What's New in PowerScribe® 360 | Reporting, Version 2.0

PowerScribe® 360 | Reporting, version 2.0, is the latest version of Nuance's leading speech-recognition reporting solution for radiologists. This latest version gives you more control of your reports with the goal of making the dictation process more accurate and more efficient.

PowerScribe 360 | Reporting 2.0 helps you achieve:

- faster report turnaround times,
- improved editor workflow,
- higher levels of satisfaction for referring providers,
- and enhanced patient care.

Contents

L-3625-003 02/2014

New Features

New Features For Providers

The following new features for providers are explained in greater detail in the remainder of this section.

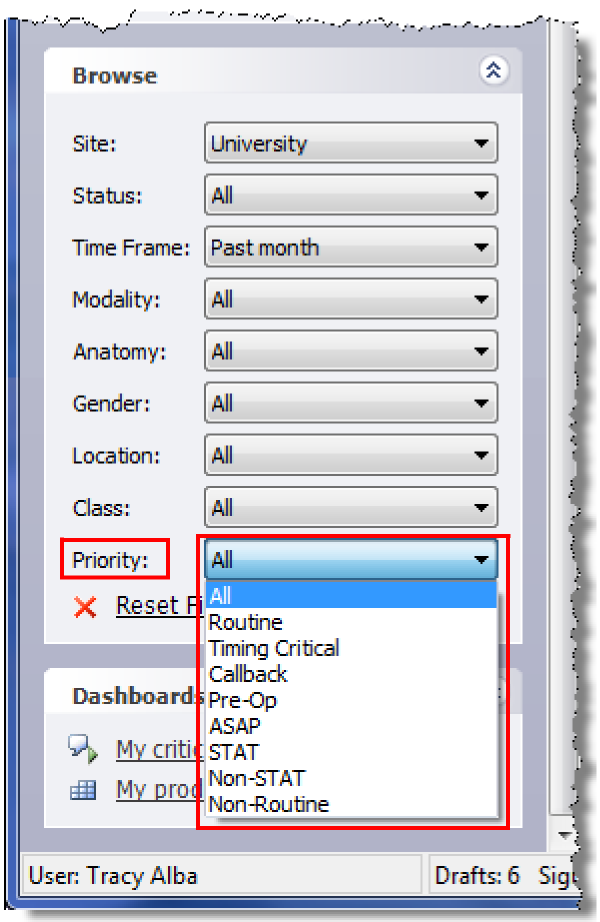
- *Explorer Screen*
- *My Productivity Dashboard*
- *Provider Preferences*
- *Report Editor*
- *AutoText Manager*
- *AutoFormatting*
- *Vocabulary Editor*

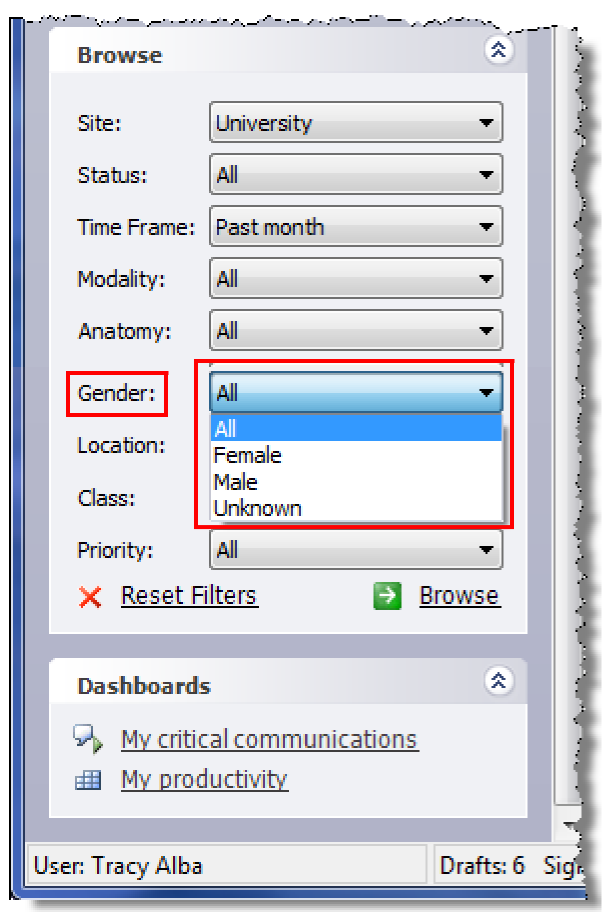
Explorer Screen

Browse by Priority, Browse by Gender

You can now use the priority (for reports that come across the RIS marked as priority) of an order or report to filter your results in the Explorer window. Gender has also been added as a browse filter.

Note: *The list of available browse filters can vary from customer to customer since the selections are made by your system administrator based on your institution's requirements.*





Hot Worklist in Explorer Window

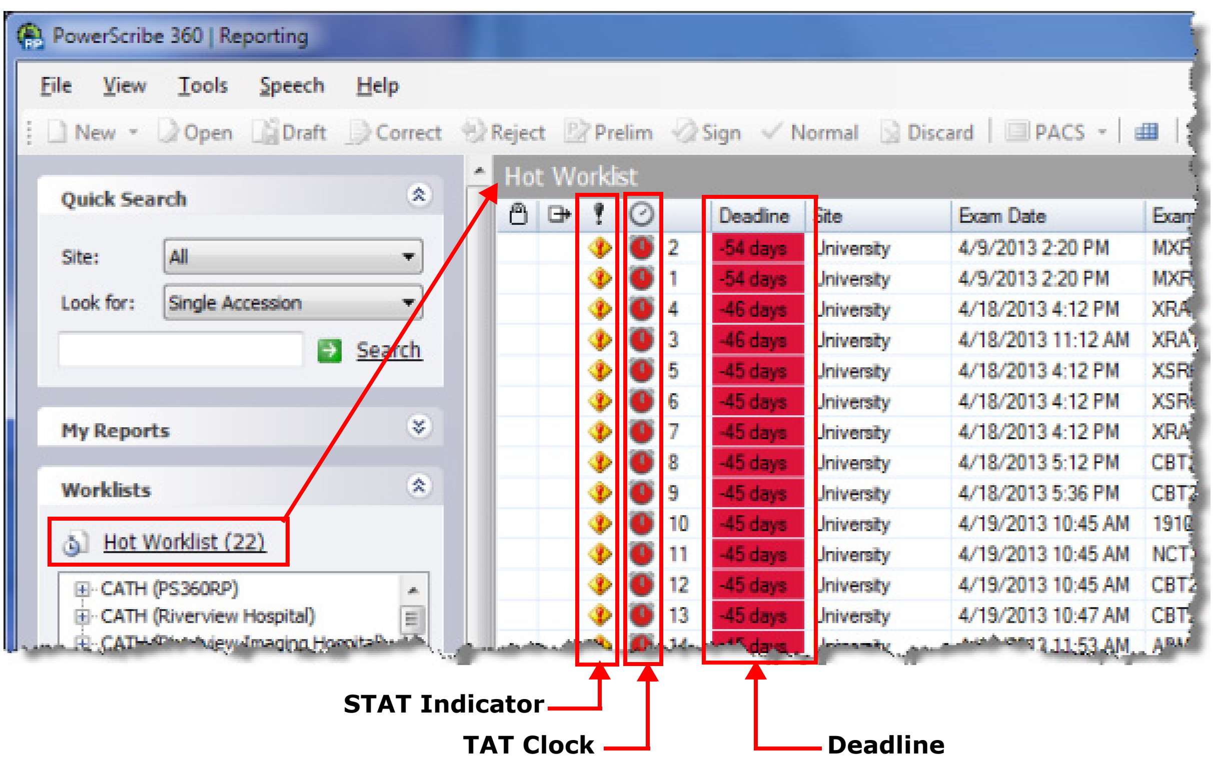
A new link called **Hot Worklist** is now available in the Worklists section of the Explorer window.

Use this worklist to see orders and reports (of either regular or STAT priority) that are approaching, or have exceeded, their standard turnaround time frame. The time frames for these settings are configured by your site administrator based on your organization's specific needs.

You can display your Hot Worklist results by using the voice command **"Hot Worklist"** or by clicking the **Hot Worklist** link (see illustration below).

The results window contains new columns that you can display when you select Hot Worklist:

- **Deadline**: Displays a red block for orders/reports that are approaching or have exceeded their turnaround time deadline. Shows the time remaining until the order/report exceeds its scheduled TAT time (or the amount of time by which the order/report has exceeded its scheduled TAT time).
- **TAT Clock** icon: Same function as the **Deadline** column described above, but requires you to hover your mouse cursor over the clock to see the time data.



New Columns Available in the Explorer Results Window

Several new columns have been added to the Explorer results window, allowing you to see even more information about your orders/reports.

Deadline: Shows reports that are close to or have exceeded their TAT target (see *Hot Worklist in Explorer Window*, beginning on page 4 for more information).

TAT Clock: Same as above, only in an icon format.

Location: Shows where the patient was seen (if your institution's HIS is sending location information).

Patient Class: Shows the type of patient: Inpatient, Outpatient, Emergency, and so on.

Ordering: Shows the name of the provider who ordered the study.

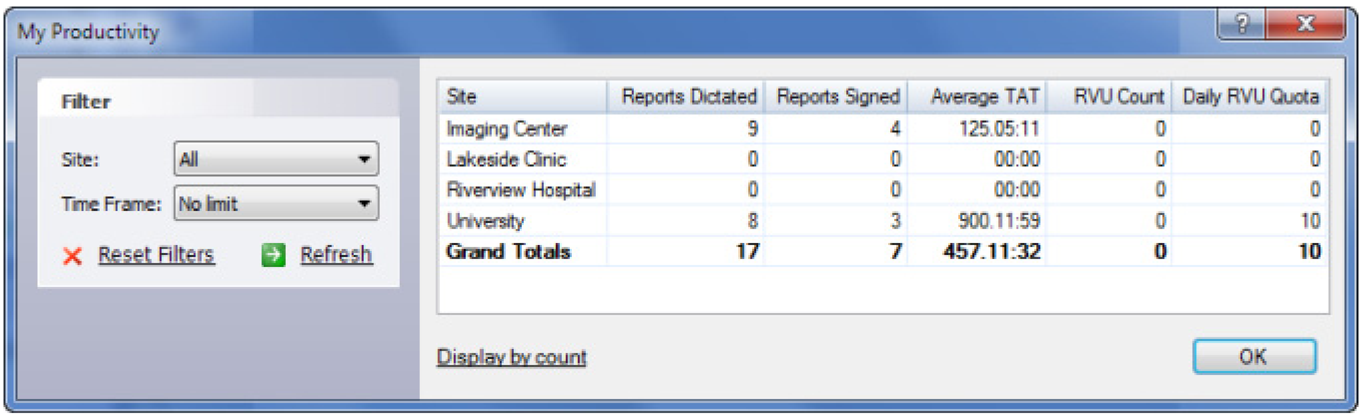
By default these new columns are not displayed. As with all the Explorer columns, you can choose to either show or hide them (right-click any column heading and select **Columns** to manage all of your results columns).

My Productivity Dashboard

A new dashboard called **My Productivity** shows providers information about their orders/reports to help them manage and evaluate their workload.

Use any of the following methods to access the **My Productivity** dashboard:

- Use the My Productivity voice command
- Click **View > My Productivity**
- Click the **My Productivity** link in the **Dashboards** section of the Explorer window (located below your Browse filters).



Site	Reports Dictated	Reports Signed	Average TAT	RVU Count	Daily RVU Quota
Imaging Center	9	4	125.05:11	0	0
Lakeside Clinic	0	0	00:00	0	0
Riverview Hospital	0	0	00:00	0	0
University	8	3	900.11:59	0	10
Grand Totals	**17**	**7**	**457.11:32**	**0**	**10**

Filter your information by site or time frame. The results area shows the following fields:

- **Site**: Name of site (only displayed if you have access to more than one site)
- **Reports Dictated**: Number of reports dictated during the selected time frame
- **Reports Signed: Number of reports signed during the selected time frame**
- **Average TAT**: Time shown in days, hours, and minutes
- **RVU Count**: Relative value unit count (for information on RVUs, see *Editing Procedure Codes*, beginning on page 25 of this document)
- **Daily RVU Quota**: Daily quota of RVUs

Click the **Display by count** link to show the information for each site in a column instead of a row. The link changes to **Display by site**, which you can click to return to the original format.

Provider Preferences

Assign STAT to a Microphone Button

You can now assign the STAT function to your microphone, allowing you to mark a report as STAT by pressing a microphone button. To assign STAT to one of your microphone buttons, click **Tools > Preferences**, then click your microphone (either Dictaphone PowerMic or Philips Speech Mike) and select **STAT** from one of the microphone button drop-down lists.

For Dictaphone PowerMic: Assign STAT to any of the following buttons: Tab Backward; Tab Forward; Transcribe; Enter/Select; Custom Left; Custom Right; or Scan (at the bottom of the microphone)

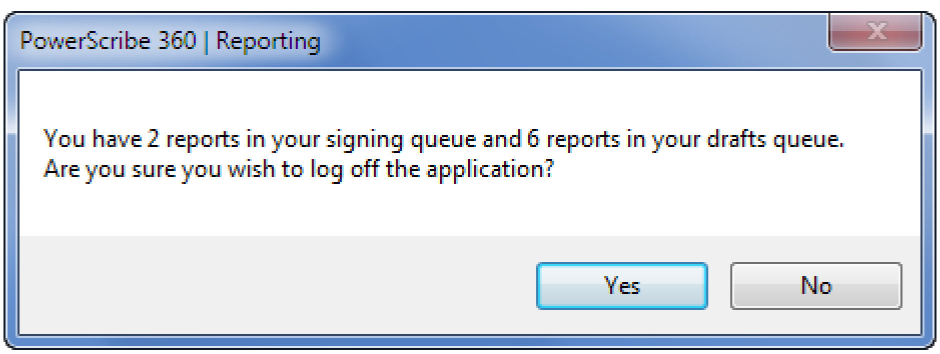
For Philips SpeechMike: Assign STAT to any of the following buttons: EOL; Ins/Ovr; F1; F2; F3; F4; or Command (on the back of the microphone)

Warn on Logoff Preference

A new preference called **Warn on logoff** replaces the **Warn on application exit** check box found in earlier versions. The preference is located in **Tools > Preferences** > **General**.

Options for this preference are **If queue not empty**; **Never**; or **Always**.

If you choose **Always** or **If queue not empty**, the following dialog box opens when you logoff or exit the application. The message shows the number of reports that remain in your **Signing queue** and **Draft** lists in your My Reports section in the Explorer window.



Report Editor

Custom Field Drop-Down List

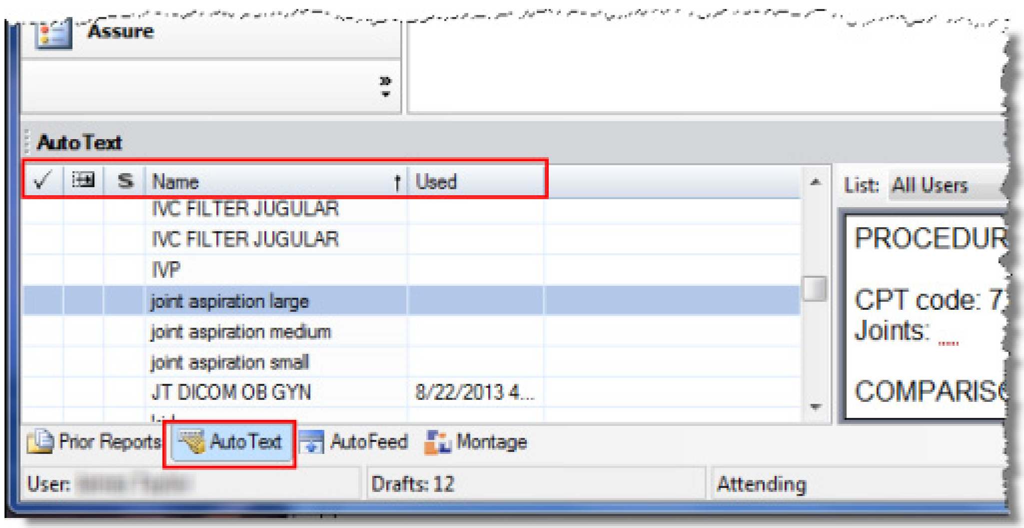
In a report template, when you select (by using the **"Next Field"** voice command or by using the **Tab** key) a custom field that uses a drop-down list, the choices for the custom field appear on the left side of the window. You can use the voice command **"Pick X"** where **X** is the number of the item that appears in the custom field list. to select a list item. Previously you had to use the voice command **"Insert Custom Field"** to view the list of choices.

Displaying the Owner Column in the AutoText List

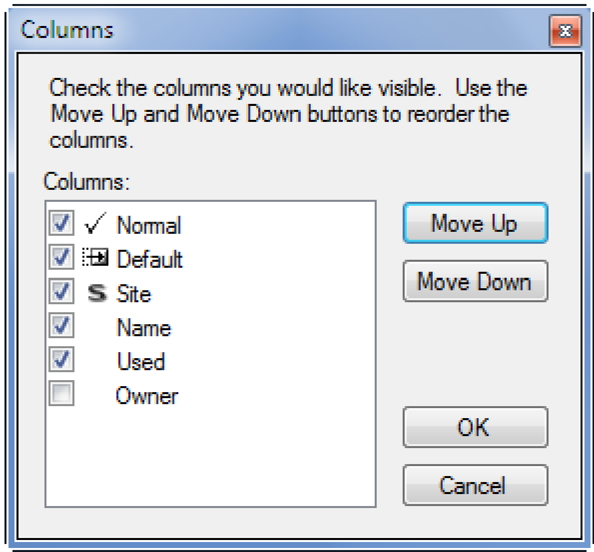
By default, the AutoText tab in the Report Editor window displays five columns: Normal, Default, Site, Name, and Used. Another column, called **Owner**, is available for display as well.

To display the Owner column:

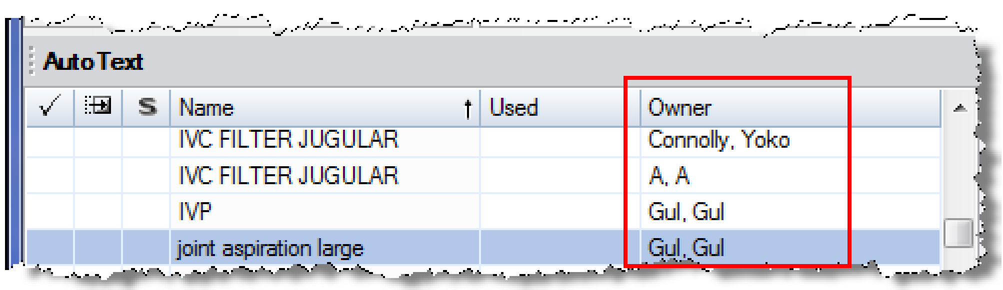
1. Open a report in the Report Editor and click the **AutoText** tab in the lower-left corner.



2. Right-click anywhere in the AutoText column heading and select **Columns** to open the **Columns** dialog box.



3. Select the **Owner** check box and click **OK.** The **Owner** column now appears in the list.

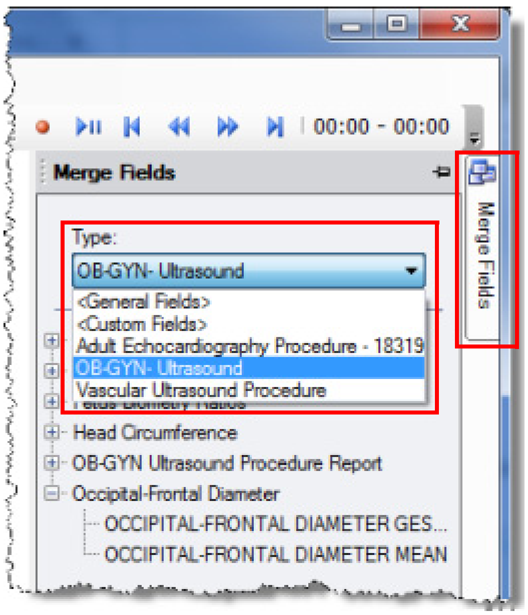


AutoText Manager

Merge Fields Display List

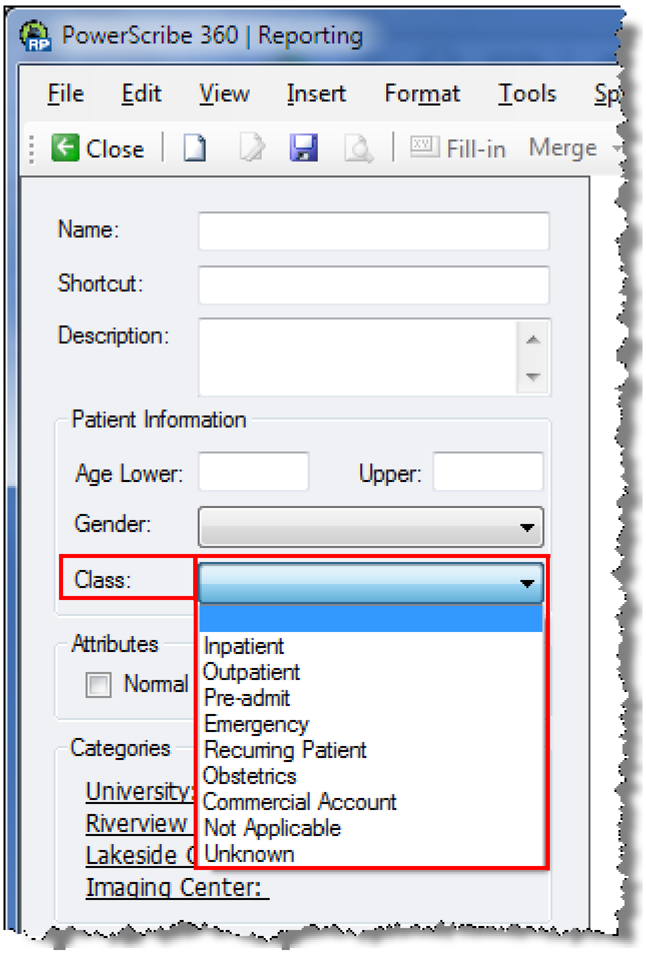
In AutoText Editor, the merge fields list has been modified to display its contents in easy-to-use format. You can choose different categories of merge fields by selecting an item from the **Types** drop-down list.

The illustration below shows an example of the new display. You can hover your mouse cursor over the **Merge Fields** tab on the right to view the list. And you can pin this list to keep it open while you are in AutoText Editor.



Assign a Patient Class in the AutoText Editor

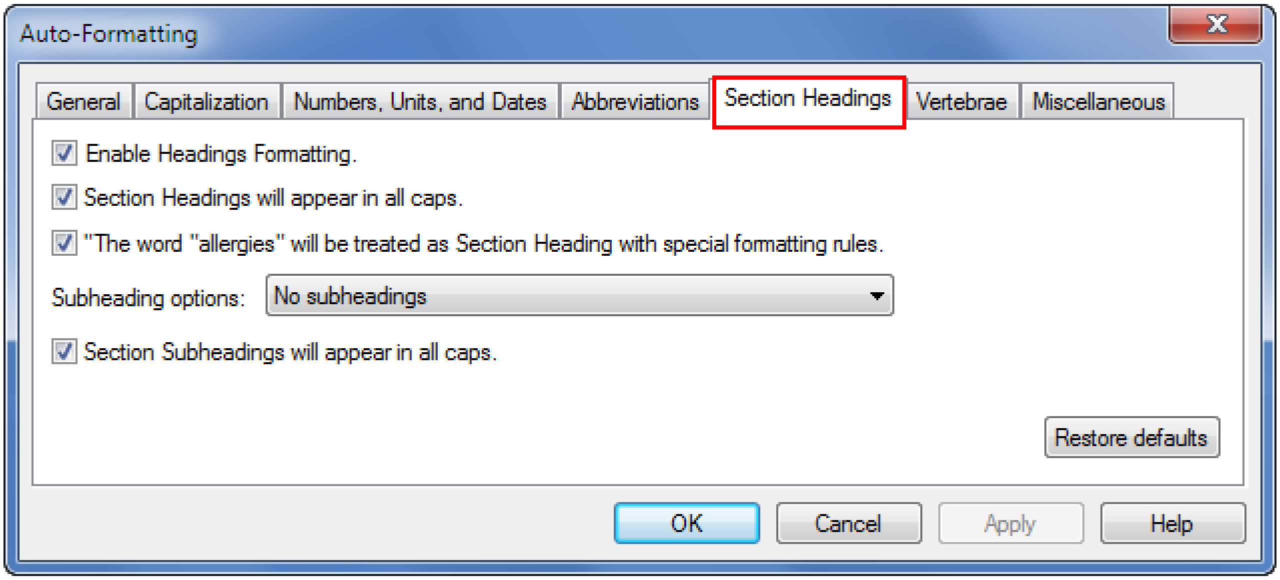
The AutoText Editor window now allows you to assign a patient class to your AutoText. The **Patient Class** attribute appears in a drop-down list in the AutoText Editor window.



AutoFormatting

The **Section Headings** and **Vertebrae** tabs are now available under **Speech > Formatting**.

Section Headings



The following table describes the **Section Headings** settings.

Setting	Definition
Enable Headings Formatting	Must be enabled in order for the remaining options to function.
Section Headings will appear in all caps	Section headings are designated in the Vocabulary Editor properties. Search for the word, and indicate whether the word is a section heading.
The word "allergies" will be treated as a Section Heading with special formatting rules.	If selected, "allergies" acts as a section heading, and follows the rules above for section headings.

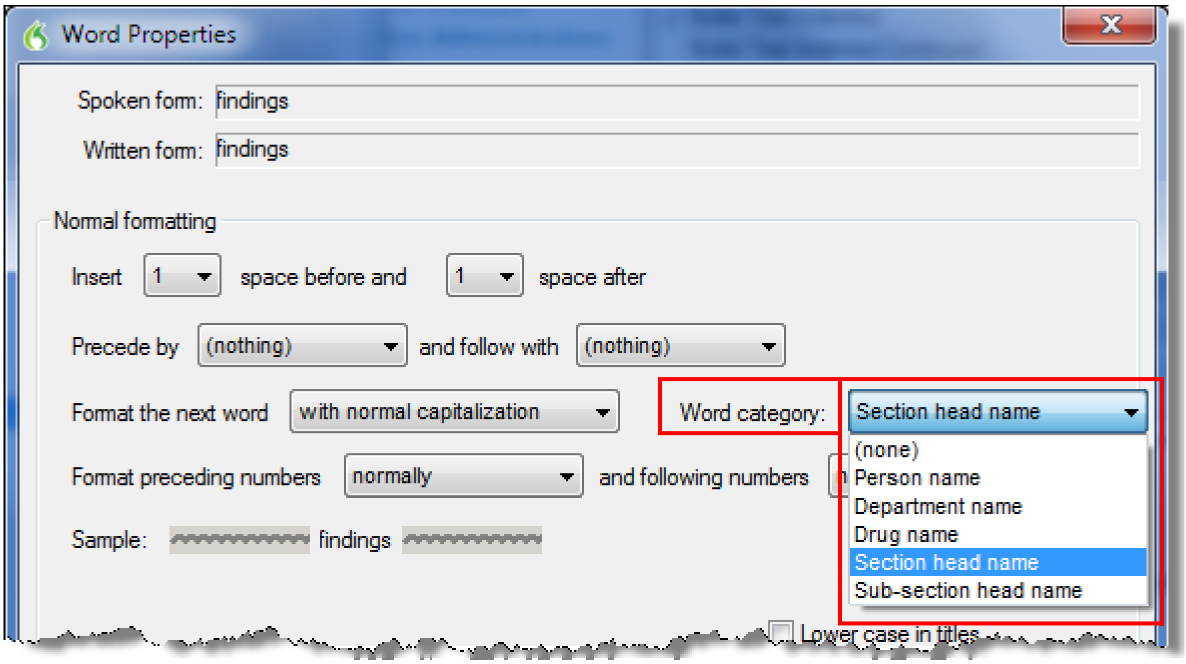
Setting	Definition
Subheading options	Choices are: • No subheadings • Subheading phrases can be major headings, and vice versa • Subheadings phrases may only be used as subheadings
Section Subheadings will appear in all caps.	Section subheadings are designated in the Vocabulary Editor properties. Search for the word, and indicate whether the word is a section subheading.

Setting the Heading or Subheading Options

To manage a word's properties:

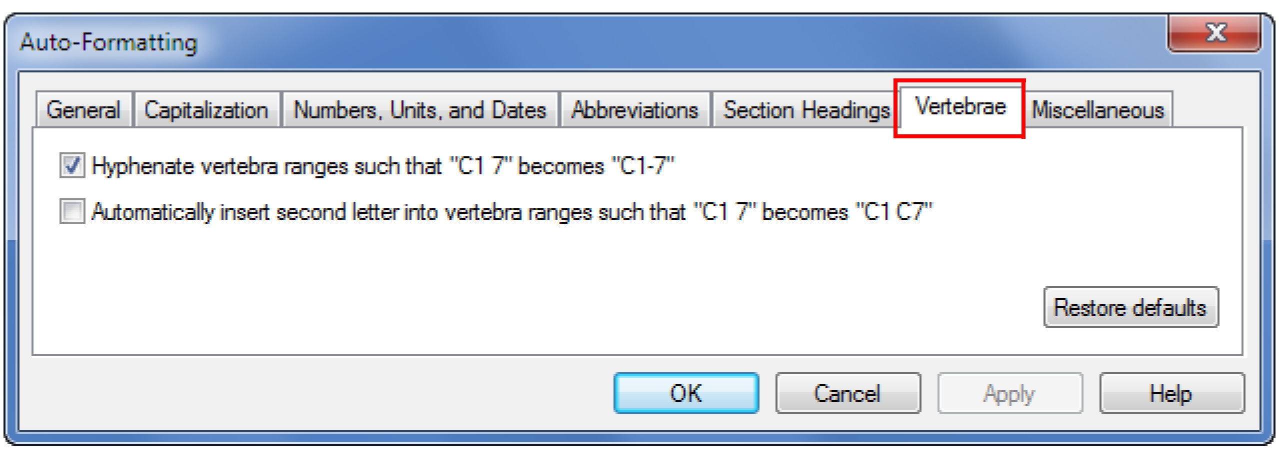
1. Click **Speech > Vocabulary Editor**.
2. Search for the word you want to manage (for example, **findings** or **impression**).
3. Select the word and click the **Properties** button. The **Word Properties** dialog box opens.
4. In the **Word category** drop-down list, select the option you want to use for this word:
   – Person name
   – Department name
   – Drug name
   – Section head name
   – Sub-section head name
   – (none)
5. When finished, click **OK** to return to the **Vocabulary Editor** window.

The following illustration shows an example of the **Word Properties** dialog box.



Vertebrae

The **Vertebrae** tab contains the two items shown in the illustration below.



Vocabulary Editor

In order to help you manage your vocabulary more efficiently, additional display categories have been added to the Vocabulary Editor. These categories allow you to see what types of words have been added to or deleted from the vocabulary.

Displaying Specific Types of Words in Vocabulary Editor

To view the Vocabulary Editor dialog box, click **Speech > Vocabulary Editor**.

To view the list of choices, click the **Display** drop-down list (located at the bottom of the Vocabulary Editor dialog box).

The following table shows the different types of words you can display in the Vocabulary Editor. Selecting a specific type helps narrow your search results.

Selection	Description
All words	Displays all the words in the active vocabulary
Custom words only	Displays only custom words you added to the vocabulary
Words with spoken forms only	Displays only words with spoken forms that are different from their written forms
Words with formatting properties only	Displays only words with special formatting properties that influence how they appear in the transcription of dictated text
Words containing spaces	Displays only words containing spaces. For example, "Dragon Medical."
Words containing digits	Displays only words containing digits. For example, "B12."
Words containing punctuation	Displays only words containing punctuation. For example, "X-ray."
Words containing capital letters	Displays only words containing capital letters. For example, "Oberlin."
Temporary words	Displays words temporarily added to your user profile's active vocabulary, such as when you reply to or forward a message while you are dictating in Microsoft Outlook. The system finds new words from the original email message, recognizes them, and adds them as temporary words to the active vocabulary. Then, if you send an email using any temporary words, they are added to the vocabulary as regular words.

Selection	Description
Words moved from the Backup Dictionary	Displays words moved from the system's backup directory into the active vocabulary
Deleted words only	Displays only words deleted from the active vocabulary

New Features for Administrators

The following new features for administrators are explained in greater detail in the remainder of this section. The features are based on the groups and tabs in the Administrator Portal. The order in which they appear is the order in which these features are typically configured.

- Setup Group
  - *Setup > System Tab*
  - *Setup > Speech Tab*
  - *Setup > Sites Tab*
  - *Setup > Bridge Tab*
  - *Setup > AutoText Tab*
  - *Setup > Accounts Tab*
- Exams Group
  - *Exams > Explorer Tab*

Setup > System Tab

Turnaround Time (TAT) Settings

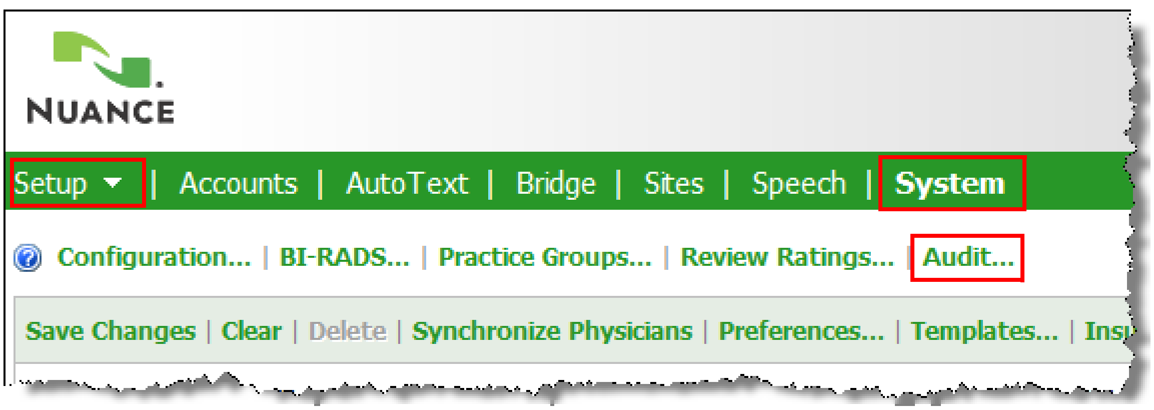
You can now configure standard and STAT turnaround time (TAT) preferences at the system or site level (under **Preferences > Explorer Screen** tab)

The *standard* TAT specifies the time frame in which a report should be finalized. Standard TAT helps site administrators and providers to manage their workloads. The official TAT definition begins at the time that the exam is completed and ends at the time that the report is finalized.

Report and Administrative Auditing Updates

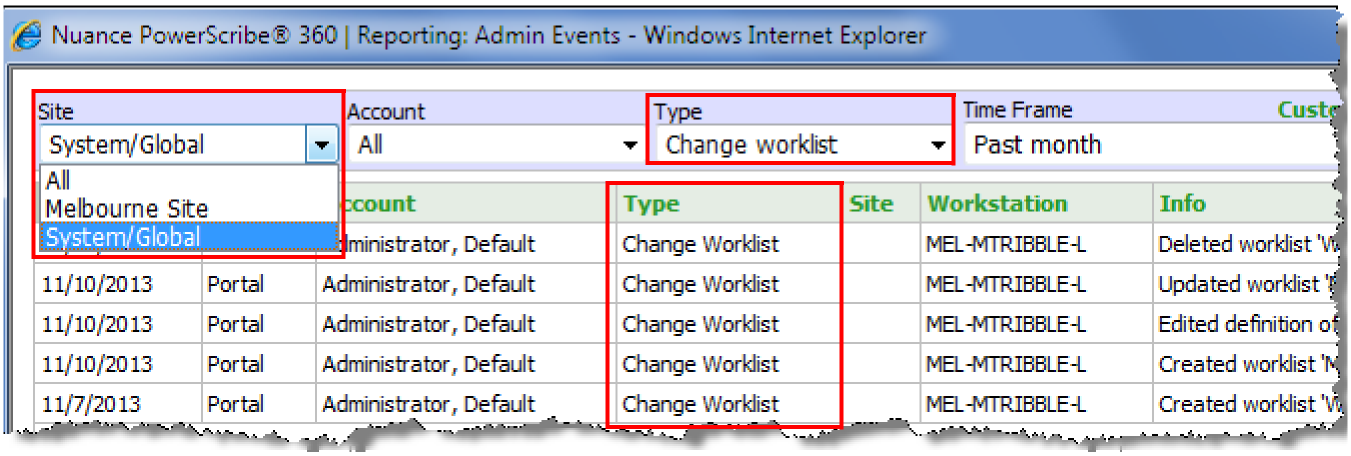
Administrators can now audit several types of events at both the system and site levels.

- To view the audit log at the system level, click **Setup > System > Audit**



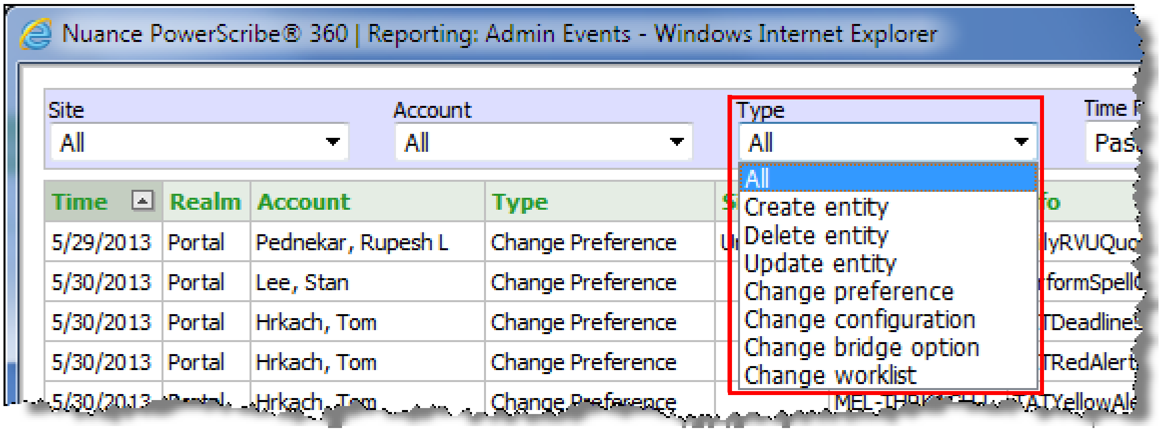
Filter your audit event list by:

- **Site**: Select one or all sites (the Site-level audit list shows only the current site)



Note: *To view **Change preference** and **Change worklist** events, select **System/ Global** from the **Site** drop-down list.*

- **Account**: Select an administrator account or select all administrators
- **Type**: Select a specific type of event or select all events:
  - **Create/Delete/Update Entity**: Shows create, delete, and update events for entities such as systems and sites
  - **Change preference**: Shows changes in system- or site-level preferences performed by the selected administrators
  - **Change configuration**: Shows changes made to any of the tabs in the **Setup > System > Configuration** window
  - **Change bridge option**: Shows changes made in the **Setup > Bridge** tab
  - **Change worklist**: Shows changes made to any worklists in the system (**Setup > System > Worklists**)



- **Time Frame**: Select a time from the drop-down list, or click **Custom** and create your own filter

In addition, several new account-level items have been added to the existing account audit log (to view an account-level audit log, click **Setup > Accounts**, select the account you want to view, and click the **Audit** link):

- Change Username
- Change Personal Info
- Change Admin Rights
- Change Sections
- Change Supervisor
- Change Specialties

Bridge Service Configuration

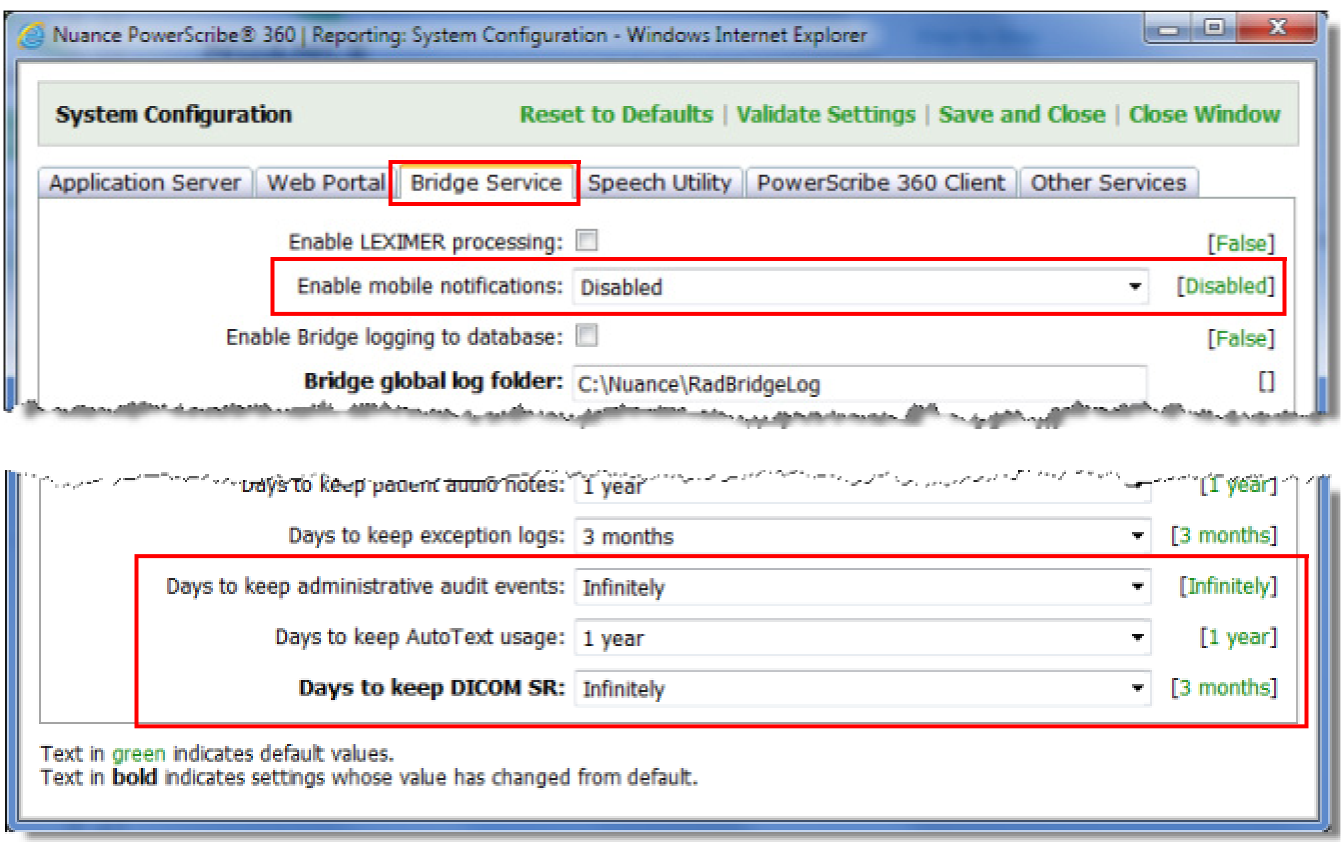
Several new preferences have been added to the Bridge Service configuration section (**Setup > System > Configuration** link **> Bridge Service** tab). The default values for each preference are shown in green text to the right of each item in the illustrations below.

- Enable mobile notifications: Choose from **For Radiologists**; **For Physicians**; **For Radiologists and Physicians**; or **Disabled**.

Note: *Mobile Radiologist is a purchasable option.*

- Days to keep administrative audit events: Ranging from **1 month** to **Infinitely**
- Days to keep AutoText usage: Ranging from **1 month** to **Infinitely**
- Days to keep DICOM SR: Ranging from **1 month** to **Infinitely**

Note: *DICOM is a purchasable option.*



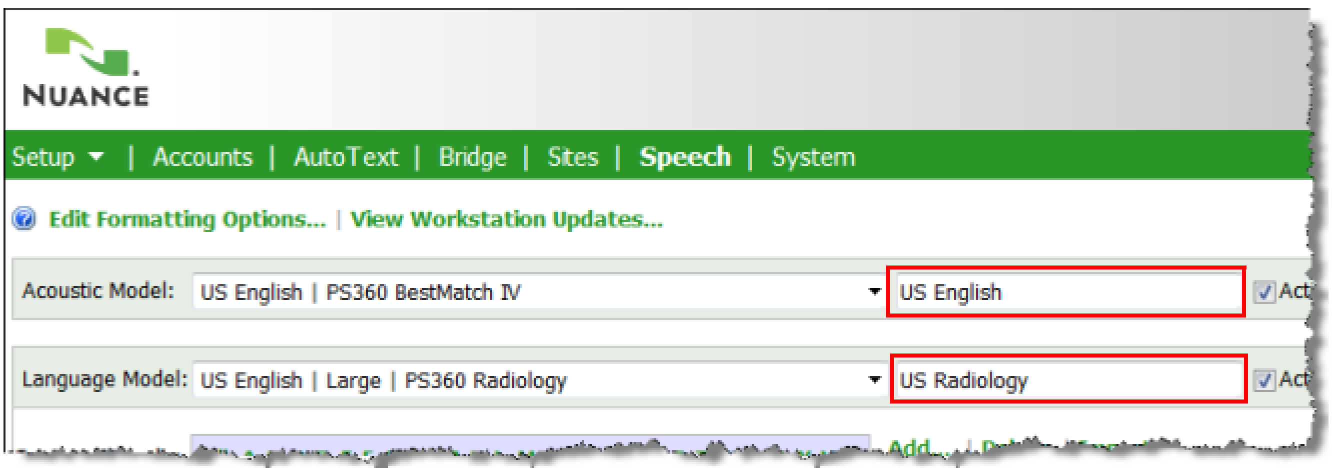
Setup > Speech Tab

Model Name Changes

The **Speech** tab (**Setup > Speech**) has changed the names of two of its models:

Acoustic Model: **US English** (description field was formerly **US English Medical**). In addition, acoustic models have been updated to version **IV** from version **III**.

Language Model: **US Radiology** (description field was formerly **PS360 Radiology**)

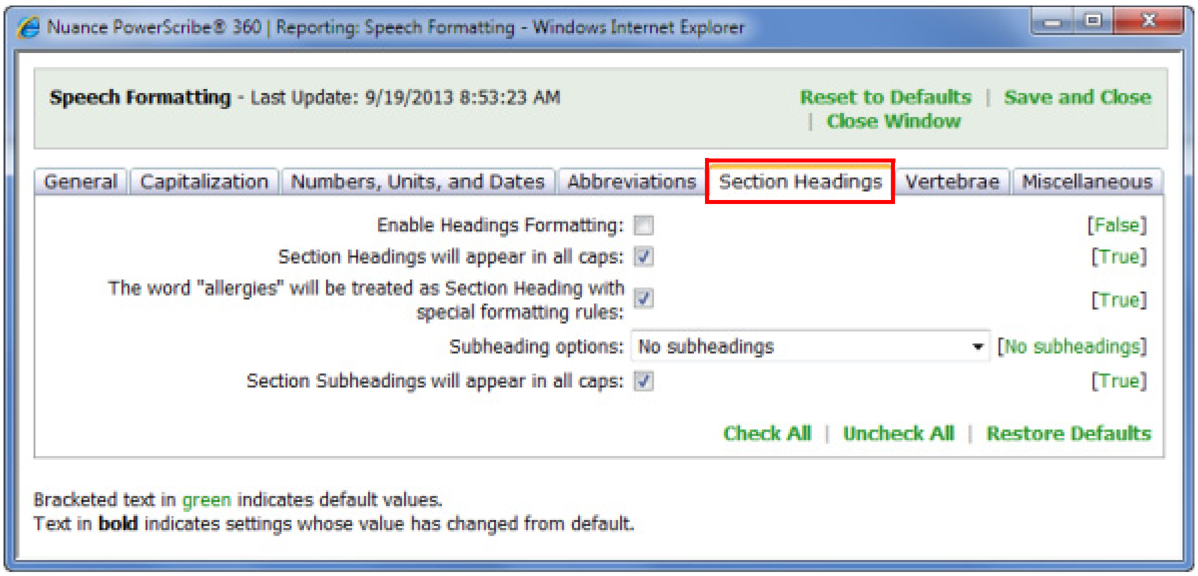


Speech Formatting Options

Two new tabs have been added to the **Speech Formatting Options** dialog box (**Setup > Speech > Edit Formatting Options**): **Section Headings** and **Vertebrae**.

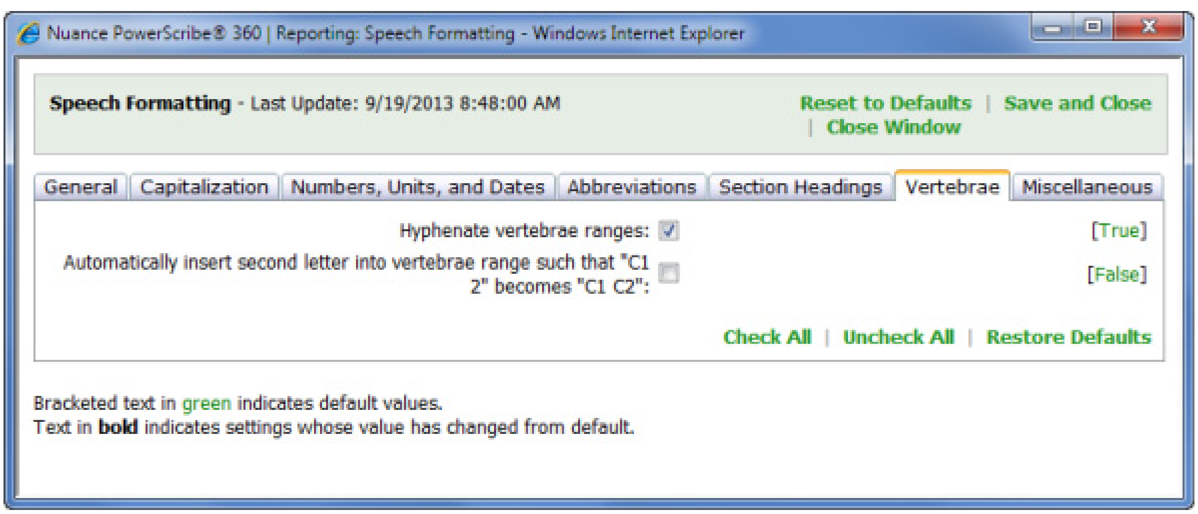
Section Headings Tab

Use the Section Headings tab to determine how your section headings and subheadings appear.



Vertebrae Tab

Use the Vertebrae tab to determine how your vertebrae range dictations will appear.



For more information on speech formatting, see the *PowerScribe 360 | Reporting* Administrator Guide, L-3624-001, AutoFormatting chapter.

Setup > Sites Tab

Turnaround Time (TAT) Settings for Each Site

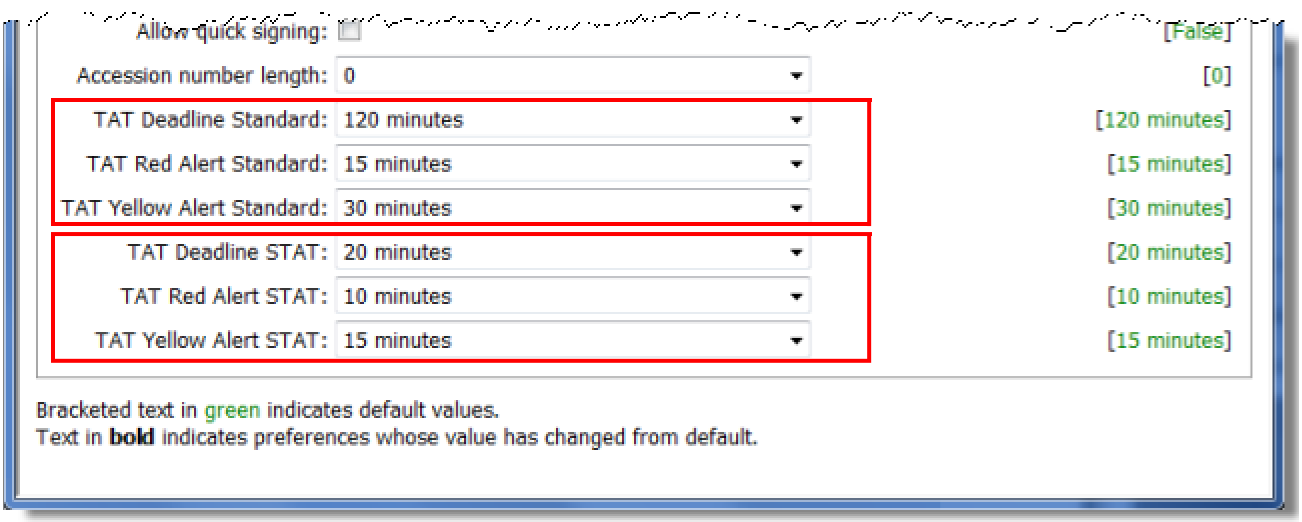
You can now configure standard and STAT turnaround time (TAT) preferences at the site or system level (under **Preferences > Explorer Screen** tab)

The *standard* TAT specifies the time frame in which a report should be finalized. Standard TAT helps site administrators and providers to manage their workloads. The official TAT definition begins at the time that the exam is completed and ends at the time that the report is finalized.

For example, if a site has a one-hour TAT for all *standard* reports, you would set the **TAT Deadline Standard** preference to sixty minutes. You can also set the timeframe for when the indicator color should change to yellow and red. In the illustration below, the deadline for TAT on a standard report is 120 minutes (**TAT Deadline Standard**); orders will appear with a *yellow* indicator 30 minutes before the **TAT Deadline Standard** time; and orders will appear with a *red* indicator 15 minutes before the **TAT Deadline Standard** time.

Similarly for *STAT* reports, set the three levels (Deadline, Red Alert, Yellow Alert) to meet your organization's requirements. The example below shows the **TAT Deadline STAT** set for 20 minutes; orders will appear with a *yellow* indicator 15 minutes before the **TAT Deadline STAT** time; and orders will appear with a *red* indicator 10 minutes before the **TAT Deadline STAT** time.

Note: *Stat alerts are visible only on orders/reports sent across the RIS marked as STAT.*



Note: *When the yellow time is nearly completed, the indicator will turn orange as it approaches the red alert time. This orange indicator is not configurable.*

Map Procedure Codes Directly to Anatomy/Modality

PowerScribe 360 | *Reporting* no longer has CPT codes listed in its database. However, you can now categorize your procedure codes by the body regions and modalities listed in our database without using CPT codes. In addition, you can send your charge master to Nuance; we have a conversion tool that allows us to convert the CPT codes to modality and body region. To manage the mappings, administrators add and re-map codes directly to the body region and modality in the system.

For step-by-step information, see *Categorizing Procedure Codes by Body Region and Modality*, beginning on page 43 of this document.

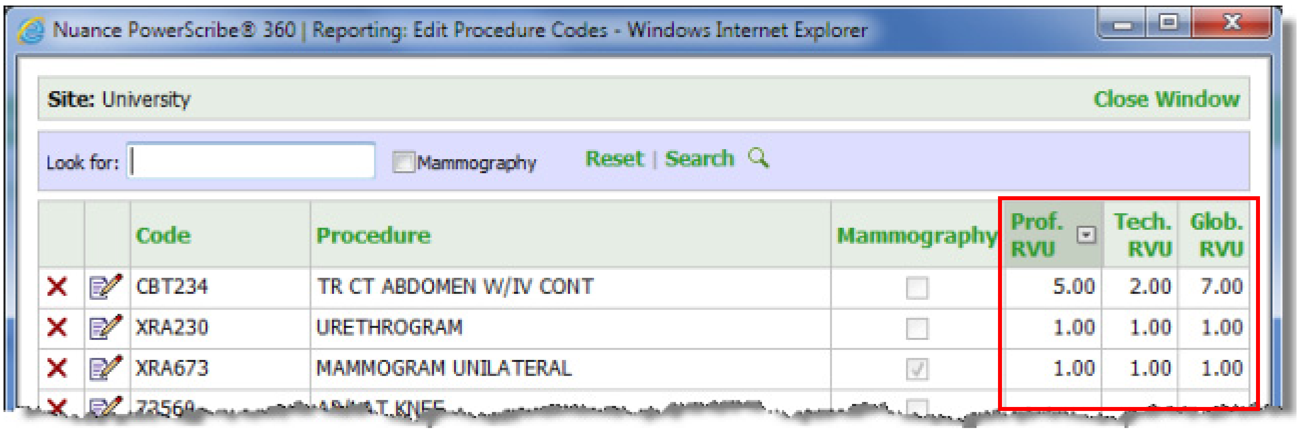
Editing Procedure Codes

You can add Relative Value Unit (or RVU) information to your procedure codes. The RVU information can be imported as a part of your procedure code import, or you can add the RVU information manually to your procedures.

The following information briefly explains the purpose and use of RVUs:

- **RVU**: RVU values are imported as part of the procedure code import. *PowerScribe 360* | *Reporting* simply accepts the values as they are provided and includes them in the reports (and in the **My Productivity** dashboard); no calculations are performed on RVUs. As a measure of productivity, the higher the RVU, the more complicated the read, and so the practice (and radiologist) get paid more for higher RVU studies.
- **Professional RVU component**: A factor indicating the professional aspects of a health service in a global RVU, such as the physician's work and other expenses (including practice overhead, insurance, and so on).
- **Technical RVU component**: A factor indicating the technical aspects of a health service in a global RVU. such as the facility (e.g. CT scanner operation) and so on.
- **Global RVU**: Generally, but not always, the sum of the professional RVU component and the technical RVU component; however, *PowerScribe 360* | *Reporting* does not enforce this. Customers can enter any value in this field.

To edit your procedure codes, click **Setup > Sites > Procedures > Edit**.



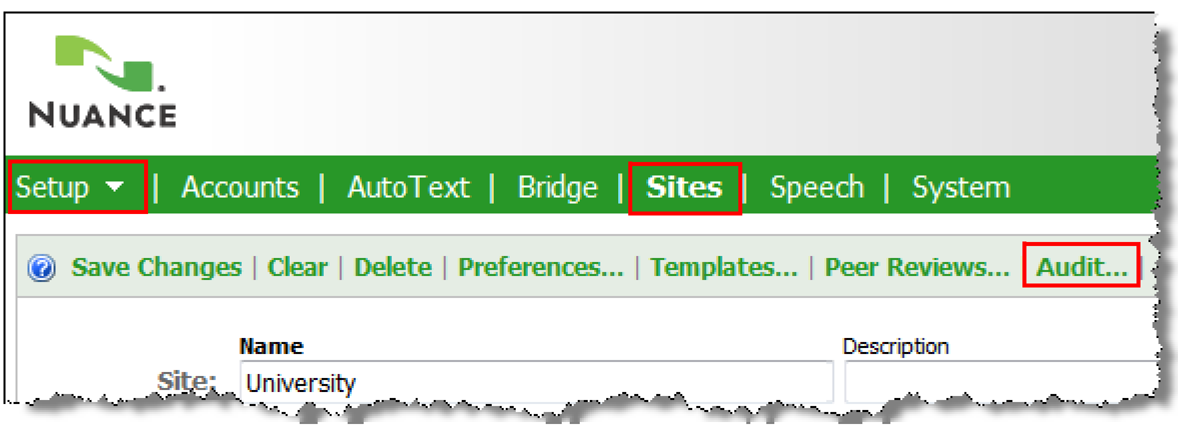
Report and Administrative Auditing Updates

Note: *Although the **Change configuration** and **Change worklist** items are visible in the **Type** drop-down list at the **Site** level, audit results for these items are displayed only at the **System** level, and not at the **Site** level.*

Administrators can now audit several types of events at both the system and site levels.

- To view the audit log at the site level, click **Setup > Sites > Audit**

Sites



See *Report and Administrative Auditing Updates*, beginning on page 18, for detailed information on the audit feature.

Manage ICD-9 Codes

You can update the ICD-9 codes in your system by importing them into *PowerScribe 360 | Reporting*. You can perform this import on a site-by-site basis if necessary.

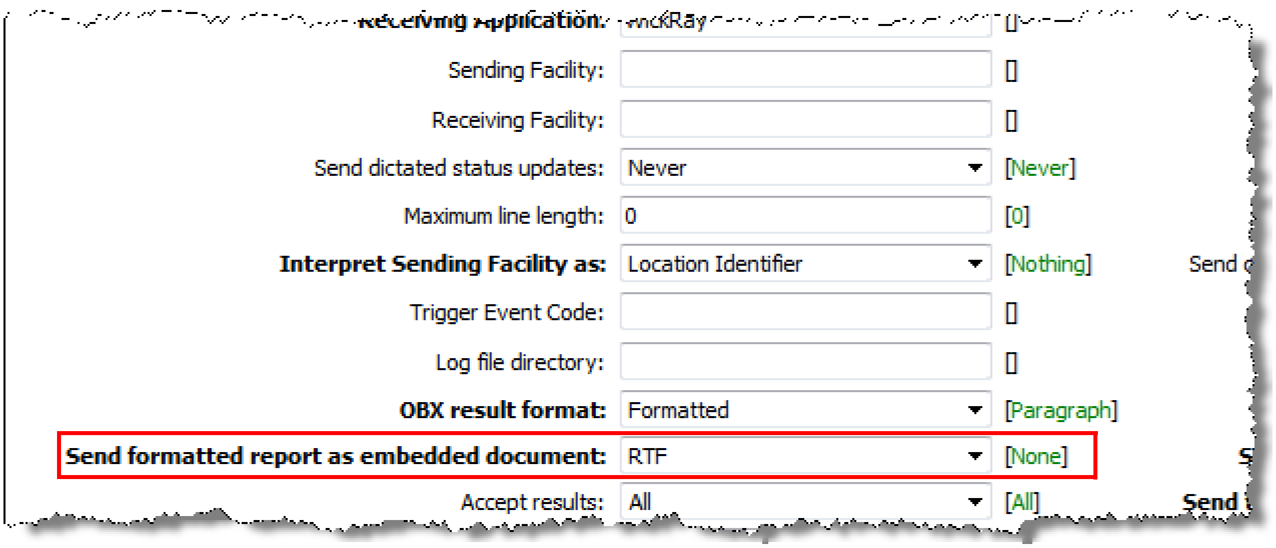
Import the codes from an Excel spreadsheet. The import supports mappings of ICD-9 codes to custom exam codes.

Setup > Bridge Tab

Upload RTF-Formatted Document via HL7

You can select rich text format (**RTF**) as a message output type from *PowerScribe 360 | Reporting* to your RIS. Note that this is outgoing messages only and does not affect messages from your RIS to *PowerScribe 360 | Reporting*.

To manage this setting, go to **Setup > Bridge**, and select **RTF** from the **Send formatted report as embedded document** drop-down box.



Note: *To use the RTF content, the receiving application must be able to interpret the ED Value type in OBX 2 (Encapsulated Data) to know that there is an embedded document in the result. The receiving application then must interpret the data subtype from OBX 5^3 indicating the format is RTF, and then decode the result data in OBX 5^5 based on the OBX 5^4 Encoding value of Base64.*

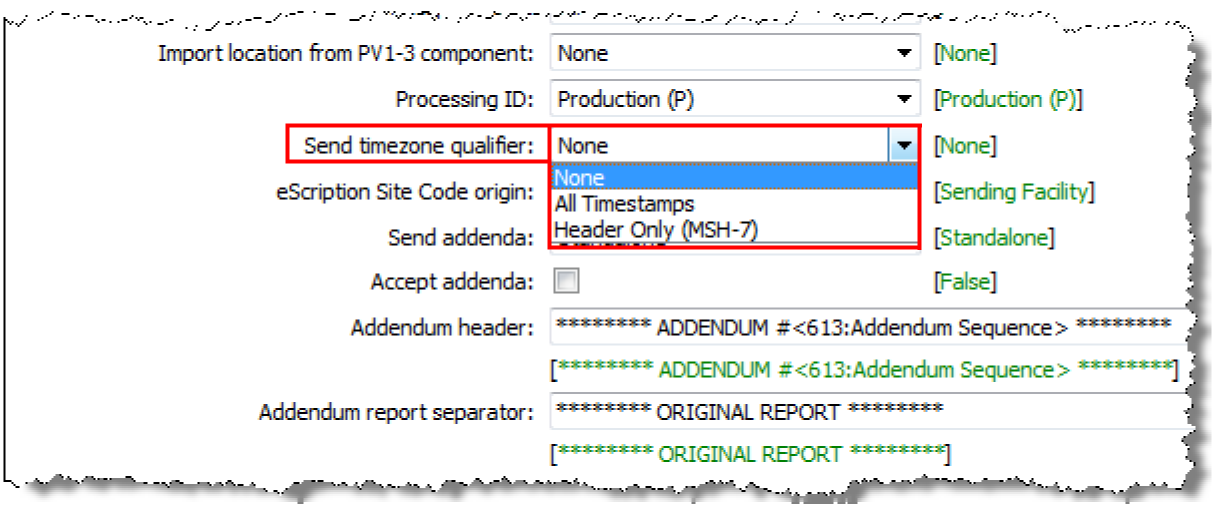
Bridge Time Zone Qualifier

The *PowerScribe 360 | Reporting* Bridge component now has a parameter that indicates whether the time stamps will include time zone information on ***outbound*** reports (results sent *to* the RIS from *PowerScribe 360 | Reporting*).

Note: *For **inbound** orders, there is no setting to turn the time zone option on or off. If the RIS sends a time zone offset, the offset information is processed and the exam time that appears is based on that time zone offset.*

To manage this setting, go to **Setup > Bridge**, and make a selection from the **Send time zone qualifier** drop-down box. Choices are **None**; **All Timestamps**; or **Header Only (MSH-7)**.

- **None**: No UTC offset is sent in the time stamp fields.
- **All Timestamps**: The UTC offset is sent in all time stamps in the result message.
- **Header Only (MSH-7)**: The UTC offset is sent only in the time stamps of the message segment header (MSH-7).

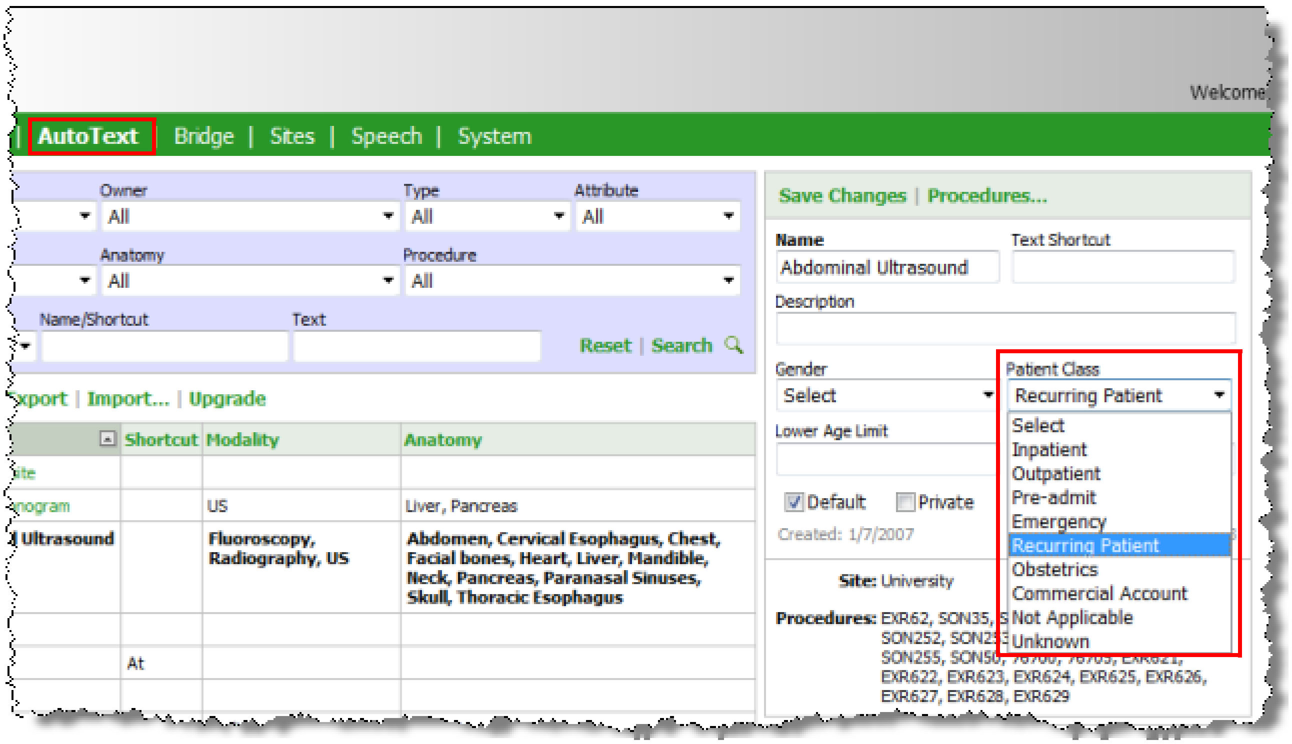


Setup > AutoText Tab

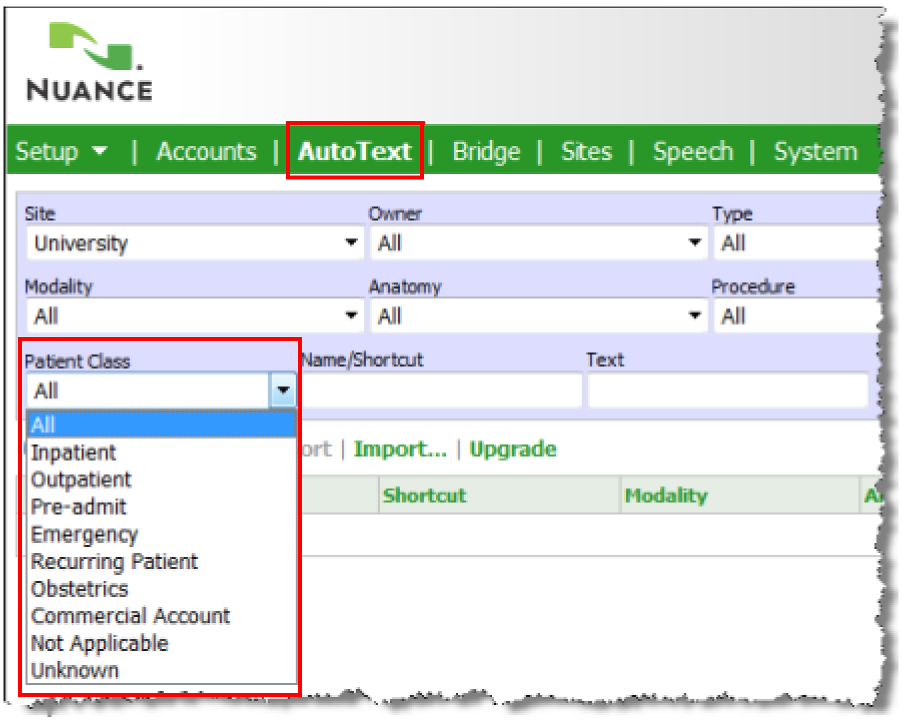
Manage AutoText Patient Class Attribute

Administrators can now modify the new Patient Class attribute for an AutoText. In addition, Patient Class is now available as a filter when searching for a specific AutoText.

To modify an AutoText patient class, click **Setup > AutoText**, select for the AutoText you want to modify, and make a selection from the **Patient Class** drop-down list.



To search for an AutoText using patient class, click **Setup > AutoText**, and make a selection from the **Patient Class** drop-down list.



Setup > Accounts Tab

Control Administrator Portal Access by Site

You can now create an administrator who has access only to specific sites in the administrator portal. This new type of administrator is called a *site* administrator. Previous versions of *PowerScribe 360 | Reporting* had only one type of administrator (now referred to as a *system* administrator) who had full control of all sites at all times.

- **Site administrators** have access to site-level settings and preferences only for the sites that have been assigned to them by a system-level administrator.
- **System administrators** can access all areas of the administrator portal, which includes all site- and system-level settings and preferences.
- Note: Worklists are controlled only by system administrators.

Note: *Only system-level administrators can manage site-level administrator accounts.*

For more information, see *Creating a Site Administrator*, beginning on page 40.

Manage Individual User AutoCorrect Rules

Administrators can now manage an individual user's AutoCorrect rules from the Administrator Portal.

For more information, see *Manage Individual User AutoCorrect Rules*, beginning on page 46 of this document.

List of New Account Preferences

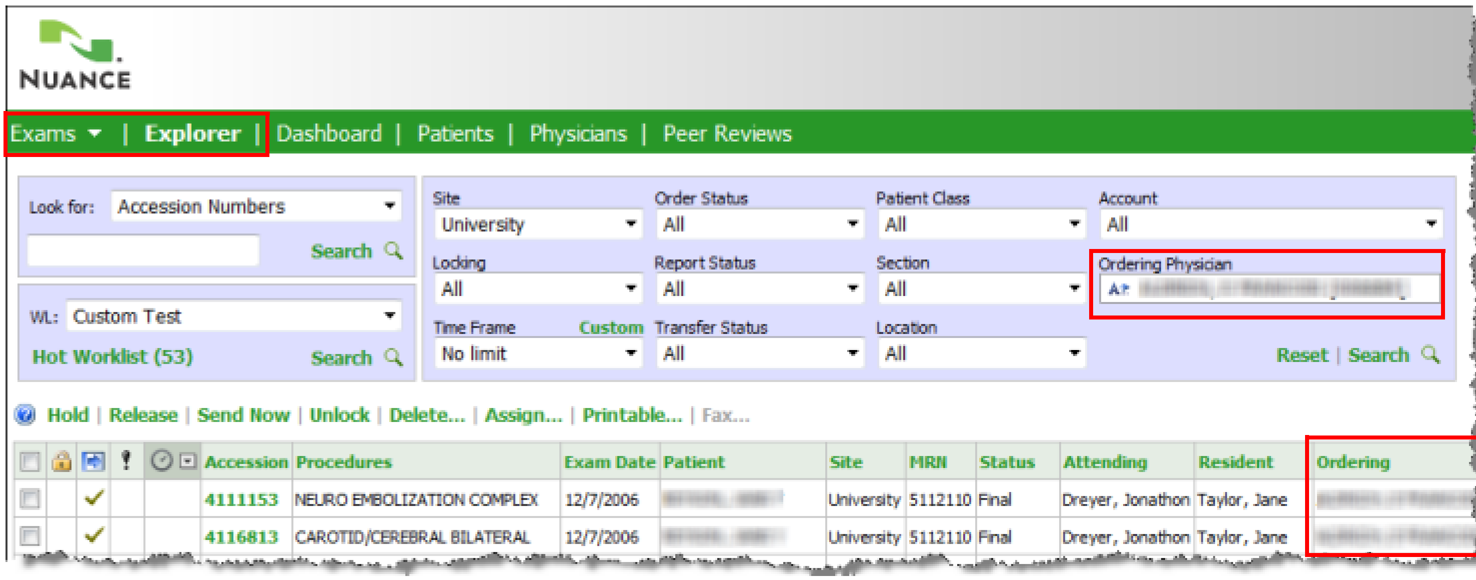
Several new preferences have been added to the Admin Portal. To access preferences, click **Setup > Account**. Search for and select the account you want to modify and click the **Preferences** link. The following table shows the changes. Note that not all tabs are shown; only the tabs that had changes are in the table.

Tab Name	Preference	Description	Type
Dictation	(See description)	Moved **Capitalize beginning of dictated sentences** check box to the new **AutoCorrect** preference tab	N/A
AutoCorrect	Capitalize beginning of dictated sentences	Previously appeared on the Dictation tab	• Account
	Replace text during dictation		• Account
Devices	STAT assignment	You can now assign **STAT** to one of your microphone buttons	• Account
Security	(See description)	**Warn on logoff** drop-down list (**Never**; **Always**; **If queue not empty**) replaces the **Warn on application exit** check box. **If queue not empty** presents a message box that the provider must okay before logging off. Looks for both Unsigned and Draft reports.	• Account

Exams > Explorer Tab

Ordering Clinician Column Added to Exam Results

A column displaying the ordering clinician's name and identifier has been added to the Exam results window.

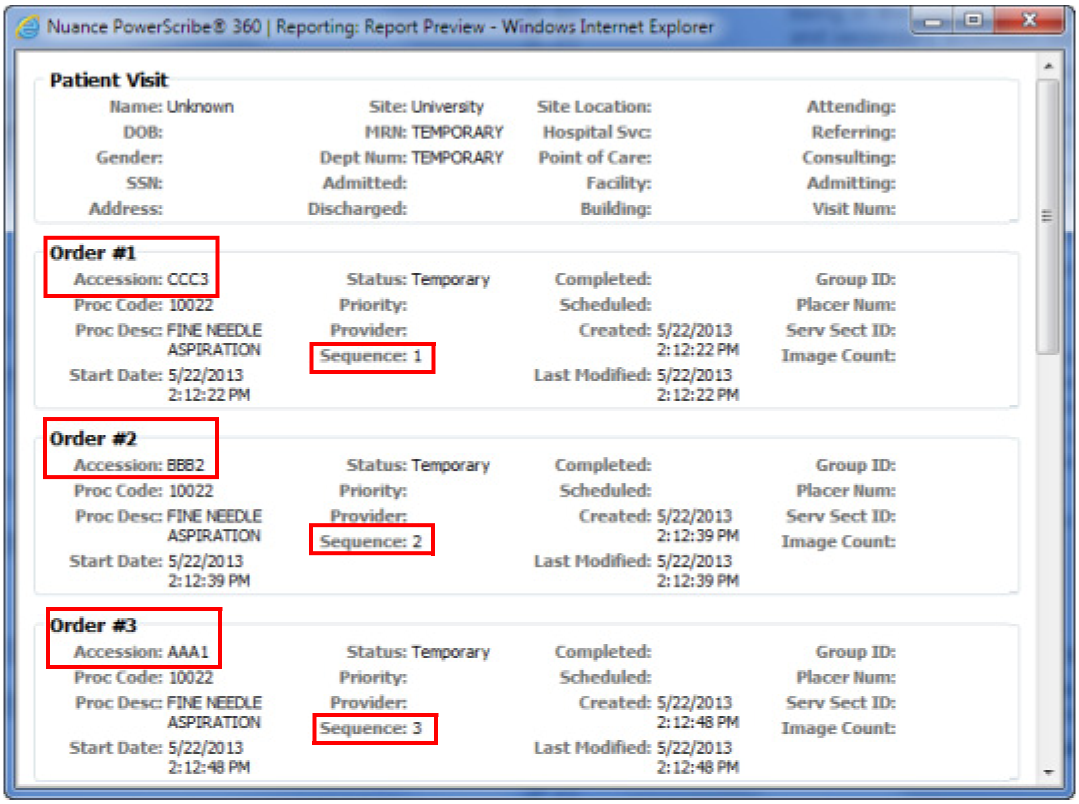


Primary Accession Number Support

Some RIS systems (for example, GE RIS-IC and Meditech) rely on accession numbers always being in the same order. *PowerScribe 360* | *Reporting* now supports the concept of primary and secondary accession numbers.

For example, a radiologist accesses the *PowerScribe 360* | *Reporting* client and enters accession numbers **CCC3**, **BBB2**, and **AAA1**, in that order. The radiologist then creates a report using orders with accession numbers **CCC3**, **BBB2**, and **AAA1**. *PowerScribe 360* | *Reporting* associates the multiple accession numbers with the report, and tags **CCC3** as the primary accession number.

In the above example, the system will recognize the first accession number in the list, **CCC3**, as the *primary* accession number, and recognizes **BBB2** and **AAA1** as *secondary* accession numbers.



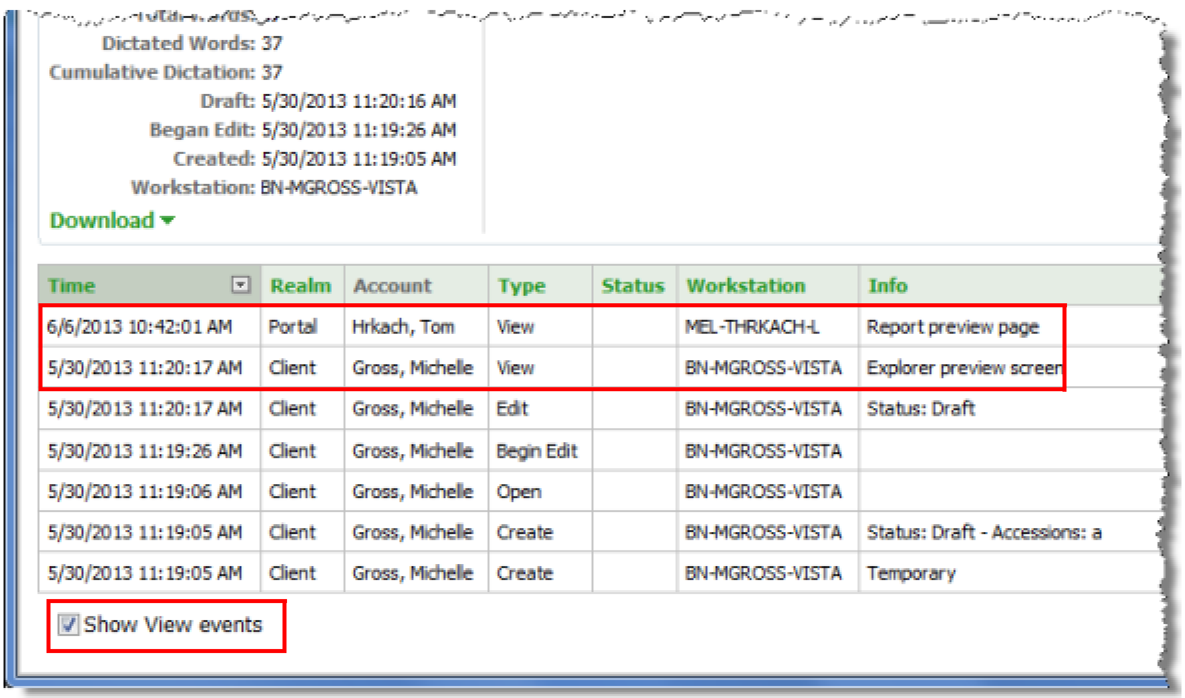
Note the following guidelines for primary/secondary accession numbers:

- A cancelled order cannot be a primary accession number.
- In the *PowerScribe 360* | *Reporting* client, the primary accession number cannot be demoted.
- The first accession number that the radiologist searches for to associate with a report (or the first accession number provided to *PowerScribe 360* | *Reporting* by the RIS) becomes the primary accession number.
- If an accession number is dissociated from a report containing multiple orders, the remainder of the accession numbers will be re-sequenced so that there is no gap in the numbering sequence.

Show View Events Check Box

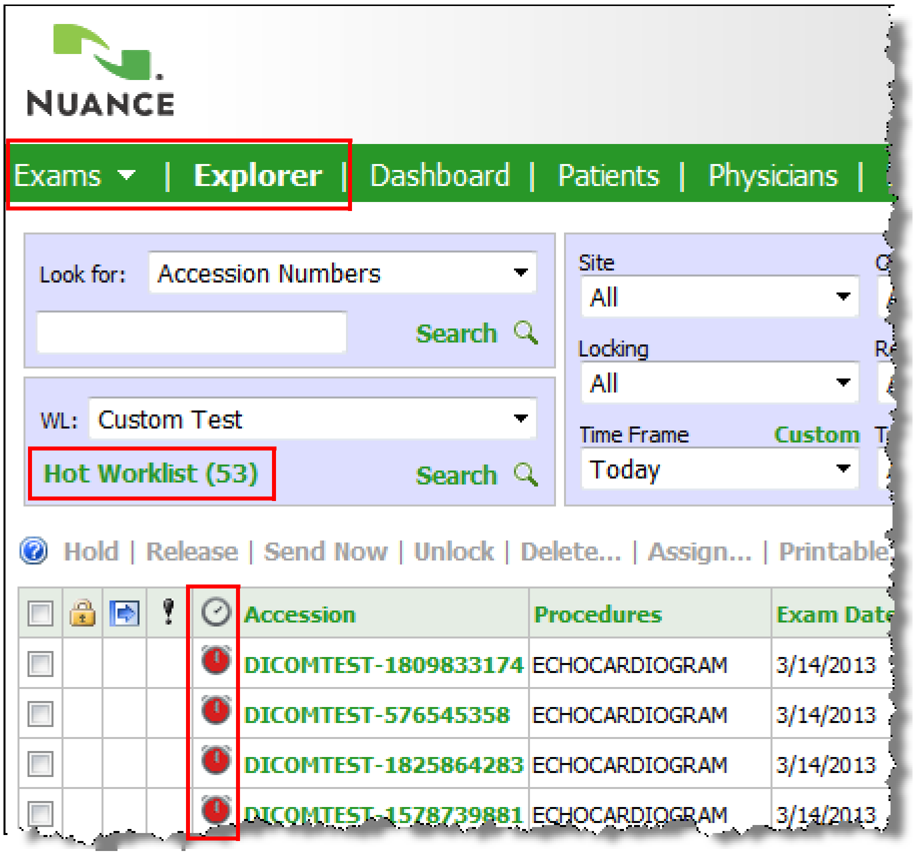
You can now see additional information when viewing a report in the Administrator Portal. Select the **Show View events** check box to see who viewed the report, and when it was viewed. This item applies to:

- Reports viewed in the Administrator Portal, the client application, and the mobile client application
- All users who can view report text: radiologists, editors, administrators, and so on.
- Reports viewed in the preview window of the Explorer portion of the application, including the current report and any prior reports available.
- Reports viewed in the Peer Review dialog box



Hot Worklist (for Administrators)

To view the Hot Worklist in the Admin Portal, click **Exams > Explorer** and then click the **Hot Worklist** link. The number to the right of the link indicates the number of orders/reports on the worklist.



Tip: *Hover your mouse cursor over the red clock icon in the **TAT Clock** column to see the time remaining until the report exceeds its scheduled TAT time (or the amount of time by which the report has exceeded its scheduled TAT time).*

For additional information on the Hot Worklist, see *Hot Worklist in Explorer Window*, beginning on page 4.

List of New or Modified Preferences

System Preferences

Several new preferences have been added to the Admin Portal. To access preferences, click **Setup > System > Preferences**. The following table shows the changes.

Note: *Preferences that have a **Type** of **Site** can be configured at the site level. To configure site-level preferences, click **Setup > Sites**, select a site from the drop-down list in the upper-right section of the window, and click the **Preferences** link.*

Tab Name	Preference	Description	Type
Workflow	Require BI-RADS for mammography exams	True or False check box, Default is **False**.	Site
	Require impression for addendum	True or False check box, Default is **True**.	Site
	Daily RVU quota	See *Editing Procedure Codes*, beginning on page 25 of this document for more information.	Site
	Prompt on GUI sign (modified)	True or False check box. If ***not*** selected (False), dictators are **not** presented with a confirmation dialog box when they use the voice command **"Sign Report"** or when they press a button on their microphone that they have assigned to the sign report function. Default is **True**.	Account
Permissions	Allow physicians to access preliminary reports	True or False check box, Default is **False**.	Site
Dictation	(See description)	Moved **Capitalize beginning of dictated sentences** check box to the new **AutoCorrect** preference tab	N/A
AutoCorrect	Capitalize beginning of dictated sentences	Previously appeared on the Dictation tab	Account
	Replace text during dictation		Account
Devices	STAT assignment	You can now assign **STAT** to one of your microphone buttons	Account

Tab Name	Preference	Description	Type
Explorer Screen	TAT Deadline Standard TAT Red Alert Standard TAT Yellow Alert Standard TAT Deadline STAT TAT Red Alert STAT TAT Yellow Alert STAT	See *Turnaround Time (TAT) Settings*, beginning on page 18 of this document for information on these preferences.	• Site
Security	(See description)	**Warn on logoff** drop-down list (**Never**; **Always**; **If queue not empty**) replaces the **Warn on application exit** check box. **If queue not empty** presents a message box that the provider must okay before logging off. Looks for both Unsigned and Draft reports.	• Account

Site Preferences

Several new preferences have been added to the Admin Portal. To access preferences, click **Setup > Site > Preferences**. The following table shows the changes. Note that not all tabs are shown; only the tabs that had changes are in the table.

Note: *To configure site-level preferences, click **Setup > Sites**, select a site from the drop-down list in the upper-right section of the window, and click the **Preferences** link.*

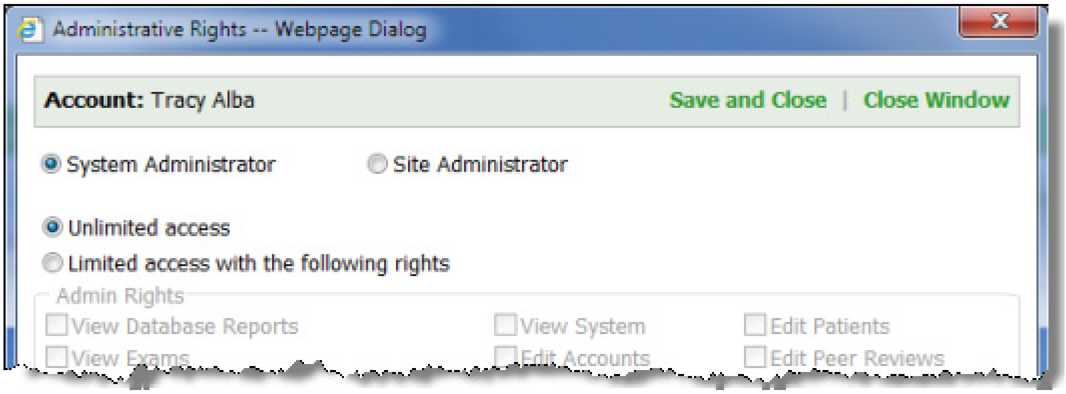
Tab Name	Preference	Description	Type
Workflow	Require BI-RADS for mammography exams	Requires a BIRAD code to be entered for MAMMO exams indicated in the imported charge master. True or False check box, Default is **False**.	• Site
	Require impression for addendum	Requires an IMPRESSION section for an Addendum. True or False check box, Default is **True**.	• Site
	Daily RVU quota	Allows a numeric value for Daily RVU. This value is displayed on the Author Productivity Dashboard in the client. See *Editing Procedure Codes*, beginning on page 25 of this document for more information.	• Site
Permissions	Allow physicians to access preliminary reports	Allows physicians to access the physician portal and see preliminary reports. True or False check box, Default is **False**.	• Site
Explorer Screen	TAT Deadline Standard TAT Red Alert Standard TAT Yellow Alert Standard TAT Deadline STAT TAT Red Alert STAT TAT Yellow Alert STAT	See *Turnaround Time (TAT) Settings*, beginning on page 18 of this document for information on these preferences.	• Site

Step-by-Step Instructions for Administrators

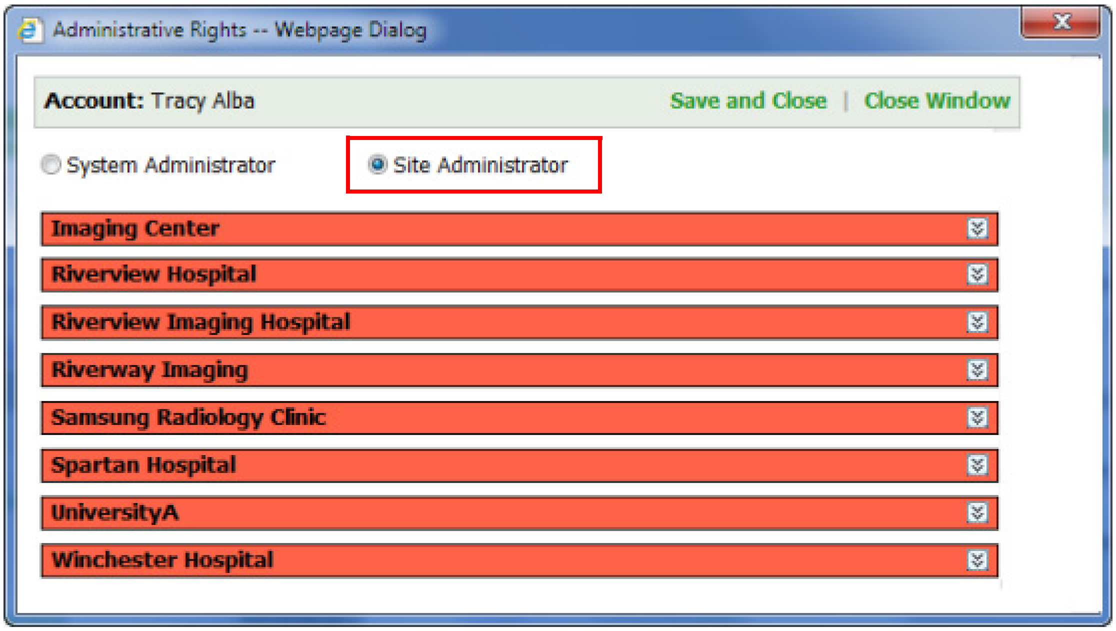
Creating a Site Administrator

To create a site administrator:

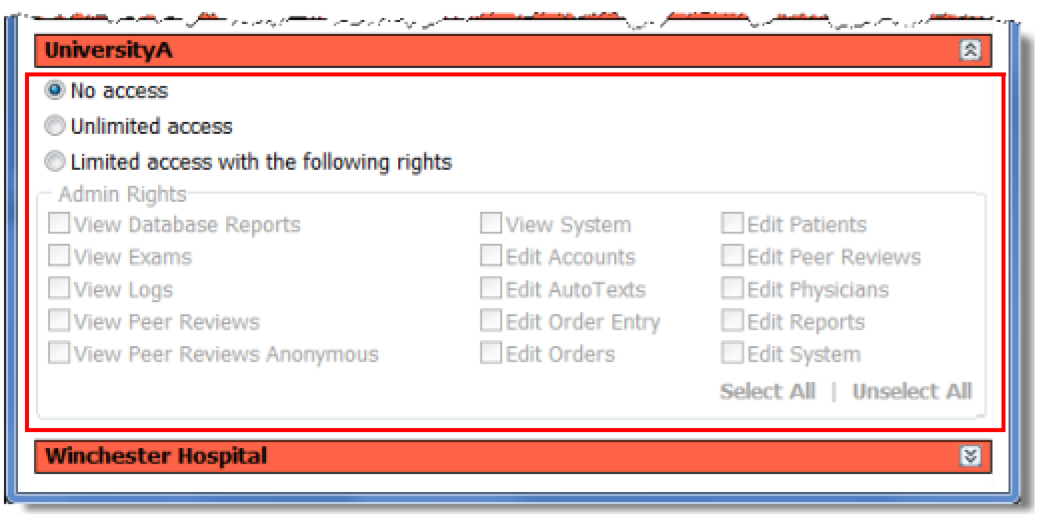
1. Log in to the administrator portal as a system administrator.
2. Click **Setup > Accounts** and either select an existing user or create a new user for whom you want to create site administrator rights.
3. Make sure the **Administrator** check box is selected and click the **Edit Rights** link.



4. Click the **Site Administrator** button. A list of all available sites on the system opens.



5. Click anywhere on the name bar for one of the sites to expand the rights list. The administrator rights selection window for that site opens.



Note: *By default,* ***No access*** *is selected for all sites.*

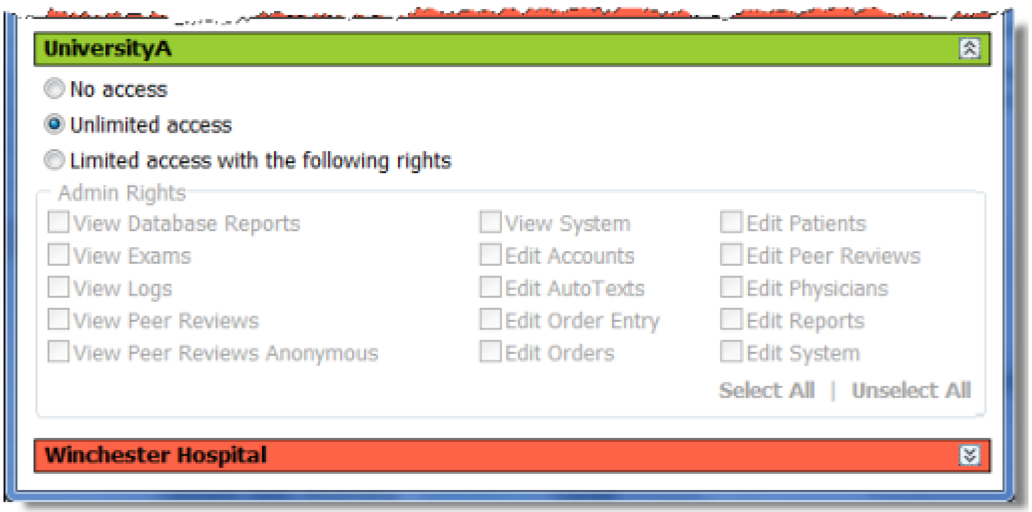
6. Select one of the three access type buttons:

- **No access**: The user has no administrative rights for the site.
- **Unlimited access**: The user has complete access to this site as an administrator.

- **Limited access with the following rights**: Allows you to assign specific rights to the administrator, limiting the administrative tasks this person can perform for this site.

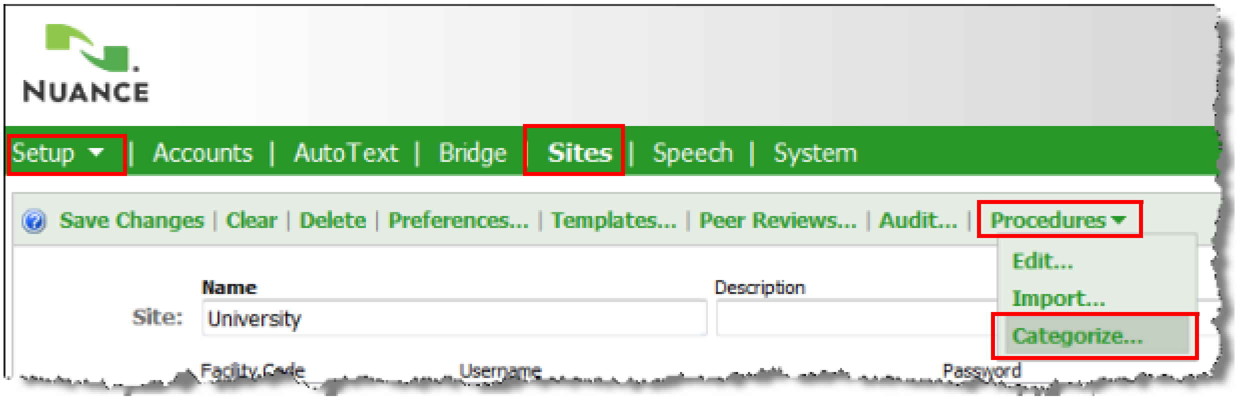
7. Repeat *step 5* and *step 6* to configure additional sites for this administrator.
8. When finished, click **Save and Close**.

Tip: *If you need to edit a site administrator's rights, sites that have been assigned to the user appear with a green bar and are automatically expanded (see illustration below). Also, you can collapse a site's rights list by clicking anywhere on the site name bar.*

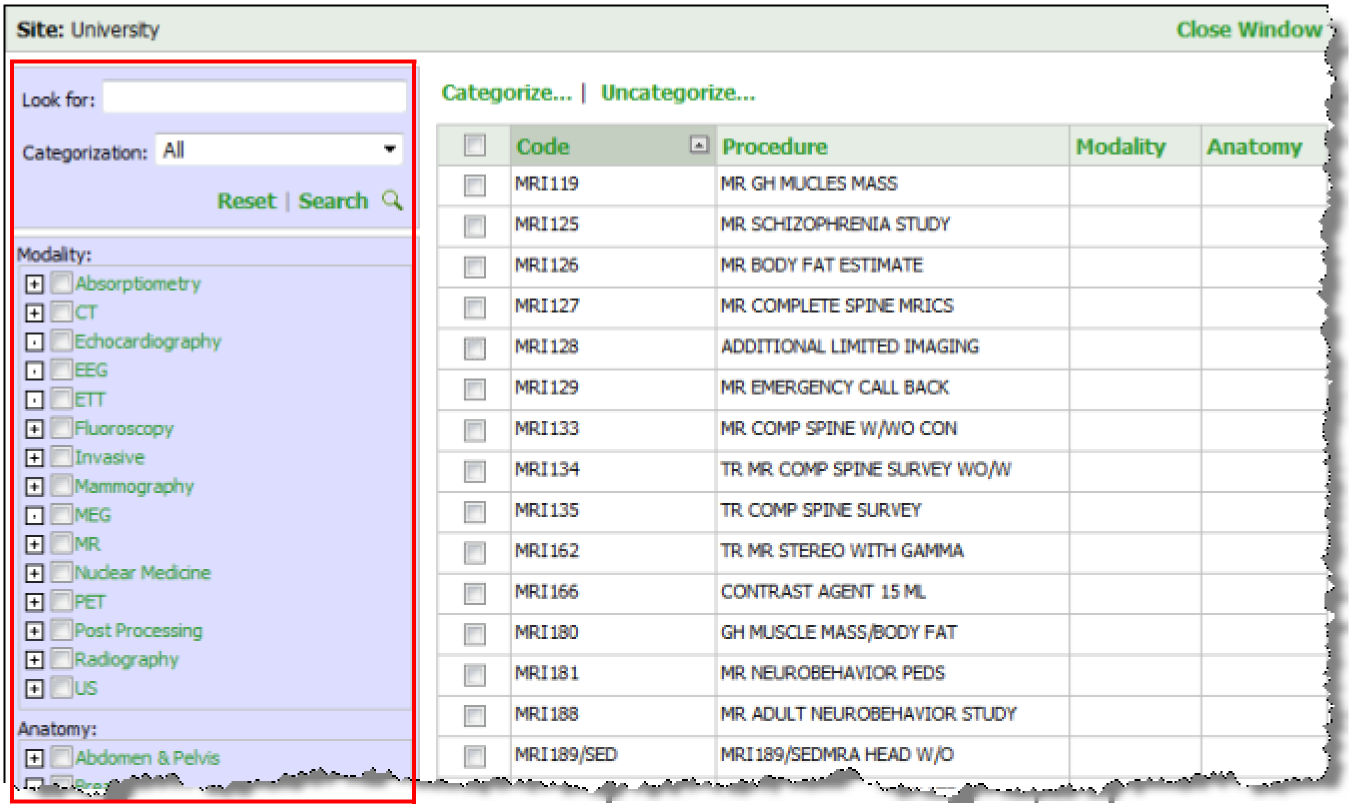


Categorizing Procedure Codes by Body Region and Modality

1. From the Admin Portal, click **Setup > Sites > Procedures > Categorize**.



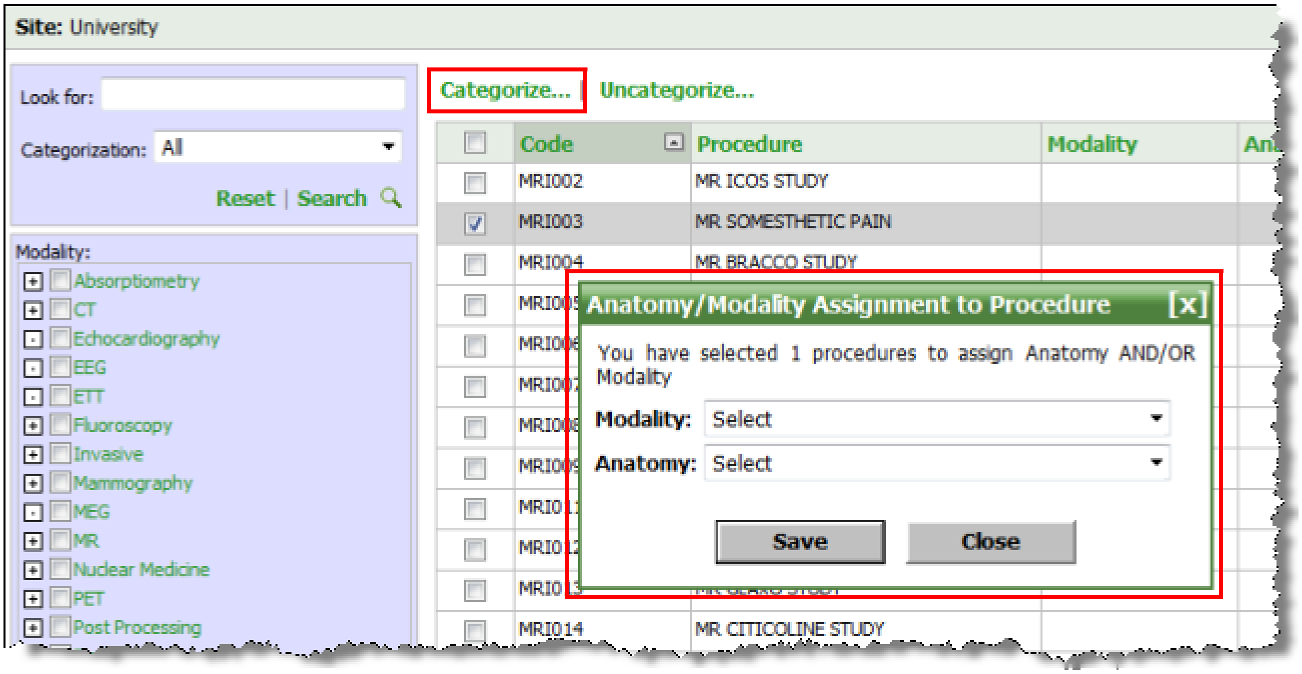
2. Search for the procedure code by using the **Categorization** drop-down list, or by using the **Modality** and **Anatomy** filters on the left side of the window.



3. Select a code to categorize.

Note: *Select more than one code to assign the same modality and anatomy to multiple codes.*

4. Click the **Categorize** link. The **Anatomy/Modality Assignment to Procedure** dialog box opens.



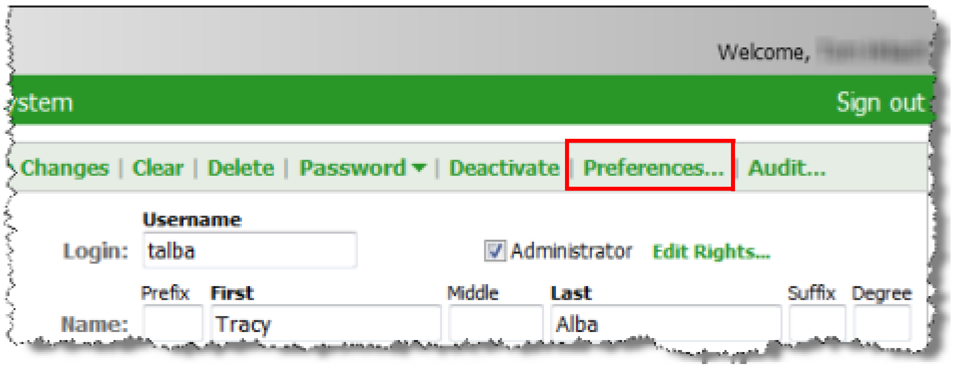
5. Make your selections from the **Modality** and/or **Anatomy** drop-down lists. (These lists are quite extensive; use the scroll bar to move through the entire list.)

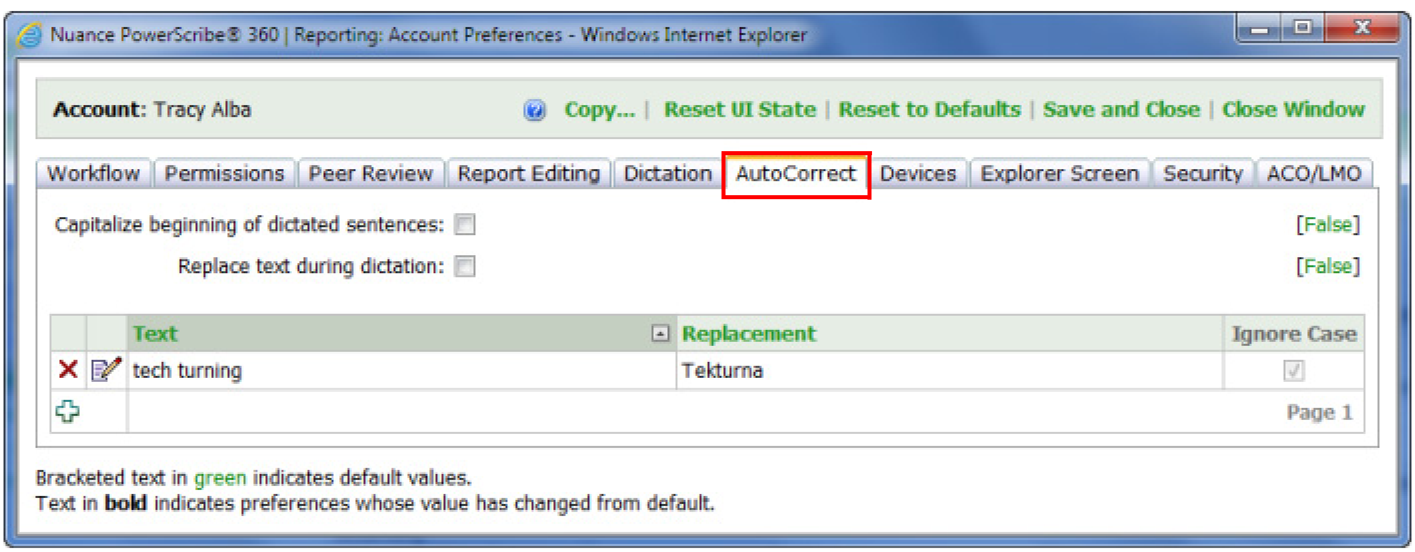
Note: *The items in the Modality and Anatomy lists come from the PowerScribe 360 | Reporting system.*

6. When finished, click **Save** to save your changes.

Manage Individual User AutoCorrect Rules

1. From the Admin Portal, click **Setup > Accounts** and select the user whose AutoCorrect rules you want to manage.
2. On the right side of the user account window, click the **Preferences** link, then select the **AutoCorrect** tab.





3. Perform any of the following tasks for this user's AutoCorrect section:

- Edit an existing AutoCorrect entry by clicking the **Edit** icon. You can change both the **Text** and **Replacement** fields. And you can select or clear the **Ignore Case** check box.
- Delete an existing AutoCorrect entry by clicking the **Delete** icon.
- Add a new AutoCorrect entry by clicking the **Create New** icon

- Select or clear the two available check boxes: **Capitalize beginning of dictated sentences** and **Replace text during dictation**.

4. When finished, click **Save and Close** to save your changes.

New Features For Providers: Purchasable

- DICOM SR for PowerScribe 360 | Reporting (4.3)
- Enable and disable individual Assure consistency checks.

DICOM Structured Reporting for PowerScribe 360 | Reporting

DICOM (Digital Imaging and Communications in Medicine) is a global IT standard for handling, storing, printing, and transmitting information in medical imaging. The DICOM Bridge allows the *PowerScribe 360* | *Reporting* system to communicate more easily with external systems and share data, in an industry standard format. It allows external vendors to send DICOM SR (Structured Report) objects to *PowerScribe 360* | *Reporting*, and allows *PowerScribe 360* | *Reporting* to query external systems for DICOM SR objects.

For more information on DICOM, refer to Nuance document P36A018, **DICOM for PowerScribe 360 | Reporting 2.0**.

Inserting DICOM Objects into a Report

You can insert DICOM objects by double-clicking an item in the DICOM list to insert it at your cursor's current location.

Enable and Disable Individual Assure Consistency Checks

Customers who purchased the Assure Consistency Checker option can now select which types of consistency checks they want to use.

If your administrator has configured your system for this feature, you can select any or all of the consistency check options.

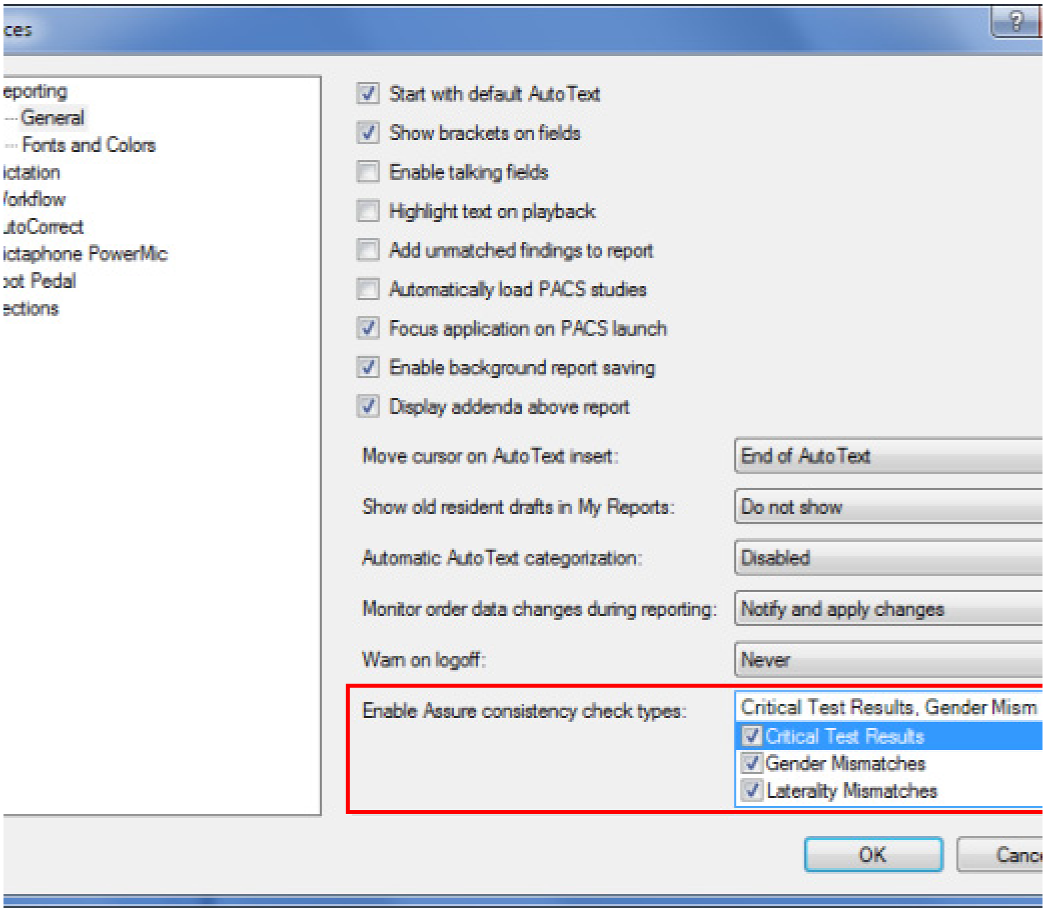
For information on how to set these preferences, see *Configuring the Assure Consistency Checks*, beginning on page 49 of this document.

Step-by-Step Instructions for Providers: Purchasable

Assure Consistency Checks

Configuring the Assure Consistency Checks

1. From the *PowerScribe 360* | *Reporting* application, click **Tools > Preferences**. By default the **Reporting > General** section opens.
2. Click the arrow to the right of the **Enable Assure consistency check types** item and click the check box next to each item you want to select. To remove the check mark (which excludes the item), click the check box again.



3. When finished making your changes, click **OK**.

Step-by-Step Instructions for Administrators: Purchasable

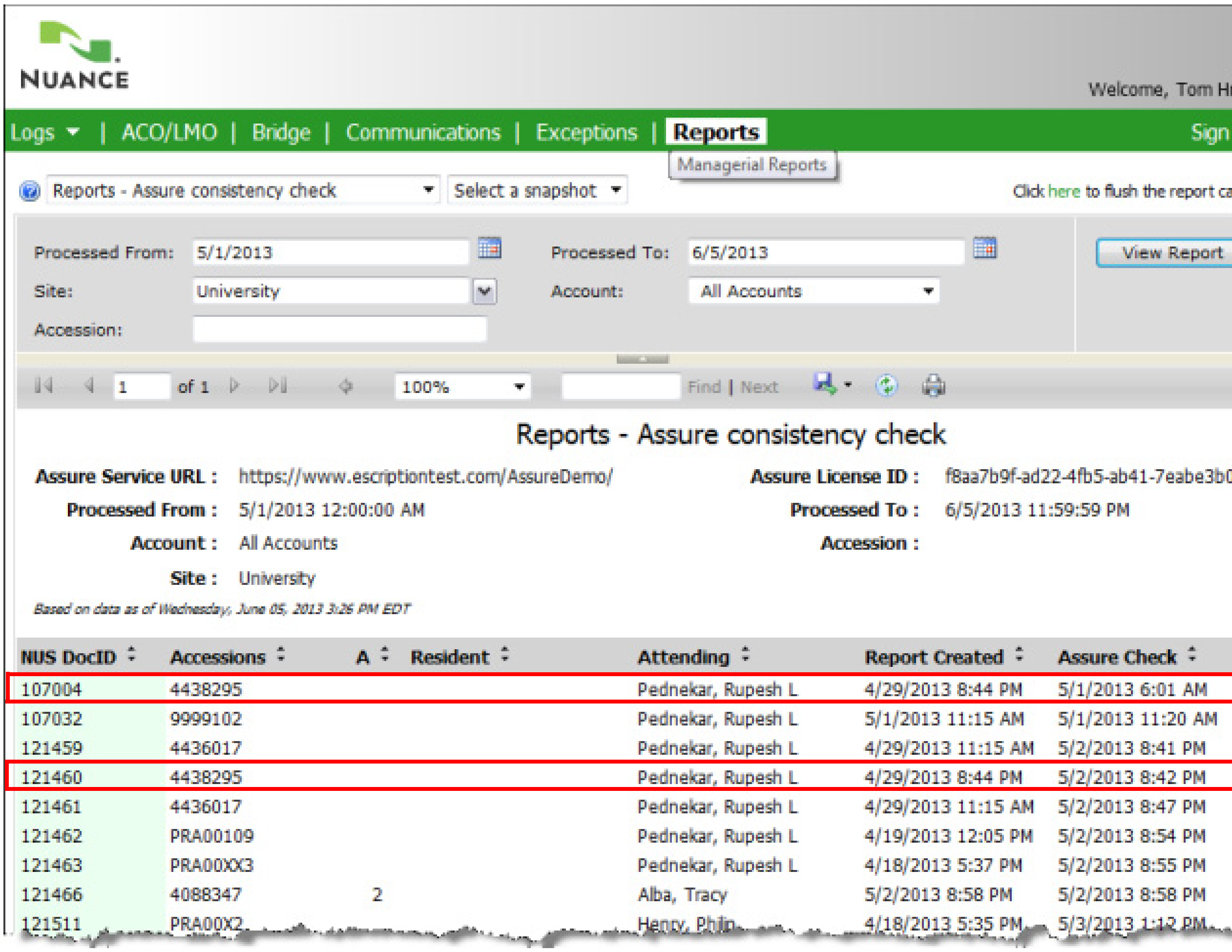
Running the Assure Consistency Check Report

To run this report:

1. On the **Reports** tab in the **Logs** group, select **Reports –Assure consistency check** from the drop-down list.
2. Use the following table as a guide for entering values in this screen:

Parameter	Definition
Processed From and **Processed To**	Indicate the date range for this report. Click the calendar icons and select the beginning and ending dates. Beginning and ending times are required.
Site	Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites.
Account	Select a provider from the drop-down list, or select **All**.
Accession	Enter an accession number as a filter

3. Click **View Report**.



The **Reports—Assure consistency check** report shows the following information:

- **NUS Doc ID**: A number automatically generated by the system. An additional NUS Doc ID is created each time Assure is run (in the client). For example, in the above illustration, the attending ran the consistency checker at two different times for the report with accession number 4438295.
- **Accession**: The identifying number assigned in the RIS
- **A**: The addendum's sequence number. For an original report, this column is blank.

- **Resident**: Name of the resident who ran the Assure consistency checker
- **Attending**: Name of the attending who dictated the report
- **Report Created**: Date and time the report was created
- **Assure Check**: Date and time the Assure consistency checker was run

New Features for System Administrators: Purchasable

- New preferences (relating to purchasable features)
- DICOM SR for PowerScribe 360 | Reporting
- Assure Consistency Check report
- Peer Review enhancements

New Preferences

Several new preferences have been added to the Admin Portal. To access preferences, click **Setup > System > Preferences**. The following table shows the changes.

Note: *Preferences that have a **Type** of **Site** can be configured at the site level. To configure site-level preferences, click **Setup > Sites**, select a site from the drop-down list in the upper-right section of the window, and click the **Preferences** link.*

Tab Name	Preference	Description	Type
Permissions	Allow Assure consistency check	Replaces **Allow report consistency check**	• Site
Peer Review	Require comment for all peer review	See *Require Comments for Peer Review Ratings 1 and 2*, beginning on page 54 of this document for more information on this preference.	• Site
Report Editing	Enable Assure consistency check types	Choose any or all of the consistency checks.	• Account

DICOM Structured Reporting for PowerScribe 360 | Reporting

DICOM (Digital Imaging and Communications in Medicine) is a global IT standard for handling, storing, printing, and transmitting information in medical imaging. The DICOM Bridge allows the *PowerScribe 360 | Reporting* system to communicate more easily with external system and share data, in an industry standard format. It allows external vendors to send DICOM SR (Structured Report) objects to *PowerScribe 360 | Reporting*.

Assure Consistency Check Report

This report confirms whether the Assure consistency checker was run for a specific study. You can use this report in conjunction with Nuance Technical Support or Nuance Professional Services groups to research further details on a specific run of the Assure consistency checker for a particular study.

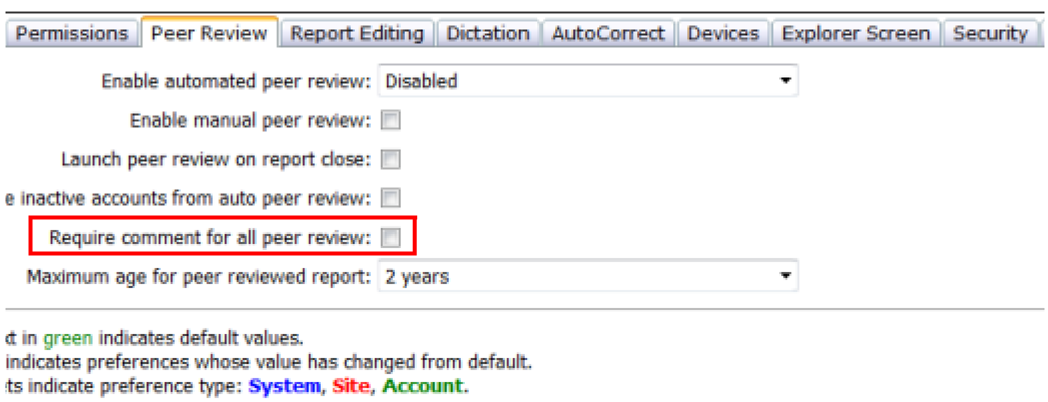
Note that the Service URL and License ID (that appear in each report heading) are unique for each customer.

For information on running this report, see *Step-by-Step Instructions for Administrators: Purchasable*, beginning on page 50 of this document.

Require Comments for Peer Review Ratings 1 and 2

You can now require that peer review ratings 1 and 2 contain a comment. (Ratings 3 and 4 have always required comments.) Set the **Require comment for all peer review** preference to enable this feature (**Setup > System > Preferences > Peer Review** tab).

This is a site-level preference, meaning you can configure it on a site-by-site basis.



Updating the Peer Review Counters

Automated peer review keeps count of the number of reports the user has read for each modality for which peer review is enabled (the modality's counter has been set to a value greater than zero).

Tip: *To configure your Peer Review interval settings, click **Setup > Sites** (select a site) **> Peer Reviews** link.*

When the counter for a modality reaches its threshold, automated peer review will be launched the next time an eligible prior report for that modality is encountered.

A prior report is considered eligible for peer review if it meets **all** of the following criteria:

- Comes from the same site
- Created for the same patient
- Same anatomy and modality
- Does not have any non-Final addendums
- Does not include the logged in radiologist as dictator, signer, or contributor
- Is not dictated or signed by inactive users (if the **Exclude inactive accounts from auto peer review** Site preference is enabled)
- Is not older than the **Maximum age for peer reviewed report** Site preference setting
- Has not already been peer reviewed

Incrementing peer review counters is now deferred to ensure that all radiologists will be eligible for automated peer reviews regardless of their workflow. A peer review counter increments at the earliest point in the workflow where the report is considered ***read*** by the radiologist.

Since incrementing the counter is now deferred, and is not related to the check to see whether it is time to launch an automated peer review, in some cases this might lead to the radiologist performing fewer automated peer reviews than desired. Therefore, some additional changes have been made to ensure that the radiologist does not get prompted too infrequently.

For example, in a new *PowerScribe 360 | Reporting* installation, there might not be enough prior reports in the system to trigger automated peer reviews on a regular basis. To prevent the scenario where the radiologist is repeatedly prompted to perform peer reviews when the counter reaches a very large value, an additional safety mechanism has been implemented: the counter will be capped at three times the interval. This will ensure that the radiologist is never prompted for more than three automated peer reviews in a row for a given modality.