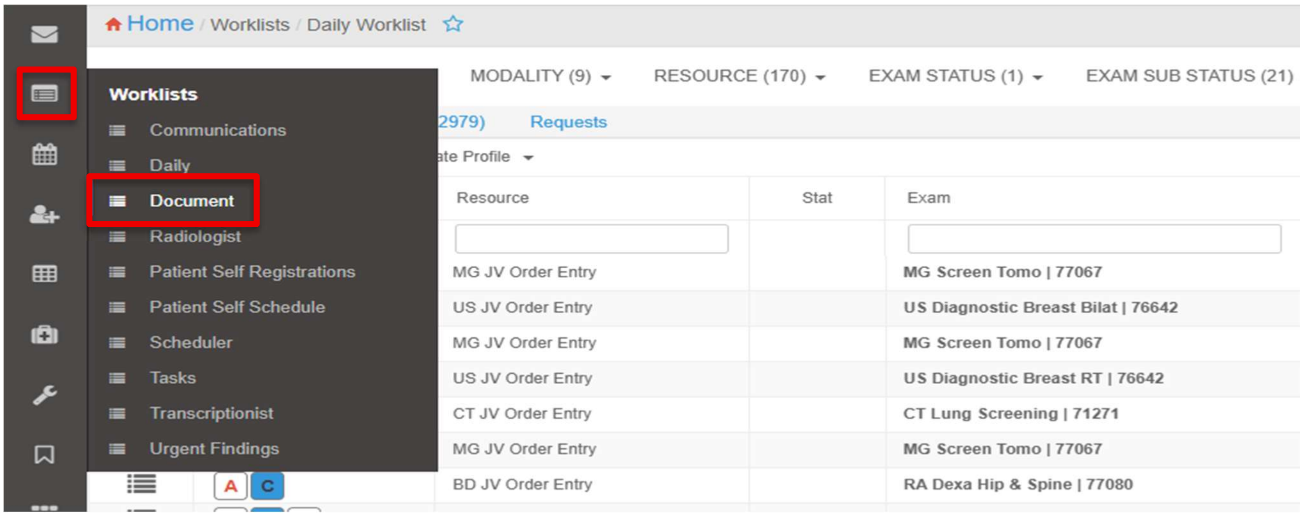
Scheduling Dept Faxes

Accessing the Document Worklist

1. Log into Fuji.

2. Select the Worklists the second icon down on the menu panel

3. From the worklist menu click Document Worklist



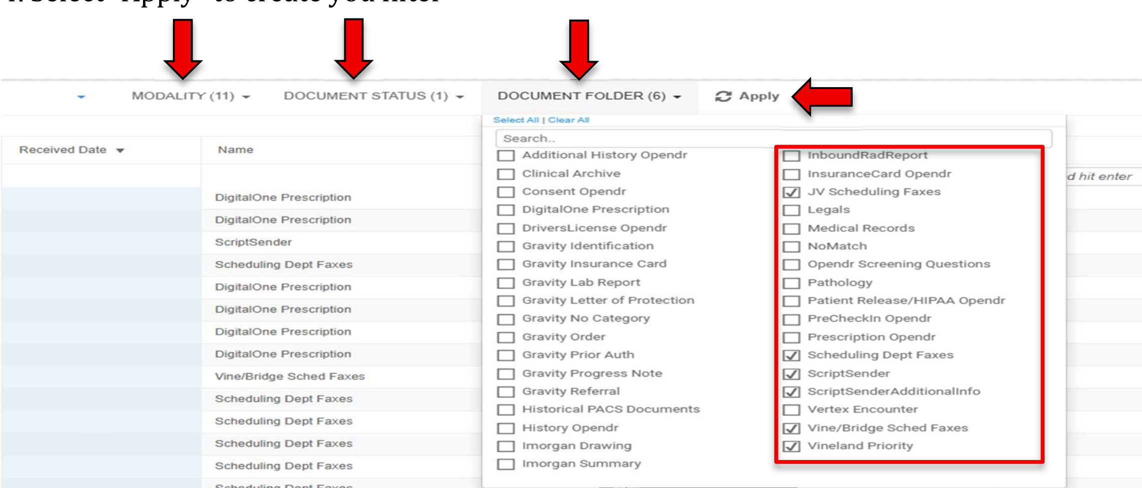
Creating Filter Profile

1. Modality Filter: Click "Select All"

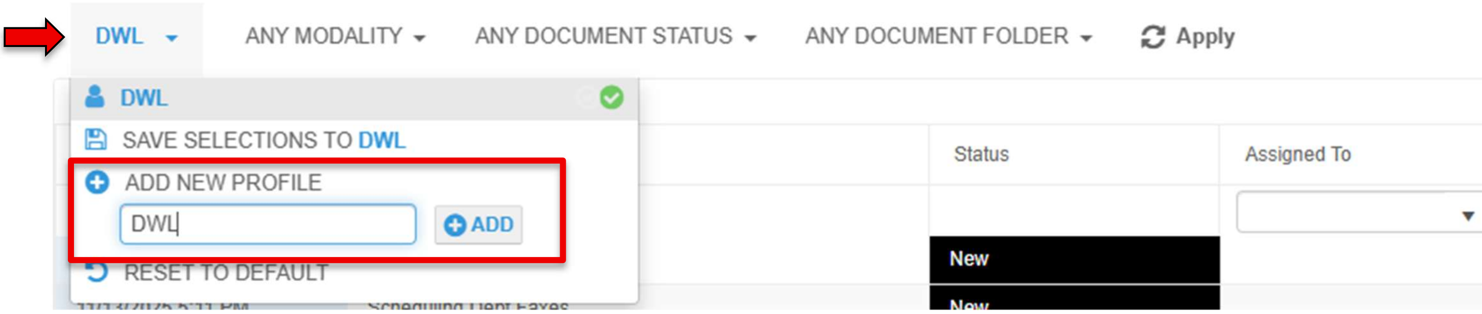
2. Document Status Filter: Check the box labeled "New" only

3. Document Folder Filter: Check the boxes labeled "JV Scheduling Faxes"; Scheduling Dept Faxes"; "Script Sender"; "Script Sender Additional Info"; "Vine/Bridge Sched Faxes"; "Vineland Priority"

4. Select "Apply" to create you filter



5. Select the Profile filter to name your profile. Enter DWL into the Profile Name field the select “Add New Profile”



Worklist Descriptions

• Received Date – Date fax was received

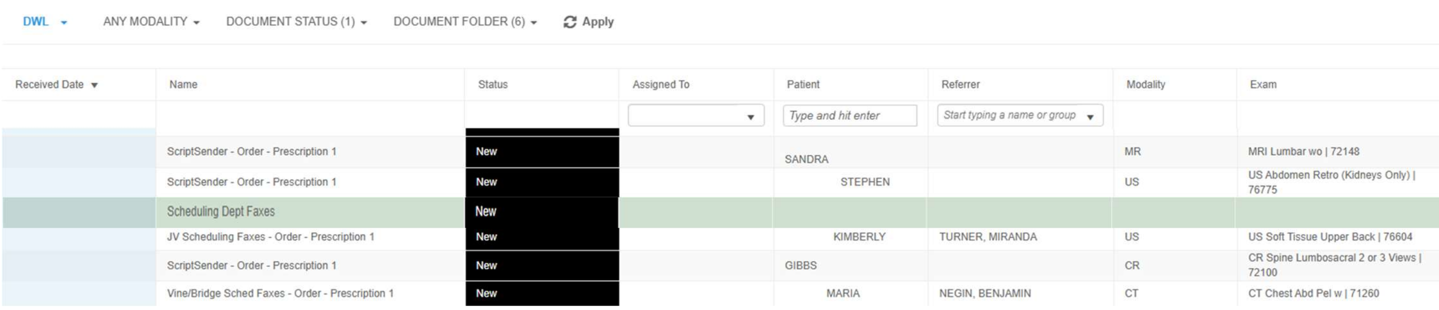
• Name – Document Folder name

• Status – Document status

• Assigned To – Displays the name of the staff member assigned to the document when applicable

• Patient/Referrer/Exam/Modality – Populates after the applicable date is assigned

• Document Highlighted Green – Denotes another staff member is active in that document



Received Date	Name	Status	Assigned To	Patient	Referrer	Modality	Exam
				Type and hit enter	Start typing a name or group		
	ScriptSender - Order - Prescription 1	New		SANDRA		MR	MRI Lumbar wo | 72148
	ScriptSender - Order - Prescription 1	New		STEPHEN		US	US Abdomen Retro (Kidneys Only) | 76775
	Scheduling Dept Faxes	New					
	JV Scheduling Faxes - Order - Prescription 1	New		KIMBERLY	TURNER, MIRANDA	US	US Soft Tissue Upper Back | 76604
	ScriptSender - Order - Prescription 1	New		GIBBS		CR	CR Spine Lumbosacral 2 or 3 Views | 72100
	Vine/Bridge Sched Faxes - Order - Prescription 1	New		MARIA	NEGIN, BENJAMIN	CT	CT Chest Abd Pel w | 71260

Reviewing and Processing a Document

1. Select a document from the worklist

2. Review the document, note your worklist will still be visible.

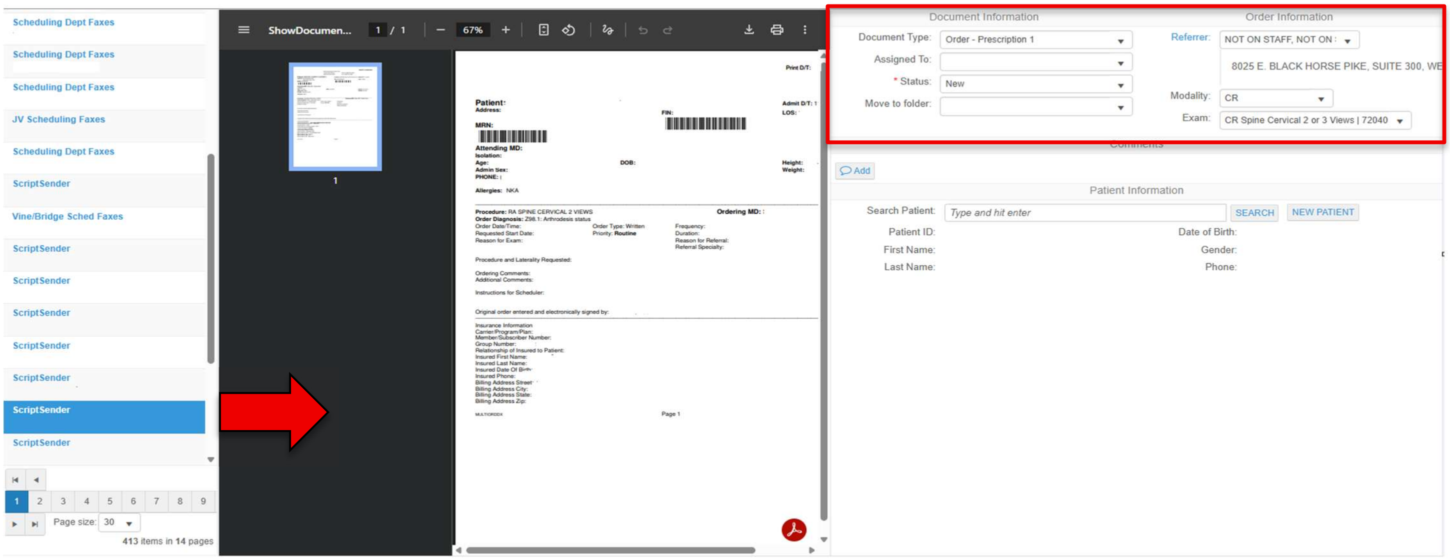
3. Rename the document

- Select the Document Type (Prescription, Authorization, etc.)

- Select the Modality and Exam

- Enter the Referrer

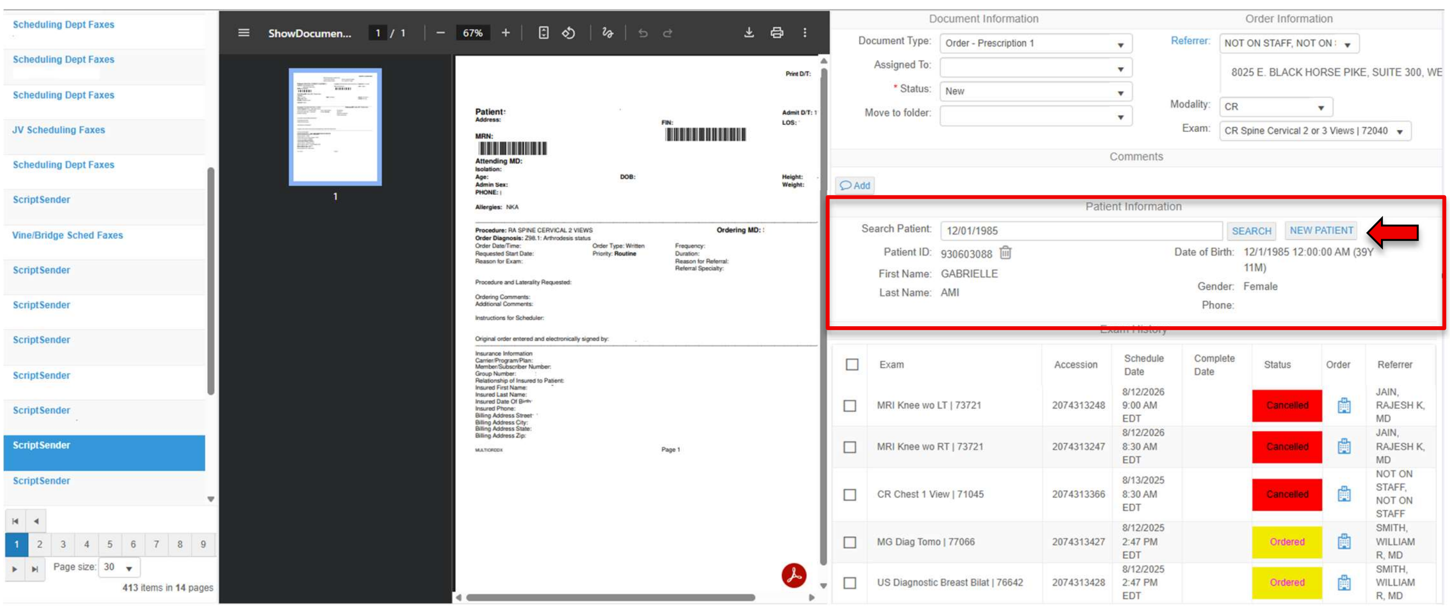
- Assign the document to the appropriate staff member when applicable



4. Tag Patient

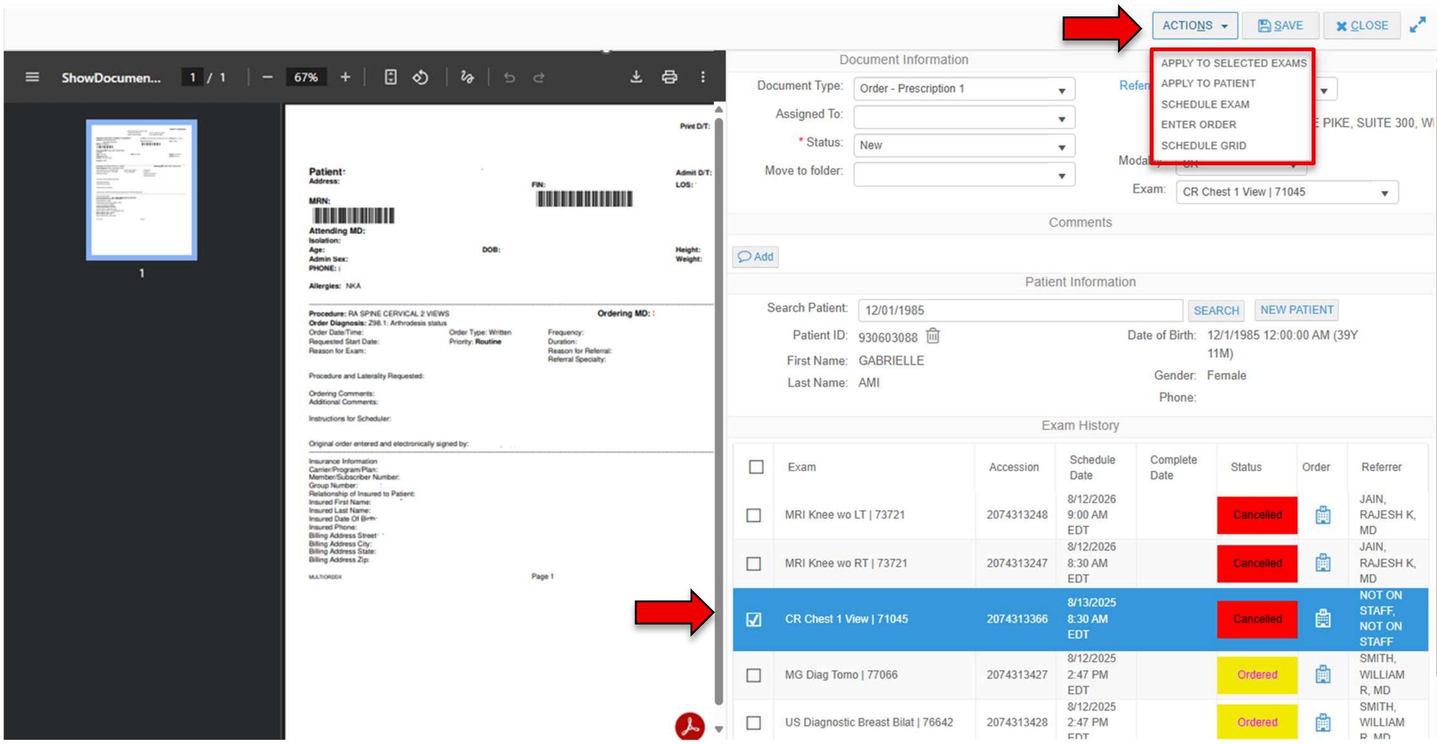
- Utilize the Seach Patient field for patient look up (Searching by Date of Birth is preferred)

- Click New Patient to generate a new patient chart in the event the patient is not in our system

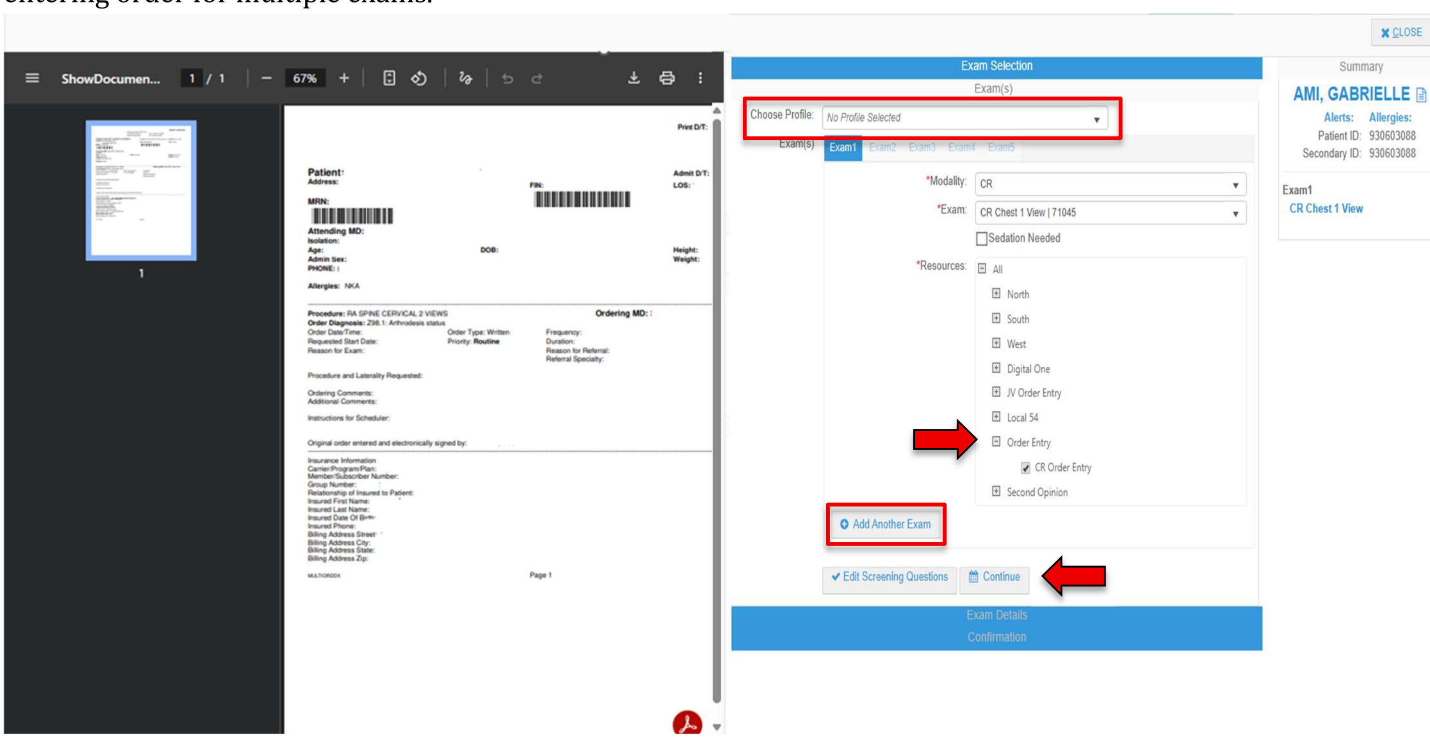


5. Process Document

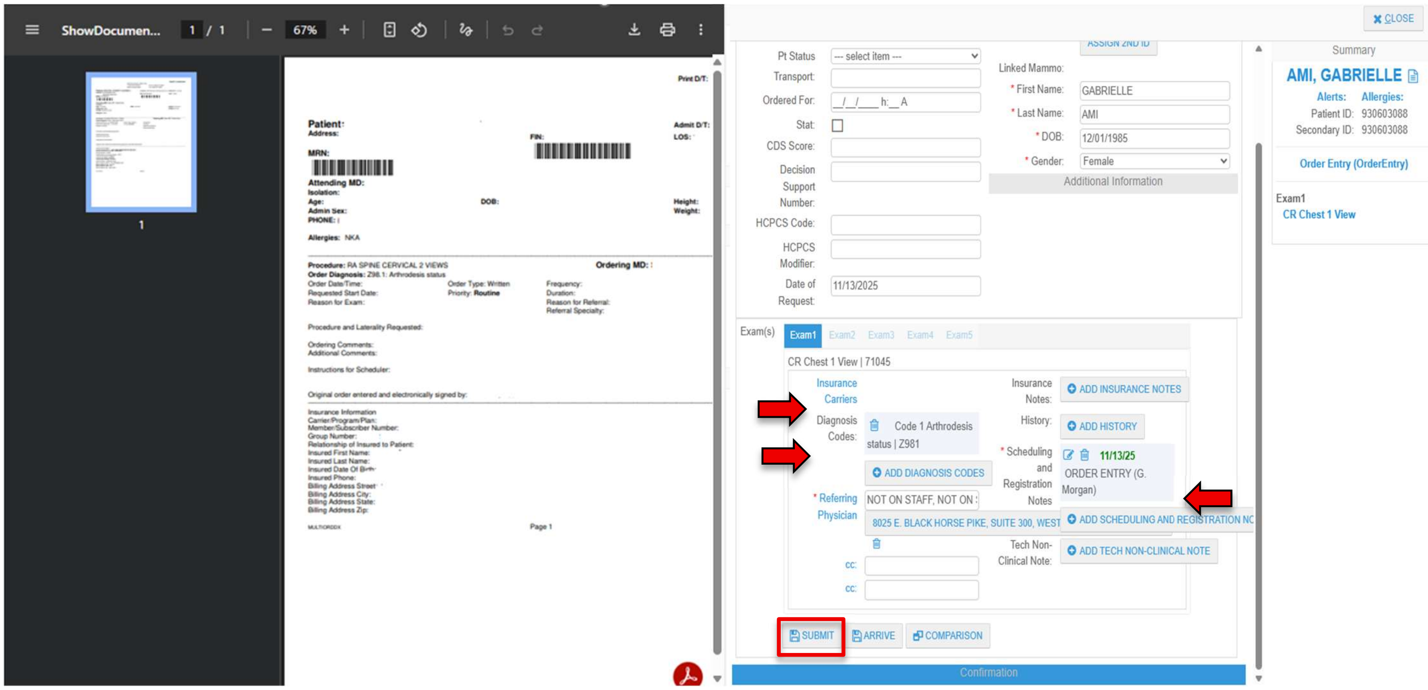
- If the order for the related document has already been created, check the box next to that order. Select the Actions button then click Apply to Selected Exam attaching the document to the exam order. You can also select Apply to Patient in the event the document simply needs to be applied to the patients chart rather than an exam order.



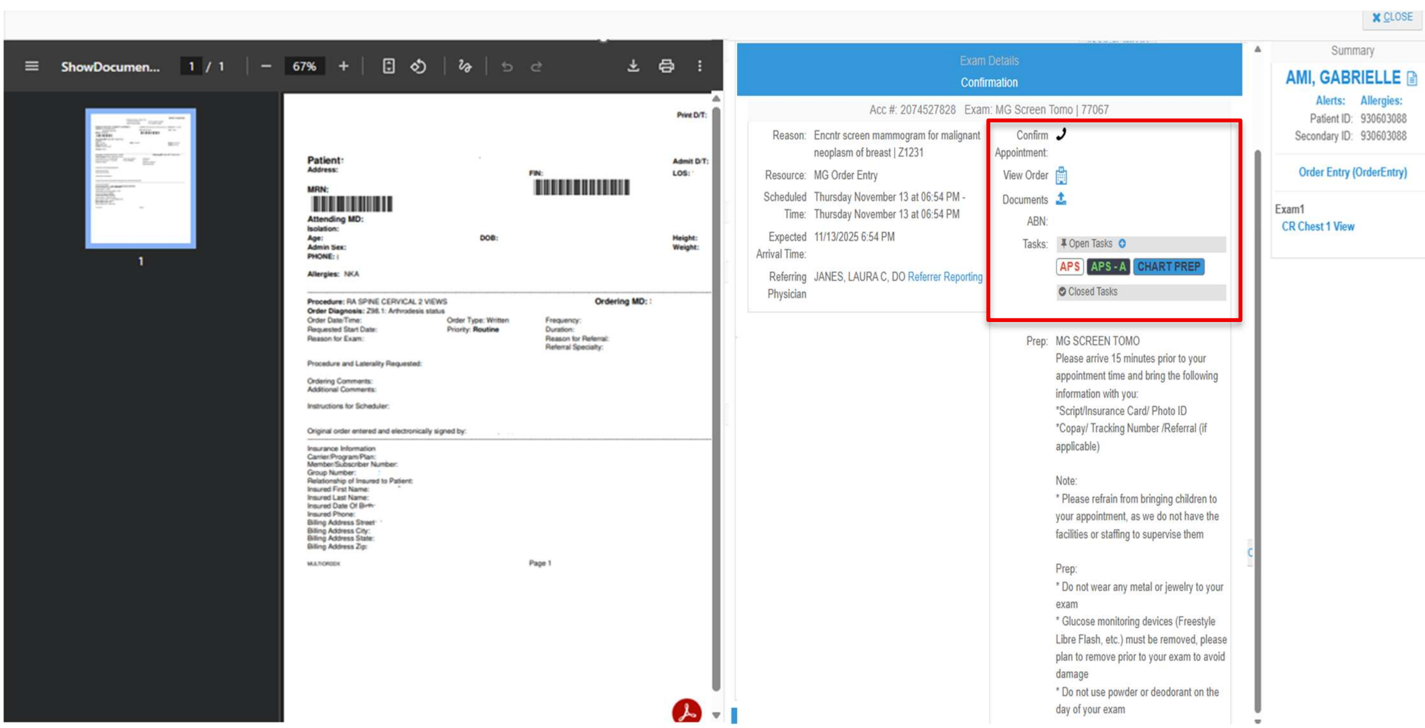
- Select Enter Order from the Actions menu to create a new exam order. Check the Order Entry resource then click Continue then bypass the Screening Questions. Note you will be able to utilize selecting a profile exam as well as entering order for multiple exams.



- Finalize exam order, apply diagnosis code(s), enter Order Entry along with any additional scheduling information. If there is any insurance(s) allocated to the exam order ensure you click on the Insurance Carriers hyperlink to remove the insurance carrier(s) from the order before selecting Submit.



- Once the exam order is submitted a Confirmation screen will display with all the order details. At this time you will add the appropriate Schedule Task. Note: If the exam request date is more than 30 days out, follow the workflow to edit the task and exam order date.



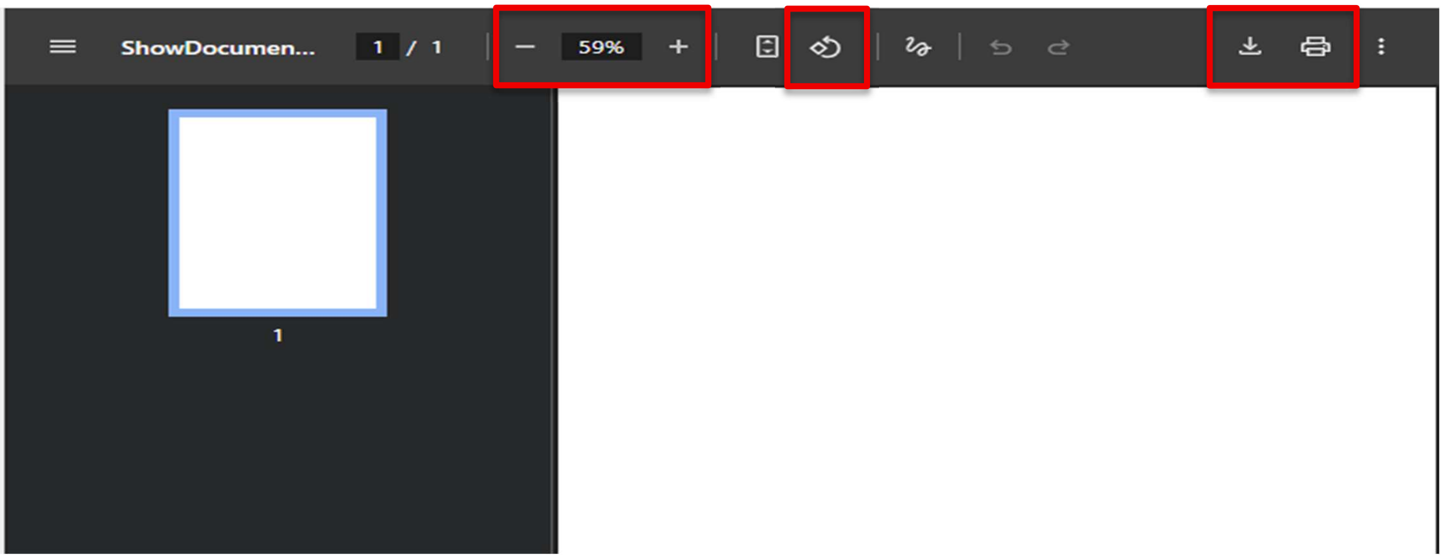
Document Tool Bar

- Select the printer icon to print a physical copy or PDF

- Select the download icon to save the document to your computer

- Select +/- to increase or decrease the document size

- Select the curved arrow to rotate the document



Pop-Ups or Notes

• Review all pop-ups and notes as they include vital information or provide guidance

Common Scenarios

A. Existing Exam Order

- Rename the document then Apply to Exam

B. Authorization

- Rename the document then Apply to Exam or Apply to Patient

C. Biopsy Requests

- Print or download document and email to the applicable party

D. Incorrect or Unusable Fax

- Rename the document Wrong Fax / Blank Fax then change Document Status: To be Deleted

E. Medical Records Request

- Print or download document and email to Medical Records

Quality Assurance Checklist

Before closing a file, ensure:

• Correct renaming

• Proper tagging/attachment

• Status updated

• No duplicates

• Notes added as needed