

AVREO SUPPLEMENTAL INSTRUCTIONS

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INITIAL CONNECTION

When connecting to either DSGA (<http://avreo.mddiagnostic.com/deployment/trans>) or Summit (<http://pacs.summitradiologyservices.com/deployment/trans>) for the first time, you will receive the below screen with directions on how to set up IE properly.

TO START AVREO INTERCONNECT

- If the File Download message automatically appears, click the Run button on each message.
- If a yellow bar displays at the top of the web page, click the bar, then click Download File command on the menu. Click the Run button on each subsequent message
- If you do not receive a prompt, add interCONNECT as a favorite using the following instructions

ADDING INTERCONNECT AS A FAVORITE IN INTERNET EXPLORER

To easily access Avreo interCONNECT in future visits, please add the web address as a favorite in Internet Explorer by following these steps:

1. Click this link: [Add interCONNECT to my Favorites.](#)

OR

Click this link: [Add interCONNECT Direct to my Favorites](#), if you prefer a direct link without coming to this web page

2. On the Add a Favorite screen, review the name and folder where you want to store this bookmark. You can update these items as necessary.
3. Click the **Add** button.
You can now view this favorite by clicking the Favorites button or the Favorites menu in Internet Explorer.

ADDING INTERCONNECT AS A TRUSTED SITE IN INTERNET EXPLORER

To ensure your computer grants Avreo interCONNECT with proper security rights, you need to add the interCONNECT web address as a trusted site in Internet Explorer by following these steps:

1. In Internet Explorer, select **Internet Options** from the **Tools** menu.
2. On the Internet Options screen, click the Security tab.



3. Click the **Trusted Sites** icon to select this security zone, then click the **Sites** button.
4. On the Trusted Sites screen, type "avreo.mddiagnostic.com" in the **Add this website to the zone** text box. Make sure to uncheck **Require server verification**, then click the **Add** button.



5. Click the **Close** button on the Trusted Sites screen.
6. Press the Default Level Button, then apply. Finally drag the Security level down to LOW as in the "Internet Options" picture above, then press the Apply Button Again.
7. Click the **OK** button on the Internet Options screen.

DELETING THE EXISTING INTERCONNECT ICON FROM YOUR WINDOWS DESKTOP

Because the new version of interCONNECT provides a different way to access the application, you need to delete the existing interCONNECT icon from your Windows Desktop by following these steps:

1. On the Windows desktop, right-click the interCONNECT icon from the prior version, then select **Delete** from the context menu.
2. Click the **Yes** button on the confirmation message to move the icon to the Recycle bin.

OPENING THE NEW VERSION OF INTERCONNECT

After you add interCONNECT as a favorite in Internet Explorer, you can open interCONNECT by following these steps:

1. Click the Favorites button in Internet Explorer to display your list of favorites.
2. Click the "avreo.mddiagnostic.com interCONNECT" favorite.
3. On the File Download - Security Warning screen, click the **Run** button.



4. On the Internet Explorer - Security Warning screen, click the **Run** button.



5. On the Login screen, enter your regular user name and password, then click the **OK** button.



6. Start using the latest version of interCONNECT.

ADDING AN INTERCONNECT ICON TO YOUR WINDOWS DESKTOP

If you prefer to access the new version of interCONNECT by double-clicking an icon on the Windows Desktop, follow these steps:

1. Click the Favorites button in Internet Explorer to display your list of favorites.
2. Arrange the Internet Explorer window so you can also see the Windows desktop.
3. Drag the new "avreo.mddiagnostic.com interCONNECT" favorite from Internet Explorer to the Windows Desktop.
You can now double-click this desktop item to open the application.

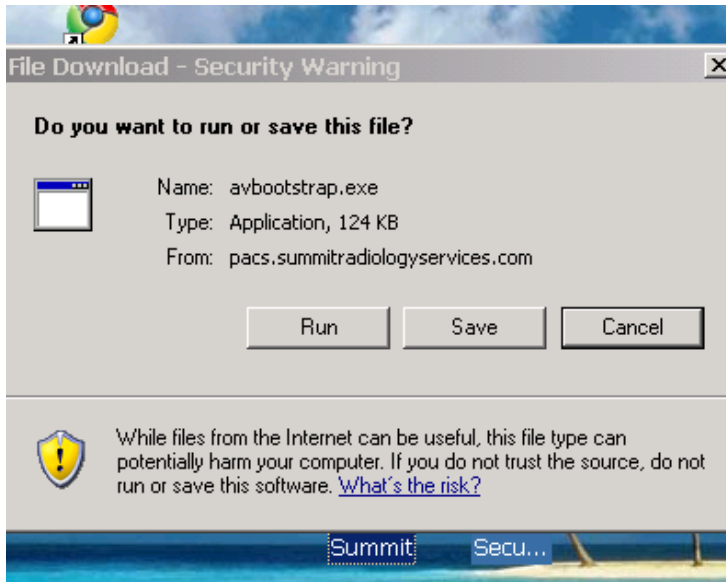
LOGGING IN

Summit server: pacs.summitradiologyservices.com

DSG server: avreo.mddiagnostic.com

Toccoa server: avreo.toccoaclinic.com

- Click on the Avreo icon on your desktop.
It will take a few seconds to load the screen and when it does you will see the gray box below.
- Click Run.

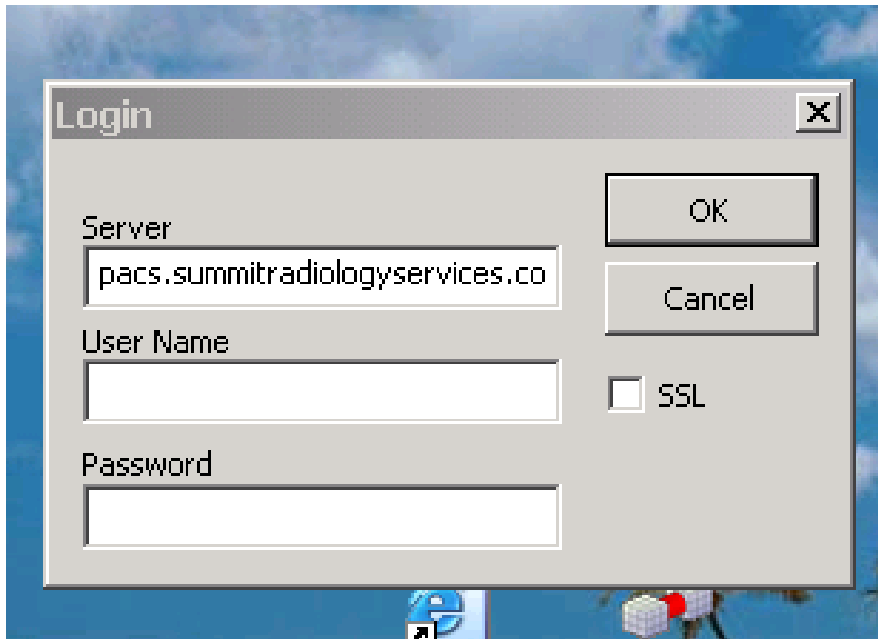


It will take approximately 20 seconds to download the files and then it will bring up the log in screen.

- Enter user name and password.
- Click OK.

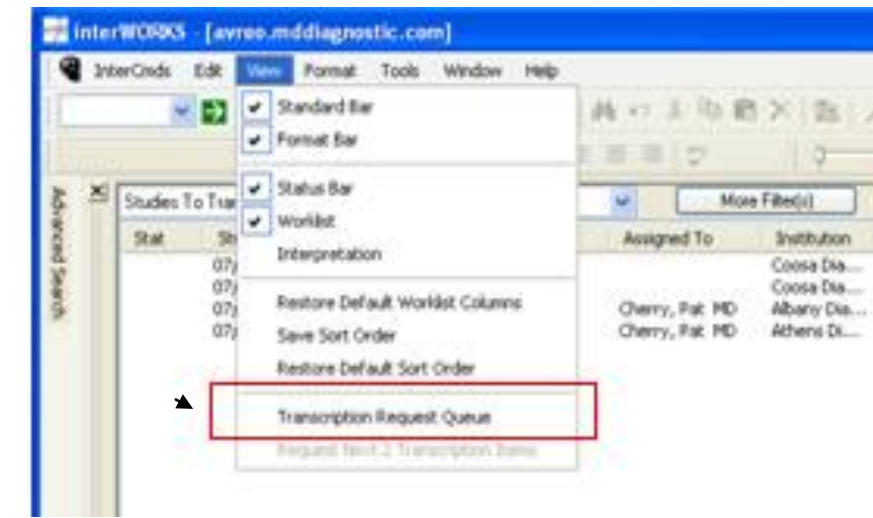
***When transcribing mammos, follow these same steps to log into the avreo.mddiagnostic.com site.

- Enter user name and password.
- Enter a check mark by clicking the SSL box.
- Click OK.



SETTING UP WORK POOL

- Go to view menu
- Select Transcriptionist Request Queue
- Check mark will be appear next to Transcriptionist Request Queue when turned on

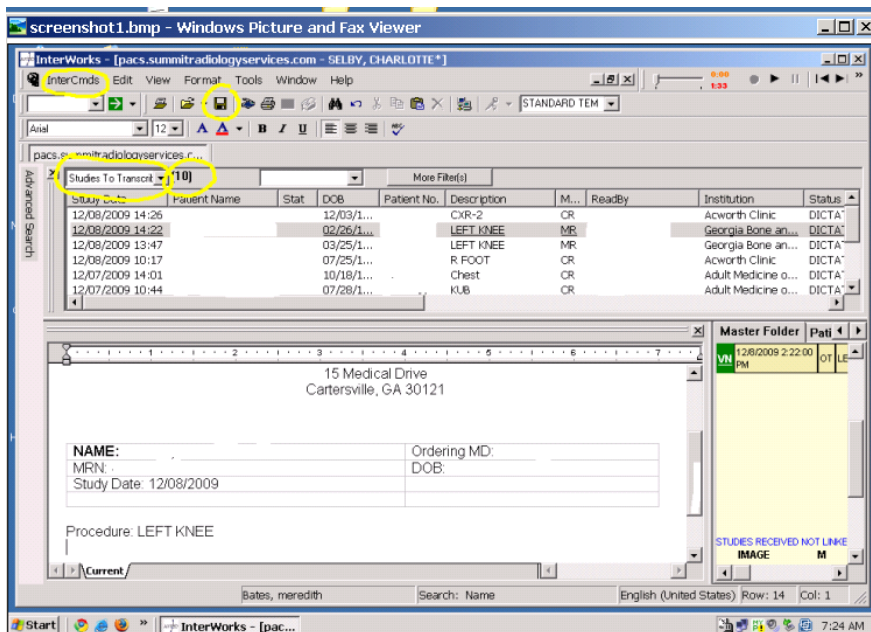


- Two reports will pull into queue. If not, then 2 reports are not available.
- Stats will NOT always appear ahead of other work.

TRANSCRIBE REPORT

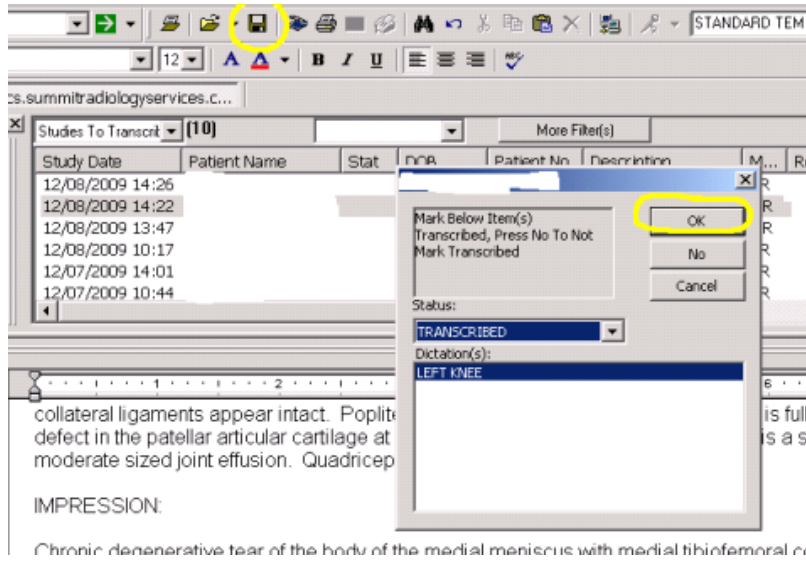
The transcription desktop will come up.

- Click once on study to load report to transcribe.
- Begin typing 2 spaces underneath Procedure.



When the report is complete

- Click the Save icon.
- Click OK.



The report will clear out and the next job is ready to transcribe.

VIEW OLD REPORTS

If transcribing a report, Save and QAneeded the current report. Locate the patient in the Need Transcription QA light and highlight. Any available prior reports will be in the right column under master folder. Click on the radiologist's name under Report to open the previous report. Avreo may request the UN/PW again. Once the old report is closed, click into the body of the current report to edit and save.

| Master Folder | | Analysis Reporting | | New Orleans, LA 70130 | | DATE OF BIRTH: | | |
|------------------|-----------------------|--------------------|--------------------------------------|-----------------------|-----------------|-------------------------------------|-------------|---------|
| ORDERS REQUESTED | | | | | | | | |
| VN | DATE | M | EXAM | REFERRED | REPORT | SIG | STATUS | SD IA K |
| VN | 10:00:00 AM | CR | (Lat) 71020 | MD | Chande, Samir | | TRANSCRIBED | SD IA |
| VN | 10/30/2015 9:40:00 AM | CT | CT ABDOMEN & PELVIS (WITHOUT) 74176 | Allen, David MD | Shah, Manish MD | <input checked="" type="checkbox"/> | FINAL | SD IA |
| VN | 10/22/2015 9:30:00 AM | CR | Chest (PA & Lat) 71020 | Allen, David MD | Shah, Manish MD | <input checked="" type="checkbox"/> | FINAL | SD IA |
| VN | 10/14/2014 8:30:00 AM | CT | Ct Abdomen and Pelvis w/wo contrast- | Allen, MD^David^ | DeWitte, Jon MD | <input checked="" type="checkbox"/> | FINAL | SD IA |

PRODUCTION REPORT

Go to the Analysis Reporting tab

| Master Folder | | Analysis Reporting | | New Orleans, LA 70130 | |
|---------------|--|--------------------|--|-----------------------|--|
| [Empty Row] | | | | | |

Transcription Turn Around

Under Date Range Filters

- Place a check mark in date range filters.
- On calendar choose First date of your pay period (this should be either 1 or 16)
- Count each individual date of the pay period
- Place this number in the number of days from selected date.

Patient/Data Filters

- Patient name - Selectd all patients
- Facility (These will have to be done individually)
 1. Coosa Diagnostic
 2. Albany Diagnostic
 3. Royston Diagnostic
 4. Athens Diagnostic
 5. Athens Neuro

6. Athens OB/GYN

- Ordering physician – Select all physicians
- Radiologist – Select all radiologist.
- Report Status – Select all status
- Transcriptionist – Choose your name from drop down list.

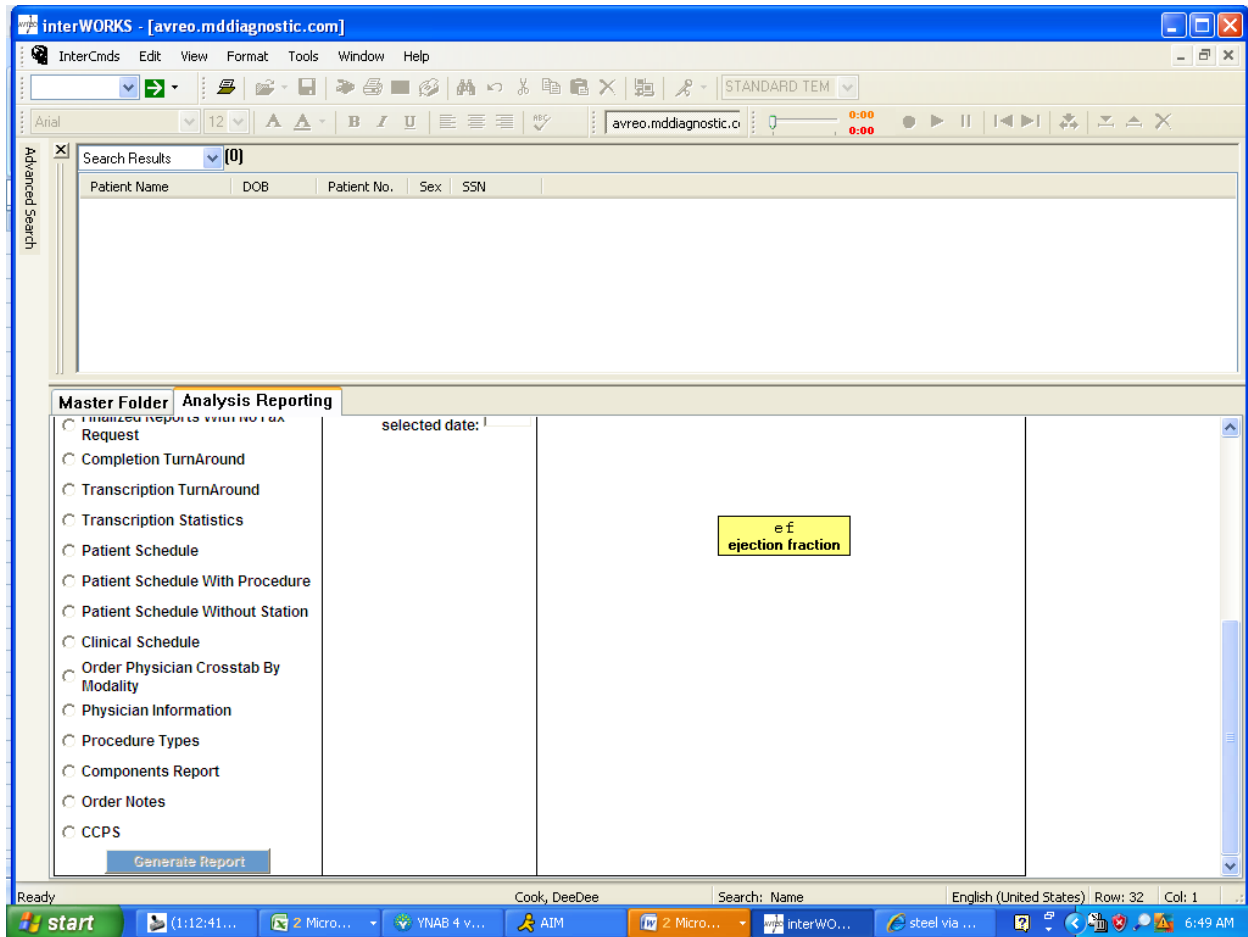
When all parametes chosen your screen should look like the one below.

Next on the left hand side in blue bar at bottom click on GENERATE REPORT.

The screenshot shows a software interface titled "Master Folder Analysis Reporting". It is divided into three main sections: "TYPE OF REPORTS", "DATE/RANGE FILTERS", and "PATIENT/DATA FILTERS".

- TYPE OF REPORTS:** A list of radio buttons for selecting report types. "Transcription TurnAround" is selected.
- DATE/RANGE FILTERS:** Includes a "Use Date Filter" checkbox (checked), a calendar for "January 2013" with the 16th selected, a "Date:" field showing "1/16/2013", and a "Number of days FROM selected date:" field with "16" entered.
- PATIENT/DATA FILTERS:** Includes a "Search" button, a "Patient Name:" dropdown menu (SELECT ALL PATIENTS...), a "Selected Patients MRN:" field, a "Facility:" dropdown menu (Coosa Diagnostic Center), an "Ordering Physician:" dropdown menu (SELECT ALL PHYSICIANS...), a "Radiologist:" dropdown menu (SELECT ALL RADIOLOGISTS...), a "Report Status:" dropdown menu (SELECT ALL STATUS...), and a "Transcriptionist:" dropdown menu (Cook, DeeDee).

At the bottom of the window, a status bar shows "Ready", the user name "Cook, DeeDee", a search field with "Name", and the language "English (United States)".



After report is generated the very top of the report should read:

Rad Reports TRANSCRIBED by Cook, DeeDee at Coosa Diagnostic Center between 1/16/2013 and 2/1/2013

Or

Rad Reports TRANSCRIBED by Cook, DeeDee at Coosa Diagnostic Center between 2/1/2013 and 2/16/2013

Depending on pay period dates.

LOGGING OUT

- Go to InterCmds.
- Click Exit.

