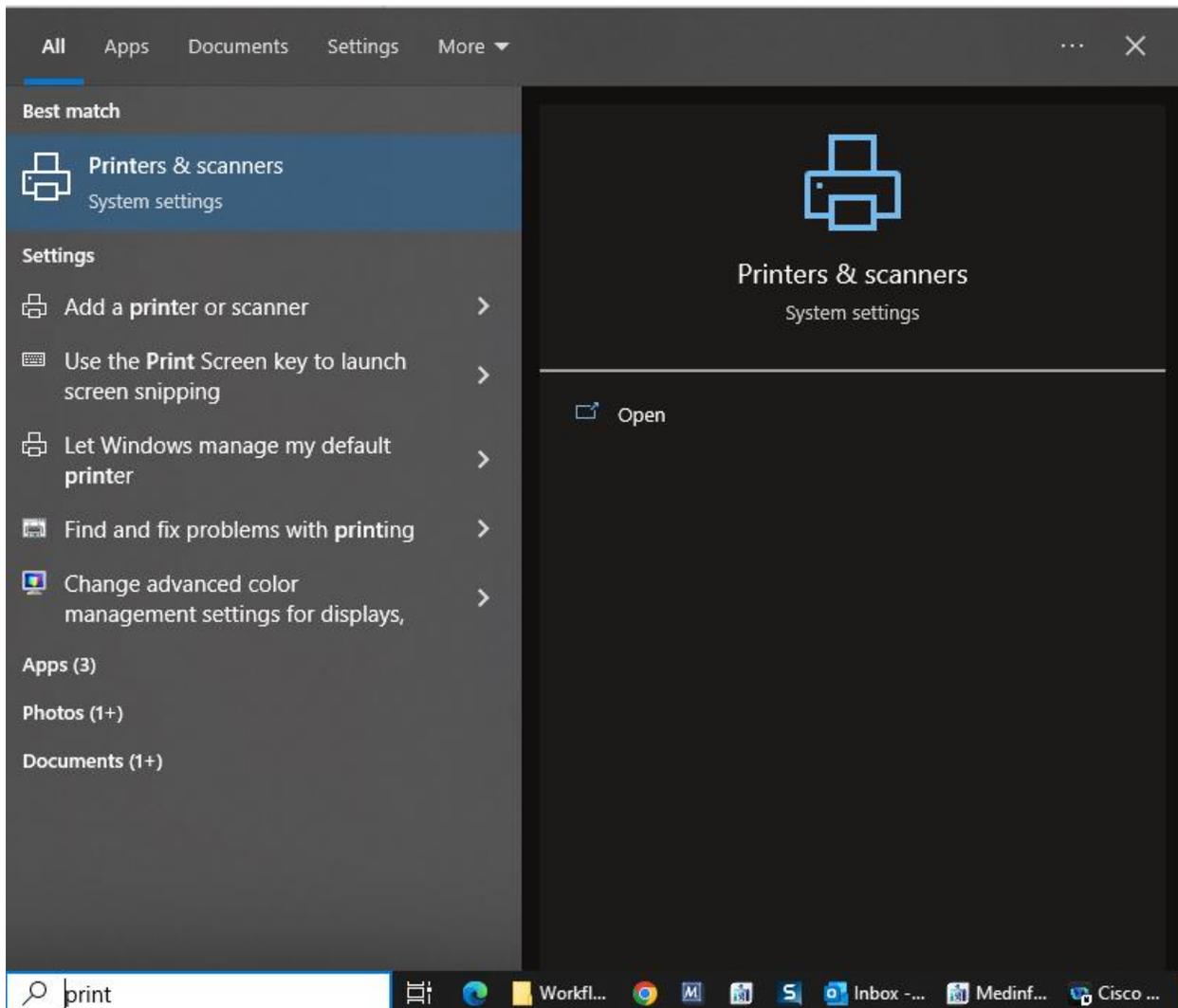


## FHS PACS Downtime Workflow

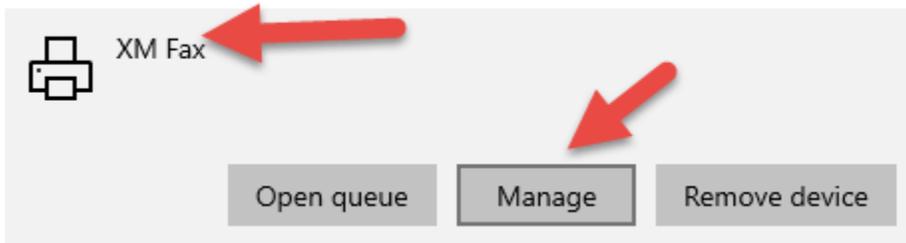
During a major PACS downtime at FHS they will be sending studies to TRA PACS. We will be setting up XM FAX as the default printers on the workstations that will be used. We also want to make sure you have an FHS filter. We will also want to make sure your text overlays for all modalities are set to show Institution name.

After you log in please set XM FAX as your default printer. To do so follow these steps:

-Click on the search in your windows tool bar and type print. Select printers and scanners:



-Find XMFax. Click on it and select Manage:



Click Set as Default then click the back arrow to go back:



XM Fax

### Manage your device

Printer status: Idle

Open print queue

Set as default

[Print a test page](#)

[Run the troubleshooter](#)

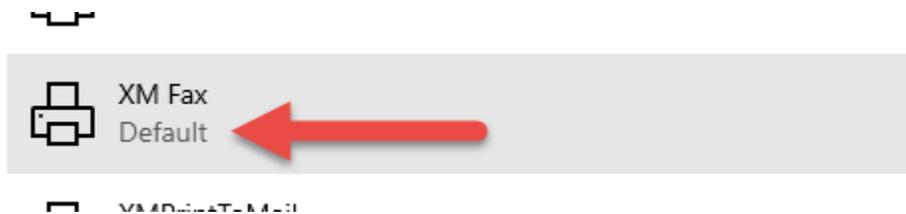
[Printer properties](#)

[Printing preferences](#)

[Hardware properties](#)

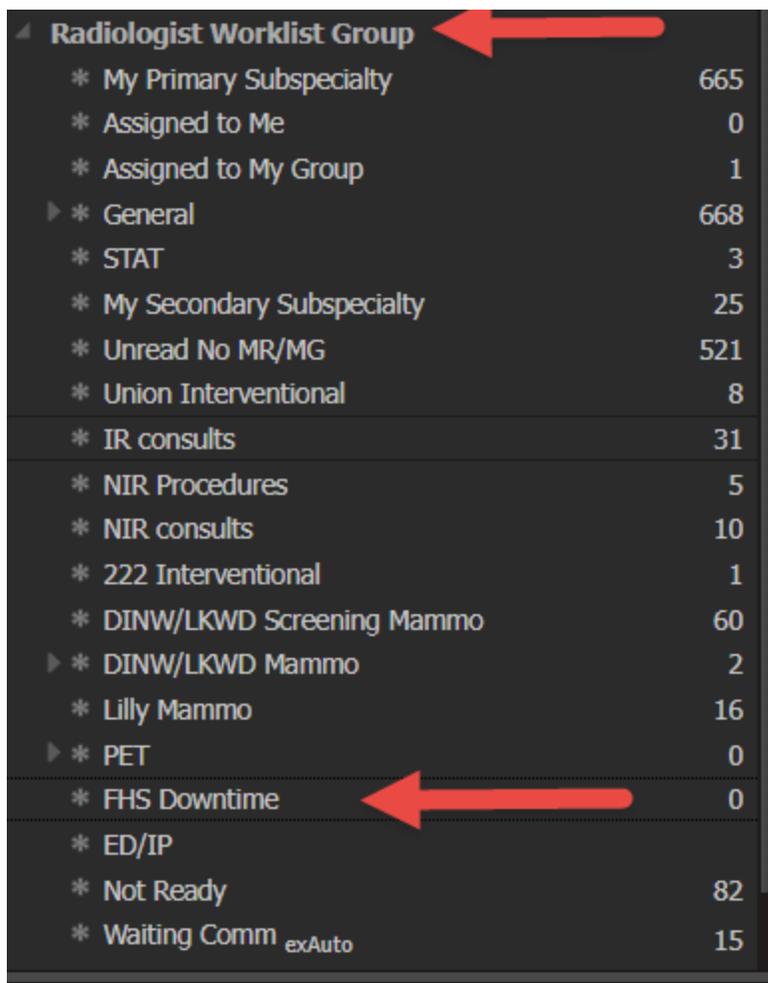


-When you are back on the list and scroll back down to XMFax it will say Default:



The workflow for dictating prelim reports is as follows:

1. When FHS sends studies to our PACS they will populated the Clario worklist. Under the Radiologist Group, towards the bottom there is a list called FHS Downtime:

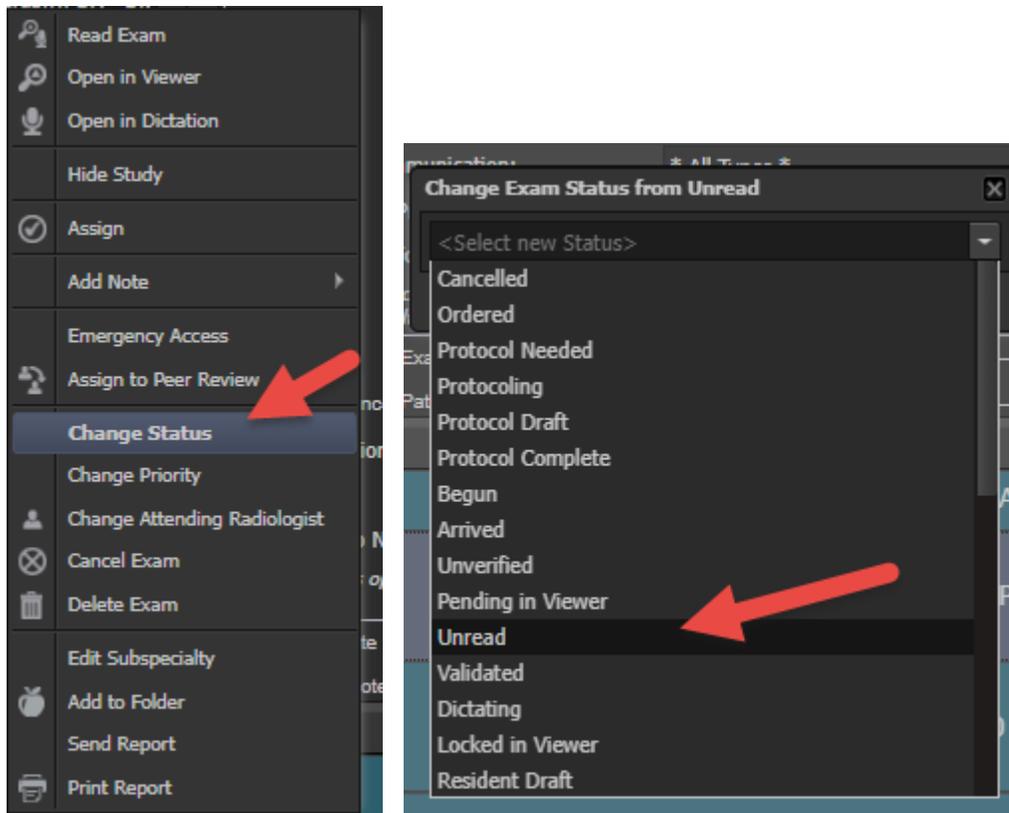


Radiologist Worklist Group	
* My Primary Subspecialty	665
* Assigned to Me	0
* Assigned to My Group	1
▶ * General	668
* STAT	3
* My Secondary Subspecialty	25
* Unread No MR/MG	521
* Union Interventional	8
* IR consults	31
* NIR Procedures	5
* NIR consults	10
* 222 Interventional	1
* DINW/LKWD Screening Mammo	60
▶ * DINW/LKWD Mammo	2
* Lilly Mammo	16
▶ * PET	0
* FHS Downtime	0
* ED/IP	
* Not Ready	82
* Waiting Comm <small>exAuto</small>	15

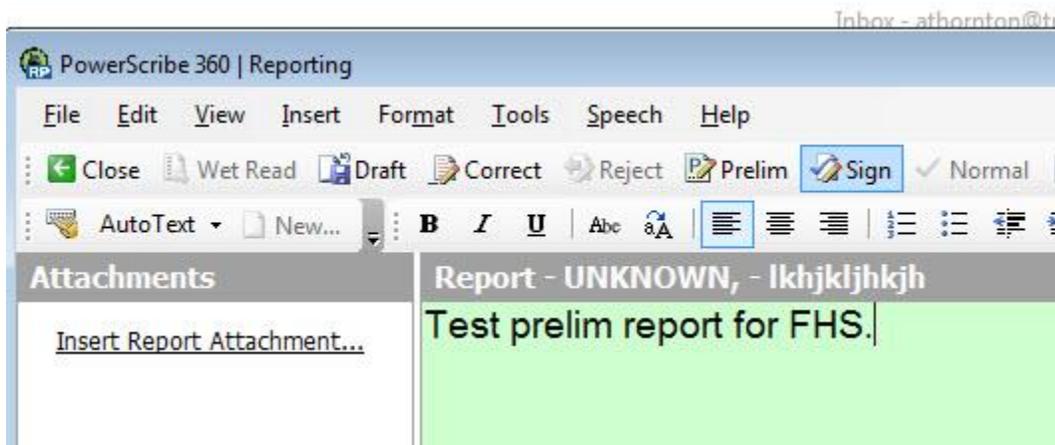
2. If you notice an exam in Validated or arrived status on the list, it will not open in



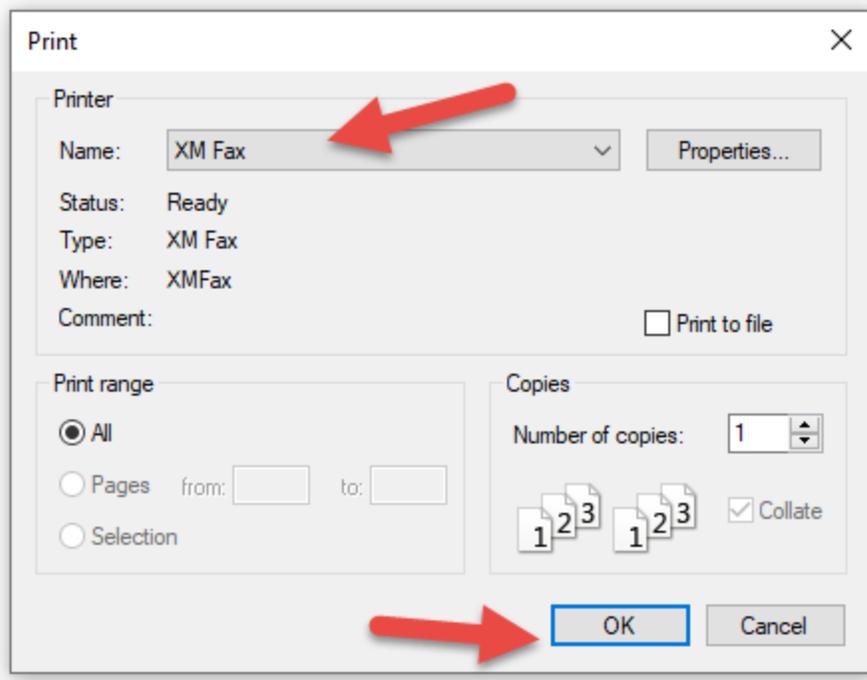
Powerscribe automatically. You can use the magnifying glass icon to open the study then enter the information manually. Or you can right click on the study on the list and select Change Status. Then select Unread from the drop down, click on the box then click OK.



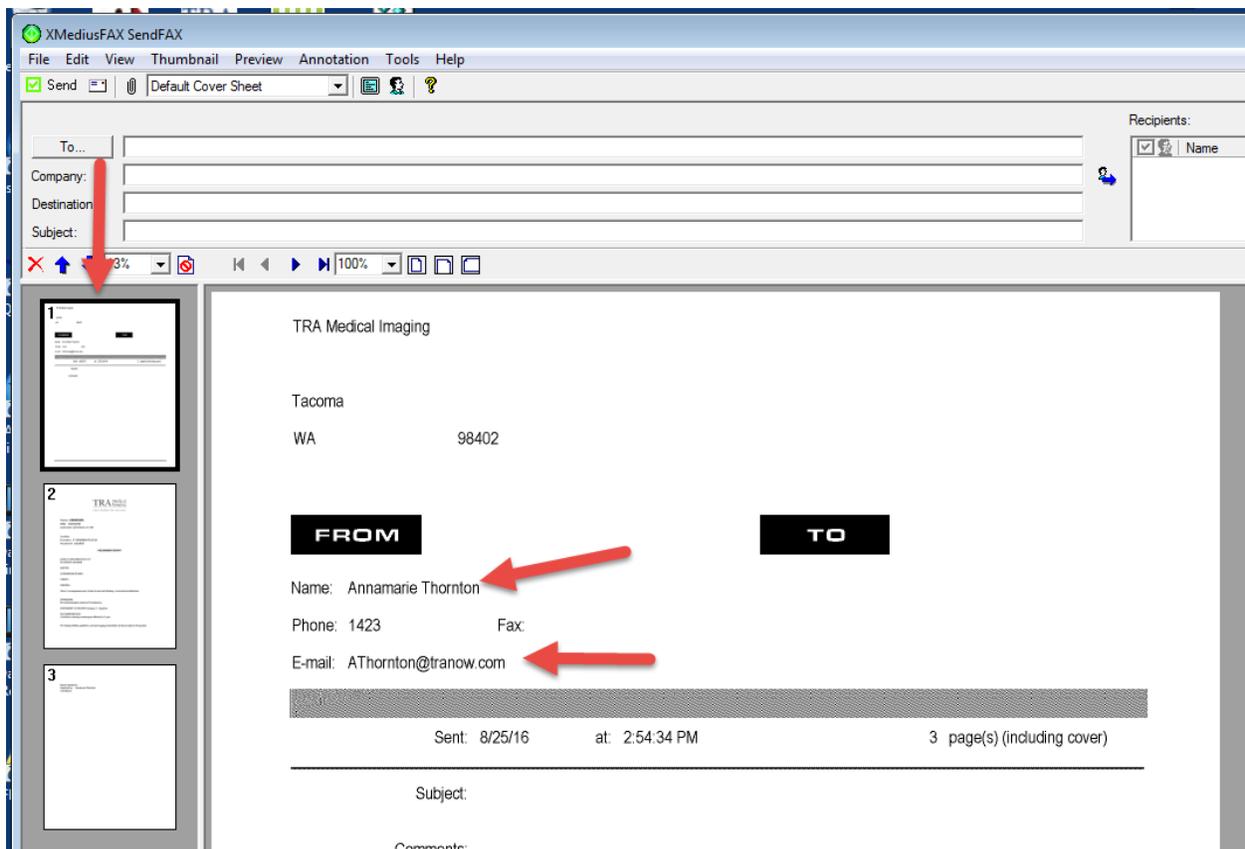
3. Otherwise if it says unread, double click to open the study and the order will also open in Powerscribe, the same as any other study read from Clario. The Hospital of origin will be in the text overlay.
4. Dictate your preliminary report into Powerscribe in whatever format you desire.



5. Then say “print report”. Make sure you do this **BEFORE** signing the report.
6. The workstation will be set so that XMedius Fax is the default printer so a dialog box will pop up showing SMFax. Click OK.



7. Your name and email address will automatically be populated. You will also see thumbnails of the pages to be sent on the left.

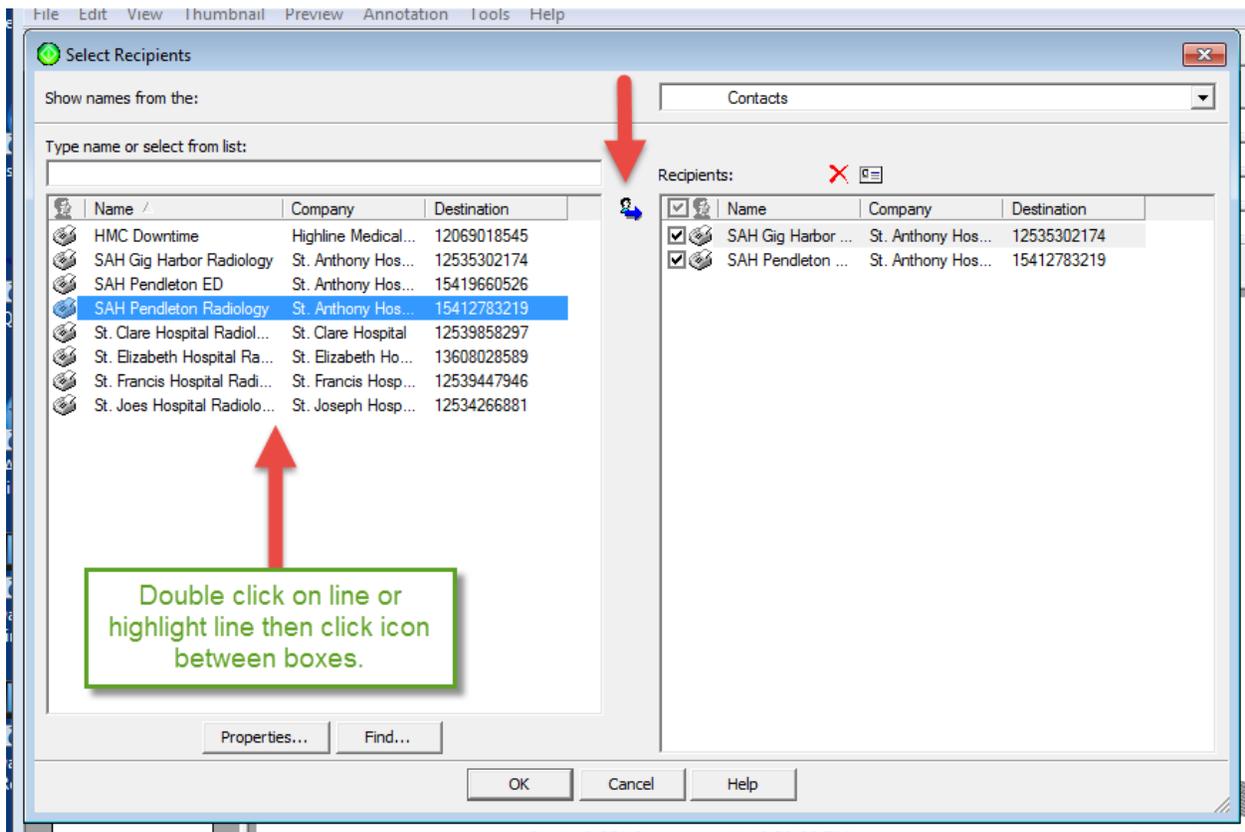


8. Click on the To: Box to add recipients.



The screenshot shows a form with several fields. The 'To...' field is highlighted with a red arrow pointing to it. Below it are fields for 'Company:', 'Destination:', and 'Subject:'.

9. You will see a list of all the downtime fax numbers for FHS. Double click on the hospital you wish to send it to. Or highlight the line and click the send to icon.



The screenshot shows the 'Select Recipients' dialog box. It has a menu 'Show names from the:' set to 'Contacts'. Below is a search box 'Type name or select from list:'. A table lists various hospitals with columns for Name, Company, and Destination. The row for 'SAH Pendleton Radiology' is highlighted. A red arrow points to a small icon between the two tables. A green box with text is at the bottom left.

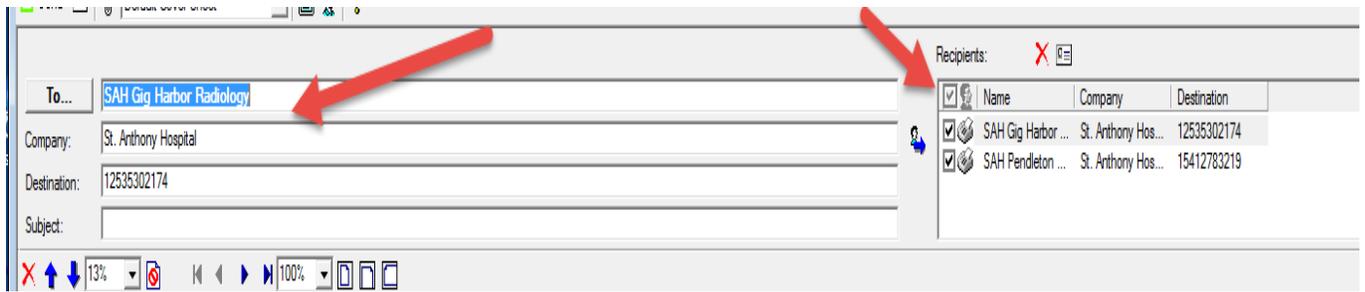
Name	Company	Destination
HMC Downtime	Highline Medical...	12069018545
SAH Gig Harbor Radiology	St. Anthony Hos...	12535302174
SAH Pendleton ED	St. Anthony Hos...	15419660526
SAH Pendleton Radiology	St. Anthony Hos...	15412783219
St. Clare Hospital Radiol...	St. Clare Hospital	12539858297
St. Elizabeth Hospital Ra...	St. Elizabeth Ho...	13608028589
St. Francis Hospital Radi...	St. Francis Hosp...	12539447946
St. Joes Hospital Radiolo...	St. Joseph Hosp...	12534266881

Recipients:

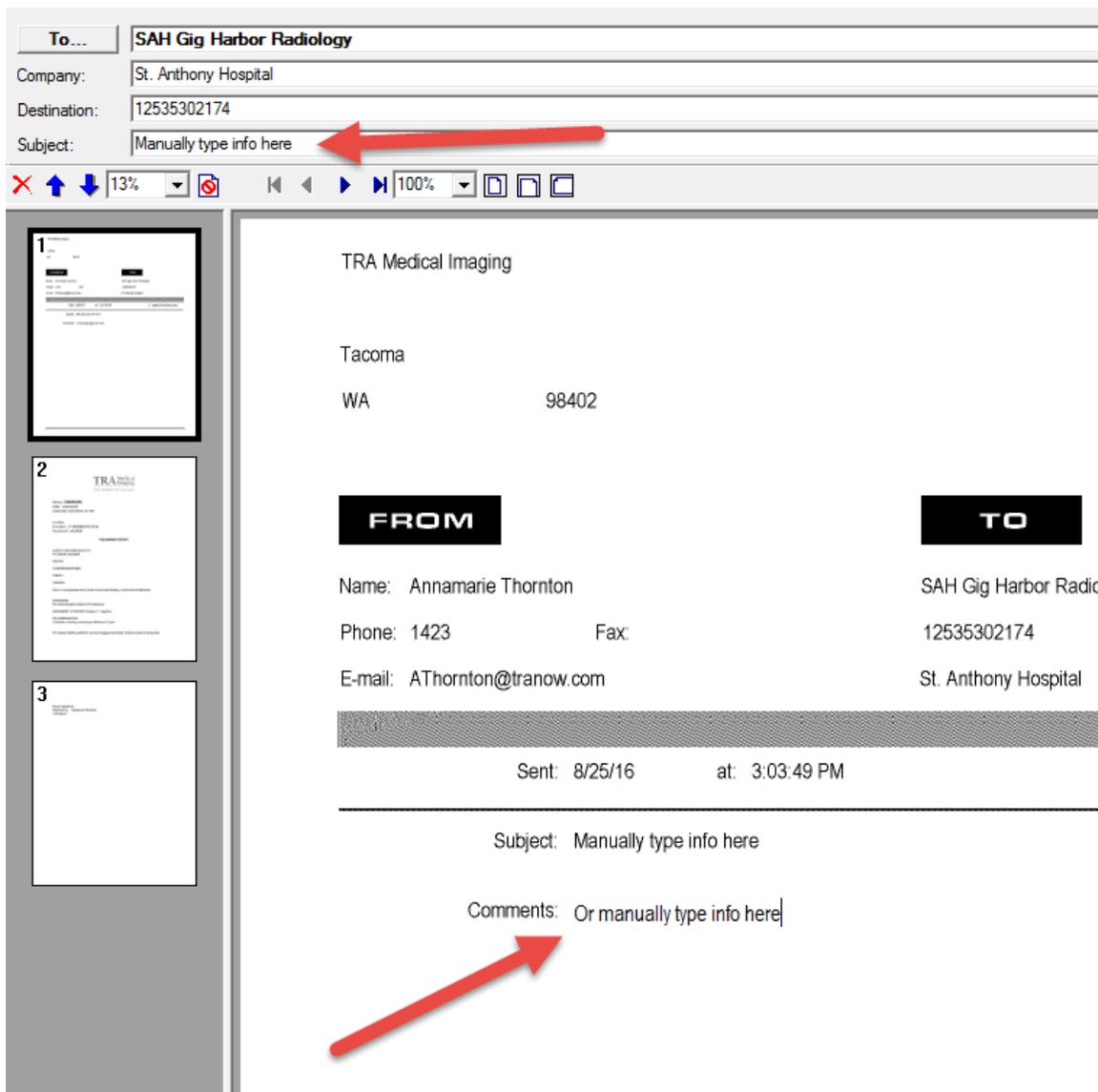
Name	Company	Destination
SAH Gig Harbor ...	St. Anthony Hos...	12535302174
SAH Pendleton ...	St. Anthony Hos...	15412783219

Double click on line or highlight line then click icon between boxes.

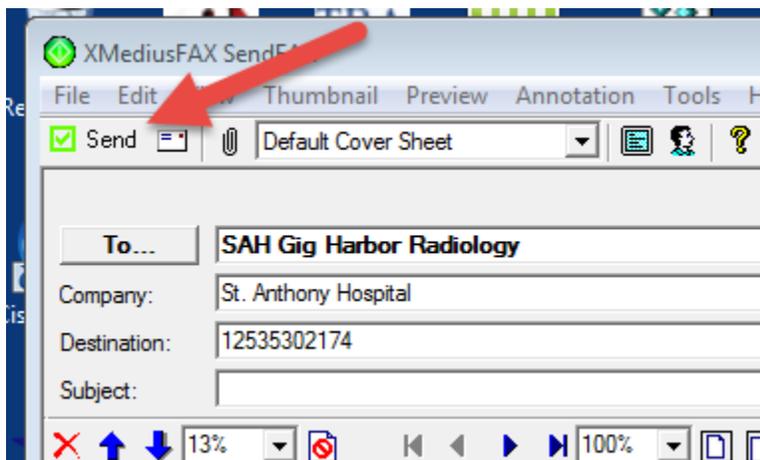
10. Click OK and it will close the recipient's box. You will then see the To: section populated with your first select and a list of all recipients to the right of that.



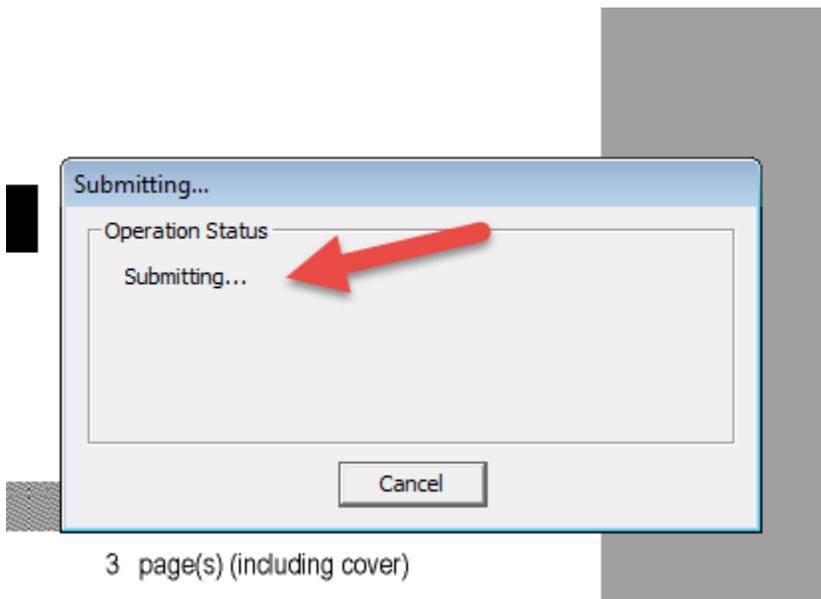
11. You can type information in the Subject and note line if you wish, but all the patient info will be on the prelim report. You can also type directly on the cover sheet as well if you wish.

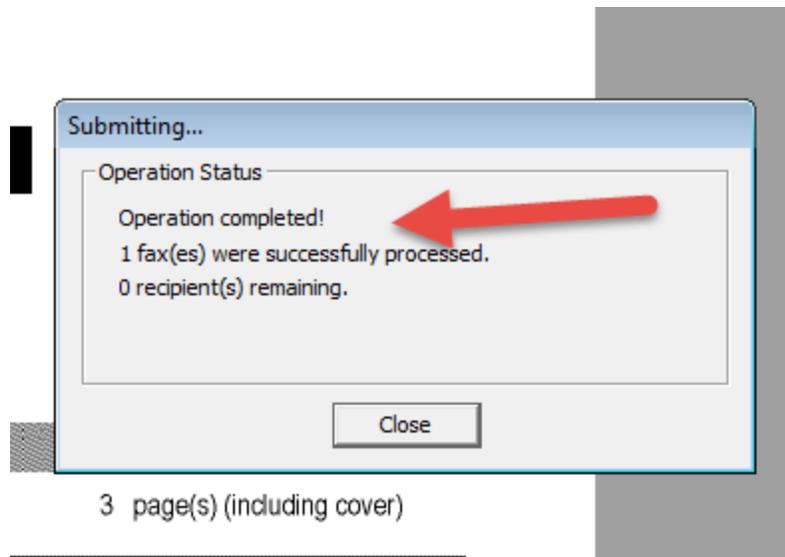


12. Click Send in the upper left hand corner.



13. You will see a dialog box stating "Submitting" and then a dialog box stating "Operation completed!" Click close anytime or it will close automatically after complete.





14. Sign the report in Powerscribe as normal after this.
15. You will see confirmation emails from XMedius about completed faxes.

