

STAR 2000™



STAR RADIOLOGY REFERENCE GUIDE Worksheets Volume

Release 17.0
October 2011

X17000041

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Publication date

October 2011

Produced in Cork, Ireland

Product and version

STAR 2000 Release 17.0

Publication number

X17000041

Reader comments

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Preface

The *STAR Radiology Reference Guide* is a multivolume document written for all users of the STAR Radiology system. This *Worksheets Volume* describes the various components of the base STAR Radiology System. It gives you the opportunity to build a flexible system of information entry and retrieval.

This document is written from the perspective of the STAR Radiology system operating in a single facility, multidepartment environment. Those areas which operate differently in other environments are noted. For example, you must access certain primary tables and functions differently in a standalone environment; stand-alone implies that the system is not operating in a networked or interfaced environment with an Admission/Discharge/Transfer system.

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Introduction

The *Worksheets Volume* of the *STAR Radiology Reference Guide* enables you to maintain a paper audit trail of your system build and maintaining process.

The *General Information Volume* is prerequisite reading for all other volumes of the *STAR Radiology Reference Guide*. Successful use of the *Worksheets Volume* depends your knowledge of the concepts covered in the *General Information Volume*.

This volume contains 13 chapters; each one covers a logical group of components as defined by the base system. A Table of Contents at the beginning of this volume outlines the worksheets discussed.

This volume contains the following types of worksheets:

CHAPTER 1 - GENERAL

This chapter provides a list of worksheets used for building tables and files containing general information.

CHAPTER 2 - PERSONNEL

This chapter provides the worksheets used for maintaining accurate employee data.

CHAPTER 3 - ORDER PROCESSING

This chapter provides the worksheets for building information used when processing orders on the STAR Radiology system.

CHAPTER 4 - EXAM DATA ENTRY

This chapter provides the worksheets used for building Radiology exams and non-procedural charges.

CHAPTER 5 - FILM ROOM

This chapter provides the worksheets used for collecting the data to build the automated Film Room.

CHAPTER 6 - RESULT/REVIEW/FINAL REPORT

This chapter provides the worksheets used for setting the parameters that determine the functionality of the Report Review function, Final Reports and patient inquiries.

CHAPTER 7 - PRINTERS

This chapter provides the worksheets used to build files that control the printing of documents used on the STAR Radiology system.

CHAPTER 8 - ACTIVITY TRACKING

This chapter provides the worksheets used for setting the activity tracking tools available on the Radiology system.

CHAPTER 9 - HARDWARE

This chapter provides the worksheets used for collecting information regarding the terminals and printers.

CHAPTER 10 - MANAGEMENT REPORTS

This chapter provides the worksheets used for defining the parameters associated with management reports.

CHAPTER 11 - MISCELLANEOUS PARAMETERS

This chapter provides a worksheet used for defining other parameters of the Radiology system.

CHAPTER 12 - MCKESSON

This chapter provides the worksheets used for parameters controlled by McKesson personnel.

CHAPTER 13 - QUALITY CONTROL

This chapter provides the worksheets used for collecting data about the quality control of equipment and inventory.

Format

Three types of worksheets exist in this volume:

- **HBOPAC**

McKesson controls the table that contains data collected on this worksheet. McKesson personnel perform any changes to be made to this information after system installation.

- **STARPAC**

The Hospital Information System (HIS) shares the data from the worksheet with STAR Radiology. The information in Radiology must be identical to that used by the HIS.

- **RADPAC**

The data from the worksheet is specific to the STAR Radiology system. Your hospital maintains this information after the system installation.

The top of the worksheet may have a box that requests the facility and/or department code. Facility refers to the specific hospital. Some criteria for a facility are separate Service Item Masters (SIM), separate patient population, different physical location, and subdivided into departments. Department refers to a subsection of a facility's SIM department such as Laboratory and Pharmacy. Enter the facility and/or department for which the worksheet information pertains. If there is no box on a worksheet, the information is neither department- or facility-specific: it is shared by facilities and departments.

Next, the descriptive name is displayed followed by a summary of the worksheet's purpose and the general use of its information. This area enables you to quickly identify the desired worksheet. After the summary, the field descriptions are displayed for each field (area) on the worksheet.

At the bottom of each worksheet is a place for the completion and revision information. The Completion Date contains the date on which data collection was complete. This date is a reference point for information that recently changed. After the Completion Date, a line exists at which you identify the individual responsible for the completion of the worksheet. The Revision Date contains the date on which the worksheet information received edits. Revision occurs after a worksheet is considered complete. After the Revision Date, a line exists at which you identify the individual responsible for the revision of the worksheet. Lastly, the page sequence in the total number of pages for the worksheet is displayed for easily tracking worksheets.

Completion Instructions

The Completion Instructions are basically the same for all worksheets; however, the fields vary from worksheet to worksheet. See the instructions below:

1. Fill all information fields completely and legibly.

CODE

Assign a unique letter of the alphabet to each facility.

DESCRIPTION

Enter the name of the facility.

SIM DEPT.

Enter the SIM Department code for each facility. This code must be consistent with other McKesson STAR series products.

2. Review the information for clarity and accuracy.
3. Enter the completion date and your initials.
4. Make a copy of the completed worksheet for your files. Submit the original to the Installation Coordinator.

Chapter 1 - GENERAL

OVERVIEW	1-3
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OVERVIEW

This chapter contains a list of the worksheets used for building tables and files containing general information not necessarily specific to the STAR Radiology system, but necessary for system functionality. The data contained in these tables must match the data contained in any applicable Hospital Information System (HIS) tables.

In a networked environment, the information for these tables are copied from the STAR Patient Care system.

In a stand-alone environment, STAR Radiology needs to use the worksheets listed in this chapter to gather information necessary for system functionality. The general worksheets are included in the *STAR Patient Care Worksheets Volume*.

- Accommodation Codes
- Account Number Group Assignments
- Edit Help-Text
- Facilities
- Hospital Departments
- Hospital Service Codes
- Isolation Codes
- IV Therapy Codes
- Nursing Station Codes
- Nursing Station Groups
- Oxygen Therapy Codes
- Patient Types
- Physician Groups
- Physician Information
- Physician Specialties
- Race Codes
- Room/Beds
- States/Areas
- Zip Codes

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INTRODUCTION

The worksheets in this section aid hospital personnel in entering and maintaining accurate employee data. Through this section, you can collect employee demographics and personnel information, make security level decisions and define radiology employee departments and positions.

RADIOLOGY EMPLOYEE DEPARTMENTS

Each radiology employee is assigned to a department or section within Radiology. This worksheet enables you to define the employee departments within Radiology.

DESCRIPTION

If your STAR Radiology system serves more than one facility, enter the facility code followed by a hyphen (-) and the department description.

RADPAC

RADIOLOGY EMPLOYEE DEPARTMENTS

Each Radiology employee is assigned to a department or section within Radiology. This worksheet identifies the areas in which the employee works within Radiology for personnel definition. In the multifacility environment, the first two characters of the department description must be the single-letter facility code followed by a hyphen (-). As this information is not facility specific, the single letter identifier allows for easy recognition of departments for your facility.

DESCRIPTION 30 A/N

Date Completed		By		
Date Revised		By		Page of

SECURITY LEVELS

The STAR Radiology system is based on assignment of security levels for all users, with specified access levels for each function. To gain access to a particular function, the security level of the user must be equal to or greater than the function's access level. The amount of access permitted to each security level is represented by a number; the greater the number, the greater the number of accessible functions. The highest security level is assigned to the System Coordinator or an administrator.

SCREEN NAME

Enter the name of the security level that is to be displayed on the system when selecting or displaying the security levels.

SECURITY NAME

Enter the name of the security level. This field is typically the same as the screen name.

SECURITY LEVEL

Enter the unique numeric value associated with each security level. The maximum numeric value is generally 80.

RADIOLOGY POSITIONS

Each Radiology employee holds a particular position within the department. This worksheet enables you to define each of the positions and determine its corresponding system access.

Use a listing of all employee positions within the Radiology department for each facility to complete this worksheet.

POSITION

Enter the name of the employee position. The position is displayed next to an employee's name when they sign on to the STAR Radiology system.

DEFAULT SECURITY LEVEL

Using the Security Levels worksheet, enter the default security level name for the position. The system uses the default security level to determine function access when an employee is not assigned a specific security level. The system automatically assigns the default security level to an employee when a position is entered. You can edit the security level if the default security for a position does not meet the employee's specific needs.

ALLERGY PRIVILEGES

Using one of the numbered options, specify what default allergy privilege(s) a user with this position should have.

NOTE: Add/Modify/Verify is *not* recommended for STAR Radiology users.

CODING OPTIONS

Select the options that a user, who can add or modify an allergy, may access for selecting the proper drug or allergen.

NOTE: The Ingredient File and Formulary are *not* recommended for STAR Radiology users.

WORK SHIFTS

This worksheet helps you determine the radiology work shifts used to generate management reports. The end time of each shift is determined by the start time of the next shift. Work shifts cannot overlap.

SHIFT NAME

Enter the name of the work shift.

START TIME

Enter the time at which the shift begins, using the HHMM format. For example, enter 0700 if the shift begins at 7:00 A.M.

RADPAC

FACILITY CODE

WORK SHIFTS

This worksheet determines the radiology work shifts used to generate management reports.

NOTE: The end time of each shift is determined by the start time of the next shift. Work shifts cannot overlap.

SHIFT NAME:**START TIME: 4N
(HHMM)**

1) _____	_ _ _
2) _____	_ _ _
3) _____	_ _ _

Date Completed		By		
Date Revised		By		Page of

USER GROUPS

This worksheet enables you to define the user groups which govern the set of mnemonics that you can access and which menu is displayed when you sign on to the STAR Radiology system.

CODE

Assign a unique code for each user group. This code can be up to eight characters. It is suggested that the security level be included in the code for easy reference.

DESCRIPTION

Enter the user group description. The description can be up to 30 characters.

INITIAL MENU

Enter the menu you want to display for this user group when you initially sign on to the system. This entry should be a valid system menu selected from the table display or free text entry that can be up to eight characters. The base initial menu is xmmloc. Your installer can help you determine what should be entered here.

RADPAC

FACILITY CODE

USER GROUPS

This worksheet identifies the user groups governing the access to mnemonics.

User Group Code: 8C	User Group Description: 30C	Initial Menu: 8C

Date Completed		By		
Date Revised		By		Page of

PERSONNEL MANAGEMENT PARAMETERS

This worksheet enables you to set the system parameters which govern the handling of personnel files.

TOP MANAGEMENT SECURITY LEVELS

Using the Security Levels worksheet, enter the security level name assigned to the top management position.

SECURITY LEVEL REQUIRED TO ADD EMPLOYEES

Using the Security Levels worksheet, enter the name of the minimum security level required to add employees to the system files.

SECURITY LEVEL REQUIRED TO EDIT ACCESS CODES

Using the Security Levels worksheet, enter the name of the minimum security level required to edit the system Access Codes.

DEFAULT AREA CODE FOR EMPLOYEE ENTRY

Enter the telephone area code used most frequently for employee information entry.

DEFAULT STATE FOR EMPLOYEE ENTRY

Enter the abbreviation for the state/area used most frequently for employee information entry.

ANNIVERSARY YEAR

This field displays on the corresponding screen within STAR Radiology but is not currently applicable to the system.

RADPAC

FACILITY CODE

PERSONNEL MANAGEMENT PARAMETERS

This worksheet designates the setting of system parameters relating to the handling of personnel files.

Top Management Security Level (Reference the Security Levels worksheet):

Security Level Required to Add Employees (Reference the Security Levels worksheet):

Security Level Required to Edit Access Codes (Reference the Security Levels worksheet):

Default Area Code for Employee Entry: 3N |_|_|

Default State for Employee Entry: 2A |_|

Is the Year of the Anniversary Date Important?

_____ Yes

_____ No

_____ Not Applicable

Date Completed		By		
Date Revised		By		Page of

EMPLOYEE SYSTEM PARAMETERS

This worksheet provides you with the ability to maintain certain pieces of information regarding each employee. It also assists you in defining the required data elements and the required security levels for accessing and editing the individual data fields in each employee file.

This is an HBOPAC worksheet. Any changes to this information after system installation must be made by McKesson personnel.

OPTIONAL/REQUIRED

This field designates whether each employee data element is optional or required. To make the data element Required, enter R. To make the data element Optional, enter O. Note that the STAR Radiology System has several required data elements and that the corresponding worksheet automatically has the letter R in the appropriate fields.

MINIMUM SECURITY TO DISPLAY

This field enables you to identify the required minimum security level for viewing each data element in an employee file. Use the Security Levels worksheet when making an entry in this field.

Upon entering an employee's file, asterisks are displayed in the fields that you do not MEET the required minimum security level to view.

Please note that in order to view the ID Code, Employee Number, and O.S. ID Code fields, your security level must be equal to or greater than the security level required to add an employee. This is controlled by the system, and N/A is displayed in these fields on the worksheets.

MINIMUM SECURITY TO EDIT

This field enables you to identify the required minimum security level for editing each data element in an employee file. Use the Security Levels worksheet when making an entry in this field.

Please note that in order to edit the ID Code, Name, Initials, Employee Number, Default STAR Environments, STAR Environments, OS ID Code, Termination Date, and Allergy Privileges fields, your security level must be equal to or greater than the security level required to add an employee. This is controlled by the system, and N/A is displayed in these fields on the worksheets.

RADPAC

FACILITY CODE

EMPLOYEE SYSTEM PARAMETERS

This worksheet helps you determine which data element(s) for employees are required for employee files. It also enables you to assign security levels for access to and editing of the employee information.

Data Element	Optional/ Required: 1A	MINIMUM SECURITY	
		To Display	To Edit
ID Code	R	N/A	N/A
Name	R		N/A
Initials	R		N/A
Employee Number	R	N/A	N/A
STAR Environments			N/A
Default STAR Environment			N/A
Termination Date			N/A
OS ID Code		N/A	N/A
Position	R		
Title			
Home Phone			
Beeper Number			
Department			
Work Extension			
Facilities	R		
Departments	R		
Initial Department	R		
User Group	R		
Security Level	R		
Temporary Security Level			
CRT Name	O		
Allergy Privileges	R	N/A	N/A

Date Completed		By		
Date Revised		By		Page 1 of 3

RADPAC

FACILITY CODE

EMPLOYEE SYSTEM PARAMETERS

This worksheet is page two of the employee's demographics.

Data Element	Optional/ Required: 1A	MINIMUM SECURITY	
		To Display	To Edit
Social Security Number			
Address			
City			
State			
ZIP Code			
Status			
Birthdate			
Hire Date			
Late-Sick-Warning			
Replacement			
Evaluation Date			
Pay Rate			

Date Completed		By		Page 2 of 3
Date Revised		By		

RADPAC

FACILITY CODE

EMPLOYEE SYSTEM PARAMETERS

This worksheet is a continuation of page two of the employee's demographics.

Data Element	Optional/ Required: 1A	MINIMUM SECURITY	
		To Display	To Edit
Payroll Scale			
Physician Code*	O		
State License Number			
Expiration			
Registry Number			
Expiration			
ID Codes will be: _____ Computer Assigned _____ Externally Derived			

* If the interpreting physician's ID Code is *not* the physician's Doctor ID Code (built in STAR Patient Care's Physician Table), you must enter the Physician Code. This ensures that the proper name appears as the Performing Physician in STAR Patient Care.

Date Completed		By		
Date Revised		By		Page 3 of 3

EMPLOYEE DATA

This worksheet consists of multiple pages and contains demographic and personnel information about each Radiology employee.

STAR ID CODE

Enter the unique number assigned to the employee as an STAR ID code to be used when accessing the system. This number must be unique, shared by no other user.

NAME

Enter the name of the employee in LASTNAME, FIRSTNAME MIDDLE INITIAL format.

INITIALS

When you add a new employee, the system automatically enters the initials of the name you entered in the Name field. The system enters the initials in the format First/Middle/Last. For example, the system enters JJD for Del'Aquila, John Jake.

EMPLOYEE NUMBER

Enter the unique number assigned to the employee for identification purposes.

STAR ENVIRONMENTS

You can make entries in this field only for ALLSTAR SignOn users. Refer to the *ALLSTAR SignOn User's Guide* for information on this field.

DEFAULT STAR ENVIRONMENT

You can make entries in this field only for ALLSTAR SignOn users. Refer to the *ALLSTAR SignOn User's Guide* for information on this field.

TERMINATION DATE

Enter the date on which the employee no longer works in your department. This field is in MM/DD/YY format. Once this date is reached, the former employee cannot sign on the STAR Radiology system.

O.S. ID CODE

Entries in this field are O.S. dependent. You can make entries in this field only for ALLSTAR SignOn users. Refer to the *ALLSTAR SignOn User's Guide* for information on this field.

POSITION

Using the Radiology Positions worksheet, enter the name of the employee's position within the Radiology department.

TITLE

Using the Radiology Positions worksheet, enter the formal professional title that the employee holds. The title is concatenated and appended to the end of the employee's name. If you want a space between the name and the title, you must type a space as the first character in the title.

HOME PHONE

Enter the area code and telephone number of the employee's residence.

BEEPER NUMBER

If the employee has a beeper, enter the telephone number for the beeper.

DEPARTMENT

Using the Radiology Departments worksheet, enter the name of the department/section in which the employee works.

WORK EXTENSION

The extension of the employee's work phone number is displayed in this field. Enter up to five digits for the extension.

FACILITIES

Enter the name of each facility at which the employee works.

DEPARTMENTS

Identify the department(s) in which the employee works.

INITIAL DEPARTMENT

Enter the department in which this employee works most frequently. This is the department that is accessed when the employee first signs on to the system.

USER GROUP

Enter the user group to which the employee is assigned. Use the User Group worksheet to complete this field.

SECURITY LEVEL

Refer to the Security Levels worksheet and enter the security level for the employee.

TEMPORARY SECURITY

Use this field to temporarily change the security level of the employee.

CRT NAME

This field enables you to designate which defined STAR Patient Care CRT this STAR Radiology CRT should simulate when accessing the STAR Patient Care Functions menu. This functionality is available only in an environment with the STAR Patient Care application.

ALLERGY PRIVILEGES

Use this field to set or override default allergy privileges.

SOCIAL SECURITY FORMAT

Enter characters that indicate masking settings for the corresponding characters in the social security number display, as follows:

- To mask an individual numeral, enter any alphanumeric character except the letter N, or enter one of the following symbols: !, (,), @, #, \$, %, ^, & or *.

- To allow an individual numeral to display, enter the letter N.

For example, in the case of the social security number 123-45-6789:

- Entering NNN-NN-NNNN will cause the social security number to display as 123-45-6789.
- Entering XXX-XX-NNNN will cause the social security number to display as XXX-XX-6789.

NOTE: McKesson recommends that customers do not use numeric characters to designate masking.

SOCIAL SECURITY NUMBER

Enter the social security number assigned to the employee by the Federal government.

ADDRESS

Enter the street address of the employee.

CITY

Enter the city in which the employee resides.

STATE

Enter the state in which the employee resides.

ZIP CODE

Enter the five or nine-digit ZIP code of the state in which the employee resides or enter the six-character Canadian postal code.

STATUS

Check the box corresponding to the work status of the employee.

BIRTHDATE

Enter the employee's date of birth.

HIRE DATE

Enter the date on which the employee was hired in MM/DD/YY format.

LATE-SICK-WARNING DAYS

Enter the number of days accumulated by this employee for tardiness, sickness and warnings. Each of these number of days is separated by a hyphen (-) on the worksheet.

REPLACEMENT

If the employee no longer works for the hospital, enter the name of the individual who replaced the employee.

EVALUATION DATE

Enter the date on which the employee's performance should next be evaluated. This field is in MM/DD/YY format.

PAY RATE

Enter the pay rate up to 6 characters for the employee.

PAYROLL SCALE

Enter the payroll scale of the employee. This is a 16 character free-form field to enable you to define the scale that is used in your institution.

PHYSICIAN CODE

If the employee is a physician, identify his or her Physician Code in the Physician Names lookup table.

STATE LICENSE NUMBER

If the employee is state licensed, enter his or her state license number.

EXPIRATION

Enter the date on which the employee's state license expires in MM/DD/YY format.

REGISTRY NUMBER

Enter the employee's registry number (if applicable).

EXPIRATION

Enter the date on which the employee's registry expires in MM/DD/YY format.

RADPAC

FACILITY
CODE

EMPLOYEE DATA

This worksheet contains information for the Employee Files.

STAR ID Code: 9A/N or Auto-Assign

Name: (Last,First,M) 22A/C Init: 3A

Employee Number: 12A/N

STAR Environments:

Default STAR Environment:

Termination Date: 8N/C

O.S. ID Code: Entry is OS-Dependent

Position: Title:

Home Phone: 7N Beeper Number: 7N

Department: Work Extension: 5A/N

Facilities: Departments:

Initial Department:

User Group:

Security Level: Temporary Security:

CRT Name: 3A/N

Allergy Privileges: 1 N

0 = View 1 = Add 2 = Add / Modify 3 = Add / Modify / Verify*

*Not recommended for STAR Radiology users.

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FACILITY CODE

EMPLOYEE DATA

This is the continuation of the Employee Data worksheet.

Social Security Format: 9-AN-O | | | | | | | | | |

Social Security Number: 9N | | | | | | | | | |

Address: 35C

| | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | |

City: _____ State: _____

ZIP Code: 9AN | | | | | | | | | | Status: 1A | |

Birth date: | | | / | | | / | | | Hire Date: | | | / | | | / | | |

Late-Sick-Warnings: _____ - _____ - _____

Replacement: 20C | | | | | | | | | | | | | | | | | | | | | |

Evaluation Date: | | | / | | | / | | |

Pay Rate: 6C | | | | | | | |

Payroll Scale: 16C | | | | | | | | | | | | | | | | | |

Physician Code: 9AN | | | | | | | | | |

State License Number: 13C | | | | | | | | | | | | | | | | | |

Expiration: | | | / | | | / | | |

Registry No: 20C | | | | | | | | | | | | | | | | | | | | | |

Expiration: | | | / | | | / | | |

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FUNCTION SECURITY LEVELS

Each function on the STAR Radiology System has a minimum security level defined for accessing it. Employees with security levels lower than the defined levels cannot access the corresponding functions. For example, Productivity Management reports may be assigned a minimum security level equivalent to the System Coordinator's security level.

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This worksheet defines the minimum security level for which access to each function is permitted.

FUNCTION SECURITY LEVELS				
FUNCTION NAME	MENU LIBRARY ELEMENT	BASE MENU	BASE SECURITY LEVEL	NEW SECURITY LEVEL
Scheduler	XKMSCH	xmmloc	0	
Order Processing	XOMORP	xmmloc	20	
Patient Check-In	XOCHK	xomorp	20	
Order Management	XOMORM	xomorm	20	
Cancel/Credit Check-In	XBCAN	xomorm	30	
Cancel Exam Request	XOCAN	xomorm	20	
Check-In Document Reprint	XOFLR	xomorm	20	
Check-In Label Reprint	XOFLR1	xomorm	20	
Exam Request Slip Batch/Reprint	XOTSR	xomorm	20	
Film Pull Slip Batch	XFPRR	xomorm	20	
Final Report	XGPRB	xomfrm	20	
Batch Print	XGPRB	xomfrm	20	
Print Verification	XGPRBV	xomfrm	60	
Batch Print Status	XGPRBS	xomfrm	60	
Remove Report From Batch	XGPRB4	xomfrm	20	
Batch Fax	XGPRFX	xomfrm	60	
Fax Inquiry	XGPRFXI	xomfrm	60	
STAR Fax Audit	XGPRFXA	xomfrm	0	
Spooler Queue Review	XUOMFXQ	xomfrm	80	
Patient Inquiry	XIPDR	xomfrm	10	

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FUNCTION SECURITY LEVELS				
FUNCTION NAME	MENU LIBRARY ELEMENT	BASE MENU	BASE SECURITY LEVEL	NEW SECURITY LEVEL
Addendum Count Report	XOMADR	xomfrm	0	
Folder ID Label Reprint	XFLDR	xomorm	20	
Patient Prep Instruction	XOMPRP	xomorm	10	
Create/Edit Prep Inst.	XOPRP1	xomprp	20	
Delete Prep Inst.	XOPRPD	xomprp	20	
View Prep Instruction	XOPRPV	xomprp	20	
Print Prep Instruction	XOPRP2	xomprp	20	
Patient Cancellation Sum.	XOPCS	xomorm	20	
Patient Inquiry	XIPDR	xomorm	10	
Order Revision Report	XUORV	xomorm	20	
Transportation Census	XTCEN	xomorm	10	
Inactive Account Exam Report	XUIAE	xomorm	20	
Order Revision	XOREV	xomorp	20	
Exam Request	XOREQ	xomorp	20	
Outside Transcription	XOMVT	xomorp	0	
Outside Transcription	XVT	xomvt	0	
Outside Transcription Print/View	XVTVP	xomvt	0	
Outside Transcription Purge	XVTPG	xomvt	0	
Outside Transcription Purge Archive	XVTPGA	xomvt	0	
Outside Transcription Reports	XVTR	xomvt	0	
Ordering Clinician Result Review Audit	CPREVAUD N	xomorp	0	

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FUNCTION SECURITY LEVELS				
FUNCTION NAME	MENU LIBRARY ELEMENT	BASE MENU	BASE SECURITY LEVEL	NEW SECURITY LEVEL
Clinical Details Audit	XACOD	xomorp	0	
Inactive Account Exam Check-in	XOCHI	xomorp	60	
Add/Edit Patient Allergies	XALAE	xomorp	0	
Exam Data Entry	XRRES	xmmloc	30	
Report Review	XRREV	xmmloc	40	
Film Room Management	XFMFRM	xmmloc	20	
Active Film Tracking	XFCFTL	xfmfrm	0	
Alternator Film Tracking	XFATHF	xfmfrm	0	
Cancel Film Request	XFCR	xfmfrm	20	
Copy Log	XFMCL	xfmfrm	20	
Add/Edit Copy Log Records	XFCL	xfmcl	20	
Copy Log Report	XFCLR	xfmcl	20	
Film Utilization Report	XFCLU	xfmcl	20	
Purge Copy Log	XFCLP	xfmcl	60	
Copy Log Parameters	XFCLPRM	xfmcl	60	
Film Check-In	XFCI	xfmfrm	20	
Film Check-Out	XFCO	xfmfrm	20	
Film Inquiry	XFPI	xfmfrm	20	
Film Number Management	XFNP	xfmfrm	20	
Film Request	XFREQ	xfmfrm	20	
Film Transfer	XFTR	xfmfrm	20	
Folder Functions	XFMFOL	xfmfrm	20	
Bulk Film Movement	XFFMO	xfmfol	20	
Film Room Transfer	XFFRT	xfmfol	0	

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FUNCTION SECURITY LEVELS				
FUNCTION NAME	MENU LIBRARY ELEMENT	BASE MENU	BASE SECURITY LEVEL	NEW SECURITY LEVEL
Folder Access Functions	XFMFAF	xmfol	0	
Limit Folder Access	XFFR	xmfaf	0	
Folder Access Report	XFFAR	xmfaf	0	
Folder Access Purge	XFFAP	xmfaf	0	
Folder Access Purge History	XFFAPH	xmfaf	0	
Lost Film Management	XFDLF	xmfol	20	
Patient Folder Mgmt.	XFFVS	xmfol	20	
Add Folder	XFFVS	xmpfm	20	
Purge Folder	XFPF	xmpfm	20	
Add Exams to Folder	XFAEF	xmpfm	0	
Rearrange Folder Contents	XFFCR	xmpfm	0	
Print Folder Contents	XFPFC	xmpfm	0	
Folder Management Audit Trail	XFFMAT	xmpfm	0	
Folder Information Report	XFFIR	xmfol	20	
Patient Film Merge	XFMRG	xmfol	20	
Print Functions	XFMPRT	xmfrm	20	
Checked Out Film List	XFCOF	xmpprt	20	
Demographic Label Print	XODLP	xmpprt	20	
Exam Label Print	XFELP	xmpprt	20	
Film Pull Slip Reprint	XFPRR	xmpprt	20	
Film Pull Slip Batch	XFPRR	xmpprt	20	
Folder ID Label Reprint	XFIDR	xmpprt	20	
Mailing Label Print	XFMUP	xmpprt	20	

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FUNCTION SECURITY LEVELS				
FUNCTION NAME	MENU LIBRARY ELEMENT	BASE MENU	BASE SECURITY LEVEL	NEW SECURITY LEVEL
Overdue Notice Print	XFONP	xfmprt	20	
Film Request List	XFPR	xfmprt	20	
Patient Merge Report	XBMRG	xfmprt	20	
Pull Functions	XPUL	xfmfrm	20	
Patient Inquiry	XIPDR	xfmfrm	10	
Teaching/Legal/Interesting Case	XFMTLIC	xfmfrm	0	
Create/Edit File Entry	XFTL	xfmtlic	0	
Review File Content	XFTLR	xfmtlic	0	
Purge File	XFTLM	xfmtlic	0	
Outside Film Management	XYMOFM	xmmloc	20	
Outside Film Movement/Inq.	XYMOFM	xymofm	20	
Outside Film Parameters	XGBXPG	xymofm	80	
Outside Film Purge	XYPRG	xymofm	70	
Outside Film Reports	XYREP	xymofm	20	
Outside Institution Add/Edit	XTVM	xymofm	20	
Administration	XAMADM	xmmloc	20	
Cancel Exam Request	XOCAN	xamadm	20	
Cancel/Credit Check-In	XBCAN	xamadm	30	
Exam Charge Functions	XBMBIL	xamadm	20	
Exam Credit	XBCAN	xbmbil	30	
Exam Charge List	XBECL	xbmbil	80	
Non-Procedural Charge	XOCHG	xbmbil	0	
Non-Procedural Charge Report	XB MIS	xbmbil	40	
Patient Cancellation Summary	XOPCS	xbmbil	20	

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FUNCTION SECURITY LEVELS				
FUNCTION NAME	MENU LIBRARY ELEMENT	BASE MENU	BASE SECURITY LEVEL	NEW SECURITY LEVEL
Billing Report	XBBIL	xbmbil	40	
Unprocessed Charges Error Log	XBUPC	xbmbil	60	
Form 1500 Exception Report	XBFER	xbmbil	70	
Maintenance Functions	XAMP	xamadm	40	
Management Location	XAML	xamadm	20	
Management Reports	XUMMR	xamadm	20	
Activity Tracking Report	XUATR	xummr	20	
Cancellation Report	XUCAN	xummr	20	
Contrast Reaction Report	XUPCN	xummr	0	
Daily Activity Log	XUDAL	xummr	20	
Data Search Report	XUDSR	xummr	80	
Exam Count Report	XUECR	xummr	80	
Film Utilization Report	XUFUR	xummr	80	
Pending Work Report	XUIWR	xummr	20	
Master Exam List	XUMEL	xummr	80	
Patient Merge Report	XBMRG	xummr	80	
Patient/Exam Count Report	XUPES	xummr	20	
Physician Utilization Reports	XUPUR	xummr	80	
Productivity Reports	XUMPR	xummr	80	
Radiologist Productivity Report	XUPRR	xumpr	80	
Technologist Productivity Report	XUPRT	xumpr	80	
Transcriptionist Productivity Report	XUPRS	xumpr	80	

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FUNCTION SECURITY LEVELS				
FUNCTION NAME	MENU LIBRARY ELEMENT	BASE MENU	BASE SECURITY LEVEL	NEW SECURITY LEVEL
Room Utilization Report	XURUR	xummr	80	
Mammography Audit Trail Report	XUMIR	xummr	20	
Patient Inquiry	XIPDR	xamadm	10	
Personnel Management	XAMEMP	xamadm	20	
Create/Edit Personnel Rec.	XAEMP	xamemp	20	
Edit Employee Demographics	XAEMP1	xamemp	20	
Change Secret Code	XACSC	xamemp	0	
Check/Verify Secret Code	XAEMPZ	xamemp	30	
Edit Employee Parameters	XAEMPZ1	xamemp	80	
Edit Access Codes	N/A	%aempz	-	
Edit Department File	N/A	%aempz	-	
Edit Department Screen	N/A	%aempz	-	
Edit Position File	N/A	%aempz	-	
Edit Position Screen	N/A	%aempz	-	
Edit Security Levels	N/A	%aempz	-	
Edit Other Parameters	N/A	%aempz	-	
Edit Shifts	XAEDI	xamemp	80	
Edit User Groups	XAUG	xamemp	80	
Personnel Print Functions	XAMPRI	xamemp	20	
Employee Directory	XAEMPR	xampri	80	
Employee ID Code Register	XAEMPR1	xampri	80	
Employee Mailing Labels	XAEMPR2	xampri	80	
Employee Barcode Labels	XGCODE	xampri	20	

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FUNCTION SECURITY LEVELS				
FUNCTION NAME	MENU LIBRARY ELEMENT	BASE MENU	BASE SECURITY LEVEL	NEW SECURITY LEVEL
Physician Mailing Labels	XAEMPR3	xampri	0	
ALLSTAR Sign-On Reports	AEMPUL	xampri	0	
Download Report Maintenance	AEMPDLR	xamemp	0	
Navigator User Maintenance	AANVUM	xamemp	0	
Patient File Archiving	XGMPG	xamadm	0	
Create Archive Summary	XGPGCS	xgmpg	80	
Create Archive Tape	XGPGCT	xgmpg	80	
Delete Archived Data	XGPGDE	xgmpg	80	
View/Edit Archive Status	XGPGTB	xgmpg	80	
View Archive Statistics	XGPGST	xgmpg	80	
Define Historized Results	XGPGHE	xgmpg	80	
Convert Pre 10.1 Archive Tape	XGPGCV	xgmpg	80	
Quality Control	XQMPCM	xamadm	50	
Quality Control Parameters	XQMFC	xmqcm	50	
Quality Control Purge	XQMFC1	xmqcm	50	
Quality Control Update	XQMFC2	xmqcm	20	
Quality Control Print	XQMFC3	xmqcm	20	
System Coordinator Functions	XGMP1	xamadm	80	
Workload Productivity	XUMWLP	xamadm	80	
Assign/Edit Workload Units	XUWLA	xumwlp	80	
Delete Workload Data	XUWLD	xumwlp	80	
Workload Report	XUWLP	xumwlp	80	
Workload Summary Report	XUWLS	xumwlp	80	
Workload Statistics Report	XUXWL1	xumwlp	80	

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FUNCTION SECURITY LEVELS				
FUNCTION NAME	MENU LIBRARY ELEMENT	BASE MENU	BASE SECURITY LEVEL	NEW SECURITY LEVEL
Workload Transportation Exception Report	XUXWT	xumwlp	20	
User Preferences Functions	AUSERME-NUPARMS	xamadm	0	
Function Key Definition	AFUNC-TIONKEYS	xamadm	0	
Menu Type Selection	AMENU-TYPE	xamdad m	0	
CRT Color Selection	ADGCRTC-OLORS	xamadm	0	
SQL DBA Menu	AGSQMDB-AMENU	xamadm	0	
Download Reports	AEMPDLRM	xamadm	0	
Activity Tracking	XTMACT	xmmloc	20	
Activity Tracking	XTACT	xtmact	10	
Films Prepared Entry	XTACTFP	xtmact	20	
Patient Release Entry	XTACTPR	xtmact	10	
Patient Waiting Inquiry	XUPWI	xtmact	20	
Historical Patient Management	XIMHPM	xmmloc	20	
Historical Patient Inquiry	XIHIN	ximhpm	20	
Historical Patient Add/Edit	XIHAE	ximhpm	20	
Historical Patient Delete	XIHDE	ximhpm	20	
Historical Patient Print Functions	XIHPR	ximhpm	20	
Other Names Inquiry	XIHPN	ximhpm	0	
Patient Inquiry	XIPDR	xmmloc	10	
STAR Patient Care Functions	XICPCF	xmmloc	80	

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FUNCTION SECURITY LEVELS				
FUNCTION NAME	MENU LIBRARY ELEMENT	BASE MENU	BASE SECURITY LEVEL	NEW SECURITY LEVEL
SQL User Menu	AGSQMUS-RMENU	xmmloc	0	
Physician Activity Report	XUMPRAR	xmmloc	20	
Monitors	XMMMSE	xmmloc	30	
Patient Waiting Monitor	XMMPWM	xmmmtr	30	
Review Queue Monitor	XMMRQM	xmmmtr	30	
Log Non-Patient Care Workload	XWLNP	xmmloc	0	
Clinical Details Audit	XACOD	xmmloc	0	

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MAINTENANCE FUNCTION SECURITY LEVELS

Each maintenance function under STAR Radiology Security has a minimum security level defined for accessing it. Employees with security levels lower than the defined levels cannot access the corresponding functions.

MAINTENANCE FUNCTIONS SECURITY LEVELS

This worksheet defines the minimum security level for which access to each function is permitted.

#	MAINTENANCE FUNCTION	CURRENT SECURITY	NEW SECURITY
1	Activity Tracking		
	External Patient Waiting Monitor Control	80	
	External Patient Waiting Monitor Port Set-Up	None	
	External Patient Waiting Monitor Screen Clear	None	
	Manually Entered Results	75	
	Patient Waiting Monitor Parameters	None	
	Patient Waiting Threshold	None	
2	Barcode		
	Barcode Printer Start/Stop	80	
	Barcode Spooler Job Start/Stop	80	
	Barcode Spooler Redirection	60	
	Barcode Spooler Review	80	
	Barcode Spooler Status	None	
	Barcode Troubleshooting	80	
	Label Printers	None	
	Matrix - Printer Set-up	80	
	Print Employee Labels	70	
	Print Result Menu Labels	None	
	Printer 7421 Build Formats	None	
	Printer Format Download	None	
	Printer Reset	None	
	Special Label Print	80	
	Start Barcode Reader Jobs	80	
	Stop Barcode Reader Jobs	80	

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MAINTENANCE FUNCTIONS SECURITY LEVELS

#	MAINTENANCE FUNCTION	CURRENT SECURITY	NEW SECURITY
3	Charge Result Keys	70	
4	CRT/Port Designations	80	
5	Customer Tool Box Utilities	80	
6	Diagnostic Code	60	
	Add/Edit	60	
	Add/Edit Nuc. Med.	60	
	Print	60	
	Print Nuc. Med.	60	
7	Document/Label Output Management	80	
8	Exam Builder	70	
9	Exam/Report Status	None	
10	Film Room Management	None	
	Bulk Film Movie Parameters	80	
	Create Folder	80	
	Film Borrower Management	20	
	Film Inquiry Parameters	None	
	Film Room Locations	20	
	Folder Maintenance	80	
	General Parameters	None	
	Multiple Film Room Matrix	80	
	Overdue Notice Builder	None	
11	Help Text	None	
	Directory Print	80	
	Edit	80	
	Modify Base	80	
	Print Help Text	80	
12	Interface	None	

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#	MAINTENANCE FUNCTION	CURRENT SECURITY	NEW SECURITY
	General Interface Parameters	80	
	HL7 [®] Interface Maintenance	99	
	Interface Control - Clinipac Interface	80	
	Interface Control - Generic Interface	80	
	Interface Control - Lanier	80	
	Interface Control - Mammography	80	
	Interface Control - Old Interface	80	
13	Location	None	
	Location File Print	None	
	Nursing Stations	None	
	Rooms/Beds	None	
	Station Groups	None	
	X-HCPCS Table Maintenance (standalone systems only)	99	
14	Lock Table Display	80	
15	Management Reports	70	
	Delayed Print Driver	70	
	Edit Delayed Print Queue	10	
	Management Report Parameters	70	
	Productivity Report Results	70	
	View Spooled Reports	70	
16	Miscellaneous Parameters	None	
17	Outside Film	None	
18	Outside Transcription	80	
19	Parameter Report	70	
20	Patient Inquiry/Report Restrictions	None	
21	Patient Type Groups	None	
22	Precanned Subgroup Add/Edit	None	

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MAINTENANCE FUNCTIONS SECURITY LEVELS

#	MAINTENANCE FUNCTION	CURRENT SECURITY	NEW SECURITY
23	Precanned Summary Add/Edit	None	
24	Precanned Summary RTF Files	80	
25	Previous Exam Check	None	
26	Printer/Output Management	None	
	Matrix - Parameter Table Data	80	
	Matrix - Printer Set-Up	80	
	Printer Definition	None	
	Printer Direction	None	
	Printer Queue Review	None	
	Report Definition	90	
	Spooler Maintenance	80	
	STAR Fax Audit	20	
	Transport Slip Batch Parameters	None	
27	Purge	80	
	Create Purge Request	80	
	Delayed Purge	80	
	Purge Audit	80	
	Purge Parameters	80	
28	Result/Review/Final Report Maintenance	None	
	Disallow Cancellations w/i Resulting	None	
	Exam Master Result Mapping	80	
	Fax Directory - Physicians	20	
	Fax Parameters	20	
	Fax Parameters - Physicians	20	
	Final Report General Parameters	80	
	Final Report Printing Parameters	80	
	Link Groups - Maintenance	80	

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MAINTENANCE FUNCTIONS SECURITY LEVELS

#	MAINTENANCE FUNCTION	CURRENT SECURITY	NEW SECURITY
	Link Groups - Results Copy	80	
	Link Groups - Single Master Report Linking	80	
	Patient Reactions	80	
	Result Menus	70	
	Results Entry Keys	None	
	Retranscribe Security Levels	80	
	Review Queue Accept Prompt	80	
	Review Queue Departmental Profile	80	
	Review Queue Personal Profile	80	
	Start/Stop Messaging Processor	80	
29	Sections	80	
30	Table Data Edit	80	
31	User Preferences	None	

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Chapter 3 - ORDER PROCESSING

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INTRODUCTION

The worksheets in this section contain data to be used in conjunction with the processing of orders on the STAR Radiology system. The definition within the section determines how orders are to be processed.

ICD DIAGNOSIS POINTER CODES

Diagnosis pointer codes can be used to display a hospital-defined description of diagnoses that is subsequently linked to the ICD codes provided by the STAR Patient Care system.

The ICD diagnosis pointer table is used during the admission, outpatient disposition, and patient revision processes to enter an admitting diagnosis, or update the working or secondary diagnosis for a patient.

The ICD diagnosis pointer table is also used when you place a patient order on STAR Radiology as well as STAR Patient Care.

NOTE: This table is normally located in STAR Patient Care under Table Maintenance. However, access can be given to this table in STAR Radiology.

CODE

Enter a ten-character alphanumeric ICD diagnosis pointer code.

DESCRIPTION

Enter the description which corresponds to the ICD diagnosis pointer code.

ICD CODE

Enter a valid ICD-9-CM or ICD-10-CM code. Once the code is entered, the system displays the ICD diagnosis pointer code description. If the Medical Record Modules are not active in the network, you can enter a new ICD code that is not currently in the table. The option of adding a new code through the ICD Maintenance Functions allows for the addition/revision of new codes as the government mandates. If any of the Medical Record Modules are in the network, this is not allowed since McKesson updates the system table as changes occur. For additional information on ICD codes, refer to the *STAR Radiology Reference Guide, Applications Volume*.

ICD DIAGNOSIS POINTER CODES

This worksheet identifies your user defined ICD diagnosis pointer codes. You access this table when entering or revising the Ordering Diagnosis field in Exam Data Entry, Report Review, Patient Inquiry, Order Revision, Patient Check-in, and Exam Request.

CODE: 10AN

DESCRIPTION: 33AN

ICD CODE: 5AN

CODE: 10AN

DESCRIPTION: 33AN

ICD CODE: 5AN

CODE: 10AN

DESCRIPTION: 33AN

ICD CODE: 5AN

EXAM PRIORITIES

All exams ordered through the STAR Radiology system have an assigned priority that determines how they are scheduled and when the exam processing documents print. Exam priorities must match the priorities on the Hospital Information System (HIS). When completing this worksheet correlate names and available processing information about the exam priorities with nursing personnel.

CODE

Enter up to a 2 digit code to identify each exam priority.

DESCRIPTION

Enter up to a 19 character name for each priority. All priority names must be identical to those used by the HIS.

SHORT DESCRIPTION

This description is an abbreviation of the description name. This short name is displayed on requisitions and order inquiry.

ADDITIONAL CHARGE

Enter **Y** for Yes or **N** for No to specify whether there is an additional charge if this priority is selected when ordering procedures.

START DATE/TIME ENTRY

This field determines if date and/or time information is requested when an exam is ordered. Enter the first letter of the appropriate response. Enter **D** to permit entry of the date only. Enter **T** to permit entry of the time only. Enter **B** to permit entry of both the date and the time. Enter **N** to permit the entry of neither date nor time.

RECURRING

Enter **Y** for Yes or **N** for No to specify whether this priority can be recurring.

CUTOFF TIME

Enter the cut-off time to be used in this calculation. If the system allows a requested date and time entry, and the date entered, coupled with the cut-off time entered here determines that the cut-off date for entering orders to be performed at that date and time has passed, the system displays a warning message. You can bypass warning message and place the order as entered.

ADDITIONAL DAYS

If the start date was not entered, or if the order was placed beyond the cutoff date, enter the number of days to add to the start date.

ORDER CATEGORY/STATUS

Each status is categorized as Routine or Stat. In STAR Radiology, this affects how the Final Report is handled in the ability to print Preliminary Stat Reports and with the STAR Radiology Workstation.

LABEL GENERATION

This option is used for STAR Radiology and STAR Laboratory. For STAR Radiology, you have three options for exam request printing.

- **(I) Immediate:** Exam requests print immediately upon receipt of the order in STAR Radiology.
- **(D) Decide:** In conjunction with a setting in Transport Slip Batch Parameters, some exam requests print immediately, and others that meet certain criteria are pooled in a batch file for users to print on demand.
- **(P) Pooled:** All exam requests are pooled in a batch file for users to print on demand.

The Default Time, Collapse Status, and Accession at Order options are related to STAR Laboratory only.

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EXAM PRIORITIES

This worksheet establishes the exam priorities which determine how an exam order is processed. Priority codes and names must be identical to those used by the Hospital's Information System (HIS).

CODE: 2N	DESCRIPTION: 19A/N	ADD. CHRG: 1A	START DATE/TIME ENTRY: 1A	RECURRING: 1A	CUTOFF TIME 50	ADD. DAYS: 1N
SHORT DESC: 7A/N LABEL GENERATION: 1N			(D)ate only (T)ime only (B)oth (N)either	ORDER CATEGORY/STATUS: 1N		

Short Desc:		Order Category/Status:				
Label Generation:						

Short Desc:		Order Category/Status:				
Label Generation:						

Short Desc:		Order Category/Status:				
Label Generation:						

Short Desc:		Order Category/Status:				
Label Generation:						

Short Desc:		Order Category/Status:				
Label Generation:						

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METHODS OF TRANSPORTATION

Various methods of transportation exist for transporting hospital patients to the radiology department for exams. The STAR Radiology system requires that you identify the appropriate method of transportation for each patient at the time of exam request. This worksheet contains the various methods of transportation used by the hospital to transport patients.

CODE

Assign a unique code up to 3 characters, for each method of transportation. Alphabetic characters are recommended for this field. This makes this code more recognizable if you choose to print the transportation method code rather than the description on documents generated by STAR Radiology.

DESCRIPTION

Enter a description of each method of transportation.

SHORT NAME

Enter an abbreviated version of the descriptive name. This entry is displayed in Order Review on STAR Patient Care.

PORTABLE INDICATOR

Indicate whether or not this method of transportation indicates a portable. Enter **N** if it does not indicate a portable. Enter **Y** if it does indicate a portable.

Methods of transportation flagged as portable can create a portable charge if set up to do so on STAR Patient Care.

NOTE: You can designate only one mode per facility as portable.

ORDER REVISION REASONS

The Order Revision Reasons table contains the reasons used when revising an order on STAR Radiology. The Order Revision Reasons are displayed in the Order Revision and Patient Check-in functions on STAR Radiology and are displayed in the Order Review function on STAR Patient Care. The Order Revision Reasons print on the Order Revision Notice and the Order Revision Report.

CODE

Enter a code up to seven characters in length which represents the reason for the order revision.

REASON

Enter the corresponding description for the revision reason. This description can be up to 35 characters in length.

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CODE

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ORDER REVISION REASONS

This worksheet identifies the valid reasons why an order can be revised. This is table displayed in the Order Revision and Patient Check-in functions on STAR Radiology and in the Order Review function on STAR Patient Care.

CODE: 7 A/N

DESCRIPTION: 35 A/N

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SPECIAL HANDLING INSTRUCTIONS

Some patients require special handling during a radiology examination. With this worksheet, you can specify the instructions included on the Special Handling Instructions table that is displayed at the time of order entry.

NOTE: The special handling table is only displayed when you place orders on STAR Radiology and during the check-in process.

CODE

Assign a code up to 3 digits for each special handling instruction.

DESCRIPTION

Enter each special handling instruction, up to 28 characters.

EXAM / HL7 RESULT STATUSES

The STAR Radiology system processes exams and reports differently based upon their status. The system displays the statuses in Exam Data Entry, Order Revision, Patient Inquiry, Activity Tracking in STAR Radiology, and the Order Review function on the Hospital Information System (HIS). Each of the statuses currently defined by the system along with their impact on exam processing are explained on this worksheet. You have the capability to define new names for each status.

STAR STATUS CODE

This is the numeric value assigned to the exam status. You cannot change this field.

CURRENT STATUS DESCRIPTION

These are the base descriptions for each exam status code. You can change these descriptions

EXPLANATION

Describes each status in detail.

HL7 STATUS CODE

If you are using HL7 interfaces, these are the codes that represent events in STAR Radiology. These codes are as follows:

- O - Order received
- I - Specimen received, results incomplete. This means the exam is in progress, but no report is available yet.
- R - Results, not yet verified
- F - Final result, request complete
- X - Cancelled, order cancelled
- C - Correction

NEW STATUS

Enter each new status up to a maximum of 8 characters. Do not create two identical status names, and do not add blank spaces at the end. The status names should exactly match the status in the Department Statuses table found in STAR Patient Care.

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CODE

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EXAM / HL7 RESULT STATUSES

This worksheet explains the thirteen statuses currently defined by the system and how each affects exam or report processing.

STAR STATUS CODE	CURRENT STATUS	EXPLANATION	HL7 STATUS CODE	NEW STATUS: 8A
0	CHECKED IN	The exam was ordered and the patient checked in, but no exam data entered.	I	
1	STAT CHK IN	The exam was ordered with the STAT priority and the patient checked in, but no exam data entered.	I	
2	COMPLETED	All required exam data is entered and the Final Report released.	F	
4	CANCELLED	The exam was ordered and cancelled. The cancel may have occurred for an exam with any status other than ARCHIVE.	X	
5	IN PROGRESS	The exam was ordered and the patient checked in. Some exam data has been entered, but one or more required data fields are incomplete.	I	
6	ARCHIVED	The major portion of exam information has been copied to microfiche and removed from the system. The skeleton information retained is recorded in Historical Patient Management.	F	
7	CANCEL REQ	A cancellation request has been entered for a checked-in exam via the Hospital Information System (HIS) and is waiting for cancellation through the STAR Radiology system.	I	

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CODE

DEPT

STAR STATUS CODE	CURRENT STATUS	EXPLANATION	HL7 STATUS CODE	NEW STATUS: 8A
8	ORDERED	The exam has been ordered but the patient has not been checked-in to the department.	O	
9	IN EDIT	The exam was clinically complete and taken back to clinically incomplete by removing at least one clinically required result. Reports for exams with this status cannot be viewed or duplicated via Patient Inquiry.	C	
10	EXAM BEGUN	The Exam Start Time has been entered into Exam Data Entry.	I	
11	EXAM ENDED	The Exam Stop Time has been entered in Exam Data Entry.	I	
12	RPT PRELIMINARY	The report is transcribed and in radiologists review queue.	R	
13	RPT READ	The report has been released by the Radiologist.	F	

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INSTITUTIONAL SOURCES

This worksheet defines the institutions for which you create outside transcription reports. Institutional sources can be physicians, clinics or other areas within the hospital.

NOTE: These reports are not linked to exams ordered in STAR Radiology.

The patient index is not linked with the Master Patient Index.

CODE

Enter a four character code for each institutional source.

DESCRIPTION

Enter the corresponding description up to 27 characters for each institutional source code.

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INSTITUTIONAL SOURCES

This worksheet builds the table containing institutional sources for outside transcription.

CODE: DESCRIPTION:27A/N
4A/N

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CHARGING RESULT KEY

This worksheet identifies the result key that must be completed on each exam in order for the STAR Radiology System to send a charge to the STAR Patient Care system.

MASTER EXAM CODE

Enter the code of the master exam.

DESCRIPTION NAME

Enter the descriptive name that represents the master exam.

RESULT OPTION TO SIGNAL THE EXAM CHARGE TO BE LOGGED

Enter the result option that must be completed in order for the STAR Radiology system to send the charge associated with the master exam to the STAR Patient Care system.

FACILITY
CODE[illegible]

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POST ACCOUNT ACTIVITY REASONS

The Post Account Activity Reasons table lists the reasons for entering an exam on an inactive account. For example, the reasons within this table could include Film Left in ER, Missing Films Located, and Exam Entered/Wrong Patient. This table is displayed when entering Inclusion Options in the Inactive Account Activity Report processor.

CODE

Enter a code up to four characters in length which represents the reason for entering the exam.

REASON

Enter the corresponding description for the reason. This description can be up to 35 characters in length.

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FACILITY CODE	DEPT
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POST ACCOUNT ACTIVITY REASONS

This worksheet identifies the valid reasons why an exam can be added to an inactive account. This table is displayed when entering Inclusion Options in the Inactive Account Activity Report processor.

CODE: 4 A/N

DESCRIPTION: 35 A/N

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INTRODUCTION

The worksheets in this section enable you to build the Radiology exams and the nonprocedural charges. With these worksheets, you can also design screens, tables, and menus used in the Exam Data Entry function to collect exam information.

SECTIONS

This worksheet enables you to collect information about the current section definitions within the Radiology department. The radiology exams are organized by radiology section and each section performs a specific set of exams.

SECTION CODE

Assign a unique 2 character alphabetic code for each section.

SECTION NAME

Enter a descriptive name for the section up to 25 characters.

MASTER EXAM CODE

The master exam defines what result fields are presented during Exam Data Entry for all exams assigned to it. Each radiology section typically has only one master item.

EXAM CODE RANGE

Enter the exam code range of each applicable section.

ADDITIONAL EXAM CODE RANGE

Most sections require only one range of exam codes. If a section has two distinct ranges of exam codes, this field defines the second range.

PULL LOCATION

Enter the default location for films/folders that are marked pulled and are ready to be checked out of the film room.

CHECK-OUT LOCATION

Enter the default location for films/folders upon selecting a pending request option for a manual check-out.

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SECTIONS

This worksheet defines the sections of the Radiology department to organize exams and corresponding information into clearly defined groups.

Section Code: 2A | | |

Section Name: 25C

| | | | | | | | | | | | | | | | | | | | | |

Master Exam Code: _____

Exam Code Range: Lowest _____ Highest _____

Additional Exam Code Range: Lowest _____ Highest _____

Pull Location _____

Check-out Location _____

Section Code: 2A | | |

Section Name: 25C

| | | | | | | | | | | | | | | | | | | | | |

Master Exam Code: _____

Exam Code Range: Lowest _____ Highest _____

Additional Exam Code Range: Lowest _____ Highest _____

Pull Location _____

Check-out Location _____

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MASTER RESULT SCREEN

This worksheet gives you opportunity to define the format of the Master Result screen.

MASTER EXAM CODE

Enter a unique exam code assigned to this master exam.

EXAM DESCRIPTION

Enter the name of the master exam up to 33 characters. This name must be identical to the Service Description/Exam Name entered on the Exam Information worksheet.

NOTE: The exam description may be truncated when displayed in various areas in the system. For example, Patient Inquiry truncates the description to 22C if a L/R indicator is not included in the display or 20C if a L/R indicator is included. When displaying the list of exams eligible for check-in or add-on, the display is truncated to 31C if a L/R indicator is not included in the display or 29C if a L/R indicator is included.

The number of characters displayed throughout the system is dependent upon the space available for display.

BARCODE

Check this column if the corresponding result can be entered using the bar code equipment.

OPTION NUMBER

This field defines the sequence in which the system presents the results in the Exam Data Entry function. Enter the number which represents the result's position in the presentation sequence.

RESULT NAME

Enter the result name that the system displays during the Exam Data Entry function. This can be up to 14 characters.

SPECIAL PROCESSING

This field defines how each result is processed. Using the key on the page behind the worksheet, enter the number associated with the special processing appropriate to this result. Using the Security Levels Worksheet, define the special processing for each security level which has access to this function.

MENU OR TABLE NAME

Some types of special processing require further definition. For example, if you entered the Menu Selection number option in the SPECIAL PROCESSING field, you must define the menu to be displayed in this field. Results that have the Nonprocedural Charge, Select ID from Menu, Menu Selection and Table Selection options in the SPECIAL PROCESSING field must have a table or menu defined in this field. Enter the name of the appropriate menu or table that the system displays for the specific results.

CLEAR RESULT

This field determines if the system erases the response in this field when an individual edits the textual report. For example, the system automatically erases the name of the individual identified in the RELEASED BY RESULT field when another person edits the report field. To have the system erase the response, enter **Y**. To have the system store the response, enter **N**.

INT/EXT

This field designates whether the result is displayed in areas other than the Exam Data Entry function. If you enter **I** for Internal, the system displays the result only in the Exam Data Entry function. If you enter **E** for external, the system displays the result in the Exam Data Entry and Patient Inquiry functions.

TECHNICAL REQUIRED/CLINICAL REQUIRED/OPTIONAL

Each result must be flagged as a technically required, clinically required or optional result. The technically required results must be entered by the technologist for the exam status to be complete. The clinically required results must be entered by the transcriptionist and/or the radiologist to complete the exam and generate a Final Report. All technical and clinical required results must be entered for each exam to obtain the complete status. Enter **T** if this result is technically required, **C** if clinically required or **O** if optional.

MASTER RESULT SCREEN

FACILITY CODE	DEPT.
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Master Exam Code: _____ Exam Description: _____ Exam Group: _____

SPECIAL PROCESSING

Security Levels: (Below on)

Bar Code: X	Opt. #	Result Name: 14C	_____	_____	_____	_____	_____	_____	Menu or Table Name	Clear Result Y/N	Int/Ext I/E	Tech Req. Clin Req. or Optional

See the next two pages for explanations of Special Processing Keys

Completion Date:	Initials:	Revision Date:	Page	of
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Special Processing Keys

1. SELECT ID FROM MENU/TABLE

Select this type of special processing for results associated with productivity reporting for employees (such as Technologist, Transcriptionist, Read By and Released By).

2. AUTO FILLED AFTER COMPLETION

This special processing enables the name of the person signed-on to automatically fill in when they access this result after all required results have been entered (such as Released By).

3. DATE AND/OR TIME

This special processing enables entry of a date and/or time. This enables you to enter **T** or **N** for current time and date and to convert any date format to the standard format (such as Exam Start and Exam Stop). For more information on time and date entry, refer to the Information Entry Techniques chapter of the *General Information Volume* of the *STAR Radiology Reference Guide*.

4. AUTO FILLED WITH ID

This special processing enables the name of the person signed-on to automatically fill in when they access this result. Usually an ID menu or table is built for use when editing these results (such as Technologist, Transcriptionist and Read By). Identify the ID menu or table to use when editing the result.

5. WORD PROCESSING

When you use this special processing the results are entered through the Softkey Editor or via the Word Processing Interface. You should use this for result reporting. For more information on the Softkey Editor, refer to the Softkey Editor chapter of the *General Information Volume* of the *STAR Radiology Reference Guide*.

6. FREE-FORM TEXT

This special processing enables you to enter free-form text for results that do not require standard responses. If a result requires a response (such as a yes or no) a data entry key can be defined to enable you to enter the first letter and the system *expands* to the full response. Results with the responses defined as data entry keys are free-form text special processing. Free-form text responses which are **not** defined as data entry keys **cannot** be bar coded. Results such as Comments or Lead Shielding are free-form text entries.

7. TABLE SELECTION

Use table selection special processing for results that have standard responses and the number of possible responses are greater than 26. Identify the table to be displayed in the Menu or Table Name column.

8. NONPROCEDURAL CHARGE

This special processing enables you to capture additional charges related to the exam. A menu or table must be built containing the possible charges. Identify the table or menu to be displayed in the Menu or Table Name column. Possible charges might include guidewires, additional film or special trays.

9. MENU SELECTION

This special processing is to be used for results that have standard results and do not include more than 26 entries. Identify the menu in the Menu or Table Name column. Results that might require a menu selection are Exam Room or Films Used.

10. DIAGNOSTIC CODE

Use this special processing to enable you to select from the Diagnostic Code table or to enter the code directly. Results such as Teaching File or Diagnostic Code might require this processing.

11. MISCELLANEOUS WORKLOAD (CANADIAN ONLY)

Use this special processing to capture miscellaneous Patient Care Related workload. Items selected from this field log workload to the patient and exam, but the system does not generate a charge. Miscellaneous Workload is available in the Result Entry and Security/ID Dependencies options when building or editing a master exam.

EXAM DATA ENTRY MENU / EXAM DATA ENTRY ID MENU

Exam Data Entry tables and menus give you opportunity to enter data regarding the results of the Radiology examination that have standard responses. The tables and menus provide a list from which you can select the most appropriate responses. The STAR Radiology system provides some of the tables and you can define the Exam Data Entry menus. The Exam Data Entry Menu worksheet assists you in designing exam data entry menus and the definition of response options.

NOTE: Two versions of this worksheet exist. The worksheet with the EMPLOYEE STAR ID CODE field is for personnel-related menus such as a menu of radiologist, technologist or transcriptionist names. The worksheet without the EMPLOYEE STAR ID CODE field is for all other menus.

MENU DESCRIPTION

Enter the menu description. The description is displayed when building master exams and when selecting from the list of defined menus.

SCREEN NAME

Enter the response option for the system to display. The system displays this menu option when you are resulting an exam in the Exam Data Entry function.

RESULTS

The results for ID menus should be entered as the employee's STAR ID code followed by a caret (^) and the employee's last name (for example, 1234^Brown). Once the screen is accepted, the system displays the name as it was entered in the Employee file, not as it was entered on the screen. For menus that are not ID specific, the results entered here are displayed on the Exam Data Screen after being selected from the menu.

NOTE: The result can be entered to include the entire name. However, if the result is 15 characters or less, the system bypasses the screen that warns you that the name may be truncated which saves a keystroke.

NOTE: If you built your Films Used menu to include the "**NONE" option, you can select the results to skip when films used = *NONE. This also applies to the Repeat Films menu, which is usually the same as the Films Used menu. To ensure you have set up your menu(s) correctly, see "Chapter 26 -Add 'NONE' to the Films Used/Repeat Films Result Menu" in the *Maintenance Volume* of the *STAR Radiology Reference Guide*.

FILM REPEAT REASONS MENU

The Film Repeat Reasons menu is also used in Exam Data Entry. When the technologists repeat films, they can enter repeat reasons which can then be included on the Film Utilization Report.

The Film Repeat Reasons menu worksheet assists you in designing the Film Repeat Reasons response options.

NOTE: The number of film repeat reasons is limited to thirteen, and one of the reasons must be **OTHER**.

Completion Instructions

1. Identify the menu by entering the menu name.
2. Fill all information fields completely and legibly.

SCREEN NAME

Enter the response option as you want it displayed by the system. The system displays this menu option when you are resulting an exam in the Exam Data Entry function.

RESULTS

Enter the response option as you want it displayed by the system after being selected from the menu on the Exam Data Entry screen. If the result is 15 characters or less, the system bypasses the screen designating that the result may be truncated, making Exam Data Entry more efficient and saving one keystroke. Keep in mind that the first three characters of each result represent that result on the Film Utilization Report.

3. Review the information for clarity and accuracy.
4. Enter the completion date and your initials.
5. Make a copy of the completed worksheet for your files. Submit the original to the Installation Coordinator.

NOTE: If you built your Films Used menu to include the "**NONE" option, you can select the results to skip when films used = *NONE. This also applies to the Repeat Films menu, which is usually the same as the Films Used menu. To ensure you have set up your menu(s) correctly, see "Chapter 26 -Add 'NONE' to the Films Used/Repeat Films Result Menu" in the *Maintenance Volume* of the *STAR Radiology Reference Guide*.

EXAM DATA ENTRY TABLE

The STAR Radiology system gives you the opportunity to define the result data contained in each Radiology exam. To expedite the data entry process and provide for the collection of consistent results, many data fields have a table of defined results from which the technologist selects the appropriate option. This worksheet assists you in defining such result tables and the specification of the result options.

When there are more than 26 possible responses to a result in the Exam Data Entry function, you need to build a table for proper resulting. This form enables you to enter all table data needed for each result. This expedites the data entry process and provides for the collection of consistent results.

CODE

Assign a unique code to each result option. Note that the code format varies by result table.

DESCRIPTION

Enter the result option. The format of this field varies by result table.

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FACILITY
CODE

EXAM DATA TABLE

This worksheet helps you define result tables for Exam Data Entry.

EXAM DATA TABLE NAME: _____

Code: Description:
Up to 6C Up to 25C

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EXAM DATA ID TABLE

This worksheet helps you define tables for results that are to be filled by an employee STAR ID code and name. You can enter the employee name as a last name only or in FIRSTNAME MIDDLE INITIAL LASTNAME format. The name is displayed once the screen is accepted as it exists in the Employee file.

STAR ID CODE

Enter the employee STAR ID code to use with results.

STAR ID CODE

Enter the employee name corresponding to the STAR ID code.

RADPAC

FACILITY
CODE

EXAM DATA ID TABLE

This worksheet helps you define tables for results that are to be filled by an employee ID code/name. The employee name can be entered as a last name only or in FIRSTNAME MIDDLE INITIAL LASTNAME format. Once the screen is accepted, the system displays the name as it was entered in the Employee file, not as it was entered on the screen.

EXAM DATA TABLE NAME: _____

ID Code: Employee Name:
Up to 6C Up to 25C

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EXAM ROOMS

This worksheet identifies the code and description of all exam rooms to be included in the Exam Room table for use in Exam Data Entry.

CODE

Enter the 10 character exam room code to be included in the table.

DESCRIPTION

Enter the corresponding exam room description up to 30 characters.

FACILITY
CODE

This worksheet identifies the code and description of all exam rooms to be included in the Exam Room Table. The Exam Room Table is used to enter exam data.

Code: 10A/N

Description: 30A/N

The diagram consists of five identical horizontal rows. Each row is composed of two parts: a short segment on the left and a longer segment on the right, separated by a gap. The segments are made up of small vertical bars. The short segment on the left of each row contains 8 bars, and the longer segment on the right contains 24 bars.

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NONPROCEDURAL CHARGE MENU

This worksheet helps you define result menus for results that respond to non-procedural charges. The items entered here must be in the Exam and SIM files. This type of response permits additional charges to be captured per exam.

SCREEN NAME

Enter the screen to display within the Exam Data Entry function for result selection.

RESULT NAME

Enter the SIM code for the non-procedural charge. The description in the Exam file is displayed after you select the non-procedural charge option.

CONTRAST MEDIA

Enter **Y** for Yes if the SIM item is a contrast media; otherwise, enter **N** for No.

DRUG CODE

Enter the drug code (if known) if the SIM item is a contrast media.

CONTRAST MEDIA TABLE

This worksheet helps you define the contrast media used by your department. This ensures the correct format for the Contrast Media report regardless of the number of possible responses.

CODE

Assign a unique code for each result option. This code can be up to 2 characters.

DESCRIPTION

Enter the contrast media description up to 20 characters.

DRUG CODE

Enter the drug code (if known).

RADPAC

FACILITY
CODE

CONTRAST MEDIA TABLE

This worksheet helps you build the table of contrast media which is displayed in Exam Data Entry.

CODE: 2N DESCRIPTION: 20C DRUG CODE: 6C

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ALLERGY REACTION TABLE

This worksheet helps you capture the allergy reaction result. This table is already populated, but you can add additional reactions, if necessary, through STAR Patient Care.

CODE

Assign a unique code for each result option. This code can be up to 2 digits.

DESCRIPTION

Enter the contrast reaction description up to 30 characters.

NOTE: To create an entry for "None," you must use the code "00" (double zeroes).

EXAM DATA ENTRY KEYS

To expedite the Exam Data Entry process, the STAR Radiology system gives you the opportunity to assign specific responses to individual keys. When you press each of these keys during Exam Data Entry, the system enters the full response. For example, if a Yes response is assigned to the Y key, and you press the corresponding key, the system enters Yes in the field.

EXAM DATA ENTRY KEY

Enter the letter of the key that, when pressed, causes the system to automatically enter the defined result.

DEFINED RESULT

Enter the defined result (response).

NOTE: Be sure to build uppercase and lowercase Exam Data Entry keys for each response. For example, both **Y** and **y** for Yes.

FACILITY CODE	DEPT
------------------	------

This worksheet identifies the keys to be used as data entry keys. Define which key to enter and the corresponding response it logs. For example, you can set up the *D* key for a response of *Denies Pregnancy*.

EXAM DATA
ENTRY KEY: 1A

DEFINED RESULT: 40C

[illegible]

| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

[illegible]

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----

| | | | | | | | | | | | | | | | | |

Diagram illustrating a 1D lattice structure. A single vertical line is shown on the left, and a horizontal line of 15 vertical lines is shown on the right, representing a 1D lattice.

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EXAM INFORMATION

This worksheet contains information on exam processing.

EXAM CODE

Assign a unique numeric code to each exam.

COPIED FROM

Certain pieces of exam information can be copied from a master exam to expedite the exam building process. These pieces of information have an asterisk (*) on this worksheet. This field identifies the exam from which the information is copied.

MASTER EXAM CODE

The master exam determines which data fields the system displays for the exam during Exam Data Entry. Each Radiology section usually assigns the same master exam to all exams within the section. See the Radiology Sections worksheet for further information.

EXAM COUNT

This field defines the exam count for each exam code. Enter a numeric Exam Count value from 1 to 99. The default value is 1. If creating a panel exam, this entry indicates the number of exams represented in the panel.

NOTE: The value from the Exam Count field is used in management reports for customers in both the United States and Canada. However, it does not apply to Canadian Workload.

ACTIVE

This field refers to the current status of the exam. Enter **Y** if the exam is actively being ordered and performed. Enter **N** if the exam is inactive.

BILLING CODE

Enter the Billing Code assigned to the exam by the Hospital Information System (HIS). The billing code prints on the Exam Charge list.

HOSPITAL CHARGE

Enter the dollar amount charged by the hospital to perform the examination. The hospital charge prints on the Exam Charge list.

RADIOLOGIST CHARGE

Enter the dollar amount charged by the radiologist to perform the examination. The Radiologist Charge prints on the Exam Charge List.

EXAM NAME/SIM DESCRIPTION

Enter the name or description of the examination that is displayed on the system and copy additional information from 4-6 Master Exam prints on reports. A prefix consisting of the section code can be added to the beginning of the name/description (for example, CT) for easy exam lookup.

WORKLOAD

Assign the appropriate relative workload units for the exam. These units print on the Workload Summary report.

EXAMS ORDERED

This field is not currently used by the STAR Radiology System.

NOTE: Press ENTER and the system displays the current exam code in this field.

EXAM ORDER PORTABLE

Enter **Y** if the exam is portable and can be performed at the patient's location. Enter **N** if the exam is not portable and must be performed in the standard Radiology location. An error message prints on the console log if you enter N for this field and you then enter this exam as a portable.

DEFAULT SECURITY

Circle Yes if the system uses the default security levels when user-specific security information is not available. For example, a McKesson employee would use the system default rather than radiology-specific security when signing on the system.

LEFT/RIGHT INDICATOR

This field designates whether the exam requires the left/right question at the time of order. For example, if Exam Code 1000 is for Hand, the left/right question is necessary when the order is placed.

MULTIPLE ORDER (CLINIPAC CUSTOMERS ONLY)

This field denotes whether the exam is ordered with other procedures or as a single order entry. This applies to new orders only.

FILM PLACEMENT

Enter the master folder and subfolder in which the exam is filed.

FOLDERS PULLED

Enter the folders to be pulled from the file room when this exam is ordered.

NOTE: This is not usually done on the subfolder level.

MODALITY

This field identifies the imaging modality in which this exam belongs. Enter the one or two digit option number for the appropriate modality. The options are as follows:

1	CT	9	Specials
2	MRI	10	Routine
3	US	11	Mammo
4	NM	12	Chest
5	PET	13	Ortho

6	Neuro	14	GI
7	Cardio	15	GU
8	Therapy	16	Other

ANATOMIC AREA

This field identifies the primary anatomic area in which this exam belongs. Enter either the American College of Radiology (ACR) code or build from the online tables.

HCPCS CODE

This field identifies the HCPCS code for the exam code. You can specify this code only if you have a standalone Application system. If STAR Patient Care is installed, the HCPCS code is assigned to the exam code in the SIM/FIM file.

Enter a five-character HCPCS code and a two-character modifier (if needed).

NOTE: This field is not displayed for Canadian sites.

LABEL/SHORT NAME

Enter an abbreviated version of the exam description. The name entered here prints on labels and documents, and is displayed on the Patient Check-In and Exam Request screen.

DEMO LABELS

This field determines if demographic labels print, do not print, or only print when the exam is ordered portable. If labels print, specify the number of labels.

QUANTITY

Enter the number of exam labels to print (for example, enter 2 to place 1 on master folder and 1 on the subfolder, if applicable).

NUMBER OF BARCODE CHECK-IN LABELS TO PRINT AT

If printing check-in labels at request, enter the number of labels to print at request. If the check-in labels are to print at check-in enter the number of labels to print at check-in. You must enter the number for the appropriate print time as entered in Document/Label Output management.

DISPLAY EXAM REASON

This field indicates if the system displays the exam reason in the Patient Inquiry and/or Results Entry functions.

REQUIRED AT EXAM REQUEST (AND PATIENT CHECK-IN)

This area of the worksheet presents four data fields. Mark Y if the data field is required information at the time of exam request and check-in or No if not required. This process is only valid for orders placed on the STAR Radiology system.

SPECIAL INSTRUCTIONS

This field indicates if special instructions are displayed when resulting the exam in the Exam Data Entry function. These instructions are specific to the user's security level

and are displayed only when resulting an exam on a CRT or PC(not via a Stand Alone Bar Code reader). These instructions could include the positions and films required for the exam (for the benefit of any student technologist) or could be used to remind the transcriptionist to enter the diagnostic codes for specific exams. For details, [see "SPECIAL INSTRUCTIONS" on page 4-36.](#)

FILMS USED RESULTS

Through this function, you can identify the results used in the compilation of the Film Utilization Report. These results, designated as values, are assigned as the result of exams performed. To provide the information necessary for this report, you need to identify all results that specify films used. You also should list any result for repeat films as well as the result for repeat reason.

ACTIVITY TRACKING

Through this Maintenance feature, you can identify the results that provide necessary activity tracking data to the tracking module. The system initiates this functionality by displaying a results screen where you can specify a result for each piece of result-related data captured in activity tracking.

SPECIAL INSTRUCTIONS

Some exams may require the addition of Special Instructions informing the technologist of specific procedures to follow when performing the exam. This worksheet gives you opportunity to define the Special Instructions that the system displays in Exam Data Entry when entering results via a terminal or PC.

EXAM CODES

Enter the code of each exam for which the Special Instructions apply.

SECURITY LEVEL

Enter the levels of security at which an individual can view the Special Instructions. Note that all of the defined security levels apply to all exams; in other words, if you wish to determine who can view the Special Instructions within the defined exams by security level, you must complete a separate worksheet.

SPECIAL INSTRUCTIONS

Enter the Special Instructions that the system displays when an individual having the defined security level accesses exam data for any of the specified exams.

NONPROCEDURAL CHARGE

This worksheet contains information regarding nonprocedural charge items that must list in the Service Item Master (SIM) but are not reportable radiology exams.

EXAM CODE

Assign a unique code to each exam.

COPIED FROM

Certain pieces of exam information can be copied from another exam to expedite the exam building process. These pieces of information have an asterisk (*) on this worksheet. This field identifies the exam from which the information is copied.

MASTER EXAM CODE

The master exam determines which data fields the system displays for the exam during Exam Data Entry. Each Radiology section usually assigns the same master exam to all exams within the section. See the Radiology Sections worksheet for further information.

ACTIVE

This field designates if the code is active or inactive.

BILLING CODE

Enter the Billing Code assigned to the non-procedural charge by the Hospital Information System (HIS).

HOSPITAL CHARGE

Enter the dollar amount charged by the hospital for this nonprocedural charge.

SERVICE DESCRIPTION/EXAM NAME

Enter the name or description of the nonprocedural charge that the system displays during Exam Data Entry and on written reports. A prefix consisting of the Section Code can be added to the beginning of the name/description (for example, CT) for easy exam reference, or perhaps a unique prefix could precede all nonprocedural charges so they would be listed together. For example, "ZZ" or "**".

RADPAC

FACILITY
CODE

NONPROCEDURAL CHARGE

This worksheet identifies nonprocedural charge items that must be listed in the Service Item Master (SIM), but are not reportable radiology exams.

Exam Code: 6N Copied From: 6N Master Exam Code: 6N

_____|_____|_____|_____|_____|_____|

*Active? Billing Code: 9N Hospital Charge:

Yes or No _____ \$_____.

Service Description/Name: 33C

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|

Exam Code: 6N Copied From: 6N Master Exam Code: 6N

_____|_____|_____|_____|_____|_____|

*Active? Billing Code: 9N Hospital Charge:

Yes or No _____ \$_____.

Service Description/Name: 33C

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|

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PRE-CANNED SUMMARIES

The STAR Radiology system offers you opportunity to use pre-canned summaries to create a Final Report for exams having standard results.

To use this functionality, a code and short description must be assigned to each summary for quick entry and easy identification. To create a Final Report using a pre-canned summary, enter the code of the desired pre-canned summary at the appropriate prompt. The system then displays the summary for your edits to make it more accurately reflect the results of the specific exam.

CODE

Assign a unique code to each pre-canned Summary. This code can be up to 5 characters.

DESCRIPTION

Enter a descriptive name for the pre-canned summary. This field can be up to 50 characters.

SUMMARY

Enter the text of the Pre-canned Summary or attach a copy of the written summary to this worksheet. McKesson recommends that you keep a copy of the Pre-canned Summary in written form for file checking and backup purposes.

NOTE: There are certain limitations/considerations when utilizing STAR Radiology pre-canned summaries and utilizing the Word Processing interface. Please consult with your installer for more information.

PRE-CANNED SUMMARY SUBGROUPS

The STAR Radiology system offers you the opportunity to use pre-canned summaries to create a Final Report for exams having standard results. Each pre-canned summary has an assigned code familiar to the radiologists. To limit the display of codes to those of a particular subgroup, such as a specific master exam, a specific user signed on to the system, or a result field (for example, Read By), you need to define pre-canned summary subgroups. You can define the pre-canned summaries subgroups through this worksheet. An example of using a pre-canned summary subgroup follows:

A radiologist uses a unique set of pre-canned summaries. If the pre-canned summaries for the radiologist are defined in a subgroup, when the radiologist chooses to view the pre-canned summaries, the system displays only those pre-canned summaries unique to that radiologist.

CODE OR EMPLOYEE STAR ID CODE

Through this field, you can assign a code to the Pre-canned Summary Subgroup. If the subgroup pertains to a specific physician or employee signed onto the system, or an ID specific result field such as Read By, enter the Employee STAR ID Code of the physician or employee. If the subgroup does not pertain to a specific physician, employee, or ID result, enter a code for the subgroup.

DESCRIPTION

Enter a descriptive name for the Pre-canned Summary Subgroup.

PRE-CANNED SUMMARY CODES

Enter the codes of the Pre-canned Summaries that belong to the subgroup. Keep in mind that a Pre-canned Summary can belong to more than one subgroup.

PRE-CANNED SUMMARY SUBGROUPS

Pre-canned summaries can be organized into subgroups by master exams, result fields or by employee ID to streamline results entry. The selection of a subgroup during results entry limits the display of pre-canned summaries to those of the selected subgroup.

Code: 3A [][] or Employee ID Code: 7C [][][][][][][]

If subgroup is ID-specific (result or employee signed onto the system)

Description: 30C

Pre-canned Summary Codes: 5C (Ref. Pre-canned Summaries Worksheet)

| | | | | | | | | | | | | | | | | | | | | | | | |

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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[illegible]

PREVIOUS EXAM CHECK

Through this multiple page worksheet, you can create the previous exam checks criteria. Previous exam checks alert you that another exam was ordered within a set time period. In this case, you can continue with the exam order, review the previous exam or discontinue entering information on the new order. This check can occur in four functions on the STAR Radiology system.

NAME

Enter a descriptive name for the check. This can be up to 30 characters.

MAXIMUM NUMBER OF DAYS

Enter the maximum number of days preceding the current exam order to check for previous exams.

PREVIOUS EXAMS TO CHECK

Enter a single exam code, a range of exam codes or a mixture of single and multiple exam codes to identify the previous exams that the system is to check.

MASTER EXAM(S) TO CHECK

Enter the master exam(s) to identify which previous exams the system is to check. This field entry can contain multiple masters.

NOTE: The previous exams to check and the master exams to check may be defined by one of the following means:

Exam codes defined but no masters

It is not necessary for the exam codes to share the same master. The previous exam check uses the listed codes only and not their corresponding masters.

Masters defined but no exam codes

The system uses only the defined master exam code(s) and their corresponding exams for the check. The previous exam check is performed for exams having the defined master(s).

Defined exam code(s) and master(s)

The master exam code(s) shown on the screen should **not** be represented in the Previous Exam(s) to Check field; for example, exam codes 2000-2010 have 2000 as the master exam code. If master exam 2000 is defined in the Master Exam(s) to Check field, you need not define the exam code range.

NOTE: If the system is performing a previous exam check on an exam code that falls within the defined ranges of more than one check, the system displays a previous exam check message at the corresponding applications function for each defined code.

Page two of this worksheet is where you indicate that previous exam check is active or inactive for each of four possible functions in STAR Radiology. Circle Active or Inactive for each function.

PREVIOUS EXAM CHECK

This worksheet identifies the criteria by which previous exam occurrences are checked for frequency. Based upon the frequency of occurrence, a decision may be made whether or not to proceed with the ordered examination.

NAME: 30C

|||||

MAXIMUM NUMBER OF DAYS: 5N |||

PREVIOUS EXAMS TO CHECK: Up to 6N |||

BY MASTER EXAM CODE: |||

or

RANGE: ||| - |||

or

INDIVIDUAL ||| ||| |||
EXAMS: ||| ||| |||
(Up to 6N) ||| ||| |||

NAME: 30C

|||||

MAXIMUM NUMBER OF DAYS: 5N |||

PREVIOUS EXAMS TO CHECK: Up to 6N |||

BY MASTER EXAM CODE: |||

or

RANGE: ||| - |||

or

INDIVIDUAL ||| ||| |||
EXAMS: ||| ||| |||
(Up to 6N) ||| ||| |||

PREVIOUS EXAM CHECK

This worksheet identifies in which functions Previous Exam Checks are to be performed.

(Circle One)

1. Exam Request
Active or Inactive

2. Exam Check-in
Active or Inactive

3. Exam Data Entry
Active or Inactive

4. Report Review
Active or Inactive

Chapter 5 - FILM ROOM

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INTRODUCTION

This section contains the worksheets used to collect the information necessary for automating the film room. With these worksheets, you can build a system that stores, maintains and pulls films in an orderly manner and efficiently tracks films on loan and films borrowed from outside institutions.

FILM INQUIRY PARAMETERS

You can use this facility-specific function to view and change parameters for Film Inquiry within the Film Room function.

FACILITY SWITCH IN FILM INQUIRY

Enter **Y** or press ENTER to permit department/facility switching within Film Inquiry. You must have multi facility access to perform this function.

ABSOLUTE LED IN FILM INQUIRY

Enter **Y** to display absolute last exam date on the main Film Inquiry screen or **N** to not have the LED displayed.

DUE DATE OR BORROWER IN FILM INQUIRY

Enter **D** to display the due date on the main Film Inquiry screen. Enter **B** to have the borrower displayed.

RADPAC

FACILITY CODE

FILM INQUIRY PARAMETERS

This worksheet sets the Film Inquiry parameters for the management of the film room.

Facility Switch in Film Inquiry: 1AR (Y/N)

|||

Absolute LED in Film Inquiry: 1AR (Y/N)

|||

Due Date or Borrower in Film Inquiry: 1AR (D/B)

|||

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FILM ROOM LOCATIONS

On the STAR Radiology system you can store films in active as well as inactive film rooms. This worksheet specifies the names of all film storage areas, both active and inactive.

FILM ROOM LOCATIONS

Enter the names of the active and inactive film rooms. The first three letters of the locations entered here are displayed in the Historical Patient Management (HP).

SHORT NAME

Enter a descriptive short name for each film room. If your radiology department contains multiple active film rooms, the system displays the name in the film room matrix.

RADPAC

FACILITY CODE

FILM ROOM LOCATIONS

This worksheet identifies each of the active and inactive locations where radiology film folders are stored and maintained.

Film Room Locations: 35C

--

Short Name: 9C

--

--

Short Name: 9C

--

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Short Name: 9C

--

--

Short Name: 9C

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Short Name: 9C

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Short Name: 9C

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Short Name: 9C

--

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FILM BORROWER MANAGEMENT

The STAR Radiology system maintains a current file of individuals or locations that can borrow film folders. The system uses this file to track the location and movement of the film folder. Use this worksheet to identify each of the individuals or locations for the file.

CODE

Enter the code representing the borrower. If the borrower is a physician or physician group, your entry should be the same as the physician code in the Physician table of the STAR Patient Care system. The length of the code is dependent upon the code length allowed for the Doctor's table, which is generally 4 - 6 digits. Your installer can tell you the length allowed for your system. The Borrower's code can be alpha numeric, however, the first character of the code must be numeric.

BORROWER

Identify each film borrower (either a specific individual or a location) in this field.

PHYSICIAN GROUP

If a borrower belongs to a group of physicians enter the name of the group in this field.

OFFICE PHONE

Enter the telephone number of the borrower's office.

OFFICE ADDRESS #1

Enter the street address of the borrower's office.

OFFICE ADDRESS #2

Enter a second street address or suite number.

CITY

Enter the city in which the borrower's office is located.

STATE

Enter the state in which the borrower's office is located.

ZIP CODE

Enter the postal code representing the area in which the borrower's office is located.

PERSON RESPONSIBLE

Identify the individual responsible for the loaned films. The default is the borrower unless another person is defined.

DEFAULT CHECK-OUT LOCATION

Enter the location to which the borrower generally takes the film once it is checked out. Refer to the Film Check-out Location worksheet for this information.

CLASSIFICATION

This field enables you to determine the classification of the borrower. An internal classification means the borrower is keeping the film in the institution after checking it

out of the film room. An external classification means the borrower is taking the film out of the institution after checking it out of the film room. The number of days that a borrower can keep the film before the system considers it overdue is dependent upon the classification of the borrower. If defined as an internal classification the time allowed, before the film check out is considered overdue, is generally much shorter than the time allowed for borrowers with external classifications.

LIMIT

If you want to limit the number of checked out films a borrower can have, enter the maximum number in this field. If you do not want to limit the amount of films that can be checked out to a borrower, leave this field blank. If the limit has been exceeded, a message is displayed during the Film Check-Out process noting the exceeded limit. However, you can proceed with the check-out if appropriate.

STATUS

Enter the status of the borrower in this field. An inactive status for a borrower causes a system message to display during the Film Check Out function. If this happens you can still proceed with the film check out once the message warns you that the borrower's status is inactive.

FILM TRACKING LOCATIONS

Film locations identify the location of films at all times. The Film Tracking Locations table identifies those areas within the Radiology department and the hospital, as well as outside the hospital, to which films can be checked out. Tracking Classes include internal, external, and alternator.

CODE

Assign a code representing each check-out location or alternator.

DESCRIPTION

Enter the description of each check-out location or alternator.

TRACKING CLASS

Indicate the loan classification for each location:

- Internal - **I**
- External - **E**
- Alternator - **A**

OF PANELS

This field is only applicable if the Tracking Class is set to Alternator. Enter the number of panels available on the alternator for assignment of films.

RADPAC

FACILITY CODE

FILM TRACKING LOCATIONS

This worksheet identifies each of the locations to which films can be checked out. These locations can include areas within the Radiology department (including alternators) and the hospital, as well as outside the hospital.

Code: 4A/N Description: 20A/N Tracking Class: I/E/A # of Panels: 4N

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FILM REQUEST REASONS

When an individual manually requests films, the system requires a request reason. This worksheet enables you to define the list of film request reasons.

CODE

Assign a unique code to each film request reason.

DESCRIPTION

Enter the film request reason.

FACILITY
CODE

This worksheet identifies each of the reasons which may be associated with manual requests for film folders. When a Film Request is generated by an order, the reason is always *Auto*.

Code: 5A/N Description: 30A/N

[illegible]

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FOLDER MANAGEMENT

This worksheet enables you to define the master folders and subfolders used in the radiology department. You can also define film room groups for establishing the Last Exam Date (LED) specific to each group for filing or for informational purposes. If you want to use film room groups, each master folder and subfolder needs to be assigned to the associated film room group. When an exam from a film room group is ordered, the system updates the LED for that group.

MASTER FOLDER NAMES

Enter the name of the master folders used in your radiology department (one per form). Because the system prints this name on the folder labels, McKesson recommends that this name be brief, but as descriptive as possible. (A maximum of eight master folders can be defined.)

SUBFOLDER NAMES

Enter the name of all subfolders associated with the master folder defined on this worksheet. If you use multiple master folders, you must complete a worksheet for each master folder that lists all subfolders associated with that master. (A maximum of eight master folders and unlimited subfolders can be defined.)

RELATED FILM ROOM GROUP

Enter the film room group associated with each folder.

DEFAULT FILM ROOM

For master folders only, enter the name of the film room where the folder is initially assigned as a permanent location.

RADPAC

FACILITY CODE

DEPT

FOLDER MANAGEMENT

Master Folder Name: 20A/N Related Film Room Group: 35A/N

Subfolder Name: 20A/N Related Film Room Group: 35A/N

Default Film Room: 20A/N Related Film Room Group: 35A/N

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FILM ROOM PARAMETERS

This worksheet enables you to define the general parameters for efficient film room management.

OVERDUE FILM THRESHOLD-INTERNAL

Enter the number of days that an internal film loan can be out of the film room before the film is considered overdue.

OVERDUE FILM THRESHOLD-EXTERNAL

Enter the number of days that an external film loan can be out of the film room before the film is considered overdue.

FILM ROOM "NEW PATIENT"

If a patient is new to the STAR Radiology system, enter a description for a new patient. This description prints in the LOCATION field on the Film Pull Slip to indicate that no previous folders from STAR Radiology are available.

MULTIPLE ACTIVE FILM ROOMS

Circle the appropriate response designating whether your facility has more than one active film room.

MULTIPLE OLD FILM NUMBERS

Indicate if your department uses multiple old film numbers.

FILE RESTRICTION SECURITY LEVEL

Enter the security level at which an individual can override the move/copy folder restriction.

FASD LAST EXAM DATE USAGE

Define the manner in which the Last Exam Date (LED) is used in your system. You can have one absolute LED for the entire radiology department or the system can update the LED using the defined film room groups.

LED UPDATE CRITERION

This field defines when the LED is to be updated. You may elect to update at Exam Check-in, Films Pre-paid, or Exam Completion.

DEFINED MENU FOR FILMS

Enter the menu name that is utilized for Copy Log entries. This defines the menu to display when entering copy log information.

SOURCE FOR TELIC RADIOLOGISTS

Enter the menu/table that the system uses to identify any radiologist entering information for the Teaching/Legal/Interesting Case (TELIC) file.

LED UPDATE

Mark the appropriate method by which the system updates the LED. This is either on exam activity or on folder movement and exam activity. If the latter option is selected, LED also updates upon Film Check-out.

LOAN CLASSIFICATION PRIORITY

Define whether the Location or Borrower has loan classification priority.

AUTOMATIC FILM REQUESTS

Define whether film requests that are automatically created at the time an exam is ordered are displayed in Film Room Management. Initially, the system sets the response to display in all functions.

FILM REQUEST ALERT

Define how you are alerted to outstanding Film Requests when a film is checked back in. Initially, the system sets the response to NONE.

RADPAC

FACILITY
CODE

FILM ROOM PARAMETERS

This worksheet sets the general parameters for the management of the film room.

Overdue Film Threshold

Internal: 2N

 days

Overdue Film Threshold

External: 3N

 daysFilm Room *New Patient*: 12C

Yes

Multiple Active Film Rooms

No

Multiple Old Film Numbers

Yes

No

File Restriction Security Level

FASD Last Exam Date Usage

LED Update Criteria

 Absolute LED Group LED Update during visit Update following visit

Defined menu for Films

Source for TELIC Radiologists
(menu or table)

LED Update:

Loan Classification Priority

 On Exam activity only Folder and Exam activity Borrower Location

Automatic Film Requests

 Display automatically created requests in all functions (A) Display only in Cancel Film Request (C) Do not display (N)

Film Request Alert

 Auto Requests Manual Requests Both None

Date Completed	<input type="text"/>	By	<input type="text"/>	
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OVERDUE NOTICE

To insert the borrower name, borrower address, current date/time, current department, and film room when the form letter for an Overdue Notice prints, put the following variables in the Overdue Notice Builder:

This Variable...	Inserts the Correct...
~DT	Current date
~DR	Borrower name
~AD1	Address line 1
~AD2	Address line 2
~AD3	City, State, and Zip Code
~FR	Film Room name
~DEP	Current department

You can use a variable more than once. However, you can use only one variable per line in the Overdue Notice Builder. Leave enough extra space on the line for the information that replaces the variable.

Example:

Community Hospital	~DT
~DEP	
~FR	
~DR	
~AD1	
~AD2	
~AD3	

Dear ~DR,

Please be aware that the film(s) listed below, currently checked out to you, are overdue. They were checked out from the ~FR on the date indicated.

Please return these as soon as possible so that we may keep your patient's files up to date.

I would like to thank you in advance for your cooperation in this matter. If you have any questions, please feel free to call.

Sincerely,

Department of Radiology

RADPAC

FACILITY
CODE

OVERDUE NOTICE

This worksheet determines the format and wording of the overdue notice sent to borrowers with overdue films. There is no character limit.

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|||||

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OUTSIDE FILM INSTITUTIONS

Other hospitals and institutions that lend films to your hospital are considered outside film institutions. This worksheet enables you to collect information about each outside film institution to complete the transfer and tracking of outside films.

CODE

Assign a unique code to each outside institution.

LENDING INSTITUTION

Enter the name of the outside institution.

STREET ADDRESS

Enter the number and name of the street on which the outside institution is located.

CITY

Enter the city in which the outside institution is located.

STATE

Enter the state in which the outside institution is located.

ZIP CODE

Enter the postal code representing the area in which the outside institution is located.

ATTENTION

Identify the individual or department to whom the returned films and correspondence should be sent.

NOTE: The information entered is included on mailing labels generated when returning the films to the lending institution.

OUTSIDE FILM MAINTENANCE

This worksheet enables you to determine when the system purges records of films borrowed from outside institutions.

PURGE PERIOD

Enter the minimum number of days allowed between purges. This determines the purging criteria for outside film records. The impact of your entry is that no inactive records can be purged until the number of days in the purge cycle is met.

RETENTION PERIOD

Enter the number of days that the system retains the borrowed outside film information after the films are marked as returned.

PAST DUE

Enter the number of days that pass before the system considers the borrowed film past due.

OUTSIDE FILM MAINTENANCE

This worksheet sets the parameters which determine how the information for films loaned by outside institutions is managed.

Purge Period: 3N

|_|_| days between purge runs

Retention Period: 3N

|_|_| days retention

Past Due: 3N

|_|_| days past due

COPY LOG PARAMETERS

In order to effectively track films that are copied and the monies collected for the duplicate films, the STAR Radiology system maintains a current file of copies logged in the system.

This worksheet enables you to indicate parameters that determine the systems retention of the Copy Log information.

PURGE PERIOD

Enter the minimum number of days permitted between purges.

PERMIT NON-PATIENT ENTRIES

Indicate if films for patients not in the Master Patient Index (MPI) are included in the Copy Log.

KEEP NON-PATIENT NAMES AFTER LAST ACTIVITY

If you responded Yes for the PERMIT NON-PATIENT ENTRIES field, use this field to determine the number of days that the system stores the non-MPI patient names in a separate index following the Copy Log purge. Once this criterion is met, the system deletes these entries during Midnight Processing. Enter the number of days after the last activity date to retain these names.

BUILD DATE INDEX

This field determines if the system creates an optional date index for the Copy Log. A date index is an additional cross-index that reduces system search time when accessing Copy Log entries. To create a date index, enter Y. Otherwise, enter N.

NOTE: An optional date index increases system performance but uses approximately 10% more disk space.

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COPY LOG PARAMETERS

This worksheet captures the parameters needed to maintain the copy log.

Purge Period: 2N or 3N

|_|_|_| days

Permit Non-patient Entries

_____ Yes

_____ No

Keep Non-patient Names
After Last Activity: 2N or 3N

|_|_|_|

Build Date Index

_____ Yes

_____ No

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COPY LOG - FILM TYPES

McKesson recommends that a separate menu be created for films used for copying. This menu includes your duplication film types and sizes.

SCREEN NAME

Enter the film description which is displayed on the screen during copy log entry.

RESULTS

Enter the response option to display after being selected from the menu on the copy log screen. The system also prints the response on the Copy Log Film Utilization Report.

COPY LOG - FILM TYPES

This worksheet defines a menu for films used for copying films. This menu would be different than your films used menu, as it should only contain your duplication film types and sizes.

Screen Name: 26C
(Displays on Screen)

Results:

[illegible]

TELIC FILING REASONS

This worksheet enables you to define the reasons for filing a case in the Teaching, Legal, Interesting Case file.

CODE

Enter a unique code for each filing reason.

DESCRIPTION

Enter the TELIC filing reason description. This description is displayed in the TELIC file and on the TELIC report. The description is also a sort option when compiling the TELIC report.

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TELIC - FILING REASONS

This worksheet defines the filing reasons for the Teaching, Legal, Interesting Case file.
Enter the reason a case could be entered in the TELIC file.

CODE: 3C DESCRIPTION: 29C

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TELIC FILM GROUPS

This worksheet enables you to define Film Groups by which the TELIC file is categorized. The TELIC Film Group is another sort option when compiling a TELIC report.

CODE

Enter a unique 3-character code for each TELIC Film Group.

DESCRIPTION

Enter the TELIC Film Group description. This description is displayed on the TELIC screen and prints on the TELIC report.

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TELIC - FILM GROUPS

This worksheet defines the TELIC groups. Enter logical reasons for use in the TELIC file.

CODE: 3C DESCRIPTION: 29C

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TELIC - TYPES

This worksheet enables you to define types of entries for the TELIC file. These types are also a sort option on the TELIC report.

CODE

Enter a unique 3-character code for each TELIC type.

DESCRIPTION

Enter a description for each TELIC Type code. This description is displayed on the TELIC screen and prints on the TELIC report.

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This worksheet defines the film types to be used in the TELIC file. Enter logical types such as legal, teaching, interesting case, and so forth.

CODE: 3C DESCRIPTION: 29C

[illegible]

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FOLDER ACCESS - RESTRICTION REASONS

The STAR Radiology system allows you to limit folder access by placing copy and/or move restrictions on folders.

Use this worksheet to define the reasons folder access would be limited. The restriction reason prints on the Film Pull Slip and the Folder Access Report and is displayed in the appropriate functions when attempting to move/copy the film.

CODE

Enter a unique 3-character code for each folder restriction reason.

DESCRIPTION

Enter the description for each folder restriction reason.

Chapter 6 - RESULT/REVIEW/FINAL REPORT

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INTRODUCTION

This section contains the worksheets used for setting parameters that determine the functionality of the Report Review function, Final Reports generation and performing patient inquiries.

ADDENDUM REASONS

When adding an Addendum, you must select a reason for why you are creating it. There are four default reasons built into the table. You may create more for use in Management Reporting or edit the existing ones.

CODE

Enter a numeric code to be used for an Addendum Reason. It can be up to three digits.

DESCRIPTION

Enter a description for the new code. This can be up to 30 characters.

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FINAL REPORT GENERAL PARAMETERS

Code: 3N

Description: 30 A/N

- | | |
|---|------------------------|
| 1 | Additional Information |
| 2 | Comparison |
| 3 | Correction |
| 4 | Other |

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FINAL REPORT GENERAL PARAMETERS

The Final Report General Parameters enable you to set and/or modify the general printing parameters.

PRINT PRELIMINARY STATS

This field denotes whether a copy of the Final Report for a procedure ordered with a STAT priority prints when the status becomes preliminary; for example, when the report summary is entered, but has not been reviewed by the radiologist. Indicate **Yes** or **No**. This also distributes a copy of the report via fax and transmits to floor if your system has these STAR features turned on.

PRINT POSITION WITH NAME

The Position field, found in field 11 of Create/Edit Personnel Records, can print on the Final Report. When you indicate **Yes**, the system appends the position description to the employee/radiologist's name.

PRINT TITLE WITH NAME

The Title field, located in field 12 of Create/Edit Personnel Records, can print on the Final Report for the technologist, radiologist, and other personnel. When you indicate **Yes**, the system appends the employee's title to his name.

FINAL REPORT BATCHING

This field denotes whether the batching feature is active for Final Reports. The system default is *No*. The impact of your entry is that the Final Reports can be placed into a print batch to print upon demand, as opposed to immediately.

BATCH RETENTION

Final report batching must be active for you to set this parameter. This parameter designates the number of days that the system stores the Final Report batches for reprint using the Final Report Batch Print function. The system default is seven days. The maximum retention is 60 days.

BATCH ADDENDUM REPORTS

Final report batching must be active for you to set this parameter. This parameter denotes whether the system enters an Addendum procedural report into the batch if a Final Report for the procedure has already been generated. When you indicate **Yes**, the system files Addendum Reports into the report batch, replacing the previous report.

SOFTKEY EDITOR LINE LENGTH

If you are using PC-based word processing, set this field to a value that is 3 greater than the default margins in WordPerfect. WordPerfect's right margin is a soft margin, meaning that a line can be up to 3 characters longer than the setting. In order for documents edited via the Softkey Editor to be compatible with subsequent editing via WordPerfect, this relationship should be maintained.

If you are not using PC-based word processing, you can set this parameter to any reasonable value up to 72, which is the maximum. Note that if you choose to set this value down from 72 and you have documents on file that were created at 72

characters, those documents have to be reformatted if subsequently edited. All Softkey Editor view functions display lines at 72 characters, which guarantees no loss of text display.

DEMOGRAPHIC DATA FORM

If you are using PC-based word processing, enter the form **XGFDEMO** in this field. This enables the patient demographic heading to be downloaded. If you are not using PC-based word processing, this field should be left blank as it is not applicable.

SPACES FOR TAB

When using the Windows word processing interface, a tab is interpreted as a certain number of spaces. The default value is 5 spaces, but you can change it to a value between 3 and 10 spaces.

ADDENDUM PLACEMENT

If you print Addendum Reports, indicate whether you would like them to appear at the top or bottom of the Final Report. Circle **T** for top or **B** for bottom.

FAX/PRINT COORDINATION

Final report batching must be active for you to set this parameter. This parameter works in coordination with the physician batch fax and allows you to either "Fax and Print" or "Use the Physician Fax Parameters" when printing the Final Report physician batch. Check the appropriate one.

PRELIMINARY STATUS

Enter the description that prints which represents a Preliminary report (a report not yet released by a radiologist).

STAT STATUS

Enter the description that prints on preliminary reports for exams that were ordered with a STAT priority. When the report is final, the *complete* status prints as the report status.

COMPLETE STATUS

Enter the description or text that prints on the Final Report for an examination considered Clinically Complete (all clinically required results are filed prior to the generation of the report).

REVISION STATUS

Enter the description that prints when a Final Report with a Clinically Complete status is revised. The default value for this field is *Revised*.

When Addendum text or Clinical ID results (for example, Transcriptionist, Read By, Released By, and if applicable, Resident Read By and Resident Released By) are changed after a Final Report has reached the Clinically Complete status, the Report Status is updated to *Revised - Addendum X #* and Addendum versions are created. (The "#" symbol represents the number of Addenda created, for example, "Revised - Addendum X 5.")

The Report Status for a Clinically Complete Final Report is updated to *Revised* (with no Addendum versions created) when any of the following changes occur:

- Ordering Diagnosis is revised in Order Revision, Exam Data Entry, or Report Review.
- Ordering Physician is revised in Order Revision, Exam Data Entry.
- An exam is linked or unlinked to the Report.

DUPLICATE REPORT MESSAGE

Enter the description of a report that prints after a copy has already printed bearing the current status (for example, Duplicate Final, Duplicate Addendum, Duplicate Preliminary, and so forth).

These statuses are used by the system for the generation of the reports. Note that the Patient Inquiry function only displays report statuses after an exam has been selected for viewing. Exam statuses are used when viewing the detail or summary listing of exams.

NOTE: Never leave any of the statuses blank or give two statuses the same name.

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FINAL REPORT GENERAL PARAMETERS

This worksheet defines Final Report parameters and explains the five report statuses currently defined in the system.

Print Preliminary Stats: 1A (Y/N) ☐ Print Position w/Name: 1A (Y/N) ☐

Print Title w/Name: 1A (Y/N) ☐ Activate Final Report batching: 1A (Y/N) ☐

Number of days to retain Final Report batches: 2N ☐☐

Batch Addendum Reports: 1A (Y/N) ☐

Softkey Editor Line Length: 2N ☐☐

Demographic Data Form: 8A (or Table Lookup) ☐☐☐☐☐☐☐☐

STATUS	THIS INDICATOR REPRESENTS...	INDICATOR: 15 A/N
COMPLETE	initial printing of the Final Report. The exam is considered <i>clinically complete</i> , as all clinically required results have been entered.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
REVISION	additional printing of the Final Report to reflect editing of its content.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
STAT	printing of a report for an exam which is missing one or more clinically required results for an exam ordered as a <i>Stat</i> priority.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
DUPLICATE	additional printing of the most recent report (Final or Addendum).	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
PRELIMINARY	printing of a report for an exam which is missing one or more clinically required results.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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FINAL REPORT GENERAL PARAMETERS

Spaces for Tab: 2N ☐☐

Addendum Placement: T or B

Fax/Print Coordination: (select one)

☐ Fax and print☐ Use Physician Fax Parameters

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REVIEW QUEUE ACCEPT PROMPT

This worksheet enables you to change the definition of the Accept prompt options. Each Accept prompt option has an alphabetical code assigned to it and is stored by the system. You cannot edit the alphabetical code values which are assigned, but you can edit the description.

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REVIEW QUEUE ACCEPT PROMPT

This worksheet enables you to change the definitions associated with the Accept prompt options.

	New Description
(A) Accept: 8C	_ _ _ _ _ _ _
(C) Check Previous: 14C	_ _ _ _ _ _ _ _ _ _ _ _ _
(P) Print: 8C	_ _ _ _ _ _ _
(R) Retranscribe: 12C	_ _ _ _ _ _ _ _ _ _ _
(V) Edit/View Results: 17C	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
(Q) Queue: 8C	_ _ _ _ _ _ _
(E) Edit Report: 11C	_ _ _ _ _ _ _ _ _ _
(D) Edit Diagnosis/ Reason:21C	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
(T) Clinical Details: 8C	_ _ _ _ _ _ _
(L) List Viewed Exams: 8C	_ _ _ _ _ _ _
(O) View Original Report: 8C	_ _ _ _ _ _ _

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REVIEW QUEUE DEPARTMENTAL PROFILE

The departmental profile is used by employees who have access to the review queue but do not have a personal profile defined. The personal profile overrides the departmental parameters; however, the departmental parameters must be defined for the review queue to function.

MINIMUM SECURITY FOR PERSONAL PROFILES

Enter the minimum security level required in order for an employee personal profile to be built and maintained. This value should equal the security attached to the Review Queue menu option.

REVIEW QUEUE MODE

Define the operating mode of the review queue. Enter **V** for the Accept prompt to default to view mode, or enter **E** to allow results to be edited.

DEFAULT TO PERSONAL QUEUE

Enter **Y** for the system to default to your personal queue or enter **N** for the system to automatically display the table of available queues.

REVIEW SEQUENTIALLY

To display exams in order without a selection prompt, enter **Y**. Enter **N** to display the exams with a selection prompt.

REVIEW QUEUE DISPLAY SEQUENCE

You can have the contents of the review queue display alphabetically by patient name (Last,First M) or chronologically by the date and time defined in the Chronological Queue Date/Time field. Enter **A** for an alphabetical display or **C** for a date and time display default.

CHRONOLOGICAL QUEUE DATE/TIME

If you elected to display the contents of the review queue chronologically in the previous field, you need to define the specific date and time the system uses to sequence the reports. Enter **R** to display the exams by request times. Enter **C** to display the exams by check-in times, or enter **Q** to display the exams by the time the exams were placed in the queue.

If displaying the reports alphabetically by patient last name, this field is not applicable.

ACCEPT PROMPT OPTIONS

These are the options that display in the Accept prompt after the report text and all results have been entered or edited. Enter **C** to add the Check Previous option to the Accept prompt. Enter **P** to add the Print option. Enter **R** to add the Retranscribe option. Enter **V** to add the Edit/View Results option if you defined the Review Queue Mode field as *view*. Enter **Q** to add the Queue option to the Accept prompt. Enter **D** to add the Edit Diagnosis/Reason option to the Accept prompt. You can enter multiple options. If you do not define any options to display, the Accept prompt defaults to *Accept* and *Edit Report* only.

ACCEPT PROMPT DEFAULT

From the options added in the Accept PromptOptions field, define the option you want as the default for the Accept prompt.

VIEW LINKED EXAMS

This parameter allows the radiologists to view all of the exams that are linked to the exam that he/she is currently releasing from the review queue. This allows the radiologist to remove any of the linked exams that he/she feels should not be released with the exam that is currently being released.

QUEUE RESPONSE ACTION

If the Queue option is included in the Accept Prompt Options field, you can now specify whether or not the system prompts you to print. Enter **A** if you want the print question. Enter **P** to have the Queue option default to print. Enter **F** to have the report filed without further action.

PRINT QUESTION DEFAULT

If **A** is included in the Queue Response Action field to have the system prompt you to print, you can now define the default for the print question. Enter **Y** to have the default to the print question be yes. Enter **N** for the default to be no, or enter **T** if you do not want to have a default.

RETRANSCRIBE RESPONSE ACTION

If the Retranscribe option is included in the Accept Prompt Options field, you can now define the action to be taken for the edits made by retranscribing. Enter **A** to automatically accept the edits. Enter **D** if you want the Retranscribe option to automatically delete the edits, or enter **P** if the system is to prompt you to retain the edits.

RETAIN EDITS PROMPT DEFAULT

If **P** is included in the Retranscribe Response Action field for the system to prompt you to keep the edits, you can now specify the default for the question. Enter **Y** for the default to be yes. Enter **N** for the default to be no, or enter **T** for no default.

PRIVILEGE TABLE

Allows you to set up privileges for all the radiologists. In Review Queue, the radiologists see only their own queues and those queues that they have been given access to through the Privilege Table. To edit the Privilege Table, enter **Y**. Otherwise, enter **N**. For details, see [“PRIVILEGE TABLE” on page 6-34](#).

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REVIEW QUEUE DEPARTMENTAL PROFILE

This worksheet defines departmental parameters for review queue processing.

Minimum Security for Personal Profiles: 2N ☐☐☐

Review Queue Mode: 1A ☐☐

Default to Personal Queue: 1A ☐☐

Review Sequentially: 1A ☐☐

Review Queue Display Sequence: 1A ☐☐

Chronological Queue Date/Time: 1A ☐☐

Accept Prompt Options: 6A ☐☐, ☐☐, ☐☐, ☐☐, ☐☐, ☐☐

Accept Prompt Default: 1A ☐☐

Queue Response Action: 1A ☐☐

Print Question Default: 1A ☐☐

Retranscribe Response Action: 1A ☐☐

Retain Edits Prompt Default: 1A ☐☐

Privilege Table ☐☐

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REVIEW QUEUE PERSONAL PROFILE

The Review Queue Personal Profile is the basis for the functionality of Review Queue processing. The personal profiles override the Review Queue Departmental Profile parameters.

DEPARTMENTS DISPLAYED

You can choose between displaying exams from all departments to which the employee has security access, or you can choose to display only the current department's exams. Enter **A** to display all departments, or enter **C** to display only the current department's exams.

REVIEW QUEUE MODE

The transcriptionist may prefer to use the edit mode which facilitates the entering and/or editing of reports more efficiently. The radiologist may prefer to set this parameter to the view mode for more efficient reviewing of his/her queue. Enter **V** for the Accept prompt to default to view mode, or enter **E** to allow editing of results.

DEFAULT TO PERSONAL QUEUE

Enter **Y** if you want to default to your personal queue or enter **N** to automatically display the table of available queues.

REVIEW SEQUENTIALLY

When you are in the Review Queue Processing function, and you select a queue, this field determines whether or not the exams are retrieved sequentially without a selection prompt. Enter **Y** to display the exams sequentially. Enter **N** to display the exam selection prompt.

REVIEW QUEUE DISPLAY SEQUENCE

You can have the contents of the queue display alphabetically by patient name (Last,First M) or chronologically by the date and time defined in the Chronological Queue Date/Time field. Enter **A** for an alphabetical display, or enter **C** for a date and time display.

CHRONOLOGICAL QUEUE DATE/TIME

If you elected to display the contents of the review queue chronologically in the previous field, you need to define the specific date and time the system uses to sequence the reports. Enter **R** to display the exams by request times. Enter **C** to display the exams by check-in times, or enter **Q** to display the exam by the time the exams were placed in the queue.

If displaying the reports alphabetically by patient last name, this field is not applicable.

NOTE: McKesson recommends that the personal profile chronological display order match the departmental default chronological display order for system efficiency.

ACCEPT PROMPT OPTIONS

These are the options that are displayed in the Accept prompt after the report text and all results have been entered or edited. Enter **C** to add the Check Previous option to the Accept prompt. Enter **P** to add the Print option. Enter **R** to add the Retranscribe option. Enter **V** to add the Edit/View Results option if you defined the Review Queue Mode field as *view*. Enter **Q** to add the Queue option to the Accept prompt. Enter **D** to add the Edit Diagnosis/Reason option to the Accept prompt. You can enter multiple options. If you do not define any options to display, the Accept prompt defaults to *Accept* and *Edit Report* only.

ACCEPT PROMPT DEFAULT

From the options added in the Accept Prompt Options field, define the option you want as the default for the Accept prompt.

VIEW LINKED EXAMS

See Review Queue Departmental Profile.

QUEUE RESPONSE ACTION

If the Queue option is included in the Accept Prompt Options field, you can now specify whether or not the system prompts you to print. Enter **A** if you want the print question. Enter **P** to have the Queue option default to print. Enter **F** to have the report filed without further action.

PRINT QUESTION DEFAULT

If **A** is included in the Queue Response Action field to have the system prompt you to print, you can now define the default for the print question. Enter **Y** to have the default to the print question be yes. Enter **N** for the default to be no, or enter **T** if you do not want to have a default.

RETRANSCRIBE RESPONSE ACTION

If the Retranscribe option is included in the Accept Prompt Options field, you can now define the action to be taken for the edits made by retranscribing. Enter **A** to automatically accept the edits. Enter **D** if you want the Retranscribe option to automatically delete the edits, or enter **P** if the system is to prompt you to retain the edits.

RETAIN EDITS PROMPT DEFAULT

If **P** is included in the Retranscribe Response Action field for the system to prompt you to keep the edits, you can now specify the default for the question. Enter **Y** for the default to be yes. Enter **N** for the default to be no, or enter **T** for no default.

PRIVILEGE TABLE

Allows you to set up privileges for all the radiologists. In Review Queue, the radiologists see only their own queues and those queues that they have been given access to through the Privilege Table. To edit the Privilege Table, enter **Y**. Otherwise, enter **N**. For details, see [“PRIVILEGE TABLE” on page 6-34](#).

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REVIEW QUEUE PERSONAL PROFILE

This worksheet defines the personal profile parameters for review queue processing.

Departments Displayed: 1A	<input type="checkbox"/>
Review Queue Mode: 1A	<input type="checkbox"/>
Default to Personal Queue: 1A	<input type="checkbox"/>
Review Sequentially: 1A	<input type="checkbox"/>
Review Queue Display Sequence: 1A	<input type="checkbox"/>
Chronological Queue Date/Time: 1A	<input type="checkbox"/>
Accept Prompt Options: 6A	<input type="checkbox"/> , <input type="checkbox"/> , <input type="checkbox"/> , <input type="checkbox"/> , <input type="checkbox"/> , <input type="checkbox"/>
Accept Prompt Default: 1A	<input type="checkbox"/>
Queue Response Action: 1A	<input type="checkbox"/>
Print Question Default: 1A	<input type="checkbox"/>
Retranscribe Response Action: 1A	<input type="checkbox"/>
Retain Edits Prompt Default: 1A	<input type="checkbox"/>
Start/Stop Messaging Processor: 1A	<input type="checkbox"/> (STARBASE systems only)
Privilege Table	<input type="checkbox"/>

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PATIENT INQUIRY/REPORT RESTRICTION

This worksheet enables you to define the parameters for viewing radiology information and printing Final Reports on the STAR Radiology and STAR Patient Care systems.

ACCESS RESTRICTION

Indicate if access to the patient's information should be limited or not to employees of the facility in which the patient is registered or to employees of the performing department.

OPTIONAL RESULTS

Indicate if the optional/external results should be displayed in Patient Inquiry in addition to the required/external results.

HISTORICAL NAME LOOKUP

Define the method for performing a name lookup in Historical Patient Management. The choices are Soundex only, Exact Name only, or Both.

STAR LABORATORY SYSTEM INQUIRY SECURITY

Enter the lowest security level at which laboratory results in the STAR Laboratory system can be viewed (when applicable).

STAR LABORATORY INQUIRY PROGRAM

Enter the program name for STAR Laboratory patient inquiry lookup when applicable.

NOTE: After this field is set, only a McKesson employee can change this field and the STAR Laboratory System Inquiry Security field.

STAR PATIENT CARE SYSTEM VIEW SECURITY

Enter the lowest security level at which employees using the STAR Patient Care system can view reports on the STAR Radiology system.

STAR RADIOLOGY VIEW SECURITY

Enter the lowest security level at which employees using the STAR Radiology system can view reports on STAR Radiology.

ACTIVITY TRACKING FROM PATIENT INQUIRY

Indicate if the activity tracking information can be viewed through the Patient Inquiry function for employees using the STAR Radiology system and the STAR Patient Care system.

FINAL REPORT DUPLICATION

Indicate at which point (if any) a Final Report can be duplicated on the STAR Patient Care system and the STAR Radiology system. If you select an initial report print and a preliminary report is then force printed, the report becomes eligible for duplication.

VIEW RESULTS UPON

Through this field, you determine the criterion for viewing the Final Report. Check one of the following:

- For Initial printing, the report must be printed before viewing. This could be a preliminary report that was force printed or a Final Report that was printed in the radiology department.
- For Resulting, the report can be viewed after it is transcribed.
- For Completion, the report must be complete before it can be viewed.

DEFAULT FOR VIEWING

Indicate in this field the desired system default for the Patient Inquiry prompt for reviewing result text. Check the Yes or No options depending upon which default you want in the Patient Inquiry prompts for viewing.

TRANSMIT RESULTS

Indicate the criterion for Final Reports to print on the STAR Patient Care system. Check one of the following:

NOTE: *Results* refer to the report text.

- For All results, all reports print at the patient location. For example, an emergency patient report prints in the emergency room whereas a 3N patient's report prints at the 3N nursing station.
- For No results, no reports print on the STAR Patient Care system.
- For Results based on priority, only reports for exams having certain priorities print. For example, only STAT reports may be set to print on the STAR Patient Care system.

PRIORITIES TO TRANSMIT

If you transmit results based on priority, enter the priorities that you want to transmit.

I/P DISCHARGE TRANSMIT LOCATION

If you transmit results to the Nursing Station/Outpatient Area, you must select a printer for patients who have been discharged.

O/P DISCHARGE TRANSMIT LOCATION

If you transmit results to the Nursing Station/Outpatient Area, you must select whether you want to print reports for discharged patients to the same printer as selected for inpatients (S) or print to the locations prior to discharge (L).

PATIENT TYPES NOT TO TRANSMIT

Enter any patient types you do not want to transmit.

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PATIENT INQUIRY/REPORT RESTRICTION

Access Restriction	Optional Result:	Historical Name Lookup
<input type="checkbox"/> By Patient Facility	<input type="checkbox"/> Display	<input type="checkbox"/> Soundex
<input type="checkbox"/> By Performing Department	<input type="checkbox"/> Do not display	<input type="checkbox"/> Exact Name
<input type="checkbox"/> By All Employee Facilities		<input type="checkbox"/> Both
<input type="checkbox"/> By All Employee Departments		
<input type="checkbox"/> No Restriction		

Lab Inquiry	Lab Inquiry	Patient Care View	Radiology View
Security: 2N	Program: 6N	Security: 2N	Security: 2N
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

No Restrictions - NSTAR Radiology Security Level to View: 2N ☐☐STAR Patient Care Security Level to View: 2N ☐☐Restrict on All Products - YRestrict on STAR Patient Care Only - MSTAR Radiology Security Level to View: 2N ☐☐Restrict on STAR Radiology Only - CSTAR Patient Care Security Level to View: 2N ☐☐

Final Report Duplication Restrictions:

STAR Patient Care:

☐ Restrict Duplication☐ Allow Duplication upon:☐ report completion☐ initial report print

STAR Patient Care

security level to

☐ reprint a report

STAR Radiology:

☐ Restrict Duplication☐ Allow Duplication upon:☐ report completion☐ initial report print

STAR Radiology

security level to

☐ reprint a report

View Results Upon:

☐ Initial printing☐ Resulting☐ Completion

Default for Viewing

☐ Yes☐ No

Transmit Results:

☐ All results☐ No results☐ Results based on priority

Priorities to Transmit: _____

Inpatient Discharge Transmit Location _____

Outpatient Discharge Transmit Location _____

Patient Types Not to Transmit: _____

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LINK GROUPS - GROUPS MAINTENANCE

This worksheet enables you to define the linking groups for linking and copying functionalities. Link groups permit you to **LINK** multiple exams to a single report and to **COPY** defined technical results from one exam to another.

SINGLE MASTER REPORT LINKING

Indicate if Final Report linking is allowed.

CROSS MASTER REPORT LINKING

Indicate if cross master Final Report linking is allowed.

RESULTS COPY

Indicate if results copy functionality is allowed.

RETENTION DAYS

Enter the number of days that the system retains a cross-reference for exams that can be linked. The number of days entered here must be equal to or greater than the number entered in the RESULTS COPY WINDOW and REPORT LINKING WINDOW field. If this field equals the RESULTS COPY WINDOW or REPORT LINKING WINDOW field and you want to increase the RESULTS COPY WINDOW or REPORT LINKING WINDOW field, you need to change the value of the RETENTION DAYS field to match the new RESULTS COPY WINDOW or REPORT LINKING WINDOW field. The linking information for the new *days* is not retroactive.

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LINK GROUPS - GROUPS MAINTENANCE

Allowed? (Y or N)

Single Master Report Linking _____

Cross Master Report Linking _____

Results Copy _____

of Days

Retention Days _____

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LINK GROUPS - SINGLE MASTER REPORTS

This worksheet enables you to define the linking groups for Single Master Report Linking functionalities. Link groups permit you to **LINK** multiple exams from the same exam master to a single report and to **COPY** defined technical results from one exam to another.

LINK GROUP CODE

Enter a unique code to identify the link group.

LINK GROUP DESCRIPTION

Enter the description of the link group that reflects the type of procedures that can be linked to this group.

RESULTS COPY WINDOW

Enter the number of days that the system is to search for procedures to be copied. The RETENTION DAYS field refers to system storage while this field refers to the number of days that is displayed in the application.

REPORT LINKING WINDOW

Enter the number of days that the system is to search for procedures to be linked. The RETENTION DAYS field refers to system storage while this field refers to the number of days that is displayed in the application.

MASTER EXAM CODE

If the group you are defining includes all exams for a master exam, enter the master exam code.

INDIVIDUAL EXAM CODES

If the group is only to include selected exams rather than all exams associated with the master exam, enter the appropriate exam codes for report linking and results copying.

NOTE: Enter codes in either the MASTER EXAM CODE field or the INDIVIDUAL EXAM CODES field, but not in both. Otherwise the link group is invalid.

LINK CANCELLED EXAMS?

Indicate if cancelled exams should be displayed as eligible for linking group.

FACILITY CODE	DEPT
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LINK GROUPS - SINGLE MASTER REPORTS

Link Group Code: 3A/ N	Link Group Description: 45C	Results Copy Window of Days:3N	Report Linking Window of Days:3N	Master Exam Code: 6N	Individual Exam Codes or Exam Code Range: 6N per code

LINK CANCELLED EXAMS ____ YES ____ NO

Completion Date:	Initials:	Revision Date:	Page	of
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LINK GROUPS - CROSS MASTER REPORTS

This worksheet enables you to define the Cross Master Link Groups. It permits you to link one Final Report to exams from different masters. You should perform Exam Master Result Mapping prior to building Cross Master Link Groups.

LINK GROUP CODE

Enter a unique descriptor that identifies the group. For example, "XR/CT/US".

DESCRIPTION

Enter a description of the type of procedures/exam masters that can be linked together in this group.

REPORT LINKING WINDOW

Enter the number of days the system searches back from the date of check-in for procedures that can be linked to a report. Enter up to 999 days.

MASTER EXAM CODES

Enter the master exams to be included within this group. Only two or three masters are accepted.

FINAL REPORT PRINT

Enter the exam master code whose forms are used to generate a Final Report. The printing includes the before and after summary results that are associated with the exam master. If there are three exam masters, select a primary and secondary code.

RESULTS TO LINK

You can select up to six results that are copied to the linked reports. There are four default results that are hardcoded and cannot be changed. The four default results are Transcriptionist, Report, Read By, and Released By. You may define six results that can be linked across masters. To be eligible, the result must exist for *each* of the master exam codes that are defined for the link group. Do not select Technical results for this function.

LINK CANCELLED EXAMS?

Enter whether cancelled exams are eligible for chaining. Enter **Y** to permit the cancelled exams to be displayed on the screen of procedures eligible for linking in the Exam Data Entry and Report Review functions. Press ENTER or enter **N** to prohibit cancelled exams from being eligible for chaining. If you make cancelled exams eligible for linking, then later make them ineligible, the system updates the exam status. When the exam status is set back to cancelled, the system does not include the exam in the Incomplete Work Report.

FACILITY CODE	DEPT
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LINK GROUPS - CROSS MASTER REPORTS

Link Group Code: 10A/N	Cross Master Link Group Description: 45C	Rprt Linking Window of Days:3N	Master Exam Codes: 6N	Report Print: 6N	Additional results to link: up to 8 A/N per code
 	 		 	P: S:	
 	 		 	P: S:	
 	 		 	P: S:	
 	 		 	P: S:	
 	 		 	P: S:	
 	 		 	P: S:	

LINK CANCELLED EXAMS ____ YES ____ NO

Completion Date:	Initials:	Revision Date:	Page	of
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LINK GROUPS - RESULTS COPYING

This worksheet enables you to define the technical results to copy.

LINK GROUP CODE

Enter the code of the link group you are defining. This information must match the information defined on the Link Groups - Groups Maintenance worksheet.

LINK GROUP DESCRIPTION

Enter the description of the link group you are defining. This information must match the information defined on the Link Groups - Groups Maintenance worksheet.

RESULTS TO COPY

Enter the results to copy when copying technical results. Results needing specific entry for each exam for viable management report information or that impact charging are not eligible for copy. Films Used, Repeat Films, Repeat Reasons, and non-procedural charge results cannot be defined as results to copy.

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LINK GROUPS - RESULTS COPY

Link Group Code: 3N [][] Link Group Description: _____
Technical Results to Copy

Link Group Code: 3N [][] Link Group Description: _____
Technical Results to Copy

Link Group Code: 3N [][] Link Group Description: _____
Technical Results to Copy

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FAX PARAMETERS

Fax Parameters apply to auto-faxing. These parameters control whether or not faxing is in an active status, purging criteria, reports or exams in In Edit or Addendum status are batched, and how long the batched auto-fax information is kept.

FACILITY

Enter the code for your facility.

DEPARTMENT

Write the name of your department in this space.

AUTOMATIC FAXING

Enter Active or Inactive.

FAX BATCH/AUDIT RETENTION

Enter the number of days fax batch information is to be retained. The default response is seven. The range is 1-14.

FAX BATCH ADDENDUM REPORTS

Addendum reports are reports that have been corrected. When edits are made to a Final Report and the Addendum parameter is set to **No**, the report remains in the original batch. When set to **Yes**, the report is placed in the current batch. This also applies to exams in the In Edit status. When the parameter is set to **No**, the reports that are placed in the In Edit status are removed from the batch at the time the In Edit status is assigned to the exam. After the text for the report is entered, the report is not placed back in the batch for faxing. If the parameter is **Yes**, the exam is placed back into the current batch.

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FAX PARAMETERS

Facility ☐ Department ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

1. Automatic Faxing

☐☐☐☐☐☐☐☐ Active/Inactive

2. Fax Batch/Audit Retention

☐☐ days (1-14)

3. Fax Batch Addendum Reports

☐ Y=Yes, N=No

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FAX PARAMETERS - PHYSICIAN

The Physician Fax Parameters worksheet is used to designate physicians who are automatically faxed copies of patient reports.

FACILITY

Enter the code for your facility.

DEPARTMENT

Enter the code for your department.

CODE

Enter the code for the physician(s).

PHYSICIAN(S)

Enter the name of the physician or physician group that are faxed patient reports.

OFFICE LOCATION

The place where the doctor or physician's group report is to be sent.

FAX NUMBER

The fax number for the physician or group of physicians.

ROLE/FAX/PATIENT TYPES/PRIORITY

For each physician who participated in the care of the patient, choose the fax report type(s) to be sent to them.

A = All radiology reports

N = No reports

Patient Types - use a three-character code or specify All.

Priority - specify the priority or all.

FAX GENERATION

Choose **I** for immediate or **B** for batch fax transmittal. The system default is **B**.

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FAX PARAMETERS - PHYSICIAN

FACILITY ☐ Department ☐Code ☐

Physician(s)

☐

1. Office Location Fax Number

☐☐

Inclusion Criteria

2. Role	Fax	Patient Types	Priority
Admitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consulting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pri. Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Fax responses are A for All, W for Work Ordered, or N for None
Patient Types Codes (3 characters) or All
Priority or All**

Fax Generation

3. Priority	Fax Generation
<input type="checkbox"/>	<input type="checkbox"/> I=Immediately, B=Batch
<input type="checkbox"/>	<input type="checkbox"/> I=Immediately, B=Batch
<input type="checkbox"/>	<input type="checkbox"/> I=Immediately, B=Batch
<input type="checkbox"/>	<input type="checkbox"/> I=Immediately, B=Batch

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PRIVILEGE TABLE

The Privilege Table worksheet is used to designate users who have the privilege of accessing the queues of particular physicians.

PHYSICIAN'S QUEUE

Enter the name of the queue that you want to give other users the privilege of accessing.

ID CODE

Enter the ID codes of the other users who have the privilege of accessing the selected physician's queue.

GIVE ACCESS PRIVILEGES TO

Enter the names of the other users who have the privilege of accessing the selected physician's queue.

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PRIVILEGE TABLE

Physician's Queue | | | | | | | | | | | | | | | | | | | | | |

	ID Code	Give Access Privileges To...
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

If transcriptionists or other personnel need access to a physician's queue, make sure their user group is selected, along with the Radiologist's group, in the Radiologist User Group field on the Miscellaneous Parameters screen.

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Chapter 7 - PRINTERS

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INTRODUCTION

This section contains the worksheets used for building and maintaining files that control the printing of documents used on the STAR Radiology system.

TRANSPORT SLIP BATCH PARAMETERS

This worksheet enables you to define the batching criteria for documents generated at the time of order.

NUMBER OF MINUTES POST-ORDER

Identify the orders to print immediately and the orders that are to batch. Enter the number of minutes after the order for the documents to batch or you can check the option to have them batch when ordered for after midnight.

USE PRINTER MATRIX TO DETERMINE BATCH TRANSPORTATION SLIP PRINTERS?

Indicate if the printer matrix is used to determine where Batched Transportation Slips print. This includes the Check-in Document if generated when ordered.

PRINT ASSOCIATED EXAMS WHEN BATCH IS SORTED BY EXAM OR SECTION?

Enter Y to print associated exams when the batch is sorted by exam or section. Enter N if you do not want the associated exams.

TRANSPORT SLIP BATCH PARAMETERS

Transport Slip Pooling Criteria:

 Number of Minutes Post - Order: 3N Post Midnight

Use Printer Matrix to determine batch transport slip printers?

 Yes No

Print associated exams when batch is sorted by exam or section?

 Yes No

DOCUMENT/LABEL OUTPUT MANAGEMENT

Use this worksheet to define the parameters for printing documents and bar code labels.

NOTE: Currently, STAR Radiology supports only the printing of bar code labels by use of bar code printers.

FOLDER LABEL

Check the point at which the folder label prints. This can be Request, Check-in, Film Prepared or On Demand Only. Select whether the label prints on a Standard or Barcode printer.

BIG NUMBER LABELS

Indicate whether big number labels print. If yes, indicate the medical record length (# of digits), the beginning digit, the quantity to print, and the type of printer (Standard or Barcode).

EXAM LABEL PRINT

Check the activity that generates the exam labels. This can be on Request, at Check-in, when Films are Prepared, at Completion or On Demand. Select either a Standard or Barcode printer type.

EXAM LABEL DATE/TIME

Check the date and time to print on the exam label. The requested for date and time, the checked in date and time, the time of films prepared, or the exam completion date and time can be selected. Note that the date and time selected is restricted by when you have elected to print the exam labels. For instance, if exam labels are generated at time of request then the only valid date and time to print on the labels is the requested for date and time.

DEMOGRAPHIC LABEL

Check when the Demographic Labels are to print. This can be on Request or at Check-in. Select either a Standard or a Barcode printer type.

PRINT CHECK-IN BARCODE LABELS

Indicate when the Check-in Barcode labels are to print. This can be on Request, at Check-in or Suppress.

FILM PULL SLIP PRINT

Check when the Film Pull Slip is to print. This can be on Request or at Check-in.

CHECK-IN DOCUMENT PRINT

Indicate when the Check-in Document is to print. This can be on Request or at Check-in.

CHECK-IN DOCUMENT SEQUENCE

This McKesson field determines the sequence in which the forms used for your Check-in Documents print. This can be XFL Flashcard, XFR Release Slip and/or XRQ Requisition.

REVISED CHECK-IN DOCUMENTS REPRINT

Indicate if Check-in Documents for a revised order to automatically reprint.

REVISED EXAM LABEL REPRINT

Indicate whether you want to (A) Auto reprint without being prompted, (P) Prompt before printing, or (D) Do not reprint at all after revising an order, when applicable.

PRINT METHOD FOR REVISED EXAM LABEL REPRINT

This is only applicable if A or P is selected in the Revised Exam Label Reprint. Select whether the exam labels should follow the Barcode Printer Matrix (A) or use manual selection of Barcode Printers (M).

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DOCUMENT/LABEL OUTPUT MANAGEMENT

This worksheet captures parameters which manage the printing of documents/labels.

FOLDER LABEL:		BIG NUMBER LABELS:	MR# LENGTH:
<input type="checkbox"/> Request	<input type="checkbox"/> Yes	<input type="checkbox"/> # of Digits	
<input type="checkbox"/> Check-in	<input type="checkbox"/> No	<input type="checkbox"/> Beginning Digit	
<input type="checkbox"/> Films Prepared		<input type="checkbox"/> Quantity of Labels	
<input type="checkbox"/> On Demand Only		<input type="checkbox"/> Standard or Bar Code Printer	
<input type="checkbox"/> Barcode or Standard Printed			
EXAM LABEL PRINTS AT:		<input type="checkbox"/> Request	EXAM LABEL DATE/TIME:
	<input type="checkbox"/> Check-in	<input type="checkbox"/> Print Request Time	
	<input type="checkbox"/> Films Prepared	<input type="checkbox"/> Print Check-in Time	
	<input type="checkbox"/> Completion		
	<input type="checkbox"/> On Demand		
	<input type="checkbox"/> Standard or Barcode Printer		
DEMOGRAPHIC LABEL:		PRINT CHECK-IN BARCODE LABELS:	
<input type="checkbox"/> Request		<input type="checkbox"/> Request	
<input type="checkbox"/> Check-in		<input type="checkbox"/> Check-in	
<input type="checkbox"/> Standard or Barcode Printer		<input type="checkbox"/> Suppress	
FILM PULL SLIP PRINTS AT:	CHECK-IN DOCUMENT PRINTS AT:	CHECK-IN DOCUMENT SEQUENCE:	
<input type="checkbox"/> Request	<input type="checkbox"/> Request	<input type="checkbox"/> XFL Flashcard	
<input type="checkbox"/> Check-in	<input type="checkbox"/> Check-in	<input type="checkbox"/> XFR Release Slip	
		<input type="checkbox"/> XRQ Requisition	
REVISED CHECK-IN DOC AUTOMATIC REPRINT? <input type="checkbox"/> Yes <input type="checkbox"/> No			
REVISED EXAM LABEL REPRINT		<input type="checkbox"/> A	<input type="checkbox"/> P <input type="checkbox"/> D
PRINT METHOD FOR REVISED EXAM LABEL REPRINT		<input type="checkbox"/> A	<input type="checkbox"/> M

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Chapter 8 - ACTIVITY TRACKING

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PATIENT WAITING MONITOR.....	8-6

INTRODUCTION

This section contains the worksheets used for setting activity tracking tools available on the STAR Radiology system.

ACTIVITY TRACKING RESULTS

The Activity Tracking function displays specific exam data entry information in order to track progression of the exams. You can manually edit the EXAM ROOM, EXAM START, FILMS PREPARED, DEPARTURE TIME, and DICTATION TIME fields within the Activity Tracking function.

In addition to tracing the progression of exams, you can monitor the time a patient waits from check-in to exam start with the Patient Waiting Monitor. Once a time threshold has been met, the patient information is displayed in reverse video.

This worksheet enables you to indicate which exam data entry fields can be manually edited within the Activity Tracking function and the average time a patient should expect to wait until their exam is started.

This is an HBOPAC worksheet. Any changes to this information after system installation must be made by McKesson personnel.

CAN EDIT MANUALLY

Check the fields that can be manually edited within the Activity Tracking function.

PATIENT WAITING THRESHOLD

Enter a routine amount of time representing the interval from patient check-in to the start of the examination.

NOTE: If you edit the EXAM ROOM or EXAM START fields within the Activity Tracking function, changes to these fields are not reflected within the Exam Data Entry function. If you enable these fields to be updated through the Activity Tracking function, they can be incorrect within the Exam Data Entry function and the corresponding information on the Management report can be invalid.

If this information is edited within the Exam Data Entry function, the changes are reflected within the Activity Tracking function.

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ACTIVITY TRACKING RESULTS

This worksheet determines which result fields can be manually edited using the Activity Tracking processor. Most fields are captured through the Exam Data Entry processor and editing capabilities should be limited to that processor.

RESULT FIELD NAME	CAN EDIT MANUALLY (T)
EXAM NAME	N/A
REQUESTED - FOR TIME	N/A
CHECK-IN TIME	N/A
EXAM ROOM	
EXAM START	
EXAM STOP	N/A
FILMS PREPARED	
DICTATION TIME	
DEPARTURE TIME	
TRANSCRIPTIONIST	N/A
TRANSCRIPTION START	N/A
TRANSCRIPTION STOP	N/A

PATIENT WAITING THRESHOLD: 2N

|_| minutes

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PATIENT WAITING MONITOR

Monitors enable you to watch the time between patient check-in, exam start, exam stop and patient release. This worksheet enables you to define checks specific to department, section or patient type.

MONITOR CODE

Enter the code representing the monitor.

MONITOR DESCRIPTION

Enter a description defining the use of the monitor.

PORT #(S)

Enter the numbers of the port(s) on which the monitor runs.

CHECK-IN TO EXAM START THRESHOLD

Enter the appropriate patient waiting period from patient check-in to exam start. Patients waiting longer than the entered time are displayed on the monitor.

EXAM STOP TO PATIENT RELEASE THRESHOLD

Enter the appropriate patient waiting period from exam stop to patient release. Patients waiting longer than the entered time are displayed on the monitor.

EXAM PRIORITIES

Enter the priorities that should not be displayed on the monitor.

TRANSPORTATION METHODS

Enter the transportation methods that should not be displayed on the monitor.

PATIENT TYPES

Enter the patient types that should not be displayed on the monitor.

EXAM MASTERS

Enter the master exams that should not be displayed on the monitor. Orders for the exams associated with the entered masters are excluded from the display.

INDIVIDUAL EXAM CODES

Enter the exam codes that should not be displayed on the monitor.

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Chapter 9 - HARDWARE

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INTRODUCTION

This section contains the worksheets used to collect information about the terminals and printers.

PRINTER DIRECTION

This worksheet enables you to define the printing location of reports and forms.

DEFAULT PRINTER

Enter the default printer port number

ALTERNATE PRINTER

Enter an alternate printer port number.

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PRINTER DIRECTION

This worksheet contains the printer directions which define where the STAR Radiology reports, labels, and documents are to print. The default ports should match those defined on the Report Definition worksheet.

REPORT NAME:	DEFAULT PRINTER:4N	ALTERNATE PRINTER: 4N
ABN Form		
Big Number Label		
Bulk File Move Report		
Cancellation Notice		
- Matrix Auto Selection		
- Cancellation Notices		
Clinical Ordering Detail		
- Clinical Ordering Audit		
- Matrix Auto Selection		
Demographic Labels		
Diagnostic/Nuclear Medicine Codes		
Employee Mailing Labels		
- Physician Mailing Labels		
Exam Labels		
- Order Management		
- Reprint		
Exam Request Slip		
- Matrix Auto Select		
- Batch Print		
- Order Management		
Film Pull Slip		
- Matrix Auto-Select		
- Batch Print		
- Order Management		

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PRINTER DIRECTION - CONTINUED

This worksheet is a continuation of the printer directions for the STAR Radiology reports, labels, and documents. The default ports should match those defined on the Report Definition worksheet.

REPORT NAME:	DEFAULT PRINTER: 4N	ALTERNATE PRINTER: 4N
Film Room Mailing Labels		
Film Room Pull List		
Final Report		
- Patient Care Network		
- Outside Transcription		
- Pat. Inquiry Duplication		
- Review Queue Printers		
- Final Report Printers		
Flashcards		
- Matrix Auto Selection (Ck-in)		
- Matrix Auto Selection (Request)		
- Order Management		
Folder ID Label		
General Barcode		
General Report Writer		
Historical Patient Index		
Interface Error Report		
Management Reports		
- Daily Activity Log		
- Management Reports		
Order Revision Notice		
Outside Film Mailing Labels		
Outside Film Report		

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PRINTER DIRECTION - CONTINUED

This worksheet is a continuation of the printer directions for the STAR Radiology reports, labels, and documents. The default ports should match those defined on the Report Definition worksheet.

REPORT NAME:	DEFAULT PRINTER: 4N	ALTERNATE PRINTER:4N
Overdue Print Notice	_ _ _	_ _ _
Patient Allergy Report	_ _ _	_ _ _
Patient Prep Instructions		
- Batch Print	_ _ _	_ _ _
- Order Management	_ _ _	_ _ _
Physician Activity Report	_ _ _	_ _ _
Pre-canned Summary Print	_ _ _	_ _ _
Quality Control	_ _ _	_ _ _
Released List	_ _ _	_ _ _

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MATRIX - PARAMETER TABLE DATA - PATIENT AGE

This worksheet enables you to define the patient age parameters that are used in the printer matrix.

CODE

Enter a 3-character alphanumeric code. This code is used to sort the list.

DESCRIPTION

Enter a description for the entry.

AGE RANGE START

Enter the minimum age. Ages can range from (###) to (###).

AGE RANGE STOP

Enter the maximum age. Ages can range from (###) to (###).

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MATRIX - PARAMETER TABLE DATA - PATIENT AGE

This worksheet identifies the parameters that are used in the printer matrix option for patient age.

CODE-3A/N	DESCRIPTION-24A/N	AGE RANGE START-??N	AGE RANGE STOP-??N

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MATRIX - PARAMETER TABLE DATA - HOLIDAYS

This worksheet enables you to define the holiday parameters that are used in the printer matrix.

CODE

Enter a 3-character alphanumeric code. This code is used to sort the list.

NOTE: If the holiday redirection begins the evening before the holiday and ends the day after the holiday, separate codes are needed for each day. For example, you would enter separate codes for New Year's Eve, New Year's Day, and the day after New Year's Day.

DESCRIPTION

Enter a description for the holiday. Be sure to indicate if it is for the eve of a holiday or the day after.

START TIME

Enter the time the redirection is to begin. Times can range from 0000 to 2359.

STOP TIME

Enter the time the redirection is to end and normal routing is to begin. The time entered here cannot exceed 2359; the time range cannot cross over midnight.

DATE

Enter the calendar date for the holiday.

NOTE: For holidays that are not observed on the same day each year, this field must be edited prior to the holiday's occurrence the next year.

RADPAC

FACILITY
CODE

MATRIX - PARAMETER TABLE DATA - HOLIDAYS

This worksheet identifies the parameters that are used in the printer matrix option for holidays.

CODE-3A/N	DESCRIPTION-24A/N	START TIME-4N	STOP TIME-4N	DATE
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /

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MATRIX - PARAMETER TABLE DATA - LAST EXAM DATE

This worksheet enables you to define the last exam date parameters that are used in the printer matrix.

CODE

Enter a 3-character alphanumeric code. This code is used to sort the list.

DESCRIPTION

Enter a description for the entry.

NUMBER OF DAYS RANGE

Enter the days range. Numbers can range from 0000 to 9999.

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CODE

MATRIX - PARAMETER TABLE DATA - LAST EXAM DATE

This worksheet identifies the parameters that are used in the printer matrix option for last exam date.

CODE-3A/N	DESCRIPTION-24A/N	NUMBER OF DAYS RANGE-8N
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-

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MATRIX - PARAMETER TABLE DATA - TIME OF DAY

This worksheet enables you to define the time of day parameters that are used in the printer matrix.

CODE

Enter a 3-character alphanumeric code. This code is used to sort the list.

DESCRIPTION

Enter a description for the entry.

START TIME

Enter the start time. Times can range from 0000 to 2359.

STOP TIME

Enter the stop time. Times can range from 0000 to 2359. The time entered here cannot exceed 2359; the time range cannot cross over midnight.

RADPAC

FACILITY
CODE

DEPT

MATRIX - PARAMETER TABLE DATA - TIME OF DAY

This worksheet identifies the parameters that are used in the printer matrix option for time of day.

CODE-3A/N	DESCRIPTION-24A/N	START TIME-4N	STOP TIME-4N

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MATRIX - PRINTER SET-UP

This worksheet enables you to define the output devices for printing documents, assigning priorities to the parameters, defining the parameters, and determining printer selections.

DEFAULT HOLIDAY PRINTER

Enter the default holiday printer port number.

DEFAULT PRINTER

Enter the default printer port number.

DOCUMENT

Enter the name of the document to be printed.

ORDER OF IMPORTANCE

Enter the order for each matrix parameter. The order of importance is determined by the value assigned to it with 1 being the most important and 11 the least important. Numbers can be used only once.

MATRIX PARAMETERS

Enter the parameters by which the document is directed to print at a printer location other than the default.

PRINTER SELECTION

Enter the printer port number that represents the port to which documents should print when matrix criteria is met.

HOLIDAY PRINTER

Enter the printer port number that represents the port to which documents should print during holiday periods when the matrix criteria are met.

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FACILITY CODE

PRINTER MATRIX

This worksheet identifies the output devices for printing documents, assigning priorities to the parameters, defining the parameters, and selecting the printers.

Default Holiday Printer: _____

Default Printer: _____ DOCUMENT: _____

Matrix Parameters	Ord	1	2	3	4	5	6
Abs Day Since Exam							
Film Room Location							
Priority							
Master Exam/Section							
Patient Type							
Patient Age							
Patient Location							
Time of Day							
Day of Week							
Exam Code							
Grp Days Since Exam							
Printer Selection:							
Holiday Printer:							

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BAR CODE LABEL PRINTERS

This worksheet enables you to define default print devices for specific bar code labels.

MASTER EXAM

Enter the master exam for each group of label types.

PRINTER PORT NUMBER

This field determines the printer port for the specified bar code label. Your entry should be one of the port numbers of a defined bar code label printer.

MESSAGE DEVICE

This field identifies the message device (printer) for the bar code label printer.

RADPAC

FACILITY CODE

BAR CODE LABEL PRINTERS

This worksheet identifies the printers on which specific bar code labels are to print.

MASTER EXAM:	LABEL FORMAT:	PRINTER PORT NUMBER:3N	MESSAGE DEVICE: 3N
_____	Exam		
	Patient Demographic		
	Folder/Insert		
	Numeric		
	Employee Barcode		
	Result Barcode		
	Check-in Barcode		
_____	Exam		
	Patient Demographic		
	Folder/Insert		
	Numeric		
	Employee Barcode		
	Result Barcode		
	Check-in Barcode		
_____	Exam		
	Patient Demographic		
	Folder/Insert		
	Numeric		
	Employee Barcode		
	Result Barcode		
	Check-in Barcode		
_____	Exam		
	Patient Demographic		
	Folder/Insert		
	Numeric		
	Employee Barcode		
	Result Barcode		
	Check-in Barcode		

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BAR CODE LABEL MATRIX

This worksheet enables you to define bar code label matrix parameters for the selected printer.

DEFAULT HOLIDAY PRINTER

Enter the default holiday printer associated with the bar code label.

DEFAULT MESSAGE PRINTER

Enter the default message printer associated with the bar code label printer.

LABEL

Enter the appropriate bar code label type.

DEFAULT PRINTER

Enter the default bar code printer for the selected bar code label type.

ORDER OF IMPORTANCE

Enter the order for each parameter. The order of importance is determined by the value assigned to it with 1 being the most important and 11 the least important. Numbers can be used only once.

MATRIX PARAMETERS

Enter the parameters by which the bar code label is directed to print at a bar code printer other than the default printer.

PRINTER SELECTION

Enter the bar code printer port number that represents the port to which labels should print when matrix criteria is met.

HOLIDAY PRINTER

Enter the bar code printer port number that represents the port to which labels should print during holiday periods when the matrix criteria are met.

MESSAGE PRINTER

This field identifies the message device (printer) for the bar code label printer.

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FACILITY
CODE

BAR CODE LABEL MATRIX

This worksheet identifies the matrix parameters for bar code labels.

Default Holiday Printer: _____

Default Message Printer: _____

Default Printer: _____ LABEL: _____

Matrix Parameters	Ord	1	2	3	4	5	6
Abs Day Since Exam							
Film Room Location							
Priority							
Exam Master							
Patient Type							
Patient Age							
Patient Location							
Time of Day							
Day of Week							
Exam Code							
Grp Days Since Exam							
Printer Selection:							
Holiday Printer:							

Message Printer: _____

Date Completed		By		
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BAR CODE - PRINTER FORMAT DOWNLOAD

This worksheet is used to verify that the label formats have been downloaded for each bar code printer.

BARCODE PRINTER PORT NUMBER

Enter the 3-digit bar code printer port number.

VERTICAL/HORIZONTAL

Enter **V** if using vertical formats on the printer, enter **H** if using horizontal formats.

DOWNLOAD

Circle Yes as the formats are downloaded to each bar code printer port number.

RADPAC

FACILITY CODE

BAR CODE PRINTER FORMAT DOWNLOAD

This worksheet is used to verify that the label formats have been downloaded for each bar code printer.

BAR CODE PRINTER PORT NUMBER: 3N	VERTICAL/ HORIZONTAL (V or H)	DOWNLOAD (Circle One)		
_ _ _	_	Yes	or	No
_ _ _	_	Yes	or	No
_ _ _	_	Yes	or	No
_ _ _	_	Yes	or	No
_ _ _	_	Yes	or	No
_ _ _	_	Yes	or	No
_ _ _	_	Yes	or	No
_ _ _	_	Yes	or	No
_ _ _	_	Yes	or	No
_ _ _	_	Yes	or	No
_ _ _	_	Yes	or	No
_ _ _	_	Yes	or	No

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CRT/PORT DESIGNATIONS

This worksheet enables you to define specific system utilization parameters for each CRT port. It is necessary to define these parameters only if:

1. There is an associated printer with the CRT port or
2. You are using the model 9341 Standalone bar code reader.

PORT # OR PC NAME

Enter the CRT port number or PC name.

PORT OR PC DESCRIPTION

Enter the port or PC description.

CRT NAME

This field enables you to designate which defined STAR Patient Care CRT this STAR Radiology CRT should simulate when accessing the STAR Patient Care Functions menu. This functionality is available only in an environment with the STAR Patient Care application.

DEPARTMENTS ACCESSED

Indicate all departments accessed by this port.

FACILITIES ACCESSED

Indicate all facilities accessed by this port.

USER GROUP

Enter the appropriate User Group.

CRT DEPARTMENT LOCATION

Enter the department in which the CRT is located.

ASSOCIATED PRINTER

Select the printer which is associated with this CRT.

ASSOCIATED BARCODE PRINTER

Select the bar code printer associated with this CRT.

STANDALONE BARCODE READER TYPE

Enter the type of standalone bar code reader (9341 if applicable).

SCHEDULING DEPARTMENTS

The Radiology department that does scheduling from this CRT/Port is identified via this field. This determines access and print criteria within the Scheduler.

SCHEDULER REPORT NAME

This field captures the spooler report name to be used for Scheduler hardcopy output. Your installer can help you determine the entry for this field.

RADIOLOGIST TO NOTIFY

The radiologist(s) to be included in the review queue messaging feature are identified in this field.

RADPAC

FACILITY CODE

CRT/PORT DESIGNATIONS

This worksheet defines specific system utilization parameters for each CRT port.

Port # or PC Name: 64 Characters

|||||

|||||

Port or PC Description: 40 Characters

|||||

CRT Name:3AN |||

Departments Accessed: 3A ||| ||| ||| ||| |||

Facilities Accessed: 1A | | | | |

User Group: 25A |||

CRT Department Location: _____

Associated Printer: _____

Associated Barcode Printer: _____

Standalone Barcode Reader Type: 4N |||

Scheduling Departments:_____

Scheduler Report Name:

Radiologist to Notify:_____

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Chapter 10 - MANAGEMENT REPORTS

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INTRODUCTION

This section contains the worksheets used to define parameters associated with management reports.

MANAGEMENT REPORT PARAMETERS

This worksheet defines parameters for the management reports, including productivity reports and the Daily Activity Log. The Daily Activity Log lists exams performed on the specified date of printing. You determine which exams print on the Daily Activity Log. You cannot alter this parameter once you define it.

DAILY ACTIVITY LOG REPORT

Enter the appropriate parameter for the Daily Activity Log. If you select the Date Specified option, the system prints the exams only for the days that activity actually occurred. If you select the All Dates option, the system prints the exams from the date the exam is checked in to the date it is completed. For example, an exam is checked-in on day 1 and the technologist's results are completed on day 2. No activity occurs on day 3 and the transcriptionist completes the report on day 4. The report is then released on day 5. If you select the All Dates option, the Daily Activity Log lists this exam on day 1, day 2, day 4 and day 5. The exam would not be included for day 3 since no activity occurred.

DAILY ACTIVITY LOG EXAM CRITERIA

Enter one of the criteria listed below.

All

The All option works in conjunction with the parameter discussed above. If you entered All Dates in the DAILY ACTIVITY LOG REPORT field, you must use this option for the DAILY ACTIVITY LOG EXAM CRITERIA field. Each exam is included from the date it is checked in until the date it is completed.

Check-ins only

This option enables you to print a report which includes exams only on the day they are checked in to the department. The totals on this report match the Patient/Exam Count Report.

Done Only

Exams print on this report only on the day they are completed.

Check-ins/Done

Exams print on this report the day the exams are checked in and the day they are completed.

Resulted Only

This option enables you to print a report with all dates on which the exam was resulted including the date the exam was completed. For example, the exam is checked in on day 1 and the technologist results are entered on day 2. The report is transcribed on day 3 and released on day 4. The exam would print on this report for day 2, day 3 and day 4.

CHECK-IN/RESULTED

The report includes all exams that were checked in and resulted. In the previous example, the exam would print on the report for day 1, day 2, day 3 and day 4.

PATIENT TYPE DEFAULT

Enter a patient type for the system to default to when patient information is transferred to the STAR Radiology system without any patient type.

REPORT PRIORITY

Enter the priority for compiling management reports. You can edit this field as needed depending on your needs for the management information being gathered.

PRODUCTIVITY REPORTS

Enter the criteria by which the exams are counted on productivity reports. The All option includes exams before they reach the Completed status. The Completed Only option includes exams that are Completed only. For example, an exam is checked in and the technologist results are entered on day 1. The report is transcribed on day 2 and released on day 3. If you select the All option, this exam would be reflected on the technologist, transcriptionist and the radiologist productivity reports for the day they entered their respective results. If you select the Completed Only option, this exam would not be listed on any of the productivity reports until day 3.

The transcriptionist productivity can be captured by line count. In the following fields enter the criteria to be used to capture productivity by line count:

DICTATION COUNT

Enter the number of lines to count when transcribing a dictated report or check the Total option to count all the transcribed lines.

MINIMUM EDIT COUNT

Enter the minimum number of lines to be counted when an edit is performed on a Final Report. This number is used if the total number of lines at the end of the edit is less than total number of lines from the original report plus the minimum edit lines. For example, if the number of 5 is used for the Minimum Edit Count, the original report had 30 lines and the edited report's line count totaled 32, the following computation would be used:

Original Report (30) + Minimum Edit Count (5) = 35 lines

Edited Report (32) < Total from above (35)

Therefore, the transcriptionist would receive 5 lines for the edit made.

However if the edited report's line count is greater than the total of the original report plus the Minimum Edit Count, then the difference between the original report and the edited report is used instead. Using 5 as the Minimum Edit Count again, with the original report totaling 30 lines, the edited report totals 37 lines. Using the same equation as above:

Original Report (30) + Minimum Edit Count (5) = 35 lines

Edited Report (37) > Total from above, so 37 lines - 30 lines = 7 lines

Therefore, the transcriptionist would receive 7 lines for the edit made.

PRE-CANNED COUNT

Enter the number of lines to count when entering a pre-canned summary or check the Total option to count all lines within the pre-canned summary.

EDIT PRE-CANNED COUNT

Enter the number of lines to count when entering a pre-canned summary or check Total option to the count all lines within the summary.

REPEAT REASON MENU

Enter the menu to be used for repeat reasons.

ORDER REVISION AUDIT RETENTION

Enter the number of days order revision information should be retained on the system. Once the retention criterion has been met, revision information is not included on the Order Revision report. This should be set to 999 days.

MANAGEMENT REPORT PARAMETERS

Daily Activity Log Report:

_____ Date Specified

_____ All Dates

Daily Activity Log Exam Criteria:

_____ All _____ Check-ins/Done

_____ Check-ins Only _____ Resulted Only

_____ Done Only _____ Check-in Resulted

Patient Type Default: 3A/N | | | |

Report Priority: _____ High _____ Medium _____ Low

Productivity Reports Inclusion Criteria:

_____ All

_____ Completed Only

Dictation	Pre-canned Count	Edit Pre-canned	Minimum Edit
Count	Count	Count	Count
# of Lines: 2N	# of Lines: 2N	# of Lines: 2N	# of Lines: 2N
_____ Total	_____ Total	_____ Total	_____ Total

Repeat Reason Menu: _____

Order Revision Audit Retention: 3N | | | | # of days

PRODUCTIVITY RESULT KEYS

This is an HBOCPAC worksheet. Any changes to this information after system installation must be made by McKesson personnel.

This worksheet enables you to define the productivity report results for the *Technologist*, *Radiologist*, and *Transcriptionist* Productivity reports.

This form does not have to be completed if *Technologist*, *Transcription*, and *Read By* are the results from which the respective productivity information is compiled.

For each position, enter the master exam code/description and the result option which is used to compile productivity information for that position within that master exam.

HBOCPAC

FACILITY
CODE

PRODUCTIVITY RESULT KEYS

This worksheet identifies which result key is used by the system to capture productivity data for each staff member. This data is compiled on the Productivity Reports.

POSITION:	MASTER EXAM CODE/DESCRIPTION:	RESULT OPTION:
Technologist		
Enter only if not <i>Technologist</i> field		
Additional Technologist		
Enter only if not <i>Additional Technologist</i> field		
Student Technologist		
Enter only if not <i>Student Technologist</i> field		

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HBOCPAC

POSITION:	MASTER EXAM CODE/DESCRIPTION:	RESULT OPTION:
Transcriptionist	<hr/>	<hr/>
Enter only if not <i>Transcriptionist</i> field	<hr/>	<hr/>
	<hr/>	<hr/>
	<hr/>	<hr/>
Radiologist	<hr/>	<hr/>
Enter only if not <i>Radiologist</i> field	<hr/>	<hr/>
	<hr/>	<hr/>
	<hr/>	<hr/>

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PATIENT TYPE GROUPS

STAR Radiology combines patient types in to patient type groups. This worksheet enables you to enter descriptive names of the patient type groups. Use patient type groups when batch printing Final Reports and as a sort criterion for management reports. For example, your inpatient group may include inpatients and pediatric patient types in order to have one total on a management report.

NOTE: Check that all patient types are entered in a patient type group. If all patient types are not included, your management report information would lack information on the patient types not entered. Also, the Final Reports would not be included in the batch when printing by patient type groups.

DESCRIPTION

Enter a description for the patient type group. The description is alphanumeric; however, the first character must be alpha.

PATIENT TYPES

Enter a description of each patient type assigned to this patient type group.

Chapter 11 - MISCELLANEOUS PARAMETERS

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INTRODUCTION

This section contains the worksheet used for defining miscellaneous parameters in the STAR Radiology System. These parameters address secret code security, QC service security, date editing, and printer selection options.

MISCELLANEOUS PARAMETERS

With this worksheet, you can set various parameters that define how your STAR Radiology system functions.

Miscellaneous Parameters Page 1

SECRET CODE UPDATE

Enter how often secret codes must be updated. When this number of days is met, the system displays a message at sign-on time stating that the secret code is outdated. The user must enter a new secret code when this happens.

SECRET CODE VIEW SECURITY

Enter the minimum security level at which viewing the secret codes is permitted.

ALLOW EDITS OF CHECK-IN DATE AND TIME AT CHECK-IN

Indicate if the check-in date and time can be edited during the patient Check-in function. This is useful when you enter downtime requests or have portable exams.

QC SERVICE SECURITY

Enter the lowest security level at which releasing items from the Service Log Report is permitted.

FORCE PRINTER SELECTION DURING ORDER

Check the Yes option to display a printer selection prompt after each order when several orders are being placed at a time. If you check the No option, the system uses the printer entered for the first order as the default printer for the orders that follow. If the printer matrix is defined for this printing criterion, the system overrides your entry in this field.

CLINICAL DETAILS ACTIVE

Check the Yes option if the function is active. The No option is displayed if the function is inactive. The field cannot be edited. When STAR Patient Care activates the functionality, this parameter is networked to STAR Radiology.

PRINT COD ON FINAL REPORT

If the Clinical Details Active parameter is either not set or is No, you cannot access this field. If Clinical Details are active, you may choose to print the Clinical Ordering Details on the Final Report. To further implement Clinical Ordering Details to print on the Final Report, flow control must be added to your forms by McKesson personnel.

PRINT COD ON EXAM REQUEST SLIP

If the Clinical Details Active parameter is either not set or is No, you cannot access this field. If Clinical Details are active, you may choose to print the Clinical Ordering Details on the Exam Request Slip.

To further implement Clinical Ordering Details to print on the Exam Request Slip the user must use the following form.

HISTORICAL EXAM RADIOLOGIST SOURCE

The radiologist source, which is displayed when manually entering exam information in Historical Patient Management, for capturing the Reading Radiologist is defined in this field.

RADIOLOGIST USER GROUP (TABLE LOOKUP - R)

This field enables you to select the user group(s) that are used by radiologist. More than one group may be selected. The radiologists assigned to these user groups, in Create/Edit Personnel Records, is used for the Review Queue Monitor.

AUTO CHECK-IN OUTPATIENT (TABLE LOOKUP - R)

This field enables you to select which patient types are automatically checked-in when an order is placed in STAR Patient Care. When this option is selected, a table appears on the bottom third of the screen and the system prompts the following:

*Enter outpatient types for auto check-in --
end selection(NL) next page(/)*

Multiple selections, such as "1,2,4,5" can be selected or a range such as "1-6" is also acceptable. Individual selections are also used. If a selection is made by mistake, typing a "-" and then the number removes it. If there is more than one page of patient types, you can use next page "/" and previous page "/p" commands as well.

Any new patient types selected do not begin auto checking-in until after midnight, once midnight processing has completed.

NOTE: This is to be used for Outpatient patient types only, including emergency departments patient types. The system does not allow Inpatient patient types to be added.

EMERGENCY PATIENT TYPES (TABLE LOOKUP - R)

Place all patient types used for your emergency department in this field. Some of the management reports use this parameter when breaking down inpatient, outpatient and emergency patients.

When this option is selected, a table appears on the bottom third of the screen and the system prompts the following:

*Enter emergency patient types --
end selection(NL) next page(/)*

Multiple selections, such as "1,2,4,5" can be selected or a range such as "1-6" is also acceptable. Individual selections are also used. If a selection is made by mistake, typing a "-" and then the number removes it. If there is more than one page of patient types, you can to use next page "/" and previous page "/p" commands as well.

HEIGHT/WEIGHT DISPLAY (1-A-R)

This field lets the STAR Radiology system know how the patient's height/weight are being stored in the patient's file for use in the demographic screen in Patient Inquiry and for form elements used on printed documents such as the flashcard. STAR Patient Care has a similar parameter and this parameter must match.

When this option is selected the system prompts the following:

Is patient file storing height/weight in metric? [N]--

The default response is No, which tells the system it is being stored in standard measure (pounds and ounces). If Y is entered for a Yes response, the system stores in standard and metric.

AUTO-CHARGE UPON DISCHARGE (1-A-R)

This field allows you to control whether the Auto-Charge Upon Discharge function is enabled.

If the flag is set to Yes, which is the default, the system automatically charges all exams that have been checked-in but for which the results have not been logged to trigger charge notification.

If the flag is set to No, you must develop processes to be sure all exams are charged properly before the accounts become inactive. This includes coordination with the finance/billing department, updating policy and procedure manuals, and providing employee education about changes to charging policies.

IMPORTANT: McKesson is not responsible for charges lost if you set this parameter to No.

INCOMPLETE RESULT/EDE (1-A-R)

This field allows you to enable a prompt that notifies users about incomplete required result fields while the users are still in the Exam Data Entry process. The required fields are those connected to the user's security level.

The default value is "N" because experienced users might not want the additional keystrokes the prompt requires. However, McKesson recommends that the parameter be set to "Y" for new installations.

REVISE EXAM MESSAGE (1-A-R)

This field allows you to control whether the system displays a message to remind users to check the ordering diagnosis when they change an exam in Order Revision. The message is displayed as follows:

Warning! You have modified the exam code and may also need to modify the Ordering Diagnosis in accordance with your policy!

When users press ENTER, the system takes them to the Ordering Diagnosis option.

If the flag is set to **Yes**, the system displays the message for all revisions that users make to exams before, during, and after patient check-in. If the only item being revised is the right or left indicator, the system does not display the message.

If the flag is set to **No**, the system does not display the message.

Miscellaneous Parameters Page 2

PRIORITY DEFAULT FOR INACTIVE ACCTS (SPECIAL FORMAT-R)

This field enables you to select a priority level from the department's Priority table to use as the default value for exams entered in the Inactive Account Exam Check-In processor. The following prompt is displayed:

*Enter priority to use as default for Inactive Account
Exam Check-in --*

TRANSPORTATION DEFAULT FOR INACTIVE ACCTS (SPECIAL FORMAT-R)

This field enables you to select a transportation mode from the department's Methods of Transportation table to use as the default value for exams entered in the Inactive Account Exam Check-In processor. The following prompt is displayed:

*Enter transportation mode to use as default for Inactive
Account Exam Check-in --*

ALLOW ORDER REVISION IN EDE (1-A-C)

If you want to modify the patient's ordering diagnosis in the Exam Data Entry and Report Review functions, enter **Y** to allow editing. Enter **N** to prevent editing.

The system displays the verification prompt. To edit the screen, enter **N**. When you accept the screen's contents by entering **Y** or pressing ENTER, the system saves and files the new parameters.

ALLERGY REVIEW REQUIRED (SPECIAL FORMAT)

This parameter enables you to set allergy review alert prompts in the Patient Inquiry, Patient Check-In and Exam Data Entry functions.

CANCEL FOLLOW-UP EMAIL ADDRESS (76-AN-O)

This field identifies from one to three email addresses to which email alerts are sent when a cancel requiring follow-up is entered in the STAR Radiology Cancel processors.

When you access this field, the system displays the following prompt:

Enter up to 3 email addresses "," separated --

Enter up to three e-mail addresses, separated by a comma.

If this field is left blank, no e-mail alerts are sent when a cancel requiring follow-up is entered in the STAR Radiology Cancel processors.

MISCELLANEOUS PARAMETERS

This worksheet defines the number of days a secret code is valid, the secret code view security, whether or not edits of check-in dates and times are allowed during check-in, the QC Service Security Level, and whether or not to force printer selection during multiple check-ins.

SECRET CODE UPDATE: 2N

|||

SECRET CODE VIEW SECURITY: 2N

|||

ALLOW EDITS OF CHECK-IN DATE/TIME AT CHECK-IN?

____ YES ____ NO

QC SERVICE SECURITY: 2N

|||

FORCE PRINTER SELECTION DURING ORDER?

____ YES ____ NO

CLINICAL DETAILS ACTIVE?

____ YES ____ NO

PRINT CLINICAL ORDERING DETAILS ON FINAL REPORT?

____ YES ____ NO

PRINT CLINICAL ORDERING DETAILS ON EXAM REQUEST SLIP?

____ YES ____ NO

HISTORICAL EXAM RADIOLOGIST SOURCE

Is the radiologist to be selected from a menu or table?

Menu/Table name: _____

Continued on next page...

Date Completed		By		
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ENTER USER GROUP CODE OR '-' FOR LIST --

Page:01	User Groups	##=Current Choices
(1) X65-RAD-Asst. Director	(5) X99-RAD-HBO Employee	
(2) X20-RAD-Clerical/Reception	(6) X10-RAD-Limited/Pt Attendant	
(3) X00-RAD-Data Processing Personnel	(7) X50-RAD-Radiologist/Neurologist	
(4) X70-RAD-Director	(8) X60-RAD-Section Chief	

*Enter user group option --
end selection(NL) next page(/)*

Page:01	Patient Types	##=Current Choices
(1) ADMISSION-PEDIATRIC	(7) CANCEL ADMIT W/ ORD	(13) ADMISSION-DAY SURGE
(2) ADMISSION-ADULT SHO	(8) ADMISSION-CONTINUIN	(14) ADMISSION-DAY SURGE
(3) ZBILLING USE ONLY	(9) COMMUNICATION DISOR	(15) AECT-4 PSYCHIATRY S
(4) D OUTPT BOOKED PROC	(10) PCOMM.PSYCH/WOMEN'S	(16) AEMERGENCY MEDICINE
(5) COM.DISORDER AUDIOL	(11) COM.DISORDER SPEECH	(17) OUTPATIENT - EMPLOY
(6) AZCAPD SERIES	(12) ADMISSION - CW2	(18) D ENDOSCOPY

*Enter outpatient types for auto check-in --
end selection(NL) next page(/)*

Page:01	Patient Types	##=Current Choices
(1) ADMISSION-PEDIATRIC	(7) CANCEL ADMIT W/ ORD	(13) ADMISSION-DAY SURGE
(2) ADMISSION-ADULT SHO	(8) ADMISSION-CONTINUIN	(14) ADMISSION-DAY SURGE
(3) ZBILLING USE ONLY	(9) COMMUNICATION DISOR	(15) AECT-4 PSYCHIATRY S
(4) D OUTPT BOOKED PROC	(10) PCOMM.PSYCH/WOMEN'S	(16) AEMERGENCY MEDICINE
(5) COM.DISORDER AUDIOL	(11) COM.DISORDER SPEECH	(17) OUTPATIENT - EMPLOY
(6) AZCAPD SERIES	(12) ADMISSION - CW2	(18) D ENDOSCOPY

*Enter emergency patient types --
end selection(NL) next page(/)*

Continued on next page...

Date Completed		By		
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IS PATIENT FILE STORING HEIGHT/WEIGHT IN METRIC?

_____ YES _____ NO

AUTO-CHARGE UPON DISCHARGE?

_____ YES _____ NO

INCOMPLETE RESULT/EDE?

_____ YES _____ NO

REVISE EXAM MESSAGE?

_____ YES _____ NO

ENTER PRIORITY CODE OR '-' FOR LIST

Code: 2N Description: 19/A/N

||| |||||

ENTER TRANSPORT CODE OR '-' FOR LIST

Code: 3N Description: 19/A/N

||| |||||

ALLOW ORDER REVISION IN EDE?

_____ YES _____ NO

ALLERGY REVIEWED REQUIRED

_____ I Patient Inquiry _____ C CheckIn _____ E Exam Data Entry

CANCEL FOLLOW-UP EMAIL ADDRESS

|||||

|||||

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Chapter 12 - MCKESSON

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INTRODUCTION

This section contains the worksheets used for system parameters by McKesson personnel.

MCKESSON-MAINTAINED PARAMETERS

This worksheet information defines various parameters used throughout the STAR Radiology system that are maintained by McKesson personnel.

EXAM CODE LENGTH

Enter the length of the exam code. This setting is for all facilities.

EXAM CHARGE ON

Mark the functionality at which the system captures the exam charge. You can charge at exam order, patient check-in, or upon results entry.

NONPROCEDURAL CHARGES ON HIS

Mark whether the nonprocedural charges are passed to the Hospital Information System (HIS).

AUTO CHECK-IN O/Ps AT REQUEST TIME

Designate whether you want Outpatients to automatically be checked-in to the Radiology department.

ORDER REVISION

If you want to allow the revisions of orders, mark the appropriate response.

AUTO CANCEL REQUEST ON DIS

If you want the system to automatically cancel a request (orders not checked-in) when the patient is discharged, mark the appropriate option.

RADPAC

FACILITY CODE

MCKESSON-MAINTAINED GENERAL PARAMETERS

This worksheet sets parameters which determine the general operational features of the STAR Radiology system.

EXAM CODE LENGTH: 2N ☐☐

EXAM CHARGED ON: ☐ Order
☐ Check-in
☐ Resulting

NONPROCEDURAL
 CHARGES TO HIS: ☐ Yes
☐ No

AUTO CHECK-IN O/Ps
 AT REQUEST TIME: ☐ Yes
☐ No

ALLOW ORDER REVISION: ☐ Yes ☐ No

AUTO CANCEL REQUEST ON DISCHARGE: ☐ Yes ☐ No

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BAR CODE-SPECIAL LABEL PRINT

Bar code labels give you an effective means by which to enter quick responses to system questions. The Exam Data Entry and Film Room Management functions typically use extensive bar code functionality. Special Labels refer to bar code labels that are not related to a menu or table.

This is an HBOCPAC worksheet. Any changes to this information after system installation must be made by McKesson personnel.

TEXT

Enter the text to print on the bar code label.

DATA

Enter the data that determines the code of bars that prints on the bar code label.

Chapter 13 - QUALITY CONTROL

INTRODUCTION.....	13-3
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QC VENDORS	13-6
QC EQUIPMENT CATEGORIES.....	13-8
QC EQUIPMENT LOG.....	13-10
QC EQUIPMENT STOCK CATEGORIES	13-12
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INTRODUCTION

This section provides you with the worksheets used for collecting data about the quality control of equipment and inventory.

QC ROOM LOCATIONS

This worksheet gives you the opportunity to define the rooms in which equipment is located in the Radiology department. Note that you must complete this worksheet before the QC Equipment Log worksheet.

CODE

Assign a unique code to each room location.

QC ROOM LOCATION

Enter the name of each room location.

RADPAC

FACILITY CODE

QC ROOM LOCATIONS

This worksheet identifies the rooms which are used to define equipment locations within the Radiology department. This worksheet must be completed before the QC Equipment Log worksheet.

Room Code: 5A/N Room Locations: 20C

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QC VENDORS

Usually Radiology departments deal with many equipment vendors. Through this worksheet, you can collect information on each of the vendors for quick reference.

VENDOR CODE

Assign a unique code to each vendor.

VENDOR NAME

Enter the name of the vendor.

ADDRESS

Enter the street address at which you can reach the vendor.

CITY

Enter the city in which you can locate the vendor.

STATE

Enter the state in which you can contact the vendor.

ZIP CODE

Enter the postal code for the address of the vendor.

PHONE

Enter the telephone number at which you can reach the vendor. Include the extension number if applicable.

SERVICE MANAGER

Enter the name of the service manager.

SALES REPRESENTATIVE

Enter the name of the sales representative.

COMMENT

Enter additional information regarding the vendor.

RADPAC

FACILITY
CODE

QC VENDORS

This worksheet identifies each of the vendors who support or supply the Radiology department with equipment and supplies. Both the supplying vendors and those offering competitive price quotes can be included.

Vendor Code: 5A/N | | | | | |
 Vendor Name: 20A/N | | | | | | | | | | | | | | | | | | | |
 Address: 20A/N | | | | | | | | | | | | | | | | | | | |
 City: 14A | | | | | | | | | | | | | | | |
 State: 2A | | ZIP: | | | | | | - | | | | |

Phone: (| | |) | | | | - | | | | Ext. | | | |

Service Manager: 15A/N | | | | | | | | | | | | | | | |

Sales Representative: 15A/N | | | | | | | | | | | | | | | |

Comment: 76A/N | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | |

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QC EQUIPMENT CATEGORIES

Each piece of equipment must be placed in a general category classification such as Film Developers. Through this worksheet, you can define the category names. Note that this worksheet must be completed before the QC Equipment Log worksheet that defines specific pieces of equipment.

CODE

Assign a unique code to each QC equipment category.

CATEGORY NAME

Enter the name of each equipment category.

RADPAC

FACILITY
CODE

QC EQUIPMENT CATEGORIES

This worksheet identifies the general classifications of equipment used by the Radiology department (film developers, for example). This worksheet must be completed before the QC Equipment Log worksheet.

Code: 5A/N Category Name: 20C

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QC EQUIPMENT LOG

The STAR Radiology system maintains a file containing information pertinent to the identification and maintenance of each piece of radiology equipment. Through this worksheet, you can define the equipment information for this file.

CODE

Assign a unique code to each piece of equipment.

EQUIPMENT NAME

Enter the name of the equipment.

CATEGORY CODE

Enter the appropriate category code using the QC Equipment Categories worksheet.

ROOM CODE

Enter the code of the room in which the piece of equipment is located using the QC Room Locations worksheet.

VENDOR CODE

Enter the code assigned to the vendor of the equipment using the QC Vendors worksheet.

MODEL NUMBER

Enter the model number of the equipment.

SERIAL NUMBER

Enter the serial number of the equipment.

INSTALLATION DATE

Enter the date on which the equipment was installed at your facility.

WARRANTY EXPIRATION DATE

Enter the date on which the warranty for the equipment expires.

COMMENT

Enter additional information regarding the equipment.

RADPAC

FACILITY
CODE

QC EQUIPMENT LOG

This worksheet defines each individual piece of equipment within the QC categories.

Code: 5A/N | | | | |

Equipment Name: 20A | | | | | | | | | | | | | | | | | |

Category Code: 5A/N | | | | | Room Code: 5A/N | | | | |

Vendor Code: 5A/N | | | | |

Model Number: 20A/N | | | | | | | | | | | | | | | | | |

Serial Number: 20A/N | | | | | | | | | | | | | | | | | |

Installation Date: | | | / | | | / | | |

Warranty Expiration Date: | | | / | | | / | | |

Comment: 76A/N | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | |

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QC EQUIPMENT STOCK CATEGORIES

Through this worksheet, you can designate the stock categories and assign corresponding codes. All supplies and equipment stocked by the Radiology department are defined by name, description, Stock Category Code, Vendor Code, unit price, reorder level and quantity, and additional vendors and unit prices.

CODE

Assign a unique code to each equipment stock category.

EQUIPMENT STOCK CATEGORY NAME

Enter the name of each stock category.

RADPAC

FACILITY
CODE

QC EQUIPMENT STOCK CATEGORIES

This worksheet defines general classifications of equipment and supplies stocked by the Radiology department (film, for example). This worksheet must be completed before the QC Equipment Stock Log worksheet.

Code: 5A/N Equipment Stock Category Name: 20C

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QC EQUIPMENT STOCK LOG

Through this worksheet, you can identify each stock item in the Equipment Stock Categories.

ITEM CODE

Assign a unique code to each stock item.

ITEM NAME

Enter the name of the stock item.

DESCRIPTION

Enter a description of the stock item.

STOCK CATEGORY NAME CODE

Enter the code assigned to the stock category of the item using the QC Equipment Stock Category Codes worksheet.

VENDOR CODE

Enter the code assigned to the vendor of the equipment using the QC Vendors worksheet.

UNIT PRICE

Enter the price of this item as charged by the identified vendor.

REORDER LEVEL

Enter the stock level for the item at which time an order needs to be placed for additional supplies.

REORDER QUANTITY

Enter the quantity of items to be ordered when the stock level reaches the defined reorder level.

CURRENT STOCK

Enter the quantity currently in stock for the item.

ADDITIONAL VENDORS

Identify additional vendors who supply the item using the QC Vendors worksheets.

RADPAC

FACILITY CODE

QC EQUIPMENT STOCK LOG

This worksheet defines each individual stock item within the equipment stock categories.

Item Code: 5A/N | | | | |

Item Name: 20A/N | | | | | | | | | | | | | | | | | | | | | |

Description: 20A/N | | | | | | | | | | | | | | | | | | | | | |

Stock Category Name Code: 5A/N | | | | |

Vendor Code: 5A/N | | | | | Unit Price: \$| | | | | . | | |

Reorder Level: | | | | | Reorder Quantity: | | | | |

Current Stock: | | | | |

Additional Vendor Code: 5A/N | | | | |

Unit Price: \$| | | | | . | | |

Item Code: 5A/N | | | | |

Item Name: 20A/N | | | | | | | | | | | | | | | | | | | | | |

Description: 20A/N | | | | | | | | | | | | | | | | | | | | | |

Stock Category Name Code: 5A/N | | | | |

Vendor Code: 5A/N | | | | | Unit Price: \$| | | | | . | | |

Reorder Level: | | | | | Reorder Quantity: | | | | |

Current Stock: | | | | |

Additional Vendor Code: 5A/N | | | | |

Unit Price: \$| | | | | . | | |

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QC PREVENTIVE MAINTENANCE CHECKS

To provide the most effective quality control, the STAR Radiology system gives you the capability to define specific site checks to be performed on specific pieces of equipment at specified intervals. This worksheet assists you in defining the site check information.

EQUIPMENT CODE

Enter the code representing the equipment using the QC Equipment Log worksheet.

SITE CHECK DESCRIPTION

Enter a description of the site check.

FREQUENCY

Define the frequency at which the site check is to be performed. Be specific as to the exam day and time.

- Specify the corresponding frequency defined in terms of hours, days, weeks, months, quarters, semesters or years. Designate the number of that item in the period. For example, if you want the site check to be performed every three months, mark Monthly and enter a 3 in the # of Months in Period area.
- Define the exact day and time that the site check is to be performed in the specified time period. When you identify the day, enter a number following the chart below:
 - 1 for Sunday
 - 2 for Monday
 - 3 for Tuesday
 - 4 for Wednesday
 - 5 for Thursday
 - 6 for Friday
 - 7 for Saturday

When you enter the time, use the 24-hour military time format to specify the hours and minutes.

For site check frequencies of month, quarter, semester and year, enter a specific day within the time period (weekday) or a specific number of days into the period at which the site check is to be performed (days). Mark the appropriate frequency method then enter a response at each question on that line.

- *Weekday* defines an exact day of a specific week and an exact time that the site check is to be performed. For example, you may want a site check to be performed at the same time every year. That day may be second Tuesday of the fourth month at 3:00 PM.
- *Days* defines the frequency of the site check without regard to the actual day of the week. For example, a site check performed on a semester basis may be

performed six days after the start of a new semester regardless of whether the day falls on a weekday or weekend.

PREVIOUS CHECK DATE AND TIME

Enter the date and time on which the most recent site check was performed on the equipment.

NEXT CHECK DATE AND TIME

The system calculates the date and time of the next site check based on the defined Frequency. You can override this calculated date and time and enter a new one.

COMMENT

Enter comments specific to this site check.

QC SERVICE STATUS

This worksheet enables you to define the stages of equipment servicing.

Completion Instructions

1. Enter the facility code and the department code.
2. Identify the special service status that releases the service request to the history file.
3. Enter the name of all other service statuses on the remaining lines of the worksheet.

FACILITY
CODE

This worksheet defines the service statuses used by the Radiology department in response to the maintenance of radiology equipment.

Service Status: 15A

Release Service Request to History File?

[illegible]

Yes

|_| |_| |_| |_| |_| |_| |_| |_| |_| |_| |_| |_| |_| |_| |_| |_|

No

No

[illegible]

No

No

[illegible]

No

[illegible]

No

[illegible]

No

[illegible]

No

|_| |_| |_| |_| |_| |_| |_| |_| |_| |_| |_| |_| |_| |_| |_|

No

[illegible]

No

[illegible]

No

No

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QC GLOBAL SORT FLAGS

This worksheet enables you to define the sorting criteria for the Quality Control reports.

Completion Instructions

1. Enter the facility/department code.
2. Complete all fields.
 - Designate the method, by department or by facility, by which each of the Quality Control reports sort.
 - At the Service Log Purge Days field, enter the number of days that the system retains the Quality Control information after a purge.

RADPAC

FACILITY CODE

QC GLOBAL SORT FLAGS

This worksheet identifies the sort for the Quality Control reports: one report per facility or per department.

1. Equipment Sort	By Dept.	By Facility
2. Equipment Stock Sort	By Dept.	By Facility
3. Xerography Place Sort	By Dept.	By Facility
4. Vendor Sort	By Dept.	By Facility
5. Room Sort	By Dept.	By Facility
6. Preventive Maintenance Sort	By Dept.	By Facility
7. Service Log Sort	By Dept.	By Facility
8. Service Log Purge Days	By Dept.	By Facility
(Enter new minimum number of days to save during purge process.)	<div> <div></div> <div>/</div> <div></div> <div>/</div> <div></div> <div>/</div> <div></div> <div>/</div> <div>3N</div> </div>	

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■ R e a d e r C o m m e n t F o r m ■

We value your suggestions for improving our documentation. Please use this form to evaluate the *Worksheets Volume* of the *STAR Radiology Reference Guide* for Release 17.0.

Topic	Poor	Fair	Good	Excellent
Organization of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accuracy of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completeness of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount of overview information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there parts of this manual that could be made more helpful to you? Please explain.

Other Comments:

Thanks for your help in improving the documentation.

Your Name and Position

Hospital/Organization
Name

Telephone Number

May we contact you?

Yes or No (circle one)

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