

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'.

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• Select a modality type, then click 'Add'...

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Requested	By: Dickinson, Peter		
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	★ Infection Status	CDVID Risk Assessment	¥
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	Previous Private Imaging Provider		
*	Referrer Contact No. (Mob Preferred)	* Consultant in Charge	
<	Discussed with Imaging Specialist	Specialist Name	>
OK.	Cancel Erpost		Jan Islo Help

- 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 <u>time of imaging.</u> i.e. *ED/Inpatient* or *Outpatient*.
- When all required fields have been entered, click 'OK'.

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- 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.