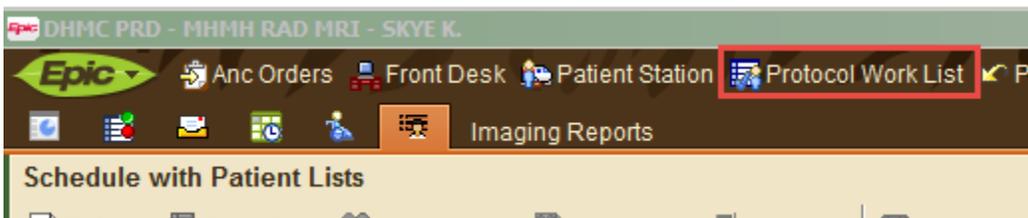


## How to Access Protocol Worklists

- You must be logged in as one of the following contexts:
  - MHMH RAD XRAY
  - MHMH RAD CAT SCAN
  - MHMH RAD MRI
  - MHMH RAD ULTRASOUND
  - MHMH RAD MAMMOGRAPHY
  - MHMH INTERVENTIONAL RAD



- If you have the **Protocol worklist** on your top tool bar click on it



- Select from the list the list based on the subspecialty you are protocoling for (or the Overnight list will include all studies that get read overnight, but not ALL CT/MRI studies)
- If you would like the list you are selecting to be the list that automatically loads, you can click “My Default Report” in the top right hand corner
- Once you have the list selected click **Run**

A screenshot of the 'Protocol Work List Report Settings - MHMH Body [1143847]' dialog box. The dialog has several tabs: 'Criteria', 'Filter', 'Display', 'Appearance', and 'General'. The 'Criteria' tab is active. In the top right corner, there is a checkbox labeled 'My default report' which is checked. On the left side, there is a tree view under 'Available Settings' with 'MHMH Body [1143847]' selected and highlighted with a red box. The main area of the dialog is divided into sections: 'Category Assigned' (with a list containing 'Body Imaging CT [1]' and 'Body Imaging MR [4]'), 'Pool Assigned', and 'Provider Assigned'. Below these are sections for 'Ordering Date' (with 'From' and 'To' date pickers), 'Appointment Date' (with 'From' and 'To' date pickers), 'Ordering Department', 'Appointment Department' (with dropdown menus), 'Ordering Location', and 'Appointment Location'. At the bottom, there is an 'Anatomical Region' field. At the very bottom of the dialog, there is a row of buttons: 'Run', 'Save', 'Save As', 'Delete', 'Restore', and 'Cancel'. The 'Run' button is highlighted with a red box.



2. Click on the appropriate Sequence

| CT IMAGING PROTOCOL |                            |                             |             |
|---------------------|----------------------------|-----------------------------|-------------|
| Body Imaging Group  | Standard Body              | Multiphase Body             | Angiography |
| Routine Sequence    | Abdomen I- (CTABDO)        | Abdomen I+ (CTABDW)         |             |
|                     | Abdomen/Pelvis I- (CTAPWO) | Abdomen/Pelvis I+ (CTAPW)   |             |
|                     | C/A/P I- (CTCAP)           | C/A/P I+ (CTCAPW)           |             |
|                     | Chest Abdomen I- (CTCA)    | Chest Abdomen I+ (CTCAW)    |             |
|                     | Colonography (CTCOLOSCRN)  | Enterography I+ (CTAPW)     |             |
|                     | Pelvis I- (CTPELV)         | Pelvis I+ CTPELW)           |             |
|                     | Renal Stone I- (CTAPWO)    |                             |             |
| CT Machine          | STD                        | VCT                         | DECT        |
| Oral Contrast       | None                       | Omnipaque 350 (2 hour prep) |             |
|                     | Volumen                    | Water (1 hour prep)         |             |
| Contrast Order      | OMNIPAQUE 350 (0-200ML)    | VISIPAQUE 320(0-200ML)      |             |
| Start Peripheral IV | Yes                        |                             |             |

Dartmouth Body CT Protocols

3. Click on the machine if there is a machine preference

| CT IMAGING PROTOCOL |                         |                             |             |
|---------------------|-------------------------|-----------------------------|-------------|
| Body Imaging Group  | Standard Body           | Multiphase Body             | Angiography |
| CT Machine          | STD                     | VCT                         | DECT        |
| Oral Contrast       | None                    | Omnipaque 350 (2 hour prep) |             |
|                     | Volumen                 | Water (1 hour prep)         |             |
| Contrast Order      | OMNIPAQUE 350 (0-200ML) | VISIPAQUE 320(0-200ML)      |             |
| Start Peripheral IV | Yes                     |                             |             |

4. Click on the correct type of Oral Contrast if needed

| CT IMAGING PROTOCOL |                         |                             |             |
|---------------------|-------------------------|-----------------------------|-------------|
| Body Imaging Group  | Standard Body           | Multiphase Body             | Angiography |
| CT Machine          | STD                     | VCT                         | DECT        |
| Oral Contrast       | None                    | Omnipaque 350 (2 hour prep) |             |
|                     | Volumen                 | Water (1 hour prep)         |             |
| Contrast Order      | OMNIPAQUE 350 (0-200ML) | VISIPAQUE 320(0-200ML)      |             |
| Start Peripheral IV | Yes                     |                             |             |



This is what a Body MRI example will look like:

| MRI IMAGING PROTOCOLS   |  |                    |                                 |                  |
|-------------------------|--|--------------------|---------------------------------|------------------|
| Body Imaging Group      | Abdomen  | Pelvis             | Chest                           | Angiogram        |
| Machine                 | Espre (1.5T)   | Symphony (1.5T)    | Skyra (3T)                      | Signa HDX (1.5T) |
|                         | Aera (1.5T)  | Discovery 750 (3T) |                                 |                  |
| Start Peripheral IV     | Yes  |                    |                                 |                  |
| Oral Contrast           | Volumen  | Water              |                                 |                  |
| Contrast Order          | GADAVIST(GADOBUTROL) 1MMOL/ML IV   |                    | EOVIST(GADOXETATE) 0.25 MMOL/ML |                  |
| Subtraction             | Subtraction Image  |                    |                                 |                  |
| Comments for Schedulers | [Icons: abc, undo, redo, help, insert] Insert SmartText [Icons: save, left, right, undo] |                    |                                 |                  |

- **If you do not have the Protocol Worklist on your top tool bar**

- Click on the Wrench in the top right hand corner
- Click on the Radiology drop down
- Drag and Drop the Protocol Work List to the spot you would like it in the top tool bar
- Press Accept

Drag things to where you'd like them.

*Drop here to pin to the top  
mark patients for merge*

*Settings...*

Help Desk

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Signing Work List

Validation Queue

Result Tracker

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Study Images

Patient Images

Rarely Used

Departmental Calendar

Display VT Limits

Error Log

General Tables

Interface Monitor

Moved Appts

Provider Calendar

Search Messages

Template Audit Trail

Template Build Report

Translation Tables

View Messages

*Drag and drop between  
menus*

*Rearrange the toolbar*

*Good spot for things  
you don't use*

Reset to Default Menus

**Accept**