

***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.***

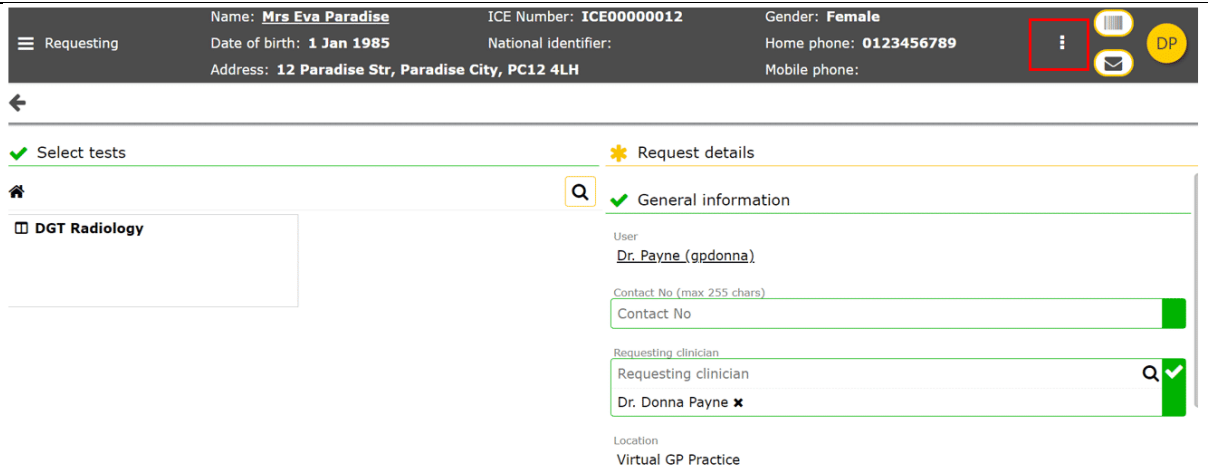
Once you have clicked "Test Request" in EMIS and selected "Kent and Medway Diagnostics" you will land on the Requesting screen for your patient within ICE : For more details see Quick Reference Guide 2

There are two scenarios:

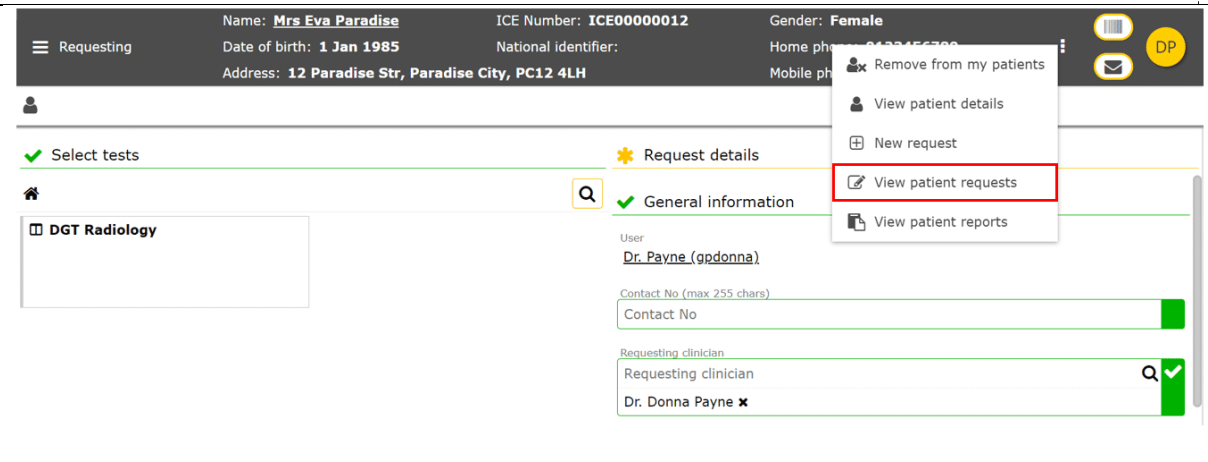
- When you are in the process of placing the request and you may need to change the modality. Please refer to: **Quick Reference Guide 2 How to request in ICE, page 5.**
- When the request has been completed. Please follow steps as described.

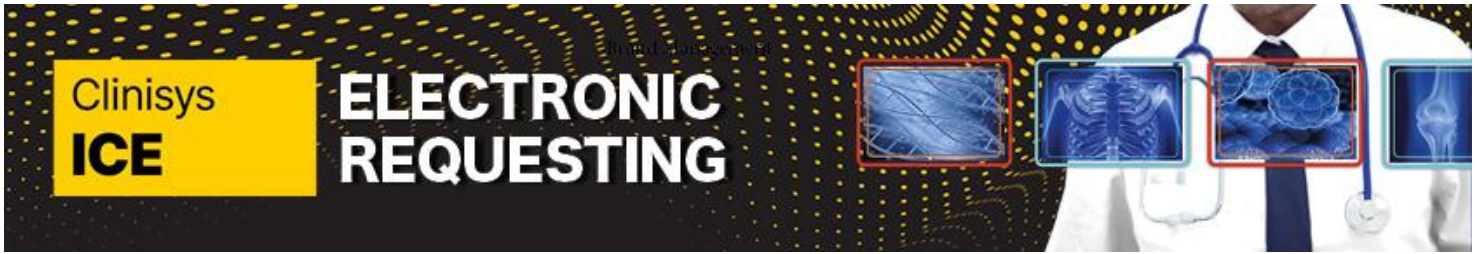
***Note: you can only delete a request at the requested (REQ) and request accepted (RA) stage. Once the request is with the Radiology department at the vetting stage you will no longer be able to delete the order on ICE, and will need to contact the appropriate team by email or telephone.***

The requesting screen in ICE will display, navigate to the **3 dots (kebab menu)**. The options available to you may vary depending on the Trust



Select '**View patient requests**'. The options available to you may vary depending on the Trust





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.