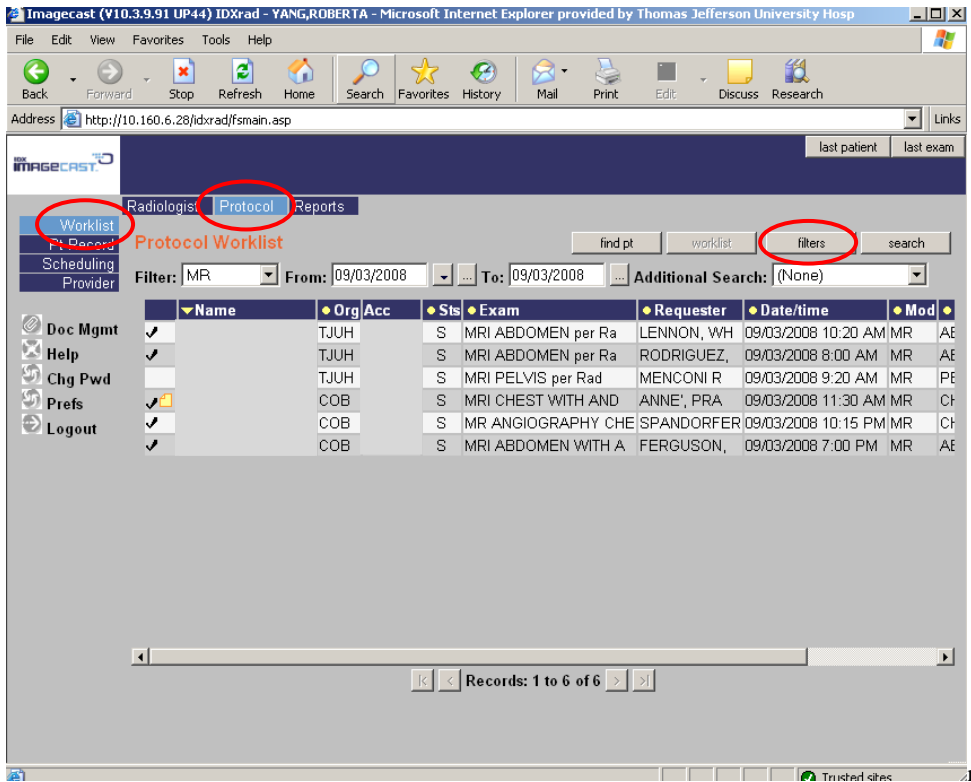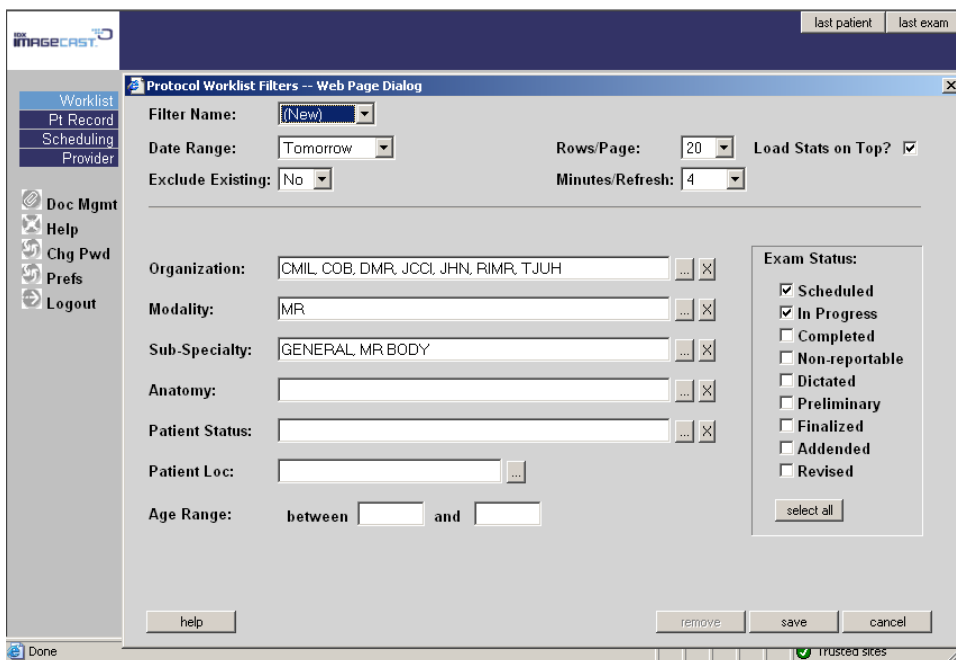# HOW TO USE PROTOCOL MANAGER FOR BODY MRI CASES

- **First, you need to set up your "MR" filter as illustrated below…**
  - Log into Imagecast


  - First, click "Worklist"
  - Next, click "Protocol"
  - Finally, click "filters". When you do, the following dialog box will open…


  - Under "Filter Name," select "(New)"
  - Under "Date Range," select "Today"
  - Under "Organization," click the ellipsis (the 3 dots towards the end of the line, to the left of the "X")

- Select "CMIL, COB, DMR, JCCI, JHN, RIMR, TJUH"
- Click "OK"
  o Under "Modality," click the <u>ellipsis</u>
    - Select "MR"
    - Click "OK"
  o Under "Sub-Specialty," click the <u>ellipsis</u>
    - Select "GENERAL, MR BODY"
    - Click "OK"
  o Under "Exam Status," select "Scheduled" & "In Progress"
  o Under "Exclude Existing," you can chose:
    - "Yes" if you want to see only the studies that need a protocol
    - "No" if you want to see all studies that have and do not have protocols
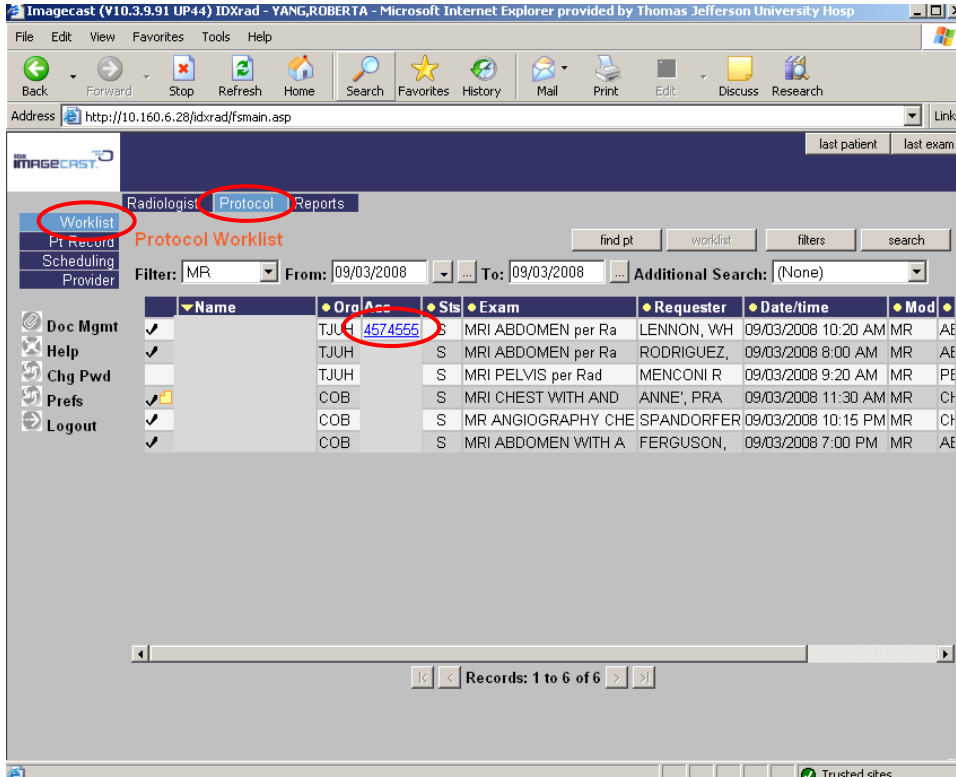 o Click "save". A dialog box will open as indicated below…
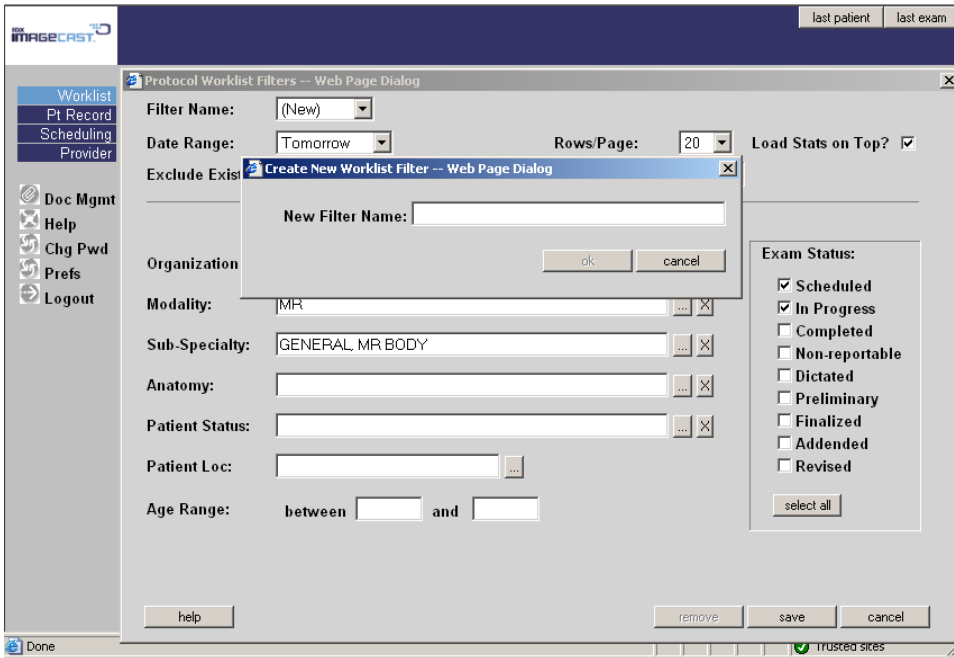
  o Under "New Filter Name," you can choose whatever name you'd like. I chose "MR"
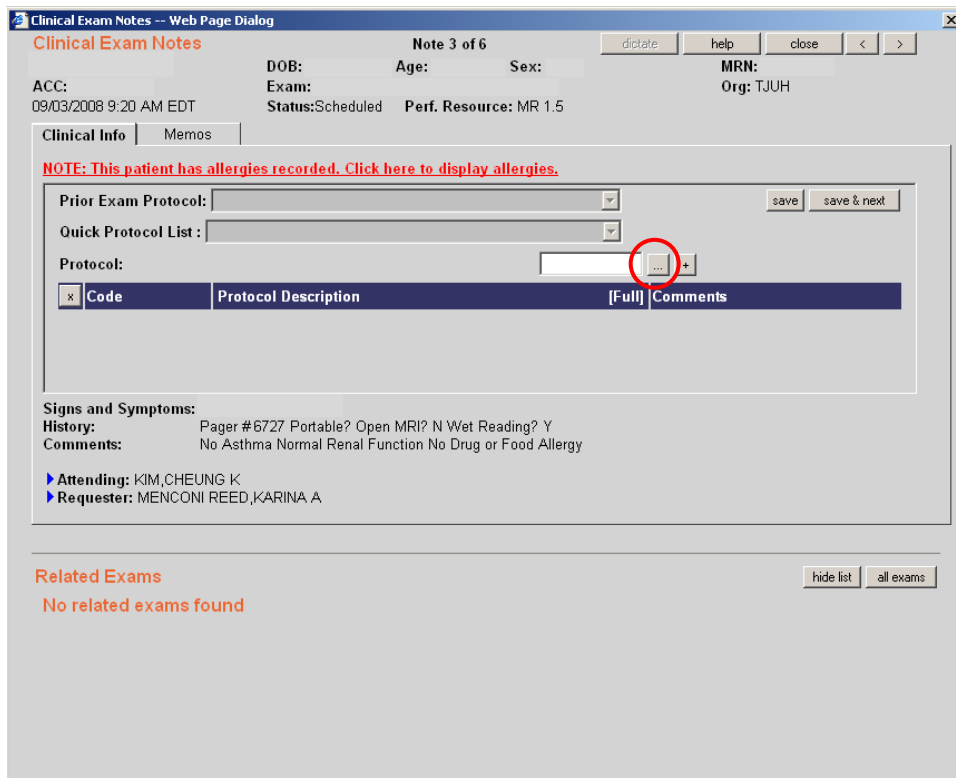 o Click "ok"
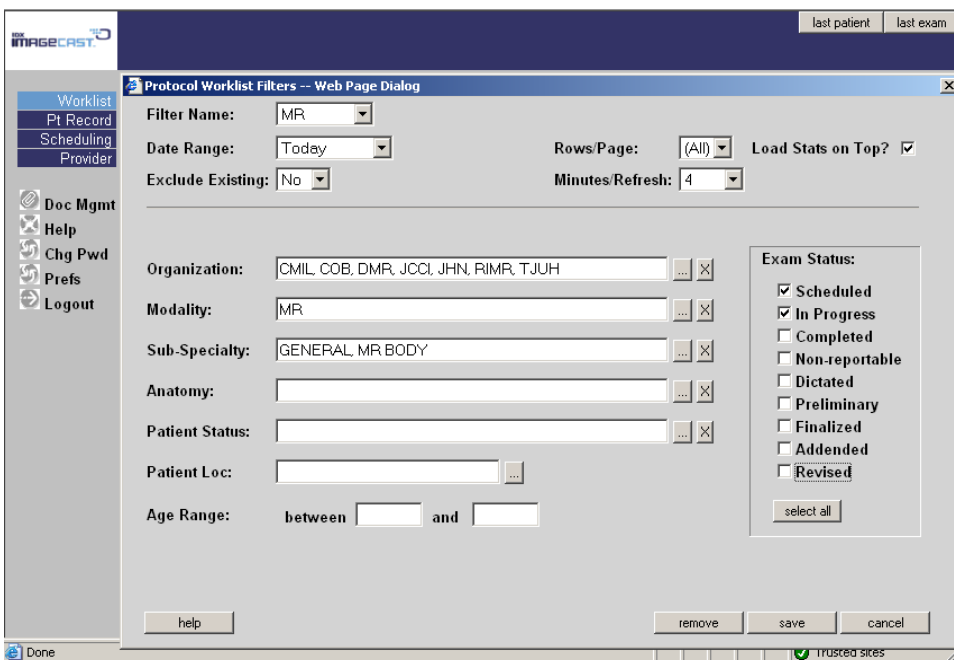
  o At the conclusion, above is how your filter should look (except possibly the "Exclude Existing" option)
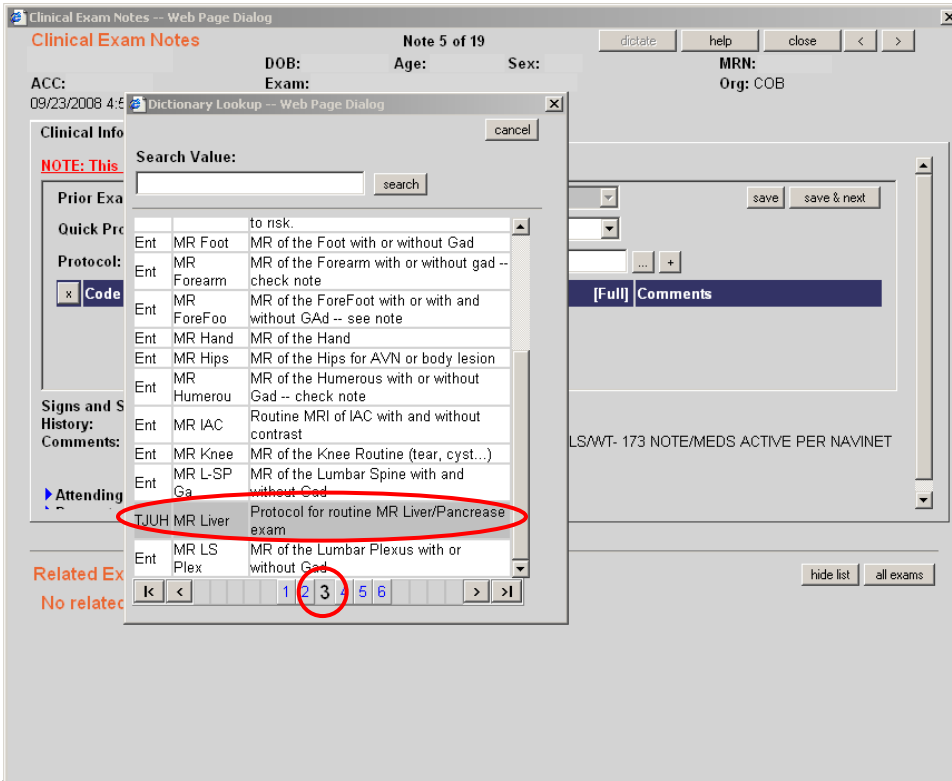
- ## How to protocol a study using Protocol Manager
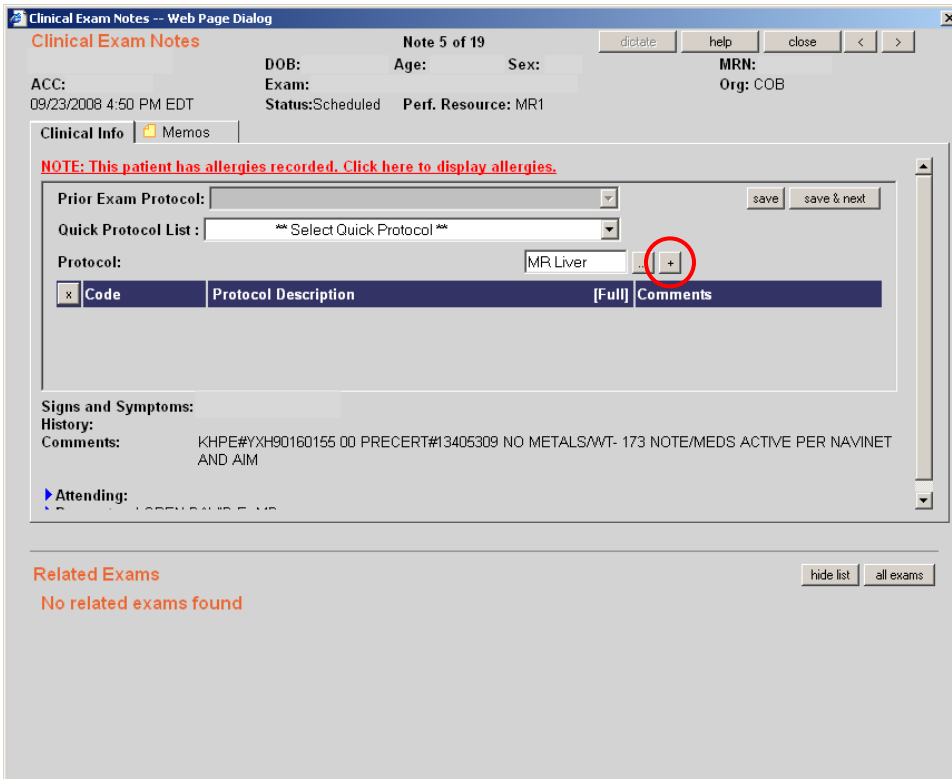
    o Log into Imagecast

    o Click "Worklist"
    o Click "Protocol"
    o Select an accession number

    o Click the ellipsis as indicated above…

- o Search through different pages for the appropriate protocol.
- o Click on desired protocol (see "Additional Information About Protocol Code Choices…" section of this instruction pamphlet for locations of most frequently used options)

- o Click "+" as indicated above…

- o Type in the specific protocol in the "Comments" box
  - ▪ Address:
    - Use of Gadolinium
    - Dose of Gadolinium if using Multihance or if doing an angiogram/venogram
   - eGFR (or the need for a more recent Cr if needed)
  - ▪ Click the circle to the left of the protocol code (in this case "MR Liver") to make sure it is selected
  - ▪ Click "save"
  - ▪ Click "close"
- o If you want to erase the protocol, select the protocol code and click on the "x" to the right of "Code," as marked by the green arrow above
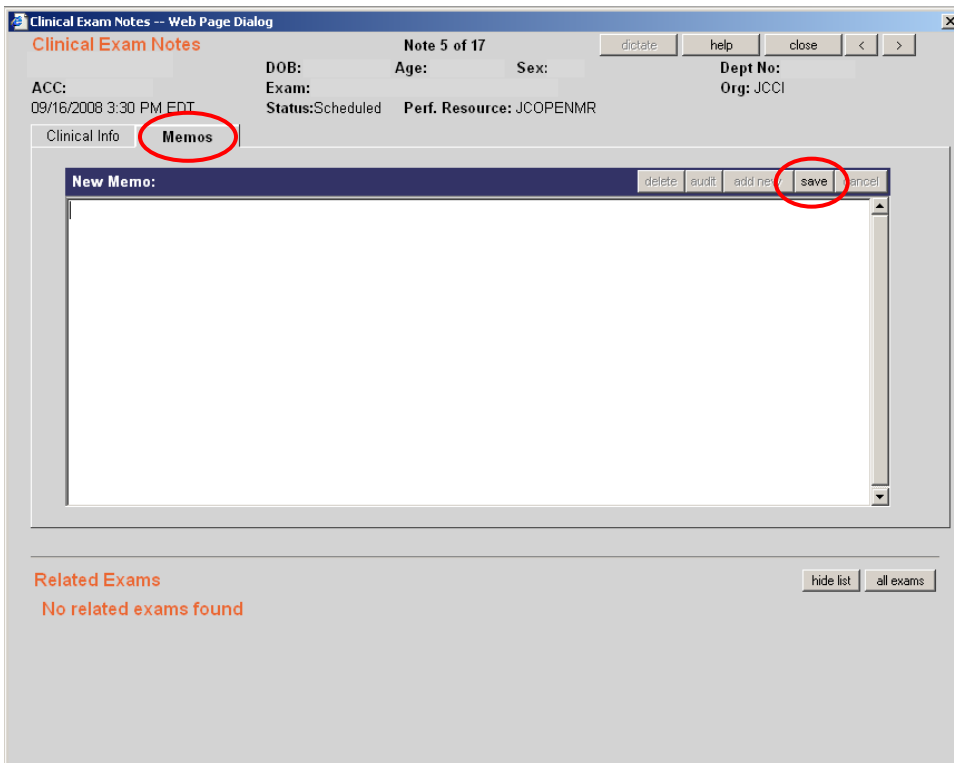
- You can use the "Memos" section to document any calls that you make to clinicians (clarify an indication, etc…)
  - It may be helpful to include the phone number you used for future reference
  - Click "save" after you have finished your memo
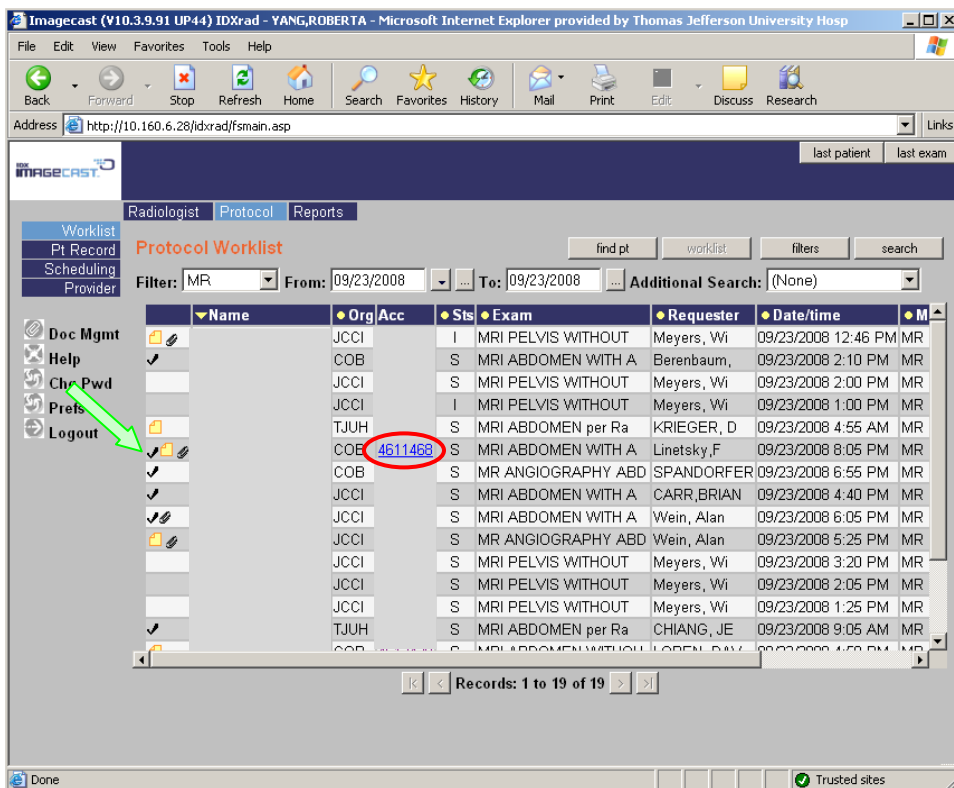
- Explanation of symbols
  - A *checkmark* in the left column means that this study has a protocol
  - The *square yellow icon* in the left column means that a technologist or radiologist has typed in a memo
  - The *paper clip* in the left column means that documents were scanned and attached to the entry
    - To view the scanned material, select the accession number
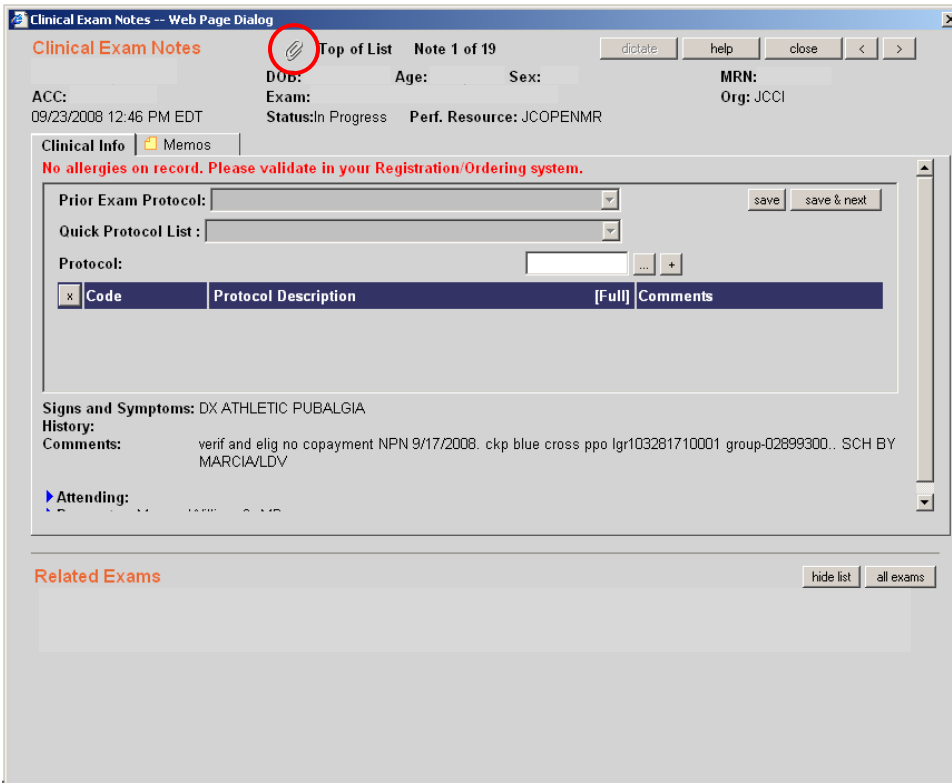
- Click on the paper clip, as indicated above, and another screen will appear


- Select the line you want by placing a check in the box to the left of the "ID" number
- Click view, and the scanned documents will appear in a separate window

- **Additional Information About Protocol Code Choices…**
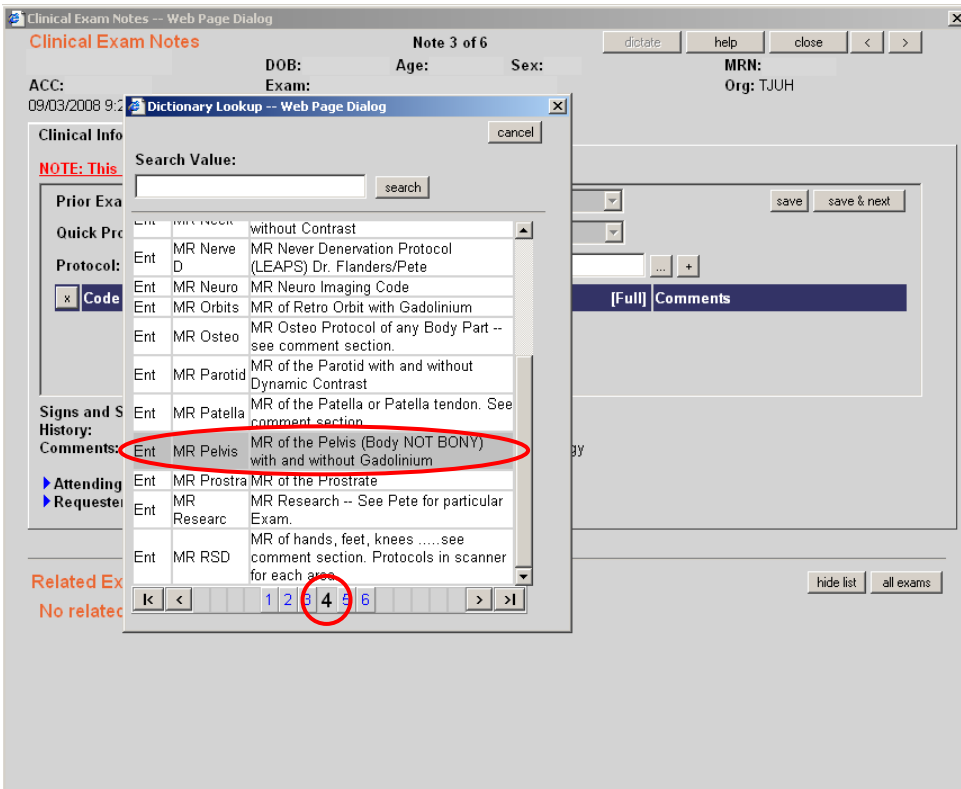 - o Not all specific protocols are listed as choices. Sometimes you have to pick the closest approximation.
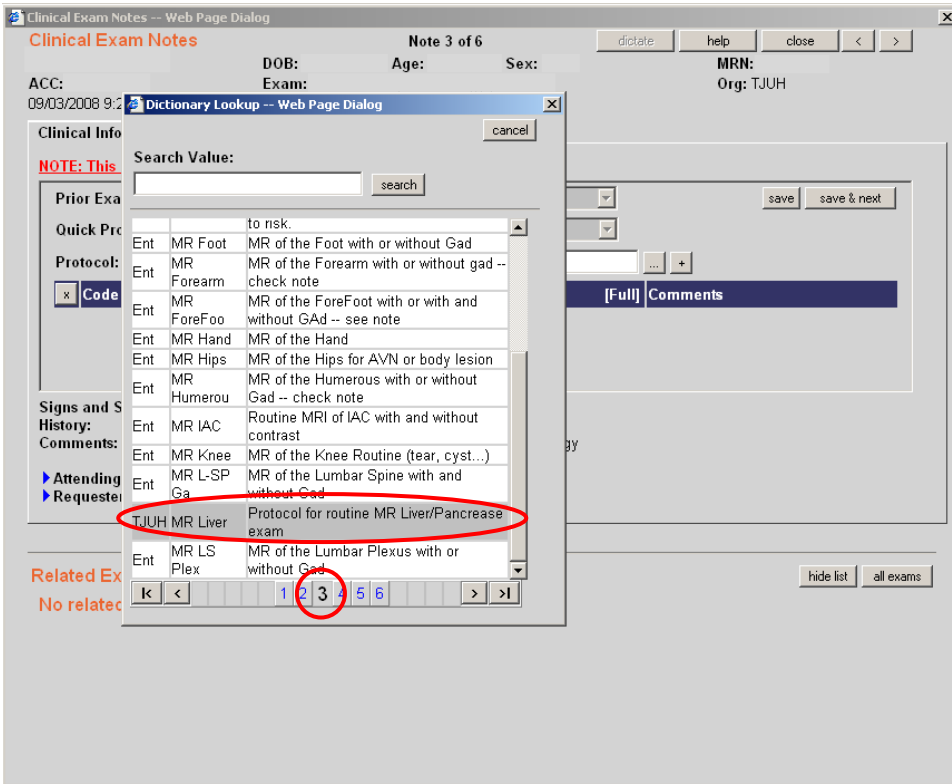
  - o "MR Liver"
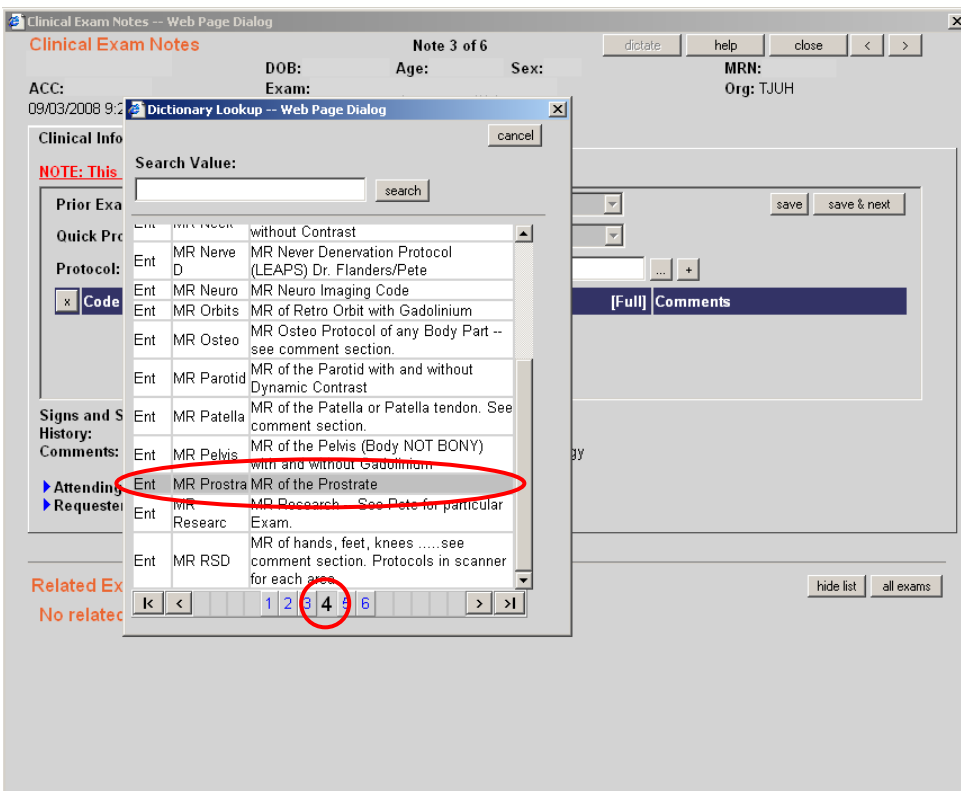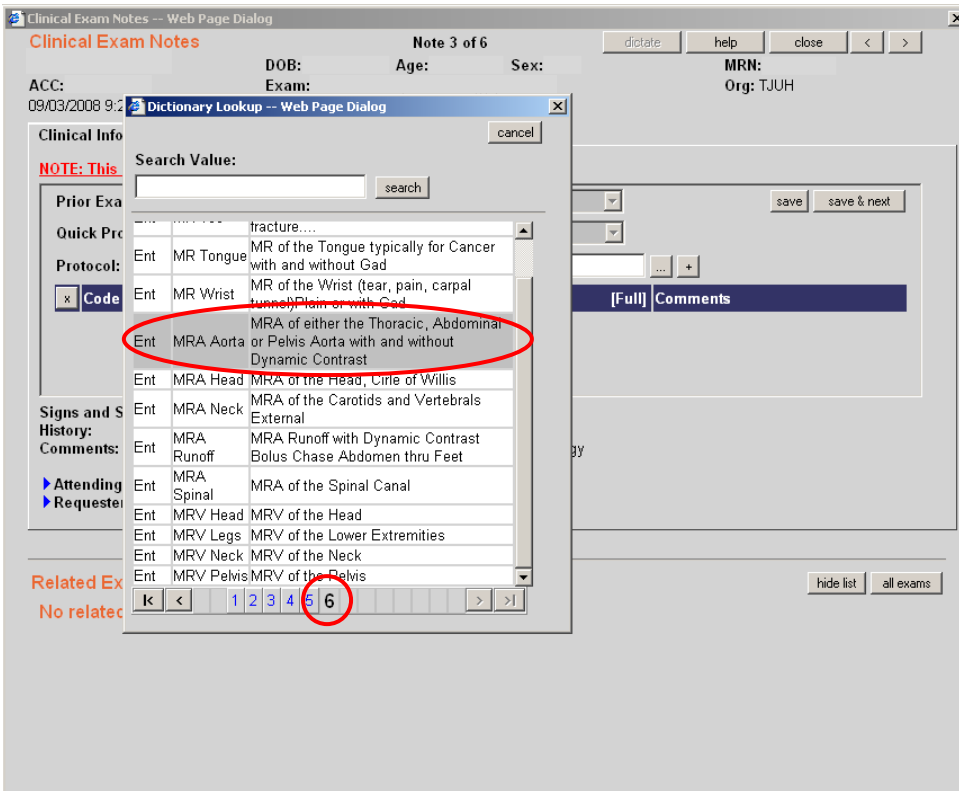   - ▪ This code can be used for liver and pancreas protocols
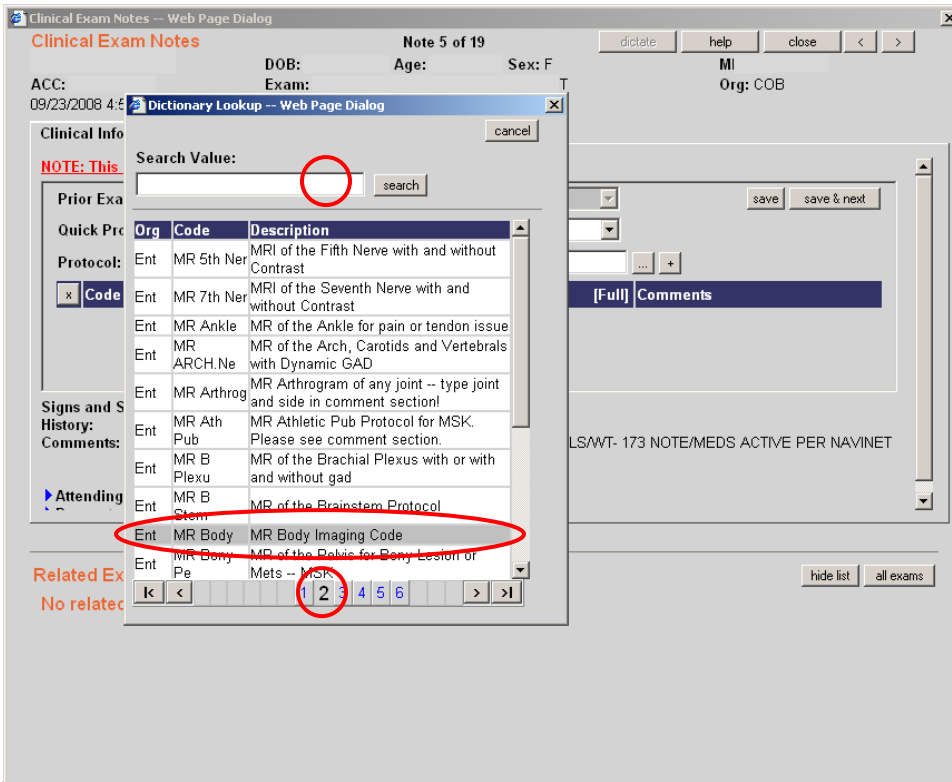
  - o "MR Body"

▪ This code can be used for renal and adrenal protocols (and almost anything else you can't fit into a neat category)
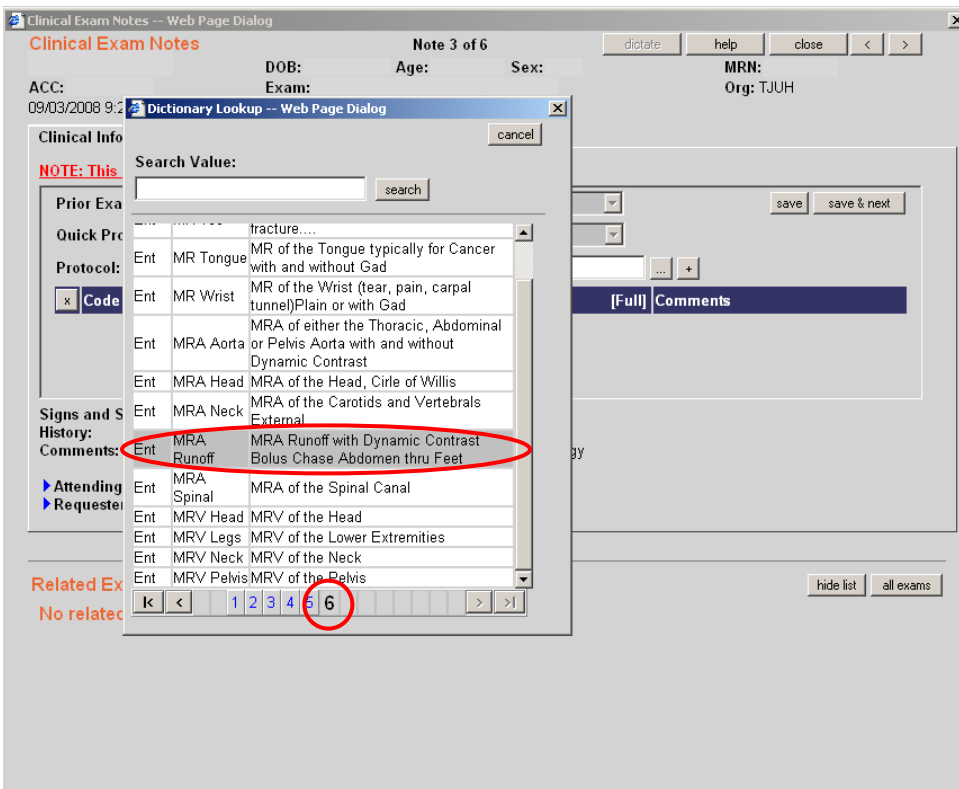

o "MR Pelvis"
▪ This code can be used for female pelvis, pelvic floor, and perineal fistula protocols
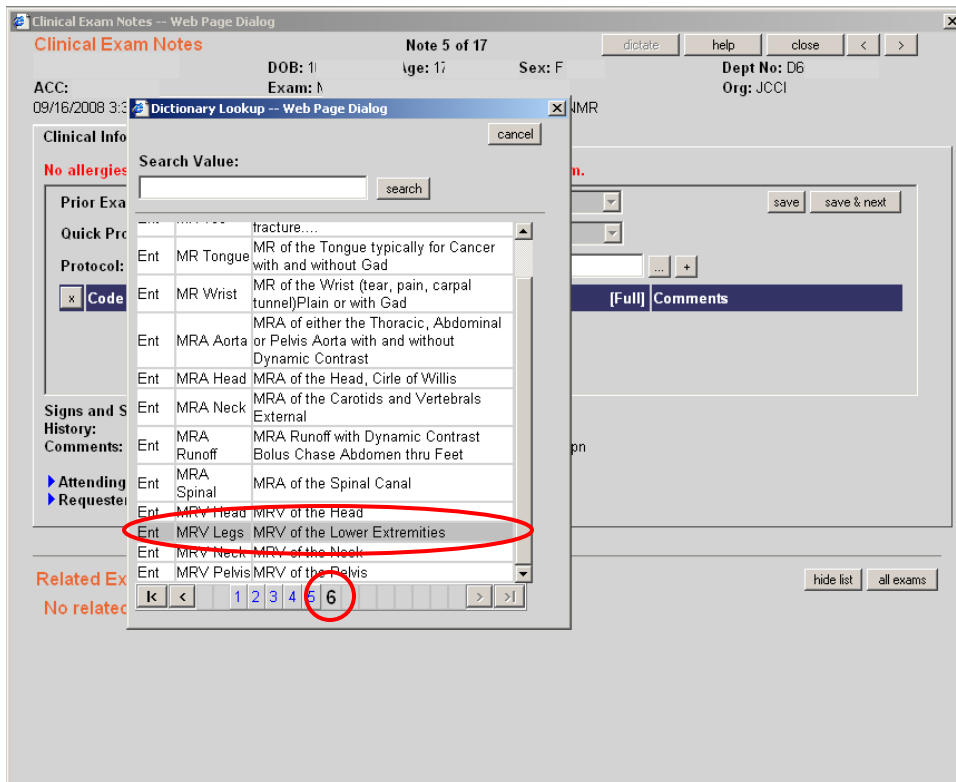

o "MR Prostate"
▪ This code can be used for prostate protocols

- o "MRA Aorta"
    - ▪ This code can be used for thoracic aorta, pulmonary artery, abdominal aorta, mesenteric arteries, renal arteries, and pelvic arteries

- o "MRA Runoff"
    - ▪ This code can be used for lower extremity arterial run-off's

    o   "MRV Legs"
        ▪ This code can be used for pelvic and lower extremity venous studies