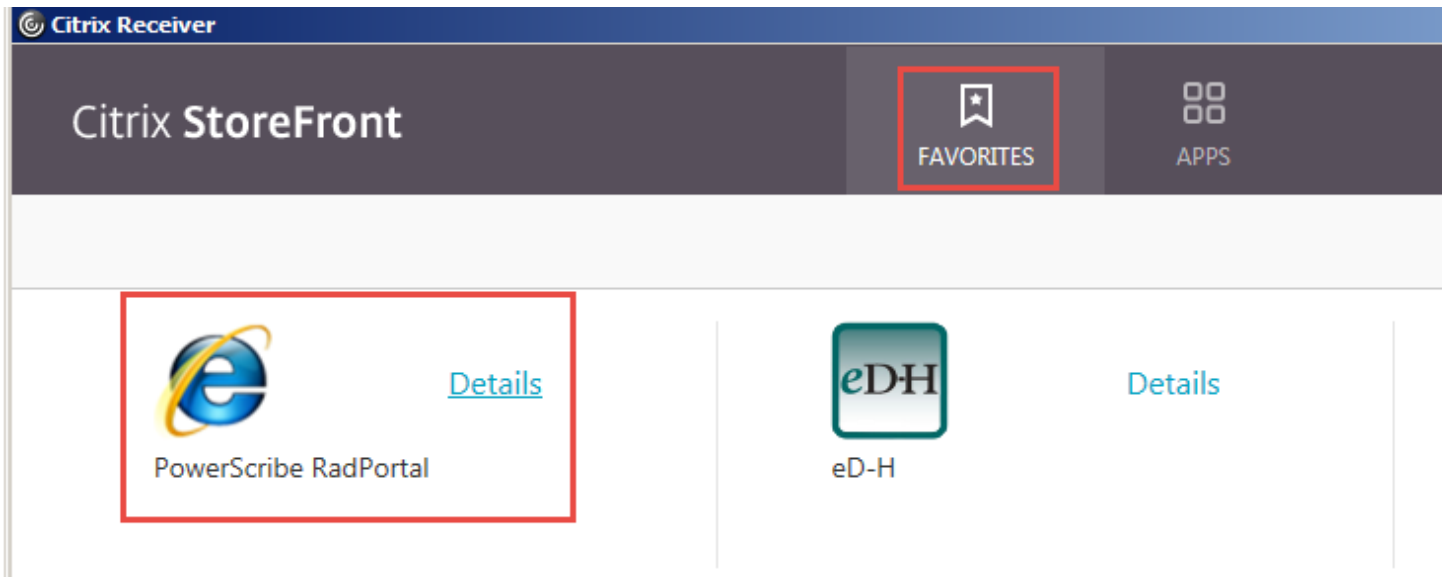


Accessing PowerScribe reports to sign from home

Log into DHApps

If you do not have PowerScribe Rad Portal in your Favorites navigate to Apps and add it as a Favorite

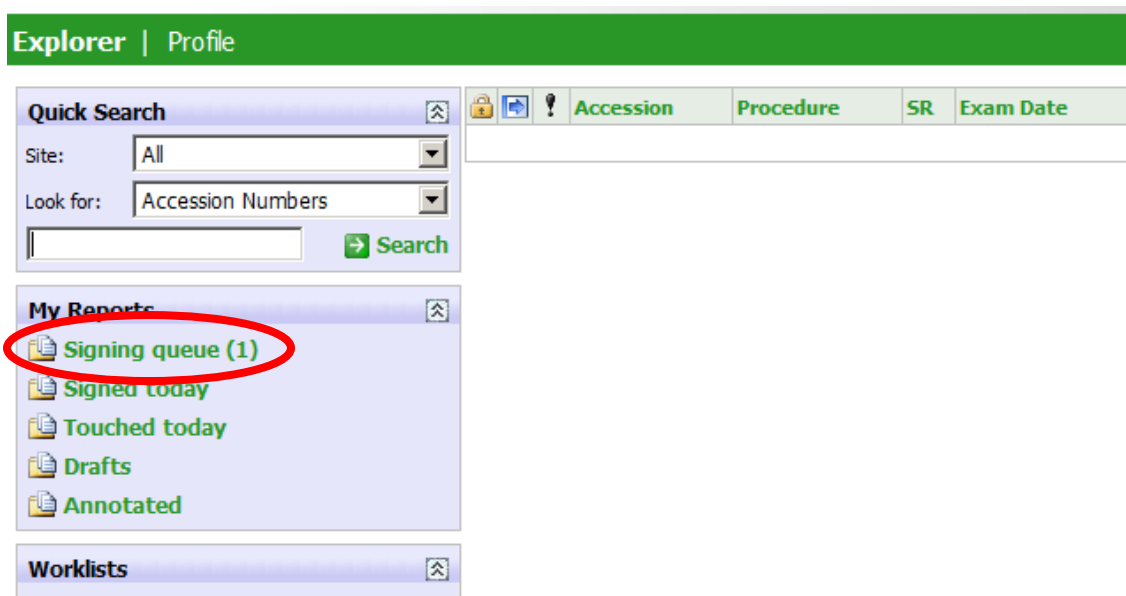


Your username and password are the same:

In ALL CAPS- The first four letters of your last name + the first letter of your first name

For example John Smith would be SMITJ

The "Explorer" screen will launch. If you have reports to sign the number of reports will be in parentheses.



Click on the report tab:

If you are ready to sign, press sign and you are done

If you need to edit, press edit

Quick Search

Site: All
Look for: Accession Numbers
[Search](#)

My Reports

- Signing queue (1)
- Signed today
- Touched today
- Drafts
- Annotated

Worklists

PS360 [View](#)

Browse

Site: All

Accession	Procedure	SR	Exam Date	Patient	Site	MI
5646545646546	BIOPSY LIVER PERCUTANEOUS IN IR	0	4:42:49 PM	UNKNOWN,	Dartmouth	TE

Order | **Report** | Clinical | Notes | Attachments | Custom Fields | Priors

Status: Pending Signature
Last Modified: 12/11/2014 4:43:11 PM
Content Modified: 12/11/2014 4:43:11 PM
Attending: Skye Kerr
Transfer: Not Ready
Correction: Self-edit
Preliminary: 12/11/2014 4:43:11 PM
Draft: 12/11/2014 4:42:49 PM
Began Edit: 12/11/2014 4:42:53 PM
Created: 12/11/2014 4:42:49 PM
Workstation: W7D53419

EXAMINATION: BIOPSY LIVER PERCUTANEOUS IN IR
 CLINICAL HISTORY: Pain
 TECHNIQUE: 2 Views right knee
 COMPARISON: None
 FINDINGS: This is a test
 IMPRESSION:

Sign as Preliminary | [Sign](#) | [Discard](#) | [Edit...](#)

A new window will pop up. Make changes as necessary and press Save and Close

Edit Report -- Webpage Dialog

UNKNOWN, - 5646545646546 [Sign](#) [Save and Close](#) | [Close Window](#)

Patient

Name: UNKNOWN
MRN: TEMPORARY
DOB - Sex: n/a -
Class:
Site: Dartmouth

Exams

Accession: 5646545646546
Procedure: ABXLIV
Exam Date: 12/11/2014 4:42:49 PM
Description: BIOPSY LIVER PERCUTANEOUS IN IR
Ordering: n/a

Report

Status: Pending Signature
Attending: Skye Kerr

B I U

EXAMINATION: [BIOPSY LIVER PERCUTANEOUS IN IR]
CLINICAL HISTORY: [Pain]
TECHNIQUE: [2 Views right knee]
COMPARISON: [None]
FINDINGS: [This is a test]
IMPRESSION: []

It will bring you back to the Explorer screen and you can see the changes you made. Now press sign and you are all done.

Explorer | Profile

Quick Search
 Site: All
 Look for: Accession Numbers
 Search

My Reports
 Signing queue (1)
 Signed today
 Touched today
 Drafts
 Annotated

Worklists
 PS360 View

Browse
 Site: All
 Status: All

Accession	Procedure	SR	Exam Date	Patient
5646545646546	BIOPSY LIVER PERCUTANEOUS IN IR	0	4:42:49 PM	UNKNO

Order Report Clinical Notes Attachments Custom Fields Priors

Status: Pending Signature
Last Modified: 12/11/2014 4:59:06 PM
Content Modified: 12/11/2014 4:59:06 PM
Attending: Skye Kerr
Transfer: Ready
Correction: Self-edit
Last Preliminary: 12/11/2014 4:59:06 PM
First Preliminary: 12/11/2014 4:43:11 PM
Draft: 12/11/2014 4:42:49 PM
Began Edit: 12/11/2014 4:42:53 PM
Created: 12/11/2014 4:42:49 PM
Workstation: W7D53419

EXAMINATION: BIOPSY LIVER PERCUTANEOUS IN IR
 CLINICAL HISTORY: Pain
 TECHNIQUE: 2 Views right knee
 COMPARISON: None
 FINDINGS: This is a test
 IMPRESSION: Change

Sign as Preliminary | **Sign** Discard | Edit...

If you need to create an Addendum:

Search for the patients finalized exam, make sure you are under the **Report** tab, and click addendum at the bottom/

Explorer | Profile

Quick Search
 Site: All
 Look for: Patient Last, First
 KERR,SKYE Search

My Reports
 Signing queue
 Signed today
 Touched today
 Drafts
 Annotated

Worklists
 Mishaps View

Browse
 Site: All
 Status: All
 Time Frame: Today
 Modality: All
 Anatomy: All
 Section:

Accession	Procedure	SR	Exam Date	Patient
4608893	ANKLE MIN 3 VIEWS	0	6/30/2011	KERR, SKYE .
4613266	ANKLE MIN 3 VIEWS	0	7/5/2011	KERR, SKYE .
4622636	MR Ankle without Contrast	0	7/14/2011	KERR, SKYE .
4696875	WRIST COMP MIN 3VIEW	0	9/19/2011	KERR, SKYE .
4745680	FOOT MIN 3 VIEWS	0	11/28/2011	KERR, SKYE .
4778753	MR FOOT WITH/WITHOUT GD	0	12/1/2011	KERR, SKYE .
7129835	XR BILATERAL WRISTS 3 VIEWS OF EACH	0	1/11/2016	KERR, SKYE .

Order **Report** Notes Attachments Custom Fields Priors (6)

Status: Final
Last Modified: 7/1/2011 8:22:00 AM
Content Modified: 7/1/2011 8:22:00 AM
Attending: Douglas Goodwin
Site Bridge: Dartmouth Hitchcock
Transfer: Not Ready
Correction: Self-edit
Signed: 7/1/2011 8:22:00 AM
Created: 7/1/2011 8:22:00 AM

X-RAY OF THE RIGHT ANKLE, THREE VIEWS, 06/30/11:
 CLINICAL HISTORY: Acute lateral ankle pain while rock cl
 presents with point tenderness overlying the lateral malle
 FINDINGS: At the ankle there is no visible joint effusion.
 soft tissue swelling. On the AP view, there is subtle irreg
 lateral cortex of the lateral malleolus. Given the clinical pr
 the reported mechanism of injury, the appearance is con
 dislocation.

Create Addendum... Sign as Preliminary | Sign | Discard | Change Attending... | Printable...

The addendum page will pop up, type in your report, then press Sign.