

How to transfer x-rays to other NHS hospitals and hospitals outside the UK

There may be occasions when your patient requires an orthopaedic and/or fracture clinic follow-up at another hospital or in another country; the following guidelines have been devised by the Children's Emergency Dept., PACS help team and Level 5 Radiology Dept. to help facilitate the process. Please follow them accordingly.

Transferring x-rays to another NHS hospital within the UK

Email PACShelp@bsuh.nhs.uk stating you would like to transfer a patient's x-rays to another hospital. Your email **MUST** include:

- Name of patient, hospital number and date-of-birth
- Name of trust and hospital to send to
- What specific x-rays you want sending: dates, times (if multiple files) and views

Transferring x-rays to a hospital outside the UK

In-hours (9am-5pm Monday - Friday)

Call the PACS office on 3573 stating you would like to transfer a patient's x-rays to another country. You will need to provide the following information:

- Name of patient and hospital number
- What specific x-rays you want sending, dates, times and views (if multiple files)

PACS will download x-rays onto a disk and kindly leave it at main x-ray reception in the Barry Building; you can then arrange for porters to collect and bring to CED by calling 3250.

Out-of-hours (5pm-9am and weekends)

Call level 5 x-ray on extension 4197 (blp. 8299), speak to a radiographer and request a transfer of x-rays to disc because the patient is to be followed up outside UK. You will need to provide the following information:

- Name of patient and hospital number
- What specific x-rays you want sending, dates, times and views (if multiple files)

Radiographer will download x-rays onto a disk and you can then arrange for porters to collect and bring to CED by calling 3250.

Retrieval of x-rays from another NHS hospital

If you are expecting to receive images from another trust, they will automatically download onto PACS and you should search for these using the **patient's name only**.