

This prelim document is meant to provide a better understanding on how to assign a prelim back to a subspecialty group that is not ready for final dictation

** Note: When opening up a prelim, the “trashcan” icon is no longer available. If you click on the “X” in the upper right-hand corner of the screen, the Fluency window will close and the exam will be locked to you inside of Fluency. Anyone else who may try to read the exam will be unable to until a CSA can get in and reassign the exam. **



Fluency for Imaging Reporting

JOB STATUS: DRAFT
DICTATION MODE: Voice Edit

My Active Jobs: 1
Completed Jobs (Today): 0

PRELIMINARY REPORT:

EXAM: [CT HEAD FOR STROKE]

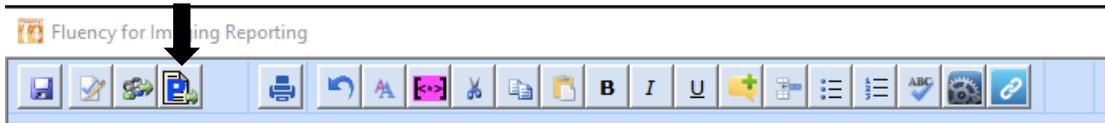
FINDINGS: [No evidence of acute hemorrhagic stroke.] THIS IS A TEST EXAMPLE FOR THE PURPOSE OF UNDERSTANDING HOW TO GET OUT OF A PRELIM THAT IS NOT READY FOR FINAL DICTATION.

Preliminary Report created by: [Test Test], M.D.

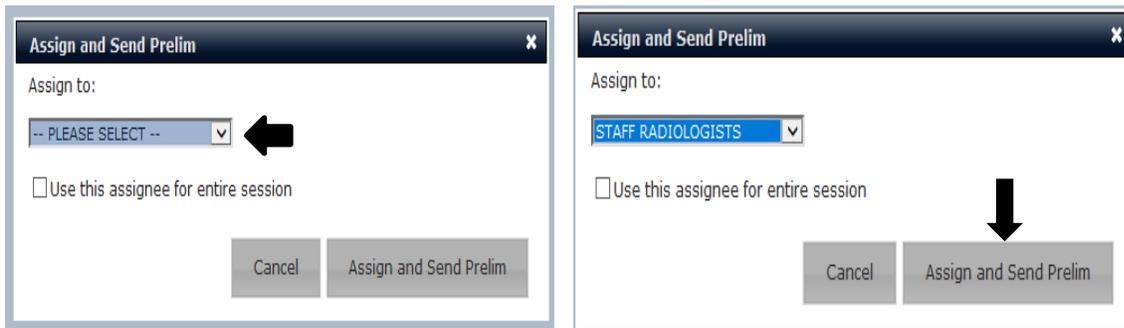
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Dictating Radiologist: Patten, Alex Previous Author(s): Test, Test Assignee: Not set

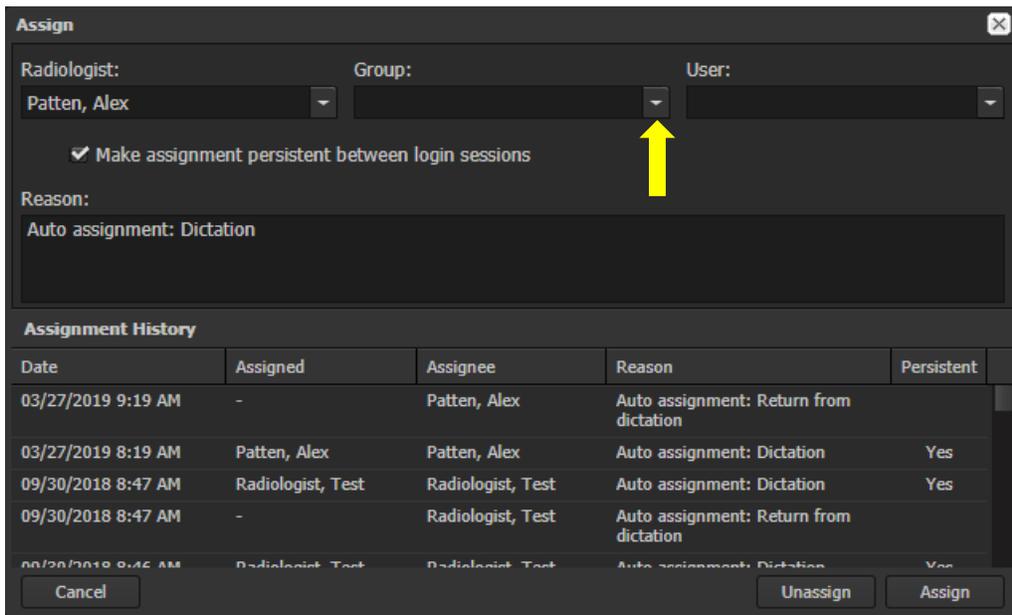
When a prelim is opened and not ready for final dictation, it should be reassigned back to a group. To do this, first select the “Assign/Create Preliminary Report” Icon.



All prelim reports get assigned to “Staff Radiologist”. Select “Staff Radiologists” and then click the Assign and Send Prelim button.



This causes a box to pop up in Clario asking who the exam should be assigned to. You will be listed as the current assignee to the report. Select the appropriate group to assign the exam to.



Once the group has been selected, click “Assign” and the exam will be placed in that group’s reading queue. Notice that by selecting a group, you are no longer assigned as the radiologist.

Assign

Radiologist: [Dropdown] Group: **NEURO** User: [Dropdown]

Make assignment persistent between login sessions

Reason:
Auto assignment: Dictation

Assignment History

Date	Assigned	Assignee	Reason	Persistent
03/27/2019 9:19 AM	-	Patten, Alex	Auto assignment: Return from dictation	
03/27/2019 8:19 AM	Patten, Alex	Patten, Alex	Auto assignment: Dictation	Yes
09/30/2018 8:47 AM	Radiologist, Test	Radiologist, Test	Auto assignment: Dictation	Yes
09/30/2018 8:47 AM	-	Radiologist, Test	Auto assignment: Return from dictation	
09/20/2018 8:46 AM	Radiologist, Test	Radiologist, Test	Auto assignment: Dictation	

Cancel Unassign **Assign**

In Clario the study will receive an assigned to group icon. At this point, no further action is required.

