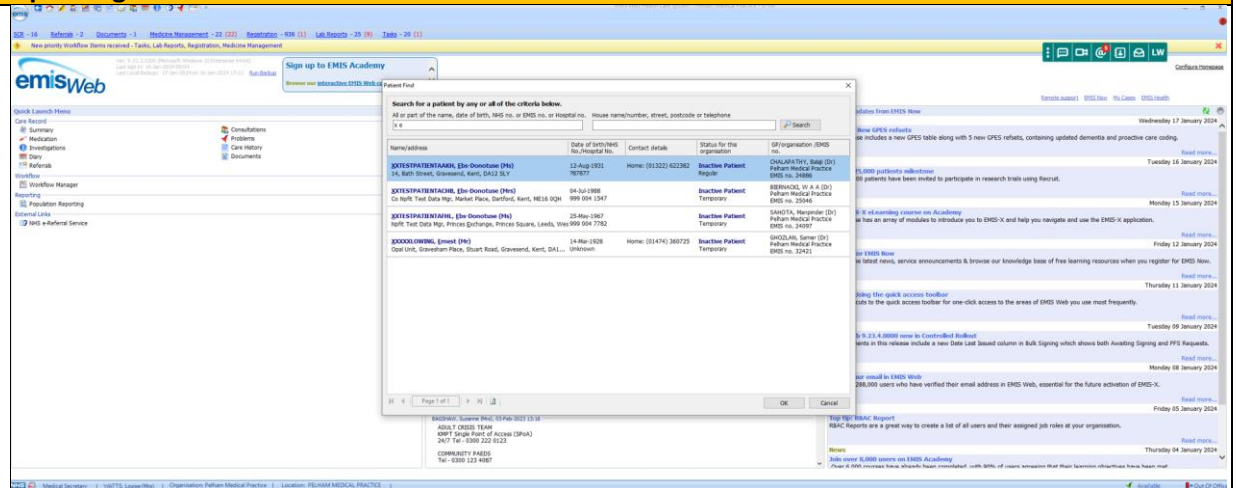


Quick Reference Guide: How to Access ICE via EMIS

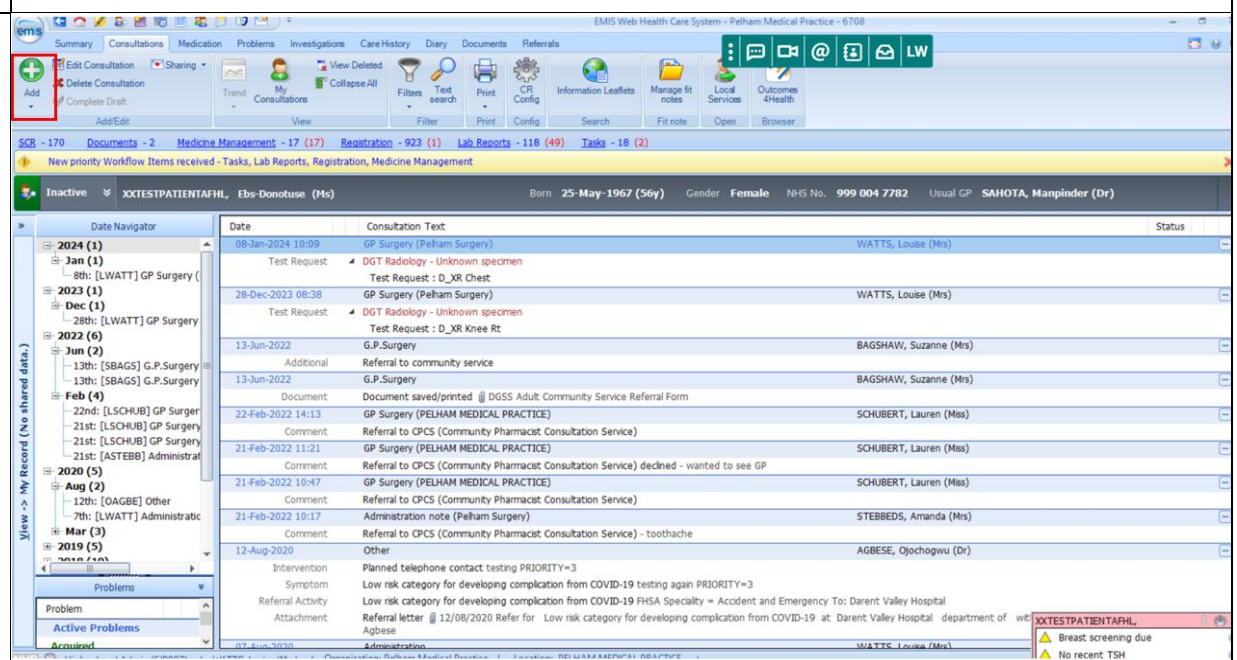
Page 1 of 8

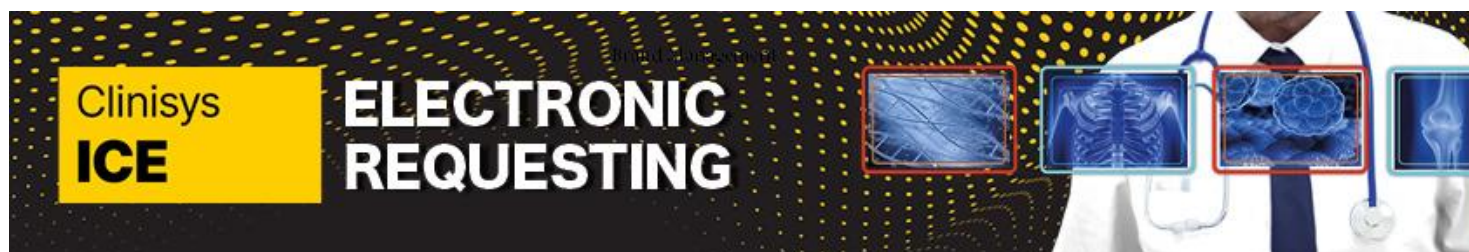
Accessing ICE for Requesting

Search and select the patient.



From the Consultation screen click **ADD**.

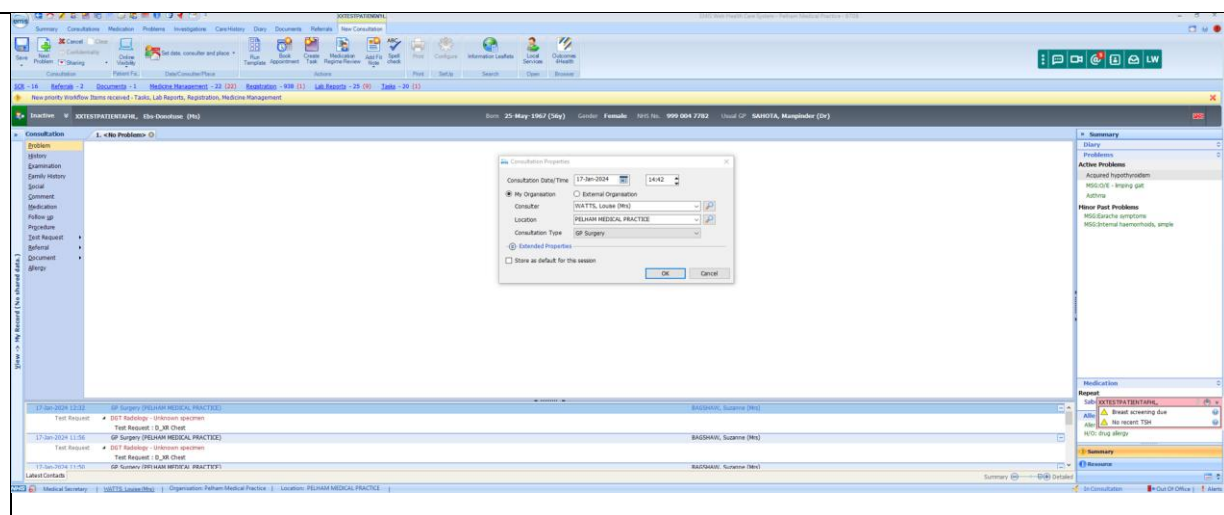




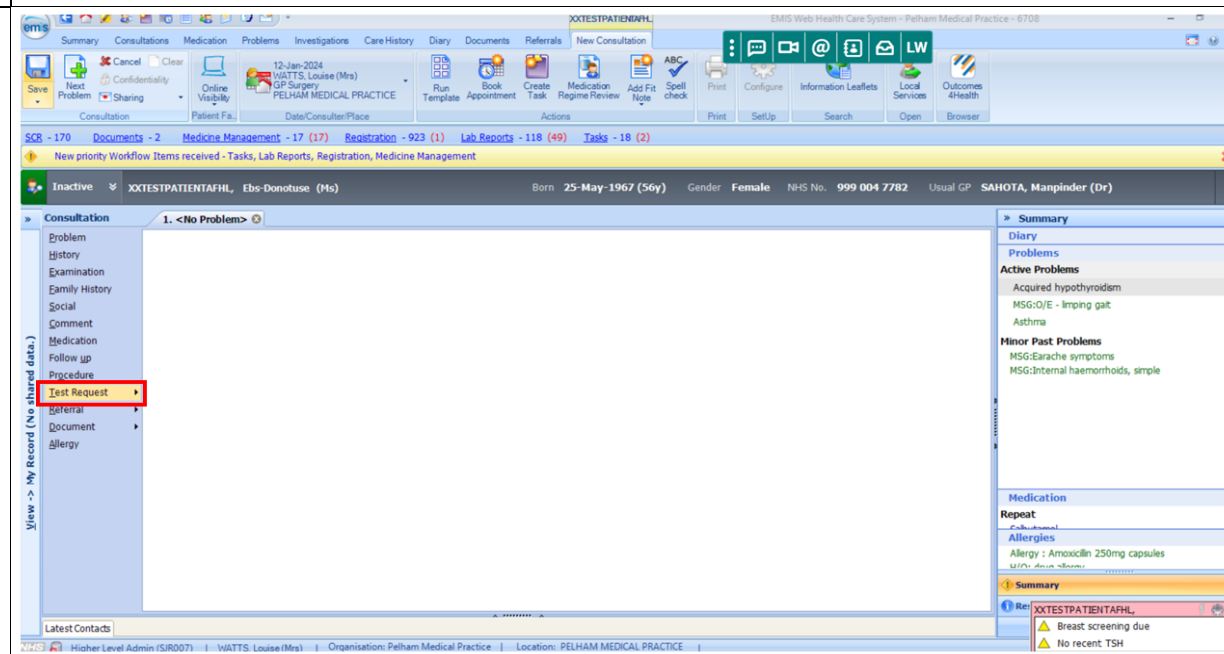
Quick Reference Guide: How to Access ICE via EMIS

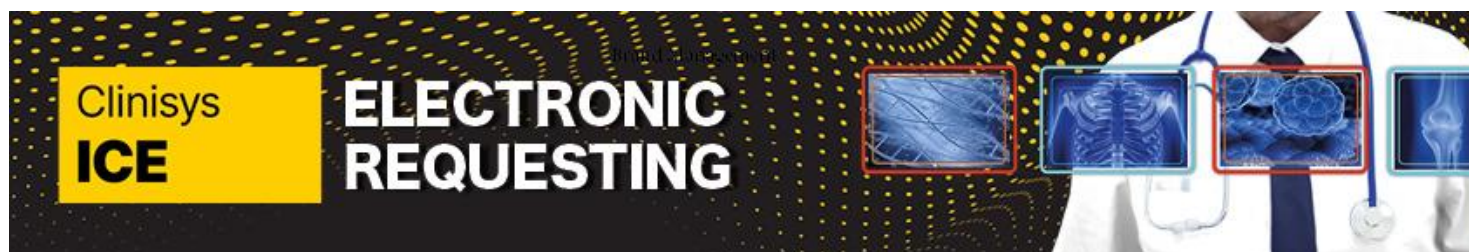
Page 2 of 8

The Consultation Properties pop up will display - Click **OK**.



Click **Test Request**, Click **Online Test Request**.



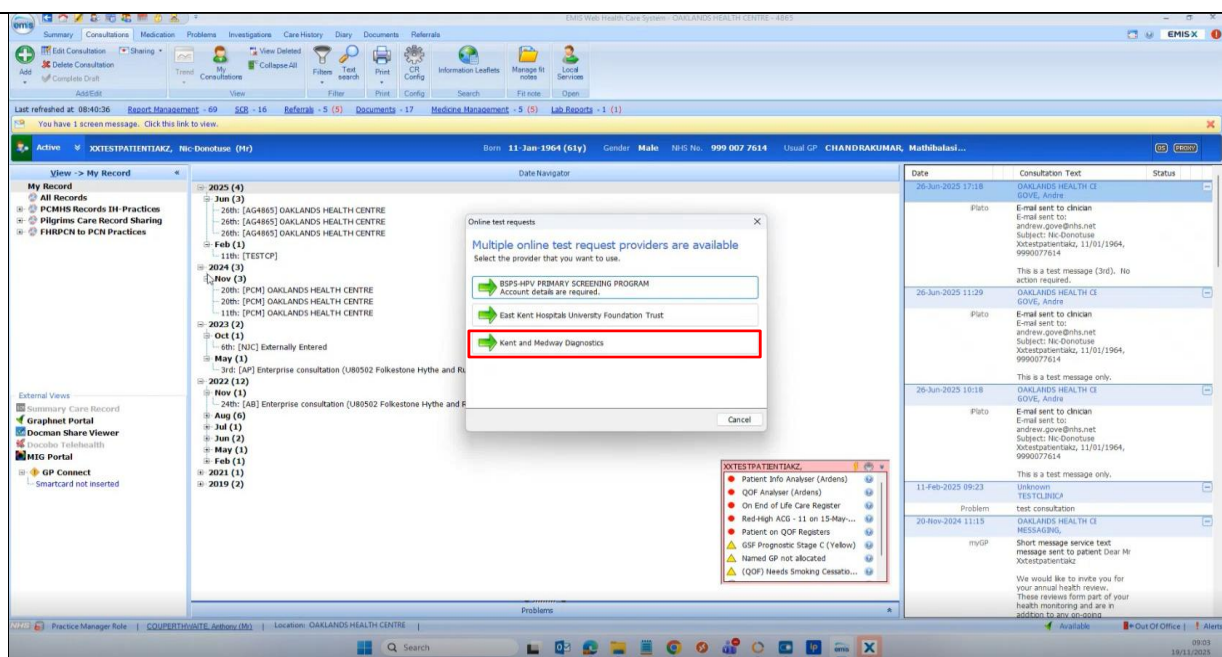


Quick Reference Guide: How to Access ICE via EMIS

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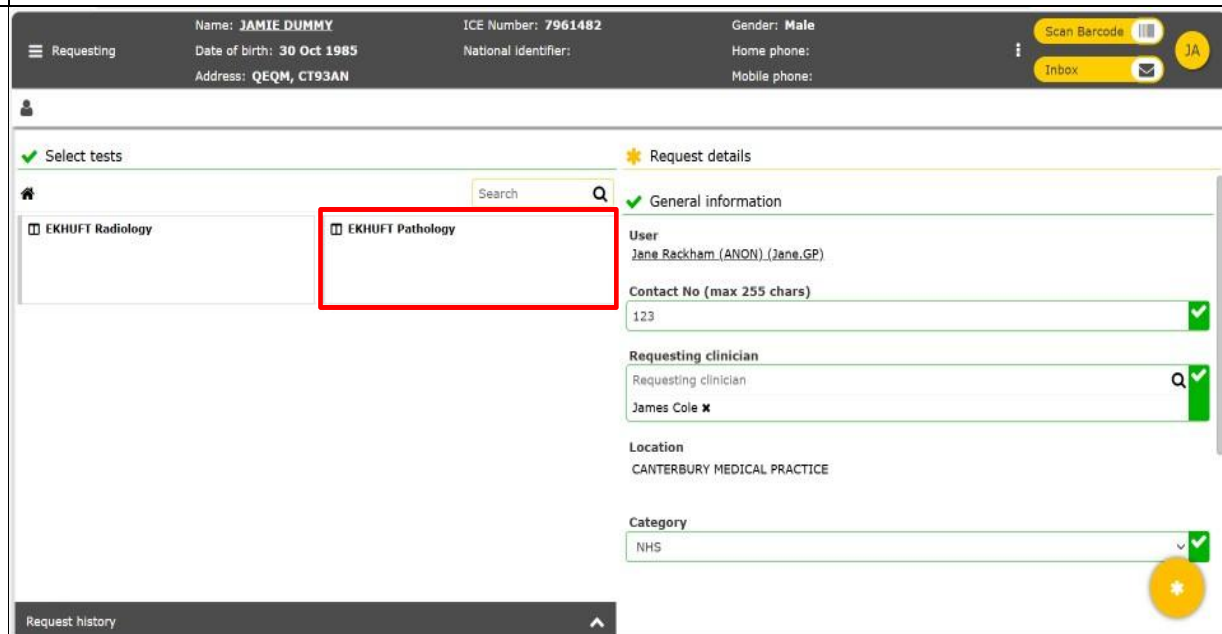
The Online test requests pop up will display - Select **Kent and Medway Diagnostics**.

The options available to you in this popup may vary, depending on the Trust.



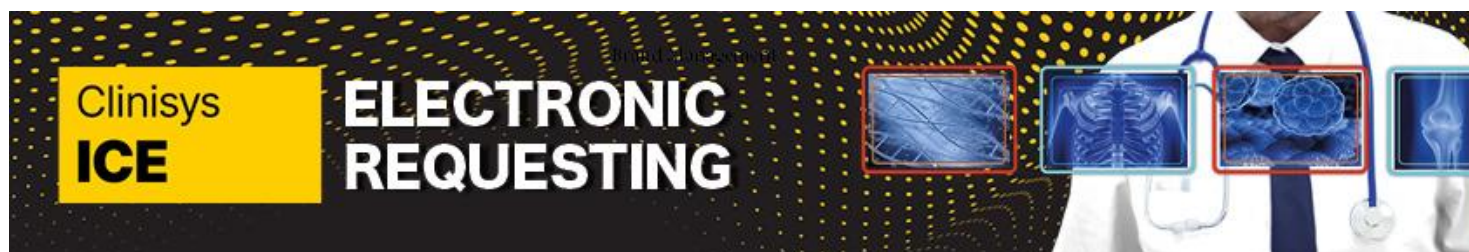
You will now see the ICE screen in the patient context and can start to select the appropriate examination from the catalogue.

For "Requesting", see QRG 2: How to Request in ICE.

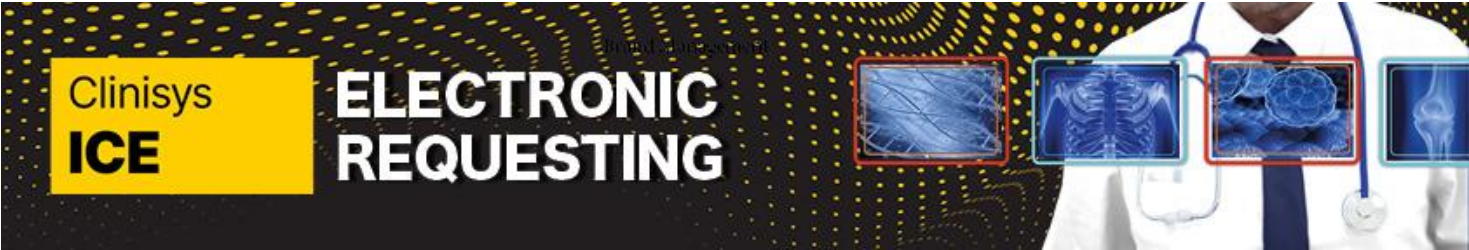




<p>If you work at multiple practices, this will be considered when you log into EMIS with your smartcard – no need to select the practice.</p> <p>However, if you locum at one of these practices, you may need to select your supervisor.</p>	
<p>To change or select your supervisor, press the X next to their name, and type the start of the new supervisor's surname in the box above.</p> <p>Options will appear, select the appropriate one.</p>	<div><div><div>General information</div><div>User Heather Carolan (heather.carolan)</div><div>Contact No (max 255 chars) 0123456789</div><div>Requesting clinician Requesting clinician Dr Virtualone X</div><div>Location Virtual GP Practice</div></div><div><div>General information</div><div>User Heather Carolan (heather.carolan)</div><div>Contact No (max 255 chars) 0123456789</div><div>Please enter a valid value for Requesting clinician virt Virtualone G0000017 Virtualtwo ZZZZ2</div></div></div>



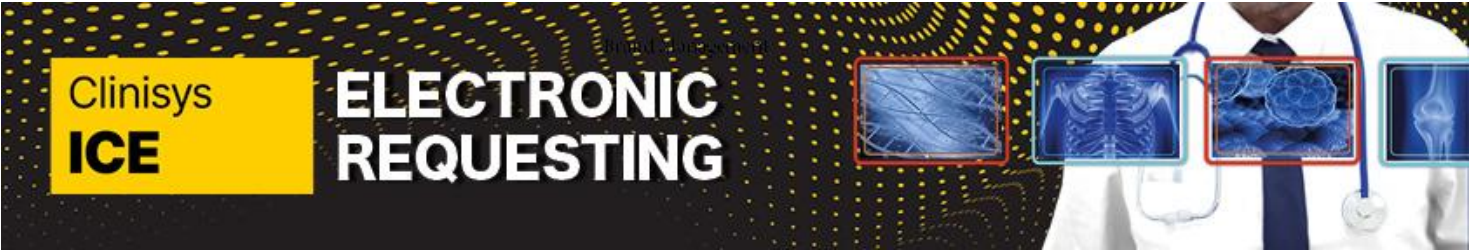
<p>Search and select the patient.</p>	
<p>Accessing ICE for Specimen Collection</p>	
<p>Navigate to the Investigation tab in EMIS.</p>	
<p>Click on Patient Report List.</p>	
<p>Select Kent and Medway Diagnostics from the pop-up.</p> <p><i>The options available to you may vary depending on your role.</i></p>	



This automatically opens ICE in “Reports” view.

From here, click the hamburger menu as shown.

Then click **Requests** as shown to take you to the “Request List”.



Quick Reference Guide: How to Access ICE via EMIS

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Within Requests, locate the request pending collection and click to select it.

Requesting

Name: Margot DUMMY
Date of birth: 4 Jun 1969
Address: East Kent Hospitals NHS Trust, Kent, E

DUMMY, Margot

SPC

COEL - E_Coeliac profile

Priority: Routine Priority

Requested: 20 Nov 2025 15:42

Dr Jothis K GEEVARGHESE

NORTHDOWN SURGERY

REQ

CORCA - E_Calcium (Albumin adjusted), EC - E_Electrolytes, Creatinine and EGFR, HBA1CD - E_HbA1c Diagnostic (IFCC), LIPID ...

Priority: Routine Priority

Requested: 20 Nov 2025 15:41

Dr Jothis K GEEVARGHESE

NORTHDOWN SURGERY

SPC

VITD - E_Vitamin D

Priority: Routine Priority

Requested: 20 Nov 2025 15:36

Dr Jothis K GEEVARGHESE

NORTHDOWN SURGERY

SPC

UPRT - E_Urine protein - 24 hr, BJP - E_Bence Jones protein, RUPR - E_Urine Protein - Random

Priority: Routine Priority

Requested: 20 Nov 2025 15:04

Dr Jothis K GEEVARGHESE

NORTHDOWN SURGERY

SPC

EC - E_Electrolytes, Creatinine and EGFR, LFT - E_Liver function tests (profile), E - E_ESR, FB - E_Full Blood Count

Priority: Routine Priority

Requested: 20 Nov 2025 15:03

Dr Jothis K GEEVARGHESE

NORTHDOWN SURGERY

SPC

BONE - E_BONE PROFILE, CRP - E_CRP, EC - E_Electrolytes, Creatinine and EGFR, LFT - E_Liver function tests (profile), TFT ...

Priority: Routine Priority

Requested: 20 Nov 2025 13:37

Dr Jothis K GEEVARGHESE

NORTHDOWN SURGERY

REQ

VITD - E_Vitamin D

Priority: Routine Priority

Requested: 20 Nov 2025 13:27

Dr Jothis K GEEVARGHESE

NORTHDOWN SURGERY

REQ

EC - E_Electrolytes, Creatinine and EGFR, GL - E_Glucose, TFT - E_Thyroid Function FT4 & TSH

This opens the "request" information.

You can then select the collection icon as shown.

DUMMY, Margot

4 Jun 1969 (56 years) M E7749756

SPC

COEL - E_Coeliac profile

Priority: Routine Priority

Requested: 20 Nov 2025 15:42

Dr Jothis K GEEVARGHESE

NORTHDOWN SURGERY

DUMMY, Margot

4 Jun 1969 (56 years) M E7749756

REQ

CORCA - E_Calcium (Albumin adjusted), EC - E_Electrolytes, Creatinine and EGFR, HBA1CD - E_HbA1c Diagnostic (IFCC),...

Priority: Routine Priority

Requested: 20 Nov 2025 15:41

Dr Jothis K GEEVARGHESE

NORTHDOWN SURGERY

DUMMY, Margot

4 Jun 1969 (56 years) M E7749756

SPC

VITD - E_Vitamin D

Priority: Routine Priority

Requested: 20 Nov 2025 15:36

Dr Jothis K GEEVARGHESE

NORTHDOWN SURGERY

DUMMY, Margot

4 Jun 1969 (56 years) M E7749756

SPC

UPRT - E_Urine protein - 24 hr, BJP - E_Bence Jones protein, RUPR - E_Urine Protein - Random

Priority: Routine Priority

Requested: 20 Nov 2025 15:04

Dr Jothis K GEEVARGHESE

NORTHDOWN SURGERY

DUMMY, Margot

4 Jun 1969 (56 years) M E7749756

SPC

EC - E_Electrolytes, Creatinine and EGFR, LFT - E_Liver function

DUMMY, Margot

DOB 4 Jun 1969 (56 years) Gender M Medical Record Number E7749756

Clinician: Dr Jothis K GEEVARGHESE Location: NORTHDOWN SURGERY

APEX BHI Status REQ Request date 20 Nov 2025 15:41

General information

Requested by Melenie Marsh (melenie.marsh)

Contact No 123

Priority

Telephone results No

ICEMail results No

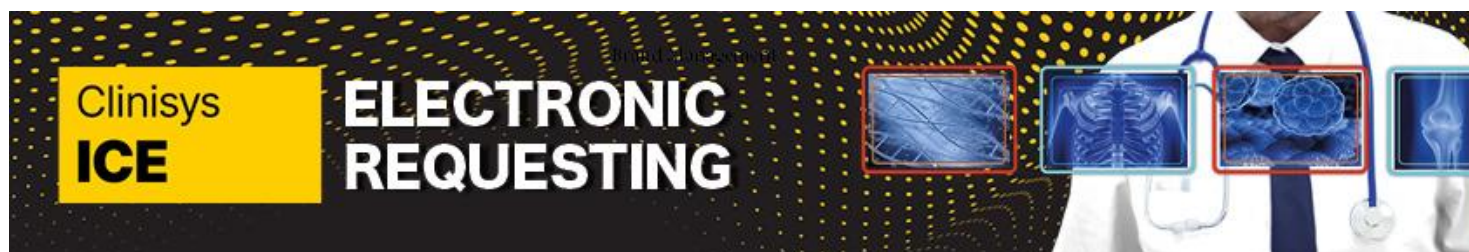
Category NHS

Order number 2197

Investigation(s) requested

CORCA - E_Calcium (Albumin adjusted) (Awaiting collection)

EC - E_Electrolytes, Creatinine and EGFR (Awaiting collection)



This opens the “sample queue”, which can be navigated using the vertical scroll bar.

For “Specimen Collection”, see QRG 4: How to Specimen Collect in ICE.

⚙ DUMMY, Margot
DOB 4 Jun 1969 (56 years) **Gender** M **Medical Record Number** E7749756
Clinician: Dr Jothis K GEEVARGHESE **Location:** NORTHDOWN SURGERY
APEX BHI **Status** REQ **Request date** 20 Nov 2025 15:41

General information

Requested by	Melenie Marsh (melenie.marsh)
Contact No	123
Priority	
Telephone results	No
ICEMail results	No
Category	NHS
Order number	2197

Investigation(s) requested

- ▶ **CORCA - E_Calcium (Albumin adjusted) (Awaiting collection)**
- ▶ **EC - E_Electrolytes, Creatinine and EGFR (Awaiting collection)**

Relevant samples ☐ All Samples

Required containers

- 1 X 4mL Purple top EDTA Haem
- 1 X SST (GOLD)

Order no: 2197 **REQ** **Routine Priority**

Scheduled collection date N/A

☐ **Set danger of infection**

Collect now

- 1 X SST (GOLD)

Accession number 300921 **Container volume** 10 **Investigations** CORCA, EC, LIPID, LFT, TFT

For patients with multiple pending orders, toggle to **All Samples** at the top of the screen.

The full sample queue will be displayed, which you can navigate it using the vertical scroll bar.

⚙ DUMMY, Margot
DOB 4 Jun 1969 (56 years) **Gender** M **Medical Record Number** E7749756
Clinician: Dr Jothis K GEEVARGHESE **Location:** NORTHDOWN SURGERY
APEX BHI **Status** REQ **Request date** 20 Nov 2025 15:41

General information

Requested by	Melenie Marsh (melenie.marsh)
Contact No	123
Priority	
Telephone results	No
ICEMail results	No
Category	NHS
Order number	2197

Investigation(s) requested

- ▶ **CORCA - E_Calcium (Albumin adjusted) (Awaiting collection)**
- ▶ **EC - E_Electrolytes, Creatinine and EGFR (Awaiting collection)**

Relevant samples ☒ All Samples

Required containers

- 1 X 4mL Purple top EDTA Haem
- 1 X SST (GOLD)

Order no: 2197 **REQ** **Routine Priority**

Scheduled collection date N/A

☐ **Set danger of infection**

Collect now

- 1 X SST (GOLD)

Accession number 300921 **Container volume** 10 **Investigations** CORCA, EC, LIPID, LFT, TFT