



# Super User Training

Cardiology  
Training Checklist

# Cardiology Super User Training

## Training Checklist

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# TECHNOLOGIST

**Prerequisite:** Overview of the Diagnostic Desktop video [Click here](#)

## WORKFLOW

Complete	Topic	Comments
<input type="checkbox"/>	Log into Diagnostic Desktop	
<input type="checkbox"/>	Select correct AO or task list	
<input type="checkbox"/>	Locate patient study	
<input type="checkbox"/>	Start reading task	
<input type="checkbox"/>	View tabs in list area <ul style="list-style-type: none"> <li>- Details tab</li> <li>- Image tab</li> </ul>	
<input type="checkbox"/>	How to add comments in the details tab <ul style="list-style-type: none"> <li>- Tech comments</li> <li>- Study specific comments</li> <li>- Private vs. public</li> </ul>	
<input type="checkbox"/>	View the study and report tab	
<input type="checkbox"/>	Review Images in image viewer	
<input type="checkbox"/>	Review Icon such as <ul style="list-style-type: none"> <li>- Adhoc search</li> <li>- Task List</li> <li>- Return to details page</li> <li>- Close Image Area</li> <li>- Hanging Protocol Gallery</li> </ul>	
<input type="checkbox"/>	Review Smart Region Hot spot features	
<input type="checkbox"/>	Side by side prior study comparison	
<input type="checkbox"/>	Perform and export measurement to the structured report	
<input type="checkbox"/>	Review measurement worksheet within viewer	
<input type="checkbox"/>	Reset image order	
<input type="checkbox"/>	Save a secondary capture image	
<input type="checkbox"/>	Enter findings into the structured report	
<input type="checkbox"/>	Review measurements within structured report and measurement tab	
<input type="checkbox"/>	<Site specific workflow> <ul style="list-style-type: none"> <li>- Message boards (comments)</li> <li>- Keywords</li> <li>- Scanning</li> </ul>	
<input type="checkbox"/>	Complete reading task or assign task to another user or group	
<input type="checkbox"/>	Show study has been removed from worklist	
<input type="checkbox"/>	Show study has advanced to next workflow or completed reading task	

## UNIT TRAINING

Complete	Topic	Comments
<input type="checkbox"/>	Toolbar icons - Include multi-login user	
<input type="checkbox"/>	Simple search - Include search location	
<input type="checkbox"/>	Activity Overview(s) - To Do, Follow-up and Conferences	
<input type="checkbox"/>	Assigning study to another user or group - Include assigning reading task to specific reading physician	
<input type="checkbox"/>	Desktop customization if applicable - Columns - Layouts	
<input type="checkbox"/>	Options (F12)	
<input type="checkbox"/>	Text Page details - Current / Prior - Reports - Scan documents - <Site Specific>	
<input type="checkbox"/>	Image Visualization - Mark ups / Annotations <ul style="list-style-type: none"> <li>o Customize mark measurement display</li> </ul> - Save presentation state - Current / Prior icons - Patient Banner	
<input type="checkbox"/>	Print/Export - DICOM transfer - Printing - Burn CD - Save to media	
<input type="checkbox"/>	QC (Cardio Staff only) - Fix-up/merge - Split - Segment	
<input type="checkbox"/>	Hanging Protocol knowledge	
<input type="checkbox"/>	XERO Viewer knowledge	

# CARDIOLOGIST

**Prerequisite:** Overview of the Diagnostic Desktop video [Click here](#)

## WORKFLOW

Complete	Topic	Comments
<input type="checkbox"/>	Log into Diagnostic Desktop	
<input checked="" type="checkbox"/>	Simple search Include search location	
<input type="checkbox"/>	Locate worklist; activities overview	
<input type="checkbox"/>	Locate studies for reading	
<input type="checkbox"/>	Start Reading <ul style="list-style-type: none"> <li>- Single study</li> <li>- Batch reading (start list) or manually selecting multiple patients at a time</li> </ul>	
<input type="checkbox"/>	View study details <ul style="list-style-type: none"> <li>- Include prior reports</li> <li>- Comparisons               <ul style="list-style-type: none"> <li>o How to access comparisons</li> </ul> </li> </ul> How to pull in by double click or RMC	
<input type="checkbox"/>	Review Images in image viewer	
<input type="checkbox"/>	Review Icon such as <ul style="list-style-type: none"> <li>- Adhoc search</li> <li>- Task List</li> <li>- Return to details page</li> <li>- Close Image Area</li> <li>- Hanging Protocol Gallery</li> </ul>	
<input type="checkbox"/>	Review Smart Region Hot spot features	
<input type="checkbox"/>	Side by side prior study comparison	
<input type="checkbox"/>	Perform and export measurement to the structured report	
<input type="checkbox"/>	Review measurement worksheet within viewer	
<input type="checkbox"/>	Reset image order	
<input type="checkbox"/>	Save a secondary capture image	
<input type="checkbox"/>	Enter/Edit findings in the structured report	
<input type="checkbox"/>	Review measurements within structured report and measurement tab	
<input type="checkbox"/>	Sign and confirm report	
<input type="checkbox"/>	Confirm completed exam falls off worklist	
<input type="checkbox"/>	XERO Viewer knowledge	

## UNIT TRAINING

Complete	Topic	Comments
<input type="checkbox"/>	Toolbar Icons	
<input type="checkbox"/>	Simple search - Include search location	
<input type="checkbox"/>	Activity Overview(s) - To Do, Follow-up and Conferences	
<input type="checkbox"/>	Desktop customization if applicable - Columns - Layouts	
<input type="checkbox"/>	Options (F12)	
<input type="checkbox"/>	Assigning study to another user or group	
<input type="checkbox"/>	Print/Export - DICOM transfer - Printing - Burn CD Save to media	
<input type="checkbox"/>	CD import	
<input type="checkbox"/>	Import from Desktop	
<input type="checkbox"/>	Create QC Task  Text Page details - Current / Prior - Reports - Scan documents - <Site Specific>	
<input type="checkbox"/>	Image Visualization - Mark ups / Annotations - Save presentation state - Current / Prior icons - Patient Banner - Tools o ROI o Cobb Angle o RMC tool options with F12 options o Other tools o How to configure default measurement displays (ie: ROI tools)	
<input type="checkbox"/>	Teaching Files	

# IMAGE LIBRARY

**Prerequisite:** Overview of the Acquisition Desktop video [click here](#)

## WORKFLOW

Complete	Topic	Comments
<input type="checkbox"/>	Log into Acquisition Desktop	
<input type="checkbox"/>	Locate worklist; activities overview	
<input type="checkbox"/>	How to search for studies using the magnify glass	
<input type="checkbox"/>	How to view image(s) in thumbnails in the image tab	
<input type="checkbox"/>	Open details	
<input type="checkbox"/>	View and enter study or technologist comments	
<input type="checkbox"/>	Lengend Review of Text page <ul style="list-style-type: none"><li>- Include prior reports</li><li>- Comparisons</li><li>- Scan documents</li></ul>	
<input type="checkbox"/>	<Site specific workflow>	

## UNIT TRAINING

Complete	Topic	Comments
<input type="checkbox"/>	Toolbar icons - Include multi-login user	
<input type="checkbox"/>	Simple search - Include search location	
<input type="checkbox"/>	Activity Overview(s) - To Do, Follow-up and Conferences	
<input type="checkbox"/>	Assigning study to another user or group	
<input type="checkbox"/>	Desktop customization if applicable - Columns - Layouts	
<input type="checkbox"/>	Text Page details - Current / Prior - Reports - Scan documents - Technologist Comments - <Site Specific>	
<input type="checkbox"/>	Options (F12)	
<input type="checkbox"/>	QC - Create a QC task - Fix-up/merge - Split - Segment - Delete	
<input type="checkbox"/>	Print/Export - DICOM transfer - Printing - Burn CD - Save to media	
<input type="checkbox"/>	CD import	
<input type="checkbox"/>	Import file from Desktop	
<input type="checkbox"/>	Patient Merge	
<input type="checkbox"/>	Image Visualization	



# CLINICIAN

**Prerequisite:** Overview of the Clinician Desktop video

## WORKFLOW

Complete	Topic	Comments
<input type="checkbox"/>	Log into Clinician Desktop	
<input type="checkbox"/>	Locate worklist; activities overview	
<input type="checkbox"/>	How to search for studies	
<input type="checkbox"/>	Open details <ul style="list-style-type: none"><li>- Include prior reports</li><li>- Comparisons<ul style="list-style-type: none"><li>o How to access comparisons</li><li>o How to pull in by double click or RMC</li></ul></li><li>- Include prior reports</li><li>- Comparisons</li><li>- Scan documents</li><li>- View and enter comments</li></ul>	
<input type="checkbox"/>	Activity Overview(s) if using To Do, Follow-up and Conferences	
<input type="checkbox"/>	<Site specific workflow>	
<input type="checkbox"/>	Preliminary Report / Discrepancy workflow (site specific)	

## UNIT TRAINING

Complete	Topic	Comments
☐	XERO <ul style="list-style-type: none"> <li>- How to launch XERO from Image link</li> <li>- How to view report</li> <li>- How to change display</li> </ul>	
☐	Toolbar icons	
☐	Simple search <ul style="list-style-type: none"> <li>- Include search location if applicable</li> </ul>	
☐	Desktop Customization <ul style="list-style-type: none"> <li>- Search fields</li> <li>- Columns</li> <li>- Options (F12)</li> </ul>	
☐	Text Page Details <ul style="list-style-type: none"> <li>- Patient information</li> <li>- Study information</li> <li>- Comparisons</li> <li>- Reports</li> </ul>	
☐	Print/Export <ul style="list-style-type: none"> <li>- DICOM transfer</li> <li>- Printing</li> <li>- Burn CD</li> <li>- Save to media</li> <li>- CD import</li> </ul>	
☐	Image Visualization <ul style="list-style-type: none"> <li>- Save presentation state</li> <li>- Current / Prior</li> <li>- Patient Banner</li> <li>- Mark ups / Annotations</li> <li>- Tools</li> <li>- Configure tools under right mouse option (F12)</li> <li>- How to configure default measurement displays (ROI tools)</li> </ul>	
☐	MPR features <ul style="list-style-type: none"> <li>- Within viewport</li> <li>- Within HP</li> <li>- Secondary capture</li> </ul>	

# TRANSCRIPTIONIST / CORRECTIONIST

**Prerequisite:** Overview of the Medical Secretary Desktop video [click here](#)

## WORKFLOW

Complete	Topic	Comments
<input type="checkbox"/>	Log into Medical Secretary Desktop	
<input type="checkbox"/>	Locate worklist; activities overview	
<input type="checkbox"/>	How to search for studies to review	
<input type="checkbox"/>	Start task for transcribing / correction	
<input type="checkbox"/>	Make edits	
<input type="checkbox"/>	Send back to author; creates sign off task	
<input type="checkbox"/>	<Site specific workflow>	

## UNIT TRAINING

Complete	Topic	Comments
<input type="checkbox"/>	Simple search - Include search location	
<input type="checkbox"/>	Toolbar icons	
<input type="checkbox"/>	Create Macros	
<input type="checkbox"/>	Transcriptionists / Correctionist Tasks	
<input type="checkbox"/>	Waiting for Feedback tasks	
<input type="checkbox"/>	Print/Export - DICOM transfer - Printing - Burn CD Save to media	