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| 04bxy_yn[1] | Guided Practice: Beginning and Ending an Ultrasound 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 **310** 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 Ultrasound Imaging Work List** on the left pane
* Protocol Work List: Select the **Protocol Work List 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
1. Using the screenshot below, what is the status of your patient(s) appointment?

Study Status Icons:

 = Scheduled

Arrived

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|  | 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 **Kylie** 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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|  | You are ready to retrieve your patient from reception and escort them to the exam room. |

1. Kylie’s appointment will be checked in when she arrives to Radiology Reception. To give us some practice to check in our patients, we will practice this now.
	1. Select Kylie’s US Abdomen appointment from the tech work list and click the Check In button in the toolbar. The Verify Orders activity opens.
	2. Click the Travel Screening icon in the toolbar and indicate that Kylie has not been in contact with anyone suspected/confirmed to have Covid-19, is asymptomatic at this time and has not traveled internationally in the past month. Click Accept to save this information.
	3. Complete the check in process by clicking the Accept button in the lower right corner of the screen.
	4. Click Continue in the Confirmation Messages screen.
	5. Click OK in the Check In message box.
2. With Kylie’s appointment selected, click the  icon in the toolbar.
3. Note the status change in the Tech Work List from  to .

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|  | You have completed Kylie’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 exam to US Abdomen Limited. Enter a change reason of “wrong exam ordered.” In the Change Order popup, click Yes.
3. The Provider screen opens. Select Transcribed from Paper as your order mode since the original order was received on paper. Click Accept to complete the order entry.
4. Click the **Next Step** icon. The End Exam Navigator opens. We will now document staff information, IV removal and contrast information (if applicable).
5. 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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|  | NOTE: *This order was received on paper. You will need to contact the ordering provider to obtain a new paper order with the correct exam listed. You will select Transcribed from Paper when changing the order.**If the order was entered electronically, you can change the order and select an order mode of Per Protocol With Signature. This will be signed by the ordering provider via Epic In Basket.* |

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

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 US Tech Note ADS 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.
1. Click the  icon in the toolbar to close and end the exam.
2. Back on the Tech Work List, note that your patient’s appointment has now dropped off the list.

Piper is an inpatient with an US Retroperitoneal complete ordered. The provider had called requesting Piper undergo a paracentesis but ordered the wrong exam. We will need to change the order before we can add this to our schedule.

1. Click Anc Orders icon in the main toolbar and search for your Piper patient.
2. Select the US Retroperitoneal Complete order and click the Change Order button in the toolbar.
* Search for the correct order by typing in “paracentesis” and select the US Abdominal Paracentesis Inc Imaging order from the Order Search list.
* Select “Therapeutic” in the question box in the upper right.
* Enter a change reason of “wrong exam ordered.”
* Click Accept in the lower right corner.
* We are going to send this back to the provider for signature, so we will select Per protocol WITH signature for our Order Mode.
* Click Accept to change our order.
* Close the Ancillary Orders activity for Piper.
* Back on the Tech work list, locate Piper’s paracentesis order from the pane on the right.
* With Piper’s order selected, click the  button in the Schedule Orders Report toolbar.
* In the Questionnaire, keep the patient class of Inpatient and indicate this exam will not be performed bedside. Click **Accept**.
* In the Choose Modality popup, select one of the ultrasound rooms.
* Be sure the Check In box is deselected. Piper is not in the department right now.
* If you are going to perform the exam right now, keep the Check In box selected.
* Click **Accept** to schedule the exam.

It is time to perform Piper’s paracentesis exam. She has arrived in the department, so we will now check her in and perform her exam.

***Note: All inpatients will require the technologist to check them in before beginning their exam.***

1. With Piper’s appointment selected, click the Check In button on 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’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. This procedure will require us to fill out a Time Out. Indicate the following on the Time Out Flowsheet.
	1. Procedure to be performed: US guided paracentesis.
	2. Date conducted: type “T” for today.
	3. Time Conducted: type “N” for now.
	4. Patient Identified: Yes
	5. Procedure Verified: Yes
	6. Procedure Consent: Signed and Verified.
	7. Site Marked: Confirmed with Imaging
	8. Laterality: Not Applicable
	9. Patient Position: Yes
	10. Procedural Team Participated: Yes.
	11. Click Close to save your entry.
9. Click **Mark As Begun** in the toolbar to signify the exam has begun.

Piper underwent a successful paracentesis and is on her way back to her room. You will now end the exam in Epic.

1. With Piper’s appointment selected, 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. Within the Technologist Navigator – End Exam, you will need to enter tech notes and document the following:
	1. Enter tech notes using the Ultrasound tech note template.
	2. Charge the patient for a Vacuum Drain Bottle/Tube Kit in the Charge capture topic with a quantity of 2.
4. Now that you have all 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.

If this supply charge is something you use often, you can mark this as a favorite for easy selection in the future. Use the following steps to mark this supply as a favorite.

1. Click the star in front of the supply.
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 supply.
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.
2. Now that you have all 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.
3. **This completes your Beginning and Ending an US Exam Guided Practice Session. This is not all inclusive of a typical workflow; it only highlights the most common documentation for an imaging exam.**