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Clario Worklist – Quick How To for Rads

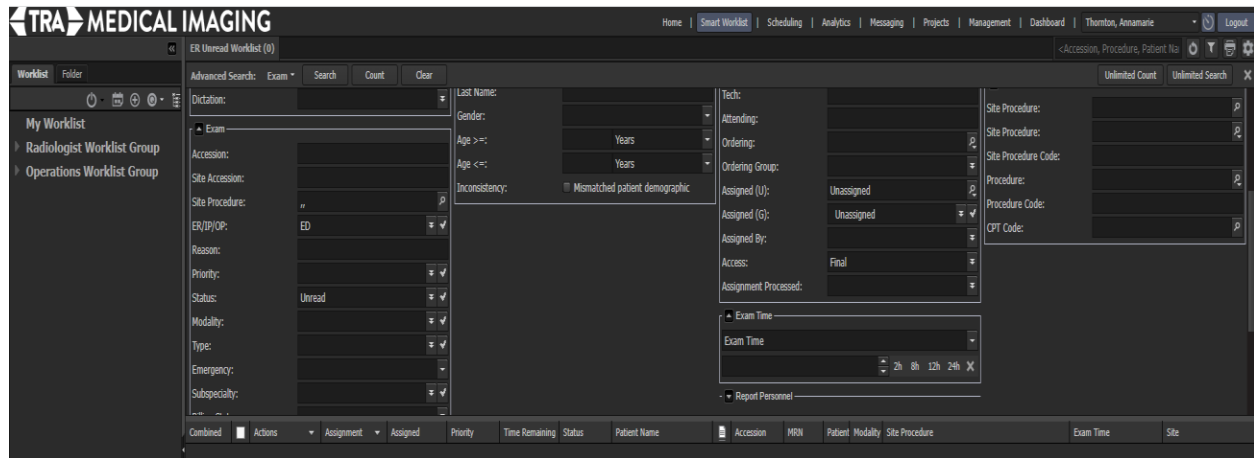
1. Logging in and Setup

- a. There will be a Clario worklist link on the desktop. Click to open. It will open in Chrome as it is a web based application. Login with your normal Windows/PACS credentials. When you first login IntelViewer and Powerscribe **DO NOT** launch. Do not open IntelViewer or Powerscribe:

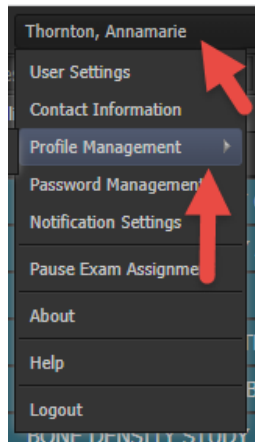


- b. Click on Clario Worklist. It will take you to the worklist page:

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- c. The first thing you can do is change 4 preferences that will make the next login have fewer clicks. In the upper right you will see your name. Click on the down arrow next to it. Then select Profile Management.



- d. Scroll down to Preferences. For default page select Smart Worklist. For Start Viewer select IntelViewer. For Start Dictation select RADWhere. Also check the box that states Check for combinable reports. Click save when done. Log out of Clario. When you log back in, it will take you directly to the worklist page and it will launch and log you into IntelViewer and Powerscribe.

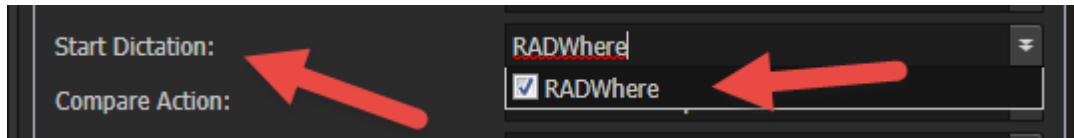
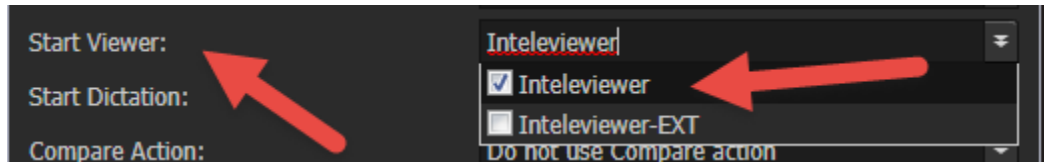
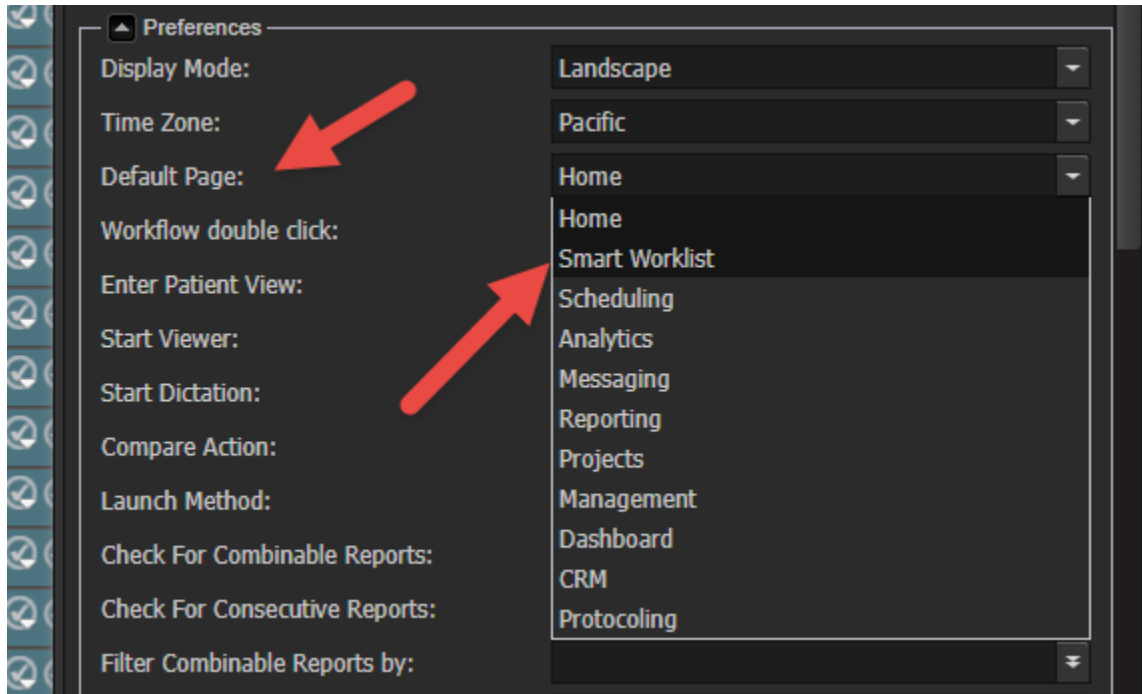


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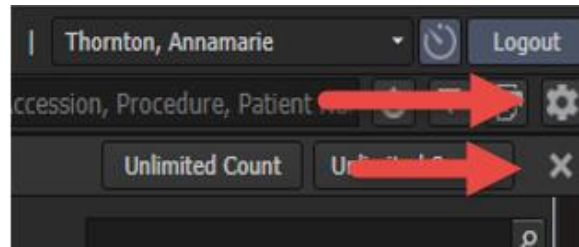
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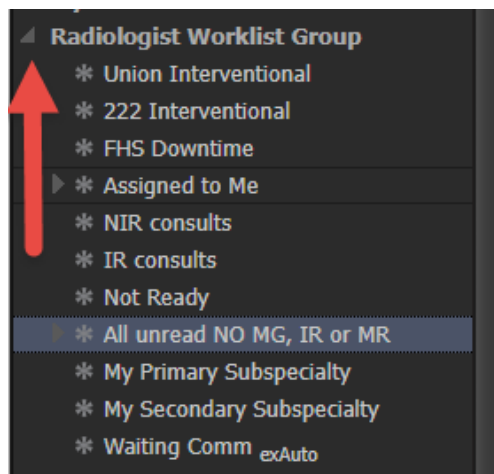


2. Getting to the Worklist

- e. Clario opens to the main worklist page. A worklist will not display when you first login. It opens the advanced search window. To hide or open it back up click on the cog wheel or X in the upper right corner:



f. To View the TRA worklists click on the arrow next to Radiologist Worklist Group:

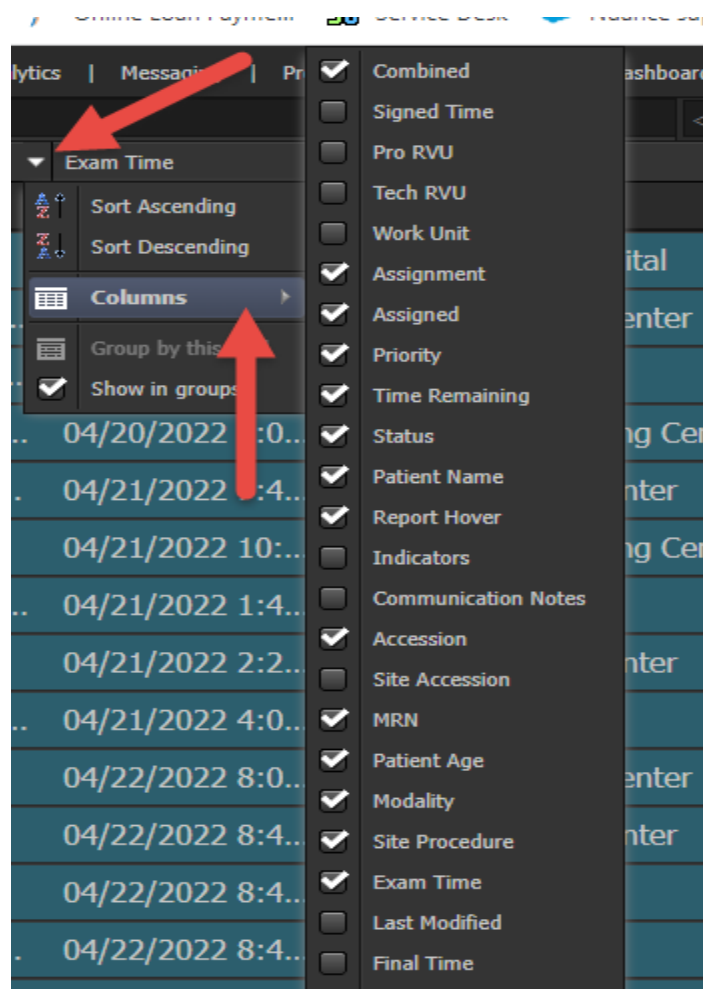


g. Currently the All Unread – No MG, IR or MR is similar to the Global worklist in IntelViewer. The My Primary Subspecialty will show you all cases in your Primary Subspecialties. Click on one or the other to see the worklist:

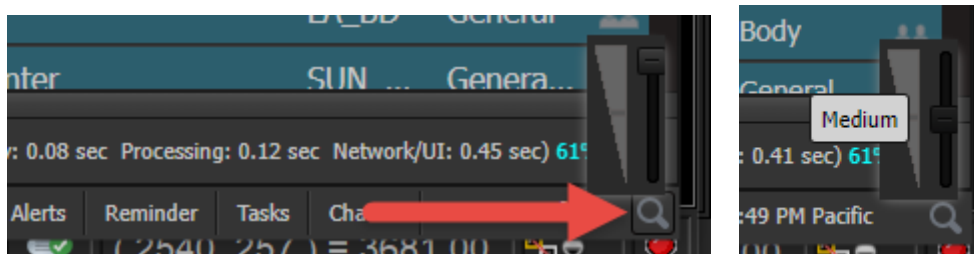
Worklist	Folder	Combined	Actions	Assignment	Assigned	Priority	Time Remaining	Status	Patient Name	Accession	MRN	Patient Modality	Site Procedure	Exam Time	Site
My Worklist															
	Radiologist Worklist Group														
	* Assigned to Me														
	* Not Ready														
	* ER Unread														
	* All Unread - No ED or MG														
	* My Primary Subspecialty														
	* My Secondary Subspecialty														
	Operations Worklist Group														
	* All Unread No ED														
	* All Unread No ED or MG														
	* My Primary Subspecialty														
	* My Secondary Subspecialty														
	* Waiting Comm exAuto														


3. Columns and Font

h. The columns are sortable the same way they are in IntelViewer. Click on a column to change. To see other column options click on the down arrow next to any category and select Columns:

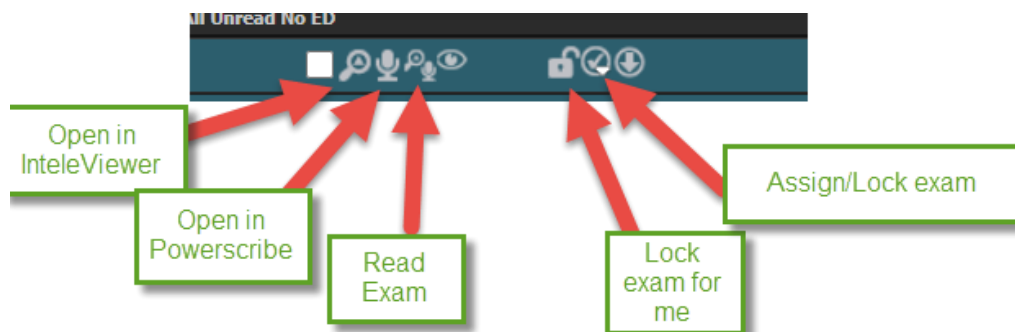


- i. To change the font of the worklist click on the magnifying class in the lower right corner of the Clario worklist screen. Then drag the cursor the right to go from small to medium or large. It will change as you move the cursor:

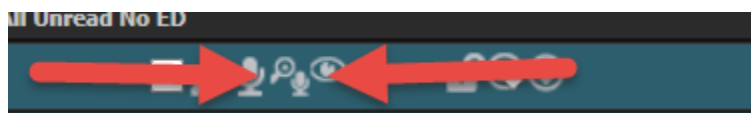


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- j. There are two columns that contain icons. The Actions column and the Assignment column. To view a description of the icons in those two columns are you can hover your cursor over each. They are labeled in the below screen shot:




- k. To read a study just double click on the exam in the worklist or click the magnifying glass/microphone combo icon:

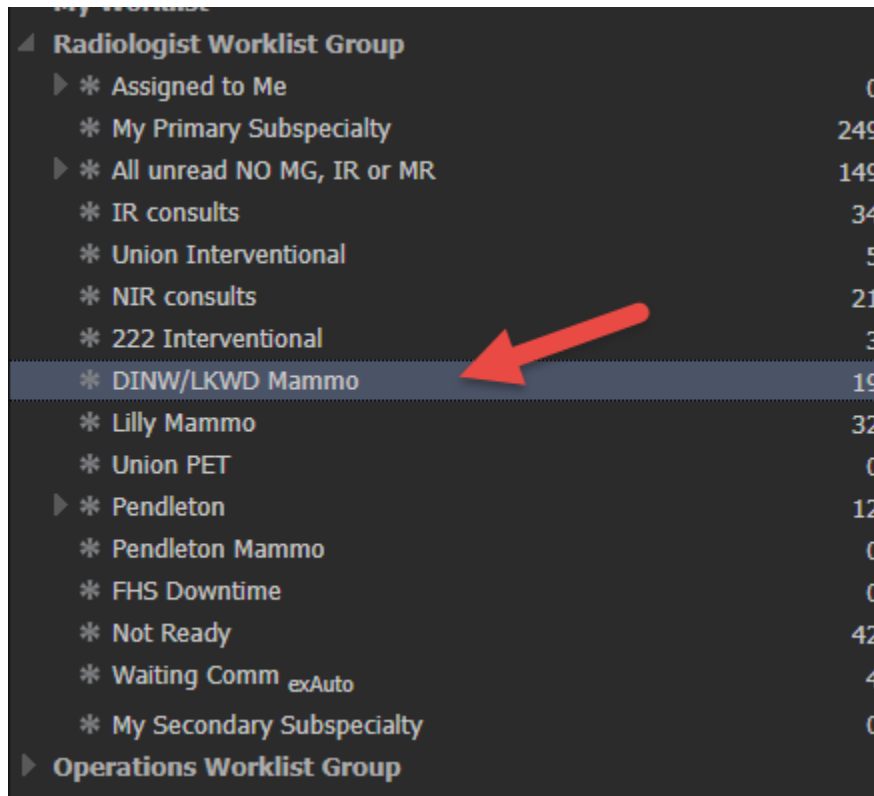


4. Reading and Viewing Images

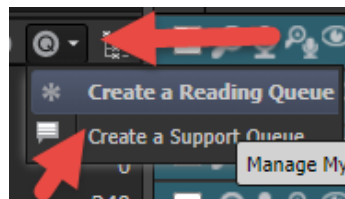
NOTE: If you have not changed your preferences documented earlier in this how to guide, then IntelViewer and Powerscribe will launch and log you in when you open your first case. Upon opening the study from the Clario worklist, everything that currently launches in IntelViewer will be same as if you opened the case from the IntelViewer worklist. The patient tab, Document viewer, Search, Messaging and such will still be accessible.

- l. There are two ways to read from the worklists.
 - i. You can just click on a system worklist and start reading from there. This will be most common for mammo and Interventional.

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- ii. Otherwise if you tend to read your subspecialty and general exams most of the day you will create a reading queue. Click the Q icon above the worklists. Select create reading queue. Select Assigned to me, My Primary Subspecialty and All unread. Click Create and the you queue will appear under My Worklist:



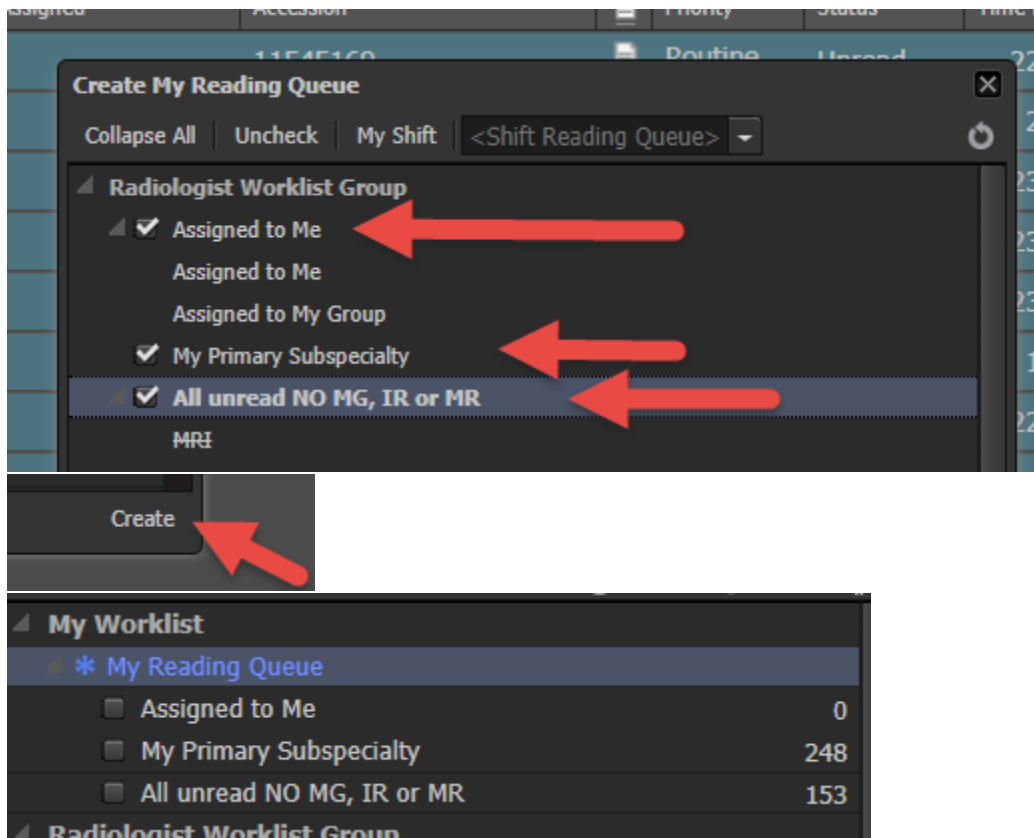


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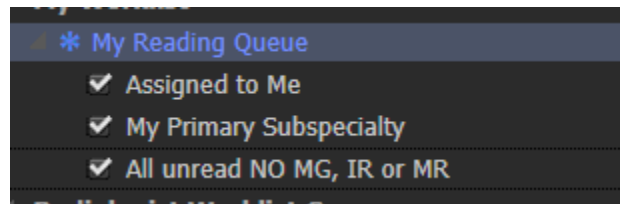
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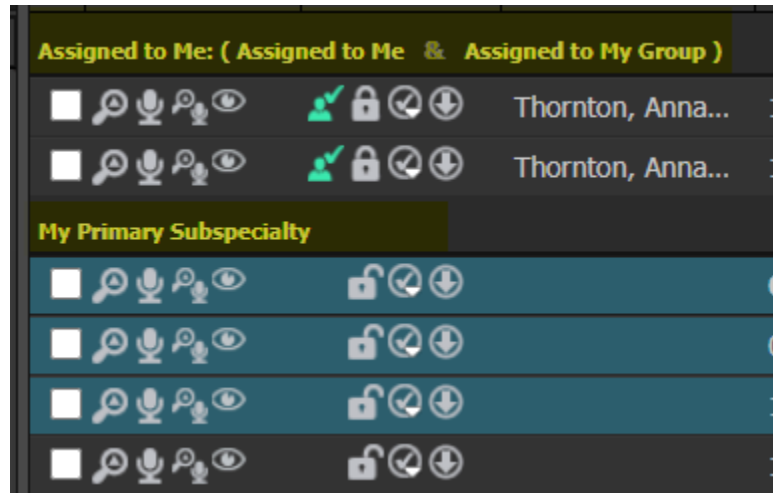
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- iii. To truly combine those 3 lists into one check each box next to each one then click on My Reading Queue again. This combines all 3. Otherwise all 3 lists will be there but with page breaks between each list:



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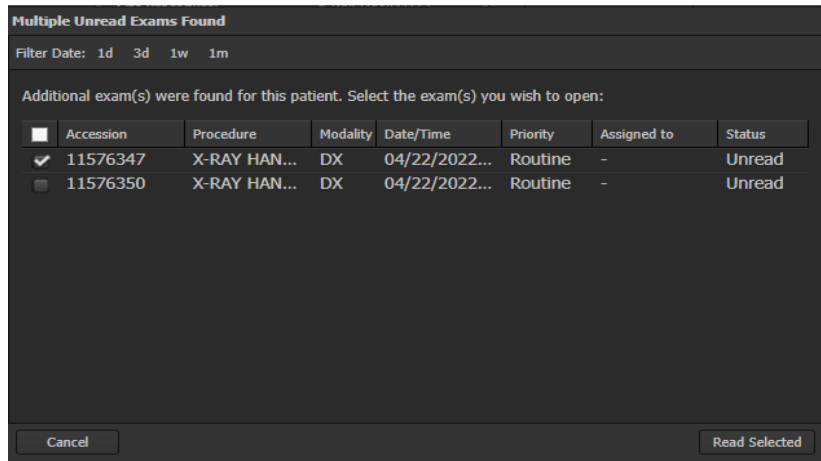


m. When viewing the worklist you can single click on an exam it will show the exam info and priors list. The get back to the worklist click on the worklist name above the patient info:

n. To Read a study, you can click on the Read exam icon, right click on the column and select read exam, or just double click as you do now to open a study to read. The

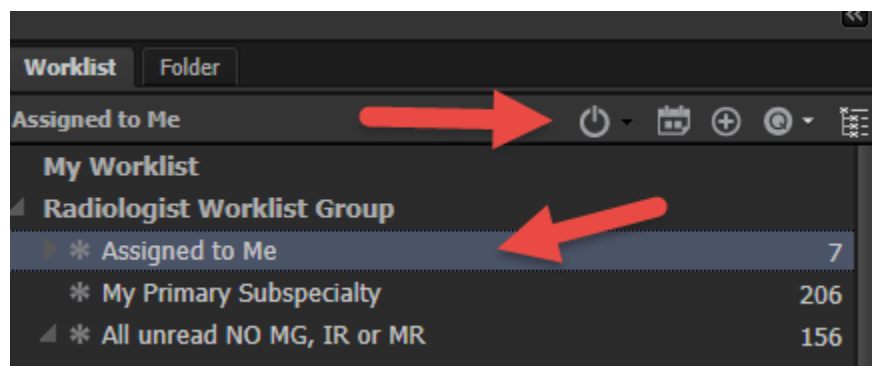
exam will open in IntelViewer. The patient tab and document view still open. The order also opens in Powerscribe. Read that exam following your current workflow.

- o. When the patient has more than one exam you will receive a pop up box similar to IntelViewer to allow you to link the studies. As a side note, if you forget to link studies via this box, you now have the ability to link them in Powerscribe as well.

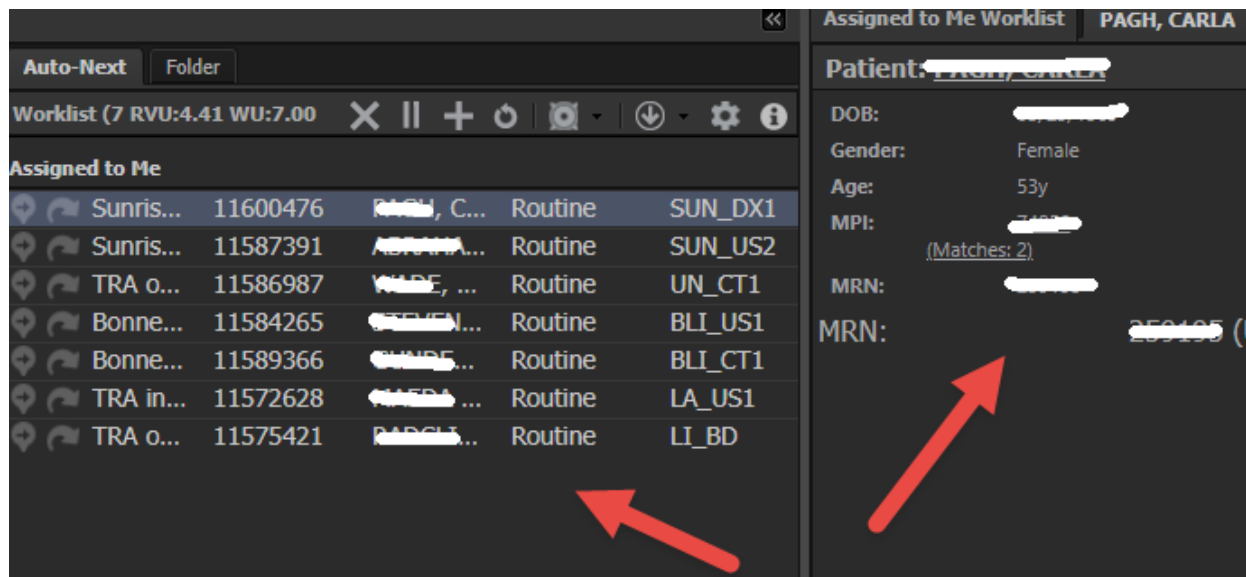


5. Auto-next

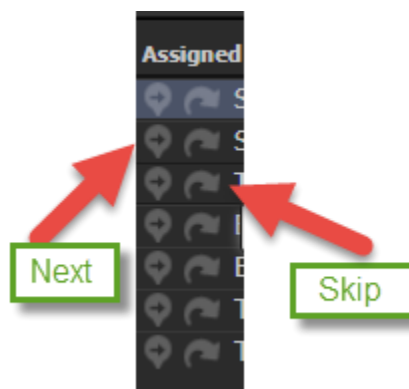
- p. Auto-next is a feature that allows you to read exams from a selected worklist one after the other, without having to open each exam from the worklist. Select the worklist you wish to read from then click the power button above the worklist:



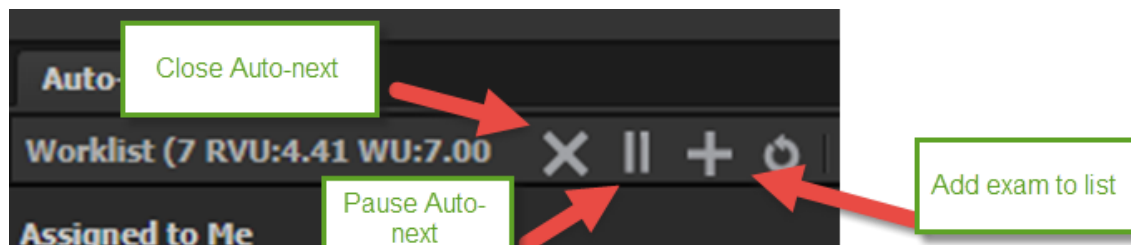
- q. The worklist you were on will now display on the left and the first patient jacket to open will display on the right:




- r. The list on the left has two additional icons. The bubble with the arrow is the next button. This allows you to mark next, so it will open after your current exam. The swoop arrow is the skip. This allows you to skip exams in the list if you wish:

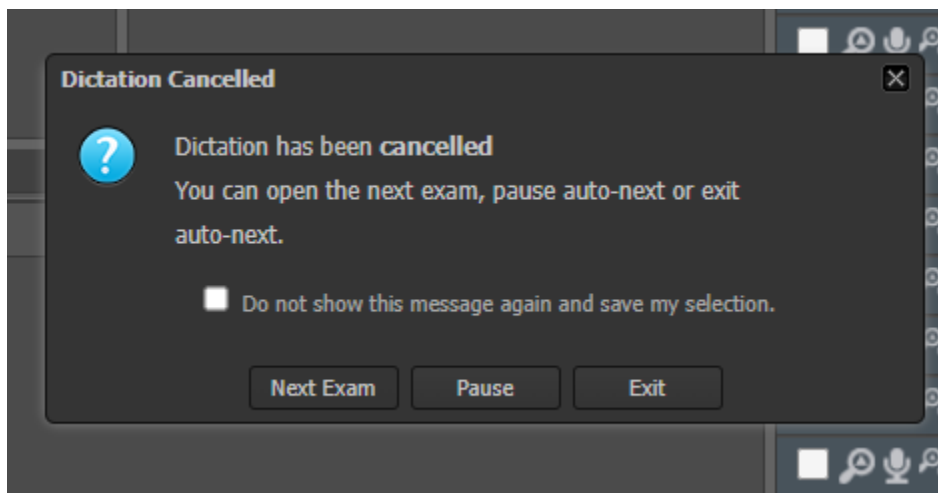


- s. There are a few icons along the top. The X will close auto-next. The pause, will close you out of auto-next, but pause it so any next or skips you did save: The plus sign is to add another exam to the auto-next list.



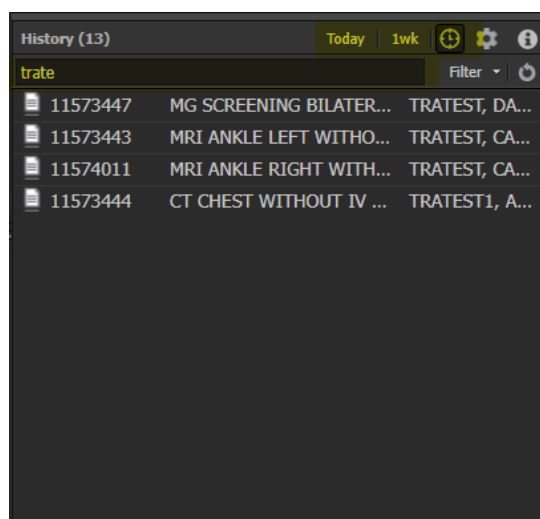
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- t. To skip the exam you currently have open just discard the exam in Powerscribe. A pop up will appear asking if you want to read next, pause auto-next or close-auto next. If you don't see this box just click on the Clario worklist Chrome icon in the bottom windows tool bar.

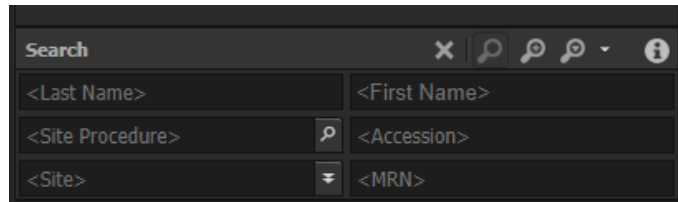


6. Search and History

- u. Under the worklist there is a box called history. This shows the history of exams you have taken actions on, meaning added a note, dictated or added. Click on today, 1 week or the clock to select a date range. Type patient name, MRN, accession or Exam type in the box below to find exams. It starts to filter as you type:



- v. Under the History there is a quick search. This will allow you to search a patient without opening the detailed advanced search that appears above the worklist upon login:



7. Logout

- w. It is important to use the Logout button in Clario. If you just close the Chrome browser it will keep any exams you have locked, left locked for you. When you use the logout button it will give you a pop-up showing you if you have any exams still locked and the ability to unlock them before log out:

