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. **

	"X"
Fluency for Imaging Reporting	- 🗆 🗙
📝 🌮 🏩 🕒 🔺 📾 🕺 🖓 🏷 B I U 💐 🔭 🗄 🗮 🖉 🎑 🦉	JOB STATUS: DRAFT DICTATION MODE: Voice Edit
	My Active Jobs 1 Completed Jobs (Today) 0
	AUDIO LEVEL:
	ASSIST
'RELIMINARY REPORT: EXAM: [CT HEAD FOR STROKE]	CT - CT HEAD FOR CT - CT HEAD FOR TROCE CTA - CT ANGIOGRAPHY HEAD AND NECK WITH AND WITHOUT CONTRAST
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.	TEMPLATES AVAILABLE TEMPLATES 1.SYSTEM DEFAULT SYSTEM 2. A SYSTEM DEFAULT
Preliminary Report created by: Test <u>Test</u> , M.D.	2. O'BASIC 4. O'BOPSY BASIC 5. O'TACAL BONES W CM 6. O'TACAL BONES W WO CM 7. O'TACAL BONES W WO CM
	B. CT HEAD CODE STROKE B. CT HEAD STEALTH WC MM 10. CT HEAD WT MM 11. CT HEAD WC MM 12. CT HEAD WW CM 13. CT HEAD WO CM 14. CT PERFUSION 15. CT FORCEDURE BASIC 16. CT SINUS STRYKER WC MM 17. CT SINUS STRYKER WC MM 18. CT TEMPORAL BONES WC MC CM 19. CT TEMPORAL BONES WC MC CM 20. CT TEMPORAL BONES WC MC CM 21. CT VENOGRAM WC MC 23. CT VENOGRAM WC MC 24. PRELM REPORT
	Find Template Create template from draft MACROS AVAILABLE MACROS SYSTEM CRITICAL RESULTS 2. FLEISCHNER CONTRAST DSCLAMER V 4. ORDERING PHYSICIAN V
	Find Create Edit Delete Manage

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.

Fluency for Im jing Re	porting									
u 🕑 🌮 🚉	4	n	<∾> ∦	B	В	ΙU	4 3-	:= 4=	🥸 🐼 🥒	

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

Assign and Send Prelim X	Assign and Send Prelim X
Assign to:	Assign to:
PLEASE SELECT 🔽	STAFF RADIOLOGISTS
Use this assignee for entire session	Use this assignee for entire session
Cancel Assign and Send Prelim	Cancel Assign and Send Prelim

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.

Assign				\times			
Radiologist:	Group		User:				
Patten, Alex	-		-	-			
✓ Make assignment persistent between login sessions							
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				
Cancel	Dadialagist Tast	Dadialagist Tast	Auto assignmenti Dictation Unassign	Assign			

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:	Group VEUR	: 0	Us T	User:			
✓ 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 assign dictation	ment: Return from			
03/27/2019 8:19 AM	Patten, Alex	Patten, Alex	Auto assign	ment: Dictation	Yes		
09/30/2018 8:47 AM	Radiologist, Test	Radiologist, Test	Auto assign	ment: Dictation	Yes		
09/30/2018 8:47 AM		Radiologist, Test	Auto assign dictation	ment: Return from			
Cancel	Dadialagist Tast	Dadialaaist Tast	Auto peoion	Unassign	Assign		

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

