HOW TO: Transfer images 'Out bound' to another hospital

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

On the top tool bar please select 'Create'.
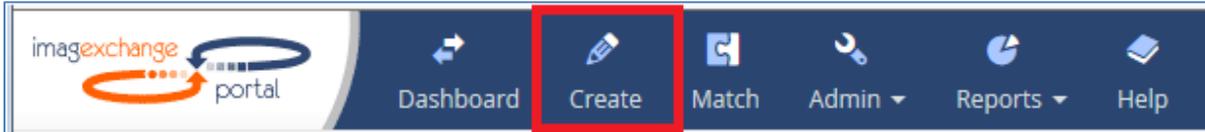
Select Transfer

In the Destination box enter the hospital from the dropdown box you are requesting from for example: Ramsey New Hall

Please note you can find all available hospitals by clicking the 'Browse' button'

Then click 'Confirm' this will open the next selection automatically

Fill out the patient details in as much detail as possible, you will find some details are mandatory.

A hospital number beginning RNZ and NHS number is always needed.

Then Click 'Search'

Select study	Modalities	Description	Exam date	Imgs	Accession no	Attachments
☐	CT	CT Orbits with Contrast	21/02/2017 16:06:21	303	RNZ65102299	
☐	US	Ultrasound Craniofacial Soft Tissues	14/01/2011 10:13:40	5	RNZ17627682	

The system will find any images that SDH has available on the PACS system.

Select the images you wish to send.

Please note you can ONLY send images that were taken at Salisbury Hospital.

You DO NOT need to attach a report to the images; the system will automatically do this for you.

The system will automatically assume that this is a normal transaction. If you need to send the images in an emergency you will need to change this to 'Clinical Emergency' in the dropdown box.

Click 'Send Transaction' you can check the progress of the transaction on IEP.