

Medical Imaging Core Online Scheduling—Getting Started



School of Medicine

Using Custom Applications & Consulting Services (Core online calendar system):

- Log into the online core scheduling system (CACS) to propose a new study using the link below

<https://med.virginia.edu/radiology-research/imaging-services/getting-started/>

A screenshot of the "IMAGING CORE" web application. At the top is a dark blue header with the University of Virginia logo and name. Below this is a navigation bar with tabs: "Studies", "Day of Scans", "Invoices", "Calendar", "Admin", "Billing", and "FAQ". A light blue "System Message" banner is present, with text about an ISP cancellation policy. The main content area is titled "All Studies" and features a "+ Propose New Study" button, which is highlighted by a red arrow. Below the button is a search bar labeled "Search:" and a table header with "Status" and "Title" columns, each with a sort arrow.

Study Proposal Requirements



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All Imaging study proposals must include:

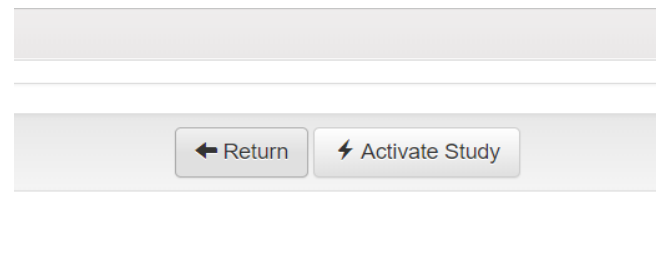
- Funding Source
- Title for the study
- Human or animal
- Valid PTAO
- Anticipated start and end date
- Primary Investigator along with any other staff member who will be involved with the study
- IRB Documentation or ACUC requirements for animal studies
- Specification of modality and number of cases to be performed
- Other supporting documents

The screenshot shows the "IMAGING CORE" web application. At the top is a dark blue header with the University of Virginia logo. Below it is a navigation bar with tabs: "Studies" (selected), "Day of Scans", "Invoices", "Calendar", "Admin", "Billing", and "FAQ". A light blue "System Message" banner contains an attention notice about ISP cancellation policy. The main content area is titled "General Study Information" and contains a form with the following fields: "Funding Source" (a dropdown menu currently showing "-- Nothing Selected --"), "* Title" (a text input field), "Does this study involve human subjects?" (radio buttons for Yes, No, and Not Selected, with "Not Selected" selected), "Does this study involve animal subjects?" (radio buttons for Yes, No, and Not Selected, with "Not Selected" selected), "* PTAO" (a text input field), and "* Anticipated Start Date" (a date picker). To the right of the PTAO field are three empty text input fields. Below the PTAO field is another empty text input field. To the right of the "Anticipated Start Date" field is the label "* Anticipated End Date" followed by a date picker.

Following the submission of a study it will be reviewed by:

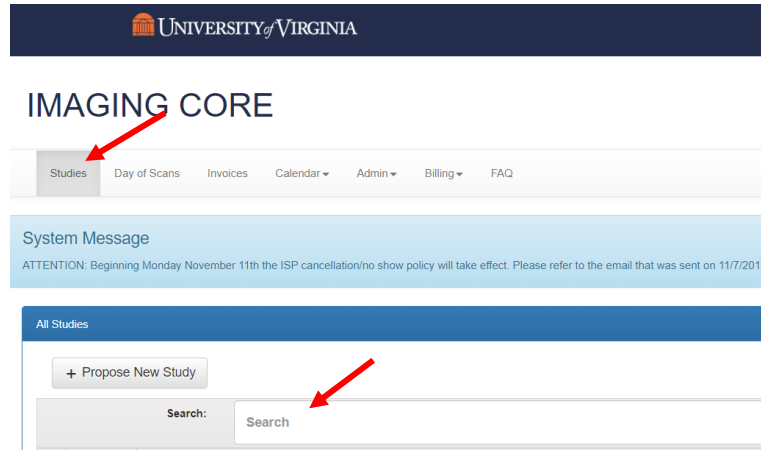
- Imaging Core Operations Manager
- Imaging Core Director

Following approval an email will be sent with a link to the CACS system so the requestor can activate the study. The activation icon can be found on the bottom of the page after going to the link.

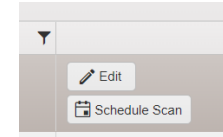


Scheduling within CACS

- To schedule an active study go to the CACS online system and select studies
- Enter the name of the study you wish to schedule into the search field

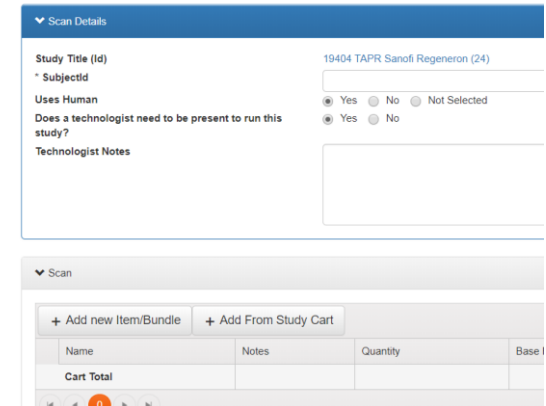


- You will then select schedule scan to the right of the screen



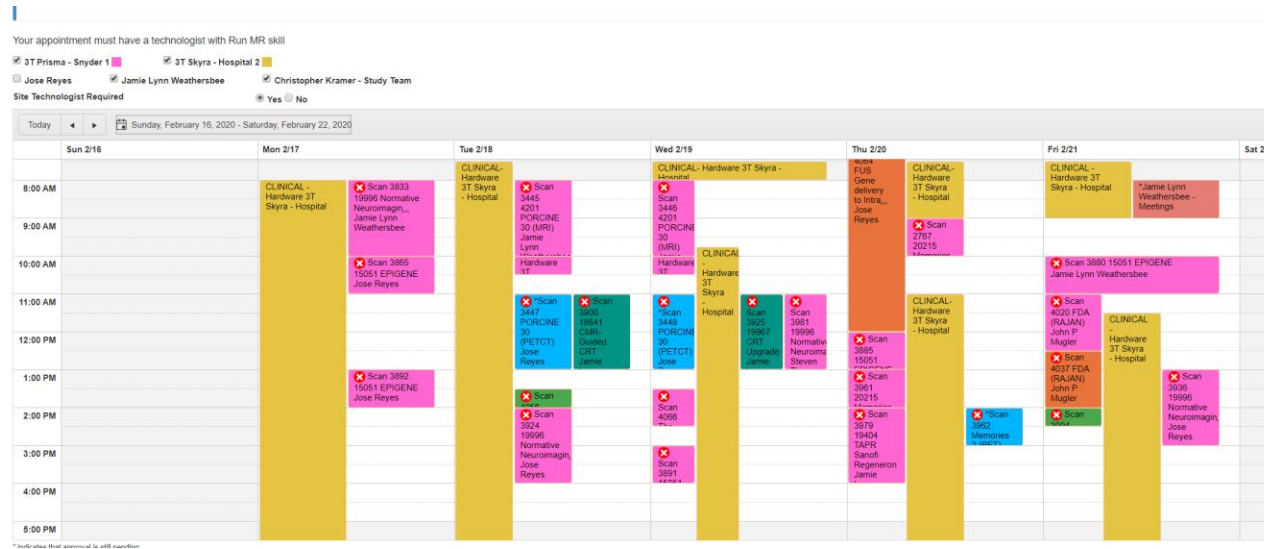
- You are then able to create a day of scan and add to your study cart—subject ID is required

Create Day of Scan



Scheduling within CACS

- You will then be able to select what date and time you need by clicking within the calendar field
- Requests for scan time are approved or denied based off scanner and technologist availability



Canceling a Study

- To cancel a study you will have to go to the day of the scan, click on the study and select edit scan

Scan 3445 Details

Scheduled	8:00 AM - 10:00 AM on 2/18/20
Hardware	3T Prisma - Snyder
Subject Id	PIG
Attendees	Jamie Lynn Weathersbee
Scan Cart Items	1.00 MR Scan
Status	Schedule Accepted
Requested By / On	Jessica Leigh Lilly / 11/14/2019 1:03 PM

[View Study](#) [Edit Scan](#) [Join Waitlist](#)

Current Waitlist: None

- You will then be able to scroll to the bottom of the page and select the cancel option

[Complete Scan](#) [Cancel Scan](#)