



POLICY & PROCEDURES

MEDICAL IMAGING, OBTAINING RESULTS

PURPOSE

The purpose of this policy is to outline the mechanisms used to obtain medical imaging results so that interpretations of studies are available in a timely manner.

POLICY

Completed reports are available electronically in PACS Centricity, PACS Web, HBOC Wellness Connection, Intranet Wellness Connection and CIS (EPIC) Chart Review. Hard copies of completed reports are available in the patient's medical record and distributed to the ordering/referring physician(s). Completed verbal results are available on the voice recognition dictation phone line and by calling the Medical Imaging Department directly. Users that are off-campus may obtain access to PACS Web and Intranet Wellness Connection via VPN.

PROCEDURE

The following steps are taken to obtain results:

- A. Electronic completed reports
 1. PACS Centricity (picture archiving and communication system)
 - a. Log on to PACS Centricity using your assigned user name and password*
 - b. Enter the patient's last/first name or medical record number
 - c. Find the appropriate exam and click once
 - d. Report will be displayed
 2. PACS Web (picture archiving and communication system)
 - a. Log on to PACS Web using your assigned user name and password*
 - b. Enter the patient's last/first name or medical record number
 - c. Find the appropriate exam and click once
 - d. On the bottom of the screen, click on the REPORT tab
 - e. Report will be displayed
 3. HBOC Wellness Connection
 - a. Log on to HBOC using your assigned user name and password*
 - b. Type mnemonic WC and your assigned security code
 - c. Enter after reading through warning/confidential screen
 - d. Type patient's last/first name, medical record number or patient encounter/account number
 - e. Place an X next to the date of visit and enter
 - f. Place an X next to X-ray reports
 - g. Place an X next to the report you need and enter
 - h. Report will be displayed
 4. Intranet Wellness Connection

- a. Open CMC Intranet
 - b. Click on Wellness Connection link (located left side of page)
 - c. Sign on using your assigned user name and password*
 - d. Click on SUBMIT tab after reading warning/confidential screen
 - e. Type patient's last/first name or medical record number
 - f. Click on SEARCH FOR PATIENT tab
 - g. Click the box by the patient's name and then click on DISPLAY ENCOUNTERS tab (if more than one patient's name is listed)
 - h. Click the box next to the date of exam and then click on DISPLAY CHART
 - i. Click the box for X-ray reports
 - j. Click the box next to the exam you need and then click DISPLAY RESULTS
 - k. Report will be displayed
5. CIS (clinical information system) EPIC
- a. Double click on CIS icon to open
 - b. Log on the main screen using your assigned user name and password*
 - c. Double click on CIS Production icon to open
 - d. Log on to EPIC Hyperspace screen using your assigned user name and password*
 - e. Type HEALTH INFO MANAGE for department and then click OK
 - f. Click on the CHART icon (top of screen)
 - g. Type patient's last/first name or entire medical record number
 - h. Click on FIND PATIENT tab
 - i. Click on ACCEPT once you have verified the correct patient is listed
 - j. Click on CHART REVIEW tab on left-hand side of screen
 - k. Click on IMAGING tab on the middle of the screen
 - l. Double click on the report you want displayed
 - m. Report will be displayed
- B. Hard copies of completed reports
1. Distributed to inpatient floors when patient is admitted and then sent in chart to Health Information Management when patient is discharged
 2. Distributed to Health Information Management department for outpatients
 3. Distributed to ordering/referring physician(s) for outpatients
- C. Verbal results of completed reports
1. Powerscribe® voice recognition dictation phone line
 - a. Dial 937-641-4690 (or extension 4690 if dialing in-house)
 - b. Enter your log-on ID followed by the pound (#) sign when prompted*
 - c. Enter your password followed by the pound (#) sign when prompted*
 - d. The system will now inform you that your password has expired (first time use only - skip to step 9 if this is not your first time using the system)
 - e. Enter a new password of your choice followed by the pound (#) sign
 - f. The system will now prompt you to verify your password
 - g. Enter your new password followed by the pound (#) sign
 - h. The system will now inform you that your password has been successfully changed
 - i. Enter the patient's eight digit date of birth (i.e., press 05182006 for 5/18/06) followed by the pound (#) when prompted

Use the following guide when listening to dictation:

KEY	Selection	KEY	Selection
0	Help	8	Home/play

1	Play	9	Disconnect
3	Rewind	#2	Decrease volume
4	Pause	#3	Increase volume
5	Next dictation	#9	Next job
6	End/stop	**	Reset volume/rate
7	Fast forward	##	Speak report information

*Contact Help Desk at 937-641-5293 to learn how to obtain specific user names and passwords.

Responsible VP: VP/Outpatient Services
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* = Review without revision.