

Please use the following process to send Trauma Images to; Truro, Exeter, Barnstaple, Torbay and Bristol.

For everyday Image Sharing sites should be able to pull images from our PACS.

In the PACS Client 8.2 which we use at Plymouth there are two methods of searching for patient details, represented by two patient folder icons. The default view is the traditional patient explorer interface, with lists of folders, patients and exams.



The second patient folder icon (2) opens a new patient explorer interface. This second patient



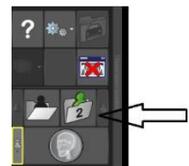
folder does not have the list of folders, but it does have additional Image Sharing facilities illustrated below. These new features include the ability to push images to other sites even if there is no known NHS number, so this facility can aid the sharing of Trauma Images.

The ability to **send** the unknown imaging is enabled from within the patient explorer 2 window.

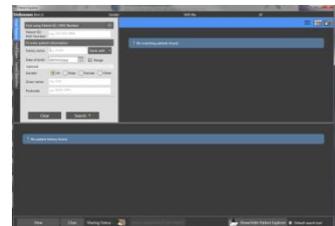
The ability to **receive** the images is just within the PACS, it is not specific to which patient viewer you use.

Instructions for sending Trauma images to sites within the Peninsula or Bristol (UHB).

- 1) Load PACS.
- 2) From within the Menu on the left, click on the Patient Explorer 2 Icon.



- 3) The alternative patient explorer 2 window opens.



- 4) Type in the details of the desired patient in the Find Patient Tab.

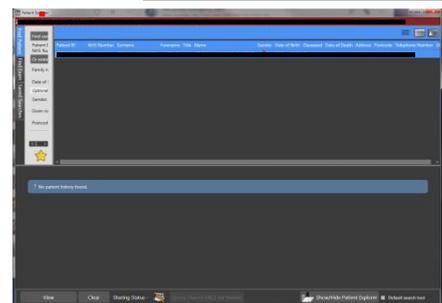
In the Family Name field you can type in the patient surname, or in the case of a trauma patient with a temporary identity you can type in that temporary identity. (Please note that you need to inform the receiving site of any temporary identity used, so they can find the patient when it arrives in their PACS).



- 5) When you have completed the patient details click on the Search Button.

- 6) The search results are then displayed to the right, as illustrated (right) in blue with white text, once the search button is selected, and the Find Patient dialogue box also shrinks to the left.

The patient details are towards the top of the screen and lower down is the exam information. Images are shared at exam level, ie per exam, rather than for the whole patient.



Trauma Image Sharing with Insignia

- 7) Once you have loaded your patient in the lower section of the screen that illustrates all the exams attributed to that patient, you will see the green icon of a man and a hand.



- 8) Click on this green hand icon.

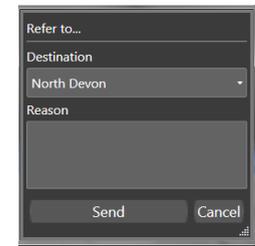
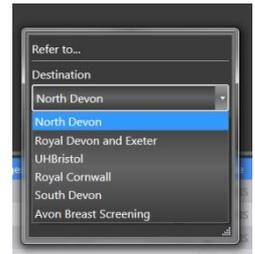


- 9) From the list of displayed destinations, select the destination you wish to send the image to.

- 10) Choose your destination from the drop down menu.

Please Note: University Hospitals Bristol PACS covers the following sites:

- Bristol Royal Infirmary
- Bristol Children's Hospital
- St Michael's Hospital (maternity and neonates)
- Bristol Dental Hospital
- Bristol Eye Hospital
- Bristol Heart Institute
- Bristol Haematology and Oncology Hospital
- South Bristol Community Hospital



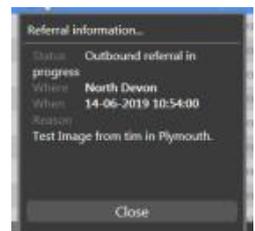
- 11) Optionally you can draft a free text "Reason" for sending, this will be evident at the receiving site.

- 12) Then click on the Send button to start the Image share, and this dialogue box automatically closes.

- 13) If you click on the green man symbol (to the right of the other green man icon), the icon with an "i" symbol, this will bring up an information box as illustrated.



This will provide you with the date and time of the start of the transfer, as well as illustrate any comment added at the time of the share.



Note: Unfortunately, there is no progress indicator to inform you of transmission progress. We suggest you contact colleagues at the destination site to confirm receipt.

- 14) You must now contact the receiving site to inform their team of the patient ID to search for and inform them where the imaging is coming from. This is especially important where a temporary patient identity is used.

- 15) The receiving site can then load their own Insignia PACS and search for the patient as normal; they may also have dedicated Trauma Folders to receive patients from Plymouth.

Receiving trauma images from other sites at Plymouth.

- 1) For trauma images received by Plymouth from other sites we have created 5 folders, one for each sharing site (Exeter, Torbay, Truro, Barnstaple and Bristol) where expected images should arrive. These folders are visible in the normal Patient Explorer (not Patient Explorer 2).
- 2) For example, if you are expecting to receive Trauma images from North Devon (Barnstaple), the images may appear in the Barnstaple folder.



Note: Images may not be evident in the specific Trauma - site folder, in which case the patient should be searched for using their identity. In the case of Trauma images this may be the temporary identity assigned to the patient.

Note: If the images have been sent, but then the patient is merged with a local patient record, the name of the patient may appear, but the images may not be evident in the folder. In such cases, use patient explorer to search the whole of PACS, using the patient name and DOB.

- 3) The receiving site does not need to take action to enable the transfer, but should have dialogue with the sending site regarding identity checks, especially for the unknown patient. If the images do not arrive, please inform the sending site.

Unfortunately there is no progress indicator for transferred images, (this is an outstanding request with Insignia.) If the images fail to arrive within a reasonable time, please establish dialogue with the sending site, which may then have to send by alternative means. Remember that sometimes images can also arrive in Pending Rec, so please bear this in mind when searching.

Further Information:

- The images will only reside in the Trauma Folders for 7 days from date of transfer.
- Externally sent images that arrive at Plymouth may reside in Pending Rec DS3 or DS4.
- We suggest that you trial the above workflow, prior to use within a stressful environment.
- If you cannot see the Trauma folders above, then please contact Imaging IT team (imagingit@nhs.net) who can enable for you.
- You can view the images from within the Trauma folders and copy the images to any of your own personal folders for viewing later, but please do not add patient images to the Trauma folder yourself (doing so will not trigger image transfer).
- Image “Sharing” is a temporary transfer of Images from one PACS to another. Image “Import” is the **permanent** copy of an image to another PACS. Shared images from other sites cannot be imported for permanent storage at the local PACS.