



# Better informed means better care

Dorset Care Record brings all your health details together so medical and social care staff **can give you the best possible care**

## Radiology in the DCR

Find, sort, group and filter radiology reports



For more information please visit:

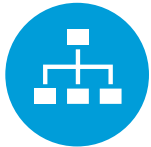
[news.dorsetcouncil.gov.uk/dcr-staff-area](https://news.dorsetcouncil.gov.uk/dcr-staff-area)

# Objectives

This user guide will help you to



**Find** radiology reports



**Sort and group**  
reports



**Filter** reports to show only  
those within a specific  
date range



**Search** for a report by key  
word



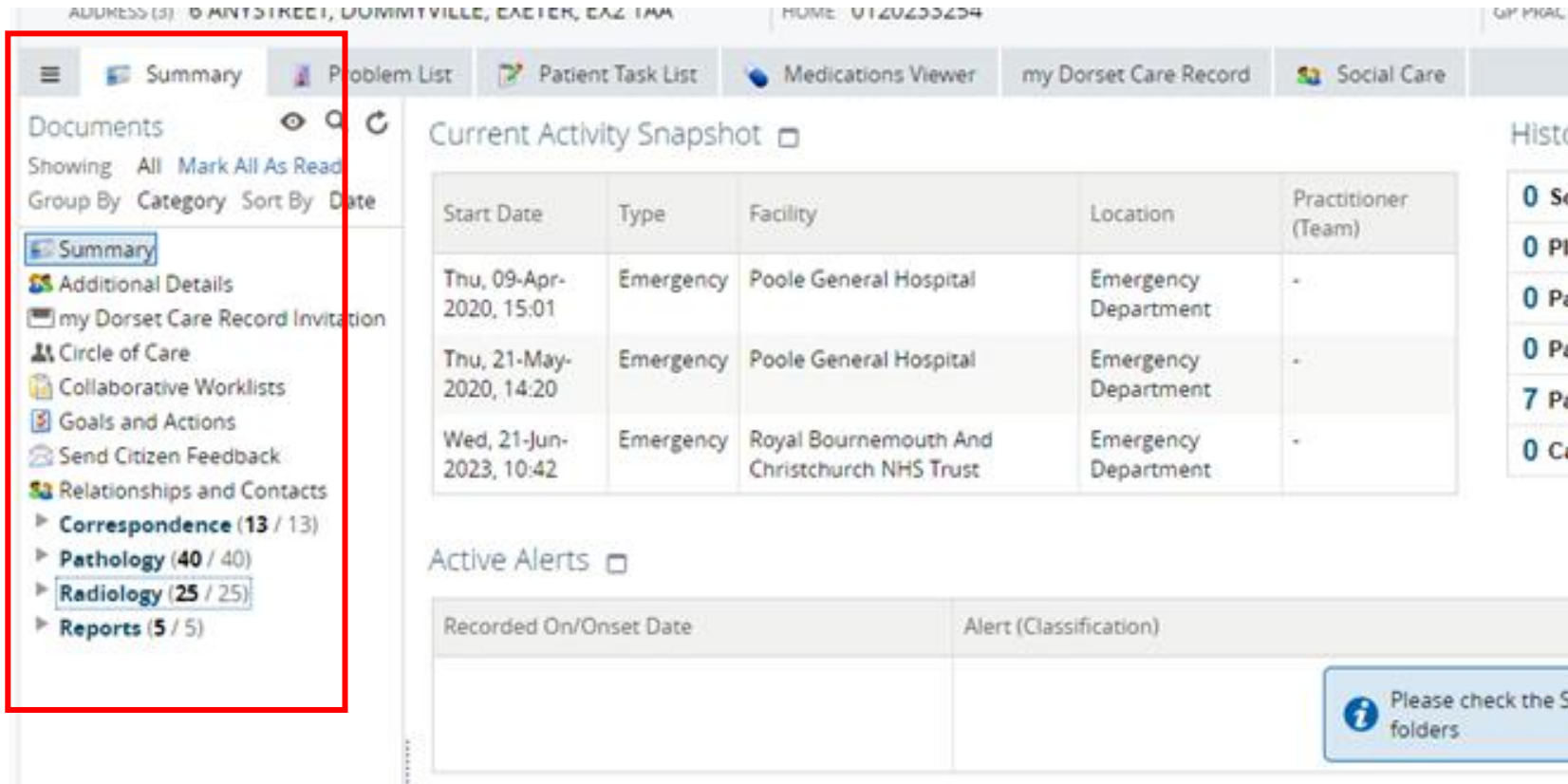
**Use** new tools and  
formats to view reports

This information in the DCR will be particularly beneficial to senior clinicians, GPs, nurses and pharmacists and will provide much easier access to results and reports performed across the county.



# Location of Radiology Reports

Radiology sits under the **Clinical Document Viewer (CDV)** which appears on the on the left side of the Person Summary. Information is from the Dorset acute hospitals.



The screenshot shows the Dorset Care Record interface. On the left, a sidebar menu is highlighted with a red box, containing the following items:

- Summary
- Additional Details
- my Dorset Care Record Invitation
- Circle of Care
- Collaborative Worklists
- Goals and Actions
- Send Citizen Feedback
- Relationships and Contacts
- Correspondence (13 / 13)
- Pathology (40 / 40)
- Radiology (25 / 25)**
- Reports (5 / 5)

The main area displays a table titled "Current Activity Snapshot" with the following data:

Start Date	Type	Facility	Location	Practitioner (Team)
Thu, 09-Apr-2020, 15:01	Emergency	Poole General Hospital	Emergency Department	-
Thu, 21-May-2020, 14:20	Emergency	Poole General Hospital	Emergency Department	-
Wed, 21-Jun-2023, 10:42	Emergency	Royal Bournemouth And Christchurch NHS Trust	Emergency Department	-

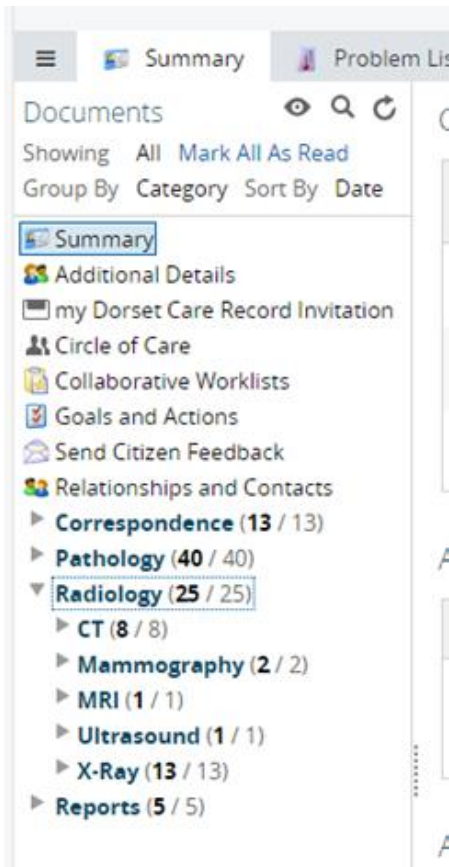
Below the table, there is an "Active Alerts" section with a table that has two columns: "Recorded On/Onset Date" and "Alert (Classification)". A blue information box at the bottom right of the alerts section says "Please check the S folders".

## Note

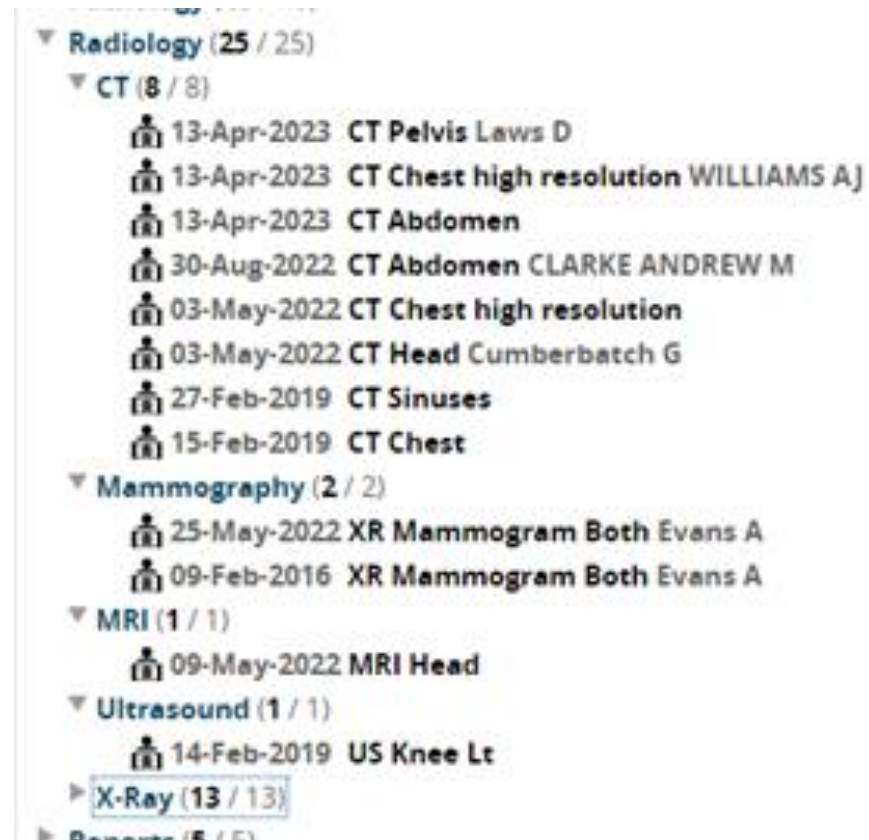
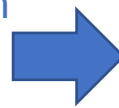
Radiology will only show for those records that have radiology content to show.

# Radiology Reports Grouped into Folders

The content shown under Radiology, referred to as **reports**, are grouped into folders. Clicking a folder's title opens (or closes) the folder, revealing (or hiding) its contents.



Clinical  
Document  
Viewer with  
folders  
expanded



# Widening the Radiology View

You can widen the area of the CDV on the screen to show more details.

- ▼ Radiology (25 / 25)
  - ▼ CT (8 / 8)
    - 13-Apr-2023 CT Pelvis Laws D
    - 13-Apr-2023 CT Chest high resolution WILLIAMS AJ
    - 13-Apr-2023 CT Abdomen
    - 30-Aug-2022 CT Abdomen CLARKE ANDREW M
    - 03-May-2022 CT Chest high resolution
    - 03-May-2022 CT Head Cumberbatch G
    - 27-Feb-2019 CT Sinuses
    - 15-Feb-2019 CT Chest
  - ▼ Mammography (2 / 2)
    - 25-May-2022 XR Mammogram Both Evans A
    - 09-Feb-2016 XR Mammogram Both Evans A
  - ▼ MRI (1 / 1)
    - 09-May-2022 MRI Head
  - ▼ Ultrasound (1 / 1)
    - 14-Feb-2019 US Knee Lt
  - X-Ray (13 / 13)
  - Reports (5 / 5)



To widen the area, click on the dividing line with your mouse, hold down the mouse key and drag the cursor across to the right of the screen.

# Viewing Reports

The default sorting of radiology reports is by date/time of examination, descending, with the most recent being displayed at the top.

You can choose alternative ways of viewing the list of reports. For example, you can:

Change the order - by title, date or author

View reports by category type

Show only reports within a specified date range

## Note

Any changes applied to the grouping and/or sorting are only valid for that particular viewing session with that person record.

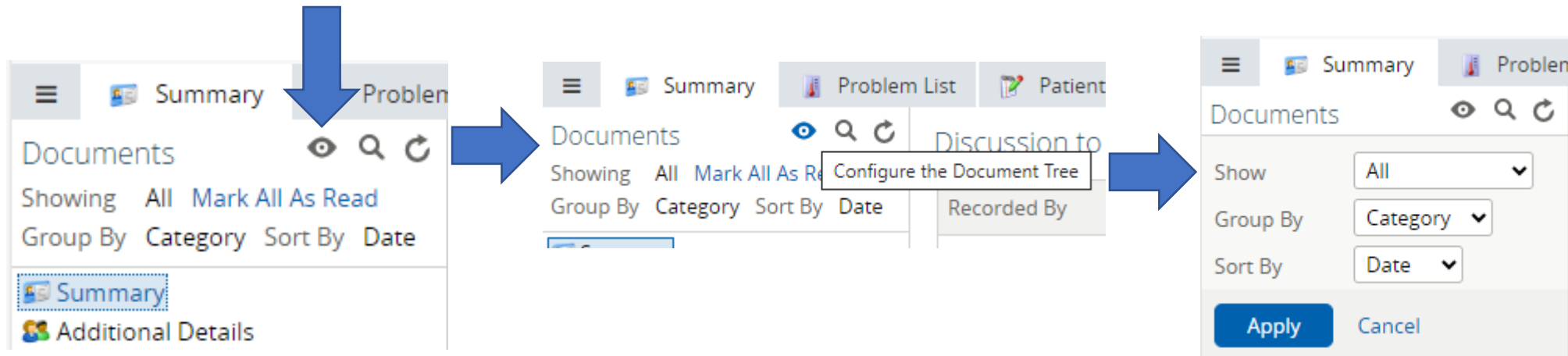
Selecting a new record to view will restore the default grouping and sorting.

# Viewing Reports

The section above the CDV shows the current grouping and sorting applied and allows users to modify the display and search for particular reports.



Before you can change the view of the CDV you must first click on the “Configure” icon (hovering over this will show “Configure the Document tree”)

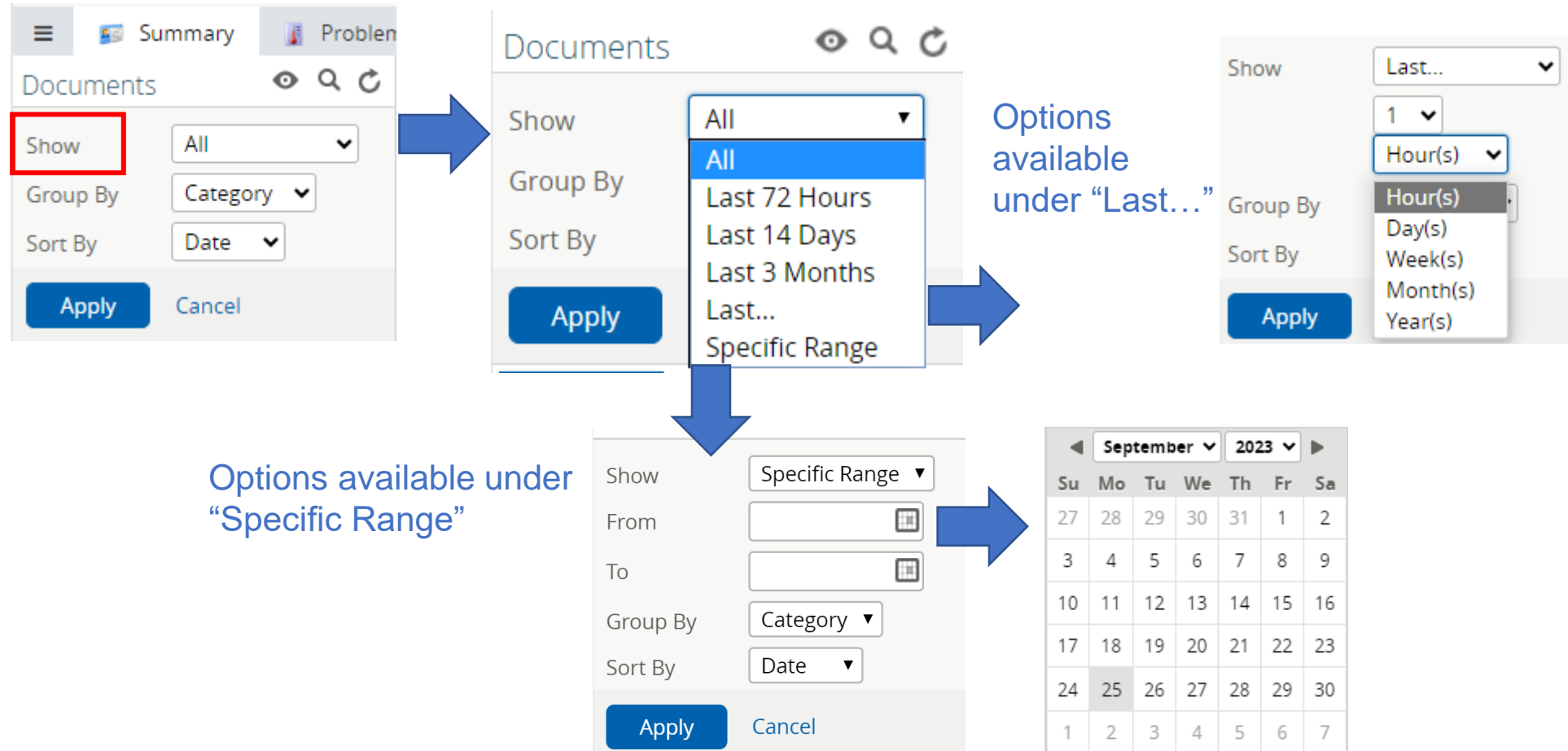


These options are explored over the next few pages.



# Viewing Reports: Show

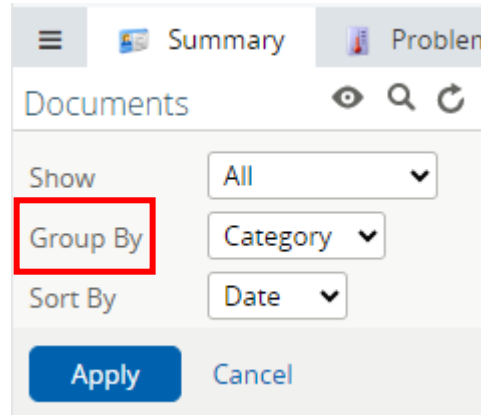
The “Show” function allows you to show reports over a set period of time.





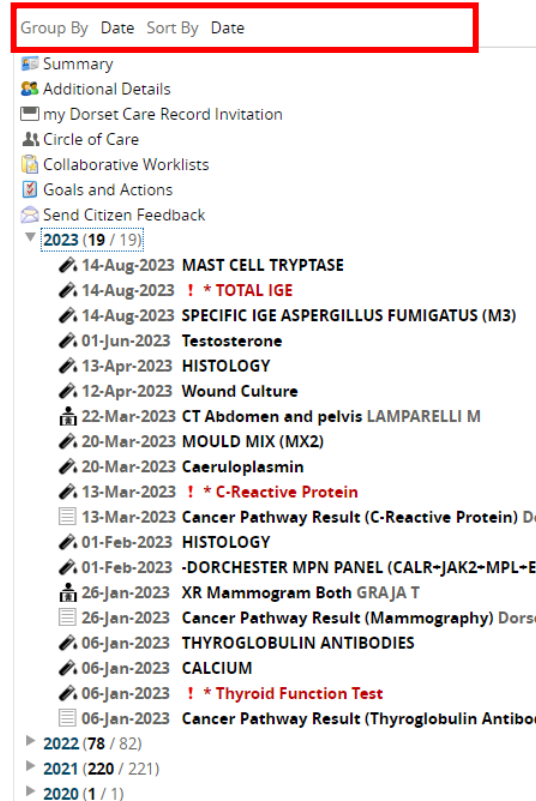
# Viewing Reports: Group By

The “Group By” function allows you to change how this information is viewed using grouping to show by date, category, service or author.





## Example of grouped by Date

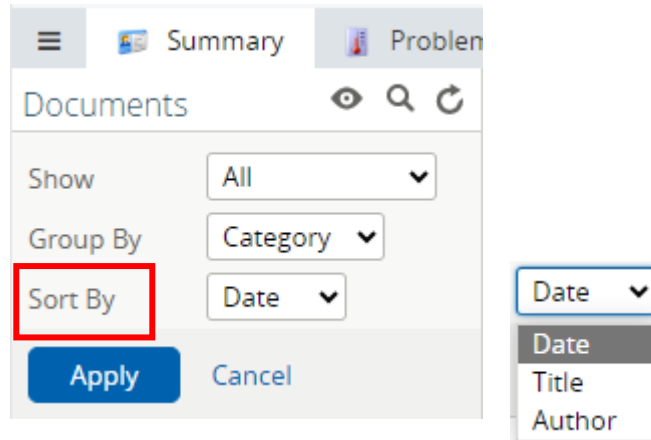


## Example of grouped by Service



# Viewing Reports: Sort By

The “Sort By” function allows you to list reports in a group by order, by date, title or author.

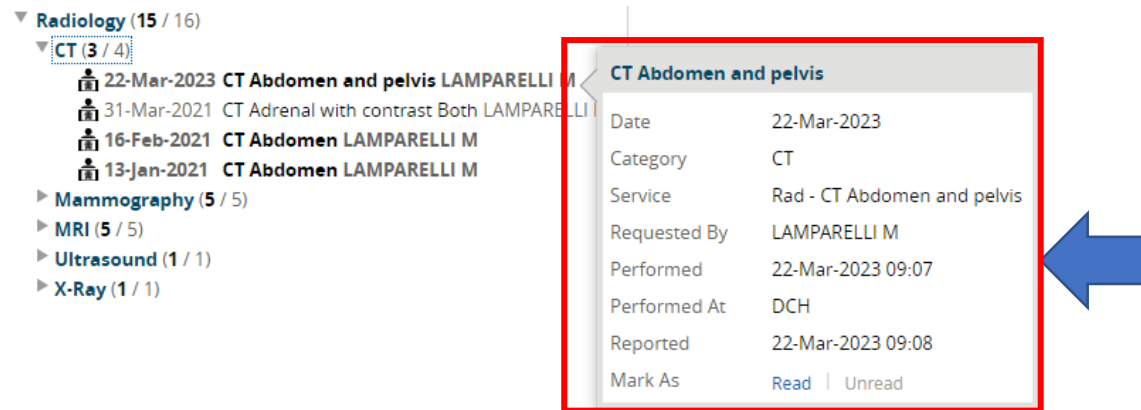



Example of grouped by **Category** and sorted by **Author**

- ▼ **Radiology (15 / 16)**
  - ▼ **CT (3 / 4)**
    - 22-Mar-2023 CT Abdomen and pelvis LAMPARELLI M
    - 31-Mar-2021 CT Adrenal with contrast Both LAMPARELLI M
    - 16-Feb-2021 CT Abdomen LAMPARELLI M
    - 13-Jan-2021 CT Abdomen LAMPARELLI M
  - ▼ **Mammography (5 / 5)**
    - 26-Jan-2023 XR Mammogram Both GRAJA T
    - 04-May-2022 XR Mammogram Both GRAJA T
    - 11-Jan-2022 XR Mammogram Both GRAJA T
    - 14-May-2021 XR Mammogram Both GRAJA T
    - 20-Feb-2021 XR Mammogram Both LAMPARELLI M
  - ▼ **MRI (5 / 5)**
    - 04-May-2022 MRI Abdomen GHOSH Y
    - 20-Jan-2022 MRI Abdomen LAMPARELLI M
    - 02-Apr-2021 MRI Oesophagus LAMPARELLI M
    - 20-Feb-2021 MRI Abdomen LAMPARELLI M
    - 25-Jul-2022 MRI Abdomen TOROK R
  - **Ultrasound (1 / 1)**
  - **X-Ray (1 / 1)**

# Viewing Reports: Hover

You can hover over any report in the CDV to see a report summary as shown in the image below.



▼ Radiology (15 / 16)

▼ CT (3 / 4)

- 22-Mar-2023 CT Abdomen and pelvis LAMPARELLI M
- 31-Mar-2021 CT Adrenal with contrast Both LAMPARELLI M
- 16-Feb-2021 CT Abdomen LAMPARELLI M
- 13-Jan-2021 CT Abdomen LAMPARELLI M

► Mammography (5 / 5)

► MRI (5 / 5)

► Ultrasound (1 / 1)

► X-Ray (1 / 1)

CT Abdomen and pelvis	
Date	22-Mar-2023
Category	CT
Service	Rad - CT Abdomen and pelvis
Requested By	LAMPARELLI M
Performed	22-Mar-2023 09:07
Performed At	DCH
Reported	22-Mar-2023 09:08
Mark As	<a href="#">Read</a>   <a href="#">Unread</a>

“Performed” refers to the date/time the examination was performed. This duplicates data in the “Date” field above where the **time element** cannot be displayed.

“Performed at” – this is the Trust that issued the report (DCH or RBC/PH). It is not possible to differentiate between RBH and PH in the feeds from the source systems, so they appear as one.

Image of hovering over report

# Viewing Reports: Open

You can open a report fully to show further information by clicking on it within the list of reports in the CDV.

## CT Abdomen and pelvis

Performed	22-Mar-2023 09:07	Accession Number	RBD01510700
Reported	22-Mar-2023 09:08	Requested By	LAMPARELLI M
Performed At	DCH	Status	Final

### CT Abdomen and pelvis

Clinical History : Test report

Final

This is a test report.

Reported and electronically signed by  
Richard Stone, RIS PACS Admin

### Image Link:

Final

Use Script to launch window url encode ampersands decode using decodeURIComponent()

[Link to Puddleduck's Chest Xray](#)

## Report History

**Final Report** from DCH

6 months ago


## Note

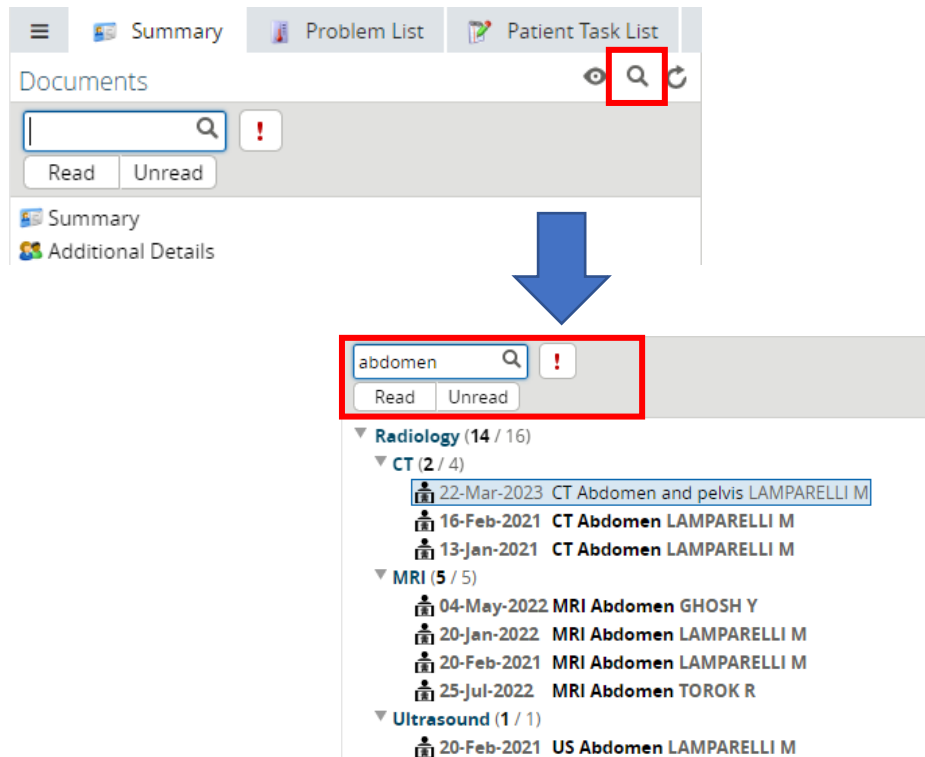
Beneath the report header there is a space where the body of the report is displayed as a block of text. Any formatting or sub-headers come from the source system and not controlled by the DCR; the text is displayed as received.

Example image of open (clicked on) report

# Searching

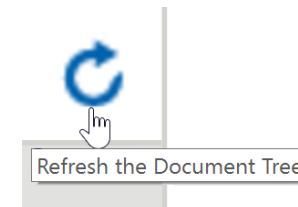
If you are looking for specific information you can use the search tool to look for key words within a report title.

First click on the search icon  then type your chosen word in the search bar. Results should show automatically, or you can press the enter key.



## Note

To clear search results and restore the view back to the defaults click the refresh icon (located next to the search icon).

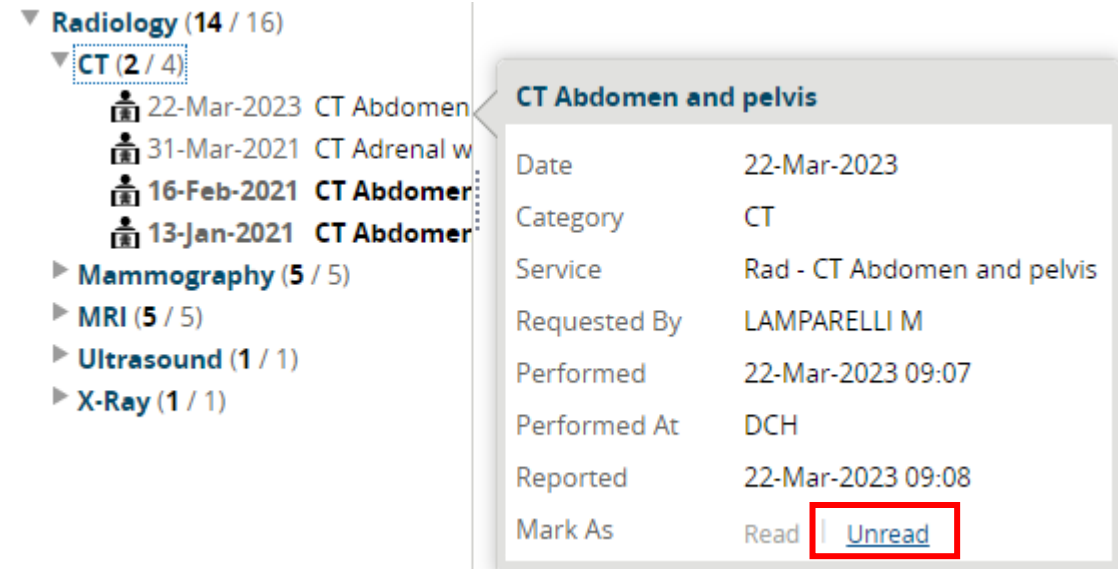


# Marking Reports as Unread

Reports grouped into folders show a count indicating the number of reports it contains.

Any reports you have not opened will display in bold. Clicking on a report will open it and will change the document title in the CDV to no longer show in bold text.

If you wish to make a report appear as unread, hover over the report then click on the word **Unread** in the pop-up window.



The screenshot shows a sidebar with a list of report folders. The 'Radiology' folder is expanded, showing a count of 14 / 16. Under it, the 'CT' folder is expanded, showing a count of 2 / 4. The 'CT' folder contains four reports, with the most recent one, '22-Mar-2023 CT Abdomen', highlighted. A pop-up window is open for this report, showing details and a 'Mark As' section with 'Read' and 'Unread' options. The 'Unread' option is highlighted with a red box.

CT Abdomen and pelvis	
Date	22-Mar-2023
Category	CT
Service	Rad - CT Abdomen and pelvis
Requested By	LAMPARELLI M
Performed	22-Mar-2023 09:07
Performed At	DCH
Reported	22-Mar-2023 09:08
Mark As	Read <b>Unread</b>



Access further **support and information** from  
<https://news.dorsetcouncil.gov.uk/dcr-staff-area/learning-resources/>



# Disclaimer

The screenshots in this training guide are taken from a test system and as such may vary slightly to the live DCR system.

Screenshots in this training guide do not contain any real patient data.

Data provided by source systems is read-only in DCR. There are various level of restrictions and sensitivities being applied within the Partner's systems, and the DCR respects and displays the data as provided by the Partners.

The information contained within the NHS Dorset system (the Spine) is the overriding system for updating demographics.