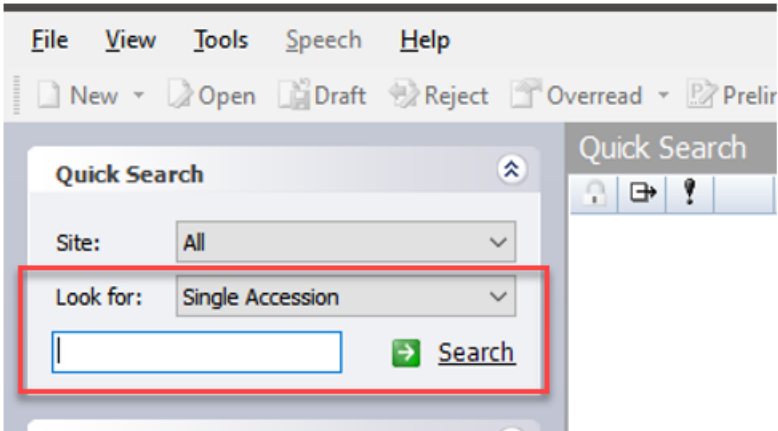
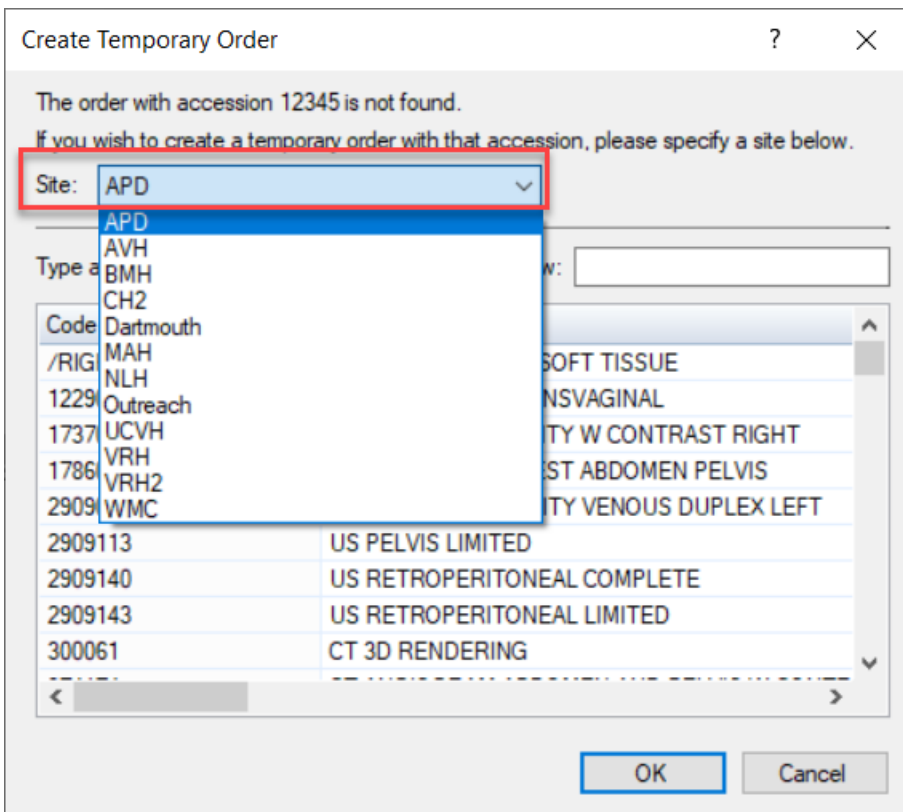


Dictating Studies In PowerScribe During a Downtime

- Under Quick Search:
 - Make sure “All” is selected under **Site**
 - Type in the accession number of the study (make sure under “Look for” Single Accession is selected)
 - If the accession number is unavailable then use last name, first name



- Select the correct site in the dropdown (For VRH select VRH, not VRH2. If you forget it can be fixed later)



- In the search box enter “**Temporary**”
- Select “**Temporary**” from the list, press OK

Create Temporary Order ? X

The order with accession 3245242452435 is not found.
If you wish to create a temporary order with that accession, please specify a site below.

Site:

Type an optional procedure or select from the list below

Code	Description
ADIALTEMP	IR TUNNELED DIALYSIS ACCESS- TEMPORARY
ADIALTEMPK	IR DIALYSIS ACCESS - TEMPORARY LINE (BEDSIDE)
ATEMPVENAC	IR TEMPORARY VENOUS ACCESS NON-DIALYSIS
TEMPORARY	TEMPORARY

- Dictate study as normal. You will only be able to draft the study, once the system is restored you will be able to sign the report

Workflow Coordinators:

Once the System is back up and all orders are complete check to make sure there are no orders that needs to be reconciled. If the Rad used anything other than accession number you will need to reconcile:

- Under the Explorer tab
- Under WL select Temp Orders

Exams ▾ **Explorer** Dashboard Patients Physicians Peer Reviews

Look for: Accession Number(s) Search

WL: *Temp Orders Search

Site: VRH2 Order Status: All Patient Class: All

Locking: All Report Status: All Section: All

Time Frame: Custom Transfer Status: All Location: All Search

Hold | Release | Send Now | Unlock | Delete... | Assign... | Printable... | Fax...

	Accession	Procedure	SR	Exam Date	Patient	Site	MRN	Status	Attending	Actions
<input checked="" type="checkbox"/>	12345	TEMPORARY	0	11:30:13 AM	UNKNOWN,	APD	TEMPORARY	Draft (T)	Kerr Rad, Skye	Associate... Set Priority...

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- Select the order, Click on Actions, Select Associate
- Select “Replace the associated order” option and click next.

Order Association -- Webpage Dialog

You have selected the reported accession TestACC to associate with another report. Select the action to be performed from the list below and click Next to proceed.

Add one or more orders of the same patient to the selected report.
Any orders already associated with this report will remain intact.
This action will create a multi-accession report.

Replace the associated order of the selected report with another order.
This action will dissociate the order of the selected report.
That order will become unreported.

Next >> Cancel

- Under “Look for” select MRN and enter the patients MRN
- Select the correct order and press finish
- The exam will now show in the Radiologist queue to sign

You have chosen to replace accession **12345** of the selected report with another order.
Please select that order using the search criteria provided and click Finish to proceed.

Look for:	Patient MRN(s) ▼	<input type="text"/>
Timeframe:	No limit ▼	Search 🔍

<input type="checkbox"/>	 Accession	Procedure	Patient	Status	Resident	Attending
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<< Previous Finish Cancel