

Optum

Enterprise Imaging Complete Ascend Reporting

February 25, 2025

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:

STEP 1: Click the appropriate task to select it; then, click **Open** to view the patient's study.

Open 🕶

Resume readin

- **STEP 2:** 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.
- STEP 4: Address any **red exclamation mark** icons in the toolbar during review of the report.
- NOTE: Clicking and dragging the border edge allows for manual adjustment to the borders of the Findings and Report panes.

Search for Missing Information

STEP 1: To search for missing data, click **Data** in the toolbar menu.

STEP 2: 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

<u>STEP 5</u>: After entering the search terms, click **Refresh** and select the correct patient.

patient's name, birthdate, MRN, or accession number.

- **STEP 6:** Click **Import** to import the information.
- **STEP 7:** Click **Close** to exit the Data Import window



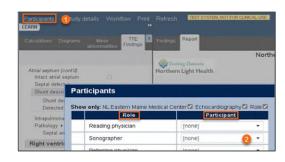


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Add Participants to a Report

STEP 1: Add participants to the report using the **Participants** option in the toolbar menu.

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

STEP 1: Click Study Details in the toolbar menu.

STEP 2: Document missing details, a red exclamation mark indicates the missing details.

STEP 3: Click OK.

Reset Study

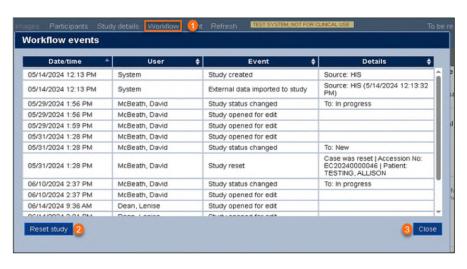
STEP 1: Click Workflow in the toolbar menu.

<u>STEP 2</u>: Click **Reset Study**, this will return a study back to its initial state immediately after it was created.

STEP 3: Click Close.

NOTE: The resetting a study deletes all data imported from the clinical devices, including images, and all recorded findings.

NOTE: Once a study has been reset all secondary capture images must be recaptured or retransmitted from the image viewer.





Begin Reporting: Search for Items in the Report

From the Ascend Report screen:

STEP 1: Click the **Search** tab.

STEP 2: Click the **Search** field.

STEP 3: Type the search term; then click the **Search** icon.

NOTE: To search by an exact phrase, select the Exact phrase check box.

STEP 4: Click the **Plus** icon next to the section to navigate to the section.

STEP 5: Click the red hyperlink to open the corresponding page.

STEP 6: Click the **X close** button to close the Search window.

Aortic 2 3 Q Exact phrase Impressions Indications Past medical history Labs, prior procedures Patient status, risk factors Study data Procedure narrative Adverse outcomes Left ventricle Ventricular septum Anortic valve Aortic valve Systemic arteries Left atrium Right ventricle

Review the Index Tab

STEP 3:

STEP 1: Click the **Index** tab.

STEP 2: Click the heading to navigate to, for instance, **Indicatons**.

Add information for **Indictions** by

clicking in the pop-up window.

STEP 4: Click **X close** button to close the Indiction window.

NOTE: The Search and Index tabs are

static and aways display in blue.

Index Findings (cont'd) Systemic arteries > Indications P Past medical history Labs, prior procedures History source Cardiac disease > History source Signs, symptoms Asymptomatic Pain, discomfort Allergies, diet, and me Patient status, risk fact Syndrome Resulting CHF Study Valve disease ▶ Study data >-/ Procedure narrative Severity Severity Syndrome Locatio Adverse outcomes Pericardial disease > ECG > Peripheral vascular > Signs and symptoms > Syndrome Vascular disease Urgent and critical fine Discharge + Cardiac/respiratory Vascular disease ► Hypertension, renal disease □ Endocarditis, infections ► Pulmonary disease ► Systemic disease ► Neoplastic disease ► Rhythm/ECG ▶ Findings Pulmonary veins > Systemic veins > Right atrium > 1° syndrome CAD, ACS, MI ▶ Syndrome Text indication ▶ Atrial septum > Tricuspid valve > Coding and indications

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.
- **STEP 2**: 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.
- **STEP 4**: Click the **Diagrams** tab.
- **STEP 5**: Check the **Include in report** box if the diagram needs to be included in the report.

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STEP 6: Click the **Select Diagram** dropdown to change the type of diagram.



STEP 7: Click the **TTE Findings** tab. This will

display data pulled from clinical devices when doing a TTE.

STEP 8: Click a heading to view the

corresponding findings.

STEP 9: Click the **down arrow** to add findings.

STEP 10: Click the **red X** to delete the findings.

STEP 11: Click the **Note Page** icon to add a text

to the report.

STEP 12: Use the **lightning bolt** icon to add data quickly to a report.

Findings - transthoracio Left ventricle Left ventricle Septal defect + Shunt description • orphology > Shunt degree Detected by ntrapulmonary shun Septal aneurysm Right ventricle >-Normal by TTE √isualization Size, thickness Cavity size Line/wire Systolic function Right atrium 😽 Septal flattening Normal by TTE

Complete Reporting; Customize the report Tab

STEP 1: 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, click

Delete a Fragment or Finding, Set Summary, edit

sentence, or enter a free text to make any changes within
the body of the report.



Review the Guidelines Tab

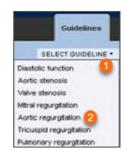
NOTE: The Guidelines tab allows access to recommendations for determining mild,

moderate, or severe values.

STEP 1: Click **Select Guideline** dropdown arrow below the **Guidelines** tab, in the right

side of the Ascend report.

STEP 2: 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.

STEP 1: Click **Print** in toolbar menu.

STEP 2: Click dropdown arrow and select the report to

print.

STEP 3: Click the **Print** icon.

STEP 4: Click Close.

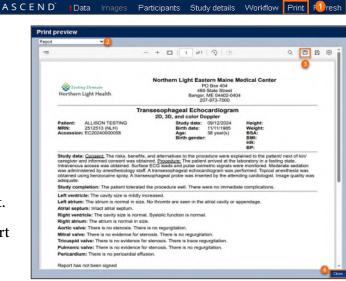
Send the report to be Read

STEP 1: Navigate to the Report side of the Ascend report.

STEP 2: Click **To be read** in the toolbar to send the report

to the "My list" worklist.





NOTE: 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.