

### How do I display the Referring Provider Worklist?

- 1 On the vertical toolbar, click **Worklist**.
- 2 On the horizontal toolbar, click **Referring**.

### How do I read a diagnostic report and view images?

- 1 On the worklist, select an exam by clicking a patient's name.  
The diagnostic report, exam notes, and information for a related prior exam appear in the right frame.
- 2 To view images associated with the exam, click  next to the exam.
- 3 Click **View Images**.  
The viewer window appears.  
**Note:** For information about displaying and manipulating images, access the online Help for your image viewing application.

### How do I print a diagnostic report?

- 1 On the worklist, select an exam by clicking a patient's name.  
The diagnostic report appears in the Clinical Exam Notes frame on the right.
- 2 Click **Print**.
- 3 On the Print window, enter printing information as appropriate.
- 4 Click **OK**.

### How do I view exam audit information?

- 1 On the worklist, select an exam by clicking a patient's name.
- 2 Click **audit**.  
The Exam Audit Trail window appears.
- 3 Click **ok** to close the Exam Audit Trail window.

### How do I read reports and view images from prior exams?

- 1 On the worklist, select the patient by clicking their name.
- 2 Click **pt exam list**.
- 3 In the patient exam list, select an exam by clicking the patient's name in the corresponding row.
- 4 Do one of the following:
  - To view images, click  next to the exam whose images you want to view, then click **View Images**.
  - To return to the Referring Provider Worklist, click **worklist**.

### How do I remove an exam from my worklist?

- 1 On the worklist, click the name of a patient whose exam you want to remove.
- 2 Click **done**.

### How do I view clinical exam notes?

- On the worklist, select an exam by clicking a patient's name.

### How do I find a patient or exam?

- 1 On the worklist, click **find pt/exam**.
- 2 On the Find Patient or Exam window, identify the patient or exam you are trying to access.
- 3 Click **search**.
- 4 On the Search Results list, click  next to the patient you want to view.
- 5 In the patient exam list, click the patient's name in the row that shows the exam you want to view.
- 6 To view images, click  next to the exam whose images you want to view, then click **View Images**.
- 7 To return to the Referring Provider Worklist, click **worklist**.

### How do I view a list of scheduled exams for my patients?

- On the worklist, click **scheduled**.



## Imagecast Imaging Suite Version 10.3.7—Referring Provider Worklist (Side 2)

### How do I view another provider's worklist?

- 1 On the worklist, click **custom** to open the Create Custom Worklist window.
- 2 Enter a provider's name in the **Provider** field.
- 3 In the **Date From** and **Date To** fields, enter a range of exam completion dates.
- 4 Click **ok**.

### How do I refresh the Referring Provider Worklist?

- On the worklist, click **refresh**.

### How do I filter the Referring Provider Worklist

- 1 In the **Additional Search By** field, click  and select a data type.
- 2 Enter your search criteria in the text field to the right.  
For example, if **Last Name** is selected in the **Additional Search By** field, you can enter **Smith, John** in the text field to limit the search to patients on your worklist whose name is John Smith.
- 3 Click **refresh**.



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For more information about the Imagecast Imaging Suite, refer to the online Help.