|  |  |
| --- | --- |
| 04bxy_yn[1] | Guided Practice: **Beginning** and Ending a Nuc Med Imaging 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 **308** 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 Nuc Med Imaging Work List** on the left pane
* Protocol Work List: Select the **Protocol Worklist Template** 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):

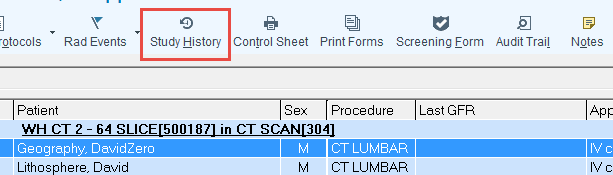
* Exams that have already been scheduled
* Exams that have NOT yet been scheduled

Using the screenshot below, what is the status of your patient(s) appointment?

1. Study Status Icons:
2.  = Scheduled
3. Arrived

|  |  |
| --- | --- |
|  | 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 and you are curious about this patient’s imaging history and want to check whether they had images for comparison in the past. |

1. With your **Martin’s** 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

|  |  |
| --- | --- |
|  | You are ready to retrieve your patient from reception and escort them to the injection room where they will receive their IV radio-pharmaceutical dose. Click your Patient column header to organize your patients names alphabetically |

1. You will notice that there are two separate appointments associated with with visit. A Bone Scan (NM Injection/Capsules) and an NM Bone scan Whole
2. Select your **Martin** patient’s Bone Scan (NM Injection/Capsules) appointment type from the tech work list and click the  icon in the toolbar.
3. Click Mark as began on the tool bar
4. Note the status change in the Tech Work List from  to .
5. Martin will leave for a few hours until his scan appointment, but you will document that you administered a radio-pharmaceutical dose to Martin. With your patient’s appointment selected click the  icon in the toolbar. In the Verify order window, Click Next
6. A workspace opens called Technologist Navigator End Exam. It is in this workspace that you will need to:
   1. Document the insertion of a Peripheral IV through which you will administer your radio-pharmaceutical. You used a 22 GA 1” long butterfly needle into the left antecubital area. Please indicate that you inserted this catheter by entering your name in the Inserted by field.
   2. 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 with the information given above

You administered the radio-pharmaceutical agent and removed the IV upon completion. Indicate you removed the IV because “Therapy Completed”, the skin displayed no redness, swelling or pain and the dressing was dry and intact.

1. You will need to document that you administered a dose of MDP at 27.5 mCi to the patient.
   1. Click Contrast/LDA in the navigator.
   2. Select Modality > NM > Nuc IV Contrast Administration.
   3. Select MDP from the Type of Contrast administered drop down. Indicate you gave the full dose of 27.5 mCi.

Lastly you will charge Martin for the dose administered. Click the Charge Capture topic in the navigator.

The most common agent is listed in this topic under Associated Procedures. You click this agent to select it and then click  .

1. Click Mark As Ended in the toolbar to indicate your injection appointment documentation is completed.
2. This first appointment does not require any documentation other than the IV and charges, so you will click the Mark As Ended icon in the toolbar.
   * Back on the Tech Work List, you note the status of the injection appointment now displays a .

|  |  |
| --- | --- |
|  | Martin returns for his scan appointment and is checked in. You will bring him to the exam room for his scan, but before you do, you will begin the exam in Epic. |

* Select Martin’s scan (NM Bone Scan Whole W/Spect) appointment and click the Begin Exam button in the toolbar.
* The Begin Exam navigator opens. Click Mark as begun.
* Martin completes his scan and is escorted out of the department. You will now end the scan appointment in Epic.
* With your patient’s appointment selected click the  icon in the toolbar.

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. Go ahead and try this.

* Change your NM Whole Body Bone Scan With 3 Phase And Spect LTD to Whole Body Bone Scan W LTD Joint Area 3 Phase.
* Enter a change reason of “wrong exam ordered.” Click Yes in the Charge exam popup. The original order was received on paper, so you will select Transcribed From Paper as your Order Mode.
* Click Accept to finalize your order. If you see an Order Validation popup, click Accept

1. Click the **Next Step** icon. The End Exam Navigator opens. We will now document staff information, IV removal and contrast information (if applicable).
2. Staff Info – enter the following information:
   1. Begin Time – set this to 30 minutes ago.

End Time – set this to 5 minutes ago

NOTE: Use of shortcuts

T = Today N = Now T-1 = Yesterday N-30 = 30 minutes ago.

* 1. Support Staff – enter the name of one of your peers in this field.
  2. Reading Priority – indicate the provider would like a STAT read for this exam.

1. You need to enter your Tech Note for the exam. Click the Notes icon in the End Exam toolbar.
2. We will now add our Study Note for the exam.
   1. Click the Notes section in the End Exam navigator on the left.
   2. Click “Add New Study Note” tab
   3. Click the  icon in the Insert Smart Text field.
   4. Search for “NM tech note” template and click the star to mark it as your favorite.
   5. To only see those templates, you have marked as favorite, select the  box in the lower left corner.
   6. Click Accept to insert this template.
   7. 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.
   8. Click Accept to save the note.
   9. Click Close to complete the note.
3. Click the  icon in the toolbar to close and end the exam.
4. You are returned to the Tech Work List. You will note that both Martin’s injection and scan appointments have now fallen off your work list.

|  |  |
| --- | --- |
|  | Piper is an inpatient with a NM Biliary System exam ordered. You will need to schedule the exam before you can begin and end the exam. |

Locate Piper’s NM order in the Schedule Orders Report on the right side of your home workspace.

1. The Scheduled orders report toolbar is Grey-ed out. To activate that section click on the blue banner “No data to display”
2. Click the settings button visible on the tool bar. Within the TWL Scheduled order report setting pop window select the AWH Unscheduled Orders Report on the left. Check the Default box on the bottom left and click RUN. You can now find your Piper patient
3. With Piper’s order selected, click the  button in the Schedule Orders Report toolbar.
4. In the Questionnaire, click **Accept**.
5. In the Choose Modality popup, select the WH NM Spect CT ROOM ONE modality.
6. Be sure the Check In box is deselected. Piper is not in the department right now.
7. If you are going to perform the exam right now, keep the Check In box selected.
8. Click **Accept** to schedule the exam.

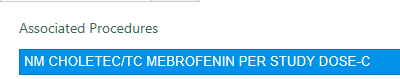
Time has passed and Piper has arrived in the department for her Nuc Med Exam. You will need to check her in before beginning her exam. All inpatients and ED patients will require the technologist to check them in.

1. With Piper’s order selected on the left side, click the Check In button in the toolbar.
2. If you get the Continue with Check In? popup, click Yes.
3. The Verify Orders activity opens. Click Accept in the lower right corner of the screen.
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’s 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. Piper has no current IV’s, so you will need to enter the details of a newly inserted IV through which you injected radio-pharmaceutical agent.

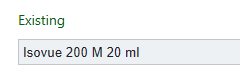
* Select the Time Out/LDA topic in the navigator.
* Click the  button. The LDA Avatar opens.
* Click the Add button and select Peripheral IV.
  1. You can click the region on the Avatar or click Skip to go right to the form.
  2. Because you inserted the IV and removed it immediately after injection, we will document this all at once. Complete the IV Properties form as follows:
     + Placement Date: “T” for today.
     + Placement Time: “N” for now.
     + Size: Other and enter a note as to the type of IV used by clicking the  icon.
     + Site: Right antecubital
     + Inserted by: Enter your name here.
     + Insertion Attempts: 1
     + Removal Date: T for today
     + Removal Time: N for now
     + Removal Reason: Therapy Completed
     + Post Removal Assessment: Catheter Intact, No redness, swelling or pain.
     + Click Accept.
     + Click Close to see the insertion and removal details of the IV.

1. Click **Mark As Begun** in the toolbar to signify the exam has begun.
2. Piper underwent a successful HIDA Scan and is on her way back to her room. You will now end the exam in Epic.
3. Click **End Exam** in the toolbar.
4. The exam performed is the same as the exam ordered so you will click **Next Step** in the toolbar.
5. Within the Technologist Navigator – End Exam, you will need to document the following:
   1. Indicate in the Contrast/LDA topic that you administered 5.5 mCi of TC Mebrofenin.
   2. Charge the patient for the Choletec, 1 unit dose.

**Helpful Hint: NM agents are almost always listed in the Associated Procedures section of Charge Capture. If the agent is not listed in this area, you can add one as your favorite.**



1. Click the star in front of the contrast.

1. The Add to Preference List box opens. Give your favorite a display name like Isovue M 200-20 mL.
2. Click Accept.
3. This will display under existing for all exams you perform in this department.
4. 

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 lumbar puncture appointment has fallen off.

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