

## User guidelines –Semen Analysis

To request a semen analysis use ICE only. The patient can arrange an appointment; but the department will automatically send out an appointment to the patient. **Do not send the patient to the laboratory without an appointment– the specimen will be rejected.**

Log onto ICE

From the left hand tool bar select 'Requesting' button, then click on 'new'

At the top of the window click on the 'Andrology' tab or search 'semen'

Then select the 'Fertility SPL' test button if fertility test **or** retrograde ejaculation is required . If a Post Vasectomy– semen sample is required select 'Post Vasectomy – semen sample (SPL)'

Complete the test for the patient and click continue. **Please insert the date when the patient had their vasectomy operation, if applicable**

Ensure that you have issued a patient with a red Fertility pack (containing a sterile pre-weighed and cytotoxically tested specimen container and leaflet) Click 'Yes' to continue.

Please click on 'collect later' button, then click 'accept request'

The request will be accepted and printed in the Andrology department and an appointment will be sent to the patient by post. The patient should hear from the department within 1-2 weeks for a fertility or retrograde appointment.

The patient should hear from the department 4 weeks prior to their post 16-20 week vasectomy analysis appointment