Getting Started:
- Plug into wall outlet, turn on.
- **New Exam. (log on screen will come up).**
- Use the trackball to navigate menus, and one of the adjacent keys to "select".
- Log on with attendings initials (no password).
- "Search/ Create Patient" window displayed. Type in name, ID, DOB. **Create Patient.**
- Insert bite block and probe.
- Connect probe to machine: Hold the probe connector vertically with the cable pointing upward. Turn the connector locking handle counterclockwise. Align the connector with the probe port and carefully push into place. Turn the locking handle clockwise to the full vertical position to lock in place.
- If probe doesn’t come up automatically, use **Probe** to choose probe.
- Hook up EKG cable.
- Perform exam, store images.
- Create report.
- When done, **Archive, End Exam.**
- Copy exam to MOD, upload to workstation, print report.
- To power off, hit on/off button, select **Shutdown.** Don’t unplug machine until control panel illumination is off.

**GE Vivid 7 Button Guide:**
- **2D:** standard 2D imaging.
- **2D Gain:** gain for standard 2D images.
- **2D Freeze:** Freezes a stored image.
- **Caliper:** used to measure lengths.
- **Color:** color doppler
- **Cursor:** toggles the cursor on/off.
- **CW:** continuous wave doppler.
- **Depth:** adjust depth of image.
- **Freeze:** freezes live image.
- **Image store:** saves images
- **Measurements:** measurement package
- **Probe:** choose probe if more than 1 probe attached.
- **PW:** pulse wave doppler
- **Report:** brings up report screen.
- **Trackball:** used as a cursor control in acquisition mode, scrolling control in freeze mode and as a selecting tool (like a mouse cursor) in post-processing mode.
- **Trackball Select keys:** Three identical unmarked keys located in a triangle around trackball. Depending on the situation, these keys toggle between the trackball functions or perform as a select/enter button. For example, during color Doppler, these toggle between sector size and sector location.
- **Review:** brings up stored image loops. Use **2D Freeze** to freeze and scroll in this mode.
- **Worksheet:** displays stored measurements.
- **Zoom:** zooms on image.
Writing Reports:
- Click on either **Ref Doc** or **Physician** to bring up “Patient Information” screen to add surgeon and attending anesthesiologist. **Report** to go back to report screen.
- Click on **Findings**. This will bring you to a tabbed report generator.
- Under each tab, choose items to be added to report.
- Click on right side boxes to add statement to report. Preview the statement in the Preview window. You may type in the Preview box to edit or add to the displayed statement. If you type in a statement, click on **Refresh Report** to save the change.
- Click on left box to add statement to report “Conclusions”. You may also edit this in the Conclusion Preview window. **Refresh Report** to save any edits.
- Make sure ICD-9 and procedure codes are checked, so that report can be submitted for billing.
- Post pump, add your post pump comments. Hit **Report**, then click on the **Post CPB Exam** heading. This will take you to the “Patient Information” screen. Click on **Exam List**, this will take you the “Examination List” screen - where you can add “Post CPB Findings”. You can either write them in, or pick them from the **Insert Text** menu. Double click on the chosen text statement to insert.
- Hit **Report**, review your report.

Copying to MOD:
- Insert MOD. (These are 2 sided.)
- **Archive**, select patient.
- **Export**, Local to MOD.
- **Copy**, then select **Done** when completed.
- Use **F3** (eject) or **Alt/E** to remove MOD.

Copying to Workstation/Printing Report:
- Log on to workstation (password – same initials as logon initials)
- Insert MOD.
- **Archive**, **Import**, MOD to Local.
- Select patient, **Copy, Done** when completed.
- Select patient.
- **Report, Print** twice.
- Have attending sign.
- 1 copy to chart, 1 to billing.
- **Alt/E** to eject MOD.