

TF instructions 2008 v4

- 1) **Login** into MIR TF site using your desktop MIR username/password at <http://mirtf>
You must be on the WU network (directly or via citrix via the “web links” folder).
- 2) **First time only**, create your “in progress” folder by
 - a) at the bottom right of the screen, click on “create new folder”
 - b) for the folder name, enter “in progress”.
 - c) click on “create new folder at the middle left of the screen. The new folder will automatically be in your private area.
 - d) click on the cases tab at the top left. You will now see your folder at the bottom of the screen, in your home folder.
- 3) **Click on your “in progress” folder** at the bottom of the Case screen.
- 4) **Click on “create new case”** at the top middle of the screen.
- 5) **Fill out the “Case Properties” screen.** Add a title to the case that includes the diagnosis. Then fill out the remainder of the page. For Patient number, use the patient MRN (MPI). Enter the primary image date. The age should be calculated for you based on study date and birthdate. Use the pop-up menus for anatomy and pathology.
- 6) **Add keywords**, and in addition to any other keywords that you enter, you must include one of the following 4-letter codes (note they all end in “nm”) to designate the type of nuclear medicine study.:

bvnm =	Blood Volume
bmmn =	Bone Marrow Scintigraphy
bsnm =	Bone Scintigraphy
brnm =	Brain Scintigraphy
canm =	Cardiac Blood Pool Scintigraphy
clnm =	Cerebral Spinal Fluid Leak
cinm =	Cisternography
csnm =	CSF Shunt Scintigraphy
rcnm =	Cystography-Radionuclide
ganm =	Gallium Scintigraphy
genm =	Gastric Emptying Scintigraphy
ginm =	Gastrointestinal Bleeding Scintigraphy
hpnm =	Hepatic Blood Pool Scintigraphy
hsnm =	Hepatobiliary Scintigraphy
iwnm =	Indium -111 WBC Scintigraphy
lsnm =	Liver-Spleen Scintigraphy
lmnm =	Lymphoscintigraphy
msnm =	Meckel's Scintigraphy
mbnm =	MIBG Scintigraphy

mcnm = Misc Study
minm = Myocardial Imaging
otnm = Octreotide Scintigraphy
osnm = Oncoscint Scintigraphy
panm = Parathyroid Scintigraphy
penm = Perfusion (only) Scintigraphy
psnm = Peritoneal Shunt Scintigraphy
pbnm = PET Brain (Nontumor) Imaging Studies
pcnm = PET Cardiac Imaging Studies
ptnm = PET Tumor Imaging Studies
prnm = Proscint Imaging
rbnm = Red Cell Mass or Survival
rsnm = Renal Scintigraphy
sgnm = Salivary Gland Scintigraphy
stnm = Schilling Test
sinm = Spleen Imaging
tsnm = Testicular Scintigraphy
trnm = Thyroid Scintigraphy
vqnm = Ventilation Perfusion Scintigraphy

There is now also a pop-up list at the bottom of the case properties page. Set the “additional properties” to nuclear medicine, and then select the study type based on the type of NM exam. For now, this is in addition to the above 4-letter code, as it is being de-bugged.

6) **Click on “Save Changes”.** You should do this frequently.

7) **Add an ACR code.** To find the ACR code, open up a NEW web browser window and go to http://gamma.wustl.edu/acrform_tfentry.html (on gamma.wustl.edu/index2.html) Choose an anatomic area, enter one or more text words, and click “submit”. However do NOT use the “submit keyword” feature on the subsequent results page – just copy and past the appropriate number instead, choosing the one that is most detailed. Just close this window when done.

8) **Click on “Save Changes”, and then on the case number at the top middle to exit.** Before going further, lets move the case into your “in progress” folder. You should see the case in front of you at this point.

9) **Click on “Add to folder”** at the top right, from the pop-up menu, choose your “in progress” folder (likely near the bottom of the list). Then click on Add selected Cases to folder.

10) **Click on your “in progress” folder** at the top right, to see the contents.

11) **Continue editing your case** by clicking on your case title, then click on edit at the upper right.

12) **Click on the Case Text tab**, and complete the sections as follows:

It is best to prepare your text in advance in MS-word, since it provides spell-checking. Note that formatting is (unfortunately) preserved when you copy/paste from MS-word. To strip the formatting, paste the entire document into notepad before proceeding.

History – just a short history that does not give away the diagnosis.

If you have hidden images, add the sentence

If in training mode, click on Reveal Findings below when ready to see additional images.

You may “game” the case by asking questions, and clicking on the “page break” icon at the far right of the formatting menu, to hide any text that follows.

Findings – Radiopharmaceutical dose, followed by description of the findings that does not give away the diagnosis.

Diagnosis – the full case diagnosis.

General discussion – divide this section into two parts:

Full patient history:

Discussion:

Enter the case discussion, with optional teaching points, and optional differential diagnosis. Do not plagiarize, but you may reference publications (Smith, 2005).

(We are not currently using the category “specific discussion”.)

References – here is where your references go.

13) **Add your images** by clicking on the “File upload” tab. Make sure images are free of HIPAA information (including birthdates, study dates, patient IDs etc). Then browse to find your images, add captions, and decide when you want the image displayed, using

Always – for most images

Hide until xyz – for images that are initially hidden.

14) **Save your changes**, then click on the case number at the top to view your case. Re-edit as many times as needed.

15) **When done, you need to copy the case into the attending folder, and remove it from your folder.**

a) While viewing the case in edit mode), click on case properties, then change both “readable by” and “writable by” to Nuclear Medicine”. Save changes, then exit by clicking on the case number.

b) Click on “add to folder” at upper right, and select Nuclear medicine -> cases to be certified -> Attending name (the attending is the one who originally read the case).

c) Remove the case from your “in progress”, but do not delete the case. To do this do NOT click on delete at the top right of the screen. Instead, go up one level by clicking on the “in progress link” at the top of the screen.

d) You should see the entire contents of your in progress folder. Click on folder options at the upper right, then click on Remove cases (do NOT click on delete cases).

e) Use the checkbox to select your case, and then click on “remove cases” button.

16) **You are done. Send the attending an email to let him/her know.** The case is now in the attending’s folder, and no longer in your “in progress” folder.