'My record is **available to share**...'

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
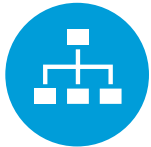
Find, sort, group and filter radiology reports

Dorset Care Record
dcr

For more information please visit:
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

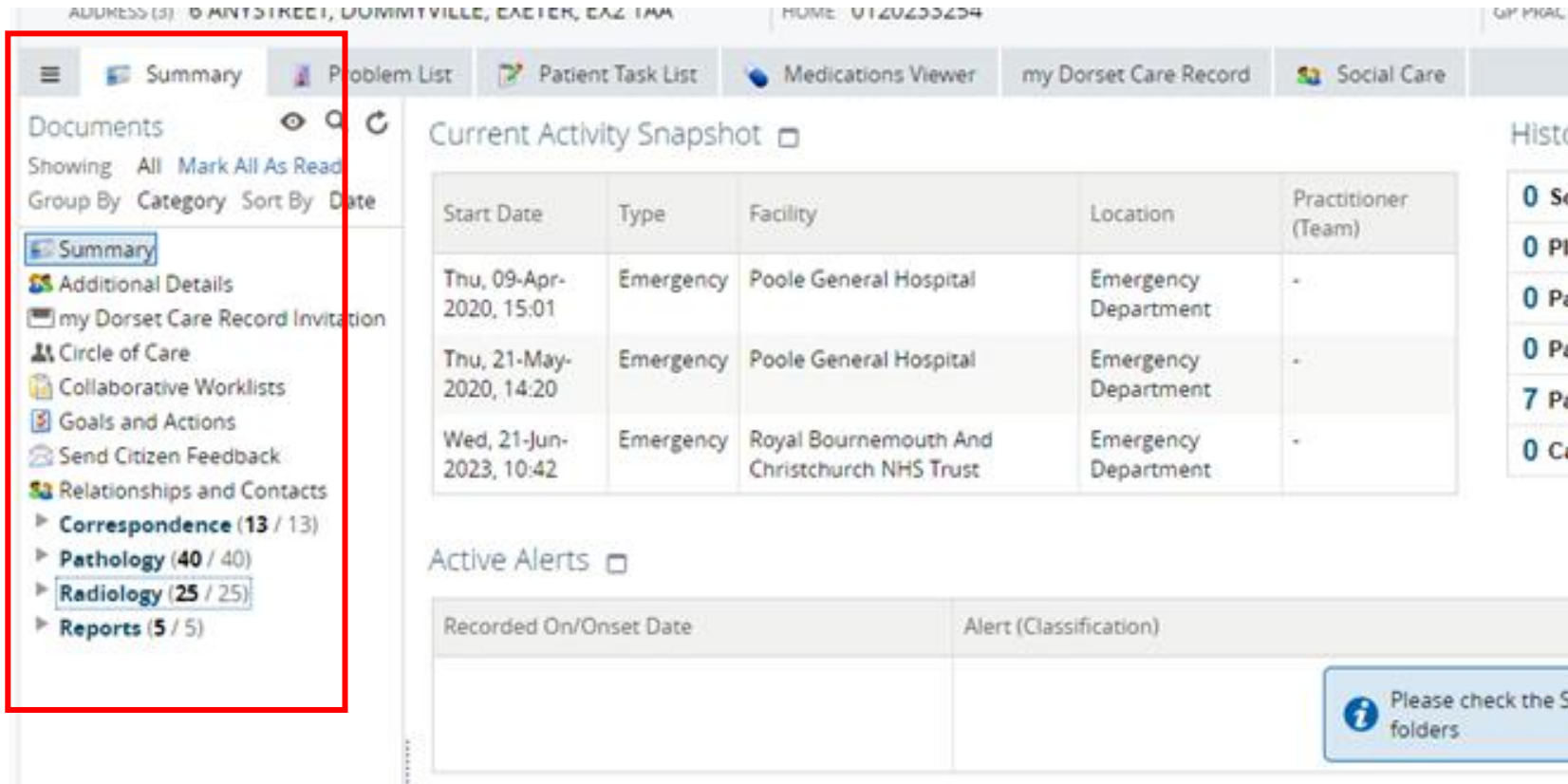**Search** for a report by key word

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.

Note

Radiology will only show for those records that have radiology content to show.
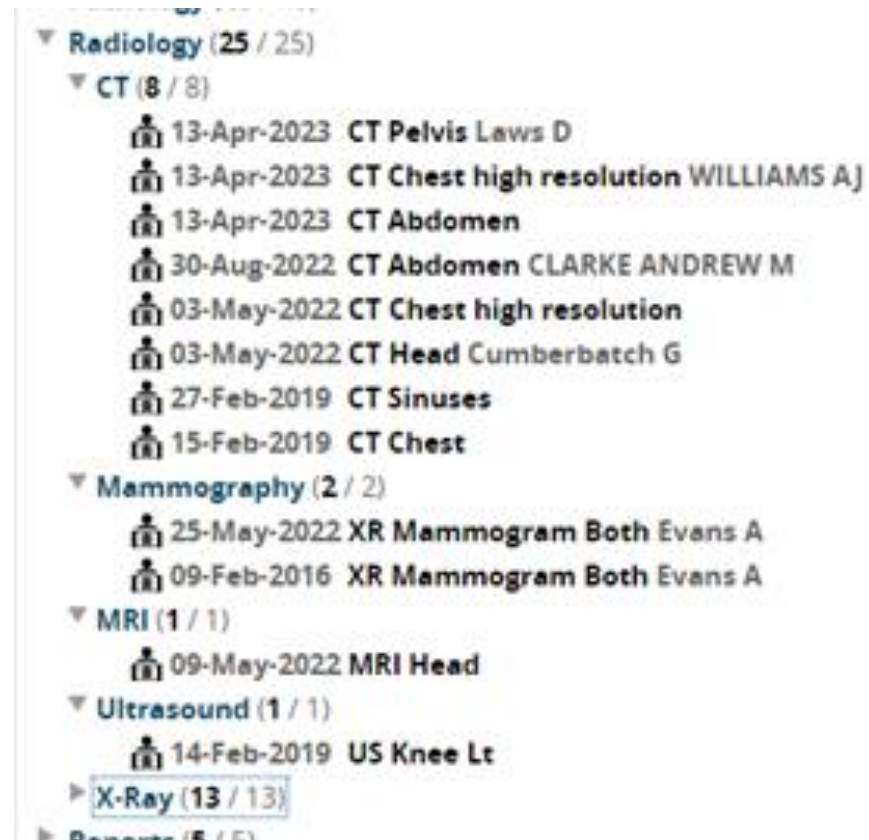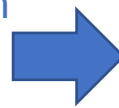
Radiology Reports Grouped into Folders

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.
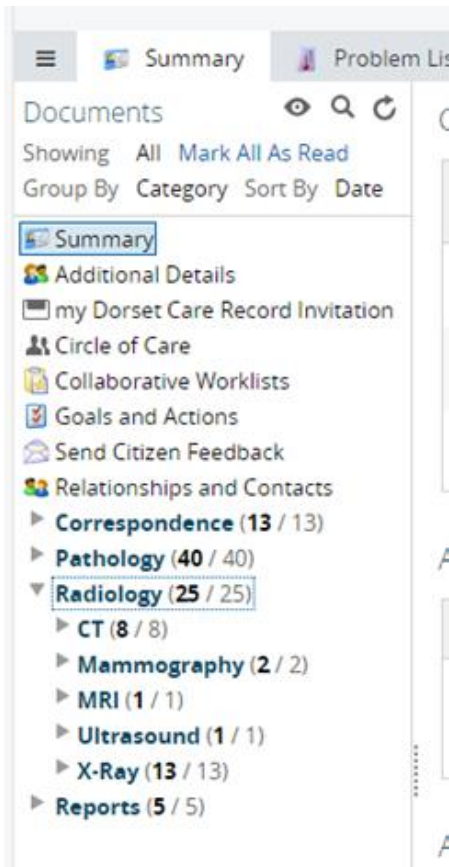
Clinical Document Viewer with folders expanded

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.

Documents
Showing   All   Mark All As Read
Group By Category Sort By Date

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")
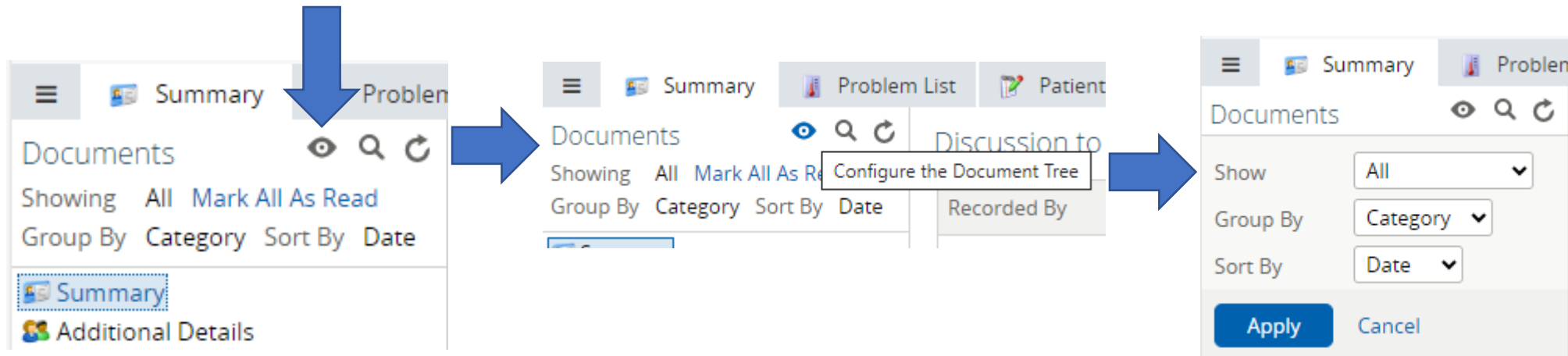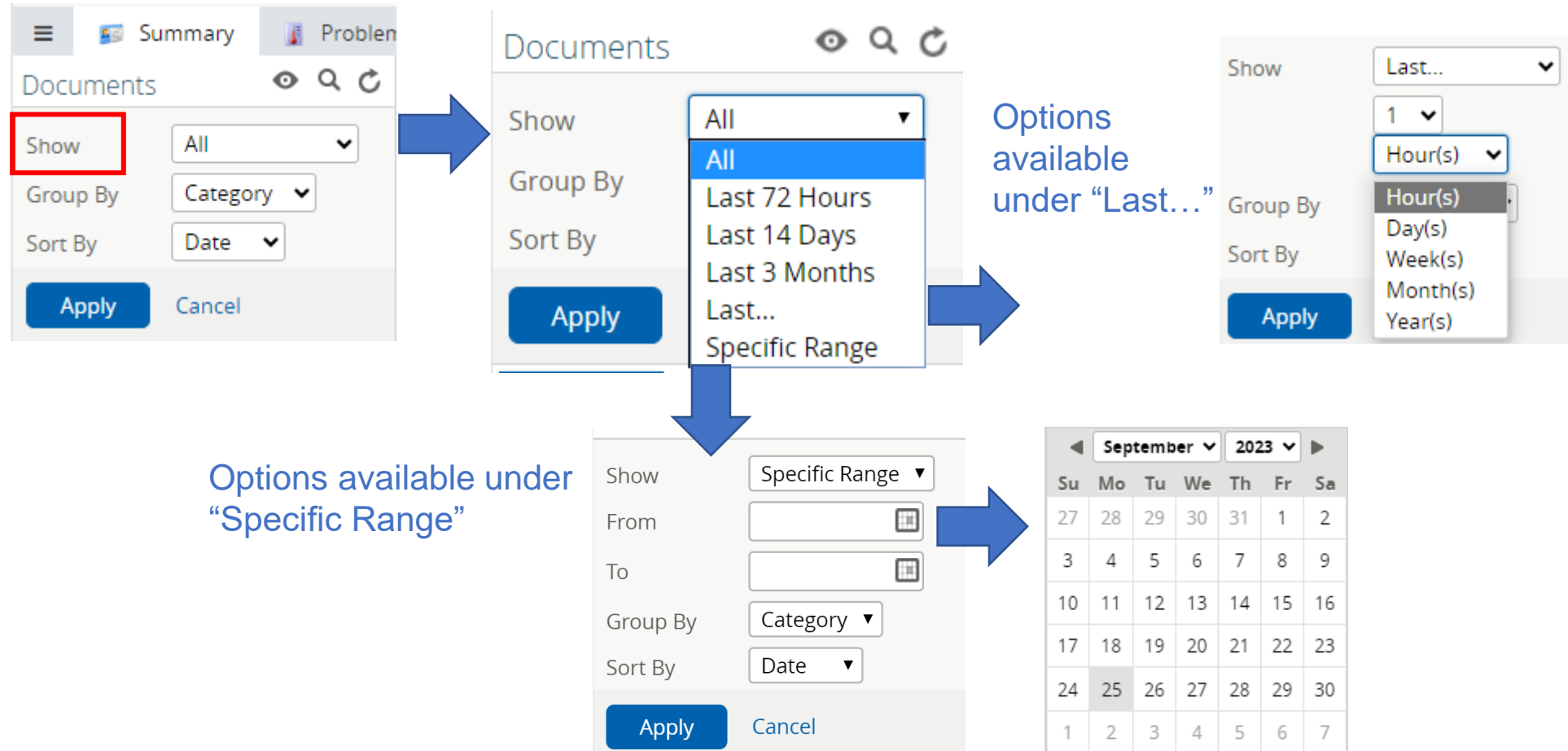
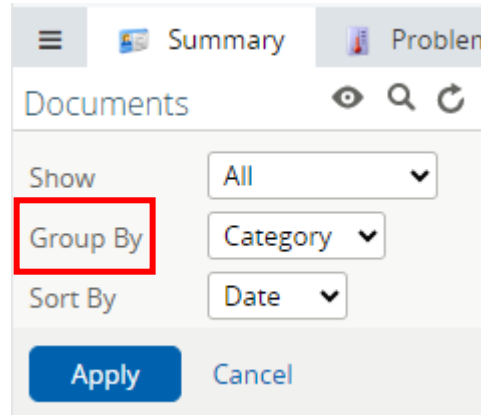These options are explored over the next few pages.

Viewing Reports: Show

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

Options available under "Last…"

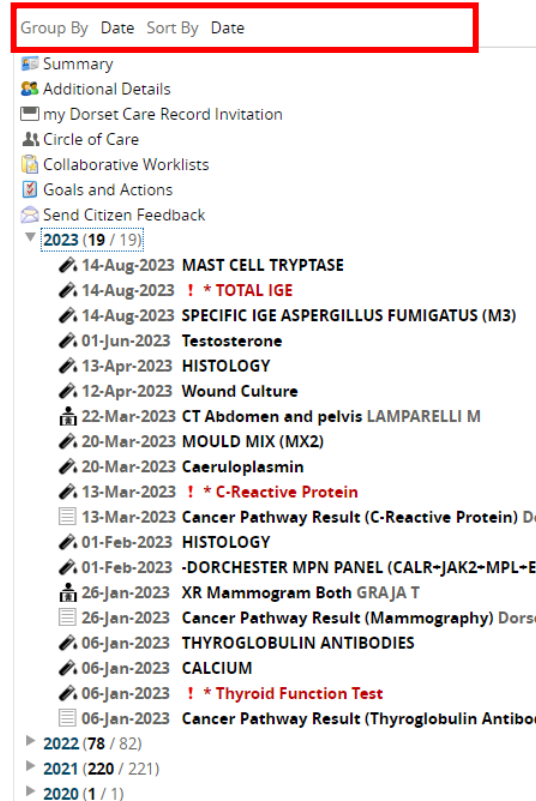Options available under "Specific Range"

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.
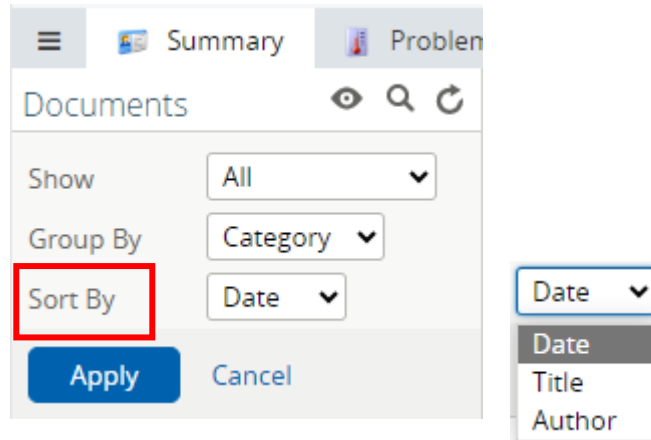

Example of grouped by Date

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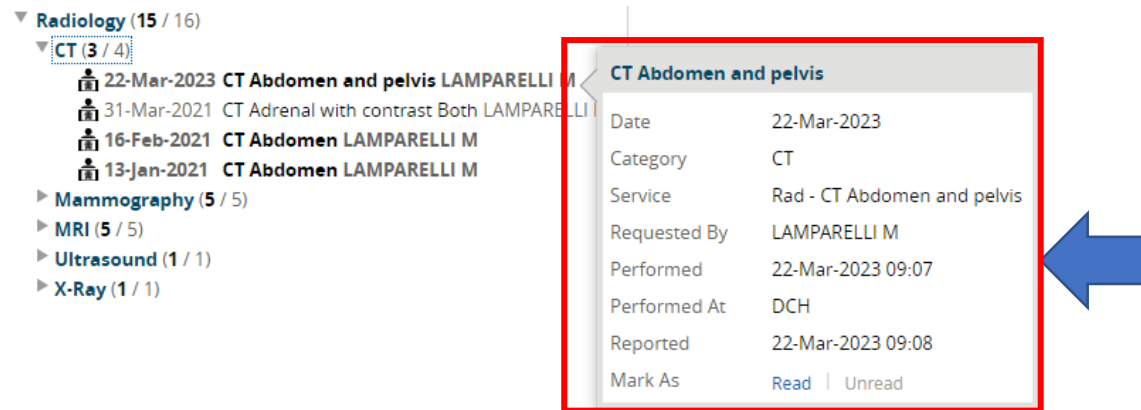
Example of grouped by **Category** and sorted by **Author**

Viewing Reports: Hover

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

"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.

Example image of open (clicked on) report

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.

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.
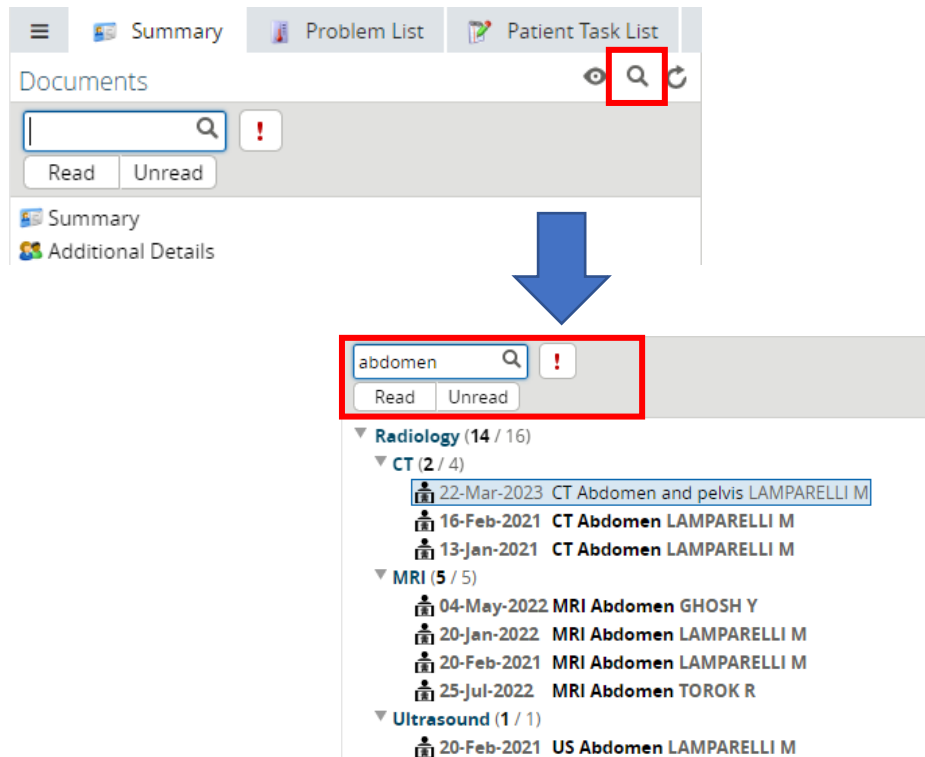
Note

To clear search results and restore the view back to the defaults click the refresh icon (located next to the search icon).
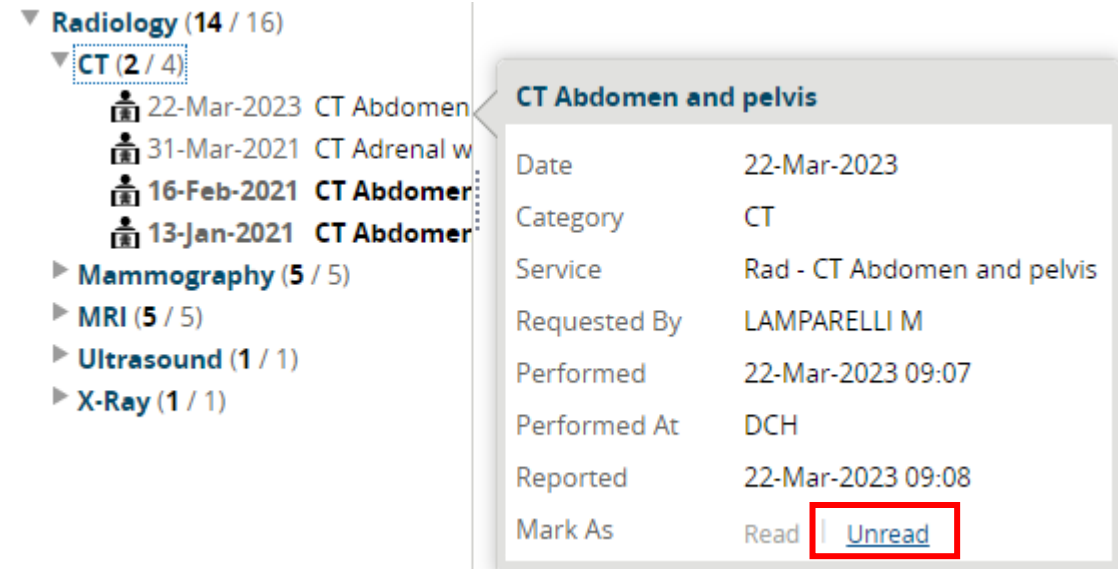
Refresh the Document Tree
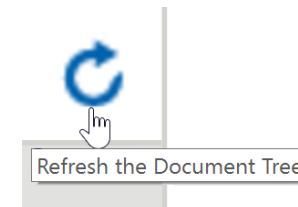
Marking Reports as Unread

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.

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.