

2 Setting Up Patient Information

Although you can scan a patient without entering any information about that patient, you cannot save any images or loops from such an exam, so Terason recommends that you define the patient within the system. The patient data can be displayed on the scan to avoid mix-ups and is used to organize saved images.

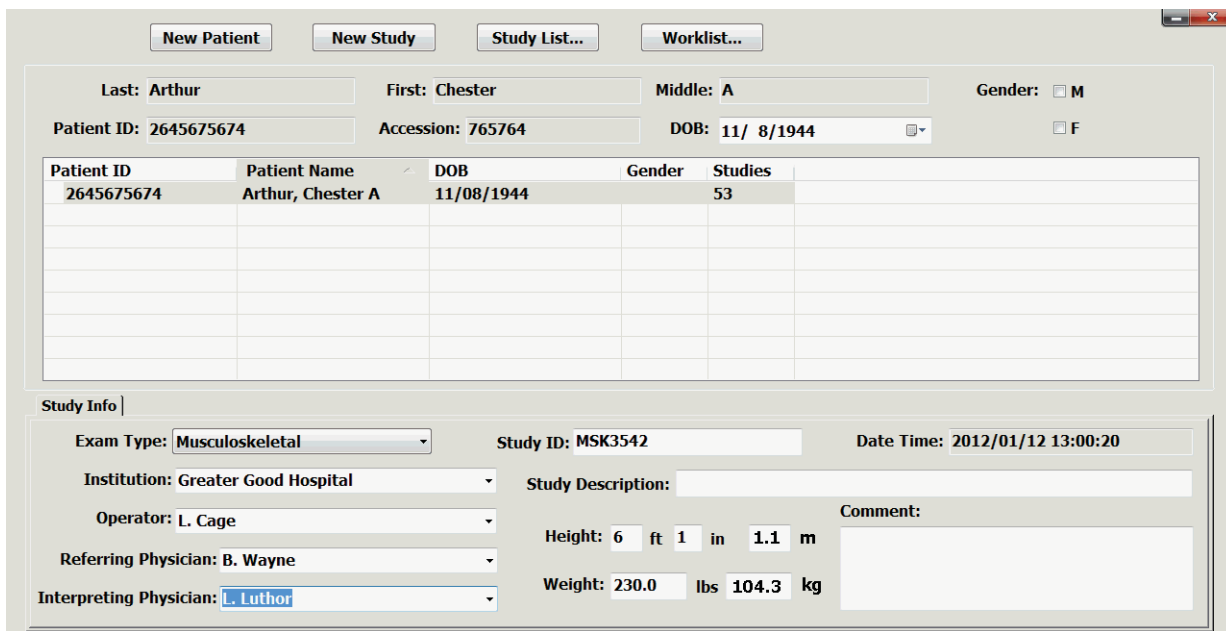
When you save an image, the Terason software puts it in a study for the specified patient, along with a report.

To work with patient information, you should understand:

- [Adding a New Patient](#), see page 38
- [Working With Patient Information](#), see page 40
- [Using an Existing Patient Profile](#), see page 42
- [Updating Patient Information](#), see page 42
- [Deleting Patient Studies](#), see page 43
- [Configuring Reports](#), see page 43

The Patient Window

To view the Patient window, tap the uSmart3200T name, then tap the Patient button.



The screenshot shows the Patient Window interface with the following fields and data:

Buttons: New Patient, New Study, Study List..., Worklist...

Form Fields:

- Last: Arthur, First: Chester, Middle: A, Gender: M
- Patient ID: 2645675674, Accession: 765764, DOB: 11/ 8/1944, F

Patient ID	Patient Name	DOB	Gender	Studies
2645675674	Arthur, Chester A	11/08/1944		53

Study Info

Exam Type: Musculoskeletal, Study ID: MSK3542, Date Time: 2012/01/12 13:00:20

Institution: Greater Good Hospital, Study Description:

Operator: L. Cage, Comment:

Referring Physician: B. Wayne, Height: 6 ft 1 in 1.1 m

Interpreting Physician: L. Luthor, Weight: 230.0 lbs 104.3 kg

Patient Window

A patient profile remains loaded until one of these events occurs:

- You load a different patient's information
- You open an image or loop in the Imaging window for a different patient
- You tap the **New Patient** button

Adding a New Patient

If you need to start the ultrasound exam immediately, the Terason software lets you skip entering patient information. However, you normally cannot save the image. You can enter patient information after starting such an exam (by tapping the **Patient** button), and images saved after that are associated with the patient info file.

When you add a new patient, the Terason software creates a profile for that patient.

Starting an exam after creating or opening a patient info file creates a new study for the date, and a report. The report file and any saved images are saved in the study.

When you enter a patient name, the total number of characters of the first, last, and middle name is limited to 62 characters. You can type up to 64 alphanumeric or special characters in any one of these fields (not all special characters are supported). However, if the total of the three fields exceeds 62 characters, the Terason software displays an error message when you try to save the patient information.

To add a new patient, complete these steps:

1. Tap the **uSmart3200T** name at the top left of the screen.
2. Tap the **Patient** button.
3. On the Patient window, tap **New Patient**.



Caution: The fields are not case-sensitive. Do not enter data that relies on case-sensitive characters.

4. Tap in a text-entry field, then tap the small **keyboard button**  that appears

A virtual keyboard appears. Drag it to different positions as required to uncover the text-entry fields.

5. Enter the last, first, and middle **names**.
6. Enter a **patient ID** (sometimes called a Medical Record Number).

You can enter up to 64 alphanumeric or special characters. You *cannot* use any of the following characters in the Patient ID field:

* \ | : " < > / ?

7. If appropriate, enter the **accession number** from the Hospital Information System.

You can use up to 16 alphanumeric characters. You cannot use the '\ ' (backslash) character.

8. Enter the patient's **date of birth**.
 - a. Tap the **triangle button** at the right side of the DOB display.

A calendar showing the current month appears.

- b. Tap the **month** in the DOB display, and select the **month** from the drop-down menu.
- c. Tap the **year** in the DOB display, then tap the up or down arrow until the correct year displays.
- d. Tap the correct **day** in the calendar.

The calendar disappears, and the date you selected displays in the DOB field.

9. Tap in the checkbox for the patient's **gender** - **M** for male, or **F** for female.
10. Enter the patient's **height and weight**.

To change the units of measurements used, see [Patient Info Units](#) on page 137.

11. If appropriate, enter a **study ID** number using up to 16 alphanumeric characters.
12. Enter any **comments**.

You can type directly in the field, or tap **Extended Comment** to type a longer comment.

13. In the **Institution:** field, enter where the exam is taking place, or select the institution name from the drop-down menu.

You can enter as many alphanumeric characters as fit in the field.

14. In the **Operator:** field, enter the name of the clinician performing the exam, or select the name from the drop-down menu.

You can enter as many alphanumeric characters as fit in the field.

15. In the **Study Description:** field, enter a description of the study.

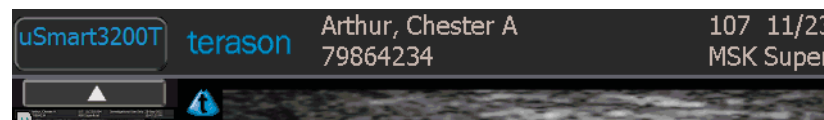
The description can be up to 62 characters long.

16. Tap the **Accept** button to save the entered information and open the Imaging window.

The patient information is saved in a study associated with the patient's name. The Imaging window is ready for you to conduct the exam.

After you type in an institution name, an operator name, or a physician name, that name will appear in the associated drop-down list on the Patient window. The last-used institution name automatically fills the field on future patient windows.

The Terason software displays the patient information in the Imaging window, with the last-used scanning mode still selected. The patient information is shown across the top of the window and is saved with scanned images you create for the patient. The calculated age of the patient shows in front of the sex (**M** or **F**) indicator.



Patient Information at the Top of the Imaging Window

Working With Patient Information

You can edit and modify patient information files in several ways. See the following topics:

- [Default Names in Studies and Reports](#) on page 40
- [Modifying Names in Menus](#) on page 41
- [Removing Names From Menus](#) on page 42

Default Names in Studies and Reports

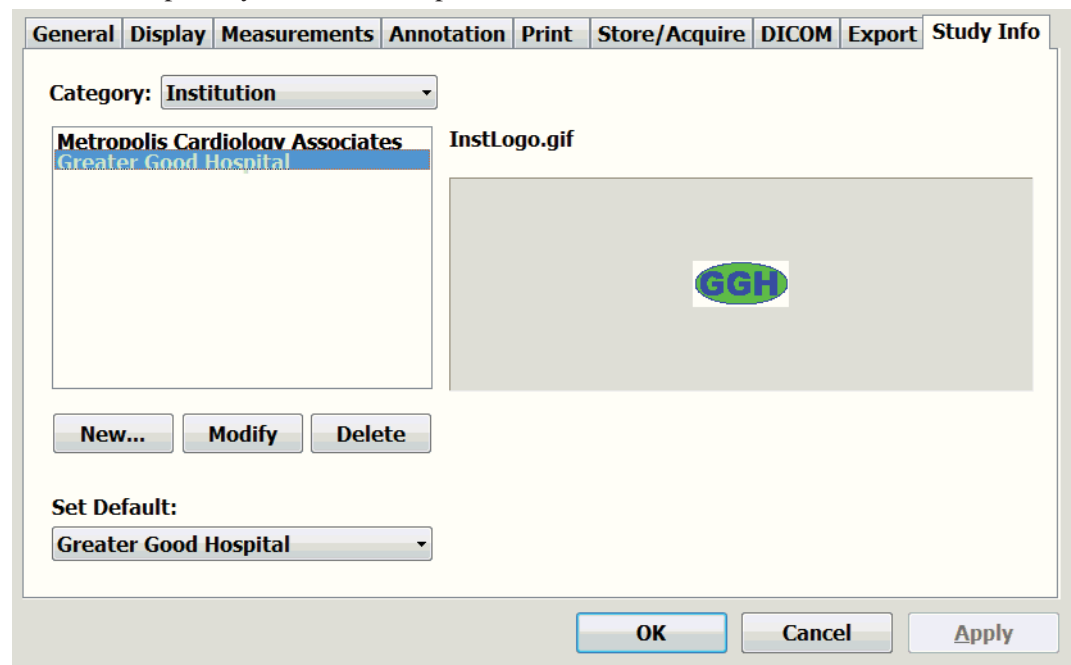
You can set defaults in the Institution, Operator, and Physician fields of Patient windows and reports. When defaults are set, those names will automatically appear in new Patient windows and reports. To change the names in the current report, choose or enter a different name in the Patient window.

Entering a name in one of the fields of the Patient window adds it to the menu of names available for that category in the Setup/Study Info window and in Patient windows.

To set a default name in Patient windows and reports:

1. Tap the **uSmart3200T** name at the top left of the screen.
2. Tap the **Setup** button.
3. Tap the **Study Info** tab.

The Setup/Study Info window opens.



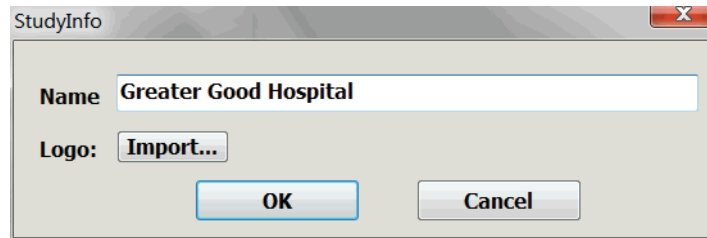
Setup/Study Info Window

4. In the **Category:** menu, select the category you want to set a default name for.
5. In the **Set Default:** menu, select the name you want to set as the default.

6. If the **desired name** is not listed in the menu, add it to the menu:

- a. Tap **New...**

The StudyInfo window opens.



StudyInfo Window

- b. In the **Name:** field, enter the desired name..

- c. Tap **OK**.

- d. In the **Set Default:** menu, select the name you want to set as the default.

7. Tap **Apply**.

8. Tap **OK**.

The default name shows in green on the list of available names.

Modifying Names in Menus

You can modify an institution physician, or operator name and change the logo associated with the institution name.

To edit a name in the menus of the Patient or Setup/Study Info window:

1. Tap the **uSmart3200T** name at the top left of the screen.
2. Tap the **Setup** button.
3. On the Setup window, tap the **Study Info** tab.
4. On the **Category:** menu, select the **title** of the name you want to delete.
5. On the list of names for that category, select the **name** you want to delete.
6. Tap the **Modify** button.
A confirmation box opens.
7. Tap in the **Name** field and .modify the name.
8. To change the institution logo, tap **Import...**, and see the procedure [Adding a Logo to Reports](#) on page 43.
9. Tap **OK**.
10. On the Setup/Study Info window, tap **OK**.

Removing Names From Menus

You can remove institution names, physician names, and operator names from the Patient and Setup/Study Info window drop-down menus.

To remove a name from a menu:

1. Tap the **uSmart3200T** name at the top left of the screen.
2. Tap the **Setup** button.
3. On the Setup window, tap the **Study Info** tab.
4. On the **Category:** menu, select the **title** of the name you want to delete.
5. On the list of names for that category, select the **name** you want to delete.
6. Tap the **Delete** button.
The StudyInfo window opens.
7. Tap **OK**.
8. On the Setup/Study Info window, tap **OK**.

Using an Existing Patient Profile

If the patient has a profile from a previous study, you can load that profile for use with new exams.

To load a patient profile:

1. On the Patient Info window, tap the **New Patient** button.
2. Double-tap the relevant **patient listing**.
3. Tap the **Accept** button.

Updating Patient Information

To update a patient's information, complete these steps:

1. Tap the **uSmart3200T** name at the top left of the screen.
2. Tap the **Patient** button.
3. If the profile you want to update is not displayed, tap the **New Patient** button, then tap the profile to be updated..
4. Enter the **new information** in the appropriate fields.
5. Tap the **Accept** button to save the changes.

Deleting Patient Studies

You can delete patient's studies.



Note: You cannot recover files deleted using the Terason software as you can when using Windows Explorer. Make sure you want to delete all the information in the profile, including saved scans, before you perform this procedure.

To delete a patient study:

1. Tap the **uSmart3200T** name at the top left of the screen.
2. Tap the **Patient** button.
3. On the Patient window, tap the **Study List...** button.

The Study List. window opens.

4. Tap the **study** you want to delete to select it.
5. Tap **Delete**.
A confirmation request appears.
6. Tap **Yes** to delete the study.
7. When all the unwanted studies are deleted, tap the **Close** button.

To archive the study and its associated images before you delete them, see [Exporting Studies](#) on page 90.

If you delete all the studies associated with a patient, the patient information is lost. To make a new study of that patient, you must re-enter the patient information as with a new patient.

Configuring Reports

You can set up reports to show the logo of an institution, and to automatically insert the names of an institution, an operator, an attending physician, and a referring physician.. You can also add a signature and a diagnosis to the report. See the following sections:

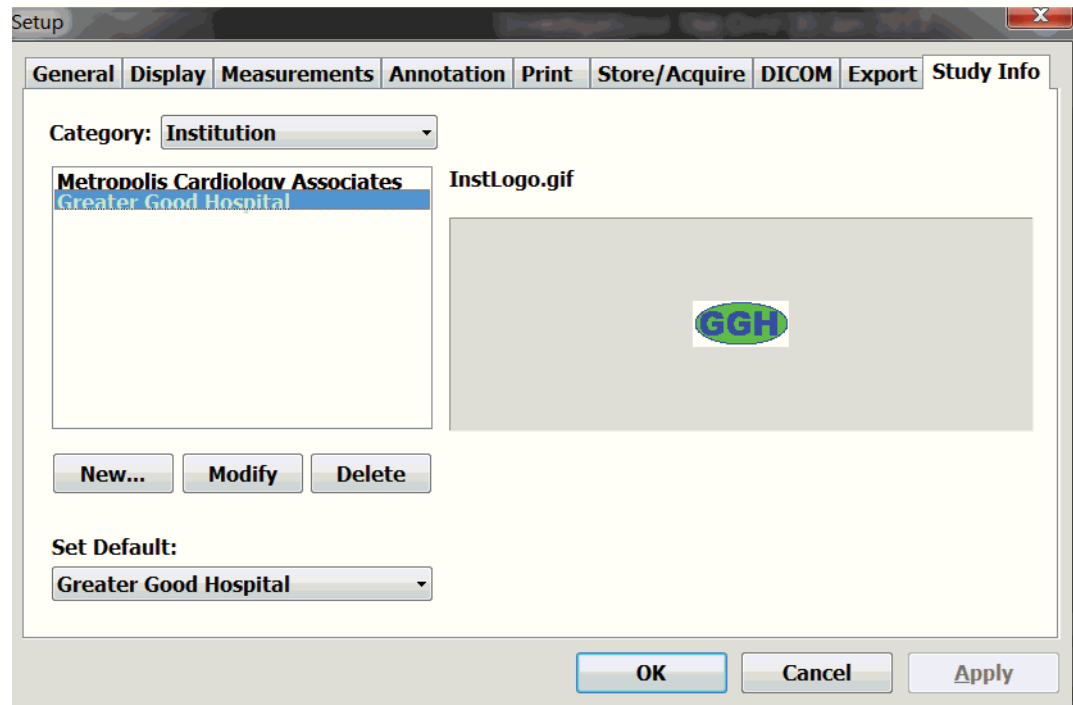
- [Default Names in Studies and Reports](#) on page 40
- [Adding a Logo to Reports](#) on page 43
- [Adding a Signature to a Report](#) on page 45
- [Diagnoses On Reports](#) on page 46

Adding a Logo to Reports

To add the institution logo:

1. Tap the **uSmart3200T** name at the top left of the screen.
2. Tap **Setup**.
The Setup window opens
3. Tap the **Study Info** tab

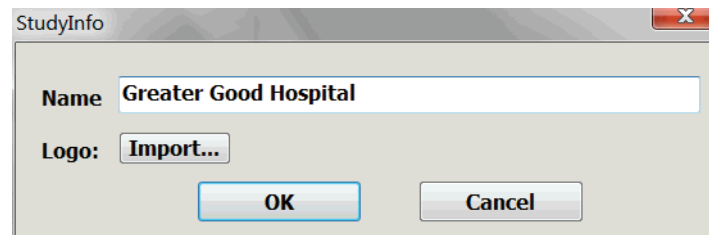
The Setup/Study Info window opens.



Setup/Study Info Window

4. In the **Category:** menu, select **Institution**.
5. Tap **New...**

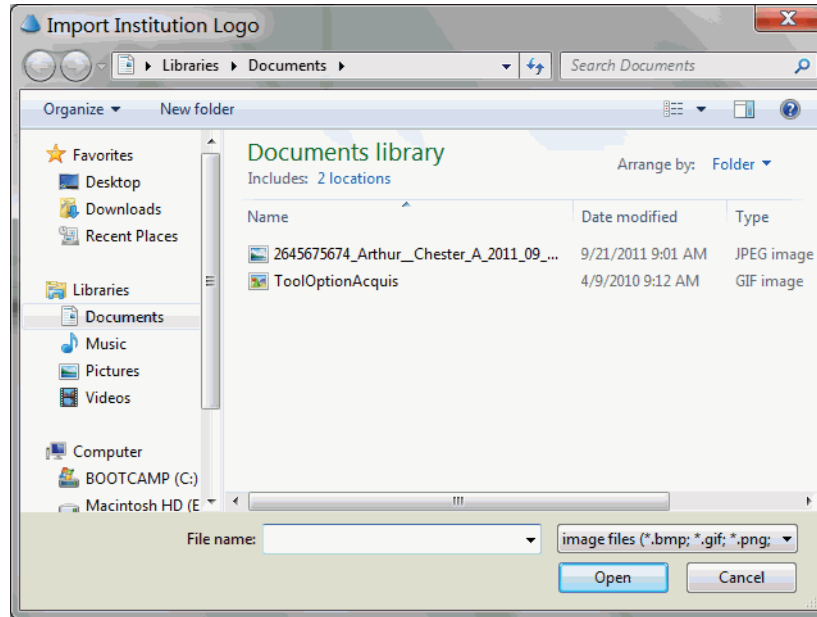
The StudyInfo window opens.



Study Info Window

6. In the Name field, enter the **name of the institution**.
7. Tap **Import....**

The Import Institution Logo window opens.



Import Institution Logo window

8. Navigate to the **logo image file** and select it.
9. Tap **Open**.

The software adds the logo to the report, and associates it with the institution name. The Import Institution Logo window closes.

10. In the StudyInfo window, tap **Apply**.

When a study is performed and the institution name is chosen, the resulting report will include the institution logo.

To delete a logo, remove the institution name from the drop-down menu on the Worksheet window. See [Removing Names From Menus](#) on page 42.

Adding a Signature to a Report

To add a signature to a report:

1. On the report window, tap **Worksheet**.
The Worksheet window opens.

Report **Worksheet**

Signature: B. Simpson Show signature and signature line.

Institution: Greater Good Hospital

Exam Type: Musculoskeletal

Patient Name: Arthur , Chester A

Patient ID: 2845875874

Date: 1/12/2012

Accession Number: 785784

Referring Physician: B. Wayne

Interpreting Physician: L. Luthor

Operator: L. Cage

Blood Pressure: / mm Hg

Indications:

Comments:

Diagnosis: Tendonitis

Image Display Format

Number of Columns: 2 Save as default setting for reports

Worksheet Window

2. In the **Signature:** field, type the **signature**.
3. Tap **Show signature and signature line** so the checkbox is checked.
4. To return to the report, tap **Report**.

Diagnoses On Reports

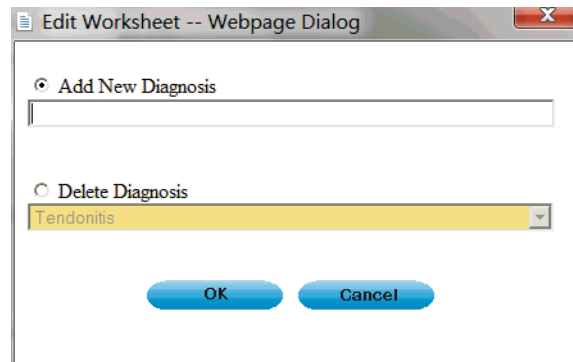
A diagnosis can be added to the report using the Worksheet window, which opens when you tap the Worksheet button on the Report window. The diagnoses available in the drop-down **Diagnosis:** menu on the Worksheet window are added by typing in the **.Diagnosis:field**. Diagnoses on the menu can be deleted from the drop-down menu.

Adding a Diagnosis to a Report

To add a diagnosis to a report:

1. On the Report window, tap **Worksheet**.
The Worksheet window opens.
2. Select the **diagnosis** from the **Diagnosis:** drop-down menu.
3. If the necessary diagnosis is not on the menu, add it to the list:
 - a. Tap the **Edit** button next to the **Diagnosis:** field.

The Edit Worksheet window opens.



Edit Worksheet Window

- b. Make sure the **Add New Diagnosis** radio button is selected.
- c. Type the **new diagnosis** into the **Add New Diagnosis** field.
- d. Tap **OK**.

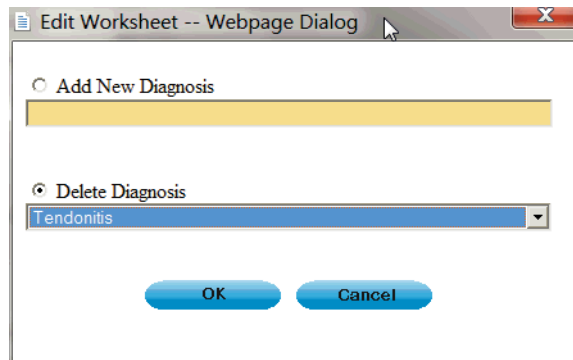
The new diagnosis is added to the menu.

4. To return to the report, tap **Report**.

Removing Diagnoses From the Menu

To remove a diagnosis from the drop-down Diagnosis: menu on the Worksheet window:

1. Tap the **Edit** button next to the **Diagnosis:** field.
The Edit Worksheet window opens.
2. Tap the **Delete Diagnosis** radio button so it is selected.
The drop-down menu is active.



Edit Worksheet Window with Menu Active

3. On the Delete Diagnosis menu, select the **diagnosis** you want to delete.
4. Tap **OK**.

The diagnosis is deleted from the menu.