

## **DATE OF SERVICE: Step by Step workflow for MRI TECHNOLOGISTS**

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1. **LOG IN:** Log into RIS, PACS, and MAGVIEW. **Remember HIPAA:** log out when you complete an action(s). Staff should not be sharing access.  
[Fuji RIS Internet Explorer Settings.pdf](#)  
[Fuji Synapse PACS Desktop Agent Missing.pdf](#)  
[Telerad PACS Settings.pdf](#)  
[Fuji PACS Exam Status Checking and Managing.pdf](#)  
[FUJI PACS Tech Training Video.mp4](#)
2. **RIS DAILY WORKLIST:** OPEN Modality **Daily Work-list** review patient schedule.  
[Fuji RIS Tech Profiles and Worklist Setup Screenshots.pdf](#)  
[Fuji RIS Tech Profiles- Daily Worklist Setup Video.mp4](#)
3. **OPEN TASKS:** Review any “overlooked / incomplete” open Task’s. (**ICON** visible if **TASK** not complete)  
All tasks with the exception of GREEN M’s should be resolved prior to DOS, resolve if necessary. Quick Guide to manage TASKS: 1) Click on phone review notes and scheduling questions. 2) Check patient name to review history in Chart. 3) Click Icon to review prior notes, add new notes, or resolve Task.  
[M Task Workflow.pdf](#)  
[Task Workflow.pdf](#)  
[Fuji RIS Tech Profile- Task Profile Setup Video.mp4](#)
4. **REGISTRATION:** Once a patient is registered you can go get the patient from the waiting area.
5. **FRONT DESK:** will provide Tech/TA with:
  - Prescription
  - Order Sheet
  - Screening Form
  - HX Form
  - Outside image CD and or Reports (If applicable)
6. **PATIENT IDENTITY: Tech / TA** confirm patient identity upon initial Introduction when escorting from main waiting area. Patients should be asked to state their FULL NAME; DOB; REFERRER NAME. Tech compares patient’s answers to order document and script, validates if correct. Tech needs to also confirm the correct ordering physician and physician address was entered at time of registration. Tech confirms precert matches study on prescription. If precert is incorrect, depending on the discrepancy, technologist reaches out to referrer to obtain new prescription or reaches out to the PARS department for possible precert change.
7. **ESCORT PATIENT: Tech/ TA:** Introduce self to patient. Escort patient to changing area, provides patient with gown. ALL MRI patients must change no exception. Instruct patients to lock all belongings up and to have a seat in the Sub-waiting area when they are finished changing. Patients can also be advised to enjoy the refreshments offered as long as their study has no restrictions.
8. **REVIEW:** Tech reviews all history sheets; Screening forms; Script; Labs; and Order prior to bringing patient into the exam room. Technologist must verbally review screening form with patient. Screening form must be filled out in entirety. The screening form must be refilled out if

the patient draws a line through all answers. All answers must be answered individually. Tech should review prior images before starting exam.

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9. **MAGVIEW REVIEW: Breast Imaging Only** Complete review with patient, any corrections made and updated. Print final form and have patient sign after they review.
10. **ORDER UPDATES:** Update the order in RIS if needed PRIOR to performing the exam. Get a new prescription if necessary.  
[Fuji RIS Replace Change Exam Video.mp4](#)
11. **START EXAM in RIS:** Tech STARTS exam in FUJI Comp page prior to performing. This should be done when the patient enters the exam room.
12. **INTRODUCTION:** If Scanning technologist did not already introduce themselves Technologist should do so at this time. TECH should re-confirm patient identity by asking patient to state their full name, date of birth and study being performed.

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13. **EXPLANATION of EXAM:** Tech explains exam to patient from start to end and what to expect then allows time for patient to ask questions prior to imaging. If applicable technologist explains contrast to patient and provides contrast medication guide. All necessary forms are reviewed and signed by technologist and patient.
  14. **BREATHING INSTRUCTIONS:** Tech must review breathing instructions if applicable and what to expect just before starting the exam.
  15. **PERFORMING EXAM:** TECH Positions patient and takes images. Technologist provides all patients with hearing protection. All patients must be given contact (emergency) ball. Technologist reviews all images prior to getting patient off the MRI table.
  16. **FINISHED EXAM:** Technologist sends all series to PACS except for scout, calibration and repeats.
  17. **Tech Reserve/ Assign exam to a specific work-list or Radiologist IN PACS** when applicable. Tech can read Scheduling and PARS notes on the completion page in RIS. The notes indicate if study is AUTO related or SPREEMO.

[Fuji PACS Reserving Studies for Radiologists.pdf](#)

- AUTO-PIP
- SPREEMO NEURO UNREAD
- SPREEMO MSK UNREAD
- **SPINE MSK UNREAD** (All Internist and other specialties not listed)
- **SPINE NEURO UNREAD** (pain management also labeled Neuro)
- **NORTH GI UNREAD**
- **CUMMINGS**
- **Chiropractor Unread MRI ONLY**
- **ATANTIC WELLNESS**
- **Fluoro exam Reserve** for performing Rad
- **Procedures/ bx/ MSK injections:** Reserve for performing Rad

18. **PATIENT ADVISEMENTS:** Give appropriate next step instructions, they should be directed to leave and when to expect report, could range from 5-7 days.
19. **ESCORT:** Tech will walk patient back to changing area or sub-waiting area and out to main waiting area. Assist patients with special needs when applicable.
20. **CLEANING:** Wipe Patient care area down with Disinfectant being sure to allow proper wet and dry time.
21. **VERIFY IMAGES IN PACS:** Tech checks PACS to verify all images have been sent to PACS. In PACS, open series PICKER to do a QUICK review of all series thumbnails also can check number of images.
22. **CUSTOM FIELDS:** Fill in Custom Fields. [Custom Fields.pdf](#)
23. **TECH PAPERWORK:** Tech reviews paperwork, all forms completed and signed appropriately. Tech scans all paperwork into FUJI Comp page (DO NOT SCAN ORDER SHEET)  
[Fuji RIS Document Scanning Screenshots.pdf](#)

SCAN TYPE: "TECH PACS DOCUMENTS"

Scan forms in following order:

- Prescription
- Patient history form
- MRI Safety screening form
- MRI Contrast consent

\*\* Outside Reports are scanned in RIS under exam Outside Reports bucket

**24. END EXAM IN RIS:** Tech ENDS exam in FUJI when study done.

- Make sure all images are on PACS
- Do NOT end prostate exam until all images are back from Dynacad
- Make sure breast are on CADSTREAM and ready to read prior to marking end

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25. **TECH MARK EXAM- ONLY "MARK" EXAM WHEN YOU KNOW THE EXAM IS READY FOR DICTATION.** *Be advised that any changes to the exam will automatically put the study back in "sent" status in PACS. This will require you to MANUALLY change the exam back to COMPLETE STATUS in PACS.*

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#### **SPECIAL NOTES:**

- *Always be aware of your patient's needs even if you have completed your portion of the study. Many times, the patients are waiting for further images, and they may have some additional questions to ask. The patient doesn't always understand the process and it is our job to assist whenever needed.*

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- Additional Attention Necessary Tab in PACS: Technologist should review any studies placed into the Additional Attention Necessary Tab in PACS. Technologists should review this work list daily to attend to any Radiologist requests when applicable. Notes by technologist need to be placed in addt attn showing all attempts to contact pt or attempts to address the addt attn request.  
[Staff Workflow Additional Attention Necessary.pdf](#)
  - STATS and or INCIDENTAL FINDINGS: Technologist should follow all STATS and confirm that the provider received the final report. See STAT policy and guidelines. If technologist visualizes any concerns on the study, even if not STAT, they should reach out to the assigned Radiologist immediately.  
[RR STAT quick reference guide \(1\).pdf](#)  
[RR010 - STAT ORDERS.pdf](#)  
[RR011 Critical Test Results \(1\).pdf](#)  
[RR012 24-Hour Urgent Findings \(1\).pdf](#)
  - Cancellations: Any patient that presents to office for their appointment and is cancelled on the date of service by technologist or Radiologist requires a Point of Service Cancellation form completed. It can be found in patient's order documents. If images or medications are provided a RAD LETTER or REPORT must be generated to reflect the situation. See POS Cancellations in Operational Guidelines 2 folder on "S" drive.