

Nephrology Procedures

Purpose:

To establish guidelines for the technologist while performing procedures in the Nephrology Department.

Policy:

1. All procedures must be named.

<u>PROCEDURE NAME</u>	<u>PACS LABEL</u>
FISTULAGRAM/ GRAFTOGRAM DECLOT VENOGRAM	S/P VENOGRAM
PERMCATH	S/P PERMCATH
PORTACATH ULDALL TRIPLE LUMEN	S/P CENTRAL VENOUS LINE
PD CATHETER	S/P AV DIALYSIS SHUNT

2. All images should be transferred to the PACS.

Instructions for image transfer Diacom box to Pacs

Turn on monitor
Plug in Ethernet blue cord
Pull up saved exams
Make still shots and save them
Put images onto left side screen on monitor

Look on diacom hand controller

Push "New/End" exam button
Check the Name and Medical Record number
Hit "OK/Enter" button or "Cancel" button if wrong image selected
Hit button #3 (B & W capture A)
Repeat steps 6 through 9 for each image
Number in diacom screen "imgs" should increase as the images are saved
When you are finished and ready to send press "New/End Exams" button
Press "OK/Enter" button when you are done

3. If needed, all exams should be edited and corrected on PACS.

HOW TO EDIT ON PACS "EXAM MANAGER"

- a. Log onto PACS manager.
- b. Confirm image has been received from Monitor.
- c. Press >> key and select exam manager.
- d. Exam manager brings you to centricity sign on.
- e. Sign on to Centricity.
- f. Select "Exams for a patient".
- g. Type in patient's MR# (Second box down) & hit enter.
- h. Select the exam to be labeled.
- i. Select "Edit Exam"
- j. Complete all unspecified fields
- k. Department is CI
- l. Requesting ward is 8H Dialysis
- m. Procedure group is CI
- n. Doctor is our Staff
- o. Select procedure

- p. SP AV dialysis Shunt (PD catheter)
- q. SP Central venous line (Uldall, Triple, Port)
- r. SP Permacatheter
- s. SP Venogram (Fistulagram, Graftogram, Declot)

- t. Type in comments exact procedure

- u. Select Save when you are agreeable on all fields.
- v. Select Exams from tool bar top left. Select "referenced"
- w. Call the Diagnostic Imaging Supervisor with any problems (56200/56222).
- x. Alt/Tab Changes between PACS Manager an Exam manager screens

Written: August 19, 2010