

Standard Operating Procedure

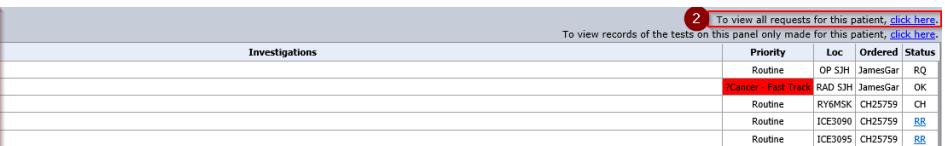
Requesting a cancellation of a Radiology exam: Clinicians

Reference: RIT_SOP1

Version: 1

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Purpose	This Standard Operating Procedure outlines how to request a cancellation of a Radiology exam through ICE. This process allows clinicians to contact Radiology to inform them they need to cancel an exam using ICE.
Log in to ICE	Log in to ICE using the normal method.
Find the Relevant Patient	Search for and select the patient whose exam needs cancelling.
Select New Request	Using the menu on the left of the screen, select Requesting and then New Request . 
Find Select the Cancel Option	Select the Cancel Radiology Exam option, which can be found on every Radiology page. 
RAD Cancellation Panel 1	<p>This panel asks the user to complete the details of exam or exams they wish to cancel. It will ask for the following details to allow the Radiology Teams to cancel the correct one(s):</p> <ul style="list-style-type: none"> The date the exam was requested. <i>Assistance may be available from the 'Most recent requests' section at the bottom of the requesting screen (1) or the link just above (2).</i> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;">  </div> <div style="flex: 1;">  </div> </div> <ul style="list-style-type: none"> The modality type (<i>from a drop down list</i>). The name of the examination (<i>e.g. CT Head, X-ray Left Knee, etc.</i>). The reason for cancellation – <i>this is required for our records and will form part of the feedback process when the exam is cancelled.</i> How best to contact the person completing the cancellation request – <i>this will allow the team to follow up if more information is required.</i> Whether you need to cancel another request for this patient – <i>'Yes' will continue to provide details of a second exam to be cancelled, whilst 'No' will continue to provide details of a second exam to be cancelled.</i>

RAD Cancellation Panels 2-5	<p>Selecting 'Yes' to the last question in a previous RAD Cancellation Panel will proceed to another panel to provide details of a further exam to be cancelled.</p> <p>Selecting 'No' on any of these will continue with the process.</p>
A&E and IP Cancellation	<p>The next page gives information about cancelling A&E and IP orders. Radiology may have already sent for one of these patients by the time the cancellation is being put through. To stop any confusion, a call should be made to the relevant department (listed on this page) to inform them of the cancellation.</p> <p>The cancellation on ICE should then be completed.</p> <p>RAD Radiology Contact Info Panel</p> <div style="background-color: #ffffcc; border: 1px solid black; padding: 5px;"> <p>If this referral is for an A&E or IP please contact the relevant department immediately following the completion of this cancellation on:</p> <p>LGI Plain Film: 0113 39 28356 LGI CT: 0113 39 23617 LGI MRI: 0113 39 23636 LGI US (Adult): 0113 39 26671 LGI US (Paed): 0113 39 25456</p> <p>SJUH Plain Film: 0113 20 64729 SJUH CT: 0113 20 68612 SJUH MRI: 0113 20 64689 SJUH US: 0113 20 65123</p> <p>Imaging for these patients may already be arranged and must be cancelled immediately.</p> </div>
General Details	<p>On the final screen the details for the responsible clinician and patient location should mirror those of the original order.</p> <p>The global clinical details should only need a full stop in as the information has been entered with the previous questions.</p> <div style="background-color: #e0e0e0; border: 1px solid black; padding: 10px;"> <p>General Details:</p> <p>User: <input type="text"/></p> <p>Bleep / Contact No: <input type="text" value="12345"/></p> <p>Responsible clinician: <input type="text" value="test"/> <input type="button" value="Test, Clinician"/> <input type="button"/></p> <p>Select the Patient's location: <input type="text"/> <input type="button" value="OUTPATIENTS - SJH"/> <input type="button"/></p> <p>Global Clinical Details:</p> <p>Cancelling</p> <p>Category: <input type="button" value="NHS Patient"/> <input type="button"/></p> </div>