

PROCEDURES TO USE WHEN COMPUTER SYSTEM IS DOWN OR SYSTEM IS DELAYED FOR A LENGTHY PERIOD OF TIME:

STEPS FOR DOWNTIME:

- 1. CALL ALL PATIENT CARE AREAS AND NOTIFY THEM OF PROBLEM. REMIND THEM TO SEND EACH PATIENT TO XRAY WITH A PINK REQUEST. (THEY ARE RESPONSIBLE FOR SUPPLYING THESE)**
- 2. THE PINK REQUEST MUST BE STAMPED WITH PATIENT'S CARD AND COMPLETELY FILLED OUT.**
- 3. THE BACK PAGE OF THE REQUEST IS SENT BACK TO THE PATIENT CARE AREA FOR CLERKS TO HAVE A RECORD OF WHAT NEEDS TO BE ORDERED.(EACH FLOOR OR PATIENT CARE AREA IS RESPONSIBLE FOR ORDERING EXAMS WHEN THE SYSTEM IS OPERATIONAL)**
- 4. WE KEEP COPIES OF ALL XRAY REQUESTS THAT HAVE BEEN COMPLETED. (EACH TECH IS RESPONSIBLE FOR ENSURING THAT PATIENT CARE AREAS ORDER THE EXAM, TRACKING ON RIS AND FIXING AND VERIFYING EXAM ON PACS.**

HOW TO RUN A FILM ON PACS WHEN YOU HAVE NO REQUEST:

- 1. DOUBLE CLICK ON YELLOW FOLDER (LOCATED IN UPPER RT. HAND CORNER OF GATEWAY MONITOR)**
- 2. CLICK ON NEW PATIENT BOX**
- 3. CLICK ON ACCESSION# BOX: TYPE IN ACCESSION # (IF NO ACCESSION # IS AVAILABLE THEN TYPE IN STUDY DESCRIPTION) EX.....CXR, ABD.....ETC.**
- 4. CLICK IN PATIENT ID BOX: TYPE IN PATIENT'S MEDICAL RECORD NUMBER**
- 5. CLICK IN FAMILY NAME BOX: TYPE IN PATIENT'S LAST NAME**
- 6. CLICK IN GIVEN NAME BOX: TYPE IN PATIENT'S FIRST NAME**
- 7. CLICK IN MIDDLE NAME BOX: TYPE IN PATIENT'S MIDDLE NAME**
- 8. CLICK IN PATIENT BIRTH DATE BOX: TYPE IN THE PATIENT'S DATE OF BIRTH**
- 9. CLICK IN PATIENT SEX BOX: CLICK ON EITHER MALE OR FEMALE**
- 10. CLICK IN STUDY DESCRIPTION BOX: THEN SCROLL DOWN TO SELECT DESIRED EXAM**
- 11. CLICK ON SAVE AND TRANSMIT BOX AND WAIT FOR PATIENT'S NAME TO APPEAR ON ID TERMINAL**

NOTE*

ALL EXAMS RUN WITH NO ACCESSION # WILL CROSS TO PACS AS UNSPECIFIED. YOU WILL NEED TO MERGE UNSPECIFIED EXAMS INTO CORRECT EXAM FOLDER ON EXAM MANAGER WHEN YOU RECEIVE THE ORDER.

YOU NEED TO MAKE SURE TO TYPE IN EXAM NAME IN ACCESSION # BOX AND SCROLL DOWN TO STUDY DESCRIPTION FOR EACH STUDY THAT YOU DO , OTHERWISE ALL YOUR FILMS WILL BE IN SAME FOLDER.

HOW TO MERGE PATIENT NAMES ON EXAM MANAGER:

- 1. CLICK ON >>SYMBOL LOCATED ON PACS MONITOR IN LOWER RIGHT CORNER AND GO TO EXAM MANAGER.**
- 2. CLICK ON USERNAME: TYPE IN YOUR SIGN ON NAME**
- 3. CLICK ON PASSWORD: TYPE IN YOUR PERSONAL PASSWORD AND PRESS ENTER**
- 4. CLICK ON REALLOCATE AND MERGE FOLDER**
- 5. CLICK ON PATIENT MODE BOX (LOCATED IN LOWER RIGHT CORNER OF SCREEN)**
- 6. CLICK IN PATIENT ID BOX ON UPPER HALF OF SCREEN AND TYPE IN PATIENT'S MEDICAL RECORD #, THEN CLICK ON FIND PATIENT BUTTON. (A BOX WITH NAMES WILL APPEAR)**
- 7. CLICK ON THE NAME YOU DO NOT WANT TO KEEP TO SELECT IT**
- 8. CLICK IN PATIENT ID BOX ON LOWER HALF OF SCREEN AND TYPE IN PATIENT'S MEDICAL RECORD#, THEN CLICK ON FIND PATIENT BUTTON. (A BOX WITH NAMES WILL APPEAR)**
- 9. CLICK ON THE NAME YOU WANT TO KEEP TO SELECT IT**
- 10. CLICK ON MERGE PATIENT BUTTON (LOCATED IN LOWER LEFT CORNER OF SCREEN)**
- 11. CLICK ON COMMIT TO DATABASE BUTTON (LOCATED NEXT TO MERGE PATIENT BUTTON)**

PATIENTS ARE NOW MERGED AND THIS STEP CANNOT BE UNDONE!!

NOTE*

PATIENT NAME YOU WANT TO KEEP SHOULD ALWAYS BE ON LOWER HALF OF SCREEN.

IF PATIENT NAMES AND EXAMS BOTH NEED TO BE MERGED, PATIENT MODE SHOULD BE SELECTED FIRST AND NAMES MERGED THEN EXAM MODE SELECTED AND EXAMS MERGED.

HOW TO MERGE UNSPECIFIED EXAMS ON PACS INTO THE CORRECT EXAM FOLDER ON EXAM MANAGER:

- 1. CLICK ON THE >> SYMBOL LOCATED IN THE BOTTOM RIGHT CORNER OF MONITOR AND GO TO EXAM MANAGER**
- 2. CLICK ON USERNAME: TYPE IN YOUR SIGN ON NAME**
- 3. CLICK ON PASSWORD: TYPE IN YOUR PERSONAL PASSWORD AND PRESS ENTER**
- 4. CLICK ON REALLOCATE AND MERGE FOLDER**
- 5. CLICK IN PATIENT ID BOX ON UPPER HALF OF SCREEN AND TYPE IN PATIENT'S MEDICAL RECORD# AND PRESS ENTER**
- 6. CLICK THE DOWN ARROW ON UPPER HALF OF SCREEN TO SCROLL TO UNSPECIFIED EXAM YOU WISH TO MERGE. CLICK TO HIGHLIGHT AND SELECT IT.**
- 7. CLICK THE DOWN ARROW ON LOWER HALF OF SCREEN TO SCROLL TO CORRECT EXAM FOLDER YOU WISH TO MERGE UNSPECIFIED EXAM INTO. CLICK TO HIGHLIGHT AND SELECT IT.**
- 8. CLICK ON MERGE EXAM BUTTON LOCATED IN LOWER LEFT CORNER OF SCREEN.**
- 9. CLICK ON THE COMMIT TO DATABASE BUTTON LOCATED NEXT TO MERGE EXAM BUTTON.**
- 10. A SCREEN WILL APPEAR ARE YOU SURE YOU WANT TO MERGE EXAM? IF EVERYTHING IS CORRECT CLICK YES. (EXAM IS NOW MERGED AND THIS STEP CANNOT BE UNDONE.**

NOTE*

NEVER, EVER MERGE TWO ACCESSION NUMBERS TOGETHER. YOU CAN ONLY MERGE UNSPECIFIED EXAMS INTO AN EXAM FOLDER.

EXAM YOU WANT TO KEEP SHOULD ALWAYS BE ON LOWER HALF OF SCREEN!!

BOTH EXAMS MUST BE AT ARRIVED STATUS TO MERGE(IF EXAM IS AT DICTATED OR COMPLETED STATUS , IT MUST BE BROUGHT BACK TO ARRIVED STATUS BEFORE EXAM CAN BE MERGED)

HOW TO EDIT UNSPECIFIED EXAMS ON PACS WITH THE CORRECT INFORMATION ON EXAM MANAGER:

(SOMETIMES DUE TO COMPUTER ERROR, YOU WILL HAVE AN EXAM THAT CROSSED TO PACS BUT THE ACCESSION# DOES NOT SHOW UP AND/OR THE PROCEDURE FOLDER IS UNSPECIFIED. HOWEVER; EVERYTHING MAY BE CORRECT ON RIS AND INVISON)

IN THIS CASE THERE WILL NOT BE A FOLDER TO MERGE THE UNSPECIFIED EXAM INTO. YOU WILL HAVE TO MANUALLY EDIT ALL INFORMATION ON EXAM MANGER INSTEAD!

- 1. CLICK IN PATIENT ID BOX AND TYPE IN MEDICAL RECORD# AND PRESS ENTER**
- 2. CLICK ON EXAMS FOR PATIENT**
- 3. CLICK ON EXAM YOU WISH TO EDIT**
- 4. CLICK ON EDIT EXAM**
- 5. CLICK ON CLEAR EXAM AT BOTTON LEFT CORNER OF SCREEN**
- 6. TYPE IN EXAM INFORMATION(EX. DEPT., REQUESTING WARD, REQUESTING PHYSICIAN, PROCEDURE GROUP, PROCEDURE, ORDER NUMBER AND ACCESSION NUMBER) NOTE* ORDER NUMBER AND ACCESSION NUMBER ARE THE SAME!!**
- 7. CLICK ON SAVE CHANGES**
- 8. CLICK BACK ON EXAMS FOR PATIENT AND MAKE SURE INFORMATION WAS EDITED CORRECTLY**

NOTE*

IF MULTIPLE EXAMS NEED TO BE EDITED; GO BACK TO EXAMS FOR PATIENT AND REPEAT THESE STEPS FOR EACH EXAM

IF YOU NEED TO EDIT THE TIME ON A PACS IMAGE TO MATCH TIME TRACKED ON RIS YOU CAN EDIT THE DATE AND TIME IN THE SAME MANNER. (EX. WHEN DAYLIGHT SAVINGS TIME AND RIS TIME WAS CORRECTED BUT PACS WAS NOT)