



The Radiology Information Solution

CRIS CORE – Post Processing Module

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Table of Contents

Introduction	4
Purpose	4
Audience	4
POST PROCESSING WORKFLOW	5
REGISTERING AND POST PROCESSING AN ATTENDANCE	6
POST PROCESSING AN EXISTING ATTENDANCE	6
CONTRAST/SCREENING AND CT DETAILS	8
INJECTED / CANNULATION FORM	9
RADIOLOGY DOSAGE AND FILM USAGE	10
ADD PROJECTIONS AND RADIOLOGY DOSAGE DETAILS	10
HOW TO REMOVE A PROJECTION	11
New - DOSE MONITOR – Integrated Radiation Dose Monitoring	11
STOCK	12
TO RECORD A STOCK ITEM	12
HOW TO REMOVE UNWANTED STOCK ITEMS	13
TO FINISH / SAVE EVENT	13
USING THE [UNPROCESSED LIST]	14
ACTION / LOCKING FEATURES	14
LOCK/ ACTION AN EVENT	14
UNLOCK/ UNACTION THE EVENT	15
MARKING AN EVENT AS [NOT PERFORMED] – I.E. ABANDONED	15
METHOD 1 – VIA EVENT DETAILS SCREEN	15
METHOD 2 – USING 'UNDO ATTEND' VIA EVENT DETAILS OR RIGHT CLICK MENU VIA EVENTS SCREEN	16
Auto Reporting Via Post Processing	/110
	10
CRIS LICENSES	18
XR SETTINGS	18
SECURITY SETTINGS	19
Post Processing Module Table Configuration	19
SPECIFYING MANDATORY DATA ENTRY	19
KVP+MAS MANDATORY	20
DOSE OR KVP+MAS	20
PRACTITIONER MANDATORY	20





Introduction

Purpose

The CRIS CORE – Post processing module is designed for use by Radiographers/Sonographers and Radiographic Assistants to facilitate recording examination details for IRMER purposes recording. In most cases the action of post-processing/signing-off an exam sends a message to PACS that the exam(s) are complete, which releases the images for viewing / reporting and are removes them from the CR Modality Worklist.

This document also covers use of the CRIS Stock Module.

Audience

This document is designed to inform users on the intended purpose and use of the Post Processing Module for use in the CRIS Live, Testing or Training Environments.





Post Processing

The CRIS application is a Patient based information system, and it is therefore possible to complete a patient's post processing details (Room, Radiographer, Dosage, Films etc.) via any MODE. POST PROCESSING MODE is however, recommended for users who are exclusively responsible for performing and processing examinations, as CRIS will automatically display or highlight the most appropriate screens and buttons.

<u>Please note:</u> The CRIS Post processing module is designed to facilitate the data requirements of all radiology modalities, and you should therefore only complete information which is appropriate to you. Consequently, if you are unsure of what information is required, please contact your superintendent/team leader for guidance.

POST PROCESSING WORKFLOW

The following diagrams show you the correct and incorrect ways of Post Processing as recommended by HSS to best satisfy IRMER guidelines. It is particularly essential that the correct process is followed if the Trust PACS has an 'Autoverify' images feature from CRIS in order to ensure that the numbers of unassigned PACS images are kept to a minimum.



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REGISTERING AND POST PROCESSING AN ATTENDANCE

POST PROCESSING mode has been developed so that Radiographers and Radiographic Assistants are able to rapidly register a patient and attendance as normal, before proceeding directly to the <u>'Post Processing'</u> tab in order to enter all required radiological details.

Therefore, if it is necessary to register the patient and or attendance prior to performing the examination, you should follow the normal registration procedure. However, upon reaching the [Finished] screen where labels are produced, the default function button will be displayed as [Attend & Process] in order to allow you to enter all required radiological details.

POST PROCESSING AN EXISTING ATTENDANCE

It is assumed that in most cases the patient's attendance will already have been entered into CRIS prior to the examination.

To enter post-processing details following the examination you should:

- 1. Search for and select the required patient by typing directly into CRIS or enter their details using a barcode reader.
- 2. Select the relevant attendance, and click on the [Process] function button to display the 'Post Processing' tab.

<u>Please note:</u> If you are using Post Processing mode the [Process] function button will be defaulted automatically, therefore you can simply select the attendance and press [Enter] to move to the <u>Post Processing</u> tab.

3. You should complete relevant details for each examination starting with the first exam, and clicking on the tab for the next examination (you can also use the [Page Down/Up] keys to move between examination tabs).

<u>Please note:</u> To facilitate the processing of multi-exam attendances as much information as possible is defaulted from the first examination
details.

XR Chest XR Abdomen	Finished
	Add
	Stock
	Contrast
	Auto Report
	Add to Session
Room H1 Start Time 1519 End Time 1529 Height 0.0 om Weight 0.0 kg Exam Quality	Add New Stock
Operator VRSAVAE	Delete Selected
Clinician Status Practitioner VRSAVAE Intended Clinician Reporting Urgency	Delete All Stock
Check Pregnancy Check ID VRSAVAE	Add Pack
	Justified by

d Patient Details
Enter the room the examination was performed in, either by typing directly into the field
or by choosing from the [F4] prompt list.
<u>Please note</u> : Room is used to display Post Exam defaults, or modality specific data entry fields (e.g. contrast details, screening times etc.)







Start time	Start time and end time can be configured to complete automatically based on the current time and how long the examination takes based on the Examination codes tables.
End time	As a result, if you are post-examining patients retrospectively it will be necessary to overwrite this as required, or use the [Left and Right Arrow] keys to decrease or Increase the time entered by 5 minutes intervals.
Height	Numeric fields primarily developed to record height and weight in CENTIMETRES and KILOS respectively. It is however also possible to enter the patient's weight and height in the particul measurement by turing in fact, then space, then inches (e.g., for $\Gamma' G''$, turns in Γ
Weight	6). This is the same principle for weight (e.g. for 9st 7lb, type in 9 7). CRIS will then convert the measurement to metric.
Exam Quality	Site specific coded field which enables you to record the quality of exam for training purposes.
	Click the [Red Dot] check box if applicable:
Red Dot	Red DotImages have been 'Red Dotted' indicating a possible abnormality.NImages have been checked but there is no abnormality seenBlankImages have not been checked or it is not applicable (e.g. Ultrasound)
Operator (Radiographer)	It is possible to record up to 3 radiographers per examination, as well as recording student scoring information where applicable. 1 st Radiographer will normally default automatically based on your USERID, therefore if you wish to change this, or enter 2 nd or 3 rd radiographer details simply amend or insert these details in the necessary fields. [F4] prompt available. Operator HSS Operator HSS The fields adjacent to the Operator are designed as a Student Logbook facility. Level of difficulty, and Radiographer grading respectively. Please note: To utilise the Student Logbook facility the CRIS System Manager should go to Tables > System Tables > Normal Tables > CRISDIF = Difficulty (i.e. Demonstrated, Assisted, Unassisted) and CRISCOMP = Grading (i.e. Competent 1, Competent 2). This table was utilised by some sites for ID Checked and Pregnancy Checked prior to the introduction of the official fields, so it will likely be necessary to amend these tables, taking care to keep the original codes but amend the description to "Legacy – do not user".
Clinician	If a Clinician (i.e. Radiologist) was present, in addition to an operator you can enter his/her code here. [F4] prompt available.
Status	If required, this field should be used to record why it was necessary to abandon an individual examination either for technical reasons, or due to the patient. This field is also used to record if the examination has been rejected in accordance with the IR(ME)R regulations. <u>Please note:</u> If it is necessary to abandon the entire attendance you should instead use [Not Performed]. The event comments field via the Event Details screen can be used to record further details as required. Please also be aware that this method of abandoning an individual examination does send an interface message to
	PAS / OCS and PACS you should ensure you test this process with all relevant 3 rd party systems to see how this is received, if at all.





Practitioner	This field should already have the vetting 'Practitioner' completed, or should be completed at the Post Processing stage as applicable to record which departmental clinician has actually justified the request for the examination(s) in accordance with IR(ME)R regulations. Alternatively, enter your own details if you are responsible for justifying the examination. You should also ensure that the 'Justified by' tick box (located under the function buttons on bottom right of processing screen) is completed before completing the Post processing to record the electronic signature of the vetting clinician. This could have been completed already at an earlier stage in the process, or will need to be finalised at the time of Post Processing.					
Intended Clinician	Used to specify the intended (reporting) Clinician for reporting. If this field has been completed in the 'Event Details' screen, then the intended clinician will be displayed here, and can be amended as applicable. However, if it is left blank, the field will be marked as 'Unallocated'.					
Reporting Urgency	This field is designed to enable the Radiographer / Sonographer to set /amend the reporting urgency at the time of processing the examination. This will automatically display as Standard unless the <i>scheduling</i> urgency in the <u>'Event Details'</u> screen has already been amended to a more urgent category (i.e 5 – Urgent, 7 – 2 week wait or 8 - 31/62) as this would reciprocally display as Urgent for reporting.					
	Tick box used to identify that a member of staff has asked if the national is pregnant					
Check Pregnancy	Once selected the code will default automatically based on your USERID, but can be amended if required.					
	Used to identify that a member of staff has Checked the patients ID. Once selected the					
Check ID	code of user will default automatically based on your USERID, but can be amended if required.					

CONTRAST/SCREENING AND CT DETAILS

To display Contrast/Screening and CT Details you should click the [Contrast] function button whenever an examination requiring contrast, screening time or CT details is selected. It will then be necessary to complete any appropriate fields as follows before progressing to enter 'Radiology Dosage Details'.

Contrast GASTROG	Batch ABC12345	Injected By HSSSAVAE
Quantity 300	Concentration 50	Reaction
Screening time 0.5	Slices	Disk

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Page 8 of 21

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Contrast, Screening and	l CT Details
Contrast	Contrast or any other drug used. Coded entry field - [F4] Prompt available.
Batch	Batch id of the drug used. Alphanumeric entry field.
Injected By	Coded entry field - [F4] Prompt available.
Quantity	Numeric entry field.
. ,	Please note: These fields are not always applicable as the contrast code may also incorporate the relevant
Concentration	quantity and concentration.
	Type of reaction. This should only be complete if the patient has suffered a reaction.
Reaction	Coded entry field - [F4] Prompt available.
	Please note: This doesn't automatically add an Alarm to the patient. This should be done by clicking onto the
	Patient Details tab and adding a contrast reaction alarm there.
Scrooning Timo	Used to record screening times for fluoroscopy examinations such as barium enemas.
Screening Time	Numeric entry field (Use 0.5 for 30 Secs, or 1.0, 2.5 for mins etc.).
Slices	CT specific field – Number of slices taken
Disk	CT specific field - Disk that was used, or disk that the images are stored on.

<u>Please note:</u> It is possible to make CONTRAST fields appear automatically, via the use of Post Exam Defaults which can be set-up by the RIS System Manager. It is also now possible to record more than one incidence of contrast via the new STOCK module.

INJECTED / CANNULATION FORM

The Post Processing Module now also contains an injected / cannulation form which appears automatically for all CT, MRI and Nuclear Medicine examinations. To use the form you simply click the [Plus (successful site)] function button then position you mouse on the appropriate area of either the displayed arm or hand, and click to display the + successful site of injection / cannulation.







You can also add one (or more) [X (unsuccessful site)] if required, by repeating the same process of clicking the function button, followed by the appropriate location (either arm or hand).

It is also possible to click [Select] to move the + or X annotations to alternative locations, or to click [Erase] followed by the appropriate + or X which will delete the annotations altogether.

If preferred you can also use colour to change the colour of the annotation (i.e. X – unsuccessful site) by clicking the [Colour] function button and choosing a colour before clicking the [X (unsuccessful site)] and annotating the arm or hand as applicable.

You should also complete the "Cannulated By" field if this is relevant.

RADIOLOGY DOSAGE AND FILM USAGE Proj kVp mA Secs mAs Dose Dose Type Film Used Rej Reason PA 96 0 0.0 3 0 0 0 0 0

4. In order to enter Radiology Dosage and Film Usage details either click on the [Add] function button, or press [Alt – A] on the keyboard and enter the relevant information as follows:

ADD PROJECTIONS AND RADIOLOGY DOSAGE DETAILS

The following table contains information on each of the Projections and Dosage Details fields:

	Type of view - Obligatory coded entry field.
Projection	Please note: This field must not be left blank as doing so will result in the entire projection and associated data being deleted since this is the mechanism for removing unwanted projections.
КVр	
MA	
Secs	Enter the measurements used to carry out the examination.
mAs	
Dose	
Dose Type	Automatically entered if configured, or press [F4] to choose from a list of options.
Film	Type of film used - Coded entry field.
Used	Total number of films used (including any rejected).
Rej	Number of films rejected.
Reason	Reject Reason - Coded entry field (e.g. PM - Patient Moved).

<u>Please note</u>: CRIS Post Processing has been designed to work in conjunction with defaults, although this does mean that all defaults for each exam will first need to be set-up by the Department. As a result, if defaults have been established for use in conjunction with the post examination module, relevant projections will appear automatically and it will normally only be necessary to modify existing defaults or add views, films used as applicable.





HOW TO REMOVE A PROJECTION

- Delete the 'Projection' code and click [Finished], a prompt is displayed informing you that "Projections without a projection code will not be displayed, do you want to continue?
- Select 'Yes' at the prompt, the 'Finished' tab is displayed.
- Click on [Save], the screen closes, the projection is not saved.

New - DOSE MONITOR – Integrated Radiation Dose Monitoring

HSS DoseMonitor – powered by PACSHealth is an additional module which can be purchased and deployed to monitors patient exposure to ionizing radiation, helping healthcare professionals to protect patients and meet increasingly stringent regulations. The solution helps hospitals and practitioners to perform the required tests while monitoring risk and staying in compliance. The single server, browser-based solution automates dose data collection and reporting, enabling hospitals to manage patient radiation dose and comply with regulatory requirements and industry guidelines, while increasing efficiency and reducing cost.

As an integrated application, DoseMonitor[®] helps to eliminate time-consuming manual steps and reduces input errors. It also provides near-time visibility, alerting operators to potential excessive radiation dose before additional exposure occurs. Facilities can accurately depict historical exposure and compare, aggregate and interpret data from ionizing radiation sources for an individual patient, in a clinical study, between diagnostic modalities and facilities. For more information please speak to your HSS Client Manager.

Once the DoseMonitor[®] application is implemented and live, it automatically adds projections and radiation dosage information into the CRIS Post Processing screen.

Projection and radiation dosage information is exported from PACS into DoseMonitor[®] which then transfers the information into the post-processing screen in CRIS. All other post-processing details should be completed in the 'Post-processing' screen in the usual way.

Radiographer should manually enter all applicable post-processing details as normal and once [Finished] is selected the projections and radiation dosage information will be added to the event. This process may take up to 15 minutes before the information is available in the post-processing screen depending on your site's individual IT configuration.

All projections for the examination will be added to the post-processing screen as well as a new 'TDAP' projection which will display the total radiation dosage administered:

Proj	kVp	mA	Secs	mAs	Dose	Dose Type	Film	Used	Rej	Reason
LAT	95	500	0.56	281.5	58.41	DGYCM2		0	0	
LAT	95	630	0.09	53.55	13.38	DGYCM2		0	0	
AP	95	400	0.04	16	9.68	DGYCM2		0	0	
A.D.	96	499	0.2	90	30.44	DOVCM2		0	0	
TDAP	0	0	0.0	0	120.91	DGYCM2		0	0	

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Page 11 of 21





If configured to do so DoseMonitor[®] can also perform a validation check of the examination room and will automatically update the room in the event details if necessary. Where the examination is carried out on a modality which is configured to a different room than the one selected in the CRIS event (or if the room has not been completed) DoseMonitor[®] will update the CRIS event with the room in which the examination took place.

<u>Please note:</u> Any projections imported into CRIS with a projection code which is not recognised by CRIS will be added with a default projection code of 'DMON'. System administrators may wish to create a stat to identify any 'DMON' projections, the HSS support team can update these projections with the intended code to correct this for future use.

STOCK

The stock module has been allows users to record usage of consumables within a department. Examples of these are multiple contrast injections, and equipment used during the course of an examination such as catheters or stents. It is also important to note that the stock module is not a stock control application, and is only designed to record the usage of stock for any relevant procedures / examinations.

TO RECORD A STOCK ITEM

To record stock usage, click the [Stock] function button followed by [Add New Stock] to record a new entry. If more stock items are required simply click [Add New Stock] as many times as necessary.

Stock											
Category	Code	Quantity	Units	Adm.	Rate	Batch	Serial	Exp. Date	Admin. By	Checked By	
CAT1	VISI1	10.0	ML	IV	0.0	BH1145	DMC12345	30/11/2008	HSS	DCTRAIN	

Please note: Stock recorded in this way will not be automatically re-ordered. You will need to re-order all stock using your usual method

Stock Item Fields	
	Press [F4] Help to display a list of different categories of Stock, or type the category
Category	directly if known (i.e. Catheter or Contrast).
Category	
	<u>Please note:</u> This values in this field should be set-up by the CRIS System Manager via Tables > System Tables > Normal Tables > STOCKCAT
	Press [F4] Help to display a list of different Stock codes, or type the category directly if
	known (e.g. Size One or Omnipaque).
Code	
	Please note: This values in this field should be set-up by the CRIS System Manager via Tables > Other Tables >
	Stock
	Numeric data entry field, used to specify how much of the selected stock was used – (e.g.
	mls of contrast injected).
Quantity	
	Please note: To display this field for use via stock it will be necessary for the CRIS System Manager to specify
	the number of decimal places required via the STOCK set-up tables.
Units	Press [F4] Help to select an appropriate Unit of measurement.

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	Press [F4] Help to select an appropriate method of Administration (e.g. Intravenous, Ingested etc.)
Admin	
	Please note: This values in this field should be set-up by the CRIS System Manager via Tables > System Tables > Normal Tables > STOCKADM
Rate	Flow rate (i.e. For use with a Contrast pressure injector).
Batch	Batch id of the stock used. Alphanumeric entry field.
Serial	Unique serial number used to identify stock administrated.
Exp. Date	Used to identify the expiry date of any administrable drugs or contrast.
Admin By	Press [F4] Help to select the person who administered the stock item, or type their code
Aumin. By	directly if known.
Charlend Dy	If applicable press [F4] Help to select the person who checked usage of the stock item, or
Спескей ву	type their code directly if known.
Used	Automatically ticked but can be un-ticked if the item was opened but not used.

HOW TO REMOVE UNWANTED STOCK ITEMS

Click the 'Delete' tick box for the stock line(s) and select the [Delete selected] function button, alternatively use the [Delete all Stock] button to remove all items if required.

Stock											
Category	Code	Quantity	Units	Adm.	Rate	Batch	Serial	Exp. Date	Admin. By	Checked By	Delete
CAT2	20										~
0.071		00.0	1.0.0] []		4.00	4.0010				_
CALL		20.0	ML	IV		123	123/6	30/04/2009	ESMIRAIN	l	

TO FINISH / SAVE EVENT

-W	rents Event Info Even	t Details Post Proces	sing Finished	
IF	Print Documents	Print Labels	Porters	
	Scanning Options	Volume Label	Request	New 💌
		Attendance Label	Request Porter	
	Rescan request card		Current Location	НМ
	Scan new image		Destination	HSS010PD
	REQCARD		Mobility	W
	Print document			

- 5. Having entered all relevant radiographic details for all examinations click on the [Finished] function button and the <u>'Finished'</u> tab will be displayed.
- 6. In this screen you can 'Scan a new image' if you have added additional detail to a request card, or obtained a patient signature. You can also 'Print Labels' and make 'Porter' requests if the module is in use.





USING THE [UNPROCESSED LIST]

The CRIS system also provides the facility to process patients via an unprocessed patient list, rather than immediately following the examination.

To access this facility click on the [Unprocessed] function button, which that is located on the Main CRIS <u>'Menu'</u> screen, displayed immediately following login.

Exert.Soft Events: 3 Exams: 3 Action HospNo Sumame Forenames DOB Date Time Site RegNo RefLoc Referrer Examinations Process 45195HsS DASTAROLY DICK B002/1956 31/07/2014 1116 HSS014ED C699 XCHES IList MOUSE MINNIE 28004/1982 31/07/2014 1117 HSS014ED C999 XCHES IList Done	Menu U	nprocessed													
HospNo Sumane Forenames DOE Date Time Stile ReqNo RefLoc Referer Examinations Process 65196H/S DASTARDLY DICK 060/07/065 1107/2014 1116 HSS01AED 0999 A CHES List List MOUSE MINNIE 28/04/1962 31/07/2014 1117 HSS01AED 0999 A CHES List List	Reset Sort	Site: HSS01											Events: 3	Exams: 3	Action
45195/HS DASTAPDLY DICK 08/02/1956 31/07/2014 1116 HSS01 2999 Ŏ XCHES IList MOUSE MINNIE 28/04/1982 31/07/2014 1116 HSS01 2999 Ŏ XCHES IList MOUSE MINNIE 28/04/1982 31/07/2014 1117 HSS01 331 HSS01AED C999 Ŏ XCHES IList MOUSE MINNIE 28/04/1982 31/07/2014 1117 HSS01 331 HSS01AED C999 Ŏ XCHES IList MOUSE MINNIE 28/04/1982 31/07/2014 1117 HSS01 331 HSS01AED C999 Ŏ XCHES IList Jone Status ATP Stee Status ATP Stee Status ATP Stee Status Pare Room Modality Exam Dept Pare Status	HospN) Surname	Forenames	DOB	Date	Time	Site	ReqNo	RefLoc	Referrer			Examinations		Process
BIMPSON MARGE D10/11/961 B107/2014 H116 HSS01 B11 HSS01AED C999 ACHES List MOUSE MINNE 28/04/1982 31/07/2014 H117 HSS01 331 HSS01AED C999 ACHES Done	45195HSS	DASTARDLY	DICK	06/02/1956	31/07/2014	1116	HSS01	313	HSS01AED	C999	Ô	XCHES			
MOUSE MINNE 28/04/1982 31/07/2014 1117 HSS01 AED C.999 XCHES Done Done Status ATP Site HSS01 Date < 31/07/2014		SIMPSON	MARGE	01/01/1961	31/07/2014	1116	HSS01	311	HSS01AED	C999	Ô	XCHES			List
Status ATP Site HSS01 Date \$ 31.07/2014 Room Modality Exam Dept Pat C Ref		MOUSE	MINNIE	28/04/1982	31/07/2014	1117	HSS01	331	HSS01AED	C999	Ö	XCHES			
Status ATP Site HSS01 Date € 31.07/2014 Room Modality Exam Dept Pat C Ref															Done
Status ATP Site HSD1 Date															
Status ATP Site HSS01 Date Interview Room Modality Exam Dept Pat C Ref															
Status ATP Site HSS01 Date IS107/2014 Room Modality Exam Dept Pat C Ref															
Status ATP Site HSS01 Date Sit07/2014 Room Modality Exam Dept Pat Sec.															
Status ATP Site HSS01 Date 31.07/2014 Room Modality Exam Dept Pat C Ref															
Status ATP Site HSS01 Date Si107/2014 Room Modality Exam Dept Pat C Ref															
Status ATP Site HSS01 Date S107/2014 Room Modality Exam Dept Pat C Ref															
Status ATP Site HSS01 Date \$ 31.07/2014 Room Modality Exam Dept Pat C Ref															
Status ATP Site HSS01 Date Sit07/2014 Room Modality Exam Dept Pat C Ref															
Status ATP Site HSS01 Date \$ 31.07/2014 Room Modality Exam Dept Pat C Ref															
Status ATP Site HSS01 Date Si107/2014 Room Modality Exam Dept Pat C Ref															
Status ATP Site HSS01 Date Sit07/2014 Room Modality Exam Dept Pat C Ref															
Status ATP Site HSS01 Date Site 07/2014 Room Modality Exam Dept Pat C Ref															
Status ATP Site HSS01 Date Si1.07/2014 Room Modality Exam Dept Pat C Ref															
Status ATP Site HSS01 Date < 31/07/2014 🔊 Room Modality Exam Dept Pat C Ref															
Status ATP Site HSS01 Date Sin07/2014 Room Modality Exam Dept Pat C Ref															
Status ATP Site HSS01 Date Sit07/2014 Room Modality Exam Dept Pat C Ref															
Status ATP Site HSS01 Date															
Status ATP Site HSS01 Date Site ASS01 Date Ref															
Status ATP Site HSSO1 Date < 31.07/2014 🔊 Room Modality Exam Dept Pat C Ref															
Status ATP Site HSSO1 Date \$31.07/2014 Room Modality Exam Dept Pat C Ref															
Status ATP Site HSS01 Date < 31.07/2014 🐌 Room Modality Exam Dept Pat C Ref	1														
	•		Status A	TP Site	HSS01 Dat	e < 31	/07/2014 📎	Room	Modality	Exam		Dept Pat C	Ref Src		

[Process] function button to enter the required radiographic details as normal.

Have completed the attendance, you will be automatically returned to the unprocessed list in order to select the next patient for processing. Alternatively should you wish to quit out of the <u>'Unprocessed'</u> tab at any time simply click on the [Done] function button.

<u>Please note</u>: Events are shaded green up until 30 mins after attendance, and red after 30 mins to indicate how long patients have been waiting for their examinations.

ACTION / LOCKING FEATURES

To ensure that users are aware which patients are already being post processed by another person, CRIS applies a locking feature. This functionality can also be used to indicate the patient has been taken into the examination room. CRIS will automatically lock the event if you are in the <u>'Post Processing'</u> tab. It is also possible to lock an event by using the [Action / Unaction] button on the [Unprocessed] List.

LOCK/ ACTION AN EVENT

From the [Unprocessed] list, highlight the patient event and click [Action] once.

Unpro	cessed													
ort Site:	HSS01										Events: 3	Exams: 3	Action]
spNo	Surname	Forenames	DOB	Date	Time	Site	RegNo	RefLoc	Referrer		Examinations		Process	Т
ŜS	DASTARDLY	DICK	06/02/1956	31/07/2014	1116	HSS01	313	HSS01AED	C999	XCHES				
	SIMPSON	MARGE	01/01/1961	31/07/2014	1116	HSS01	311	HSS01AED	C999	A XCHES			List	
	MOUSE	MINNIE	28/04/1982	31/07/2014	1117	HSS01	331	HSS01AED	0999	A XCHES				4

This will lock the event and display the post processing locked icon . The patient's <u>'Events'</u> tab will also display the locking icon.

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Page 14 of 21





Unpro	cessed												
ort Site	HSS01										Events: 3	Exams: 3	Unaction
:pNo	Surname	Forenames	DOB	Date	Time	Site	ReqNo	RefLoc	Referrer		Examinations		Process
88	DASTARDLY	DICK	06/02/1956	31/07/2014	1116	HSS01	313	HSS01AED	C999	XCHES			
	SIMPSON	MARGE	01/01/1961	31/07/2014	1116	HSS01	311	HSS01AED	C999	A XCHES			List
	MOUSE	MINNIE	28/04/1982	31/07/2014	1117	HSS01	331	HSS01AED	C999	A XCHES			
										-			Done

If a different user attempts to process the same event the below message is displayed:

	Already being Post Processed	
?	Someone else is processing this event: User: HSSSAVAE (EMMA SAVAGE-MADY) Date: 14/08/2014 Time: 1452 Location: HSS_ESMLAPTOP_201 Do you want to Post Process anyway?	13
	Yes No	

Selecting [Yes] will unlock the event and allow the user to post process, or [No] will leave the event locked and it will not load into the <u>'Post Processing'</u> tab.

UNLOCK/ UNACTION THE EVENT

To unlock an event, highlight the locked patient / event and click [Unaction] once.

Unpro	icessed												
ort Site	: HSS01										Events: 3	Exams: 3	Unaction
pNo	Surname	Forenames	DOB	Date	Time	Site	ReqNo	RefLoc	Referrer		Examinations		Process
ŚS	DASTARDLY	DICK	06/02/1956	31/07/2014	1116	HSS01	313	HSS01AED	C999	XCHES			
	SIMPSON	MARGE	01/01/1961	31/07/2014	1116	HSS01	311	HSS01AED	C999	A XCHES			List
	MOUSE	MINNIE	28/04/1982	31/07/2014	1117	HSS01	331	HSS01AED	C999	👌 XCHES			
													Dana

This will display the following message:

	Free Process?
?	Do you wish to set this event as not being processed by yourself?
	<u>Y</u> es <u>N</u> o

Clicking [Yes] will unlock the event and removed the locked icon, whereas clicking [No] will leave the event locked.

<u>Please note:</u> [Unaction] can only be only be carried out by the user that locked/ actioned the event otherwise post processing and saving the event will clear the lock or alternatively pressing [F5] to clear the screen without saving via the Post Processing screen will also unlock the event.

MARKING AN EVENT AS [NOT PERFORMED] – I.E. ABANDONED

If the patient has attended for their examination(s) but it has been necessary to ABANDON all procedures (e.g. In the event the patient had not followed required preparation, or is uncooperative) it is possible to mark the attendance as [Not Performed].

METHOD 1 – VIA EVENT DETAILS SCREEN

Load the required patient, select the appropriate ATTENDANCE and click [Change] followed by [Save] via <u>'Event</u> <u>Details'</u>.







Attend Event				
	Print Documents	Print Labels	Scanning Options	Save
				Attend
		Attenuance Laber	REQCARD	Not Performed
			Print document	
	Status Comment			
	Patient had not followed prep instruction	s.		
			Create new volume	

You should then click [Not Performed] and confirm your intention to mark the attendance as 'Not Performed' via the resulting prompt.

<u>Please note:</u> By choosing 'OK' this event will be marked as Not Performed. This may result in this event NOT being reported. It is also possible to record a free text comment explaining the appropriate circumstances via the 'Status Comment'. You should also be aware that marking a record as 'Not Performed' does typically send a message to PAS/OCS, but <u>not</u> to PACS interfaces and you should therefore ensure you test this process with all relevant 3rd party systems to see how this is received, if at all.

METHOD 2 – USING 'UNDO ATTEND' VIA EVENT DETAILS OR RIGHT CLICK MENU VIA EVENTS SCREEN

It is also possible to mark an event as [Not Performed] either by clicking [Undo Attend] via the <u>'Event Details'</u> screen or by right-clicking the Event / Attendance via the <u>'Events'</u> screen and selecting [Undo Attendance].

Attende: Exception Logics Same Performal Source GENOMELIA MEDICAL PRACICE Image: Collegiony Image: Collegiony	Menu Patient Details Events Event Details						
Perferrad Source B1023 DEONHELD MEDICAL PRACTICE Perferrad Source Addition Ref. Location C General Practice Color GP Direct Access Patient Addition Speciality 5001 GENERAL PRACTICE Color Jone Color Jone Color Jone Addition Lead Clinician 5232842 SMITH CO (Training) Bilank Radioogist Pergenose mode by Ni Entered Meding Lati Patiental General Practice Blank Radioogist Pergenose mode by Distance Porcess Patiental Status Ignore Room Time Heldro OsA's Status Status Room Time Reguined Clinician Blank Radioogist Documents Y Status Ignore Room Time Heldro OsA's Status Status Status Room Time Reguined Clinician Blank Radioogist Documents Y Heldro OsA's Status Status Status Ignore Room Time Heldro OsA's Status Resources Documents Regulared Clinician Diank Radioogist Heldro Osa's Status	Attended: 13/08/2014 at 1035 Earliest Breach Date: 24/09/2014				Request Number 997 Att No	umber 5 Site Att Number 5	Save
Ref. Location OP General Practice Patient Type OP Direct Access Patient Add To Direct Referrer 00232542 SMITH CD (Training) Undo Attend Or Cal NO Or Cal NO Undo Attend Speciality 60 Direct Access Patient Or Cal NO Or Cal NO Or Cal NO Undo Attend Mobility Blank Blank Radiologist Copy To Not Entered Notating Required Clinician Blank Radiologist Copy To Not Entered Required Clinician Blank Radiologist Process Pathwray Status layore Room Time Heiny O&AX Status Required Clinician Blank Radiologist Process VCHES MR Chest Status layore Room Time Heiny O&AX Status Resource Earn Resource VDT2014 Time Status layore Room Time Heiny O&AX Status Status layore Room Time Resource Add to Session VDT2014 Time Stote Required Decision Status Resource Add to Session VDT2014 1105 Required Decision Status Resource Cal NO Resource VDT2014 1105 Requir	Referral Source C81025 DRONFIELD MEDICAL PRACTICE		Request Category N	NHSI	Patient		Attend
Referrer 001 Call NO Undo Attend Speciality 000 GENERAL PRACTICE Undo Attend Lead Clinician 06325642 SMITH C0 (Training) Request Mobility Blank Radiologist Programory Destable Btank Radiologist Programory Destable Btank Radiologist Programory Destable Btank Radiologist Programory Destable Btank Radiologist Programory Destable Btank Radiologist Code Screenestable Btank Radiologist Programory Destable Btank Radiologist Code Screenestable Btank Radiologist Programory Destable Btank Radiologist Process Code Screenestable Heirory O&AX S Stable Sessions Resources Documents Required Clinician Resources Resources Code Not Prostend Programory Destable Attory Codes Screenes Documents Code Screenes Concold Process Documents Resources Resources Code Screenes Codes Screenes Codes Screenes Resources Screenes Codescres Screenes Co	Ref. Location GP General Practice		Patient Type G	GP Di	rect Access Patient		Add To Diary
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Properties Send Note Move Delete Resequence Attendance numbers Undo Attend	13/08/2014 1026 HSS01	993 GP G	6233642 🗎	VOUE Print Exam	Details	-	
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Resequence Attendance numbers Undo Attend				Delete			
Undo Attend				Resequence	e Attendance numbers		
				Undo Atten	d		





This will result in the following sequence of messages, where you should begin by selecting [Yes] followed by [Not Performed] and ending in recording a reason for the examination not being performed before clicking [Save].

Undo Attend	×		Unde	o Attend	×
Do you wish to undo this Yes No	s attendance?		Please self	ect the reason:	
	ors Attended (Not Description Patient did not foll St	Edit Status Performed): 13/08/20 ow prep instructions tatus ATN Save Cancel	× 14 at 1041		

<u>Please note:</u> By choosing 'OK' this event will be marked as Not Performed. This may result in this event NOT being reported. It is also possible to record a free text comment explaining the appropriate circumstances via the 'Status Comment'. You should also be aware that marking a record as 'Not Performed' does typically send a message to PAS/OCS, but <u>not</u> to PACS interfaces and you should therefore ensure you test this process with all relevant 3rd party systems to see how this is received, if at all.

AUTO REPORTING VIA POST PROCESSING

CRIS also includes an auto-report feature, allowing you to specify a particular reporting code via post processing, which will then apply the appropriate report text and verify/authorise the report automatically.

Men	u Unprocessed	Patient Details	Events	Event Details	Post Processing						
(
XF	R Chest					Auto Report		×			Finished
						Enter phrase code NRR					Add
						Enter diagnosis code					Stock
						No report required.					Contrast
											Auto Report
										_	Add to Session
Ro	om <u>H3</u> Start	Time 1322 En	d Time <u>133</u>	2 He	ight <u>0.0</u> cm 1					Red Dot	Add New Stock
Op	erator RISUSER1					Set reported / verified by: AUTO		·			Delete Selected
Clii	nician C0000056	Status Prac	titioner	Inte	nded Clinician	O HSSS	AVAE				
Ch	eck Pregnancy 🗹	CRISUSER1 Che	eck ID 🗹 🖸	RISUSER1		Course Coursel	1				Delete All Stock
						Save Cancel					Add Pack
	Proj ALL 0	kVp 0	mA	Secs 0.0	mAs 0				Rej 0	Reason	Justify

To access this feature, click the [Auto Report] function button and either type the required reporting code, followed by [Enter], or press [F4] to choose from a list of options via the 'Enter Phrase' field. Upon selection the full report text will be displayed for reference.

It is also possible to record a diagnosis code, or proceed to 'Set the reported / verified by' to AUTO, your own Reporting Clinician code or an alternative reporting clinician as applicable.

All Rights Reserved





Having completed all necessary fields you should click [Save] which will display a 'Report Saved' message will then appear on the screen to indicate the process is complete and allowing you to finish processing the exam(s) as normal.

Post Processing Module Access Settings

CRIS LICENSES

There is no license for the Post Processing Module as it is CORE functionality. However a valid trust license will be required for the CRIS Stock Module. You can check if a valid 'STOCK' Module Code has already been applied to the system via **TABLES > SYSTEM TABLES > LICENSES.** In the event that the license is not present and you have purchased the 'Stock Module' or the module is 'Inclusive' to your CRIS deployment this can be requested via your Client Manager or the Helpdesk.

XR SETTINGS

The following XR setting are designed for use with the Post Processing Module. These settings can be applied at XRTR (Trust), XRS (Site) or XRT (Terminal) Level as applicable via **TABLES > SYSTEM TABLES > XR SETTINGS**.

× XRSettings									
	Filter post Setting Setting Setting	XRT.HSS_ESMLAPTOP_2013							
P C XRTR.HSS	Setting	Description	Value						
- 🗋 XRTR.	POSTEXAM.DefaultVolumeDestination	The volume destination used when one is not specified							
r 🔂 XRS.H	POSTEXAM.HideKVP	Hide KVP field on post processing	No						
	POSTEXAM.HideMA	Hide MA field on post processing							
	POSTEXAM.HideMAS	Hide MAS field on post processing							
	POSTEXAM.HideSeconds	Hide Seconds field on post processing							
- 🗋 XR	POSTEXAM.HighlightUnprocessedOnDaylist	Highlight unprocessed event on the day list	Yes						
- 🗋 XR	POSTEXAM.MandatoryIntendedClinician	Enforce the allocation of intended clinician							
	POSTEXAM.UseCurrentTime	Use the current time when post processing an exam	No						
	REPORT.PostProcessBeforeVerify	Force post processing of exams before being able to verify	No						

Setting	Description			
POSTEXAM Default//olumeDestination	Legacy setting used for Hard Copy film tracking to specify a default			
POSTERAIM.DefaultvolumeDestination	location			
POSTEXAM.HideKVP	Ability to hide KVP fields via post processing screen			
POSTEXAM.HideMA	Ability to hide MA fields via post processing screen			
POSTEXAM.HideMAS	Ability to hide MAS fields via post processing screen			
POSTEXAM.HideSeconds	Ability to hide Seconds fields via post processing screen			
	Set as Yes to activate coloured highlighting via the [Daylist] to			
POSTEXAM. Highlight Unprocessed On Daylist	indicate events which were attended up to 30 mins (green) or over			
	30 mins ago (red)			
DOSTEVAN MandatandatandadClingian	Set to Yes to force an Intended Clinician to be entered for			
POSTEXAMI.MandatoryIntendedClincian	reporting purposes (i.e. PACS worklists) during post processing.			
	Use the current time for calculating the start and end time when			
POSTEXAMI.OSeCurrentTime	processing an exam.			
PEROPT Process Perfore Verify	Force post processing to be undertaken prior to a report being			
REPORT.FIDLESSDEIDIE VEIIIY	verified.			







SECURITY SETTINGS

The following security settings are required to access the Vetting Module.

Setting	Description		
VIEWS.POSTEXAM	Overall User Access to the Post Processing Module		
GENERAL.ALL_EXAMS	Allows users to setting events/ attendances as [Not Performed]		
GENERAL.ASSIGN_STOCK	Access to assigning Stock Module if in use		
VIEWS.CONTRAST	Access to the Contrast Table for CRIS System Managers		
	Access to the Post Examination Defaults Table for CRIS System		
	Managers		
VIEWS.PROJECT	Access to the Projections Table for CRIS System Managers		
VIEWS.REASON	Access to the Reaction Reasons Table for CRIS System Managers		
VIEWS.STOCKVW	Access to the Stock Module Table for CRIS System Managers		

Post Processing Module Table Configuration

SPECIFYING MANDATORY DATA ENTRY

It is possible to specify certain fields as mandatory based on IrMEr regulations via **TABLES > SYSTEM > NORMAL TABLES > CRISMODL.**

× Normai Lables				
		ī s	Code	Name
CRISINDI		1000		Blank Modality
CRISINEX		20.00	A	Angiography
CRISINV		0000	B	Mammography
CRISITEM		1000	C	CT Elugropeony
CRISJUST		1000	г М	MRI
CRISKIAB		2000	N	Nuclear Medicine
CRISKIDN		00000	0	Obstetrics
CRISLANG		1000	P	PET CT
	_	2000		Medical Photography Radiology
CRISLET		1000	U	Ultrasound
CRISLGLV		1000	Z	Additional Workload
CRISLGTP		00000		
CRISLIE		ana an		
CRISLMPR		00000		
CRISLNAB		00000		
CRISLOC		0000		
CRISLOG			Table Ent	۸ry
				Denvices her/6.201 ht
CRISMETH				
CRISMOBL				Text Radiology DICOM Code
CRISMODL			ľv	Modality Number 6
CRISMOY			kVn+mÅ	As Mandatory Y/N
CRISMTYP			Deer	
CRISOPER			Dose	
CRISORES			Prac	ct Mandatory Y/N
CRISOTAB				Table Settings
		00000		✓ Preserve Local Values
	-	1000		Edit Labels
Create	Fable	1000		

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KVP+MAS MANDATORY

This setting is designed to enable you to specify that radiographers must enter the individual kVp and mAs amounts rather than entering an overall dose before being able to save the Event. This is blank which equals N by default but can be set to Y if required.

DOSE OR KVP+MAS

This is the most commonly used setting as it requires users to enter either the overall dose per projection, or individual kVp+mAs before being able to save the Event. This is blank by default which means it is not obligatory to enter any projection details, and it is therefore advisable to set this to Y for all applicable modalities.

PRACTITIONER MANDATORY

This setting is popular as it means that the event cannot be saved until the relevant 'Vetting Practitioner' has been entered. It is expected that the 'Vetting Practitioner' will have been completed much earlier in the process (i.e. upon receipt of request) however as a number of examinations are not necessarily vetted ahead of attendance – i.e. A&E events and walk-in clinics this is the last opportunity to ensure the practitioner has been recorded for IrMEr and clinical governance guidelines. This is blank by default which means it is not obligatory to enter any practitioner details, and it is therefore advisable to set this to Y for all applicable modalities.

<u>Please note:</u> If you make any changes to this table you should tick 'Preserve Local Values' to maintain your configuration during future system upgrades.

Document Control

Title		CORE CRIS - Post Processing Module						
Owner		HSS Training Manager		Date Created	01/09/2009			
File Ref.		CRIS_CRIB_CM_270_Post_Processing_V2.1.doc						
CRIS Version		2.09.10p						
Change H	History	/						
Issue Dat		Author / Editor Details of Change						
V1.0	01/09/2009		David Costin	First Issue				
V1.1 16/09/201		9/2010	Emma Savage-Mady	Amendments to further reiterate correct working practice.				
V1.2 04/07/2		7/2011	David Costin	Amendments to version number for 2.09.10e				
V2.0 20/		0/2014	Emma Savage-Mady	Further addition and amendments to include cannulisation				
				and removal of leg	acy references. Additional changes to			
				clarify when messag	es are sent to PAS / OCS and PACS for			
				Status Abandon (sing	le exam) and [Not Performed].			
D2.1	08/07/2016		Louis Wilkinson	Added Dose Monitor	information.			
V2.1	08/07/2016		Emma Savage-Mady	Reviewed / Edited	and released new Dose Monitor			
				information for 2.09.10p				
Review Date			08/07/2018					

