

# ED POCUS Workflow/Documentation Quick Guide

1. Powerchart: Order the correct POCUS (exam type) PRIOR to scanning the patient. This creates a PACS placeholder, assigns patient to the ultrasound machines' worklist and creates CPT codes for billing. Notify your attending.
2. Sparq: Select the correct patient from the "Worklist". If the patient is not on the worklist, click "Update Worklist". Verify the information, study and exam type. Click "Save and Exit". (If ordered correctly in Cerner, the Transducer and Exam Type should be correct. If not, you can change it here). Begin scanning.
3. Sparq: Save video loops (preferably) by tapping "Acquire" or still images (with any measurements) by tapping "Freeze" and then "Acquire".
4. Sparq: After the exam is completed: Select "End Exam". If done from the keyboard (located under the touchscreen) option on the Sparq, images will upload to PACS automatically. However, if you captured clips or images that you do not want to upload to PACS, select "Review" and delete any unwanted images (They won't really be deleted. They just won't upload to PACS). Then select the upload images icon at the top of the screen to upload into PACS. You should see a progress bar at the bottom of the screen. (WiFi must be connected. Check bottom right of monitor to make sure WiFi is operational.)
5. Powerchart: Click "AdHoc" in the Menu Bar options.
  - A. Select "All Items" folder, then select "Radiology" folder.
  - B. Select the "type" of exam performed.
  - C. Document appropriately. (Must fill out all yellow fields) and document indication and diagnosis/interpretation. Click the "refresh" and "check" as you complete the form.
6. If you do more than one "type" of exam (example: AAA scan and gallbladder eval) you should order all the types you performed and document each one even if negative. (This pushes the correct CPT codes for billing.)
7. Attending Attestation and QA: Allow the residents to complete the worksheet documentation prior to your attestation to allow for a more "real time" QA process. However, if not done in a timely manner, you can complete the entire form and attestation yourself for proper billing compliance. (Follow steps 5A-5C)
  - A. Resident should have notified you of the POCUS
  - B. Select the "Rad- Ultrasound" document from the "Documentation" section in the Menu
  - C. Mouse right-click anywhere in the document filed and select "Modify".
  - D. Right click the "modify" icon next to the selected POCUS and select "Go To xxxxxxxx"
  - E. Review the POCUS interpretation/documentation (modify if needed). Then scroll to the bottom of the document and select the appropriate response(s). After modifications and marking the correct attestation box, click "refresh" and "check" icons to complete the form.

**CLEAN the PROBE and MACHINE using OXIVIR wipes and/or per cleaning guidelines when done scanning AND RETURN THE MACHINE to its proper location**

