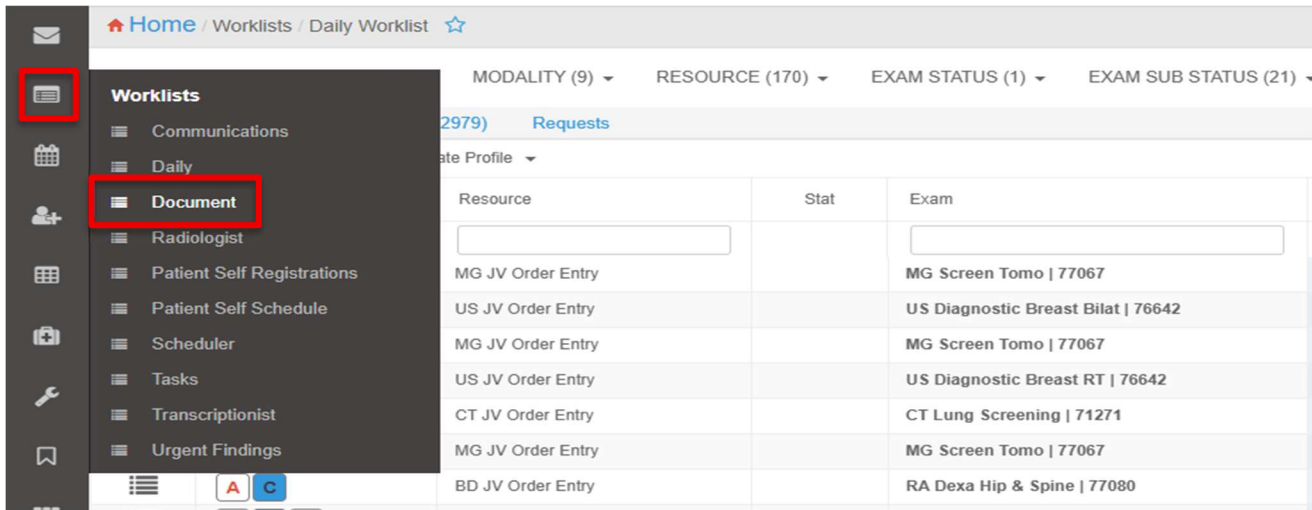




## Scheduling Dept Faxes

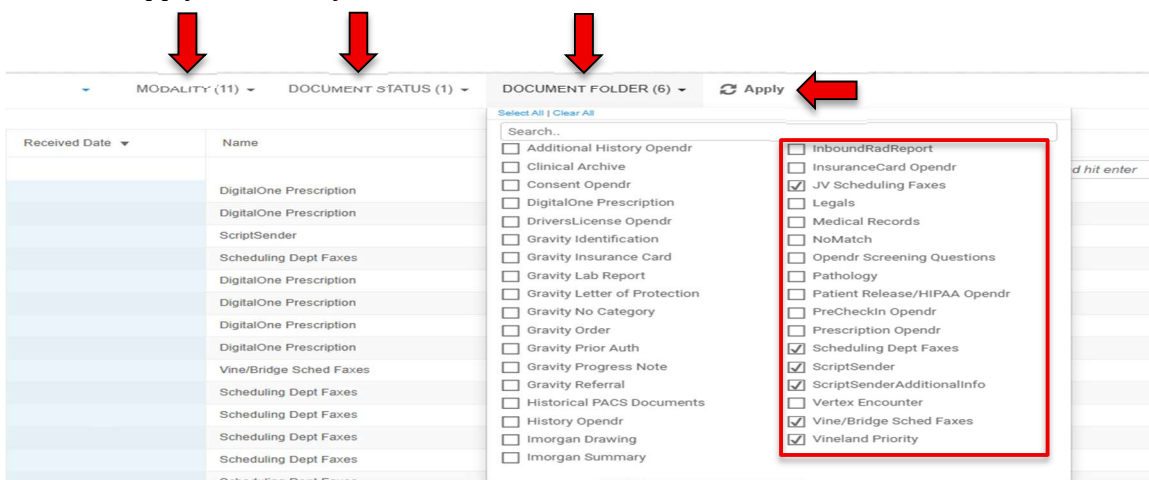
### Accessing the Document Worklist

1. Log into Fuji.
2. Select the Worklists the second icon down on the menu panel
3. From the worklist menu click Document Worklist

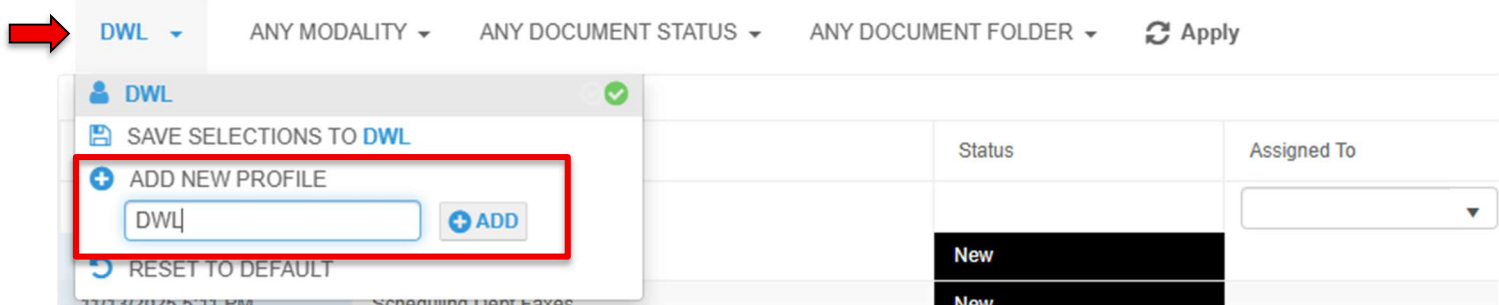


### Creating Filter Profile

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”



→ DWL ▾ ANY MODALITY ▾ ANY DOCUMENT STATUS ▾ ANY DOCUMENT FOLDER ▾ Apply

**DWL** ✓

SAVE SELECTIONS TO DWL

**+** ADD NEW PROFILE

DWL **+** ADD

RESET TO DEFAULT

Status	Assigned To
New	
New	

## Worklist Descriptions

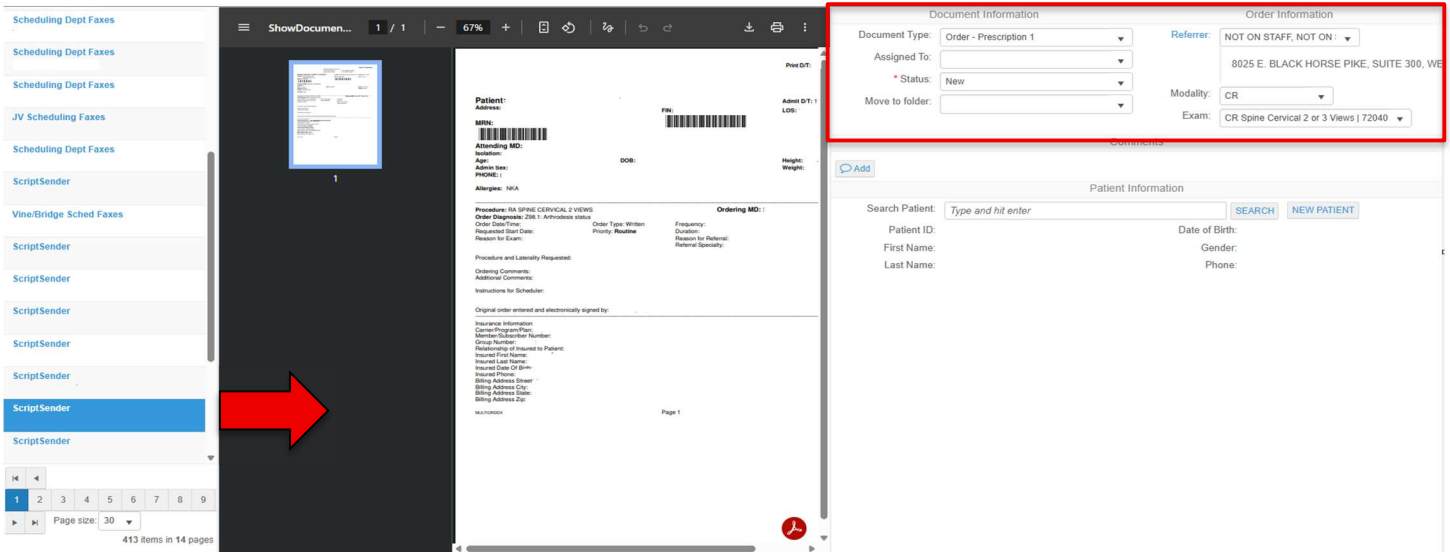
- Received Date – Date fax was received
- Name – Document Folder name
- Status – Document status
- Assigned To – Displays the name of the staff member assigned to the document when applicable
- Patient/Referrer/Exam/Modality – Populates after the applicable date is assigned
- Document Highlighted Green – Denotes another staff member is active in that document

DWL ▾ ANY MODALITY ▾ DOCUMENT STATUS (1) ▾ DOCUMENT FOLDER (6) ▾ Apply

Received Date ▾	Name	Status	Assigned To	Patient	Referrer	Modality	Exam
	ScriptSender - Order - Prescription 1	New		SANDRA		MR	MRI Lumbar w/ 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
	VineBridge 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



**Document Information**

Document Type: Order - Prescription 1

Assigned To: [Dropdown]

\* Status: New

Move to folder: [Dropdown]

**Order Information**

Referrer: NOT ON STAFF, NOT ON [Dropdown]

8025 E. BLACK HORSE PIKE, SUITE 300, WE

Modality: CR

Exam: CR Spine Cervical 2 or 3 Views | 72040

**Patient Information**

Search Patient: Type and hit enter [SEARCH] [NEW PATIENT]

Patient ID: [Field]

First Name: [Field]

Last Name: [Field]

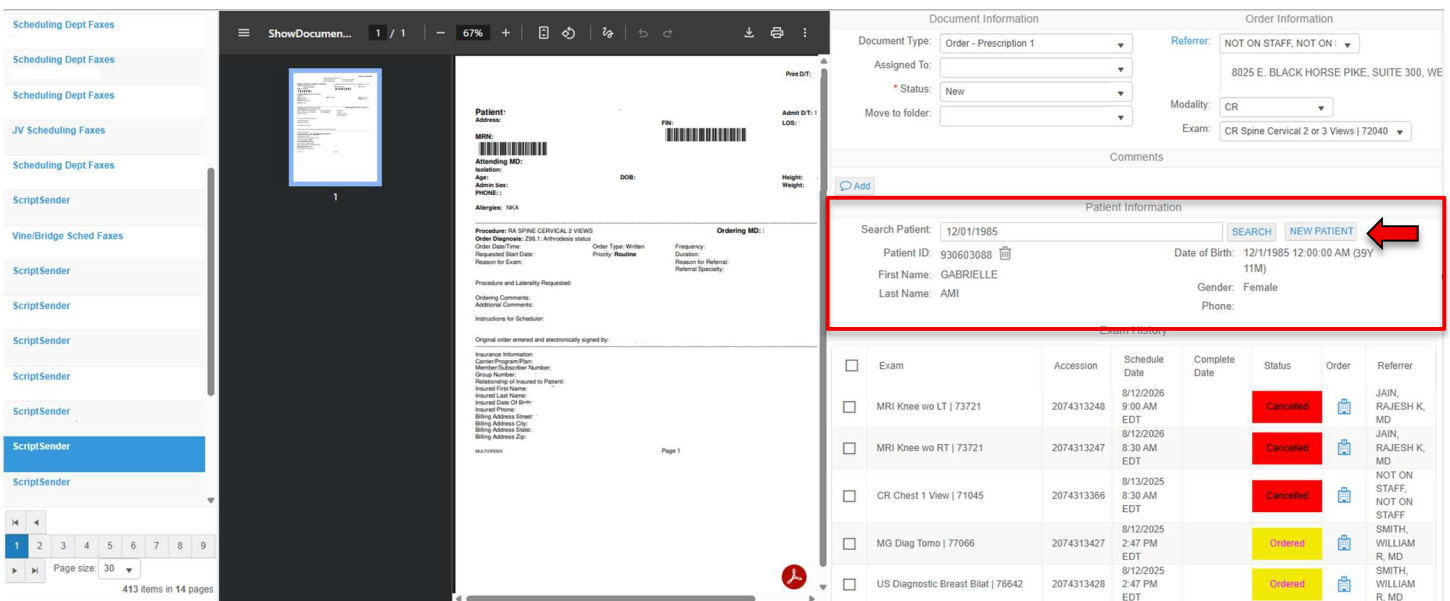
Date of Birth: [Field]

Gender: [Field]

Phone: [Field]

#### 4. Tag Patient

- Utilize the Search 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



**Document Information**

Document Type: Order - Prescription 1

Assigned To: [Dropdown]

\* Status: New

Move to folder: [Dropdown]

**Order Information**

Referrer: NOT ON STAFF, NOT ON [Dropdown]

8025 E. BLACK HORSE PIKE, SUITE 300, WE

Modality: CR

Exam: CR Spine Cervical 2 or 3 Views | 72040

**Patient Information**

Search Patient: 12/01/1985 [SEARCH] [NEW PATIENT]

Patient ID: 930603088

First Name: GABRIELLE

Last Name: AMI

Date of Birth: 12/1/1985 12:00:00 AM (39Y 11M)

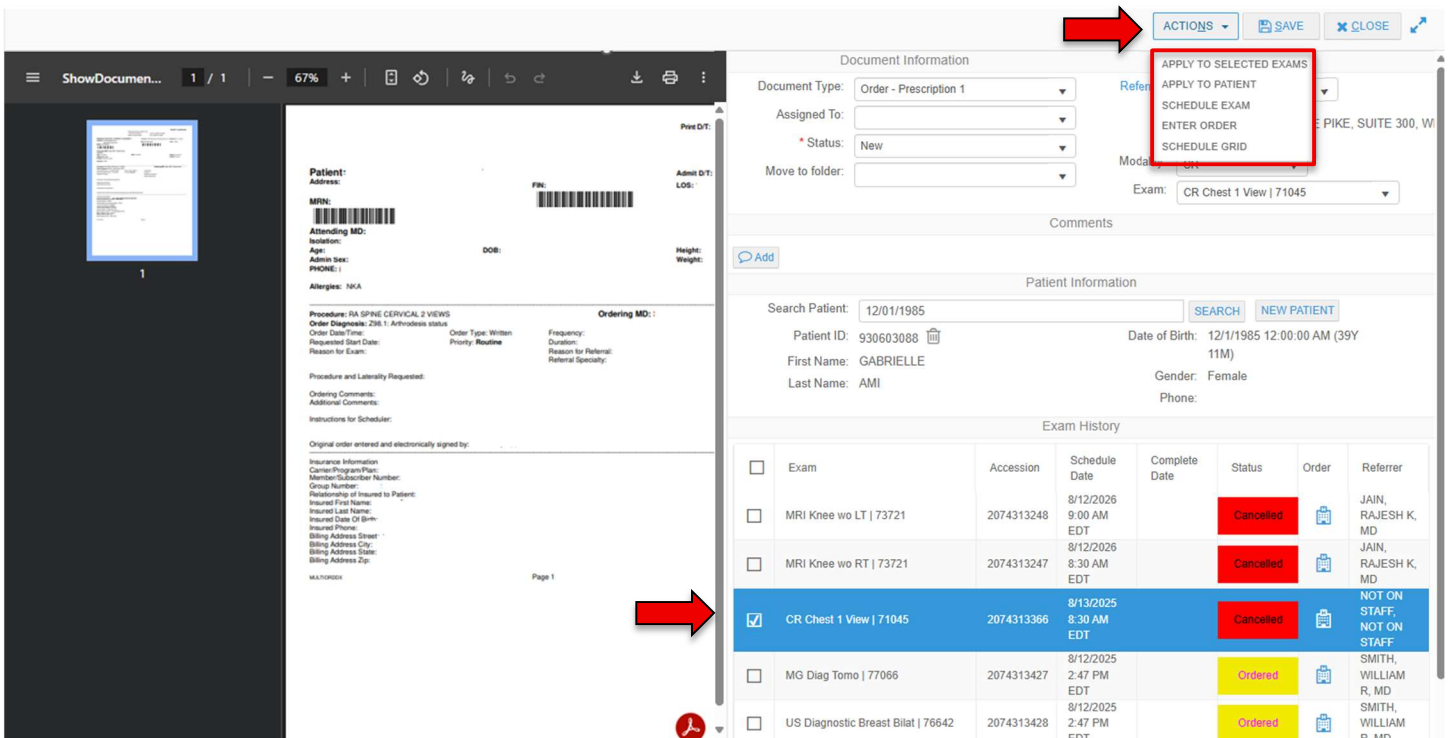
Gender: Female

Phone: [Field]

Exam	Accession	Schedule Date	Complete Date	Status	Order	Referrer
<input type="checkbox"/> Exam						
<input type="checkbox"/> MRI Knee wo LT   73721	2074313248	8/12/2026 9:00 AM EDT		Cancelled		JAIN, RAJESH K, MD
<input type="checkbox"/> MRI Knee wo RT   73721	2074313247	8/12/2026 8:30 AM EDT		Cancelled		JAIN, RAJESH K, MD
<input type="checkbox"/> CR Chest 1 View   71045	2074313366	8/13/2025 8:30 AM EDT		Cancelled		NOT ON STAFF, NOT ON STAFF
<input type="checkbox"/> MG Diag Tomo   77066	2074313427	8/12/2025 2:47 PM EDT		Ordered		SMITH, WILLIAM R, MD
<input type="checkbox"/> US Diagnostic Breast Bilat   76642	2074313428	8/12/2025 2:47 PM EDT		Ordered		SMITH, WILLIAM R, MD

#### 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.



Document Information

Document Type: Order - Prescription 1

Assigned To: [Dropdown]

\* Status: New

Move to folder: [Dropdown]

Exam: CR Chest 1 View | 71045

Comments

Patient Information

Search Patient: 12/01/1985 [SEARCH] [NEW PATIENT]

Patient ID: 930603088

First Name: GABRIELLE

Last Name: AMI

Date of Birth: 12/1/1985 12:00:00 AM (39Y 11M)

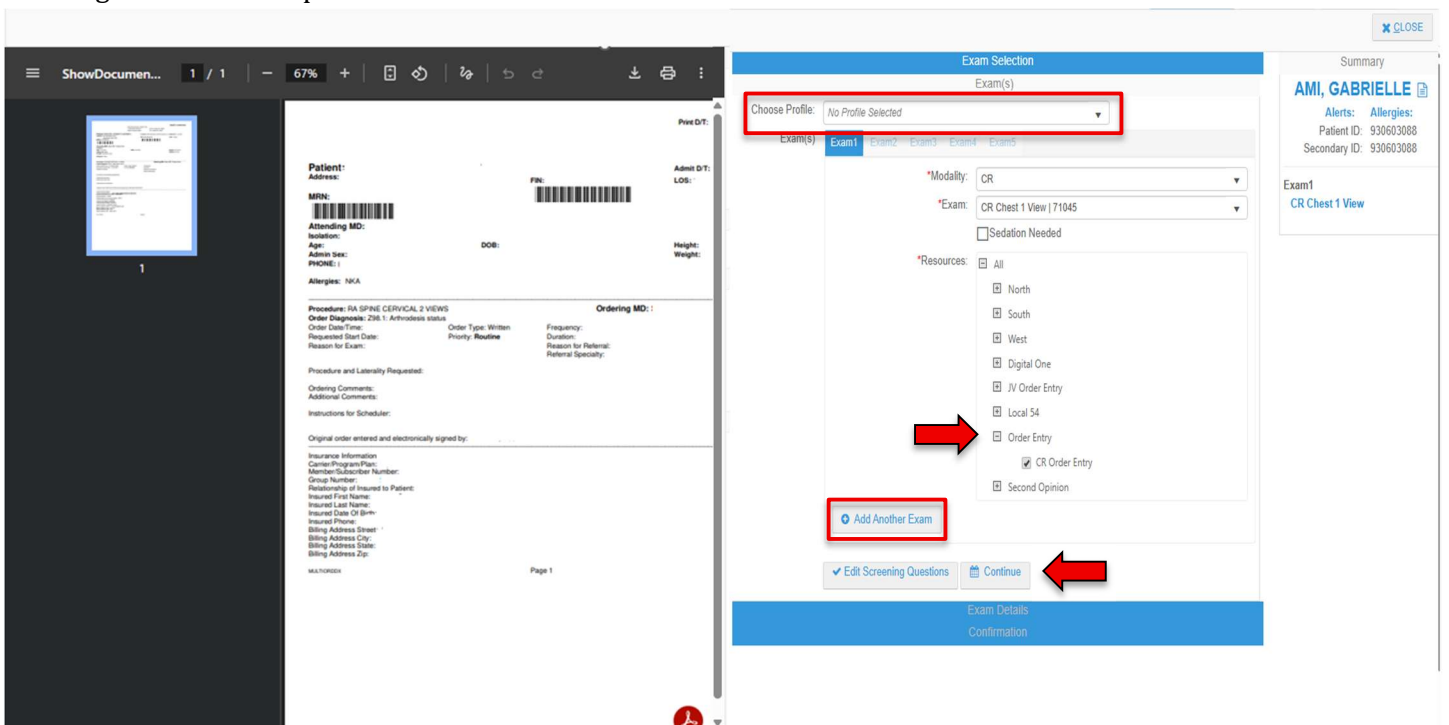
Gender: Female

Phone: [Field]

Exam History

Exam	Accession	Schedule Date	Complete Date	Status	Order	Referrer
<input type="checkbox"/> Exam						
<input type="checkbox"/> MRI Knee wo LT   73721	2074313248	8/12/2026 9:00 AM EDT		Cancelled	[Icon]	JAIN, RAJESH K, MD
<input type="checkbox"/> MRI Knee wo RT   73721	2074313247	8/12/2026 8:30 AM EDT		Cancelled	[Icon]	JAIN, RAJESH K, MD
<input checked="" type="checkbox"/> CR Chest 1 View   71045	2074313366	8/13/2025 8:30 AM EDT		Cancelled	[Icon]	NOT ON STAFF, NOT ON STAFF
<input type="checkbox"/> MG Diag Tomo   77066	2074313427	8/12/2025 2:47 PM EDT		Ordered	[Icon]	SMITH, WILLIAM R, MD
<input type="checkbox"/> US Diagnostic Breast Bilat   76642	2074313428	8/12/2025 2:47 PM EDT		Ordered	[Icon]	SMITH, WILLIAM R, MD

- 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.



Exam Selection

Exam(s): Choose Profile: No Profile Selected

\*Modality: CR

\*Exam: CR Chest 1 View | 71045

☐ Sedation Needed

\*Resources:

- ☐ All
- ☐ North
- ☐ South
- ☐ West
- ☐ Digital One
- ☐ IV Order Entry
- ☐ Local 54
- ☒ Order Entry
- ☐ Second Opinion

[Add Another Exam]

[Edit Screening Questions] [Continue]

Exam Details Confirmation

Summary

AMI, GABRIELLE

Alerts: Allergies:

Patient ID: 930603088

Secondary ID: 930603088

Exam1: CR Chest 1 View



- 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.

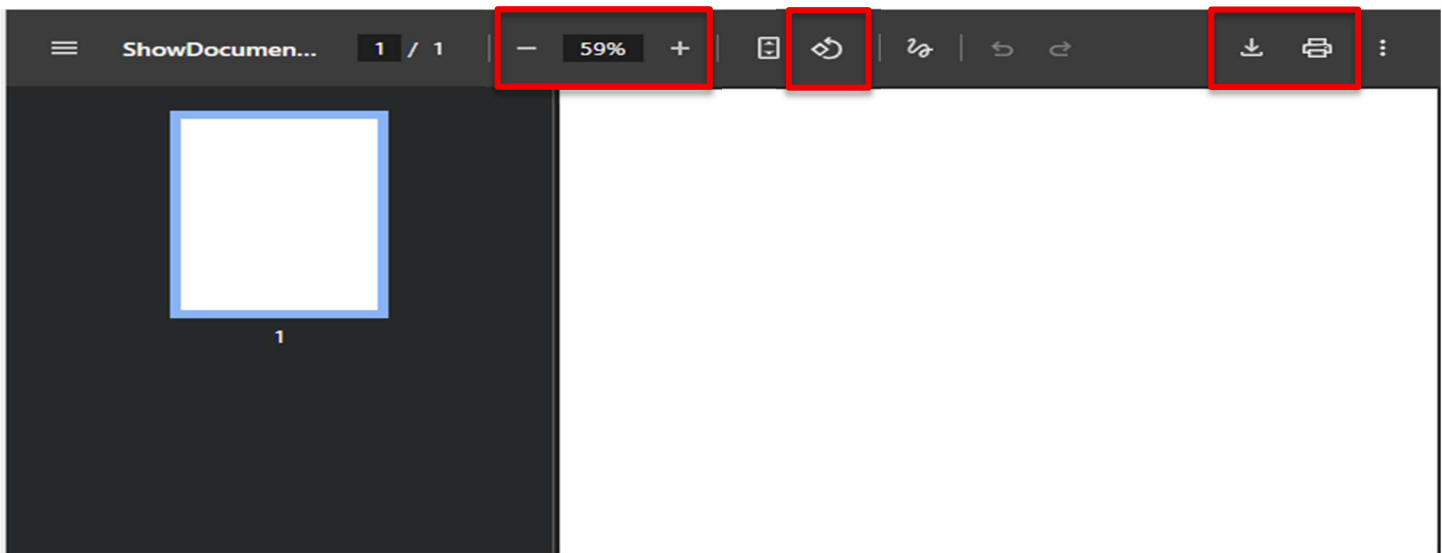
The screenshot shows the AMI scheduling interface. On the left is a document viewer. The main area is divided into several sections: Patient Information (Name, Address, MRN, DOB, Age, Sex, Height, Weight, Allergies), Procedure Information (Procedure, Order Diagnosis, Order Date/Time, Requested Start Date, Reason for Exam, Ordering MD, Frequency, Duration, Referral Specialty), Insurance Information (Carrier, Program, Member/Subscriber Number, Group Number, Relationship of Insured to Patient, Insured First/Last Name, Insured Date of Birth, Insured Phone, Billing Address Street/City/State/Zip), and Exam Details (Exam1: CR Chest 1 View | 71045). The 'Exam1' tab is active, showing details for 'CR Chest 1 View | 71045'. It includes fields for Insurance Carriers, Diagnosis Codes (Code 1 Arthrodesis status | Z981), Referring Physician (NOT ON STAFF, NOT ON...), and a 'SUBMIT' button. Red arrows point to the 'Insurance Carriers' link, the 'ADD DIAGNOSIS CODES' button, and the 'SUBMIT' button.

- 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.

The screenshot shows the AMI scheduling interface after submission. The 'Confirmation' screen is displayed. It includes a 'Confirm' button highlighted with a red box. The screen shows exam details: Reason (Encltr screen mammogram for malignant neoplasm of breast | Z1231), Resource (MG Order Entry), Scheduled Time (Thursday November 13 at 06:54 PM), Expected Arrival Time (11/13/2025 6:54 PM), and Referring Physician (JANES, LAURA C, DO Referrer Reporting). The 'Confirm' button is highlighted with a red box. Below the 'Confirm' button are links for 'View Order', 'Documents', and 'ABN'. There are also buttons for 'APS', 'APS - A', and 'CHART PREP'. The 'Prep' section provides instructions for the patient to arrive 15 minutes prior to the appointment and bring certain information. A 'Note' section advises patients to refrain from bringing children, remove jewelry, and avoid powder or deodorant on the day of the exam.

### 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