



University Hospitals Bristol
NHS Foundation Trust

Clinician's Guide to Image Sharing

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DOCUMENT CONTROL

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Version	Date	Comment
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INTRODUCTION

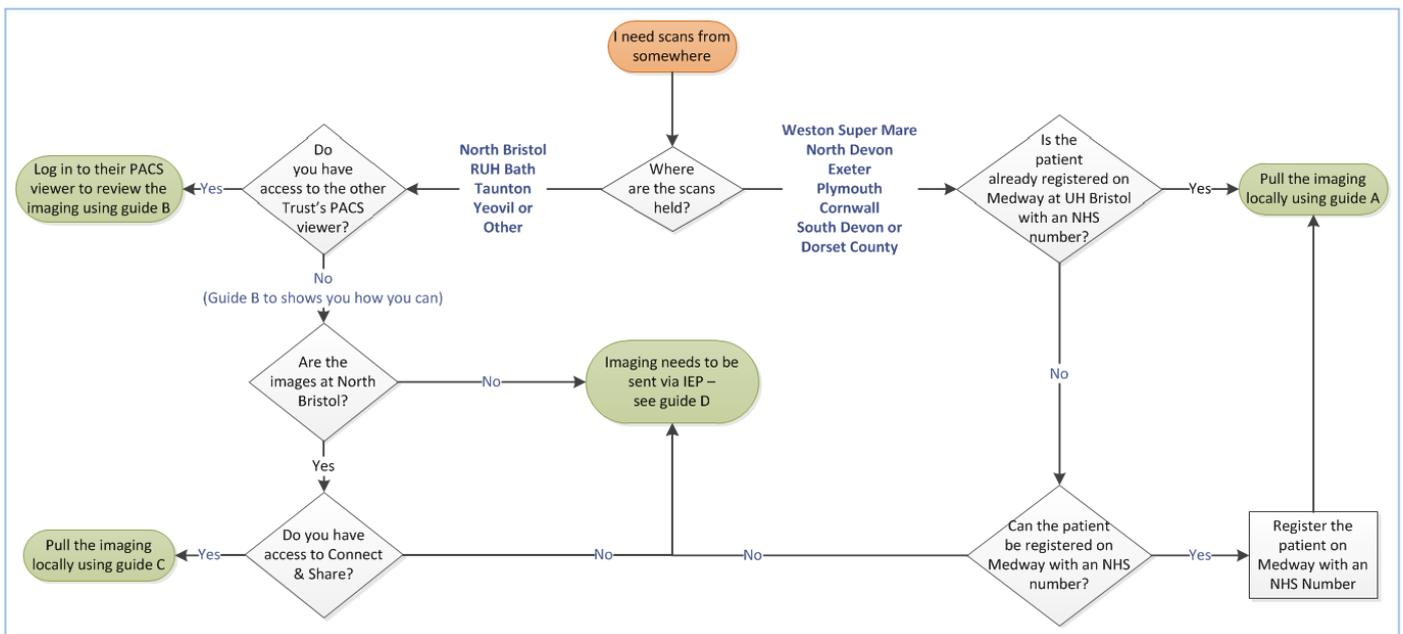
This document outlines the processes for accessing imaging at another Trust.

There are 4 ways this can be done:

- Peer to peer sharing where the images are pulled directly from another Insignia PACS
- Accessing the imaging directly by logging on to the other Trust's web browser
- Retrieving the images from another Trust using connect & share
- Receiving the images via IEP

WHICH ONE SHOULD I USE?

This is decision tree will assist in making the most appropriate choice...



[Take me to Guide A](#)

[Take me to Guide B](#)

[Take me to Guide C](#)

[Take me to Guide D](#)

GUIDE A – PULLING THE IMAGES FROM INSIGNIA SITES USING PEER TO PEER

It is possible to bring images located at a remote Insignia PACS site locally.

WHEN CAN I DO THIS?

The following criteria must be met:

- Patient registered on Medway UH Bristol and the source Trust with an NHS Number
- Imaging located at one of the following Trusts –
 - Weston-Super-Mare
 - North Devon
 - Exeter
 - Plymouth
 - Cornwall
 - South Devon
 - Dorset County

HOW CAN I DO THIS?

SEARCHING FOR IMAGES AT ANOTHER TRUST

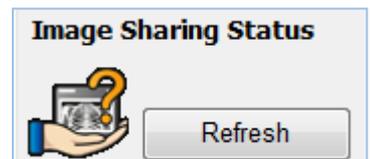
Search for your patient with the most accurate information you have. NHS Number or Hospital Number is preferred, but surname, forename and DOB are acceptable.

The screenshot displays the Insignia Patient Explorer interface. On the left, a tree view shows search categories like 'Patient Search', 'Current Patient', 'QA', 'Audit', 'Reporting', 'IEP Receipts', and 'UHB Autoregistered'. The main area shows search filters for Patient ID, Surname, Forename, Gender, Date of Birth, Date of Exam, Booking Reference, Modality, Body Part, and Procedure. Below the filters is a table of search results with columns for Patient Id, Patient Name, Sex, Date of birth, Exam Date, Exam description, Modality, and Exam Status. A detailed view of a patient is shown on the right, including demographics like Patient ID, Name, Alias, Date of Birth, Sex, GP, Ward, and Address. At the bottom, there is an 'Image Sharing Status' section with a 'Refresh' button and a question mark icon.

View	Date	Procedure Description	Modality	No of Images	Booking Ref	Report Status	Site	Loc
<input checked="" type="checkbox"/>	02/05/2017 14:59:24	US Trans-Thoracic Echoc...	US	39	RA7	Authorised	CRIS	
<input type="checkbox"/>	02/05/2017 06:23:22	XR Chest	CR	1	RA7	Authorised	CRIS	
<input type="checkbox"/>	01/05/2017 18:25:50	Cardiac Angio Coronaries	XA	29	RA7	Authorised	CRIS	
<input type="checkbox"/>	01/05/2017 18:25:00	Cardiac Angio Coronary ...	XA	0	RA7	Authorised	CRIS	

Your patient's UH Bristol exams will be displayed underneath the search, and a list of the other imaging known to UH Bristol Insignia PACS in the box on the bottom left.

A question mark symbol under the **Image Sharing Status** means you'll need to refresh the connection to the other PACS Insignia systems to view the full history.



Refresh the image Sharing Status; any other imaging available will be presented with the satellite symbol, indicating it is currently at a remote site.

View	Date	Procedure Description	Modality	No of Images	Booking Ref	Report Status	Site	Location
<input checked="" type="checkbox"/>	02/05/2017 14:59:24	US Trans-Thoracic Echoc...	US	39	RA7	Authorised	CRIS	
<input type="checkbox"/>	02/05/2017 06:23:22	XR Chest	CR	1	RA7	Authorised	CRIS	
<input type="checkbox"/>	01/05/2017 18:25:50	Cardiac Angio Coronaries	XA	29	RA7	Authorised	CRIS	
<input type="checkbox"/>	01/05/2017 18:25:00	Cardiac Angio Coronary ...	XA	0	RA7	Authorised	CRIS	
<input type="checkbox"/>	21/05/2013 09:54:00	XR Mammogram Both	MG	4	REF	Authorised	REF	

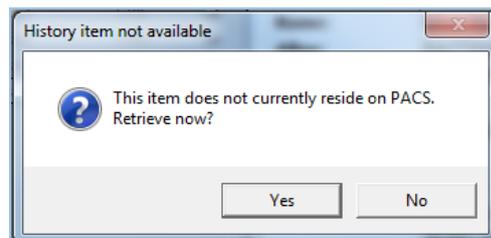
The **Image Sharing Status** is now updated to



RETRIEVING THE IMAGES

Retrieving the images requires a click in the box to the left, which will display the following dialogue box:

Click **Yes**. Pressing F5 will refresh the screen. As the images are being copied locally, the satellite symbol will change to and will subsequently change to .

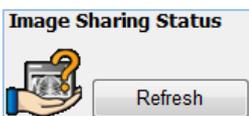


THINGS TO CONSIDER

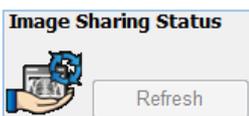
The **Image Sharing Status** will display as if an update is not possible – this may be because the patient is not registered at both sites with an NHS Number.

Imaging will remain available locally for 30 days. After this time this process must be repeated to view the images again.

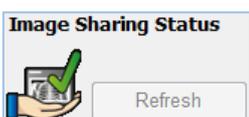
AT A GLANCE: ICONS



If a patient record in PACS has this symbol, you need to refresh the link to the other PACS systems.



Once the refresh is in progress, the record will show this symbol.



Once the link has been established, and the record is showing the latest information this symbol is shown.



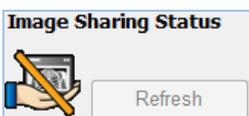
A study will show this satellite symbol if it is located at a remote site and available to be brought in to the UH Bristol PACS.



This symbol means the study is downloading to the UH Bristol PACS.



This symbol means the study is stored on UH Bristol PACS.



This symbol means the link to other Insignia sites for this patient cannot be established – most likely because there is no NHS number.

GUIDE B – ACCESSING ANOTHER TRUST'S PACS VIEWER

Some Trusts have allowed UH Bristol users direct access to their web browser for image review.

WHICH TRUSTS PROVIDE THIS SERVICE?

- [North Bristol](#)
- [RUH Bath](#)
- [Taunton & Yeovil](#)

NORTH BRISTOL ACCESS

NBT use Fuji Synapse PACS. Users who require a NBT PACS account need to complete their application form found [here](#) and [e-mail](#) directly to them.

If you need to reset an account you can do this online [here](#) or if you need help call 0117 340 2020.

Web Browser Link

<https://fujimobilitypacs.nbt.nhs.uk:8443/pureweb/server/login.jsp>

This link is also available under the Radiology favourites in Internet Explorer.

BATH ACCESS

RUH use Fuji Synapse PACS. Please click [here](#) to access the form, complete and [e-mail](#) direct to RUH once completed.

For password resets contact their helpdesk on 01225 825444, or if you have an account but your password has expired and it needs to be reset, please click [here](#).

If you are experiencing any other problems with passwords, please contact the RUH IT Service Desk on 01225 825444 or via [e-mail](#). You can access the "how to" guides [here](#).

Web Browser Link

<https://fujimobilitypacs.ruh-bath.nhs.uk:8443/pureweb/server/login.jsp>

This link is also available under the Radiology favourites in Internet Explorer.

TAUNTON & YEOVIL ACCESS

Taunton & Yeovil share a Carestream PACS. There are 2 ways to access Taunton & Yeovil PACS:

Emergency (1700-0800; Monday to Sunday)

You can contact the Taunton CT Radiographer by direct phone call (01823 343317) or via Taunton switchboard on bleep 2310. The Radiographer will provide you with an emergency access account.

Permanent

These accounts can be arranged via the IT service desk on 01823 287728. This is also the number to use to reset your password.

Web Browser Link

<https://rbapacs.tst.nhs.uk/Portal>

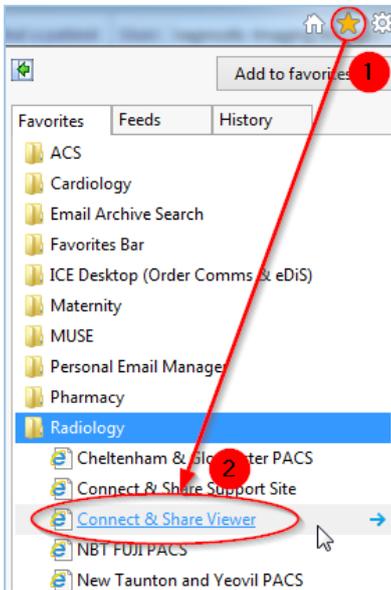
This link is also available under the Radiology favourites in Internet Explorer.

N.B. Access to Taunton PACS provides access to Yeovil imaging. However, NHS number or name and DOB search are recommended due to potential patient ID discrepancies.

GUIDE C – USING CONNECT & SHARE FOR NORTH BRISTOL IMAGING

All medical staff have access to North Bristol imaging via Connect & Share.

HOW DO I ACCESS CONNECT & SHARE?



Open Internet Explorer.

1 Open the **favourites menu** (  ) and select the **2 Connect and Share Viewer** option in the **Radiology** folder.

On the log in page, enter your windows log in details – you are already registered.

USING CONNECT & SHARE

Search for your patient and select them from the list. Then select the exam or report you are interested in from the options at the top.

View loads the imaging for review purposes.

IEP Transfer imports the images to UH Bristol PACS

A screenshot of a web interface. At the top, there is a button labeled 'View IEP Transfer' which is circled in red. Below it is a table with columns for 'Creation date' and 'Title'. The first row has a date of '9 Mar 2017 13:55:00' and a title of 'CT Head'. The second row has a date of '8 Mar 2017 13:15:47' and a title of 'CT, SR: CT Head'. A red circle with a checkmark is around the checkbox in the second row, and a red arrow points from this circle to the 'View IEP Transfer' button.

	Creation date	Title
<input type="checkbox"/>	9 Mar 2017 13:55:00	CT Head
<input checked="" type="checkbox"/>	8 Mar 2017 13:15:47	CT, SR: CT Head

N.B. Only Consultants and Clinical Fellows have the ability to transfer images in to UH Bristol PACS.

GUIDE D – IMAGE TRANSFER VIA IEP

It is possible to transfer imaging for patients from most organisations in the UK using IEP.

HOW DO I DO THIS?

DURING NORMAL WORKING HOURS (MON-FRI; 0900-1700) OR FOR NON-URGENT IMPORTS

Complete the request form located [here](#) and copy and paste it into an e-mail to crishelp@uhbristol.nhs.uk.

The link to this request is:

<http://workspaces/sites/Teams/RadiologyIT/UHB%20Insignia%20PACS/Data%20Import%20Sheet%20v4.0.docx>

OUTSIDE NORMAL WORKING HOURS FOR URGENT IMPORTS

To import imaging from another Trust, contact the Radiology team at the referring hospital to send the images via IEP. These images will be available in the IEP Receipts (Temporary) folder, or by searching with the patient's name.

Images will remain available in this folder for 30 days.

To export images from UH Bristol, contact the out of hours Radiographers at BCH or BRI on:

- BCH – Bleep 2726
- BRI – Extension 22724

Please note imaging transferred in this manner is not instant.

A screenshot of a file explorer window. The 'Name' column shows a folder named 'IEP Receipts (Temporary License) (1495)' with a 'Total' of 1741. Other folders visible include 'Patient Search', 'Current Patient', and 'Reporting'.

Name	Total
Patient Search	
Current Patient	
Reporting	
IEP Receipts (Temporary License) (1495)	1741

THINGS TO CONSIDER

Imaging will remain available locally for 30 days. After this time this process must be repeated to view the images again.