

## Portal Guide

Version 1.0 | February 2018

---

<b>1</b>	<b>Access the ESR iGuide Portal.....</b>	<b>2</b>
<b>2</b>	<b>Consult AUC .....</b>	<b>2</b>
<b>3</b>	<b>Procedure-driven workflow .....</b>	<b>3</b>
<b>4</b>	<b>Indication-driven workflow .....</b>	<b>6</b>
<b>5</b>	<b>Dashboard (individual user accounts only) .....</b>	<b>9</b>

**E** [esriguide\\_support@nationaldecisionsupport.com](mailto:esriguide_support@nationaldecisionsupport.com)  
**W** [www.esriguide.org](http://www.esriguide.org)  
**Tw** [@ESRiGuide](https://twitter.com/ESRiGuide)

# 1 Access the ESR iGuide Portal

ESR radiologist and radiology resident members can access the ESR iGuide portal via the ESR MyUserArea using their ESR membership account.<sup>1</sup> This does not require an additional registration or separate login. Follow this link for [step-by-step instructions](#) for navigating to the ESR iGuide portal via the MyUserArea.

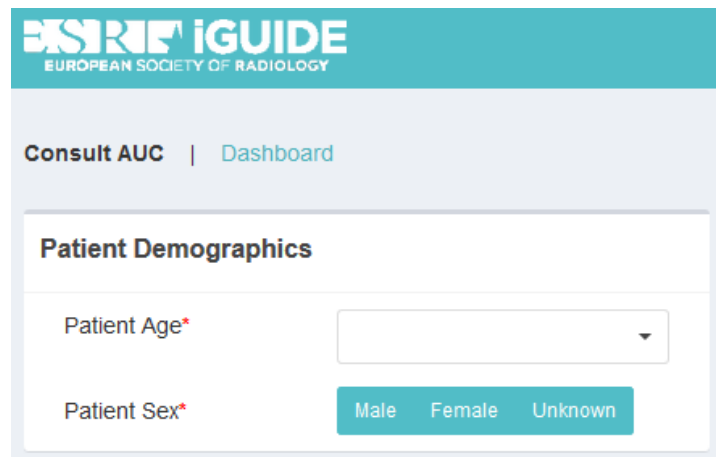
Your browser must accept third party cookies. The application supports the following browsers:

- Internet Explorer 10+
- Chrome
- Firefox

# 2 Consult AUC

Upon logging in, you can immediately use the Consult Appropriate Use Criteria (AUC) functionality. Consulting the referral guidelines is possible via two workflow options: procedure-driven, starting with the exam you want to request for the patient; or indication-driven, starting with the (suspected) clinical indication or symptoms of the patient.

The initial screen will display fields to enter patient demographics: age (0-110 years) and sex (male/female/unknown). Select the parameters for the patient you wish to request an imaging exam for. Both are required fields.

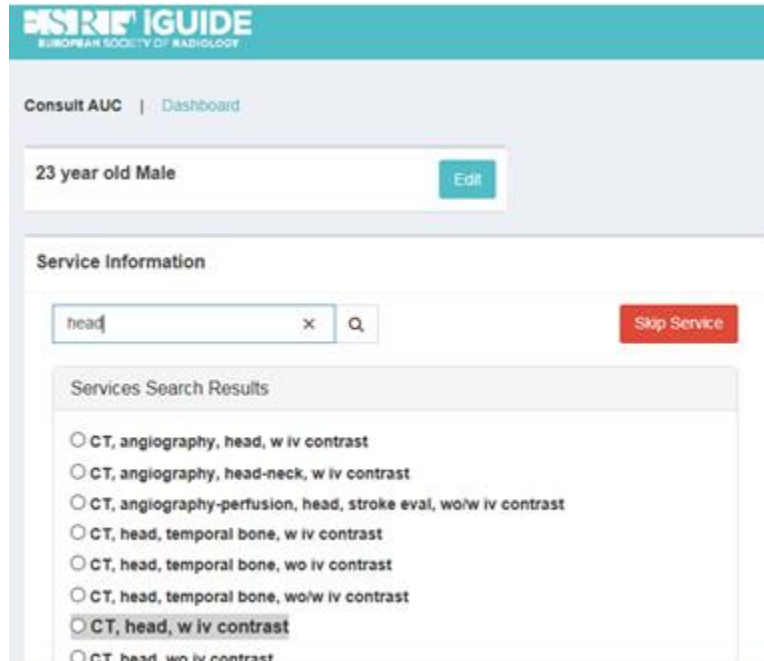


The screenshot shows the ESR iGuide interface. At the top, there is a teal header with the ESR iGUIDE logo and the text 'EUROPEAN SOCIETY OF RADIOLOGY'. Below the header, there is a navigation bar with 'Consult AUC' and 'Dashboard' links. The main content area is titled 'Patient Demographics' and contains two required fields: 'Patient Age\*' and 'Patient Sex\*'. The 'Patient Age\*' field is a dropdown menu, and the 'Patient Sex\*' field has three radio button options: 'Male', 'Female', and 'Unknown'.

<sup>1</sup> Alternatively, ESR members can register for an individual user account at <https://prod.esriguide.org/Account/registration>. This is free until September 30, 2018. Subscription options will become available from October 1, 2018.

### 3 Procedure-driven workflow

Upon selecting patient age and sex, the procedure-driven workflow starts. In this workflow, you first select the exam you want to request for the patient. Enter service information by typing at least three characters in the search field to find and select the imaging exam to be requested. To switch to indication-driven mode, click “Skip Service” (for more information on the indication-driven workflow, see chapter 4).

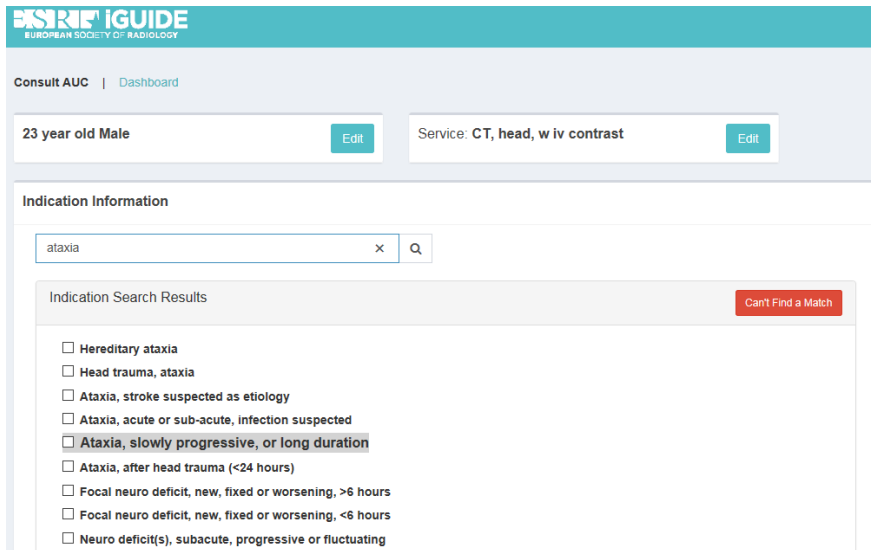


The screenshot shows the ESRIF IGUIDE interface. At the top, it says "ESRIF IGUIDE" and "EUROPEAN SOCIETY OF RADIOLOGY". Below that, there are navigation links for "Consult AUC" and "Dashboard". The patient information section shows "23 year old Male" with an "Edit" button. The "Service Information" section has a search field containing "head" and a "Skip Service" button. Below the search field, there is a list of "Services Search Results" with radio buttons next to each item. The selected item is "CT, head, w iv contrast".

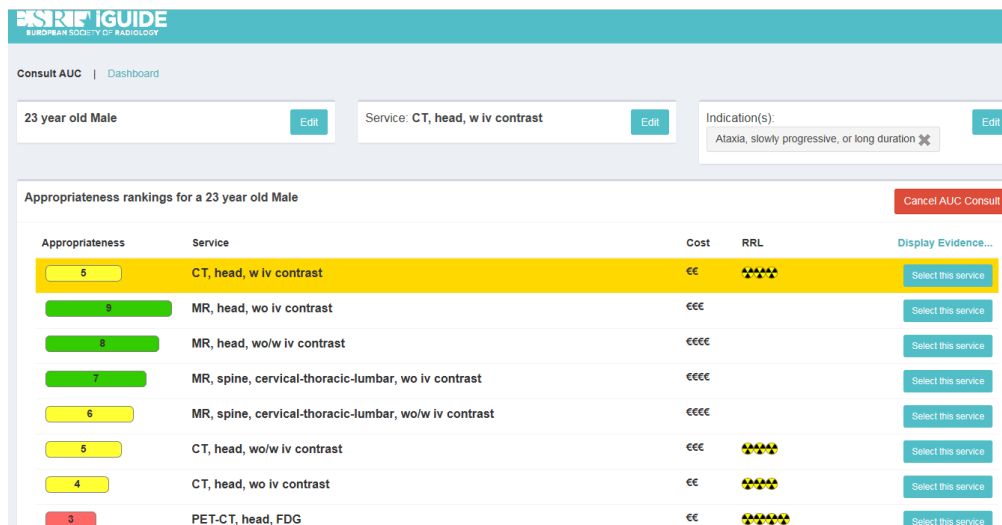
Service Search Results
<input type="radio"/> CT, angiography, head, w iv contrast
<input type="radio"/> CT, angiography, head-neck, w iv contrast
<input type="radio"/> CT, angiography-perfusion, head, stroke eval, wo/w iv contrast
<input type="radio"/> CT, head, temporal bone, w iv contrast
<input type="radio"/> CT, head, temporal bone, wo iv contrast
<input type="radio"/> CT, head, temporal bone, wo/w iv contrast
<input checked="" type="radio"/> CT, head, w iv contrast
<input type="radio"/> CT, head, wo iv contrast

Select the imaging exam you want to request for your patient. Only one exam can be selected. Upon selecting an exam from the list, the “Indication Information” field opens. To change the selected exam, click the “Edit” button in the Service field at the top to return to the “Select Service” window.

Use the “Indication Information” search field to search for the relevant indication using whole words. This search supports synonyms. If you cannot find the indication you want, you can click the “Can’t Find a Match” button to provide feedback and continue with a free text indication.



Once you have selected the relevant clinical indication, appropriateness information for the exam selected in the previous step (at the top of the list, highlighted yellow) will be displayed. The appropriateness feedback window also provides alternative exams to consider for this indication and the defined patient age and sex combination. To change the selected indication or add more indications, click the “Edit” button in the “Indication(s)” field located at the top right.



The rankings display the suggested exams, exam appropriateness ranking, relative cost estimates, and relative radiation level (RRL).

The appropriateness ranking scale is an ordinal scale that uses numbers from 1-9, grouped into three categories:

Usually Not Appropriate (red): 1, 2, or 3

May Be Appropriate (yellow): 4, 5, or 6

Usually Appropriate (green): 7, 8, or 9

You have the option to access the guideline documentation with the “Display Evidence” button. Clicking this button will open a new window with an ACR or ESR PDF document with information on the selected clinical indication.<sup>2</sup>

**ESR iGUIDE**  
EUROPEAN SOCIETY OF RADIOLOGY

Provide Feedback ESR

Date of origin: 1999  
Last review date: 2012

**American College of Radiology  
ACR Appropriateness Criteria\***

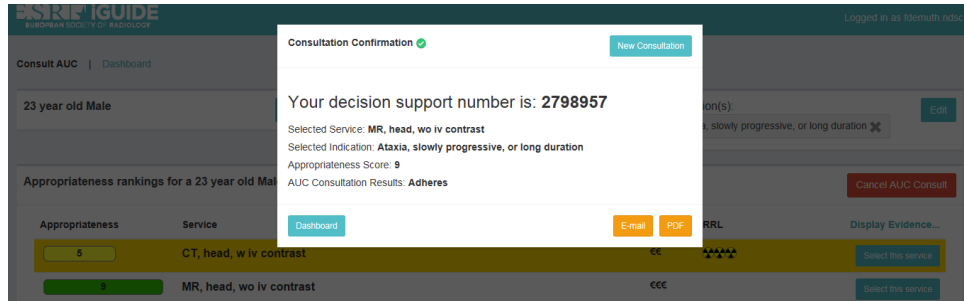
**Clinical Condition:** Ataxia  
**Variant 1:** Slowly progressive ataxia, or ataxia of long duration (adult or child).

Radiologic Procedure	Rating	Comments	RRL*
MRI head without and with IV contrast	8		○
MRI head without IV contrast	7		○
MRI cervical thoracic and lumbar spine without and with IV contrast	7	Ataxia can be of spinal origin. Consider if brain imaging is negative or inconclusive.	○
MRI cervical thoracic and lumbar spine without IV contrast	6	Ataxia can be of spinal origin. Consider if brain imaging is negative or inconclusive.	○
CT head without and with IV contrast	5	The RRL for the adult procedure is	☆☆☆☆

The feedback button at the bottom of the appropriateness feedback window will open a new window with the option of sending your feedback to NDSC.

Click “Select this service” to choose the exam you consider most appropriate for the patient. Upon selecting an exam, the “Consultation Confirmation” window will be displayed, providing a summary of the CDS session which can be sent to an email address of your choice or downloaded as a PDF document. You also have the options of directly launching a new consultation or returning to the dashboard.

<sup>2</sup> Please note that as of March 2018, ESR iGuide only links directly to ACR Appropriateness Criteria information. ESR Display Evidence documents will be added to all indications where ESR recommendations differ from ACR appropriateness ratings.

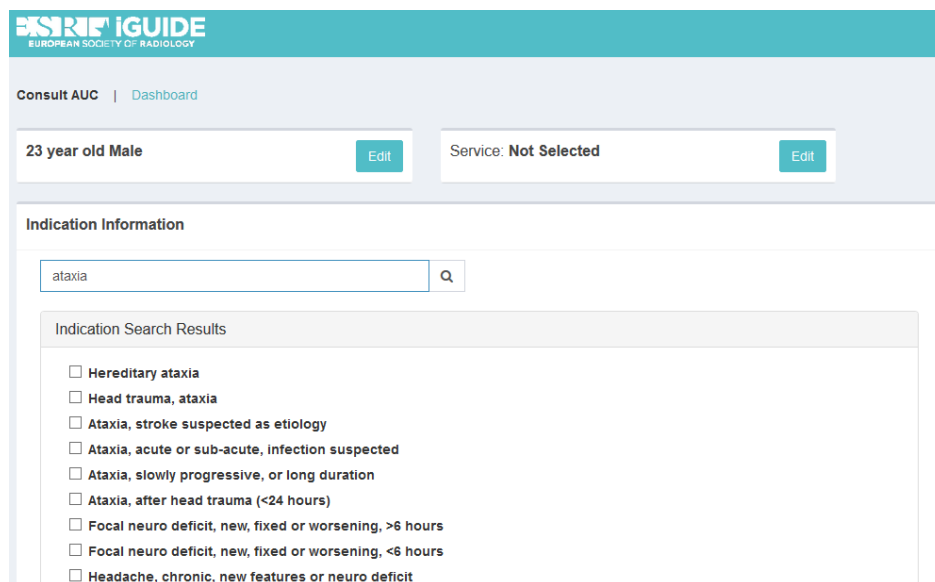


The decision support number (DSN) listed in the “Consultation Confirmation” screen is a unique transaction ID assigned for every decision support session. The DSN can be used to verify that decision support criteria have been referenced as part of the referral process. Additionally, if the DSN is entered in the patient record, it can be used as an identifier to link data between another system and ESR iGuide.

## 4 Indication-driven workflow

If you have selected “Skip Service” in the “Select Service” window, the indication-driven workflow is launched immediately.

Start this workflow by using the search field to search for clinical indications that match the symptom(s) of the patient. This search supports synonyms, so once you have entered a whole word, a list of matches will be displayed. Select an indication from the “Indication Search Results” list.



Upon selecting an indication, the decision support advisory window is displayed with appropriateness information for all exams associated with the selected indication. The rankings display the suggested exams, exam appropriateness ranking, relative cost estimates, and relative radiation level (RRL).

The appropriateness ranking scale is an ordinal scale that uses numbers from 1-9, grouped into three categories:

- Usually Not Appropriate (red): 1, 2, or 3
- May Be Appropriate (yellow): 4, 5, or 6
- Usually Appropriate (green): 7, 8, or 9

To change the selected indication or add more indications, click the “Edit” button in the “Indication(s)” field located at the top right.

The feedback button at the bottom of the appropriateness feedback window will open a new window with the option of sending your feedback to NDSC.

The screenshot shows the ESR iGUIDE interface. At the top, there's a header with the ESR iGUIDE logo and 'EUROPEAN SOCIETY OF RADIOLOGY'. Below that, there are navigation links for 'Consult AUC' and 'Dashboard'. The main content area shows a patient profile: '23 year old Male' with an 'Edit' button. To the right, 'Service: Not Selected' also has an 'Edit' button. Further right, the 'Indication(s):' field contains 'Ataxia, slowly progressive, or long duration' with an 'Edit' button. Below this, a table titled 'Appropriateness rankings for a 23 year old Male' displays various services with their appropriateness scores, costs, and radiation levels. Each row includes a 'Display Evidence...' button.

Appropriateness	Service	Cost	RRL	Display Evidence...
9	MR, head, wo iv contrast	€€€		Select this service
8	MR, head, wo/w iv contrast	€€€€		Select this service
7	MR, spine, cervical-thoracic-lumbar, wo iv contrast	€€€€		Select this service
6	MR, spine, cervical-thoracic-lumbar, wo/w iv contrast	€€€€		Select this service
5	CT, head, w iv contrast	€€	☠☠☠	Select this service
5	CT, head, wo/w iv contrast	€€€	☠☠☠	Select this service
4	CT, head, wo iv contrast	€€	☠☠☠	Select this service
3	PET-CT, head, FDG	€€	☠☠☠☠	Select this service

You have the option to access the guideline documentation with the “Display Evidence” button. Clicking this button will open a new window with an ACR or ESR PDF document with information on the selected clinical indication.<sup>3</sup>

<sup>3</sup> Please note that as of March 2018, ESR iGuide only links directly to ACR Appropriateness Criteria information. ESR Display Evidence documents will be added to all indications where ESR recommendations differ from ACR appropriateness ratings.

**American College of Radiology  
ACR Appropriateness Criteria<sup>®</sup>**

**Clinical Condition:** Ataxia  
**Variant 1:** Slowly progressive ataxia, or ataxia of long duration (adult or child).

Radiologic Procedure	Rating	Comments	RRL*
MRI head without and with IV contrast	8		0
MRI head without IV contrast	7		0
MRI cervical thoracic and lumbar spine without and with IV contrast	7	Ataxia can be of spinal origin. Consider if brain imaging is negative or inconclusive.	0
MRI cervical thoracic and lumbar spine without IV contrast	6	Ataxia can be of spinal origin. Consider if brain imaging is negative or inconclusive.	0
CT head without and with IV contrast	5	The RRL for the adult procedure is ☹ ☹ ☹	☹ ☹ ☹ ☹

After evaluating the list of exams, select the procedure to request by choosing “Select this service”, and the “Consultation Confirmation” window will be displayed. You then have to option to have the decision support session information sent to an email address of your choice or to save it as a PDF document. You also have the options of directly launching a new consultation or returning to the dashboard.

**Consultation Confirmation** ✓

Your decision support number is: **2798529**

Selected Service: MR, head, wo/w iv contrast  
 Selected Indication: Ataxia, slowly progressive, or long duration  
 Appropriateness Score: 8  
 AUC Consultation Results: Adheres

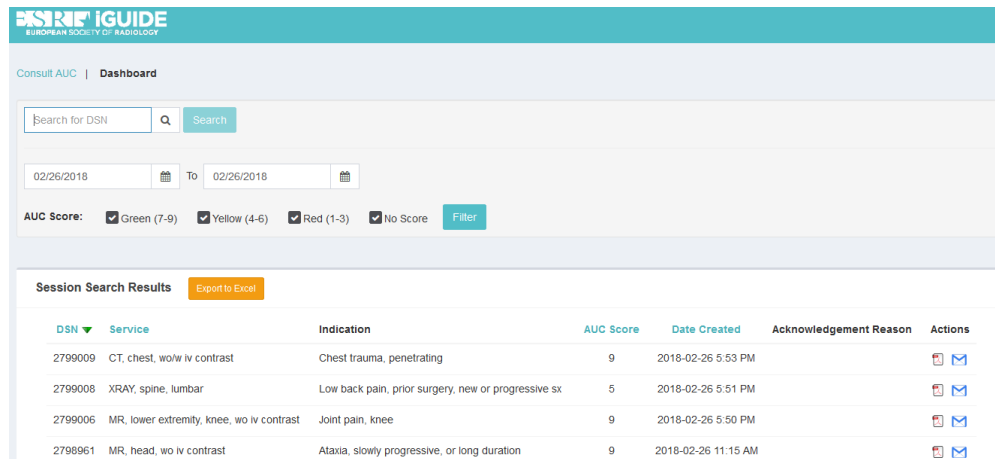
Buttons: Dashboard, Email, PDF, New Consultation

The decision support number (DSN) listed in the “Consultation Confirmation” screen is a unique transaction ID assigned for every decision support session. The DSN can be used to verify that decision support criteria have been referenced as part of the referral process. Additionally, if the DSN is entered in the patient record, it can be used as an identifier to link data between another system and ESR iGuide.











## 5 Dashboard (individual user accounts only)

In the “Dashboard” screen<sup>4</sup>, your completed decision support sessions are displayed. The dashboard enables you to search for specific DSNs, and filter options include date ranges and appropriateness scores. The data in your dashboard can be exported as an Excel file with the “Export to Excel” button in the “Session Search Results” field.



The screenshot shows the ESR IGUIDE Dashboard interface. At the top, there is a search bar for DSNs and a date range filter set to 02/26/2018. Below the search bar, there are filter options for AUC Score: Green (7-9), Yellow (4-6), Red (1-3), and No Score. A table titled "Session Search Results" is displayed, with an "Export to Excel" button. The table has columns for DSN, Service, Indication, AUC Score, Date Created, Acknowledgement Reason, and Actions.

DSN	Service	Indication	AUC Score	Date Created	Acknowledgement Reason	Actions
2799009	CT, chest, wo/w iv contrast	Chest trauma, penetrating	9	2018-02-26 5:53 PM		 
2799008	XRAY, spine, lumbar	Low back pain, prior surgery, new or progressive sx	5	2018-02-26 5:51 PM		 
2799006	MR, lower extremity, knee, wo iv contrast	Joint pain, knee	9	2018-02-26 5:50 PM		 
2798961	MR, head, wo iv contrast	Ataxia, slowly progressive, or long duration	9	2018-02-26 11:15 AM		 

<sup>4</sup> The Dashboard is only available for subscribed individual users, but not ESR members accessing the portal with a single sign-on integration user via the ESR MyUserArea.