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Technologists Cheat Sheet

Medicalis Upgrade ~ January 26, 2013

Web Worklist:

To log into the new Web Worklist click on the link http://pro.inlandimaging.com/worklist and enter your username and password. If you do not know your username or password please contact your Radiology Manager or Nuvodia Help Desk.

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USER NAME:
PASSWORD:
DOMAIN: LOCAL
Sign In
Downloads

Your filter will appear to the left side of the screen, single click to open your list of patients.

medicalis   ttest | Help | Sign out

SEARCH
ACCESSION: 9440209   Search   Refresh Worklist

CD	CR	PC	EX	Accession	Source	Last Name	First Name	Sch. Time	Exam Desc.	Exam Code	Org.	Mod.	Status	Priority	Tech Ready
				9440209	Inland REG XTEST		KRISTA	01/07/2013 10:40 AM	X-RAY CHEST 2 VIEW	XCHES2	IILLC	CR	F	Urgent	Y

There are new icons on the Web Worklist for access to CD (Online Form), and the CR (Call Report). The icons labeled PC (Protocoling) and EX (Exam Exceptions) will be functionality introduced at a later date. The call report icon will change color depending on the status of the call report. Grey = none, Yellow = Ready or Requested, Red = Radiologist action required, Black = Delivered.

To make edits to the form, first lock the form by clicking the lock box in the top right corner of the window 🔒. The form will then indicate that the form is locked Locked By You 🔒. Once you have completed making edits to the form, click the Save button 💾 Save on the top left corner of the window.

Online Form:

The header of the OLF will stay visible at all times as you scroll through longer OLF's, making the **Save** button easily accessible after completing the form.


To select a different online form, click the **Form(s)** button and then click the online form you would like to change to. If you have clicked the Form(s) button in error and would like for the list to go away, simply click the Form(s) button again to toggle that field off. Same thing applies with the COPY button, if you have clicked the copy button in error and would like for the patient history list to go away, click the COPY button again to toggle that off.

When using the **Copy** functionality, To view a previous online form from the patient history list click the PI 📋 . To then copy the data form that online form to the current online form, close the view of the previous form and click Copy 📋 . If you have clicked the copy button in error and would like for the patient history list to go away, click the COPY button again to toggle that off.

Launching online form plugin from within iSite:

Log into iSite as you normally would. Open the user preferences by clicking the 🅟 in the top right corner of the window. In the preference dialog box select 'Medicalis Login Preferences'
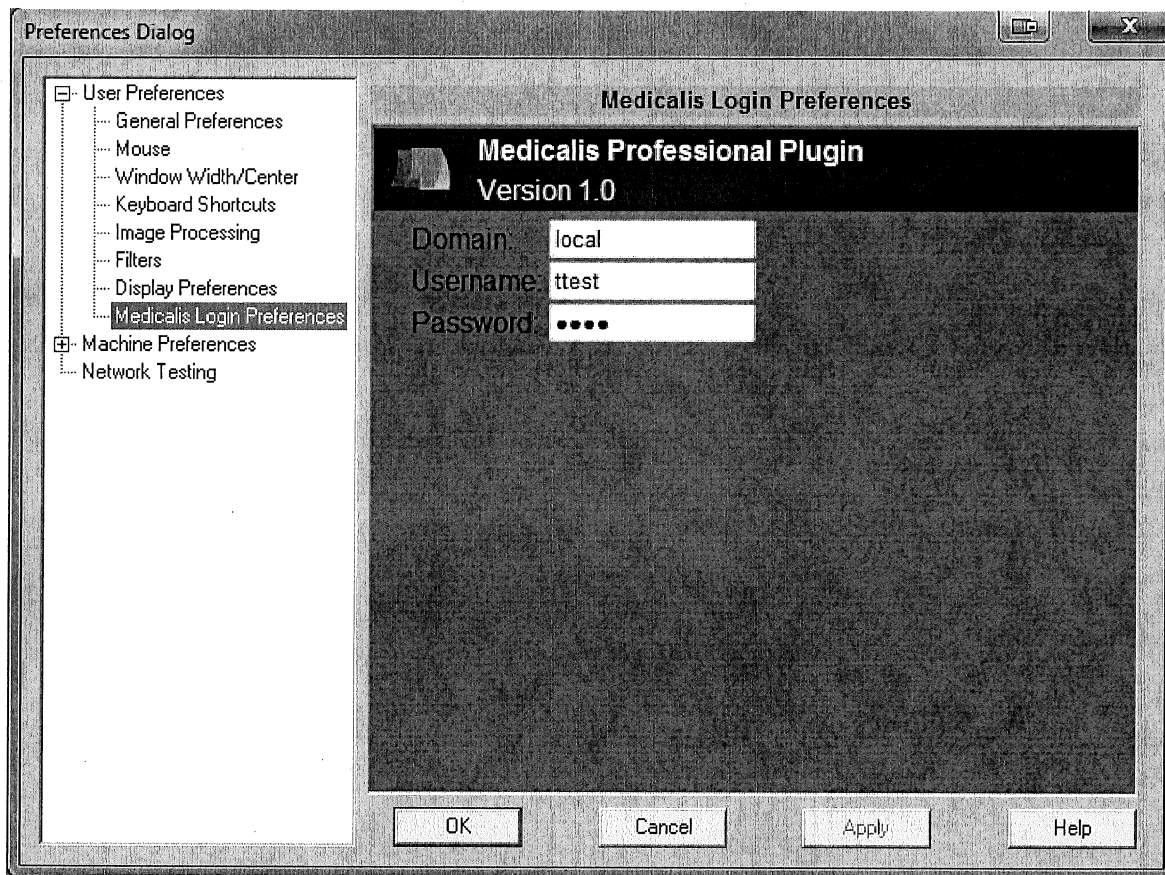
Populate the boxes with this information below:

Domain: 'local' UNLESS you currently have a Duvoisin login. Then type 'duvoisin' in the Domain Field.

Username: 'Your Username'

Password: 'Your Password'

Once the information has been entered click the 'Apply' button and then click 'Ok'. This will close the preferences dialog box.

When you double click to open your images the new OLF icon will appear on the iSite rack to the left of the images.

PLEASE NOTE: If you do not put your username and password in the preferences dialog box and you try to open the OLF from the images you will see this window...

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⚠ You are not authorized to use this application. Please contact your system administrator.

USER NAME:	
PASSWORD:	
DOMAIN:	LOCAL ▼

Sign In

You can enter your username and password into this login page and then search for your accession, but YOU WILL NEED TO DO THIS FOR EVERY EXAM. To avoid having to enter your username and password each time you launch images go to the preferences dialog box and enter as described above. This will save your username and password for Medicalis Online Forms within YOUR iSite account and therefore you will not be prompted each time.

Call Report Form:

The Call Report Module has been designed to facilitate a more efficient workflow for monitoring, tracking and delivering critical and unexpected findings and preliminary reports.

Call Report Status

Create New Call Report	None

Person Contacted   **Contacted DTTM**

Submit   Call Made

Patient Name   **Accession**   **MRN**

XTEST, KRISTA   9440210   01-16-01-92

Referring Physician Name   Call Made   **Number**

ANTHONY, KRISTA   N/A

Stat Contact Name   Call Made   **Type**   **Number**

N/A   N/A   N/A

Alternate Contact

	Stat	Urgent	Routine
Rad to Physician	○	○	○
Rad to Physician or Designee	○	○	○
PRA to Physician or Designee	○	◉	○

Critical Findings   **All Findings New or Increasing**

☐ Read Back

None ▼

Preliminary Report

Preliminary Report History

Comments

History (click here to view)

The Call Report form can be accessed via the Patient Summary or the Web Worklist via the [icon] icon. Above is the call report form before any action has been taken or one has been requested.

- Call reports can be requested anytime during and exam process.
- An exam that is scheduled as a STAT with the contact of phone or pager will automatically request a call report.
- The different statuses that you will see for call reports and the color changes for each status are shown below.

- The call report icon [icon] will change color as the status of the call report changes.
  - White = none
  - Yellow = Ready or Requested
  - Red = Radiologist action required
  - Grey = Delivered

Call Report Status	
Cancel Call Report	Requested

Call Report Status	
Cancel Call Report	Ready

Call Report Status	
Create New Call Report	Delivered

Call Report Status	
Create New Call Report	Cancelled

- A call report will not move to delivered until person contacted is entered or the Call Made button next to the referring physician or stat contact names are chosen (which will automatically populate the person contacted field with the appropriate data).
- An exam is not limited to one call report
- A call report can be cancelled
- All actions that are performed within the Call Report Form are audited and easily visible by clicking on the history title bar

History (click here to view)