



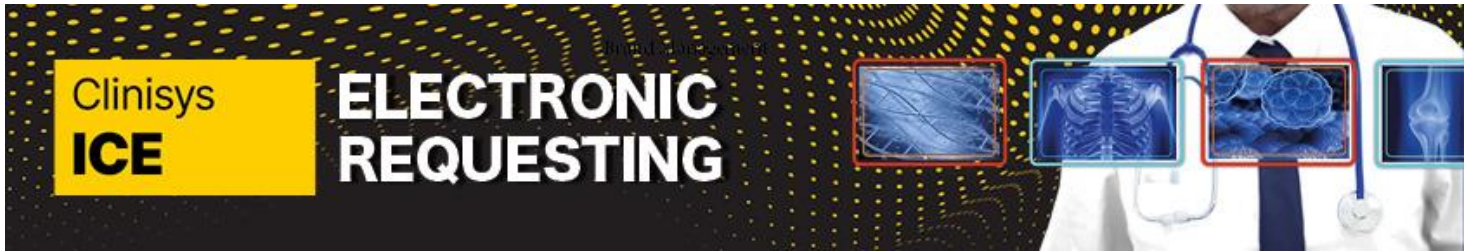
Test results are available within ICE via Patient Reports and once the report is requested the results will be sent back to EMIS.

You can view the report, when available, or the status of the request.

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. <i>The options available to you may vary depending on your role</i>	
The list of available patient reports will be visible. Note: Once ICE is live for pathology, this will contain a mixture of radiology and pathology requests, in date order	

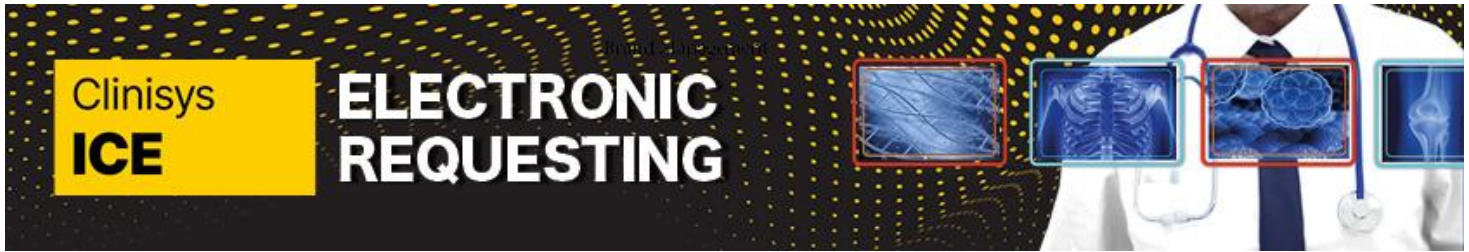
Report Ready



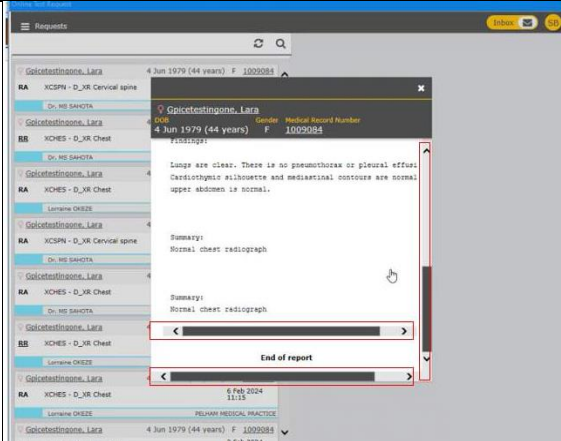
Quick Reference Guide: How to view Pathology or Radiology results in ICE

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On the list of reports, the box on the left has indicators: a green tick indicates that the report has been read	
A letter indicates the status of the report: F for Final, C = Corrected	
To access the content of the report, click anywhere within the report.	
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 addended information at the top



To print the report, look for the printer symbol at the top or bottom of the report

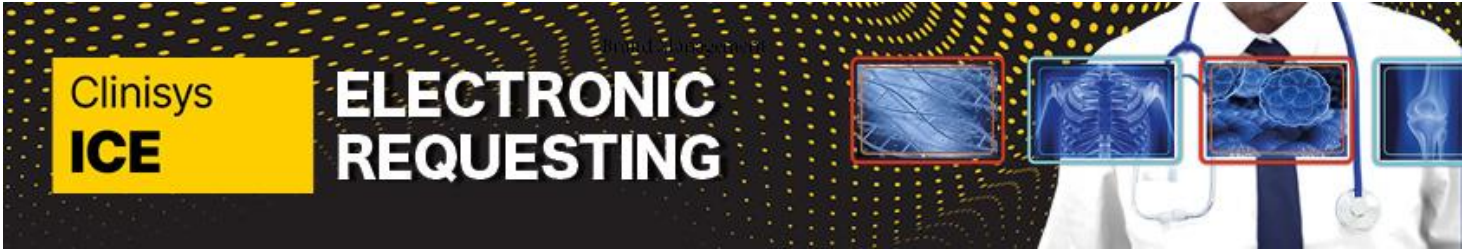


To download the report (where this is possible), click on the download button

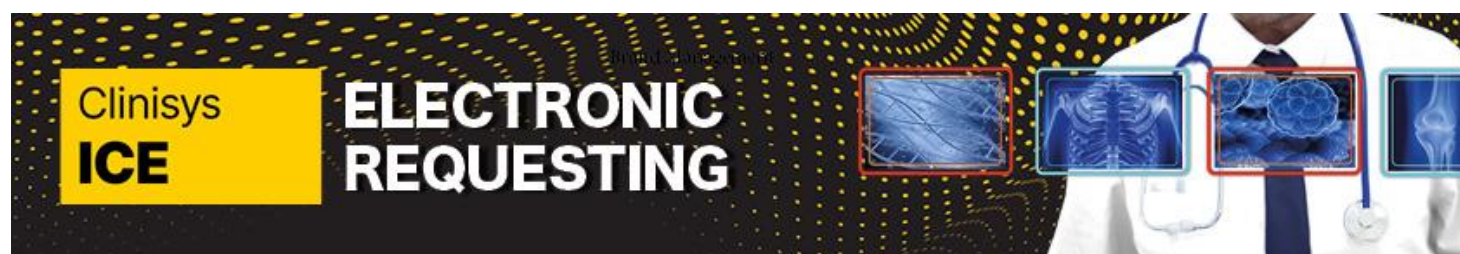


For pathology results, it is possible to view cumulative results as a table or graph. Click on the appropriate options. **Note** it is generally recommended to use the EMIS graphing





function in preference to ICE.	
To close the window and return to EMIS click the 'X' on the top right-hand side.	
Viewing the status of requests in progress (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 for possible statuses	



Pathology Status		
Status	Status Description	Notes
REQ	Requested, but did not reach Pathology yet.	If the status remains in this state for a while, there may be an issue with the interfaces.
SPC	Specimens Collection	The samples have now been collected and have been sent to the lab.
IP	In Progress.	Patient samples have arrived at the laboratory and have been booked into the LIMS.
DEL	Deleted.	The request has been deleted by the requester.
RR	Reports received.	A report has been written up for the patient's tests.

Radiology Status			
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.