Portal Guide

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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.¹

![ESR iGuide Welcome](image)

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.

![ESR iGuide Login](image)

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

- Internet Explorer 10+
- Chrome
- Firefox

¹ 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.

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).
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.²

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² 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 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.

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.
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.³

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.

³ 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.
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5 Dashboard

In the “Dashboard” screen⁴, 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.

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⁴ 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.