Health PEI
CLINICAL INFORMATION SYSTEMS

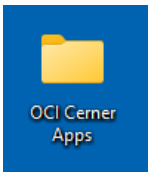
RadNet Clerk

(Souris Hospital)

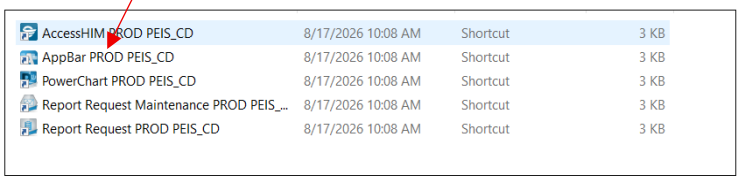
Quick Reference Guide

Logging into Cerner Application

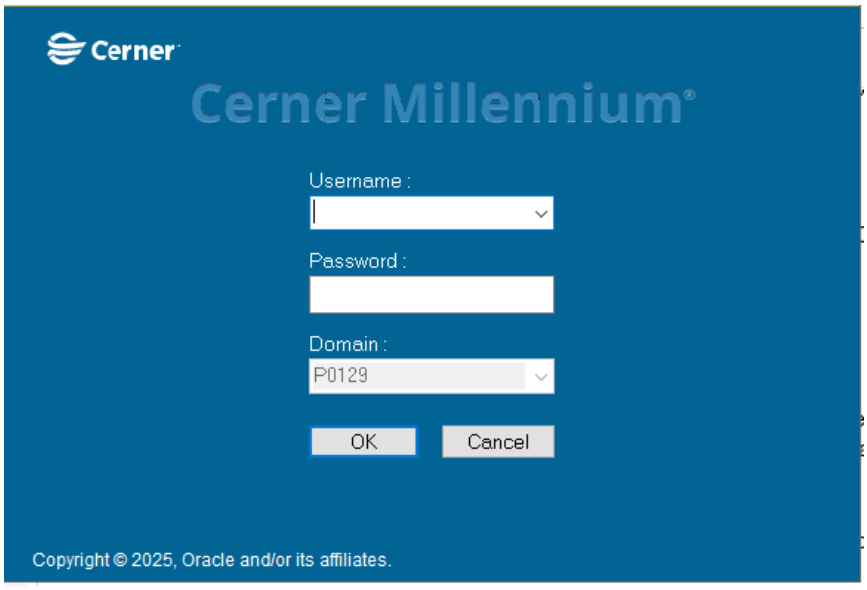
Click on the Cerner Apps on your desktop



Then choose App Bar PROD



The Blue Millennium window will populate. If not automatically logged in, enter username and password (used for PACS/network) at the Millennium window. "Click Log On".



If there are any problems, call the Help Desk at 620-3600.

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.

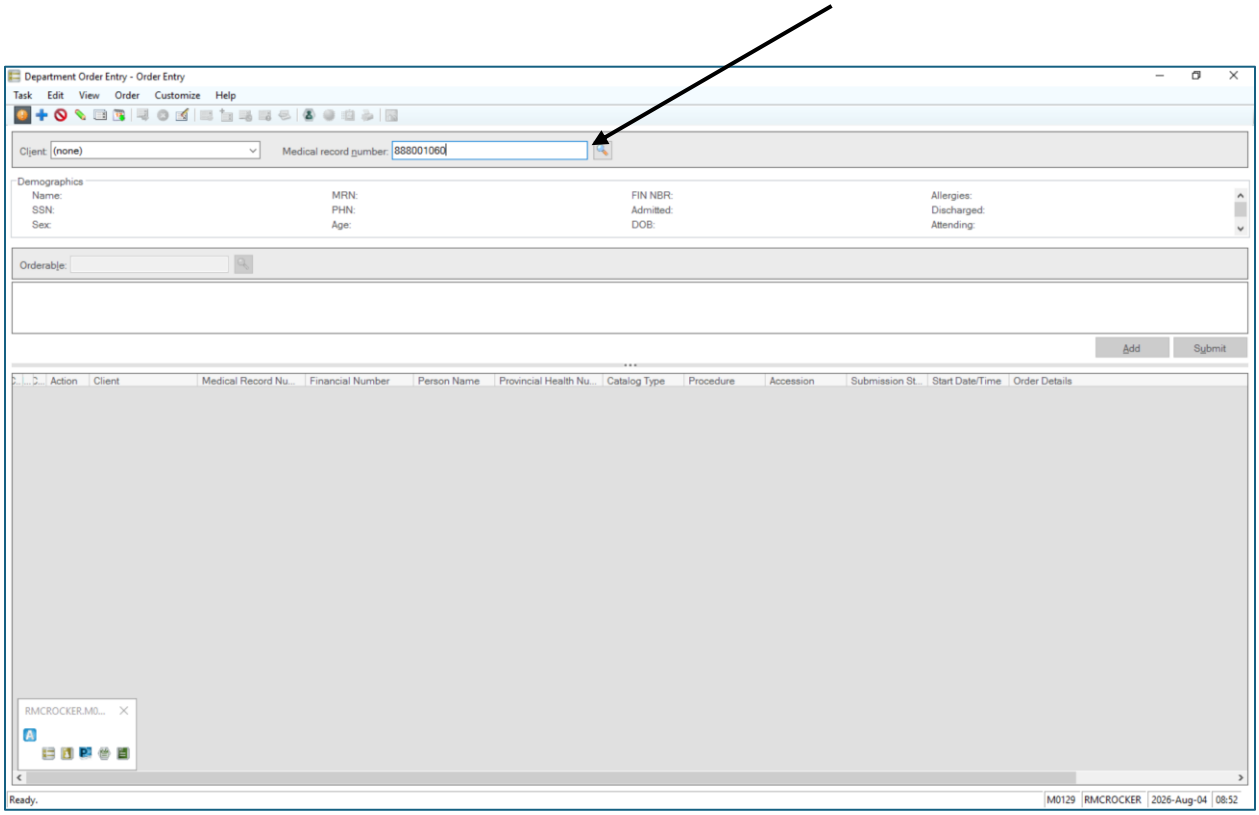
For Skip the Waiting room or walk-in outpatients, admitting will create a new encounter; DI would then need to place the order on that new active encounter. DI needs to have its own encounter separate from other services ex: patient has a Blood collection appointment as well as a DI appointment-This is 2 separate encounters one for lab services and one for DI services.

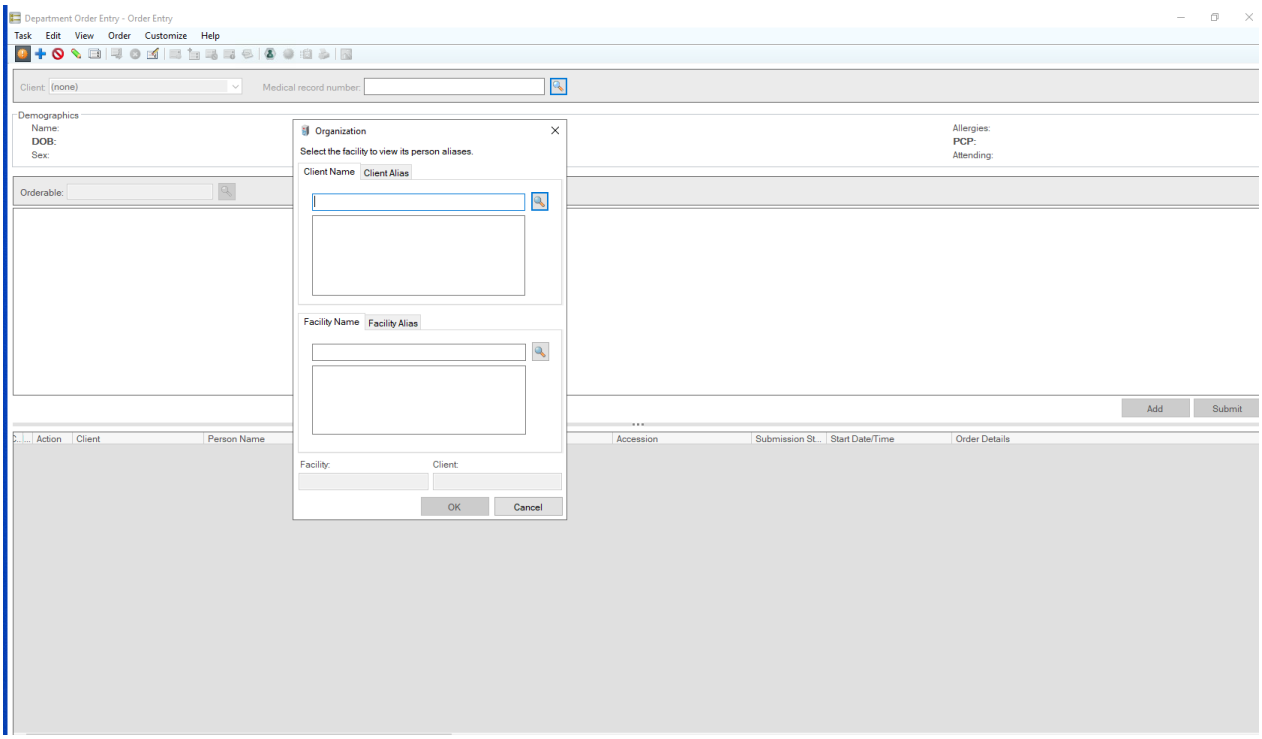
Patients that present for Pre-surgery will be registered the same as they currently are for Laboratory patients.

Department Order Entry (DOE)

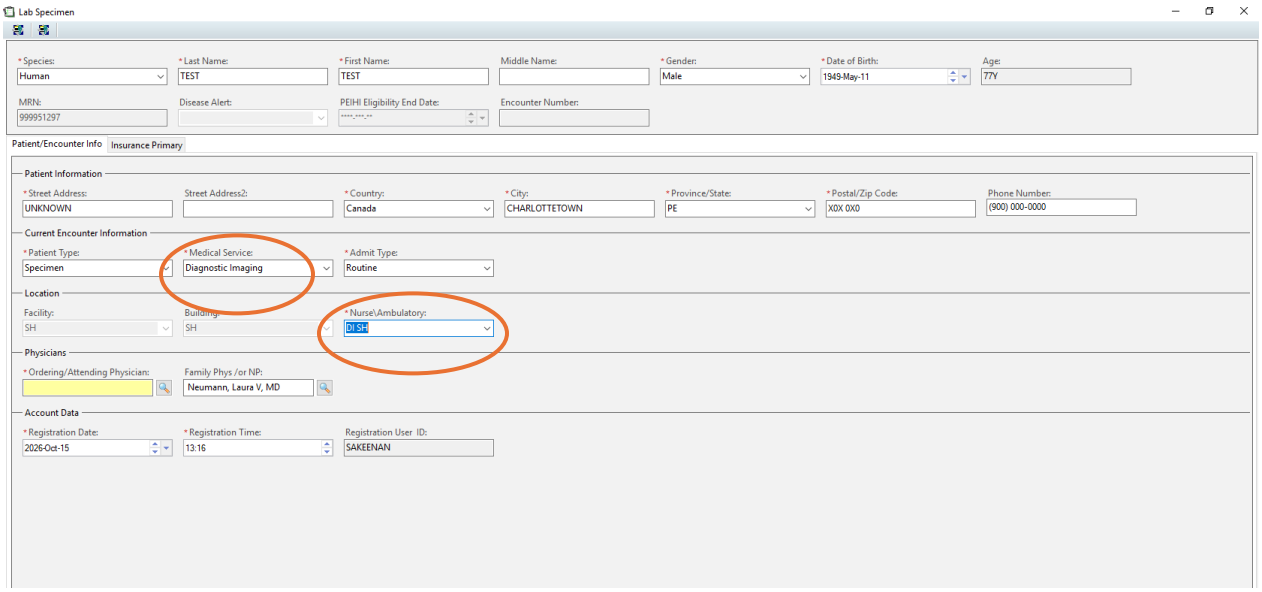
Use this App for patients who are walking in with paper requisitions. They will have to register at Admitting to have an encounter created BEFORE they come to Diagnostic Imaging (DI).

In the DOE app, search for the patient by clicking the magnifying glass and entering the MRN. Click on Search. Ensure you have the correct patient identified and add an encounter, filling out client Name and Facility name as usual.



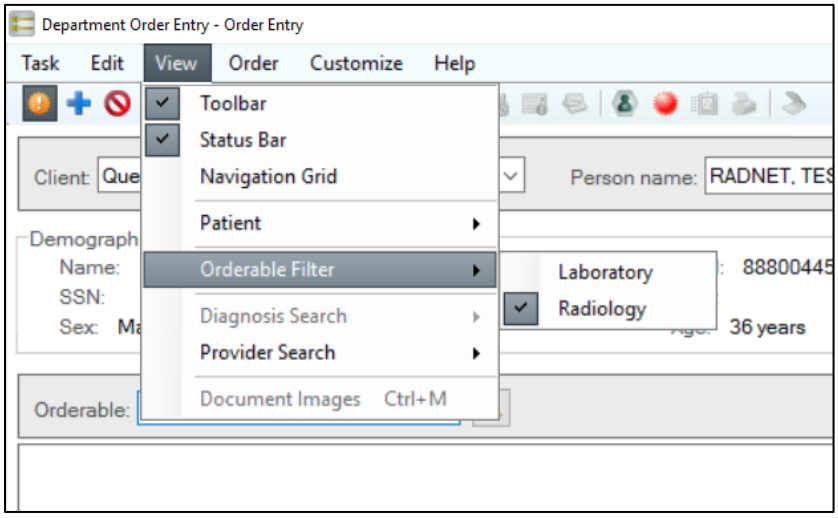


Then you will change your Medical service to Diagnostic Imaging and your Nurse/Ambulatory to DI. Ordering physician will need to be filled out as well as insurance as usual.

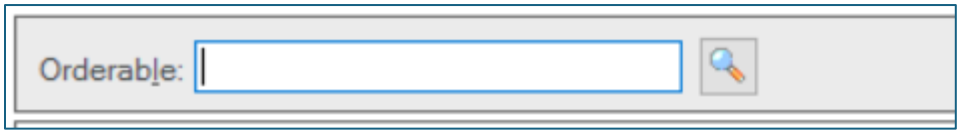


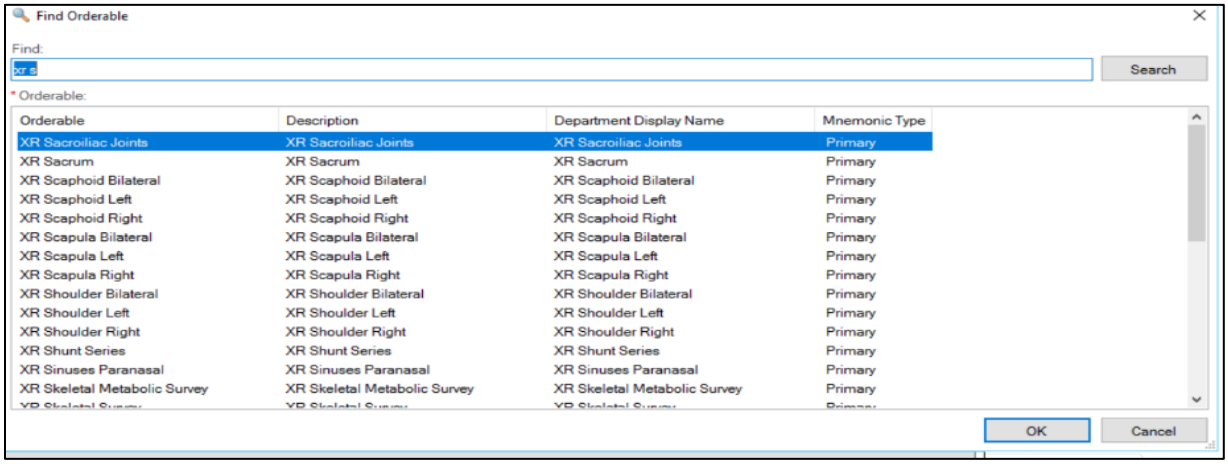
Once your encounter is made, your job is complete!

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, type in XR and then insert a space and then the first letter of the exam: (i.e.: xr s)

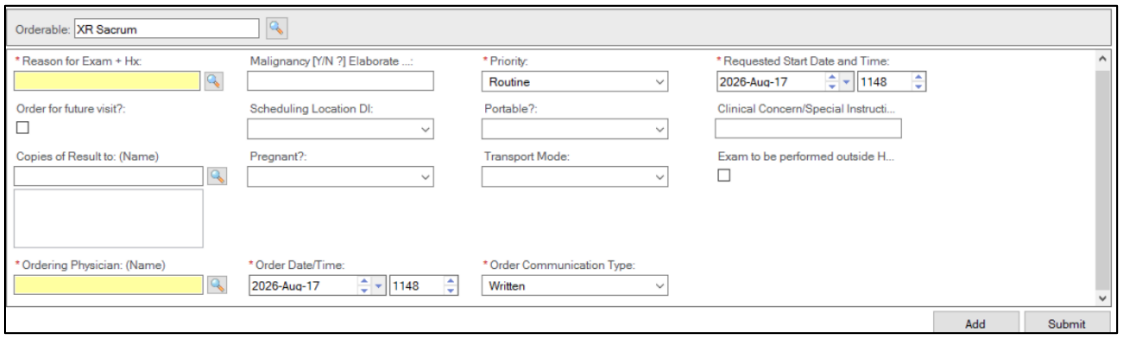


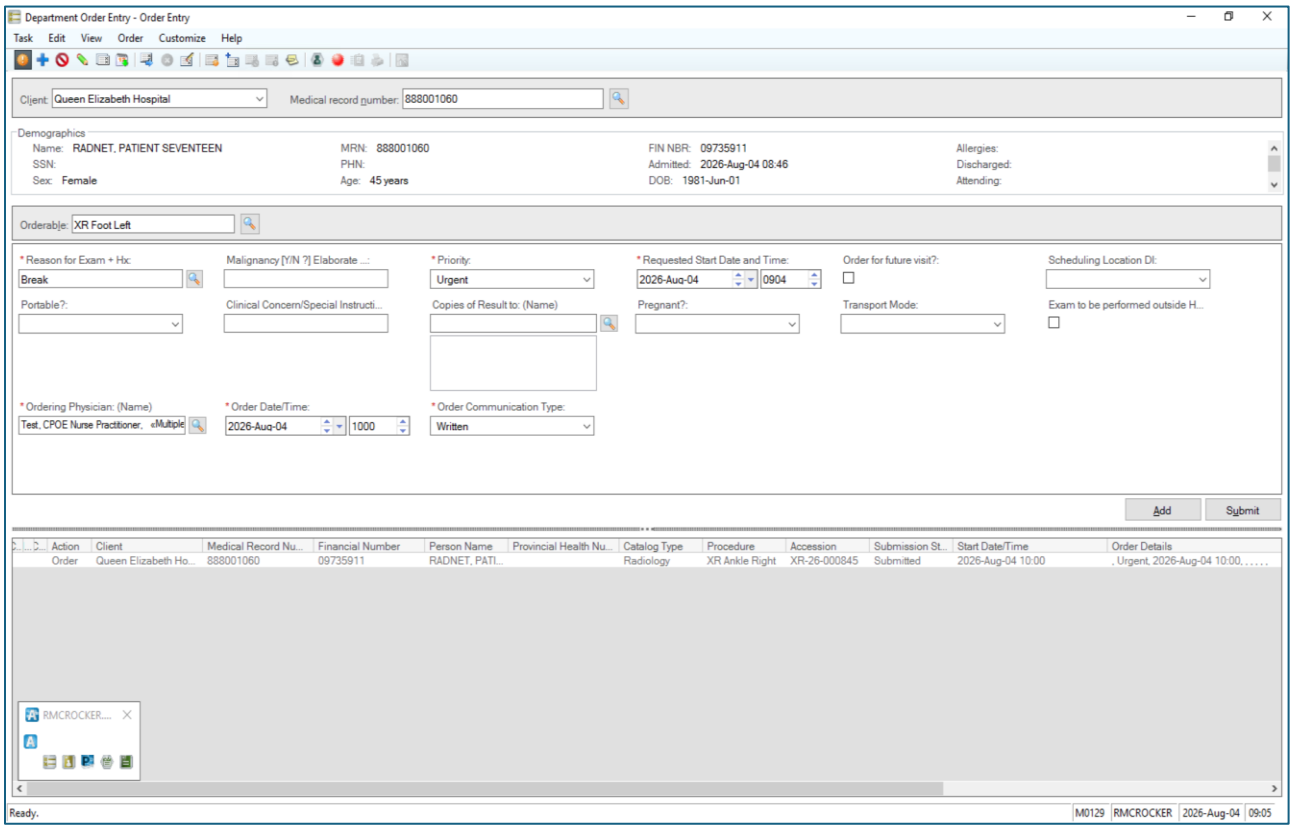


Select the required order with the correct laterality if applicable and click OK.

Required fields window opens.

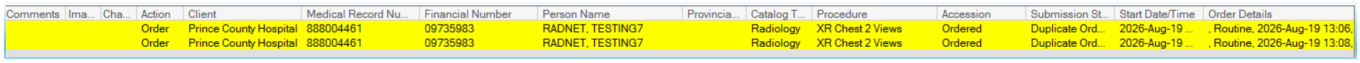
The fields highlighted in yellow are MANDATORY fields.



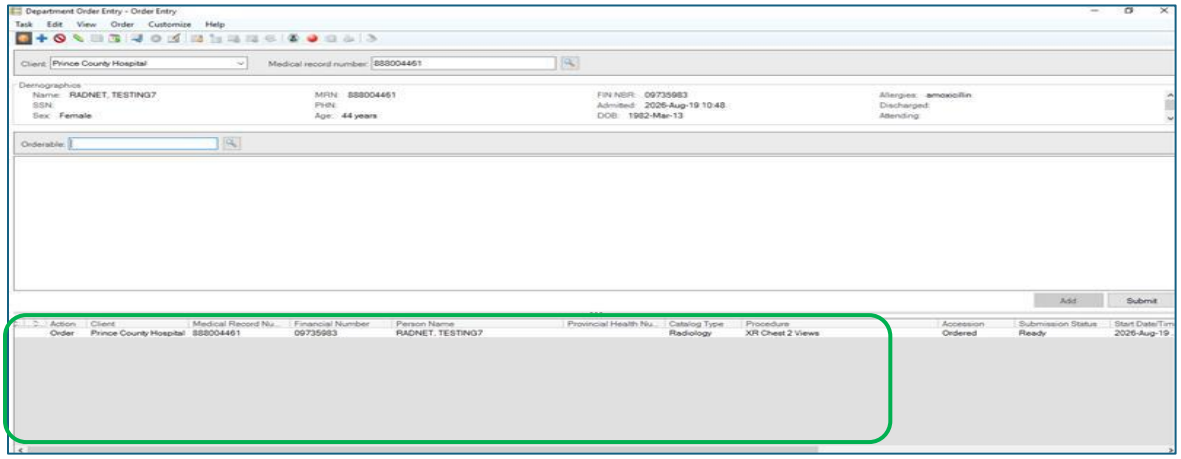


Ensure to fill in the following fields:

- Reason for exam (see req)
- Priority
- Requested Start Date and Time (adjust this if entering for a later time that day)
- Scheduling Location DI (which facility)
- Copies of Results to
- Ordering physician name
- Order Date/Time (should default to today and now)
- Click Add



If entering only one order, click submit. If adding multiple orders, click ADD after each order and click submit when done. By pressing add, the order is being moved to the “Scratch Pad” below.



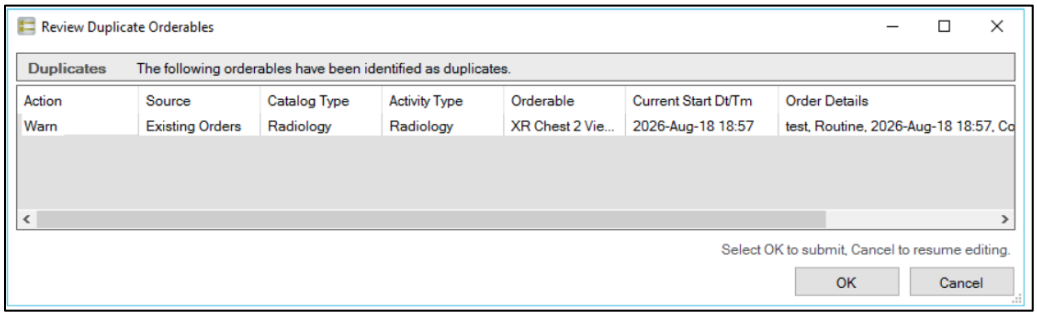
Click submit when ready to place the order. An accession # will be populated.

<u>DUPLICATE CHECKING</u>

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.

Click the “view submission error” button 

The “Review Duplicate Orderable” 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 **<u>not</u>** 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.

Once exams are submitted, send the patient to the X-ray Department!