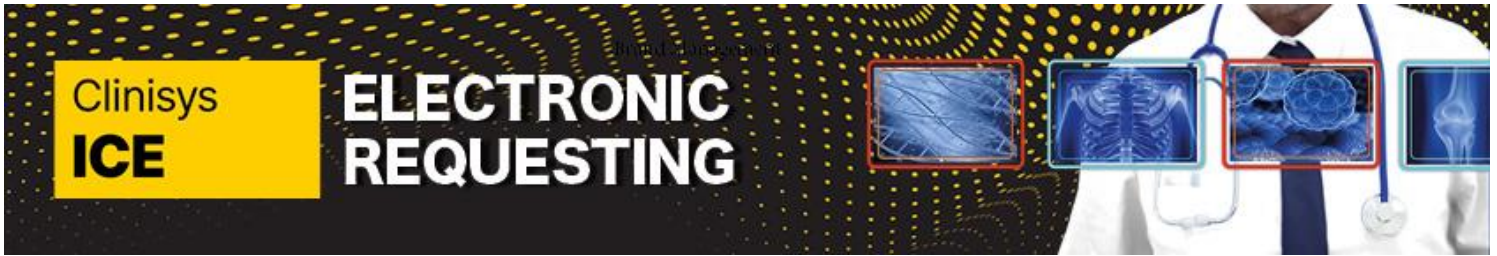


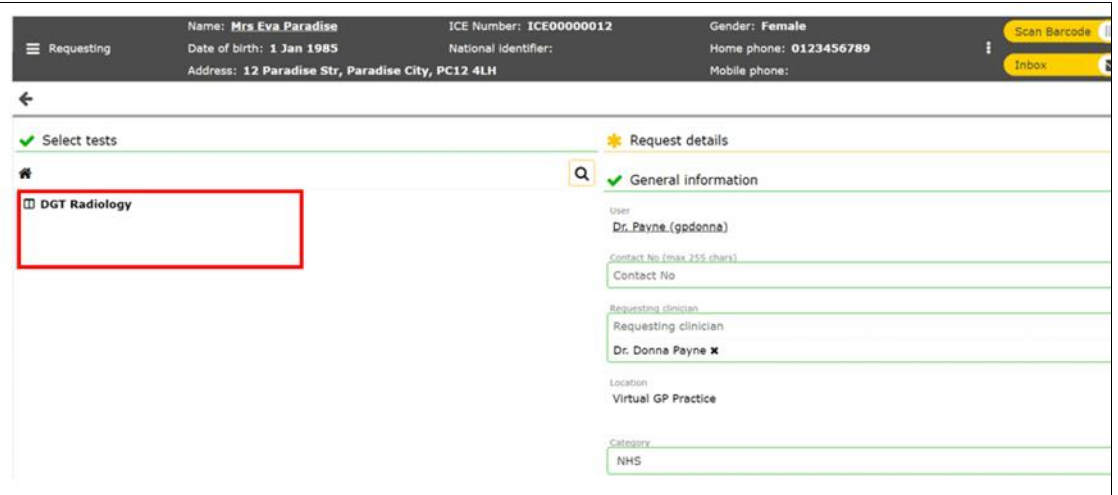
See QRG1 for guidance on how to access ICE in EMIS. Once you have clicked "Test Request" in EMIS and selected "Kent and Medway Diagnostics" you will land on the Requesting screen for your patient within ICE. There are 3 different areas to the screen (test selection, general (requester) information and order information); these may appear horizontally or vertically.

<p>Requester general information is displayed to the middle:</p> <ul style="list-style-type: none"> • User • Contact number • Requesting clinician • Location • Category <p>These are auto-filled by the system, and should only need to be changed you are a locum or non-medical clinician.</p>	<p>✓ General information</p> <p>User Dr. Payne (gpdonna)</p> <p>Contact No (max 255 chars) Contact No</p> <p>Requesting clinician Requesting clinician Q ✓ Dr. Donna Payne ✕</p> <p>Location Virtual GP Practice</p> <p>Category NHS v ✓</p>
<p>If you need to change the 'requesting clinician' (your supervisor), click the 'x' next to the current supervisor listed</p>	<p>Contact No (max 255 chars) 0123456789 ✓</p> <p>Requesting clinician Requesting clinician Q ✓ Dr Virtualon ✕</p>
<p>Then start typing the surname of another doctor at the current practice. Their name should appear, and you can click to select them.</p>	<p>Contact No (max 255 chars) 0123456789 ✓</p> <p>Please enter a valid value for Requesting clinician</p> <p>vi x Q</p> <p>Virtualone G0000017</p> <p>Virtualtwo ZZZZ2</p>



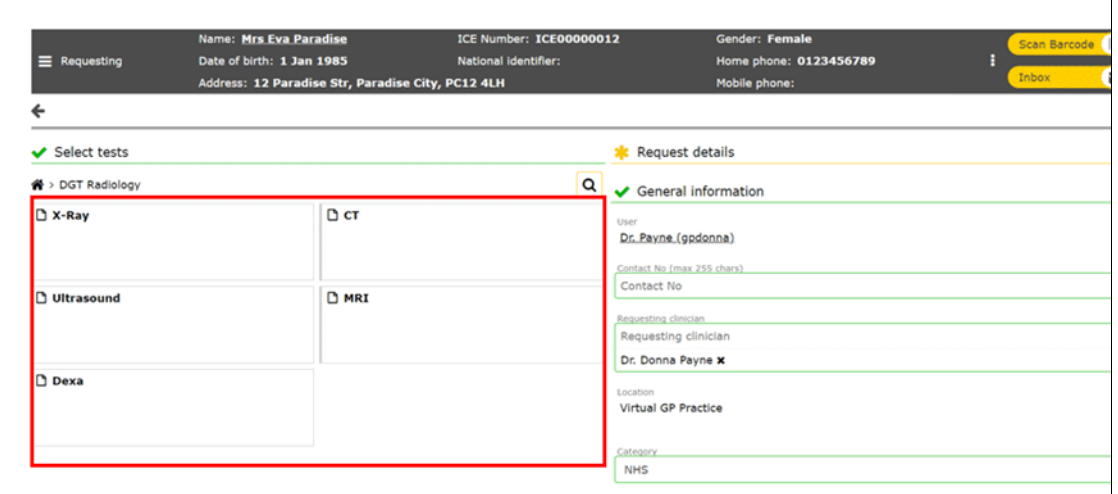
On the left or top of your screen, you will see the catalogue(s) that you have access to. Use this area to select the desired examination.

First, select the **Department**



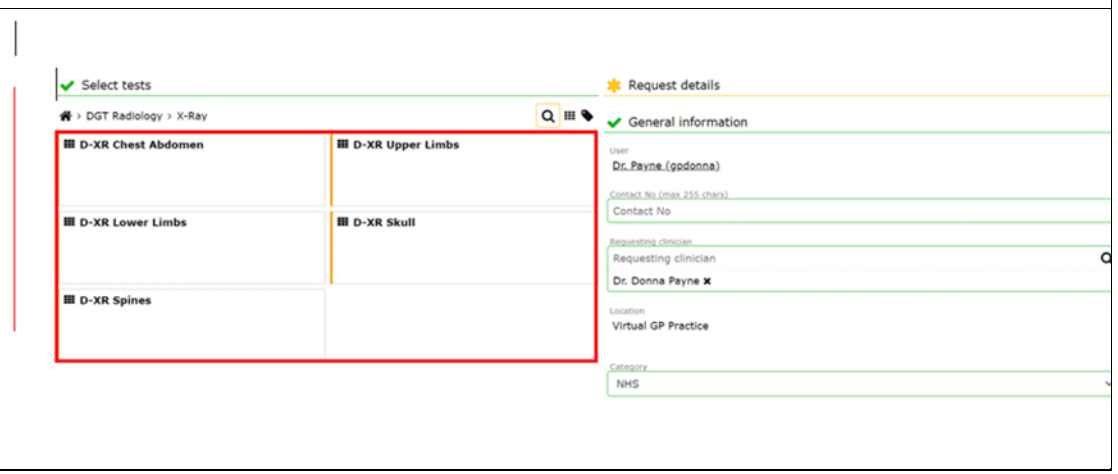
A selection of tests will display

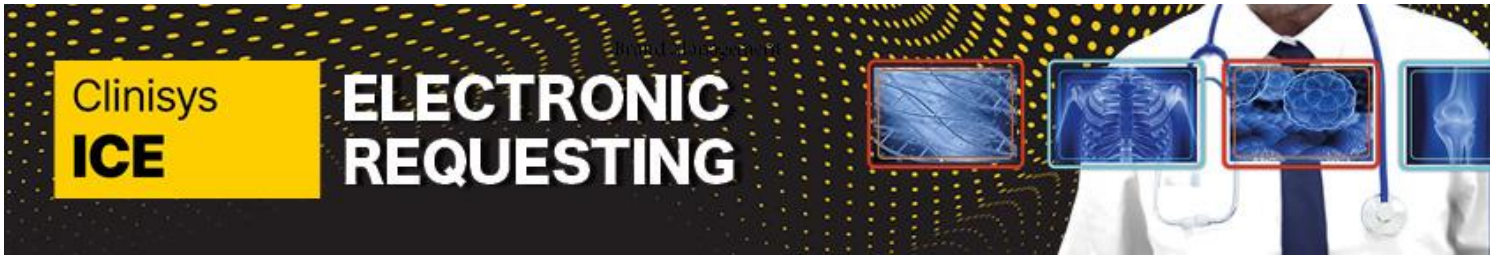
Select the appropriate **modality**



The options that become available are appropriate to the modality you have selected

Next, select the **area**





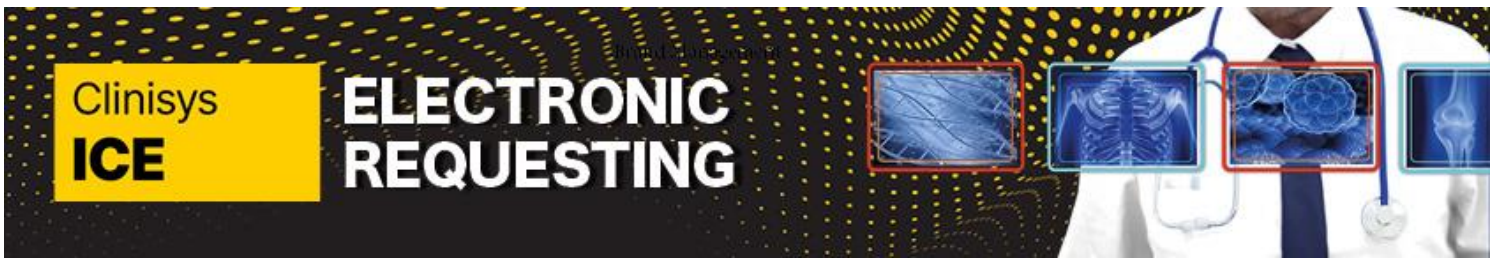
Once you have made all of the selections possible, the option will be highlighted in yellow

Note: If you need to change your selection, you can click on the **'Deselect all'** link. See below, p7, for more options.

The iRefer CDS popup will automatically open, with the patient's key information imported at the top.

Note: if you press 'cancel', you will be taken back to ICE, but will be unable to complete the request until you have completed the iRefer questions.

Click on the most appropriate symptomatology, or type in your answers.



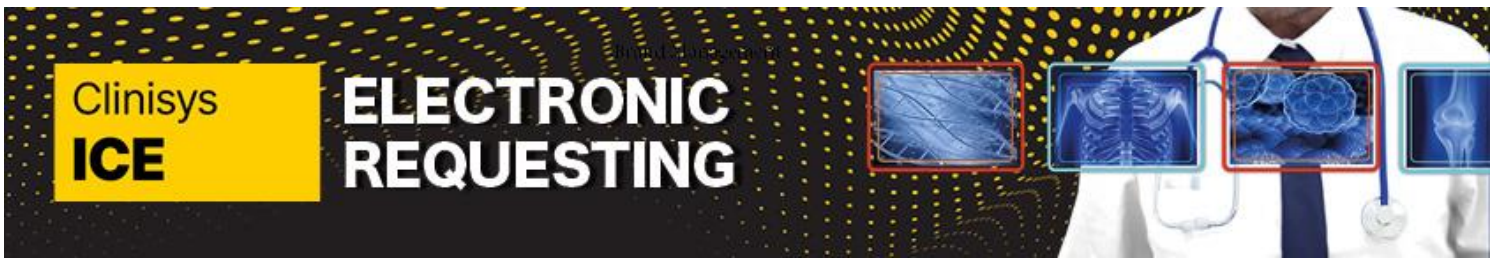
Depending on the primary reason selected, you may need to answer additional questions before the system provides any recommendations

The screen will update to offer the optimal procedure highlighted in blue. This may or may not be the one that you have selected in ICE. To continue with this request, press 'submit request'.

If you decide to change to another of the examinations, tick in the box to its left, and a 'submit request' button will appear below this examination.

Note: to understand more about the recommendations, and to use iRefer as a training tool, please refer to QRG 7.

Where the Appropriateness score is red 'Not indicated', you are able to **Cancel Request** using the red button.

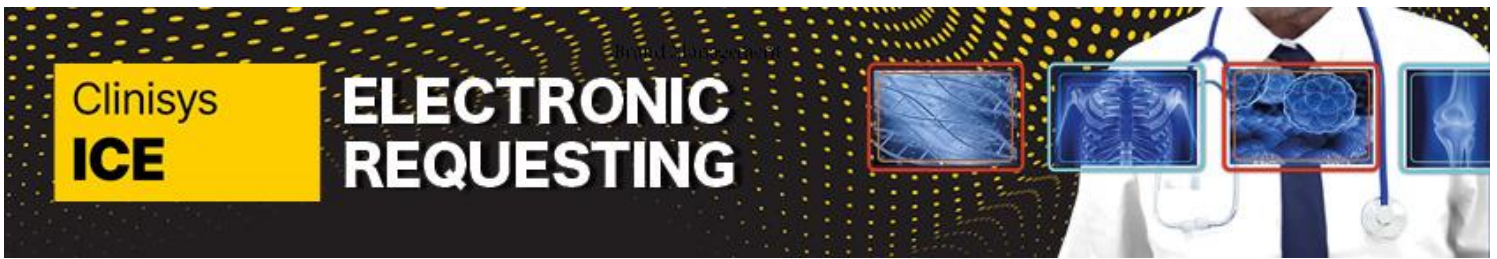


Despite the recommendations shown as: **Appropriateness - Not Indicated** – Red, the system will not prevent you from proceeding with your original request by selecting the request and clicking **'SUBMIT ORDER'**.

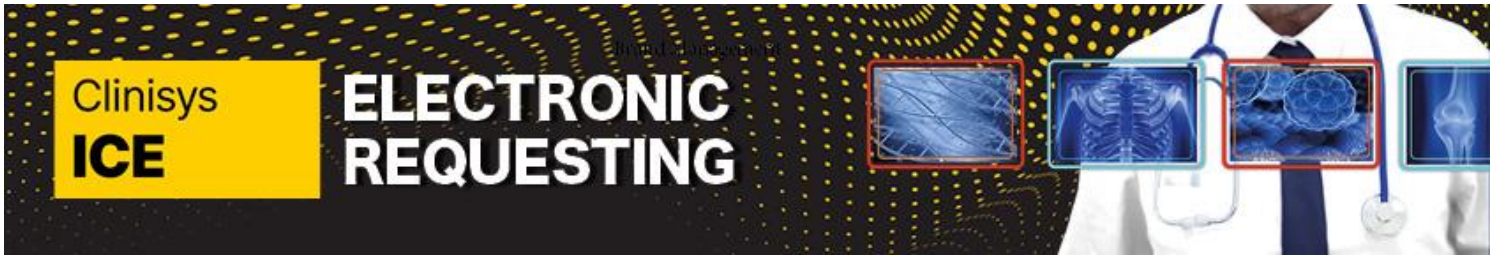
It is likely that the Trust radiology team will follow up or cancel the examination.

Once the 'submit' button is selected, the iRefer popup automatically closes.

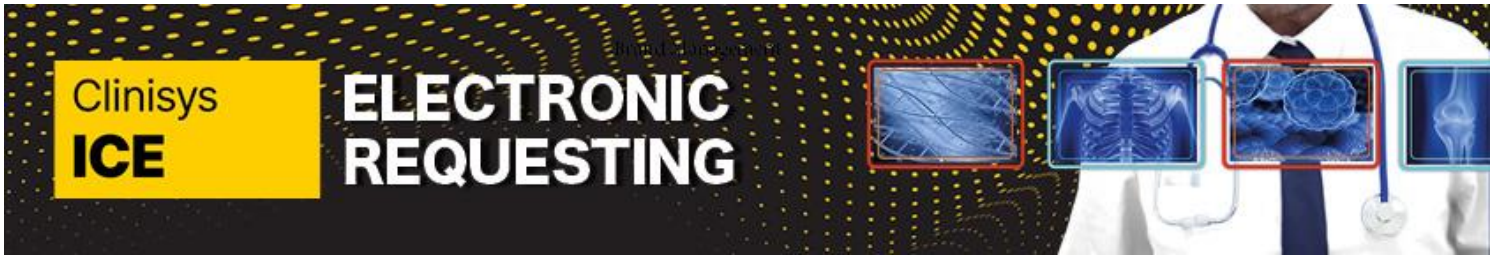
Note: if you wish to order a second scan, you can now add it.



<p>Please now scroll to the patient information questions, which will be headed by some text identifying the selected examination.</p> <p>Note: If the same test has already been requested in the last 24 hours a warning box will display. Click the black X if you wish to remove the repeat request</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>* Order information</p> <hr/> <p>* EKH Computed Radiography (XR) ^</p> <p>Priority</p> <p>Routine v ✓</p> <p>Collection / fulfillment option</p> <p><input checked="" type="radio"/> Order Now ✓</p> <div style="border: 2px solid red; padding: 2px;"> <p>* XCHES - E_XR Chest x</p> <p><small>CDS Indication: Metastatic Cancer of Unknown Origin: Diagnosis (iRefer), CDS Score: Indicated</small></p> <p><small>[A] Patient Clinical Details - please summarise the clinical problem and diagnostic considerations (max 2000 chars)</small></p> <p>Patient Clinical Details - please summarise the clinical problem and diagnostic considerations *</p> <p><small>[A] Does the patient need any reasonable adjustments to deliver a successful scan (e.g. interpreter, more time, support to consent)?</small></p> <p>No v ✓</p> <p><small>[A] Patient ability to transfer to bed</small></p> <p>Self transferring v ✓</p> <p><small>[A] Is this a suspected cancer direct access radiology request (2WW)?</small></p> <p><input type="radio"/> yes *</p> <p><input type="radio"/> no</p> </div> </div>
<p>Use the dropdown arrows to complete the patient information. You only need to add clinical information additional to that supplied in iRefer, as the iRefer logic is included in the request sent to the Trust, and visible below the yellow bar identifying the test requested.</p> <p>Complete all the fields with an amber border; once all fields are complete (with a green tick) you are able to complete the order.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border: 2px solid red; padding: 2px;"> <p>* XCHES - E_XR Chest x</p> <p><small>CDS Indication: Metastatic Cancer of Unknown Origin: Diagnosis (iRefer), CDS Score: Indicated</small></p> <p><small>[A] Patient Clinical Details - please summarise the clinical problem and diagnostic considerations (max 2000 chars)</small></p> <p>Patient Clinical Details - please summarise the clinical problem and diagnostic considerations *</p> <p><small>[A] Does the patient need any reasonable adjustments to deliver a successful scan (e.g. interpreter, more time, support to consent)?</small></p> <p>No v ✓</p> <p><small>[A] Patient ability to transfer to bed</small></p> <p>Self transferring v ✓</p> <p><small>[A] Is this a suspected cancer direct access radiology request (2WW)?</small></p> <p><input type="radio"/> yes *</p> <p><input type="radio"/> no</p> </div> </div>

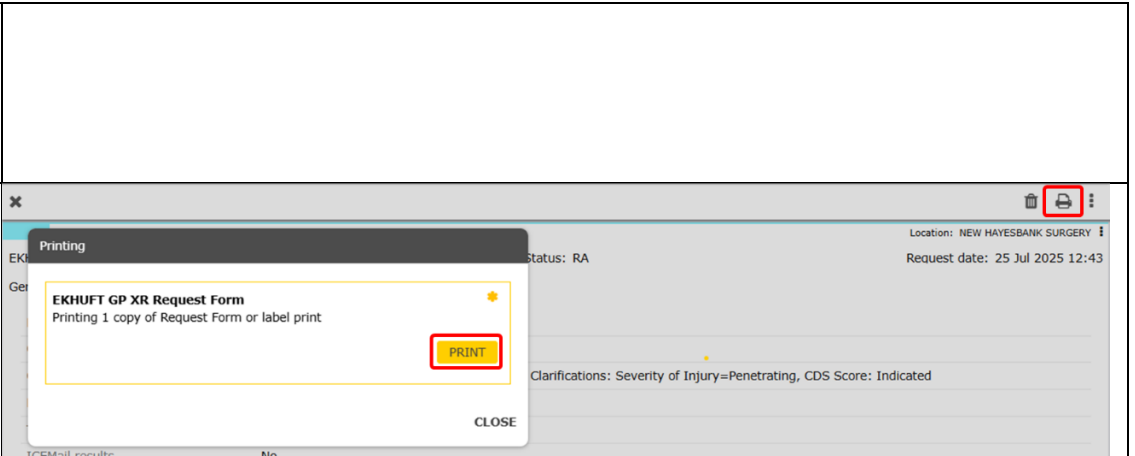


<p>Click the large green circle at the bottom of the screen to submit the order.</p>	<p>[A] Does the patient need any reasonable adjustments to deliver a successful scan (e.g. interpreter, more time, support to consent)?</p> <p>No <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>[A] Patient ability to transfer to bed</p> <p>Self transferring <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>[A] Is this a suspected cancer direct access radiology request (2WW)?</p> <p><input type="radio"/> yes <input checked="" type="radio"/> no</p> <p style="text-align: right;">Submit <input checked="" type="checkbox"/></p>
<p>For x-rays only, a print popup will appear. Please press the yellow 'print' button to bring up the print menu.</p>	
<p>The print preview box appears. Please select the appropriate printer, print and hand the confirmation to the patient.</p> <p>Note: if you have ordered multiple scans within the same request, you need to print each confirmation separately. Once you have printed the first sheet, the print dialogue box will reappear for each other scan.</p>	
<p>You will now be returned to the EMIS patient record. Your request will be automatically recorded in EMIS and ICE.</p>	
<p>If you need to re-print the request, please go back</p>	



into the request (see QRG 5 for more details), and double click on the name of the examination, to bring up the request

Click on the printer icon on the top right to print

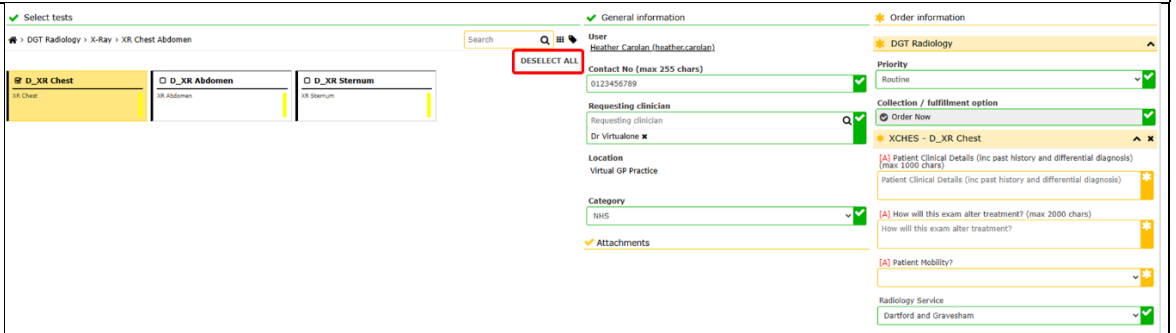


Selecting the wrong Modality or test whilst in requesting state

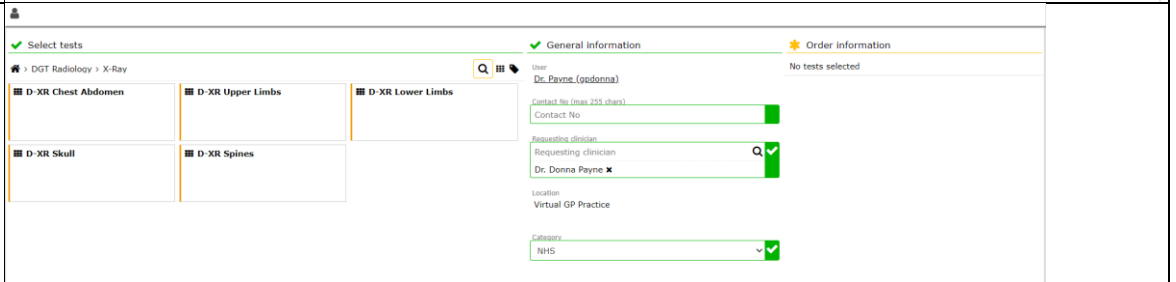
If you select the wrong Modality or test whilst in the requesting state, you can change it without returning home. There are two options available, as described below.

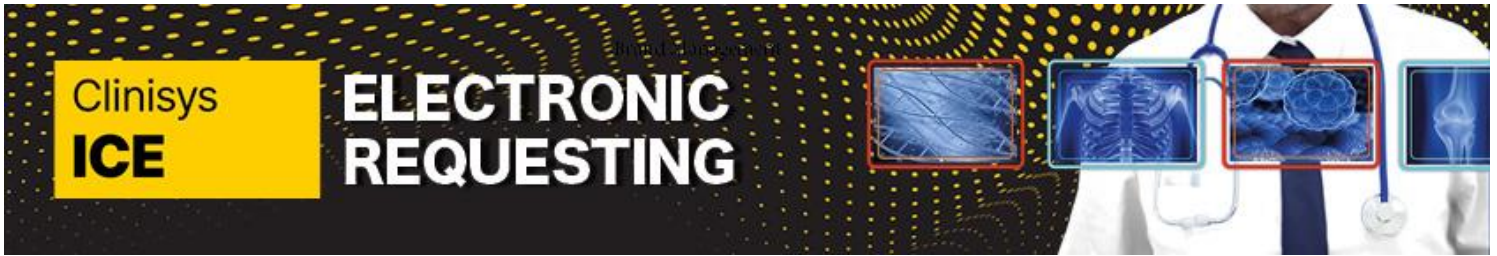
Note, if you choose option 2, please bear in mind that when you change modality the Order Information keeps the original requested details. You will need to navigate back to the Order information section to the far right of the screen (see below for details)

Option 1:
Click **Deselect all**.



The Order information will clear and you are able to now select the modality required. You will need to enter all of the order information again.





Option 2:
Click on **Radiology** in the 'breadcrumbs'.

You will return to the top-level menu, and can select the modality

Select the new modality.

As you can see, the new modality is highlighted in yellow. **Warning:** Under 'Order Information' the questions relating to the previous option are still displayed.

Click the **X** to refresh and remove that examination.

The correct Modality is now displayed and the relevant question now need to be completed.

Once you have answered the question you can complete the request as usual.