

Basic training steps for a new radiologist

For the most part, the new radiologists are familiar with EPIC and PowerScribe.

Below is the gist of what I show the radiologists.

- Have the radiologist connect to VPN before logging into windows.
 - o This can also be done after logging into windows but applications try to auto-launch and will create errors. After connecting the VPN, the applications need to be re-launched manually.
- EPIC and PACS will automatically launch
 - o EPIC will auto login.
 - o Rad just needs to log into PACS
- Manually launch Nuance PowerScribe and log in.
 - o Upon first login, the user will need to follow the prompts to complete the initial general training. "5-10 minutes"
- I now explain the basic setup and workflow.
 - o The right most monitor is free space and typically used for both EPIC and PowerScribe. Windows can be resized to your liking.
 - o Left most monitor is the PACS patient list
 - o There are various tabs and a radiologist will normally will stay on the worklist tab.
 - By default, we display all unread studies but exclude exams specifically assigned to other radiologists.
 - You can see everything by removing the blue check mark in the unread only box.
 - o Status column will either show "S", "R", or a blue hyperlink.
 - S: Exam needs to be read
 - R: Exam has already been completed
 - Blue Hyperlink: Exam is locked to a radiologist worklist.
 - The worklist tab screen is split. A list of studies on top are the available unread exams. Double clicking an exam on top, moves it to your personal worklist on the bottom and is now locked to you.
 - o After an exam has been added to your personal worklist, it can be launched by double clicking it or click on "Read Worklist"
 - Opening and closing an exam in PACS also automatically loads closes the same order in EPIC. You will see the techs notes, ordering provider, and reason for exam.
 - In PACS images hang with current exam on the left monitor and the comparison on the right.
 - Pre-fetch and autoloading settings are in place to automatically display the most relevant prior exam.
 - The comparison exam will always have the exam date highlighted in a white block.
 - o The order in PowerScribe is loaded by way of the "Send ID" button in PACS. This is on the left most monitors upper tool bar. The F7 key on the keyboard is program to perform the same action.

- The result opens in PowerScribe. When completed, just click on sign.
 - I can upload users existing templates or provide a set of templates used by a previous radiologist that have been categorized.
- After the result has been signed in PowerScribe, close the exam in PACS by clicking the done button
 - You may see multiple messages. One of those is “Would you like to mark the exam as read”. If you have signed the result then the answer to this question is yes.

The above steps are the basic workflow. As far as tools in PACS, a radiologist really has to play around to become familiar.

- Default tool is the scroll tool.
 - Can be used by the mouse wheel or holding the left mouse button down.
 - Various window levels are program to the number pad. “See hotkeys list”
 - Window level can be adjusted on the fly by holding both the left and right mouse button down together.
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