From the Office of Health Informatics

Quick Reference Guide Completing the Cardiac Spect DM Tech Workflow

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This Quick Reference Guide (QRG) demonstrates how to complete the Cardiac SPECT 4DM Tech workflow.

Complete the Cardiac SPECT 4DM Tech Workflow

➢ **From the Text area screen of a study:**

STEP 1: Click the **Image area** icon.

- The image are screen displays.

NOTE: **The system may automatically launch in 4DM. If so, skip to Step 6. If 4DM does not launch automatically, navigate there using the Hanging Protocols icon.**

STEP 2: Click the **Hanging protocols** icon.

- The hanging protocols window displays.

STEP 3: Click the **Down Arrow** icon in the second field.

STEP 4: Click **NM** (Nuclear Medicine).

STEP 5: Click **4DM**.

- The system displays in 4DM.

NOTE: **The 4DM system is designed to perform its own manipulations and is often very accurate, requiring very little manual work to fix the images.**

STEP 6: Click the tab (to manually manipulate images, if needed).

STEP 7: Click the **Manual Processing** icon.

NOTE: **If the planes of an image are not perfectly horizontal and perpendicular, fix them using manual processing.**

STEP 8: Hover over each horizontal line that needs to be fixed, then click-and-drag or rotate the line up or down as needed.

- The cursor changes to a circle with arrows.

STEP 9: Hover over each vertical line that needs to be fixed, then click-and-drag or rotate the line up or down as needed.

- The cursor changes to a **Double Arrow** icon.

STEP 10: Click the **Process** icon once the necessary manual manipulations have been completed.

- This will return to the first screen, where constraints can now be viewed.

STEP 11: Click the **Contour** icon to remove/add white lines from/to the images.

STEP 12: Right-click the image; then click **LV: Edit Surfaces** to manually change the contour lines.

- The Edit Surfaces window displays, and the cursor changes to a **Plus** icon.

STEP 13: Click the **Plus** icon.

- The Plus icon changes to a blue **Circle** icon.

STEP 14: Click the blue **Circle** icon.

STEP 15: Drag-and-drop the line in the desired location.

NOTE: **To return the contour line to the original state, click the Plus icon at the outside of the image; then drag the contour line back to the original location.**

STEP 16: Click **Apply** when done manipulating the images.

STEP 17: Click the **Images** tab.

- The Images tab is where the data sets are aligned, which can be done individually or all at the same time.

STEP 18: To align the data set for a single image, hover over the image.

- A **Double Arrow** icon displays, to change the scale for the selected image if needed.

STEP 19: Drag the **Double Arrow** icon to the where the scale should be set.

STEP 20: To align all the data sets at the same time, hover over the **Scale Bar** icon.

- The cursor changes to a Double Arrow icon.

STEP 21: Drag the **Double Arrow** icon to where the scale should be set.

STEP 22: Repeat the alignment steps for each set of images, as needed.

NOTE: **If this is a PET CT, click the Reserve tab, then review or adjust that section's post-processing.**

STEP 23: Click the **Save** tab.

- The Save Data Status window displays.

STEP 24: Click OK.

- The saved documentation transfers to the Ascend report.

STEP 25: Click the **Clear Image** icon.

STEP 26: Click the Ascend **Report** icon.

- The Ascend report displays.

STEP 27: Document the report type; then click **Next**.

NOTE: **For a PET CT, select the PET MPI, CFR option.**

STEP 28: Document the stress protocol; then click **Next**.

NOTE: **For a Lexi scan or chemical protocol, select Regadenoson. For a treadmill, select the Bruce option.**

STEP 29: Document the imaging protocol; then click **Next**.

NOTE: **The answer to the What results should we pre-populate? Question defaults to None, allowing the previously completed manipulations to be pulled into the report.**

NOTE: **A red exclamation mark indicates there is missing information within a section. One must acknowledge and investigate this before generating the report. When the missing information is documented, the exclamation mark will no longer display.**

NOTE: **If a data source does not successfully import, click the Data tab, and click Import for each instance; then click Close.**

STEP 30: Click **Begin reporting**.

STEP 31: Click **To be read**.

- Return to the Task List, where the task has dropped off the list because it has been successfully sent it to the cardiologist to be read and signed.