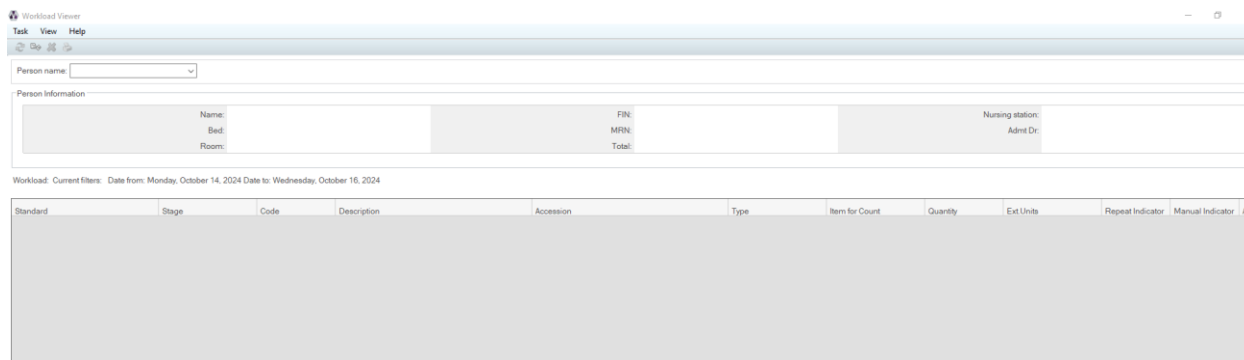# Workload Viewer

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.

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.

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.

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.

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.**
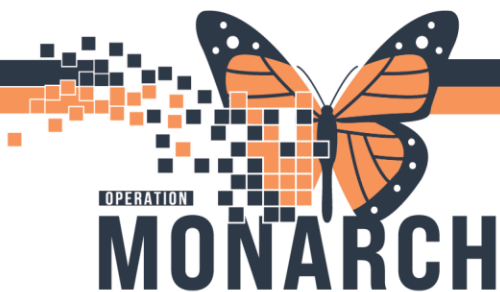

You will get a confirmation screen, ensuring you selected the correct workload code, click "YES" if you are sure. You will then be prompted to enter a credit reason, you can select from the dropdown list available. You may also enter any notes if you wish. Click "OK" once complete.

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