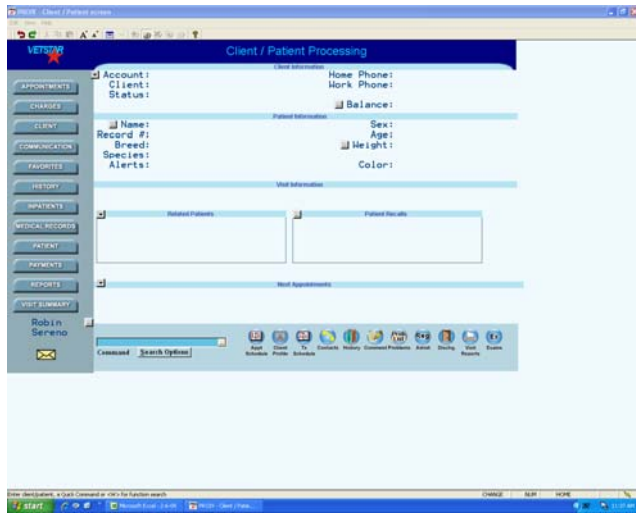


IMAGING REQUESTS IN VETSTAR

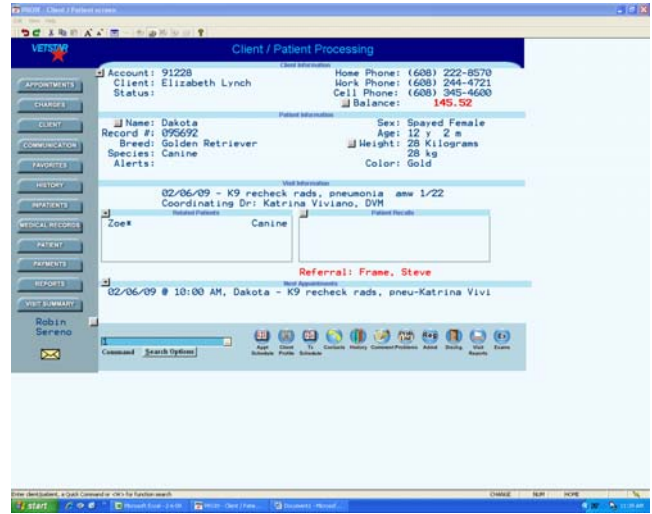
STEP 1:



Log into VetStar

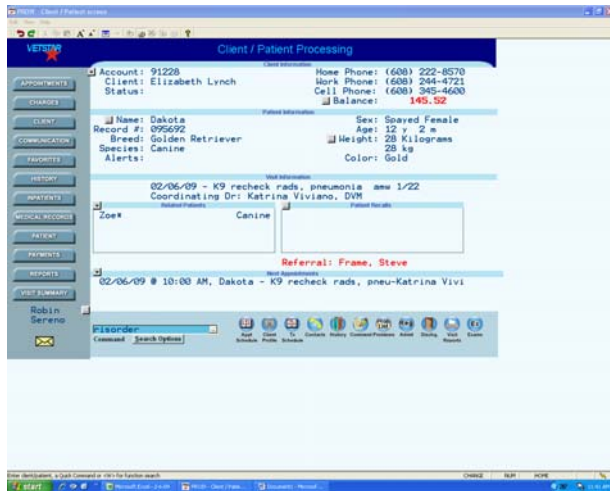
STEP 2:

Pull up patient by MR# as usual



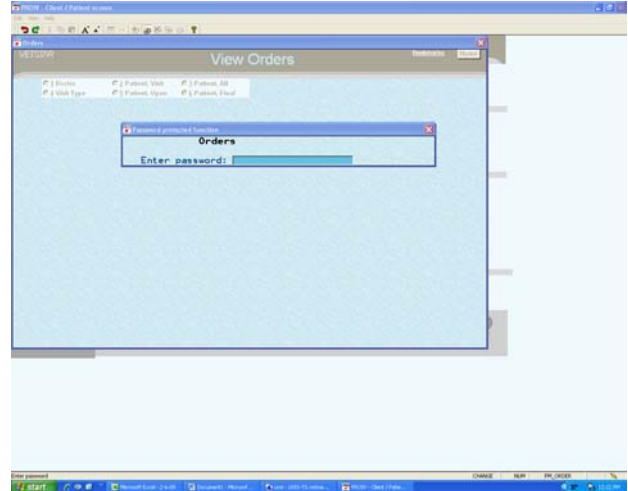
STEP 3:

Type in risorder in command line



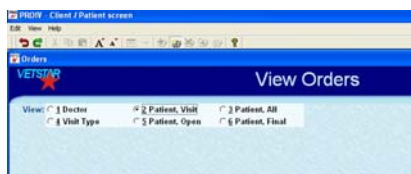
STEP 4:

type in VetStar password again

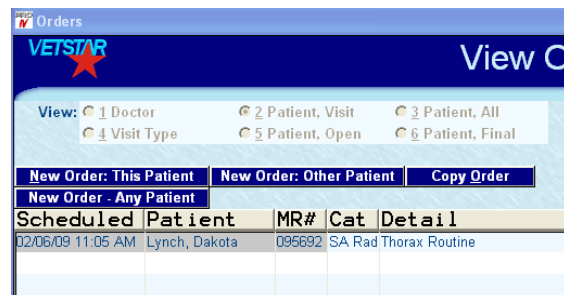


STEP 5:

Click enter on 2 Patient, Visit
Click on New Order: This Patient



STEP 6:



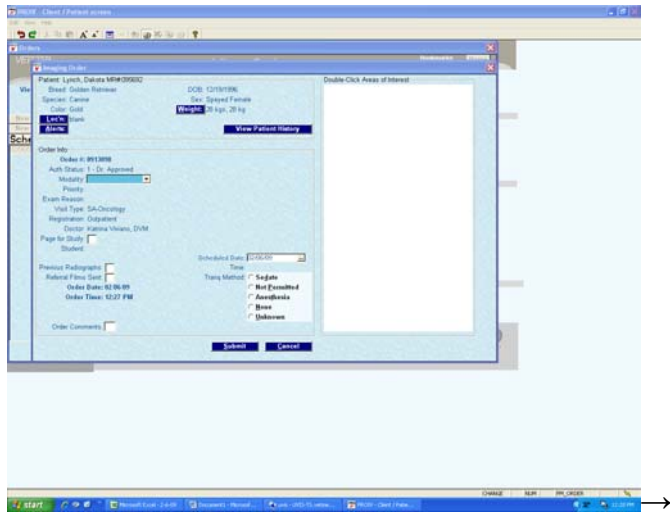
STEP 7:

Enter the Loc'n → location of patient

Enter current Weight

Enter any Alerts on the patient

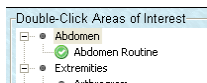
Enter Modality → SA Ultrasound, SA MRI, etc



from here you Dbl Click the areas of interest to image



be sure that you get a



GREEN check

STEP 7 cont:

-Be sure that the doctor is correct (F4 if you do not know the doctor code)

-Check the page for study ONLY if the clinician/student want to be present

-Enter the student name (F4 if you do not know the code)

-Previous Radiographs

-Referral Films

-Date → SHOULD BE THE DATE THAT THE IMAGING IS TO BE DONE

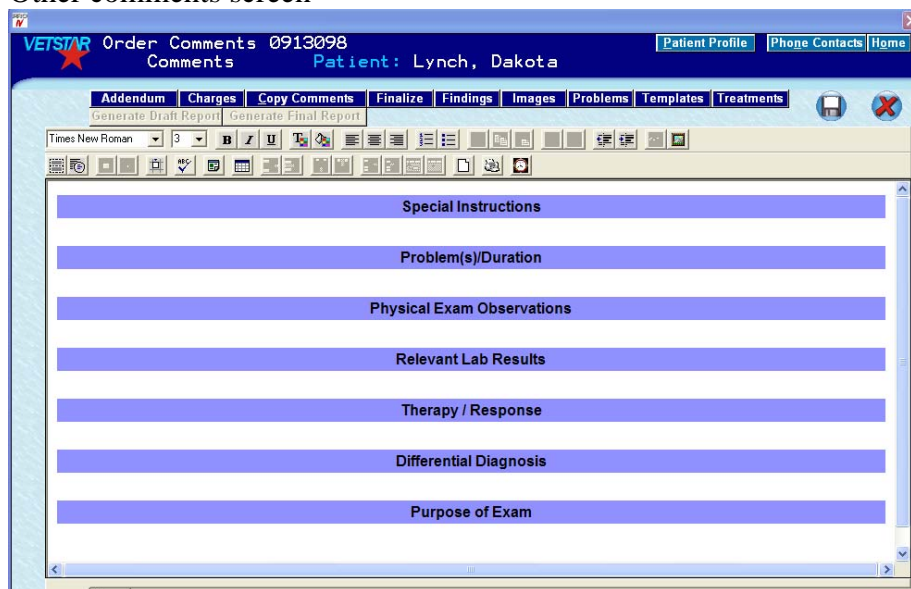
-Time → if an U/S then the time slot it is being scheduled for – if sedation is needed for radiographs then the time entered should be the time the patient will be sufficiently sedated.

-click on proper Tranq method

-click on Other Comments

STEP 8:

Other comments screen



Fill in ALL information just like you would a paper form – MORE INFORMATION is better in Radiology’s mind.

STEP 9:

Once ALL PERTINENT info is entered into the comments screen you MUST SAVE the info

Click on:



To save this info

STEP 10:

After clicking on the save button in the Comments Screen you will be sent back to the original request screen and




you need to **Submit** your request. DONE!

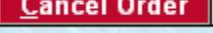
OTHER REQUESTS:

Multiple requests

Once you have submitted one request you may copy that request in order to save time (i.e. if your patient needs an

U/S, MRI and CXR) then simply pull up the patient again. Click on  and then all repeatable info will be transferred to your next request.

Cancel requests

Go back to the screen that you enter requests/orders on and click on . You must enter a reason – also let radiology know in person if you cancel a request so that they do not turn away other service needs. Be courteous if you don’t need your U/S or CT slot get it cancelled and let them know.