Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Update Mammography Information

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This Quick Reference Guide (QRG) reviews how to update mammography information.

Common Buttons & Icons

	Blue circle expand icon
	Plus icon
	Save icon
	Exit icon
	Mammography Follow-Up icon
	Magnifying Glass icon
	Add Findings icon
	Delete icon
	Sign icon
	Mammography Audit Report icon

Document Patient History

From the Cerner Imaging Mammography Case Maintenance screen:

STEP 1: Click the blue circle expand icon on the Patient Medical Info/History tab.

STEP 2: Update information as needed, scrolling down for more items.

STEP 3: Click the + icon to expand individual items as needed.

STEP 4: Click the needed item's Field Value cell and enter updated and/or new information.

NOTE: Click [Tab] on the keyboard to save the new/updated information.

STEP 5: Select appropriate check boxes and/or radio buttons in the Field Description column as needed.

NOTE: When items are selected, additional items may display for documentation.

STEP 6: Click the **Save** icon once complete.

NOTE: If the Recall Interval pop-up displays note that this is usually documented by the transcriptionist or radiologist.

STEP 7: Click the **Exit** icon to return to the Exam Management page.

Search for a Patient and Associated Case

- From the Home screen:

STEP 1: Click the **Mammography Follow-Up** icon in the AppBar.

STEP 2: Search for the patient using the **Magnifying Glass** icon.

STEP 3: Enter information into one of the search features along the left-side column.

NOTE: If searching by name use the last name, first name format.

STEP 4: Click **Search**.

STEP 5: Click the needed patient to select.

STEP 6: Click **Ok**.

STEP 7: Click the **Magnifying Glass** icon in the Mammography Follow-Up window to find the associated cases.

STEP 8: Click the case that needs the update in the lower pane.

Document a Finding

- **From the Mammography Case Maintenance Screen with your patient and associated case selected:**

STEP 1: Click the **Study** tab.

STEP 2: Click the blue Expand circle icon.

STEP 3: Click the **Add Finding** icon just under the listed tabs.

NOTE: You must first add a finding before you are able to expand the Finding Information section.

STEP 4: Click the **Finding Information Plus** icon.

STEP 5: Click the appropriate location of the finding in the Mammography Finding Selection pop-up window.

STEP 6: Click the **Add Finding** icon in the same pop-up window.

NOTE: If you note the wrong location, you can delete the selection:

- At the Study tab, click the Delete icon.
- Click Yes in the warning pop-up.
- If needed, add the correct finding using the same steps as outlined above.

STEP 7: Document additional information within the Finding Information section of the Study tab as appropriate.

NOTE: Remember, expand sections using the Plus icon then click to select appropriate check boxes and radio buttons as needed. Then document additional information in the Field Value column.

STEP 8: Scroll down to review all necessary information is documented.

STEP 9: Click the **Save** icon when all is documented.

Document Pathology

- **From the Mammography Case Maintenance Screen with your patient and associated case selected:**

STEP 1: Click the **Pathology** tab once you have completed documenting a finding.

STEP 2: Click the blue Expand circle icon.

STEP 3: Document information as appropriate.

NOTE: **Remember, expand sections using the Plus icon then click to select appropriate check boxes and radio buttons as needed. Then document additional information in the Field Value column.**

STEP 4: Document date of pathology result within the pop-up as needed.

STEP 5: Scroll down to review all necessary information is documented.

STEP 6: Click the **Save** icon when all is documented.

NOTE: **A warning pop-up window will display for information that is required, but not documented and the needed information will highlight.**

Resolve a Case

- **From the Mammography Case Maintenance Screen with your patient and associated case selected:**

STEP 1: Click the **Resolved** check box at the bottom of the tab you are on. This section displays across the Case Maintenance tabs.

NOTE: **Only resolve a case once all finding information is documented.**

STEP 2: Click the **Resolved reason** drop-down arrow.

STEP 3: Click the appropriate reason.

NOTE: **It is rare, but you can set to exclude the case from the audit if needed by clicking the Exclude from Audit check box. You can also choose to note if follow-up is required by checking the No follow-up required check box.**

STEP 4: Click the **Exit** icon.

Create a Mammography Audit Follow-up Report

Note that results will not display until results are final.

- **From the Home screen:**

STEP 1: Click the **Mammography Audit Report** icon within the AppBar.

STEP 2: Click the **Follow-up Reports** from the Available Reports field.

STEP 3: Click the name of the Institution using the scroll bar as needed for additional options.

STEP 4: Click the **Department** drop-down arrow.

STEP 5: Click the needed department.

STEP 6: Click the **Section** drop-down arrow.

STEP 7: Click the appropriate section as needed.

NOTE: You will not need to set a subsection.

STEP 8: Document the Date range by clicking and typing in the information within the fields or by using the Calendar arrow icon to open a calendar.

STEP 9: Click the **Apply date range to** drop-down arrow.

STEP 10: Click the appropriate option.

STEP 11: Click the **Case status** drop-down arrow.

STEP 12: Click the appropriate option.

NOTE: All Cases is the widest search.

STEP 13: Click the **Sort by** drop-down arrow.

STEP 14: Click the appropriate option.

NOTE: If you are printing the report:

- Click the Printer drop-down arrow.
- Select the needed printer.

STEP 15: Click **OK**.

Create a Summary by Radiologist Audit Report

Note that results will not display until results are final.

➢ **From the Home screen:**

STEP 1: Click the **Mammography Audit Report** icon within the AppBar.

STEP 2: Click **Summary by Radiologist** from the Available Reports field.

STEP 3: Click the name of the Institution using the scroll bar as needed for additional options.

STEP 4: Click the **Department** drop-down arrow.

STEP 5: Click the needed department.

STEP 6: Click the **Section** drop-down arrow.

STEP 7: Click the appropriate section as needed.

NOTE: You will not need to set a subsection.

STEP 8: Document the Date range by clicking and typing in the information within the fields or by using the Calendar arrow icon to open a calendar.

STEP 9: Click the radio button for either the cumulative or individual report.

NOTE: If running an individual report:

- Click the radiologist name drop-down arrow.
- Choose the name needed.

STEP 10: Click the **Printer** drop-down arrow and select needed printer if you are printing the report.

STEP 11: Click OK.

Create a Reports by Patient Age Group Audit Report

Note that results will not display until results are final.

- **From the Home screen:**

STEP 1: Click the **Mammography Audit Report** icon within the AppBar.

STEP 2: Click **Reports by Patient Age Group** from the Available Reports field.

STEP 3: Click the name of the Institution using the scroll bar as needed for additional options.

STEP 4: Click the **Department** drop-down arrow.

STEP 5: Click the needed department.

STEP 6: Click the **Section** drop-down arrow.

STEP 7: Click the appropriate section as needed.

NOTE: You will not need to set a subsection.

STEP 8: Document the Date range by clicking and typing in the information within the fields or by using the Calendar arrow icon to open a calendar.

STEP 9: Click the appropriate radio button for Assessment or Recommendation.

NOTE: Assessments separates information by patient age range within each assessment selection.

STEP 10: Click the **Printer** drop-down arrow and select needed printer if you are printing the report.

STEP 11: Click **OK**.

Create an Outcome Summary Audit Report

Note that results will not display until results are final.

- **From the Home screen:**

STEP 1: Click the **Mammography Audit Report** icon within the AppBar.

STEP 2: Click **Outcome Summary Report** from the Available Reports field.

STEP 3: Click the name of the Institution using the scroll bar as needed for additional options.

STEP 4: Click the **Department** drop-down arrow.

STEP 5: Click the needed department.

STEP 6: Click the **Section** drop-down arrow.

STEP 7: Click the appropriate section as needed.

NOTE: **You will not need to set a subsection.**

STEP 8: Document the Date range by clicking and typing in the information within the fields or by using the Calendar arrow icon to open a calendar.

STEP 9: Click the **Printer** drop-down arrow and select needed printer if you are printing the report.

STEP 10: Click OK.

Create a Basic Clinical Relevant Audit Report

- **From the Home screen:**

STEP 1: Click the **Mammography Audit Report** icon within the AppBar.

STEP 2: Click **Outcome Summary Report** from the Available Reports field.

STEP 3: Click the name of the Institution using the scroll bar as needed for additional options.

STEP 4: Click the **Department** drop-down arrow.

STEP 5: Click the needed department.

STEP 6: Click the **Section** drop-down arrow.

STEP 7: Click the appropriate section as needed.

NOTE: **You will not need to set a subsection.**

STEP 8: Document the Date range by clicking and typing in the information within the fields or by using the Calendar arrow icon to open a calendar.

STEP 9: Click the **Diagnostic** or **Screening cases** radio button based on what is needed.

STEP 10: Click the radio button for either the cumulative or individual radiologist report.

NOTE: **If running an individual report:**

- Click the radiologist name drop-down arrow.
- Choose the name needed.

STEP 11: Click the **Printer** drop-down arrow and select needed printer if you are printing the report.

STEP 12: Click **OK**.