

Tabs for Managing Exams

- **Communicate Tab:** View exams awaiting confirmation of critical or significant findings.
 - **Pending Tab:** Shows exams that need validation by a technologist.
 - **Inflight Tab:** Lists exams ready for radiologists to view and complete.
 - **Support Request Tab:** Contains exams with issues (e.g., missing images or data) requiring attention.
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Validating Exams

1. **Verify Patient Info:**
 - Confirm patient information is accurate.
 - Complete all mandatory fields.
 2. **Submit to Inflight:**
 - Click "**Submit and Close**" to move the exam to the Inflight tab.
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Uploading Additional Documents

1. Click the **three-dot menu** on any exam and select "**Upload docs**".
 2. Fill in the fields and upload documents in the **Upload documents** dialog box.
 3. Uploaded docs appear in the **Current Documents** tab on the reporting screen.
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Submitting an Addendum Request

1. Go to the **Completed tab**, click the **three-dot menu**, and choose "**Request Addendum**".
 2. Add a note explaining the reason for the request. Reference the original report if needed.
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Accessing Training Materials

- Click the **Help** button in the top ribbon to access training content anytime.

Platform Access Requirements

- **Supported Browser:**
 - Use **Google Chrome (latest version)**.
 - Other browsers (Edge, Firefox, Safari) are **not supported for radiologists**.
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Reading Efficiency Best Practices

Hardware Checklist

- **RAM:** 32GB or more
- **CPU:** 8-core processor
- **Disk:** 100GB free space, SSD recommended
- **Monitors:** Dual high-resolution (2–8MP); diagnostic mammography requires regulatory-cleared displays
- **Mic:** Headset, desktop, or approved handheld microphone
- **Graphics:** Minimum 4GB VRAM (Quadro/Radeon Pro recommended)
- **OS:** Windows 11 Pro or Apple OS
- **Ergonomics:** Adjustable desk setup, ergonomic peripherals

Chrome Configuration

- Turn off **Memory Saver** in Chrome.
- Bookmark your access URL.
- Allow microphone and pop-up permissions if prompted.

General Tips

- Only run **one** speech recognition program at a time.
 - Close unnecessary browsers and tabs.
 - Use guided tours for additional training if needed.
 - Verify whether you're assigned all exams or specific ones based on your configuration.
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Network Requirements

- **Minimum Download Speed:** > 50 Mbps
 - **Maximum Latency:** < 30 ms
 - A fast, stable network improves performance significantly.
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Managing Forms Within an Exam

1. Open Forms Panel:

- Click **Current Forms**.
- YOU MUST CHECK THE FORMS TAB FOR EVERY EXAM (except xrays)
- Relevant forms for the exam will show here, if none show, you can add a form: (this is not ideal, contact HPRA IT so we can fix the issue)
- To add a form, click **Insert Form**, search/select desired forms, then click **Insert Form** again.

2. Fill Out the Form:

- Please fill out the form with any relevant information you have. You MUST do this. If forms are left blank, you WILL get a call and the exam will go to Support Request for you to fix.
- Do NOT Enable/disable "**Add to Conclusion**" toggle for any field (this is for the radiologist only)
- Only filled-out fields will appear in the report – anything left blank will simply not be available to the radiologist's report draft
- Common modalities that have forms: CT & MRI (only for simple contrast and radiation dosage), US (essentially all US exams have forms that need filled), some MG, Bone Density – xrays hardly ever have forms.

3. Save the Form:

- Click **Complete** to save. If you don't, your changes will be lost. There will be a green checkmark next to the form title when successful. If there is a red exclamation, you are missing a required field on the form.

4. Manage Forms:

- Delete a form: Click the trashcan icon. – however please refrain from deleting forms
 - Form status icons:
 - **Gray dash:** New/unedited
 - **Red exclamation:** Edited but not completed
 - **Green checkmark:** Completed
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SpeechMike / Dictaphone Button Mappings

All mappings are for the reporting screen only:

- **EoL Button:** Back to Worklist
 - **“-i-” Button:** Sign and Next
 - **Ins/Ovr Button:** First Highlighted Field
 - **Rewind Button:** Navigate UP to flagged text
 - **Forward Button:** Navigate DOWN to flagged text
 - **Record Button:** Toggle mic on/off
 - **Play/Pause Button:** Jump to Impression
 - **F1:** Open Speech Organization
 - **F2:** Submit Speech Organization
 - **F3:** Submit & Generate Impression
 - **F4:** Skip Exam (Note: Does *not* unassign the exam from you, merely skips it to come back to later)
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Using Speech Organization

1. **Activate:**
 - Press the Speech Organization icon, use **Ctrl + Shift + O**, or your device’s mapped button.
2. **Start Dictating:**
 - Mic activates automatically.
 - Say findings clearly, followed by **“Period”** to trigger auto-categorization.
3. **Example:**
 - “Cardial. Period.”
 - “Large mediastinal mass measuring 6 x 3 x 4 cm. Period.”
 - “Left sixth rib fracture. Period.”
 - “Left pleural effusion. Period.”
4. **Categorization:**
 - The system auto-sorts your statements into appropriate finding sections.
5. **Manual Adjustments:**
 - Right-click a sentence to reassign it.
 - Click **Submit** when done.
6. **Generate Impression:**
 - Once complete, the system builds the impression section automatically.
 - You can also dictate the same way you do on Merge PACS, by going up and down the fields and dictating manually.
 - Whether you use Speech Organization or not, you can generate an impression based on the findings in the report at any time.

7. ChatGPT integration:

- You can integrate ChatGPT prompts in to your report – for example, using the “AI Differential” macro: when clicked or called via voice command, it will insert the ChatGPT prompt in to the report
- Prompts always start and end with ^^ (example: ^^What is the differential diagnosis in this patient? Also include follow-up recommendations. Answer starting with: The differential diagnosis is ^^)
- The body of the report, no PHI, is sent to ChatGPT along with the prompt and it will return a new impression for you as well as any additional info or recommended follow-ups, etc.
- If you do not have any AI macros, contact HPRA IT and we will add them to your profile
- Feel free to contact HPRA IT with any ideas for prompts. We are very interested and excited about this integration!