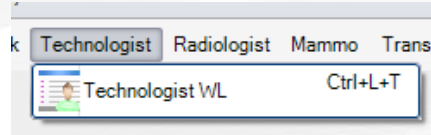


1. Click Technologist in the Technologist worklist.



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

Flags	Status	Procedures	Scheduled Date	Ref
Contains: Contains: Contains:	CheckingIn	MR Foot Wo [MR22] - Foot	03-08-2012 7:45 AM	WILLIAM
	Arrived	XR CERVICAL SP 2 OR 3 VIEWS [72040] - Cervical spine	03-08-2012 10:41 AM	WILLIAM

- 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.

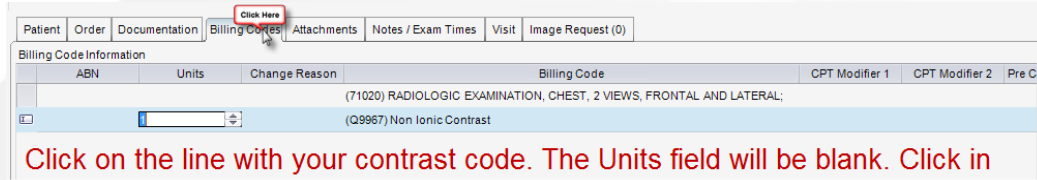
3. To start the exam, double-click the row- or single-click and select Perform at the bottom of the screen. (If you double-click, enter a Technologist’s name and click the Start button.)


Flags	Status	Procedures	Sch
Contains: Contains: Contains:	CheckingIn	MR Foot Wo [MR22] - Foot	03-08-2
	Arrived	XR CERVICAL SP 2 OR 3 VIEWS [72040] - Cervical spine	03-08-2
	CheckingIn	XR RIBS 2 OR MORE VIEWS, UNILAT [71100] - Chest	03-08-2

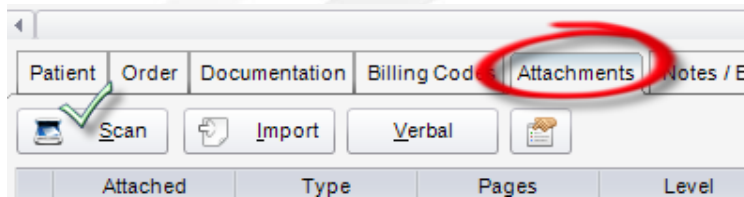
4. Perform the exam, and then return to the Technologist screen.
5. Double-click the exam in the worklist or single-click and click Perform at the bottom of the screen.
6. Enter (required) Tech notes and other information as shown below.

- 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.

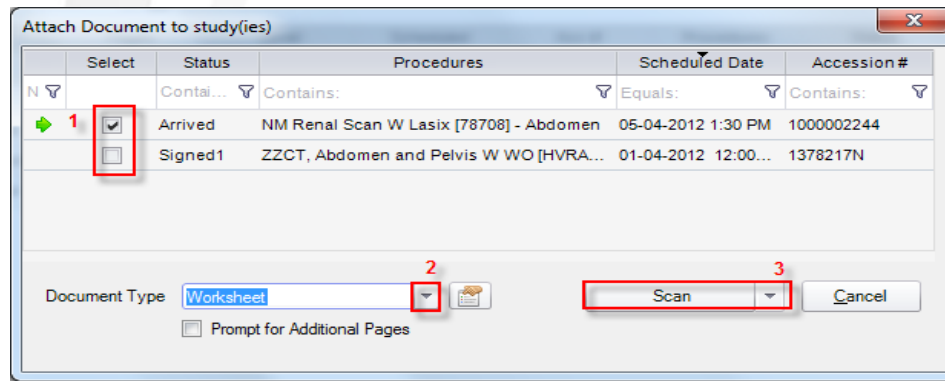
- If your study was an exam with contrast, enter the contrast amount (quantity) for *every* exam under the Billing Codes tab.

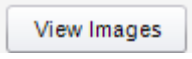


- Click the Attachments tab, then the Advanced Scan icon  to scan documents. (Put the document face down in the scanner.)



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



- Select OK to save the document.
- Verify that images have been sent to PACS by viewing images. From the Documentation tab, click View Images  in the lower left corner. PACS will launch. After verifying that the images are satisfactory, close the PACS screen.
- Complete the patient's exam in RIS to make the study available to the Radiologist.