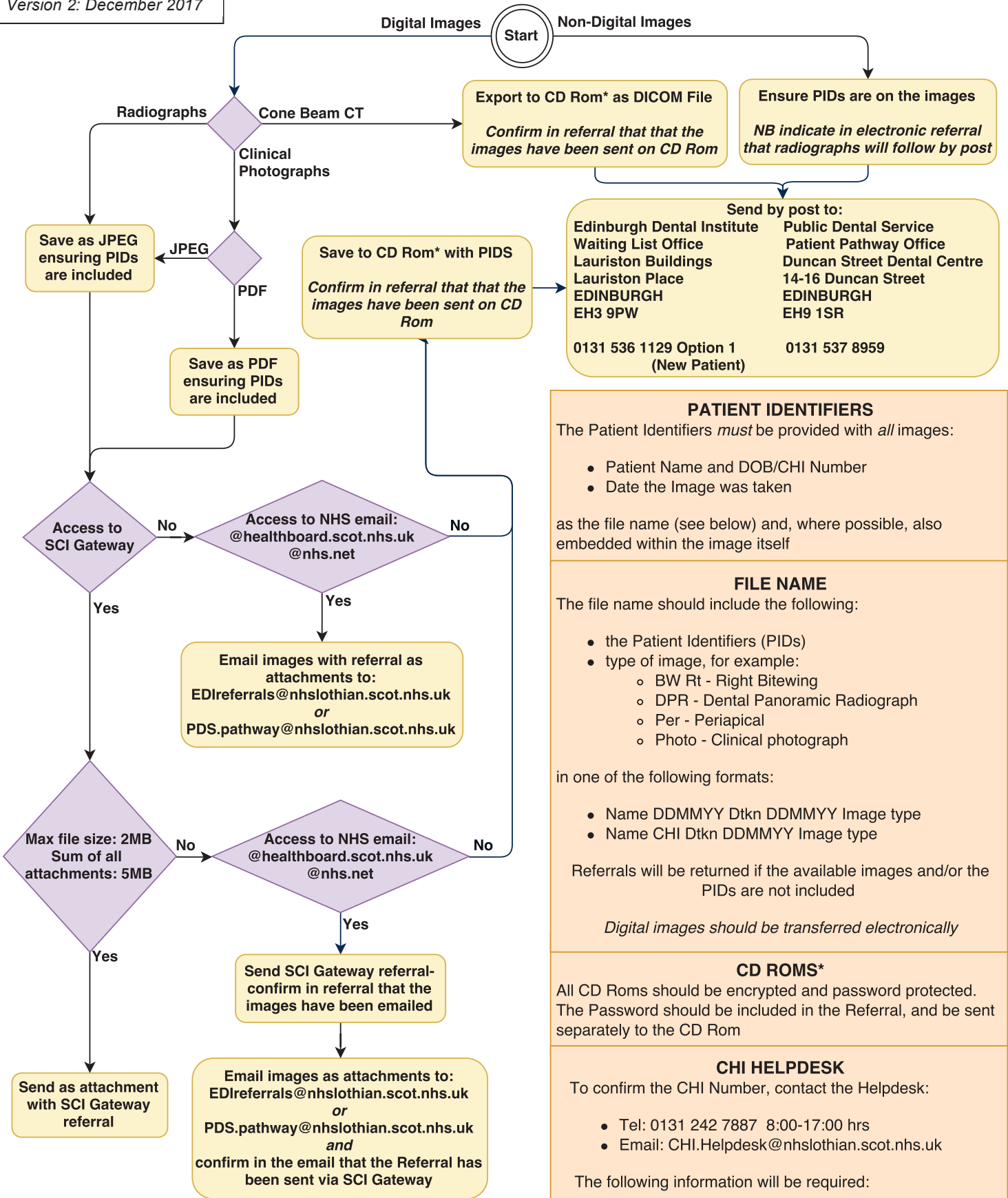


Transfer of Images to the Oral Health Service

Quick Reference Guide

Version 2: December 2017



PATIENT IDENTIFIERS

The Patient Identifiers *must* be provided with *all* images:

- Patient Name and DOB/CHI Number
- Date the Image was taken

as the file name (see below) and, where possible, also embedded within the image itself

FILE NAME

The file name should include the following:

- the Patient Identifiers (PIDs)
- type of image, for example:
 - BW Rt - Right Bitewing
 - DPR - Dental Panoramic Radiograph
 - Per - Periapical
 - Photo - Clinical photograph

in one of the following formats:

- Name DDMMYY Dtkn DDMMYY Image type
- Name CHI Dtkn DDMMYY Image type

Referrals will be returned if the available images and/or the PIDs are not included

Digital images should be transferred electronically

CD ROMS*

All CD Roms should be encrypted and password protected. The Password should be included in the Referral, and be sent separately to the CD Rom

CHI HELPDESK

To confirm the CHI Number, contact the Helpdesk:

- Tel: 0131 242 7887 8:00-17:00 hrs
- Email: CHI.Helpdesk@nhslothian.scot.nhs.uk

The following information will be required:

- Patient's full name, DOB and, if known, GMP details
- Your Name, Address, Tel No +/- Email Address

SCI GATEWAY CONTACTS

Password Reset phone the NHS Lothian Helpline:
0131 536 5050

All other enquiries email:

gmsfacs@nhslothian.scot.nhs.uk

EMAIL COMMUNICATIONS

To comply with Data Protection Policy, your NHS email address (Healthboard *or* NHS.Net) *must* be used for *all* email communication:

ie ...@nhslothian.scot.nhs.uk ...@nhs.net

Staff are unable reply to non-NHS email addresses