Health PEI
CLINICAL INFORMATION SYSTEMS

MRT & Sonographer
RadNet Training Manual

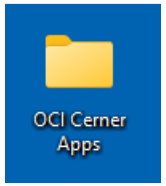
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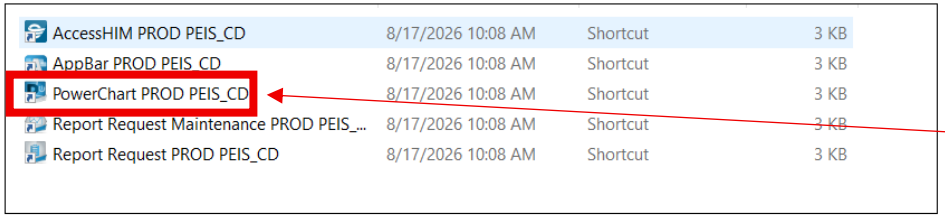
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GETTING STARTED



LOGGING IN

Click on the Cerner Apps on the desktop



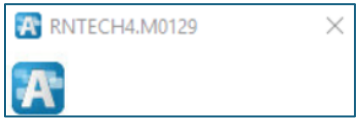
Then choose “AppBar PROD”



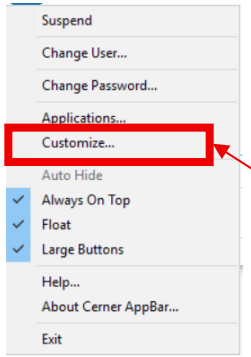
If not automatically logged in, enter username and password (used for PACS/network) at the Millennium window.

CUSTOMIZE THE APP BAR

Any customizations made to the app bar will be defaulted for future logins.



Click on the  icon.

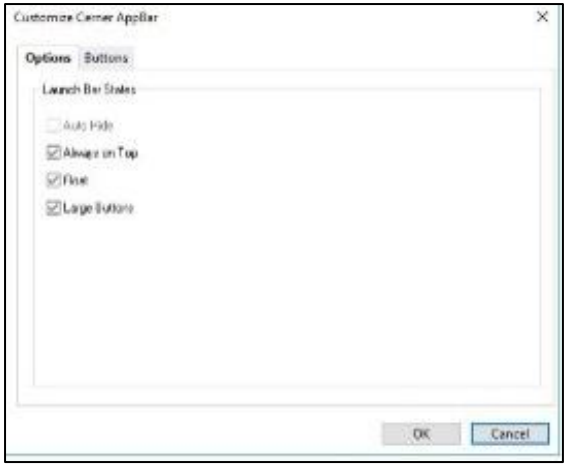


The list on the left will populate:

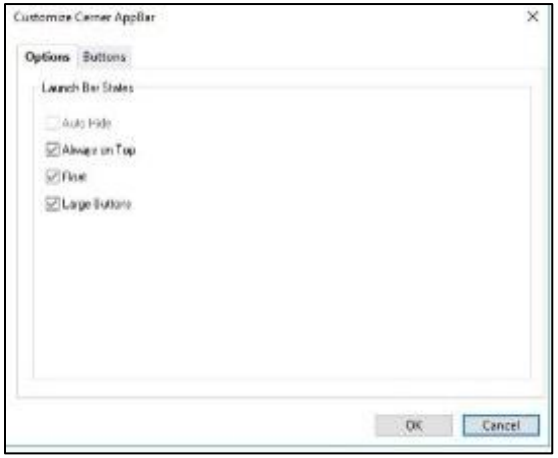
Choose “Customize”

The window on the right will populate.

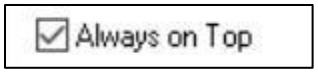
There are two tabs at the top – “Options” and “Buttons”.



OPTIONS



The “Options” tab allows customization of Launch Bar States



When this is checked, the App Bar will be at the forefront of all open windows.

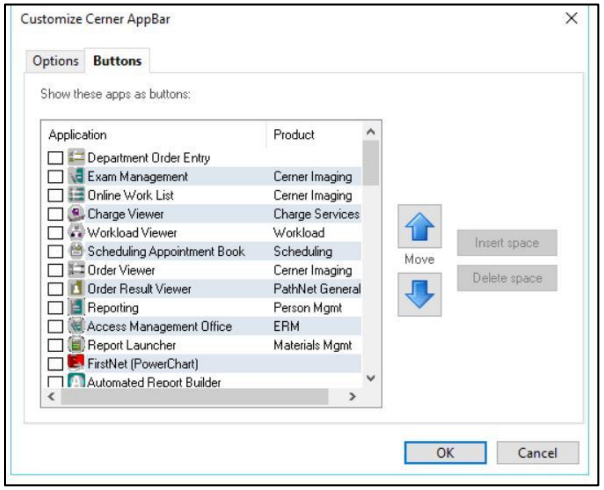


When this is checked, the App Bar can be moved anywhere on the screen.



When this is checked, the icons in the App Bar are the larger size.

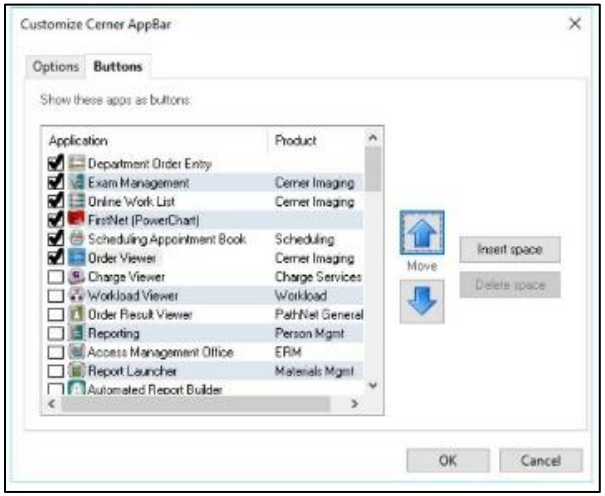
BUTTONS



The “Buttons” tab allows customization of the applications available on the App Bar.

Useful Apps to have on the App Bar would be:

- Department Order Entry,
- Exam Management,
- Online Work List,
- Scheduling Appointment Book,
- PowerChart
- Order Viewer.
- FirstNet if working with Emerg patients

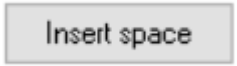


To choose these applications, check the box beside the name of the application.

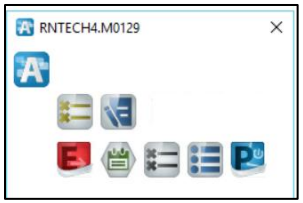
The order that the Apps appear on the App Bar can be customized by highlighting the App and clicking the blue “up/down” arrows.



To separate the Apps into groups, click on one of the Apps where a space is desired, and click the “insert space” button



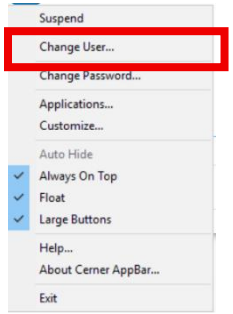
When the customized App Bar is satisfactory, click OK.



Example of a customized App Bar:

ENDING WORK SESSION

When leaving the workstation, close out ALL open applications and then click on the  and the following list will populate:



Select Change User and the Blue Millennium window will appear for the next user to log in.



It is the responsibility of every end user to ensure their account is secure and only used by themselves. Open applications do not automatically close when change user is clicked.

ENCOUNTERS

An encounter is a single visit where a patient receives care or a service, like Diagnostic Imaging. It is specific to the facility at which the care is received or the service is performed. All exams need to be attached to an active encounter before they can be started and completed. Exams should not be started and completed on a discharged encounter. Diagnostic Imaging patients will either have an inpatient, emergency, or AMB/OP (ambulatory/outpatient) encounter.

For scheduled appointments, schedulers will create a “Pre-admit” encounter. The DI exam will be attached to the “Pre-admit” encounter. Once the patient arrives at the facility, Admitting will change the “Pre-admit” encounter to an active encounter through the registration process.

For Skip the Waiting room or walk-in outpatients, admitting will create a new encounter; DI would then need to place the order on that new active encounter. Inpatients and emergency patients would have encounters created at the time of arrival. DI or physicians may also place orders on an inpatient or emergency encounter as appropriate.

The following scenarios may occur in DI:

1. An ambulatory patient presents to QEH for a mammogram appointment and a bone density appointment. The exams would both be associated with **one AMB/OP encounter at QEH**.
2. An inpatient at PCH needs a CT today. The exam would be associated with **one inpatient encounter at PCH**.
3. An inpatient at WH needs a CT today. The exam would be associated with **one inpatient encounter at PCH**. The patient would also still have an active **inpatient encounter at WH**.
4. A community patient is arriving at QEH by ambulance for a stroke protocol. The exam would be associated with **one emergency encounter at QEH**.

SCHEDULED APPOINTMENTS VS ORDERED EXAMS

"Ordered" status in RadNet is the same as "scheduled" in GE Centricity RIS (i.e. there is an accession number). When referring to "scheduling" or “scheduled appointments” in RadNet, this refers to booking an appointment date and time in the Scheduling Appointment Book application. Previously in GE Centricity RIS, everything needed to be scheduled from the order queue (the request queue in RadNet). In RadNet, any exams for an inpatient or emergency patient that is supposed to be done right away does not need to be scheduled. The physician can order it in PowerChart or it can be manually entered through Department Order Entry (the equivalent of “Schedule Schedule” in GE Centricity RIS). The exam will then be in "Ordered" status on the Online Work List and will be ready to be started and completed; no additional steps are required.

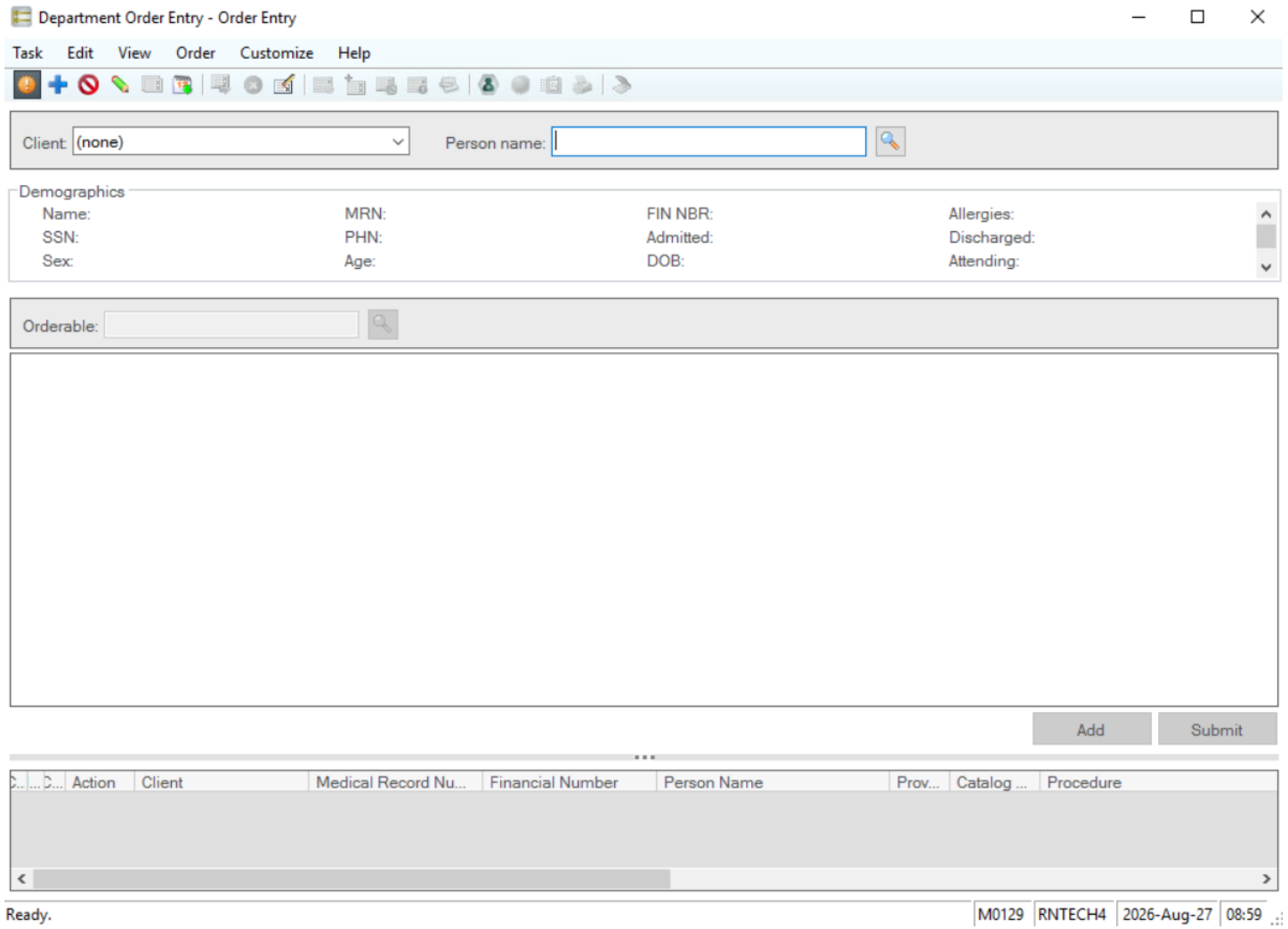
USING THE APPS

RADNET APPLICATIONS

Application	Explanation
	**Department Order Entry (DOE):** Use Department Order Entry to place radiology orders manually. Additional exams can be added to a set of previously order exams, cancel an order, activate a future order, or register a patient before entering orders.
	**Online Worklist:** Use Online Worklist to obtain a display of orders to be performed, filtered by facility, modality, and/or room/equipment. It provides a visual reference of procedures that have been completed, those in process, and those to be performed. Additionally, use Online Worklist to quickly and easily view report text and other details about the order and the patient.
	**Exam Management:** Use Exam Management to document the times and dates that radiology procedures are started and completed. During the exam completion process, it is sometimes necessary to document allergies, alerts, or patient history/questionnaires; to add or modify bill-only charges used in the procedure; to replace an exam; or to cancel an ordered exam. These can all be completed in Exam Management.
	**PowerChart:** PowerChart is a comprehensive electronic health record. This can be used to check patient labs, activate orders, review orders and results
	**Order Viewer:** Use Order Viewer to look up prior exams, modify order details, document medications and print reports. Information can be requested for a specific patient or for a single accession number. The type of activity can also be specified to filter the information that is viewed.
	**Scheduling Appointment Book:** Scheduling Management is a used to schedule a future exam, check in patients and review request lists

DEPARTMENT ORDER ENTRY (DOE)

Use Department Order Entry to place radiology orders manually. Additional exams can be added to a set of previously order exams, future orders can be activated, or exams can be entered and sent to the request list for scheduling.



TOOLBAR IN DEPARTMENT ORDER ENTRY

Icon	Explanation
	**Order Entry:** Opens the Department Order Entry window so new orders can be placed.
	**Accession Add On:** Uses the accession add on mode to add an order to an existing accession.
	**Cancel Orders:** Opens the Cancel Orders window to select and cancel orders as appropriate.
	**Modify Orders:** Opens the Modify Orders window to select and modify existing orders as appropriate.
	**Batch Orders:** Opens the Batch Orders window to create a batch of orders to place for several patients.
	**Activate Future Orders:** Opens the Activate Future Orders dialog box to select one or more future orders to activate.
	**Submit Orders:** In the Order Entry mode, the orders can be submitted without being added to the scratch pad first: In the Cancel mode, orders must be added to the scratch pad before they are submitted.
	**View Submission Errors:** This option is available only when an error has occurred in the scratch pad: When selected, the system searches the scratch pad sequentially (top to bottom) for any order with a status of Error or Duplicate: Information associated with the problem is displayed for review.
	**Clear Orders:** Clears all information in the window and submitted orders from the scratch pad: Orders in the scratch pad that have not been submitted or that are being processed will not be cleared: In Batch Orders mode, allows saved orders from the current batch to be cleared.
	**New Order:** Clears all order information in the window but continues to display patient information: In Batch Orders mode, allows a new order to be added to the batch.
	**Add Order to Scratch Pad:** Adds the orderable to the scratch pad.
	**Remove Order From Scratch Pad:** Removes the selected order from the scratch pad or from the batch.
	**Display Details:** This option is available only when a selection has been made in the scratch pad: It displays the order details for the selected order and allows modifications to be made.
	**Comments:** Opens the Comments dialog box so a comment or note can be attached to an order or batch, or an existing note or comment can be edited.
	**Patient Registration:** Opens the patient registration window, which enables registration of a new patient.
	**Patient Allergies:** Opens the Allergy dialog box to modify the allergies listed for the person: If a person has allergies defined for them, Yes is displayed in the Allergies column in the Patient Information spreadsheet in the main window.
	**Manual Expedite:** Opens the Manual Expedite dialog box: This option is available when an order is selected on the scratch pad in Accession Add On, Cancel, or Modify mode or a submitted order in Order Entry and Batch Orders modes.

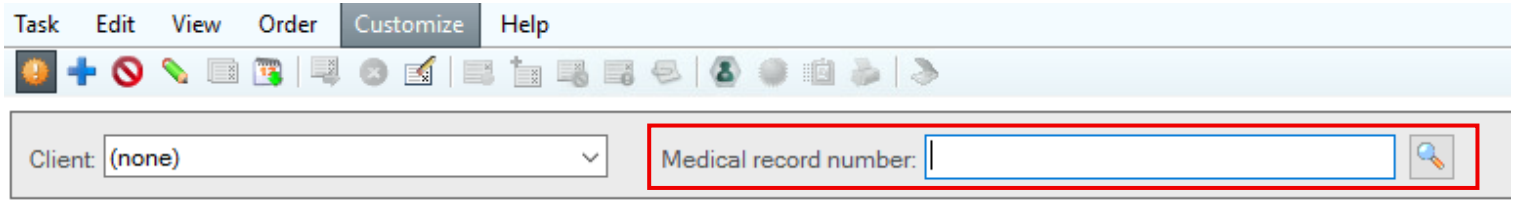
	**Print Labels:** Opens the Label Reprint window when a submitted order is selected on the scratch pad.
	**No Scanned Document:** This icon is displayed when no scanned document exists for the selected Radiology order, or if an order has not has been selected.

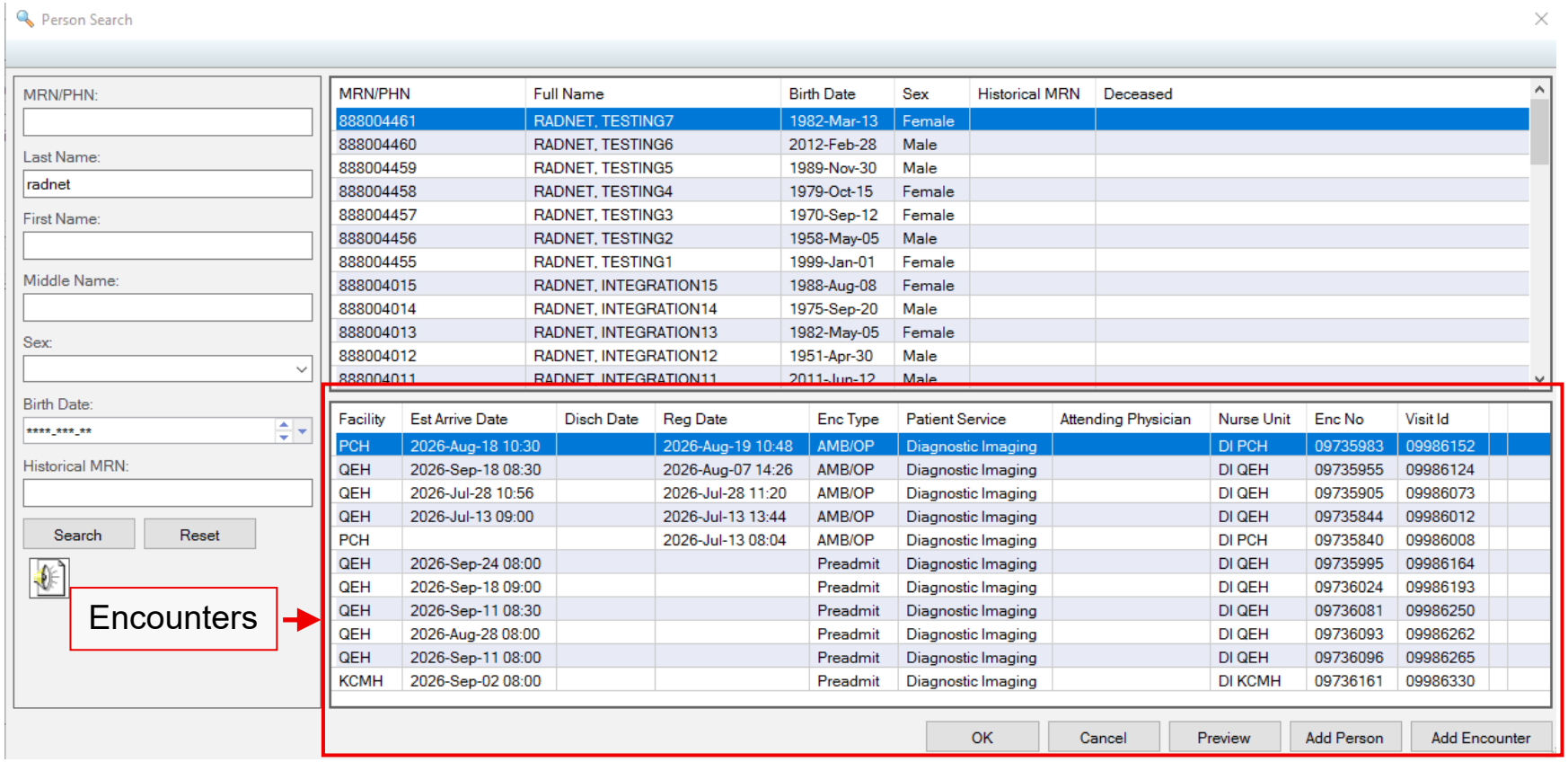
Use this App for patients who are walking in with paper requisitions. They will have to register at Admitting to have an encounter created BEFORE they come to Diagnostic Imaging (DI). The patient will present to the DI department and then either a Clerk or Tech will enter the order(s) through DOE.

*The following scenarios may require the use of the DOE App:

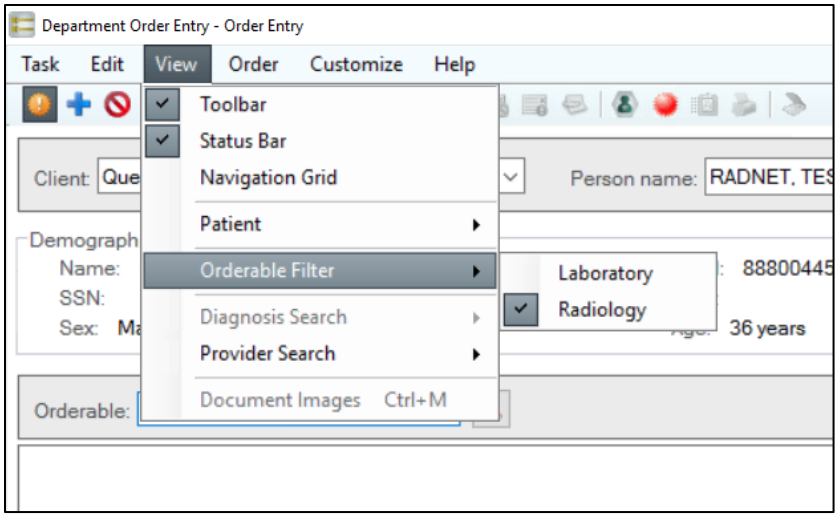
- Patients walking in with paper requisitions
- If some of the exams have not been scheduled
- Radiologist has requested additional imaging
- Scope of exam has changed
- Patient scheduled at one facility arrives at a different facility for imaging

In the DOE app, search for the patient by entering the MRN and clicking the magnifying glass. Click on Search if applicable.

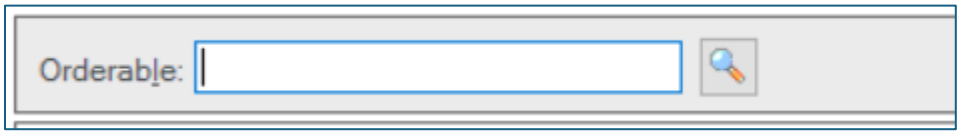




Select the correct encounter. To choose the correct encounter, ensure **there is no discharge date**, that the Patient Service is Diagnostic Imaging, and the facility is correct. For AMB/OP Encounters, ensure the registration date is the current date. For Inpatient or Emergency Encounters, choose the encounter with the estimated arrival date/registration date closest to the current date.



Ensure that the orderable filter is set to radiology. This will populate radiology orders in the orderable search box.

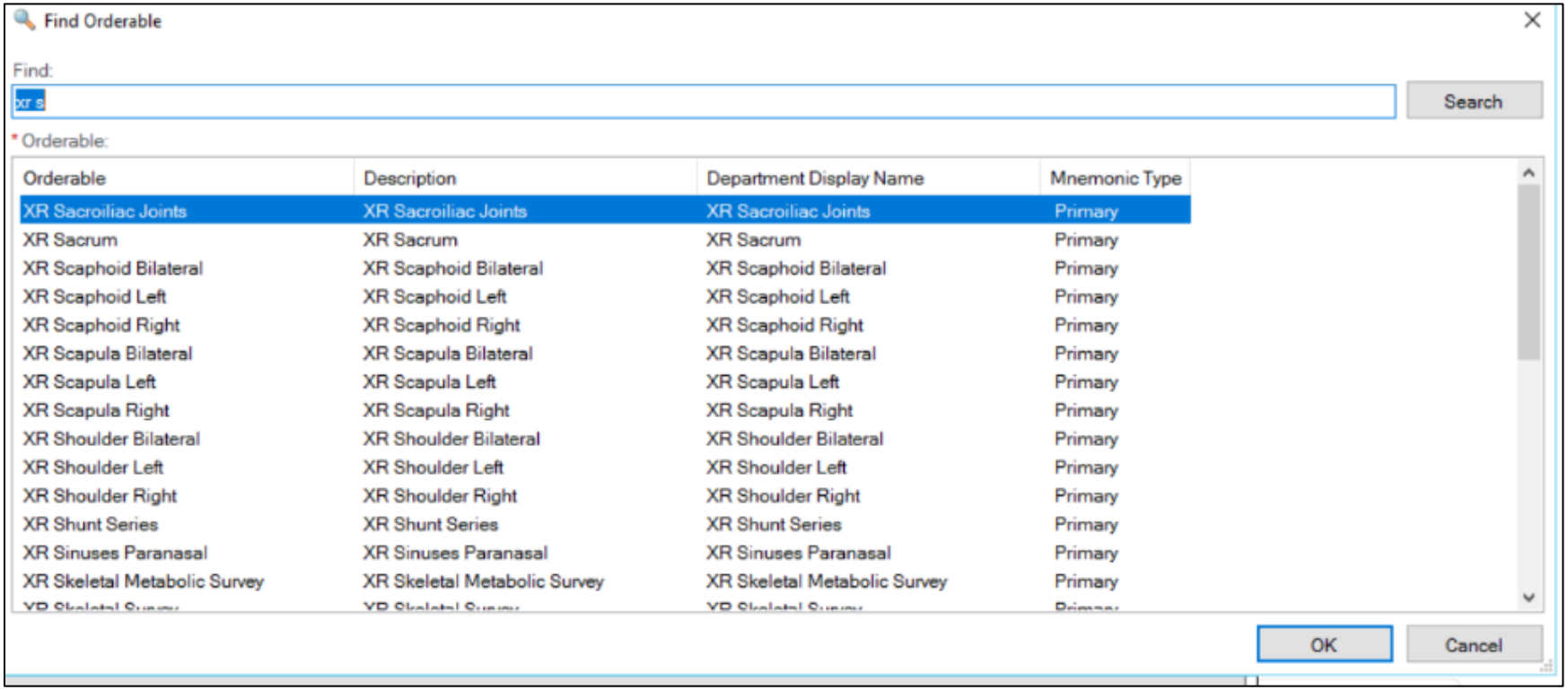


In the orderable box, search for the exam by typing in the modality code (see list below), inserting a space and then typing the first letter(s) of the exam

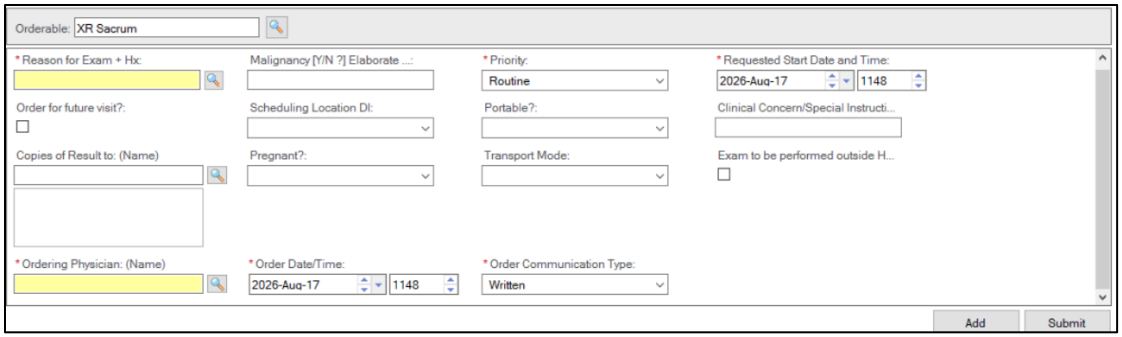
MODALITY CODES

BD	–	Bone Mineral Densitometry	CT	–	Computed Tomography	IR	–	Interventional Radiology
MG	–	Mammography	MR	–	Magnetic Resonance Imaging	NM	–	Nuclear Medicine
US	–	Ultrasound/Echocardiography	VL	–	Vascular Lab	XR	–	X-ray

For example, typing “xr s” will provide the following options:



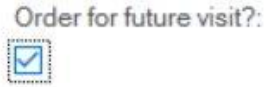
Select the required order, with the correct laterality if applicable, and click OK.

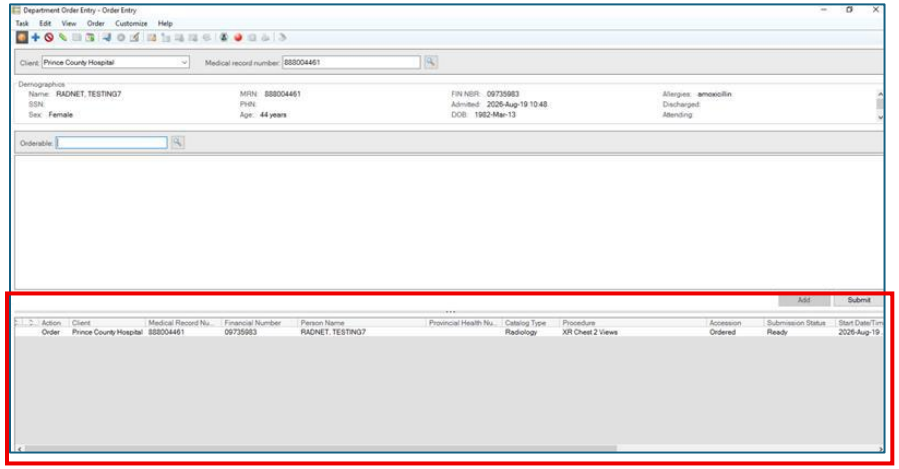


Next, the required fields window will open.

The fields highlighted in yellow are MANDATORY fields.

If the order is going to be sent to the request queue, check the “Order for Future Visit” box and select the appropriate Scheduling Location in the drop-down menu.





If only one order needs to be entered, click SUBMIT after entering information into all mandatory fields. If adding multiple orders need to be entered, click ADD after each order and click SUBMIT when done. By pressing add, the order is being moved to the “Scratch Pad”, shown below.

The Scratch Pad is a temporary holding area for radiology orders before submitting them to the work list.

Click submit when ready to place the order. An accession # will automatically be populated. The accession # will start with the modality code of the order, followed by the last two numbers of the year the order was placed, and ending in six unique digits.

DUPLICATE CHECKING

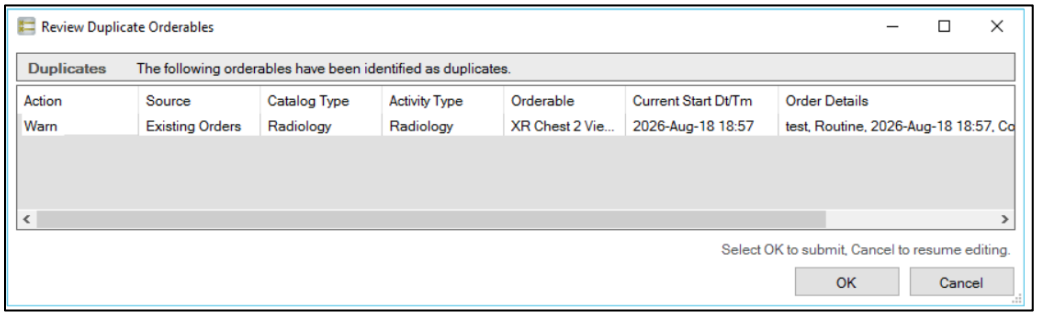
A duplicate alert will occur if the same exam is ordered more than once within 24 hours. These orders will be highlighted in yellow in the Scratch Pad.



Comments	Ima...	Cha...	Action	Client	Medical Record Nu...	Financial Number	Person Name	Provincia...	Catalog T...	Procedure	Accession	Submission St...	Start Date/Time	Order Details
			Order	Prince County Hospital	888004461	09735983	RADNET, TESTING7		Radiology	XR Chest 2 Views	Ordered	Duplicate Ord...	2026-Aug-19 ...	, Routine, 2026-Aug-19 13:06,
			Order	Prince County Hospital	888004461	09735983	RADNET, TESTING7		Radiology	XR Chest 2 Views	Ordered	Duplicate Ord...	2026-Aug-19 ...	, Routine, 2026-Aug-19 13:08,

Click the “view submission error” button 

The “Review Duplicate Orderables” window opens



If the patient is supposed to receive the same exam more than once within 24 hours, click Ok to submit the order.

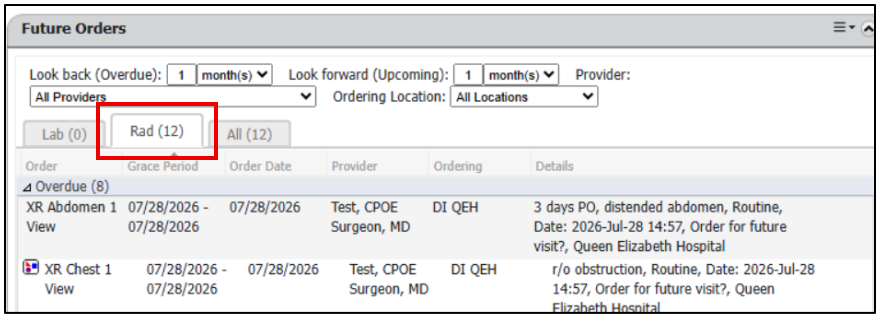
If the order was placed by mistake and the patient is **not** supposed to receive the same exam again, click Cancel. Highlight the exam in the scratch pad, then click the Remove Order from Scratchpad icon in the toolbar. 

ACTIVATING ORDERS FROM DOE

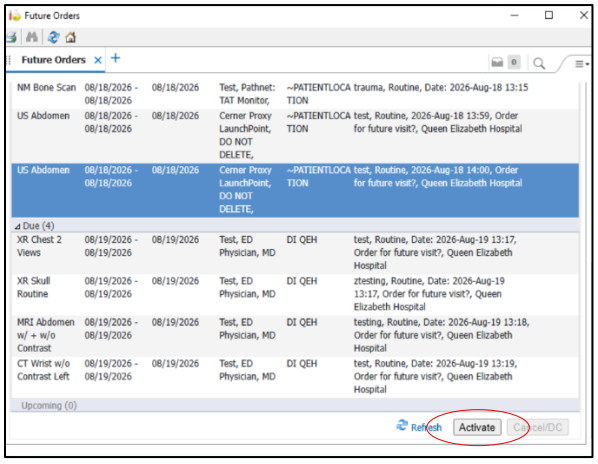
If a physician has placed a future order on an inpatient or emergency patient, this exam would typically be scheduled through the Scheduling Appointment Book Application by a scheduling clerk. However, some situations may require that exam to be completed before a scheduling clerk has booked an appointment time. Before an exam can be started, the order must be activated. To activate the order through DOE:

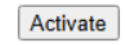
1. Open DOE, search the patient

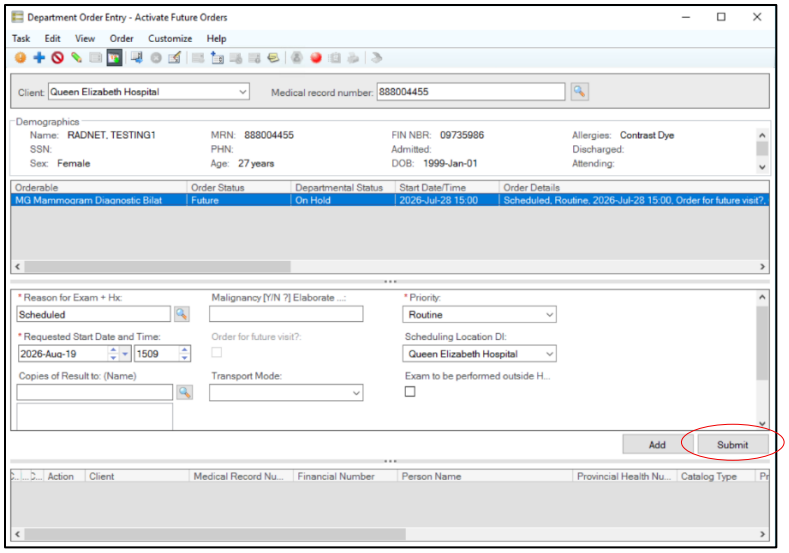
2. Select the appropriate encounter and click the activate future orders button 



3. Select Rad Tab



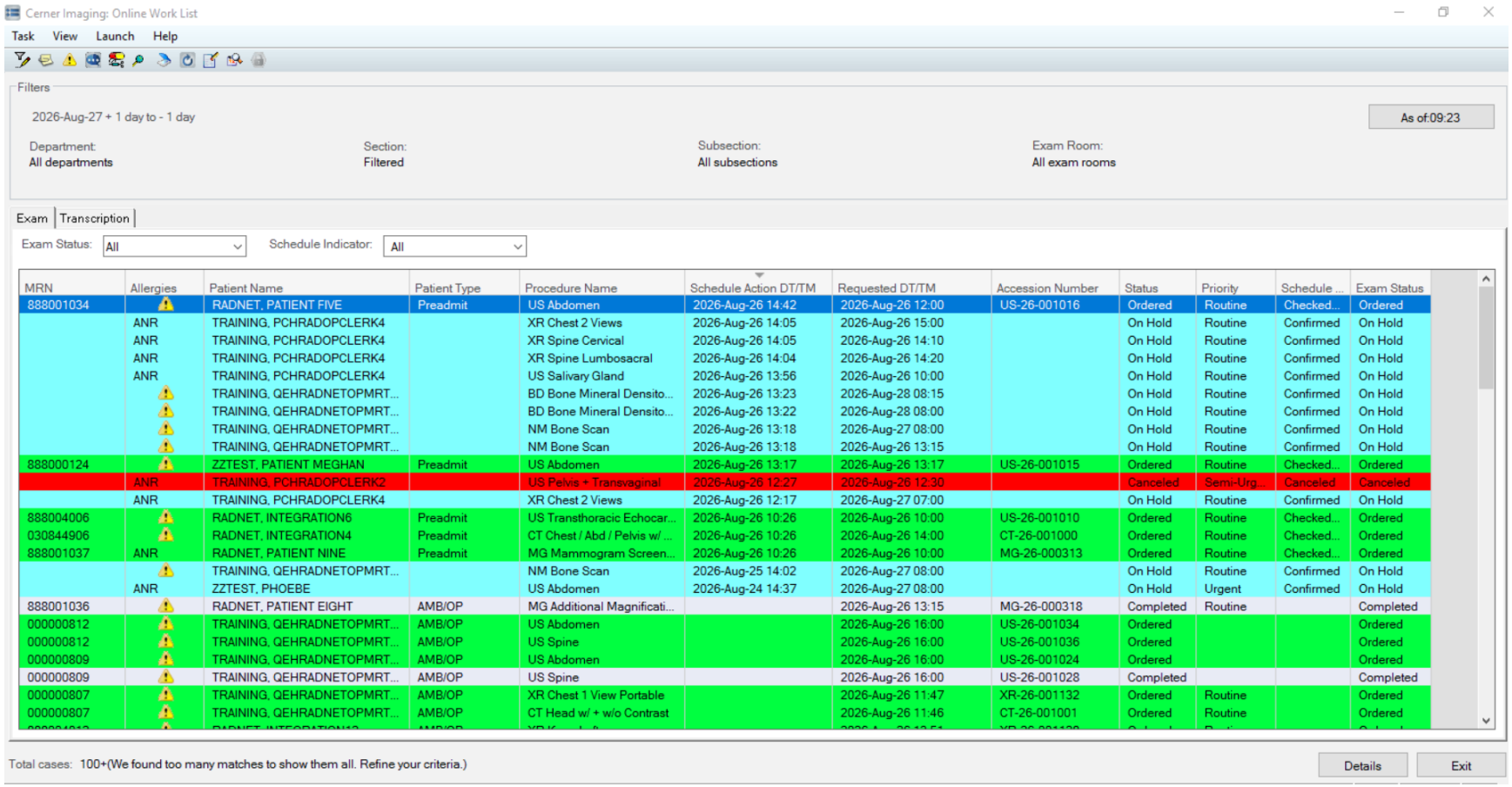
4. Click on the order & click 



5. The Activate Future Orders window will open.
6. Double click the order
7. Verify correct information in order entry field
8. Change Requested Start Date/Time to current date if necessary
9. Click Submit
10. Open Online Work List to start and complete the exam

ONLINE WORKLIST

Use Online Worklist to obtain a display of orders to be performed, filtered by facility, modality, and/or room/equipment. It provides a visual reference of procedures that have been completed, those in process, and those to be performed. Additionally, use Online Worklist to quickly and easily view report text and other details about the order and the patient.



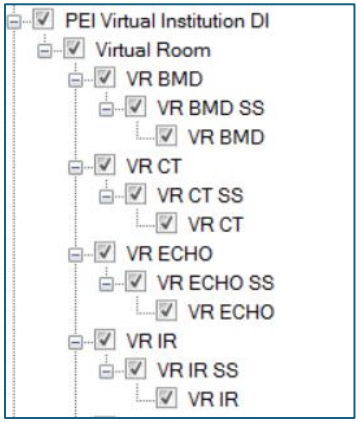
TOOLBAR IN ONLINE WORKLIST

Icon	Explanation
	**Location Filter:** Opens the Location Filter dialog box.
	**Comments:** Add or edit existing comments for an order. Use this icon to add information pertinent to the exam or patient for other Techs to see. This comment does NOT go to PACS. (ie: Patient has sister with her today because she is nervous) *For RadNet, Order Comment and Order Note do the same thing.
	**Allergy:** Clicking this button opens the Allergy dialog box, allowing updates to patient allergy information. The system automatically updates the allergy status on Online Worklist.
	**Technical Comments:** Opens the Technical Comments window to view or modify technical comments. For information on how to use Technical Comments, click the Help menu in Technical Comments. These can be added at any time.
	**Document Medications:** Opens the Document Medications window to record medications administered to a patient for a procedure. Allows search for medications or add medications to an encounter, including medications that are specific to Cerner Imaging, such as contrast.
	**Patient Exam History:** Opens the Order Viewer window to view information about a patient's other orders.
	***Document Image:*** *Opens the Document Image Library dialog box to view, scan, or import an image for a selected order. This icon is displayed when a scanned document already exists for the selected order. Techs will not be using this icon.*
	**Replace Exam:** Opens the Procedure Replace Groupings dialog box to replace the selected exam with a different exam.
	**Modify Order Details:** Opens the order details for the exam to modify any of the information.
	**Scheduling:** Opens the scheduling appointment book
	***Add Interesting Case Finding:*** *Techs will not be using this icon*

The Online Work List will need to be filtered by site, modality and date. Click on the filter button in the upper left corner 

Select desired facility and modality to show up on the worklist.

Filter to see specific rooms.

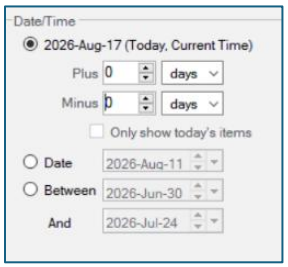


Each modality has a Virtual Room. Orders that are incorrectly routed may end up here. (ie: similar to unverified in PACS)

*If an order is not showing up in the Online Work List, check here.

*Remember to change the room in Exam Management from the Virtual Room to the room where the exam was completed. Exams are not able to be completed with a Virtual Room set as a location.

Select the date. Choose top button for today, the middle button to choose a specific date or the bottom button to choose a date range.

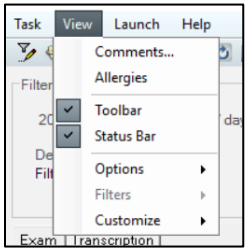


Then click OK and the worklist will populate.

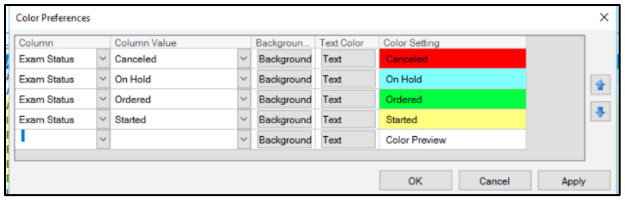
ADDING COLORS TO WORK LIST

Each users Online Worklist may be customized to display specific background or text colors for different Exam Statuses, Patient Types, Priorities, Report Statuses, Schedule Statuses, or Transport Modes.

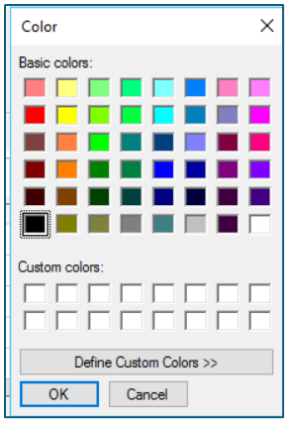
The recommended customization is detailed below, however, users may customize the worklist to fit the needs of the users position, modality, or location of service.



Click View and then Customize and color preferences.



In the column, choose Exam Status from the drop down menu. In the column value, choose Canceled and click in the Background field. A color box will open.

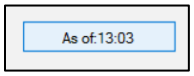


AQUA

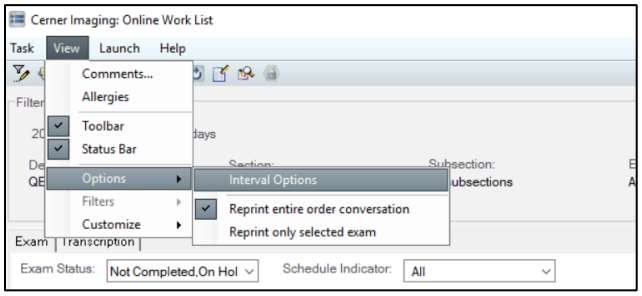
Choose **RED** for Canceled exams, for On Hold exams, **GREEN** for Ordered exams and **YELLOW** for Started exams.

Then click OK.

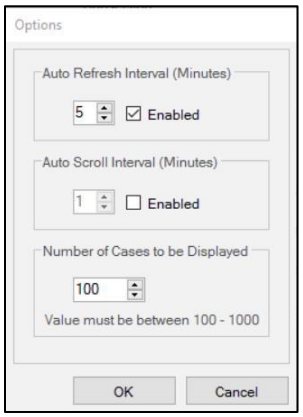
REFRESH INTERVAL



To manually refresh the Work List, click the “as of” time button



To set Auto Refresh interval, click the View button, Options and then Interval Options.

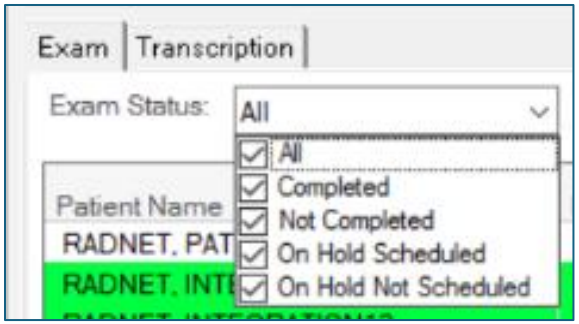


Change the number of cases allowed to be displayed in the Work List in this box. This can be between 100 and 1000 cases.

Click OK.

FILTERING EXAM STATUS

In the Work List in the Exam tab, filter to remove specific exam statuses. The statuses are:

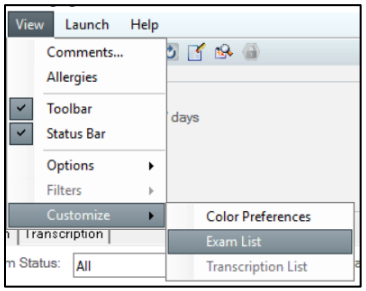


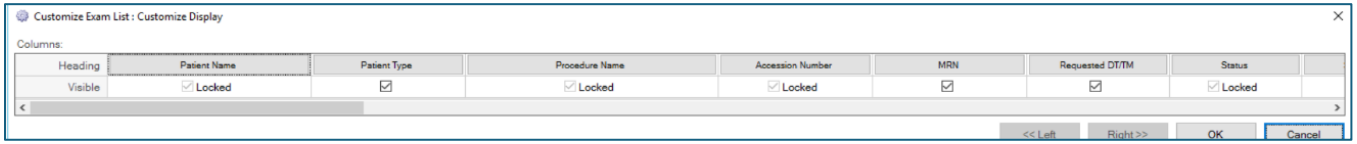
- Completed – exams that have been started and completed
- Not completed – exams that are in "Ordered" status (i.e. emergency or inpatient orders, outpatients that **have** been registered and checked in for their appointment) but have not been started or completed
- On Hold Scheduled – exams that have an appointment through the Scheduling Book; the patient **has not** been checked in
- On Hold Not Scheduled – exams that are still on the request queue; the patient does not have an appointment and **has not** been checked in

Uncheck boxes for exam statuses to remove exams in that status from the Online Worklist.

CUSTOMIZING DISPLAY OF EXAM LIST

Select view, customize and exam list





To select which fields are to be displayed, click the check box below. Change the order of the columns by selecting a field and using the left and right buttons. To ensure comments are visible, make sure to move it over. The Clerk can enter any important information for the Tech is this box (ie: Hard of hearing or how to pronounce patient's name)

Click Ok

COMMENTS

 Use this icon to add information pertinent to the exam or patient for other techs to see. (ie: Patient has sister with her today because she is nervous, goes by they/them, requires extra imaging, do not use markers; she will eat them)

This comment does not go to PACS or the Scheduling Appointment Book.

For RadNet - Order comment and Order note do the same thing. Comments are specific to the exam and don't carry over to other accessions.

To add order comments/notes:

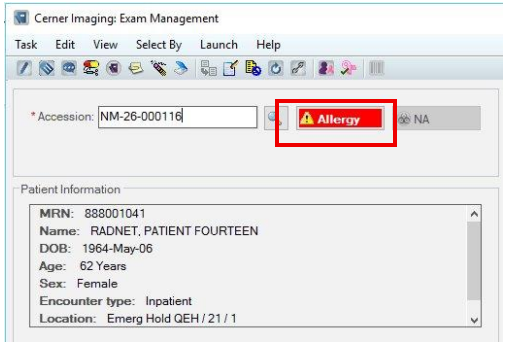
1. Select the exam, then click the Order Comment Icon or right-click the exam and choose Comments.
2. The Comments window will open.
3. In the Order Comment or Order Note tab, click edit.
4. Leave comment and click close when finished.



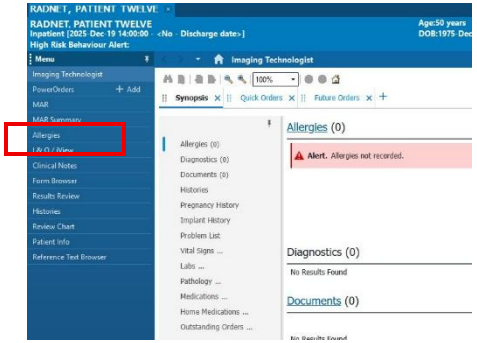
ALLERGIES

 Click this button to add allergies from the Online Work List. Allergies may also be added through:

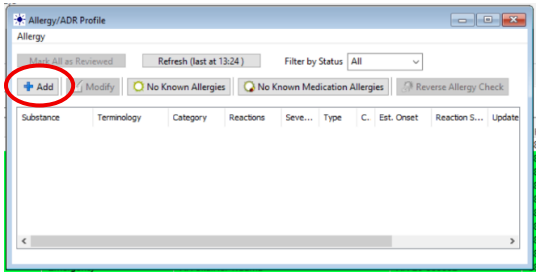
Exam Management:



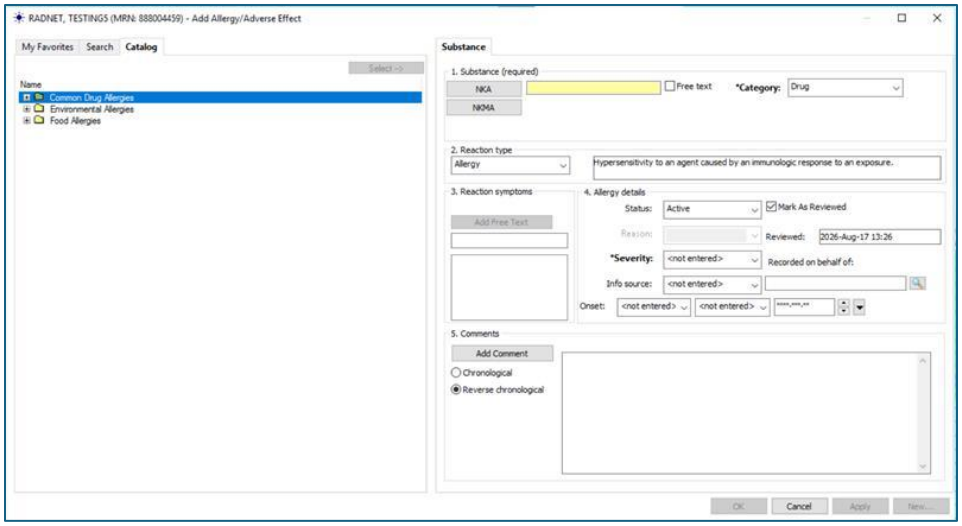
PowerChart:



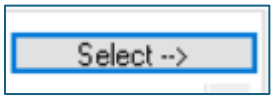
In Online Work List, select an exam, then click the Allergy button. The Add Allergies window will open.



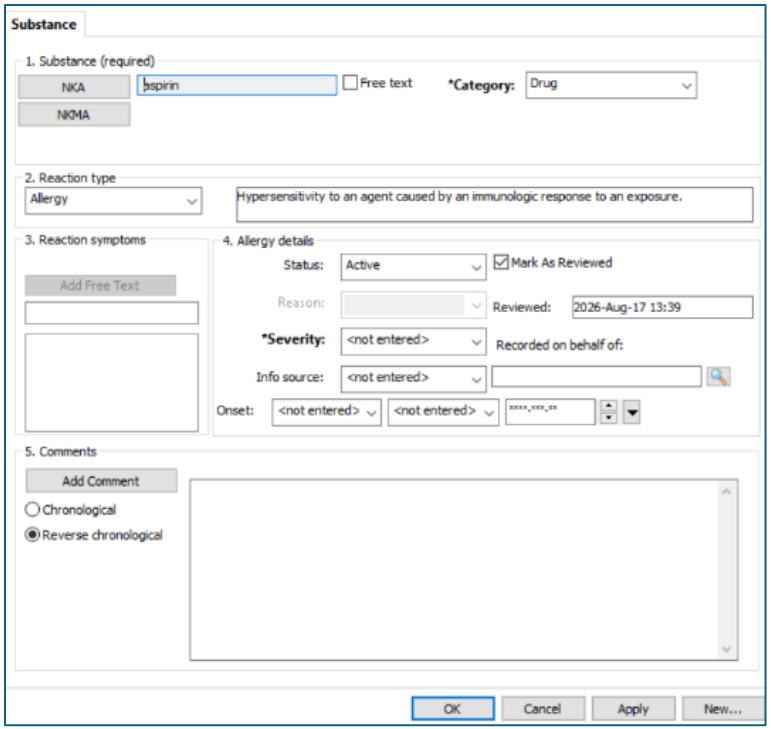
Click Add and the Add Allergy/Effect window will open.



Choose an allergy from the catalogue tab by opening the folder, highlighting the allergy and clicking the select button.



This will move the allergy to the right side of the screen in the substance tab.



The category field and the severity field are required.

Choose them by clicking on the drop-down menu.

- Add reaction symptoms by clicking on the field under reaction symptoms. This will open the catalogue of common allergy reactions on the left hand side of the screen.
- To open the folder, choose a reaction and click the select button. The reaction will appear in the box in the reaction symptoms box.
- In the allergy details field, add info source. This refers to where the information about the allergy came from. This is usually the Patient or Caregiver. The info source can be selected from a drop-down menu.
- The severity can be chosen from the drop-down menu, High, Medium or Low.
- Choose an onset time if known.
- Click OK if all required fields have been entered.
- To add multiple allergies, click apply instead of OK and enter the appropriate information.
- Click ok, and the information is saved to their chart.

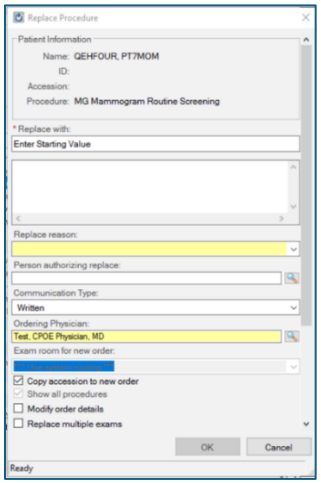
REPLACE EXAM



Select the exam to replace. This will be used if the wrong exam has been ordered and it needs to be replaced. Examples:

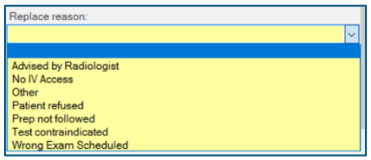
- Incorrect laterality
- A different exam in the same modality
  - If the exam needs to be a different modality, the original order must be cancelled and re-ordered
- Ordering physician
- Aborted scan

This window pops up.



In the replace with field, enter the new exam order.

Ensure the “Copy accession to new order” box is checked.



Choose the most appropriate replace reason.

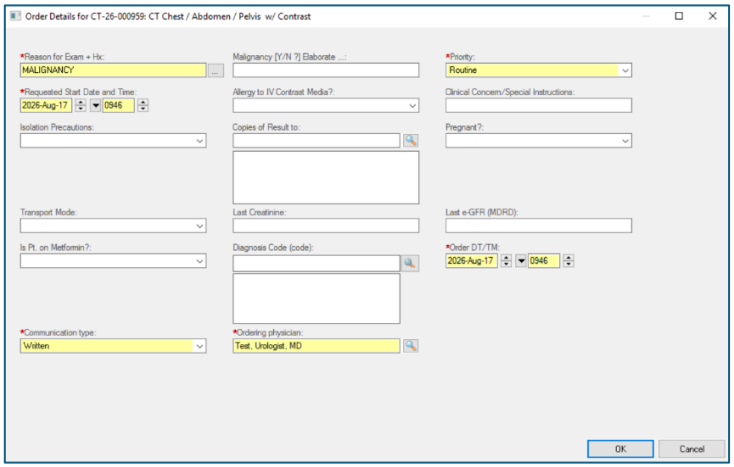
Click Ok

MODIFY ORDER DETAILS



If the order details need to be updated, use this icon. Examples:

- Changing the priority
- Moving an order to another day by changing the request date/time.
  - If the requested start date and time is changed, leave a comment as to why
- Adding another physician for the copy of the report
- Do NOT use this window to change the ordering physician (use the Replace Exam icon)



FUTURE ORDERS

A future order is an order that is "On Hold" that is to be done at a later date/time i.e. a scheduled appointment date and time. When a physician enters an order through PowerChart, there is an option to select "Order for future visit?". Selecting this option separates the order from any open encounters. If the exam modality is not available at the site of a patients current open encounter, it will automatically be a future order. Examples might include US ordered at CHO. All VL orders from PowerChart will be future orders.

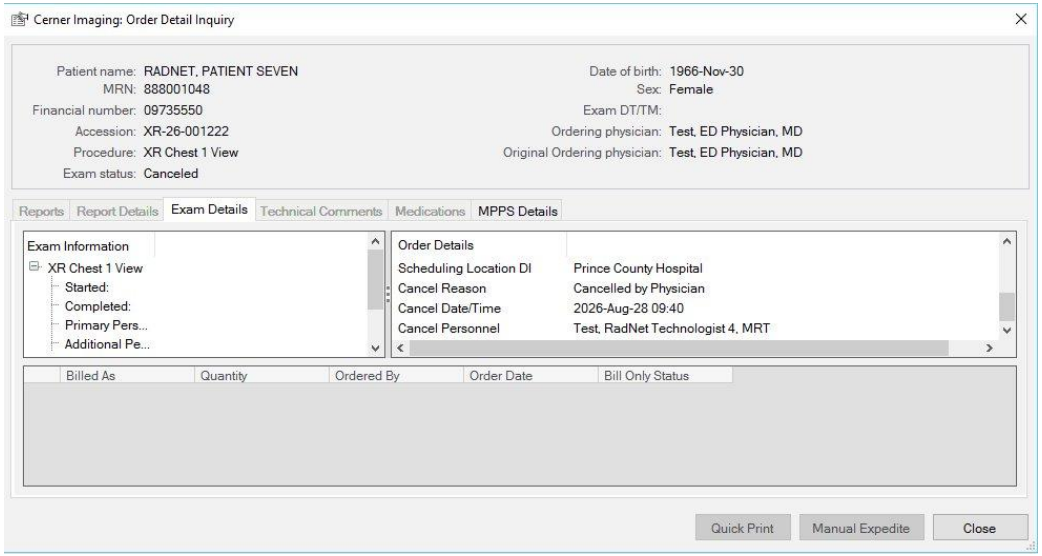
Future orders can be distinguished through the paper requisition (i.e. “Order for Future Visit?” says “Yes”). Through Online Work List, future orders will not have an accession number and the status will be “On Hold”.

“On Hold” orders may have one of two Schedule Statuses:

1. Confirmed (scheduled) – these are orders that have been scheduled through Scheduling Appointment Book
    a. Patients in "Confirmed" status must be **Checked In** through Scheduling Appointment Book before the exam can be started and completed in Exam Management
2. Request (not scheduled)– these are orders that are in the Future Book (equivalent to Order Queue in RIS)
    a. Patients in "Request" status must be **activated** through DOE before the exam can be started and completed in Exam Management

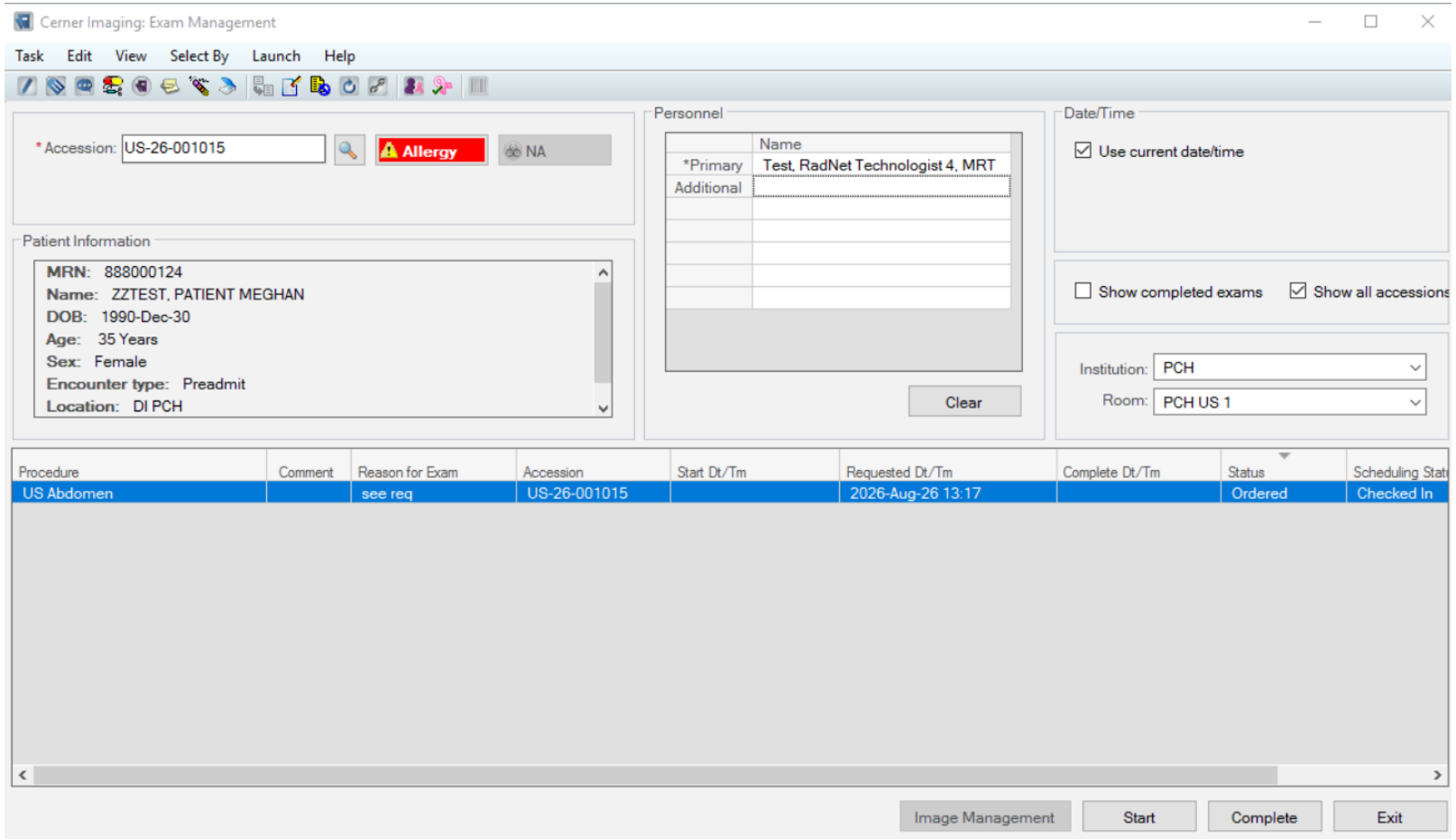
ORDER DETAIL INQUIRY

Double-click on an order in Online Work List to open the Order Detail Inquiry window. This may also be opened through Order Viewer. The Order Detail Inquiry window contains additional information about an exam, including cancel reasons, scheduled date and time, final radiologist report, technical comments, and medications.



EXAM MANAGEMENT

Use Exam Management to document the times and dates that radiology procedures are started and completed. During the exam completion process, it is sometimes necessary to document allergies, alerts, or patient history/questionnaires; to add or modify bill-only charges used in the procedure; to replace an exam; or to cancel an ordered exam. These can all be completed in Exam Management.



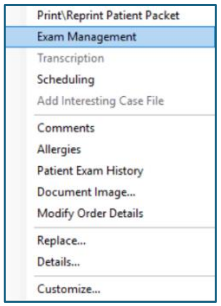
TOOLBAR IN EXAM MANAGEMENT

Icon	Explanation
	**Film Adjustments:** Opens the Film Adjustments application.
	**Bill-Only:** Opens the Bill-Only Charging application.
	**Technical Comments:** Opens the Technical Comments window allows the viewing or modification of technical comments. For information on how to use Technical Comments, click the Help menu in Technical Comments.
	**Document Medications:** Opens the Document Medications window to record medications administered to a patient during a procedure, to search for medications or add medications to an encounter, including medications that are specific to imaging, such as contrast.
	**Charge Viewer:** Opens Charge Viewer (CSChargeViewer.exe) to audit or modify patient charges.
	**Comments:** Activates the Comments dialog box to add comments to an order.
	**Clear:** Clears the information that is currently displayed on the screen.
	***Document Image:*** *Opens the Document Image Library dialog box to view, scan, or import an image for a selected order. This icon is displayed when a scanned document already exists for the selected order. This icon is not available.*
	**Add On Accession:** After entering a patient identification number, click this icon to begin the process of adding an accession.
	**Modify Order Details:** Make modifications to the original order
	**Cancel Exam:** After entering a patient identification number and selecting an exam, click this icon to begin the process of canceling the exam.
	**Replace Exam:** Opens the Replace procedure dialogue box.
	**Accession Linking:** Opens the Accession Linking application.
	**Case maintenance:** Opens the Mammography application.
	**Follow-Up Requested:** Opens the Follow-Up Requested: Unresolved Case List dialog box.
	**Supply Point of Use:** Displays the Supply Point of Use window where the use of specific supplies can be documented.

OPENING EXAM MANAGEMENT

From the Online Work List

1. Locate the exam to be started
2. Highlight and right click and this window will open
3. Select Exam Management. The App will open.



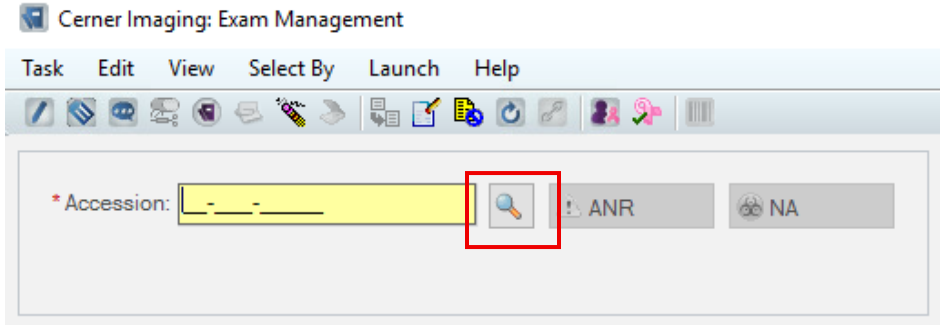
From the App Bar

1. Click the Exam Management App in the App Bar



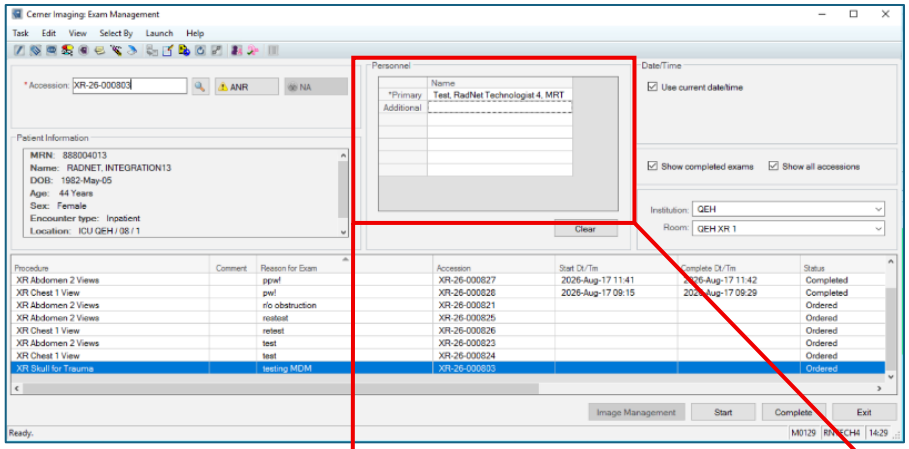
2. The Exam Management Window will open

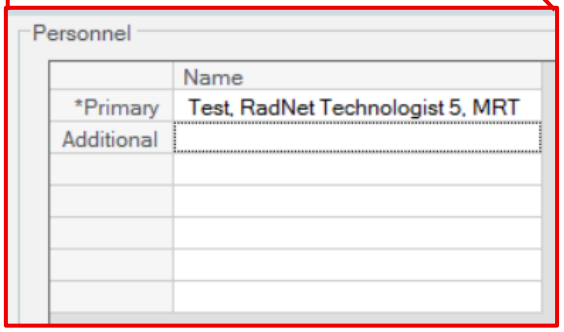
3. Click the magnifying glass and search for the patient



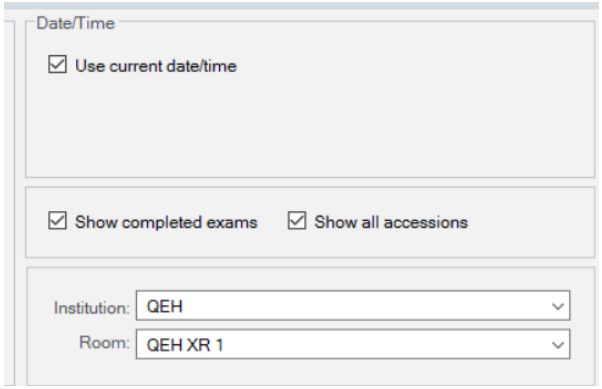
STARTING AND COMPLETING EXAMS

1. Verify that the correct Technologist is selected in the primary field in the personnel box. This will default to the technologist that is logged into Cerner.

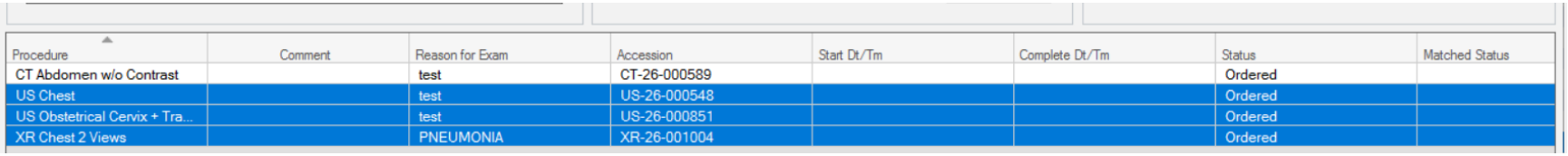




2. Additional Technologists assisting with the exam can be added by clicking in the additional field and typing in the last name. Click enter. Choose from the drop down box if there are multiple people with the same last name.



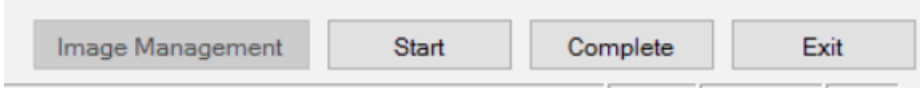
3. “Use current date/time” will automatically be checked. Uncheck to use a different date/time for the exam i.e. back-dating an exam.
4. Deselect the “show completed exams” so the patient’s previously completed exams won’t be viewable. Deselect “show all accessions” to remove the patients other ordered exams from view.
5. Verify that the room the exam is being performed in is correct. Use the drop down menu to select the correct room if necessary.



Procedure	Comment	Reason for Exam	Accession	Start Dt/Tm	Complete Dt/Tm	Status	Matched Status
CT Abdomen w/o Contrast		test	CT-26-000589			Ordered	
US Chest		test	US-26-000548			Ordered	
US Obstetrical Cervix + Tra...		test	US-26-000851			Ordered	
XR Chest 2 Views		PNEUMONIA	XR-26-001004			Ordered	

6. Highlight the exam that is being performed. Ctrl+Click to select multiple exams to be completed

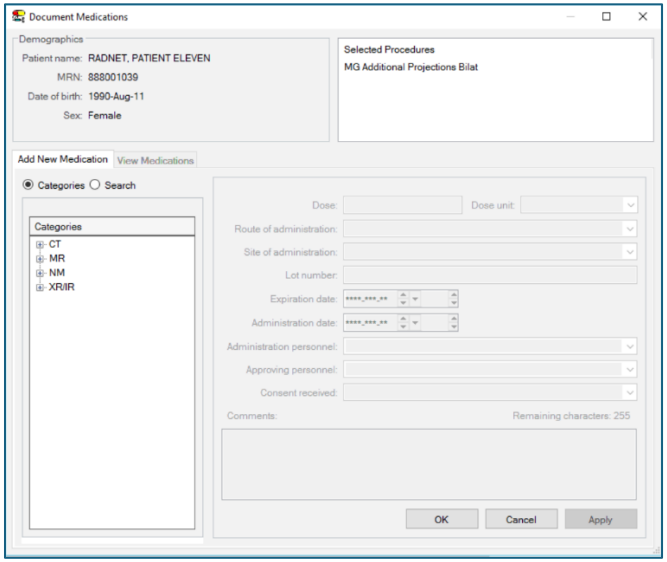
7. At the bottom of the window, click start then complete.



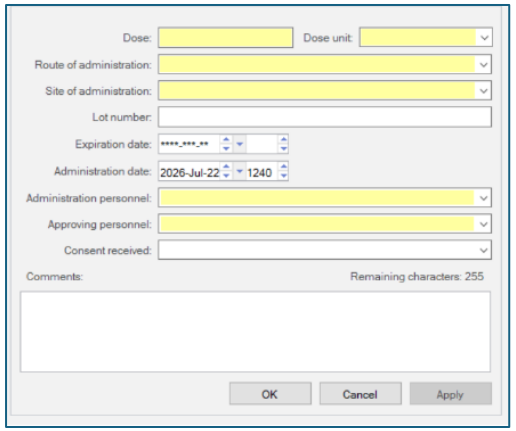
DOCUMENT MEDICATIONS

8. Document Medications window will automatically fire if this is a contrast exam.

   **If contrast was not used or it is the responsibility of other staff (such as an OR Nurse) to document contrast, close this window by clicking OK.



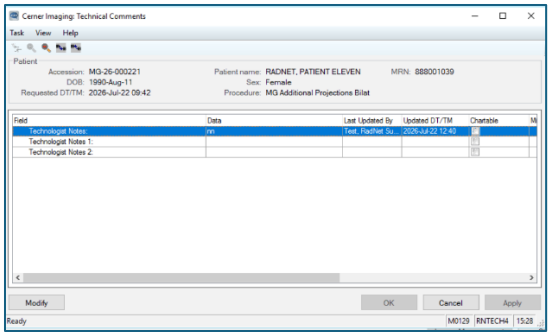
9. In Document Medications, select the modality in the categories box and then choose the contrast used. Enter all required fields in yellow.
10. Click apply if adding other contrast or OK if finished.



Note: The Appoving Personnel for contrast is the radiologist reading the exam/covering that modality that day.

TECHNICAL COMMENTS

11. Next, the Technical Comments window fires.
12. Double click into the cell under Data and enter the information.



Note: Each modality will have its own specific Technical Comments box. These can be reviewed in Appendix A. Technical Comments Window By Modality.

Technical Comments can be entered at any time (before the report is finalized) by clicking the Technical Comments icon.

BILL ONLYS

13. The Bill Only window will fire if applicable.

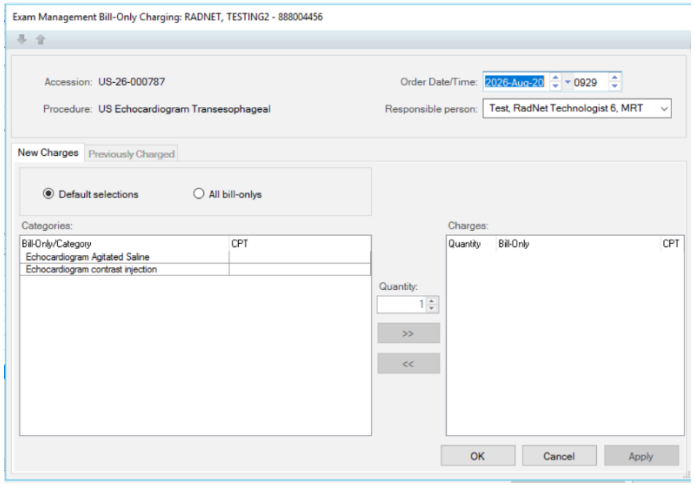
    Not every exam has “Bill Only” options associated with it so it will not fire for ALL. “Bill Only” item can be added at any time for any exam by clicking the “Bill Only” icon  in the Exam Management toolbar. Additional information about each “Bill Only” can be found in Appendix B. Bill Onlys.

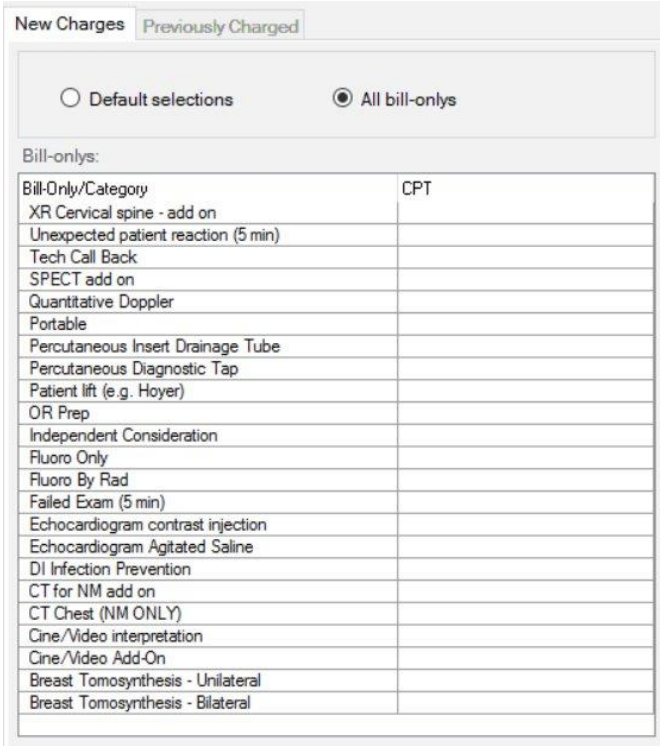
14. If the “Bill Only” to be added does not appear in Default Selections, press the radio button to select All Bill – Onlys. An explanation of all bill-onlys available in RadNet is provided in
15. Highlight applicable Bill Only
16. Select quantity if applicable (more than one 5 minute time interval)
17. Press >> to move into the charges box
18. When all applicable Bill Onlys are added, click ok
19. Charges may be viewed in the previously charged tab

    It is important to add any “Bill Onlys” to account for time, as work load units (the time spent doing the exam and/or preparing for the exam) will now be tracked.

    Examples would be: DI Infection Prevention if there are isolation cases. Patient lift (ie: Hoyer). Unexpected patient reaction (ie: patient faints)

    Note: NO changes can be made to anything after the exam has been finalized. (ie: The Radiologist has already reported on it)





CASE MAINTENANCE – MAMMOGRAPHY

This window will automatically open when completing a breast exam in Exam Management. It only needs to be completed for Mammography exams or procedures. It may be closed for MRI or US exams. It can be opened at any time in Exam Management by clicking the Case Maintenance icon.

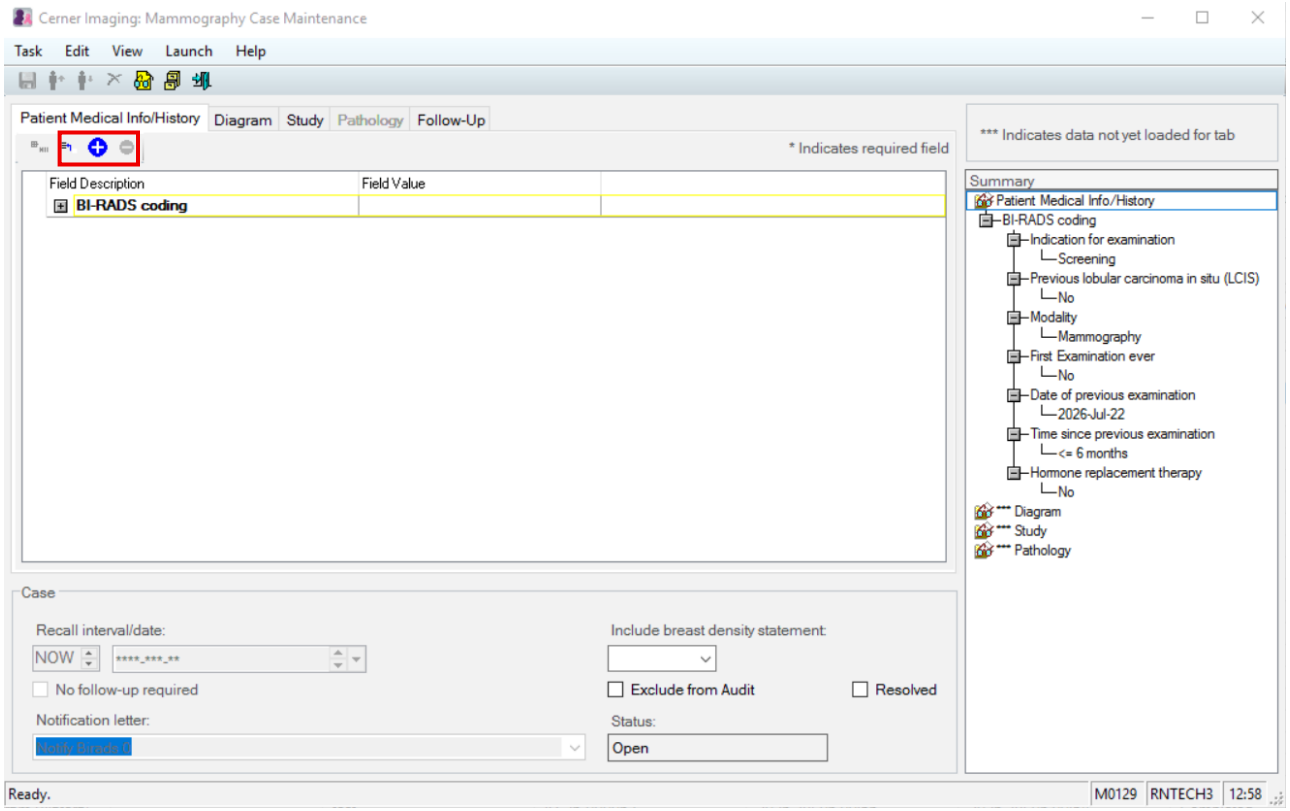


The mammography case maintenance window will open

In the Patient Medical Info/History tab, click the blue plus button to expand the history options.

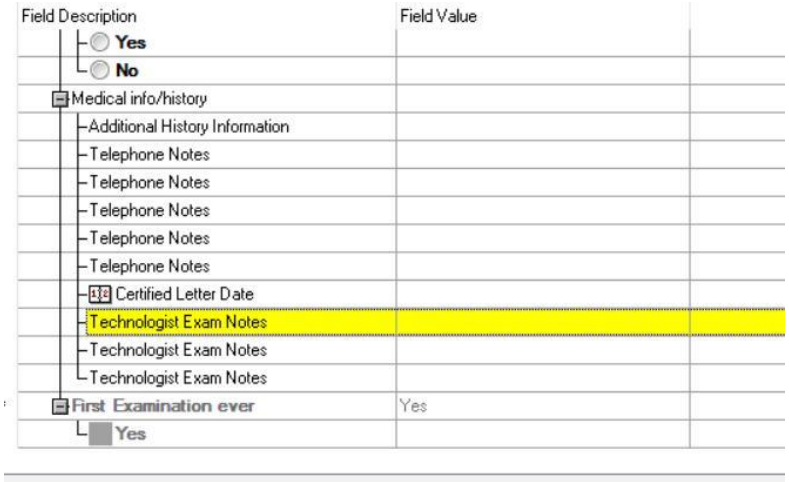
Go through the history and answer each question. There are no required fields except for the risk status. Please provide as much patient information as possible.

Questions that are answered will populate in the summary field on the right.



Technologists can add extra information in the “Medical Info History” section by clicking on either “telephone notes” or “technologist exam notes” and typing in the field.

There is a limit of 256 characters per field.

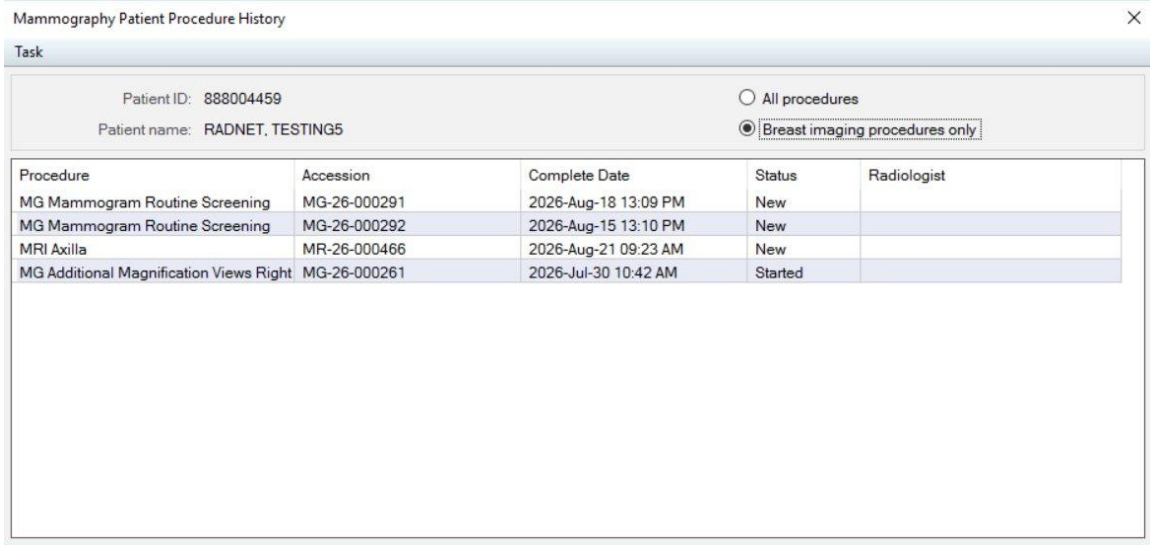


To review previous exams, click the View History button 

A list of patients previously completed and ordered exams will populate

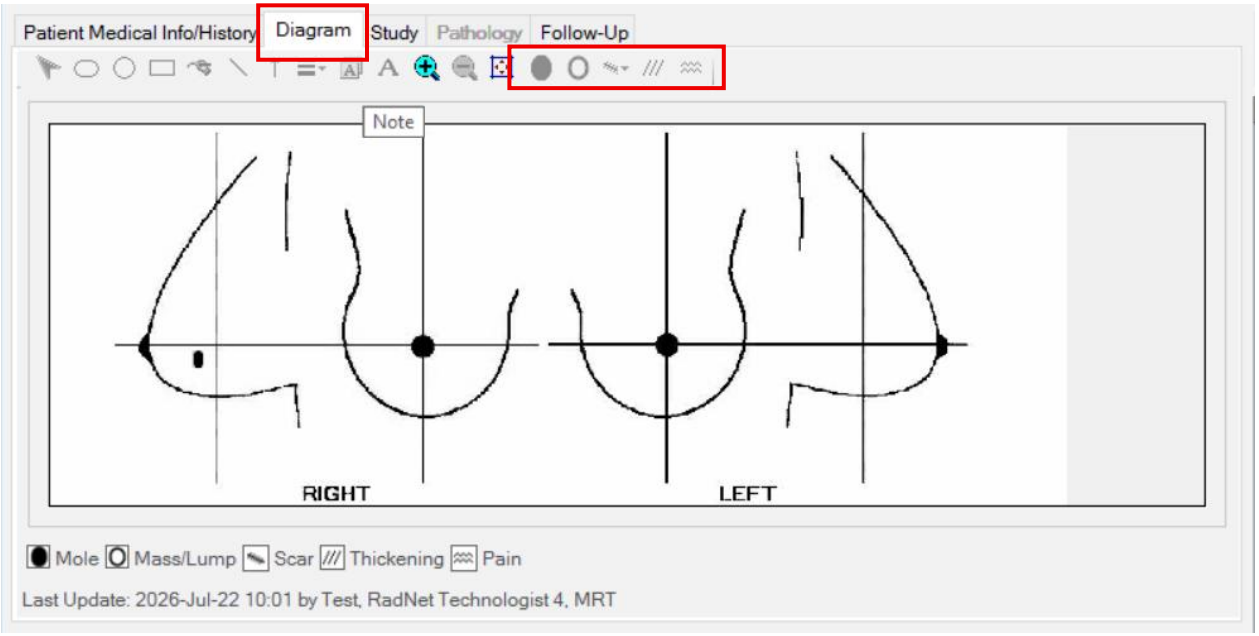
The All Procedures button can be checked to see exams across all modalities.

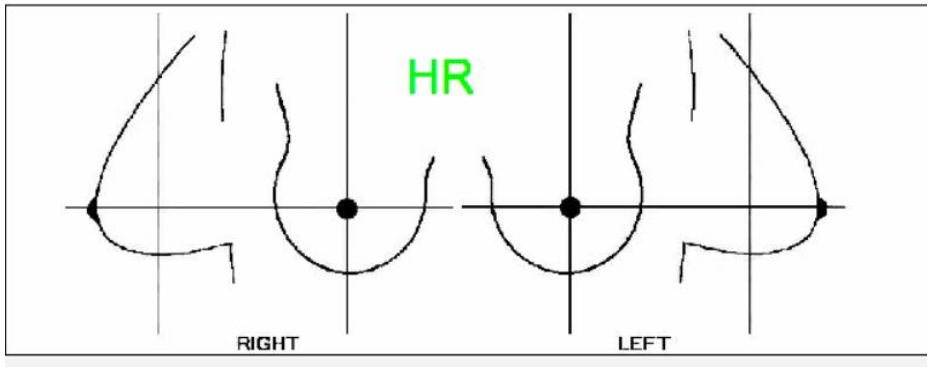
The Breasting imaging procedures only button can be selected to only view breast related exams (including US and MRI).



Next, click the diagram tab.

Add any relevant skin markings by selecting the appropriate symbol from the bar at the top. Click and drag on the diagram in the appropriate location.

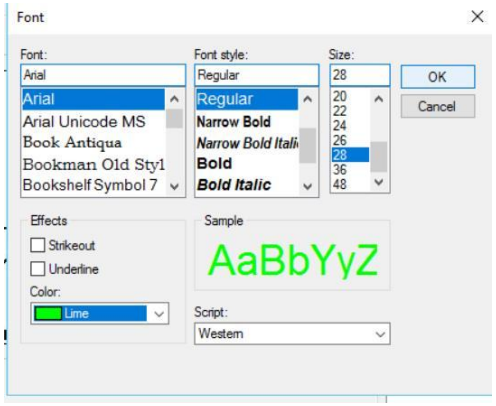




If the patient is high risk, add a notation to the CENTER of the diagram by clicking the Note icon  and clicking and dragging in the center of the diagram to create a text box.

Type **HR** in capital letters in the text box. Next, click the font button 

Change the size to 28 and change the color of the font to lime green and click ok.



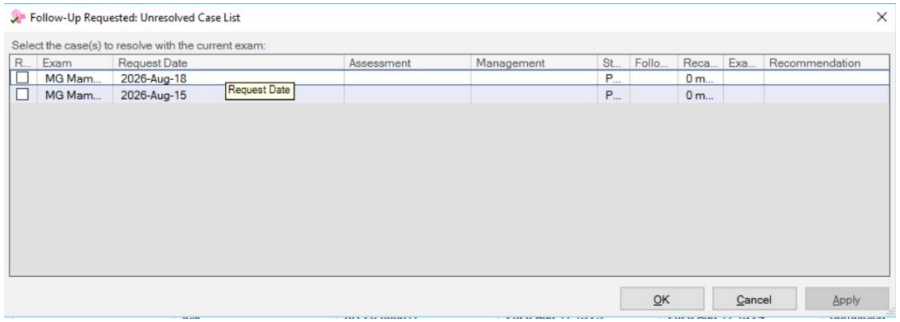
To delete any markups, click on them so it is outlined with dots and then right click and cut annotation.

To save any changes, click the floppy disk  and click Yes to All.

Note: Techs will not use the “study”, “pathology” or “follow-up” tabs or setting the recall interval dates.

Leave the Case Maintenance window by clicking on the exit button 

Once the exam has been started and completed, the Technical Comments, Bill Onlys and Case Maintenance windows will open. Then the Follow-Up Requested: Unresolved Case List window may open. Cancel this window. Techs will not be resolving any cases.



CANCEL EXAM

Ordered exams may need to be cancelled. Scenarios that require this are:

- An exam needs to be changed to a different modality
- The exam was ordered on the wrong patient but not yet completed
- Patient is a “no-show”
- Patient refuses exam

Exams must be cancelled through Exam Management.

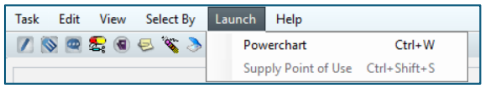
1. Open Exam Management
2. Select the exam then click the Cancel Exam icon 
3. Order Details window will open
4. Choose most appropriate Cancel Reason and Communication type from the drop-down menu
5. Enter Cancel Comment if necessary
6. Click OK



POWERCHART

PowerChart is a comprehensive electronic health record. This can be used to check patient labs, activate orders, review orders and results. PowerChart can be launched from the App Bar, through Online Work List or through Exam Management.

To access PowerChart from Online Work List or Exam Management, highlight the exam and click LAUNCH, then PowerChart.

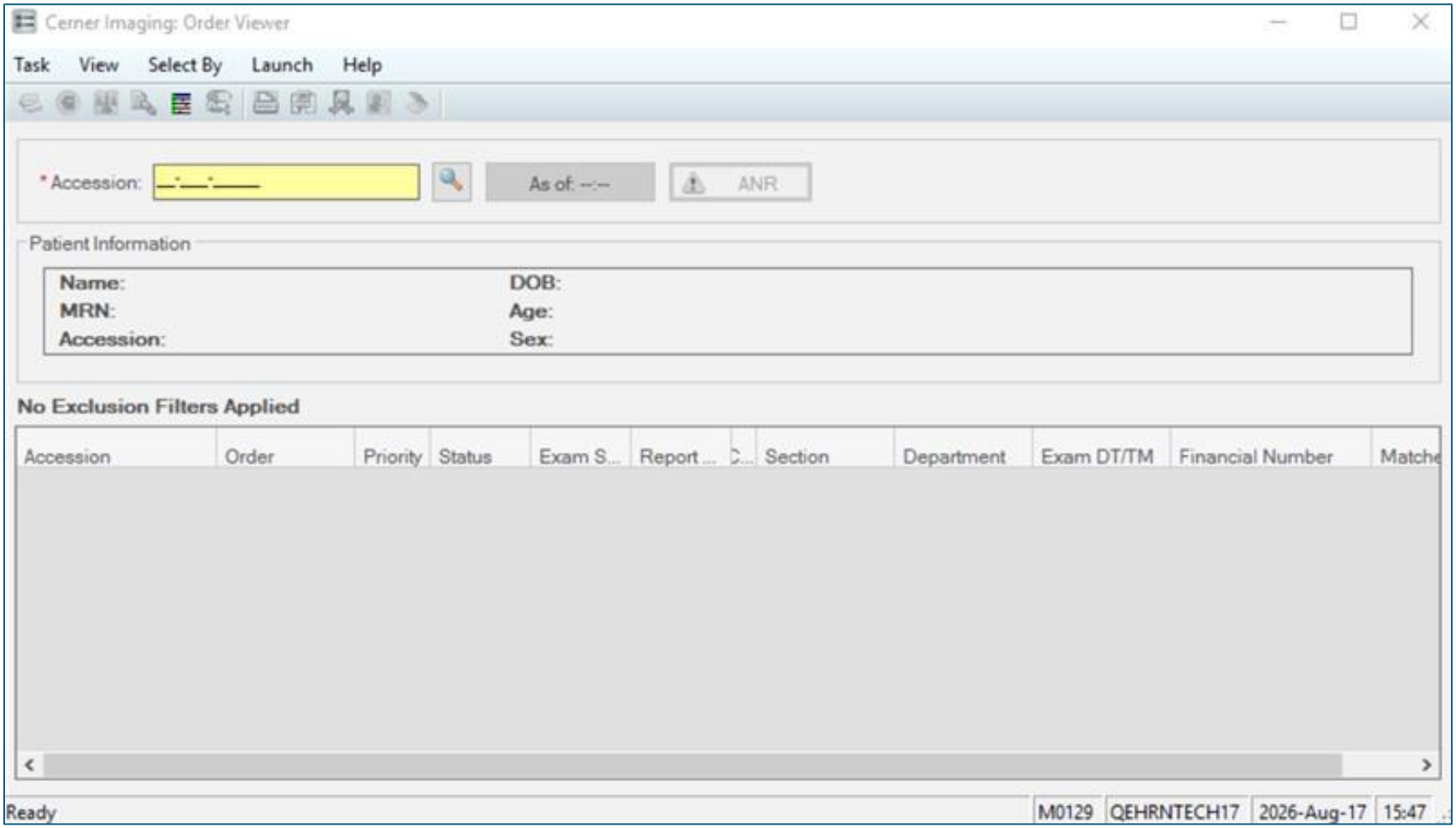


This will open the patient's chart to:

- Order and document administered medications
- Review lab results
- Document adverse events
- Check MRI screening form
- Document implants

ORDER VIEWER

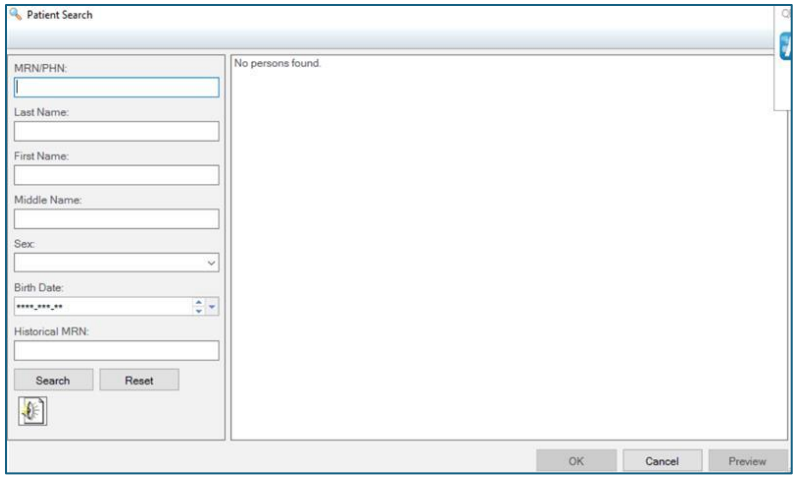
Use Order Viewer to look up prior or future exams, modify order details, document medications and print reports. Information can be requested for a specific patient or for a single accession number. The type of activity can also be specified to filter the information that is viewed.



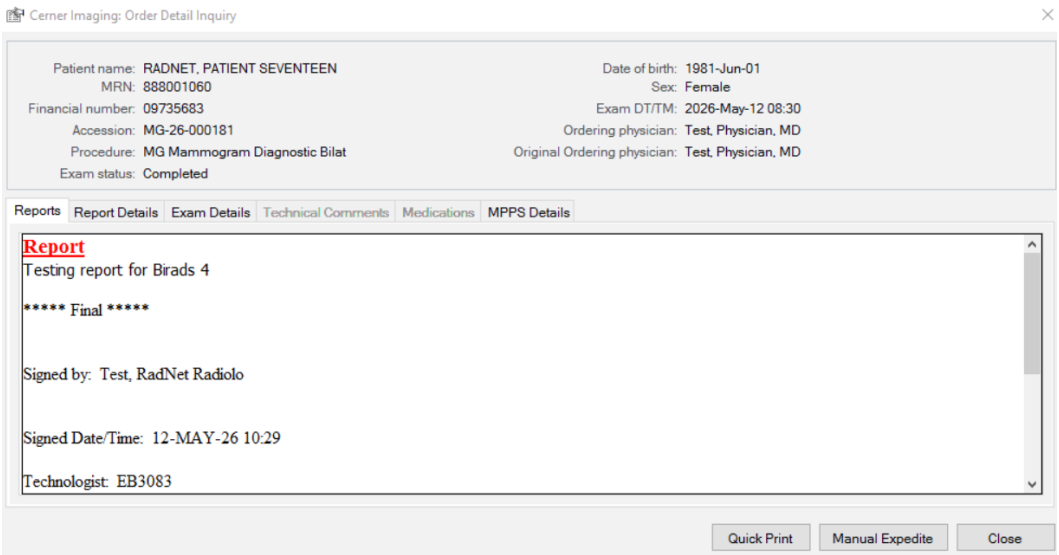
Click the magnifying glass and search by MRN.

Click Search

The patients' entire list of orders will populate.



Double click on an order to view details, the radiologist reports, technical comments.

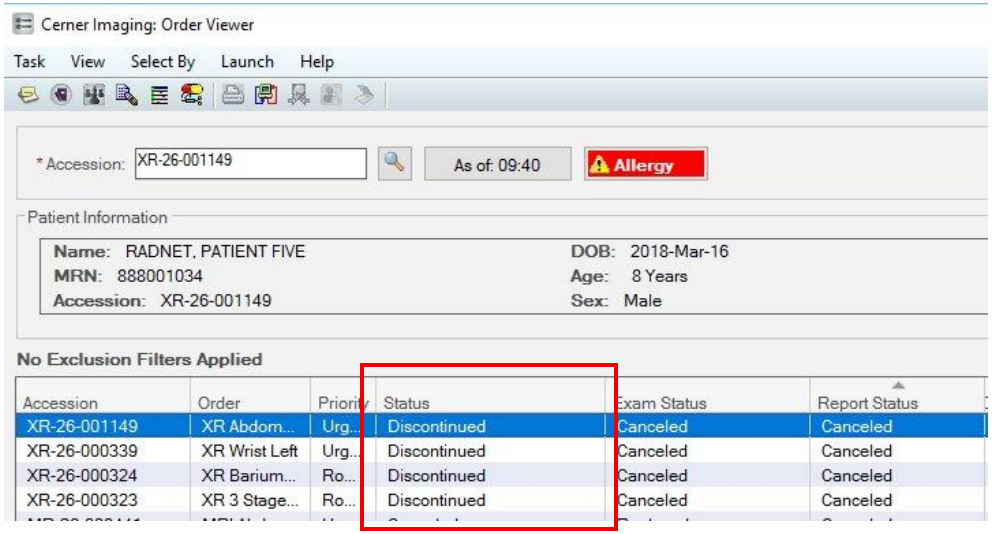


Exams in Order Viewer may be in Discontinued status.

When a patient is discharged from their encounter, any pending DI orders associated with that encounter will be changed to “Discontinued” status. These will appear as “Cancelled” in Online Work List.

To distinguish a Discontinued exam from a Cancelled exam in Online Work List, double click the exam to open the Order Detail Inquiry window.

Discontinued exams will not have a cancel reason associated with the exam.



Discontinued

Order Details	
Required Radiology Order ...	Rad Type
Order Location	Emerg QEH
Requested Start Date and ...	2026-Apr-27 16:07
Priority	Urgent
Exam to be performed outs...	No
Reason for Exam + Hx	test
Scheduling Location DI	Queen Elizabeth Hospital

Cancelled

Order Details	
Required Radiology Order ...	Rad Type
Order Location	~PATIENTLOCATION
Requested Start Date and ...	2026-Aug-19 09:06
Order for future visit	No
Priority	Routine
Exam to be performed outs...	No
Reason For Exam + Hx	trauma
Scheduling Location DI	Queen Elizabeth Hospital
Cancel Reason	Clerical Error
Cancel Date/Time	2026-Aug-19 09:10
Cancel Personnel	Test, RadNet Technologist, MRT

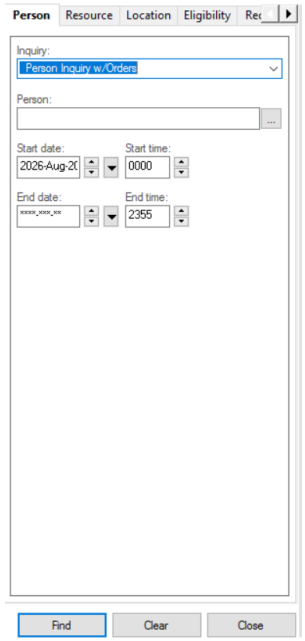
Discontinued exams will need to be re-ordered manually in DOE when the patient presents for their exam.

SCHEDULING APPOINTMENT BOOK

Tech use of this App is limited. It is only used to view exam preparations or check in a registered patient.

VIEWING EXAM PREPARATIONS

Select the Appointment Inquiry icon (Eye in the sky).



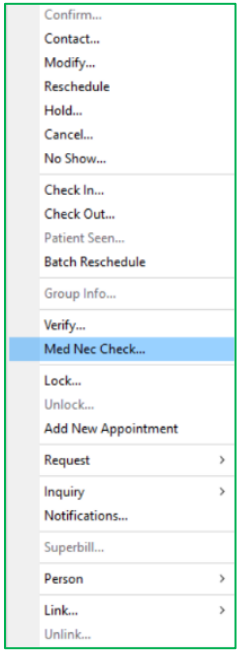
In the Person Tab; inquiry is “person confirmed only”.

Search the person by MRN

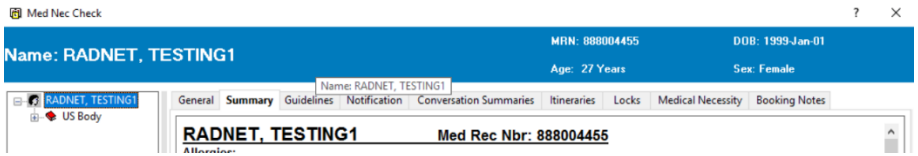
Click Find

A list of confirmed appointments for that patient will populate

Right click appropriate appointment, select Med Nec Check

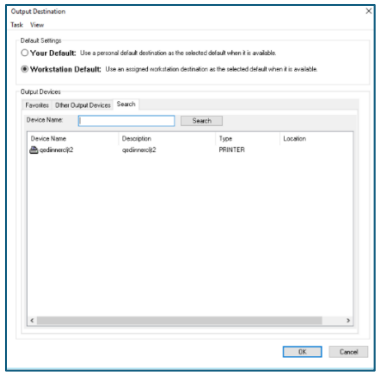


Click Summary Tab.



The prep for that appointment will populate. Click Print at the bottom if desired.

In the search tab, type the printer name in the device name box and click to highlight the printer desired and click ok.

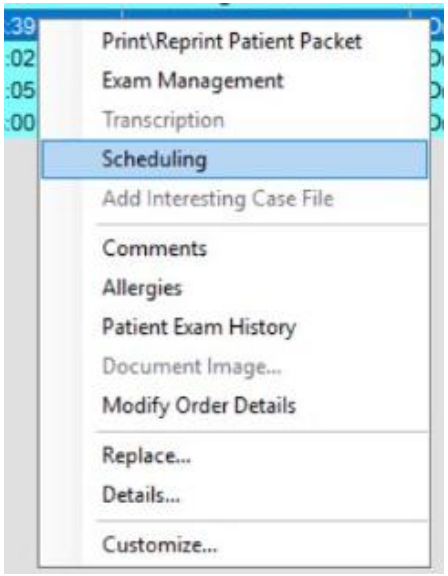


CHECKING IN ONE PATIENT

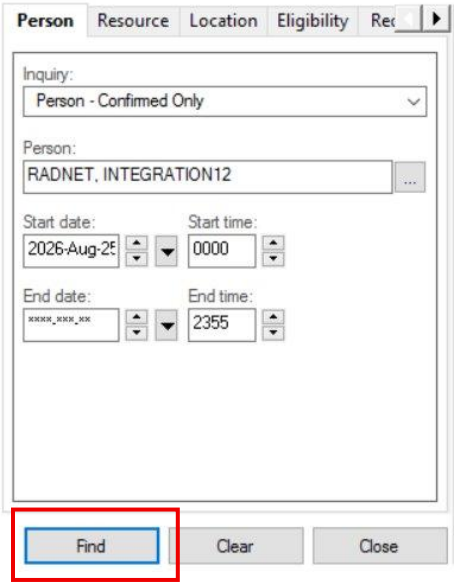
Orders in “On Hold Confirmed”/”On Hold Scheduled” status must be checked in before the exam can be started and completed in Exam Management. Once these orders are checked in, the status will change to “Ordered” status.

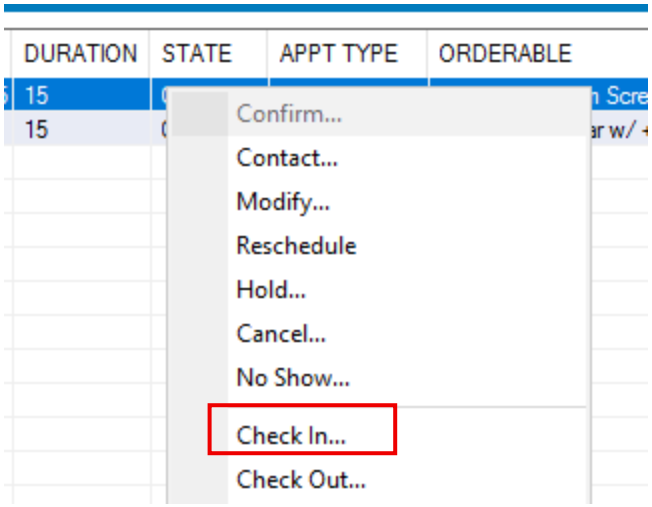
Check in will typically be done by Admitting or Clerical staff. Technologists will need to check in orders in some circumstances.

From Online Worklist, right click the order and choose “Scheduling” from the list. The Scheduling Inquiry window within the Scheduling Appointment Book application will open.



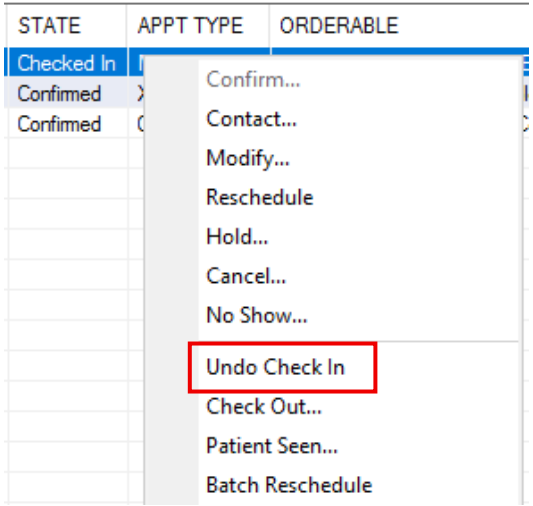
In the Scheduling Inquiry window, specify the start and end date then click Find. This will populate a list of all scheduled orders for the patient selected in the Online Worklist, within the specified date range.





Right click on the order that needs to be checked in and click Check In.

Return to Online Worklist to start and complete the exam.



UNDO CHECK IN

If an order was checked in accidentally, right click the order then choose Undo Check In.

VIEWING ALL SCHEDULED APPOINTMENTS FOR CHECK IN

In the Scheduling Appointment Book application, click the Appointment Inquiry / Eye in the Sky icon.

By Resource

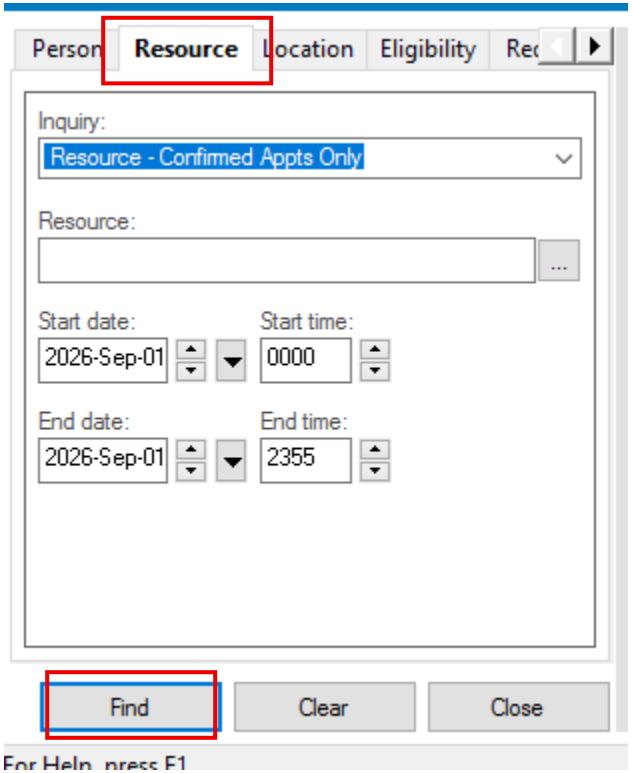
To view all scheduled appointments for a specific room (e.g. QEH XR 1, PCH US Room 1) or technologist (e.g. PCH US Tech 1), navigate to the Resource Tab.

In the Inquiry box, choose “Resource – Confirmed Appts Only”.

In the Resource box, choose the room or technologist to see all appointments scheduled under that resource.

The start date and end date may also be specified.

Click Find. A list of all scheduled appointments for the specified resource and date range will be populated.



By Location

To view all scheduled appointments for a specific location (e.g. QEH DI, PCH DI), navigate to the Location Tab.

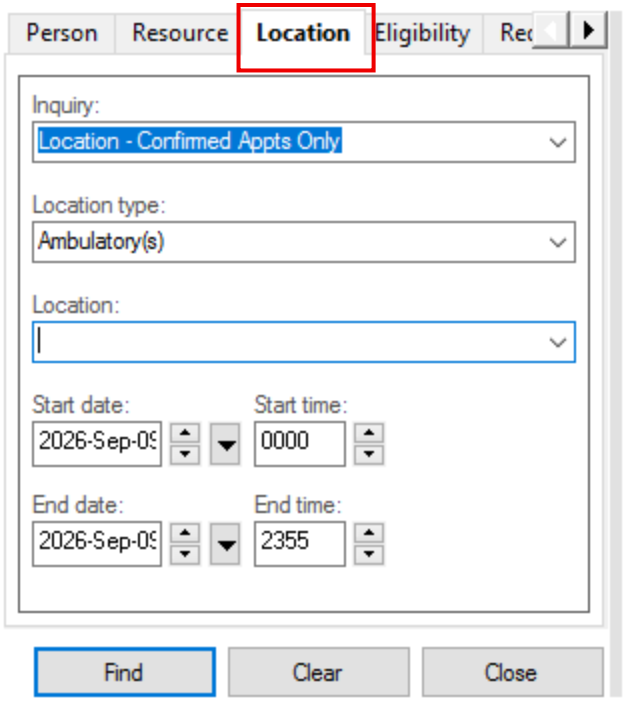
In the Inquiry box, choose “Location – Confirmed Appts Only”.

In the Location type box, choose “Ambulatory(s)”.

In the Location box, choose the location to see all appointments scheduled under that location.

The start date and end date may also be specified.

Click Find. A list of all scheduled appointments for the specified location and date range will be populated.



APPENDICES

APPENDIX A. TECHNICAL COMMENTS WINDOW BY MODALITY

Bone Mineral Densitometry:

Field	Data	Last Updated By	Updated DT/TM	Chartable	Min Number	Max Number
Hx of corticosteroids in the last year for > 3 months?						
Yes	○					
No	○					
How long?						
Since the age of 40, have you broken any bones?						
Yes	○					
No	○					
N/A	☐					
Age?					40	120
What did you break?						
Cause?						
Is there a family history of osteoporosis?						
Yes	○					
No	○					
Who?						
Hx of bisphosphonates? Other osteoporosis medication?						
Yes	○					
No	○					
How long were you on it?						
Have you had surgery to remove:						
Ovaries and Uterus	☐					
Ovaries only	☐					
Uterus only	☐					
N/A	☐					
Other?						
At what age?					1	120
Are you post-menopausal?						
Yes	○					
No	○					
N/A	☐					
Are you currently on hormone treatment?						
Yes	○					
No	○					
Which Hormones?						
Do you have a history of thyroid of parathyroid disease?						
Yes	○					
No	○					
Are you on medication for cancer?						
Yes	○					
No	○					
Which medication?						
Have you had surgery on your back or hips?						
Yes	○					
No	○					
What surgery?						
Technologist Notes:						
Discrepancies since last scan						
> 1/2" Height						
> 10% Weight						

Computed Tomography, Magnetic Resonance Imaging, Nuclear Medicine:

Field	Data	Last Updated By	Updated DT/TM	Chartable	Min Number	Max Number
Technologist Notes:						
Technologist Notes 1:						

Mammography:

Field	Data	Last Updated By	Updated DT/TM	Chartable	Min Nu
Technologist Notes:					
Technologist Notes 1:					
Technologist Notes 2:					

Ultrasound/Echocardiography:

Field	Data	Last Updated By	Updated DT/TM	Chartable	Min Number	Max Number
Technologist Notes:						
Exam prep completed?						
Yes	○					
No	○					

Vascular Lab Ultrasound:

Field	Data	Last Updated By	Updated DT/TM	Chartable	Min Number	Max Number
Technologist Notes:						

X-ray/Fluoroscopy:

Field	Data	Last Updated By	Updated DT/TM	Chartable	Min Number	Max Number
Number of Images						100
Fluoroscopy time (in minutes):						100
Technologist Notes 1:						
Technologist Notes 2:						

APPENDIX B. BILL ONLYS

Bill Only	Explanation	Usage	Fees?
XR Cervical spine - add on	Can **only** be added in default bill only window	Once per exam	Yes
Unexpected patient reaction (5 min)	Can be added to any exam	Multiple per exam to reach actual time taken, i.e. quantity 2 for an unexpected reaction that took 10 minutes	No
Tech Call Back	Can be added to any exam	Once per call back. If multiple exams are completed after call back, only add to first exam. If tech then returns home, and is called in again, tech call back is added again to the first exam of the second call back.	No
SPECT add on	Can **only** be added in default bill only window	Once per exam	Yes
Quantitative Doppler	Can **only** be added in default bill only window	Once per exam	No
Portable	Can be added to any exam **except** XR orders with "Portable" in order name. This is built into the workload for the exam itself.	Once per exam	No
Percutaneous Insert Drainage Tube	Can **only** be added in default bill only window	Multiple per exam	Yes
Percutaneous Diagnostic Tap	Can **only** be added in default bill only window	Once per exam	Yes
Patient Lift (e.g. Hoyer)	Can **only** be added in default bill only window	Once per exam	No
OR Prep	Can be added to any exam	Once per exam	No
Fluoro Only	Can **only** be added in default bill only window	Once per exam	Yes
Fluoro By Rad	Can **only** be added in default bill only window	Once per exam	Yes
Failed Exam (5 min)	Can be added to any exam	Multiple per exam to reach actual time taken, i.e. quantity 3 for an exam that last 15 minutes before being aborted	No

Echocardiogram Contrast Injection	Can **only** be added in default bill only window	Once per exam	Yes
Echocardiogram Agitated Saline	Can **only** be added in default bill only window	Once per exam	Yes
DI Infection Prevention	Can be added to any exam	Once per exam	No
CT for NM add on	Can **only** be added in default bill only window	Once per exam	Yes
CT Chest (NM ONLY)	Can **only** be added in default bill only window	Once per exam	No
Cine/Video interpretation	Can **only** be added to US exams	Once per exam	Yes
Breast Tomosynthesis - Unilateral	Can **only** be added in default bill only window	Once per exam	Yes
Breast Tomosynthesis - Bilateral	Can **only** be added in default bill only window	Once per exam	Yes