

Page 1 of 4

This quick reference guide is intended for use across all Trusts, though it was created using screenshots from Dartford and Gravesham Trust. Please be aware that the tiles and options you encounter in the system may differ from those shown in the screenshots, but the functionality will remain consistent. Please select the most suitable options based on the patient's geographical area and/or Trust.

Search and select	SS -16 Befents -2 Deciments -1 Medicine Resistment -22	2 (22) Englistation - 938 (1) Lab Reports - 25 (9)	Tests - 20 (1)						
the patient	New prority Wolflow Dems received - Tasks, Lab Reports, Reportation, Pre-1, 21, 21, 220 Pre-sould systems 10 tem	Medicine Hanagement	~					: 🖻 📭 🔮 🔒 🗠 📖 🗡	
the patient.	emisiveh	Browne mer interaction DHIS Web-	Patient Find					X	
	TTCD		Search for a patient by any or all of the criteria below.					Barrara autoral Officies He Cases Officients	
	Quick Learning Heres Care Record Bit Screeners	2 Constations	All or part of the name, date of birth, NHS no. or EMIS no. or Ho x e	ispital no. House nam	e/number, street, postcode	e ar telephone	P Search	Vediesday 17 January 2024	
	Medication  Divertigations	Verbiens	Name/address	Date of beth/HHS	Contact details	Status for the	GP/organisation /EMIS	se includes a new GPES table along with 5 new GPES relisets, containing updated dementia and proactive care coding.	
	Diary Referañ	2 Documents	XXIISTPATHIRIAAKH, Ebs-Donotuse (Ms)	12-Aug-1931	Home: (01322) 622382	Inactive Patient	OKALAPATHY, Balgi (Dr) Pelham Medical Practice	Tuesday 16 January 2024	
	Workflow Manager		XXII STPATHINIACHII, [bs-Oonotuse (Hrs)	04-3/-1988		Inactive Patient	EMDS ON, 24606 REFRIACK, W A A (Dr) Refere Madeal Discharg	00 petients have been invited to participate in research trials using Recruit.	
	Reporting Reporting Enternal Links		Co Nofit Test Data Mgr, Market Place, Dartford, Kent, HE16 DQH	999 004 1547		Temporary	EMIS np. 25046 SAHOTA, Haronder (Dr)	Manday 15 January 2024 5-X streaming course on Academy	
	10 THES & Referral Service		Noft: Test Data Hgr, Princes Exchange, Princes Square, Leeds, Wi	25-409-1967 les 999 054 7782		Temporary	Peham Nedical Practice EMDS no. 24097	w has an array of modules to introduce you to EMES-X and help you navigate and use the EMES-X application.	
			SXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	14-Mar-1928 Unknown	Home: (01474) 360725	Inactive Patient Temporary	EMOZLAN, samer (Dr) Peham Medical Practice EMIS no. 32421	Findey 12 January 2024 pr EMIS Now	
								w latest news, sensce announcements & browse our knowledge base of free learning resources when you register for EMIS Now.	
								Thursday 11 January 2024 Juling the speick accesss bootbar	
								cuts to the quick access toobar for one-click access to the areas of EMIS Web you use most frequently. Read more	
								Tuesday 09 January 2024 b 9.23.4.0000 now in Controlled Robout	
								ents in this release include a new Date Last Issued column in Bulk Signing which shows both Awating Signing and PFS Requests.	
								Monday (8 January 2024 Kar email in EMES Web	
			N. C. DANSIEL N. HUR.				second second	288,000 users who have verified their email address in EMIS Web, essential for the future activation of EMIS-X.	
			BACOWIN Science (Hell, 03 Hell 2020 13 18				OK Cancel	Friday 65 January 2024	
			ADULT CRESS TEAM KHRY Single Point of Access (SPOA) 24(2, Tel., (200, 222, 0132)				RBAC	Reports are a great way to create a list of all users and their assigned job roles at your organisation.	
			COMMUNITY PAEDS				News Join s	Thursday 44 January 2024	
			10 000 00 000				* over	il 1996 renerge here slegade haan renelated with QML of neare presiden that their learning chieffings have been met	
	Matical Security   <u>UNITS Laurantition</u>   Organization Perham	n Medical Practice   Location: PELHAM MEDICAL PRACTIC	ξ. I	EMIS	Veb Health Care	System - Pelhar	n Medical Practice - I	6708 - 01	
From the	ems Summary Consultations Medication	Problems Investigations Care	History Diary Documents Referrals						
Concultation	Effit Consultation Sharing	View Delete		0	<b>A</b>		⊡ <b> </b> ⊡∎ @ :		
Consultation	Delete Consultation	Collapse All	Y 🔪 🖨 🎎			۵	2		
screen click <b>ADD</b> .	Add Complete Draft	Trend Consultations	Filters lext Print CR In search Config	nformation Leaf	notes	Services	4Health		
Server ener ADD.	Add/Edit	View	Filter Print Config	Search	Fit note	Open	Browser		
	SCB - 170 Documents - 2 Medicine I	Management - 17 (17) Registra	tion - 923 (1) Lab Reports - 118 (49)	) <u>Tasks</u> - 1	18 (2)				
	New priority Workflow Items received -	Tasks, Lab Reports, Registration, N	ledicine Management					2	
	Tinactive 😵 XXTESTPATIENTAFHI, Ebs-Donotuse (Ms) Born 25-May-1967 (56y) Gender Female NHS No. 999 004 7782 Usual GP SAHOTA, Manpinder (Dr)								
	Data Navigator	Data Ga	esubation Text					Cable	
	- 2024 (1)	08-Jan-2024 10:09 GP	Surgery (Pelham Surgery)					WATTS, Louise (Mrs)	
	- Jan (1)	Test Request 🔺 DG	T Radiology - Unknown specimen						
	- 8th: [LWATT] GP Surgery (	T	est Request : D_XR Chest						
	⊕ 2023 (1) ⊕ Dec (1)	28-Dec-2023 08:38 GP	Surgery (Pelham Surgery)					WATTS, Louise (Mrs)	
	28th: [LWATT] GP Surgery	Test Request / DG	T Radiology - Unknown specimen						
	<b>⊡</b> 2022 (6)	13-lun-2022 GE	Surgery					RAGSHAW, Suzanne (Mrs)	
	- 13th: [SBAGS] G.P. Surgery	Additional Ref	erral to community service						
	9 -13th: [SBAGS] G.P.Surgery	13-Jun-2022 G.F	Surgery					BAGSHAW, Suzanne (Mrs)	
	E Feb (4)	Document Doc	cument saved/printed 🏐 DGSS Adult Com	munity Servic	e Referral Form				
	-22nd: [LSCHUB] GP Surger     -21st: [LSCHUB] GP Surgery	22-Feb-2022 14:13 GP	Surgery (PELHAM MEDICAL PRACTICE)		(			SCHUBERT, Lauren (Miss)	
	-21st: [LSCHUB] GP Surgery	21_Eab.2022.11:21 GP	Surgery (DELHAM MEDICAL PRACTICE)	sultation Serv	ice)			SCHUBERT Lauren (Mice)	
	21st: [ASTEBB] Administrat	Comment Ref	erral to CPCS (Community Pharmacist Con	sultation Serv	ice) declined - w	vanted to see (	GP		
	≥ 9-Aug (2)	21-Feb-2022 10:47 GP	Surgery (PELHAM MEDICAL PRACTICE)					SCHUBERT, Lauren (Miss)	
	12th: [OAGBE] Other	Comment Ref	erral to CPCS (Community Pharmacist Con	sultation Serv	ice)				
	Tth: [LWATT] Administratic	21-Feb-2022 10:17 Ad	ministration note (Pelham Surgery)					STEBBEDS, Amanda (Mrs)	
	≥ 2019 (5)	12-Aug-2020 Off	errai to CPCS (Community Pharmacist Con: her	suitation Serv	ice) - toothache			AGBESE, Qiochogwu (Dr)	
	1 2010 (101	Intervention Plan	ned telephone contact testing PRIORITY	(=3				Lange of Arcited (n)	
	Problems ¥	Symptom Lov	v risk category for developing complication	from COVID	19 testing again	PRIORITY=3			
	Problem	Referral Activity Low	v risk category for developing complication	from COVID	19 FHSA Specia	lity = Accident	and Emergency To	: Darent Valley Hospital	
	Active Problems	Attachment Ref	erral letter 🧃 12/08/2020 Refer for Low	risk category	for developing	complication fr	om COVID-19 at D	arent Valley Hospital department of wit XXTESTPATIENTAFHL,	
		nyi	and the second se					WATTS Louise (Mrs)	
	Acquired	07-400-2020 44	Internation					A No recent TSH	



# Page 2 of 4

The Consultation Properties pop up		: p • • •							
will display - Click	ADD - 14     Belanck - 12     Second 2 - 14     Belanck - 14     Dial - 12     Dial       Norse with Yould'sy Dear scored: Table, Like Regioned:     X								
	Do Markins V XUTSTATLINEAR, the Dockster (Hs)     Dockster (H	t Summer							
OK.		Diary 0 Problems 0							
	Dank Holy Transmission (1997)	Active Problems Acquired hypothyroidem							
	Salad Connect (in the connect of the	HESCO/E - Imping gait Actorsa							
	Byblickink         Christian         Christian <thchristian< th=""> <thchristian< th=""> <th< th=""><th>Hinor Past Problems MSC:Earche symptoms</th></th<></thchristian<></thchristian<>	Hinor Past Problems MSC:Earche symptoms							
	Pageater Consultation Tree @ Strategiery v								
	a prove a strate to the same t								
		Maderina S Papel							
	[] 23x234 (23)         24 (suppr) (REAM REGIS), RACTO3)         8488446, Suppr)           1 rst. R5 (suppr)         450 (Read Registration Registratio Registratio Registration Registration Registration Registratio R	Aller     A							
	The Result 12 do New York WIGE REVEATED Sector (19)	H/O: drug allergy							
	1 rak seguri * Tea faloger (1,2,3 One) 1 (13-50)(2) (2) (3-50)(2) (2) (3-50)(3-50)(2) (3-50)(3-50)(2) (3-5	C V C Researce							
	Lastronas i 1201 Lastras   Operator Nate Mate/Astro   Lastro REMANDOLINICI	Annany (e) 0(e) Detailed (e) 0(e) Crickel (e) 0(e) Crickel (e) 1 Anna							
Click Test	Same Committies Medicate Delane Institution Deskinter Deskinter Description	sctice - 6708 - 🗖							
Request, Click									
Online Test	Net Confidentially Save Problem Sharing Visibility Online Visibility PELHAM MEDICAL PRACTICE Run Book Create Medication Add Fit. Spell Print Configure Information-Leaflets Local Outcomes Problem Sharing Visibility PELHAM MEDICAL PRACTICE Run Book Create Medication Add Fit. Spell Print Configure Information-Leaflets Local Outcomes Services Problem Sharing Visibility PELHAM MEDICAL PRACTICE Run Book Create Medication Add Fit. Spell Print Configure Information-Leaflets Local Outcomes Problem Sharing Visibility PELHAM MEDICAL PRACTICE Run Book Create Medication Add Fit. Spell Print Configure Information-Leaflets Local Outcomes Problem Sharing Visibility PELHAM MEDICAL PRACTICE Run Book Create Medication Add Fit. Spell Print Configure Information-Leaflets Local Outcomes Problem Sharing Visibility PELHAM MEDICAL PRACTICE Run Book Create Medication Add Fit. Spell Print Configure Information-Leaflets Local Outcomes Problem Sharing Visibility PELHAM MEDICAL PRACTICE Run Book Create Medication Add Fit. Spell Print Configure Information-Leaflets Local Outcomes PELHAM MEDICAL PRACTICE Run Book Create Medication Add Fit. Spell Print Configure Information-Leaflets Local Outcomes PELHAM MEDICAL PRACTICE Run Book Create Medication Add Fit. Spell Print Print Configure Information-Leaflets Local Outcomes PELHAM MEDICAL PRACTICE RUN PRACTICE RU								
Desurant	Consultation Patient Fa. Date/Consulter/Place Actions Print SetUp Search Open Browser								
Request.	SCB - 170 Documents - 2 Medicine Management - 17 (17) Regatization - 923 (1) Lab Reports - 118 (49) Tasks - 18 (2)								
	New priority Workflow Items received - Tasks, Lab Reports, Registration, Medicine Management     Inactive × XXTESTPATTENTAFHI, Ebs-Donotuse (Ms)     Born 25-May-1967 (56y) Gender Female NHS No. 999 004 7782 Usual GP SAHDTA, Manpinder (Dr)								
	Consultation     1. <no problem=""> 0</no>	* Summary							
	Problem	Diary							
	History	Problems Active Problems							
	Examination Family History	Acquired hypothyroidism							
	Social	MSG:O/E - Imping gait							
	Comment	Asthma							
	g Bencaton Follow up	MINOR Past Problems MSG:Earache symptoms							
	8 Procedure	MSG:Internal haemorrhoids, simple							
	Est Request								
	Bererati ·								
	Allergy								
	A Ke								
		Medication							
		Repeat							
		Allergies							
		Allergy : Amoxicilin 250mg capsules							
		(1) Summary							
	Latest Contacts	A Breast screening due							
	1975 🔂 Higher Level Admin (SIR007)   WATTS: Louise (Mra)   Organisation: Pelham Medical Practice   Location: PELHAM MEDICAL PRACTICE	▲ No recent TSH							



## Page 3 of 4



Quick Reference Guide\_1\_V2\_How to Access ICE via EMIS for use by Kent and Medway Pathology and Radiology Networks Prepared by: Donna Payne IT & Applications Trainer Kent Community Health NHS Foundation Trust Date of Preparation: December 2023, updated May 2025 Date of Review: December 2025



efreshed at 13:53:22 If you work at New request 🐉 Active 🛛 GPICETESTINGONE, Lara (Mrs) multiple Consultation 1. <No Problem> ③ practices, this will Problem Spicetestingone, Lara 
 DOB
 Gender
 ICE Number

 4 Jun 1979 (45 years)
 F
 ICE01102323
 History be taken into Examination Select tests \* Request details Eamily History account when Search Social ñ Q General information Comment you log into EMIS III DGT Radiology Medication Louise Watts (G82032A2) Follow up with your Procedure Test Reque Contact No (max 255 chars) ~ 01474 355331 smartcard - no Referral Requesting clinician Document need to select the ٩V Allergy Requesting clinic Dr. MS SAHOTA × practice. Location However, if you PELHAM MEDICAL PRACTICE No No locum at one of Category ~ **~** these practices, NHS 4 you may need to /iew -> Attachments select your \* Order information No tests selected supervisor A DGT U Test Request : D\_US Abdomen DGT Radiology - Un Test Request : D\_XR Fingers Rt 03-May-2024 11:06 P Surgery (PELHAM MEDICAL PRACTICE) BAGSHAW, Suzanne (Mrs D av - Unkn Latest Contacts To change or 🗸 General information General information select your User User supervisor, press Heather Carolan (heather.carolan) Heather Carolan (heather.carolan) the X next to their Contact No (max 255 chars) Contact No (max 255 chars) 0123456789 ✓ name, and type 0123456789  $\checkmark$ the start of the **Requesting clinician** Please enter a valid value for Requesting clinician Requesting clinician Q 🔽 Q 📘 new supervisor's virt Dr Virtualone 🗙 Virtualone G0000017 surname in the Location box above. Virtualtwo ZZZZ2 Virtual GP Practice **Options will** appear, select the appropriate one.

Page 4 of 4