

Request an Imaging Exam

This crib sheet shows you how to request Radiology Tests

Select the **Radiology** tab

Patient Name: MR BLANK T123	Hospital Number: C2059857 See Case Note Numbers
Date of Birth: 28 November 1961	NHS Number: No NHS Number
Address: 1 BRICK LANE, LONDON, E1 6RF	

ROUTINE TESTS	SPECIALTIES	RADIOLOGY	BLOOD SCIENCES ACUTE
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Tick an Exam e.g. **XR Chest**

COMMONLY REQUESTED AXIAL

- XR Chest
- XR Abdomen
- XR Paediatric Chest and Abdomen
- XR Cervical spine
- XR Thoracic spine
- XR Lumbar spine

Complete the details in the exam e.g. **Reason for Exam, Priority, Patient Travel, Transportation Risks** and **Is this required at a time in the future?**

Selecting **Yes** and clicking **OK** for **Is this required at a time in the future?** will launch a free text and date selection box for planned waits on the next screen

The information required will differ for each exam

Click **OK**

XRAY - RP CXR

In your request please provide any relevant history including: Duration of symptoms, Site of symptoms, Smoking status, History of Cancer, Antibiotic treatment and Relevant occupational exposure eg Asbestos.

Please state the Reason for the exam, Clinical question you would like answered, working diagnosis, and past medical/surgical history.

family history of Ca. No TB contact. Non-smoker. ?Lung Ca

Please select the request priority from below. Click more info for the 2wk rule guidance

ROUTINE

How will the patient travel to us?

Walking

Please select all transportation risks that apply. Hold 'ctrl' for multiple selection.

Barrier nursed/infection risk
 On oxygen
 Requires hoisting
 Other (please explain)
 Bariatric
No risks for this patient

Is this request required at a time in the future? Only use this option for post treatment, follow up or clinic appointments.

Yes No

OK

Request an Imaging Exam	
<p>We're now going to search for a Radiology exam, click on the Search tab</p>	
<p>Enter a search term in the Name field</p>	
<p>Scroll down and click on the Search button</p>	 <p>Any tests containing the search term are returned</p>
<p>Tick an Exam e.g. MRI Spine lumbar and sacral</p>	
<p>Complete the details in the exam e.g. Reason for Exam, Priority, Patient Travel, Transportation Risks and Is this required at a time in the future?</p>	
<p>Selecting Yes and clicking OK for Is this required at a time in the future? will launch a free text and date selection box for planned waits on the next screen</p>	
<p>The information required will differ for each exam</p>	

Request an Imaging Exam

Click **OK**

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Yes No

OK

Plus (+) tests

A plus test is a test that will sit truck and trailer with another test to avoid clinical details being entered in twice, or for radiology administrative purposes.

For example a CT HEAD and CSPINE is being requested at the same time. The CSPINE is an additional test and creates a pop up informing the user to enter the clinical detail for the spine (as well as the head) on the next page.

Plus tests should never be used by themselves to request a test, and are only used to reduce clinical input or for radiology administration purposes

For this example, select the **CT** tab and from the **CT Trauma** section click on the Plus Test **CT - TRAUMA HEAD including CSPINE**

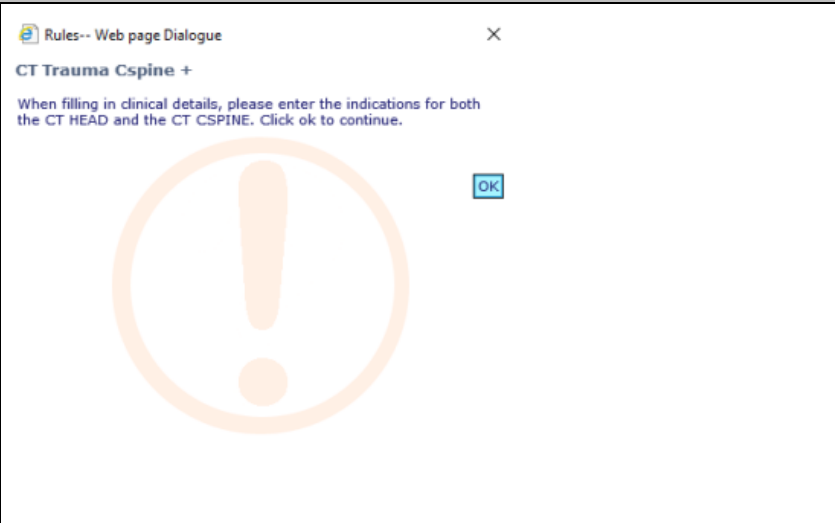
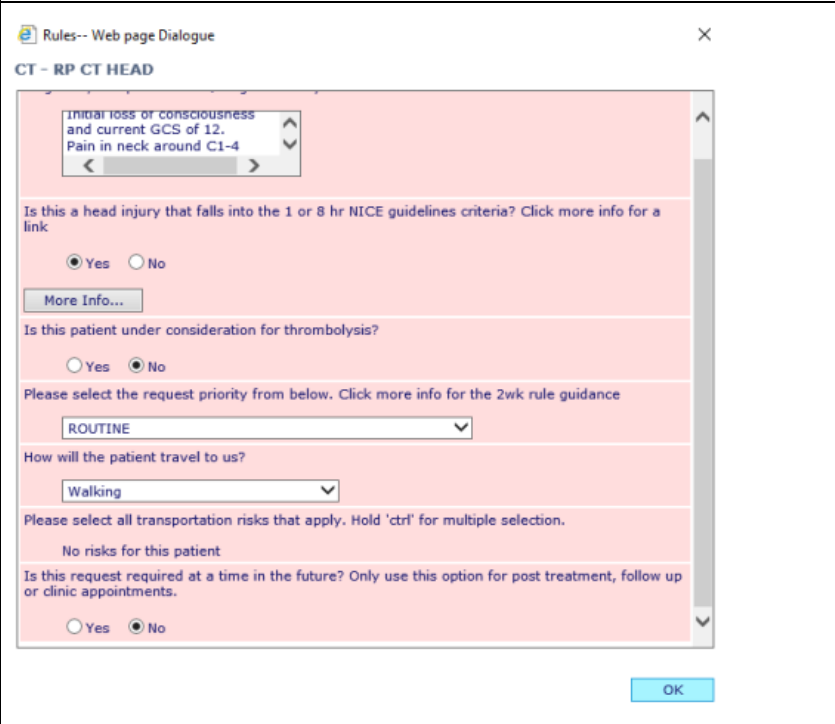


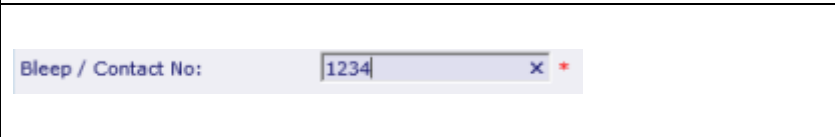
CT TRAUMA


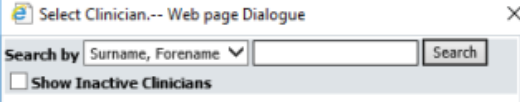
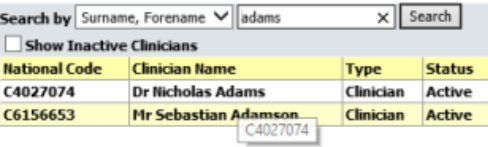




CT - TRAUMA HEAD including CSPINE

CT - TRAUMA HEAD ONLY

CT - TRAUMA CSPINE ONLY

CT - FULL BODY TRAUMA SERIES (+/- HEAD)

Request an Imaging Exam	
Click on OK	
Enter the details and click on OK	
Both tests will show ticked	
Once all tests have been selected, click on Continue with request...	
Under the General Details , enter the Bleep / Contact No:	
<p>Requesting Consultant / GP: If a consultant is logging in, it will default to their own name as requesting consultant. For anyone else using the system they will need to select the requesting consultant</p>	

Request an Imaging Exam													
Select the Requesting Consultant / GP: (...) button													
Enter the Surname in the Search box and click on the Search button													
Select the correct clinician	 <table border="1" data-bbox="571 548 1061 694"> <thead> <tr> <th>National Code</th> <th>Clinician Name</th> <th>Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>C4027074</td> <td>Dr Nicholas Adams</td> <td>Clinician</td> <td>Active</td> </tr> <tr> <td>C6156653</td> <td>Mr Sebastian Adamson</td> <td>Clinician</td> <td>Active</td> </tr> </tbody> </table>	National Code	Clinician Name	Type	Status	C4027074	Dr Nicholas Adams	Clinician	Active	C6156653	Mr Sebastian Adamson	Clinician	Active
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<p>Location will pull through as this was selected when logging into the system.</p> <p>Order Details will show as 'Previously Selected' as this was selected when requesting the tests earlier.</p> 													
Select Accept Request to continue													
The message will come up to confirm that Your request is complete													
The request is now complete and is sent to Radiology													
<p>IMPORTANT Please use View Requests By Patient to check that the patient's order has been submitted. Look at the guide View Requests By Patient for more details</p>													
To exit the system, select Log Off													

Request an Imaging Exam	
Select Log off and close window	 A blue rectangular button with a red power icon in a white circle at the top. Below the icon, the text "Log off and close window" is written in white.