



SixPACS

Teleradiology Management System

User Guide

Referring Physician

Supplement

Revision 2
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SixPACS Teleradiology Management System User Guide – Referring Physician Supplement

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SixPACS Roles

Access to the SixPACS system is organized into 8 different roles: Facility, Dispatcher (Staff), Tech, Radiologist, Referring Physician, Transcriptionist, Admin and Billing. Each role is capable of performing certain tasks, which follow the life cycle of an exam. Below are the definitions of each role.

Facility Role

The Facility user can view exams of their patients that have been read by a Radiologist, Transcribed or verified. This access is read only and they cannot change a record. The Facility user can also create new exams and track existing. They also receive the final report of the exam.

Dispatcher Role

The Dispatcher's role consists of several different tasks. They are responsible for fielding calls to schedule exams. If the patient doesn't have a detailed record in TMS, the dispatcher will create a patient record and then add the current exam. If the patient has a previous record and exam history, the Dispatcher will add the new exam to that patient's record.

Once the record is created for the patient and exam, the dispatcher is responsible for assigning the exam to a Tech. If the Tech is unable to perform the exam for any reason, the Dispatcher will need to re-assign the exam to another Tech. If an exam is canceled, the Dispatcher will mark the exam record as 'Canceled'. Dispatchers have the ability to move exam status backward using the 'Rollback' function, or forward by using the 'Exam Completed' function. Lastly, the Dispatcher is responsible for tracking the status of the exam and making sure it is completed in a timely fashion.

Tech Role

The Tech is responsible for uploading the images for new exams. The Tech can also verify the patient and exam info that was entered by dispatch and make any necessary changes. The Tech also has the ability to do add-on exams. They can search patient records, add a new patient or add an exam to an existing patient and have it assigned directly to them. This allows the Tech to operate independently after hours.

Radiologist Role

The Radiologist can use the TMS system to view the images attached to patient exams. They can view the images from a single exam, or they can also load images from past exams in order to do comparisons. After the images have been viewed, the Radiologist can mark them as 'Read' so that they are ready for the Transcriptionist. After the Transcriptionist has entered a transcription, the Radiologist can review it, revise it, and then verify it.

Referring Physician Role

The Referring Physician is allowed as an ordering physician to view completed exam images and reports, regardless of which facility the patient belongs. A user with the Physician role can view any patient that is "tagged" for them to access.

Transcriptionist Role

The Transcriptionist uses TMS to enter a typed transcription of the Radiologist's result and impression. They have the ability to revise previous transcriptions up until the point they have been verified by the Radiologist. The Transcriptionist can also view or print the transcription.

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Admin Role

The Admin can be considered a manager who has access to all areas of the workflow of an exam. Their role is to make sure that all stages of an exam life cycle complete successfully. The Admin also has access to an Admin page where the supplemental tables such as Users, Facilities, Symptoms, etc. can be edited.

Billing Role

The Billing user has additional screens that are used to add billing information to the patient and exam records, to facilitate the billing process. This information includes selecting the correct procedure and symptom codes.

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Life Cycle of an Exam in SixPACS

The life cycle of an Exam in SixPACS follows a path through as many as 13 different statuses. Depending on the user's role, they will be able to see exams at some or all of these stages.

Canceled - Canceled exams appear at the top of the worklist and will stay there for 24 hours. After 24 hours, they will be removed from the worklist.

To Be Scheduled – Certain exams, such as holter monitors, ultrasounds and pacer checks require additional scheduling, do to special equipment or patient preparation that must be done to perform the procedure. When these types of exams are ordered, they will be assigned this status, in order to allow staff to determine the date of service.

Call Facility - Once an exam has been scheduled in the "To Be Scheduled" status, it is changed to "Call Facility". In this status, the Staff user contacts the facility to verify that the date of service is acceptable. Also, any prep instructions for the patient are given at this time. Once the date of service is verified, the exam will change status to "Received", in order to be dispatched.

Received – Once a call has been received and the exam detail has been entered, the exam is moved to the 'Received' status and is ready to be assigned to a Tech.

Assigned – Exams are moved to 'Assigned' after they have been given to a tech. They will remain in the 'Assigned' status until the procedure is performed by the Tech. and all relevant information has to be received into the system.

Escalated – This status is used by techs when there is an issue transmission, or other problems arise which the tech needs assistance from management.

To Be Read – After the Tech has uploaded the image(s), the exam is automatically moved to the 'To Be Read' status and is ready to be reviewed by the Radiologist.

Order To Be Completed – Exam records that are read by outside radiology groups may have an external website that is utilized. This section shows exams that have had the images sent to the outside group, require an order be completed on the other side. Once the order is completed, the exam status is set to "To Be Transcribed".

To Be Transcribed – After a Radiologist has viewed the images associated with an exam and dictated the results and impression, it is marked and moved to the status of 'To Be Transcribed'.

Q/A-

To Be Faxed – Once the Transcriptionist has typed in the Radiologist's impression and result, the exam status is changed to 'To Be Faxed'. If there is a fax location specified, the report will be automatically faxed to the facility.

To Be Called – Positive reports that are faxed are set to a status of "To Be Called". Once the user calls the facility to verify that they received the report, the user marks the exam as "Called". This sets the status of the exam to "To Be Billed".

To Be Billed – After the report has been faxed to the facility, the exam record is set to a status of "To Be Billed". These records will stay in the worklist for 24 hours, then they will be removed.

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In SixPACS, the role of the Referring Physician provides access to view exam images and to review the transcribed report.

Login

Each Referring Physician will be able to login from any computer with a suitable MS Internet Explorer web browser. At the login screen, enter your username and password. The username will be your first initial and last name.

Search Exams

After logging in, the Referring Physician Menu will be displayed (Fig. 1). The Referring Physician Menu displays only 1 option: Search Exams

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Search Exams

Fig. 1 – Referring Physician Menu

Selecting the “Search Exams” menu option will display a search form to allow the Physician to search for exams that have been “tagged” for them to view (Fig. 2).

The screenshot shows a search form titled "SEARCH" with a "Worklist" link. The form contains the following fields: SSN, PATIENT LAST, PATIENT FIRST, DOS FROM, DOS TO, EXAM ID, ORDER ID, and PATIENT ID. A "Search" button is located to the right of the Patient ID field.

Fig. 2 – Search Exams Page

Type any criteria into the search for to search for a particular exam, and click on the Search button. A list of exams will appear, as shown (Fig. 3). To view the details of a patient, click on the SSN. The Patient Detail will be shown (Fig. 4).

The screenshot shows a search results page with a table of 21 records. The table has the following columns: SSN (Click to view), PATIENT LAST, PATIENT FIRST, DOB, FACILITY, TECH ASSIGNED, STATUS, EXAM ID, DOS, and REGION. The first few rows of data are as follows:

SSN (Click to view)	PATIENT LAST	PATIENT FIRST	DOB	FACILITY	TECH ASSIGNED	STATUS	EXAM ID	DOS	REGION
000-00-1100	CRAMPSON	JANE	07/11/07	GREENHURST CARE CENTER	TERRE WALKER	VERIFIED	001400	03/15/07	Greenburg
007-00-0770	DEWASHVILLE	WENDY	03/20/08	BLUE RIDGE HOSPITAL-BIRMINGHAM LICHFIELD	CONY SALZMAN	VERIFIED	000020	06/17/08	Hannaburg
007-00-0770	DEWASHVILLE	WENDY	03/20/08	HEALTH SOUTH BIRMINGHAM	WILL TRISH	VERIFIED	001330	06/27/08	Hannaburg
007-00-0770	DEWASHVILLE	WENDY	03/20/08	JEWISH HOME OF HARRISBURG	ANDREA WILSON	VERIFIED	000070	02/18/07	Hannaburg
007-00-0770	DEWASHVILLE	WENDY	03/20/08	JEWISH HOME OF HARRISBURG	CONY SALZMAN	VERIFIED	000000	05/07/07	Hannaburg
007-00-0770	DEWASHVILLE	WENDY	03/20/08	JEWISH HOME OF HARRISBURG	CURT WILSON	VERIFIED	070070	01/11/07	Hannaburg
007-00-0770	DEWASHVILLE	WENDY	03/20/08	JEWISH HOME OF HARRISBURG	KATIE DAVIS	VERIFIED	077140	02/18/07	Hannaburg
007-00-0770	DEWASHVILLE	WENDY	03/20/08	JEWISH HOME OF HARRISBURG	RICH WELLS	VERIFIED	070070	01/11/07	Hannaburg
007-00-0770	DEWASHVILLE	WENDY	03/20/08	LITHIA TON HARRISBURG		VERIFIED	000070	11/11/04	Hannaburg
007-00-0770	DEWASHVILLE	WENDY	03/20/08	LITHIA TON HARRISBURG		VERIFIED	000000	04/28/08	Hannaburg
007-00-0770	DEWASHVILLE	WENDY	03/20/08	LITHIA TON HARRISBURG	CONY SALZMAN	VERIFIED	001330	02/17/04	Hannaburg
007-00-0770	DEWASHVILLE	WENDY	03/20/08	LITHIA TON HARRISBURG	BRAD WINGARD	VERIFIED	002710	03/07/04	Hannaburg
007-00-0770	DEWASHVILLE	WENDY	03/20/08	LITHIA TON HARRISBURG	WILL TRISH	VERIFIED	001000	11/28/03	Hannaburg
000-00-1100	HARRIS	WENDY	06/08/07	COUNTRY HOSPITAL BIRMINGHAM 4	DAVE TUCKER	VERIFIED	001440	02/18/07	Alabam
000-00-1100	HARRIS	WENDY	06/08/07	COUNTRY HOSPITAL BIRMINGHAM 3 (SHELBY)	SCOTT BOLTZ	VERIFIED	000000	06/11/08	Alabam

Fig. 3 – Search Results

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PATIENT DETAIL/EXAM HISTORY

Search

SSN	Patient Last	Patient First	DOB	
123 456 789	JOHNSON, JOE	JOHN, JOE	3/20/1918	
Insurance	Number	Group	Auth Req.	
Primary: MEDICARE	A			
Secondary: MEDICARE	000000000			
Tertiary:				

View Single Exam Images

Exam History

View/Compare Selected Exams ← Click here for Comparisons

<input type="checkbox"/>	DOS	EXAM ID	STATUS		
<input type="checkbox"/>	03/07/2007	190690	VERIFIED		(2) [View Icon]
Exam Type: XRAY Region: Harrisburg Auth #: Dispatcher: BLAZER, ROMA					
Exam(s) Performed: CHEST IV Facility: (458) JEWISH HOME OF HARRIS... Physician: DR SAACKS Tech Assigned: GELSENGER, CINDY					
Exam Requested: CHEST Bldg./Room #: 105-PRIVATE 5 WING Requested By: MATT Radiologist: REGGIO M.D., CHARLES					
Symptoms: CONGESTION Call Taken: 3/7/2007 10:52:25 AM Canceled By:					
Comments:					
<input type="checkbox"/>	03/15/2007	180871	VERIFIED		(2) [View Icon]
Exam Type: XRAY Region: Harrisburg Auth #: Dispatcher: Carr, Joyce					
Exam(s) Performed: CHEST IV Facility: (458) JEWISH HOME OF HARRIS... Physician: SAACKS, DENNIS Tech Assigned: NIXON, ANDREA					
Exam Requested: CHEST Bldg./Room #: 105 PRIVATE 5 WING Requested By: MATT Radiologist: SMITH D.O., HENRY					
Symptoms: COMPARE 02/19/2007 Call Taken: 3/12/2007 1:04:59 PM Canceled By:					
Comments:					

Click checkboxes to compare exams

View Report

Fig. 4 – Patient Detail Page

View Exam Image

To view the images associated with the exam, click on the view icon (magnifying glass). A new window will open, the images will load into the viewer application. (refer to the Viewer Supplement for more information on the use of the viewer).

To view a comparison of the current exam with a prior exam, put a check in the checkbox next to the exam containing the images you would like to view. You can check more than one box if you would like to perform more than one comparison. Click on the "View/Compare Selected Exams" link at the top of the exam list. This will load the viewer in a new browser window. The image(s) will begin downloading immediately.

View Report

After the exam has been transcribed, the Physician has the ability to view the report. This is accomplished by clicking on the icon, as shown in Fig. 4. The report generated is in Adobe Acrobat, and requires the Adobe Reader to view the document. An example of a report is shown in Fig. 5.

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Fax: (717) 561-4467

PATIENT: ~~XXXXXXXXXX~~
FACILITY: ~~XXXXXXXXXX~~
ROOM: ~~XXXX~~
ORDERING PHYSICIAN: ~~XXXXXXXXXXXXXXXXXXXX~~
PROCEDURE: **KNEE LT 2V, KNEE RT 2V**
DOS: **03/15/2007**
HISTORY: **UNSTABILIV, KNEE REPLACEMENTS**

RESULTS:

In the right knee there is noted status total joint replacement with no loosening of prosthetic components of the distal femur, proximal tibia, and posterior patella. There is normal mild genu valgus. In the left knee there is likewise no loosening of the prosthetic components. However, there is slight increased genu valgus deformity, possibly related to instability.

IMPRESSION:

Right knee-Satisfactory status TKR and normal mild valgus angulation.

Left knee-No loosening of prosthetic components; there is suspected instability with increased degree of genu valgus deformity.

TRANS: MR DICTATED: ~~XXXXXXXXXX~~ D.O.
TRANS DATE: 03/15/2007 13:40 DICTATED 03/15/2007

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Fig. 5 – View Transcription