

HOW TO REQUEST A RADIOLOGY EXAMINATION ELECTRONICALLY

http://10.128.16.213/epr/gphome.aspx

The screenshot shows a web browser window displaying the 'GP Homepage' for the 'HEART of ENGLAND NHS Foundation Trust'. The browser's address bar shows the URL 'http://10.128.16.213/epr/gphome.aspx'. The page features a blue header with the text 'GP Homepage' and the trust's logo. A prominent green button labeled 'Go to iCare' is positioned on the left. To the right, a box contains contact information for Primary Care Support, including a 'Primary Care Bulletin' link, a 'Primary Care Support Hotline' number (0121 424 1082), and an 'Email Primary Care Support' link. Below these, the page is organized into sections: 'Referrals' with a link to 'Referral letters received'; 'Appointments' with links to 'Outpatient attendances booked' and 'Outpatient attendances'; 'Admissions' with links to 'Current inpatients' and 'eTTO discharge summaries'; and 'Patient Reports' with links to 'Clinical letters', 'Emergency department attendances', 'Endoscopy reports', and 'MDT referrals'. The browser's taskbar at the bottom shows the 'Internet' icon and a 100% zoom level.

Step 1:

Search for patient using

- NHS Number
- HEFT Hospital Number
- DOB
- Surname,Firstname

Ensure this is the correct patient before continuing

Step 2:

Select 'Radiology Requesting' (under services)

The screenshot shows a patient record interface. At the top, a search bar contains the text '3034799 TEST, Test 1 Jan 1900 (107 years) Male 987 654 3210'. Below the search bar, there are tabs for 'Timeline', 'Contact Type', 'Category', and 'Care Spell'. The main content area is titled 'Patient Details 3034799' and contains a 'Services' section with several options: 'Find paper records using Case Note Tracking', 'View Clinical Letters', 'View the Clinical Image Library', 'Issue an information leaflet using Patient Infor', 'View the Pathology Image Library', and 'Radiology Requesting'. The 'Radiology Requesting' option is highlighted with a red box. To the right of the services section, there are three sections: 'Patient Details', 'Next of Kin Details', and 'GP Details', each with a list of fields to be filled in.

Patient Details						
NHS Number :						
Surname :						
Forename :						
Date of Birth :						
Date of Death :						
Gender :						
Address :						
Telephone :						

Next of Kin Details						
Surname :						
Forename :						
Address :						
Telephone :						

GP Details						
Name :						
Practice :						
Address :						
Telephone 1 :						
Telephone 2 :						

Step 3:

Review patients Requested exams, Existing examinations and booked appointments (previous reports can be viewed here)

Step 4:


Create a new request if required

Step 5:

Repeat a previous request

TEST, Test 1 Nov 2001 (10 years) Female 999 999 9999

Radiology requesting has now been improved so that you can track when your request has been received and accepted. Any rejections by Radiology will be automatically emailed back to the requesting clinician, with a reason for rejection.

Radiology requesting now allows repetition of an examination that has already been completed by clicking on  next to the exam. Please note only the selected examination will be carried forward on the repeat instruction, regardless of whether the examination was originally part of a multiple examination request. If you require written instructions please see the PACS/ICT page on the radiology website.









[Create a new request](#)

Exams requested

Request date	Exam	Requested by	Status
24/03/2010 10:15:38	XR Chest	Andrea hardy, PACS Manager	Rejected (this request is not justified please contact radiology etc etc)
20/05/2010 09:09:54	XR Carpal tunnel Lt	Andy Child (ICT), Systems Developer	Rejected (TEST)
06/07/2010 11:31:34	XR Ankle Lt	Andy Child (ICT), Systems Developer	Rejected (TEST REQUEST SEE NOTE)
10/09/2010 10:29:45	XR Chest	Andrea hardy, PACS Manager	Rejected (TEST PATIENT)
24/11/2010 11:08:25	XR Skull	Andy Child (ICT), Systems Developer	Rejected (test pt to be rejected)

[To view previous requests, click HERE](#)

Exams scheduled and completed in CRIS:

Request date	Exam date	Exam	Requested By	Status	
17 Oct 2008 00:00		XR Chest	CONSTANTINE G	Cancelled	
04 Nov 2008 00:00		Ureteric stent antegrade Rt	SYED HA	Cancelled	
15 Jan 2009 00:00		XR Chest	DIGICONS	Cancelled	
09 Apr 2009 00:00		XR Mammogram Both	JONES BG	Cancelled	
16 Jul 2009 00:00		XR Cervical spine	SMITH J	Cancelled	
22 Jul 2009 00:00		XR Fingers Rt	MORUS LC	Cancelled	
12 Mar 2010 00:00		XR Chest	ADAM DJ	Cancelled	

Step 6:
Digitally sign request with username and password (DO NOT prefix the user name with "heartsol")

3034799 TEST, Test 1 Jan 1900 (107 years) Male 987 654 3210

Username:
Password:

3034799 TEST, Test 1 Jan 1900 (107 years) Male 987 654 3210

Examination request

Site: -- select -- Consultant: -- select --
Ward/Location: Ward/Location Specialty: -- select --

Patient Category: NHS CATII Private Clinical Trial / Study
Mobility: Walk Chair Bed Portable Theatre
Special Needs: Sight Hearing Interpreter Oxygen Escort

Modality: X-Ray Medical Status:
Body part: Upper Limb Infection Risk:
Exam: XR Wrist Lt Allergies:

-- or select from your previously requested exams --

Examinations requiring intravenous contrast
Renal Function: Asthmatic: Yes No
U&E Test underway: Diabetic: Insulin Metformin
Creatinine result (ml/min):
INR:

Examinations requested:
Clinical Information
FOOSH 1 week ago, deformity ?#

MRI please tick if the patient has the following
 None Pacemaker
 Aneurysm Clips Metal foreign body
 Operation within 3/12

Your Details
Username: scottn Full name: Title: Bleep/Mobile No:

please complete mandatory fields

Done Local intranet

Step 7:
Fill out required referral fields.
Complete GP in 'Patient Type' and you will not have to fill out consultant and specialty

To find examination- choose Modality, Body part and Exam from drop down menus.

Ensure clinical information is concise – but detailed enough for the radiologist to understand clinical history , symptoms and potential cause.
Click **confirm**.

Click **submit**

Any mandatory fields not filled in will be highlighted in red. Fill these out and 'submit' again

Step 8:

This is a request summary. Your request is now with Radiology for processing.

3034799		TEST, Test		1 Jan 1900		(107 years)		Male		987 654 3210	
Radiology Request Form											
PID: 3034799		NHS No:		HEARTLANDS HOSPITAL							
Surname: TEST		Address:		BIRMINGHAM							
Forename: TEST											
DOB: 01/01/1901		Sex: MALE									
Contact No:				Postcode: B9 5SS		Operator:					
Hospital: HEARTLANDS				Consultant: STAN							
Ward / Location: OPD				Specialty: GENMED							
Patient Category:		<input type="radio"/> NHS <input type="radio"/> CATII <input type="radio"/> Private <input type="radio"/> Clinical Trial / Study									
Mobility:		<input type="radio"/> Walk <input type="radio"/> Chair <input type="radio"/> Bed <input type="radio"/> Portable <input type="radio"/> Theatre									
Special Needs:		<input type="checkbox"/> Sight <input type="checkbox"/> Hearing <input type="checkbox"/> Interpreter <input type="checkbox"/> Oxygen <input type="checkbox"/> Escort									
Procedure or Examination Required: MRI Abdomen				Medical Status:		Infection Risk: none		Allergies:		Breastfeeding:	
Clinical Information / Therapy: palpable mass in abdomen ? cause recurrent abdo pain				LMP:		<input type="radio"/> Yes <input type="radio"/> No					
				Examinations requiring intravenous contrast		Renal Function		Asthmatic			
				U&E test underway <input type="checkbox"/>		Creatinine result (ml/min):		<input type="radio"/> Yes <input type="radio"/> No			
				INR:		Diabetic		<input type="checkbox"/> Insulin <input type="checkbox"/> Metformin			
MRI please tick if the patient has the following											
<input checked="" type="checkbox"/> None		<input type="checkbox"/> Pacemaker									
<input type="checkbox"/> Aneurysm Clips		<input type="checkbox"/> Metal foreign body									
<input type="checkbox"/> Operation within 3/12											
Referrer's Details											
Username: scottn											

NB: In compliance with IR(ME)R all requests for radiology examinations must be complete by a qualified referrer. You MUST NOT share your user name and password with a 3rd party

Reviewing Requests

- Select Radiology from the left hand menu to review
- Status of request (e.g. appointment date, if patient has attended)
- Report
- Previous and subsequent examinations

The screenshot shows a medical software interface. On the left, a sidebar menu is expanded to 'Radiology', showing a list of requests with dates and descriptions. A black arrow points to the 'Radiology' menu item. The main content area is divided into two sections: 'Request details' and 'Acknowledgment and Action'.

Request details

Request date	25 May 2011	Report
Exam date	25 May 2011 09:22	
Reported date		
Exam	XR Chest	
Requested by	ALLEN C / Outpatients GH	XR Chest : Normal heart size.
Radiologist	CT OPD Brain reporti	
Second radiologist		
Radiographer		
Department		
Typist	DESCRIPTION UNAVAILA	
Status	Cancelled + reported	

Acknowledgment and Action

It is now a legal requirement that patients are informed of their x-ray results.
It is the responsibility of the **clinician** to ensure this communication takes place.

How have/will these results be communicated to the patient :

- Directly with the patient
- Patient letter
- GP letter
- Other - please specify

Add any comments here.

Submit