

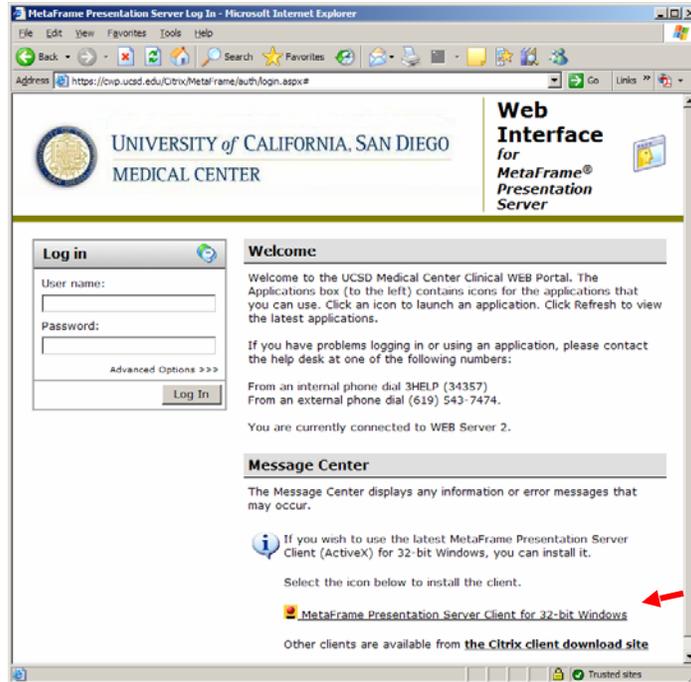


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Signing reports from off-campus

Connect to UCSD Citrix Server @ <http://cwp.ucsd.edu> as shown below
For CWP.UCSD.EDU Login password resets call 619-543-7474



[PC only]

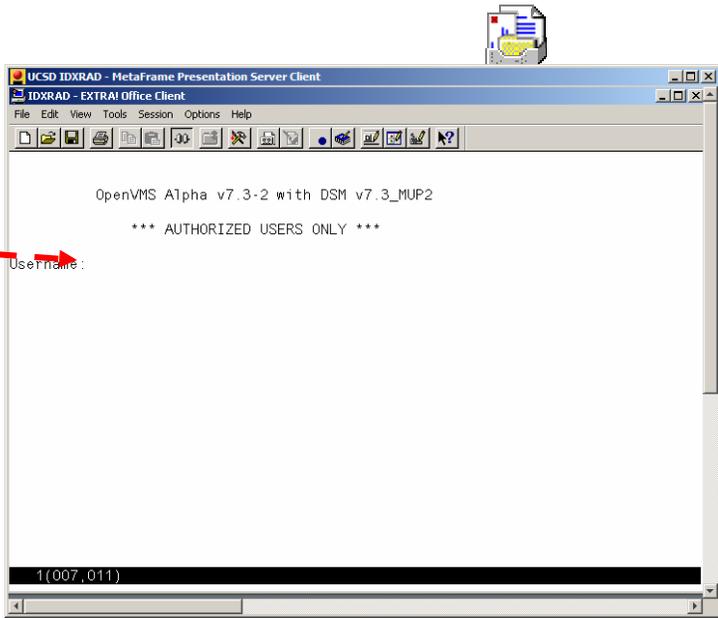
Using the MetaFrame Presentation Server Client, downloadable from https://cwp.ucsd.edu/Citrix/MetaFrame/ICAWEB_common/en/ica32/ica32t.exe

[MAC and JAVA users]

Please note at the end of this document there are instructions for configuring required keyboard mapping. You may not see an option to download or install MetaFrame Client this is normal, continue to login using JAVA(default)

Once login has been successfully completed select the icon labeled UCSD IDXRAD
*****NOTICE MOUSE DOES NOT FUNCTION IN THIS APPLICATION*****

From the screen displayed Type rad as the username





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From the screen displayed:
Use your UCSD Provider ID number
(usually a 6 digit number beginning with a 0)
as your User ID.
If you are a new user the system will
prompt you to enter a new password
and then confirm it by entering it a
second time.

Always enter two asterisks in the Site Code
Asterisks are created by holding one of
the shift buttons and pressing the number
8 above U and I on the keyboard.

Select option 7 from the Main Menu
either by typing 7 and pressing enter
or by using the arrow keys to highlight
option 7 and then pressing enter

The image displays three sequential screenshots of the UCSD IDXRAD - MetaFrame Presentation Server Client interface. The first screenshot shows the initial login screen with the text "UCSD Healthcare" and "San Diego, California 92103". Below this, there are input fields for "User ID:" and "Password:". The second screenshot shows the next step in the login process, with the text "User Name: CROOK, MICHAEL" and "Site Code: ** Site Name:". Below this, there is a "Continue? Y" prompt. The third screenshot shows the "Main Menu" with a list of options: 1 REGISTRATION, 2 Examination SCHEDULING, 3 Patient TRACKING, 4 DIAGNOSTIC Reporting, 5 Film LIBRARY Management, 6 ACCOUNTING Services, 7 PHYSICIAN'S ModUle (highlighted), 8 Patient FOLLow-Up Module, 9 EQUIPMENT Maintenance Module, 10 Management FUNCTIONS, 11 Management REPORTS, and 12 MESSAGE Center. The interface also shows the operator name "CROOK, MICHAEL", the site code "**", and the date and time "01/16/2007 12:07".



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Select SIGN Your Reports (option 1)

UCSF IDXRAD - MetaFrame Presentation Server Client
IDXRAD - EXTRA! Office Client
Operator: CROOK, MICHAEL Site Code: ** 01/16/2007 12:12

Physician's Module

- 1 SIGN Your Reports
- 2 Sign Reports by PROXY
- 3 PATIENT Exam List
- 4 Patient Exam List (Remote)
- 5 LOAN List
- 6 EXAM Inquiry
- 7 FOLDER Inquiry
- 8 REPORT Inquiry
- 9 Report Inquiry (Remote)
- 10 TRACK A Patient
- 11 INTERESTING Cases
- 12 Outstanding Reports DISPLAY
- 13 Confirm PATHology Results
- 14 MESSage Center
- 15 MASTER Inquiry
- 16 PRINTING Options

1(012,061)

alpha2.ucsd.edu Winsock - IDXterm
Sign Your Reports
Operator: RADIOLOGIST, TEST site code: ** 01/16/2007 12:29

Signature Code:
All, Specific, Overdue, ready to Finalize, rEview, or Help: A

You have 1 report to sign.

alpha2.ucsd.edu Winsock - IDXterm
Sign Your Reports
Operator: RADIOLOGIST, TEST Sign: 1 Overdue: 0 Review: 0
MRN: 2194286 Name: ZZTEST, ABRAHAM MIDDLE DOB: 09/12/1940 Sex: M
Dept No: D006113 Alias Name: DE JIMINEZ, BLANCA Report Status: P
Acc: 2689217__ XRAY ELBOW LTD. 10/20/2006 09:46 Sign Status:

Radiologist 1: RADIOLOGIST, TEST

Requester: TEST, VICTOR J, M.D.
Diagnosis: ABDOMINAL PAIN EPIGASTRIC
History: clinical history

Test report for documentation

***** END OF REPORT TEXT *****

Transcribed on: 01/16/2007 12:26 by Michael Crook

List, Next, Recall, Forward, Back, Sign, Print, Index, Edit or Quit: █

Enter your Signature code
NOTE

The bottom of the screen will display number of reports in your queue awaiting signature
After entering your Signature Code the system will ask you which reports you would like to sign. It is recommended that the default be used A for All

To scroll through the report use
F for Forward
B for Back
E for edit (see next page)

Once you have read the report
And confirm no changes are required
Press S for sign



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If edits are required you may find Yourself looking at a screen simmlar to the one displayed screen right.

NOTE MOUSE WILL NOT WORK WITH THIS SCREEN

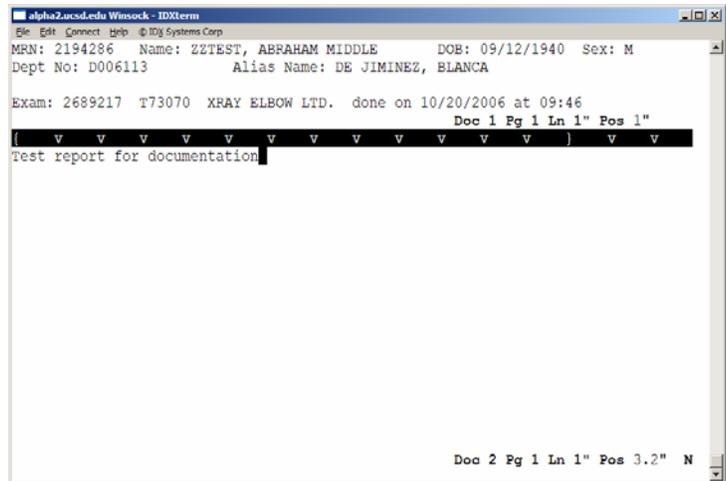
Use arrow keys for navigation

[PC USERS with META FRAME Loaded]
Please note to back out of any menu other than report editing use the [F10] key

To exit once edits are complete
Press and release the [Num Lock] key
Then press and release e
You will be asked to save changes and sign the report.

[MAC and JAVA USERS]
(You may have to configure a keyboard mapping to configure keyboard mapping see following pages)
Please note to back out of any menu other than report editing use the key directly above [TAB]

To exit once edits are complete
Press and release the [\] key located directly above the [Enter] key
Then press and release [e]
You will be asked to save changes and sign the report



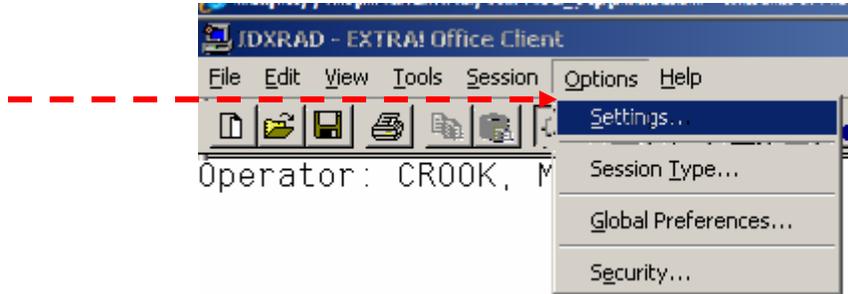


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[KEYBOARD MAPPING FOR MAC AND JAVA USERS]

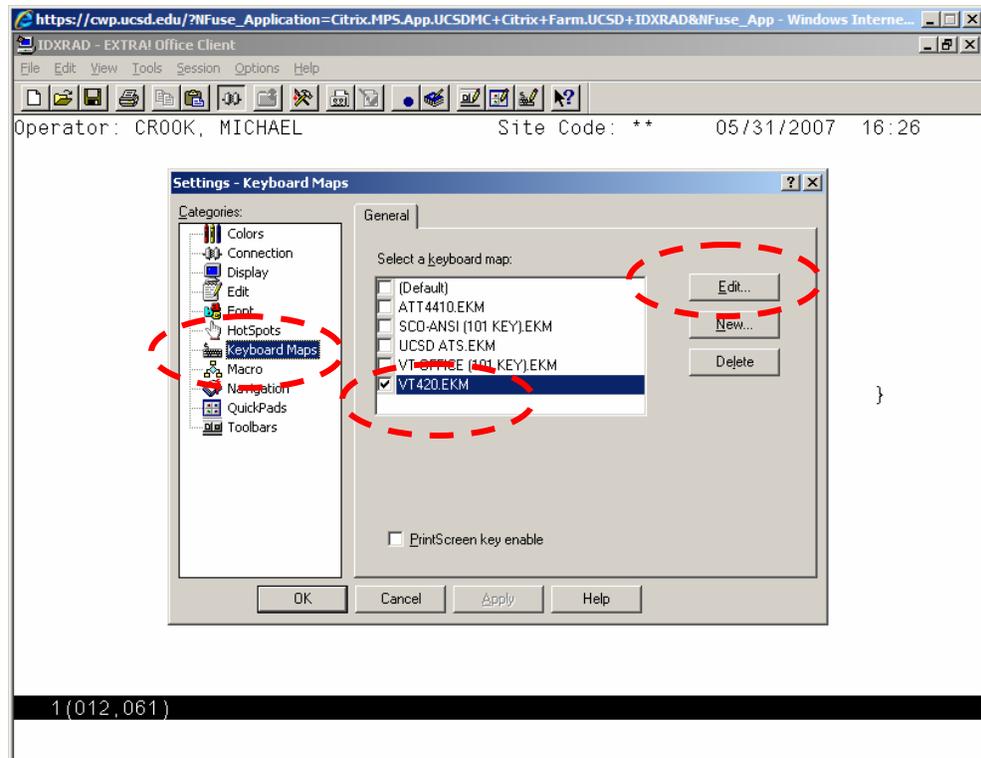
Select 'Options' and 'Settings' from
The menu bar at the top of the window



Once you select 'Settings' from the
'Options' menu you should see a
screen that looks similar to this..

Select Keyboard Maps from the
'Categories list' (left)

Select VT420.EKM from the 'Select a
keyboard map' list (middle)
Then select 'Edit' option (right)

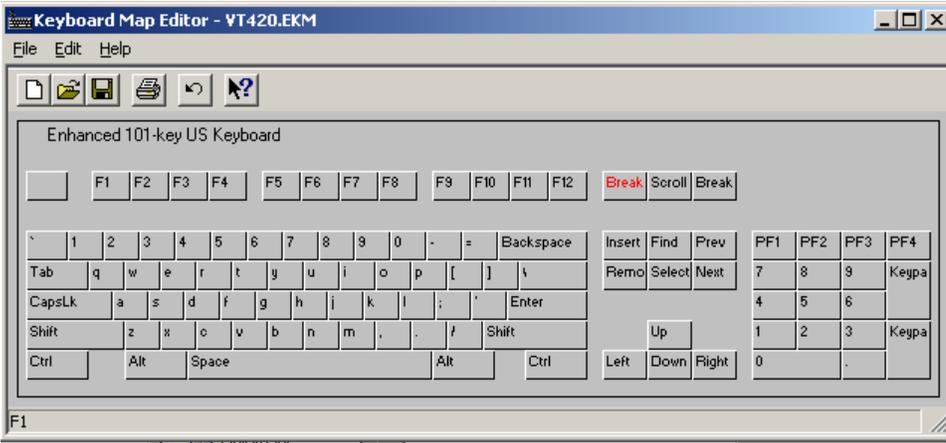




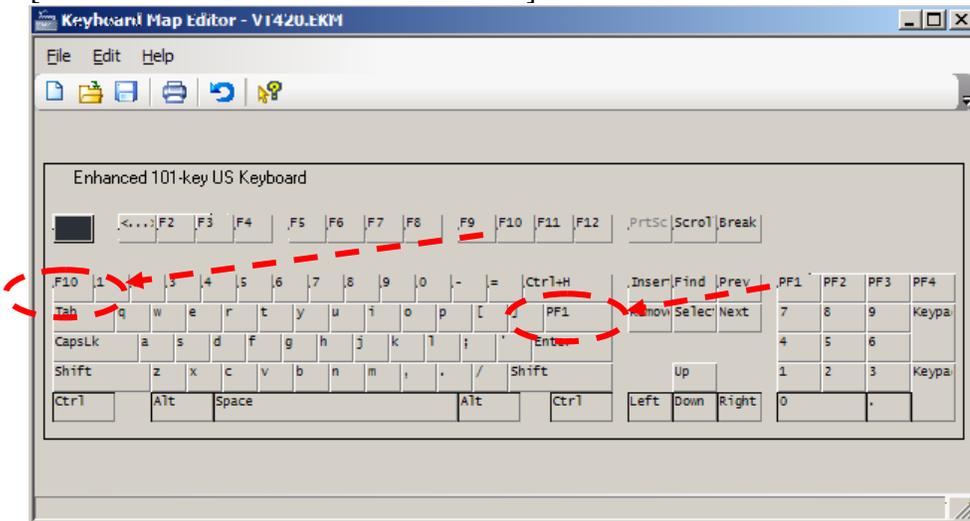
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[ORIGINAL KEYBOARD LAYOUT]



[MAC/JAVA KEYBOARD LAYOUT]



Please note the changes.

To make the changes simply

Click on the F10 icon and drag it to the key located above Tab

Click on the PF1 icon and drag it to the key located above Enter

And finally click on the diskette icon to save your changes



For additional information on use of the IDXRAD system please feel free to contact UCSD PACS Support Hotline 619-471-0244 (Voicemails page on-call support person)