



A care system support organisation



SystemOne - Adding New NT & ST Labs (2026) Guide

North Tessa NHS Foundation Trust
South Tees NHS Foundation Trust

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Official

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1. Introduction

Two new labs have been setup for the following areas:

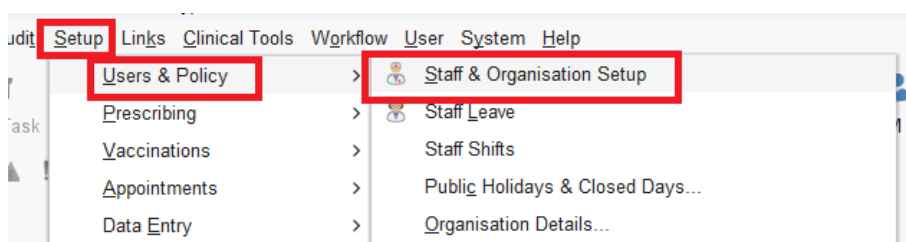
- North Tees
- South Tees

This guide has been created to assist in adding the new labs to SystemOne. You do not have to add both labs, you only need to add the one you will use for your area. However, both labs can be added if required.

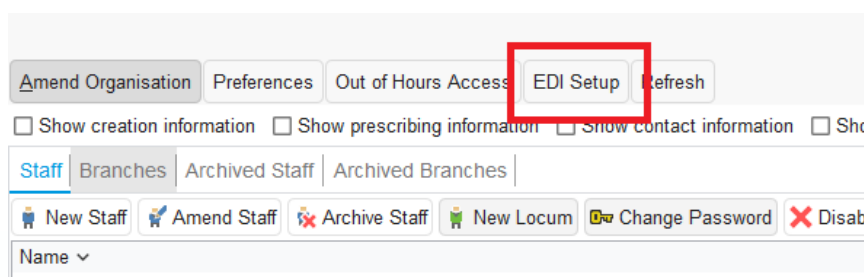
Note: You will need the System Administrator access right to be able to amend the EDI Setup.

2. Adding the New Labs

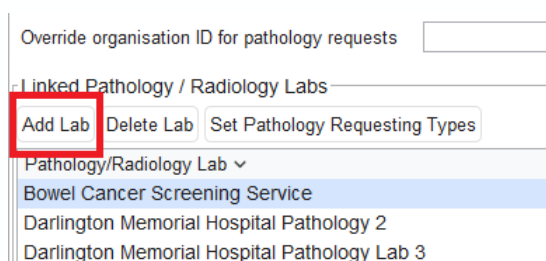
1. Select the **Setup** menu, then **Users & Policy** and then select **Staff & Organisation Setup**.



2. Select the **EDI Setup** button.



3. Select **Add Lab**.



4. There are two new labs that can be added as required. The **Lab ID Code** needed for each one is listed below underneath the name of the Lab:

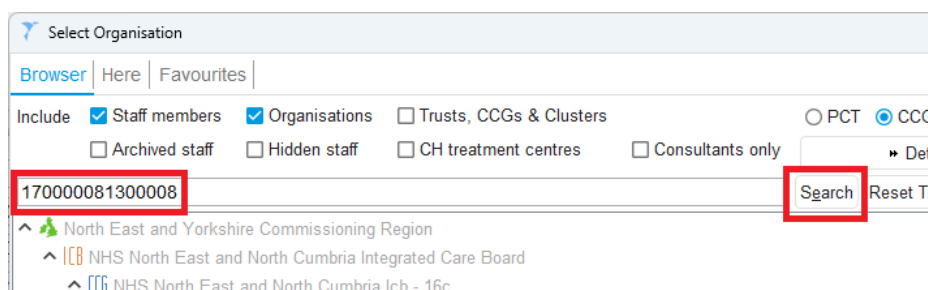
North Tees and Hartlepool NHS Foundation Trust

Lab ID Code: 170000081300008

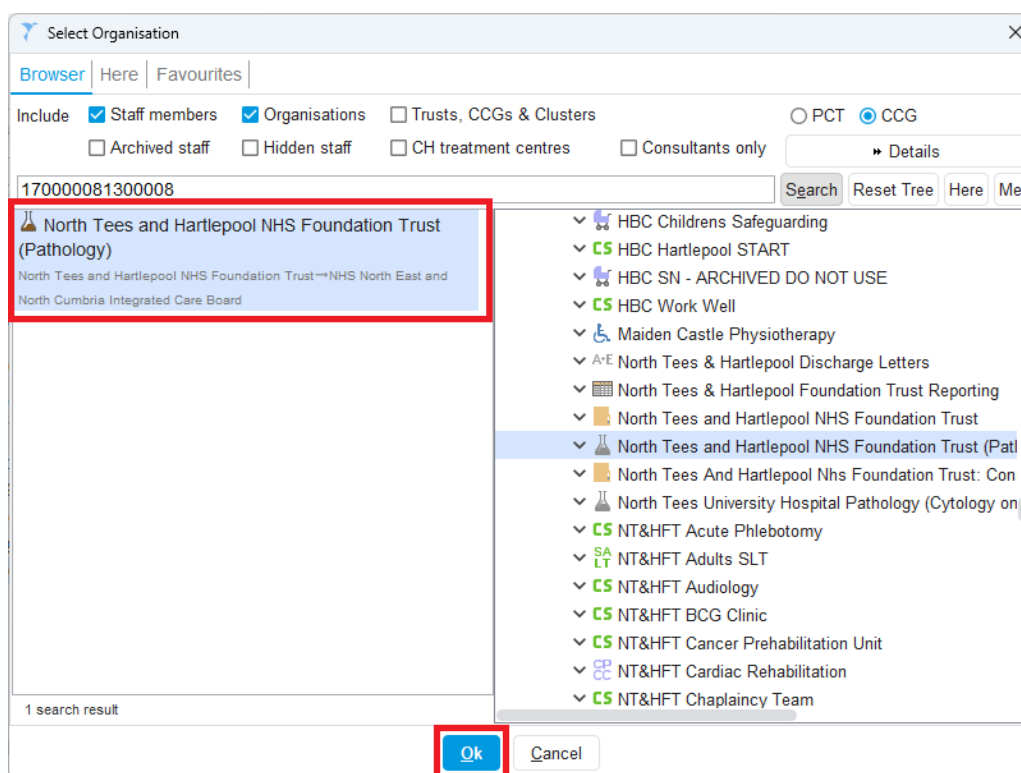
South Tees Hospitals NHS Foundation Trust

Lab ID Code: 170000062200013

5. Enter the required **Lab ID Code** into the text box and select the **Search** button. In this example the North Tees lab is being added.



6. The name of the lab is displayed in the search results. Select the **Lab** and then select **Ok**.



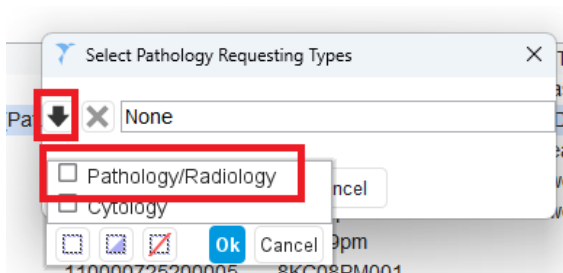
7. The newly added **Lab** will then be displayed.

Linked Pathology / Radiology Labs		
Add Lab Delete Lab Set Pathology Requesting Types		
Pathology/Radiology Lab	Lab ID Code	Lab DTS Address
Bowel Cancer Screening Service	110000381000005	T1410HC1
North Tees and Hartlepool NHS Foundation Trust (Pathology)	170000081300008	69200pm
University Hospital Hartlepool Radiology	170000081300001	69200pm
Gateshead Hospital Pathology	170000078200002	691n0nm

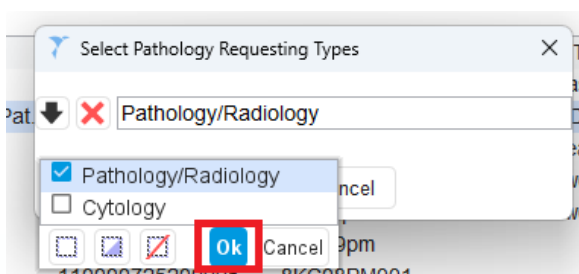
8. The lab must also be enabled for requests before it can be used. To do this select the tick box in the **Allow Pathology Requesting** column.

Linked Pathology / Radiology Labs				
Add Lab Delete Lab Set Pathology Requesting Types				
Pathology/Radiology Lab	Lab ID Code	Lab DTS Address	Hospital Trust for Electronic Requests	Allow Pathology Re...
Bowel Cancer Screening Service	110000381000005	T1410HC1		
North Tees and Hartlepool NHS Foundation Trust (Pathology)	170000081300008	69200pm	North Tees and Hartlepool NHS Fou...	☐
University Hospital Hartlepool Radiology	170000081300001	69200pm	North Tees and Hartlepool NHS Fou...	☐
Gateshead Hospital Pathology	170000078200002	691n0nm	Gateshead Health NHS Foundation	☒

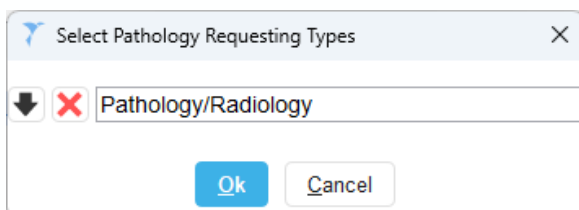
9. Select the black down arrow and enable the requesting type, e.g. Pathology/Radiology.



10. Select **Ok** once the type has been selected.



11. Select **Ok** again to confirm.



12. The lab should now be displayed and enabled for requesting.

Linked Pathology / Radiology Labs					
Add Lab		Delete Lab	Set Pathology Requesting Types		
Pathology/Radiology Lab	Lab ID Code	Lab DTS Address	Hospital Trust for Electronic Requests	Allow Pathology Re...	Pathology Requesting Types
Gateshead Hospital Pathology	170000078200002	691p0pm	Gateshead Health NHS Foundation Trust	☒	Pathology/Radiology, Cytol...
Gateshead Screening Services	170000078200007	691P0PM001	Gateshead Health NHS Foundation Trust	☒	Pathology/Radiology, Cytol...
North Tees and Hartlepool NHS Foundation Trust	170000081300008	69200pm	North Tees and Hartlepool NHS Foundation ...	☒	Pathology/Radiology
North Tees University Hospital Pathology (Cytolog...	170000081300004	69200pm	North Tees and Hartlepool NHS Foundation ..	☒	Pathology/Radiology, Cytol...
Bowel Cancer Screening Service	110000381000005	T1410HC1		☐	

13. Select **Ok** to close the **EDI Setup** dialogue.
14. To add a second lab, please follow the same steps as shown above.