

 Click Technologist in the Technologist worklist.

1				
k	Technologist	Radiologist	Mammo	Trans
	Technolo	gist WL	Ctrl+	L+T

2. You may see several different statuses in the Status column.



- CheckingIn—The patient is at the front desk and is in the *process* of being registered. They
  are *not* ready for the technologist yet.
- Arrived—The check-in process is complete, and the patient is ready for the technologist.
   Your MWL will not populate until the patient is arrived.

When you go to the waiting room to get the patient, you will "start" the patient in RIS.

3. To start the exam, double-click the row- or single-click and select Perform at the bottom of the screen. (If you double-click, enter a Technologist's name and click the Start button.)



- 4. Perform the exam, and then return to the Technologist screen.
- 5. Double-click the exam in the worklist or single-click and click Perform at the bottom of the screen.
- 6. Enter (required) Tech notes and other information as shown below.



## eRAD RIS Job Aid: Technologist Workflow

Reception WL (6)	Technologist WL (3)	Perform Exam (JOEY TES)	STACCOUNT)	×				
Include Flags	Status	Procedures		Scheduled Date	Referring	Room Associan#	Read STAT Sedation	
	Status Scheduled XR Chest Min			03-08-2012 11:00 AM		XR1EL 1009803	Read STAT Sedation	n Exam STAT
• 🔽 💿 🗾 S	started XR CERVICAL	SP 2 OR 3 VIEWS [72040] - 0	Cervical spine	03-08-2012 10:41 AM	WILLIAM PARNES	XR1FH 1009806		1
I				1111				
Patient Order Do	cumentation Billing Co	des Attachments Notes /	Exam Times	Visit Image Request (	0)			
Tech Notes								
Technologists Note	es:						Copy / Pas	ste
			*	Primary Tech:*	Abel, Alisa			-
Enter T	Fech Note	∍s here		Assisting Tech 1:				
				Assisting Tech 2:				
				-			inant (  Not Pregnant	
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7. A Radiologist may display by default in the Assigned Radiologist field. If so, Radiologists have been pre-loaded to read certain studies for certain referring physicians. Do not change this assignment.

Patient	MU	Order	Documentation	Billing Codes	Attachments	Notes / Exam Time	es Image Request (	(0)
Tech Not	tes							
Techr	nologists	Notes:						Copy / Paste
ches	pain					~	Primary Tech: *	Grubowski, Joe
							Assisting Tech 1:	<b></b>
							Assisting Tech 2:	<b></b>
							Last Menstrual Perio	
								radiologist name shows.
						~		this will assign to that
Procedu	ire						Associated Radiolog	lists
Scann	her: *		FLPTCT1			-	Assigned Radiolog	ist: RAD, RAD
Perfor	rmed Pro	ocedure:	* CT Chest WO	(71250)			Performing Radiolo	gist:
Body	Part: *		Chest	- La	terality:	-	Assistant Radiologi	ist:
Chang	ge Reas	on Code:	1			-		
Chang	ge Reas	on Note:				~		

8. If your study was an exam with contrast, enter the contrast amount (quantity) for *every*\_exam under the Billing Codes tab.





9. Click the Attachments tab, then the Advanced Scan icon to scan documents. (Put the document face down in the scanner.)

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Patient Order	Documentation	Billing Cod	Attachm	ents Notes / E
<u></u> Scan	D Import	<u>V</u> erbal		
Attached	Туре	Pa	ages	Level

10. Select the study that will receive the document, select the document type from the dropdown, and select Scan.

	Select	Status	Procedures		Schedule	ed Date	Accession	n #
V		Contai 😽	Contains:	V	Equals:	V	Contains:	V
1		Arrived	NM Renal Scan W Lasix [78708] - A	bdomen	05-04-2012	1:30 PM	1000002244	
		Signed1	ZZCT, Abdomen and Pelvis W WC	[HVRA	01-04-2012	12:00	1378217N	
		Signed1	ZZCT, Abdomen and Pelvis W WC	[HVRA	01-04-2012	12:00		
Doct	ument Typ		2	[HVRA	01-04-2012 Scan			

- 11. Select OK to save the document.
- 12. Verify that images have been sent to PACS by viewing images. From the Documentation tab,

click View Images View Images in the lower left corner. PACS will launch. After verifying that the images are satisfactory, close the PACS screen.

13. Complete the patient's exam in RIS to make the study available to the Radiologist.