

Standard Operating Procedure

Fluency for Imaging: Clone Report

BCD-21-16-90142

SITE APPLICABILITY:

This Standard Operating Procedure applies to all Medical Imaging departments using Fluency for Imaging (FFI) in Vancouver Coastal Health Authority (VCHA), Provincial Health Services Authority (PHSA) and Providence Health Care (PHC).

PURPOSE:

This procedure outlines the process for Imaging Informatics Coordinators (IICs) to use the Clone feature in FFI.

SCOPE:

The scope of the Clone feature is limited for use by Imaging Informatics Coordinators (IICs) only, and for the remediation of the following issues where the report has not crossed the interface to the HIS/RIS and therefore has not been distributed:

1. Cross encounter links
2. Order errantly canceled after a report has been started in FFI
3. Orphaned exam missing a report where:
 - a. It is clear it should have been linked by a Radiologist at the time of reporting to another exam.
 - b. A radiologist has specifically directed an IIC to remediate a missed link with the Clone Report feature.

RESPONSIBILITIES:

The IIC must have knowledge of how the Clone feature works. The IIC must only use the clone feature for scenarios outlined in the Scope section. The IIC must validate the cloned report matches the 'cloned from' report. The IIC must validate the cloned report has crossed to Cerner and is correct.

PROCEDURE:

1. Determine conclusively that the approved but outstanding Fluency report has not been distributed to any downstream systems.
2. Determine the cause of the failure and ensure that the use of the Clone tool is appropriate.
3. Complete a net-new replacement order(s) in the Radiology Information System (RIS),
4. Confirm the original data of the corrupted order(s) is replicated in the new orders.
5. From the Fluency Job Manager > General Information tab, open the corrupted report and select the 'Clone Report' option.
6. Search and select the new and completed primary replacement order. Confirming the selection begins the clone process.
7. If additional linked orders are required: In Job Manager; search and select the newly cloned replacement order. Under the 'Associated Exams' tab, select the related new order links and save changes.

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NOTE: You only have 5 minutes to add any linked orders from the moment the original report is cloned.

8. Validate the report in downstream systems once the default distribution delay has cleared.

Orphaned Exam Procedure:

1. Confirm exam is an orphaned link (The report for the orphaned exam is included in the dictation for the "parent" report)
2. Create a net-new replacement order(s) in RIS for exam that has a Final report
3. Complete replacement order in RIS
4. In Fluency Job Manager open original report and select 'clone report' option
5. Search and select the new and completed primary replacement order. Confirming the selection begins the cloning process
6. In Job Manager search and select the newly cloned report and under 'Associated Exams' tab select related orders to be linked and save changes.

NOTE: You only have 5 minutes to add any linked orders from the moment the report is cloned.

7. Create an addendum on the original final report with the following wording:
Please refer to Accession number XXXXXXXX, Exam Title performed DAY-MONTH-YEAR to view the images or final report. No change has been made to the original report.
NOTE: For multiple linked exams where this is an orphaned link, all exams with a final status are to be re-ordered.

GENERAL REQUIREMENTS:

Procedural knowledge and access to all the relevant systems.
Role permission for the Clone procedure

REFERENCES/ASSOCIATED DOCUMENTS:

FFI Governance Committee, Decision Record for Using the Clone Report Feature. June 14, 2021.

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Owners: <i>(committee or position)</i>	Team Lead, Imaging Solution IMITS			
	VPP Regional Managers Informatics, LMMI			
Revision History:	Version	Date	Description/ Key Changes	Revised By (Name and Position)
	1.0	15-Nov-2021	Initial Release	Sandra Krego, Lead Imaging Solution, IMITS Paul Wasyliew, IIC, LMMI
	2.0	05-JAN-2023	Addition of Orphaned Exam linking Revision of Addendum text to remove: Due to a technical error. Also included clarification on step 1 of orphaned exam procedure	Jeremy Robertson, Regional Manager Informatics, LMMI

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