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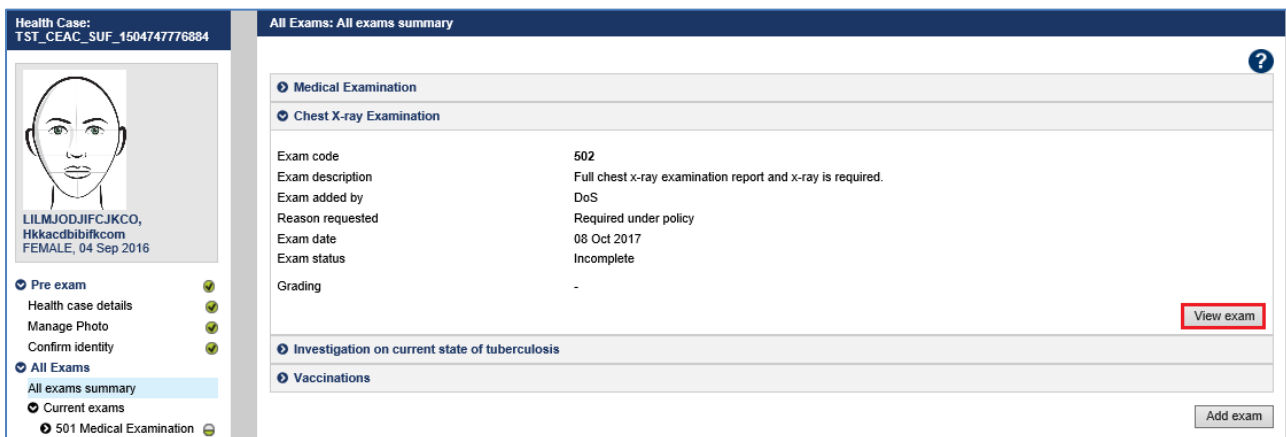
The **502 Chest X-ray Examination: Confirm identity** screen displays.

> **Note**: You can also access the **502 Chest X- ray Examination: Confirm identity** screen from the navigation pane of a health case.
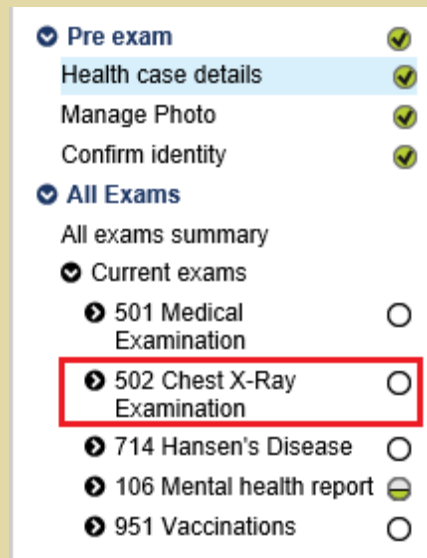
502 Chest X-Ray Examination: Confirm identity

Applicant personal details

Family name	BODGOLIFIOCHAGA
Given name(s)	fmhfoflakgmnjke
Sex	FEMALE
Date of birth	04 Apr 2010
Country of birth	RWANDA
City of birth	VANUATU
Prior Country of Residence	AUSTRIA

Applicant identity details

Identity document presented	Original Passport
Identity Document Number	jhjcjbhicg
Issuing country	RWANDA
Date of issue	
Date of expiry	01 Dec 2022
Source	United States of America

Applicant visa details

Applicant Category   Immigrant Visa (Includes SIV, Diversity and Parolees)

Record identity

Identity document provided	* ○ Not selected ● Yes ○ No
Issuing country	* RWANDA [▼]
Identity document presented	* Original Passport [▼]
Passport number	* FFFF12345
Date of issue	02 May 2018
Date of expiry	02 May 2028
Do you have identity concerns?	* ○ Not selected ○ Yes ● No

[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-ray images

Attach x-ray images

Date of x-ray   * 05 Oct 2017

Attachments

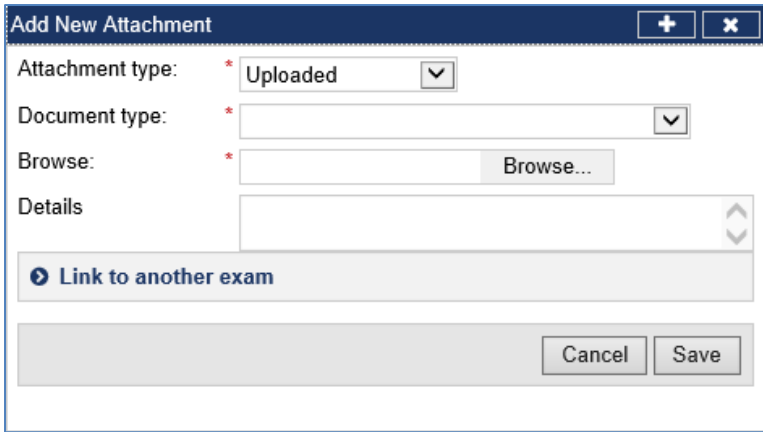[Link to existing]   [Add New]

No documents have been attached

Delete	Document Type	Details	Attachment type	Sending method	File name	Edit

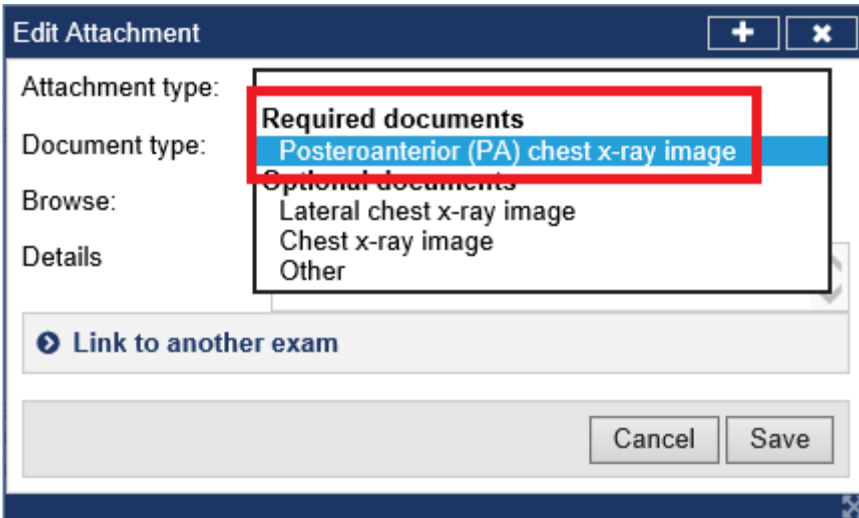[Back] [Close] [Save]   [Next]

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

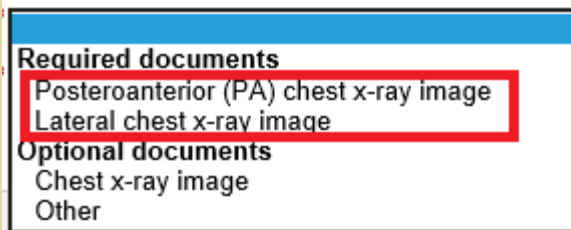**Step 6.** To attach the mandatory x-ray image press the **Add New** button

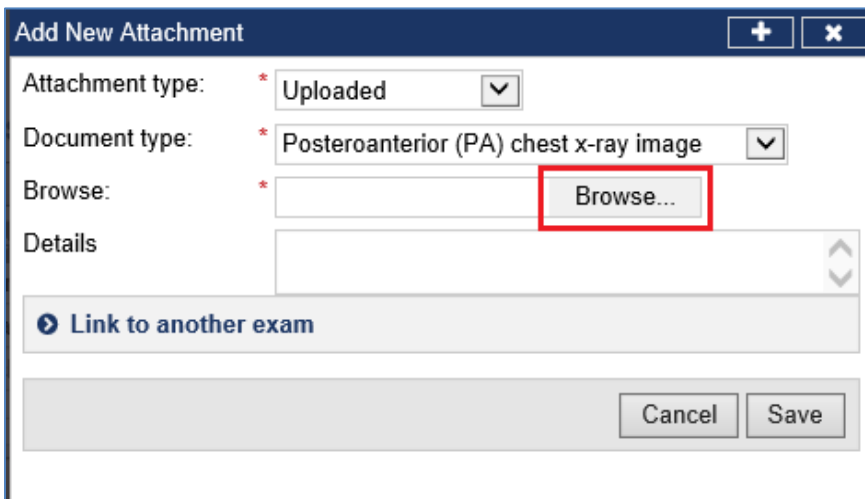The **Add New Attachment** window displays with the **Attachment type** defaulted to **Uploaded**.

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

Note: The list of the **Required documents** for an applicant under 10 years of age will be different:

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

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

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

- ✏ for editing, and
- 🗑 for deleting

Repeat the steps above to add the remaining **Required documents.**

Step 7. Press the **Next** button

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

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.

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 exam details

Exam details

Exam code	**502**
Exam description	Client's full vaccination history is required.
Exam added by	CMCOLA3, USA - UAT Clinic
Reason requested	ss
Exam date	07 Feb 2018
Exam status	Incomplete

Applicant personal details

Family name	LLEIEHCLEGJFIKK
Given name(s)	ggeoeiijecmgihn
Sex	FEMALE
Date of birth	27 Oct 2005
Country of birth	RWANDA
City of birth	
Prior Country of Residence	AUSTRALIA

Applicant identity details

Identity document presented	Original Passport
Identity Document Number	ghebbbjcia
Issuing country	RWANDA
Date of issue	
Date of expiry	01 Dec 2022
Source	United States of America

Applicant visa details

Applicant Category	Immigrant Visa (Includes SIV, Diversity and Parolees)

Record identity

Identity document provided	Yes
Issuing country	RWANDA
Identity document presented	Original Passport
Passport number	ghebbbjcia
Date of issue	02 May 2018
Date of expiry	02 Dec 2023
Do you have identity concerns?	No

Pregnancy declaration

Is the applicant pregnant?	No

Attach x-ray images

Date of x-ray	07 Feb 2018

Record results

Exam Date	07 Feb 2018
Findings	Abnormal

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
- ☐ Cardiac
- ☐ Musculoskeletal
- ☐ 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

Attachments

[Link to existing]   [Add New]
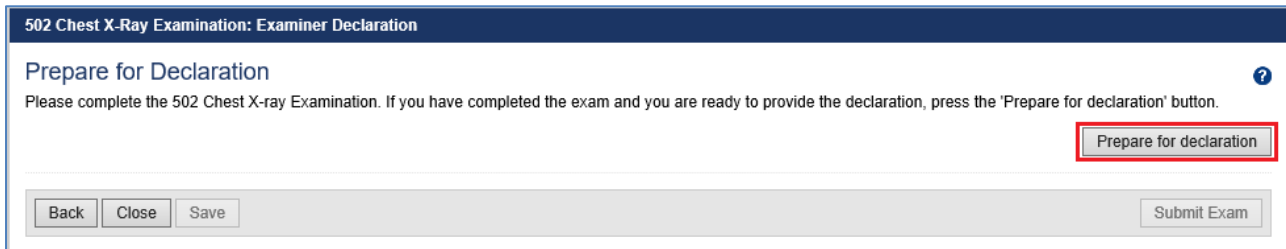
Delete	Document Type	Details	Attachment type	Sending method	File name	Edit
🗑	Posteroanterior (PA) chest x-ray image	-	Uploaded	-	Sample1_CA9872-100.dcm	✏

[Back] [Close]   [Next]

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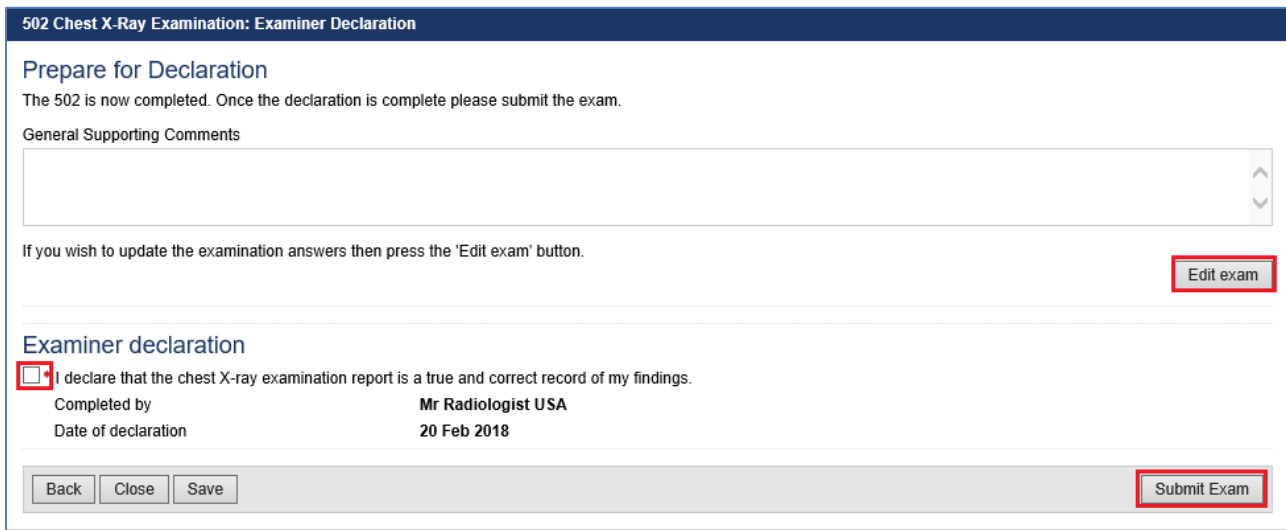
Step 11. Review the recorded results and press the **Next** button

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.

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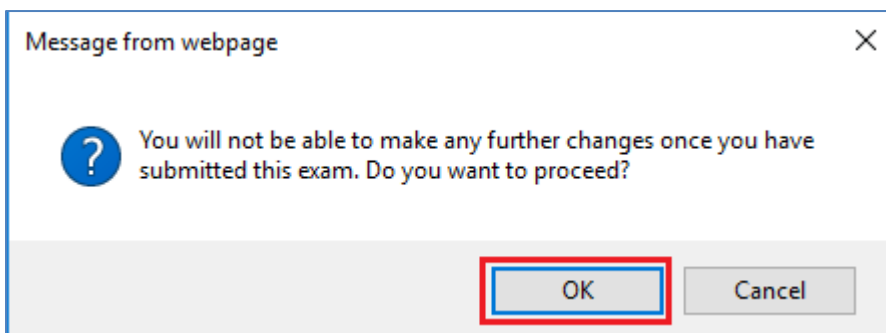
Note: If you need to amend details entered before submitting, you need to press the **Edit exam** button, make the required amendments in the relevant section of the 502 exam and then repeat the **Prepare for declaration** process above before submitting Exam.

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

Step 14. Select the **Examiner declaration** check box

Step 15. Press the **Submit Exam** button

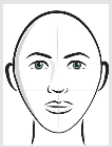A confirmation message displays

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 been successfully submitted.

Health Case:
TST_CEAC_SUF_1512449184625

NDFFHGDEDGJNJCC,
Mojgllfniodbhhb
FEMALE, 15 Nov 1987

- ✓ **Pre exam**   ✓
  - Health case details   ✓
  - Manage Photo   ✓
  - Confirm identity   ✓
- ✓ **All Exams**
  - All exams summary
  - ✓ Current exams
    - ❶ 501 Medical   ○
      Examination
    - ❶ 502 Chest X-Ray   ✓
      Examination

502 Chest X-Ray Examination: Examiner Declaration

Prepare for Declaration

General Supporting Comments

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