



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Radiology Version 5.0

Announcement and Agenda

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Office of Information Technology (OIT)
Albuquerque, New Mexico

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1.0 General Information

1.1 Purpose of Training

This course is designed to address how to configure and use the Radiology Package at sites which do no Radiology on site or a modest number of procedures in order to meet Meaningful Use Stage 2 requirements. The target audience is Clinical Application Coordinators and/or Meaningful Use Coordinators at the Area or Site level. The expectation is that those attending the course will be able to identify sites which will require assistance in configuring the Radiology Package and/or training on how to use the package.

The course will cover menu options for requesting procedures, registering patients for radiology procedures, editing exams after the procedure is completed, entering draft reports, verifying, and printing reports or scanning reports to Radiology case numbers. The site-configurable options for setting up the Radiology package at a facility will be covered as will the linkages to PCC, the Women's Health Package, EHR, Third Party Billing, and VISTA Imaging. An overview of interface options for downloading procedures to work stations as well as uploading reports to RPMS will be provided.

1.2 Prerequisites

None

1.3 Intended Audience

This course is designed to address how to configure and use the Radiology Package at sites which do no Radiology on site or a modest number of procedures in order to meet Meaningful Use Stage 2 requirements. The target audience is Clinical Application Coordinators and/or Meaningful Use Coordinators at the Area or Site level.

2.0 Learning Objectives

1. Identify the various modes of utilizing the Radiology Package depending on workflow processes at a facility.
2. Document a Radiology procedure in RPMS beginning with a request for a procedure and ending with an exam in PCC and a claim in IHS Third Party Billing.
3. Configure files for Report Headers and Footers, Radiology personnel, Radiology Division, Radiology Location, Exam Rooms, Film Sizes, Diagnostic Codes, Procedures, Modifiers, and Common Procedures.
4. Set up default printers for Radiology Requests and Reports.
5. Run workload reports as well as other Radiology reports for quality assurance and program management.
6. Define the components of a Radiology interface.
7. Create EHR quick orders and order menus for Imaging.
8. Demonstrate scanning outside reports using Vista scanning and attaching them to Radiology case numbers.
9. Perform basic troubleshooting using menu options for exam status tracking and patient profile.

3.0 Detailed Agenda

3.1 Day 1

Topic	Duration
Welcome: <ul style="list-style-type: none"> • Introductions • Review Agenda and Training Materials • Objectives and Course Overview 	60 min.
Radiology Overview: <ul style="list-style-type: none"> • Discussion and diagram of Radiology workflow • Expected variation by site 	60 min.
Break	15 min.
Radiology Menus and Exercises – Demo and Hands-On <ul style="list-style-type: none"> • Request an Exam • Cancel a Request • Register Patient for an Exam • Cancel and Exam • Edit Exam by Patient • Exam Status by Patient • Status Tracking of Exams 	60 min
Lunch	60 min.
Radiology Menus and Exercises (continued) <ul style="list-style-type: none"> • TBOX <ul style="list-style-type: none"> – Change editors – Electronic signature • Report Entry/Edit • On-line Verifying of Reports • Outside Report Entry/Edit • Display a Rad/Nuc Med Report • Select Report to Print by Patient • Patient Profile 	90 min.
Break	15 min.
Radiology Menus and Exercises (continued) <ul style="list-style-type: none"> • Delete a Report • Un-verify a Report for Amendment • Update Exam Status • Override a Single Exam's Status to 'complete' • Mass Override Exam Status 	120 min.

3.2 Day 2

Topic	Duration
Review of Radiology Package Workflow <ul style="list-style-type: none"> • Questions 	30 min.
System Definition Menu <ul style="list-style-type: none"> • Camera/Equip/Rm Entry/Edit • Division Parameter Set-up • Location Parameter Set-up • Rad/Nuc Med Personnel Menu 	60 min.
Break	15 min.
Utility File Maintenance Menu <ul style="list-style-type: none"> • Print Maintenance Files • Complication Type entry/Edit • Diagnostic Code Enter/Edit • Reason Edit • Examination Status Entry/Edit • Film Type Entry/Edit • Label/Header/Footer Formatter 	90 min.
Lunch	60 min.
Utility Files Maintenance Menu (continued) <ul style="list-style-type: none"> • Order Entry Procedure Display Menu... • Procedure Edit Menu... <ul style="list-style-type: none"> – Procedure Modifiers – Procedure Messages 	90 min.
Break	15 min.
EHR <ul style="list-style-type: none"> • Building Quick Orders • Creating Radiology Menus 	60 min.
IRM Menu... <ul style="list-style-type: none"> • Establishing Default Devices 	30 min.

3.3 Day 3

Topic	Duration
System Set Up Review and Questions	30 min.
Radiology Linkages to other RPMS Packages <ul style="list-style-type: none"> • PCC • Third Party Billing • Women's Health • GPRA 	60 min.
Break	15 min.

Topic	Duration
Management Reports <ul style="list-style-type: none"> • Daily Management Reports... <ul style="list-style-type: none"> – Abnormal Exam Report* – Complication Report* – Daily Log Report* – Delinquent Status Report – Examination Statistics* – Incomplete Exam Report – Log of Scheduled Requests by Procedure – Unverified Reports • Functional Area Workload Reports... • Performance Indicator... <ul style="list-style-type: none"> – Summary/Detail Report • Personnel Workload Reports... <ul style="list-style-type: none"> – Physician Report – Staff Report – Technologist Report – Transcription Report • Special Reports... <ul style="list-style-type: none"> – Camera/Equip/Rm Report – Detailed Procedure Reports – Film Usage Report – Procedure/CPT Statistics Report – Status Time Report 	90 min.
Lunch	60 min.
Interface Overview <ul style="list-style-type: none"> • PACS • Transcription • VISTA Imaging 	60 min.
Basic Troubleshooting	45 min.
Questions, Wrap-Up, and Course Evaluation	30 min.