

# Key tips for documenting and saving ultrasound exams

The University of Arizona  
Emergency Medicine Ultrasound



Training ultrasound examination findings or interpretation *should not be* documented in medical record.

Exams should only be documented in the medical record if the attending is credentialed to perform that specific type of exam and if the exam was used for medical decision making.



Patient Care ultrasound  
examination  
findings/interpretation  
*should be* documented in  
medical record.

Exams should only be documented in the medical record if the attending is credentialed to perform that specific type of exam and if the exam was used for medical decision making.



**Patient care examinations are performed by an attending with Ultrasound privileges (FAST, Procedural, Level 1, 2 and 3 privileges).**



Do not give patient your interpretation of a training ultrasound examination.

Only give an interpretation if it is a patient care exam, it was used for medical decision making, and if the attending has privileges for that exam.



Do not use the phrase  
*“Everything looks Okay”*  
while discussing Patient  
Care ultrasound  
examinations.

People wrongly believe that you looked at every organ they have for every disease known to man. You can explain what you did see within the scope of what you are credentialed to look for.



All attendings are  
credentialed to perform  
*FAST* examinations and  
use ultrasound guidance  
for *Procedures*.



Some attendings have additional ultrasound privileges. Check the list on the machines or by the attending computers.

Additional privileges beyond the FAST and procedures require separate credentialing by the hospital, a certain number of exams archived per exam type and letters supporting that you have been trained for the exam.





We cannot document in medical record, make medical decisions, transfer to PACS or bill for exams that the attending does not have privileges for.



Enter patient data *every*  
*time* you use the  
machine.



# Three Identifiers to Enter

- 🔹 **Visit #** at UAMC (**Account #** at UAMC-South)
- 🔹 **Resident #** (UAMC # at both sites)
- 🔹 **Attending physician #** (UAMC # at both sites)

Obtain *Required images* for every exam. PowerPoint is available to review in the Emergency Ultrasound folder on the desktops.



All ultrasound images  
(stills or clips) must be  
labeled.



# All exams need to have worksheets completed.

This can be completed on the machine at the time of the exam or on Qpath immediately after.



# All worksheets need to be saved as images.

This is the only way that your interpretation can be uploaded to PACS.



Residents should not complete “*Attending only*” components in the worksheets.





Attendings need to edit worksheets, edit images and *electronically sign* all *Patient Care* examinations using Qpath *before or at the end of the shift.*

The Qpath icon is available on every desktop in the doc boxes.



After signing the *Patient Care* exams electronically, *attendings* need to transfer the exams to PACS, and submit for billing using Qpath.



Zonare system can *never*  
leave the Emergency  
Department.



Ultrasound machines  
must be returned to the  
designated area after  
each use and plugged  
into the electrical outlet.

Leaving these machines in patient rooms or in the hall is unacceptable as it exposes them to “injury.”



Pay attention to the  
power cord and probe  
cords while moving the  
systems.

If the cords are run over, the probes no longer work. It costs \$5,000 to \$10,000 to replace each probe.



After each use, clean the  
probe with CaviWipes  
or red-top SaniWipes.

Extras can be found in each ultrasound cart.



The endocavity probe  
requires special care  
after each use.



The endocavity probe is  
never stored on the  
machine.





# You can find all ultrasound supplies in the Ultrasound Cart.

This includes US-guided IV supplies, wipes, probe covers, extra wipes. You can access each cart with the last four digits of your social.



# Ultrasound systems can be tracked at UAMC using AeroScout.

Open the intranet. It is listed under applications. Enter “ed” and “ed” into the fields.



# Ultrasound Workflow



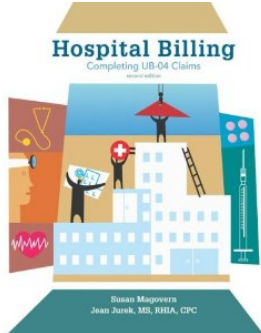
Patient info entered into U/S Machine



Resident scans  
Saves images  
Completes worksheet  
Hits "End Exam"



Images and Worksheets  
Wirelessly transmitted to  
QPATH



Attending reviews images, edits worksheet & images,  
answers the Vital questions,  
transfers the exam to PACS and submits for Billing