












# Technologist Integrated Workflow

Radiology Station™		Quality Assurance Issues
	<p><b>1. RIS/HIS</b></p> <p>Ensure exam information is correct.</p>	<p><b>Correcting QA Issues</b></p> <p>Click on the QA icon and choose <b>Resolve</b>. In the following menu, several options may be present:</p> <ul style="list-style-type: none"> <li>• <b>Discard</b> will remove all QA issues without making any corrections.</li> <li>• <b>Search</b> allows you to match the images with the correct order.</li> <li>• <b>Validate</b> allows you to save your demographic corrections.</li> <li>• <b>Skip</b> allows you to skip the current QA issue and resolve other underlying QA issues first.</li> </ul> <hr/> <p><b>No Matching Scheduled Studies</b></p> <p>A study was sent from the modality without a RIS order, or the study was cancelled in the RIS. <b>Resolve:</b> Ensure there is a valid RIS order, then use the <b>Search</b> button to match the study sent from the modality with the correct order in PACS.</p> <p><b>Discard:</b> If the study cannot be found in the scheduled study list, discard the issue, then use the Edit Study feature to enter the correct information as printed on the requisition.</p> <hr/> <p><b>Multiple Studies Scheduled</b></p> <p>Multiple studies have been scheduled with the same MRN for the same modality on the same day.</p> <p><b>Resolve:</b> If a study contains images for multiple orders (i.e. multiple accessions), use the <b>Search</b> button to group the studies together.</p> <p><b>Discard:</b> If the studies should not be grouped, discard the issue.</p> <hr/> <p><b>Data Entry Errors</b></p> <p>Data entered manually at the modality is invalid and/or missing.</p> <p><b>Resolve:</b> Add or enter the correct data into the available fields and click <b>Validate</b> to save changes.</p> <p><b>Discard:</b> If the study does not have any errors, discard the issue.</p> <hr/> <p><b>Troubleshooting</b></p> <p><b>Cannot find a study?</b></p> <p>Is a filter hiding the study you are looking for? Is the study in a different list such as Scheduled Studies or Folder Finder?</p> <p><b>Need to change study details such as the Procedure Type and Performed By information?</b></p> <p>In the In-Box or Folder Finder, right-click on the study and select Edit Study.</p>
	<p><b>2. Image Patient</b></p> <p>Perform required study. Send the images to Radiology Solutions.</p>	
	<p><b>3. RIS/HIS</b></p> <p>List the Performing Technologist(s), Technical Comments and change to 'Completed' or 'End Exam'.</p>	
	<p><b>4. Change Healthcare (PACS)</b></p> <p><b>Login</b> to Change Healthcare Radiology Solutions with your username and password.</p>	
	<p><b>5. Unreported Studies</b></p> <p>If your patient is not listed:</p> <ul style="list-style-type: none"> <li>• Ensure your <b>Filters</b> are set correctly.</li> <li>• Click the <b>Refresh</b> button.</li> </ul> <p>Or click the <b>Find Study</b> button and search by patient name or MRN.</p>	
	<p><b>6. Quality Assurance</b></p> <p>From the Unreported Studies, verify if the study has a <b>QA issue</b>. If there is a QA issue, click on the QA icon (to the left of the study of interest) and correct the issue.</p>	
	<p><b>7. Open Study</b></p> <p><b>Double-click</b> on the study of interest from the study list. Verify the image quality, number of images, and the orientation of the images. <b>Check for reference studies. Send to Radiology Solutions, if applicable.</b></p>	
	<p><b>8. Edit Study</b></p> <p><b>Assigned To</b> a Work Group, if applicable.</p>	
	<p><b>9. Scan Documents</b></p> <p>Scan paperwork required by the Radiologist.</p>	
	<p><b>10. Close Study as Reviewed</b></p> <p>Close the Study as <b>Reviewed</b>. This step indicates to the Radiologist that the study is ready to be read.</p>	
	<p><b>11. Log Out</b></p> <p>Click on the <b>Quit</b> button to log out.</p>	

Note: Some icons may need to be enabled or disabled on site or by user configurations.

Change Healthcare Radiology Solutions Technologist Workflow Icon Card

Document ID: 2018-40339, Revision 1

Proprietary to Change Healthcare LLC – Subject to Confidentiality Agreement

**CHANGE**  
HEALTHCARE