Importing of Patient Images

Purpose:
In order to ensure that physicians have ready access to outside images and continuity of care is maintained, the Radiology Department will make every effort to place outside images on PACS as quickly as possible. This document defines the minimum requirements for outside images to be imported and the process.

Policy:
Image File Requirements: In order for outside images to be imported into the LSUHSC-S PACS the following minimum requirements must be met:
1. The patient must be currently registered as an UH patient (have active/current EPIC encounter).
2. Images must be DICOM compatible. The Radiology Department will utilize software that is designed to import various formats but if the software cannot read the file format then the images cannot be imported.
3. If images are unable to be loaded the requestor will be contacted and the CD will be returned. The requestor has 72 hours to pick up the CD or the CD will be destroyed.

CD Drop-off Locations:
1. ACC-From 8:00 to 16:30 M-F, CDs may be dropped off in Diagnostic Imaging to be loaded to PACs.
2. Hospital-From 6:00 to 18:30 M-F, CDs may be dropped off at Radiology Records on the 2nd floor.
3. Outside of the above operating hours the CDs may be dropped off at ER CT or ER Diagnostic Imaging.

Request for an LSU Radiologist to Interpret or Over Read the Images:
1. If a physician wants images from an outside CD to be interpreted, the radiologist or radiology resident must be contacted.
2. The radiologist who will provide the interpretation will contact either Radiology Records or ER radiologic technologist to place a consult order so that an order can be entered.
Image CD is presented to ACC, Radiology Records or ER

Physician requests that a radiologist interpret the outside images

Images on CD will be loaded to PACS using instructions specific to reader and once order is placed in RIS

Exams should be referenced only

Images loaded successfully

NO

Notify physicians or clinic that images cannot be loaded and return CD

YES

Notify physician or clinic once images are available for viewing

Verify exam on PACS

Make sure images are in correct folder in PACS. Exception may have to be corrected on RIS or images merged on PACS

Track exam to end procedure

Page radiologist to read images
User Instructions for CD Importing:
To import CDs (Patient must have a valid MPI number)

DMC-EZ:

Searching for exams on DMC-EZ:
1. Double click connect to DMC-EZ (if not already running)
2. Sign into DMC-EZ burner with your user ID and password
3. Click the search arrows if search pane not open
4. Input patient’s name, accession #, or patient ID, etc.
5. Select the ‘local server’ or PACS Q/R’ depending on whether you want to search the local list or PACS for the patient’s exam
6. Click search to search for patient exams

To send images from PACS to the DMC-EZ and burn a CD:
1. Double click connect to DMC-EZ (if not already running)
2. Sign into DMC-EZ burner with your user ID and password
3. Sign into PACS with your user ID and password
   a. Highlight all exams needed
   b. Send to ‘File Rm disc burn’
4. Exams will be shown in the local server tab
5. CD will automatically begin to burn after 100% completion

To import images from CD to PACS from DMC-EZ:
1. Open CD tray
2. Insert CD, CD will automatically load (if the importer application is not running, click on start/programs/startup/importer, once running reinsert the CD)
3. You may view the exam on the viewer next to exams in the patient’s list box by clicking on the series in the list
4. The exam MUST be ordered in RIS with the appropriate exam modifier
5. Select all exams to send to PACS
6. There should be a green check mark next to all exams you are sending, you can unselect any exam you are not sending
7. Click OK at the bottom right corner
8. DMC does both PACS and worklist patient search. If the correct patient is displayed in either list, you can double click in list to automatically apply LSUHSC patient information in the fields above
9. If there is an order click on the ‘reconciliate’ button, otherwise go to step 14
10. If patient shows in worklist, select it and click one of the buttons
    a. ‘assign accession number and study description’
    b. ‘apply accession number’
11. If patient does not show in worklist, click in field to change manually
12. Click OK at bottom to go back to prior screen
13. Click OK at bottom
14. It will prompt you for your sign in ID and password
15. Select appropriate destination (PACS Q/R is default)
16. You should see a sending to (Destination) message at top of screen
17. Make sure the images went into the correct folder on PACS. If not merge in exam manager.
18. Go into exam manager, click exams menu and select ‘reference only’.
19. Document the import in RIS.

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