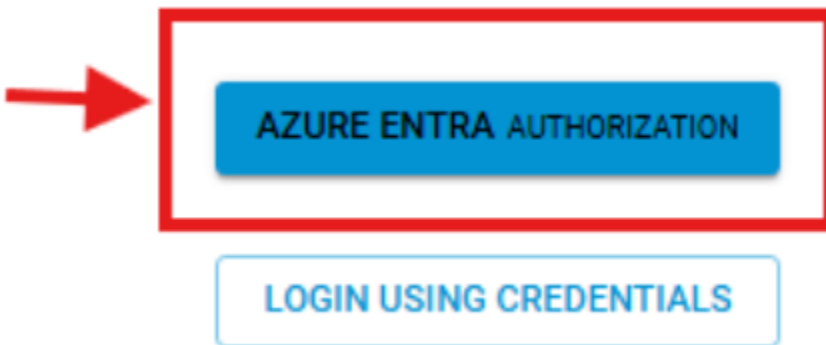




## Radiologist Quick Guide

### Login

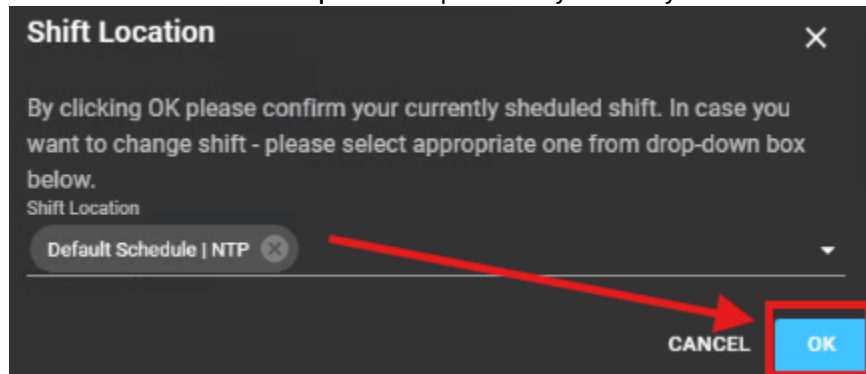
1. Navigate to UWL in the Edge Browser and log in via Azure Entra Authorization.



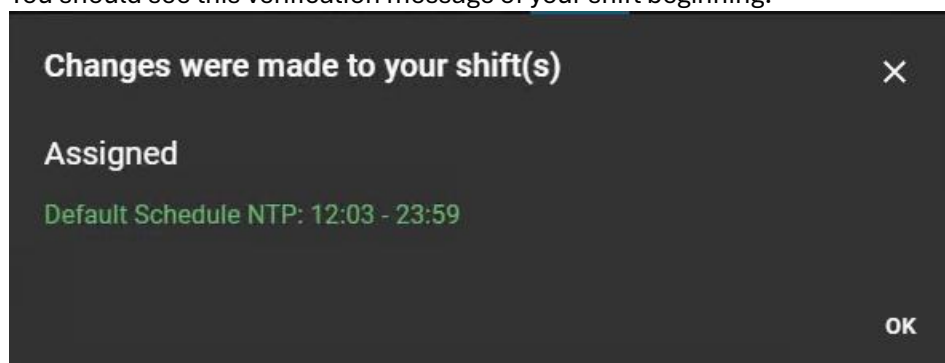
# Shift Selection

On login, you must select a shift.

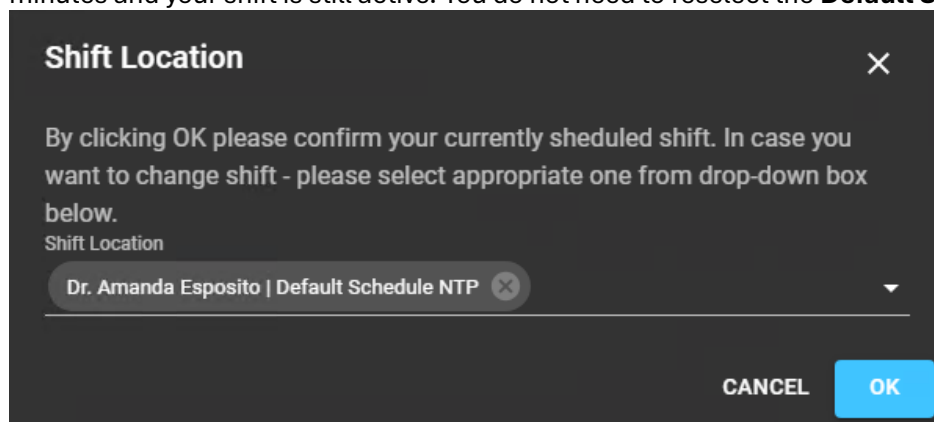
Select **Default Schedule | NTP** and press okay to start your shift. Click the **OK** button:



You should see this verification message of your shift beginning.

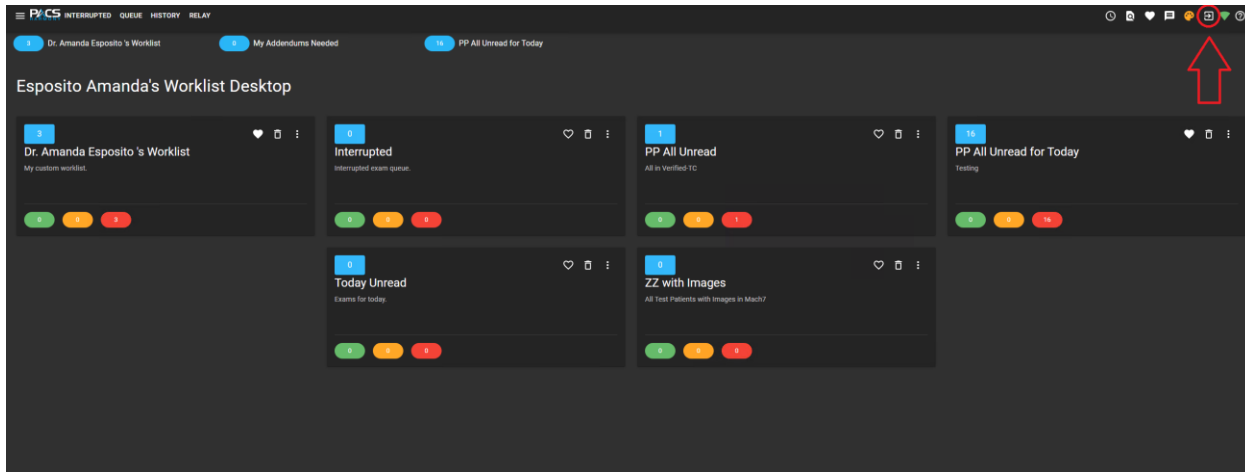


If you accidentally exit the browser or are timed out without ending your shift, it will automatically repopulate when you log back in (e.g., *Dr. Amanda Esposito | Default Schedule NTP*). This only applies if you have been away for less than 30 minutes and your shift is still active. You do not need to reselect the **Default Schedule**—simply click **OK** to resume.

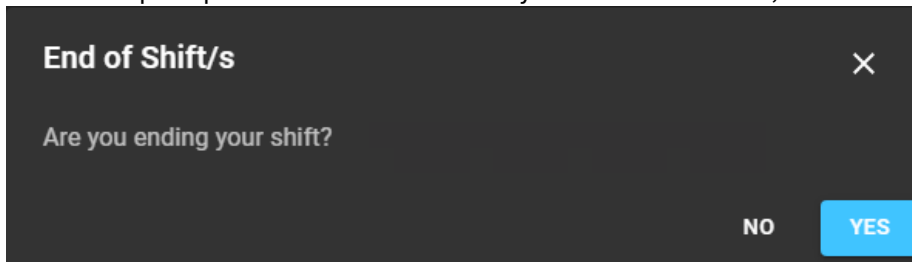


# Logout

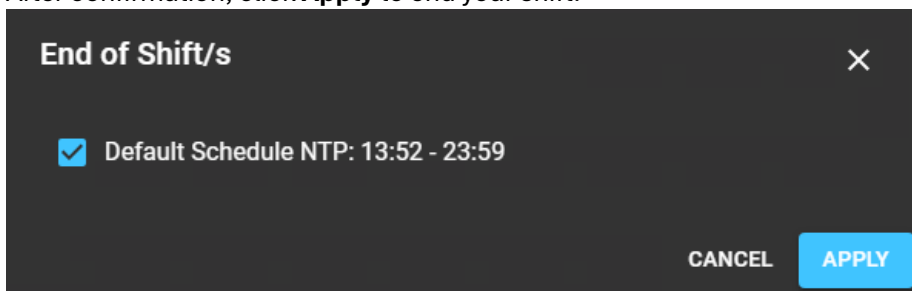
When you are ready to end your shift, click the logout button on the right side of the nav bar.



You will be prompted to confirm the end of your shift. To confirm, Press **Yes**.



After confirmation, click **Apply** to end your shift.



# Interrupted Worklist & Exam Locks: The SKIP button

## How the Interrupted Worklist Functions

The **Interrupted Worklist** contains exams you have started reading but have not finished interpreting. Think of it as your personal list of *draft* cases.

### How it works:

If you begin reading a case and step away, the study is added to your **Interrupted Worklist** and becomes **locked** to you until you complete the interpretation of the exam.

- These locks are in place to ensure that no two radiologists interpret the same study at the same time.

## Permanent Locks

Once you have launched dictation, the exam remains permanently locked to you until you either **finalize the case** or **discard the draft**.

To release the exam back to the worklist for other radiologists, you must **discard the draft in PowerScribe** and then click **Skip** in PACS Harmony.

- Permanent Locks are shown as a **red lock** on the worklist

Timer	Status	Viewab...	Priority Code	Locked... ↓	AI Res...	Exam Completion Date	Accession #
Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
▼ -1176:42	Draft		R			07/15/2025 10:47:41	75700XR250000054
▼ -259:15	Complete		R			08/22/2025 18:00:00	516-071625-1959

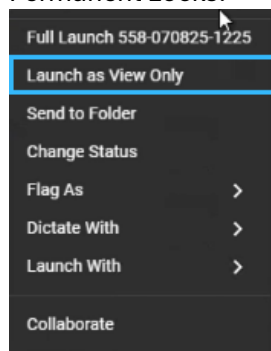
## Temporary Lock (TEMP / Soft Lock)

Launching a case in **View Only** places a soft lock on the study. It will appear in your *Interrupted Worklist* but can be cleared by the user in the Interrupted Worklist without any further action.

- Temporary Locks are shown as an **orange lock** on the worklist

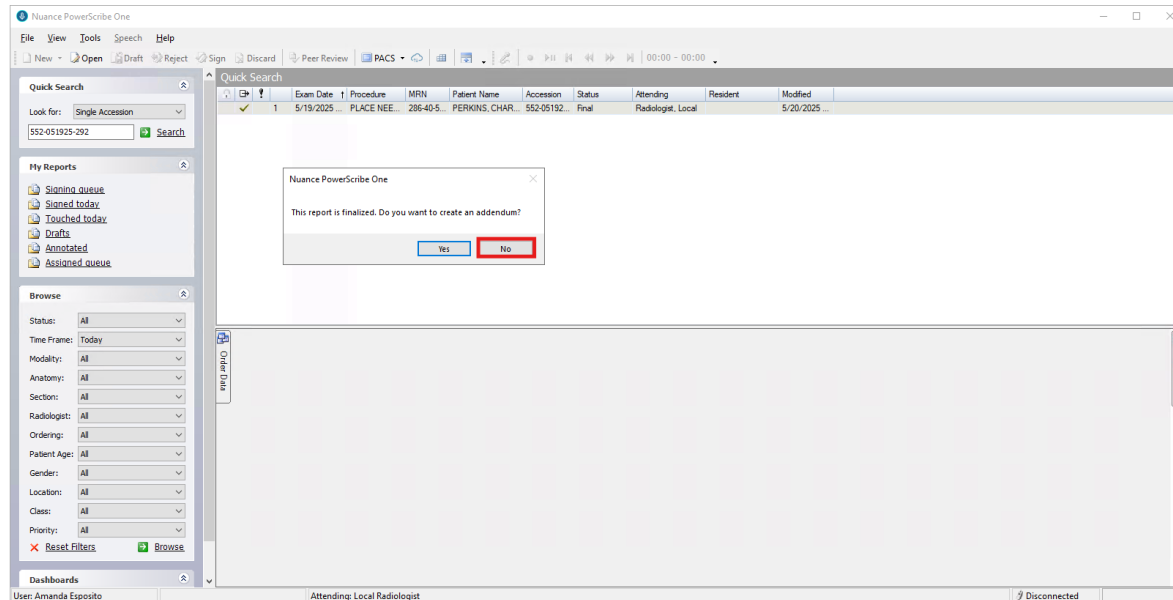
Timer	Status	Viewab...	Priority Code	Locked... ↓	AI Res...	Exam Completion Date	Accession #
Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
▼ -1176:42	Draft		R			07/15/2025 10:47:41	75700XR250000054
▼ -259:15	Complete		R			08/22/2025 18:00:00	516-071625-1959

- To launch as **View Only**, right-click an exam or press the 3-dot icon in the far right of the exam to open the Exam Context Menu. This allows you to open the Exam and Viewer, but prevents launching dictation, avoiding Permanent Locks.



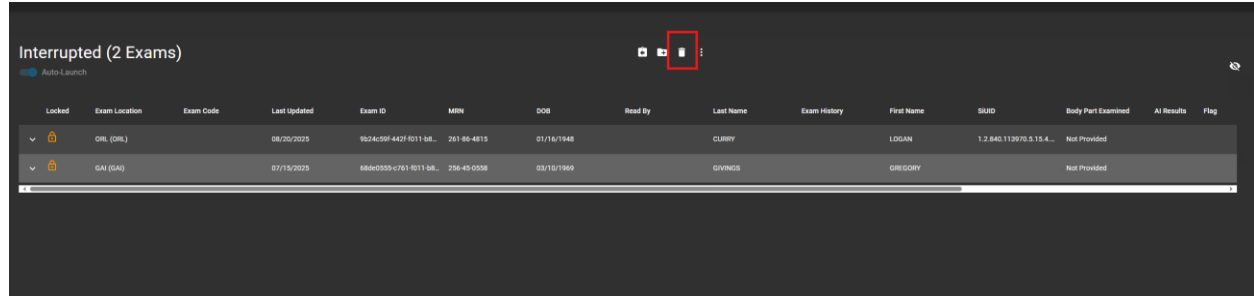
## Interrupted Addendum Workflow

If you open a case in PowerScribe that requires an addendum, and do not want to create an addendum. You must select No in PowerScribe before you Skip the Exam to avoid adding this case to your Interrupted Worklist with a permanent lock.

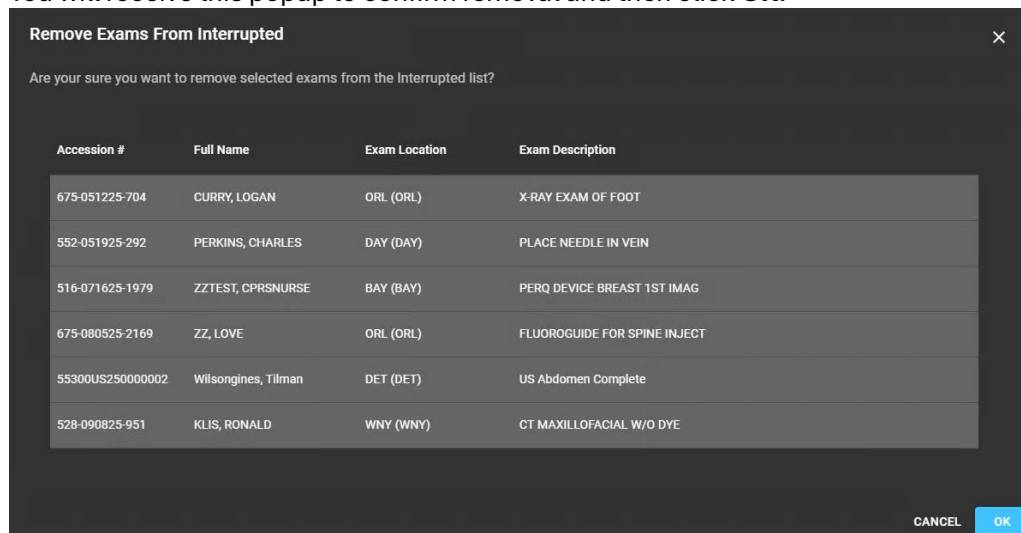


## Clearing Interrupted Exams

1. Go to your **Interrupted Worklist**
2. Highlight the exams you want to remove.
3. Click the **Delete icon**

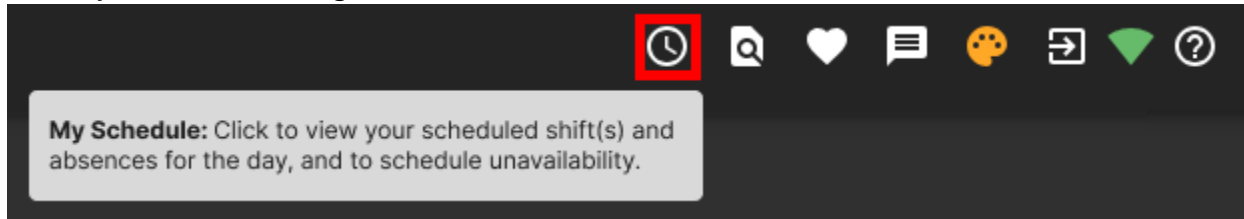


4. You will receive this popup to confirm removal and then click **OK**.



# Scheduling an Absence

1. Click My Schedule on the right side of the nav bar.



2. A pop-up will display that allows you to view your default shift and temporarily mark yourself as unavailable. You can set a pause by choosing a reason, date, and duration—helping control when new cases are assigned.

A dark-themed pop-up window titled "User schedule" with a close button (X) in the top right. It contains the following sections:

- User shifts**: "Default Schedule NTP: 22:01 - 23:59"
- Add new unavailable**:
  - Reason \***: A dropdown menu.
  - Reason text \***: A text input field.
  - End date and time \***: A text input field.
  - Days \***: A dropdown menu showing "Wednesday" with a close button (X).
- Buttons**: "CANCEL" and "ADD NEW" (highlighted in blue).

**Example:** If your shift ends at 5:00 PM and you don't want new cases trickling in right before, open the popup around 4:45 PM. Select a reason, enter the end time, and confirm. Case assignments will pause, allowing you to wrap up smoothly and log off at the end of your shift.