ImageGrid® *Radiology Information System*

User Manual

Software Version 4.1

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Intended Use of this Document

This user manual is a reference guide detailing the software's proper installation, configuration and general usage. The screens on your monitor may vary slightly from those in this guide.

This user manual is not intended to be used as instructional material for implementing medical procedures or as a substitute for live (in-person) instruction by a trained professional.

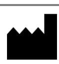
Product Intended Use

The Candelis® Radiology Picture Archiving Communications System (PACS) is a computer-based image storage/retrieval system that stores and recalls digital images from different imaging modalities, e.g. CT, digital radiography, nuclear medicine, ultrasound, magnetic resonance imaging (MRI). Images and data can be stored, communicated, manipulated and displayed within the system or across computer networks at distributed locations. It may consist of image acquisition devices, a host computer, image archiving devices, and display stations connected by a communications network.

The ImageGrid® PACS is a system intended for professional use only.

Explanation of Symbols

The following symbols may appear on the device or product labelling:

Symbol	Explanation
	Manufacturer
	Manufacture date
Rx only	Prescription use only
	Consult operating instructions
	Caution
SN	Serial number
REF	Reference number or device model
CE 0050	Compliance with the Directive 93/42/EEC as Class II device
	Device may not be thrown in the trash but must be recycled according to the European Waste Electrical and Electronic Equipment Directive

WARNINGS:

- CAUTION **Consult Dell Instructions For Use prior to installation.**
- CAUTION **Consult EIZO Instructions For Use prior to installation.**
- CAUTION **Consult Barco Instructions For Use prior to installation.**
- CAUTION **ImageGrid Measurement Tools are for "reference only" and are not to be used for diagnostic purposes.**
- CAUTION **DO NOT place within 1.83 meters (6 feet) of a patient or in explosive environments where flammable gases such as anesthesia or oxygen may be present.**

Table of Contents

ImageGrid Platform

How To Use This Help Document

This document is a reference and user's manual for the ImageGrid Platform, detailing the system's proper installation, configuration and general usage. This document is not intended to be used as instructional material for implementing medical procedures. It is not intended to be used as a substitute for live (in-person) instruction by a trained professional. The ImageGrid Platform is a software system intended for professional use only. This document is organized in to sections illustrating the ImageGrid Platform's System Requirements, its modes of use, the product's features, and a set of basic instructions on its proper assembly and operation. This document is intended for end-users or technicians whom have already received training in the operation of this product.

Installation of ImageGrid Platform

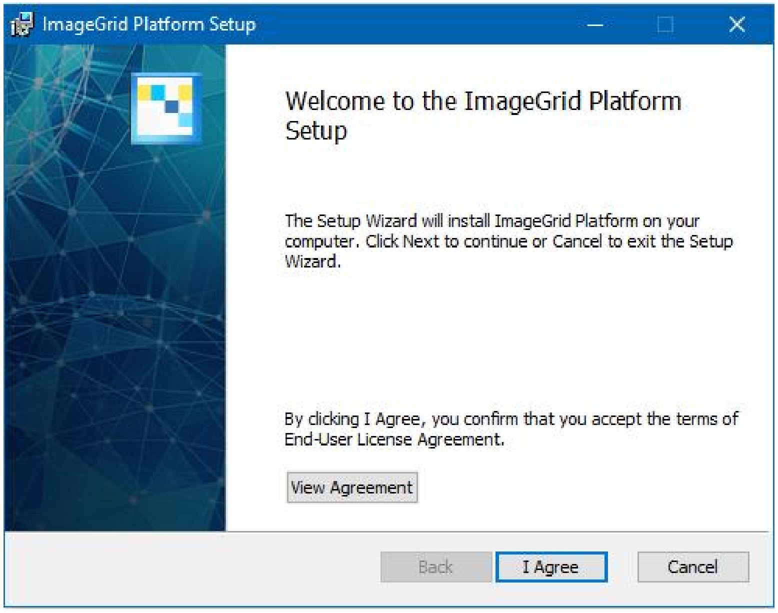
A step-by-step description of how to install ImageGrid Platform on a client workstation

1. Prepare a client workstation based on the system requirements of ImageGrid Platform.
2. Depending upon your site's configuration, the workstation(s) should have the following network settings:
   a. For workstations located on the same LAN as ImageGrid PACS, the IP Address or hostname of the ImageGrid PACS system is required (e.g. 192.168.100.101 or imagegrid.mydomain.com).

      Contact your network administrator for information on proper network configuration of the workstations.

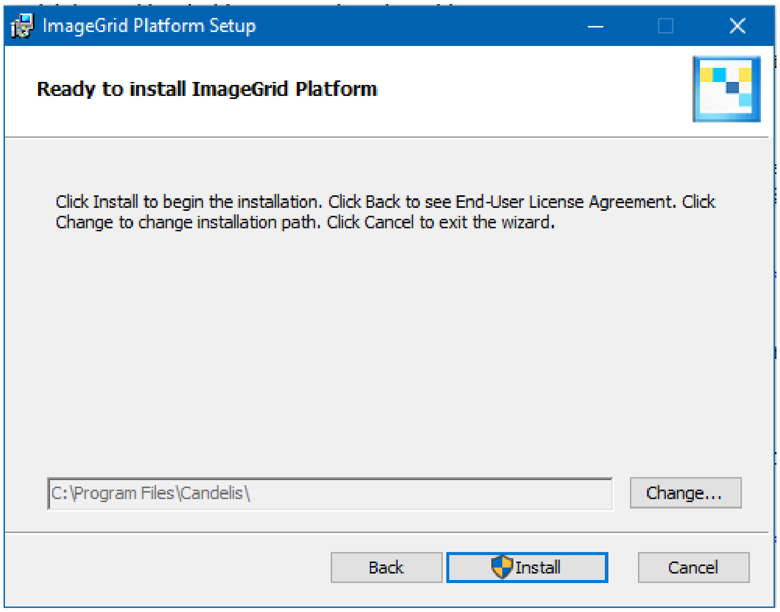
3. Prior to using the application, the web browser must be configured to be able to accept SSL certificates (see your browser documentation for details)
4. Open a web browser and enter the server's hostname or IP address. For example: http://imagegrid.mydomain.com or http://192.168.100.101. When the web interface login dialog appears, click on "ImageGrid Platform Installer" to download the installation msi file.

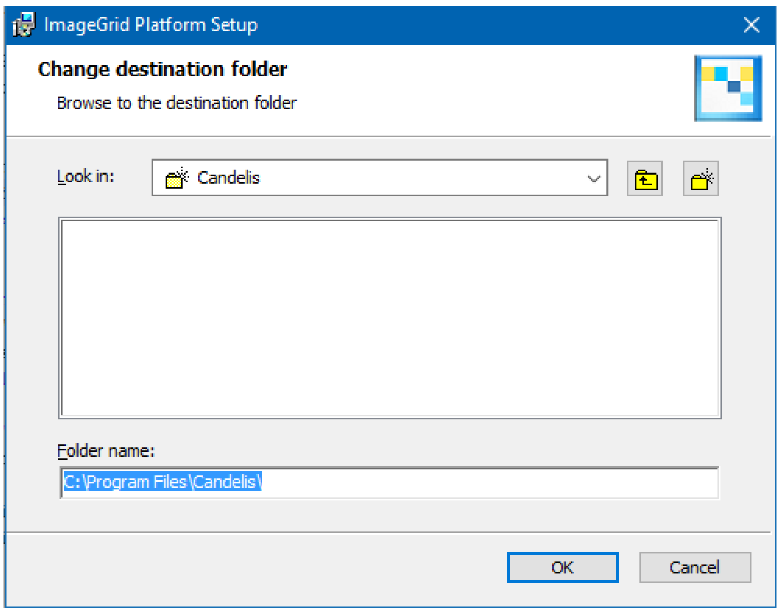
5. Execute the installation msi file just downloaded.
6. Welcome dialog shows up.



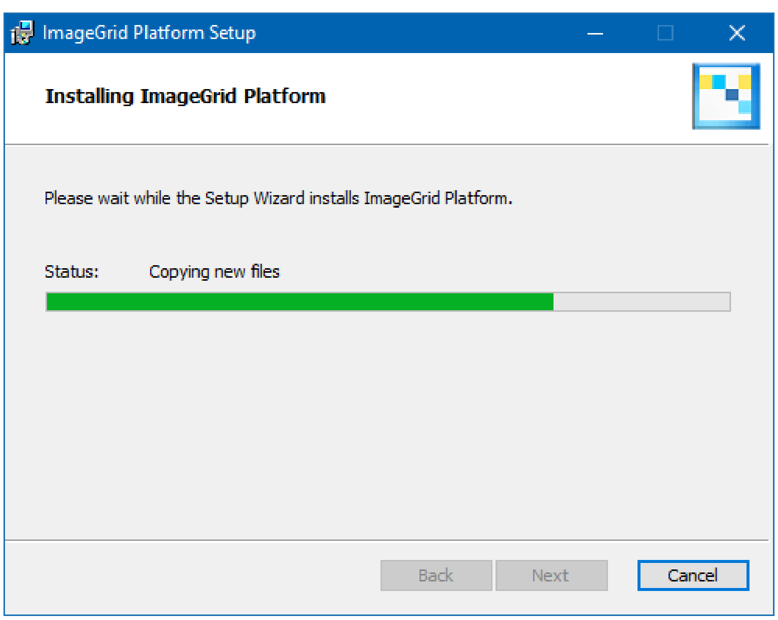
7. Click "View Agreement" to read or print the End User License Agreement of ImageGrid Platform. Click "I Agree" to continue or "Cancel" to quit installation.

8. Specify the installation path by clicking "Change...". Click "Install" to continue.

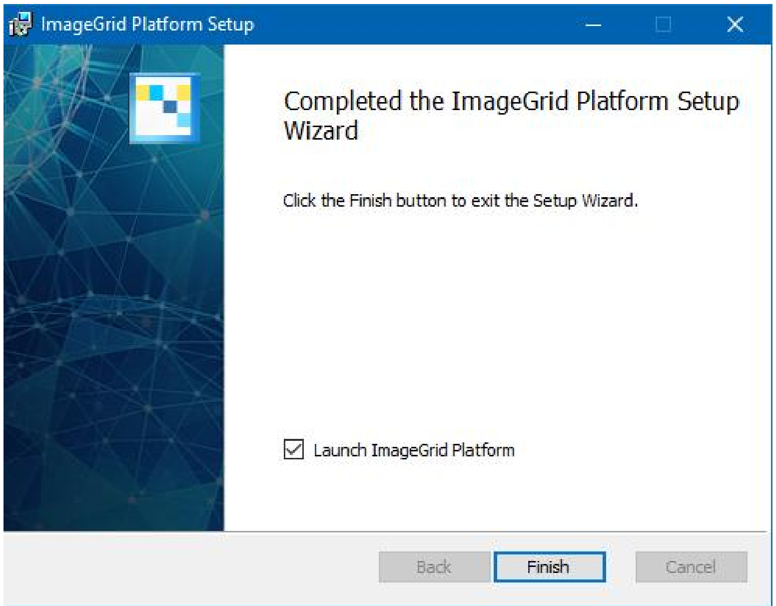




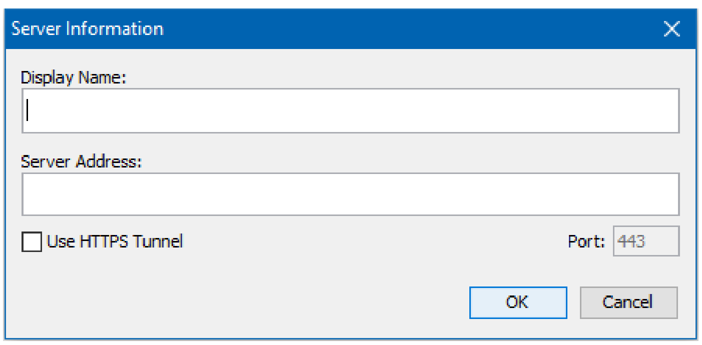
9. Wait for the installation process to finish.



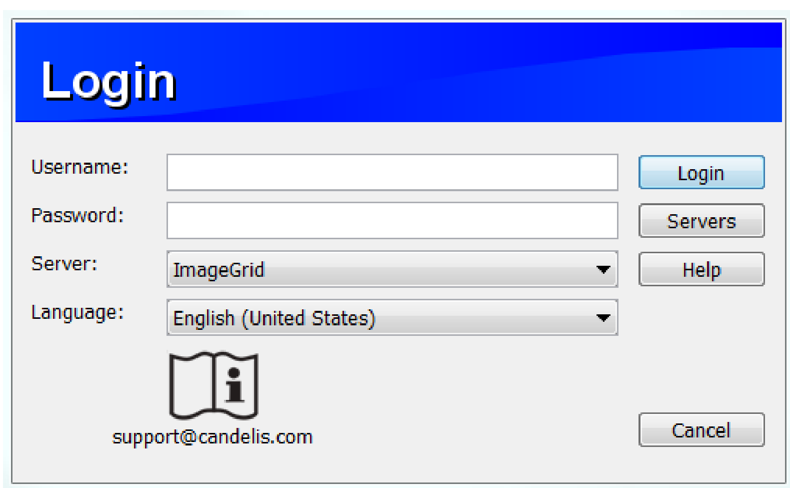
10. If install successfully, the installation complete dialog would show up. By default, the "Launch ImageGrid Platform" is checked. Click "Finish" to launch the platform.



11. The first time user install ImageGrid Platform, there is no server specified. So the pop-up server information dialog would ask user to add a server. Check configure your server settings part for detail.



After configuring server information, the client application login window will pop up.

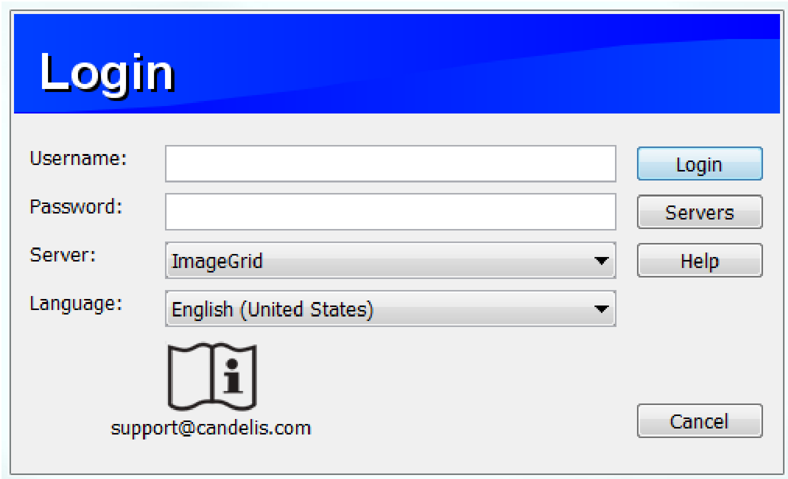


12. Enter username and password then click Login. Once authenticated, the system will load the ImageGrid client application.

Authentication

Login Settings

The Login dialog shows up when the ImageGrid Platform is started:



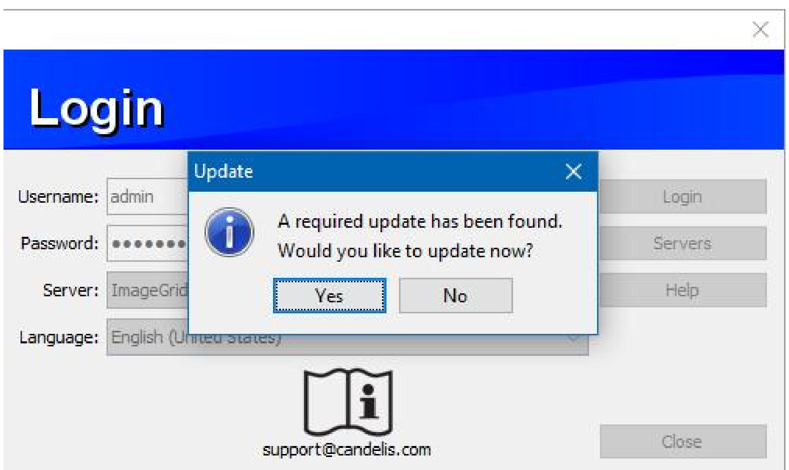
Enter a username and password, and click "Login" to login to the selected server.

You may need to configure your server settings if there are no servers listed.

Platform Update

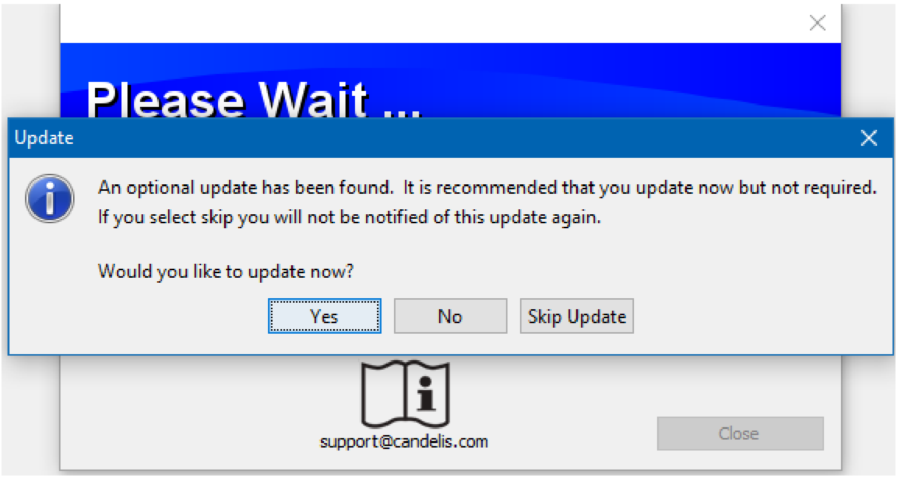
If new update is found for the ImageGrid Platform, an update dialog would popup when logging in.

If the update is required, update message would looks like:



Click "Yes" to update the ImageGrid Platform or Click "No" to exit.

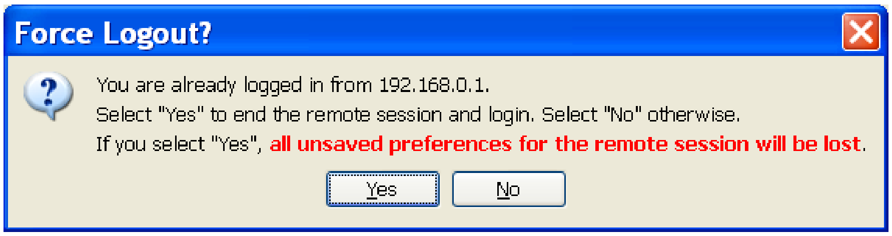
If the update is optional, update message would looks like:



Click "Yes" to update the ImageGrid Platform, click "No" to decide next time or click "Skip Update" to skip this update. The update message will not show again for this update if user click "Skip Update".

Remote Logout

If the specified username is already in use on another machine, you will be presented with the following dialog:



Click "Yes" to log out the user at the remote machine and to continue the login process.

Click "No" to cancel the login process and to maintain the remote session.

Logging Out

Log out the current user by selecting "Logout" from the application's File menu, or by clicking the Log Out icon on the main application toolbar.

You may be logged out if your Site Security Policy specifies a maximum inactivity time, and if you do not perform any actions for that duration.

While this dialog is visible, you may click "Cancel" to keep the application active. Otherwise, your session will end and the application will return to the Login Dialog.

Remote Logout

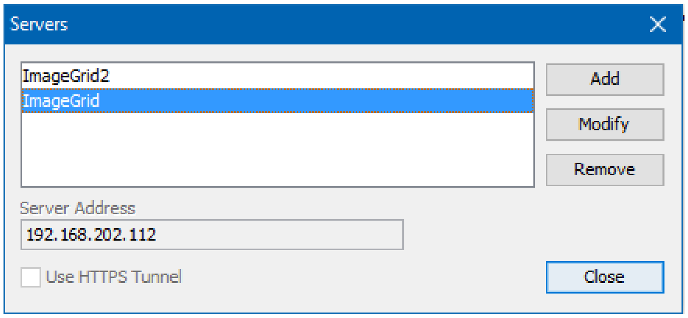
If for any reason, the application fails to communicate with the server, you may lose your session. In this case, you will be logged out, and any unsaved preferences will not be saved to the server.

Similarly, if you are logged out remotely by another user, then any unsaved preferences will not be saved to the server.

If your account has been deleted by another user, you will be logged out (preferences are deleted from the server).

ImageGrid Server Settings

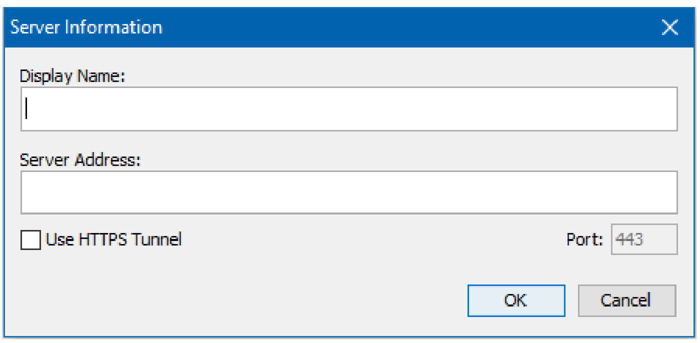
The servers dialog is shown below. It can be accessed by clicking the "Servers" button at the bottom of the Login Dialog.



Note: By default, there will be only one server listed: the server from which the ImageGrid Platform application was installed.

Adding a New Server

Click the "Add" button on the right to add a new server to the list. You will be presented with a dialog in which to specify the server's details:



Specify a human-readable name and the IP address or hostname of the server.

In addition, you may activate "Use HTTPS Tunnel" and specify an appropriate port.

Modifying an Existing Server

Select a server from the list and click the "Modify" button to edit the settings for that particular server. See "Adding a New Server" above.

Deleting an Existing Server

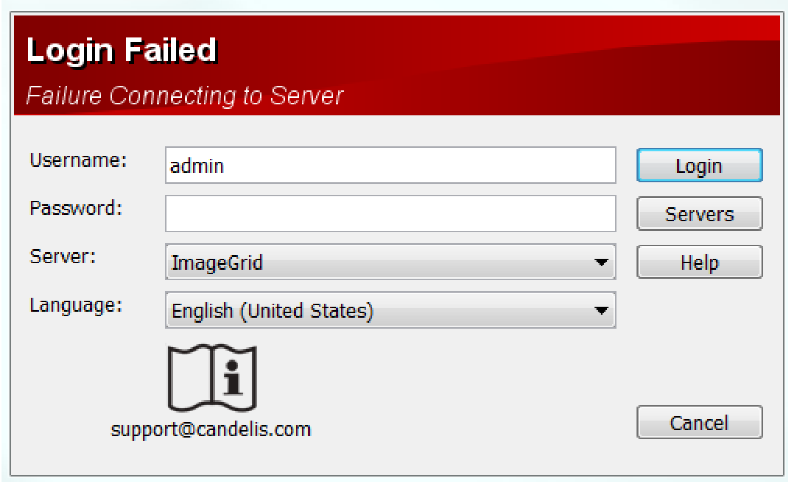
Select a server from the list and click the "Remove" button to remove it from the list of servers.

HTTPS Tunneling

HTTPS Tunneling may be used to tunnel traffic between your client machine and the ImageGrid server via a firewall. If you are trying to connect to a server via a firewall, please contact your system administrator for details.

Troubleshooting

If the login process fails for some reason, the login dialog will display a message as follows:



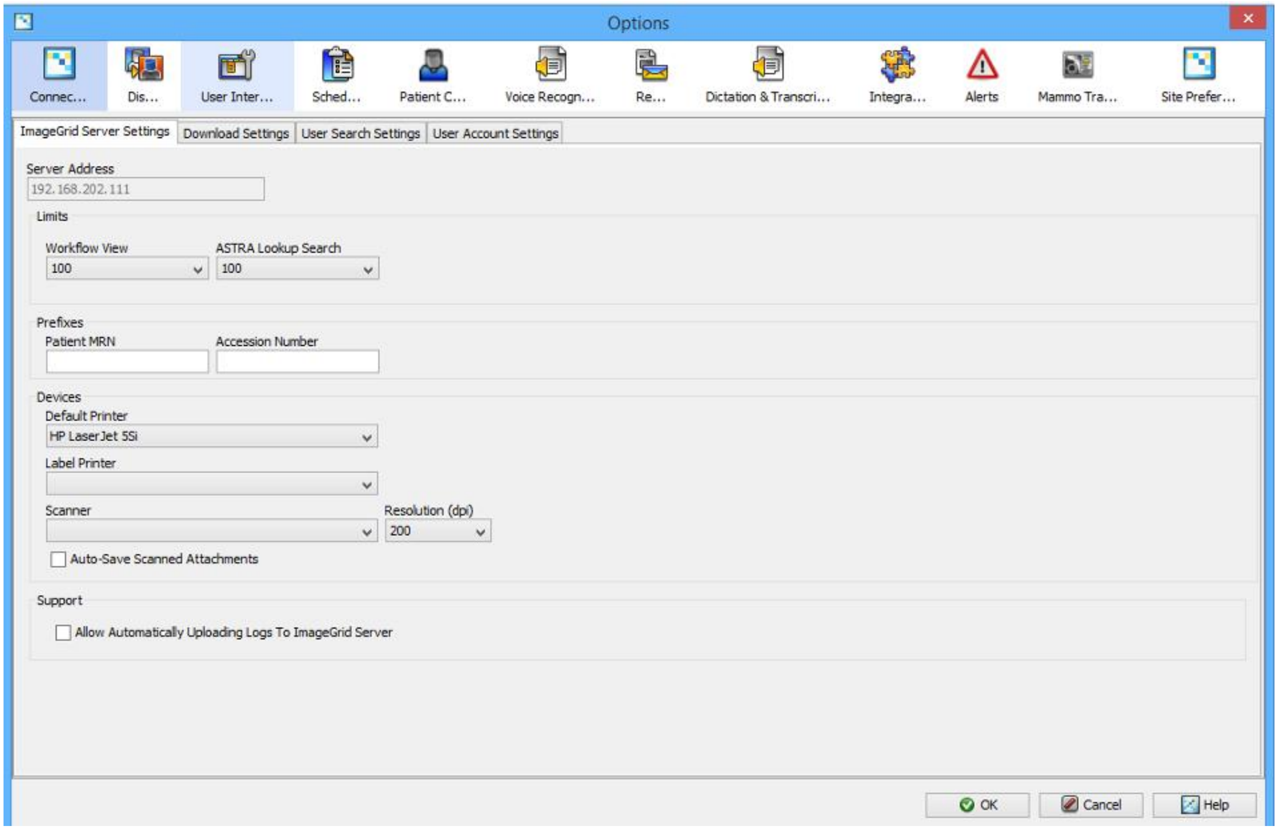
Some possible problems include:

Message	**Suggested Course of Action**
Incorrect Username or Password	Enter the correct username and password and try to connect again.
No Valid License(s) Found	No licenses are available. Contact your system administrator.
Incorrect Input	Make sure you have entered all required information and try to connect again.
Failure Connecting to Server	Make sure the server settings are correct.
Duplicate Logins (Same Username)	The selected username is in use at another machine.
Failure Initializing Services	The server encountered an error and was unable to process the login request. Contact your system administrator.

If any of these problems persist, contact your system administrator.

User Preferences

Provides each user with the capability (if permitted) to specify his/her own application property setting if permitted. These options are accessible by going to Tools->Options and accessing all the different preference options.



Shared Files

Certain files in ImageGrid Platform such as hanging protocols or mammography workflows may be shared with other users.

Sharing Files

There are two ways in which a file can be shared:

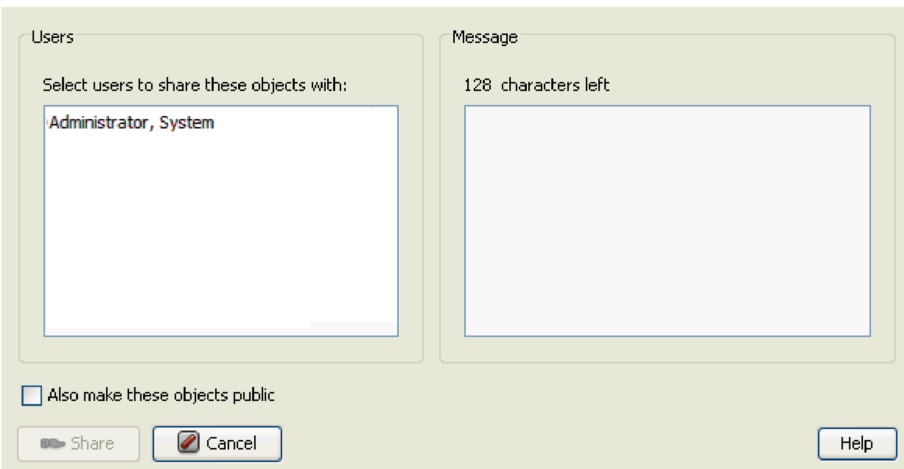
- **Making a file public** allows all users to find and copy the file.
- **Sharing a file with particular users** allows only specified users to makes copies of your file. Those users will receive messages the next time they log in, informing them about the new shared file.

The share dialog is shown below. This dialog may be opened from any manager supporting file sharing (for example, from the hanging protocols manager).

On the left is a list of all users. Select multiple users by holding the Control key and clicking with the left mouse button.

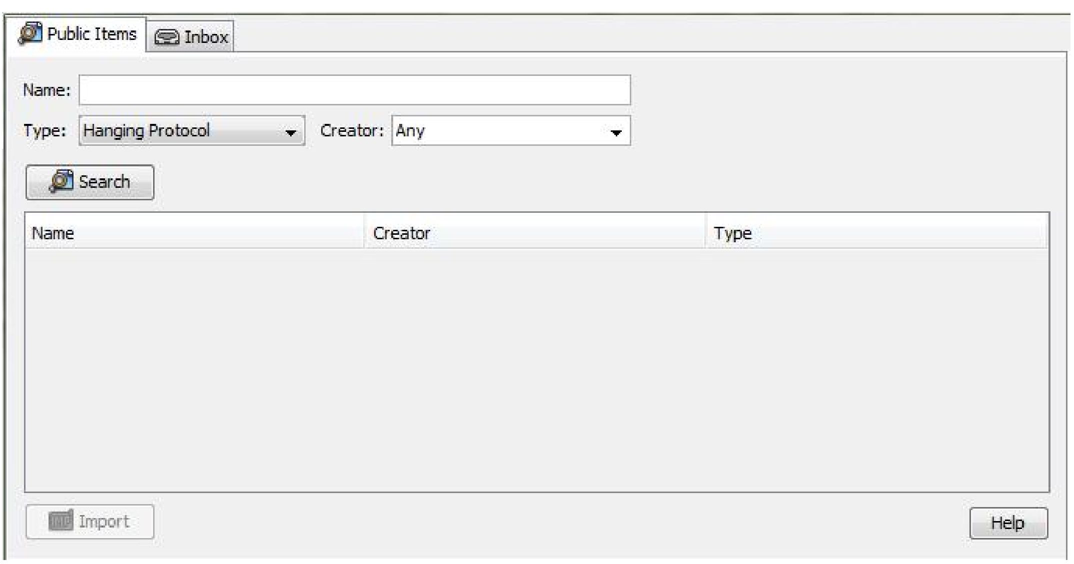
On the right, a message may be entered which will appear on the target users' machines along with the shared file.

In addition, checking the box at the bottom will make the file public, allowing any user to find and copy your file. However, only the selected users will receive notification messages about the new shared file.



Finding Public Files

Files which have been made public by other users may be found using the search dialog shown below. If a manager supports file sharing, then a button will be provided to open this dialog.

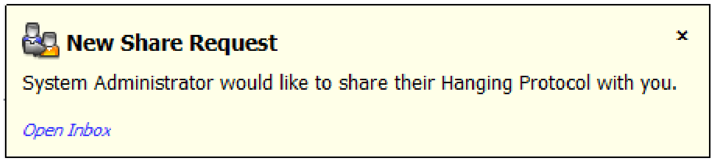


Find the file by entering the name or a portion of the name and clicking Search. Narrow down the result by specifying a particular user or file type.

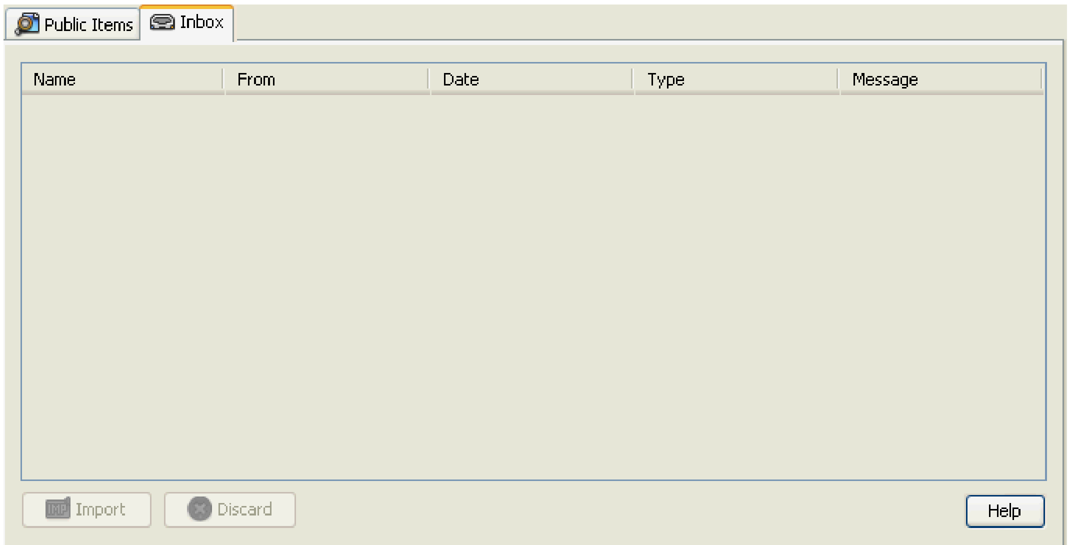
Make a copy of the selected file by clicking the Import button. The file will appear in the appropriate manager interface.

Receiving Files From Other Users

If another user shares a file with you, you will receive a message. If you are not logged in, the message will be displayed the next time you log in.



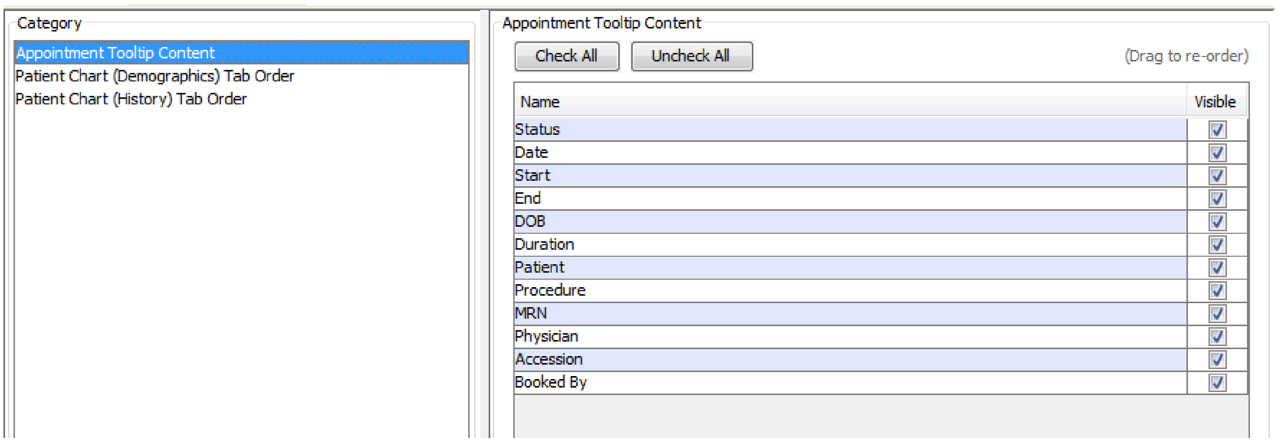
Click Open Inbox to display the File Inbox, shown below:



The table lists files sent to you by other users. Select a file and click the Import button to make a copy of the file, or click Discard to ignore the file and delete it from your inbox.

Site Preferences

Site preferences configuration provides the administrator with the capability to specify an application property setting for an entire customer site, and override any corresponding user interface.



Configuring Site Preferences

1. Log into IGRIS as an administrator
2. Select a category
3. Check or uncheck the checkboxes to control the corresponding item's visibility
4. Drag items to re-order

Introduction

The admin users have access to specific configuration interfaces to set roles, define permissions, create user accounts and so on...

Here are some different configuration interfaces available for admin users:

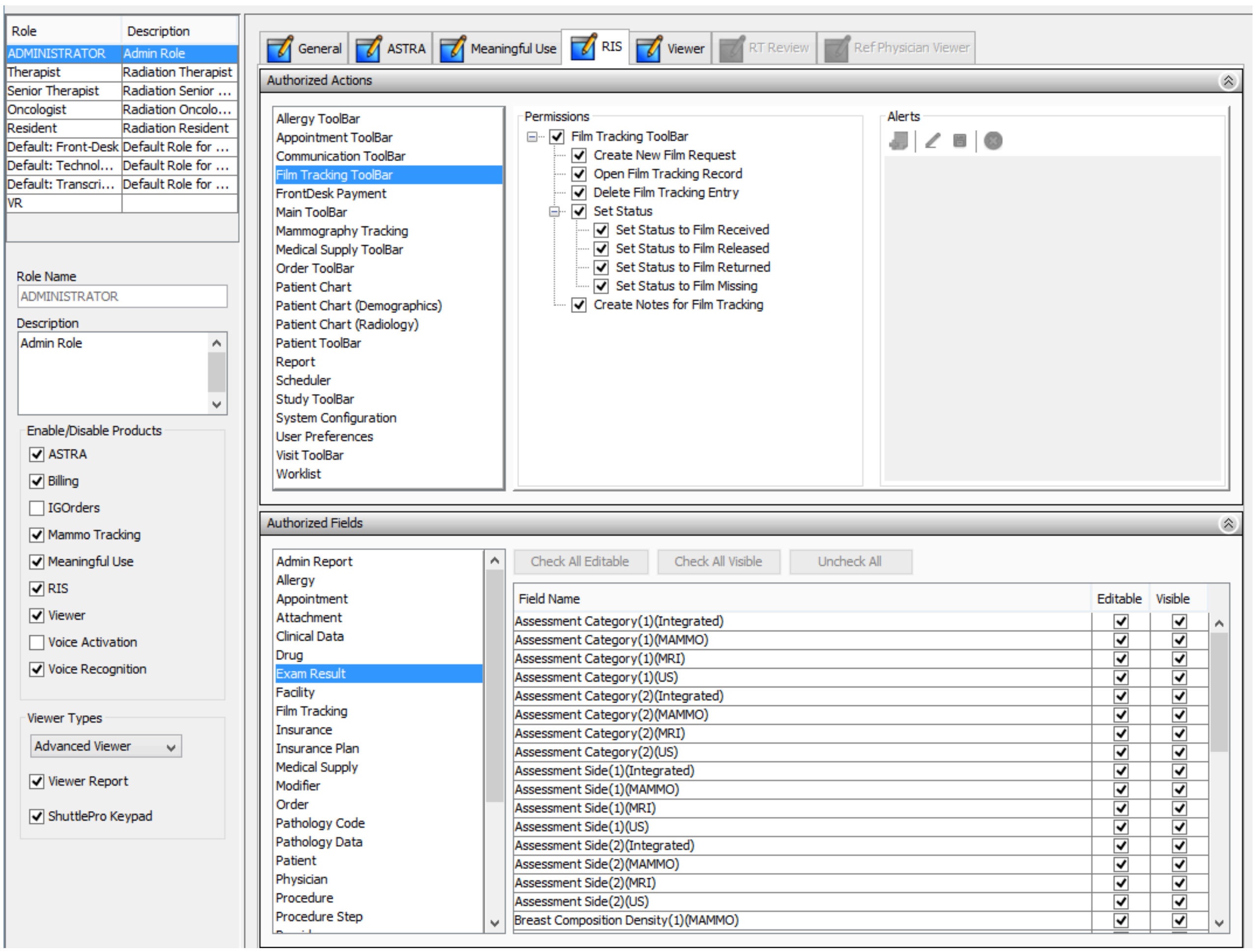
- Manage Roles Module: Define the permissions
- Manage Users Module: Create a user
- Site Preference Module in Options: Define site security
- Connection Module in Options: Define search settings

Configuring Roles

ImageGrid Platform provides the administrator **and the administrator only** with the capacity to create roles tailored to each facility, its departments, workgroups, and individuals. A “Role” is analogous to a group account. It consists of granted access rights for all authorizable products (i.e. RIS, Viewer, etc.), features (i.e. Main Toolbar, Scheduler, Study Worklist, etc.), actions (i.e. Create New, Open, Delete, etc.) and fields (i.e. Account Number, Account Status etc.). Each user can be assigned one or many roles.

To access the configuration interface for roles, do the following:

1. Log into ImageGrid Platform as an administrator
2. Click the “Manage Roles” button 



The Role Configuration Interface consists of the list of all the created roles in the left panel. For each role, there is a list of products that can be enabled or disabled. There are also special mutually exclusive products (i.e. Viewer Types) where only one of the products can be chosen (as shown in the figure above). Some of the products have associated authorizable features, actions and/or fields. For each of these products, the features are displayed in a list format on the left. For each feature that is selected, the authorizable actions/fields are displayed on the right side.

A feature consists of either actions or fields, but not both.

For each authorized action, the administrator can set the value for the enabled check-box. The administrator can also check or uncheck all the actions at once by checking or unchecking the Category checkbox.

An action can contains sub-actions and alerts. In checking the action, you enable all the sub-actions and alerts contained in the action. If you only check some of the sub-actions and/or alerts, the action checkbox will be filled with solid color. This illustrates an action that is not completely enabled.

For each authorized field, the administrator can control the value of the "Editable" and/or "Visible" check-boxes. If "Visible" is false, "Editable" will be false by default. The administrator can also set all to editable, set all to visible, or uncheck all by clicking the "Check All Editable", "Check All Visible", or "Uncheck All" buttons, respectively.

Create New Role

1. Click "New Role" button. 

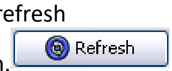
2. Choose any combination of the products (if any) and one of the mutually exclusive products (if any)
3. Choose the desired combination of authorized actions and fields for each enabled product (if any)
4. Click the “Save Role” button when done. 

Create New Role (Copy)

1. Select an existing role to copy
2. Click "Copy Role" button. 

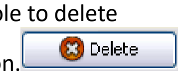
3. Input the name and description of the new role (The default name will have the words "Copy_of_" in the front of the name). The permissions should be exactly the same as the existing role selected.
4. Change the desired combination of authorized actions and fields for each enabled product, if applicable
5. Click the “Save Role” button when done. 

Refresh Role

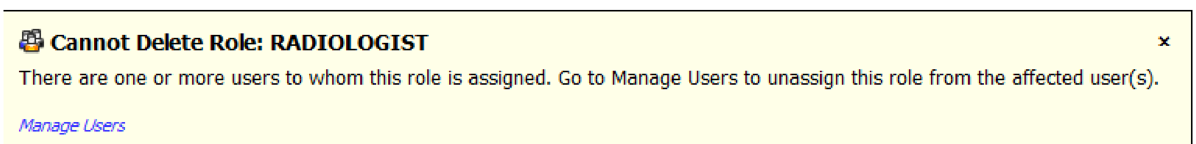
1. Select an existing role to refresh
2. Click the "Refresh" button. 

3. The role will be refreshed to its latest state from the server.

Delete Role

1. Select an existing role to delete
2. Click "Delete" button. 

3. **You will need to manually delete or unassign all the users currently assigned to this role before being able to delete the role.**
   Otherwise, a warning status line element will show up:



4. A warning dialog will pop up asking "Are you sure you want to remove the selected role?" Click Yes to delete.

Default Role

Typical roles for different products are predefined and displayed in the roles list.

Default roles cannot be deleted and their names and necessary products cannot be modified.

Authorization

The authorization interface is composed of different tabs, a tab representing a product. All the tabs contain an "Authorized Actions" panel and some of them an "Authorized Fields" panel.

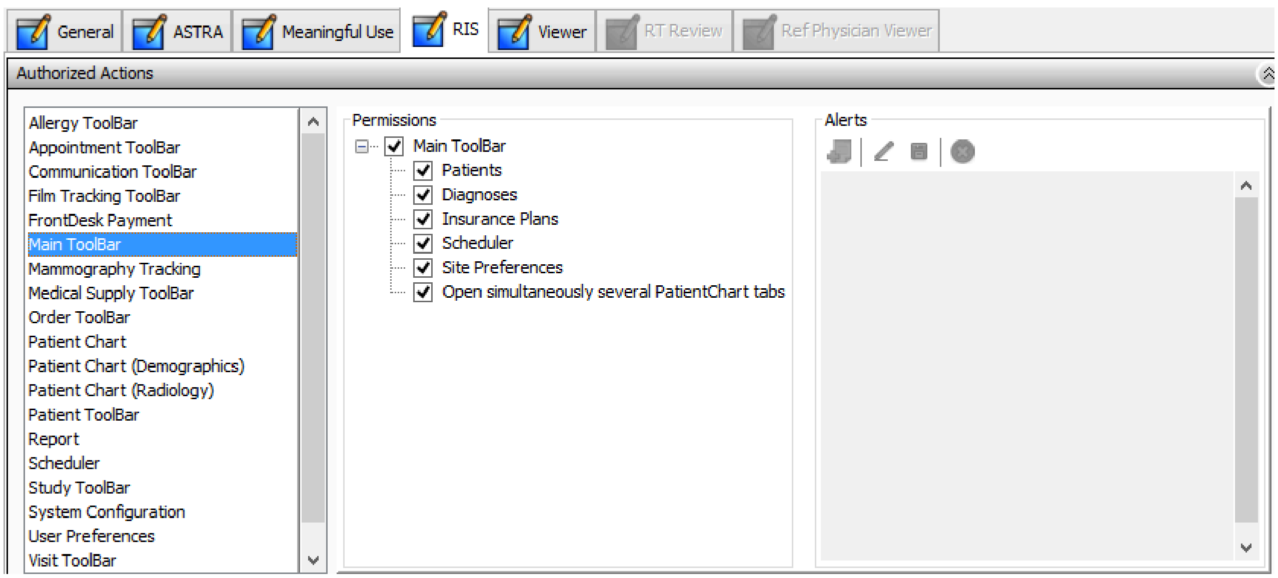
The tabs are

a. General
b. ASTRA
c. Meaningful Use
d. RIS
e. Viewer
f. RT Review
g. Ref Physician Viewer

The tabs will be enabled depending on the user's licenses and the products enabled.

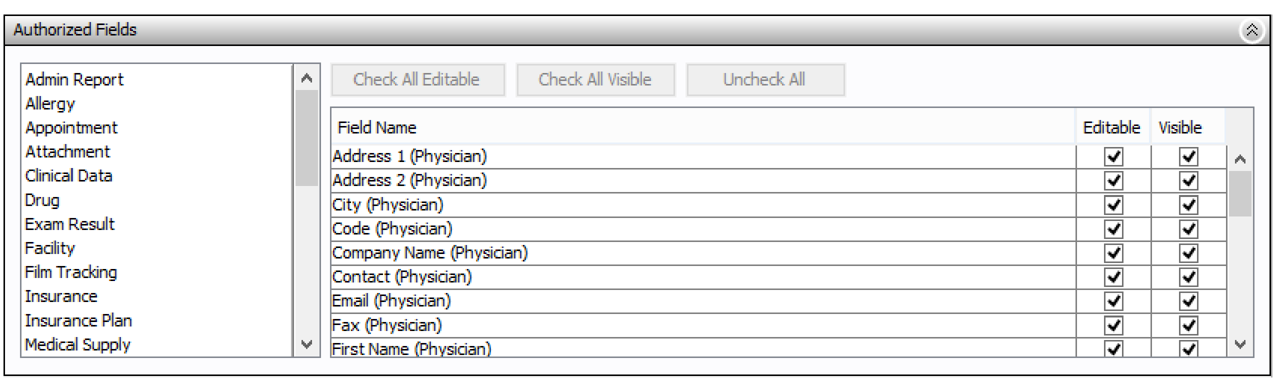
Authorized Actions

This section of the configuration interface specifies which actions linked to the product each account type may take by enabling/disabling the corresponding checkbox. The authorized Actions section is decomposed into a Categories section which lists all of the actions that are accessible from the IGRIS Interface when a user first logs into the system. The Authorized Actions interface is laid out as follows.



Authorized Fields

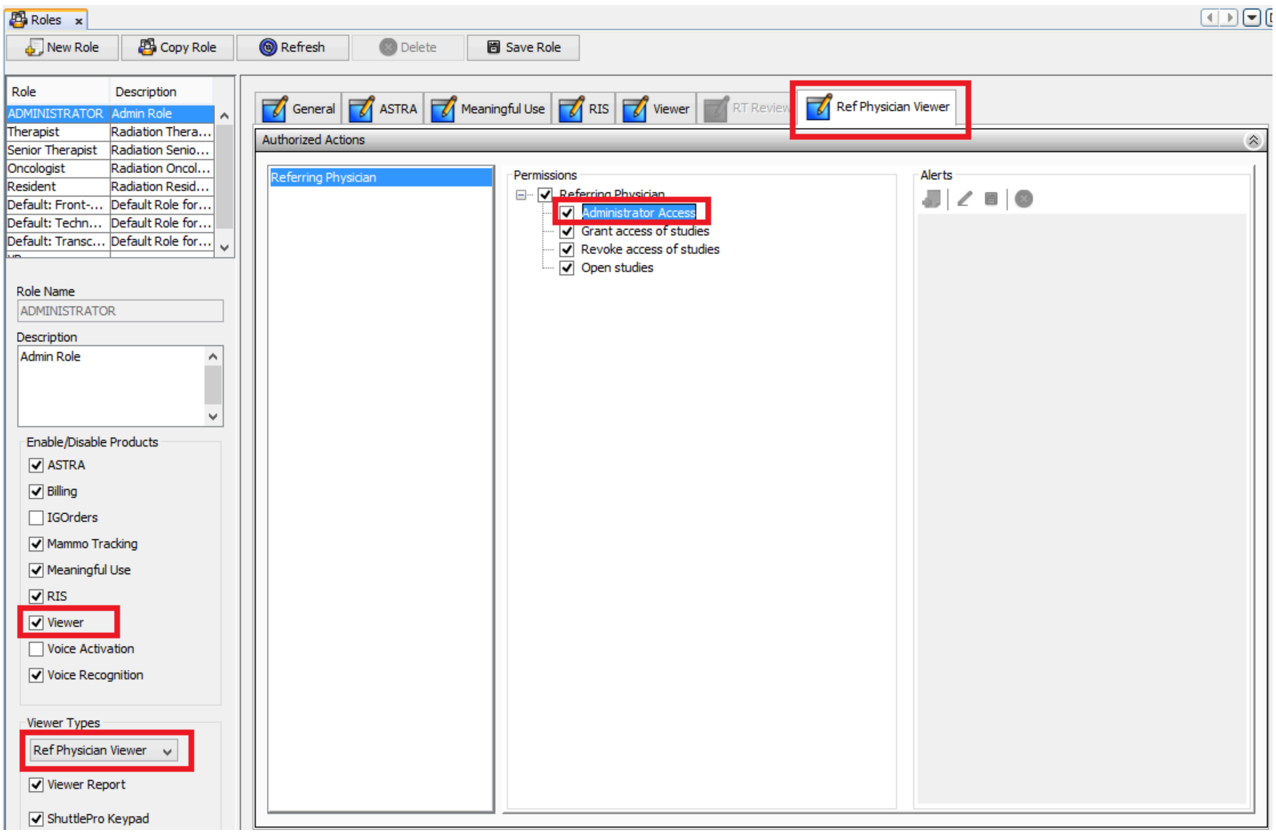
This section of the configuration interface specifies which fields linked to the product each account type may see and access by enabling/disabling the corresponding checkbox. The authorized Fields section is decomposed into a Categories section which lists all of the fields that are visible and editable from the IGRIS Interface when a user first logs into the system. The Authorized Fields interface is laid out as follows.



Create a Referring Physician Viewer Role

To create a referring physician viewer user account, at least one referring physician viewer role has to be created first. There are two kinds of roles for referring physician viewer: referring physician administrator and referring physician. Both should be created by the ImageGrid system administrator.

To create the referring physician administrator role, the system administrator should go to "Manage Roles" -> "New Role", check "Viewer" under the product section then select "Ref Physician Viewer" under viewer type section. Afterwards, go to the "Ref Physician Viewer" tab and check the "Administrator Access" checkbox.



Referring physician administrator has more privileges then general referring physician user account.

1. Access to all studies

   Referring physician administrator can access all studies on that ImageGrid.

2. Grant all studies

   Referring physician administrator can grant all studies to other referring physicians even if he/she is not the owner of the study.

3. Revoke all studies

   Referring physician administrator can revoke all studies even if that study is not granted by him/herself.

Creating the referring physician role is the same as creating the referring physician administrator role except that the "Administrator Access" under the "Ref Physician Viewer" tab checkbox will be unchecked.

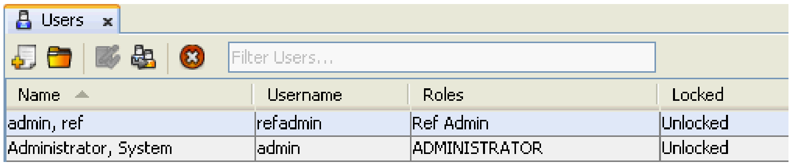
There are three other permissions for referring physician viewer user accounts: "Grant access of studies", "Open studies", and "Revoke access of studies".

User Configuration

A user is assigned to a specific person with a full name, a login name and his/her assigned role(s). Each Staff user can be assigned unique access rights.

To access the configuration interface for roles, do the following:

1. Log into the platform as an administrator
2. Click the "Manage Users" button.


Users

Filter Users...

Name	Username	Roles	Locked
admin, ref	refadmin	Ref Admin	Unlocked
Administrator, System	admin	ADMINISTRATOR	Unlocked

Create a New User

1. Click "Add User" button.
2. Enter the person's full name, address and contact information.
3. Under Login, give the person a unique username.
4. Specify an account password in the password text box and repeat to verify.
5. The Resource name will be automatically populated with the user's full name. This name will be used to assign a new resource to the user. This will allow you to correlate the resource for the RT Case Worklist and/or to schedule appointments under this user. (Note, in order to schedule appointments, the resource will need to have a facility)
6. To create a referring physician, mark the "Referring Physician" checkbox and Create a Referring Physician Viewer User Account
7. To restrict user to a particular institution, mark the "Institution Restriction" checkbox. After checking the box, click "Add Institution" to add the institution. Once it is added, it will appear under the drop down list. User can also remove it if needed, by clicking "Remove Institution". A user account set up with this restriction can only access studies of that particular institution.
8. Assign one or more AE Titles to which the user can have access. They will need to have viewer access to be able to view these AE Titles.
   Note: Checking the "Grant access to all available AE titles on server" checkbox will allow the specified user to be able to view all current and future created AE Titles.
9. To correlate a provider to a user, select the providers from the Providers table. Learn more about Providers here
10. Under Roles, assign at least one role.
11. To give the account a signing certificate, enter a date range (mm/dd/yyyy) for which the certificate should be valid. To clear the certificate, press the "Clear" button.
12. Finalize the certificate by creating a password and entering it twice in the respective fields. Click "Create" to generate a signing certificate.
13. You can also import a signature image for this user (i.e. if he/she is a radiologist who needs to sign reports). Use the "Import Image" button to browse for the image file (JPEG, PNG, etc.). If the signature is not wanted, you can delete it by clicking the "Clear Current Image" button.
    Important Note: In order to have the signature certificate accepted, you will need to enter the following minimum requirements: first name, last name, role, city and state
14. Click the "Save" button when done.

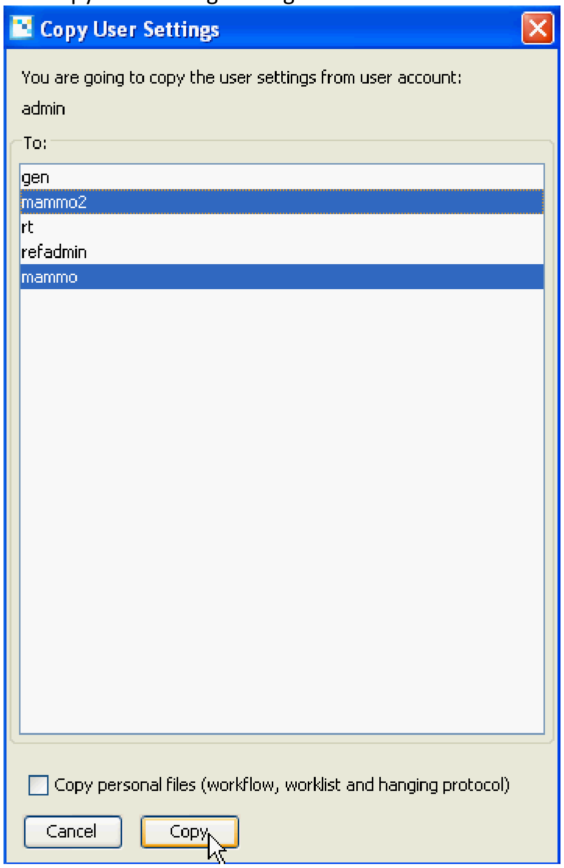
Edit an Existing User

1. Click "Open User" button.
2. Edit any existing user information, if desired.
3. If you want to modify the password, click the "Clear" button to clear the fields and input the new password (make sure to adhere to the Password Strength Requirements that are shown to the right of the text field)
4. If desired, change the user's role.
5. Repeat steps 4-14 of "Create New User" instructions.

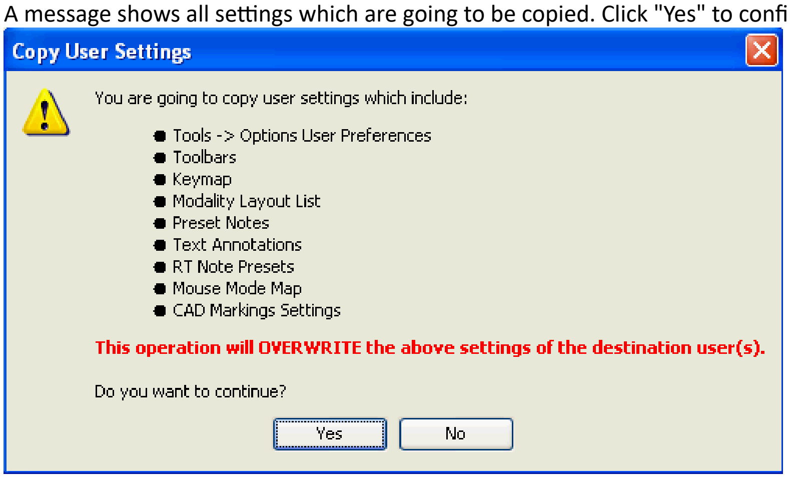
Copy User Settings

1. Select the user you want to copy from.
2. Click "Copy User Settings" button.

3. The copy user settings dialog shows.



4. Select the destination user account(s) from the list. Check the "Copy Personal Files" if you want to copy them.
5. Click the "Copy" button.
6. A message shows all settings which are going to be copied. Click "Yes" to confirm.

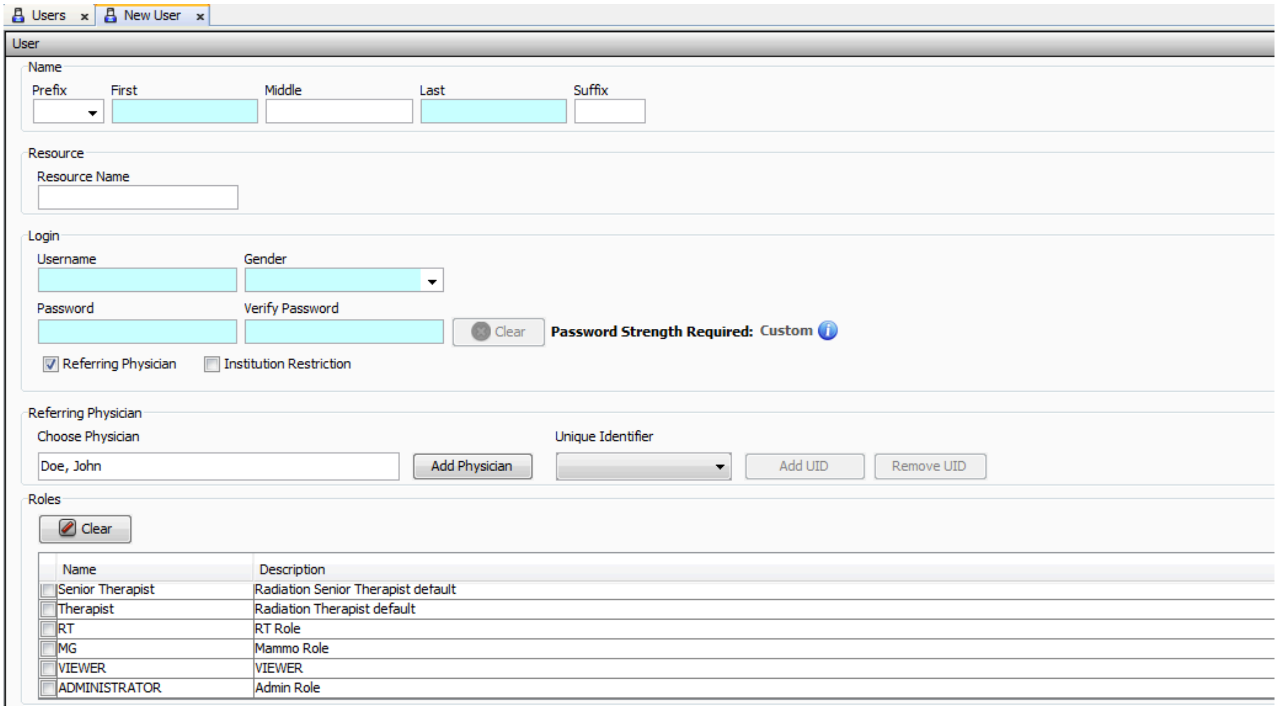


Delete an Existing User

1. Select an existing user from the users table.
2. Click "Delete User" button.

Create a Referring Physician Viewer User Account

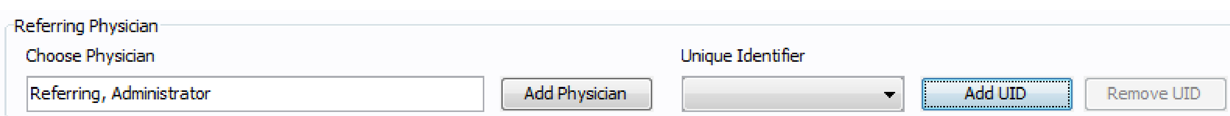
After creating the referring physician viewer roles, a user account can be created. To create a referring physician user account, the ImageGrid system administrator should go to "Manage Users" -> "Add User" and fill all the required fields.



Each referring physician viewer user account is linked to a physician registered in the ImageGrid, in order to limit access to only studies that belong to that physician. The system administrator can register new physicians to the ImageGrid or choose an existing physician to link to.

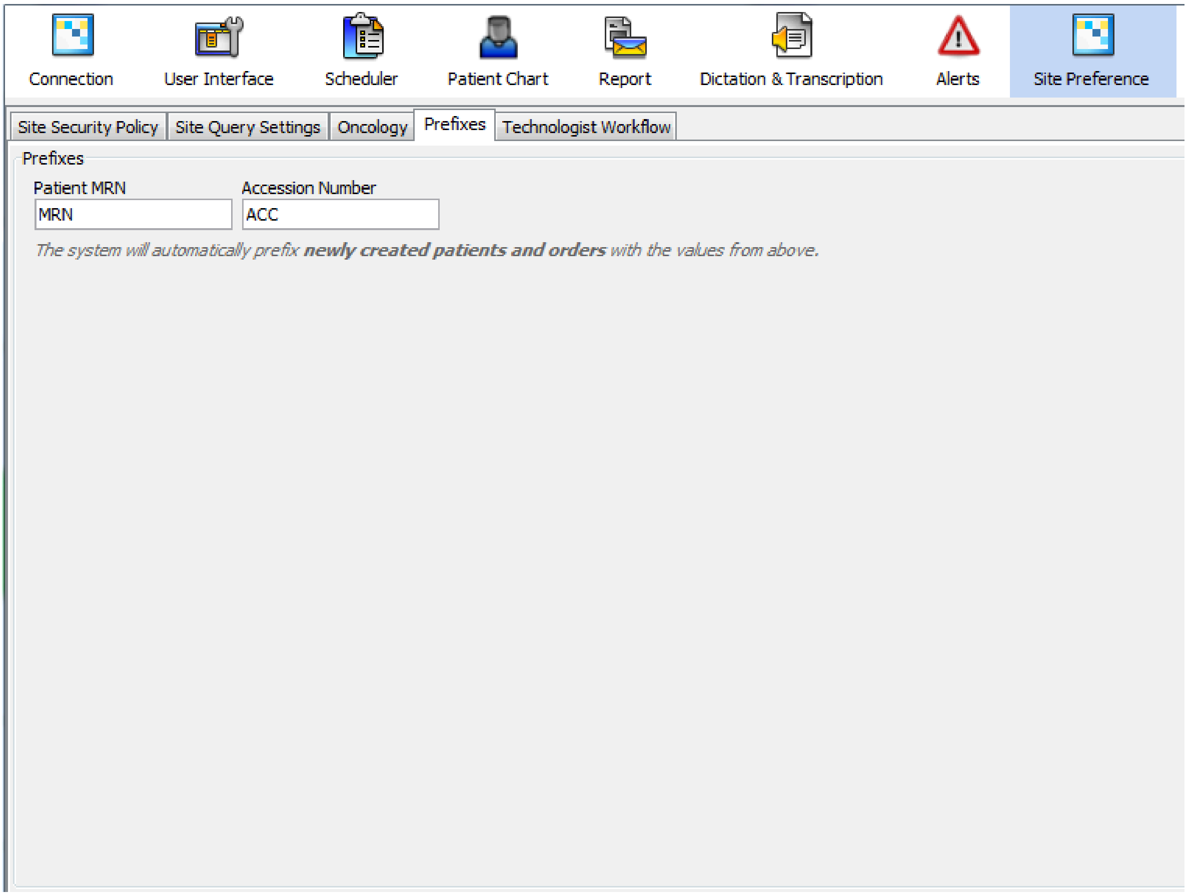
To link the referring physician viewer user account to a physician, type the physician's name into the "Referring Physician" search field. The system administrator can search an existing physician by pressing enter. Each physician can have multiple UIDs. These UIDs are used to identify the "Referring Physician Name" DICOM tag so the referring physician viewer can manage study access. The system administrator can also add new UIDs to the selected physician by clicking the "Add UID" button. Each linking physician must have at least one UID.

As an example, a user can give physician A access to those studies with "Referring Physician Name" DICOM tag value of "XYZ" by selecting physician A in the "Referring Physician" search field, and then adding a UID "XYZ" for it. The "Referring Physician Name" DICOM tag is set by technicians at the modality or by the RIS system. If the administrator wants to give access to multiple studies with different values of this DICOM tag, he/she needs to add them one by one as physician's UIDs.



Site Preference: Prefixes

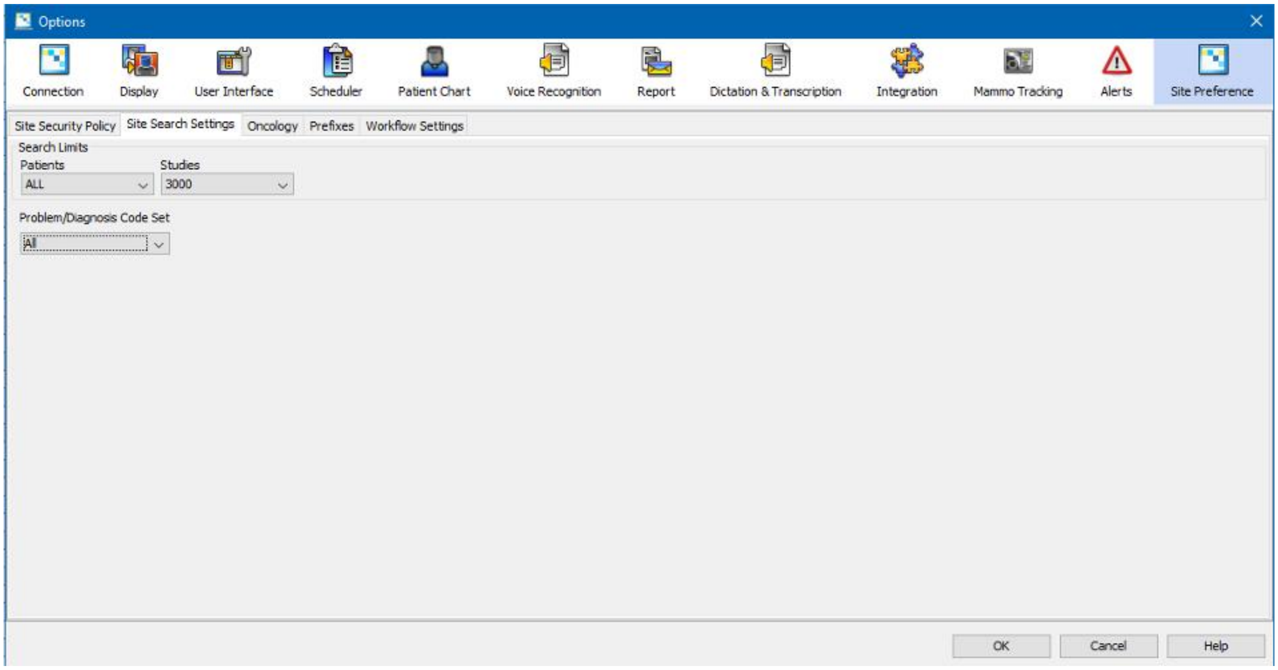
This applies to RIS-licensed systems only



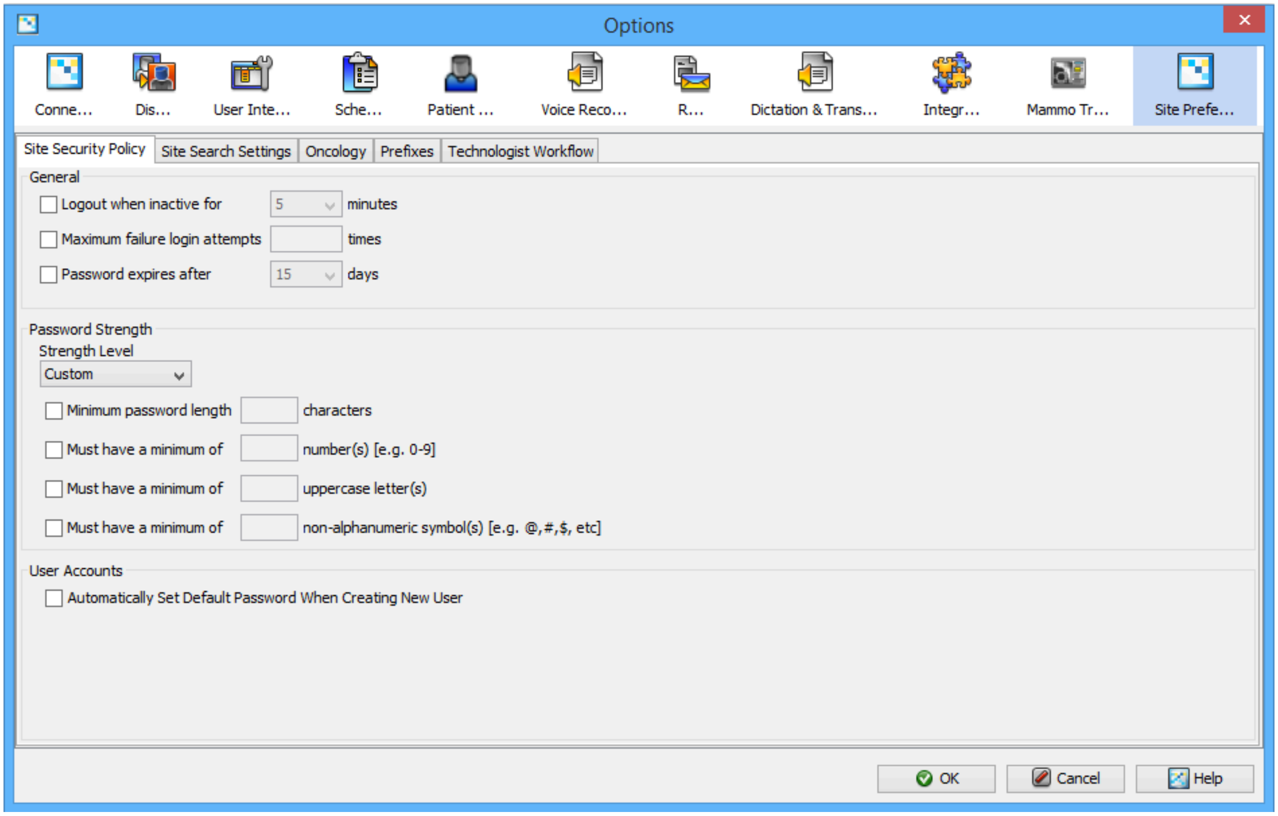
Administrators have the added ability to configure the system to automatically append prefixes to newly created patient MRNs and order Accession Numbers.

Search Settings

Administrators have the capability to change search settings.
Patient search limit defines the maximum number of patients that matches the search criteria.
Study search limit defines the maximum number of studies that matches the search criteria.



Site Security



Administrators have the capability to enable/disable site security options. These options include inactivity timeout period, maximum login attempts and password expiration length.

Password Strength

There is also a Password Strength section where the administrator is able to select a pre-defined password strength (i.e. None, Weak, Medium, Strong) or customize these options:

- Minimum Password Length
- Must have a minimum of # number(s)
- Must have a minimum of # uppercase letter(s)
- Must have a minimum of # non-alphanumeric symbol(s)

Pre-defined Password Strengths

1. **None**
    - Minimum Password Length: **Not Required**
    - No numbers required
    - No uppercase letters required
    - No non-alphanumerics required
2. **Weak**
    - Minimum Password Length: **SIX** characters
    - No numbers required
    - No uppercase letters required
    - No non-alphanumerics required
3. **Medium**
    - Minimum Password Length: **EIGHT** characters
    - Must have a minimum of **ONE** number
    - Must have a minimum of **ONE** uppercase letter
    - No non-alphanumerics required
4. **Strong**
    - Minimum Password Length: **EIGHT** characters
    - Must have a minimum of **ONE** number
    - Must have a minimum of **ONE** uppercase letter

- Must have a minimum of **ONE** non-alphanumeric symbol

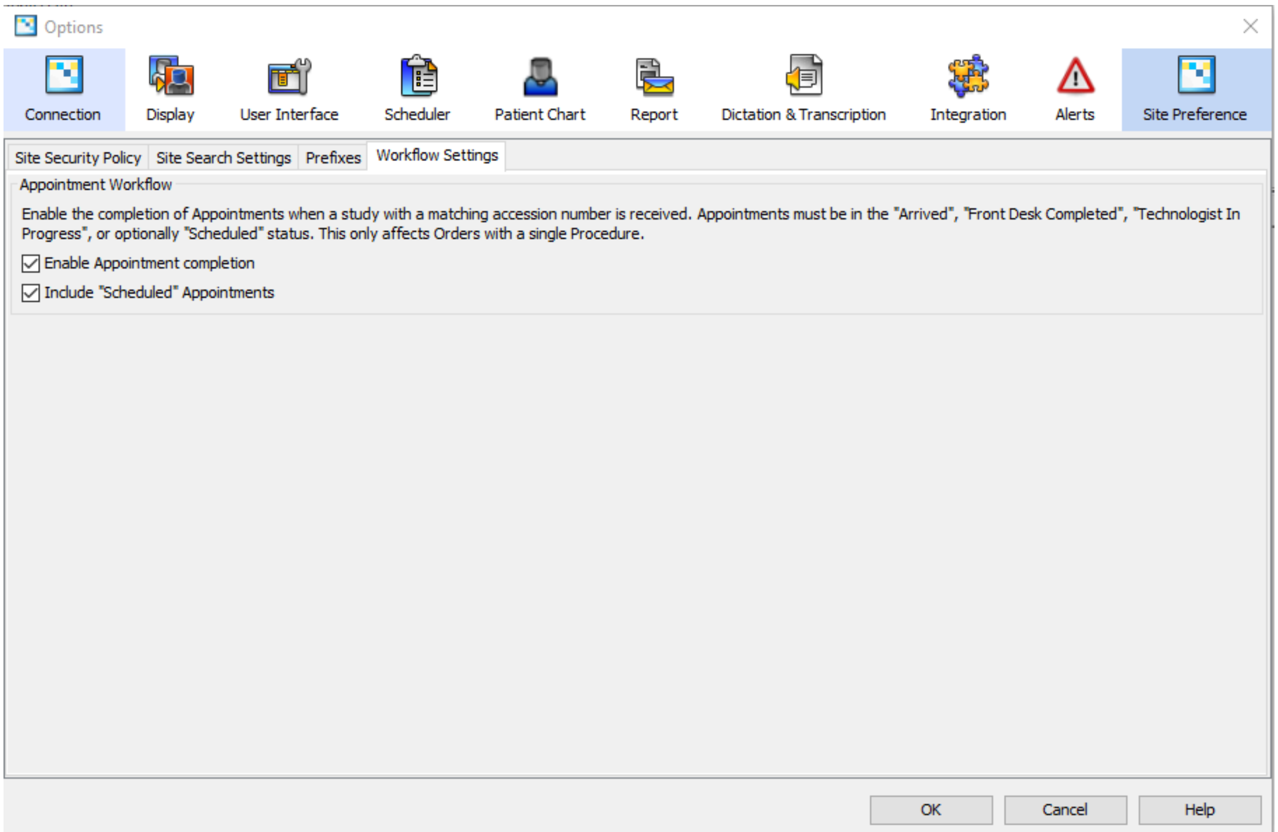
Default Password

There is also an added option for the Administrator to set up a default password when creating a new user. If selected, this default password will be governed by the password strength, if applicable.

Workflow Settings

This applies to RIS-licensed systems only

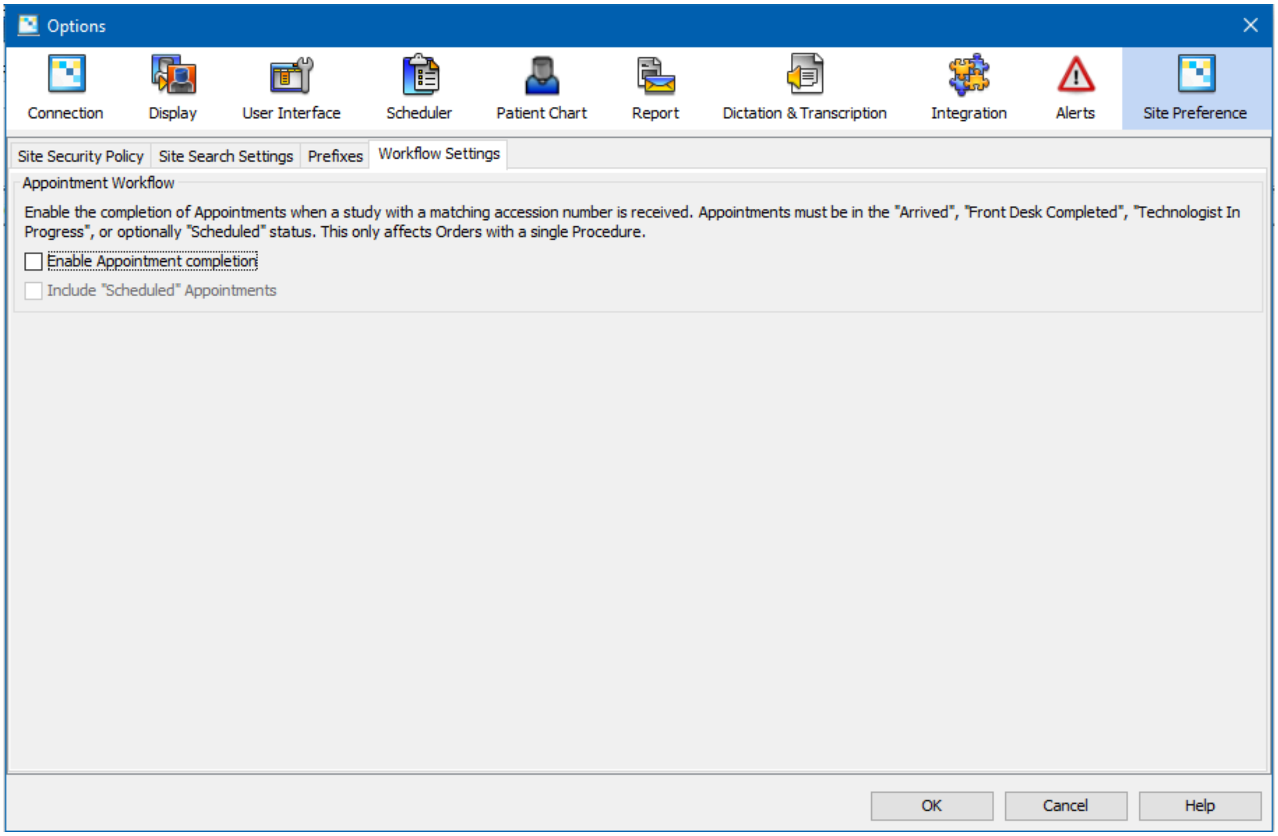
Administrators have the added ability to configure the system to automatically complete appointments when a PACS study is routed to the ImageGrid. This study MUST have the same accession number as the corresponding procedure and **the Order MUST have only one procedure.** The appointment could be completed from Scheduled status if "Include Scheduled Appointments" is checked.



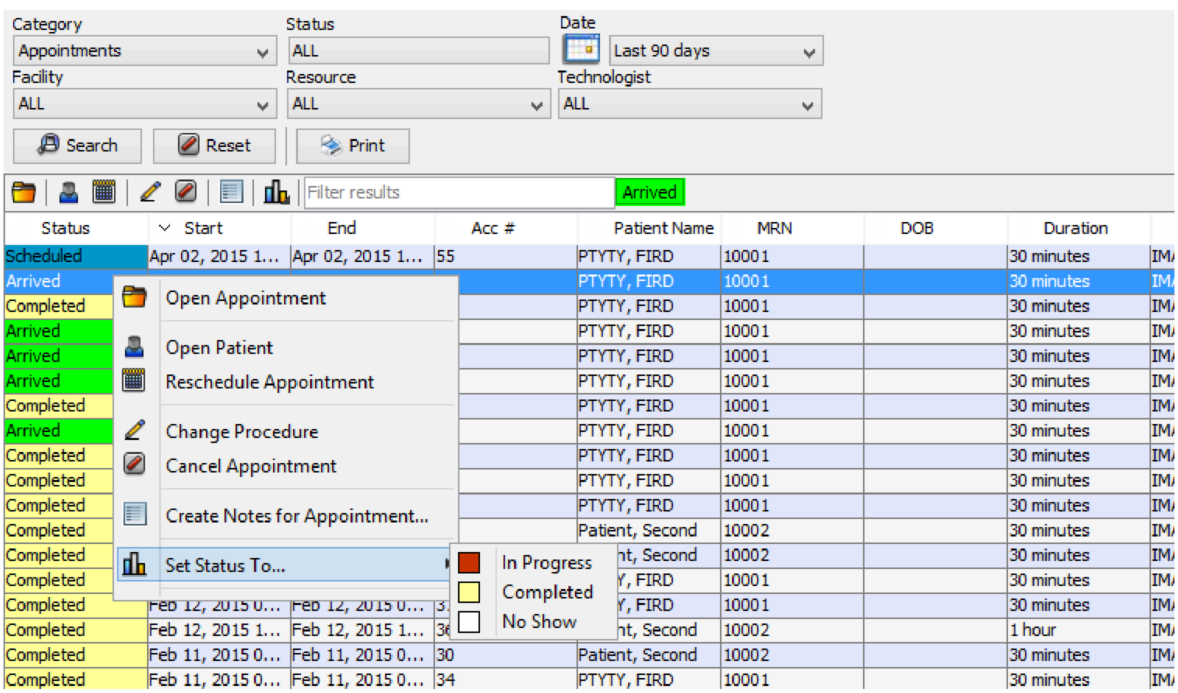
If there are multiple procedures in an Order, then this setting will be ignored when a study comes in.

- For example, if an XRAY of the LEFT Foot and an X-ray of the LEFT Ankle were scheduled under the same order (i.e. accession number), then when either of the studies is pushed into the ImageGrid, the corresponding RIS Appointment will NOT be completed **regardless of the "Automatically Complete Appointment After Study Arrives" checkbox being checked**; the technologist will need to manually complete the appointment from the "Appointments" Worklist.

This option can also be de-selected, the "Include Scheduled Appointments" will be disabled. The technologist have to manually complete the appointment from "Appointments" Worklist..



"Appointments" Worklist



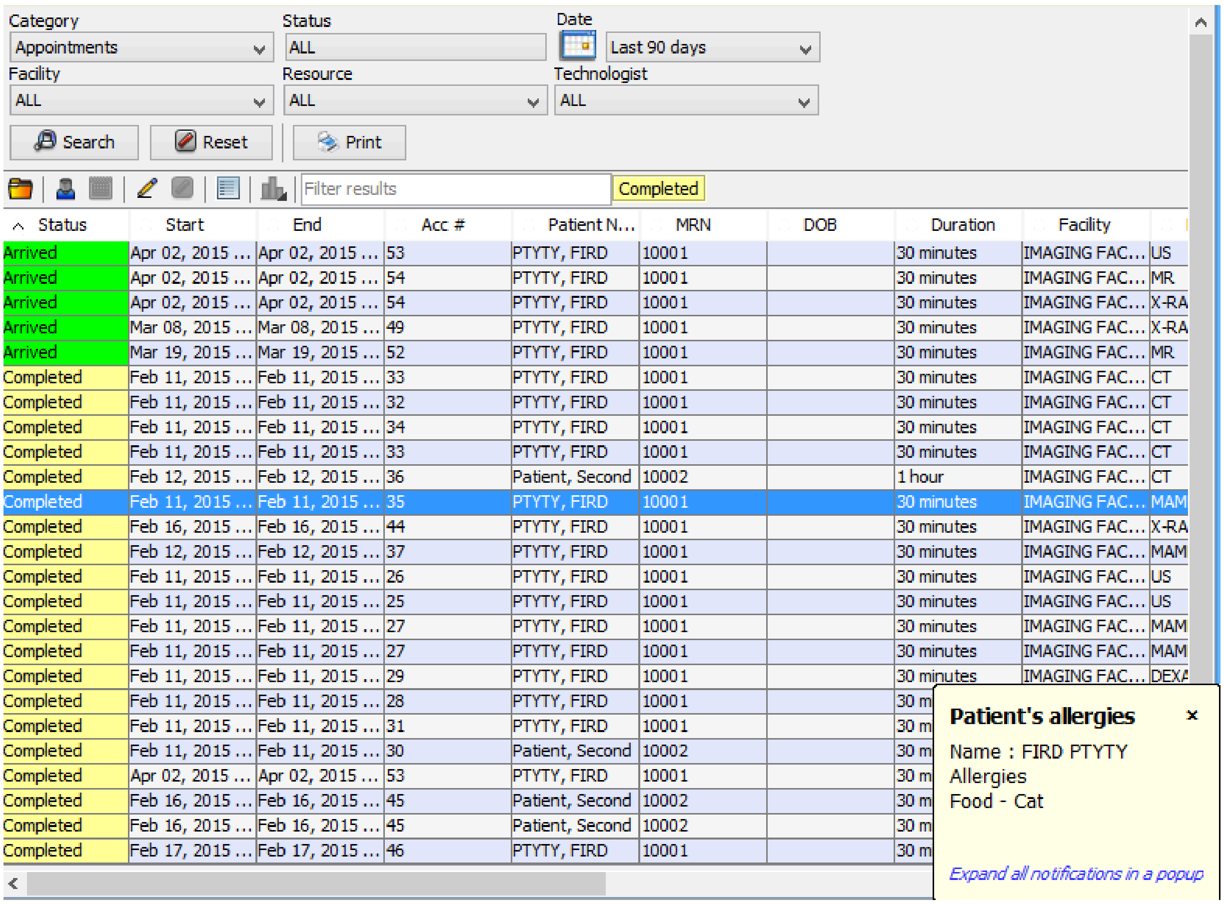
Introduction

Alerts are a feature where the user can be informed of details of a patient or other entity that may not be readily visible or accessible. They are generated automatically upon certain user actions and are triggered using a subscription based model.

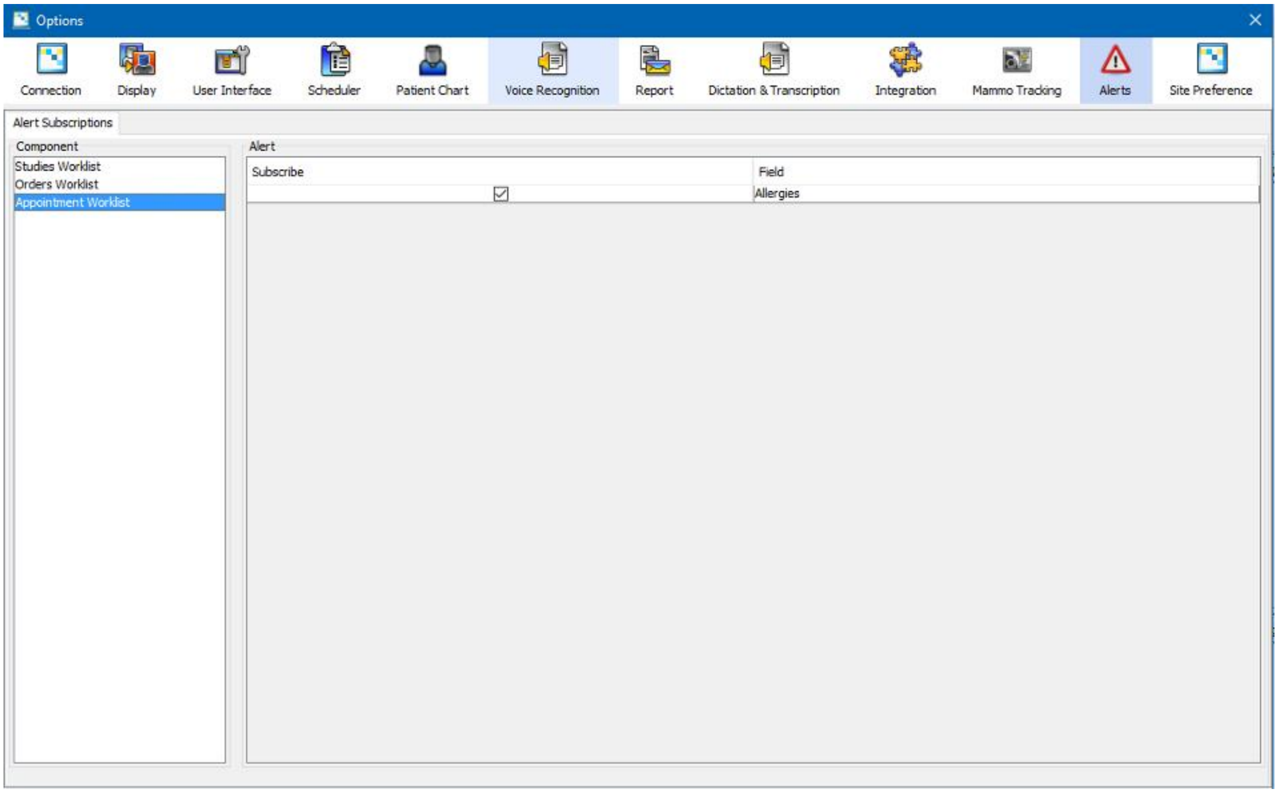
Alert subscriptions are divided into two parts:

- User interface component (e.g. Appointment worklist, Scheduler)
- Field (e.g. Allergies)

Example



In this example, the user wants to know if a patient has an allergy without having to open the patient chart. If the user wants to be notified in the appointment worklist upon clicking an entry in the table, the user can simply subscribe to an alert by navigating to the options dialog in Tools->Options and going to the Alerts tab.



Here, the user can see the list of available components on the left, and a list of available alert fields to the right. Clicking the subscribe check box (in this example, it is the "Allergy" field in the Appointment Worklist) and saving the changes will enable the user to see any applicable alerts in the future.

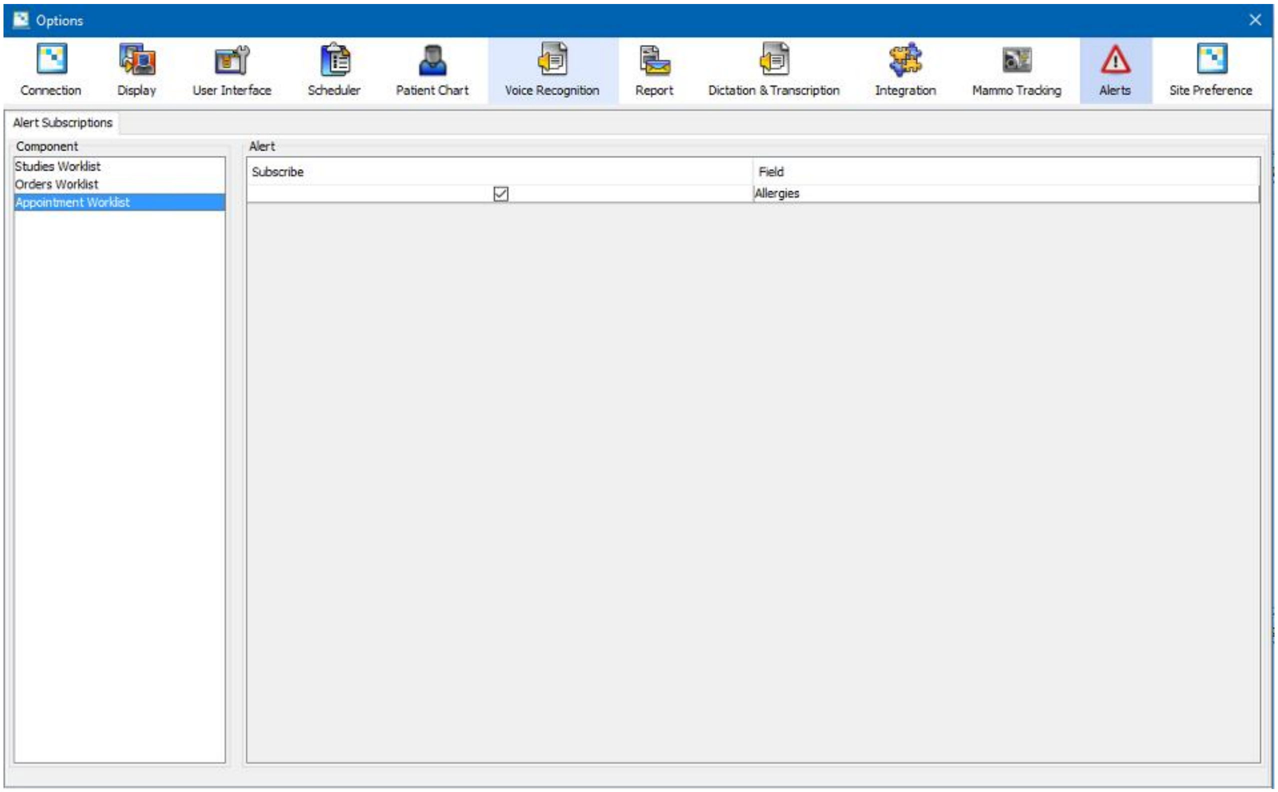
When a patient with an allergy is selected in the subscribed worklist, an alert box will pop up notifying the user.

More Information

For more information about alert subscriptions, please see the Alert Options page.

Alert Configuration

Each user is provided with the capability to change the alert option if permitted. He can do that in the Manage Roles module.

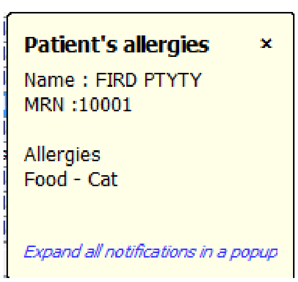


Alerts are configured using a subscription-based model and the user is free to add alerts for actions from a list of available alerts.

Alerts will be generated and displayed upon clicking on an item in the component. For example, clicking on a table entry in the worklist will show an alert for that patient or order depending on the type of worklist.

When the desired alerts have been selected click "OK" to save the preferences.

When there is an alert to display it will look like something like this:



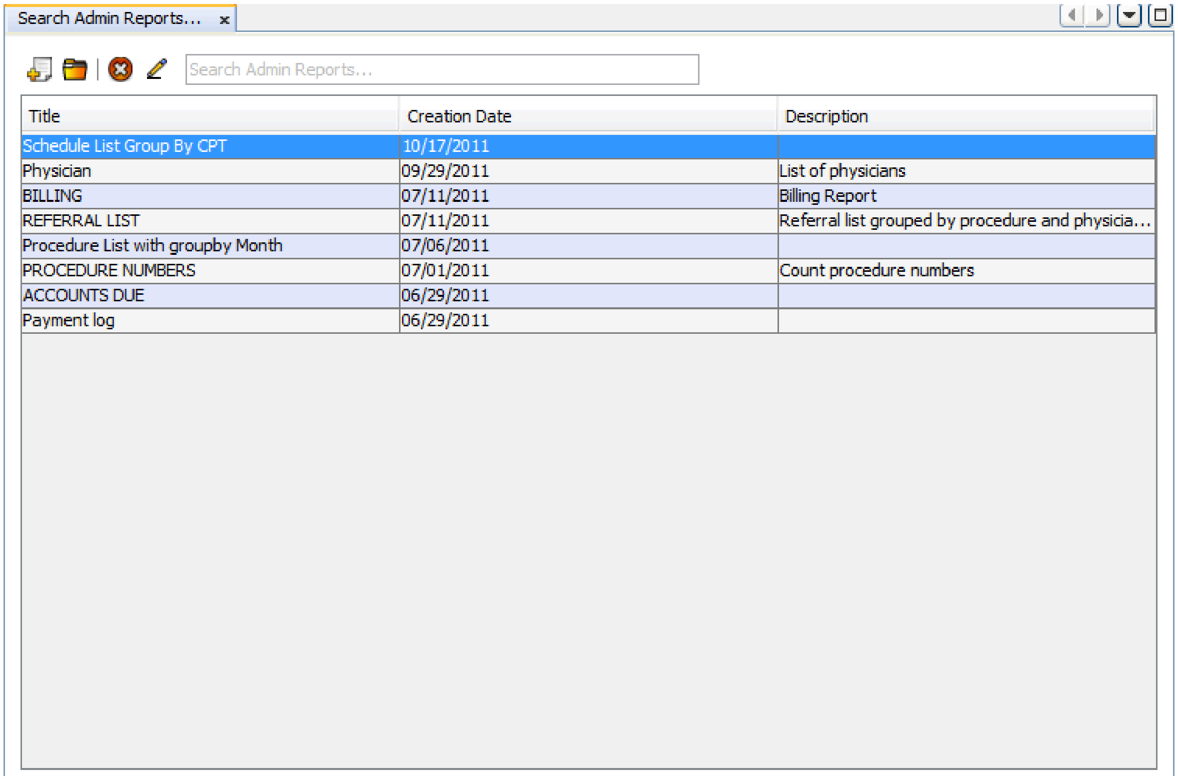
Notes

- If an action has at least one alert type available, its font is in italic.
- Different actions will have different alert types available. For example, not all worklists will have a "Patient's allergies" alert available.
- The displayed text in an alert cannot be configured at this time.
- If the alert is not activated (checked), it will not be generated.
- If there is no relevant information to display, no alert will be generated.

Introduction

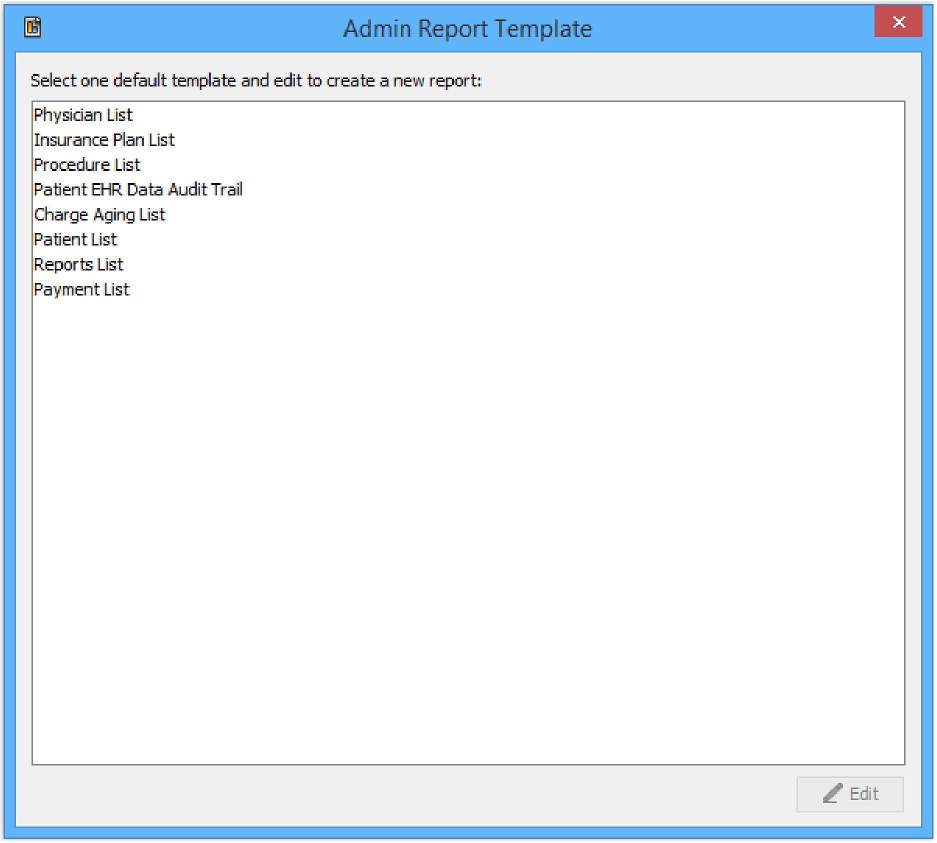
The Admin Report module helps to create daily/monthly/yearly reports. It will allow the user to modify the criteria of searching and filtering the database, and it will provide the functionality of exporting and printing the searching results. The user-designed report can be saved and re-used.

Tools->Admin Report



Setting Up: Designing a new report

1. click to add new report:



Default Templates

- Procedure List
- Payment List
- Charge List etc.

2. Navigate to Column Candidates Editor

3. Drag and drop to select columns and group by fields

4. click Open, an Admin Report Editor will show up.

5. Add the Report Title and Description

6. Edit the Filters and Sorting Columns.

7. Click Save to store the customized Admin Report in the system. Next time when you open the Administrative Reporting Module, you will see the newly created report in the list.

Get Search Results Using Existing Report

1. Navigate to Tools->Admin Report

2. Select the existing customized report

3. Double click or click

4. Click Search on the Admin Report Editor. Results will show on the result panel.

Edit an Existing Report

1. Navigate to Tools->Admin Report

2. Select the Existing Customized Report

3. Click Edit

4. On the Column Candidates Editor, drag and drop to update/remove the columns to include in the report.

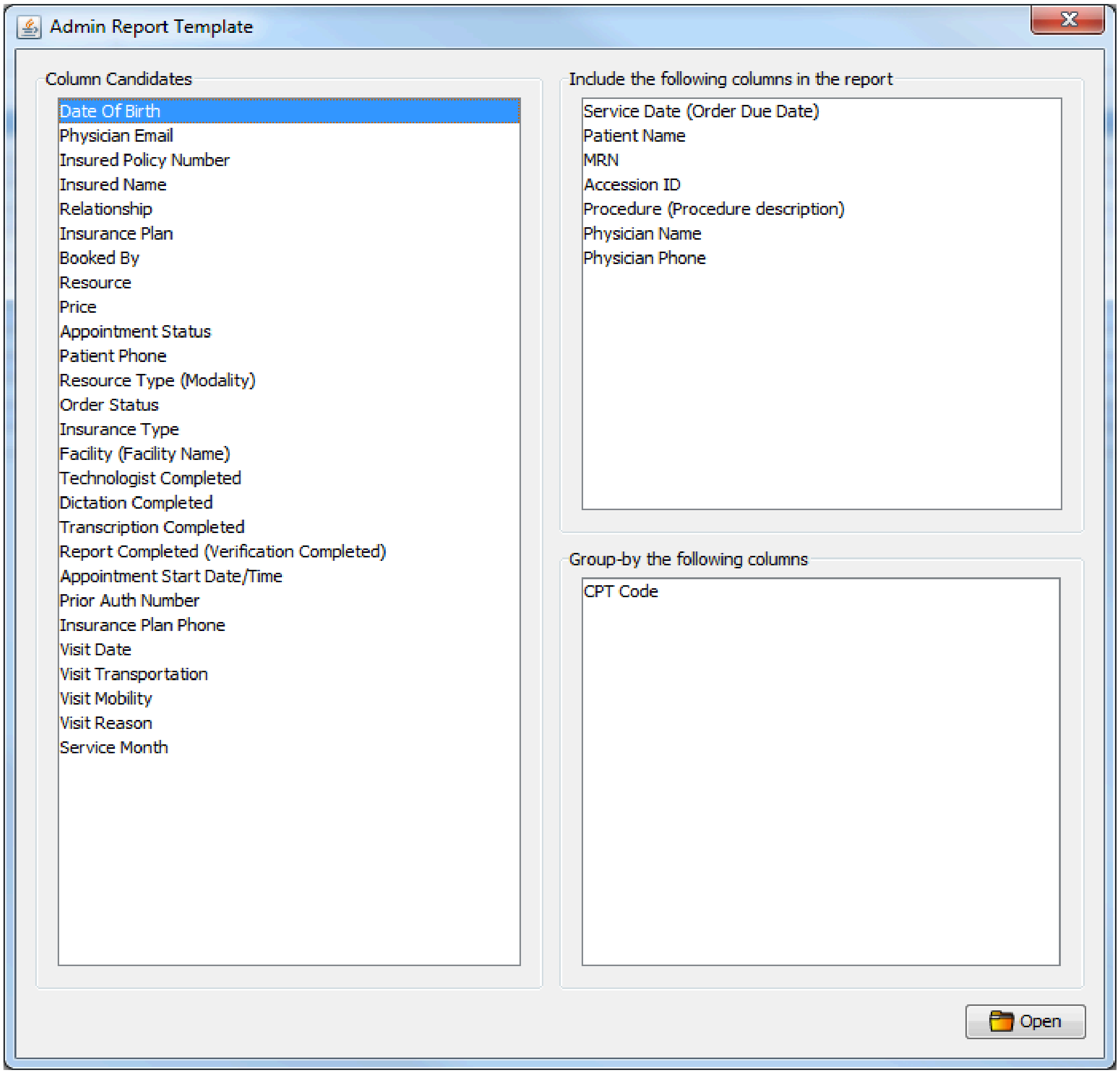
Delete an Existing Report

Navigate to Tools->Admin Report. Select the existing customized report and click the "Delete" button.

Review, Export and Print Search Results

For Details, see Admin Report Editor

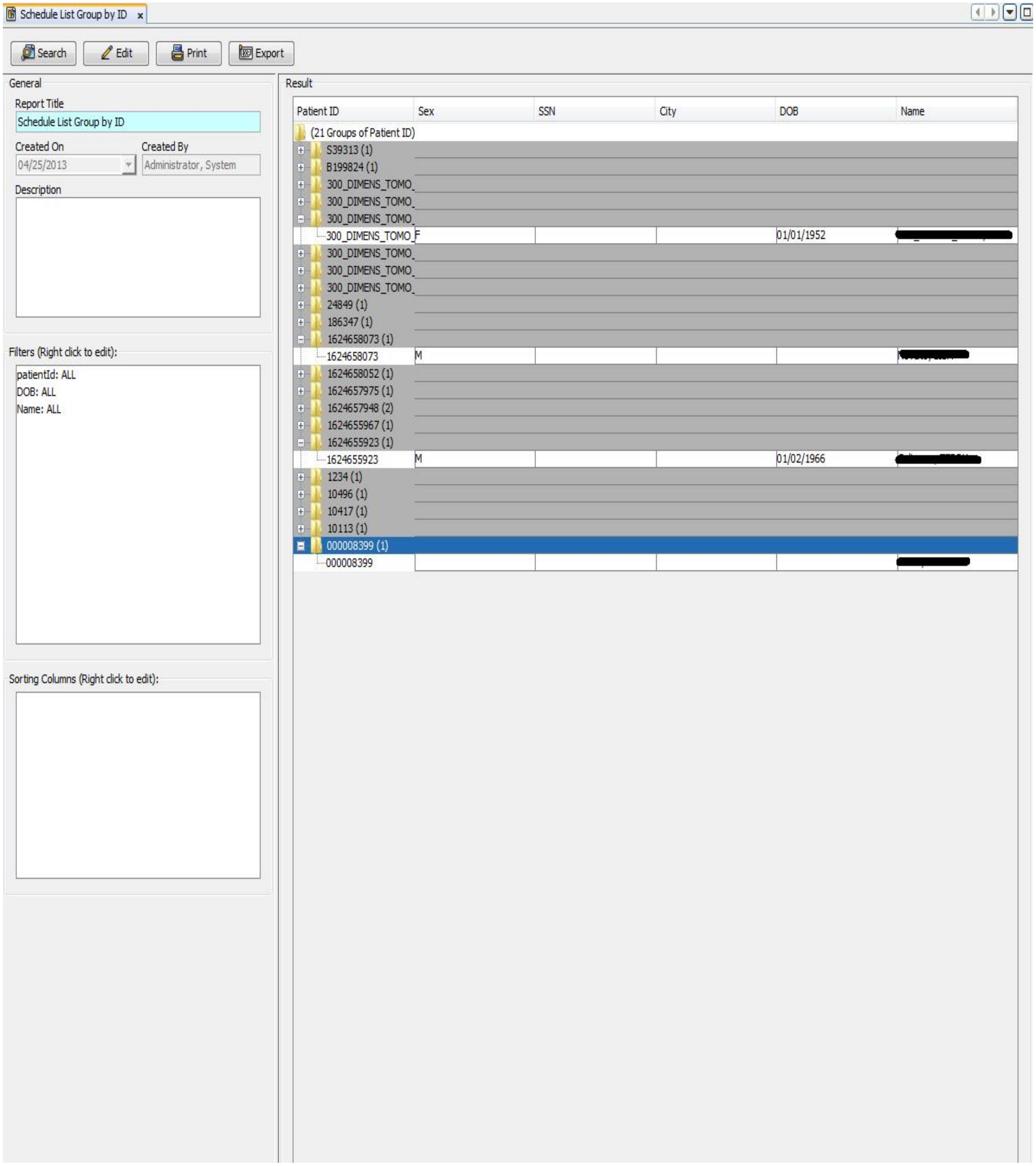
Column Candidates Editor



Select columns, drag and drop to edit the template.

Click Open to the next step: Edit report title, description, filters and view search result.

Admin Report Editor



Edit Admin Report

You can edit and save the following contents:

- Title
- Description
- Filters(Right click to edit the filter)
- Sorting columns(Right click to add or delete the sorting column)

Search and review result

Click Search, the result is showing on the left side

Edit columns

Click Edit to change the columns in Column Candidates Editor

Export result

Click Export, choose the local folder you want to save the result, and it will be exported as a .csv file

Print result

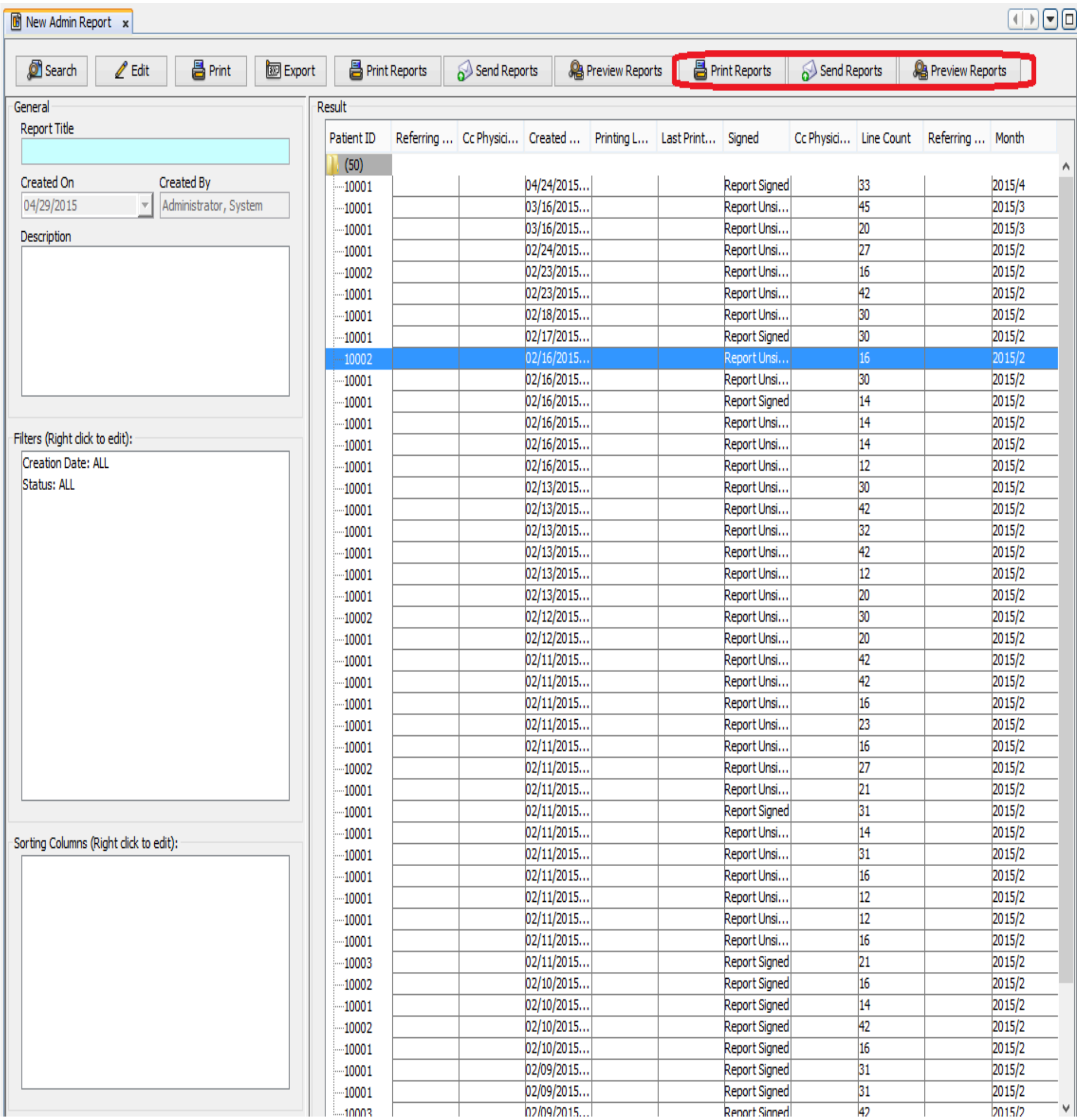
Click Print, the result will be printed as a form.

Navigate to corresponding data form

Double click any search result row, the corresponding data form will show up.

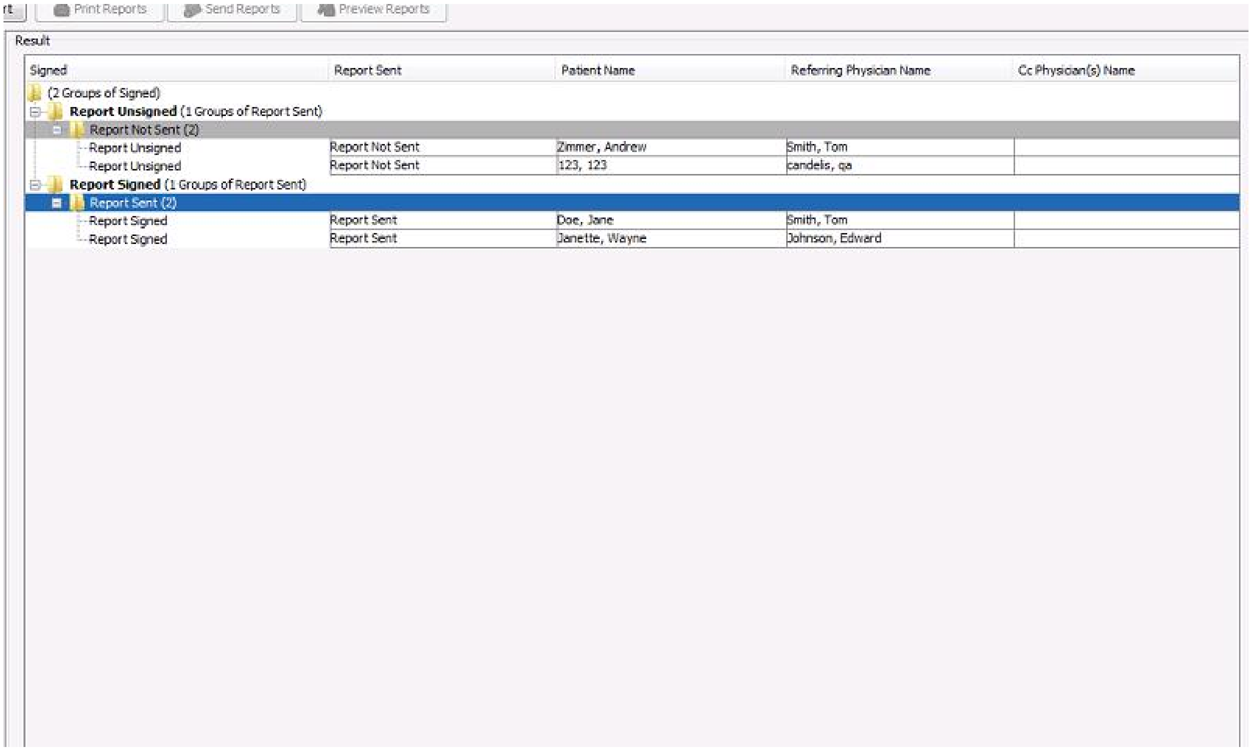
Batch Processing Reports.

The Admin Report Template "Report List" provides the ability to easily print or send multiple reports at a time.
Before performing the actual print or send the option is available to preview the selected reports using the "Preview Reports" button.
Clicking the "Print Reports" button will print out all selected reports to the default printer.
Clicking the "Send Reports" button will send all of the selected reports to their appropriate referring physicians using the method
specified for the referring physician (fax or ASTRA).
See "Batch send report setup" for step by step instructions on how to setup and perform batch processing on reports.



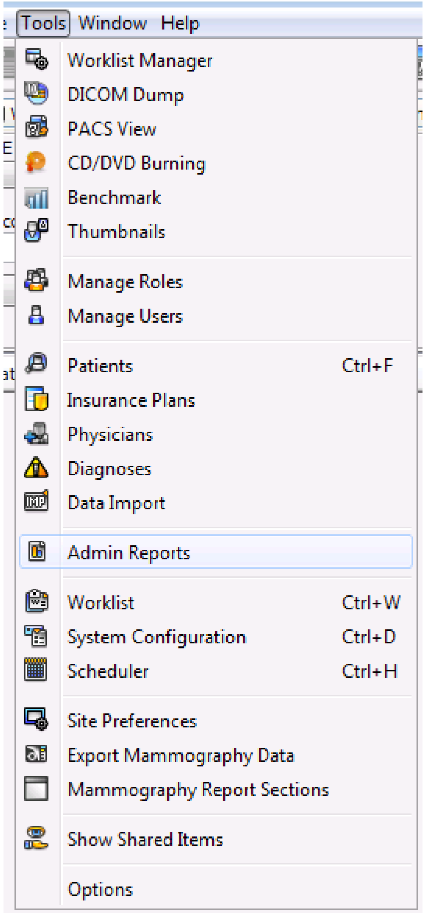
Convenient listing of sent/unsent reports

The following steps will show how to setup an administrative report that lists reports grouped by signed/unsigned, and then by sent/unsent categories.

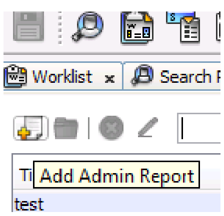


Select Reports List

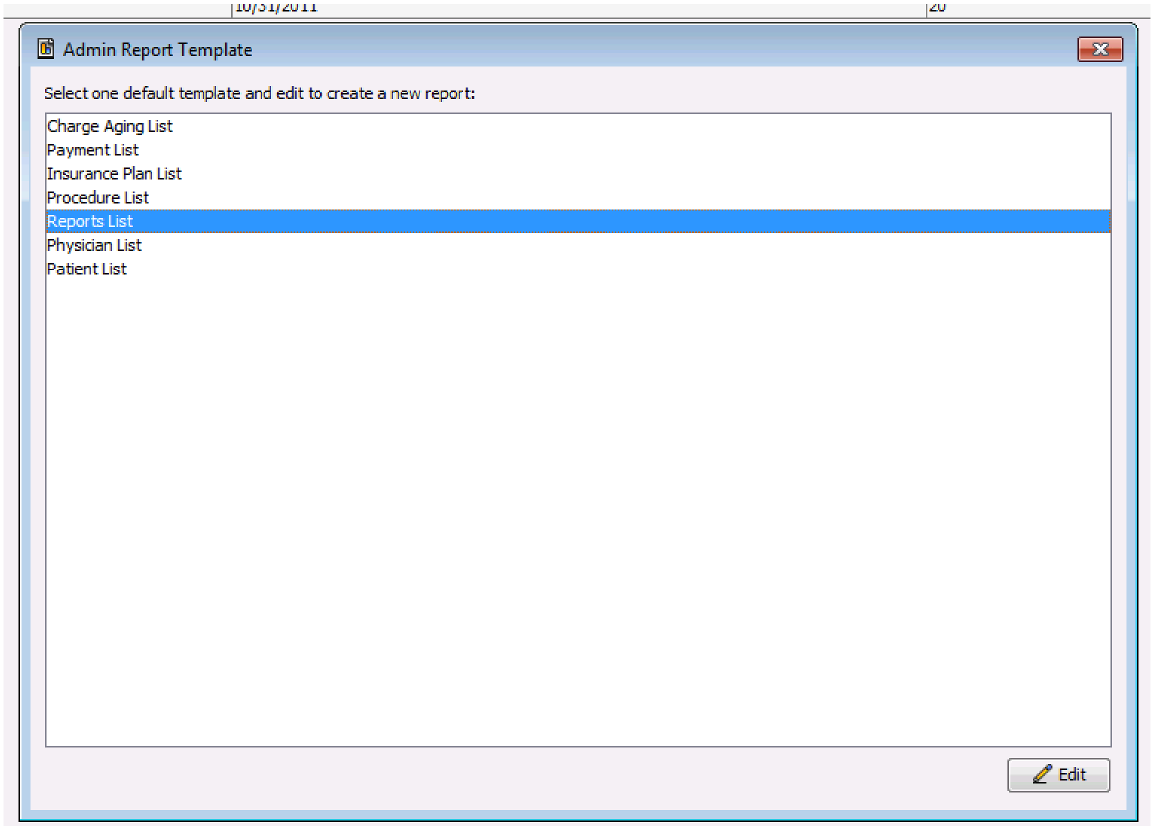
On the main toolbar click on Tools then Admin Reports.



Click on the new report button.

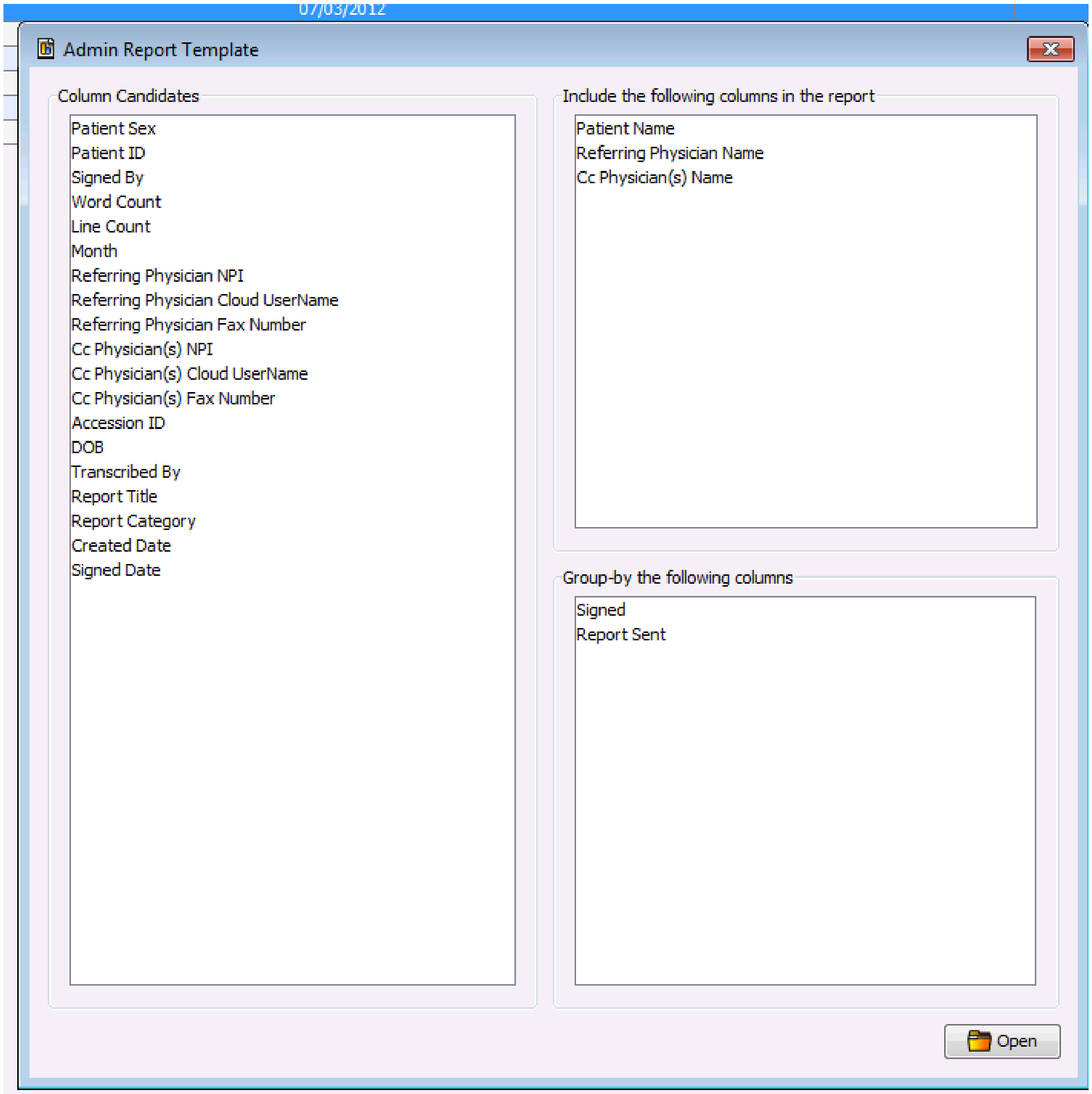


Select Reports List.



Select Columns

From the Admin Report Template dialog, drag Patient Name, Referring Physician Name, and Cc Physician Name to the top right text box, and drag Signed and Report Sent to the bottom right box.



Click on the Open button.

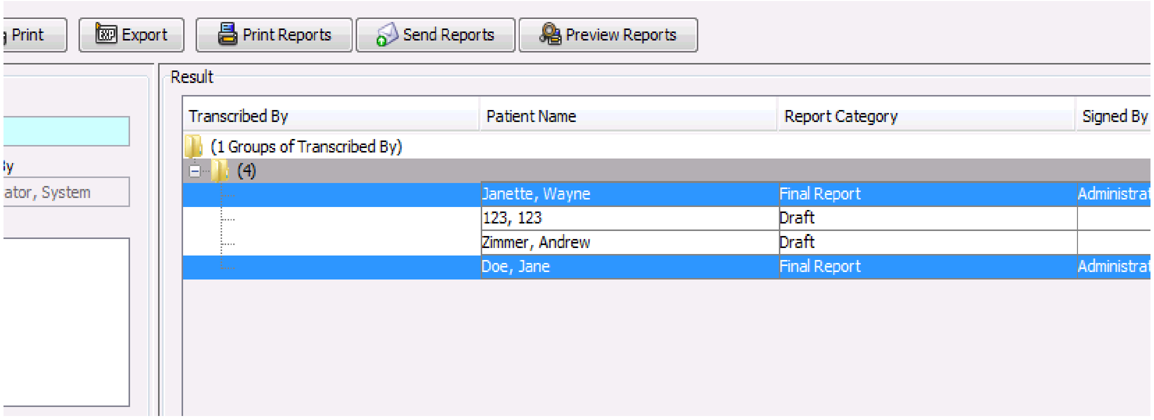
Search

Click on the Search button, and the reports will be retrieved and grouped by first Signed/Unsigned then by Report Sent/Report Not Sent attributes.

After searching for reports, in the table multiple reports can be selected, by holding the shift or control button down and clicking on the table rows.

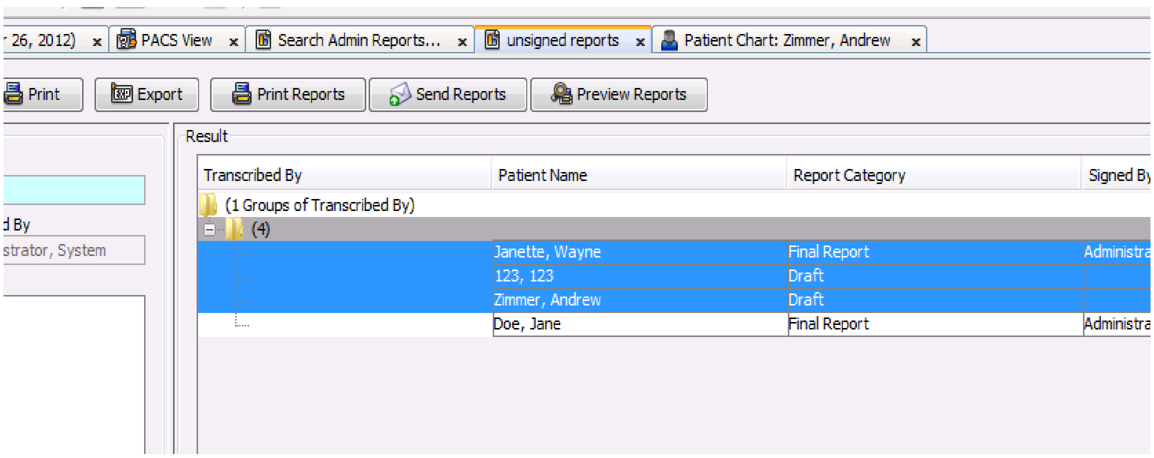
Selection with Control button

Holding down the control button, you can select individual rows:

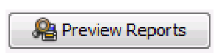


Selection with Shift button

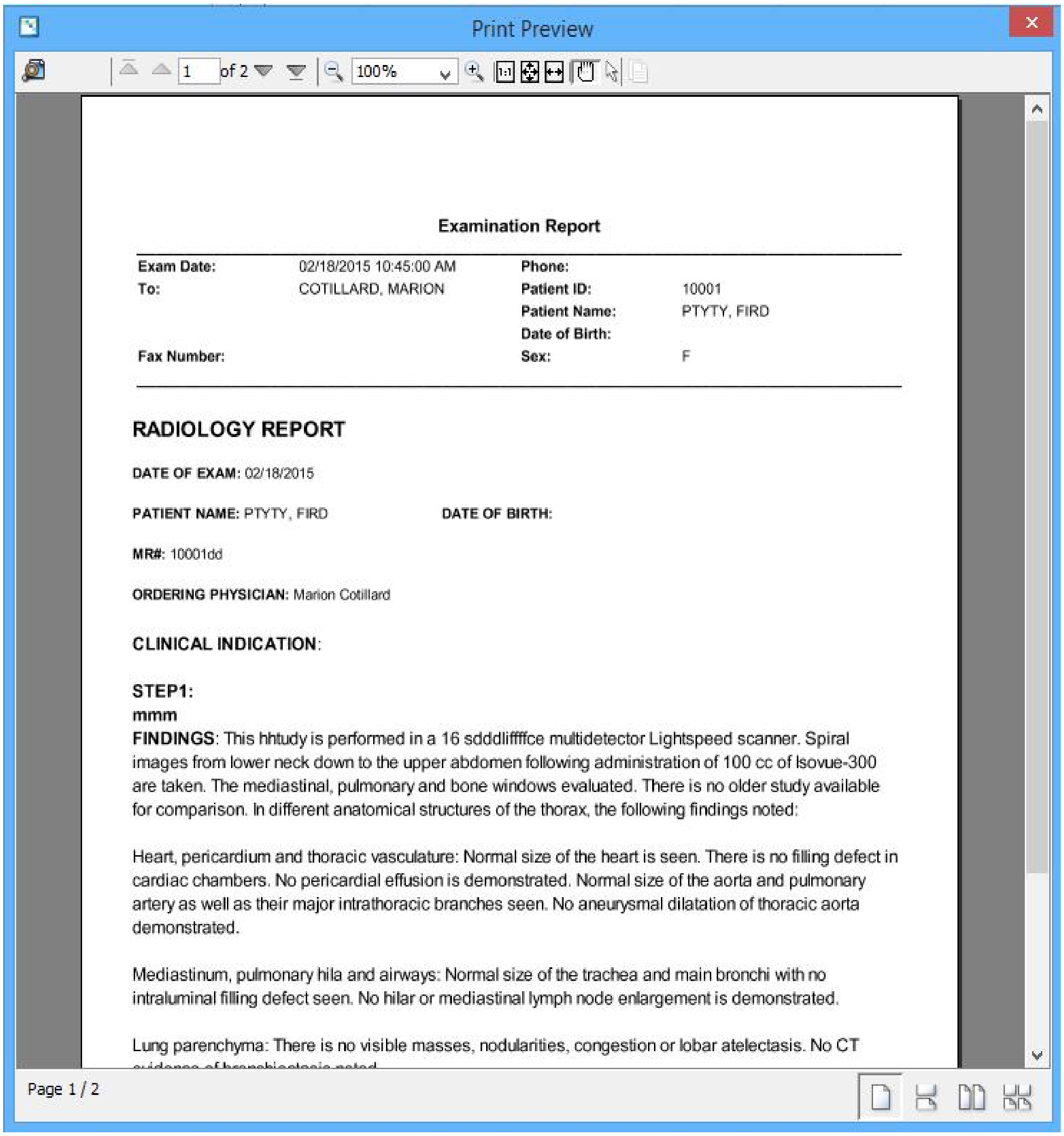
Holding down the shift button, you can select consecutive rows:



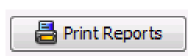
Batch Preview

After reports are selected, pressing the Preview Reports button 

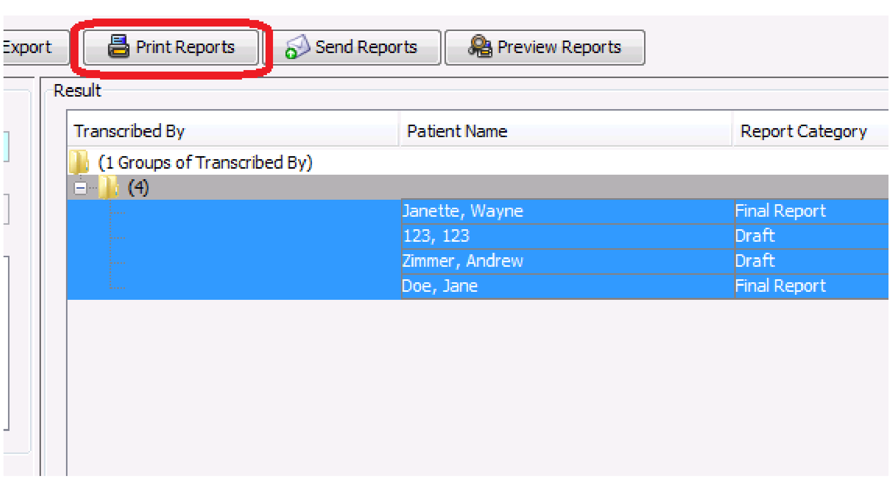
will allow all of the selected reports to be previewed one page at a time.



Batch Print

Once reports are selected, pressing the Print Reports button 

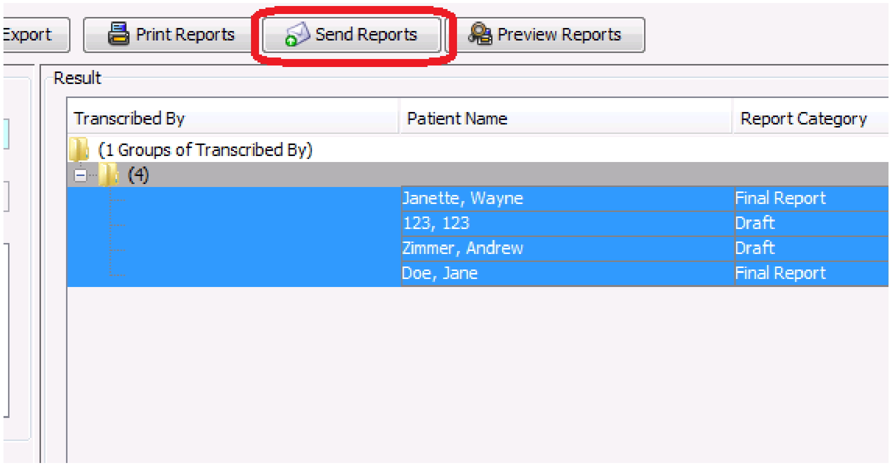
will print all of the selected reports.



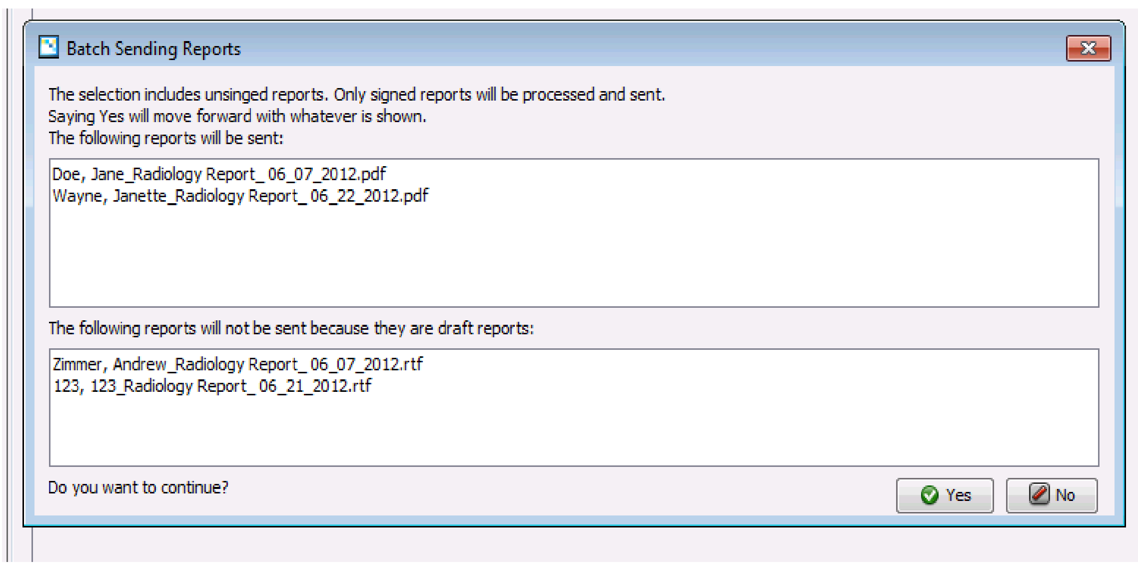
Batch Send

Once reports are selected, after pressing the Send Reports button 

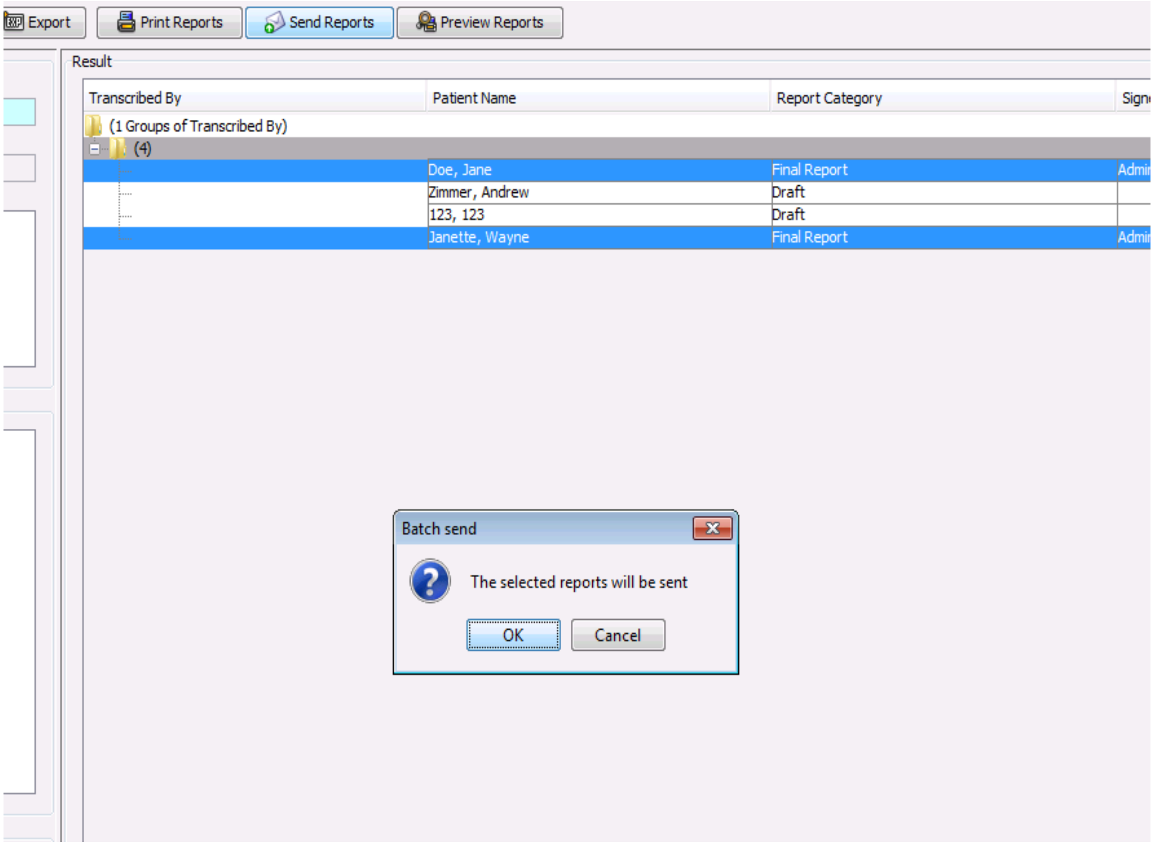
, the selected reports are inspected for any drafts.



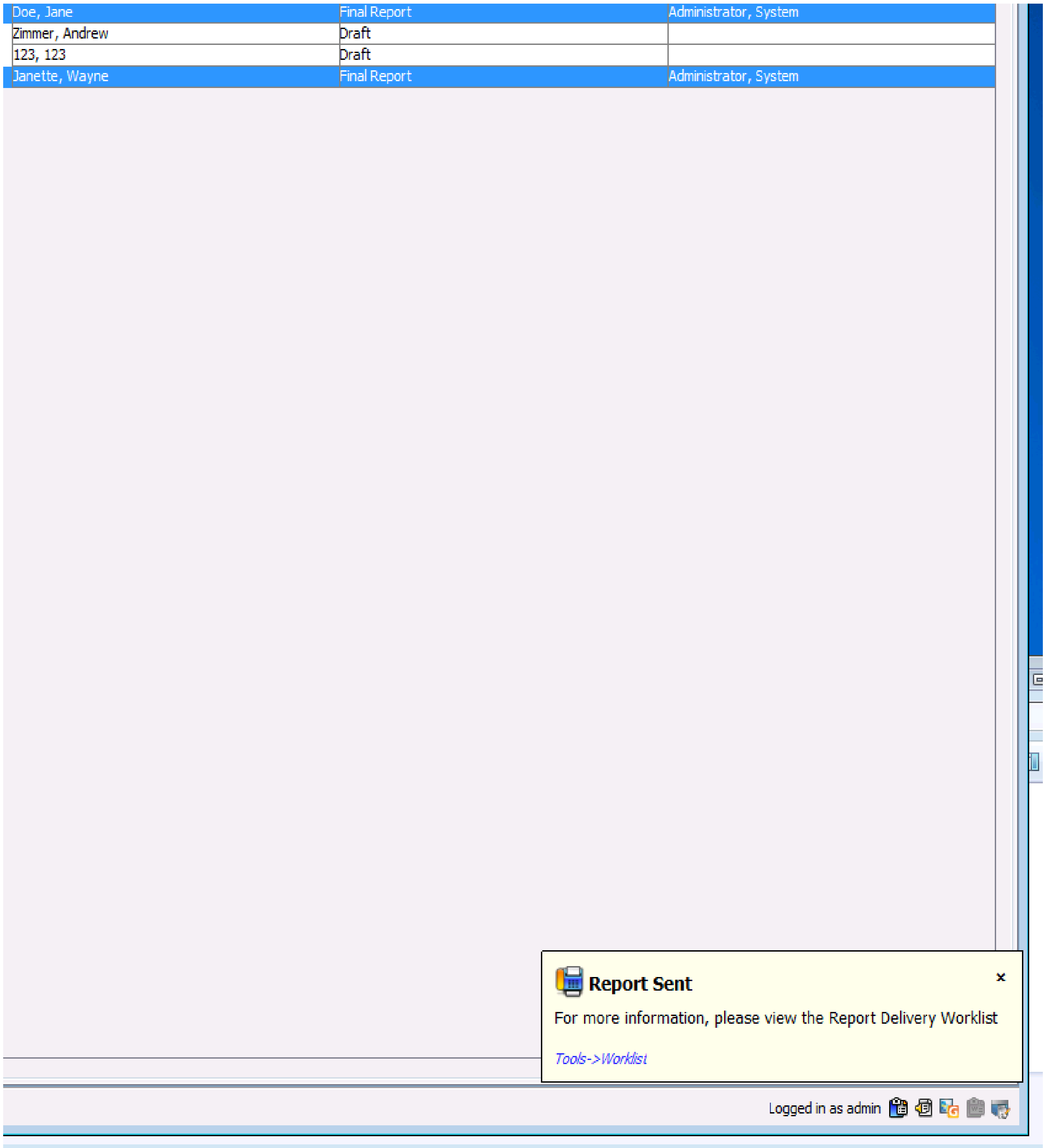
If drafts are included in the selection, a notification dialog will appear. Displaying the draft reports that will not be sent.



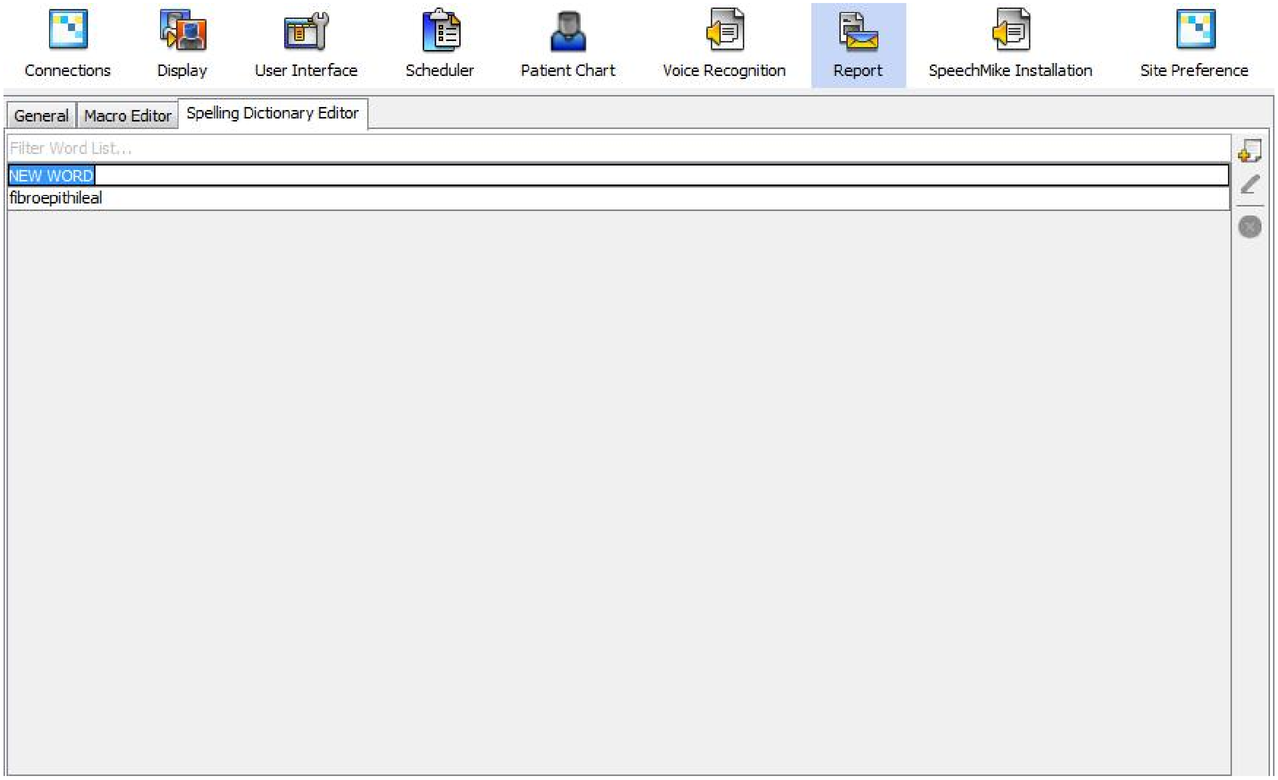
Draft reports cannot be sent. Reports that cannot be sent are displayed in the bottom text field. Clicking yes will remove these reports from the selection.



Notification appears once all the reports have been processed.

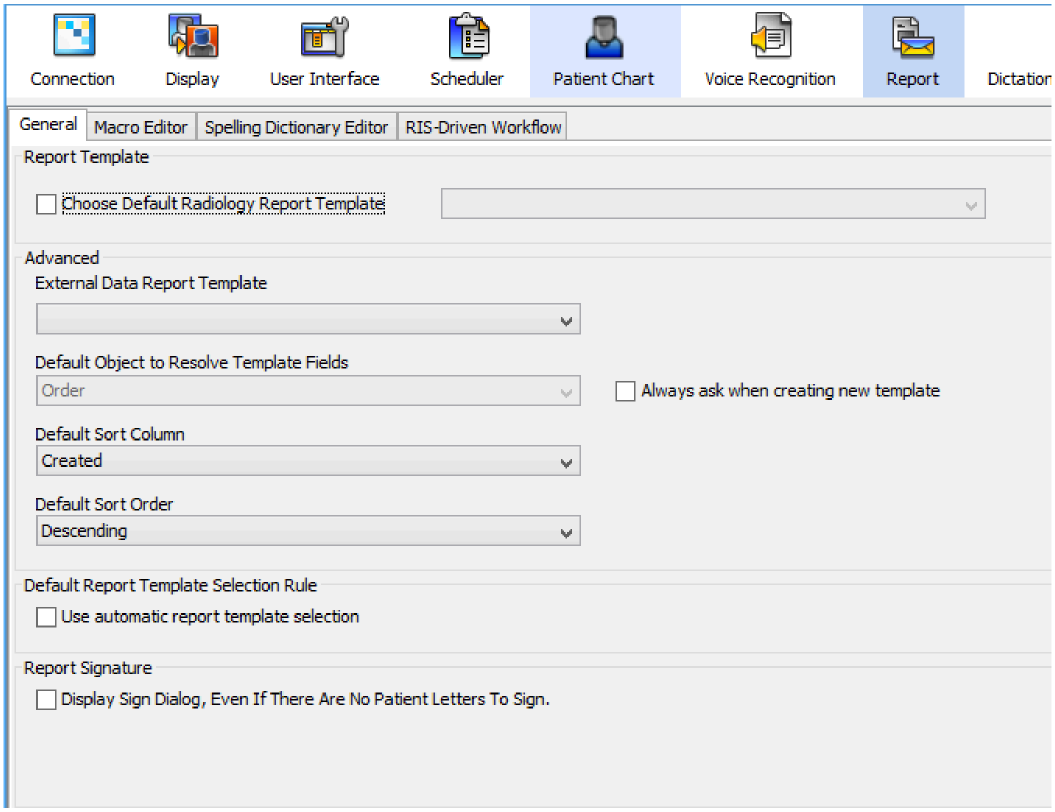

Doe, Jane
Final Report
Administrator, System
Zimmer, Andrew
Draft
123, 123
Draft
Janette, Wayne
Final Report
Administrator, System
Report Sent
For more information, please view the Report Delivery Worklist
Tools->Worklist
Logged in as admin

Spelling Dictionary Configuration



The Report Options Tab allows for the configuration of adding, deleting, or modifying words into the IGPlatform Spelling Dictionary.
This is the configuration page for adding new words to the spelling dictionary so that future reports will not throw a red flag for that particular when a spell check is triggered on the report.

Report General Options



The Reports Options Tab allows the user to be able to configure the below option(s):

- **Default Radiology Report Template**
  The user (radiologist/transcriptionist) has the option of choosing a default radiology report template when double-clicking on a study. This is a convenience preference for the user who uses the same template most of the time and would like to by-pass the template choosing process.

- **External Data Report Template**
  Used in conjunction with an inbound HL7 configuration, this configuration allows the system to be configured with a pre-made report template that has an auto-field of an external RTF file coming from an inbound HL7 message.
  Important: RTF is the only file format accepted for this type of configuration

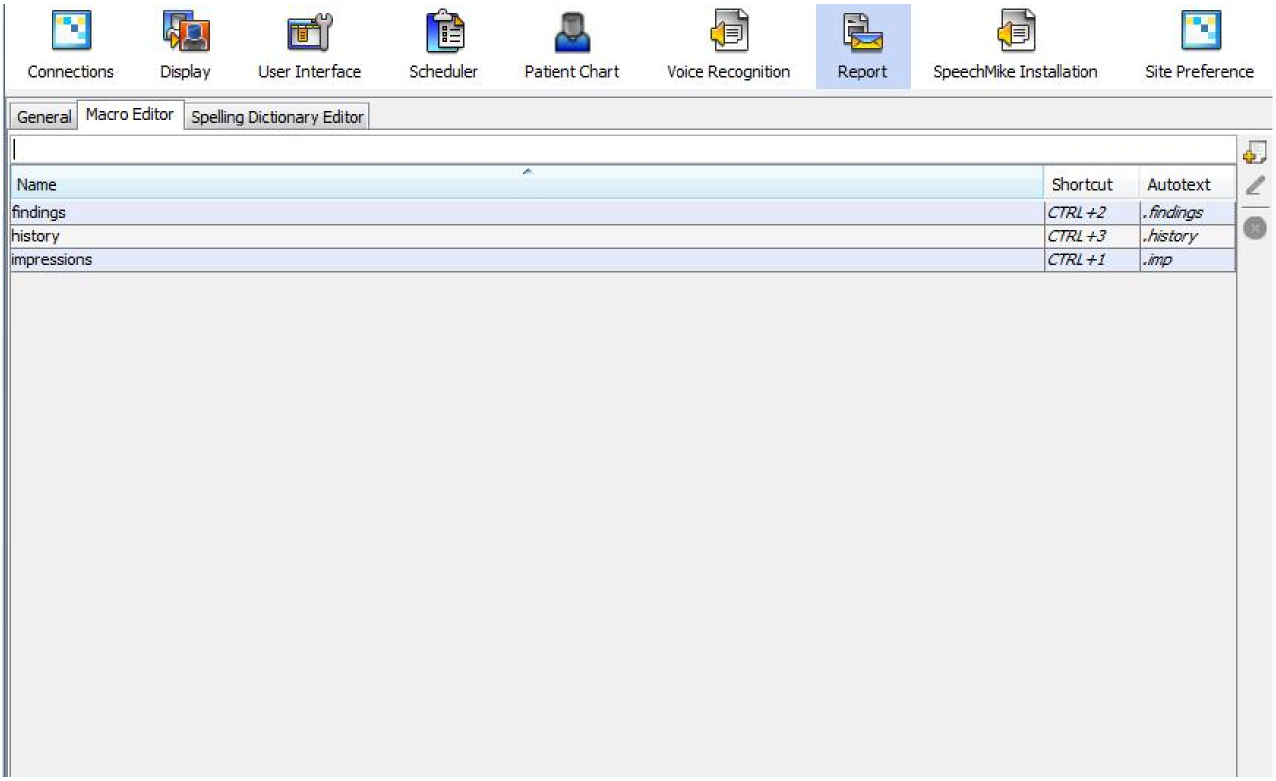
- **Default Sort Column**
  The user (radiologist/transcriptionist) has the option of choosing a default column to sort radiology reports. The default sort column can be the report date creation , the report title or the report category. This configuration is applied to the radiologist workspace reports and to the Order reports and letters.

- **Default Sort Order**
  The user (radiologist/transcriptionist) has the option of choosing a default order to sort radiology reports. The default sort order can be ascending or descending. This configuration is applied to the radiologist workspace reports and to the Order reports and letters.

- **Default Report Template Selection Rule**
  The user (radiologist/transcriptionist) has the option of choosing to use an automatic report template selection. This configuration is applied to the Order reports and letters.

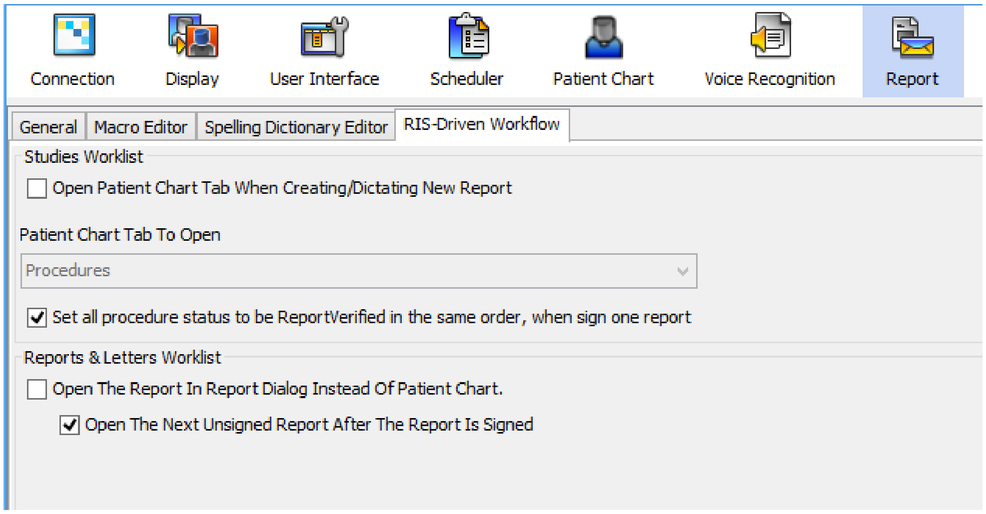
- **Report Signature**
  The user (radiologist/transcriptionist) has the option of choosing to display a sign confirmation dialog for Patient letters even if there is no letter to sign.

Macros



The Report Options Tab allows for the creation, deletion and modification of macros.
For more information on macros, please refer to Report Management: Macros.

RIS-Driven Workflow



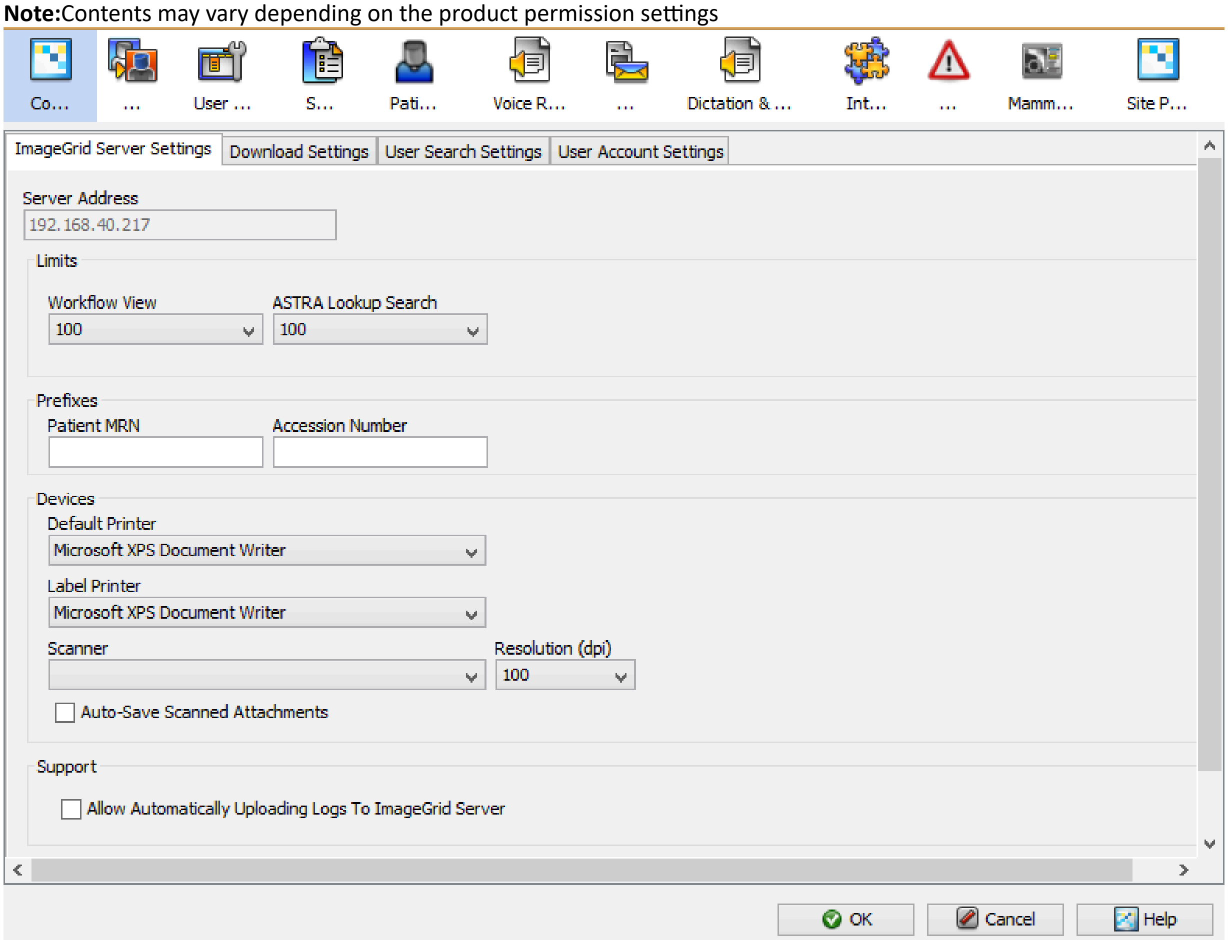
The RIS-Driven Workflow Options Tab allows the user to be able to configure options for streamlining their productivity using the RIS and reporting.
They are able to configure the below option(s):

- **Open Patient Chart When Creating/Dictating New Report**
  The user has the option to open the available Patient Chart **History** Tabs when creating or dictating a new report.
- **Patient Chart Tab To Open**
  If the previous option has been selected, the user has the choose what tab of the patient chart will be opened.
- **Set all procedures status to be Report Verified in the same order, when sign one report**
  The user has the option to define that when a report will be signed, all the order procedures status will be changed to Report Verified.
- **Open The Report In Report Dialog Instead Of Patient Chart**
  The user has the option to display the reports and letters in a dialog instead of displaying it in the patient chart.
- **Open The Next Unsigned Report After The Report Is Signed**
  If the previous option is selected, the user has the option to automatically open the next unsigned report after he signed a report.

ImageGrid Server Settings

The Connections panel allows users to view connection information, as well as to modify user preferences (i.e. prefixes (patient and order), search limits and auto-saving of scanned documents) and workstation preferences (i.e. scanner, default printer and label printer)

Note: Contents may vary depending on the product permission settings



User-based Settings

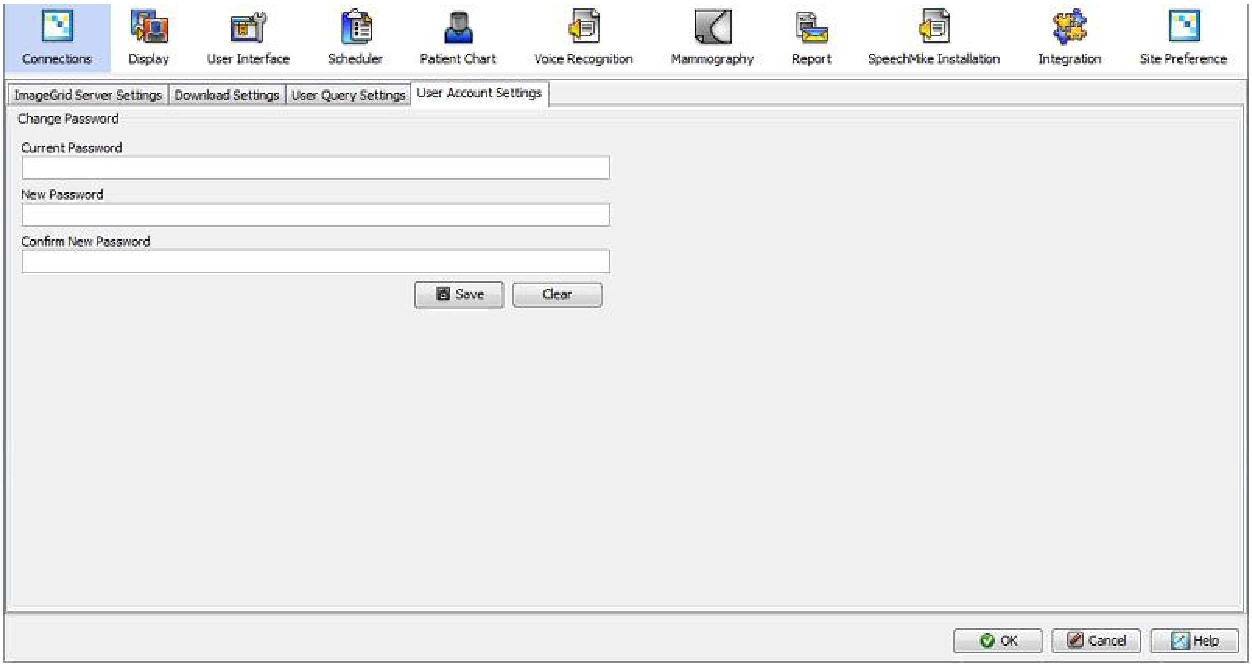
With this panel, users will be able to change the patient MRN prefix and/or accession number prefix. This means every new patient and/or order's corresponding field will have a preceding value inputted dynamically. A user can limit the number of results returned for Workflow View and for ASTRA Lookup Search. The choices for search limits are 100, 200, 500 and 1000.

Workstation-based Settings

Users also have the ability to set the default printer, label printer and/or scanner. For scanned documents, they can also set the user-based preference of auto-saving the scanned document upon creation. They can also set the default resolution (dpi) value for the specified workstation.

User Account Settings

The User Account panel allows users to modify user account information.



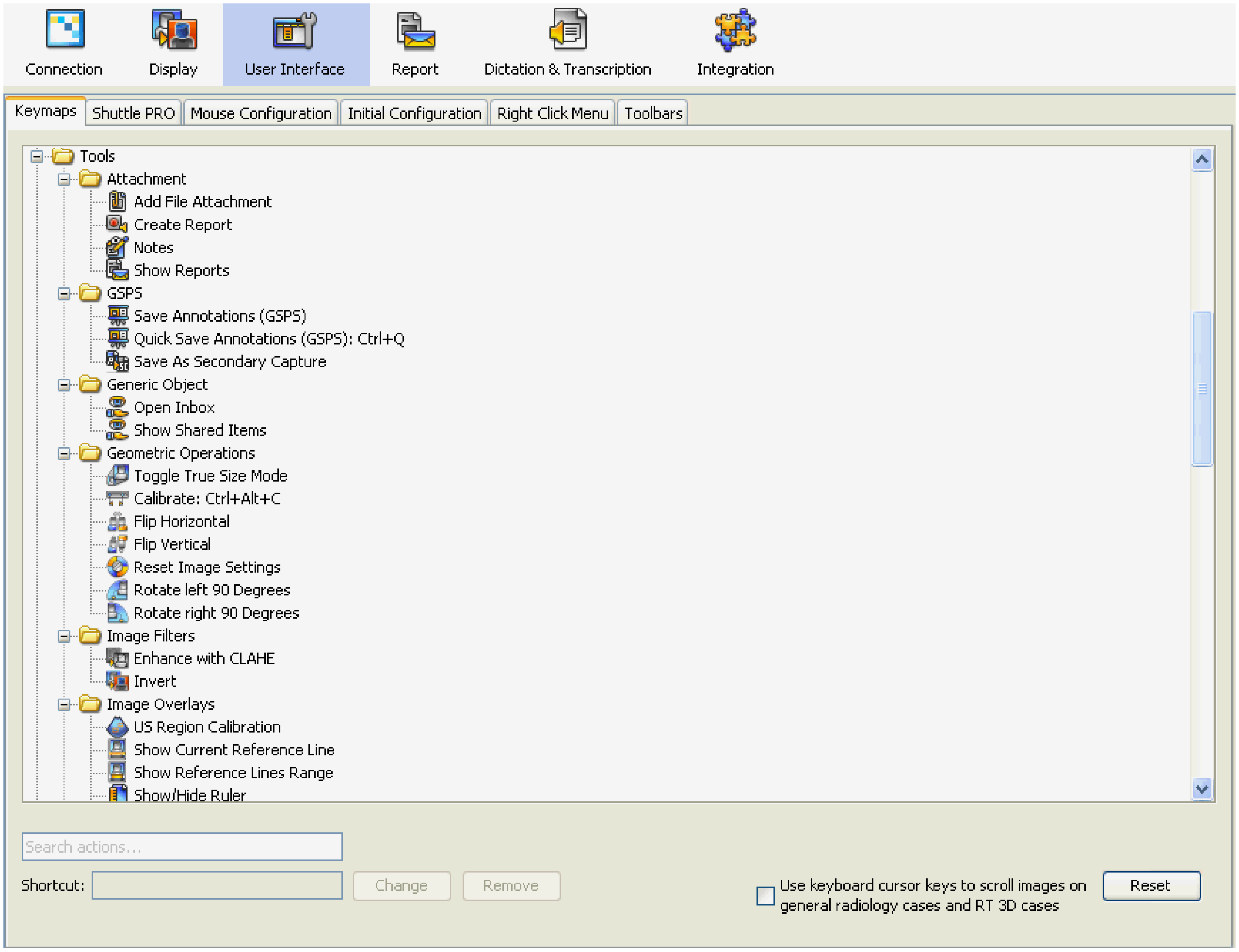
From here, the user can change their password. The change will be applied the next the user logs in.

Keyboard Shortcut Settings

The keyboard shortcut settings panel allows users to add, edit and remove keyboard shortcuts.

The keyboard shortcut settings panel can be found at Options panel → User Interface → Keymaps:

Note: Contents may vary depending on the product permission settings



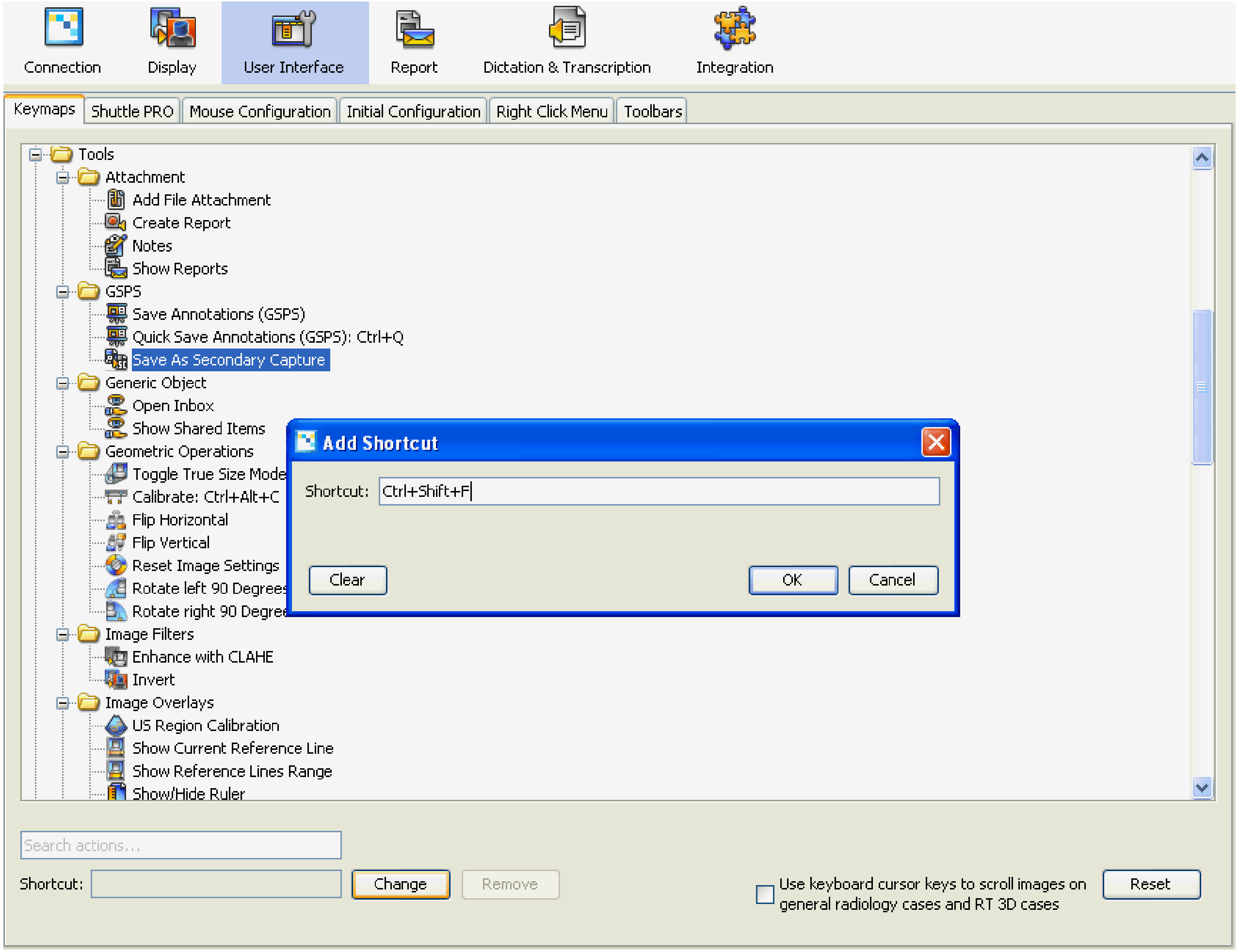
On this panel, users will see a tree structure which list all functions grouped by categories. By choosing a function, users can add/edit/delete shortcut for it. Users can also search for a particular function by typing the name in the "Search actions..." box.

Add/Edit shortcuts

On the shortcuts setting panel, users can add/edit keyboard shortcuts by choosing one function and clicking the “Change” button.

Certain key combinations are prohibited.

Each shortcut can be assigned to only one function. If users try to assign an existing shortcut to a new function, this operation will be denied and a warning message will pop up.



Delete shortcuts

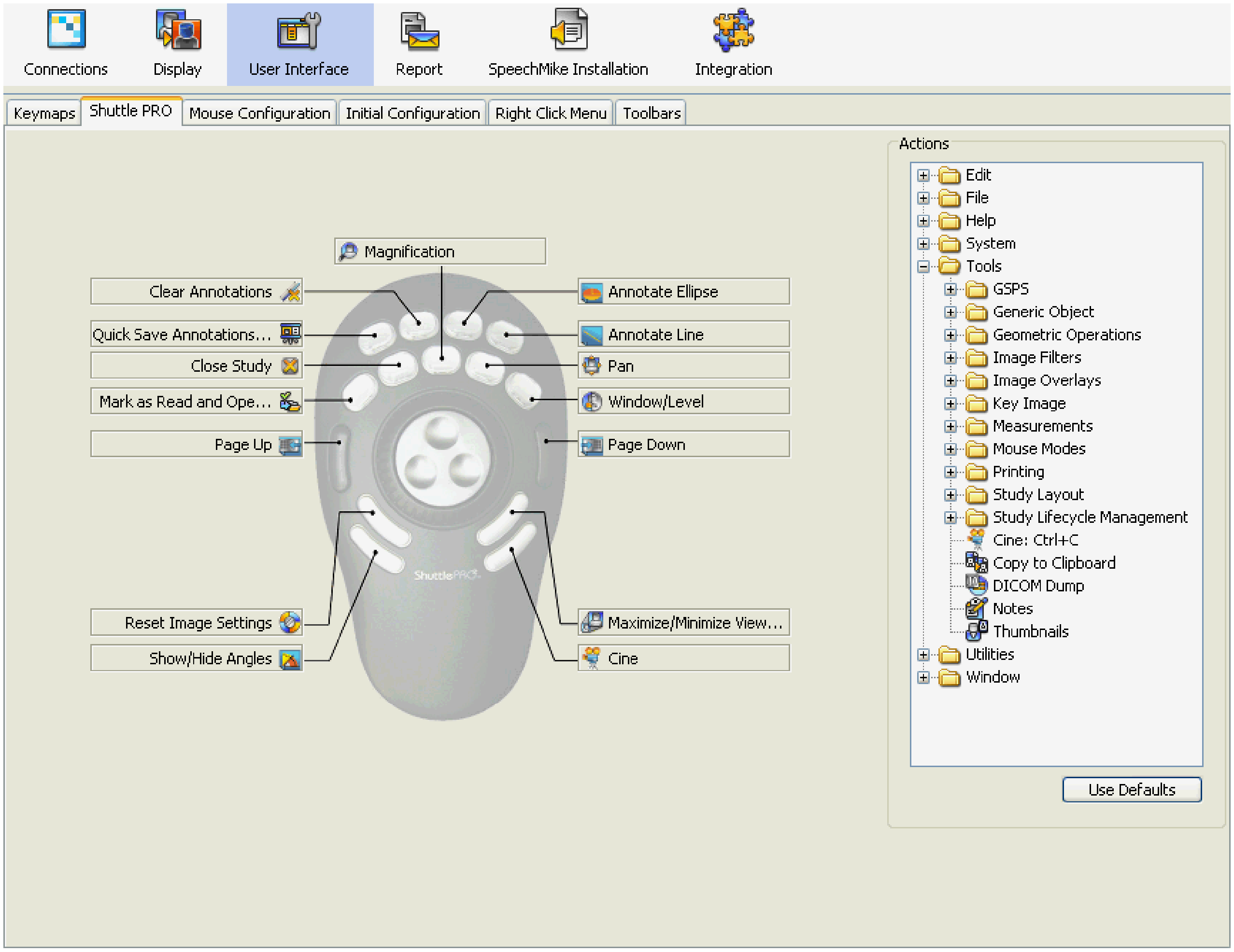
On the shortcuts setting panel, users can remove keyboard shortcuts by choosing a function and clicking the "Remove" button.

Shuttle PRO Keypad

The Shuttle PRO Keypad settings panel allows users to customize the Shuttle PRO Keypad.

The Shuttle PRO Keypad settings panel can be found in the Options panel → User Interface → Shuttle PRO:

Note: This panel will be disabled if you don't have Shuttle PRO Keypad installed on your workstation.



In this panel, users will see the list of functions grouped by categories on the right side. A diagram of the keypad is shown on the left side.

Assign a function

In the Shuttle PRO Keypad settings panel, users can assign a function by dragging it from the right side list and dropping it into a slot in the diagram.

Remove a function

Users can remove an assigned function by dragging it off the slot.

Reset to default settings

Users can set the Shuttle PRO keypad to its default settings by clicking the "Set to Default" button.

Legal Notices, Copyright Information

Using ImageGrid RIS

ImageGrid RIS user accounts are defined according to “Roles”, which define the rights and level of accessibility that an account has within IGRIS. Five of the most commonly used Roles will be explained in the following section. Each of these roles may be configured to have unique or overlapping levels of access depending upon the needs of your infrastructure.

ImageGrid RIS: Administrator

The Administrator is responsible for the configuration of the system and generally in charge of the users of the system. This is the only role that, by default, has all permissions enabled at all times.

ImageGrid RIS: Front Desk

The Front Desk Role will typically have multiple responsibilities: Patient profile entry, Order confirmation, & patient arrival & confirmation, and insurance verification.

ImageGrid RIS: Technologist

The Technologist role will be responsible for updating the status of procedures, appending reports or notes where necessary.

ImageGrid RIS: Radiologist

The Radiologist role will have almost complete access to the workflow, including, dictation and transcription features, as well as access to patient profiles, & previous procedures.

ImageGrid RIS: Transcriptionist

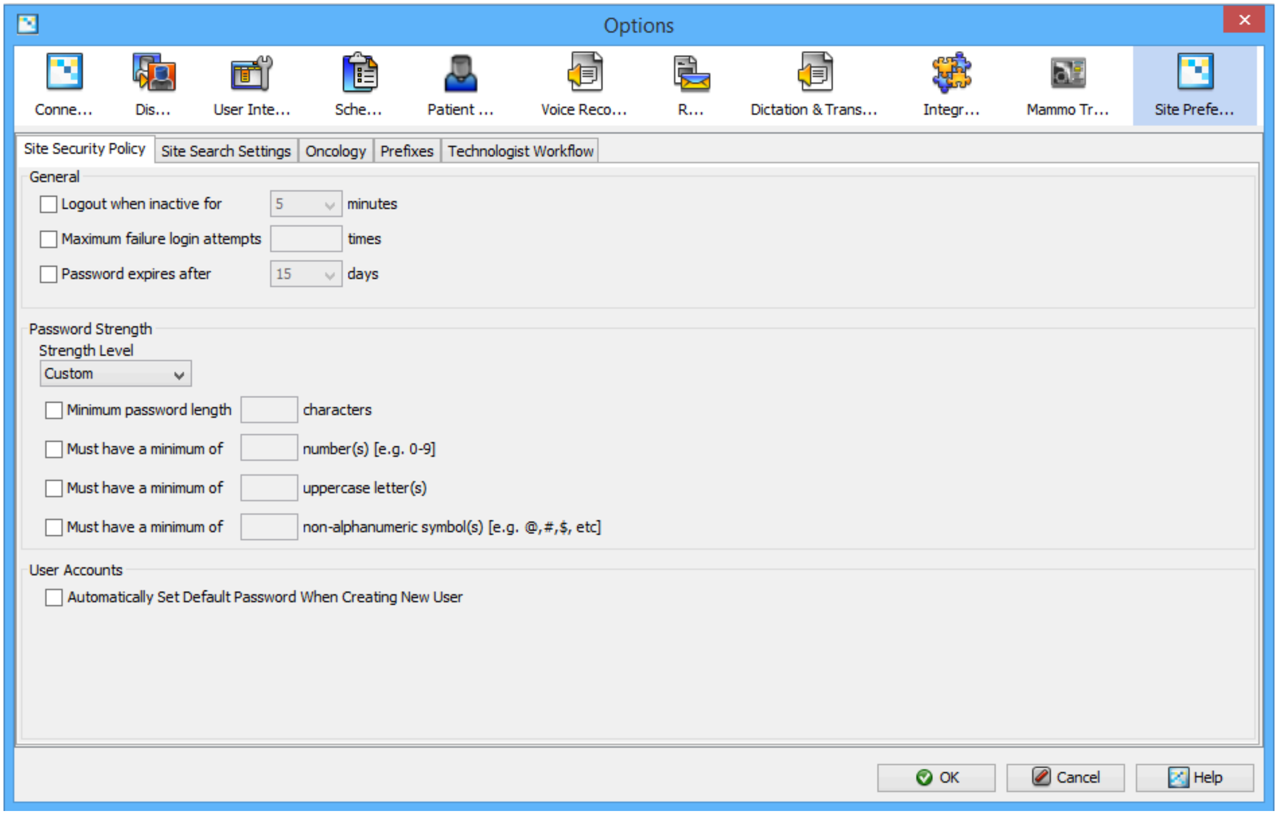
The Transcriptionist role will have access to the radiologist’s dictation data, and access to the structured reporting features of IGRIS.

The following illustrates an account/role layout for IGRIS:

	Front Desk	Scheduler	Technologist	Radiologist	Transcriptionist
Access Scheduler interface	X	X	X	X	X
Change Scheduling		X			
Create Patient profile	X			X	
Create Patient account	X				
Delete patient	X				
Create Orders	X	X		X	
cancel order	X				
Delete order	X				
Insurance ver.	X				
Add Procedures	X			X	
Change Procedure State	X	X	X	X	X
Delete procedure	X	X	X	X	X
Cancel procedure	X		X		
Create Appointments	X	X	X		
Cancel appointment	X	X	X		
Create Attachments	X	X	X	X	X
Delete Attachments	X	X	X	X	X
Modalities			X		
Modality Schedules			X		
Access Worklist	X	X	X	X	X
Creating Notes	X	X	X	X	X
Structured Reports				X	X
Using Dictation				X	X
Fax Services	X	X			
Scanned documents	X	X	X	X	X
Import Documents	X			X	X
Export Documents	X				X
Reading Studies				X	
Creating Tasks				X	

Site Security

Administrators will have the capability to enable/disable site security options. These options include inactivity timeouts, maximum login attempts, minimum password lengths and password expiration length.



Technical support Contacts

Candelis Inc.
4701 Von Karman Ave, Suite 200
Newport Beach, CA 92660
support@candelis.com
800-800-8600
949-852-1000 (outside the United States)

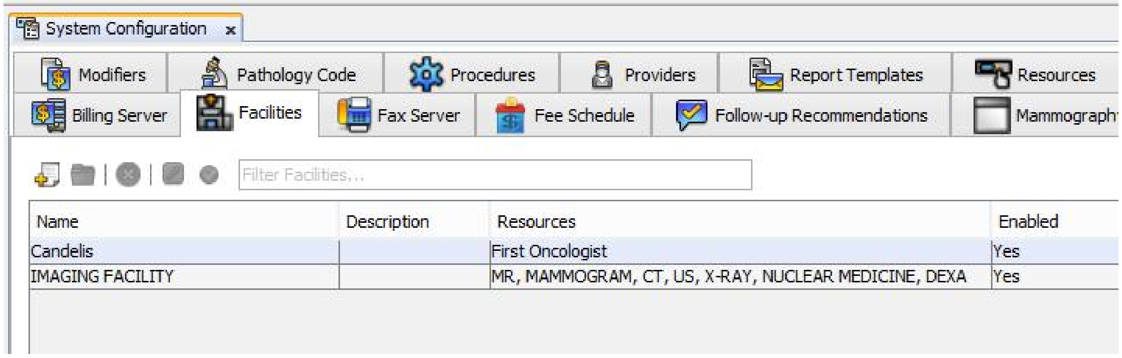
User Management

- User Authentication
- Roles
  - Role Configuration
  - Authorization
- Users
  - User Configuration
  - User Preferences

Facilities

Facilities are artifacts used to designate a location where resources are located, and imaging procedures are conducted.

Configuring Facilities



1. Log into IGPlatform as an administrator.
2. Navigate to Tools System Configuration (or CTRL+D) to access system configuration.
3. Navigate to the “Facilities” Tab.
4. To add a facility
    a. Click the ”Add New Facility” button.
    b. Specify the name of the facility.
    c. Specify the color, description, logo, and contact information (if applicable).
    d. Click the "Save" button when completed.
5. To edit an existing facility
    a. Select an existing entry to edit.
    b. Click the "Open Facility" button.
    c. Edit any fields.
    d. Click the "Save" button when completed.
6. To delete an existing facility
    a. Select an existing entry to delete.
    b. Click the "Delete Facility" button.
    c. A warning dialog will pop up asking you “Permanently delete Facility?” Click “Yes” if you want to permanently delete this facility. Otherwise, click “No”.
7. To disable an existing facility

    Note: By setting a facility to be disabled, you will not be able to use it to create or modify data. Moreover you can disable a facility only if its resources are all already disabled.

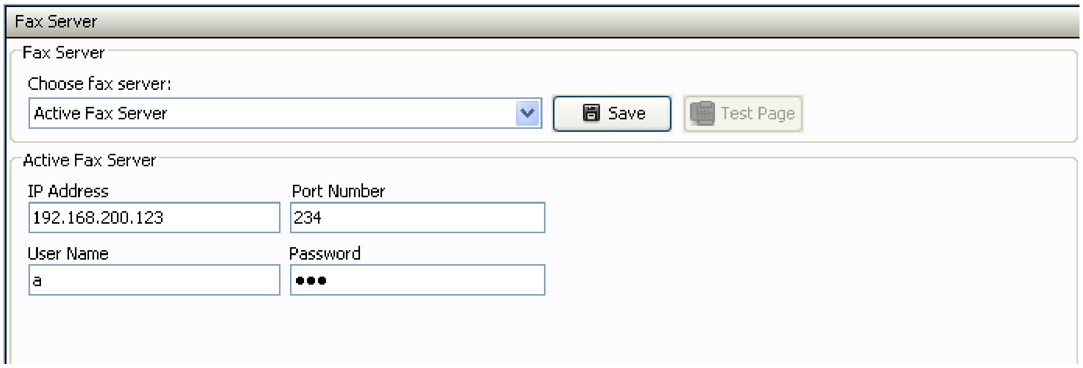
    a. Select an existing facility which is enabled from the facility table.
    b. Click "Disable" button from the table's toolbar.
    c. Click "Yes" in the pop-up dialog to disable the facility. Click "No" to cancel the operation.
8. To enable an existing facility

    Note: By setting a facility to be enabled, you will be able to use it to create or modify data again.

    a. Select an existing facility which is not enabled from the facility table.
    b. Click "Enable" button from the table's toolbar.

Fax Server

Configuring a Fax Server



1. Log into IGPlatform as an Administrator
2. Click the "System Configuration" button and the "Fax Server" tab
3. To add a Fax Server
    a. Select the fax server (Active Fax Server, or MyFax server)
    b. Enter the IP address of the device
    c. Enter the Fax server's Port number
    d. Enter the user name and password of the fax server
    e. Click "Save" to save the configuration
    f. Click "Test Page" to send a test fax page

Physicians

Physicians are artifacts used to designate the radiologist or specialist conducting diagnoses for a procedure.

Configuring Physicians

1. Log into IGPlatform as an administrator.
2. Navigate to Tools->Physicians
3. To add a physician
    a. Click the "Add Physician" button.
    b. Enter the Physician's Name.
    c. If applicable, enter the physician's NPI and UPI numbers, Tax ID, State License Code, Company Name, Provider, and Remark.
    d. Enter the Physician's Tax ID, State License, Code, Company Name, Provider, and Remark (if applicable)
    e. If applicable, use the drop-down list to indicate the physician's specialty.
    f. Under Report Delivery, specify the preferred mode of report delivery.
    g. Click the "Save" button when completed.
4. To edit an existing physician
    a. Select an existing entry to edit.
    b. Click the "Open Physician" button.
    c. Edit any fields.
    d. Click the "Save" button when completed.
5. To delete an existing physician
    a. Select an existing entry to delete.
    b. Click the "Delete Physician" button.
    c. A warning dialog will pop up asking you "Permanently delete Physician?"
    Click "Yes" if you want to permanently delete this physician. Otherwise, click "No".
6. To print physician information
    a. Select an existing entry to print.
    b. Click the "Print Physician" button.
7. To disable an existing physician

    Note: By setting a physician to be disabled, you will not be able to use it to create or modify data.

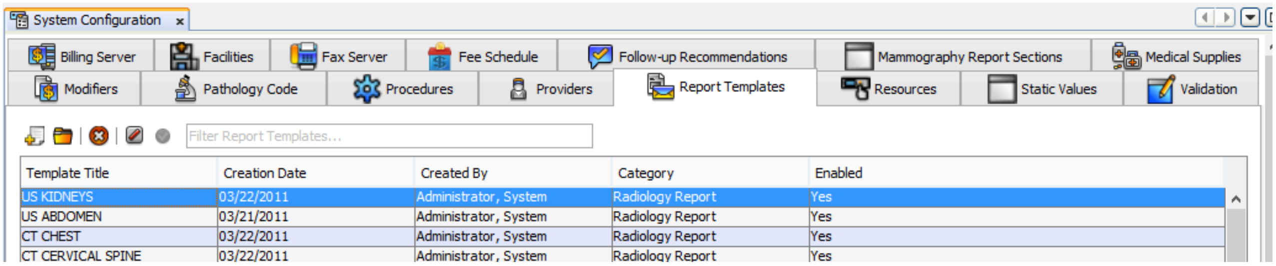
    a. Select an existing physician which is enabled from the physician table.
    b. Click "Disable" button from the table's toolbar.
    c. Click "Yes" in the pop-up dialog to disable the physician. Click "No" to cancel the operation.
8. To enable an existing physician

    Note: By setting a physician to be enabled, you will be able to use it to create or modify data again.

    a. Select an existing physician which is not enabled from the physician table.
    b. Click "Enable" button from the table's toolbar.

Report Templates

Configuring Report Templates



1. Log into IGPlatform as an administrator.
2. Navigate to Tools System Configuration (or CTRL+D) to access system configuration.
3. Navigate to the “Report Templates” Tab.
4. To add a report template
    a. Click the ”Add Report Template” button.
    b. Specify the title and category, if applicable.
    c. Make a new report template.
    d. Click the "Save" button when completed.
5. To edit an existing report template
    a. Select an existing entry to edit.
    b. Click the "Open Report Template" button.
    c. Edit the template and category.
    d. Click the "Save" button when completed.
6. To delete an existing report template
    1. Select the desired template to delete.
    2. Click the "Delete Report Template" button.
    3. A warning dialog will pop up asking you “Permanently delete Report Template?” Click “Yes” if you want to permanently delete this report template. Otherwise, click “No”.
7. To disable an existing report template

    Note: By setting a report template to be disabled, you will not be able to use it to create or modify data.

    a. Select an existing report template which is enabled from the report template table.
    b. Click "Disable" button from the table's toolbar.
    c. Click "Yes" in the pop-up dialog to disable the report template. Click "No" to cancel the operation.
8. To enable an existing report template

    Note: By setting a report template to be enabled, you will be able to use it to create or modify data again.

    a. Select an existing report template which is not enabled from the report template table.
    b. Click "Enable" button from the table's toolbar.

Dictation and Transcription

Introduction

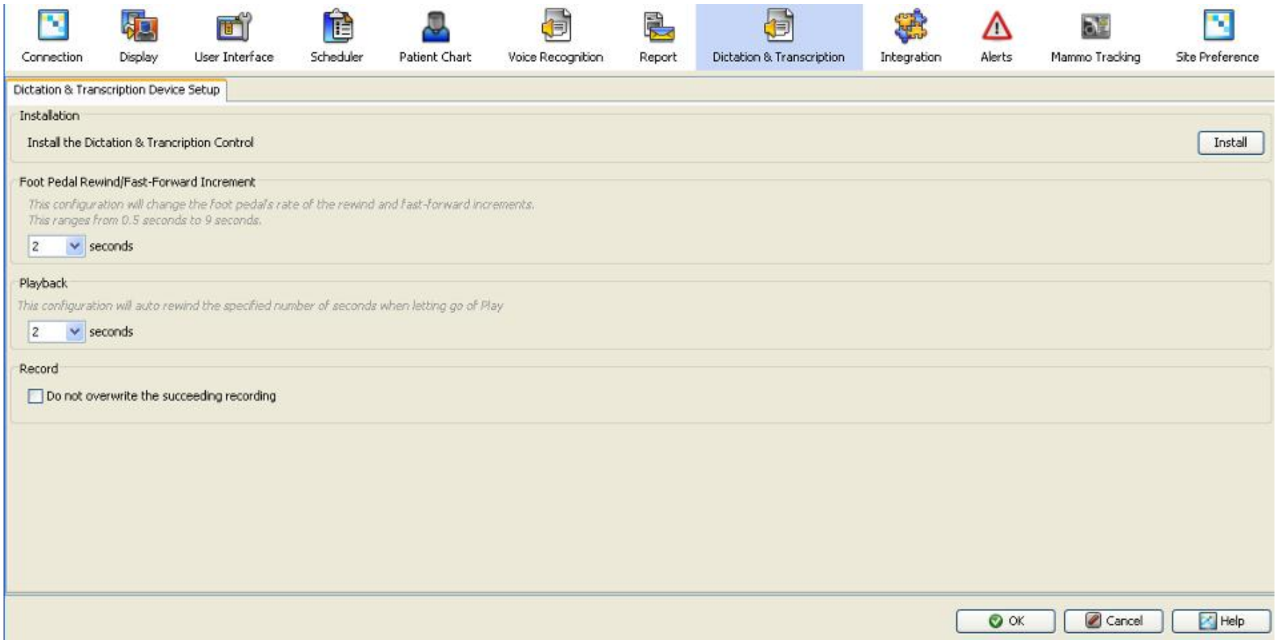
Two of the most interactive features in IGRIS are its Dictation and Transcription services, which are made available for Radiologists and Transcriptionists for the recording of diagnoses, and for the construction and retention of formal reports illustrating the physician's findings. In order to properly operate both functionalities, an IGRIS workstation must have the following configured for use.

For Dictation and Transcription Services

- One Phillips® SpeechMike™ Pro-Plus Dictaphone, with recording and playback capability
- One local or network accessible printer (for structured reports)

By default, dictation services are available to procedures which are either underway or have been completed, but not reported. This is to ensure the integrity of the RIS workflow. When activated the IGRIS will retrieve all recorded dictations made for the corresponding procedure, organized by date.

Dictation & Transcription Device Setup



The Dictation & Transcription Options Tab consists of the setup of the Dictation/Transcription Device Control interface.

The "Install"/"Re-install" button will download and install the necessary components from the ImageGrid to allow the platform full control over the Phillips® SpeechMike™ microphone for dictation, as well as the Phillips® FootPedal for transcription.

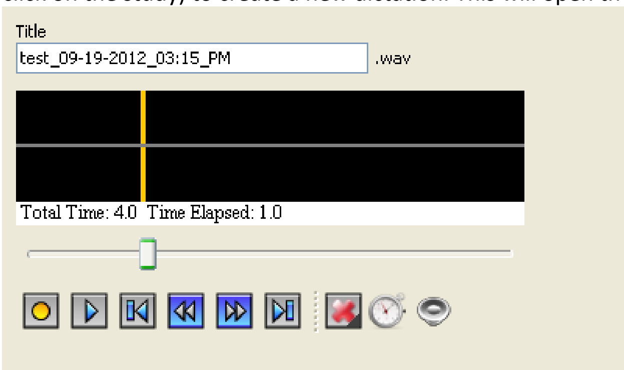
It also includes configuration of:

1. Incremental rewind and fast-forward settings (in seconds) for the Phillips® FootPedal.
2. Auto rewind settings when user playback after pause
3. Setting for overwrite the succeeding audio data during recording
4. Setting a record mode lock

Dictation

To create a dictation

1. Radiologist logs into RIS and retrieves procedures that have just finished in Workflow View; these are indicates by the status “Technologist Completed”.
2. Select the study and click on "Dictate/Create New Report" button, and then on "Dictate New Report" (or double click on the study) to create a new dictation. This will open the dictation creation workspace.



3. When ready, use the Dictation trackball to click on the record button (yellow circle on the far left).
4. Follow the instructions included with the Dictaphone for making a dictation.
5. The waveform interface indicates the fidelity of the recording being made; the more pronounced the waveform is, the greater the level of recording fidelity being made.
6. Try adjusting the volume or distance between the Dictaphone for preferred results.
7. While in the recording state, the record button becomes the "Stop" button (blue square). Click the stop button to end dictation.

- Apply the “Play” button (yellow triangle) to playback the recordings just made. The play back speed can be adjusted through player speed slider
- While playing back dictation, the play button becomes the "Pause" button. Click the pause button to halt the play back. Once paused click the play button to resume play back from the point where play back was halted. When resuming the playback, the system can optionally rewind a specific number of second
- Apply the “Delete” button (red X) to delete part of the audio data.
- In the event that fairly long dictations are made, the Dictation Window provides Fast-Forward, Forward, Reverse, and Fast-Reverse capability. This is especially useful in situations involving multiple dictations for a complex procedure, or where it is necessary to rapidly sample and search through saved dictations.
- To save a dictation, click the “Save” button or CTRL+S key combination.

Dictation Management

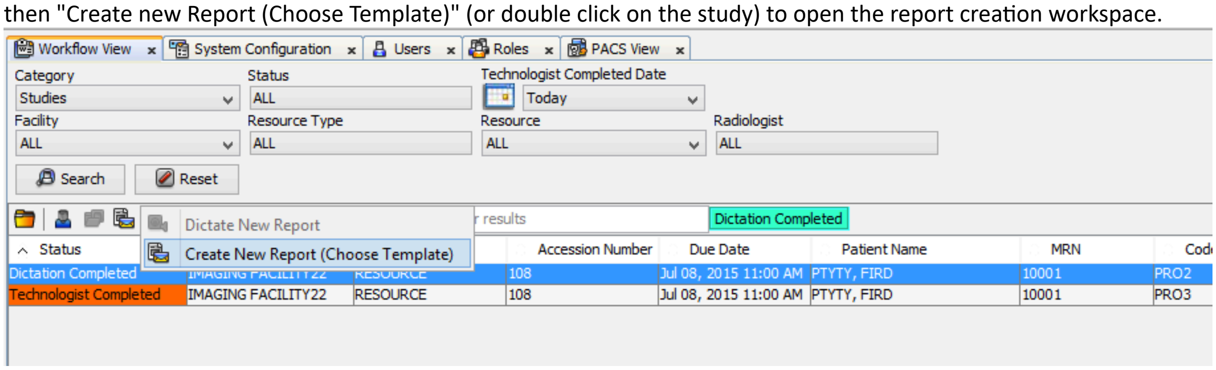
When user tries to create a new dictation for a specific procedure (not "All procedures"), a warning will pop up if a dictation already exists. User can choose to edit it or create a new one. Creating new dictation will delete that existing one.

Transcription

To create a radiology report from dictations

As part of the RIS workflow, IGRIS includes services for the creation and attachment of radiology reports (basically transcriptions of dictations made in the previous steps). This service permits the transcriptionist to locate and playback dictations for completed procedures, and to produce custom reports for later review and approval and appending to the patient's records.

1. Transcriptionist in RIS opens the Workflow View and locates completed procedures under the state "Dictation Completed"; this indicates that its associated studies have been examined and a dictation was already made for it by the radiologist
2. From Workflow View, the transcriptionist can select a study and click on "Create/Dictate New Report" button, and then "Create new Report (Choose Template)" (or double click on the study) to open the report creation workspace.



3. Edit the title of the report (it will be printed at the header)
4. Select an appropriate font, and alignment from the buttons below.
5. To preview the page(s) click the "Print Preview" button.
6. To proceed with Report creation, click the "Save" Button. This action will save the Report.
7. To import images into the report, click the "Import Images" button.
8. To take screenshots of the other workspace monitors, click the "Insert Screenshots" button.

The Report Editor can be used by the Transcriptionist to transcribe the radiologist's dictations into a report; it permits the user to preview the current contents of the report. Macros are also available.

Within the panel are a set of buttons for editing the document and for applying signatures.

The first sets of buttons are for the application of electronic signatures. IGRIS permits structured reports to be converted into PDF format; wherein electronic signatures may be applicable.

The editing workspace is designed to structurally resemble how the reports will be created, with sections for the patient's history, the Physician's findings, examination techniques applied, and the Radiologist's final impressions. Within each of these sections, the transcriptionist will enter the report's contents using the radiologist's dictation as the primary source. Depending upon the size of the dictation, the report may contain multiple pages. It is also within the panel that the transcriptionist may attach the report to the patient's study. Also, the user rights for the application of electronic signatures can be restricted through the System Configuration interface, thus permitting only the Radiologist or other authorized person to approve the reports.

Voice-Activated Platform

A voice-activated platform allows the user to issue commands by voice, eliminating the need for a mouse and keyboard for portions of the workflow. This page will explain the concept of a Context and the available commands for each type of context.

Contexts

A context is the platform's current state. The context will drive the available commands for the user at the moment. There are a handful of contexts in the platform. The platform is context aware and will update the Available Commands accordingly when the context has changed.

Below is a table outlining the contexts within the platform:

Context	Definition	Active
Default	Represents the home-base for the context manager.	When there is no other context active
Studies	Represents the meat of the radiologists workflow	When either the RIS Studies Worklist or PACS View is open and in focus
Report Delivery	Sending reports via Fax or ASTRA	When the Report Delivery Confirmation Dialog is open
Report Signature	Signing radiology report	When the Report Sign Confirmation Dialog is open
Report Templates	Choosing a report template to create new report	When the Choose Report Template Dialog is open
Report Editor (Voice Recognition)	Voice Recognition Mode. Dictating a radiology report	When the report editor is open and visible
Report Editor (Voice Activation)	Voice Activation Command Mode. Only commands are recognized. There is no dictation.	When the report editor is open and visible

Available Commands

Below is a table outlining all the commands, their purpose, and in which context(s) they are available:

Command	**What It Does**	**Context(s)**
What Can I Say?	Shows the user the commands that are currently able to be issued.	Always available except for Report Editor (Voice Recognition)
Studies Worklist	Opens the RIS "Studies" Worklist. **RIS License/Permission required**	Default, Studies, Report Editor (Voice Activation)
PACS View	Opens PACS View. **Viewer License/Permission required**	Default, Studies, Report Editor (Voice Activation)
Open Study	Opens the selected study with the Viewer, either from the Studies Worklist or PACS View	Studies
Previous Study	Highlights the study above the currently highlighted study in the table. If no study is selected, highlights the last study in the table.	Studies
Next Study	Highlights the study below the currently highlighted study in the table. If no study is selected, highlights the first study in the table.	Studies
Select Default Template	Opens the highlighted study with the Viewer and creates a new report for the highlighted study: Selects the template that is designated as the default radiology report template. **Note: This command is only active if there is a report template set as default (Tools → Options → Report)**	Studies
Select Template <Template Name>	Opens the highlighted study with the Viewer and creates a new report for the highlighted study: Selects the template	Studies, Report Templates

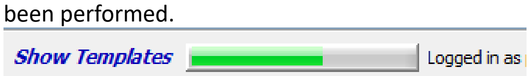
	designated by <Template Name>.	
Show Templates	Opens the highlighted study with the Viewer and displays the Choose Report Template Dialog for the user to choose a template	Studies
Send Report	Sends the report to the selected physicians, as seen in the Report Delivery Confirmation Dialog.	Report Delivery
Sign Report	When the report editor is open and in draft mode, this command will display the Report Signature Confirmation Dialog. When the Report Signature Confirmation Dialog is opened, this command will sign the report.	Report Signature, Report Editor (Voice Recognition), Report Editor (Voice Activation)
Recognition Mode	Switches the context back to **Report Editor (Voice Recognition)**	Report Editor (Voice Activation)
Command Mode	Switches the context back to **Report Editor (Voice Activation)**	Report Editor (Voice Recognition)
Cancel	Cancels the current action that can be performed	Report Signature, Report Delivery, Report Templates

User Interface

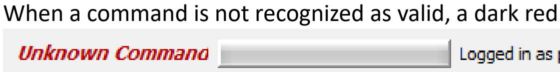
Command Recognition

When the user issues a command, the platform will provide feedback at the bottom right taskbar.

When a command is recognized, it will be displayed in dark blue and will remain there until the corresponding action has been performed.



When a command is not recognized as valid, a dark red "Unknown Command" will be displayed.

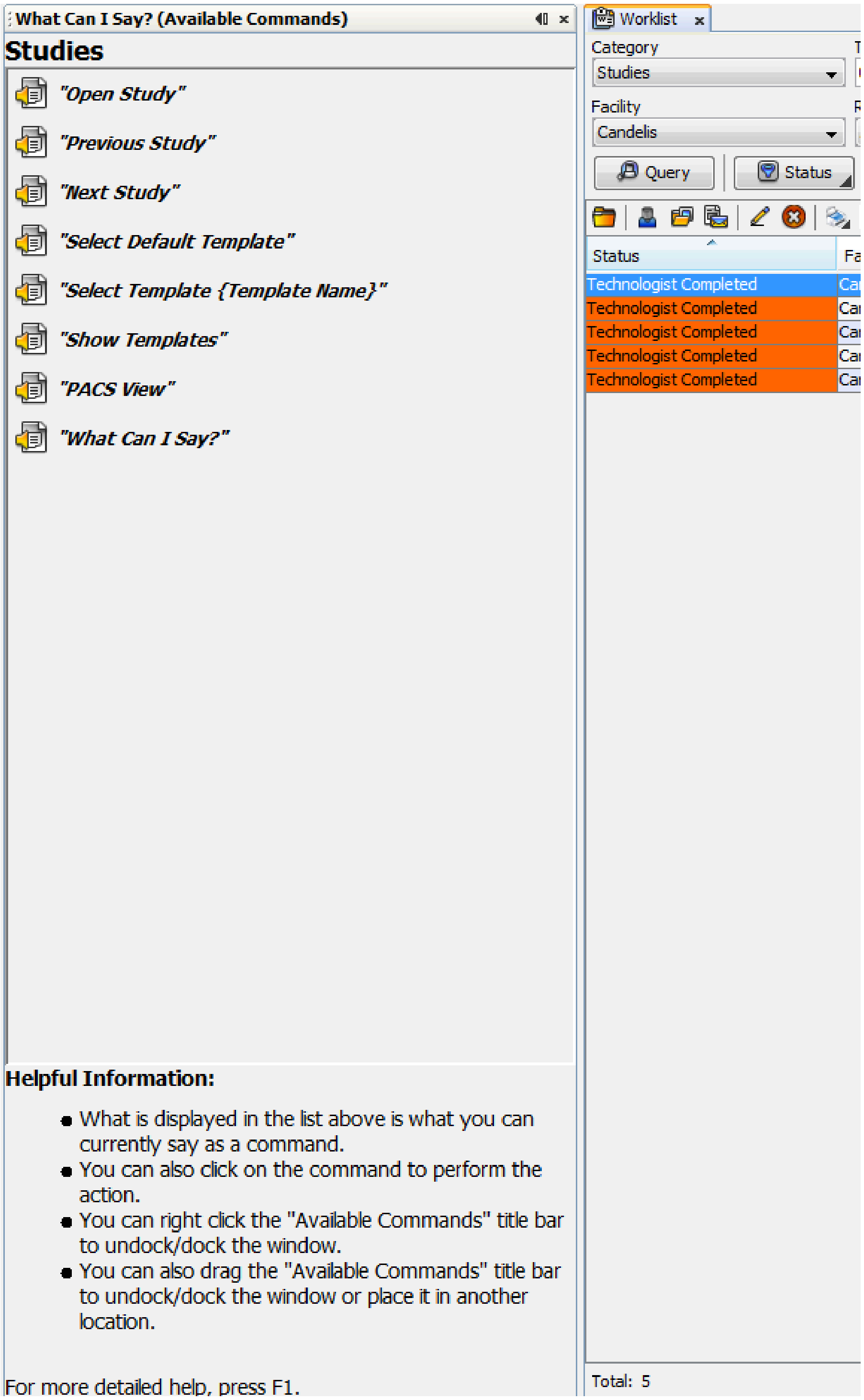


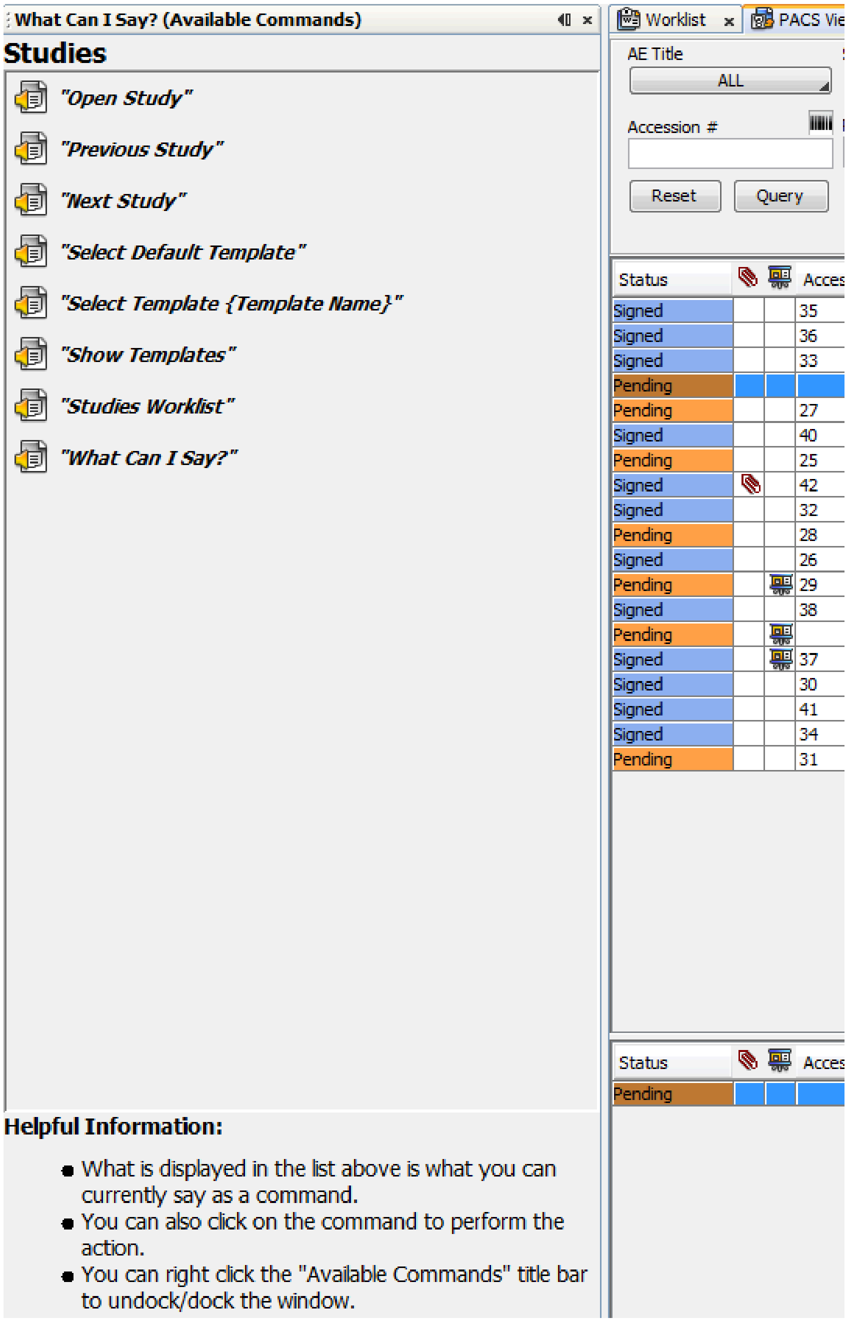
What Can I Say? (Available Commands)

The "What Can I Say? (Available Commands)" page displays the current context's name as well as the currently available commands under that context.

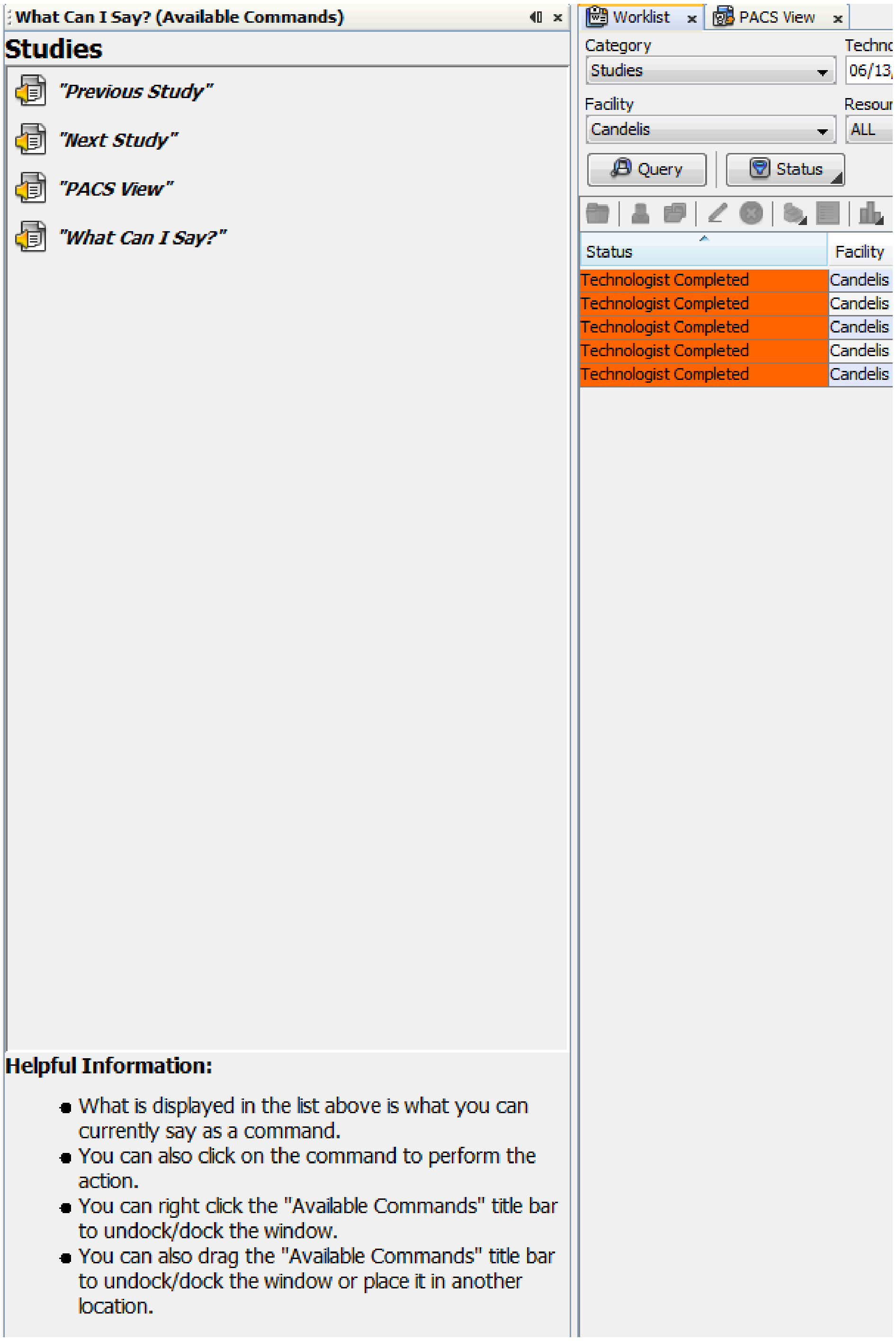
Examples below:

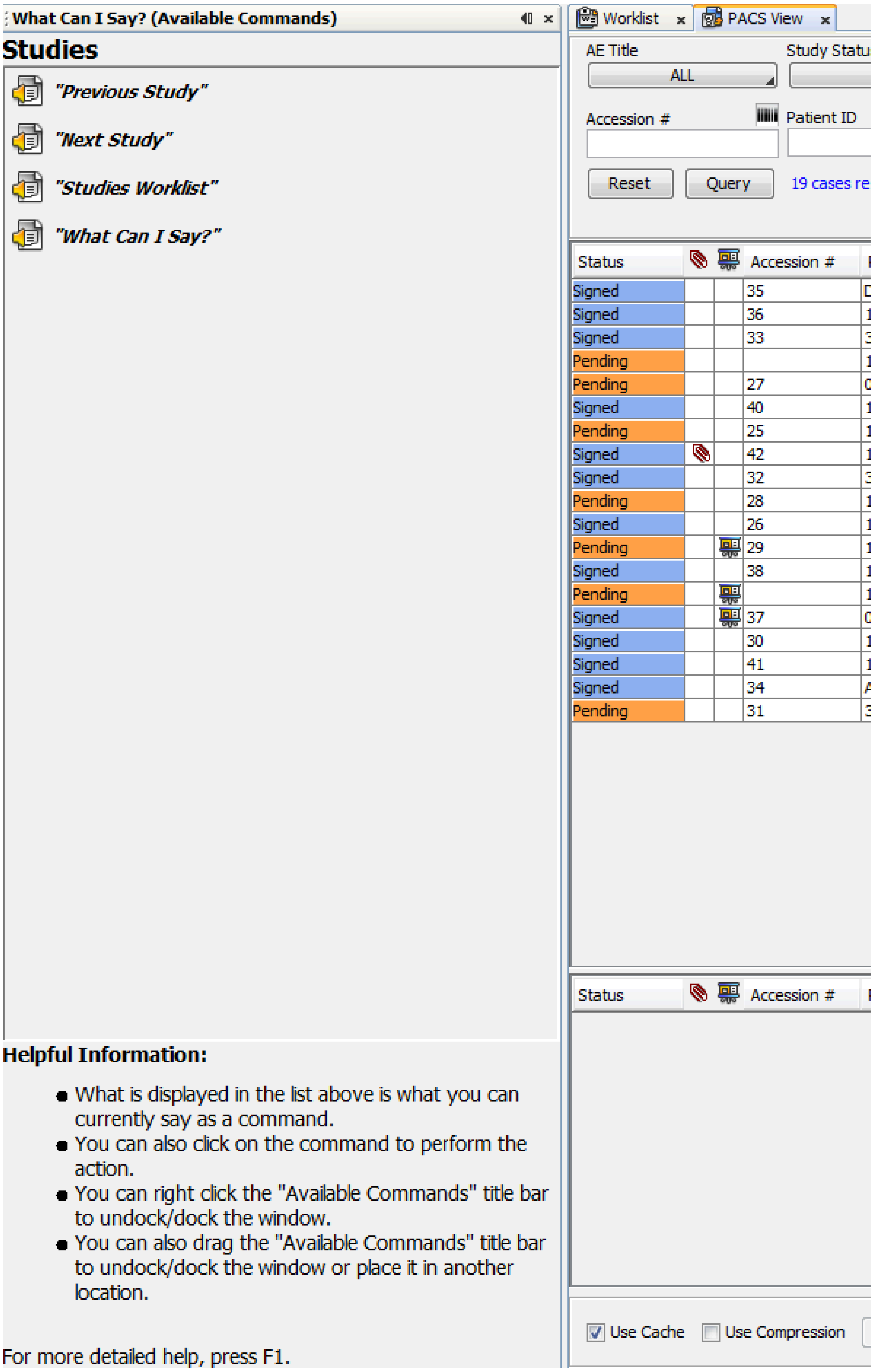
Studies Context (study highlighted)


What Can I Say? (Available Commands)
Studies
"Open Study"
"Previous Study"
"Next Study"
"Select Default Template"
"Select Template {Template Name}"
"Show Templates"
"PACS View"
"What Can I Say?"
Helpful Information:
What is displayed in the list above is what you can currently say as a command.
You can also click on the command to perform the action.
You can right click the "Available Commands" title bar to undock/dock the window.
You can also drag the "Available Commands" title bar to undock/dock the window or place it in another location.
For more detailed help, press F1.
Worklist
Category
Studies
Facility
Candelis
Query
Status
Status
Technologist Completed
Technologist Completed
Technologist Completed
Technologist Completed
Technologist Completed
Total: 5

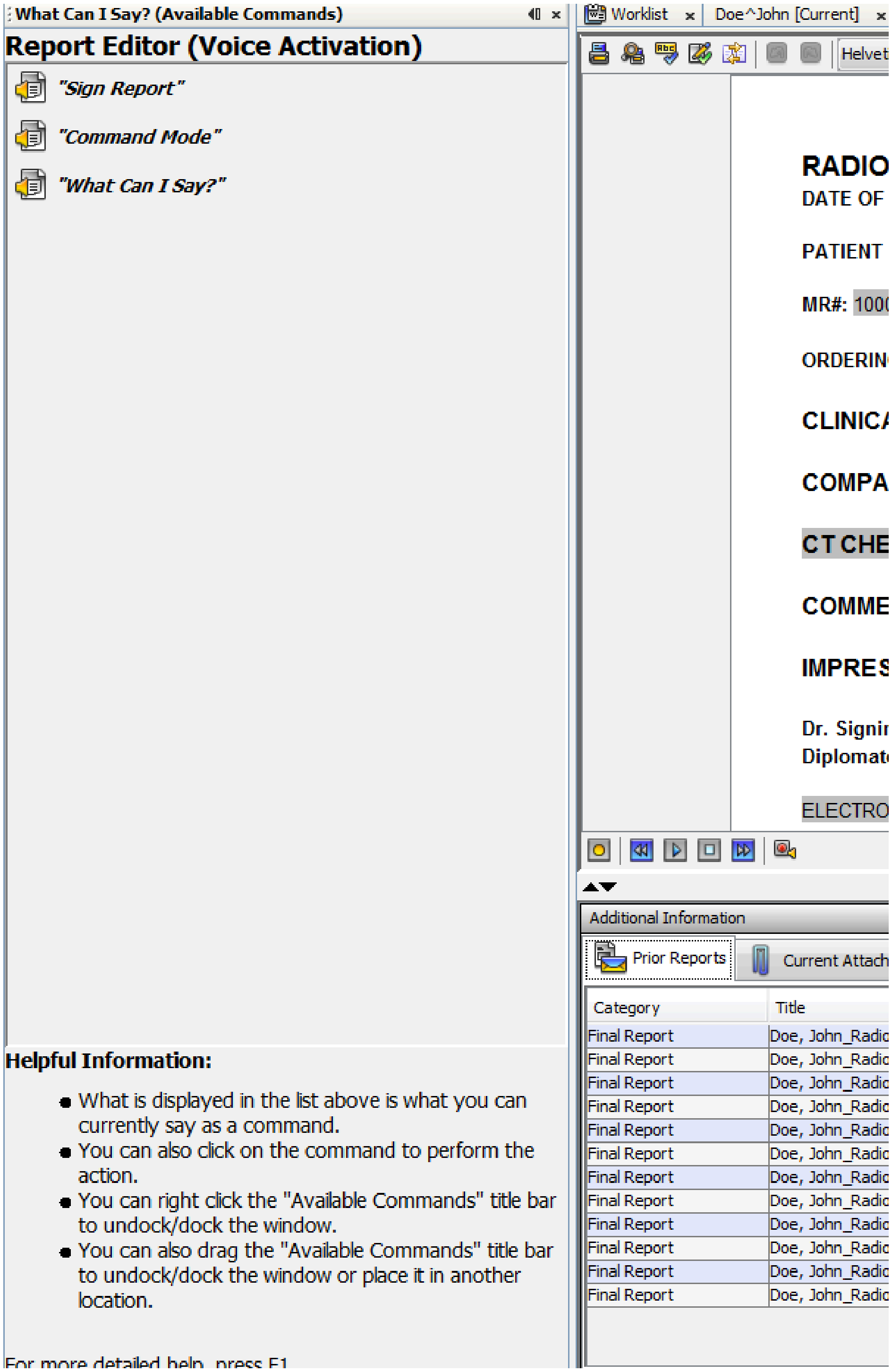


Studies Context (no study highlighted)


What Can I Say? (Available Commands)
Studies
"Previous Study"
"Next Study"
"PACS View"
"What Can I Say?"
Helpful Information:
What is displayed in the list above is what you can currently say as a command.
You can also click on the command to perform the action.
You can right click the "Available Commands" title bar to undock/dock the window.
You can also drag the "Available Commands" title bar to undock/dock the window or place it in another location.
Worklist
PACS View
Category
Studies
Facility
Candelis
Query
Status
Status
Facility
Technologist Completed
Candelis
Technologist Completed
Candelis
Technologist Completed
Candelis
Technologist Completed
Candelis
Technologist Completed
Candelis



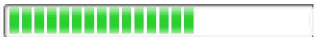
Report Editor (Voice Recognition)


What Can I Say? (Available Commands)
Report Editor (Voice Activation)
"Sign Report"
"Command Mode"
"What Can I Say?"
Helpful Information:
What is displayed in the list above is what you can currently say as a command.
You can also click on the command to perform the action.
You can right click the "Available Commands" title bar to undock/dock the window.
You can also drag the "Available Commands" title bar to undock/dock the window or place it in another location.
Worklist
Doe^John [Current]
Additional Information
Prior Reports
Category
Title
Final Report

Audio

Audio Level Indicator

The Audio level Indicator identifies a user's input through a voice input device. While in the recording mode, the indicator can be seen at the right hand corner of the audio tool bar.



Audio controls

1. Record Button 
2. Rewind Button 
3. Play Button 
4. Stop Button 
5. Forward Button 
6. Audio Wizard Button 

Audio Wizard

Audio Wizard is a tool that can be used to adjust the audio to the surrounding environment. It is recommended to run the Audio Wizard if there is a lot of noise or if your dictating environment has changed from the previous one.

Command and Control

With the use of a few pre-defined commands, functionality such as navigation within a document (with the help of Jump Points), selection of a word, inserting auto-texts etc. can be performed. Refer to the list of commands.

Jump Points

Jump Points created using the Report Creation Tool are used to navigate within the documents. Using Voice Recognition, a user can say commands such as *Next Field, Previous Field, Move to [Jump Point Name]* to navigate within the document

Named Jump Points

Jump Points can be named. Commands such as *Move to [Jump Point Name]* or *Jump to [Jump Point Name]* are used to navigate between named jump points.

Unnamed Jump Points

To navigate across jump points that are not named, commands such as *Next Field* or *Previous Field* need to be used.

Sample Report Template with Jump Points:

History: ...

Impressions: ...

Comments: ...

Macros

Macros can be inserted into the report using the *Insert [Macro name]* command.

Select and Correct

The Select and Correct feature lets you to select a word in the *Control mode** and dictate over it in the *Dictation mode***. To select a word/phrase, use the command *Select [Word/Phrase]*. To select the next word which is already selected, use the command *Repeat Selection* or say *Select [Word/Phrase]* again.

Use the command *Control mode* to switch to Control mode and the command *Dictation mode* to switch to the Dictation Mode

NOTE

***** Control Mode: Control mode is primarily for the recognition engine to recognize commands. In this mode there won't be any Speech-to-Text conversion.

****** Dictation Mode: Dictation mode is primarily for Speech-to-Text conversion. Some commands like Scratch That, Insert [Auto text name], Navigation between jump points can be used in the Dictation Mode.

Voice Input Device

Various voice input devices can be used to work with Voice Recognition. The recommended voice input device to use Voice Recognition is SpeechMike PRO. The buttons of the SpeechMike PRO are programmed to be used with Voice Recognition.

Introduction

Voice Recognition is primarily used to create reports using voice. 'Command and control' is also provided as part of voice recognition to ease in document navigation and text editing capabilities.

List of commands

The following provides the list of commands that can be used with Voice Recognition:

Command	Dynamic suffix	What does it do?	Control Mode	Dictation Mode
Select	Text or Phrase	Selects the Text or Phrase	Yes	No
Scratch That	--	Deletes the text until the last punctuation mark	No	Yes
Insert	Macro name	Inserts the text related that macro	No	Yes
Next Field	--	Cursor position moves to the next jump point	Yes	Yes
Previous Field	--	Cursor position moves to the previous jump point	Yes	Yes
Move to	Jump point name	Moves to the named jump point with that name	No	Yes
Control Mode	--	Switches to the Control Mode	Yes	Yes
Dictation Mode	--	Switches to the Dictation Mode	Yes	Yes
Repeat Selection	--	If a word was already selected, saying this command searches for the next occurrence of the selected word and highlights it	Yes	No

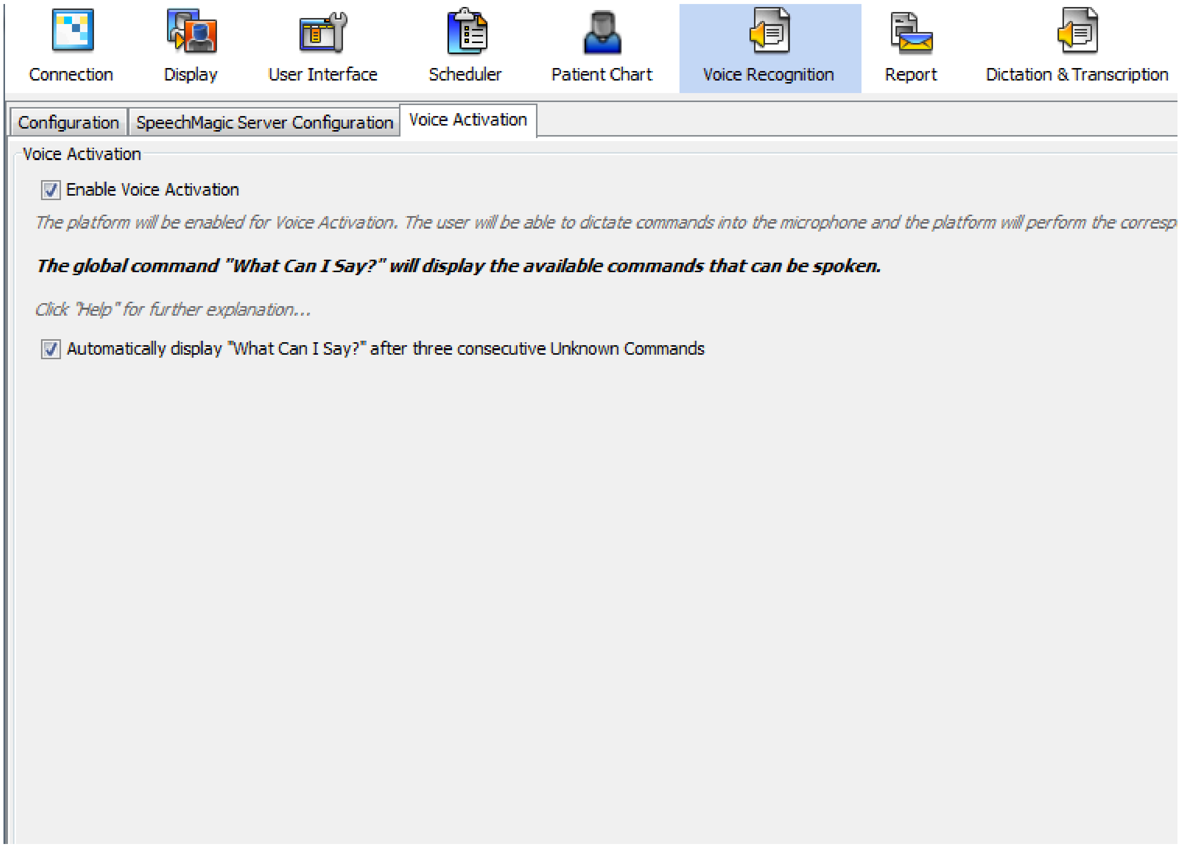
Multiple Documents

A user can edit multiple documents at the same time using Voice Recognition. When two or more documents are open, whenever a user switches to a different document, the voice recognition is performed on the opened document.

Voice Activation

A voice-activated platform allows the user to issue commands by voice, eliminating the need for a mouse and keyboard for portions of the workflow.

The Voice Recognition Options Tab found in Tools → Options contains the "Voice Activation" tab, allowing the user to turn this feature on or off.

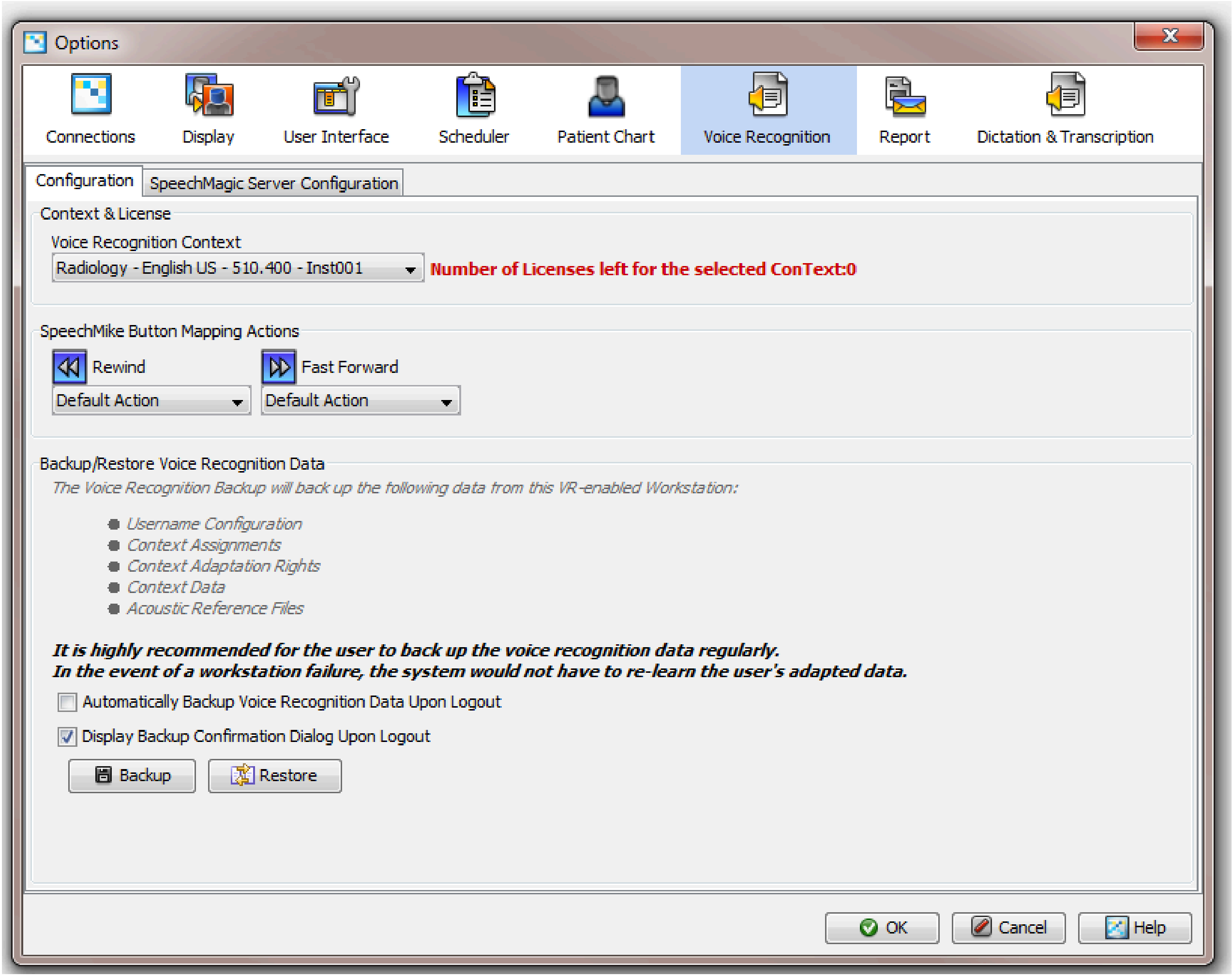


- **Enabling Voice Activation**
  The platform will be voice-activated. After a restart of the platform, the user will be able to issue commands to the platform by voice into the microphone. There is a global command "What Can I Say?" which can be dictated, and this will display the currently available commands that can be spoken.
- **Disabling Voice Activation**
  The platform will not be enabled for Voice Activation. Voice commands will not be recognized.

Go to Voice-Activated Platform for a full overview

Voice Recognition Options

The Voice Recognition Options Tab found in Tools → Options can be used to select a SpeechMagic ConText. It can also be used to configure SpeechMike button mapping actions for spoken commands (e.g. "Next Field" and "Previous Field").

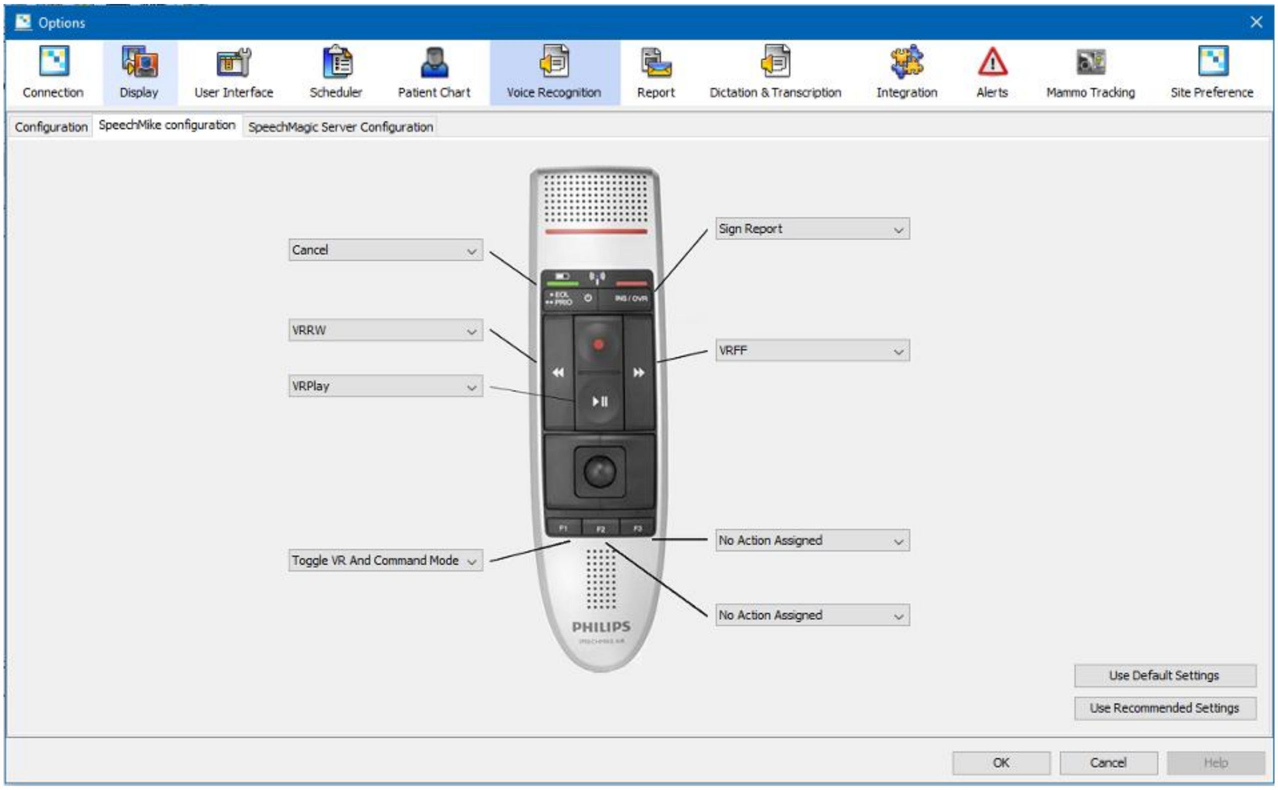


Context

If a SpeechMagic user wants to use another Context other than the default context and if he/she was assigned more than one Context on the SpeechMagic server, user will be able to select that Context.

SpeechMike Button Mapping Actions

Most of the SpeechMike buttons can be mapped to other actions, set to default by clicking "Use Default Settings" button or set to recommended settings by clicking "Use Recommended Settings" button.



Backup/Restore Voice Recognition Data

SpeechMagic™ stores user related data on the local workstation, this data maybe backed up automatically or manually.

Automatic backup

Two options are available:

- **Automatic Backup Voice Recognition Data Upon Logout:** System will perform a backup automatically when user logs out.
- **Display Backup Confirmation Dialog Upon Logout:** System will ask if user would like to perform a backup.

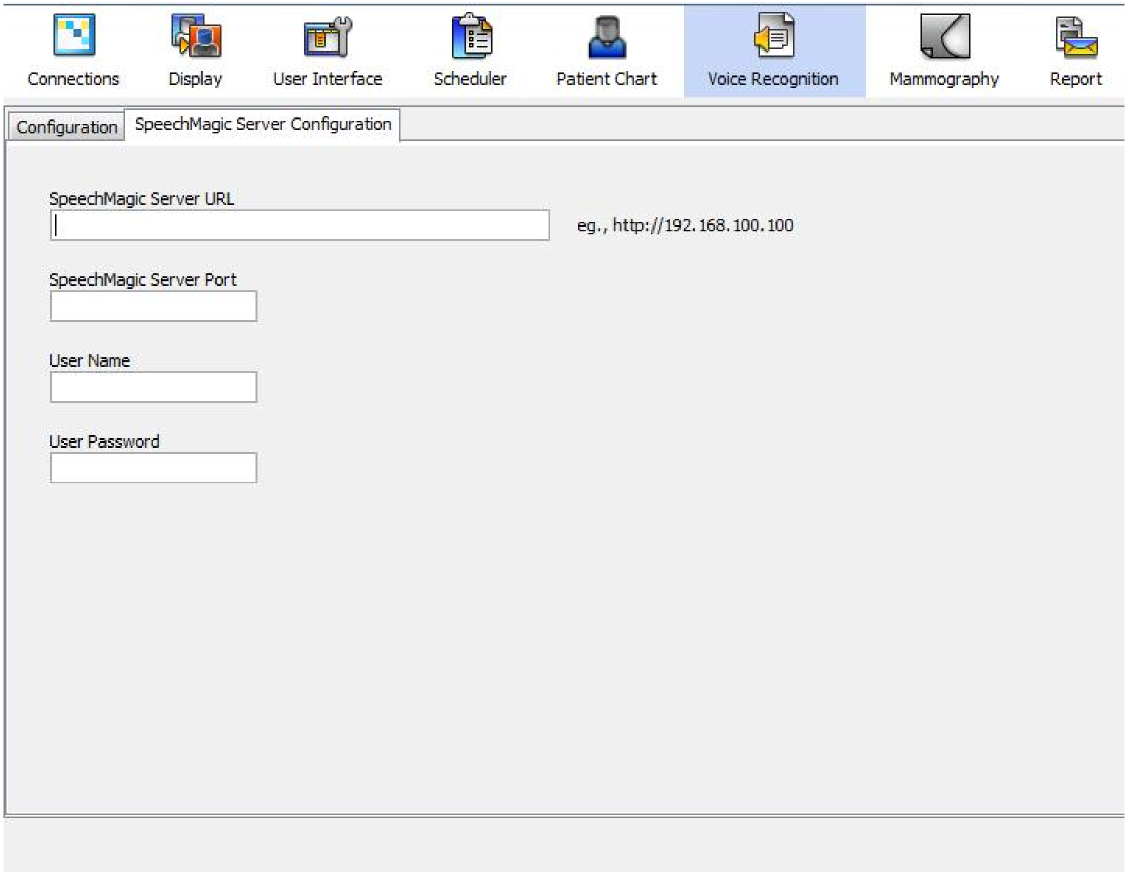
Manual backup, and restore

Users may backup or restore data any time by pressing the corresponding buttons.

SpeechMagic Server Configuration

For a multiple-user Voice Recognition environment, there is a need for a central location that will act as the SpeechMagic server. The benefits of this type of environment allow for the users of the system to go from one workstation to another without losing any of their voice adaptation information. The Speech Recognition engine will have their information stored centrally so that they are not tied to one machine.

The Voice Recognition Options Tab found in Tools → Options can be used to set up this central SpeechMagic Server.



- **SpeechMagic Server URL**
  This is the IP Address of the central server.
- **SpeechMagic Server Port**
  This is the port that will need to be open for the Platform to connect.
- **User Name**
  The user name to authenticate with the SpeechMagic Server
- **User Password**
  The password in correlation with the user name

Acknowledgements

This software uses the FreeImage open source image library. See http://freeimage.sourceforge.net for details. FreeImage is used under the FIPL, version 1.0.

ImageGrid RIS

Introduction

The ImageGrid Radiology Information System (or IGRIS) is an expansion of the ImageGrid PACS appliance which provides workflow management services for medical facilities such as imaging centers. This web accessible system enables radiologists, technologists and office managers to monitor and update the status of their patients' appointments. It is also capable of managing the steps preceding and following imaging procedures within the facility. Tools available for this system are:

- Order-based scheduling
- Patient profile management
- Custom Reports and template building tools
- Facsimile report delivery
- Custom Notes and attachments for any patient/procedure
- Custom scheduling for procedures
- Dictation services (via recording hardware such as a Dictaphone)
- Dictation/Speech Recognition services
- Document attachment/scanning services
- Modality worklists
- Full Integration with ImageGrid PACS
- Multiple roles: Provides unique access rights to patient profiles/procedures

This software system provides an imaging facility with a fully integrated Information Service to allow a radiologist, technologist or transcriptionist to view a procedure, search and retrieve patient's schedule for a procedure, and organize the search criteria by modality, facility, date, and physician. This information is used to retrieve pertinent studies from the PACS, and view the studies within the integrated viewer.

Intended Use of Product

The ImageGrid Radiology Information System (IGRIS) is a workflow management system designed for use in a medical imaging facility (i.e. hospital, Imaging center or Information Services center). This product is intended to be operated by persons trained in its use, particularly for Radiologists, Transcriptionist, Order Entry, Front Desk and Technologists for creating, and organizing appointments for medical Imaging procedures, as well as management of workflows, insurance and billing information and for recording and transcribing physician dictations for particular studies. The IGRIS is not intended to be used by end-users who have not been trained in the operation of the software system.

Minimum Product Requirements

For the Radiologist client (integration with Mammography Viewer)

- Candelis Mammography Workstation

For non-Radiologist client (No integration with Mammography Viewer)

Workstation:	Desktop PC
Operating System:	**Windows 7 64-bit Recommended** Windows 7 Windows 8 Windows 8.1 Windows 10
CPU:	Intel Core 2 Duo 2.4 GHz or Better
Memory:	3 GB RAM
Free Disk capacity:	10 GB
Monitor:	19” 1600 x 1200 resolution / 32 bpp monitor
Video Card:	128 MB PCI-e with DirectX support
Network connectivity:	Gigabit TCP/IP Local Area Network (LAN)
Site Installation:	ImageGrid PACS (preinstalled on site)
Internet Browser:	Microsoft Internet Explorer Version 8.0+ or Mozilla Firefox Version 2.0+

Notes: if the workstation is also used for visualization, please refer to the system requirements for the viewer in use.

Document Scanning and Attachment
Epson Workforce Pro GT-S50
Epson Perfection V33

Peripheral Hardware Components

Dictation/Audio
Philips® LFH3000 SpeechMike™ III Air
Philips® LFH3200 SpeechMike™ III Pro

Foot Pedal
Philips LFH2320 Transcription Foot Control pedal

Software Components

Voice Recognition
SpeechMagic

ImageGrid RIS Initial Configuration

Prior to using IGRIS, it is necessary to create and edit settings for the system so that it complements the positions involved in your facility's Workflow procedures. The System Configuration Menu will permit you to create, update, or delete artifacts such as facilities, resources, physicians, and procedures involved at your facility.

Role	Creating and Editing
User Accounts	Creating, Editing, and applying Electronic Signatures
Billing Server	How to use
Diagnoses	Creating and Editing
Facilities	Creating and Editing
Fax Server	How to use
Follow-up Recommendations	Creating and Editing **Note:** This option is only available if Mammography Tracking module is installed.
HL7 Server	How to use
Insurance Plans	Creating and Editing
Modifiers	Creating and Editing
Physicians	Creating and Editing, NPI and UPI Numbers
Procedures	How to configure
Providers	Creating and Editing
Report Templates	How to setup
Resources	Creating and Editing
Static Values	How to use
Validation	How to use

Introduction

IGOrders provides a basic set of features to manage orders and patient information. Tools available for this system are:

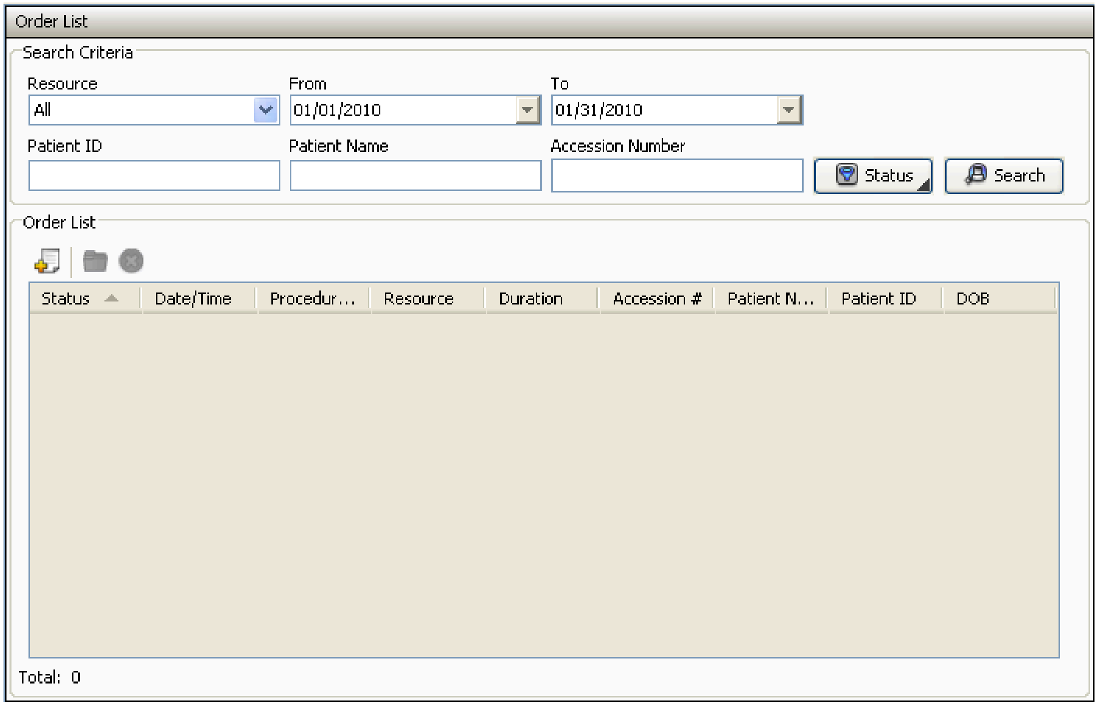
- Order Management
    - Search and view orders
    - View and modify order details
- Patient Management
    - Search and view patients
    - View and modify patient information
- Other Configuration
    - Search and view procedures
    - Search and view resources
    - Search and view physicians

Order Management

Order List

IGOrders provides the capabilities to display a list of orders based on given criteria.

The Order List Window

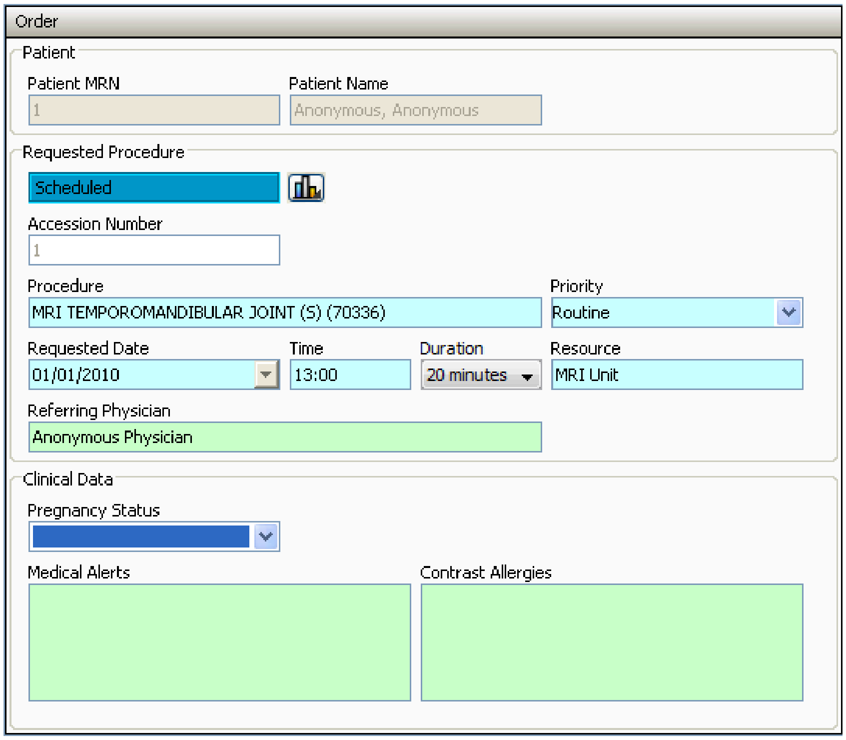


Find Orders

- Click the Open Order List button on the main tool bar.
- Specify search criteria, including
    - Resource
    - Date Range
    - Patient ID or Patient Name
    - Accession Number
    - Status:
        - Scheduled
        - In Progress
        - Completed
- Use the Query button to retrieve results.
- From the returned results, the following actions can be performed:
    - Choose an entry from the returned results to open or delete an order.
    - Click the Add Order button to add a new order.

Access Order Information

The Order Form



Add an order

An order can be added to the system through the following steps:

1. Click the Create Order button on the main tool bar or the Add Order button from the Order List Window.
2. Enter the following information:
   - An accession number (or omit; IGOrders will automatically generate one).
   - Alternatively search for and enter a patient entry using the search button.
   - A procedure with the searchable procedure field by entering either the procedure code or meaning.
   - Assign requested date, time, duration, resource and priority to the order.
   - The referring physician with the searchable referring physician field by entering the physician's name or NPI number.
   - Clinical data, including pregnancy status, medical alerts and contrast allergies, if applied.
3. Click the Save button to save.

Modify an order

An order can be opened to be modified from the Order List Window:

1. Highlight an order.
2. Double-click on the entry or click the Open Order button to view the selected order.
3. Edit fields if applicable.

Delete an order

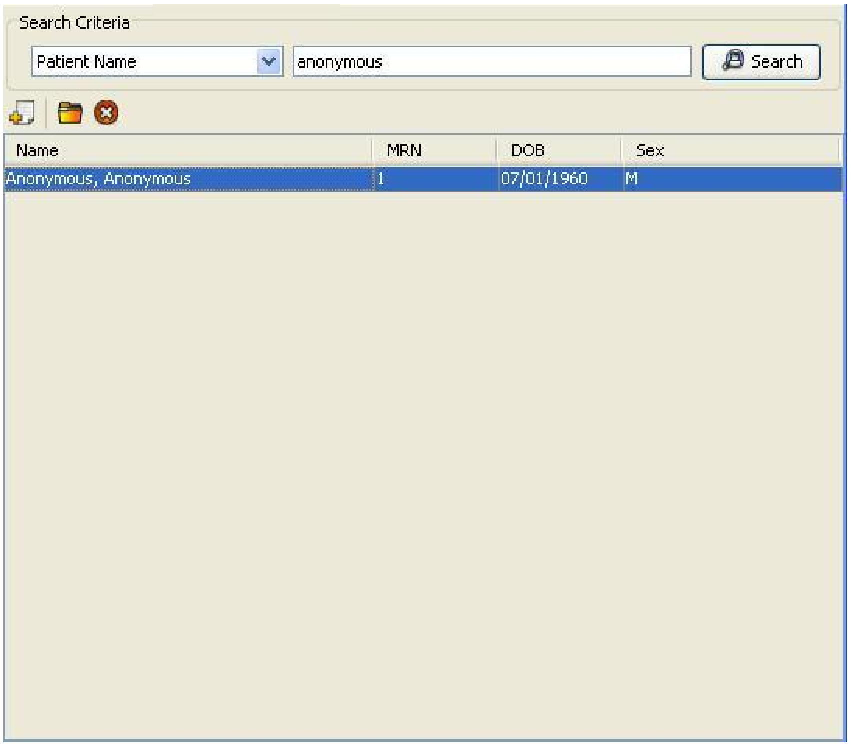
An order can be deleted from the Order List Window:

1. Highlight an order to delete.
2. Click the Delete Order button to delete the selected order.

Patient Management

Search Patients

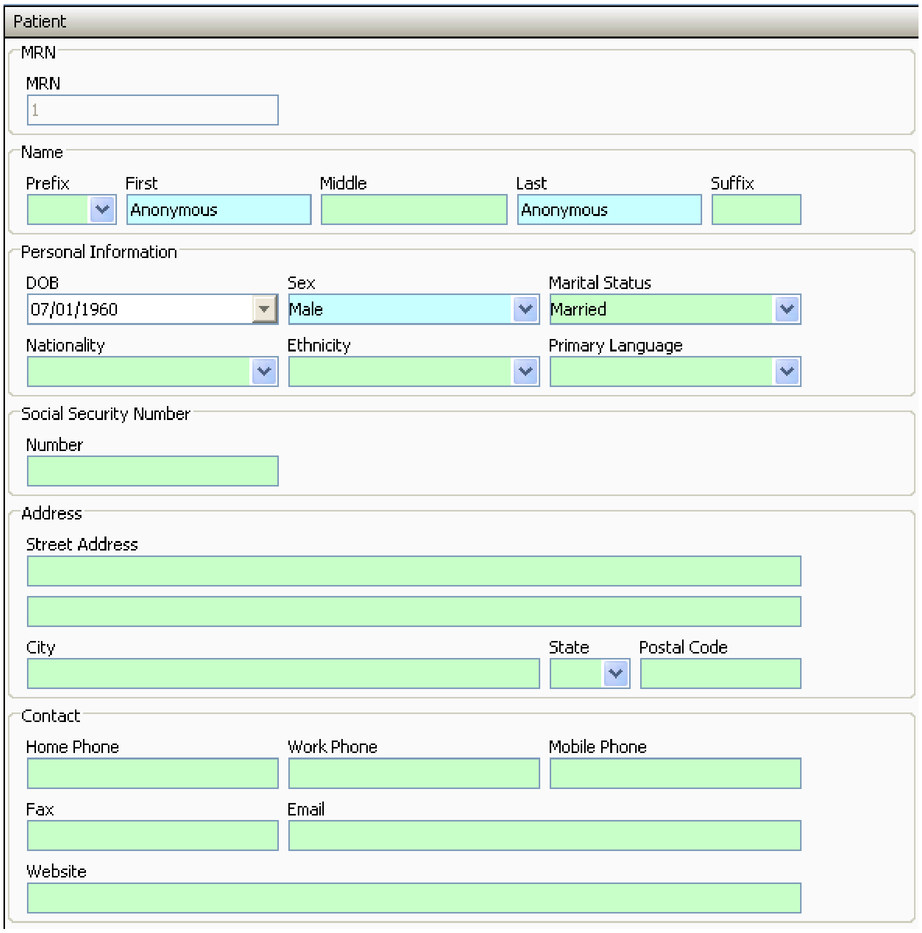
The Search Patients Window



- Click the Patients button on the main tool bar.
- The Search Patients Window provides five search criteria, which are:
    - Patient Name
    - MRN
    - Phone Number
    - Social Security Number
    - Date of Birth
- Select one of the criteria and enter the search information (may be a complete or partial alphanumeric value), and click the Search button to the right or press Enter.
- Results are displayed immediately below the text box.
- From the returned results, the following actions can be performed:
    - Choose an entry to open or delete.
    - Click the Add Patient button to add a new patient.

Access Patient Information

The Patient Form



Add a patient

A patient can be added to the system through the following steps:

1. Click the Create Patient button on the main tool bar, or the Add Patient button from the Search Patients Window.
2. On the patient form, enter following information:
    - MRN (or omit; IGOrders will automatically generate one)
    - Name
    - Personal Information
    - Social Security Number
    - Address
    - Contact Information
3. Use Save button to save changes.

Modify a patient

A patient can be opened to be modified from the Search Patients Window.

1. Highlight a patient.
2. Double-click on the entry or click the Open Patient button to view the selected patient.
3. On Patient Form, edit fields if applicable.
4. Use Save button to save changes.

Delete a patient

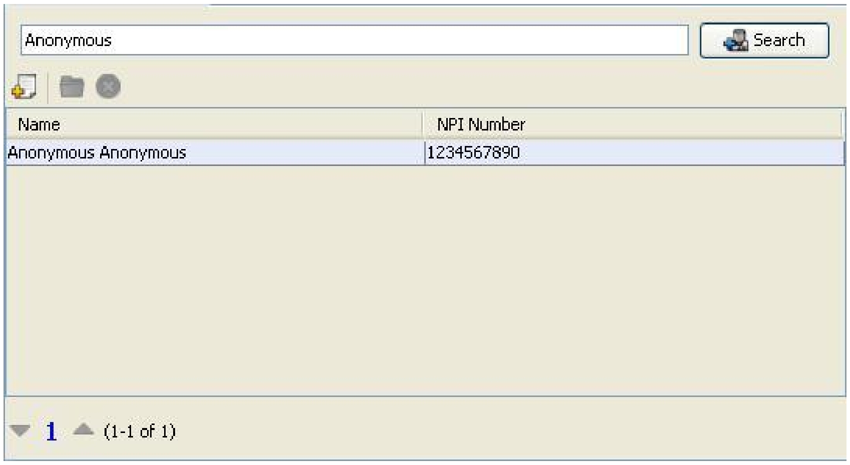
A patient can be deleted from the Search Patients Window.

1. Highlight a patient.
2. Click the Delete Patient button to delete the selected patient.

Physician Management

Search Physicians

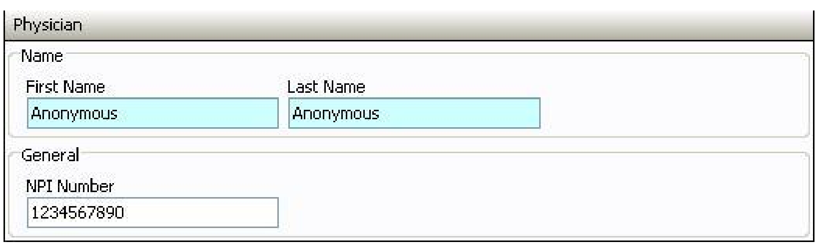
The Search Physicians Window



- Click the Physician button on the main tool bar.
- Enter physician's name or NPI and click Search button or press Enter key.
- Results are displayed immediately below the text box.
- From the returned results, the following actions can be performed:
  - Choose an entry to open or delete.
  - Click the Add Physician button to add a new physician.

Access Physician Information

The Physician Form



Add a physician

A physician can be added to the system through the following steps:

1. Click the Add Physician button from the Search Physicians Window.
2. Enter physician's name and NPI if applicable.
3. Use Save button to save changes.

Edit a physician

A physician can be opened to be modified from the Search Physicians Window:

1. Highlight a physician.
2. Double-click or click the Open Physician button to view the selected physician.
3. On the Physician Form, edit fields if applicable.
4. Use Save button to save changes.

Delete a physician

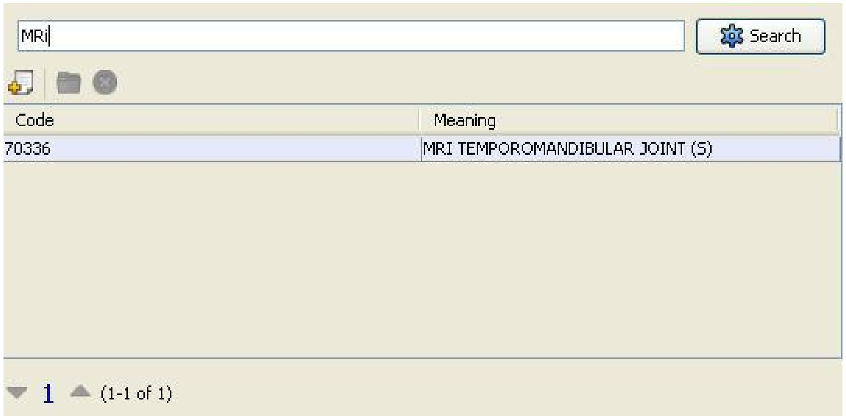
A physician can be deleted from the Search Physicians Window:

1. Highlight a physician.
2. Click the Delete Physician button to delete.

Procedure Management

Search Procedures

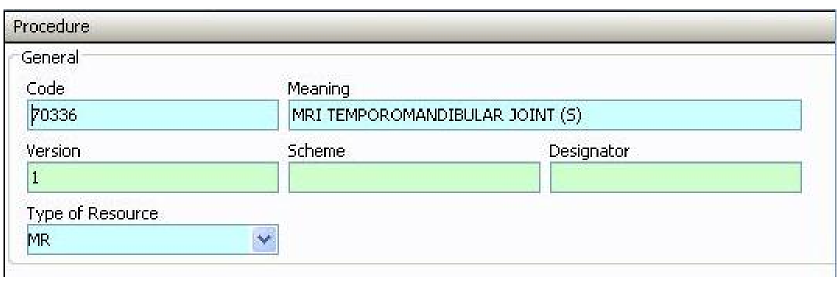
The Search Procedures Window



- Click the Procedures button on the main tool bar.
- Enter procedure's code or meaning then click Search button or press Enter key.
- Results are displayed immediately below the text box.
- From the returned results, the following actions can be performed:
  - Choose an entry to open or delete.
  - Click the Add Procedure button to add a new procedure.

Access Procedure Information

The Procedure Form



Add a procedure

A procedure can be added to the system through the following steps:

1. Click the Add Procedure button from the Search Procedures Window.
2. Enter procedure's code, meaning, version, scheme, designator and type of resource.
3. Use Save button to save changes.

Edit a procedure

A procedure can be opened to be modified from the Search Procedures Window:

1. Highlight a procedure.
2. Double-click or click the Open Procedure button to view the selected procedure.
3. On the Procedure Form, edit fields if applicable.
4. Use Save button to save changes.

Delete a procedure

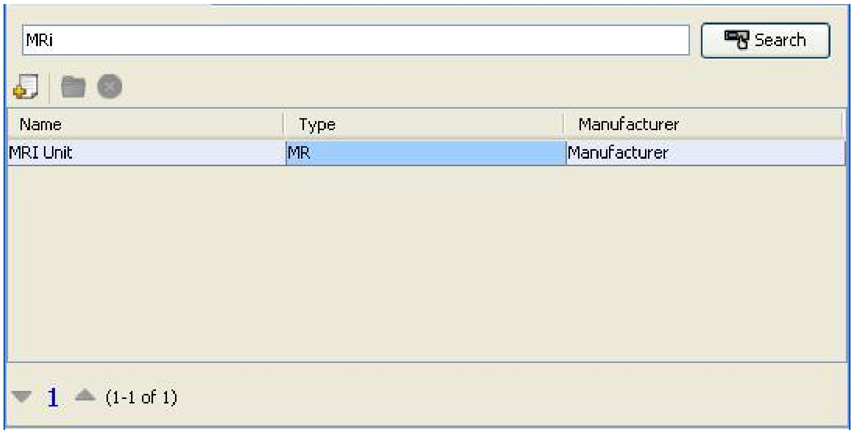
A procedure can be deleted from the Search Procedures Window:

1. Highlight a procedure.
2. Click the Delete Procedure button to delete.

Resource Management

Search Resources

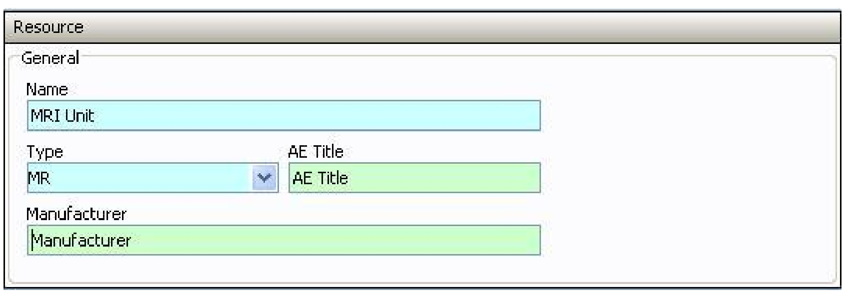
The Search Resources Window



- Click the Resources button on the main tool bar.
- Enter resource's name and click Search button or press Enter key.
- Results are displayed immediately below the text box.
- From the returned results, the following actions can be performed:
  - Choose an entry to open or delete.
  - Click the Add Resource button to add a new resource.

Access Resource Information

The Resource Form



Add a resource

A resource can be added to the system through the following steps:

1. Click the Add Resource button from Search Resources Window.
2. Enter resource's name, type, AE Title and manufacturer.
3. Use Save button to save changes.

Edit a resource

A resource can be opened to be modified from the Search Resources Window:

1. Highlight a resource.
2. Double-click or click the Open Resource button to view the selected resource.
3. On the Resource Form, edit fields if applicable.
4. Use Save button to save changes.

Delete a resource

A resource can be deleted from the Search Resources Window:

1. Highlight a resource.
2. Click the Delete Resource button to delete.

Overview

The billing module helps facilities prepare the claim data and send claims to the clearinghouse electronically. It also provides the ability to print CMS 1500 form. It also help user on payment collection and patient account management. The following sections explains what functionalities this module provides:

Post Charges

When the procedure is completed by a technologist, the charge will be posted automatically. To configure the price of procedures, see (@ProcedrueStepsSetUp)

Modify Charge Details

See Manage Charges and Payments in Account for details

Go to patient Account, double click the charge you want to modify, enter the billed amount and click OK

View and Print Patient Statement

See Manage Charges and Payments in Account for details

Go to patient Account(@Account Panel), click "print charges" to review patient statement, ,click print button ,this action will be recorded in patient communication log.

File Insurance Claims

See Review, Edit, Print and Send Insurance Claim for details

- File Claim From Order Worklist:
  Go to Worklist ,search order ,click bill button:
- File Claim From Patient Chart:
  Go to Procedure Tab under patient , click Bill button, the claim form will be loaded. If the information is incorrect(@EditClaimFrom). After reviewing and editing, click send or print button.

Process the Remittance Advices and Post Payments

See Payment Transaction Management for details

Go to Tools- Payment Transaction- > click new Button -> choose the payment type you want to post(@InsurancePayment, @Write-Off @Patient Payment)

Search Previous Payment Transactions

See Payment Transaction Management for details

Go to Tools- Payment Transaction- > change date range and check/uncheck "include zero balance"-> click Search , double click to view and edit the selected transaction.

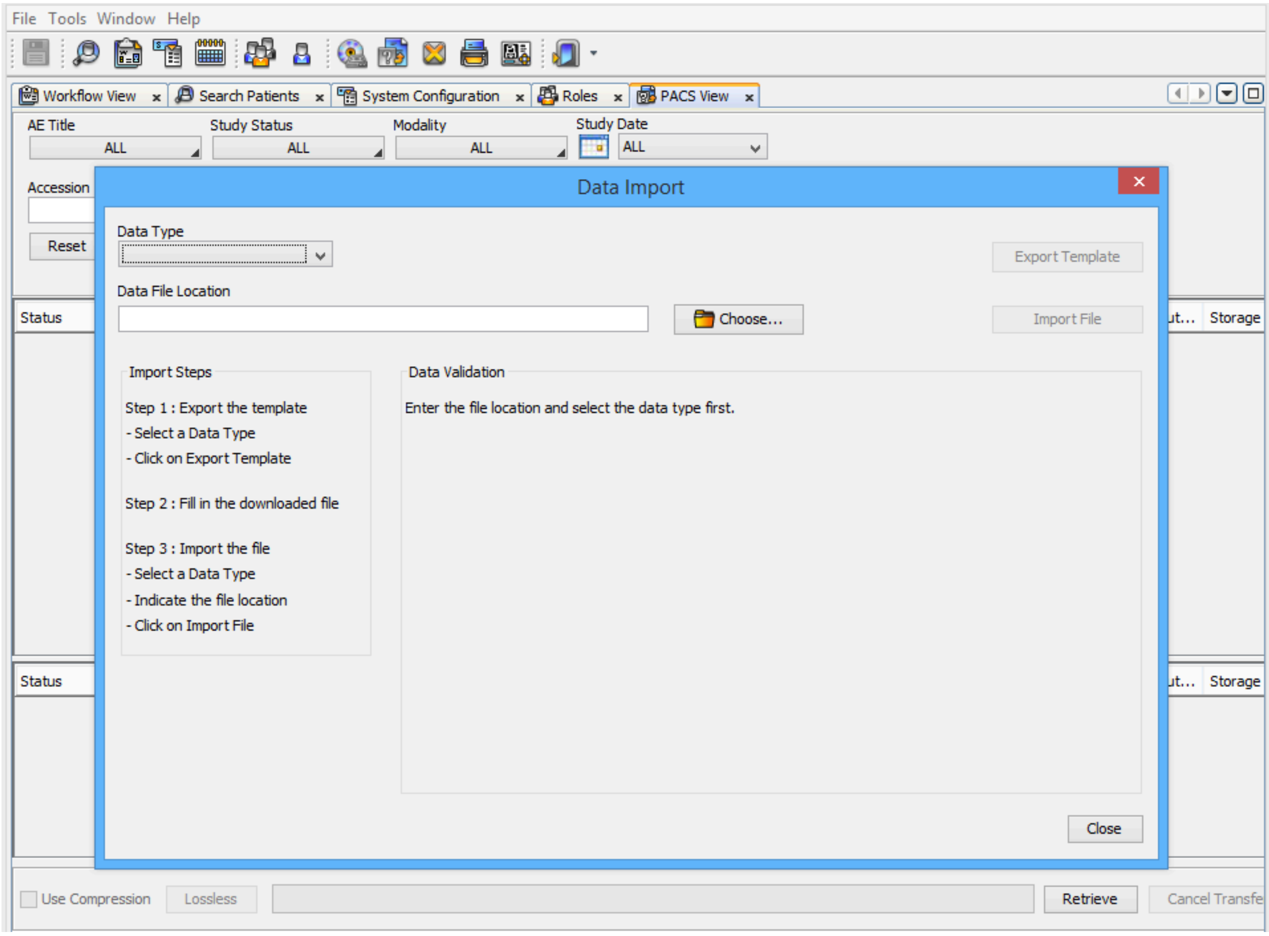
Superbill Worklist

Data Import

Introduction

Data Import Tool enables the users to import objects described in an Excel file.

To display the Data Import Tool, click on "Tools", then on "Data Import". A dialog containing the tool is displayed:



This tool enable the user to:

- Export the template file corresponding to the type of object he wants to import.
- Import the data added to the Excel file into the database

The panel "Import Steps" indicates to the user the steps to follow to import successfully some data.

The panel "Data Validation" displays the errors met during the export or the import.

Workflow

The user has to follow this workflow to import successfully data in the database:

Step 1: Initialization

- The user choose the category corresponding to the type of data he wants to import in “Data Type”
- He clicks on “Export Template” to get the corresponding file. A popup will be displayed to ask him if he wants to save the file.

Step 2: Fill in the data

- The user fill in the file exported. The file is an Excel file (he has to edit it with Windows Office). The file will contain some information to help the user to fill in the data.

Step 3: Import the data

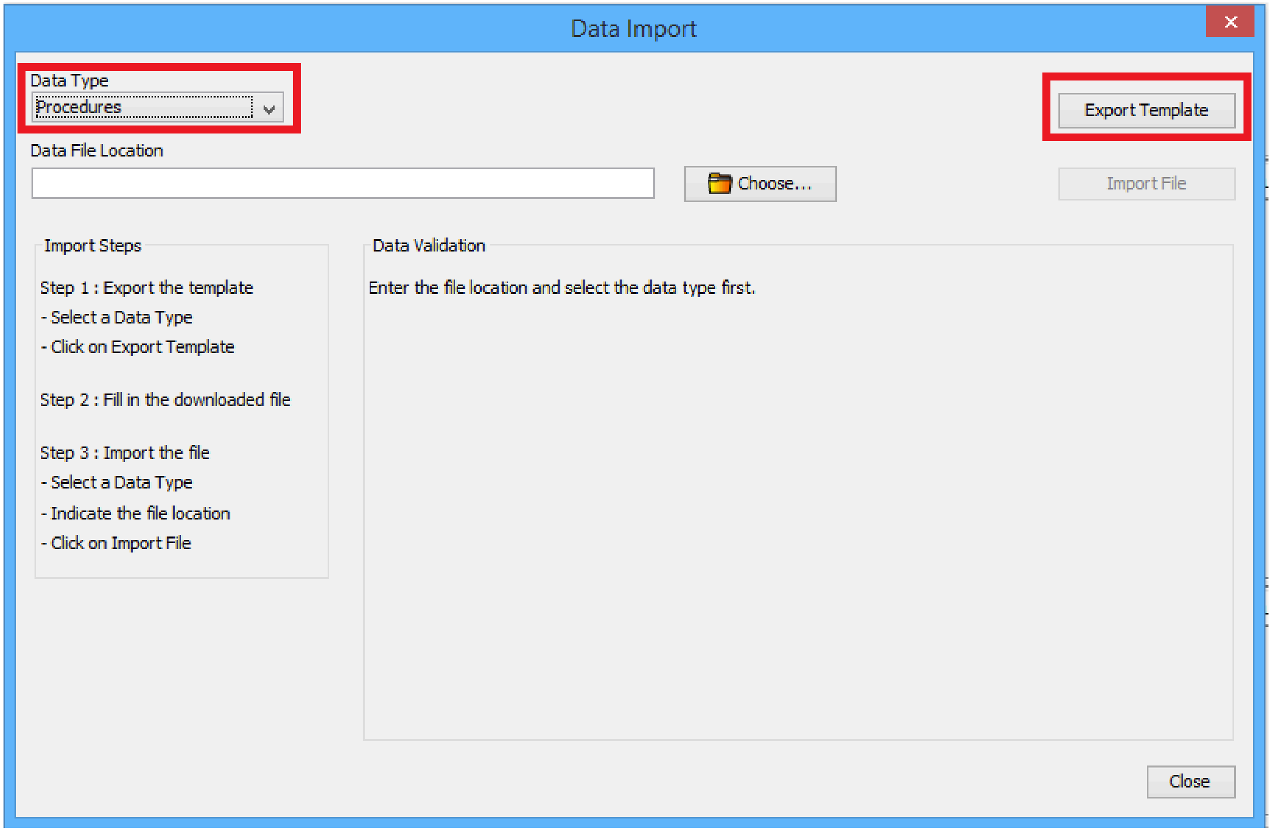
- Once the file is ready, he clicks on “Choose” to indicate where it is located, choose the corresponding category and click on “Import File”.
- If there is no error, we do the insertion in the database and we display in the “Validation panel” a sum up of the import (number of object created for example).
- If there is at least one error, we don't do the insertion in the database and we display the errors in the “Validation Panel”. The error labels will enable the user to know where is the error to correct his file.

For more information about the Data Import tool, please visit Import Data.

Data Import: Export a Template

Before importing Data, the user need to download to his workstation an Excel file thanks to the Data Import Tool. The user will have to fill in this file with the objects he wants to import into the database.

The user need to first select the Data Type, and then click on "Export Template".



Note: You have to export the file corresponding to the type of object you want to import. You can fill in a template file only with one type of object.

Fill in the template file

The template file contains some hints and validations to help the user:

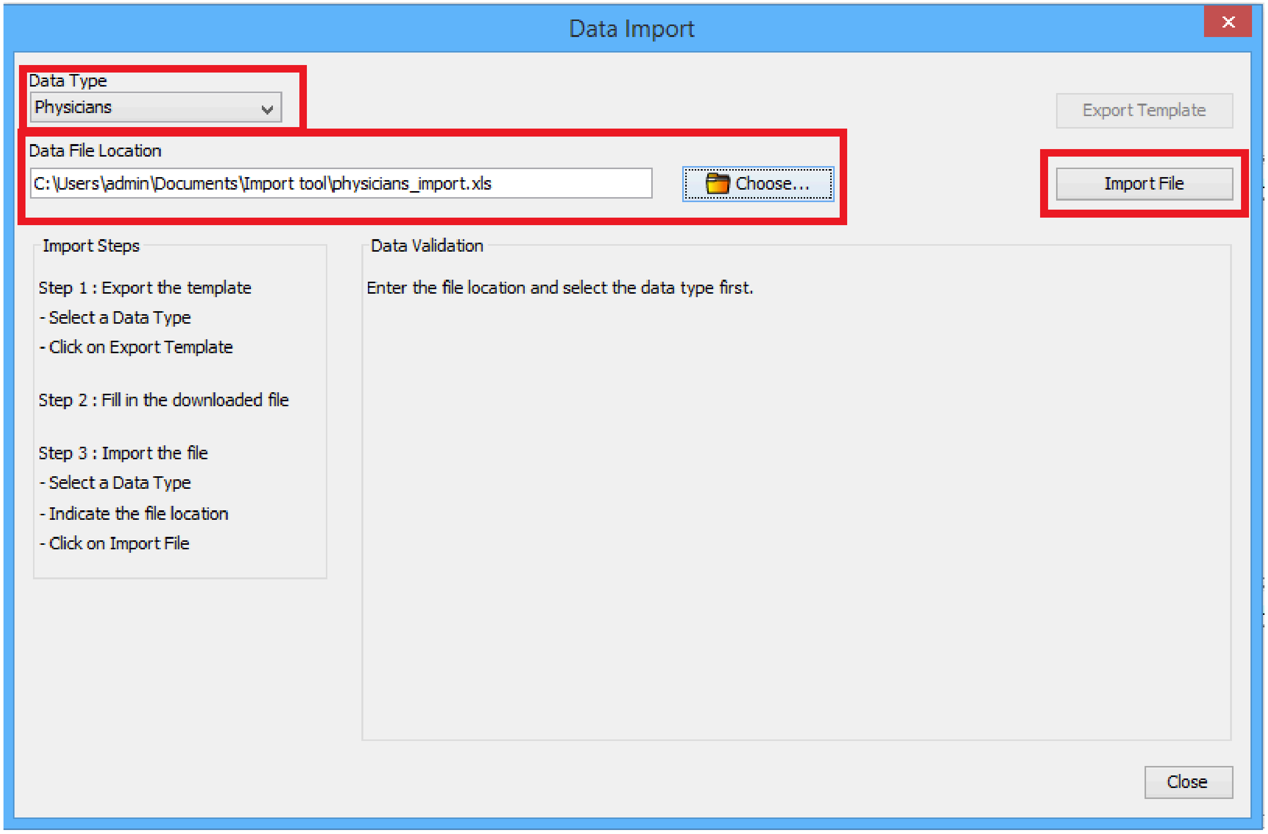
- When a column header color is red, it means that the user has to fill in this column.
- All the columns tagged "unique" will be check at the insertion. If 2 rows have exactly the same values for the all the fields corresponding to the columns tagged "unique", we consider them as "duplicate".
- When clicking on a cell, a note can be displayed to explain the constraints that apply to this cell (Example: "The value length has to be between 0 and 60").
- When adding a value to a cell that doesn't respect the cell constraints, an error message is displayed with some explanations and the value is erased.
- In some cells, a list of values is available.

Note: this template will not be a validation tool. It is designed not only to help the users to fill in the file quicker and easier, but also to enable the user to be more successful when he will try to import it as well.

Data Import: Import Data

When the user has finished to fill in the template file, he can start the Import step.

The user has to select the Data Type corresponding the template file he wants to import, indicates the template file location, and clicks on "import File".



Validation

When the user clicks on "Import File", the validation tool checks the whole file.

The different types of error that can be found are:

- The file imported doesn't correspond to the one expected (wrong Data Type, wrong version of the file ...)
- The file imported is empty.
- A value doesn't follow the constraints that apply to a field (wrong size, wrong type etc...)
- A value required is empty.
- The object already exist in the database or has been added two times in the file.

Once the file is validated, a dialog ask the user if he confirm the Data Insertion or not.

After the successful data import, the user needs to log out and log in again to be able to use the newly created objects.

Introduction

The mammography tracking module helps mammography facilities collect data for outcome monitoring and patient tracking.

Mammography Tab (Combined Exam Results and History Data)

This feature allows for the creation of exam results and mammography history data in one comprehensive and intuitive form.

See Mammography for details.

Mammography History Data

The module allows users to enter a patient's mammography history data for orders containing mammograms and other breast imaging procedures. The form will be pre-filled if a record of history data is found in a previous order.

Note: All codes from each data entry element are from the BI-RADS standard.

See Mammography History Data for details.

Exam Results

The system provides different forms of capturing various types of exam results including Mammogram, Breast Ultrasound, MRI and Breast Biopsy. The forms are customized for each exam category and include the following sections:

- Mammography Results
    - Mammography Exam Detail
    - Findings
        - Mass
        - Calcifications
        - Architectural Distortion
        - Special Cases
        - Implant Findings
        - Ductography Findings
    - Patient Lay Report Template
    - Follow-ups
- Breast Ultrasound Results
    - Ultrasound Exam Detail
    - Findings
        - Mass
        - Calcifications
        - Special Cases
    - Patient Lay Report Template
    - Follow-ups
- Integrated Results (Mammography + Breast Ultrasound)
    - Mammography Exam Detail
    - Ultrasound Exam Detail
    - Findings
        - Mammography Findings
            - Mass
            - Calcifications
            - Architectural Distortion
            - Special Cases
            - Implant Findings
            - Ductography Findings
        - Ultrasound
            - Mass
            - Calcifications
            - Special Cases
    - Patient Lay Report Template
    - Follow-ups
- Breast MRI Results
    - MRI Exam Detail
    - Patient Lay Report Template
    - Follow-ups
- Breast Biopsy Results

- Procedure Details
- Patient Lay Report Template
- Follow-ups

Multiple findings can be attached to an exam result and they can be edited or removed easily from the main exam result form. Follow-up recommendations can also be assigned from the interface, and the due date will be calculated automatically in accordance to its predefined interval. The data can be utilized to create:

- Radiology reports
- Patient letters
- Follow-up letters
- Audit reports

Note: All codes from each data entry element are from the BI-RADS standard.

See Exam Results for details.

Reports/Letters

The system has the capability to help a user create their own templates. It includes a text editor with all standard text formatting features; table and image insert capability; and automatic field population. All mammography specific data elements entered into the system can be inserted into the template as an auto-populated field.

See Reports/Letters for details.

Patient Tracking Workflow

The system has the capability to help the facility keep track of its patients and their follow-ups.

- When the radiologist creates a recommendation in an exam result; the system will add a follow-up item in the worklist.
- The follow-up due date is based on the recommendation.
- The user can update the patient's follow-up status in the worklist.
- The user can print follow-up letters from the worklist in batch mode with specific date ranges.
- The system will record all communications with the patient.

See Patient Tracking for details.

Quality Assurance Reporting

IGRIS supports *BI-RADS Follow-up and Outcome Monitoring* statistical basis for quality assurance reporting.

See Quality Assurance Reporting for details.

Configuring Follow-up Recommendations

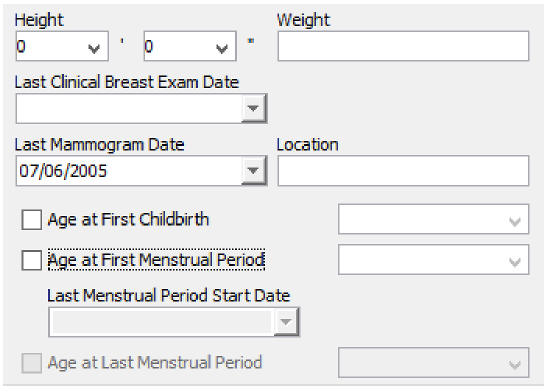
The system has the capability to help the facility in configuring its own customized follow-up recommendations.

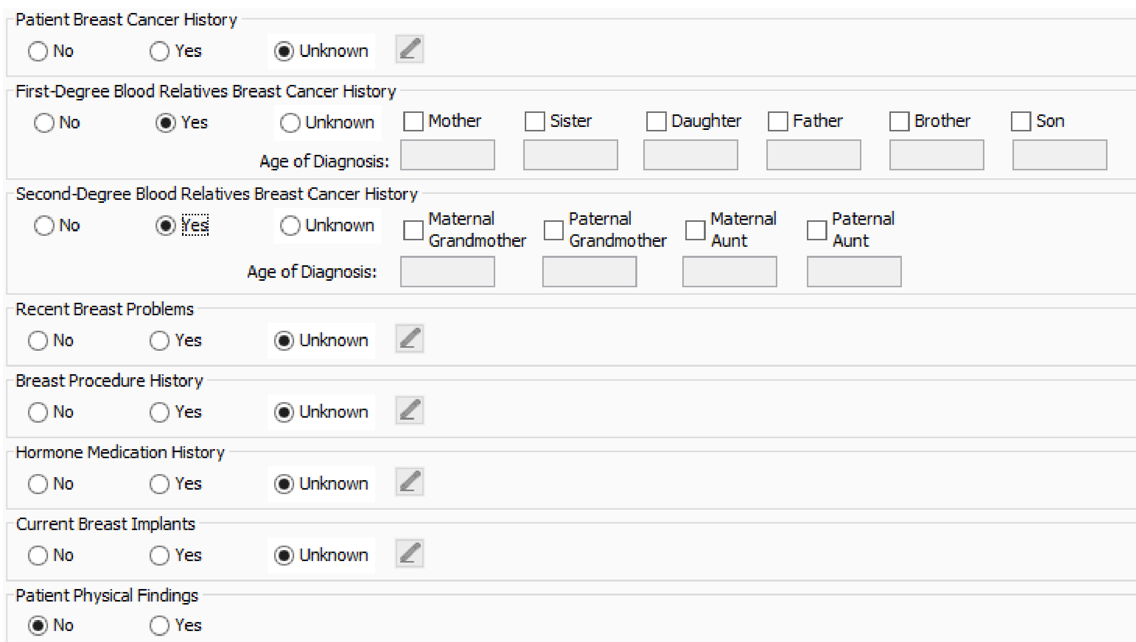
See Configuring Follow-up Recommendations for details.

Mammography Combined Exam Results and History Data

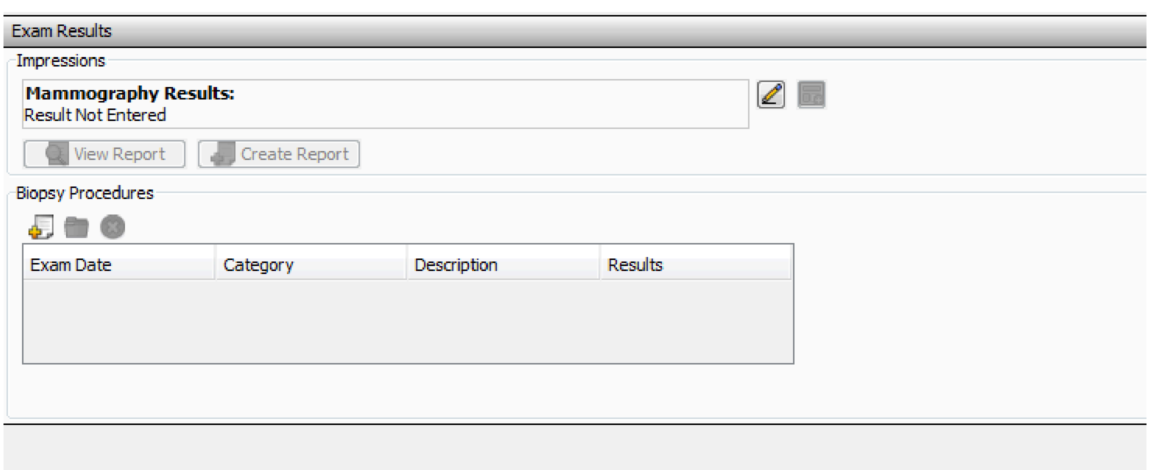
The "Mammography" tab contains two main sections: "Patient Medical History" and "Exam Results".

1. Patient Medical History





2. Exam Results



Patient Medical History

In the lower left corner is the general Patient Medical History panel.
This section contains general information regarding the patient's clinical history.

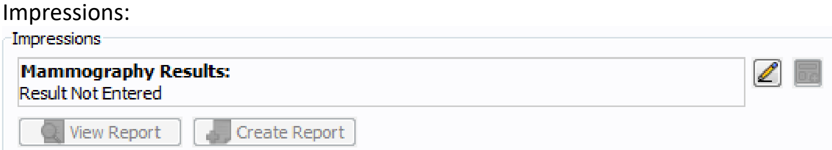
The upper main panel contains the patient breast cancer history, recent breast problems, breast procedures, hormone medications, breast implants, and physical findings sections.

- Entering new data: In each section new data may be entered by selecting the yes Yes radio button. When this is selected, a new dialog will appear and new data may be entered.
- Editing existing data: In each section data may be entered by clicking the edit button the dialog will appear and the data may be edited.

Exam Results

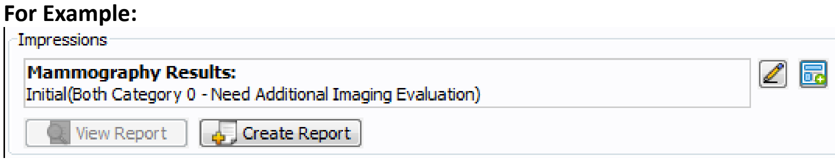
In the exam results section, impressions and biopsy results may be entered.

- Impressions:



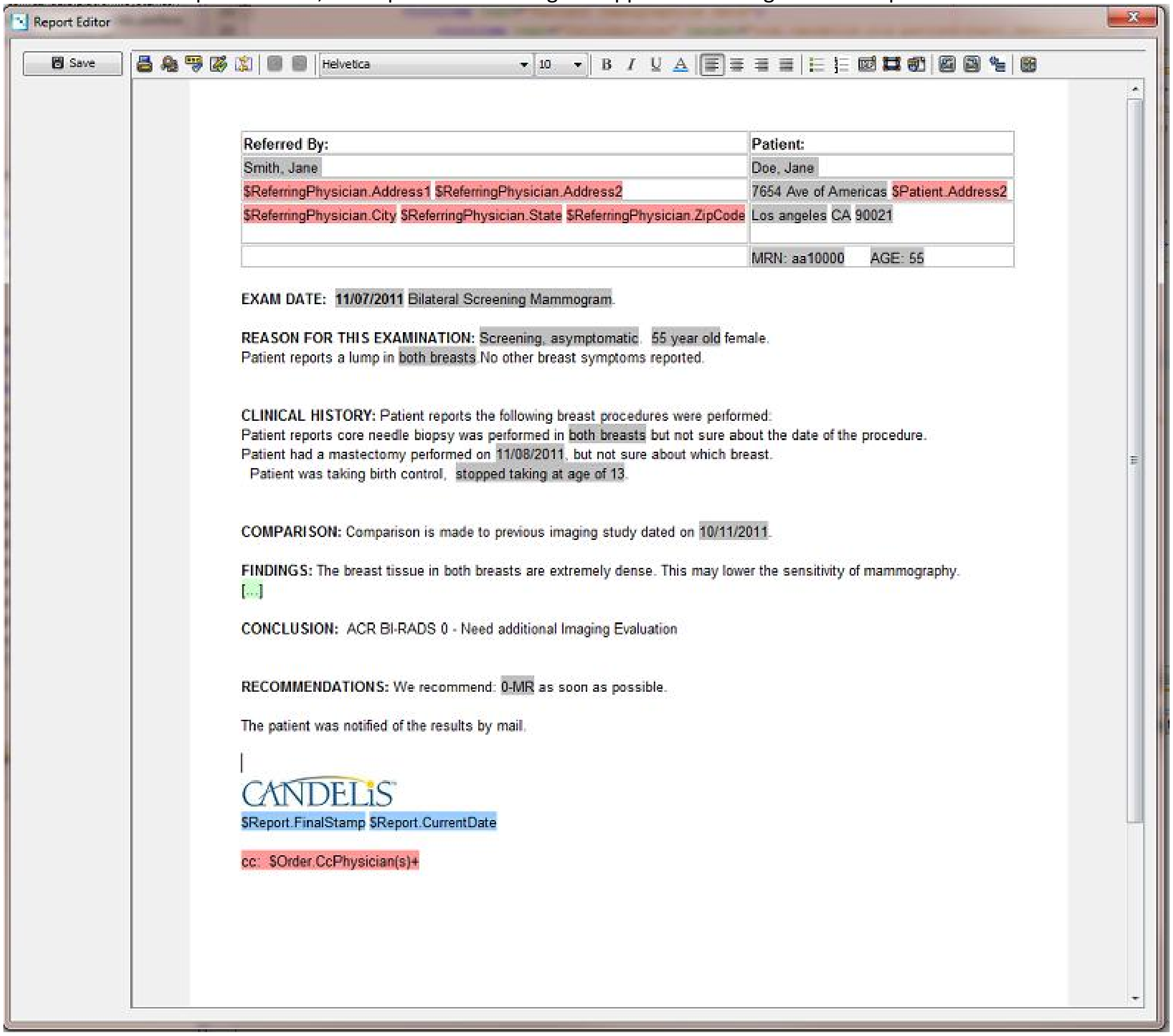
  - Enter new or edit existing impression by clicking the Edit button
  - When impression is entered this panel will display a brief description of the results:

    For Example:



    Note: The Create Report button is enabled. Clicking this button will generate a report using an assigned template. If a template is not assigned, a dialog will appear to allow a template to be chosen.
    Also notice the addendum button is enabled. This is only enabled if the exam result entered has an incomplete assessment.

Click the "Create Report" button, the report editor dialog will appear with the generated report.



Referred By:	Patient:
Smith, Jane	Doe, Jane
$ReferringPhysician.Address1 $ReferringPhysician.Address2	7654 Ave of Americas $Patient.Address2
$ReferringPhysician.City $ReferringPhysician.State $ReferringPhysician.ZipCode	Los angeles CA 90021
	MRN: aa10000 AGE: 55

EXAM DATE: 11/07/2011 Bilateral Screening Mammogram.

REASON FOR THIS EXAMINATION: Screening, asymptomatic. 55 year old female.
Patient reports a lump in both breasts No other breast symptoms reported.

CLINICAL HISTORY: Patient reports the following breast procedures were performed:
Patient reports core needle biopsy was performed in both breasts but not sure about the date of the procedure.
Patient had a mastectomy performed on 11/08/2011, but not sure about which breast.
Patient was taking birth control, stopped taking at age of 13.

COMPARISON: Comparison is made to previous imaging study dated on 10/11/2011.

FINDINGS: The breast tissue in both breasts are extremely dense. This may lower the sensitivity of mammography.
[...]

CONCLUSION: ACR BI-RADS 0 - Need additional Imaging Evaluation

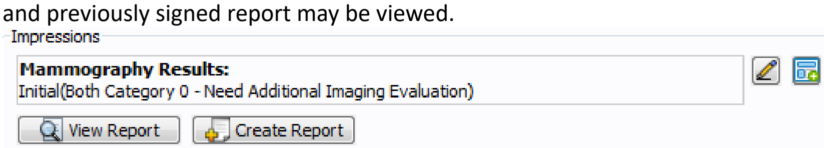
RECOMMENDATIONS: We recommend: 0-MR as soon as possible.

The patient was notified of the results by mail.

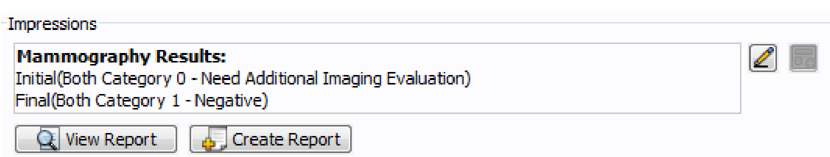
CANDELIS
$Report.FinalStamp $Report.CurrentDate

cc: $Order.CcPhysician(s)+

- In this dialog the report may be edited, previewed, printed, saved and signed.
- Once the report is signed the "View Report" button is enabled
  and previously signed report may be viewed.

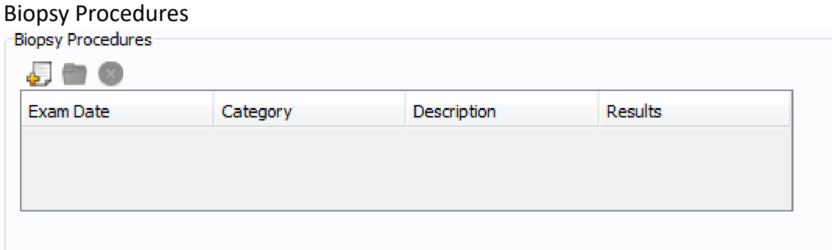


- Click the addendum button . The Addendum Results dialog will appear.
  Fill in the appropriate fields, click OK when finished.

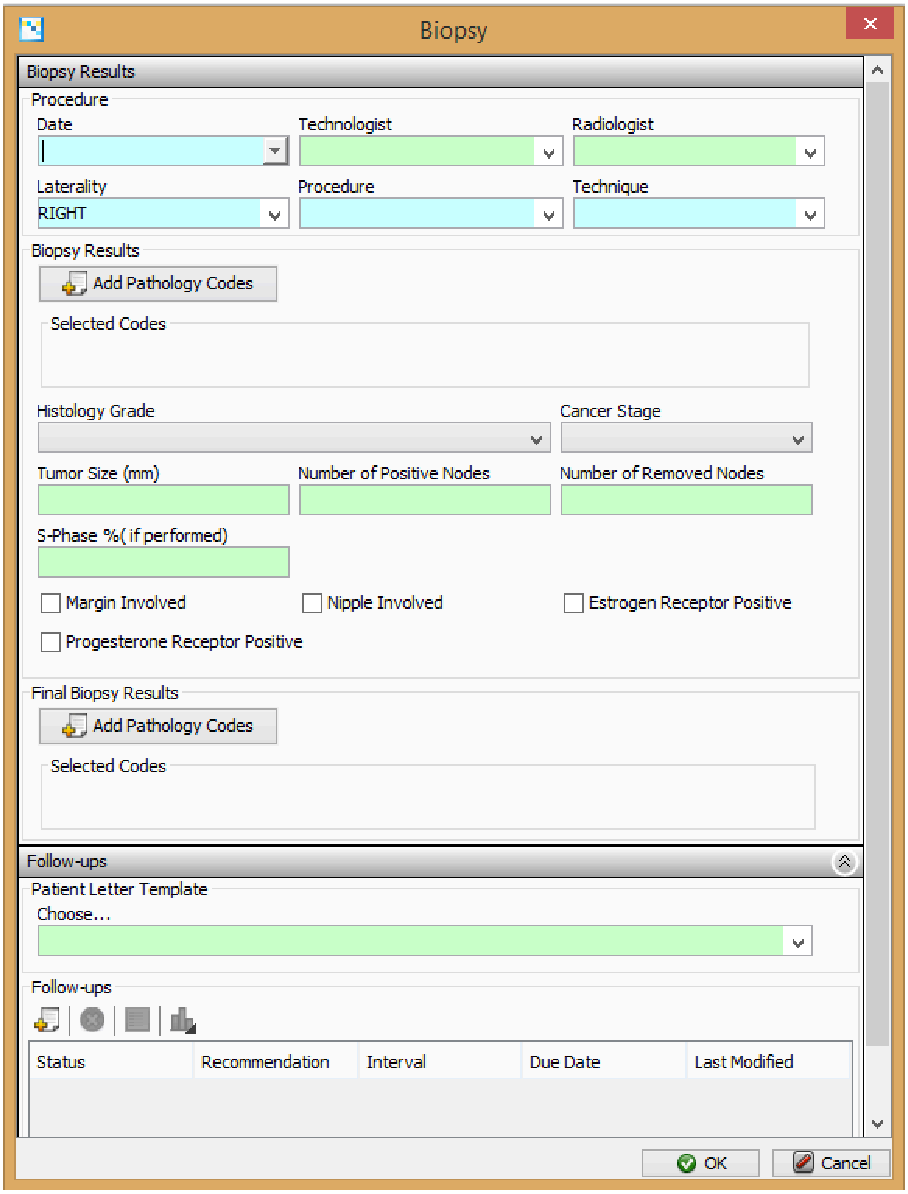


When the addendum is entered, the panel will display a brief description of the initial and final results

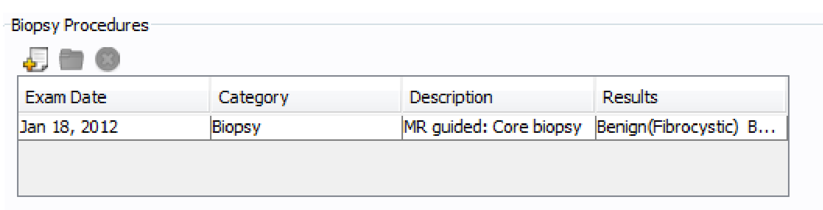
- Biopsy Procedures



- A new biopsy may be added by clicking the "New" button
  The Biopsy dialog will appear



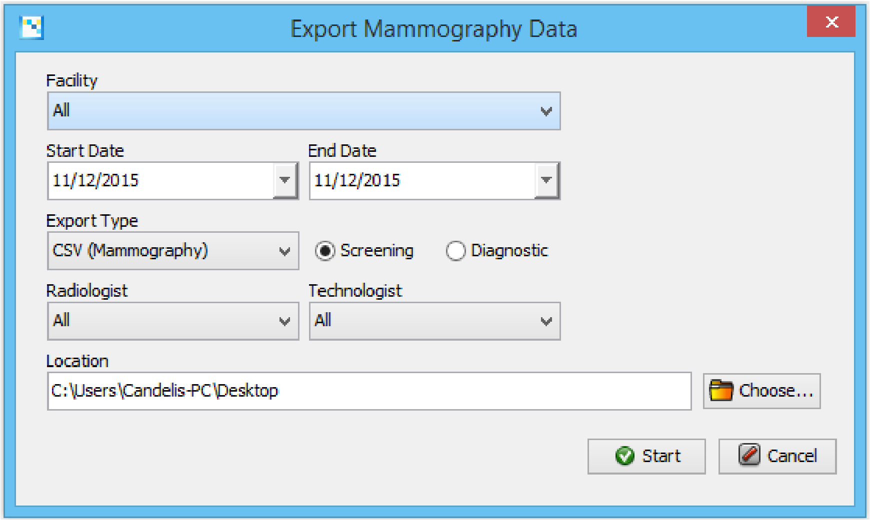
- Fill in the appropriate data, and click OK when done.



Note: The summary of the biopsy procedure entered is displayed in the table.

Quality Assurance Reporting (Data Export)

Data from mammography exam results are collected and utilized to derive important data to track overall performance in mammography interpretation. Reports can be created using the Export Mammography Data tool provided. The tool is accessible from the Tools menu.



The reports are generated using the following parameters:

- **Facility** - Selected facility to export the data for. The default value is "All", so data export will be performed for all facilities.
- **Start Date** - The start date that the report will cover. The default value is the current date.
- **End Date** - The end date that the report will cover. The default value is the current date.
- **Export Type** - The type of report to export. The default value is CSV(Mammography).
- **Radiologist** - The radiologist (must be set up as a Provider) by which to filter the exported report.
- **Technologist** - The technologist (must be set up as a Provider) by which to filter the exported report.
- **Location** - The location where the created report will be stored.

Mammography Data

Screening and diagnostic mammographic exam data can be exported to a CSV file through the following steps:

1. Choose "CSV (Mammography)" as the export type
2. Select facility
3. Specify date range
4. Choose a type of exam to view (screening or diagnostic)
5. Specify file location
6. Click Start

Pathology Data

Pathology data can be exported to a CSV file through the following steps:

1. Choose "CSV (Pathology)" as the export type
2. Select facility
3. Specify date range
4. Specify file location
5. Click Start

Audit Report

Mammography Quality Assurance reports can be generated and saved as a PDF file through the following steps:

1. Choose "Audit Report" as the export type
2. Select facility
3. Specify date range
4. Choose a type of exam for reporting (screening or diagnostic)

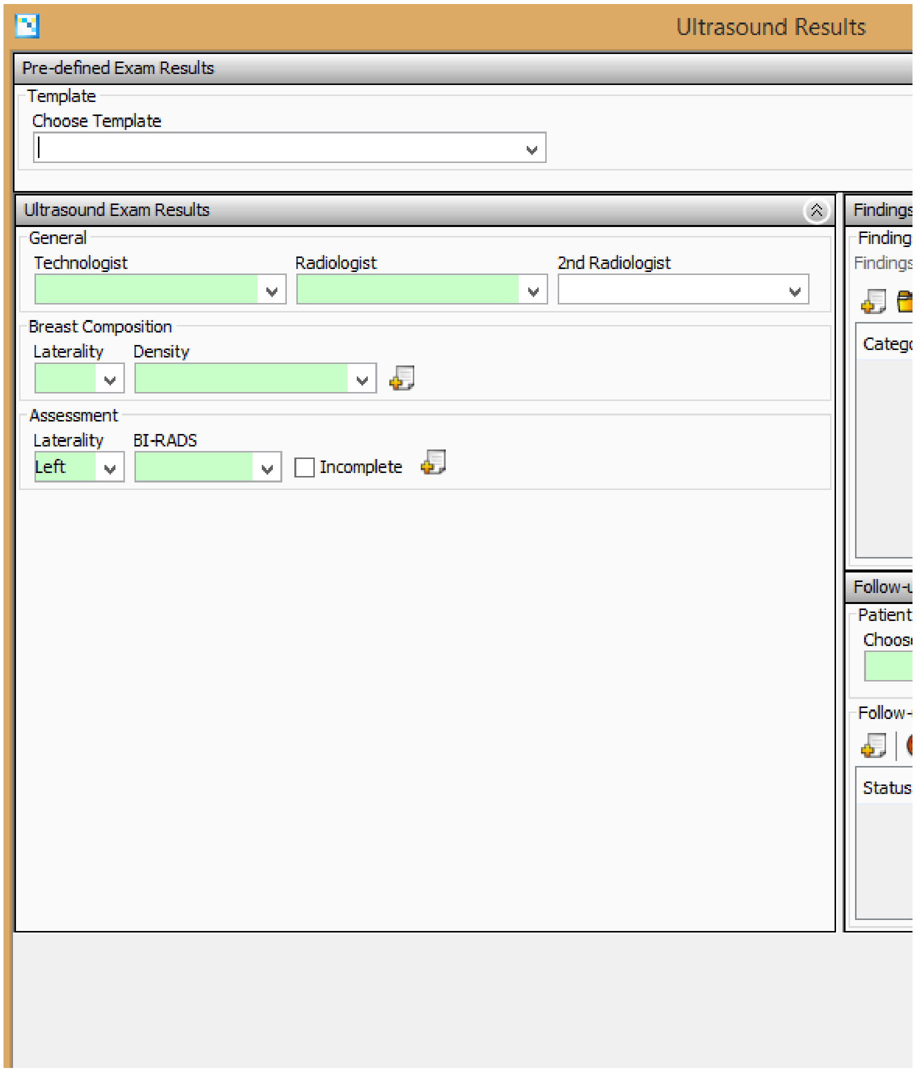
5. Specify file location
6. Click Start

National Mammography Database

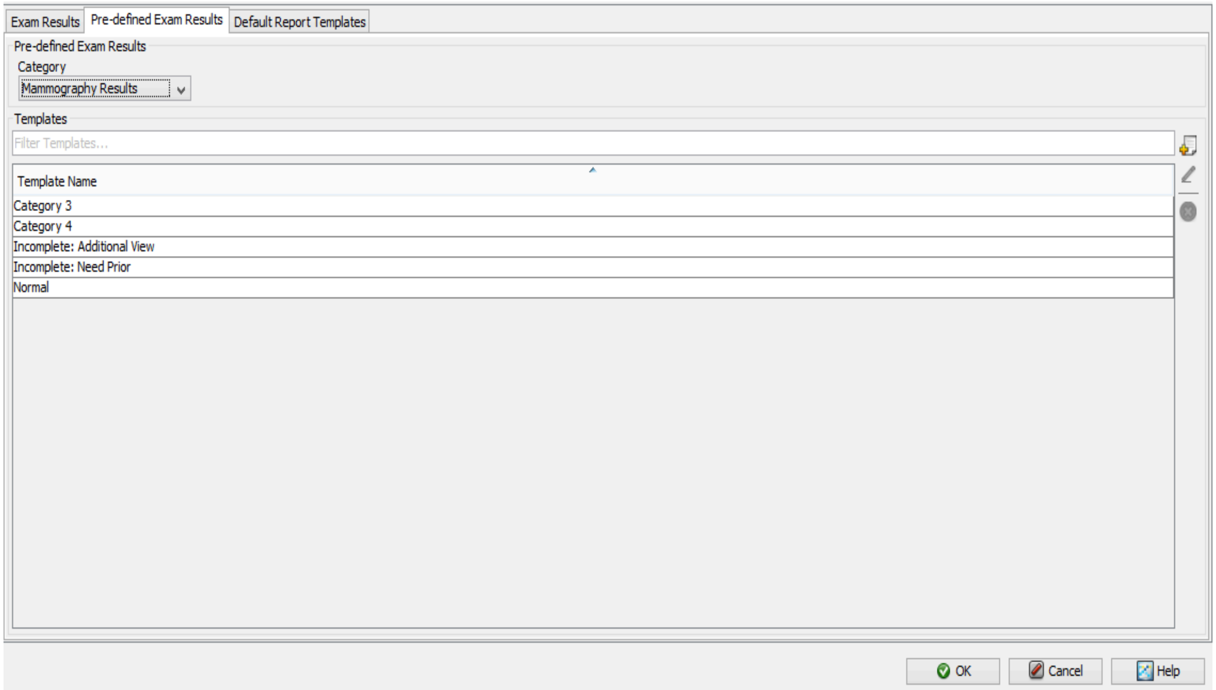
1. Choose "NMD" as the export type
2. Select facility
3. Specify date range
4. Specify file location
5. Click Start

Mammo Exam Results Data Templates

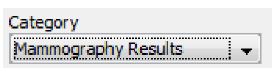
Exam Results Data Templates can be used to pre-populate the fields when entering exam results data.
These templates can be used under the Patient Chart Mammography tab when entering Exam Results.
Every exam result has a BI-RADS Category, a Follow-up Recommendation and Patient Letter Template fields.
These fields can be prepopulated by selecting one of the Exam Results Data Templates from the top dropdown box.
Once a template is selected, these fields are populated based on the values from the selected Exam Result Data Template.



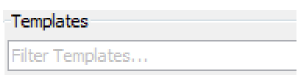
- New templates may be added, edited and deleted.
- Templates may be used to pre-populate the fields when a new exam result is created.



- The Category drop down box is used to select between the different types of exam results.

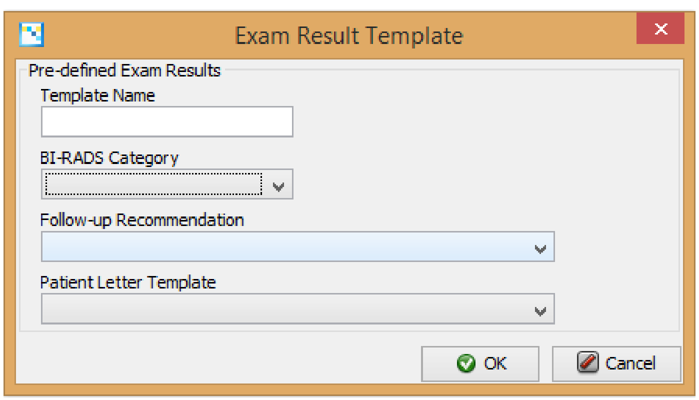


- The user may filter the templates by name.



Creating a new Exam Result Data Template

1. Create a new Exam Result Data Template by clicking the new button.
2. On the Exam Result Template dialog, enter Template Name, select BI-RADS Category, Follow-up Recommendation, and Patient Letter Template, then click OK.
3. The new Exam Result Data Template is created, and is visible in the table.



Editing an existing Exam Result Data Template

- An existing Exam Result Data Template can be edited by selecting the template in the table and clicking the edit button.

Deleting an Exam Result Data Template

- An existing Exam Result Data Template can be deleted by selecting the template in the table and clicking the delete button.

Patient Medical History

The "Patient Medical History" form collects study and history data for this exam. The form will be pre-filled if the patient has a record of history data from a previous order.

To access the "Patient Medical History" form:

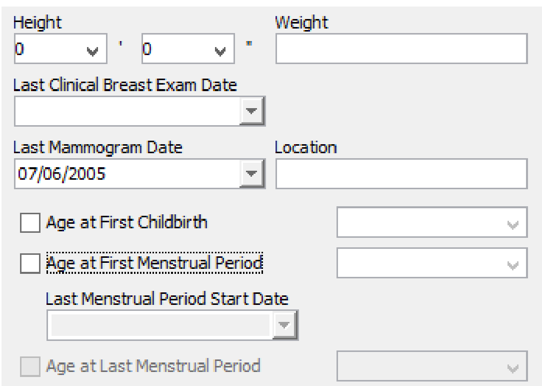
1. Log in as a user with Mammography Tracking privileges.
2. Access any Patient Chart
3. Go to "Radiology"
4. Go to "Mammography"

To create a "Patient Medical History" for chosen order, fill in the correct information and click the "Save" button when completed.

The following information needs to be provided by the patient for each visit.

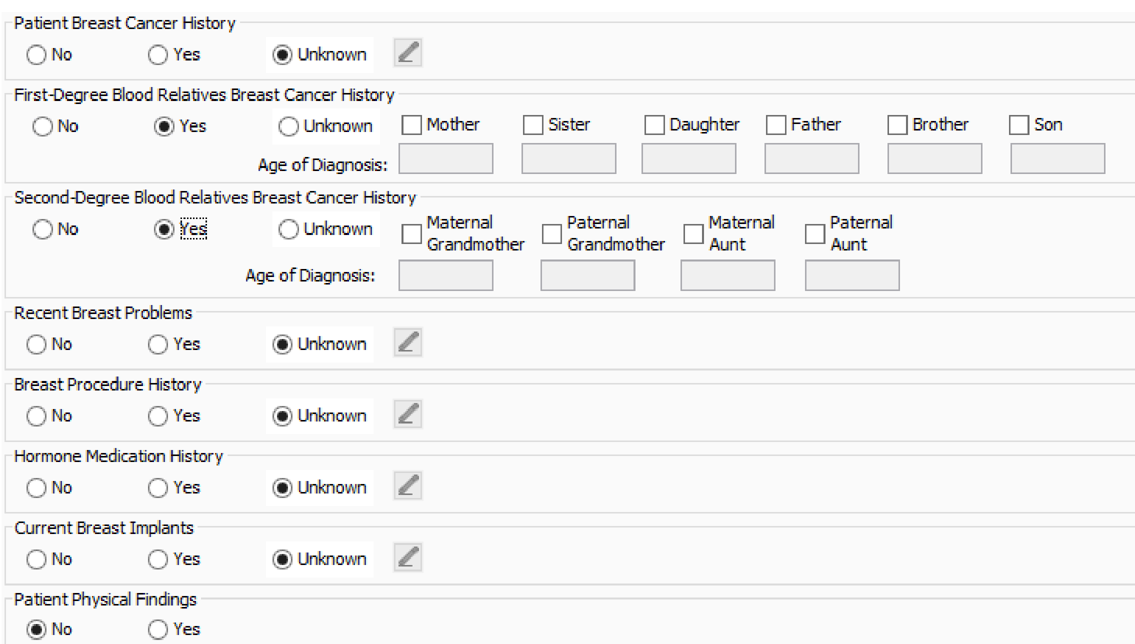
General Patient Information

This section contains general information regarding the patient's medical history.



Advanced Patient Information

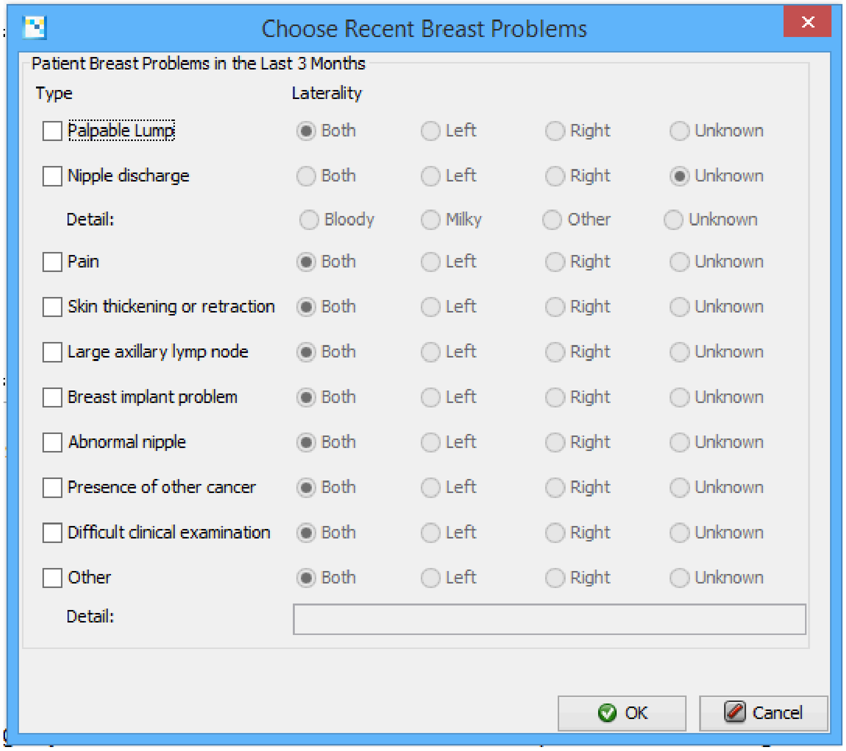
This section contains advanced information regarding the patient's medical history.



This section contains advance information regarding the patient's clinical history. When the user selected "yes" for any of these sentences, a dialog is opened or some fields are enabled to let him add some details.

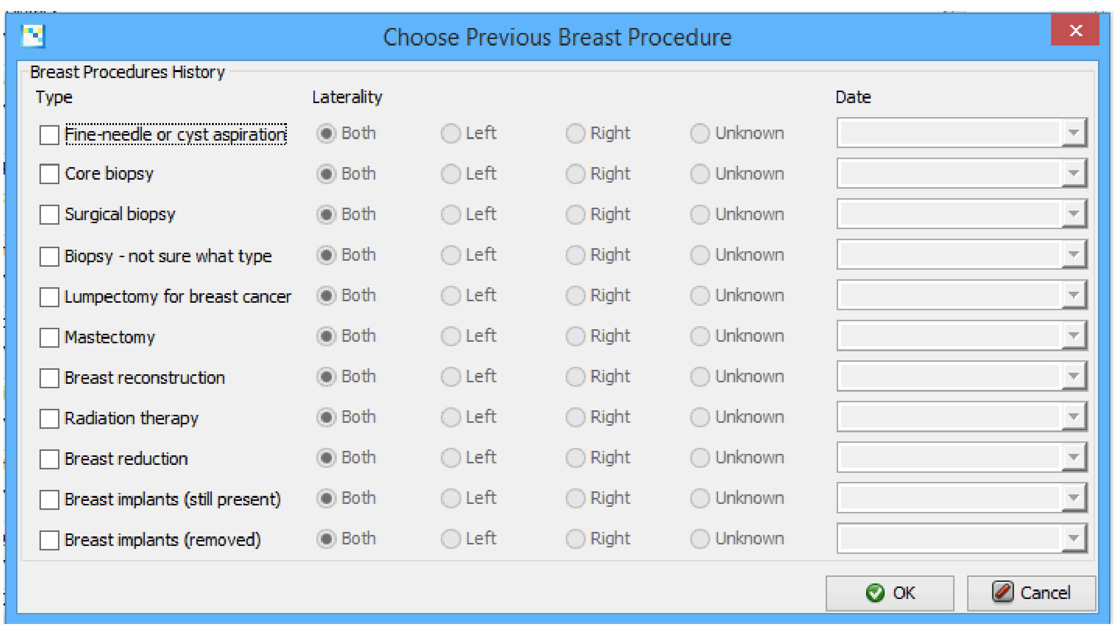
Recent Breast Problems or Breast Changes

This section contains a patient's recent breast problems or breast changes in the last three months. This panel is displayed when the user select "yes" for the sentence "Recent Breast Problems".



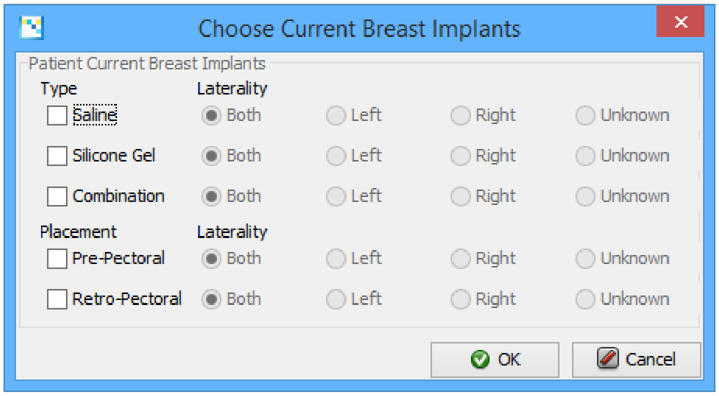
History of Breast Procedures

This section contains any breast procedures that were performed on the patient. This panel is displayed when the user select "yes" for the sentence "Recent Procedure History".



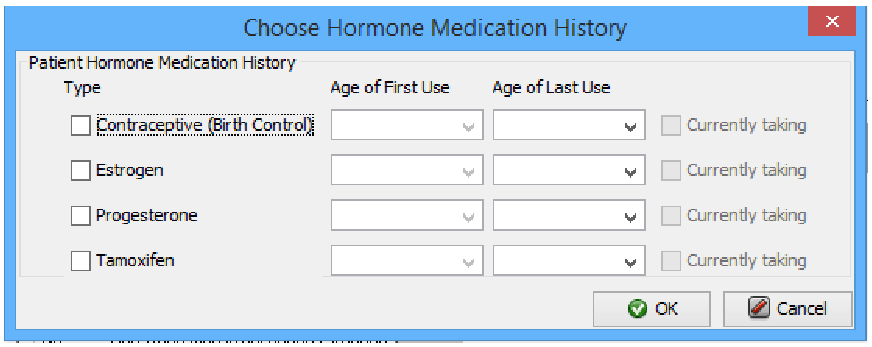
History of Breast Implants

This section contains the patient's breast implant history. This panel is displayed when the user select "yes" for the sentence "Current Breast Implants".



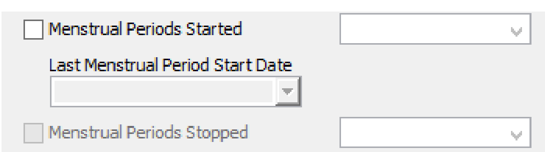
History of Hormone Medications

This section contains the patient's hormone medication history. This panel is displayed when the user select "yes" for the sentence "Hormone Medication History".



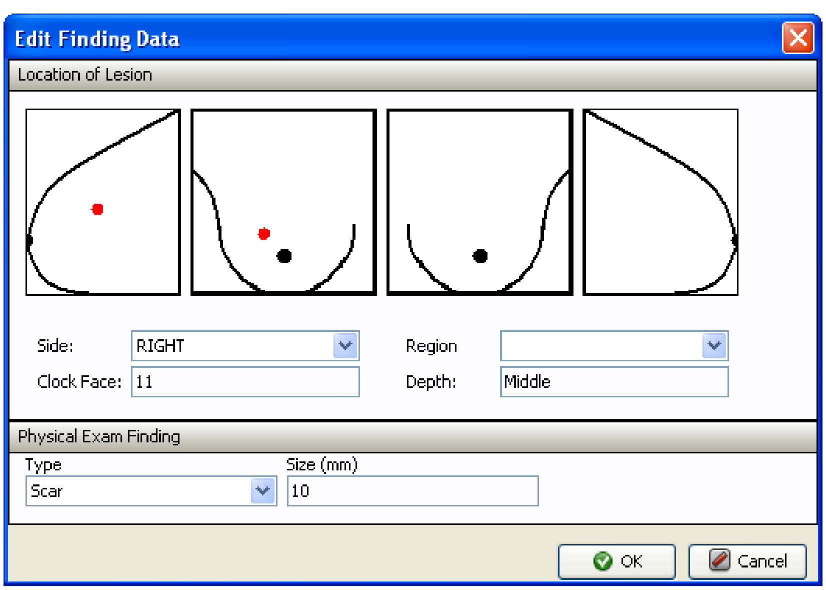
Patient Menstrual History

This section contains the patient's menstrual history.



Physical Findings

This section contains information about visible or palpable findings in the patient's breast. This panel is displayed when the user select "yes" for the sentence "Patient Physical Findings".



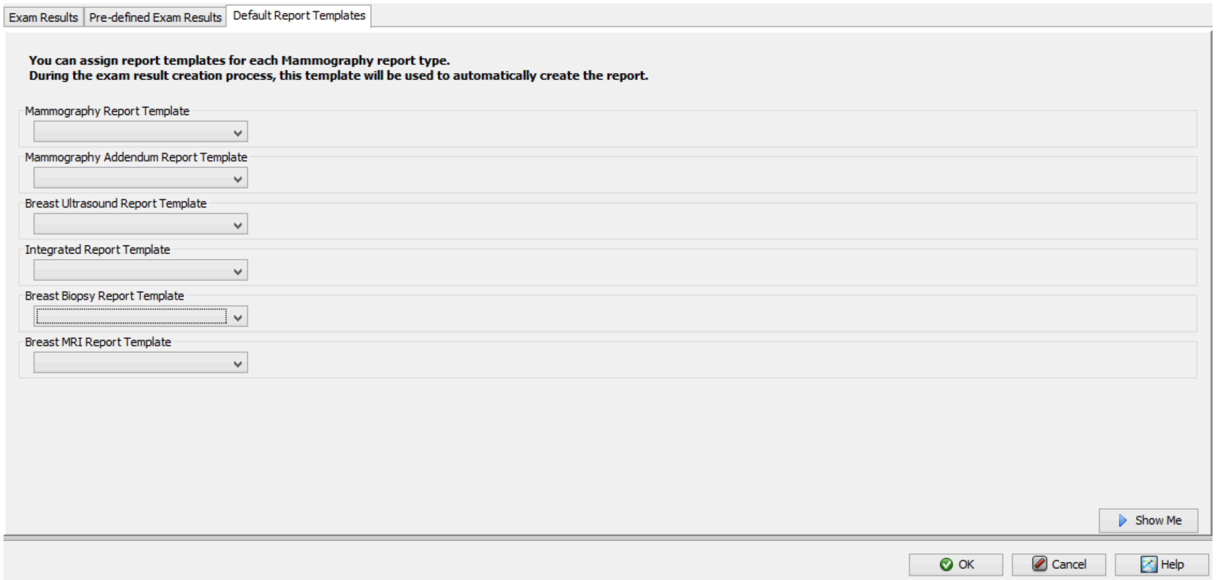
To Add or Modify a Physical Finding

1. In "Location of Lesion", select a "Side" and "Region" in the appropriate drop down menus.
2. To automatically specify values for "Side", "Clock Face" and "Depth", use the graphical representation of the human breast to indicate where the lesion is located by clicking at the appropriate position on the image. A red dot will appear to mark the position. Please note that:
    - The two images on the left represent the "RIGHT" breast and the two images on the right represent the "LEFT" breast. The orientation is based on the patient's perspective.
    - A position must be marked on both the front and lateral views of a breast in order for the "Side", "Clock Face" and "Depth" fields to be populated for that breast.
    - Only one breast can be marked at one time. Marking the other breast will alter the values for "Side", "Clock Face" and "Depth" in accordance with the new markings.
    - Selecting "BOTH" from the "Side" drop down menu is possible. Marking the breast is not required in this case. Marking the breast will alter the "Side" selection.
3. In "Physical Exam Finding" select a type and enter the size in millimeters
   The "Type" drop down menu contains the following values:
    - Palpable Abnormality
    - Skin lesion
    - Scar
4. Click "OK" to save the finding. Click "Cancel" to exit the window without saving. Users can save multiple findings per order.

Mammo Reports

Mammo reports may be assigned to each type of Exam Result to be used to generate reports

- When a report template is assigned to an exam type, this template is used to automatically generate the report. If a template is not assigned, the user may select a template from the list of available templates at report generation.



NMD Data Export

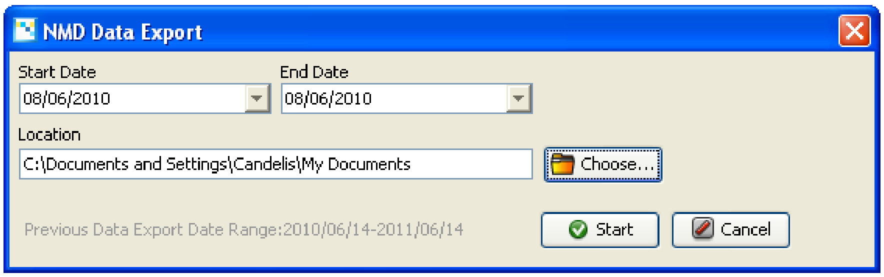
National Mammography Database

The National Mammography Database (NMD) leverages data that radiology practices are already collecting under federal mandate by providing them with comparative information for national and regional benchmarking. Participants receive semi-annual feedback reports that include important benchmark data such as true positive rates, positive predictive value rates and recall rates.

The American Board of Radiology has qualified the NMD registry as meeting the criteria for practice quality improvement (PQI), toward the purpose of fulfilling requirements in the ABR Maintenance of Certification Program.

Data Export

NMD Data Export tool can be found under Tools menu, which can be used to translate mammogram exam results data into NMD format. Users should be able to specify a date range and the tool will generate a NMD file that can be uploaded to NMD registry.

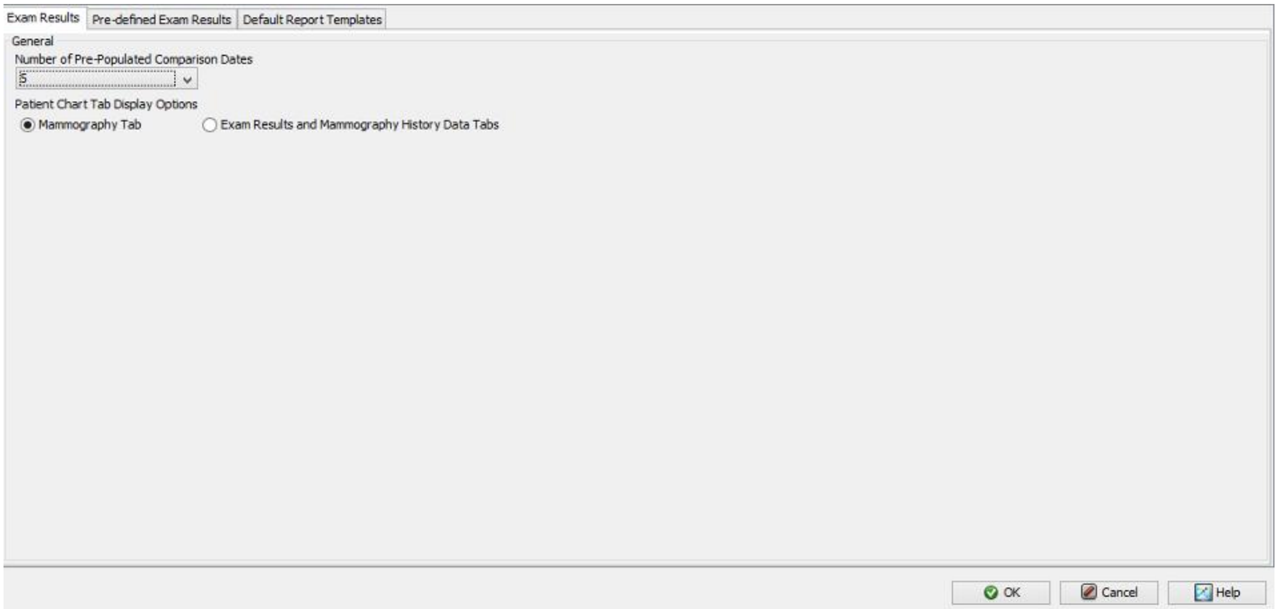


Mammo Tracking

Each user is provided with the capability to change the Mammo Tracking configuration if permitted:

- **Number of Comparison Dates**
  If prior mammo studies of a patient are found in the system, the date(s) of the prior studies will be automatically filled in the comparison dates section of the patient's exam results.
  Note: All available comparison dates will be used if the number of priors is less than the number of comparison dates.
- **Patient Chart Options**
  - Mammography tab - exam results and history data will be displayed on one form.
  - Exam Results and Mammography History Data tabs - exam results and history data is separated into two separate tabs.

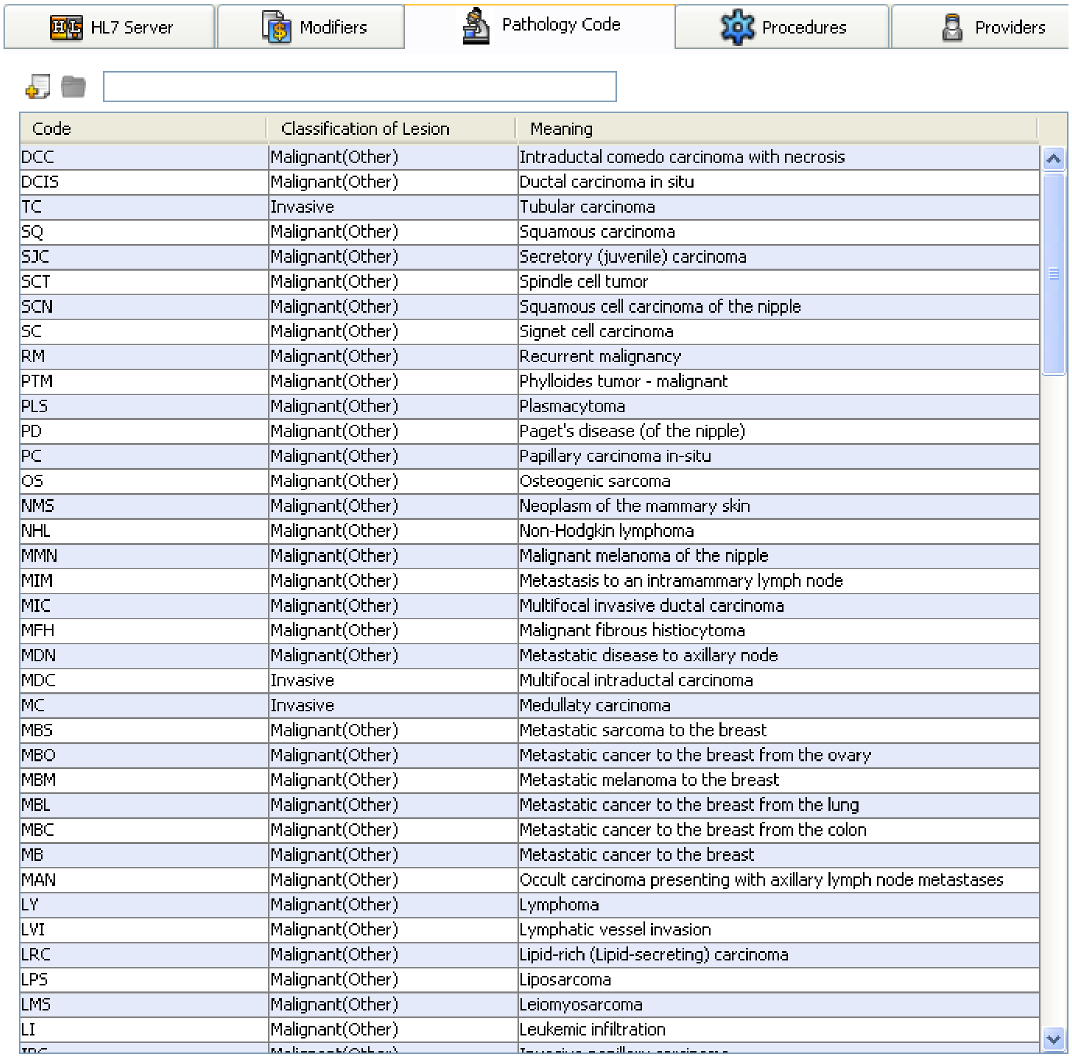
  Note: Mammography auto-report generation is only available if the Mammography Tab option is selected.



Pathology Codes

Pathology codes are RIS artifacts used in biopsy result data entry.

Configuring Pathology Codes

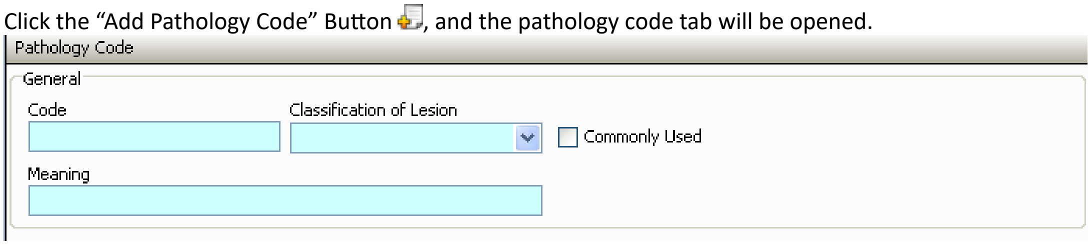


Code	Classification of Lesion	Meaning
DCC	Malignant(Other)	Intraductal comedo carcinoma with necrosis
DCIS	Malignant(Other)	Ductal carcinoma in situ
TC	Invasive	Tubular carcinoma
SQ	Malignant(Other)	Squamous carcinoma
SJC	Malignant(Other)	Secretory (juvenile) carcinoma
SCT	Malignant(Other)	Spindle cell tumor
SCN	Malignant(Other)	Squamous cell carcinoma of the nipple
SC	Malignant(Other)	Signet cell carcinoma
RM	Malignant(Other)	Recurrent malignancy
PTM	Malignant(Other)	Phylloides tumor - malignant
PLS	Malignant(Other)	Plasmacytoma
PD	Malignant(Other)	Paget's disease (of the nipple)
PC	Malignant(Other)	Papillary carcinoma in-situ
OS	Malignant(Other)	Osteogenic sarcoma
NMS	Malignant(Other)	Neoplasm of the mammary skin
NHL	Malignant(Other)	Non-Hodgkin lymphoma
MMN	Malignant(Other)	Malignant melanoma of the nipple
MIM	Malignant(Other)	Metastasis to an intramammary lymph node
MIC	Malignant(Other)	Multifocal invasive ductal carcinoma
MFH	Malignant(Other)	Malignant fibrous histiocytoma
MDN	Malignant(Other)	Metastatic disease to axillary node
MDC	Invasive	Multifocal intraductal carcinoma
MC	Invasive	Medullaty carcinoma
MBS	Malignant(Other)	Metastatic sarcoma to the breast
MBO	Malignant(Other)	Metastatic cancer to the breast from the ovary
MBM	Malignant(Other)	Metastatic melanoma to the breast
MBL	Malignant(Other)	Metastatic cancer to the breast from the lung
MBC	Malignant(Other)	Metastatic cancer to the breast from the colon
MB	Malignant(Other)	Metastatic cancer to the breast
MAN	Malignant(Other)	Occult carcinoma presenting with axillary lymph node metastases
LY	Malignant(Other)	Lymphoma
LVI	Malignant(Other)	Lymphatic vessel invasion
LRC	Malignant(Other)	Lipid-rich (Lipid-secreting) carcinoma
LPS	Malignant(Other)	Liposarcoma
LMS	Malignant(Other)	Leiomyosarcoma
LI	Malignant(Other)	Leukemic infiltration
IPC	Malignant(Other)	Invasive papillary carcinoma

1. Log into IGRIS as an administrator.
2. Navigate to "Tools" ⍰ "System Configuration" (or CTRL+D) to access system configuration.
3. Navigate to the “Pathology Code” Tab.
4. The toolbar has the following possible actions available to the user:
   - Add Pathology Code
   - Open Pathology Code
   - Filter Pathology code via the text box
5. Click on the an item to perform the desired action. The detailed steps are described below.

Adding a new pathology code

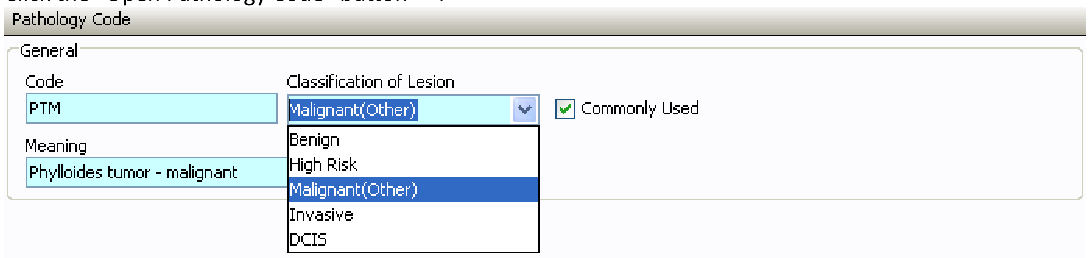
1. Click the “Add Pathology Code” Button, and the pathology code tab will be opened.



2. Enter in all required fields.
3. If you check the "Commonly Used", in the biopsy result panel, the codes will be shown in the higher priority position
4. Click the "Save" button when completed.

Editing an existing pathology code

1. Select an existing pathology code from the table to edit.
2. Click the "Open Pathology Code" button .



3. The pathology code tab will open and the fields will be populated with the values from that pathology code. Edit any applicable fields.
4. Click the "Save" button when completed .

Filtering pathology codes

The text box on the right side of the "Pathology Code" toolbar enables the user to enter in text and search for pathology codes that match the entered text.

- The filter is universal and it will apply to all columns in the table.
- Any rows in the table that contain the search text in any column will remain in the table.
- To see all rows again, delete the text in the filter text box.

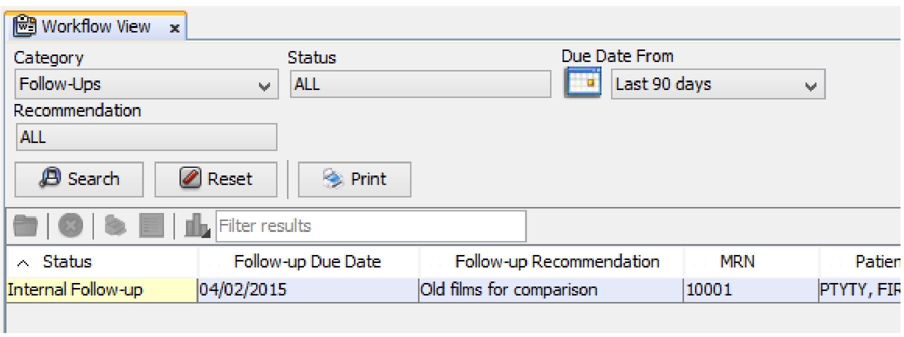
Mammography: Patient Tracking

Patient Tracking Workflow

The patient tracking workflow for the Mammography Tracking Module is divided into two parts:

- **Follow-up Worklist**
    1. When the radiologist creates a recommendation in an exam result; the system will add a follow-up item in the worklist.
    2. The follow-up due date is based on the recommendation.
    3. The user can update the patient's follow-up status in the worklist.
- **Follow-up Letter Creation**
    1. The user can print follow-up letters from the worklist in batch mode with specific date ranges.
    2. The system will record all communications with the patient.

Follow-up Worklist

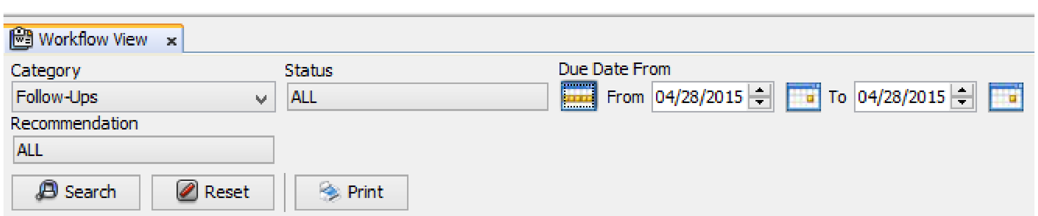


Accessing the Follow-up Worklist

Follow the steps below to access the Follow-up Worklist:

1. Log in as a user that has access to the Follow-up Worklist.
2. Open the worklist by selecting "Tools" from the top menu and select "Worklist".
3. In the worklist tab, select "Follow-ups" under "Category"
4. Queries to the Follow-up Worklist are based on the due date. Select the appropriate range of the follow-up due dates fields.
5. The user can also set filters for various statuses and recommendation to narrow down search results by using the "Status" and "Recommendation" buttons. Details on this functionality are explained below.
6. Click the "Search" button to perform the query.
7. The list of applicable follow-ups will be shown on the worklist table.

Follow-up Worklist Features



The user has the capability to perform various actions to the query results in the worklist to make the patient tracking workflow easier.

- The "Status" button to filters the query results based on the status of the follow-up. The worklist will only show the follow-ups whose statuses are checked in the menu. Please note that:
    - The user must click the "Search" button to apply the changes.
    - Checking the "Toggle All" checkbox will select all statuses. Unchecking the box will clear all checkboxes.
- The "Recommendation" button filters the query results based on the recommendation of the follow-up. The worklist will only show the follow-ups whose recommendations are checked in the menu. Please note that:
    - The user must click the "Search" button to apply the changes.
    - Checking the "Toggle All" checkbox will select all recommendations. Unchecking the box will clear all checkboxes.

- The "Print" button opens a pop-up dialog box that enables the user to print follow-up letters in batch mode or a list of all follow-ups in the Worklist. The user must choose a facility and one of the following categories:
  - Choosing "Follow-up List" prints the contents of the worklist.
  - Choosing "Follow-up Letters" will print follow-up letters in batch mode for all items in the worklist. For more details, see the **Printing Follow-up Letters in Batch Mode** section below.

  Click "OK" to print, otherwise, click "Cancel" to return to the worklist.
  Note: This feature requires a default printer to be defined in the "Options" menu under "Tools".

Follow-up Worklist Toolbar

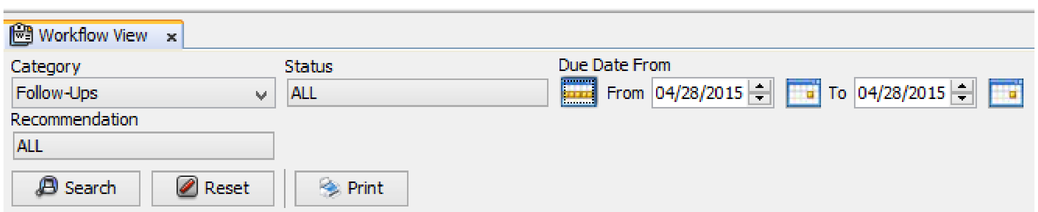
When a follow-up is selected in the Follow-up Worklist query result table, the user can perform the following tasks in the Follow-up Worklist toolbar:

- < > **Open Exam Result** - This will open the patient's chart and show the user the exam result that this follow-up is assigned to.
- < > **Delete Follow-up** - A warning dialog will pop up and ask the user to “Permanently delete Follow-up?” Click “Yes” if you want to permanently delete the follow-up, otherwise, click “No”.
- < > **Print a Follow-up Letter** - Please see the "Creating Individual Follow-up Letters" section under "Follow-up Letter Creation" below for detailed information on how to create and print a follow-up letter.
- < > **Create Notes for a Follow-up** - A pop-up menu will open and allow the user to attach a note to the patient's chart. Enter the title and the text in the appropriate sections and click "Save". The note can be viewed from the patient's chart by clicking on the "All Notes" button.
- < > **Update Follow-up Status** - Clicking on this button will cause a list of possible follow-up statuses to appear for the user to choose. Click on the appropriate item to change the follow-up's status.

Follow-up Letter Creation

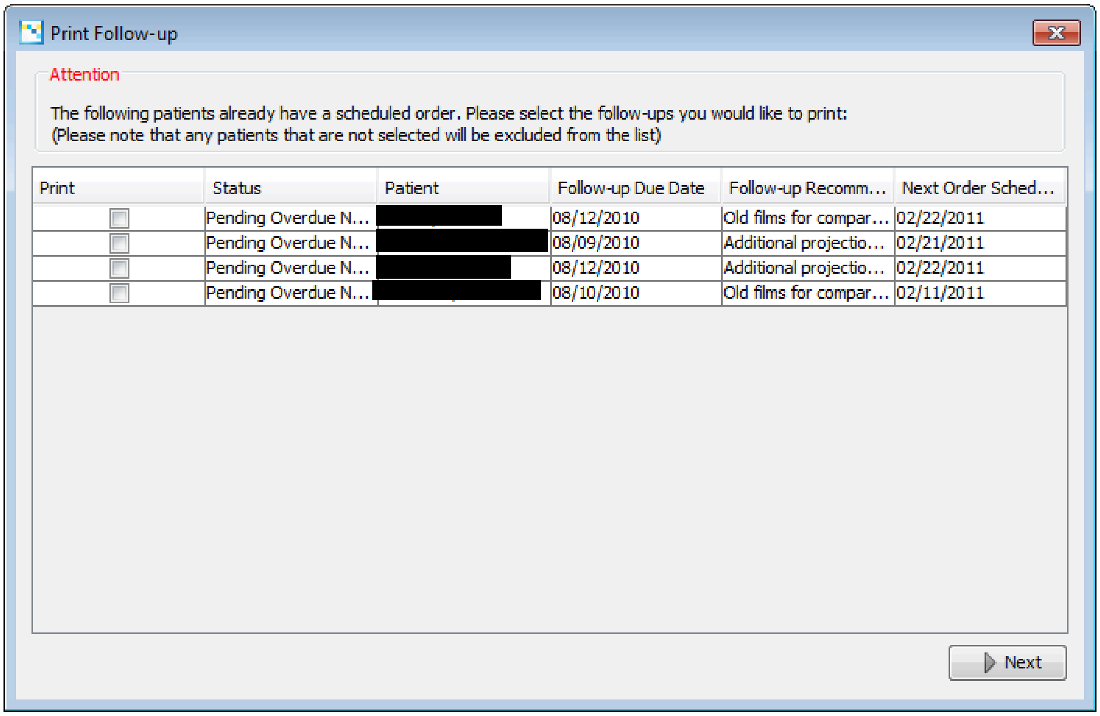
This section covers how to create follow-up letters for all items in the worklist in batch mode and individual follow-up letters.

Printing Follow-up Letters in Batch Mode



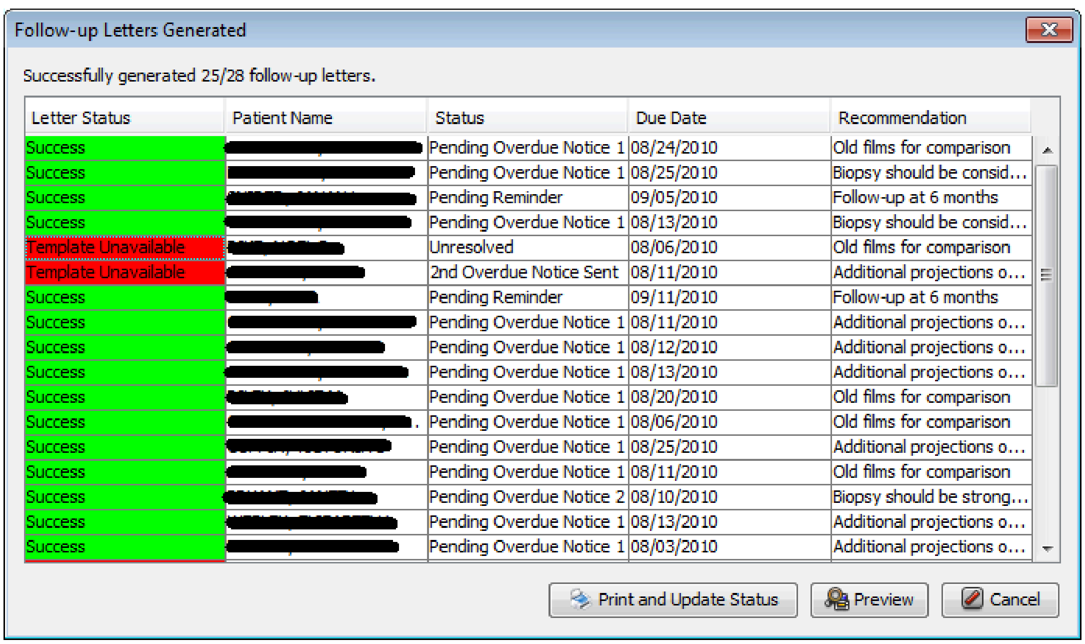
To print follow-up letters in batch mode:

1. Query the worklist using the instructions in the **Accessing the Follow-up Worklist** section above.
2. Click the "Print" button.
3. In the pop-up dialog box, select a "Facility" and "Follow-up Letters" under "Category". Click "Next" to continue, otherwise, click "Cancel" to return to the Follow-up Worklist.
4. If the "Follow-up Letters" is selected, after clicking "Next", the follow-ups will be analyzed. A dialog will pop-up a reminder if patients have a future scheduled order as a notification that follow-up may not be necessary.



If those letters still need to be printed, check the items and click "Next" to continue, otherwise, just click "Next"

5. The follow-ups will be generated, and a new dialog will pop up to notify which letters are successfully generated.



The system will generate a single PDF file with follow-up letters for all items currently on the worklist.

6. Click "Print and Update Status": All the generated letters will be sent to default printer. In the meantime, and the associated follow-up status will be updated
7. Click "Preview": The default PDF file viewing software for the workstation will open the file automatically.
8. Click "Cancel" to exit

Please note the following when using the batch printing feature:

- This feature requires an external PDF viewing software to be installed on the workstation.
- All follow-ups contain a recommendation based on the assessment in the examination result. Each recommendation must have a pre-defined template in order to be printed in batch mode. The user will be notified that a follow-up letter will not be printed if its recommendation does not have a letter template.
- Templates for recommendations can be defined in the "System Configuration" under "Follow-up Recommendations". See Follow-up Recommendations for details.

Creating Individual Follow-up Letters

In addition to batch printing, the user has the ability to print individual letters for a specific follow-up. This feature provides advantages over batch printing for the following reasons:

- Letters can be edited before printing by using the system's full-featured text editor.
- A different template can be used than the default configured for the follow-up's recommendation.

To print follow-up letters individually:

1. Query the worklist using the instructions in the "Accessing the Follow-up Worklist" section above.
2. Select a follow-up to be printed by clicking on the item on the worklist.
3. Click the "View and Print Letters" button in the worklist toolbar.
4. The letter will be opened in a text editing window. If a default letter template has been configured for this follow-up's recommendation, the system will automatically populate the fields using that template.
5. To choose a different template, click the "Choose Template" button on the upper right corner. Select the new template and click "Choose" to change the template, otherwise, click "Cancel" to return to the editor.
6. Make any necessary changes.
7. Click the "Print Report" button to print the follow-up letter.

Reports/Letters

The system has the capability to help a user create their own templates. It includes a text editor with all standard text formatting features; table and image insert capability; and automatic field population. All mammography specific data elements entered into the system can be inserted into the template as an auto-populated field. The templates can be used to create:

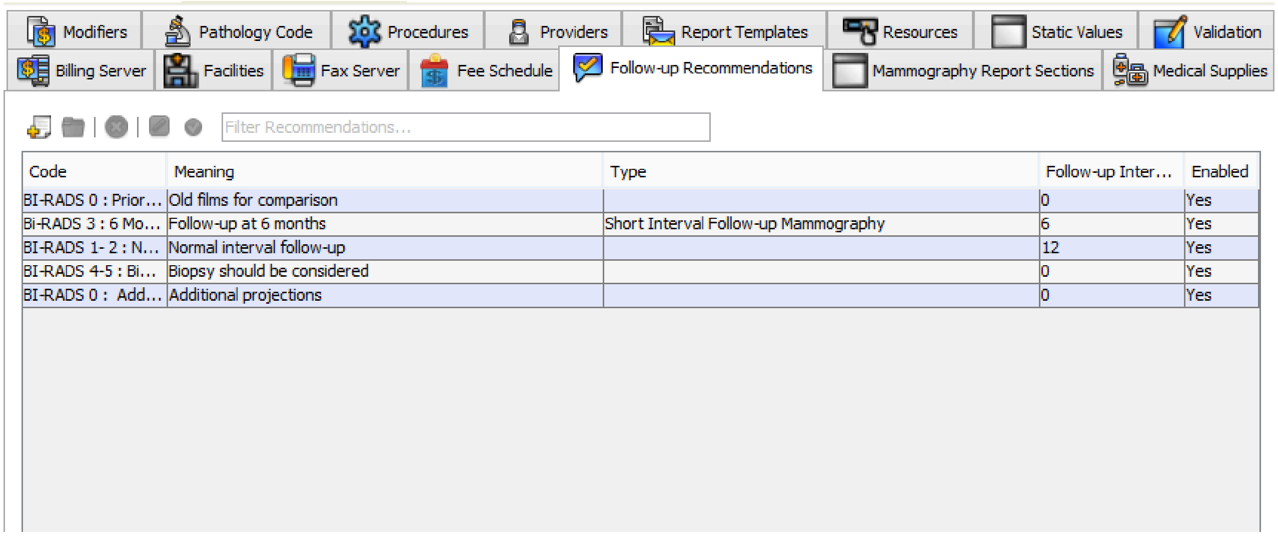
- Radiology reports
- Patient letters
- Follow-up letters

See Report Management for details.

Follow-Up Recommendations

Follow-Up Recommendations are RIS artifacts used to specify a subsequent action following completion of the current procedure.

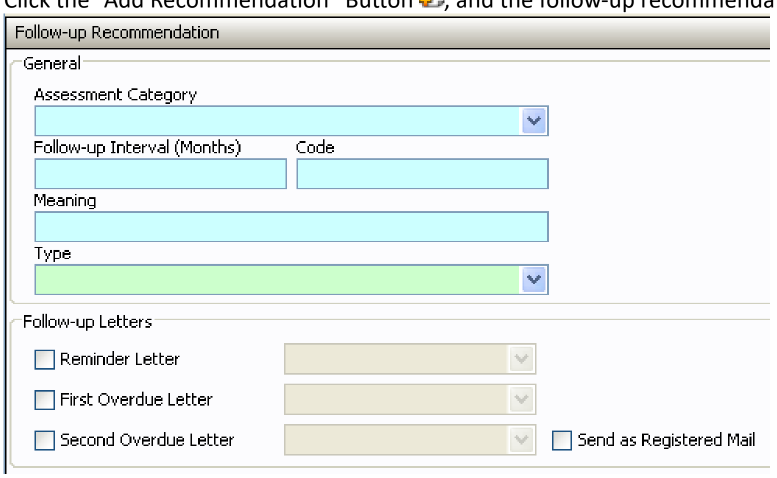
Configuring Follow-Up Recommendations



1. Log into IGRIS as an administrator.
2. Navigate to "Tools" ⍰ "System Configuration" (or CTRL+D) to access system configuration.
3. Navigate to the “Follow-Up Recommendations” Tab.
4. The toolbar has the following possible actions available to the user:
    - Add Recommendation
    - Open Recommendation
    - Delete Recommendation
    - Filter Recommendation via the text box
5. Click on the an item to perform the desired action. The detailed steps are described below.

Adding a new follow-up recommendation

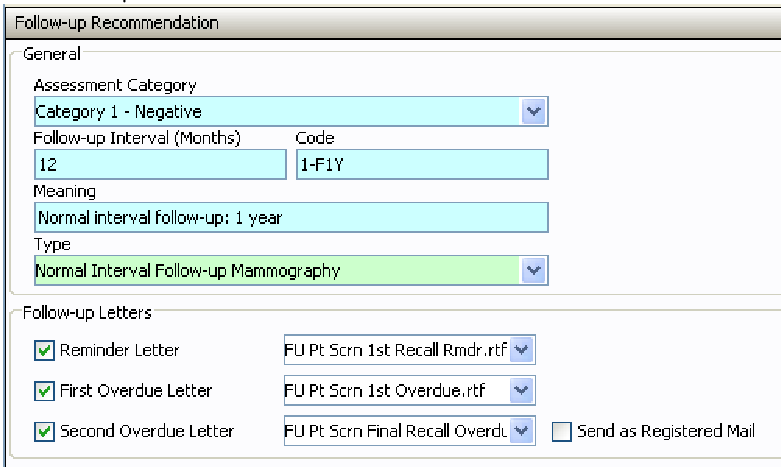
1. Click the “Add Recommendation” Button, and the follow-up recommendation tab will open.



2. Enter in all required fields.
3. For National Mammography Database data collection, select a type that best describes the recommendation.
4. Choose which type of the follow-up letters to be used and choose templates for each follow-up letter. If the final follow-up letter should be sent as registered mail, check the "Sent as Registered Mail" box. If the box is selected, once the follow-up letter is sent, the status of the follow-up would become "Waiting for Certificate".
5. Click the "Save" button when completed.

Editing an existing follow-up recommendation

1. Select an existing follow-up recommendation from the table to edit.
2. Click the "Open Recommendation" button .



3. The follow-up recommendation tab will open and the fields will be populated with the values from that recommendation. Edit any applicable fields.
4. Click the "Save" button when completed .

Deleting an existing follow-up recommendation

1. Select an existing follow-up recommendation from the table to delete.
2. Click the "Delete Recommendation" button .
3. A warning dialog will pop up and ask the user to “Permanently delete Recommendation?” Click “Yes” if you want to permanently delete the follow-up recommendation, otherwise, click “No”.

Filtering follow-up recommendations

The text box on the right side of the "Follow-up Recommendations" toolbar enables the user to enter in text and search for follow-up recommendations that match the entered text.

- The filter is universal and it will apply to all columns in the table.
- Any rows in the table that contain the search text in any column will remain in the table.
- To see all rows again, delete the text in the filter text box.

Disabling an existing follow-up recommendation

Note: By setting a follow-up recommendation to be disabled, you will not be able to use it to create or modify data.

- Select an existing follow-up recommendation which is enabled from the follow-up recommendation table.
- Click "Disable" button from the table's toolbar .
- Click "Yes" in the pop-up dialog to disable the follow-up recommendation. Click "No" to cancel the operation.

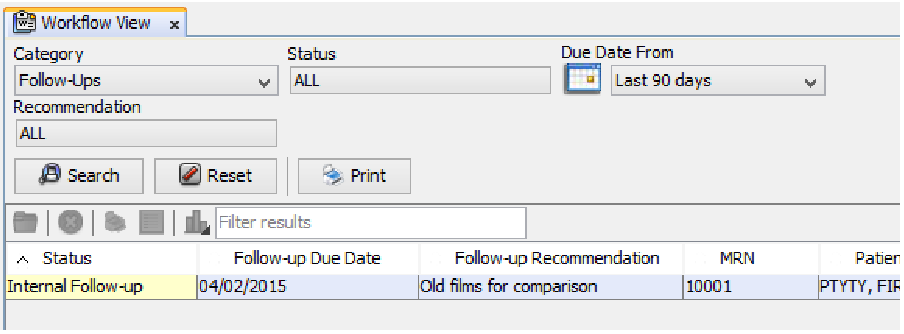
Enabling an existing follow-up recommendation

Note: By setting a follow-up recommendation to be enabled, you will be able to use it to create or modify data again.

- Select an existing follow-up recommendation which is not enabled from the follow-up recommendation table.
- Click "Enable" button from the table's toolbar .

Follow-Up Worklist

When a follow-up recommendation is given to mammography exam results, the system will add a follow-up entry in the worklist.



Within this interface, the following actions can be performed:

- Query by due date, status, and recommendation.
- Print follow-up list
- Print follow-letters in batch
- Open from Exam Results for detail information
- Delete a follow-up entry
- Create notes for a follow-up entry
- Print a follow-up letter or a patient result letter
- Update follow-up status:
  - Pending Reminder
  - Pending Overdue Notice 1
  - Pending Overdue Notice 2
  - 2nd Overdue Notice Sent
  - Waiting for Certificate
  - Unresolved
  - Internal Follow-up
  - Refused
  - Elsewhere
  - Overdue
  - Deceased

For more detailed features, please see Mammography: Patient Tracking.

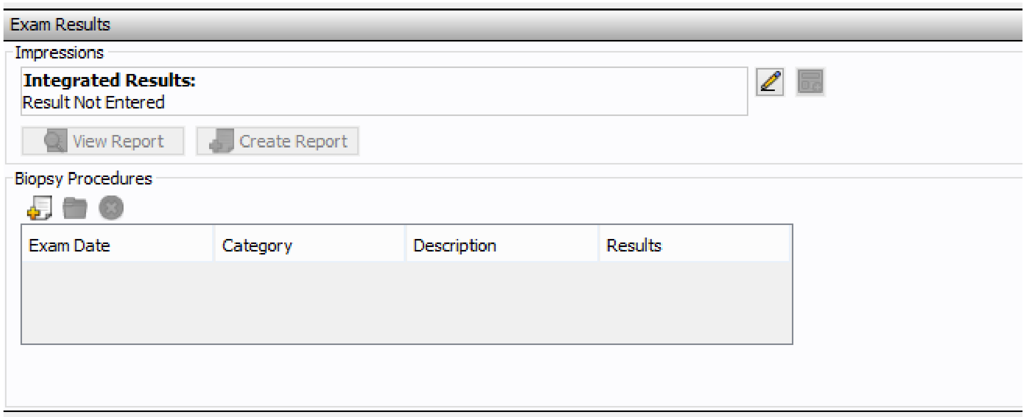
Exam Results

The Exam Results form collects data from procedures performed on the patient. In addition to general finding data and follow-up recommendations, the system also provides the capability to capture:

- Mammography specific data
- Breast Ultrasound specific data
- Breast MRI specific data
- Integrated Exam data (Mammography plus Breast Ultrasound and/or Breast MRI)
- Pathology data (Breast Biopsy Results)

To access the "Exam Results" form:

1. Log in as a user with Mammography Tracking privileges.
2. Access any Patient Chart
3. Go to "Radiology"
4. Go to "Mammography"



Exam Results Table

Adding the exam result

1. In the panel "Exam Results", click on the button
2. Enter in the appropriate information.
   Note: Instructions specific to each item in the above list will described in detail below.
3. Click the "Save" button to save the exam result.

Editing an existing exam result

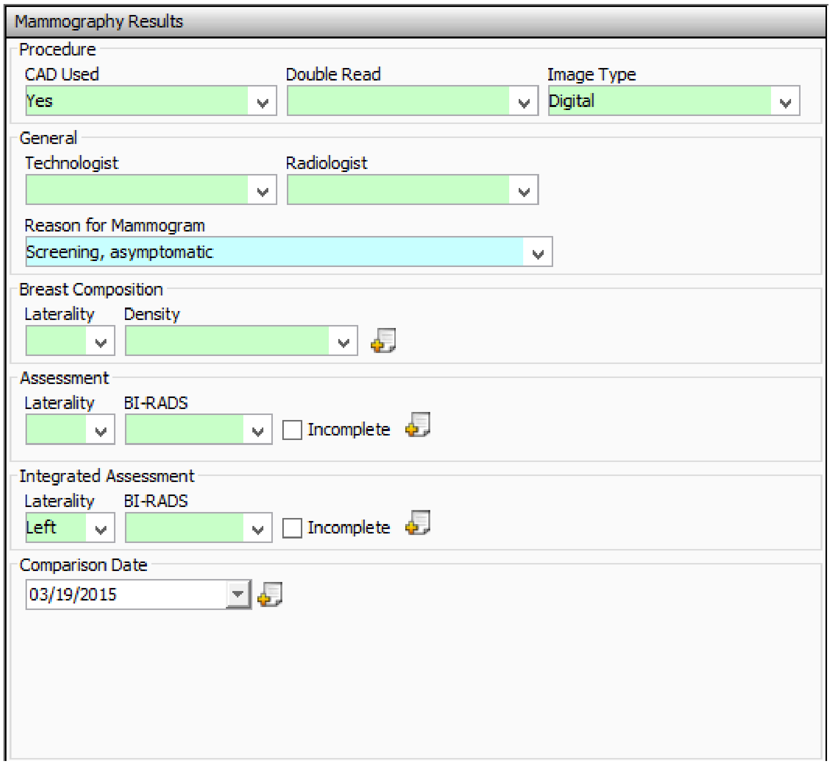
1. In the panel "Exam Results", click on the button
2. The exam result will open in a dialog.
3. Make any necessary changes.
   Note: Specific instructions will described in detail below.
4. Click the "Save" button to save the exam result.

Mammography, Breast Ultrasound, Breast MRI and Integrated Results

The "Exam Results" form is generated for the user to fill out. This form contains sections for the following which are described in detail below:

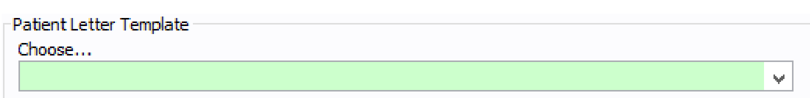
- Procedure
- Follow-ups

Procedure



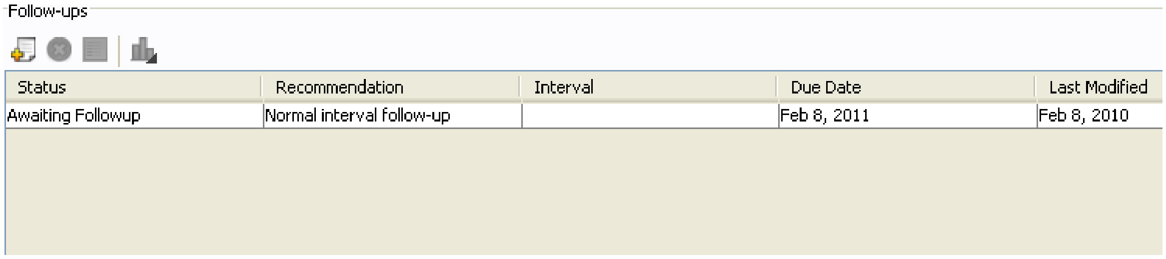
1. Enter all applicable data in the provided fields.
   Note: The technologist and radiologist fields can be auto-populated if the providers are correctly configured. Please see Providers for how to configure providers.
   Note: Each procedure type has its own set of fields in Exam Detail. Some have more fields than others. The above screenshot is just one of the exam types.
2. For "Reason for Mammogram", select "Screening" for screening exam and "Diagnostic" for diagnostic exam, and then select the reason in the combo box below.
3. For "Breast Composition" and "Assessment", select Left or Right side for uni-lateral exam and then select density/category. For bi-lateral exam, there can be the same value for both sides or different values for each side. To enter different values for each side, select one side in the first field and click the "Add" button. A second set of field will show up. Enter the value for the other side in the second field.
4. If mammographic assessment is incomplete (Category 0), check the checkbox of "Incomplete" the final assessment can be entered in the "Assessment" field on a later date.
   Otherwise, if mammographic assessment is complete, enter the assessment in the "Assessment" field.
   Note: For Integrated Results, there is an additional field, "Integrated Assessment", for integrated assessment.
5. For "Comparison Dates", use the drop down menu to select a date. Up to three dates can be entered. To add a new date, click the "Add Comparison Date" button. To delete a date, click the "Delete Comparison Date" button.
6. Click "Save" to save the exam result.

Patient Lay Report



The user can select a patient lay report template in the follow-up section. A preliminary patient letter will be created based on the template selected when the exam result is saved. When signing a radiology report for the result, the patient letter can be automatically signed at the same time.

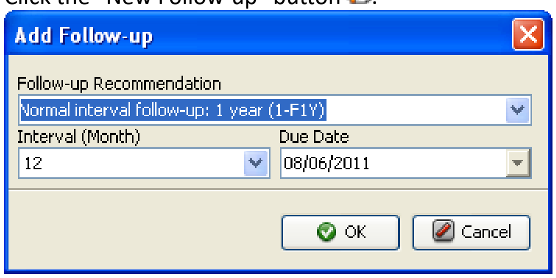
Follow-ups



The user can add a follow-up recommendation based on the category of the overall assessment. The user can create multiple follow-ups per exam result.

To add a new follow-up recommendation:

1. Click the "New Follow-up" button .



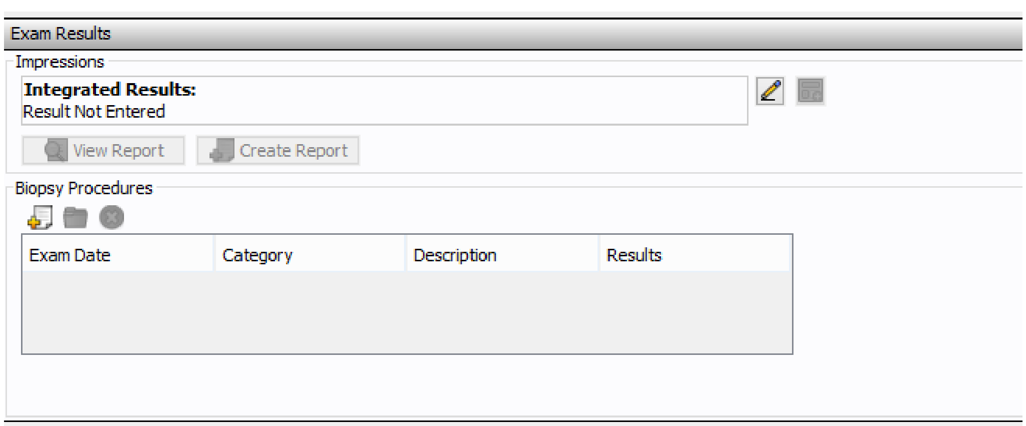
2. Select the "Follow-up Recommendation" and the "Interval" and "Due Date" fields will be populated automatically.
3. Click the "Add" button to save the follow-up recommendation.
   Note: If there is any outstanding follow-up recommendation for the patient when a new follow-up is added, the previous follow-up will be resolved to "Internal Follow-up".

For existing follow-up recommendations, the user can select a specific entry from the table and perform the following actions from the toolbar:

- < > **Delete Follow-up** - A warning dialog will pop up and ask the user to “Permanently delete Follow-up?” Click “Yes” if you want to permanently delete the follow-up, otherwise, click “No”.
- < > **Create Notes for a Follow-up** - A pop-up menu will open and allow the user to attach a note to the patient's chart. Enter the title and the text in the appropriate sections and click "Save". The note can be viewed from the patient's chart by clicking on the "All Notes" button.
- < > **Update Follow-up Status** - Clicking on this button will cause a list of possible follow-up statuses to appear for the user to choose. Click on the appropriate item to change the follow-up's status.

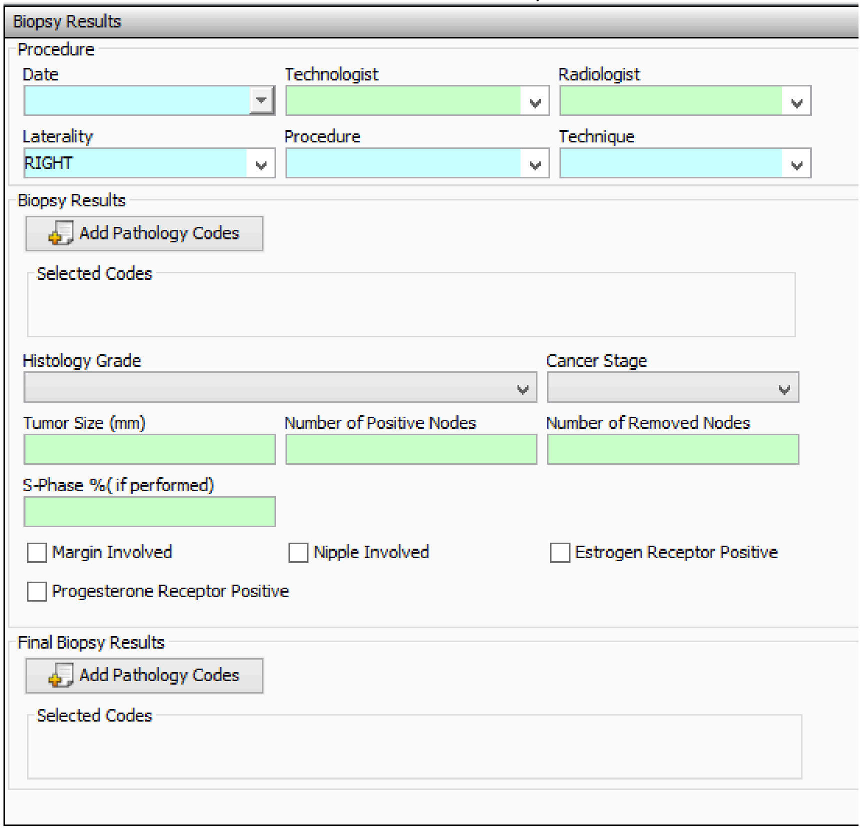
For how to track a patient and print follow-up letters, please see Patient Tracking.

Pathology Data (Breast Biopsy Results)



To create a new biopsy result:

1. Click the "Create New Exam Result" button in the panel Exam Results.



2. Fill in the appropriate fields.
3. To add Pathology Codes, click on the "Add Pathology Codes" button and check the desired codes in the pop-up menu. To remove a Pathology Code, click on the "delete" button next to the pathology code.
   Note: If there is a second biopsy result, the second result can be entered in the "Final Biopsy Results" section.
4. Click the "Save" button to save the exam result.

The user can also select a patient lay report template and add follow-up recommendations to a biopsy result. Please see the instructions in the previous section.

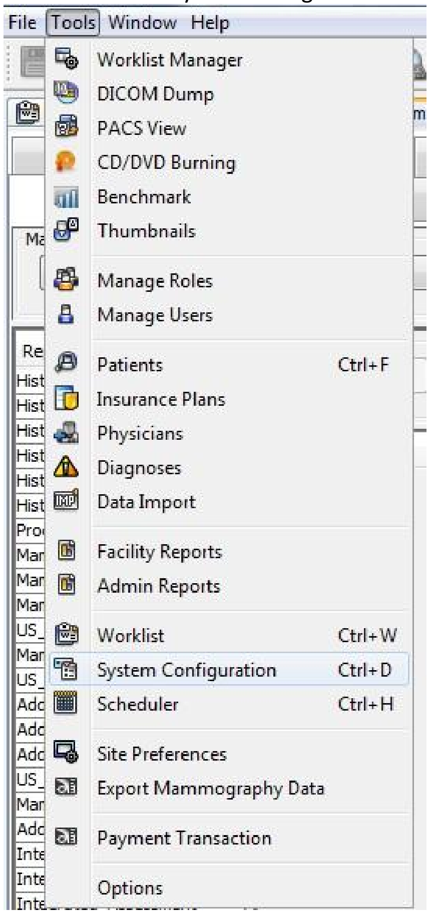
Note: Once the biopsy result is entered, it will automatically correlate to mammography results within a range of one year.

Report Rules

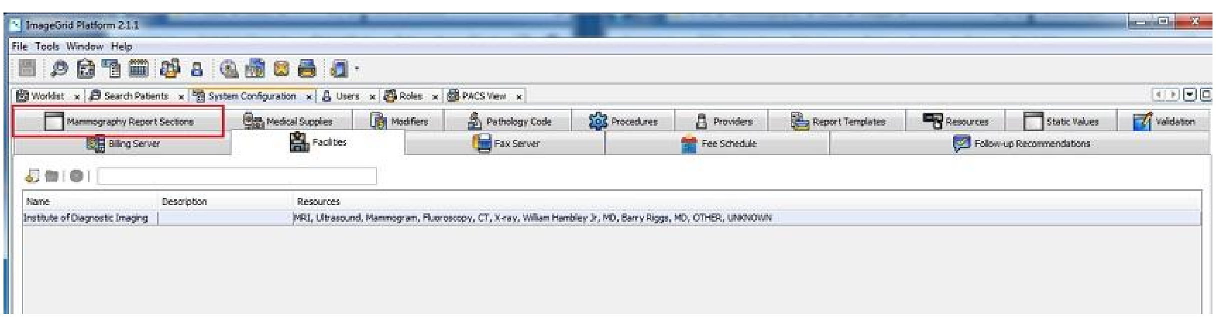
Report rules can be used to auto generate reports based on the values selected in the User Interface.

Create a New Rule

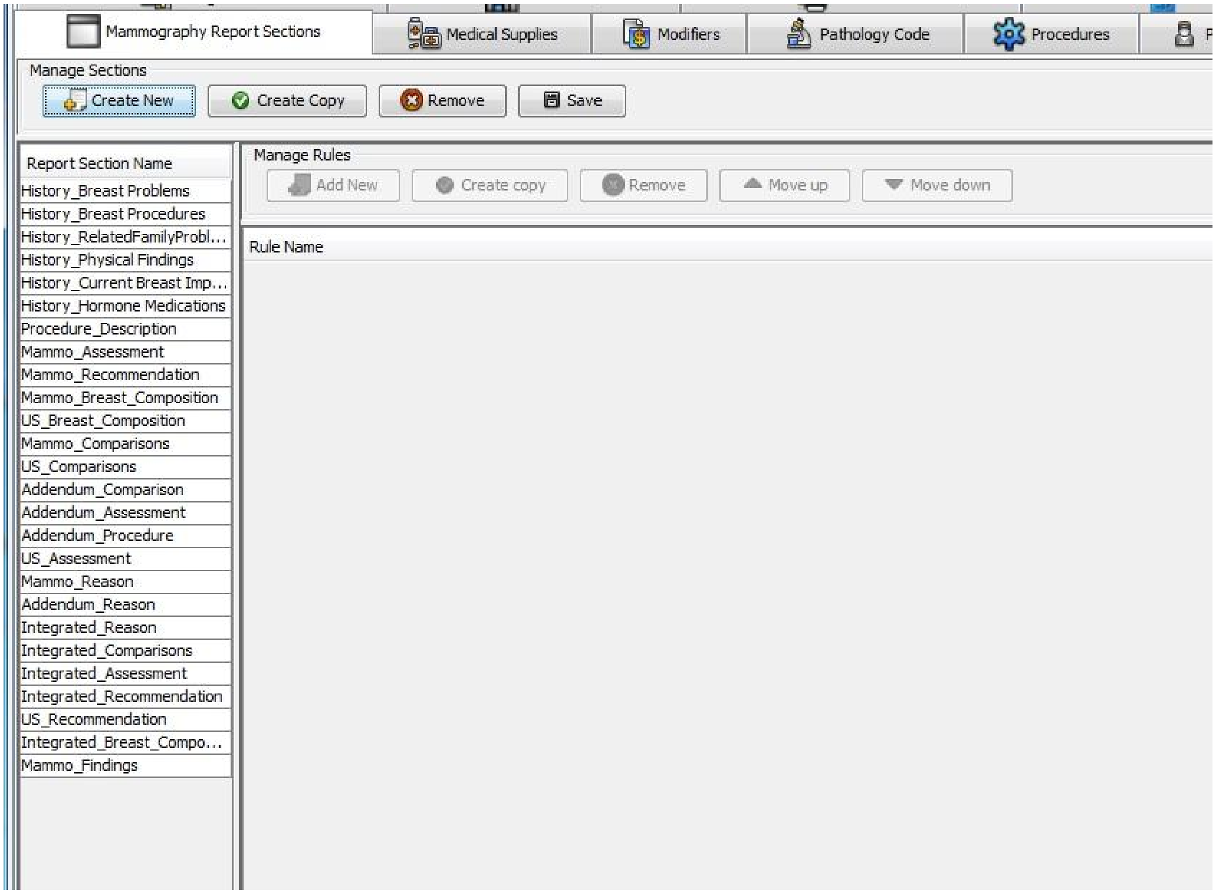
1. Click on Tools -> System Configuration

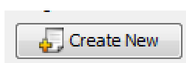


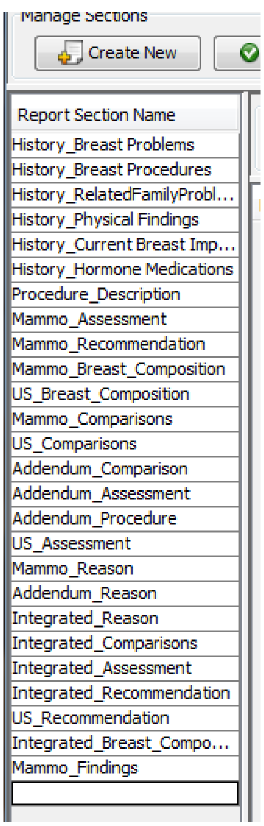
2. The System Configuration window appear. Select the Mammography Report Sections tab



3. The Mammography Report Sections window will appear

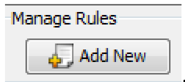


4. Click the "Create New" button 



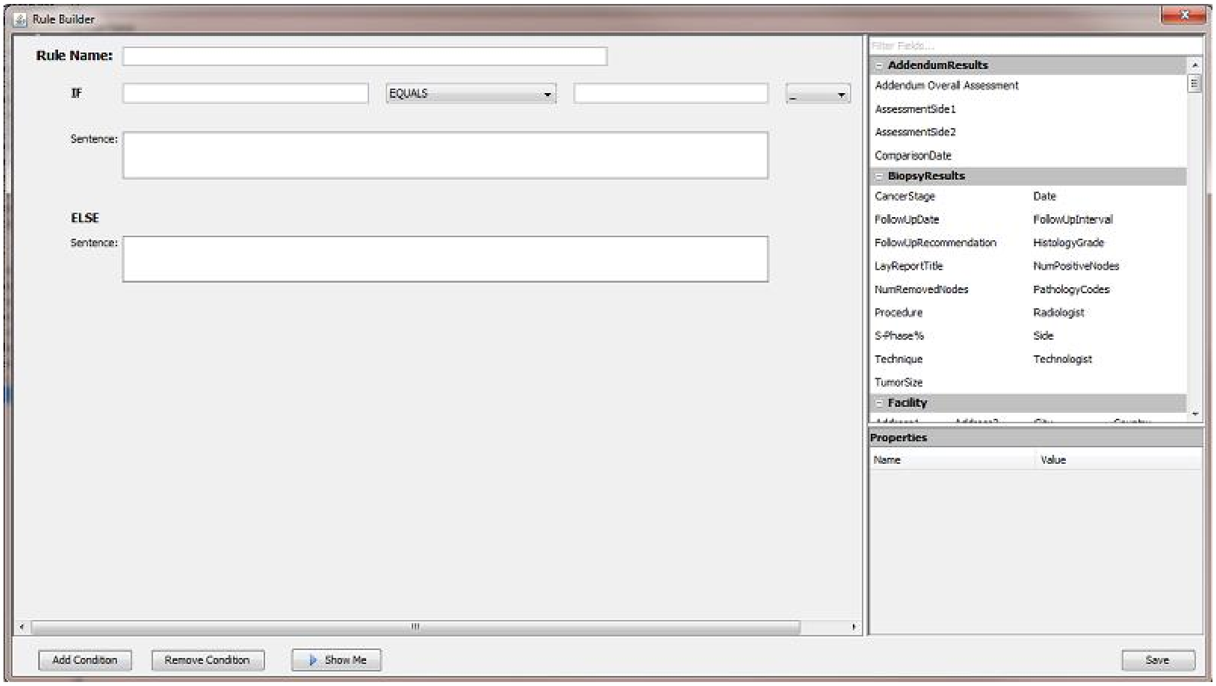
Notice a new empty row is added in the table.

5. Type a name in the empty row.

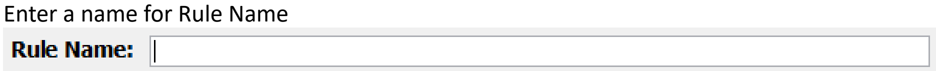
6. Click the Add New button 

, under Manage Rules.

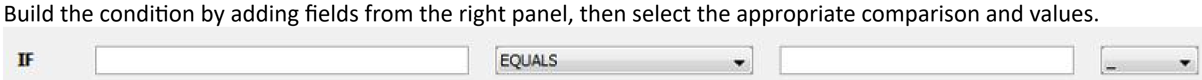
7. The Rule Builder dialog will appear



8. Enter a name for Rule Name

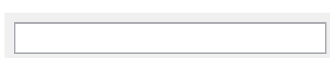


9. Build the condition by adding fields from the right panel, then select the appropriate comparison and values.



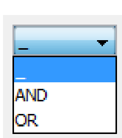
10. Set comparison type 

Depending on the field you have selected in the previous step, you have different options in this drop-down box.
If the field selected is a field that refers to a checkbox in the user interface, then
you will be shown CHECKED and UN_CHECKED options. If the field is a drop-down box or a date,
then you will be shown EQUALS, NOT_EQUALS, EMPTY, and NOT_EMPTY options. Select one of the options.

11. Set comparison value 

Depending on the comparison type you have selected, this field will be different.
If the field you have selected is a checkbox, then this comparison value is not displayed.
If the field selected is a drop-down box, then this field would list all the values available from the user interface.

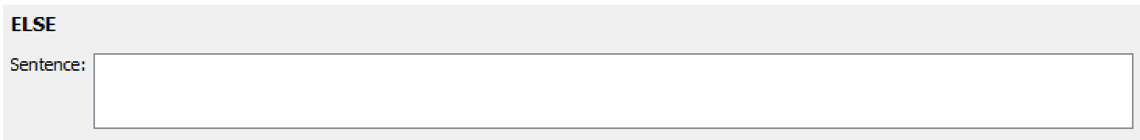
12. If you want you have the option to make your rule more intricate
by adding additional fields to do the comparison,
use this field to select AND or OR to use for connecting the results of
the two field comparisons. Additional elements are displayed to add the field.



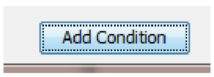
13. The final step in the rule creation is to type the actual sentence
you would want to be inserted into the report if the condition is true.

If you want to insert fields into the report, you can use the dynamic fields on the right-hand side.

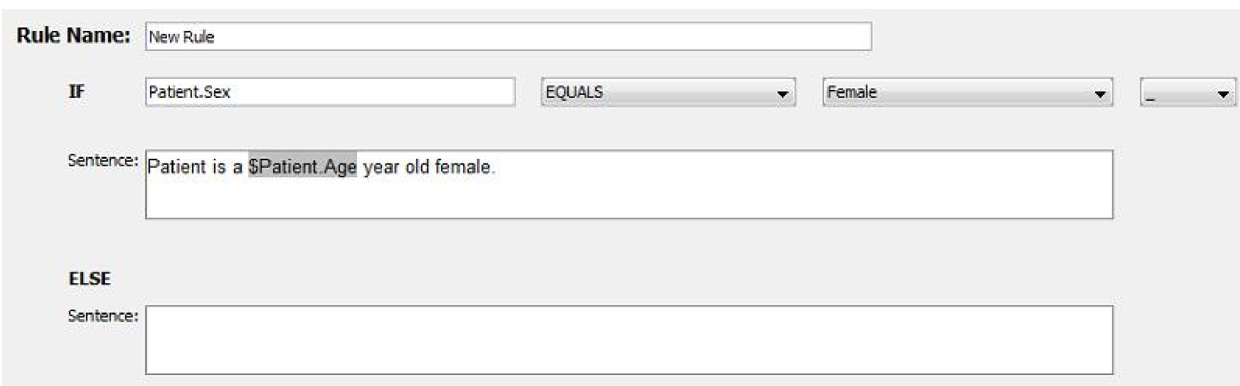
14. Alternative sentence is an option than may be used. This sentence is inserted into the report if the condition is not true.



15. You have the option to add additional conditions, by clicking the Add Condition button. This is evaluated if the first condition is not true.



For Example: A Condition that inserts the sentence:
Patient is a [age] year old female.
may be built the following way:

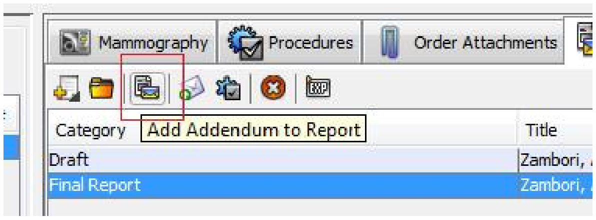


Addendum Creation

There are ways to create an addendum

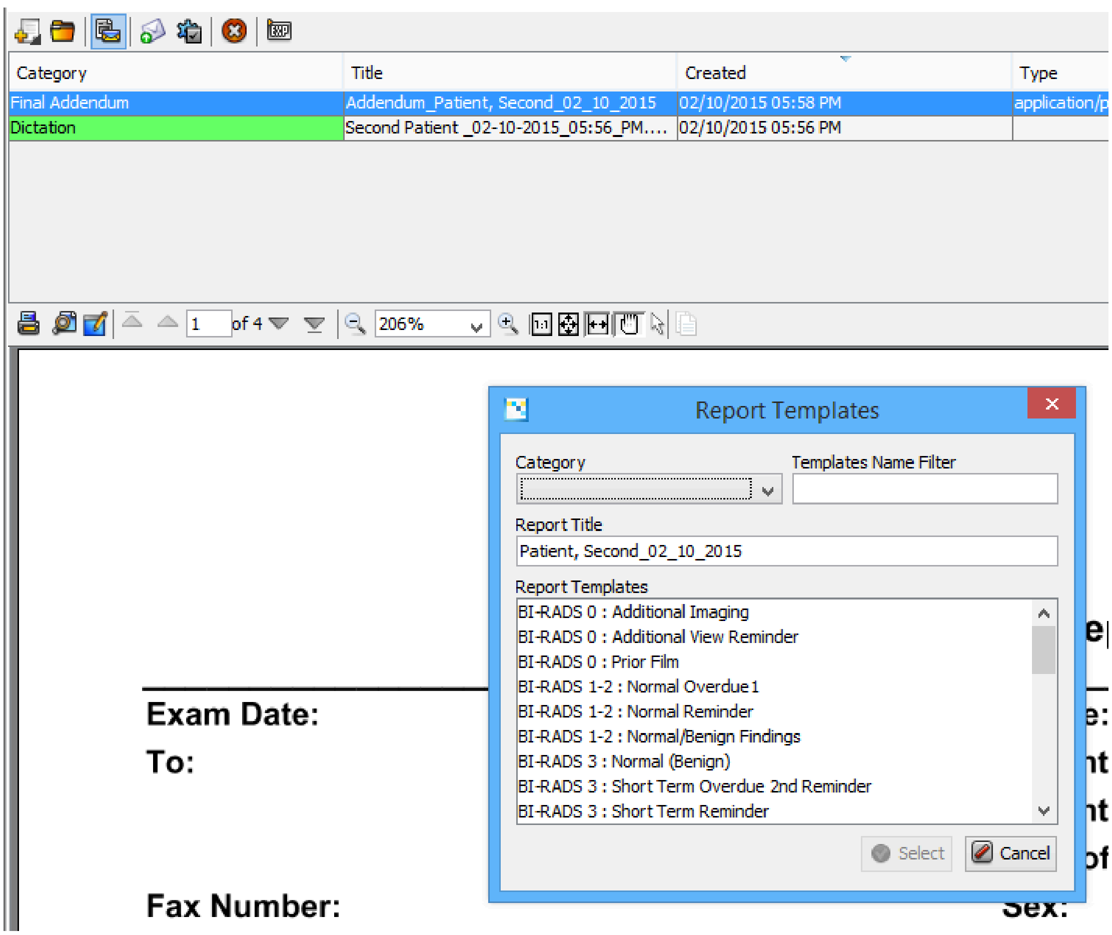
From Patient Chart:

1. Select a signed report, and click on the 'Add Addendum to Report' button

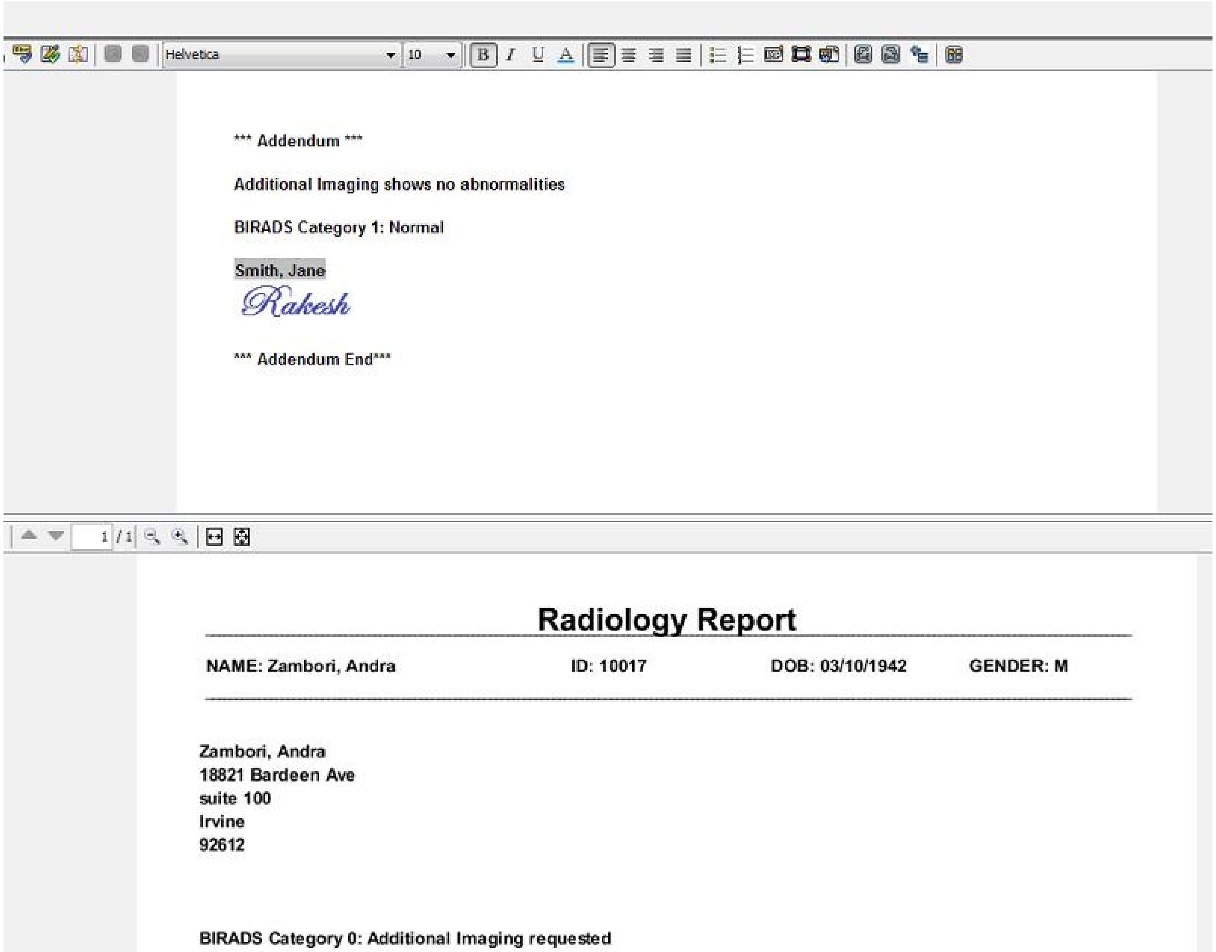


Note: Only final reports (Signed reports) can be addended. moreover during the Grace period, the user will not be allowed to create Addendum.

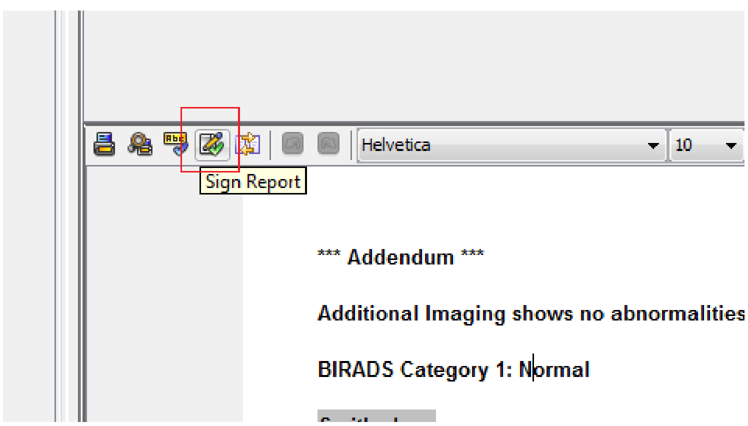
2. Select an addendum template, and click Select



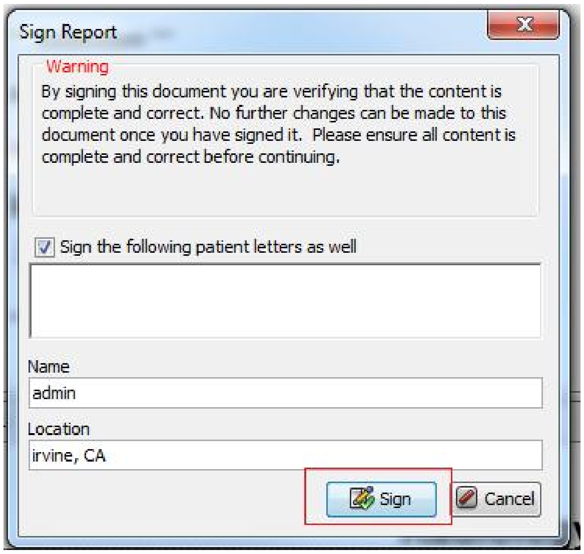
3. The report editor will display the original (signed) report on the bottom of the screen. The top portion of the report editor displays the addendum template. You may add additional text to this template either typing or using voice recognition.



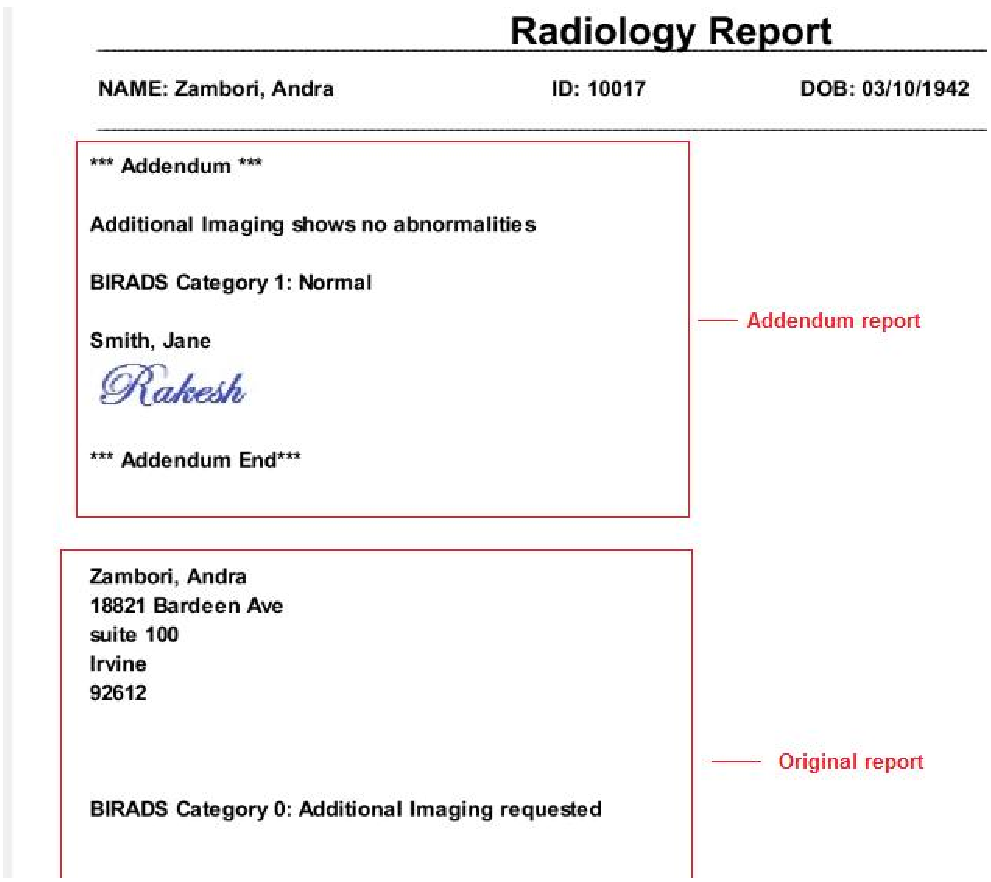
4. Once you are finished editing this addendum report you may sign it by clicking the Sign Report button



5. The Sign Report dialog will display. Click the Sign button

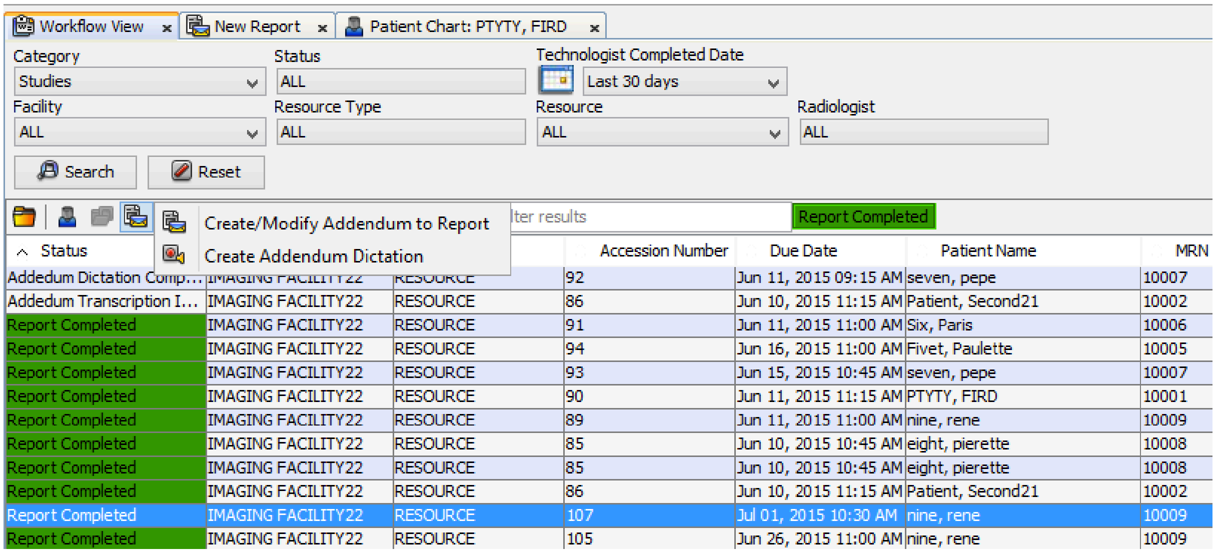


6. The addendum report will be merged with the original's body text



From Worklist View:

1. Select a study with the status "Report Completed", and click on the "Create/Dictate New Report" button, and then on "Create/Modify Addendum to Report" or "Create Addendum Dictation".



Note: Only final reports (Signed reports) can be addended. Moreover during the Grace period, the user will not be allowed to create Addendum.

2. Select an addendum template, and click "Select"

3. If you choose to create an addendum to report, the addendum creation workspace will be opened. The report editor will display the original (signed) report on the bottom of the screen. The top portion of the report editor displays the addendum template. You may add additional text to this template either typing or using voice recognition.

4. If you choose to create an addendum dictation, the dictation creation workspace will be opened and the user will be able to dictate a new report. This addendum dictation will not remove the original one.

Order

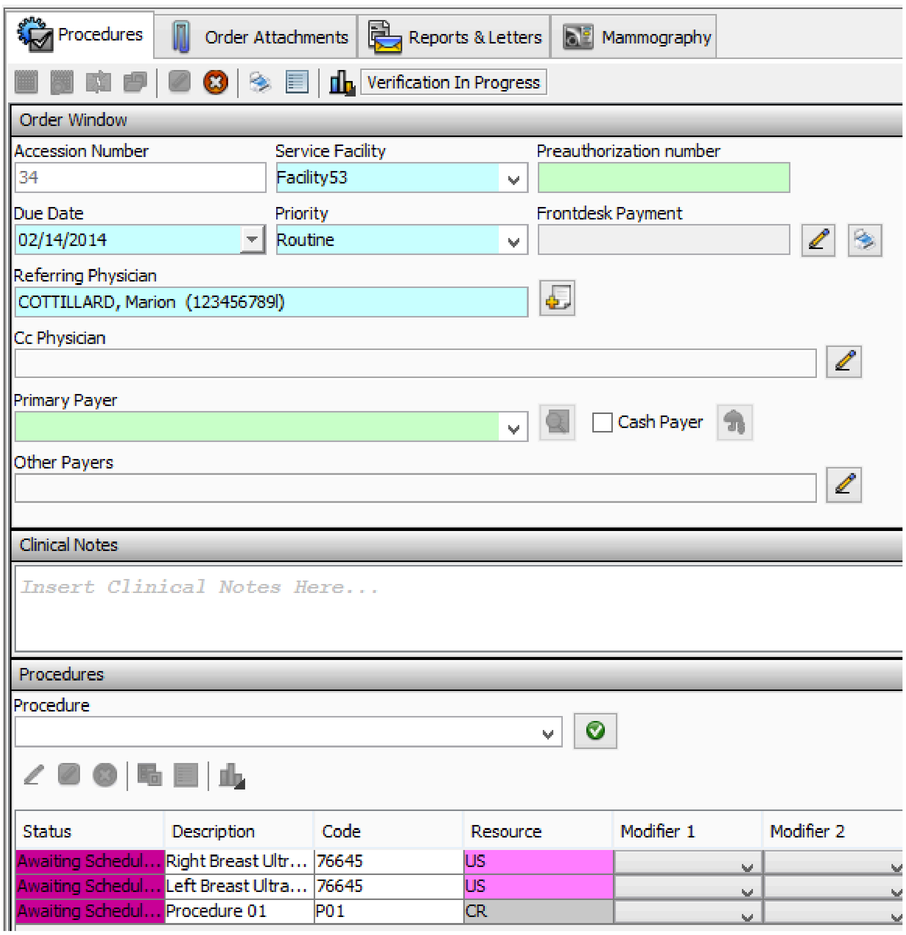
For the examination and manipulation of individual orders, IGRIS provides the order form. By default all fields are blank and are populated based on what criteria are selected by the front-desk user. Also, notice that some of the tools are “grayed out”; this condition changes as an order form is completed and the state of its procedures is changed throughout the workflow.

The Order Form permits the front-desk user to manage multiple orders concurrently by using a tabbed interface; clicking on a tab will display the corresponding order(s).

Along the tabbed pages of the Order management GUI are a set of tools for managing orders. These are:

- Schedule Procedure (invokes Scheduler interface)
- Reschedule procedure (reschedules the currently selected procedure)
- Attach/View Attached documents
- Attach/view Notes
- Print Patient Study Labels
- Export Billing Order
- Generate an Insurance Claim
- Perform an Insurance Eligibility Check
- Cancel Order
- Delete Order
- Order Status

To create a new order



1. From the worklist interface, click the "Create New Order" button.
2. Within the order form, enter the following:
   - An accession number (or omit; RIS will automatically generate one).
   - Alternatively search for and enter a patient entry using the search buttons.
   - Assign a Due Date and Priority to the Order (Stat, High, Low or Routine).
   - The Referring Physician (create one if necessary using the create physician button).
   - The Insurance provider.
3. Create one or more procedures for the order:

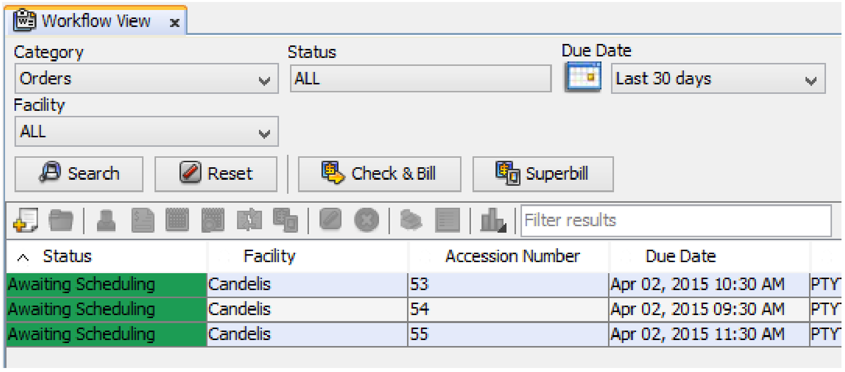
   - From the dropdown list, select a procedure and click the “Add” button.
   - There is also an option of specifying up to four modifiers for the procedure.
   - Repeat this process for each additional procedure to include in the order.
4. Create one or more medical supplies for the order:
   - From the dropdown list, select a medical supply and click the “Add” button.
   - Repeat this process for each additional medical supply to include in the order.
5. (Optional) Enter one or more diagnoses:
   - From the dropdown list, select a symptom.
   - Repeat this process for each additional symptom that needs to be included.

By default, orders just created are in the “Awaiting Scheduling” state, and not all of the Order management GUI’s tools are accessible; this condition changes as the status of the procedures is modified throughout the workflow. It is at this point in the workflow that the user with the role of “Scheduler” will assume control of the orders. Orders at this point are managed chiefly through the IGRIS Scheduler.

To modify an order

1. Bring up the order form by selecting an order form the order worklist
2. Edit any fields if permitted
3. Save changes using the "Save" button

Order Worklist



Within this interface, the following actions can be performed:

Creating a new order

1. Click on the “Create New Order” button in the worklist.
2. A new order form is generated to enter the order information.

Opening an order

1. Click on the item in the worklist.
2. Click on the “Open Order” button.
3. The patient chart is opened and is directed to the history portion where the selected order panel is displayed, from which the details of each procedure can be read.

Opening the patient of the selected order

1. Select an order.
2. Click on the "Open Patient" button .

Scheduling an order

(only for Orders with the Status: Awaiting Scheduling or Scheduled)

1. Click on the “Schedule Order” button in the Worklist.
2. The Scheduler interface is generated for creating appointments (see section on Scheduler.)

Unscheduling an Order

(Only for Orders with the Status: Scheduled)

1. Click on the “Scheduled” Order.
2. Click on the “Unschedule Order” Button.

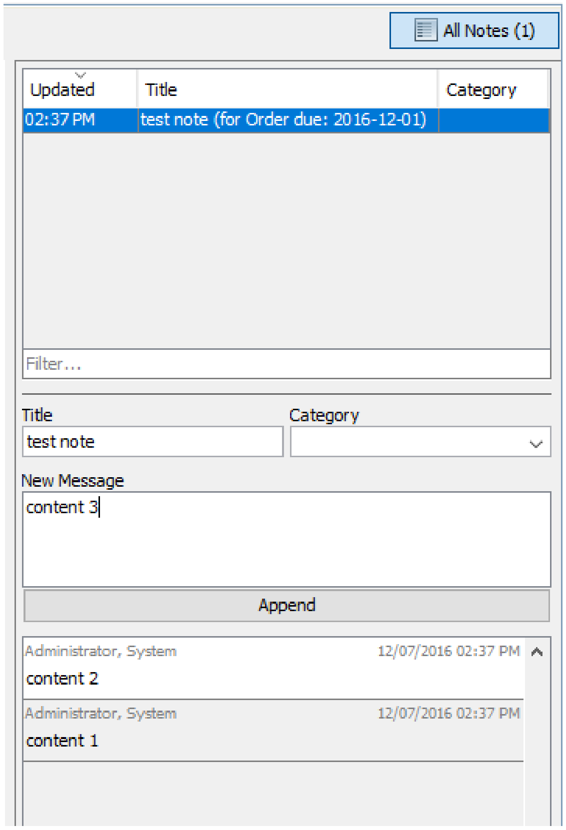
Creating notes for an order

1. Click on the “Create Notes for Order…” button.

Appending notes

When note has been created, it can either be appended or deleted, but cannot be modified. User could right click on the note in notes table to delete it. Appending to existing note:

1. Open patient chart of the patient user want to append note to.
2. Click on "All Notes" button on the top right corner of patient chart to open note panel.
3. Click on the note user want to append in note table.
4. Find "New Message" text field and type appending message.
5. Click "Append" button right below the "New Message" text field.



New appended content will be added on top of all content in that note, while also showing user name and last modified time.

Printing labels and forms

1. The selected order must be scheduled beforehand.
2. Click on the “Print labels and forms” button to open a new menu and select a form or label to print.
3. Please note that labels require a compatible label printer and the sheets require a printer to be set in Tools -> Options.

Exporting billing information

(Only for Orders with the Status: In Progress or Completed)

1. Click the “Check & Bill” button on the Worklist.
2. Generally, after the user click the button, the system will send the billing data related to all the order in the worklist to a remote billing server. The order status will change to "Billing", and after the data successfully transfer to the remote billing server, the order status will change to "Completed". The detail of the billing process is depend on different billing integration we do for each customer.

Generating a claim

1. Select an order from the worklist.
2. Click the "Bill" button.
3. Submit or print the claim form as necessary.

Checking for insurance eligibility

1. Select an order from the worklist.
2. Click the "Eligibility Check" button.

Creating a superbill

1. Select an order from the worklist.
2. Click the "Create Superbill" button.

Canceling an order

1. In the worklist, select the order to cancel.
2. Click the “Cancel Order” button.

Deleting an order

1. Select an order.
2. Click the "Delete Order" button .

Changing the status of an order

1. Select an order that is under the state “In Progress”.
2. Click the bar chart button and select “Completed”.

Patient Management

Patient Chart

The patient chart contains all demographics and radiology data of a patient.

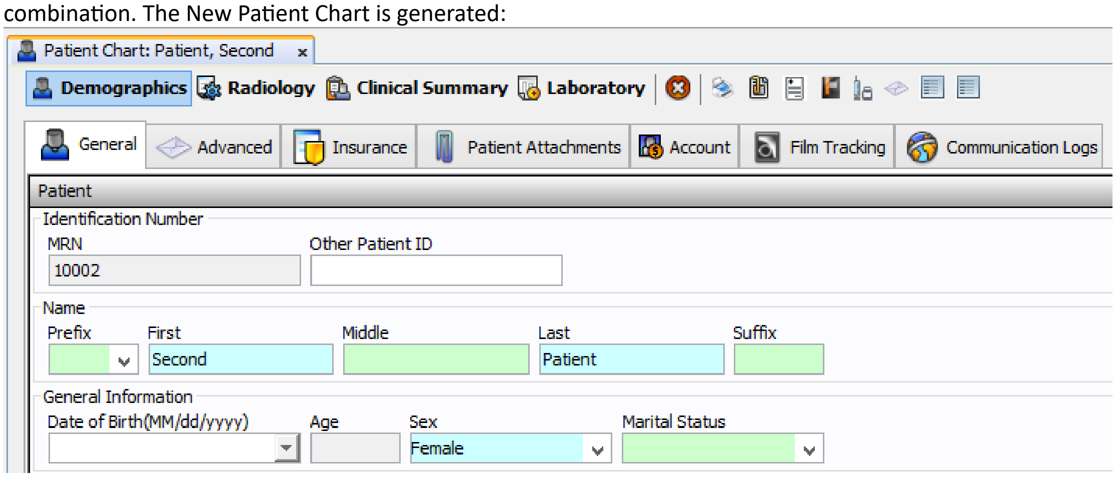
Open Patient Chart

A patient chart can be accessed via either:

- Search Patients
    1. Select a patient
    2. Double-click on the entry, or
    3. Click on the "Open Patient" button
- Worklist
    1. Select a worklist item
    2. Click on the "Open Patient" button

Create a Patient

A patient can be created by going to File->New Patient , Search Patients->Create New Patient , or using the CTRL + N key combination. The New Patient Chart is generated:



Modify a Patient

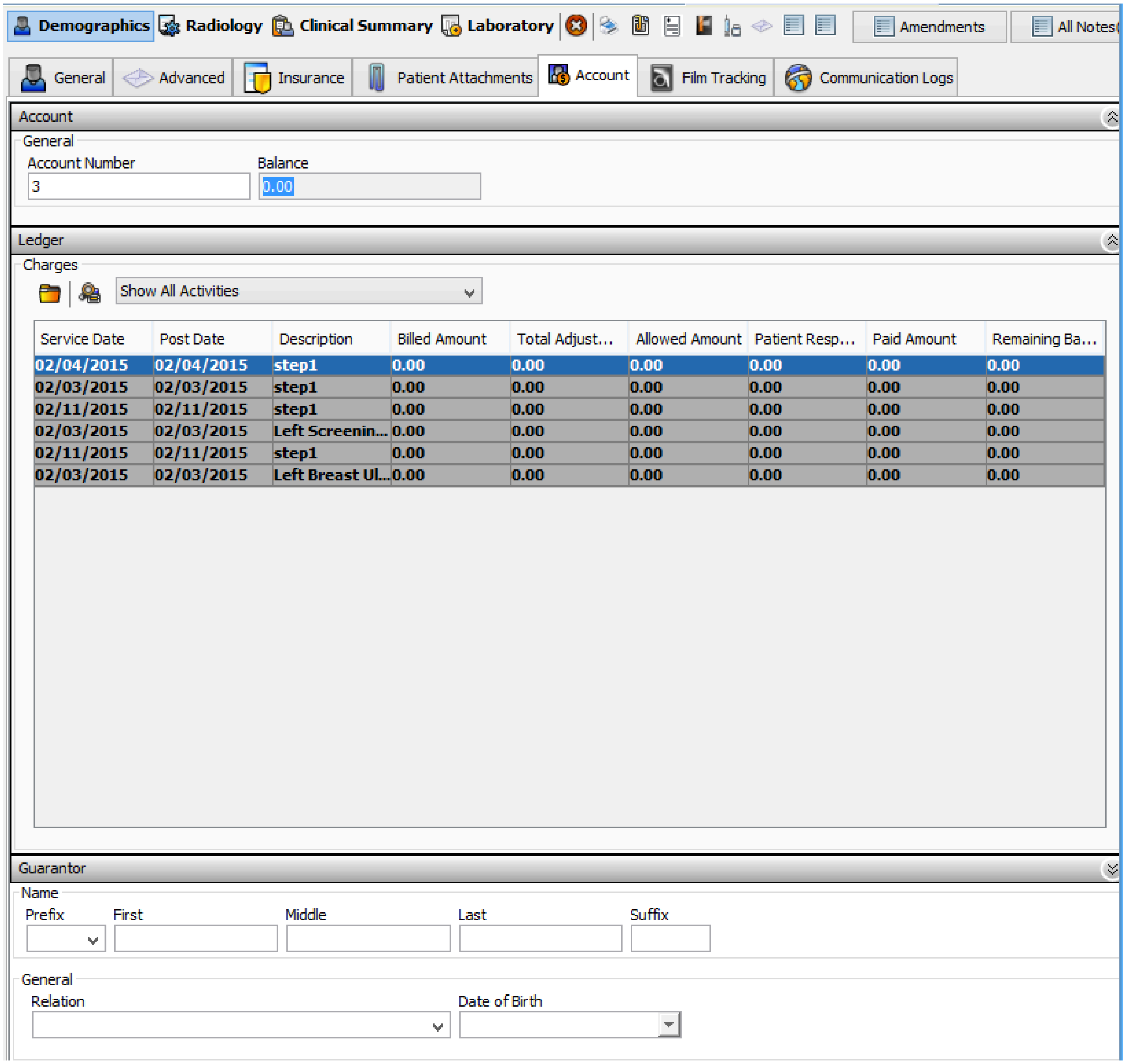
A patient information can be edited within the patient chart.

Delete a Patient

A patient can be deleted by click on the "Delete Patient" button on the patient chart.

Account

Reviewing Patient Account Activity



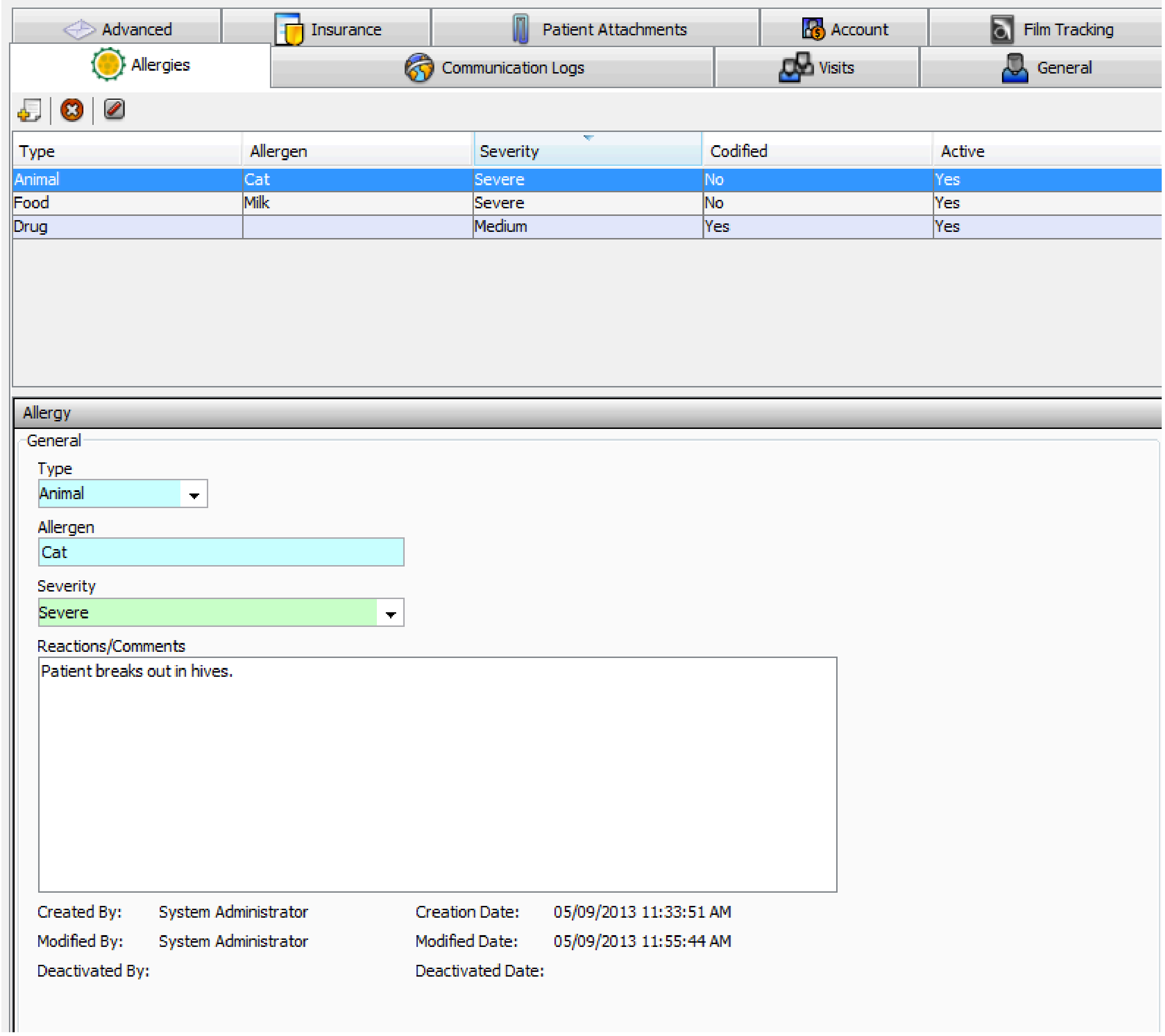
With the Billing Module installed, each patient has a ledger that keeps track of all charges and payments. Charges are automatically generated when a procedure in an appointment is completed and the user is able to process transactions and balance the ledger.

The Account tab keeps track of the following information:

- Account number
- Total balance
- All charges for the patient
- Service date
- Charge posting dates
- Descriptions of procedures done
- Billed amount of each procedure
- Payment amounts for each charge, further broken down to each transaction upon opening a charge
- Remaining balance of each charge
- Guarantor contact information

The user can also print a list of all charges and filter the charge list based on status and balance.

Allergies



This tab maintains a list of allergens that affect the patient. It also records the user that entered the information, along with when it was added.

Creating a New Allergy

1. Within the Patient Chart, access the patient's allergy information by clicking on the "Allergies" tab.
2. Click on the "Create New Allergy" button from the table toolbar .
3. Enter all fields as necessary.
4. Click the "Save" button when completed.

Editing an Existing Allergy

1. Select an existing allergy from the table.
2. If the allergy is not deactivated, then the fields will be editable.
3. Edit the fields as necessary
4. Click the "Save" button when completed .

Delete an Existing Allergy

1. Select an existing allergy from the table.
2. Click the “Delete” button from the table toolbar .
3. Click "Yes" to permanently delete the allergy. Click "No" to cancel the operation.

Deactivate an Existing Allergy

Allergies are not always permanent and for the purposes of recording a patient's history, an existing allergy can be deactivated instead of being deleted. A deactivated allergy will not be used in generating an alert.

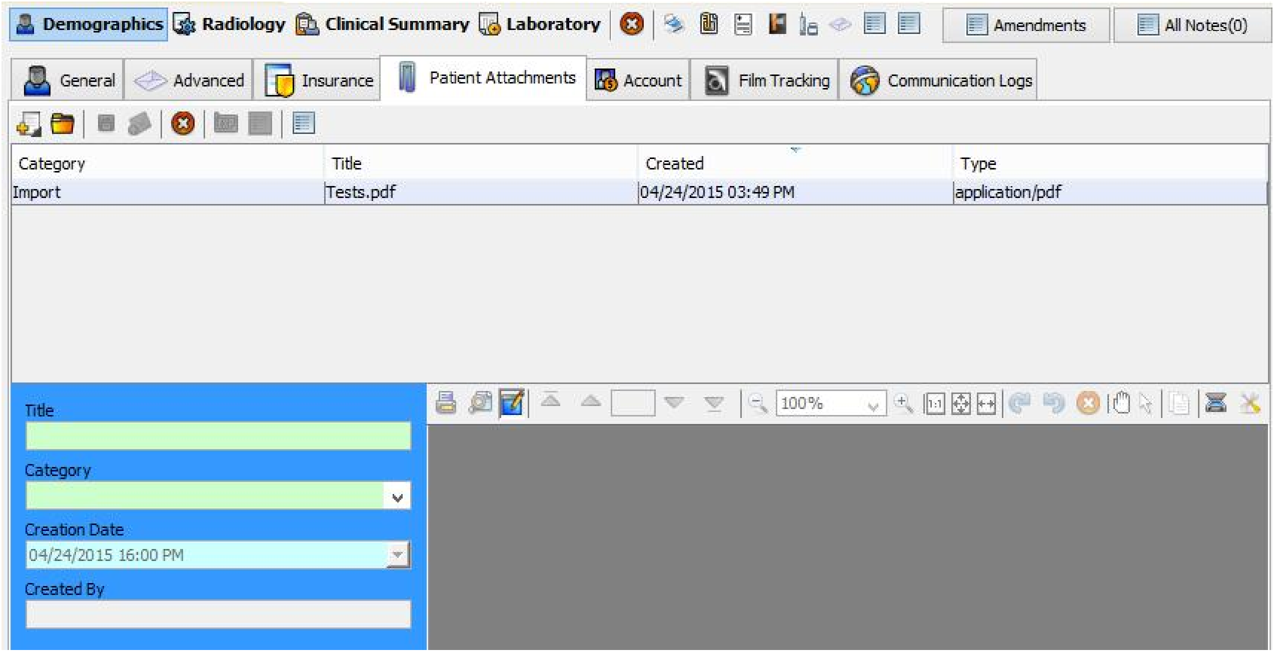
1. Select an existing allergy from the table.
2. Click the "Deactivate Allergy" button from the table toolbar .
3. Click "Yes" to permanently deactivate the allergy. Click "No" to cancel the operation.

Notes

- The allergy type will determine what fields are accessible in the allergy panel. For example, drug allergens will have a "Codified" checkbox. "No Known Allergies" will only display the Reactions/Comments text box.
- Deactivated allergies will have all input fields disabled. Please note that a deactivated allergy cannot be reactivated.
- Most allergens are text fields where the user is granted the ability to freely put in any information.
- Drug allergens are retrieved from the Drug list in System Configuration. The user must add the drug manually in System Configuration before entering it into the allergy panel.
- The "Codified" check box is only available for drug allergies.
- The "Created By", "Modified By", "Deactivated By", "Creation Date", "Modified Date" and "Deactivated Date" fields are generated automatically and cannot be altered manually.
- While the ability to delete allergies exists, it is recommended to deactivate any existing allergies. The delete function should be used if an allergy was created erroneously.

Patient Attachments

Create Attachment

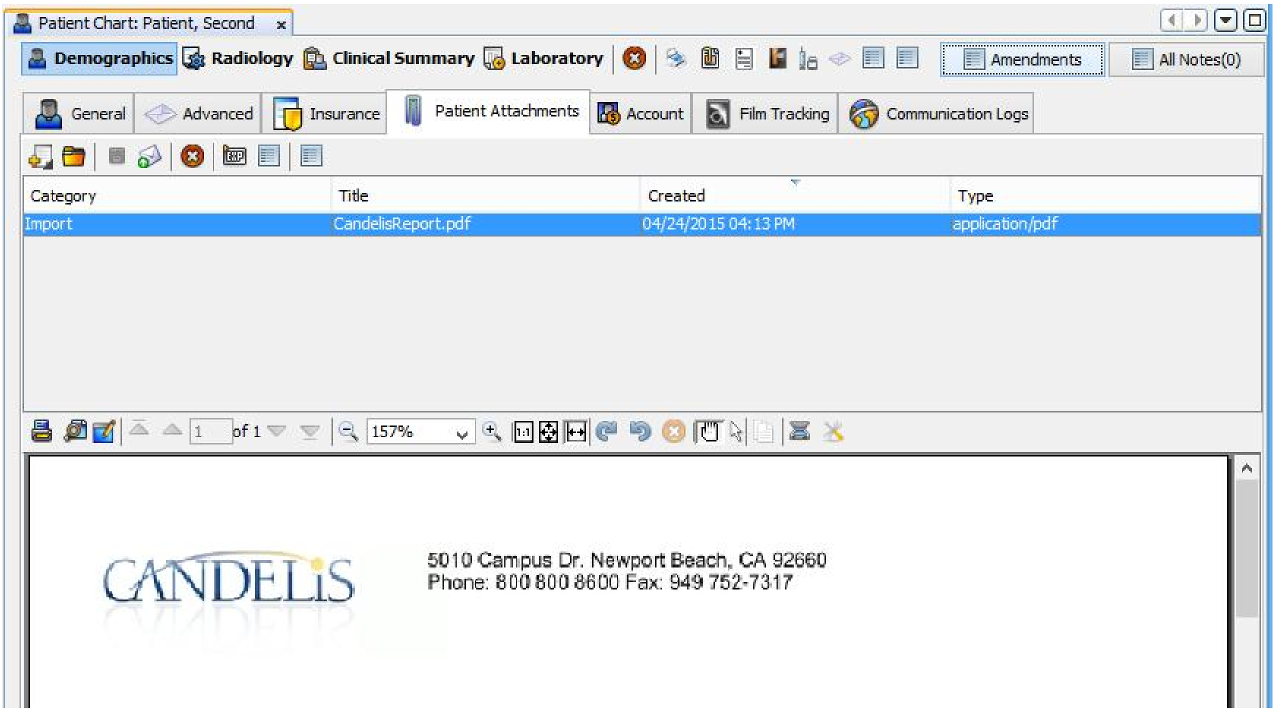


1. Within the Patient Chart, access the patient's attachment information by clicking on the "Patient Attachments" Tab.
2. Click the "Create New Attachment" button.
3. You will need to have a TWAIN-compatible scanner hooked up to your workstation to be able to scan in an attachment. Also, a default scanner needs to be set up under Tools→Options menu if there are multiple scanners available.
4. Fill in other additional fields, if applicable.
5. Click on the "Save" button or use CTRL+S to save the changes.
6. If you want to import a file from the file-system as an attachment, click on the "Import attachment" button and select your file.
7. Attachments can also be exported to the file system by clicking the "Export" button.
8. "Open External File" button allows you to open the selected attachment with another application other than IGRIS.
9. Click the "Create notes for attachment... " button to attach notes to an attachment.
10. An attachment can be deleted using the "Delete Attachment" button.
11. Click "Deliver Attachment to Referring Physician" button to fax the selected attachment to the referring physician.

Scan And Upload Paper Documents

Within IGRIS, the option to scan paper documents and append them to studies is also offered. For document scanning, the client workstation must have a locally attached document scanner. This device should be configured as the default printing device on the client system. The document scanning feature will only be available for procedures in the IGRIS Workflow which show an Appointment status of "Completed"; in all other instances, this feature is disabled. Scanning a paper document involves the following steps:

1. Prior to uploading, the scanning device must be powered on and have the document(s) loaded.
2. Log into IGRIS and open the Patient Chart; locate the "Completed" procedures to append the document(s) to.
3. Click the "Demographics" toggle button and navigate to the "Patient Attachments" tab to generate a listing of all current attached documents.
4. Click the "Create New Attachment" button to generate the Scanning Interface



Within the Scanning Interface are a set of tools to configure and view the document(s) to be scanned. A Title and Category text box are used to supply a title for the document(s) as well as a document type.
The buttons on the top of the interface are for configuration of the document scanner, and for changing orientation of document(s).

Document Scanner Configuration

1. Within the Scanner interface, click the “Advanced Settings” button.
2. A list box displaying all recognized printing and scanning devices are listed; from this list select the document scanning device to use.
3. Depending upon the make and model of document scanner, you may be prompted to click the “Scan” button , or redirected to a dialog box containing the device’s scanner settings.
4. Clicking the “Scan” button will commence document scanning.
5. Once all pages are scanned, the resulting image is displayed in the Scanner Interface.
6. Enter a Title for the attachment, and select a category from the interface.
7. Click the “Save” button to upload and attach the scanned images.

Printing

1. Select the page from the left sidebar
2. Click the ”Print” button

Search in the document

1. Click the button "Search" to open the Search Panel
2. Type the word(s) you are looking for in the field "Search Text", check the options you want and click on "Search"
3. The results will be displayed in the "Result" text field

Copy some text

1. Click on the "Select" button
2. Select the text you want to copy in the document. The text selected has to be in the same page.
3. Click the button "Copy text" or type CTRL-C
4. The text is now ready to be pasted where you want

Magnification/ Reduction

1. Select a page from the left sidebar.
2. Click the ”Zoom In” button to enlarge the document
3. For reduction, click the ”Zoom Out” button to shrink the document.

4. Click the "Zoom fit width" button to zoom the page to fit the width of the window.
5. Click the "Zoom fit all" button to show one whole page at a time.
6. Click the "Zoom fit actual size" button to show the page with its actual size.

Rotation

1. Click the ”Rotate Left” button for -90 rotations.
2. Click the ”Rotate Right” button for +90 rotations.

Multiple-Page document scanning

1. Log into IGRIS and open the Patient Chart.
2. Click the “Demographics” button and navigate to the “Patient Attachments” tab to generate a listing of all current attached documents.
3. Find an attached document and click on it; it will display in the document viewer.
4. Load the additional document into a local scanner and click the scan button.
5. The Document viewer will display the newly scanned document as an addition to the current set of pages.
6. Click ”Save” button.

Navigation

Navigation buttons are located on the left sidebar of the Scanning Interface.

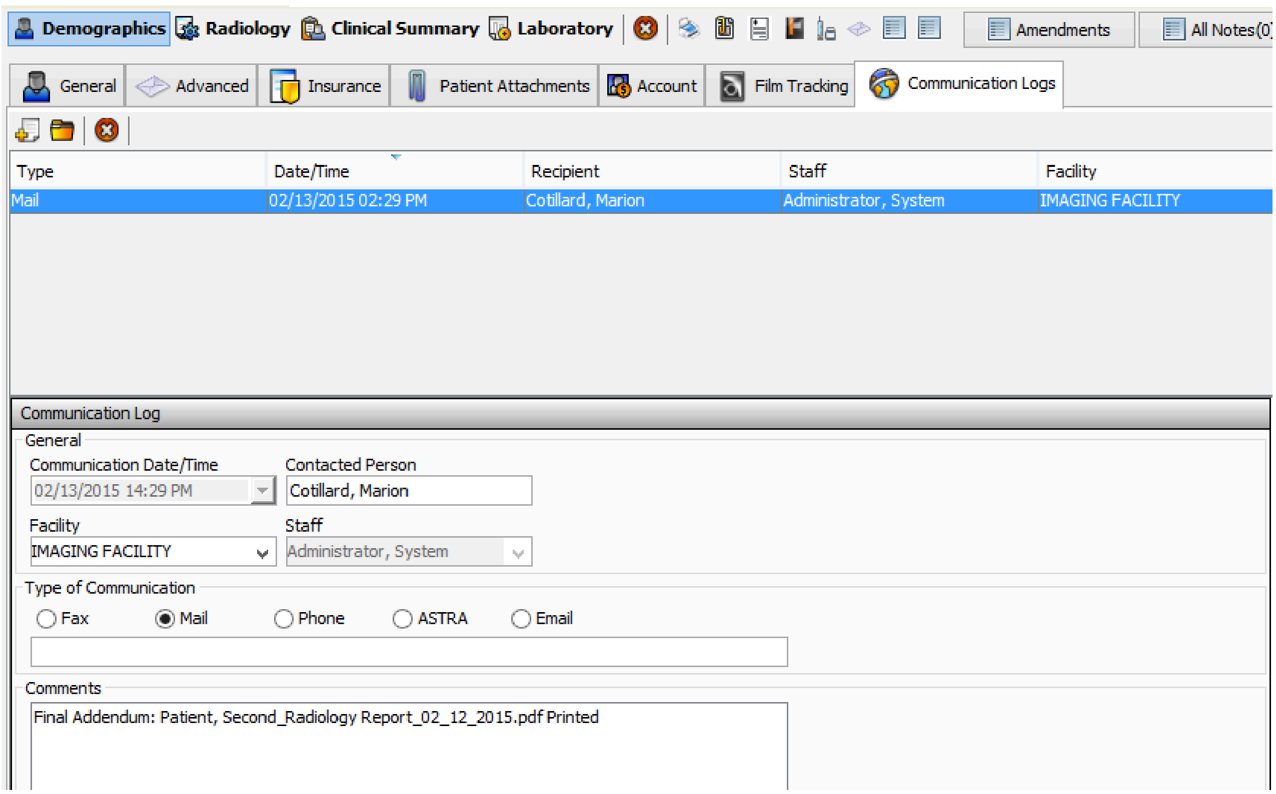
1. Click on the ”Next Page” button to move the document viewer forward one page.
2. Click on the ”Previous Page” button to move the document viewer back one page.
3. Click on the ”Last Page” button to move the document viewer to the last page.
4. Click on the ”First Page” button to move the document viewer to the first page.

Communication Logs

A section to maintain a log of communication between the patients and staff which records the date, time location, and type of notification.

Creating New Communication

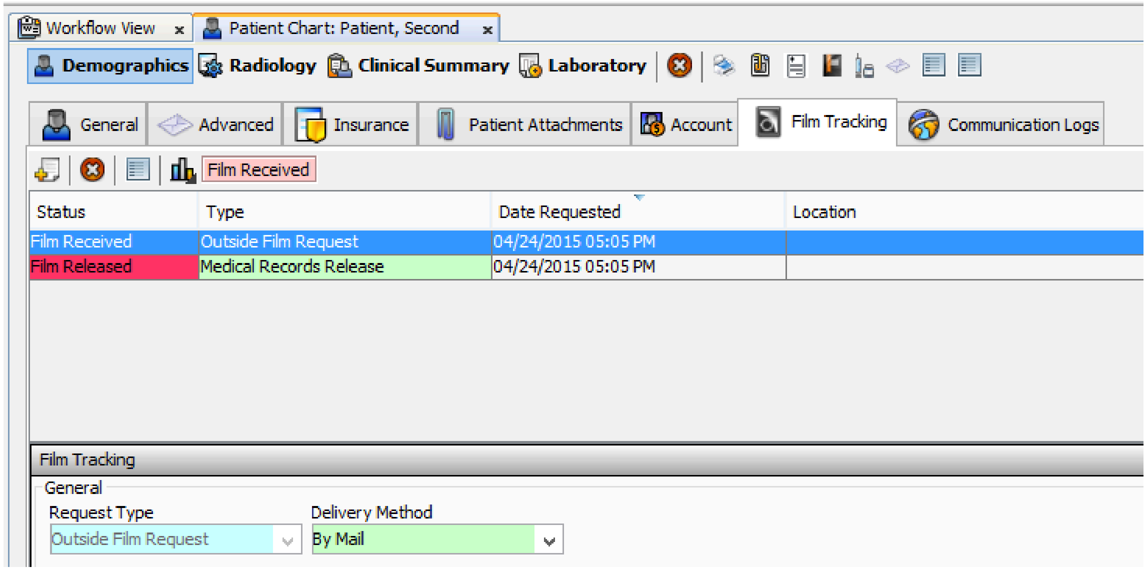
1. Within the Patient Chart, access the patient's communication information by clicking on the "Communication Logs" tab.
2. Click the "Create New Communication Log" button .
3. The date and time of the log entry will be automatically entered.
4. Specify the method of communication (Fax, email, phone call or mail), followed by the Recipient, Facility, and Staff designations.
5. With each entry a brief comment may be added to provide details about the communication.



Film Tracking

Create Film Request

To create and track requests for patient's medical records from within and outside of the facility, each patient demographics contains a film tracking feature.



1. Click the "Create New Film Request" button.
2. Specify the request type as a Medical Records Release or Outside Film Request.
3. Specify the Delivery Method.
4. Enter the destination name, address and personal contact information.
5. Click the "Save" button.

As each request is processed, its status within the patient demographics will be updated: The status will be different for each Request Type.

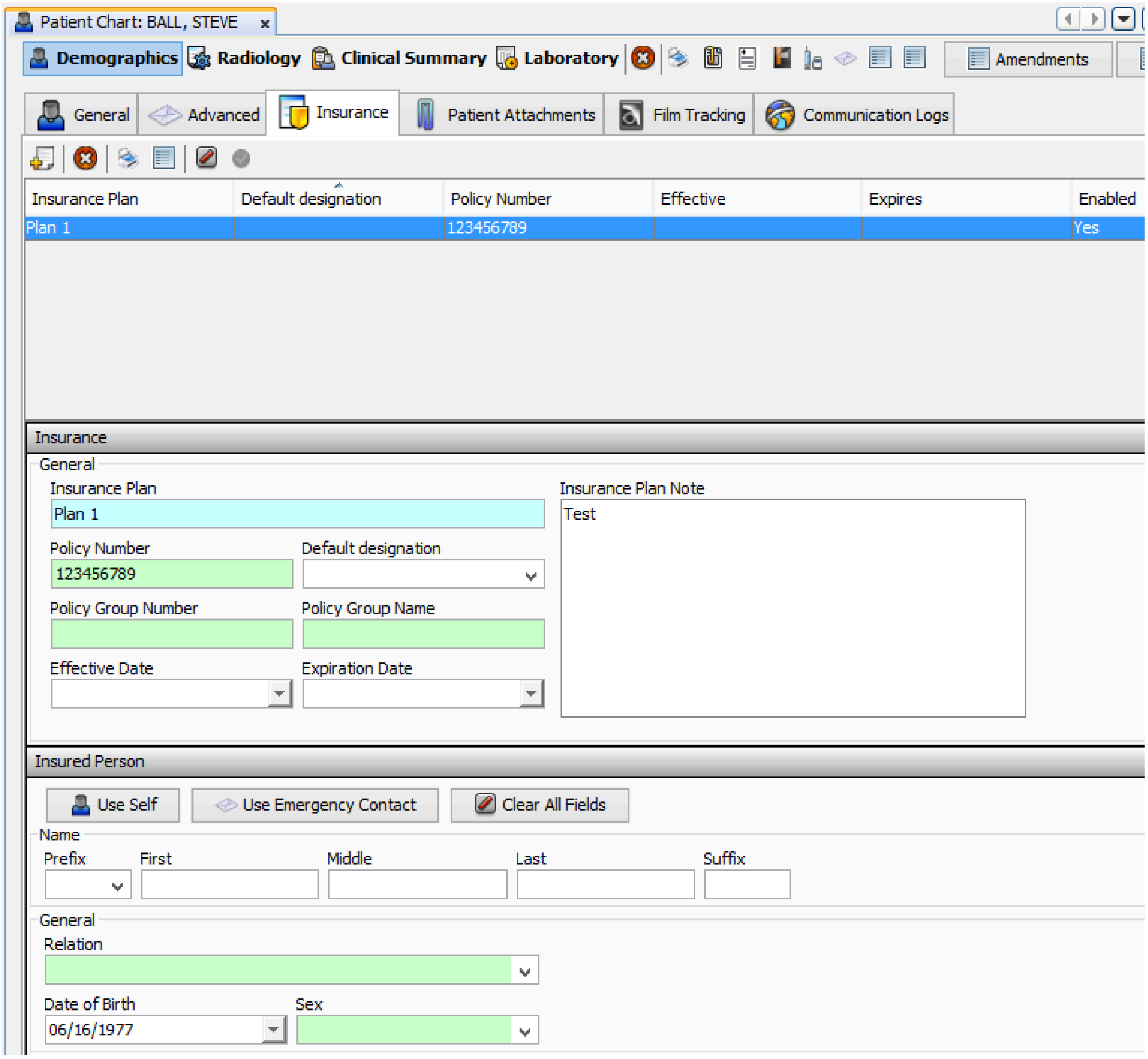
1. For Medical Records Release: Release Pending→Film Released→Film Returned.
2. For Outside Film Request: Request Pending→Film Received→Film Missing/Film Returned.

Each entry's processing date is updated as the state of the request is changed. Each Film Request's status may be changed by clicking the "Set Status to..." button on the Film Request Toolbar. Each request may also be deleted by highlighting and clicking the delete button.

Film requests can be queried at Film Tracking Worklist.

Insurance

Create Insurance



1. Within the Patient Chart, access the patient's insurance information by clicking on the "Insurance" Tab.
2. Click the "Create New Insurance" button.
3. You have to pick an insurance plan from the configured Insurance Plan from Tools->Insurance Plans.
4. Fill in other additional fields, if applicable.
5. Click on the "Save" button or use CTRL+S to save the changes.
6. Use the "Delete Insurance" button to delete the selected insurance.
7. Use the "Print Insurance Form" button to print insurance form.
8. Click the "Create Notes for Insurance... " button to attach notes for an insurance.

Disabling an existing insurance

Note: By setting an insurance to be disabled, you will not be able to use it to create or modify data.

1. Select an existing insurance which is enabled from the insurance table.
2. Click "Disable" button from the table's toolbar.
3. Click "Yes" in the pop-up dialog to disable the insurance. Click "No" to cancel the operation.

Enabling an existing insurance

Note: By setting an insurance to be enabled, you will be able to use it to create or modify data again.

1. Select an existing insurance which is not enabled from the insurance table.

2. Click "Enable" button from the table's toolbar.

Introduction

Examine Patient Demographics

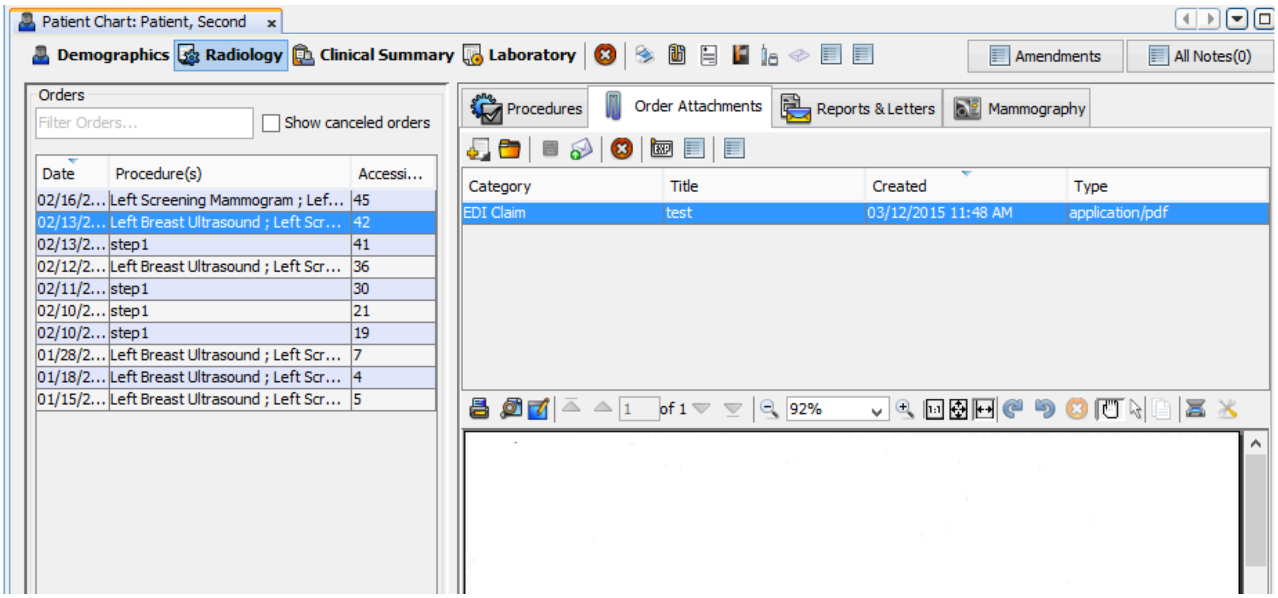
1. Log into the IGRIS using an account with Front Desk rights.
2. Within the panel, the front-desk user will input the patient profile information, including but not limited to: First, Middle, and Last Name, Date of Birth, Gender, Marital Status, Home Address, Telephone and contact information. A patient ID may be entered by the user or left empty (the system will automatically populate the field).
3. Additional patient information may be appended to include (Secondary and emergency Contact information, Employer information and any unique external Identifiers). Each section may be access by clicking on their named tab in the Patient Demographics Interface.
4. Once completed, Click the “Save” button or apply the CTRL+S key combination to save the information.
5. (Optional) Click the Printer Icon to print the patient data to a local printer.
6. To append or view attached documents, click the Patient Attachments Tabbed icon to view a list of all document’s attached to the patient’s profile. A Notepad Icon can be used to view or append notes to the current patient demographics.

Attachments

Scan And Upload Paper Documents

Within IGRIS, the option to scan paper documents and append them to studies is also offered. For document scanning, the client workstation must have a locally attached document scanner. This device should be configured as the default printing device on the client system. The document scanning feature will only be available for procedures in the IGRIS Workflow which show an Appointment status of “Completed”; in all other instances, this feature is disabled. Scanning a paper document involves the following steps:

1. Prior to uploading, the scanning device must be powered on and have the document(s) loaded.
2. Log into IGRIS and open the Patient Chart; locate the “Completed” procedures to append the document(s) to.
3. Click the “Radiology” toggle button and navigate to the “Order Attachments” tab to generate a listing of all current attached documents.
4. Click the “Create New Attachment” button to generate the Scanning Interface



Within the Scanning Interface are a set of tools to configure and view the document(s) to be scanned. A Title and Category text box are used to supply a title for the document(s) as well as a document type.
The buttons on the top of the interface are for configuration of the document scanner, and for changing orientation of document(s).

Document Scanner Configuration

1. Within the Scanner interface, click the “Advanced Settings” button
2. A list box displaying all recognized printing and scanning devices are listed; from this list select the document scanning device to use.
3. Depending upon the make and model of document scanner, you may be prompted to click the “Scan” button , or redirected to a dialog box containing the device’s scanner settings.
4. Clicking the “Scan” button will commence document scanning.
5. Once all pages are scanned, the resulting image is displayed in the Scanner Interface.
6. Enter a Title for the attachment, and select a category from the interface.
7. Click the “Save” button to upload and attach the scanned images.

Printing

1. Select the page from the left sidebar
2. Click the ”Print” button

Search in the document

1. Click the button "Search" to open the Search Panel
2. Type the word(s) you are looking for in the field "Search Text", check the options you want and click on "Search"
3. The results will be displayed in the "Result" text field

Copy some text

1. Click on the "Select" button
2. Select the text you want to copy in the document. The text selected has to be in the same page.
3. Click the button "Copy text" or type CTRL-C
4. The text is now ready to be pasted where you want

Magnification/ Reduction

1. Select a page from the left sidebar.
2. Click the ”Zoom In” button to enlarge the document
3. For reduction, click the ”Zoom Out” button to shrink the document.
4. Click the "Zoom fit width" button to zoom the page to fit the width of the window.
5. Click the "Zoom fit all" button to show one whole page at a time.
6. Click the "Zoom fit actual size" button 1:1 to show the page with its actual size.

Rotation

1. Click the ”Rotate Left” button for -90 rotations.
2. Click the ”Rotate Right” button for +90 rotations.

Multiple-Page document scanning

1. Log into IGRIS and open the Patient Chart.
2. Click the “Radiology” button and navigate to the “Order Attachments” tab to generate a listing of all current attached documents.
3. Find an attached document and click on it; it will display in the document viewer.
4. Load the additional document into a local scanner and click the scan button.
5. The Document viewer will display the newly scanned document as an addition to the current set of pages.
6. Click ”Save” button.

Navigation

Navigation buttons are located on the left sidebar of the Scanning Interface.

1. Click on the ”Next Page” button to move the document viewer forward one page.
2. Click on the ”Previous Page” button to move the document viewer back one page.
3. Click on the ”Last Page” button to move the document viewer to the last page.
4. Click on the ”First Page” button to move the document viewer to the first page.

Procedures

Review an order

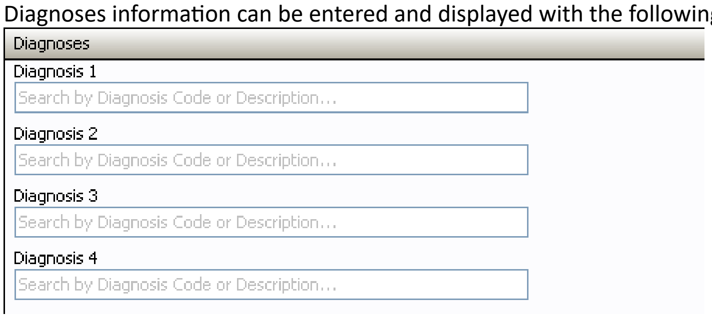
1. From the Order Radiology panel, select an order by clicking on its Accession number.
2. Click on the “Procedures” tab to display that order’s information.
3. Use the "Schedule Order" button to schedule an unscheduled order or to display in the scheduler the existing appointment for the scheduled orders.
4. Use the "Unschedule Order" button to unschedule an order.
5. Images can be opened from the Viewer using the "Open Image(s) from the Viewer" button .
6. Click the "Create Notes for Order... " button to attach notes for an order.
7. The "Print Labels and Forms" button will expand a menu for printing different forms and labels associated with this order.
8. Click the "Cancel Order" button to cancel an incomplete order.
9. Click the "Delete Order" button to delete an order.
10. Use the "Set Status To..." button to change the status of an order.

Examine a previous procedure

1. Click the "Cancel Procedure" button to cancel an incomplete procedure.
2. Click the "Delete Procedure" button to delete a procedure.
3. Click the "Create Notes for Procedure... " button to attach notes for a procedure.
4. The "Print Labels and Forms" button will expand a menu for printing different forms and labels associated with this order.
5. Use the "Set Status To..." button to change the status of a procedure.

Diagnoses Information

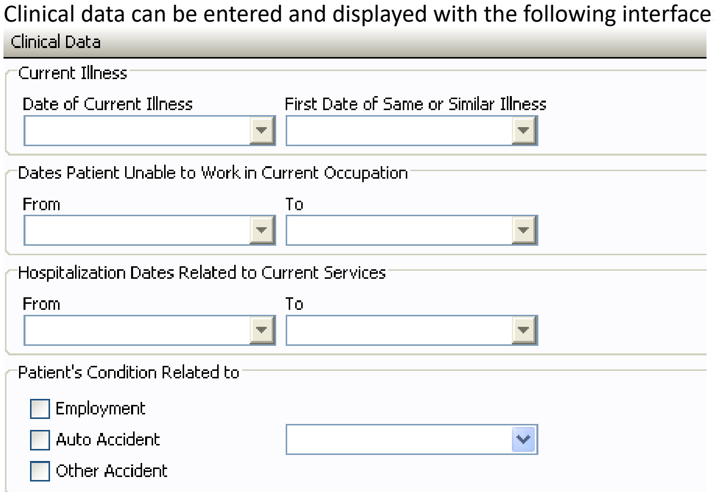
Diagnoses information can be entered and displayed with the following interface:



Diagnoses can be pre-configured from the System Configuration interface.

Clinical Data

Clinical data can be entered and displayed with the following interface:



Reports & Letters

Review Completed Reports of Previous Procedures

1. From the Order Radiology panel, select an order by clicking on its Accession number.
2. Click on the “Reports & Letters” tab to display the reports information.
3. Double-click on an entry to display the report.

Within this interface, the following actions can be performed:

- Dictate New Report
- Create New Report
- Addend a Report
- Import Report
- Scan New Report
- Export
- Open External File
- Attach to Study
- Delete Report
- Deliver Attachment to Referring Physician

Refer to Report Management for more details.

Insurance Verification

Insurance Verification for existing Procedures

1. From the Order Radiology panel, select an order by clicking on its Accession number.
2. In "Procedures" tab, click on to display and add insurance verification information.
3. Verification status can be modified in the "Procedures" tab using the ”Set Status To...” button.

Visits

Review A Previous Patient Visit

1. Click on the “Visits” tab to display the appointment information if the order is scheduled.
2. Status of incomplete visits can be modified using the ”Set Status To…” button.
3. Click the “Cancel Visit” button to cancel incomplete visits.
4. The Print icon will print a label containing the visit information.
5. Click the "Create Notes for Visit... " button to attach notes for a visit.

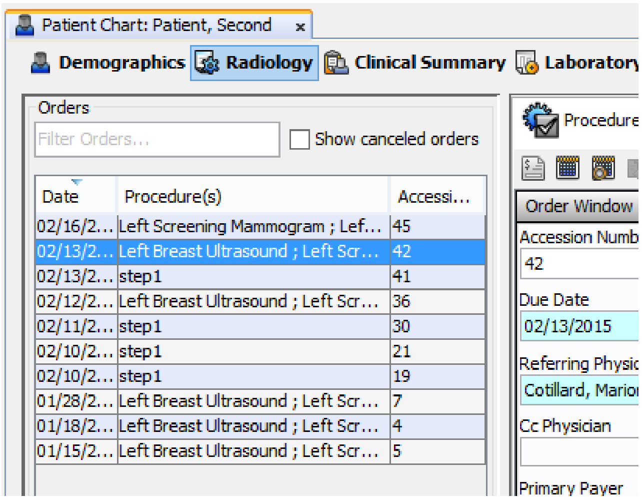
Appointments

1. Use the "Cancel Appointment" button to cancel an incomplete appointment.
2. Use the "Reschedule Appointment" button to rearrange an appointment.
3. Click the "Create Notes for Appointments... " button to attach notes for an appointment.
4. Status of incomplete appointments can be modified using the ”Set Status To…” button.

Introduction

Examine Patient Radiology History

IGRIS provides an interface to permit the radiologist or technician to retrieve and examine records of previous examinations conducted upon their patients. The Patient Radiology interface is a tool to readily access a patient’s past imaging procedures, along with notes, documents, or attachments uploaded into the system. To access a patient’s radiology, conduct a patient search and open the patient’s chart. Within the patient chart, click the button titled "Radiology" to display records of that patient’s past procedures.



Within the Patient Radiology interface are two sections, the Order History on the left and a tabbed page containing information on Procedures, Attachments, Reports & Letters, Exam Results and Mammography History Data from previous orders.

Patient Chart General Preferences

Each user is provided with the capability to change the following options:

- **Automatically Select Referring Physician Based On Previous Order**
  When creating a new order and selecting a patient that has had previous orders, the system can automatically select the previous order's referring physician.

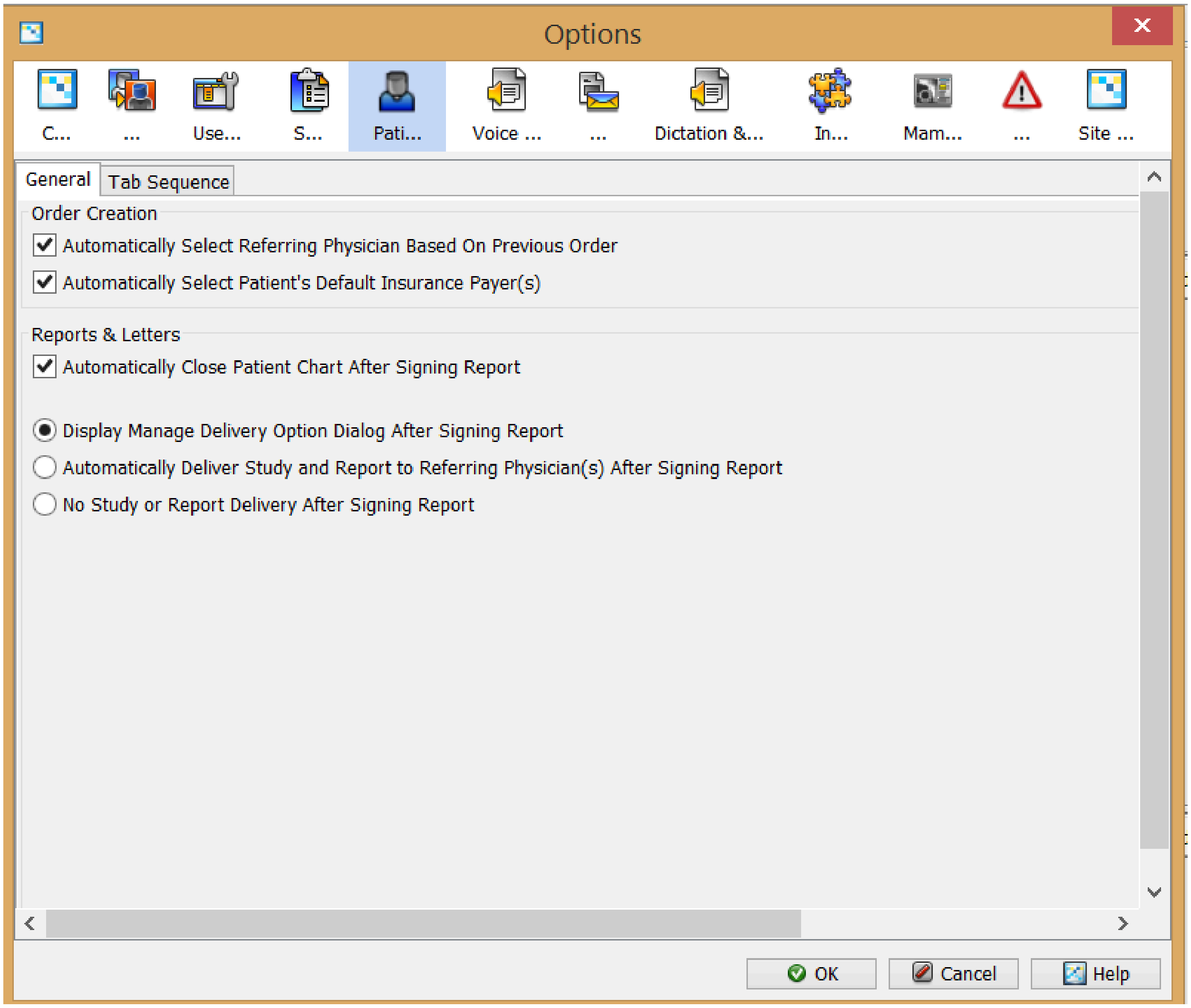
- **Automatically Select Patient's Default Insurance Payer(s)**
  When creating a new order, the system can automatically select the patient's default insurance payer(s) (pre-configured in the patient chart, at some point)

- **Automatically Close Patient Chart After Signing Report**
  When signing a report from the "Reports" worklist which in turn opens the patient chart, the system can efficiently move on to the next report whenever the user has signed the report.
  This means that it will close the patient chart automatically and pick the next valid unsigned report from the "Reports" worklist.
  Note: The user needs to have the worklist open to "Reports" for this workflow to function correctly.

- **Automatically Fax Report to Referring Physician(s) After Signing Report**
  If this option is selected, right after signing a report (either from the patient chart or as a standalone report form), the system will automatically fax this report to the corresponding referring physician and any CC'd physicians.

- **Display Report Delivery Confirmation Dialog After Signing Report**
  If this option is selected, the system will pop up the "Report Delivery Confirmation" Dialog and will show the user the current referring physician and will allow the user to add more recipients, if desired, before sending.

  Important: If both this option and the "Automatically Fax Report to Referring Physician After Signing Report" option are selected, this will take precedence.

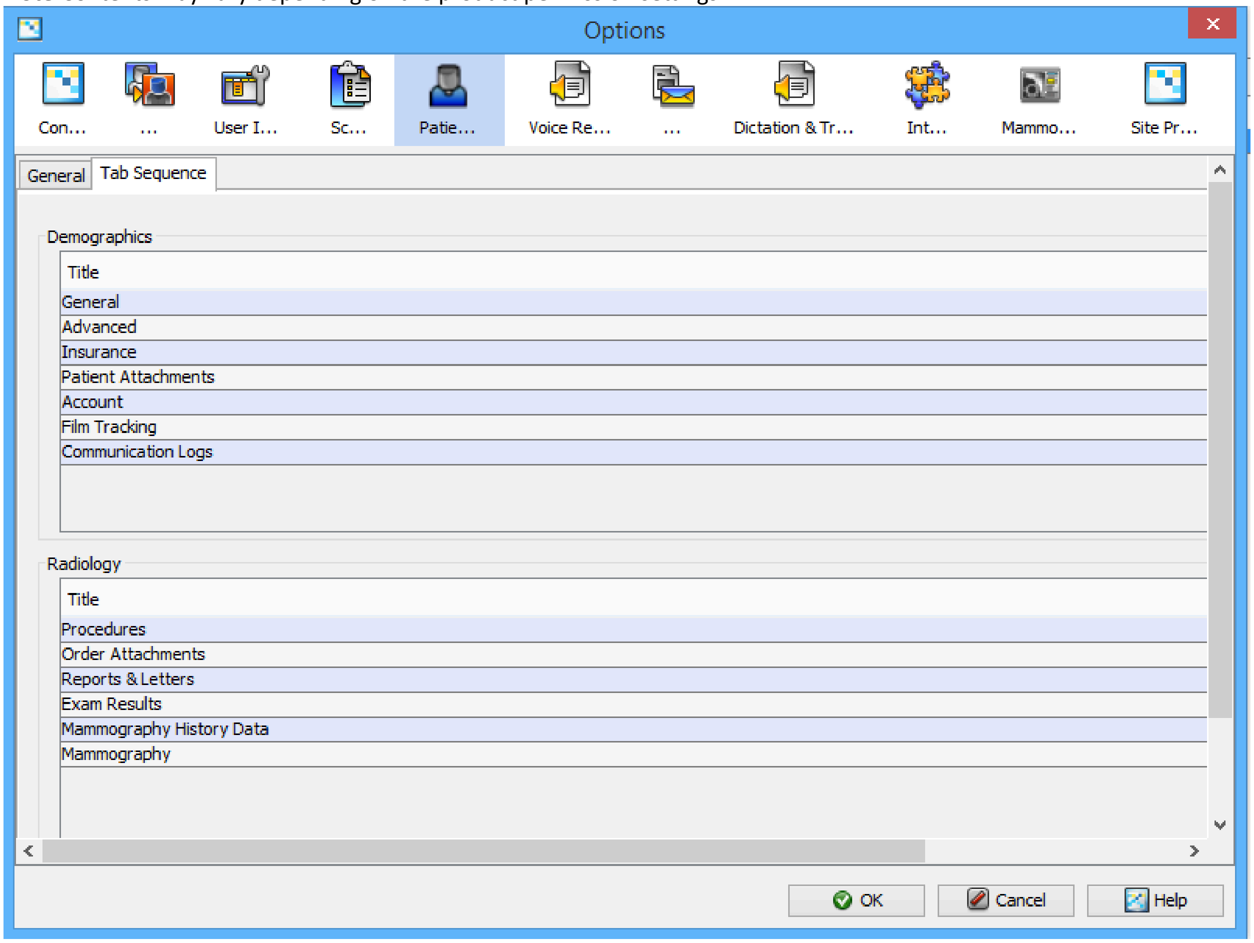


Changes will be applied to the patient chart interface.

Patient Chart Tab Sequence

Each user is provided with the capability to change the tab sequence on the patient chart if permitted.

Note: Contents may vary depending on the product permission settings



Changes will be applied to the patient chart interface.

Report Creation

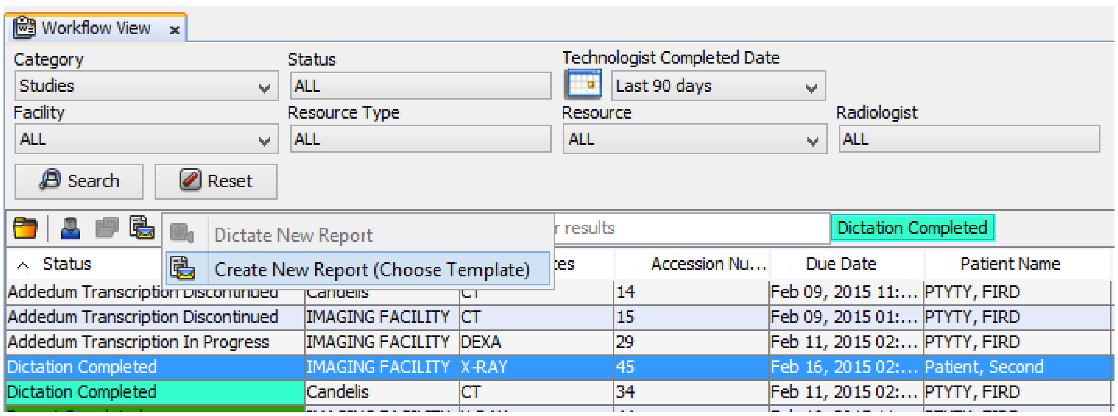
There are two main ways to start creating Reports

1. From the Studies Workflow View
2. From the Patient Chart

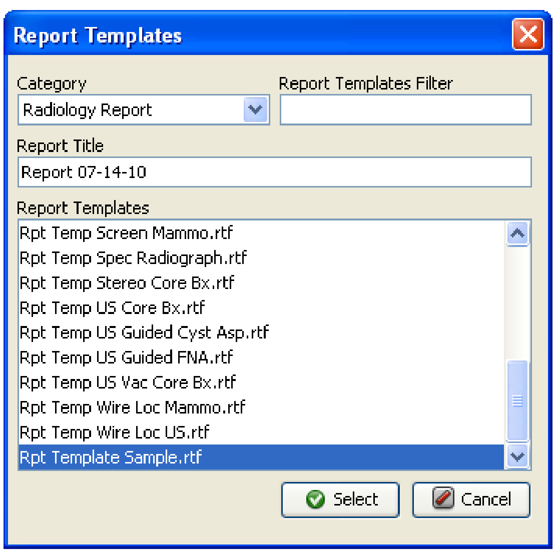
To Create reports, you need at least one report template.

Steps for creating Reports from the Studies Workflow View

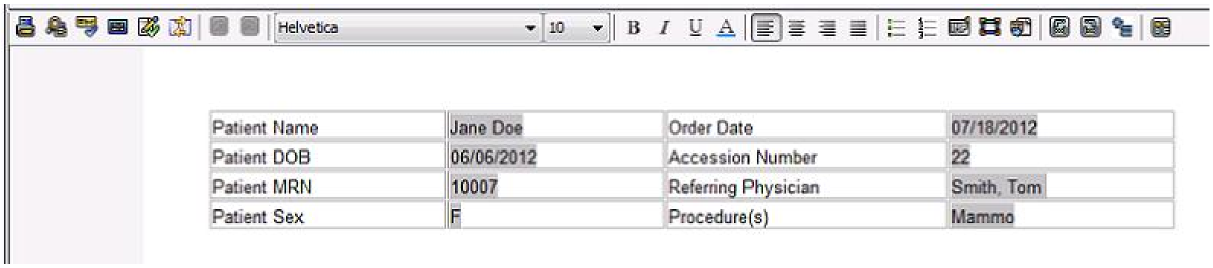
1. Open the Studies Workflow View, select the study and click on the "Create New Report" button



2. A dialog box will appear with a list of available Report Templates. Select the template that you want and click on the "Select" button

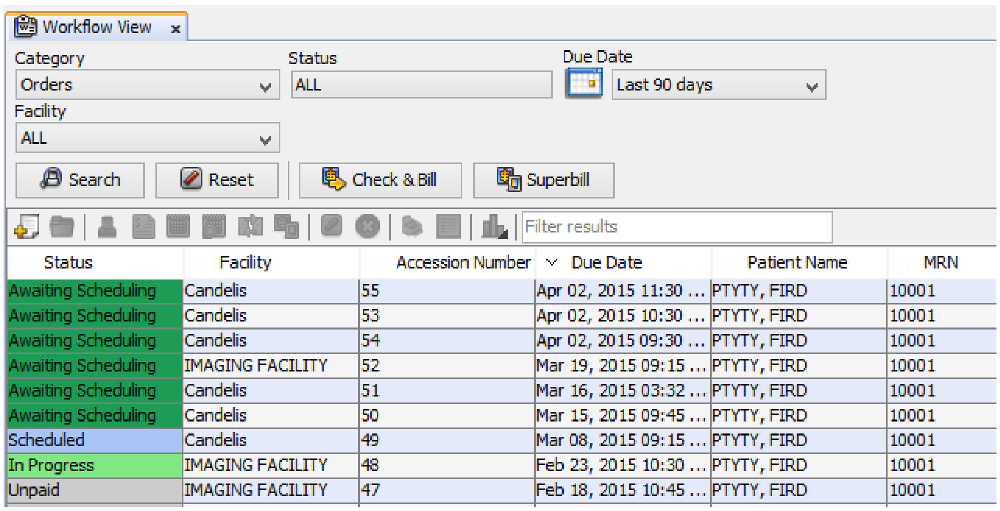


3. The report template will be opened in the Report Editor and you can start editing it

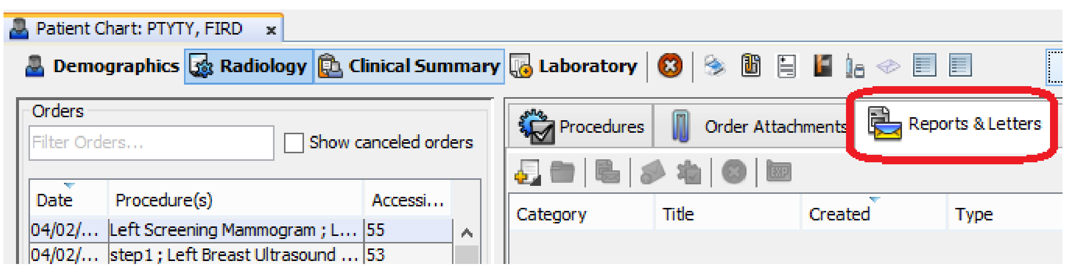


Steps for creating Reports from the Patient Chart

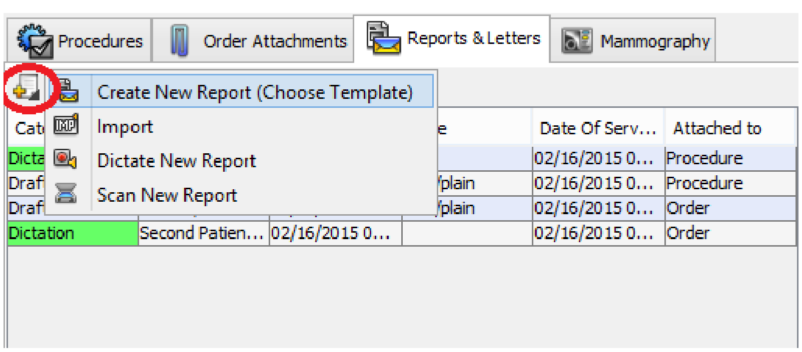
1. You can open the Patient Chart by searching for a patient or using one of the Workflow View to select a particular order.



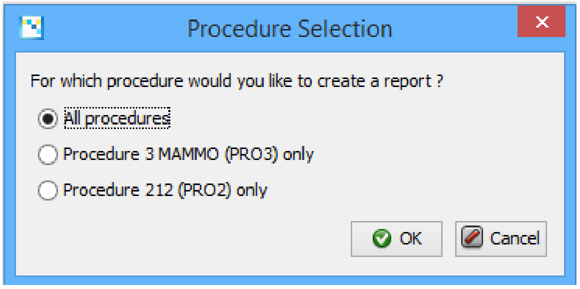
2. Select the Reports & Letters tab in the Patient chart



3. From the Reports & Letters tab, click on the create new report button.



4. If the Order contains more than one procedure, a dialog box will ask you to choose a procedure. If you select "All procedures", the report will be linked to the Order only and the users will not be able to see it from Workflow View.

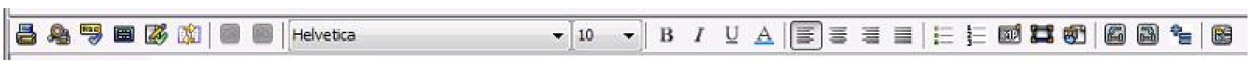


5. Select a report template from the Report Templates dialog to open the selected report template in an editor.

Report Management

When user tries to create a new report for a specific procedure (not "All procedures"), a warning will pop up if a report already exists. User can choose to edit it or create a new one. Creating new report will delete that existing one.

Report Tool Bar



Editor toolbar consists of the following buttons to (appearing in the order from left to right in the editor toolbar):

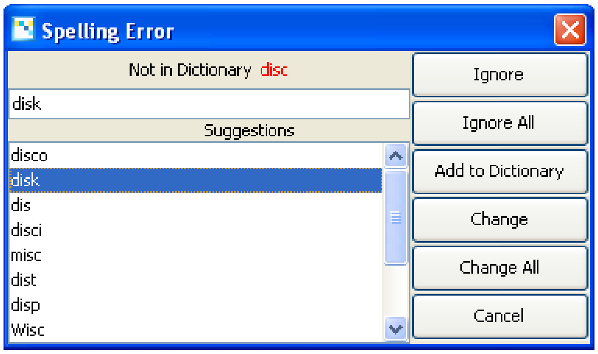
1. Print a report
2. Print Preview a report
3. Check Spelling
4. Edit report header and footer text
5. Sign a Report
6. Refresh
7. Undo editing
8. Redo editing
9. Change Font and Size 

10. Format Bold
11. Format Italic
12. Format Underline
13. Change font color
14. Align text to left
15. Align text to center
16. Align text to right
17. Align text justify
18. Toggle bullet list
19. Toggle numbered list
20. Import Images
21. Insert Screen Shots
22. Insert Table
23. Move to Previous Jump Point
24. Move to Next Jump Point
25. Line and Word Count
26. Macros

Spell checking

1. Click on the 'Check Spelling...' button to open the Spell Checking dialog box

2. From the Spell Checking dialog box you can do things like adding a word into the dictionary, changing the misspelled word etc.



Ignoring a word

To ignore the displayed word in the document for Spell Checking, press the 'Ignore' button 

Ignore all

To ignore all the occurrences of the selected word in the document, press the 'Ignore all' button 

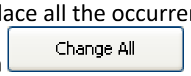
Add to Dictionary

To add the selected word in the dictionary, press on the 'Add to Dictionary' button 

Change

To replace the word in the document with the suggested word, press on the 'Change' button 

Change All

To replace all the occurrences of the selected word in the document with the suggested word, press on the 'Change All' button 

Cancel Spell Checking

To cancel the 'Spelling Error' dialog just press on the 'Cancel' button 

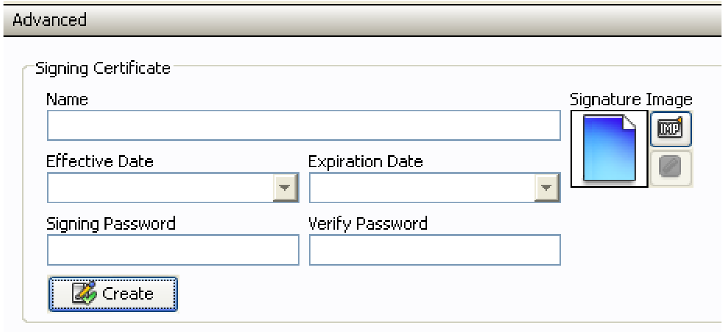
Saving a Report

A report can be saved by clicking on 'Save' button  present on the toolbar right below the main menu

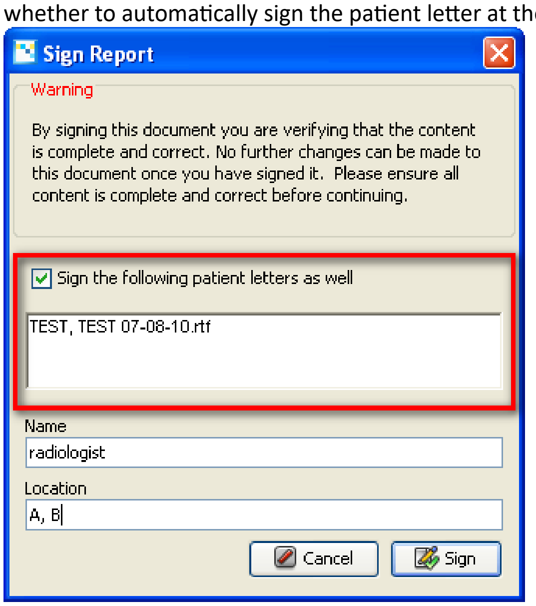
Signing a Report

A report can be signed by clicking on 'Sign' button  present on the editor toolbar.
Note: To sign a report, the user needs to have a valid electronic signature. Navigate to Tools -> Manage Users -> Open the

user -> Advanced. Fill in all required fields and click "Create" button to create a signature.



When signing a radiology report, if there is any existing preliminary patient letter for the same order, the user can select whether to automatically sign the patient letter at the same time.



Once a report is signed, it becomes non-editable and can be faxed to the referring physician and attached to a study.

Attach Final Reports to Studies

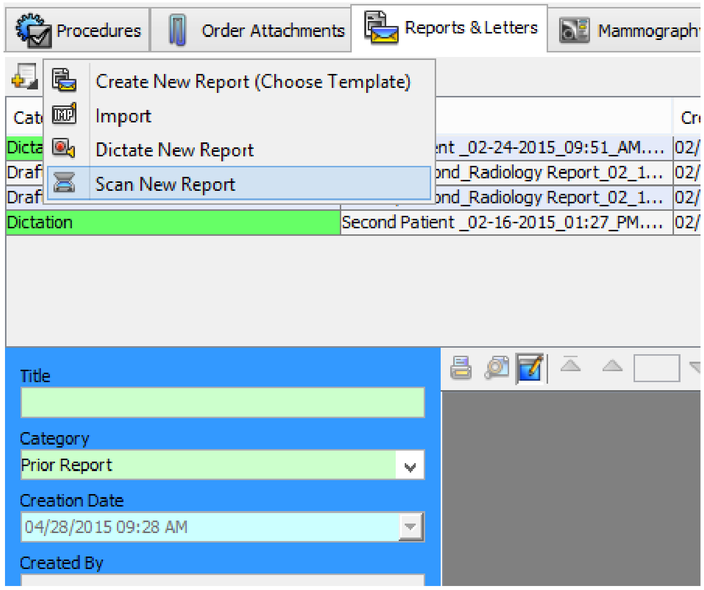
Attach report to study:

1. Click on the "Attach to Study" button
2. The attachment or report will be encapsulated into DICOM format and attach to the study as an instance.
3. The system will find the study by accession number. If the order's accession number cannot be found on any study, the system will pop up a dialog which contains all studies for the patient, and user can pick the ones that the attachment/report will be attached to. If multiple studies have the order's accession number, the system will pop up the dialog which contain the studies, and user can pick the ones that the attachment/report will be attached to.
4. When signing the report, the system will automatically encapsulate the final report into DICOM study.

Scan a New Report

To scan a report to the system, follow the steps below:

1. From the reports tab click on the create new report button and select "Scan New Report". A scan panel will show up.
2. Place the report in the scanner, fill in the title, and choose a category.
3. Once ready, click the scan button, and the scan will start
4. Once done, click the save button to save the report.



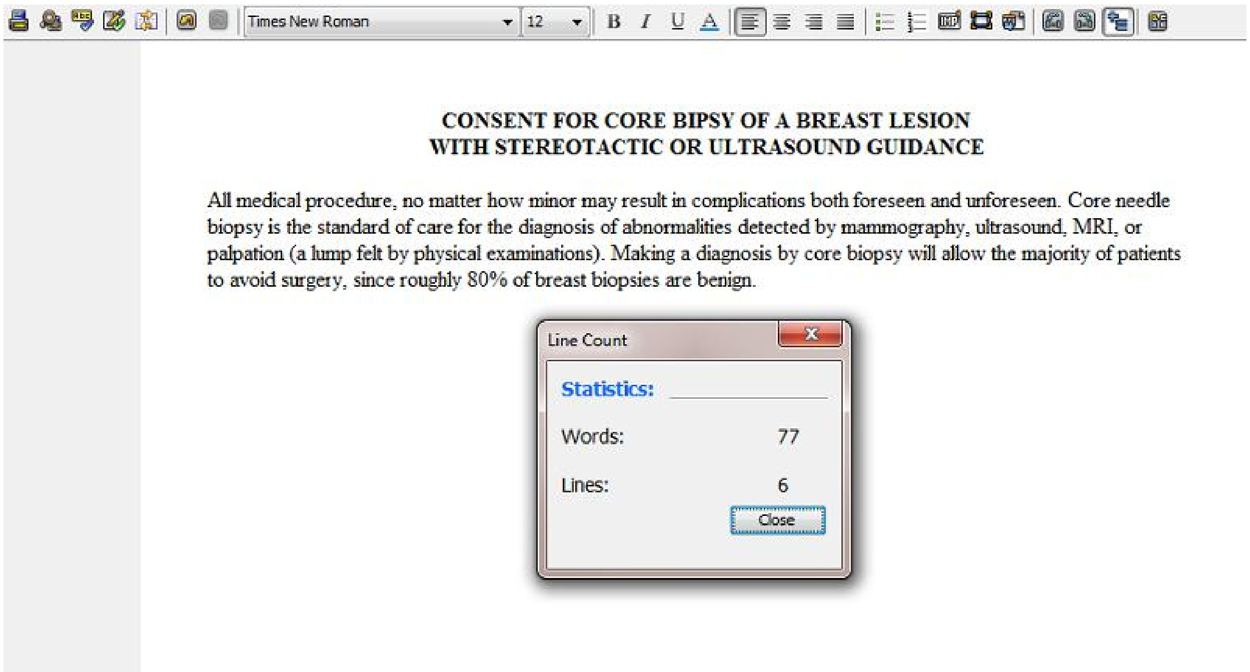
For more information, please see Attachments

Line Count

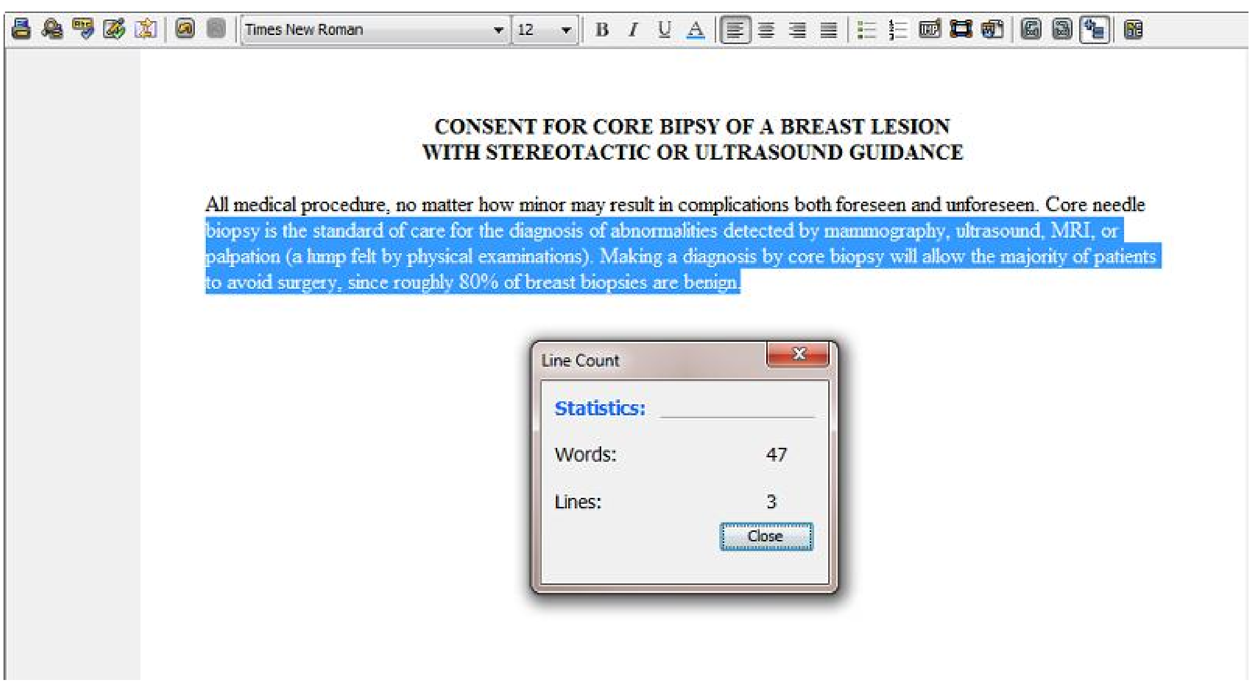
Line Count Dialog

The Line Count Dialog displays the number of words and the number of lines in the whole document or the selected text.

If there is no highlighted text in the report editor the number of lines and words will be counted in the whole document.



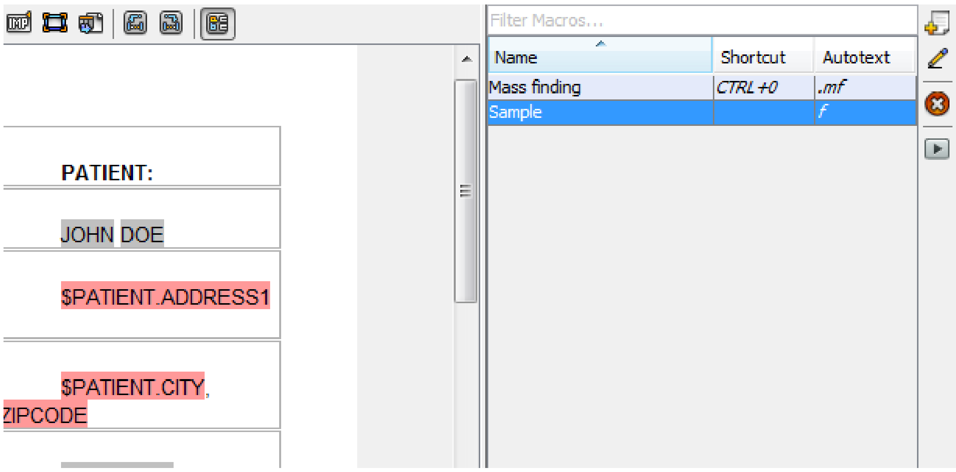
If there is highlighted text in the report editor the number of lines and words will be counted in the selected text.



Macro

Macro Panel

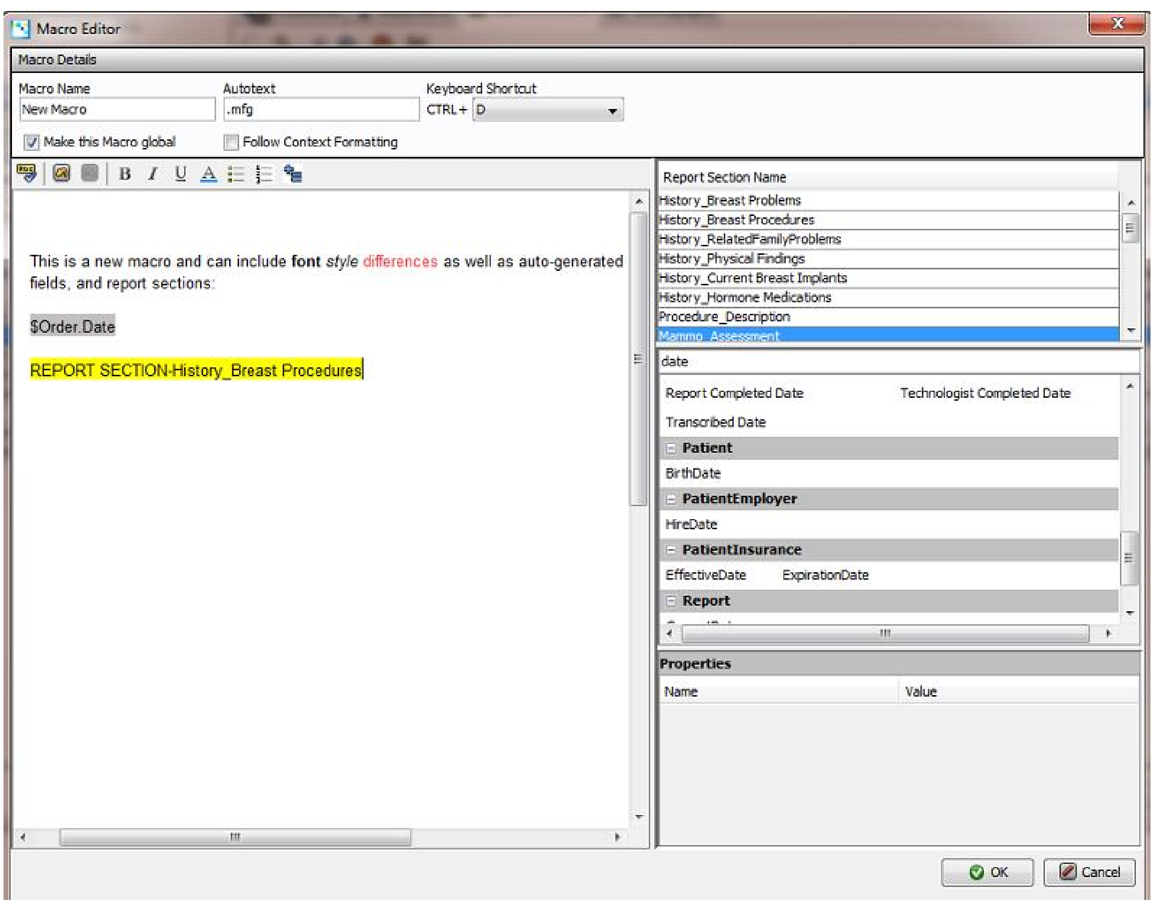
The Macro Panel is used to perform all functions on macros including creation, modification, deletion, and insertion. While the Report Editor is opened, press the “View Macros” toggle button.



In the workspace, the macro panel is displayed in a dialog, in the other panels it is displayed on the right of the report (see screenshot above).

Creation

To create a macro, press the “Add New Macro” button from the Macro Panel. This will initiate the “Details” section with a new macro editor dialog. Fill in the macro name, keyboard shortcut, auto text, the macro text (with added options for font style changes as well as auto-generated fields on the left), and if permissions allow whether this is a global macro or not. Press the “Save” button to persist the new macro to the ImageGrid Server.



Macro Name	A unique descriptive name for this Macro.
Keyboard Shortcut	The key stroke assigned to this Macro. When this key combination is used, the Macro will be inserted at the current location in the Report Editor.
Auto text	A short simple character series that will be replaced with this Macro when typed into the Report Editor.
Macro	The text of the Macro that will be inserted when this Macro is activated.
Global Macro	Global Macros can be viewed and used by all staff members.
Follow Context Formatting	The macro formatting will follow that of the preceding text. Any formatting that is set in the macro will be ignored.

Note: Keyboard shortcuts must be unique. Once a key is used it will no longer appear in the list of available shortcuts.
Note: There are several reserved keyboard shortcuts that are assigned to other actions, these keys cannot be used for macro keyboard shortcuts, they are: A, B, C, I, S, U, V, X, Y, Z.

Modification

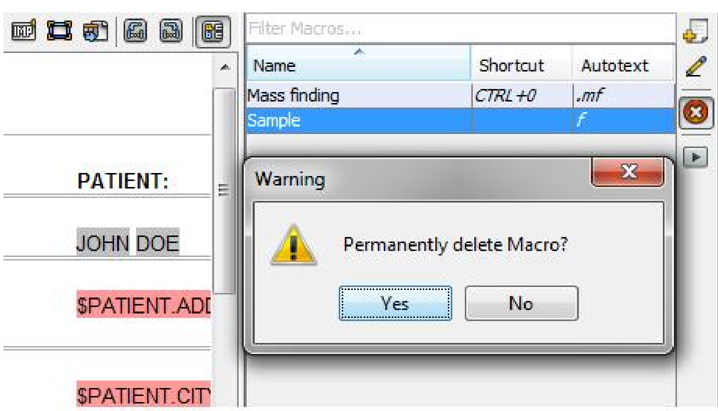
To modify an existing macro, select the macro from the “Macro List” and click the "Edit Selected Macro" button. The selection will initiate the “Details” section with the macro editor dialog on that particular macro. Make the required changes to the macro and press the “Save” button to persist the changes to the ImageGrid Server.

Insertion

To insert an existing macro, select the macro from the “Macro List” and click the "Insert Macro" button. This action will insert the text associated with the macro into the report at the cursor position.

Deletion

To delete a macro, select the macro from the “Macro List”. The selection will enable the “Delete Selected Macro” button. To delete the selected macro, press the “Delete Selected Macro” button. A dialog box will appear to confirm the deletion. Press the “Yes” button to delete the macro.



Note: A deleted macro’s keyboard shortcut will be returned to the list of available shortcuts.

Filtering and Ordering

The list of existing macros can be filtered by typing an expression into the “Filter Macros” field. Each character typed will update this to display only those macros with the expression contained in either the macro name, shortcut or auto text.

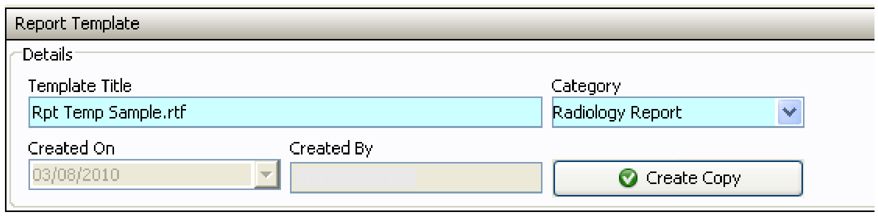
This list can also be ordered alphabetically by macro name, shortcut or auto text. This is accomplished by clicking the heading of the wanted column. The list is initially sorted by macro name. Clicking the header of this column will reverse the order. Clicking the heading of the shortcut column will reorder the list alphabetically by shortcut, and so on.

Customized Report Template

Template Creation/Editing

To create or edit a Report Template using the Report Template Editor, perform the following steps

1. Open 'System Configuration' by clicking on the on the main toolbar or by selecting Tools->System Configuration from the main menu bar.
2. Select the 'Report Templates' tab.
3. Create a new Report Template by clicking the 'Add Report Template' button.
4. Specify the template category: Follow-up Letter, Patient Letter, Patient Form or Radiology Report.
5. Edit an existing Report Template by selecting it from the list and click the 'Open Report Template' button.
6. To create a copy of the opened template, click on the "Create Copy" button, and the copy will be opened in a new tab.



Inserting Data

Text, images, tables, jump points, and report fields may all be inserted into a Report Template. Each of these has special formatting applied to change their appearance or other property.

Text Formatting

Basic text formatting can be applied to all text as well as most fields in the report template. These attributes include font family, font size, **bold** [CTRL+B], *italic* [CTRL+I], <u>underline</u> [CTRL+U], font color, and paragraph alignment (left, centered, right). These attributes can be applied using the associated button on the Template Editor Toolbar or their associated keyboard shortcut.

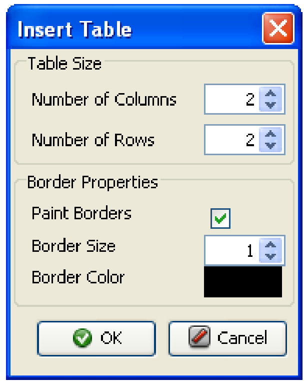
Images

Images can be inserted into the document either by importing an image directly or by a partial screenshot capture. To insert an image, first move the caret to the desired location of the image. To import an image, click the 'Import Image' button located on the Template Editor Toolbar. Select the image to be inserted and click the 'Open' button. To insert a screen capture, click the 'Insert Screenshot' button, select the area of the screen to be inserted, and click the 'Capture Selected Image' button.

Note: Certain fields may also resolve to images when the report is created (e.g. the facility logo).

Tables

To help with content layout, simple tables can be inserted into the document. The table's cells can contain text, images and fields. To insert a table, move the caret to the desired location and click the 'Insert Table' button from the Report Template Editor Toolbar. Specify the table's size and border properties and click 'OK' to insert the table.



Note: Tables fill the entire width of the document. No content can be inserted to the left or right of the table.

Jump Points

Jump points are special markers in a document that allow a user to quickly move the caret to a defined position inside the report. They can be inserted by moving the caret to the desired position in the document and clicking the 'Insert Jump Point' button located on the Report Toolbar. Jump points will appear green to distinguish them from normal text and cannot be removed when the template is instantiated into a report. Once a jump point has been inserted, it can be assigned a name to identify what should be inserted into the jump point and allows quick access to the jump point using voice recognition (if enabled). To name a jump point, select it by moving the caret or using the mouse, then fill-in its name in the 'Properties' panel that appears to the right of the template editor.

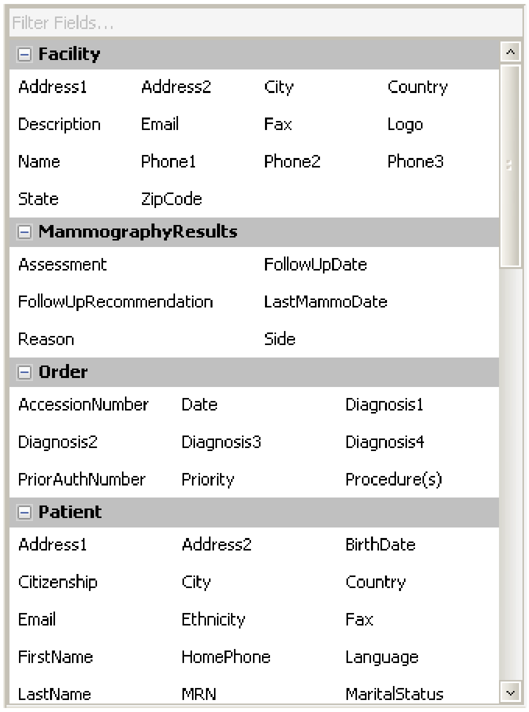
Note: Jump Points cannot be added to tables or header/footer sections.

Fields

Report Fields are special template elements that will be resolved when a report is instantiated from the template. The field's resolved data is based on the context in which the report is created. For example, a Report Field can correspond to a patient's first name or a facility's logo. Assume you have a patient named John Smith who had a procedure performed at Acme Imaging Center, the field $Patient.FirstName will be replaced by 'John' and the field $Facility.Logo will be replaced with the Acme logo when a report is created for this procedure.

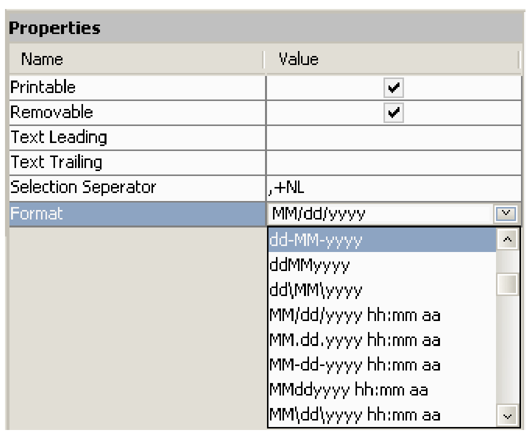
Palette

The Field Palette lists all available fields that can be inserted into a template. To insert a field, move the caret to the desired location and then use the mouse to click on the field to be inserted. Fields will appear grey in the report to distinguish them from normal text. You can filter the field palette by field name to assist in finding the corresponding field. Type the wanted field name into the 'Filter Fields...' field and only fields that contain that name will appear.



Properties

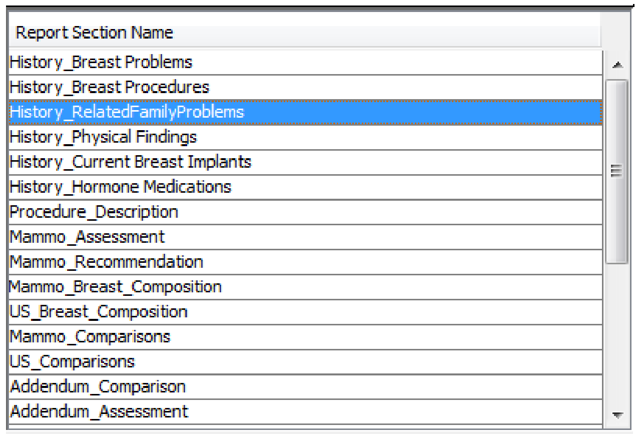
Fields have various properties based on their resolve type. Each field has different properties and the Properties Panel will change based on the field selected. To change a property, select a field by moving the caret or selecting it with the mouse and then edit the corresponding property in the Properties Panel.



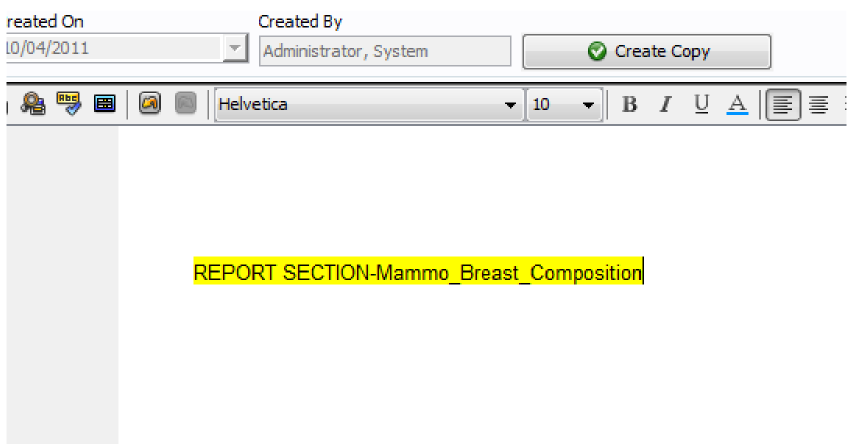
Printable	If this property is unchecked, this field will appear in the Report Editor but will not be present when the report is printed or finalized.
Removable	If this property is unchecked, this filed will not be erasable in the Report Editor.
Leading/Trailing Text	The text entered will appear before or after the field when it is resolved. If the field is not able to be resolved, the text will not appear when the report is printed or finalized.
Selection Separator	If the field can resolve to multiple values, the text entered will separate each value. For example, there can be multiple procedures in a single report; by entering a comma in this field, each procedure will be listed with a comma separating it from the next.
Format	If the field resolves to a date, the selected format will be applied.

Report Sections

Report Sections are special elements that may be inserted into a report template. Report Sections contain multiple report rules that are resolved when the report is generated. The report section table lists all the available sections that may be inserted into the report template.



To insert a Report Section, use the mouse to position the pointer over the section name in the table, and click on it. Notice the section is inserted into the report template highlighted in yellow, with the text "REPORT-SECTION-section name"



For more information on Report Sections, and how to create them please refer to Report Rules.

Header/Footer

Every report template can have a header and/or footer defined. To create or edit the header and footer for a report template click the 'Toggle Header/Footer View' button. The header and footer can be edited just like the report body; however, they cannot contain jump points. To return to the body of the report, click the 'Toggle Header/Footer View' button again.

Spell Checking

The Report Template Editor has built-in spell-checking support. To start the spell-checker, click the 'Check Spelling...' button on the Report Template Editor toolbar. If there is a spelling error, the 'Spelling Error' dialog box will appear (see below). Select the desired action to resolve the spelling error. When spell check has completed, a dialog box will appear confirming it has completed successfully.

Undo/Redo

The 'Undo' and 'Redo' buttons allow the user to undo and redo the most recent changes to a template.

Print/Print Preview

To view what the Report Template will look like when printed, click the 'Print Preview' button. To print the Report Template, click the 'Print' button.

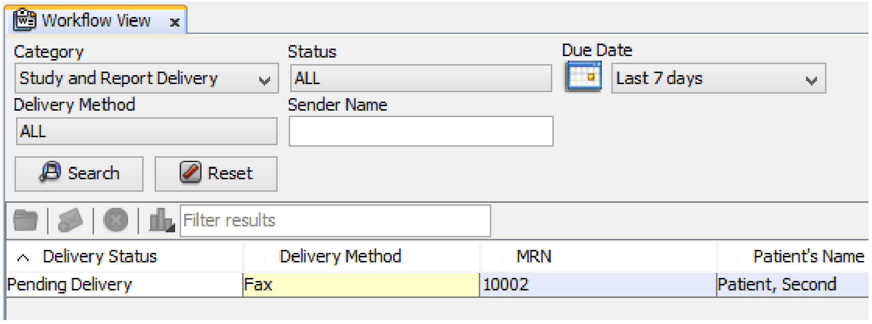
Introduction

This product provides a set of report management tools including:

- Customized Report Templates
- Report Creation
- Addendum Creation
- Voice Recognition
- Report Worklist

About ris.reportdelivery

Report Delivery Worklist



Report delivery worklist is for user to manage the report delivery workflow. Report delivery job item is created when radiology sign the report. The destination is the Referring Physician's fax number.

Opening the report

1. Select a report delivery job item.
2. Click the "Open report" button to view the selected report delivery job and the report.

Resending a report

1. Select a report delivery job item.
2. Click the "Re-send" button to re-deliver the selected report.

Deleting a report delivery job

1. Select a report delivery job item.
2. Click the "Delete" button to delete the selected job.

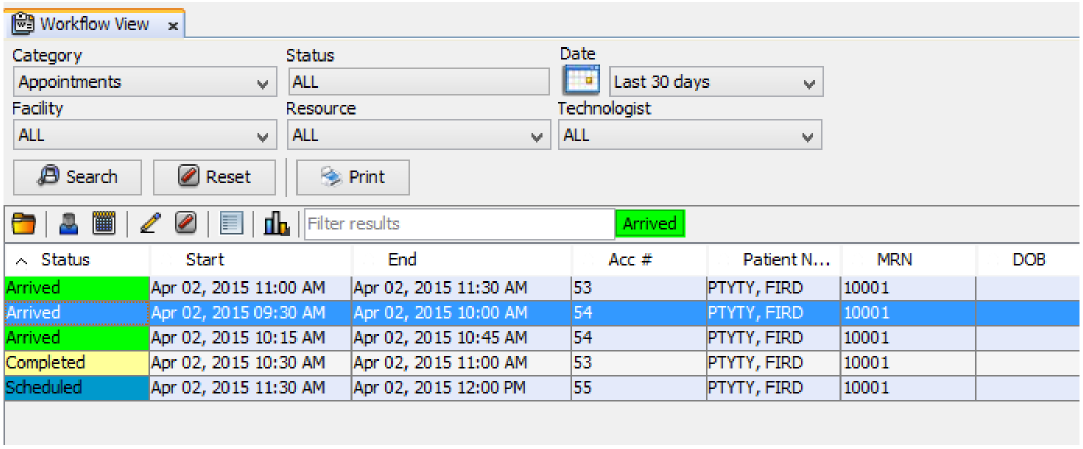
Updating/Viewing status

1. Possible Statuses:
   - No recipient
   - Pending Delivery
   - Report Sent
   - Report Undeliverable
   - Delivery In Progress
2. Select a report delivery job.
3. Click the "Set Status to..." button to update status.

Printing Transmission Reports

1. Select a report delivery job to be print.
2. Click the "Open report" button , and a report delivery job tab will open.
3. Click the "Print Transmission Report" button on the bottom-left corner to print the transmission report.

Appointment Worklist



Within this interface, the following actions can be performed:

Printing appointment list

1. Query appointments by start date, service facility, resource, and status.
2. Click the "Print" button .

Opening the patient of the selected appointment

1. Select an appointment.
2. Click the "Open Patient" button to view additional patient information.

Opening an appointment

1. Select an appointment.
2. Click the "Open Appointment" button to view details for an appointment.

Changing a procedure

1. Select an appointment to cancel.
2. Click the "Change Procedure" button to cancel the selected appointment.

Canceling an appointment

1. Select an appointment to cancel.
2. Click the "Cancel Appointment" button to cancel the selected appointment.

Rescheduling an appointment

1. Select an appointment.
2. Click the "Reschedule Appointment" button to reschedule the selected appointment.

Creating notes for an appointment

1. Select an appointment.
2. Click the "Create Notes for Appointment" button to add notes the selected appointment.

Updating/Viewing status of an appointment

1. Possible Statuses:
   - Arrived
   - Completed
   - Confirmed
   - In Progress
   - No Show

    - Scheduled
2. Select an appointment.
3. Click the "Set Status to..." button to update status.

Introduction

order can be scheduled, rescheduled, or canceled via the Scheduler interface.

Depending upon the organization of your facility's workflow, any sequence of actions may occur following scheduling. Typically, the Scheduler workspace and the RIS Worklist are used in conjunction to manage the appointments on a daily basis. The following sequence of actions describes how one appointment can be handled in IGRIS:

1. The user (Front-Desk Role) logs into IGRIS.
2. User looks up the daily worklist of appointments pending for the day.
3. User examines all the appointments with status "Scheduled".
4. User Opens the Order information and accesses the Patient profile.
5. The Patient is contacted to confirm the appointment(s).
6. On the Scheduler Workspace, the corresponding appointment is set to "confirmed".
7. The patient Arrives at the imaging facility and checks in.
8. The Front Desk changes the state of patients' appointment to "Arrived".
9. Patient is prepared for the procedure(s).
10. Technologist logs into IGRIS.
11. Technologist examines daily worklist of appointments "Arrived" for the day.
12. Technologist prepares modalities for use at scheduled times.
13. Patient undergoes imaging procedure(s).
14. Technologist changes state of appointment(s) to "In Progress"
15. After the procedure(s), Technologist changes state of the appointment(s) to "Technologist Completed".
16. Radiologist logs into IGRIS.
17. Radiologist examines worklist of appointments that have been completed.
18. Radiologist pulls patient's Studies for examination, taking notes, dictation, or appending documents, etc.
19. All said materials are uploaded to each procedure.
20. Transcriptionist logs into IGRIS.
21. Transcriptionist examines worklist for procedures that are in the state "Dictation Completed".
22. Transcriptionist examines these procedures and plays back any dictations; this information is used to build a structured report of the Radiologist's findings.
23. The Procedure's state is set to " Transcriptionist in Progress".
24. Transcriptionist completes the report(s) and appends them to the corresponding procedures.
25. Note (reports may undergo verification at this stage).
26. State set to "Transcriptionist Completed".
27. Radiologist (still logged into IGRIS) examines procedures in worklist that are in the state "Transcriptionist completed"; examines the reports and verifies them by electronic signature.
28. State of the procedure(s) are set to "Report Completed".

Appointment

Scheduling an appointment

At least one order should be open with one or more procedures that are waiting to be scheduled. This information is displayed in the “Current Order" sidebar of the scheduler.

Within the Scheduler, locate an appropriate modality that is available for use (i.e. has free blocks of time in its column).

Locate the time block(s) to set the appointment for, and double click on the entry. The appointment will be established in the workspace.

Alternatively, an appointment can be created by selecting "Create Appointment" when right click on a unscheduled procedure . When manually entering an appointment, select the resource, the starting date and time and ending date and times for the procedure(s). If multiple procedures are scheduled for the same modality type, the scheduler will by default apply all identical procedures to the same appointment times sequentially. The end-user has the option to remove the selected procedures if necessary.

Rescheduling an appointment

In the Scheduler Workspace, appointments may be rescheduled by one of two methods; clicking on the appropriate entry and dragging the appointment to another location in the workspace, or right-clicking on the appointment and selecting “Modify Appointment”. Only appointments that are not under the “Arrived”, “in progress” or “completed” states may be altered.

Appointments which are placed over time blocks that are unavailable will be highlighted in red to indicate a problem. Data is still updatable, however it cannot be saved until the appointment is moved into a viable location.

Once established, an appointment may then be set to: Confirmed, Arrived, or No Show.

Modifying an appointment

In the Scheduler workspace, there is a set of functions accessible by right-clicking on the appointments within the workspace. They are: View Patient Information, View Order Information, Arrived, Not Arrived, Confirm, Unconfirmed, No Show, Print Face Sheet, Print Label, Print Patient Sheet, Modify Appointment and Cancel Appointment.

View Patient Information will open and display the patient profile for the current appointment.

View Order Information will open and display the order associated with the current appointment.

Print Label will create a printable label for the current order (note: the client system must have a compatible barcode printer attached)

Print Patient Sheet will create a printed report of the current patient.

Print Face Sheet will create a printed report of the current procedure.

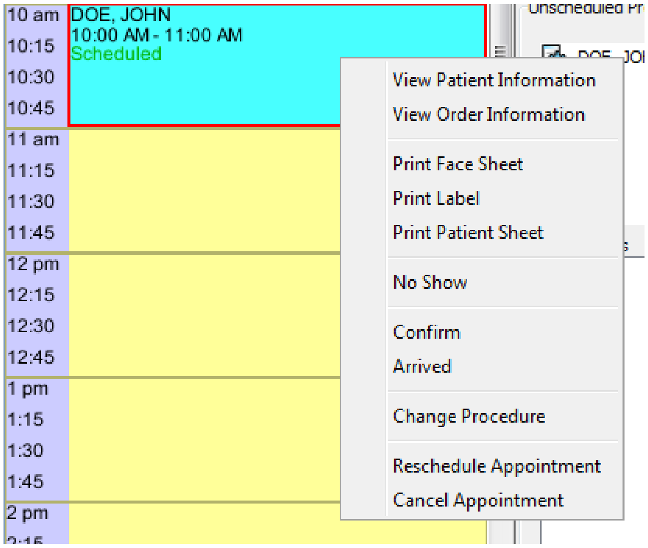
Print Facility Form will create a printed report of the current procedure by apply the "patient form" template from report template.

The last two Items, Modify Appointment and Cancel appointment are for changing the status of the current appointment’s time, and for canceling respectively.

As an appointment in the scheduler workspace changes status, its corresponding entry in the worklist will be updated to the same state. This feature enables the scheduling user to change the state of all appointments using either the scheduler workspace or the worklist menu. Appointments which are canceled are immediately removed from the scheduler workspace. Appointments whose procedures are completed are still visible in the workspace (along with all attached documents, dictations, and reports) but are immovable in order to prevent removal.

For a summary of each appointment, move and hover the mouse pointer over any appointment entry on the workspace; a brief listing of that appointments starting and ending times, Patient Name, MRN, and procedure steps will be displayed.

Within the Scheduler workspace, the highlighted regions within each column indicates areas that are off limits (appointments are not permitted). This parameter can be adjusted in the System Configuration GUI to match your facility’s operating hours. To prevent scheduling within your facility’s operating hours (e.g. to designate a modality as offline for maintenance, or lunch break), the scheduler permits you to block specific hours within the workday.

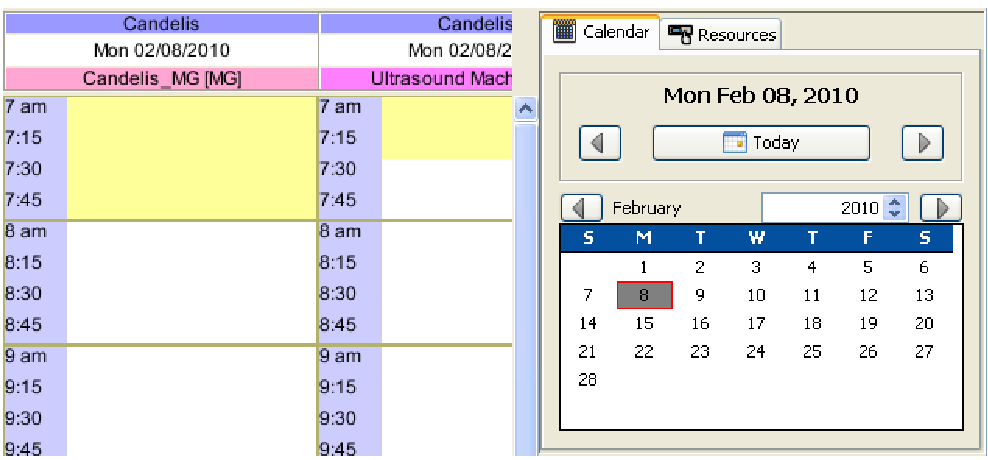


Appointments placed in the Scheduler interface may be dynamically modified by right clicking on its timeslot; doing so will generate the right-click menu (figure above). To view the appointment's order information or to see the patient profiles select one of the first two entries to view patient and order information, respectively. If the RIS client workstation is equipped with a label/barcode printer, selection of "Print Label" will produce a barcode label for the corresponding order. The fourth option will produce a printed report containing the patient's profile information.

To change the status of an appointment to "Arrived" ,"Confirmed", or "No Show", right clicking the corresponding entries will change the state of the selected order (as the state of the appointment is changed, its color in the interface will change accordingly to indicate its new state).

Selecting the "Modify Appointment" option will generate the Edit Appointment Window, from which the administrator may alter an appointment's starting and ending times, duration, date of appointment and to edit any procedure steps.

The option to cancel an appointment will remove the appointment from the scheduler; however the Order itself will revert to an "Unscheduled" state that is still accessible.

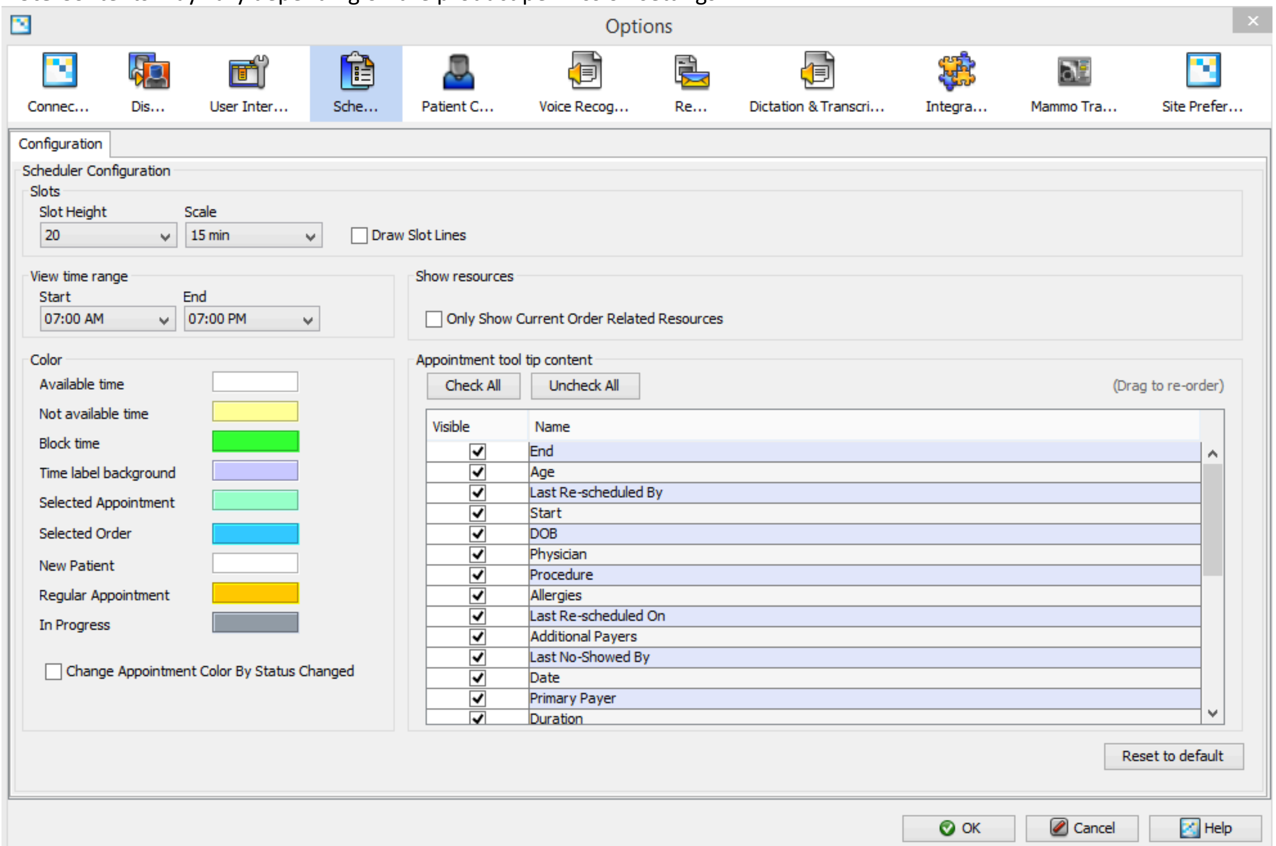


The Calendar Sidebar is an interface to view the scheduler Workspace by date, using the forward and back buttons to iterate through the calendar, and clicking on individual dates to view the set of appointments for that particular day.

Scheduler Configuration

Each user is provided with the capability to change the scheduler configuration if permitted.

Note: Contents may vary depending on the product permission settings



The options are used to customize scheduler interface appearance, such as slot size, view time range, slot color and appointment tool tip content. Checking the visible check box in the appointment tool tip content table will enable the user to see that field when hovering the mouse cursor over an appointment in the scheduler.

Scheduling

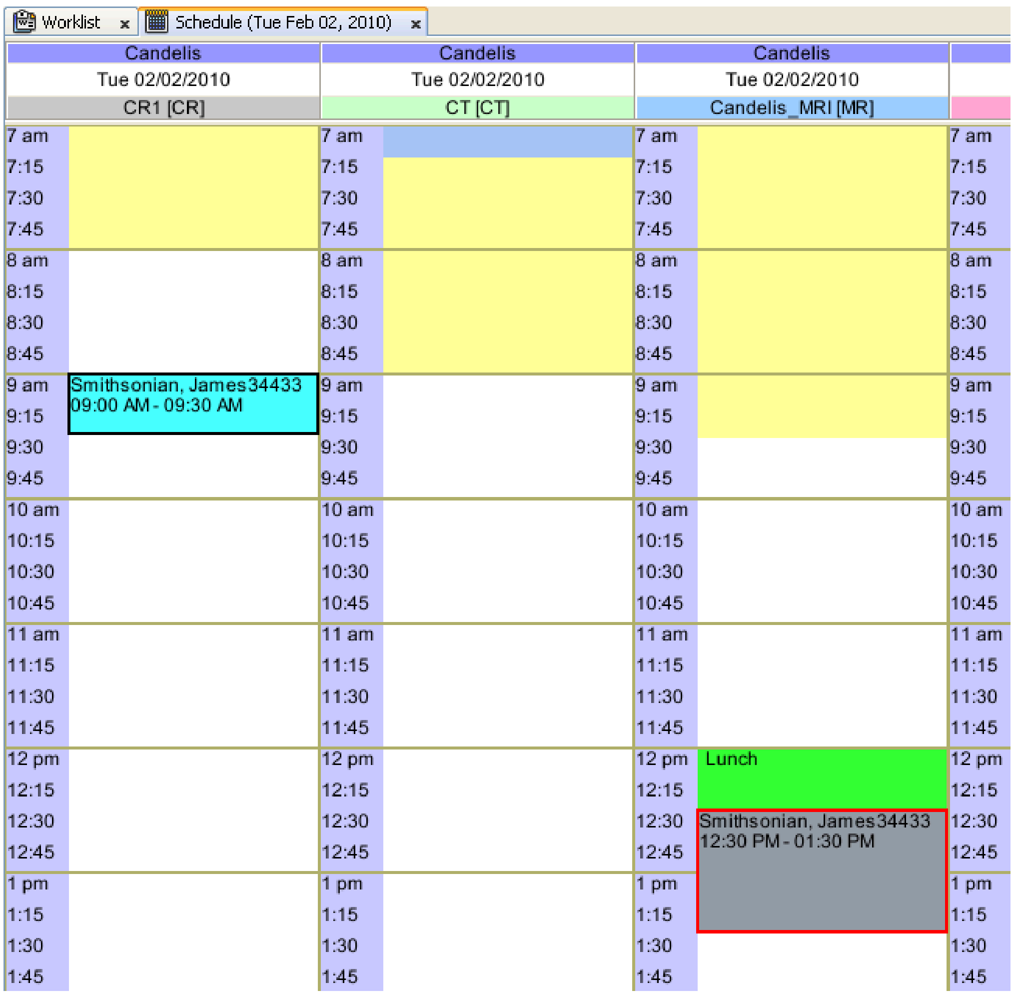
Within the IGRIS client, the Scheduler interface may be customized to accommodate specific users of each workstation from the Tools → Options menu. Click on the "Scheduler" button to access the interface.

In order to accommodate the varying monitor sizes used by workstations, IGRIS allows the end-user to change column height within the scheduler by adjusting the Slot Height, and Scale boxes to expand or contract the scheduler workspace. The user also has the option to draw slot lines and that will draw lines for every slot (determined by Slot Height).

Adjustment of time ranges may be made under the View Time Ranges section to accurately reflect the operating hours of the host facility. These parameters allow configuration for a 24 hour period and will limit the window of operation that is accessible within the Scheduler Workspace. Overlapping or contradictory settings will not be permitted in the configuration interface.

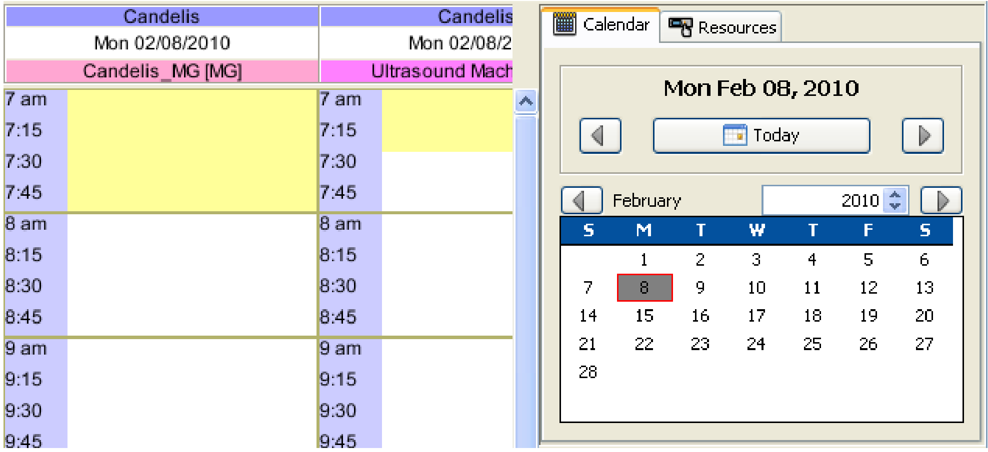
Customization and color coding of appointments, blocked times, arrived patients, and states of each procedure may be done under the following section. Click on the corresponding block to adjust the default color coding of the Scheduler workspace. The user also has the option to change the appointment color by status and that will darken or lighten the appointment block's color whenever the front-desk changes the status of the appointment (i.e. Arrived, Scheduled, Completed). The user also has the option to change their preferences for the appointment tooltip content for each appointment.

The Scheduler Interface



The Scheduler Interface is an interactive workspace for the establishment, and manipulation of appointments for the Orders created in the previous section. By default the scheduler displays the appointments for the current date from 7am up to 7pm, including cancellations, arrivals, and blocks of time that are deemed "Unavailable". Within each column of the Scheduler is a name of a modality, and in square brackets, the modality type (CT, MG, NM, etc.). These Resources are organized according to geographic location, and by the name of the hospital, or imaging Facility that houses them. In the figure above, observe that each column has the scheduler date, modality name and type, and followed by the name of the imaging facility/location. Below the header section of the scheduler is a display of all scheduled appointments for that particular modality within a single facility. By default the scheduler displays time in 15 minute increments; this can be modified to as little as 5 minutes or up to 1 hour increments from the Tools → Options menu.

Scheduler: Calendar Interface



The Calendar sidebar is displayed to the right of the Scheduler workspace to examine schedules on a monthly format. This Sidebar permits the scheduler to arrange appointments far in advance, from a few days to several years if necessary. The “Resources” tab contains a listing of all modalities currently being shown in the Scheduler workspace; the end-user has the ability to change the workspace to show only specific modalities, or modalities for a given facility or their schedules on a daily or weekly format.

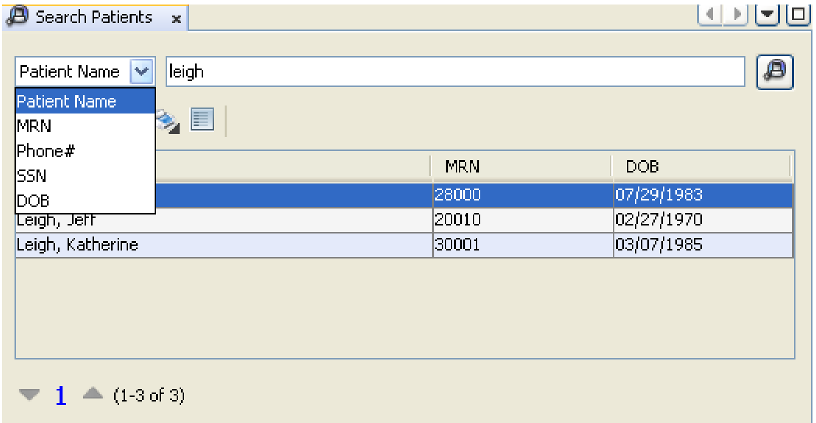
Scheduler: Unscheduled Procedures

From the current order the unscheduled procedures are listed in a tree interface below the Calendar in the “Current Order” section, organized by modality and by patient. Unscheduled procedures can be given appointments by left-clicking on its entry and dragging the item into the Scheduler workspace into a vacant timeslot.

Search Patients

Search For Patients

Alternatively, patient demographics data may already be stored within IGRIS; to recover the information use the Search feature (the magnifying lens icon) or use the CTRL+F key combination to show the “Search Patients” Window.



1. The “Search Patients” Window provides five search criteria: Patient Name, MRN, Phone Number, Social Security Number, and Date of Birth.
2. Select one of the criteria and enter the search information (may be a complete or partial alphanumeric value), and click the “Search Patients” button to the right or press Enter.
3. Results are displayed immediately below the text box.

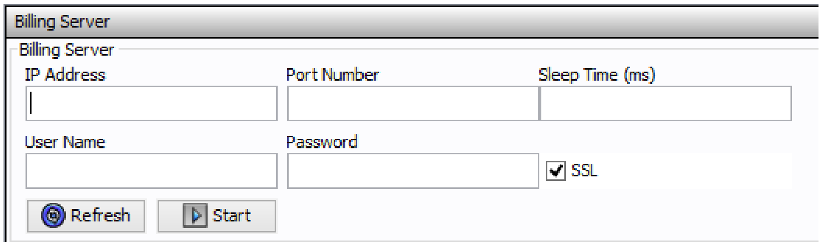
Introduction

IGRIS provides a System configuration interface which is accessible to user accounts that have administrative rights to the RIS server. The system configuration button will activate the interface and present fifteen distinct facets of IGRIS that may be configured to match the host environment. The RIS administrator may configure any of the following:

- Billing server(for configuring a billing service)
- Insurance Plans (for establishing recognized Insurance services)
- Medical Supplies (for configuring medical supplies)
- Modifiers (for configuring modifiers)
- Procedures (to establish and edit complex procedures)
- Providers (for naming providers within the facility)
- Resources (for configuring resources)
- Static values (to establish constants, conditions, and values)
- Diagnoses (naming diagnoses associated with a procedure)
- Validation (to establish the required, and optional information in each form)
- Follow-Up Recommendations (for configuring follow-up recommendation templates)
  Note: This option is only available if Mammography Tracking module is installed.
- Pathology Code (for configuring pathology code)
  Note: This option is only available if Mammography Tracking module is installed.

Billing Server

Configuring a Billing Server

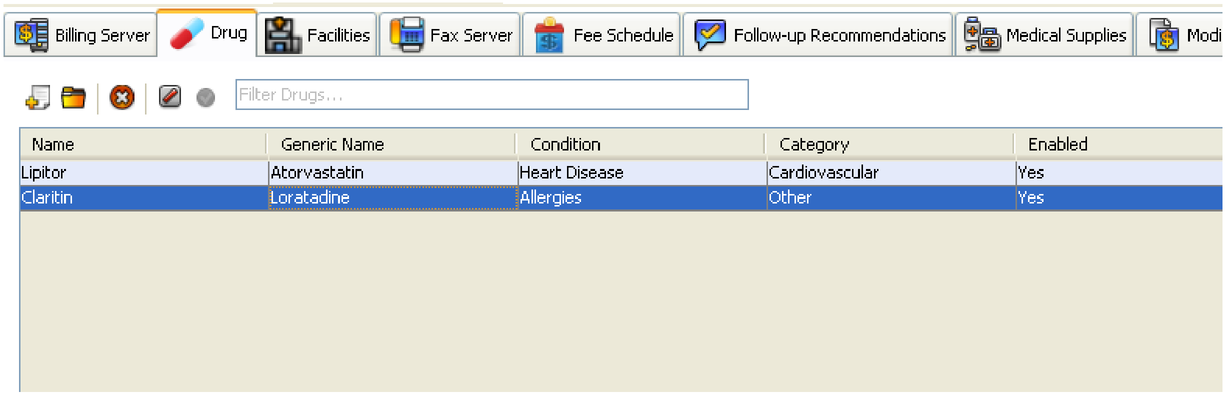


1. Log into IGRIS as an Administrator
2. Click the "System Configuration" button and the "Billing Server" tab
3. To configure the Billing Server
    a. Name the Billing Server
    b. Enter the IP address of the device
    c. Enter the Billing Server's Port Number
    d. Enter the user name and password
    e. Enter the sleep time
    f. Choose if you want to activate the SSL protocol
    g. Click "Start" to start the server
4. To edit an existing billing server, stop the Billing service (if started); repeat steps 3-a to 3-f

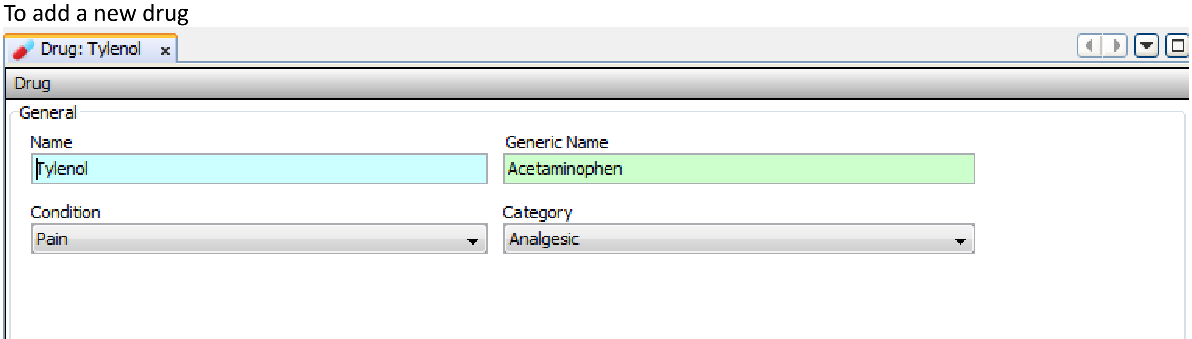
Drugs

Drugs are used in conjunction with the Allergy tab in the patient chart. If a patient has an allergic reaction to a drug, it can be used to record the information in the patient's chart.

Configuring Drugs



1. Log into IGRIS as an Administrator
2. Open the "System Configuration" tab by going to "Tools" ▯ "System Configuration" in the menu, or by clicking on the System Configuration button on the toolbar
3. Click on the "Drug" tab. A list of available drugs will be displayed in the table.
4. To add a new drug



   a. Click the "Add new drug" button .
   b. Enter the drug's name.
   c. Enter the drug's generic name.
   d. Enter the condition associated with the drug.
   e. Enter the drug's category.
   f. Click "Save" .
5. To edit an existing drug
   a. Select an existing drug from the drug table
   b. Double-click the selection or click the "Open Drug" button from the table's toolbar .
   c. Edit any necessary fields.
   d. Click "Save" .
6. To delete an existing drug
   a. Select an existing drug from the drug table.
   b. Click the "Delete Drug" button from the table's toolbar .
   c. Click "Yes" to permanently delete the drug. Click "No" to cancel the operation.
   d. Please note that a drug cannot be deleted if they are linked to any allergies. All allergy associations must be modified or deleted in all applicable patient charts before a drug can be permanently deleted.
7. To search for a drug
   a. Input the search text into the drug filter text field on the drug toolbar.
   b. The drug filter text box applies the filter string to all columns in the drug table.
8. To disable an existing drug

   Note: By setting a drug to be disabled, you will not be able to use it to create or modify data.

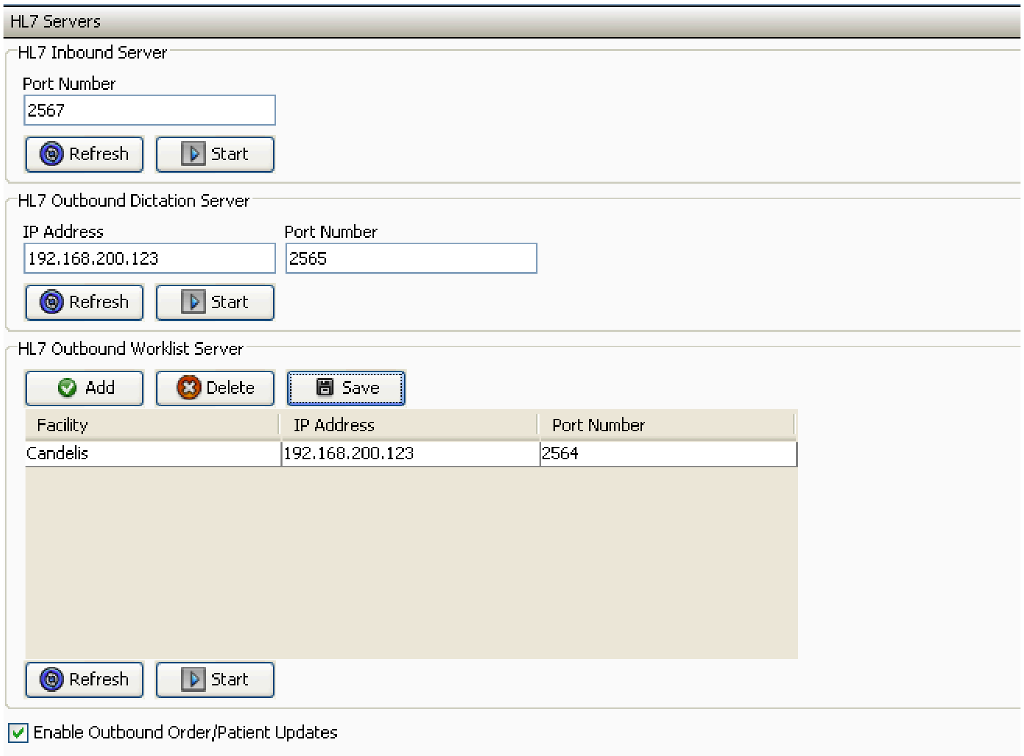
   a. Select an existing drug which is enabled from the drug table.
   b. Click "Disable" button from the table's toolbar.
   c. Click "Yes" in the pop-up dialog to disable the drug. Click "No" to cancel the operation.
9. To enable an existing drug

Note: By setting a drug to be enabled, you will be able to use it to create or modify data again.

a. Select an existing drug which is not enabled from the drug table.
b. Click "Enable" button from the table's toolbar.

HL7 Server

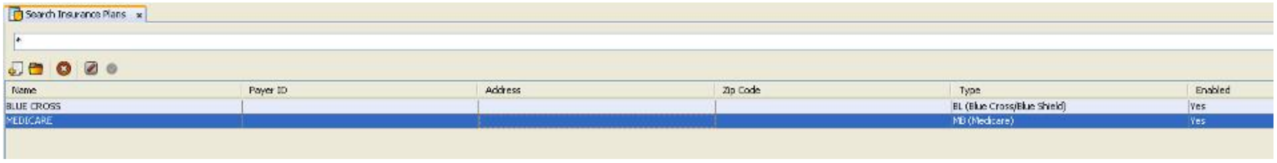
Configuring an HL7 Server



1. Log into IGRIS as an Administrator
2. Click the ”System Configuration” button and the ”HL7 Server” tab
3. To add an inbound HL7 server
    a. Enter the port number of the server
    b. Press "Start" to connect
4. To add a dictation outbound server
    a. Enter the IP address of the outbound server
    b. Enter the port number of the outbound server
    c. Press "Start" to connect
5. To add an outbound worklist server
    a. Click on "Add"
    b. Edit the Facility, IP Address, Port Number in the table
    c. Click on "Save"
    d. Press "Start" to connect
6. To enable outbound ADT and ORM messages, check "Enable Outbound Order/Patient Updates"
7. To Edit an existing inbound or outbound HL7 server, click “Stop” and repeat steps 3-a to 3-b or 4-a to 4-c, respectively.

Insurance Plans

Configuring Insurance Plans



1. Log into IGRIS as an administrator.
2. Navigate to Tools->Insurance Plans.
3. To add a new insurance plan
   a. Click “Add Insurance Plan” Button.
   b. Name the insurance plan
   c. Enter the Name, Type, Description, Group ID, OCNA, Billing Type, and Coding System of the Insurance plan (if applicable).
   d. Under Primary and Secondary Contact, add the address and contact information for the Insurance provider.
   e. Click the "Save" button when completed.
4. To edit an existing insurance plan
   a. Select an existing entry to edit.
   b. Click the "Open Insurance Plan" button.
   c. Edit any fields.
   d. Click the "Save" button when completed.
5. To delete an existing insurance plan
   a. Select an existing entry to delete.
   b. Click the "Delete Insurance Plan" button.
   c. A warning dialog will pop up asking you “Permanently delete Insurance Plan?”
      Click “Yes” if you want to permanently delete this insurance plan. Otherwise, click “No”.
6. To disable an existing insurance plan

   Note: By setting an insurance plan to be disabled, you will not be able to use it to create or modify data.

   a. Select an existing insurance plan which is enabled from the insurance plan table.
   b. Click "Disable" button from the table's toolbar.
   c. Click "Yes" in the pop-up dialog to disable the insurance plan. Click "No" to cancel the operation.
7. To enable an existing insurance plan

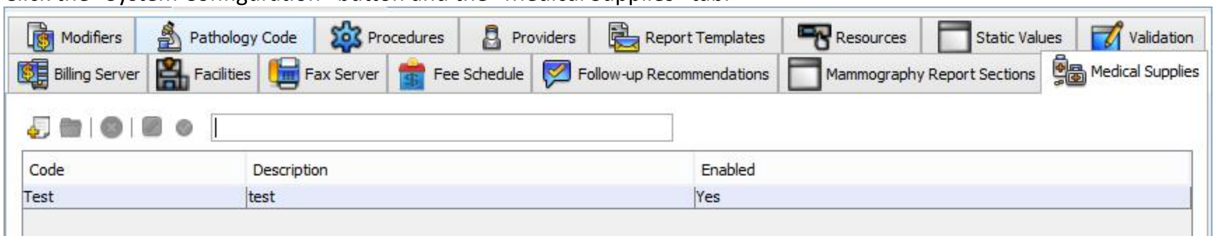
   Note: By setting an insurance plan to be enabled, you will be able to use it to create or modify data again.

   a. Select an existing insurance plan which is not enabled from the insurance plan table.
   b. Click "Enable" button from the table's toolbar.

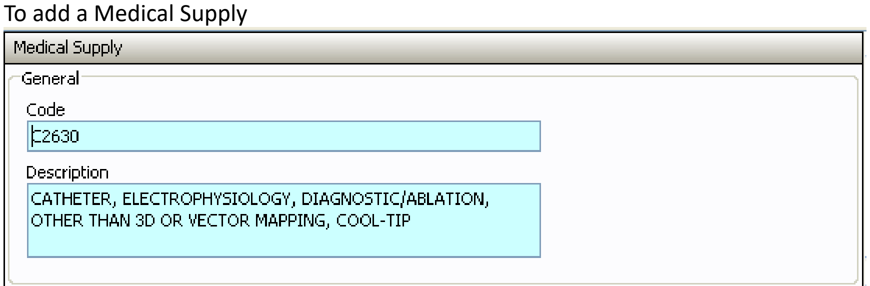
Medical Supplies

Configuring Medical Supplies

1. Log into IGRIS as an Administrator.
2. Click the "System Configuration" button and the "Medical Supplies" tab.



3. To add a Medical Supply



   a. Click the "Add Medical Supply" button.
   b. Enter the Medical Supply's Code.
   c. Enter the Medical Supply's description.
   d. Click "Save".
4. To edit an existing Medical Supply
   a. Select an existing entry.
   b. Click the "Open Medical Supply" button.
   c. Edit the Medical Supply's Code.
   d. Edit the Medical Supply's description.
   e. Click "Save".
5. To delete an existing Medical Supply
   a. Select an existing entry.
   b. click the "Delete Medical Supply" button.
   c. Click "Yes" to permanently delete
6. To disable an existing Medical Supply

   Note: By setting a Medical Supply to be disabled, you will not be able to use it to create or modify data.

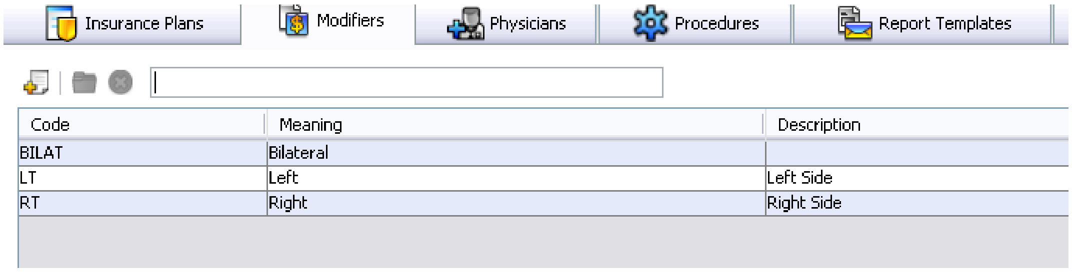
   a. Select an existing Medical Supply which is enabled from the Medical Supply table.
   b. Click "Disable" button from the table's toolbar.
   c. Click "Yes" in the pop-up dialog to disable the Medical Supply. Click "No" to cancel the operation.
7. To enable an existing Medical Supply

   Note: By setting a Medical Supply to be enabled, you will be able to use it to create or modify data again.

   a. Select an existing Medical Supply which is not enabled from the Medical Supply table.
   b. Click "Enable" button from the table's toolbar.

Modifiers

Configuring Modifiers

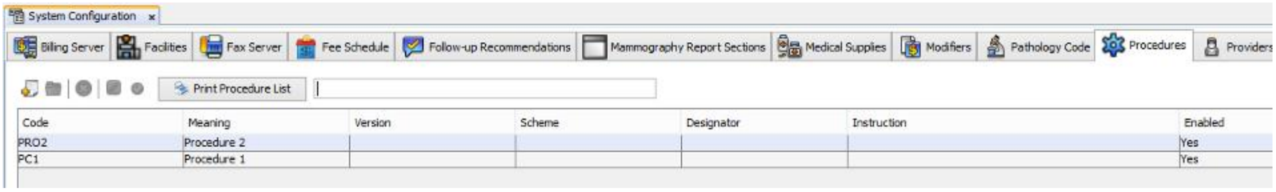


1. Log into IGRIS as an Administrator
2. Click the ”System Configuration” button and the ”Modifiers” tab
3. To add a Modifier
    a. Click the ”Add Modifier” button
    b. Enter the Modifier’s Code and Meaning
    c. Enter the Modifier’s description, is applicable
    d. Click "Save"
4. To edit an existing Modifier, select an existing entry and click the “Open Modifier” button; repeat steps 3a – 3d.
5. To delete an existing Modifier, select an existing Modifier and click the “Delete Modifier” button. Click “Yes” to permanently delete.

Procedures

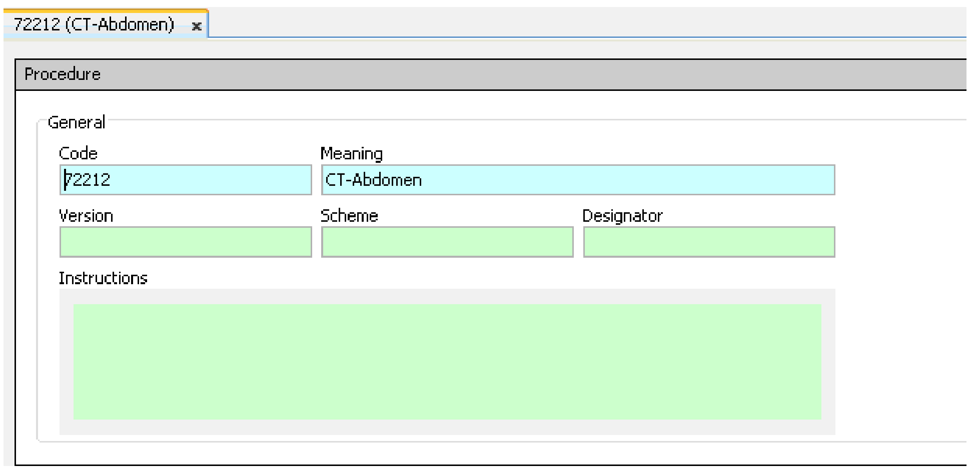
Procedures are one or more tasks related to the preparation, and imaging of a patient at a facility, that involves one or more modalities. Each patient can be assigned any number of procedures.

Configuring Procedures

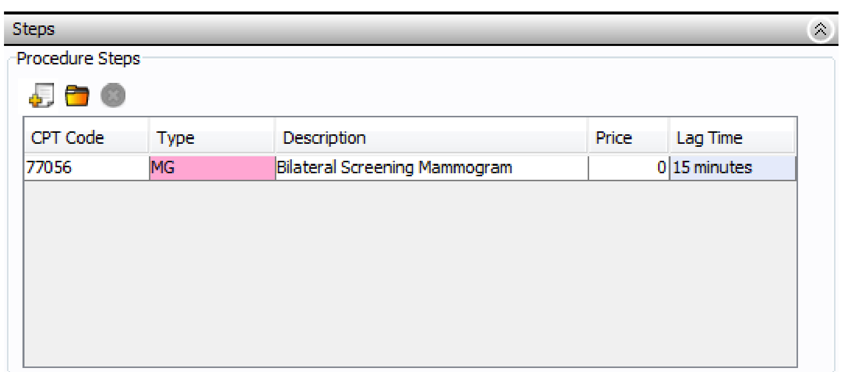


Configuring IGRIS with procedures involves additional steps, considering that most imaging procedures involve several procedural steps before, and after the actual event. The instructions for creating, and editing such procedures are as follows:

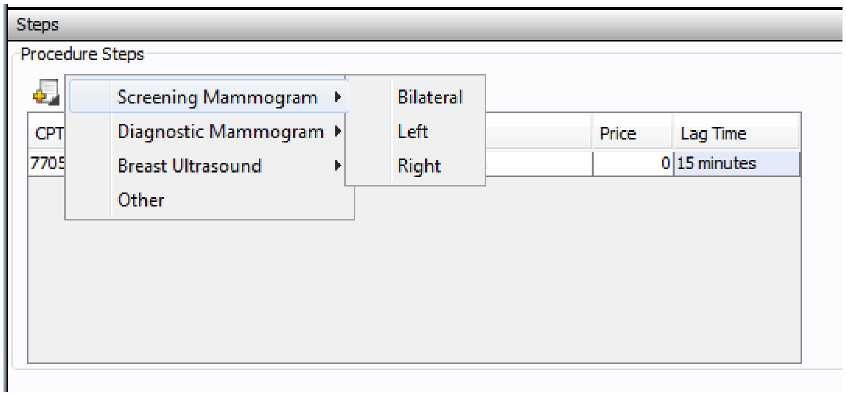
1. Log into IGRIS as an administrator.
2. Navigate to Tools System Configuration (or CTRL+D) to access system configuration.
3. Navigate to the “Procedures” Tab.
4. To add a procedure



a. Click ”Add Procedure” button.
b. Under the Procedure section enter a procedure code, Meaning, Version, Scheme, Designator and Instructions.
c. For each procedure, specify the steps (tasks) involved.

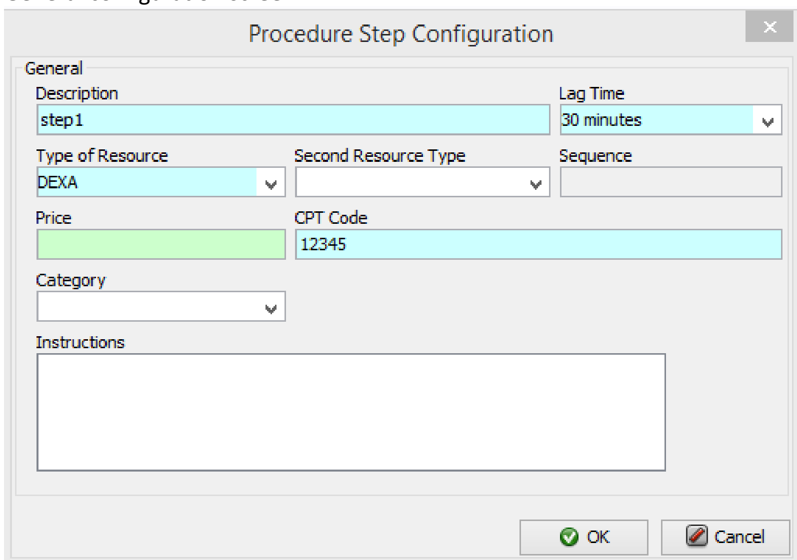


i. Under the Steps section click “Create New Procedure Step”.
Select a procedure step category from the drop-down menu if Mammo Tracking is enabled.

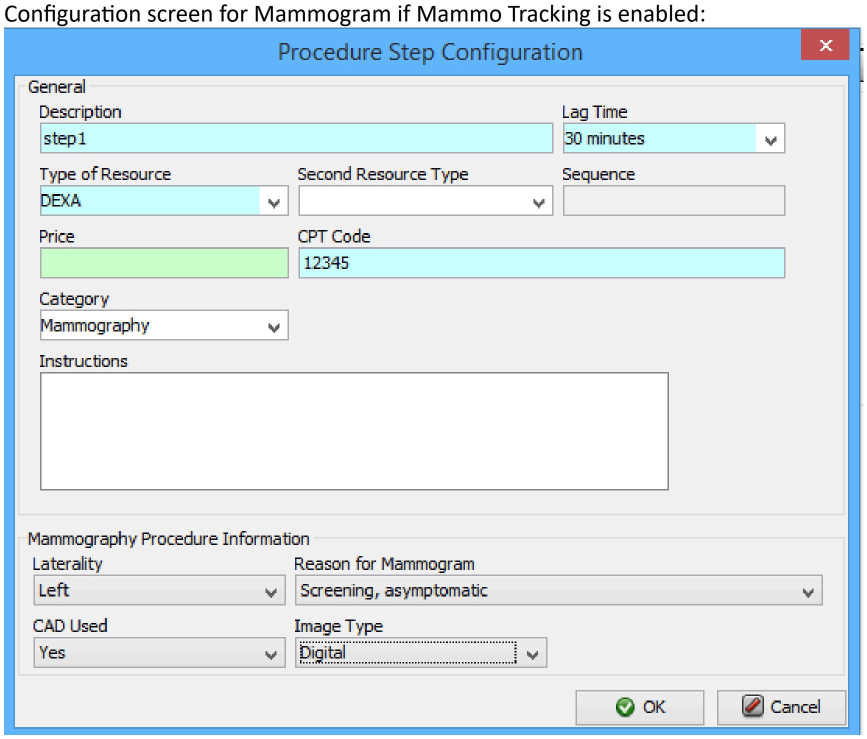


ii. A dialog will show for procedure step configuration.

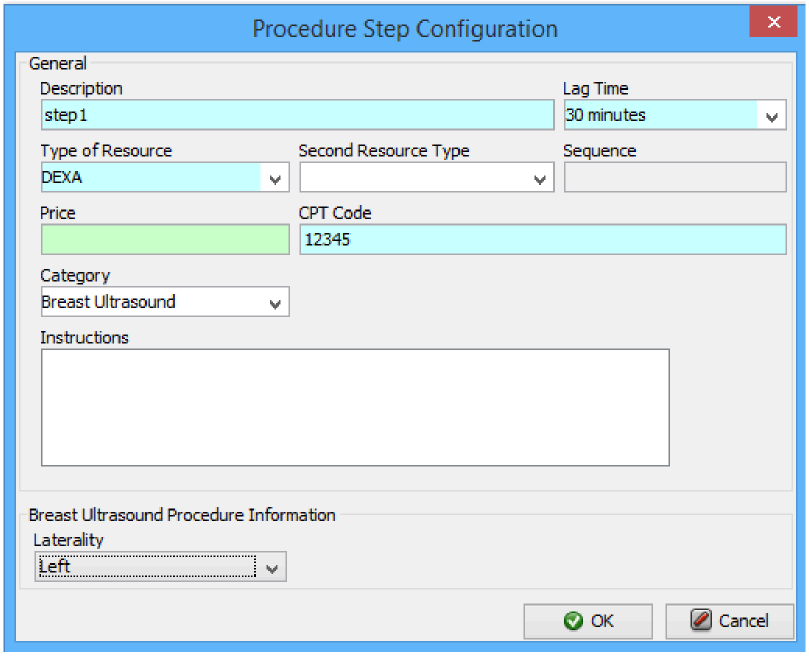
- General configuration screen:



- Configuration screen for Mammogram if Mammo Tracking is enabled:



- Configuration screen for Breast Ultrasound if Mammo Tracking is enabled:



iii. Enter a description for the step.
iv. From the drop-down list, specify the type of resource and the second type of resource, if applicable.
v. Enter the procedure step’s lag time, and delay time if applicable.
vi. Enter a price for the procedure and CPT code, if applicable.
vii. Select the category of the procedure step, which will be used to determine technologists auto-fill when entering exam results if applicable.
viii. Enter a brief description of the step under “Instructions”
ix. If applicable, review Mammography Procedure Information(Laterality, Reason for Mammogram, CAD Used and Image Type) or Breast Ultrasound Procedure Information(Laterality).
Note: The information will be used when creating Exam Results.
x. Click the “OK” button.
xi. Repeat for each additional step in the procedure.

d. Click the "Save" button when completed.

5. To edit a procedure
   a. Select an existing entry to edit.
   b. Click the "Open Procedure" button.
   c. Edit any fields.
   d. Click the "Save" button when completed.
6. To delete an existing procedure
   a. Select an existing entry to delete.
   b. Click the "Delete Procedure" button.
   c. A warning dialog will pop up asking you “Permanently delete Procedure?”
   Click “Yes” if you want to permanently delete this facility. Otherwise, click “No”.
   d. To delete a procedure step, click the “Delete Procedure Step” button inside the procedure form. Press the “Save” button when deleting the individual procedure steps is done.
   (**Note:** A procedure must have at least one step so if you delete all the procedure steps and click save, the system will warn you that a procedure must have at least one procedure step and you will not be able to perform your delete operation).
7. To disable an existing procedure

   Note: By setting a procedure to be disabled, you will not be able to use it to create or modify data.

   a. Select an existing procedure which is enabled from the procedure table.
   b. Click "Disable" button from the table's toolbar.
   c. Click "Yes" in the pop-up dialog to disable the procedure. Click "No" to cancel the operation.
8. To enable an existing procedure

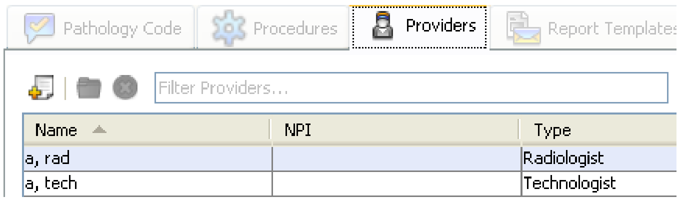
   Note: By setting a procedure to be enabled, you will be able to use it to create or modify data again.

   a. Select an existing procedure which is not enabled from the procedure table.
   b. Click "Enable" button from the table's toolbar.

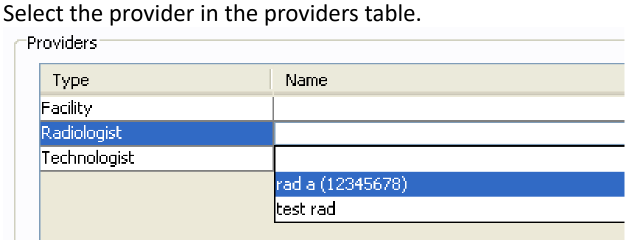
Providers

Providers are RIS artifacts used to designate the radiologist, technologist, or facility delivering health care services.

Configuring Providers



1. Log into IGRIS as an administrator.
2. Navigate to Tools System Configuration (or CTRL+D) to access system configuration.
3. Navigate to the “Providers” Tab.
4. To add a provider
    a. Click the ”Add Provider” button.
    b. Enter the Provider’s Name.
    c. If applicable, enter the provider’s NPI number, Place of Service, Type, and Contact Information.
    d. Click the "Save" button when completed.
5. To edit an existing provider
    a. Select an existing entry to edit.
    b. Click the "Open Provider" button.
    c. Edit any fields.
    d. Click the "Save" button when completed.
6. To delete an existing provider
    a. Select an existing entry to delete.
    b. Click the "Delete Provider" button.
    c. A warning dialog will pop up if there is any record related to the provider. Please delete the related record(s) before deleting the provider.
7. The system allows each staff user to represent a provider of each type. To correlate a provider to a user
    a. Click the “Users” button.
    b. Open the user that the provider is going to be assigned to.
    c. Select the provider in the providers table.

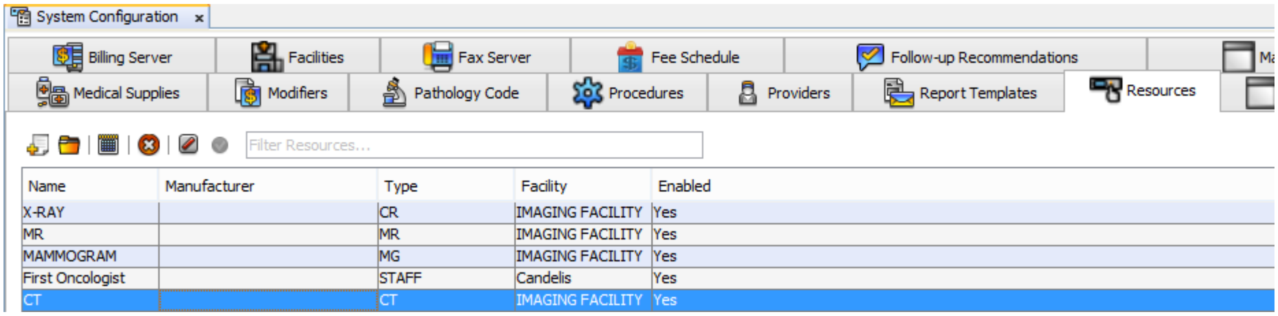
    

    d. Click the "Save" button when completed.

Resources

A Resource is any artifact that can be scheduled on. For example, a modality is typically a resource but a doctor or a staff member can also be a resource if they can have appointments scheduled under them. A resource belongs to one facility.

Configuring Resources



1. Log into IGRIS as an Administrator
2. Click the "System Configuration" button and the "Resources" tab
3. To add a resource
   a. Click the "Add Resource" button.
   b. Specify the facility the resource belongs to.
   c. Specify the resource name and type.
   d. Specify the manufacture, procedure steps for this resource only (corresponding to the resource type), and location (if applicable).
   e. Click the "Save" button when completed.
4. To edit an existing resource
   a. Select an existing entry to edit.
   b. Click the "Open Resource" button.
   c. Edit any fields.
   d. Click the "Save" button when completed.
5. To delete an existing resource
   a. Select an existing entry to delete.
   b. Click the "Delete" button.
   c. A warning dialog will pop up asking you "Permanently delete Resource?"
      Click "Yes" if you want to permanently delete this resource. Otherwise, click "No".
6. To adjust resource availability
   a. Select an existing entry.
   b. Click the "Adjust Availability" button.
7. To disable an existing resource

   Note: By setting a resource to be disabled, you will not be able to use it to create or modify data.

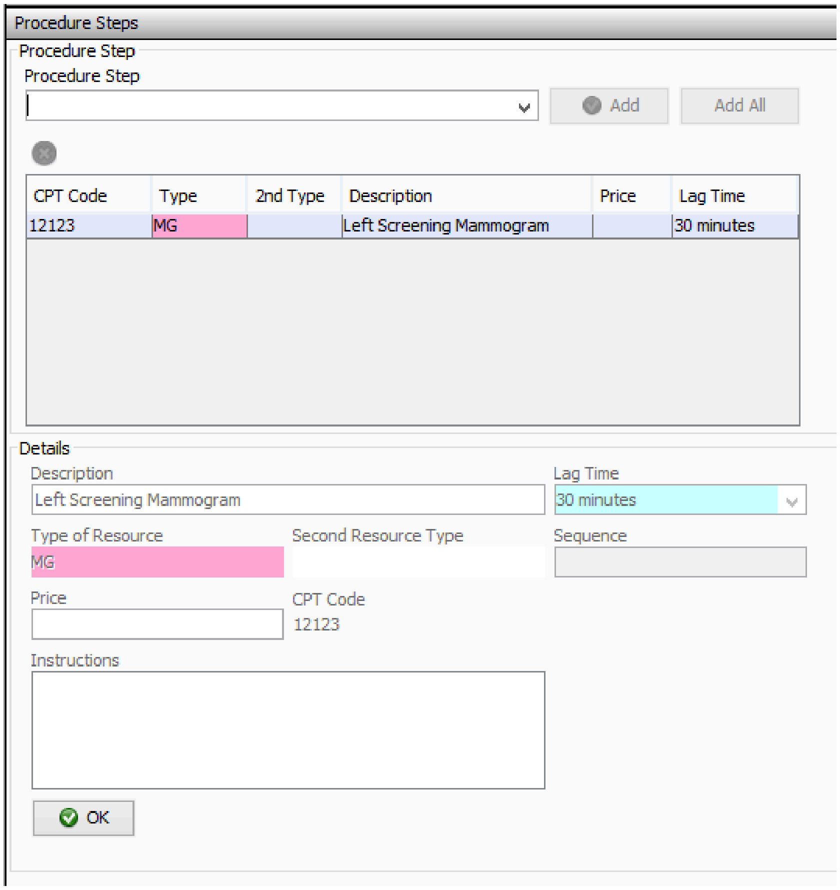
   a. Select an existing resource which is enabled from the resource table.
   b. Click "Disable" button from the table's toolbar.
   c. Click "Yes" in the pop-up dialog to disable the resource. Click "No" to cancel the operation.
8. To enable an existing resource

   Note: By setting a resource to be enabled, you will be able to use it to create or modify data again.

   a. Select an existing resource which is not enabled from the resource table.
   b. Click "Enable" button from the table's toolbar.

Configuring Resource-Based Procedure Steps

A procedure step's duration, delay, price and description can be customized per resource. This is most applicable when two resources of the same type can perform the same procedure step. If a customized procedure step is not defined for a given resource then the values defined in the Procedures tab will be used.



To create or edit a resource-based procedure step:

1. Log into IGRIS as an Administrator
2. Click the ”System Configuration” button and the ”Resources” tab
3. Add or edit a Resource. If adding a new resource, select the appropriate type in the drop down list.
4. In the "Procedure Steps" panel, the "Procedure Step" drop down list will contain all procedure steps that use this resource's type and are not customized. The table will contain procedure steps that have already been customized. Click "Add" or "Add All" to add the necessary procedure steps to the table.
5. Select the entry in the table to edit the fields.
6. Once the fields have been edited, click on "OK" to apply the changes to the table.
7. Click the "Save" button to save all changes.

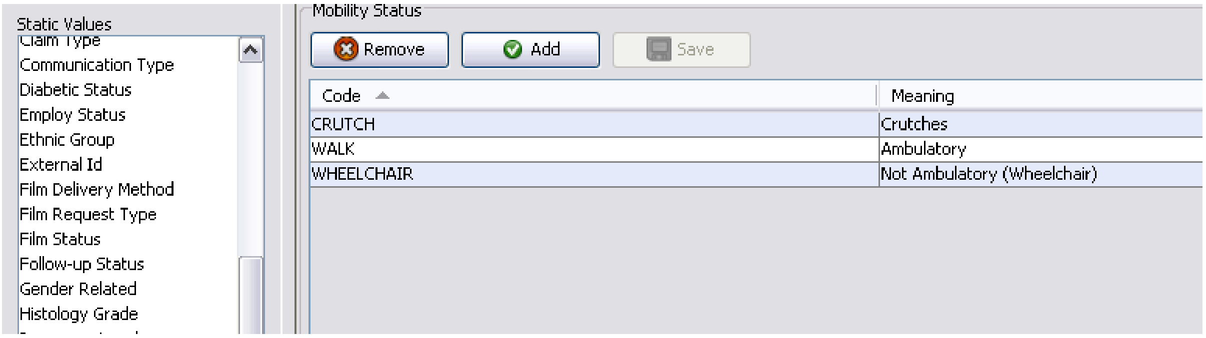
To delete an existing resource-based procedure step:

1. Select an existing resource-based procedure step from the table.
2. Click the "Delete" button <
3. A warning dialog box will pop up to confirm the deletion of the procedure step. Click "Yes" to delete the procedure step. Otherwise, click "No."
4. Click the "Save" button to save all changes.

Static Values

Static Values are data items used within IGRIS to designate default settings for many of the default information inside the forms (i.e. drop-down boxes inside the patient chart). These settings can be adjusted by the administrator to suit changes to the workflow environment. Static Values govern the behavior of all aspects of IGRIS, such as default field values for patient records, accounts, modalities, visits, procedures, etc.

Configuring Static Values

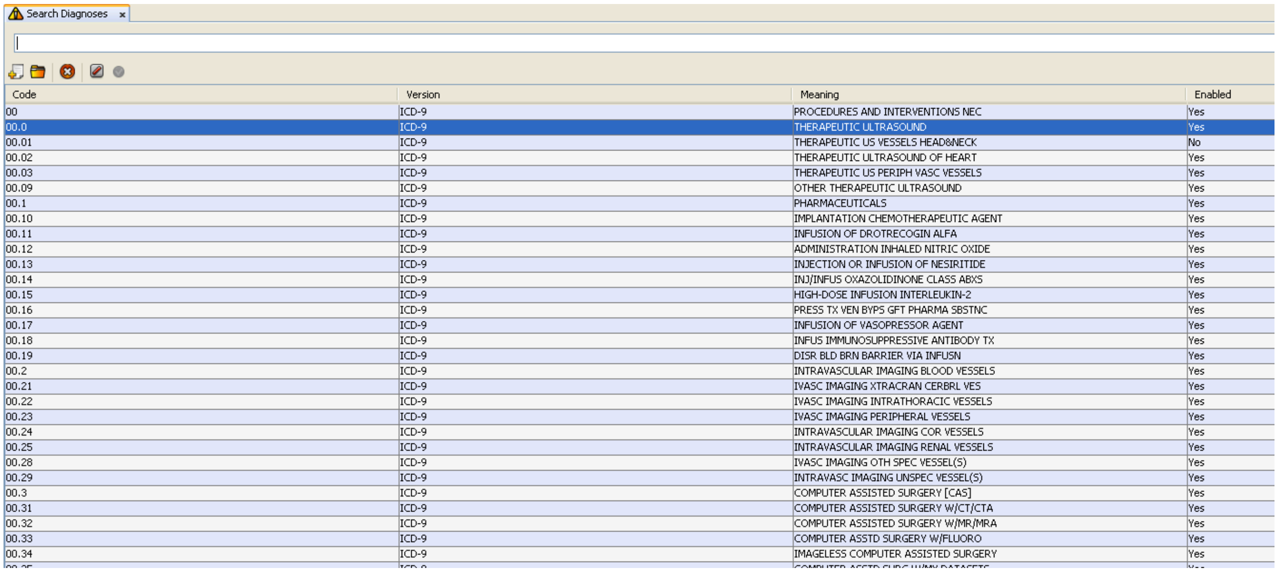


1. Log into IGRIS as an administrator.
2. Navigate to Tools System Configuration (or CTRL+D) to access system configuration.
3. Navigate to the “Static Values” Tab.
4. To add a new static value
    a. From the scroll-list on the left, select the category to add the new static value.
    b. In the center window, click the “Add” button.
        i. Enter a Code for the static value.
        ii. Enter a brief meaning for the static value.
        iii. Apply a color code to the static value.
    c. Click the "Save" button when completed.
5. To edit an existing static value
    a. From the scroll-list on the left, select the category to edit.
    b. In the center window, select the value to edit.
    c. Click the "Save" button when completed.
6. To delete an existing static value
    a. From the scroll-list on the left, select the category to delete.
    b. In the center window, select the value to remove.
    c. Click the "Save" button to retain the changes.

Diagnoses

Diagnoses are RIS artifacts used to specify any reported diagnoses recorded by the physician to be included in the procedure ordered.

Configuring Diagnoses



Code	Version	Meaning	Enabled
00	ICD-9	PROCEDURES AND INTERVENTIONS NEC	Yes
00.0	ICD-9	THERAPEUTIC ULTRASOUND	Yes
00.01	ICD-9	THERAPEUTIC US VESSELS HEAD&NECK	No
00.02	ICD-9	THERAPEUTIC ULTRASOUND OF HEART	Yes
00.03	ICD-9	THERAPEUTIC US PERIPH VASC VESSELS	Yes
00.09	ICD-9	OTHER THERAPEUTIC ULTRASOUND	Yes
00.1	ICD-9	PHARMACEUTICALS	Yes
00.10	ICD-9	IMPLANTATION CHEMOTHERAPEUTIC AGENT	Yes
00.11	ICD-9	INFUSION OF DROTRECOGIN ALFA	Yes
00.12	ICD-9	ADMINISTRATION INHALED NITRIC OXIDE	Yes
00.13	ICD-9	INJECTION OR INFUSION OF NESIRITIDE	Yes
00.14	ICD-9	INJ/INFUS OXAZOLIDINONE CLASS ABXS	Yes
00.15	ICD-9	HIGH-DOSE INFUSION INTERLEUKIN-2	Yes
00.16	ICD-9	PRESS TX VEN BYPS GFT PHARMA SBSTNC	Yes
00.17	ICD-9	INFUSION OF VASOPRESSOR AGENT	Yes
00.18	ICD-9	INFUS IMMUNOSUPPRESSIVE ANTIBODY TX	Yes
00.19	ICD-9	DISR BLD BRN BARRIER VIA INFUSN	Yes
00.2	ICD-9	INTRAVASCULAR IMAGING BLOOD VESSELS	Yes
00.21	ICD-9	IVASC IMAGING XTRACRAN CERBRL VES	Yes
00.22	ICD-9	IVASC IMAGING INTRATHORACIC VESSELS	Yes
00.23	ICD-9	IVASC IMAGING PERIPHERAL VESSELS	Yes
00.24	ICD-9	INTRAVASCULAR IMAGING COR VESSELS	Yes
00.25	ICD-9	INTRAVASCULAR IMAGING RENAL VESSELS	Yes
00.28	ICD-9	IVASC IMAGING OTH SPEC VESSEL(S)	Yes
00.29	ICD-9	INTRAVASC IMAGING UNSPEC VESSEL(S)	Yes
00.3	ICD-9	COMPUTER ASSISTED SURGERY [CAS]	Yes
00.31	ICD-9	COMPUTER ASSISTED SURGERY W/CT/CTA	Yes
00.32	ICD-9	COMPUTER ASSISTED SURGERY W/MR/MRA	Yes
00.33	ICD-9	COMPUTER ASSTD SURGERY W/FLUORO	Yes
00.34	ICD-9	IMAGELESS COMPUTER ASSISTED SURGERY	Yes

1. Log into IGRIS as an administrator.
2. Navigate to Tools->Diagnoses
3. To add a new diagnosis
   a. Click “Add Diagnosis” Button.
   b. Enter the Code for the diagnosis, its description (Under meaning), version, scheme number, ICDA Code, and gender relation (if applicable).
   c. Click the "Save" button when completed.
4. To edit an existing diagnosis
   a. Select an existing entry to edit.
   b. Click the "Open Diagnosis" button.
   c. Edit any fields.
   d. Click the "Save" button when completed.
5. To delete an existing diagnosis
   a. Select an existing entry to delete.
   b. Click the "Delete Diagnosis" button.
   c. A warning dialog will pop up asking you “Permanently delete Diagnosis?”
      Click “Yes” if you want to permanently delete this diagnosis. Otherwise, click “No”.
6. To disable an existing diagnosis

   Note: By setting a diagnosis to be disabled, you will not be able to use it to create or modify data.

   a. Select an existing diagnosis which is enabled from the diagnosis table.
   b. Click "Disable" button from the table's toolbar.
   c. Click "Yes" in the pop-up dialog to disable the diagnosis. Click "No" to cancel the operation.
7. To enable an existing diagnosis

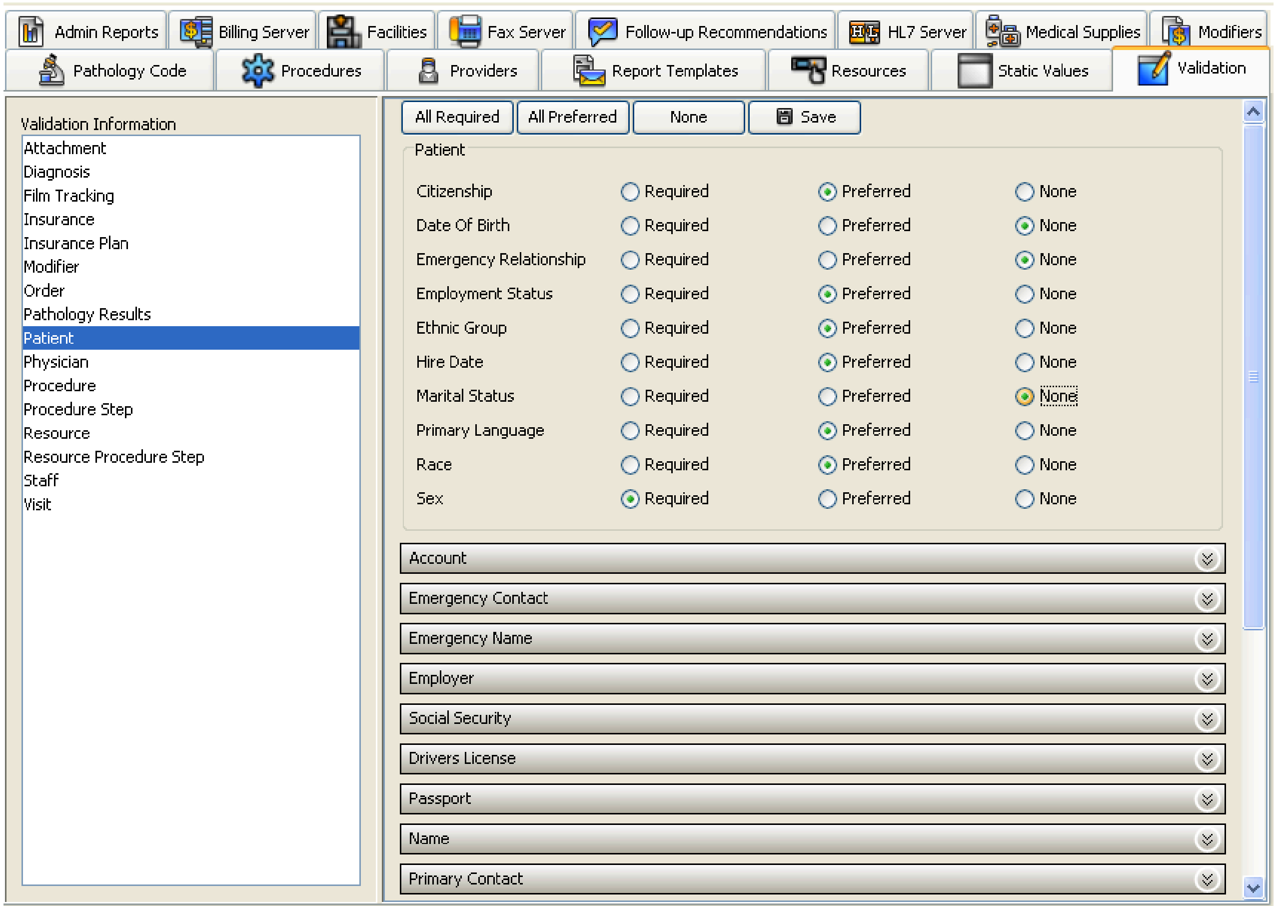
   Note: By setting a diagnosis to be enabled, you will be able to use it to create or modify data again.

   a. Select an existing diagnosis which is not enabled from the diagnosis table.
   b. Click "Enable" button from the table's toolbar.

Validation

Validation is a setting used to specify the criteria in a workflow that must be validated. Each criterion may have one of three settings: Required, Preferred, or None.

Configuring Validation



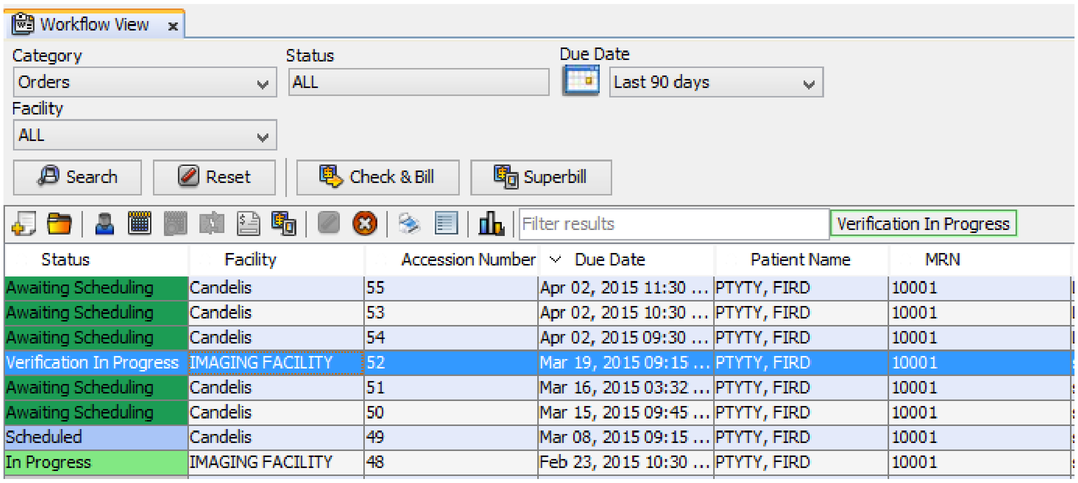
To change a criterion for validation

1. Log into IGRIS as an administrator.
2. Navigate to Tools System Configuration (or CTRL+D) to access system configuration.
3. Navigate to the “Validation” Tab.
4. Select the category to edit from the left window.
5. In the center window, locate the field you want to change.
6. Select the required, preferred or none button.
7. Click the “Save” button.
8. To designate all fields as required, click the “All Required” button.
9. To designate all fields as preferred, click the “All Preferred” button.
10. To designate nothing, click the “None” button.

Worklist

Using the Worklist

The procedural worklist is an interface to permit user-specific views of current, pending, and previous activities within IGRIS. The worklist interface by default will present the user with the present list of activities (i.e. procedures scheduled, pending, canceled or completed) for the current day. This view can be expanded by altering the search criteria within the Worklist interface.



To expand the worklist criteria click the Category drop-down box and select one of the categories:

- Appointments
- Film Tracking
- Orders
- Report Delivery
- Reports
- Studies
- Follow-Ups
  Note: This option is only available if Mammography Tracking module is installed.

Apply date and other applicable criteria to search for the worklist categories according to their corresponding dates using the Search button.

Displaying the worklist window

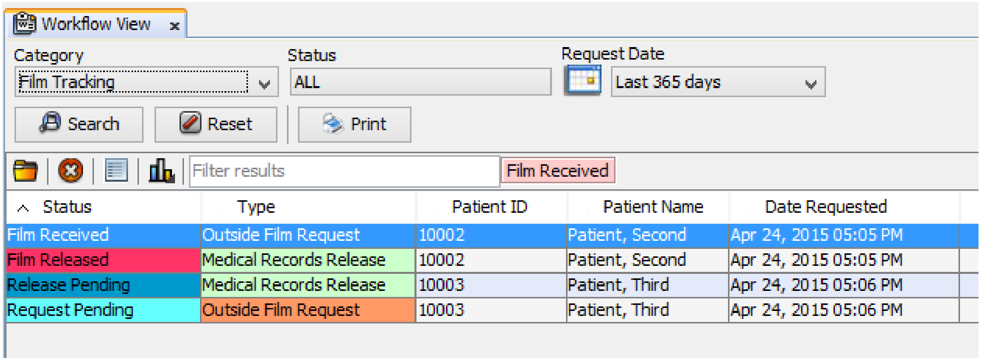
From the main interface click the Clipboard icon, or use the CTRL+W key combination.

Check and Bill Worklist

After finishing all the orders in the order worklist, user can click "Check and Bill" button to proceed the billing process.

Generally, after the user click the button, the system will send the billing data related to all the order in the worklist to a remote billing server. The order status will change to "Billing", and after the data successfully transfer to the remote billing server, the order status will change to "Completed". The detail of the billing process is depend on different billing integration we do for each customer.

Film Tracking Worklist



Within this interface, the following actions can be performed:

Opening a film tracking record

1. Select a film tracking record to view details.
2. Click on the "Open Film Tracking Record" button .
3. The patient chart is opened and is directed to the selected film tracking record.

Creating notes for film tracking

1. Select a film tracking record to attach notes.
2. Click on the "Create Notes for Film Tracking Record..." button .

Deleting a film tracking record

1. Select a film tracking record to delete.
2. Click on the "Delete Film Tracking Record" button .

Updating and/or viewing status of a film tracking request

1. Possible Statuses:
   - Film Received
   - Film Released
   - Film Returned
   - Film Missing
   - Release Pending
   - Request Pending
2. Select a film tracking record.
3. Click the "Set Status to..." button to update status.

Radiology Workspace

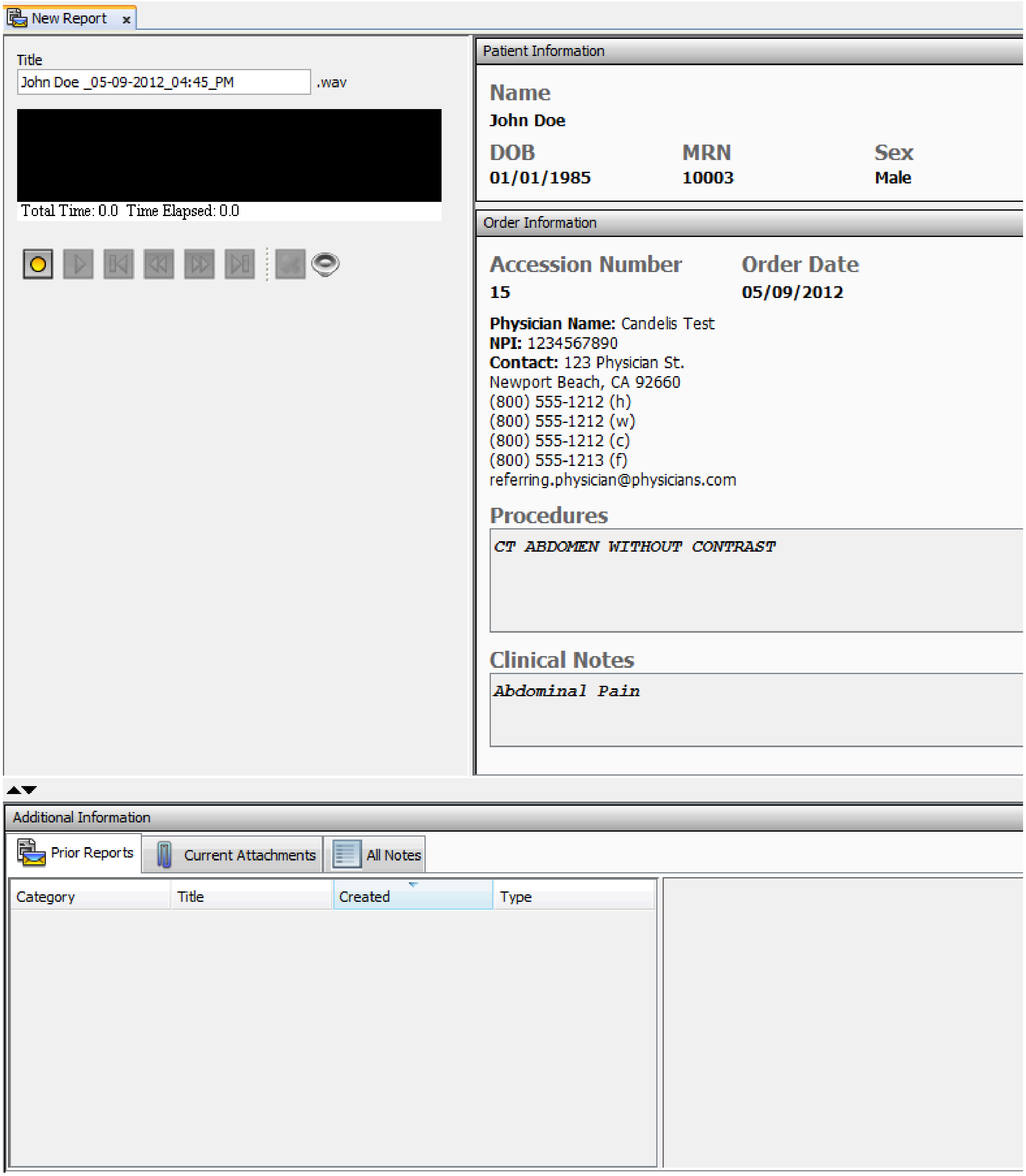
- The workspace is a convenient form for the radiologist (and transcriptionist) to efficiently go through their studies.
- Depending on the mode (see below), it gives the user the necessary information to be able to complete their task.
    - For the radiologist, the workspace contains a dictation player (or report editor for Voice-Recognition users), a simple patient summary form, prior reports, current attachments and all notes.
    - For the transcriptionist, the workspace contains the dictation player and the report editor for a consolidated workflow.

Studies Worklist

Double clicking the study from the Studies worklist will open the Radiology Workspace and will open the study/studies that is/are associated with the corresponding accession number.

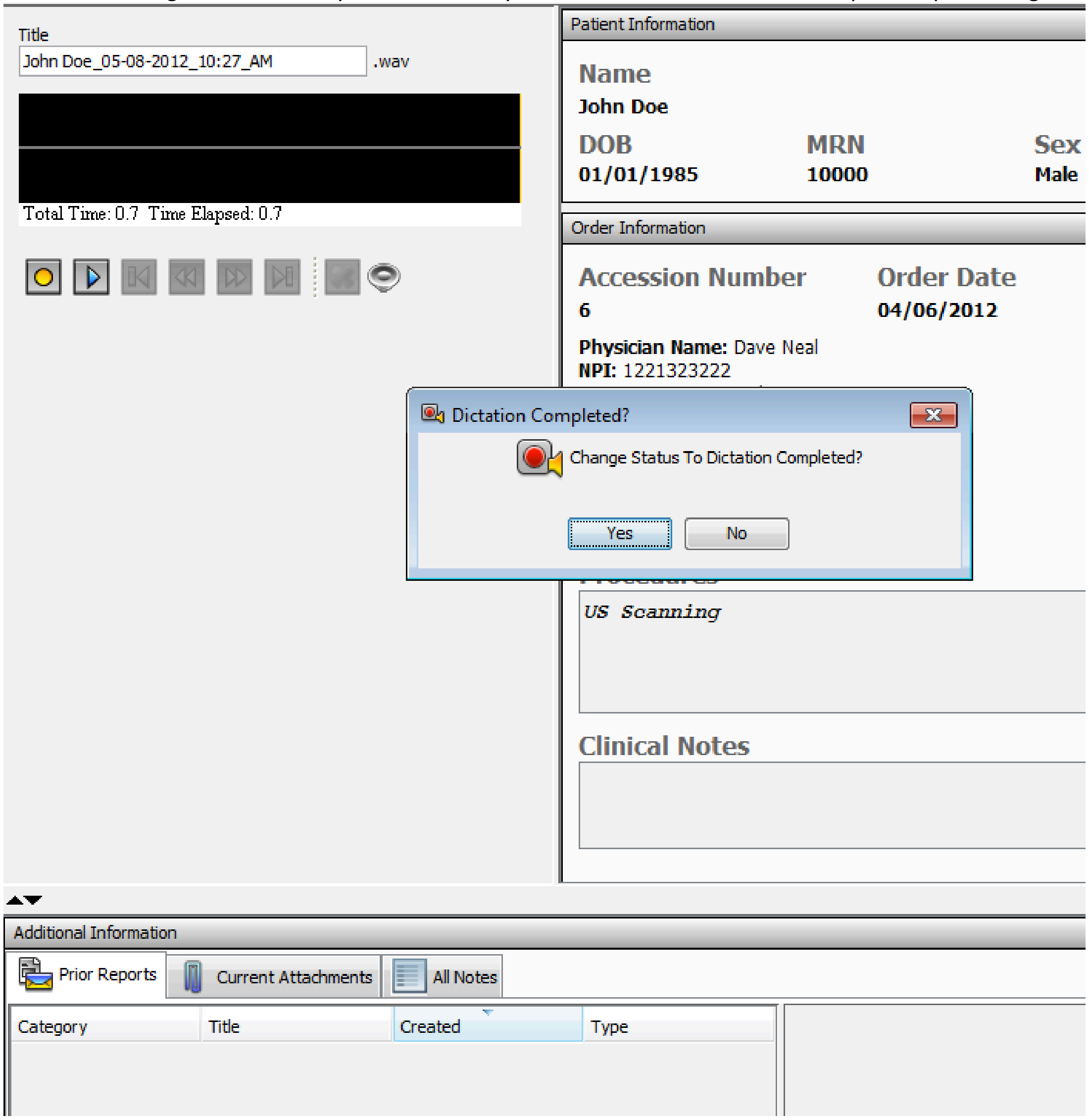
The workspace has different modes:

Dictation Mode

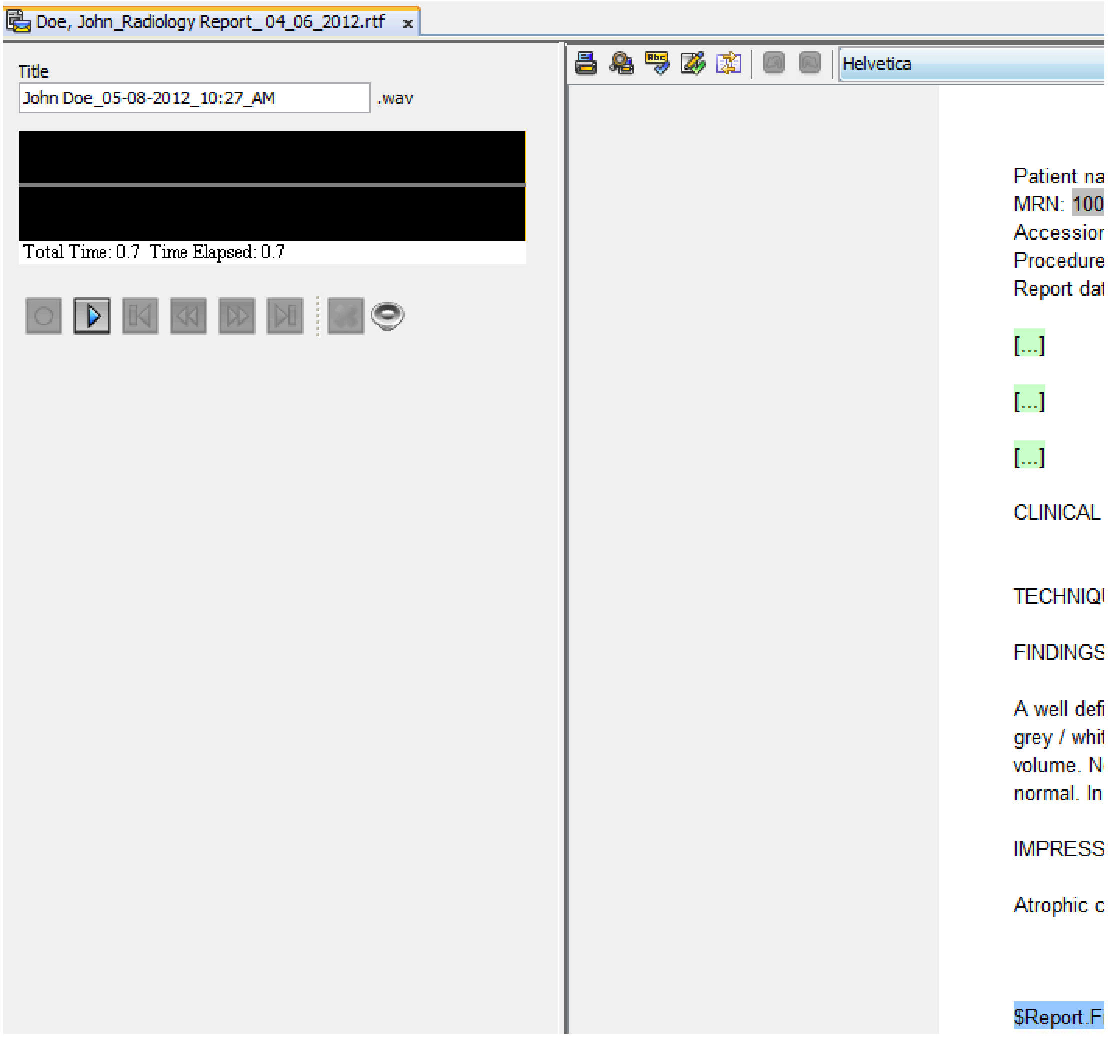


- Active when study status is **Technologist Completed** or **Transcription Discontinued**
- User does not have Voice Recognition privileges

Also, the radiologist has the ability to automatically mark the status as Dictation Completed upon saving:

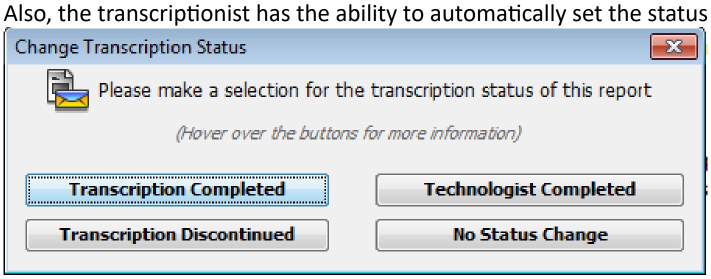


Transcription Mode



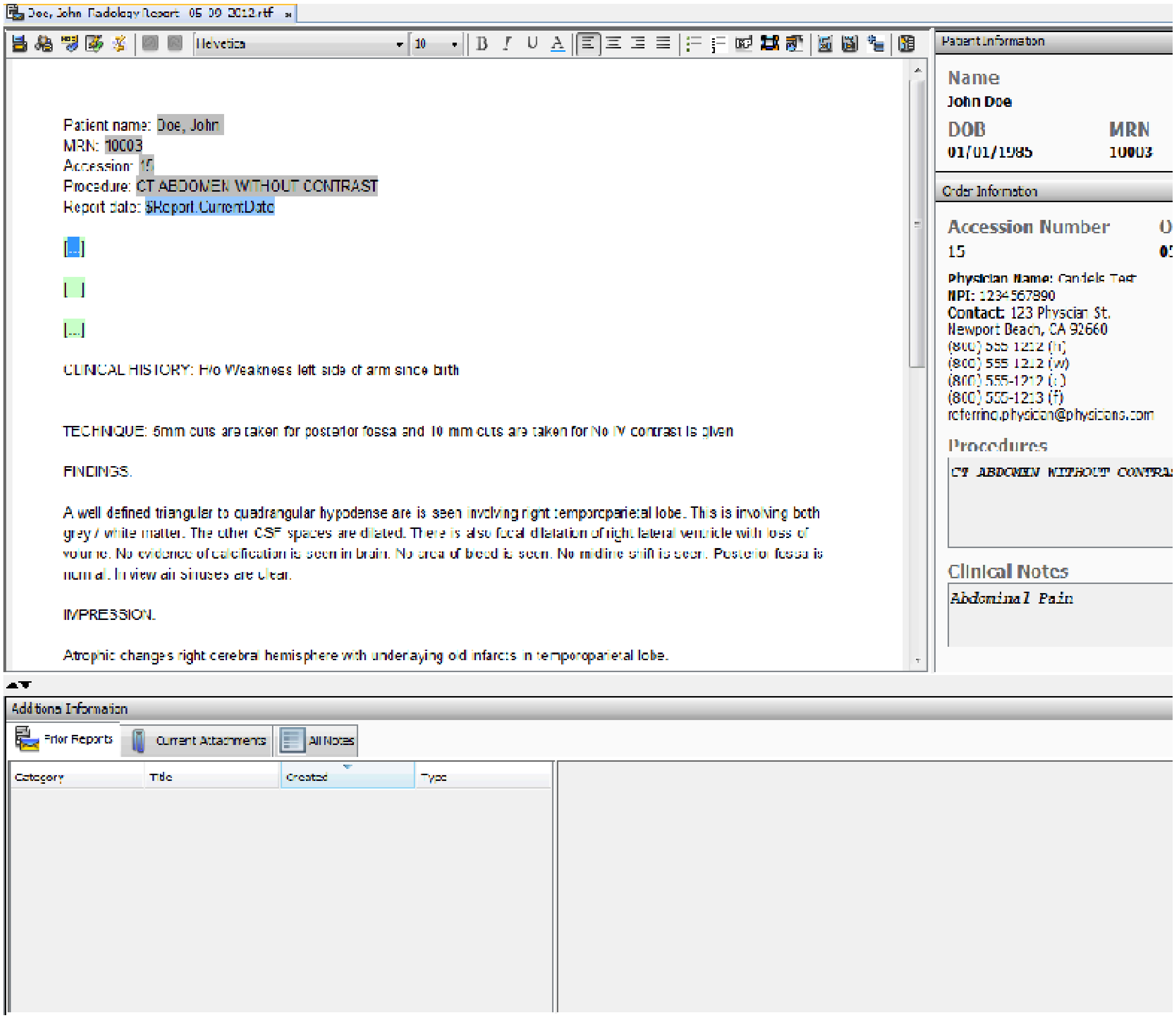
- Active when study status is **Dictation Completed**

Also, the transcriptionist has the ability to automatically set the status of the report upon saving:



Transcription Completed: Finished with transcription
Transcription Discontinued: Needs new dictation. The workspace will know to create a new dictation when the doctor double-clicks on the study.
Technologist Completed: Existing dictation needs edit. The workspace will know to modify the current dictation when the doctor double-clicks on the study.
No Status Change: There is no change of status requested right now. The study will stay at the same status as before.

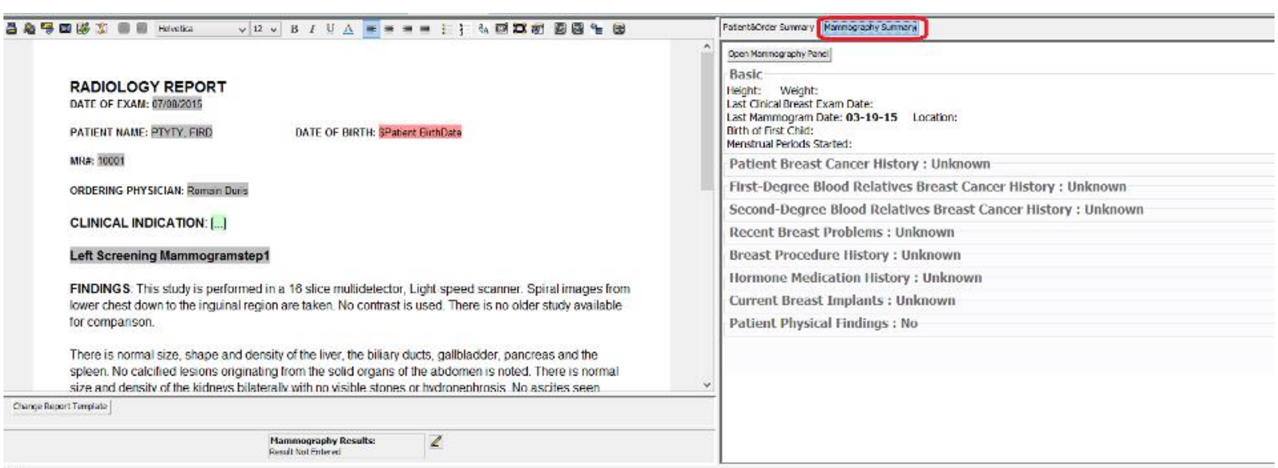
Voice Recognition Mode



- Active when study status is **Technologist Completed**
- User has Voice Recognition privileges

Mammography Summary

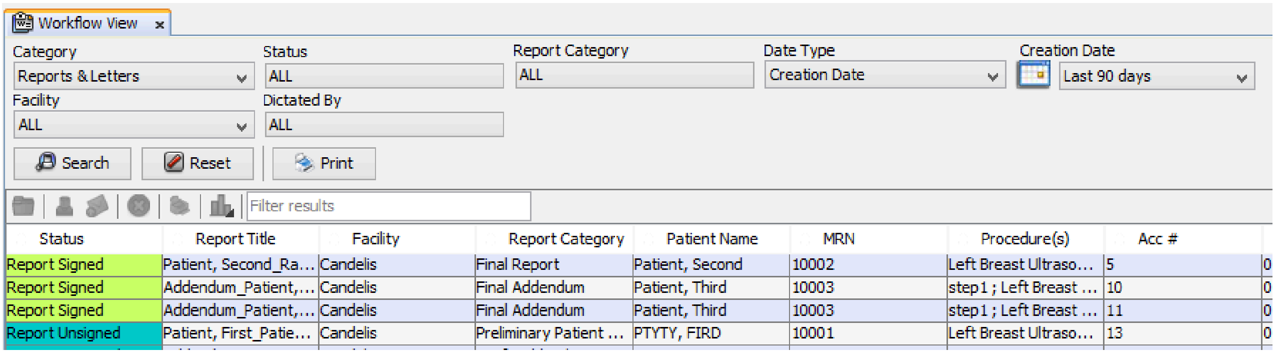
When opening the workspace for a study linked to a mammography procedure, a panel "Mammography Summary" is added on the right Panel:



In this panel, there is a button "Open Mammography Panel". This button can open two different panels depending on the user's configuration in Tools > Options > Mammo Tracking.

- If the user chose "Mammography tab", the button "Open Mammography Panel" will open Patient Chart > Radiology > Mammography.
- If the user chose "Exam Results and Mammography History Data Tabs", the button "Open Mammography Panel" will open Patient Chart > Radiology > Mammography History Data.

Report Worklist



Through the report worklist, the following actions can be performed:

Opening a report

1. Select a report to review.
2. Click the "Open report" button .
3. The report will be opened in patient chart.

Opening the patient of the selected report

1. Select a report to view its patient information.
2. Click the "Open Patient" button to view additional patient information.

Deleting a report item from the worklist

1. Select a report worklist item to delete.
   Note that this will not actually delete the attachment associated with the report; this will only remove the worklist item.
2. Use the "Delete" button to delete the selected report.

Viewing status of a report

1. Select a report.
2. Possible statuses:
   - Report Signed
   - Report Unsigned

Filtering reports by category

1. Click the "Category" filter button.
2. Check the categories to be included in the worklist.
   Possible categories:
   - Dictation
   - Preliminary Patient Letter
   - Final Patient Letter
   - Draft
   - Final Report
   - Follow-up Letter
   - Prior Report
3. Click the "Search" button.

Filtering reports by the user(s) who dictated the corresponding study

1. Click the "Dictated By" filter button.
2. Check the users to be included in the filter.
3. Click the "Search" button.

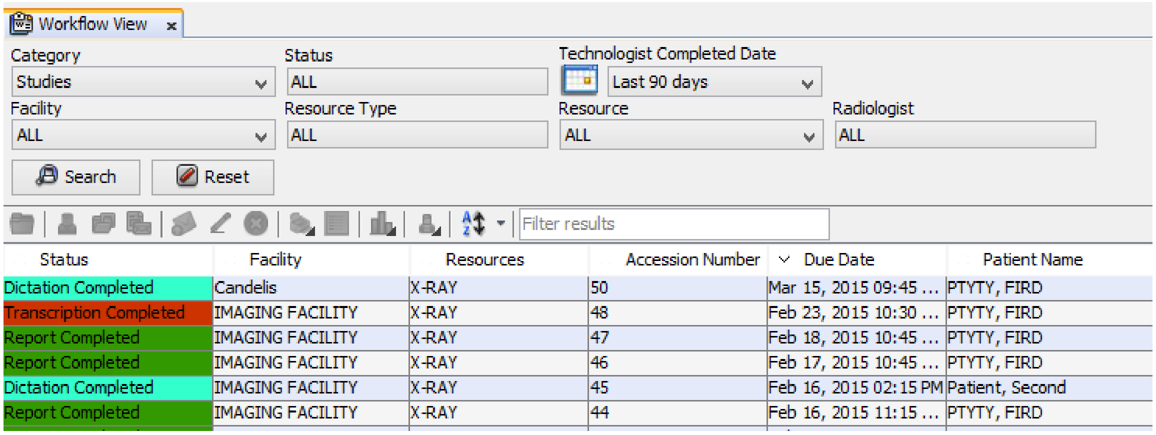
Printing reports

- Printing in batch mode:
  1. Query the reports to be print.
  2. Click the "Print" button , and all the reports in the list will be print.
- Printing single report:
  1. Select a report.
  2. Click the "Print Report" button .

Fax reports

1. Select a report.
2. Click the "Fax Report to Referring Physician" button , and a confirmation dialog will pop up.
3. To add a recipient, select a physician in the left list, and click button to add the physician to the recipient list.
   To remove a recipient, select the physician in the right list, and click button to remove it.
   If the desired physician is not in the list, click the "Add new recipient" button below the recipient list to add it.
4. When the selection is completed, click the "Send Now" button to fax the report.

Study Worklist



Double clicking the study will open the Radiology Workspace and will open the study (or studies) that is associated with the corresponding accession number.

The following actions can be performed in the study worklist:

- Query by technologist completion date and status
- Open study from the patient chart and view additional detail information regarding the study
- Open patient chart to view patient information
- Open Image(s) From Viewer
- Create/Dictate New Report
- Change Procedure
- Delete Procedure
- Create Notes
- Print Study Label
- Print Face Sheet
- Update Status:
  - Canceled
  - Dictation Completed
  - Dictation Discontinued
  - Dictation In Progress
  - Awaiting Scheduling
  - Insurance Verification Completed
  - Report Completed
  - Report Verification Completed
  - Scheduled
  - Technologist Completed
  - Technologist Discontinued
  - Technologist In Progress
  - Transcription Completed
  - Transcription Discontinued
  - Transcription Completed
  - Transcription In Progress
- Select a study.
- Click the "Set Status to..." button to update status.

Superbill Worklist

After finishing all the orders in the order worklist, user can click "Super Bill" button to print billing data for all orders listed in the worklist into a well formed PDF file

To create super bill PDF file:

1. In the order worklist, query all the orders you want to include in super bill.
2. Click on "Super Bill" button
3. Specify the directory you want to put the super bill PDF file and click "OK".
4. The super bill file should be generated in the selected directory