

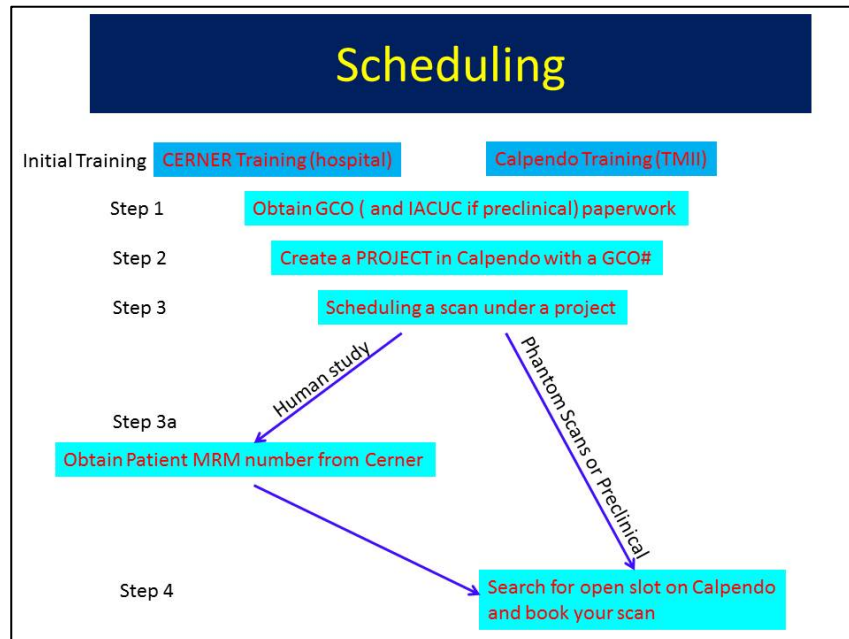


**Mount
Sinai**

TMII

Translational and Molecular Imaging Institute

SOP 103 Scheduling



Resources that are available for scheduling:

SC2:

- Skyra 3T
- PET/MR 3T
- Magnetom 7 T whole body
- Neuro Testing Room
- MR Simulator Room (Mock MR)
- Clinical Exam Room

SC1 (Preclinical):

- Bruker 7T
- Bruker 9.4T
- Procedure Room 1
- Dose Room
- Gamma Counter Room 1
- (For scanning on the IVIS Spectrum or micro Ultrasound, Please contact: Yu Zhou at 212-824-8547 or yu.zhou@mssm.edu)

Before you can schedule a scan you need to have all IRB and or IACUC paperwork ready. If this is a new study, please create a new project on Calpendo (see Project Creation).

Once the project is created and approved you can start scheduling scan time.

In order to schedule time on one of the resources please use the online Calpendo calendar system

For additional information about Calpendo please contact Daniel Samber (Daniel.samber@mssm.edu) or Edmund Wong (Edmund.wong@mountsinai.org).

Because of the Hospital requirement that every research subject receive at least a limited read for incidental finding, all subjects need to be scheduled with a Medical Record Number (MRM).

The following steps outline the process to access the CERNER program that allows for viewing and creating an MRN (Medical Record Number) for a subject.

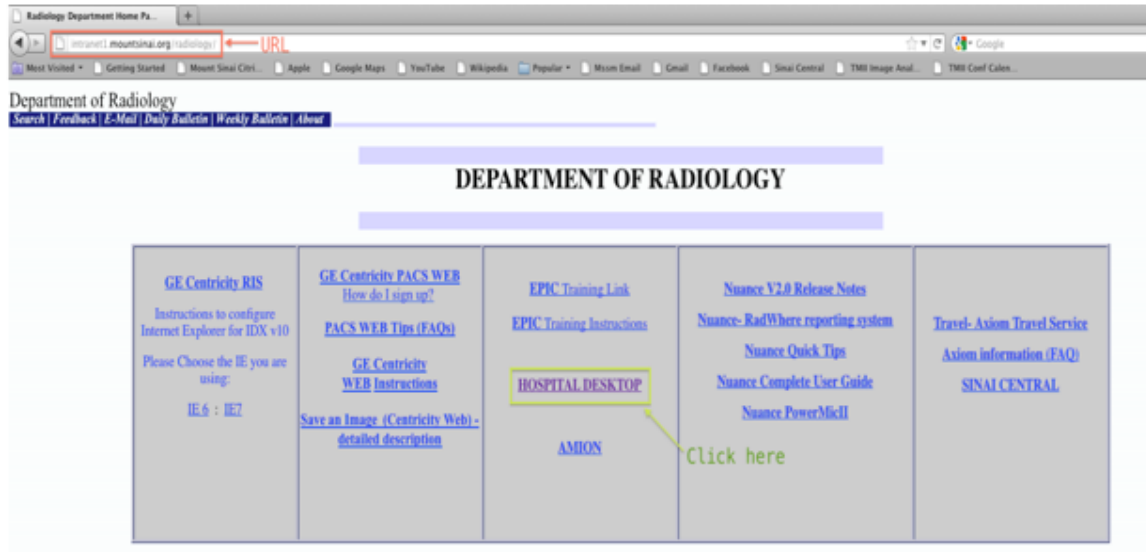
CERNER Training

Everyone that views or creates an MRN must undergo training from the Mount Sinai CERNER Applications Team in order to gain access to the CERNER applications program. Contact Ailyn Villareal (ailyn.villareal@mountsinai.org) or Donna Baer (donna.baer@mountsinai.org) to schedule a training session.

Obtaining an MRM number for a subject

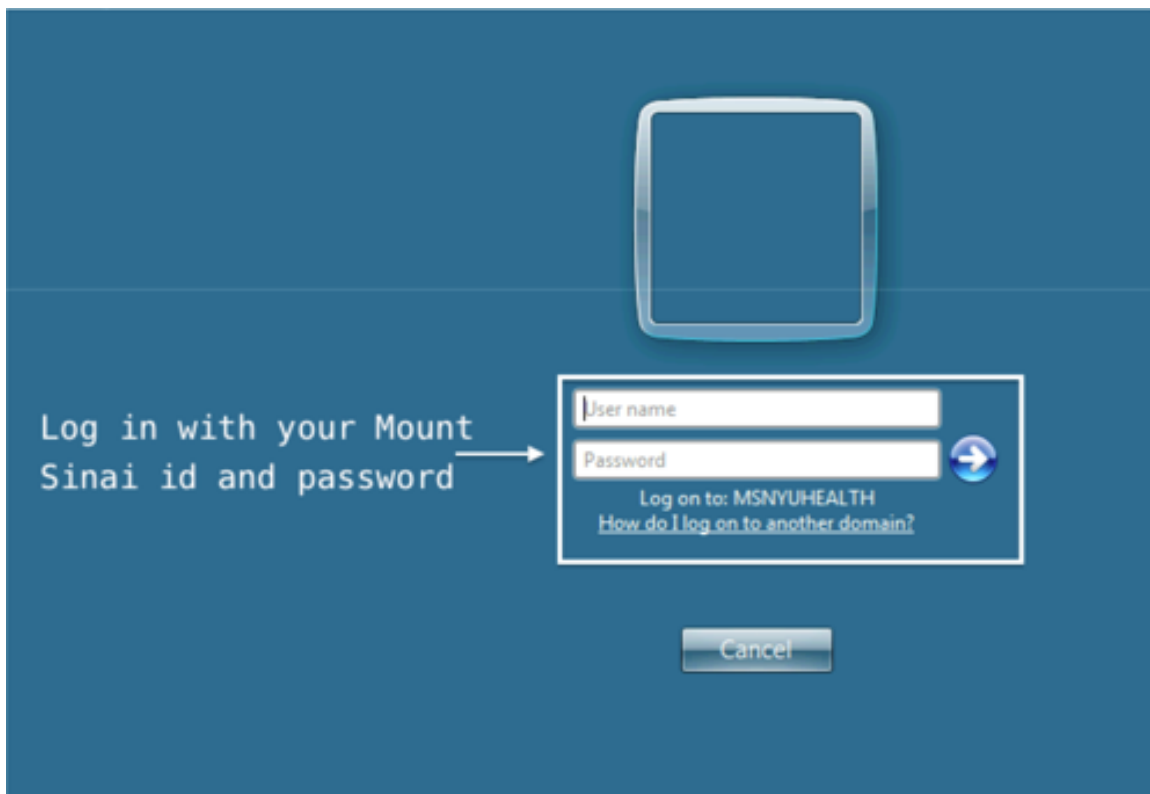
In order to use CERNER, you must have the latest update of a Java enabled browser such as Firefox or Internet Explorer. If you do not have this, please download the latest version of Java (<http://java.com/en/download/index.jsp>).

In your browser, type the URL: <http://intranet1.mountsinai.org/radiology>
Then select "HOSPITAL DESKTOP." You may be prompted for permission to run Java. Select "Run" if necessary.

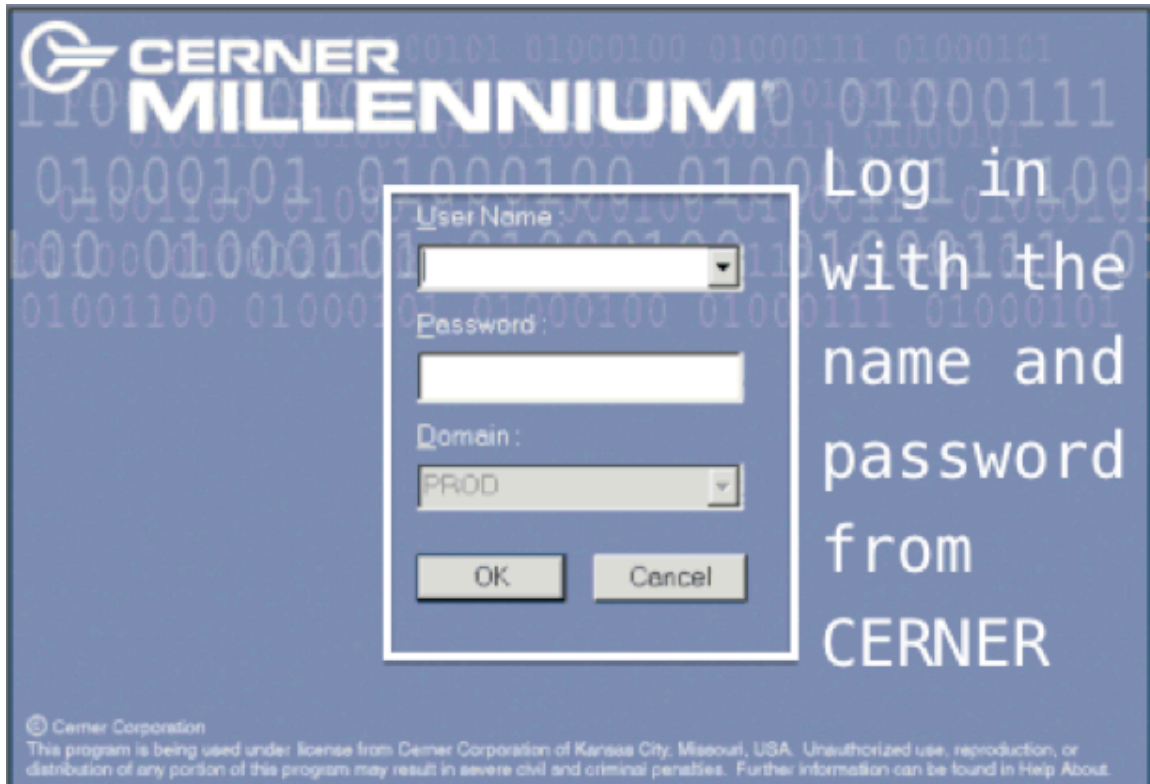


Note: This site may only be accessed within the Mount Sinai network. As such, Mount Sinai CERNER applications may not be used at any other locations.

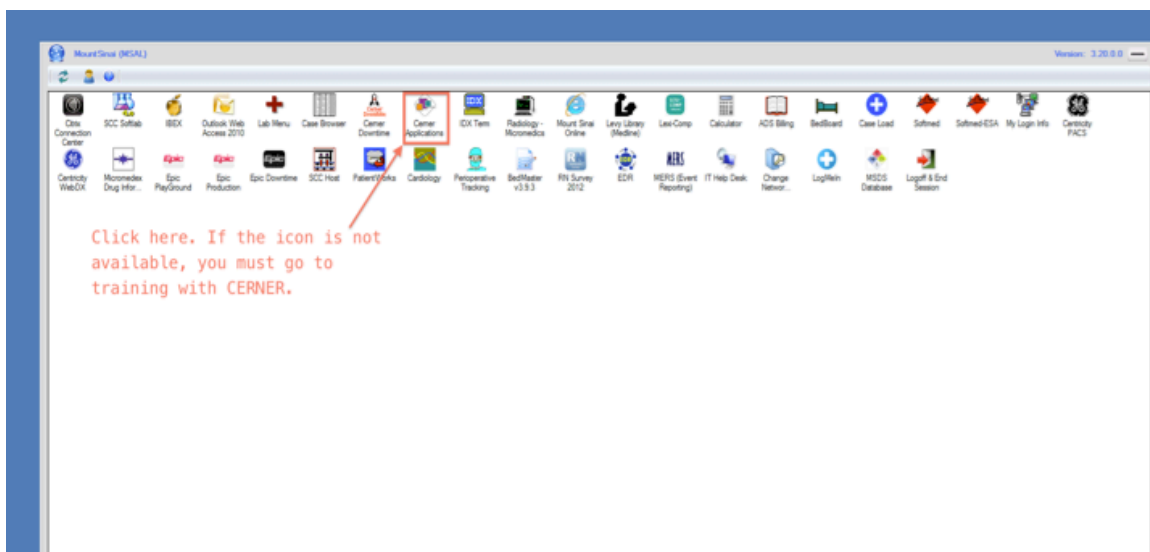
Step 1: Log in with your Mount Sinai Username and Password. It should be the password that is used to access your Mount Sinai email account.



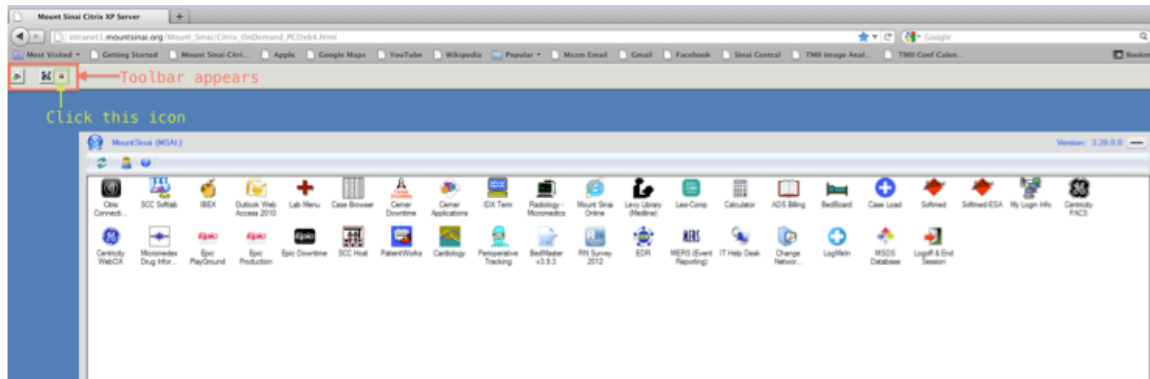
Step 2: You will be prompted to log in again. Your username and password should have been issued to you in an email upon completion of the CERNER training. If you need help, contact CERNER.



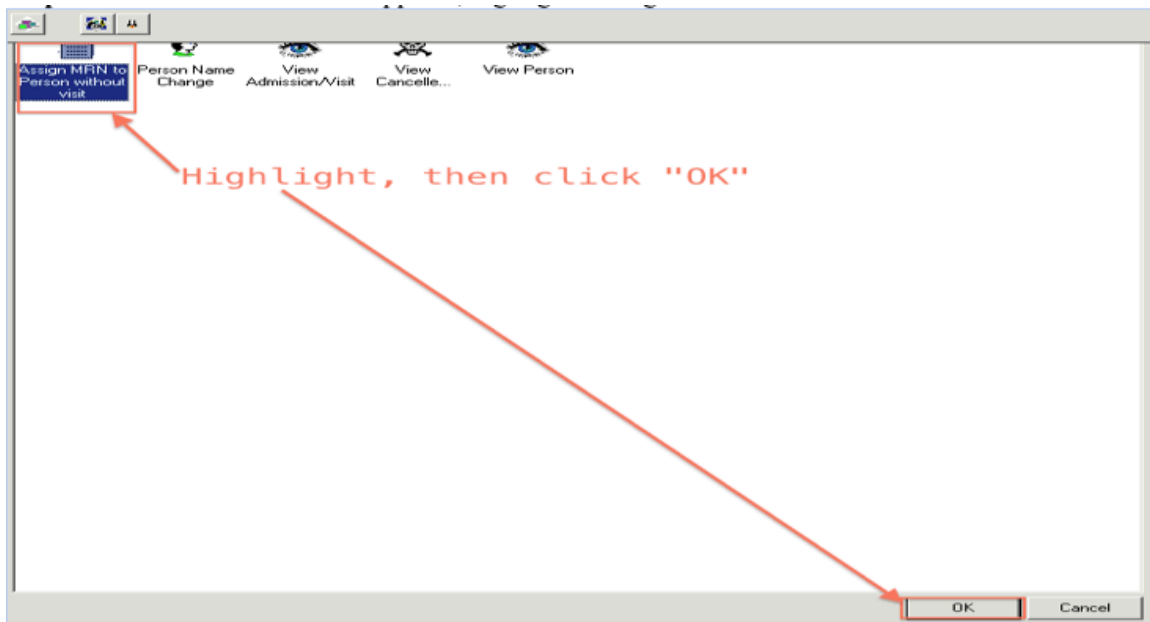
Step 3: Once logged in, click on "Cerner Application." If the icon is not available, contact CERNER for support.



Step 4: After logging into “Cerner Applications” a toolbar should appear at the upper left-hand side of the window. Click the rocket ship icon.



Step 5: In the new window that appears, highlight “Assign MRN to Person without visit” then click “OK.”



Step 6: In the new window, enter all known and relevant information of the subject then press “Search.” This query determines whether the subject has an MRN. If the desired subject is not already in the database, click “Add Person.” If the subject has an MRN, you can continue onto scheduling.

The screenshot shows a software window titled "Assign MRN" with a subtitle "Person info". On the left is a form with fields for "Last Name", "First Name", "MRN", "SSN", "Birth Date" (with a calendar icon), "Gender" (a dropdown menu), and "PIN/ID". Below these fields are "Search" and "Reset" buttons. The main area of the window displays the text "No persons found". At the bottom right are buttons for "OK", "Cancel", "Review", and "Add Person".

Search for the patient first.
Enter in any known information,
then click "Search." If the
patient does not appear, click
"Add Person."

Step 7: Enter all necessary information about the patient. Click "OK." In the pop up window, the MRN will be present. Copy the number.

Note: For accuracy, it is recommended that all relevant information be copied and pasted directly from CERNER to Calpendo.

The screenshot shows a patient information form with the following fields:

Last Name	First Name	Middle Name	Does Patient have SSN?	SSN
Smith	John			- -
MRN	DOB	Gender	Verify Patient Demographics	Patient Flag
	06/09/2013			
Preferred Language	Interpreter Required			
Permanent Address				
Country	Street Address	Street Address2	Zipcode	City
USA				
State	County	Phone Number	MRN Created	IDX ID
		() -		
Department	Keane MRN			

← MRN #

All fields will appear blank if you need to add patient. If the patient was already in the database, their MRN # would appear here. Otherwise, enter all necessary information, then click "OK." The popup window will contain the MRN #.

It is recommended for improved accuracy that all relevant information be copied and pasted directly from CERNER to Calpendo.

OK Cancel


Ready PROD ROMANJ03 6/11/2013 9:42 AM

Once an MRN is acquired, you can proceed onto scheduling your subject.

Calpendo

Step 1: Prior to using Calpendo, make sure that you have the most recent version of your current browser. In your browser, type the URL:

<https://tmii.mssm.edu/calendar/> then press enter.

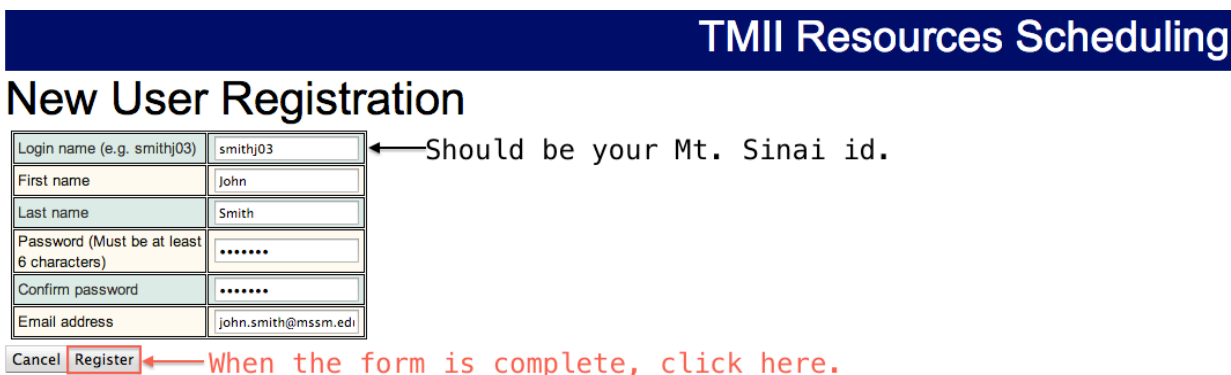


The screenshot shows a web browser window with the address bar containing <https://tmii.mssm.edu/calendar/>. A red arrow points to the address bar with the label "URL Step 1". The page has a dark blue header with the text "TMII Resources Scheduling". Below the header, the word "Calpendo" is displayed in large black font, followed by "Version 6.1.5". There are three input fields: "Username:" and "Password:". Below these fields are three buttons: "Login", "Logout", and "Register new user". A green arrow points to the "Register new user" button with the text "If you have never used Calpendo before, Click here." and "Step 2".

Step 2: If you have never used Calpendo previously, click "Register New User," otherwise skip step 2, and continue to Step 3.

Registering a New User

Upon clicking "Register New User" fill out the following form.



The screenshot shows the "New User Registration" form. The header is dark blue with the text "TMII Resources Scheduling". Below the header, the title "New User Registration" is displayed. The form consists of several input fields: "Login name (e.g. smithj03)" with the value "smithj03", "First name" with the value "John", "Last name" with the value "Smith", "Password (Must be at least 6 characters)" with a masked value "*****", "Confirm password" with a masked value "*****", and "Email address" with the value "john.smith@mssm.edu". Below the form are two buttons: "Cancel" and "Register". A red arrow points to the "Register" button with the text "When the form is complete, click here." and "Should be your Mt. Sinai id." points to the "Login name" field.

You will not be able to use Calpendo until your registration has been approved! The approval may take up to a few days. Once you have received approval, continue to Step 3.

Step 3: If necessary, reenter the original URL: <https://tmii.mssm.edu/calendar/> then enter the Username (Login Name) and Password specified in the "New User Registration" form. When the correct Username and Password have been entered, click "Login."

Calpendo

Version 6.1.5

Username is the same as Login Name

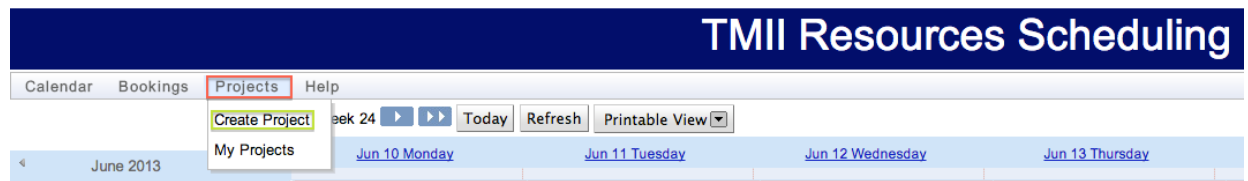
Username: smithj03

Password:

Login Logout Register new user

Step 4: The first time that you log into Calpendo, you will be unable to schedule. The user must be registered under an approved project. In order to create a project, click "Projects," then "Create Project." In order to review any projects that you are currently assigned to, choose "My Projects." You may be assigned to multiple projects at a time. If you have already been approved for the project that you wish to schedule for, go to Step 5.

Creating a Project



Step 4a: General

Fill out the following form.

TMII Resources Scheduling

Calendar Bookings Projects Help

Submit project request

General	GCO#	XX-XXXX
Project Resource Settings	Type	Other
Users	Status	Requested
ADMIN USE ONLY	Project Title	Registering a Project Name
	Project Description	Sample Project for Tutorial
	Principal Investigator	John Smith
	PI Phone Number	XXX-XXX-XXXX
	PI Email	john.smith@mssm.edu
	Other Investigators	This is a text field only, the names entered here are for information purposes only, and will not give other users the ability to schedule.
	FOR PILOT PROJECTS ONLY: If data is to be used for a grant application, provide potential funding source and application deadline.	
	Department	TMII
	Funding Source	Other
	Fund Number	XXXXXX
	Duration Of Project	5 years
	Total Imaging Sessions	
	Proposed Start Date	Jun 10 2013
	Please list any peripherals needed for your scans	SpO2
	Special Patient Care, Imaging, or Equipment Needs	Nurse, Changing Room
	REQUIRED FOR HUMAN STUDIES ONLY	
	Name of physician responsible for incidental findings	Physician's Name
	Physician Cactus ID	0000000
	Exam Type 1	MRI Brain without Contrast
	Exam Type 2	None Selected
	Exam Type 3	None Selected
	MRI Session (Human)	None Selected
	PET/MRI Session (Human)	None Selected
	PET/CT Session (Human)	None Selected
	REQUIRED FOR ANIMAL STUDIES ONLY	
	MRI Session (Pre-Clinical)	Please select
	IACUC# (animal projects only)	
	Email additional forms to: tmii.scheduling@gmail.com	

← May be obtained from PI
← Specimen being scanned

This is a text field only, go to "Users" to give others the right to schedule for this project. Step 4c

← Length of the entire project, not the time needed for each scan

← For Human Studies Only

← For Animal Studies Only

Step 4b: Project Resources Settings

Click Project Resource Settings on the upper-left-hand side. Then Click

General

Project Resource Settings

Users

ADMIN USE ONLY

Resources Needed (Click "Add Resource" to begin")

Choose resources...

“Choose Resources.”

Then, highlight the resources needed, and click the arrow to select and move the resource. Once all needed resources have been selected, click “OK.”

Resource Selection

Type

- ☒ No resource type
- ☒ Scanner
- ☒ Room

Location

- ☒ No location
- ☒ SC1
- ☒ SC2
- ☒ TMII Area

Available Resources

- Biograph mMR
- Magnetom 7T
- Bruker 7T**
- Bruker 9.4T
- Biograph mCT
- Procedure Room 1
- Procedure Room 2
- Microscopy Room

Selected Resources

- Skyra 3T

Resource Detail

Name	Skyra 3T
Location	SC2
Type	Scanner
Project Required	Project Required
Require Reason for Cancellations	<input type="checkbox"/>
Allow Old Changes	<input type="checkbox"/>
Collect Actual Usage	<input type="checkbox"/>

OK → OK Cancel

Step 4c: Users

Select the Users that should have the ability to schedule and reserve resources for your project. Note that these additional Users must already have a Calpendo Account. If they do not, refer the desired persons to Steps 1-2.

TMII Resources Scheduling

[Calendar](#) [Bookings](#) [Projects](#) [Help](#)

Submit project request
← When you have all the information for the entire project entered, click here

General

Project Resource Settings

Users

ADMIN USE ONLY

NikolaTesla (Nikola Tesla)
← Choose Names to add

Login name (e.g. smithj03)	First name	Last name
<input type="checkbox"/> doboshb01	Brian	Dobosh
<input type="checkbox"/> NikolaTesla	Nikola	Tesla

Remove

Once all of Steps 4 (Steps 4a-4c) are complete, click “Submit Project Proposal.” **You will not be able to schedule until your project has been approved!** The approval may take up to a few days. Once your project is approved, continue to Step 5.

Step 5: If necessary, reenter the original URL: <https://tmii.mssm.edu/calendar/> then enter the Username (Login Name) and Password specified in the “New User Registration” form. Any areas in green are areas that are available for scheduling. Any other areas in pink may not be used for scheduling purposes.

In order to schedule, click, and drag the time slot that you wish to use. Keep in mind that particular resources have timing restriction imposed. Fill out the window that appears after releasing the mouse then click “Create Booking.”

New Booking ✕

Resource

Skyra 3T

+

▼

Project

97-0099 (Functional Connectivity)

⌵

When

Jun 14 2013

All day ☐

09:00

12:00

☒ Send reminder email

Notice Period 30 minutes

Send reminders to
☒ Booking booker
☐ Booking owner
☐ Project owner
☐ Project users

Status

Best possible

⌵

Booker

doboshb01 (Brian Dobosh)

Owner

CYT8 (Cheuk Tang)

▼

Last Name

First Name

← Name of Patient

MRN

Date of Birth

← MRN# Humans Only

Create Booking

In order to locate the MRN #, refer to CERNER. In order to ensure that your booking is successful, it is recommended that all relevant information be copied and pasted directly from CERNER.

If you have any additional questions, contact Daniel Samber
(Daniel.Samber@mssm.edu) or Edmund Wong (edmund.wong@mountsinai.org).