SUPPORT, SERVICE WORKFLOW FOR PRELIMINARY REPORTS (BODY, CHEST, ED, MSK & NEURO)

INSTRUCTIONS FOR ER RESIDENTS AND BODY FELLOWS ON-CALL

A fake attending named Support, Service has been created for body studies read out after hours by the ER resident or body fellow. The functionality of this Support, Service attending will be similar to that in use at UWMC.

WORKFLOW FOR READING ROOM AREAS:

- **BODY/CHEST/MSK**: Replace the default Autotext that comes up in Nuance PowerScribe 360 with the Autotext called “Body Prelim Report”. To find this, click on the “Autotext” tab in the bottom left of the Nuance PowerScribe 360 screen, ensure All Site is selected in the panel on the right side under “AutoText” and then scroll to find the following prelim report: **Body Prelim Report**
  - Do not leave a “normal” template beneath the five asterisks at the foot of the report. This implies that the attending has reviewed it, and everything is normal

- **ED**: Use appropriate site macro for dictation. The report should be assigned to the Attending covering the A.M ROTE shift for the following day or currently covering the service.

- **NEURO**: Continue to dictate. Before Fellow leaves, Resident must look at the Neuro Prelim worklist under the Worklists window in PowerScribe 360. Sort by procedure by clicking on the **Procedure** header. Highlight all Neuro related case and assign to **Support, Services**.

- Sign off all preliminary after hours body imaging reports using the **Support, Service** attending and not the actual attending on service the next day or on call.
• **ALL RESIDENTS** should ensure that the exams are correctly assigned to the correct Attending prior to ending shift.

• To check for exams that have been assigned to Support, Services, please look in the following folders in PACS:
  - BODY_SUPT_SVC
  - CHEST_SUPT_SVC
  - MSK_SUPT_SVC
  - NEURO_SUPT_SVC
  - ALL_SUPPORT_SVC
REPORT INSTRUCTIONS

1. Once the report is open in Nuance PowerScribe 360, click the Tools menu and select Change Attending...

![Image of Change Attending menu]

2. Press “S” on the keyboard and scroll down to select the Support, Service attending.
3. Click OK.

![Image of Select Attending dialog]

4. Review/complete your report, and click Sign to create the preliminary.
5. DON’T FORGET to change back to the attending you are reading cases under (usually the Emergency Radiology attending).

INSTRUCTIONS FOR ATTENDINGS, FELLOWS AND RESIDENTS READING OUT WITH THE ATTENDING THE FOLLOWING DAY

The studies signed off overnight with preliminary reports will be located under a folder called SUPPORT_SERVICES in Centricity PACS. Under Radiologist Worklist, click on SUPPORT_SERVICES on Centricity PACS and select the worklist from your designated area.

![Image of Radiologist Worklist]

Alternatively, all these cases can also be pulled up from Nuance PowerScribe 360 by changing the attending to Support, Service and status of reports to Preliminary as shown below.

![Image of Worklist with Preliminary status]
Click **Browse** and the exams will appear on the worklist. Double click on exam that you wish to take ownership of.

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>Procedures</th>
<th>MRN</th>
<th>Patient Name</th>
<th>Acc.</th>
<th>Status</th>
<th>Attending</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/28/2011</td>
<td>XR CHEST VIEW</td>
<td>16993959</td>
<td>22TESTA, PATIENT NOT MY...</td>
<td>4710000</td>
<td>Pend</td>
<td>Support Services</td>
</tr>
</tbody>
</table>

**If you are an attending**, a box with the following will automatically appear, “Are you sure you want to acquire ownership from attending “Support services?” Click **Yes**. This report will now be assigned to you.

**If you are a resident or fellow**, you will have to change the name of the attending that the case is signed under to the actual attending that you are reading the case with.

1. Pull the exam from the Centricity PACS worklist.
2. Open the exam from Centricity PACS.
3. Click the **Nuance PowerScribe 360** button from Centricity PACS.
4. A Nuance PowerScribe 360 window will appear. “Are you sure you want to acquire ownership of this report from **Resident**?”
5. Click **Yes**.
6. Once report is open in Nuance PowerScribe 360, go to **Tools** menu and select **Change Attending** to select the Attending you are reading the case with.
7. Click **OK**.