

SELF-GUIDED PRACTICE WORKBOOK [N87]
CST Transformational Learning

Workbook Title:

MEDICAL IMAGING TRANSCRIPTIONIST

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SELF-GUIDED PRACTICE WORKBOOK

| | |
|-------------------------------|---|
| Duration | 2 hours |
| Before getting started | <ul style="list-style-type: none"> ■ Sign the attendance roster (this will ensure you get paid to attend the session). ■ Put your cell phones on silent mode. |
| Session Expectations | <ul style="list-style-type: none"> ■ This is a self-paced learning session. ■ A 15 min break time will be provided. You can take this break at any time during the session. ■ The workbook provides a compilation of different scenarios that are applicable to your work setting. ■ Each scenario will allow you to work through different learning activities at your own pace. |
| Key Learning Review | <ul style="list-style-type: none"> ■ At the end of the session, you will be required to complete a Key Learning Review. ■ This will involve completion of some specific activities that you have had an opportunity to practice through the scenarios. |

Introduction

Welcome to the Medical Imaging Education session. The learning materials contain scenarios meant to mimic the functionalities used in your daily practice. This Workbook is your classroom experience in your learner journey. The journey is designed to gradually introduce you to the functionalities and workflows specific to Cerner. You may fulfill simple tasks that may not be specific to your role, but that will introduce you to the functionalities that you will use.

■ Using Train Domain

You will be using the train domain to complete activities in this workbook. It has been designed to match the actual Clinical Information System (CIS) as closely as possible.

Please note:

- Scenarios and their activities demonstrate the CIS functionality **not the actual workflow**
- Some clinical scenario **details have been simplified** for training purposes
- Some screenshots may not be identical to what is seen on your screen and should be used for reference purposes only
- **Follow all steps** to be able to complete activities
- If you have trouble to follow the steps, immediately **raise your hand for assistance** to use classroom time efficiently

PATIENT SCENARIO 1 – Access and Set-up

Learning Objectives

- At the end of this Scenario, you will be able to:
- View Patient Medical Imaging History

SCENARIO

While proof reading a dictation, you need to review the patient's order history. You notice a link was missed during dictation in Fluency for Imaging (FFI). You can print the report to give to the Radiologist so the missed exam can be dictated.

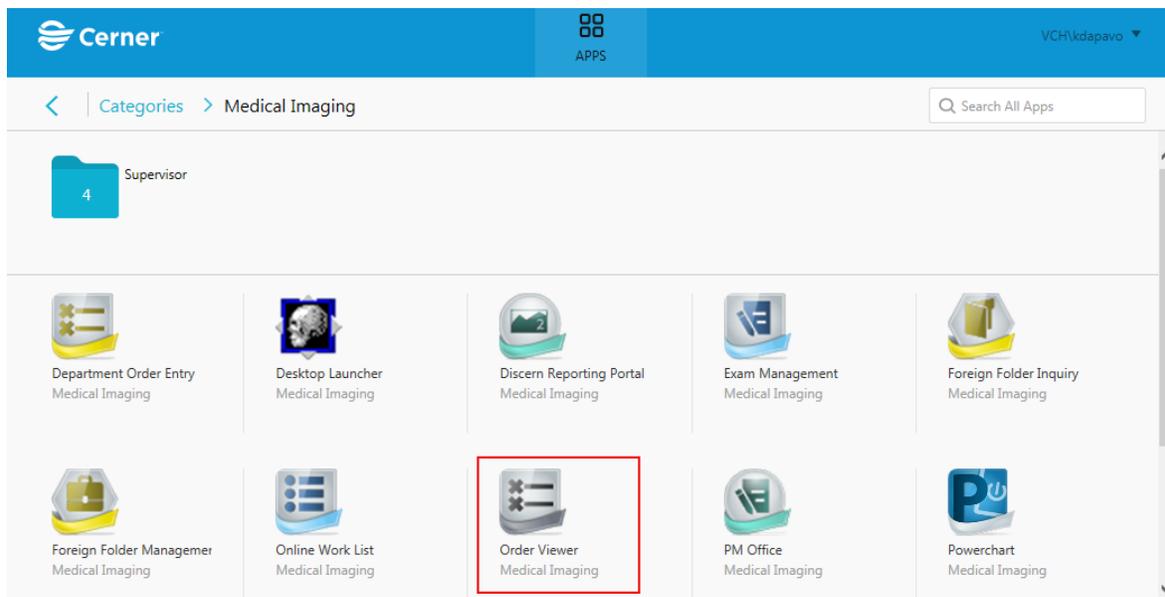
You will be completing the following activities:

- Opening Patient RadNet History
- Printing a report.

Activity 1.1 – Viewing a Patient’s History in RadNet

1

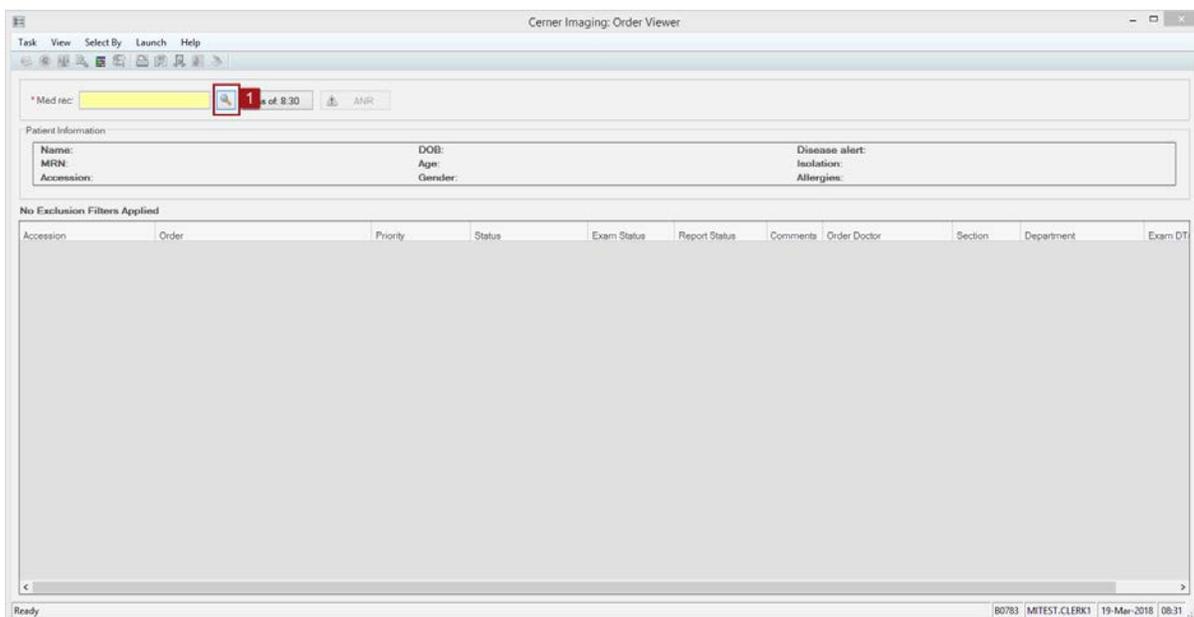
Sign in to the Clinical Information System (CIS) and open **Order Viewer** from Storefront.



2

The **Order Viewer** will open:

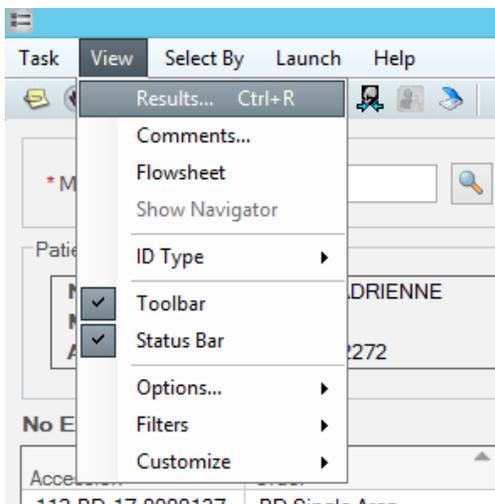
1. Search for your patient by clicking the **magnifying glass** beside the Patient Name field.



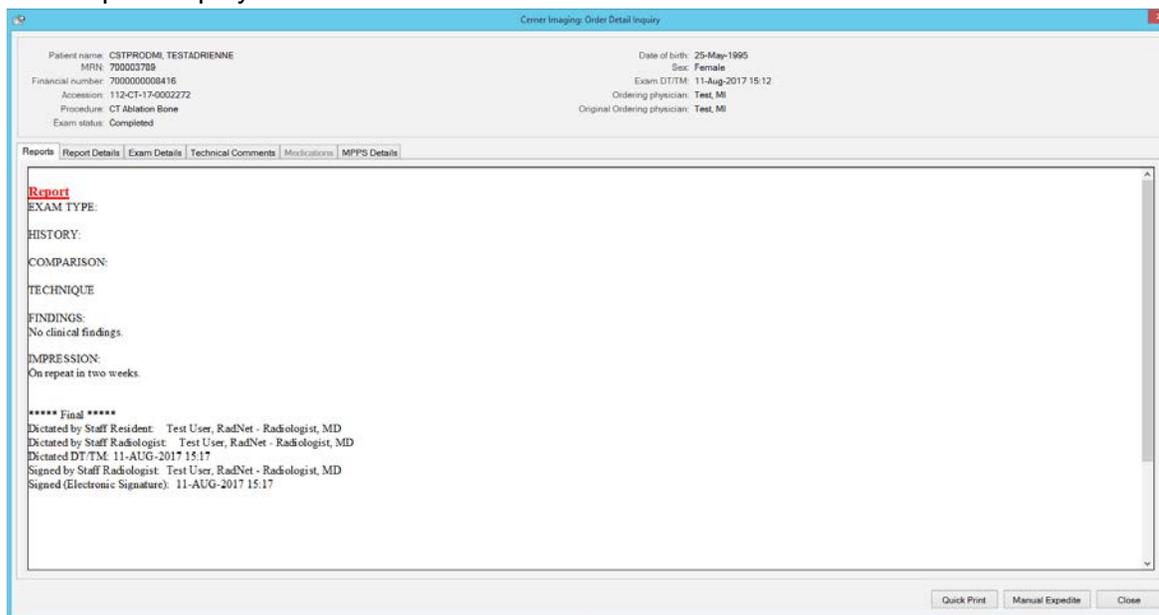
5

To **review** a report,

1. Highlight the order, click the **View** drop-down menu, and select **Results...**



2. The Report displays:



3. You can view additional details by clicking on different tabs.
4. Click on **Report Details**.

PATIENT SCENARIO 1 – Access and Set-up



Center Imaging: Order Detail Inquiry

Patient name: CSTPRODMI, TESTADRIENNE Date of birth: 25-May-1995
 MRN: 700003789 Sex: Female
 Financial number: 700000008416 Exam DT/ITM: 11-Aug-2017 15:12
 Accession: 112-CT-17-0002272 Ordering physician: Test, MI
 Procedure: CT Ablation Bone Original Ordering physician: Test, MI
 Exam status: Completed

Reports | Report Details | Exam Details | Technical Comments | Medications | MPPS Details

Signing personnel:

| Name | Date/Time | Status | Proxy for |
|---------------------------------------|-------------------|----------|-----------|
| 1 Test User, RadNet - Radiologist, MD | 11-Aug-2017 15:17 | Dictated | |
| 2 Test User, RadNet - Radiologist, MD | 11-Aug-2017 15:17 | Approved | |

Report status: Final
 Dictation date: 11-Aug-2017 15:17
 Currently queued to:

Reporting method: External Dictation/Transcription
 Original transcribed date:
 Normalcy indicator:

Accession: 112-CT-17-0... Procedure: CT Ablation B...

Quick Print Manual Expedite Close

5. Click on Exam Details.

Center Imaging: Order Detail Inquiry

Patient name: CSTPRODMI, TESTADRIENNE Date of birth: 25-May-1995
 MRN: 700003789 Sex: Female
 Financial number: 700000008416 Exam DT/ITM: 11-Aug-2017 15:12
 Accession: 112-CT-17-0002272 Ordering physician: Test, MI
 Procedure: CT Ablation Bone Original Ordering physician: Test, MI
 Exam status: Completed

Reports | Report Details | Exam Details | Technical Comments | Medications | MPPS Details

Exam Information

- CT Ablation Bone
 - Started: 11-Aug-2017 15:10
 - Completed: 11-Aug-2017 15:12
 - Primary Personnel:
 - Test, MI RadNet - Medical Imaging Technologist 1: Completed
 - Test, MI RadNet - Medical Imaging Technologist 1: Started
 - Additional Personnel:
 - Exam Room: LGH CT Rm 2

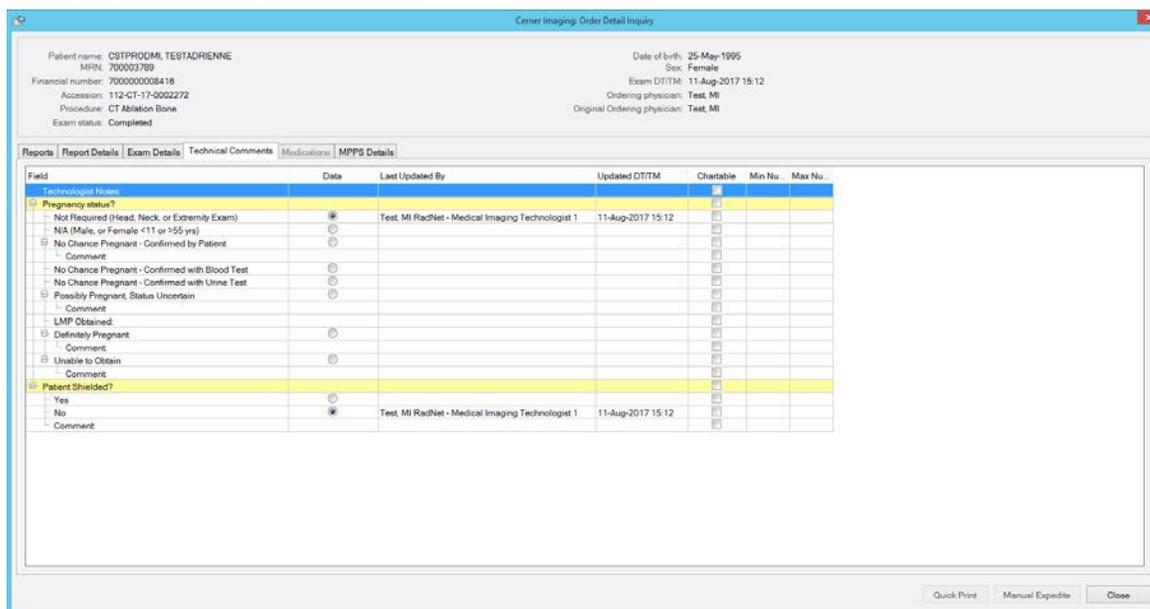
Order Details

| | |
|--|-------------------------------|
| Required radiology order format field | Rad Type |
| Future Order Patient Location | LGH ED |
| Requested Start Date/Time | 11-Aug-2017 15:06 |
| Order for future visit | No |
| Priority | Urgent |
| Reason For Exam | test |
| Stop Date/Time | 11-Aug-2017 15:06 |
| Exam to be performed outside organization? | No |
| Preprocessing Script | pp_sst_radiology_subspecialty |
| Order entered by: | Test, MI |
| Request Received Date/Time | 11-Aug-2017 15:06 |
| MI Assigned Priority | P1 |

Billed As Quantity Ordered By Order Date Bill Only Status

Quick Print Manual Expedite Close

6. Click on **Technical Comments**.



Center Imaging Order Detail Inquiry

Patient name: CSTPRODMI, TESTADRIENNE
MRN: 700003789
Financial number: 700000008416
Accession: 112-CT-17-0002272
Procedure: CT Ablation Bone
Exam status: Completed

Date of birth: 25-May-1995
Sex: Female
Exam DT/MT: 11-Aug-2017 15:12
Ordering physician: Test, MI
Original Ordering physician: Test, MI

Reports | Report Details | Exam Details | **Technical Comments** | Medications | MPPS Details

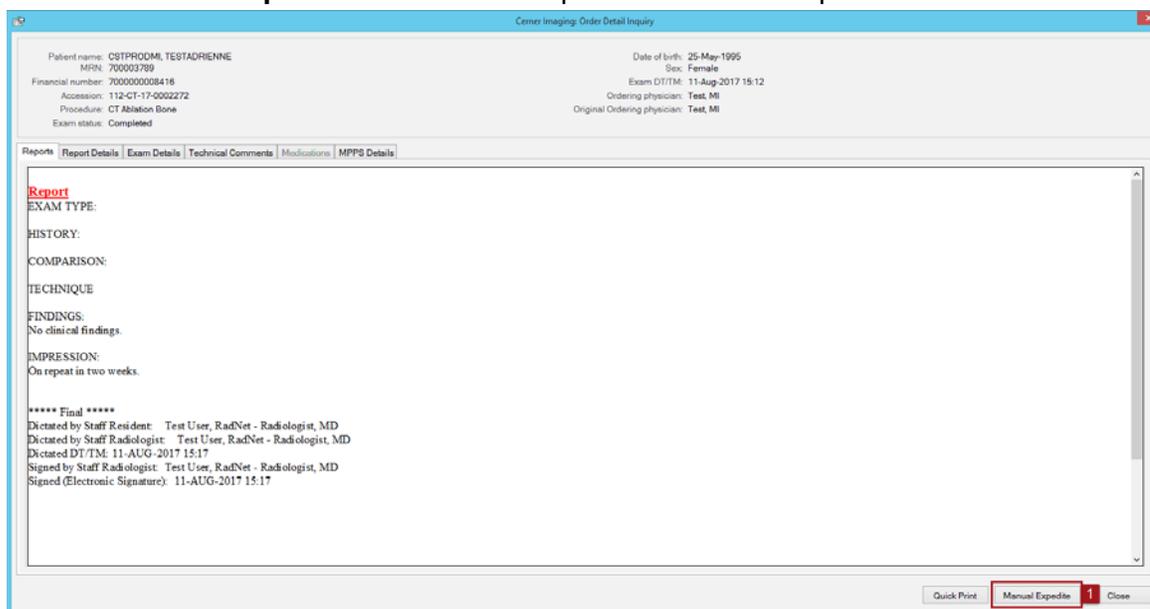
| Field | Data | Last Updated By | Updated DT/MT | Charitable | Min Nu. | Max Nu. |
|---|------|--|-------------------|------------|---------|---------|
| Technologist Notes | | | | | | |
| <input type="checkbox"/> Pregnancy status? | | | | | | |
| <input type="checkbox"/> Not Required (Head, Neck, or Extremity Exam) | | Test, MI RadNet - Medical Imaging Technologist 1 | 11-Aug-2017 15:12 | | | |
| <input type="checkbox"/> N/A (Male, or Female <11 or >55 yrs) | | | | | | |
| <input type="checkbox"/> No Chance Pregnant - Confirmed by Patient | | | | | | |
| <input type="checkbox"/> Comment | | | | | | |
| <input type="checkbox"/> No Chance Pregnant - Confirmed with Blood Test | | | | | | |
| <input type="checkbox"/> No Chance Pregnant - Confirmed with Urine Test | | | | | | |
| <input type="checkbox"/> Possibly Pregnant, Status Uncertain | | | | | | |
| <input type="checkbox"/> Comment | | | | | | |
| <input type="checkbox"/> LMP Obtained | | | | | | |
| <input type="checkbox"/> Definitely Pregnant | | | | | | |
| <input type="checkbox"/> Comment | | | | | | |
| <input type="checkbox"/> Unable to Obtain | | | | | | |
| <input type="checkbox"/> Comment | | | | | | |
| <input type="checkbox"/> Patient Shielded? | | | | | | |
| <input type="checkbox"/> Yes | | | | | | |
| <input checked="" type="checkbox"/> No | | Test, MI RadNet - Medical Imaging Technologist 1 | 11-Aug-2017 15:12 | | | |
| <input type="checkbox"/> Comment | | | | | | |

Quick Print Manual Expedite Close

6

To **Print** a report,

1. Click on **Manual Expedite**. The manual Expedite window will open.



Center Imaging Order Detail Inquiry

Patient name: CSTPRODMI, TESTADRIENNE
MRN: 700003789
Financial number: 700000008416
Accession: 112-CT-17-0002272
Procedure: CT Ablation Bone
Exam status: Completed

Date of birth: 25-May-1995
Sex: Female
Exam DT/MT: 11-Aug-2017 15:12
Ordering physician: Test, MI
Original Ordering physician: Test, MI

Reports | Report Details | Exam Details | **Technical Comments** | Medications | MPPS Details

Report

EXAM TYPE:

HISTORY:

COMPARISON:

TECHNIQUE

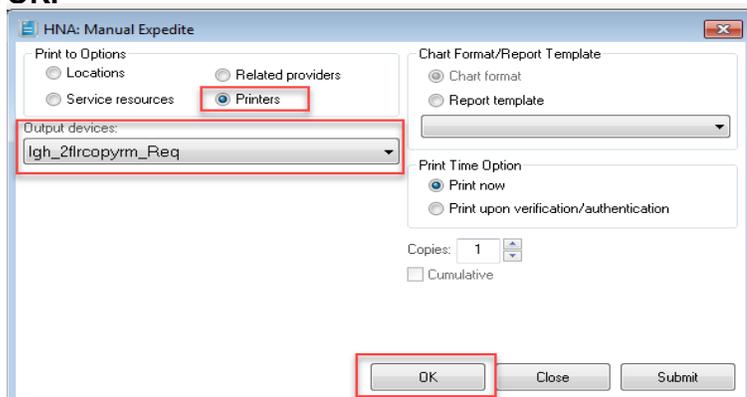
FINDINGS:
No clinical findings.

IMPRESSION:
On repeat in two weeks.

***** Final *****
Dictated by Staff Resident: Test User, RadNet - Radiologist, MD
Dictated by Staff Radiologist: Test User, RadNet - Radiologist, MD
Dictated DT/MT: 11-AUG-2017 15:17
Signed by Staff Radiologist: Test User, RadNet - Radiologist, MD
Signed (Electronic Signature): 11-AUG-2017 15:17

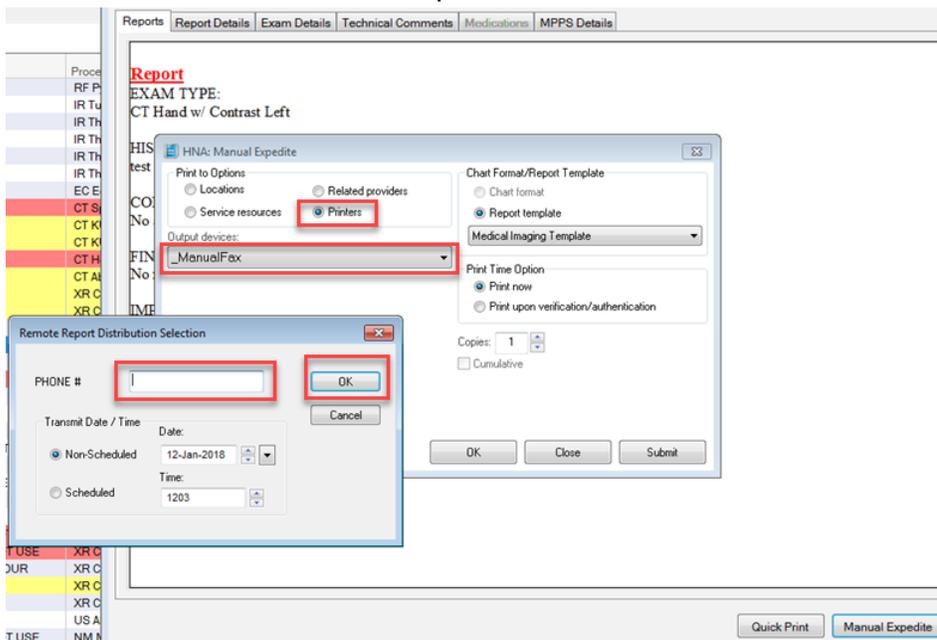
Quick Print **Manual Expedite** 1 Close

2. Select **Printers** in *Print to Options*. Select the printer from the drop-down menu and click **OK**.



7 To **Fax** the report,

1. Select **Manual Expedite**. The manual Expedite window will open.
2. Select **Printers** in *Print to Options*.
3. Select **_ManualFax** from the drop-down menu.



4. Enter a **fax number**, select Non-scheduled and click **OK**.

Remote Report Distribution Selection

PHONE # 604 681 0455 OK

Transmit Date / Time

Non-Scheduled Date: 12-Jan-2018

Scheduled Time: 1203

Cancel

PATIENT SCENARIO 2

Learning Objectives

At the end of this Scenario, you will be able to:

- Run Reports to inform the Radiologists of missed dictations.

SCENARIO

You are running your weekly report on Completed Non-Final Exams to check if any exams have not been reported on by the Radiologist.

You will be completing the following activities:

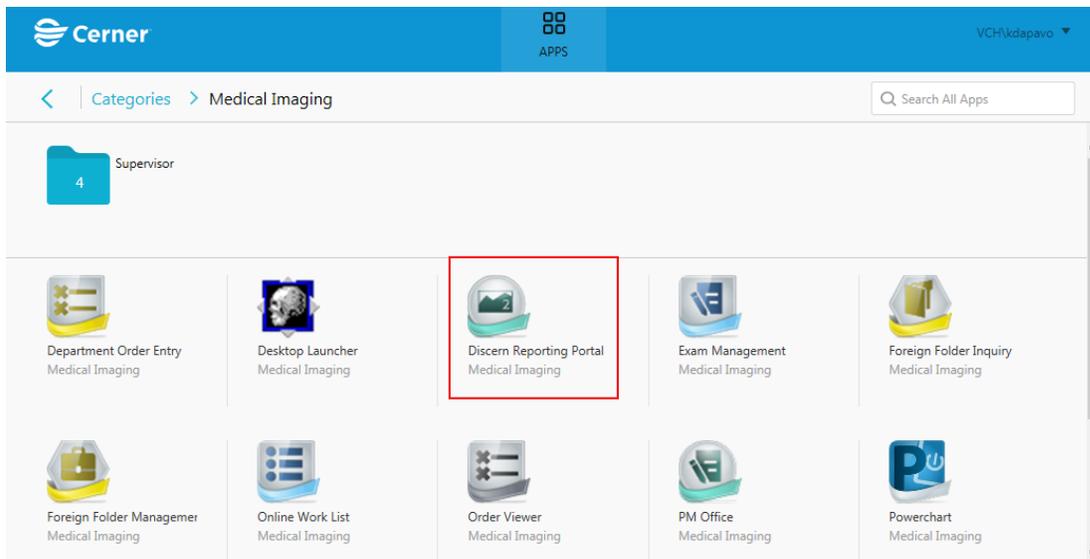
- Run a report using Discern Reporting Portal
- Save and Print a report

Activity 2.1 – Run Reports from Discern Reporting Portal

The Discern Reporting Portal tool will be used by techs, clerks, database analysts (DBAs), database coordinators (DBC's), and supervisors to generate reports on Medical Imaging. Task – **Run a Cancel, Removed, Replaced Exams by Personnel** report. This activity will show you how to run a report however due to training domain you will not actually be able to view a report.

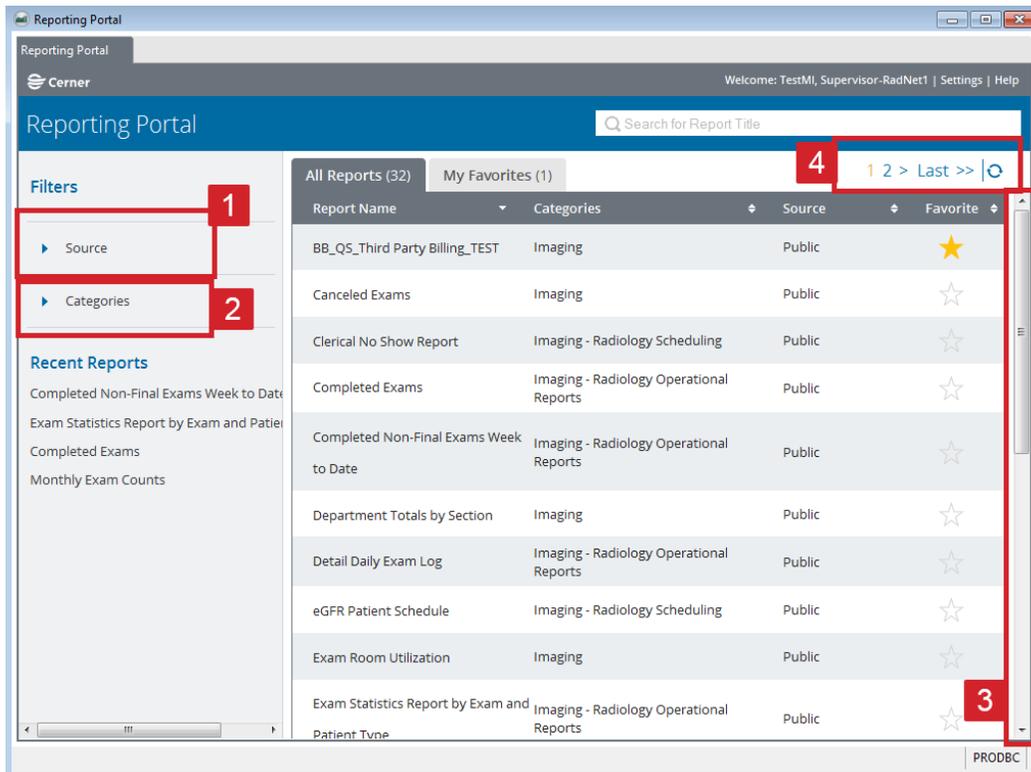
1

Select the Discern Reporting Portal icon  from StoreFront or you can find it in the toolbar in PowerChart..

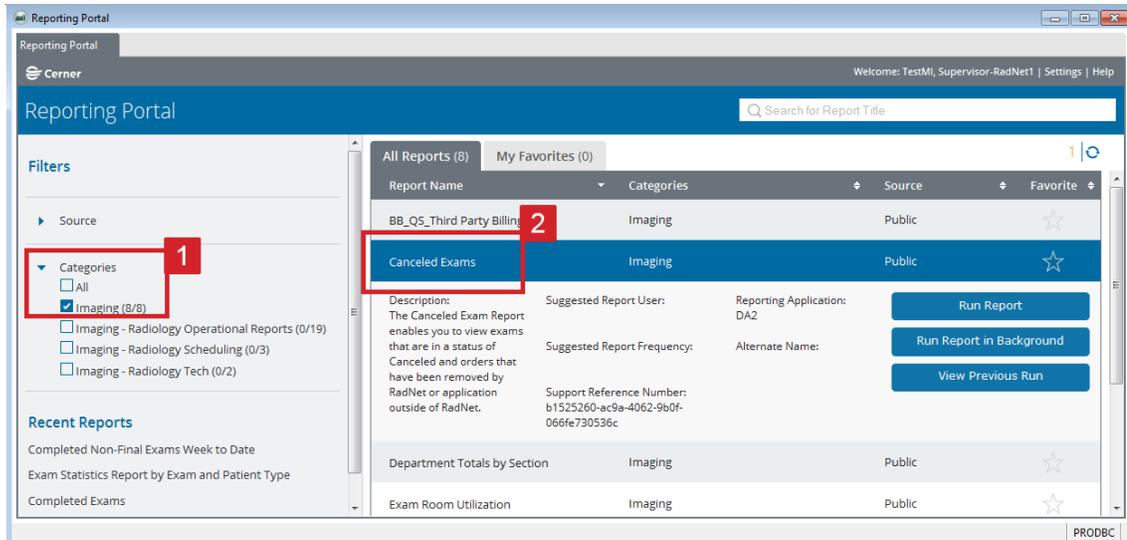


2

1. Select the reports by **Source** filter.
2. Select the **Categories** filter. The Categories will help you narrow down your reports by selecting the appropriate imaging folders:
 - imaging (general imaging reports)
 - radiology operational
 - radiology scheduling
 - radiology tech folders
3. Use the scroll bar to search for reports for more reports
4. Click the numbers or arrows to change the page.



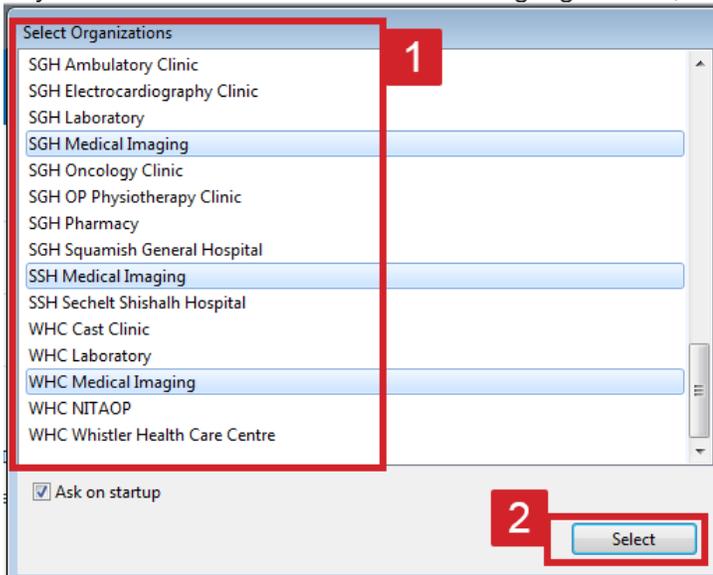
5. Click on the report titled **Cancelled Exams**. Click on **Run Report**.



NOTE: Depending on your position, you are permitted access to all folders or only certain folders. You can add a report to your favorites by selecting the **star** which will then be highlighted in yellow and the report will appear in the My Favorites tab.

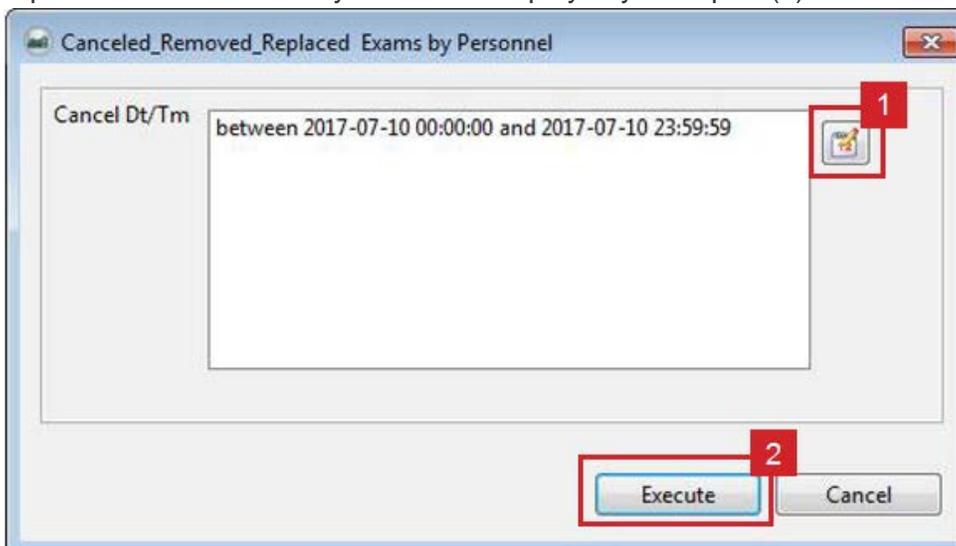
Different reports require you to enter parameters. Some parameters include dates, organizations and locations.

6. Scroll through the list to Medical Imaging sites you need to run a report on. Use the **CTRL** key to select more than one. Click to highlight them, and click **Select**.



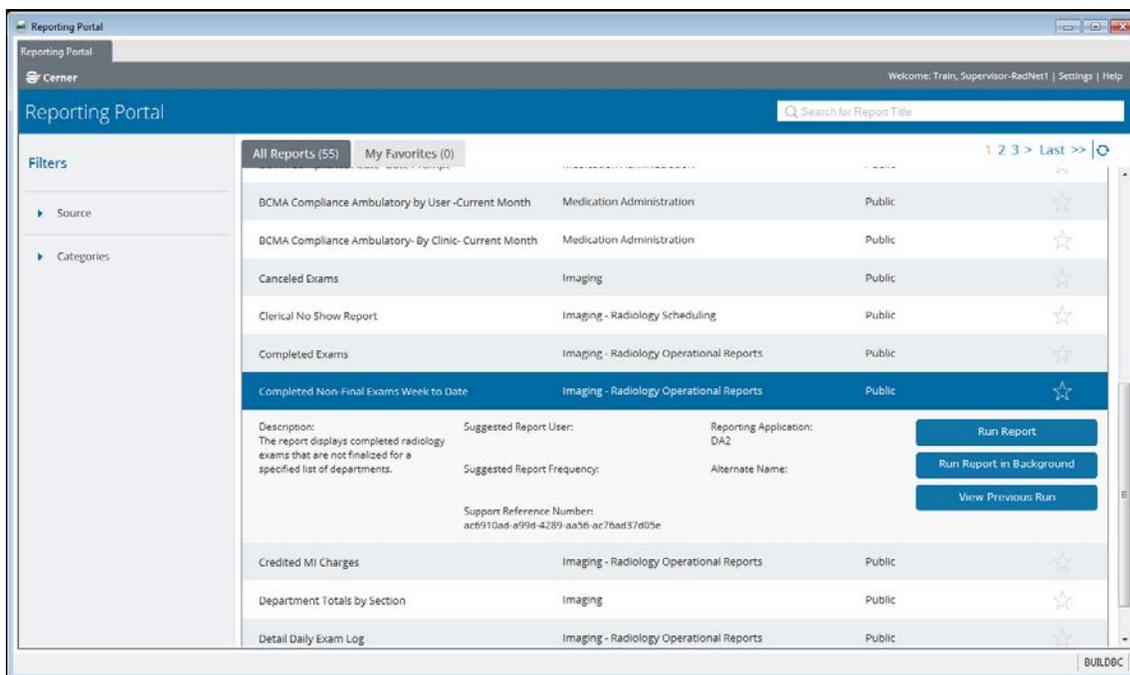
NOTE: If you only going to be pulling reports from one site, you can remove the tick box from **Ask on startup**. You can select multiple departments by holding down the Ctrl key on your keyboard and selecting each site.

7. The prompt window pops up requesting for you to select the date and time range for your report. Choose the dates you want to display in your report (1) and click **Execute** (2).

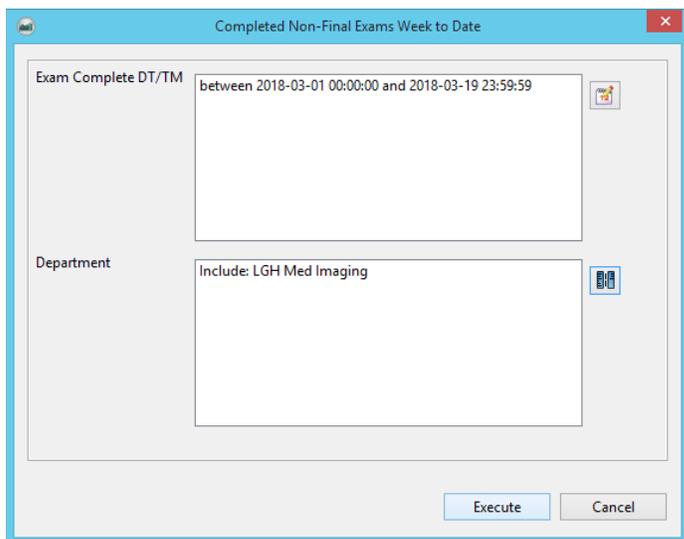


3

A sample report for a Medical Imaging Transcriptionist is the **Completed Non-Final Exams Week to Date** report. See the sample below.



Enter report parameters by clicking on the icons  and  then click **Execute**.



The report will take a while to load but will display as shown below (The report will not generate in the Train Domain). Now the appropriate Radiologist can be notified to dictate a report for a completed non final exam.

Reporting Portal

Reporting Portal Completed Non-Final Exams Week to Date

Change Runtime Prompts

Completed Non-Final Exams Week to Date

Showing page 1 of 9

Page #: 1 / 9

Report Name: Completed Non-Final Exams Week to Date

Date: Mar 19, 2018, 11:06 AM

Executed by: TestMI, Supervisor-RadNet1

Date: 2018-03-01 00:00:00,2018-03-19 23:59:59

Parameters:

Selected: LGH Med Imaging

Department(s):

| Section | Exam Complete Date | Patient Name | Exam Complete Time | MRN | Accession | Order Procedure | Completed Volume |
|---------|--------------------|------------------------|--------------------|-----------|---------------|------------------------------|------------------|
| LGH BD | 03/07/2018 | VEDANT, TESTBD | 14:23 | 740000069 | 00112BD201800 | BD QC Acceptance 450 Minutes | 1 |
| LGH BD | 03/07/2018 | VEDANT, TESTBD | 14:23 | 740000069 | 00112BD201800 | BD QC Daily 15 Minutes | 1 |
| LGH BD | 03/07/2018 | VEDANT, TESTBD | 14:23 | 740000069 | 00112BD201800 | BD QC Monthly 15 Minutes | 1 |
| LGH BD | 03/08/2018 | CSTPRODML, TESTAMBER | 10:04 | 700006647 | 00112BD201800 | BD Whole Body | 1 |
| LGH BD | 03/08/2018 | CSTPRODML, TESTAMBER | 10:15 | 700006647 | 00112BD201800 | BD Whole Body | 1 |
| LGH BD | 03/08/2018 | VEDANT, TESTBD | 09:32 | 740000069 | 00112BD201800 | BD Whole Body | 1 |
| LGH BD | 03/14/2018 | CSTPRODOS, BECK | 09:11 | 700020191 | 00112BD201800 | BD Whole Body | 1 |
| LGH CT | 03/05/2018 | CSTPRODML, LITTLEYPPEP | 15:03 | 700003202 | 00112CT201800 | CT Chest w/ Contrast | 1 |
| LGH CT | 03/05/2018 | CSTPRODML, SANDRA | 14:39 | 700004226 | 00112CT201800 | CT Ablation Bone | 1 |
| LGH CT | 03/05/2018 | CSTPRODML, SANDRA | 15:05 | 700004226 | 00112CT201800 | CT Chest w/ Contrast | 1 |

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Key Learning Points

- Use Order Viewer to see the statuses of a patient's exams.
- Review, print and fax reports from Order Viewer.
- RadNet is the Clinical Information System's space in which you will do some of your work
- There is no ability to link RadNet Orders once the report is final.
- Fluency for Imaging is used to link two or more exams. Links cannot be added after report is finalized.
- There are usually at least two ways to access functionality within RadNet ("to do things in the system"): from the icons in the menu bar at the top of the window, or by right clicking on the item you are interested in, and choosing the action from the pop-up menu. Choose the one most convenient for you.

End Book One

You are ready for your Key Learning Review. Please contact your instructor for your Key Learning Review.