

Working with the Technologist Worklist in Version 10.3.9 (Side 1)

How do I display the Technologist Worklist?

- 1 On the vertical toolbar, click **Worklist**.
- 2 On the horizontal toolbar, click **Technologist**.

How do I begin an exam?

- 1 On the worklist, verify that the performing resource (listed above the worklist) is correct.
- 2 Click next to the exam you want to begin.
- 3 Click **begin**.

How do I link an exam?

- 1 On the worklist, verify that the performing resource (listed above the worklist) is correct.
- 2 Click next to the exams you want to link.
- 3 Click **link & begin**.

How do I complete an exam?

- 1 On the worklist, click next to the exams you want to complete.
If you are completing linked exams, a confirmation window allowing you to confirm the link or to unlink the exams is displayed.
- 2 Click **complete** (or **link and complete** if you have linked two or more exams).
- 3 On the Complete Exam window, enter information as appropriate.
- 4 (Optional) Click the following to enter additional information regarding the exam as appropriate:
 - **meds**—to edit information regarding pharmaceuticals used for the exam
 - **tech factors**—to edit information regarding technical factors or media used for the exam
- 5 Click **complete**.
- 6 (Optional) Click the following to enter additional information regarding the exam as appropriate:
 - **enter/edit exam**—to edit the exam data or to record an additional exam
 - **pt notes**—to enter a patient note for the exam
 - **billing**—to edit billing data
- 7 On the Complete Exam window, click **cancel**.
If you are completing linked exams, you are prompted to complete the next exam.

How do I complete an exam using Persona?

- 1 On the worklist, click next to the exam you want to complete
- 2 Click **complete**.
- 3 On the IDXrad Complete Exam screen, enter exam information as appropriate.
- 4 Describe the films resulting from the exam.
- 5 At the **Save, Edit, Films, patient Notes, Technical factors, or Quit** prompt, enter **S**.
- 6 At the **Edit exam, Billing, Add exams, Pharmaceuticals or Quit** prompt, do one of the following:
 - Enter **E** to edit information about the exam.
 - Enter **B** to edit billing information about the exam.
 - Enter **A** to add exams (that is, postschedule).
 - Enter **Q** to exit Persona.

How do I view protocol and clinical exam notes?

- 1 On the worklist, click the accession number (ACC) for the exam whose protocol and clinical notes you want to view.
- 2 On the Clinical Exam Notes window, view and/or edit information as appropriate. If necessary, edit the exam protocol.

How do I view prior reports?

- 1 On the worklist, click the accession number (ACC) for the exam whose prior report you want to read.
- 2 In the Related Exams section of the Clinical Exam Notes window, click the ACC of an exam.
- 3 Read the report and the notes displayed on the Clinical Exam Notes window, then click **close**.
You can click **all exams** to see a complete list of all exams (including non-related exams).
- 4 Click **close** again to return to the Technologist Worklist.



Working with the Technologist Worklist in Version 10.3.9 (Side 2)







How do I view exam memos?

- 1 On the worklist, click the accession number (ACC) for the exam for which you want to view an exam memo.
- 2 On the Clinical Exam Notes window, click the Memos tab. If necessary, add or delete exam memos.

How do I resolve an exception from the Technologist Worklist?

- 1 On the vertical toolbar, click **Worklist**.
- 2 On the horizontal toolbar, click **Technologist**.
- 3 Filter and/or sort the exceptions list as appropriate.
- 4 Do one of the following:
 - In the **Resolve ID** field, enter the ID of the exception you want to resolve, then in the **with ACC** field, enter the accession number of the exam that resolves this exception, and then click **apply**. On the Resolve exception with ACC window, click **ok** to resolve the exception.
 - Click the ID of the exception you want to resolve. The Exception Handler window is displayed and you can resolve the exception as appropriate.


How do I sort the Technologist Worklist?

- 1 Determine the property (that is, column heading) by which you want to sort the worklist.
- 2 Click  next to that property. Notice that  changes to . The worklist is now ordered by that property in an ascending manner.
- 3 To order the worklist by the same property in a descending manner, click .  changes to .

How do I filter the Technologist Worklist?

- 1 On the worklist, click **primary filters**.
- 2 Select the filter settings according to how you want your worklist to appear.
- 3 Click **search**.

How do I refresh the Technologist Worklist?

- 1 Click **search/refresh** to update the Technologist Worklist.
- 2 To change the refresh rate, click  in the **Minutes/Refresh** field and select 1, 2, 4, 8, or 16 minutes.

