

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\_P1a or P1b.

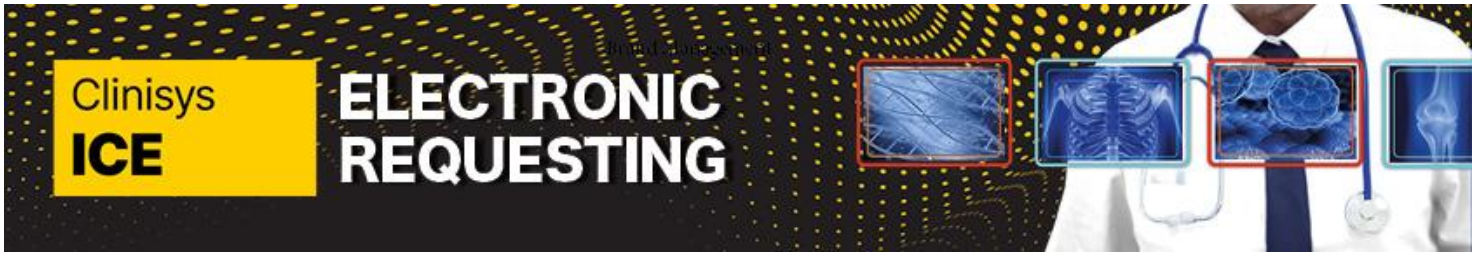
There are two scenarios:

- When you are in the process of placing the request and you may need to change the selected tests, please refer to: **Quick Reference Guide\_P2\_How to request in ICE.**
- When the request has been completed. Please follow steps as described.

**Note: you can only delete a request at the requested (REQ) or postponed (POS) stage. Once the request is at the specimen collected (SPC) stage, you will no longer be able to delete the order on ICE and will need to contact the appropriate team by email or telephone.**

The requesting screen in ICE will display, navigate to the **3 horizontal lines (hamburger menu)**.

Select 'Requests'. The options available to you may vary depending on your access.



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.

**Note: Deleting a request in ICE will NOT automatically remove the request in the EMIS Care Record. You will need to manually remove the log of the deleted request in EMIS and/or add in a note to inform other Clinicians that a request has been deleted in ICE.**