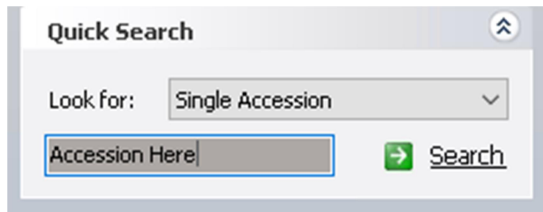


## Dictation During Epic Maintenance

1. When a Radiologist opens an exam from Intellispace, they will not see the normal reporting screen populate (See page 2)
2. In the top left under the Quick Search (With Single Accession is selected in the dropdown) they will need to type in the Accession number and click Search or hit Enter.

**\*\*\*This may be a downtime Acc# or a valid Acc# depending upon when the order was placed and when it was Presented to Rad)**

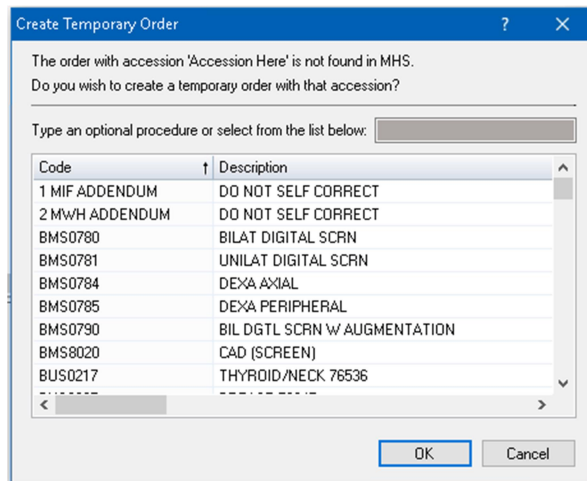


Quick Search

Look for: Single Accession

Accession Here Search

3. They will get a prompt that there is no order available, click OK to start the report.



Create Temporary Order

The order with accession 'Accession Here' is not found in MHS.  
Do you wish to create a temporary order with that accession?

Type an optional procedure or select from the list below:

Code	Description
1	MIF ADDENDUM DO NOT SELF CORRECT
2	MWH ADDENDUM DO NOT SELF CORRECT
BMS0780	BILAT DIGITAL SCRIN
BMS0781	UNILAT DIGITAL SCRIN
BMS0784	DEXA AXIAL
BMS0785	DEXA PERIPHERAL
BMS0790	BIL DGTL SCRIN W/ AUGMENTATION
BMS8020	CAD (SCREEN)
BUS0217	THYROID/NECK 76536

OK Cancel

4. The Radiologist will dictate the patient name, MRN, Accession, DOB and study description in the beginning of the report. This information is needed for Transcription to move the results to a valid Accession number once the system is back up

**\*\*\*If downtime folders are being used in PACS the Radiologist will need to then drag the study to DOWNTIME READ**

This is the typical screen a Radiologist will see in Powerscribe when a set of images is not open:

PowerScribe 360 | Reporting

File View Tools Speech Help

00:00 - 00:00

Draft Correct Reject Sign Discard

Quick Search

Exam Date Exam Code Procedure MRN Patient Name Gender Modified

Look for: Single Accession

Search

My Reports

- Signing queue
- Signed today
- Touched today
- Drafts (2)
- Annotated (1)
- Pending Correction

Worklists

Dashboards

Order Data

Report Data

User: Amy TestDoctor M.D. Drafts: 2 Disconnected

This is where the Rad will type in the downtime Acc#

This is the normal reporting screen a Radiologist will see once an exam is opened.

PowerScribe 360 | Reporting

File Edit View Insert Format Tools Speech Help

Save Draft Correct Reject Sign Discard PACS

AutoText New...

00:00 - 00:00

Fields Report - UNKNOWN, - IMP45885

Enter Findings Mode

Properties Fields Notes Attachments

Order Data

Patient

Name: UNKNOWN  
MRN: TEMPORARY  
Dept Num: TEMPORARY

Exam

Accession: IMP45885  
Procedure: TEMPORARY  
Description: TEMPORARY  
Exam Date: 12/8/2020 6:33 AM  
Status: Temporary

AutoText (12)

✓	S	Name	↑	Used	List: Relevant Site	Create	Edit	Delete
	S	AAA						
	S	ClearRead						
	S	glucagon						
	S	LIVER ELASTOGRAPHY						
	S	MSU						
	S	OBOSFU						
	S	Patient Letter						
	S	pedexa						
	S	SAA						
	S	shu						
	S	Soft Tissue						
	S	SPL						

Prior Reports AutoText (12) AutoFeed

User: Amy TestDoctor M.D. Drafts: 3 Disconnected