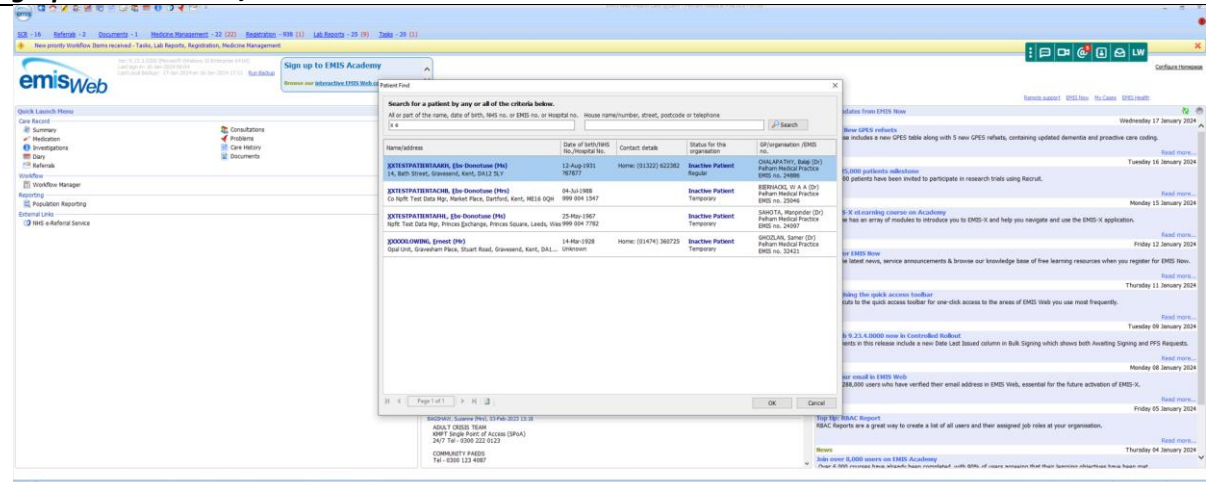
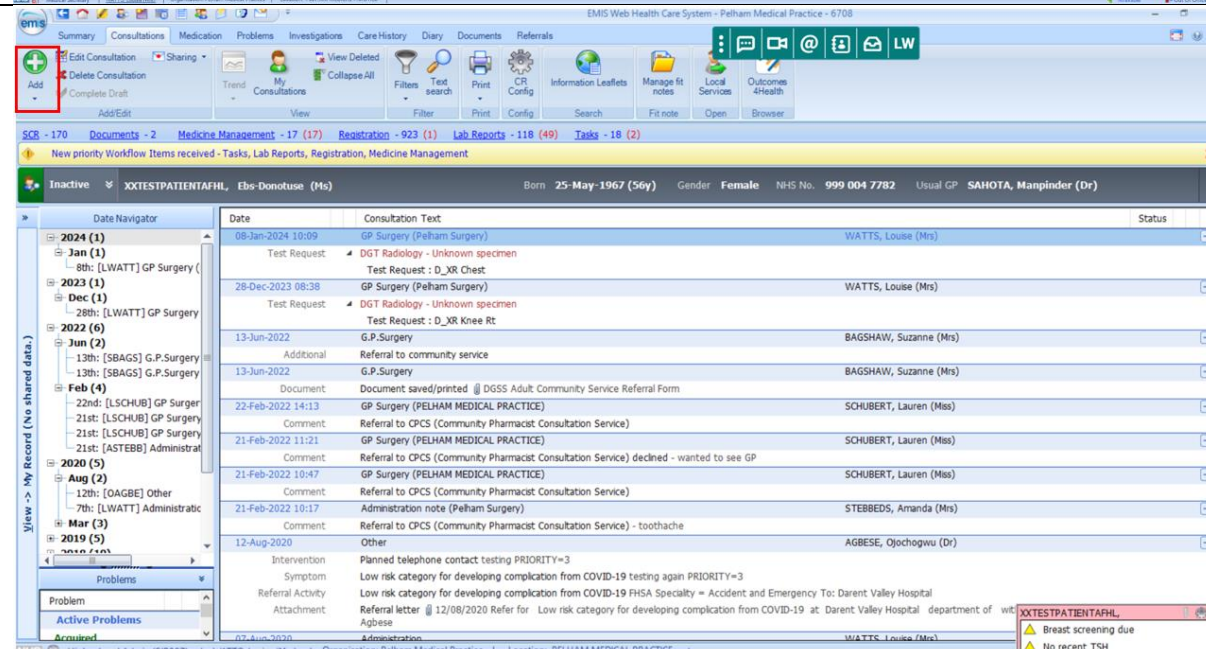


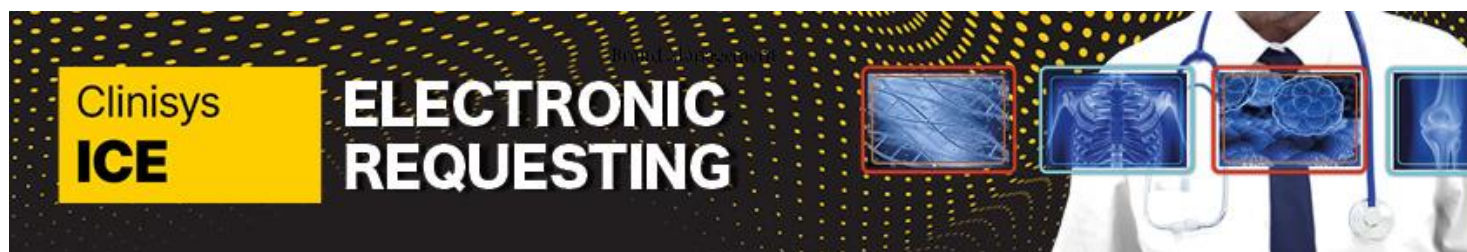
This quick reference guide is intended for use across all Trusts, though it was created using screenshots from Dartford and Gravesham Trust. Please be aware that the tiles and options you encounter in the system may differ from those shown in the screenshots, but the functionality will remain consistent. Please select the most suitable options based on the patient's geographical area and/or Trust.

Search and select the patient.



From the Consultation screen click **ADD**.

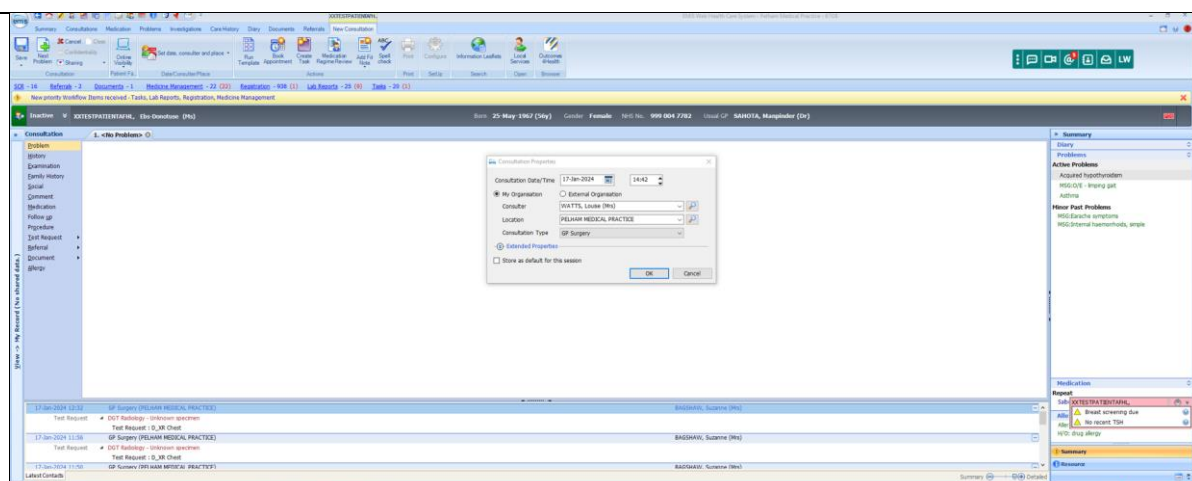




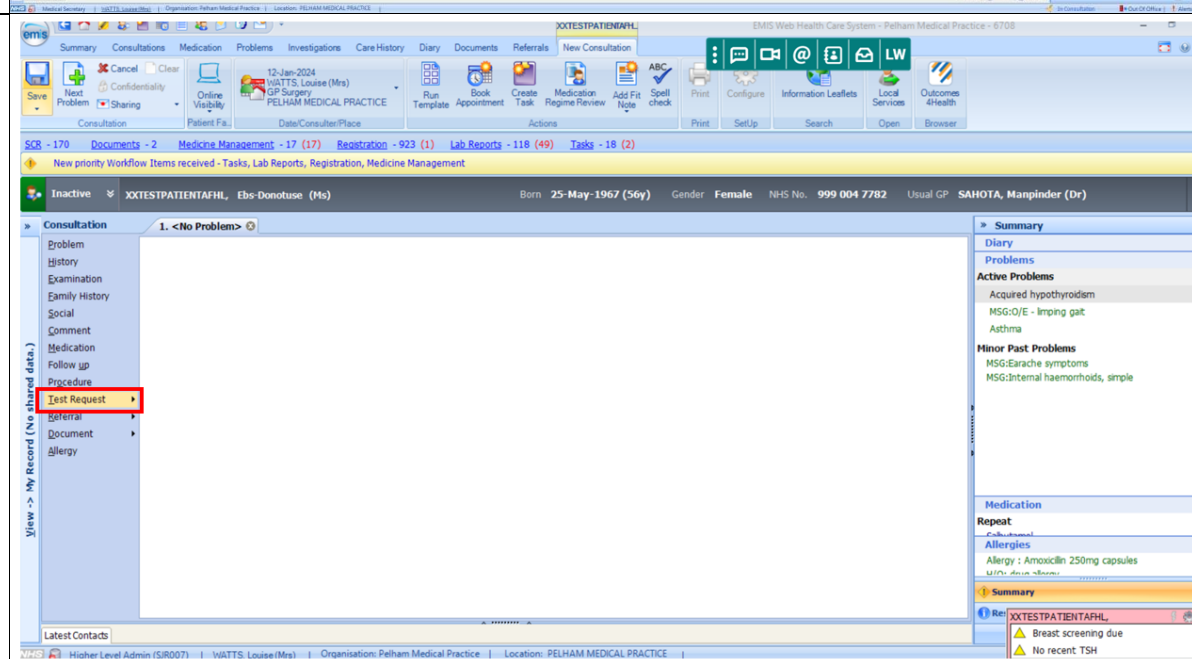
Quick Reference Guide: How to Access ICE via EMIS

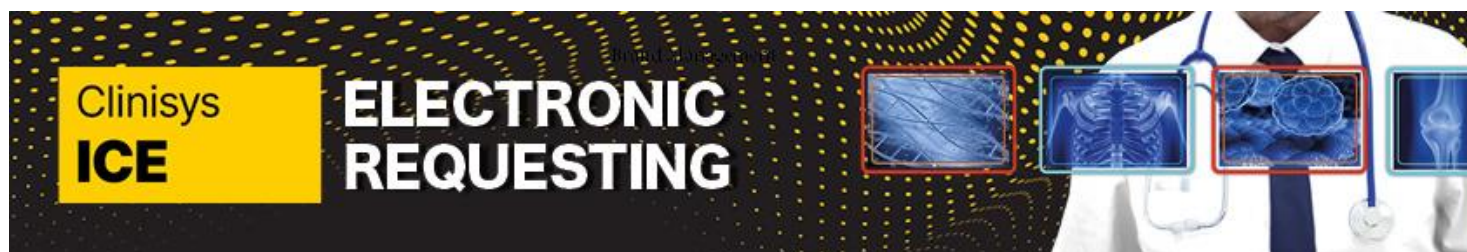
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The Consultation Properties pop up will display - Click **OK**.



Click **Test Request**, Click **Online Test Request**.



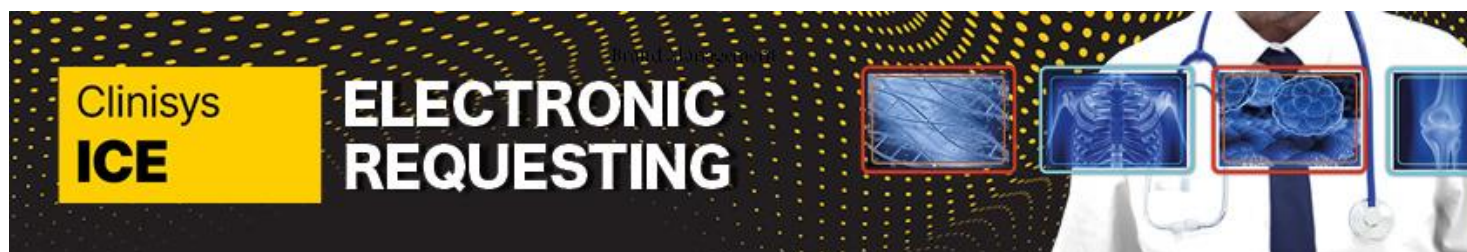


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The Online test requests pop up will display - Select **Kent and Medway Diagnostics**. The options available to you in this popup may vary, depending on the Trust

You will now see the ICE screen in the patient context, and can start to select the appropriate examination from the catalogue (see QRG 2: How to request in ICE)



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If you work at multiple practices, this will be taken into account when you log into EMIS with your smartcard – no need to select the practice. However, if you locum at one of these practices, you may need to select your supervisor

To change or select your supervisor, press the X next to their name, and type the start of the new supervisor's surname in the box above. Options will appear, select the appropriate one.