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See QRG1 for guidance on how to access ICE in EMIS. Once you have clicked "Test Request" in EMIS and selected "Kent and Medway Diagnostics" you will land on the Requesting screen for your patient within ICE. There are 3 different areas to the screen (test selection, general (requester) information and order information); these may appear horizontally or vertically.

Requester general information is displayed to	✓ General information	
the middle:	User	
• User	<u>Dr. Payne (gpdonna)</u>	
 Contact number 		
 Requesting clinician 	Contact No (max 255 chars)	
 Location 	Contact No	
 Category 	Requesting clinician	
These are auto-filled by the	Requesting clinician Q 🗸	
system, and should only	Dr. Donna Payne 🗙	
need to be changed you are a locum or non-medical clinician.	Location Virtual GP Practice	
	Category	
	NHS 🗸 🗸	
If you need to change the	Contact No (max 255 chars)	
'requesting clinician' (your	0123456789	
supervisor), click the 'x'	Requesting clinician	
next to the current	Requesting clinician Q 🗹	
supervisor listed	Dr Virtualon 🗙	
Then start typing the	Contact No (max 255 chars)	
surname of another doctor	0123456789	
at the current practice.	Please enter a valid value for Requesting clinician	
Their name should appear,	vi × Q !	
and you can click to select	Virtualone G0000017	
them.	Virtualtwo ZZZZ2	



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On the left or top of your	Name: Mr	s Eva Paradise ICE Number: ICE00000	012 Gender: Female	Scan Barcoda	
screen, you will see the		th: 1 Jan 1985 National identifier:	Home phone: 0123456789	1 Inhor	
catalogue(s) that you have	Address: 1	12 Paradise Str, Paradise City, PC12 4LH	Mobile phone:	and a	
access to Use this area to	<u>v</u>		feature and a contract		
solast the desired	 Select tests 		🔅 Request details		
select the desired	*	٩	 General information 		
examination.	DGT Radiology		User Dr. Payne. (gpdonna)		
First. select the			Contact No (max 255 chars) Contact No		
Department			Requesting clinician		
			Requesting clinician		
			Dr. Donna Payne 🗙		
			Virtual GP Practice		
			Category		
	-		NH3		
A selection of tests will					
display	Name: Marme: Marme	Mrs Eva Paradise ICE Number: ICE0000 birth: 1 Jan 1985 National identifier:	0012 Gender: Female Home phone: 0123456789	Scan Barcode	
. ,	Address:	: 12 Paradise Str, Paradise City, PC12 4LH	Mobile phone:	Inbox	
Select the appropriate	<				
madality	 Select tests 		🜟 Request details		
modality	A > DGT Radiology	C	. General information		
	🗅 X-Ray	Ост			
			Dr. Payne (gpdonna)		
			Contact No (max 255 chars)		
	🗅 Ultrasound		Contact No		
			Requesting clinician Requesting clinician		
			Dr. Donna Payne 🗙		
	🗅 Dexa		Location		
			Virtual GP Practice		
			Category		
			NHS		
The options that become					
available are appropriate					
to the modality you have	 Select tests 		🜟 Request details		
to the modality you have	🖨 > DGT Radiology > X-Ray	Q = 9	✓ General information		
selected	III D-XR Chest Abdomen	III D-XR Upper Limbs	User		
			Dr. Payne (gpdonna)		
Next, select the area	D-XR Lower Limbs	D-X8 Skull	Contact No		
			Requesting clinician		
			Dr. Donna Payne X	ŭ	
	III D-XR Spines		Location		
			Virtual GP Practice		
			Category		
			NHS	~	

Quick Reference Guide_2E_ V1_How to request in ICE with iRefer, 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 & May 2025 Date of Review: December 2025



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Depending on the primary	🔅 AGE: 3	35 years old	♀ô GENDER: Male	6	Cancel	
reason selected, you may	💛 PRIMA	RYINDICATION	Headache (Adult) (iRefer)	✓ MORE DETAILS	8	
need to answer additional		AL QUESTIONS				
system provides any	1	Clinical Red Flag	8			
recommendations	1	Recent	t Onset and Rapidly Increasing Frequen	icy and Severity of Headache		
		Associ	ated Dizziness, Lack of Coordination, J	Cinaling or Numbness		
		- Headay	che Precipitated by Coughing Speezin	a or Straining		
			to with Malignanov or Whe Are Immune	gorotraming		
		Patient	ts with malignancy or who are immuno	compromised ভ		
		No Red	1 Flags			
The screen will update to	REQUEST	ED PROCEDURE	E_XR Sternum			
procedure highlighted in	PRIM	ARY INDICATION	Metastatic Cancer of Unknown Orig	in: Diagnosis (iRefer) 🛛 🗸 More	DETAILS	
blue. This may or may not	REQUEST	ED PROCEDURE				
be the one that you have						
selected in ICE. To continue		E_XR Sternum				
'submit request'	Unscored ? Radiation Level					
submit request .						
If you decide to change to	RECOMME	NDATIONS				
another of the		E VB Chest			V	
examinations, tick in the			Recommendation	Grade [R] Occult lung and our	Refer	
'submit request' button	\simeq	Indicated	Radiation Level primary are comm	on. Serum tumour markers are of valu	ie: PSA in	
will appear below this			Inten, CA125 IN WOR	ien with peritoneal > READ HORE		
examination.				SUBMIT REQUEST	>	
Note: to understand more		E_CT Chest/Abo	do/Pelvis With Contrast	ir	ReferX	
about the		APPROPRIATENESS ?	Radiation Level Recommendation	Grade [B]. CT of chest, abdomen and	pelvis is a	
use iRefer as a training		Indicated	seful initial inve following discussion	astigation in determining the prim on with a > READ MORE	nary site	
tool, please refer to QRG 7.						
Where the	20 PATIEN	NT INFO	🔆 AGE: 35 years old 🛛 🖓 GENDER: Male		🚫 Cancel	
Appropriateness score is	📐 LAB VAL	.UES ~	RIMARY INDICATION Headache (Adult	t) (iRefer)	8	
red 'Not indicated', you are	[8] IMAGING	REQUEST HISTORY	Nature of Headache: Chronic		8	
using the red button.			Clinical Red Flags: No Red Flags		×	
0			Imaging may not improve outcomes in this scen investigation or clinical referral.	ario. Please consider alternative	cel Request	

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Despite the V PRIMARY INDICATION 0 Headache (Adult) (iRefer) ~ MORE DETAILS recommendations shown Imaging may not improve outcomes in this scenario. Please consider alternative investigation or clinical referral. **Cancel Request** as: Appropriateness - Not Indicated – Red, the system will not prevent RECOMMENDATIONS you from proceeding with MR Head iRefer your original request by Recommendation Grade [B]. The presence of clinical red flag features significantly increase the odds of finding a significant selecting the request and abnormality on MRI or CT. clicking 'SUBMIT ORDER'. **CT Head** iRefer It is likely that the Trust Recommendation Grade [B]. The presence of clinical red flag features significantly increase the odds of finding a significant radiology team will follow abnormality on MRI or CT. up or cancel the examination. **XRAY C-Spine** iRefer Recommendation Grade [B]. Cervical spine XRs or paranasal sinus imaging are usually unhelpful even when neck signs suggest origin from the neck as they do not... \rightarrow READ MORE Once the 'submit' button is Order information selected, the iRefer popup EKH Computed Radiography (XR) automatically closes. Priority Please now scroll to the Routine patient information Collection / fulfillment option questions, which will be Order Now headed by some text XCHES - E_XR Chest identifying the selected examination. [A] Patient Clinical Details - please summarise the clinical problem and diagnostic considerations (max 2000 chars) N.B. If the same test has Patient Clinical Details - please summarise the clinical problem and diagnostic already been requested in considerations the last 24 hours a warning [A] Does the patient need any reasonable adjustments to deliver a successful scan (e.g. interpreter, more time, support to consent)? box will display. Click the black X if you wish to No remove the repeat request. [A] Patient ability to transfer to bed Self transferring [A] Is this a suspected cancer direct access radiology request (2WW)? O yes O no

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Use the dropdown arrows	* XCHES - E_XR Chest X
to complete the patient	CDS Indication: Metastatic Cancer of Unknown Origin: Diagnosis (iRefer), , CDS Score: Indicated
information. You only need	[A] Patient Clinical Details - please summarise the clinical problem and diagnostic
to add clinical information	Patient Clinical Details - please summarise the clinical problem and diagnostic
additional to that supplied	considerations
in iRefer, as the iRefer logic	A Does the patient need any reasonable adjustments to deliver a successful scan (e.g.
is included in the request	interpreter, more time, support to consent)?
sent to the Trust, and	No
visible below the yellow	[A] Patient ability to transfer to bed
bar identifying the test	Self transferring
requested.	[A] Is this a suspected cancer direct access radiology request (2WW)?
	O yes
Complete all the fields with	O no
an amber border ; once all	
fields are complete (with a	
green tick) you are able to	
complete the order.	
Click the large green circle	[A] Does the patient need any reasonable adjustments to deliver a successful scan (e.g. interpreter, more time, support to consent)?
at the bottom of the screen	No V
to submit the order.	[A] Debiash ability to tensories to had
	Self transferring
You will now be returned	Set determing
to the EMIS patient record.	[A] Is this a suspected cancer direct access radiology request (2WW)?
Your request will be	O yes
automatically recorded in	🖸 no
EMIS and ICE.	



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Selecting the wrong Modality or test whilst in requesting state

If you select the wrong Modality or 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 modality 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:	✓ Select tests						✓ General information		Order information	
	★ > DGT Radiology > X-Ray > XR Chest Abdomen Search					Q III 🗣	User Heather Carolan (heather.carolan)		DGT Radiology	
Click Deselect all.					Ľ	DESELECT ALL	Contact No (max 255 chars)		Priority	
	XR Chest	XR Abdomen	XR Sternum				0123456789	~	Collection / fulfillment ention	
			•				Requesting clinician Requesting clinician	۹۲	Order Now	~
							Dr Virtualone 🗙		* XCHES - D_XR Chest	^ ×
							Location Virtual GP Practice		 [A] Patient Clinical Details (inc past history a (max 1000 chars) 	ind differential diagnosis)
							Category		Patient Clinical Details (inc past history and	differential diagnosis)
							NHS	~ 🖌	[A] How will this exam alter treatment? (ma	x 2000 chars)
							✓ Attachments		How will this exam alter treatment?	
									[A] Patient Mobility?	
									Badiology Service	
									Dartford and Gravesham	~ 🎽
The Order information	4									
	✓ Select tests					🗸 Genera	linformation	🙁 Order informa	tion	1
will clear and you are	番 > DGT Radiology > X-Ray				Q III 💊	User		No tests selected		
able to now select the	III D-XR Chest Abdomen	I D-XR Upper Limbs	₩ D-X	(R Lower Limbs		Contact No (m)	ac 255 chars)			
modality required You						Contact No				
modality required. Tou	III D-XR Skull	D-XR Spines				Requesting din Requesting	idan clinician QV			
will need to enter all of						Dr. Donna F	Payne X			
the order information						Location Virtual GP F	Practice			
again.						NHS	~ 🗸			
	-									
Option 2:	å									
Click on Badiology in	✓ Select tests						 General information 		 Order information 	
	🖨 > DGT Radiology >) -Ray					Q III 🗣	User Dr. Payne (opdonna)		✓ DGT Radiology	^
the breadcrumbs.	III D-XR Chest Abdomen	III D-XR Upper	Limbs	I D-XR Low	wer Limbs		Contact No (max 255 chars)		Priority	
							Contact No		Routine	~ 🗸
You will roturn to the							Requesting clinician	0	Collection / fulfillment option	
fou will return to the	D-XR Skull	III D-XR Spines	•				Dr. Donna Payne X	u v		
top-level menu, and can							Location		[A] Patient Clinical Details (inc past history (max 1000 chars)	r and differential diagnosis)
select the modality	1						Virtual GP Practice		XXXXX	Ĭ
Sciect the modulity							Category		✓ XCHES - D_XR Chest	^ ×
							NHS	~ 🗸	[A] Patient's last menstrual period (LMP)?	
									13/12/2023	8 💙
									[A] Could the patient be pregnant?	
									NO	× ×
									Walking	~ 🗸
									[A] How will this exam alter treatment? (r	nax 2000 chars)
									30000X	~
									1	



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Select the new	✔ Select tests		✓ General information	🔆 Order information
Sciect the new	DGT Radiology > CT > D-CT Pancreas	Search Q III	User Heather Carolan (heathes.carolan)	* DGT Radiology
modality.		DESELECT	ALL Contact No (max 255 chars)	Priority
	CT Parcesi		0123456789	Collection / fulfillment option
			Requesting clinician	Q Criter Now
Action con the new			Dr Virtualone X	* XCHES - D_XR Chest
As you can see, the new			Location Virtual GP Practice	(A) vacent Crinical Details (inc past history and differential diagnosis) (max 1000 chars) Patient Clinical Details (inc past history and differential diagnosis)
modality is highlighted			Category	(A1 Move will this errors alter transment) (may 2000 share)
modality is highlighted			NHS	How will this exam alter treatment?
in vellow. Warning:			✓ Attachments	[A] Patient Mobility?
Under ' Order				Radiology Service
Information / the				
information the				Priority
questions relating to				Routine 🗸 🗸
questions relating to				Collection / fulfillment option
the previous option are				* CPANS - D_CT Pancreas
				[A] Patient Clinical Details (inc past history and differential diagnosis) (max 1000 chars)
still displayed.				Vatient Clinical Details (inc past history and differential diagnosis)
Click the X to refresh				
and remove that				
avanination				
examination.				
The correct Modality is	✓ Select tests		✓ General information	* Order information
The confect wooding is		• ••• •	lleer	
now displayed and the	r / D'GT Radiology / CT / D-CT Pancreas	Q = ▼	Dr. Payne (gpdonna)	🛊 DGT CT 🔨
		DESELECT ALL	Contact No (max 255 chars)	Priority
relevant question now	D_CT Pancreas D_CT Pancreas with contrast Gragement with contrast		Contact No	Routine
need to be completed			Requesting dinician	Collection / fulfillment option
need to be completed.			Requesting clinician	V Order Now
			Dr. Donna Payne 🗙	(A) Patient Clinical Details (inc past history and differential diagnosis)
			Location	(max 1000 chars)
Once you have			Virtual GP Practice	
answard the guestion			Colores -	
answered the question			NHS	CPANS - D_CT Pancreas
you can complete the				A Patient's last menstrual period (LMP)?
you can complete the				13/12/2025
request as usual.				[A] Could the patient be pregnant?
				[A] Is the patient diabetic?
				· · · · · ·
				[A] Patient Mobility?
				Walking 🗸 💙