

OUH IM&T Services – PACS/RIS Team

PATIENT IMAGING REQUEST (Requesting Radiology studies on behalf of someone else)

PATIENT DETAILS:

Title:		DOB:	D	D	M	M	Y	Y	Y	Y	Gender:												
Forename:						Surname:																	
Address:																							
Mobile No:													Home No:										
Email:																							
NHS No:													MRN:										

STUDY DETAILS: Please select only **ONE** of the three options below

<input type="checkbox"/>	Image Exchange Portal	Imaging sent electronically to another NHS or private hospital (UK)
	Hospital:	
	Location:	
	Recipients Name:	
<input type="checkbox"/>	Image Exchange Portal for Anyone	An account is created and a link is sent to the email address provided. Log into IEP with security details in order to download the images
<input type="checkbox"/>	Encrypted CD	A CD and a password letter sent by Royal Mail

The patient is entitled to a copy of all the Radiology imaging we retain at this trust. However if only specific episodes are required please specify below.

Date:		Description:	
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REQUESTOR DETAILS:

Title:		DOB:	D	D	M	M	Y	Y	Y	Y	Gender:											
Forename:						Surname:																
Address:																						
Mobile No:													Home No:									
Email:						Relationship to the patient:																

Please ensure you provide the relevant evidence from the table below:-

Patient Details	Evidence to be provided
Patient under 18 and the requestor is their parent	None
Patient under 18 and the requestor is not their parent	Documentation that provides evidence of “parental responsibility” for the patient
Patient over 18	Written and signed consent from the patient Or Power of attorney for health and welfare
Patient is deceased	Will naming the requestor as executor Or Solicitors letter granting executor status Or Grant of probate Or Letters of administration

DECLARATION: The information I have provided is correct to the best of my knowledge

Signed:		Date:	
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Please email the completed form to patientimagerequest@ouh.nhs.uk or alternatively post to the following address:-

PACS & RIS Team
Manor House Annexe
John Radcliffe Hospital
Headley Way
Oxford
OX3 9RR

Incomplete request forms OR those without a signature OR relevant evidence will NOT be actioned