TECHNOLOGIST WORKFLOW FOR FREELAND SYSTEMS

START

Login to the PACS System AccessPoint Cloud.

https://apc.freelandsystems.net

Select Patient Record.

Is the information complete & correct?

Yes

Left click on the patient record and select **Open Study**.

Click the **Report** Button located towards the top right corner.

Select the desired report template from the available options. Click **Create**.

Notice the top left toolbar above the images where you can **Navigate the Clips, Navigate the Images, Display 4-Up View** (black box), **Heads Up Display** (HUD). You can also adjust **Zoom, Bright/Contrast,** and **Measure** here.

Notice the tabs at the top on the right: **Demographics, Measurements, Wall Motion, Observations, Screen Shots, Free Graphics, Captured Measurements, File Attachments**.

Go through the **Demographics** tab and verify info - fill out what is needed.

Click the **Measurements** tab to view data sent from the machine.

You can add measurements 2 ways: **Free-text** directly into the text field (click **Save** after). Or click the **measurement name itself** (not the text field) to perform an offline measurement by clicking the mouse to start the measurement on the actual image and click again to end.

Click the **Wall Motion** tab. Select **Motion, Severity,** and **Score Individual Segments**.

Under the **Observations** tab, click in the field next to the section you want to report on. This will open a dropdown menu with standard phrases.

Choose a **Standard Phrase** from the dropdown or start typing so the "smart suggestions" appear as you go. You can also **Enter Custom Text** by clicking in the white text field for a custom statement. Hit **Enter** or click the **+ icon** to add it. Select the **Normal** button and the normal phrases will populate on each field. Click the **... icon** to add the phrase to the **Conclusions**. Use the **trash can icon** to **delete** phrases.

Do you need to include a diagram?

No

Yes

If you have a **Diagram** for your report, it will be found under this tab (i.e. - a carotid ultrasound). Here you can use drawing tools or add text.

Add **Screen Shots, Free Graphics, Captured Measurements,** and **File Attachments** as needed.

Once the report is complete, click **Save**.

Warning: **Clicking Save will not finalize the report as Prepared or Signed**. Additional steps are required to complete and finalize the report.

Click **Review** to begin the final review process.

The **Finalized Action** will be set to **Prepared.**

When the report is complete, click **Finalize**.

The report will close, and you'll be returned to the **Patient List** screen.

FINISH

Important to Note:

- When a user opens a report template, it is automatically **locked for editing.**
- This prevents multiple users from editing the same report at the same time.
- A message stating "**Report being edited by [User]**" will appear on the **Patient List** screen or the **Report Selection** page.

- There are two options to close the report. You can click **Cancel Report** > click **Cancel Changes** > then select **Delete Report**. **This will discared all changes made during the editing session!**
- The other option is to **Review and Finalize.** Click **Review** > then select **Finalize**. **This will save all changes and lock the report as complete.**

MAKE SURE YOU ARE NOT IN THE REPORT IF YOU ARE NOT WORKING ON IT!

Key: Start/Finish · Next Step · Additional Info · Question/Review · Observing Point