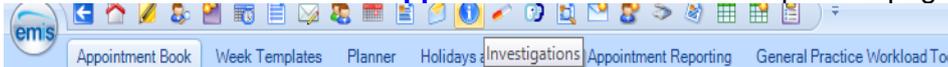


## How to download test results from ICE into Emis Web

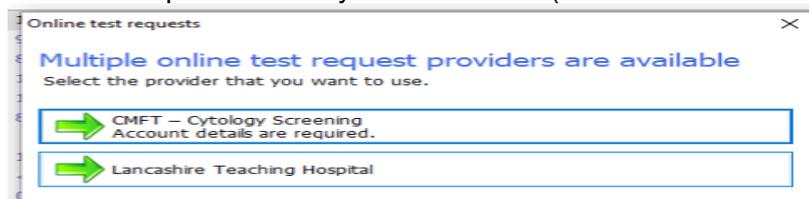
**Step 1:** Click on the “Investigations” tab in Emis Web. This can be accessed via the **Emis bubble** or from **the applications toolbar** at the top of the page



**Step 2:** Click on the “Patient Report List” in the ribbon at the top of the page.  
**The online test request box now pops up.**



**Step 3:** Select and click on the provider that you wish to use (Lancashire Teaching Hospital)

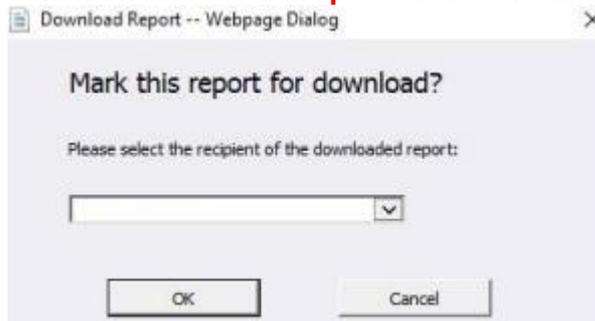


Once the ICE application has opened you will see all the tests that have been completed either in Primary Care or Secondary Care. Next to each test result is a **Download icon**.

**Step 4:** Select and click on the “Download” icon for the result you would like to download into your Emis Web system.

Status	Investigation	Requesting Clinician	Location	Sample Number	Sample Collected	Sample Received	Reported	
F	U/E's	Dr Test GP	Biochemistry Laboratory - MRI	8G881495Q	25 Feb 2020 07:46	25 Feb 2020 07:46	25 Feb 2020 16:15	
F	Quantitative HC...	Dr Test GP	Biochemistry Laboratory - MRI	8G881496E	25 Feb 2020 07:46	25 Feb 2020 07:46	25 Feb 2020 09:58	

Once you have clicked on this tab a drop-down list of Clinicians appears



**Step 5:** Select and click on the name of the Clinician whose inbox you would like to send the result to. **Once downloaded you will see a file icon next to the relevant tab**

### Please note

- Once the test results have downloaded from ICE, they do not upload into Emis straight away but do usually upload that same day. The results will sit in the inbox of the Clinician who was selected, for them to view and action.
- Test results can also be viewed via Global view in Emis.
- It is recommended as good practice to have a clinical protocol with a timescale of your choice in place, for viewing and actioning test results to ensure that all Clinicians work in unison.

To contact the Medicines Optimisation Team please phone 01772 214302

Information kindly supplied by Tracey Walker- Medicines Co-Ordinator at Lane Ends Surgery, Preston