

Rad Portal Addendum Request Workflow – Radiologist

Addendum requests will now be made through the Rad Portal. PAS and QC staff will be creating all the addendum requests.

1. You will receive an email when an addendum request is made and you are the rad requested to do the addendum. The email will come from ITNotification@tranow.com, the same as your FHS Peer Review.

New Addendum Request has been assigned to you

IT Notification

Sent: Thu 11/17/2016 11:31 AM
To: Catherine Zhang
Cc: Catherine Zhang; **PAS**

Hello Dr. Rad,

A new addendum request has been assigned to you.

System: TRA
Accession: 2323898
Priority: Urgent
Due Date: 11/18/2016

There are a total of 8 cases pending in your queue.

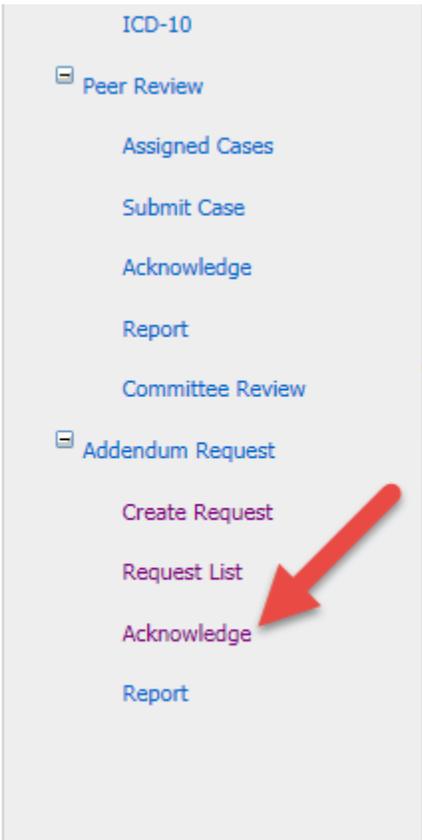
Please login [TRA Rad Portal](#) to acknowledge.

Thanks,

TRA PAS Team

2. The email will tell you the system the addendum needs to be performed in, TRA, FHS or MHS. It will also contain the accession number, the priority and the due date. There will also be a statement about how many addendum requests are in your queue. A link to the TRA Rad Portal will also be included. The Due date is based on the priority. The break down is such:
 - a. Urgent – 1 day
 - b. High – 3 days
 - c. Medium – 5 days
 - d. Low – 7 days

- You will be required to log into the rad portal. Click on the Acknowledge link to see your list.



Addendum Request Acknowledge

	System	Priority	DueDate	AssignTo	Accession	Patient	DOB	Study	RequestedBy	RequestedByFacility	SubmitBy	SubmitTime
Acknowledge	FHS	Urgent	03/15/2016	Zhang,Catherine	dgdfgf	erter, erter	1/1/2013 12:00:00 AM		dfgdfgf	dfgdfgf	Rad,Test	3/14/2016 1:38:14 PM
Acknowledge	FHS	Urgent	04/19/2016	Zhang,Catherine	Acc:123468	CTest,lastName, CTest	1/1/2016 12:00:00 AM	CT Head	ContactName	ContactFacility	Zhang,Catherine	4/18/2016 11:13:08 AM
Acknowledge	MHS	Urgent	04/19/2016	Zhang,Catherine	tertertr	PatientLast, ertr erter	1/1/2015 12:00:00 AM		Request	rewreire	Zhang,Catherine	4/18/2016 12:10:09 PM

- Click on the acknowledge button to view the entire addendum request. In the request you will see more information including the reason for the request, the exam performed, where it was performed, who made the request, etc....

System: TRA
Request Method: Email
Status: Pending
Priority: High
Due Date: 11/20/2016
Request Reason: Question/request by patient
Submit Time: 11/17/2016 1:03:38 PM
MRN: 123456
Tratest, AM 06/12/1980
Accession: 3216544
Place of Service: Cedar
DOS: 11/01/2016
Procedure: CT Abdomen
Dictated: Thornton, Annamarie
Referral: Tratest, test
Referral Clinic:
Request/Contact Name: me me
Contact Phone:
Contact Fax:
Contact Email:
Request Notes: Patient requested that the side be changed in the body of the report. It was a left and says right in the body, even though the title is left.
Event Info: OriginalAssign 2016-11-17 13:03:38 Assign By:Thornton, Annamarie Assign To:Thornton, Annamarie Reason:Initial Assign Comment:

5. Perform the requested addendum in the system it was requested for.
6. In the acknowledgment form mark if addendum completed or addendum not needed. Please add additional comments, especially if you mark addendum not needed.

The screenshot shows a form with two radio buttons: "Addendum completed" (selected) and "Addendum is not needed". Below the radio buttons is a text area labeled "Comment:". At the bottom of the form is a button labeled "Acknowledge". Red arrows point to the "Addendum completed" radio button, the "Comment:" label, the "Acknowledge" button, and the "Addendum is not needed" radio button.

7. Once an addendum has been completed and acknowledged it will drop off of your acknowledge list and an email will be generated stating the Resolution and the

Comments. This email will be sent to the creator of the request, PAS and to the requester, if the requester provided an email address.

Your Addendum Request for 500687768 has been processed

IT Notification

Sent: Thu 11/17/2016 11:45 AM

To: Catherine Zhang

Cc: Catherine Zhang; Catherine Zhang; **PAS**

Hello,

Your addendum request has been completed.

Resolution: Addendum is completed
Comment: Test ACK



Please contact TRA for any issues.

Thanks,

TRA PAS Team

8. If you do not complete the addendum before the due date the addendum will be escalated to the head of your section. If you are the head of your section the email will look as below:

A new addendum request has been escalated to you

IT Notification

Sent: Wed 3/16/2016 3:14 PM

To: Catherine Zhang

Cc: Catherine Zhang

Hello Dr. Rad,

A new addendum request has been escalated to you.

Accession: IP3341241

Priority: Urgent

Due Date: 03/16/2016

There are a total of 5 cases pending in your queue.

Please login [TRA Rad Portal](#) to acknowledge.

Thanks,

TRA IT

Complete the addendum following the previous steps.

9. PAS and QC also has the ability to reassign requests. If a request is reassigned to you will receive an email stating that an addendum request has been reassigned to you.

2. Reassign

A new addendum request has been reassigned to you

IT Notification

Sent: Thu 11/17/2016 11:44 AM

To: Catherine Zhang

Cc: Catherine Zhang; **PAS**



Hello Dr. Zhang,

A new addendum request has been reassigned to you.

System: FHS

Accession: 500687768

Priority: Urgent

Due Date: 11/18/2016

There are a total of 2 cases pending in your queue.

Please login [TRA Rad Portal](#) to acknowledge.

Thanks,

TRA PAS Team

Complete the addendum following the previous steps.