# Vue PACS

# Vue Reporting User Guide

Confidential

**Part # 6K9436**

# Intended Use

The Vue PACS is an image management system whose intended use is to provide completely scalable local and wide area PACS solutions for hospital and related institutions/sites, which will archive, distribute, retrieve and display images and data from all hospital modalities and information systems. The system is to be used by trained professionals including, but not limited to, physicians and medical technicians.

The system contains interactive tools in order to ease the process of analyzing and comparing three dimensional (3D) images. It is a single system that integrates review, dictation and reporting tools to create a productive work environment for the radiologists and physicians.

# Indications for Use

The Vue PACS is an image management system whose intended use is to provide completely scalable local and wide area PACS solutions for hospital and related institutions/sites, which will archive, distribute, retrieve and display images and data from all hospital modalities and information systems. This includes the display of structured reports from CAD systems with DICOM "for presentation" mammography images. The system is to be used by trained professionals including, but not limited to, physicians and medical technicians.

The system contains interactive tools in order to ease the process of analyzing and comparing three-dimensional (3D) images. It is a single system that integrates review, dictation and reporting tools to create a productive work environment for the radiologists and physicians.

The system contains a Perfusion module with interactive tools to analyze and compare Computed Tomography Perfusion (CTP) and MR Perfusion (MRP) images of adult patients. Blood perfusion parameters are automatically calculated and displayed as a set of perfusion maps and perfusion tables. The perfusion tables include the calculation of parameters related to tissue flow (perfusion) and tissue blood volume.

The system contains a Diffusion Module with interactive tools to ease the process of analyzing and comparing MR Diffusion Weighted images (DWI) and MR Diffusion Tensor Imaging (DTI) of adult patients. This module is used to visualize local water diffusion properties from the analysis of diffusion-weighted MRI data.

The system supports Subtraction with interactive tools to aid with the analysis of Digital Subtraction Angiography (DSA) images in both interventional radiology and cardiology. Subtraction automatically subtracts a mask from contrast frames of an X-Ray Angiography study for visualization of vascular anatomy and pathology of adult patients.

The Lesion Management Application is a module that works with Vue PACS for measurement of lesions or regions of interest identified by trained users; tabulation of measurements, categorization of tumor response in accordance with user-selected standards, and follow-up record of findings. Lesion Management Application is not to be used for mammography.

The Vue Motion software program is used for patient management by clinicians in order to access and display patient data, medical reports, medical data, and medical images for diagnosis from different modalities including CR, DR, CT, MR, NM, ECG, and US.

Vue Motion provides wireless and portable access to medical images for remote reading or referral purposes from web browsers including usage with validated mobile devices. This device is not intended to replace full workstations and should be used only when there is no access to a workstation. For primary interpretation and review of mammography images, only use display hardware that is specifically designed for and cleared by FDA for mammography.

# Contraindications

There are no contraindications identified as Vue PACS is a software medical device and is not exposed to the patient or user.

# Safety

WARNING

Warnings are directions, which if not followed, could cause injury to an operator, patient or any other person, or could lead to a misdiagnosis or mistreatment.

CAUTION

Cautions are directions, which if not followed, could cause damage to the equipment described in this Instructions for Use and/or any other equipment or goods, and/or cause environmental pollution.

# General Limitations of Use

WARNING

Do not use the Vue PACS for any application until you have received adequate and proper training in its safe and effective operation. If you are unsure of your ability to operate this equipment safely and effectively DO NOT USE IT. Operation of this equipment without proper and adequate training could lead to clinical misdiagnosis.

WARNING

Vue PACS must be operated in an environment where the minimum specified requirements for hardware and network performance are met.

WARNING

Do not use the Vue PACS for any purpose other than those for which it is intended. Operation of the Vue PACS for unintended purposes, or with incompatible equipment, could lead to clinical misdiagnosis.

WARNING

Use of this product in a way not described in these Instructions for Use, could lead to clinical misdiagnosis.

WARNING

The Vue PACS system can display both lossless and lossy compressed images. The user's ability to analyze images depends on the quality of the image data the user intends to analyze. Lossy/irreversible compression affects the quality of the image. The user is responsible to ensure that the image's quality is adequate enough for the review purpose.

WARNING

When running Vue PACS Client with a virtualization solution (Citrix XenDesktop®), a degradation in image quality, as well as skipped frames, may occur, based on the network bandwidth and virtual machine configuration.

WARNING

Before the study is closed, verify that images are copied or backed up successfully.

WARNING

Before the study is deleted, verify that images are copied, archived or backed up successfully.

WARNING

Be careful when editing the Report. In some parts of the report it is possible to change the information created automatically.

WARNING

Make sure that you are using appropriate monitors, and that they are properly configured and calibrated prior to using Vue PACS especially for clinical application such as Mammography.

WARNING

Never switch the IT equipment off using the POWER ON/OFF switch while the software product is still running, as this may damage data integrity, which can lead to loss/damage of patient-related data. Always exit the software product before switching off the IT equipment.

WARNING

Do not install unsupported software on the Vue PACS system as this could interfere with diagnosis/interpretation, and/or cause loss of or damage to patient-related data, and/or introduce computer viruses.

WARNING

Hardware Characteristics, resolution settings, and viewing environment all affect the displayed image quality. It is the responsibility of the user to ensure that the displayed image quality is fit for purpose. Incorrect monitor setup can lead to misdiagnosis/misinterpretation. Check the display performance regularly.

# Contents

# Before You Begin

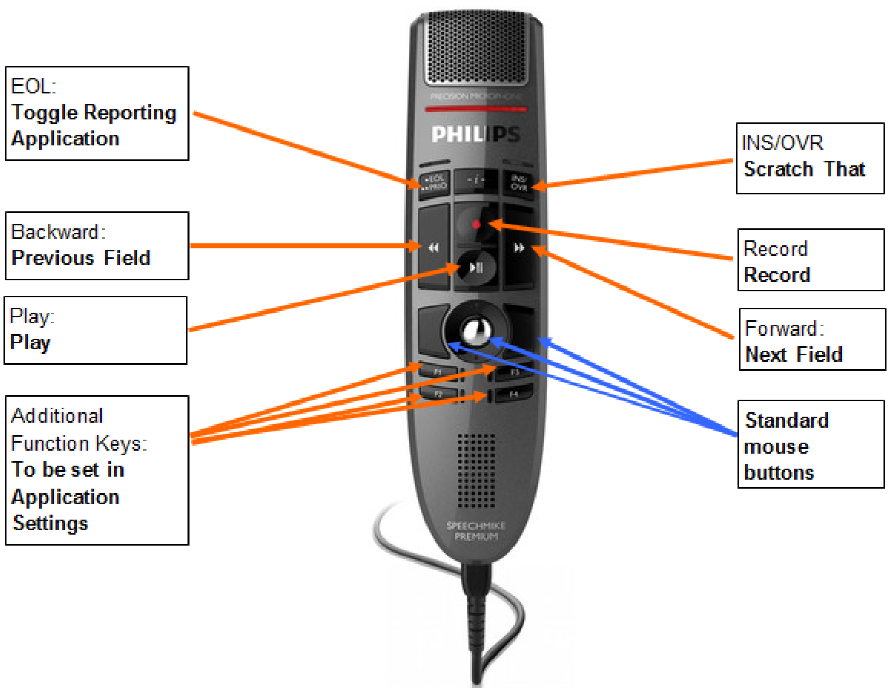
**Important:** This document may describe features that are optional and require a special license to run. If these are not available on your system, contact Philips for further details regarding license and feature upgrades.

This section contains the following topics:

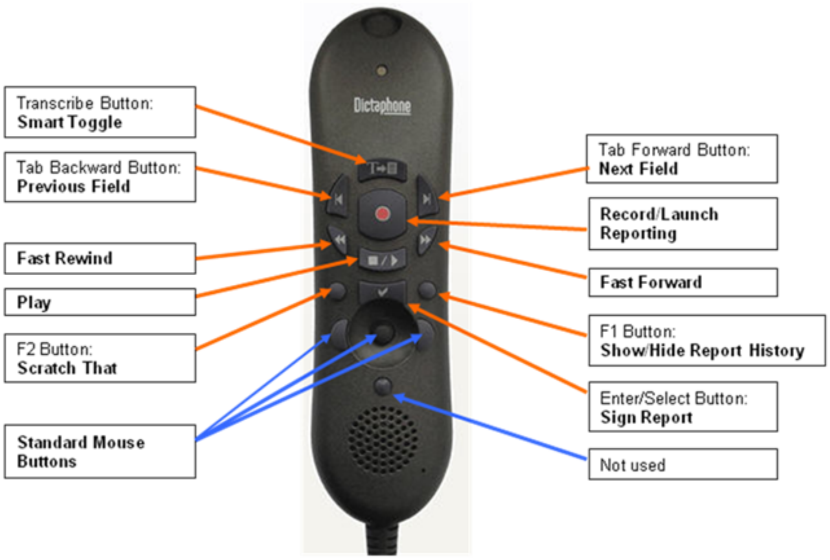


## Use the Speech Microphone Buttons

The SPEECHMIKE microphone, illustrated below, is the default and is the recommended microphone model to be used for dictating reports. The default button configuration is illustrated in the following figure. This configuration can be changed.



You can use other microphone models such as the one shown in the following figure:




For details about configuring the microphone buttons, see Microphone Buttons on page 46.

# Run the Audio Wizard

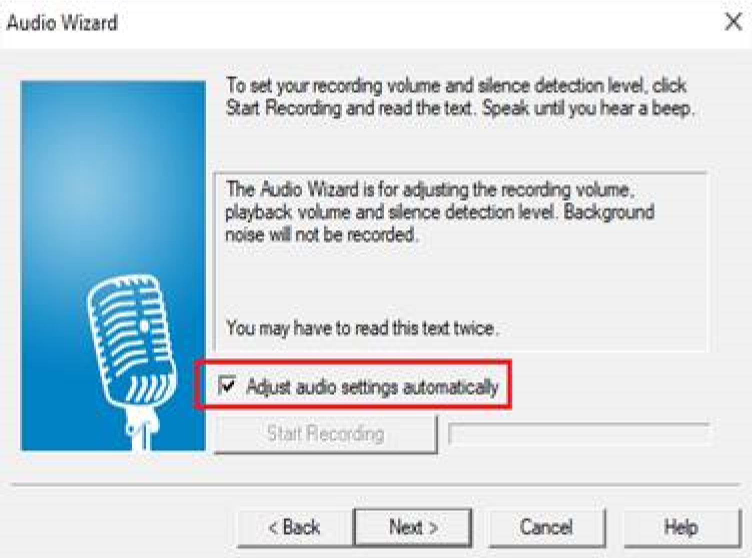
Your voice recognition results are influenced, among other things, by the microphone input quality.

The Audio Wizard configures the microphone recording level and silence detection level. The adjustment is done locally on your workstation.

The Audio Wizard launches automatically the first time you log into the system on a particular workstation, or when you switch microphones. The Audio Wizard can also be launched manually.

The Audio Wizard has two options for calibrating your microphone - manual and automatic. When the recording level and silence detection level are selected to be adjusted automatically, you do not have to read the text in the Audio Wizard Calibration page. This is the recommended method:

1. Open the **Report Editor** window.
2. Click the **Recognition** ribbon.
3. Click **Audio Wizard**.




4. Click **Next**.
5. Select the **Adjust audio settings automatically** option.
6. Click **Next**.
7. Click **Finish**.

If for any reason you feel that the automatic audio adjustment is not working to your satisfaction, you can do a manual audio calibration.

1. Open the **Report Editor** window.
2. Click the **Recognition** ribbon.
3. Click **Audio Wizard**.
4. Click **Next**.
5. Click **Start Recording** on the window or press **Record** on the speech microphone.
   a. A paragraph appears on the screen. Dictate the paragraph aloud into the speech microphone several times.
   b. Continue speaking until the system beeps.

> **Note:** Hold the speech microphone 8 to 13 cm (3 to 5 in.) from your mouth and maintain a consistent distance that matches the distance you use normally. Do not change the distance. Dictate with the same background noise and environment. Speak at the same volume level you would use while dictating a report.

6. If the recording was successful, the **Audio Wizard Complete** window opens. Click **Finish** and continue to Initial Training. Otherwise, click **Back** and repeat Steps 1 through 5 until you reach the desired sound quality.
7. If the recording was unsuccessful, one of the following messages is displayed:

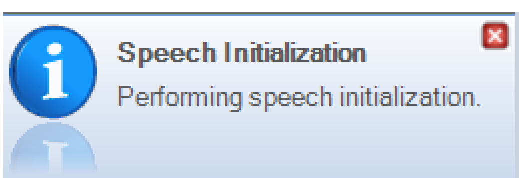
- “Your audio system is not very good, but can be used for speech recognition. Try to speak more clearly.”
- “Your audio system is not good enough for speech recognition. Try reducing the background noise and dictate the text again.”

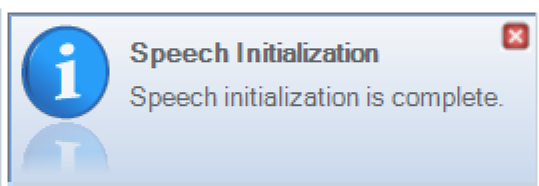
In either case, click **OK** and repeat Step 5. If the message persists, run the **Audio Wizard** from another workstation or contact your system administrator.

# Run the Initial Training Wizard

The Initial Training Wizard launches automatically the first time you log into the system with Vue PACS Reporting enabled. This wizard gathers information about your unique speech patterns and uses the information during the voice recognition process.


In subsequent log-ons to Vue Reporting, messages regarding the speech initialization status appear during the log on process.






## To run the Initial Training Wizard

1. In the **Initial Training** window, click **Next**.
2. Click **Record** .

3. When the screen turns gray, dictate the text on the screen aloud. The system highlights the text to track your progress.

   **Note:** When the system fails to recognize words, red underlined text is displayed. Click **Record** to stop recording. Position the cursor several words before the error. Click **Record** and start speaking the text starting at the cursor position.

4. A message indicates when you have completed the minimal training. The minimal training is generally adequate for native English speakers. If you are a non-native English speaker or have a unique accent, you may need to perform additional training.
5. Click **Yes** to save the sound files.

**Important:** Your sound file takes effect after the recording is adapted and synchronized in the server (up to two hours). The voice recognition might show inaccuracies until the synchronization completes. After synchronization, the recognition accuracy improves with each dictation.

**Note:** Your voice recognition improves cumulatively with the number of reports you dictate and sign. Expect significant improvements in the voice recognition accuracy after the first few hours of voice recording (once it is adapted and synchronized to your client PC).

## To rerun the Initial Training Wizard

1. When the Report Editor is open, select **Application Settings** in one of the following ways:
   - Click the Philips icon (or the **Vue** menu in a dark appearance style) at the top left corner of the Report Editor and then click **Reporting Application Settings** in the drop-down list.
   - Click **Settings** in the **Workflow** ribbon of the Report Editor.
   - Click **Settings** in the **Reporting** ribbon of the Viewer.
2. In **Application Settings**, highlight **Dictation**.
3. Select the desired options and click **Initial Training**.

**Note:** Re-running the Initial Training Wizard resets your voice profile.

# Voice Recognition

This section contains the following topics:

- 
- 
- 

## Voice Adaptation and Synchronization

- **Adaptation**–The server updates your voice profile according to your style of pronunciation. The text and voice of every signed report are kept on the server and are used by the server for adaptation purposes.
- **Synchronization**–The server transfers your updated voice profile to the client workstation.

Select **Synchronize** in the **Recognition** ribbon to initiate a network or offline synchronization.

**Note:** The system synchronizes the voice profile automatically.

# Create Reports with Voice Recognition

The following table lists some tips for better voice recognition.

| Remember to | Do not |
|---|---|
| • Speak at a normal rate, normal volume, and with normal pronunciation and emphasis.<br>• Establish a speech rhythm, speaking in phrases of 6-to-8 words and pausing briefly.<br>• Pause briefly before and after small words. Speak small words slowly and clearly.<br>• Pause briefly between sentences when dictating over 100 words per minute. Pausing during speech helps to prevent the software from blending your dictation into one sentence.<br>• Hold the microphone 8 to 13 cm (3 to 5 in.) from your mouth. If the background noise level is high, you may need to hold the microphone closer to your mouth. If the background noise level is low, move the microphone away from your mouth to minimize breath sounds.<br>• Turn the microphone off when you complete the dictation. | • Over-enunciate your words.<br>• Lower the volume of your voice when you say small words.<br>• Cough, clear your throat, insert extra sounds between words, click your tongue, or think aloud during dictation.<br>• Dictate with any audible background noise, including a radio or additional conversation. Unrelated noise can cause recognition errors.<br>• Consume food or beverages, chew gum, or have conversations with others. |

## Dictate Numbers and Quantities

For each installed language, guidelines are available as to how to dictate measurements, dates, numbers, time, and other radiology-related syntactic structures that may appear in the report. Contact your system administrator for more information.

The following sections present a few examples of the resultant text for dictated numbers. The examples below refer to English US vocabulary only.

### Blood Pressure

| Dictation | Results |
|---|---|
| one twenty over seventy-four | 120/74 |
| eighty slash sixty | 80/60 |

### Dates

| Dictation | Results |
|---|---|
| five slash three slash O five | 05/03/2005 |
| one two O three | 01/02/2003 |
| June fifteen | June 15 |
| June sixteen nineteen hundred and eighty-five | June 16, 1985 |
| April fifth | April 5 |
| April fifth of nineteen eighty-four | April 5, 1984 |
| five zero one | 05/2001 |
| three slash five slash ninety-nine | 03/05/1999 |

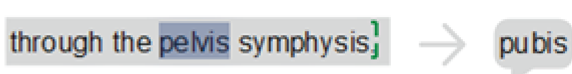
### Vertebrae

| Dictation | Results |
|---|---|
| L one | L1 |
| L one to L two | L1-L2 |
| L one to two | L1-L2 |
| L one dash two | L1-L2 |
| L five through S one | L5-S1 |

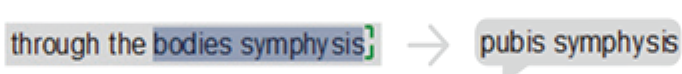
**Note:** Certain formatting attributes (for example, the date format) can be set per site. Contact your system administrator.

## Correct Recognition Mistakes

- When a word isn't recognized, highlight the word and try dictating it again.



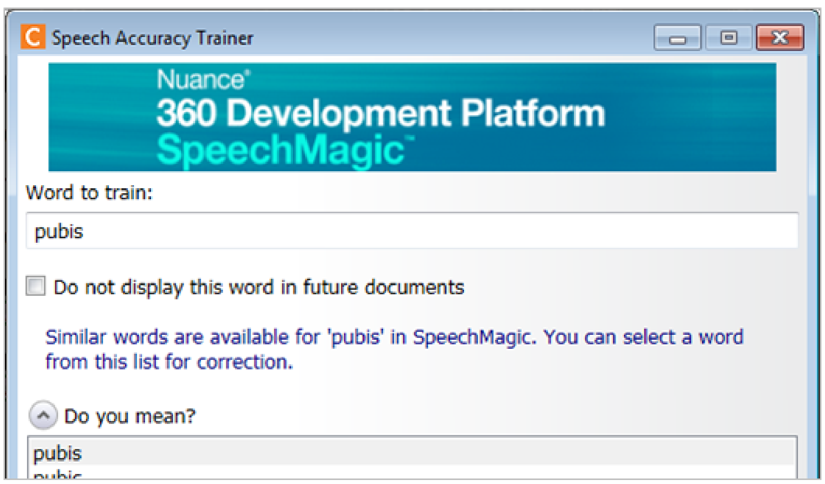

Sometimes highlighting a few words together provides a better result because the dictated words are in the right context.



- If the word is still not recognized:
  - Highlight the word and type the correct word to override it (do not use backspace to delete the word).
  - Then continue reading the study and sign the report.

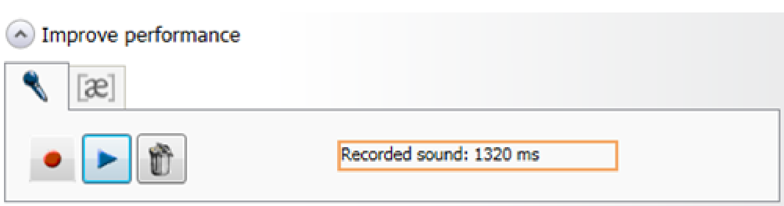
  Your manual corrections are used to improve your voice profile.


- If the same word still isn't recognized after about a week, check if the word exists in the SpeechMagic recognition engine lexicon:
  a. Right-click the word and select **Train/Add words**.
  b. In the **Speech Accuracy Trainer** window, type the correct word in the **Word to train** box. Don't worry about capitalization.
     - **If the word does not exist** in the lexicon, click **Add** to add it.
     - **If the word already exists** in the lexicon, it will appear in the **Do you mean?** box




You can:

- Click **Improve Performance** to train the word for your voice.




or

- Click **Cancel** to go back to the editor and manually type the word.

**Note:** Don't use the **Train/Add words** option to train numbers, punctuation, capitalization, or long phrases. These are handled by the SpeechMagic recognition engine.

If after about a week you see no improvement, contact your system administrator

## Edit Text Using Voice Commands

You can use the following voice commands when dictating reports.

**Note**: Voice commands are not available in Romanian, Serbian, Czech, Bulgarian, and Slovak, as these languages are currently not supported by Nuance.

### Default Voice Commands for Dictation

| Command | Description |
|---|---|
| “Sign Report” | Transcribes audio. Saves the report and changes the status to Final (for attending physician) or Preliminary (for resident). Closes the study and returns to the Explorer. In worklist mode, the next study loads. |
| "Approve Report" | Saves the report and changes the status to Approved. Closes the study and returns to Archive Explorer. In worklist mode, the next study loads. |
| "Sign Prelim" | Saves the report and changes the status to Preliminary. Closes the study and returns to Archive Explorer. In worklist mode, the next study loads. |
| “Save Report” | Saves the report as part of the study. |
| “Discard Report” | Closes the reporting application without saving the report. Closes the study and returns to the Explorer. In worklist mode, the next study loads. |
| “Close Report” | Closes the reporting application and saves the report as a draft. |
| **Tasks or Actions** | |
| “Show Reports” | Displays the Prior Reports Tab. |
| **Text Editing** | |
| “Go to Start of Line” | Moves cursor to the start of the line. |
| ”Go to End of Line” | Moves cursor to the end of the line. |

| Command | Description |
| --- | --- |
| "Go to" <structured field name><br>"Move to" <structured field name><br>"Jump to" <structured field name> | Selects the specified structured field, allowing dictation inside the field. |
| "Append" | Inserts multiple options into a structured field. Using the voice command, for example, "Append <option name>" will append the option's text at the end of the field. |
| "Cap That"<br>"All Caps" | Capitalizes the first letter of the selected text.<br>Changes the selected text to capital letters. |
| "New Line" | Starts a new line. |
| "New Paragraph"/ "Paragraph"/"Double Paragraph" | Starts a new paragraph. |
| "Next Field"/ "Move to Next Field" | Skips to the next field. |
| "Go to Start of Field"/ "Field Start" | Moves cursor to the start of the structured field. |
| "Go to End of Field"/ "Field End" | Moves cursor to the end of the structured field. |
| "Previous Field"/"Move to Previous Field" | Skips to the previous field. |
| "Scratch That" | Deletes the last sentence. |
| "Undo Scratch That" | Re-enters the scratched sentence. |
| "Delete That" | Deletes the selected text. |
| "Backspace" | Deletes the whole word to the left of the cursor. Functions like the Ctrl+Backspace key combination on a keyboard. |
| "Select <text>" | Selects the spoken word. |

| Command | Description |
|---|---|
| “Select Previous <text>” | Skips to the previous occurrence of the selected word. |
| “Repeat Selection” | Skips to the next occurrence of the selected word. |
| “Bold Text” | Bolds the selected text. |
| “Italic Text” | Italicizes the selected text. |
| “Underline Text” | Underlines the selected text. |
| ”Number One” | Inserts the dictated number with a dot. Say “Number” + the number to insert the number. For example “Number One, Number Two, Number Three”. |
| “Autotext <autotext/macro name>” | Inserts auto-text. |
| “Apply Bullet List” | Start a bulleted list. |
| “Apply Number List” | Start a numbered list. |
| “Next Bullet”/"Next Number" | Advance to the next bullet or number.<br>If this command is applied to normal text, it will also start a numbered list. |
| “End Number List”/ “End Bullet List” | End the numbered or bulleted list and places the cursor at the beginning of a new line. |
| "Restart Number List" | Restarts the number list in the same way as the “Restart at 1” right-click menu entry. |
| "Macro <template name>” | Inserts a new template. |
| "Copy Prior" | Copies the body of the latest report into the current template. |
| "Insert Priors" | Inserts into the current template hyperlinks to each of the priors loaded in the viewer. |
| "Priorlink" | Inserts a hyperlink to the report of the latest study. |
| "Insert Procedures" | Inserts to the loaded template a reference to all studies reported (current and linked). |
| **Working with Images** | |
| “Copy Key Images” | Copies the key images to the bottom of the report. |
| "Copy Analysis" | Copies a specific table (stenosis, calcification) to the caret position in the report. |

| Command | Description |
|---|---|
| **Working with bookmarks** | |
| “Hyperlink” | Inserts a hyperlink to the latest bookmark created, updated, or selected. |
| “Add Measurement” | Inserts the measurement of the last bookmark created, updated, or selected. |

### Vue PACS Client Voice Commands

Use these commands from Vue PACS, when the Reporting Editor is not open.

**Note:** Enabled only when Reporting with Speech Recognition is installed.

| Command | Description |
|---|---|
| **Tasks or Actions** | |
| “Dictate New Report” | Opens the Reporting Editor to start a new session. |
| "Toggle Editor" | Shows or hides the Report Editor. |

# Manage Your Personal Lexicon

You use the Personal Lexicon Manager (PLM) to:

- Add new words to your lexicon that do not exist in it
- Improve recognition of existing words by familiarizing the system with your acoustic qualities

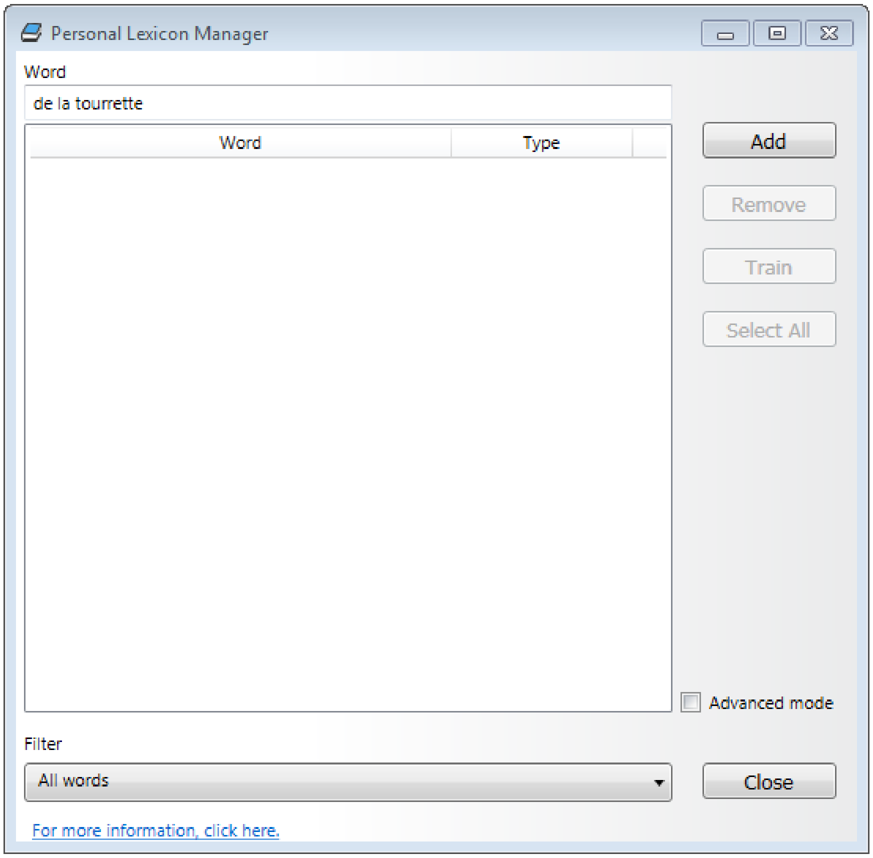
The PLM allows you to add, train, deactivate, or delete words from your speech profile. The PLM uses the Speech Accuracy Trainer to update your speech profile.

## Use the Personal Lexicon Manager

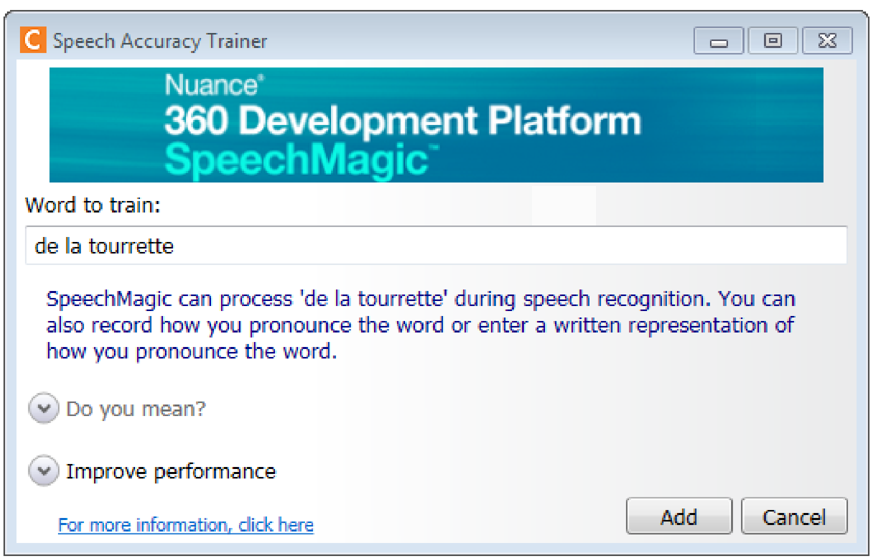
Click **Personal Lexicon Manager**  in the **Recognition** tab.

### To add new words

1. In the **Personal Lexicon Manager** window, type the word in the **Word** text box and click **Add**.

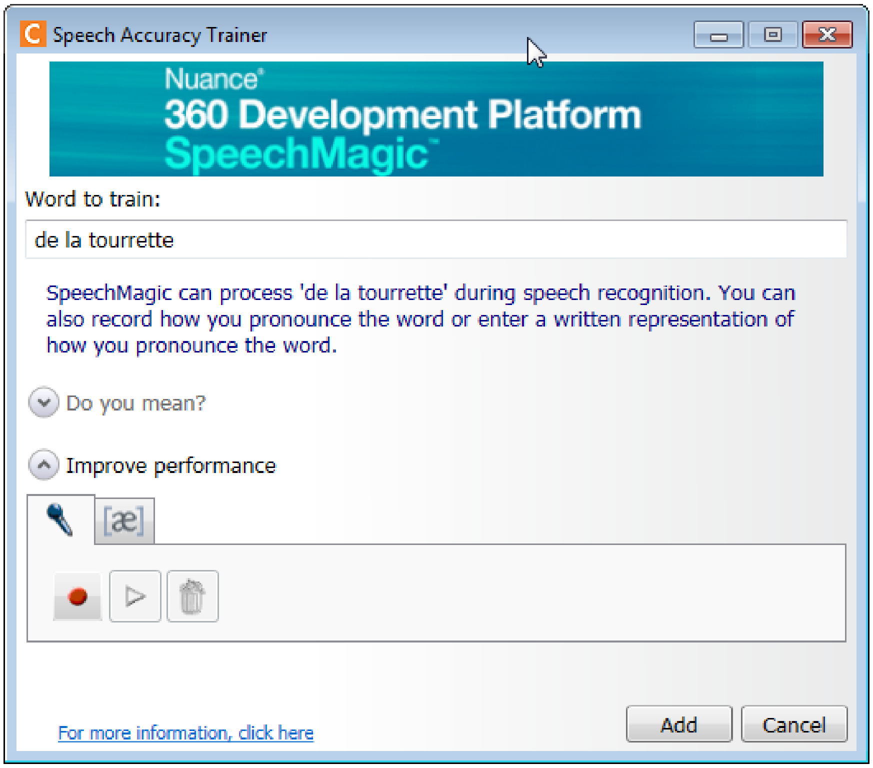



2. In the **Speech Accuracy Trainer** window, click **Add** to add the word to your personal lexicon, or click **Improve Performance** (see step 3) and then click **Add**.




3. You may want to enhance recognition of the new word before adding it to the lexicon. Click **Improve Performance**, and then click the **Record** button. Dictate the word, click **Stop Recording**, and then

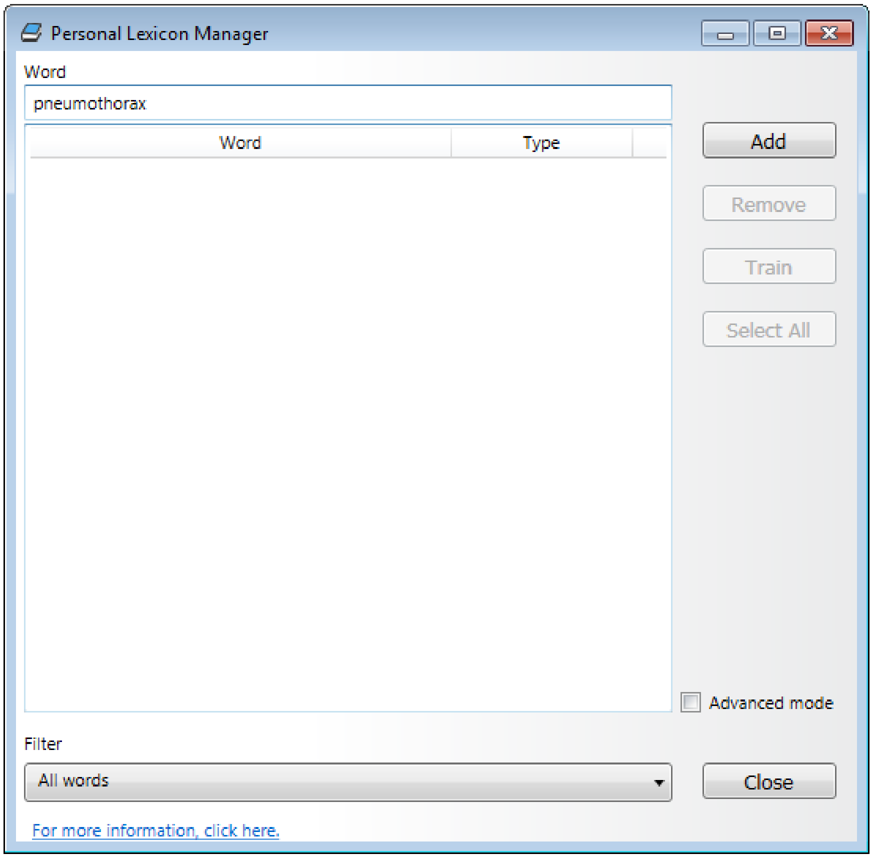
click **Add**.



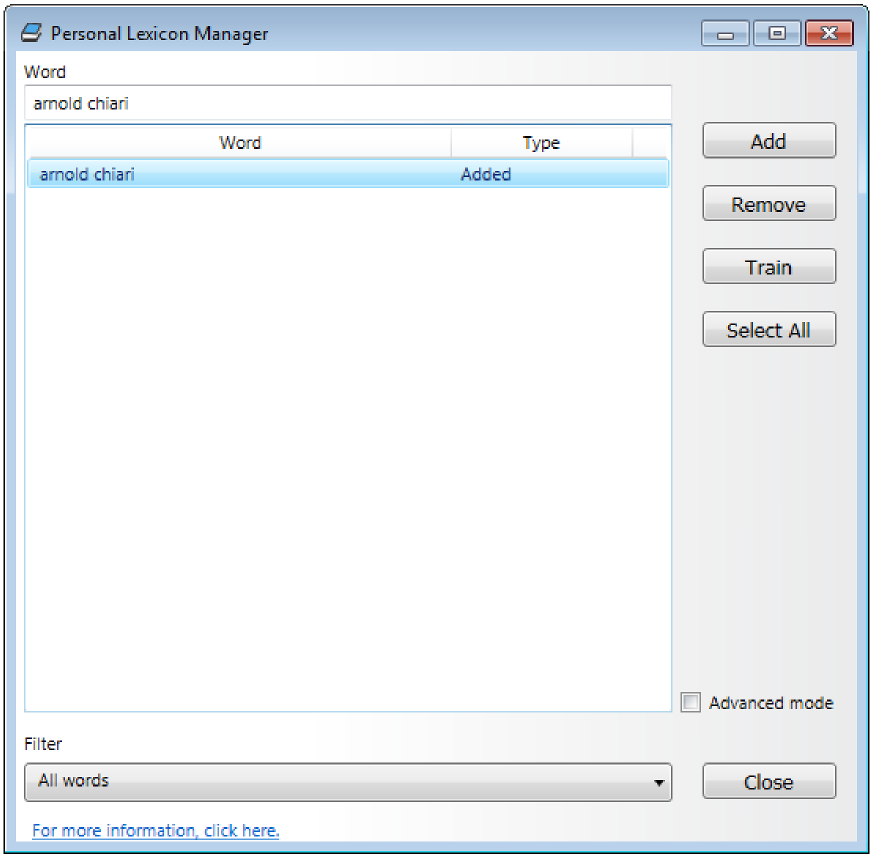

## To train the system to enhance recognition

You may find that you need to better familiarize the system with your specific vocal qualities to prevent cases where words that exist in the lexicon fail to be recognized by the editor and therefore do not appear correctly when you use them in your dictation.

1. In the **Personal Lexicon Manager** window, type the word in the **Word** text box and click **Add**.

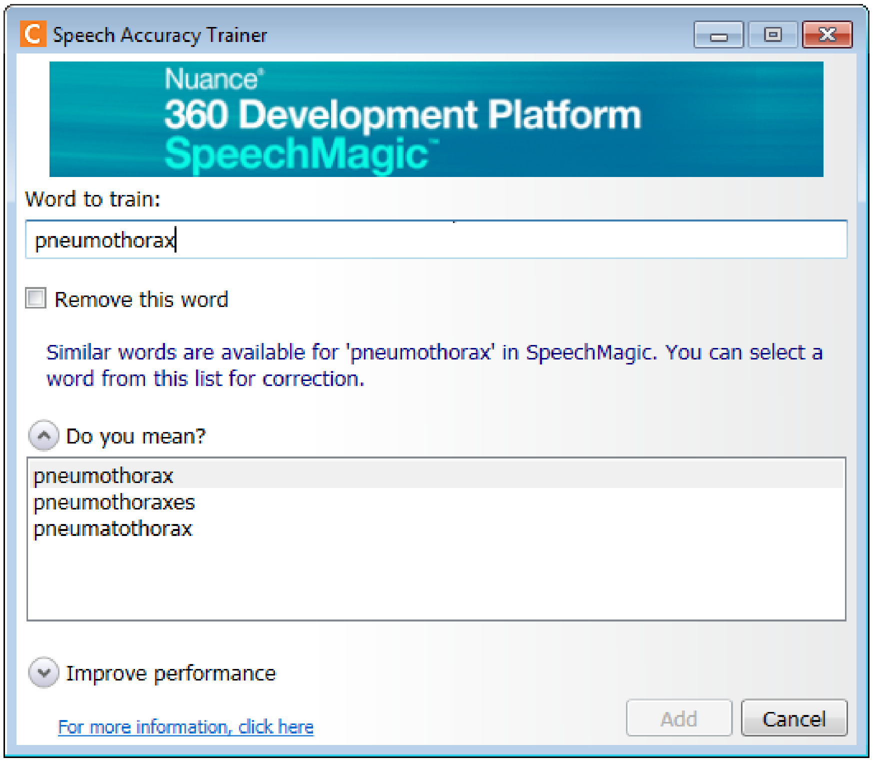


If you already added the exact word in the past, the word appears in the **Personal Lexicon Manager** window. You can click **Train** to improve recognition by the system.

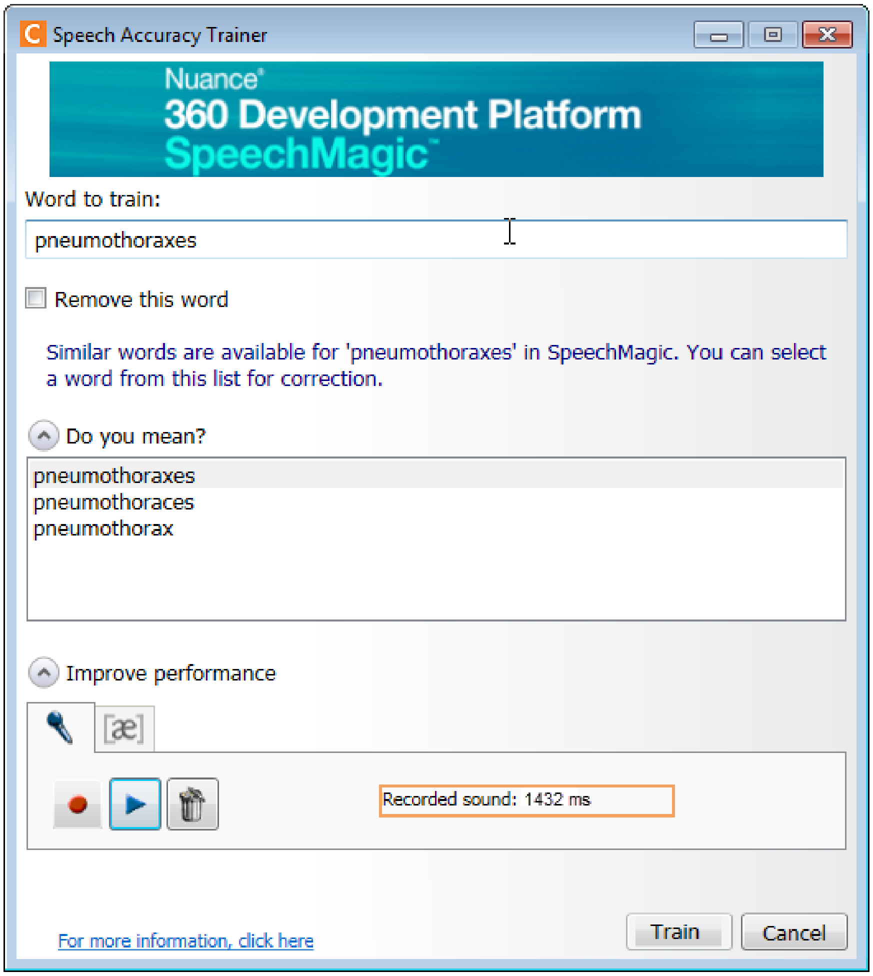



Clicking **Remove** in the **Personal Lexicon Manager** window will remove the word from the list of added words, and the system will ignore it in your future dictations. You may revoke this removal by adding the word again and canceling the selection of the **Remove this word** check box in the **Speech Accuracy Trainer** window

2. If the word you are adding already exists in the lexicon, the **Speech Accuracy Trainer** displays a list containing the word and possible alternatives.




3. To train the system, select the word and click **Improve Performance**, then click the **Record** button, dictate the word, click **Stop Recording** and then click **Train**.


Speech Accuracy Trainer
Nuance
360 Development Platform
SpeechMagic
Word to train:
pneumothoraxes
Remove this word
Similar words are available for 'pneumothoraxes' in SpeechMagic. You can select a word from this list for correction.
Do you mean?
pneumothoraxes
pneumothoraces
pneumothorax
Improve performance
[æ]
Recorded sound: 1432 ms
For more information, click here
Train
Cancel

# Report Editor

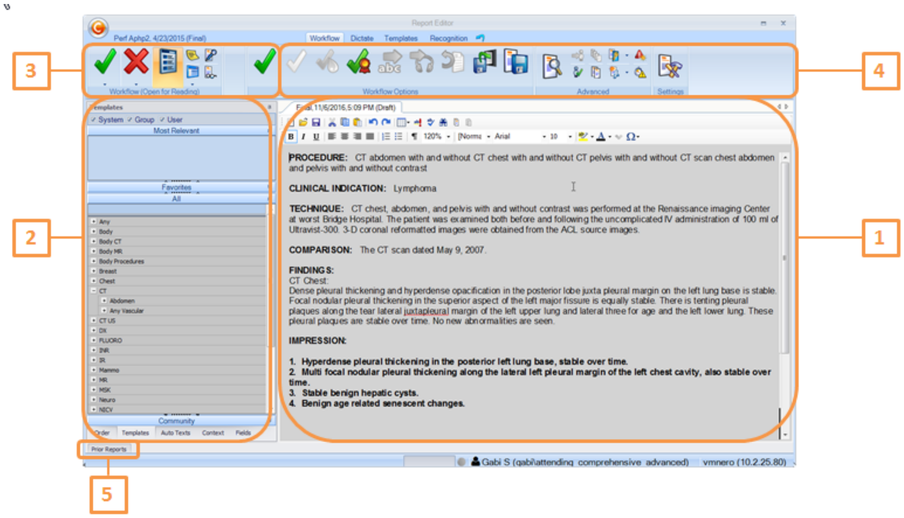
This section contains the following topics:

- Report Editor Window below
- Launch the Report Editor on page 28
- Adjust the Layout of the Report Editor on page 29
- Sign a Report on page 94

## Report Editor Window

The Report Editor includes functions to create a report for a study. The dictated report is displayed in the Document Editor and can be edited.

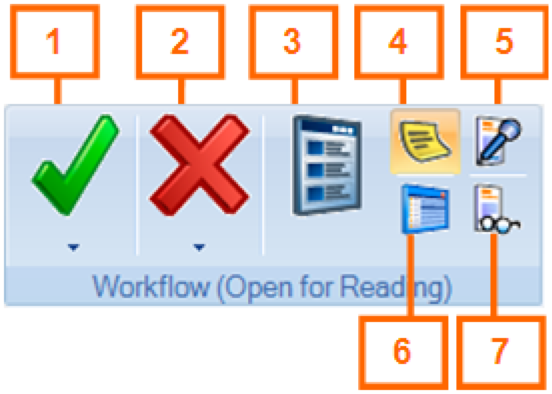
To load a study and launch the Report Editor, highlight a study in the Explorer and click **Load and Dictate New Report**  or right-click the study and click **Load and Dictate New Report**. See Launch the Report Editor on page 28.




| # | Description |
|---|---|
| 1 | **Document Editor**<br>Displays the dictated report in the selected template. |

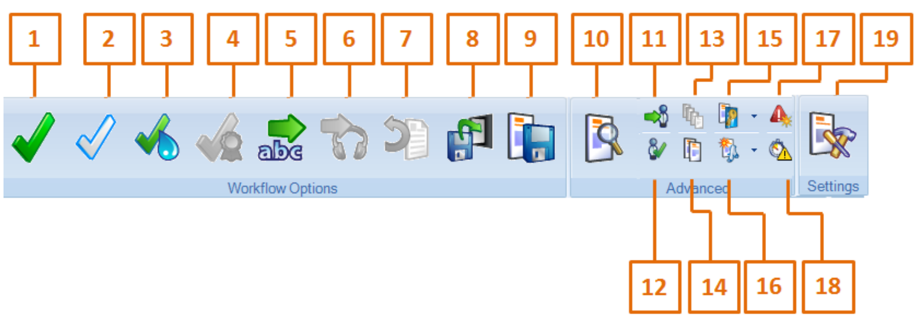
| # | Description |
|---|---|
| 2 | **Template/Auto-texts/Order/Context/Fields Pane**<br>The templates and auto-texts are displayed under the following lists:<br>• **Most Relevant**–The templates that are relevant to the reported study.<br>• **Favorites**–All templates and auto-texts defined as favorites by the user.<br>• **All**–All of the defined templates and auto-texts.<br>The **Order** tab displays an order summary for the patient, including patient details, reason for study, priority, referring physician name, procedure, clinical info and additional patient information such as gender, date of birth, and contact details.<br>The **Context** tab displays a summary of study details based on tags defined in the context pane template (a template containing a list of predefined data fields). Tags that have values are shown in the Context pane.<br>The **Fields** tab displays the names and options of structured fields available for the selected template. |
| 3 | **Workflow Ribbon**<br>Tools for signing and dismissing a study, and for launching various modules. |
| 4 | **Reporting-specific Ribbons**<br>• **Dictate Ribbon**–Tools for creating and editing reports, and for applying templates.<br>• **Template Ribbon**–Tools for creating, editing, and associating templates.<br>• **Recognition Ribbon**–Tools for handling your voice profile and acoustic voice qualities.<br>• **Workflow**–Tools for users of various roles to advance the report status in the appropriate workflow, to add alerts, to save and print the report, and to assign the study. |
| 5 | **Prior Reports**<br>Hover over the **Prior Reports** button to display the Prior Reports pane with a list of all the patient's past reports. |

# Workflow Ribbon




| # | Description |
|---|---|
| 1 | Signs the report. The study status advances according to the site workflow and user's role. |
| 2 | **Dismiss Study** closes the study and discards unsaved work. The study status remains the same (no change). |
| 3 | Launches the Patient Mini Archive. |
| 4 | Launches the Sticky Notes function. |
| 5 | Launches and hides the Report Editor. |
| 6 | Launches the Explorer. |
| 7 | Launches the Report Browser to view prior reports. |

# Workflow Ribbon (Report-specific)




| # | Description |
|---|---|
| **Workflow Options** | |
| 1 | **Sign Report**–Signs the edited report and closes the current study |

| # | Description |
|---|---|
| 2 | **Preliminary Sign**–Signs the report as Preliminary and closes the study. Used typically by a resident radiologist. |
| 3 | **Wet Read**–Signs the edited report as Wet Read and closes the current study. |
| 4 | **Approve Report**–Used typically by an attending radiologist. Enables batch-signing of final reports and digital signatures. |
| 5 | **Send to Correction**–Sends the report, typically prepared with voice recognition, to the correctionist. |
| 6 | **Transcribe Report**–Sends a dictated report for transcription. |
| 7 | **Return to**–Used Typically by an attending radiologist when rejecting a preliminary report and returning it to the resident. |
| 8 | **Close Study and Save Report**–Saves the report and closes the study. In worklist mode, the next study is automatically loaded. |
| 9 | **Save Report**–Saves the report (draft) and leaves it open.<br>**Save and Back to Archive**–Appears in worklist mode only. Discontinues the worklist mode and prevents loading of the next study. |
| **Advanced** | |
| 10 | **Print Preview**–Displays the final form of the report as it appears in the Report Browser or a printout. |
| 11 | **Assign To**–Assigns the study to a user or group. |
| 12 | **Sign As**–Used for signing the report as a different user than the one currently logged in. |
| 13 | **Dictate Multiple Accessions**–Creates a single report for multiple studies. |
| 14 | **Copy Prior**–Copies the most recent report of the latest prior study. |
| 15 | **Copy Key Images**–Copies the key images to the bottom of the report. |
| 16 | **Copy analysis**–Copies analysis results from analysis tools in Vue PACS such as Bookmarks, Vessel analysis, and others. |
| 17 | **Critical Results Notification**–Adds a Critical Results indication for the study in the database. |
| 18 | **Mark as STAT**–Marks the study as STAT. A STAT indication appears in the Explorer. |
| 19 | **Settings**–Opens the **Reporting Application Settings** window, where you can select settings relating to workflow, appearance, use of the editor, dictation, keyboard shortcuts, and colors. |

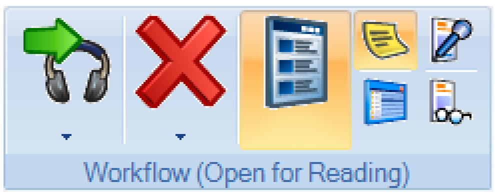
Note that the availability of the tools in **Workflow Options** changes according to the user's role, the report status, and the workflow defined in the system. The following illustrations show the various workflow options in the **Workflow** ribbon:

### Attending–Unread (speech recognition)

Available workflow actions include Sign, Preliminary Sign, Dismiss, Wet Read, Send to Correction, Close Study and Save Report and Save Report.


### Attending–Unread (dictation only)

In this mode, the Report Editor does not open by default for unread studies. The Viewer displays the study, and the only action available in the Viewer Workflow ribbon is **Transcribe**, which sends the report to a transcriptionist.

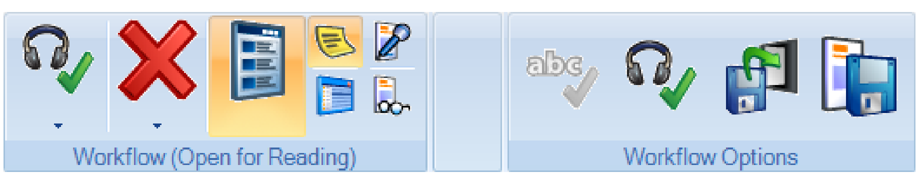



### Resident–Unread

Available workflow actions include **Preliminary Sign**, **Dismiss**, **Wet Read**, **Send to Correction**, **Close Study and Save Report**, **Save Report**, and **Review**. The latter is used in various workflows, typically to mark reports that have been reviewed together by two users of different roles, for example, a resident and an attending user.


### Transcriptionist–Dictated

Available workflow actions include: Done Transcribe, Dismiss, Close Study and Save Report, and Save Report.



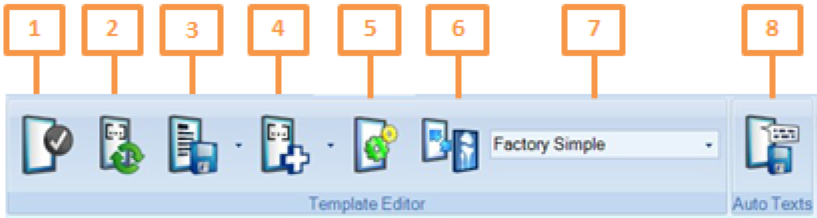

### Correctionist–Needs Correction

Available workflow actions include Dismiss, Close Study and Save Report, and Save Report, and Correct. The latter sends a dictated report (including text) for correction.

# Dictate Ribbon


| # | Description |
|---|---|
| **Templates** | |
| 1 | Applies the default template (system or user-defined). Replaces the existing edited report. |
| 2 | Saves the report template. Two options:<br>• **Save Template As**–Enables you to save the content of the Report Editor as a new template.<br>• **Update Current Template**–Enables you to update the selected template with the content of the Report Editor. |
| 3 | Inserts a field into the report. Four options:<br>• **Insert Field**–Inserts a textual field marked by angled and square brackets: [<>]<br>• **Insert Mandatory Field**–Inserts a field that must be filled in before the report can be signed. Marked by square brackets: [ ]<br>• **Insert Data Field**–Inserts a field for which the value originates in sources such as the DICOM study or the RIS. Opens a dialog from which you select the data.<br>• **Insert Structure Field**–Inserts a field that contains metadata that is retained in the report. The field markings themselves are not visible after the report is signed. Optional fields are colored green [..]. Mandatory fields are colored red [..]. |
| **PACS** | |
| 4 | Copies the Key Images marked for the current study into the report as laid out in Key Image Previewer. |
| 5 | Copies the Analysis Report into the edited report, if the report was created using Vue PACS clinical application tools. |

# Templates Ribbon




| # | Description |
|---|---|
| **Template Editor** | |
| 1 | Applies the default template (system or user-defined). Replaces the existing edited report. |
| 2 | **Convert to Structured Fields**–Enables you to convert all textual fields in the current report into structured fields. |
| 3 | Saves the report template. There are two options:<br>**Save Template As**–Enables you to save the content of the Report Editor as a new template.<br>**Update Current Template**–Enables you to update the selected template with the content of the Report Editor. |
| 4 | Inserts a field into the report. There are three options:<br>**Insert Field**–Inserts a textual field marked by angled and square brackets: [<>]<br>**Insert Mandatory Field**–Inserts a field that must be filled in before the report can be signed. Marked by square brackets: [ ]<br>**Insert Data Field**–Inserts a field for which the value originates from sources such as the DICOM study or the RIS. Opens a dialog from which you select the data.<br>**Insert Structure Field**–Inserts a field that contains metadata that is retained in the report. The field markings themselves are not visible after the report is signed. Optional fields are colored green [..]. Mandatory fields are colored red [..]. |
| 5 | **Template Editor**–Enables you to edit the Master Template, Addendum Template, and Preliminary Notification. |
| 6 | **Template Associations**–Enables you to manage associations between study types and templates. |
| 7 | **Master Templates drop-down list**–Displays a list of Master Templates. Allows you to change the Master Template for the study as long as the study has not been signed. |
| **Auto-texts** | |
| 8 | Saves selected text as an auto-text. |

# Recognition Ribbon


| # | Description |
|---|---|
| **Voice Profile** | |
| 1 | Launches the Audio Wizard (for sound level and quality). |
| 2 | Synchronizes the voice profile. |
| 3 | Displays the progress bar of the voice profile synchronization process. |
| 4 | Imports a voice profile from a file. |
| 5 | Enhances word recognition abilities.<br>• Teach the **Speech Recognition** system new words.<br>• Improve recognition of existing words. |
| **Recognition Mode** | |
| 6 | Three modes:<br>• **Dictation**–For dictating reports.<br>• **Spelling**–For spelling words.<br>• **PACS**–For using voice commands for the images. |

# Show/Hide Ribbon

The **Show/Hide** ribbon hides the menu bar when more screen space is required.

# Launch the Report Editor

You create or edit a report by dictating or typing the content in the Report Editor.

1. Do one of the following:
   - When creating a new report:
     - In the Explorer, highlight a study and click **Load and dictate New Report** in the **View & Load** ribbon or right-click the study and click **Load and dictate New Report**.
     - In the Viewer, click **Dictate** in the **Workflow** ribbon.
   - When editing a draft of an existing report:
     - In the Explorer, highlight a study and click **Load and Edit Report** in the **View & Load** ribbon or right-click the study and click **Load and Edit Report**.
     - In the Viewer, click **Dictate** in the **Workflow** ribbon.

   **Note:** A user with Proxy Sign permission can edit and sign any saved draft report, even if the user is not the original author who saved the draft report.

   - When appending an addendum to a report in Final status:
     - In the Explorer, highlight a study and click **Load and Append Report** in the **View & Load** ribbon or right-click the study and click **Load and Append Report**.
     - In the Viewer, click **Dictate** in the **Workflow** ribbon.
2. Press **Record** on the speech microphone (AE + after load).

   **Note:** The Audio Wizard and the Initial Training Wizard launch during your first system log in. Complete the Audio Wizard and the minimum required time in the Initial Training Wizard.

3. The Report Editor opens. The dictation method is determined by your settings and permission.

   For Voice Recognition, use the speech microphone and voice commands or shortcuts to navigate through the report. When you record with the speech microphone, your spoken words appear as text on the screen. While dictating, each word is automatically transcribed to text in the Report Editor. By default, the Rewind and Forward buttons move between the fields in the reports instead of the typical operation of rewinding and forwarding the voice file.

   When you create a report, a template is automatically selected based on study information such as modality, body part, and study description.

   The Report Editor includes a template pane listing all available report templates. For details about templates and the **Templates** pane, see Use Report Templates on page 49.

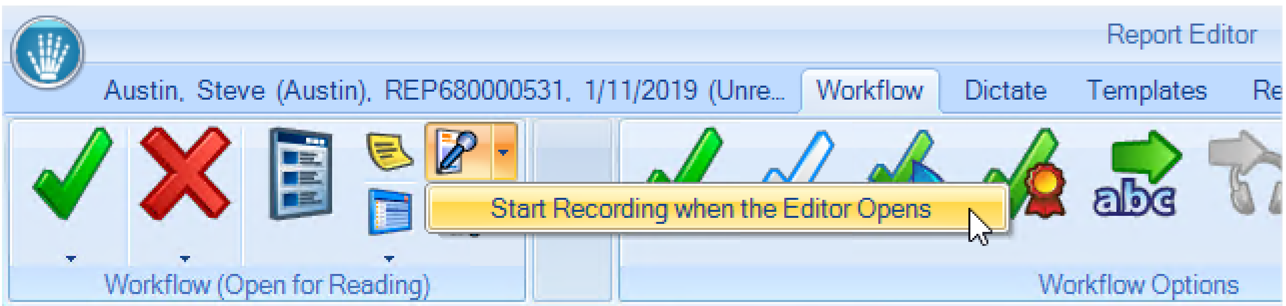
4. You can select any available template from the template pane.

> **Note:** Selecting another template discards any unsaved data in the report.

5. Click **Save**  to save the report as a draft.

# Start Recording When the Editor Opens

You can decide whether to enable or disable a mode that whenever the report editor is opened for the first time after loading a study, or Load and Dictate, recording will automatically start.




For any change you make in the configuration, it will take effect the next time the editor opens.

If the application is closed, the last configuration that was set will take effect the next time the Vue PACS Client is launched.

# Adjust the Layout of the Report Editor

Drag and drop elements of the Report Editor to change the layout to better suit your reporting needs.

## Detach Any Pane as a Separate Window

1. Double-click a pane header to detach it from the Report Editor.
2. Place the pane as a separate window in a different location or on a different monitor.
3. Re-size the pane as needed.

## Re-attach a Detached Pane

1. Click and drag the pane header.
2. Place the mouse cursor on a docking icon.

## Optimize the Report Editor Display

| | |
|---|---|
| To detach a pane | 1. Click and hold the tab header or double-click the pane caption.<br>2. Drag the tab header to the desired location and release. The pane becomes a separate window. |
| To re-attach a pane to the previous position | Double-click the pane caption. |
| To change the position of a pane | 1. Click and hold the tab header or double-click the pane caption.<br>2. While dragging, layout icons display on screen. Place the mouse cursor over one icon, according to the desired location, and release.<br>You can detach a specific pane and position each pane separately. |
| To reset the layout | Click **Layout** and select **Restore to Default Layout** in the Reporting Application Settings. |

# Sign a Report

When the report is ready to sign, click **Sign Report**  to finalize the report. Normally, this action changes the report status to **Final**. Updating a signed report is done only via an addendum. For details, see Create an Addendum on page 90.

# Reporting Application Settings

The **Reporting Application Settings** window enables you to change parameters relating to workflow, appearance, editor, dictation, keyboard shortcuts, and colors.

To open the Reporting Application Settings window and change parameters, do one of the following when the Report Editor is open:

- Click the Philips icon (or the **Vue** menu in a dark appearance style) at the top left corner of the Report Editor and then click **Reporting Application Settings** in the drop-down list.
- Click **Settings** in the **Workflow** ribbon of the Report Editor.
- In the Viewer, click **Settings** in the **Reporting** ribbon of the Viewer.

Use the **Reporting Application Settings** window to make your adjustments. The following sections describe the parameters you can set.

> **Note:** The tables summarize all settings. Some of the settings are mentioned also in relevant sections of this user guide describing various activities you perform when working with the Vue Reporting application.

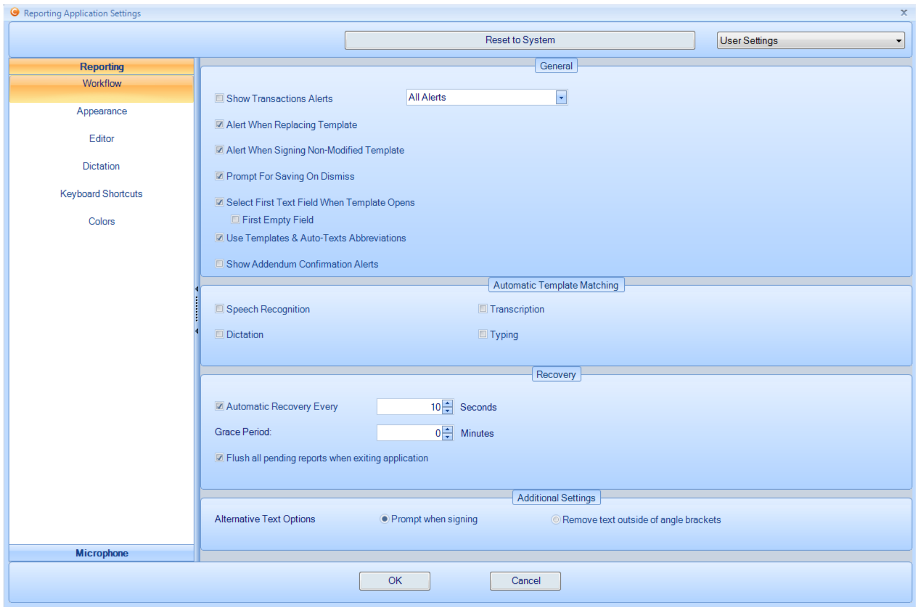
## General Settings

- Reset to System–Discard all changes you have made during the current session and return to system defaults (regardless of whether you are working at user level, group level or system level).
- User Settings–Determine whether the settings apply to you only (user settings), to the group to which you belong (group settings) or to all users (system settings).

# Reporting

## Workflow

Use these general settings to adjust Vue Reporting to your needs:

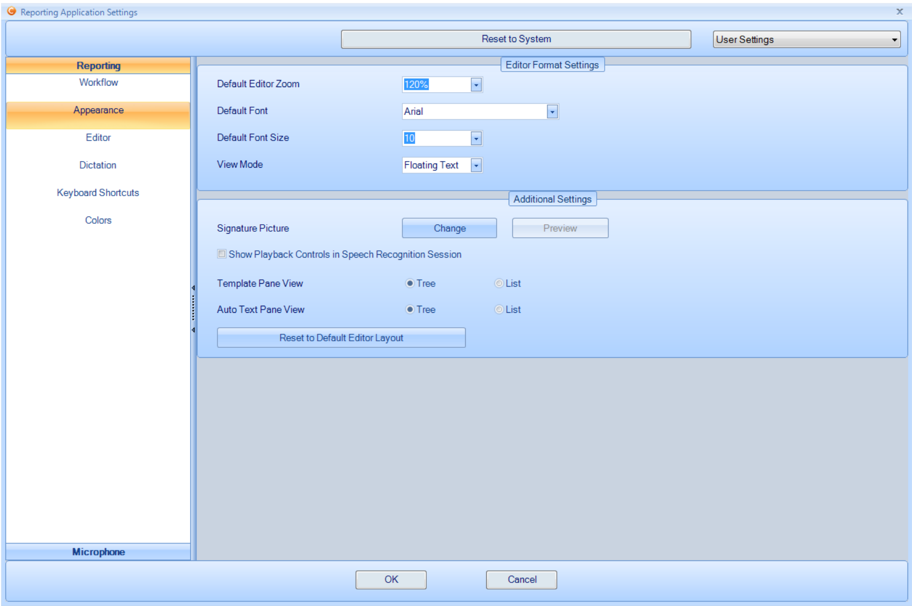


| Window Section | Settings |
|---|---|
| General | • Show transactions alerts–Display an alert when a transaction is carried out. Transactions include operations such as signing, batch signing, saving, and report rendering. You can filter this option to show all alert types, errors only, errors and warnings, or successful transactions only.<br>• Alert when replacing template–Display an alert when a report's template has been changed<br>• Alert when signing a non-modified template.<br>• Prompt for saving on dismiss–Display a reminder asking you whether you want to save the changes in cases when you make changes to a report and then dismiss the report rather than sign it.<br>• Select first text field when template opens–Select this setting to have the first field in the report selected by default.<br>• Use template & auto-text abbreviations–Activate template replacement and auto-text insertion by using the abbreviations defined during template and auto-text creation.<br>• Show addendum confirmation alerts–Display an alert when opening a final study to create an addendum.<br><br><br>  • If a user clicks **OK**, the Report Editor opens in addendum mode.<br>  • If a user clicks **Cancel**, the Viewer opens without the Report Editor (the study loads). |
| Automatic Template Matching | Select a role type for which automatic template matching is activated (Automatic Matching mechanism is disabled by default. Contact your system administrator for further information):<br>• Speech Recognition<br>• Dictation<br>• Transcription<br>• Typing |

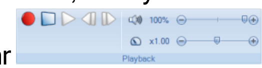
| Window Section | Settings |
|---|---|
| Recovery | Select the following recovery-related parameters for cases when you exit the application:<br>• Automatic recovery every x seconds–Back up the contents of the report and set the time intervals for the recovery. If a report is closed without the last changes having been saved (for example in a power failure situation), the next time the report is launched you will be able to open a recovered version of the report that includes your changes up until the last recovery action.<br>• Grace period–Set the number of minutes for which a report remains in grace period (the period of time from the time the report is signed until the time of its distribution).<br>• Flush all pending reports when exiting application–Select this setting to terminate the grace period of all pending reports (reports in grace period awaiting distribution) at the time the application is exited and the report is sent for distribution (regardless of the time definition of the grace period). |
| Additional Settings | Set the application behavior in cases when you have entered text within square brackets (fields) outside the pointed brackets.<br>• Prompt when signing–Display a warning alerting you to the existence of text outside the pointed brackets.<br>• Remove text outside of angle brackets–Automatically remove any text in a field that is outside the angle brackets. |

## Appearance

Use these settings to change the appearance of various items in the Report Editor.

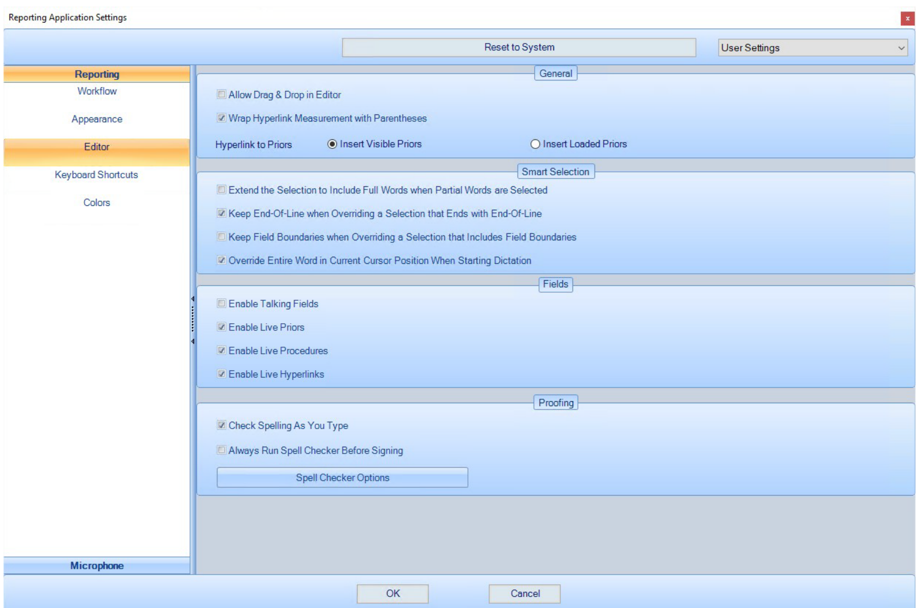



| Window Section | Settings |
|---|---|
| Editor Format Settings | • Default editor zoom–Select the default zoom percentage from the drop-down list.<br>• Default font and font size–Select the desired font and size from the drop-down lists.<br>• View mode<br>    • Page view–Each page of the report is displayed as a separate entity. You can scroll each of the report pages independently to the end of the page, both horizontally and vertically.<br>    • Normal–The text does not wrap when you change the window size.<br>    • Floating text–Text appearance adjusts itself to changes in the window size. |

| Window Section | Settings |
|---|---|
| Additional Settings | • Signature picture–Select a picture that is to appear in the signed report, for example as part of the radiologist's signature. Click **Preview** to see a preview of the picture. The picture appears in the signed report if you have inserted the data field <# Signature Picture #> in the report at the place where the picture is to appear.<br>• Show Playback controls in Speech Recognition session–When this setting is selected, a Playback Control ribbon appears in the Reporting toolbar  .<br>• Template pane view and Auto-Text view–Select whether the template list and the auto-text list are displayed in a tree format or as a flat list.<br>• Reset to default editor layout–Discard all layout-related changes you made in the template pane in the Report Editor. |

## Editor

Use these settings to change how you work in the Report Editor.



| Window Section | Settings |
|---|---|
| General | • Allow Drag & Drop in editor<br>• Wrap hyperlink measurements with parentheses—When this option is selected, hyperlinks to bookmarked measurements in the study appear with parentheses in the report.<br>• Hyperlinks to Priors—Enables insertion of hyperlinks to prior studies (studies that are not the current study or any of the studies linked to it.<br>  • Insert visible priors—The hyperlink includes only prior studies that were previously displayed to radiologists in the viewer.<br>  • Insert loaded priors—The hyperlink includes all prior studies that are loaded in the PMA. |
| Smart Selection | • Extend the selection to include full words when partial words are selected—Replace words that are only partially selected with full words.<br>• Keep end-of-line when overriding a selection that ends with end-of-line—Retain end-of-line when the overriding text is shorter than the selected text.<br>• Keep field boundaries when overriding a selection that includes field boundaries.<br>• Override entire word in current cursor position when starting dictation—The dictation starts as if the entire word is selected. Avoids situations where a previously existing partial word remains in the report inadvertently. |

| Window Section | Settings |
|---|---|
| Fields | • Enable Talking Fields–Select to hear the name of a structured field when navigating to it using the selected playback device.<br>The mechanism used for the playback is the MICROSOFT text-to-speech module. See Dictation on the next page.<br>For specific details and limitations when using this option, see Enable Talking Fields on the next page.<br>• Enable Live Priors–Select to automatically insert or update the Comparison field with details of prior studies loaded to the viewer. See Live Priors on page 85.<br>• Enable LiveProcedures—Select to automatically insert or update the Procedure field with details of the current and linked procedures. See Insert Procedures on page 76.<br>• Enable Live Hyperlinks–Select to automatically update a hyperlink when its bookmark is changed. See Live Hyperlinks on page 84. |
| Proofing | Select spell-checking settings:<br>• Check spelling as you type.<br>• Always run spell checker before signing.<br>• Spell Checker options–Opens the following spell checking settings:<br>  • Ignore words in uppercase–You can instruct the editor to either ignore all words in uppercase or ignore only uppercase words that exist in the spell checker's dictionary in the client.<br>  • Ignore words that contain numbers.<br>  • Ignore internet addresses.<br>  • Ignore email addresses.<br>  • Flag repeated words by marking them.<br>  • Ignore uppercase and lowercase–You can instruct the editor to always ignore upper and lower case, to ignore case at the beginning of words only, or to ignore case in the middle of a word when the word begins with upper case. |

### Enable Talking Fields

- **Language support**
  - Windows 7: For languages other than English, there is no built-in Microsoft text-to-speech support.
  - Windows 10: For languages other than English, you may need to install the relevant language's text-to-speech engine on your local workstation. Contact your system administrator.
- **Playback device**

  When using the talking fields feature, sounds played by the microphone's speaker may interfere with the recording input. Therefore, it is highly recommended to set the playback device to be the workstation's speakers (instead of the microphone's).

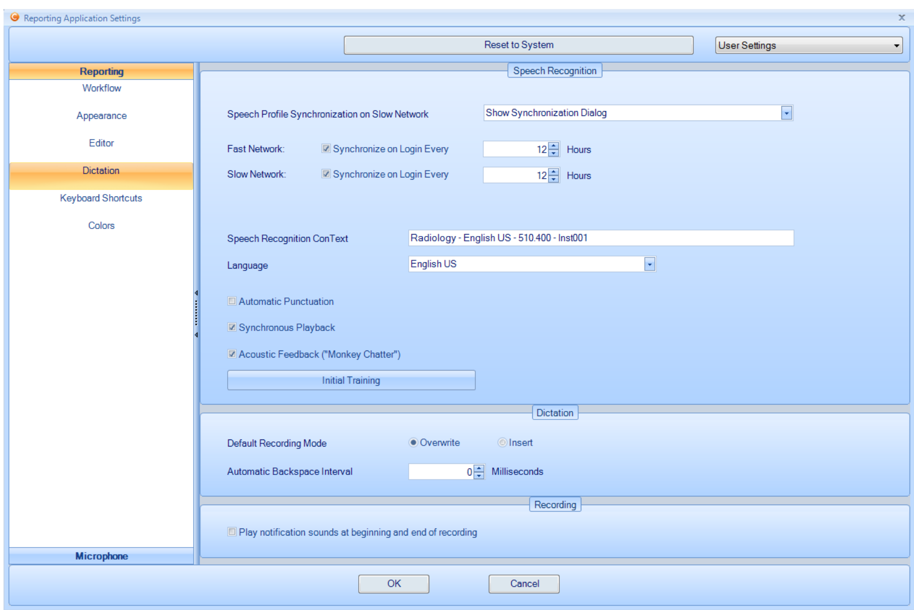
  a. Launch the Audio Wizard. See Run the Audio Wizard on page 2.

  b. In the **Preferred playback device** combo-box, select **Speakers** or **Headphones**, and click **Next**.

  > **Note:** You may need to adjust the volume of the workstation's speaker so the name of the structured fields can be clearly heard, but not so loud that it will interfere with the recording input.

## Dictation

Use these settings to adjust the Report Editor's behavior when you dictate a report, as well as other dictation-related settings.



<table>
<tr><th>Window Section</th><th>Settings</th></tr>
<tr><td>Speech Recognition</td><td>
<ul>
<li>Speech profile synchronization on slow network–The voice profile on the speech server is synchronized with the voice profile in Vue PACS in fixed intervals since your login time. For slow networks, you can select an alternative synchronization method:
<ul>
<li>Show synchronization dialog–Display a dialog allowing you to select one of the following three options for slow network synchronization (from local folder, over the network or skipping synchronization).
<ul>
<li>Synchronize from a local folder–A dialog allows you to choose the location of the voice profiles on the client.</li>
<li>Synchronize with server over network–Voice profiles are synchronized over the network as usual, regardless of network speed.</li>
<li>Skip synchronization–Voice profiles are not synchronized. The voice profiles on the client (if exist) are used as is.</li>
</ul>
</li>
</ul>
</li>
<li>You can set the time interval (in hours) for:
<ul>
<li>Fast networks</li>
<li>Slow networks</li>
</ul>
</li>
<li>Speech Recognition ConText–The name of the vocabulary of the selected language provided (either automatically or manually) during the ConText installation.</li>
<li>Language</li>
<li>Automatic Punctuation–Select this setting to have the editor insert punctuation based on your dictation characteristics.</li>
<li>Synchronous Playback–Select to highlight on the screen the text strings that are being played back.</li>
<li>Acoustic Feedback ("Monkey Chatter")–Select this setting to have the editor play a "backward playing" sound when you rewind a recording.</li>
<li>Initial Training–Click to start the initial training.</li>
</ul>
</td></tr>
</table>

| Window Section | Settings |
|---|---|
| Dictation | • Default recording mode–When you add dictated words to an already existing recording starting at a certain point in the recording, your newly dictated words may either overwrite the recording from that point on or be added to the existing recording. Select your desired option.<br>• Automatic backspace interval–The period of time (in milliseconds) for which the recording is played back when the user resumes playing the recording after a pause. |
| Recording | Play notification sounds at beginning and end of recording–Select this setting to play short notification sounds at the beginning and end of a recording. This is applicable for both speech recognition mode and dictation-only mode. See Recording Notifications below.<br>**Note:** Contact your system administrator to change the default notification sounds. |

### Recording Notifications

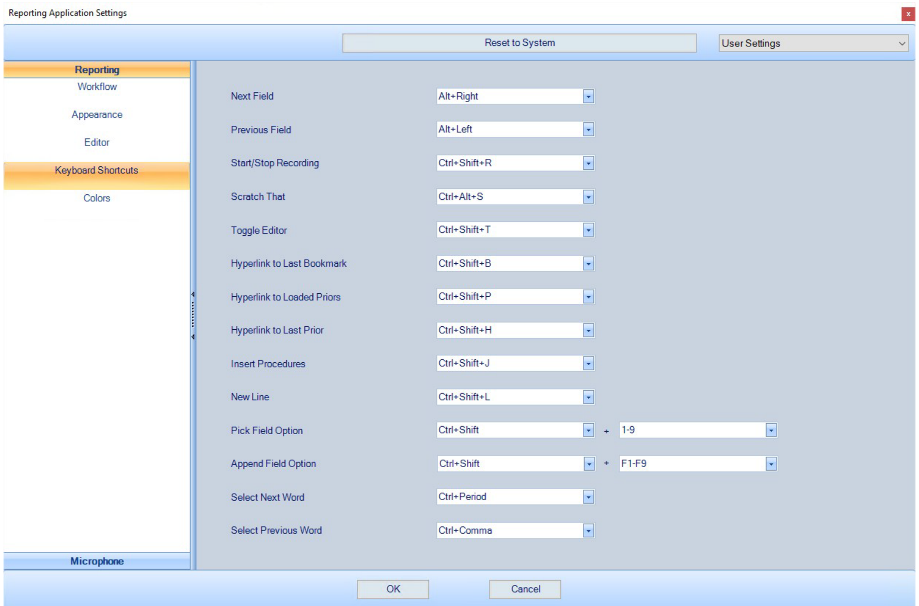
When activating this feature, sounds (beeps) that are played by the microphone's speaker may interfere with the recording input. Therefore, it is highly recommended to set the playback device to be the workstation's speakers (instead of the microphone's).

1. Launch the audio wizard. See Run the Audio Wizard on page 2.
2. In the **Preferred playback device** combo-box, select **Speakers** or **Headphones**, and click **Next**.

> **Note:** You may need to adjust the volume of the workstation's speaker so the notification sounds can be clearly heard, but not so loud that it will interfere with the recording input.

## Keyboard Shortcuts

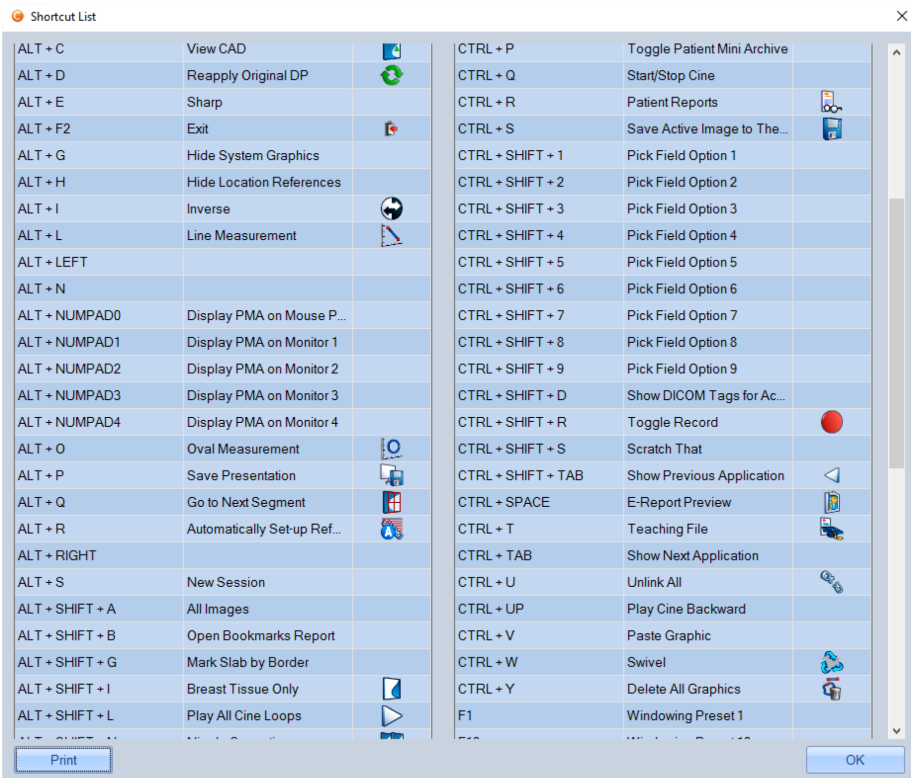
Use the following settings to change the default keyboard shortcut settings:




Each drop-down list displays the available shortcuts for that command.

The default shortcut keys listed above also function when the focus is in the Viewer rather than on the Report Editor.

If you change the setting of any default shortcut key, make sure that this does not conflict with any other shortcut key in the Viewer, as shown in the following **Viewer Shortcuts List**:



Shortcut List

| | | | |
|---|---|---|---|
| ALT + C | View CAD | CTRL + P | Toggle Patient Mini Archive |
| ALT + D | Reapply Original DP | CTRL + Q | Start/Stop Cine |
| ALT + E | Sharp | CTRL + R | Patient Reports |
| ALT + F2 | Exit | CTRL + S | Save Active Image to The... |
| ALT + G | Hide System Graphics | CTRL + SHIFT + 1 | Pick Field Option 1 |
| ALT + H | Hide Location References | CTRL + SHIFT + 2 | Pick Field Option 2 |
| ALT + I | Inverse | CTRL + SHIFT + 3 | Pick Field Option 3 |
| ALT + L | Line Measurement | CTRL + SHIFT + 4 | Pick Field Option 4 |
| ALT + LEFT | | CTRL + SHIFT + 5 | Pick Field Option 5 |
| ALT + N | | CTRL + SHIFT + 6 | Pick Field Option 6 |
| ALT + NUMPAD0 | Display PMA on Mouse P... | CTRL + SHIFT + 7 | Pick Field Option 7 |
| ALT + NUMPAD1 | Display PMA on Monitor 1 | CTRL + SHIFT + 8 | Pick Field Option 8 |
| ALT + NUMPAD2 | Display PMA on Monitor 2 | CTRL + SHIFT + 9 | Pick Field Option 9 |
| ALT + NUMPAD3 | Display PMA on Monitor 3 | CTRL + SHIFT + D | Show DICOM Tags for Ac... |
| ALT + NUMPAD4 | Display PMA on Monitor 4 | CTRL + SHIFT + R | Toggle Record |
| ALT + O | Oval Measurement | CTRL + SHIFT + S | Scratch That |
| ALT + P | Save Presentation | CTRL + SHIFT + TAB | Show Previous Application |
| ALT + Q | Go to Next Segment | CTRL + SPACE | E-Report Preview |
| ALT + R | Automatically Set-up Ref... | CTRL + T | Teaching File |
| ALT + RIGHT | | CTRL + TAB | Show Next Application |
| ALT + S | New Session | CTRL + U | Unlink All |
| ALT + SHIFT + A | All Images | CTRL + UP | Play Cine Backward |
| ALT + SHIFT + B | Open Bookmarks Report | CTRL + V | Paste Graphic |
| ALT + SHIFT + G | Mark Slab by Border | CTRL + W | Swivel |
| ALT + SHIFT + I | Breast Tissue Only | CTRL + Y | Delete All Graphics |
| ALT + SHIFT + L | Play All Cine Loops | F1 | Windowing Preset 1 |

Print OK

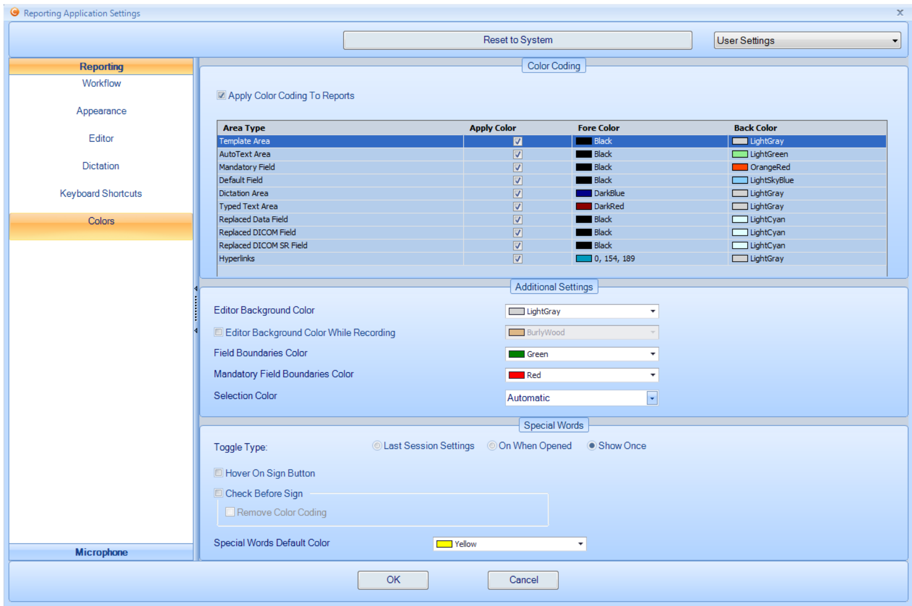
**Note:** If you want to use other devices, such as a desktop microphone, a headset and a foot pedal or an advanced mouse, contact your system administrator.

For an explanation of these shortcuts, see Edit Text Using Voice Commands on page 10.

## Colors

Use these settings to specify various colors that are used in the Report Editor.

You can set the Report Editor to automatically highlight various elements of the report in different colors. For example, mandatory fields, default fields, dictated text, typed text, auto-text, and automatically replaced fields can all be highlighted in different colors. Additionally, you can set a color for highlighting special words. For details, see Use Special Words on page 79.

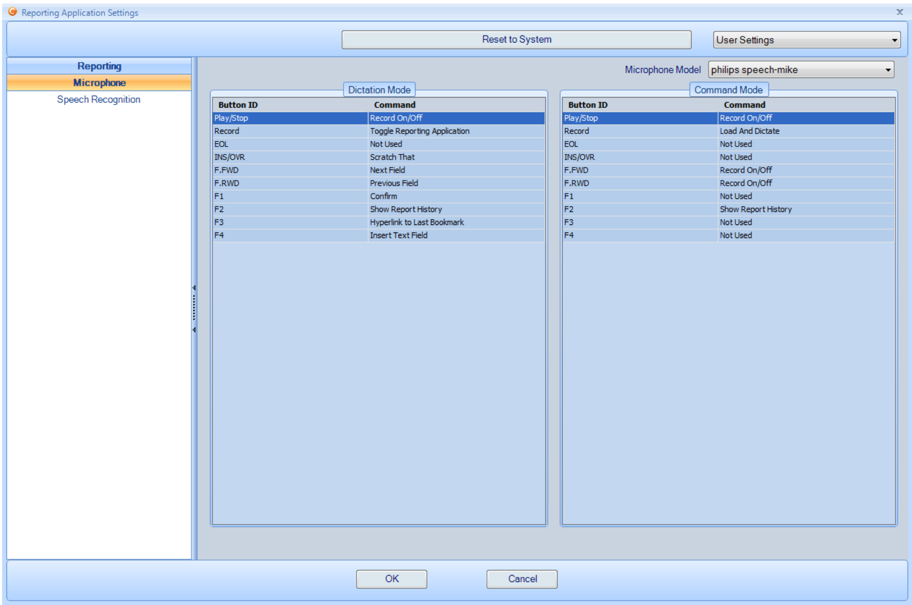



| Window Section | Settings |
| --- | --- |
| Color Coding | Apply color coding to reports–Select this option and then select the foreground and background colors for each area type. |
| Additional Settings | • Editor background color–Select a background color from the dropdown list.<br>• Editor background color while recording–Select a background color from the dropdown list to be used during recording.<br>• Field boundaries color–Select the field boundaries color from the dropdown list. Default color is green.<br>• Mandatory field boundaries color–Select the mandatory field boundaries color from the dropdown list. Default color is red.<br>• Selection Color–Select the text selection color when selecting text in the report. Available options are Automatic (default) or Inverse. (Inverse is useful incases where the report background color has been changed to a darker color). |

<table>
<tr><th>Window Section</th><th>Settings</th></tr>
<tr><td>Special Words</td><td>Special words are preconfigured during system implementation as words that are highlighted when used in the report.
<ul>
<li>Toggle Type–When the Special Words button is selected in the Report Editor toolbar, the editor checks for special words as you type. The Special Words section lets you set attributes of special words usage. Highlighting options include:
<ul>
<li>Last Session Settings–Retains the settings of the last Report Editor session</li>
<li>On When Opened–The Special Words button in the Report Editor toolbar is automatically selected when you open the Report Editor.</li>
<li>Show Once–Highlighting of special words is displayed temporarily only when you click the Special Words button on the toolbar and disappears when editing resumes.</li>
</ul></li>
<li>Hover on Sign Button–Special words are highlighted when you hover over the leading Sign button in the Viewer (not in the Report Editor).</li>
<li>Check Before Sign–When this option is selected, the system displays a warning when you sign a report that contains special words.</li>
<li>Remove Color Coding–Clears all other color coding to improve visibility of special words highlighting.</li>
<li>Special Words Default Color–Set the color for all special words. Special Words colors that are predefined in central configuration take precedence over the color you define here.</li>
</ul>
For more information, see Use Special Words on page 79.</td></tr>
</table>

# Microphone

## Speech Recognition




| Window Section | Settings |
|---|---|
| Microphone Model | Select the microphone model from the drop-down list. |
| Dictation Mode | Map the microphone buttons to functional commands that are active when the Report Editor window is open. For each button listed in the Dictation Mode section, highlight the row and select the command from the drop-down list at the right end of the row. |
| Command Mode | Map the microphone buttons to functional commands that are active when the Report Editor window is closed (for example, commands in the Viewer). For each button listed in the Command Mode section, highlight the row and select the command from the drop-down list at the right end of the row. |

## Microphone Buttons

The default button configuration settings are illustrated in Use the Speech Microphone Buttons on page 1. The button settings can be changed by the user through the Reporting Application Settings. The available commands are listed in the table below.

**Note:** When you expand the drop-down list of a specific button, only the available commands for that button are displayed.

| Button | Action |
|---|---|
| Record On/Off | Starts or stops the recording. |
| Record ‘Dead-Man’ Switch | Turns recording on for as long as the button is pressed. |
| Play On/Off | Starts or stops playback of the dictated text or voice. |
| Play ‘Dead-Man’ Switch | Plays the dictated text or voice for as long as the button is pressed. |
| Toggle Reporting Application | Shows or hides the Report Editor. |
| Load and Dictate | In the Explorer, loads the selected study and opens the Report Editor. |
| Stop | Stops the microphone’s current operation. |
| Add Measurement | Inserts a bookmark measurement into the report at the cursor’s current position. |
| Go To Field Start | Places the cursor at the beginning of the current field. |
| Go To Field End | Places the cursor at the end of the current field. |
| Scratch That | Deletes the last group of words recognized in the Report Editor. |
| Next Field | Selects the next field in the reports. |
| Previous Field | Selects the previous field in the reports. |
| Fast Forward | Starts or stops the fast forward operation. |
| Fast Rewind | Starts or stops the fast rewind operation. |
| Fast Forward ‘Dead Man’ Switch | Fast-forwards for as long as the button is pressed. |
| Fast Rewind ‘Dead Man’ Switch | Rewinds for as long as the button is pressed. |
| Fast Forward Toggle | Starts or stops the fast forward operation. |
| Fast Rewind Toggle | Starts or stops the fast rewind operation. |
| Select Next Word | Selects the next word after the cursor’s current position. |
| Select Previous Word | Selects the word that precedes the cursor’s current position. |
| Sign Report | Signs the report (the same as clicking the **Confirm Study** button). |
| Confirm | Signs the report (the same as clicking the **Confirm Study** button). |

| Button | Action |
|---|---|
| Show Report History | Shows or hides the prior reports window. |
| Save Report | Saves a draft report. |
| Toggle View Mode | Switches between Limited View and Full View in the Report Editor. |
| Insert Text Field | Inserts a text field at the cursor's current position. |
| Toggle Insert/Overwrite | Switches between insert and overwrite mode. |
| Hyperlink to Last Bookmark | Inserts a hyperlink at the cursor's current position to the last bookmark that was created or modified. |
| Sign Preliminary Report | Signs the edited report as Preliminary. |
| Sign Wet Read Report | Signs the edited report as Wet Read. |
| Send Report To Correction | Sends the edited report for corrections (the study status is Needs correction). |
| Send Report To Transcription | Sends the edited report for transcription (the study status is Dictated). |
| Done Correction | The report's correction has been done (the study status is Corrected). |
| Done Transcription | The report's transcription has been done (the study status is Transcribed. |
| Report Reviewed | Signs the edited report as Reviewed. |
| Backspace | Deletes the whole word to the left of the cursor. Functions like the Ctrl+Backspace key combination on a keyboard. |
| Not Used | This button is disabled and performs no command. |
| Select Next Word | Select the word to the right of the cursor position. |
| Selet Previous Word | Select the word to the left of the current position. |

# Work with Vue Reporting

Vue Reporting offers you the following report-handling capabilities:

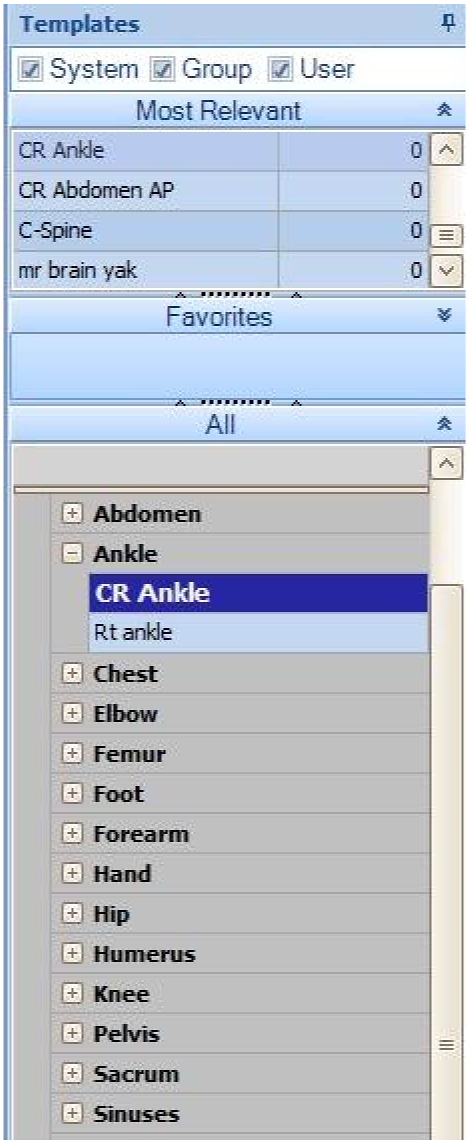
- Creating, changing, and associating a report template
- Adding fields to templates
- Using document editing tools
- Adding hyperlinks
- Using auto-text
- Using color coding
- Using special words
- Viewing a print preview
- Viewing prior reports
- Copying key images
- Copying analysis results from tools such as Vessel Analysis, Bookmarks, and others.
- Assigning the report to a user or group
- Batch-signing reports
- Creating an addendum when the report is already signed
- Creating a critical results notification
- Creating a report without study
- Creating a report for multiple studies
- Creating multiple reports for a single study
- Signing a report as a different user than the one currently logged in

## Use Report Templates

Report templates save you the work of re-dictating content. Report templates include content commonly used in your reports or any text you want to include in the report. Templates allow you to add sections and fields to structure and organize the report according to your preferences. Each report template might be relevant to a specific procedure or to a general subject. Using one of the template matching mechanisms, the system can select the template automatically based on the conditions defined for the template and the DICOM tags for the dictated study.

This section contains the following topics:

# Templates Pane




By default, the templates and auto-texts listed in the **Templates** pane are displayed as a tree in which the templates are sorted by modality and body part. You can change the display to a flat alphabetical list.

1. When the Report Editor is open, do one of the following:

   - Click the Philips icon (or the Vue menu in a dark appearance style) at the top left corner of the Report Editor and then click **Reporting Application Settings** in the drop-down list.
   - Click **Settings** in the Workflow ribbon of the Report Editor.
   - From the Viewer, click **Settings** in the Reporting ribbon of the Viewer.

2. Highlight **Appearance** and select the desired display form in the **Additional Settings** section.

The templates and auto-texts are displayed under the following lists:

- **Most Relevant**–Displays the templates that are relevant to the reported study. The system selects the most relevant templates based on the study characteristics which you have defined, e.g., modality, body part, and study description.

  **Note:** The Most Relevant indication is active only when Automatic Matching is activated or when the Template Association mechanism has matched a template to the current study.

- **Favorites**–All templates and auto-texts defined as favorites. You define a template or auto-text as a favorite in the properties dialog box.
- **All**–All the defined templates and auto-texts are grouped per modality and body part. You define the modality and body part when you save the template or auto-text.

An additional list, **Community**, allows you to select another user and view their templates. You can then copy a template from that user or insert it into the editor.

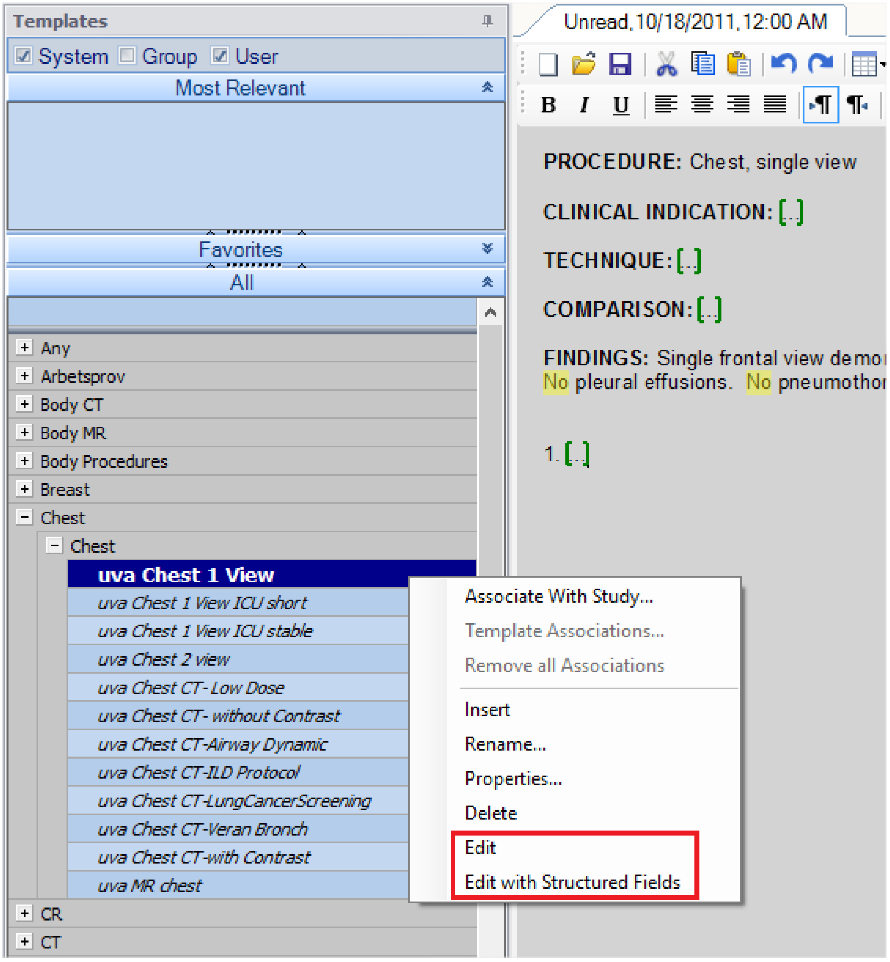
The scope selection (**System**, **Group**, and **User**) influences the template and auto-text shown in the different lists. For example, clearing the system check box removes system templates and auto-texts from the lists.

**Important:** Inserting a new template replaces the existing text.

Right-click any template or auto-text and select:

- **Associate with Study** to associate a template to a study type.
- **Template Associations** to see a list of the existing template associations of study types to this template.
- **Insert** to insert the selected template to the Report Editor.
- **Rename** to change the name.
- **Properties** to open a dialog that allows you to define the template's properties, e.g., modality, body part, procedure, and so on
- **Delete** to remove.

- **Edit** to display the template with its fields as they appear before their replacements with values.




Note that your system may be configured to only allow saving of templates in Edit mode. This prevents the accidental saving of values as part of the template.

# Automatic Matching

The Automatic Matching mechanism allows automatic matching of templates to different exams according to predefined rules.

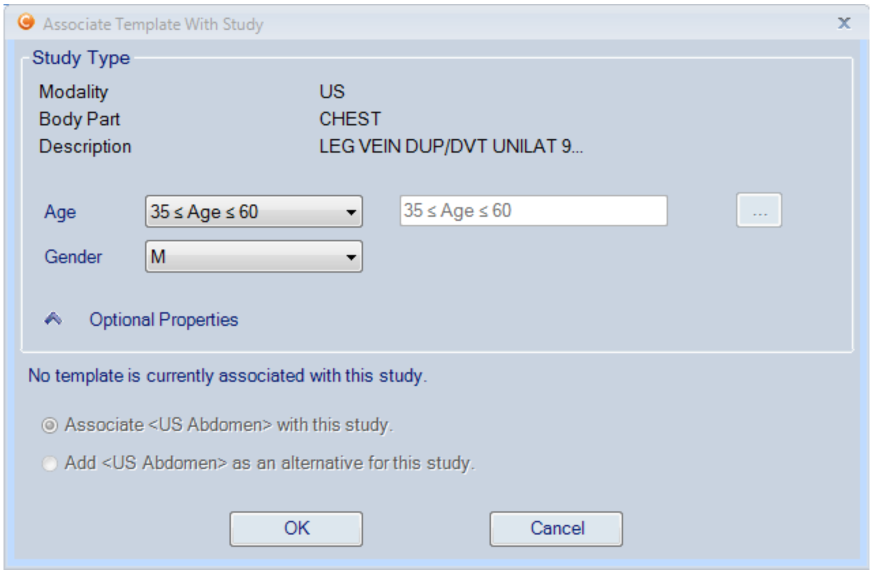
By default, the Automatic Matching mechanism is disabled.

**Note:** Enabling Automatic Matching should be considered and evaluated based on a site's requirements and workflow. Contact your system administrator for further information.

# Template Association

The template association mechanism allows you to match template to study type so that the template is automatically launched when you create a report for that study.

1. Right-click the template displayed in the **Templates** pane to display the **Associate Template with Study** window. The window displays the information on which the association is based, namely the modality, body part and description.




2. To narrow down the matching options, click **Optional Properties**. The window allows you to add age and gender as criteria for matching the template to study type.
3. Select **Associate with Study** to enable the association.

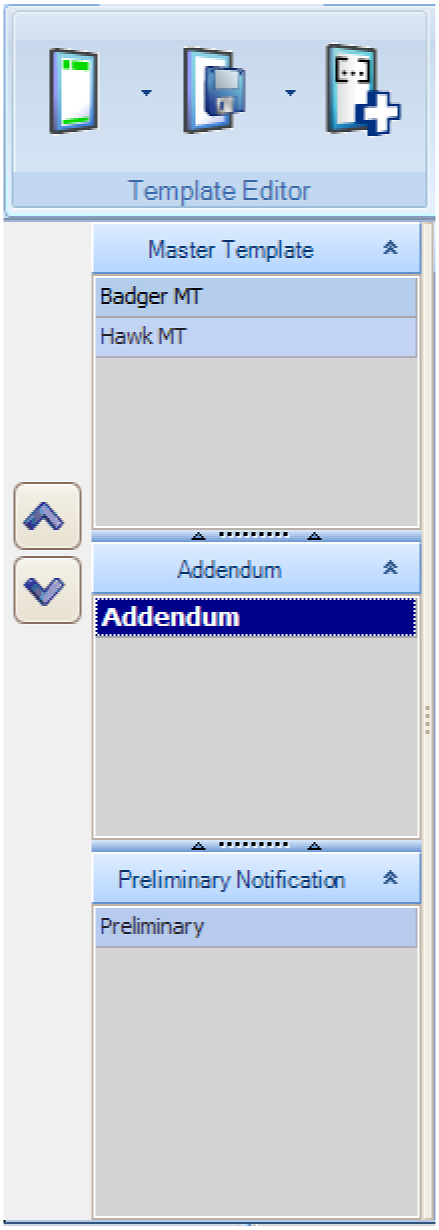
To see a list of all existing associations, click **Template Associations** in the **Templates** ribbon (or right-click a template and select **Template Associations...**). You can then select associations and remove them.

**Note:** Template association takes precedence over the Automatic Matching mechanism (when it is enabled).

# Template Editor

Click **Template Editor**  in the **Templates** ribbon.

The left-hand section of the Template Editor displays the Template Editor ribbon and a pane listing Master Templates, Addendum Templates and Preliminary Notification Templates.




Use the template editor to edit the listed templates or add new ones:

- **Master Templates**–The text and graphics that appear above and below the report body content. Master templates can be imported from WORD doc and docx documents, including headers and footers.
- **Addendum Templates**–The text and graphics that appear above and below the addendum body.
- **Preliminary Notification Templates**–The text and graphics that appear above or below the report body of a preliminary report.

When you sign a report (or display a print preview), the content of the report is merged with the content of the Master Template.

Each master template, addendum template, or preliminary report has properties (right-click and select **Properties...**) that determine when it is applied. If no conditions are added, the system applies the first master template, addendum template, or preliminary notification in the list.

The icons at the top of the template editor allow you to add a new master template, addendum template or preliminary notification template, to save a template or save it under a new name, and to insert data fields.

> **Note:** The design of Master Templates, Addendum Templates and Preliminary Notification Templates is done by the administrator during the implementation phase of the Vue Reporting application.

# Work with Templates

Using one of the template matching mechanisms allows the matched template to be placed automatically in the Report Editor. The system matches the most relevant template according to the study being read. The system matches the DICOM tags of the study with the conditions defined for the various templates.

You can always apply a different template from the template pane.

You can use the **Most Relevant** filter to locate other templates that might be relevant to your dictated study.

## Apply a New Template

Do one of the following:

- Double-click a template in the **Templates** pane.
- Right-click a template and click **Insert**.
- Type the abbreviation of the template name (if an abbreviation has been defined). For details, see Use the Save Template Wizard on the next page.
- Voice command–Say “Macro” + <template name>.

## Apply the Default Template

In the Templates ribbon, click **Insert Default Template** .

## Edit an Existing Template

> **Note:** You can edit the text content or the properties of an existing template.

**To edit text content**

1. Click  to open the Report Editor.
2. Double-click the template name in the **Templates** pane.
3. Edit the template.

4. If necessary, do one of the following to add fields to the template:
   - In the **Templates** pane, double-click the template name, or right-click the template name and click **Edit**.
   - In the **Templates** ribbon, open the drop-down list of the **Insert Field** icon and click the desired field type.

   For a description of field types, see Work with Fields on page 60.

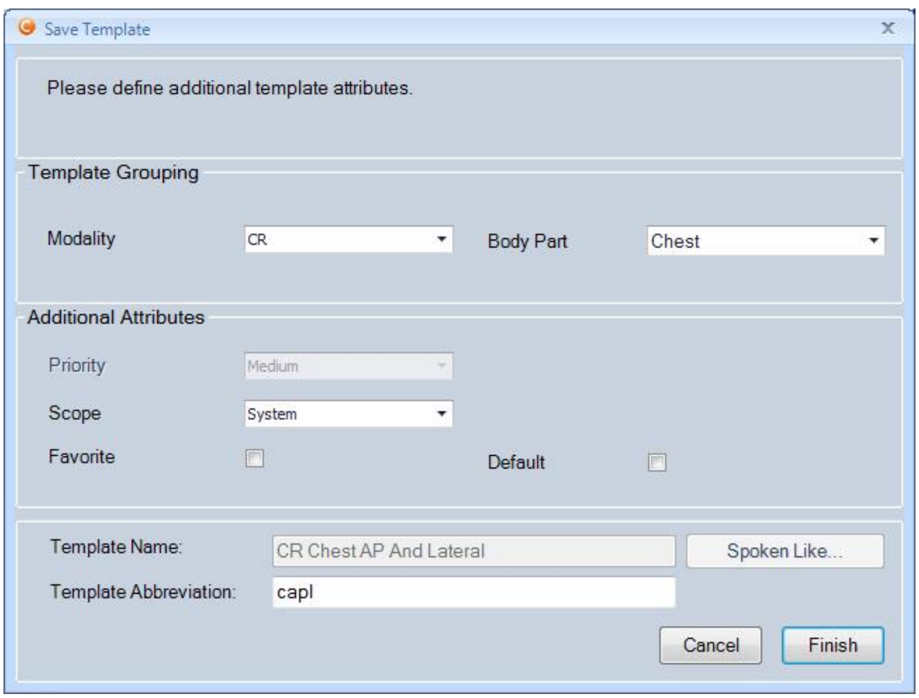
5. In the **Templates** ribbon, click **Update Current Template** from the **Save Template As** drop-down list.

**To edit properties**

1. Right-click the template name in the **Templates** pane.
2. Use the drop-down list to insert, rename, edit, delete, or change the template properties. For details, see Templates Pane on page 51 and Use the Save Template Wizard below.

## Use the Save Template Wizard

When you click or select **Properties**, the **Save Template Wizard** opens.




The main categories are:

- Modality
- Body Part

- Template Name

### Template Grouping

The relevant entry/folder is displayed based on the modality and body part you defined earlier. If additional templates exist, they are also displayed.

You can define the priority of the saved template from a list of options in the **Priority** drop-down list. The priority affects the matching process when several templates receive the same score. When this occurs, the template with the higher priority is chosen. The selected Priority option determines the location of the saved template in the list of templates in the **Template** pane.

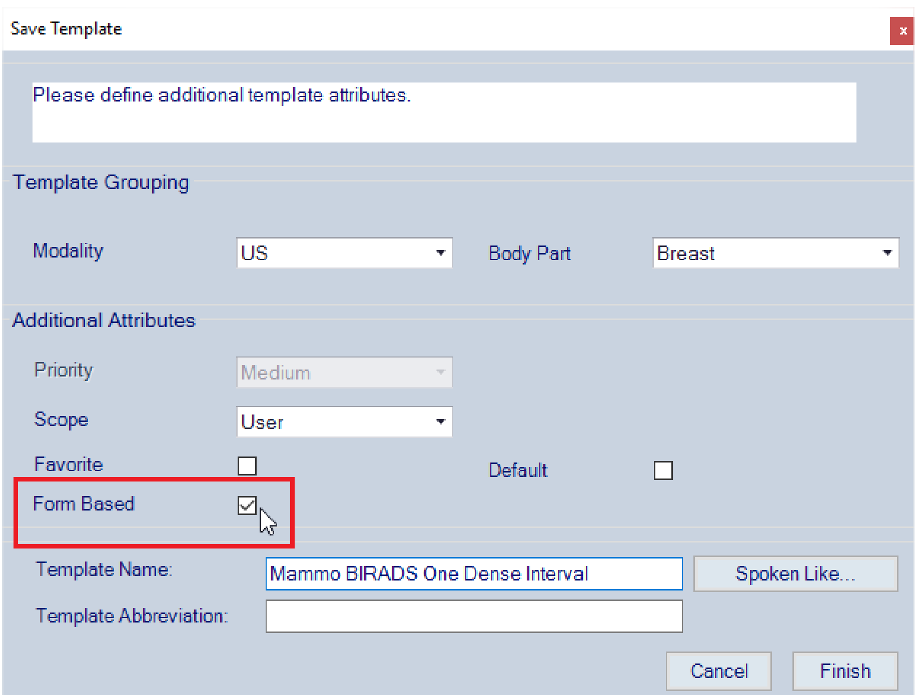
**Note:** By default, Medium is selected automatically.

The Scope field of the saved template allows you to define the saved template as a User, Group, or System template, depending on system permissions.

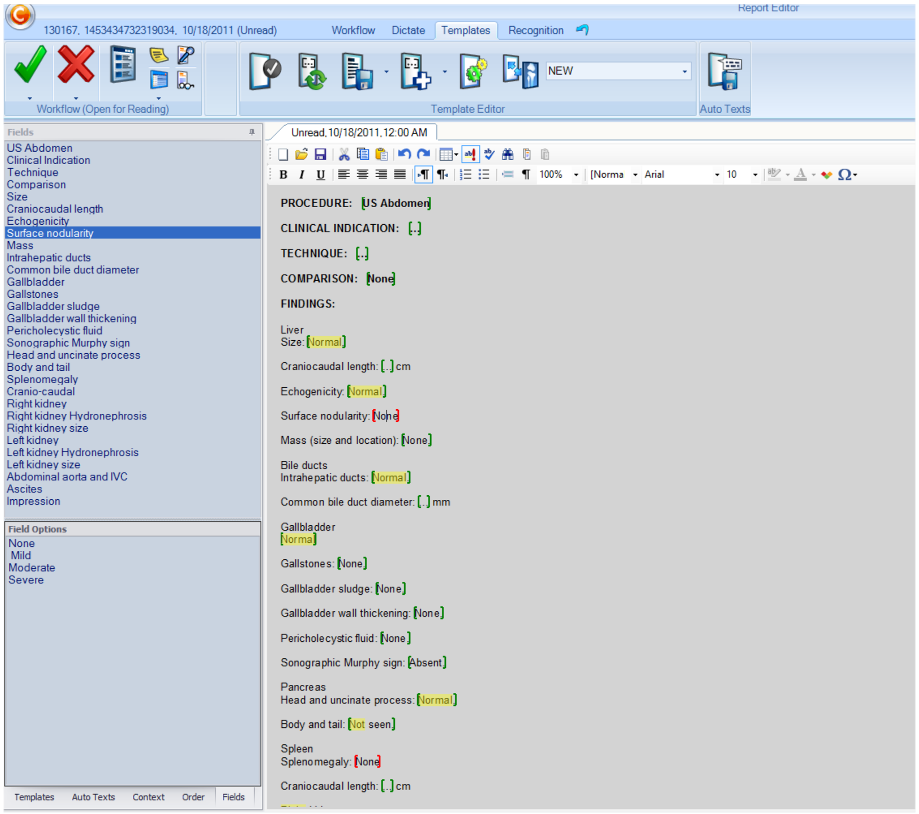
**Note:** By default, the User scope is selected automatically.

Select the **Favorites** check box to display the template in the **Favorites** section of the **Templates** pane. This allows you to find the template more easily. If two or more templates have the same matching grade, the system selects the favorite template.

Select the **Form Based** check box to specify that only the structured fields in the template are editable (the rest of the document is read-only).

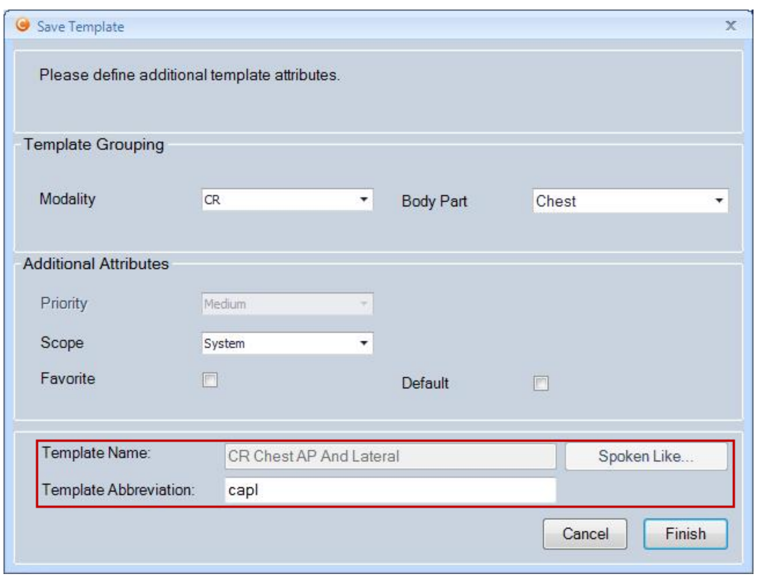



When you save a template as form-based, the editing of the report can be done only inside of a structured field:

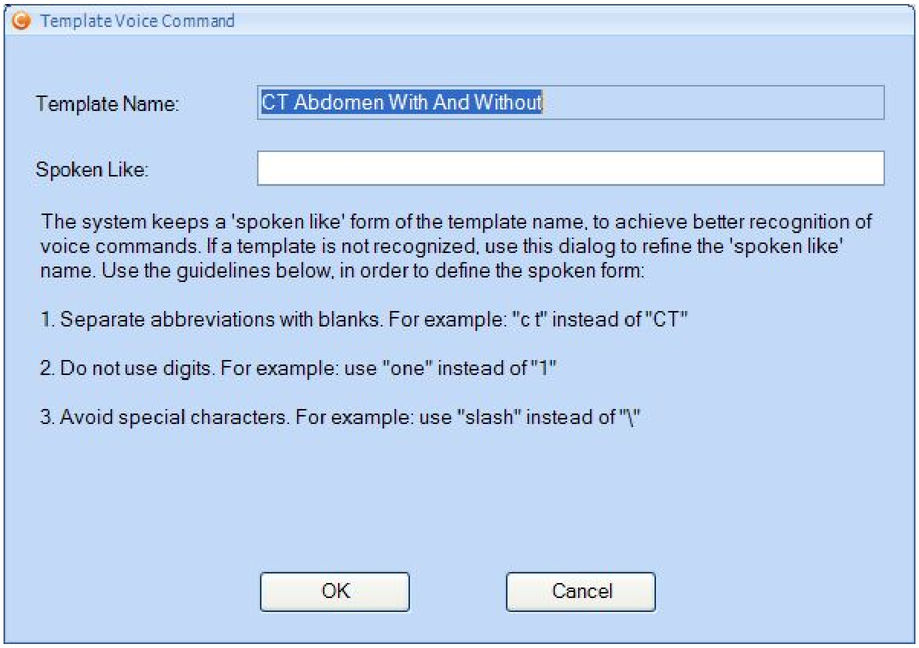


## Template Name

The value entered in the **Template Name** field is the name of the template and is displayed in the **Template** pane of the Report Editor.



The **Spoken Like...** button to the right of the **Template Name** field opens a dialog that provides guidelines on how to spell certain elements in the template name to achieve better voice command recognition. For example, do not use digits; instead, write the number in words.




**Note:** You can edit the name of the template. If a template of the same name already exists, you are prompted to rename the template.

The **Template Abbreviation** text box in the **Save Template** dialog allows you to enter a shortcut for the template. Using that shortcut opens that template for the report.

# Work with Fields

Fields you add to templates act as placeholders and navigation points within a report. The placeholders are populated with text or values either manually or automatically by the system, depending on the type of field used. As navigation points, fields facilitate easy navigation in the report by allowing you to quickly move from one field to another.

The following types of fields are available:

- **Text-based fields**–Contain predefined text or values extracted from a DICOM tag. When a report is signed, field indicators and colors are removed and only the text remains. Text fields can be either default fields, mandatory fields, or data fields. Each type of field appears differently in a report's template.
- **Structured fields**–Contain metadata, which remains in the report after the report is signed. The metadata may be used to perform searches on reports.

**Note:** Both text-based fields and structured fields support:

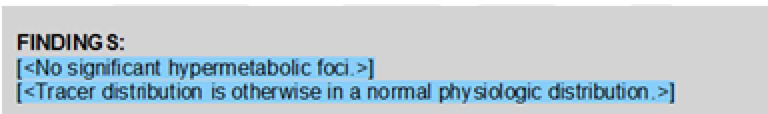
- Use of mandatory and optional fields.
- Use of data fields
- Color coding

# Text-based Fields

## Default Fields

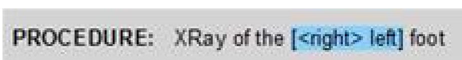
To insert a default field, click **Insert Field** in the **Insert Field** drop-down list.

Default fields usually contain text that commonly appears in reports. They are marked by angled and square brackets, as shown in the following example:




You can use empty default fields [<>] to enter free text. Empty default fields also act as navigation points inside the template.

Default fields can also include alternative text that appears outside the angled brackets but inside the square brackets. For example:




When you sign the report, only the default text remains:


This alternative text requires additional configuration in the Reporting Application Settings to define whether the user is prompted with a warning to check the value in the default field before the report is finalized and whether the text outside the angled brackets is removed. For details, see Reporting Application Settings on page 31.

## Mandatory Fields

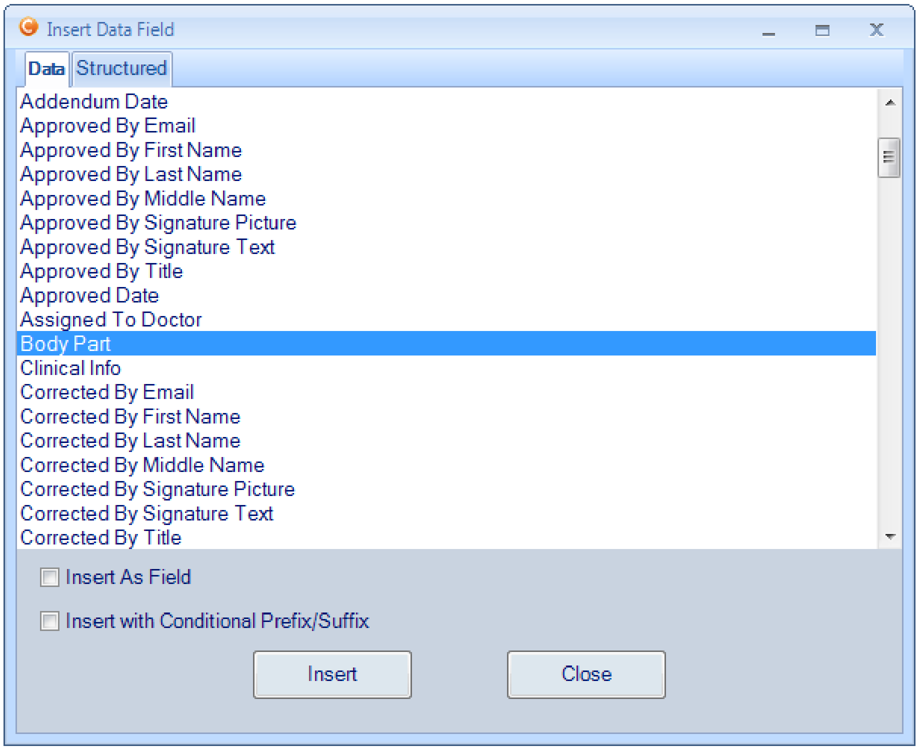
To insert a mandatory field, click **Insert Mandatory Field** in the **Insert Field** drop-down list.

Mandatory fields are fields you must populate before the report can be signed. Mandatory fields are marked by square brackets, as shown in the following example:


When you sign the report, you are prompted to complete the value in the mandatory field.

## Data Fields

To insert a data field, click **Insert Data Field** in the **Insert Field** drop-down list. In the **Insert Data Field** window, click **Data** to select a data field, or **Structured** to select a modality-generated structured report field.




Data fields are placeholders for data that originates from other sources, such as DICOM, HL7, and Vue PACS applications. Data fields in templates are populated when the template is loaded. Data fields in master templates are populated when the report is signed (and the template is rendered with the master template).

Data fields can be of the following types:

- Simple data field–Used for replacing DICOM tag names with values. They are commonly used in Master Templates but can also be added to templates. Simple data fields are marked by angled brackets and pound signs, as shown in the following example:

  **CLINICAL INDICATION:** <#Study Reason#>

  When a simple data field is used in a Template, the field indicators are removed and the tag is replaced with its actual value when the template is loaded, as shown in the example below:

  **CLINICAL INDICATION:** Followup of liver metastases

When a simple data field is used in a Master Template, the field indicators are removed and the tag is replaced with its actual value when the report is signed.

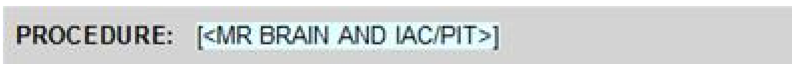
- Data field that becomes a default field–Used, for example, to verify the content of automatically inserted data or make sure a field is not left empty.

  To turn a data field into a field that becomes a default field, select the **Insert As Field** option in the **Insert Data Field** window before you insert the field.

  Data fields that become default fields usually contain a DICOM tag name. They are marked with double angled brackets, as shown in the following example:


  When the template is loaded, the data field becomes a default field and the DICOM tag name is replaced with its actual value (plus square and angled brackets), as shown in the example below:


- Conditional data field–Used in Master Templates to display text only when a certain condition is met, for example to display the full name of the signing physician, including a middle name if exists.

  To turn a data field into a conditional field, select the **Insert with Conditional Prefix/Suffix** option in the **Insert Data Field** window before you insert the field.

  Conditional data fields are marked by angled brackets, pound signs, and curly brackets, as shown in the following example:

  <#prefix{FieldName}suffix#>

  The prefix and suffix are optional text fields. If FieldName is empty, then the prefix and suffix do not appear either.

## Structured Fields

Structured fields contain metadata that can be exported to XML files and used to perform searches and other data mining activities.

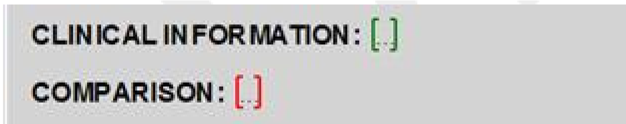
Structured fields are retained in a report, even when the report is signed as final, preliminary, or wet read (though the field markings are not visible after the report is signed). This means that you can update the contents of a structured field (except in addendums).

To insert a structured field, click **Insert Structured Field** in the **Insert Field** drop-down list.

Structured fields are marked by square brackets, as shown in the following example.


Structured fields are color-coded: mandatory fields are colored red and optional fields are colored green. Empty fields that have no default values are denoted with an ellipsis (3-dot character) inside square brackets. This ellipsis is only visible while the report is being edited in the Report Editor; it is not rendered or visible when the report is saved.

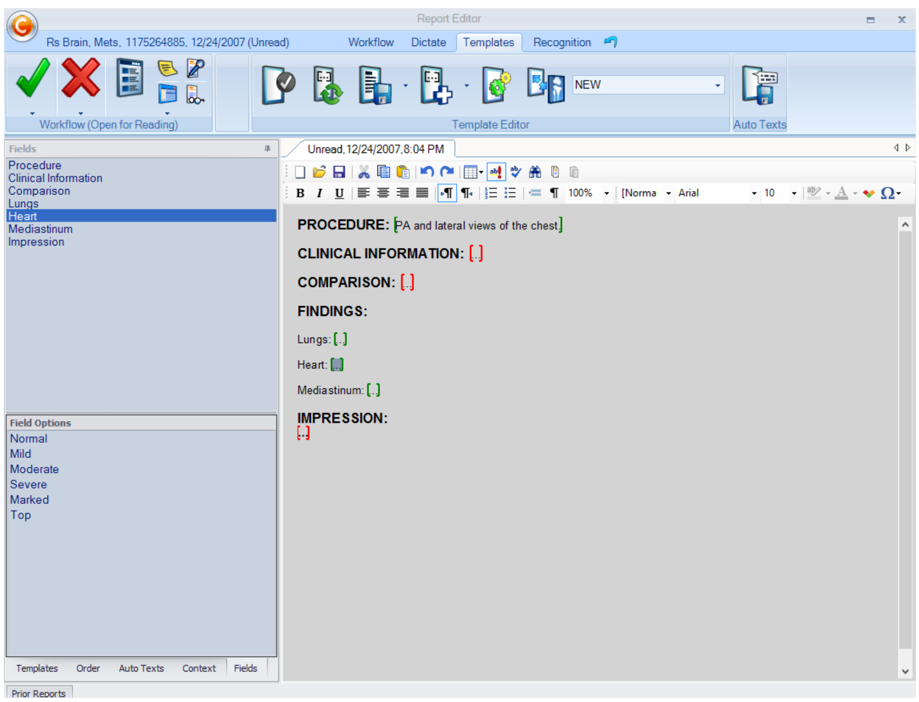
**Note:** The default colors may be changed by your system administrator.




The **Fields** tab in the **Template/Auto-texts/Order/Context/Fields** pane of the Report Editor lists all the structured fields in a report. It also lists options of predefined values if multiple-choice fields are defined.

Click a field in the list of fields in the **Fields** pane to select the field in the Report Editor. In addition, when you navigate to a structured field in the Report Editor (for example, using the SpeechMike), the specific field is selected in the pane.

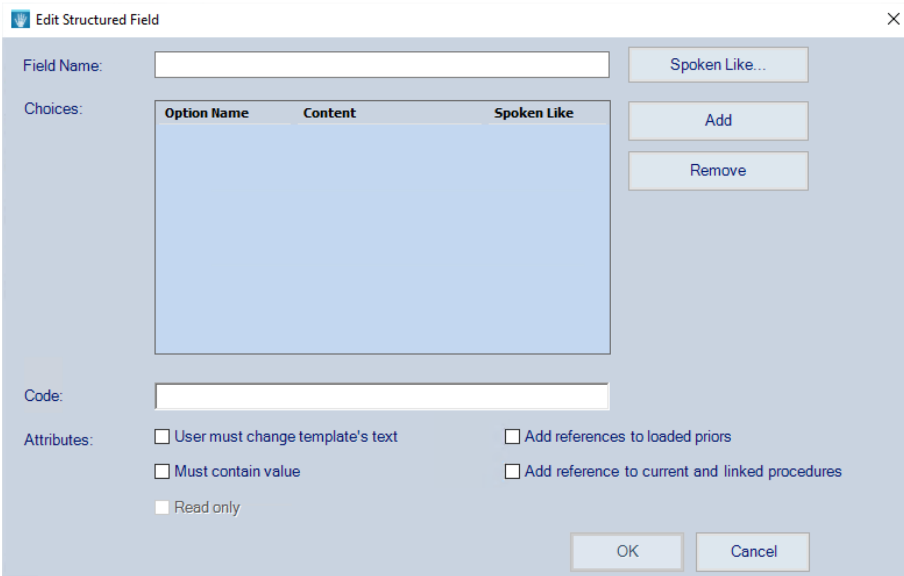
The following example shows the Report Editor with the structured field pane.




You can use voice commands to populate structured fields. By default, voice commands are set to be the field option name as it appears in the Fields pane, but they can be customized using the option's Spoken Like button.

## Insert a Structured Field

To insert a structured field, click **Insert Structured Field** in the right-click drop-down list, and define the field in the **Add Structured Field** or **Edit Structured Field** windows.



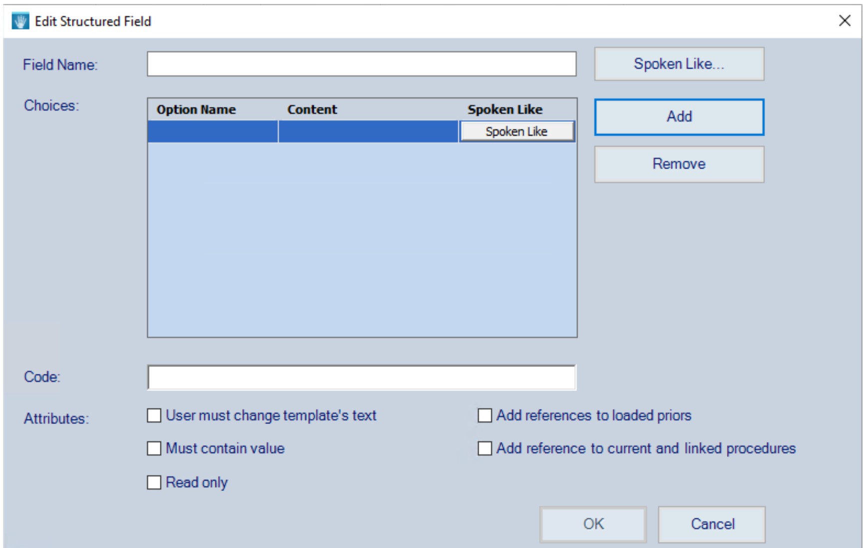

- **Field Name**–Appears in the **Fields** pane. When you navigate to a field, you hear its name through the playback device if the Talking Fields feature is enabled. For details, see Dictation on page 39.
- **Choices**–Values for multiple choice fields. The ellipsis is used as a default value, and the field always appears with this value in the report editor, even if when created using Choices.

> **Note:** For the field to contain a value other than the ellipsis, you must save a template with that value selected for the field. The value can be entered either as free text or by selecting one of the choices.

Click the **Add** button to add customized options. Each value has the following parts:

- **Option Name**–Used in the **Fields** pane and as a voice command for selecting the option while dictating a report using speech recognition.
- **Content**–The content that is inserted into the edited report when this choice is selected.
- **Spoken Like**–Allows you to define how to pronounce the choice’s name as a voice command. If not set, the system analyzes the name and automatically determines how it is pronounced. This is

required when an option name is not trivial (for example, an acronym).




- **Code**–Optional field code used when the report is exported to a structured XML file.
- **Attributes**–Options affecting the behavior of a mandatory field.
  - **User Must Change Template's Text**–Select this option if the field content must be changed from its default value to a different value. (The default value may be the ellipsis or any other predefined default value that was saved with the template). Selecting this option makes the field appear red.
  - **Must Contain Value**–Select this option if the field must not be left empty when signing the report. Selecting this option makes the field appear red.
- If none of the attributes is selected, the field stays green, signifying that it is a regular structured field.
  - **Read Only**– Select this option for a multiple choice field where the user will only be able to insert one (or more) of the defined choices while creating the report. Typing or dictating text into a read-only structured field is not possible, neither by type nor by speech recognition.

    **Note:** The color of the bracket of the read-only field will be lighter than the original color.

    It is also possible that the read-only field will remain with default text which is not one of the predefined options (in case it was originally saved with default text when created).
  - **Add Reference to Loaded Priors** – Select this option to automatically add a reference to prior reports, visible or loaded, in the designated field when the template is loaded.

    **Note**: The reference can focus on either all loaded priors or all visible priors according to the **Hyperlink to Priors** configuration. See Editor in Reporting on page 32.
  - **Add Reference to Current and Linked Procedures** – Select this option to automatically add a reference to current and linked procedures in the designated field when the template is loaded.

> **Note**: By default configuration, the reference uses the information from the Study Description DICOM tag of each study.

## Insert Multiple Choices in a Structured Field

The user has the ability to insert multiple choices into a structured field:

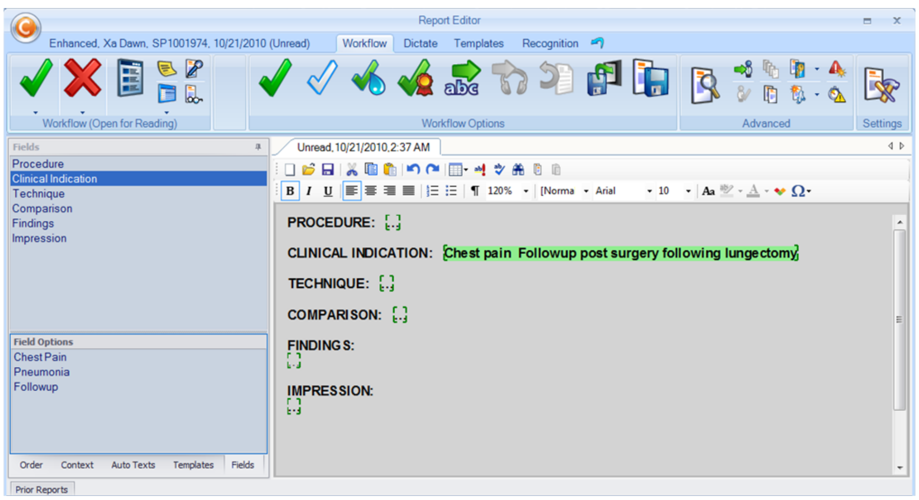
- Using a voice command (for example, "Append <choice name>") will append the choice's text at the end of the field and place the cursor after it (in case automatic jump to next field is off).
- Using a keyboard shortcut - alternatives:

  Default shortcut is: Ctrl+Shift and F1-F9
- Using mouse clicks on the choices in the fields pane.

  Ctrl+mouse click will append the options inside the structured field.

> **Note:** The default separator between the options is a space character.

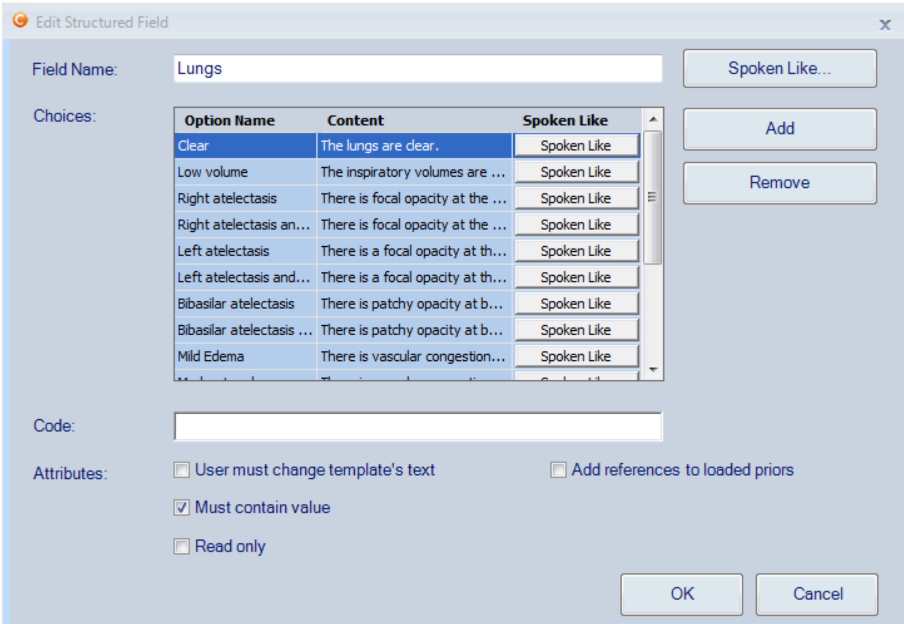
The separator will be inserted before the appended choice. To change the separator, contact your system administrator.




## Edit a Structured Field

To edit a structured field, select the field, right-click, select **Edit Structured Field Properties**, and make the changes in the **Edit Structured Field** window.

The following illustration shows a structured field titled **Lungs** and its relevant choices:




## Navigate with Structured Fields

You can move the cursor between structured fields in the following ways:

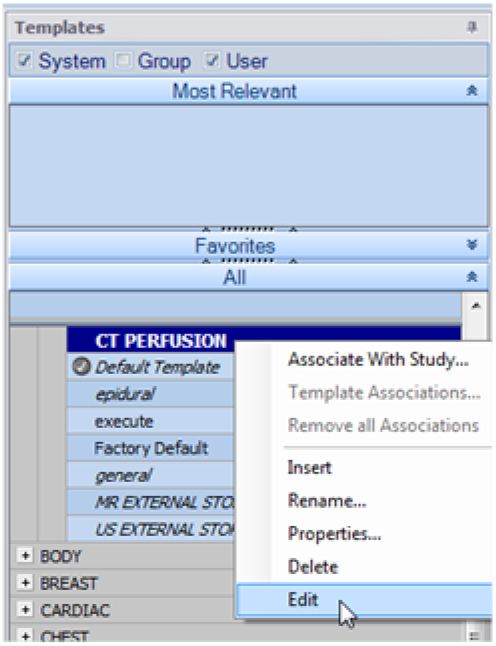
- Use “Go to ...” <structured field name> voice commands to navigate to the next or previous field. (See Edit Text Using Voice Commands on page 10 for a list of the available voice commands.)
- Use microphone buttons or keyboard shortcuts to navigate to the next or previous field.
- Click the name of a specific field in the Fields Pane.

When in a field, you can also move to the beginning or end of a field by using the “Go to Field Start/End ” voice command or the microphone buttons.

## Use Data Fields with Structured Fields

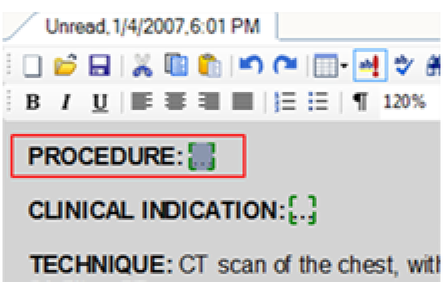
The recommended way of using a data field inside a structured field is as follows:

1. From the Templates pane, right-click a template and click **Edit** :

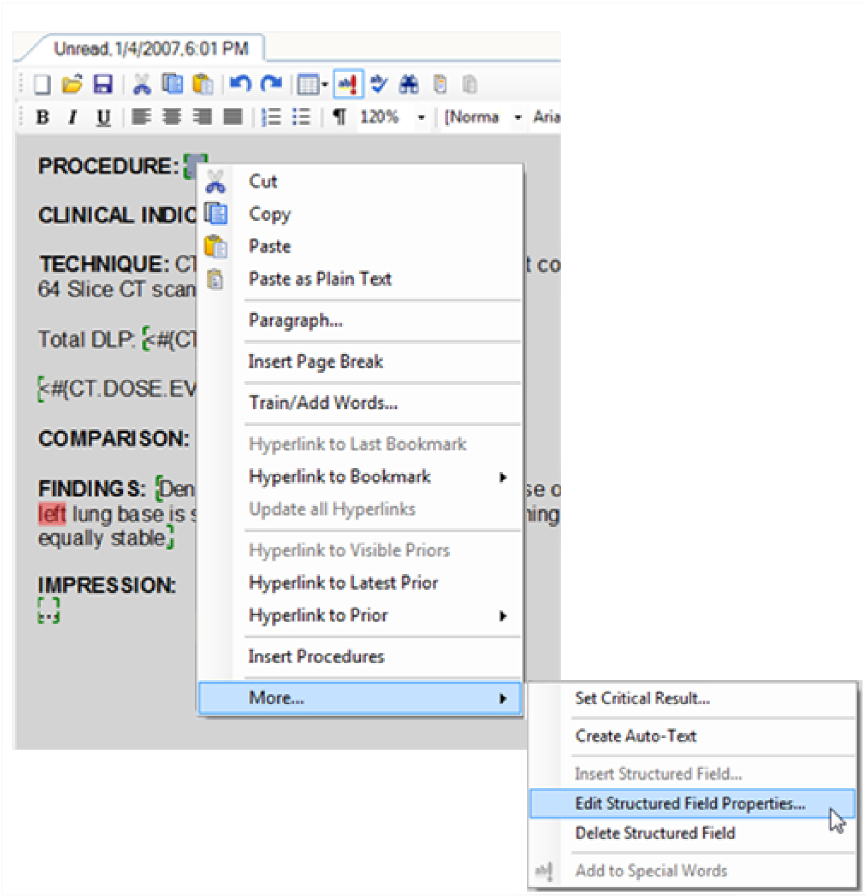



   The template will be opened in the Report Editor in editing mode.

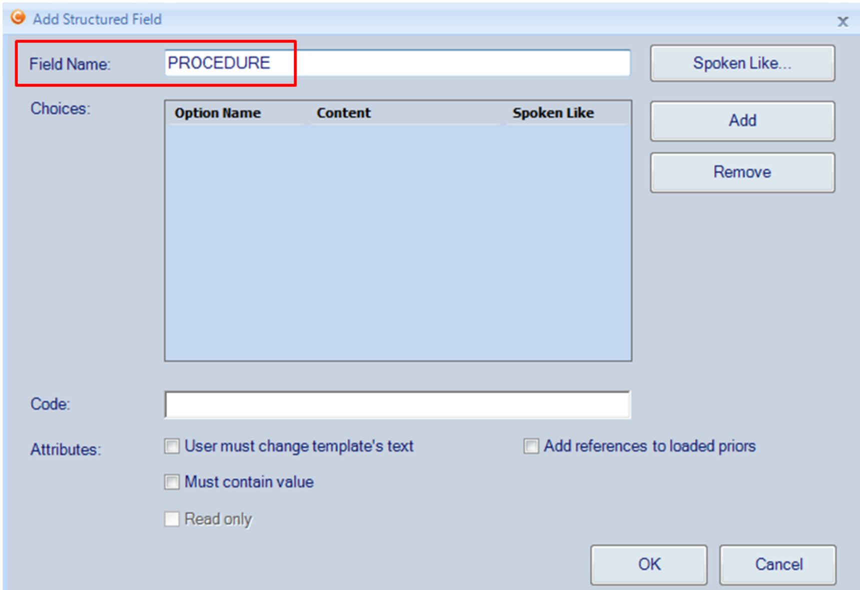
2. Select the structured field that you wish to populate with a data field. A selected structured field will be highlighted, as shown below:



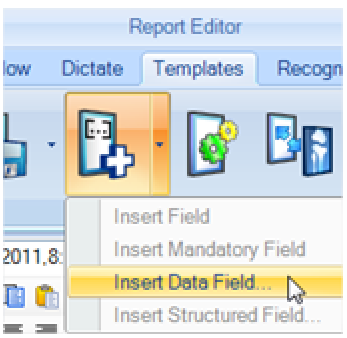
3. Right-click the selected structured field and select **Edit Structured Field Properties**:



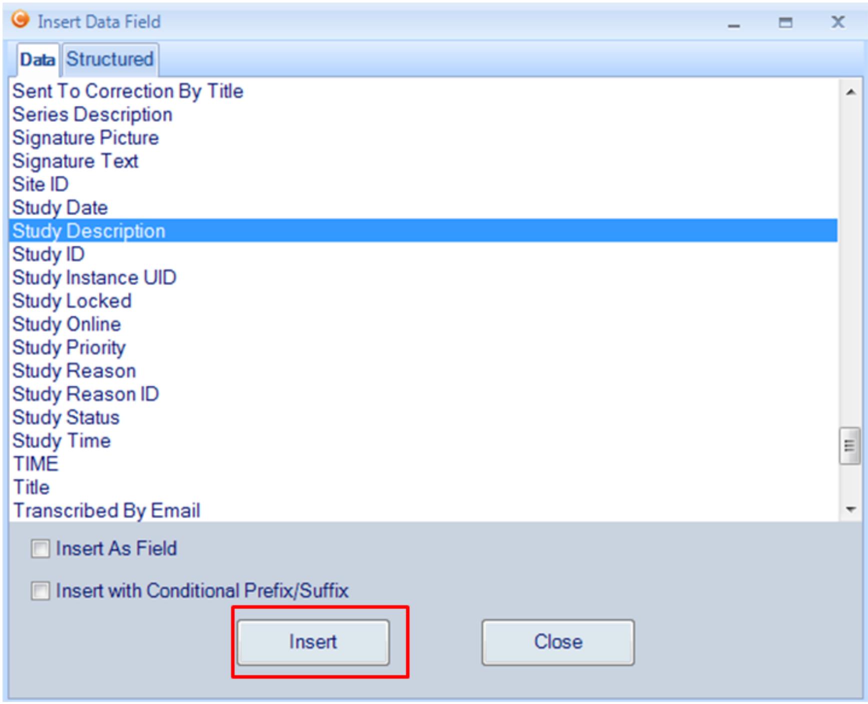

4. Edit the structured field's name and click **OK**. In the following example, the field name is PROCEDURE:




5. Select the structured field, then click **Insert Data Field** on the **Templates** tab.

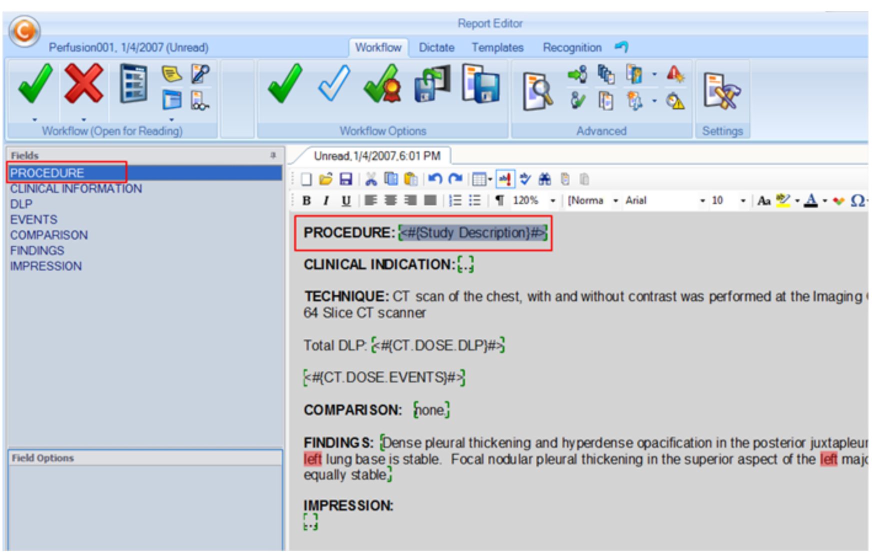



6. Select the data field you want and click **Insert**. In the following example, the data field **Study Description** is selected:



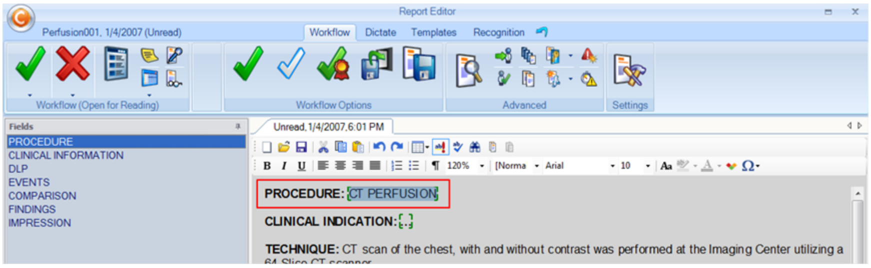

7. Edit the data field by adding the curly brackets (also known as ‘conditional fields’) before and after the data field’s name, as shown in the following example:

[ <#{Study Description}#> ]




8. Save the template.

9. The next time the template is loaded into the editor, this data field will be populated with a value, for example:




**Note:**

- In the example above, notice the difference between the formatting of a normal data field **<# #>** compared to the formatting of a data field that becomes a field **<< >>**.

  When the template is loaded:

  - In the case of a normal field **<# #>,** the data field will be populated with its actual value.
  - In the case of a data field that becomes a field **<< >>**, the data field will be populated with its actual value and becomes a field to which the user can navigate.

- When a data field that becomes a field is empty (for example, it contains no DICOM data and the data field is populated with empty content and becomes a field), the system gives that field a temporary name (for example, field1, field2, and so on.) In order to keep the structured field name, use the ‘conditional fields’ curly brackets **( { } )** as shown below (using the previous example):

  **<<{Study Description}>>**

  With this kind of formatting, the Field Name remains even if the data field content is empty.

For more information about data field types, see Data Fields on page 62.

## Ignore Text Fields

When structured fields are enabled, the Report Editor ignores text based fields. This means:

- Field navigation in the editor (using voice commands, microphone buttons, or keyboard shortcuts) only moves the cursor or the selection between structured fields.
- Text fields are ignored when the report is signed. Relevant text field delimiter characters such as square brackets ( [ ] ), angle brackets ( < > ) and curly brackets ( { } ) are considered part of the report text and remain as is.

# Convert from Text-based to Structured Fields

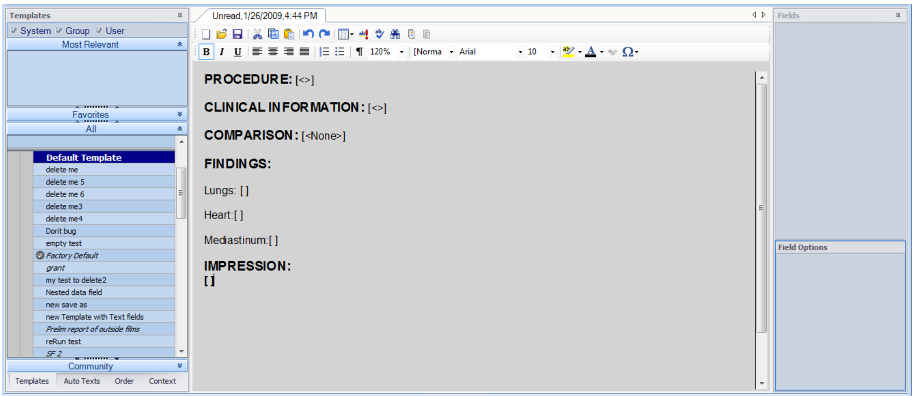
If you already use templates and autotexts with text-based fields, and you want to migrate to using structured fields, you can use either automatic or manual conversion.

## Automatic Conversion

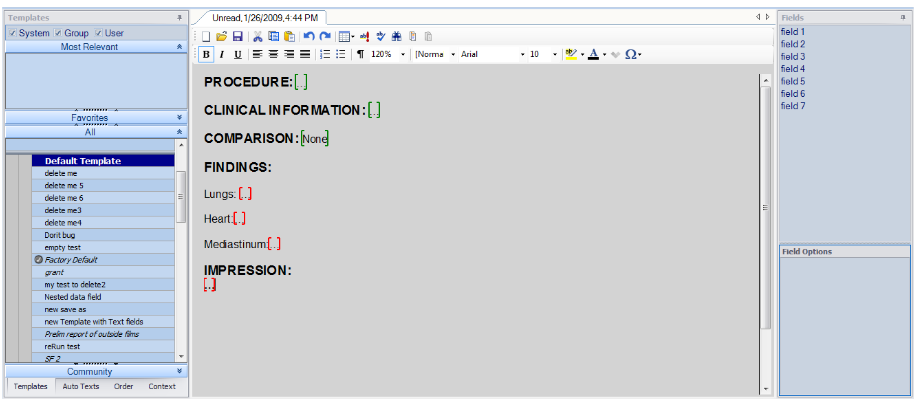
**Note:** Contact your system administrator to enable automatic conversion.

When enabled, upon inserting a template (or an autotext) into the Report Editor, all text-based fields are automatically converted to structured fields. This occurs when a template is automatically launched by the system for a specific study being reported, or when you launch a template manually either by using a voice command or by selecting it from the Templates Pane.

For example, the following template with text-based fields:



is converted to:



**Note:** The conversion process creates structured fields that have temporary names and no options ("field1", "field2", and so on). It is recommended to review the created fields and edit their properties manually to assign meaningful names, add relevant predefined choices, and set other attributes as needed. For details, see Manual Conversion on the next page.

The converted template (or autotext) is not saved, and the conversion occurs each time the template is launched. If you save the template again after it is converted, the automatic conversion will no longer occur.

The conversion rules are as follows:

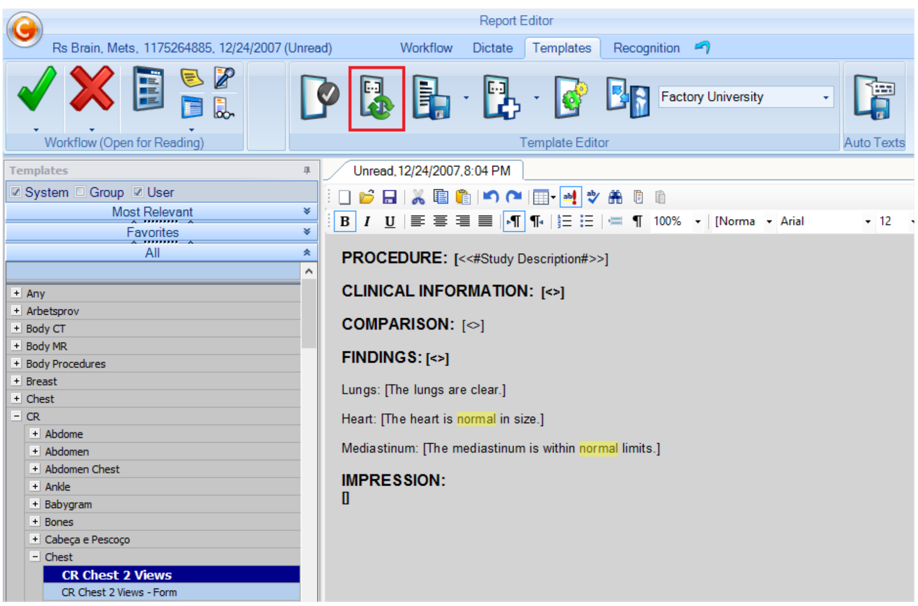
| Type | Text Field | Structured Field |
|---|---|---|
| Regular | [<>] | |

| Type | Text Field | Structured Field |
|---|---|---|
| Options | [<text1>text2] | Multiple choices Structured Field (text1 is default) |
| Mandatory | [ ] |  |
| Default Mandatory | [text1] | Mandatory Structured Field with default value |
| Data Fields (as text) | <<accession_number>> | No change |
| Data Fields (as field) | <#accession_number#> | Mandatory Structured Field with default value |
| Conditional Fields | [text1{2}] | Not supported |
| Nested Fields | [<text1[<text2>]>] | Not supported |

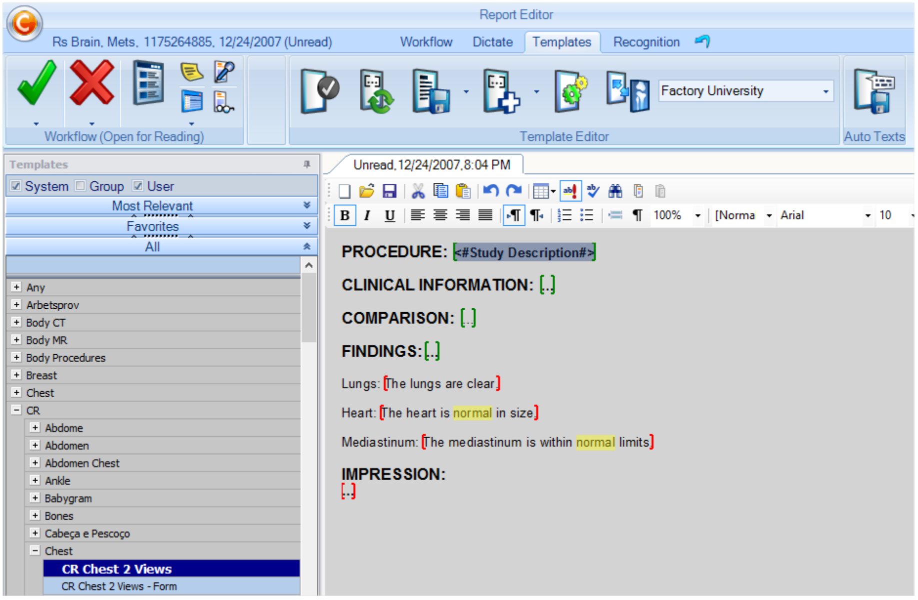
## Manual Conversion

In some cases, automatic conversion is not sufficient. This may occur when templates containing text-based fields are kept in external text files, or copied and pasted directly into the Reporting Editor.

To manually convert a template that has text-based fields and is already in the Report Editor, on the **Templates** tab, click **Convert to Structured Fields**.



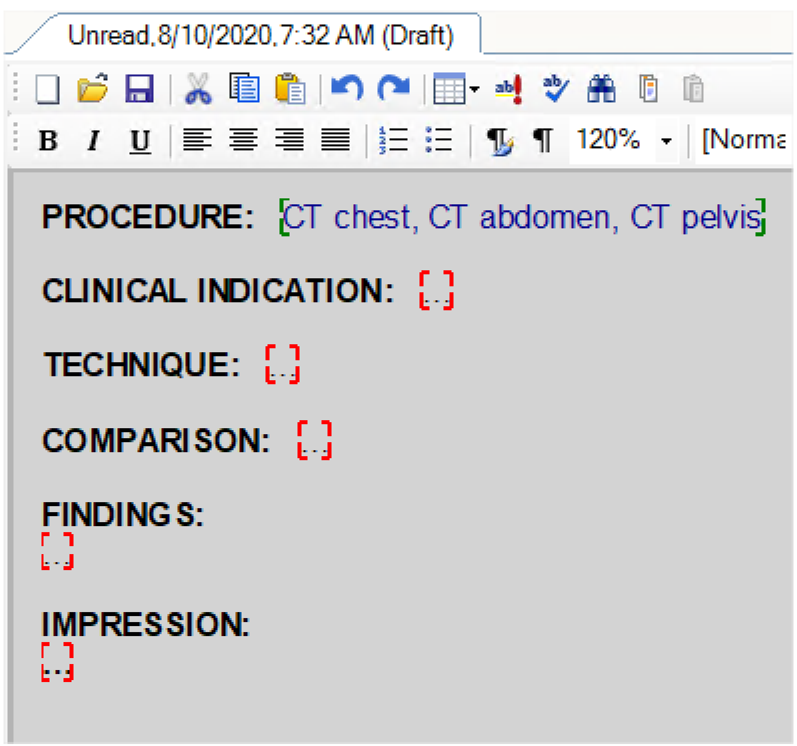
This applies the same conversion as described in Automatic Conversion on page 73.




# Insert Procedures

You can add a reference to all studies reported (current and linked) in the loaded template.

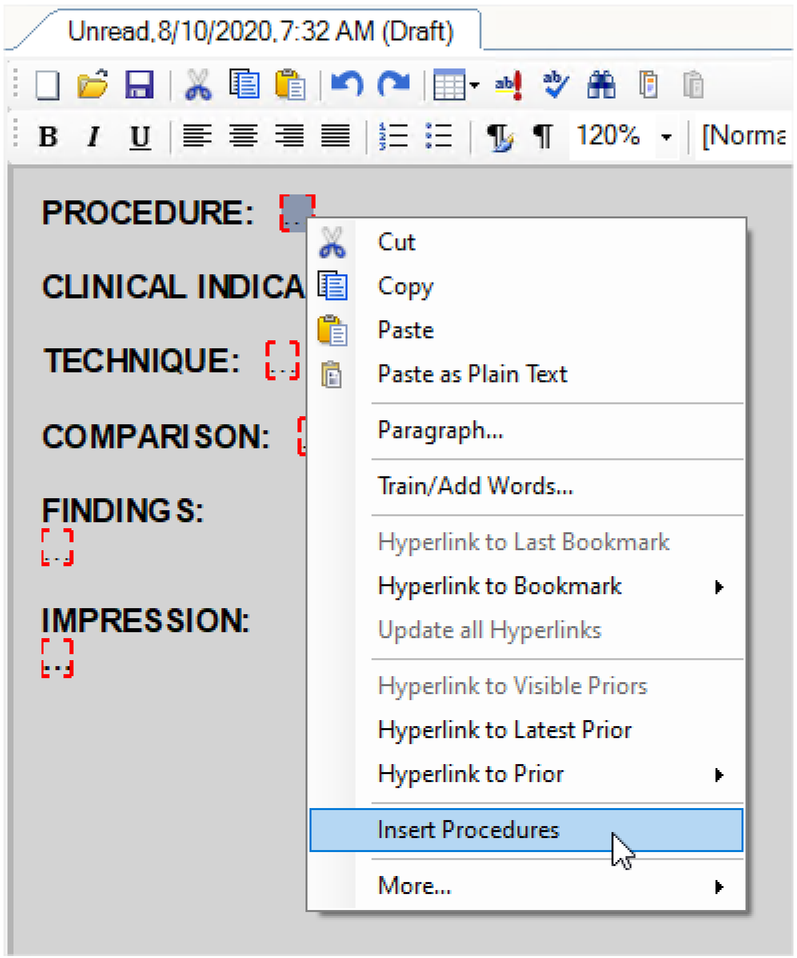
The reference to studies reported is normally used for populating the PROCEDURE section. By default configuration, the reference uses the information from the Study Description DICOM tag of each study.



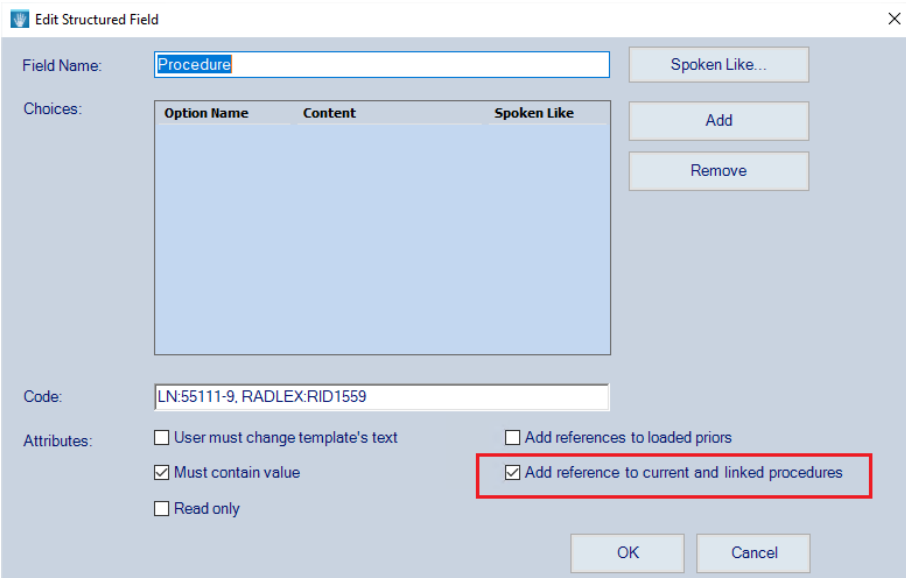
The Insert Procedure operation inserts a reference to all studies reported at the location of the cursor and/or selection in the loaded template. Study descriptions of each of the studies reported are comma separated.

To perform the Insert Procedures action, use any of the following:

- Voice command (say "Insert Procedures").
- Microphone button (Button configuration is done in the Reporting Application Settings).
- Shortcut key (Default is Ctrl+Shift+J. This can be changed in the Reporting Application Settings).
- Right-click menu:




You can set a designated field in a template, for example the Procedure field, to automatically update with the reference to all current and linked procedures whenever this template is loaded or when you perform a study linking operation.




A dedicated setting in the Reporting Application Settings allows you to select whether the designated fields is automatically updated ("Enable Live Procedures") or only by a manual operation. See Editor in Reporting on page 32.

If the reference text should be changed, for example an accession number should be added to the study description, contact your application specialist or your system administrator.

# Use Document Editing Tools

The toolbar at the top of the Document Editor offers you standard text formatting tools, such as font style, paragraph alignment, lists, and insertion of symbols.

The upper toolbar enables you to use text editing tools such as copy and paste, undo, table insertion, highlighting of special words, spell check, search, and copy and paste report.


| # | Action |
|---|---|
| 1 | Numbered Lists |
| 2 | Bulleted Lists |

| # | Action |
|---|---|
| 3 | Special Words |
| 4 | Spelling |
| 5 | Change Case (Shift+F3) |
| 6 | Insert Symbol |

## Numbered Lists

Click this button to begin a numbered list in the Report Editor.

For details about commands for numbered lists, see Default Voice Commands for Dictation on page 10.

## Bulleted Lists

Click this button to begin a bulleted list in the Report Editor.

For details about commands for numbered and bulleted lists, see Default Voice Commands for Dictation on page 10.

## Change Case

You can either use a toolbar button or the keyboard shortcut Shift+F3 to cycle the capitalization of text (for example, the word “pain”):

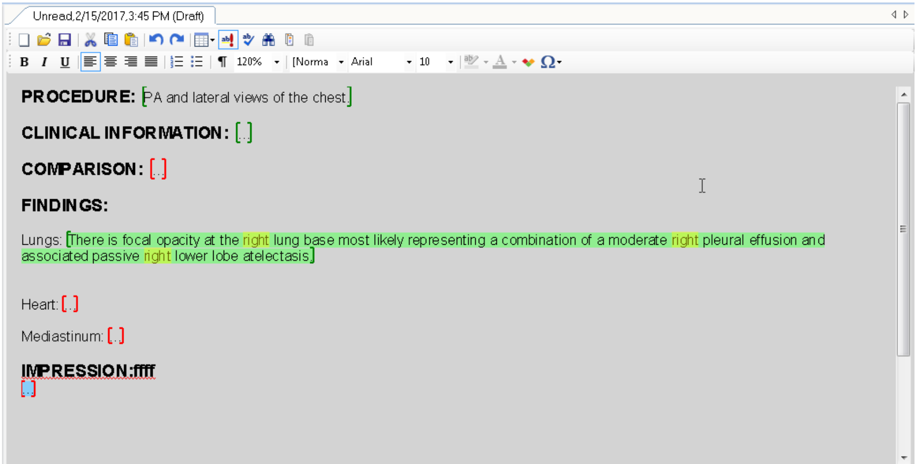
- The first click converts the word to “Pain”.
- The second click converts the word to “PAIN”.
- The third click converts the word to “pain”.

## Use Special Words

The "special words" feature allows you to define words that will be marked (with a colored underline), similar to misspelled words or grammar problems.

The purpose is to draw the user's attention to special words that have high importance or may dramatically affect the correctness of the report (for example, "right", "left", "no", "none", "normal", "abnormal", and so on).

In the illustration below, the word “right” was defined as a special word and is highlighted to draw your attention.



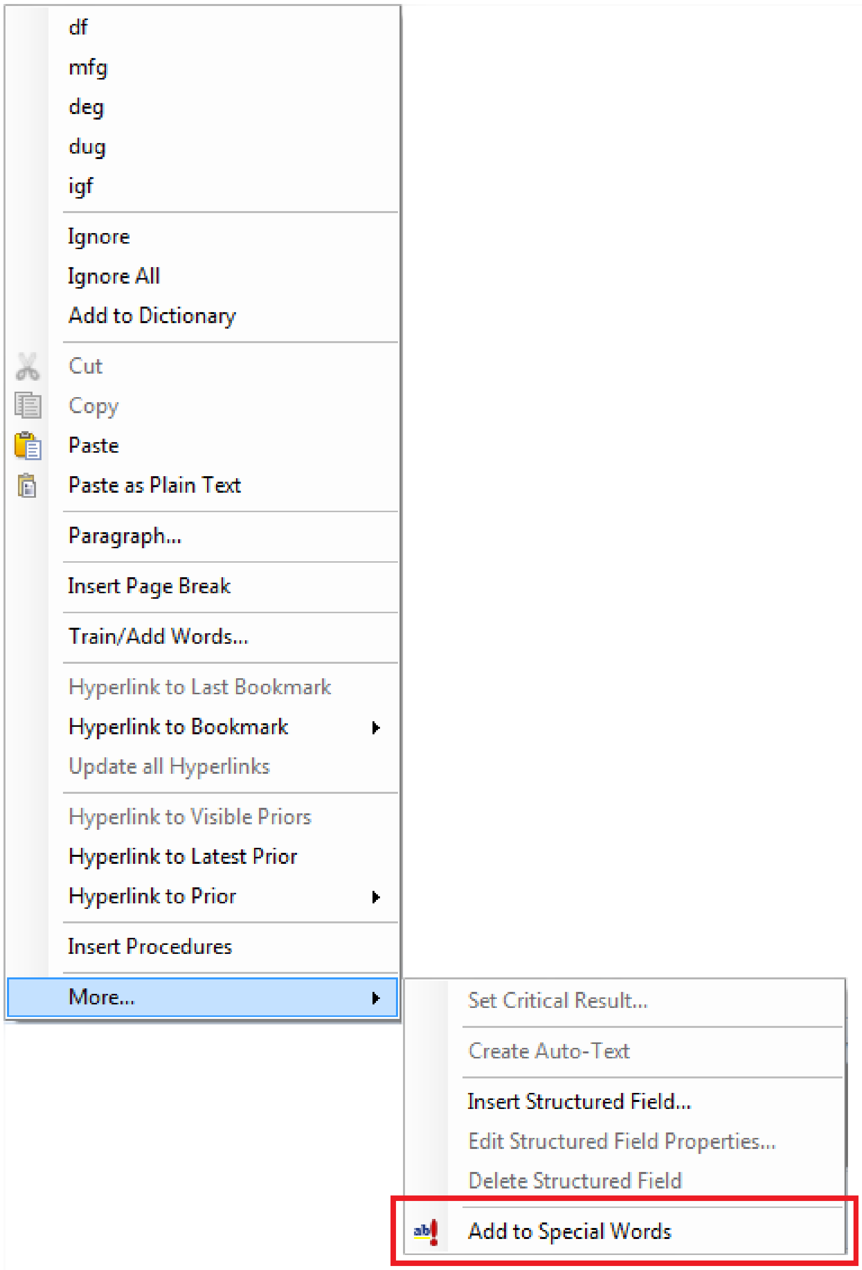

For more information, see Colors on page 43.

Users can add new words to their bank of special words (mostly words that are error prone and have significant clinical effect). Such words are marked while reports are being written, in order to minimize the risk of being mistaken. Similarly, words can be removed from the list of special words.

**Note:** Default system-level words cannot be removed.

### To add a word to the list of special words

1. Select the word that you want to add.
2. Right-click and select **Add to Special Words**.

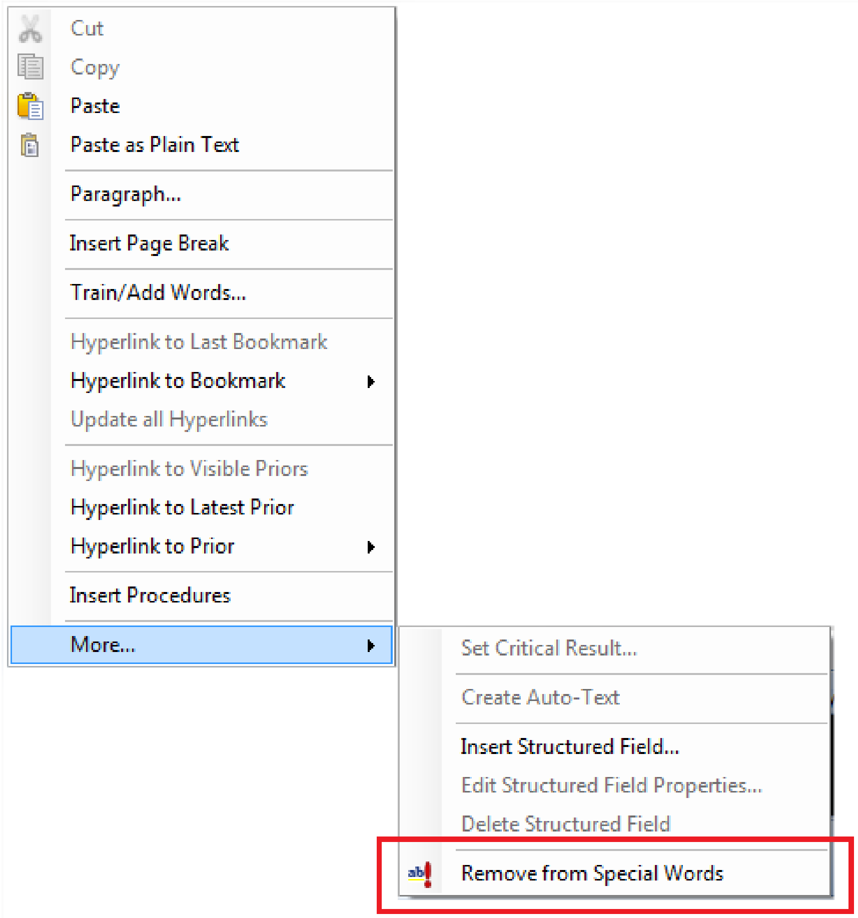



A confirmation message is displayed when the word has been added.

The new special words will be highlighted with the default color used for special words in your station. If you want to use a specific color for a particular word, contact your system administrator.

**To remove a word from the list of special words**

1. Select the word that you want to remove.
2. Right-click and select **Remove from Special Words**.




**Note:** Default system-level words cannot be removed.

## Check Spelling

Vue PACS has a built-in spell checker that uses an extensive and content-rich medical dictionary.

You can do one of the following:

- Enable the “Always Run Spell Checker Before Signing” option in the Reporting Application Settings.
- Use the ‘Spelling’ button in the Report Editor toolbar to run the spell checker on demand.

When the spell checker recognizes a word that is not in the dictionary you can either select to ignore it for this session or add to the dictionary (the word will be added to your personal dictionary).

## Insert Symbol

By default, the available symbols are µ, ° (degrees), $^2$ (to the power of 2), and $^3$ (to the power of 3). It is possible to configure the system to add other symbols.

# Work with Hyperlinks

This section contains the following topics:

- Add Hyperlinks to Bookmarks below
- Add Hyperlinks to Prior Reports on page 85
- Remove Hyperlinks on page 86
- Create Hyperlink to Arrow Marker on page 86
- Live Hyperlinks on the next page

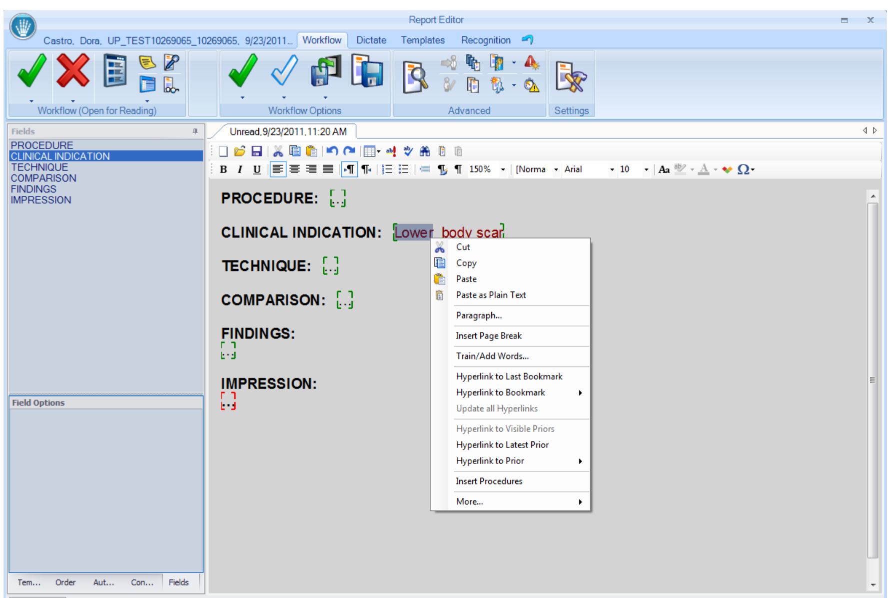
## Add Hyperlinks to Bookmarks

While typing or dictating a report, you may create hyperlinks from the report text to any bookmark included in any study image.

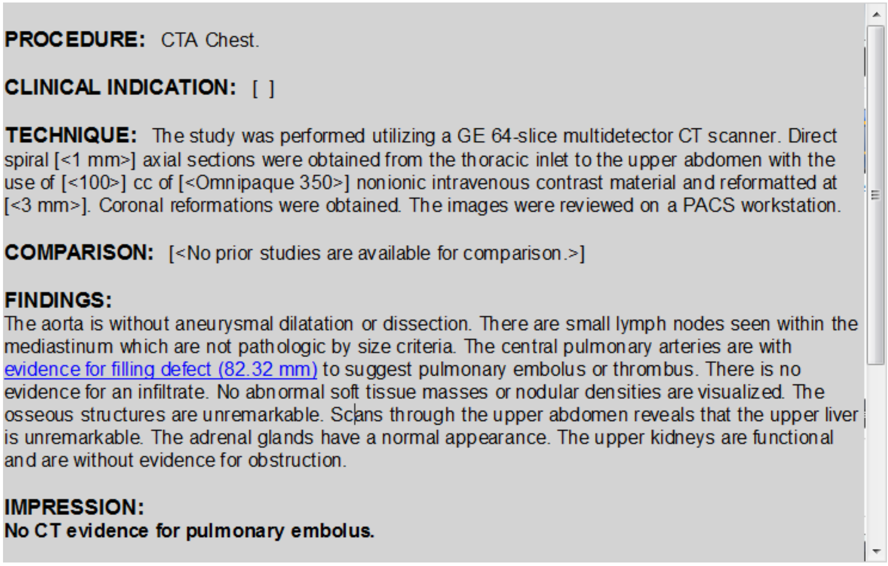
**Note:** A bookmark is any graphic element added to an image and marked as a bookmark.

### To create a hyperlink from the report to a bookmark

- Create a bookmark by selecting a graphic element (a line, an angle, a region of interest, and so on), right-clicking on the graphic and selecting **Mark Graphic as Bookmark.**
- In the Report Editor, highlight text; then right click and select either **Hyperlink to Last Bookmark** or **Hyperlink to Bookmark**. Selecting the latter displays a list of bookmarks included in the study. Select a bookmark from the list.




The selected text is marked as a hyperlink and, if applicable, the measurement is added automatically in parentheses.



**PROCEDURE:** CTA Chest.

**CLINICAL INDICATION:** [ ]

**TECHNIQUE:** The study was performed utilizing a GE 64-slice multidetector CT scanner. Direct spiral [<1 mm>] axial sections were obtained from the thoracic inlet to the upper abdomen with the use of [<100>] cc of [<Omnipaque 350>] nonionic intravenous contrast material and reformatted at [<3 mm>]. Coronal reformations were obtained. The images were reviewed on a PACS workstation.

**COMPARISON:** [<No prior studies are available for comparison.>]

**FINDINGS:**
The aorta is without aneurysmal dilatation or dissection. There are small lymph nodes seen within the mediastinum which are not pathologic by size criteria. The central pulmonary arteries are with evidence for filling defect (82.32 mm) to suggest pulmonary embolus or thrombus. There is no evidence for an infiltrate. No abnormal soft tissue masses or nodular densities are visualized. The osseous structures are unremarkable. Scans through the upper abdomen reveals that the upper liver is unremarkable. The adrenal glands have a normal appearance. The upper kidneys are functional and are without evidence for obstruction.

**IMPRESSION:**
**No CT evidence for pulmonary embolus.**

**Note:** Instead of right-clicking, you may use the voice command ‘Hyperlink’. This is equivalent to selecting **Hyperlink to Last Bookmark**. The last bookmark is the last bookmark that was created, moved, changed, selected, or clicked by the user.

Clicking a hyperlink in the report text navigates directly to the image containing the bookmark marked as the hyperlink.

The hyperlink mechanism is retained also when a study becomes a prior. Clicking the hyperlink displays the image containing that bookmark. Additionally the hyperlinks are maintained in Vue Motion and My Vue, as well as in reports exported as PDF or RTF formats.

The URL of the hyperlinks in the report (PDF or RTF format) can be encrypted when the hyperlinks are converted to external hyperlinks. This is to ensure that the study parameters in the URL are not exposed or manipulated. To enable the hyperlink URL encryption, contact your administrator.

You can create hyperlinks to bookmarks on prior studies.

**Note:** You can determine whether hyperlinks you insert into the report appear with parentheses or not. To wrap hyperlinks with parentheses, select **Wrap Hyperlink Measurement with Parentheses** in the **Editor** section of the **Reporting Application Settings**.

# Live Hyperlinks

If a bookmark that has a hyperlink in the active report is changed, the hyperlink in the report will be updated with its new value. If a bookmark is deleted, the hyperlink will be removed; however, the text will remain as is.

When such a report update is needed, a confirmation dialog is displayed for the user.

You can update all hyperlinks by right-clicking a hyperlink and selecting **Update all Hyperlinks**.

# Add Hyperlinks to Prior Reports

You can add hyperlinks from the report to prior reports. A hyperlink is added to each selected report.

The default content of each hyperlinks contains the study modality, the study description, and the study date.

> **Note:** This content can be changed by your system administrator.

Click a hyperlink to a prior report in Vue PACS to open the **Prior Reports** pane, focused on the relevant report.

Click a hyperlink to a prior report in Vue Motion, in My Vue, or in a PDF or RTF version of the report to open the study in Vue Motion.

To insert a hyperlink to a prior report, right-click the report in the Report Editor and select one of the following:

- **Hyperlink to Latest Prior**

  Inserts a hyperlink to the immediate previous report.

- **Hyperlink to Prior**

  Opens a sub-menu that lists all the prior reports, enabling you to select the report to which you want to link.

- **Hyperlink to Loaded Priors**

  Inserts hyperlinks to all studies that are currently loaded. Loaded studies can be seen in the Patient Mini-Archive. This option is helpful for automatically filling in the Comparison section. For example:

  **COMPARISON:** [<MR ABDOMEN 10/3/2010; CT ABDOMEN 4/6/2010; MR ABDOMEN 5/7/2009>]

  Display protocol settings specify which studies are visible in the Viewer.

- **Hyperlink to Visible Priors**

  Inserts hyperlinks to all studies that are currently visible. Loaded studies can be seen in the Patient Mini-Archive. This option is helpful for automatically filling in the Comparison section.

You can also use the "Insert Priors" voice command to insert hyperlinks. For more information, see Create Reports with Voice Recognition on page 7.

# Live Priors

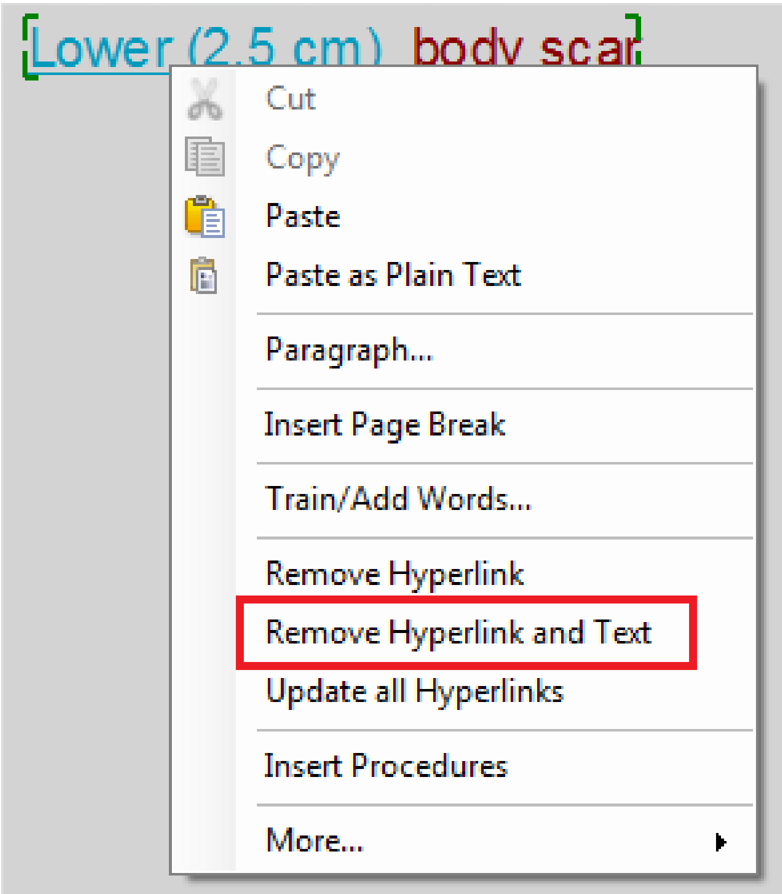
All studies that are loaded in the Viewer, which are not the current (or are not linked with the current study), can be listed as hyperlinks in the report. These links appear in a designated field (for example, the Comparison field).

This designated field is automatically updated whenever an additional study is loaded.

A dedicated setting in the Reporting Application Settings allowsthe user to select whether hyperlinks to priors will include all loaded priors or all visible priors. See Editor in Reporting on page 32.

## Remove Hyperlinks

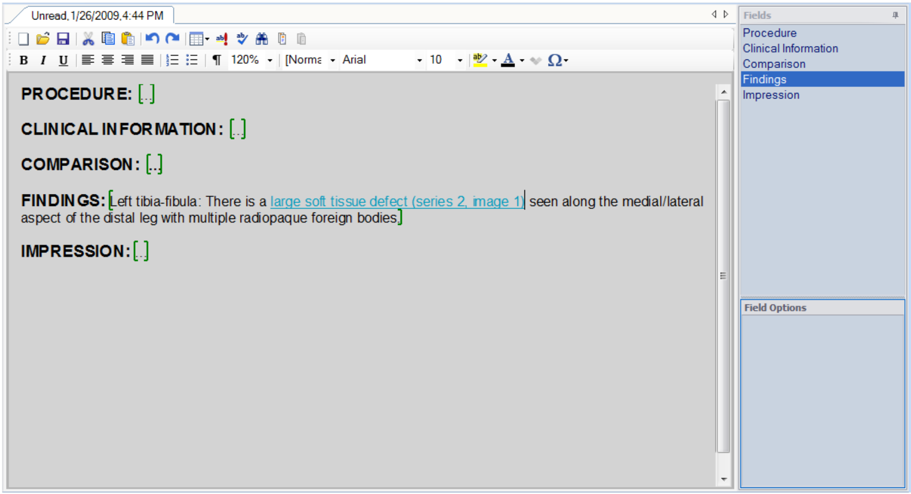
You can remove a hyperlink and its attached text by right-clicking on the link and selecting **Remove Hyperlink and Text.**

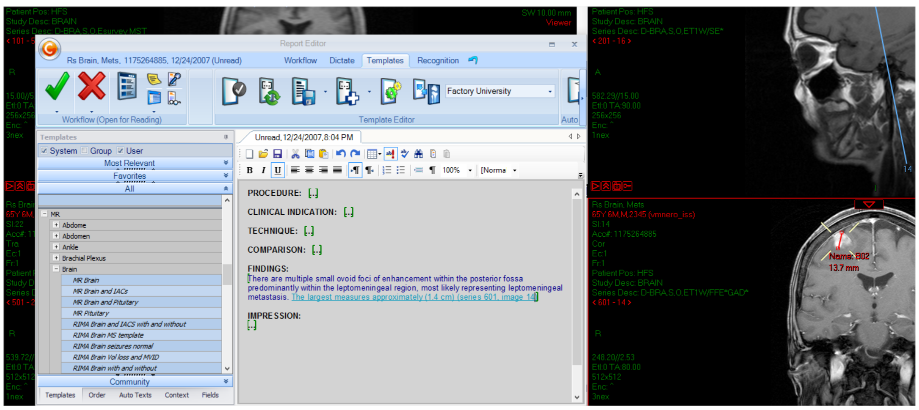



Selecting **Remove Hyperlink** removes the hyperlink but retains the text.

## Create Hyperlink to Arrow Marker

You can create a hyperlink to an Arrow Marker bookmark even though it does not have any measurements attached to it. You create this type of hyperlink in the same way that you create all other types of hyperlinks. The series and image number of the marker is added to the hyperlink in the report:



# Use and Create Auto-text

Auto-texts are macros for inserting predefined text or tags into the report.

## Activate Auto-text

- Say "**Auto-text**" + <auto-text name> (voice recognition users only).
- Select the auto-text entry from the **Auto-text** pane.
- Type the abbreviation of the auto-text (if an abbreviation has been defined.

## Create Auto-text

1. Select a paragraph or sentence and click **Create Auto-text**  in the **Templates** ribbon or click **Create Auto-text** in the right-click menu.
2. Define properties in **the Save Auto-text** dialog.

# View a Print Preview

**Print Preview** shows a rendered signed report.

Click **Print Preview** in the **Workflow** ribbon to see the report’s final form, including the master template details.

# View Reports from PACS

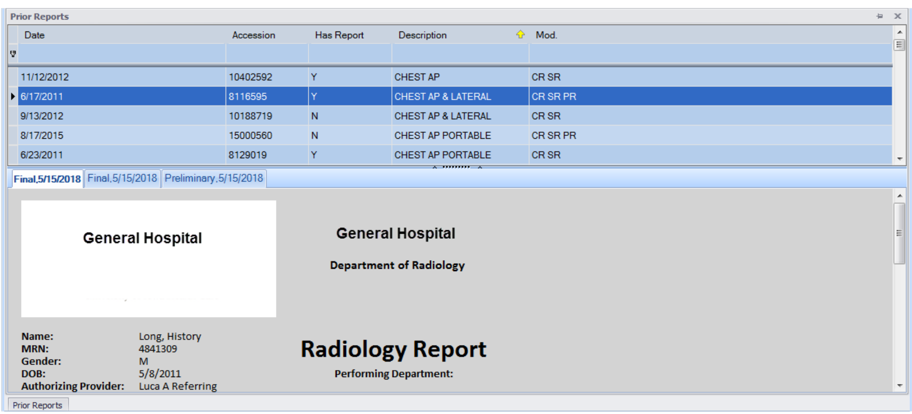
You can display a final report preview from the Reports Browser in the Explorer. The preview reflects the form of the printed report.

1. Click **Patient Reports** in the Explorer or the Viewer.
2. In the report that opens, right-click and select **Print**.

# View Prior Reports

To view prior reports of the currently displayed patient, hover with the mouse over the **Prior Reports** button at the bottom left corner of the Report Editor.

The **Prior Reports** pane is displayed at the bottom of the window.




Clicking a report in the list displays the rendered report at the bottom of the window.

You can use the **Dock** icon at the top right corner to dock the pane to a different location in the window. Once the pane is docked, the icon changes to **Auto Hide** .

You can save signed reports to your local disk.

To save a report, right-click the displayed report (at the bottom of the **Prior Reports** pane) and click **Save As**. You can save as one of the following formats (if the system was configured to save reports in these formats):

- mhtml - MIME HTML
- dcm - DICOM image

- pdf - ADOBE Portable Document Format
- docx - MICROSOFT Word

# Copy Key Images

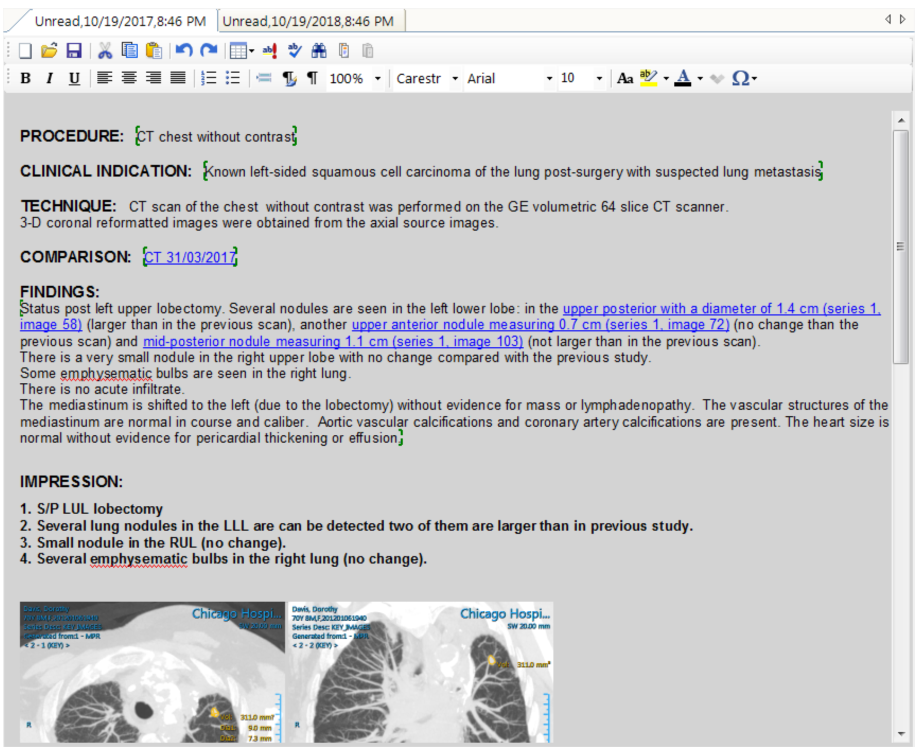
From the report, click **Copy Key Images** in the **Advanced** section of the **Workflow** ribbon.

The key image is added at the bottom of the report. If the study has more than one key image, all key images are copied in the same order as their order in the E-Report Preview in Vue PACS.

**Note**: Asymmetric layout for key images is not supported.

To remove the key image, select **Remove Key Images** from the drop-down list of the **Copy Key Images** icon.

When key images are copied into the report editor, a textual hyperlink can be created under each key image. (for example, <view> ). The hyperlink's text is flexible, but could contain, for example, the image and series number (as in a hyperlink to an image).




External use only–When a hyperlink to a key image (for example, in a PDF report) is clicked, Vue Motion opens and displays the key image.

# Copy Analysis Results

From the report, click **Copy Analysis** in the **Advanced** section of the **Workflow** ribbon.

All results produced by Vue PACS clinical applications (such as Bookmarks and Vessel Analysis) are copied into the report.

The list of bookmarks lists all bookmarked findings in the currently loaded studies and in unloaded studies associated with the loaded ones in Follow-Up sets. The list allows you easy navigation among the bookmarked findings.

To remove the analysis results from the report, select **Remove Analysis** from the drop-down list of the **Copy Analysis** icon.

# Assign a Study

From a report, click **Assign To** in the Advanced section of the **Workflow** ribbon.

The window that opens allows you to assign the report to a user or reading group.

# Create an Addendum

You cannot modify a report with Final status. You must add a new addendum report.

> **Note:** The ability to create an addendum requires appropriate permissions. Contact your system administrator.

From the Explorer, right click on a Final study and select **Dictate Report** or **Open Report Editor**.

The Report Editor opens the existing report with an editable Addendum area. All other text is read-only.

You can create multiple addendums for the same report.

# Create a Critical Results Notification

Studies may be marked as having a Critical Results Notification (CRN). The Reporting system allows you to select text included in a report and create a CRN that contains this text.

> **Note:** The ability to create a CRN requires appropriate permissions.

1. In the report, select the text that signifies a critical result and then do one of the following:
   - Click **Set Critical Result** in the right-click menu.
   - Click **CRN** in the **Workflow** ribbon.

   The **Sticky Notes** dialog box opens, displaying the selected text in the **Critical Results Notification** tab.
2. Click **Save** at the top of the **Sticky Notes** dialog box.

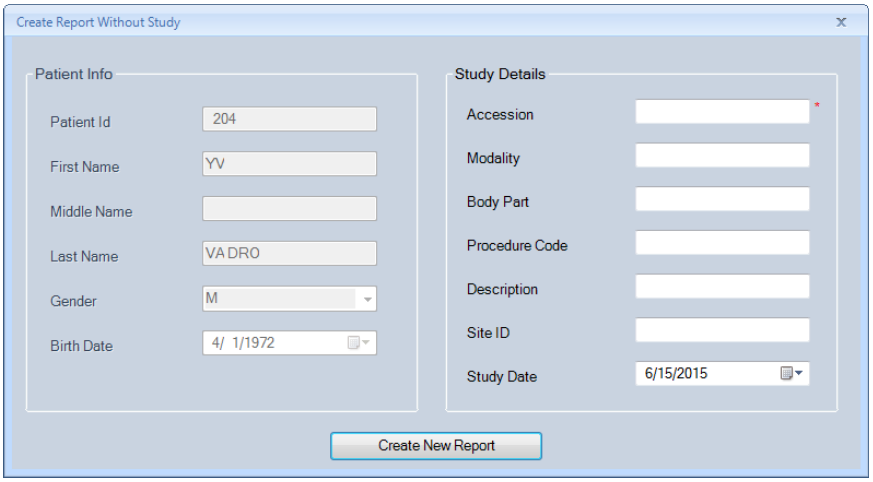
# Create a Report with No Study

You can create a report for an exam that does not exist in the Vue PACS system.

1. In the Explorer, do one of the following:

    - Click **Create Report Without Study** .
    - Right-click a study and click **Create Report without Study for This Patient**.

2. In the **Create Report without Study** window, fill in the demographic details of the study (Patient ID, First Name, Last Name, and Accession Number are mandatory) and click **Create New Report**.

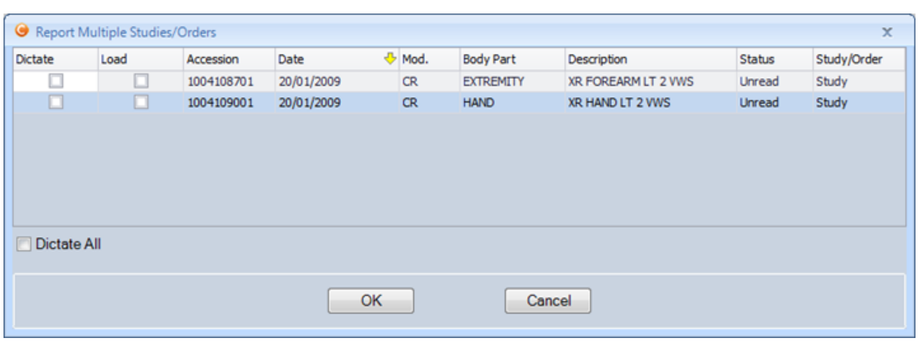



The report is saved as a study in the Vue PACS system. This study contains the report only.

# Create a Report for Multiple Studies

You can create a single report for multiple studies created under the same order or performed for a patient as part of the same examination, for example a single report for a mammogram and a breast ultrasound, or a report for a CR hand, CR wrist, and CR elbow studies. All the studies for which the report is created are linked for the purpose of reporting.

When you start a report, a dialog appears listing all unread studies for the patient. You can also click **Dictate Multiple Accessions**  in the **Workflow** ribbon.




**Note:** The appearance of the dialog box and of the icon depends on configuration.

To link studies, select the studies that are to be linked for the purpose of reporting.

A report that is generated for multiple studies includes a section indicating that the report is a multi-study report and listing the linked studies.

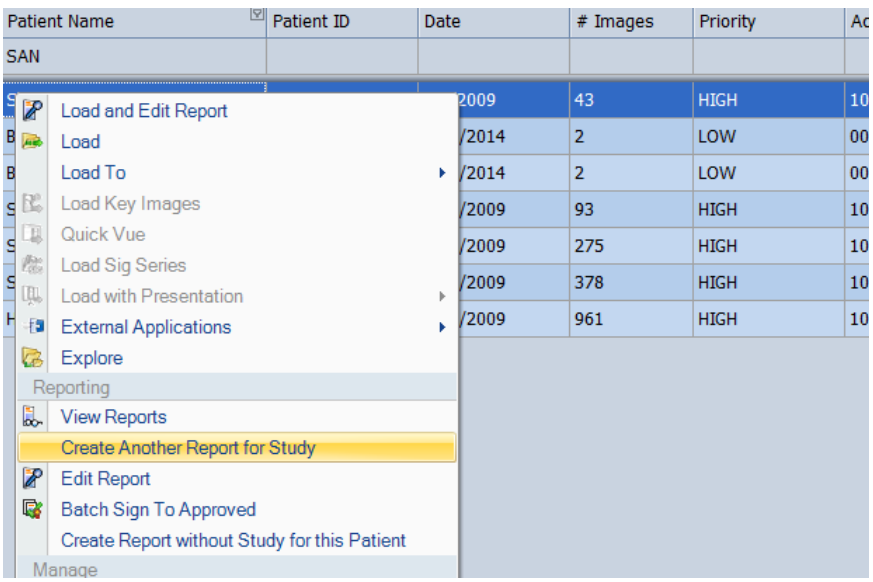
# Create Multiple Reports for a Single Study

You can create several independent reports for a single study. This may happen, for example, when multiple orders are grouped into a single study by the modality technician or when a consultation or second opinion was required and an order for a second report for a patient was created.

Multiple orders for a single study are typically created by RIS or an order entry system. The Vue Reporting system creates a single, referenced imaging study and one or more empty studies that are referencing the referenced study (that has the images).

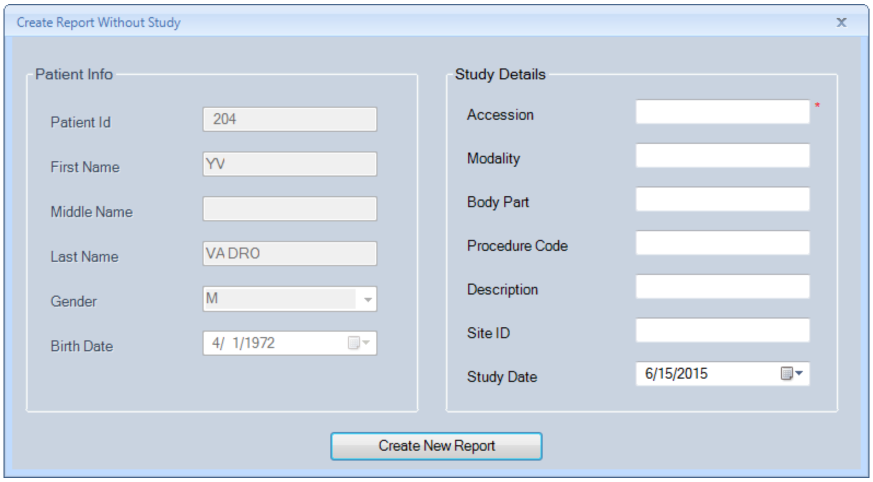
You can also initiate the creation of referencing studies for a referenced imaging study in Vue Reporting.

1. In the Explorer, right-click the study that is to serve as the referenced study and click **Create Another Report for Study**.




   The **Create Report Without Study** window opens.

2. In the **Create Report without Study** window, the demographic details are already displayed. Fill in the study details and click **Create New Report**.

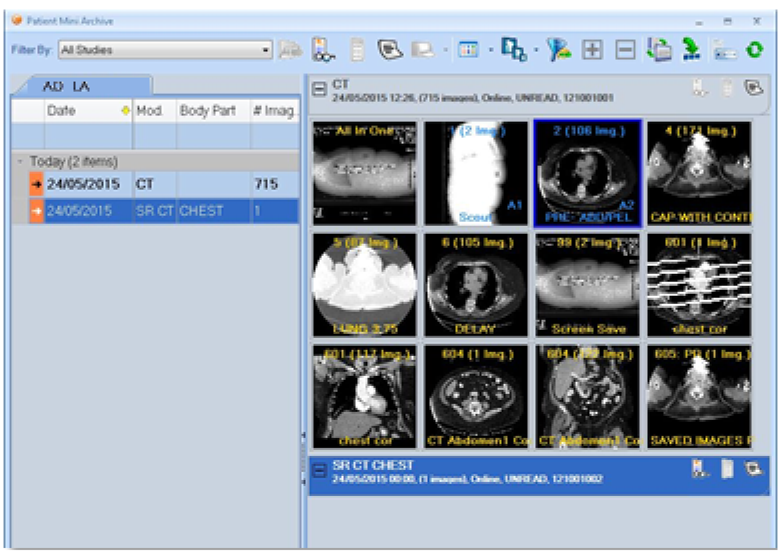



A referencing study is created and loaded.

The images of the referenced study are automatically loaded and the relevant hanging protocol applied.

The referencing study is the current study, and its details are displayed in the ribbon bar. This study is locked for reporting, whereas the referenced study is not. A Referenced notation is displayed on the images.

The referenced and referencing studies share the same color in the Patient Mini Archive (PMA). Additionally, an arrow or an asterisk denotes which study is the current study and which one is displayed:




The Report Editor creates a report for the current study.

When you sign the report, a special section is added to indicate the existence of additional reports belonging to this study.

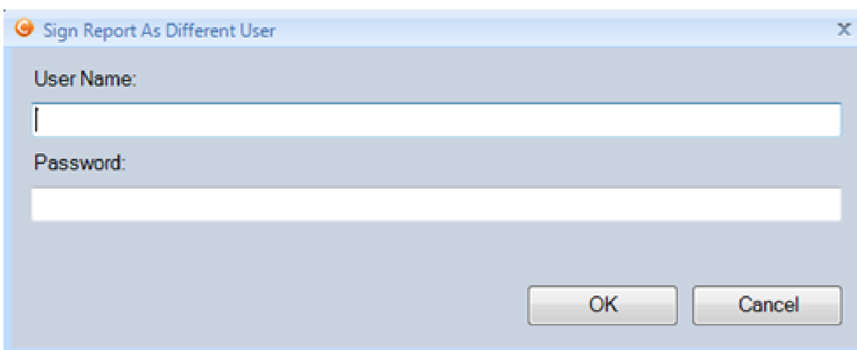
# Sign a Report

When the report is ready to sign, click **Sign Report**  to finalize the report. Normally, this action changes the report status to **Final**. Updating a signed report is done only via an addendum. For details, see Create an Addendum on page 90.

# Sign a Report as a User Not Currently Logged in

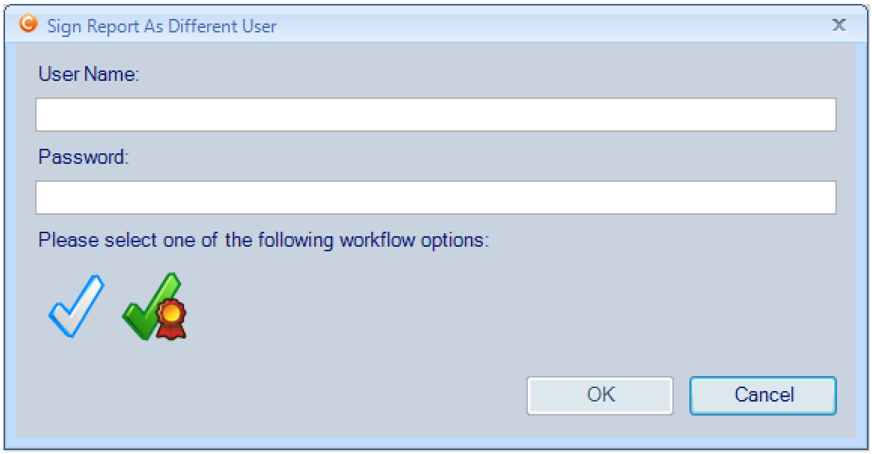
You can sign a report using a different user name than your own. For example, in a resident-attending workflow, when a resident is logged in to Vue PACS and the radiologists are reviewing the study together, the attending can to sign the report immediately using his credentials from the resident account without the need to log out.

1. In the **Advanced** section of the **Reporting** ribbon, click **Sign As** .
2. In the **Sign Report As Different User** window, enter a user name and password, which may be different from those of the logged-in user, and click **OK**.




> **Note:** Depending on configuration, if only a single workflow operation is available to the user whose credentials you have entered, the **OK** button may display the activity name.

3. The **Sign Report As Different User** window displays icons that represent the workflow options available to the user whose credentials you entered. Click a workflow option and then click **OK**.




**Note:** If only a single workflow operation is available to the user whose credentials were entered, step 3 is skipped. Clicking **OK** in the window described in step 2 above launches the signing process.

Depending on configuration, clicking **OK** may display the **Assign To** window, in which you can assign the signed report to another user or group.

# Batch-sign Reports

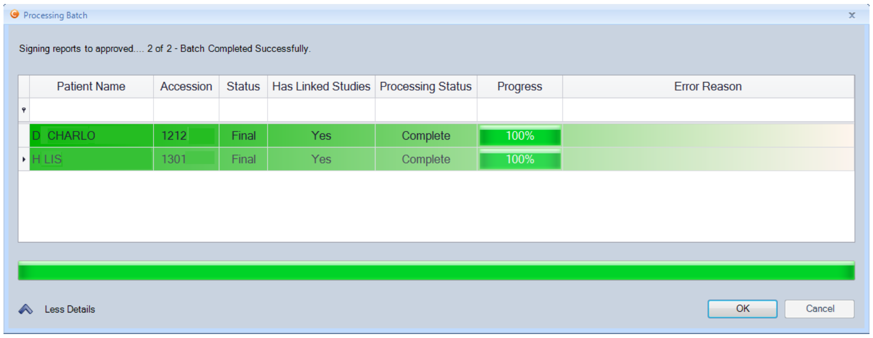
Bach-signing is a process by which a batch of signed reports undergoes additional approval, resulting in a change of status. Normally, batch-signing is applied to studies in status Final. When the studies have been signed, their status changes to Approved. (This flow is applied in sites with specific configuration). The signature may be an electronic signature, if the system is configured to include this type of signature.

**Note:** The ability to batch-sign reports requires appropriate permissions.

1. In the Explorer, highlight the studies to be included in the batch-signing. Use the **Ctrl** key to select multiple studies.
2. Do one of the following:
   - Click **Batch-sign to Approved**  in the **View & Load** ribbon
   - Right-click and click **Batch-sign to Approved**.

   A progress bar is displayed to show the progress of the process. Expanding the bar displays the

**Process Batch** window, showing the details of the studies and the status of the process.




# Use Worklist Mode

You can use the reporting application while in worklist mode. After you sign or dismiss a study, the next study from the worklist opens and the reporting application is launched.

# Approve Reports in Vue Motion

Depending on configuration, you may have the ability to finalize reports from within Vue Motion.

When enabled, you can click either **Final**  or **Approved**  to finalize a report from Vue Motion. Contact your system administrator.

# Update and Redistribute a Report

You can redistribute a report with a different master template than the one originally applied. The report body remains intact, while the information originating from the master template such as patient details, referring physician, and site ID is updated.

**Note:** The report redistribution ability requires appropriate configuration. Contact your system administrator.

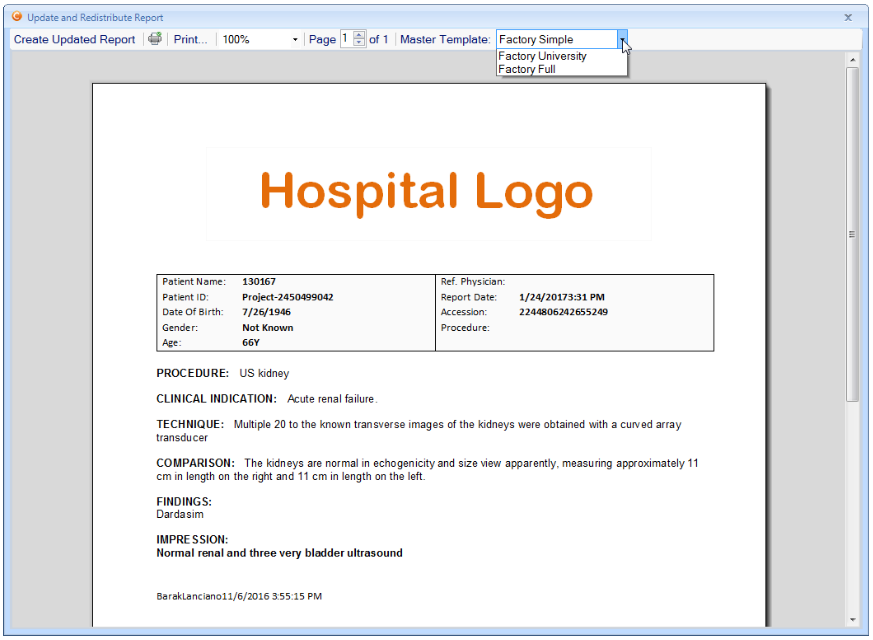
## Regenerate a Report

1. In the Explorer, highlight a report and select **Update and Redistribute Report**.

   **Note:** Customarily, reports to be redistributed are in Final status. However, state machine configuration enables definition of other statuses that allow redistribution.

   A progress bar appears, and then the **Update and Redistribute Report** window is displayed, showing a preview of the report.

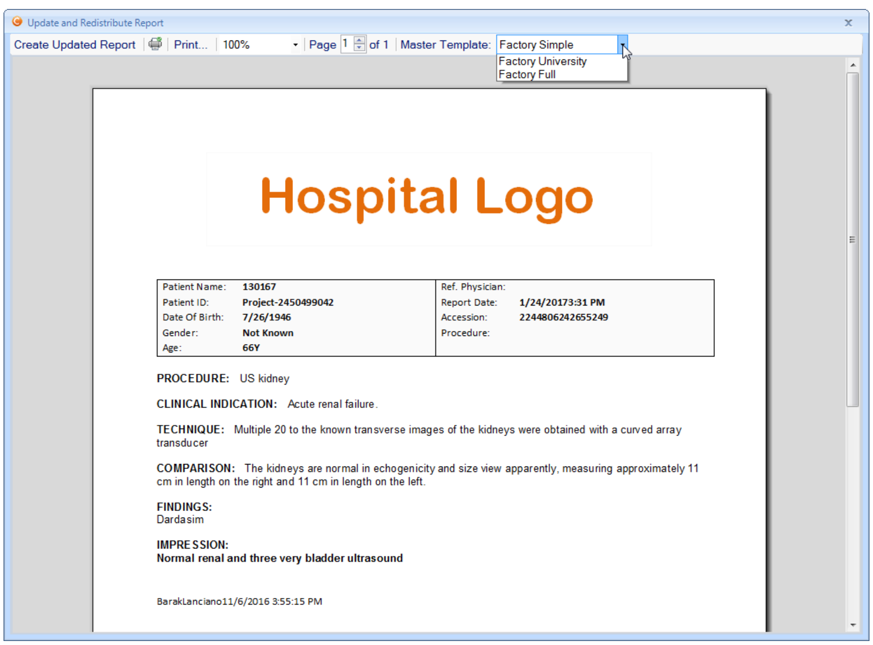
2. In the **Update and Redistribute Report** window, select a new master template for the report from the **Master Template** drop-down list.




3. Click **Create Updated Report** at the top left.

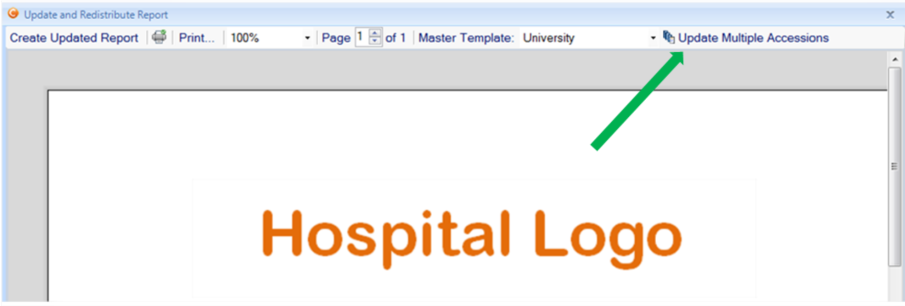
   The report will be rendered with the information of the newly applied master template.

> **Note:** The updated version of the report does not overwrite the previous version.




## Allow Linking after Signing a Report

Based on configuration, you can have the ability to link additional unread studies to a signed report from the Update & Redistribute dialog box:




This feature is disabled by default. For more information, contact your system administrator.

# Roles and Statuses

This section contains the following topics:


- Roles below
- Workflow Status below
- Get Status Information about Reports on the next page


## Roles

Each user has a role. The role permission determines the role of the user in the reporting workflow and the type of actions allowed for that role. The following roles are defined in the User Management application:

- **Radiologist**–Applies to attending and resident users. The permissions granted to a Radiologist role include Speech Recognition, Dictation Only, or Typing Only.
- **Transcriptionist** –Applies to both transcriptionists and correctionists.

  A transcriptionist listens to reports dictated by radiologists (without any associated text) and transcribes it to written reports. The user works on a study in Dictated status. When the user completes the work, the study status changes to Transcribed.

  A correctionist listens to reports dictated by radiologists while viewing the text on screen and correcting mistakes in the text. The user works on a study in status Needs Correction. When the user completes the work, the study changes to status Corrected.

  Transcription and correction can be done by a single person using a single account.

## Workflow Status

The status of the report determines the status of the study. You cannot manually change the study status through the Explorer.

The system offers the following default status categories. The status name displays in the **Status** field of the Explorer. The status names may vary by site.

| Category | Description |
|---|---|
| Storing | The images are in the process of being stored by a modality to the Vue PACS server. |
| Unread | The study is ready for the radiologist to read. |
| Dictated | Report dictated. |

| Category | Description |
|---|---|
| Needs correction | Report sent to correctionist. |
| Transcribed | Report transcribed. |
| Corrected | Report corrected. |
| Wet Read | A status in the resident-attending workflow indicating that the resident applied an initial reading (most commonly prior to creating a preliminary report). |
| Preliminary | A preliminary report was signed, usually by a resident. |
| Return | A status in the resident-attending workflow indicating that the attending returned the report to the resident for corrections. |
| Reviewed | A status in the resident-attending workflow indicating that the preliminary report was corrected and can now be signed by the attending. |
| Final | The study was read by an attending doctor and the report was signed. |
| Approved | A report in Final status that underwent an additional approval stage, typically for digital signature or in batch signing. |
| Preliminary addendum | A final report was read by a resident and a preliminary addendum was created (resident-attending workflow). |
| Pending <status> | Indicates that the grace period has not expired yet, thus report is not finalized. |
| Processing <status> | Indicates that the created report is not yet available on the Vue PACS server. |

When you dictate a report during the report-creation process, the system advances the report in the workflow and changes the study status according to the defined workflow.

Custom workflow configurations at your site may vary. Contact your system administrator.

## Get Status Information about Reports

1. Right-click any column in the Explorer.
2. Select **Field Chooser**.
3. Select or remove report status columns or fields. The report status columns and fields include:

| Column/Field | Description |
|---|---|
| Addendum Date | Holds the date on which the addendum report was signed. |
| Has Report | Indicates whether a report exists for the study. |
| Has Draft Report | Indicates that the study has a saved draft report. The report is not signed. |

| Column/Field | Description |
|---|---|
| Report-tracking Fields | • Report Dictated By—The name of the radiologist who dictated the report.<br>• Report Dictated Timestamp—Timestamp indicating the time of the report dictation.<br>• Report Sent to Correct By—The name of the radiologist who sent the report to the correctionist.<br>• Report Sent to Correct Timestamp—A timestamp indicating when the report was sent to the correctionist.<br>• Report Transcribed By—Name of transcriptionists who edited, saved, or signed the report.<br>• Report Transcribed Date—The date on which the report was edited, saved or signed.<br>• Report Preliminary By—Name of radiologist who signed the preliminary report.<br>• Preliminary Sign Date—Date of the preliminary report signature.<br>• Report Wet Read signed By—Name of the radiologist who signed the wet read report.<br>• Report Wet Read Signed Timestamp—Timestamp indicating when the wet read report was signed.<br>• Report Corrected By—The name of the correctionist who corrected the report<br>• Report Corrected Timestamp—A timestamp indicating when the report was corrected.<br>• Report Reviewed By—Name of radiologist who reviewed the report.<br>• Report Reviewed Timestamp—Timestamp indicating the time at which the report was reviewed.<br>• Report Returned By—Name of radiologist who returned the report.<br>• Report Returned Timestamp—Timestamp indicating the time at which the report was returned.<br>• Report Draft By—Name of user who saved a report as draft.<br>• Report Draft Date—Timestamp indicating when the report draft was signed<br>• Report Signed By—Name of radiologist who signed the report.<br>• Final Sign Date—Timestamp of the report final signature. |

| Column/Field | Description |
|---|---|
| | • Addendum By—Names of users who signed an addendum report.<br>• Addendum Date—Timestamp indicating when an addendum report was signed.<br>• Locked By—Name of the user who locked the study.<br>• Report Creation System—Created in Vue Reporting or not.<br>• Study Has Report—Indication of whether the study has a report or not.<br>• Report Has Addendum—Indication of whether the report has an addendum or not.<br>• Has Draft Report—Indication of whether a draft report exists. |

# Mouse/Keyboard Assignments and Smart Selections

## Mouse Assignments and Smart Selections

The table below lists mouse actions and their resulting operation in the Report Editor.

| Mouse Action | Resulting Operation |
|---|---|
| Click | Moves the cursor to the point of click or selects an image or text frame. |
| Click and Drag | Selects text from the point of the button down to the point where the button is released or moves an image or text frame. |
| Shift + Click | Extends the selection to the point of click. |
| Double-click | Selects the word that is clicked on. |
| Double-click and drag | Extends the selection from word to word. |
| Triple-click | Selects the line that is clicked on. |
| Triple-click and drag | Extends the selection from row to row. |
| PgUp/PgDown | Scrolls the text up or down in fixed heights. Active only, if a vertical scrollbar exists. |
| Drag and Drop on selected text. | Selected text is moved to the drop position of the mouse. Available only if the Allow Drag & Drop option in the Reporting Application Settings is selected. |
| Ctrl + Drag and Drop on selected text | Selected text is copied to the drop position of the mouse (text drag and drop). |

## Keyboard Assignments and Smart Selections

The table below lists keyboard key clicks and their resulting operation in the Report Editor.

| Keys | Resulting Operation |
|---|---|
| HOME | Moves the caret to the beginning of the line. |

| Keys | Resulting Operation |
|---|---|
| END | Moves the caret to the end of the line. |
| (Left Arrow) | Moves the caret one character to the left. |
| (Right Arrow) | Moves the caret one character to the right. |
| (Up Arrow) | Moves the caret one line up. |
| (Down Arrow) | Moves the caret one line down. |
| Ctrl + (Left Arrow) | Moves the caret to the beginning of the current word. |
| Ctrl + (Right Arrow) | Moves the caret to the beginning of the next word. |
| Ctrl + Home | Moves the caret to start of text. |
| Ctrl + End | Moves the caret to end of text. |
| Ctrl + Enter | Inserts a new page. |
| Shift + Enter | Creates a line feed without beginning a new paragraph. |
| Delete | Deletes selected text. |
| Ctrl + X | Copies selected text to the Clipboard and deletes the selection. |
| Ctrl + V | Copies selected text to the clipboard. |
| Ctrl + Z | Undoes the last action.<br>**Note**: Undo on actions performed on structured fields is not supported. |
| Ctrl + Y | Restores the last action. |
| Ctrl + (Backspace) | Deletes the whole word left to the cursor. |
| Ctrl + Shift + Enter | Inserts a page break. |

## Smart Selections

Hold down the **Shift** key and click a key to extend the current selection to the new caret position.

## Keyboard Assignments in Tables

The table below lists keyboard keys clicks and their resulting operation in tables in the Report Editor.

| Keys | Resulting Operation |
|---|---|
| Tab | Selects the next table cell. |
| Shift + Tab | Selects the previous table cell. |
| Ctrl + Tab | Inserts a tab character. |

# Headset and Foot Pedal Support

A useful setup is to use a foot pedal in addition to a headset/microphone, in order to take advantage of some of the functionality provided by the Nuance PowerMic II or the Philips SpeechMike buttons. The foot pedal can be used to start or stop a recording, and optionally to navigate to text fields within the report template. Using a headset frees up one of your hands to perform keyboard shortcuts in a more comfortable way.

**Note:** You can use a wireless headset if desired.

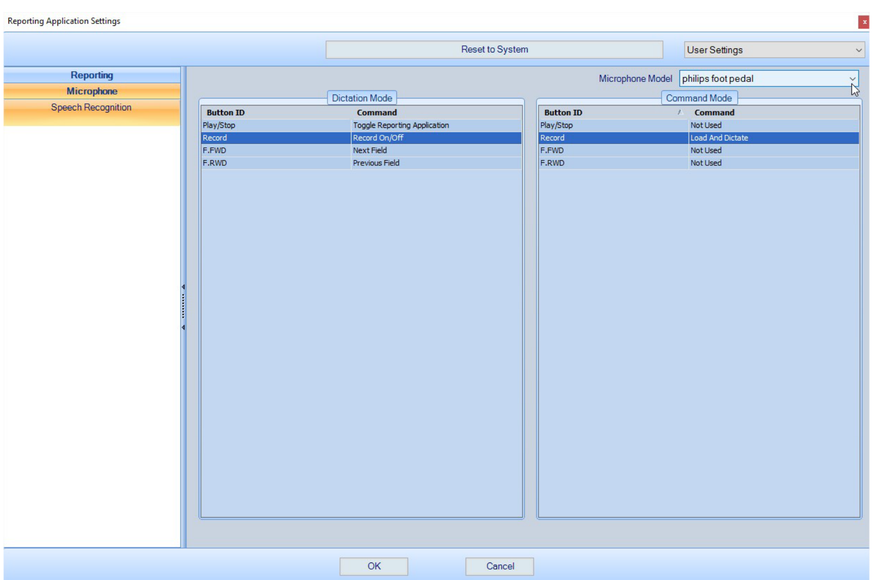
Make sure that you use a good quality headset. Check the following:

- Calibration with the Audio Wizard must pass successfully.
- Perform a sample dictation and make sure that the recognition is as you expect (as it is with a SpeechMike or PowerMic).

For a list of recommended models, see http://support.nuance.com/compatibility/default.asp. Select Dragon Medical as the product.

You must specify that Vue Reporting will be using a foot pedal.

1. Access the **Reporting Application Settings** window, as described in Reporting Application Settings on page 31.
2. Specify that you want Vue Reporting to use foot pedal controls:



# Use Vue Reporting in an Integrated Vue RIS-PACS System

This section contains the following topics:

- Create a Report below
- Study Statuses on page 109
- Transcriptionist on page 109

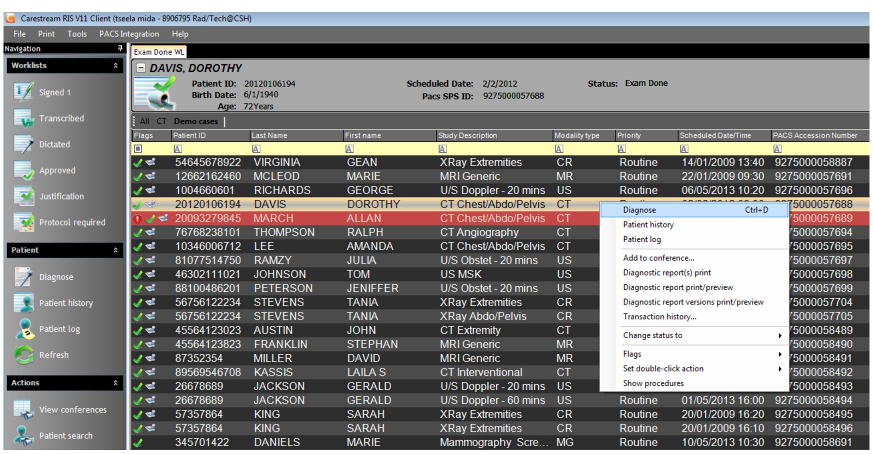
## Create a Report

When you use Vue Reporting in an integrated RIS-PACS environment, the workflow you follow is RIS-driven. You access the Vue PACS Report Editor via Vue RIS and then work in Vue PACS to create or edit the report. Finally, the report is sent back to Vue RIS for status synchronization and further distribution.

**Note:** Supported systems are Vue PACS 12.0 and Vue RIS 11.0.14.30 or later.

### To create a report

1. Log in to Vue PACS. Vue RIS launches automatically.
2. In Vue RIS, highlight a study in the worklist and select **Diagnose**.



The study images are loaded and displayed in Vue PACS, and the Report Editor opens automatically. Simultaneously, information about the study and the patient is displayed in the RIS data windows. This includes clinical data, patient demographics, scanned documents, and so on

3. In Vue PACS, perform the reading and create the report in the Report Editor.

> **Note:** All diagnostic tools are available in Vue PACS for reading. The Explorer, however, is not available in an integrated Vue RIS-PACS environment.

4. Sign the report.

   The next study in the Vue RIS worklist loads automatically.

> **Note:** When you sign a report in Vue PACS, the report is automatically sent to the RIS, the status of the study is changed accordingly, and the study is removed from the RIS worklist.

## Back to Archive

Use the **Back to Archive** option in Vue PACS (available in the drop-down list of the **Confirm Study** tool of the Vue PACS workflow toolbar) to sign a report without loading the next study in the RIS worklist. Using this option closes the study in Vue RIS as well as the PACS session, and displays the RIS worklist.

## Diagnose Fast Sign

Use the **Diagnose Fast Sign** option in Vue RIS to open the Report Editor in Vue PACS without loading the study images. Similar to a regular signing operation, after a fast sign the next study in the Vue RIS worklist opens automatically.

## Linked Studies

In integrated environments, linking studies that are to share the same report is initiated via Vue RIS.

1. Click **Diagnose**.
2. From the **Patient History** pane in Vue RIS, right-click the study to link to the current study for which you are presently writing the report, and select **Link Study**.

   The linked studies are marked as linked in Vue PACS and in Vue RIS.

> **Note:** Linking may be performed prior to Diagnose (either automatically based on configuration, or manually by a Technician).
>
> Only studies that have not yet been signed or dictated can be linked.

You can also unlink studies that have been linked.

- In the Vue RIS **Patient History** pane, right-click the linked study and select **Unlink**.

  This action cancels the linking, so that each study can be reported independently.

### Conference Mode

Conferences are worklists prepared in Vue RIS for specific purposes such as weekly meetings, and so on As with any other study, you may create a report for a study defined as part of a conference. When preparing the studies for the conference in Vue PACS, the radiologist may save a presentation. When you read a study belonging to a conference, the study would be displayed based on the presentation settings (not the study's original Display Protocol).

### Log Out

To end a reading session, exit Vue PACS. This operation automatically causes Vue RIS to exit as well.

## Study Statuses

Throughout the report creation process, changes in study statuses are synchronized between Vue PACS and Vue RIS. However, status names in the two modules are not always identical. The table below presents the Vue PACS statuses and their counterparts in Vue RIS. (For an explanation of each status, see Workflow Status on page 99).

| Vue PACS Status | Vue RIS Status |
|---|---|
| Unread | Exam done |
| Dictated | Dictated |
| Needs correction | Dictated |
| Transcribed | Transcribed |
| Corrected | Transcribed |
| Wet Read | Wet Read |
| Preliminary | Sign 1 |
| Return | Report Rejected |
| Reviewed | Reviewed |
| Final | Approved |
| Preliminary addendum | Sign 1 |
| Pending <status> | Pending <status> |
| Processing <status> | Pending <status> |

## Transcriptionist

Similar to the radiologist, in an integrated Vue RIS-PACS environment, the transcriptionist's workflow is RIS-driven.

1. As a transcriptionist, highlight a study in the Vue RIS worklist of dictated exams and select **Create/Edit Report**.

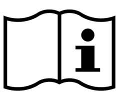
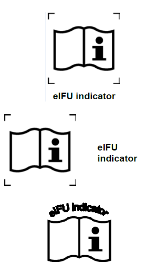
   The report opens in Vue PACS with or without images, depending on configuration. An audio file opens in Vue PACS.

2. Type the report in the Report Editor.
3. Select **Transcribe**.

The study status changes to **Transcribed** both in Vue PACS and in Vue RIS. The next study in the current worklist is loaded.

# Symbols Glossary

The following symbols may appear in the product documentation or on the labels attached to the product.

| Symbols | Symbol Name | Symbols Description | Standard / Regulation Number & Name | Symbol Reference Number |
|---|---|---|---|---|
|  | Manufacturer | Indicates the name and address of the manufacturer | EN ISO 15223-1:2016[1] | 5.1.1 |
|  | Date of manufacture | Indicates the date when the device was manufactured. | EN ISO 15223-1:2016[1] | 5.1.3 |
|  | Batch code | Indicates the full Software Release/Version number. | EN ISO 15223-1:2016[1] | 5.1.5 |
|  | Consult instructions for use | Indicates the need for the user to consult the instructions for use or electronic instructions for use (eIFU). When a symbol is accompanied by additional text, it denotes the location of the instructions for use. | EN ISO 15223-1:2016[1] | 5.4.3 |
|  | eIFU Indicator | When used to indicate an instruction to consult an electronic instructions for use (eIFU), this symbol is accompanied by an eIFU indicator. This indicator may represent the manufacturer's eIFU website or any other appropriate indication on the use of eIFU (e.g. "Refer to IFU Kit"). The indicator may be placed either alongside, beneath or surrounding the symbol. | EN ISO 15223-1:2016[1] | 5.4.3 |

| Symbols | Symbol Name | Symbols Description | Standard / Regulation Number & Name | Symbol Reference Number |
|---|---|---|---|---|
|  | Caution and/or Warning | WARNINGS are directions which if not followed could cause fatal or serious injury to a user, patient or other person, or could lead to clinical misdiagnosis, and/or loss or damage of patient-related data.<br>**Also**: This symbol is used on the device label to highlight the fact that there are specific warnings or precautions associated with the device, which are not otherwise found on the label. | EN ISO 15223-1:2016[1] | 5.4.4 |
| CE | CE Marking of Conformity | A marking by which a manufacturer indicates that a product is in conformity with applicable requirements out in European Union's harmonization, legislation providing for its affixing. | COUNCIL DIRECTIVE 93/42/EEC concerning medical devices, as amended. | Annex XII |
| Rx only | Prescription Device in USA | Caution: Federal law restricts this device to sale by or on the order of a licensed healthcare practitioner | 21 CFR 801.109(b)(1) Prescription Devices | Not Applicable |

[1] EN ISO 15223-1:2016 Medical devices - Symbols to be used with medical devices labels, labeling, and information to be supplied - Part 1: General requirements

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