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Centricity
Cardio Workflow (CCW)
Staff Application Training

Cardio Workflow

Last updated: 7/23/2018

NEXT

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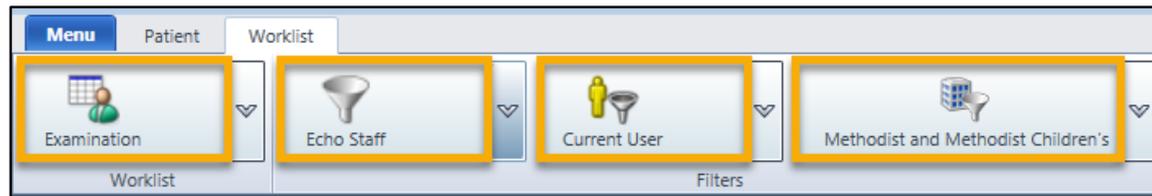www.SAHealth.com

Echo Sonographer

1. Open/log into "**C**entricity **C**ardio **W**orkflow",
   Verify that Worklist and Filters are set appropriately.

   Examination | Echo Staff | Current User | Your organization

   You should see your patient with a status of In Progress.

2. Double click on Exam line to open Exam.   07/08/2018   7:38 AM   09/06/2017   ECHO   In Progress

3. The system will automatically open the image set on the other monitor. If using a single monitor, you will need to toggle back and forth.

4. The Quick Report called is to be applied by the tech:

   • "TTE Base Report Template"
   • "TEE Base Report Template"
   • "Stress Echo Base Report Template"

5. Stress Report with ECG tracings are located under **All Studies** Button on the Main Ribbon.

6. **Main Form:**
   a. **Patient Section - Confirm/update**

7. Tech will enter all the data in the report:

   a. Patient Data including BP/HR/Rhythm/etc.
   b. **Examination** Verify **Exam Type** is correct in the Section. This controls the final report description.
   c. **Exam Detail: Confirm/update**

For Questions contact 210-575-0660

Echo Sonographer

8. **Staff Section: Add all staff, if someone is not utilized please highlight the line and click the X to delete**. All other fields should be complete from the Tech at this point: Nuclear Tech, Stress Tech, Reading Physician, Stress Supervisor

      a. Use the Type Ahead feature to find names due to large name dropdown lists.

9. All data entered is automatically saved within the report

10. Data that is required is orange in color. Most are Tech Required Fields, see list at the end for physician required fields
you will need to select close exam in the verification window to exit.

11. Open Exam Info tab: It has 4 sub-forms

      a. Clinical Data (not required but available for us and positive statements will show on report

      b. Procedure Data tech responsibility of tech, Update as needed

      c. Nursing Notes – Conscious Sedation/Meds/probe data, etc , such as TEE

      d. Medication – Detailed administration of medications used during study, such as TEE

Nuclear Stress Tech

Stress Only Tech

NIPV Sonographer

Universal Viewer for Cardiologist

Universal Viewer for Non-Reporting Physicians (PedEcho, Cath, CV Surgeons)

Printing Reports from Centricity Cardio Workflow

For Questions contact 210-575-0660

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Echo Sonographer

12. **Tech Comments** – If you need to communicate something to the physician, it will be in this area. This does not go to the final report, only internal communication.

13. **Measurements** – All Measurements taken during the study are in this area sorted by anatomy

    a. Most Measurements have a defined normal value and will show in color if outside the normals

    b. A grid with checkboxes is available in this section, some are defaulted already based on physician input, other are user driven based upon need for a specific patient encounter

        i. Table - Shows in measurements table at the end of the report
        ii. Conclusion– Places value in the Conclusion Area
        iii. Findings– Add to a measurements section under each anatomy section in the body of the report

14. On anatomy pages with measurement boxes, you may also right click on these to add to findings or conclusions.

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Echo Sonographer

15. Stress ECG Tracings and other data entered at the cart can be found in the All Studies Area. The lower section contains the report from the CASE Stress Cart.
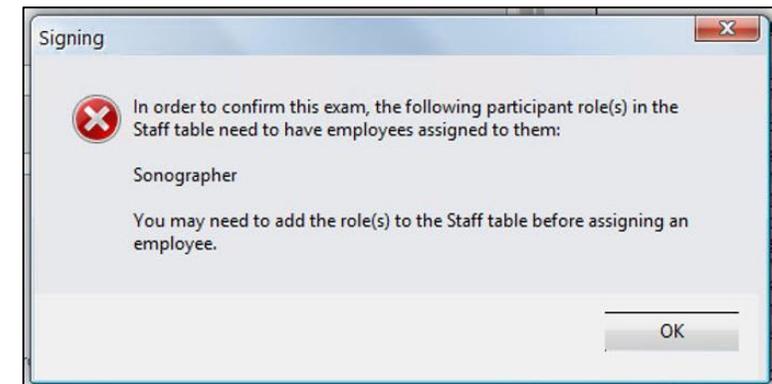

16. Stress Data will be processed from the data entered at the Stress Cart itself and be available under this tab for review and to **review/add/update** the data that is present.

    a. This data is dependent upon the Stress Tech/Supervisor to enter, if not the physician will need to fill in the blanks for the report.

    b. The data in Case Impression and Case Conclusion is greyed out as this is a read only field of data typed into the Stress Cart. It will not be on the physician report, just for information.

    c. Duke Treadmill Score for Exercise Stress should come from the cart

        1. If it does not, or if the physician does not agree it can be updated in the section below. Then, it will reflect on the physician report as physician updated/calculated field.

HOME

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Echo Sonographer

17. Stress Echo Forms contain all data from Stress Echo entered by tech and is available for further **review/add/update** to the data.

18. If you have not completed all fields, which is normal for the sonographer as some are physician fields. You will see this window, please fix the items that are required (orange fields). You can use the blue colored links to go directly to the field that needs to be addressed.

   a. As you complete the item it will drop off the list and when empty you can close and re-review the report and sign or use the sign button on this window

   b. If the required fields are physician fields you may use the close button to close out the study
      i. AUC
      ii. Indication/Diagnosis

19. If you do not enter all required clinical team member the Main Form under Staff. The physician will get this message

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Nuclear Stress Tech

1. Open/log into "**C**entricity **C**ardio **W**orkflow",
    Verify that Worklist and Filters are set appropriately.

Examination | NucMed Staff | All Participants|

2. Double click on Exam line to open Exam. | 07/08/2018   7:38 AM   09/06/2017   In Progress |

3. **Main Form:**

   a. **Patient Section** will open. Enter Height, Weight, HR, and BP in the.
   b. **Examination** Verify **Exam Type** is correct in the Section. This controls the final report description. Note: AUC is physician entry field.
   c. **Exam Detail: Add information**
   d. Enter Indication/Diagnosis in the

4. **Staff Section: Enter Nuclear Tech, Stress Tech, Reading Physician, Stress Supervisor**

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Nuclear Stress Tech

5. Use the Type Ahead feature to find names due to large name dropdown lists.
   a. Patient Data including BP/HR/Rhythm/etc.
   b. Examination Verify Exam Type is correct in the Section.
   i. Note: AUC is a required physician entry field.
   c. Exam Detail: Confirm/update

6. Select the Quick Report Icon in the main ribbon.
Select the correct report type.

7. Select the **Exam Information** tab and enter any historical patient data as needed under the Clinical Data.

8. Select the Imaging Parameters and complete required fields.

Nuclear Stress Tech

9. Select the **Billing Icon** in ribbon. The billing cockpit will launch. Verify code is correct, update as needed. Select by checking box, select **Export tab** and **Accept**.

10. **Select Imaging Data>Imaging Parameters Pane:**
    1. Enter all required information for Nuclear Stress Exam indicated by an Orange color

11. Select the close icon in the main ribbon to exit the exam and return to worklist. A prompt will appear and ask if you want to change the exam status to **Ready to Review** upon exiting the examination. If you have completed the report for the Physician to review then click **Yes** and the status will change. If you have not completed the report for the Physician to review and need to add more information then click **No** and it will stay in the status of **In Progress**.
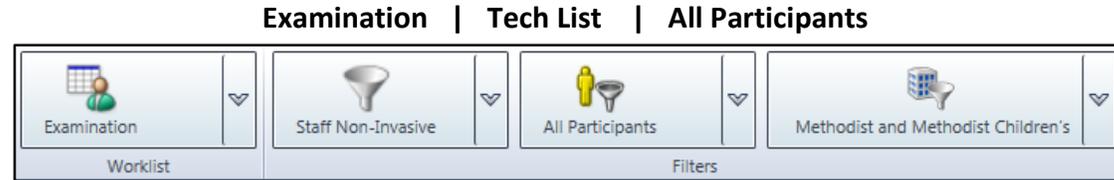
12. All data entered is automatically saved within the report.

13. Return to the **Worklist** tab to select your next patient, or you may **log out** of **CCW** by selecting the **Menu Tab** and then **Log off** at the bottom of that screen.

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Stress Only Tech

Cardio Workflow

1. Open/log into "**C**entricity **C**ardio **W**orkflow",
   Verify that Worklist and Filters are set appropriately.

Examination | Tech List | All Participants

| Examination | Staff Non-Invasive | All Participants | Methodist and Methodist Children's |
| Worklist | | Filters | |

You should see your patient with a status of In Progress

2. Double click on Exam line to open Exam. | 07/08/2018 7:38 AM 09/06/2017 In Progress |

3. The Quick Report called "Stress Only" needs to be applied, if not you can add this by selecting it under Quick Report Button in the Main Ribbon –

Quick Report | EchoPac | Sync | Prev Case | All Studies | Web | Modality Data | Print | Attachments | Memo | Billing | Inventory | Form & Report

4. **Main Form:**

   a. **Patient Section - Confirm/update**
   b. **Examination** Verify **Exam Type** is correct in the Section. This controls the final report description.
   c. **Exam Detail: Confirm/update**
   d. Enter Indication/Diagnosis

5. **Staff Section: Ensure you list Reading Physician and yourself**.
All other fields should be complete from the Tech at this point:
 Nuclear Tech, Stress Tech, Reading Physician, Stress Supervisor

Staff		
Reading Group		
Role	Name	Remarks
Referring Physician	Kevin Helmrick	
Stress Technician		
Nurse		
Reading Physician		

Stress Only Tech

6. Use the Type Ahead feature to find names due to large name dropdown lists.

7. All data entered is automatically saved within the report.

8. Tech will enter all data and you will see that in the report:

a. Patient Data including BP/HR/Rhythm/etc.

9. **Tech Comments** – If the tech needs to communicate something to you it will be in this area. This does not go to the final report, only internal communication.

10. Stress Report with ECG tracings are located under All Studies Button on the Main Ribbon.

11. It will be in the lower section of "Imported" reports

12. Double click to open in PDF – You can leave open/move to the other screen/ or view and close.

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Universal Viewer for
Cardiologist

Universal Viewer for
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(PedEcho, Cath, CV Surgeons)

Printing Reports from
Centricity Cardio Workflow

For Questions contact
210-575-0660

Stress Only Tech

13. **Stress ECG Results** - Stress Data will be processed from the data entered at the Stress Cart itself and be available under this tab for review and to **review/add/update** the data that is present.

   a. This data is dependent upon the Stress Tech/Supervisor to enter, if not the physician will need to fill in the blanks for the report.

   b. The data in Case Impression and Case Conclusion is greyed out as this is a read only field of data typed into the Stress Cart.

   It will not be on the physician report, just for information.

   c. Duke Treadmill Score for Exercise Stress should come from the cart

   i. If it does not, or if the physician does not agree it can be updated in the section below. Then, it will reflect on the physician report as physician updated/calculated field.

14. If you see this window, please fix the items that are required (orange fields). You can use the blue colored links to go directly to the field that needs to be addressed.

   a. As you complete the item it will drop off the list and when empty you can close and re-review the report and sign or use the sign button on this window

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NIPV Sonographer

1. Open/log into "**C**entricity **C**ardio **W**orkflow"
     Physician Filters should be set as seen below:

Examination | NIPV Staff | Current User | Your organization

     You should see your patient with a status of In Progress.

2. Double click on Exam line to open Exam.

    07/08/2018   7:38 AM   09/06/2017   In Progress

3. The system will automatically open the image set on the other monitor. If using a single monitor, you will need to toggle back
    and forth.

4**. Main Form:**
       Patient Section - Update
       Select Report Type from drop down menu Exam Detail: Confirm/update

 5. Tech will enter all the data in the report:
              a. Patient Data including BP/HR/Rhythm/etc.
              b. **Examination** Verify **Exam Type** is correct in the Section.
                       i. Note: AUC is a required physician entry field.
              c. **Exam Detail: Confirm/update**

For Questions contact 210-575-0660

6. **Staff Section: Add all staff, if someone is not utilized please highlight the line and click the X to delete**. All other fields should be complete from the Tech at this point: Nuclear Tech, Stress Tech, Reading Physician, Stress Supervisor
      a. Use the Type Ahead feature to find names due to large name dropdown lists.

      All Data entered is automatically saved within the report

7. Data that is required is orange in color. Most are Tech Required Fields, see list at the end for physician required fields you will need to select close exam in the verification window to exit.

8. Open **Exam Info** tab: It has 4 sub-forms
      a. Clinical Data (not required but available for us and positive statements will show on report
      b. Procedure Data tech responsibility of tech, **Update as needed**
      c. Nursing Notes – Conscious Sedation/Meds/probe data, etc , such as TEE
      d. Medication – Detailed administration of medications used during study

9. Tech Comments – If you need to communicate something to the physician it will be in this area. This does not go to the final report, only internal communication.

10. If you have not completed all fields, which is normal for the sonographer as some are physician fields. You will see this window, please fix the items that are required (orange fields). You can use the blue colored links to go directly to the field that needs to be addressed.

   a. As you complete the item it will drop off the list and when empty you can close and re-review the report and sign or use the sign button on this window
   b. If the required fields are physician fields you may use the close button to close out the study
      i. AUC
      ii. Indication/Diagnosis

11. If you do not enter all required clinical team member the Main Form under Staff. The physician will get a message to complete it prior to signing.

12. When you close the exam, it will prompt you to change the status to Ready for Review. This will add it to the physician worklist.

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Navigation Menu

Login to CCW/Go to worklist

CCW will open to worklist by default showing patient studies assigned to you
Double click the study to view

The physician report will launch(CCW) as well as that patient's imaging study (UV/TomTec)
1. **For Echo, the system will launch you direct to the Echo Main Viewer (Image-Com)**
     The Image-Com/UV-TomTec viewer is dedicated to Echo mode and will show only relevant prior Echo Studies in the Patient History on the right side of the screen
2. **To review the Primary study associated with the study**
    a.   Default view is 4-Up
    b.   Change to 1-Up by double clicking on a single frame
            i.Return to 4-Up by double clicking the image frame again
3. **Comparison mode is set by default**
    a.   Choose 2x1 hanging protocol (prior to loading any historical studies)
    b.   Click any study on the patient history list on the right
    c.   That study will load to the top in thumbnail view (left to right)
    d.   In 2-up or 4-up view – drag and drop the thumbnail to a frame
    e.   The comparison will now display in that frame
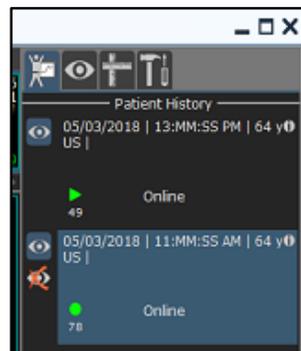
4. **View Historical study in Full View (Primary View)**

    a.   Click on the Eyeball only in the patient history section on the right side of the screen
    b.   A notification window will remind you this is not the study you have open in CCW for reporting – any measurements performed, etc. will not be sent to CCW Report
    c.   Navigate as you would with the same onscreen controls as any other study in the Primary View

Navigation (left sidebar)

- **HOME**
- **Echo Sonographer**
- **Nuclear Stress Tech**
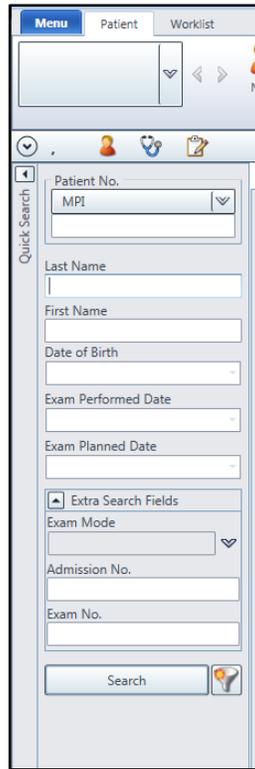- **Stress Only Tech**
- **NIPV Sonographer**
- Universal Viewer for Cardiologist
- Universal Viewer for Non-Reporting Physicians (PedEcho, Cath, CV Surgeons)
- Printing Reports from Centricity Cardio Workflow
- For Questions contact 210-575-0660

If you click on patient in the top ribbon, then you can search for any patient in the system with a report. If you do not find your patient, please use How to Search the Images Only

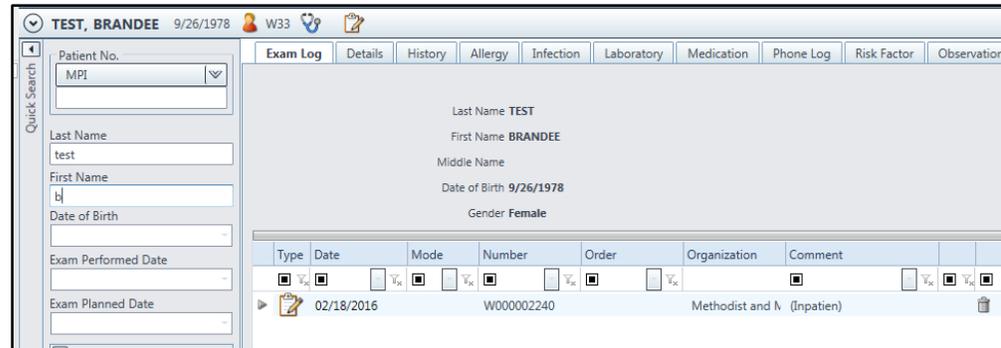Enter patient information that you know and click search

Select the patient

The patient will open showing all patient's studies in CCW

Double click the study to view

The physician report will launch(CCW) as well as that patient's imaging study (UV/TomTec)

Last updated: 7/23/2018

HOME

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To print a completed report, or search for imported reports click the **All Studies** tab.

Double Click the report you wish to print and use the print button.

View All Patient Studies
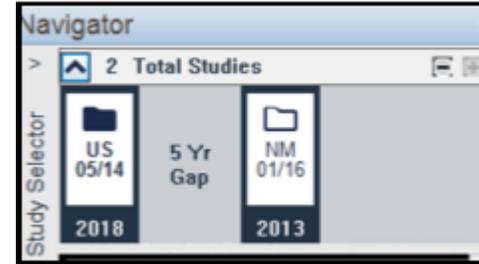
Click to open Navigator on the Upper Left Ribbon
In the upper left corner, you will now see a list of all studies known for this patient

Not just the Echo (US) but all modalities
This Icon is available in UV or TomTec Base Viewers

Click once on a prior to study and wait for it to load the thumbnails down the left side of the screen
(note Image-Com/TomTec is still in the background

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View All Patient Studies
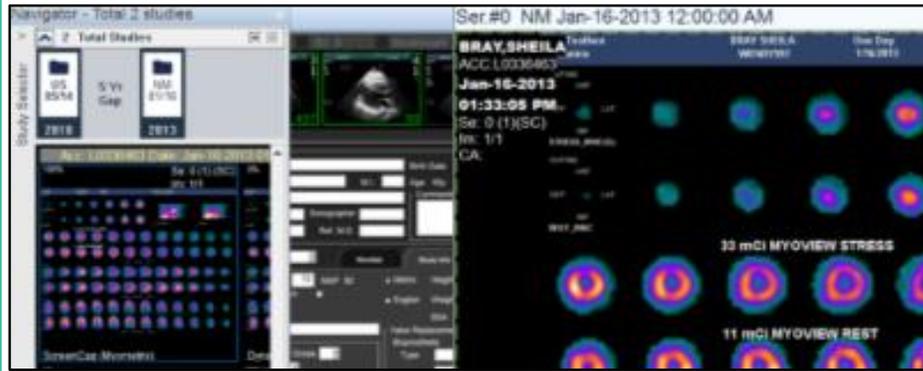
Double Click the first thumbnail and it will open in a window on top of the UV-TomTec Viewer in background and new window you can expand or move to your other monitor.

You can make this new window full screen/drag it to another monitor/ or flip back and forth if you only have a single monitor

Use the forward/back buttons in that window move through the study.

Close the open windows and return to Image-com/TomTec and click the eyeball on the study that matches the one you are reading and complete the report in CCW.

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How to Search the Imaging System Directly

From the CCW Patient Tab use the Search for Patient Images Button to search for any patient in the imaging system with or without a report in CCW
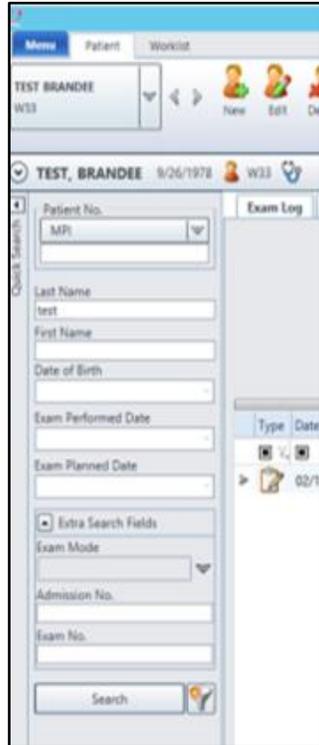
It will open the navigator, such that, you can select search criteria by selecting the Magnifying Glass

Name is entered [Lastname]^[Firstname]

If Last name only used with DOB or MRN it will not require the special character.

If the search is too broad you will need to narrow the search criteria
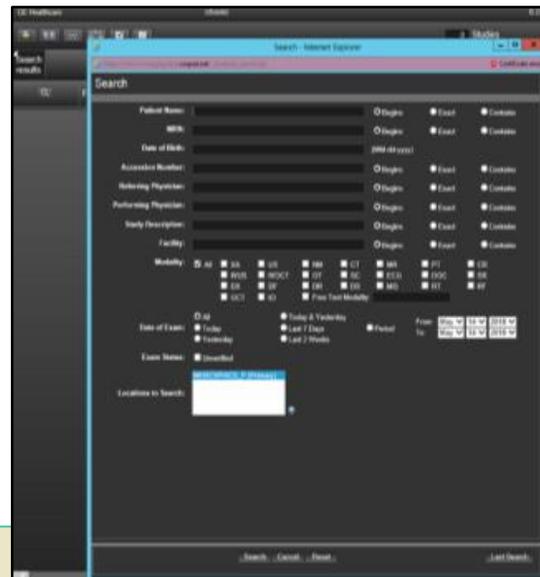
Example: All images for 10 years for last name Smith will result in **Query too General Error.**

Search for 10 years for Smith with DOB of 10-20-50 will likely result in finding the patient's records.

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How to move through a study in UV / TomTec

Many of the Icons are the same in both viewers, but may be in different locations depending on your view

Universal Viewer

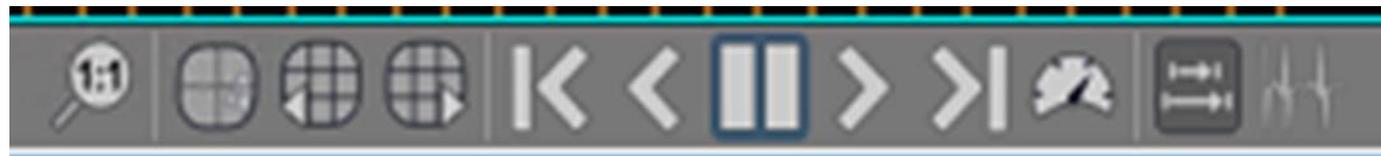|Prior Page| Active Frame Controls | Next page | Toggle Direction|Speed

| Prior| Pause| Next|

UV Multipage View additional thumbnail per active window

|Prior Series|Auto Scoll|Next Series|View FOV|Sync|Swap Series

TomTec Viewer

Pixel 1:1 | View |Prior Page| Next page| Active Image controls by Frame |Speed | Synch |Border Control

|First | Prior | Pause | Next | Last|

For Questions contact 210-575-0660

Universal Viewer Non- Reporting Physicians

Task	Steps
Launch Centricity Universal Viewer	1) Open Microsoft Internet Explorer to your Centricity Universal Viewer web site. 2) Answer Yes to security questions. 3) If necessary, click the pop-up bar near the Internet Explorer bar to allow ActiveX controls
Log in	1) When the login screen appears, enter your case sensitive **user name** and **password.** 2) Click Login or press **Enter**.
Quick Search on the Study List	1) On the far left of the Study List window, select Patient Name, MRN /Patient ID, or Accession # from the drop down list. 2) Enter the *search criterion*. **NOTE** Search for MRN/Patient ID and Accession # by entering an exact match, or for Patient Name using the "Begins" criterion by entering at least the first two characters of the patient's last name. 3) Press **Enter** or click **Search** 🔍 to execute the search.
Search for a Study	• Click a Study List tab. • Click **Search** 🔍 on the toolbar. • Enter the criteria for your search and click **Search**.
Save a New Study List	1) Right-click the Search Results tab and select **Save Search As** from the menu. 2) Enter a unique name for the new tab. 3) Click **OK**.
Open a Study	Click anywhere in the study row. The study displays in the viewer.
Rearrange Displayed Series or Display a Series Not Loaded	• To arrange series within the Navigator, click and drag the thumbnail to a different location in the Navigator. • Use the **Series Selector** to display the series in the Active Series window.

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Universal Viewer Non- Reporting Physicians

Task	Steps
Page through Series	Click a series to make it active and then: • Scroll using the mouse wheel. • Hold down the left mouse button and drag the mouse up or down. • Click the **Up** and **Down Arrow** keys or **Page Up/Page Down** keys.
Edit Layout Grid	1) Click the Edit Grid icon ▦ on the toolbar. 2) Select a grid layout from the drop-down menu.
Adjust the Window/Level (W/L)	• Click ◑ **W/L** on the toolbar. In the image, click the left mouse button and drag the pointer up or down. • Click the **Present Window** item and select one of the available definitions for this study. • Right-click anywhere in the image to display a floating menu.
Access Other Features	• Use the *Main Menu* or toolbar. • Right-click to display the floating menu. • Hover over any button or icon to display the tooltip that defines its function.
Access Online Help	• From the Study List window, click **Help**, or • From the Viewer window, select **Display Help Page** from the Main Menu **Help** option.
Close the Study	• Click **Done** ⟻ in the toolbar to perform the default operations and close the study. • To override the default settings for **Done** without changing it, click the down arrow next to **Done** to display the drop-down menu and make a selection.
End Your Session	• Click the logout icon from the Study List ⧉ .

Navigation Sidebar

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To Access Commands from the Study List Context Menu

1. In the Study List, position the mouse in the row of the desired study and right-click. This displays the context menu. The commands available depend upon your system configuration and user account privileges.
   Note: Any commands you select in the menu applies to all selected studies. To perform the menu action on multiple studies, select the check boxes to the left of each study, and then right-click to see the menu.
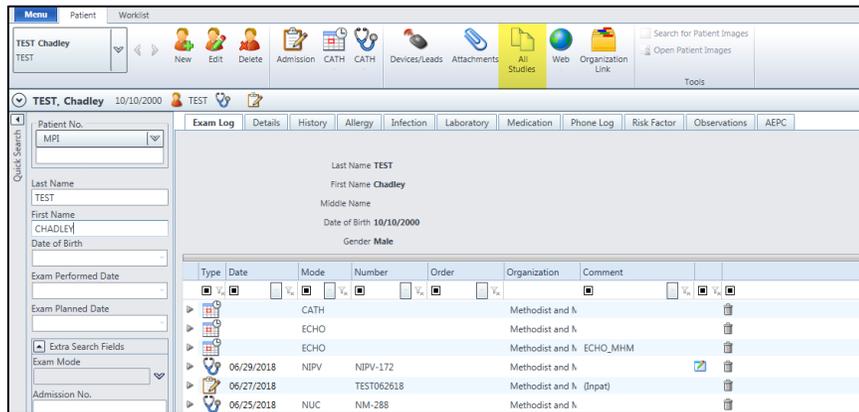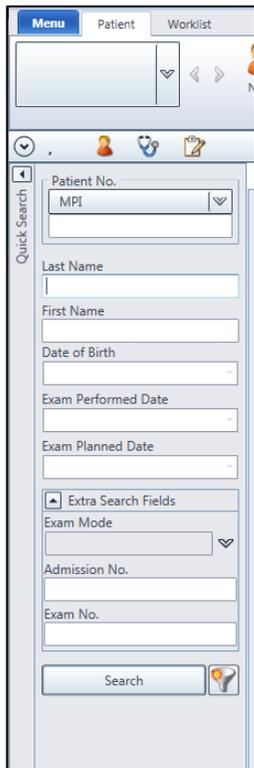2. Click the menu item to execute the command.

Study List Commands

Note Some of the commands may not be available, depending upon your configuration.

Command	Description
Select All	Select all studies on the page.
De-select All	Clear all selections.
View Selected Studies	Load images in the selected study (or studies) into the Image Viewer.
View Selected Studies for Conference	Open studies with saved presentation states and layout information for presenting studies at conferences.
Compare Selected Studies	Loads the selected studies into the Image Viewer for comparison, two at a time.
All Studies for Selected MRN	Displays all the studies with the same Medical Record Number (MRN), which is useful for comparing or viewing all studies for a particular patient. If more than one MRN is selected, all the studies for all the selected MRNs are displayed.
View or Enter Report/Note	View the existing note(s) or report(s) attached to each selected study. From the report/note view, authorized users can add a note or report to the study.
Show Series List	Display a list of series contained in the study. Includes number of images, modality, and other information.
Show Thumbnails	Displays the thumbnails contained in each series.
View Audit Trail	Display full details about who accessed the study, when, and what operations they performed on the study.

For Questions contact 210-575-0660

Printing Reports from CCW

Open/log into "**C**entricity **C**ardio **W**orkflow",
Switch to **Patient** Tab and enter patient information that you know and click search

To print a completed report, or search for imported reports click the **All Studies** Tab.

Double click the report you wish to print and use the print button