

# Direct Studies Transfer Project

**PROJECT SCOPE:** Transfer of images from outside facilities and viewing of those images once received on UVA PACS.

**Transfer Process:** To allow direct transfer of images for patients via electronic transfer to UVA PACS.

1. A.) Clinicians instruct the facility where the requested study is housed to send to UVA PACS.
- B.) Studies are transferred directly to UVA PACS and then notification of images sent.

The outside studies are transferred via T1 connection to the IEP server, and sent to the PACS Referral folder.

## **TRAUMA/ED PATIENTS:**

1. The facility should fax preliminary reports for the images sent with the number of transmitted images written on the report to allow the viewer to determine if all images were received to UVA ED at 434-924-1201.

If all images are not received, the ED admitting physician/ team should contact the sending facility to request a resend.

**QA Process:** Once the images have been transferred, a QA process is performed to prepare images for viewing. **For Trauma and/or ED patients, go directly to Viewing Process.**

- 1.) When outside studies are sent, an accompanying email should be sent to [pacsapps@hscmail.mcc.virginia.edu](mailto:pacsapps@hscmail.mcc.virginia.edu).

The following information should be included:

Patient Health Information  
Facilities Medical Record Number  
Accession number  
Modality type  
Number of images transmitted  
Date of service.

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**We strongly discourage the use of patient name, social security number, or other sensitive patient data.**

- 2.) The requesting clinician's support staff is responsible for registering the Patient into A2K3. This is the UVA registration system. This should be done prior to the images being sent from the outside facility.
- 3.) Upon receiving email notification that images have been sent from the facility, the Radiology Applications team or designee QA's the studies using documented procedures.
- 4.) Once the QA process is completed, the requesting physician will be emailed that the study is available in PACS for their review.
- 5.) The study will then be deleted from the Referral folder.

**NOTE: The QA process is a 24 hour/7 day a week process.**

**Viewing Process:** Viewing the outside studies received via direct transfer.

### **TRAUMA/ED PATIENTS:**

- 1.) ED/Trauma Staff log into PACS and view the transferred images in the Referral Folder.

**NOTE: These images are directly transferred from the facility and have had not QA procedures performed.**

**NOTE:** Patient information can be searched by patient last name, first name or by using the referring institutions MRN.

### **NON TRAUMA/ED PATIENTS:**

- 1.) Patients are viewed using normal PACS viewing techniques.

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## KNOWN LIMITATIONS:

- The technical constraints of the Kodak Info Router in PACS can create delays of transferring studies from Referral folder to UVA PACS.
- As with any electronic data transfer, network conditions between UVA and OUF may create occasional delays between the sending and receiving institutions.
- As of 03/15/2008 there is a growing list of facilities capable of sending direct transfers to UVA PACS. This list includes:

### **Augusta Medical Center**

Film Room: 540.932.4483

Film Room Fax: 540.332.4490

### **Martha Jefferson Hospital**

Film Room: 434-982-7104 *after hours* 434-982-7112

Film Room Fax: 434-982-7597

### **Lynchburg General Hospital**

Film Room: 434-947-3709

Film Room Fax: 434-947-3851

### **Rockingham Memorial**

Film Room: 540-433-4380 or 540-433-4386

Film Room Fax: 540-433-4109

### **Medical Imaging at Lees Hill**

Phone: 540-741-7728

Fax: 540-741-7729

### **Medical Imaging of Fredericksburg**

Phone: 540-741-7014

Fax: 540-741-7015

### **Mary Washington Hospital**

Phone: 540-741-1589

Fax: 540-741-1586

### **Winchester Medical Center**

Phone: 540-536-8754

Fax: 540-536-8827

### **Southside Hospital**

Phone: 434-315-2770

### **Central Virginia Imaging**

Phone: 434-237-1600

### **Page Memorial Hospital**

Phone: 540-843-4633

### **Culpepper Regional Hospital**

Phone: 540-829-4145

After 3pm: 540-829-4144

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## **CONTACT INFORMATION:**

For direct transfer or QA process questions please contact:

**UVA Radiology Film Rm. 434-243-6700 option #2**

**Radiology Applications Team Monday-Friday 8-5 at Pager #1902**

For ED trauma workflow inquiries please contact:

**Trauma Liaison: Kathy Butler - 434- 924-8000 office PIC # 3868**