ACTIONS

Circle X: Close PACS and dictation

Magnifying glass: Open in PACS only.
Microphone: Open in Dictation only.
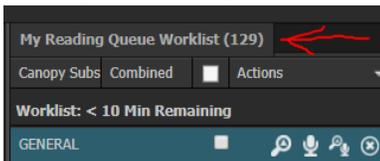**mic/magnifying glass:** Open study in Dictation & PACS.

Assignment

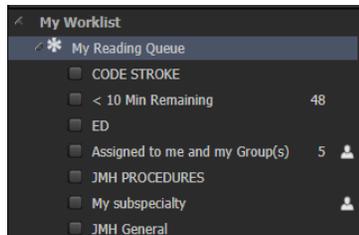**Down arrow**: Open in PACS only, but keeps locked in zVision even though no longer viewing images.
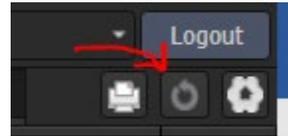**Check Mark**: Assign Exam.
Lock: Lock Exam to yourself

My Reading Queue

1. (Top right of screen) Will take you back to your assigned shift(my reading queue).
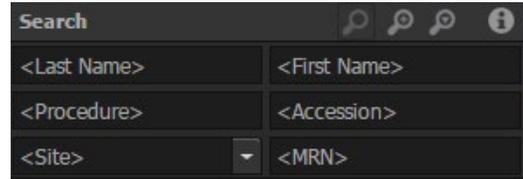2. To see the worklists for your selected shift

Manual Worklist Refresh
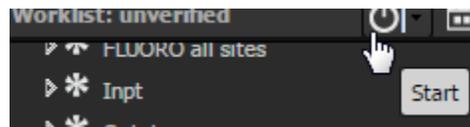
(Top Left of Screen.)

Quick Search (Bottom left)

1. **Last and First Name**. These boxes have a 3 minimum limit.
2. **Accession number** prepend with % .
3. **MRN** prepend with % *.

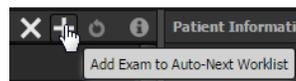## Auto-Next (A-N)

1. Select your worklist
2. Click the start button

3. Auto next buttons.
   a. **Balloon**: Read Next
   b. **Curved Arrow**: Skip
4. **Stop**:

5. **Add an exam**:

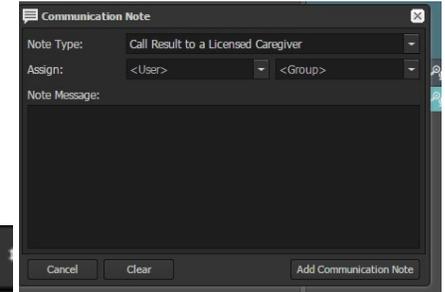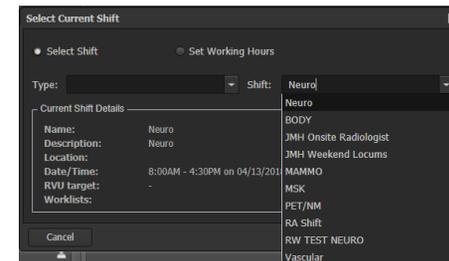## Tech QA Note

For positive/constructive tech feedback. Notes are sent to hospital administration.

Communication Note

1. Select note type
2. Type your note message
3. Add communication Note
4. This will appear on the appropriate person's worklist
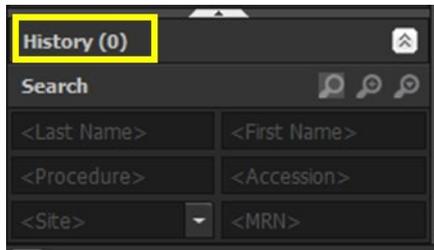
Change/Set Shift

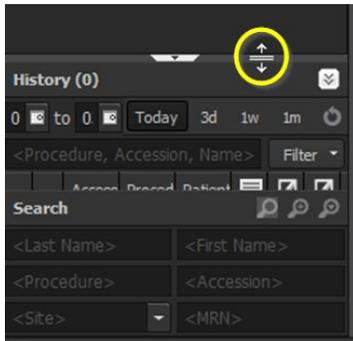Click save once you choose shift.

Your new shift will be "my reading queue".

- **My History**
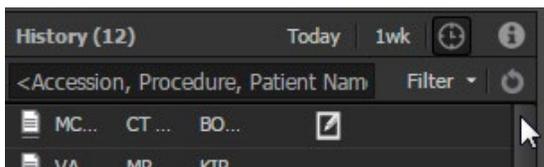 1. The **History** box is located in the bottom left corner.

  2. Click and drag the box up to expand the list

  3. Choose one of the below options to view your history.
     a. **Enter date range**
     b. **Today** = today's history
     c. **1w** = last 7 days
     d. **Custom =** date range
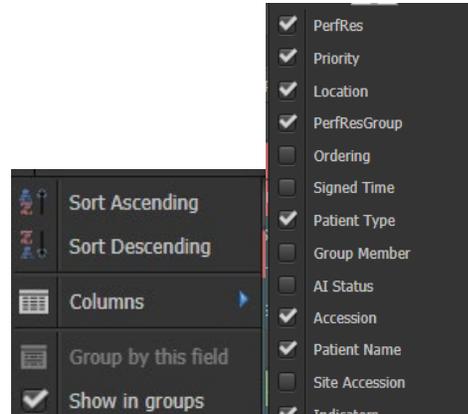

  4. Search for your patient.

  5. Double click on the patient to select it. This will open the patient information window.

- **Edit Columns in Worklist**
  1. Put the mouse cursor over the white triangle on one of the columns and left click.

  2. Click on columns menu and select/deselect column heading by clicking checkmark.

  3. Adjust columns
     a. Left click and drag column to the desired location.
     b. Here the patient name column will be moved where the blue arrow is shown.