

*Physicians
Mobile
X-Ray, Inc.*

Teleradiology Management System

User Guide Tech Supplement

**Revision 2
December 2019**

Teleradiology Management System User Guide

Tech Supplement

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TECHNICIAN ROLE DESCRIPTION

The Technician is responsible for performing the exam assigned to them and uploading the images to the server that will be read by a radiologist. The Technician can also verify and makes necessary change to the patient and exam info that was entered by the staff/ dispatch. They can search patient records, add a new patient or add an existing patient and have it directly assigned to them.

LIFE CYCLE OF AN EXAM IN SIXPACS

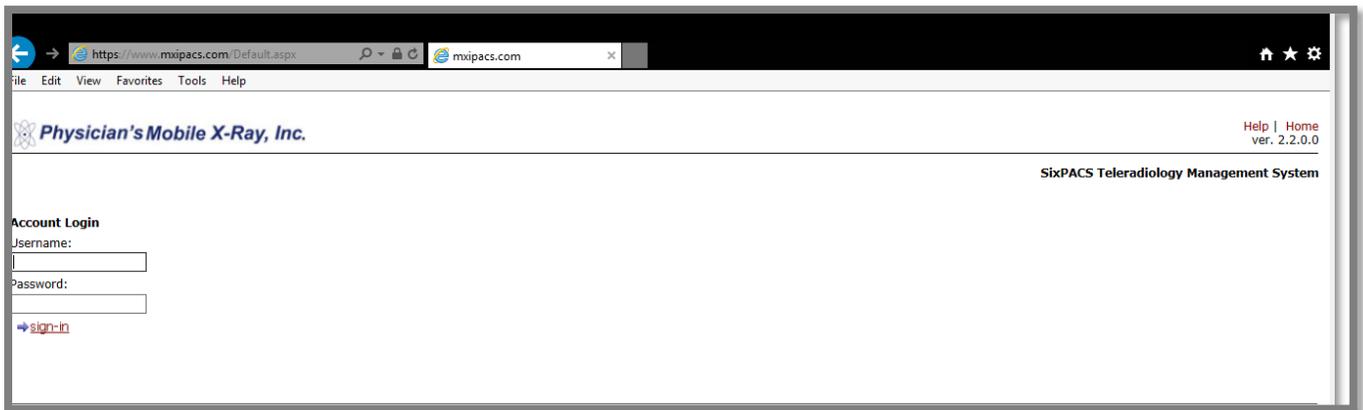
RECEIVED	Once a call has been received and the exam detail has been entered, the exam is moved to the "Received" status and is ready to be assigned to a tech.
ASSIGNED	Exams are assigned when they have been dispatch to a tech. They are assigned directly to the tech by a dispatcher, or they are automatically assigned when the tech receives page through their cellphone device. The exam records will remain in the "Assigned" status until the Tech adds then to a visit.
IN PROGRESS	"In Progress" is used by the Tech to compile and send all the information necessary to complete a visit. A visit can contain a single patient, or multiple patients. Keeping track of visits and the number of patients seen in a visit helps facilitate the billing process.
COMPLETED	Once the techs as completed the information necessary for a visit, the visit is marked "completed", and it is ready to be reviewed by the radiologist.
TO BE TRANSCRIBED	After radiologist has viewed the images associated with an exam and dictated the result and impression, it is marked an moved to the status of "To Be Transcribed"
TO BE FAXED	Once a report is created, the exam status is change to "To BE Faxed". From here, the report is faxed to the facility.
TO BE CALLED	When a positive report is faxed, the status changes to "To Be Called". The dispatcher then calls the facility to verify that they receive the report. The exam is then manually marked "Called" an status moves to "To Be Billed".

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TO BE BILLED	After the report has been faxed to the facility the exam is moved to a status of "To Be Billed". The record will stay in the worklist for 24 hours and then will be removed from the worklist.
CANCELED	Canceled exams appear at the top of the worklist and will stay there for 24 hours. If an exam is canceled for any reason, it is flagged as canceled.

LOGIN

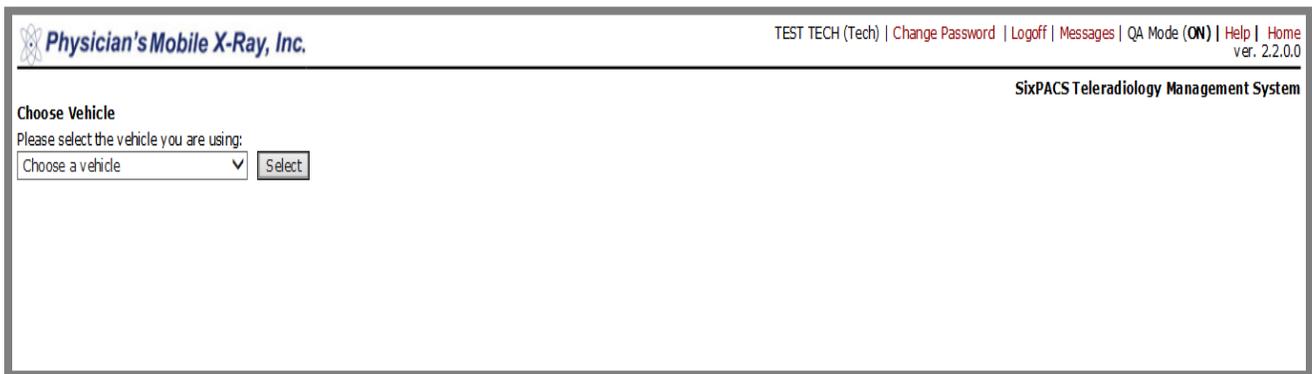
Each Technician will be able to login from any computer with a suitable browser. At the login screen, the user enters his username and password.



The screenshot shows a web browser window with the URL <https://www.mxipacs.com/Default.aspx>. The page header includes the logo for "Physician's Mobile X-Ray, Inc." and the text "SixPACS Teleradiology Management System". In the top right corner, there are links for "Help" and "Home" and the version number "ver. 2.2.0.0". The main content area is titled "Account Login" and contains two input fields: "Username:" and "Password:". Below these fields is a "sign-in" button with a right-pointing arrow.

VEHICLE SELECTION

After successfully entering username and password, the tech has to select a vehicle.



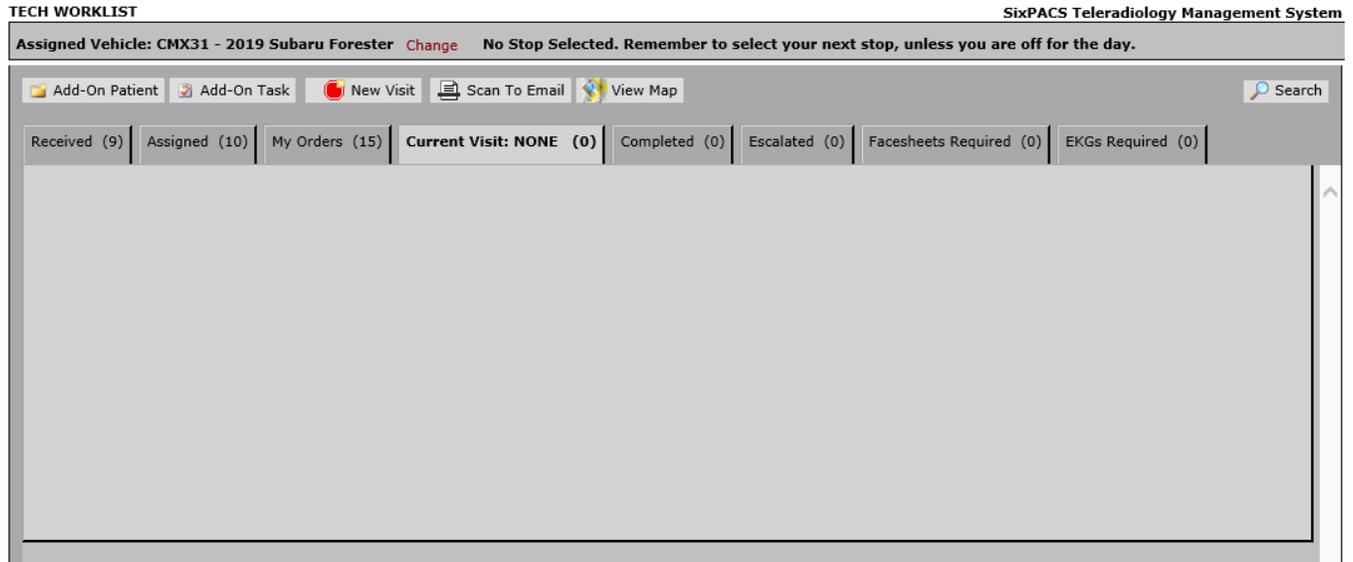
The screenshot shows the "Choose Vehicle" page of the SixPACS Teleradiology Management System. The page header includes the logo for "Physician's Mobile X-Ray, Inc." and the text "SixPACS Teleradiology Management System". In the top right corner, there are links for "TEST TECH (Tech)", "Change Password", "Logoff", "Messages", "QA Mode (ON)", "Help", and "Home", along with the version number "ver. 2.2.0.0". The main content area is titled "Choose Vehicle" and contains the text "Please select the vehicle you are using:". Below this text is a dropdown menu with the text "Choose a vehicle" and a "Select" button.

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WORKLIST

After selecting a vehicle, the tech worklist will be displayed.



EXPLORING THE WORKLIST

The worklist consist of a series of tabs. The first six (6) tabs represent a status of the order and the last two (2) tabs display a list of orders that do not have a Facesheet or EKGs scanned into the system. The tabs also show the number of orders that currently within each tab. The currently active tab will be displayed in bold text; each order is initially displayed in a “collapsed” manner in order to make the entire list more readable. The information shown includes whether the order is a stat, the type of order, facility name, patient name, patient name, SSN and the date of birth.

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VIEW PATIENT DETAIL

The user can view the patient detail and order history by clicking on the Patient Detail button on the order. The order history is shown, along with buttons to view prior images, reports, etc.

PATIENT DETAIL/EXAM HISTORY							SixPACS Teleradiology Mana	
SSN	Patient Last	Suffix	Patient First	MI	Date of Birth	Gender	Patient ID	Alternate Patient ID
XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX		MM/DD/YYYY	M	XXXXXXXXXX	
Reason for Portable		MRN						
SNF								
Comments		R2--11/18/19;						
View/Compare/Burn Selected Exams								
<input type="checkbox"/> (1) (1/1)								
EMPLOYEE	DOS	EXAM ID	ALT. EXAM ID	ORDER ID	STATUS	ELIGIBILITY		
N	11/18/2019	1756228		1442393	TO BE BILLED	NOT VERIFIED		
Insurance		Number						
Primary	MEDICARE OHIO							
Secondary								
Tertiary								
Exam Type	Region	Auth #	Dispatcher	Time of Exam	Time Transcrib			
XRAY	Cleveland		LEWIS, DANIELLE	1900	11/18/2019			
Exam(s) Performed	Facility	Ordering Physician	Tech Assigned	Time of Transfer	Time Faxed			
CHEST 1V	(2826) WICKLIFFE COUNTRY...	12940	HALL, DANIEL	11/18/2019 7:00:46 PM	11/18/2019			
Exam Requested	Bldg./Room #	Requested By	Time Paged	Radiologist	Fax Verified By			
CHEST	300	DANIELLE LEWIS		WARR, ANDREW				
Symptoms Provided	Fax To	Call Taken	Time Assigned	Time Read				
R/O TB		11/18/2019 12:42:01	11/18/2019 3:06:20 PM	11/18/2019 7:55:45 PM				
Symptoms Obtained	Callback Number	Admit Date						
Comments								
Created	By	Comment						
11/18/2019 6:51:26 PM	HALL, DANIEL	ORDER JUST WRITTEN AS CHEST XRAY						

Clicking on the highlighted button above displays the document interface, where orders, reports, facesheets and images can be seen.

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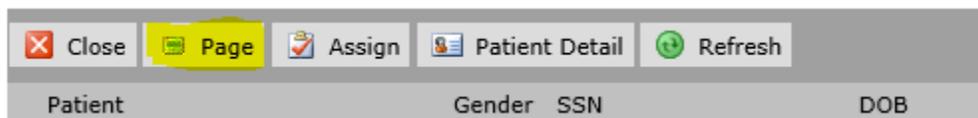
The screenshot displays the Teleradiology Management System interface. On the left is a sidebar menu with the following items: EXAM ID (17546700), PATIENT (ORRILLIO, PAUL), FACILITY (WINDLETTIC COUNTRY PLACE), EXAM (CHEST 1V), DOS (11/18/2019), 1/1, FACESHEET (11/18/2019 6:54:42), EKG, DICTATION, DIAGNOSTIC REPORT (11/18/2019 7:55:45), ORDER, and SIGNED ORDER. The main window shows a report for 'ViewSingleReport.aspx?id=1023117' from Cavalier Mobile X-ray. The report includes patient information (MRN: 543949, SS#: XXX-XX-6012, DOB: 08/27/1923, EXAM ID: 1756228), procedure (CHEST 1V), exam date (11/18/19 19:00), and history (R/O TB). The findings state: 'The lungs are clear. There is no pleural effusion or pneumothorax. The heart is normal in size. Calcification is seen in the aortic arch. There are degenerative changes of the osseous structures.' The impression states: 'There is no active cardiopulmonary disease or any radiographic evidence of active TB.' The report is electronically verified by ANIMESH SHAH on 11/18/19 19:55. The bottom of the report shows 'Page: 1 of 1' and an 'Automatic' button. The sidebar menu is currently set to '1 x 1' and shows a black area with a yellow border.

ASSIGNING/PAGING ORDERS

The 'Received' tab in the worklist shows orders to be performed that have not been assigned to a tech. The user has the ability to Page another tech, or assign the order to themselves.

PAGING A TECH

To page an order to a tech, select an order from the 'Received' tab, and click on the **Page** button.



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Select the tech you wish to page, and enter any necessary comments. Click on **Page Tech**.
An email will be sent to the tech, with a link to view the order.

PAGE TECH
HOME HEALTH-NEW CASTLE
Tech
[Dropdown Menu]
Comments (optional)
[Text Area]
[Page Tech] [Cancel]

RECEIVING A PAGE

When a page is sent to a tech (typically via email), the message includes a link to view the order. The following steps show the process of receiving a page.

When opening a page, the user must click the button to continue.

[Click To Continue]

If the user is being tracked by vehicle, and has not selected a vehicle, they must do so now.

Choose Vehicle
Please select the vehicle you are using:
[00 - 0 NO VEHICLE] [Select]

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The order is now shown. If this is the next order to be performed by the tech, the user can click on “Set As Next Stop”. This will then show the order as the next stop on the dispatch map, and the worklist.

Set As Next Stop

Comments
11/23/2019 5:11:38 PM: SPOKE WITH
PATIENT'S SUBSTITUTION AND FOR
 (774) 222-1-0000-0000
 (774) 222-1-0000-0000
 (774) 222-1-0000-0000
 (774) 222-1-0000-0000
 (774) 222-1-0000-0000
 (774) 222-1-0000-0000
 (774) 222-1-0000-0000
 (774) 222-1-0000-0000
**TIME FRAME WOULD LIKE DONE
 ASAP**
11/22/2019 4:45:02 PM: OFFICE #
(774) 222-1-0000-0000 (OH)
 (774) 222-1-0000-0000-0000
 (774) 222-1-0000-0000-0000

Callback Number#
(774) 222-1-0000-0000

SSN #
XXX-XX-####

Name
XXXXXXXXXX XXXXXXXXXXXX

DOB
03/12/xxxx

Gender
F

Facility
HOME HEALTH-YOUNGSTOWN

Address

, OH

Phone #
() - - - -

Bldg./Room #
RESIDENCE

Physician
(774) 222-1-0000-0000 (Call the Room)

Requested By
MARGIE

Exam ID	Exam	S
1758669	FOOT LT	PAIN, SWELLING, BRUI

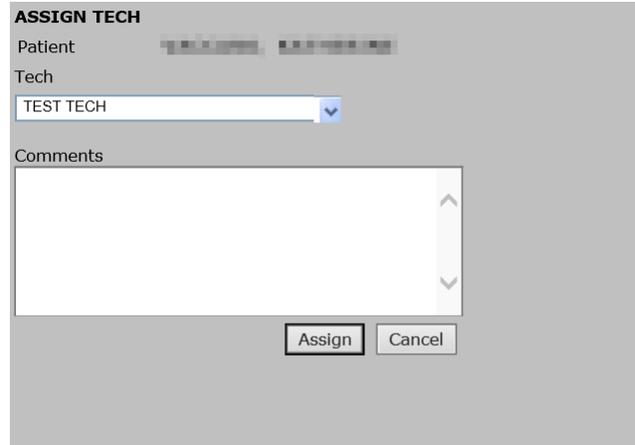
ASSIGNING A TECH

To page an order to a tech, select an order from the ‘Received’, or Assigned tab, and click on the **Assign** button.



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Select the tech you wish to assign, and enter any necessary comments (required). Click on **Assign**.

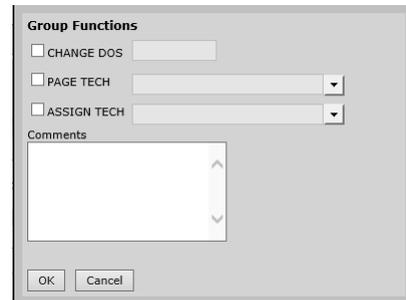


ASSIGN TECH
Patient
Tech
TEST TECH
Comments
Assign Cancel

GROUP FUNCTIONS

Some functions, such as paging, assigning, and changing the date of service can be performed on multiple orders at the same time.

From the worklist, select the checkbox next to the orders of interest, and click on **Group Functions**. The user then selects the function to be performed, enters appropriate comments (required), and clicks on **OK**.

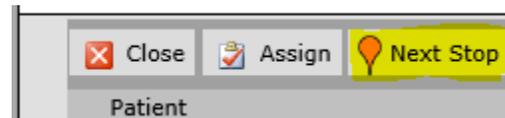


Group Functions
 CHANGE DOS
 PAGE TECH
 ASSIGN TECH
Comments
OK Cancel

SET NEXT STOP

By setting the next location that the tech is going, other users can make more informed decisions on how to delegate the day's work.

To set the next location, the user either selects an order from the 'My Orders' tab, and clicks the **Next Stop** button, or clicks on the **Set As Next Stop** button in a page that



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they received

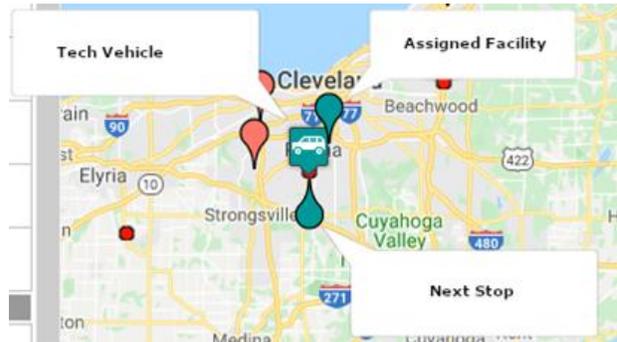
The next stop will be displayed at the top of the Tech Worklist.

TECH WORKLIST

Assigned Vehicle: CMX26 - 2019 Subaru Forester Change Next Stop: BUCKEYE TERRACE REHAB AND NURSING Remove

📁 Add-On Patient
📄 Add-On Task
🏠 Complete Visit
📧 Scan To Email
🗺 View Map

The Dispatch and Tech maps will reflect where the tech is going, with an “upside-down” marker, as shown.



TECH WORKFLOW

The chart below show the typical workflow of the PACS. Not all steps will be taken for each order.



ADD-ON PATIENT

The Tech can perform an Add-On Patient meaning the tech can add a new patient or order to their own worklist. From the tech worklist, click “Add-On Patient”. This action takes the user to the search page. Enter the patient’s first (3) letter of the last name, along with the month and day of Date of birth. Then click “Find Patient”. Any record matching the search criteria will be displayed in the list below the search boxes. Select the proper patient from the list by clicking on their SSN. If no record matches the search criteria, click on the “Add new Patient” in the lower left corner if the patient is not display in the list.

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PATIENT SEARCH

LAST NAME DATE OF BIRTH
(first 3 letters) Month Day

SSN	PATIENT LAST	PATIENT FIRST	DOB
xxx-xx-3001	KLEIN	MICHAEL	05/12/xx
xxx-xx-3001	KLEIN	PAWNEE	05/12/xx
xxx-xx-3001	KLEIN	TWEETER	05/12/xx
xxx-xx-2290	KLEMMER	EVAN	05/12/xx

SELECTING PATIENT

After selecting a patient, an “Add New Exam” dialog box pop up. The user has to provide all necessary required information.

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Enter the facility and who requested the exam.
Verify that the demographic information matches the patient, and click on **Next**.

Add New Exam

"What facility are you calling from?"

FACILITY
 ▼

"And your name?"
 REQUESTED BY

Please verify the patient information is correct.

PATIENT IS AN EMPLOYEE

LAST NAME <input type="text" value="CLIFF"/>	SUFFIX <input type="text"/>	FIRST NAME <input type="text" value="PANNIP"/>	MI <input type="text"/>
---	--------------------------------	---	----------------------------

SSN

DOB (mm/dd/yyyy)

This is a pediatric patient

GENDER
 ▼

If the order s for a home health patient, enter the patient's address and click on **Search**. Once the address is located on the map, click on **Next**.

Add New Exam

"Please provide the address and phone number for this home health patient"

Enter the address and phone number. Click on Search to place a marker on the map to the right. Verify the marker is in the correct position on the map, then click on Next.

Address <input type="text"/> City <input type="text"/> State <input type="text" value="▼"/> Zip Code <input type="text"/> Phone <input type="text" value="() - -"/> Search <input type="button" value="Search"/>	 <p>0, 0</p>
--	--

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Enter the patient's insurance information and click on **Next**.

Add New Exam

"May I have the patient's primary insurance?"

PRIMARY INSURANCE PROVIDER	NUMBER	GROUP NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>

"Any secondary insurance?"

SECONDARY INSURANCE PROVIDER	NUMBER	GROUP NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>

"Any other insurance?"

TERTIARY INSURANCE PROVIDER	NUMBER	GROUP NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous Next Cancel

Enter the room number of the patient, the location to fax the report and the ordering physician name. Click on **Next**.

Add New Exam

"Room Number?"

BLDG/ROOM NUMBER

"Where should the report be faxed?"

FAX TO

DO NOT FAX

FAX NUMBER

Ex. +1 (xxx) xxx-xxxx

"Ordering physician?"

ORDERING PHYSICIAN

Previous Next Cancel

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Choose the exams requested. Note that multiples exams can be added, as well as different types of exams (X-ray, US, Cardio, etc....). Click **Next**.

Add New Exam

"Type of exam?"

EXAM(S) REQUESTED
Priority: **ROUTINE** Exam Type: **XRAY** Area of Interest: **Head/Neck**

Available Exams: **FACIAL BONES** Symptoms:

Selected Exams

Stat	Type	Exam	Symptoms	Alt. Exam ID

Select the date of service for this order. If this is a stat order, or if it is for an employee, choose the correct checkboxes. Click **Next**

Add New Exam

"Please select a date of service for the following exams:"

Exam Type: XRAY Exam Requested: **FACIAL BONES**

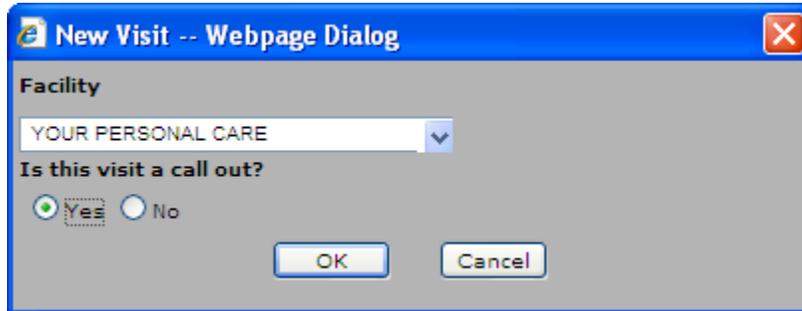
December 2019						
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

DOS Selected
Please choose a date from the calendar

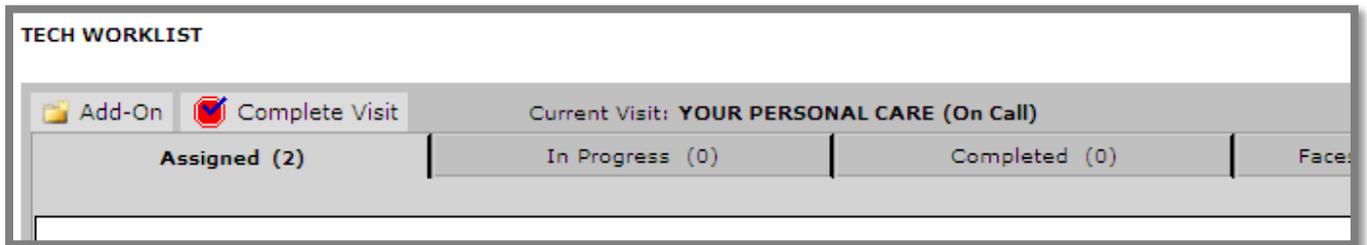
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the facility. The purpose of creating a visit is to track the number of patients seen for billing purposes. It is also used to track whether the visit was done while the Tech was on call, to help with calculating call pay.

To create a visit, click on the “New Visit” button, at the top of the worklist. The new visit dialog box will display..

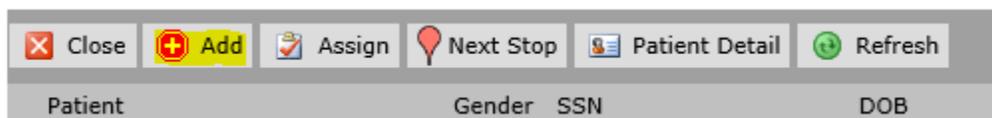


The facility dropdown box only shows the facilities associated with the exams assigned to the Tech. Select a facility, and the appropriate choice for call, and click OK. The current visit will now be displayed at the top of the worklist. If it is a call visit, the words “On Call” will also be displayed. The “New Visit” button will now be replaced with a button marked “Complete Visit”. The current visit tab will also show the facility selected.



ADDING ORDERS TO THE VISIT

Once a visit is created, the user can add orders to the visit. From the “My Orders” tab, select an order from the list, and click on the **Add** button. The order will now be present under the “Current Visit” tab.



UPDATING THE EXAM RECORD

To update the exam record, click on the order from the “Current Visit” tab in the worklist. This will bring up the order detail. Click on the **Edit Order** button. The Edit Order dialog box will appear as shown in the figure below.

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Stat	Patient Last <input type="text" value="PAULEY"/>	Patient First <input type="text" value="MICHAEL"/>	Gender <input type="text" value="M"/>	SSN <input type="text" value="273-50-4667"/>	DOB <input type="text" value="02/07/1952"/>
	MRN <input type="text"/>				
	Facility (2807) BUCKEYE TERRACE REHAB AND NURSING			Bldg./Room # <input type="text" value="EAST 126-A"/>	
	Ordering Physician <input type="text" value="OLSON, LYLE, TERRANCE, DR"/>			Order Taken 11/24/2019 8:07:30 AM	
	DOS (mm/dd/yyyy) <input type="text" value="11/24/2019"/>	Time of Exam (ex. 1430) <input type="text"/>	Time Spent w/Patient (minutes) <input type="text" value="0"/>		

Exam ID 1758982		
Type XRAY	Exam Requested <input type="text" value="KUB"/>	Symptoms Provided DISTENTION
# of Films <input type="text" value="0"/>	Exam Performed <input type="text"/>	Symptoms Obtained <input type="text"/>

Edit Order Dialog

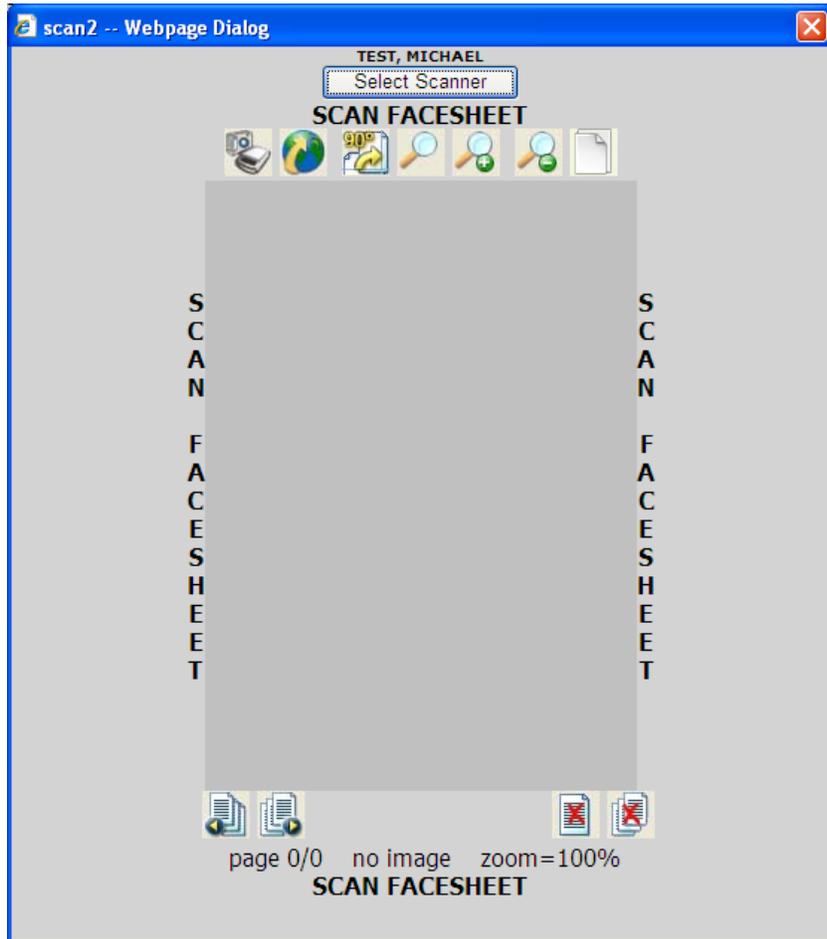
Verify that the patient information is correct, and then select the correct procedure from each dropdown list next to the exams that have been performed. Enter the time of the exam. For updating the order record click on the **Save** button. If you fail to enter all the required information, an alert will be shown, indicating what is required. Once the order is updated and all information is entered, the Exam ID for each procedure will be displayed. Pay special attention to enter the correct Exam ID that corresponds to the study when it is entered into the image software.

SCAN PAPERWORK (PAPER SCANNER)

Once the exam record is updated with the exams performed, you must scan the appropriate paperwork. On X-Ray and ultrasound exams, the paperwork required is the Facesheet, In the case of EKGs; the printed EKG is scanned separately from the Facesheet. To scan a Facesheet, click on the scan Facesheet button. This will bring up the Facesheet dialog box, shown below. Click on the "Acquire Image" button. This will bring up the scanner interface. If you need to scan multiple sheets, scan each one individually, then click on done in the interface. If you close the interface and open it again, any previous scans will be replaced. Once you have scanned all the pages, click on the send button. Close the dialog when finished. To scan an EKG, click on the scan EKG button. Follow the instructions for scanning a Facesheet.

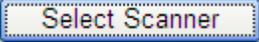
Remark: Failure to scan a Facesheet or EKG on an exam that requires one result in a reminder dialog to display on the worklist stating that there are Facesheet/ EKGs missing. Clicking on the "Facesheet Required" tabs will display the patient records that need a sheet scanned

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Scan Dialog

SCANNER DIALOG BUTTONS

Button	Description
<p>SELECT SCANNER</p> 	<p>Some computers have more than one device for scanning images. If you have an issue with the paper scanner, click this button to make sure that the scanner is listed. If it is not in the list, try unplugging the scanner from the computer and plugging back in. Also make sure that the cable is securely attached at both ends.</p>
ACQUIRE IMAGE	Opens the scanner interface to scan a document.

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<p style="text-align: center;">SEND</p> 	<p>Sends the scanned image to the server.</p>
<p style="text-align: center;">ROTATE 90°</p> 	<p>Rotates the currently displayed image 90 degrees clockwise.</p>
<p style="text-align: center;">ZOOM TOOL</p> 	<p>Zooms into the current image.</p>
<p style="text-align: center;">ZOOM IN</p> 	<p>Zooms into the current image.</p>
<p style="text-align: center;">ZOOM OUT</p> 	<p>Zooms out of the current image.</p>
<p style="text-align: center;">LOAD</p> 	<p>Loads a scanned file from the file system.</p>
<p style="text-align: center;">PREV PAGE</p> 	<p>Displays the previous page (multiple page scan)</p>
<p style="text-align: center;">NEXT PAGE</p> 	<p>Displays the next page (multiple page scan)</p>

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<p>DELETE PAGE</p> 	Deletes the currently displayed scanned page.
<p>DELETE ALL</p> 	Deletes all scanned pages.

SCAN PAPERWORK (CAMSCANNER)

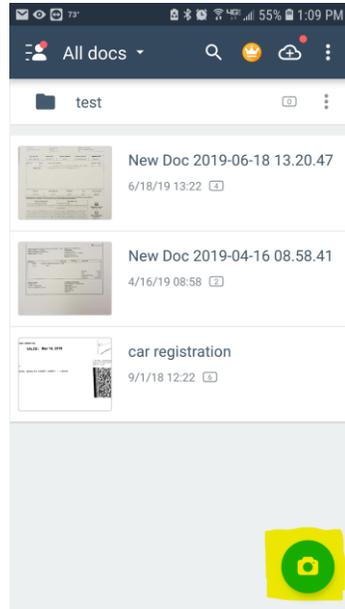
CamScanner is an app that runs on a smartphone. It is used to scan documents, by taking a picture, and converting the picture into a PDF file. Once the document is created, it can be sent to the laptop, where it can then be uploaded to the PACS. In order for CamScanner to send scans to your laptop, you must connect your phone to the MiFi. The wireless network name should be the same as the name of the laptop (i.e. PMXLxxx). If your phone and laptop are not both connected to the MiFi, the scan will not transfer to the laptop.

ON YOUR PHONE

Launch the CamScanner app	
---------------------------	---

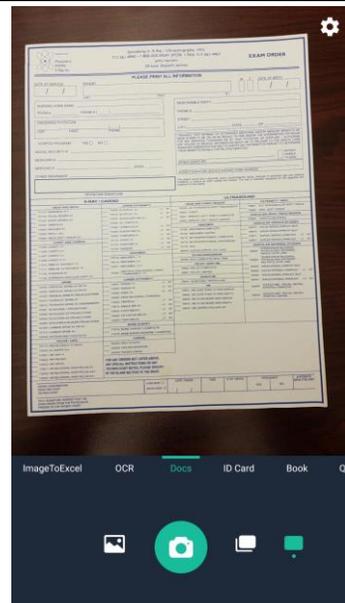
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Press the Camera Scan Icon on Bottom-Right corner



Try your best to capture the entire document under good lighting conditions.

Press the  button to take scan.



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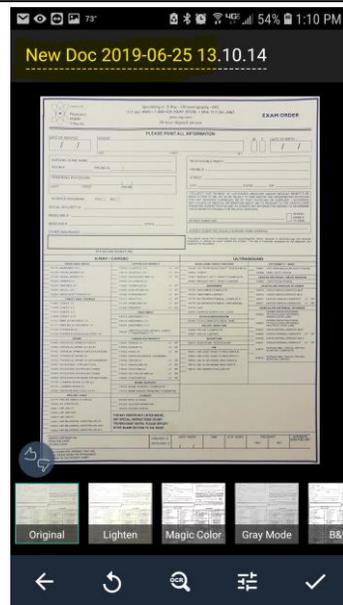
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CamScanner will try to automatically crop document, adjust crop as needed, by dragging the dots around the document.

Touch the  button to apply crop.

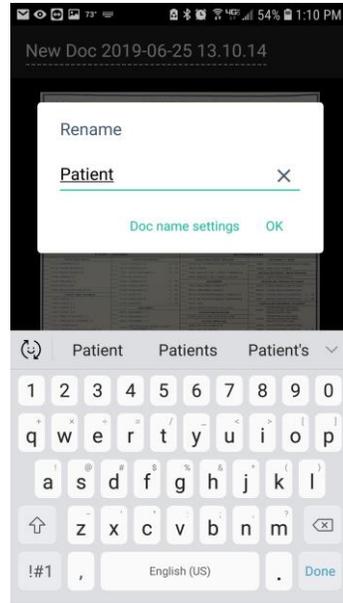


Touch "New Doc...." to rename the file.



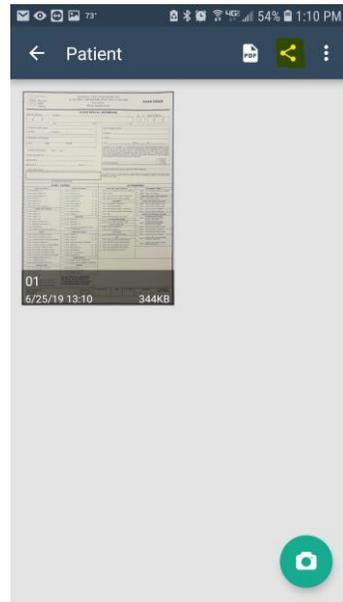
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After renaming, Touch 'OK' to rename the file.



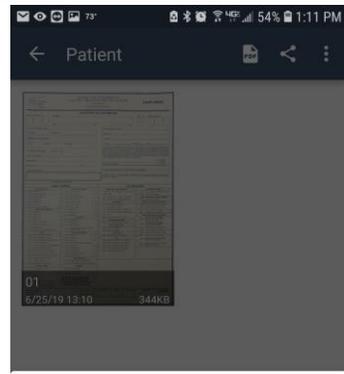
Click on  to complete adjustments

Tap the Share Button 



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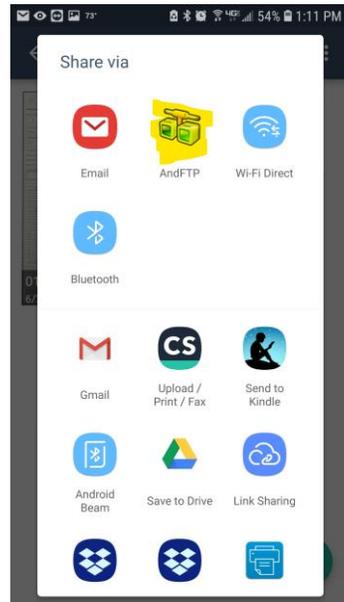
Select PDF



Share

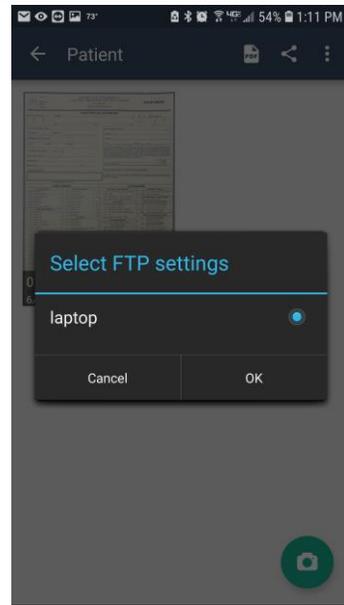


Select AndFTP



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Select OK



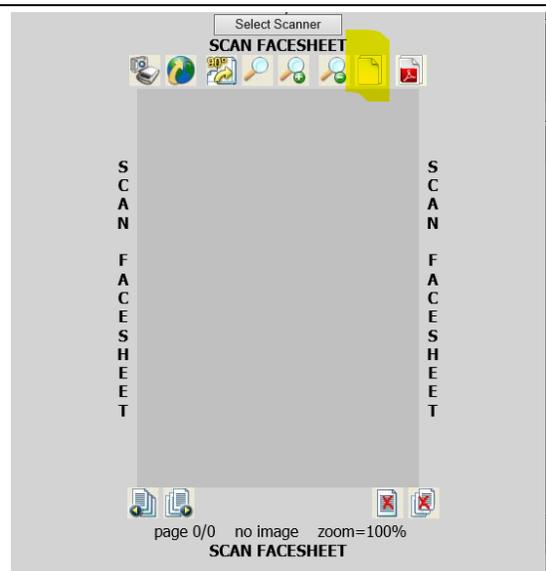
ON YOUR COMPUTER

Select scan facesheet, order or EKG, depending on the document.

In the Scanning interface, click on the upload button (second from top right)

Select the document to upload and click on OK.

Click on  to send the document.



Be sure to routinely delete the files from your phone and the computer.

UPLOADING IMAGES

Once the order record is updated with the required information, you are ready to upload the images to the server. Again, take note of the Exam ID for each exam listed in the order. This number is used as the accession number, and ties the

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images to the exam record. The process of uploading images is dependent on whether the type of acquisition software and hardware is used. All images that are uploaded are now tied to the exam record with SIXPACS and the Tech must add the exam ID to the upload. For example, in Kodak software, this is added in the “Accession Number” field. In Xscan, the exam ID is added to the “DICOM Acc No” field. Once the images have been sent to the server, the order detail will display a magnifying glass and will show the number of images for each exam. Click on the “Refresh” button to update the information in the order detail.

Patient and Study Information

Patient Data
*Patient Last Name: MILLER Social Security Number:
Patient First Name: GLORIA Date of Birth: 01/01/1800
*Patient ID: 179-20-6633 Sex: 0

Study Data
Accession Number: 307824 *Study ID: 0a0201farsk4u4
Study Description: left shoulder Priority Code: REGULAR
Institution: shepherd's choice Institution Phone:
Operator: tech Study Date: 08/12/2006 Study Time: 03:14:15

Information

Exam Date: 10/04/2006-060117 Facility/Note:
Exam/Study: Dicom Acc No:

Case Notes:

Technician Notes:

Cancel Save Save & View

COMPLETING THE VISIT

The process of completing orders, scanning paperwork and sending images is repeated for each order in the current visit. The orders listed in the “Current Visit” tab include an icon that indicates whether the order has enough information for the visit to be completed. An example of this behavior is shown in the figure below:

	XRAY	YOUR PERSONAL CARE	101	KLEIN, PAWNEE	185-56-3001 5/12/2009
	CARDIO	YOUR PERSONAL CARE	500	KLEIN, TWEETER	185-56-3001 5/12/2007

The first order shown is missing information required for the order to be complete (i.e. Facesheet, time of exam, images, etc.) This is shown by the alert symbol (Yellow triangle with exclamation mark). The second order contains all the information required. The complete symbol is shown. The complete symbol must be shown for each order before completing the visit. If any order is not ready to be completed, you will not be able to complete the visit.

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Note: There may be circumstances where you cannot complete the visit (equipment failure, transmission errors, wrong information entered into acquisition software, etc....) to continue to process more orders, the Tech will need to escalate the order to management for them to assist with resolving the issue. Click on the "Complete Visit" button. The current visit will change to "NONE", and the status of the orders will change to "Completed".

ESCALATE AN ORDER TO MANAGEMENT

Circumstances may arise where an order cannot be completed by the Tech. These circumstances include image transfer issues, where the wrong accession number was entered into the system, incorrect images attached to exams, etc.... When this occurs, the tech must escalate the order, so that management can take the appropriate actions to have the exam read.

To escalate an order, click on the **Escalate** button. Enter an appropriate comment in the dialog box that appears, and click on OK. An email will be sent to management with the order information and the comments that you have entered. The order will change to an "Escalated" status, and the visit can then be successfully completed.

ASSIGN RADIOLOGISTS/CARDIOLOGISTS

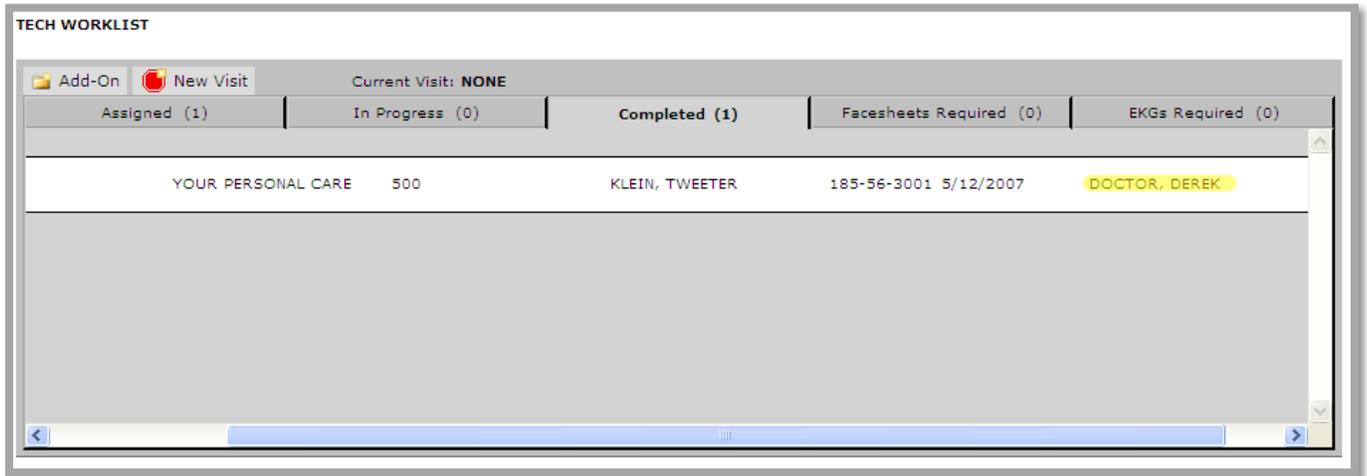
The last step in the process is to assign a radiologist/cardiologist to the completed studies. As soon as images are present for each exam in the order, the "Assign Rad" button will be displayed. Click on the **Assign Rad** button. The Assign Radiologist Dialog will be displayed as shown below:

The screenshot shows a dialog box titled "ASSIGN RADIOLOGIST" with the following fields and controls:

- RADIOLOGIST**: A dropdown menu.
- OVERRIDE**: A checkbox.
- REASON FOR OVERRIDE**: A text area with scrollbars.
- RAD COMMENTS**: A text area with scrollbars.
- STAT READ**: A checkbox.
- Assign** and **Cancel** buttons.

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Select a radiologist and click “Assign”. The radiologist will be shown on the worklist, to the right of the patient’s date of birth.



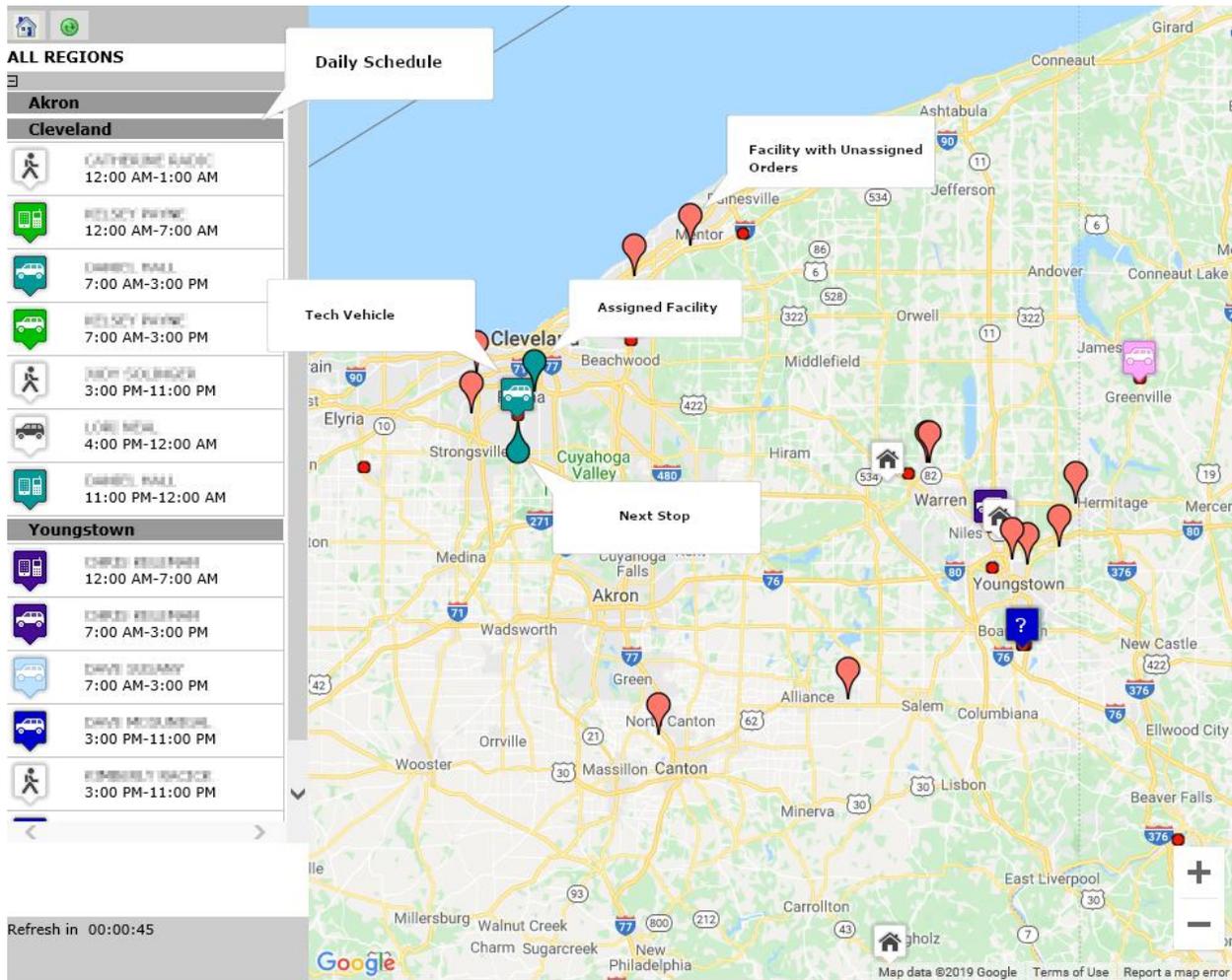
TECH MAP

Another tool provided to the tech is the Tech Map. This map shows the work to be performed, along with the position of each vehicle. To view the map, click on the **View Map** button on the worklist.



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The tech map will be displayed, similar to the below image:



The left pane of the map window shows the schedule of the techs for the entire day, based on which areas the user is allowed to see. Within each district, the schedule is shown from midnight to midnight, showing each person's shift.

On the map, various icons represent tech vehicles, unassigned and assigned orders. A tech's next stop is displayed with an upside-down marker.

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Putting the cursor over a vehicle will show the tech currently using the vehicle, along with their shift.



Clicking on a tech vehicle will show a list of orders currently assigned to that tech.

ALL REGIONS

Columbus

- TERRIAN BOLTON
12:00 AM-6:00 AM
- TERRIAN BOLTON
7:00 AM-12:00 AM

Lima

- PAUL CHENEY
12:00 AM-7:00 AM
- PAUL CHENEY
7:00 AM-12:00 AM

Toledo

Cincinnati

Dayton

- ROBERT COBB
12:00 AM-7:00 AM
- TERESA SMITH
7:00 AM-12:00 AM

#CMX26 2019 Subaru Forester
(35350.43mi).
66MPH NW
26570 Virginia Valley Rd, Rockbridge, OH
43149, USA
[Show ETAs](#)
[Directions From Here](#)
[Directions To Here](#)
Last Update: 11/24/2019 10:44:48 AM

BOLTON, TERRIAN (3)			
<input type="checkbox"/>			
XRAY	CAPITAL CITY GARDENS		E 7
	Ass. Num.	Exam	Symptoms
	1756822	CHEST	SOB
XRAY	SCIOTO COMMUNITY		129
	Ass. Num.	Exam	Symptoms
	1758972	HIP RT	PAIN S/P FALL
	1758973	KNEE RT	PAIN S/P FALL
XRAY	BUCKEYE TERRACE REHAB AND NURSING		EAST 126-A
	Ass. Num.	Exam	Symptoms
	1758982	KUB	DISTENTION

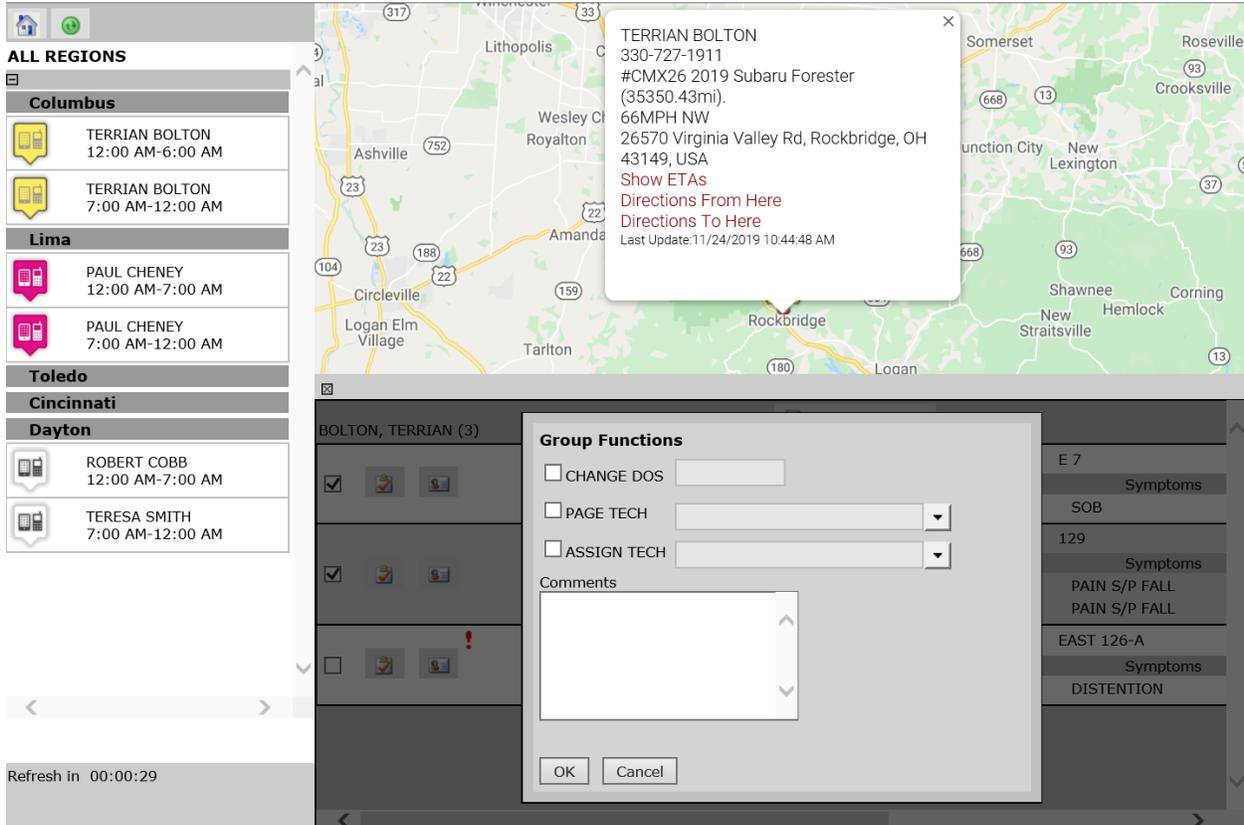
Refresh in 00:00:11

The user can assign or page orders directly from the map, by click on a marker, and taking the appropriate action for each order.

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GROUP FUNCTIONS

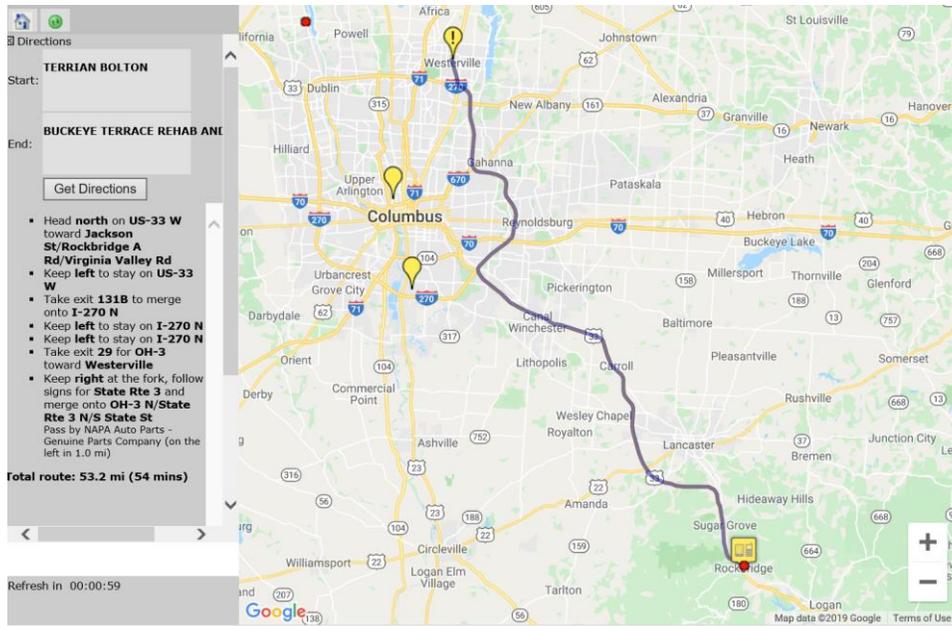
Multiple orders can be changed, by clicking on the checkboxes next to the order, and clicking on **Group Functions**.



GETTING DIRECTIONS

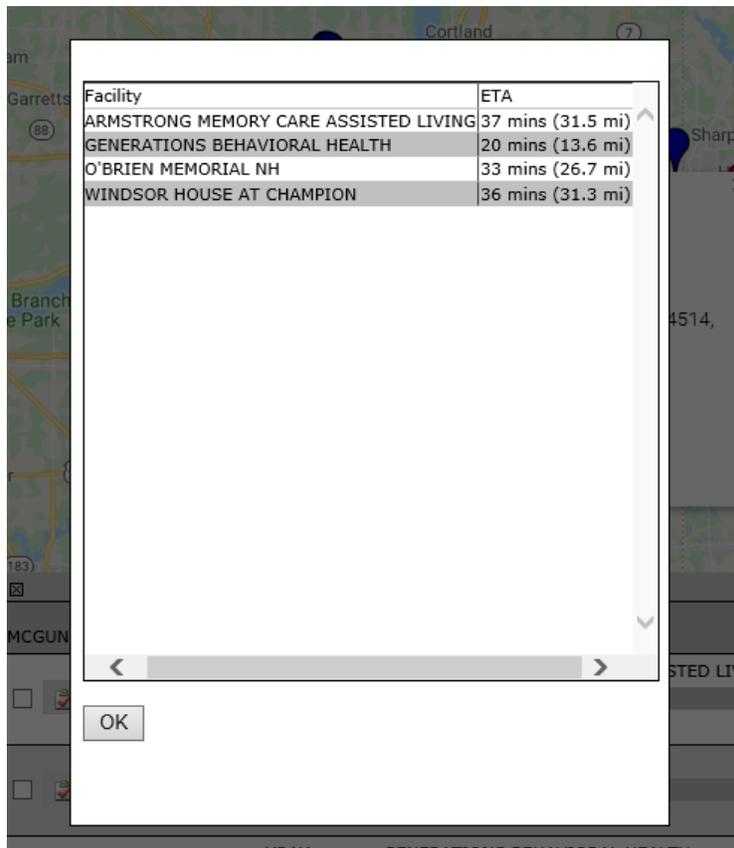
The map can provide driving direction between any two markers on the map. Select the first marker, and select “Directions From Here”. Then, select another marker, and click on “Directions To Here”. Finally, click on **Get Directions**. A line will be drawn on the map, showing the route, with turn-by-turn directions on the left pane

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SHOW ETAS

Clicking on a tech vehicle and then selecting “Show ETAs” will display a list of all facilities assigned to the tech, along with the drive time and distance to each location from the tech’s current position.



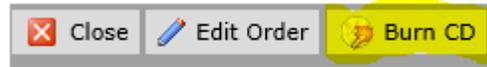
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BURNING A CD

The RemotEye allows the user to burn patient images to a CD using the 6PACS application. Before burning images to a CD, the user has to make sure the software is already installed.

Step 1:

Select the order, and click on “Burn CD”.



Step 2:

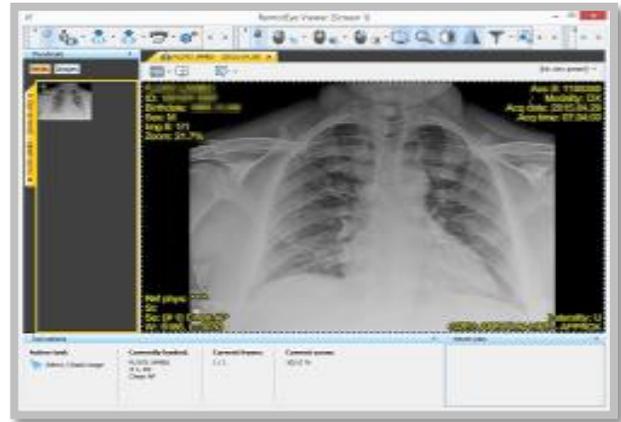
At this time, the “Exam History” panel should be open. Click on the checkbox (es) next to the exam(s) that you need to burn on the CD.

Select	DOS	# Images	Type	Exam
<input checked="" type="checkbox"/>	10/11/2018	1	XRAY	FACIAL BONES
<input type="checkbox"/>	04/01/2013	0	CARDIO	PACER CHECK
<input type="checkbox"/>	04/01/2013	0	CARDIO	PACER CHECK
<input type="checkbox"/>	09/02/2012	0	US	ABDOMEN
<input type="checkbox"/>	08/31/2012	0	CARDIO	EKG
<input type="checkbox"/>	08/31/2012	0	XRAY	CHEST
<input type="checkbox"/>	05/26/2011	2	XRAY	KNEE RT

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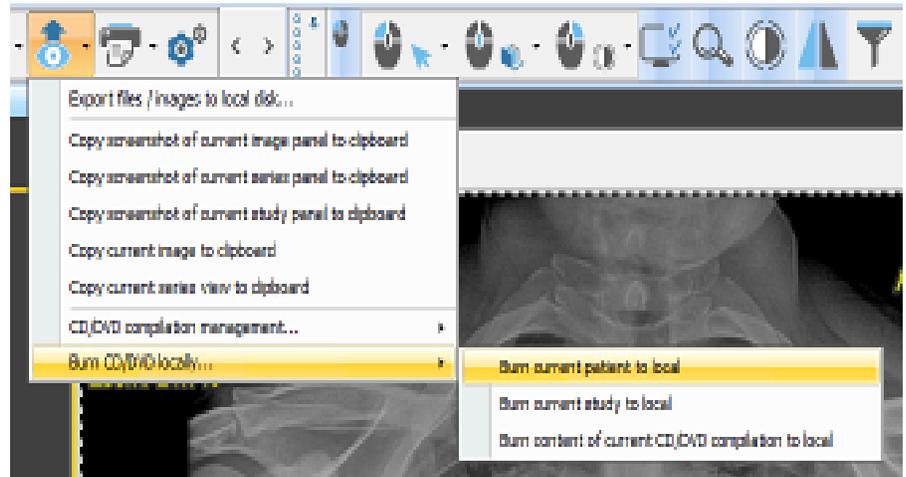
Step 3:

RemotEye Viewer to load and display the images from the selected exams.

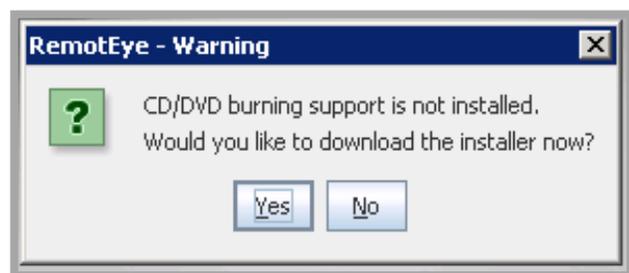


Step 4:

Click on the "Save/Export" button, and select "Burn current patient", under the "Burn CD/DVD locally" menu.



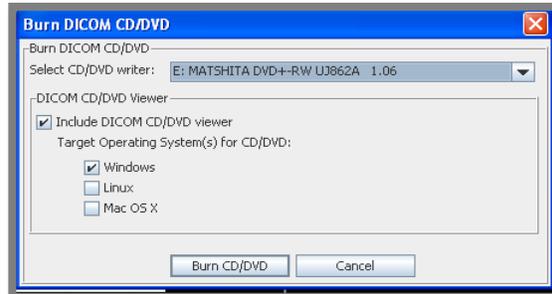
If the following dialog box appears it means the burning CD software has not been downloaded. Click on the "Yes" button and follow the instructions for downloading the burning CD software, under "Software Installation" below. If you don't see the dialog box, it means the software is already installed. Continue to step 5.



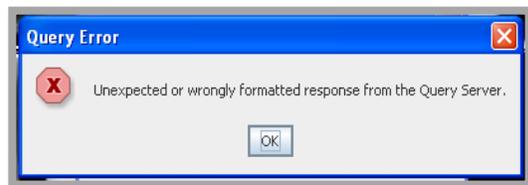
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Step 5:

The “Burn Dicom CD/DVD” dialog box window will be displayed. Make sure that there is a blank CD in the drive and click on “Burn CD/DVD” button.



If you get a “Query Error” dialog, just click on OK button. The CD will continue to be written.



When the CD burning is complete, the CD will be ejected, and a dialog box will inform the user that the image has been written successfully.

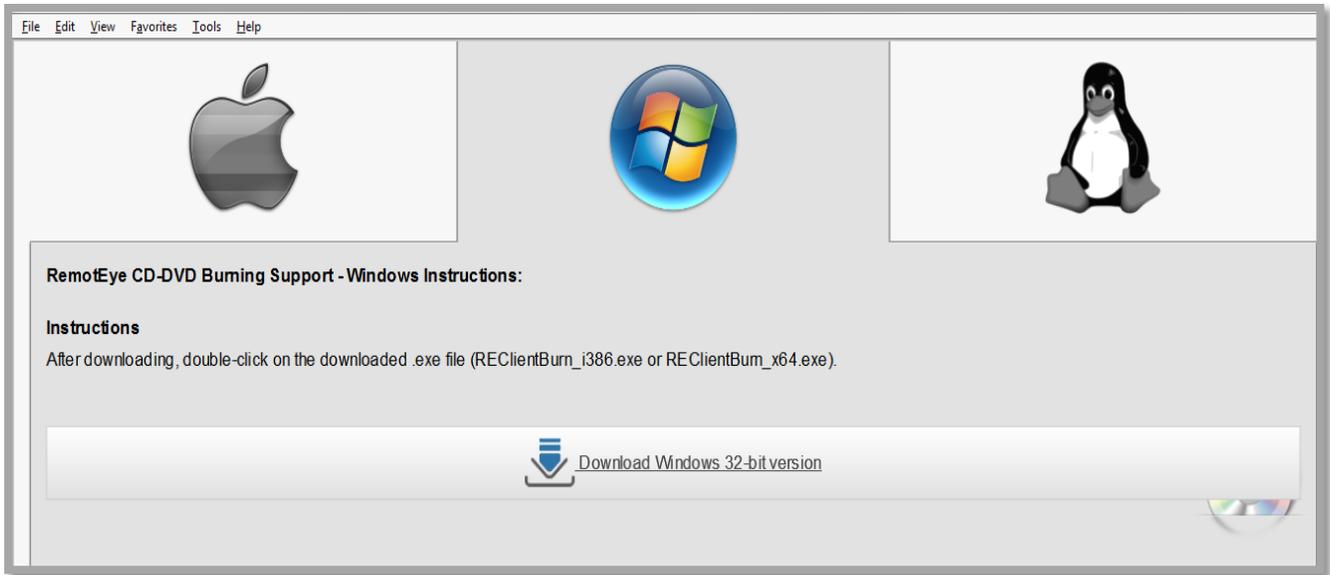
APPENDIX A - CD BURNING SOFTWARE INSTALLATION

Before burning images to a CD, the user has to download the Burn CD software from the following address:

<http://www.mxipacs.com/RemotEye/Installers/ClientBurn/install.htm>

To download the software, double click on the given link to open up a “RemotEye ClientBurnInstaller” browser. Click on “Download Installer for windows”.

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If a bar appears at the top of the browser window, click on the bar and select "Download Files".



If the following dialog box appears, click on "Run".

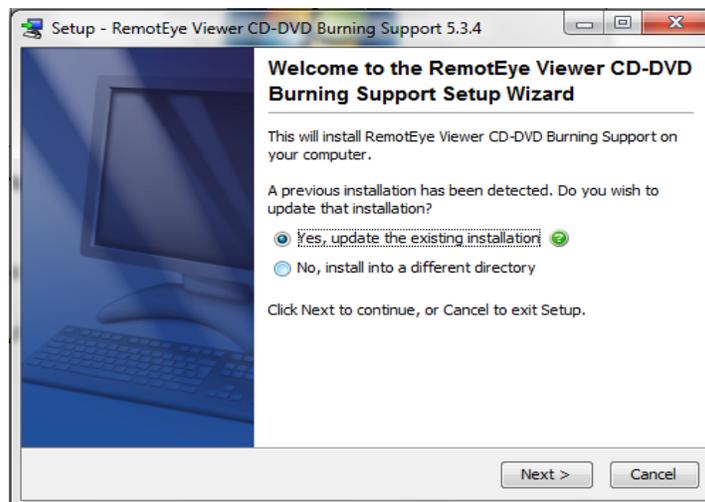


If the following dialog box appears, click on "Run".

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When the program runs, click on the button "Next"



The installation will download a copy of the viewer. This process takes approximately 20 minutes to complete (Depending on the internet speed.)

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