Daily PACS Duties

* Reserve RMO studies in the *Not Ready* list.
* Validate and complete RMO studies on the *Ready* list. Contact Stephanie/Carolyn at the CBO if outside studies, paperwork, etc. is needed to dictate. 303-336-2184
* If RMO study is on *Ready* list but without images the day after it was performed, contact Stephanie/Carolyn at the CBO and request. 303-336-2184
* Check *Not Ready* list for studies from previous day that haven’t been completed but have images. Contact the appropriate facility and request the study be finalized. If the submitting facility has previously finalized the study in their RIS, finalize it in the AOG. Place any Health Images mammograms or breast MRI’s in ZE status so they won’t show up on the *Ready* list.
* Check *Ready* list for studies from previous day that don’t have images. This primarily occurs with CWI and Health Images. Some will be double/triple studies (US OB and transvaginal, for example). Validate errored studies or contact facility and request images/paperwork.
* Link double/triple studies in PS360 after dictation.
* Check for Front Range Occupational Medicine studies on the *Ready* list. These occur in the Health Images org and can be seen with a “FROM” prefix in the accession number. Consult the Front Range Occupational Medicine Studies instruction sheet for any questions regarding the workflow.
* Rock Springs (org R) fluoro studies appear on both the *Not* *Ready* and *Ready* lists and should be reserved prior to validating the images associated with them, which appear in AMIMST1. These studies aren’t dictated. After validation, place these studies into ZE status.
* **AMIMST1**-Check for errored studies (name, MRN, accession number, birthdate mis-match, etc.) and correct. Frequently requires follow-up with the tech. Priors may be Overridden into the system provided the MRN is correct.
* **AMIMST2**-Crosscheck for studies aged 1 day or more. These are from Health Images. If reported by a HI radiologist, delete study. If un-reported, contact the facility. If the study isn’t for CIA, delete it. If the study is for CIA, typically the study hasn’t been finalized or is assigned to a specific radiologist. The studies must be finalized and/or assigned to “Unassigned CIA” to appear on the worklist. HI must correct these instances.
* All quality assurance scans can be deleted from AMIMST2. (QA2017, HDH, for example)
* **AMIDEPOT1**-Health Images frequently sends outside priors to this destination with wrong MRN’s. The MRN must be corrected before overriding the study into the system. If not, the study won’t open for comparison.