

From the Office of Health Informatics Enterprise Imaging Complete Ascend Reporting

July 3, 2025

Open

# This flyer details how to navigate and use the different functions available within Ascend to complete reporting.

## **Complete Reporting: Start and Navigate a Report**

From the Task List:

- **<u>STEP 1</u>**: Click the appropriate task to select it; then, click **Open** to view the patient's study.
- **<u>STEP 2</u>**: Click **Resume reading** to view the Ascend Report.
- **<u>STEP 3</u>**: Use the **scroll bar** or the adjacent **left and right Arrow** icons to view more Findings information.
- **<u>STEP 4</u>**: Address any **red exclamation mark** icons in the toolbar during review of the report.
- <u>NOTE</u>: Clicking and dragging the border edge allows for manual adjustment to the borders of the Findings and Report panes.

## Search for Missing Information

- **<u>STEP 1</u>**: To search for missing data, click **Data** in the toolbar menu.
- **<u>STEP 2:</u>** The **Data Import** box opens. If the study needed displays, click the **Import** button under **Action** to re-import the data to the report.
- **STEP 3:** If the study data is missing in the **Data Import** box, click **Search** for missing data.
- **STEP 4:** Search for missing information in the **Unmatched Data** window using the patient's name, birthdate, MRN, or accession number.
- **<u>STEP 5</u>**: After entering the search terms, click **Refresh** and select the correct patient.
- **<u>STEP 6</u>**: Click **Import** to import the information.
- **<u>STEP 7</u>**: Click **Close** to exit the Data Import window



Jnm	atched data									
Pati	ent: TESTING, ALLISON	DOB: 11/11/1985 MF	RN: 2512513 (NLH) Acces	sion: EC20240	000046			(	5	Refres
	Time stamp	Source	Patient name	Birthdate	mrn 🕗	Account number	Accession number	Information		
									_	



## Add Participants to a Report

- **<u>STEP 1</u>**: Add participants to the report using the **Participants** option in the toolbar menu.
- **<u>STEP 2</u>**: Select the appropriate participant by using the dropdown arrow in the participant column next to the role needed to add to the report.

#### Add Study Details

- **<u>STEP 1</u>**: Click Study Details in the toolbar menu.
- **<u>STEP 2</u>**: Document missing details, a red exclamation mark indicates the missing details.
- STEP 3: Click OK.

#### **Reset Study**

- **<u>STEP 1</u>**: Click Workflow in the toolbar menu.
- <u>STEP 2</u>: Click **Reset Study**, this will return a study back to its initial state immediately after it was created.
- **<u>STEP 3</u>**: Click **Close**.
- <u>NOTE</u>: The resetting a study deletes all data imported from the clinical devices, including images, and all recorded findings.
- <u>NOTE</u>: Once a study has been reset all secondary capture images must be recaptured or retransmitted from the image viewer.

Date/time 🔺	User 💠	Event 💠	Details
05/14/2024 12:13 PM	System	Study created	Source: HIS
05/14/2024 12:13 PM	System	External data imported to study	Source: HIS (5/14/2024 12:13:32 PM)
05/29/2024 1:56 PM	McBeath, David	Study status changed	To: In progress
05/29/2024 1:56 PM	McBeath, David	Study opened for edit	
05/29/2024 1:59 PM	McBeath, David	Study opened for edit	
05/31/2024 1:28 PM	McBeath, David	Study opened for edit	
5/31/2024 1:28 PM	McBeath, David	Study status changed	To: New
05/31/2024 1:28 PM	McBeath, David	Study reset	Case was reset   Accession No: EC20240000046   Patient: TESTING, ALLISON
06/10/2024 2:37 PM	McBeath, David	Study status changed	To: In progress
06/10/2024 2:37 PM	McBeath, David	Study opened for edit	
6/14/2024 9:36 AM	Dean, Lenise	Study opened for edit	
C/14/0004 0:04 DM	Deep Lanian	Otudu anonad for adit	

Calculations Diagrams Minor Findings Findings Report Atrial septum (contis) Intact atrial septum Septal defect Shund descen Participants Shund descen Shund desce	Participants	tudy details Workflow Print	Refresh TESTSVSTEM, NOT	FOR CLINICAL USE
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Detected Show only: NL Eastern Maine Medical Center C Echocardiography Role	Shunt der Detected	Show only: NL Eastern Maine M	ledical Center 🖾 Echocardiog	raphy 🖾 Role 🗹
Pathology + Reading physician [none]	Intrapulmona Pathology +	Reading physician	[none]	-
Right ventri	Right ventrie	Sonographer	[none]	2 •

Study Patient	
Admission	
Account number	399976572
Arrival date/time	03/28/2024 02:22 PM
Admission	Unknown
Order-	
Accession number	EC20240000046
Study instance OD	6198804857
Order date/time	used a state of the state of th
Universal service ID	EC Echocardiogram 2D Limited(300000101)
Order description	EC ECHOCARDIOGRAM 2D LIMITED
Urgency	*
Case	
Lab discharge date/time	
Location performed	
Discredure man	
Procedure room	
-Study-	
Start date/time	
End date/time	
-	

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## **Begin Reporting: Search for Items in the Report**

From the Ascend Report screen:

- **<u>STEP 1</u>**: Click the **Search** tab.
- **<u>STEP 2</u>**: Click the **Search** field.
- **<u>STEP 3</u>**: Type the search term; then click the **Search** icon.

**<u>NOTE</u>**: To search by an exact phrase, select the Exact phrase check box.

- **<u>STEP 4</u>**: Click the **Plus** icon next to the section to navigate to the section.
- **<u>STEP 5</u>**: Click the red hyperlink to open the corresponding page.
- **<u>STEP 6</u>**: Click the **X close** button to close the Search window.

## **Review the Index Tab**

- **<u>STEP 1</u>**: Click the **Index** tab.
- **<u>STEP 2</u>**: Click the heading to navigate to, for instance, **Indicatons**.
- <u>STEP 3</u>: Add information for **Indictions** by clicking in the pop-up window.
- **<u>STEP 4</u>**: Click **X close** button to close the Indiction window.
- NOTE: The Search and Index tabs are static and aways display in blue.

## Review Non-Static Tabs

- <u>STEP 1</u>: Clicking the **left** and **right Arrows**, next to the **Search** and **Index** tabs, will allow scrolling to other tabs to add information to the report.
- **<u>STEP 2</u>**: If a prior report is available, selecting the **Prior Reports** tab will display the report below the tab.
- **<u>STEP 3</u>**: Click the **Select Prior Report** blue box to see and view all available priors, select which report to view by clicking the study.
- **<u>STEP 4</u>**: Click the **Diagrams** tab.
- **<u>STEP 5</u>**: Check the **Include in report** box if the diagram needs to be included in the report.



History	Fi	indings (cont'd) Systemic arteries M				
Indications + 2		Pariesedium autesesed	lan tr 10			
Labs, prior procedures	History source	Chart and patient	<b>V</b> +-	Cardiac disease >		
Allergies, diet, and me Patient status, risk facto	Signs, symptoms 3 Asymptomatic			Syndrome Resulting CHF	Congestive heart f	
Study	Pain, discomfort +			Valve disease		
Study data 😽 Procedure narrative 😽	Severity Location Symptom	Moderate Chest Pain	1 1 4	Severity Syndrome	Moderate Aortic stenosis	▼ e-
ECG > Technical notes [not on	Peripheral vascular ► Signs and symptoms ►		Pericardial disease Syndrome	Effusion	<b>V</b>	
Urgent and critical find	Cardiac/respirator	/	-	Vascular disease ► Hypertension, renal disease ►		
Findinas	Rhythm/ECG  Congenital HD		Endocarditis, infections + Pulmonary disease +			
Pulmonary veins + Systemic veins +/ Right atrium +/	1° syndrome			Systemic disease 🕨		
	CAD, ACS, MI +			Neoplastic disease Trauma/injury		
	Condenna			The second se		

**<u>STEP 6</u>**: Click the **Select Diagram** dropdown to change the type of diagram.



- **<u>STEP 7</u>**: Click the **TTE Findings** tab. This will display data pulled from clinical devices when doing a TTE.
- <u>STEP 8</u>: Click a heading to view the corresponding findings.
- **<u>STEP 9</u>**: Click the **down arrow** to add findings.
- **<u>STEP 10</u>**: Click the **red X** to delete the findings.
- **<u>STEP 11</u>**: Click the **Note Page** icon to add a text to the report.
- **<u>STEP 12</u>**: Use the **lightning bolt** icon to add data quickly to a report.

## **Complete Reporting; Customize the report Tab**

- **<u>STEP 1</u>**: Click the **Report** tab on the right side of the Ascend template.
- **STEP 2:** Right-click any line within the Summary. Click **Delete, edit the sentence, move a line up or down**, or **enter a free text** to make any changes within the summary.
- STEP 3:Right-click any finding within the body of the report, clickDelete a Fragment or Finding, Set Summary, editsentence, or enter a free text to make any changes within<br/>the body of the report.





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#### **Review the Guidelines Tab**

- <u>NOTE:</u> The Guidelines tab allows access to recommendations for determining mild, moderate, or severe values.
- **<u>STEP 1</u>**: Click **Select Guideline** dropdown arrow below the **Guidelines** tab, in the right side of the Ascend report.
- **<u>STEP 2</u>**: Click the guideline to reference.

## Print Report to PDF

- <u>NOTE</u>: Clicking the Print button displays the reports associated with the study using the PDF viewer Installed on the system.
- **<u>STEP 1</u>**: Click **Print** in toolbar menu.
- **<u>STEP 2</u>**: Click dropdown arrow and select the report to print.
- **<u>STEP 3</u>**: Click the **Print** icon.
- **<u>STEP 4</u>**: Click **Close**.

#### Send the report to be Read

- **<u>STEP 1</u>**: Navigate to the Report side of the Ascend report.
- <u>STEP 2</u>: Click **To be read** in the toolbar to send the report to the "My list" worklist.

To be read For attending overread Close



Guide

SELECT GUIDELINE

Diastolic function

Valve stenosis Mtral regurgitation Aortic regurgitation

Tricuspid regurgitation Pulmonary regurgitation

<u>NOTE</u>: Once the report has been sent to be read, the study will go to "My list", where the task will be assigned to the physician that will read the report.

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please <u>place a ticket</u> to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.