Radiology/Nuclear Medicine Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Imaging divisions and locations need to be entered via the RA OVERALL-Supervisor Menu-System Definition Menu.			
A. One Rad/Nuc Med Division and one Imaging Location will need to be initialized before using the above mentioned menu/options. This is because radiology code screens for active divisions and locations when the application is entered, thus one needs to be there to be able to enter the Radiology Menus.			
B. File #75.1, Imaging Stop Codes needs to be built prior to creating a location. This file contains valid imaging stop codes and is a pointer to file #40.7, Clinic Stop. The clinic stop file is pre-seated with data. Enter the appropriate codes into file #75.1 using Fileman Enter/Edit.			
C. Using FileMan edit, enter one Radiology Division to be used at your site to file, Rad/Nuc Med Divisions (#79). This is a pointer to the Institution file. The fields can be "stepped through" and edited later using the option.			
D. Using Fileman edit, enter a location to the Imaging Locations file (#79.1). Be sure this first location will need to be assigned the Imaging Type of General Radiology. The field, DSS ID will need to be populated at this time. (This points to file #75.1)			The person creating this location must have write access to the Hospital Location file (#44).
E. Edit, still using Fileman, your divisional entry (#79) created in step 1C and enter the location created in step 1D to the field, Select Imaging Location.			
F. Assign the person who will be building the divisions and locations the RA OVERALL menu and the following keys: RA ALLOC; RA MGR and RA VERIFY.			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
G. Now use the RA OVERALL menu; Supervisor Menu; System Definition Menu, to create needed divisions and locations.			
1) First step through the division that was created using Fileman, but now use the option, Division Parameter Set-up. Next, step through the location that was created using Fileman, but now use the option, Location Parameter Set-up.			After completing this step, look at the location in file 44 and verify it is set as an OOS location. If you do not see this, STOP and contact support.
2) Divisions: Option: Division Parameter Set-up. Only those locations that have an Imaging department located at the division should be added as an Imaging Division. Step through all prompts and answer as appropriate for your site.			
3) Locations: Option: Location Parameter Set-up All locations performing exams within the Imaging department will need to be created using the Location Parameter Set-Up option on the System Definition menu. (a) Be sure to answer YES when ask if adding a new hospital location. (b) Step through the prompts, do not jump-out. (c) Verify the corresponding entry in file #44, Hospital Location, has been set as an OOS clinic.			Person is required to have write access to file 44. Radiology code triggers the entry of the OOS location in file 44. Some prompts will need to be bypassed at this time – additional files will need to be populated. (i.e. Camera/Equip/RM)
4) Using the option, Division Parameter Set-up, assign each new location to the appropriate Imaging division.			
2. On the RAOVERALL-Supervisor Menu-Utility Files Maintenance Menu select the option, Label/Header/Footer Formatter. Use this option to create the Flash Card template as well as the header and footer for outputs.			This file points to the Label Print Fields #78.8 and that is pre-seated with data.

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3. On the RAOVERALL-Supervisor Menu-System Definition, use the option, Camera/Equip/Rm Entry/Edit to create the site's camera rooms. If you have a location set-up for portables for more than one division, you will need multiple Portable Rooms in this file.			
4. Return to the Location Parameter Set-Up option on the System Definition menu and populate the Camera Room and Flash card/header/footer prompts for all locations.			
5. Assign Radiology personnel to classification and location. This is accomplished via RA OVERALL-Supervisor Menu-Rad/Nuc Med Personnel Menu-Classification Enter/Edit option.			The RA ALLOC key will allow the end user access to all locations.
6. Examination Status: RA OVERALL-Supervisor Menu-Utility File Maintenance- Examination Status Entry/Edit option.			An examination status needs to be set-up for each Imaging type in use. (i.e.: You should see as many complete status as active imaging types.)
1) There are three parts to each status for each imaging type: (a) Status Change Requirements – what will be required before moving to next status (b) Status Tracking Functions – determines what will be asked (prompts) before moving to next status. (c) Management report criteria – determines which workload reports should include exams with the status that you are editing.			For each status change requirement you set to yes, be sure you also set the corresponding status tracking function to yes. If using VistARad, be sure to populate the VistaRad Category field with the appropriate status.
2) A data inconsistency report is generated when you leave the option. Please review and resolve the problems.			
7. Film Types: RA OVERALL-Supervisor Menu-Utility Files			

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Maintenance- Film Type Entry/Edit			
1) If your site is using film, enter film types for all locations. Each film type needs a corresponding Wasted Film type.			
8. Procedure File(#71): RA OVERALL-Supervisor Menu-Utility Files Maintenance-Procedure Edit Menu- Procedure Enter/Edit			
A. The procedure file comes with all procedures assigned to the imaging type of General Radiology. All procedures that you plan on using will need to be edited to the correct Imaging Type.			
B. CPT codes are populated on the procedures. However, recommend verifying that they are active codes assigned.			
C. Edit fields as necessary for your site. For each active procedure a modality or modalities must be identified.			Modality field points to the Rad Modality Defined Terms (#73.1) file. This comes pre-populated and should not be edited.
D. Locally created parent procedures will need to be added to the system.			
9. Procedure Messages: RA OVERALL-Supervisor Menu-Utility Files Maintenance-Procedure Edit Menu- Procedure Message Entry/Edit.			
A. Enter all procedure messages your site will use.			
10. Procedure Modifiers: RA OVERALL-Supervisor Menu-Utility Files Maintenance-Procedure Edit Menu- Procedure Modifier Entry			
A. Enter all modifiers you may need. The system comes with 5 entries. (Left, right, bilateral, operating room, portable)			
11. The following files can be populated/edited by using an option found for that file on the RA OVERALL-Supervisor			Major AMIS codes should not be edited.

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
Menu-Utility Files Maintenance menu.			
A. Complications – Add any required entries. System comes with Contrast Reaction			
B. Diagnostic Code – System is pre-seated with 8. Site can add additional codes if needed.			
C. Reason Edits – System is pre-seated with 22. Site can add additional reasons if needed.			
D. Reports Distribution Edit – If site is still printing reports, queues are established by this option.			Most likely N/A.
E. Sharing Agreements			
F. Standard Reports – Enter all standard reports the radiologist use.			If the radiologist use this functionality, this file can be transported (KIDS) from another site.
12. Nuclear Medicine – If your site will be using the Nuclear Medicine properties of this application, the Nuclear Medicine Set-up will need to be completed. It is found on the RA OVERALL-Supervisor Menu-Utility Files Maintenance menu.			
A. Lot (Radiopharmaceutical) Number Enter/Edit			
B. Route of Administration Enter/Edit – there are 17 entries loaded.			
C. Site of Administration Enter/Edit – there are 47 entries loaded.			
D. Vendor/Source (Radiopharmaceutical) Enter/Edit			
13. Devices – Printers used within the Rad/Nuc Med application (i.e. request, cancellation printers) are entered via the RA SITEMANAGER menu. This menu is a standalone menu – not part of the RAD/NUC MED TOTAL menu.			IRM Service will need to enter devices into the Device File, (#3.5) before this can be accomplished.
A. Device Specifications for Imaging Locations – option for entering devices.			

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14. CPRS Interface A. Common Procedures – Create common procedure list for each imaging type in use.			This is not multidivisional, so all radiology locations will have to agree on this.
B. Quick Orders/Order Dialogs – Work with CAC to create quick orders that you want to have place on the ordering menus within CPRS. It is possible to configure multiple quick orders for the same procedure. This process can be used to address multiple imaging locations of the same imaging type.			Created with OERR menu management options.
15. Scheduling – If you will be using the Scheduling application to schedule procedures, you will need to work with your PIMS ADPAC to establish non-count clinics to be used for scheduling.			

16. Mail groups – Verify the following mail groups exist and that they have members:
    A. RAD Performance Indicator
    B. RAD HL7 Messages
			CPRS Notifications are normally used instead of the Rad/Nuc Med bulletins.

17. Voice Recognition Systems – Will need to work with vendor and IRM staff to set up HL7 messaging. The appropriate HL7 link and RA protocols in the VistA Protocol file (#101) will need to be set-up.			Information can be found in the following Rad/Nuc Med v5.0 manuals: HL7 Manual -Health Level Seven (HL7) Interface Specifications For VR Dictation Systems.