Radiology Workflow

Ordering Radiology

1. The *provider* orders radiology during a visit or phone note

2. The *provider* enters the diagnoses for the visit

3. The *provider* types information about the radiology order into the **Results** box (eg: reason for appointment, timeframe for appointment)

4. The *provider* chooses the task type **Imaging Needed** and assigns the task to the *Nurse / MA* user

5. The *nurse / MA* generates the radiology requisition form and any other needed documentation

6. The *nurse / MA* tracks notes in the notes box for their task and clicks the **Task Completed** checkbox

7. The *nurse / MA* clicks the **Add Task** button

8. The *nurse / MA* chooses the task type **Results Needed** and assigns it to the *Pending Radiology* user

Importing Results

1. Find the result in the **Import Documents** tool

2. Attach the result to the patient, visit, and radiology order.

3. Choose the ordering provider's name from the **Needs to be Signed by Provider** drop down

4. Save the result and close the **Import Documents** tool

5. From the Schedule screen, choose the patient from the drop down list in the patient finder to open the patient's chart

6. In the **Outstanding Tasks** component, double-click the radiology order to open it

7. Mark the **Pending Radiology** task as completed

8. The *provider* finds the result on **Signing queue**, creates a followup task if needed and clicks **Sign**