

NATIONAL IMAGING SERVICES ACCOUNT SPECIFICS GUIDE

ACCOUNT MANAGER..... 1

FACILITY CONTACT INFORMATION ..... 1

TRANSCRIBING REPORTS ..... 1

    VOICE CLIENT ..... 1

    TRANSCRIPTION PLATFORM ..... 1

        LOGGING IN..... 1

        TRANSCRIPTION ..... 2

PROTOCOLS ..... 7

    FUSION JOB NOTE..... 7

    BLANKS AND QA ..... 7

    FORMATTING..... 8

    ADDENDUM ..... 10

    OVERREAD ..... 10

## ACCOUNT MANAGER

Hannah Morris

[Hannah@southerntranscription.com](mailto:Hannah@southerntranscription.com)

(770) 607-0700, ext 205

## FACILITY CONTACT INFORMATION

Ruth Bukoviny, Lead Transcriptionist:

Phone: (765) 458-5418

Email: [rbukoviny2011@frontier.com](mailto:rbukoviny2011@frontier.com)

David Chotnier, Technician/Dr. Cotton's assistance:

Phone: (727) 544-1001

## TRANSCRIBING REPORTS

### VOICE CLIENT

See NIS - Fusion Instructions for the voice client.

## TRANSCRIPTION PLATFORM

### LOGGING IN

Click on RISLQ



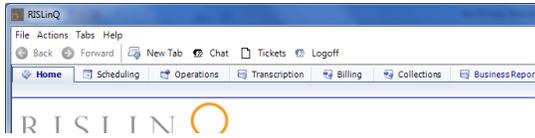
Enter User ID and Password, Login



ord, Login

## TRANSCRIPTION

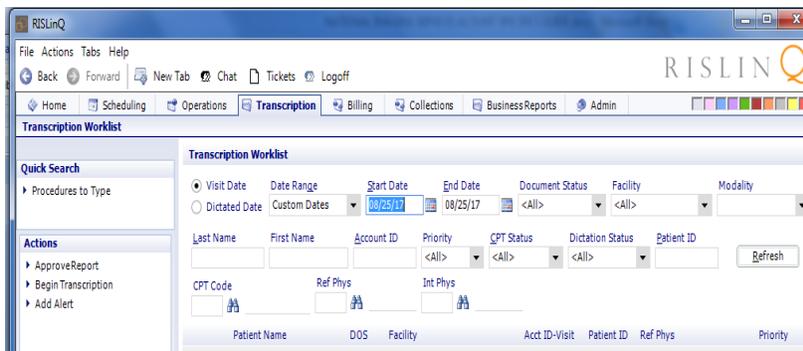
Go to Transcription



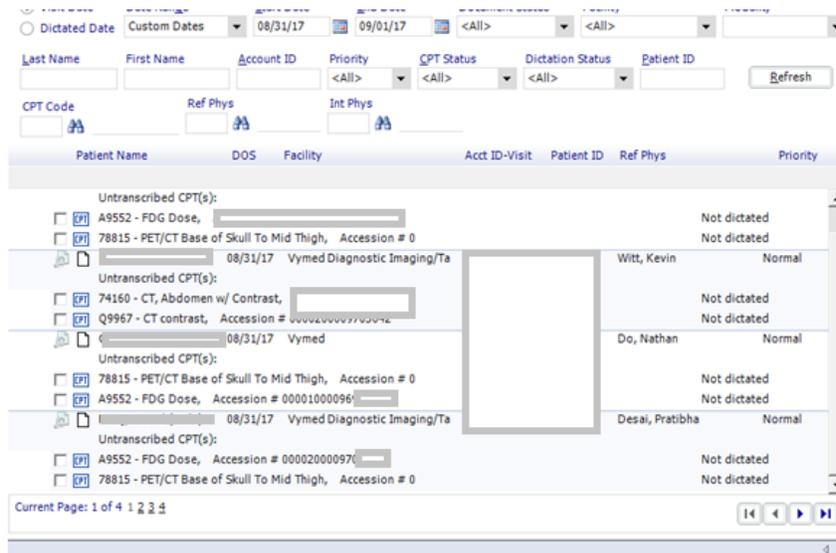
Search for patient using one of the below methods.

METHOD ONE:

Under Visit Date, enter date range from preceding 2 days to current date, refresh

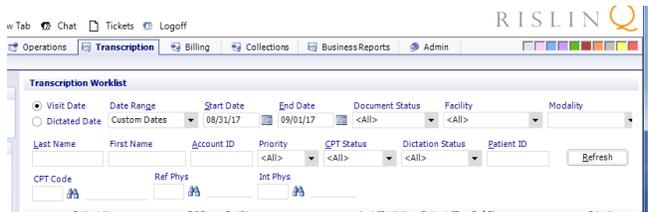


Scroll through list page to locate patient



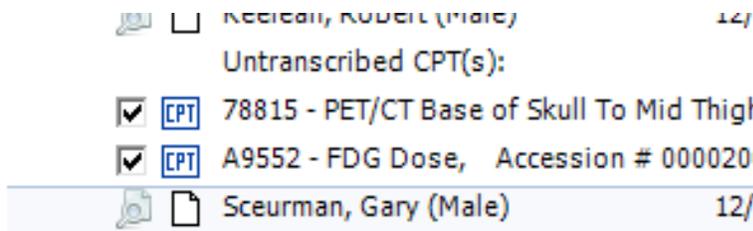
METHOD TWO

Search by patient name, Refresh



Once patient is located, place check mark next to CPT for the exam, contrast order and reconstruction order, based on exam type.

\*\*If multiple exams are dictated on 1 job, DO NOT LINK. These exams must be transcribed separately.



EXAMPLES TO LINK

PET-CT and FDG Dose

PET-CT and F-18 Sodium Floride Bone Scan

Amyloid PET/CT with Neuraceq or Vizamyl

MRI brain and Injection, gadolinium

CT exam and CT Contrast - If there are orders for multiple exams and only one CT contrast order, for example an order for a Chest CT, an order for a CT abdomen and pelvis and an order for CT contrast, link the CT Chest and CT Contrast orders but do not link CT abdomen and pelvis with any order.

CT abdomen and pelvis, CT contrast and 3d reconstruction

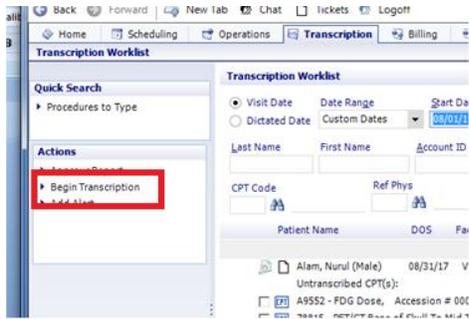
EXAMPLES TO NOT LINK

CT chest and CT abdomen

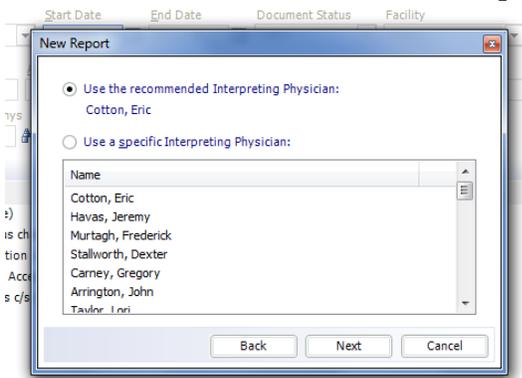
CT Chest and CT abdomen & pelvis

MRI brain and MRI neck

Once CPT for all exams are checked, click on Begin Transcription



Select Dr. Cotton as Interpreting Physician.



Chose Template based on exam and facility

**PINELLAS PARK LOCATION**

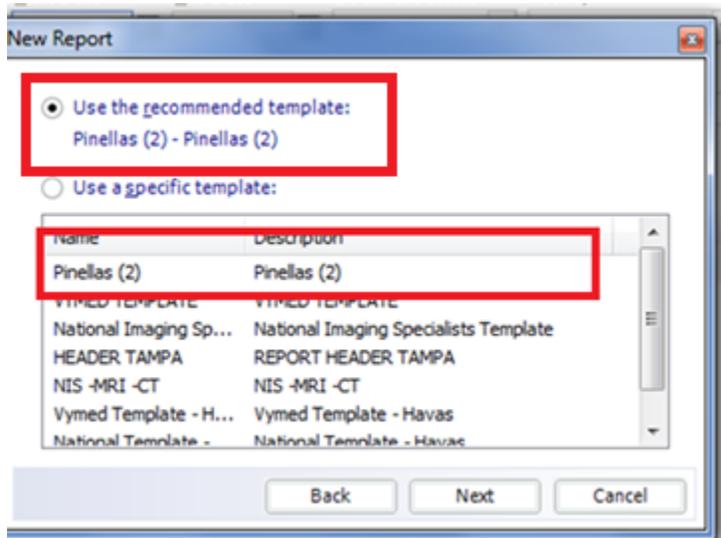
**FUSION DEPARTMENT: 1**

**ACCOUNT NUMBER:** Begins with 200xxxx-x

**RIS FACILITY SCREEN SHOT:**

Facility	Acct ID-Visit
Vymed Diagnostic Imaging/Tampa,Llc ndy Rudeseal - 0 CCs.	20100 [REDACTED]

**Use Template: Pinellas (2)**



**Verify correct template. Should have only National Imaging Specialists and address as below.**



6600 66<sup>TH</sup> STREET N, STE B  
PINELLAS PARK, FL 33781  
OFFICE: (727) 544-1001  
FAX: (727) 471-2197

**EXAM TYPES:**

MRI

CT

**GE Discovery LS PET-CT Scanner**

PET/CT

PET/CT + FDG Dose

PET/CT + F-18 sodium fluoride

PET/CT + Amyloid (generic name)

Neurauceq

Vizamyl

Amyvid (Florbetapir F-18)

A9599 Neuracec or Vizmyl / A9586 Amyvid / A9580 Sodium Flouride

**TAMPA LOCATION**

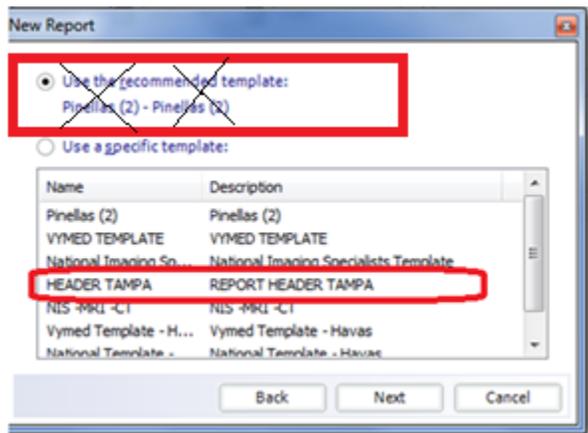
**FUSION DEPARTMENT: 2**

**ACCOUNT NUMBER:** Begins with 100xxxx-x

**RIS FACILITY SCREEN SHOT:**

DOS	Facility	Acct ID-Visit	Pt
2/17	Vymed	10023	1:

**Use Template: Header Tampa**



Verify correct header. National Imaging and Vymed, address as below.



VYMED DIAGNOSTIC IMAGING/TAMPA d/b/a

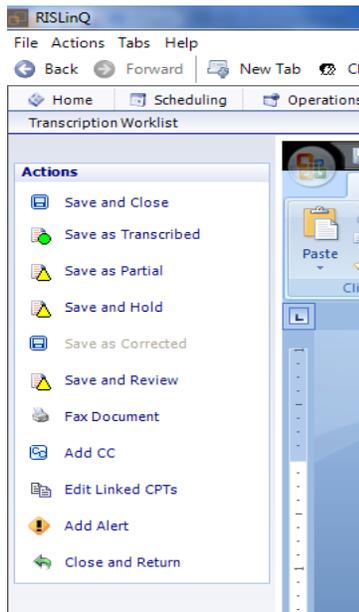
10010 N DALE MABRY HWY, STE 160  
TAMPA, FL 33618  
OFFICE: (813) 264-7176  
FAX: (813) 264-7161

Siemens CTI Reveal RT PET-CT Scanner  
PET/CT  
PET/CT + FDG Dose  
PET/CT + F-18 sodium fluoride  
PET/CT + Amyloid (generic name)  
Neurauceq  
Vizamyl

Amyvid (Florbetapir F-18)

A9599 Neuracec or Vizmyl / A9586 Amyvid / A9580 Sodium Flouride

Word will open. Once report is transcribed, F7 to spell check.  
Save Transcribed to send to Dr. Cotton's queue. Save and Hold to  
send to QA.



## PROTOCOLS

### FUSION JOB NOTE

Append job note on each job with patient identifying information and payroll purposes. See NIS - Fusion Instructions.

### BLANKS AND QA

For discrepancies, call David Chotnier for assistance.

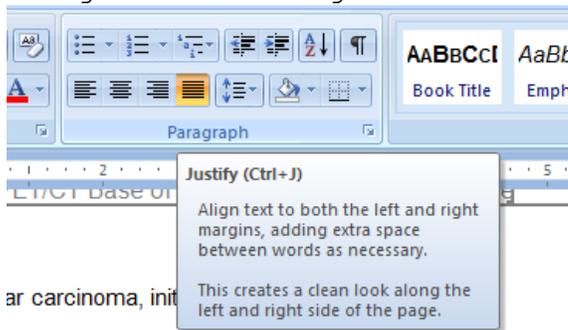
Place 10-space underline to mark blank. Place note of "**BLANK (S)**  
**IN REPORT**" at top of report in bolded, underlined, capitalized,  
red text.

Place report on hold in RisLinQ

Place incomplete marks in Fusion player and set job to QA in  
Fusion.

## FORMATTING

- Do not type name of exam at top of report.
- Use justified margins for the entire report.



- Do not use hyphens in measurements.  
Example:  
D: There is a five millimeter lesion.  
T: There is a 5 mm lesion. \*Do not type as 5-mm lesion
- Type headings in **bold** text followed by colon and type text on same line as heading, with the exception of numbered lists. A numbered list should begin on the line immediately below the heading.

**Indication:** Tonsillar carcinoma, initial staging.

**Correlative Imagery:** No correlative studies are available for comparison.

**Technical Factors:** The patient was injected IV with 13.34 mCi (F-18) FDG via a vein in the left antecubital fossa, and approximately one hour later was placed on the GE Discovery LS PET-CT scanner. PET-CT data was acquired from the base of the skull through the mid-thighs. Attenuation corrected coronal, sagittal and transaxial images were reviewed. Standardized uptake values (SUV) were measured as appropriate.

- After **FINDINGS** when "The PET-CT examination was reviewed and directly compared with the previous study dated [ ]" is dictated and date not given, insert the date from the correlative imagery heading. Always start the next sentence after this in a new paragraph after this sentence., i.e.

EXAMPLE:

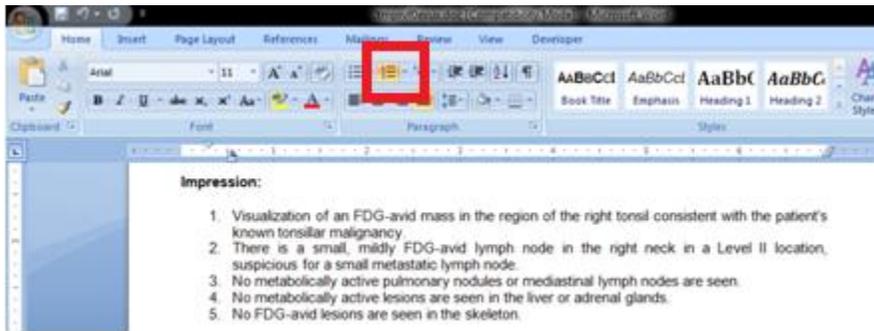
D: The PET-CT examination was reviewed and directly compared with the previous study dated no metabolically active lymph nodes are seen in the head or neck region", etc.

T:

The PET-CT examination was reviewed and directly compared with the previous study dated 01/01/01.

No metabolically active lymph nodes are seen in the head or neck region", etc.

- When he dictated “whole body scan” (basically of which there are two), use the format for a PET-BONE scan (Sodium Fluoride Bone scan. The report header for this exam is: PET/CT WHOLE BODY, F-18 SODIUM FLUORIDE BONE SCAN
- Use automatic numbering and ensure numbered list is indented.



- If only one impression is dictated, type the impression on the same line as the heading; do not number. If more than one diagnosis is dictated under the impression, the heading will go on line by itself and with the numbered list immediately below. Do not double space the impression.
- The signature and D/T lines should not be on a page by themselves. Add 1-2 blank lines at beginning of report, an extra blank line between a paragraph, etc., to move more text to page 2. Type (Continued) at the bottom of the first page.

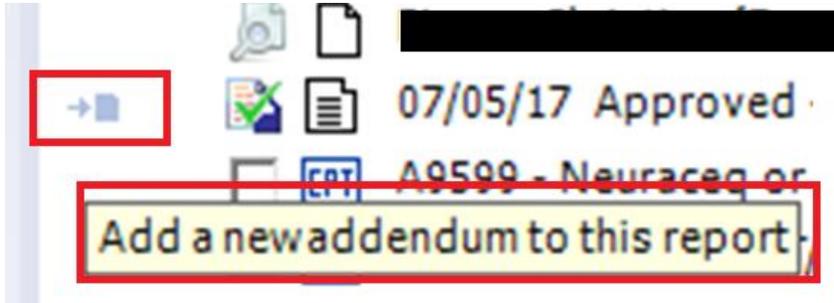
(Continued)

- Transcribe your initials after the D/T line. Transcribe the job number at bottom of report below the D/T line

  
 Eric Cotton, M.D.  
 D/T: [12/78/2017] rb  
 Job #: 19072

## ADDENDUM

Click on icon to the left of the approved report ( Add a new addendum to this report).



Type addendum heading in bold, all caps and underlined, with date of addendum 1 blank line below last line of original report.

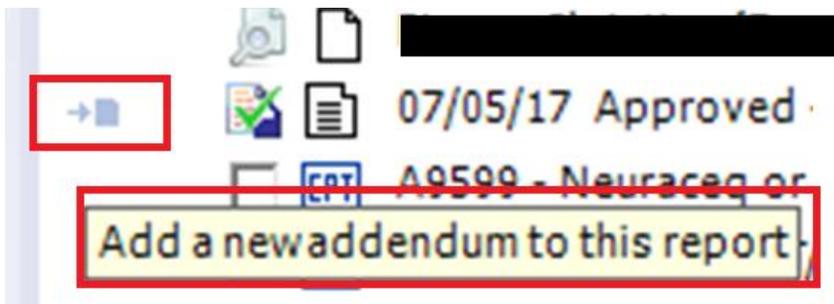
Example:

**IMPRESSION:** xxxx

**ADDENDUM, 09/04/17:**

## OVERREAD

Click on icon to the left of the approved report ( Add a new addendum to this report).



Go to bottom of report. Leave a blank line between the original job number and the overread heading.

Type OVERREAD and the date of dictation in all caps, bold and centered on line.

EXAMPLE:

Job# xxxx

**OVERREAD 09-04-17**

**FINDINGS:** xxx