



[1] Enter the scheduled time for the day here if you would like. ie: 8 am - 3 pm

DO NOT delete or move either of the buttons at the left of this cell.

At the end of the scan day you will click the alphabetize button in this cell to alphabetize the patients for our clerical and reading purposes.

AFTER you have emailed the log sheet to yourself and the log sheets email address, confirm that the email did go through and only then, click the eraser button to reset the log sheet in preparation for the next scan date.

[2] Enter the date with just numerical month and date.

[3] Enter the office name as shown on your calendar here.

This will automatically add the same to the bottom of the log sheet under the signature line.

[4] Enter your name and credentials here.

This will automatically create a signature at the bottom

This field will not automatically erase so once filled out no need to re enter every day.

[5] Representatives full name typed here

[6] Click "Insert" found in tool bar.

Select "Drawing" from the drop down list (mid way down list)

Click the dropdown menu at the diagonal line and select "Scribble"

Have the office representative use their finger on the touch pad to draw their initials.

Click "Save & Close"

Resize the image to appropriate size and move into the field for the initials.

[7] For a 7 am start

ctrl + alt + shift + 7

For an 8 am start:

ctrl + alt + shift + 8

For a 9 am start:

ctrl + alt + shift + 9

For empty field

ctrl + alt + shift + 0

[8] If a patient no shows or is canceled, simply add an x to the end of the entry and a strike through will happen

[9] In this column you will specify which provider / doctor the patient sees.

[10] This column is where you will enter comments on a patient or their scan. ie: CEA 6 months ago, Known occlusion, seated exams etc.

There are some special notations that will help draw attention to certain circumstances:

CX or No Show should be used for exams that were canceled or patients that do not present for their scan. The font and background will change to draw attention.

Diff will alert the readers to a difficult scan with red font

Comp will alert that the patient is a complementary scan. Typically the provider or nursing staff per agreement.

Expedited Read will alert our office and the readers of an urgent read on that scan. The font and background will change to draw attention.

Seated will change the font to clarify that the patient was scanned while in a seated position.