


## Synapse Reservations Workflow Versions 4 and higher

### Background

Synapse version 4 introduced the Advanced Reservations feature which added new types of Reservations:

- **Read Reservation** – Holds the study on the worklist with an indicator to Users with Dictation privilege that it is Reserved for Reading. The automated workflow engine skips studies that are reserved by other Users for a streamlined workflow. Other Users can open studies that are Reserved but they get a concurrency alert when doing so.

**Note: If a study is linked with the dictation system using automated workflow or alt-4 and it isn't skipped, the Synapse system keeps it In Progress with a Read Reservation.**

To skip the study without holding the reservation, press the skip button  or press the F9 key








- **Review Reservation** – Typically used by a Resident or Fellow who wants to have a study reviewed by a Staff Radiologist
- **Display Reservation** – This is used while the study is being displayed on the screen by a User with Dictation privilege.

### Reservation Duration

Read/Review Reservations have a default duration of 24 hours which can be changed by an administrator. When a Reservation is created using the Reservation dialog box, the duration can be modified by the User. Display Reservations have a default duration of 90 minutes which comes into play when the User leaves the workstation with a study displayed.

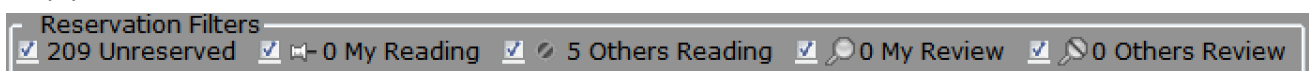
### Worklist Icons

The first column on Synapse 4 worklists notifies users about the Reservations, Downloaded studies, and whether the studies have documents:

-  Indicates the study has a **Read Reservation** for the logged in user (Reserved for me)
-  Indicates the study has a **Review Reservation** for the logged in user (Reserved for me)
-  Indicates the study has a **Display Reservation** (the study is currently displayed on the screen)
-  Indicates the study has a **Read Reservation for another User** with Dictate privilege
-  Indicates the study has a **Review Reservation for another User**
-  Indicates the study has been cached to the local workstation hard drive
-  Indicates the study has documents

### Worklist Filters

There are filters at the top of the Unread Studies Worklists that allow the User to filter out unwanted studies. Simply uncheck the box to remove studies with the described Reservation.

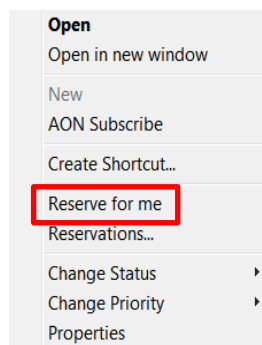


### Create a Read/Review Reservation

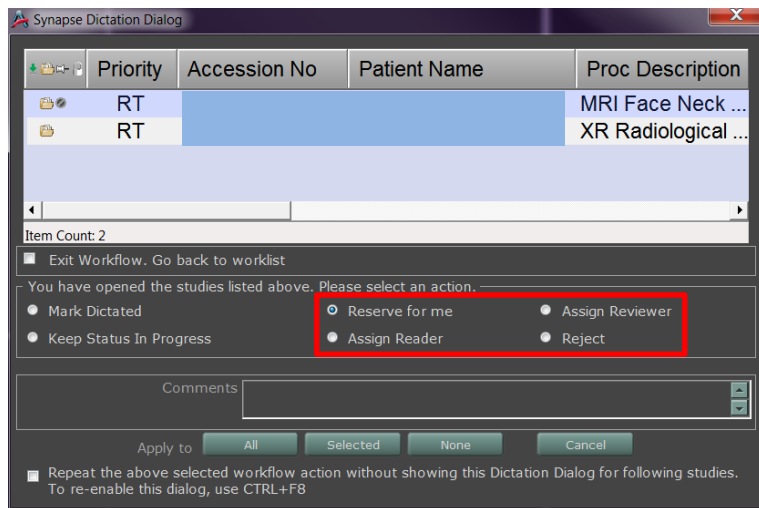
Radiologists typically reserve studies for themselves (Read Reservations) to ensure that other Radiologists do not dictate cases that pertain to them. Example: A Radiologist performs fluoroscopy on a Patient and later needs to dictate that study. In this case, the Radiologist can find the study in the worklist, right click, and reserve it for herself.

Multiple studies can be selected from the worklist and reserved simultaneously using this method (ctrl left click to select multiple studies)

**Note: This is the quickest way to create Read Reservations**

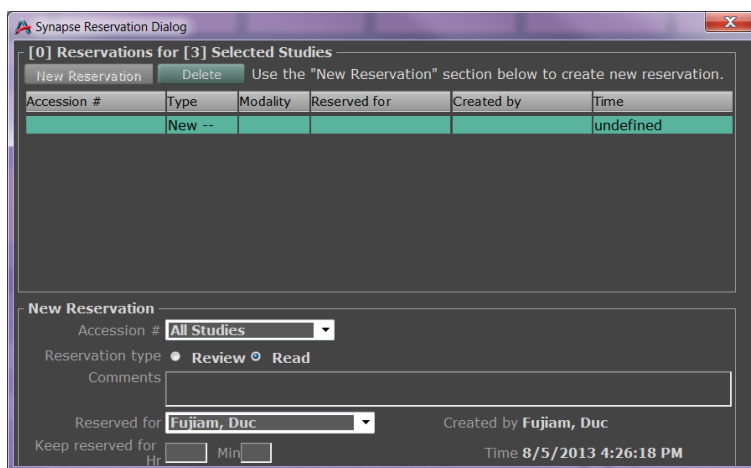
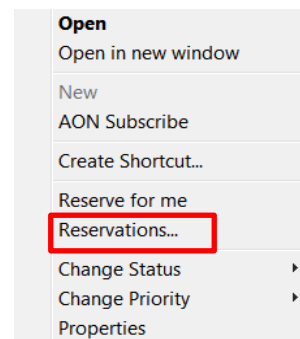


With the study open, the Radiologist can also Reserve it using the dictation dialog box (F8 or Ctrl F8 opens the dictation dialog box while the study images are displayed).



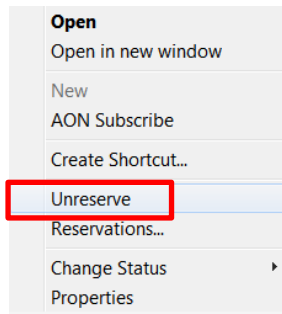
The Reservations dialog box provides more options for the Reservations of the selected studies.

- The Reservation type can be specified (Read or Review)
- Comments can be added
- The Reservation can be assigned to another User
- The duration of the Read Reservation can be assigned (overrides the default settings)



## Delete A Read/Review Reservation

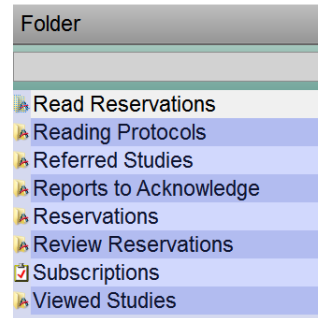
Simply right click the study and Unreserve



## Reservations Folders

Each User with the privilege to Reserve studies has the following folders under their name:

- Reservations – lists all Reservations
- Read Reservations – Lists all Read Reservations
- Review Reservations – Lists all Review Reservations
- Reports to Acknowledge – Lists all reports to acknowledge
- Referred Studies – Lists all studies that were referred to the User



The user can work from the Reservations folders using automated workflow. Marking a study dictated automatically advances the workflow just like the Unread Studies Worklists.

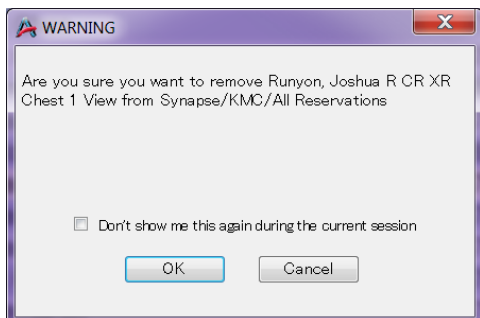
Note: If a User is working remotely, she can reserve multiple studies and Subscribe to the Reservations Folder. The Studies in the folder and their priors will be cached to the local hard drive to improve performance.

There is a Folder in the root Synapse Worklist called All Reservations which contains a list of all Reserved Studies.

Folder	Count
Admin	
All Patients	
All Recent Studies	
All Reservations	29
All Studies	
All Users	
Conferences	

Within the All Reservations folder, reservations can be deleted by right clicking and selecting delete.

The following dialog box opens to warn the User they are about to delete a reservation:



Priority	Type	Assigned by	User	Comments
RT	Acknowledge Report	Chen, Frank	Frank Chen	
Timed	Acknowledge Report	Chen, Frank	Frank Chen	
RT	Acknowledge Report	Chen, Frank	ksenia Aaron	
RT	Acknowledge Report	Chen, Frank	Frank Chen	
Timed	Acknowledge Report	Chen, Frank	Frank Chen	
Routine	Read	Lerner, Alexan...	Alexander Lerner	Reserve for Work...
S	Acknowledge Report	Chen, Frank	ksenia Aaron	
RT	Read	Lee, Christoph...	Christopher Lee	Reserve for Work...
RT	Acknowledge Report	Chen, Frank	ksenia Aaron	
S	Acknowledge Report	Chen, Frank	ksenia Aaron	
Timed	Acknowledge Report	Chen, Frank	ksenia Aaron	
RT	Acknowledge Report	Chen, Frank	Frank Chen	
RT	Acknowledge Report	Chen, Frank	ksenia Aaron	
RT	Acknowledge Report	Chen, Frank	Frank Chen	
RT	Acknowledge Report	Chen, Frank	Frank Chen	
RT	Acknowledge Report	Chen, Frank	ksenia Aaron	