

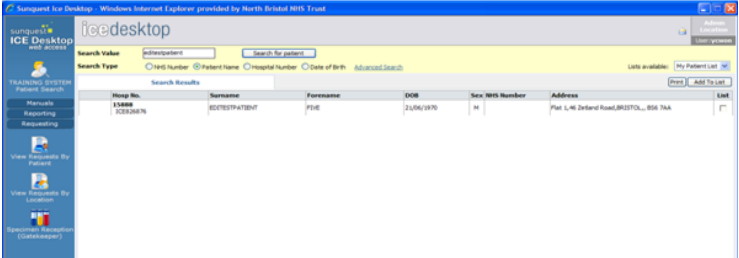
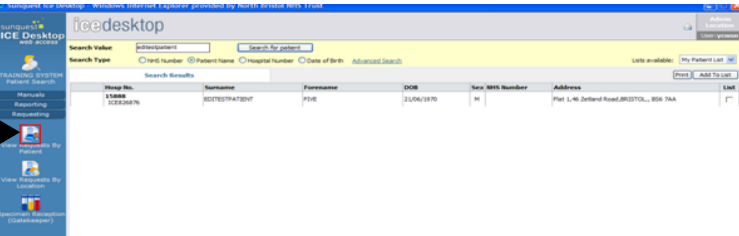
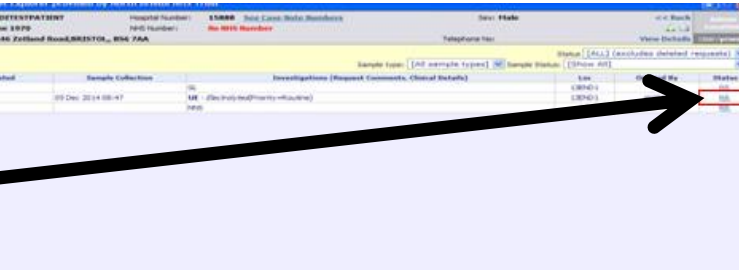
# ICE Mail – User Guide for Requesting Additional Blood Sciences Tests On Blood Samples (Add Ons)

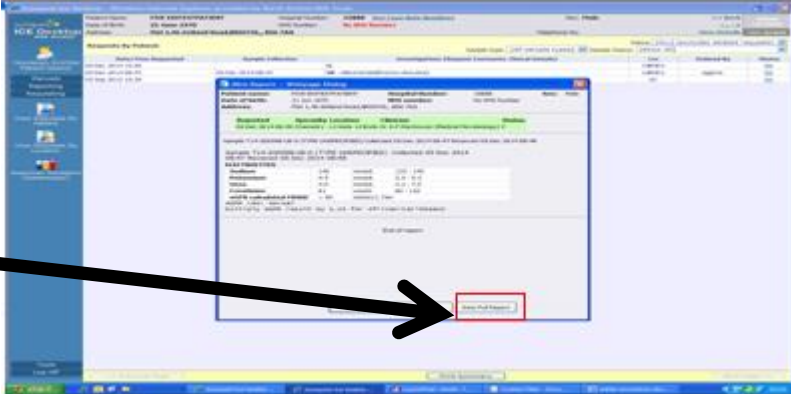
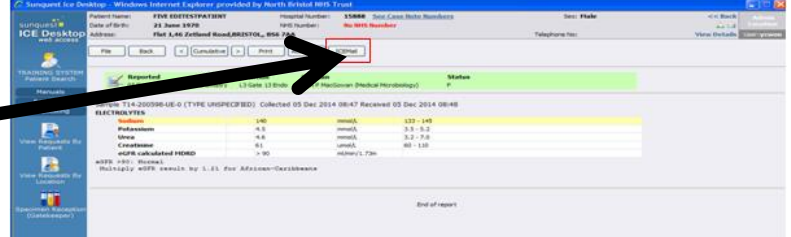
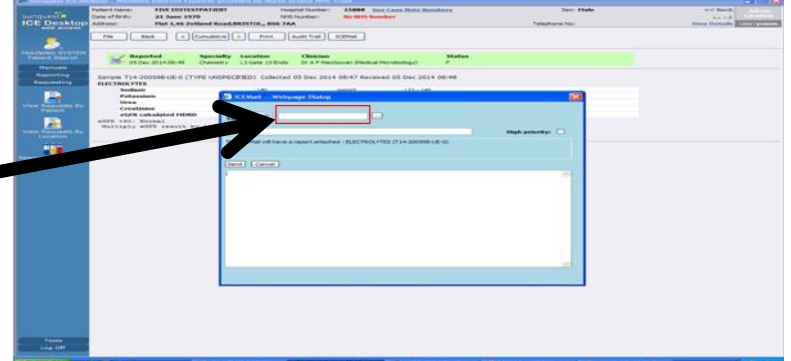
For requests that are **not urgent**, users may send the request to Blood Sciences via the email facility in ICE – Order Comms. These requests should be sent to the Blood Sciences mailbox. Urgent add-ons will continue to be requested by phone.

**Please note that any ICEMail add-on request not linked to a request number using the procedure below will not be processed.**

**Add-ons for Microbiology are NOT available.** Please send a new sample, requested on the ICE system. Any issues please phone the medical microbiologist on 46219.

Full details are in the NBT SOP; ICE Mail – Requesting Additional Tests on Blood Samples (Add Ons)

	Activity	Additional Guidance
	Log onto ICE & find the request for the patient you wish to add the test(s) on.	
	Click on <b>View Request by patient</b>	
	Double Click on the Status of the request you wish to add the test(s) on.	

Activity	Additional Guidance
<p>Click on <b>Goto Full Report</b>.</p>	
<p>Click on <b>ICEMail</b>.</p>	
<p>Type in blo (this will expand to Blood Sciences add on).</p>	
<p>Type in add on, then the tests you want to add on</p> <p><b>Please include the patient's MRN or NHS number to help the lab locate the sample.</b></p> <p>Click <b>Send</b></p>	