



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

Requesting screen showing patient details: Name: Mr. KEITH DUMMY, ICE Number: ICE00519605, Gender: Male, Date of birth: 25 Dec 1987, National Health Service Number: 999999999, Address: Kent and Canterbury Hospital, ct1 3ng.

Options available: Select tests (EKHUFT Radiology, EKHUFT Pathology), General information (User: Dr. Hills, Contact No: 0123456789, Requesting clinician: Dr. Jothis K GEEVARGHESE, Location: NORTHDOWN SURGERY, Category: NHS).

Select 'Requests' from the dropdown menu

Requests dropdown menu showing a list of test requests with columns for test name, priority, and request date.

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

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

Request entry for TAPP - E\_AFP, Priority: Routine Priority, Requested: 3 Nov 2025 08:50. The entry is highlighted with a red box.

The order number will be visible as shown.

You can now copy the order number for your use.

Detailed view of the TAPP - E\_AFP request. The 'Order number' field is highlighted with a red box and contains the value 1352.