

# How to send a test scan



REstart or  
STop  
Antithrombotics  
Randomised  
Trial

## Test imaging requirements for all centres

As part of the process of setting up your centre as a RESTART centre, we need you to send us an example of a typical CT scan performed for intracerebral haemorrhage (ICH) at your Radiology Department in order to:

1. Test the scan transfer process which is most quick and efficient for you
2. Verify that you can achieve the minimum standards specified in the Imaging Protocol. In particular:
  - Check that the images are in DICOM format and can be read by our viewing software.
  - Check that the images are anonymised and labelled correctly.

Test scans **must** be of a person we are unable to accept 'phantom' scans.

## Test imaging requirements for centres also participating in the MRI sub-study

If your centre will be providing MRI scans for the MRI sub study we also require a test MRI scan as per the RESTART MRI protocol as part of setting up your centre.

We need to check that you are able to provide the compulsory sequences and use the correct sequence parameters (see RESTART MRI protocol).

Once we are happy with the test imaging and you are happy with the chosen method of sending images to Edinburgh, the images of trial participants can be sent the same way.

## Setting up an account

On completion of the RESTART imaging training modules, Centre Coordinators and Principal Investigators (PIs) will be able to upload imaging via the "Image Uploads" section of the RESTART website after logging in.

## Browser and operating system requirements

The current version of the RESTART website is designed to work with any current web browser on any platform. However you will need to allow the running of **javascript** on your browser to use the Web Upload function. For help with this, please contact your local IT department.

## Image transfer forms

The test imaging **must** be accompanied by a completed RESTART image transfer form.

1. After log-in to the RESTART website, select the "Image Uploads" tab from the left hand menu.
2. Select your centre, then patient number T001 from the drop down list. You will then be taken to the view patient details screen
3. Click "add new study" (to the right of the screen).
4. You will then be presented with the Image transfer form (see next page).

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Neurosciences - RESTART - Development

15 April 2013

New study for Patient: T001 Patient : randomised on 11/04/2013 at 10:26

Study Information	
Type of scan	<input type="radio"/> CT <input type="radio"/> MR
Timing	<input type="radio"/> Test
Date of study	<input type="text"/> dd/mm/yyyy
Time of study	<input type="text"/> hh:mm (24hr)
Sending format	<input type="radio"/> CD-ROM <input type="radio"/> Web upload

<< Cancel      Continue >>

**Instructions** Please complete the fields and and select 'Continue >>' to proceed. Note the Imaging is not complete until final confirmation.

- On completion a copy of the form can be saved or printed for your records.
- If sending images on CD/DVD, a paper copy of the form **must** be included in the packet. This should not contain the decryption key.
- If using web upload the form will automatically go to the RESTART Imaging Manager when the imaging is uploaded so you do not need to send it separately.
- Completing the RESTART Imaging Transfer Form is essential as it is the only way we will know you have transferred images to us!**

## Methods of transferring Imaging

There are two possible methods for sending digital (electronic) images to us. These are listed with the fastest and most efficient first.

- Web upload:** All you will need is a computer connected to the Internet.

### (a) Prepare the imaging files for transfer

- Transfer the anonymised DICOM imaging files to your local computer which is connected to the internet. Note: if you transfer the DICOM files to your local computer on a CD, you do not need to copy the imaging files from the CD on to the computer's hard drive.
- Zip the image folders in order to compress the files.
  - To Zip (compress) a file or folder using Windows XP and Vista: Locate the file or folder that you want to compress. Then right-click the file or folder, point to Send To, and then click Compressed (zipped) Folder. A new compressed folder is created. To rename it, right-click the folder, click Rename, and then type the new name (as below).
  - To Zip (compress) a file or folder using Mac OS do any of the following: Select the item or items you want to compress and choose File > Compress. Control-click an item and choose Compress





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## (b) Prepare the files for posting

- Copy the anonymised DICOM image files directly onto a CD ROM.
  - Please label the folder with the 3 digit centre ID followed by “Test CT” or “Test MRI”
- Write the following information directly on the CD ROM:
  - RESTART
  - Your RESTART 3 digit Centre Number
  - “Test CT” or “Test MRI”
- Place the CDROM in a protective cover and place in a padded envelope.
- For encrypted CD/DVD, when completing the electronic Imaging Transfer form you will be asked to enter the decryption key/password. Please note that the password will not appear on the form once printed. This printed copy of the form must be included in the package with the CD/DVD.

## (c) Sending CD/DVD

- Send the CD/DVD **and** the RESTART Imaging Transfer Form to:
  - Ms Lynn Forrester,
  - RESTART Imaging Manager,
  - Bramwell Dott Building,
  - Western General Hospital,
  - Crewe Rd.,
  - Edinburgh,
  - EH4 2XU