SCGH ED POCUS Workflow

Guide for Karisma, InteleViewer and PowerScribe 360

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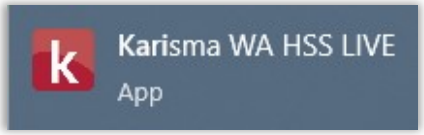
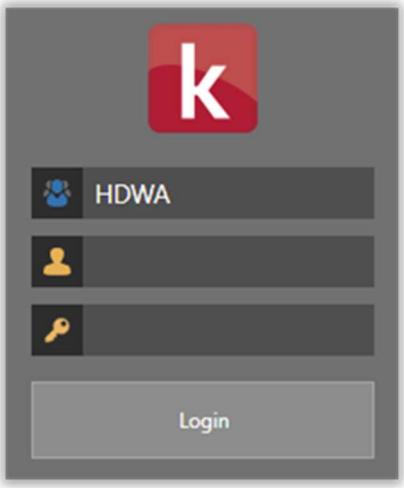
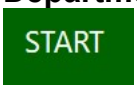
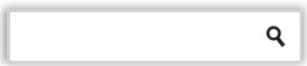
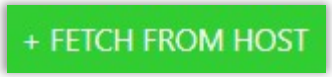
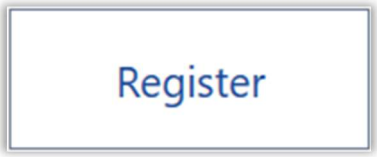
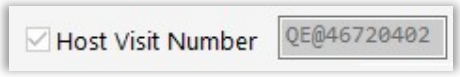
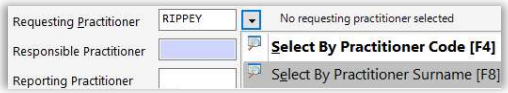
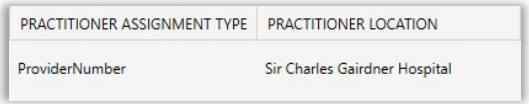
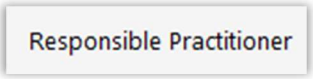
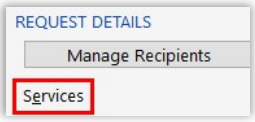
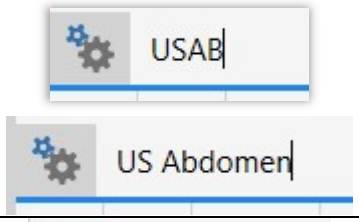
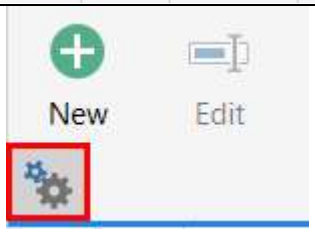
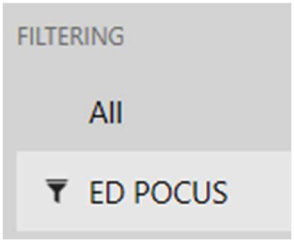
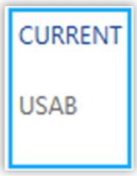
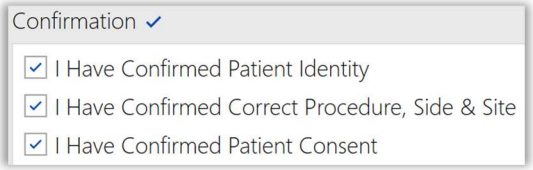
This manual will step through the workflow for entering and reporting a Point of Care Ultrasound (POCUS) examination in the RIS/PACS system.

1. Create and Verify Karisma Request

Screenshot	Instructions
	Open the **Karisma** application from the Windows Menu.
	If prompted, login using the following credentials: Username: he-number Password: windows password
	If prompted, select the **SCGH Emergency Department** Work Site and click **Start**.  Note: The Workstation should be set to automatically login
	Open the **Imaging** screen from the Main Menu.
	Search for the correct patient via the **Patient Search Field** by entering the UMRN.
	If the patient is not found, select **Fetch From Host** to retrieve the patient details from WebPAS.
	The patient details will display in the patient jacket. Click **Register** in the Task Panel.

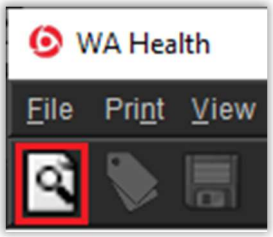
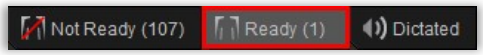
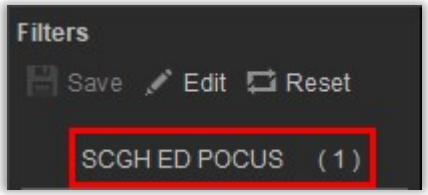
	If prompted with the Request Selection screen, select **Register New** in the lower right corner.
	The **Register Request Details** dialog will be displayed.
	The **Host Visit Number** will automatically populate the associated Request details with information from the ED Admission in WebPAS. Complete additional mandatory fields that are not populated from the Host Visit.
	Type the physician surname into the **Requesting Practitioner** field Click the drop-down arrow and click **Select by Practitioner Surname** or press F8.
	The **Select Practitioner Assignment** dialog opens.
	Select the physician from the list with the following details: 1. Practitioner Assignment Type = ProviderNumber 2. Practitioner Location = Sir Charles Gairdner Hospital *Note: Do not use the HCPCode entries*.
	Click **OK**.
	Repeat for the **Responsible Practitioner** field.
	Click the drop-down arrow to the right of the **Services** field, then click **Add Service.**

	The **Check Service Type** dialog box will be displayed.
	Begin typing the **Service Type Code** or **Service Type Name** to filter the search.
	If you are unsure about the exam name or code details, click the **Cog** icon to open the **Filtering** options.
	Scroll down to the **Filtering** section and select the **ED POCUS** filter. This will limit the list of services to only POCUS exams performed within ED. If a POCUS examination is not found within this list, contact the site PACS/RIS Administrator.
	Select the required service and click **OK**.
	All request details should now be entered. Click **OK** to Register the request.
	The Request will be displayed in the **Request History Timeline** at the top of the request jacket.
	Proceed to Ultrasound machine

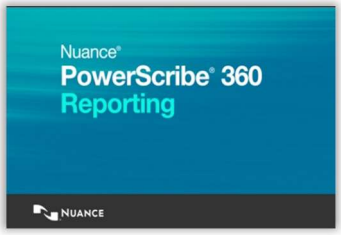
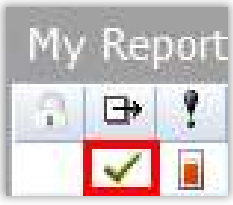
	The study details will populate on the modality worklist after approx. 30 seconds The POCUS examination can now be performed. Remember to **send all images to PACS**.
	Return to **Karisma** application
	Select **Verify** to complete the imaging process.
	Tick the **Confirmation** checkboxes to indicate the patient has been correctly identified and consented.
	Scroll down and click **Sonographer (Any)** to choose from a list of POCUS users.
	Highlight the user and select **Save** to proceed.
	Select **Verify** to make this study available for reporting within InteleViewer.

KARISMA WORKFLOW COMPLETE – PROCEED TO REPORTING

2. View Study in InteleViewer

Screenshot	Instructions
	Open the **InteleViewer** application from the Windows Menu.
	Login using the following credentials: Username: he-number Password: windows password
	Open the **Search Frame** by selecting the magnifying glass.
	Open the **Worklist** tab with the Search Tool window.
	Select the **Ready** tab to display the studies ready for reporting.
	Click the **SCGH ED POCUS** filter to display only the relevant POCUS studies for reporting.
	Right-click on the study: • Select **Read** to view the images and launch PowerScribe 360 to create the report • Select **View** to view the images only

3. Report Study in PowerScribe 360

Screenshot	Instructions
	Upon opening the study in InteleViewer, PowerScribe 360 will launch with the patient in context.
	The **Report** window will display with the Patient Name and Accession number. The title of the report is pre-filled from the Service Type Name
	Type or **dictate** the report content into the pre-populated fields.
	When the report is completed click the **Sign** icon to approve the report. Alternatively use the voice command: "**Sign Report**".
	The Status of the report will be updated to "Final", and the green arrow will be displayed.
	Following a 5 minute grace period, the green arrow will update to a tick and the report will be available in iCM and other applications.

END OF POINT OF CARE ULTRASOUND WORKFLOW