

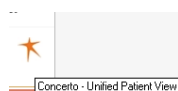
## Using the Xero Viewer to View Radiology Images and Reports

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#### 1. Accessing Xero from Concerto

- a. Open Concerto using the shortcut on the home page of the Intranet



- b. Sign in
- c. Search for and open patient (from the demographic search or from a personalised list)
- d. From the menu bar- Radiology select the examination you wish to view

**PATIENT, TEST** DOB 01-Jan-2001 (13y 10m) SEX F MRN N927008

Summary In-Patient Reporting Requesting +Worklist iCare Clinical Admin

**Document View** MRI Head - Completed + reported (8 days ago)

Showing All  
Group By Service Sort By Date

**Patient Summary**

- Pathology
- Clinical Letters
- Prescribing
- Echocardiogram (87)
- Patient Information (3)
- Radiology (1625)**
  - 24-Nov-2014 XR Chest - Canci
  - 24-Nov-2014 XR Chest - Canci
  - 18-Nov-2014 MRI Abdomen - C
  - 18-Nov-2014 MRI Head - Com**
  - 07-Nov-2014 MRI Head - Com
  - 06-Nov-2014 XR Chest - Comp
  - 04-Nov-2014 XR Foot Lt - Comp
  - 31-Oct-2014 XR Chest - Comp
  - 28-Oct-2014 US Buttock Lt - C
  - 24-Oct-2014 MRI Head - Com
  - 23-Oct-2014 US Obstetric 1st
  - 23-Oct-2014 US Pelvis transa
  - 23-Oct-2014 US Obstetric 1st
  - 21-Oct-2014 Fluoroscopy hip I
  - 17-Oct-2014 XR Chest - Pendi
  - 17-Oct-2014 XR Chest - Canci
  - 09-Oct-2014 US Ankle Rt - Cc
  - 07-Oct-2014 US Abdomen + r
  - 06-Oct-2014 US Adrenal Both
  - 06-Oct-2014 US Abdomen - C
  - 01-Oct-2014 US Abdomen - C
  - 23-Sep-2014 XR Abdomen - C

**Request details**

Request date	18 Nov 2014	Report
Exam date	18 Nov 2014 10:17	
Reported date	19 Nov 2014 11:57	[Report Summary]
Exam	MRI Head	
Requested by	RAVEN D / Accident and Emergency BHH	No Report Required. As part of IR(ME)R radiation regulations, a note of the x-ray findings must be made in the patient's notes. If a report is required, please contact radiology on telephone numbers: BHH = 43280, SH = 45259 and GH = 47194.
Radiologist	AUTOMATICALLY REPORT	
Second radiologist		
Radiographer	Smith Hele	
Department	BH MRI ROOM ! (OPEN)	<a href="#">show PACS image(s)</a>
Typist	Smith Hele	
Status	Completed + reported	

**Acknowledgment and Action**

As the requestor of this examination you have a duty of care to ensure that this patient is informed of their x-ray results. It is the responsibility of the clinician to ensure this communication takes place.

How have/will these results be communicated to the patient :

Directly with the patient/parent/guardian

Patient letter

GP letter

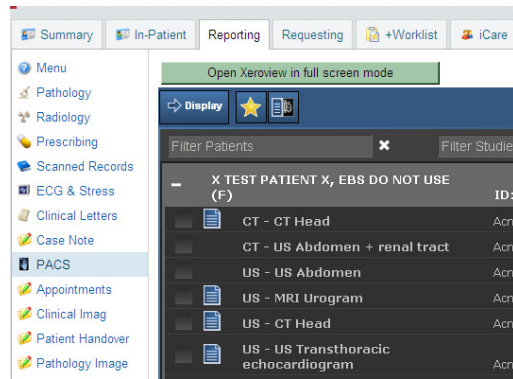
Other - please specify

Add any comments here.

Submit

- e. Click on Show PACS Image(s)  
The patient's entire PACS record will open

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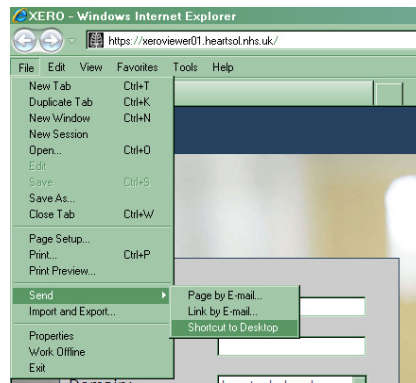
f. You may then choose to “Open Xeroview in full screen mode”

### 2. Accessing Xero directly

a. Copy and paste the shortcut below into the address bar of a web page

<https://xeroviewer01.heartsol.nhs.uk/>

b. Select “File → Send → Shortcut to desktop”



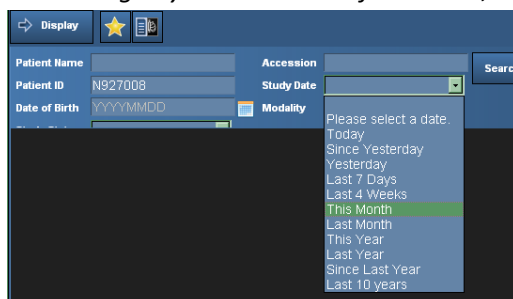
c. The following shortcut will then be available to open Xero in the future



### 3. Using Xero

#### a. Searching and Opening Studies

- i. Launch Xero and log in using trust user name and Password
- ii. Search for patient using any combination of Surname, Firstname/PID/Date/Modality

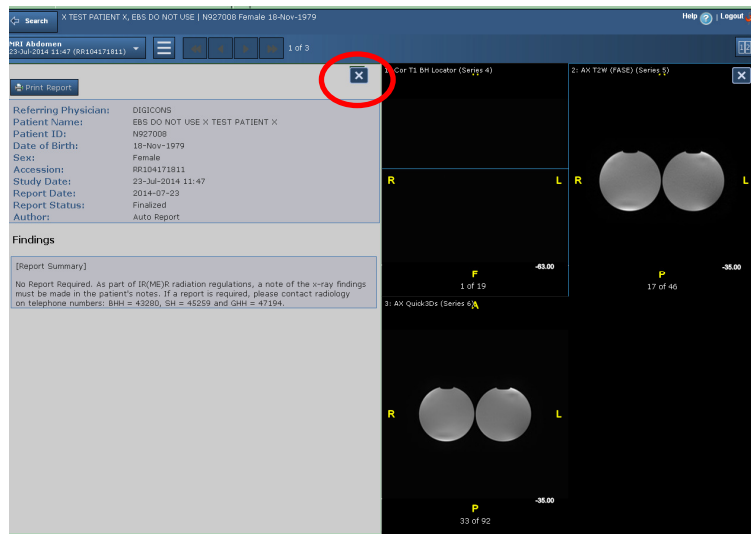


- iii. Click “Search” or Return to drive the search
- iv. Click on a study to open it

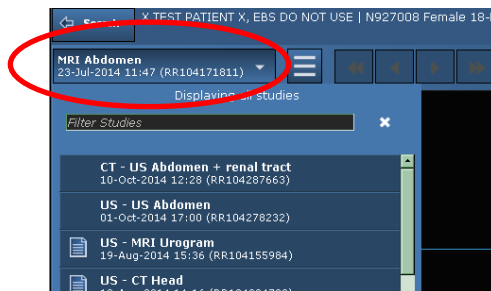
#### b. Navigation & Image Tools

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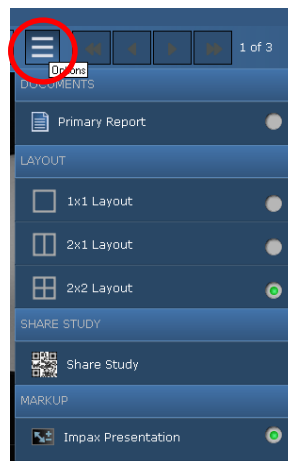
- i. When the images open the report, if available, will open automatically. Close the report by clicking on the X in order to view the images full screen



- ii. Review and open other studies for the same patient by clicking on the study description



- iii. Select "Options" to display the report, change the screen layout, show/hide demographics



- iv. Navigate between series in a study using the navigation arrows

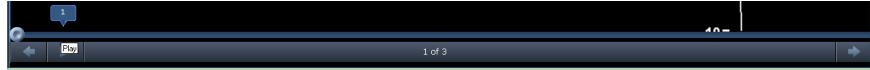


- v. Toggle between showing two studies side by side (2 up) and a single study (1 up)

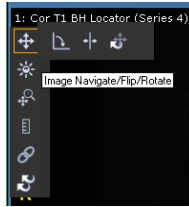


- vi. Scroll through images of a series by scrolling the mouse wheel or by using the slider bar that appears at the bottom of an image when the cursor focus is on the image

## Using the Xero Viewer to View Radiology Images and Reports



- vii. *Hover over the top left hand corner of the image to display image manipulation tools including window level (contrast/brightness), orientation, magnification & measurement tools.*



- viii. *Click on "Search" to return to the search page*

