

# Tip Sheet: Recording 502 Radiology Exam

This tip sheet has been developed to assist panel clinics conducting U.S. Visa health examinations for applicants who are required to **undergo 502 Chest X-Ray Examination** as part of their Immigration Medical Examination (IME).

Once the health case is at **Exam in Progress** status, you can start recording the 502 Chest X-ray Examination.

**Note:** If your health case is ready to proceed to the examination state, it should be available in the **In progress** tab in your clinic **inbox**.

Note: Throughout the examination a red asterisk  $\ast$  will display for mandatory fields.

Step 1. Expand the Chest X-ray Examination in the All Exams: All exams summary screen

Step 2. Press the View exam button

Health Case:	84	All Exams: All exams summary		
131_CEAC_301_1304/4///000				2
$\frown$		Medical Examination		
		Chest X-ray Examination		
		Exam code	502	
\⇔/		Exam description	Full chest x-ray examination report and x-ray is required.	
		Exam added by	DoS	
LILMJODJIFCJKCO,		Reason requested	Required under policy	
Hkkacdbibifkcom		Exam date	08 Oct 2017	
FEMALE, 04 Sep 2010		Exam status	Incomplete	
Pre exam	•	Grading		
Health case details	•			View exam
Manage Photo	•			VIEW CAdili
Confirm identity	•	O Investigation on current state of tuberculosis		
All Exams		Vaccinations		
All exams summary		Vaccinations		
<ul> <li>Current exams</li> </ul>				Add exam
501 Medical Examination	0			

The 502 Chest X-ray Examination: Confirm identity screen displays.

<b>Note</b> : You can also access the <b>502 C</b> health case.	hest X- ray Examination: Confirm identity screen from the navigation pane of a
🗢 Pre exam 🛛 😡	
Health case details	ð
Manage Photo	ð
Confirm identity	ð
All Exams	
All exams summary	
<ul> <li>Current exams</li> </ul>	
● 501 Medical C Examination	
● 502 Chest X-Ray C Examination	<b>&gt;</b>
● 714 Hansen's Disease	$\overline{\mathbf{D}}$
🛛 106 Mental health report 🧲	
951 Vaccinations	

502 Chest X-Ray Ex	amination: Confirm idei	ntity			
Applicant pers Family name Given name(s) Sex Date of birth Country of birth City of birth Prior Country of Residence	Sonal details BODGOLIFIOCHAGA fmhfoflakgmnjke FEMALE 04 Apr 2010 RWANDA VANUATU AUSTRIA	0	Applicant identity deta Identity document presented Identity Document Number Issuing country Date of issue Date of expiry Source	ails Original Passport jhjcjbhicg RWANDA 01 Dec 2022 United States of America	<b>?</b>
Applicant visa	details	Immigrant Visa (Includes SIV, [	Diversity and Parolees)		0
Record identity Identity document provided Issuing country Identity document presented Passport number Date of issue Date of expiry Do you have identity concerns?		<ul> <li>Not selected Yes N</li> <li>RWANDA</li> <li>Original Passport</li> <li>FFFF12345</li> <li>02 May 2018</li> <li>02 May 2028</li> <li>Not selected Yes N</li> </ul>	lo lo 2	Y	Ø
Back Close Save					Next

**Note:** For 5 years and older female applicants the **502 Chest X-Ray Examination: Pregnancy declaration** screen will display and must be recorded. The Pregnancy declaration is expected to have been completed by the clerical staff who completed the Pre-exam process for the health case. Please refer to tip sheet – 'Managing Pregnancy in 502 Exam' for detailed information.

Step 3. Update any identity information and select the Do you have identity concerns? button and record

any identity concerns as required

Step 4. Press the Next button

502 Chest X-Ray Examination: Attach x-ray images screen displayed.

502 Chest X-Ray Examination: Attach x-r	ay images				
Attach x-ray images					
Date of x-ray	* 05 Oct 20	117 🛗 🕜			?
Attachments Link to existing				[	Add New 🕜
No documents have been attached					
Delete Document Type	Details	Attachment type	Sending method	File name	Edit
Back Close Save					Next

Step 5. Edit the Exam date (It will default to today's date)

**Step 6.** To attach the mandatory x-ray image press the **Add New** button

The Add New Attachment window displays with the Attachment type defaulted to Uploaded.

Uploaded	~	
		~
		Browse
		<u>^</u>
cam		Cancel Save
	cam	cam

Step 6. a. Select an option from Required documents in the Document type drop down list

Edit Attachment	+ ×
Attachment type: Document type: Browse: Details	Required documents Posteroanterior (PA) chest x-ray image Optional documents Lateral chest x-ray image Chest x-ray image Other
Link to another	er exam
	Cancel Save

Required documents Posteroanterior (PA) chest x-ray image Lateral chest x-ray image Optional documents Chest x-ray image Other

Step 6. b. Select the Browse button to upload x-ray image file

Add New Attachment		+ ×
Attachment type:	* Uploaded	
Document type:	* Posteroanterior (PA) chest x-ray image	~
Browse:	* Browse	
Details		$\hat{}$
Link to another	exam	I Save

**Note:** It is mandatory to attach a chest x-ray image in DICOM format as a DCM file for the **502 Chest X-Ray Examination**. Each DICOM file must be less than 5MB.

#### Step 6. c. Enter any additional information in the Details text box (only if required)

#### Step 6. d. Press the Save button

Add New Attachment	+ ×
Attachment type:	* Uploaded
Document type:	* Lateral chest x-ray image
Browse:	* Browse
	LA-TST_CEAC_SUF_1504578387887.dcm
Details	Ô
• Link to another early	am
	Cancel Save

The x-ray image file will be uploaded in the Attachments section. For each file there are two icons now displayed:

- 🥒 for editing, and
- <sup>th</sup> for deleting

Repeat the steps above to add the remaining Required documents.

502 Chest X-Ray Examination: Attach	ı x-ray images				
Attach x-ray images					
Date of v ray	* 07 5-6 2049	AA ()			•
Date of x-ray	07 Feb 2016				<b>V</b>
Attachments					
Link to existing				Add	l New 🕜
Delete Document Type	Details	Attachment type	Sending method	File name	Edit
Posteroanterior (PA) chest x-	-ray image -	Uploaded	-	Sample1_CA9872-100.dcm	/
Back Close Save					Next

#### Step 7. Press the Next button

502 Chest X-Ray Examination: Finding	S	
Record results		
Exam Date Findings	* 05 Oct 2017 * ● Not selected ○ Abnormal ○ Normal	
Remarks		$\sim$
Back Close Save		Next

The 502 Chest X-Ray Examination: Findings screen displays.

Step 8. Edit the Exam date if required (will default to today's date)

#### Step 9. Select Normal or Abnormal radio button for the Findings

For normal x-ray findings:

Step 9. a. Select the Normal button

Step 9. b. Enter any details in the Remarks text box (if required)

Step 9. c. Press the Next button

502 Chest X-Ray Examination: Finding	js
Record results	
Exam Date Findings	* 08 Oct 2017   * O Not selected O Abnormal  • Normal
Remarks	$\sim$
Back Close Save	Next

### For abnormal x-ray findings:

#### Step 9. d. Select the Abnormal button

The 502 Chest X-Ray Examinations: Findings screen is updated with the Mark all that apply fields.

502 Chest X-Ray Examination: Findings	
Record results	
Exam Date * Findings *	08 Oct 2017   Not selected Abnormal O Normal
Mark all that apply	Suggests Tuberculosis (will require Smears and Cultures)         Infiltrate or consolidation         Reticular markings suggestive of fibrosis         Cavitary lesion         Nodule or mass with poorly defined margins (such as tuberculoma)         Pleural effusion         Hilar / mediastinal adenopathy         Miliary findings         Discrete linear opacity         Discrete nodule(s) without calcification         Volume loss or retraction         Irregular thick pleural reaction         Other         Smears and Cultures not required         Smooth pleural thickening (if at CPA, must confirm is not effusion [do lateral or decubitus radiograph or ultrasound])         Diaphragmatic tenting         Single or scattered calcified pulmonary nodule(s)         Calcified lymph node(s)         Other
Remarks	
Back Close Save	Next

## Step 9. e. Select the check box for any of the findings that are present (multiple check boxes can be selected)

Note: The Remarks are mandatory if Other is selected for Suggests Tuberculosis (will require smears and Cultures) or Smears and Cultures not required.

Note: If any check boxes are selected for Suggests Tuberculosis (will require smears and Cultures) then upon Prepare for declaration the 603 Investigation on current state of tuberculosis exam will be auto-added (if already not present) to the health case and must be completed.

#### Step 10. Press the Next button

The 502 Chest X-ray Examination: Review exam details screen displays

502 Chest X-Ray Examination: Review exa	m details	
		•
Exam details Exam code Exam description Exam added by Reason requested Exam date Exam status	502 Client's full vaccination history is required. CMCOLA3, USA - UAT Clinic ss 07 Feb 2018 Incomplete	ď
Applicant personal detailsFamily nameLLEIEHCLEGJFIKKGiven name(s)ggeoeiijecmgihnSexFEMALEDate of birth27 Oct 2005Country of birthRWANDACity of birthTor Country of birthPrior Country of RussenceAUSTRALIA	Applicant identity detailsIdentity document presentedOriginal PassportIdentity Document NumberghebbbjciaIssuing countryRWANDADate of issueDate of expiryDate of expiry01 Dec 2022SourceUnited States of America	0
Applicant visa details Applicant Category	Immigrant Visa (Includes SIV, Diversity and Parolees)	0
Record identity Identity document provided Issuing country Identity document presented Passport number Date of issue Date of expiry Do you have identity concerns?	Yes RWANDA Original Passport ? ghebbbjcia 02 May 2018 02 Dec 2023 No ?	0
Pregnancy declaration		
Is the applicant pregnant?	No	0
Attach x-ray images		
Date of x-ray	07 Feb 2018 🕢	?
Record results		
Exam Date Findings Mark all that apply	07 Feb 2018         Abnormal         Suggests Tuberculosis (will require Smears and Cultures)	
A # = = h == = = = + =		
ATTACHMENTS	Add New	0
Delete Document Type	Details Attachment type Sending method File name Edi	t
Posteroanterior (PA) chest x-ray imag	e - Uploaded - <u>Sample1_CA9872-100.dcm</u>	
Back Close	Nex	t

**Note:** All details in the **Review exam details** screen are view only. To edit them, return to the relevant screen where the information was initially entered.

Step 11. Review the recorded results and press the Next button

The 502 Chest X-Ray Examination: Examiner Declaration screen displays.



Step 12. Press the Prepare for declaration button

The **502 Chest X-Ray Examination: Examiner Declaration** screen will be updated to display **General Supporting Comments** and **Examiner declaration** sections.

502 Chest X-Ray Examination: Examiner Declaratio	n	
Prepare for Declaration The 502 is now completed. Once the declaration is con General Supporting Comments	nplete please submit the exam.	
		< >
If you wish to update the examination answers then pre	ess the 'Edit exam' button.	Edit exam
Examiner declaration		
I declare that the chest X-ray examination report is	a true and correct record of my findings.	
Completed by	Mr Radiologist USA	
Date of declaration	20 Feb 2018	
Back Close Save		Submit Exam

**Note:** If any required or additional exam fields are incomplete, you will be re-directed back to the relevant section of the health case before you can proceed to submit the exam.

**Note**: If you need to amend details entered before submitting, you need to press the **Edit exam** button, make the required amendments in the relevant section of the 502 exam and then repeat the **Prepare for declaration** process above before submitting Exam.

Step 13. Enter General Supporting Comments (only if required)

- Step 14. Select the Examiner declaration check box
- Step 15. Press the Submit Exam button

A confirmation message displays



Step 16. Press the OK button

The 502 Chest X-Ray Examination is submitted and a success message is displayed on top of the **Examiner Declaration** screen.

Success	
502 Chest X-ray Examination has b	een successfully submitted.
Health Case:	502 Chest X-Ray Examination: Examiner Declaration
101_0EAC_001_1012H0104020	Prepare for Declaration
$\frown$	General Supporting Comments
	~
	$\checkmark$
$\langle \approx /$	
$\mathcal{N}$	Examinar declaration
NDFFHGDEDGJNJCC, Mojglifniodbhhb	EXamining decide allots
FEMALE, 15 NOV 1987	Completed by Mr Additional to the Mr Additional to the State Sta
🛇 Pre exam 🛛	Date of declaration 20 Feb 2018
Health case details 🛛 🥪	Pack Class Stubmit Evam
Confirm identity	Data Cuse Gare Guint Laur
All Exams	
All exams summary	
<ul> <li>Current exams</li> </ul>	
<ul> <li>501 Medical O</li> <li>Examination</li> </ul>	
<ul> <li>502 Chest X-Ray</li> <li>Examination</li> </ul>	