

Mass General ROE - User Guide for Interventional Procedures

<http://mghroe>

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1. About ROE

Radiology Order Entry (ROE) is a web-based application that can be used to electronically order and schedule: 1) out-patient MRI, CT, ultrasound, mammography, plain film radiography, nuclear medicine, bone densitometry and nuclear cardiology; and 2) in-patient and out-patient interventional procedures including spine and joint injections.

2. Access ROE

You may access ROE three different ways:

- Type **<http://mghroe>** in your browser.
- Select the Partners Start Menu > Partners Applications > Utilities > ROE.
- Find a link to ROE in LMR and OnCall under the patient chart.



3. New user registration

For first-time users, a one-time registration is required.

Upon [login](#), you will be redirected to a registration screen and prompted to answer a few brief questions.

User Registration
(You must login to the PC with your own Partners Username and Password)

Partners Username

Please Select Your Preferred Institution:

Please describe your role:

- Attending Physician
- Resident or Fellow
- Nurse Practitioner, Physician Assistant
- Registered Nurse
- Non Clinical (Administrative, Secretary, Other)

4. Select ordering physician and patient

- From the [ROE home page](#), choose "All Physicians."

What if the ordering physician's name is not available in the physician list?

To have a name added, please call the Informatics Service Desk at **617-643-0003**.

- Type the ordering physician's last name in the free text field.
- Enter a valid patient MRN.

ROE

Select a Physician and Enter a Patient MRN

*Physician: Enter physician name
 My Physicians All Physicians

*MRN:

Continue

ROE

Select a Physician and Enter a Patient MRN

*Physician: Rosenthal, Daniel Ira -- Radiology Services
 My Physicians All Physicians

*MRN: 0000006

Continue

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5. Order an exam or procedure

- Select the type of procedure you would like to order. The menu expands to show specific exam and procedure selections.
- Note that if the patient has any upcoming exams, they will be listed under Pending Exams.

Collapse ▾ Order a New Exam

Bone Densitometry ▶	Spine & Bone Procedures ▶	Biopsies	Abscess/Fluid Collection
Cardiac Stress Testing ▶	Vascular Procedures ▶	Drainages ▶	Drainage
CT ▶	Chest ▶	Renal Interventions	Chest Tube
Fluoroscopy ▶	Abdominal (GI/GU) Procedures ▶	Nephrostomy/Ureter/Bladder	Paracentesis/Thoracentesis
Interventional Procedures ▶		Biliary Interventions	Percutaneous Nephrostomy (PCN)
Mammography ▶		Gastrostomy/ Gastrojejunostomy Tubes	Primary Biliary Drainage (PBD)
MR ▶		Paracentesis/Thoracentesis	
Nuclear Medicine ▶		Chest Tube	
Plain Film ▶		Tumor Ablation	
Ultrasound ▶		Pain Management	
Vascular Testing ▶		Peritoneal Catheter	

Pending Exams
Exam must be scheduled for it to be performed.
Exams not scheduled within 60 days will be deleted from the system.

ACTIONS	SCHED DATE/TIME	EXAM	HISTORY	PHYSICIAN	ENTERED BY
<input type="checkbox"/> Cancel <input type="checkbox"/> Print <input type="checkbox"/> Edit	6/15/2011 2:00 PM MGH	Cardiac CT	Typical anginal chest pain - 413.1	Rosenthal, Daniel Ira	sf822 6/3/2011 1:57 PM
<input type="checkbox"/> Cancel <input type="checkbox"/> Print <input type="checkbox"/> Edit	6/23/2011 8:00 AM MGH	Pentetreotide	Paraganglioma - 237.3	Jackson, Vicki	sf822 6/3/2011 4:06 PM

[Schedule Multiple Exams](#) | [Print Instructions For All Scheduled Exams](#)
 Select up to three exams above.

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6. Provide exam details

- Select exam or procedure requested
- Under Signs/Symptoms and Known Diagnoses, check the appropriate boxes to provide relevant information about the patient. Use text boxes to provide additional information.
- Note that at least one indication from Signs/Symptoms and/or Known Diagnoses must be checked to proceed.

At least one box **MUST** be selected from either of the following groups

SIGNS / SYMPTOMS

- Abnormal extremity reflexes
- Extremity weakness (paraplegia)
- Neck pain
- Radiculopathy
- Abnormal extremity sensation
- Mass or lump
- Neck pain following trauma

KNOWN DIAGNOSES (NOT Rule/out!)

- Congenital spine malformation (specify)
- Demyelinating disease without spinal cord syx
- Neoplasm - Primary Unknown
- Neoplasm - Specify Primary
- Spinal stenosis
- Spine Infection (type)
- Demyelinating disease with spinal cord syx (type)
- Disc disease
- Hereditary Syndrome (specify)
- Spinal cord injury
- Spine fracture specify location

ABNORMAL PREVIOUS EXAMINATIONS

- Abnormal bone scan
- Abnormal x-ray DJD
- Abnormal x-ray bone destruction

Information for Radiologist (only 140 characters allowed):

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7. Schedule an order

- Schedule a procedure within each requisition under the “Scheduling” section
- Select one of the following options:
 - No Preference
 - Urgent / Same Day
 - Other - Request a Date (opens the calendar for date selection)

Scheduling:
Final schedule may vary, Imaging will provide date and time

No Preference
 Urgent / Same Day (if possible)
 Other - Request a Date (opens the calendar)

3/13/2013 mm/dd/yyyy

March 2013						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Patient I

Can Patient
 Yes
 No

- Select “Save Exam.”

PATIENT NAME: TEST, IGNORE MRN: 0000006
 DOB: 03/09/1973 Gender: M

Abscess/Fluid Collection Drainage



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8. Contacts

For ROE technical assistance, please contact the **Informatics Service Desk** at **617-643-0003**.