Health PEI
CLINICAL INFORMATION SYSTEMS

# RadNet Quick Reference Guide

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# RadNet Quick Reference Guide

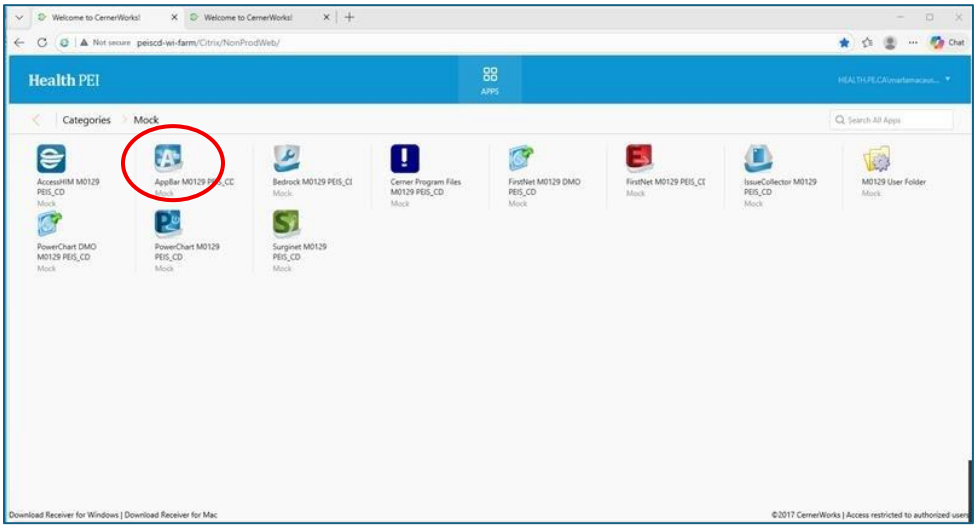
## Initial Set-up of App Bar

The first time you log in to Radnet, you will have to set up your App Bar

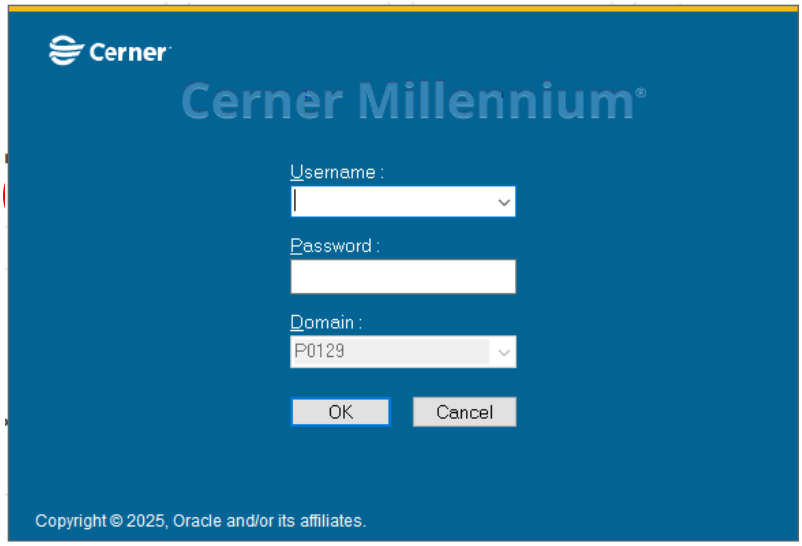
1. Log in to OCI Cerner Apps with your Health PEI/ PACS log in



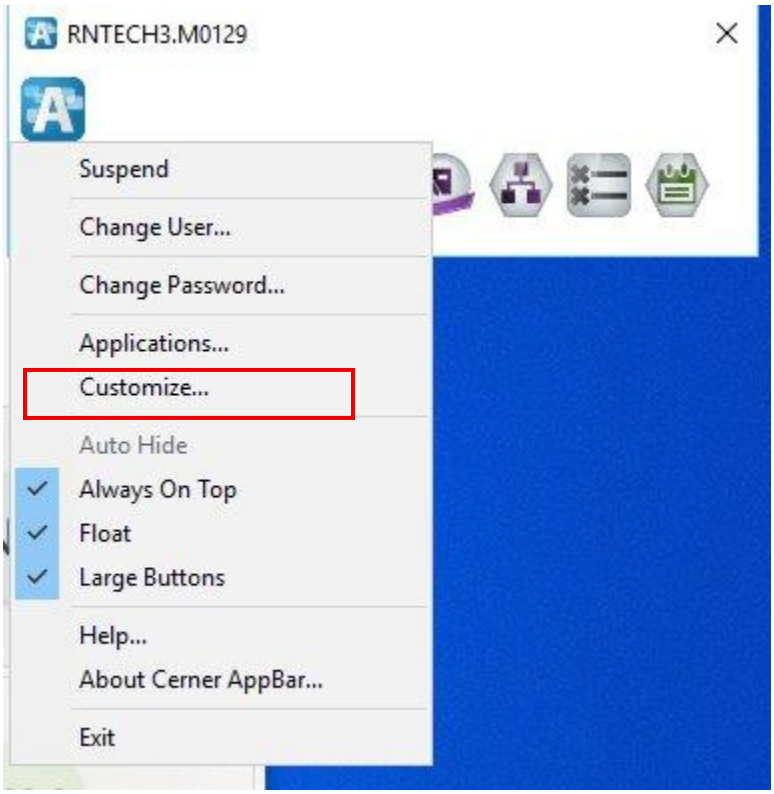

2. Launch the app bar



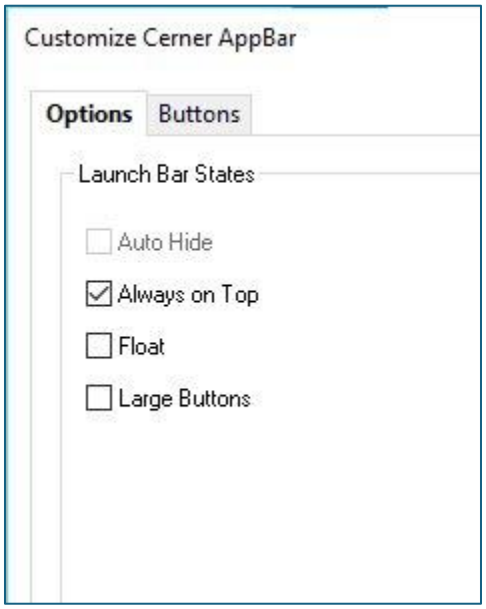
3. Log in to the App Bar with your Health PEI/PACS log in



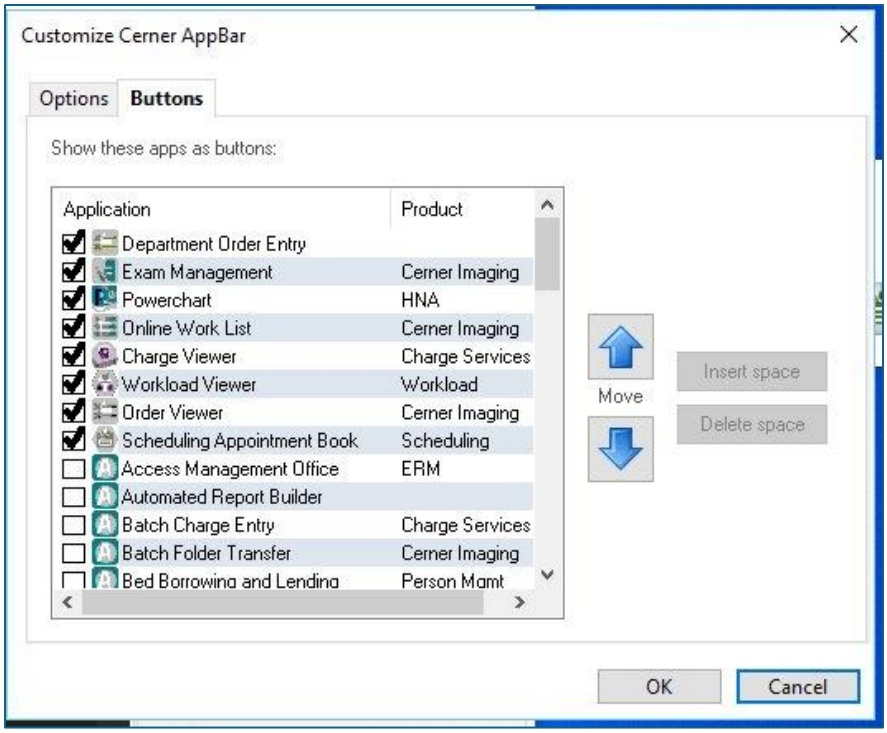

4. Your App Bar will not have any Apps in it the first time you log in, so you will have to customize it. Click on the large A icon and choose Customize



5. In the Options tab, select Always On Top if you want the App Bar to always be at the forefront of your open applications, Float, if you want to be able to move the App Bar anywhere on the screen, and Large Buttons, if large icons are wanted.




6. In the Buttons tab, put a check mark in the boxes beside all required Apps. Use blue arrows to change the order of your Apps, if desired. Use the Insert Space button if you would like to separate your Apps into groups. When done customizing, click OK.

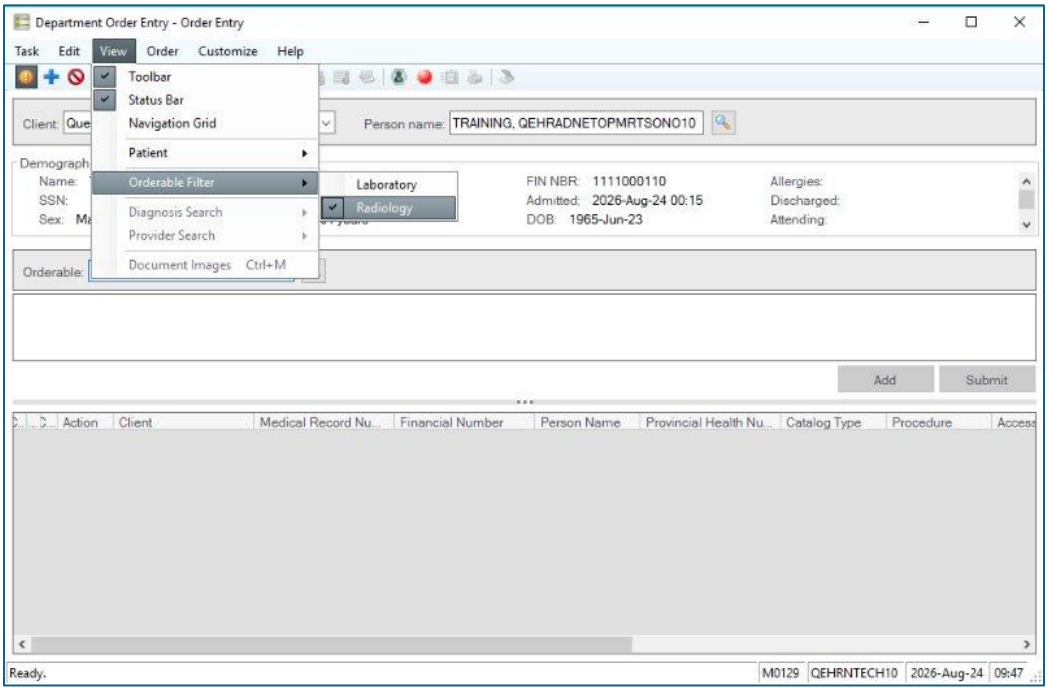


# RadNet Quick Reference Guide

## Initial Set-up of Department Order Entry and Online Worklist

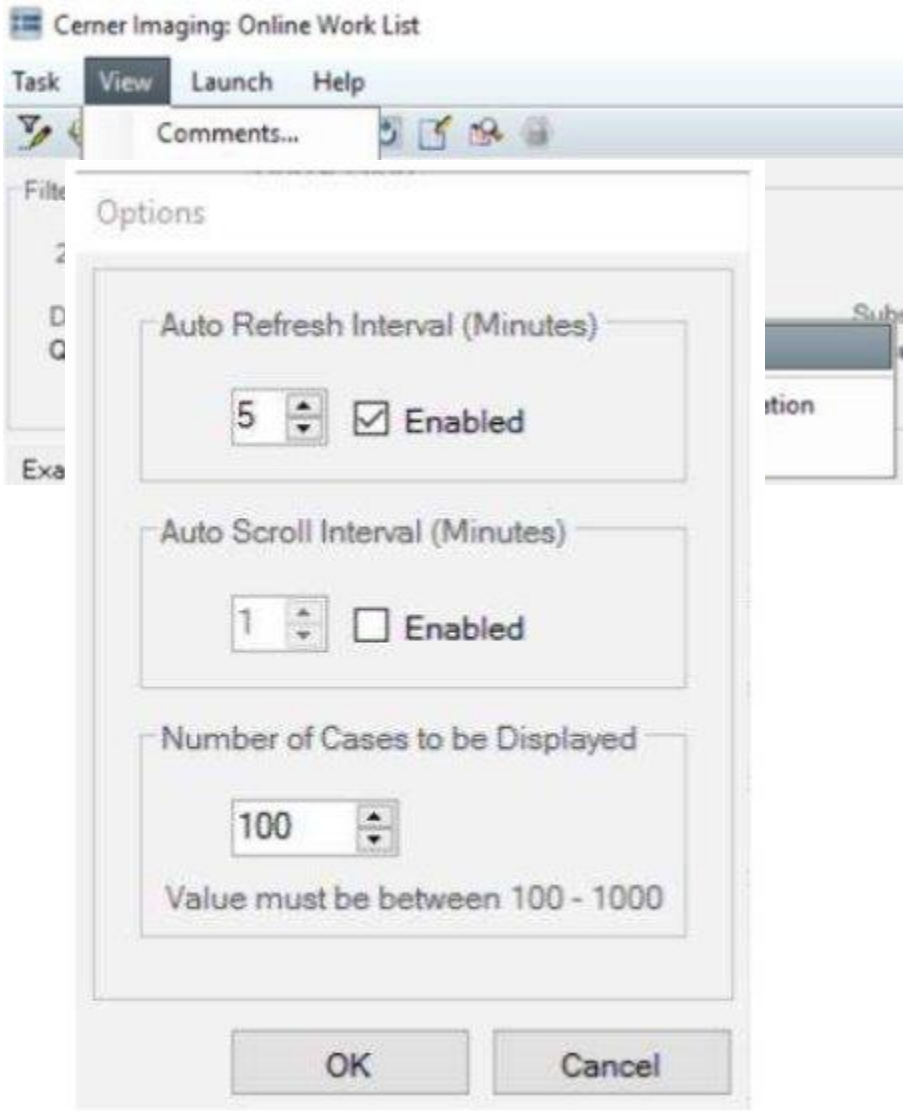
The first time you use the **Department Order Entry (DOE)** App, you will have to change the orderable filter from Laboratory to Radiology

1. In the DOE App, click on View>Orderable Filter>Radiology



The first time you use the **Online Worklist App** you should change the Auto Refresh interval to your desired preferences.

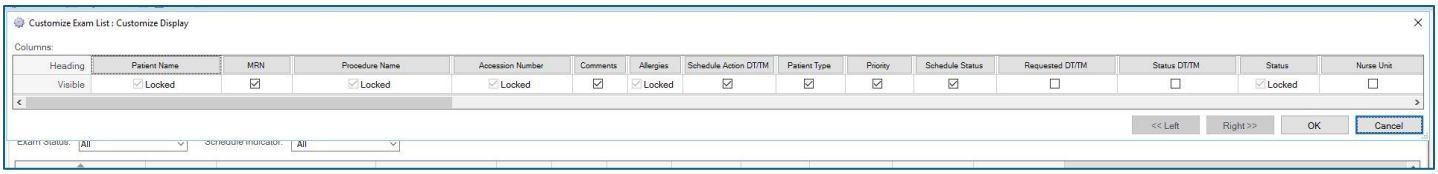
1. Select View> Options>Interval Options




2. Choose the Auto Refresh Interval with up and down arrows (5 minutes is the lowest). You can also change the Number of Cases to be Displayed in this window. If there is a chance you might need to see more than 100 cases at a time on your worklist, increase this number (1000 is the max)

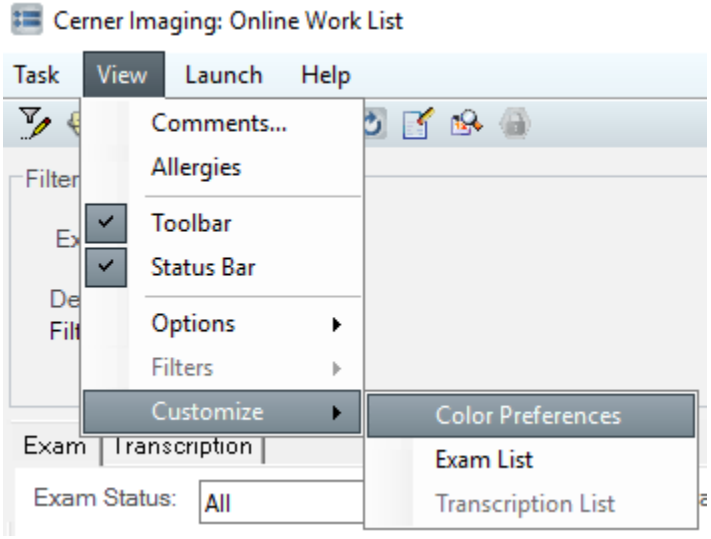
Techs should also customize how the columns in their Online Worklist are displayed:

1. Right click on any column header and choose Customize. Uncheck any columns you do not want to see and use left/right arrows to change the orders of columns. It is suggested that you move the Comments column so that it is easily visible from the Online Worklist. A sticky note picture in this column notifies techs if schedulers or other techs have added a note about this exam.

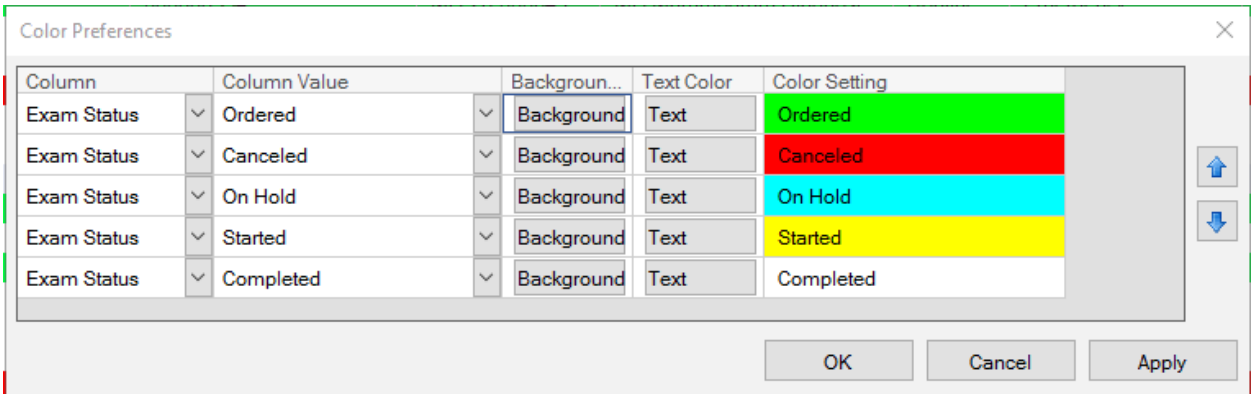



If desired, techs can also add colours to their Online Worklist.

1. Click View>Customize>Color Preferences

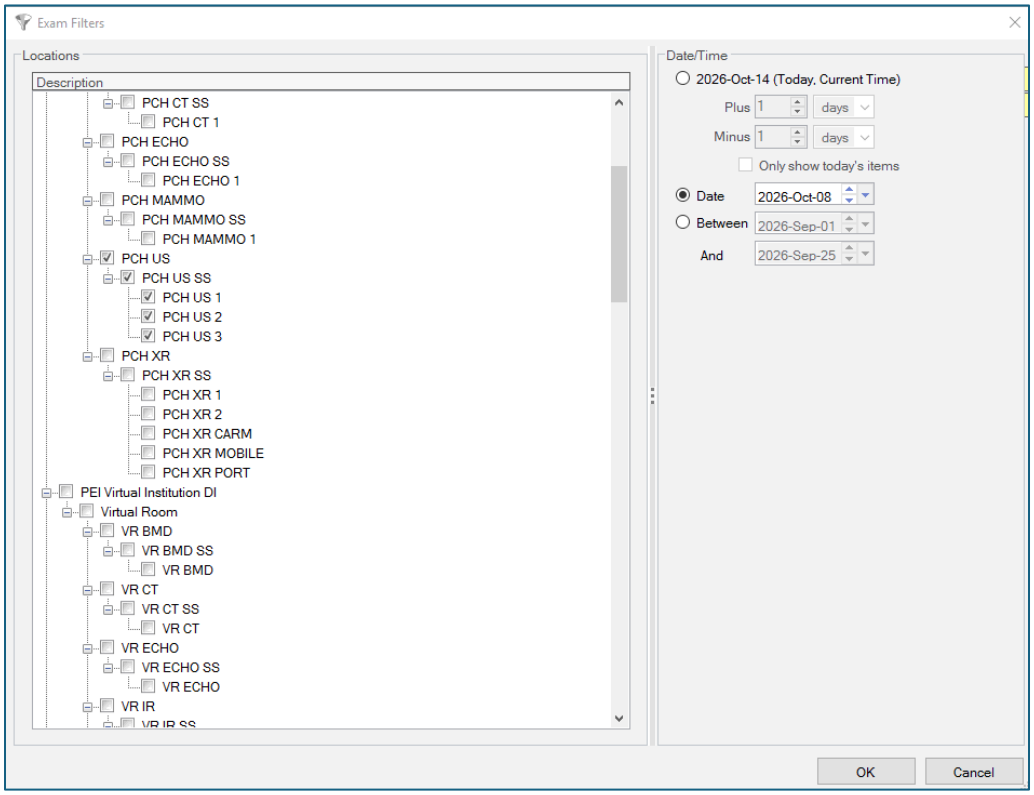



2. A Color Preferences window will open. In the Column section choose the criteria you would like to customize with colour, ie. Exam Status. In the Column Value section, select the specific value you would like to colour ie. Canceled. Then click in the Background section and choose a colour from the Color selection window. Click OK. Text colour can also be changed, but doing so may make exams in the Online Worklist difficult to read.

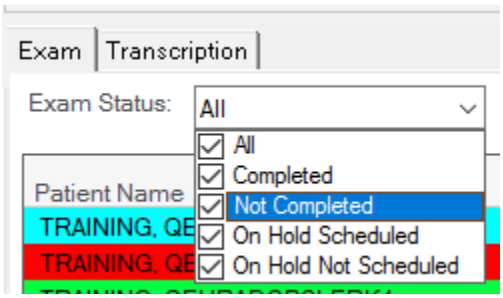


Lastly, techs should filter to see their desired worklist.

1. Click the Location Filter icon 
2. Click the boxes beside the Facility, Department, and Rooms/equipment you want to see. Then choose the date, or date range you want to see. Click OK.




3. Keep in mind that if you cannot find an order for some reason, it is possible that it went to the Virtual Room.
4. Next, filter your worklist by Exam Status. Open the drop-down menu above your worklist and uncheck the boxes beside any exam statuses you do not want to see in your worklist.



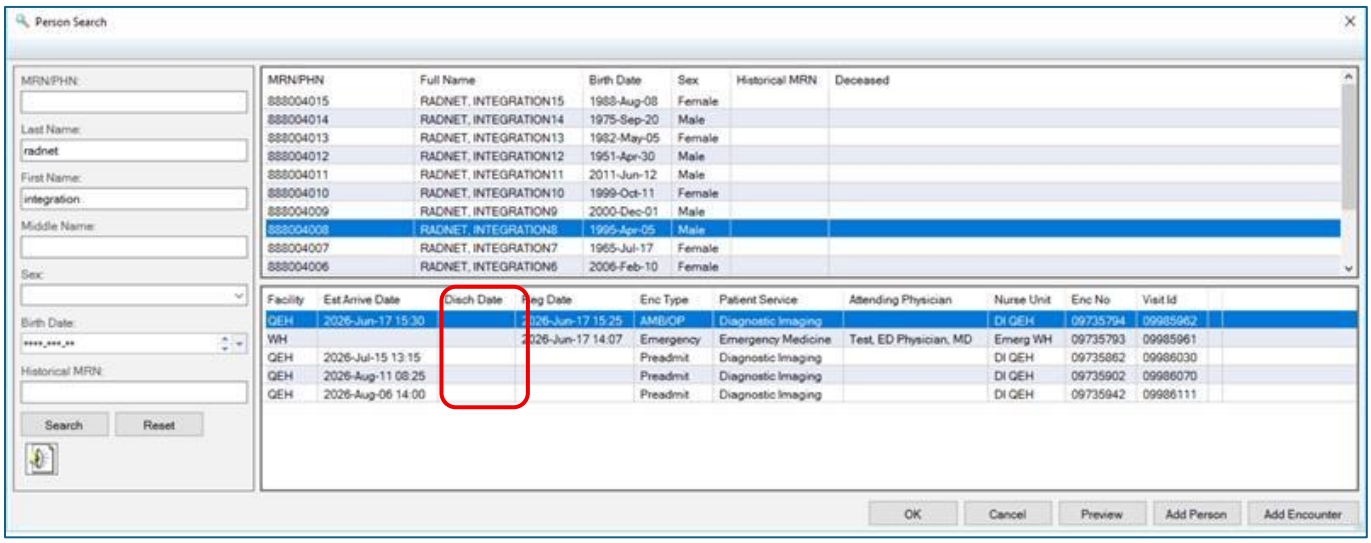
# RadNet Quick Reference Guide

## Encounters

An encounter represents a specific patient interaction, visit, or episode of care (such as an inpatient stay, outpatient clinic visit, emergency visit). Every clinical note and order must be tied to the correct active encounter to ensure proper documentation and location tracking. Scheduling Clerks create these when they schedule a patient for a DI exam. Admitting Clerks may also create an encounter when a patient arrives at a facility for a service.

How to choose the correct encounter

1. Verify by checking the Facility, Registration date, Encounter type, and service type is correct
2. Facility will be the hospital where the exam is being performed.
3. Registration date will be today if they are an outpatient, or the day they were admitted to ER or Inpatient.
4. Ways to verify correct encounter: correct date, correct facility, AMB/OP encounter, patient service is DI,
   Make sure it does NOT have a discharge date!



**Example:** This patient is currently registered in the WH Emergency department. They have travelled to the QEH for a DI appointment. Choose the AMB/OP encounter listed for DI/QEH.

If the encounter is a “Preadmit”, this means the patient has not registered in the Admitting department yet and MUST get registered. This turns it into an AMB/OP encounter.

## If a WRONG encounter is chosen:

### Scenario #1

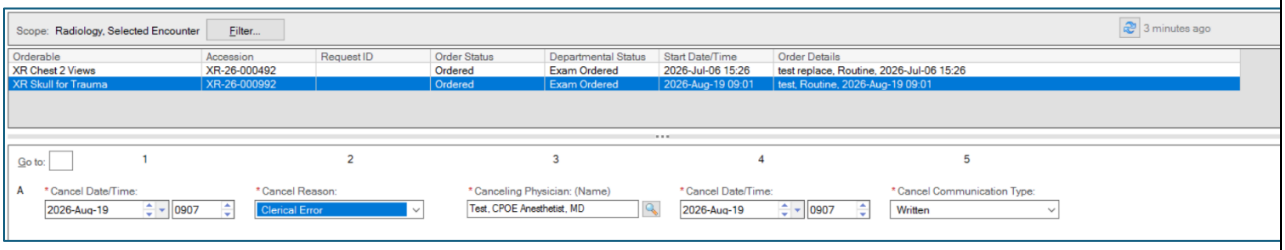
The order has been added to the Scratch Pad but hasn’t been submitted yet.

1. Delete the exam by highlighting it and clicking on “Remove Order from Scratch Pad” 
2. Re-search for the patient by clicking on the magnifying glass by person name.
3. Make sure the correct encounter is chosen.

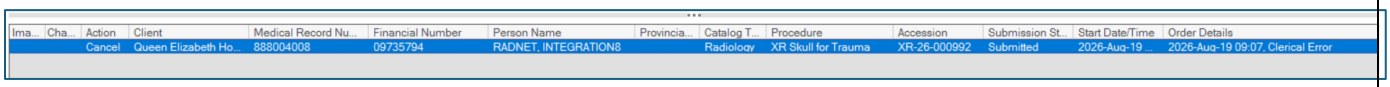
### Scenario #2

The order has been submitted in DOE and is currently in the DOE App.

1. Delete the exam by highlighting and clicking on Cancel Order 
2. A list of exams ordered on this encounter will populate. Click on the one to cancel.
3. Select a cancel reason from the dropdown.




4. Click submit
5. The action field should now say CANCEL and the reason for the cancel should appear in the order details field.




### Scenario #3

In the Online Work List, the order has been submitted to DOE and it hasn’t been completed.

1. Highlight the exam and right click and select Exam Management
2. Highlight exam and click the Cancel Exam icon 

3. Select a cancel reason from the dropdown

4. Click Ok.

5. If there are images, they need to be re-ordered under the correct encounter in DOE. Notify PACS to move the images to the correct accession #.

Scenario #4

The exam has been completed and there are images.

1. Re-order under the correct encounter # in DOE to generate a new accession #.
2. Start and complete the new order.
3. Notify PACS to move the images to the correct accession #.
4. Contact your coordinator/supervisor to remove the incorrect exam.

# RadNet Quick Reference Guide

## Future Orders & Activation

A future order is an order that is "On Hold" that is to be done at a later date/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 (e.g. US ordered at CHO). All VL orders from PowerChart will be future orders.

In Online Worklist, future orders will not have an accession numbers and will be “On Hold”

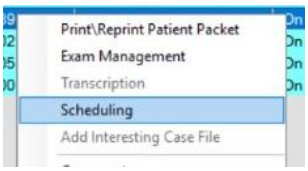



"On Hold" orders on your Online Work List may have one of two Schedule Statuses

1. Confirmed (scheduled) – these are orders that have been scheduled through Scheduling Appointment Book
    - Patients in "Confirmed" status must be Checked In through Scheduling Appointment Book
2. Request (not scheduled)– these are orders that are in the Future Book (equivalent to Order Queue in RIS)
    - Patients in "Request" status must be activated through DOE

## Check In Future Order (for scheduled appointments)

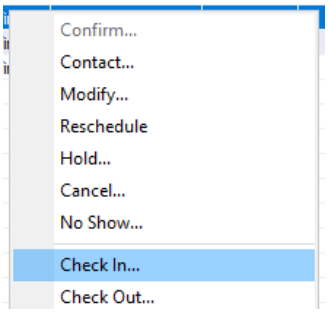
1. From Online Worklist, right click an “on hold confirmed” order and choose “Scheduling”




2. In the Inquiry Box, click Find. All scheduled appointments for that patient will be listed.




3. Right click on an exam, then click Check In.
4. Return to Online Worklist to start and complete the exam.




## Activate Future Order (for orders on request list)

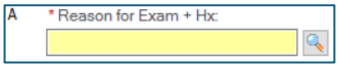
1. Search for patient in Department Order Entry (DOE)
2. Select appropriate encounter (i.e. an active one) and click Activate Future Orders button 
3. Click Rad Tab, click the order that needs to be activated, then click Activate button
4. The activate future orders window will open. Double click the order
5. Verify the information is correct
6. Change requested start date/time to today
7. Click Submit
8. Return to Online Worklist to start and complete the exam

# RadNet Quick Reference Guide

## How to enter an order in Department Order Entry (DOE)



Place an order to complete right now

1. Search for patient by MRN
2. Select the **CORRECT** encounter #
3. Type in the modality code (BD, CT, IR, MG, MRI, NM, US, VL, XR) a space, and the first letter of the exam (ie: CT a – to search for CT angio or abdo)
4. Select the correct order and click ok
5. Enter required fields (they will be yellow) 

6. Click add if there are multiple exams
7. Click submit when ready to place the order. An accession # will be populated.

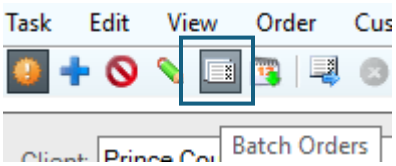
Place a future order

1. Search patient by MRN
2. Select any encounter
3. Follow steps 3-5 above
4. Check Order for Future Visit and choose scheduling location from drop down




5. Click add if there are multiple exams and submit to send orders to request queue

Place multiple orders

1. Search patient by MRN
2. Select Batch Orders icon 

3. In orderables box, type the first exam modality code, select the order and press OK
4. Continue entering orders until all have been added
5. Click Start 

6. Enter information in highlighted boxes – once information has been entered for the first order, it will carry over to all other orders

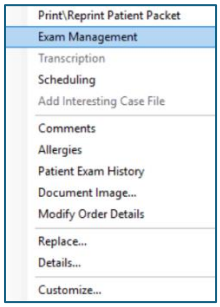
7. Click next to enter information for next order, then click submit when finished.

# RadNet Quick Reference Guide

## How to Start & Complete Exams

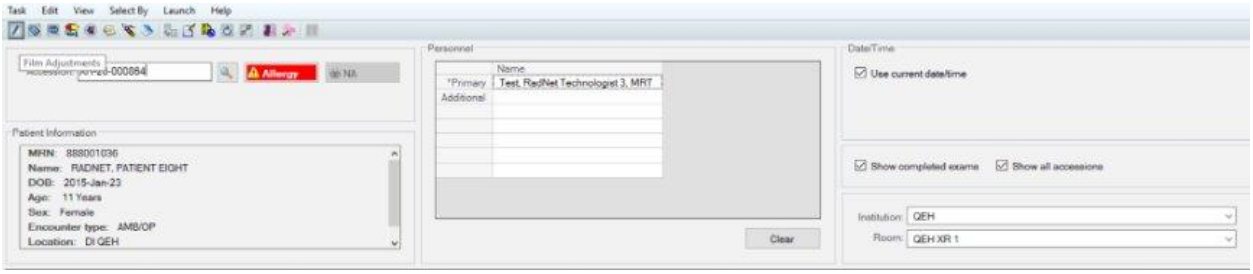
1. From the Online Work List

   - Locate the exam to be started
   - Highlight and right click and this window will open

   - Select Exam Management. The App will open.

2. From the App Bar 




1. Verify that the correct patient and accession number are selected
2. Verify the correct tech is in the Primary field. Add additional personnel if needed.
3. The time will default to Current date/time. Deselect this box if it must be changed.
4. Verify that the correct room is entered in the room field. Change the room by selecting a room from the drop down menu
5. Highlight the exam you want to complete. To complete multiple exams at the same time, hold control and click the desired exams
6. Click Start then click Complete
7. Upon completion, fill out Document Medications, Technical Comments, Bill Onlys, Case Maintenance as applicable

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## How to see a patients previous exam history and reports

****RIS history will not show up in RadNet****

From the Online Worklist

1. Click the patient that you want to view the history for.
2. Click the patient exam history button  or double click on an exam with report status final to open the report

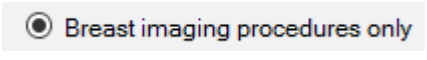
From Exam Management

1. If you have opened Exam Management from Online Worklist, patient information has already been entered. Make sure “show completed exams” and “show all accessions” are checked.
2. Double click on completed exams to see report

From Order Viewer 

1. Search for the patient by MRN.
2. All previous exams will be listed, as well as future requests, scheduled appointments, replaced and cancelled exams
3. Double click on exam with report status final to view the report.

From Mammo Case Maintenance 

1. Click case maintenance icon in Exam Management (must have MG, US Breast or MR Breast exam selected)
2. Click View History icon in toolbar 
3. All previous exams will be listed, as well as future requests, scheduled appointments, replaced and cancelled exams. Click Breast Imaging Procedures Only to only view breast exams 

4. Click View Order Details  icon to see report for the selected exam.

# RadNet Quick Reference Guide

## Mammo Case Maintenance

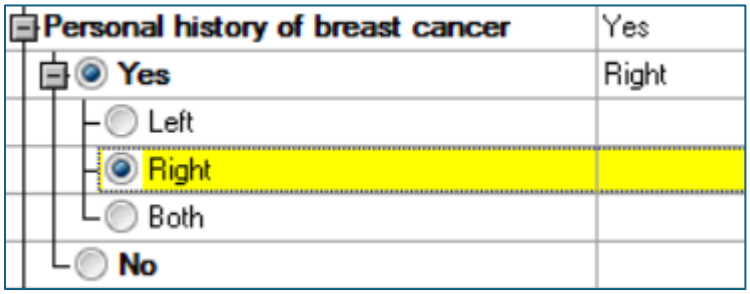
From Exam Management, click the Mammo Case Maintenance button 

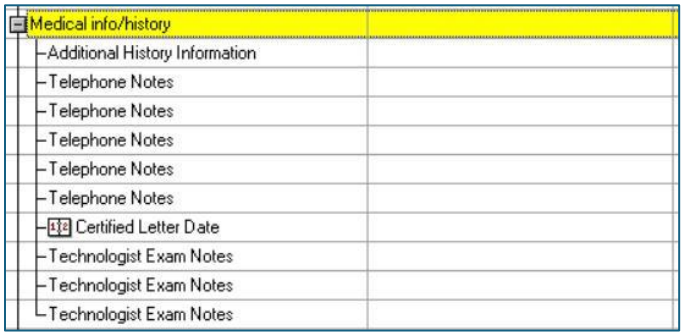
Patient Medical Info/History will open.

To expand all, click the blue plus (+) button 

Otherwise, click the plus beside the section to open

Enter information by clicking the radio button (circle button), checking the box or typing into the free-text field



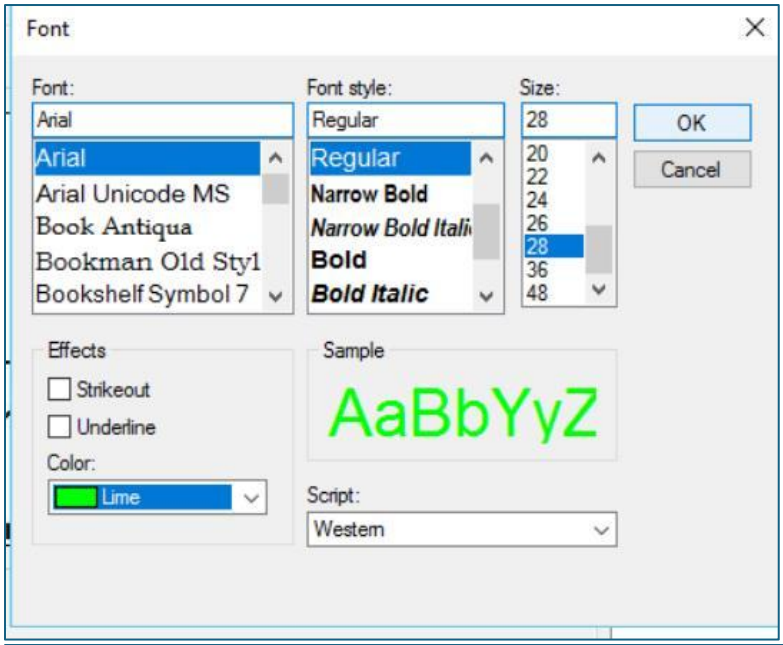

There are multiple free-text fields to add information. Each field has a maximum of 256 characters.

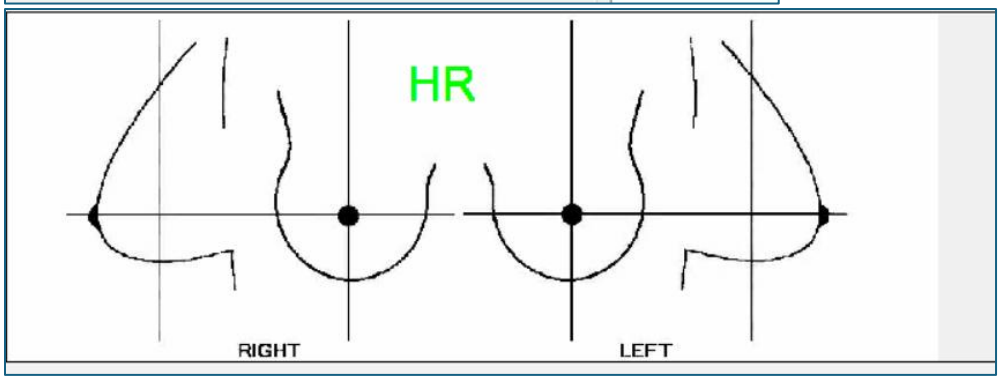
A summary of the information you have entered will populate on the right.

In the diagram tab, click the “skin imperfection” you want to annotate and click and drag to place on diagram.



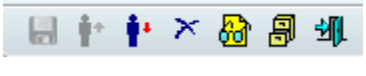
If the patient is high-risk, click the “Note” icon to draw a text box in the center of the diagram. Type HR in capital letters in the text box. Next, click the font button. Change the size to 28 and change the color of the font to lime green and click ok.




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.

Click the View History icon to review previous or future procedures 

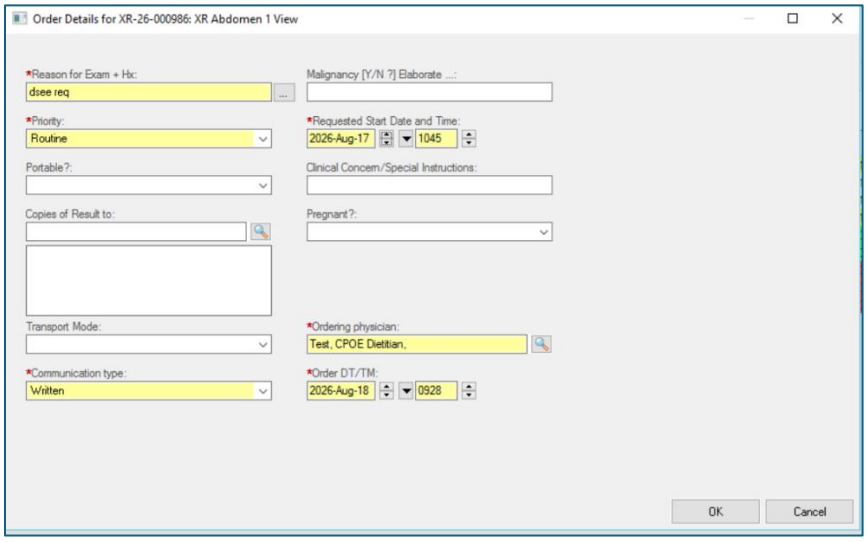
# RadNet Quick Reference Guide

## Modify vs Replace vs Cancel vs Remove

### Modify

Use this to:

- Change the priority of the exam
- Change the requested start date and time
    - If the requested start date and time is changed, leave a comment as to why
- Add a physician to the “Copies of Results to”

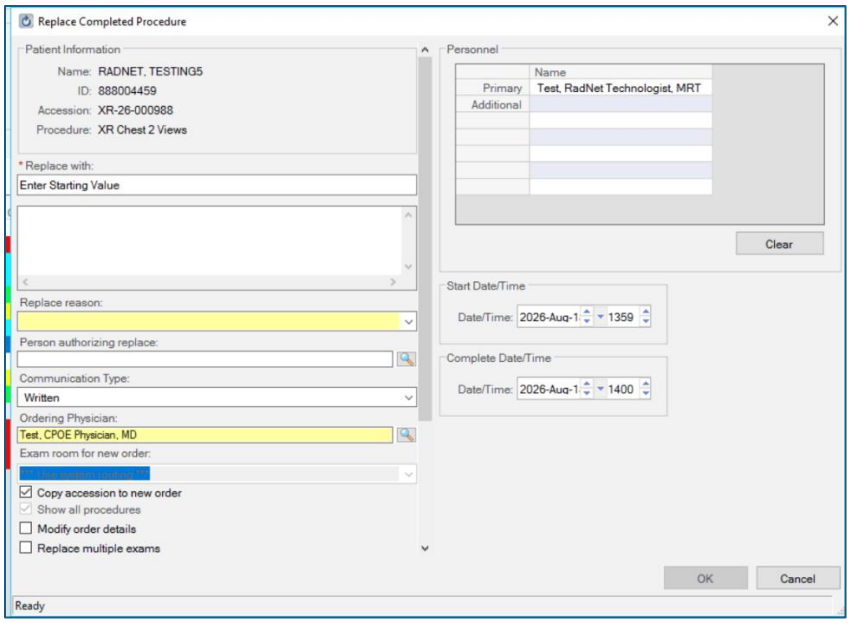



### Replace

Use this to:

- Change the ordering physician for an exam
- The wrong exam was ordered or scheduled (in the same modality)
    - If the exam needs to be a different modality, you must cancel and re-order
- The exam is aborted or the patient refuses contrast and it needs to be changed to a non-contrast exam

1. Highlight the exam in Online Work List.
2. Click the Replace button 
3. Enter the new exam in the “Replaced With” box
4. Select the most appropriate reason from the drop down
5. Make sure “Copy Accession to New Order” box is checked



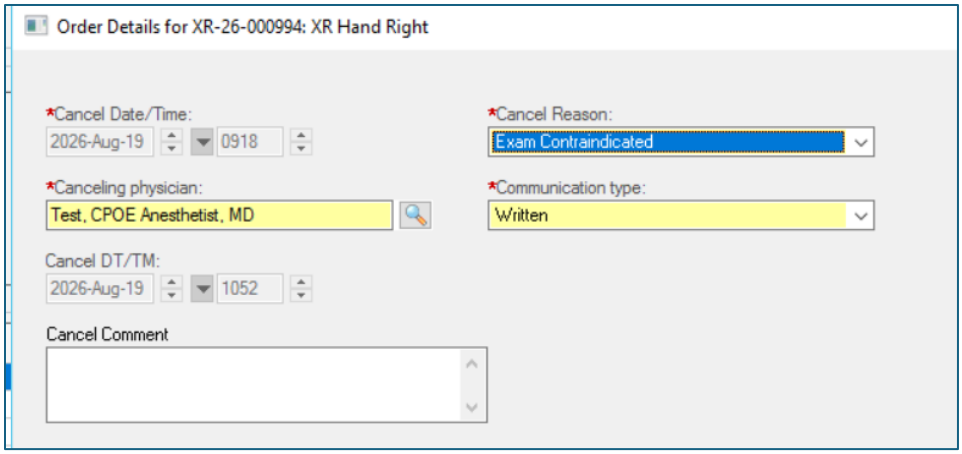

6. Click OK

## Cancel “Ordered” Exams

Use this when:

- An exam needs to be changed to a different modality
- The exam was ordered on the wrong patient but not yet completed
- Patient refuses exam

1. Highlight the order and right click
2. Open Exam Management
3. Click the “Cancel Exam” button 
4. Choose the appropriate cancel reason from the dropdown and enter a cancel comment if there is one.
5. Click OK




## Cancelling "On Hold" Exams

Scheduled exams are "On Hold" until the patient is registered an checked in. These may need to be cancelled if:

- Patient is a "no-show"
- Patient is booked for multiple exams that can be combined into one exam
- Patient had exam that was entered in DOE manually and completed immediately; and had a booked appointment for later date

1. From Online Worklist, right click the order and choose "Scheduling"
2. "Person – Confirmed Only" window will open – click Find
3. A list of all confirmed appointments will populate. Right click on the appointment you want to cancel and click cancel.
4. Choose most appropriate cancel reason in General **and** Orders tabs. Click OK.

## Remove (Supervisor Only)

Use this to:

- Remove a completed exam that was on the wrong patient
- If changing the physician after the report has been finalized

1. Re-order under the correct encounter # in DOE to generate a new accession #.
2. Start and complete the new order.
3. Notify PACS to move the images to the correct accession #.
4. Contact your coordinator/supervisor to remove the incorrect exam.

# RadNet Quick Reference Guide

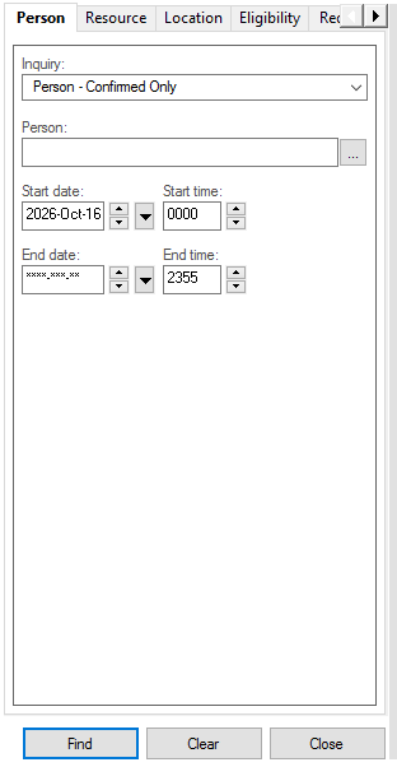
## Printing Preps for Patients

### Scheduling Appointment Book App

Tech use of this App is limited. It is only used to view exam preparations.

Exam preparations

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

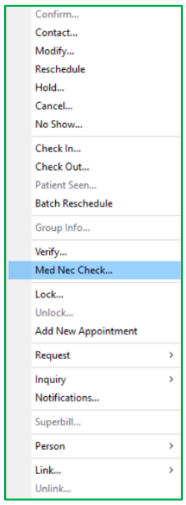



In the Person Tab; inquiry is “person confirmed only”.

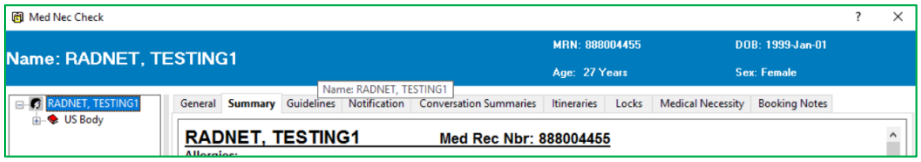
Search the person by MRN

Click Find

A list of confirmed appointments for that patient will populate

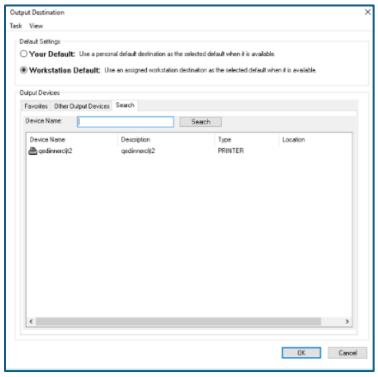



Right click appropriate appointment, select Med Nec Check




Click Summary Tab.

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



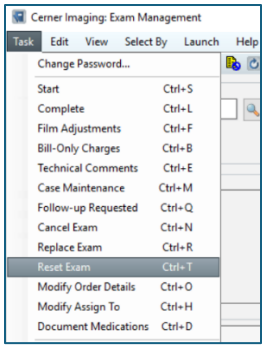

In the search tab, type the printer name in the device name box and click OK to print.

# RadNet Quick Reference Guide

## Tips & Tricks

## If you've started an exam by mistake:

From Exam Management




1. Highlight exam
2. Select task
3. Select reset exam

## To start/complete multiple exams at once:

From Exam Management

1. Hold the Ctrl button and click all the exams to start

Note: This can only be done for exams of the same modality/same patient

## Duplicate Checking:

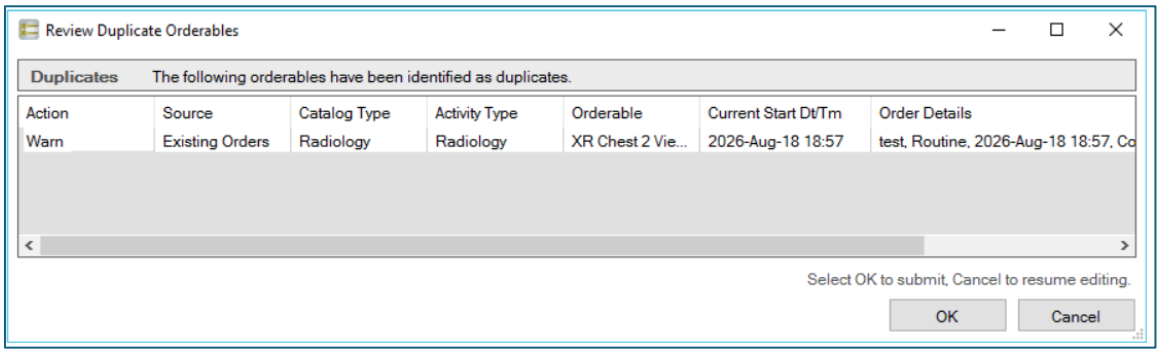
If entering the same exam multiple times within 24 hours, a duplicate alert will fire



| 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 you actually want to order the exam, click OK to submit

If you don’t want to order the exam, click Cancel then remove the duplicate order from the scratch pad 

## Discharged patients with pending exams:

Any pending DI orders in Ordered Status will be cancelled if the patient is discharged. If the exam is still needed and should be booked for sometime in the future, bring the req to a scheduling clerk and ask them to re-book it. Put a note on the req “Patient Discharged. Please rebook as outpatient.”

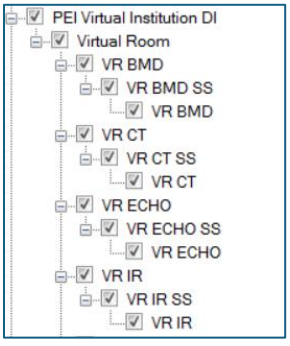
If the patient returns to DI for this exam before it can be re-booked by a scheduling clerk, have the patient stop in admitting for a new encounter, then use this encounter to enter the order through DOE.

For orders that were placed as Future Orders and these need to be done before a scheduling clerk can book them, Activate the order through DOE or PowerChart using the new encounter.

## Virtual 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.



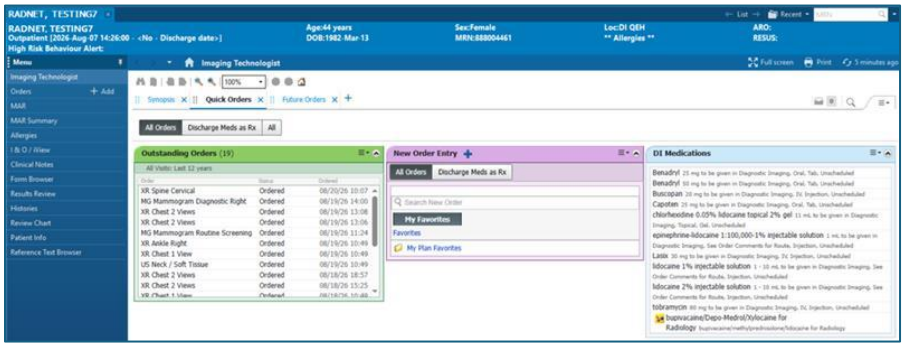

*Remember to change the room in Exam Management from the Virtual Room to the room where the exam was completed. Exams can’t be completed with a Virtual Room set as a location.

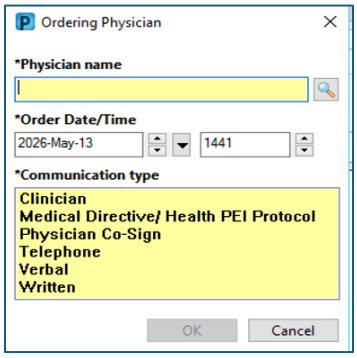
# RadNet Quick Reference Guide

## Documenting Medications in PowerChart

Non Contrast medications will have to be ordered and documented in PowerChart.

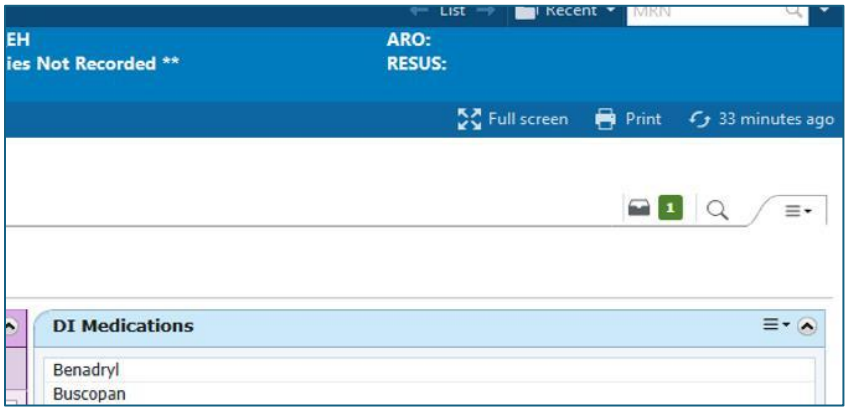
1. Launch Powerchart from Online Work List or Exam Management.
2. In the Imaging Technologist tab, click the Quick Orders Tab, then choose the medication from the DI Medications List



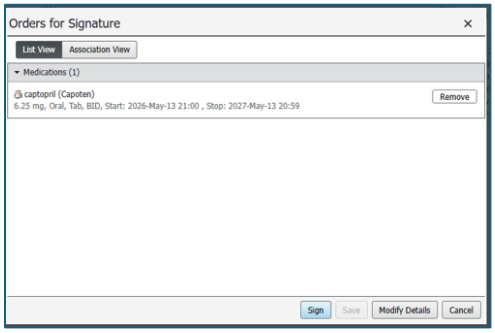




- The Order Physician Window will open
- Enter the Ordering Physician
- Choose the Communication Type
  The Ordering physician is the Radiologist who gave the verbal order or the Radiologist who is going to be reading the exam ie MRI Rad.

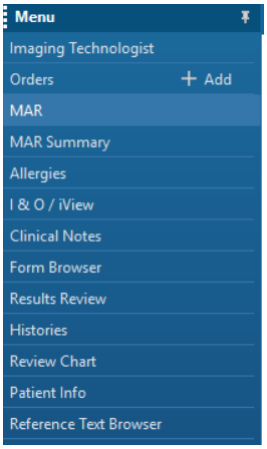
  Next, sign the order.
- Click the Orders For Signature Button (gray tray with a green number beside it)

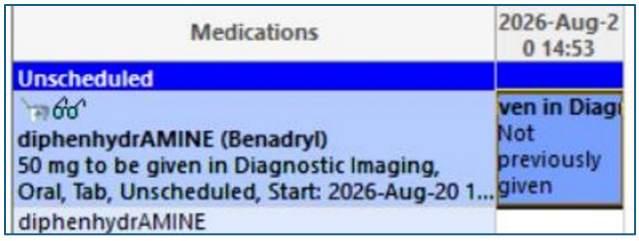



Then click the Sign button in the “Orders for Signature” box



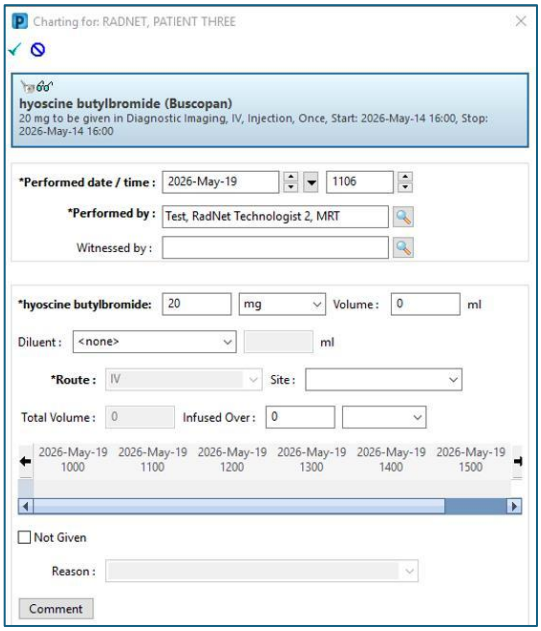

Now you document in the MAR (Medication Administration Record)

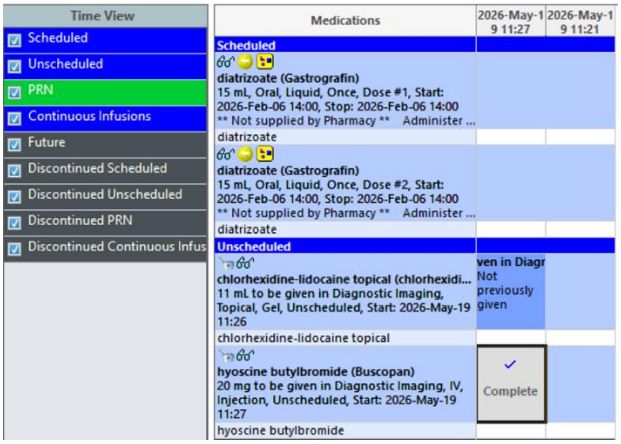





Click into the box beside the medication (under the time and date)

Fill out the dose and units and click the green checkmark in the upper left hand corner of the Charting window to save




Task will now show as complete.