

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.

Test results are available within ICE via Patient Reports and once the report is requested the results will be sent back to EMIS.

You can view the report, when available, or the status of the request. Results from Acute can also be downloaded directly in ICE.

Starting from EMIS

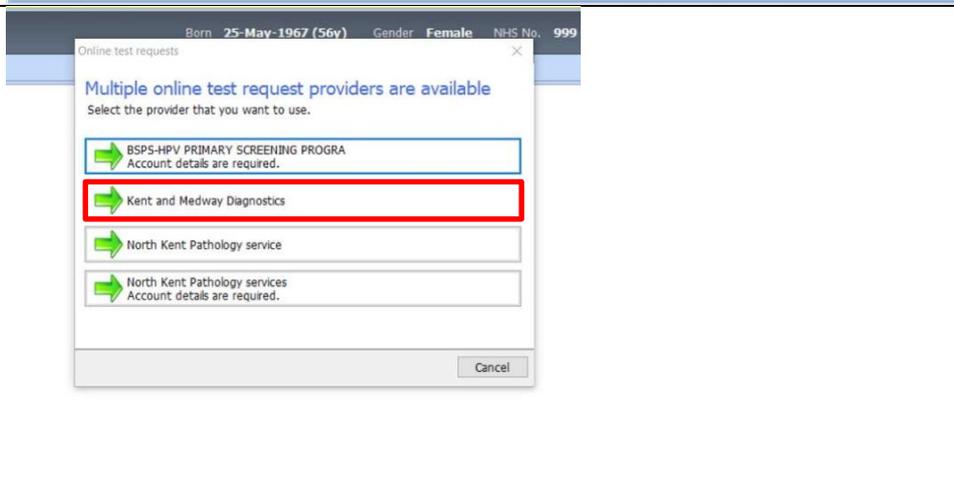
From EMIS, click the **Investigations** tab.

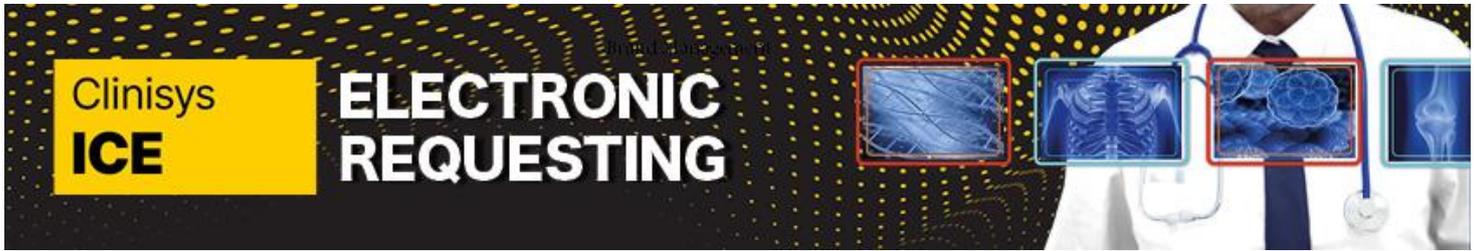


Click **Patient Report List**.



Select **Kent and Medway Diagnostics** from the Online test requests pop-up. The options available to you may vary depending on the Trust.





Starting from ICE

Navigate to the patient record within ICE and click the three dots (kebab menu)

Requesting Name: Mrs Eva Paradise ICE Number: ICE00000012 Gender: Female
 Date of birth: 1 Jan 1985 National Identifier: Home phone: 0123456789
 Address: 12 Paradise Str, Paradise City, PC12 4LH Mobile phone:

Request details
 General information
 User: Dr. Payne (gpdonna)
 Contact No (max 255 chars)
 Contact No
 Requesting clinician
 Requesting clinician: Dr. Donna Payne x

Click 'View patient reports' and the reports will display

Requesting Name: Mrs Eva Paradise ICE Number: ICE00000012 Gender: Female
 Date of birth: 1 Jan 1985 National Identifier: Home phone: 0123456789
 Address: 12 Paradise Str, Paradise City, PC12 4LH Mobile phone:

Request details
 General information
 User: Dr. Payne (gpdonna)
 Contact No (max 255 chars)
 Contact No

- Remove from my patients
- View patient details
- New request
- View patient requests
- View patient reports

Report Ready

On the list of reports, the box on the left has indicators: a green tick indicates that the report has been read

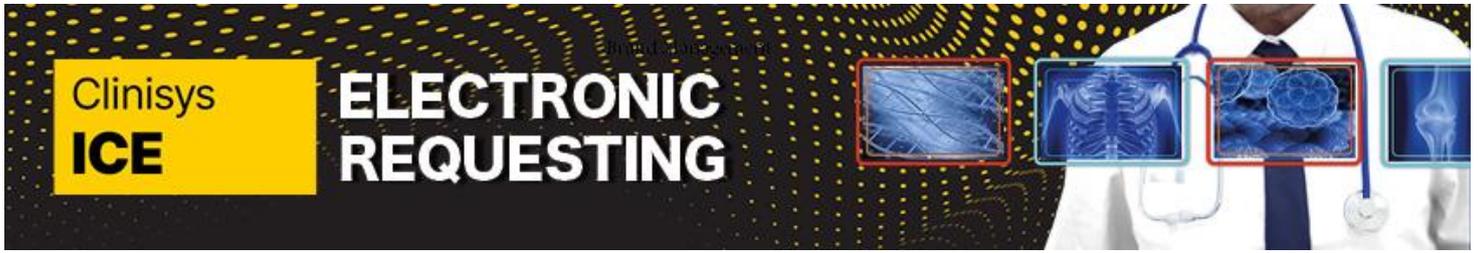
EKHICEMay, Suzie
 F XR Abdomen
 ZUNK

A letter indicates the status of the report: F for Final, C = Corrected

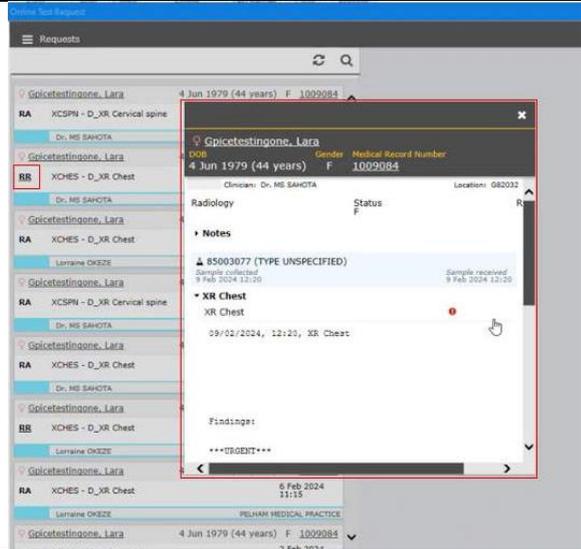
EKHICEMay, Suzie
 F XR Abdomen
 ZUNK

To access the content of the report, click on the examination name

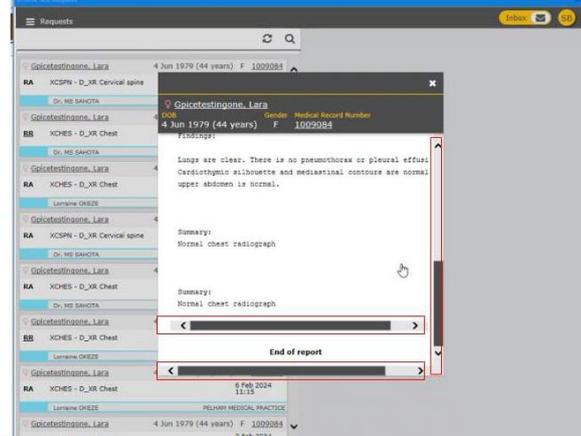
EKHICEMay, Suzie
 F XR Abdomen
 ZUNK



The report will open to the right.



Use the horizontal and vertical scroll bars to navigate the report.



If the report has an addendum, the letter in the reports list will be C, and the report will show the added information at the top

Radiology Status C

- ▶ Notes
- ▶ Linked reports

RVV004023350 (TYPE UNSPECIFIED)
 Sample collected: - Sample received: -

- ▶ **CT Chest high resolution**
 CT Chest high resolution

*** ADDENDUM Start by LILLIAN ROSSER on 13/05/2025 at 10:58 ***
 *****ADDENDUM*****

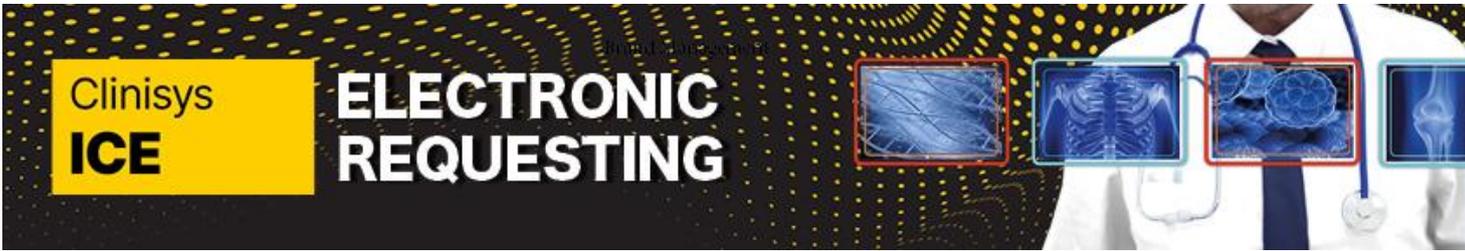
retest addendum

Reported by: LILLIAN ROSSER

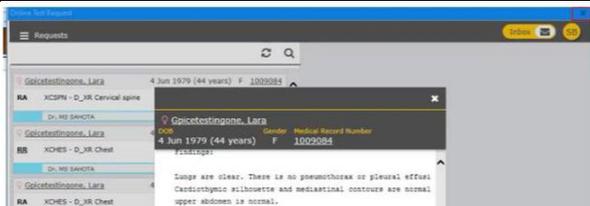
*** AN ADDENDUM HAS BEEN ENTERED AT THE TOP OF THIS REPORT ***
 With trust agreement this is a non reportable study. Please refer to patient notes.

Reported by: TEST System SOLITON

End of report



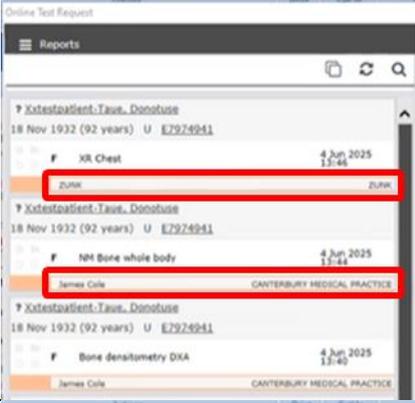
To close the window and return to EMIS click the 'X' on the top right-hand side.



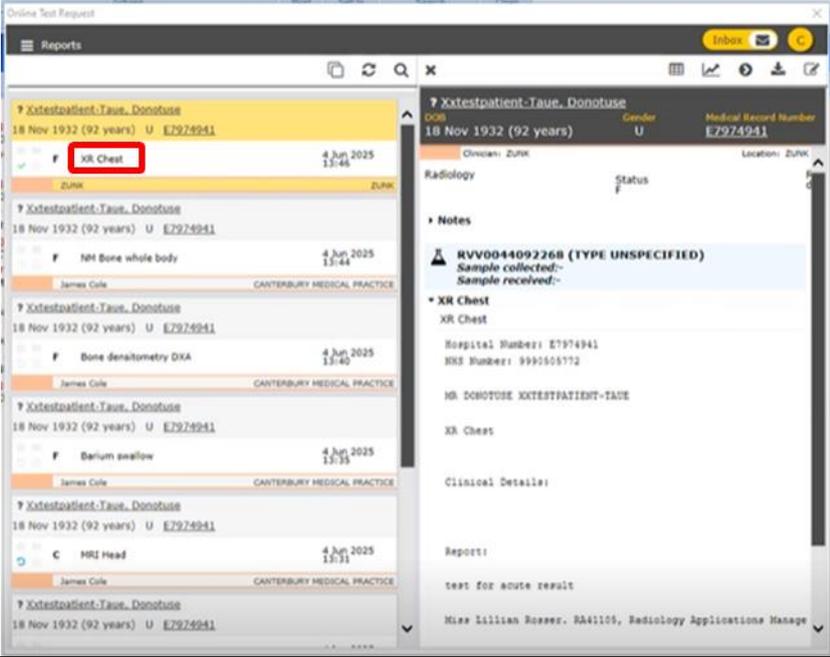
Downloading reports from Acute

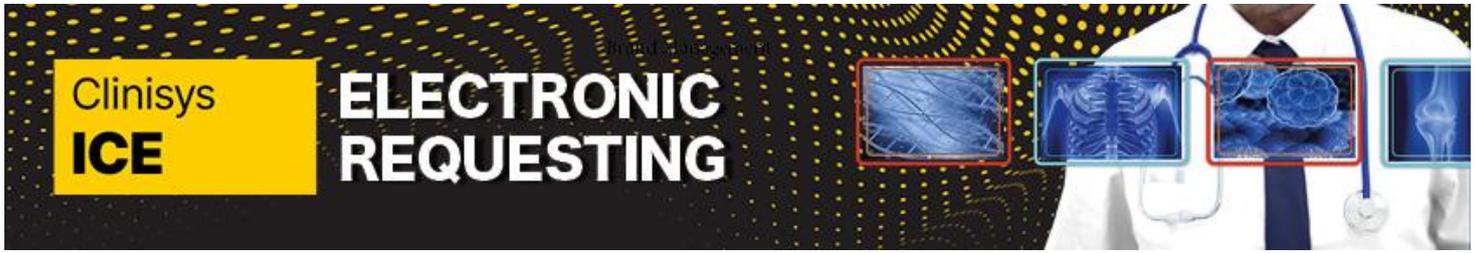
'Unsolicited' reports from Secondary care will also be listed in ICE, and can be viewed and downloaded to EMIS

In the reports list, they will have a different source

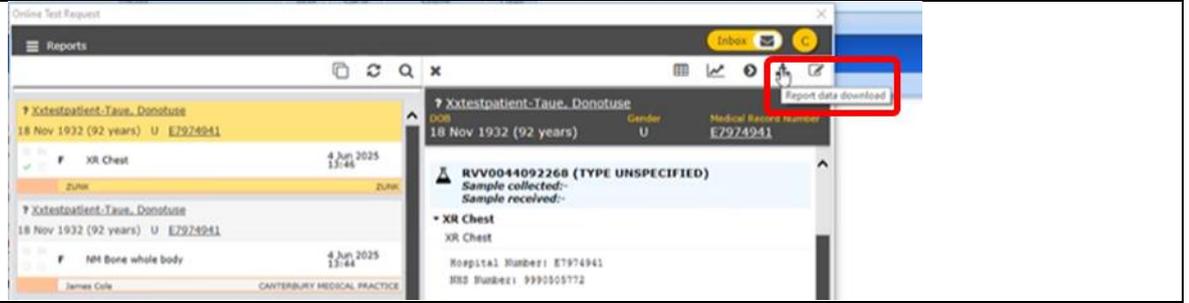


Click on the name of the test to view the report, which will appear next to the list





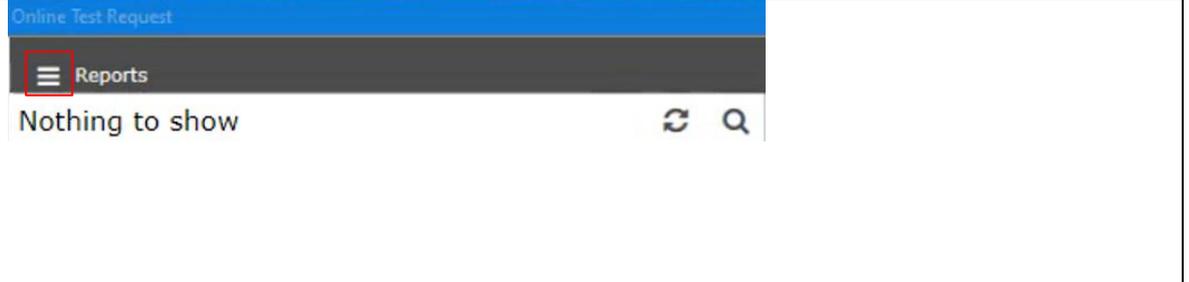
To download to EMIS, click the down arrow to the top right of the report



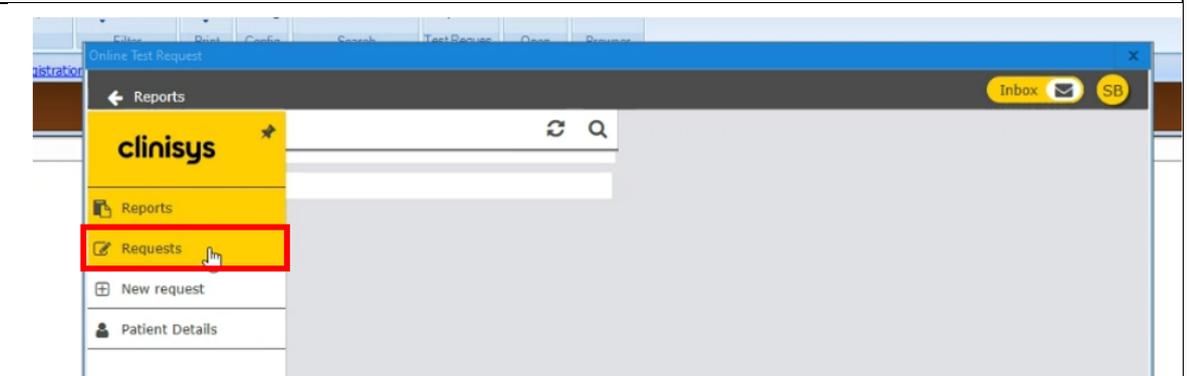
Viewing the status (report not ready)

If there are no reports available 'Nothing to show' will display.

Click the **hamburger** menu next to 'Reports'



Click **Requests**.



On the left-hand side of each request a status code will display indicating the status of that request. You can hover over the status for an explanation of the status code. For example, **DEF (Request Deferred)**.

See below table of statuses





Process	Status	Status Description	Notes
Normal status flow	REQ	Requested, but did not reach Radiology yet.	If the status remains in this state for a while, there may be an issue with the interfaces.
	RA	Radiology Request Accepted by Radiology system.	The Radiology system 'acknowledged' the order from ICE.
	SCH	Appointment Scheduled for the Patient	Radiology department have now scheduled an appointment for the patient. The appt. date/time will appear in ICE, under order summary.
	IP	Patient attending for scan.	The patient has now arrived at the hospital for their scan.
	CM	Examination complete	The patient scan has completed.
	RR	Reports received	A report has been written up for the patient's scan.
Other statuses depending on situation	DEF	Request Deferred	The request has been deferred (held on ICE) due to missing hospital number. The Radiology system needs a hospital number to process the order. Trust team will update this.
	RRR	Radiology Request Received	Sometimes, the Radiology dept put an order 'back on request' to change something within the order.
	UA	Request Unaccepted	The request has been 'Unaccepted' by the Radiology system. This needs addressing as it could be due to e.g. GP code mismatch.
	CAN	Order Cancelled	The request has been cancelled. There is a variety of reasons for cancellation. A 'cancellation report' will be generated and sent electronically to the GP (EMIS inbox) as a report.
	HLD	Request on Hold - more info needed.	Radiology has put the request on hold due to the need for more information. Radiology will contact the clinician.
	QMS	Request sent to QMS	The request has been sent to Queen Mary's.

Note: The above table is an example of the status codes only and codes may vary dependant on the Trust.