

## Process for Technologist's entering diagnostic clinical information

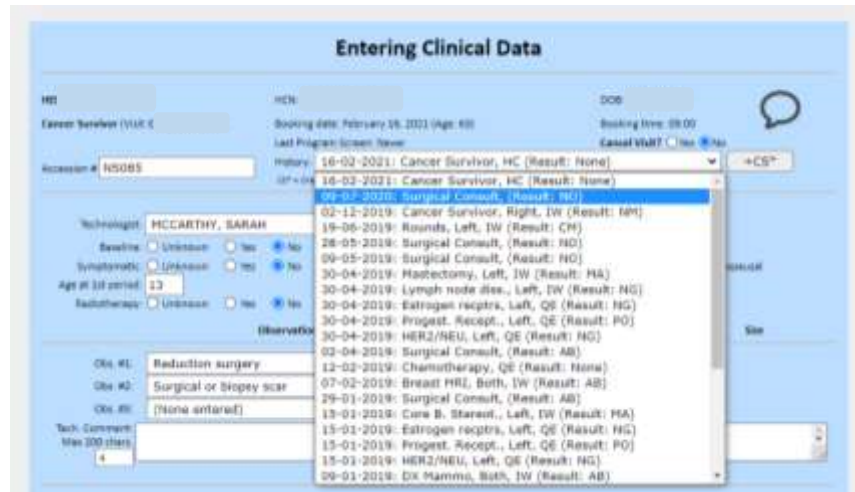
Click on patient's name under "Registered Clients" and then hit "Process".

The screenshot shows a web interface titled "Registered Clients" with the date and time "16-02-2021, 08:05" and location "Halifax Clinic (4 left)". A list of clients is shown with times and initials: 09:00 [SV], 09:00 [PS], 09:00 [PS], and 09:15 [SV]. To the right is a calendar for February 2021 with a red square on the 16th. A blue "Process" button with a checkmark is at the bottom right. Below the main area is a grid of ten icons for various functions: View/Edit Clinical History, View/Edit Registrations, View a Report, Diagnostic Listings, Locate a Booking, Daily Appointments, Patient Telephone Numbers, Billing, MSP Listings, and Booking Calendar.

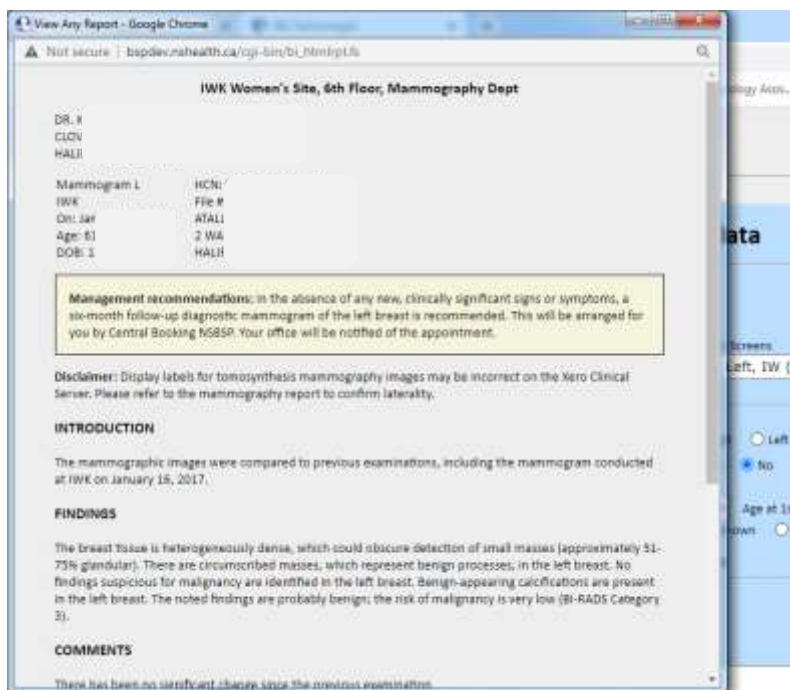
Click on appropriate fields based on patient's history.

The screenshot shows the "Entering Clinical Data" form for a patient named Sarah H. McCarthy. The form includes fields for HPI, HCN, DOB, Career Service, Booking date (February 16, 2021), Booking time (08:00), Last Program Screen (None), and Cancel Visit (Yes/No). The patient's history is listed as "16-02-2021: Cancer Survivor, HC (Result: None)". The form is divided into sections for "Observations", "Breast", "Location", and "Site". The "Observations" section includes fields for Technology (HCCARTHY, SARAH), Baseline (Unknown/Yes/No), Symptoms (Unknown/Yes/No), Age at 1st period (13), and Radiotherapy (Unknown/Yes/No). The "Breast" section includes fields for Breast (Right/Left/Both), Fam. Hist. (Yes/No), Menopausality (Unknown/Post-menopausal/Pre-menopausal), # pregnancies (0), and Hormone Therapy (Unknown/Yes/No). The "Location" section includes fields for Obs. #1 (Reduction surgery), Obs. #2 (Surgical or biopsy scar), and Obs. #3 (None entered). The "Site" section includes fields for Breast (Right), Location (Diffuse), and Site. The form also includes a "Text Comment" field (Max 300 chars) and a "Form Completion" section with fields for Observation (None), Breast Side (Right), Degree of Suspicion (BRADS1: Normal), and Impression (Normal). A "Return" button is at the bottom left and a "Save" button is at the bottom right.

By clicking on the “History” drop down list you can view any previous report if the site reports in BIS.



This can be useful in determining what was previously recommended for a patient.



To view the different observations you can select from, click on the “Obs.” Drop down menu.

\* Please note if you are indicating there is a PFNS (palpable finding not seen) select the “Palpable lump/dominant mass” observation. Do not only write this in the tech comment as this has implications about how the case will be reported and followed.

The image shows a screenshot of a clinical data form titled "Clinical Data". A dropdown menu is open, listing various observations such as "Asymmetry in breast size (no surgery)", "Axillary nodes present", "Bloody or serous nipple discharge", "Clinical findings", "Congenital retracted nipple", "Diffuse nodularity", "Dimpled skin", "Edema", "Large skin sore/abnormality", "Multiple small moles", "No palpable felt by patient", "No palpable felt by technologist", "Non-bloody discharge", "Non-recent retracted nipple", "Palpable lump / dominant mass", "Pain of orange", "Please see tech comments", "Radiation burn", "Recent retracted nipple", and "Radiation surgery". The "Palpable lump / dominant mass" option is highlighted in blue. The form also includes fields for "Exam Completed", "File Observations", "Breast Side", "Degree of Suspicion", and "Impression".

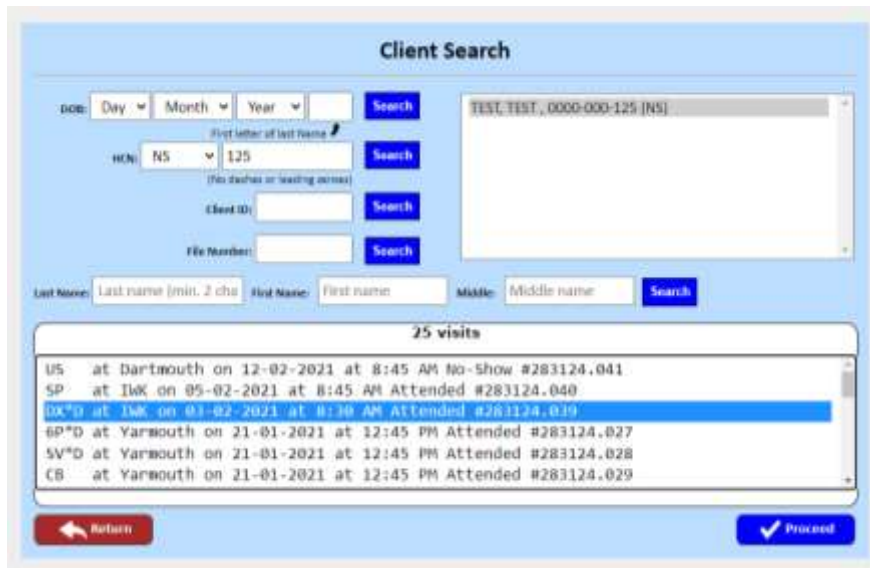
Make sure to either make a selection from the “Obs.” Field or select “No observations”. Otherwise the patient will remain on the list as pending.

The image shows a screenshot of a "Registered Clients" list. The list is titled "Registered Clients" and shows a date and time of "16-02-2021, 09:15" and a location of "Halifax: Clinic (3 left)". The list contains three entries: "09:00 [PS] STEWART,", "09:00 [SV: 8] ATALLA", and "09:15 [SV: 8] ATALLA". The entry "09:15 [SV: 8] ATALLA" is highlighted with a red box. To the right of the list is a calendar for February 2021, showing the current date as the 16th. Below the calendar is a blue button with a checkmark and the text "Process". At the bottom of the screen, there is a note: "\*Exam completion must be entered".

The “View/Edit Clinical History” allows you to revise any selections in a patient’s clinical history.



To view or edit a patient’s clinical history search for the patient and then select the appropriate visit from the list and click on “Proceed”.



Your background will turn pink to differentiate it from the initial clinical entry. Make appropriate changes to the patient’s history and then click on “Update”.

**View/Edit Clinical History**

TEST TEST  
 Diagnostic Mamm (Visit ID 281124 039)  
 Accession # NS085

HCV: 0000-000-123 (N0)  
 Booking date: February 3, 2021 (Age: 61)  
 Last Program Screen: September 4, 2020, Halifax Clinic Screens  
 History: 05-02-2021: Specmn radiograph, Both, IW (Result: NC) +CS\*

DOB: January 2, 1960  
 Booking time: 08:30  
 Casual Visit?  Yes  No

Technologist: MCCARTHY, SARAH  
 Breast:  Right  Left  Both  
 Baseline:  Unknown  Yes  No  
 Fam. Hist:  Yes  No  
 Symptoms:  Unknown  Yes  No  
 Radiotherapy:  Unknown  Yes  No

Observation: No observation  
 Breast: Location: Size:

Exam Completion:  
 Film Observations: Breast Side: Degree of Suspicion: Impression:  
 None Unknown None entered (None entered)

Return Update

The “View/Edit Registrations” allows a user to change the type of diagnostic procedure a patient is booked for or to cancel a registration on a patient.

\* Please note you can’t change a screening patient from a screen to a diagnostic. This can only be done by Central Booking.

**Registered Clients**  
 16-02-2021, 08:18 Halifax Clinic (3 left)

09:00 [PS] ST  
 09:00 [PS] MI  
 \*09:15 [SV-B]

Feb 2021

Process

\*Exam completion must be entered.

View/Edit Clinical History  
 View/Edit Registrations  
 View a Report  
 Diagnostic Listings  
 Locate a Booking  
 Daily Appointments  
 Patient Telephone Numbers  
 Billing  
 BSP Listings  
 Booking Calendar

Search for patient and select appropriate Visit from the list then click on “Proceed”.

Client Search

DOB: Day Month Year Search

HCL: NS Search

Class ID: Search

File Number: Search

Last Name: Last name (abbr. 2 char) First name Middle Middle name Search

First letter of last name

TEST,TEST, 0000-000-125 (NS)

25 visits

- US at Dartmouth on 12-02-2021 at 8:45 AM No-Show #283124.041
- SP at IuK on 05-02-2021 at 8:45 AM Attended #283124.040
- DX\*D at IuK on 03-02-2021 at 8:30 AM Attended #283124.039
- 6P\*D at Yarmouth on 21-01-2021 at 12:45 PM Attended #283124.027
- SV\*D at Yarmouth on 21-01-2021 at 12:45 PM Attended #283124.028
- CB at Yarmouth on 21-01-2021 at 12:45 PM Attended #283124.029

Return Proceed

To change the procedure type click on the “Procedure” drop down list and select the appropriate procedure type then click on “Update”.

View/Edit Registration

Last name: TEST First & Middle: TEST Middle name

Previous name:

Procedure: 5-tns, post-core biopsy mammogram

Sex:  Female  Male

Site: DGH Ultrasounds

Cancel Visit?  Yes  No

Booking Time: 08:45

Alternate HCL: Other 0000000000

Work phone: 902 - Ext.

File #: 1234546

Address: TEST

Mail Preference: Standard Post

City, Prov.: TEST NS

Postal code: B2G 3L7

Referring phys.: Search MACDONALD, CARLA - DARTMOUTH NS (WOODLAWN MEDICAL CLINIC 92 MAEN ST)

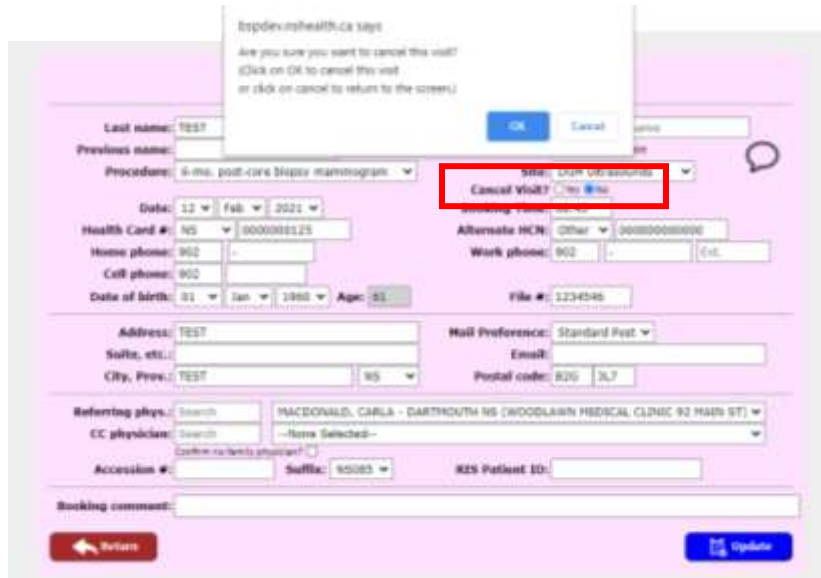
CC physician: Search -None Selected-

Accession #: Suffix: NS085 RIS Patient ID:

Booking comment:

Return Update

To cancel a registration click on “Cancel Visit”, confirm this by selecting “Ok” in the pop-up box.



Both screening and diagnostic reports can be viewed under “View a Report”.

\* Please note you will only be able view a diagnostic report if the site reports in BIS.



Search for the patient, select the appropriate Visit and then click on "Proceed".

Technologist Halifax: Clinic MCCARTHY SARAH

### View a Report

DOB: Day Month Year Search

WOB: NS 125 Search

Client ID: Search

File Number: Search

TEST, TEST, 0000-000-125 (NS)

Last Name: Last name (min. 2 char) First Name: First name Middle: Middle name Search

#### 24 visits

- SP at IWK on 05-02-2021 at 8:45 AM Attended #283124.040
- DX\*D at IWK on 03-02-2021 at 8:30 AM Attended #283124.030**
- GP\*D at Yarmouth on 21-01-2021 at 12:45 PM Attended #283124.027
- SV\*D at Yarmouth on 21-01-2021 at 12:45 PM Attended #283124.028
- CB at Yarmouth on 21-01-2021 at 12:45 PM Attended #283124.029
- CU at Yarmouth on 21-01-2021 at 12:45 PM Attended #283124.030

Return Proceed

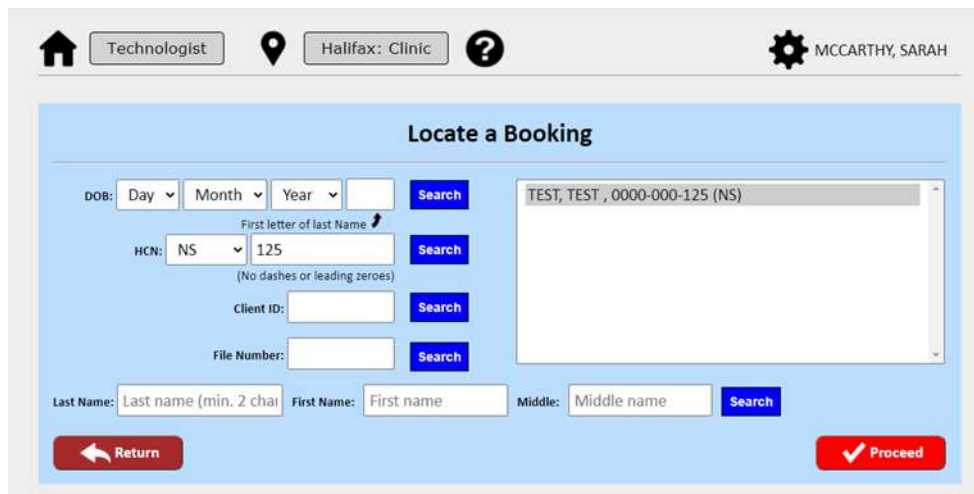




“Locate a Booking” will show users any appointments the patient has had or is booked for.



Search for the patient and click “Proceed”.



Use the scrollbar to view appointments.

### Locate a Booking

**HIN:** 0000-000-125 (NS)      **TEST, TEST** (Deceased 03-09-2020)      **DOB:** 01-01-1960  
**Address:** TEST, TEST, NS      **Home Tel:** (Unknown)      **Call:** (Unknown)      **Work:** (Unknown)

PSF Procedure	Location	Date	Time	Shown	Recommendation	Purged
Diag. Br.U/S	DGH Ultrasonids	11-02-2021	0:45 AM	No		
Specim. radiograph	IWK Core Biopsies	09-02-2021	0:45 AM	Yes		
DK Mammogram	IWK Diagnostics	03-02-2021	0:30 AM	Yes		
DK Mammogram	Yarmouth Diagnostic Mammos	21-01-2021	12:45 PM	Yes		
EB w/FAL Stereo	Yarmouth Core Biopsies	21-01-2021	12:45 PM	Yes		
Pre-up mammogram	Yarmouth Diagnostic Mammos	21-01-2021	12:45 PM	Yes		
Implant Calc	Yarmouth Diagnostic Mammos	21-01-2021	12:45 PM	Yes		
Helig. Screen	Yarmouth Diagnostic Mammos	21-01-2021	12:45 PM	Yes		
Work-up Br.U/S	Yarmouth Work-up Ultrasonids	21-01-2021	12:45 PM	Yes		
Work-up mammogram	Yarmouth Work-up Mammos	21-01-2021	12:45 PM	Yes		
Imo post-c mammogram	Yarmouth B-ero. post cores	21-01-2021	12:45 PM	Yes		
Cancer Survivor	Yarmouth Diagnostic Mammos	21-01-2021	12:45 PM	Yes		
Core B. Stereot.	Yarmouth Core Biopsies	21-01-2021	12:45 PM	Yes		
Core B. U/S-guid	Yarmouth US-guided Biopsies	21-01-2021	12:45 PM	Yes		
Diag. Br.U/S	Yarmouth Ultrasonids	21-01-2021	12:45 PM	Yes		

[Return](#)[Calendar](#)[Purge](#)

The “Daily Appointments” list will show all booked appointments for the day.

### Registered Clients

16-02-2021, 08:25    Halifax: Clinic (3 left)

09:00 [PS] STE  
09:00 [PS] WIL  
\*09:15 [SV-B]

Feb 2021

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30

[Process](#)

\*Exam completion must be entered.

View/Edit Clinical History

View/Edit Registrations

View a Report

Diagnostic Listings

Locate a Booking

Daily Appointments

Patient Telephone Numbers

Billing

BSP Listings

Booking Calendar

You can change the date by using the “Booking Date” drop down menu or by using the “Prev. day” or “Next day” buttons. The site can be change by clicking on the “Sites” drop down list.

### Daily Appointment List

Booking Date: 16 Feb 2021
Prev. Day
Next Day
 Exclude PS
 Exclude MIs

Sites: Hfx Clinic
(None Selected)
(None Selected)
(None Selected)

**Appointment Breakdown**

Hfx Clinic Diagnostics: 19 booked      As of: 08:26, Feb 16, 2021  
 Hfx Clinic Screens: 34 booked      Total Booked: 53  
 No-Shows: 0

Time	Proc	Last PS	Lat	HC#	Name	DOB	Status	Tech	File #	Comment
09:00	PS	Never					Registered			HRT
09:00	PS	2020 #11 HC*X					Registered			
09:00	SV*D	Never					Examined	MCCARTHY, S		mammo bil. cc. Dr. Bou
09:15	PS	2018 #2 HC*X					Due today			by cell # first
09:15	SV*D	2019 #8 HC*X					Examined	MCCARTHY, S		SV mammo bilat cc. Dr. J
09:30	PS	2020 #7 HC*X					Due today			
09:30	SV	Never					Due today			SV mammo LT
09:45	PM	Never					Due today			Uni right - 6 mo Sig

Return
 Print all columns
 Physician Names
 Physician Addresses
 RL, HCN
Print
Help