



Jewish General Hospital

ELECTRONIC HEALTH RECORD

Ultrasound User Guide

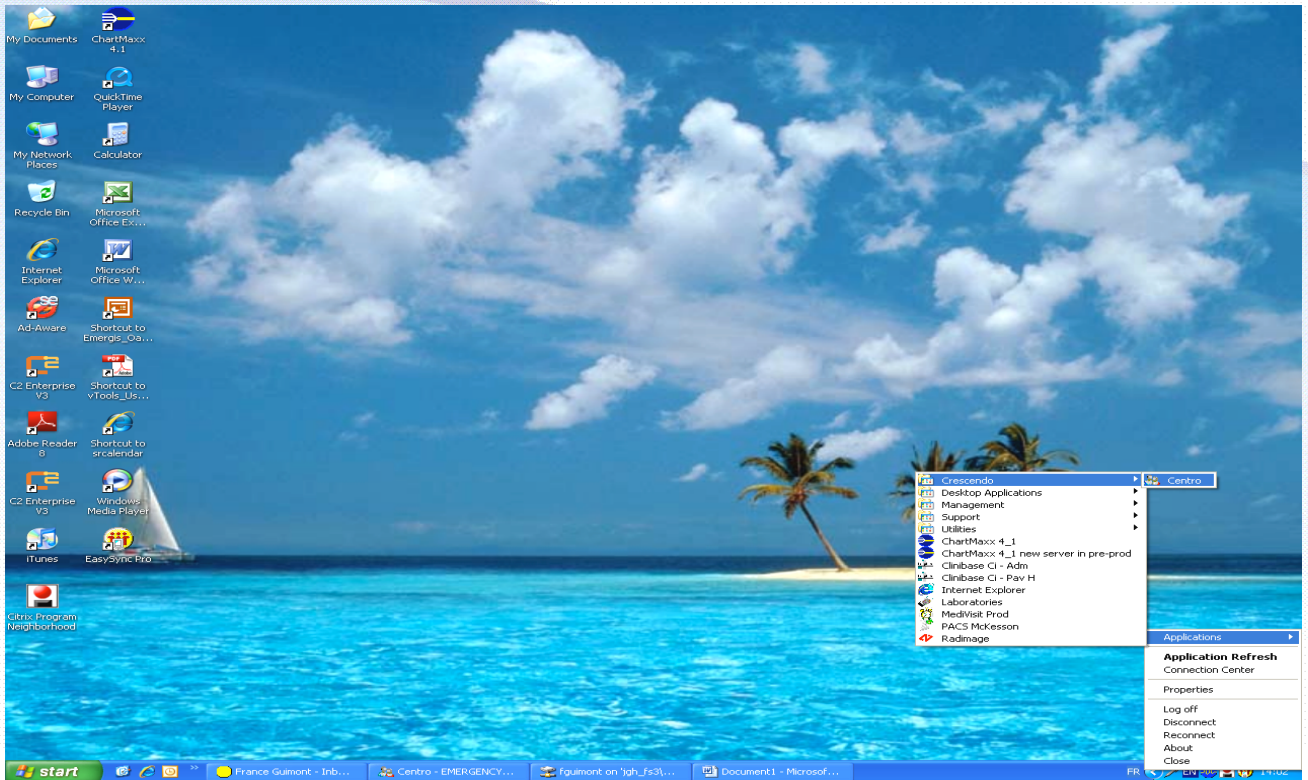
Prepared by the Electronic Health Record team
September 22nd 2014

Access to Crescendo

1- Right click on the Citrix icon on your tool bar,



2- Go up to application then choose Crescendo, then Centro

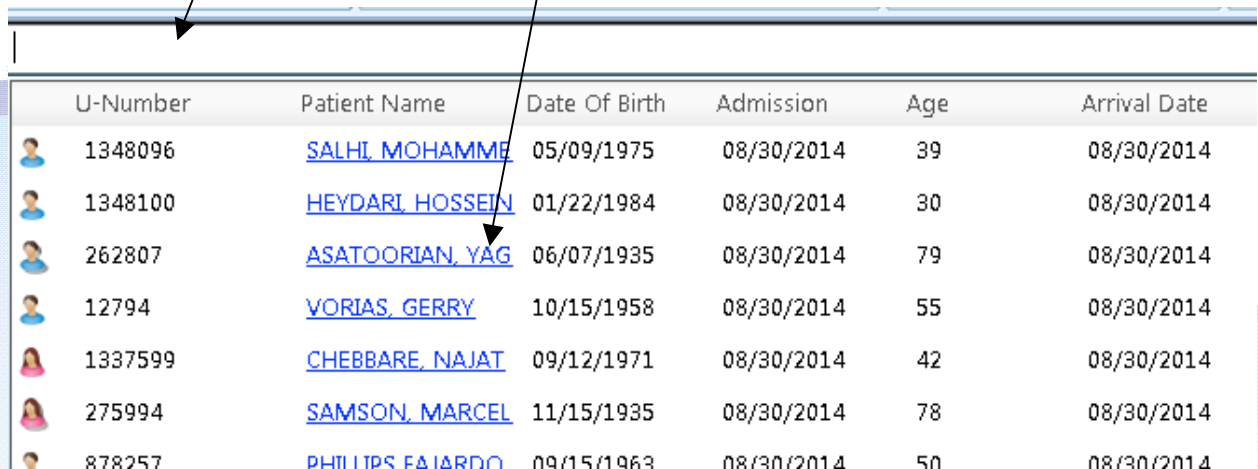


How to find Your Patient

1- Select your patient by clicking on his name

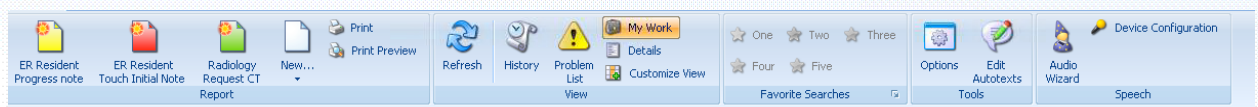
Or

2- Use the quick search bar and enter any indicator (example: room, name, unit number, etc...) to rapidly find your patient from the list

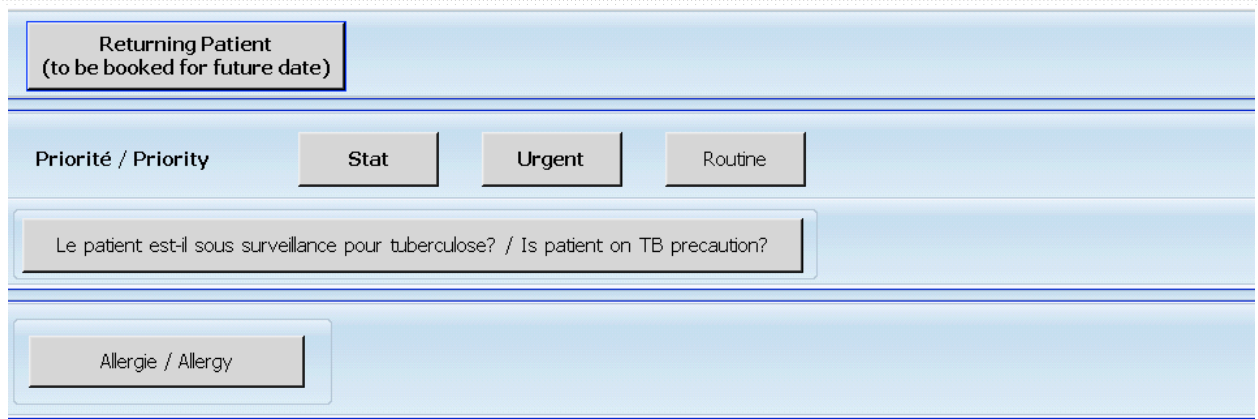


U-Number	Patient Name	Date Of Birth	Admission	Age	Arrival Date
1348096	SALHI, MOHAMME	05/09/1975	08/30/2014	39	08/30/2014
1348100	HEYDARI, HOSSEIN	01/22/1984	08/30/2014	30	08/30/2014
262807	ASATOORIAN, YAG	06/07/1935	08/30/2014	79	08/30/2014
12794	VORIAS, GERRY	10/15/1958	08/30/2014	55	08/30/2014
1337599	CHEBBARE, NAJAT	09/12/1971	08/30/2014	42	08/30/2014
275994	SAMSON, MARCEL	11/15/1935	08/30/2014	78	08/30/2014
878257	PHILIPPS FAJARDO	09/15/1963	08/30/2014	50	08/30/2014

Select your Ultrasound Requisition Template:



When you open the template for the Ultrasound Requisition it will look like this:



The form contains the following elements:

- A dropdown menu with the selected option: **Returning Patient (to be booked for future date)**
- A section for **Priorité / Priority** with three buttons: **Stat**, **Urgent**, and **Routine**.
- A text input field with the question: **Le patient est-il sous surveillance pour tuberculose? / Is patient on TB precaution?**
- A text input field for **Allergie / Allergy**.

Demandeur / Requesting physician

EXAMEN / EXAM - HISTOIRE PERTINENTE / PERTINENT HISTORY

<p>Abdomen and Pelvis</p> <p>Abdomen U/S</p> <p>Pelvic U/S</p> <p>Abdo / Pelvis U/S</p> <p>Kidney / Bladder - U/S Follow up only</p> <p>Other:</p>	<p>Brain</p> <p>Cerebral U/S</p> <p>Other:</p>	<p>Face and Neck</p> <p>Thyroid U/S</p> <p>Face / Neck U/S</p> <p>Other:</p>	<p>Small Parts</p> <p>Testicular U/S</p> <p><i>BREAST- Must be referred to Breast Center (Ext: 7997). Please remember to fill out a paper requisition.</i></p> <p>Other:</p>
<p>MSK/Superficial</p> <p>MSK/Superficial U/S</p> <p>Other:</p>			

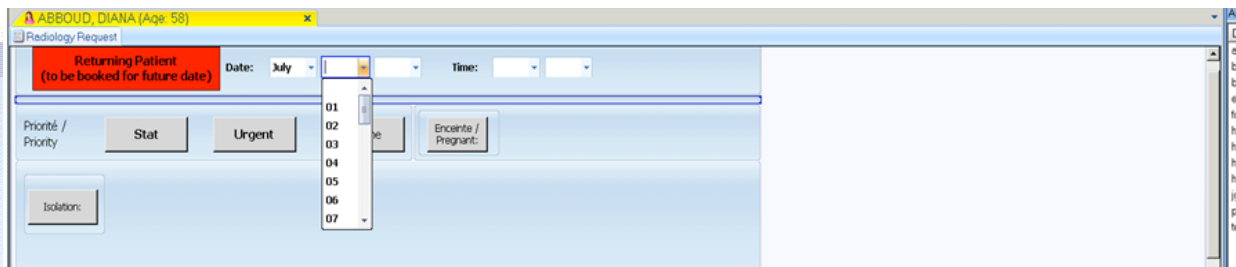
CC:

The form consists mainly of clicking buttons, free texting and dropdown menus. Please note certain sections are mandatory, such as:

- TB precaution
- Pregnancy (for females less than 50 years old)
- Allergies
- Requesting Physician
- Exam
- Pertinent History

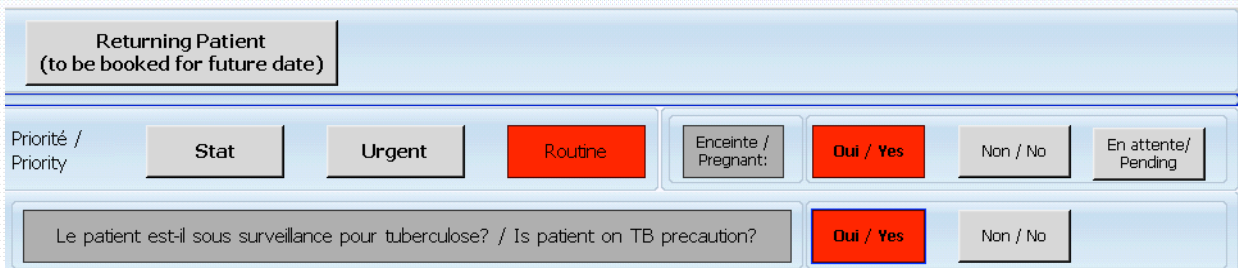
Here is a step by step guide on how to fill out the Ultrasound Requisition: Returning patient

- If you know your patient will be returning for his/her Ultrasound the next day or in the near future press on the Returning Patient button, it will turn red. Proceed by entering the date he/she will be returning and the time if you have the info readily available.
*** If you do not have the date or time but know your patient will returning for the test still press the returning Patient button as this will let Radiology know that this patient will be a returning patient***



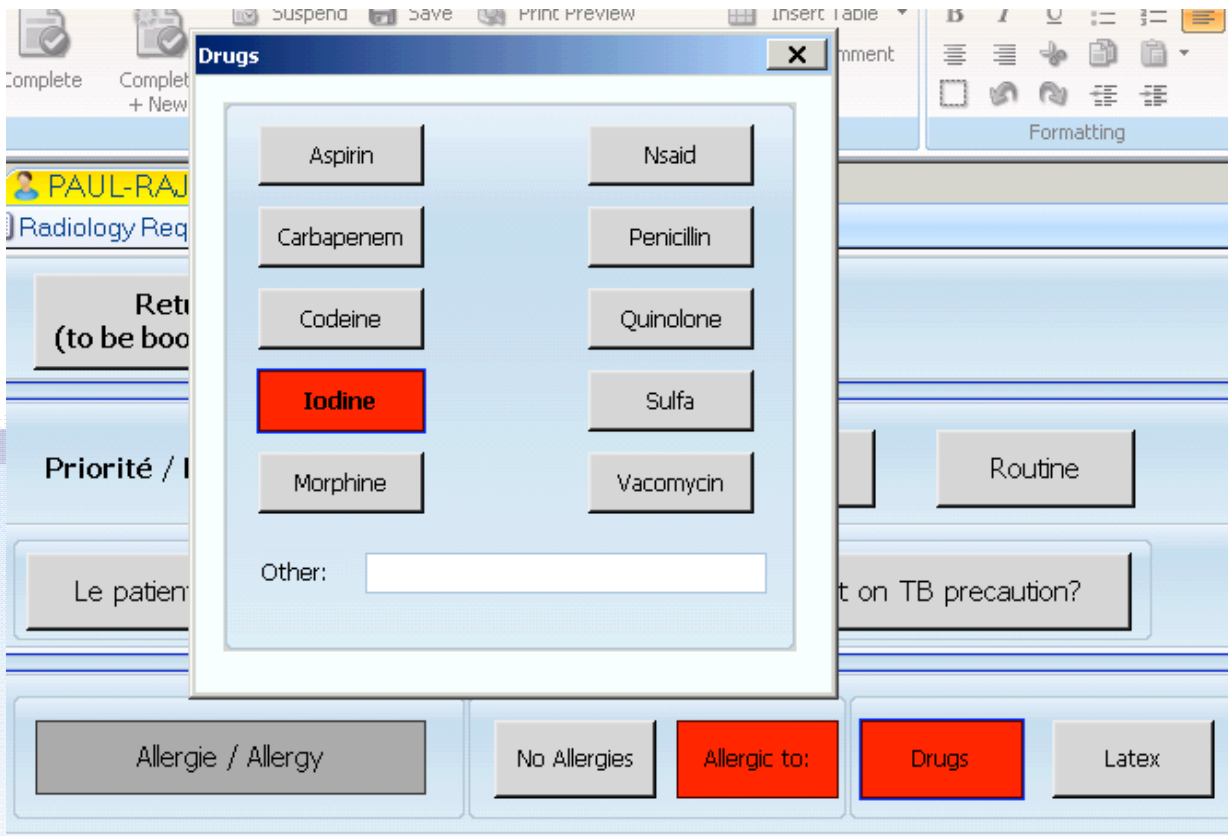
Priority, Pregnancy and Isolation

- For these sections simply click on the info you need to convey to Radiology.
REMINDER: Pregnancy (for women less than 50 years old) and TB precaution are mandatory fields. If you have a male patient or female patient 51 years and up pregnancy section will not appear on the template.



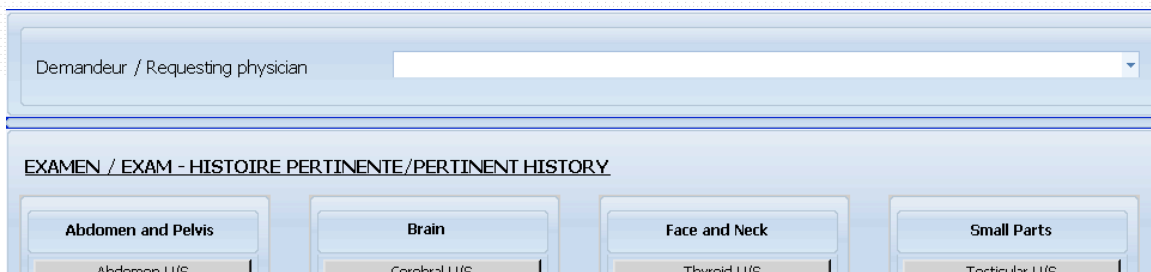
Allergy (Mandatory Field)

- Select the Allergy button and 2 options will appear (see print screen below):
 - If the patient has **no allergies** select No Allergies button (it will be green when you press it)
 - If your patient has **allergies** select Allergic To button as shown below. A pop up table will appear with most common allergies, select the pertinent choices. If the allergy is not in the table freetext it in other.



Requesting Physician

- The Requesting Physician section is a drop down menu. Press on the down arrow at the end of the line and type the first letters of the last name and it should bring you to the name you want. If you are the **Attending** filling out the Requisition select your own name or your license #. If you are a **Resident** filling out the form select the name of the attending you are working under.



Exam and Pertinent History

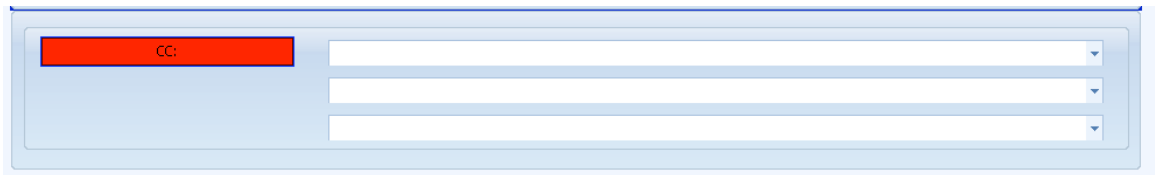
- For this section select the exam or exams you need done. A pop-up screen will appear automatically for each exam. It is a freetext area, You can type or dictate in these areas.

The screenshot shows a software interface for ordering an ultrasound exam. A pop-up window titled 'Abdomen U/S' is open, displaying a red box labeled 'HISTOIRE PERTINENTE / PERTINENT HISTORY' and a large empty text area for notes. Below the pop-up, the main interface shows a grid of exam categories: 'Abdomen and Pelvis' (with 'Abdomen U/S' selected), 'Brain', 'Face and Neck', 'Small Parts', and 'MSK/Superficial'. A blue note in the 'Small Parts' section reads: 'BREAST- Must be referred to Breast Center (Ext: 7997). Please remember to fill out a paper requisition.'

****If you select the other button, you must fill in the test you wish to order and the Pertinent History. *****

The screenshot shows the same software interface, but with a pop-up window titled 'Other:' open. This window contains a red box labeled 'Test required:' and another red box labeled 'HISTOIRE PERTINENTE / PERTINENT HISTORY', both with associated empty text areas. The background interface is the same as in the previous screenshot, with 'Other:' selected in the 'Abdomen and Pelvis' category.

If you wish to CC another doctor select the CC button, go to the arrows at the end of the line and select a name from the drop down menu.

A screenshot of a web form interface. On the left, there is a red rectangular button with the text 'CC:'. To the right of this button are three horizontal dropdown menus, each with a small downward-pointing arrow at its right end. The form is contained within a light blue border.

Signing off the Requisition

Once your requisition is all filled out press complete to preview it , if you are satisfied all the info is correct, enter your password (6 digit number assigned to you) to complete it. The requisition will print directly in Ultrasound.

WELL DONE YOUR REQUISITION IS COMPLETE!!!!