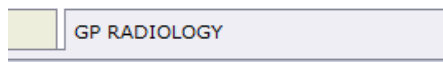


UHS ICE RADIOLOGY REQUESTING

GP surgery radiology referrals will be available through the surgery ICE pathology requesting system. Access to ICE Radiology requesting is through the GP RADIOLOGY tab



The GP Radiology requesting includes referrals for Planar X-rays and Ultrasound (USS) imaging to University Hospital Southampton NHS Foundation Trust (Southampton General Hospital, the Royal South Hants Hospital and Princess Anne Hospital). **Lymington Hospital, Romsey Hospital and Hythe Hospital are excluded. CT (except CT KUB), MR, Nuc Med and Dexa Scans examinations are not included.**

Under the **GP RADIOLOGY** tab there are 8 options. For each option, your request for radiology imaging will be sent from your ICE application in exactly the same way as your pathology requests. There is no requirement to print a referral form. All the details of your request will be available on the UHS Radiology Information System.

N.B. There is a limit of 240 characters and spaces in the **Global Clinical Details** field. After 240 characters typing will cease. Do not copy clinical details and paste them into the Global Clinical Details field beyond 240 characters. This will lock the programme and will require it to be re-started with the loss of current data entry. If clinical details are in excess of 240 characters, note this in the Global Clinical Details field and use a Contingency Referral form, see below.

Option 1: WALK IN CHEST X-RAY: This service is only available at the Royal South Hants Hospital for **adult** patients and is available immediately after your patient leaves the surgery. All other plain film and ultrasound examinations require an appointment. The Walk In Chest X-ray service is open from 09:00 to 16:30, Monday to Friday excluding Bank Holidays. The patient must attend the RSH Hospital for imaging within 6 weeks of the referral. Failure to do so will result in the referral being cancelled. A new request must be made to allow imaging.

*NB For plain X-rays Patients under 17 years of age will be referred to the paediatric department. See **Bookings** below.*

Option 2: Plain X-RAYS. This includes all plain X-ray examinations of the Limbs, Spine, Pelvis, Abdomen, Chest and Head.

(Apart from the chest X-ray Walk In Service) All plain X-rays require an appointment. There are separate booking offices and processes for ADULT and PAEDIATRIC patients:

*NB: For plain X-rays patients under **17** years of age will be referred to the Paediatric department. See **Bookings** below.*

Option 3: ULTRASOUND. This includes all general ultrasound examinations, specialist MSK ultrasound but **NOT** DVT ultrasound.

All ultrasound examinations require an appointment. There are separate booking offices and processes for **ADULT** and **PAEDIATRIC** referrals:

*NB For Ultrasound examinations patients under **16** years of age will be referred to the Paediatric department. See **Bookings** below.*

Option 4: Gynae U/S. This is a very restricted list of 2 examinations, Ultrasound of the Pelvis Trans abdominally and Ultrasound of the Pelvis Trans vaginally.

These patients will be sent an appointment. They do **NOT** need to contact the department to arrange an appointment.

Option 5: CT KUB. This is a single CT examination request for Urinary Tract (Kidneys, Ureters, Bladder). There are several extra prompting questions to reflect the higher radiation dose of this examination.

These patients will be sent an appointment. They do **NOT** need to contact the department to arrange an appointment.

Option 6: Barium Studies. This is a restricted list of 3 examinations. Barium Meal, Barium Swallow and Barium Swallow and Meal.

These patients will be sent an appointment. They do **NOT** need to contact the department to arrange an appointment.

Option 7: DVT Studies. This is a restricted list of 3 examinations. US Doppler Veins Leg Right, US Doppler Veins Legs and US Doppler Veins Leg Left.

These patients will be offered a same day appointment whenever possible. To arrange the appointment the Doppler US department will telephone the patient to inform them of the time of their appointment.

NB: It is very important that the patient contact details are up to date and checked with the patient.

After 3 telephone contact attempts a letter of the appointment will be sent to the patient.

Option 7: SEARCH. This searches all the radiological exams available to you in the system. Type the body part into the "Name" field and click 'SEARCH'

BOOKINGS

ADULT patients for X- RAY and GENERAL/MSK ULTRASOUND: Please ask the patient to ring the main radiology department to book a planar X-ray or Ultrasound appointment 48 hours after attending the GP appointment on: **023 8120 4015**

This office is open Mon – Fri 0900-1700 hrs (not open at weekends or Bank Holidays).

PAEDIATRIC patients for X- RAY and GENERAL ULTRASOUND: Please ask the patient or the patient's parent / guardian to ring the paediatric radiology department to book a plain X-ray or Ultrasound appointment 48 hours after attending the GP appointment on: **023 8120 4191**

This office is open Mon – Fri 0900-1700 hrs (not open at weekends or Bank Holidays).

Cont...

SELECTING AN EXAM

Walk In CXR presents a single exam option to select a Chest X-ray.

Check the white box.

If the examination has been requested recently you will receive a warning message.

Follow the prompt to continue or abort the request.

Continuing will present the Radiology X-ray assumptions panel:

RAD_GEN_Assumptions_Text
GP: Radiology X-Ray Assumptions.
X-Ray Assumptions are, the patient:
- has no manual handling needs
- speaks English
- is not visually or hearing impaired
- is not an infection risk
- is not pregnant
- does not weigh more than 270KG (42.5st)

RAD_GEN_Assumption_No_Action
Are the X-Ray assumptions correct?
 Yes No

RAD_XRUS_Transport_Question
Does the Patient require Transport?
Transport will be organized by the Surgery after the patient receives their appointment.
 Yes No

If one or more of the assumptions is incorrect select **No** and you will be presented with a free text box to provide details.

If the assumptions are correct select **Yes** and there is no further action to take.

If the patient requires transport select **Yes**. The transport will be arranged by the surgery and the patient will be given a morning appointment.

If the patient does not require transport select **No** and there is no further action to take.

Click OK

Click Continue with request



Your details as GP and Location will be auto filled unless you are a new GP (waiting for a GMP number), a locum or a registrar. If they are not contact your system administrator.

Enter the Clinical Details. There is a maximum of 240 characters.

Click **Accept Test**.

The radiology order comm for a Chest X-ray is placed.

Cont...

Plain X-rays presents all the body areas.

Select the appropriate area.

The examinations for this body area is presented. Select the examination/s by checking the white box/es.

If the examination has been requested recently you will receive a warning message.

Follow the prompt to continue or abort the request.

Continuing will present the Radiology X-ray assumptions panel:

RAD_GEN_Assumptions_Text
GP: Radiology X-Ray Assumptions.
X-Ray Assumptions are, the patient:
- has no manual handling needs
- speaks English
- is not visually or hearing impaired
- is not an infection risk
- is not pregnant
- does not weigh more than 270KG (42.5st)

RAD_GEN_Assumption_No_Action
Are the X-Ray assumptions correct?
 Yes No

RAD_XRUS_Transport_Question
Does the Patient require Transport?
Transport will be organized by the Surgery after the patient receives their appointment.
 Yes No

If one or more of the assumptions is incorrect select **No** and you will be presented with a free text box to provide details of the incorrect assumption.

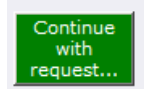
If the assumptions are correct select **Yes** and there is no further action to take.

If the patient requires transport select **Yes**. The transport will be arranged by the surgery and the patient will be given a morning appointment.

If the patient does not require transport select **No** and there is no further action to take.

Click OK

Click Continue with request



Your details as GP and Location will be auto filled unless you are a new GP (waiting for a GMP number), a locum or a registrar. If they are not contact your system administrator.

Enter the Clinical Details. There is a maximum of 240 characters.

Click **Accept Test**.

The radiology order comm for a body part has been placed.

Cont...

Ultrasound presents all the body areas – except DVT Doppler examinations.

Select the appropriate area.

The examinations for this body area is presented. Select the examination/s by checking the white box/es.

If the examination has been requested recently you will receive a warning message.

Follow the prompt to continue or abort the request.

Continuing will present the Radiology X-ray assumptions panel:

RAD_GEN_Assumptions_Text
GP: Radiology X-Ray Assumptions.
X-Ray Assumptions are, the patient:
- has no manual handling needs
- speaks English
- is not visually or hearing impaired
- is not an infection risk
- is not pregnant
- does not weigh more than 270KG (42.5st)

RAD_GEN_Assumption_No_Action
Are the X-Ray assumptions correct?
 Yes No

RAD_XRUS_Transport_Question
Does the Patient require Transport?
Transport will be organized by the Surgery after the patient receives their appointment.
 Yes No

If one or more of the assumptions is incorrect select **No** and you will be presented with a free text box to provide details.

If the assumptions are correct select **Yes** and there is no further action to take.

If the patient requires transport select **Yes**. The transport will be arranged by the surgery and the patient will be given a morning appointment.

If the patient does not require transport select **No** and there is no further action to take.

Click OK

Click Continue with request



Your details as GP and Location will be auto filled unless you are a new GP (waiting for a GMP number), a locum or a registrar. If they are not contact your system administrator.

Enter the Clinical Details. There is a maximum of 240 characters.

Click **Accept Test**.


The radiology order comm for a body part has been placed.

Cont...


Patient requires an X-ray

CXR - Only
Use the Walk In Service at the RSH
Hospital

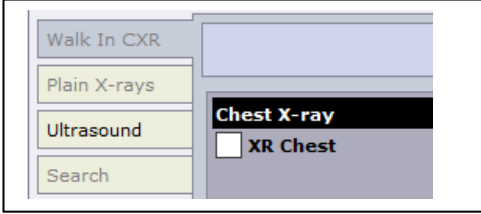
Plain X-ray, Ultrasound and CXRs
that require an appointment



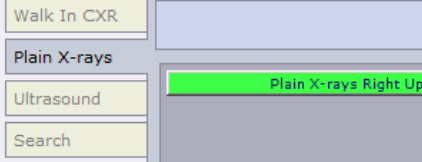
GP RADIOLOGY



GP RADIOLOGY



Walk In CXR
Plain X-rays
Ultrasound
Search
Chest X-ray
XR Chest



Walk In CXR
Plain X-rays
Ultrasound
Search
Plain X-rays Right Up

The CXR is undertaken when the patient
attends the RSH.

Plain X-ray and Ultrasound examinations,
NOT DVT Doppler examinations, require
an appointment.

This service is available at the Royal South
Hants Hospital, Brintons Terrace,
Southampton. SO14 0YG

Monday – Friday 09:00 – 16:30

This service is not available at weekends or
on Bank Holidays.

This service is not available for Paediatrics.

Please request the patient to ring the
radiology department for a plain X-ray or
Ultrasound examination after 48 hours of
attending the GP appointment on:

023 8120 4015

For Paediatric radiology, Under 17 years
for Plain X-rays and under 16 years for
Ultrasound, please ask the patient, parent
or guardian to ring:

023 8120 4191

48 hours after attending the GP
appointment.

These lines are NOT open at weekends or
on Bank Holidays.

Transport must be arranged by the surgery
after the patient has booked their
appointment.

Cont...

Gynae U/S presents two examinations, transvaginal and trans abdominal pelvis ultrasound scans.

Select the appropriate examination/s.

If the examination has been requested recently you will receive a warning message.

Follow the prompt to continue or abort the request.

Continuing will present the Radiology X-ray assumptions panel:

RAD_GEN_Assumptions_Text
GP: Radiology X-Ray Assumptions.
X-Ray Assumptions are, the patient:
- has no manual handling needs
- speaks English
- is not visually or hearing impaired
- is not an infection risk
- is not pregnant
- does not weigh more than 270KG (42.5st)

RAD_GEN_Assumption_No_Action
Are the X-Ray assumptions correct?
 Yes No

RAD_XRUS_Transport_Question
Does the Patient require Transport?
Transport will be organized by the Surgery after the patient receives their appointment.
 Yes No

If one or more of the assumptions is incorrect select **No** and you will be presented with a free text box to provide details.

If the assumptions are correct select **Yes** and there is no further action to take.

If the patient requires transport select **Yes**. The transport will be arranged by the surgery and the patient will be given a morning appointment.

If the patient does not require transport select **No** and there is no further action to take.

Click OK

Click Continue with request



Your details as GP and Location will be auto filled unless you are a new GP (waiting for a GMP number), a locum or a registrar. If they are not contact your system administrator.

Enter the Clinical Details. There is a maximum of 240 characters.

Click **Accept Test**.

The radiology order comm for a body part has been placed.

CT KUB presents a single examination, CT of the urinary tract.

Barium Studies presents three examinations. Barium Swallow, Barium Meal and Barium Swallow and Meal.

Select the appropriate examination/s.

If the examination has been requested recently you will receive a warning message.

Follow the prompt to continue or abort the request.

Continuing will present the Radiology X-ray assumptions panel:

RAD_GEN_Assumptions_Text
GP: Radiology X-Ray Assumptions.
X-Ray Assumptions are, the patient:
- has no manual handling needs
- speaks English
- is not visually or hearing impaired
- is not an infection risk
- is not pregnant
- does not weigh more than 270KG (42.5st)

RAD_GEN_Assumption_No_Action
Are the X-Ray assumptions correct?
 Yes No

RAD_XRUS_Transport_Question
Does the Patient require Transport?
Transport will be organized by the Surgery after the patient receives their appointment.
 Yes No

If one or more of the assumptions is incorrect select **No** and you will be presented with a free text box to provide details.

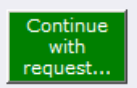
If the assumptions are correct select **Yes** and there is no further action to take.

If the patient requires transport select **Yes**. The transport will be arranged by the surgery and the patient will be given a morning appointment.

If the patient does not require transport select **No** and there is no further action to take.

Click OK

Click Continue with request



Your details as GP and Location will be auto filled unless you are a new GP (waiting for a GMP number), a locum or a registrar. If they are not contact your system administrator.

Enter the Clinical Details. There is a maximum of 240 characters.

Click **Accept Test**.

The radiology order comm for a Barium Study has been placed.

An appointment will be sent to the patient.

DVT requests presents three examinations US Doppler Veins Right Leg, US Doppler Veins Left Leg and US Doppler Legs.

It is a mandatory requirement that the **WELLS Score** is provided.

On selecting a Doppler examination you will be presented with 10 statements. Select **Yes** to agree with the statement and score +1 for every yes answer except statement 10.

Statement 10 'Alternative diagnosis is at least as likely as DVT' scores -2 for a Yes response.

Total the score and enter this into 'What is the WELLS Score?'

Continue and complete the Radiology assumptions and Transport questions.

Click Continue with request



Your details as GP and Location will be auto filled unless you are a new GP (waiting for a GMP number), a locum or a registrar. If they are not contact your system administrator.

Enter the Clinical Details. There is a maximum of 240 characters.

Click **Accept Test**.

The radiology order comm for a DVT request has been placed.

The patient will be telephoned with the offer of a same day appointment whenever possible.

Please check the contact details of the patient.

After 3 telephone attempts to contact the patient a letter with the appointment will be sent to the patient.

Alternatively the surgery can call the US Doppler department on **023 8120 5834** to make the appointment. The order **must** be placed on ICE before making the appointment.

NEW GP/REGISTRAR/LOCUM ICE RADIOLOGY REFERRING

Radiology referring via the ICE pathology system

New staff GP's, Registrar GP's and locums don't have a GMP number that associates them with the GP surgery. This means that they are not registered on the Radiology Information System (CRIS) and radiology orders placed on ICE are received by CRIS but cannot be processed.

In order that New GP's, GP registrars and locums can effectively make ICE radiology requests the process outlined below MUST be followed.

When the GP Radiology Tab is available to you select the examination/s you require.

The last page of the order process enables the registrar to enter the senior partner or their mentor as the Requesting Consultant / GP.



The screenshot shows a web form with the following fields:

- General Details:**
 - User: palmer3
 - Bleep / Contact No: [empty text box]
 - Requesting Consultant / GP: KELSEY, Dr NJ (dropdown menu)
 - Location: HEDGE END MED CENTRE 382089 (dropdown menu)
- Global Clinical Details:**
 - Cough (text area)
 - Category: GP patient (dropdown menu)

In this example, above, the user, palmer3, is the name of the new GP, or the registrar or the locum.

They should select the senior partner from the drop down or the search button. The Location should auto select.

Enter the clinical details and accept the request.

This will present the registered GP to CRIS and display the clinician as the registrar etc.

Cont...

CANCELLATIONS

In the event that the user wishes to cancel the request that they have just made.

Incoming Radiology Orders are constantly monitored. As soon as they are processed on CRIS it is not possible to alter them. If the GP/user wishes to cancel the examination please contact the PACS office on **023 8120 8587** to make cancellations.

If the order is cancelled by the patient or cancelled or rejected by the hospital a Status Update message is sent and flagged on the surgery patient systems TPP S1 or EMIS.

Status Update messages will reflect orders that are **NOT** performed. Attendances, appointments and re booking episodes will not be recorded.

The status messages that will be delivered are:

Cancelled by Radiologist*
DNA – Did Not Attend
Done as In Patient
Done at Private/Other Hospital
May be Pregnant
No longer required*
Patient Cancel*
Patient refused exam*
Unjustified examination*

*These status messages will have further text to explain the cancellation or request further information.

Contingency

In the event that radiology orders do not reach the radiology information system we will accept requests into and monitor the email account uhs.gpreferral@nhs.net This will be used for requesting radiology while the ICE OCS is down.

If the clinical details exceed 240 characters and spaces this form must be used. Make a note in the **Global Clinical Details** on ICE that you have used this form.

The information we will require to enable an email radiology request is

Patient Surname	
Given names	
NHS Number	
Date of Birth	
Sex	
1 st line of address	
Postcode	
GP Surgery/Code	
GP Referrer	
Clinical information	
Examination/s	
Urgency	Routine Urgent
Email from your nhs.net account to uhs.gpreferral@nhs.net	

Please do NOT save the completed form that you send to Southampton radiology as anything other than a Microsoft Word document.

Please remember that you may only send Patient Identifiable Data **FROM** an nhs.net account **TO** an nhs.net account.

Send the document to uhs.gpreferral@nhs.net

Cont...

Patient Information

The following information leaflets may be useful. Please print at will.

Plain film Ultrasound request

Date :

Referring GP (Printed) :

Surgery (Printed) :

Your GP has requested for you to have a plain film/ultrasound (delete as appropriate) appointment made.

Please call 02381 204015 **48 hours after** visiting your GP.

The department is open between the hours of 9.00am to 4.00pm, Monday to Friday, to organise your appointment.

NB : If you do not call within 5 working days an appointment will be sent to you.

Date :

Referring GP (Printed) :

Surgery (Printed) :

Your doctor has requested that you have a Chest X-Ray within 6 weeks of the above date.

The Royal South Hants provides a **WALK IN SERVICE** for **CHEST X-RAYS ONLY** between the hours of :

Monday to Friday 9.00am to 4.30pm.

The Royal South Hants Hospital
X-Ray Department, B Level,
Brintons Terrace,
Southampton.
SO14 0YG.

Bus routes to the Royal South Hants Hospital :
First Southampton, City Reds : Route 7
Blue Star : Rout U6

NB : If you do not attend within the stated timescales your GP will be notified.

Glossary of Terms	
CXR	Chest X-ray
USS	Ultrasound
CRIS	Computer Radiology Information System
PACS	Picture Archive Communication System
ICE	Integrated Clinical Environment
OCS	Order Comms
GMP	General Medical Practitioner

To contact the radiology ICE office

Queries and support

Pathology:

UHS.GPLinks@nhs.net

Tel 023 8120 3379, 4355 or 6705

PACS (Radiology):

uhs.pacssupport@nhs.net

Tel 023 8120 8575 & 023 8120 8196