

## Portal Guide

Version 1.0 | February 2018

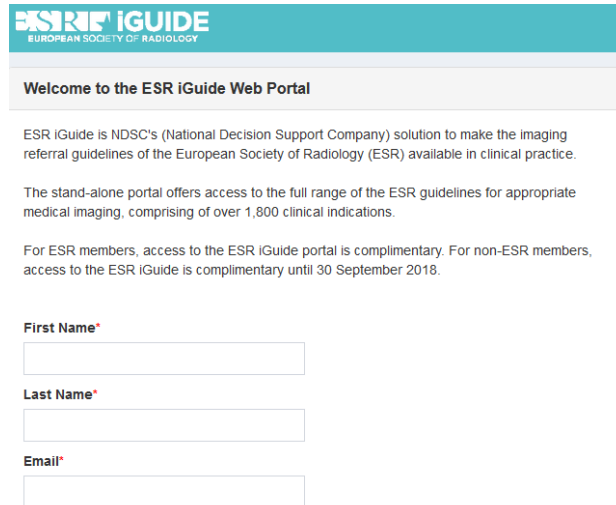
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# 1 Access the ESR iGuide Portal

To access the ESR iGuide Portal, register for an individual user account at <https://prod.esriguide.org/Account/registration>.<sup>1</sup>



The screenshot shows the registration page for the ESR iGuide Web Portal. At the top, there is a teal header with the ESR iGUIDE logo and the text 'EUROPEAN SOCIETY OF RADIOLOGY'. Below the header, a grey box contains the text 'Welcome to the ESR iGuide Web Portal'. The main content area is white and contains the following text: 'ESR iGuide is NDSC's (National Decision Support Company) solution to make the imaging referral guidelines of the European Society of Radiology (ESR) available in clinical practice.' followed by 'The stand-alone portal offers access to the full range of the ESR guidelines for appropriate medical imaging, comprising of over 1,800 clinical indications.' and 'For ESR members, access to the ESR iGuide portal is complimentary. For non-ESR members, access to the ESR iGuide is complimentary until 30 September 2018.' Below this text are three input fields: 'First Name\*', 'Last Name\*', and 'Email\*', each with a corresponding text box.

You will receive an email with an account activation link. Follow the link, and you will be asked to choose a username, password, and to agree to the End User Licence Agreement. Next, navigate to <https://prod.esriguide.org> and enter the username and password.



The screenshot shows the login page for the ESR iGuide Web Portal. At the top, there is a grey header with the ESR iGUIDE logo and the text 'EUROPEAN SOCIETY OF RADIOLOGY' and 'Provided by National Decision Support Company'. Below the header, there is a white box containing the login form. The form has two input fields: 'Username' and 'Password', each with a corresponding text box and a user icon or lock icon. Below the input fields is a teal 'Login' button. At the bottom of the form, there is a link that says 'I forgot my password'.

To log in, your browser must accept third party cookies. The application supports the following browsers:

- Internet Explorer 10+
- Chrome
- Firefox

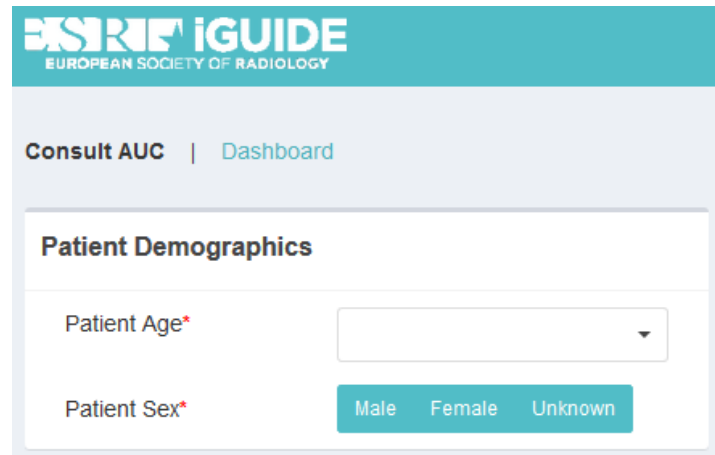
<sup>1</sup> ESR radiologist members can access the portal via the [ESR MyUserArea](#).

Upon first login, you will be asked to enter a security question and answer. If you forget your password, you can use the “I forgot my password” link. After clicking this link, you will be asked to enter your username, and a password renewal link will be sent to the email address associated with your account.

## 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 'Consult AUC' interface. At the top, there is a teal header with the 'ESRF iGUIDE' logo and 'EUROPEAN SOCIETY OF RADIOLOGY' text. 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\*' with a dropdown menu and 'Patient Sex\*' with three radio button options: 'Male', 'Female', and 'Unknown'.

## 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).

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EUROPEAN SOCIETY OF RADIOLOGY

Consult AUC | Dashboard

23 year old Male Edit

**Service Information**

head x Q Skip Service

Services Search Results

- CT, angiography, head, w iv contrast
- CT, angiography, head-neck, w iv contrast
- CT, angiography-perfusion, head, stroke eval, wo/w iv contrast
- CT, head, temporal bone, w iv contrast
- CT, head, temporal bone, wo iv contrast
- CT, head, temporal bone, wo/w iv contrast
- CT, head, w iv contrast
- 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.

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Consult AUC | Dashboard

23 year old Male Edit Service: CT, head, w iv contrast Edit

**Indication Information**

ataxia x Q Can't Find a Match

Indication Search Results

- Hereditary ataxia
- Head trauma, ataxia
- Ataxia, stroke suspected as etiology
- Ataxia, acute or sub-acute, infection suspected
- Ataxia, slowly progressive, or long duration
- Ataxia, after head trauma (<24 hours)
- Focal neuro deficit, new, fixed or worsening, >6 hours
- Focal neuro deficit, new, fixed or worsening, <6 hours
- Neuro deficit(s), subacute, progressive or fluctuating

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.

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Consult AUC | Dashboard

23 year old Male Edit Service: CT, head, w iv contrast Edit Indication(s): Ataxia, slowly progressive, or long duration Edit

Appropriateness rankings for a 23 year old Male Cancel AUC Consult

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

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>

<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.

**ESRF 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.

**ESRF iGUIDE**  
EUROPEAN SOCIETY OF RADIOLOGY

Logged in as flemouth.ndsc

Consult AUC | Dashboard

23 year old Male

Appropriateness rankings for a 23 year old Male

Appropriateness Service

5 CT, head, w iv contrast

MR, head, wo iv contrast

**Consultation Confirmation**

New Consultation

Your decision support number is: **2798957**

Selected Service: MR, head, wo iv contrast  
Selected Indication: Ataxia, slowly progressive, or long duration  
Appropriateness Score: 9  
AUC Consultation Results: Adheres

Dashboard E-mail PDF

Cancel AUC Consult

Display Evidence...

Select this service

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.

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EUROPEAN SOCIETY OF RADIOLOGY

Consult AUC | Dashboard

23 year old Male  Service: Not Selected

Indication Information

ataxia

Indication Search Results

- Hereditary ataxia
- Head trauma, ataxia
- Ataxia, stroke suspected as etiology
- Ataxia, acute or sub-acute, infection suspected
- Ataxia, slowly progressive, or long duration
- Ataxia, after head trauma (<24 hours)
- Focal neuro deficit, new, fixed or worsening, >6 hours
- Focal neuro deficit, new, fixed or worsening, <6 hours
- Headache, chronic, new features or neuro deficit

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, it says 'ESR iGUIDE EUROPEAN SOCIETY OF RADIOLOGY'. Below that, there are fields for '23 year old Male', 'Service: Not Selected', and 'Indication(s): Ataxia, slowly progressive, or long duration'. The main section is titled 'Appropriateness rankings for a 23 year old Male' and contains a table with columns for Appropriateness, Service, Cost, RRL, and Display Evidence... Each row represents a different imaging service with its corresponding rating and RRL status.

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>

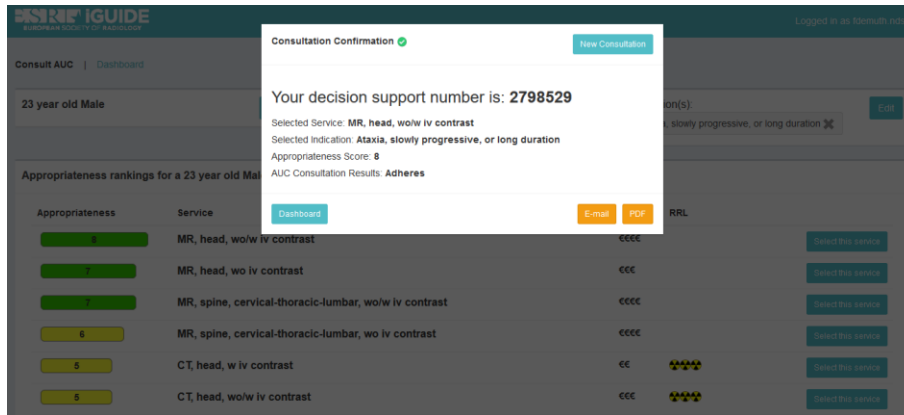
The screenshot shows the ACR Appropriateness Criteria document for Ataxia. It includes the title 'American College of Radiology ACR Appropriateness Criteria', the clinical condition 'Ataxia', and the variant 'Slowly progressive ataxia, or ataxia of long duration (adult or child)'. Below this is a table with columns for Radiologic Procedure, Rating, Comments, and RRL\*.

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.

<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.

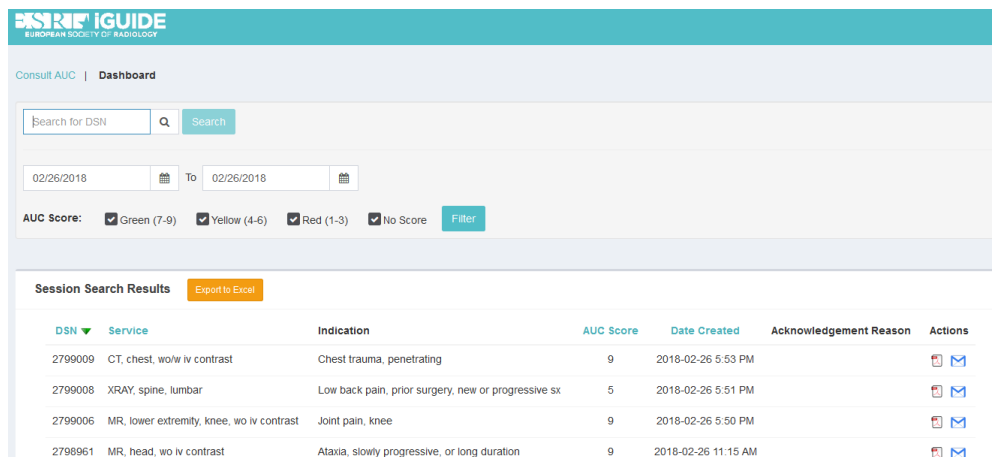




The decision support number (DSN) listed in the “Consultation Confirmation” screen is a unique transaction ID assigned for every decision support session. The DSN can be used to verify that decision support criteria have been referenced as part of the referral process. Additionally, if the DSN is entered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

## 5 Dashboard

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.



<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.