
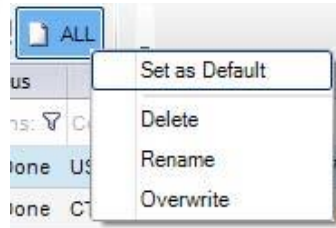



1. Upon login, your Pending Dictation and Pending Signature worklists display. (Your login credentials drive that.)
2. Click the Radiologist menu to open additional worklist tabs.
 - Pending Signature—This worklist includes reports that have been returned from QA, where changes were made that must be approved by the radiologist.
 - Pending Dictation—This worklist includes studies to be dictated for that location and any that have been assigned to the radiologist directly.

 **Note** that the All list should be the default. To make sure of this, right-click All, and then choose *Set as Default*. Any new lists should be built from this list.



3. To sort studies on the Pending Dictation worklist, click the header of the column to sort.
4. To read a study, double-click the corresponding row. The patient folder, report editor, and images will open.

The left monitor will be the patient folder screen, which includes the following elements: Prior Study Details (top half of screen), Prior Study Attachments (lower left of screen), Prior Study Report (lower right of screen).


 **Note** that you can save any changes to the default layout by selecting View and then Save Layout.



The center monitor displays RIS/Voice Recognition (VR) Monitor, which includes the main report template element (center screen), templates element and macro element.

The right monitor (BARCO) displays the eRAD PACS viewer.

5. Once the report editor is open, the default template for the procedure automatically loads.
6. Required sections include Exam, History, Technique, Findings and Impression. The Comparison and Comments sections are optional.
7. The cursor will be located at the first [field] in the template. If the field is highlighted in dark blue [field], any dictation will overwrite the contents.
8. Press the Record button to activate VR to listen for commands and dictation; this button must be held down while dictating and issuing commands.
 - >> button or “Next Field” command will jump to next field
 - << button or “Previous Field” command will jump to previous field
 - INS/OVER button will assign or remove the priority of STAT
 - EOL button or “Sign Report” command will sign the report
 - The command “Insert Macro” can be used in conjunction with the name of a macro seen in the macro element for that study. i.e. “Insert Macro B two” will insert BI-RADS 2 comment for mammo cases.
9. Review the report for any edits/revisions, and then select one of the following options as a next step:

- Submit to send the dictation to an editor
- Sign to complete the dictation and release the report
- Suspend to save the dictation as a work in progress, to be revisited later.
- Close to cancel changes and return the study to the Pending Dictation worklist.

 **Note** that all Addendums must use the Submit button to send the report to QA so that the addendum is added to the correct system.

 **Note** that you can retrieve suspended exams by going to the Radiologist menu and selecting Suspended Worklist.  Suspended




Additional Notes




The **Mike Wizard** should be run daily before starting dictation. Because radiologists will be rotating through “chairs” on a daily basis, the levels of the microphone will need to be set each day to the new radiologist. Run the Mike Wizard by clicking the Mic Wizard at the top right of the report element. Follow the ensuing instructions.



The **Interactive Dictionary** can be used to improve recognition and replacement rules. For example, dictated “millimeters” is transcribed as *mm* , or dictated “GBMC” is transcribed as *Greater Baltimore Medical Center*. This dictionary is per user. To access it, click the button located at the top right of the report element.

Optional Fields vs. Required Fields— This full blue square signifies a required field. When contained in a report, this field *must* have content for the sign-off to be executed. These fields may sometimes contain default values, which will not block sign-off, e.g., , but if such a field is empty , sign-off will not proceed.

 This single blue bracket, on the other hand, signifies an optional field. The field does not require content in order for the sign-off to proceed..

Spell Check contains two different dictionaries, user and global. When a new word is added, it is added only to the user-based dictionary, not automatically to the global dictionary.

Audio Clipping is one of the major causes of poor recognition. Audio clipping can have two main causes:

- Incorrect speech mike levels causing distortion. The solution is to run the Mike Wizard again.
- Poor Thumb control, i.e., pressing the button late when starting to dictate and releasing too soon at the end of the dictated command/comment. This is often seen with the command “period” being transcribed as “appear.” The solution is to concentrate on thumb control; as muscle memory increases, this problem decreases.

Sign and Continue vs. Sign and Close—By default, the setting of both the Sign button and Submit button is Sign and Continue, which will open the next study on the Pending Dictation worklist. If the radiologist prefers to manually choose his/her own cases from a list, the setting can be updated by selecting File, then Preferences, then Rad Screen Button Defaults. From there, update the options.

Patient Folder—If you lose the patient folder on the far-right monitor, go to View, then Load Layout, then Dictation (Full). This will restore the default/normal layout.

View Images

Viewing Studies in Progress is possible by going to the Technologist menu and double-clicking the exam line item; this will open the exam. At the bottom left of the window, click the View Images button.

Speech Mike buttons

