

Incorrect Exam Completed - Dictated

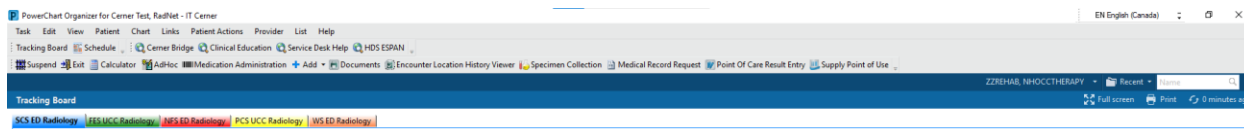
If the incorrect exam has been completed and has been reported by the radiologist there are a series of steps you need to follow to rectify this.

The first thing that should be done is the reporting radiologist on this case will now be asked/required to create an addendum on this report. This addendum will outline that report is incorrect and should be disregarded.

You will need to in-error the incorrect report. This can be accomplished by launching **PowerChart** from the AppBar.



You will then need to search for the desired patient using the search box in the top right corner. Click "Enter" once you are set.





TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

The **encounter search** box will launch. Make sure you have the correct patient demographics and then ensure you select the correct encounter you are looking for. Click “OK” once complete.

Encounter Search
✕

Health Card Number:

Last Name:

First Name:

MRN:

Historical MRN:

Birth Date (DD-MMM-YYYY):

Sex:

FIN:

Phone Number:

Deceased?:

MRN	Historical MRN	Patient Name	Health Card Number	VC	Sex	Birth Date (DD-MMM-YYYY)	Age
11000855		SYSTEMTEST, RADTHREE	3333-333-335		Male	20/Feb/1965	59 Years

Facility	MRN	FIN	Visit Id	Patient Type	Reg Date (DD-MMM-YYYY)	Expected Date of Arrival	Disch Date (DD-MM)
SCS	11000855	22-003301	22-004346	Inpatient	2024-Jul-12 08:46		
SCS	11000855	22-003228	22-004269	Outpatient	2024-Jul-05 14:41	2024-Oct-25 12:30	
SCS	11000855	22-001116	22-001396	Emergency	2024-Feb-23 09:32		2024-Mar-18 11:27

OK
Cancel
Preview



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

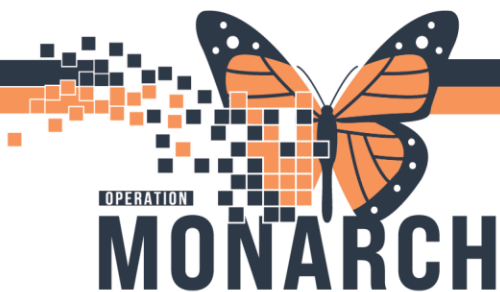
That patient's chart will populate. You will need to navigate to the **documentation** section within **PowerChart**, it is located along the left side of the screen.

SYSTEMTEST, RADTHREE

SYSTEMTEST, RADT
Admin Sex:Male
*Code Status:<No Data

Menu

- Imaging Synopsis
- Orders + Add
- MAR
- Results Review
- IView
- Clinical Notes
- Allergies
- Diagnoses and Problems
- Histories
- Flowsheet
- Form Browser
- Documentation + Add**
- Patient Information
- Appointments
- Patient Preferred Pharmacy
- Clinical Connect



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

This will open up the **documentation** screen within **PowerChart**.

Service Date/Time	Subject	Type	Facility	Author; Contributor(s)	Status
2024-Oct-31 11:46:21	CT Abdomen/Pelvis w/wo	CT Abdomen/Pelvis w/wo	SCS	NHS Test03, RadNet - Technologist	In Progress
2024-Oct-29 16:31:11	MDC_IDC_ENUM_SESS_TYPE_InClinic	CS Pacemaker Interrogation Sngl Chamber	SCS	NHS Test01, Physician - Cardiovascular	Auth (Verified)
2024-Oct-29 16:31:11	CS Pacemaker Interrogation Sngl Chamber	CS Pacemaker Interrogation Sngl Chamber	SCS	NHS Test03, RadNet - IT	Auth (Verified)
2024-Oct-29 13:16:36	XR Chest 2 Views	XR Chest 2 Views	SCS	NHS Test03, RadNet - Technologist; NHS Test02, RadNet - Radiologist	Modified
2024-Oct-25 12:06:56	CT Addendum	CT Addendum	SCS	NHS Test03, RadNet - Technologist; NHS Test02, RadNet - Radiologist	Modified
2024-Oct-25 11:00:39	CT Abdomen wo	CT Abdomen wo	SCS	NHS Test03, RadNet - Technologist; NHS Test02, RadNet - Radiologist	Modified
2024-Oct-18 13:05:00		CT Documents	SCS	NHS Test03, RadNet - Technologist	In Progress
2024-Oct-18 12:59:00		CT Documents	SCS	NHS Test03, RadNet - Technologist	Auth (Verified)
2024-Aug-19 09:32:30	CT Chest w PE Protocol	CT Chest w PE Protocol	SCS	NHS Test03, RadNet - Technologist; NHS Test02, RadNet - Radiologist	Auth (Verified)
2024-Aug-12 13:53:04		CT Abdomen/Pelvis w	SCS	NHS Test03, RadNet - Technologist; NHS Test03, RadNet - Radiologist	Modified
2024-Jul-19 11:11:46		CC Heart Catheterization Left/Right	SCS	NHS Test03, RadNet - Technologist; NHS Test03, RadNet - Radiologist	Auth (Verified)
2024-Jul-15 15:07:31		FL Arthrogram Ankle Left	SCS	NHS Test03, RadNet - Technologist; NHS Test03, RadNet - Radiologist	Auth (Verified)
2024-Jul-15 13:42:27		FL Video Fluoroscopic Swallowing Study	SCS	NHS Test03, RadNet - Technologist; NHS Test03, RadNet - Radiologist	Auth (Verified)
2024-Jul-15 13:42:07		FL Vasogram	SCS	NHS Test03, RadNet - Technologist; NHS Test03, RadNet - Radiologist	Auth (Verified)
2024-Jul-15 13:41:52		FL Upper GI Single Contrast w Sbft	SCS	NHS Test03, RadNet - Technologist; NHS Test03, RadNet - Radiologist	Auth (Verified)
2024-Jul-15 13:41:36		FL Upper GI Single Contrast	SCS	NHS Test03, RadNet - Technologist; NHS Test03, RadNet - Radiologist	Auth (Verified)
2024-Jul-15 13:41:20		FL Upper GI Double Contrast w SBFT	SCS	NHS Test03, RadNet - Technologist; NHS Test03, RadNet - Radiologist	Auth (Verified)
2024-Jul-15 13:41:00		FL Upper GI Double Contrast	SCS	NHS Test03, RadNet - Technologist; NHS Test03, RadNet - Radiologist	Auth (Verified)

You will select the exam you need to fix. It will highlight blue once it is selected. You will then click **In Error**, located near the top of the documentation screen.

Title	Subject	Type	Facility	Author; Contributor(s)	Status	Diagnosis
11:46:21	CT Abdomen/Pelvis w/wo	CT Abdomen/Pelvis w/wo	SCS	NHS Test03, RadNet - Technologist	In Progress	
16:31:11	MDC_IDC_ENUM_SESS_TYPE_InClinic	CS Pacemaker Interrogation Sngl Chamber	SCS	NHS Test01, Physician - Cardiovascular	Auth (Verified)	
16:31:11	CS Pacemaker Interrogation Sngl Chamber	CS Pacemaker Interrogation Sngl Chamber	SCS	NHS Test03, RadNet - IT	Auth (Verified)	
13:16:36	XR Chest 2 Views	XR Chest 2 Views	SCS	NHS Test03, RadNet - Technologist; NHS Test02, RadNet - Radiologist	Modified	
12:06:56	CT Addendum	CT Addendum	SCS	NHS Test03, RadNet - Technologist; NHS Test02, RadNet - Radiologist	Modified	
11:00:39	CT Abdomen wo	CT Abdomen wo	SCS	NHS Test03, RadNet - Technologist; NHS Test02, RadNet - Radiologist	Modified	
13:05:00		CT Documents	SCS	NHS Test03, RadNet - Technologist	In Progress	
12:59:00		CT Documents	SCS	NHS Test03, RadNet - Technologist	Auth (Verified)	
09:32:30	CT Chest w PE Protocol	CT Chest w PE Protocol	SCS	NHS Test03, RadNet - Technologist; NHS Test02, RadNet - Radiologist	Auth (Verified)	
13:53:04		CT Abdomen/Pelvis w	SCS	NHS Test03, RadNet - Technologist; NHS Test03, RadNet - Radiologist	Modified	
11:11:46		CC Heart Catheterization Left/Right	SCS	NHS Test03, RadNet - Technologist; NHS Test03, RadNet - Radiologist	Auth (Verified)	
5:07:31		FL Arthrogram Ankle Left	SCS	NHS Test03, RadNet - Technologist; NHS Test03, RadNet - Radiologist	Auth (Verified)	
3:42:27		FL Video Fluoroscopic Swallowing Study	SCS	NHS Test03, RadNet - Technologist; NHS Test03, RadNet - Radiologist	Auth (Verified)	
13:41:00		FL Upper GI Double Contrast	SCS	NHS Test03, RadNet - Technologist; NHS Test03, RadNet - Radiologist	Auth (Verified)	

*** Final Report ***

Reason For Exam
testing

Report
test report for Cerner

Signature Line
PLEASE NOTE: The report was generated by a speech recognition system. If there is concern regarding the content, please contact the author.

***** Final *****

Signed By: NHS Test02, RadNet - Radiologist
Signed Date/Time: 19-AUG-24 09:45



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

You will be prompted to enter a comment as to why this documented is being marked **In Error**. Click “Ok” once complete.

P Result Uncharting - SYSTEMTEST, RADTHREE - 11000855 ×

In Error Comment - Optional

Comments:

This is the comment box, it is free text.

OK

Cancel

A confirmation pop up will launch to ensure you want to proceed. Click “Yes” if you are sure.

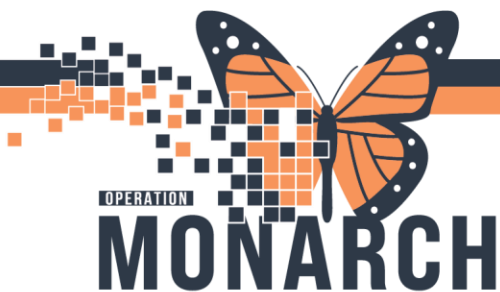
PVNOTES ×



The document you are about to view has been marked as IN ERROR. Do you want to continue viewing the result?

Yes

No



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

The report will now show * **In Error Report** * along the top of the report.

*** In Error Report ***

Reason For Exam
testing

Result Comment by NHS Test03, RadNet - Technologist on 03-Nov-2024 19:11 EST
This is the comment box, it is free text.

Report
test report for Cemer

Signature Line
PLEASE NOTE: The report was generated by a speech recognition system.
If there is concern regarding the content, please contact the author.

***** Final *****

Signed By: NHS Test02, RadNet - Radiologist
Signed Date/Time: 19-AUG-24 09:45

Result type: CT Chest w PE Protocol
Result date: 19-Aug-2024 09:32 EDT
Result status: Uncharted
Result title: CT Chest w PE Protocol
Performed by: NHS Test03, RadNet - Technologist on 19-Aug-2024 09:32 EDT
Verified by: NHS Test02, RadNet - Radiologist on 19-Aug-2024 09:45 EDT
Encounter info: 22-003301, SCS, Inpatient, 12/Jul/2024 -

Next the charges and workload will need to be credited back for this case. We will start with the charges. You will launch **Charge Viewer** from the AppBar.

The screenshot shows a horizontal toolbar (AppBar) with several icons. The icon for 'Charge Viewer' is highlighted with a tooltip that says 'Charge Viewer'. The toolbar also includes a search icon, a list icon, a refresh icon, a close icon, and a help icon.

Once **Charge Viewer** opens up you will need to search for the patient using the search box in the top left corner and hit enter once ready.

The screenshot shows the 'Charge Viewer' application window. The title bar reads 'Charge Viewer (Cannot Increase Quantity)'. Below the title bar is a menu bar with 'Task', 'View', and 'Help'. Underneath the menu bar is a toolbar with various navigation icons. A search box is located at the top left of the main content area, with the label 'Person name:' and a dropdown arrow. Below the search box is a section titled 'Person Information'.



TIP SHEET

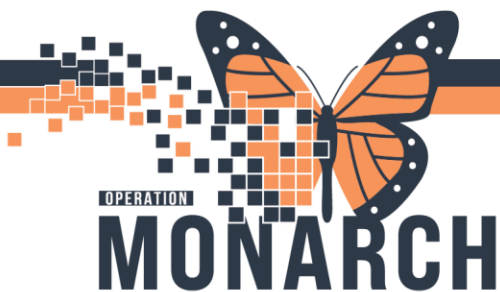
HOSPITAL INFORMATION SYSTEM (HIS)

This will launch the encounter search box where you must ensure you select the correct patient encounter for the exam you are looking to credit back. Click "OK" once complete.

Encounter Search X

MRN	Historical MRN	Patient Name	Health Card Number	VC	Sex	Birth Date (DD-MMM-YYYY)	Age	Deceased
11000855		SYSTEMTEST, RADTHREE	3333-333-335		Male	20/Feb/1965	59 Years	No

Facility	MRN	FIN	Visit Id	Patient Type	Reg Date (DD-MMM-YYYY)	Expected Date of Arrival	Disch Date (DD-MMM-YYYY)
SCS	11000855	22-003301	22-004346	Inpatient	2024-Jul-12 08:46		
SCS	11000855	22-003228	22-004269	Outpatient	2024-Jul-05 14:41	2024-Oct-25 12:30	
SCS	11000855	22-001116	22-001396	Emergency	2024-Feb-23 09:32		2024-Mar-18 11:27



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

The **Filter Options** screen will launch. Select your desired search criteria. You can default the date to today's date, or enter a date range using the available dropdowns. Feel free to select any further search criteria you wish to use. Click "OK" once you are ready to look at the filtered options.

Filter Options [Close]

Service date: 28/Apr/2024 To 03/Nov/2024 Always set service date to today

Charge type [Dropdown]

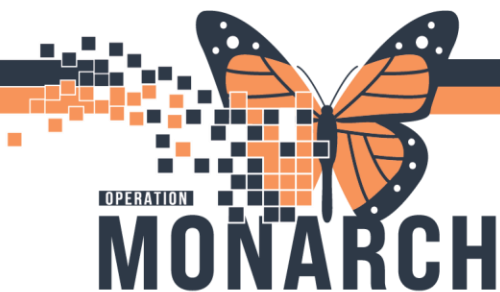
Organization [Dropdown]

Process Flag

<input type="checkbox"/> Pending	<input type="checkbox"/> Suspended	[Dropdown]
<input type="checkbox"/> Interfaced	<input type="checkbox"/> Held	
<input type="checkbox"/> Review	<input type="checkbox"/> Adjusted	[Dropdown]
<input type="checkbox"/> Manual	<input type="checkbox"/> Skipped	
<input type="checkbox"/> Combined	<input type="checkbox"/> Offset	
<input type="checkbox"/> Absorbed	<input type="checkbox"/> Bundled	[Dropdown]
<input type="checkbox"/> ABN missing	<input type="checkbox"/> OMF stats only	
<input type="checkbox"/> Statistics only	<input type="checkbox"/> Unreconciled credit	
<input type="checkbox"/> Posted	<input checked="" type="checkbox"/> Show all	

<<Previous Next>>

Don't show this in the future Save as default **OK** Cancel Apply



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

You will select the desired exam from the list of option(s). Once you select you will **right click** and click **Credit Charge**. This will cause another screen to launch. **Ensure you select the entire study, not an individual charge within the study.**

Accession Number	FIN Number	Price	Perform...	Activity.
100-CT-24-000761	22-003301	See Ex...		Radi...

Person Information
Credit Charge
Select All
Details
Refresh List
Modify Charge Information
View Credit/Modify Reason
View Charge Modification History
Modify Patient Responsibility
Transfer
Sort by

You will see the selected charges in the upper box. You will also be required to enter a reason from the dropdown, as well as a note before you can click "Ok".

The value in the "Quantity" field is the number that will be credited

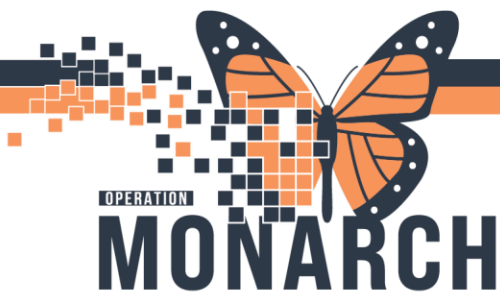
Person Name	FIN	Charge Description	Quantity
SYSTEMTEST, RADTHREE	22-003301	Thorax - with IV contrast	1
SYSTEMTEST, RADTHREE	22-003301	Thorax - with IV contrast	1
SYSTEMTEST, RADTHREE	22-003301	Three dimensional C T acquisition sequencing	1

Credit Reason

* Reason:

* Note

OK Cancel

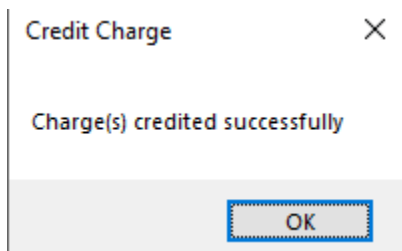


TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

Click “Yes” on the confirmation pop up if you are sure this is the correct information.

You will receive another pop up letting you know the charges have been credited back successfully. The charge(s) in question will also show in red text now to indicate they have been credited back.

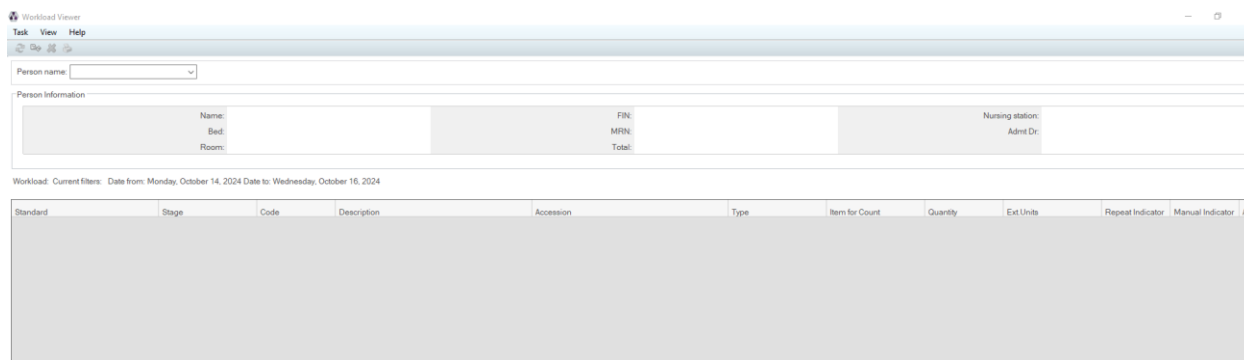


SCS Med...	SCS ...	Hab...	SYSTEMTEST, RADTHREE	Thorax - with IV contrast	100-CT-24-000761	22-003301	\$0.00		Radi...		Mo...	CREDIT
SCS Med...	SCS ...	Hab...	SYSTEMTEST, RADTHREE	Three dimensional C T acquisition seque...	100-CT-24-000761	22-003301	\$0.00		Radi...		Mo...	CREDIT

Next up, the workload. You will need to launch **Workload Viewer** from your AppBar.



This will launch the **Workload Viewer** application. From here you can search the patient you are looking for using the search box in the top left of the screen.





TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

This will cause another screen to pop up that will show that patients various encounters. Ensure you have the correct patient using the demographics in the top box. Then ensure you select the correct encounter for the exam you are searching for using the information in the bottom box. The encounter you select will highlight blue. Press “OK” once you are ready.

Encounter Search

Health Card Number:

Last Name:

First Name:

MRN:

Historical MRN:

Birth Date (DD-MMM-YYYY):

Sex:

FIN:

Phone Number:

Deceased?:

MRN	Historical MRN	Patient Name	Health Card Number	VC	Sex	Birth Date (DD-MMM-YYYY)	Age	Deceased?
11000855		SYSTEMTEST, RADTHREE	3333-333-335		Male	20/Feb/1965	59 Years	No

Facility	MRN	FIN	Visit Id	Patient Type	Reg Date (DD-MMM-YYYY)	Expected Date of Arrival	Disch Date (DD-MMM-YYYY)	Medical Service	Location	Room
SCS	11000855	22-003301	22-004346	Inpatient	2024-Jul-12 08:46			General Internal Medicine	SC 5AB	SC5A09
SCS	11000855	22-003228	22-004269	Outpatient	2024-Jul-05 14:41	2024-Oct-25 12:30		Diagnostic Imaging	SC CT	
SCS	11000855	22-001116	22-001396	Emergency	2024-Feb-23 09:32		2024-Mar-18 11:27	Emergency	SC ED	WR

OK Cancel All Encounters

This will cause another window to pop up where you can pick how you wish to filter the incoming information. **Service Date** will be at the top. You can default this to always be the current date by checking the box, or manually select a date range you wish to search. You can further filter by specific items, if you wish, ex. Accession number, bill item, personnel etc. Click “OK” once you are ready to proceed.

Workload Filters

Service date

From: To: Always set service date to today

Accession number

Personnel id

Admit type

Workload type

Indicators

Manual entry indicator

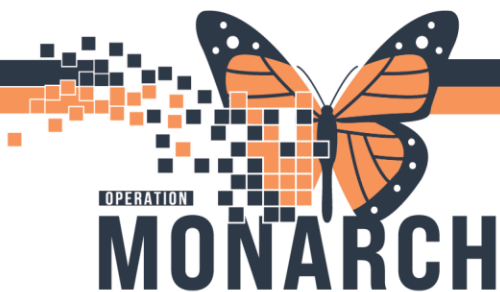
Repeat indicator

Show active only

Save as default

Don't show this window again.

OK Cancel Apply



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

You will see a list of workload codes that will match the criteria you searched for. This will allow you to check their status. If you wish to credit back workload for a given case you will first want to locate the **accession number** of the case you are looking for, this will be located in the **accession number** column.

Person Information	
Name: SYSTEMTEST, RADTHREE	FIN: 22-003301
Bed: A	MRN: 11000855
Room: SC5A09	Total: 15646

Workload: Current filters: Date from: Saturday, June 01, 2024 Date to: Saturday, August 31, 2024

Standard	Stage	Code	Description	Accession	Type
Diagnostic Imaging Workload Stand...		GR908FL	Arthrography, pelvic girdle	100-FL-24-000116	Accrued
Diagnostic Imaging Workload Stand...		GR909FL	Arthrography, lower extremity, unilateral	100-FL-24-000117	Accrued
Diagnostic Imaging Workload Stand...		GR905FL	Arthrography, upper extremity, unilateral	100-FL-24-000121	Accrued
Diagnostic Imaging Workload Stand...		GR905FL	Arthrography, upper extremity, unilateral	100-FL-24-000123	Accrued
Diagnostic Imaging Workload Stand...		GR620FL	Upper GI, single or double	100-FL-24-000125	Accrued
Diagnostic Imaging Workload Stand...		FL2286	2286 Copying/digitizing images	100-FL-24-000132	Accrued
Diagnostic Imaging Workload Stand...		GR675FL	GR Sinogram Fistulogram	100-FL-24-000133	Accrued
Diagnostic Imaging Workload Stand...		MI955FL	GR Fluoroscopy	100-FL-24-000135	Accrued
Diagnostic Imaging Workload Stand...		MI955FL	GR Fluoroscopy	100-FL-24-000136	Accrued
Diagnostic Imaging Workload Stand...		MI955FL	GR Fluoroscopy	100-FL-24-000139	Accrued

When you find the workload code you wish to credit, you will click it which will cause it to highlight blue. You will then **right click** and select **credit**.

Diagnostic Imaging Workload Stand...	IR446FL	Injection, additional facet/joint	100-FL-24-000196	Accrued	Minutes Per Exam	1	20	<input type="checkbox"/>	<input type="checkbox"/>
Diagnostic Imaging Workload Stand...	MI970FL	Counseling, extended	100-FL-24-000196	Accrued	Minutes Per Exam	1	15	<input type="checkbox"/>	<input type="checkbox"/>
Diagnostic Imaging Workload Stand...	MI941FL	Immobilization no special equipment	100-FL-24-000196	Accrued	Minutes Per Exam	1	5	<input type="checkbox"/>	<input type="checkbox"/>
Diagnostic Imaging Workload Stand...	MI941FL	Immobilization peds special equipment	100-FL-24-000196	Accrued	Minutes Per Exam	1	15	<input type="checkbox"/>	<input type="checkbox"/>
Diagnostic Imaging Workload Stand...	MI910FL	Sterile environment	100-FL-24-000196	Accrued	Minutes Per Exam	1	20	<input type="checkbox"/>	<input type="checkbox"/>
Diagnostic Imaging Workload Stand...	IR446FL	Injection, additional facet/joint	100-FL-24-000196	Accrued	Minutes Per Exam	1	20	<input type="checkbox"/>	<input type="checkbox"/>
Diagnostic Imaging Workload Stand...	IR450FL	Joint, Spine, Intrathecal injection or aspiration	100-FL-24-000162	Accrued	Minutes Per Exam	1	30	<input type="checkbox"/>	<input type="checkbox"/>
Diagnostic Imaging Workload Stand...	IR450FL	Joint, Spine, Intrathecal injection or aspiration	100-FL-24-000163	Accrued	Minutes Per Exam	1	30	<input type="checkbox"/>	<input type="checkbox"/>
Diagnostic Imaging Workload Stand...	IR450FL	Joint, Spine, Intrathecal injection or aspiration	100-FL-24-000165	Accrued	Minutes Per Exam	1	30	<input type="checkbox"/>	<input type="checkbox"/>
Diagnostic Imaging Workload Stand...	IR450FL	Joint, Spine, Intrathecal injection or aspiration	100-FL-24-000166	Accrued	Minutes Per Exam	1	30	<input type="checkbox"/>	<input type="checkbox"/>
Diagnostic Imaging Workload Stand...	IR450FL	Joint, Spine, Intrathecal injection or aspiration	100-FL-24-000169	Accrued	Minutes Per Exam	1	30	<input type="checkbox"/>	<input type="checkbox"/>
Diagnostic Imaging Workload Stand...	IR450FL	Joint, Spine, Intrathecal injection or aspiration	100-FL-24-000170	Accrued	Minutes Per Exam	1	30	<input type="checkbox"/>	<input type="checkbox"/>
Diagnostic Imaging Workload Stand...	IR450FL	Joint, Spine, Intrathecal injection or aspiration	100-FL-24-000171	Accrued	Minutes Per Exam	1	30	<input type="checkbox"/>	<input type="checkbox"/>

You will get a confirmation screen, ensuring you selected the correct workload code, click “YES” if you are sure. You will then be prompted to enter a credit reason, you can select from the dropdown list available. You may also enter any notes if you wish. Click “OK” once complete.

Credit Rea...
—
□
✕

Credit

Reason:

Note:

OK

Cancel

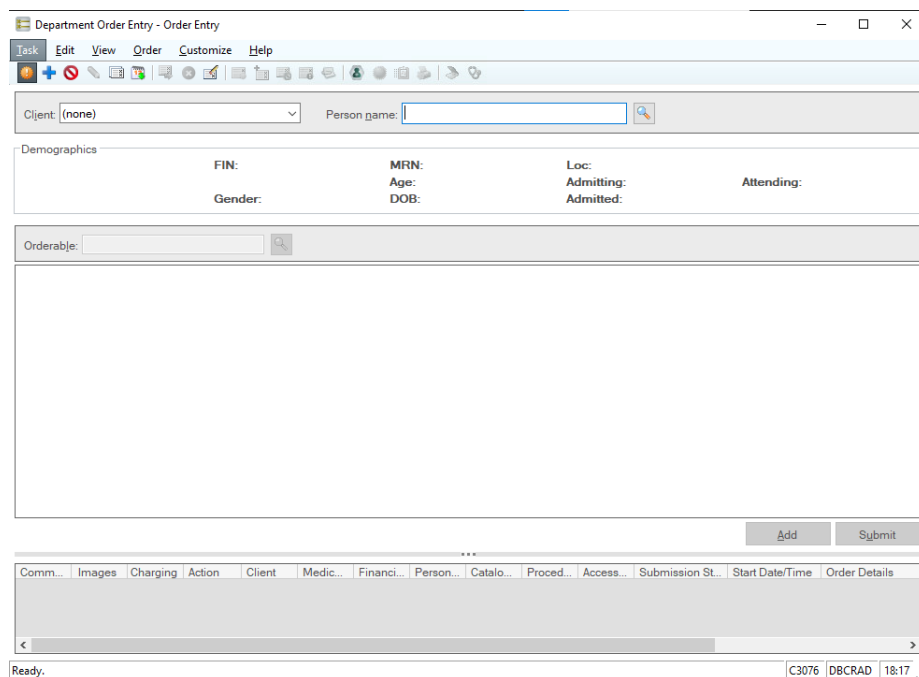
Once it is done processing the credit, you will notice that code will now be in red text, as well as show **Credited** within the **Type** column.

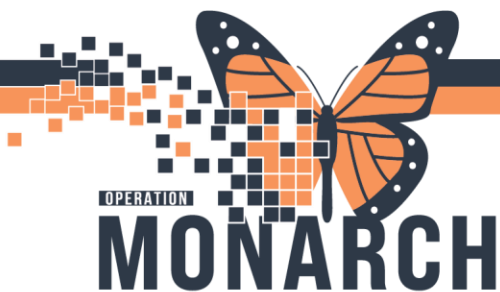
Standard	Stage	Code	Description	Accession	Type
Diagnostic Imaging Workload Stand...		IR450FL	Joint, Spine, Intrathecal injection or aspiration	100-FL-24-000154	Accrued
Diagnostic Imaging Workload Stand...		IR450FL	Joint, Spine, Intrathecal injection or aspiration	100-FL-24-000155	Accrued
Diagnostic Imaging Workload Stand...		IR450FL	Joint, Spine, Intrathecal injection or aspiration	100-FL-24-000156	Accrued
Diagnostic Imaging Workload Stand...		IR450FL	Joint, Spine, Intrathecal injection or aspiration	100-FL-24-000157	Accrued
Diagnostic Imaging Workload Stand...		IR445FL	Injection, facet/SI joint	100-FL-24-000158	Accrued
Diagnostic Imaging Workload Stand...		IR445FL	Injection, facet/SI joint	100-FL-24-000159	Accrued
Diagnostic Imaging Workload Stand...		IR445FL	Injection, facet/SI joint	100-FL-24-000160	Accrued
Diagnostic Imaging Workload Stand...		IR445FL	Injection, facet/SI joint	100-FL-24-000160	Credited
Diagnostic Imaging Workload Stand...		IR445FL	Injection, facet/SI joint	100-FL-24-000161	Accrued

Next, a new order must be placed against the correct patient so that the images can be moved to the correct patient. You can accomplish this by launch **Department Order Entry** from your AppBar.



You will search the patient's name in the search box at the top of the screen. If you wish to search by something other than the default you can click the magnifying glass next to the search box, or hit "enter" in the search box, this will launch the encounter search box.





TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

Once the patient is searched, you will be prompted to select the correct patient encounter. Ensure the patient demographics are correct and then ensure you select the correct patient encounter. Click “Ok” once you select the correct encounter.

Encounter Search

MRN	Historical MRN	Patient Name	Health Card Number	VC	Sex	Birth Date (DD-MMM-YYYY)	Age	Deceased?
11000855		SYSTEMTEST, RADTHREE	3333-333-335		Male	20/Feb/1965	59 Years	No

Facility	MRN	FIN	Visit Id	Patient Type	Reg Date (DD-MMM-YYYY)	Expected Date of Arrival	Disch Date (DD-MMM-YYYY)	Med
SCS	11000855	22-003301	22-004346	Inpatient	2024-Jul-12 08:46			Ger
SCS	11000855	22-003228	22-004269	Outpatient	2024-Jul-05 14:41	2024-Oct-25 12:30		Dia
SCS	11000855	22-001116	22-001396	Emergency	2024-Feb-23 09:32		2024-Mar-18 11:27	Em

Buttons: OK, Cancel, Preview, Add Person, Add Encounter

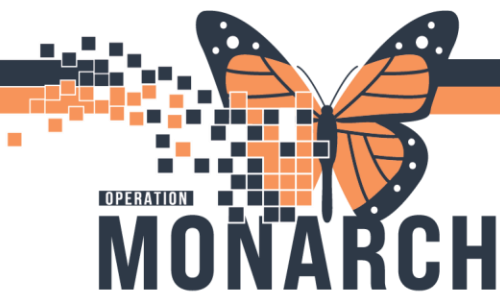
You will see the patient demographics populate at the top of the screen. You will use the search box next to **Orderable** to search for the DI order that you require. ****All modalities start with a 2 letter acronym, US, XR, CT, MR etc.**** Once you hit enter on the search, it will pull up all available orderables that match your search.

Find Orderable

Find:

Orderable	Description	Department Display Name	Mnemonic Type
US Abdomen Comp Renal Transplant Adult	US Abdomen Comp Renal Transplant Adult	US Abdomen Comp Renal Transplant Adult	Primary
US Abdomen Comp/Pelvis Comp Dopp Portal	US Abdomen Comp/Pelvis Comp Dopp Portal	US Abdomen Comp/Pelvis Comp Dopp Portal	Primary
US Abdomen Comp/Pelvis Ltd Dopp Portal	US Abdomen Comp/Pelvis Ltd Dopp Portal	US Abdomen Comp/Pelvis Ltd Dopp Portal	Primary
US Abdomen Complete	US Abdomen Complete	US Abdomen Complete	Primary
US Abdomen Complete/Bladder	US Abdomen Complete/Bladder	US Abdomen Complete/Bladder	Primary
US Abdomen Complete/Doppler Portal	US Abdomen Complete/Doppler Portal	US Abdomen Complete/Doppler Portal	Primary
US Abdomen Complete/Iliac Doppler	US Abdomen Complete/Iliac Doppler	US Abdomen Complete/Iliac Doppler	Primary
US Abdomen Complete/Pelvis Complete	US Abdomen Complete/Pelvis Complete	US Abdomen Complete/Pelvis Complete	Primary
US Abdomen Complete/Pelvis Complete/TV	US Abdomen Complete/Pelvis Complete/TV	US Abdomen Complete/Pelvis Complete/TV	Primary
US Abdomen Complete/Pelvis Limited	US Abdomen Complete/Pelvis Limited	US Abdomen Complete/Pelvis Limited	Primary
US Abdomen Limited	US Abdomen Limited	US Abdomen Limited	Primary
US Abdomen Limited 3+	US Abdomen Limited 3+	US Abdomen Limited 3+	Primary
US Abdomen Limited/Doppler Portal	US Abdomen Limited/Doppler Portal	US Abdomen Limited/Doppler Portal	Primary
US Abdomen Limited/Iliac Doppler	US Abdomen Limited/Iliac Doppler	US Abdomen Limited/Iliac Doppler	Primary
US Abdomen Limited/Pelvis Comp/TV	US Abdomen Limited/Pelvis Comp/TV	US Abdomen Limited/Pelvis Comp/TV	Primary
US Abdomen Limited/Pelvis Complete	US Abdomen Limited/Pelvis Complete	US Abdomen Limited/Pelvis Complete	Primary
US Abdomen Limited/Pelvis Limited	US Abdomen Limited/Pelvis Limited	US Abdomen Limited/Pelvis Limited	Primary
US Abdomen Ltd/Pelvis Ltd Dopp Portal	US Abdomen Ltd/Pelvis Ltd Dopp Portal	US Abdomen Ltd/Pelvis Ltd Dopp Portal	Primary

Buttons: OK, Cancel



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

Select the orderable you want to enter and click “OK” once complete. Any fields that are **yellow** or **starred** must be filled out. You will notice three: **Reason for Exam, Performing Location, Ordering Physician**. You will place the same information that matched the order you had to **remove** earlier. Once you are done you can click “Submit”.

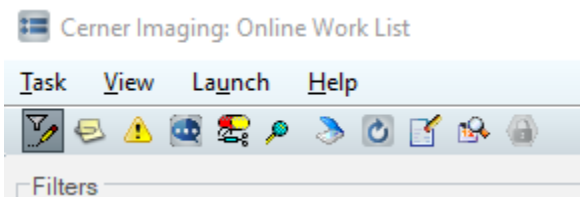
You will notice this will populate the order in the bottom box on your screen. It will also display with an **accession number** indicated it is an **active order** and will appear on the worklist.

Comm...	Images	Charging	Action	Client	Medic...	Financi...	Person...	Catalo...	Proced...	Accession	Submission St...	Start Date/Time	Order Details
Order				St. Cat...	11000	22-003	SYSTE...	Radiol...	US Ab...	100-US-24-002085	Submitted	2024-Nov-03	03/Nov/2024 18:22, Routine, SCS - St. Catharines Site

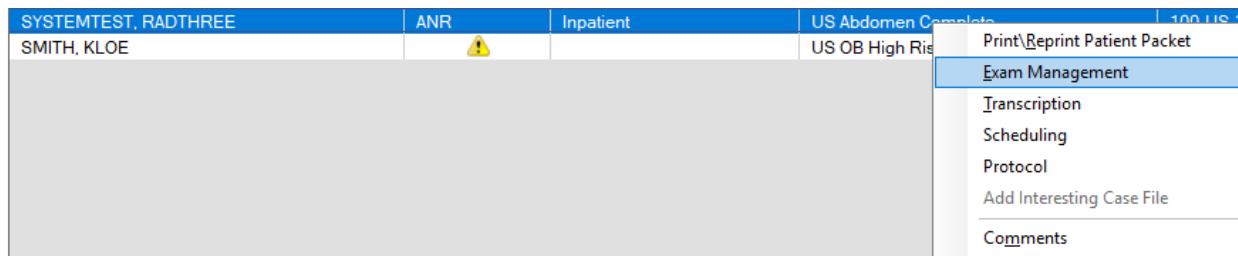
This exam will now need to be completed with the appropriate date and time to match the initial exam date. You will do this by launching the **Online Worklist** from the AppBar.



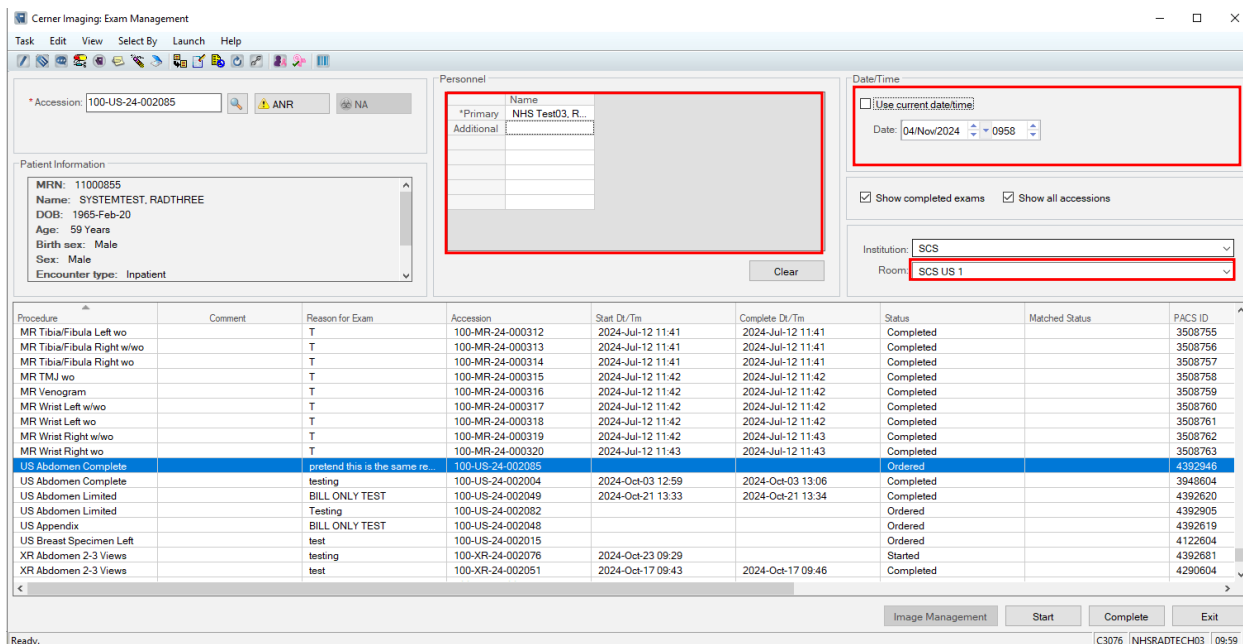
You will then locate the exam you need to have completed on the **Online Worklist**. This may involve changing your filters to pick the correct site and modality, this is located in the top tool bar.



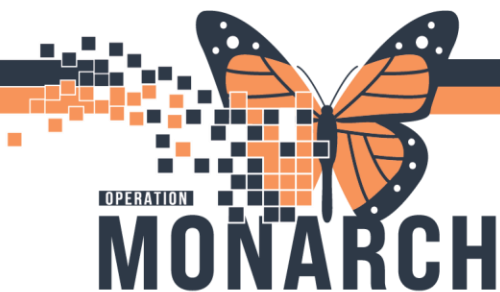
Once you have found the order you can click on it and then **right click** and select **Exam Management**.



Once the **Exam Management** screen populates you will be able to alter some information. First, the personnel name of whoever completed the exam, located on the top side of the screen in the middle. Next the **date/time**, you will uncheck the box that says “use current date and time” and use the calendar to select the appropriate **date** and type in the appropriate **time**, located along the right of the screen. You will then select the correct room that this exam was completed in using the dropdown next to **Room**, along the right side of the screen.



Once you have entered all the correct information, click “Start” to start the exam at the time. You will now need to change the time within the time field, to match the corresponding time it was completed. Once that is done click “Complete” to mark the exam completed at that time.



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

Depending on the type of exam the initial pop up box will be different. If it is a study that utilizes contrast, it will populate a screen to fill in information regarding the use of the contrast. If not, it will start with **technical comments**. To fill out a bubble you must **double click** the bubble. Click "OK" once complete.

You will then be prompted to enter any bill onlys that should be applied to this procedure. You can simply double click the bill onlys in the left column you wish to apply, or you can click them once and select the arrows in the middle of the screen. Only the bill onlys on the **right** side will be applied to the case. Click "OK" once complete.



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

That exam will now be completed. This will not require the initial images gathered to be moved to this appropriate exam by the **PACS** teams.

The reporting radiologist will also be required to generate a fresh new report on this patient.