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| 04bxy_yn[1] | Guided Practice: Beginning and Ending a CT Exam |

### Exercise

#### To complete Guided Practice:

* Log into the **ACE 1 Central** environment via Citrix.
* Use the Radiant Technologist Classroom Information Sheet
* Enter your User ID and password from:
* Login Department: Type in **304** and click continue, then ok to get to the Tech Work list report settings

Be sure you are logged into your primary department.

* If prompted at login, set your default reports by selecting the reports (shown below) on the left side bar by checking the “Default” box on the bottom left, then click RUN:

For the following reports follow the directives below

* Tech Work List: Select the **AWH CT Imaging Work List** on the left pane
* Protocol Work List: Select the **AWH CT TO PROTOCOL** on the left pane
* Snapboard: Cancel out of this option.

Your home workspace is called the Technologist Work List. You do have a patient on your screen.

1. Your screen is split in two sections with patients names and data displayed
2. The left portion is called the Technologist Worklist (TWL) – these are patients that are scheduled or checked-in, and the right side is called the Scheduled Orders Report (SOR)- Patients that are yet to be checked in
3. There is a list of exams on the left side of your screen.
4. What patient(s) by first name have an appointment in your department today?
5. What is their appointment time? \_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Therefore, what does this list show? (circle one):
* Exams that have already been scheduled
* Exams that have NOT yet been scheduled
1. Using the screenshot below, what is the status of your patient(s) appointment?

Study Status Icons:

 = Scheduled

Arrived

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|  | Section A: It is the start of your shift as a technologist. Before any patients arrive, you want to get an idea of what types of exams you’ll be responsible for performing today. You’ll be checking your schedule and investigating some patients’ histories. |

1. You are curious about this patient’s imaging history and want to check whether they had images for comparison in the past.
2. With your **David** patient’s appointment selected, click  in the activity toolbar. If you get a Welcome prompt, click Let’s Go.



If the **Patient Lookup** window appears, you clicked the wrong  button. Buttons on the main toolbar at the top of your Epic screen allow you to search for any patient. Buttons immediately on the activity toolbar in a work list or report apply to the patient selected on the report. Make certain you clicked Study History on the Technologist Work List activity toolbar. If you are prompted to select a default report, select the Study History Template (135712) place a check in the  in the upper right corner and click **RUN**.

1. Using **Study History**, find the following information about your patient:
	* 1. Other than their current appointment, has your patient had an image taken of this body part? \_\_\_\_\_
		2. Close out of Study History
2. You review the details of the protocol in the Protocol Summary report in the lower half of your screen. You want to update the IV Gauge information.
	1. With the exam selected, click the Update Protocol icon in the toolbar.
	2. The protocol smartform opens. Deselect 18 GA and change the IV Gauge to 20.
	3. Remove the Prep Area Instructions information.
	4. Click Finalize in the bottom right to save the updated protocol.
	5. Back on the Tech Work List, review the updated protocol information within the protocol summary in the lower half of your screen

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|  |  Section B: You are ready to retrieve your patient from reception and escort them to the exam room. |

11. Select your David patient’s appointment from the tech work list and click the  icon in the toolbar. A workspace opens called Technologist Navigator – Begin Exam. It is in this workspace that you will need to:

* 1. Document the insertion of a Peripheral IV through which you will administer contrast. Click the Time Out/LDA section on the left to access “Add LDA” tab with the green plus sign. Select the Peripheral IV button on the top left corner of the Avatar image, then click on the avatar the left antecubital area for its insertion and complete the following:

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| Date | T for today |
| Time: | N for nowhere |
| Size: | 18 GA |
| Length | 1” |
| Inserted by: | Enter your name here |
| Attempts | 1 |

* 1. You have inserted an 18 GA 1.16” long Peripheral IV into the left antecubital area. Please indicate that you inserted this catheter by entering your name in the Inserted by field. Click Done to save your information.
	2. Update David’s allergies to now include an environmental Latex allergy which produces hives at a medium severity. Click on the Allegies section on the left. Type in Latex in the “Add a new agent field” on the right and select environmental Latex. In the Reaction, Reaction type and severity fields type in Hives, Intolerance and Medium respectively. Click Accept to save this entry and verify the Latex allergy shows highlighted in the storyboard on the left side bar.
	3. Click “Mark As Begun” in the toolbar to indicate your pre-exam documentation is completed and the Tech Work List icon changes from  to .

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|  | Section C: You have completed David’s exam and sent images to PACS. You escort the patient out of the department and must end his exam in Epic. |

1. With your patient’s appointment selected click the  icon in the toolbar.
2. The **Verify Orders** activity opens. Here is where you compare the exam that was actually performed to the exam ordered. Use the **Change Order** button in the toolbar to change the procedure before ending the exam.
3. Go ahead and try this. Your exam was ordered as W Contrast, change it to a CT Lumbar Spine **WWO** Contrast contrast by Clicking “Change Order”. Enter a change reason of “wrong exam ordered.” Click Accept and Yes to the Contrast pop-up window.
4. The Provider screen opens. The original order was received on paper. You will indicate you have a new paper order by selecting Transcribed from Paper and Clicking Accept.
5. Click the **Next Step** icon on the tool bar. The End Exam Navigator opens. We will now document staff information, IV removal and contrast information.
6. Staff Info – enter the following information:
	1. Begin Time – set this to 30 minutes ago.
	2. End Time – set this to 5 minutes ago.

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|  | Use shortcuts : T = Today N = Now T-1 = yesterday N-30 – 30 minutes ago. |

* + Support Staff – enter the name Cytology, Sam in this field.
	+ Reading Priority – indicate the provider would like a STAT read for this exam.

7. You will enter your Tech Notes:

* 1. Click the Notes section on the left side bar.
	2. Click “Add New Study Note” tab on the far right.
	3. Click the  icon in the Insert Smart Text field.
	4. Search for CT NOTE ARH and click the star to mark it as your favorite.
	5. Click Accept to insert this template.
	6. Hit F2 to advance to the next wildcard (\*\*\*). You can use your discretion here to complete the note. Ensure all wildcards are replaced or deleted. For the drop downs, select an appropriate choice and click F2 on your keyboard to advance to the next.
	7. Click Accept to save the note.
	8. Click Close to complete the note.

8. LDA Removal – click the Assess and Remove hyperlink and enter the following information:

* + Site Assessment – No redness, swelling or pain.
	+ Dressing Status – dry and intact.
	+ Click Accept and Remove button.

9. Contrast/LDA – we will now document the contrast given to the patient:

* + Contrast/LDA > Select Modality and select CT
	+ Contrast type IV
	+ Contrast name: Omnipaque 300-399
	+ Amount Opened 150 mL
	+ Amount given 125 mL
	+ Expiration Date: y+1
	+ Lot # 830021
1. Charge Capture: Lastly, we are going to charge the patient for the contrast.
	1. Add Omnipaque 300-399
	2. Add Wasted Omnipaque 300-399
	3. Change the quantity of each to match what was given and wasted in the step above.
2. Click the  icon in the toolbar to close and end the exam.
3. Back on the Tech Work List, note that your patient’s appointment has now dropped off the list.

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|  | Section D: Piper is an inpatient with a CT Angio Head Neck ordered. You have time to perform this test now. You will need to schedule the CT order before you can begin and end the exam. |

* Locate your Piper’s CT Angio Head Neck With Perfusion order in the schedule orders report on the right side of your screen.
* With Piper’s order selected, click the  button in the Schedule Orders Report toolbar.
1. In the Questionnaire, click **Continue** and then **Apply**.
2. In the Choose Modality popup, select the WH CT 2 – 64 SLICE modality.
3. Be sure the Check In box is deselected. Piper is not in the department right now.
4. If you are going to perform the exam right now, keep the Check In box selected.
5. Click **Accept** to schedule the exam.

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|  | Section E: PROTOCOLING: Piper’s transport down to the department has been delayed a bit. Although Protocolling is typically performed on outpatient exams, we will take this opportunity to practice the protocolling workflow for Piper |

1. Select Piper’s inpatient CT exam from the left side of your screen and click the Update Protocols button in the toolbar.
2. The Update Protocols screen opens with the upper half of the screen displaying patient information and the lower portion displaying the Protocol Smartform. Enter the following as the exam protocol:
	1. Study: Routine
	2. IV Contrast: With Contrast
	3. Contrast Source: IV
	4. IV Required: 18 GA in the Left AC (LAC)
	5. GFR needed: No
	6. Protocolled for site: AWH CT
	7. Field of Views: Enter a typical value in this free text field.
	8. Finalize the protocol. Click Finalize on the bottom right.
3. Back on the Tech Work List, locate the Protocol Summary in the lower section of the screen to review the changes you just made.

Section F – BEGIN EXAM: Piper has arrived in the department. You will now perform her exam and complete the exam in Epic.

1. Time has passed and Piper has arrived in the department for her CT exam. You will now check her in. All inpatients and ED patients will require a check in. Select her exam and click the Check-In icon in the toolbar.
2. In the Verify Orders activity, click Accept in the lower right corner.
3. Back on the Tech Work List, you will notice the status is updated to Checked-In.
4. Click **Begin Exam** in the toolbar.
5. The Technologist Navigator – Begin Exam opens. Here you see the navigator topics to the right of the Storyboard.
6. Let us first check if Piper has any allergies. Click the Allergies topic.
7. You indicate Piper has no allergies by checking the box **No Known Allergies** and **Mark As Reviewed**.
8. You can practice documenting insertion of an IV just like you did with David previously. Remember to indicate the location of the IV, size and GA of the IV and who inserted it.
9. Click **Mark As Begun** in the toolbar to signify the exam has begun.

Section G – END EXAM: Piper underwent her CT without incident and is on her way back to her room. You will now end her exam in Epic.

1. Click End Exam in the toolbar.
2. The exam performed is the same as the exam ordered so you will click Next Step in the toolbar.
3. Staff Info: Change the reading priority to STAT.
4. If you documented IV insertion at begin exam for practice, you will want to practice documenting IV removal. Click LDA Removal – click the Assess and Remove hyperlink and enter the following information:
	1. Site Assessment – No redness, swelling or pain.
	2. Dressing Status – dry and intact.
	3. Click Accept and Remove button.
5. Within the Technologist Navigator, you will need to document that you administered contrast through an IV during the exam.
	1. Click Contrast/LDA topic.
	2. Click SELECT MODALITY and select CT.
	3. Select CT IV Contrast Administration.
	4. Select CT Omnipaque 200-299
	5. Amount Opened: 200 mL
	6. Amount Administered: 180 mL
	7. Expiration Date: Select a date into the future.
	8. Lot #: Enter any information in here.
	9. Scroll down and click Close to save your entry.

23. Last, we need to charge for the contrast and supplies used for the exam. Use the screenshot below to enter the contrast charges.



**Helpful Hint**: If this contrast is something you use often, you can mark this (and wasted) as one of your favorites.

1. Click the star in front of the contrast.
2. The Add to Preference List box opens. Give your favorite a display name that you will remember such as the vial size and name of the contrast.
3. Click Accept.
4. This will display under existing for all exams you perform in this department.



1. To use this favorite contrast in the future:
	1. Click the link
	2. Under Accept Charges, update the amount.
	3. Click the Accept Charges button.

Now that you have all of your documentation complete, click Mark As Ended in the toolbar. This will return you to the Tech Work List where you will see Piper’s CT Angio appointment has fallen off.

**This completes your Beginning and Ending a CT Exam Guided Practice Session. This is not all inclusive of a typical workflow; it only highlights the most common documentation for an imaging exam.**