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)*

inageschange portal 🖉 Dashboard 🖉 Create 🏹 Match 🔍	🖌 Admin 🗸 🗳 Reports 🗸 🛷 Help	Salisbury NHS Foundation Trust
Action Required (2) Accepted (0) In Progress (13) Failed (10) History (717) Queues	All Worklists 👻
Show studies that are Created by me 🔽 Incoming 🔽 Outgoing Tr	All selected -	Refresh
Type Dir. Date 🔺 Patient name	Institution Assigned Messages S	itatus Actions
Request Out 24/0Jerson, Diana	Alliance Medical Ltd	New Open 🗸
Transfer In 24/02/2017 11:37	Sheffield Teaching Hospital	On IEP Open 👻

Highlight the patient you need and Click on Open

AVAILAB	BLE ON IEP	Transaction RHQPH104823	Date 24/02/2017 1	1:37	Created By Sheffield Teaching	ا <u>: Hospital</u>	Updated On 24/02/2017 11:37	🗢 Click to view sum
*	Transaction Type	Transfer: Sheffi	eld Teaching Hosp	ital - Salisbury	y NHS Foundatio	n Trust		
~	Patient Details							
~	Images and Documents							
	Modalities Exam date 🔺	Description	mgs Status	Accession no	RIS Status			
	CT,OT 16/08/2016 08:37	:23 CT Head	1172/1173 On IEP	RHQ20904432	Report available o	n IEP 🛛 🔇	Download Imag	jes 👻
							Download I	Multiple Studies
~	Messages	Please note that 3 messages	t 1 propritery ima	ges were not i	retrieved for Acc	ession Nu	mber: RHQ20904	4432.
~	Additional Information	NORMAL delive	ry to Worklist ; Ad	ditional inforr	mation provided			
				Downle	oad Images De	cline	ccept Forward	Mark delivered

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*

teferral Source	RVN2A	ROYAL U	NITED HOSPITAL
Ref. Location	RNZ02EXT		EXTERNAL SITE IMAGES
Referrer	EXT		External Hospital Dr
Speciality			Unknown Specialty
Lead Clinician			Not Entered
Mobility			Blank
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

Requested Description: X-ray of spine MRI of hip/spine				quested Mo RI/MRA/N	dalities: IRV,X-RAY	AND MAMMOGRA			
	Modalities	Exam date 🔺	Description	Imgs	Status	Accession no	RIS Status		
	CR,OT,SR	27/03/2018 15:51:24	XR Pelvis	4/4	On IEP	3266865501		Ø	Download Images 💌
	CR,SR	27/03/2018 15:47:12	XR Lumbar Spine	3/3	On IEP	3266865502			Download Images 👻

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'

RNZ02	67227560	RNZ02EXT	EXT	Ö	ZRXTX		Change
RHM01	66844546	RHMUTGECL	C6050233	2	2 EUPAN	EPANCN	
RNZ02	66530542	RNZ020PD	C3246797	8	CCHESC		Vet
RNZ02	65194505	RNZ020PD	C3246797	🖪 ≫	MMRCP		
RNZ02	65165554	RNZ02ED	C7120407	8.	VABDO		Process
RNZ02	65165379	RNZ02ED	C7120407	B >>	XABDO		

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



icon to return to your patient.



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Highlight the relevant examination and select 'Report'

RNZ02	67227560	RNZ02EXT	EXT	ů	ZRXTX			Change
RHMU1	66844546	RHMUTGECL	06050233	2	DEOPAN	✓ EPANCN		
RNZ02	66530542	RNZ020PD	C3246797	🖪 ≫	CCHESC			Vet
RNZ02	65194505	RNZ020PD	C3246797	🖪 ≫	MMRCP			
RNZ02	65165554	RNZ02ED	C7120407	8.>>	🖌 🖌 UABDO			Process
RNZ02	65165379	RNZ02ED	C7120407	8	XABDO			
RNZ02	65165308	RNZ02ED	C7120407	8	XCHES			Dictate
RNZ02	62810880	RNZ02BRC	C4642143	8	XMAML			
RNZ02	62786190	RNZ02ED	C4538242	8	ANKR			Report
DNI702	P. Concol	DN702DDC	04640440	A 10	3254.0.541		1	

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 💌 🖓 🍾 🕻 🗈 🥥 🦿 b	i 😐
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-
Please note: This examination contains images imported from another Trust or hospital. Treported by the Radiology Department of Salisbury NHS Foundation Trust.	The images may not have
	Attended-19-Nov-
IMAGE EXCHANGE PORTAL Discialmer: The text shown below was generated	
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: Croin pain	
/erify'	
-	



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If there is no report sent via IEP then the examination will need to be Auto reported.

To do this within CRIS highlight the relevant examination and select 'Process'

RNZ02	67227560	RNZ02EXT	EXT	Ö	ZRXTX		Change
RHM01	66844546	RHMUTGECE	C6050233		V EUPAN	EPANCN	
RNZ02	66530542	RNZ020PD	C3246797	8	CCHESC		Vet
RNZ02	65194505	RNZ020PD	C3246797	🖪 ≫	MMRCP		
RNZ02	65165554	RNZ02ED	C7120407	8	VABDO		Process
RNZ02	65165379	RNZ02ED	C7120407	8.2	XABDO		

In the next screen select 'Auto Report'

You will now need to enter a code, which in this case will always be 'IEP'

Auto Rep	ort
h <mark>e</mark>	Enter phrase code IEP
	Enter diagnosis code
Please not hospital. Th of Salisbury	Provide the second sec second second sec
Se	t reported / verified by: O AUTO I RNZEYT

Select save.

If a report is <u>urgently</u> needed and it has not been sent you will need to call the hospital who transferred the images to see if it is possible to receive these in another way. These can be added to CRIS as an addendum or as an image – depending on how the report has been received.

If you need to add an addendum then open up the report in CRIS and right click and select Add addendum



You can now download the images.

Search for the patient in PACS by their name or hospital number.

Right-click on the event in PACS you just created and go to 'Properties'. A box will pop up. Copy the accession number.

	Properties			X	
		Examination properties	Code CCHAPC	Date of birth	
		Examination ID 0	Reading Clinician	Date of death	
	2)3	Accession number NVZ65619811	Mismatch reason	Sex 🗾	
	14	Study Instance UID 12.840.113619.2.359.3.2031190984.120.1484830418.	Archive status Archived		
	1	Institution SFT	Breast density		
	-7/1	Station name SDOPTIMA	Comments		
Patient-centred & Safe	X.	Edt			
Professional		Verified Priority	Primary server name		
Responsive		Date and time	SET WISE Server		
Esiandlu		29/06/2017 11:26:51 Scheduled date and time	Request properties Referring unit		
Friendly		29/06/2017 11:00:00	RNZ82OPD Referring Clinician		
		Modality	Kingston Aj Edit		
C:\Users\sarah.dean545		Body part	Patient ID Edit.		e\Content.Outlook\7CDMUQT0\IEP
Import.docx		Description CT Chest/Abdo/Pelvis/ with Contrast	Name Edit		
			·	Sive Cancel	

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.





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