DR Systems

Success Formula

DR Systems Mammography Implementation

Successful implementations require a dedicated team, a clear set of goals, as well as excellent communication and collaboration between vendor and customer. DR Systems' proven formula for successfully implementing Mammography requires extensive customer participation.

To assist you in organizing your team and tasks, we provide a checklist of your required goals.

By completing all of the required items on the checklist, you can ensure your success. We also encourage you to complete all of the recommended items as well.

Note: DR Systems is very serious about ensuring the quality of your Mammography implementation. The required items on this checklist must be completed in a timely manner - or the project will be put on hold.

1   Project Information

Site Name:		Date:	
Main Contact:		Title:	
Contact Number:		Project ID:	

2   Required Tasks

The following tasks are required to initiate and implement your DR Mammography project.

	Complete?	Required Task	Details
2.1	☐	Determine clinical and financial goals and put them in writing.	Current annual film and film maintenance costs:
			Target annual film and maintenance costs:
			Current exam turnaround time:
			Target exam turnaround time:
			Current cancer detection rate:
			Target cancer detection rate:
			Current # mammography exams read per day per working radiologist:

	Complete?	Required Task	Details
			Target # mammography exams read per day per working radiologist:
			Additional Goals:
2.2	☐	Develop a Project Mission Statement.	Project Mission Statement: Example: Our Mission for this project is to improve the quality, timeliness and economic efficiency of breast imaging at our site.
2.3	☐	Appoint leadership, assign individual responsibilities and establish accountability.	Please indicate key team members below:
			PACS Administrator (required):
			Lead Mammographer (required):
			IT/Networking Representative (required):
			MQSA Manager (required)
			HL7 Analyst:
			Others:
2.4	☐	Complete the DR Systems' *Need to Know List* form and return to your DR Systems project manager.	Identify all key team members' names and email addresses on DR's Need to Know List form and return to your project manager. Date Completed:
2.5	☐	Document anticipated changes in personnel and changes in job descriptions. How do you foresee the implementation of Digital Mammography affecting your staff and their job duties?	Update job descriptions. Prepare materials for testing and monitoring your employees' compliance with new procedures and policies resulting from this project. Create a downsizing plan, if applicable Date Completed:
2.6	☐	Read documentation and take DR training tutorials available on the Training Kit CD and on DR Systems' Resource Center.	Your project manager will provide you with a list of required documentation and tutorials. ▪ Lead Radiologist has viewed the DR mammography DVD ▪ Lead Radiologist has taken all required tutorials and read all required documentation. ▪ PACS Administrator has taken all required tutorials and read all required documentation. ▪ Other staff as necessary has taken all required tutorials and read all required documentation. Send confirmation to your DR Project Manager indicating who has completed which documentation and tutorials. Comments:

	Complete?	Required Task	Details
2.7	☐	Complete the DR Systems Mammography Implementation Checklist with your DR Project Manager	Date Completed:
2.8	☐	Post installation validation	Verify that mammograms are being appropriately lossless compressed on both online storage and archive. Verify that any additional instructions you provided DR are being implemented properly Date Completed:

3   Recommended Tasks

DR Systems strongly recommends that you consider the following tasks.

	Complete?	Recommended Task	Details
3.1	☐	Document your current mammography workflow.	By analyzing your current workflow, it is entirely likely that new and better ideas for improving that workflow will surface - How do you schedule exams? - How do you manage prior exams (within your facility, coming from outside facilities, archiving, CD-ROMs? - How do you check in patients? - How do you capture or update medical histories? - What QA steps are performed by your technologists? - How do you present prior exams (light box, digitized)? - How do you access prior reports? - How do you read screening exams (live, batch)? - What other exams do you incorporate in your breast imaging practice (ultrasound, MRI)? - Do you provide remote mammography services? - How do you generate a report? - How do you generate patient letters? - How do you trigger billing? - How do you deliver results to referring physicians? Comments:
3.2	☐	Document anticipated workflow post-DR digital mammography workflow.	Date Completed:

	Complete?	Recommended Task	Details
3.3	☐	If installing digital mammography for the first time—plan to run your FFDM for a week or two with film – print and then we'll come in two weeks later	Consider the alternative of running your FFDM for a week or two with film so that your technologists and radiologists don't have to simultaneously learn FFDM and PACS. This means your printer vendor has to be flexible in hooking up to the FFDM, then switching to a PACS connection a few weeks later. Date Completed or N/A:
3.4	☐	For tips and helpful advice, and to see another user's workflow, visit a site that is already using DR Mammography.	Date Completed:

4   Getting Help and Information

4.1   Access to Help and Documentation

Displaying Online Help	**Accessing the Resource Center**
Display a comprehensive Help program: ▪ Press **F1** or click **Help Topics** from the **Help** menu.	View and download white papers, user guides, TechNotes, technical specifications and other documents: ▪ Go to www.dominator.com ▪ Click the **Resource Center** button.
Contacting DR Systems Customer Support ▪ Phone: 1-800-794-5955 ▪ Fax: 1-858-625-3337 ▪ E-mail: drsupport@dominator.com ▪ Online: www.dominator.com Click **Customer Support Login**	