Workflow/Powerscribe Downtime

1. Radiologist will notify the appropriate modality supervisor of unscheduled downtime. (For scheduled downtime the Radiologist working the shift of downtime will be notified in advance by the powerscribe team.)
2. The Radiologist will open the Visage client and select the filter for date and set the timeframe for 12 hours. At the bottom of the filters the Radiologist will select the Study States and uncheck the Interpretation status of FINAL, this allows only the exams needing to be read to populate. (See Exhibit A)
3. Preliminary results are to be documented on the downtime template on the Export tab of the Visage client then Screenshot the report and send the image to be stored. You will need to keep the paper copies of the downtime forms, or utilize the downtime log form, if the only system down is the Powerscribe.
4. Once the system is restored, the Radiologist will dictate the report utilizing the downtime forms, or downtime log form if the Powerscribe system was the only system down, for reference of patients.

Adult ED # - 30815

Pediatric ED # - 70400

Springhill ED # - 55437

Please follow the below Exhibit for directions

Exhibit A: Visage Filter, Select States/Downtime Reading Template
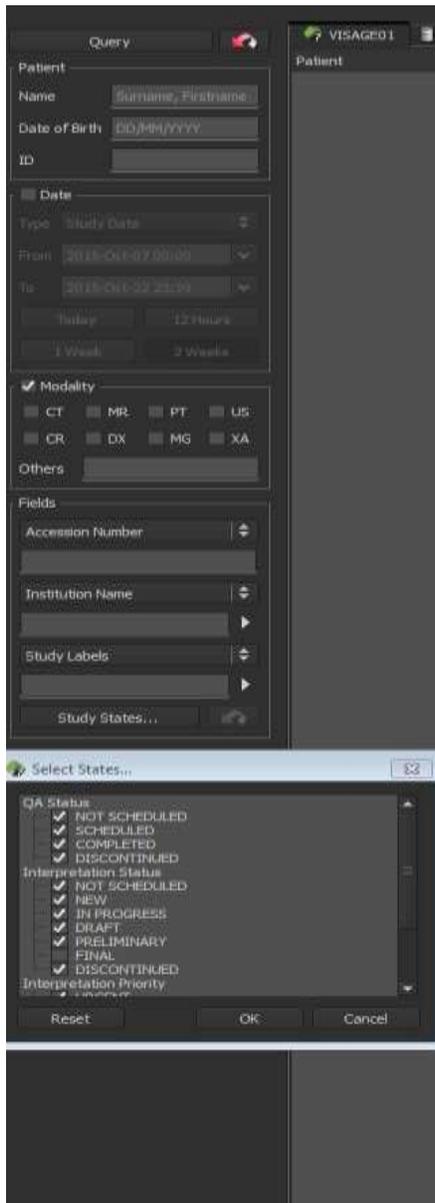
When you are ready to dictate your preliminary report, please
Switch to your export tab the top right hand corner.
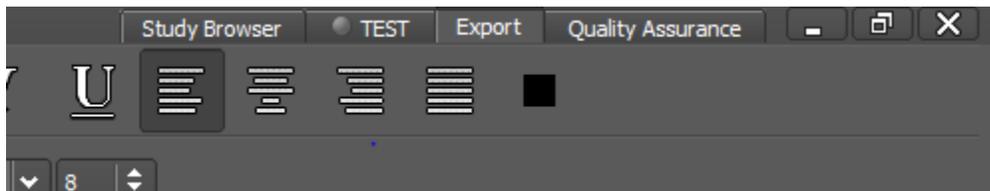
You will then see the Downtime report (ALL) template on your left hand side.
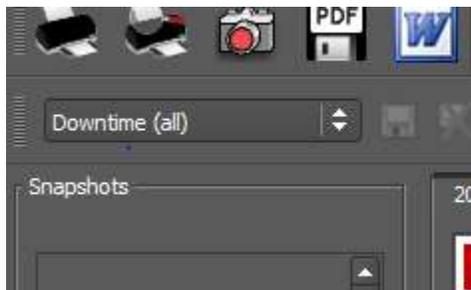
The template should look like the below:

You can type in your preliminary report below the black line.

Once you have typed in your preliminary report, and then select the camera (on your upper left tool bar) to screenshot the report.

At the bottom of the report page on the left side, please select the send button:
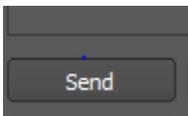
A box will appear that will ask you to select where you wish to send it:
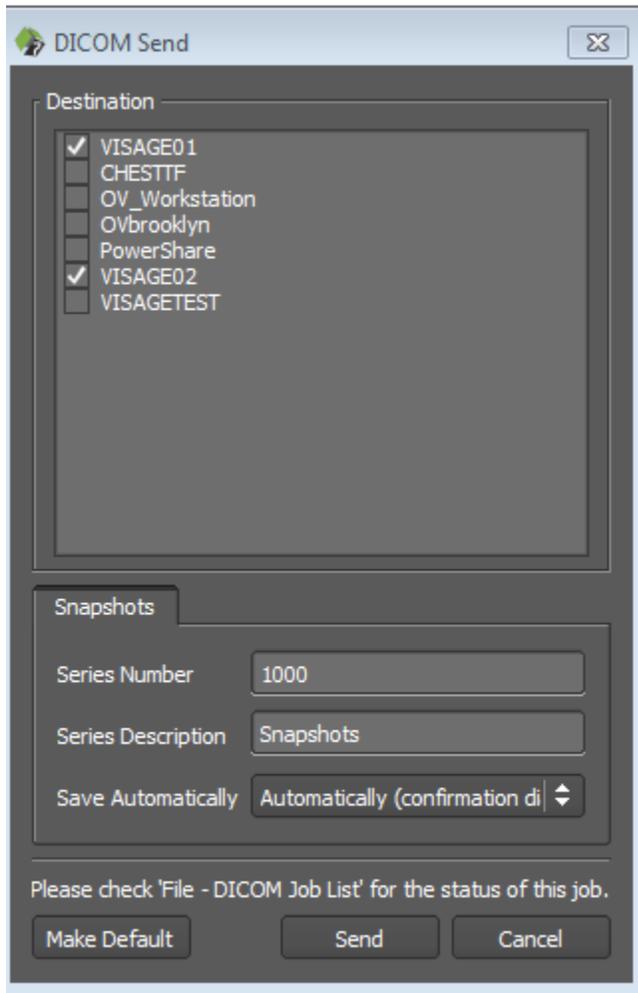
It should come up with a Visage server selected, depending on which server we are using, please check both Visage servers to send to the archive. Then select the send button on the bottom of the box to send the screenshot of your preliminary result to the archive, attaching to the images.

If you wish to see the result, go back to your Study Browser, select query on the patient you were reading, so that the image count can update, then open the exam, you will see the prelim along with the images.