

## Standard Operating Procedure

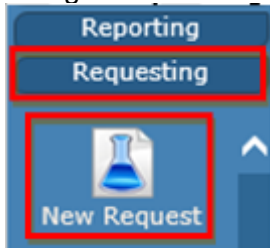
# Requesting a cancellation of a Radiology exam: Clinicians

Reference: RIT\_SOP1

Version: 1

Date approved: 07/10/2024

Review date: 29/12/2027

<b>Purpose</b>	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.																																				
<b>Log in to ICE</b>	Log in to ICE using the normal method.																																				
<b>Find the Relevant Patient</b>	Search for and select the patient whose exam needs cancelling.																																				
<b>Select New Request</b>	Using the menu on the left of the screen, select <b>Requesting</b> and then <b>New Request</b> . 																																				
<b>Find Select the Cancel Option</b>	Select the <b>Cancel Radiology Exam</b> option, which can be found on every Radiology page. <input type="checkbox"/> <b>Cancel Radiology Exam</b>																																				
<b>RAD Cancellation Panel 1</b>	<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"><li>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></li></ul> <div><div><p>Most recent requests made for this patient:</p><table><tr><th>Requested</th><th>Investigations</th></tr><tr><td>12 Oct 2023 08:47:09</td><td>MRI Abdomen</td></tr><tr><td>12 Oct 2023 08:45:13</td><td>MRI Thorax</td></tr><tr><td>14 Sep 2023 13:54:55</td><td>MRI Spine lumbar and sacral</td></tr><tr><td>14 Sep 2023 13:36:26</td><td>XR Knee Lt</td></tr><tr><td>14 Sep 2023 13:36:26</td><td>XR Knee Rt</td></tr></table></div><div><p>To view all requests for this patient, <a href="#">click here</a>.</p><table><tr><th>Priority</th><th>Loc</th><th>Ordered</th><th>Status</th></tr><tr><td>Routine</td><td>OP SJH</td><td>JamesGar</td><td>RQ</td></tr><tr><td><b>Cancel - Fast Track</b></td><td>RAD SJH</td><td>JamesGar</td><td>OK</td></tr><tr><td>Routine</td><td>RYGMSK</td><td>CH25759</td><td>CH</td></tr><tr><td>Routine</td><td>ICE3090</td><td>CH25759</td><td>BR</td></tr><tr><td>Routine</td><td>ICE3095</td><td>CH25759</td><td>BR</td></tr></table></div></div> <ul style="list-style-type: none"><li>The modality type (from a drop down list).</li><li>The name of the examination (e.g. CT Head, X-ray Left Knee, etc.).</li><li>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></li><li>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></li><li>Whether you need to cancel another request for this patient – ‘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.</li></ul>	Requested	Investigations	12 Oct 2023 08:47:09	MRI Abdomen	12 Oct 2023 08:45:13	MRI Thorax	14 Sep 2023 13:54:55	MRI Spine lumbar and sacral	14 Sep 2023 13:36:26	XR Knee Lt	14 Sep 2023 13:36:26	XR Knee Rt	Priority	Loc	Ordered	Status	Routine	OP SJH	JamesGar	RQ	<b>Cancel - Fast Track</b>	RAD SJH	JamesGar	OK	Routine	RYGMSK	CH25759	CH	Routine	ICE3090	CH25759	BR	Routine	ICE3095	CH25759	BR
Requested	Investigations																																				
12 Oct 2023 08:47:09	MRI Abdomen																																				
12 Oct 2023 08:45:13	MRI Thorax																																				
14 Sep 2023 13:54:55	MRI Spine lumbar and sacral																																				
14 Sep 2023 13:36:26	XR Knee Lt																																				
14 Sep 2023 13:36:26	XR Knee Rt																																				
Priority	Loc	Ordered	Status																																		
Routine	OP SJH	JamesGar	RQ																																		
<b>Cancel - Fast Track</b>	RAD SJH	JamesGar	OK																																		
Routine	RYGMSK	CH25759	CH																																		
Routine	ICE3090	CH25759	BR																																		
Routine	ICE3095	CH25759	BR																																		

**NOTE – Version control managed in Q-Pulse, all printed documents must be checked against Q-Pulse version to ensure that it is current.**

<b>RAD Cancellation Panels 2-5</b>	<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>
<b>A&amp;E and IP Cancellation</b>	<p>The next page gives information about cancelling A&amp;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><b>RAD Radiology Contact Info Panel</b></p> <div data-bbox="344 663 1522 1081"> <p>If this referral is for an A&amp;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>
<b>General Details</b>	<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 data-bbox="344 1279 1538 1697"> <p><b>General Details:</b></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="text" value="Test, Clinician"/> ▼ ...</p> <p><b>Select the Patient's location:</b> <input type="text"/>  <input type="text" value="OUTPATIENTS - SJH"/> ▼ ...</p> <p><b>Global Clinical Details:</b></p> <p>Cancelling <input type="text"/></p> <p>Category: <input type="text" value="NHS Patient"/> ▼</p> </div>