

**Patient  
Information**

# Patient media (photo or video) submission

## Introduction

This leaflet gives you details of how to send a photograph or video to help with a diagnosis and to be included in the patient's health record.

## Why has your consultant asked for a media submission?

A photograph may be useful in situations such as understanding rashes, wounds or other skin conditions.

Videos of abnormal body movements, for example arms, legs or whole body may help them to make a decision about what is happening and what these movements are.

## Advice for using a smartphone or tablet device for media submission

### Lighting

- Before taking the video/photo make sure the area is well lit.
- If the room is dark consider opening the curtains or putting on the lights in the room.

### Taking the photo/video

- Turn your device to a landscape (lengthways) position.
- The person you are taking the photo/video of needs to be in the centre of the frame.
- If you are taking a video of an abnormal movement, please talk to or gently touch the person's arm so that their conscious level can be assessed.
- Video recording should be no longer than 30 seconds. It is better to take several shorter recordings than one long one.
- When taking a photograph, please make sure that the area of interest is in focus.

Reference No.

**GHPI1530\_05\_22**

Department

**Medical  
Photography**

Review due

**May 2025**

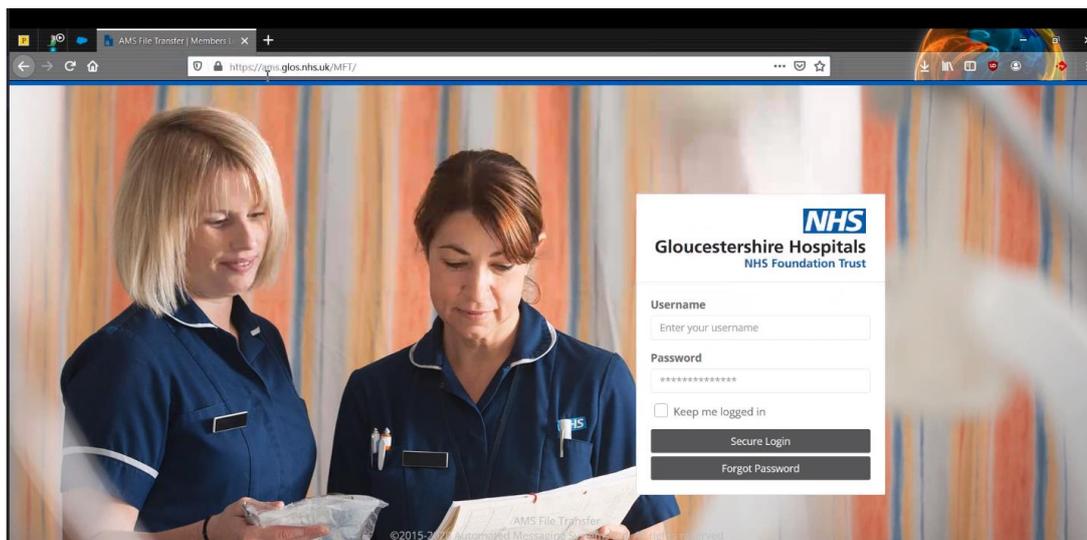
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### Some other helpful hints when taking a photograph/video

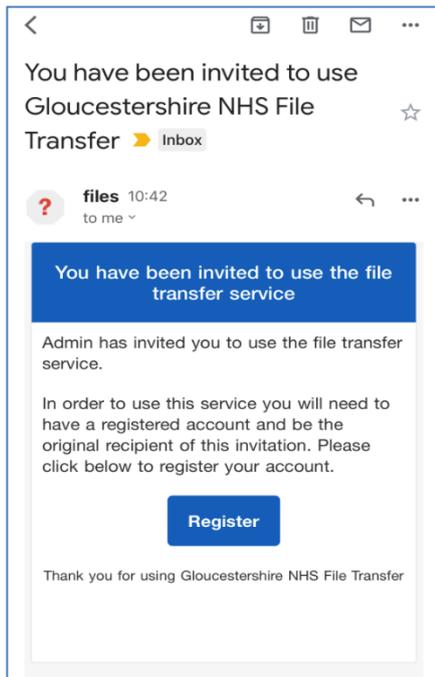
- Remove any bedding such as blankets, quilts and throws that may cover any movements.
- Make sure that the person you are taking a photograph or video of is appropriately dressed.
- Avoid including other people in the photo/video especially children.

### Instructions for sending recordings to Gloucestershire Hospitals NHS Foundation Trust

From your mobile phone, laptop or tablet device, visit <https://ams.glos.nhs.uk>



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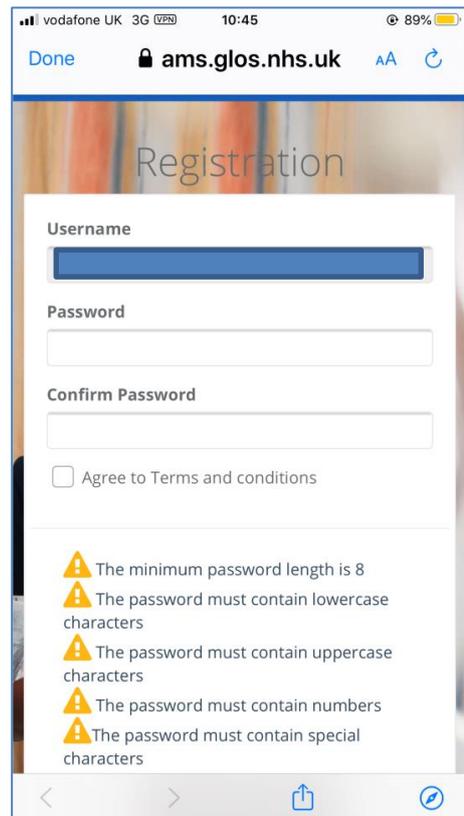


You will be sent an invite by the Medical Photography Team to use when you are ready to submit your recordings to us.

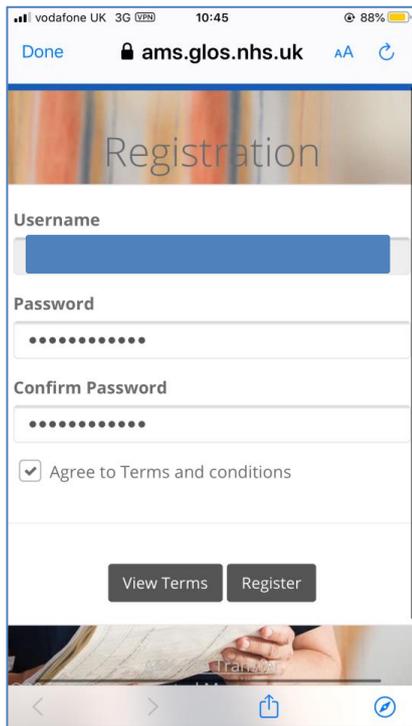
Please register with our secure transfer system when you receive your invite.

Click on the 'Register' button.

Please add your email address as the 'Username' then create a password. The requirements for the password are listed on the screen



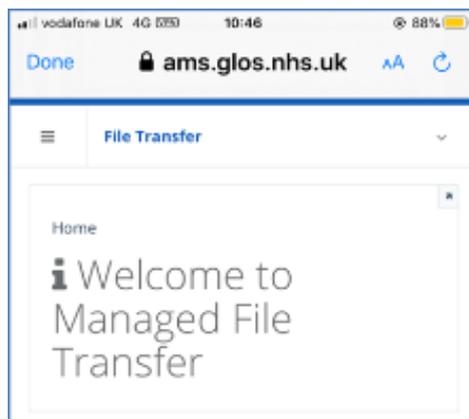
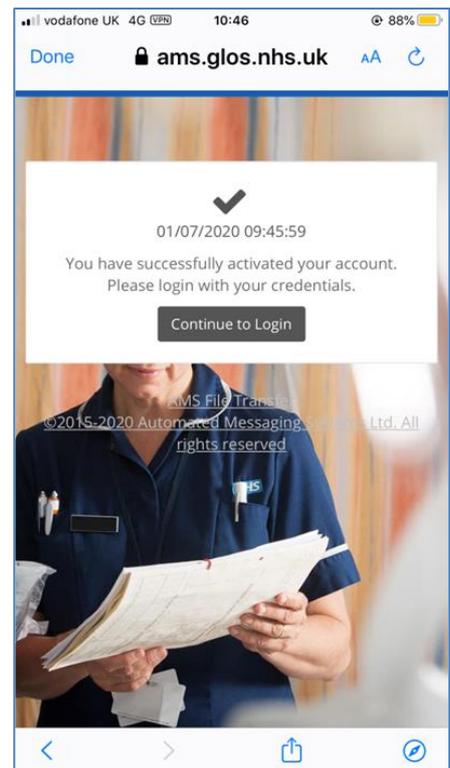
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Read the terms and conditions before clicking on the button to register.

Please be aware that by submitting your recordings to Gloucestershire Hospitals NHS Foundation Trust, you will be consenting to the recordings forming part of your Medical Record.

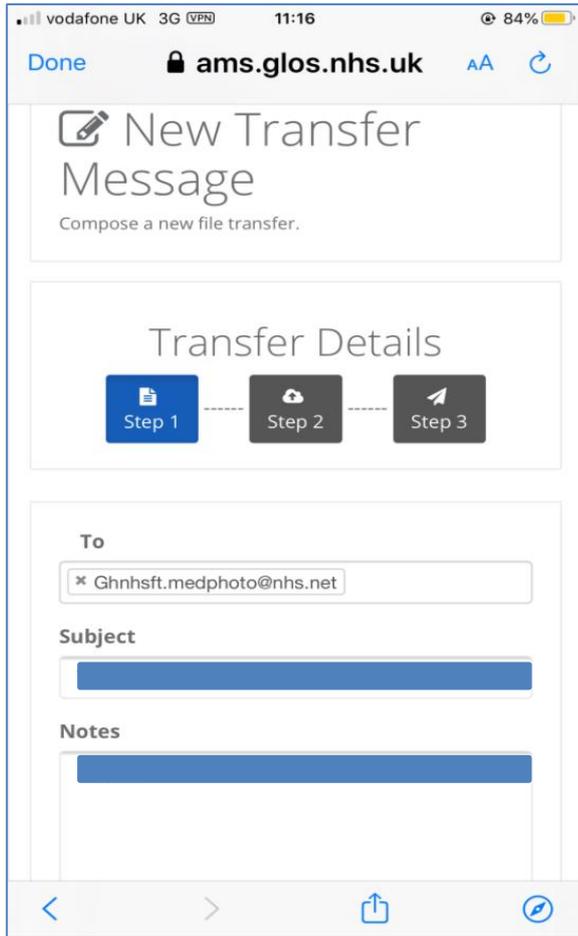
The Medical Photography Team will be notified of your registration.



This will be your log in screen. To access your options, click on the 3 lines to the right of 'File Transfer' near the top of the screen.

Select **'New'** to send Medical Photography a new recording.

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The screenshot shows a mobile browser interface for creating a new transfer message. At the top, the status bar shows 'vodafone UK 3G VPN 11:16 84%'. The browser address bar displays 'ams.glos.nhs.uk'. The main heading is 'New Transfer Message' with the subtext 'Compose a new file transfer.'. Below this is a 'Transfer Details' section with three steps: 'Step 1' (highlighted in blue), 'Step 2', and 'Step 3'. The 'To' field contains the email address 'Ghnsft.medphoto@nhs.net'. The 'Subject' and 'Notes' fields are currently empty and highlighted in blue. The bottom navigation bar shows standard mobile browser icons.

Now add the following information to the fields as shown below:

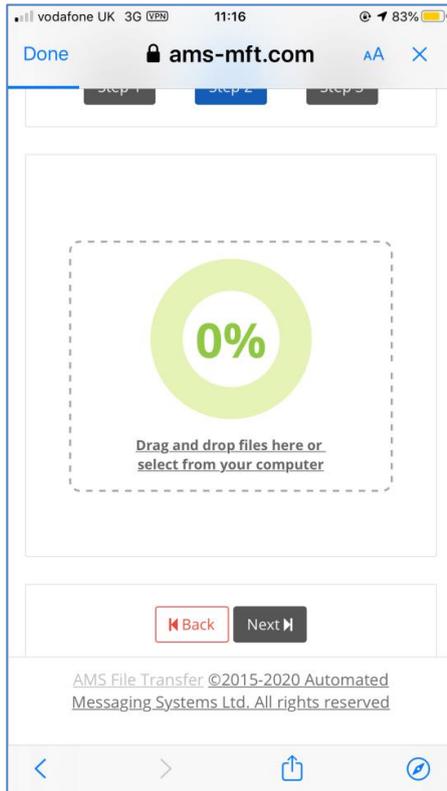
**To:** [Ghnsft.medphoto@nhs.net](mailto:Ghnsft.medphoto@nhs.net)

**Subject:** Patient initials and hospital number eg: JB 12345

**Notes:** Please add the date the recordings were made and any other information that you wish to send with the recording

The notes will appear in the main notes section.

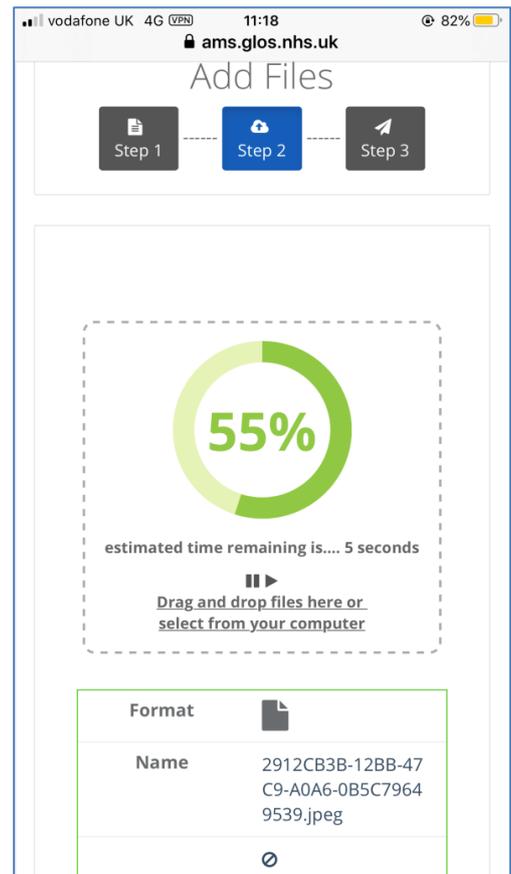
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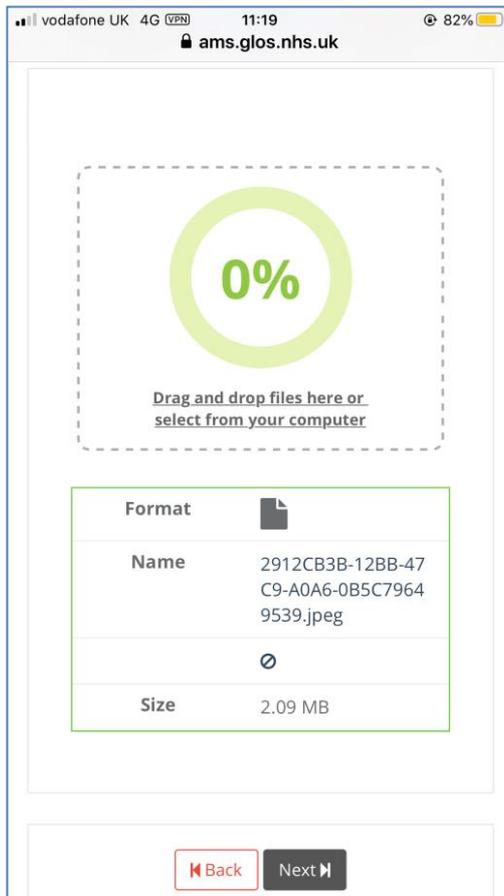
If you are sending your recordings from a PC, drag and drop the files into the green circle.

If you are sending your recordings from a mobile device, click the link below the green circle which states 'Drag and drop files here or select from your computer'.

The progress circle will tell you how long it will take to upload the file(s); this normally takes a few seconds.



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Once your file is uploaded, the progress wheel will go back down to 0% and your attached recordings will show at the bottom of your screen.

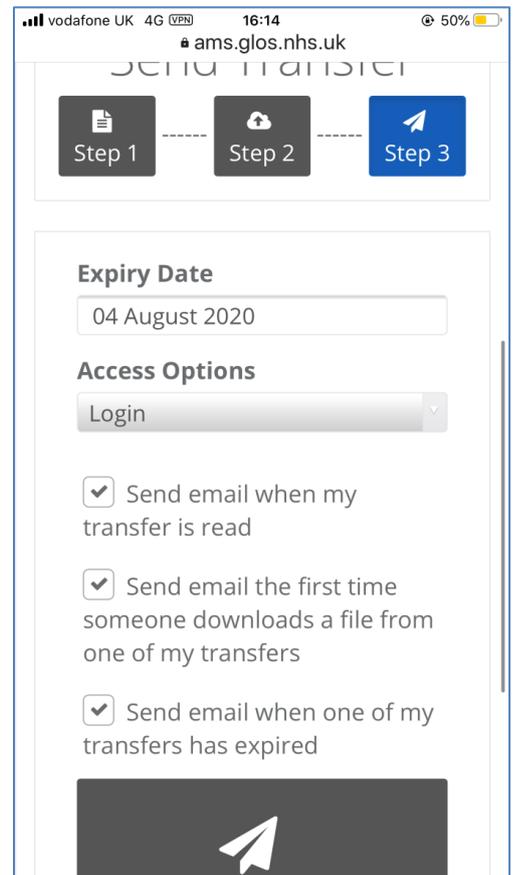
The expiry date will populate automatically.

The expiry date is designed to stamp a time limit on the transfer. The transfer will no longer be available after this date.

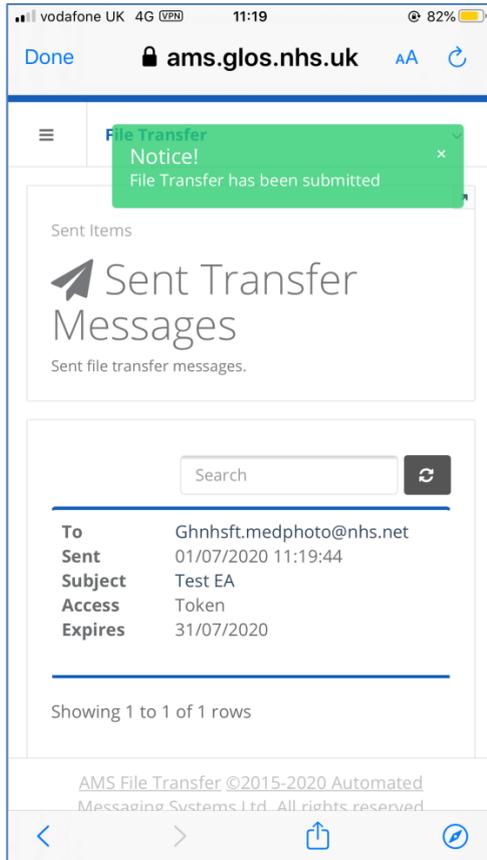
Access option will remain as log in.

The selections below this are optional. Please tick the boxes if you wish to receive any of the notifications.

Press the arrow to send the transfer.

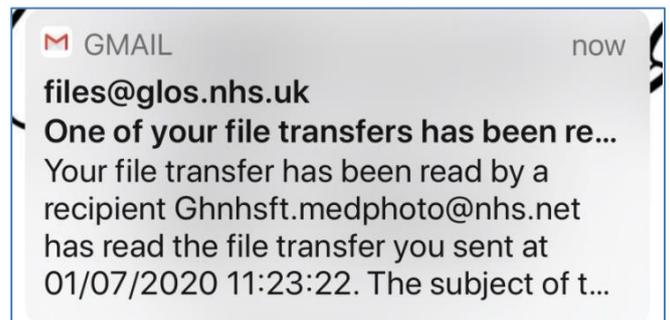


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You will be directed to a confirmation screen once the transfer is sent.

Depending on your earlier selections, you will be sent e-mail notifications regarding your transfer.



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## **How we look after your information**

For information about how we look after your information and your rights please see the Trust's Privacy Notice at

<https://www.gloshospitals.nhs.uk/privacy-notice/>

## **Contact information**

### **Medical Photography**

Tel: 0300 422 4095

Monday to Friday, 9:00 am to 5:00 pm

Content reviewed: May 2022