
This Quick Reference Guide (QRG) demonstrates an introduction to RadNet.

Introduction to RadNet

RadNet makes it easy to manage radiology patients by streamlining documentation, entering orders, and managing workflow duties.

Navigate the AppBar

➤ From the storefront:

STEP 1: Click the **AppBar** icon.

- The Oracle Health (Cerner) Millennium log on screen displays.



STEP 2: Enter network username and password; then click **OK**.

- The AppBar opens.

STEP 3: Click the **AppBar** to add applications that will display on the AppBar.

- The Customize Oracle Health (Cerner) AppBar window opens to the Options tab.

STEP 4: Click **Customize**.

NOTE: It is best practice to leave the three checkboxes that are selected by default.

STEP 5: Click the **Button** tab to access the Oracle Health (Cerner) application icons.



STEP 6: Select or clear the appropriate checkboxes to include or remove them from the AppBar.

STEP 7: Click the **Product header** to sort by application.

NOTE: Once an application is selected, the icon displays to the left of the application name. This is the same image that will display as a button on the AppBar.

STEP 8: Scroll down to see additional applications; select or clear the appropriate checkboxes.

STEP 9: Click **OK** to save selections.

- The AppBar returns, and the selected applications display as icons.

NOTE: Notice the Always On Top, Float, and Large Buttons options:

- If Always On Top is selected, the AppBar will not allow another window to display on top of it. The AppBar can still be moved around, but it will always display on top of other screens.
 - Selecting Float allows the AppBar to be moved around on the screen.
 - Selecting Large Buttons allows the display of larger buttons when viewing the AppBar.
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STEP 10: Click the **Buttons** tab.

STEP 11: Move an application by clicking its name (not its checkbox); then click the **Up** and **Down** arrows to the right to move one item at a time.

STEP 12: Separate items with a space by clicking the application; then click **Insert space**.

Insert space

NOTE: The space will be inserted above the application that was selected.

STEP 13: Move the space down by clicking **Space**; then click the **Move Down** arrow.

STEP 14: Remove a space by clicking, then click the **Delete space** icon.

STEP 15: Click **OK** to save the customizations.

Tailor the Worklist

➤ **From the Oracle Health (Cerner) AppBar:**

STEP 1: Click the **Online Work List** icon to access the work list.

STEP 2: Click the **Filter** icon to set the site and modality.

- The Exam Filters window displays with all sites listed.

NOTE: Perform the process of filtering the screen only once unless something changes with role or responsibilities.

STEP 3: Collapse the locations that are not needed.

STEP 4: Expand the location where working.

STEP 5: Expand the specific locations; then select the appropriate checkbox. The rooms are auto selected.

STEP 6: Click the **Plus** field in the Date/Time panel to set the information to the 24-hour time frame, which is best practice; then type 24.

STEP 7: Click the **Minus** field; then type 24.

NOTE: The option to only show today's items is a filter that can be set using the provided checkbox; however, it is not recommended as items can easily be missed.

STEP 8: Click **Date** to set a specific date to filter for.

- The field turns yellow to indicate that it is mandatory.

STEP 9: Click the **Calendar down arrow** to open a calendar; then select the date.

NOTE: The smaller **Up and Down arrows** can be used to adjust the date one day at a time.

STEP 10: Click **Between** to filter for a date range.

- The Between and And fields turn yellow to indicate that these are mandatory.
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- STEP 11:** Click the current date and time; then click **OK**. Patients will display in the work list.
- STEP 12:** Click **View** in the menu.
- STEP 13:** Click the **Customize right arrow**; then click **Exam List**.
- The Customize Exam List window displays, and column headers that are checked are visible.
- STEP 14:** Click a header title to move its location; then click the **Left** or **Right** buttons to move the column to the preferred position.
- STEP 15:** Repeat the previous step until all columns have been repositioned; then click **OK**.
- The work list now displays in customized order.
- STEP 16:** Click and drag to make a column larger or smaller.