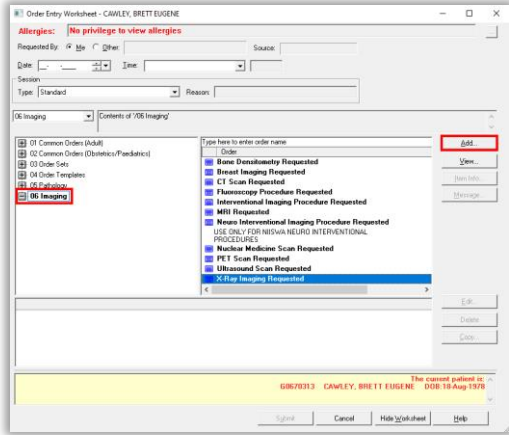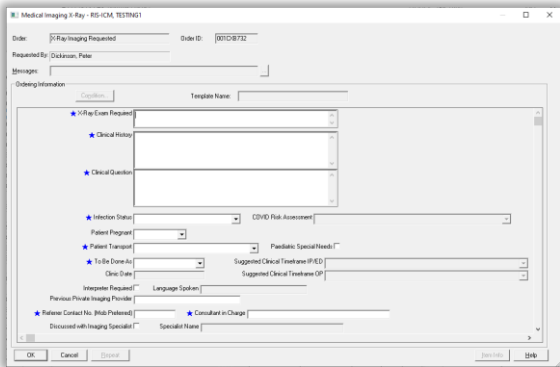# Requesting Medical Imaging in iCM

- Select a patient from a list, then click the '**Enter Order**' button.

- From the **Order Entry Worksheet** dialog, select '**Imaging**'.

- Select a modality type, then click '**Add**'…

- Enter order details and ensure all mandatory fields (denoted with blue stars) are completed.

- Use the **To Be Done As** field to indicate the patient context at the time of imaging. i.e. *ED/Inpatient* or *Outpatient*.

- When all required fields have been entered, click '**OK**'.
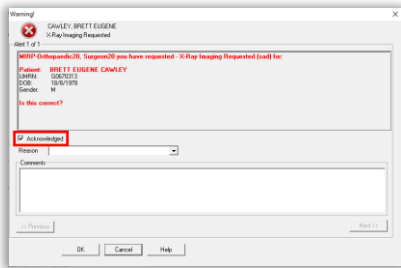
- Review the patient and the examination details, tick '**Acknowledged**' flag, then click '**OK**'.

- Continue by creating additional orders for the patient, or finish by clicking '**Submit**' to send the order to Medical Imaging.

IMPORTANT POINTS

- **Always** use **your own iCM logon** to request Medical Imaging.

- You can request for multiple modalities, but **always create separate orders** for each modality.

- Remember to include your **contact number** to ensure no delays to imaging in the event Medical Imaging needs to discuss a request.

- Remember to enter the full name of the **consultant in charge** of the patient.

- The **Patient Pregnant** field will be mandatory if patient female of childbearing age

- Requests must be made on an appropriate patient visit in i.CM, try to select patients from an established patient list.

- Placing an order on patient visits discharged longer than 2 weeks is prohibited. The '**Enter Order**' button will be greyed out.

- Imaging and Pathology requests can be submitted at the same time.

- Cancelling or Editing a submitted order is only possible while the order is in the **Submitted** status in i.CM. If it is in the **For Collection or Collected** status, you must call Medical Imaging.

- During i.CM downtime users can revert to paper request forms.

- A warning will display if a requesting practitioner places multiple orders for the same modality within 24 hours. This does not occur for X-Ray orders.

- Within the Emergency Department, only use eOrder for pathology requests.

- Reports and a link to images will be available in i.CM once the report has been verified in Medical Imaging.

- If a different modality is used for an order in Medical Imaging, the report will be visible under the **original order** in i.CM and will indicate the change of modality.

- Medical Imaging reports cannot be viewed in **Trend View**. Use **Report by Order** or **Summary Display** views.

> **NOTE:** If the **To Be Done As** field is changed on an order form, the '**OK**' button may not work.
> **To fix:** change the **To Be Done As** field selection, leave the timeframe blank, then click '**OK**'. An error message will display. Click '**OK**' and can now enter the correct **To Be Done As** field details.

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