

MACH7 Fileroom Job Aide:

Links to application:

(Clinical Studio) <http://telerad.uwmedicine.org/ClinicalStudio/> : Used for viewing, reconciling and processing images to PACS and outside hospitals. *- Best used with Google Chrome Browser

(Management Studio) <http://telerad.uwmedicine.org/managementstudio/> : Used for monitoring, tracking and auditing and processing failed jobs. *- Must be used with Internet Explorer

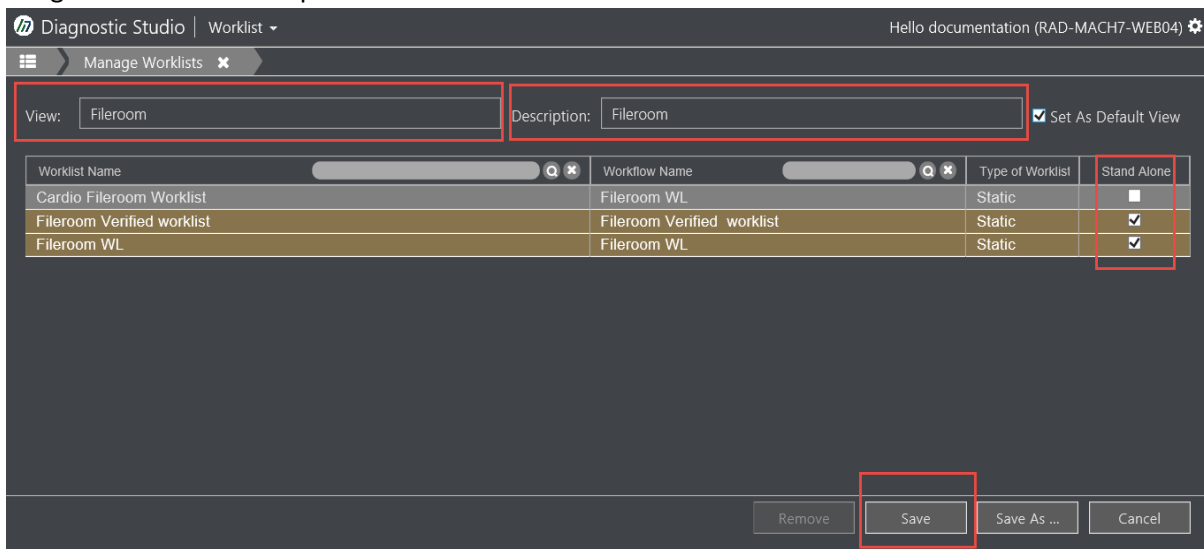
** - When logging in for the first time you will need to log into Clinical Studio before logging into Management Studio.

Processing images to PACS:

- 1) Log in to Clinical Studio with your AMC credentials.

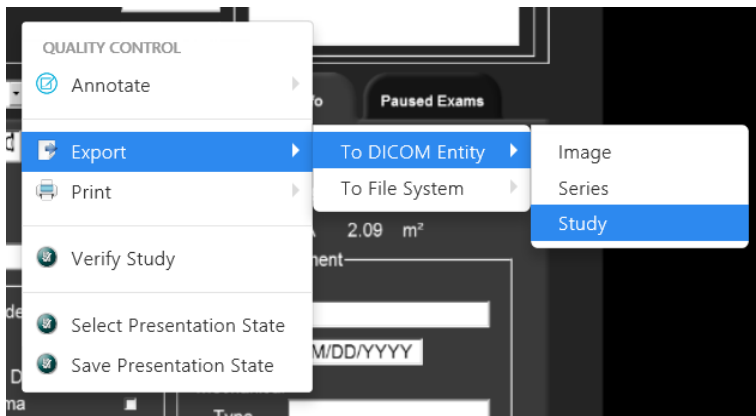


- 2) When you first log in you will need to configure your default worklist. Click on Stand Alone on which worklist you want to add, enter a View and Description and click on Save. Fileroom WL is configured to show all incoming images from outside hospitals.

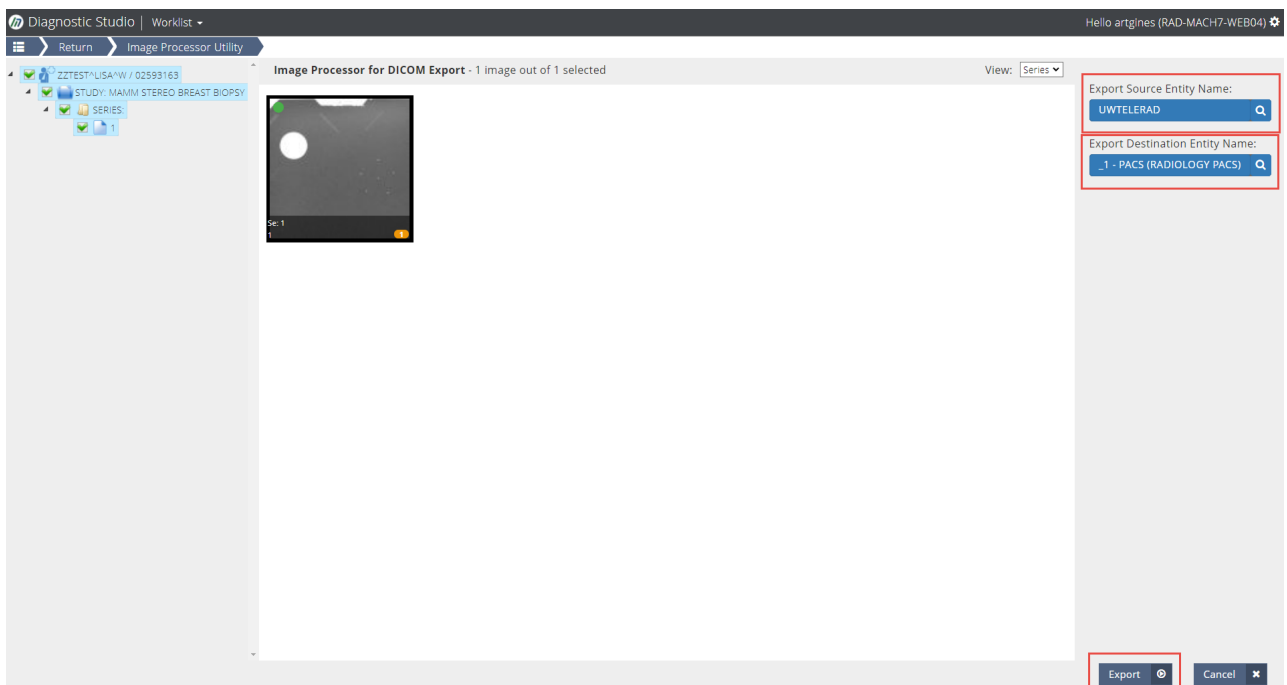


- 3) To process images to GEPACS find your patient on the Fileroom worklist and open up the exam you want to process to PACS.

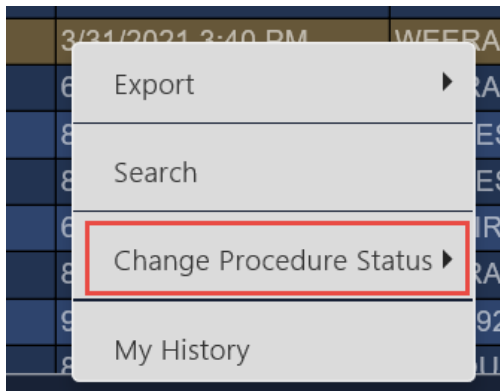
- a) Processing exam without an order (Exam will be unspecified in Radiology GE PACS). This will also be the process for sending images to ISCV (Cardiology PACS) or to outside facilities.
- Right Click on image- Export- To DICOM Entity- Study



- Use UWTELERAD as your Export Source Entity Name and choose your PACS destination or outside facility in Export Destination Entity Name.
- *All outbound facility export destination are prefixed with OUT-

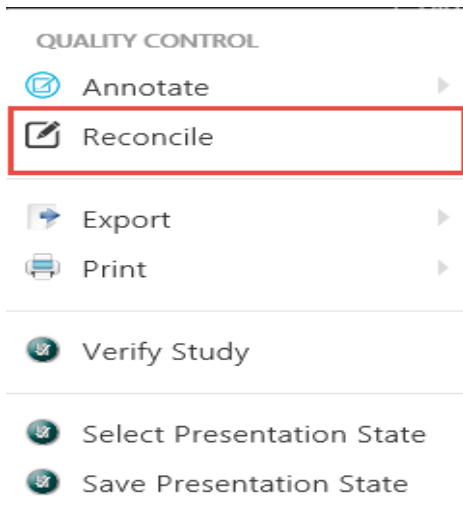


- If sending to GE PACS you can verify the study within the right click quality control menu. Verifying the study automatically sends the exam to GE PACS.
- ***Note- Verifying exams using the Change Procedure Status does not send the exams to PACS.

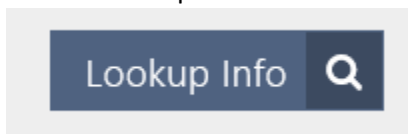


b) Processing exam with a Radiant order.

- After creating your Image Storage order in Radiant open up your exams from the worklist, right click and Reconcile.



- Click on Lookup Info



- Query your order from Radiant. Make sure you are using Source Entity: M7TELE and Target Entity: EPIC Modality Worklist. Make sure that your Start date and End date are within the exam date of your exam. Then double click your order under the search results.

Search Parameters

Patient Name	<input type="text" value="Patient Name"/>	Patient DOB	<input type="text" value="Date of Birth (MM/DD/YYYY)"/>
Patient MRN	<input type="text" value="U"/>	Gender	<input type="text" value="Patient Gender"/>
Accession Number	<input type="text" value="Accession Number"/>	Study Description	<input type="text" value="Study Description"/>
Start Date	<input type="text" value="8/31/2021"/>	End Date	<input type="text" value="9/30/2021"/>

Query Configuration

Query Type ☒ MWL ☐ PACS

Source Entity Target Entity

Search Results

MRN	Name	G...	DOB	Accession	Study Description	Institution	Departm...	Perform...	Referred...
					MAM MAMMOGRAPHY SCREEN W/...	SCCA RA...			RAPPAP...

-Apply and reconcile your changes

Procedure Reconcile - Study

Artifact 1 of 1

	Original Value	Updated Value
Patient Name	ZZTEST, RACHAEL	ZZTEST, RACHAEL
Patient DOB	11/16/1943	2/18/1961
Gender	F	F
Patient MRN	M000761009	U1234567
		<input checked="" type="radio"/> Update only this procedure with the new MRN <input type="radio"/> Update all procedures tied to the original MRN
Patient Location Code		<input type="text" value="Patient Location Code"/>
Study Description	CHEST XRAY 1 VIEW PORTABLE	CHEST XRAY 1 VIEW PORTABLE
Institution Name	St. Peter's Hospital	SCCA RADIOL
Department Name	Radiology	Radiology
Accession Number	3842062.001	30446069
Performed By	Michel^Andrew^C.^M.D.	Michel^Andrew^C.^M.D.
Referred By	Michel^Andrew^C.^M.D.	RAPPAPORT^MICHELLE^^
Procedure Date/Time	7/1/2020 4:40 PM	7/1/2020 4:40 PM
Source AE Title	UW TELERAD	UW TELERAD
Procedure Status	N - New	N - New

- You can then verify your exam to send the images to PACS or manually send the images using the export DICOM function.

Management Studio

Monitor:

- The Failed Queue is hosted on the Monitor Dashboard. Any study which fails to process will be recorded within the Failed Queue. Select the study to view the list of failed tasks.
- The following actions are available to mitigate failed studies in the Failed Queue: Retry and Reprocess are available for certain transaction types and status.

[illegible]

Retry: Used to manually initiate another attempt at executing a specific task which failed during the overall workflow processing of a study. It limits the number of tasks that will be performed again to just those that failed. The study is placed in the Retry Queue.

Reprocess: Resubmits the study to the Receiver (as a completely new job) to reprocess the study from the beginning of the workflow. All tasks of the transaction will be processed again, including those which succeeded in the previous attempt

Track and Audit:

- Three grids: Transactions, Related Transactions, Tasks / Audit Detail
 - **Transactions:** Upper grid; enables the user to view, search, and audit any transaction that has been performed or recorded within the Mach7 suite of studios, including several audited user actions.

- **Related Transactions:** Middle grid; displays all transactions related to the transaction selected in the Transactions grid above it. Related transactions may be filtered by any combination of MRN, Accession Number, or Study UID.
- **Tasks / Audit Detail:** Bottom grid; displays the Tasks and Process Audit information associated with the Related Transaction selected in the grid above. Failure Details, Job Data, and Batch Data may be accessed from the Tasks tab. The appropriate log file, related to the type of task, is also accessible. Original and New Attribute Values are audited for certain Processed transaction types.

7 Management Studio

Mach7 Version 11.7.3.185 (Western Hospital Server)

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Transactions

From:15-Jun-2017To:15-Jun-2017

Job Type	Status	MRN	Patient Name	Accession	Source	Destination	Procedure Desc	Procedure DTTM	Modality	Study UID	Insert DTTM
Router	ActionPending	MRN5365	Alfred Preston	ACC13651	CARDIOLOGY	Western Hospital Receiver	BRAIN	30-Aug-2006 01:22:33 pm	CT	1.2.826.0.1.3680043.6.1142.62815.20170615143818.9240.8.1423	15-Jun-2017 02:38:19 pm
Archive	Processed	MRN5365	Alfred Preston	ACC13651	CARDIOLOGY	CARDIOLOGY	BRAIN	30-Aug-2006 01:22:33 pm	CT	1.2.826.0.1.3680043.6.1142.62815.20170615143818.9240.8.1423	15-Jun-2017 02:38:19 pm
Receive	Processed	MRN5365	Alfred Preston	ACC13651	CARDIOLOGY	RECEIVER01	BRAIN	30-Aug-2006 01:22:33 pm	CT	1.2.826.0.1.3680043.6.1142.62815.20170615143818.9240.8.1423	15-Jun-2017 02:38:18 pm
StudyImageUpdate	Processed	MRN0863	Alfred Preston	ACC48201	CARDIOLOGY	CARDIOLOGY	BRAIN	30-Aug-2006 01:22:33 pm	CT	1.2.826.0.1.3680043.6.49538.1024.20170615142850.9240.7.1356	15-Jun-2017 02:34:47 pm
StudyImageUpdate	Processed	MRN0863	Alfred Preston	ACC48201	CARDIOLOGY	CARDIOLOGY	BRAIN	30-Aug-2006 01:22:33 pm	CT	1.2.826.0.1.3680043.6.41450.77795.20170615142839.9240.7.1289	15-Jun-2017 02:34:47 pm

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Related Transactions

MRNAccessionStudyUID

Job Type	Status	Accession	Source	Destination	Creator	Start DTTM	End DTTM	Duration	Count	Size	Study UID	Insert DTTM
Router	ActionPending	ACC13651	CARDIOLOGY	Western Hospital Receiver	RECEIVER01	15-Jun-2017 02:38:19 pm			0	0.00 KB	1.2.826.0.1.3680043.6.1142.62815.20170615143818.9240.8.1423	15-Jun-2017 02:38:19 pm
Archive	Processed	ACC13651	CARDIOLOGY	CARDIOLOGY	RECEIVER01	15-Jun-2017 02:38:19 pm			60	29.85 MB	1.2.826.0.1.3680043.6.1142.62815.20170615143818.9240.8.1423	15-Jun-2017 02:38:19 pm
Receive	Processed	ACC13651	CARDIOLOGY	RECEIVER01	RECEIVER01	15-Jun-2017 02:38:18 pm			60	29.85 MB	1.2.826.0.1.3680043.6.1142.62815.20170615143818.9240.8.1423	15-Jun-2017 02:38:18 pm

Showing 1 to 3 of 3 entries

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Tasks

Audit Detail

Node Name	Status	Count	Size	Start DTTM	End DTTM	Duration	Failure Reason	Details
ARCHIVE01	Processed	20	9.77 MB	15-Jun-2017 02:38:19 pm	15-Jun-2017 02:38:19 pm	00:00:00.418		1
ARCHIVE01	Processed	20	10.04 MB	15-Jun-2017 02:38:19 pm	15-Jun-2017 02:38:19 pm	00:00:00.282		1
ARCHIVE01	Processed	20	10.04 MB	15-Jun-2017 02:38:24 pm	15-Jun-2017 02:38:24 pm	00:00:00.253		1

Showing 1 to 3 of 3 entries

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