



PACS HARMONY

USER SOFTWARE MANUAL

UPDATED FOR VERSION 2.1

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This User Training Manual is a PDF document which contains available information and instructions for using the PACS Harmony Universal Worklist web application. The contents of this manual are specific to guiding the clinical use of the application and references to the [Administrator Software Manual](#) are provided when appropriate.

The following sections are covered in this manual:

- ▶ **Universal Worklist Navigation:** Provides an overview of Universal Worklist navigation, including login and how to interact with the application.
- ▶ **Universal Worklist Functionality:** Details procedures for user-facing functionality within the Universal Worklist application.
- ▶ **Exam Interpretation:** Provides options for users when reading studies in the Universal Worklist.

It is recommended to read through an entire procedure before attempting to complete any of its steps. A summary of important concepts and main points will be provided at the end of each section.

This manual uses notes to provide additional information, tips to provide reminders, or cautions to protect the system from error.



Notes provide supplemental information or highlight behavior you might not expect.



Tips remind you about certain functionality or shortcuts to save time.



Cautions inform you of actions that may cause unwanted events or errors.

You can navigate to any section in the manual by clicking its entry in the Table of Contents. If viewing the manual in Adobe Reader or Adobe Acrobat, you can perform a basic search with **Ctrl + F** or an advanced search with **Ctrl + Shift + F**.

Cross-references are also provided to direct you to related information or additional instructions. Clicking a cross-reference navigates you to the referenced section; to return to your previous page, press **Alt + Left**.

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What you'll learn:

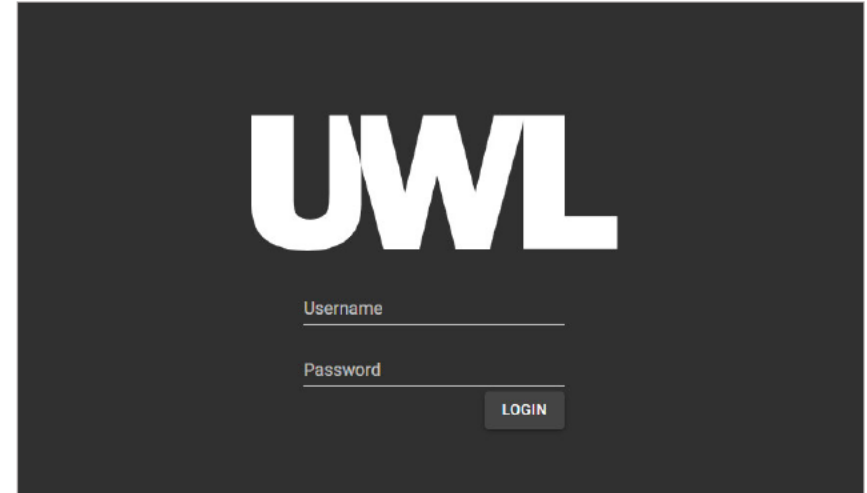
- ▶ How to navigate the PACS Harmony Universal Worklist's primary user interfaces – the Desktop, Worklist and Exam Page.
- ▶ Explore and interact with the Desktop interface, the landing page of the Universal Worklist.
- ▶ Explore and interact with the Worklist interface, where patient studies are primarily viewed.
- ▶ Explore and interact with the Exam Page interface, which displays details about the patient and exam.
- ▶ Explore the Universal Worklist menus.
- ▶ The types of system notifications and what they mean.

LOGIN

Access to the PACS Harmony Universal Worklist (UWL) will require your unique login credentials consisting of a username and password. Once these are entered into the appropriate text fields, click **Login** or press **Enter** to be granted access to the UWL.

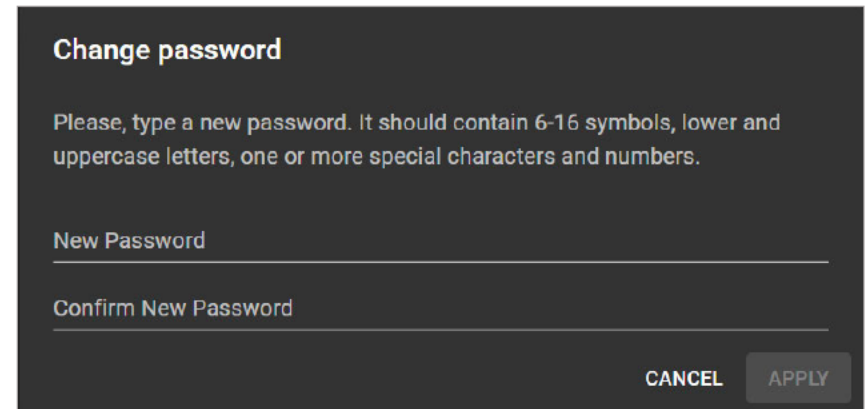
PACS Harmony supports single sign-on such that:

- Successful login to the Universal Worklist or other PACS Harmony application will automatically log you in to all other open applications.
- Logging out of the Universal Worklist or other PACS Harmony application will automatically log you out of all other open applications.
- Closing the Universal Worklist or other PACS Harmony applications will not log you out of any other open applications.
- If a PACS Harmony application is not open in your browser when logging in, it will not launch nor log you in to the application.

The image shows the login interface for the Universal Worklist (UWL). It features a dark gray background with the letters 'UWL' in large, bold, white font at the top. Below the logo, there are two input fields: 'Username' and 'Password', each with a white underline. To the right of the 'Password' field is a gray button with the word 'LOGIN' in white capital letters.

PACS Harmony improves performance by clearing application local storage upon login and logout – please allow the application a few moments to perform these operations. Additionally, any open viewers are closed upon logout; please allow the application to close all viewers before exiting.

A password change is required upon initial login and upon password resets depending upon your organization's password policy. The change password dialog box is shown in the following screen. Once your new password is entered, click **Apply** or press **Enter** to update your account password.

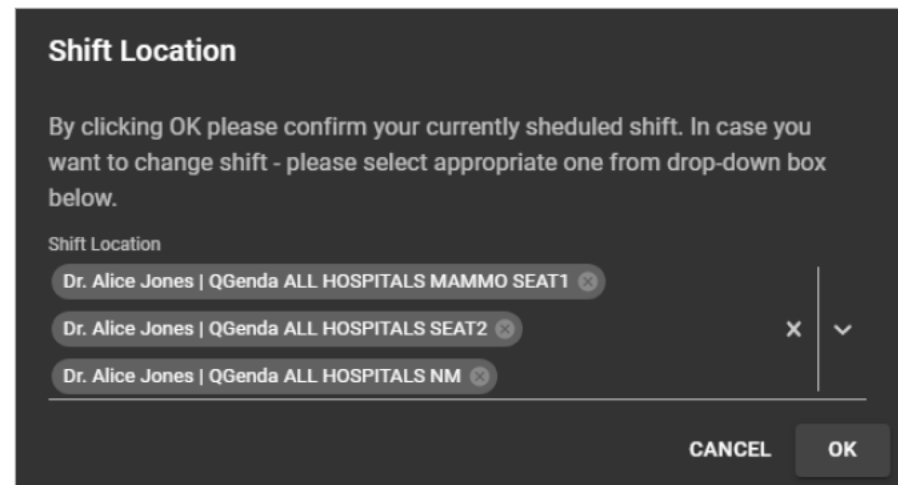
The image shows a 'Change password' dialog box. It has a dark gray background. At the top, the title 'Change password' is in white. Below the title, there is a line of text in white: 'Please, type a new password. It should contain 6-16 symbols, lower and uppercase letters, one or more special characters and numbers.' Below this text are two input fields: 'New Password' and 'Confirm New Password', each with a white underline. At the bottom right of the dialog, there are two buttons: 'CANCEL' and 'APPLY', both in white capital letters on a dark gray background.

Too many failed login attempts will lock you out of the Universal Worklist. If this occurs, please contact an administrator to reset your password.

A shift location pop-up will appear asking you to confirm your scheduled shift seat. The dropdown will contain a list of users and their assigned shift seats. Select the appropriate shift and click **Ok** or press **Enter** to confirm your selection. If you select a shift that has already been assigned to another user, a pop-up will appear with a warning that the user will be unscheduled. Clicking **Ok** or pressing **Enter** will remove the current user from the schedule for the specified seat and you will be assigned to that seat and location for the shift to replace them.

When logged into the UWL, imaging providers will receive a pop-up notifying them of any changes to their reading schedule, such as when another imaging provider picks up one of their seats or an administrator reschedules a seat to/from the imaging provider.

If [resident workflow](#) is enabled, resident users will receive a pop-up asking them to confirm their attending physician for their reading session. Residents may manually reassign exams to a different attending physician throughout the course of their session.



Shift Location

By clicking OK please confirm your currently sheduled shift. In case you want to change shift - please select appropriate one from drop-down box below.

Shift Location

- Dr. Alice Jones | QGenda ALL HOSPITALS MAMMO SEAT1
- Dr. Alice Jones | QGenda ALL HOSPITALS SEAT2
- Dr. Alice Jones | QGenda ALL HOSPITALS NM

CANCEL OK



The shift location pop-up may be disabled for user roles, such as administrators and technologists, that are not typically scheduled for reading shifts; in these cases, the shift location pop-up may not appear upon login. If the pop-up to confirm any scheduled shifts is not appearing for you and you feel this is in error, please contact an administrator to resolve.

After successful login, you will be presented with the UWL homepage with a pop-up validation notification confirming your login. The homepage is typically referred to as the dashboard or desktop. The desktop provides a quick overview of your most utilized worklists once logged in; this is usually a combination of personal worklists and enterprise worklists and will depend upon your credentialing and what has been assigned to you.

If you are logged in and inactive for a certain length of time, an idle notice pop-up will appear as shown in the following screen. If you stay idle for a certain length of time, you will automatically be logged out of the UWL.



Idle Notice

Are you still there?

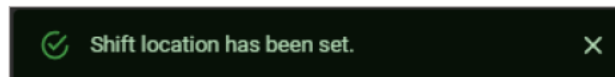
OK

SYSTEM NOTIFICATIONS

The Universal Worklist provides pop-up notification messages to inform users of successful events, provide status updates and useful information, and to provide caution or inform about an error. The types of messages are described below.

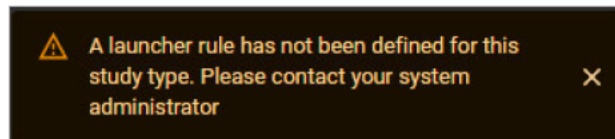
- ▶ **Validation Notification** – Validation notifications are used to inform users of a successful event or action. These types of messages appear during successful events such as:

- Login to the Universal Worklist
- Setting shift location
- Favorited exams



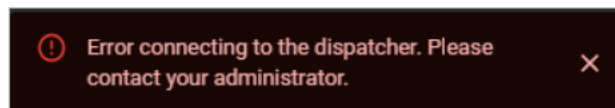
- ▶ **Informational Notification** – Informational notifications are used to provide users with additional information which may prove helpful during troubleshooting. These types of messages appear during events such as:

- Storage creation and updates
- Lack of a setting being configured for use in the Universal Worklist
- Exam interruptions



- ▶ **Error Notification** – Error notifications are used to inform users of an error that has occurred which may prove helpful during troubleshooting. These types of messages appear during unsuccessful events such as:

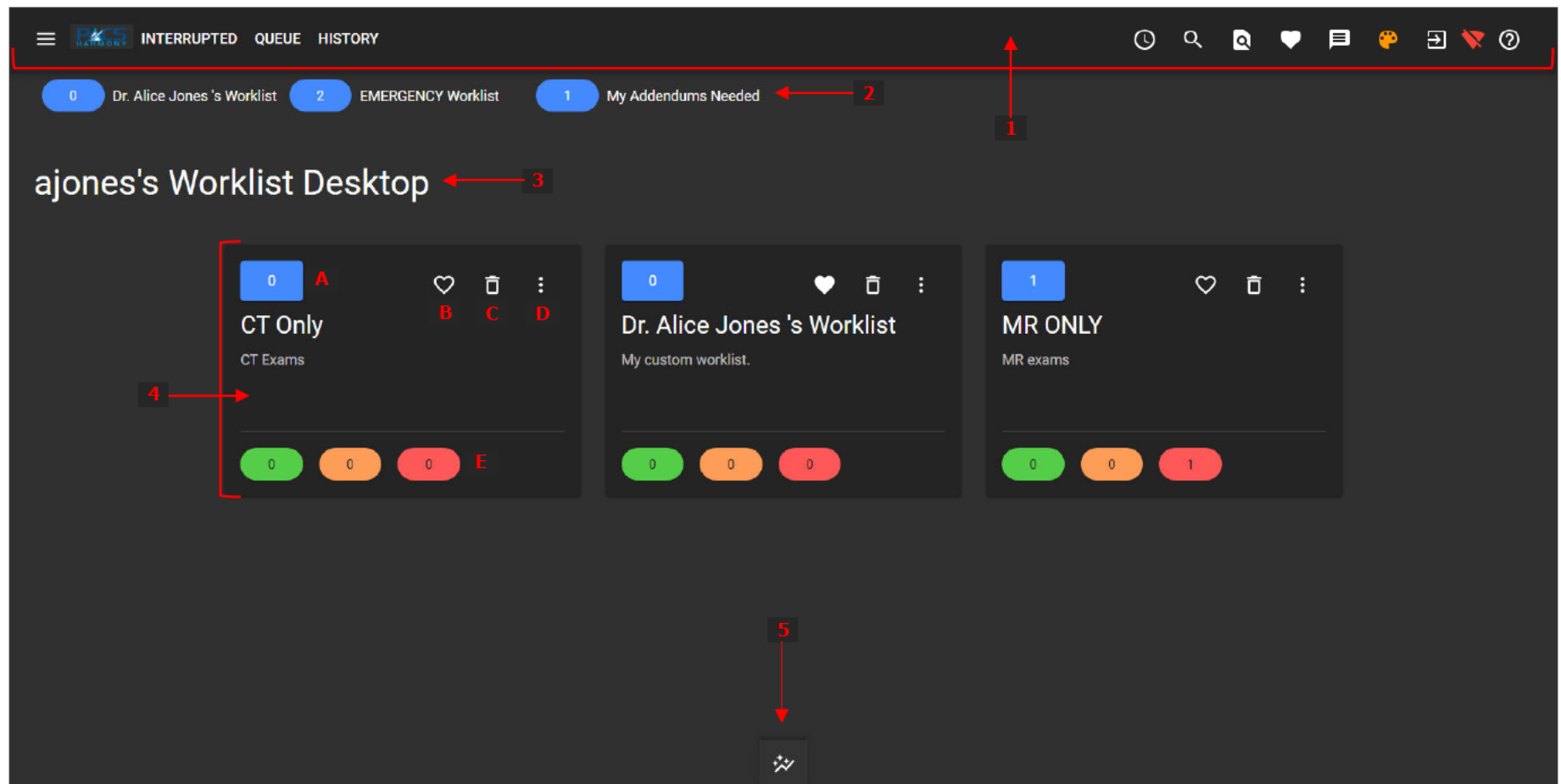
- Inability to connect to third-party applications or client-side listener
- Server errors
- Unable to find exam statuses



DESKTOP NAVIGATION

After successful login, you will be presented with the Universal Worklist ("UWL") landing page, referred to as the desktop or dashboard, with a validation notification confirming your login. It is recommended to pin, or restore, the most accessed worklists to your desktop for easier accessibility.

The Universal Worklist desktop is displayed in the following screen.



1. **Quick Links:** Helpful virtual worklists and useful tools are displayed for easy navigation. This toolbar persists on every page of the UWL. Click the hamburger menu icon (top-left) to display all available worklists including default worklists, user settings, and analytics.
2. **Favorites:** The favorites bar displays all favorited worklists by the user and displays the number of additional worklists that cannot be displayed on the bar. This bar persists on every page of the UWL.
3. **Title:** Stylized as [Username]'s Worklist Desktop.
4. **Pinned Worklist:** Displays the worklist name and description along with other visual information. Worklists not already pinned may be restored to the desktop.
 - A. **Exam Total:** Displays the total number of exams contained in the respective worklist.
 - B. **Favorite:** Click to add/remove a pinned worklist to/from your favorites bar.
 - C. **Remove:** Click to remove/unpin a worklist from your desktop.
 - D. **Options:** Click to open a menu providing options to view the worklist and add it to a folder.
 - E. **STAT/SLA Timers:** Displays the total number of exams categorized by remaining SLA time.
5. **Analytics:** Displays real-time provider analytics report widgets. Widgets displayed are configurable and the panel may be pinned to persist across the three main UWL user interfaces.


Quick Links

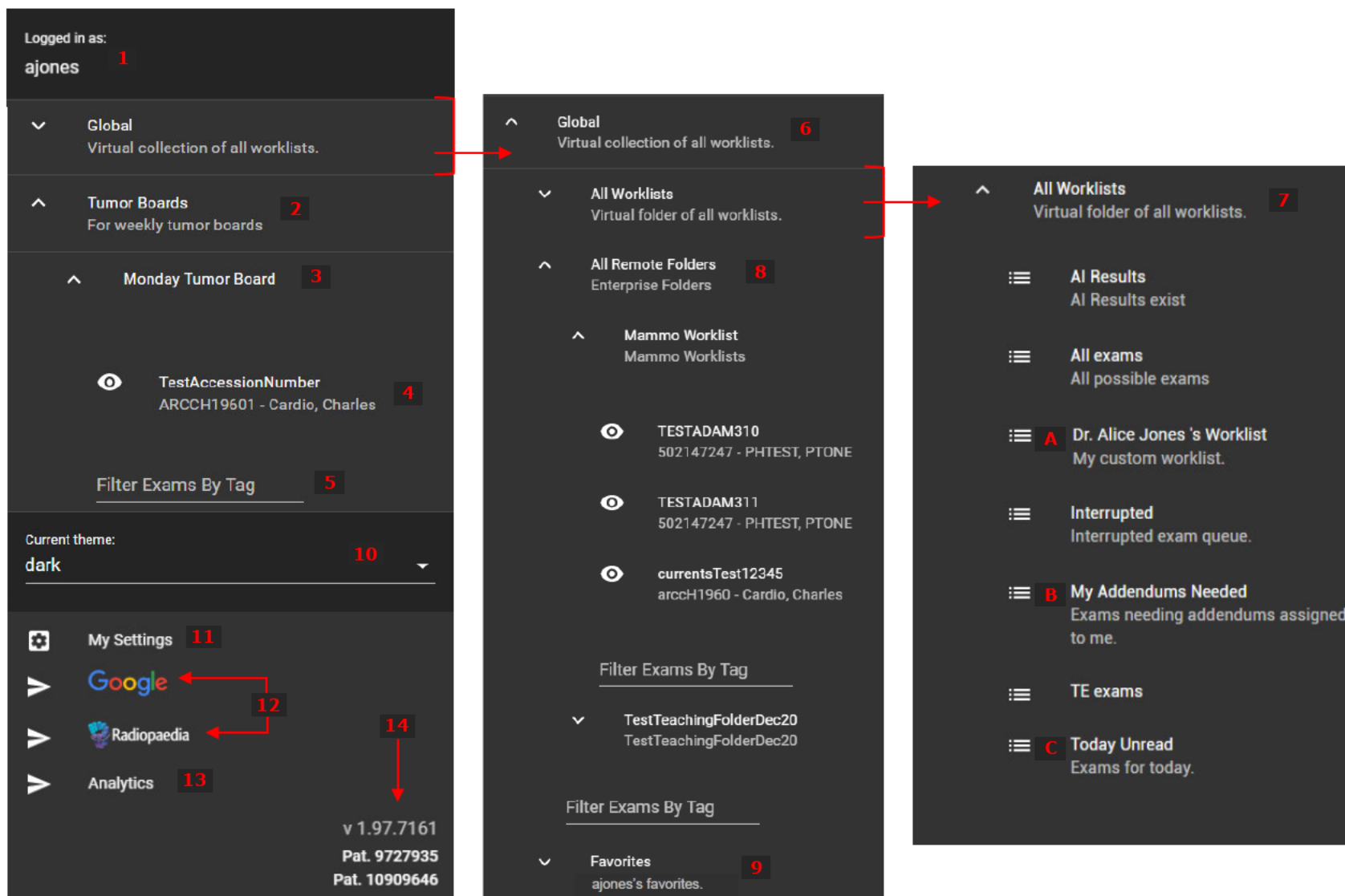
The Quick Links toolbar is displayed in the following screen.



1. **Menu:** A sidebar that contains the user's personal and global worklists, history, user settings, helpful links and analytics.
2. **Logo:** Acts as a home button. Click to return to the UWL desktop.
3. **Interrupted:** A virtual list of exams the user has started to read that have been interrupted prior to completion.
4. **Queue:** A virtual list of exams the user has added to their personal queue.
5. **History:** A virtual list of the user's recently viewed exams.
6. **My Schedule:** Click to view your scheduled shift(s) and absences for the day, and to schedule unavailability.
7. **Archive Search:** A global search which queries the configured third-party archives using DICOM C-FIND using an "is-equal" operator. An asterisk (*) acts as a wildcard. The query results returned and the data available for display depends upon the archive's capabilities and constraints.
8. **Last 30 Days Search:** A local search which queries the PACS Harmony database from the past thirty (30) days and returns any information applicable to the search query using a "contains" operator.
9. **Favorites:** A virtual list of worklists the user has favorited. Favorited worklists can be displayed on the favorites bar which persists throughout the UWL for easy navigation.
10. **Chat:** Allows for real-time, global text-based communication and collaboration between online PACS Harmony users.
11. **Theme Palette:** Allows administrators to create new or update existing color schemes for the UWL which may update user interface elements such as text color, header color, background color, and timer color. Certain permissions are required to create and update themes.
12. **Logout:** Click to logout of your session which will automatically close any active third-party applications. Logging out of the UWL will automatically log you out of any other active PACS Harmony applications you are logged into.
13. **Dictation Status:** Displays the connection status between the UWL and integrated third-party dictation system(s). A green icon signifies that dictation is connected to the UWL. A red icon signifies that dictation could not connect to the UWL.
14. **Help:** A direct link to a support resource such as an online help desk, website or document as determined by your organization.

Menu

Access the menu by clicking . Any worklists you are credentialed for that have been assigned to you will be displayed and can be accessed by double-clicking the worklist name from the menu. Exams and worklists may also be accessed through collections – groupings of folders – and folders displayed in the menu.



1. **Username:** Displays the username of the logged in user. This will be your username.
2. **Collections:** Collections are groupings of folders displayed on the menu for organizational purposes.
3. **Folders:** Folders are groupings of exams contained in collections for organizational purposes.
4. **Exams:** Exams can be added to folders for organizational purposes. The Accession Number and Patient Name are displayed.
5. **Filter Exams by Tag:** Exams may be tagged with one or more keywords for searchability and organization. Use this text box to search for exams that have been tagged under the corresponding folder.
6. **Global Collection:** A system-level virtual collection of all worklists including default worklists, favorited worklists, and enterprise folders. The Global collection will always be the top-most collection in the menu sidebar. This collection cannot be modified or deleted.
7. **All Worklists:** A system-level virtual list of the user's assigned worklists including your custom load-balanced worklist, the current day's unread worklist and addendums need worklist. Worklists within this folder cannot be modified or deleted.
 - A. **My Worklist:** Contains all exams assigned to the logged in provider with a status of C, D, P or TC.
 - B. **My Addendums Needed:** Contains all exams assigned to the logged in provider with a status of AN.
 - C. **Today Unread:** Contains all exams with a Completion Date of the current day with a status of C or TC.
8. **All Remote Folders:** A system-level virtual collection which contains are enterprise-wide folders and their respective exams. This collection cannot be modified or deleted. Teaching folders that have been assigned to you are stored here and do not follow standard retention rules. Teaching folders cannot be modified or removed.
9. **Favorites:** A virtual list which contains all of the user's favorited worklists.
10. **Theme:** Allows the user to choose a personal color scheme for the UWL which may change UI elements depending upon the theme selected. Themes may be unavailable depending upon your level of permissions.
11. **My Settings:** Contains various settings for managing a user's sorting preference order, the default worklist columns to be displayed, enabling anonymization and creating collections and folders.
12. **Menu Links:** Custom links to different resources as determined by your organization such as conference sites or knowledge bases.
13. **Analytics:** A direct link to PACS Harmony's Analytics dashboard where users view their performance analytics. Certain permissions are required to view other users' performance analytics.
14. **Software Information:** The current software version of the UWL application and applicable patent information.



WORKLIST NAVIGATION

A worklist is displayed in the following screen. Every worklist will follow the same structure and may be opened by clicking the worklist name from the menu or favorites bar, or by double-clicking the worklist card if displayed on the desktop.

The screenshot displays the 'All exams (43 Exams)' worklist interface. Numbered callouts identify key features:


- 1: Worklist title 'All exams (43 Exams)'
- 2: 'Auto-Launch' toggle switch
- 3: Home icon
- 4: Add icon
- 5: More options icon
- 6: Menu icon
- 7: Refresh icon
- 8: Filter icon for the 'Exam History' column
- 9: Filter icon for the 'Possible T1 Fracture' exam entry
- 10: Expand/collapse icon for the selected exam row
- 11: Chat icon
- 12: User profile icon
- 13: Group icon
- 14: More options icon for the bottom right
- 15: 'Rows per page' dropdown menu
- 16: '1-12 of 43' pagination text
- 17: Page navigation buttons (1, 2, 3, 4)

The main table lists exams with columns: AI Results, Timer, Status, Priority Code, Full Name, Exam Location, and Exam History. The selected exam is 'Routine Exam' by Andrew, Izak R. at PIH Hospital.


Patient and Exam Details

Accession #	512219024
Exam Completion	07/15/2021
Description	NM BRAIN SCAN W SPECT CT
Ordering Physician	TERRI, TANG
Tech Notes	Routine Exam
Status	Draft
Assigned Radiologist	Smith, John
Locked By	None
Current Flag	None
Modality	NM


The bottom section shows a table with columns: DOE, Description, Acc #, Modality, and Body Part. It currently displays 'No records to display.'

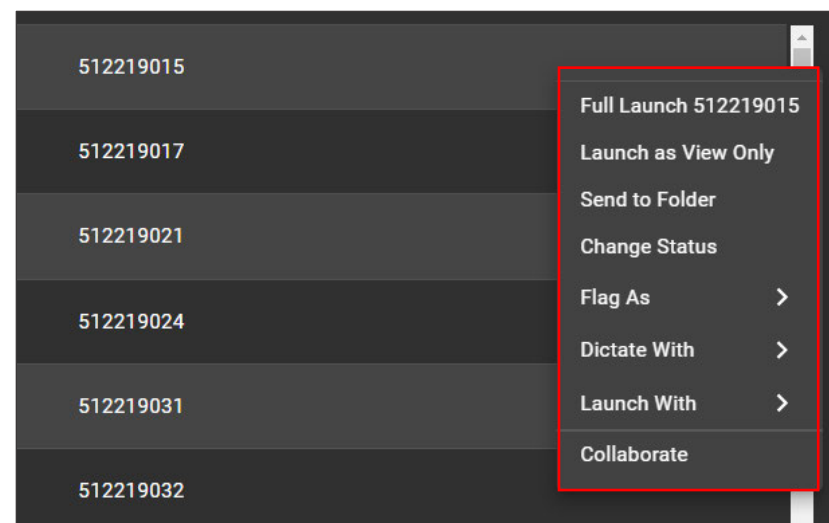
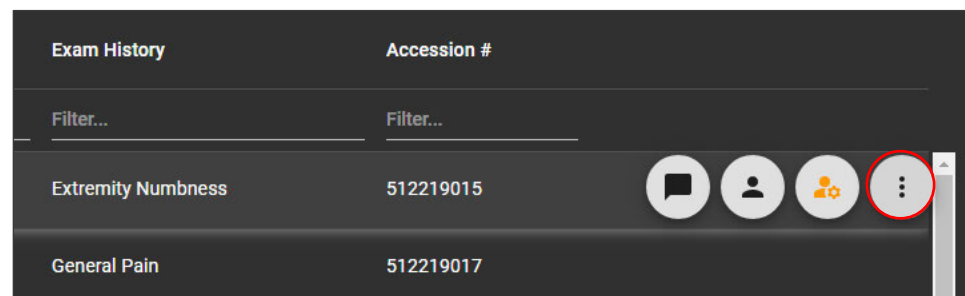
 A horizontal scrollbar will appear at the end of worklist displays, depending upon your monitor resolution and browser sizing, when columns and information exceed the width of the browser window. Columns may also be expanded for viewing long characters and multiple values.

1. **Worklist Name:** Displays the name of the worklist along with the total number of exams in the worklist.
2. **Auto-Launch:** Click to enable users to automatically launch all exams, or selected exams, with the configured launcher from a worklist without having to go back to the worklist page after interpretation and dictation. The toggle color will update to verify your selection. This option is also available on exam view pages.
3. **Queue and Go:** Add selected exams to a user's [queue](#) to allow for uninterrupted, continuous reading.
4. **Add Selected Exams to Folder:** Add selected exams to a specified folder and corresponding collection.
5. **Worklist Menu:** Click to open a context menu with the follow options below.
 - A. **View:** Click to view selected exams without launching (view-only mode).
 - B. **Reset Worklist:** Click to reset the corresponding worklist's view to your default view as configured in your settings.
 - C. **Restore to Desktop:** Click to restore the corresponding worklist to the desktop as a worklist card.
 - D. **Add to Favorites:** Click to add the corresponding worklist to a user's favorites worklist and favorites bar.
6. **Clear Sorting:** Click to clear any sorting that was applied to the exam column(s). Multiple columns may be sorted simultaneously.
7. **Column Chooser:** Click to select or deselect the visible worklist column headers from a list of exam attributes.
8. **Worklist Columns:** Movable and filterable column headers which can be sorted in ascending or descending order. Click and drag each column to reposition, click and drag the edges to widen or narrow column width, or filter each column by typing a keyword or selecting a value in the corresponding Filter input box, if applicable.
9. **Exam Record:** An exam, or row, in the worklist table with the exam fields displayed for each column if available.
10. **Quick View:** Click the arrow icon to display a condensed view of exam and patient details along with unread exams of the same patient.
11. **Exam Notes:** On mouse hover, click to view an exam's existing sticky notes and add a new note. Sticky notes follow an exam throughout its lifecycle and may be viewed from both the UWL and Administrator Portal. This option is also available on exam view pages.
 - A. **Uncolored:** An uncolored sticky note icon, such as black or white, signifies that the exam does not have any notes.
 - B. **Green:** A green sticky note icon signifies a general note has been added to the exam.
 - C. **Red:** A red sticky note icon signifies that an urgent note has been added to the exam.
12. **Reassign:** On mouse hover, click to reassign the target exam to another on-shift credentialed imaging provider. If you are a resident, click to reassign the exam to a different attending imaging provider than the one selected at session login. A reason for the reassignment must be provided when reassigning an exam to an interpreting or resident imaging provider. Provider reassignments are added as a sticky note to the exam with an accompanying "reassign" icon. This option is also available on exam view pages.
13. **Reassign QA:** On mouse hover, click to reassign the target exam to an on-shift support individual, such as a technologist or administrator, for [quality assurance \(QA\)](#) purposes. For QA reassignment, you must select the user to reassign the exam to, the appropriate status for the exam, and provide a reason for the QA reassignment. QA reassignments are added as a sticky note to the exam with an accompanying "QA reassign" icon. This option is also available on exam view pages.
14. **Exam Context Menu:** On mouse hover, click to display a list of options related to the exam.
15. **Rows per Page:** Displays the current exam record rows per page. Click to change the configurable rows per page to 12, 24, 48, 64, 100, and 200.
16. **Records Displayed:** Displays the number of exam records displayed on screen out of the total number of exam records available.
17. **Page Navigation:** Displays the page numbers starting from 1 at the left with the very last page of exam records at the right. Click the < and > arrows or click the page number to navigate between pages.

 Click exams to select them for use with Auto-Launch, Queue and Go, and adding to folders; the exam record will be highlighted to confirm the selection. You may hold **Ctrl + Left Click** to select multiple non-adjacent exams or **Shift + Left Click** to select multiple adjacent exams.

Exam Context Menu

To access the exam context menu, hover the mouse pointer over an exam record and click  on the far-right of the exam. Another option to access the exam context menu is to right-click the exam record.



- **Full Launch [Accession Number]:** Launches the exam with full application integrations (dictation, viewers, ancillary applications).
- **Launch as View Only:** Open the exam in view-only mode without launching any viewers or dictation.
- **Send to Folder:** Send the corresponding exam to an existing folder. This option is also available on exam view pages.
- **Change Status:** Update the exam's status. The statuses available to choose from will depend upon your account permissions. When changing an exam's status to CA, C, TC, WP QA or any result status, a reason must be provided for the status update; for all other statuses, providing a reason is optional. Status updates are added as a sticky note to the exam with an accompanying "change status" icon. This option is also available on exam view pages.
- **Flag As:** Mark the exam for specific attention or treatment. Values are configured by administrators and depend upon your organization's determination. Examples include "Emergency," "Follow Up," and "Waiting for Priors." The current flag will be updated for the exam.
- **Dictate With:** Select the dictation system to dictate the exam with if launcher filters are not configured.
- **Launch With:** Select the viewer to launch with the exam if launcher filters are not configured.
- **Collaborate:** Opens the chat window and automatically inserts an accession number hyperlink which the receiving user may click to collaborate on. This option is also available on exam view pages.

EXAM NAVIGATION

An exam page is displayed in the following screen. Every exam will follow the same layout and contain patient information, exam details and, if applicable, unread exams and prior exams. Double-click an exam from a worklist to launch an exam with the applicable viewers and dictation or use the exam context menu and **Launch as View Only** to view the exam in view-only mode without launching any external applications.

Dashboard / Cardio, Charles ← 1

Cardio, Charles

2 → ☒ Auto-Launch

3 5 7 9

4 6 8

10 SKIP ▶ | 11 DICTATE 🎤

Patient ID KHIS001	DOB 08/02/1960	Age 60	Sex M
Patient Location TEST, Unknown Department, Unknown Room, Unknown Bed	Patient Class CLINICAL	MPI ID Unknown	Attending Physician Unknown
History None	Diagnosis None		

14 > **Exam Details**

Accession #	PH0000101	Priority Code	Routine
Exam Completion	07/15/2021	Status	Addendum Needed
Description	Cardiac XA	Assigned Radiologist	Williams Chad
Ordering Physician	Unknown	Locked By	ajones
Laterality		Current Flag	None
Contrast		Modality	BD
Tech Notes		Reason For Exam	None

12

13

🔍

1. **Navigation:** Breadcrumb navigation to redirect the user back to the desktop by clicking “Dashboard” or the applicable worklist by clicking the worklist name, when not in view-only mode. Displays the name of the patient of the current exam.
2. **Auto-Launch:** If Auto-Launch was disabled prior to viewing the exam, enable to allow users to automatically launch the next exam from the exam page upon skipping or dictation without being directed back to the worklist. The toggle color will update to verify your selection.
3. **Exam Notes:** Click to view an exam’s existing sticky notes and add a new note.
 - A. **Uncolored:** An uncolored sticky note icon, such as black or white, signifies that the exam does not have any notes.
 - B. **Green:** A green sticky note icon signifies a general note has been added to the exam.
 - C. **Red:** A red sticky note icon signifies that an urgent note has been added to the exam.
4. **Change Status:** Update the exam’s status. The statuses available to choose from will depend upon your account permissions. When changing an exam’s status to CA, C, TC, WP QA or any result status, a reason must be provided for the status update; for all other statuses, providing a reason is optional. Status updates are added as a sticky note to the exam with an accompanying “change status” icon.
5. **Add to Queue:** Add selected exams to a user’s queue to allow for uninterrupted, continuous reading.
6. **Add to Folder:** Add selected exams to a chosen collection and corresponding folder.
7. **Reassign:** Click to reassign the exam to another on-shift credentialed imaging provider. If you are a resident, click to reassign the exam to a different attending provider than the one selected at session login. A reason for the reassignment must be provided when reassigning an exam to an interpreting or resident imaging provider. Reassignments are added as a sticky note to the exam with an accompanying “reassign” icon.
8. **Reassign QA:** Click to reassign the target exam to an on-shift support individual, such as a technologist or administrator, for quality assurance (QA) purposes. For QA reassignment, you must select the user to reassign the exam to, the appropriate status for the exam, and provide a reason for the QA reassignment. QA reassignments are added as a sticky note to the exam with an accompanying “reassign QA” icon.
9. **Collaborate:** Click to send the Accession Number of the exam to another user through chat.
10. **Skip:** Click to skip the exam and view the next exam in your queue. Skip functionality may be delayed or disabled depending upon your organization’s configuration. When a skip delay has been configured at your organization, the skip button found on the exam view page will appear greyed out until the configured delay time is met.
11. **Dictate:** Click to launch the configured dictation system to dictate the exam. The dictate button only appears in view-only mode.
12. **Patient Details:** Displays patient identification and visit information.
13. **Exam Details:** Displays common exam information such as completion date, ordering imaging provider, exam status, exam description, technologist notes and assigned imaging provider.
14. **Unread/Priors Tab:** Click the arrow to display an unread and prior exams tab.



When the **Unread/Priors Tab** arrow is clicked, a panel is opened which displays unread and prior exams of the current patient.

15. **Unread Exams:** Displays the patient's current unread exams. The unread exams displayed will have the same MRN that the user is credentialed to read and be from the same exam location and modality.
16. **Prior Exams:** Displays the patient's prior exams. Prior reports may be opened with a double-click. The prior exams and number of priors displayed will be based upon the relative priors rules, as configured by your system administrator. Prior exams are color-coded according to their percentage of match probability to the current patient and based upon cross-archive matching rules, configured by your system administrator. The percentages display as follows:
 - A. **Green:** 100% match*
 - B. **Orange:** 98% - 99% match
 - C. **Red:** Below 98% match

*A 100% prior match is not guaranteed.
17. **Pin Unread/Priors Tab:** Click to enable the unread exams and prior reports panel to persist through every exam page. The toggle color will update to verify your selection.
18. **Prior Report:** The prior report will display in this area once a prior exam is double-clicked.



It may be beneficial to speak to an administrator about what your configured maximum priors limit is.

SUMMARY

- ▶ The Quick Links toolbar allows for increased access to commonly used virtual worklists such as interrupted exams and personal queue, as well as functionality such as your schedule, exam searches and chat.
- ▶ The menu contains all of your assigned worklists within folders which are then organized into collection bins. All of your worklists and teaching folders may be accessed through the menu. Exams may be tagged for increased searchability. The menu also contains your settings, helpful links and provider analytics.
- ▶ Worklists may be sorted and filtered to display the most critical cases and the most pertinent information. An exam context menu is present to provide additional functionality such as launching without viewer and/or dictation applications, flagging, updating exam statuses and collaboration between providers.
- ▶ The exam view page displays pertinent patient information and exam details. A patient's unread and prior exams may be pinned for increased viewability. Prior reports, if provided, will display on this page. Keep in mind that prior exams are color-coded according to their percentage of probable match, so confirming the priors belong to the same patient is advised.

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What you'll learn:

- ▶ How to create folders and collections to store exams.
- ▶ How to modify worklist views and perform sorting and filtering on a worklist.
- ▶ How to read service level agreement timers.
- ▶ How to read AI analysis results to assist in interpretation.
- ▶ How to perform local database and multi-archive queries.
- ▶ How to communicate and collaborate with other users.
- ▶ How to find exam addendums being requested.
- ▶ How to view your work schedule and schedule time away.
- ▶ How to view and interact with analytics.

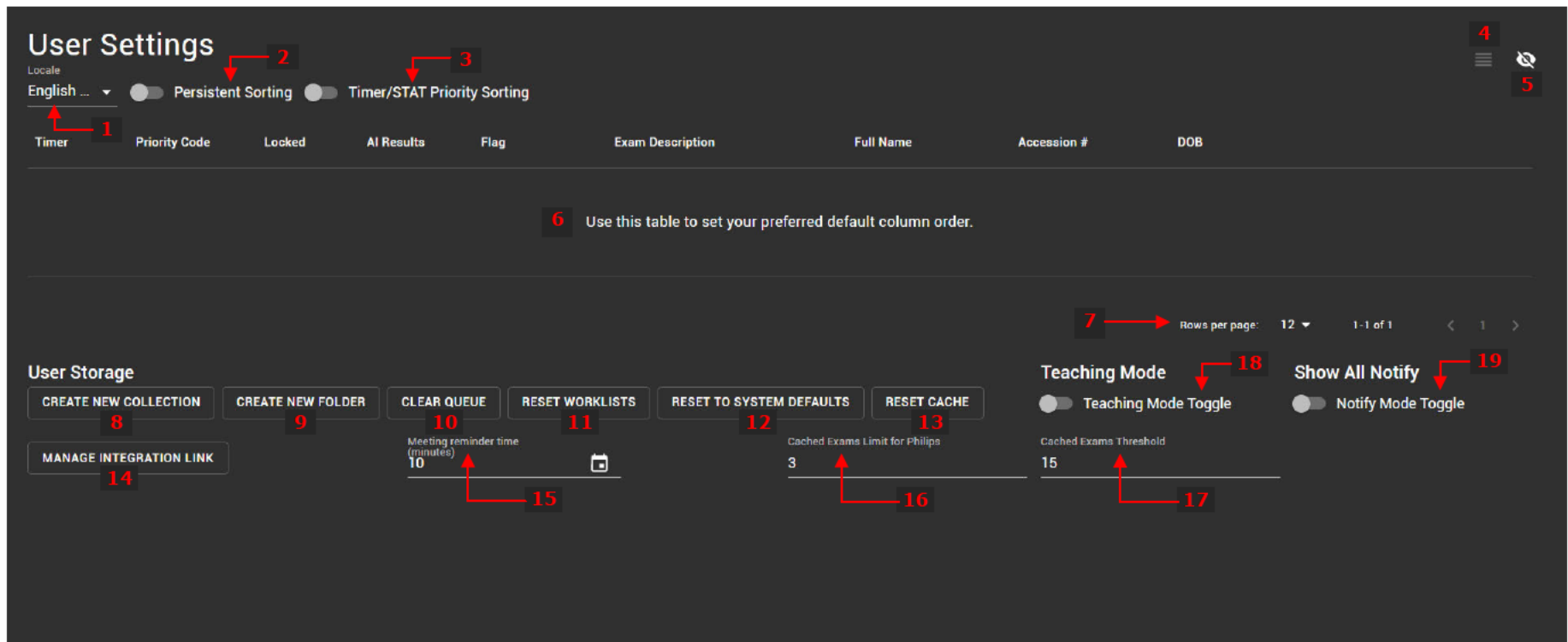
USER SETTINGS

Users have the ability to customize their worklist layout, or view, on a case-by-case basis; however, you may define a default worklist layout in your user settings. Users may select which exam attributes are displayed, in what order attributes are displayed and how attributes are sorted. Additionally, users may create folders and collections, enable anonymization for teaching files and conference cases, and configure thresholds from within settings.

 Your worklist layouts are permissions-based and may update to administrator defaults between reading sessions. This means your default layout (defined in settings) and individual worklist layouts will be updated to the system default column order and sizing. If you have been granted the associated permission, your layouts, whether settings default or individual, will typically remain sticky and persist between reading sessions.

To access your settings, click  from any page and click **My Settings**.

The settings page is displayed in the following screen.



The screenshot displays the 'User Settings' interface. At the top, the 'Locale' is set to 'English ...' (1). Below it, there are toggle switches for 'Persistent Sorting' (2) and 'Timer/STAT Priority Sorting' (3). A table (4) allows users to set their preferred default column order, with columns including 'Timer' (1), 'Priority Code', 'Locked', 'All Results', 'Flag', 'Exam Description', 'Full Name', 'Accession #', and 'DOB' (5). A note (6) states: 'Use this table to set your preferred default column order.' Below the table, there is a pagination bar (7) showing 'Rows per page: 12' and '1-1 of 1'. The 'User Storage' section includes buttons for 'CREATE NEW COLLECTION' (8), 'CREATE NEW FOLDER' (9), 'CLEAR QUEUE' (10), 'RESET WORKLISTS' (11), 'RESET TO SYSTEM DEFAULTS' (12), and 'RESET CACHE' (13). There is also a 'MANAGE INTEGRATION LINK' button (14). The 'Teaching Mode' section (18) has a 'Teaching Mode Toggle' (18) and a 'Show All Notify' toggle (19). The 'Cached Exams Limit for Philips' is set to 3 (16), and the 'Cached Exams Threshold' is set to 15 (17). The 'Meeting reminder time (minutes)' is set to 10 (15).

Display Settings

1. **Locale:** Click to select your preferred language. Text within the UWL application will be updated to the new language.
2. **Persistent Sorting:** Click to enable exam attribute order and sorting to persist between worklists.
3. **Timer/STAT Priority Sorting:** Click to enable exam sorting by STAT priority and timer which will persist between worklists. The most critical SLAs (e.g. the exams closest to breaching their SLA) will be displayed at the top.
4. **Clear Sorting:** Click to clear any sorting that was applied to the default column(s). Multiple columns may be sorted simultaneously.
5. **Column Chooser:** Click to choose which default exam attribute columns will be displayed for your worklists.
6. **Default Layout:** Specify the [order](#) and [sorting](#) of exam attributes for your default worklist layout. Your column ordering and sorting in settings will become the default sorting and ordering for all worklists unless modified individually or by a system default.
7. **Rows per Page:** Select the default number of exam records to display per worklist page. Click to change the configurable rows per page to 12, 24, 48, 64, 100 or 200.

Storage Settings

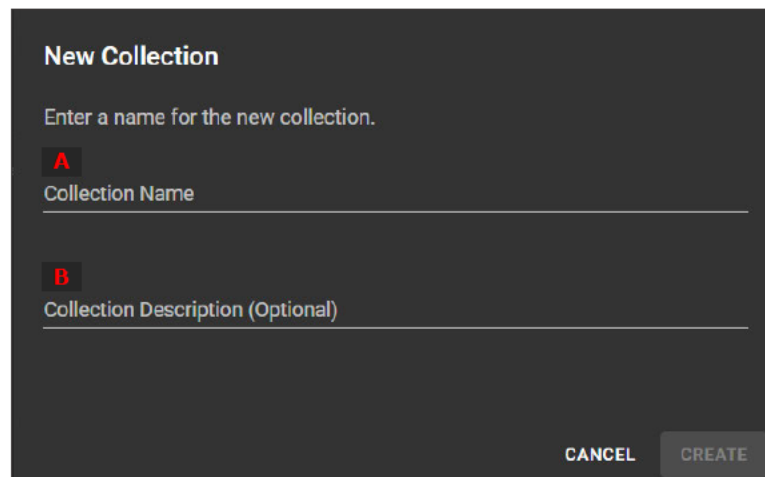
8. **Create New Collection:** Click to create a high-level virtual container to hold folders.
9. **Create New Folder:** Click to create a low-level virtual container to hold exams.
10. **Clear Queue:** Click to clear all exams from your personal queue list.
11. **Reset Worklists:** Click to reset all worklists' columns back to your configured defaults.
12. **Reset to System Defaults:** Click to reset all worklists' columns back to the administrator-configured system defaults.
13. **Reset Cache:** Click to clear all cached Philips® exams.
14. **Manage Integration Link:** Click to manage integration links for one-click sign in to configured external applications and websites.
15. **Meeting Reminder Time:** The number of minutes before a scheduled absence when a pop-up will appear to remind the user of their upcoming absence, which they will have to acknowledge prior to resuming work. Values from 0 to 59 are accepted with 0 meaning the reminder will appear at the start of the next scheduled absence.
16. **Cached Exam Limit for Philips:** The number of exams to cache for each of the two global worklists (your Interrupted and personal Provider worklists) plus the current worklist you have open (if different from the two global worklists).
17. **Cached Exams Threshold:** The total number of exams in cache that should be maintained until read. This value should always be set to at least three (3) times the number of exams to cache.
18. **Teaching Mode:** Click to enable the anonymization of patient identification for use in teaching files and conference cases.
19. **Show All Notify:** Click to enable all three types of system notifications (validation, information, error) to appear which may be helpful during troubleshooting. If disabled, only error notifications will appear.



Collections

Creating Collections

1. Click **Create New Collection** from user settings.
2. Complete the following fields:
 - A. Collection Name:** Click to enter a name for the collection.
 - B. Collection Description:** Click to enter an optional description about the collection.
3. Click **Create** or press **Enter** when complete to create the new collection.



New Collection

Enter a name for the new collection.

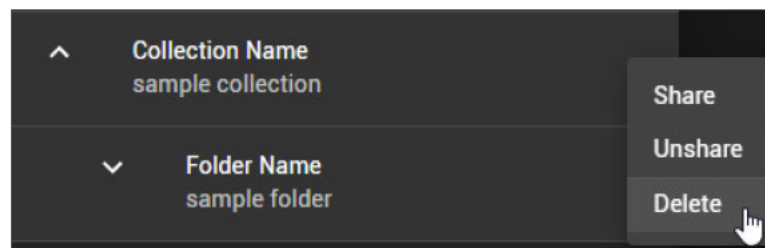
A
Collection Name

B
Collection Description (Optional)

CANCEL CREATE

Removing Collections

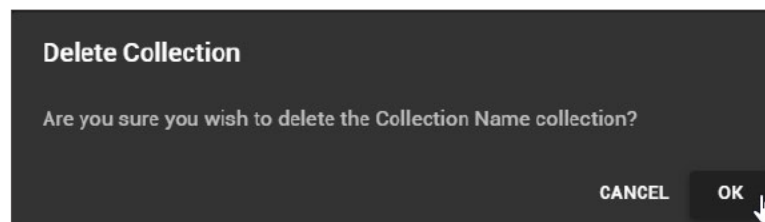
1. Hover the cursor over the target collection in the menu and click its context menu.
2. Click **Delete**.
3. In the pop-up, click **Ok** or press **Enter** to confirm the collection's deletion. Any folder(s) contained within the collection will also be deleted.



Collection Name
sample collection

Folder Name
sample folder

Share
Unshare
Delete



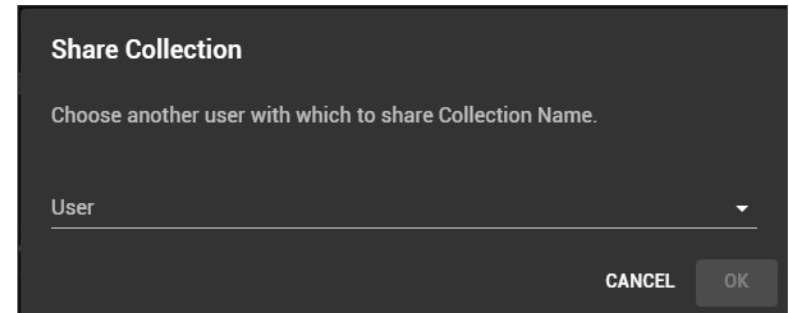
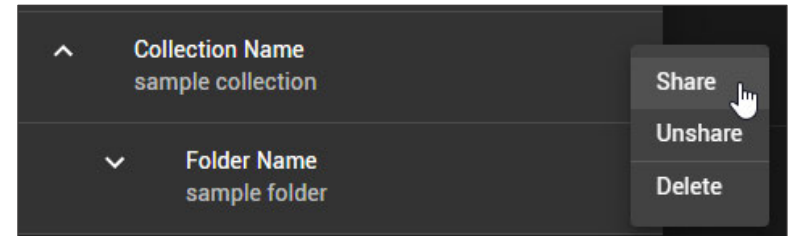
Delete Collection

Are you sure you wish to delete the Collection Name collection?

CANCEL OK

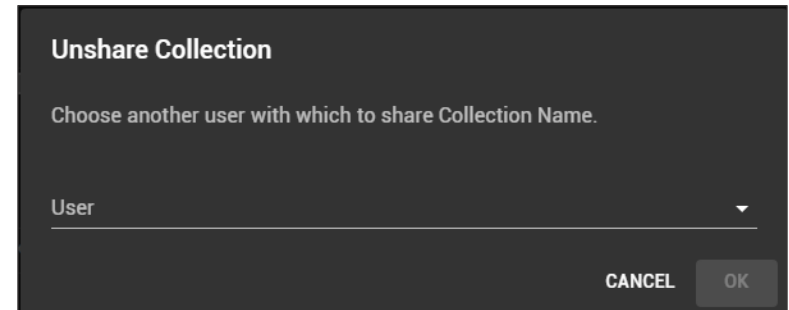
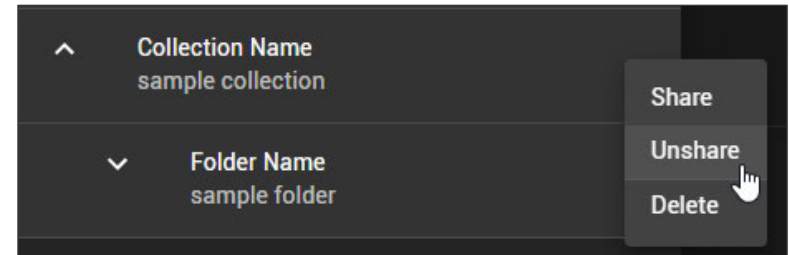
Sharing Collections

1. Hover the cursor over the target collection in the menu and click its context menu.
2. Click **Share**.
3. In the pop-up, select the user you wish to share the collection with. Click **Ok** or press **Enter** to share the collection with the chosen user. The corresponding folders, exams and exam reference tags will also be shared.



Unsharing Collections

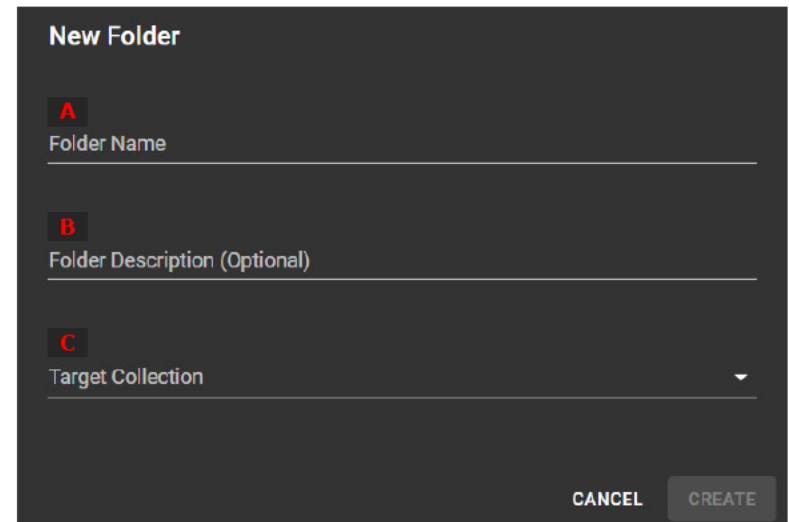
1. Hover the cursor over the target collection in the menu and click its context menu.
2. Click **Unshare**.
3. In the pop-up, select the user you wish to stop sharing the collection with. Click **Ok** or press **Enter** to stop sharing the collection with the chosen user. The corresponding folders, exams and exam reference tags will also be unshared.



Folders

Creating Folders

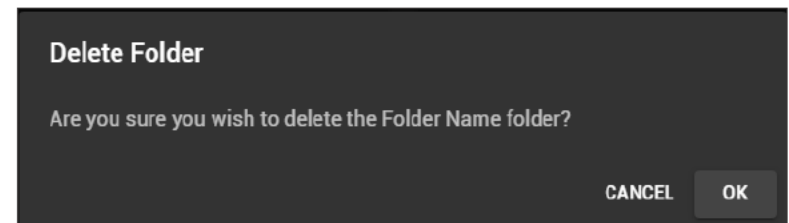
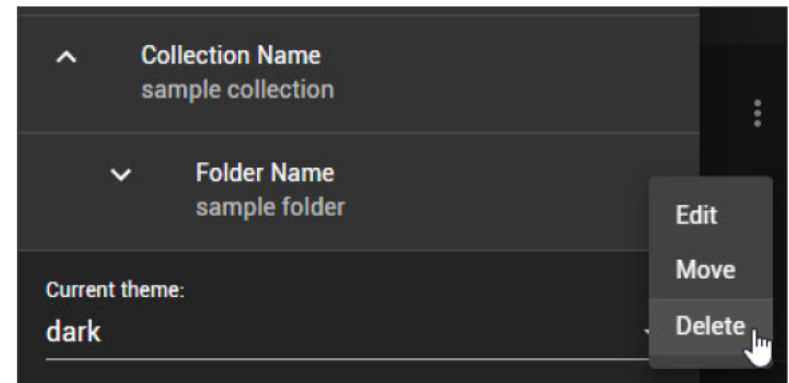
1. Click **Create New Folder** from user settings.
2. Complete the following fields:
 - A. Folder Name:** Click to enter a name for the folder.
 - B. Folder Description:** Click to enter an optional description about the folder.
 - C. Target Collection:** Click to select the collection that the folder will be stored in.
3. Click **Create** or press **Enter** when complete to create the new folder within the chosen collection.



The 'New Folder' dialog box is a dark-themed window with a title bar. It contains three input fields: 'Folder Name' (labeled with a red 'A'), 'Folder Description (Optional)' (labeled with a red 'B'), and 'Target Collection' (labeled with a red 'C' and a dropdown arrow). At the bottom right, there are two buttons: 'CANCEL' and 'CREATE'.

Removing Folders

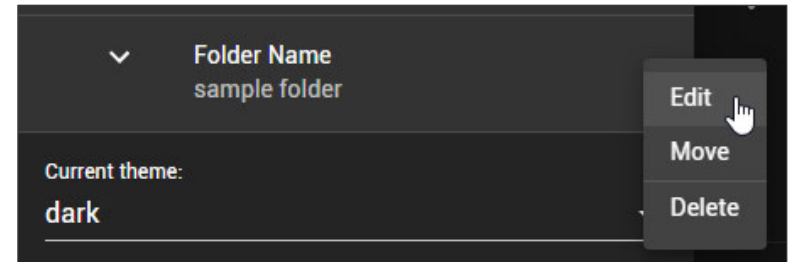
1. Hover the cursor over the target folder in the menu and click its context menu.
2. Click **Delete**.
3. In the pop-up, click **Ok** or press **Enter** to confirm the folder's deletion.



The 'Delete Folder' dialog box is a dark-themed window with a title bar. It contains a confirmation message: 'Are you sure you wish to delete the Folder Name folder?'. At the bottom right, there are two buttons: 'CANCEL' and 'OK'.

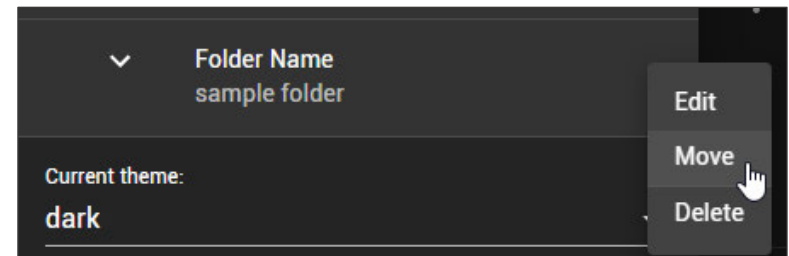
Modifying Folders

1. Hover the cursor over the target folder in the menu and click its context menu.
2. Click **Edit**.
3. In the pop-up, modify the folder's fields as needed. Click **Ok** or press **Enter** to update the folder.

A screenshot of a dark-themed dialog box titled 'Edit Folder'. It contains the instruction 'Enter a name for the new folder.' followed by two input fields. The first field is labeled 'Folder Name' and contains the text 'sample folder'. The second field is labeled 'Folder Description (Optional)' and is empty. At the bottom right, there are two buttons: 'CANCEL' and 'APPLY'.

Moving Folders

1. Hover the cursor over the target folder in the menu and click its context menu.
2. Click **Move**.
3. In the pop-up, select the new collection you wish to move the folder to. Click **Ok** or press **Enter** to move the folder to the chosen collection.

A screenshot of a dark-themed dialog box titled 'Move Folder'. It contains the instruction 'Select a new collection for this folder.' followed by a dropdown menu labeled 'Target Collection'. At the bottom right, there are two buttons: 'CANCEL' and 'OK'.

Adding Exams to Folders

1. For individual exams:

From the exam context menu click **Send to Folder** OR from a worklist select the exam by left-clicking and click **Add to Folder** OR from an exam page click **Add to Folder**.

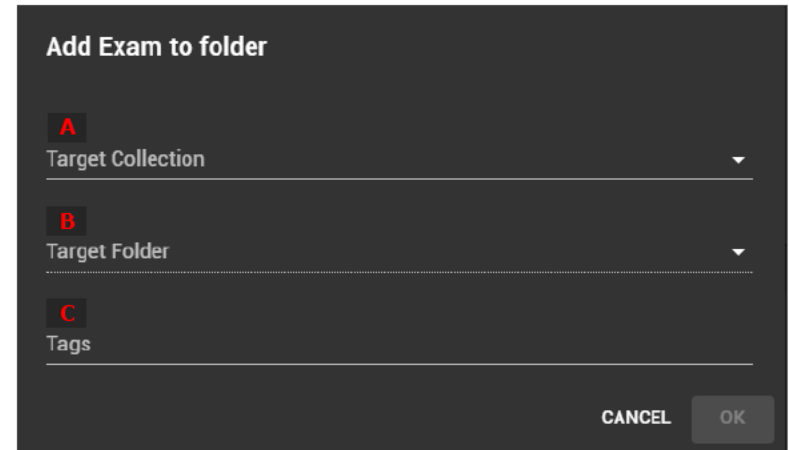
For multiple exams:

From a worklist, select multiple exams by either individually clicking exams, using **Shift + Left Click** to select adjacent exams or **Ctrl + Left Click** to select non-adjacent exams.

2. Complete the following fields:

- A. Target Collection:** Click to select the collection that contains the target folder.
- B. Target Folder:** Click to select the folder you wish to add the exam to.
- C. Tags:** Enter optional reference tags for the exam, separated by commas.

3. Click **Ok** or press **Enter** to add the exam to the folder.



The screenshot shows a dark-themed dialog box titled "Add Exam to folder". It contains three input fields, each with a red lettered label (A, B, C) in a small box to its left. Field A is labeled "Target Collection" and has a dropdown arrow. Field B is labeled "Target Folder" and also has a dropdown arrow. Field C is labeled "Tags" and is a text input field. At the bottom right of the dialog are two buttons: "CANCEL" and "OK".

WORKLIST MANAGEMENT

Worklists may be accessed in the following ways:

1. Double-clicking a pinned worklist on the desktop.
2. Clicking a worklist from the menu.
3. Clicking a worklist from the favorites bar.

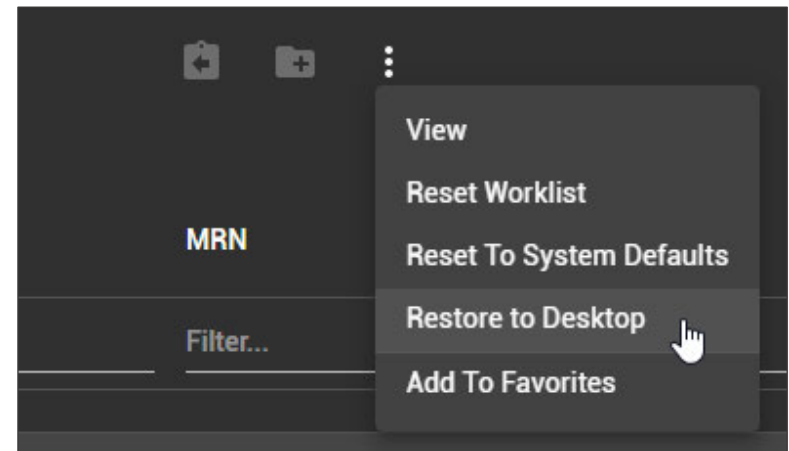
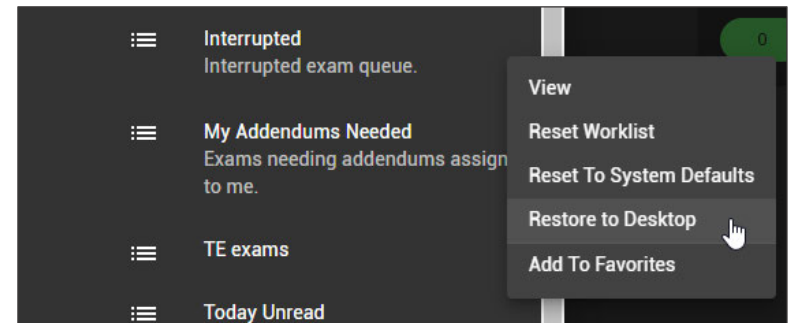
Pinning Worklists

From the menu:


1. Hover the cursor over the target worklist and click its context menu.
2. Click **Restore to Desktop**. The worklist is now pinned to the desktop.

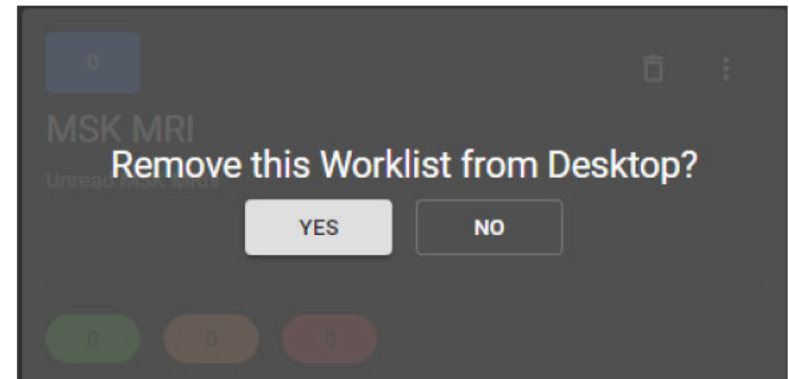
From a worklist:

1. Click the worklist menu at the top of the worklist.
2. Click **Restore to Desktop**. The worklist is now pinned to the desktop.



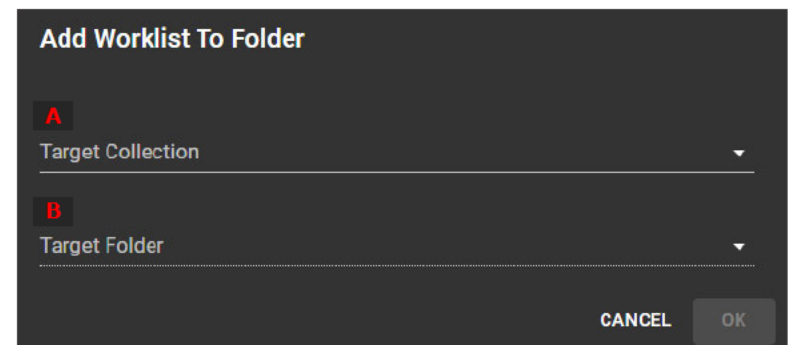
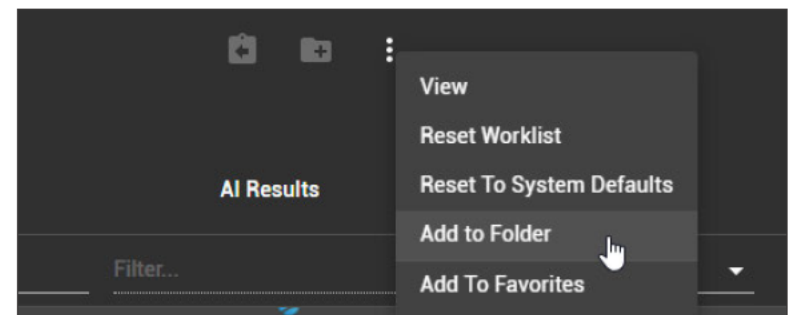
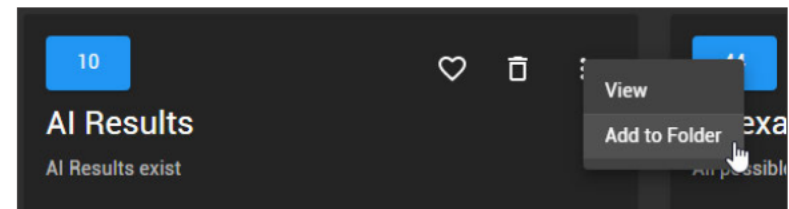
Unpinning Worklists

1. From the desktop, click the  on the pinned worklist.
2. Click **Yes** to confirm the removal of the worklist from the desktop.



Adding Worklists to Folders

1. From the desktop:
Click the context menu of the pinned worklist and click **Add to Folder**.
From the worklist:
Click the worklist menu at the top of the worklist and click **Add to Folder**.
2. Complete the following fields:
 - A. Target Collection:** Click to select the collection that contains the target folder.
 - B. Target Folder:** Click to select the folder you wish to add the worklist to.
3. Click **Ok** or press **Enter** to save the worklist in the folder.



Adding Worklists to Favorites

1. From the desktop:
On the pinned worklist, click  to add the worklist to your favorites.

From the worklist:


Click the worklist menu at the top of the worklist and click **Add to Favorites**.

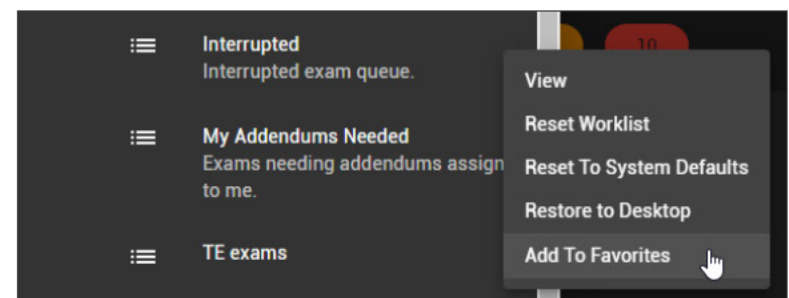
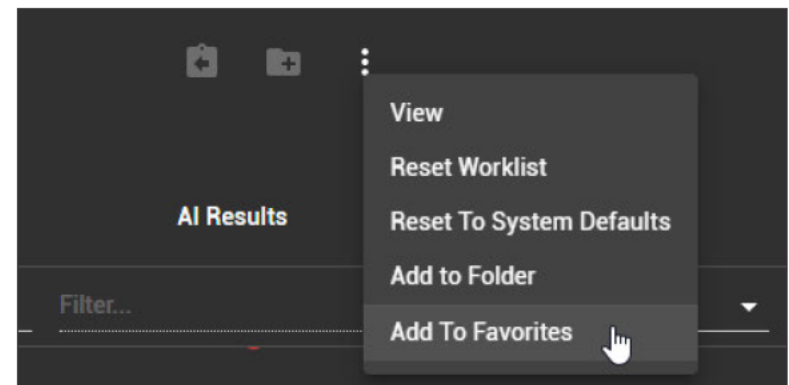
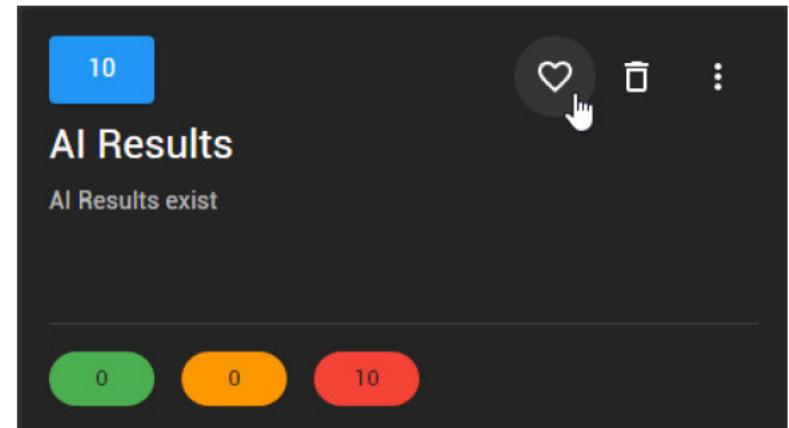
From the menu:

Hover the cursor over the target worklist and click its context menu. Click **Add to Favorites**.

2. The worklist is now favorited and can be accessed from your favorites bar.



Clicking  on the Quick Links toolbar allows you to view your favorited worklists, add favorited worklists to a folder, restore favorited worklists to the desktop, and remove favorited worklists from your favorites bar.



Resetting Worklists

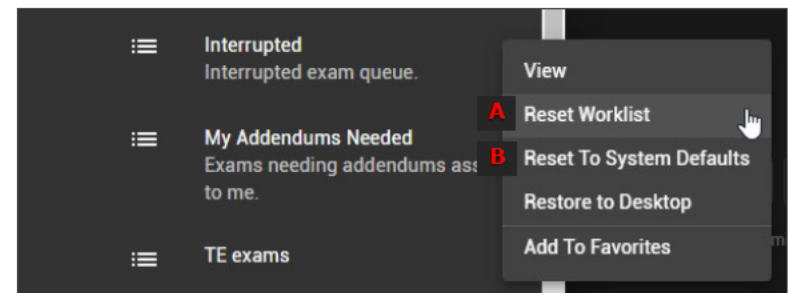
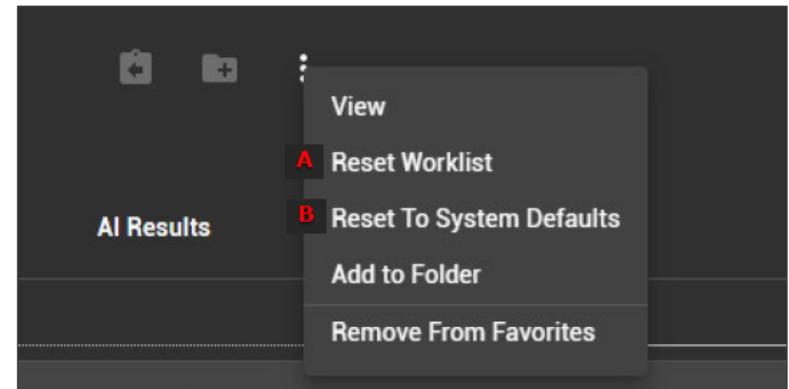
To reset individual worklists:

1. From the worklist:
Click the worklist menu at the top of the worklist.

From the menu:
Hover the cursor over the target worklist and click its context menu.
2. Select either option to reset the worklist:
 - A. Reset Worklist:** Reset the worklist back to its configured default layout as defined in settings.
 - B. Reset to System Defaults:** Reset the worklist back to its administrator-configured system default layout.

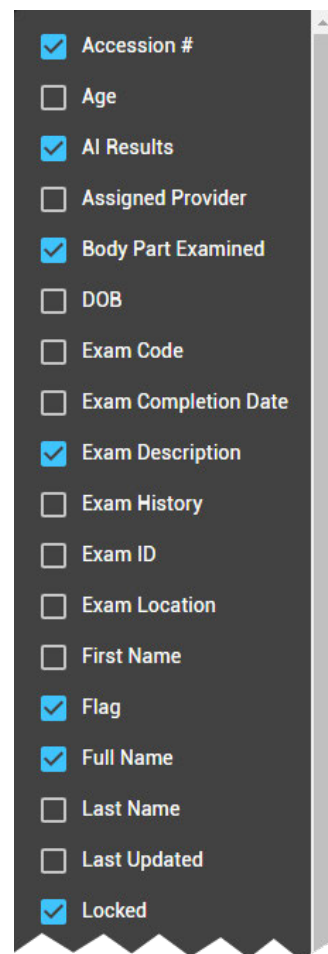
To reset all worklists:

1. Navigate to your user settings.
2. Under User Storage, select either option to reset all worklists:
 - A. Reset Worklists:** Reset all worklists back to their configured default layout as defined in settings.
 - B. Reset to System Defaults:** Reset all worklists back to their administrator-configured system default layout.



Displaying Exam Attributes

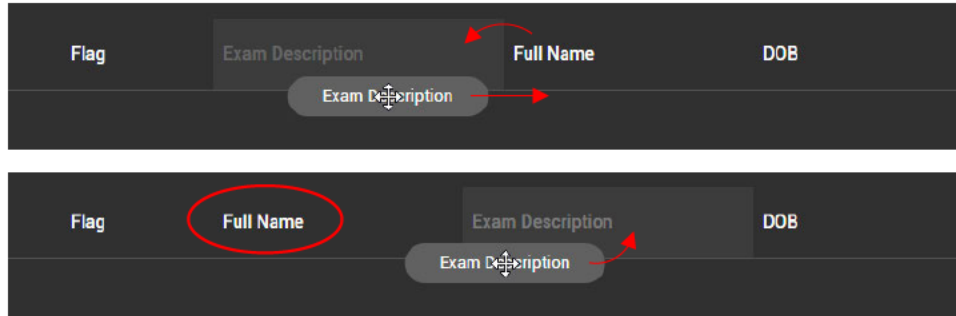
The exam attributes available to display on any worklist are shown alphabetically in the Column Chooser. Attributes are added to your worklists when the corresponding checkbox is clicked once. Clicking an attribute's checkbox again will deselect it and automatically remove it from your worklists.




- **Accession #:** The accession number, or filler order number, of the exam.
- **Age:** The patient's listed age for the exam.
- **AI Results:** The AI clinical diagnosis of the exam, if applicable.
- **Assigned Provider:** The imaging provider, with external user ID, currently assigned to the exam.
- **Body Part Examined:** The body part examined during examination.
- **DOB:** The patient's listed date of birth for the exam.
- **Exam Code:** The exam code, or procedure code, for the exam.
- **Exam Completion Date:** The date when the examination was completed.
- **Exam Description:** The description of the exam – as part of the universal service ID.
- **Exam History:** The clinical information for the patient for the exam.
- **Exam ID:** The ID assigned to the exam.
- **Exam Location:** The location the exam originated from.
- **Flag:** The flag for an exam which signals the exam requires specific attention or treatment.
- **Full Name:** The full name of the patient including first name, last name, and middle name, if applicable.
- **Last Updated:** The date when the exam was last updated.
- **Locked:** The locked status of the exam, if applicable – either a temporary or permanent lock.
- **Modality:** The DICOM-standard modality code listed for the exam.
- **MRN:** The MRN, or patient ID, for the exam, which is identified in the EMR/RIS/CVIS.
- **Ordering Physician:** The ordering imaging provider that ordered the patient examination.
- **Patient Class:** The patient class for the exam, which is identified in the EMR/RIS/CVIS.
- **Patient ID:** The patient ID, or MRN, for the exam, which is identified in the EMR/RIS/CVIS.
- **Patient Location:** The location of the patient composed of department, facility, room and bed.
- **Priority Code:** The priority code of the exam, which is identified in the RIS/EMR.
- **Read By:** The interpreting imaging provider reading the exam.
- **Resident:** The resident imaging provider currently assigned to the exam, if applicable.
- **Sex:** The patient's listed sex for the exam.
- **SiUID:** The study instance unique ID of the exam, which varies from vendor to vendor.
- **SLA:** The time (in minutes) of the exam's service level agreement.
- **Status:** The exam status, which is updated based on a predefined list:
 - Ordered (O); In Progress (I); Complete (C); Procedure (Technologist) Complete (TC); Waiting for Priors (WP); Technologist QA (QA); Draft (D); Preliminary (P); Finalized (F); Addendum (A); Addendum Needed (AN); Canceled (CA); Teleimaging Exported (TE); From Archive (FA)
- **Timer:** The color-coded SLA/STAT timer which displays the remaining time (in minutes) of the exam's SLA.
- **Viewable:** The viewable status of the exam.

Moving Columns

Users may rearrange the order of exam attribute columns displayed in worklists. To move columns, click and drag the column header horizontally. Moving a column will switch its order with another column. Un-click to place the column in its new position within the worklist.




 The column order will remain sticky and persist between sessions until rearranged or reset, unless overridden by an administrator default.

Resizing Columns

Users may resize the width of exam attribute columns displayed in worklists. To modify the size of a column, place your cursor over the right edge of a column, denoted by two double lines **||**. Click and drag the edge of the column horizontally to increase or decrease the width. Resizing a column will displace other columns to make room for the column's new width. Un-click to set the column's new width within the worklist.



 The column resizing will remain sticky and persist between sessions until resized or reset, unless overridden by an administrator default.

Sorting and Filtering Exams

Most module table columns allow for sorting and some form of filtering to search for or by specific information. Both ascending (i.e. A-Z, 0-9) and descending (i.e. Z-A, 9-0) sorting is supported.

From the default, unsorted state:

- Click one (1) time to sort in ascending order ↑.
- Click two (2) times to sort in descending order ↓.
- Click three (3) times to cycle back to an unsorted state.
- Multiple columns may be sorted simultaneously. The sorting order is denoted by an integer next to the column name and is sorted within the confine of the sorting order.

Example

Default Order	Ascending Order	Descending Order
<div>Full Name</div> <div>Filter...</div> <div>Rad, Rhonda</div> <div>Rad, Ron</div> <div>ANDRE, ERIC X</div> <div>MARSH, FRANCES X</div> <div>BACON, BOYD X</div> <div>PENN, TAMARA X</div> <div>GREENBERG, GRADY X</div> <div>MAHONEY, KATHLEEN X</div>	<div>Full Name - 1 ↑</div> <div>Filter...</div> <div>ALBERT, GILBERT X</div> <div>ALBERT, GILBERT X</div> <div>ANDRE, ERIC X</div> <div>BABCOCK, DORIS X</div> <div>BACON, BOYD X</div> <div>BAEZ, GARY X</div> <div>BAEZ, GARY X</div> <div>BARTON, EDGARDO X</div>	<div>Full Name - 1 ↓</div> <div>Filter...</div> <div>YOUNG, FERNANDO X</div> <div>YORK, OMAR X</div> <div>WORLEY, SUNG X</div> <div>WILLOUGHBY, WILLIAN X</div> <div>WAGNER, JOANNA X</div> <div>WAGNER, JOANNA X</div> <div>Valdez, Megan</div> <div>TRIPLETT, PABLO X</div>

Field filtering, or searching, is case-insensitive and supported in the following ways:

- **Contains** operator: Results are displayed if the search query is contained in the value.
- **Begins With** operator: Results are displayed if the search query matches the first character of the value.
- **Drop-down**: Results are displayed if the search query is selected from the drop-down menu.
- **Exact Match**: Results are displayed if an exact match is found.

The table below details each attribute's sorting and filtering logic.

Attribute Name	Sorting Logic	Filtering Logic	Filter Examples
Accession #	Numeric order beginning with first character (integer)	Contains	51221920; 22001133
Age	Numeric order beginning with first character (integer)	Exact Match	24, 65
AI Results	Either alphabetic order beginning with first character or by severity level (please inform implementation engineer of preferred integration) ↑: <u>D</u> angerous, <u>N</u> ormal, <u>S</u> uspicious ↓: <u>S</u> uspicious, <u>N</u> ormal, <u>D</u> angerous	N/A	N/A
Assigned Provider	Alphabetic order beginning with first character of first name	Contains	Alice Jones; Jolene Smith
Body Part Examined	Alphabetic order beginning with first character	Contains	Brain; Arm
DOB	Numeric order by year, month day ↑: Oldest to youngest DOB ↓: Youngest to oldest DOB	N/A	N/A
Exam Code	Alphanumeric order beginning with first character (integers then alphabetic characters)	Contains	73700Diagnostic; 51701Neruo
Exam Completion Date	Numeric order by year, month, day ↑: Oldest to most recent exams ↓: Most recent to oldest exams	N/A	N/A
Exam Description	Alphabetic order beginning with first character	Contains	L BREAST W CONTRAST; MRA HEAD W CONTRAST
Exam History	Alphabetic order beginning with first character	Contains	Routine Exam; Stomach Pain
Exam ID	Alphanumeric order beginning with first character (integers then alphabetic characters)	Contains	14202dcf-73a1...; 8cf497e8-aa03...
Exam Location	Alphabetic order beginning with first character of location name	Contains – Both Location Name and (Location Code) are evaluated	Eden Clinic (EdenClinic)
Flag	Alphabetic order beginning with first character	Single-select Drop-down menu	"Waiting for Priors"
Full Name	Alphabetic order beginning with first character of patient last name	Contains (lastName,firstName)	(be,b) Berry, Debbie; Albert,Gilbert
Last Updated	↑: Oldest to most recent update date ↓: Most recent to oldest update date	N/A	N/A



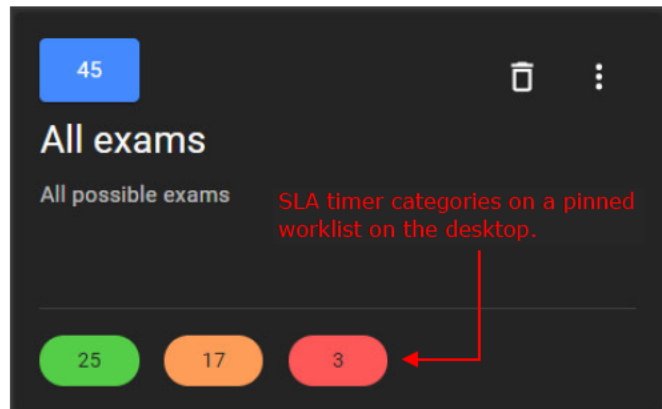
Attribute Name	Sorting Logic	Filtering Logic	Filter Examples
Locked	Lock status level ↑: Unlocked, temporary, permanent ↓: Permanent, temporary, unlocked	N/A	N/A
Modality	Alphabetic order beginning with first character	Contains	MRA ; XA
MRN	Alphanumeric order beginning with first character (integers then alphabetic characters)	Contains	457754 ; 123456
Ordering Physician	Alphabetic order beginning with first character of imaging provider last name	N/A	N/A
Patient Class	Alphabetic order beginning with first character	Contains	CLINICAL ; I
Patient ID	Alphanumeric order beginning with first character (integers then alphabetic characters)	Contains	457755 ; KHS550
Patient Location	Alphabetic order beginning with first character	Contains	EdenClinic , EdenClinic EdenClinicMRI , Rm101 , Bed3
Priority Code	↑: Least to most critical rank ↓: Most to least critical rank	N/A	N/A
Read By	Alphabetic order beginning with first character of first name	Contains	Thompson , Brittany ; Scott , Christie
Resident	Alphabetic order beginning with first character of first name	Contains	Kathy Waters ; Walter Black
Sex	Alphabetic order beginning with first character	Begins With	M ; Male
SiUID	Numeric order beginning with first character	Contains	1.2.811.567... ; 1.3.660.117...
SLA	Length of SLA ↑: Shortest to longest SLA ↓: Longest to shortest SLA	N/A	N/A
Status	Alphabetic order beginning with first character	Single-select Drop-down menu	"Waiting for Priors"
Timer	Remaining SLA time (may be negative if an exam has breached its SLA) ↑: Least amount of time left on SLA ↓: Most amount of time left on SLA	N/A	N/A
Viewable	↑: Viewable ↓: Not viewable	N/A	N/A

COLOR-CODED TIMERS

The color-coded STAT/SLA timer is a unique feature used to automatically maximize the effort to achieve target turnaround times through visual representation. The timer begins counting down from the configured SLA according to an exam's completion date/time as specified by and received from the EMR, RIS or other information system.

The default timer colors are green, orange and red but may vary depending upon your organization's determination and applied theme. As time elapses, the timer color changes at site-configurable ranges.

- **Green** signifies the exam is not approaching its SLA.
- **Orange** signifies the exam is approaching its SLA and will require attention.
- **Red** signifies the exam is close to breaching or has breached its SLA and requires immediate attention.



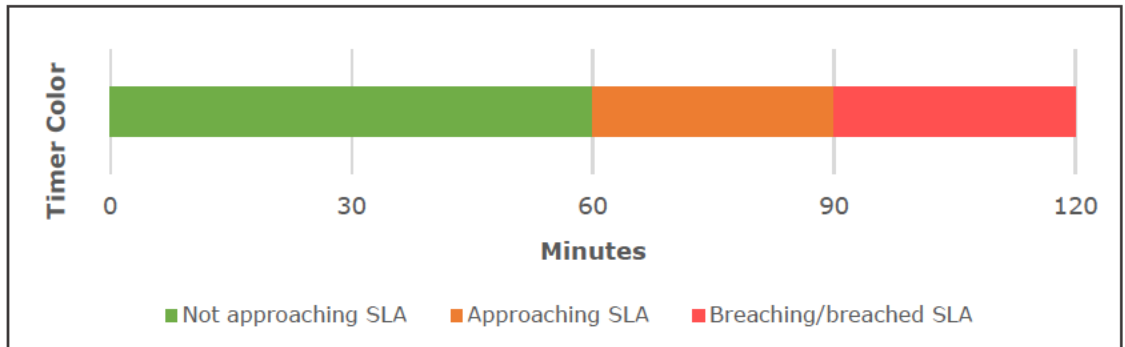
Example: An exam is placed on a worklist with an SLA of 120 minutes. The timers may be configured such that after a total of 60 minutes have passed (60 minutes before breaching its SLA), they will update to orange. After a total of 90 minutes have passed (30 minutes before breaching its SLA), they will update to red.

MR ONLY (4 Exams)

Auto-Launch

SLA timers displayed on a worklist.




Timer - 1 ↑	Status	Patient ID
Filter...	Filter...	Filter...
17:19	Complete	OTID10029
00:47	Complete	OTID10028
-389:20	Complete	OTID1002
-827:12	Complete	OTID10027



AI RESULTS

The Universal Worklist is integrated with an Augmented Intelligence (AI) toolset to assist imaging providers in diagnosing patients more accurately and efficiently. The AI result categories displayed are based on the severity of the detection and are configurable as determined by your AI analysis vendor and organization. AI result categories may be added by a system administrator and displayed as either icons or text with configurable colors.

The following is an example of AI result categories.


Result Icon	Result Name	Description
	Dangerous	A probable critical finding has been detected by the AI system. Requires immediate attention, or as defined by the AI system or customer's internal protocols.
	Suspicious	A probable suspicious finding has been detected by the AI system. Will require attention to confirm prognosis, or as defined by the AI system or customer's internal protocols.
	Normal	A probable normal finding has been detected by the AI system. May require additional attention during normal work hours to confirm prognosis, or as defined by the AI system or customer's internal protocols.

ARCHIVE AND LOCAL QUERYING

Two types of exam queries within the application are supported: the Archive Search and Last 30 Days Search. The archive search – or DICOM search – utilizes an “is-equal” operator to perform a global query of the configured third-party archive(s) using the DICOM C-FIND method. Wildcards are supported with an asterisk (*). The query results returned and the data available for display depends upon the archive’s capabilities and constraints. The last 30 days search – or quick search – utilizes a “contains” operator to perform a local search which queries the PACS Harmony database from the past thirty (30) days and returns any information applicable to the search query.

Archive Search

To perform an archive search:

1. Click  in the Quick Links toolbar.
2. Enter the information to be queried as shown. The searchable fields shown may vary depending upon your organization’s configuration.
 - A. **Archive Name:** Click to select an individual archive to query or select all for a multi-archive query.
 - B. **Patient ID:** Click to enter the patient ID being queried.
 - C. **Patient Name:** Click to enter the name of the patient being queried.
 - D. **Accession Number:** Click to enter the accession number being queried.
 - E. **Study Description:** Click to enter the study description being queried.
 - F. **Study ID:** Click to enter the study ID being queried.
 - G. **Study Instance UID:** Click to enter the SiUID being queried.
 - H. **Modalities in Study:** Click to enter the modality or modalities being queried.
 - I. **Time of Exam Start Date:** Click to narrow the search results based on an exam start date. Using this in conjunction with the end date provides a query range.
 - J. **Time of Exam End Date:** Click to narrow the search results based on an exam end date. Using this in conjunction with the start date provides a query range.
3. Click **Search** or press **Enter** to perform the archive search.



Exams launched from the archive search, which are no longer available in the application’s database, will be displayed with a “Limited Patient and Exam Data Available” warning with a From Archive (FA) status; additionally, these exams can be saved as teaching references.

DICOM Search

Archive Name
All

Patient ID

Patient Name

Accession Number

Study Description

Study ID

Study Instance UID

Modalities in Study

Time of Exam Start Date
mm/dd/yyyy


Time of Exam End Date
mm/dd/yyyy

CANCEL

SEARCH

Last 30 Days Search

To perform a last 30 days search:

1. From any page, click  in the Quick Links toolbar.
2. Enter a search query.
 - **Query:** One or more keywords to be queried, such as a patient's name or exam code.
3. Click **Search** or press **Enter** to perform the local search. The query may be saved for future use.



Quick Search

Query

☐ Save query.

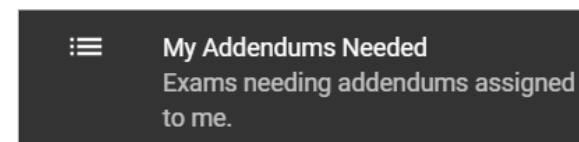
CANCEL SEARCH

ADDENDUMS


Addendums are supported to provide additional information or clarification to a patient's finalized imaging result (imaging report).

Exams with a status of Addendum Needed (AN) are studies in Finalized (F) status which have received additional images within the image archive after the final result (report) was signed. The **My Addendums Needed** virtual worklist provides a list of all finalized exams which are assigned to you for an addendum with an Addendum Needed (AN) status.

- To access your personal addendums list, click the **My Addendums Needed** list from the menu under Global Worklists. This list may be favorited or pinned to the desktop for quick access.



For other finalized, or already addended, exams requiring an ad-hoc addendum, users may perform a search using the last 30 days search for recent exams or the archive search for older exams.

1. Click the appropriate search icon in the Quick Links toolbar and enter a search query, such as patient name, patient ID, or accession number.
2. Once the target exam requiring an addendum has been located, it can be double-clicked to launch with full integrations, or you may click  to open the exam as view-only and dictate from the exam page.


Users may double-click any exam from search results and worklists to open them with full dictation, or alternatively launch the exam as view-only and click **Dictate** on the exam page.

CHAT AND COLLABORATION

The in-application chat feature is provided for convenient connectivity and text-based collaboration on exams between online users. Chat can be reached either from any page on the Universal Worklist via the Quick Links toolbar, by the exam context menu on any exam, or from any exam page.




Users can toggle on or off their online status. While in offline mode, you will not be able to send out messages and you will not be able to message an offline user.

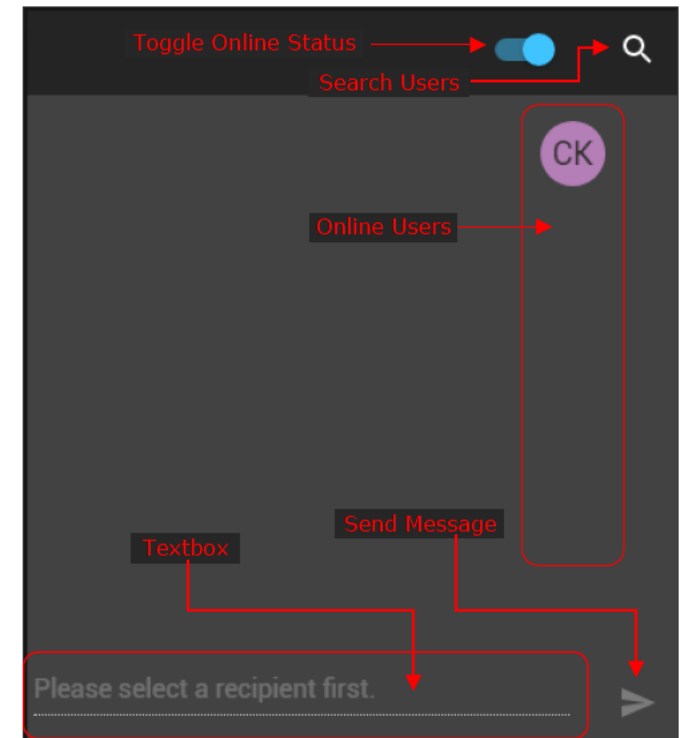
Users can select a recipient from the list of online users provided in the right-hand side of the chat window, where the users' two (2) to three (3) initials are displayed. Users with the same first and last initials (ex. **John Doe**, **Jen Deer** and **Jeff Dale**) will have an integer displayed after their initials depending upon the order of account creation after the previously registered user account with the same initials (ex. **JD**, **JD1**, **JD2**, respectively).

Clicking  in the top-right of the chat window allows users to perform a quick search of online users by last name.

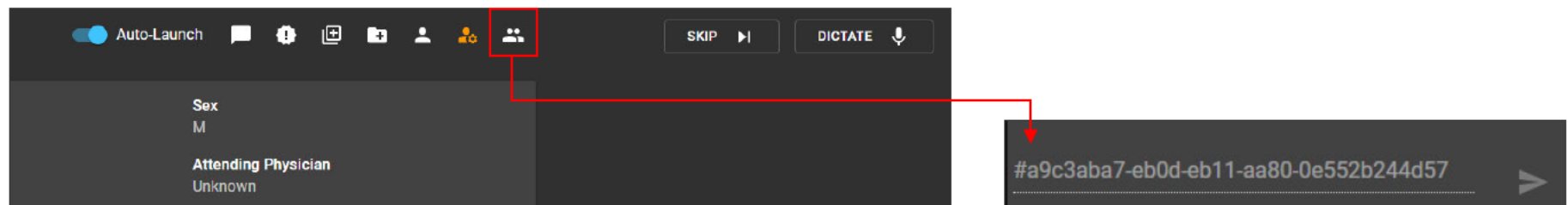
If users click the **Collaborate** button from the exam context menu or while on the exam page, the current exam's Exam ID will automatically be linked in the input box of the chat window. The recipient can open the exam by double-clicking the link.

The chat feature may be accessed in the following ways:

1. Clicking  from the Quick Links toolbar.
2. Clicking  from an exam context menu.
3. Clicking  from an exam page.




The following screen displays the collaboration feature used on the exam page.



USER SCHEDULE

Users are able to view their schedule for the day and may set themselves as temporarily unavailable from within the UWL application for reasons such as meetings, procedures, breaks or an emergency. This period of unavailability is termed an “absence” and administrators, or physician coordinators, may set a single or recurring absence from the Administrator Portal. A reason for your unavailability must be provided to schedule an absence. Unavailable reasons are configured according to your organization. If you are scheduled during an absence, a pause will be placed on your schedule and you will not be assigned any exams. Any exams already assigned to you will be released back into the optimization queue and redistributed to other on-shift credentialed users.

To schedule a new unavailability:

1. From the Quick Links toolbar, click  to view your current schedule and any scheduled absences for the day.
2. A dialog box will appear as shown in the following screen. Select the reason for your unavailability and specify the duration of the absence by setting the starting date and time and ending date and time. Any existing scheduled absences will also appear here.
3. Click **Add New** when complete to schedule the absence in your calendar.

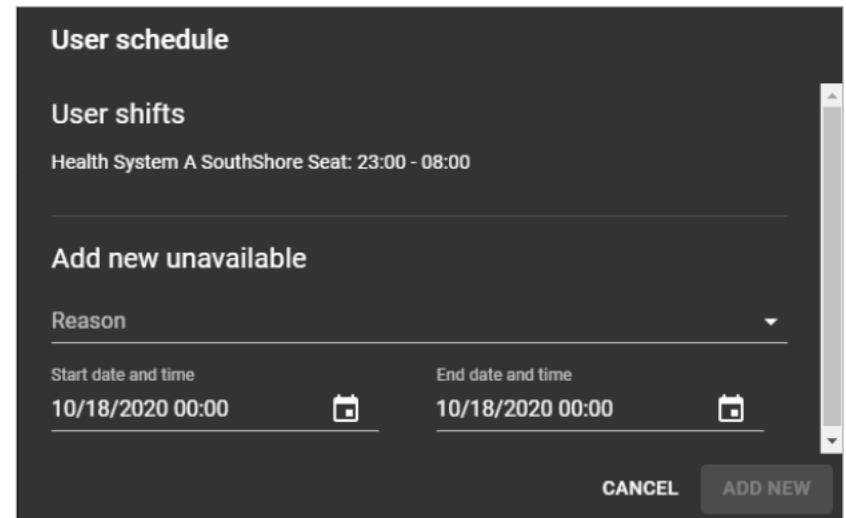


The reason **Other** may be selected so you may input your own reason for your absence. Please note that absences you schedule will be based upon your system’s time zone which may differ from the global time zone used by your organization.

Depending on how you have your meeting reminder configured in [settings](#), you may receive a notification pop-up reminding you about your scheduled absence before your absence begins or at the start of your absence. At the start of your absence, you will additionally receive a pop-up to confirm your unavailability during the absence.

If **Yes** is selected, indicating that you are confirming your absence, you will not receive assignments during the duration of your absence and your currently assigned exams will be reassigned. If **No** is selected, indicating that you are denying/canceling your absence, you will continue to receive assignments and your currently assigned exams will not be reassigned.

If you neither confirm nor cancel your absence after a certain configured time, the system will automatically proceed as if you confirmed the absence and will stop assigning exams to you and release your currently assigned exams to other credentialed imaging providers.



Reminder

According to your schedule, you have a pause started at 15:00 due to 'Lunch'

OK

Confirm unavailable


According to your schedule, you are unavailable until 15:30 due to 'Lunch'. Is this still valid?

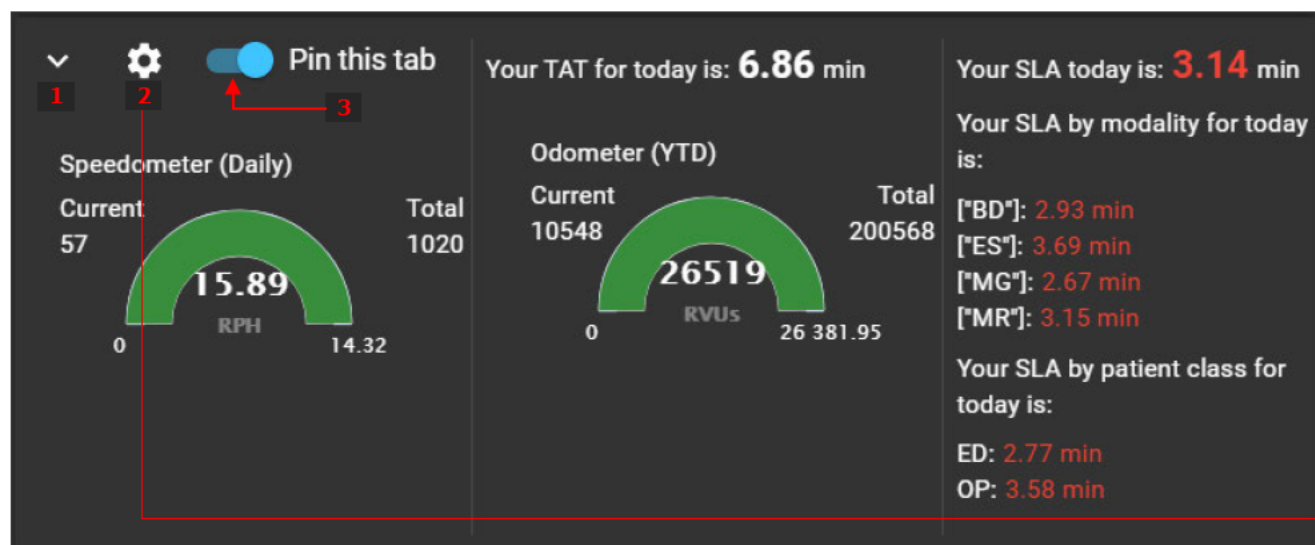
NO

YES

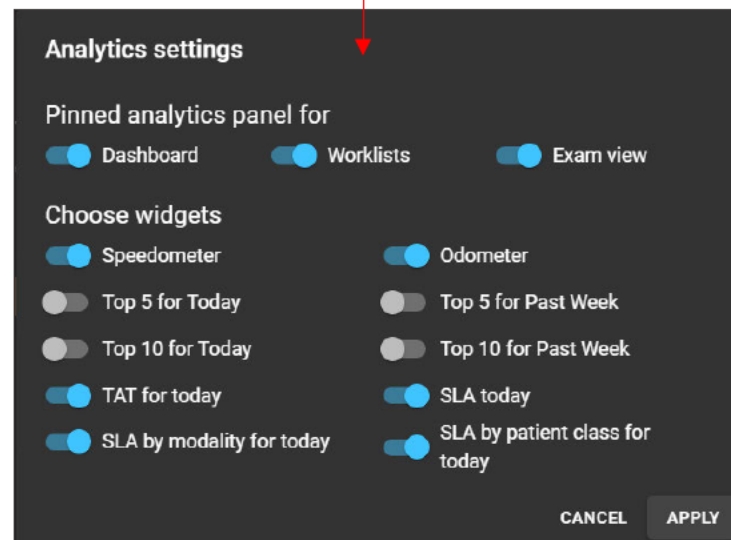
ANALYTICS

Users are able to view various performance analytics such as average turnaround time and daily production.

An analytics tab/panel is available for display on the desktop, worklists, and exam view pages by clicking  found at the bottom of these pages. A sample analytics tab is shown in the following screen. Clicking an analytics report widget from the panel will open the report in the Analytics dashboard. Analytics may also be launched by clicking **Analytics** from the menu.



- 1. Hide Analytics:** Click to hide the analytics panel from display. If the tab is pinned on any pages, it will reappear upon return to those pages.
- 2. Analytics Settings:** Click to display an analytics widgets pop-up that allows you to choose what default pages the analytics panel will display on and what analytics widgets you would like to display.
- 3. Pin Analytics Tab:** Click to enable the analytics panel to display across the primary user interfaces configured in analytics settings. The toggle color will update to verify your selection.



Analytics settings

Pinned analytics panel for

☒ Dashboard ☒ Worklists ☒ Exam view

Choose widgets

☒ Speedometer ☒ Odometer

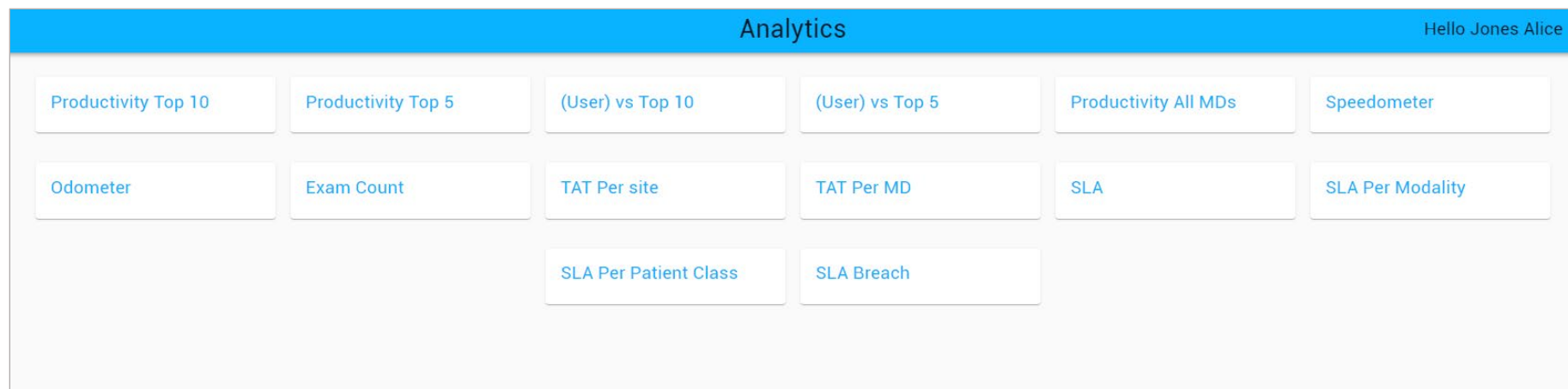
☐ Top 5 for Today ☐ Top 5 for Past Week

☐ Top 10 for Today ☐ Top 10 for Past Week

☒ TAT for today ☒ SLA today

☒ SLA by modality for today ☒ SLA by patient class for today

CANCEL APPLY



Report Types

The following out-of-the-box reports are available:

- Top 10 Provider Productivity:** For the time range and time frame selected, view the top ten most productive imaging providers by RVU count.
- Top 5 Provider Productivity:** For the time range and time frame selected, view the top five most productive imaging providers by RVU count.
- User vs. Top 10 Provider Productivity:** Select a user to view their productivity against the top ten most productive imaging providers by RVU count. To select an imaging provider user other than self, the "AnalyticsManage" permission is required.
- User vs. Top 5 Provider Productivity:** Select a user to view their productivity against the top five most productive imaging providers by RVU count. To select an imaging provider user other than self, the "AnalyticsManage" permission is required.
- Productivity All MDs:** View all provider production utilizing the Pareto principle to measure efficiency. Requires "AnalyticsManage" permission.
- Speedometer:** Select a user to view their number of finalized exams for the day and current RVU count per hour. Colors are associated with the Speedometer reports based upon where an imaging provider's productivity (average RVUs per hour) falls within the average productivity of all imaging provider productivity for the day.
 - Red** = provider's productivity is below 75% of the average imaging provider productivity
 - Orange** = provider's productivity is between 75% and 89% of the average imaging provider productivity
 - Green** = provider's productivity is between 90% and 100% of the average imaging provider productivity
 - Dark Green** = provider's productivity exceeds 100% of the average imaging provider productivity

7. **Odometer:** Select a user to view their year-to-date RVU count against the total year-to-date RVU count for all imaging providers. Colors are associated with the Odometer reports based upon where an imaging provider's productivity (total RVUs YTD) falls within the average productivity of all imaging provider productivity.
 - A. **Red** = provider's productivity is below 75% of the average imaging provider productivity
 - B. **Orange** = provider's productivity is between 75% and 89% of the average imaging provider productivity
 - C. **Green** = provider's productivity is between 90% and 100% of the average imaging provider productivity
 - D. **Dark Green** = provider's productivity exceeds 100% of the average imaging provider productivity
8. **Exam Count:** View the total number of finalized exams for all sites for the time range and time frame selected.
9. **Turnaround Time (TAT) per Site:** For the time range and time frame selected, view all sites' average turnaround time for preliminary and finalized exams.
10. **TAT per MD:** Provides the ability to view each imaging providers' average turnaround time for preliminary and finalized exams for the time range and time frame selected. Requires "AnalyticsManage" permission.
11. **Service Level Agreement (SLA):** Provides ability to view the average service level across the enterprise by site for the time range and time frame selected. Sites on average exceeding SLAs will appear below the zero (0) on the y-axis as positive integers. Sites on average breaching SLAs will appear above the zero (0) on the y-axis as negative integers.
12. **SLA per Modality:** Provides the ability to drill down to a single site by modality for the time range and time frame selected.
13. **SLA per Patient Class:** Provides the ability to drill down to a single site by patient class for the time range and time frame selected.
14. **SLA Breach:** Provides a detailed report of all exams that have breached interpretation SLA. By default, the report includes exams which have breached SLA and are in C, TC and TE statuses; though an administrator may configure different statuses to be included. The report can be manually run through Analytics which will download the report directly to the local client through the browser. Requires "AnalyticsManage" permission to view. The following exam details are included for each exam that has breached SLA:
 - A. Exam ID (an application unique ID)
 - B. Modality
 - C. Description
 - D. Location ID (exam's performing location)
 - E. Completion Date-Time
 - F. SLA
 - G. Current age of exam (in minutes)
 - H. Overdue (number of minutes over SLA i.e. how great the breach is)
 - I. Current Assigned Provider (if more than 1 imaging provider is assigned to an exam, the count of imaging providers the exam is currently assigned to will be displayed)



Depending upon your user account permissions, the following reports may be unavailable to you: **Productivity All MDs, TAT per MD and SLA Breach Report.**

Report Management

Analytics report charts are interactive by left-clicking, holding and dragging the chart to view at different angles.



An absence of data within a chart indicates there is no relevant data to display.

1. Time Range

- A. **Today:** 0:00 to 23:59 the current day.
- B. **Yesterday:** 0:00 to 23:59 the previous day.
- C. **Past Week:** Yesterday plus the past six (6) days.
- D. **Past 2 Weeks:** Yesterday plus the past thirteen (13) days.
- E. **Last Month:** True calendar month (ex. 2/15/2021 – 3/15/2021).
- F. **Last Quarter:** True calendar quarter (ex. 10/1/2020 – 12/31/2020).
- G. **Year to Date:** True calendar year (ex. 1/1/2021 to current day).
- H. **Custom:** Any date selection.

2. Time Frame

- A. **By Hour:** Displays data in one-hour increments (applicable in Today and Yesterday time ranges).
- B. **By Day:** Display data in one-day increments (applicable in Past Week and Past 2 Weeks time ranges).
- C. **By Week:** Displays data in one-week increments (applicable in Last Month and Last Quarter time ranges).
- D. **By Month:** Displays data in one-month increments (applicable in Last Month, Last Quarter, Year to Date and Custom time ranges).
- E. **By Quarter:** Displays data in one-quarter increments (applicable in Last Quarter, Year to Date and Custom time ranges).
- F. **By Year:** Display data in one-year increments (applicable in Year to Date and Custom time ranges).

3. **Select All** – Click to display all z-axis data points.

4. **Deselect All** – Click to remove all z-axis data points.

5. **Full Screen** – Click to view the chart in full screen mode; press **Esc** to exit out of full screen mode.

6. **Reset Chart** - Click to restore the chart back to its original view.

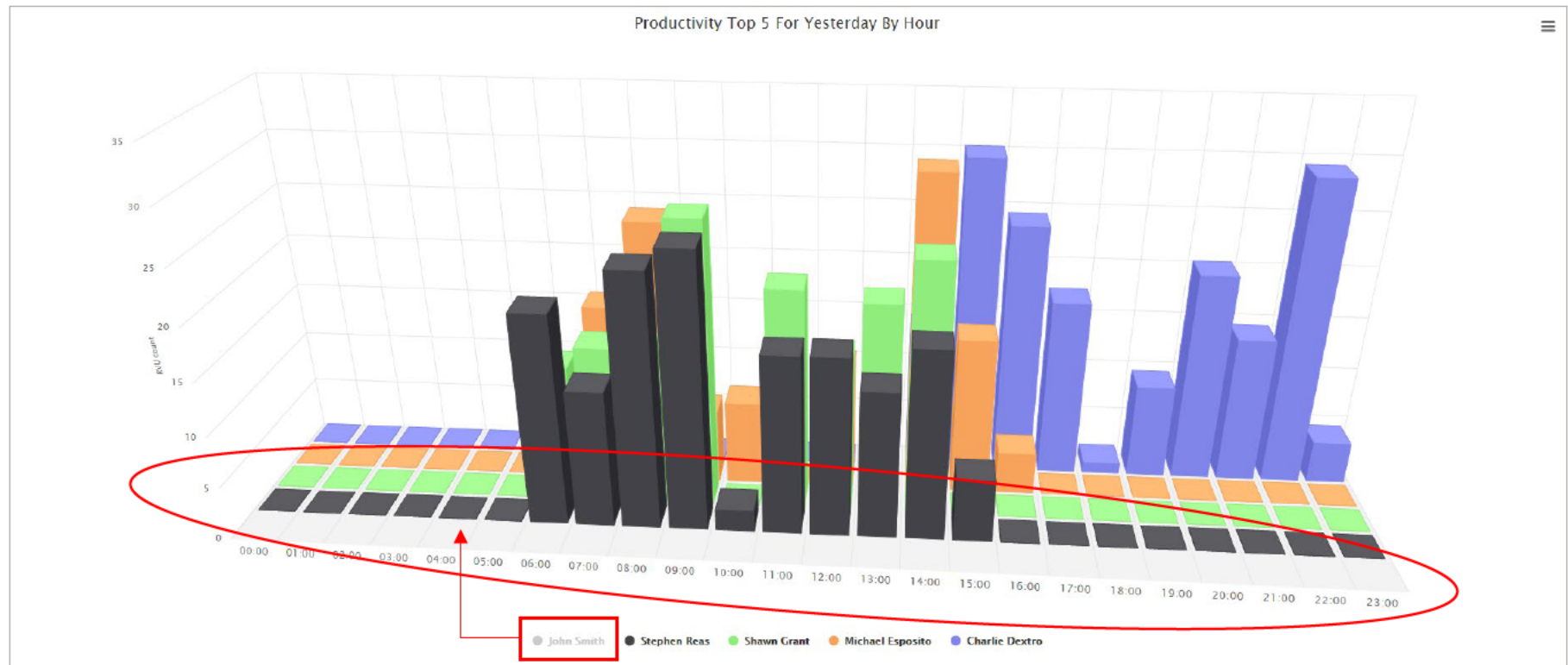
7. Export Options

- A. **View in full screen:** View in full screen mode without time ranges or time frames. Press **Esc** to exit out of full screen mode.
- B. **Download PNG image:** Export the chart in its current view as a .png image file.
- C. **Download JPEG image:** Export the chart in its current view as a .jpeg image file.
- D. **Download PDF document:** Export the chart in its current view as a .pdf document.
- E. **Download SVG vector image:** Export the chart in its current view as a .svg vector image.
- F. **Download CSV:** Export the chart data as a .csv spreadsheet to include data element names and counts.
- G. **Download Details:** Download details of the report as a spreadsheet to the local client. A detailed report includes both the information found within the report's chart view – such as exam counts – and the exam and user details behind the chart overview.



Report details may be downloaded with the appropriate "AnalyticsDetails" permission. The detailed report contains Patient Health Information (PHI) and specific interpreting physician information.

Additionally, hovering over an element in the chart will display informative data points. Clicking an element in the color-coded legend will remove it from display and its name will be grayed out. Clicking the element in the legend again will redisplay the element in the chart.



SUMMARY

- ▶ User settings allow you to set your default worklist view which consists of column order, sorting preference, exam information and number of exams to display per page of the worklist. Collection bins and folders may be created in your settings to store worklists and exams. Collections may be shared with other users.
- ▶ Worklists may be added to your desktop or favorites for quick access. You may sort and organize your worklists to display what is defined as most critical, whether it is measured by priority, service level, AI analysis result or other attribute.
- ▶ The service level timers are color-coded to quickly understand the remaining time on each exam before the SLA is breached. Timers may be sorted by the least amount of time remaining e.g. exams close to breaching their SLA.
- ▶ AI analysis is provided to assist providers in a complete and accurate diagnosis of a patient. If utilized by your organization, AI result names, icons and colors may vary from the default depicted but the levels of severity and how they should be addressed should always be understood.
- ▶ Both multi-archive long-term exam querying and local short-term exam querying is supported. The capabilities of the archive search are dependent upon your organization's configuration.
- ▶ Personal addendums e.g. exams requiring an addendum assigned to you, are accessible through the menu. The archive or local search may be used to find finalized or recent exams that require an addendum.
- ▶ Chat may be accessed through the Quick Links toolbar and is usable for online users. You are unable to chat with other users or receive messages if you are offline. You may link an exam to another user for collaboration and review purposes.
- ▶ Your schedule for the day is accessible via the Quick Links toolbar and displays your scheduled shifts and any scheduled absences. An absence is a defined unavailability such as a meeting, break or procedure which is defined by your organization. An ad-hoc absence may also be created, such as for emergencies or impromptu meetings or procedures.
- ▶ Analytics reports are available to view personal productivity and top producing users according to metrics such as SLAs and RVUs. A variety of interactive charts are available and may be exported as images or documents. Some reports types, including detailed reports, require certain permissions to access. An analytics panel may be pinned to the desktop, worklists, and exam view pages; you can select which analytics widget reports are displayed on this panel.

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What you'll learn:

- ▶ How to launch diagnostic viewer, dictation and other auxiliary applications.
- ▶ How to interpret across multiple workstations.
- ▶ How to auto-read and queue-up exams for streamlined reading sessions.
- ▶ How to reassign exams for interpretation or quality assurance purposes.
- ▶ Common types of clinical workflows supported by PACS Harmony.
- ▶ The two types of exam locks and what they mean.

LAUNCHING APPLICATIONS

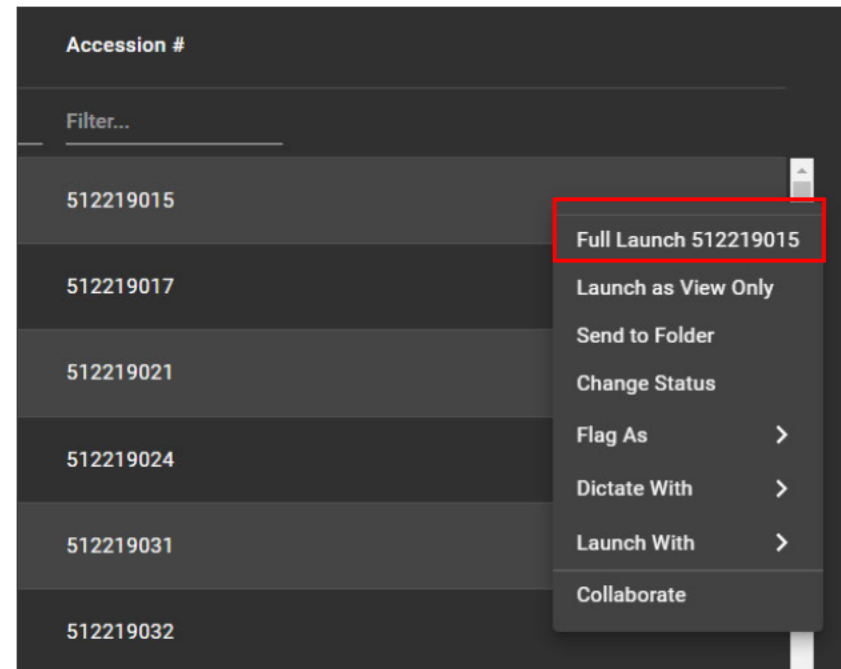
Administrators can configure launcher filters to launch a department's or site's clinical applications based on predefined criteria such as location, subspecialty, exam code, or modality. The external applications configured in the launcher filter for the department or site are automatically launched when a study is double-clicked.

To increase efficiency while interpreting studies and to provide more customization, an administrator may also create specific integration actions per user group which perform various actions based on application state changes. As an example, an integration action may be configured to launch a dictation system automatically upon launching a viewer application.

If launcher filters and integration actions are not being utilized, it is still possible to launch the necessary viewer, dictation and/or auxiliary application(s) by accessing an exam's context menu and selecting **Full Launch [Accession #]**. Selecting this option will launch the exam with full external application integrations.



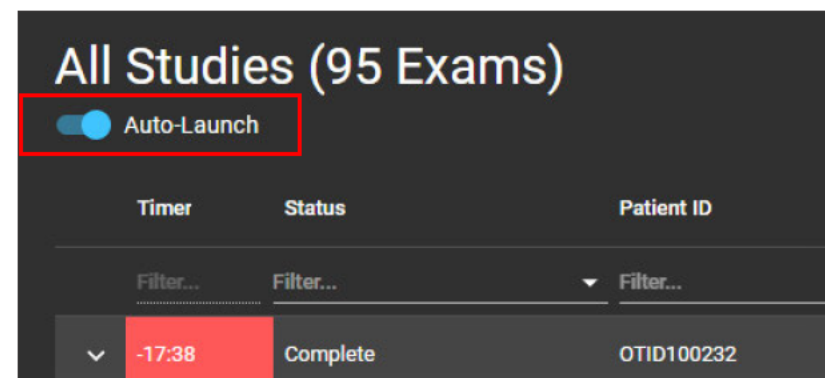
Speak to your administrator about what launcher filters and integration actions are available to you.



AUTO-LAUNCH: READING FROM INDIVIDUAL WORKLISTS

If a user is looking to read multiple exams, particularly from a single worklist, they can enable auto-launch. This feature, if enabled by your organization, allows users to begin reading from the top-most exam, based on personal sorting preferences, to the end of the worklist or from the topmost selected exam to the last selected exam. Auto-launch is practical for users who are auto-assigned a worklist as it allows for continuous reading with limited interruption. Upon successful dictation of an exam, you are automatically redirected to the exam page of the next consecutive exam in the worklist. If a new, more urgent exam populates the worklist as defined by your sorting preferences, that exam will become the next exam launched after signing or skipping the current exam. If auto-launch is disabled, the new, more urgent exam will appear at the top of the worklist.

From any worklist, click **Auto-Launch** under the worklist name to enable. Double-click the first exam to be read to begin interpretation.

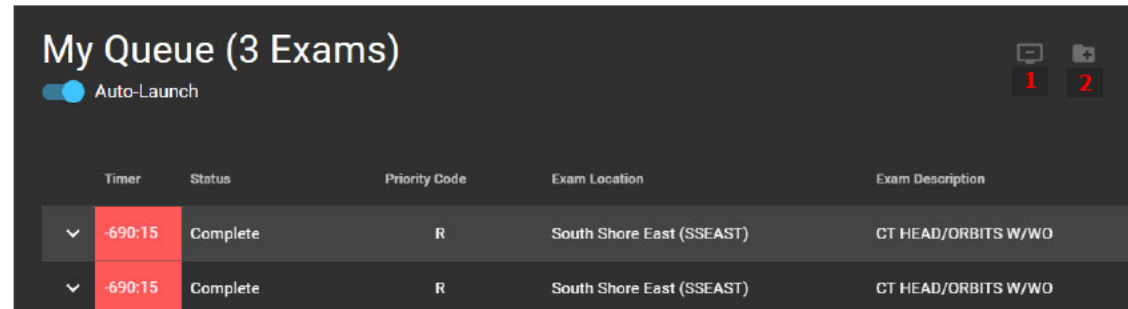


USER QUEUE: READING FROM MULTIPLE WORKLISTS

If a user is looking to read several exams, particularly from separate worklists, they can hand-pick a selection of exams to populate their personal queue. To access your queue, click **Queue** from the Quick Links toolbar.

Individual exams may be selected by clicking on an exam record. Multiple non-adjacent exams may be selected with **Ctrl-Left Click** and multiple adjacent exams may be selected with **Shift-Left Click**. You can deselect an exam by clicking on the selected exam to deselect it.

Once your exams are selected, you can click **Queue and Go** on any worklist to add the selected exams to your queue and begin interpretation.



<input checked="" type="checkbox"/> Auto-Launch					
	Timer	Status	Priority Code	Exam Location	Exam Description
▼	-690:15	Complete	R	South Shore East (SSEAST)	CT HEAD/ORBITS W/WO
▼	-690:15	Complete	R	South Shore East (SSEAST)	CT HEAD/ORBITS W/WO

1. **Dequeue Selected Exams:** Click to remove selected exams from your personal queue.
2. **Add to Folder:** Click to add selected exams from your personal queue to a folder.



Your queue may be emptied by navigating to your user settings and clicking **Clear Queue**.

CLIENT MODE: READING FROM MULTIPLE WORKSTATIONS

The client-side listener Dispatcher, which listens for incoming application connection requests, has the ability to be set to either single-client mode or multi-client mode. If multi-client mode is enabled, Dispatcher automatically controls switching between separate workstations attached to a KVM, based upon the appropriate PACS and viewer/dictation applications for each exam on the worklist. The primary workstation running Dispatcher in "primary" mode provides bi-directional communication with the Dispatcher running on each connected workstation in "secondary" mode.

For example, if a provider group interprets studies for separate hospitals with separate PACS/dictation systems, all dual-NIC workstations can be attached to a KVM switch with a single set of monitors and a single handheld, while maintaining connectivity with a single or separate networks. When an exam is selected from the UWL, Dispatcher automatically adjusts the workstation being accessed for interpretation, based upon the pre-defined exam criteria (e.g. exam location, exam status) without any additional user interaction.

When using the multi-client mode feature, you may need to manually switch the current PACS being displayed without opening an exam from the worklist. To switch between systems, simply click the monitor icon from the Quick Links toolbar and select the appropriate system. This icon only appears if multi-client mode is enabled for your workstation.





EXAM REASSIGNMENT

Manual

Depending upon your organizational policies, with appropriate permissions set by your system administrator, exams may be manually reassigned by an imaging provider to another imaging provider on-shift who is credentialed to interpret the exam.

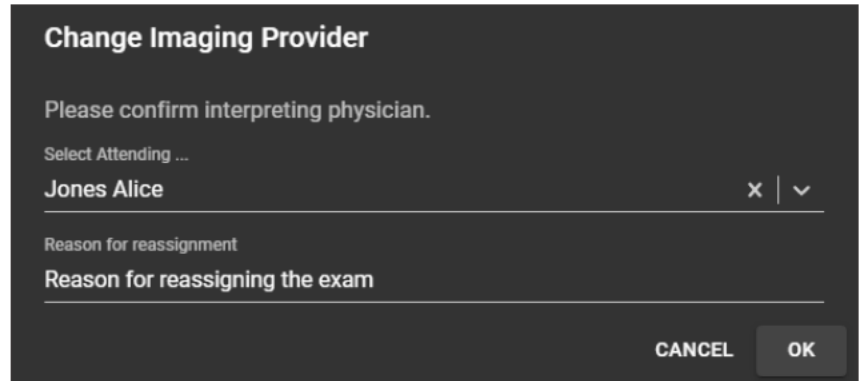
Exam reassignment may be accessed in the following ways:

1. Clicking  from an exam record in any worklist.
2. Clicking  from an exam page.

Once the reassign icon has been clicked, a pop-up will appear requesting you to choose the imaging provider to reassign the selected exam to and provide a reason for the reassignment. Select the imaging provider, provide a reason, and click **OK** or press **Enter** to confirm the reassignment.

Depending upon your permissions, the imaging providers available may be color-coded as follows:

- Green:** Imaging provider is both credentialed and on-shift.
- Amber/Orange:** Imaging provider is both credentialed and on-shift **but** is currently away on an [absence](#). These users will not be assigned exams until they are available again.
- Amber/Orange (TE):** Indicates a teleimaging service provider who is both credentialed and on-shift.
- Uncolored:** Imaging provider is credentialed **but** is not currently on-shift to receive exams.



Change Imaging Provider

Please confirm interpreting physician.

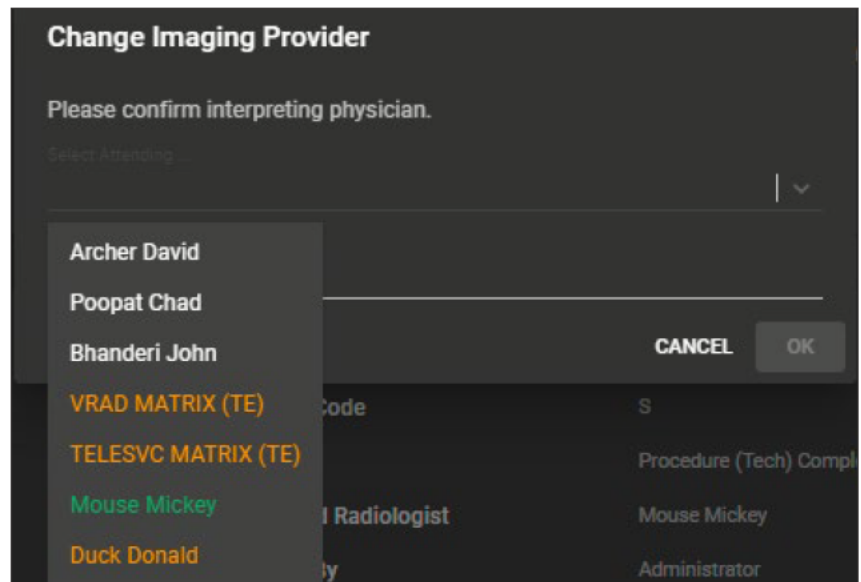
Select Attending ...

Jones Alice x | v

Reason for reassignment

Reason for reassigning the exam

CANCEL OK



Change Imaging Provider

Please confirm interpreting physician.

Select Attending ...

- Archer David
- Poopat Chad
- Bhanderi John
- VRAD MATRIX (TE)
- TELESVC MATRIX (TE)
- Mouse Mickey
- Duck Donald

CANCEL OK

Code	S
Procedure (Tech) Compl	
Radiologist	Mouse Mickey
Administrator	



Your reason for reassigning an exam to another imaging provider user will appear as a sticky note in the exam's notes.

Automatic

Exams may be reassigned from the assigned user to one or multiple users due to SLA expiration. Automatic exam reassignment rules are configurable per your system administrator by application-configured group, scheduled reading location, all imaging provider users or the next most eligible imaging provider. Automatic exam reassignment occurs according to the above configurations and in accordance with provider credentialing.

For example, if a provider is not credentialed to read MRI and if automatic reassignment is set by your organization to occur by location i.e. to everyone reading within that exam's location, the application will assign the MRI to anyone reading for that location who is credentialed to interpret MRI.

CLINICAL WORKFLOWS

Interruption Workflow

Exams become interrupted when any of the following situations occur:

1. An exam has been launched with full application integrations, rather than in view-only, and dictation has begun.
2. An exam has been launched with full application integrations, and dictation has not yet begun, but the physician leaves the exam view page without skipping the study.
3. The viewer has not been closed.

Any of the above events would signify the imaging provider is **not** finished with the exam.

If you are interrupted while in the middle of interpreting a study, the study is automatically added to your Interrupted Exams list to be interpreted at a later time. Any applications that were open at the time of interruption, such as your viewer or dictation system, will automatically relaunch once the next interpretation begins. Simply click on the target interrupted exam to start dictation, or clear individual or multiple exams from the interrupted list.

To view your interrupted exams:

- Click **Interrupted Exams** in the Quick Links toolbar or the **Interrupted** worklist from the menu. This list may be favorited or pinned to the desktop for quick access.

If your interruption limit is reached, the following pop-up will be displayed.

Interrupted Exam Limit Reached

You have reached the limit of interrupted exams. You must remove one exam to continue. Hitting cancel will bring you to the most recent interrupted exam.

Accession #	Full Name	Exam Location	Exam Description
512219058	Chang, Zhe X	PHHospital (PHHospital)	MRI EXTREMITY LOWER JOINT W W/O C...
512219055	Perry, Kamal O	EdenClinic (EdenClinic)	MRI EXTREMITY LOWER JOINT W/O CON...

CANCELOK



It may be helpful to speak to your administrator about what your configured interruption limit is.

Resident Workflow

Resident imaging providers may be assigned a primary attending imaging provider per their account settings. If one has been assigned, the resident user is met with a pop-up (shown right) asking them to confirm their primary attending user for the reading session upon login to the application. The attending user per your account settings, if applicable, will default here. This pop-up to confirm your assigned attending user will not be displayed unless you have been assigned an attending.

Resident Workflow

Please confirm or update your attending physician before continuing.



Select Attending ...

Cardano Ada

CANCELOK

Once an attending user has been chosen, a confirmation notification of your choice will appear at the bottom of the screen. Depending upon your organization's policies, resident users may perform a preliminary interpretation of an exam. Once the exam is signed off as Complete (C), depending upon your organization's configuration, it can either be reassigned automatically to your assigned attending user via an integration with the respective dictation system or PACS, or the resident user can manually reassign the exam to an attending user of their choosing for final review and signature.

To manually reassign an exam to an attending user:

1. Clicking  from an exam record in any worklist.
2. Clicking  from an exam page.

A pop-up will appear requesting confirmation of the attending user the exam should be reassigned to and a reason for the reassignment.

Depending upon your permissions, the attending imaging providers available may be color-coded as follows:

- Green:** Attending provider is both credentialed and on-shift.
- Amber/Orange:** Attending provider is both credentialed and on-shift **but** is currently away on an [absence](#). These users will not be assigned exams until they are available again.
- Amber/Orange (TE):** Indicates a teleimaging service provider who is both credentialed and on-shift.
- Uncolored:** Attending provider is credentialed **but** is not currently on-shift to receive exams.

Once an attending user has been chosen, the exam will be additionally assigned to the attending user's resident worklist. Any exams with a status of Draft (D) or Preliminary (P), depending upon your organization's configuration, will be assigned to the attending user's resident worklist for review and final signature.

Change Attending Physician

Please confirm attending physician.

Select Attending ...

Smith John x | v

Reason for reassignment

Reason for reassigning the exam to attending

CANCEL OK

Change Imaging Provider

Please confirm interpreting physician.

Select Attending ...

Archer David

Poopat Chad

Bhandari John

VRAD MATRIX (TE)

TELESVC MATRIX (TE)

Mouse Mickey

Duck Donald

CANCEL OK

Code	S
Procedure (Tech) Compl	
Mouse Mickey	
Administrator	



Your reason for reassigning an exam to an attending imaging provider user will appear as a sticky note in the exam's notes.



Attending imaging providers can additionally assign or reassign an exam from a resident or attending to another resident.

Teleimaging Workflow

Teleimaging functionality allows the appropriate administrator(s) to send orders, current imaging studies and relevant prior imaging studies to a teleimaging service provider for external interpretation. Depending upon your organization's configurations, this may be done manually by an administrator or an automatic process between your organization and the teleimaging service provider as a configured workflow.

If any exams on your worklist have been exported to a teleimaging service provider, they will update to a status of Teleimaging Exported (TE) and a permanent lock will be placed on them to prevent double reading.



AI Results	Status	Assigned Provider
Filter...	Filter...	Filter...
▼	Teleimaging Exported	Shawn Grant OT1032
▼	Teleimaging Exported	Chad Williams OT103

Quality Assurance Workflow

The application can additionally support multiple quality assurance (QA) workflows if utilized by your organization. Using a QA workflow, an imaging provider can select from one or multiple users deemed as QA users, such as technologists or administrators, to reassign exams to in the event prior imaging studies are required, repeat images are needed or additional imaging is required to provide a final result. Exams may be reassigned to QA users with a status of Waiting for Priors (WP) or Technologist QA (Tech QA).

This can be an automatic process configured by administrators – for example, such as auto-assigning exams to QA user(s) when imaging providers sign an exam as “Tech QA” or auto-assigning exams to QA user(s) if certain tags do not exist – or a manual process by which imaging providers manually reassign exams to QA users.

To manually reassign an exam to a QA user:

1. Clicking  from an exam record in any worklist.
2. Clicking  from an exam page.

Reassignment to technologist/admin

Quality Assurance User

HELP IT x | ▼

Status

Tech QA x | ▼

Reason

Reason for reassigning to QA user

CANCEL OK



Depending upon your permissions, the “reassign QA” functionality may be unavailable to you.



Your reason for reassigning an exam to a QA user will appear as a sticky note in the exam's notes.

A pop-up will appear requesting confirmation of the QA user the exam should be reassigned to, the appropriate status, and a reason for the reassignment. Once complete, click **Ok** or press **Enter** to confirm the reassignment.



EXAM LOCKS


Locks are placed on exams when any of the following situations occur:

1. An exam times out or is left inactive for a period of time.
2. An imaging provider is in the process of interpreting and/or dictating an exam.
3. Exams are exported to a teleimaging service provider.

The two (2) different types of locks present are the **orange** temporary exam lock and the **red** permanent exam lock. Temporary locks, sometimes referred to as soft locks, are placed when an exam times out or has been opened but interpretation has not yet begun. Temporary locks can be removed only by logging out of the PACS Harmony Universal Worklist, skipping an exam during auto-launch or by having an administrator remove the temporary lock. Permanent locks, sometimes referred to as hard locks, are placed when an exam is in the process of being interpreted or dictated and when an exam has been exported to a teleimaging service provider to prevent double reads. Permanent locks can only be removed by an administrator.

Exam locks are denoted by either a color-coded lock icon or the color-coded name of the imaging provider locking the study, either by opening the study or dictating the study.

Lock Type	Icon Version	Text Version	Reason
Temporary		Demo One	Occurs when a study times out or has been opened for interpretation but dictation has not begun.
Permanent		Joe Doe	Occurs when a study is being dictated or has been exported to a teleimaging service provider.

 With regard to temporary locks, if logging out of the UWL and skipping the exam do not remove the lock, reach out to your system administrator to have them remove your temporary lock. With regard to permanent locks, if you find that one of your exams has been permanently locked during dictation or interpretation, reach out to your system administrator to have them remove the lock, if appropriate.

SUMMARY

- ▶ Your viewer and dictation applications, dependent upon your organization's configuration, will launch when you double-click an exam i.e. a full launch. Exams may also be launched as view-only, meaning without launching any viewer or dictation applications.
- ▶ You may be capable of reading exams from other sites with other systems. If so, your workstation is in multi-client mode which allows you to read exams from a different PACS and with a different dictation application according to the site. If your workstation is not capable of this, then you are in single-client mode.
- ▶ Exams from different worklists may be virtually collected into your personal queue for interpretation. If you are on a worklist, you may select additional exams to add to your queue and begin interpretation by utilizing the Queue-and-Go feature.
- ▶ To continuously read with limited interruption, you may enable Auto-Launch, if available to you, which immediately launches the next most critical exam after finalizing the current exam. If Auto-Launch is disabled, you will be directed back to the worklist after finalizing the current exam. This feature is present on all worklists and exam view pages.
- ▶ Exams may be reassigned to other users for interpretation or quality assurance purposes from a worklist or exam view page. You are required to enter a reason for the reassignment, which is stored as an exam sticky note. Upon reassignment, you will be unassigned the exam.
- ▶ Multiple workflows are supported including interruption workflow, resident-attending workflow, teleimaging workflow and QA workflow. Resident users, depending upon your organization, have the ability to change their attending per exam and can choose their attending for final review and sign off. Exams that have been sent to an external teleimaging service provider will be locked and updated with a Teleimaging Export (TE) status.
- ▶ Exams may have a temporary lock, sometimes referred to as a soft lock, or a permanent lock, sometimes referred to as a hard lock, placed on them. Temporary locks are placed on opened and interrupted exams and those that have timed out i.e. been open too long and idle. These locks may be removed by either skipping the exam or deleting the exam from your interrupted studies queue. Permanent locks are placed on exams that are in the process of being interpreted, dictated, or exported to a teleimaging service provider. These locks may only be removed by an administrator to prevent double reads and possible patient data loss.