

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

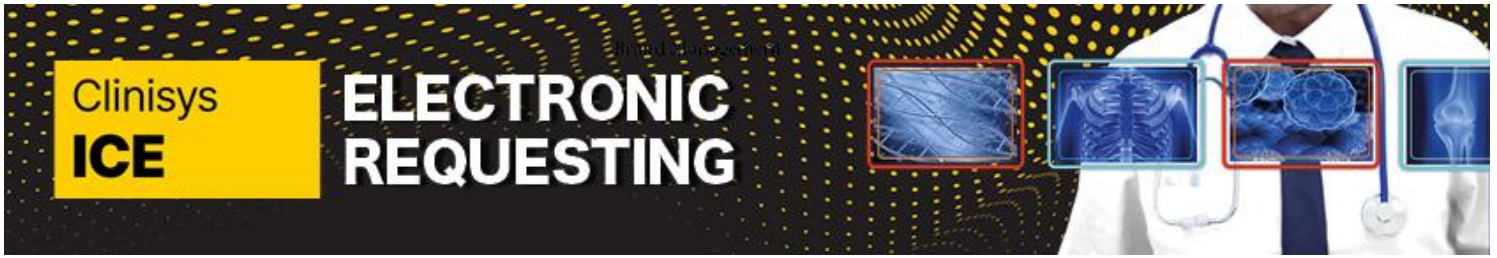
Note: Use this feature to add on tests, do NOT remove any tests. If you need to remove a test, please delete the entire request (See QRG_P4) and place a new one.

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 edit.

Select the pen icon as shown



Quick Reference Guide: How to Edit a Request in ICE Page 2 of 2

This will take you back to the requesting screen in ICE, click through the options presented to add-on the required tests.

Fill in any additional questions where present and re-submit the test.

Note: While editing a test, the 'Print Form' tick box is not automatically selected, please select it if you wish to generate a paper request form.

Requesting	Name: Mr. KEITH DUMMY Date of birth: 25 Dec 1987 Address: Kent and Canterbury Hospital, c11 3ng	ICE Number: ICE00519605 National Health Service Number: 999999999	Gender: Male Home phone: Mobile phone:
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>✓ Select tests</p> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 150px; height: 30px;">EKHUFT Radiology</div> <div style="border: 1px solid #ccc; padding: 5px; width: 150px; height: 30px;">EKHUFT Pathology</div> </div> </div> <div style="width: 45%; text-align: right;"> <p>Search <input type="text" value=""/></p> </div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>✓ General information</p> <p>User Dr. Hills (drhills)</p> <p>Contact No (max 255 chars) 0123456789 ✓</p> <p>Requesting clinician Requesting clinician <input type="text" value=""/></p> <p>Dr Jothis K GEEVARGHESE ✖ ✓</p> <p>Location NORTHDOWN SURGERY</p> <p>Category NHS ✓</p> </div> </div>			