

**RADIOLOGY
APPLICATION
HANDBOOK**

June 18th, 2021

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RADIOLOGY IT SERVICES



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HOW TO FIND THE RADIOLOGY ON-LINE HELP

PACS Help Web Site ('Google' PACS Help to get there)

<http://depts.washington.edu/pacshelp/>

The screenshot shows the 'Radiology IT Help' page. On the left is a navigation menu with sections: 'Radiology Site Links' (UW Radiology SoM Website, UWMC Radiology Intranet, HMC Links), 'Applications and Systems' (EA Console, File Room PACS Cube, Fileroom Whiteboard, Front Desk PACS Cube, Front Desk/File Room Docs, ImageGallery, LifeIMAGE, LifeIMAGE Cloud, Mindscape, Nuance Powershare, PACS Web-Enterprise, PUMA, RII PACS Cube, RIS-IC Imagecast, StatDX, Universal Viewer(UV)), and 'Business Productivity'. The main content area has a header 'Radiology IT Help' with a phone number '(206) 543-7012'. Below the header is a photo of a building and a 'Weather Forecast' section. The main content is organized into three columns: 'COVID-19 Information' (2019 Novel Coronavirus (nCoV) Response Program, COVID-19 Self Assessment, Outpost Schedule, Guidance for Supervisors about Staff Who Test Positive for COVID-19, COVID-19 Exposure Policy), 'Department Information' (Contact Numbers, Radiology Links, Downtime Procedures, Radiology Department Newsletter), and 'Remote Work Resources' (Remote Work Resources Information Page).

A link to the Radiology help page can be found on the UW Medicine Intranet, **Workplace Services** tab.

The screenshot shows the 'Workplace Services' tab on the UW Medicine Intranet. The navigation bar includes 'ABOUT UWMC', 'DIVISIONS & DEPARTMENTS', 'TOOLKITS', 'MY EMPLOYEE RESOURCES', 'WORKPLACE SERVICES' (highlighted with a red arrow), and 'QUALITY & SAFETY'. The 'Workplace Services' content is divided into three columns: 'Maps and Directions' (UWMC Maps and Directions), 'Communications' (Teleservices, Alpine (E-mail), Using UW E-mail, Send a Text to a USA Mobility Pager, Configure Your Smart Phone, E-mail Vacation Message, Junk E-mail Filter, WIFI Access, Web UW Medicine Outlook), 'Public Safety' (Public Safety, ID Badges), 'Passwords and Accounts' (AMC Pass words, UW Net ID), and 'Where Do I Go For?' (Broken Clinical Equipment, Computer Repairs, Flu Shots and TB Testing, Food Options, IV Grid (IV Med Administration By Floor), Lost and Found, Mail Services, Materials Management Item Catalog, Pagers or Phone Problems, Parking & Shuttle Services, Plaza Cafe Menu, HEMM Online Requisitioning, Public Safety Escorts, Radiology IT Help). A red arrow points from the 'Workplace Services' tab to the 'Radiology IT Help' link in the 'Where Do I Go For?' section, which is circled in pink.

This is the same place you find links to change your AMC and UW Net ID passwords.

HELP PHONE NUMBERS, EMAIL, AND HELPFUL LINKS

UWMC Radiology IT Help line:

- 206 598-4890

HMC Radiology IT Help line:

- 206 744-4890

NWH Radiology IT Help line:

- 206 688-4890
- Hours: 8 to 5, Monday to Friday (All other hours, call IT Services Help Desk). This line forwards to UW Medicine IT services after hours.
- Use for radiology application specific assistance.
- Leave a message and call back number if we are unable to answer.

IT Services Help desk: mcsos@uw.edu

- 206 543-7012
- Hours: 24 hour help, 7 days per week
- Be specific about what you need and how soon you need it. This is a triage line for the entire institution.

School of Medicine Help: somradit@uw.edu

- 206 221-3016
- Hours: 8 to 5, Monday to Friday
All other times use the IT Services Help Desk line.

SCCA IT Help:

- Radiology Application support
 - Rad IT support line at 206 **606-8213** Radsupport@seattlecca.org

UW Rad IT Web Page:

- <http://depts.washington.edu/pacshelp/>

Dr. Gunn's Web Page:

- <https://depts.washington.edu/uwerad/links.html>

HOW DO I SET UP NEW ACCOUNT AT UWMC/ HMC

For new accounts, you will need to start with setting your AMC (UW Medicine) and UWNNetID passwords. **Passwords must be between 8 and 12 characters. Do not exceed 12 characters.**

For new staff, we will help you create access to the radiology applications, but you must first have AMC and UWNNetID set up. Both are needed **prior to** radiology training sessions.

CHANGING YOUR PASSWORDS

Passwords must be changed every 120 days.

UW Medicine Radiologists normally work in an integrated environment where Radiant, UV/PACS, and PS360 work together. When in an integrated environment, it is not necessary for your passwords to match. However, you may find it easier to sync the passwords in the event that the application is needed when non-integrated.

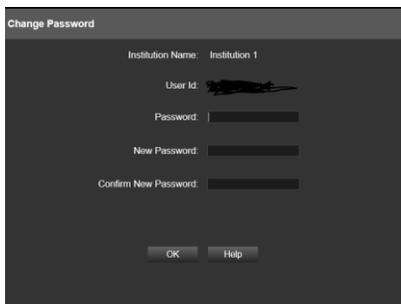
After changing the AMC password, do the following:

Change the UV/PACS Password

1. Launch UV Stand alone from your desktop or go to <https://uwpacs.uwmedicine.org>
2. Input your username and password and do not click Login.



3. Click on Change Password

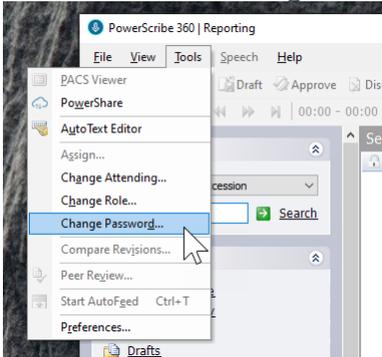


4. Enter current password in Password field.

5. Enter new password (new passwords must be between 8 and 12 characters) in the New Password and Confirm New Password fields.
6. Enter new password in Radiant.
 - a. Click the Epic toolbar to see the "Update UV Login Information". It may already be on the toolbar. You may also access the 'Update UV Login Information' by performing a 'Jump To' action from the Search.
7. Enter your UV password and ensure username is correct.

Change PS360 Password

1. Log in to Powerscribe
2. Click Tools >> Change Password



3. Complete the password update.
4. If you also have a ViewPoint account, update this one as well.

REMOTE CONNECTIONS

Pulse Secure

For assistance call SOM Radiology at 206 221- 3016 somradit@uw.edu

You will need to install Pulse Secure for remote access. Please do this prior to your first call of duty.

Where to get the software?

SSLVPN FAQ – [Pulse Secure Installation for Windows](#)

SSLVPN FAQ – [Pulse Secure Installation for Mac](#)

How do I use it?

Pulse Secure works by securely connecting your remote computer to the UW Medicine network. It behaves as if your computer is on the UW network. All your UW Medicine applications should function as if you are in the hospital at work.

Can I install on my personal laptop? Who can help me?

IT Services Helpdesk can help. VPN clients are not managed directly by Radiology IT, but we can certainly answer some questions.

Problems?

Please submit a ticket by either emailing mcsos@uw.edu or calling 206-543-7012.

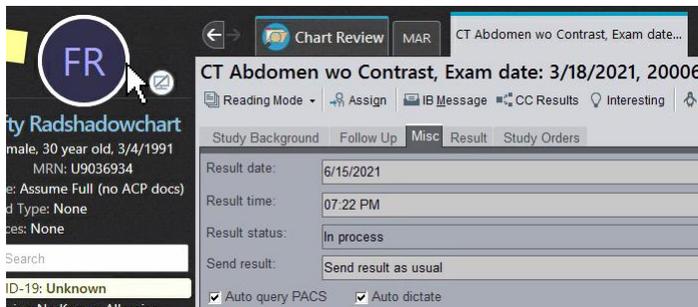
PACS Help:

<https://depts.washington.edu/pacshelp/netid/wts.html>

RADIANT INTEGRATION

To ensure that you can launch exams integrated, ensure that Radiant is set to launch UV/PACS and PS360.

1. Log into Radiant from an integrated radiologist workstation.
2. Open a study.
3. On the **Misc** tab, ensure that **Auto query PACS** and **Auto dictate** are checked.

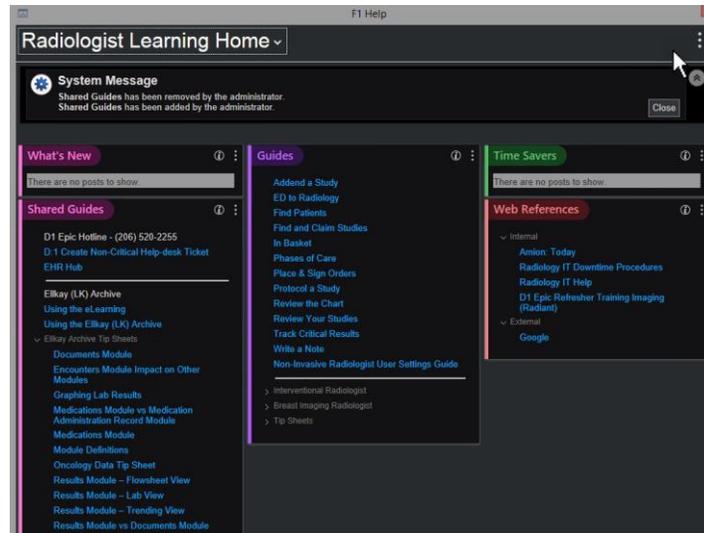


4. If they are, you are integrated with UV/PACS and PS360.
5. If they aren't checked, check the boxes and log out.
 - a. Close login screen. Ensure Powerscribe is also closed.
 - b. Log back on to activate full integration.

RADIOLOGIST LEARNING HOME

Radiant has a comprehensive Help section with guides and tips sheets that you will find helpful. These documents are continuously updated as necessary and serve as the most currently published version.

To access the Radiologist Learning Home in Radiant, press F1.

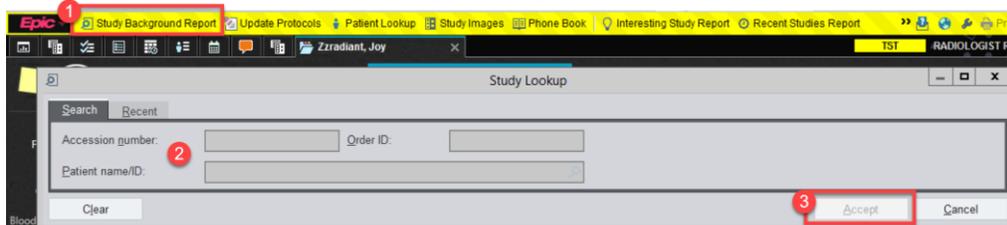


INTERRUPTED WORKFLOW

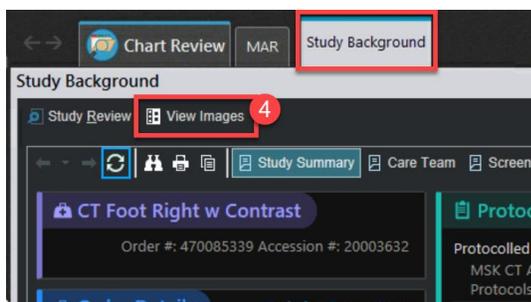
In a situation where you have a patient's chart open, reading a study, and are interrupted, do the following:

To view study images only:

1. Select **Study Background Report** from the Hyperspace Toolbar.
2. Enter the **Study Lookup** information to find the study.
3. Click **Accept** to open the **Study Background**.



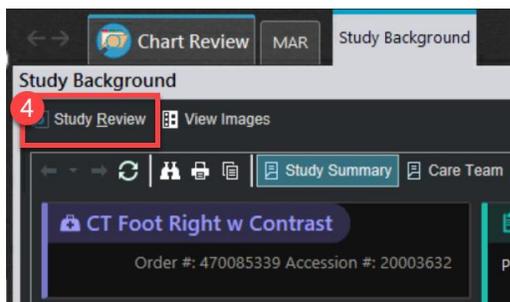
4. Select **View Images** to view the images in PACS.



Discontinue using **Stand-Alone Epic** as it results in intermittent freezing of desktops.

To view study images and open UV and PS360:

1. Select **Study Background Report** from the Hyperspace Toolbar.
2. Enter the **Study Lookup** information to find the study.
3. Click **Accept** to open the **Study Background**.
4. Select the **Study Review** button to view study images and open UV and PS360.



POWERMIC II & III DEFAULT BUTTON SET-UP

POWERMIC II



L-3932-001

12/2010

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PowerMic III



PS360 MICROPHONE SETTINGS

DICTATE button:	Use deadman switch
STOP/PLAY button:	Deadman play audio
REWIND button:	Use deadman switch
FAST FORWARD button:	Use deadman switch
TAB BACKWARD button:	Previous field
TAB FORWARD button:	Next field
TRANSCRIBE button:	Toggle visibility
ENTER/SELECT button:	Enter key
CUSTOM LEFT button:	Sign report
CUSTOM RIGHT button:	Save as draft
SCAN button:	Nothing

POWERSCRIBE 360 (PS360) TIPS & TRICKS

PS360 VOICE COMMANDS:

Click on the Help button on the PS360 tool bar and select "What Can I Say" for a list of voice commands.

VOICE RECOGNITION ISSUES

ISSUE: MY VOICE RECOGNITION IS POOR. HOW DO I FIX IT?

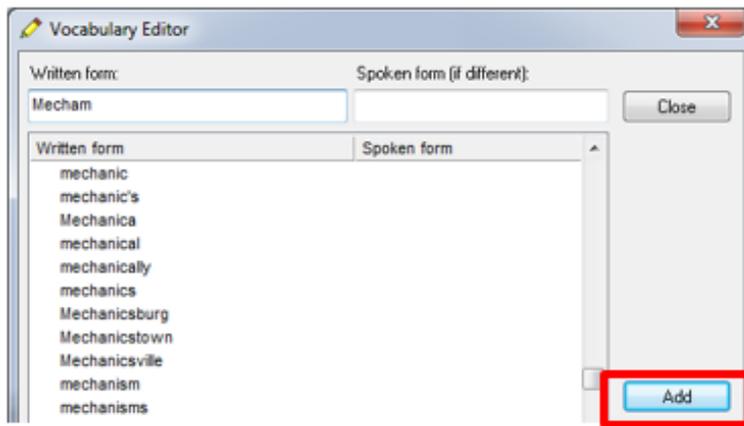
1. Click on **Nuance PowerScribe** icon.
2. Log on.
3. Click on Speech.
4. Click on **Audio Setup**.
5. Select **Dictaphone PowerMic**.
6. Check Microphone window will appear. Click **Next** to continue.
7. Click **Start Volume Check** and read the text once the text turns black. Once you hear a beep, click **Next**.
8. Click **Start Volume Check** and read the text once the text turns black. Once you hear a beep, click **Finish**. If you receive a **Check Microphone: Failed** message, please re-do steps 7-8.
9. If recognition continues to be poor, please call 4-4890 (HMC) or 8-4890 (UWMC) for additional support

ISSUE: WHY DOES IT KEEP ASKING ME TO DO THE AUDIO SETUP?

1. When you are using PS360 for the first time, the microphone must be calibrated with your voice.
2. If the microphone gets unplugged and gets placed into a new USB port, it will lose the calibration from the old USB port and ask you to do it again.
3. New microphone is installed.

ISSUE: HOW DO I TRAIN A WORD OR PHRASE?

1. Click **Speech**.
2. Click **Vocabulary Editor**.
3. Type in the word/phrase (Do not recommend more than 6 syllables when training a phrase) that you want to train in the **Written form** box. If word already exists, proceed to step 4. If the word/phrase, does not exist in the Vocabulary Editor, click the **Add** button.



4. Click **Train** to train your new word.
5. Train Words window will appear. Click **Go** to train the word.
6. Click **Go** again to train word and a green light should flash on the circle and click **Done**. If you do not see the green light, please repeat this step.

ISSUE: I TRAINED A WORD AND IT STILL DOES NOT RECOGNIZE IT.

Only recommend using this functionality when the word that you want to replace is a word that will never be used in a report.

1. Click **Tools** · **Preferences**.
2. Click **AutoCorrect**.
3. Type the word that is wrong in the **Replace:** box and type the correct word in the **With:** box.
4. Click **Add**.
5. Click **OK**.

ISSUE: WHY DO I NEED TO DICTATE THE WORD INSTEAD OF TYPE?

PS360 will not be able to learn the way you speak if you type and your recognition will not improve and can cause a corrupt speech profile.

ISSUE: HOW CAN I CREATE A CHECKPOINT AND WHY IS IT IMPORTANT?

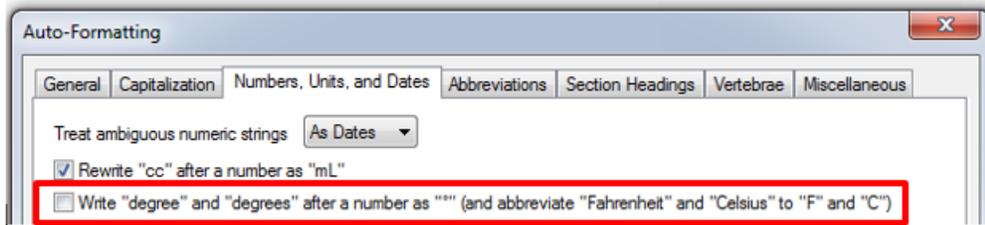
Creating a checkpoint is important because it avoids a user from having to re-train their voice profile when their recognition deteriorates. Best practice is to save your checkpoint twice a month. This will eliminate the possibility of losing trained and added words in your vocabulary editor.

1. Click **Speech** · **Checkpoint Speech Files**.
2. Click **AutoCorrect**.

ISSUE: WHY DOES THE DEGREE SYMBOL APPEAR ON MY REPORTS INSTEAD OF THE WORD DEGREE?

1. Click **Speech**.
2. Click **Formatting...**
3. Click on the **Numbers, Units, and Dates** tab.

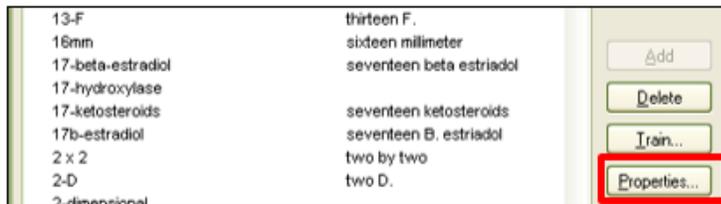
- Click to uncheck **Write "degree" and "degrees" after a number as ""** (and abbreviate **"Fahrenheit" and "Celsius" to "F" and "C"**).



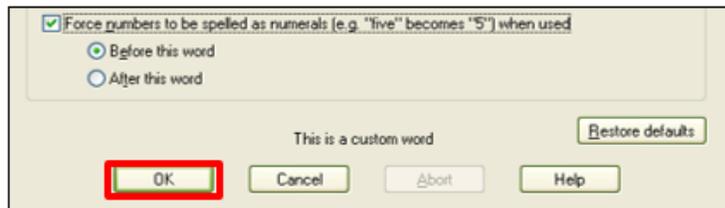
- Click **Apply** and **OK**.

ISSUE: HOW DO YOU CHANGE DICTATED NUMBERS TO A DIGIT?

- Click **Speech**.
- Click **Vocabulary Editor**. The Vocabulary Editor window will appear.
- In the Written Form field, type the numeral **1**.
- In the Spoken Form field, type **one**.
- Click **Add**.
- Click **Properties**.



- Check **Force numbers to be spelled as numerals (e.g. "five" becomes "5") when used** box.
- Click **OK**.



- Repeat for digits 0-9 inclusive.

DICTATION SCREEN ISSUES

HOW DO YOU PIN/UN-PIN PRIOR REPORTS?

1. Click on the **Prior Reports** tab located in the lower left corner of the dictation screen.
2. Click  to toggle pin/un-pin functionality.

HOW DO YOU USE PICK LISTS WHEN USING THE PACS DRIVEN WORKFLOW?

Must be done in Dictation Mode in PS360.

NOTE: If you encounter a Pick List, please use one of the options per Dr. Gunn.

1. On the left side of the dictation screen, the **Field** menu will appear.
2. The **Pick List** window will appear if there are multiple choices.
3. In this example there are 3 choices. Dictate **Pick 1**, **Pick 2**, or **Pick 3** depending on your choice.

HOW DO I SELECT A SITE MACRO (INCLUDING CRITICAL RESULTS MACRO)?

1. Click  located in the lower left corner of the dictation screen.
2. In **List** field, click **All Site**.
3. From here you can select any Site macro to use.
4. To use the Critical Macro, you can either select **Critical** from the **All Site List** or you can dictate one of the following: **Macro Critical**, **Macro Critical Red**, **Macro Critical Yellow**, or **Macro Critical Green**, or **Macro Critical**.

If you communicate a finding, but it is not a critical result, you can document this communication by dictating **“Macro Communication.”**

I'M TRYING TO INSERT A MACRO USING THE VOICE COMMAND BUT IT IS NOT WORKING.

Reasons why trying to insert a macro may not work:

1. Use the voice command **Macro** to pull up macros. (Unless user has changed preferences)
2. Macro may be tied to a specific exam code. If you are trying to use the macro for an exam that it is not tied to, it will not work.
3. Macro name may be too long. Vendor does not suggest more than 5 syllables when trying to insert macro name.

APPLICATION ISSUES

ISSUE: HOW DO YOU KEEP THE PS360 WINDOW ON TOP WHEN USING PACS DRIVEN WORKFLOW?

1. Click on **Nuance PowerScribe 360** icon.
2. Log on.
3. Click **View**.
4. Click on **Always on Top**.

ISSUE: WHY DOES ALWAYS ON TOP NOT WORK?

This is a known bug with Nuance. To minimize the possibility of the Always on Top functionality from breaking, do not minimize the application from the upper right hand corner. Use the microphone **Toggle Off/On** button to minimize the PS360 window.



ISSUE: PS360 PROMPTED ME TO ENTER MY PASSWORD IN THE MIDDLE OF THE DAY. WHY?

PS360 will ask users every 6 hours to type their password in. This is a security setting.

ISSUE: I WAS LOGGED OUT AUTOMATICALLY FROM PS360.

PS360 will log a user off if they have been idle from the application for 5 hours or more.

ISSUE: PS360 DISAPPEARED OR DID NOT DISPLAY.

Try pressing the Toggle button on the PowerMic. If PS360 did not launch at all, confirm that you are integrated.

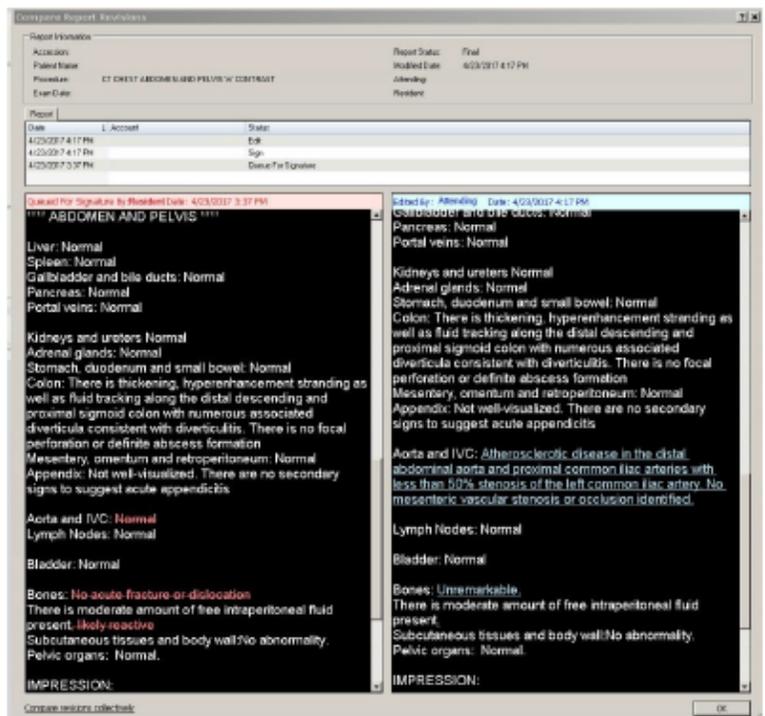
POWERSCRIBE 360 COMPARE REVISIONS

Purpose

Compare Revisions in PS360 is a way for radiologists, including residents, to track changes made to versions of their radiology reports. Edits made, including deletions and substitutions, are highlighted in each version of the report.

Workflow

- There are two different locations where you can compare report revisions
 1. Main Screen (Select the report, then Tools > Compare Revisions)
 2. Dictation Screen (Tools > Compare Revisions)
- You can only compare report revisions that were generated and edited using PS360.
- Two views within Compare revisions:
 1. **Compare revisions collectively (default).** Left window will display entire report with combined revision versions with deleted text in red strike-through and added text in blue underline. Right window will be split in half and show the resident/fellow and attending versions.
 2. **Compare revisions side by side (recommended).** Resident/fellow and attending versions will be side by side with deleted text in red strike-through and added text in blue underline. Use the report selection panel above the reports to select the two versions to compare.

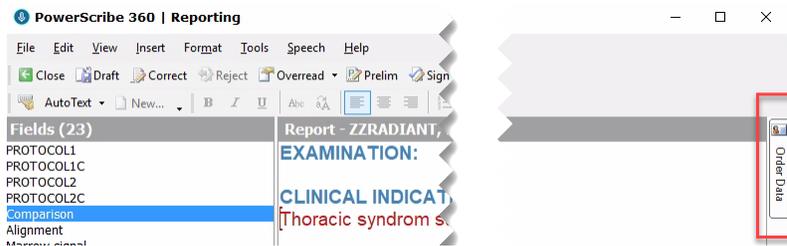


Joy Mecham, Martin Gunn, June 2017

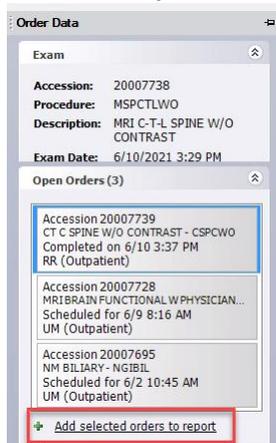
ASSOCIATING ORDERS

UW Medicine's Radiant driven workflow utilizes PS360 to associate orders which will be covered in one report.

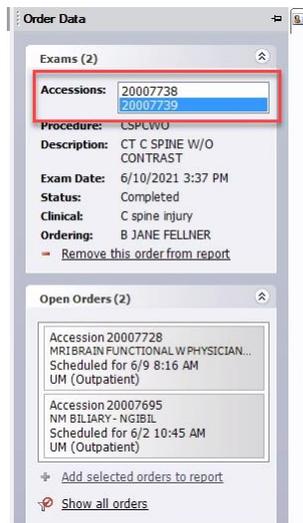
1. With exam open in PS360, expand the **Order Data** window on the right of the reporting area.



2. Under **Open Orders** section, locate the exam to associate. Click 'Add selected orders to the report.'



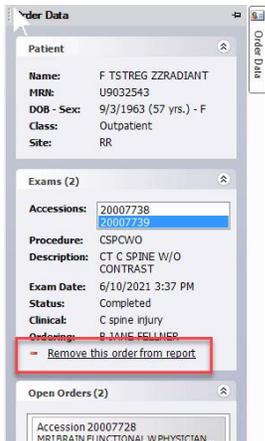
3. The order is now associated, and the accession has been added to the Exam information.



REMOVING AN ORDER FROM ASSOCIATION

Important Note: When removing an association, ideally both exams will be in a completed status. It is possible to associate a completed exam with a preliminary exam, however once associated, it cannot be removed. Likewise, it is not possible to remove an exam from association once finalized.

1. In the Order Data window in Exam section, select accession number that you wish to remove association. Click “Remove this order from report.”



CRITICAL RESULTS REPORTING

It is important to provide timely reporting of critical results and findings that may require emergent or urgent interventions, or clinically-relevant unexpected findings requiring further evaluation (e.g. findings suspicious for cancer).

The department has a Clinical Results Reporting policy, and audits compliance with this policy. The policy is located on the Hemingway folder:

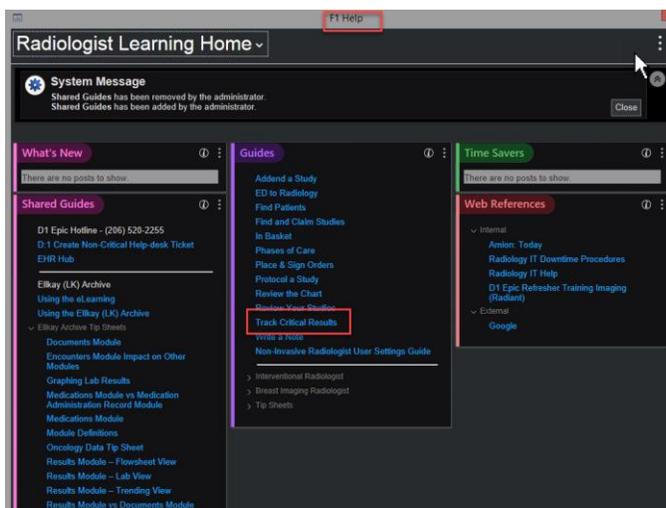
<https://hmc.uwmedicine.org/sites/policiesprocedures/Pages/CriticalResultsReporting.aspx>

An **AMC Login** is required to access this.

HOW TO REPORT CRITICAL RESULTS

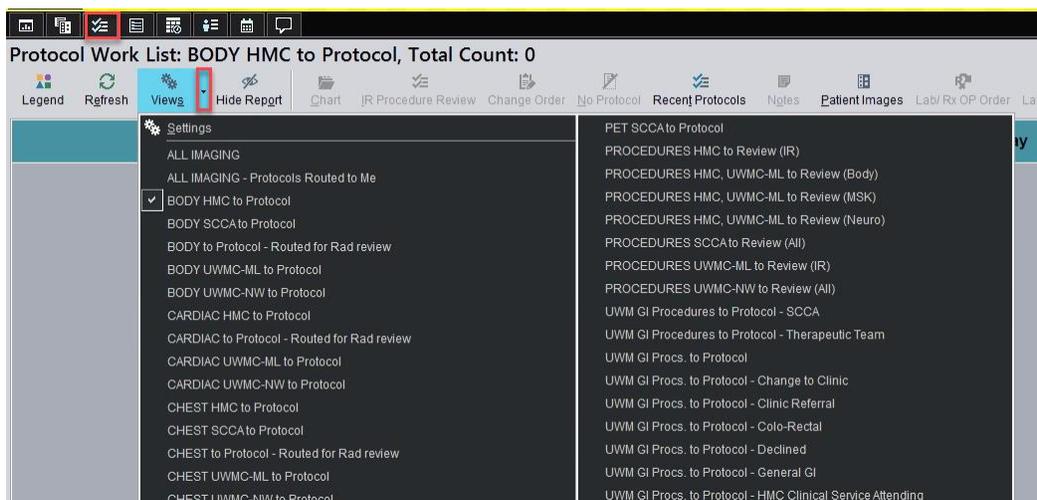
Critical results are reported within Radiant. To access the instructions on how to report Critical results within Radiant:

1. Log in to Epic Radiant
2. Press **F1** to access the **Radiologist Learning Home** dashboard
3. In the **Guides** section, click the **Track Critical Results** link to open the document.



HOW TO PROTOCOL A STUDY

Protocolling studies are done in Radiant. At the time of login, you will be required to pick a protocol work list for protocolling studies. To access the protocol worklist, click the protocol icon. You can switch worklist by clicking the **Views** dropdown and select a different work list.



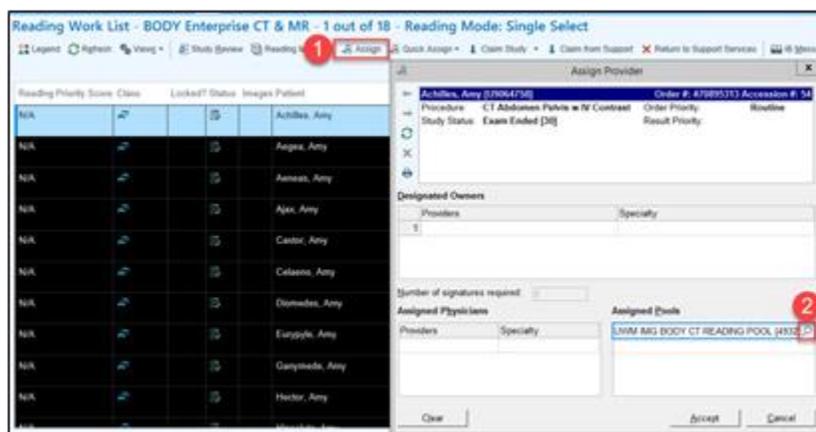
1. Log in to Epic Radiant
2. Press **F1** to access the **Radiologist Learning Home** dashboard
3. In the **Guides** section, click the **Track Critical Results** link to open the document.

SWITCHING AN EXAM TO A DIFFERENT READING POOL

When using the **Assign** button on the Reading Work List, it is critical that you don't add a reading pool outside of radiology.

To assign a case to a RADIOLOGY reading pool from the Reading Work List, do the following:

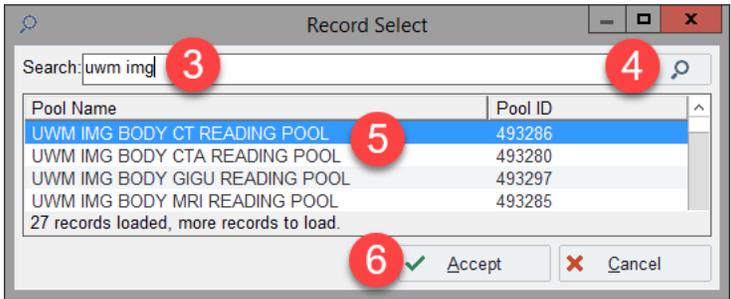
1. Click **Assign**.
2. Click the magnifying glass in the **Assigned Pools** field.



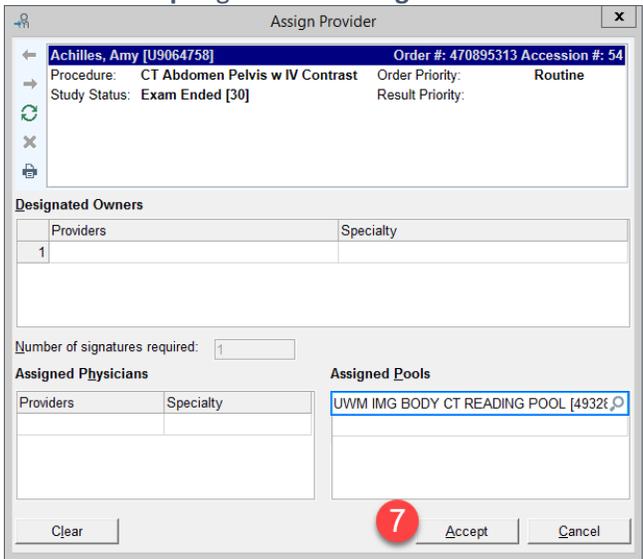
3. Type “uwm img” in the **Search** field.
4. Click the magnifying glass to search for the pool you want.
5. Select a relevant reading pool.

! Avoid the OB READING POOL, VASCULAR READING POOL, and VIEWPOINT READING POOL.

Also do not select the NEURODIAGNOSTICS READING POOL, which routes radiology exams for an EEG interpretation.



6. Click **Accept**.
7. Click **Accept** again in the **Assign Provider** window.

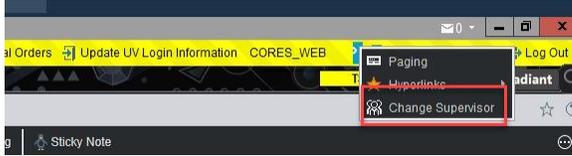


SUPPORT SERVICES WORKFLOW

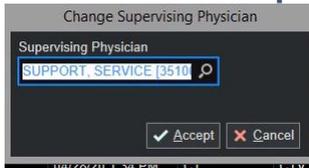
Support Services is used on nights and weekends or in other cases where an attending is not on-site. Cases are read under the attending “Support Services.” The next morning, the attending will take the cases over to final he exams (or read out with the resident or fellow).

1. Change attending to Support Services in Radiant and PS360.

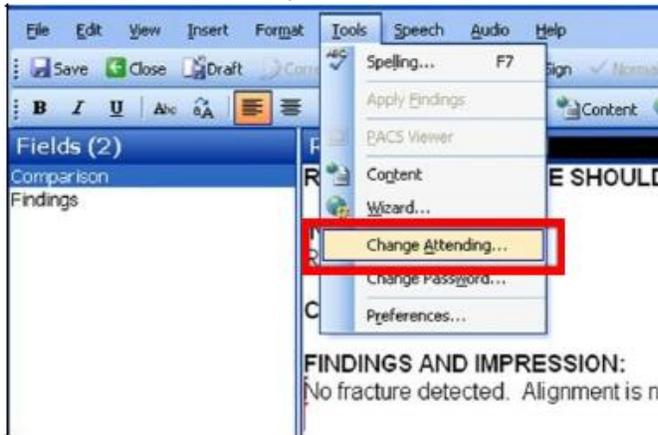
- a. In Radiant, locate the >> on the top menu bar. In the dropdown, click **Change Supervisor.**



- b. Type in Support, Service or click the magnifying glass to locate Support Services. Once selected, click **Accept.**



2. In **PowerScribe 360**, click the **Tools** menu and select **Change Attending...**



3. Type "S" on the keyboard and scroll down to select the **Support, Service** attending.
4. Click **OK**

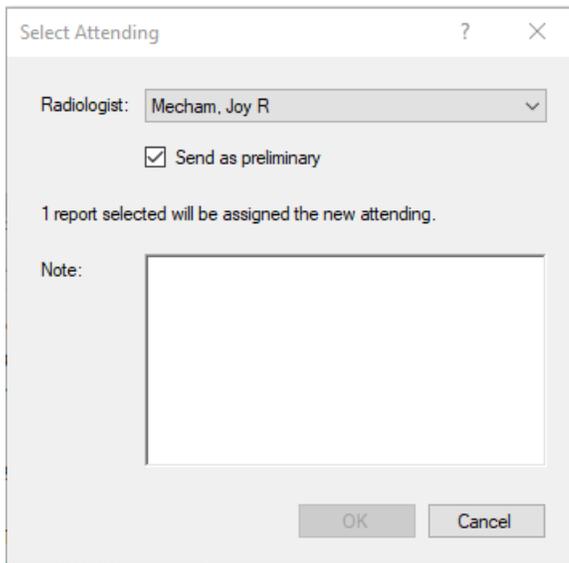


5. The attending will claim the exams from Support Services.

NOTE ON CHANGING ATTENDINGS WITHIN PS360

When changing an attending for exams that are preliminary status, ensure that the check box **Send as preliminary** is checked. If you do not see the checkbox (shown on the image below), this indicates that the exam (or one of the exams) is not in preliminary status.

IMPORTANT: When changing the attending on preliminary exams, **do not click OK** if the checkbox isn't checked OR if the checkbox isn't visible. This causes a mismatch between systems and the attending's worklist WILL NOT be updated to reflect the change.



PS360: WORDS TO WATCH OUT FOR

PS360 uses certain words to identify the sections of a report. When used incorrectly, these words can cause issues when interfacing with Epic. Please be mindful when using the following words when reporting out of PS360.

ADDENDUM:

Do not use the word "addendum:" (case insensitive, with a colon) within the body of the original report. The word "Addendum:" (case insensitive) should only be used when sending an addendum. Using it within the body of the original report will cause the report to not file into Epic. This requires an interface engineer to correct.

The word "addendum" (without a colon) or any form of the word within the body of the report may be used without issues.

IMPRESSION:

Please be mindful of the following:

- The first instance of the word "Impression:" (case insensitive, with a colon) *within the body of the **original** report* will send any text below it as an impression to Epic. The word "impression:" within an addendum will be sent as addendum text and does not have any placement implications.
- To ensure the impression is properly sent to Epic, ensure that:
 1. The word "Impression:" (with a colon) is contained within the body of the report.
 2. The word "Impression:" (with a colon) is on its own line and near the bottom of the report.
- When using "Impression:" more than once within the body of the report, such as when the attending has a final impression in addition to the resident's original impression, ensure that the any additional impression text is below the original resident's "Impression:".
- The word "impression" (without the colon, case insensitive) will not be sent as an impression to Epic whether in the original report or in the addendum.

UNIVERSAL VIEWER (UV)

Universal Viewer is UW Medicine's PACS Viewer. Please review our job aids and helpful training links on our PACS Help Web Site.

GET TRAINING – LINK TO JOB AIDS

<http://depts.washington.edu/pacshelp/docs/Training/UV.php>

UNIVERSAL VIEWER KEYBOARD SHORTCUTS

UWMEDICINE UNIVERSAL VIEWER KEYBOARD SHORTCUTS

Navigation

Action	Shortcut
Navigator	N

Zoom

Action	Shortcut
Zoom Mode	Z
Set Zoom to 1	1
Set Zoom to 2	2
Set Zoom to 2.5	Ctrl + 2
Set Zoom to 3	3
Set Zoom to 3.5	Ctrl + 3
Set Zoom to 4	4
Undo the Zoom	6
Zoom to ROI	Ctrl + Z

Save/Quit

Action	Shortcut
Exit	F2
Done	F12 or D
Quick Add Images (mark/unmark key images)	K

Image Manipulation

Action	Shortcut
Arrow	A
Cine *	C
Flip	F
Invert	V
Lense (Magnifying Glass)	Q
Mirror	9
Point-to-Point	M
Measurement Tool	
Rotate (clockwise)	R or 0 (zero)
Set Recommended W/L	NUMPAD 0
Global Stack	S
Toggie Labels	L
Temporary Measurement	T
Toggle Measurements (show/hide)	M
Triangulation	X
W/L	W
Zoom	Z

* Radiology users only

Paging

Action	Shortcut
Activate Page/Scroll Mode	P
Activate Scroll Options	Ctrl + Alt + S
Go to First Image/Page	Home
Go to Last Image/Page	End
Go to Middle Image/Page	Insert
Next Page	Down arrow
Previous Page	Up arrow
Cine Toolbar Next Page	Right arrow
Cine Toolbar Previous Page	Left arrow
Next Series	Page Down
Previous Series	Page Up
Next Preset Window	Spacebar

Hanging Protocols

Action	Shortcut
Next HP	H
Previous HP	J

GE PACS FEATURES UNIQUE TO US

Images with a lowercase 'e', e.g. 3e

These are old images from the HMC PACS prior to our database consolidation. They are retrievable. They are stored in the old HMC archive.

MRNS (Medical Record Numbers)

We have three MRNs:

Enterprise MRN - (numerical; no letter at the beginning.)

'**U**' number, e.g. U123456 – this is the main MRN that is not used for all UW Medicine patients, regardless of location.

'**H**' number (No longer used), e.g. H123456 – these came from Harborview and HMC clinic patients.

The Enterprise number ties the U and H numbers together. A patient may have an Enterprise number and a U number, an Enterprise number and an H number, or an Enterprise number and both a U and H number.

BOOKMARKS

A bookmark captures the complete display state of an exam. When you apply a bookmark, it restores the reading session to where the user left off. Please see the job aid on how to create a bookmark.

https://depts.washington.edu/pacshelp/netid/uv_training_docs/UV_using_bookmarks.pdf

SAVING IMAGES

You can save images to a local disk, share drive, or flash drive from UV, but you cannot email images.

https://depts.washington.edu/pacshelp/netid/uv_training_docs/UV_saving_images1.pdf

HOW TO FILE AN INCIDENT REPORT (PATIENT SAFETY NET)

There should be a desktop link to the Patient Safety Net (PSN) on all desktops. If you do not see it, check the **Links** page of **Harborview Emergency Radiology**, at the bottom of the **UW Radiology** section. Click on the link and log in using your AMC login. Fill out the form and continue as directed.