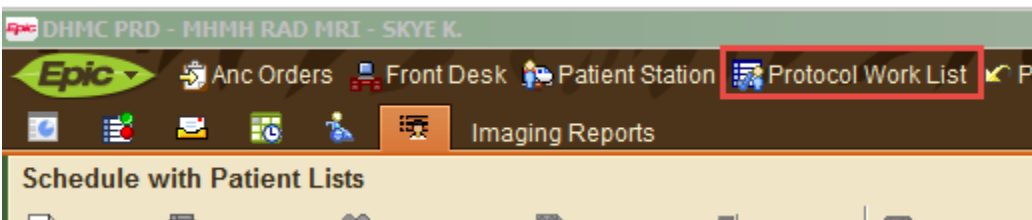


How to Access Protocol Worklists

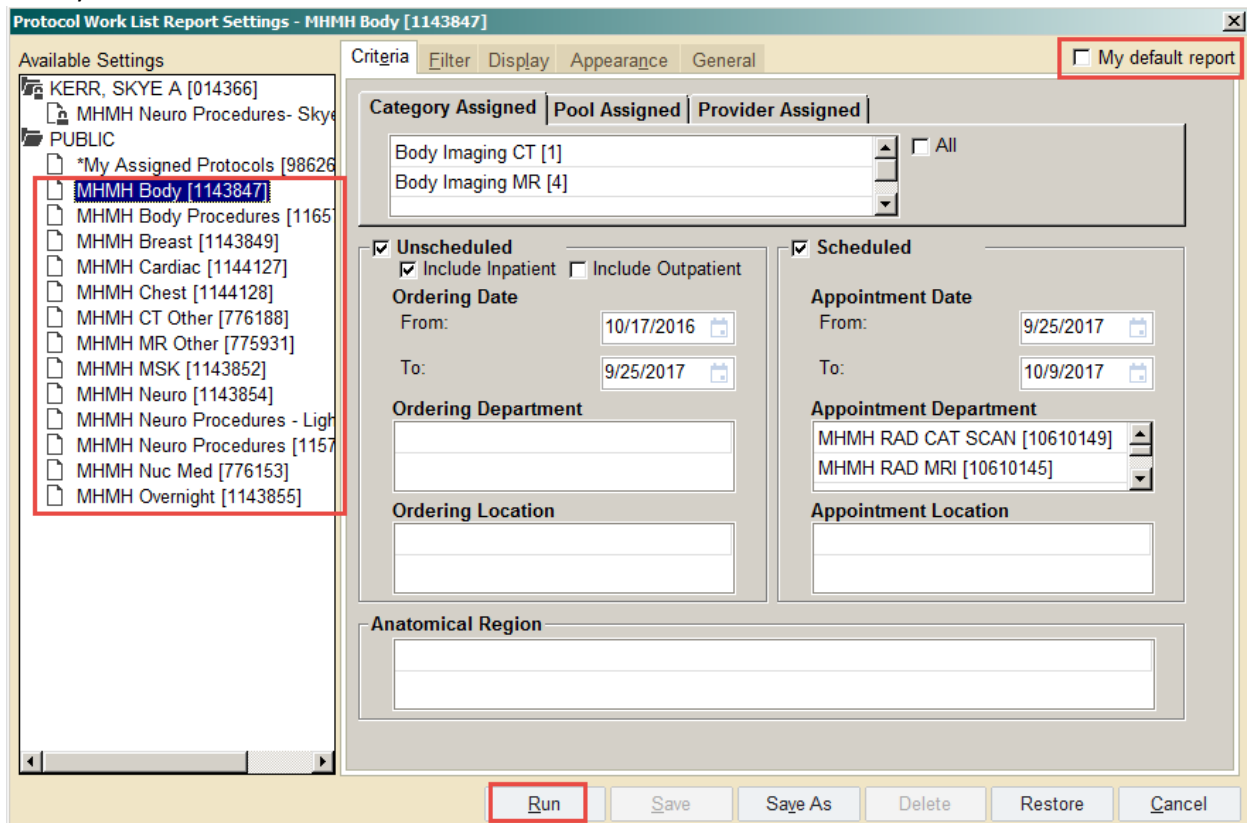
- You must be logged in as one of the following contexts:
 - MHMH RAD XRAY
 - MHMH RAD CAT SCAN
 - MHMH RAD MRI
 - MHMH RAD ULTRASOUND
 - MHMH RAD MAMMOGRAPHY
 - MHMH INTERVENTIONAL RAD



- 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**



Protocol Work List Report Settings - MHMH Body [1143847]

Available Settings

- KERR, SKYE A [014366]
- MHMH Neuro Procedures - Skye
- PUBLIC
- *My Assigned Protocols [98626]
- MHMH Body [1143847]**
- MHMH Body Procedures [1165]
- MHMH Breast [1143849]
- MHMH Cardiac [1144127]
- MHMH Chest [1144128]
- MHMH CT Other [776188]
- MHMH MR Other [775931]
- MHMH MSK [1143852]
- MHMH Neuro [1143854]
- MHMH Neuro Procedures - Ligh
- MHMH Neuro Procedures [1157
- MHMH Nuc Med [776153]
- MHMH Overnight [1143855]

Criteria Filter Display Appearance General My default report

Category Assigned Pool Assigned Provider Assigned

Body Imaging CT [1] All

Body Imaging MR [4]

Unscheduled Include Inpatient Include Outpatient **Scheduled**

Ordering Date

From: 10/17/2016 To: 9/25/2017

Appointment Date

From: 9/25/2017 To: 10/9/2017

Ordering Department

Appointment Department

MHMH RAD CAT SCAN [10610149]

MHMH RAD MRI [10610145]

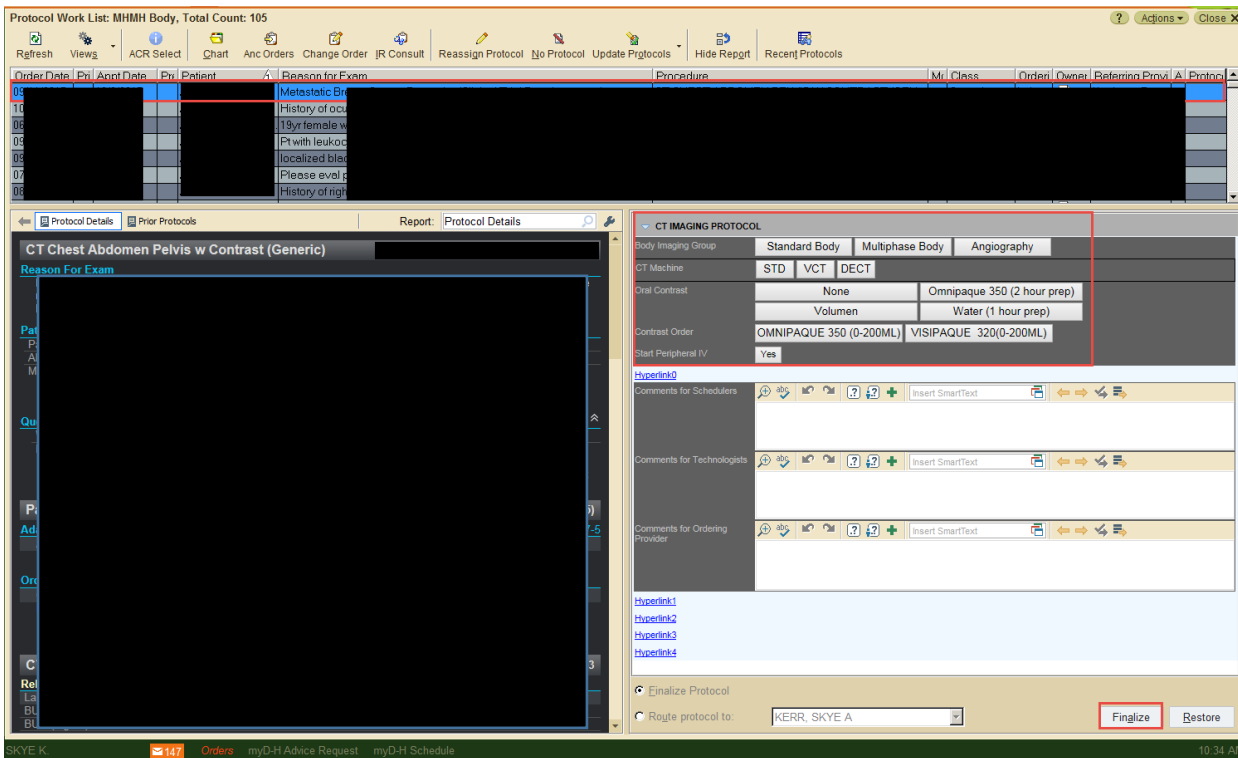
Ordering Location

Appointment Location

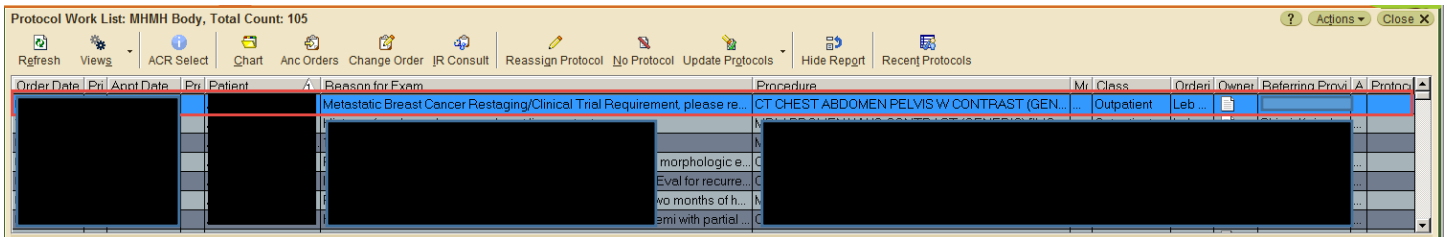
Anatomical Region

Run Save Save As Delete Restore Cancel

- The list of patients that need to be protocolled will appear

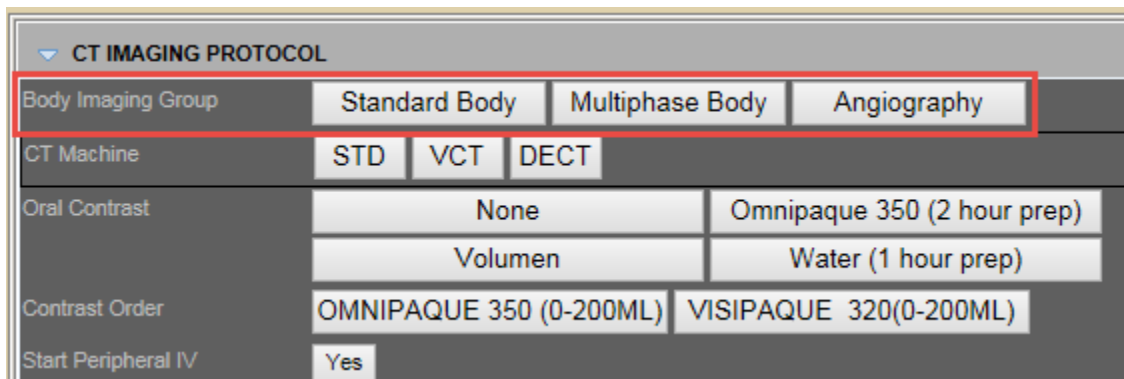


- The patient in blue is the patient you are currently looking at



- Each Subspecialty will have its own set of buttons, but they look and behave the same way; below is an example of the Body buttons

1. Click on the appropriate Imaging Group



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		

- If you have selected a Sequence that requires IV contrast then Omnipaque or Gadavist will be auto selected. If a different IV Contrast is required make sure to select the correct IV Contrast

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

- Start Peripheral IV will also auto highlight if you select a Sequence with Contrast

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

- If you have any comments for the Schedulers, Techs, Ordering Provider, or 3D Lab you can put them in the fields below (these comments go to the appropriate people and are easy for them to see)

Comments for Schedulers	<div style="border: 1px solid #ccc; padding: 5px;"> abc ↶ ↷ ? ? + <input type="text" value="Insert SmartText"/> 📄 ↶ ↷ ↶ ↷ </div>
Comments for Technologist	<div style="border: 1px solid #ccc; padding: 5px;"> abc ↶ ↷ ? ? + <input type="text" value="Insert SmartText"/> 📄 ↶ ↷ ↶ ↷ </div>
Comments for Ordering Provider	<div style="border: 1px solid #ccc; padding: 5px;"> abc ↶ ↷ ? ? + <input type="text" value="Insert SmartText"/> 📄 ↶ ↷ ↶ ↷ </div>
Comments for 3D Lab	<div style="border: 1px solid #ccc; padding: 5px;"> abc ↶ ↷ ? ? + <input type="text" value="Insert SmartText"/> 📄 ↶ ↷ ↶ ↷ </div>
<input checked="" type="radio"/> Finalize Protocol	
Route protocol to:	<input type="text" value="KERR, SKYE A"/> ▼ <div style="float: right; margin-top: 10px;"> <input type="button" value="Finalize"/> <input type="button" value="Restore"/> </div>

- Once you are done Press **FINALIZE**

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: print, left, right, undo, redo]			

- **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.

Epic Anc Orders Front Desk Patient Station Prior Status Study Review Study History Result Tracker Audit Trail Record Viewer Revis

In Basket

Drop here to pin to the top
mark patients for merge

Settings...

Help Desk

Web Links

Cardiology

Patient Care

Radiology

Front Desk

Tech Work List

Reading Work List

Transcriptionist Work List

Protocol Work List

Signing Work List

Validation Queue

Result Tracker

PACS Work List

Track Result

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