



TARDIS - Working Practice Document No: 025

Posting Radiology Scans

All postal methods must use a secure courier where a signature is required upon receipt.

Please send the scans to:

Tardis Trial Office
 Division of Stroke
 (University of Nottingham)
 Clinical Sciences Building
 Nottingham City Hospital
 Hucknall Rd, Nottingham
 NG5 1PB

Encrypted CD.

If it is not possible to upload at your centre we can receive encrypted CDs through the post. The password must be communicated separately.

Anonymised CD.

If it is not possible to upload or produce an encrypted CD then we can receive an anonymised CD sent by secure courier to the address above. We will need written confirmation that this method is consistent with your trust's policy of sending electronic data.

If the CD is anonymised then please do not delete the following fields, as they are required to ensure that the scan is matched to the correct patient:

- Age at stroke (or date of birth)
- Sex
- Study and content date and time.

Please ensure Trial patient id either replaces name or is written on the CD, in the format C99-9999-ZZZ.

Film.

If the only method available for your CT scans is hard copy films then please send, in a strong photograph envelope with a cardboard side, to the above address. Again, use a secure courier.

For the above three methods, you will receive an email confirming receipt.