NGHS ACCOUNT SPECIFIC GUIDE

FACILITY PHONE NUMBERS	4
FORMATTING	5
PA DICTATING	6
DOCTOR PREFERENCES	6
MACROS	8
FLUOROSCOPY TIME	8
MISSING/VERIFYING CLINICAL HISTORY	8
CRITICAL FINDING	9
POSITIVE FINDINGS	10
SEND ADDITIONAL FAX AND/OR PRINTED COPY	11
PRINT COPY	11
FAX COPY	12
ADDENDUM	14
HOW TO OPEN ADDENDUM REPORT	14
STAT ADDENDUM	16
UNSIGNED REPORT	16
FINALIZED REPORT	16
CARDIAC MRI AND CT CALCIUM SCORING OVER-READ	17
CT EXAMS	21
CT HEAD/CTA HEAD COMBINED DICTATION	21
BREAST EXAMS	21
LINKING	21
CAD STATEMENT	21
COMPARISON DATES	22
BI-RADS CODES	22
LOCKED REPORT	22

INTERFACE OUTAGE	22
FUSION PROCESSING ERROR	22
BLANKS AND QA	22
DO NOT RETURN FOR STS QA REVIEW	22
PRIORITY/ER REPORTS	23
RETURN FOR STS REVIEW	23
DISCREPANCY IN ORDER	23
DUPLICATE DICTATION	24
DUPLICATE ORDERS IN SYSTEM	25
INADEQUATE REASON FOR EXAM	26
INCOMPLETE DICTATION	26
ER/STAT DICTATION	26
NON-STAT DICTATION	27
NO DICTATION/DISREGARD DICTATION	28
NO DATE OF SERVICE/ORDER IN THE SYSTEM	29
NO PATIENT MATCHES FOUND/UNKNOWN PATIENT	30
CORRECTING DICTATING NAME	34
EMAIL PROTOCOL	36
PHYSICIAN NAME ON DEMOGRAPHIC SCREEN	37
VERIFY JOB INFORMATION CHANGE	38
NON-RADIOLOGY REPORT	39
BREAK SCHEDULES	40
RETURNING DICTATION	40
TURNAROUND	41
WHEN CAN I WORK	42
EOC PROTOCOL	42

NIGHTHAWK	COVERAGE	PROTOCOL43
INITIAL W	ORD 2007	SETUP

FACILITY PHONE NUMBERS

Anita Herriott: 770-219-1013 Brenda Jordan: 770-219-5825 Beth Webb: 770-534-4903 ER X-Ray: 770-219-1310 *Diagnostic Lead Tech: 770-219-5182 Call for ER X-Ray on nights/weekends if help is needed for fixing reports in system/ER reports and lead tech does not answer. RADIOLOGIST READING ROOMS (Medical Center): ALL DOCTORS (excluding Braselton HR): 770-219-5341 (M-F 8a-5p) HR : 770-219-4563 770-219-1686, 770-219-Fluoroscopy (HFL): 5336, 770-219-5182 TR: 770-219-6247 (regular doctor); 770-219-1319 (Hooper only IR) 770-219-5337 (Balotin-IR) Swing Doctor (Evenings/Weekends): 770-219-4172 Drew Roush (PA): 770-219-1320 Interventional/Special Procedures : 770-219-5510 **Using the Doctor's monthly schedule link = http://www.freewebs.com/grgpc/ to see where doctor is scheduled for the day. If still unsure where doctor is at or no answer at that direct line, call Diagnostic Lead Tech above and ask if they can transfer you to doctor. IMAGING CENTER GAINESVILLE: Main number: 770 - 219 - 8035 (0 = operator assistance) Lawanda: 770-219-8021 770-219-8072 Supervisor: Sherry Davis (Lead Tech): 770-219-8037 IMC A: 770-219-3657 IMC FL/B: 770-219-8013, 770-219-3535 **If no answer at direct line, call main # and press 0, then ask to speak to doctor.

BRASELTON IMAGING CENTER: 770-848-6150 Main number: Reading Room: 770-848-5955 770-848-6155 Fax #: **If no answer at direct line, call main # and press 0 then ask to speak to doctor. BUFORD IMAGING CENTER: 770-848-8620 OTHER NUMBERS: Diagnostic Clinic (DC): 770-297-4987 Longstreet Clinic (LSC): 770-718-1122

 Longstreet Clinic (fax):
 770-532-5791

 Longstreet Imaging:
 770-539-9391

 Habersham (HAB):
 706-839-4000 ext 2302

 Dawsonville:
 770-219-4553

Radiology Recovery Room fax # 770-219-5349

FORMATTING

See Doctor Preferences Protocol for physician-specific formatting preferences.

• The statement "Imaging study performed at:" will automatically populate on reports. Do not transcribe anything in this section.

			-
Dictated By:	Trevor N. Hooper, M.D.	Room #:	

Imaging study performed at:

- Do not expand abbreviations.
- Do not use symbols in acronyms/abbreviations.
- Spell out ordinals (first, second, etc.)
- Ostiomeatal complex not osteomeatal complex
- Disc not disk
- Transcribe verbatim, except punctuation and grammar correction.
- "+" not positive
- "-" not negative
- Always put report title. If not dictated, pull this from the report header. EXAMPLE:

CHEST X-RAY, TWO VIEWS, MAY 07, 2013:

• Add "history" heading when history information dictated (see doctor preferences. Do not add heading if no history information dictated.

- All other headings (technique, findings, impression) insert only as dictated or as in macro.
- Transcribe dates as dictated while being consistent with formatting throughout report. If HIS record service date and dictated service date do not match, do not transcribe in header. If more than one date of service for exam, do not transcribe date in header.
- When note added to report, there should only be 1 blank line between note and beginning of report.

PA DICTATING

- All reports dictated by Drew Roush, PA-C and Christa Rush, PA-C must contain the following supervising physician statement, which goes at the end of the findings section and above the impression. PERFORMED UNDER SUPERVISION OF:
- This line will automatically populate if his normals are used.
- If a normal is not used, input ctrl+O to insert macro of SUPER.
- The PA should auto-populate as the dictating physician.
- Enter the Supervising Physician in the Signing Physician Field

😨 Fusion Transcription Desktop - [RAD : Test, Monday]							
File Interface Dictation Options Help							
	Red Sawah) I int	Daily Totals	-			
	La search Hegidob gob	List	1	5 EAR			
1 Demographics 2 Report	it 3_0utput 4_Sta	<i>tistics</i>	1				
RI: 1 Qlear Fields	Search HIS						
		HIS	Clear				
Radiology Report	Radiology	Г		Dictator Initials	AFR	Г	R
Patient Name	Test, Monday	9	2	Job Number		Г	P
Order 1	0440659	Г	2	Dictated Date	03/19/2010	Г	
Exam Number 1	03503053		•	Dictated Time	14:28	Г	
Exam Number 2		Г	2	Transcribed Date	03/19/2010	Г	П
Exam Number 3		Е	2	Transcribed Time	14:27	Г	П
Medical Record	001004926	Е	2	Trans Initials	НВМ	Г	П
Account Number	0066693730060	Е	•	Signing Phys		Г	v
Date of Birth	01/01/1901	Г	2	Carbon Copy 1		Г	v
Service Date	03/03/2010 14:31	Г	2	CC #1 Add 1		Г	4
Exam Description	XR SKULL LIMITED	Г	•	CC #1 Add 2		Г	5
Ordering Phys	TREVOR HOOPER, M.D.	Г	5	CC #1 Add 3		Г	9
Dictating Physician	Andrew Roush, P.A.	Г	•	CC #1 Add 4		Г	v

• If the Supervising Physician is not given, you must call the PA. Do not return for review if this information is missing.

DOCTOR PREFERENCES

HISTORY HEADING PREFERENCES

```
Balotin - History
Baudin - History
Black - History
Carroll - Indication
Chastain - Clinical Indication
Cory - Clinical Indication
Hooper - Clinical Data (before title of exam)
```

Kellermeyer - Clinical Statement Mack - Clinical Indication Lee Martin - History Paul Martin - History Presley - History or Indication Ravi - Clinical History Scott - History Shah - Indication Smith - History Stephen - Clinical History

CHASTAIN

If he does not dictate CAD was used, add to report; he will dictate if it was not used.

HOOPER

Transcribe CLINICAL DATA section before exam and date. Example:

CLINICAL DATA: 56-year-old female with cough and fever.

CHEST, TWO VIEWS - 03/03/02: Diagnostic Mammogram macro complete the views as dictated, i.e. 2, 3, CC or MLO.

KELLERMEYER

Do not separate exam and date of service (if dictated) Incomplete mark if technique is not dictated American Cancer Society not ACS Transcribe impression on CT of the abdomen and pelvis separate. Example: IMPRESSION CT ABDOMEN: 1. Here 2. Here

IMPRESSION CT PELVIS:

1. Here 2. Here

Do not begin new paragraph within findings unless specifically dictates to do so.

Transcribe text on same line as heading. Examples

Frontal sinuses: Text

Ethmoid air cells: Text

Sphenoid sinuses: Text

KIMBALL

Diagnostic Mammogram macro complete the views as dictated , i.e. 2, 3, CC or MLO.

9/28/2017

RAVI

Type mammogram headings as dictated.

SMITH

Incomplete mark for blanks/discrepancies Number IMPRESSION even if he does not dictate numbers (unless there is only one item). When he dictates "paragraph", make sure to transcribe a period at the end of the sentence before you begin the new paragraph.

MACROS

All Macros can be found by using CTRL-O on Report Tab

ALARA - Add to ALL CT (including PET) and CTA exams. CTAIV - Technique for All CTA exams IVP - Use if the doctor does not dictate the technique MR1-MR6 - Breast MRI BIRAD codes CODE0-CODE6 - Mammogram BIRAD codes Add Bone Density T Score table macro to end of bone density studies.

If they physician states to use a macro that is not in the system or wants one added, please send email with physician's name, job number, E number and transcribed text for macro to Beth Webb (beth.webb@nghs.com).

FLUOROSCOPY TIME

- All exams that use fluoroscopy should have the fluoroscopy time listed. Ultrasound guided or CT fluoro exams will not have a fluoroscopy time.
- There is no official list; however, if the title has "RF" before the procedure then it will need fluoroscopy time or contrast. EXAMPLES: RF Small bowel RF Upper GI RF lumbar puncture
- If the physician does not dictate the fluoroscopy time, DO NOT CALL PHYSICIAN. Mark report with an incomplete note at the top of the report with reason of "Missing fluoro time."
- Send as incomplete marks
- Perform all. This will send the report to the doctor's queue for review before signing.

MISSING/VERIFYING CLINICAL HISTORY

The Clinical Information is located on the demographics screen.

0011100 0400 07/13/2010 03.03	L	
Clinical Information left hip click	Π	•
Exam Description US Hips Limited	Γ	•
Ordering Phys MELANIE H. SIMS, M.D.		◄

CRITICAL FINDING

- If the physician dictates an exam and states this a critical finding/result, insert the macro for critical findings at the top of the report and send an email to hospital staff.
- If the physician does not specifically state this is a critical finding/result and the findings may be critical, *do not* add macro at top of report, send email to hospital staff so they can verify for reporting.
- EXAMPLES:

Cerebral hemorrhage/hematoma Herniation Syndrome Acute stroke Intracranial Infection/empyema Complex skull fracture Unstable spine fracture Spinal cord compression Airway compromise (e.g., epiglottitis) Carotid artery dissection Critical carotid stenosis Tension pneumothorax Aortic dissection Pulmonary embolism Ruptured aneurysm or impending rupture Mediastinal emphysema Free air in abdomen (no recent surgeries) Ischemic bowel (pneumatosis) Appendicitis Portal venous air Volvulus Traumatic visceral injury Retroperitoneal hemorrhage Bowel Obstruction High Grade/Complete Ectopic Pregnancy Placental Abruption Placental Previa (near term) Testicular or ovarian torsion Fetal Demise Significant Line/Tube Misplacement

• Send email to Susan.Chandler@nghs.com

POSITIVE FINDINGS

When a Radiologist wants a physician/nursing unit notified of a positive finding, the following procedure will be followed:

- The Radiologist dictates "Please have staff notify referring physician/nursing unit report is available"
- At the end of the report, before the Job Number, enter doctornotify Macro
- Output



• Select appropriate action from Is Report Complete? screen.



• Click Add



- Output Type: Online Printed Original
- Printer Name: aRadiologyFileRoom
- OK



• Send email to the below Monday-Friday: <u>Cheryl.Truelove@ngh.com</u> <u>Cheryl.Morrow@nghs.com</u> Robin.Brown@nghs.com

Saturday-Sunday: Jessica.Williamson@nghs.com

Evening Shift: Dustin.Masters@nghs.com Randall.Robinson@nghs.com

Nighthawk: Dustin.Masters@nghs.com Zumaira.Pirzada@nghs.com

I have sent a report to file room printer that needs notification on,

Patient Name: John Smith E#: 01234567

Thank you, Your Name Here

SEND ADDITIONAL FAX AND/OR PRINTED COPY

PRINT COPY

If dictating doctor says, "Send a copy of the report to a floor or department"

• At the end of the impression, in a new paragraph you must enter: A preliminary copy of this report has been sent to _(LOCATION)_ on _(DATE)_ at _(TIME)_ hours by _(YOUR INITIALS)_.

JOB # 123456

• Output

<u>1</u> Demographics <u>2</u> Report <u>3</u> Output <u>4</u> Statistics

• Select appropriate action on "Is Report Complete?" screen.



• Click Add



- Output Type: Online Printed Original
- Printer Name: Choose printer
 - OK 😽 Add Output Output Type: Online Printed Original Name: Extra Copy Designator: Сору Printer Name: EMERGENCY ROOM Time: Nbr Copies: 1 - Envelope: None Footer Type: Clear Footer Text Output Macro: **У** <u>о</u>к 🗶 <u>C</u>ancel
- Repeat above steps until all destinations have been entered.
- Perform All or End Only as appropriate.

FAX COPY

If dictating doctor says, "Send an unconfirmed copy of this report to"

• At the end of the impression, in a new paragraph you must enter: A preliminary copy of this report has been sent to _(LOCATION)_ on _(DATE)_ at _(TIME)_ hours by _(YOUR INITIALS)_.

JOB # 123456

- Enter the CC physician on the Demographics screen.
- Make note of the CC physician's fax number. *The physician's fax numbers are frequently listed in the left column of physician CC pick list. If the CC physician's fax is not listed, you will need to contact the dictating doctor asking for a fax# or facility to fax this report or search for fax number via internet search engine.

	86 of 10420 Phy	sicians Lo	aded	
Last Name: First Name: Title 1: Initials: Group Affiliation: Dictation Number: MIS Number 1: MIS Number 2:	FREEMAN DONALD L. M.D. DLF 418 000920		FRAZIER, CHEF FRAZIER, DAVE FREDERICK, RI FREDERICKSON FREDRICKSON FREEDRICKSON FREEDMAN, AL FREEDMAN, SI FREEDMAN, SI	AISE EED D DBERT W, M N, EDWARD , SARA J, M.[LAN, M.D. IRIN JOHN EVEN A, M.C
Fax Number 1:	(770)219-6206		FREEMAN, ALA FREEMAN, ALV FREEMAN, ALV FREEMAN, DOI FREEMAN, DOI FREEMAN, GLE FREEMAN, GLE FREEMAN, JAC FREEMAN, JAC	N, M.D. N, M.D. IN JAY IALD L IALD L NN RDON, M.D. K K B, M.D.
<		F.	Name	Dict. Nbr.
<u>S</u> h	ow Details	FREEMAN, DOM	IALD L., M.D.	

• Output

1 Demographics 2 Report	<u>3</u> Output	4 Statistics	1
-------------------------	-----------------	--------------	---

• Select appropriate action on "Is Report Complete?" screen.

User Prompt
. Is Report Complete?
Ready for SIGNATURE
Has INCOMPLETE Marks
HOLD, Needs QA
RETURN to Report

• Click Add



- Output Type: Fax
- Fax Number: Enter Fax Number Given

🟶 Add Output	
Output Type:	Fax 🔹
Name:	Extra Copy
Designator:	Сору
Fax Number:	
Time:	3 /27/2010 12:00 AM 🗨
Nbr Copies:	1 -
Footer Type:	Use Printer Default
Output Macro:	
	🖌 🖉 🖉

- Repeat above steps until all destinations have been entered.
- Perform All or End Only as appropriate.

•

ADDENDUM

ADDENDUM - Physician is adding lines of text CORRECTION - Making a change to data already in the report *This includes transcribing a completion dictation/redictation on an incomplete report.

- If an addendum is routed to you, transcribe addendum and do not reassign the addendum to the original transcriptionist
- When a physician dictates that another physician needs to do an addendum, do not type this as a report. Send note to staff at facility to give to the physician to dictate.
- If an addendum exam number begins with a 2 (example: 2345678), do not use this exam number. Listen to the first few seconds of the dictation for patient's name and search for original report.

HOW TO OPEN ADDENDUM REPORT

• Double click on the order for dictated report.

Search Re	esults						
Select	HIS Record						
Record	Patient Name	Medical Record Number	Order 1	Service Date	Exam Number 3	Exam Description	Date of Birt
001 ×	SAMEDAYSURG, TEST	001004701	0439490	02/09/2010 13:28	03502889	XR CHEST TWO VIEWS	01/01/195
002 003 004 005×	SAMEDAYSURG, TEST SAMEDAYSURG, TEST SAMEDAYSURG, TEST SAMEDAYSURG, TEST	001004701 001004519 001004701 001004519	0439437 0438701 0439547 0438963	02/09/2010 11:08 01/12/2010 12:01	03502888 03502679	XR CHEST TWO VIEWS XR CHEST SINGLE VIEW PVR-ARTERIAL - LOWER PVR-ARTERIAL - UPPER	01/01/19 09/23/19 01/01/19 09/23/195
<							>
						🖋 <u>o</u> k 🛛 👹	Gancel
Total Match	es: 5 · Total Selected: 1						

• Would you like to continue with this record? NO

Ì	Fusion 1	Transcription Desktop 🛛 🕅
1	2	The selected HIS record has already been marked as transcribed. Would you like to continue with this record?
		Yes

• File, Abort



• Keep Active



• Report Search



• Enter patient's Last Name or Exam # then Search



• Highlight the report that needs addendum/correction, right click and Edit Report



STAT ADDENDUM

- If an addendum dictation is marked priority and original dictation has not been marked priority:
- Transcribe addendum before the original report.
- Place addendum report only on hold.
- Complete Job.
- Route original job to yourself in the Dictation Console.
- Open assigned job in Transcription Desktop.
- See above instructions to open report.
- Type the original dictation at the beginning of the report
- Enter Fusion Job # of the original report beside the amended. Example: Job# 123456/123457
- Complete report and job as per routine.

UNSIGNED REPORT See above steps for all addenda to open report.

Original Physician - Insert Original dictator Dictating Physician - Insert Addendum dictating physician

Interface Dictation Op	tions Help							
IReport Poused Rots	🙀 🙀 🔮	lat	Dely T	tais Ext				
Demographics 2 Report 3 Dulput 4 Statistics								
RI: 2 Clear Fields	Search HIS							
Radiology	Radiology	HIS	Clear F	Dictating Physician	Trevor Hooper, M.D.	г	7	CC #1 Add 4
Patient Name	Samedaysurg, Test	R	F	Dictator Initials	TNH	Г	V	Carbon Copy 2
Order 1	0439490	P	7	Job Number		Г	2	CC #2 Add 1
Exam Number 1	03502889	Г	R	Dictated Date	02/09/2010	Г	Г	CC #2 Add 2
Exam Number 2		Г	ч	Dictated Time	14:34	Г	Г	CC #2 Add 3
Exam Number 3		Г	R	Transcribed Date	03/17/2010	Г	Г	CC #2 Add 4
Medical Record	001004701	F	F	Transcribed Time	12:12	Г	Г	Carbon Copy 3
Account Number	0066691310040	п	5	Trans Initials	НВМ	Г	Г	CC #3 Add 1
Date of Birth	01/01/1950	Г	Ч	Signing Phys		Г	2	CC #3 Add 2
Service Date	02/09/2010 13:28	п	Ч	Carbon Copy 1		Г	2	CC #3 Add 3
Exam Description	XR CHEST TWO VIEWS		R	CC #1 Add 1		Г	₹	CC #3 Add 4
Ordering Phys	CHAD M. COPPER, M.D.	Г	F	CC #1 Add 2		Г	7	Carbon Copy 4
Driginal Physician			5	CC #1 Add 3		Г	2	CC #4 Add 1
er: HBMDRRIS Comput	er: STSH							
		_	lles		france failing france			247/000 1012

Type the amended dictation/correction at the end of the original report

Add Job # of the addendum/correction beside the original Job #, i.e. 12345/12346

Complete report and job as per routine.

FINALIZED REPORT

- See above steps for all addenda to open report.
- Would you like to create an addendum for this report? YES

Cr	eate /	lddendum?
(?	This report has been electronically signed. Would you like to create an addendum for this report? Choose No to review or re-end this report.
		Yes No

• If original dictating physician is different from original, insert original dictator in Original Physician field and physician dictating addendum in Dictating Physician field.

	Brd Search Next Into Into		Delu 1	Column Ext				
emographics 2 Report	nt 30utout 4 Stati	istics	1					
RI:2 Dear Fields	AA Search HIS							
Radiology	Badiology	HIS	Clear ["	Dictating Physician	Trevor Hooper, M.D.	Г	9	CC #1 Add 4
Patient Name	Samedaysurg, Test	P	P	Dictator Initials	TNH	Г	P	Carbon Copy 2
Order 1	0439490	F	F	Job Number		г	V	CC #2 Add 1
Exam Number 1	03502889	Г	F	Dictated Date	02/09/2010	г	Г	CC #2 Add 2
Exam Number 2		Г	P	Dictated Time	14:34	г	г	CC #2 Add 3
Exam Number 3			9	Transcribed Date	03/17/2010	Г	Г	CC #2 Add 4
Medical Record	001004701	P	P	Transcribed Time	12:12	Г	Г	Carbon Copy 3
Account Number	0066691310040	Г	P	Trans Initials	HBM	Г	Г	CC #3 Add 1
Date of Birth	01/01/1950	Г	P	Signing Phys		Г	7	CC #3 Add 2
Service Date	02/09/2010 13:28	Г	9	Carbon Copy 1		Г		CC #3 Add 3
Exam Description	XR CHEST TWO VIEWS		F	CC #1 Add 1		Г	P	CC #3 Add 4
Ordering Phys	CHAD M. COPPER, M.D.	Г	P	CC #1 Add 2		Г	P	Carbon Copy 4
Original Physician]_	P	CC #1 Add 3		Г	4	CC #4 Add 1

- The addendum header will auto populate
- Transcribe as dictated

Transcribe Job	#		
Dictated By:	-		
*** THIS REPORT HAS BEEN	AMENDED. IMPRESSI	ONS MAY HA	VE CHANGED. ***
*** PLEASE SE	E THE ORIGINAL REP	ORT BELOW	***
	*** AMENDMENT **	<u>.</u>	
TYPE ADDENDUM HE.	RE		
* Job #12345			

- Insert Addendum Footer routine
- Complete report and job as per routine.

CARDIAC MRI AND CT CALCIUM SCORING OVER-READ

**DO NOT transcribe radiologist's dictation until cardiologist's dictation has been transcribed and signed.

• Double click on the report

Record	Patient Name	Medical Record Number	Order 1	Service Date	Exam Number 3	Exam Description	Date of B
001 ×	SAMEDAYSURG, TEST	001004701	0439490	02/09/2010 13:28	03502889	XR CHEST TWO VIEWS	01/01/19
102 103 104 105 *	SAMEDAYSURG, TEST SAMEDAYSURG, TEST SAMEDAYSURG, TEST SAMEDAYSURG, TEST	001004701 001004519 001004701 001004519	0439437 0438701 0439547 0438963	02/09/2010 11:08 01/12/2010 12:01	03502888 03502679	XR CHEST TWO VIEWS XR CHEST SINGLE VIEW PVR-ARTERIAL - LOWER PVR-ARTERIAL - UPPER	01/01/1 09/23/1 01/01/1 09/23/19

Would you like to continue with this record? NO
 Fusion Transcription Desktop



• File, Abort



End Report Paused Rpts Rpt Search

• If cardiologist's report has been signed, Keep Active



• Enter patient's Last Name or Exam # then Search

•

Fusion Report Search								
Account/	Patient Information	Report/Physician Information						
- Account/ Acco	Account/Dates Account/Department Redicion/(749)							
Patient Ir	Patient Ipformation Patient Marie DOE							
- Medical P Pa	Record Number	/2010 V						
•	Exam Number	Use Wildcards						
Displayed • Tra	Displayed Fields Transcription Fields C Dictation Fields C Both							
	set 🚺 S	earch 🐰 Cancel						

• Highlight the report that needs addendum, right click and Edit Report

000 0 000 0	
000 0	
000 0	
000 0	
- Rack	1
- Dack	
63 <u>V</u> iew	١
📇 Print	١
Send <u>T</u> o	١
🕵 Dictation	•
Edit Report Ctrl+E	
🔀 <u>D</u> elete Report Delete	ſ
∂ ↓ Sort <u>A</u> scending	
Z Sort Descending	

- Fill in Original Physician with cardiologist name, i.e. Dr. Westmoreland
- Fill in Dictating Addendum with Radiologist name, i.e. Dr. Hooper
- Fill in CC: with the originating Physician's name, i.e. Dr. Westmoreland

🗟 Fusion Transcription Desktop - [RADA : Samedaysurg, Test] 💦 🔀 🔀									
File Interface Dictation Op	itions Help								
6	M 🖗 🔮			i 📲 📄					
End Report Paused Rats	Right Search Negt Job Job I	.ist	Doily T	otols Exit					
1 Demographics 2 Report 3 Output 4 Statistics									
	Service LINC								
n_1:2 Gearneids	Search His	_							
Radiology	Badiology		Clear	Dictating Physician	Trever Hooper MD	Г	5	CC #1 Add 4	
Patient Name	Remode inue Test	F	R	Dictator Initial		Г	R	Carbon Conv 2	
Order 1	pamedaysurg, resc			Int Number					
Order I	0439490			JOD NUMBE	·			CC #2 Add T	
Exam Number 1	03502889		12	Dictated Date	02/09/2010			CC #2 Add 2	
Exam Number 2		Г	5	Dictated Time	14:34	Г	Г	CC #2 Add 3	
Exam Number 3			5	Transcribed Date	03/17/2010	Г	Г	CC #2 Add 4	
Medical Record	001004701	F	5	Transcribed Time	12:12	Г	Г	Carbon Copy 3	
Account Number	0066691310040	Е	5	Trans Initial:	НВМ	г	Г	CC #3 Add 1	
Date of Birth	01/01/1950	Г	5	Signing Phy:		Е	되	CC #3 Add 2	
Service Date	02/09/2010 13:28	Г	5	Carbon Copy		г	되	CC #3 Add 3	
Exam Description	VD CHEET TWO MEMP		2	CC #1 Add 1				CC#3 Add 4	
Ordering Phys		-		CC #1 Add 1				Carbon Conu 4	
Ordening Phys	CHAD M. COPPER, M.D.	5-							
Uriginal Physician		1	12	CC #1 Add .	·		P	CC #4 Add 1	
User: HBMORRIS Comput	ter: STSH								
•			114	le - Remote (Test Frwimmer	I CAPS INIM LINS			3/17/2010 12:12 PM	
		_				_	_		

- Transcribe addendum below original.
- Insert "Cardiac MRI Addendum" at bottom of report.
 Reference of the second of

 ** The cardiac portion of this examination was interpreted by: Heather L . Westmoreland, M D . **

- Complete report as per normal routine.
- If cardiologist's report has NOT been signed, Return for Review

Abort Report				
What should	be done with the current dictation job?			`
Complete Job	Leave As New Return Job	Return for Re <u>v</u> iew	Keep Active	X C <u>a</u> ncel

• Return for Review

Abort Report							
📢 📄 What should	be done with the curren	t dictation job?					
Complete Job	Leave Unfinished	Return Job	Return for Review	Keep Active	X C <u>a</u> ncel		
No							
usion Transcrip	tion Desktop						
Would you like to make changes to the job information?							
Yes	No						

- Select Other and insert reason as Beth MRI addendum, no original or Beth CT Calcium Scoring, no original.
- Save

Job Request Client - Reasons for Job Action
Please select the reason(s) for returning this job for review. Select all applicable reasons. You may type more information in the box below by checking the Other box.
End of Work Shift Nothing there
Routed incorrectly Cut off in the middle
Cther technical problem
<u>Other</u> <u>Place on hold</u>
Save & Cancel

• Send an email to Beth Webb.

CT EXAMS

CT HEAD/CTA HEAD COMBINED DICTATION When the radiologist dictates a non-contrast CT head and also a CTA head and neck, but there is only the CTA head and neck E number, transcribe dictation on the CTA head/neck as this is a combined CT/CTA order. ALARA

Add ALARA macro to ALL CT (including PET) and CTA exams.

BREAST EXAMS

LINKING

- ALWAYS link mammogram and ultrasound if dictated on 1 job or if physician dictates statement like, "Please see combined mammogram and ultrasound exam" or "please refer to combined mammogram and ultrasound exam" DO NOT TYPE this statement on the report.
- ALWAYS link postbiopsy mammogram to the stereotactic biopsy report.
- DO NOT link path review reports with other breast exams or biopsy report.
- Check to see if mammogram has already been transcribed or is in the console to be transcribed.
 - If mammogram is in the console awaiting transcription: o Jot down fusion job # for current job you are in.
 - o File/abort and complete job type in box "linked exams"
 - o Go to the console and assign the mammogram to yourself.
 - o After you transcribe the mammogram/ultrasound combo report, put both fusion job#'s at end of report.
 - o Always link the mammogram with the ultrasound.
 - o Highlight mammogram first, then add ultrasound second. *If
 not done in this order, mammogram does not cross over
 - > If the mammogram has already been transcribed:
 - o Look in report search at the report View/Properties/User defined
 - o If exam was linked mammo with ultrasound, you will see more than one E# listed under FVS Exam
 - o If you do not see linked exams, then you can edit report and go under demographics and link them together.
 - o Highlight mammogram first, then add ultrasound second. *If not done in this order, mammogram does not cross over
 - o If you have issues or report is already signed, you may contact MOC for further help.

CAD STATEMENT

- If the radiologist, with the exception of Dr. Chastain, does not dictate whether or not CAD was utilized, place an incomplete mark at the top of the report "Please review, was CAD utilized?"
- If Dr. Chastain does not specify if CAD was used, add the CAD statement to the report.

• Complete report and job as per routine. COMPARISON DATES

If no comparison information is given (including "no comparison"):

- Call physician if stat report
- If routine priority, leave incomplete mark with note comparison information is missing.
- Save as "Has Incomplete Marks"

BI-RADS CODES

Postbiopsy mammograms do not require a BI-RADS code. For other exams, if the BI-RADS code is not dictated:

- Call the physician to resolve the report immediately.
- DO NOT insert incomplete marks for the physician.
- Physicians do not have the capability in insert canned routines (BIRAD codes) in DocVue
- Return for Review if the physician cannot be reached

LOCKED REPORT

If Fusion shows message of "report locked," for your report, for example after internet disconnect, follow unlock steps in the Fusion instructions. Do not put job on hold and do not contact MOC to unlock report.

INTERFACE OUTAGE

When the interface goes down, the HIS record will not pull into the demographics screen.

- Enter any available demographics information from the job and dictation into Fusion.
- Transcribe report and place on hold.
- Once interface is again working, manually push all reports transcribed during the downtime. See Fusion Supplemental Instructions.

FUSION PROCESSING ERROR

If all HIS/demographic information has correctly come across from hospital system into Fusion but there is an error when sending the report for completion, reprocess the report. See Fusion Supplemental Instructions.

BLANKS AND QA

DO NOT RETURN FOR STS QA REVIEW Refer to specific for each scenario below. DO NOT call physician except as outlined in each protocol.

- Stat/ER Reports
- Missing BI-RADS code or CAD statement.
- Roush No supervising physician dictated
- No Patient Matches Found in Fusion
- No Date of Service in Fusion
- No Order Number in Fusion
- Incomplete Marks for Physician (including discrepancy in dictation, for example left versus right)
- No dictation/ disregard dictation

PRIORITY/ER REPORTS

- If you have an ED/Priority report with questions or blanks, you MUST call the physician to resolve.
- If the physician states he is busy or that he will review later, put an incomplete mark at the top of the report and include "Physician has been called at (date and time) and will review this report."
- If physician cannot be reached, place incomplate mark at the top "Attempt was made to call the physician at XX (time) on XX (date).



• Complete report and job as per routine

RETURN FOR STS REVIEW

- Blanks for STS QA
- BIRAD code missing ONLY if physician cannot be reached
- Insert a blank line with the time indicator where the blank is in the dictation, i.e. _____ (1.25).
- Place report on Hold, Needs QA and return job for review.

DISCREPANCY IN ORDER

- Call the *facility* to view the films in PACS and verify order, i.e. right/ left. DO NOT CALL THE PHYSICIAN UNLESS ER OR PRIORITY DICTATION.
- If order is correct in Fusion or as per direction of physician or hospital staff:
 - o Transcribe report correcting the physician's dictation errors.
 - o Complete report and job as per routine.
- If order is not correct in Fusion:
 - o Transcribe report
 - o Send to physician's queue if no other QA issues
 - o Send email to technician for the facility and cc Beth Webb

DUPLICATE DICTATION

• If a report is grayed out do not type it.



- Verify dictation is not an addendum/correction
- Look in Report Search for original report.
- If original report is located, listen to the current dictation and verify information is the same as on transcribed report. If information matches:
 - ≻ File
 - > Abort

🐻 Fusion Transcription Desktop - [f								
File	Interface	Dictation	Options	Help				
В	egin		Ctr	I+B				
E	nd		Ctr	I+E				
A	bort							
C	hange							
C	reate Adder	ndum						

➢ Complete the dictation



- > Other
- > Type in the below reason.
- ➢ Save

Job Request Client - Reasons for Job Action
Please select the reason(s) for returning this job for review. Select all applicable reasons. You may type more information in the box below by checking the Other box.
End of Work Shift Nothing there
Routed incorrectly Cut off in the middle
Other technical problem
<u> Other</u>
Duplicate Dictation. Verified transcribed report in system.
Save X Cancel

• If the information does not match, call the dictating physician stating that the order has been dictated by another physician and there is a difference between the original and current dictation.

DUPLICATE ORDERS IN SYSTEM

• Select the one that has the most complete information. For Example, contains Medical Record Number, Order 1, Service Date, etc.

<u> </u>		•						
Se	Search Results							
	Select	HIS Record						
	Becord	Patient Name	Medical Record Number	Order 1	Service Date	Evam Number 3	Evan Description	
	007	TEST MONDAY	001004926	H 0004632	03/01/2010 14:57	03503034	VP SHOULDER COMPLETE	
	008	TEST, MONDAY	001004926	0004632	05/01/2010 14.51	03503031	XR SHOULDER COMPLETE	
								-
								×
	<							>
							ν σκ	🗶 Cancel
T								
10	tal Matche	© 25 - Total Selected:						11

• If they are both complete, choose the one without the H in Order 1 column.

s	earch Re	sults						
	Select	HIS Record						
	Record	Patient Name	Medical Record Number	Order 1	Service Date	Exam Number 3	Exam Description	<u>^</u>
	007	TEST, MONDAY	001004926	H.0004632 0004632	03/01/2010 14:57	03503034	XR ELBOW COMP XR ELBOW COMP	
Г	000	TEST, NONDAT	001004320	0001032	2010101010			
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	I							
	-							×
	<							2
1							₩	X Cancel
Т	otal Matche	ss: 250 - Total Selected: 1						

• If they have the same Medical Record Number and Order Number but different Service Dates, Choose the one without the H in Order1 column.

earch Re	sults						
Select	HIS Record Patient Name	Medical Record Number	Order 1	Service Date	Exam Number 3	Exam Description	~
007	TEST, MONDAY TEST, MONDAY	001004926 001004926	H.0004632 0004632	03/01/2010 14:57 03/02/2010 14:57	03503034 03503034	XR ELBOW COMP XR ELBOW COMPI	ETE
<		n					<u>></u>
						ØK	Cancel
otal Matche	es: 250 · Total Selected: 1						1

INADEQUATE REASON FOR EXAM

When the physician dictates statement like, inadequate reason for exam/clinical history, email patient's name and E number to Susan.Chandler@nghs.com

INCOMPLETE DICTATION

ER/STAT DICTATION

- Check dictation console for completion dictation.
- If no completion dictation is available-
 - If dictation only contains the title, history and/or technique, file and abort report.
 - If the report contains more than the title, history and/or technique, place incomplete mark in report with "Incomplete Dictation," perform all and complete job.
- Contact physician.
- If the physician is unavailable, contact the technician at the facility for assistance.
- If physician and technician are unavailable, email the below (in Novell Secure Site) to the lead technician of EACH facility:

This case has an incomplete dictation, please re-process. Patient Name: John Smith Date of Study Type of Study Radiologist's name E#: 03456789 Fusion Job #: 12345

Thank you, Your Name Here

Braselton Hospital <u>Jessica.Giles@nghs.com</u> (1st shift) Kristie.Jackson@nghs.com (2nd shift) Lisa.McCoy@nghs.com (3rd shift) Imaging Center Braselton <u>Pat.Duncan@nghs.com</u> Alesia.Murawski@nghs.com

Imaging Center Buford Colleen.Bahn@nghs.com Susan.Chandler@nghs.com Joseph.May@nghs.com Brian.Martin@nghs.com

Imaging at Dawsonville Colleen.Bahn@nghs.com - 770-219-4553

Imaging Center Gainesville Richard.Edwards@nghs.com Lawanda.Garrett@nghs.com Kourtney.Farrow@nghs.com

Medical Center- Days Brian.Martin@nghs.com Susan.Chandler@nghs.com Beth.Webb@nghs.com Joseph.May@nghs.com

Medical Center -Evenings Dustin.Masters@nghs.com Randall.Robinson@nghs.com

Medical Center- Weekends Georgiana Rhea - 770-219-5182

- Add incomlete mark at the top "Attempt was made to call the physician XX (time) on XX (date).
- Save as "Has Incomplete Marks"
- If the Demographics page does not have the facility, Hidden Fields Facility ID
 - o Facilities and their letter
 - o Medical Center (N)
 - o Imaging Center Gainseville (H)
 - o Imaging Center Braselton (B)
 - o NGPGs (E)

NON-STAT DICTATION

- DO NOT call the physician.
- Check dictation console for completion dictation.
- If no completion dictation is available-
 - If dictation only contains the title, history and/or technique, file and abort report.

- If the report contains more than the title, history and/or technique, place incomplete mark with "Incomplete Dictation" in report, perform all and complete job.
- Perform all and complete job.
- Email as per above ER dictation instructions.

*See Addendum section regarding completion dictation/redictation on an incomplete report.

NO DICTATION/DISREGARD DICTATION

- File
- Abort

File	Interface	Dictation	Options	Help
Be	egin		Ctr	I+B
Er	nd		Ctr	l+E
A	bort			
C	hange			
\subset	reate Adder	ndum		
C	reate Duplic	ate		
Pé	Pause			
Sł	now Hidden			
SI	now Hidden	Fields		

• Complete Job

Abort Report					
What should	be done with the current	dictation job?			
Complete Job	Leave Unfinished	Return Job	Return for Re <u>v</u> iew	Keep Active	X C <u>a</u> ncel

• You have not yet reached the end of the job. Are you sure you want to complete this job? YES



- Other
- Type No Dictation or Disregard Dictation
- Save

Job Request Client - Reasons	s for Job Action		
Please select the reason(s) for re Select all applicable reasons. Yo the box below by checking the D	turning this job for review. ou may type more information in Ither box.		
End of Work Shift	Nothing there		
Routed incorrectly	Cut off in the middle		
C Other technical problem			
(<u>O</u> ther	Place on hold		
No Dictation / Disregard Dictation / Partial Dictation			
(Save X Cancel		

NO DATE OF SERVICE/ORDER IN THE SYSTEM

- File
- Abort



• Keep Active



• Begin Report

<u>File Interfac</u>	e <u>D</u> ictation	Options <u>H</u> elp				
	ð	#\$	AMP.	()) Text		_
<u>B</u> egin Report	Paused Rpts	s <u>R</u> pt Search	Ne <u>x</u> t Job	<u>J</u> ob List	Dai <u>l</u> y Totals	E×it

• Manually enter all required fields (red) on Demographic screen to match job player.

Dictation Progress Indicator
Author: COLBY CHASTAIN, M.D.
Fusion Job: 3/12/2010 9:24 AM
Source Job ID:
MedRec Number: 000
Exam Number 1:
Patient DOB:
Patient Last:
Exam Description: RF HYSTEROSALPINGOGRA
Priority Level: RF
Patient First:
Position: 00:22 Remaining: 00:00

- Complete report and job as per routine.
- If exam is an ED report, send email immediately to: Before 3 p.m.- Brian.Martin@nghs.com, Susan.Chandler@nghs.com, Beth.Webb@nghs.com, Joseph.May@nghs.com
 After 3 pm: Beth.Webb@nghs.com, Dustin.Masters@nghs.com, Randall.Robinson@nghs.com
- All other reports
 At the end of the day compile the list from your entire shift and
 email <u>Beth.Webb@nghs.com</u>.
 Email should contain subject line of "No date of service/order".
 Include patient's name, E# and medical record number.

NO PATIENT MATCHES FOUND/UNKNOWN PATIENT

- Click OK
 HIS Interface Search
 No matches were found. Please press OK to re-enter.
 OK
- File
- Abort

File Interface	Dictation	Options	Help		
Begin		Ctr	I+B		
End		Ctrl+E			
Abort					
Change					
Create Addendum					
Create Dupli	cate				
Pause					
Show Hidden	Fields				
Recent Files.					
Reprocess P	ending Repa	rts			
Paused Repo	orts	F11			
Exit		F12	2		

• Keep Active



• Begin Report



• Click the HIS Button 2 times to clear check marks in HIS column.



- Enter any patient identifying information that is available (sometimes the numbers given will match MR# or order # if the E# is not scanned correctly)
- Check the HIS Box next to any information you entered.

R <u>I</u> : 1	P Clear Fields	Search HIS		
Radiolo	gy Report	Radiology		Clear
Pati	ent Name	Smith		◄
	Order 1		Γ	•
Exam	Number 1		Г	•

• Click on search HIS



- Highlight order.
- OK



• If no exams come up upon searching HIS, manually enter all required fields (red) on Demographic screen with information on job player.

Octation Progress Indicator
Author: COLBY CHASTAIN, M.D.
Fusion Job: 3/12/2010 9:24 AM
Source Job ID:
MedRec Number: 000
Exam Number 1: Example
Patient DOB:
Patient Last:
Exam Description: RF HYSTEROSALPINGOGRA
Priority Level: RF
Patient First:
Position: 00:22 Remaining: 00:00

- Place report only on hold.
- Complete Job.
- Email the below (in secure email site) to the lead technician of EACH facility: Please research "No Patient Match Found." Patient Name: John Smith E#: 01234567 Fusion Job #: 12345

Thanks, Your name here

Lead Technicians and Facilities:

Braselton Hospital Jessica.Giles@nghs.com

Imaging Center Braselton Pat.Duncan@nghs.com Sarah.Boyd@nghs.com Heather.Bagby@nghs.com Imaging Center Gainesville: Lawanda.Garrett@nghs.com Richard.Edwards@nghs.com SherryH.Davis@nghs.com

Imaging Center Buford
*No lead technician
Colleen.Bahn@nghs.com
Susan.Chandler@nghs.com
Joseph.May@nghs.com
Brian.Martin@nghs.com

Medical Center: Brian.Martin@nghs.com Susan.Chandler@nghs.com Joseph.May@nghs.com NGPGS Shelby.langley@nghs.com

- If the Demographics page does not have the facility,

 Hidden Fields
 Facility ID
 Facilities and their letter
 Medical Center (N)
 Imaging Center Gainseville (H)
 Imaging Center Braselton (B)
 NGPGs (E)
- If no information in Fusion and the physician does not dictate any patient information, note any information like type of exam and history. Call the dictating physician letting them know that the patient information did not go through the system correctly and no patient identifying information was dictated.

CORRECTING DICTATING NAME

FINALIZED REPORT

• Report Search



- Enter search criteria, i.e. Exam Number, Patient Name, Fusion Job ID, etc.
- Search



- Highlight report to be corrected.
- Right click, Edit



• Would you like to create an addendum for this report? Yes



- Original Physician Insert Original incorrect dictator
- Dictating Physician Insert correct dictating physician



• Click Report

1 Demographics 2 Report <u>3</u> Output 4 Statistics

Patient Name:		DOB:	
Ordering MD:	ERIC L. BOHN, M.D.	Age:	
Exam:	MG MAMMO SCREENING BILAT	Account #:	
Date of Service:	01/08/2010 08:42	Class:	0
Addendum	Brett C. Baudin, M.D.	Room #:	
Dictated By:			
	*** AMENDMENT *	<u></u>	
	ENDUMHERE		
TYPE ADD			

- Transcribe the following statement: This report was signed in error by _____, MD. The correct dictating physician is _____, MD.
- Insert Addendum Footer routine/normal.
- Complete report and job as per routine procedure.

EMAIL PROTOCOL

All emails to the facility must be sent through NGHS webmail. Do not send carbon copies to your personal email address. Use Google Chrome versus Internet Explorer

- Go to -<u>https://webmail.nghs.com/owa/auth/logon.aspx?replaceCurrent=1&url</u> =https%3a%2f%2fwebmail.nghs.com%2fowa%2f
- Username: SOUTHTRN
- Password: STSsecure21
- Click Sign In



• Click New Mail



- Type the first name of the person to whom you want to send mail.
- Click Search Contacts and Directory To: hanna



• Select the recipient's name.



• Add as many recipients as you need.



• Enter your Subject and the body of your email

• Click Send

	Mail Calendar	People Tasks Netmail	Hannah Morris 👻	♦ ?
🗺 SEND 🗙 DISCARD 🕒 INSERT 🏶 APPS 🚥				C
To: 🙏 Hannah Morris 💄 Beth Webb				+
Ce				
Subject: Test				
Calibri • 12 • B I U		· 🖞 🛕 🦑 = =	≡ ■ ×	
This is a test of NGHS Outlook.				
Hannah Morris				

PHYSICIAN NAME ON DEMOGRAPHIC SCREEN

If any Physician Field is RED correct the name as follows:

• Crtl + P to bring up physician name list. Choose the correct name of the physician.

<u>S</u> how Detail	
	C-Undelined Floxibian → AARON, MARIA E, M.D. ABBOUD, ELIGANI M, M.D. ABBOLLA, MAZEN ALI, M.D. ABDELHA, ELIGANI M, M.I ABDUSSALAM, AHMAD, M.C. ABELL, EDWARD A, M.D. ABELL, EDWARD A, M.D. ABERNATW, ROBERT A, M. ABERNATW, ROBERT A, M. ABERNATW, ROBERT A, M. ABERNATW, ROBERT A, M. ABERNATW, DON L. ABRAHAM, MENNAMIN ABRAHAM, MARY, M.D. ABRAHAM, MARY, M.D. ABRAHAM, PETER J, M.D. ABRAMS, JEFFREY ABRAMSON, PETER J, M.D. ABRHAR, MOMAS C, M.O.
	Name Dict. Nbr.
4426 of 4426 Physicians Lo	aded

If physician is "UNKNOWN" physician:

- Crtl + P to bring up physician name list.
- To locate ordering, dictating or original physician:
 - File
 - Hidden Report Fields



• Hidden Report Fields box will open

VERIFY JOB INFORMATION CHANGE

If anything changes on the demographic screen or if it is a mammography order, the following will appear. Pick Accept New Value or Use Old Value.

Verify Job Informatio	n Change	
Changes have been ma dictation information. P	ade to a dictation field. Thi lease verify the change.	s new value will be used to update the
Field Name	Old Value	New value:
Exam Description		MG MAMMO DIAGNOSTIC A
	l	Value

NON-RADIOLOGY REPORT

- File
- Abort



- Other
- Type HIM Report
- Save

Job Request Client - Reason	ns for Job Action
Please select the reason(s) for Select all applicable reasons. A the box below by checking the	returning this job for review. You may type more information in Other box.
End of Work Shift	Nothing there
Routed incorrectly	Cut off in the middle
Other technical problem	
(<u>O</u> ther	Place on hold
HIM Report	
L	
	Save X Cancel

• Email the below (in Novell Secure Site) to Beth.

This is not a radiology dictation,

Patient Name: John Smith E#: 01234567 Fusion Job #: 12345

Thank you, Your Name Here

BREAK SCHEDULES

While the NGHS account does not assign out specific break times to its employees, the following guidelines should be adhered to:

Shift of 6 hours or less: Two 10-minute breaks or one 20-minute dinner break.

Shift of 6-8 hours: Two 10-minute breaks and one 30-minute dinner break.

Shift of 8-12 hours: Three 10-minute breaks and one 30-minute dinner break.

Any break over 10-15 minutes, you MUST email the MOC and scheduled transcriptionist staff to let them know you will be signing off.

If you have an urgent need that requires a longer break, you MUST email the MOC and the scheduled transcription staff the length of time you expect to be away.

RETURNING DICTATION

Before taking any break or signing out for the day, set job list to zero and transcribe all jobs in your queue. Do not return jobs to the queue.

- Click on "job list." Job Get Next Job Display the Fusion Text dictation job list 4 Statistics • Set number of jobs to 0. Click on Apply and Save Job Request Client - Settings Default Request Work Pool Request Communication Number of jobs to automatically keep queued Including unfinished iobs Egin default request when the Job Request Client starts Stop downloading jobs at 05:15 PM 拱 🛒 Apply and Save 🛛 🎻 Apply This Session Only 🗶 <u>C</u>ancel • Click Cancel to close job list. 🔏 Select Job 🛱 Next Job 🚎 New Request 🏫 Return Job 🌇 Settings 🛛 💥 Cancel
- When scheduled to begin work again, go back to settings in Job Request Client and change number of jobs to automatically keep queued back to 2. Click on apply and save followed by cancel.

TURNAROUND

It is the responsibility of each person on this account to contact the STS office at (770) 607-0700 if dictation is in danger of going out of turnaround, regardless of day of week or time of day. Nighthawk staff are to call Hannah's cell phone.

ED DICTATION

If you have an ED report in your cue and will not be able to complete the report in a timely manner in order to maintain the 20 minute TAT, please return the report from your Job List.

If an ED report is within 5 minutes of being out of TAT and not being actively transcribe, MOC will remove the report from the transcriptionist's queue, assign the report to themselves and notify the transcriptionist via AIM that the report has been removed from their queue and why. If total turnaround time is more than 15 minutes on multiple jobs, call the STS office if calling post has not been be received. This does NOT mean 15 minutes out of the 20 minute turnaround time, which is 35 minutes.

NON-ER DICTATION

Call the STS office if calling post has not been be received when the minutes are high as per the below list or multiple jobs are out of turnaround.

Monday - Friday 5:00 a.m. - 3:00 p.m. - More than 120 minutes Monday - Friday 3:00 p.m. - 12:00 a.m. - More than 90 minutes Saturday -Sunday - More than 60 minutes If you are the only person scheduled, more than 30 minutes

If extra staff has signed on to assist, sign off when the minutes drop below the above parameters.

NIGHTHAWK INPATIENT DICTATION

During nighthwak shift, periodically check dictation console for inpatient jobs. If TAT on ER is well-controlled (less than 5 minutes), manually assign and transcribe IP jobs to maintain IP TAT.

WHEN CAN I WORK

Staff may only sign up to cover RTO if their total number of Time Stamp hours does not exceed 40 hours in a work week (Sunday-Saturday).

All staff may work outside of their scheduled hours if the total number of Time Stamp hours does not exceed more than 40 hours in a work week as per the number of minutes of dictation outlined below or if assistance is required.

Monday - Friday 5:00 a.m. - 3:00 p.m. - More than 120 minutes Monday - Friday 3:00 p.m. - 12:00 a.m. - More than 90 minutes Saturday -Sunday - More than 60 minutes

Staff scheduled as p.r.n. may work on during their p.r.n. shift when the minutes are as below. Monday - Friday 5:00 a.m. - 3:00 p.m. - More than 90 minutes Monday - Friday 3:00 p.m. - 12:00 a.m. - More than 60 minutes Saturday -Sunday - More than 30 minutes

If extra staff has signed on to assist, sign off when the minutes drop below the above parameters or as per MOC or office staff notification.

EOC PROTOCOL

- EOC shift starts at 4 pm-clean Saturday-Sunday.
- EOC scheduled person must be available for phone calls and have capability of signing in and available to work within 10 minutes of call notification.
- If you are not available for your scheduled EOC weekend due to scheduling conflicts, it is the transcriptionist's responsibility to solicit appropriate coverage for your EOC day(s).

NIGHTHAWK COVERAGE PROTOCOL

- Nighthawk coverage begins at 12 a.m. and ends at 5 a.m. daily.
- Each transcriptionist will be scheduled to provide nighthawk coverage for the calendar month on a rotational basis.
- The nighthawk transcriptionist must be available to accept phone calls and be available to work within 10 minutes of call notification.
- If you are not available for any portion of your scheduled nighthawk month, it is the transcriptionist's responsibility to solicit appropriate coverage for your shift.

INITIAL WORD 2007 SETUP

• Click on Office button



• Word Options



• Proofing

V	Vord Options
	Popular
	Display
	Proofing
	Save
L	Advanced
k.	Customize
L	Add-Ins
L	Trust Center
	Resources

• Selections as below



• AutoCorrect Options



- AutoCorrect tab
- Selections as below.

Auto	Format	Smart Tag	s
AutoCorrect	Math AutoCorrect	AutoFormat	As You Type
Show AutoCor	rrect Options buttons		
Correct TWo I	INitial CApitals		Exceptions
🔲 Capitalize first	letter of sentences		
 Capitalize first 	t letter of table gells		
Capitalize nam	nes of days		
Correct accide	ental usage of cAPS LOCK key		
(c)	0		A
(c) (r) (tm)	© ® ™		Ē
(c) (r) (tm)	© © ™		
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