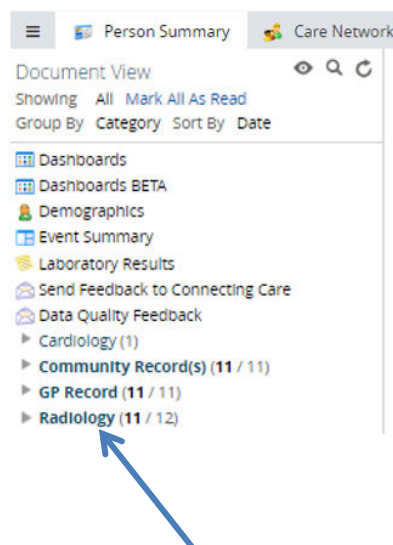**Quick Reference Guide – Viewing Radiology Reports**
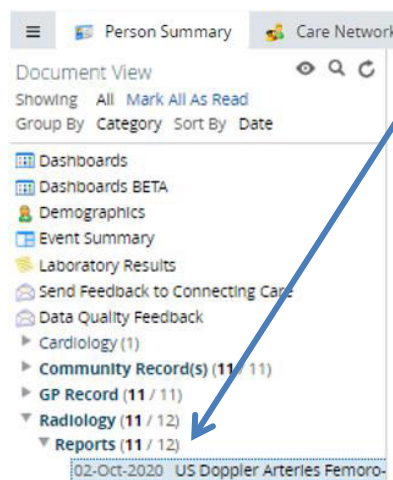
Viewing Radiology Reports

You can view Radiology reports from Bristol hospitals[1] and North Bristol Trust in Connecting Care.

- On the **Person Summary** tab on the left hand side you will see the **Document View**

- At the top level you will see **Radiology**
- To expand this section click on the **grey arrow**, you will then see **Reports**

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[1] Part of University Hospitals Bristol and Weston NHS Foundation Trust (UHBW)

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- You can then further expand the **Reports** section, click on the report title to view the report in the right hand window.

Filtering & Grouping the Document Tree

- You can filter the documents by first selecting the 👁 icon and selecting one of the following timeframes –
    - Last 72 Hours
    - Last 14 Days
    - Last 3 Months
    - Last... (1-12, Day(s), Month(s) or Year(s))
    - Specific Range
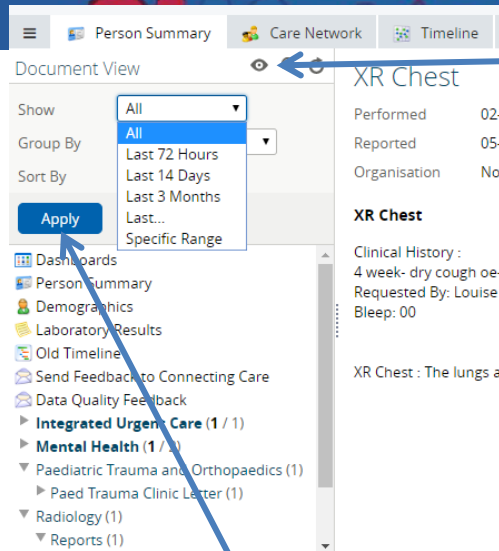
- Select one of these options and click **Apply.** The default filter is to show **All** documents.
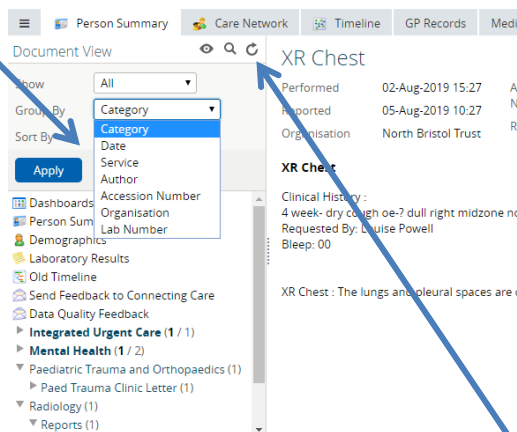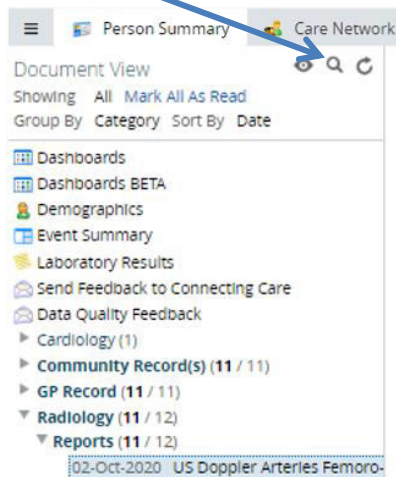
- The default grouping is by **Service**, you can also choose to group by –
  - Category
  - Date
  - Service
  - Author

- To check for new radiology requests and reports click the **refresh** button

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Searching the Document Tree

- To search for a word or term in the **Category**, **Service** or **Author** fields click on the **Search** icon. You can also search by exam e.g. XR Abdomen

- You can choose to search by 'Read' and Unread' reports and requests.

Please note: You cannot search for terms within the reports and requests.

For more information & support contact your local IT Helpdesk

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