

Bronchoscopy: EndoWorks Registration and Image Management System (Respiratory Therapy)

Site Applicability

St. Paul's Hospital, Mount Saint Joseph Hospital

Practice Level

Respiratory Therapist, Registered Nurse

Need to Know

EndoWorks 7.4 is a program linked to the Olympus bronchoscopy system. Patient information must be entered into EndoWorks prior to the start of the procedure in order to track bronchoscope information and obtain procedure photos and videos. The software is only available on the desktop computer on the right side of the desk in the SPH bronchoscopy suite.

At MSJ the Unit Coordinator is responsible for registering patients into the EndoWorks system.

Standard Operating Procedure

Windows System Login: endouser/endouser

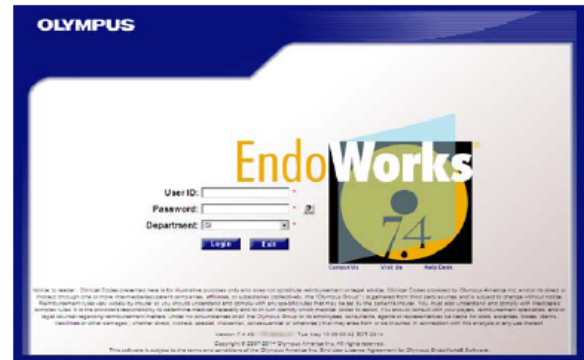
EndoWorks Login: resp/resp

Steps

Logging in to EndoWorks:

To log in to EndoWorks:

1. Follow procedures to start up EndoWorks.
2. Type your user ID in the **User ID** field.
3. Type your password in the **Password** field.
 - If EndoWorks is monitored by an external Advanced Security, your user ID and password for EndoWorks are the same as your network user name and password.
4. Select your department from the **Department** drop-down list (for combined endoscopy labs, the GI department may be utilized for both GI and Bronchoscopy exams).
5. Click the **Login** button. The login information is validated according to the security and business rules configured on the system.
 - If a successful match, the system presents the default *Home* page associated with your role.
 - If an unsuccessful match, the *Login* screen returns with an informational message identifying what caused the error.

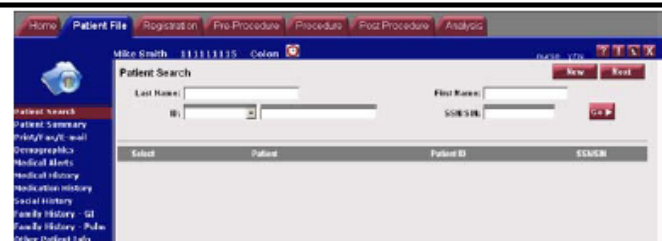


The EndoWorks 7.4.43 Login screen


Searching for Existing Patient Records:

To search for an existing patient:

1. Navigate to the **Patient File** tab.
2. Click the **Patient Search** link, if the *Patient Search* screen is not already open.



The Patient Search screen

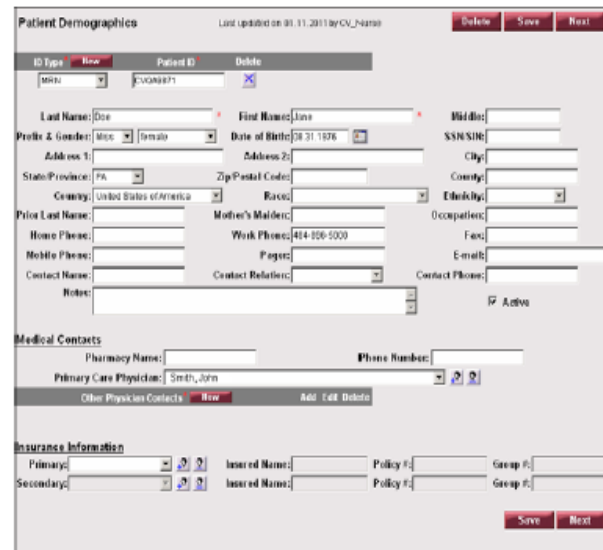
3. Enter the patient last name, first name, and PHN for the search criteria.
4. Click Go. The query searches the EndoWorks database based on the entered criteria. If the search is successful, the resultant patient name will appear in the bottom portion of the *Patient Search* screen.
 - If the patient's name appears in the search results, click the **Select** icon  to place the patient in context and then click the **New Visit** option in the Shortcut menu. Proceed to *Add Visit Details*.
 - If the patient's name does not appear in the on the *Patient Search* list, most likely the patient is new. The next topic, *Create New Patient Records (Demographics)*, gives the necessary details to add the individual's record to the EndoWorks database.



Create New Patient Records:

1. Click the **New** button on the *Patient Search* window. A blank *Patient Demographics* data entry screen appears. In addition to mandatory fields marked by red asterisks, enter date of birth and gender.

2. Enter the mandatory information (fields marked with red * asterisks).
 - ID Type
 - Patient ID (Maximum length equals 32 alphanumeric characters)
 - Last Name (Maximum length equals 50 alphanumeric characters)
 - First Name (Maximum length equals 50 alphanumeric characters)
3. Enter any optional information (personal, insurance, physician contacts, and so forth), if necessary. Added primary care physician and physician contacts will be included in the lists of potential referring physicians when scheduling an exam for this patient. (The Primary Care Physician will be the default referring physician.)
5. Click **Save**. The first letter of the patient's first name, middle name, and last name are automatically capitalized when you click Save.
6. Proceed to the *Add Visit Details* topic.



The Patient Demographics screen

Add Visit Details:

1. Enter **Patient Class** (i.e. Inpatient versus Outpatient on the *New Visit* screen)
2. Enter **Time** of procedure start
3. Enter **Exam Type** as "Bronchoscopy"
4. Enter **Physician**
5. Enter **Duration of procedure**
6. Click **Save**



View and Label Images in Image Viewer and Export to Secured Network Drive:

1. Navigate to **Image Management** and double-click the image.
2. Click the **Free Text Label** icon on the toolbar. The **Label** dialogue appears.
3. Enter a label in the **Label text** field and click **OK**.
4. Once labeling is complete, click **OK**.
5. Choose **Print/Fax/Email** from the left sidebar menu.
6. Choose to mark **Exam Images**.
7. Choose Preview and insert thumb drive.
8. Choose **Export**, selecting Removable disk (D:) from drop down menu (label file **Doe, J.pdf** for patient John Doe).

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- a. Safely remove thumb drive.
- b. Login to network computer as user and insert thumb drive into network computer port.
- c. Open network drive and choose **Departments on 'Vch' (G:)**.
- d. Choose **Respirology (Dept PHC)** folder and choose appropriate folder (i.e. EBUS versus Branch photos and current year).
- e. Transfer file(s) from thumb drive to secure network folder.
- f. Safely remove thumb drive once file is exported and store.

View images in Image Viewer and Export to Secured Network Drive

1. Navigate to **Image Management** and right-click to select **View Video Clips**
2. To view video clip press **Preview**.
3. Insert thumb drive.
4. Choose **Download**, selecting Removable Disk (D:) from drop down menu (label file **Doe, John.avi** for patient John Doe).
5. Safely remove thumb drive.
6. Login to network computer as user and insert thumb drive into network computer port.
7. Open network drive and choose **Departments on 'Vch' (G:)**.
8. Choose **Respirology (Dept PHC)** folder and choose appropriate folder (Ebus versus Branch video clips and current year).
 - a. Transfer file(s) from thumb drive to shared network folder.
 - b. Safely remove thumb drive once file is exported and stored.

Transferring Images from EBUS Hard Drive to Shared Network Drive:

1. While EBUS processor turned on, press **Move Data** on keyboard.
2. Choose **MOVE ALL SAVED DATA** and press **ENTER**.
3. Once download is complete, remove thumb drive from front of processor and insert in network desktop computer.
4. Login to network computer as user.
5. Open network drive and choose **Departments on 'Vch' (G:)**
6. Choose **Respirology (Dept PHC)** folder and choose appropriate folder (i.e. EBUS versus Branch photos and current year).
 - a. Transfer file(s) from thumb drive to shared network folder.
 - b. Safely remove thumb drive once file is exported and re-insert into EBUS processor thumb drive port.

References

1. Olympus America (2015). Olympus EndoWorks 7.4 user guide.

Initial Effective Date:	01-Dec-2016
Posted Date:	14-APR-2021
Last Revised:	14-APR-2021
Last Reviewed:	
Approved By:	PHC
	Bronchoscopy Quality & Safety Team
Owners:	PHC
	Respiratory Therapy