

Transferring images via SECTRA

- Under the patient history tab, right click on the examination that requires transferring.

Norris Test, William, Test, MR Born 16/11/1950 Current age 69 years Sex Male Patient ID RXR5000001 (Hosp No)

DoseTrack Dose Summary Fluoro Dose Map Image Quality Dose Analytics

FAVOURITES
Drop your most commonly used worklists here

ALL WORKLISTS

- System Worklists
 - IEP worklist
 - LTHTR Direct Send
 - Mismatched
 - Missing RIS
 - Missing RIS post 10th Nov
 - Missing RIS today
 - Missing RIS Ultrasound
- Role Worklists
- User Worklists
- History
- Search Results**
- Imported

Search Results / 1 patient, 73 examinations

Patient ID	Date of birth	Accession number	Name	Sex	D
RXR5000001 (Hosp No)	16/11/1950	RXR96374769	Norris Test, William, Test, MR (73)	M	0

Patient History for Norris Test, William, Test, MR

Prog...	Date and time	Modality	Description	Archive status	Scheduled date an...	Status
	18/04/2018, 14:32	US	US Skull	Archived	18/04/2018, 14:21	Final
	18/04/2018, 14:25	US	US Abdomen	Unknown	18/04/2018, 14:25	Final
	10/01/2018, 11:12	CR	XR Chest	Archived	10/01/2018, 11:01	Completed
	10/01/2018, 11:06	CR	XR Chest	Unknown	10/01/2018, 11:06	Final
	10/01/2018, 11:06	CR	XR Abdomen	Unknown	10/01/2018, 11:06	Final

- Select 'IEP Transaction DCG' from the drop down menu.
- This should automatically open the IEP website.

- Set as Current Examination
- Retrieve from Archive
- Export to Media...
- Send to Teleradiology Destination...
 - IEP Transaction DCG
- Teaching Files...
- Select All Ctrl+A
- Properties...

- Open 'Transaction Type' and select 'Transfer Data to' and 'Institution'

Transaction Type

Please, ensure you have selected the correct transaction type and destination institution. You will not be able to change them later and will have to start a new transaction.

Type

Destination

Transfer data to Request data from

Institution or, hospital Company or, 3rd party Individual or, 3rd party

Destination institution

Browse or start typing

- In destination institution, start typing the name of the Trust where the images are being sent to. A list of all possible locations will appear:

Destination institution

ald Browse

- Alder Hey Children's Hospital
- (Cardiac) Calderdale Royal Hospital
- Calderdale and Huddersfield NHS FT [Calderdale Royal Hospital]
- Calderdale Royal Hospital
- Huddersfield Royal Infirmary [Calderdale Royal Hospital]
- St Peters Hospital Maldon [Mid Essex NHS Trust]

- If the destination does not appear- click on 'browse', and search in by 1st letter:

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Pennine Acute Hospitals NHS Trust

Paignton Hospital [South Devon Healthcare Foundation Trust]

Pall Mall Medical

Papworth Hospital

- Once you have selected the Trust, a new page appears informing you of the Trusts operating hours, delivery destinations and additional information. Read through the institution notes as this may provide you vital information for sending images 'out of hours'.
- The following example is that of Central Manchester University Hospital.
- Click on 'Confirm'

Transaction Type

Type Destination

Transfer data to Institution or, hospital

Destination institution

Central Manchester University Hospitals NHS Founda

Additional Info required

There are 3 additional questions that may be required. Please check Additional Information section.

Delivery Notes

This institution has chosen to make certain nodes available only at certain times.

Currently, you are within this institution's core hours.

Core hours finish at: 17:00 hrs, today

Institution Notes

FOR ALL ROUTINE TRANSFERS, PLEASE SEND TO THE WORKLIST. FOR BLUE LIGHT OR OUT-OF-HOURS TRANSFERS, PLEASE SEND TO THE PACS NODE. THANK YOU.

Operating Hours

Weekday: 09:00 to 17:00

Weekend: Closed

- The patient details page will appear, enter the patient details which have not already been filled in. **All orange fields are mandatory.**

Patient Details

Patient ID: RXR5000001

Date of Birth: 16/11/1950

Gender: Male

Last name: Norris Test

First name: William

NHS No. XXX XXX XXXX No NHS Number

Patient Address line 1:

Address line 2:

Town:

County:

Postcode:

Source node: Sectra PACS QR Node

Clear Search

- The source node should be set as Sectra PACS QR Node.
- Once complete, select search.

Images and Documents

Exam date from Exam date to Body part or Study Description

Modalities Accession no

Results

Select study	Modalities	Description	Exam date	Imgs	Accession no	Attachments
<input checked="" type="checkbox"/>	RF	Fistulogram upper limb Lt	23/01/2020 10:19:10	1	RXR97249058	<input type="button" value="Add attachment"/>

- Remove the accession number and click search again in order to view the full patient history. (THIS STEP IS ONLY REQUIRED IF MORE THAN ONE EXAMINATION IS BEING SENT).
- Select ONLY the required studies, and complete the mandatory fields (these fields vary depending on which Trust the images are being sent to).
- Ensure to add a message; this should include which Dr/team requires the image.
 - E.g. 'FAO Dr Smith (Paediatrician), Patient being transferred.'
- Select the correct destination node, this can be found in the institutional notes, under the transaction type tab.
- Priority should always be changed to 'CLINICAL EMERGENCY' when sending images out of hours.

Messages

There aren't any messages.

New Message

Additional Information **Select the correct node as mentioned in the institutional notes**

Destination node Priority

FAO Receiving Clinician Patients Address

Complete all mandatory fields (Highlighted in orange)

- Once the fields have been completed , click on the 'send transaction' button:

Once sent the following message will appear:

