

Visage RIS Glossary of Terms

Common words and terms used to describe parts of the RIS are listed below to assist in your understanding of all workflow involved in using the RIS.


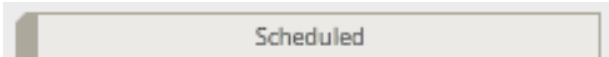
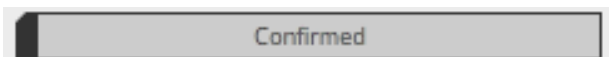
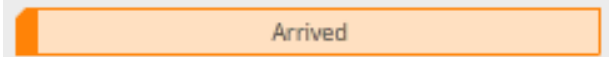

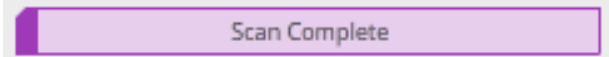
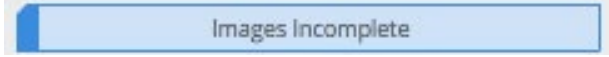
Accession	The accession number is a unique ID that is assigned to each order. It is prefixed by the two digits and a full stop. The preceding digits for all new Orders are unique to each Pro Medicus / Visage RIS database.
Free Text Patient	Free text is the term used to describe patient details entered into an order, before a patient has been formally registered in the system. It is a 'placeholder' for patient information used at the time of booking from new patients. A patient will need to be formally entered into the system before their order can be arrived.
Folio	The folio number is the unique patient identifier for Visage RIS. The folio can be used when searching for patients, orders, procedures and financial transactions. The folio will be displayed in the banner on most windows and will usually act as a hyperlink to open the Patient Record by clicking on the number.
Guardian	For patients under the age of 16 a guardian is added to the system as the patient's Debtors. A guardian can also be added for patients when all accounts are managed by another party.
Insurer	Medicare, DVA and health funds are all set as insurers in Visage RIS.
Item	A unique code used in the RIS for billing purposes. The item number outlined in the Medicare Benefits Schedule, is the code generally used. For examination that have no associated MBS item, a unique item number is created by IA IT team.
Max Gap	The max gap is the maximum Gap Amount a patient will pay on an invoice based on Price List and Max Gap Days. The Max Gap is an amount established by IAG. Details about the Max Gap can be found in the Section 7.1 Billing Policy
MBS	Medicare Benefits Schedule
Modality	The type of equipment used to obtain the patient's images. I.e. Ultrasound, CT.
OPV	Online Patient Verification. This is used to check the Patients Medicare Card is current and is matched to the correct person. It can be helpful to identify any duplicate patient records, as each person's Medicare number is unique.
Order	An order (appointment) is created for each visit (i.e. appointment or walk-in visit). Each order is assigned a unique identifier (Accession number). A patient can have multiple orders (visits) attached to their file.
Organisation	A third-party debtor. Fe example; an Insurer, Employer, DVA or Medicare
Out of Pocket / Gap	This the amount the patient will need to pay per invoice above the Medicare rebate amount, including any non-claimable items.
PACS	Picture Archive and Communication System. Image storage and access for Medical Imaging studies.

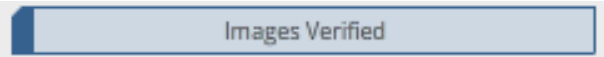
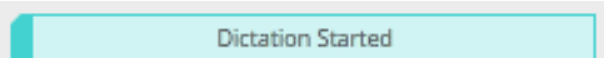
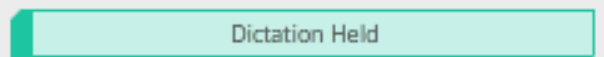

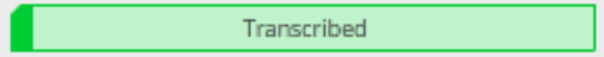
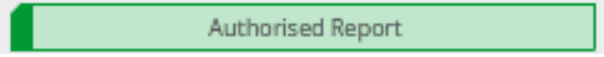
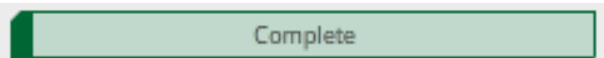

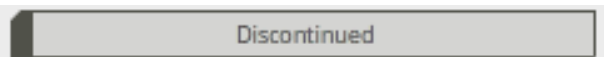
Procedure	Used within Orders to identify the type of examination booked in. An order may have multiple procedures attached to it. Procedures have 1 or more item numbers associated with them to inform billing and fees.
Rebate Amount	This is the amount of the invoice that will be covered by Medicare (and the health fund, if applicable).
Service Text	Medicare / DVA will often require additional information on an item before they will provide payment. This information is added to the service text field of the item.
Special Conditions	In addition to the service text, the RIS also provides special conditions for items that are billed in under certain circumstances, such as bilateral limbs. The special conditions include options such as NC (Not for Comparison). Where possible, these are added automatically.

Order Status and Workflow




























































Every Order is assigned a colour coded status depending on the current stage in the Visage RIS workflow. The status of an Order prevents certain functions from being actioned, such as deleting a completed order. When an Order has multiple Procedures at different statuses the system will display the furthest advanced status.

The statuses are outlined below:

Status & Colour	Description
 Reservation	This is only visible on the Appointment Schedule when the appointment is being created but not yet saved. Often you will need to 'refresh' to see if an appointment time is reserved, to avoid double booking.
 Scheduled	This indicates the Order is saved but not arrived nor confirmed. These Orders can be viewed via the Arrival List, Order Search or Procedure Search.
 Confirmed	This is where confirmation has been received that the patient will be attending for the examination. The confirmation may have been applied manually or via the SMS function.
 Arrived	This is when the Save & Arrive or Mark Arrived function is used. No further action has been taken on these Procedures at this stage.
 Scan Started	The order has been picked up and assigned by a Tech, to begin scanning.
 Scan Complete	When an order is marked as "finished" by the Tech, but the images are yet to be matched against the study.
 Images Incomplete	This is when an order has been returned to the Tech from the Radiologist or when the Tech has verified images, when there are no associated images linked to the order in PACS

	<p>This indicates that the order is completed by the Tech and that the images are matched against the study. The images are now ready for reporting and can therefore be found on the Radiology Reporting List.</p>
	<p>This stage indicates that the Doctor has started the dictation / voice recognition against the study. These Orders remain on the Reporting List until the dictation is complete or the study is returned to the Tech.</p>
	<p>These Orders remain on the Reporting List until the dictation is complete or the study is returned to the tech.</p>
	<p>The dictation is complete, and the study is sent to the Transcription List for typing.</p>
	<p>Upon completion of typing the report the Order status is updated to, transcribed. These studies are then moved from the Transcription List to Signing List.</p>
	<p>The report has been signed off, but not yet distributed. At this point the report can be retrieved from the Doctor's Outbox for modifications.</p>
	<p>This is when an Order with all allocated clinical workflow steps have been completed. This is independent of the Invoice Status. These Orders are no longer on any workflow list but can be found via Order Search and Procedure Search.</p>
	<p>This indicates that the patient did not attend and that the Order was discontinued/cancelled, using 'Failed to Attend' as the reason for cancellation.</p>
	<p>The Order has been discontinued. These Orders can only be opened via the Appointment Schedule. Both Order Search and Procedure Search will display the entries, but they cannot be opened from these lists. Discontinued Orders can be reinstated if required.</p>

Symbols and Icons

Icon	Description	Icon	Description	Icon	Description
	Settings		Accident/ Emergency Patient		Inpatient
	Walk In Patient		Quoted		Double Booking
	Linked (Same Order) Appointment		Split/ Unlinked Appointment		Alert e.g. Allergies
	Highest Priority		High Priority		Medium Priority
	Low Priority		Lowest Priority		Calendar
	Today		Refresh		Edit
	Pin Filter Drawer Open		Check Box Selected		Open Filter Drawer
	Unpin Filter Drawer		Check Box Unselected		Close Filter Drawer
	Comment		Regenerate Report		Receipt an Invoice
	Expand Details		Force Search on 1 or 2 Characters. 3 or more characters will trigger auto search		Remove Item
	Collapse Details		Single or Multiple Clinical Documents Attached. Orange or white indicates selected/not selected for viewing		Single or Multiple Patient Documents Attached. Pink or white indicates selected/not selected for viewing
	Single or Multiple Requests Attached. Green or white indicates selected/not selected for viewing		Report		View Images
	Single or Multiple Letter/Documents Attached. Purple or white indicates selected/not selected for viewing		Zoom In		Locked Workspace
	Magnify Plus		Zoom Out		Unlocked Workspace
	Magnify Minus		Print All		Trash
	Print		Rotate Clockwise		1:1 Ratio
	Rotate Anticlockwise		Resize Width		Start Task
	Resize All		Assign Task		Finish Task
	Start & Complete Task		Assigned Task		Assign & Load
	Assign & Start				
	Reassign				