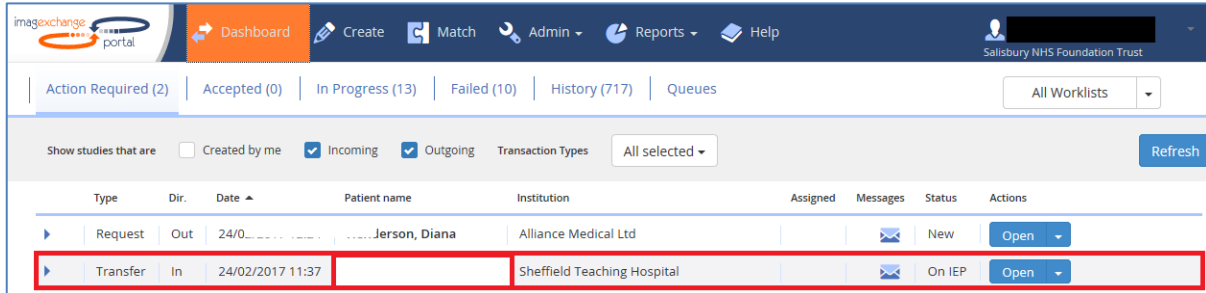


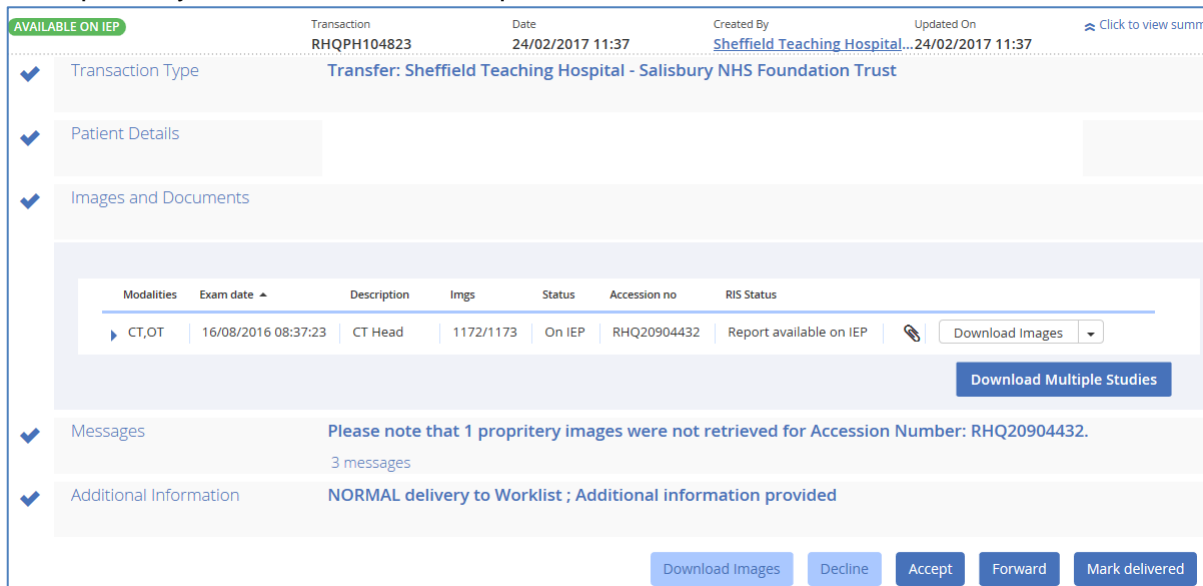
IEP HOW TO: Import 'In bound' from another hospital.

Login to IEP <https://nww.iepservice.nhs.uk/IEP/External/Login>

Work that needs to be imported can be found under Action required; these will show as Request in or Transfer in. *Please note there only is a list of patients visible if there is outstanding work)*



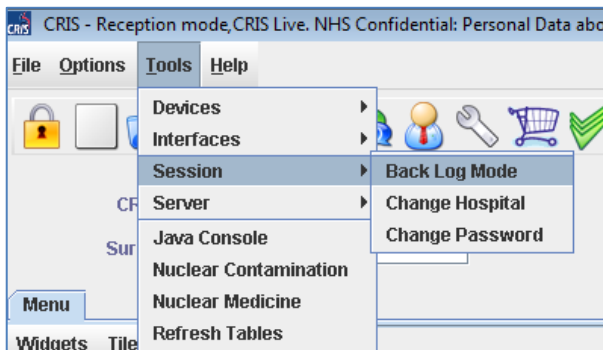
Highlight the patient you need and Click on Open



This will bring you up the details of all the images that have been sent to SDH. You then need to check to see if this exam has previously been downloaded by checking CRIS/PACS. If no exam appears you will need to create an event on CRIS.

Within CRIS, search for the relevant patient. Once you have found the patient you will need to put CRIS into back log mode in order to create a packet for the correct date. *(Unless the imaging has been done on the current day)* To do this click on Tools, Session and select back log mode.





Type in the date the event took place e.g. 27/10/2014 and press enter.

Create a new event within CRIS using the external hospital code e.g. RVN2A (Bath RUH) Please see spreadsheet for list of codes

 A screenshot of a form for entering referral details. The form is enclosed in a red rectangular box. It contains several fields: 'Referral Source' (RVN2A ROYAL UNITED HOSPITAL), 'Ref. Location' (RNZ02EXT EXTERNAL SITE IMAGES), 'Referrer' (EXT External Hospital Dr), 'Speciality' (Unknown Specialty), 'Lead Clinician' (Not Entered), 'Mobility' (Blank), and 'Intend Clinician' (Blank Clinician).

The Ref Location will always be RNZ02EXT, the referrer will be EXT Always make sure you cancel the back log mode once you have finished.

If the image was sent with a report, a paperclip icon will show on IEP next to the relevant image.

Please note: Not all images will be sent with a report and in some cases the report may show as an image once downloaded to PACS

 A screenshot of a table showing examination details. The table has columns: Modalities, Exam date, Description, Imgs, Status, Accession no, and RIS Status. The first row is highlighted with a red box and contains: CR,OT,SR | 27/03/2018 15:51:24 | XR Pelvis | 4/4 | On IEP | 3266865501 | Download Images. A paperclip icon is visible next to the 'Download Images' button.

If the report has been attached this will need to be added to CRIS.

To do this return to the patient's events in CRIS and highlight the relevant examination, select 'Process'

 A screenshot of a table showing patient events. The table has columns for patient ID, location, referrer, and examination code. The first row is highlighted with a red box and contains: RNZ02 | 67227560 | RNZ02EXT | EXT | ZRXTX. To the right of the table is a vertical toolbar with buttons for 'Change', 'Vet', and 'Process'. The 'Process' button is highlighted with a red box.

In the next screen select 'Finished' on the right hand side. This will take you back to the main screen. Use

the icon to return to your patient.



Highlight the relevant examination and select 'Report'

RNZ02	67227560	RNZ02EXT	EXT		ZRXTX		
RHM01	66844546	RHM01GECL	C8059233		EPAN	EPANCN	
RNZ02	66530542	RNZ02OPD	C3246797		CCHESC	CLIVEC	
RNZ02	65194505	RNZ02OPD	C3246797		MMRCP		
RNZ02	65165554	RNZ02ED	C7120407		UABDO		
RNZ02	65165379	RNZ02ED	C7120407		XABDO		
RNZ02	65165308	RNZ02ED	C7120407		XCHES		
RNZ02	62810880	RNZ02BRC	C4642143		XMAML		
RNZ02	62786190	RNZ02ED	C4538242		XANKR		

Change

Vet

Process

Dictate

Report

In the reporting screen click the "Blue double balls" icon, this will allow you to enter a particular coded phrase, in this case it will always be 'IEP'

Menu Patient Details Episodes Events **Event Details** Event Forms Report

PACS Images

REPORT E-61701600

US Urinary Tract

Open the relevant report in IEP, from the dropdown menu select 'View report'
This will open the report in another tab on your screen.

Select and copy all of the text from this report, (Ctrl + A) and then (Ctrl + C)

Return to CRIS and click into the lower part of the report. Copy in the text you will have to use your keyboard for this (Ctrl + V) as CRIS will not allow you to copy and paste with a mouse.

REPORT E-61701600 Attended-19-Nov-2014

Please note: This examination contains images imported from another Trust or hospital. The images may not have been reported by the Radiology Department of Salisbury NHS Foundation Trust.

US Urinary Tract Attended-19-Nov-2014

IMAGE EXCHANGE PORTAL Disclaimer: The text shown below was generated from a cut and paste and should not be used for diagnostic purposes without corroboration, by a suitably qualified individual, of the content against the studies it is associated with.

=====

28/03/2018


Examination Date: 27.03.2018 Examination: XR Pelvis
EXAMINATION: XR Pelvis
CLINICAL INDICATION: Groin pain

Click 'Verify'



Return to IEP click on 'Download Multiple Studies'. Paste the accession number into corresponding box and press OK. The images should now download to the packet you created in PACS.

Modalities	Exam date ▲	Description	Imgs	Status	Accession no	New Accession no
▶ <input checked="" type="checkbox"/> CR,OT,SR	27/03/2018 15:51:24	XR Pelvis	4/4	On IEP	3266865501	<input type="text"/>
▶ <input checked="" type="checkbox"/> CR,SR	27/03/2018 15:47:12	XR Lumbar Spi...	3/3	On IEP	3266865502	<input type="text"/>

 The originating Institution Accession Number will be retained unless the New Accession Number is provided

