

How to send a digital radiograph file by e-mail

1. Ideal format for submitting digital radiographs to accompany referrals

Radiographs should ideally be submitted using DICOM format and password protection: proceed directly to section 3 (p. 6).

If your practice software does not permit this, please first follow instructions in section 2 (below).

2. Turning a radiograph image into a file in a usable format **with patient information labelling**

Your own digital radiography software may have a function whereby it can save images as .JPG / .BMP files or similar. This is acceptable **as long as the image also contains the following information:**

- Patient name & date of birth (or NHS number)
- Date on which the image was created

If this is not the case, please follow this procedure:

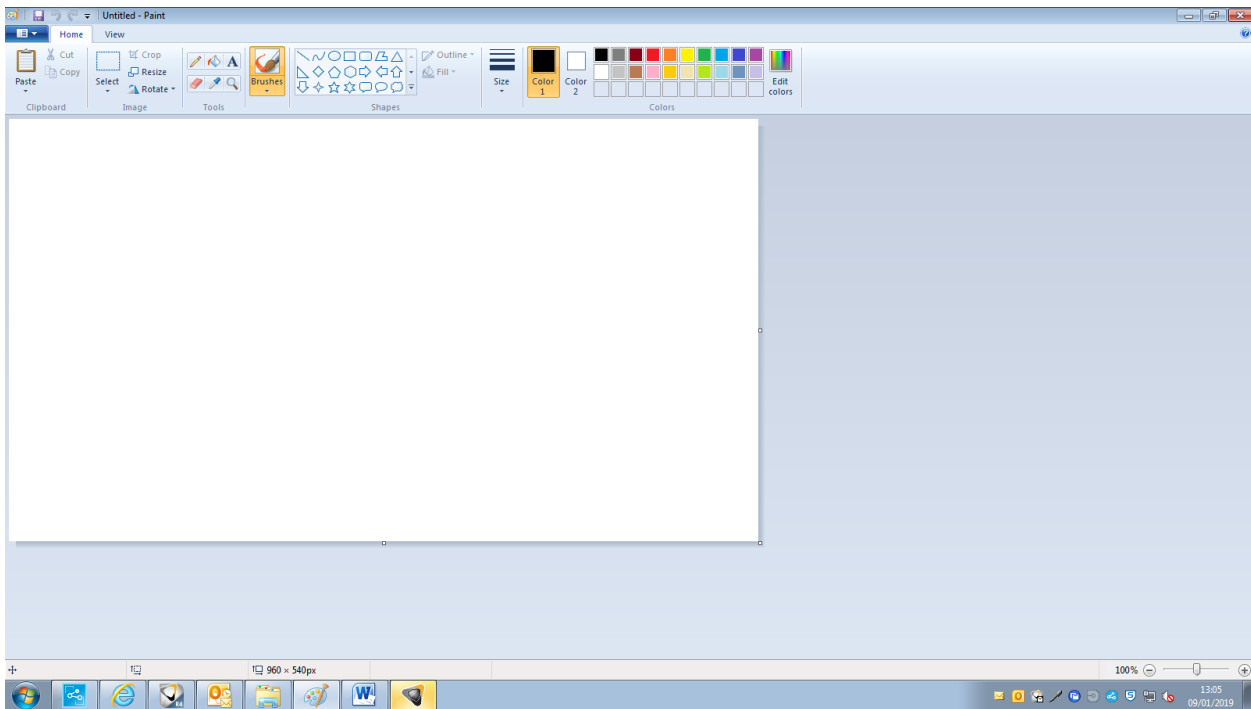
- a) Open the digital image file, orientate it correctly and maximise its size on your display



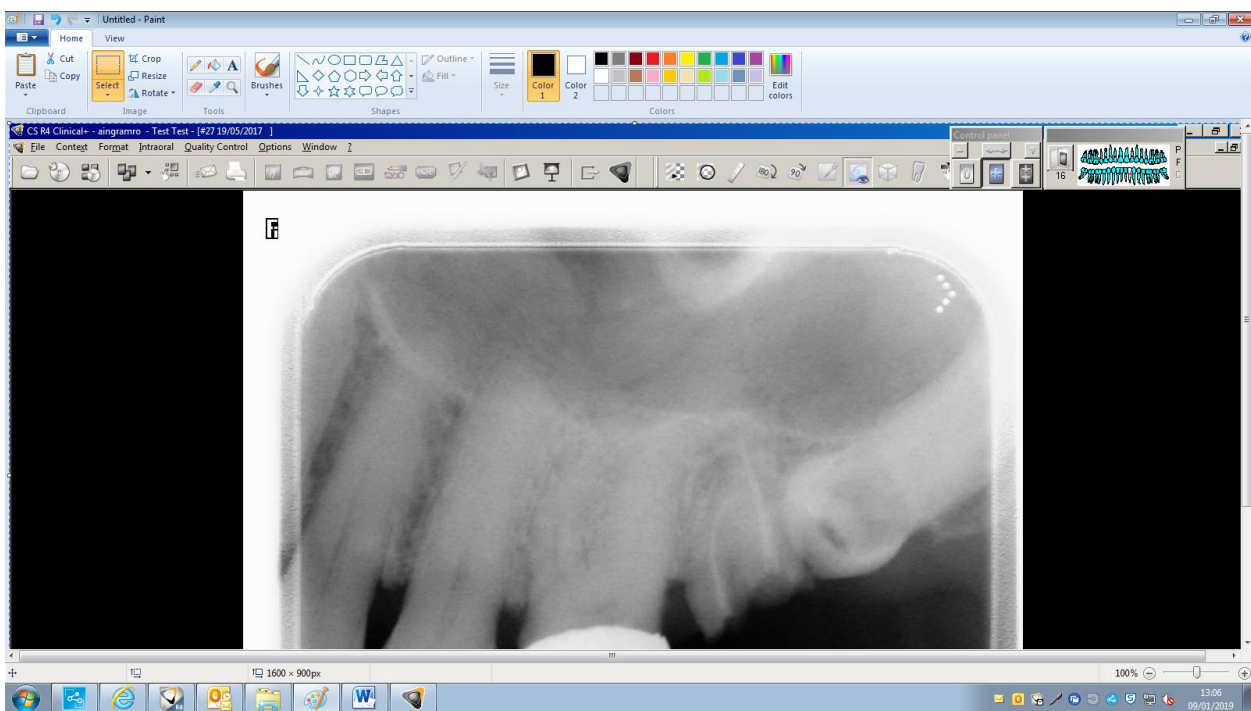
- b) Hit the 'Print Screen' key on your keyboard



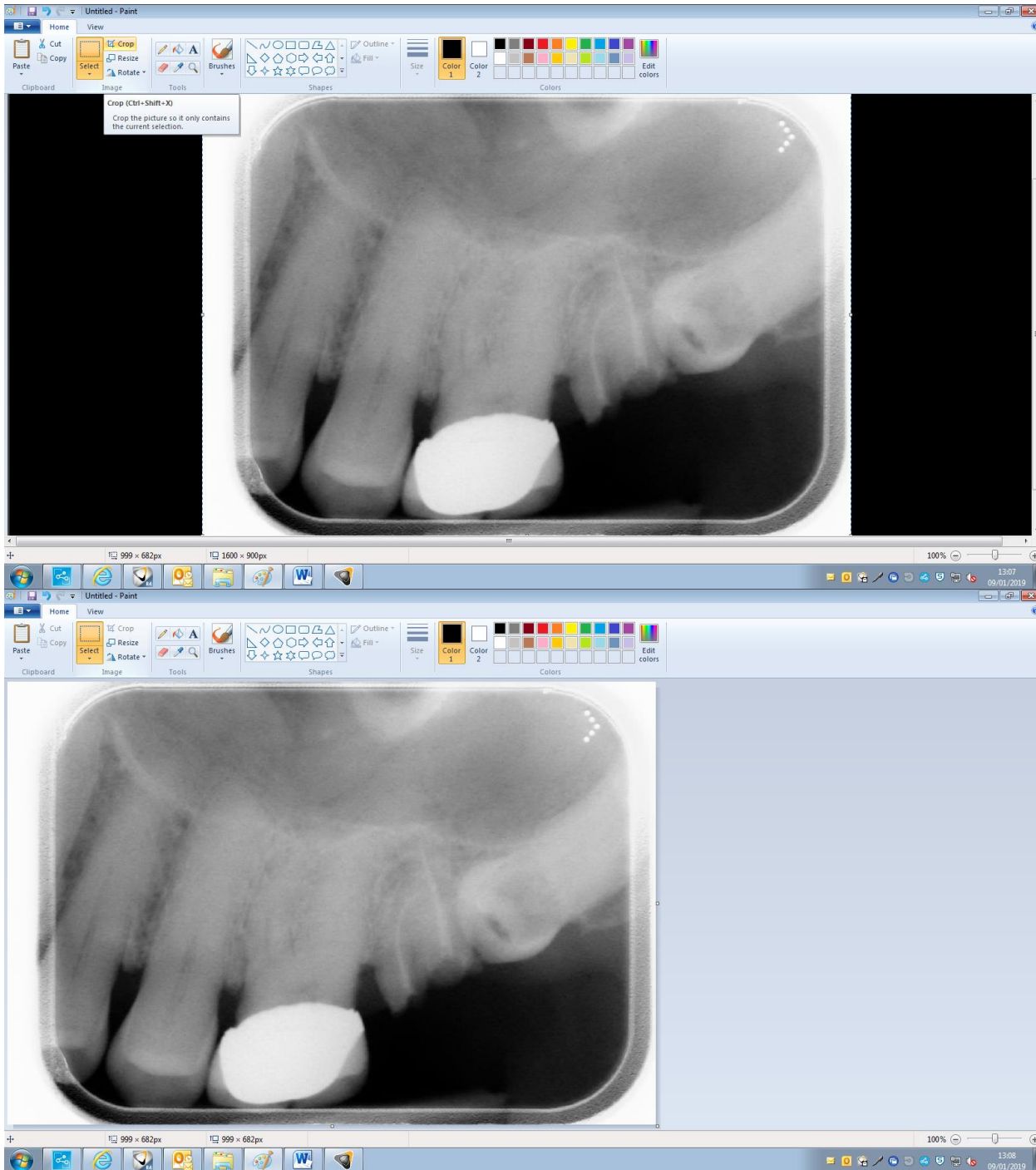
c) Open Microsoft 'Paint' application



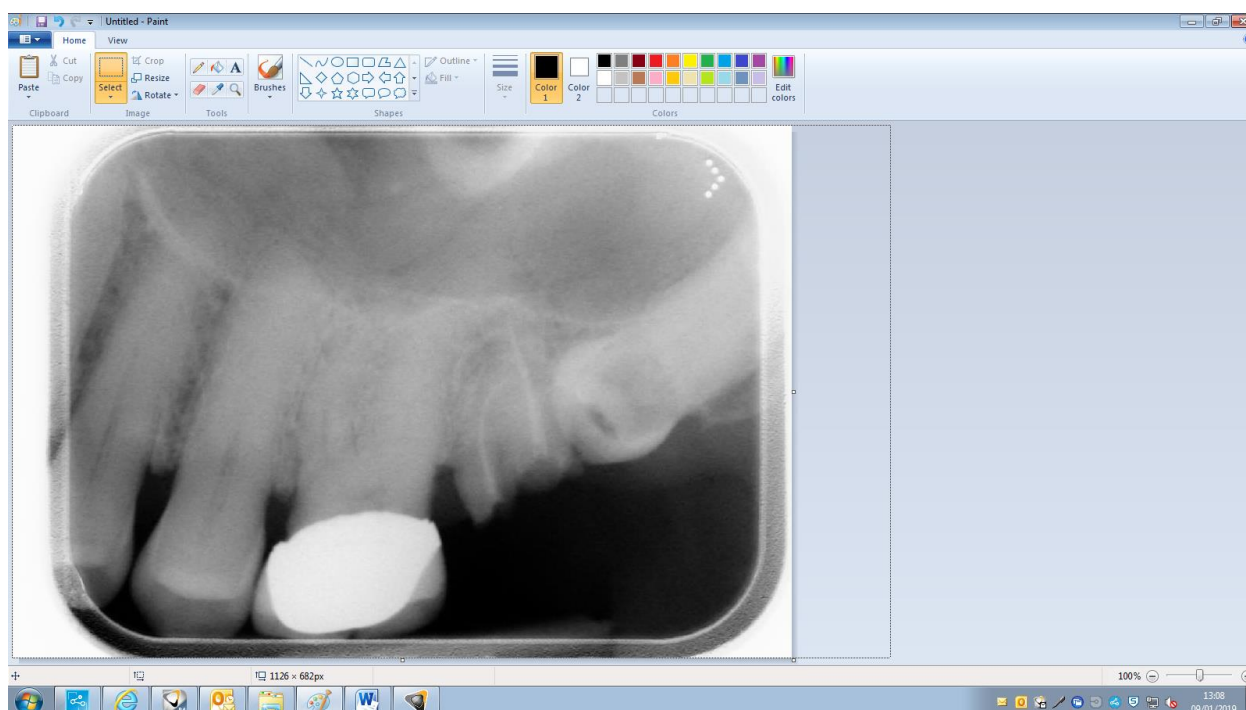
d) Click 'Paste'



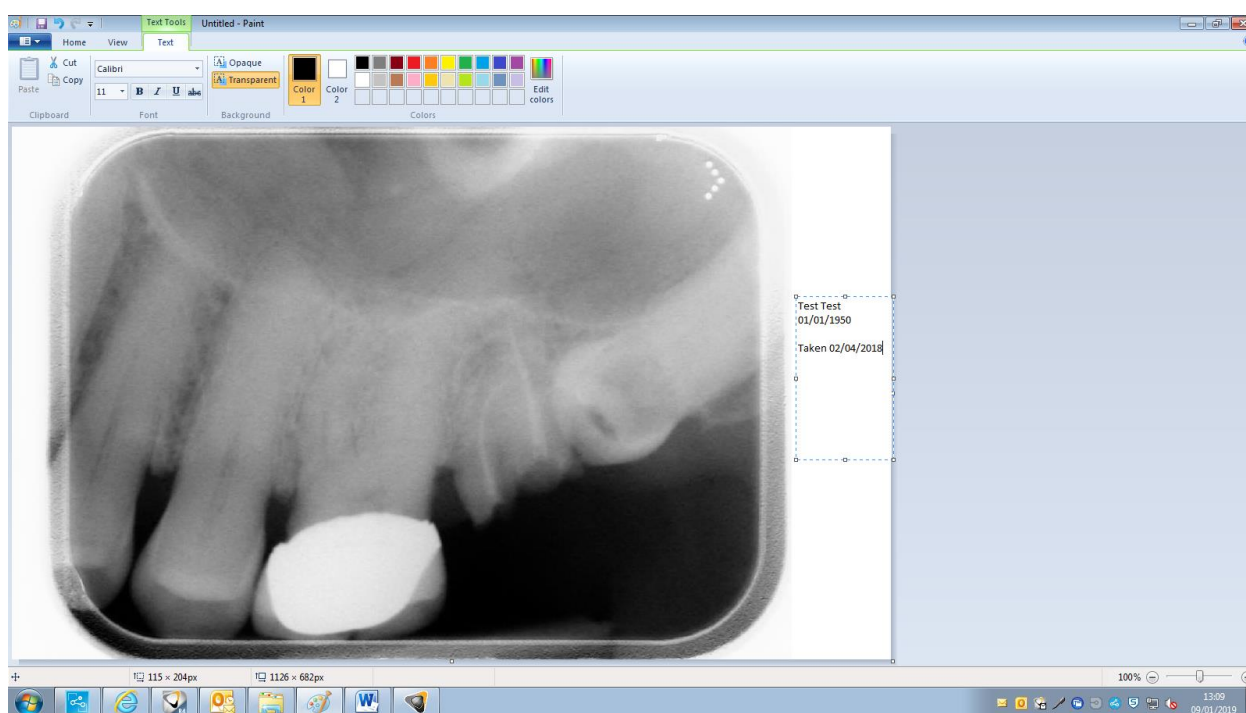
- e) Crop the image so that nothing but the radiograph is visible, by using the 'Select' tool to frame just the radiograph image and then clicking 'Crop'



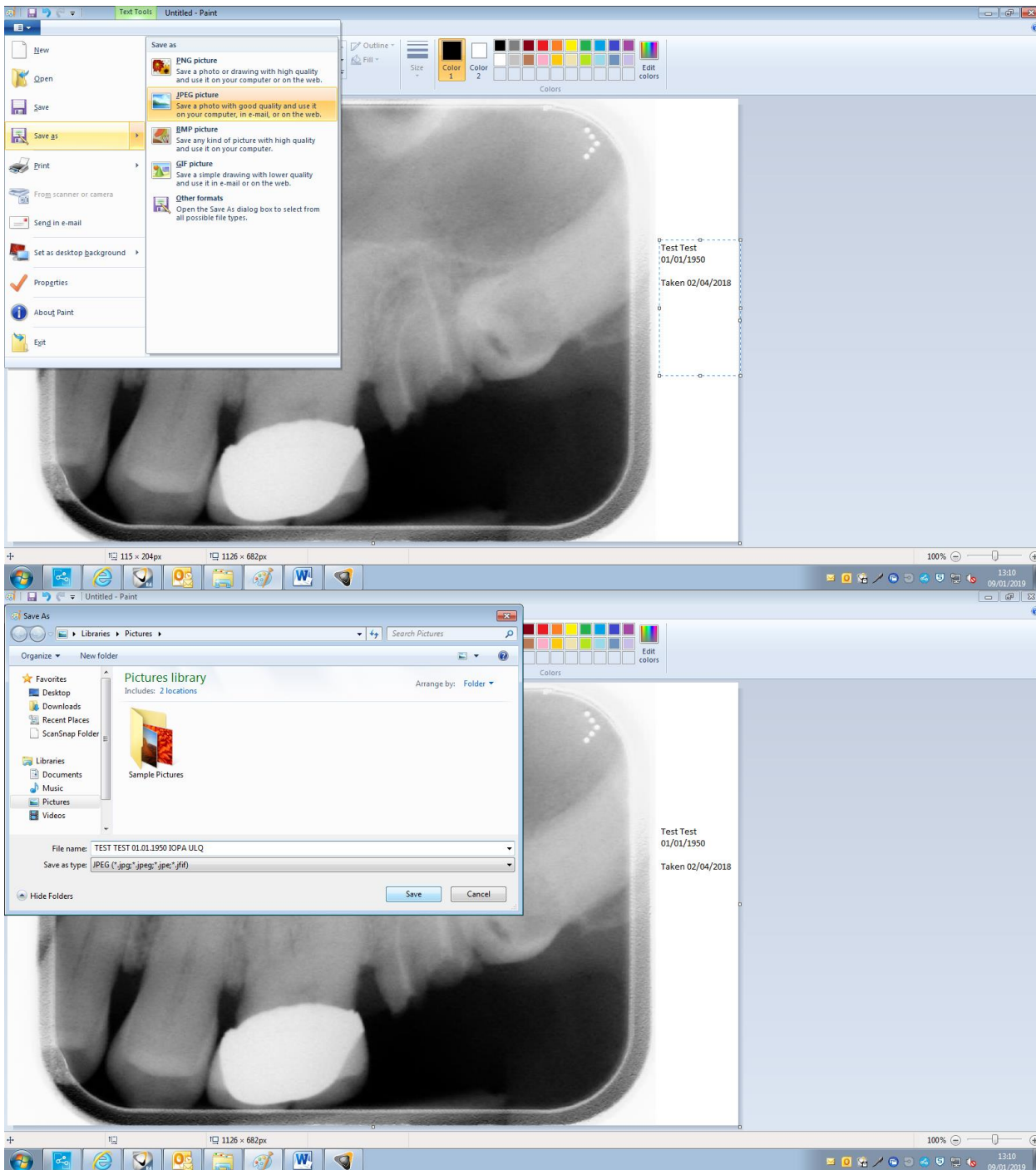
f) Drag the frame tool to enlarge the frame slightly, to create space for text



g) Using the text tool, type in name, DoB / NHS number and date on which the image was created

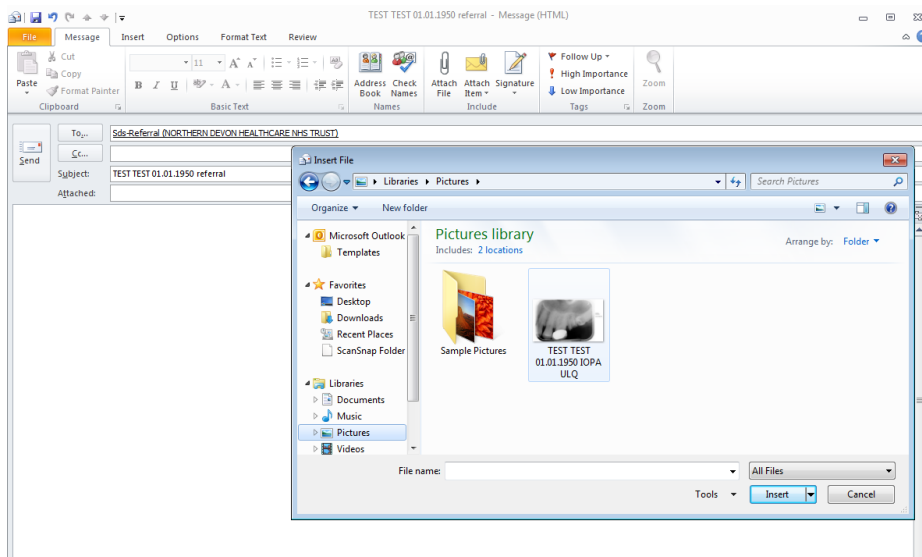


- h) Save image as file type JPEG, with the file name including not only the patient's name and DoB but also the type of radiograph (e.g. L BW, UL7 IOPA, upper occlusal...)



3. Sending the image

Now attach the file to an email created in your NHSmail account, accompanied by a fully-completed electronic copy of our referral proforma, and email this to ndht.sds-referral@nhs.net.



It is advisable to delete the image file from your computer after sending the email, for data protection purposes.

By completing this procedure, you will ensure that we receive high-quality copies of your radiographs and referral information, and therefore avoid any unnecessary confusion or delay in processing your referral.

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