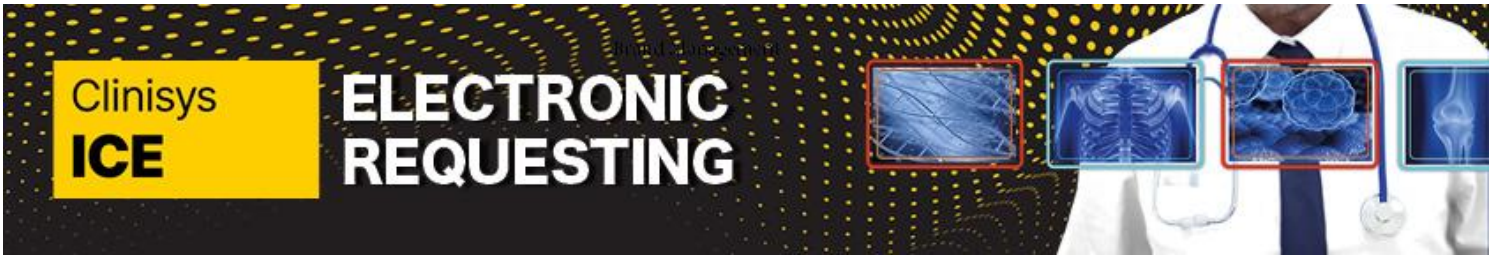
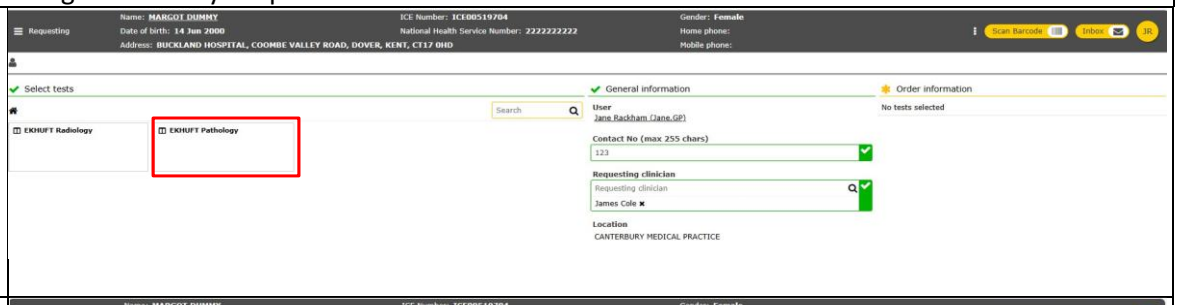


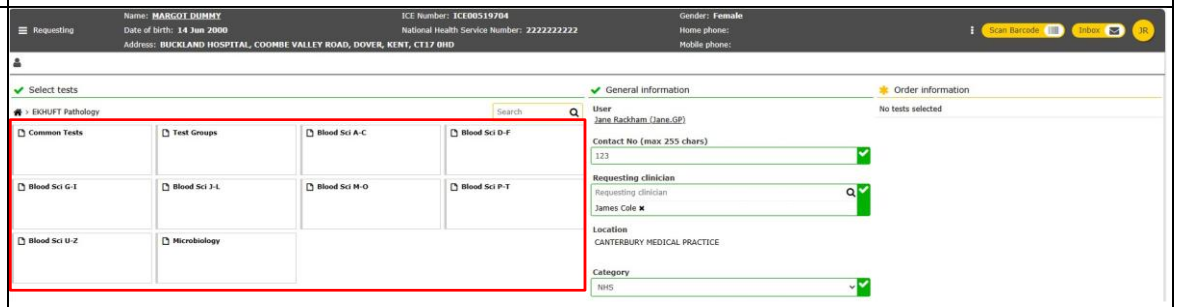
Once you have clicked "Test Request" then “Online Test Request” in EMIS and selected "Kent and Medway Diagnostics" you will land on the Requesting screen for your patient within ICE

Select the **Department.**

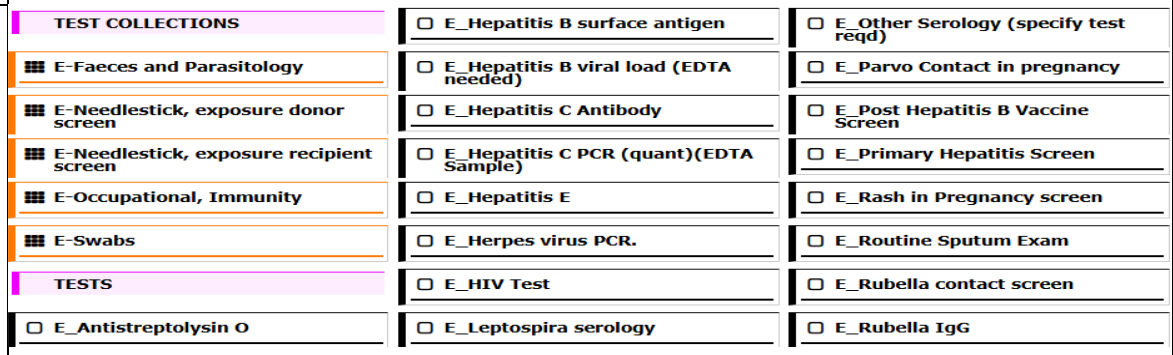


A selection of test categories will display.

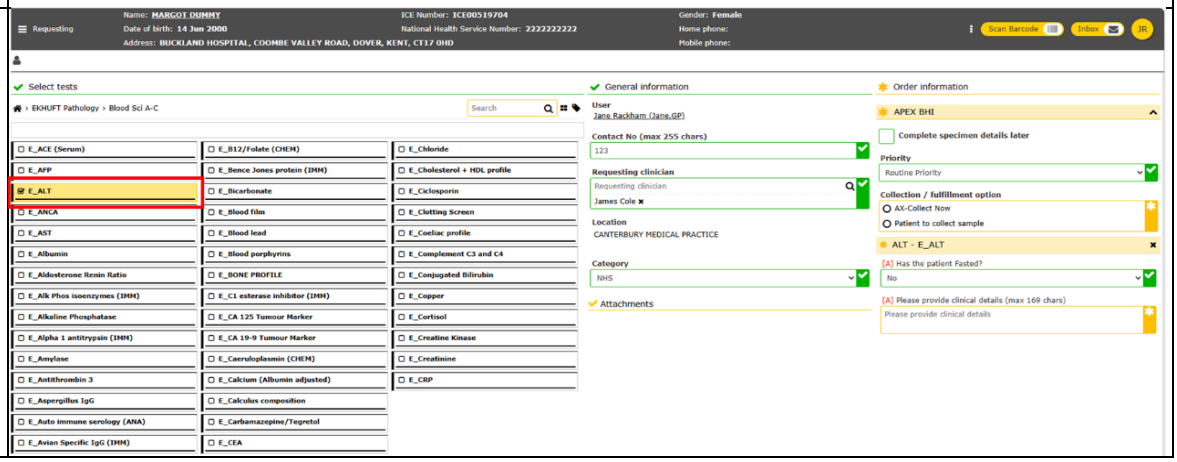
Select the appropriate **tile.**

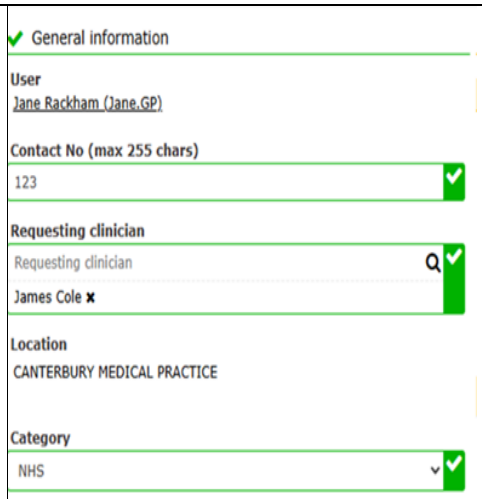
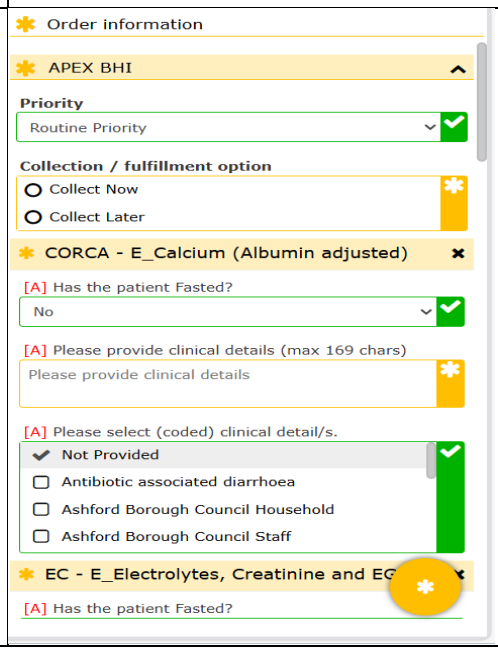


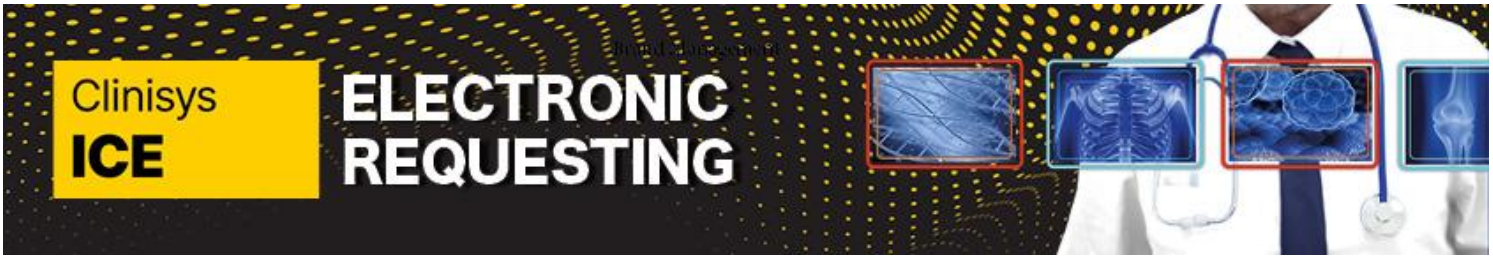
Within each selection, you may see test groups (orange border), single tests (black border) and/ or information tiles (purple border). Click onto the group/ test you need.



Once all available selections have been made, the final selection will be highlighted in yellow.

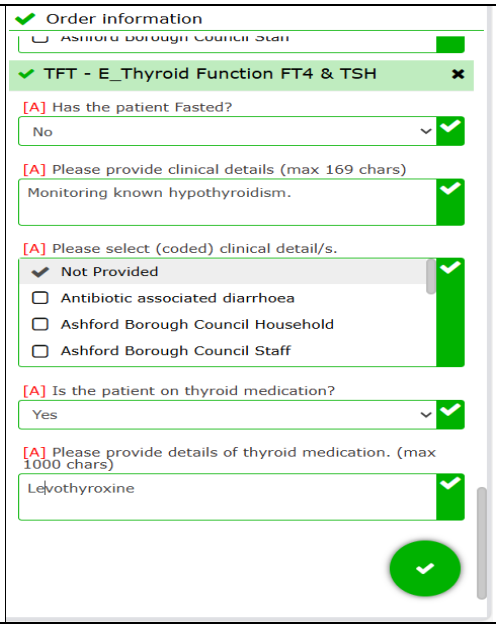


The User information is displayed to the right, These fields are auto filled by the system and should not need to be changed **unless** you are requesting on behalf of another clinician. TO do this, click the **x** next to their name, and start typing the surname of another GP at the practice, their name should appear.	
The next set of fields relates to the **order information.** Use the dropdown arrows to check and change any pre-filled information if necessary, and type in the boxes. Complete all **amber fields**; once all fields are complete (with a green tick), you can complete the order.	



Once all fields are complete, the **large circle** at the bottom of the screen turns green. Click it to submit the request.

*A pop-up will then appear with the **request form**. You may print it, save it as a PDF, or cancel if the form is not needed.*

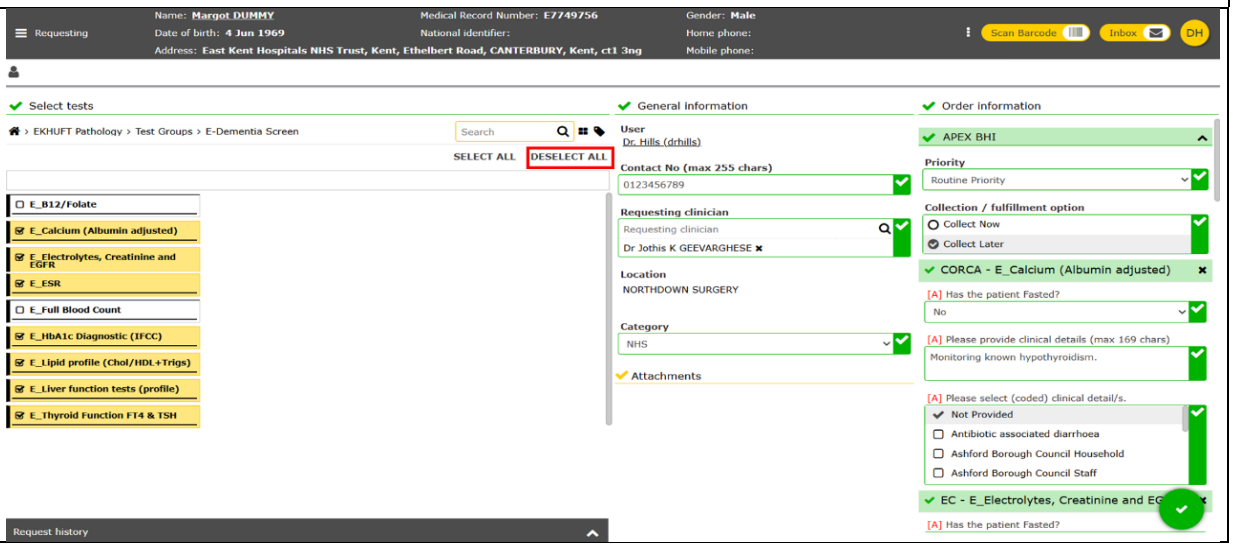


Selecting the wrong Modality whilst in requesting state

If you select the wrong test whilst in the requesting state, you can change it without returning home.
There are two options available, as described below.
Note, if you choose option 2, please bear in mind that when you change test, the Order Information keeps the original requested details. You will need to navigate back to the "Order Information" section to the far right of the screen (see below for details).

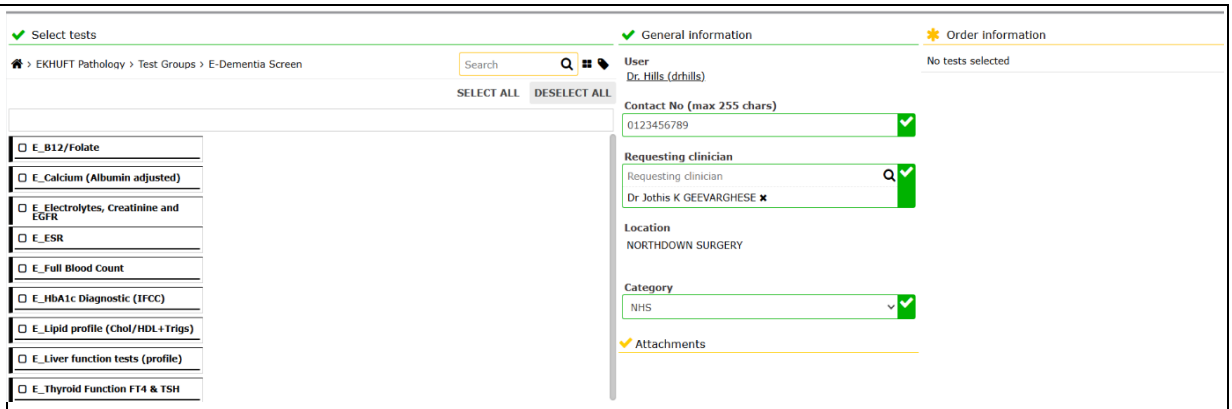
Option 1:
Click **Deselect all.**

Note: this is only available when a test group has been selected.



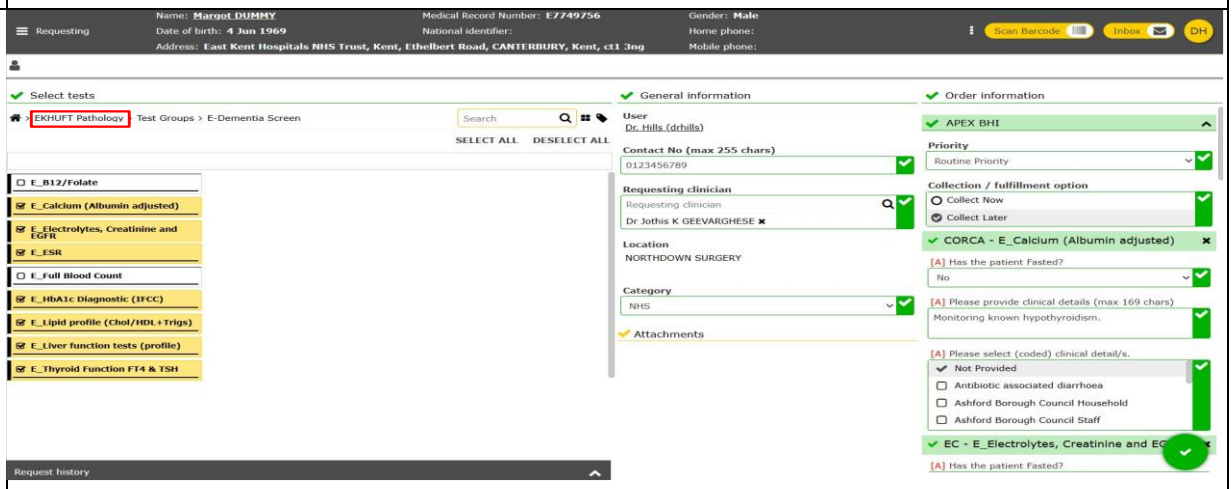
The order information will clear, and you are able to now select the test required.

You will need to enter the order information again once you have selected a new test.



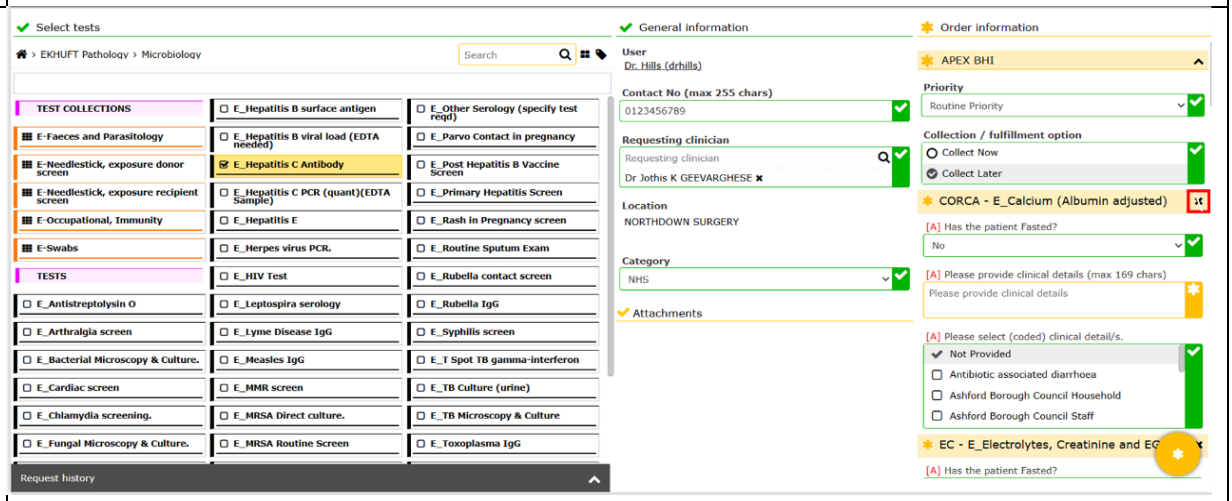
Option 2:
Click **EKHUFT Pathology.**

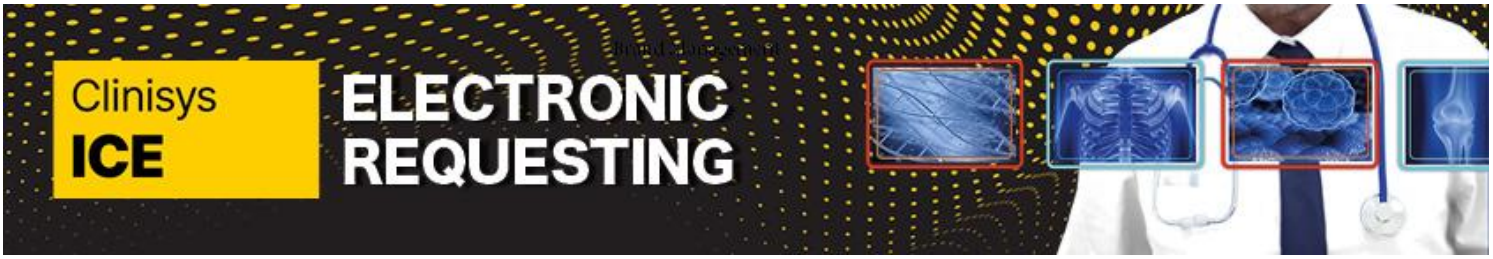
You will return to the list of all pathology first level options.

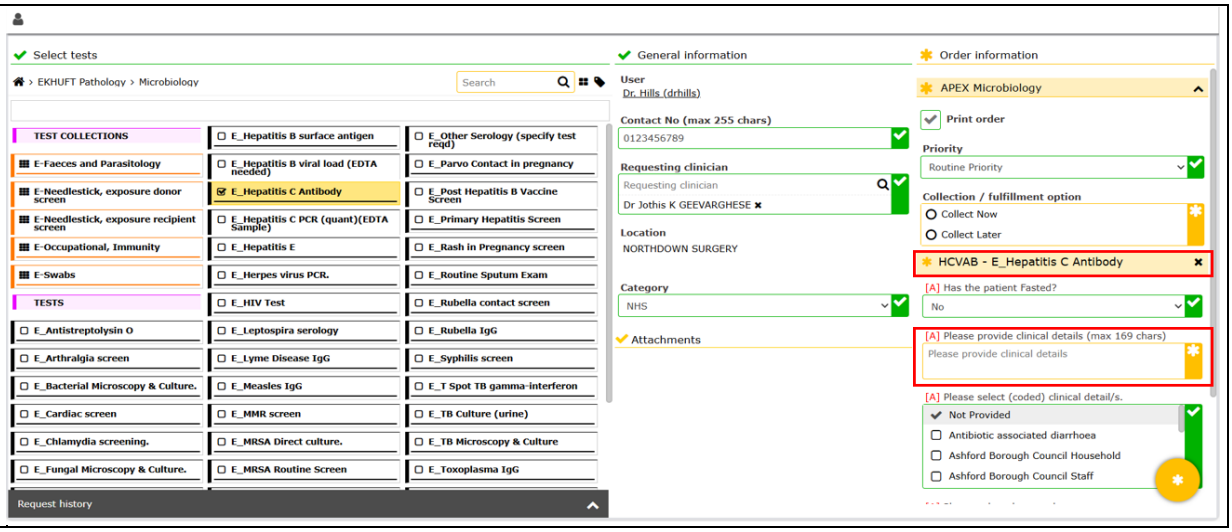


Select the required test.
The newly selected test will be highlighted in yellow.

Warning! Under '**Order Information'** the previous option is still displayed. Click the **X** next to the name of that test to remove questions relating to it.





The correct test is now displayed, and a further relevant question is now required.

Once you have answered the questions you can complete the request as usual.