Transferring images via SECTRA

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

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

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

- 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:

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

- 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'

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

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

- 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.

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

Once sent the following message will appear: