SixPACS
Teleradiology Management System

User Guide
Radiologist Supplement

Revision 2

Table of Contents

SixPACS Roles

Access to the SixPACS system is organized into 6 different roles: Dispatcher (Staff), Tech, Radiologist, Transcriptionist, Facility and Admin. 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 orders exams and receives the final report of the exam.

Dispatcher Role
The Dispatcher role is responsible for fielding calls scheduling exams, and assigning exams to technologists. The Dispatcher is also 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 performing the exam and uploading the images to the server to be read by the radiologist.

Radiologist Role
The Radiologist reads the completed exam and dictates their findings to be transcribed. The Radiologist also verifies the final transcribed report.

Transcriptionist Role
The Transcriptionist types a report of the Radiologist's result and impression.

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.

Life Cycle of an Exam in SixPACS

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

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 'Assigned' when they have been dispatched to a tech. They will remain in the 'Assigned' status until the image(s) have been upload by the Tech, or the Tech marks the exam "Complete".

Completed – If the Tech has uploaded images, the exam is automatically moved to the 'Completed' status and is ready to be reviewed by the Radiologist. An exam that does not have electronic images, or the exam doe not require transcription (i.e. ultrasound, EKG, etc.), the Tech can mark the exam "Complete".

Read – 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 'Read'.

Transcribed – Once a Transcriptionist has typed in the Radiologist's impression and result, the exam status is changed to 'Transcribed'.

Verified – After the Radiologist reviews what the Transcriptionist has typed, they verify the exam.   This is the final step in the exam cycle.

Canceled – If an exam is canceled for any reason, it is flagged as "Canceled".

In SixPACS, the role of the Radiologist provides access to view exam images to be read, and to review and verify the transcribed report.

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

Radiologist Worklist
After logging in, the Radiologist Menu will be displayed (Fig. 1). The Radiologist Menu displays the 3 options:
- View Unread Exams
- View Read Exams
- Verify Transcriptions

Beside each menu option the number of exams in each status is displayed to aide the radiologist in determining how many exams need attention.

| Logoff | Home

SixPACS Teleradiology Management System

View Unread Exams (28)

View Read Exams (21)

Verify Transcriptions (40)

Fig. 1 – Radiologist Menu

View UnRead Exams
Selecting the "View Unread Exams" menu option will display exams that have been assigned to radiologist to read (Fig. 2). The total number of exams to be read is displayed at the top of the page. The list of unread exams can be shown in either a single-patient, or a multi-patient view. The single-patient view shows the oldest exam that is needed to be read, whereas the multi-patient view shows all the exams assigned. The single-patient view provides a better performance as it does not download as much information, allowing the radiologist to quickly move from exam to exam. The multi-patient view allows the radiologist to find a particular exam, should the need arise to read an exam out of order (i.e. a stat exam).

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 SixPACS viewer. (refer to the SixPACS Viewer Supplement for more information on the use of the viewer).

To view a comparison of the current exam with a prior exam, click on the small plus sign (+) just to the left of the patient's name to expand the exam and show a history of all exams available for comparison. The number of images attached to each exam will be shown to the right. 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 icon (magnifying glass) on the right. This will load the viewer in a new browser window. The image(s) will begin downloading immediately.

Fig. 2 – UnRead Exams

Mark Exam Read (Dictated)
After the Radiologist has viewed the images and dictated the result, the exam is marked as 'Read' by clicking on the checkmark icon of the highlighted exam in the worklist. Confirm that the exam is to be marked read by clicking on okay. The status of the exam is then changed to Read status, and the next exam to be read is immediately listed.

View Read Exams
This menu option has an identical view of exams as the View UnRead Exams function above. However, this view shows exams that have already been marked as "Read". This view is made available to the radiologist, should a particular exam need to be read before being transcribed.

Verify Transcriptions
After the exam has been transcribed, the Radiologist should verify that the transcription is an accurate written representation of what was dictated. Click 'Verify Transcriptions' (Fig. 3). Each report that requires verification will be displayed in succession. After the current exam has been verified, the next exam in the list is immediately shown.

The transcription can be edited and verified from this view. To verify the exam, click 'Verify' at the bottom of the completed transcription.

RADIOLOGIST WORKLIST (TRANSCRIBED) 61 Exams

DATE OF STUDY
03/02/2007

SSN
183-42-2491

FACILITY
HOME HEALTH-YORK

DICTATED BY
| XXXXXXXXXXXX ▼ |

PROCEDURE
VD RT LEG

HISTORY
EDEMA

PATIENT LAST
LINCOLN

DOB
7/21/1952

ROOM
NONE

DICTATION DATE
03/07/2007

PATIENT FIRST
ABRAHAM

ORDERING PHYSICIAN
WALTER MORROW

RESULTS

There are normal Doppler augmentations with compression as well as compressibility on Real-time imaging including the common femoral, proximal, mid and distal superficial femoral veins of the deep venous system, and popliteal veins. There is mild to moderate degree of arterial vascular calcifications present.

IMPRESSION

No venous thrombosis/no acute DVT to veins of the right lower extremity noted.

[Verify]   [Cancel]

Fig. 3 – Verify Transcription