
This Quick Reference Guide (QRG) provides a review of RadNet

Introduction to RadNet

RadNet makes it easy to manage radiology patients by streamlining documentation, entering orders, and managing workflow duties.

Navigate the AppBar

➤ **From your storefront:**



STEP 1: Click the AppBar icon. The Cerner Millennium log on screen displays.

STEP 2: Enter your username and password; then click OK. The AppBar opens.

STEP 3: Click the AppBar to add applications that will display on the AppBar. The Customize Cerner AppBar window opens to the Options tab.

STEP 4: Click Customize.

NOTE: It is best practice to leave the three check boxes that are selected by default.

STEP 5: Click the **Buttons** tab to access the Cerner application icons.

STEP 6: Select or clear the appropriate check boxes to include or remove them from the AppBar.

STEP 7: Click the Product header to sort by application.

NOTE: Once you select an application, the icon displays to the left of the application name. This is the same image that will display as a button on your AppBar.



STEP 8: Scroll down to see additional applications; select or clear the appropriate check boxes.

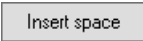
STEP 9: Click OK to save your selections. You return to the AppBar, and the selected applications display as icons.

NOTE: Notice the Always On Top, Float, and Large Buttons options:

- If you select Always on top, the AppBar will not allow another window to display on top of it. You can still move the AppBar around, but it will always display on top of other screens.
- Selecting Float allows you to move the AppBar around on your screen.
- Selecting Large Buttons allows you to display larger buttons when viewing the AppBar.

STEP 10: Click the Buttons tab.

STEP 11: Move an application by clicking its name (not its check box); then click the  Up and  Down arrows to the right to move one item at a time.

STEP 12: Separate items with a space by clicking the application; then click .

NOTE: The space will be inserted above the application that you selected.


STEP 13: Move the space down by clicking Space; then click the Move Down arrow.


STEP 14: Remove a space by clicking it; then click the Delete space icon.

STEP 15: Click OK to save your customizations.

Tailor the Worklist

➤ From the Cerner AppBar:

STEP 1: Click the  Online Work List icon to access your work list.

STEP 2: Click the  Filter icon to set your site and modality. The Exam Filters window displays with all sites listed.

NOTE: You perform the process of filtering your screen only once unless something changes with your role or responsibilities.

STEP 3: Collapse the locations that you don't need.

STEP 4: Expand the location where you are working.

STEP 5: Expand the specific locations; then select the appropriate check box. The rooms are auto selected for you.

STEP 6: Click the Plus field in the Date/Time panel to set the information to the 24-hour time frame, which is best practice; then type 24.

STEP 7: Click the Minus field; then type 24.

NOTE: The option to only show today's items is a filter you can set using the provided check box. However, it is not recommended as items can easily be missed.

STEP 8: Click Date to set a specific date to filter for. The field turns yellow to indicate that it's mandatory.

STEP 9: Click the Calendar down arrow to open a calendar; then select the date.



NOTE: You can use the smaller Up and Down arrows to adjust one day at a time.

STEP 10: Click Between to filter for a date range. The Between and And fields turn yellow to indicate that they're mandatory.

STEP 11: Click the current date and time; then click OK. Patients will display in the work list.

STEP 12: Click View in the menu.

STEP 13: Click the Customize right arrow; then click Exam List. The Customize Exam List window displays, and column headers that are checked are visible.

STEP 14: Click a header title to move its location; then click the  or  buttons to move the column to the preferred position.

STEP 15: Repeat the previous step until you have all columns repositioned; then click OK. The work list now displays in customized order.

STEP 16: Click and drag to make a column larger or smaller.

[207-973-7728](tel:207-973-7728) or [1-888-827-7728](tel:1-888-827-7728).