

May 2019 Online Worklist Set Up Requirements and Best Practice Recommendations

<u>Online Worklist</u> <u>Standards</u>	The online worklist is the primary tool for technologists to understand the work needing to be accomplished, and to receive communication about important factors impacting that work. Due to the critical role the online worklist plays in ensuring the safety and quality of every imaging exam, there are components of the online worklist required to be incorporated by all technologists within Imaging Shared Services. Other components are customizable to the technologists' preferences. This document outlines and defines what is required, and what is customizable.
	Required Components
<u>Standard</u> <u>Requirements &</u> <u>Recommendations</u>	<u>Column Order – First 10 Columns:</u> The first ten columns are required to be in a standard format across the service line (all modalities must incorporate this standard). The following list indicates the choices available for each column. The choices exercised (when there are choices) will be standardized per the modality across the system.
	 Comments (or Allergies) – choice per modality Allergies (or Comments)- choice per modality Protocol comments DOB Patient Name Order Alert Requested Date & Time Procedure Name (displays the order code for the exam) Ordered As (displays any synonyms used to order the exam, and may indicate exam protocol) Reason for Exam
	Exam Parameters-Required Standard Settings
	Priority "Stat" exams set to RED FONT-WHITE BACKGROUND -Priority Exams to be performed
	 Transport Mode "Isolation" exams set to TEAL FONT- YELLOW BACKGROUND Requires special patient handling (contact unit for instructions)
	 Scheduled Status "Hold" exams set to WHITE FONT- BLACK BACKGROUND These exams have been placed on hold by the patient for future reschedule. The patient will not be showing up for this appointment Do not cancel these exams, as the order must remain intact. Upon reschedule, the order will move to the appropriate day and time.
	Exam Parameters- Recommended Settings (to assist in communication of workflow)
	 Exam Status "Started" exams set to Black FONT -Light Green BACKGROUND Exam Status "On Hold" exams set to Black FONT- Light Grey BACKGROUND:

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When the Color Preferences window launches you can select the parameters necessary for the change. Use the key below for the required and recommended font and background color changes.								
You will need to click "OK" at the bottom after making each color change.								
The expected hierarchy of color changes is seen below. Please ensure the required items are listed in the order of Stat, Isolation, Hold. The recommended color changes, if employed, are in their accepted locations.								
*STAT and Isolation exams will only show the Stat status color coding, as the rule higher toward the top of the hierarchy list will be displayed.								
Exam Status	•	Started	-	Background	Text	Started		
Priority	-	Stat	-	Background	Text	Stat		
Transport Mode	-	Isolation	•	Background	Text	Isolation		
Exam Status	-	On Hold	-	Background	Text	On Hold		
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