

Quick Reference Guide: How to delete a request in ICE

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 two scenarios:

- When you are in the process of placing the request and you may need to change the modality. Please refer to: Quick Reference Guide 2 How to request in ICE, page 5.
- When the request has been completed. Please follow steps as described.

Note: you can only delete a request at the requested (REQ) and request accepted (RA) stage. Once the request is with the Radiology department at the vetting stage you will no longer be able to delete the order on ICE, and will need to contact the Radiology department on <u>dgn-tr.radiologydvh@nhs.net</u> or call 01322 428100 X8569 or 4951 or 8568.

The requesting screen in ICE will display, navigate to the 3 dots (kebab menu).	≡ Requesting	Name: <u>Mrs Eva Paradise</u> Date of birth: 1 Jan 1985 Address: 12 Paradise Str, Paradis	ICE Number: ICE00000012 National identifier: e City, PC12 4LH	Gender: Female Home phone: 0123456789	
	✓ Select tests		Request deta	ils	
	<u>ش</u>		Q 🗸 General infor	mation	
	DGT Radiology		User <u>Dr. Payne (gpdon</u> Contact No (max 255 c Contact No <u>Requesting clinician</u>	<u>ha)</u>	
			Requesting clinicia	an	۹ 🗸
			Dr. Donna Payne	×	1
			Location Virtual GP Practice	2	
Select 'View		Name: Mrs Eva Paradise	ICE Number: ICE00000012	Gender: Female	
patient requests'.	Requesting	Date of birth: 1 Jan 1985 Address: 12 Paradise Str, Parad	National identifier: ise City, PC12 4LH	Home phone 0122455700 Mobile ph	
	۵			💄 View patient details	
	 Select tests 		≭ Request det	ails	
	*		Q General info	S View patient requests	
	🔲 DGT Radiology		User Dr. Payne (gpdon	Niew patient reports	
			Contact No (max 255 Contact No	chars)	
			Requesting clinician Requesting clinic	an	۹
			Dr. Donna Payne	×	U

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The Requesting	۵	* 2 Q	×	ŵ			
list will display	A Paradise, Eva		Clinician: Dr. Donna Payne	Location: Virtual GP Practice			
with one or more	DEF MSKUH - D_MRI Head	13 Nov 2023 15:16	DGT MRI Status	Request date			
entries listed.	Dr. Donna Payne	Virtual GP Practice	General information	13 NOV 2023 15:16			
	DEF CPANSC - D_CT Pancreas with contrast	13 Nov 2023 15:16	Pequested by	Dr. Paune (andenna)			
Click onto the	Dr. Donna Payne	Virtual GP Practice	Priority	Routine			
request you wish	DEF CPANS - D_CT Pancreas	20 Oct 2023 13:50	Telephone results	No			
to delete, then	DEE VOIES D VE Chast	20 Oct 2023	ICEMail results	No			
further	Dr. Donna Payne	13:19 Virtual GP Practice	Category Order number	1288			
information will			Additional information				
display to the							
right.			Clinical Details:	XXXXX			
			Investigation(s) requested				
			L				
Click the bin icon	Name: Mrs Eva Paradise	ICE Number: 1	CE00000012 Gender:	Female 🔲 👝			
on the far right.	E Requesting Date of birth: 1 Jan 1985	National identi	fier: Home pho	one: 0123456789 : 🟹 🕑			
then enter a	Address: 12 Paradise Str, Para	adise City, PC12 4LH	Mobile ph	one:			
reason for the	Delete Paradise, Eva			Location: Virtual GP Practice			
deletion in the	Please provide a reason	for this action.					
non un hox Click	DEF MSKUH - D_MRI Head Dr. Donna Payne			Request date 13 Nov 2023 15:16			
	DEF CPANSC - D_CT Pancreas with						
Delete.	Dr. Donna Payne			(<u>gpdonna)</u>			
	DEF CPANS - D_CT Pancreas		CANCEL	DELETE			
	Dr. Richard Martin		ICEMail results	No			
	DEF XCHES - D_XR Chest	20 Oct 2023 13:19	Category	NHS			
	Dr. Donna Payne	Virtual GP Practice	Order number	1288			
A potification will			Additional information				
display	Action completed suc	ccessfully.			\times		
uispidy	•						
momentarily in							
the top centre of							
the screen.	Name: Mrs Eva Paradise	ICE Number: ICE	0000012 Gender: Fema	0			
The test is	E Requesting Date of birth: 1 Jan 1985	National identifier:	Home phone: (123456789 : 🚬 DP			
deleted, as	Address: 12 Paradise Str, Paradis	se City, PC12 4LH	Mobile phone:				
indicated in the	the second	* 5 Q	Clinician: Dr. Donna Bauna	Location: Victual CD Practice			
requesting list	Paraulse, Eva	12 Nov 2022	DGT MRI	Location. Visital of Flocate			
with the	DEL MSKUH	15:16 Virtual GP Practice	Status DEL	Request date 13 Nov 2023 15:16			
abbreviation DEL	General information						
(as highlighted).	Dr. Donna Payne Virtual GP Practice i Requested by Dr. Payne (gpdonna)						
After a short							
time, the request							
will disappear							
from the list.							

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ICE

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