

intelerad[®]

InteleOrchestrator Radiologist Training – Oceania

InteleOrchestrator Radiologist Training Checklist

Overview of Training Topics

| Topic | Workflow and Functionality |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Getting Started | <ul style="list-style-type: none">• Accessing the worklist and logging in• Expected behaviour for integrated systems |
| Worklist Navigation | <ul style="list-style-type: none">• Worklist page overview• Worklist actions• Search options• Selecting a shift• Accessing different worklists |
| My Reading Queue | <ul style="list-style-type: none">• Worklist elements• Exam assignments• Editing and re-sorting MRQ (if applicable)• Auto-next• Subscribe |
| Reporting Workflows | <ul style="list-style-type: none">• Launching the Viewer and VR systems• Patient View screen elements• Accessing prior studies and reports• Document Viewer• Signing worklist• Combining exams• Interruptions |
| Additional Workflows | <ul style="list-style-type: none">• Communication notes/ Concierge• InteleOrchestrator Messenger• Peer Review (if applicable)• Teaching Notes (if applicable)• Tech QA (if applicable)• Productivity Gauges (if applicable)• Analytics (if applicable) |
| Customisations | <ul style="list-style-type: none">• User profile settings• Columns and layouts |

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|---------------------|--|------------------|--|
| Date: | | Trainer: | |
| Radiologist: | | Duration: | |
| Email: | | | |
| Notes: | | | |

| Logging In - InteleOrchestrator | Covered | Comments |
|----------------------------------------------------|---------|--------------------------------------------------------------------------------------------------------------|
| Production Bookmark URLs | | Desktop icon, or bookmarked in browser – confirm with client the specific instruction for radiologist access |
| Confirm microphone is plugged in before logging in | | |
| Confirm Extender is running | | |
| Explanation of LDAP-managed integrations | | |
| Confirm IV user details are correct | | Password management, if applicable |

| InteleOrchestrator Smart Worklist | Covered | Comments |
|---------------------------------------------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Worklist search, Quick search, Advanced search, History Panel | | |
| My Reading Queue | | How MRQ is populated, how to change shifts if necessary MRQ properties (if applicable) Options for MRQ worklist combinations Editing MRQ (where applicable) |
| Worklist Tree | | |
| Reporting worklist layout | | Editing columns, layout etc |
| Different methods for launching a study | | Double click vs action icons |
| How access to studies for reporting is controlled | | Advised to contact...? If wrong studies appear |
| Creating, editing and accessing worklists | | If applicable |
| Time-remaining and priority levels | | Sorting applied at global level |
| Assigning/ locking and unassigning cases impact | | |
| Customise columns and layout | | |
| Profile settings (theme, notifications etc) | | portrait vs. landscape, how to clear confirmation settings |
| Order linking option | | Consider client-specific requirements for linking prompt - option to un-select any exam they don't want to report |

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| Not Ready worklists (if configured) | | How to access, implications for reserving cases here |
| Auto-next | | Starting/ stopping, Optimiser, how worklist sort order is controlled, how MRQ selection impacts worklist, pausing and interrupt Show/ Hide and Customise columns |
| Subscribe to a study/ worklist | | Whether this will also assign/ subscribe in auto-next |
| Notifications | | |
| Productivity Gauges | | How these are configured- when should the rad expect to see these update, which status exams contribute, how to view history, manual RVU credit where configured |

| Patient View in InteleOrchestrator | Covered | Comments |
|-------------------------------------------------------------------------------|---------|-------------------------------------------------------------|
| Patient view layout | | |
| Prior study statuses | | |
| Viewing reports (report hover vs. opening report) | | |
| Master Patient Index (if applicable) | | |
| Notes from the RIS | | How/ where these are displayed |
| InteleOrchestrator Document Viewer functionality | | |
| Auto-next | | Include Auto-next optimiser, customise worklist columns etc |
| Multi-tasking/ interrupt workflow | | Set expectations around how integrations will behave |
| Open in Viewer | | Reminder to close in IV when this launch is used |
| Return to Tech | | Client-workflow |
| Communication notes | | |
| Critical results | | |
| Searching for studies in IV (Bi-directional vs. Uni- directional integration) | | |
| Teaching notes & folders | | optional |

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| Reporting Workflows with FFI/ PS | Covered | Comments |
|----------------------------------------|---------|---------------------------------------------------------|
| Dictating & Send To Transcriptionist | | Client-specific workflow and training |
| Saving a draft | | |
| Transcription worklists | | Where these are accessed |
| Signing worklist in InteleOrchestrator | | Client-specific workflow and training |
| Grace period | | Client-specific workflow and training |
| Double reading/ Overread workflow | | Client-specific workflow and training |
| Addendums | | How to initiate, also where they would be on a worklist |
| Help menu | | |

| Logging out of InteleOrchestrator | Covered | Comments |
|---------------------------------------------------------|---------|-------------------------------------|
| Using logout button (as opposed to closing browser tab) | | Saves changes to profile and layout |
| Keeping studies assigned vs. un-assigning them | | |
| Using the Away button and Pause options | | |
| Logging back in and entering activity | | |

| Reporting from home using IO | Covered | Comments |
|---------------------------------------------------------------------------------------------------------|---------|--------------------------------------------------------------------|
| Reminder that Extender needs to be downloaded and running (preferable that DMS is installed by IT team) | | Confirm client expectations and messaging around home workstations |
| IV installed on the workstation | | DICOM service running if Subscribe feature to be utilised |
| Reserving/ locking cases impact | | |

| Optional modules for go-live | Covered | Comments |
|------------------------------|---------|----------|
| RVU gauge | | |
| Workload gauge | | |
| Peer Review | | |
| Analytics | | |