

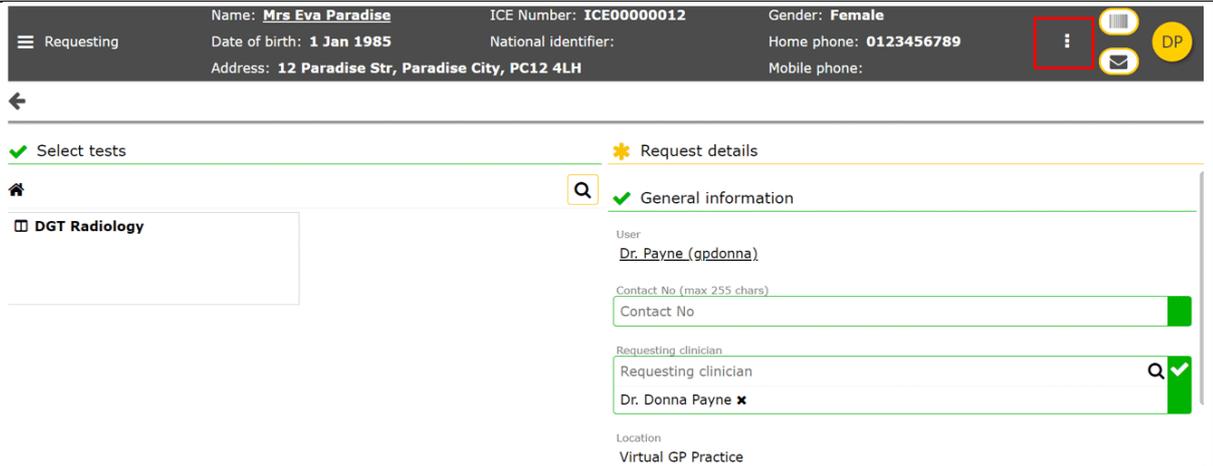
Once you have clicked "Test Request" in EMIS and selected "Kent and Medway Diagnostics" you will land on the Requesting screen for your patient within ICE

There are two scenarios:

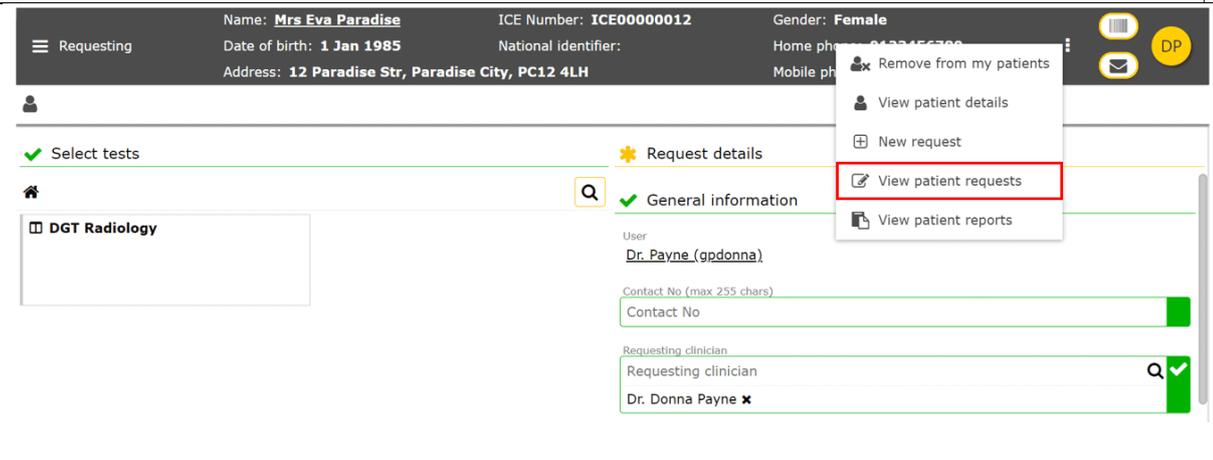
- When you are in the process of placing the request and you may need to change the modality. Please refer to: **Quick Reference Guide 2 How to request in ICE**, page 5.
- When the request has been completed. Please follow steps as described.

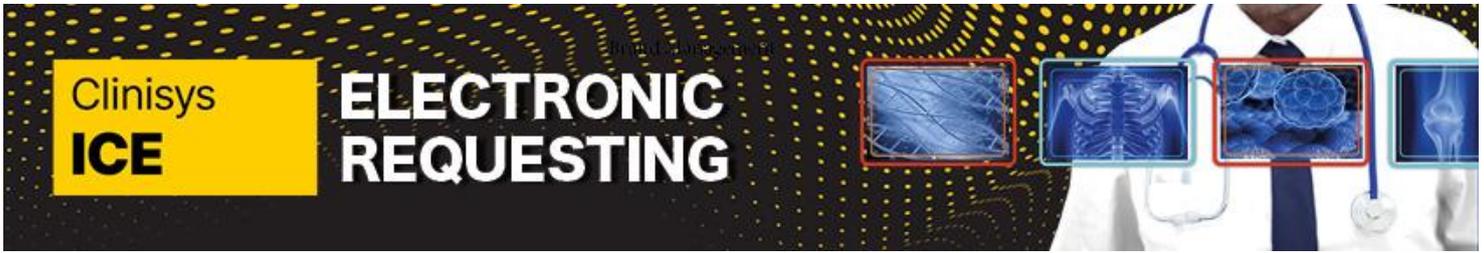
**Note: you can only delete a request at the requested (REQ) and request accepted (RA) stage. Once the request is with the Radiology department at the vetting stage you will no longer be able to delete the order on ICE, and will need to contact the Radiology department on [dgn-tr.radiologydvh@nhs.net](mailto:dgn-tr.radiologydvh@nhs.net)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

The requesting screen in ICE will display, navigate to the 3 dots (kebab menu).



Select 'View patient requests'.





The Requesting list will display with one or more entries listed.

Click onto the request you wish to delete, then further information will display to the right.

Click the **bin icon** on the far right, then enter a reason for the deletion in the pop up box. Click **Delete**.

A notification will display momentarily in the top centre of the screen.

The test is deleted, as indicated in the requesting list with the abbreviation **DEL** (as highlighted). After a short time, the request will disappear from the list.