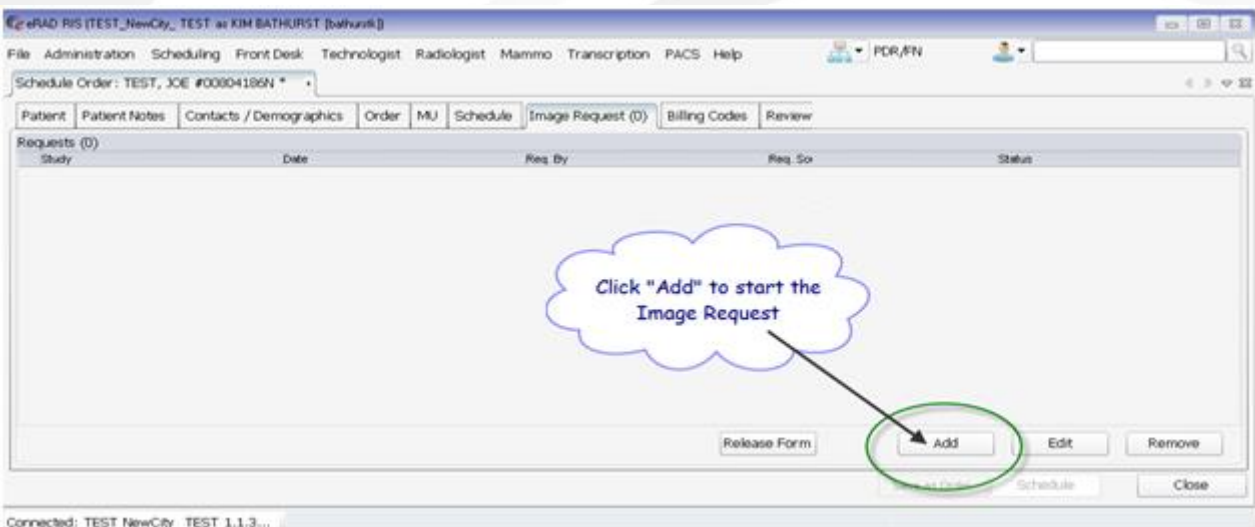



An Imaging Tracking request can be made at any point in the eRAD RIS workflow. The following processes are broken out by modules in RIS.

Scheduling

1. Schedule as normal, collecting all required information.
2. Click the Image Request tab.
3. Click the Add button to begin the request. The Image Request window displays.



4. In the top pane, select the exam the patient is requesting. If other exams are being performed that same day, they can be selected as part of the request as well.
5. Under Requested By, choose the Patient, Referring Physician, Other doctor, or Other. The first two options will auto-populate details when selected. If you choose Other doctor, you can use the Search feature to find the physician and address. If you choose Other, you must manually enter the name and phone number.
6. Under Details, choose the format the patient is requesting.
 -  **Note** that eFile is used only if the patient is requesting an electronic copy of their medical record, sometimes known as a CCD (Consolidated Clinical Document Architecture), a requirement in Meaningful Use.
7. Under Delivery Instructions, enter the method and any special instructions.

8. Under Deliver To, enter details about the pickup.
9. Click the OK button.

Make sure you click on the exam the patient is requesting. Note: the Image Request is at an order level so if there are other exams being performed on the same day, you will be able to click on them as part of this request.

Choose who is making the request. If it is the patient or referring physician the names will auto-populate into the fields. Note: if you are choosing another physician, you can click the "search" feature to find that physician and address. If you choose "Other", this is a free-form text that you need to add information.

This section is where you choose the format the patient is requesting. Note: efile - is ONLY used if the patient is asking for an electronic copy of their medical record. Sometimes referred to as a CCDA (MU Requirement)

This section, choose the method of delivery and if there are any special instructions.

This section is to filled out completely to indicate who is picking up these images.

When completed, click "OK"

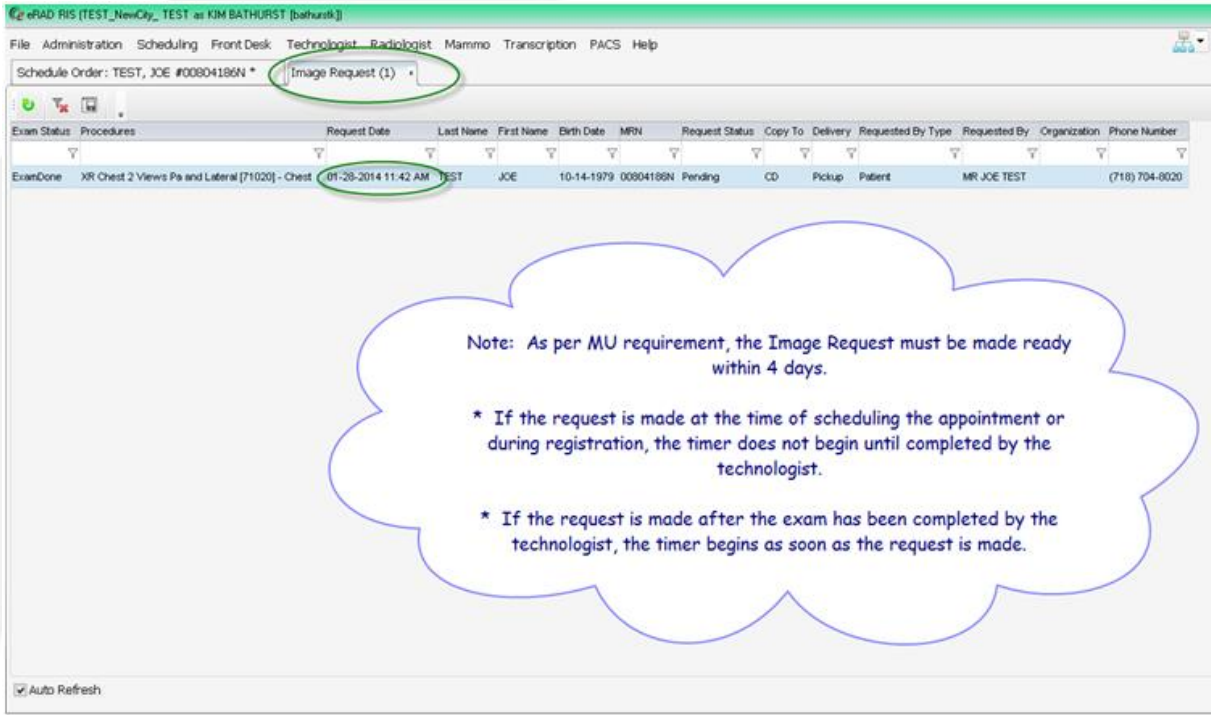
The screenshot shows the 'Image Request' form with the following sections and callouts:

- Studies (1):** A table with columns: Date, Last Name, First Name, Study. One entry is checked: 1/1/0001 12:00:00 AM, TEST, JOE.
- Requested By:** Radio buttons for Patient, Referring, Other doctor, and Other (selected). A search icon is next to the Other option.
- Deliver To / Pickup By:** Radio buttons for Patient, Referring, Other doctor, and Other (selected). A checkbox for 'Copy requested by' is checked. Fields include Doctor, Location, Prefix, Suffix, First name, Last name, Address, City, State, Country, Zip, and Phone number.
- Details:** Fields for Format and Notes.
- Delivery Instructions:** A dropdown menu for Method and a text area for Instructions.
- Image Request Status:** Radio buttons for Pending (selected), Cancelled, Ready, Sent, Picked up, and Identification verified.
- Buttons:** OK (circled in green), Cancel, Add, Edit, Remove, Save as Order, Schedule, and Close.

When the patient's status is changed to Arrived, this Image Request will be visible to the technologist and will be routed to the Image Request worklist (under the Administration tab).

If the Image Request was made at the time of scheduling or registration, a countdown begins once the exam is completed by the technologist. That countdown allows four days for fulfillment of the Image Request, according to Meaningful Use.

If the request is made after the exam has been completed by the technologist, the countdown begins as soon as the request is made.



Walk-in Registration

1. Click the Image Request tab and then click the Add button.



2. Follow steps 4-9 above (page 1).

Technologist Request

1. From the Perform Exam screen, select the Image Request tab.

Note that if this patient already has a request, a (1) will appear on the Image Request tab.

Image Request (1) In that case, skip to step 3 below.

Include	Flags	Status	Procedures	Scheduled Date	Referring	Sedation	Room	Accession #	Read STAT	Exam STAT	Modality Type
<input type="checkbox"/>			Arrived US Breast Hold Code [76645HOLD] - Breast	02-06-2014 10:45 AM	THOMPSON, ANNE MD	CSUS2	1				US
<input checked="" type="checkbox"/>			Arrived MA Digital Diagnostic Mammo Bilat W Breast US [G0204BRUS] -...	02-06-2014 10:00 AM	THOMPSON, ANNE MD	CSMA2	1				DMA

Study	Date	Req. By	Req. Source	Format	Delivery
Requests (0)					

2. Follow steps 4-9 above (page 1).

If the patient wants to take the images immediately after the procedure, the technologist will complete the exam and mark the image order as completed. The new, completed request displays in the Image Request worklist (Image Request tab).

3. Select the request in the list and click the Release Form button.
4. Click Print and have the patient sign the form.
5. After the patient signs the form, select the request again and click the Edit button.

- In the Edit dialog, select the Picked Up option and check the Identification Verified box to complete the request.

Note that step 6 is important. Otherwise, the request will route to a worklist and a CD or film will be produced again.

- Scan the Release Form that the patient signed into RIS under the document category “Patient General.”

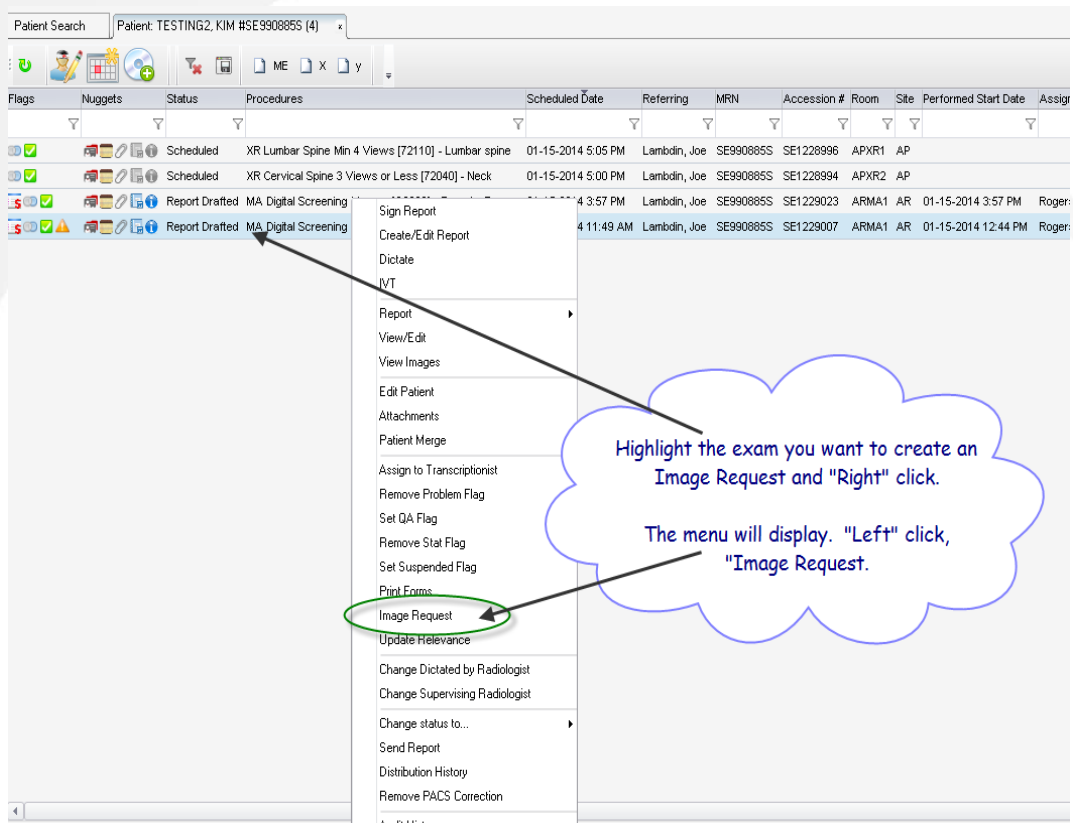
After the original Date of Service

Patients can call or stop into the office at any time to make an Image Request.

- To process the request, first search for the patient.
- Open the Master Record to view all exams.

Flags	Nuggets	Status	Procedures	Scheduled Date	Referring	MRN	Accession #	Room	Site	Performed Start D
		Scheduled	XR Lumbar Spine Min 4 Views [72110] - Lumbar spine	01-15-2014 5:05 PM	Lambdin, Joe	SE990885S	SE1228996	APXR1	AP	
		Scheduled	XR Cervical Spine 3 Views or Less [72040] - Neck	01-15-2014 5:00 PM	Lambdin, Joe	SE990885S	SE1228994	APXR2	AP	
		Report Drafted	MA Digital Screening Mammo [G0202] - Breast - B	01-15-2014 3:57 PM	Lambdin, Joe	SE990885S	SE1229023	ARMA1	AR	01-15-2014 3:57
		Report Drafted	MA Digital Screening Mammo [G0202] - Breast - B	01-15-2014 11:49 AM	Lambdin, Joe	SE990885S	SE1229007	ARMA1	AR	01-15-2014 12:44

3. Select the exam for which to generate a request and right-click to display a floating menu.
4. Select Image Request from the floating menu.



5. Go the Administration menu and then follow steps 2-9 on page 1.

The Image Request can be processed at any time. The process of completion is the same regardless of when it is executed. Per Meaningful Use, the Image Request must be fulfilled within four days of request.