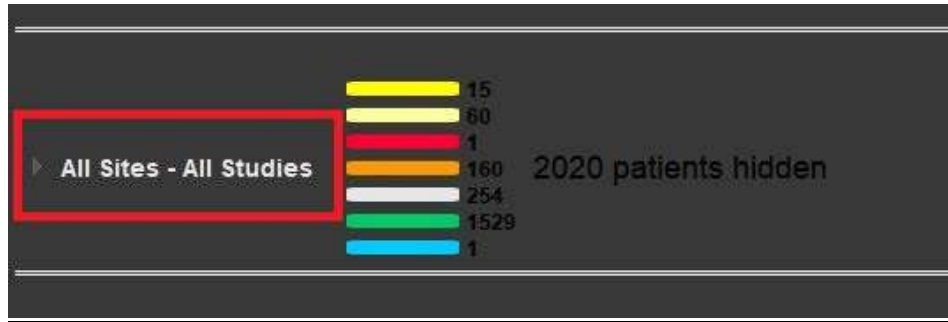
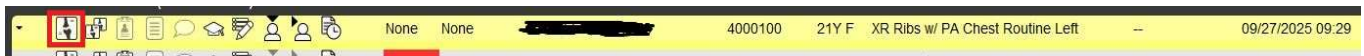


How to Dictate Exams When Cerner is Down

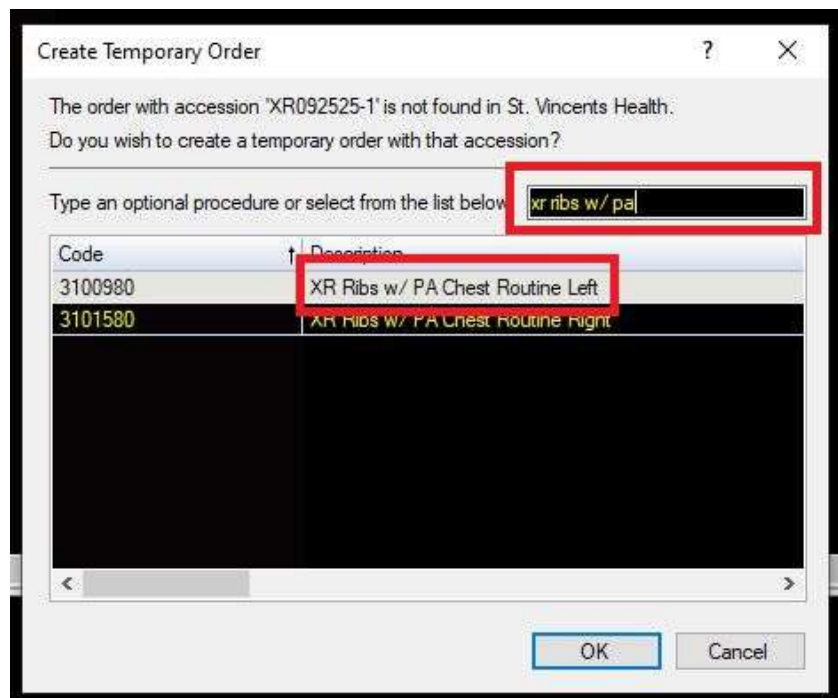
- This tutorial applies to when Cerner is down but PACS & Powerscribe are functioning. This process also applies/works when the interface is down.
- Following this process allows ordering providers to view exam reports in PACS, allows the Radiologist to dictate exams in Powerscribe (rather than just doing prelim study comments) and prevents the Radiologist from having to do additional work for each exam after the downtime is over.
- Expand the **All Sites – All Studies** worklist in PACS to view exams that need to be dictated.



- The exams highlighted in yellow and orange are the exams that need to be dictated. Click the **View Study** icon for the study you want to dictate.



- The accession number should automatically populate in Powerscribe, however you will get a **Create Temporary Order** popup since Cerner, RIS and Powerscribe can't communicate. Type at least some of the **name of the exam description** in the field to cull down the exam list. Then select the appropriate exam description. This will open your Powerscribe template for that exam type.



Report - UNKNOWN, - XR092525-1

Patient Name

[XR Ribs w/ PA Chest Routine Left]

INDICATION: []

COMPARISON: [No pertinent studies are available for comparison]

FINDINGS: [] [] [] []

Order Data

Patient

Name: UNKNOWN
MRN: TEMPORARY
Dept Num: TEMPORARY
Site: St. Vincents Health

Exam

Accession: XR092525-1
Procedure: 3100980
Description: XR Ribs w/ PA Chest Routine Left
Exam Date: 9/27/2025 9:26 AM
Status: Temporary

- Type the **patient's name** at the top of the report. This helps PACS admin match the report with the patient if the report does not cross into Cerner once the downtime is over.
- **Dictate** the report.
- Once finished, **select all the words** in the report using the **left mouse button** or selecting **Ctrl + A** on the keyboard.

Report - UNKNOWN, - XR092525-1

Patient Name

[XR Ribs w/ PA Chest Routine Left]

INDICATION: []

COMPARISON: [No pertinent studies are available for comparison]

FINDINGS: [] [] [] []

Order Data

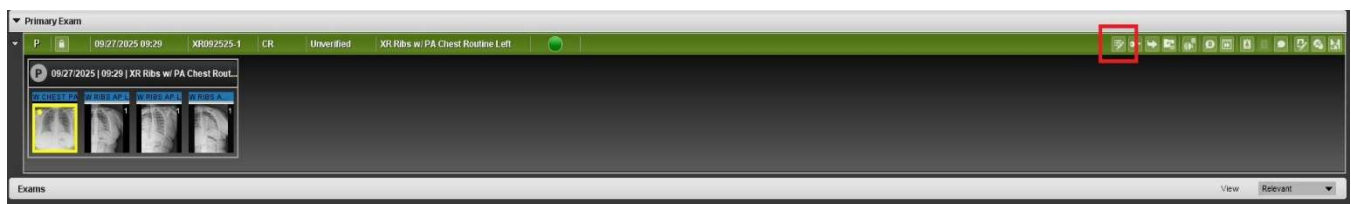
Patient

Name: UNKNOWN
MRN: TEMPORARY
Dept Num: TEMPORARY
Site: St. Vincents Health

Exam

Accession: XR092525-1
Procedure: 3100980
Description: XR Ribs w/ PA Chest Routine Left
Exam Date: 9/27/2025 9:26 AM
Status: Temporary

- **Copy the entire selection** by using the **right mouse button** or selecting **Ctrl + C** on the keyboard.
- Click on the **Change Study Status** icon under the Primary Exam.



- Paste the report into the **Comments** box by using the **right mouse button** or selecting **Ctrl + P** on the keyboard. Then click the **Change** button.

Change Workflow Status for this Study:

Date	Time	Accession	Modality	Description	Details
09/27/2025	09:29	XR092525-1	CR	XR Ribs w/ PA Chest Routine Left	...

Dimension	Status	Change to	Parameter	Notes
Diagnostic	Unverified	- SELECT -		EANotificationProce...
Communication		- SELECT -		
Connection		- SELECT -		
Reservation		- SELECT -		
ImageTransfer		- SELECT -		
StudyLocking	In Use	- SELECT -	James Carter	jcart031@FLJAC@...
ER		- SELECT -		
OrderMatch		- SELECT -		
UpdateOrder		- SELECT -		
Assignment		- SELECT -		

▼ Commenter Panel

Commenter :
 James Carter ▼ Use Standard Comment ▼ ☒ Publish

Comments :
 COMPARISON: No pertinent studies are available for comparison.
 FINDINGS:

► Comment History (0)

No order or accession number available. HL7 attribute...

Change No Change

- Sign off your report in Powerscribe & mark the study as read in PACS as you normally do.
- Move on to the next exam.