



## Quick Reference Guide: How to find/ check an order number in ICE

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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: For more details see Quick Reference Guide 1.

The requesting screen in ICE will display, navigate to the **3 horizontal lines** at the top left (**hamburger menu**). The options available to you may vary depending on your role

Select 'Requests' from the dropdown menu

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

Click onto the request you wish to check the order number for.

The order number will be visible as shown.

You can now copy the order number for your use.