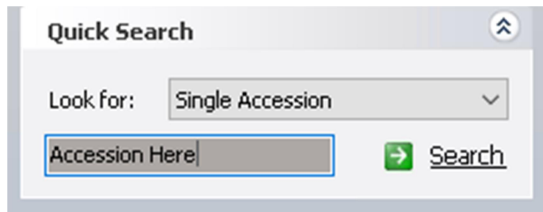## Dictation During Epic Maintenance

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)
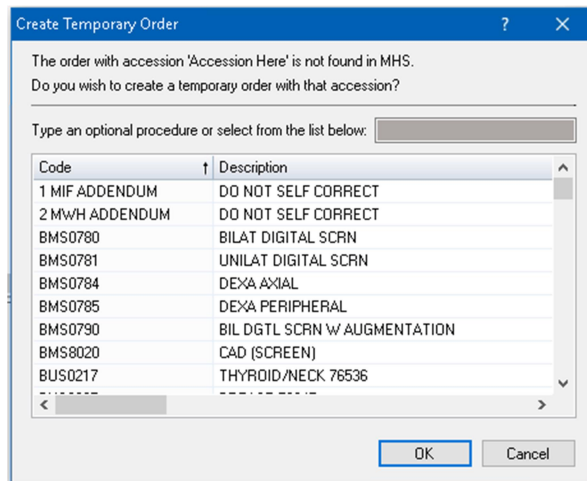

3. They will get a prompt that there is no order available, click OK to start the report.

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:

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.