

Document Work List
Scripts Faxed to Scheduling

Scheduling Department Faxes

To access the Document Worklist in Fuji

Log in to Fuji

On the welcome screen under Worklists click on Document Worklist

The screenshot shows the AMI Fuji dashboard. At the top, there is a navigation bar with tabs: Home, Worklist, Schedules, Patients, Reports, Dashboard, Exams, Tools, and My Profile. The user is logged in as Stephanie Biagi. The main content area is titled 'Welcome' and contains three widget boxes: 'Worklists', 'Schedules', and 'Reports'. The 'Worklists' box is circled in red and contains links for Daily Worklist, Task Worklist, Transcriptionist Worklist, Radiologist Worklist, Urgent Findings Worklist, and Document Worklist. The 'Document Worklist' link is also circled in red. The 'Schedules' box contains links for Scheduling Grid, Enter Order, Advanced Scheduling, Wait Room Display, Template Scheduling, and Scheduler Worklist. The 'Reports' box contains links for View Radiology Report, Transcribe Report, View Sign Report, Dictate Report, and [more options]. On the left side, there is a 'Dashboard' section with various statistics like 'Reports to be signed: 10', 'Reports to be dictated: 1243', etc.

If you do not have a link to the Document Worklist on the welcome screen, or you are in another screen, you can access via the Worklist tab

Click on the Worklist tab and navigate to Quick Links → Document Worklist

The screenshot shows the AMI Fuji 'Document Worklist' screen. The 'Worklist' tab is circled in red in the navigation bar. The main content area is titled 'Document Worklist: 1062 items'. It features search filters for 'Assigned To', 'Search Patient', 'Patient Info', and 'Search Referrer'. Below the search filters are three filter sections: 'Modality' (with checkboxes for MR, CR, CT, MG, MGBD, US, NM), 'Document Status' (with checkboxes for New, Verified, Second Attempt, Contact Provider, To Be Deleted), and 'Document Folder' (with checkboxes for NoMatch, Imorgan Drawing, Medical Records, Pathology, Clinical Archive, Imorgan Summary, Sched, Prescri, Insura, History, Drivers, Conser). The 'Quick Links' section on the left side of the dashboard is circled in red and contains a link to 'Document Worklist'.

You can then filter to populate the Scheduling Dept Faxes folder

To do so click on Expand Filters

Document Worklist: 1083 items

Assigned To	<input type="text"/>	
Search Patient	<input type="text"/>	<input type="button" value="Search"/>
Patient Info		
Search Referrer	<input type="text" value="Start typing text and press enter"/>	<input type="button" value="Search"/>

Filters [Expand Filters](#)

[Reset to default](#)

Multiple filter options display

Navigate to the Document Folder and click on Deselect All under Document Status and Document Folder

Document Worklist: 1083 items

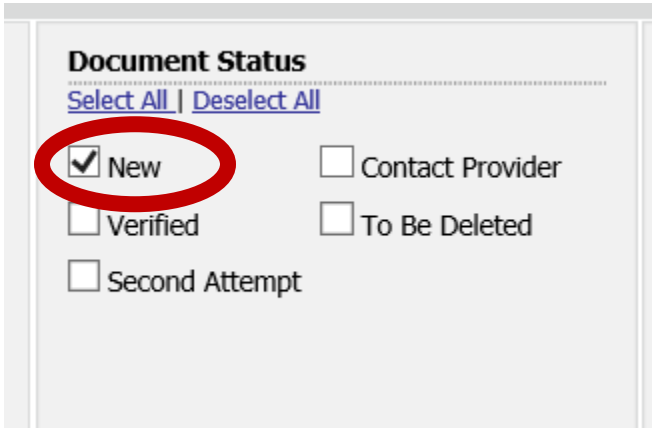
Assigned To	<input type="text"/>	
Search Patient	<input type="text"/>	<input type="button" value="Search"/>
Patient Info		
Search Referrer	<input type="text" value="Start typing text and press enter"/>	<input type="button" value="Search"/>

Filters [Collapse Filters](#)

Modality	Document Status	Document Folder
Select All Deselect All	Select All Deselect All	Select All Deselect All
<input type="checkbox"/> MR	<input checked="" type="checkbox"/> New	<input checked="" type="checkbox"/> NoMatch
<input type="checkbox"/> BD	<input checked="" type="checkbox"/> Contact Provider	<input checked="" type="checkbox"/> Schedt
<input type="checkbox"/> PT	<input checked="" type="checkbox"/> Verified	<input checked="" type="checkbox"/> Prescri
<input type="checkbox"/> CT	<input checked="" type="checkbox"/> To Be Deleted	<input checked="" type="checkbox"/> Insura
<input type="checkbox"/> NMPT	<input checked="" type="checkbox"/> Second Attempt	<input checked="" type="checkbox"/> History
<input type="checkbox"/> MG		<input checked="" type="checkbox"/> Drivers
<input type="checkbox"/> QC		<input checked="" type="checkbox"/> Conser
<input type="checkbox"/> MGBD		
<input type="checkbox"/> US		
<input type="checkbox"/> CTPT		
<input type="checkbox"/> UNKNOWN		
<input type="checkbox"/> NM		

[Reset to default](#)

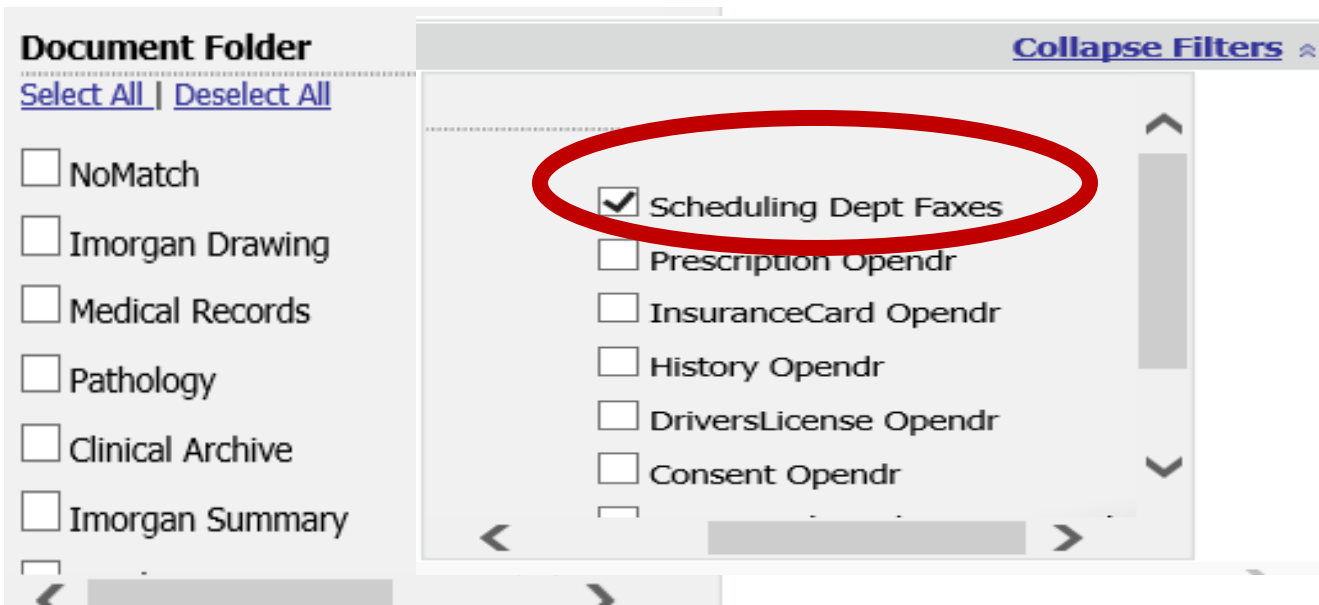
Under Document Status check off the box next to New



Document Status
[Select All](#) | [Deselect All](#)

- New
- Verified
- Second Attempt
- Contact Provider
- To Be Deleted

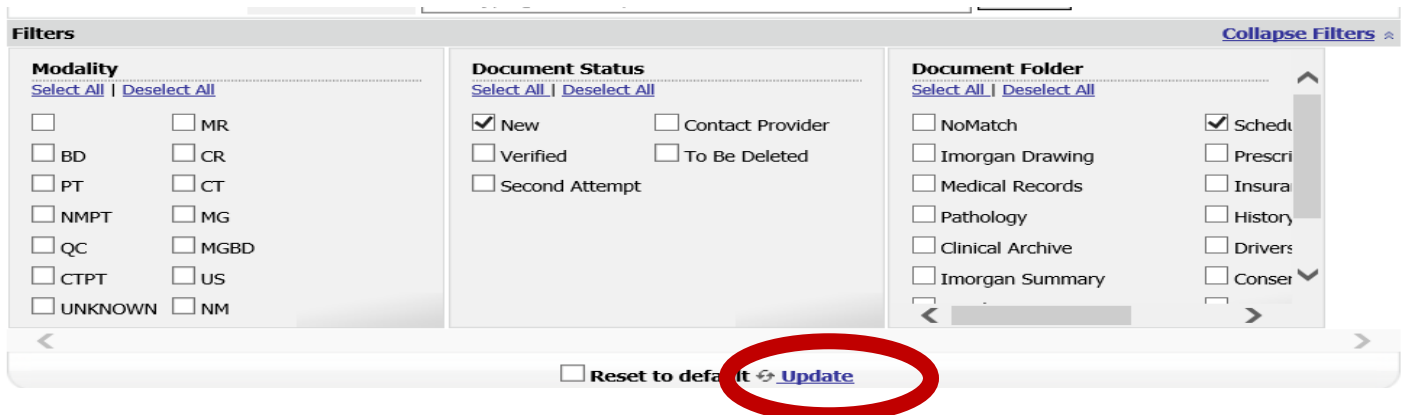
Under the Document Folder look for Scheduling Dept Faxes and ensure a check mark is in the box



Document Folder
[Select All](#) | [Deselect All](#)

- NoMatch
- Imorgan Drawing
- Medical Records
- Pathology
- Clinical Archive
- Imorgan Summary
- Scheduling Dept Faxes
- Prescription Opendr
- InsuranceCard Opendr
- History Opendr
- DriversLicense Opendr
- Consent Opendr

Click Update



Filters [Collapse Filters](#)

Modality
[Select All](#) | [Deselect All](#)

- MR
- BD
- PT
- NMPT
- QC
- CTPT
- UNKNOWN
- CR
- CT
- MG
- MGBD
- US
- NM

Document Status
[Select All](#) | [Deselect All](#)

- New
- Verified
- Second Attempt
- Contact Provider
- To Be Deleted

Document Folder
[Select All](#) | [Deselect All](#)

- NoMatch
- Imorgan Drawing
- Medical Records
- Pathology
- Clinical Archive
- Imorgan Summary
- Scheduling Dept Faxes
- Prescription Opendr
- InsuranceCard Opendr
- History Opendr
- DriversLicense Opendr
- Consent Opendr

Reset to default [Update](#)

The worklist will now filter to those files contained in the Document Worklist → Scheduling Dept Faxes

Document Worklist: 79 items

Assigned To	<input type="text"/>
Search Patient	<input type="text"/> <input type="button" value="Search"/>
Patient Info	
Search Referrer	<input type="text" value="Start typing text and press enter"/> <input type="button" value="Search"/>

Filters [Expand Filters](#)

Reset to default [Update](#)

Received Date	Name	Status	Assigned To	Patient Name	Referrer	Exam	Modality
3/12/2021 11:38 AM	Scheduling Dept Faxes	New					
3/12/2021 11:38 AM	Scheduling Dept Faxes	New					
3/12/2021 11:43 AM	Scheduling Dept Faxes	New					
3/12/2021 11:48 AM	Scheduling Dept Faxes	New					
3/12/2021 11:53 AM	Scheduling Dept Faxes	New					

Explanation of each of the columns is below.

Received Date

This column will display the date the fax was received

Name

The name will match the type of file received once the file has been worked. All new incoming faxes will be named with the generic naming convention of Scheduling Dept Faxes.

Once the file has been reviewed it will be renamed to match the file type using the same naming convention as scanned in documents

Examples include but are not limited to
Scheduling Dept Faxes- Prescription 1
Scheduling Dept Faxes- Authorization 1
Scheduling Dept Faxes- Prescription On File 1

Status

Status refers to the status of the file not the exam. Statuses should be marked as New or To be Deleted.

Assigned To

Assigned To column refers to staff that have been specifically assigned to work that file. It is typical for this column to be blank.

Patient Name

Patient Name will be listed if the file has been reviewed and tagged. If the file has not been reviewed/tagged or patient is not in Fuji this column will remain blank

Referrer

Referrer name will be listed if file has been reviewed and tagged. If the file has not been reviewed/tagged or the referrer is not in Fuji this column will remain blank

Exam

Exam will be listed if the file has been reviewed and tagged. If the file has not been reviewed or tagged the exam column will remain blank

Modality

Modality will be listed if the file has been reviewed and tagged. If the file has not been reviewed or tagged the modality column will remain blank

To open and view each file click on the Schedule Dept Faxes under the name column.

Received Date	Name	Status	Assigned To	Patient Name	Referrer	Exam	Modality
3/12/2021 11:38 AM	Scheduling Dept Faxes	New					
3/12/2021 11:43 AM	Scheduling Dept Faxes	New					

The file will open and display on the left and on the right will be options to add the file to a patients account or an order/scheduled exam. At this time scheduling is working this list and will tag the files at this step.

The screenshot shows a fax cover sheet on the left and a patient information form on the right. The fax cover sheet is from Penn Medicine, dated 3/3/2021 5:25:37 PM, page 17002. It is addressed to AMI at 609-646-3555. The sender is Erica Martelli from Penn Internal and Family Medicine Bucks County. The recipient's address is 777 Township Line Road, Suite 200, Yardley PA 19067-5552. The sender's address is 215-860-0775. The fax is from Mitchell Porten. A red circle highlights the print button in the top toolbar of the fax viewer. The patient information form on the right includes fields for Document Type, Assigned To, Status, Comments, Move to folder, Referrer, Modality, Exam, Patient ID, First Name, Last Name, Date of Birth, Gender, and Phone. There are 'Save' and 'Close Window' buttons at the bottom of the form.

If you are in need of the file that you have viewed please print and scan to patient's chart. You can do so by clicking the print button on the file

This image is a close-up of the top toolbar of the fax viewer. It shows several icons: a document, a printer, a magnifying glass, a refresh symbol, and a share icon. A red circle highlights the printer icon, which is used to print the fax document.

In the event a warning such as this pops up click continue to view the file. You can still print the file and scan to patients account by following instructions above.

