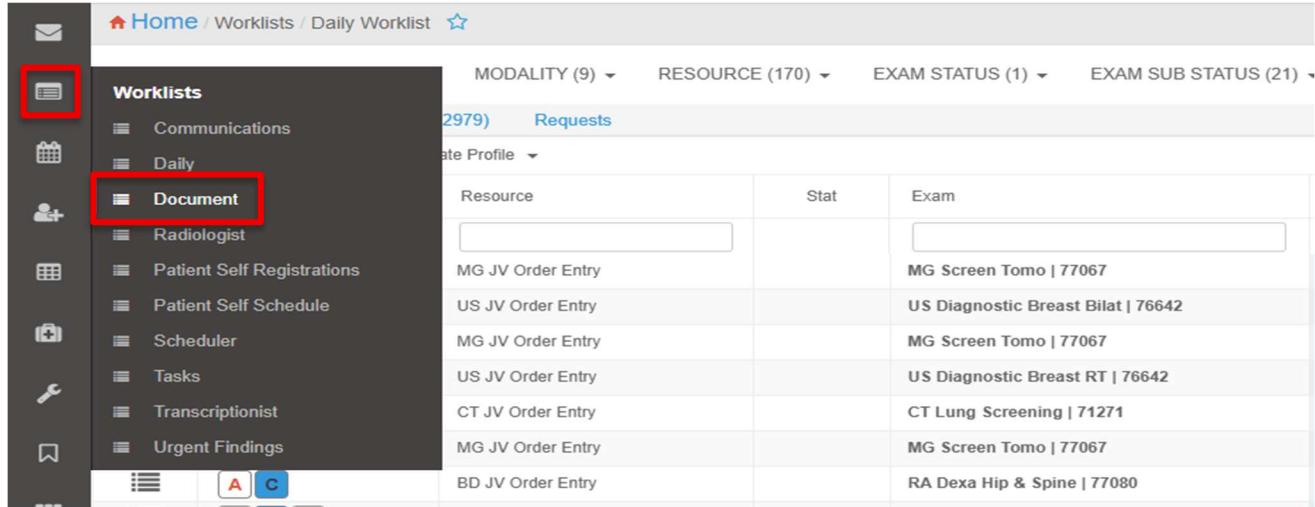


Scheduling Dept Faxes

Accessing the Document Worklist

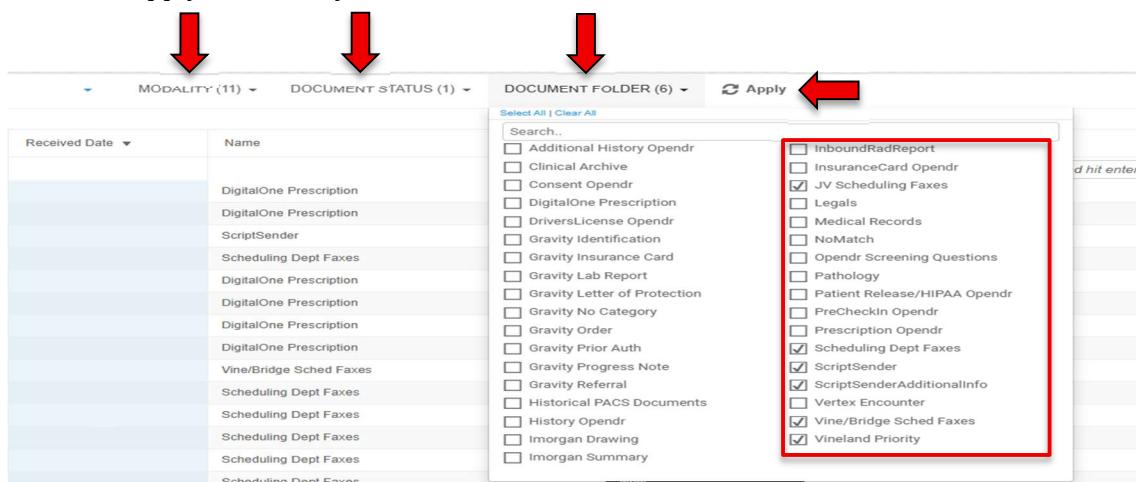
1. Log into Fuji.
2. Select the Worklists the second icon down on the menu panel
3. From the worklist menu click Document Worklist



The screenshot shows the Fuji Worklists interface. On the left, there is a vertical menu with various icons. The 'Worklists' icon (a list with a document icon) is highlighted with a red box and a red arrow pointing to it. Below it, the 'Document' option is also highlighted with a red box and a red arrow pointing to it. The main panel shows a table of worklists, with the first item being 'MG JV Order Entry'.

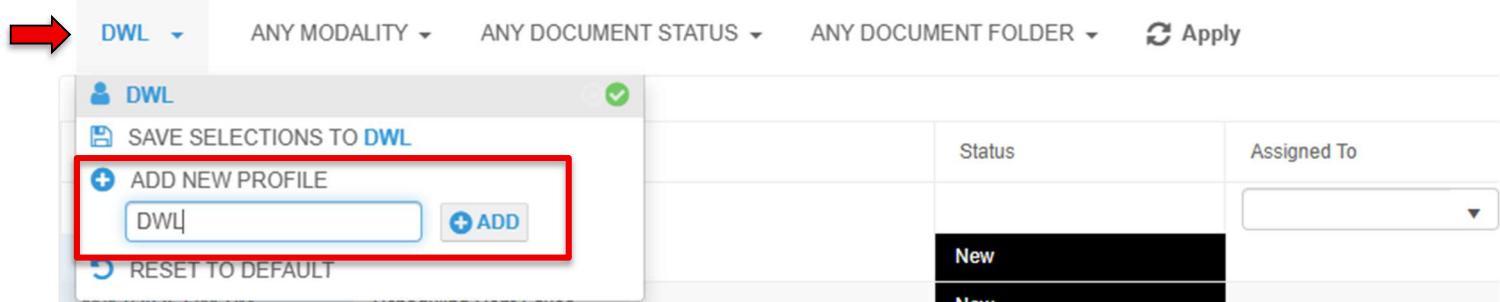
Creating Filter Profile

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 your filter



The screenshot shows the Fuji Document Worklist interface with a filter profile open. Three red arrows point to the following elements: 1. The 'DOCUMENT FOLDER (6)' dropdown menu. 2. The 'Select All' checkbox in the filter profile. 3. The 'Apply' button in the filter profile. The filter profile window lists various document types, with several checkboxes checked, including 'JV Scheduling Faxes', 'Scheduling Dept Faxes', 'Script Sender', 'Script Sender Additional Info', 'Vine/Bridge Sched Faxes', and 'Vineland Priority'.

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 

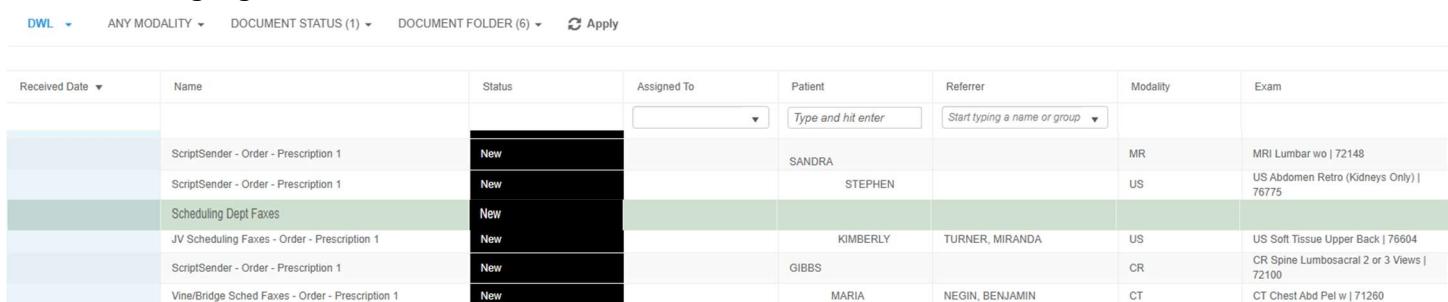
 SAVE SELECTIONS TO DWL

ADD NEW PROFILE  DWL  RESET TO DEFAULT

	Status	Assigned To
	New	
	New	

Worklist Descriptions

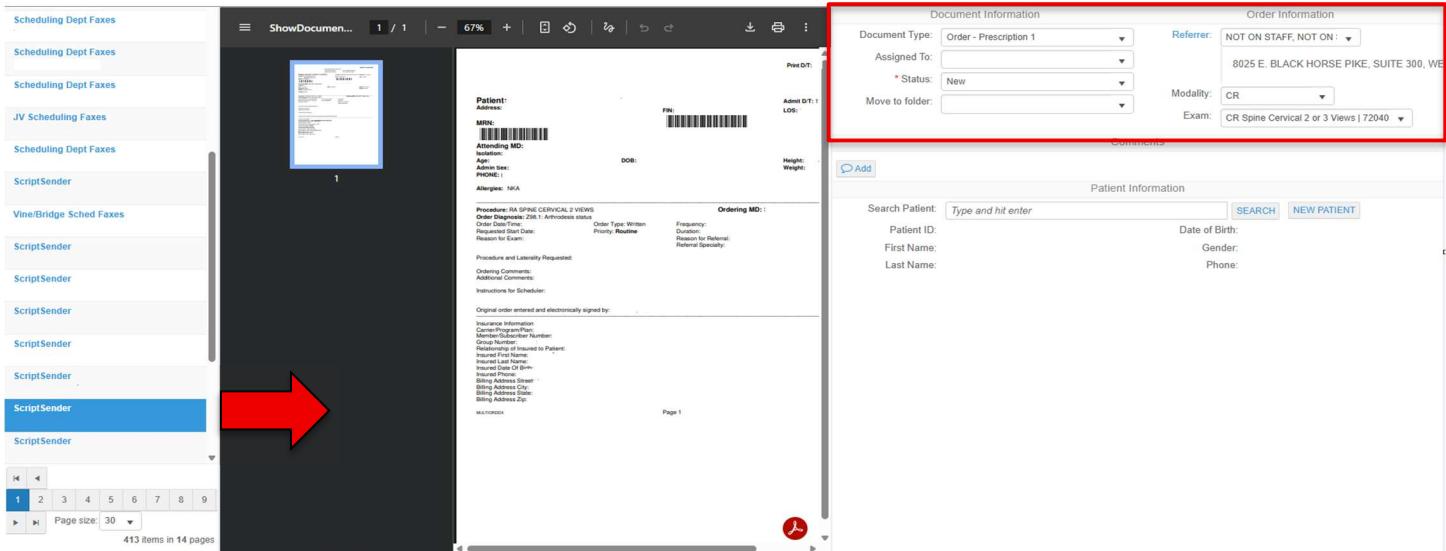
- Received Date – Date fax was received
- Name – Document Folder name
- Status – Document status
- Assigned To – Displays the name of the staff member assigned to the document when applicable
- Patient/Referrer/Exam/Modality – Populates after the applicable date is assigned
- Document Highlighted Green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



Received Date ▾	Name	Status	Assigned To	Patient	Referrer	Modality	Exam
	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

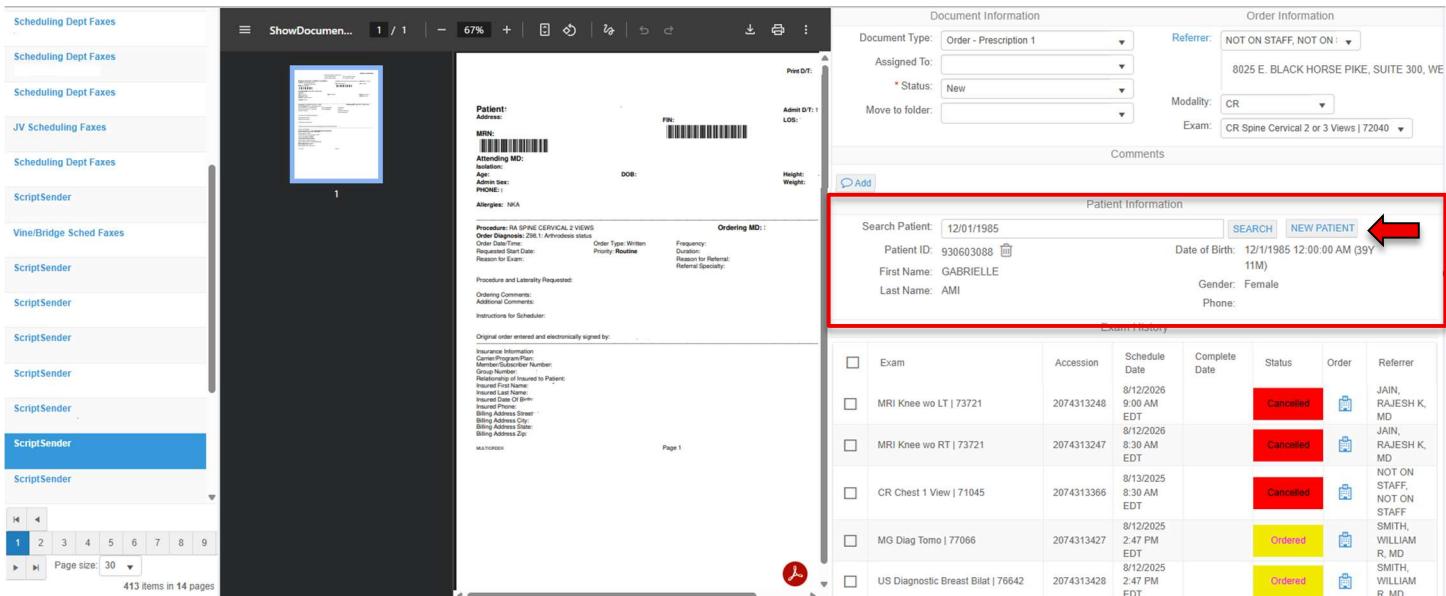
Reviewing and Processing a Document

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



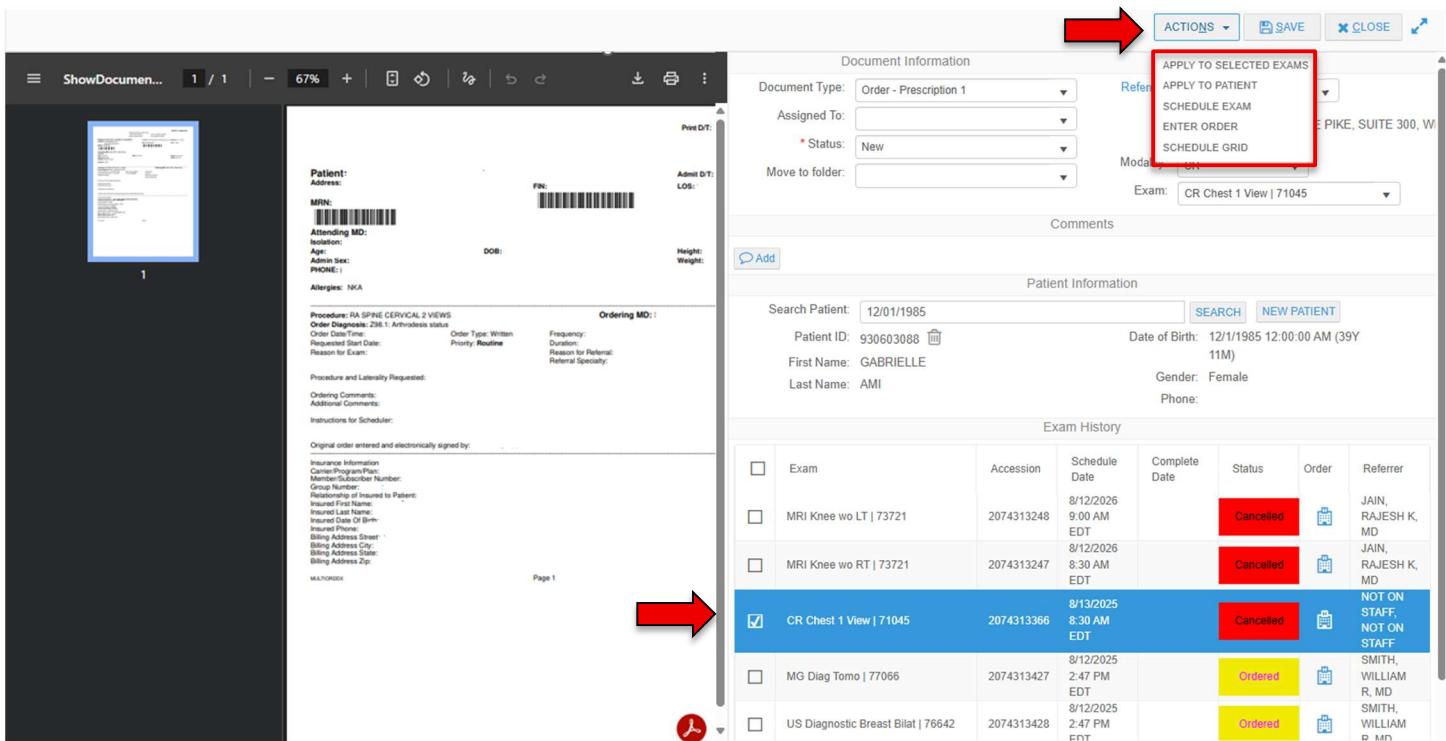
4. Tag Patient

- Utilize the 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

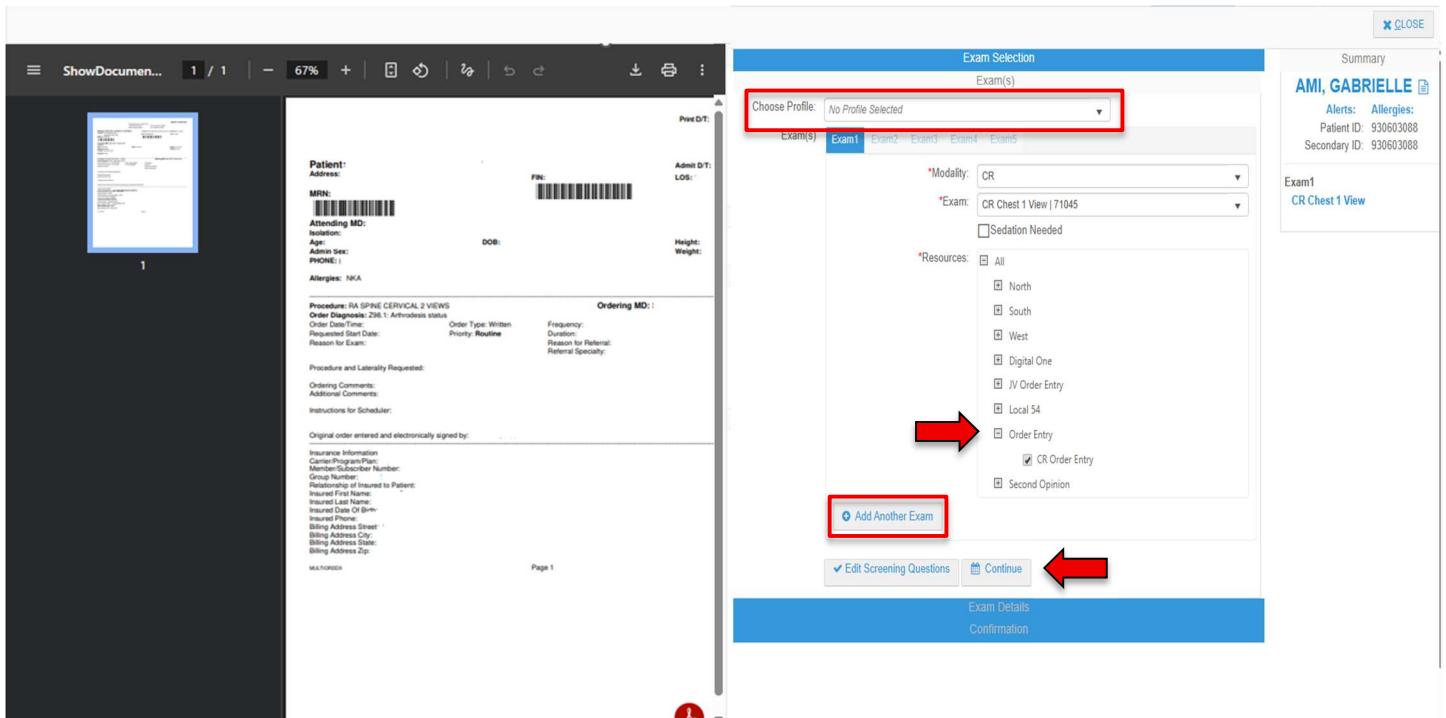


5. Process Document

- 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.

The screenshot shows the Order Entry interface. The 'Exam1' tab is active. In the 'Insurance Carriers' section, there is a red box around the 'Insurance Carriers' and 'Diagnosis Codes' fields. Below these, there is a red box around the 'SUBMIT' button. The 'Exam1' tab is also highlighted with a red box.

- 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 Confirmation screen. The 'Exam Details' section displays the exam information: Acc #: 2074527828, Exam: MG Screen Tomo | 77067. The 'Tasks' section is highlighted with a red box and shows the following tasks:

- Confirm
- Appointment
- View Order
- Documents
- ABN:
- Tasks:
 - Open Tasks: APS APS - A CHART PREP
 - Closed Tasks

Below the tasks, there is a 'Prep' section with instructions:

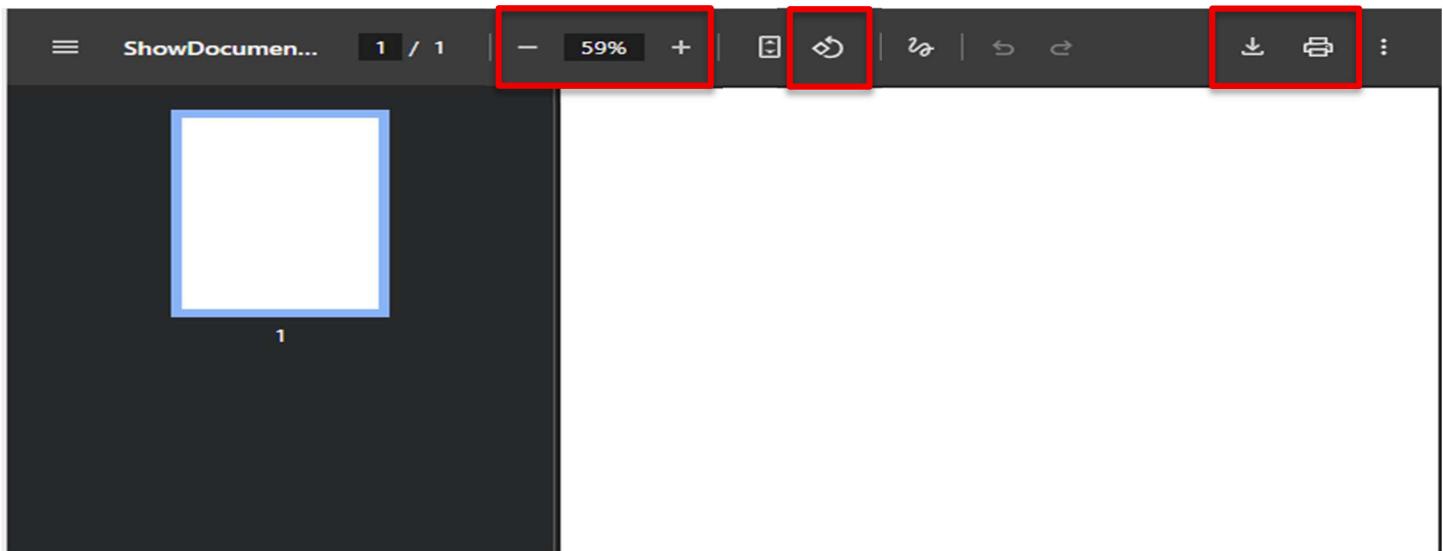
Prep: MG SCREEN TOMO
 Please arrive 15 minutes prior to your appointment time and bring the following information with you:
 *Script/Insurance Card/ Photo ID
 *Copy/ Tracking Number /Referral (if applicable)

Note:
 * Please refrain from bringing children to your appointment, as we do not have the facilities or staffing to supervise them

Prep:
 * Do not wear any metal or jewelry to your exam
 * Glucose monitoring devices (Freestyle Libre Flash, etc.) must be removed, please plan to remove prior to your exam to avoid damage
 * Do not use powder or deodorant on the day of your 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