What's New in PowerScribe 360 | Reporting, Version 3.5

PowerScribe® 360 | *Reporting*, version 3.5, 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* 3.5 offers:

- improved application viewing and tools;
- additional integration options for quality and consistency; and
- enhanced patient care.

Contents

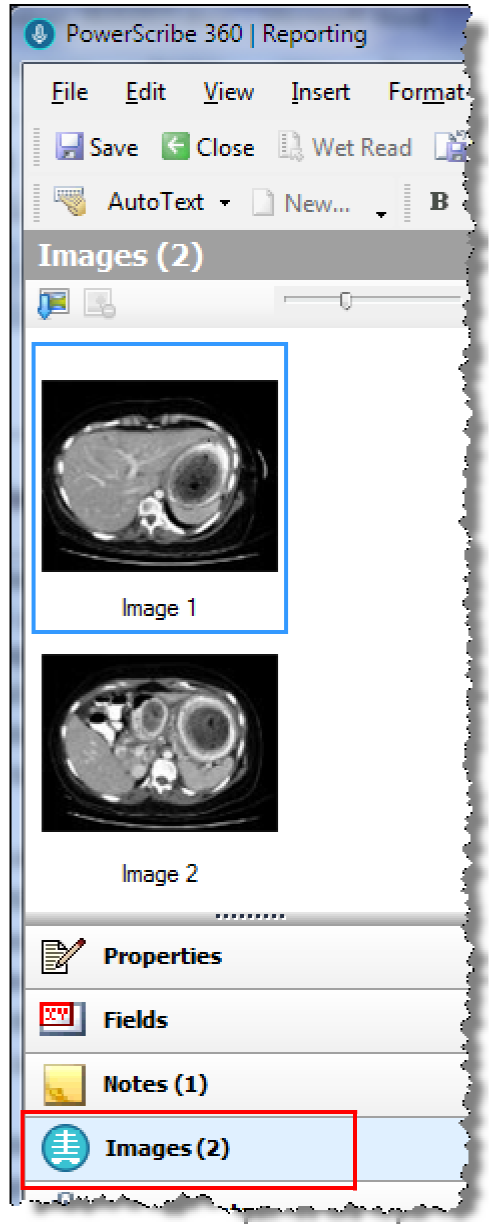
Nuance® PowerScribe® 360

L-3842-001 03/2016

New Features for Providers

Multimedia Reports

You can now insert images into your reports (if your Nuance field service engineer has configured the system to allow this feature and your downstream applications support it). A new **Images** library section, located in the Report Editor’s left pane, provides access to available images that can be inserted into the report.



Adding Images to the Image Library

Add images to the library using either of the following methods:

- **Method 1**: Import images from a PACS application on the desktop.
- **Method 2**: Use the **Capture Image** feature to grab a portion of the screen.

If needed, you can use both methods within a single report, and you can use each method multiple times in a report.

When selecting and inserting images, keep the following items in mind:

- You can insert images into your report either manually or automatically.
- Images are inserted at the bottom of the report.

Method 1: Importing PACS Images

Note: *You can use the PACS import method if your organization uses one of the supported PACS vendors for this feature. Nuance will continue to qualify and add PACS vendors who support this feature.*

Importing images requires a compatible PACS application and proper setup by your Nuance field service engineer. (FileStream must be properly installed and the Site preference **Allow image insertion** must be enabled.)

The mechanism for importing an image will vary based on the PACS application. When image transfer is successfully invoked in the PACS application, the image(s) will appear in the **Images** library, and be inserted into the report if automatic image insertion is enabled.

Method 2: Capturing an Image Using the Capture Image Tool

The **Capture Image** icon in the Report Editor toolbar allows you to grab an image from a portion of your screen.

1. Click the **Capture Image** icon. *PowerScribe 360* | *Reporting* automatically minimizes itself, allowing you to see and grab the image you want to use.
2. When the plus sign **+** cursor appears, click and drag your mouse over the area you want to insert.
3. Release the mouse button and the image is placed in the **Images** library.

Inserting Images Automatically

By default, any image captured (using the Capture Image tool) or imported from PACS will be added to the **Images** library. But you can choose to have the image automatically inserted into the report itself.

Enable or disable automatic image insertion into your reports by using one of the following methods:

- Click the **Start/Stop Automatic Image Insertion** icon in the Report Editor toolbar.

 **Start Automatic Image Insertion (**highlighted**)**

 **Stop Automatic Image Insertion (**not highlighted**)**

- Click **Tools > Start/Stop Automatic Image Insertion**.
- Press **Ctrl+G**.

Inserting Images Manually

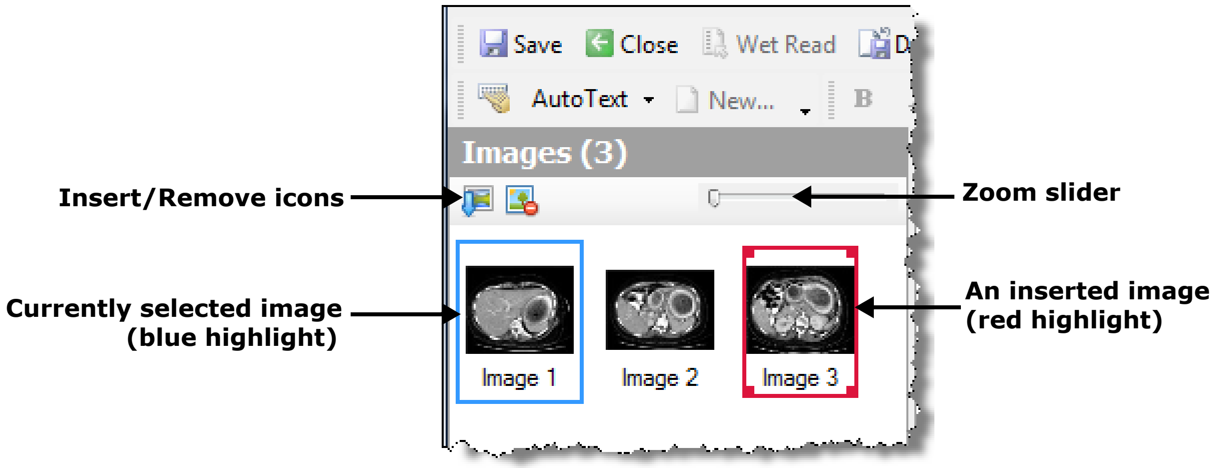
If you decide to insert your images manually (from the Image library), be sure to stop **Automatic Image insertion**. Note that you can toggle this feature as needed at any time.

- You have the following options for manually inserting images:
  - Use **voice commands**: To insert a single image, use the trigger phrase "Insert image" followed by the caption name of the image. For example, **"Insert Image chest."** To insert all of the images in the library, say **"Insert all images."**
  - Double-click an image.
  - Click an image and select the **Insert Image** icon. (You can also use the Windows **Ctrl+click** and **Shift+click** key combinations to select more than one image from the library.)

Working with the Images Library

As mentioned above, images imported from PACS, or selected with the image capture tool, are placed in the **Images** library (see example illustration below).

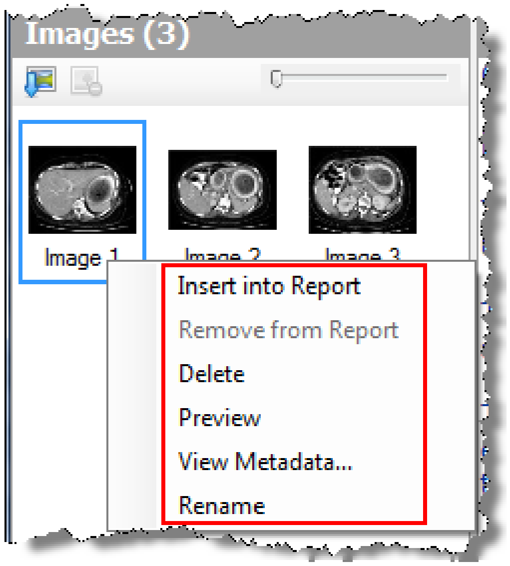
Use the tools in the library to insert or remove images.



- Images that you have *inserted* into your report (either automatically or manually) will be highlighted in a **red** rectangle.
- The image, or images, that you have currently *selected* in the library will be highlighted by a **blue** rectangle.
- You can use the voice commands **"Remove image <image caption>"** or **"Remove all images"** to remove images from your report.
- You can change your view of the thumbnail images in the library by using the **Zoom** slider. Sliding the zoom to the right increases the image size, while sliding it to the left decreases the image size.

Note: *Resizing the images in the library does **not** resize the image as it appears in the report. This tool is only to help you view library images more clearly.*

- When you right-click an image in the library, an options menu opens.

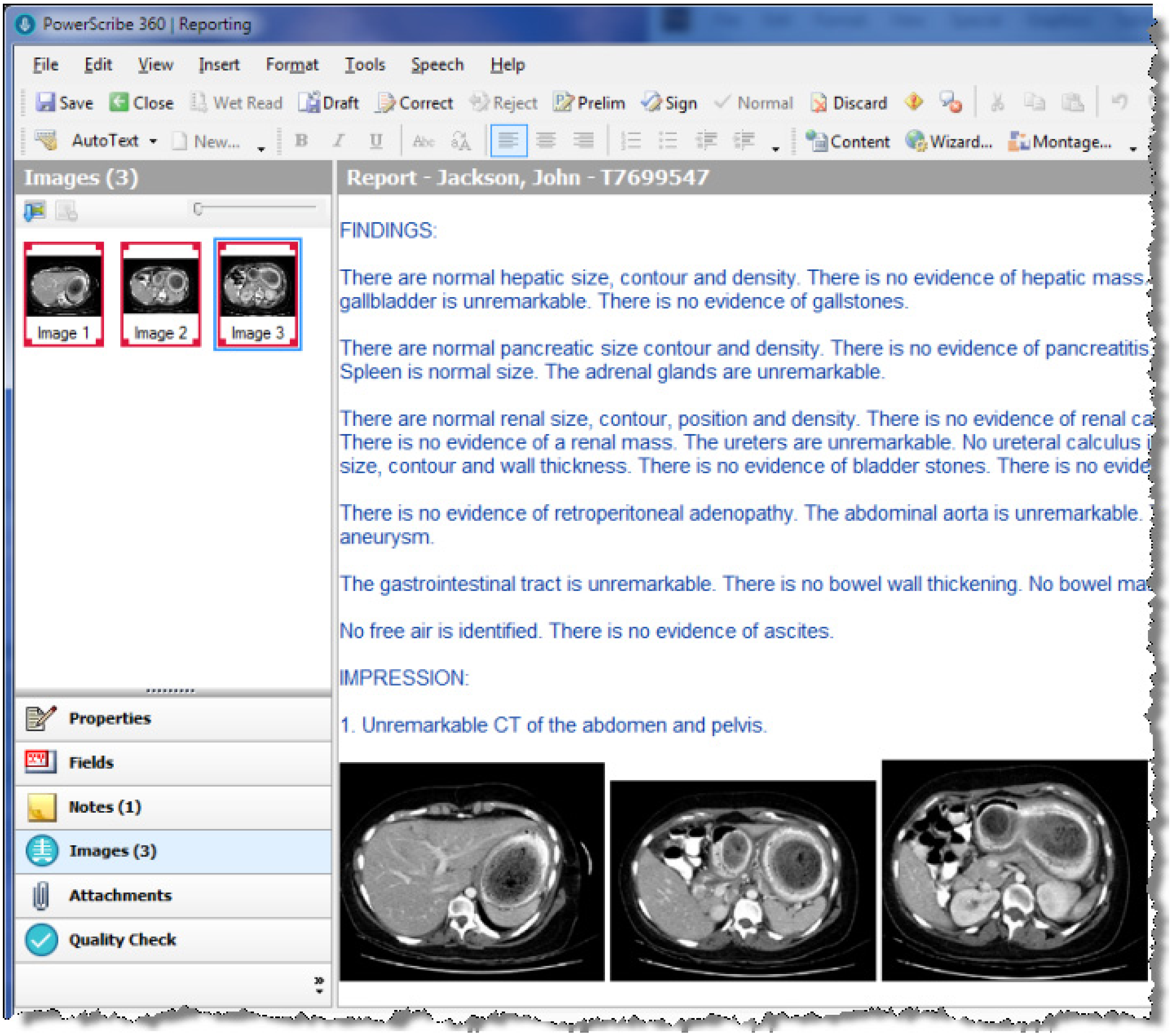


From this menu you can:

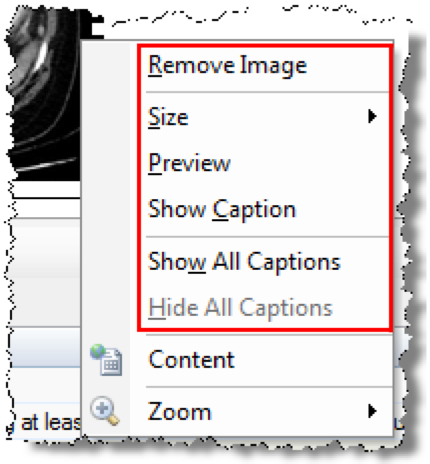
- Insert the selected image into your report (or remove the selected image from the report if it has already been inserted).
- Delete the image from the Images library.
- Preview the image in the default Windows viewer, such as Windows Photo Viewer.
- View metadata about the image, including the image name, file type, and dimensions. If your PACS provides exam information (such as accession number and so on), that information is displayed here as well.
- Rename the image.

Working with Inserted Images

Note: *Any images you insert into a report can **only** appear at the bottom of the report. (See illustration below.) You cannot insert images in the main body of the report; all images appear after the last line of text in your report.*

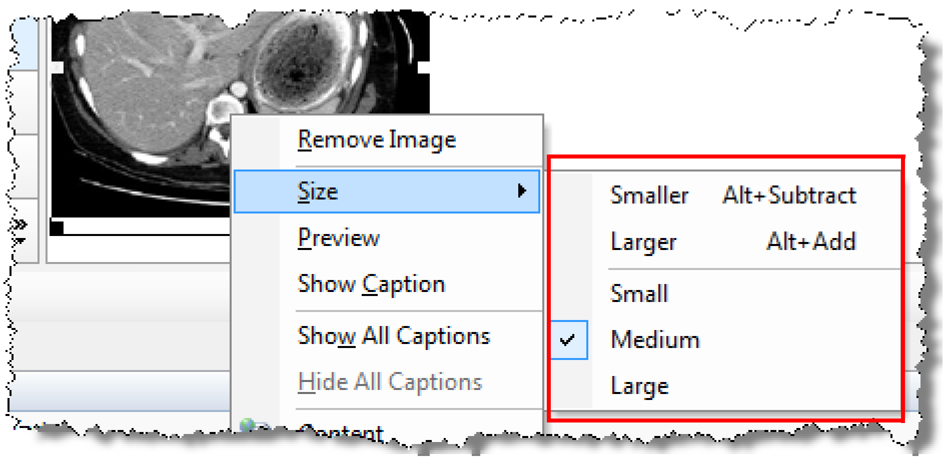


When you right-click an image in the report body, an options menu opens.



From this menu you can:

- Remove the image from the report body.
- Resize the image: When you click **Size**, a sub-menu opens, allowing you to resize the image in the report itself.



  – Click **Smaller** (or press Alt+Subtract) to reduce the size of the image from its current size.
  – Click **Larger** (or press Alt+Add) to increase the size of the image from its current size.
  – Select either **Small** (1.4 inches wide), **Medium** (2.0 inches wide), or **Large** (3.1 inches wide) to select a predefined size for the image.
- Preview the image in the default Windows viewer, such as Windows Photo Viewer.

Note: *This is not a diagnostic-level viewer but simply a viewer that allows you to see a larger version of the image in JPEG format.*

- Show or hide the caption for the image.
- Show or hide the captions for all the inserted images.

New Preferences for Images

Two new preferences help you to manage how images appear in your reports.

Click **Tools > Preferences** and select the **Editor** item.

- **Show image captions in report**: Select this check box to have the image caption (name) automatically appear at the bottom of each image you insert into your reports.

Tip: *Even with this preference selected, you can still hide or show image captions by right clicking the inserted image. This allows you to control captions individually when necessary.*

- **Image size on insertion**: Select either **Small**, **Medium**, or **Large**. The default sizing you choose here is the one selected in the **Size** menu shown above.

Additional Information on Images and the Images Library

Image Retention

All of the images in a report's image library (including the inserted images, of course) remain with the report until the report state is **Final**. Images that are embedded (inserted) in the report stay in the report forever.

Images in an Addendum

When creating an addendum for a report, the original report's Images Library is not available. However, you can import, capture, and insert images into the addendum just like you did for the original report.

Minimum and Maximum Image Sizes

When resizing inserted images (right click the image and select **Size**), the minimum width for an image is 1 inch and the maximum width is 6.5 inches. The maximum height is constrained by the page size.

Number of Images in a Row

The number of images displayed in a row in a printed version of the report is determined by the width of each image. Increasing the size of images in the report body will probably decrease the number of images that you can see in one row. As you might expect, resizing your *PowerScribe 360 | Reporting* application window also affects how many images appear in a row. This is because the Report Editor does not replicate exactly how the report will appear when printed. The Report Editor is not a WYSIWYG (What You See Is What You Get) editor, as opposed to an application like Microsoft Word, for example.

Removing Images from a Report

You cannot remove images from **Final** reports.

Saving Reports with Images

You can save a report and its inserted images as RTF; DOCX; DOC; or PDF.

Printing Reports with Images

If you decide to print a report containing images, both the text and the images you inserted will be printed. Again, if the report contains several images, the number of images displayed in a row is determined by the print margins you have set in your printer.

If the *Allow Image Insertion* Preference is Not Enabled for Your Site

You can include images with your report using the Capture Image tool even if your administrator has not enabled image insertion (selected the **Allow image insertion** preference) for your site.

- When you select an image with the Capture Image tool, the image is added to the **Attachments** pane in Report Editor.
- A link with the image's name is placed in your report at the current cursor location. (You can rename the image in the **Attachments** pane; doing so renames the image link in the report as well.)
- Click the link in your report (or double-click the thumbnail image in the **Attachments** pane) to see the image in your default Windows image viewer program.

Assigned Custom Fields

Your system administrator can now assign custom fields to specific user roles (Attending, Resident, Editor, and Technologist). When implemented, this feature allows you to work with only the custom fields in a report that relate to your particular role.

Note: *If you are a Fellow at your facility, you will see either the Attending or Resident custom fields, depending upon the role with which you chose to log in to the system.*

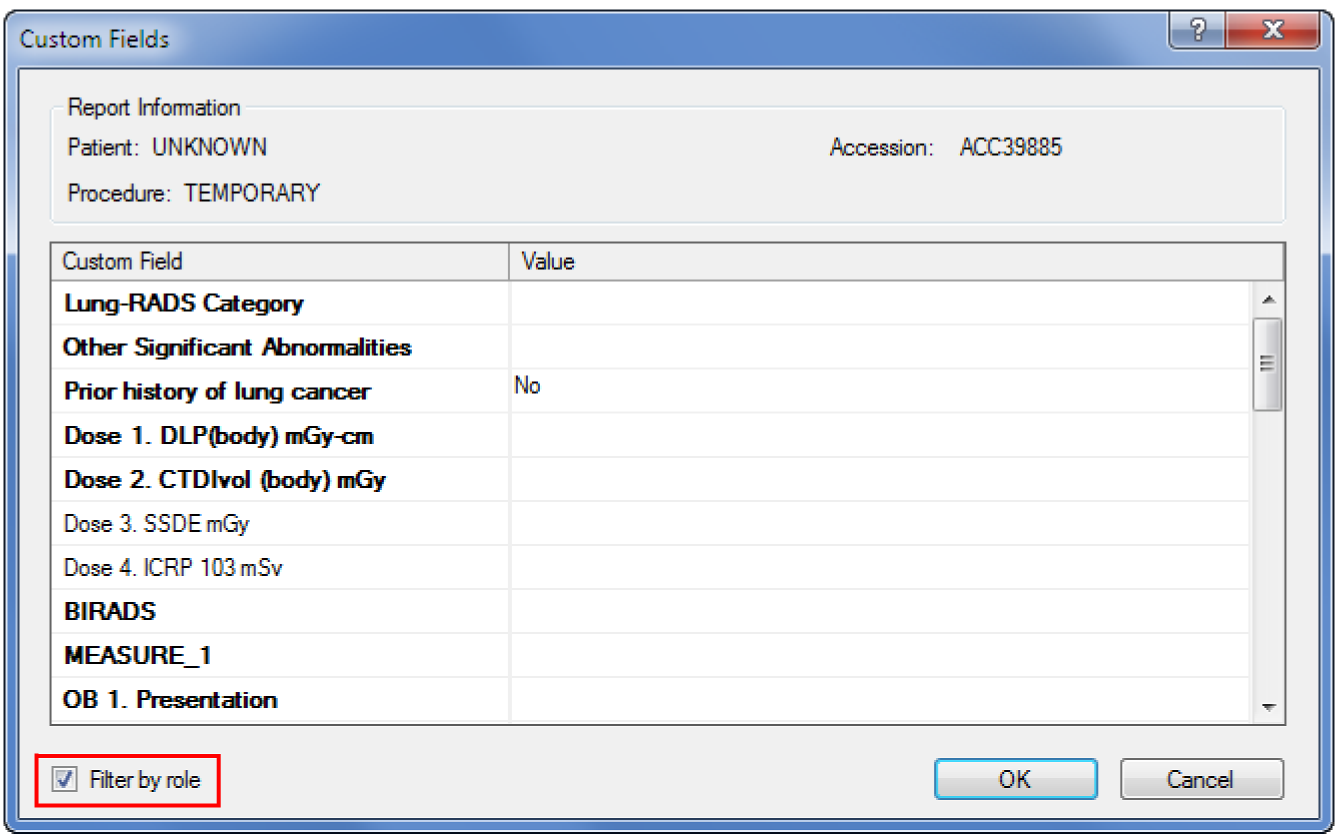
To see only the custom fields that apply to your current role:

1. Open or create a report in Report Editor.
2. Click **Insert Custom Fields** (located in the **Properties** pane) to open the Custom Fields dialog box.

   Tip: *The* ***Custom Fields*** *dialog box opens automatically when signing a report if required custom fields have not been addressed. You can use other methods to begin working with custom fields as well, such as the voice command* ***"Insert Custom Fields"*** *or by clicking* ***Insert > Custom Fields*** *on the toolbar.*

3. Select the **Filter by role** check box. The list now displays only custom fields that relate to your role in the system.

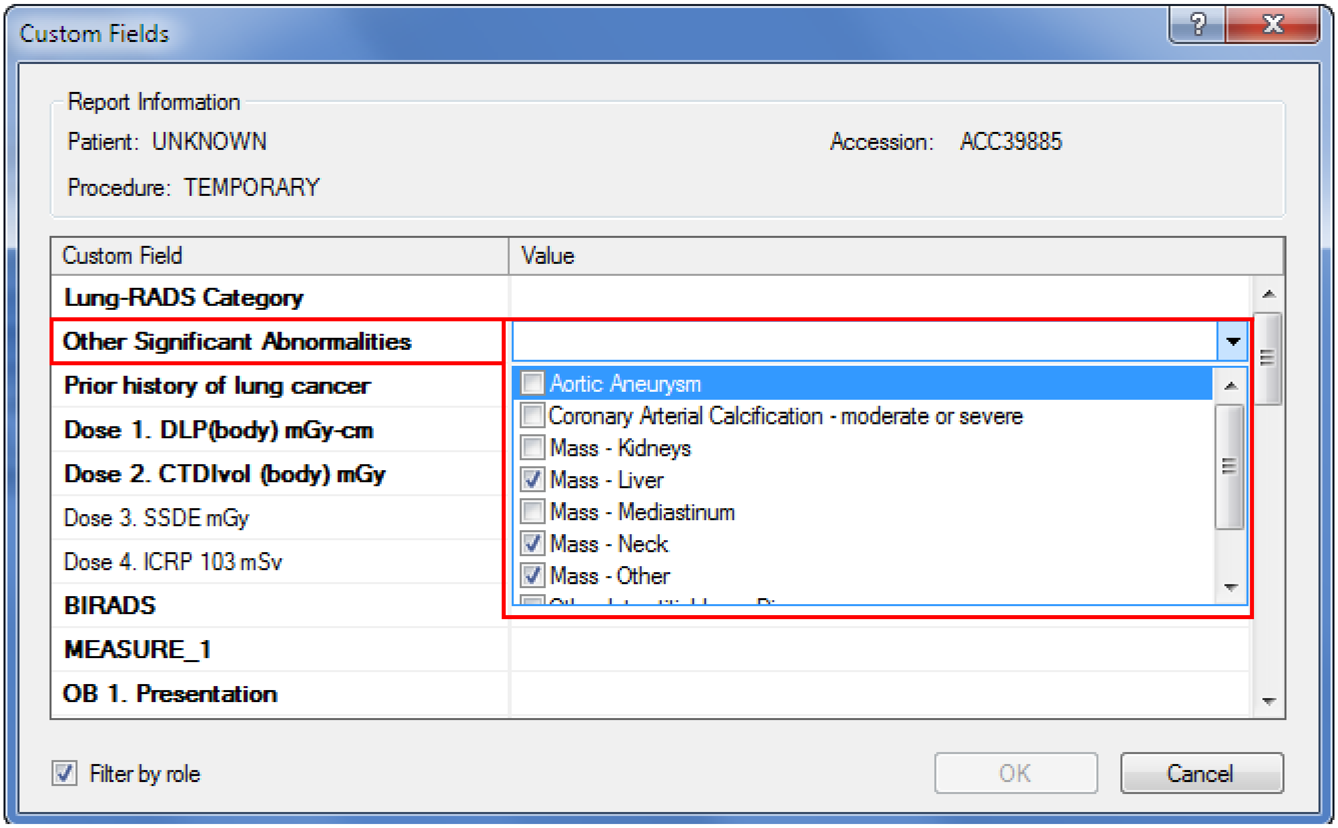
   Note: *This setting applies to all future reports until unchecked.*



Multiple Selections in Custom Fields

Your system administrator can now design custom fields that allow you to select more than one item from a list.

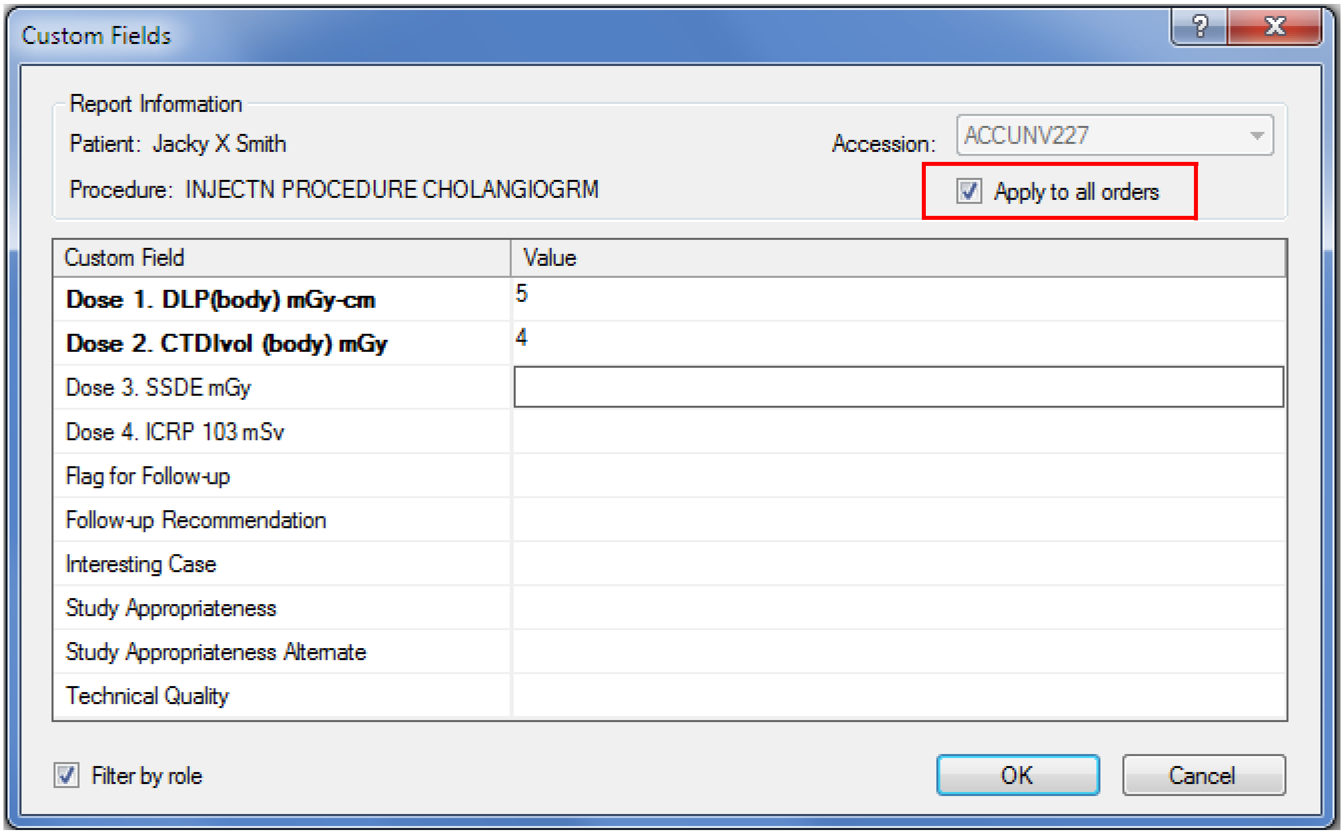
Note: *If you use a multiple choice custom field in an AutoText within a report, you can select only a single pick list choice in the Report Editor.*



Apply Custom Fields to All Associated Orders

The setting for the **Apply to all orders** check box in the Custom Fields dialog box is "sticky,' which means that it retains its current status from login to login until you change it.

Note: *The above statement applies only if the custom fields assigned to **all** associated orders are **identical**.*

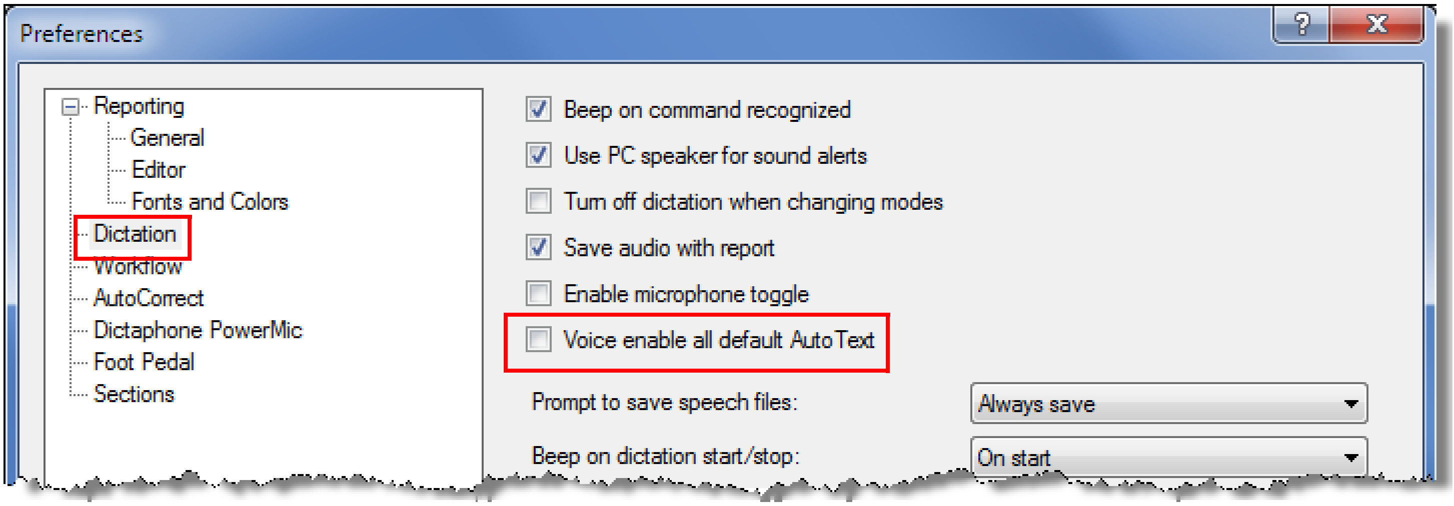


Voice-Enabled Default AutoText

The preference **Voice enable all default AutoText** allows you to insert a default AutoText into a report using a voice command, regardless of the AutoText's relevance. The preference is disabled (**False**) by default.

Note: *This feature applies only to AutoText that are marked as **Default**.*

The preference is located on the **Tools > Preferences > Dictation** tab.



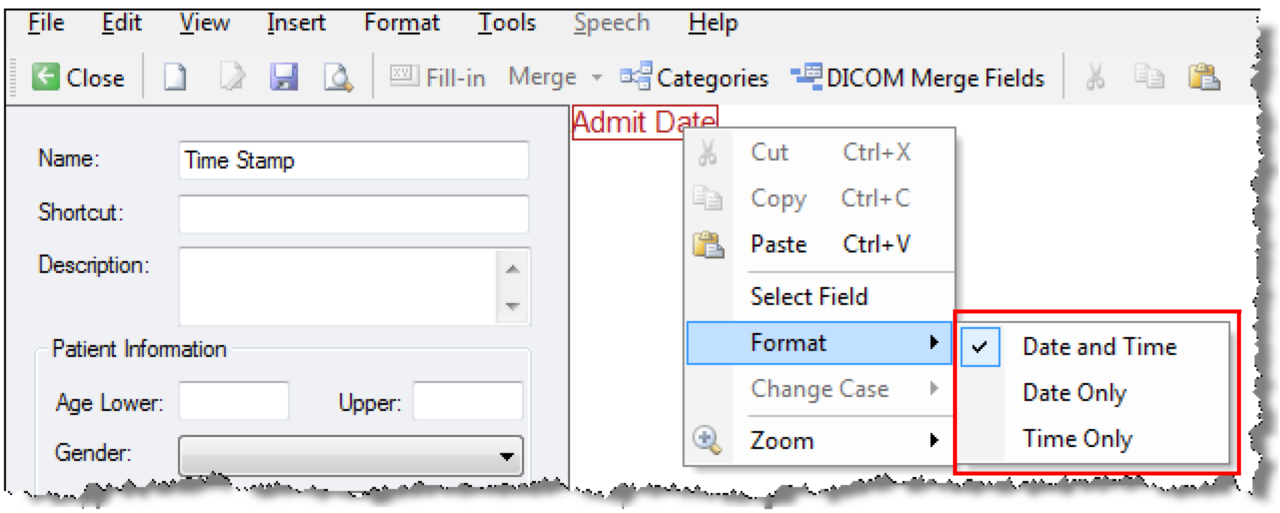
Separate Date/Time for Merge Fields

You can now display the date and time separately in AutoText merge fields. For each time-stamped merge field you can select:

- Date only,
- Time only, or
- Date and Time (current behavior).

Note: *Date formatting is not configurable at this time; date formatting will conform to the date and time settings in Windows.*

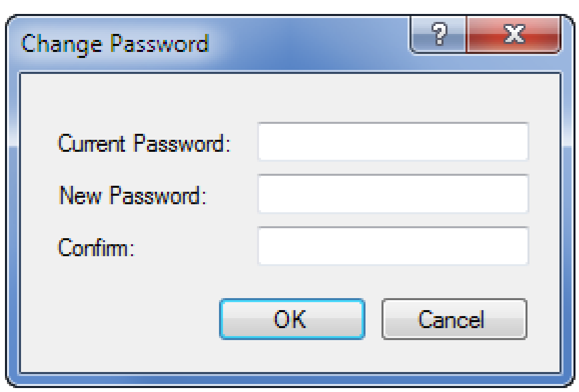
From the AutoText Editor in the client application, insert a merge field that contains a date and time format (the example below uses the **Admit Date** merge field). Right-click the field, click **Format**, and select one of the options.



Confirm Existing Password

When changing your password, you are now required to enter your current password before creating and confirming a new password. This feature can help to meet security requirements at your facility.

Click **Tools > Change Password**. The dialog box now appears as shown in the example below.



List of New or Modified Preferences

The following table shows only the categories where additions and changes were made to the client preferences.

To access preferences, log in to the *PowerScribe 360 | Reporting* client and click **Tools > Preferences**.

Category	Preference	Description
Reporting/ General	Enable talking fields	Changed default value to **True** (selected).
	Discard unedited new report on PACS close	Changed default value to **True** (selected).
	Enable clinical guidance alerts	Changed default to **False** (not selected).
	Enable Quality Check types (New preference) ***Note:*** *Quality Check is a purchasable option. Please contact your Nuance account representative for more information.*	Replaces the *Enable Assure consistency check types* preference. (Same function; renamed Assure consistency check to Quality Check.) Default value is all three choices selected: **Critical Test Results**, **Gender Mismatch**, and **Laterality Mismatches**.
Reporting/ Editor	Show brackets on fields	Changed default value to **True** (selected).
	Highlight text on playback	Changed default value to **True** (selected).
	Show image captions in report (New preference)	Select this check box to have the image caption (name) automatically appear at the bottom of each image you insert into your reports. Default is **True**.
	Merge field navigation	Changed default from **Empty** to **All**.
	Move cursor on AutoText insert	Changed default from **End of AutoText** to **First Field**.
	Image size on insertion (New preference)	Default width of your inserted images. Choose either **Small** (1.4 inches), **Medium** (2.0 inches), or **Large** (3.1 inches). Default is **Medium**.
Dictation	Voice enable all default AutoText (New preference)	Select to allow insertion of AutoText marked as **Default** into Report Editor using voice commands, regardless of relevance. Default is **False** (not selected).
Workflow	Perform spell check at signoff	Changed default value to **True** (selected).
AutoCorrect	Capitalize beginning of dictated sentences	Changed default value to **True** (selected).
	Replace text during dictation	Changed default value to **True** (selected).

New Features for Administrators

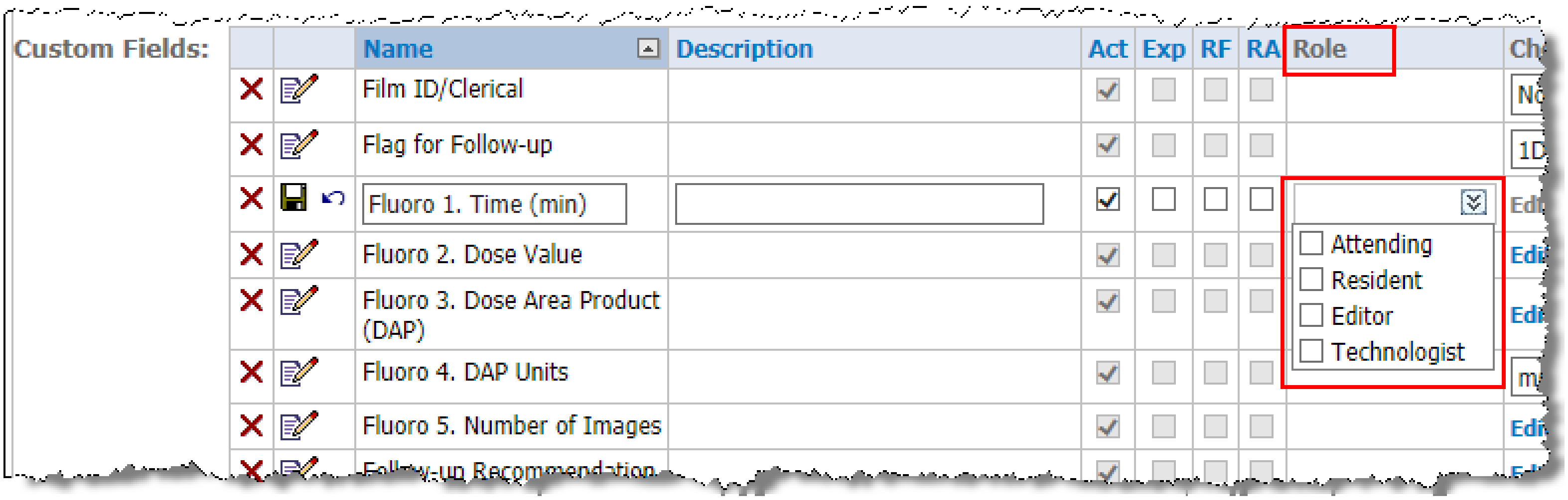
Assigning Roles in Custom Fields

Administrators can now assign custom fields to the following roles within the system:

- Attending
- Resident
- Editor
- Technologist

Users with roles assigned to custom fields will be able to filter the custom field dialog box to display only relevant items, helping to streamline their workflow.

When creating or editing a custom field, the **Role** column displays a drop-down list from which you can select one or more roles. The first letter of each role you selected appears in the **Role** column after you click **Save** (the disk icon).

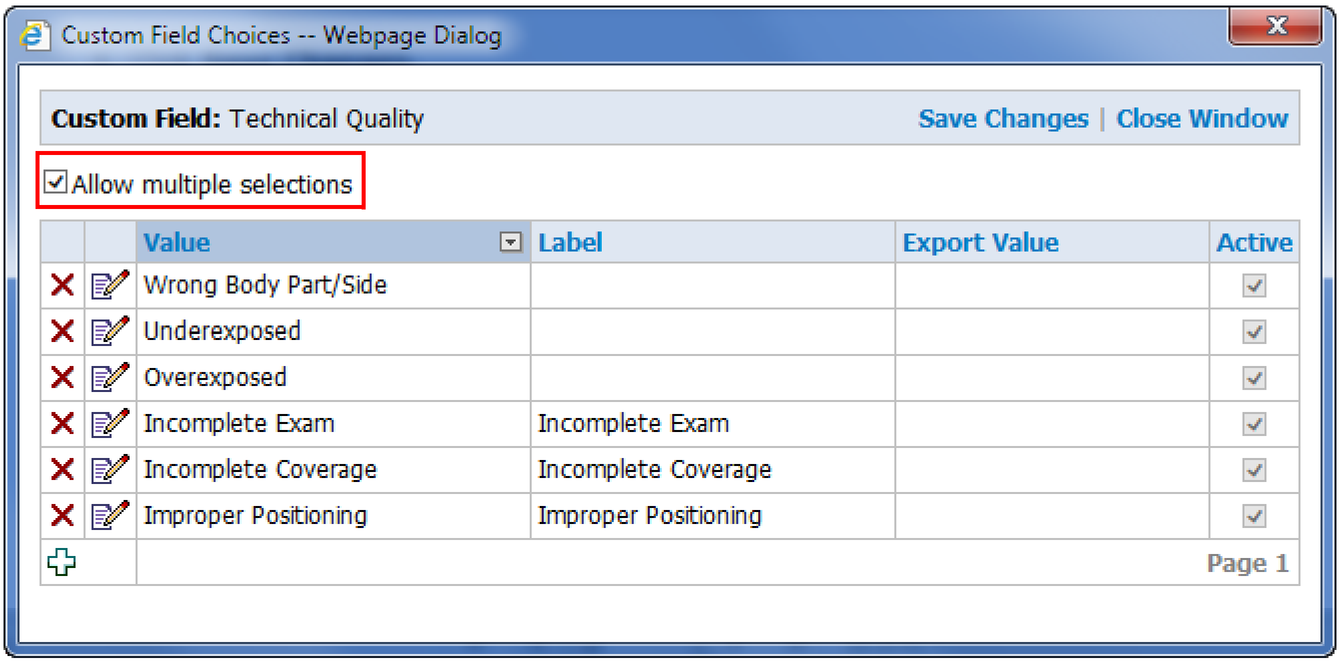


The column labeled **RA** (Required for Resident Approved reports) replaces the **RP** (Required for Preliminary reports) column heading.

Configuring Multiple Selections for Custom Fields

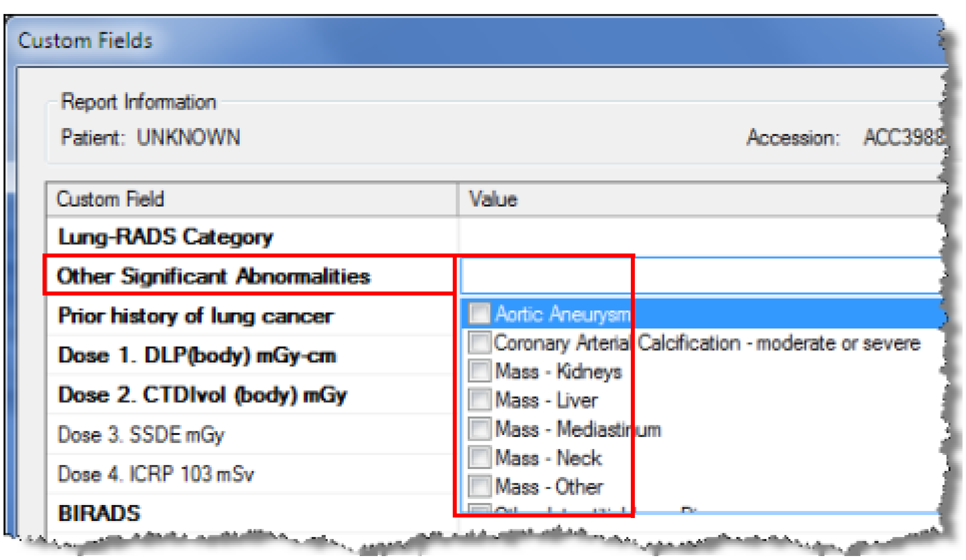
For custom fields with several selections, you can now determine whether or not to allow multiple selections instead of only one.

1. For the custom field you want to modify, click the **Edit** link in the **Choices** column.
2. Add, delete, or modify any selections as needed.
3. Select the **Allow multiple selections** check box.



4. Click **Save Changes**.

When a radiologist uses this type of custom field, a check box is available for each item in the custom field, allowing the radiologist to select any or all of the choices.

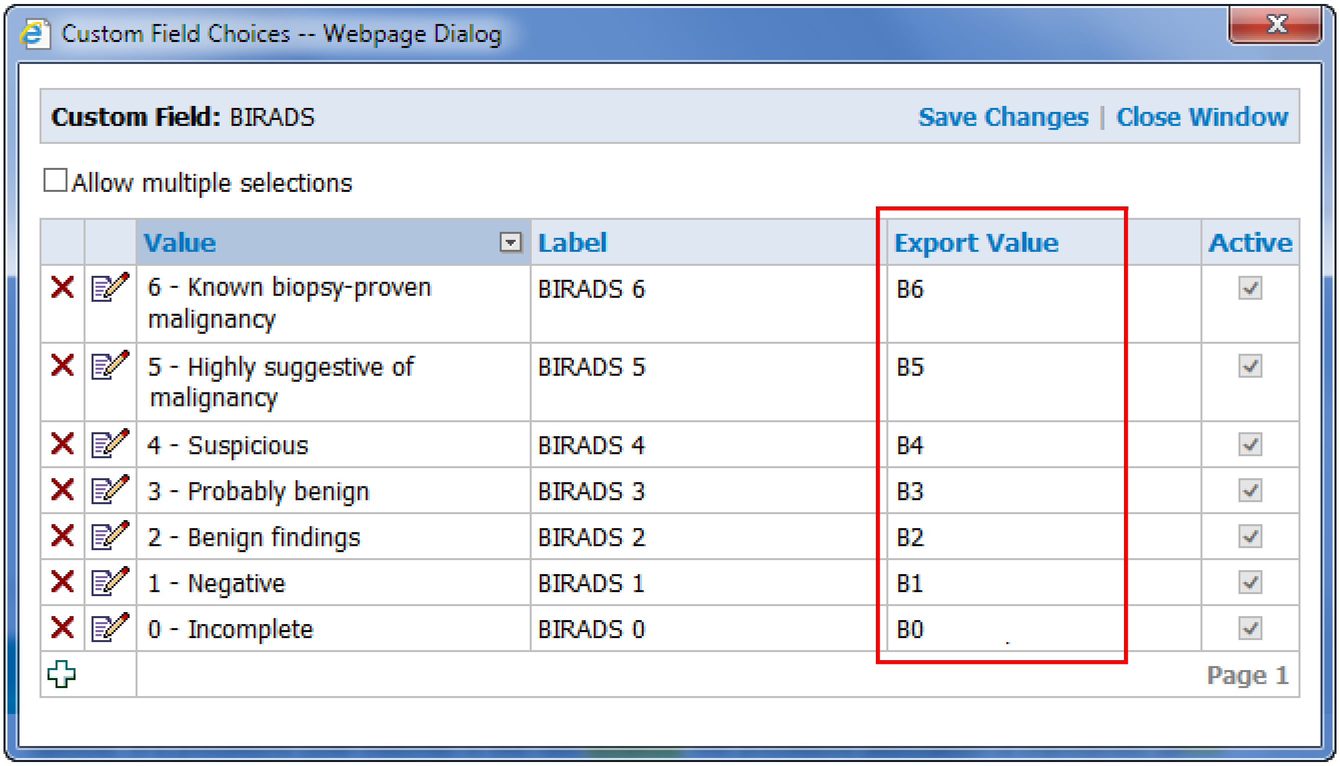


Export Values in Custom Fields

If you plan to export a custom field to your RIS (through HL7), you can now supply an export value that will be sent in the OBX5 segment of the HL7 message during the report upload, which provides more flexibility to configure the **Value** field as a custom merge field in AutoTexts. If your custom field contains multiple choices, each choice can be assigned an export value.

1. For the custom field you want to modify, click the **Edit** link in the **Choices** column.
2. Click the Edit icon to open the custom field for editing.
3. In the **Export Value** column, enter a name for each of the custom field choices.

Note: *If you leave this field blank, the name in the* ***Value*** *field is used for the export value.*



4. Click **Save Changes**.

Import and Export Custom Fields

You can now import and export custom fields. This action maintains the custom field properties and options. If a procedure code matches in the new import target (Site), the procedure association is maintained as well.

To export custom fields from a site to a csv file:

1. Click **Setup > Sites** and select a site from the drop-down list.
2. Click the **Custom Fields** link and select **Export**. A bar at the bottom of the window asks if you want to open or save the csv file. By default, the file names of exported custom fields csv files appear as **<Site Name>_CustomFieldsExport.csv**. For example, **University_CustomFieldsExport.csv**.
3. Choose either **Open** or **Save**. In most systems you will have a **Save As** option, allowing you to change the file name and its location.

The file is copied to the location you selected and ready to be used for importing by another site.

The following illustrations show a partial example of an exported custom fields worksheet.

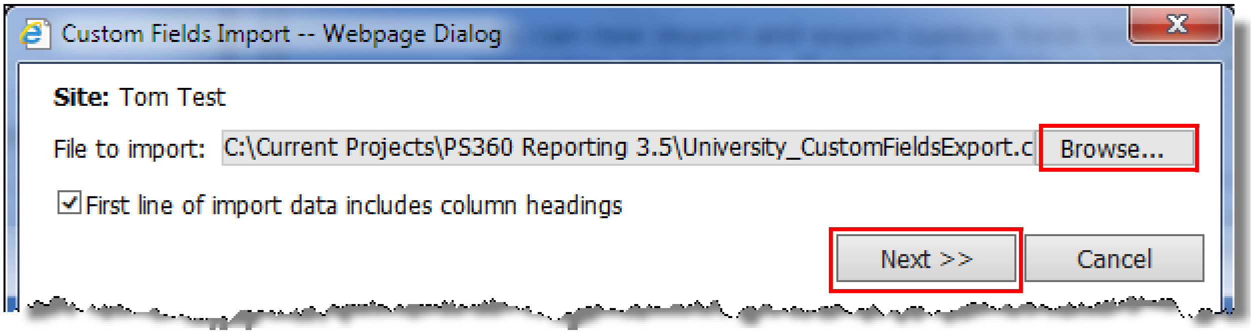
Tom H_CustomFieldsExport.csv

	A	B	C	D	E	F	G	
1	Name	Description	Active	Required	Required Prelim	Exportable	Standard	In
2	Alert	Significant finding alert	TRUE	TRUE	TRUE	TRUE	FALSE	Si
3	Alert	Significant finding alert	TRUE	TRUE	TRUE	TRUE	FALSE	Si
4	Alert	Significant finding alert	TRUE	TRUE	TRUE	TRUE	FALSE	Si
5	Alert	Significant finding alert	TRUE	TRUE	TRUE	TRUE	FALSE	Si
6	BIRADS	BIRADS	TRUE	FALSE	FALSE	FALSE	FALSE	Si
7	BIRADS	BIRADS	TRUE	FALSE	FALSE	FALSE	FALSE	Si
8	Carotid 0.1 RT Sys CCA	Right Systolic CCA	TRUE	FALSE	FALSE	FALSE	FALSE	Te
9	Carotid 0.1 RT Sys CCA	Right Systolic CCA	TRUE	FALSE	FALSE	FALSE	FALSE	Te

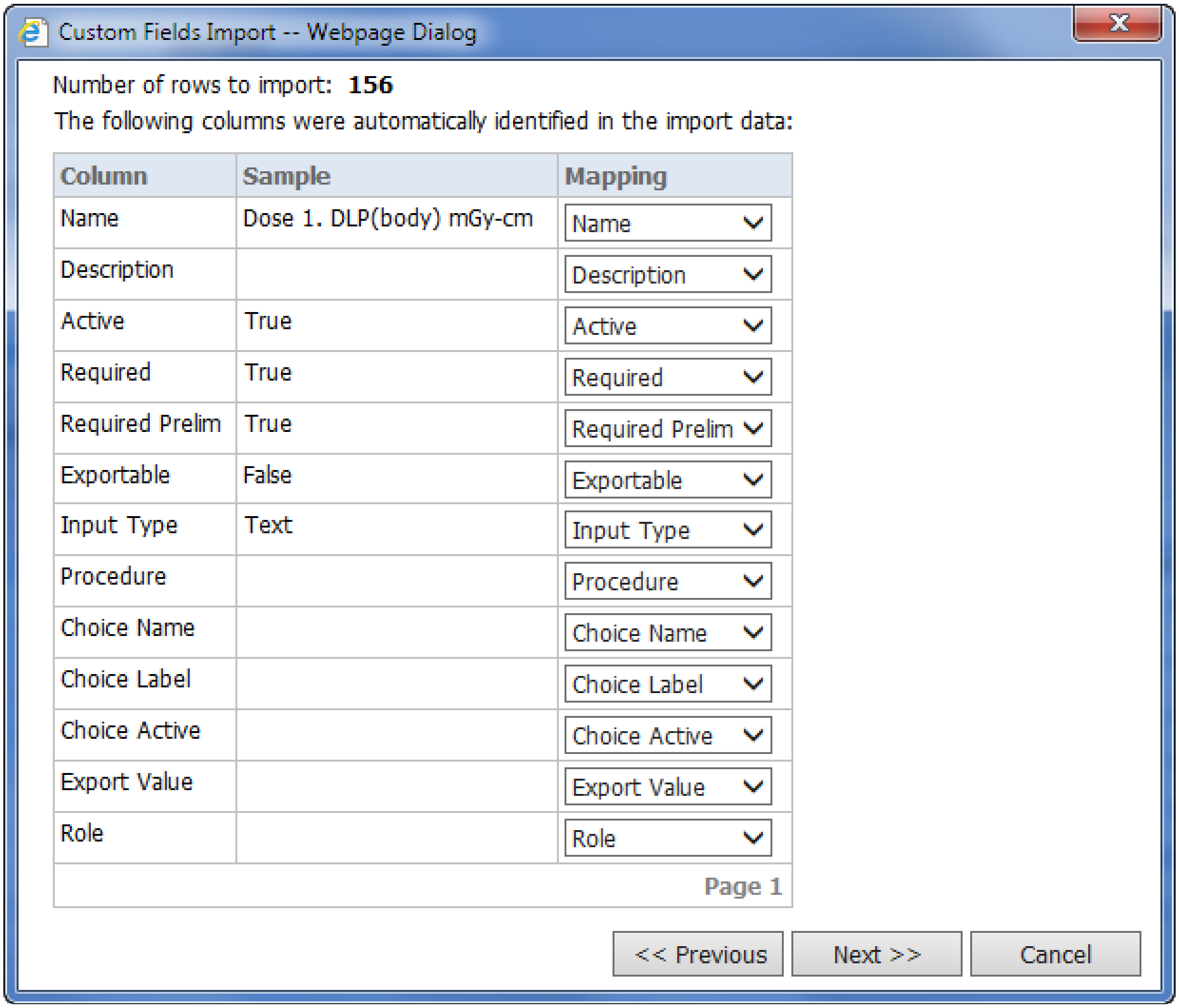
G	H	I	J	K	L	M	N	O
dard	Input Type	Group	Procedure	Choice Value	Choice Label	Choice Active	Export Value	Role
SE	Single Choice			No alert necessary for th	N/A	TRUE		
SE	Single Choice			Requires that results be	Orange	TRUE		
SE	Single Choice			Requires a STAT page an	Red	TRUE		
SE	Single Choice			Requires that results be	Yellow	TRUE		
SE	Single Choice			BIRADS 1	BIRADS1	TRUE		
SE	Single Choice			BIRADS 2	BIRADS 2	TRUE		
SE	Text		71020					
SE	Text		78460					

To import custom fields from another site's csv file:

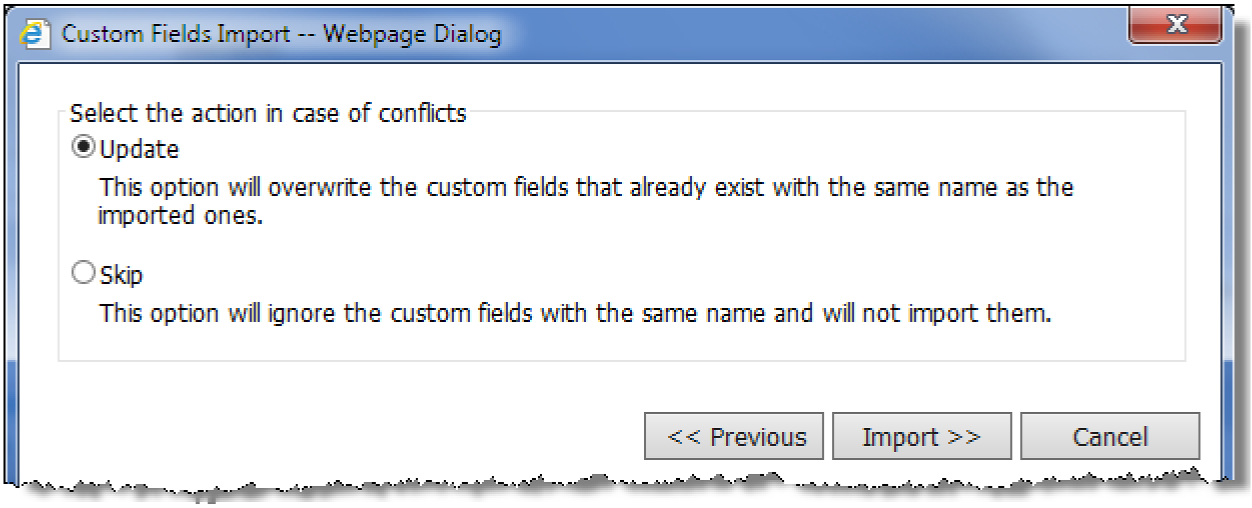
1. Click **Setup > Sites** and select a site from the drop-down list.
2. Click the **Custom Fields** link and select **Import**.
3. Browse to and select the file you want to import and click **Open**.
4. Click **Next**.



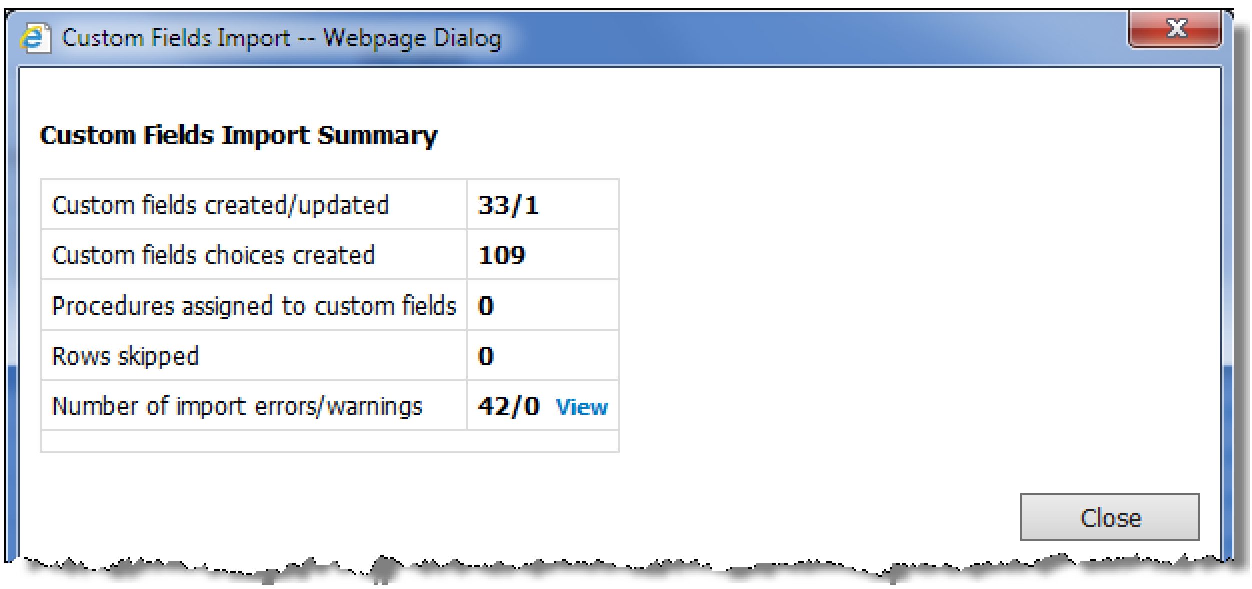
5. From the column mapping dialog box, make sure that the column names match the mapping item in the drop-down list.



6. Click **Next**. The conflict action dialog box opens.



7. Select either **Update** or **Skip**, based on the descriptions shown.
8. Click **Import**. After the import, the custom fields import summary dialog box opens.

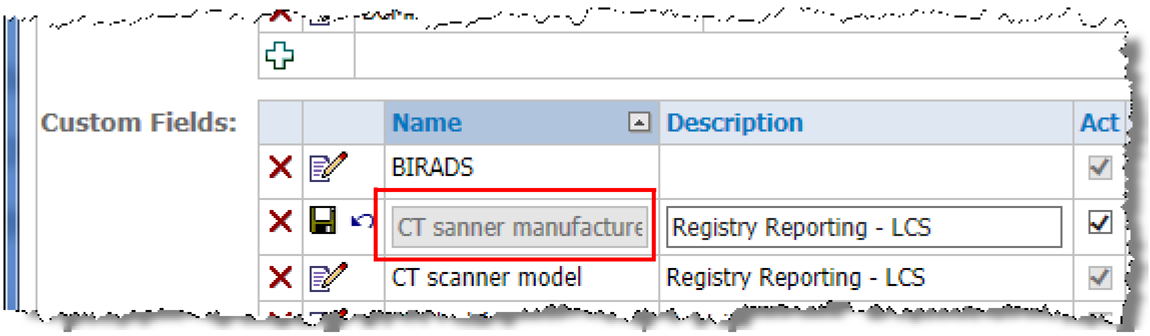


9. If there are any errors or warnings, click the **View** link to see a list of the errors/warnings.
10. When finished, click **Close**.

Standard Custom Field Names

In some cases (Lung Cancer Screening, for example), a worksheet (provided by Nuance) containing a specialized set of custom fields is imported into your system. These custom fields are referred to as *standard* fields.

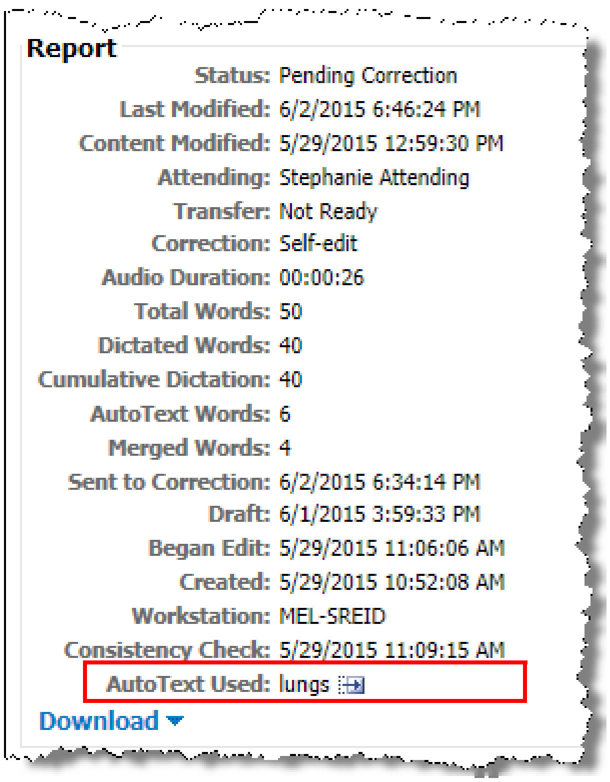
When you click the **Edit** icon to modify a standard field, the **Name** field is grayed out, meaning that you cannot change the name. This is by design since the content of standard fields is defined by the American College of Radiology (ACR). In order for the information in these fields to be exported to the ACR, the field names must remain exactly as they appear in the imported worksheet.



AutoText Usage Tracking

Administrators can now view AutoText usage for each report, which helps them to track usage and identify potential errors.

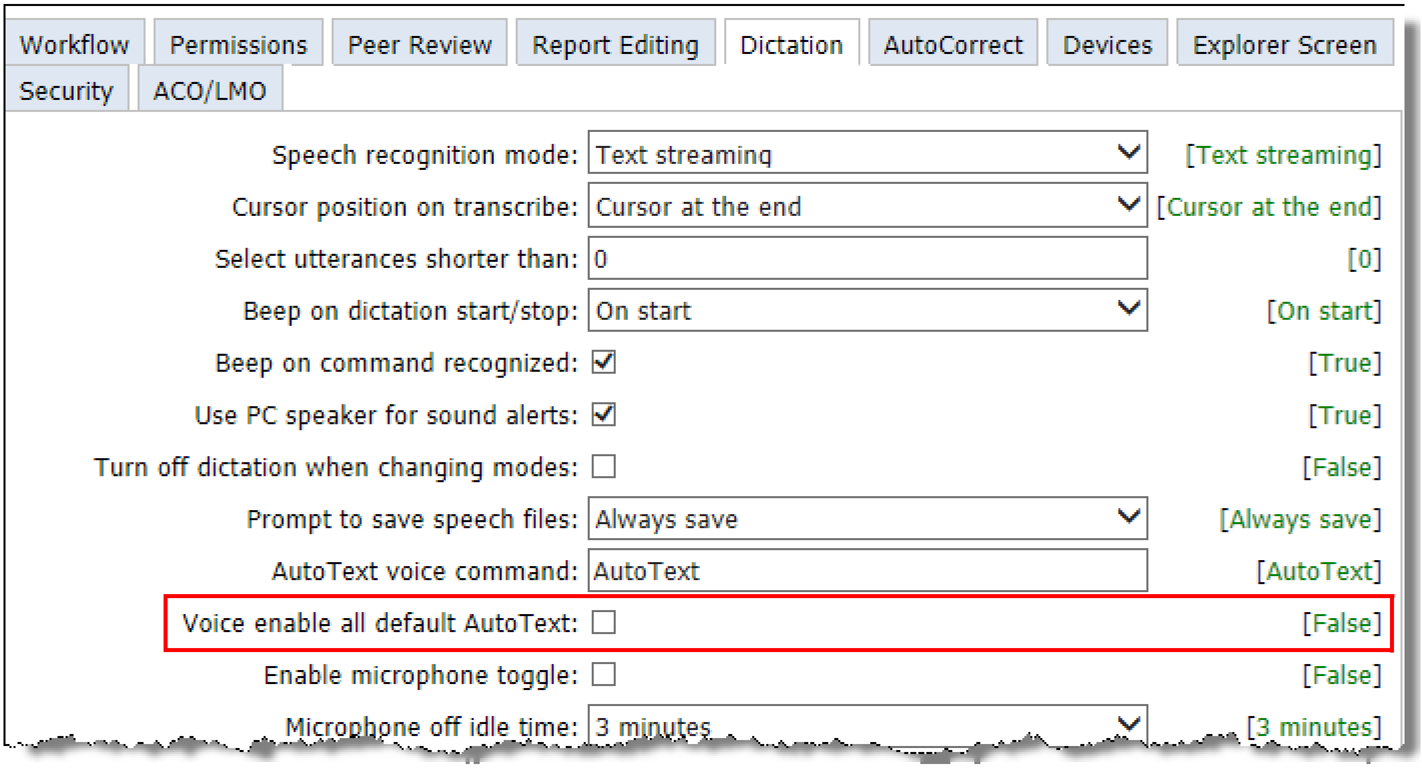
- Administrators can review all AutoTexts invoked while creating a report from the Report details page (in **Exams > Explorer**). Appears in the **AutoText Used** line of the Report information.
- Includes both default and on-demand AutoText usage.
- AutoText that is inserted and then manually deleted from the report by the radiologist will still be tracked.
- If the list contains any default AutoTexts, the Default icon appears to the right of the AutoText name (**lungs** in the example below).
- Placing the mouse cursor over the AutoText name shows the type of AutoText (Site or Personal), who inserted the AutoText, and the date and time of the insertion.



Voice-Enabled Default AutoText

The preference **Voice enable all default AutoText** is an account-level preference that allows radiologists to use a voice command to insert AutoTexts marked as Default for any procedures, regardless of relevance. The preference is disabled (**False**) by default.

In the Admin Portal, the preference is located on the **Setup > System > Preferences > Dictation** tab, as well as in the radiologist's account preferences on the Dictation tab (**Setup > System > Accounts > select account > Preferences > Dictation** tab).



AutoText Import Enhancements

A new dialog box is now included in the AutoText import process (**Setup > AutoText > Import**). This dialog box allows you to determine the following:

- How to resolve name conflicts
- Whether or not to import categorizations
- Type of procedure code matching
- How to manage imported Default and Normal conflicts

These import rules apply to importing both Account-level AutoText and Site-level AutoText.

The following table helps to explain the choices in this new dialog box.

Item	Selection	Description/Availability
AutoText name-conflict resolution	Rename and Import AutoText	Allows you to rename an imported AutoText that has the same name as an existing AutoText.
	Overwrite existing AutoText	Overwrites an existing AutoText that has the same name.
	Do Not Import AutoText	Does not import an AutoText that has the same name as an existing AutoText.
AutoText categorization	Import categorization (Only available when **Rename and Import AutoText** is selected)	Imports the procedure categorization of an AutoText when a matching procedure code and/or description exists in the import target. The behavior of this selection is dependent on what is selected for **Procedure code matching** (described below).
	Reset existing categorization (Only available when **Overwrite existing AutoText** is selected)	Resets the existing categorizations to that of the imported AutoText.
	Merge categorization (Only available when **Overwrite existing AutoText** is selected)	Retains the current procedure categorizations and imports the new procedure categorizations.
	Do not import categorization	Select this option to NOT import procedure categorization even though a matching procedure might exist in the import target.
Procedure code matching	Use Code & Description	Imports the AutoText categorizations when both the Procedure Code and the Procedure Description are identical to those in the target site.
	Use Code	Imports the AutoText categorizations when the Procedure Code is identical to the Procedure Code in the target site.
	Use Description	Imports the AutoText categorizations when the Procedure Description is identical to the Procedure Description in the target site.

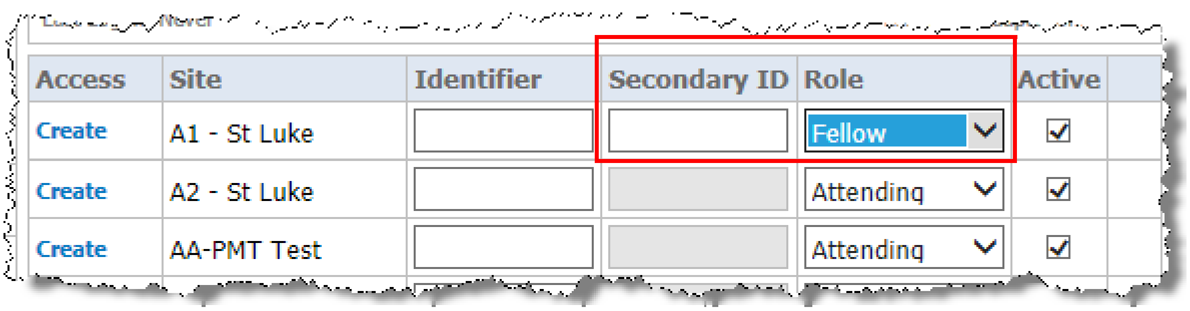
Item	Selection	Description/Availability
Import Default/Normal	For categorized AutoText only	Imports the AutoText Default/Normal attributes when the imported AutoText is categorized to matching procedures.
	Clear imported settings	Retains the original Default/Normal attributes and does NOT import Default/ Normal attributes of categorized AutoTexts.
Imported Default/Normal overrides conflicting	Check box	Select this check box to have the imported Default and Normal AutoTexts override any existing Default and Normal AutoTexts with which they conflict.

Dual RIS ID for Fellow Accounts

Teaching hospitals can now add a second RIS ID for fellows who are acting as residents, which helps administrators to better manage downstream behavior and reporting.

When creating accounts with the role of **Fellow**, administrators can enter both the primary identifier (in the **Identifier** column) and an additional identifier (in the new **Secondary ID** column). The primary Identifier will be used when a Fellow acts as an attending, and the Secondary ID will be used when a Fellow acts as a resident.

The **Secondary ID** column is only available (active) when the role of **Fellow** is selected for the user account.



Manage Time Zone Properties

You can now select a time stamp source for each site. A new Workflow preference called **Merge field timestamp source** allows you to choose either:

- Local Time, or
- Server Time

Your selection also adjusts time-based merge fields; merged times within signature statements; and merged times within critical communication statements.

Merge Fields Can Use 24-Hour Clock

You can now choose to set merge field times based on a 24-hour clock, allowing you to stay consistent with your downstream applications. A new Workflow preference called **Merge field time format** (formerly **Merge field timestamp format**) allows you to choose either:

- System locale: Date and time formats are ignored. (Formats tab; Region and Language in Control Panel)
- System locale with time zone
- 24-hour clock
- 24-hour clock with time zone

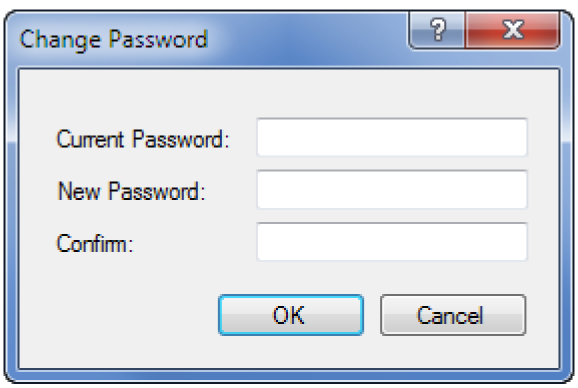
In addition, this setting:

- Affects merge fields that are part of AutoText, as well as critical communication and signature statements.
- Does not affect the time display in the Orders window or other areas in the user interface. The user interface display follows your Windows system settings.

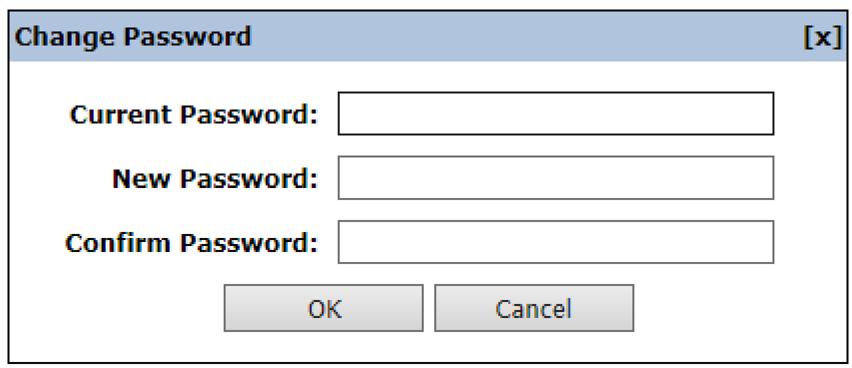
Confirm Existing Password

Users in the client application and the admin portal who want to (or are required to) change their password must now confirm their existing password before they can make the change. The application then validates the user’s authenticity before allowing them to change their password.

Client



Portal



Note: *The* ***Lock out user after failed attempts*** *system preference applies when entering the existing password during password changes.*

Security Enhancements

The *PowerScribe 360 | Reporting* security algorithms have been upgraded to the latest Windows, FIPS- (Federal Information Processing Standard) compliant, strong encryption standards.

Renamed Reports

The **Quality Check - by author**, **Quality Check - detailed results**, and **Quality Check - session listing** reports replace the **Assure - by author**, **Assure - detailed results**, and **Assure - session listing** reports, respectively. Only the names have changed; the report functionality remains the same. The name change reflects the new name for Assure, which is Quality Check.

New Management Report: Embedded Images

To supplement the new image insertion feature, a new management report, **Reports–Embedded Images**, is now available.

To run this report:

1. On the **Reports** tab, select the **Reports—Embedded Images** report from the list.
2. Enter your parameters for the report:

Parameter	Definition
Created From and **Created 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 the user whose account you want to view, or select **All**.
Reports	Select the type of reports you want to include: **Originals only**; **Addendums only**; or **All**.

Results Screen and Explanations

Reports - embedded images

Created From: 11/1/2015 12:00:00 AM **Created To:** 12/11/2015 11:59:59 PM

Account: All **Reports:** All

Site: CCH, Guilford Radiology, Imaging Center, Lakeside Clinic, LCS, LCS Sample, LCS2, LCS3, Riverview Hospital

Based on data as of Friday, December 11, 2015 10:19 AM EST

							Images		
Accessions	**A**	**Procedure**	**Site**	**Resident**	**Attending**	**Signed**	**Count**	**Avg. Resolution**	**Avg. Size**
1		CT VIRTUAL COLONSCOPY SCREEN	CCH		Kovalenko, Kate	11/20/2015 7:45:02 AM	2	472 x 340	2.00" x 1.45"
3		CT NECK W/CONTRAST	CCH	Resident, Resident	Kovalenko, Kate		3	370 x 264	2.00" x 1.46"
Carotid		SONOGRAPHY, RENAL/AORTA	CCH		Kovalenko, Kate		2	809 x 604	2.50" x 1.87"
visage		INJECTION PROCEDURE,DUCTOGRAM	CCH		Kovalenko, Kate		6	304 x 325	2.42" x 2.40"
Totals:							**13**	**423 x 356**	**2.27" x 1.96"**

The **Reports—Embedded Images** report shows the following information:

- **Accessions**: The identifying number assigned in the RIS
- **A**: The addendum's sequence number. For an original report, this column is blank.
- **Procedure**: The type of procedure that generated the images
- **Site**: Site from which the report originated
- **Resident**: Last name, first name, and middle name of the resident who created the report, if applicable
- **Attending**: Name of the attending radiologist who signed the report
- **Signed**: Date the report was signed

- **Images Count**: Number of images inserted into the report
- **Images Avg. Resolution**: Average screen resolution (in pixels) of the images in the report
- **Images Avg. Size**: Average size (in inches) of the images in the report

List of New or Modified Preferences

Several new preferences have been added to the Admin Portal. To access preferences at the system level, click **Setup > System > Preferences**.

The following table shows only those tabs with additions or changes. The **Type** column in the right-hand side of the table shows whether a preference can be configured at the Site or Account level. To access Site-level preferences, click **Setup > Sites > Preferences**. To access Account-level preferences, click **Setup > Accounts**, then search for and select the account you want to modify and click the **Preferences** link.

Tab Name	Preference	Description	Type
Workflow	Performs spell check at signoff	Changed default value to **True** (selected)	Account
	Perform Quality Check at signoff (New preference) ***Note:*** *Quality Check is a purchasable option. Please contact your Nuance account representative for more information.*	Replaces *Perform consistency check at signoff* preference. (Same function; renamed Assure consistency check to Quality Check.) Default is **False**.	Account
	Merge field timestamp source (New preference)	Choose either **Local Time** or **Server Time**. Default is **Server Time**.	Site
	Merge field time format (New preference)	Expands the *Merge field timestamp source* preference. Choose either **System locale**; **System locale with time zone**; **24-hour clock**; or **24-hour clock with time zone**. Default is **System locale**.	Site
	Enable Save Draft and Send as Preliminary	Changed default value to **False** (not selected).	Site
	Require impression for addendum	Changed default value to **False** (not selected).	Site
	Add contributor on report assignment	Changed default value to **False** (not selected).	Site
	Final report transmit grace period	Changed default time from **0 minutes** to **2 minutes**.	Site
	Final report edit grace period	Changed default time from **10 minutes** to **3 minutes**.	Site

Tab Name	Preference	Description	Type
Permissions	Allow report creation for non-radiologists	Changed default from **Reports and Addendums** to **Not Allowed**.	• Account
	Allow Quality Check (New preference) ***Note:*** *Quality Check is a purchasable option. Please contact your Nuance account representative for more information.*	Replaces *Allow Assure consistency check* preference. (Same function; renamed Assure consistency check to Quality Check.) Default is **True**.	• Site
	Allow image insertion (New preference)	When selected, allows radiologists to insert images into their reports. When not selected, radiologists can still use the Capture Image tool; however, the image appears in the Attachments pane, and the image name appears as a link at the bottom of the report. For more information about how the client uses this feature, see *Multimedia Reports*, beginning on page 3 of this document. Clear (uncheck) this check box when a site's outbound HL7 interface does **not** support Rich Text Format (RTF). Default is **False**.	• Site

Tab Name	Preference	Description	Type
Peer Review ***Note:*** *Peer Review is a purchasable option. Please contact your Nuance account representative for more information.*	Require comment for peer review	Changed from check box to drop-down selection list. Choose either **All Ratings**; **Ratings 3 and 4**; **Ratings 2, 3 and 4**; or **Not Required**. Default is **Ratings 3 and 4**.	• Site
	Count reports for auto peer review interval (New preference)	Allows you to determine whose user account will be incremented when a peer review is performed; especially useful when resident workflow is predominately used by an Attending. The default behavior is to increment the resident's user account (i.e., the Author of the report) even though the Attending signs the report. The Author and Signer option will increment both the resident's account and the Attending's account. Signer only will increment the Attending's account. Choose either **Author**, **Author and Signer**, or **Signer only**. Default is **Author**.	• Site
	Priors anatomy matching for peer review (New preference)	Choose one of the following: **Broad matching**, **Exact matching**, or **Include All**. Default is **Broad matching**.	• Site
	Priors modality matching for peer review (New preference)	Choose either **Broad matching** or **Exact matching**. Default is **Broad matching**.	• Site
Report Editing	Move cursor on AutoText insert	Changed default value from **End of AutoText** to **First field**.	• Account
	Merge field navigation	Changed default value from **Empty** to **All**.	• Account
	Show image captions in report (New preference)	When selected, captions appear under any images you insert into your reports. Default is **True** (selected).	• Account
	Image size on insertion (New preference)	Default width of your inserted images. Choose either **Small** (1.4 inches), **Medium** (2.0 inches), or **Large** (3.1 inches). Default is **Medium**.	• Account
	Enable Quality Check types (New preference) ***Note:*** *Quality Check is a purchasable option. Please contact your Nuance account representative for more information.*	New name for *Enable Assure consistency check types*. Same functionality.	• Account

Tab Name	Preference	Description	Type
Dictation	Voice enable all default AutoText (New preference)	Select to allow insertion of AutoText marked as **Default** into Report Editor using voice commands, regardless of relevance. Default is **False** (not selected).	• Account
AutoCorrect	Capitalize beginning of dictated sentences	Changed default value to **True** (selected).	• Account
	Replace text during dictation	Changed default value to **True** (selected).	• Account
Explorer Screen	Show subscribed worklists only	Changed default value to **True** (selected).	• Account

System Configuration Changes

Two of the configuration parameters have had their default values changed. Click **Setup > System**, then click the **Configuration** link to manage these items:

- On the **Web Portal** tab: The **Maximum search records** default value is now set to **500**. Its previous default value was 3000.
- On the **PowerScribe 360 Client** tab: The **Dragon maximum computer speed** default value is now set to **70%**. Its previous default value was 50%.

Bridge Option Changes

Three of the Bridge options have had their default values changed. Click **Setup > Bridge** to manage these items:

- **Match physicians by name**: The new default value is **False**.
- **Match existing visits by visit number**: The new default value is **True**.
- **Send wet reads**: The new default value is **False**.