Harborview Workflow: After-hours Preliminary Reports: Fellows

A fake attending named **Support, Service** has been created for neuroradiology studies read out after hours by fellows and residents. The functionality of this **Support, Service** attending will be similar to that in use at UWMC.

WORKFLOW FOR AFTER HOURS CASES:
- In RadWhere, select "Support,Service" as the attending.
- Dictate your report.
- Sign it.
- *Sign off all preliminary after hours body imaging reports using the Support, Service attending and not the actual attending on service the next day or on call.*
- Other "fake" attending names will be deactivated on July 1. Do not use any other attending name after hours.

REPORT INSTRUCTIONS

1. Either select Support, Services as the attending when you open RadWhere, or if you are dictating under another attending, once the report is open in **Nuance RadWhere**, click the **Tools** menu and select **Change Attending...**
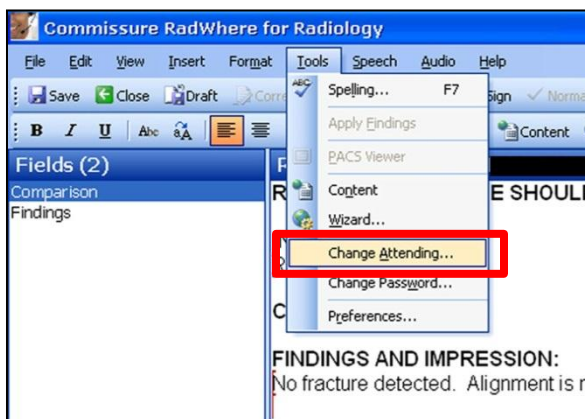

2. Press "**S**" on the keyboard and scroll down to select the **Support, Service** attending.
3. Click **OK**.
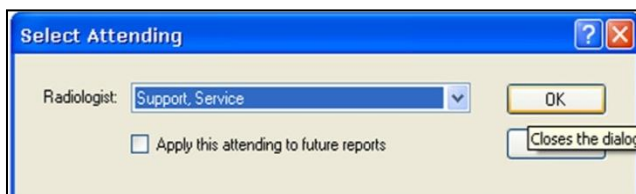
4. Review/complete your report, and click **Sign** to create the preliminary.

INSTRUCTIONS FOR ATTENDINGS, FELLOWS AND RESIDENTS READING OUT WITH THE ATTENDING THE FOLLOWING DAY

The studies signed off overnight with preliminary reports will be located under a folder called **SUPPORT_SERVICES** in Centricity PACS. Under **Radiologist Worklist**, click on **SUPPORT_SERVICES** on Centricity PACS and select the worklist from your designated area.
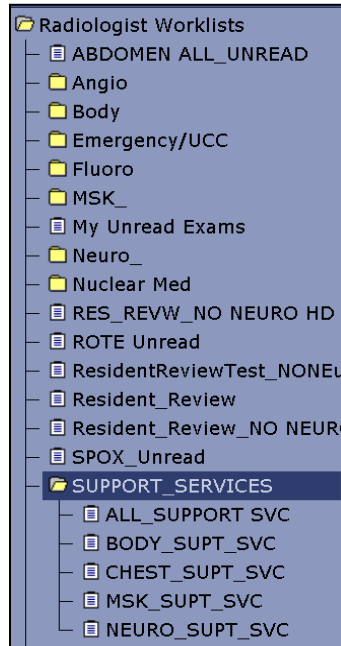
Alternatively, all these cases can also be pulled up from Nuance RadWhere by changing the attending to **Support, Service** and status of reports to **Preliminary** as shown below.

Click **Browse** and the exams will appear on the worklist. Double click on exam that you wish to take ownership of.

Exam Date	Procedures	MRN	Patient Name	Acc...	Status	Attending
3/28/2011...	XR CHEST 1VIEW	H6999999	ZZTESTA, PATIENT NOTMY...	4718337	Pend...	Support, Service

If you are an attending, a box with the following will automatically appear, "Are you sure you want to acquire ownership from attending "Support services?" Click **Yes**. This report will now be assigned to you.

If you are a resident or fellow, you will have to change the name of the attending that the case is signed under to the actual attending that you are reading the case with.

1. Pull the exam from the Centricity PACS worklist.

2. Open the exam from Centricity PACS.
3. Click the **Nuance RadWhere** button from Centricity PACS.
4. A Nuance RadWhere window will appear. "Are you sure you want to acquire ownership of this report from *Resident*?
5. Click **Yes**.
6. Once report is open in Nuance RadWhere, go to **Tools** menu and select **Change Attending** to select the Attending you are reading the case with.
7. Click **OK**.