University of Miami
Centricity® RIS-IC 10.5
Training for Transcriptionist
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Getting Oriented

Welcome to the Centricity® RIS-IC system. The purpose of this chapter is to help you access the system application and become familiar with the Centricity® RIS-IC environment.

Objectives

Upon completing this chapter, you will be able to:

- Understand the Centricity® RIS-IC workflow
- Log in to and out of the Centricity® RIS-IC system
- Change your password
- Work with the Centricity® RIS-IC windows
- Access functions from the main menu / sub-menus
- Use the patient banner
- Use important keys and controls on Centricity® RIS-IC windows
- Set user preferences
- Sort tables/lists
- Use the Help
Logging In to and Out of the Centricity® RIS-IC System

This section describes the steps necessary to log in to and out of the Centricity® RIS-IC system.

Logging in
When you log in to the Centricity® RIS-IC system, you can perform various tasks in the Centricity® RIS-IC system. The functions available are determined by your security level.

NOTE:
To avoid unauthorized access to patients’ medical information, do not leave a computer unattended while the Centricity® RIS-IC system is running. As a user, you assume responsibility for unauthorized access as long as you are logged in to the program. Before leaving a computer, you should log out the system.

Logging in to the Centricity® RIS-IC system involves entering your user ID (user identification) and a password on the login window. Your user ID is the name you enter when logging in to the system. Your password is a private code that gives you access to the system.

The user ID is usually the first letter of your first name followed by your last name. (This is usually the same as your Medical Domain name.) If multiple users have the same first initial and last name a number will be added to your user ID. Your user ID will never change.

For future reference, enter your user ID in the space provided below.

<table>
<thead>
<tr>
<th>User ID</th>
</tr>
</thead>
</table>

Your initial system password will be your user ID. After logging in, you will be prompted to change your system password. Always keep your password secure and do not share it with other users.

Refer to page 8 for password restrictions.
Logging In

1. In the **User ID** field on the login window, type your user name and press the TAB KEY.

2. In the **Password** field, type your password.

![Login Window](image)

**Note:** To help keep your password secure, the Centricity® RIS-IC system, like most applications, does not display the password as you type it.

3. Click **login**.

The system validates your user ID and password and determines your privileges from the security database. If you have previously logged in to the Centricity® RIS-IC system, you can begin performing tasks. The following is a sample of the Centricity® RIS-IC window for a user who has all privileges - that is, access to all modules.
Logging out

When you complete your work in the Centricity® RIS-IC system, you should end your work session. To end your work session, you must log out of the system.

**Caution:** To avoid unauthorized access to patients’ medical information, do not leave a computer unattended while the Centricity® RIS-IC system is running. As a user, you assume responsibility for unauthorized access as long as you are logged in to the program. Before leaving a computer, always log out of the system.

**Note:** The Centricity® RIS-IC system may require you to log in again if the computer remains inactive for a certain period of time. This is called a session timeout.

To the far right in line with the main menu, click **Logout**.

The login screen appears. Leave the login window displayed for another user to log in. To close the application, click the **X**.

Always click the logout button before exiting the application.
Changing Your Password

For security purposes, passwords are set to periodically expire. When your password has expired, you will receive a system message instructing you to change your password. You may designate a new password at any other time as well by using the Change Password option located in Preferences (Pref). Always change your password if you feel that someone else might know your password.

1. Below the main menu line, click Pref (to the right of the main menu).
2. Select the tab for Change Password.
3. In the Enter your current System Password field, enter your current password.
4. In the Enter new System Password field, enter your new password.
5. In the Type new System Password again for verification field, enter your new password again.
6. Click change password.
7. The following message is displayed:
8. System Password successfully changed.
9. Click OK.
10. Click Close.

(NOTE: It is recommended that you use a password containing a combination of letters, numbers, and symbols.)

Password Rules:
- Your password must be a minimum of 6 characters in length.
- Passwords are case sensitive.
- Passwords must be a combination of letters and numbers.
- Passwords must contain both upper and lower case letters.
- Your new password cannot be one of the last twelve passwords you have previously used for the Centricity® RIS-IC system.
- Your new password cannot be your User ID.

NOTE: Five unsuccessful login attempts will lock you out of the system. To reset the password, contact the Help Desk at (305) 243-7339.
**Important Keys and Controls**

To navigate through the Centricity® RIS-IC there are buttons and keyboard actions. The following table identifies some of the keys and controls used to perform tasks in the system. There are the commons buttons utilized by many job roles. Other buttons which are specific to a job function are covered in the documentation for the function.

<table>
<thead>
<tr>
<th><strong>Centricity® RIS-IC Controls</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add New</strong></td>
<td>Opens a window to add a new record</td>
</tr>
<tr>
<td><strong>Add/Edit</strong></td>
<td>Allows the entry of a new or revision of an existing entry</td>
</tr>
<tr>
<td><strong>Apply to All</strong></td>
<td>Applies a selection to or performs a task on all items in a list or all items (ex. Exams) involved in a task</td>
</tr>
<tr>
<td><strong>Audit</strong></td>
<td>Displays an audit trail of</td>
</tr>
<tr>
<td><strong>Cancel</strong></td>
<td>Closes the window without saving data</td>
</tr>
<tr>
<td><strong>Close</strong></td>
<td>Closes a window</td>
</tr>
<tr>
<td><strong>Continue</strong></td>
<td>Opens the next step in a process</td>
</tr>
<tr>
<td><strong>Deselect All</strong></td>
<td>All items that were selected form a list or table are no longer selected</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>Expands the screen to display additional details</td>
</tr>
<tr>
<td><strong>Edit</strong></td>
<td>Allows the selected information to be edited / revised</td>
</tr>
</tbody>
</table>
| **OK**                           | Does one of the following  
|                                 | Saves information and closes the window  
|                                 | Closes an error message window and places the cursor in the field where the error occurred |
| **Print**                        | Opens the window for printer selection |
| **Pt Appt List**                 | Shows future appointments for exams and medical appointments |
| **Pt Exam List**                 | Shows exam list (past and future) |
| **Refresh**                      | Searches the system and updates the information in a list |
| **Remove**                       | Removes a selected entry from a list of selections |
| **Save/Clear**                   | Saves information and resets the window for entry of new data |
| **Save/Close**                   | Saves information and closes the window |
| **Save**                         | Saves information without clearing the window |
| **Search**                       | Begins the search function based upon the data entered |
| **Select All**                   | Selects all of the items in a list or table |
| **Drop-down List**               | Click arrow to display list of entries for the field |
### Centricity® RIS-IC Controls

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Indicates the number of pages in a table or list. Click a number to display that page</td>
</tr>
<tr>
<td>☑</td>
<td>Displays the previous or last page of entries in a table or list</td>
</tr>
<tr>
<td>☑</td>
<td>Displays the next or last page of entries in a table or list</td>
</tr>
<tr>
<td>☑</td>
<td>Displays the next page of entries in a table or list</td>
</tr>
</tbody>
</table>

#### Keys and Controls

<table>
<thead>
<tr>
<th>Key Combination</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab</td>
<td>Moves the cursor to the next field, button or control</td>
</tr>
<tr>
<td>Shift+Tab</td>
<td>Moves the cursor to the previous field</td>
</tr>
<tr>
<td>Spacebar</td>
<td>Selected the highlighted item in a list and confirms system messages</td>
</tr>
<tr>
<td>Enter</td>
<td>Enter: Does one of the following: Selects the highlighted entry from a list. Selects the default (highlighted) button on a window if all required fields are complete. If information is missing or incorrect, an error message displays.</td>
</tr>
<tr>
<td>Arrow Keys</td>
<td>Moves the highlighted selection in a list up or down</td>
</tr>
<tr>
<td>T or t (today)</td>
<td>Ina date field, enters the current date</td>
</tr>
<tr>
<td>N or n (now)</td>
<td>Ina time field, enters the current time</td>
</tr>
<tr>
<td>+ (plus) and – (minus)</td>
<td>Combined with T or N, enters a past or future date or time: N+30 enters 30 minutes in the future from the current time; N-30 enter 30 minutes in the past from the current time; T+3 enters 3 days in the future from the current date; T-2 enters 2 days in the past from the current date</td>
</tr>
</tbody>
</table>
Using the Help

While working with the Centricity® RIS-IC system, you can access the Help system to get information. The Help contains:

- Information about procedures (step-by-step instructions for completing tasks in the Centricity® RIS-IC system)
- Conceptual information (essential concepts for the application)

Accessing the Help

To access the Help:
Click Help to the right of the Module Toolbar. The following window is displayed:

The four methods of using the Help function are described on the following pages.
The Search Tab
- Enter one or more word in the Search For field.
- For an exact match, enclose the phrase in double quotation marks
- Use the Category drop-down list to limit the search to a specific topic.
- In the Match field, ANY Word will returns all topics containing one of the searched for words.
- ALL Words returns only the topics containing all the specified words or phrases.

The Contents Tab
- Click a book to display topics
- Depending upon the book selected, there may be subtopic books.
- Continue to open books until the desired topic is found.
- Click the topic to open
The Index Tab
- In the field “Type in the keyword to find,” type the keyword. As you type, the list moves alphabetically to display topics
- To open a topic either double-click and entry or single click and click display at the bottom of the list
- If a topic cannot be found by keyword, use the Search tab

The Favorites Tab
- Each Centricity RIS-IC user may save their favorite help topics
- To add a Favorite, open the topic.
- Then click the Add to Favorites
- Favorites can be organized with the Organize Favorites icon.
- Favorites may be deleted from Favorites, renamed or organized into folders
Parts of the Centricity® RIS-IC Window

When you log in to the Centricity® RIS-IC system, the Centricity® RIS-IC window appears. The Centricity® RIS-IC window consists of the following main areas:

Module Toolbar – Located at the top of the window, this contains the main menu functions available based upon your security. This allows you to access the various modules necessary to perform your tasks.

Option Toolbar - Located below the Module Toolbar; this allows you to access the various options within a module necessary to perform your tasks (appears when you select a Module Toolbar option).

Patient banner - Located below the Option Toolbar, this light blue field displays patient and exam information for the patient record with which you are currently working. If the selected patient has documents scanned into Document Management, a paperclip icon ( ) displays on the right side of the Patient Banner.

Tool Area – Located to the right of the Module Toolbar, the Tool Area consists of Tools, Preferences, Help and the Logout.

Tools ( ) is used to access Document Management, and a link to iSite (the PACS system).

Preferences (Pref) ( ) is used to set individual user settings. This is also where a password may be reset.

Help ( ) accesses the online Help.

Logout ( ) closes out of the Centricity® RIS-IC system.

The following page contains a graphic of the Centricity RIS-IC Window.
Centricity RIS-IC Window

- Module Toolbar
- Tool Area
- Options Toolbar
- Workspace
- Patient Banner
Using the Module and Option Toolbars

The Module and Option Toolbars allow you to access the various modules and options necessary to perform your tasks. When you log in to the Centricity® RIS-IC system, the Centricity® RIS-IC window appears and the system displays the Module Toolbar (above the workspace and Patient Banner). The Module Toolbar contains the modules that are available to you. To access a module, click the module name on the Module Toolbar. Once you select a module on the Module Toolbar, the Option Toolbar for that module appears (between the Module Toolbar and the patient banner). To access a specific option, click the option name on the Option Toolbar.

The Patient Banner

When you log in to the Centricity® RIS-IC system, an empty light blue field appears above the workspace. This is the patient identification banner, or Patient Banner.

When you are using a module that requires you to select a patient, the specified patient’s name and demographic information appear in the patient banner at the top of the Centricity® RIS-IC window.

If you leave one module and open another without clearing the patient banner, the specified patient remains selected, allowing you to work with that patient without searching for his or her record again.

The patient banner has the following options that allow you to control which patient's information appears in the banner:

The patient banner displays the following patient information:

• Patient name
• Medical record number (MRN)
• Date of birth (DOB)
• Social Security Number (SSN)
• Primary care provider (PCP)
• Age
• Sex
• Allergy indicator

Refer to graphic below
When you are using an option that requires you to select an exam, the following exam information also appears in the patient banner:

- Accession number (ACC)
- Exam description
- Exam status
- Date and time of exam
- Requesting provider
- Report status
- Signs and symptoms

Refer to the following graphic:

The patient name and accession number appear as “hyperlinks” (underlined text) in the patient banner. You can click the patient name to display the Patient Inquiry window from which you can view patient demographic information. You can also click the accession number (ACC) to display the Exam Inquiry window and view exam-specific information.

The Patient Banner has options which control which patient’s information appears in the banner.

- Clear - deselects the current patient and allows you to select another patient. This button is only available when the patient banner contains patient information.

- Last patient – recalls the last patient with which you worked into the patient banner and allows you to work with that patient record. This function applies to the current login session only. This button is only available when the patient banner is cleared.

- Last exam – recalls the last exam and patient with which you worked into the patient banner and allows you to work with that patient and exam record. This function applies to the current login session only. This button is only available when the patient banner is cleared.
Viewing Information in the Patient Banner

The following example shows you how to access patient information for display using the Patient Record module.

1. On the Module Toolbar, click **Pt. Record**.
2. On the Find Patient or Exam window, identify and select a patient.

The patient’s information is displayed in the patient banner. Refer to the graphic below.

3. On the Module Toolbar, click **Exam**.
4. In the ACC field, identify an exam. (An Accession Number is a unique identifier assigned to an exam). Enter the ACC number if known, or click the ellipsis and choose the exam from the displayed list.

The exam’s information is displayed in the patient banner. Refer to the graphic below.

5. With patient information populated in that banner, any module and option selected will reference the selected patient. To close the selected patient, click **Clear**.
Common Tasks

Certain tasks and functions are repeatedly performed throughout the Centricity® RIS-IC system. Although these tasks and functions are performed at various times, the procedures for completing them remain the same. The purpose of this chapter is to help you perform various common tasks and illustrate some of the activities that are common to many, if not all, modules.

**NOTE:** For training purposes, the activities described in this chapter reference specific modules and options; however, these activities are part of a larger workflow and are not specific to any one module.

Upon completing this chapter, you will be able to:
- Perform a patient lookup
- Select an exam
- View a patient record

**Performing a Patient or Exam Lookup**

For most Module Options, a patient and/or exam must be selected. Use the Find Patient or Exam window to identify a patient or exam. The search may be limited to a specific organization, or the Centricity® RIS-IC system can search all organizations available based on user privileges. The search may be selected by specific criteria such as patient name, date of birth, Social Security Number, accession number, etc.

**NOTE:** To narrow the search, include the date of birth or sex.

When you search for a patient or an exam, all of the records in the system that match your search criteria are displayed in a search results list. From the search results list, you can select the patient or exam with which you want to work. When you search based on criteria other than an accession number, the search results list includes the following information for records that match your search criteria:
- Patient name
- "+" sign shows to the left of the patient name if the patient is associated with more than one organization.
- Organization with which the record is associated
- Medical record number (MRN)
- Department number
- Social Security Number (SSN)
- Date of birth (DOB)
- Patient's gender
- Exam indicator displays in the right column if the patient has exam activity (scheduled or previously done) 


The following image illustrates the search results list for patients whose name matches the search criteria Test,A.

<table>
<thead>
<tr>
<th>Patient</th>
<th>Org</th>
<th>MRN</th>
<th>Dept No.</th>
<th>SSN</th>
<th>DOB</th>
<th>Sex</th>
<th>Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test,A</td>
<td>Enterprise</td>
<td>9816730</td>
<td>333-44-5555</td>
<td>06/02/1995</td>
<td>M</td>
<td>![Exams Icon]</td>
<td></td>
</tr>
<tr>
<td>Test,A</td>
<td>Enterprise</td>
<td>9791236</td>
<td>222-89-0000</td>
<td>06/10/1962</td>
<td>M</td>
<td>![Exams Icon]</td>
<td></td>
</tr>
<tr>
<td>Test,A</td>
<td>Enterprise</td>
<td>9853333</td>
<td>555-80-7777</td>
<td>01/01/1995</td>
<td>M</td>
<td>![Exams Icon]</td>
<td></td>
</tr>
<tr>
<td>Test,A</td>
<td>Enterprise</td>
<td>9548832</td>
<td>222-11-8888</td>
<td>06/13/2005</td>
<td>F</td>
<td>![Exams Icon]</td>
<td></td>
</tr>
<tr>
<td>Test,A</td>
<td>Enterprise</td>
<td>9871199</td>
<td>099-99-0000</td>
<td>11/10/1985</td>
<td>M</td>
<td>![Exams Icon]</td>
<td></td>
</tr>
</tbody>
</table>

Click the + to the left of the patient name to display the MRN for all organizations where the patient is associated.

Click the icon in the Exams column to view all exams associated with the patient.

When the search is based on an accession number, the search results list includes the following information for records that match your search criteria:

- Accession number
- Patient name
- Organization associated with the record
- Medical record number (MRN)
- Department number
- Exam code
- Exam (report) status
- Date and time of the exam

The following image illustrates search results based on an accession number search.

1. The patient's name in the Patient column of the search results list is a hyperlink. Click a Patient's name to view display-only patient demographic information. (Click Cancel to return to the search results list.)
2. The accession number in the Acc column of the search results list is a hyperlink. Click the accession number to view display-only exam information. (Click Cancel to return to the search results list.)

Refer to the graphic below

<table>
<thead>
<tr>
<th>Acc</th>
<th>Patient</th>
<th>Org</th>
<th>MRN</th>
<th>Dept No.</th>
<th>Code</th>
<th>Stat</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0352</td>
<td>SCHED OBE</td>
<td>UMMC</td>
<td>0000125</td>
<td>CTRAM1</td>
<td>S</td>
<td>00/05/0001</td>
<td></td>
</tr>
</tbody>
</table>
Identifying a Patient

1. On the Module Toolbar, click PT Record.
2. On the Option Toolbar, click Patient. The Find Patient or Exam window appears.

3. (Optional) In the Organization field, click and select the organization you want the Centricity® RIS-IC system to search, or select (All) to have the system search all Organizations available to you based on your user privileges.

4. In the Search By field, click and select one of the search criteria. The most commonly used search criteria are Name, Medical record Number (MRN), and Accession number (ACC).

5. (Optional) In the Patient DOB field, enter the date of birth (format MMDDYYYY)

6. (Optional) The search can be limited by gender: Male, Female or Unknown

7. (Optional) DLA refers to the Date of Last Activity. Entering a date range in the DLA From and DLA To fields limits the date range by which Centricity® RIS-IC system searches for exam activity.
   Note: The DLA From and DLA To fields are not available when you select MRN, Dept. No., ACC, SSN, Visit No., or MFID as your search criterion.

8. Click search. If the Centricity® RIS-IC system finds one or more patients that meet your search criteria, the system displays a search results list.

9. In the search results list, click the radio button next to the patient you want to work with. The patient’s information is displayed in the patient banner.
Identifying an Exam

Some options require you to identify an exam before you can work in the selected option. There are two ways you can identify an exam. First, you can identify a patient and use the Patient Exam List Window, or if you know the accession number of the exam you want to work with, use the Find Patient or Exam window to identify an exam as follows:

1. On the Module Toolbar, click **Pt Record**
2. On the Option Toolbar, click **Exam.** The Find Patient or Exam window appears.
3. (Optional) In the **Organization** field, click and select the organization you want to search, or select **(All)** to search all of the organizations available to you based on your user privileges.
4. In the **Search By** field, click and select **ACC**.
5. In the second **Search By** field, enter the accession number of the exam with which you want to work.
6. Click **search.**
7. In the search results list, click on the Radio Button next to the exam with which you want to work.

![Image of the Find Patient or Exam window with numbered steps corresponding to the instructions.]
Working with the Patient Exam List Window

Use the Patient Exam List window to identify an exam after identifying a patient. The Patient Exam List window displays the patient’s exams for a specific organization and date range. You can also specify whether it lists all of the patient’s exams or exams in selected exam (report) statuses.

When you search on the specified criteria, the Centricity® RIS-IC system displays the exams that match your search criteria in a search results list that displays the following information:

- Organization at which the exam is scheduled
- Exam code
- Exam description
- Date and time for which the exam is scheduled to occur
- Resource
- Exam status
- Accession number
- Report status

The following image illustrates a search results list on the Exam Lookup window.
Accessing the Patient Exam List Window

1. On the Module Toolbar, click **Pt Record**
2. On the Option Toolbar, click **Exam**.
3. Identify a patient.
4. On the Exam Inquiry window, click the ellipsis next to the **Accession Number Search** field. The Patient Exam List window is displayed.

5. The search may be limited by one or more of the following:
   a) In the **Organization** field, click and select a single organization or select **(All)** to search all of the organizations available to you based on your user privileges.
   b) In the **Date From** and **Date To** fields, enter the date range for which you want to search for exams.
   c) In the **Search For** field, the search may be restricted to specific Exam Statuses or Report Statuses.
   d) Click **Search**
6. Select the exam with which you want to work.
7. Click **continue**.
Viewing a Patient Record

The Centricity® RIS-IC system creates a patient record (comprehensive information regarding a specific patient and the patient’s exams) for each patient in the system. Once a patient record is created, the patient record is available for viewing and editing. You cannot edit information through the Patient Record module. The Patient Record module is used for inquiries only. Information contained in a patient record is accumulated through a number of modules.

Patient Record Display

1. On the Module Toolbar, click **Pt Record**.
2. Identify a patient and/or an exam. The patient banner is populated with the selected patient/exam information.
3. On the Option Toolbar, click one of the following options: (The options available are determined by security levels)
   - **Patient** - Patient demographic information
   - **Medical History** – Allergies, Patient History, Continuous Medications, miscellaneous data and risk factors and Family History
   - **Tracking** - Tracking information
   - **Image Mgmt** - Film folder and loan information
   - **Results** - Diagnostic report information
   - **Exam** - Exam information
   - **Meds** – Medications Inquiry – Medications recorded as part of an exam
   - **Tech** - Technical factor and film information

The patient record information pertaining to the option selected is displayed.
Patient Record Inquiries in Search Results Lists

You can also view patient demographic and exam information via the patient banner, the Patient Exam List window, and the Find Patient or Exam window. Refer to the following table.

### Search Result

<table>
<thead>
<tr>
<th>In the …</th>
<th>Click…</th>
<th>To view…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient</td>
<td>Patient name</td>
<td>Patient demographic information</td>
</tr>
<tr>
<td>Patient banner</td>
<td>Accession number</td>
<td>Exam related information</td>
</tr>
<tr>
<td>Find Patient or Exam window</td>
<td>Patient Name (in the name column of search results)</td>
<td>Patient demographic information</td>
</tr>
<tr>
<td>Find Patient or Exam window</td>
<td>Icon in Exams column</td>
<td>Opens exam list. Click on Accession number for exam detail and results</td>
</tr>
</tbody>
</table>
Overview of the Results Module

The Results module allows you to transcribe and manage diagnostic reports. You can inquire about reports and exams and generate various reports concerning diagnostic reporting activities.

You can perform the following tasks in the Results module:
- Transcribe diagnostic reports
- Create addendums to finalized reports
- Edit exam data
- Associate exams with a diagnostic report
- Disassociate one or more exams from a report

Objective

Upon completing this chapter, you will be able to:
- Identify the exam statuses that apply to diagnostic reporting activities.
- Identify the report status that apply to diagnostic reporting activities

Understanding Exam Statuses

The Exam Status determines if an exam can be used in the Results Module.

The following table describes the exam (report) statuses that are relevant to the Results module.

<table>
<thead>
<tr>
<th>Exam Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Complete</td>
</tr>
<tr>
<td>D</td>
<td>Dictated</td>
</tr>
<tr>
<td>P</td>
<td>Preliminary</td>
</tr>
<tr>
<td>F</td>
<td>Finalized</td>
</tr>
<tr>
<td>A</td>
<td>Addended</td>
</tr>
</tbody>
</table>
Understanding Result Statuses

The Report Status may determine what options are available. A Report Status is assigned beginning when an exam is scheduled. The following table describes the Report Status and the associated Exam Status.

<table>
<thead>
<tr>
<th>Report Status</th>
<th>Description</th>
<th>Associated Exam Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NonReportable</td>
<td>The exam is nonreportable. It does not require a diagnostic report</td>
<td>O (Ordered)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S (Scheduled)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I (In Progress)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>X (Cancelled)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>N (Nonreportable)</td>
</tr>
<tr>
<td>Pending Creation</td>
<td>No report has been created for this exam. When an exam is ordered or</td>
<td>O (Ordered)</td>
</tr>
<tr>
<td></td>
<td>scheduled, it is assigned a report status of Pending Creation</td>
<td>S (Scheduled)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I (In Progress)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C (Completed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>X (Cancelled)</td>
</tr>
<tr>
<td>Transcription Hold</td>
<td>The report has been placed on hold by the transcriptionists. A report on</td>
<td>D (Dictated)</td>
</tr>
<tr>
<td></td>
<td>Hold can only be viewed from the Transcription window. Attempting to view</td>
<td>P (Preliminary)</td>
</tr>
<tr>
<td></td>
<td>the report from any other functions displays a message that the report is</td>
<td>A (Addended)</td>
</tr>
<tr>
<td></td>
<td>on hold and who placed the hold</td>
<td></td>
</tr>
<tr>
<td>Dictated</td>
<td>A report has been dictated for this exam</td>
<td>D (Dictated)</td>
</tr>
<tr>
<td>Preliminary</td>
<td>The diagnostic report has been transcribed. At least one Responsible</td>
<td>P (Preliminary)</td>
</tr>
<tr>
<td></td>
<td>Provider has been assigned.</td>
<td></td>
</tr>
<tr>
<td>Edits Required</td>
<td>The transcriptionist has completed the transcription but needs an</td>
<td>P (Preliminary)</td>
</tr>
<tr>
<td></td>
<td>interpreting provider to make changes to the report before it may be</td>
<td>A (Addended)</td>
</tr>
<tr>
<td></td>
<td>signed.</td>
<td></td>
</tr>
<tr>
<td>Final</td>
<td>The radiologist (responsible provider) has approved and signed the</td>
<td>F (Final)</td>
</tr>
<tr>
<td></td>
<td>diagnostic report</td>
<td></td>
</tr>
</tbody>
</table>
Understanding Keyboard Shortcuts in the Results Module

Several shortcut keys are available in the Results module. These shortcut keys are available when you are working with the Transcription option. The following list identifies the results module shortcut keys.

<table>
<thead>
<tr>
<th>Shortcut Key</th>
<th>Description</th>
<th>Corresponding Button in RIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALT+E</td>
<td>Opens the diagnostic report in Microsoft Word</td>
<td>Enter/Edit</td>
</tr>
<tr>
<td>ALT+S (Word)</td>
<td>While transcribing in Microsoft Word saves the document. Word remains open for continued transcription</td>
<td></td>
</tr>
<tr>
<td>ALT+TAB</td>
<td>Moves between application windows without using a mouse. Closes Microsoft Word and returns to the Results / Transcribe window</td>
<td></td>
</tr>
<tr>
<td>ALT+S</td>
<td>Saves transcription information and resets the window to allow transcription of another exam.</td>
<td>Save/Clear</td>
</tr>
</tbody>
</table>
Transcribing Diagnostic Reports

The Transcription option allows you to transcribe and work with diagnostic reports in the Centricity® RIS-IC system. You can enter text dictated by an interpreting provider or (if set up at the facility) use a standard report to create a diagnostic report.

To transcribe a diagnostic report in the Centricity® RIS-IC system, the exam must be in D (Dictated) exam (report) status.

Objectives
Upon completing this chapter, you will be able to:

- Transcribe a report
- Edit a preliminary report
- Enter a standard report
- Place a report on hold
- Lock a report
- Associate exams with a diagnostic report
- Create an addendum for a report
- Edit exam data
Transcribing and Editing a Diagnostic Report

Use the Transcription option to transcribe diagnostic reports for exams in D (Dictated) exam (report) status. The Transcription option also allows you to edit the diagnostic report in P (Preliminary) exam (report) status and to add an addendum to a report in F (Final) status.

Transcribing a Diagnostic Report

1. On the Module Toolbar, click **Results**.
2. On the Option Toolbar, click **Transcription**.
3. Identify an exam, or identify a patient and then select an exam.
4. Click **Search**.
5. The Transcription window is displayed

6. Enter the following information as appropriate:
   - **Providers**: Refer to detailed information on page 32.
   - **Dx/Pr Codes** (Diagnosis and procedure codes)
   - **Interesting Case** – use the check box to indicate whether to index the exam as an Assessment Code if dictated by radiologist
7. Click **Enter/Edit**. The keyboard shortcut for Enter/Edit is ALT + E.
   The Centricity® RIS-IC system opens Microsoft Word.
Note: On the title bar of the Microsoft Word window, the document name is assigned as TR preceding the exam accession number and followed by .HTM. For example: TR267.HTM.

8. Transcribe the diagnostic report in Microsoft Word. Save the Microsoft Word document then close the document. The keyboard shortcuts with Microsoft Word are ALT + S to save and ALT + TAB to close Microsoft Word and return to the transcription window.

9. On the Transcription window, click Save or Save/Clear. The keyboard shortcut to Save/Clear is ALT + S.

**Entering a Provider**

There are three provider types.

a) The **Performing Provider** is the Radiology Technologist who performed the exam. This is entered by the technologist.

b) A **Contributing Provider** is a resident or fellow. There may not be a Contributing Provider. The Contributing Provider is entered by the transcriptionists.

c) An **Interpreting Provider** is the attending radiologist. There is always an Interpreting Provider. The Interpreting Provider is entered by the transcriptionists.

1. Click where indicated by the instructions “**click to add new row**”
2. In the provider box, enter the last name or partial last name.
3. Click the ellipsis.
4. A Provider Lookup window opens. Select the appropriate provider by clicking on the name.
5. To delete an incorrect entry, click the X on the incorrect provider line.
**Editing a Preliminary Diagnostic Report**

1. On the Module Toolbar, click **Results**.
2. On the Option Toolbar, click **Transcription**.
3. Identify an exam in P (Preliminary) status, or identify a patient and then select an exam in P status.
4. Click **enter/edit** to open Microsoft Word.
5. Edit the diagnostic report as appropriate. Save and close Microsoft Word.
6. On the Transcription window, click **save** or **save/clear**.

**Entering a Standard Report**

A standard report is a prewritten diagnostic report that the interpreting providers in your department have approved for use with certain exams and for certain outcomes. Use a standard report to expedite the diagnostic reporting process for certain exams.

**NOTE:** The individual organizations and departments will determine if Standard Reports are to be used.

1. On the Module Toolbar, click **Results**.
2. On the Option Toolbar, click **Transcription**.
3. Identify an exam, or identify a patient and then select an exam.
4. Enter the following information as appropriate:
   - Provider
   - Diagnosis and procedure codes
   - Assessment code (if applicable)
   - Whether to index the exam as an interesting case

5. In the Standard Reports field, click the ellipsis, identify and select the standard report(s) you want to use.
   **Note:** To remove a standard diagnostic report, click the **X** next to the standard report you want to delete from the exam.
6. On the Transcription window, click **Save** or **Save/Clear**.

5
Placing a Report on Hold

You can place diagnostic reports on hold. When you place a diagnostic report on hold, you can transcribe the report, but the report is retained in transcription and the exam (report) status does not change to P (Preliminary)—that is, the report is not available to the interpreting providers until it is taken off hold and saved in the system. To take a report off hold, edit the report in the Transcription option.

**Note:** You can only place reports on hold that are in D (Dictated) exam (report) status.

**Caution:** If a report remains on hold, the report cannot be finalized by the interpreting provider(s), which may result in delayed treatment of the patient. Your organization is responsible for developing a procedure to ensure that reports are not inadvertently left on hold.

Placing a Diagnostic Report on Hold

1. On the Module Toolbar, click **Results**
2. On the Option Toolbar, click **Transcription**.
3. Identify an exam, or identify a patient and then select an exam.
4. Transcribe the report.
5. In the **Report Status** field, click \(\equiv\) and select **Hold**.
6. Click **Save** or **Save/Clear**.

Diagnostic Report Lock

You can retain a diagnostic report for which more information is required; this is considered locking a diagnostic report. When a report is locked, the report is displayed on the interpreting providers' signature queues, but prevents the providers from signing the report without first editing the report.

**NOTE:** Only lock reports in D (Dictated), or A (Addended) status.

- The ability to lock a report depends on how the Centricity® RIS-IC system is defined at your site. For more information, contact your Centricity® RIS-IC application manager.
- Your organization can determine how you should mark the section of the report that requires edits. For example, your organization can use a string of asterisks or question marks to indicate where edits are needed.

When a provider accesses a locked report, a message is displayed stating that a transcriptionist locked the report and edits are required. Either a provider or a transcriptionist can edit a report to unlock it. Message displayed below.

![Message](image)
Locking a Diagnostic Report

1. On the Module Toolbar, click Results
2. On the Option Toolbar, click Transcription.
3. Identify an exam, or identify a patient and then select an exam.
4. Transcribe the report.
5. In the Report Status field, click and select Edits Required.
6. Click save or save/clear.

Associating Exams While Transcribing

The Transcription option allows you to associate multiple exams with a diagnostic report. This enables one diagnostic report to serve as the diagnostic report for several exams. When you associate exams with a diagnostic report, you must specify a primary exam - this is the exam whose diagnostic report applies to the primary exam and to any associated (secondary) exams.

Exams can serve as primary exams if they have an exam (report) status of D (Dictated), P (Preliminary), A (Addended). Exams can serve as secondary exams only if they have an exam (report) status of C (Completed) or D (Dictated).

NOTE:
- Secondary exams are not displayed on a provider’s signature queue; only the primary exam appears for review and signature. Associated exams are listed on the Reporting Activities window. When the primary exam’s report is finalized, the exam (report) status of both the primary and secondary exams changes to F (Finalized).
- On the Transcription window, the primary exam is displayed as the first exam in the list of associated exams.
- You can also associate an exam with a diagnostic report that has already been transcribed using the Associate option. For more information, refer to the Associating and Disassociating Exams chapter of the IDX Centricity® RIS-IC Core Functionality Training Guide.
- For more information about disassociating exams, refer to the Associating and Disassociating Exams chapter of the IDX Centricity® RIS-IC Core Functionality Training Guide.
Associating Exams with a Diagnostic Report

1. On the Module Toolbar, click **Results**.
2. On the Option Toolbar, click **Transcription**.
3. Identify the exam you want to serve as the primary exam or identify a patient and then select the primary exam.
4. Transcribe the exam
5. On the Transcription window, click the **associate** button.
   **NOTE**: Do not click Associate on the Options Toolbar
6. The Associate Exams window opens. Click the check box to select the secondary exam(s) to be associated. Click the **OK** button.
7. The Associated Exams window list the primary exam followed by the secondary exam(s).
8. On the Transcription window, click save or save/clear.

Creating a Diagnostic Report Addendum

When a report has been finalized, no changes can be made to that report. However, additional information can be added in a separate transcription - this is considered creating a report addendum. To create a report addendum the exam’s status must be in F (Finalized) status.

Creating an addendum for a report changes the exam (report) status from F (Finalized) to A (Addended). Addended reports must then be re-finalized. Providers can re-finalize reports in the same manner that they finalize any preliminary report (that is, in the Provider module).
Creating a Report Addendum

1. On the Module Toolbar, click **Results**.
2. On the Option Toolbar, click **Transcription**.
3. Identify an exam in **F** (Finalized) status.
4. When a Finalized report is opened in the Transcription Option, the Enter/Edit is button is replaced with an Addend button. Click **addend** to open Microsoft Word.
5. Two sessions of Microsoft Word are opened.
   - The Finalized report displays as a read-only document.
   - An addendum window opens for the transcription of the additional report information. The document name assigned is the original document name followed by _Addend. For example, **TR267_Addend.HTM**.
6. Enter the report addendum.
7. Save and close word
8. On the transcription window click **Save** or **Save/Clear**
Associating and Disassociating Exams

You can associate multiple exams with an individual diagnostic report. This enables one diagnostic report to serve as the diagnostic report for several exams. You can also disassociate an exam from a report if the association is no longer necessary or was performed in error.

When you associate exams with a diagnostic report, you must specify a primary exam - this is the exam whose diagnostic report serves as the diagnostic report for the primary exam and any associated (secondary) exams.

Secondary exams are not displayed on a provider’s signature queue; only the primary exam appears for review and signing. When the primary exam’s report is finalized, the exam (report) status of the primary and secondary exam(s) changes to F (Finalized).

Objectives
Upon completing this chapter, you will be able to:
• Associate one or more exams with a report after the report has been transcribed and saved
• Disassociate one or more exams from a report that has been transcribed and saved
You can use the Associate option to associate exams with a diagnostic report that has already been transcribed in the Centricity® RIS-IC system. Exams can serve as primary exams if they have an exam (report) status of P (Preliminary), A (Addended). Exams can serve as secondary exams only if they have an exam (report) status of C (Completed) or D (Dictated)

**NOTE:** If a diagnostic report has not been transcribed, and you want to associate exams when you transcribe the report, use the Transcription option to associate the exams. For more information, refer to page 35 of this manual

**Associating Exams with a Diagnostic Report**

1. On the Module Toolbar, click **Results**.
2. On the Option Toolbar, click **Associate**.
3. Identify an exam, or identify a patient and then identify the primary exam.
4. Click the + button for a list of exams which can be secondary exams to the selected primary exam.
5. From the Associate Exams window click the check box for the secondary exam(s).
6. Click **ok**.
7. Click **save**.
Disassociating Associated Exams

You can remove one or more exams from a group of exams associated with a diagnostic report. You can disassociate exams that are no longer needed or have been associated with an exam in error.

You cannot disassociate an exam in F (Finalized) exam (report) status. When you remove an exam from a report, the status changes back to D (Dictated), and you must transcribe a new report for the disassociated exam.

**NOTE:** You can only disassociate secondary exams from a diagnostic report; you cannot disassociate a primary exam.

Disassociating Exams from a Diagnostic Report

1. On the Module Toolbar, click **Results**.
2. On the Option Toolbar, click **Associate**.
3. Identify the primary exam, or identify a patient and then select the primary exam.
4. Click the radio button next to the secondary exam(s) you want to disassociate.
5. Click the X to disassociate the exam(s).
6. Click **save**.
Using the Radiologist Worklist

The Worklist is used by interpreting providers and technologists to display exams that are either scheduled to be performed or are in progress at a specified performing resource. For the Transcriptionist the Worklist would be set up to display exams in D (Dictated) and P (Preliminary) status.

Objectives
Upon completing this chapter, you should be able to:
• Access the Worklist
• Filter the worklist to display exams
Accessing the Worklist

1. On the Module Toolbar, click **Worklist**.
2. On the Option Toolbar, click **Radiologist**.
3. The Radiologist Worklist window appears

**Filtering the Radiologist Worklist**

Filters are used to determine what types of exams are included in the worklist. For example, you could limit the worklist to include only MR exams that will be performed today.

The first time a user accessing the worklist option, the following message window displays. Clicking OK opens the Radiology Worklist Filter window.

The Radiology Worklist Filter window can be opened at any time to edit an existing worklist or to create additional worklists.
Filtering the Technologist Worklist

1. On the Module Toolbar, click **Worklist**.
2. On the Option Toolbar, click **Radiologist**.
3. Click **filters**. The Build Radiologist Worklist window appears.

4. Select the filter settings according to how you want your worklist to appear.
   - **Date Range**: Most exams on the worklist will be very recent, set for 7 or 30 days
   - **Exams**: Set to All Exams. Images are not required for the transcription functions
   - **Exam Status**: Check only Dictated and Preliminary.
5. Click **save**.
6. A filter name window opens. Assign a name for the worklist (e.g. UM Reports)
7. Click **OK**
8. The worklist is refreshed with the new filter.