

IEP HOW TO: Request images from another hospital

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

On the top tool bar please select 'Create'

in	nagexchange portal	🖨 Dashboard	🔗 Create	<mark>द्र</mark> Match	کر Admin ◄	℃ Reports •	🥏 Help
Sel	ect the 'Request' box.						
>	Transaction Type						
	Please, ensure you have selected the correct transaction Type Destination Image: Transfer data from Image: Constitution	type and destination institution ution Company spital or, 3rd party	n. You will not be able to o	hange them later and	will have to start a new tra	nsaction.	
	Destination institution Browse or start typing			Browse			onfirm
>	Patient Details						

In the Destination box enter the hospital you are requesting from for example: *Ramsay New Hall hospital* and select from the drop down box.

		-	
>	Transaction Type		
	Please, ensure you have selected the correct transaction type and destination instit Type Destination Transfer Request Institution Company	tution. You will not be able to change them later and will have to start a new transaction	
	data to data from or, hospital or, 3rd party Destination institution	or, 3rd party	
	> New	X Browse	
	New Cross Hospital [The Royal Wolverhampton Hospitals NHS Trust		
>	P Ramsay New Hall Hospital		
	The New Victoria Hospital		
	Images and Documents		

Please note you can find all available hospitals by clicking the 'Browse' button. Select the hospital you want and then click 'Confirm'; this will open the next section automatically.

Fill out the patient details with as much information as possible, you will find some details are mandatory. (NHS number is always needed)

Specify which images you require and which Modality Please always click: 'Clinical Report Required' - Example below





Transaction Type	Type Request: Salisbury NHS Foundation Trust - Ramsay New Hall Hospital			
Patient Details				
Last name		First name		
bloggs		fred		
Date of Birth	Sender	Invalid NHS number	No NHE Number	
01/01/1999	Male 🗸	1234567890	NO NHS NUMBER	
Patient Address line 1		Address line 2		
Flat 1				
Town		County		Postcode
				SP2 8BJ
Data entered here will be you do not wish to updat	e used to update the DIC te the DICOM Header.	OM header of the images.	Please leave this blank if	Salisbury NHS Foundation Trust Patient ID RNZ0123456
Images and Documents				
Exam date		Body part or Study Description		
All	~	Left wrist		
Modalities				
X-RAY AND MAMMOGRA	PHY -			

The system will automatically assume that this is a normal transaction. If you have an emergency you will need to change the status to 'Clinical Emergency' in the dropdown box. This is known as a 'Blue light'.

Additional Information			
Destination node Worklist The institution has not specified any additional fields to fill	Priority NORMAL CLINICAL EMERGENCY OVERNIGHT DOWNLOAD	Date Images Required by DD/MM/YYYY	
	Reset	Send and Create Transaction Send Transaction	

When all details have been completed and the system has accepted that there is a suitable NHS number then click on Send Transaction.

