

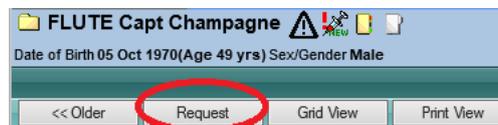
Electronic Medical Imaging Requests

Ordering a Medical Imaging Examination using WebPAS

1. Login to WebPAS (icon can be found on the desktop of all Cabrini PCs)
2. Find patient using either ward list, PMI search with a valid visit.
3. Click on clinical results tab or click on the Small Needle symbol next to patient name.



4. Click on the Request tab.



5. Follow the steps below to complete a Medical Imaging request:

- A. Select search in the Investigation search pane and either:

Request by modality and body region

Type in the imaging modality abbreviation:

- i) XR = xray
- ii) US = Ultrasound
- iii) CT = Computerised tomography
- iv) MR = Magnetic resonance imaging
- v) NM = Nuclear med

Followed by a body region
E.g. chest, abdo, brain

Investigation Search	
Search	▼
xr chest	
X-Ray Chest	Radiology
X-Ray Chest and Abdomen	Radiology
X-Ray Chest and Ribs of Both Sides	Radiology
X-Ray Chest and Left Ribs	Radiology
X-Ray Chest and Right Ribs	Radiology
X-Ray Chest and Sternum	Radiology

Alternatively:

Request by clinical problem

Just type in the pathology you are investigating e.g. stroke, DVT

If there are common clinical problems that are not included in the search function or you have 'favourites' you would like added, feel free to call or email the PACS Coordinator in Medical Imaging to have them added and linked to modality and body region.

Investigation Search	
Search	▼
stroke	
CT Brain Perfusion Study (Stroke)	Radiology
MRI Head - Stroke	Radiology
MRI Head and Neck Vessels - Stroke	Radiology

- B. Enter your current phone number, e.g. mobile or DECT phone.
- C. Enter the clinical notes. Give as much detail as you can. If you can't find the exact exam you want, be sure to include exactly what you want in the free text Clinical Notes section.
- D. Select printer as "eRadiology Order" – for not printing referral. Referral can be downloaded & printed from PAS at a later time if this is selected.
- E. Select ORDER.

The screenshot shows the 'Diagnostic Service Request' form. Red arrows point to the following elements:

- A:** Investigation Search dropdown menu.
- B:** Xray/CTPA selection dropdown.
- C:** CT Pulmonary Angio selection dropdown.
- D:** Doctors Contact Number field.
- E:** Clinical Notes text area.
- F:** Form Printer dropdown menu.
- G:** Order button.

6. Re-authentication required – Password validation box will be appeared prefilled with the User ID of the user logged in to WebPAS. If you have logged in using your own credentials, simply re-enter your password and click ok. If a different user is logged in, you can edit the user ID and then enter your password. WebPAS will only allow a doctor with a valid provider number to submit a radiology order.

The 'Password Validation' dialog box shows the following fields:

- User Id: 162974
- Password: [Redacted]
- Buttons: Ok, Cancel

7. Order will be sent directly to the radiology appointment system and appear under the clinical results section for the patient.

Date & Time	Result	Lab	Diagnostic Group	Status	Read
16 Jun 2020 at 16:30	CT Angiography - Chest/Abdomen/Upper lim	Radiology	Radiograph	Scheduled	
16 Jun 2020 at 15:45	MRI Spine - Sacralca (1Reg/2 Cont)	Radiology	Radiograph	Scheduled	

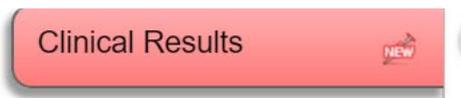
8. When the examination has been completed and reported, the images and reports will be available under the clinical results tab and the status of the examination will display as "Final"

Note: Please follow the current process of ordering Pathology & Radiology separately. In the event of accidentally ordering pathology & radiology requests together – please discard the PDF print copy securely.

Ordering a Medical Imaging Examination using Clinical Viewer

Note: Clinical Viewer can be accessed on Laptop/PC, Windows /Android tablets, I-PAD, I-Phone (Preferred Browser: Google Chrome or Safari)

1. Login to <https://clinicalviewer.cabrini.com.au/>
2. Find patient using either ward list, PMI search or history
3. Please select Clinical results tab in the patient demographics screen



4. In Medical Records View – Click on the request tab



5. Follow the steps below to complete a Medical Imaging request:

- A. Select search in the Investigation search pane and either:

Request by modality and body region

Type in the imaging modality abbreviation:

- vi) XR = xray
- vii) US = Ultrasound
- viii) CT = Computerised tomography
- ix) MR = Magnetic resonance imaging
- x) NM = Nuclear med

Followed by a body region
E.g. chest, abdo, brain

A screenshot of a software interface showing an "Investigation Search" pane. At the top, there is a search box with a dropdown arrow and the text "Search". Below the search box, the text "xr chest" is entered. Below the search box, there is a list of search results. Each result consists of a small icon, a text label, and the word "Radiology" on the right. The results are: "X-Ray Chest", "X-Ray Chest and Abdomen", "X-Ray Chest and Ribs of Both Sides", "X-Ray Chest and Left Ribs", "X-Ray Chest and Right Ribs", and "X-Ray Chest and Sternum".

Alternatively:

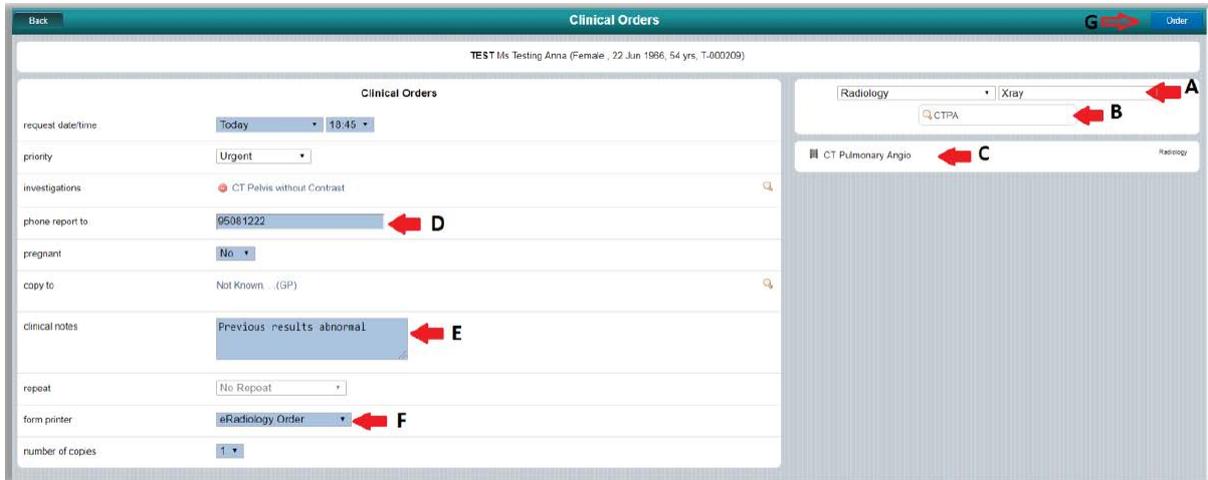
Request by clinical problem

Just type in the pathology you are investigating e.g. stroke, DVT

If there are common clinical problems that are not included in the search function or you have 'favourites' you would like added, feel free to call or email the PACS Coordinator in Medical Imaging to have them added and linked to modality and body region.

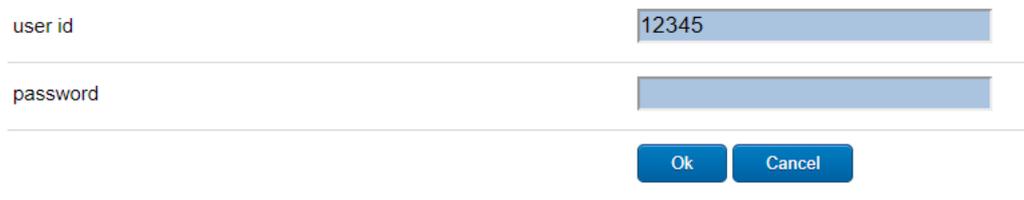
A screenshot of a software interface showing an "Investigation Search" pane. At the top, there is a search box with a dropdown arrow and the text "Search". Below the search box, the text "stroke" is entered. Below the search box, there is a list of search results. Each result consists of a small icon, a text label, and the word "Radiology" on the right. The results are: "CT Brain Perfusion Study (Stroke)", "MRI Head - Stroke", and "MRI Head and Neck Vessels - Stroke".

- B. Enter your current phone number, e.g. mobile or DECT phone.
- C. Enter the clinical notes. Give as much detail as you can. If you can't find the exact exam you want, be sure to include exactly what you want in the free text Clinical Notes section.
- D. Select printer as "eRadiology Order" – for not printing referral. Referral can be downloaded & printed from PAS at a later time if this is selected.
- E. Select ORDER.



The screenshot shows the 'Clinical Orders' form for a patient named 'TEST Ms Testing Anna'. The form includes fields for request date/time, priority, investigations, phone report to, pregnant status, copy to, clinical notes, repeat status, form printer, and number of copies. Red arrows labeled A through F point to the following elements: A (Radiology dropdown), B (CTPA search field), C (CT Pulmonary Angio selection), D (phone report to field), E (clinical notes field), and F (form printer dropdown set to 'eRadiology Order').

6. Re-authentication required – Password validation box will be appeared prefilled with the User ID of the user logged in to Clinical Viewer. If you have logged in using your own credentials, simply re-enter your password and click ok. If a different user is logged in, you can edit the user ID and then enter your password. The Clinical Viewer will only allow a doctor with a valid provider number to submit a radiology order.



The screenshot shows a password validation dialog box. It has a 'user id' field containing '12345' and a 'password' field which is currently empty. Below the fields are two buttons: 'Ok' and 'Cancel'.

7. Order will be sent directly to the radiology appointment system and appear under the medical record view section for the patient.



The screenshot shows the 'Medical Record View' for a patient named 'TEST Capt Bold'. A 'Clinical Results' tab is active, showing a 'CT Angiography - Chest/Abdomen/Upper limb' examination. The status is 'Scheduled' and it was reported '6 minutes ago'. There are 'Grid' and 'Request' buttons on the right side of the record view.

8. When the examination has been completed and reported, the images and reports will be available under the clinical results tab and the status of the examination will display as "Final"

Note: Please follow the current process of ordering Pathology & Radiology separately. In the event of accidentally ordering pathology & radiology requests together – please discard the printed copy of radiology request securely.

Other Tips

- Examinations are listed based on Medicare codes. Some codes are very specific, while others are not. If you can't find the exam you want, be sure to include exactly what you want in the free text Clinical Notes section.
- When requesting a spine MRI, Medicare distinguishes the number of regions scanned rather than which area. Ensure you write in the clinical notes which region/s you require to be scanned. This will reduce the need for a phone call to clarify the request.
- Some MRI brain examinations are listed as "head" rather than "brain". They should come up when you search for either brain or head MRI, but if you are having trouble finding the correct one try searching for "head" instead.
- Registrar referrals for MRI are not rebatable by Medicare – ensure you write the name of the specialist that you are referring on behalf of in the clinical notes.
- CT Chest, Abdomen & Pelvis currently says +/- Neck. The +/- Neck will soon be removed to prevent confusion, for the time being if you would like the neck scanned please request CT neck as well, or write this in the clinical notes.
- Interventional procedures are all available for selection. If you type biopsy, drainage etc they will appear. Choosing CT Chest or CT Abdomen and then writing the procedure in the clinical notes can cause confusion and delays for the patient as they can be incorrectly booked. If the exact procedure is not available, choose the most similar one and ensure your clinical notes explain what is required.
- Good clinical notes are key to getting the exam you need to answer the clinical question! The more, the better!

Please contact PACS if you have any feedback, questions or requests for improvement.

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Erin Pike (PACS Coordinator)—epike@cabrini.com.au
Phone—9508 1338 (Monday–Friday, 8.30am–4.30pm)

If you are having trouble logging in or your login doesn't allow you to order radiology, please contact the IT Service Desk.

Email—servicedesk@cabrini.technology
Phone—9508 1010