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| 04bxy_yn[1] | Guided Practice: Beginning and Ending an XRay 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 **300** 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 Diagnostic 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?

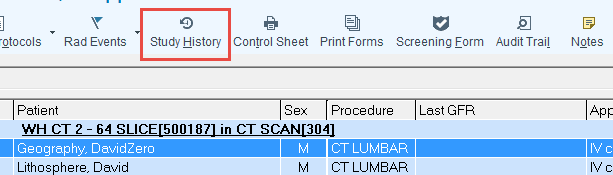
Study Status Icons:

 = 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. 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 **Aisen** 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

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

9. Select your **Aisen**  patient’s appointment from the tech work list and click the  icon in the toolbar. A workspace opens called Technologist Navigator – Begin Exam.

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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. Go ahead and try this. Change your order to **XR Chest PA Lat w Obliques**. Enter a change reason of “wrong exam ordered.” Re-enter sign or symptom of cough. Click Accept. In the Change popup, click Yes. The Provider screen opens. Select an Order Mode of Per Protocol With Signature. Click Accept.
3. Click the **Next Step** icon. The End Exam Navigator opens. We will now document staff information, tech notes and fluoro time (if applicable).
4. Staff Info – enter the following information:
   1. Begin Time – set this to 30 minutes ago.
   2. End Time – set this to 5 minutes ago.
   3. Support Staff – enter the name of one of your peers in this field.
5. You will enter your Tech Notes:
   1. Click the Notes icon in the toolbar.
   2. Click New Study Note
   3. Click the  icon in the Insert Smart Text field.
   4. Search for the Xray ARH template. 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 (\*\*\*). Continue until all info is entered and all \*\*\* are gone.
   7. Click Accept to save the note.
   8. Click Close to complete the note.
6. ***Order Questions*** (General Radiology Only)
   1. Click Order Questions in the navigator.
   2. Enter radiation information for that exam only. If fluoro was not used, answer the first question No.
7. Click the  icon in the toolbar to close and end the exam.
8. Back on the Tech Work List, note that your patient’s appointment has now dropped off the list.

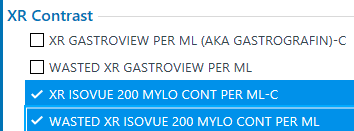
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|  | Piper is an inpatient with two exams ordered. You will need to schedule the XR Fluoro Guidance… order before you can begin and end the exam. |

Locate Piper’s XR Fluoro Guidance and Loc of Needle Diag or Therapeutic order in the Schedule Orders Report on the right side of your home workspace.

1. With Piper’s order selected, click the  button in the Schedule Orders Report toolbar.
2. In the Questionnaire, Answer no to the portable option. click **Accept**.
3. In the Choose Modality popup, select the WH Fluoro Room 2 modality.
4. Be sure the Check In box is deselected. Piper is not in the department right now.
5. If you are going to perform the exam right now, keep the Check In box selected.
6. Click **Accept** to schedule the exam.
7. Time has passed and Piper has arrived in the department for her lumbar puncture exam. You will now check her in. All inpatients will require a check in. Select Piper’s exam from the Tech Work List on the left side of your Epic workspace and Click Check-In from the tool bar.
8. In the Verify Orders activity, click Accept in the lower right corner.
9. Back on the Tech Work List, you will notice the status is updated to Checked In.
10. Unlike Aisen’s general imaging exam, this procedure requires a little more documentation. Click **Begin Exam** in the toolbar.
11. The Technologist Navigator – Begin Exam opens. Here you see the navigator topics to the right of the Storyboard.

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|  | NOTE: Additional patient information can be found in the Storyboard on the left side bar |

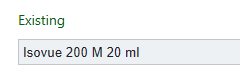
* Let’s first check if Piper has any allergies. Click the Allergies topic.
* You indicate Piper has no allergies by checking the box **No Known Allergies** and **Mark As Reviewed**.
* You will complete a Time Out for this procedure. Click the Time Out/LDA topic. Indicate the following:
  + Date Conducted: Make sure this is the current date.
  + Time Conducted: Enter a military time or N for now.
  + Patient Identified (2 identifiers used): Yes
  + Procedure Verified: Yes
  + Procedure Consent: Signed and Verified
  + Site Marked: Confirmed With Imaging
  + Laterality/Location Verified: Confirmed with Imaging
  + Patient Position: Yes
  + Procedural Team Participated: Yes
  + Click Close to save the entry.
* Click **Mark As Begun** in the toolbar to signify the exam has begun.
* Piper underwent a successful lumbar puncture and is on her way back to her room. You will now end the exam in Epic.
* Click **End Exam** in the toolbar.
* The exam performed is the same as the exam ordered so you will click Next Step in the toolbar.
* Within the Technologist Navigator, you will need to update the Staff Info section with:
  + Performing Physician: Enter the name of a radiologist here.
* Next you need to document that you administered contrast during the exam.
  + Click Contrast/LDA topic.
  + Click SELECT MODALITY
  + Select XR Other Contrast Administration.
  + Select XR Isovue 200 Mylo Cont Per ML
  + Route of Administration: Select Other
  + Amount Opened: 20 mL
  + Amount Administered: 8 mL
  + Expiration Date: Select a date into the future.
  + Lot #: Enter any information in here.
  + Scroll down and click Close to save your entry.
* Lastly, we need to charge for the contrast and supplies used for the exam
  + Click Charge Capture topic in the navigator
  + Click the Add button to access the preference list
  + Select both the contrast and the waste from the list.



* + Click Accept.
  + Update the quantities to match the Contrast Administration record in previous steps.
    - Administered 8 mL
    - Wasted 12 mL

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|  | **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 like Isovue M 200-20 mL.
3. Click Accept.
4. This will display under existing for all exams you perform in this department.



To use this favorite contrast in the future:

* + Click the link
  + Under Accept Charges, update the amount.
  + 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 an Imaging Exam Guided Practice Session. This is not all inclusive of a typical workflow; it only highlights the most common documentation for an imaging exam.**