**Management of external radiographs CCDH**

**January 2017**

**Date of review January 2018**

**Mission statement:**

To develop standard operating procedure for acceptance of radiographic images accompanying referrals to CCDH

**Benefits**

1. Reduce delays in diagnosis &/or treatment
2. 18 week pathway compliance
3. Decreased radiation exposure
4. Reduced Governance risk (lost radiographs, certainty correct radiographs)

**Common problems associated with images arriving CCDH:**

1. No date of exposure recorded

 2. Multiple exposure dates on the same CD Rom

 3. Image printed on paper

**This policy excludes any patient’s referred as a 2 week wait with suspected malignancy.**

**Plan**

* All radiographs assessed by the central booking team – and if not clearly labeled with patient’s name, date of birth and date of exposure – referral rejected (appendix 1)
* Referral then graded – any images either (digital or conventional) not containing relevant information e.g. non-diagnostic will be rejected (appendix 1)
* Letter written with all rejected referrals informing GDP why referral was rejected (appendix 2) Together with information about how to send compliant radiographs (appendix 3)

**Appendix 1: Proposed Referral letter and Image Pathway**

Referral letter and image arrives CCDH\*

Referral rejected if radiograph(s) not correctly labeled

Patient ‘docked’ with Central booking team

Referral rejected if radiograph(s) non- diagnostic information/poor quality

Consultant Graded

Routine

URGENT

NP appointment

Images sent for digitising after appointment

Images sent for digitising after appointment

Image sent for digitising

Patient accepted by central appointment team

PACS Compliant

Not PACS Compliant

Referral rejected if radiograph(s) not correctly labeled

**\*Excludes all 2 week target waits**

**Appendix 2: Proposed return letter for images not PACS compliant**

Proposed letter to GDP with rejection

Your referral to the CCDH has been rejected. This is because we have been unable to use the radiographic images you supplied as they did not comply with GDC guidelines for the reason(s) below:

Radiographs

 Date of exposure not included

 Patient’s name and/or date of birth not included

 Non- diagnostic information/poor quality

Images on disc

 Date of exposure not externally evident on disc

Patient’s name and/or date of birth not externally evident on disc

 Multiple exposure dates on a single disc

Paper copies

 Require digital image i.e. CD-ROM

Please note the **REFERRAL HAS BEEN REJECTED** – if you wish for this patient to be seen please re-refer

**Appendix 3: Guidelines on how to label radiographs sent to CCDH**

IMAGE FORMAT

CONVENTIONAL

DIGITAL

MULTIPLE EXPOSURE DATES

Yes

INDIVIDUAL CD ROMS FOR EACH EXPOSURE DATE

No

 No

  

 **Patient name**

 **DoB**

**Exposure** **date**

**Patient name**

 **Date of Birth**

**Date of exposure**

**LABEL CD/VIEW MOUNT**

**PATIENT’S NAME, DOB & DATE OF EXPOSURE**