

DR Systems Instant Reporter 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 Instant Reporter 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 Instant Reporter 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 Instant Reporter project.

	Complete	Required Task	Details
2.1	<input type="checkbox"/>	Determine clinical and financial goals and put them in writing.	Current annual transcription costs: <hr/> Target annual transcription costs: <hr/> Current report turnaround time: <hr/> Target report turnaround time: <hr/> Rate current report quality satisfaction (1-10): <hr/> Indicate target report quality satisfaction (1-10): <hr/>
2.2	<input type="checkbox"/>	Develop a Project Mission Statement.	For example: Our Mission for this project is to improve the quality, timeliness and economic efficiency of reporting at our site.

	Complete	Required Task	Details
2.3	<input type="checkbox"/>	Appoint leadership, assign individual responsibilities and establish accountability.	Please indicate key team members below: PACS Administrator (required): Lead Radiologist (required): Lead Mammographer (required for mammography): Lead MQSA representative (required for mammography tracking): Lead Transcriptionist: HL7 Analyst: Other:
2.4	<input type="checkbox"/>	Complete the DR Systems' <i>Need to Know List</i> form and return to your DR Systems project manager.	Identify all key team members names and email addresses.
2.5	<input type="checkbox"/>	Document anticipated changes in personnel and changes in job descriptions. How do you foresee the implementation of Instant Reporter and Speech Recognition affecting your staff and their job duties? Does your core implementation team include individuals that you do not plan to keep in your organization long term?	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 you are planning to implement speech recognition technology, how aggressive will you be in downsizing your transcription department? Consider outsourcing transcription for any dictation that remains after implementation of speech recognition.
2.6	<input type="checkbox"/>	Read and study documentation provided in the DR Instant Reporter Documentation Kit and on the DR Resource Center.	Your project manager will provide you with a list of required reading. <ul style="list-style-type: none"> ▪ Lead Radiologist has read all required documentation. ▪ PACS Administrator has read all required documentation. ▪ Other staff has read all required documentation.

	Complete	Required Task	Details
2.7	<input type="checkbox"/>	Take online DR training tutorials available on the Training Kit CD and on DR Systems' Resource Center.	<p>Your project manager will provide you with a list of required tutorials.</p> <ul style="list-style-type: none"> ▪ Lead Radiologist has taken all required tutorials. ▪ PACS Administrator has taken all required tutorials. ▪ Other staff as necessary has taken all required tutorials. ▪ Send confirmation to your DR Project Manager indicating who has completed which tutorials.
2.8	<input type="checkbox"/>	Review and edit your reporting templates.	<p>The Lead Radiologist must be involved in this task! Allocate a minimum of one week to complete this task.</p> <ul style="list-style-type: none"> ▪ Plan to complete this task far ahead of your anticipated go-live. ▪ Do not start this task until you understand how the system works and have completed all required training. ▪ Decide on the overall appearance of your reports. ▪ Are you planning on using a logo? ▪ What information is to be included in your header? ▪ Send your project manager a sample report. ▪ Consider using DR's default templates and determine anticipated changes to the DR templates.
2.9	<input type="checkbox"/>	Complete the DR Systems Implementation Checklist with your DR Project Manager	

3 Recommended Tasks

DR Systems strongly recommends that you consider the following tasks.

	Complete	Recommended Task	Details
3.1	<input type="checkbox"/>	Document your current reporting workflow.	<p>By analyzing your current workflow, it is entirely likely that new and better ideas for improving that workflow will surface</p> <ul style="list-style-type: none"> ▪ What manual processes can you eliminate? ▪ Where do most of your errors originate?

	Complete	Recommended Task	Details
3.2	<input type="checkbox"/>	Document anticipated reporting workflow post-DR Systems Instant Reporter implementation.	
3.3	<input type="checkbox"/>	Prepare to use Instant Reporter for breast imaging (if applicable).	<p>Your project manager will provide you with a list of required documentation and tutorials for mammography.</p> <ul style="list-style-type: none"> ▪ Review the DR Systems breast imaging (mammography, US, MRI) templates ▪ Understand how the macros work ▪ Understand the breast imaging coding box
3.4	<input type="checkbox"/>	Learn about DR MQSA tracking (if applicable).	Your project manager will provide you with a list of required documentation and tutorials for mammography tracking.
3.5	<input type="checkbox"/>	Prepare for Non-DR MQSA tracking (if applicable).	If you are planning to interface to a third-party vendor for mammography tracking, alert DR Systems to that plan and request a conference call with key players to discuss specifics regarding the interface, costs, projected timelines, etc.
3.6	<input type="checkbox"/>	For tips and helpful advice, and to see another user's workflow, visit a site that is already using DR Instant Reporter.	<p>Review exam types:</p> <p>Review report templates:</p> <p>Review faxing setup :</p> <p>Speech recognition:</p> <p>Review report header:</p>

4 Getting Help and Information

4.1 Access to Help and Documentation

<p>Displaying Online Help</p> <p>Display a comprehensive Help program:</p> <ul style="list-style-type: none">▪ Press F1 or click Help Topics from the Help menu.	<p>Accessing the Resource Center</p> <p>View and download white papers, user guides, TechNotes, technical specifications and other documents:</p> <ul style="list-style-type: none">▪ Go to www.dominator.com▪ Click the Resource Center button.
<p>Contacting DR Systems Customer Support</p> <ul style="list-style-type: none">▪ Phone: 1-800-794-5955▪ Fax: 1-858-625-3337▪ E-mail: drsupport@dominator.com▪ Online: www.dominator.com Click Customer Support Login	