Bedside Ultrasound Documentation/QA Submittal Procedure

1. **Press the "New Patient" button (no. 1)**. Scan the patient's barcode on the sticker/armband or type in the Account Number (not the MR number) in the Last Name box. Under operator, select your name. The first time you do this you will have to type your name in. However, from that point on it will be in the drop down menu to select. Use your last name and first initial only.

2. **Press the "Exam Type" button (no. 2)** to select what probe and what type of study it is. The menu items that appear when you press the "Measure" button will change based on the type of exam you select. If you are doing an OB scan, be sure to select OB to get the appropriate measurement options. If you are going to do several types of scans on a patient, after saving the first set of images, hit the "Exam Type" button again and you can change probes and/or exam type, but all the images will still be saved under the same Account Number.

3. **Save images as you go**. You can just hit the "Save" button during live scanning to save on the fly, or you can freeze it first, then save. Don't make the mistake of freezing, measuring, labeling and then forgetting to save it though. Hitting F4 at the top of the keyboard (labeled "Save Retro-Cine") will save the last 10 seconds of scanning before you hit freeze as a video. Be sure any Cine-loops saved are of good quality before submitting them.

4. **Review your saved images for quality, add text/labels** if you didn't already and delete any images that would be considered "inadequate" (this is especially important with Cine loops--they take up a lot more room on a hard drive). If there is a labeled measurement in the menu (ie CBD, GB wall th., aorta with prox/mid/distal, etc), use it instead of just "Distance" to save yourself a step of having to label what you are measuring with free text. Unlabeled/unidentified images may be cause for rejection. Don't become a reject.

5. **When you are done scanning this patient, hit "End Exam"**. That will bring up the "New Patient" screen. Hitting the "iStation" button at the top of the keyboard (slightly to the left) will bring up the list of all patients saved on the hard drive. Highlight your scans, plug your thumb drive into the USB port to the left of the keyboard and click the "send to" button on the screen. It will bring up a list of places to send your images to. Your thumb drive should be the "F" drive at the top. When done sending the images, you need to eject the drive just like on a PC. The icon is in the right lower screen. The purpose of doing this is to maintain for yourself an archive/record of your scans. It is not necessary for the QA process as all scans will be removed from the machines on a regular basis and put on an external hard drive for QA and archival purposes. It is wise, however, to keep a personal archive/record of your scans in case something gets lost or there is a discrepancy.

6. **Submit a procedure log via New Innovations** in order to get credit for the scans you do. All ultrasound procedures in the procedure menu are labeled "US" first, then the type of scan follows. For example, an aorta scan would be under "US Aorta Normal" or "US Aorta POSITIVE". Be sure you put the correct request in. If you submit a positive FAST exam under "US FAST Normal" the positive study will not be logged correctly and you will not get credit for it being positive. You must select as the Attending/Faculty member "Ultrasound Directors, QA". Do not select Dr. Baird, Dr. Meade or anyone else as it may get lost and you will not get credit for it. Under patient ID, put the Account Number. If you put a different number, your scan will not be found and you will not get credit. Also be sure to put something in the comment section. If it's normal, you can just put "normal". But for any pathology, make it clear what you found. If you call it a positive and it is deemed to be normal, you will get a rejection notice. But if it is a quality scan otherwise, you may be able to resubmit it as a normal. Comments, feedback and instructions will be made via New Innovations.