

## Basic workflow

### PACS “MERGE UNITY/Formally DR SYSTEMS”

- Worklist tab: This is where the radiologists work from 95% of the time. It is split into a top/bottom half. The top half shows by default, all unread exams “Excluding exams specifically assigned to others. The radiologist can view everything by unchecking “exclude exams assigned to others.

The screenshot shows the PACS Worklist interface. At the top, there's a menu bar with options like Patients, Scheduled, Registration, Patient Flow, In-Progress, Worklist (selected), Online, Notes, Breast, Patient Link, Patient Merge, ExamForm, Templates, and Exam T. Below the menu bar, there's a search bar and a filter dropdown set to 'All'. A 'Limit to: U' button is also visible. The main area displays a table of exams with columns: Patient ID, Site, Last Name, First Name, MI, Sex, Age, and Exam. The table lists 27 exams, including patients like FRYDAY TRACY, MRT RAD, TEST JACKSON, etc. A dialog box titled 'Exam Grid Display Limits' is open on the right, showing options to limit the display to unread exams, exams assigned to the user, or exams scanned today. The 'Limit to' section has 'Unread only' selected. The 'Also show' section has 'All unread exams assigned to me' selected. The 'Resident Workflow' section has 'Initial Resident Review' selected. The dialog box also has 'Save as Default' and 'Reload Default' buttons.

- The empty bottom half of the worklist screen is “your” Personal worklist. You select exams from the top and double click to add to the bottom. When they are in the bottom section, they are locked to that user/workstation until they are either removed from the bottom section or completed by the radiologist.
  - o You are able to tell if an exam is locked by looking at the status column in the top half. If you see a blue hyperlink, a user has that exam locked in their personal worklist. The link can be clicked on if curious who the user is that locked the exam.

Mod	Exam	▼ Status	Filler Order	F
CT	CT HEAD WO	<a href="#">SP70U970</a>	H2750346	S
CT	CT HEAD WO S		H2521170	S
CT	US GUIDE NE S		H2519639	S
CR	XR CHEST 1 S		H2710079	S
CT	CT CHEST W S		H2700331	S
CT	CT ABDOME S		H2710100	S
CR	XR CHEST PA S		H2720067	S
CT	CT ABDOME S		H2720084	S

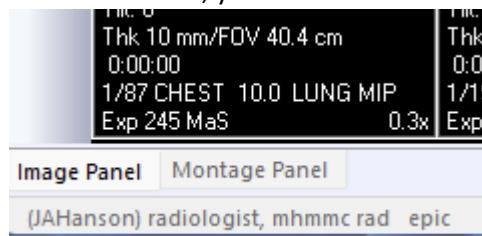
- o If you just see an “S”, that means the patient has been scanned and it ready to be viewed and resulted.
  - o You might also see and “R” but that will be will looking at everything and not just unread studies.
- If you plan to read multiple cases, for instance if a patient has 5 exams, all those cases can be added to the worklist and locked to you. We recommend keeping the worklist to 4 or fewer exams in order to keep system resources available.

- Double clicking on the exam or choosing read worklist will launch into the exam.

Automate My Workflow...☒ Auto-add All

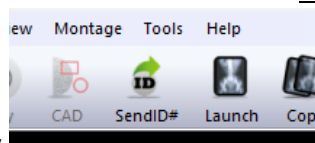
<

- When the exam launches on a 4 monitor setup, The left most screen displays a patient demographic window which also contains other studies for the patient. The 2<sup>nd</sup> and 3<sup>rd</sup> monitors are the current and prior studies in that order. The 4<sup>th</sup> monitor is empty and can be used for EPIC/PS360.
  - o The study will always launch with all exam series being displayed. Double clicking on the series will provide a 1/1 display.
    - If ever getting lost and wanting to reset to the default original display, the ? key will perform that action.
- When adding an exam to your worklist earlier on, the system will also start caching the relevant comparison exam in the background. This comparison if relevant will display automatically.
- With the exam loaded various tools are available with the series scroll tool being the default.
  - o Image Scroll: Mouse Wheel or holding down the left mouse bottom while moving the mouse up/down. Scrolling direction can be reversed on individual preference.
  - o Window Level: The number pad is setup with various window levels "Email attachment". User can also window level on the fly by holding down the left & Right mouse buttons together.
- The PACS uses something called a montage. It is their version of key images.
  - o We try not to save any edits to the original image sets. In it's place we create a montage. It is a snapshot of the image being viewed and put into a new series of these images. This is done by utilizing the left side back most mouse button. You should hear a beep when this is done.
    - Example would be wanting to point out an ROI with an arrow or provide a measurement. Those markings are made and then a snapshot is created/add to the montage.
    - On a 4 monitor station, the montage window is hidden but can be toggled on/off using the "M" for montage.
      - On the current exam window, you will also see the active window in the



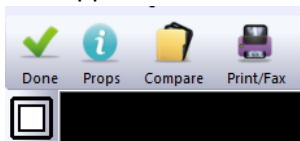
bottom left.

- Our system is integrated to Powerscribe but is only uni-directional. This means the dictation is launch via PACS, but signing the result in PS360 does not mark the exam as read in PACS.
  - o The button to launch a dictation from PACS is the Send ID. The same process can be



perform using the F7 key.

- When signing the result in PS360 the exam also needs to be marked “Read” in PACS. Clicking the done button in the upper left corner will close the exam and potentially



provide multiple prompts.

- Mark exam as read: You want to do this if you have already finalized the result in PS360.
- Unviewed images: You may see this if all series and images within a series were not viewed.
- Save image edits: We ideally want to say NO to this. It will keep the original images as they were obtained. This is why we create a montage of key images.

### PowerScribe 360

I will say most users are familiar with PS360. If you have personal templates, I am able to upload those into our PS360 system. With our version of PS360, we have used three different mics successfully: PowerMic2, PowerMic3 and a Philips SpeechMike Premium SMP3700

- Upon logging into PS360 the first time the user will have to perform the general training.
- After the user completes the dictation and signs it, they will then click done on the exam in PACS “Process described” above.
  - We have a 3 minute grace period in PS360 to pull the dictation back up before it is set in stone.

### EPIC

A lot of users are familiar with EPIC so I do not go into too much detail for a diagnostic reader. An EPIC quick reference guide was provided along with a critical findings document.

- Epic orders open/close when exams are opened/closed in PACS. The screen that opens has all the pertinent information. Study notes in the upper left along with ordering provider and contact information.

### Additional notes

One item that comes up from time to time is a missing comparison study. When a radiologist launches a dictation, they can see prior results for that patient. If they see a prior result but do not see the corresponding exam in PACS, it is possible this was performed in the outpatient centers. The outpatient offices have the same PACS system but operate independently of the hospital. Exams can be copied back and forth as needed. If this does happen to a radiologist, they can contact the technologists to

copy the exam to the hospital to be used as a comparison. Out techs are preemptively doing this but sometimes an exam can be missed during busy times.