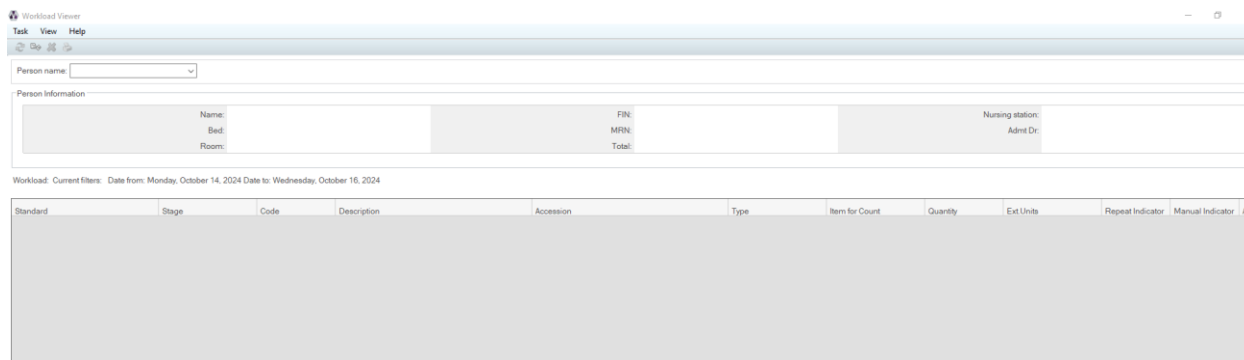


Workload Viewer

If you wish to either check or credit back workload for a given case you will first 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

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: 14/Oct/2024 To: 16/Oct/2024 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, 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"/>

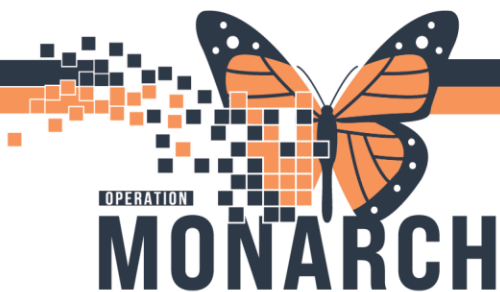
You will get a confirmation screen, ensuring you selected the correct workload code, click “YES” if you are sure. You will then be prompted to enter a credit reason, you can select from the dropdown list available. You may also enter any notes if you wish. Click “OK” once complete.

Credit Reason [Close]

Credit

Reason:

Note:



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

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