

# PenRad

## MAMMOGRAPHY INFORMATION SYSTEM

*... for facilities with greater expectations...*

### Customer Training and Preparation Course at PenRad Headquarters

PenRad offers a three day comprehensive training and preparation course at its Plymouth, Minnesota headquarters (20 miles west of the Minneapolis/St. Paul Airport). The course includes local hotel accommodations and meals.

This comprehensive course introduces participants to all the facets of the PenRad system. Participants prepare and pre-configure the system and database for installation, to allow the facility go live when installed.

Attendees should include a key radiologist, the lead mammography technologist, and the coordinator for each facility. Training should occur two weeks or less prior to installation and computer competency is suggested. The most effective implementation occurs when these principle users are well prepared.

The course is taught in a casual interactive "hands-on" classroom setting by a PenRad certified instructor. Radiologic technologists receive 11 category "A" CEU credits.

#### **Participants receive instruction on:**

- Maintenance and management of patients, doctors, radiologists, technologists and hospital/clinics
- Using the system to create and generate radiologist narrative reports
- Review and generation of administrative, marketing, QC and statistical reports
- Add Text technology
- Bar-coding and label selection options
- Addendum and dictation capabilities
- Specification of auto-faxing set-up and options
- Electronic capture of patient information for the exam
- Tracking and resolving unresolved exams
- Processing patient recall, past-due and final letters
- Utilizing system for interactive patient interviews
- Pathology results and statistics
- Internal and external film tracking
- System configuration and changes
- Auto-recall interval

#### **Participants receive instruction on design, options and formatting of:**

- Mammography and related breast procedure exam templates
- Patient exam, recall and past-due letter templates
- Resolved and unresolved exam letter templates
- Patient history sheet templates
- Pathology exam templates

#### **Prior to course offering facilities are required to prepare:**

Patient letters, technologist and radiologist lists, referring doctor lists, and referring facility lists. If the pre-population of the patient database is ordered, this must be completed in advance. If the facility is utilizing the appointment package, room schedules, exam types and appointment letters are necessary. If the facility has chosen the QC/QA system, test schedules, equipment information, and technologist radiologist CEU information is necessary.

# **PenRad**

## **MAMMOGRAPHY INFORMATION SYSTEM**

*... for facilities with greater expectations...*

### **Advanced Customer Training Course at PenRad Headquarters**

PenRad offers a two day advanced training and preparation course at its Plymouth, Minnesota headquarters (20 miles west of the Minneapolis/St. Paul Airport). The course includes local hotel accommodations and meals.

The advanced course is exclusively for the "PenRad point person" for facilities that have been on-line for more than six months. The course is taught in a casual interactive "hands-on" classroom setting.

Topics are detailed and in-depth. Participants will learn how to achieve more with less effort.

Participants are paired up with other facilities, which allows interaction to share ideas and processes.

#### **Participants receive in depth instruction on:**

- Advanced maintenance and management of patients, doctors, radiologists, technologists and hospital/clinics
- Modifying templates for generation of the radiologist's narrative reports
- Interpretation of administrative, marketing, QC and statistical reports
- Maximizing Add-Text technology
- Increasing fluency of addendum and dictation capabilities
- Auto-fax set-up and options
- Enhanced electronic capture of patient information for the exam
- Understanding and automation of tracking and resolving unresolved exams
- Understanding and automation of processing patient recall, past-due and final letters
- Utilizing system for interactive patient interviews
- Capturing pathology results and interpretation of pathological statistics

#### **Participants receive in depth instruction on design, options and formatting of:**

- Mammography and related breast procedure exam templates
- Patient exam, recall and past-due letter templates
- Resolved and unresolved exam letter templates
- Patient history sheet templates
- Pathology exam templates

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*...The mammography information specialists... keeping you in touch ...*