

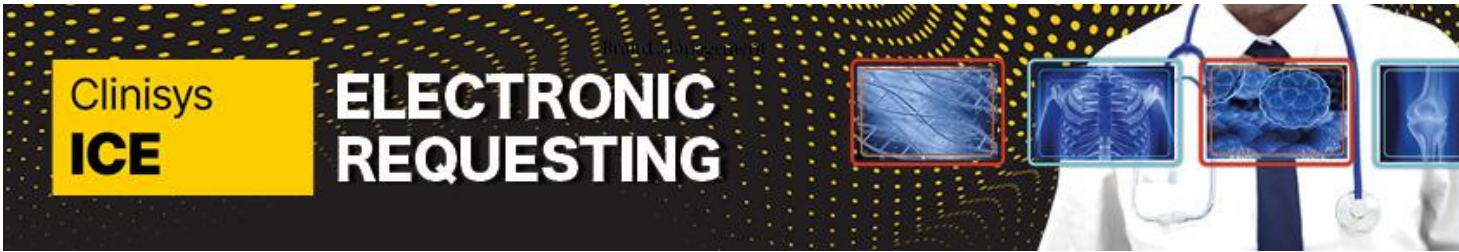
Test results are available within ICE via Patient Reports and once the report is requested the results will be sent back to EMIS.

You can view the report, when available, or the status of the request

<p>From EMIS, click the Investigations tab.</p>	
<p>Click Patient Report List.</p>	
<p>Select Kent and Medway Diagnostics from the Online test requests pop-up.</p>	

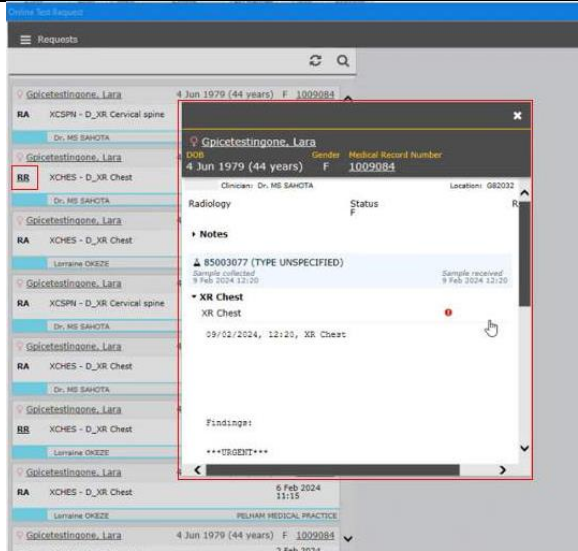
Report Ready

<p>The ICE Reports window will display. If a report is available, click on the required report to open</p>	
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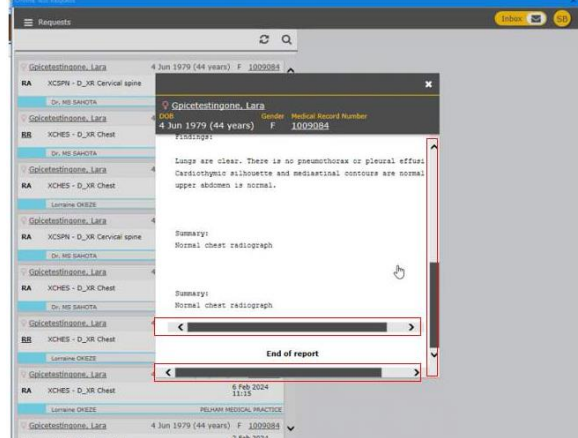


Quick Reference Guide: How to look at results in ICE Page 2 of 4

The report will open.



Use the horizontal and vertical **scroll bars** to navigate the report.



To close the window down and return to EMIS click the '**X**' on the top right-hand side.

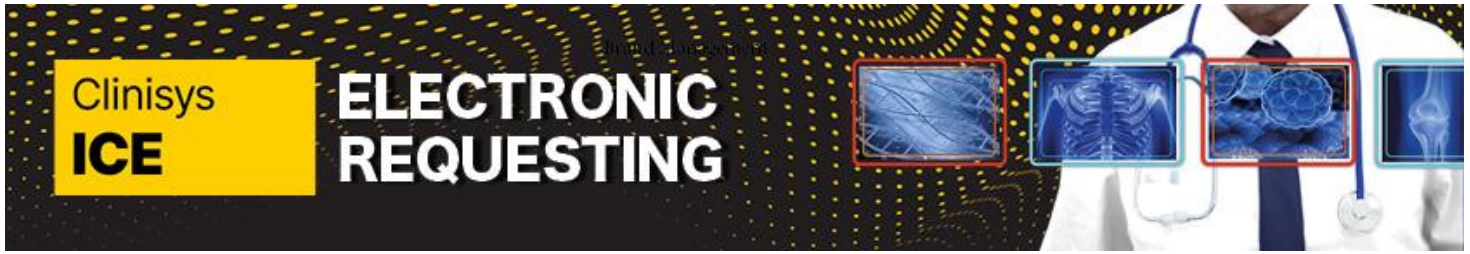


Viewing the status (report not ready)

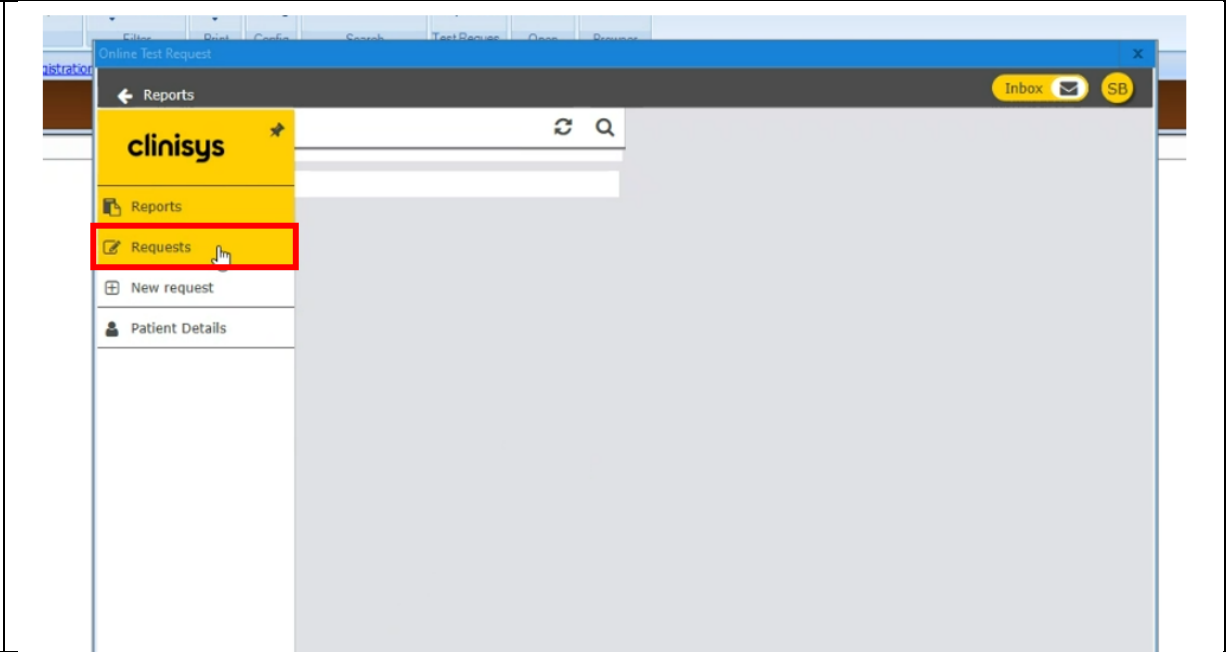
If there are no reports available 'Nothing to show' will display.

Click the **hamburger menu**





Click **Requests**.



On the left-hand side of each request a status code will display indicating the status of that request. You can hover over the status for an explanation of the status code. For example, **DEF (Request Deferred)**.

See below table of statuses





Process	Status	Status Description	Notes
Normal status flow	REQ	Requested, but did not reach Radiology yet.	If the status remains in this state for a while, there may be an issue with the interfaces.
	RA	Radiology Request Accepted by Radiology system.	The Radiology system 'acknowledged' the order from ICE.
	SCH	Appointment Scheduled for the Patient	Radiology department have now scheduled an appointment for the patient. The appt. date/time will appear in ICE, under order summary.
	IP	Patient attending for scan.	The patient has now arrived at the hospital for their scan.
	CM	Examination complete	The patient scan has completed.
	RR	Reports received	A report has been written up for the patient's scan.
Other statuses depending on situation	DEF	Request Deferred	The request has been deferred (held on ICE) due to missing hospital number. The Radiology system needs a hospital number to process the order. Trust team will update this.
	RRR	Radiology Request Received	Sometimes, the Radiology dept put an order 'back on request' to change something within the order.
	UA	Request Unaccepted	The request has been 'Unaccepted' by the Radiology system. This needs addressing as it could be due to e.g. GP code mismatch.
	CAN	Order Cancelled	The request has been cancelled. There is a variety of reasons for cancellation. A 'cancellation report' will be generated and sent electronically to the GP (EMIS inbox) as a report.
	HLD	Request on Hold - more info needed.	Radiology has put the request on hold due to the need for more information. Radiology will contact the clinician.
	QMS	Request sent to QMS	The request has been sent to Queen Mary's.