

Universal Viewer 8.0

Creating and Viewing Exam Notes Job Aid

 This job aid should be used in conjunction with the *Universal Viewer User Manual* and the *Workflow Manager User Manual*.

Users with appropriate privileges can create free text and/or canned responses. You can enter exam notes via the Exam Notes tab in the Diagnostic Hub or via the Patient Folder in the image viewer.

Exam Note Icons in Worklists

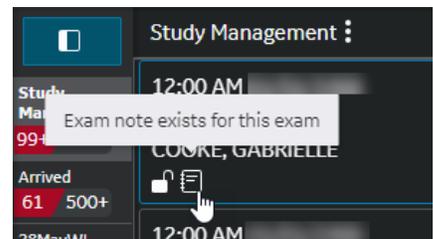
Full screen mode

In full screen mode, the exam note icon  displays in the Indicators column in worklists.



Card view

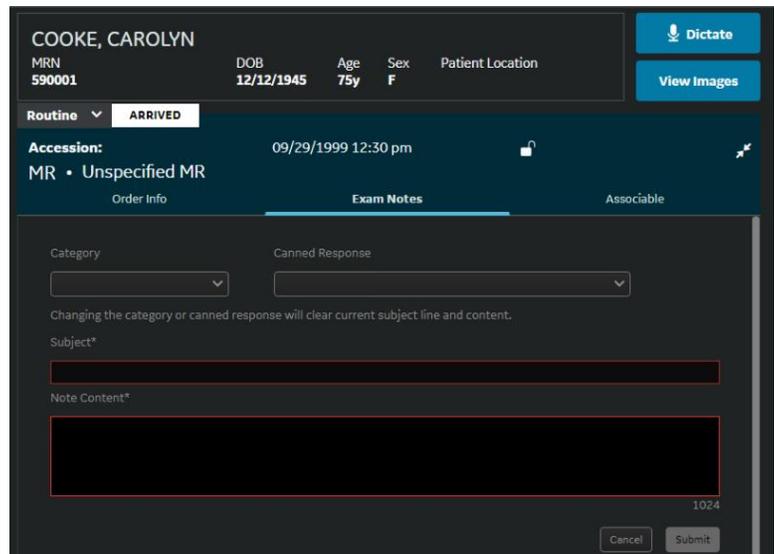
In card view, the exam note icon  displays on the exam card.



Creating Exam Notes from the Diagnostic Hub

1. In the Diagnostic Hub, click the **Exam Notes** tab.
2. Click **Add New Note** if available.

Note: If no exam notes exist for the exam, the Add New Note button does not display. Instead the exam notes fields automatically display, and you can proceed to enter your note.
3. Enter your note:
 - o For canned responses: Select a **Category** and a **Canned Response** from the drop-down lists, and then enter **Note Content** as desired.
 - o For a free text note: Enter a **Subject** and **Note Content** as desired.
4. Click **Submit**.



Note: Exam notes cannot be edited or deleted once submitted, however users with appropriate privileges can hide exam notes.



Creating and Viewing Exam Notes Job Aid

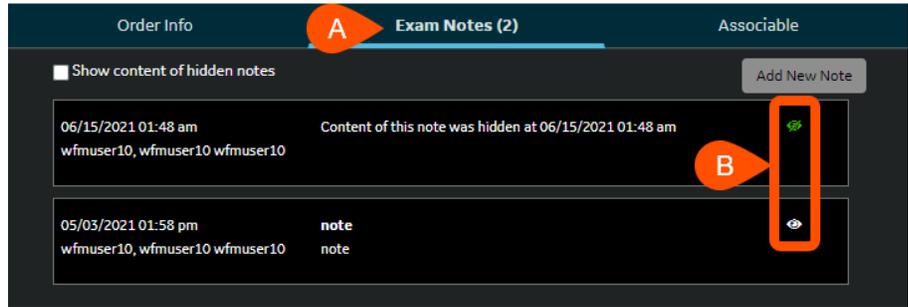
Viewing Exam Notes from the Diagnostic Hub

1. In the Diagnostic Hub, click the **Exam Notes** tab.

Notes are displayed in reverse chronological order, with the newest exam notes displayed first.

- A. The number of notes applied to the exam displays next to the Exam Notes tab in the Diagnostic Hub.
- B. Exam note indicators display on the Exam Notes tab in the Diagnostic Hub.

Exam Note Indicators	
	Exam note is not hidden.
	Exam note hidden by you.
	Exam note hidden by someone else.



Hiding and Unhiding Exam Notes via the Diagnostic Hub

Hiding Exam Notes	Unhiding Exam Notes
<ol style="list-style-type: none"> In the Diagnostic Hub, click the Exam Notes tab. Click the exam note icon . <p>The icon changes to the hidden exam note icon  and the text <i>Content of this note was hidden at [date and time]</i> displays.</p>	<ol style="list-style-type: none"> In the Diagnostic Hub, click the Exam Notes tab. Click the hidden exam note icon . To view the content of hidden exam notes without unhiding them, select the Show content of hidden notes check box.

Creating and Viewing Exam Notes Job Aid

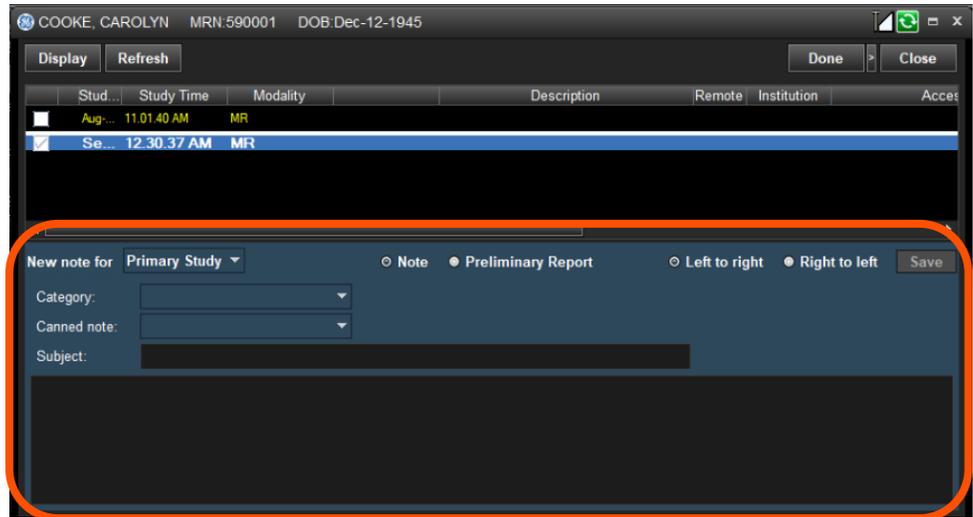
Creating Exam Notes from the Patient Folder

1. From the Patient Folder, in the **New note for** field, select:

- **Primary Study** to save the note for the current exam.
- **Selected Study** to save the note for the exam selected in the exam list.

2. Do one of the following:

- Enter a free text note.
- Enter a canned note by selecting the **Category** and **Canned Note** and then edit the note as desired.



3. Click **Save**.

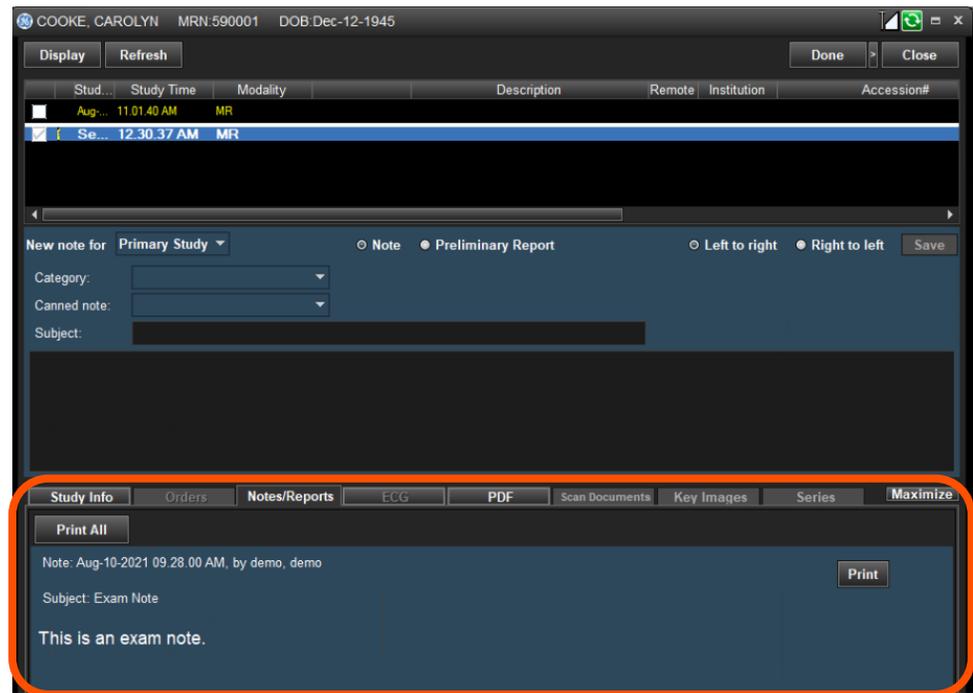
 If a note is entered and the Patient Folder is closed without saving the note, the note is automatically saved. Note that when the viewer is closed, the note is not saved.

Viewing Exam Notes from the Patient Folder

1. From the Patient Folder, click the **Notes/Report** tab.

Tip: To display a larger section of the note(s), click **Maximize**. To return the section to the original size, click **Restore**.

2. To print the note, click **Print** or **Print All**.
3. To close the Patient Folder, click **Close**.



General Electric reserves the right to make changes in specifications and features, or discontinue the product or service described at any time, without notice or obligation. This does not constitute a representation or warranty or documentation regarding the product featured. All illustrations or examples are provided for informational or reference purposes and/or as fictional examples only. Your product features and configuration may be different than those shown. Information contained herein is proprietary to GE. No part of this publication may be reproduced for any purpose without written permission of GE. GE Healthcare, 500 W. Monroe Street, Chicago, IL 60661 USA