Technologist Non-Integrated Workflow

Radiology Station™

1. Image Patient
Perform required study. Send the images to Radiology Solutions.

2. Change Healthcare (PACS)
Login to Change Healthcare Radiology Solutions with your username and password.

3. Unreported Studies
If your patient is not listed:
- Ensure your **Filters** are set correctly.
- Click the **Refresh** button.

Or click the **Find Study** button and search by patient name or MRN.

4. Quality Assurance
From the Unreported Studies, verify if the study has a **QA issue**. If there is a QA issue, click on the QA icon (to the left of the study of interest) and correct the issue. **The RIS/HIS Non-Integrated facilities have no Scheduled Studies.**

5. Open Study
Double-click on the study of interest from the study list. Verify the image quality, number of images, and the orientation of the images. **Check for reference studies. Send to Radiology Solutions, if applicable.**

6. Edit Study
List the Procedure Type, Priority, Indication and Referring Physician.

7. Scan Documents
Scan paperwork required by the Radiologist, if applicable.

8. Close Study as Reviewed
Close the Study as **Reviewed**. This step indicates to the Radiologist that the study is ready to be read.

9. Log Out
Click on the **Quit** button to log out.

Quality Assurance Issues

Correcting QA Issues
Click on the QA icon and choose **Resolve**. In the following menu, several options may be present:
- **Discard** will remove all QA issues without making any corrections.
- **Search** allows you to match the images with the correct order.
- **Validate** allows you to save your demographic corrections.
- **Skip** allows you to skip the current QA issue and resolve other underlying QA issues first.

No Matching Scheduled Studies
A study was sent from the modality without a RIS order, or the study was cancelled in the RIS.
Resolve: Ensure there is a valid RIS order, then use the **Search** button to match the study sent from the modality with the correct order in PACS.
Discard: 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.

Multiple Studies Scheduled
Multiple studies have been scheduled with the same MRN for the same modality on the same day.
Resolve: If a study contains images for multiple orders (i.e. multiple accessions), use the **Search** button to group the studies together.
Discard: If the studies should not be grouped, discard the issue.

Data Entry Errors
Data entered manually at the modality is invalid and/or missing.
Resolve: Add or enter the correct data into the available fields and click **Validate** to save changes.
Discard: If the study does not have any errors, discard the issue.

Troubleshooting
Cannot find a study?
Is a filter hiding the study you are looking for? Is the study in a different list such as Scheduled Studies or Folder Finder?

Need to change study details such as the Procedure Type and Performed By information?
In the In-Box or Folder Finder, right-click on the study and select Edit Study.

CHANGE HEALTHCARE