May 2019

Online Worklist Set Up Requirements and Best Practice Recommendations

Online Worklist Standards **Standard Requirements & Recommendations**	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

Column Order – First 10 Columns:
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.

1. **Comments** (or Allergies) – choice per modality
2. **Allergies** (or Comments)- choice per modality
3. **Protocol comments**
4. **DOB**
5. **Patient Name**
6. **Order Alert**
7. **Requested Date & Time**
8. **Procedure Name** (displays the order code for the exam)
9. **Ordered As** (displays any synonyms used to order the exam, and may indicate exam protocol)
10. **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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How to Set Your Preferences	**How to Set Up Your Column Order?**
	From the online worklist, right click on the column headings row and select Customize
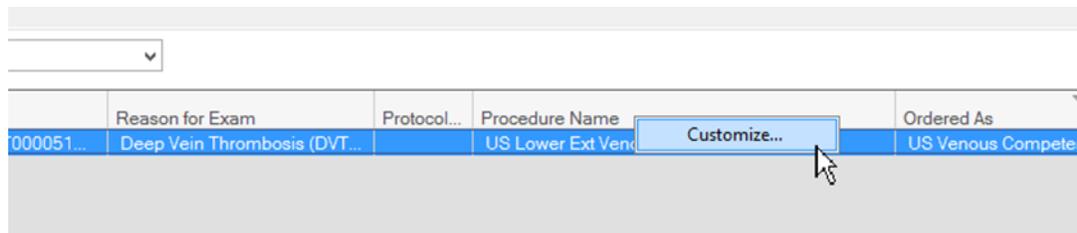
Scroll left and right across the column headings to view the entire list of possible selections. To make a column viewable in your online worklist, check the box under the column name (conversely, unchecked boxes will result in the columns being hidden on your worklist).
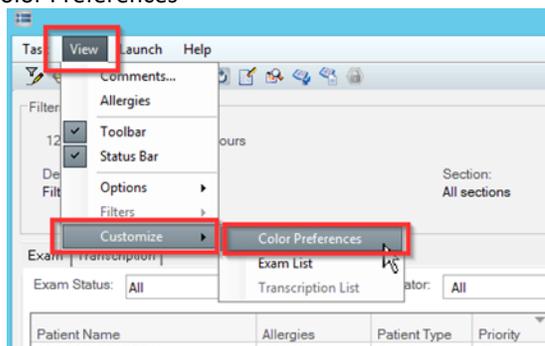

To move the columns on your worklist… select the column name by clicking on it.
Use the Left and Right arrows to move the column to the desired order on the worklist according to the standards described in this document.

How to Set Up Your Color Preferences?
　　　　To set your worklist preferences you will select:

　　　　View -> Customize -> Color Preferences

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.

Column		Column Value		Background...	Text Color	Color Setting
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
Schedule Status	▼	Hold	▼	Background	Text	Hold

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Internal Process Control Team- Imaging Shared Services