

Centricity PACS-IW 3.7.3

Referring Physicians' Quick Start Guide

This guide includes all the information you need to begin using Centricity PACS-IW. It is organized according to a logical workflow—stepping you through the initial login, opening and managing a study and exiting a study. It also includes tips on shortcuts and provides answers to frequently asked questions. For full information on all Centricity PACS-IW features, click the Help (question mark) button in the upper right corner of the main screen to access the online Help system.

Before You Begin

For best results, the following minimum system hardware requirements are recommended:

- Pentium 4, 3.0 GHz / 2MB Cache, 800MHz FSB
- 1GB DDR2 667MHz (2x512MB)
- 1 x 19" / 1MP Color Monitor
- 128MB nVidia Quadro FX550, DVI/VGA
- 80GB Hard Drive
- USB Keyboard and Mouse
- Internal CD-RW
- 1000/100/10 Mbps Ethernet Network Card

Call support if you need assistance with the following hardware conditions:

- Centricity PACS-IW can only be accessed using a PC running Windows XP, XP Professional, or 2000 and equipped with Internet Explorer Version 6.0. Internet Explorer 7.0 and Netscape Navigator are not supported.
- Macintosh is not supported, unless you are using Virtual PC Version 6.0 or better.
- Set the screen resolution to 1024x768 or higher and to "True Color."
- For best performance, a broadband Internet connection is strongly recommended. If you are using dial-up, consider loading multiple studies simultaneously and then returning to the PC after they have loaded.

Accessing Studies From CD

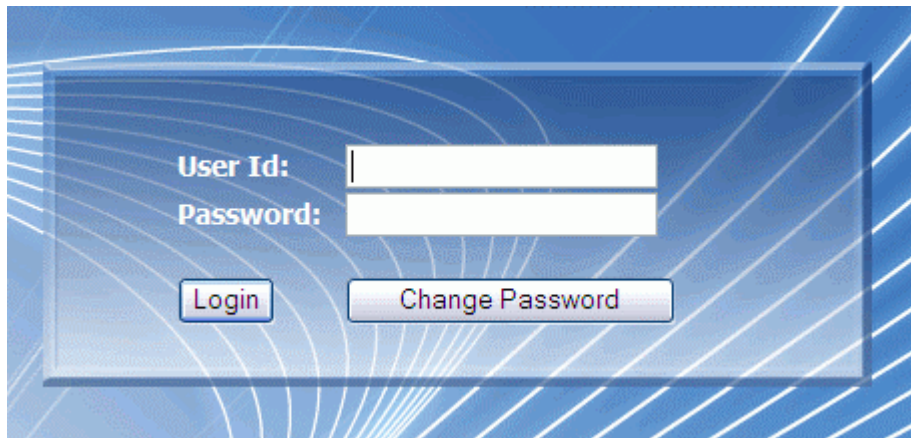
Studies and reports saved to CDs can be read on any computer, even those without access to Centricity PACS-IW. All the necessary utilities to read the study are included on the CD; simply insert the CD into the CD drive of the computer. A viewer for Centricity PACS-IW opens automatically, and you can access images and reports using the features described in this document.




Logging in Via the Internet

As explained in the following steps, you may have to adjust certain settings before logging in.

1. Open Internet Explorer.
2. From the menu bar, select Tools and then Internet Options.
3. Click the Security tab, the Trusted Sites icon and then the Sites button.
4. Enter the full URL of your PACS Server (for example: `https://site/web`).
5. Click the Add button, then the Close button.
6. Select the Custom Level button. Scroll down to the section called ActiveX Controls and Plugins. Set all components in this section to Enable. Click OK to exit both windows.
7. Enter the PACS Server URL in the URL address box of the browser. Press the Enter key.
8. When the login screen appears, enter your username and password in lowercase; click the Login button. See the administrator if you need assistance with your username and password.



9. A security alert displays. Click Yes. A second security message may also display for first-time users; click Yes to this prompt as well. Centricity PACS-IW immediately displays the Study List (the main screen).

 **Note:** A pale yellow bar, below the address bar, may prompt you to install Active X controls; click the bar to install them.

Pop-up Blockers

If pop-up blockers are enabled on your computer, you must add the Centricity PACS-IW server website to the Allow Pop-Up list.

1. Select Tools from the browser's main menu, then click Pop-Up Blockers and Pop-up Blocker Settings.
2. Enter the Centricity Server address and then click the Add button.
3. Click the Close button to save the changes and exit the dialog.



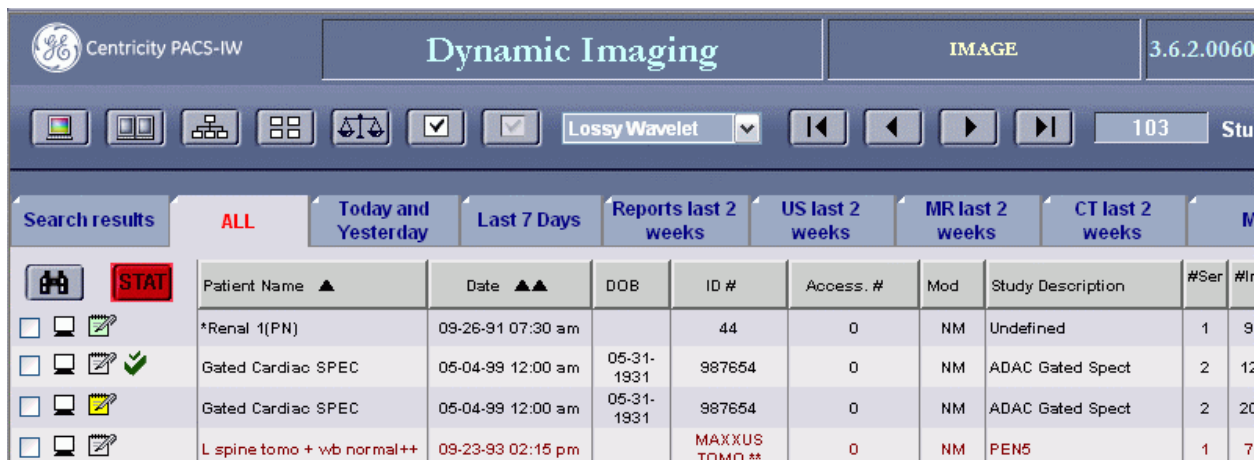
Viewing for Referring Physicians

Upon launch of Centricity PACS-IW, a special viewing application opens for referring physicians, who are recognized by login. This viewer shows only the study interpretations (reports, annotations, key images, etc.), instead of the entire study, so as to speed up the workflow. The full Image Viewer can be invoked at any time to see the entire study in the standard way.

The floating (right-click) menu for this viewer is abbreviated from the standard Study List menu. It shows only those actions that are relevant to a study interpretation, such as viewing reports/notes, comparing studies, viewing a series or thumbnails, matching reports and assigning the study to a worklist. Referring physicians can also receive email notification of updates to studies.

Study List Basics

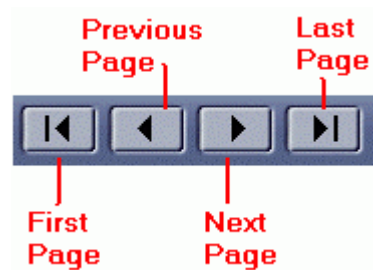
A Study List is a group of similar studies, such as CTs, MRs, or all studies performed today. Each Study List is displayed under a tab for quick access, and its studies are listed with descriptive information in adjacent columns. Click a tab to display a particular Study List.



The screenshot shows the Centricity PACS-IW interface. At the top, there is a header with the GE logo, 'Centricity PACS-IW', 'Dynamic Imaging', 'IMAGE', and version '3.6.2.0060'. Below the header is a toolbar with various icons and a dropdown menu set to 'Lossy Wavelet'. The main area features a tabbed interface with tabs for 'Search results', 'ALL', 'Today and Yesterday', 'Last 7 Days', 'Reports last 2 weeks', 'US last 2 weeks', 'MR last 2 weeks', and 'CT last 2 weeks'. The 'ALL' tab is selected, displaying a table of study results.

	Patient Name ▲	Date ▲▲	DOB	ID #	Access. #	Mod	Study Description	#Ser	#I
<input type="checkbox"/>	*Renal 1(PN)	09-26-91 07:30 am		44	0	NM	Undefined	1	9
<input type="checkbox"/>	Gated Cardiac SPEC	05-04-99 12:00 am	05-31-1931	987654	0	NM	ADAC Gated Spect	2	12
<input type="checkbox"/>	Gated Cardiac SPEC	05-04-99 12:00 am	05-31-1931	987654	0	NM	ADAC Gated Spect	2	20
<input type="checkbox"/>	L spine tomo + wb normal++	09-23-93 02:15 pm		MAXXUS TOMO **	0	NM	PEN5	1	7

Use the paging buttons on the toolbar above the tabs to navigate forward or backward through the Study List.










Use the icons next to each study for a quick grasp of that study's status:


Denotes that the study is selected.

Click here to view the study.




-  When yellow, this icon indicates that the study is already open by the current user.
-  When red, this icon indicates that the study is already open by another radiologist. This feature is available to radiologists only, as recognized by their login, and is designed to help radiologists make updates to only one copy of a study.

-  Indicates the note/report status; gray indicates that no note or report is attached to the study.
 -  If the notepad icon is yellow, then a note has been attached to the study.
 -  If the notepad icon is green, then a final report has been attached to the study.
 -  If the notepad icon is pale yellow, then an internal note has been attached to the study.
 -  If the notepad icon is pale green, then a preliminary report has been added to the study.

-  Indicates the read status. A study may have a large checkmark (the study has been read and dictated by a radiologist), a small checkmark (the study has been reviewed but not dictated, or it's been read by a resident), both or neither.

Searching for a Study

Select the Search button  on the toolbar (next to the column headings). The Search dialog is displayed, with all fields clear. Click the Last Search button at the bottom of the dialog to populate criteria from the last search, or enter new criteria. For Patient Name, MRN, Accession Number, Referring Physician and Study Description, you can enter all or part of the data and use the option buttons to the right to denote how that information should be matched.

Search

Patient Name: Begins Exact Contains

MRN: Begins Exact Contains

Accession Number: Begins Exact Contains

Referring Physician: Begins Exact Contains

Study Description: Begins Exact Contains

Modality: All CT MR US PET/CT PT NM MG
 CR DX XA OT RF Other

RIS-Verified: All Yes No
 QC'd: All Yes No

Study Status: Reviewed: All Yes No
 Dictated: All Yes No
 STAT: All Yes No


Date of exam: All Today & Yesterday Today Last 7 Days Yesterday Last 2 Weeks Period
 From: Dec 6 2007 To: Dec 6 2007

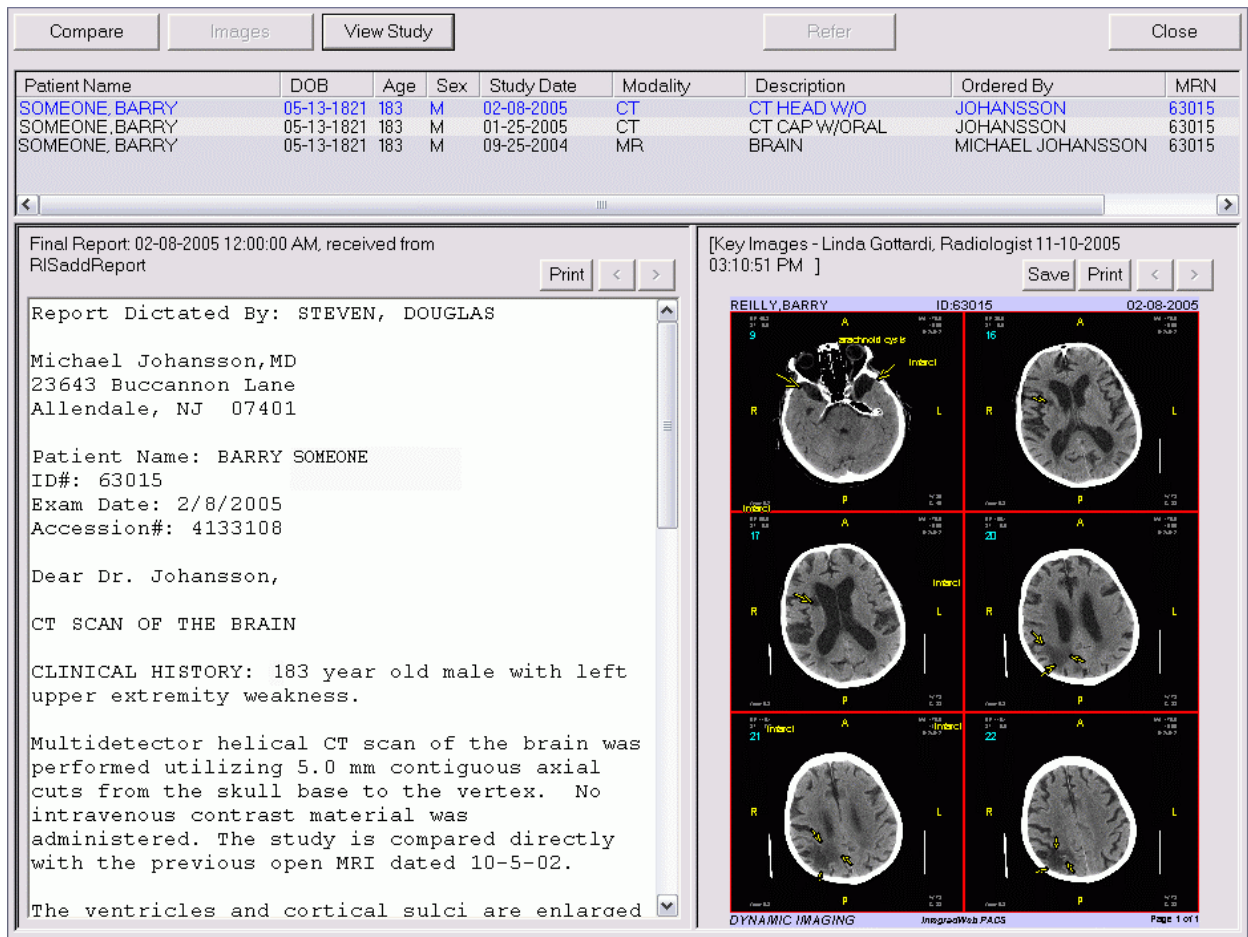
Order comment:



Click the Search button. Results are displayed under the Search tab. Click the F5 button to refresh the contents of the Search tab.

Opening and Managing a Study

Click the view icon  next to the study, or click anywhere in its row in the Study List. The Patient Folder for that study is launched.



The screenshot displays a medical software interface with three main sections:

- Top Pane (Study List):** A table with columns: Patient Name, DOB, Age, Sex, Study Date, Modality, Description, Ordered By, and MRN. The first row is highlighted in blue.

Patient Name	DOB	Age	Sex	Study Date	Modality	Description	Ordered By	MRN
SOMEONE, BARRY	05-13-1821	183	M	02-08-2005	CT	CT HEAD W/O	JOHANSSON	63015
SOMEONE, BARRY	05-13-1821	183	M	01-25-2005	CT	CT CAP W/ORAL	JOHANSSON	63015
SOMEONE, BARRY	05-13-1821	183	M	09-25-2004	MR	BRAIN	MICHAEL JOHANSSON	63015
- Bottom Left Pane (Report):** A text report titled "Final Report 02-08-2005 12:00:00 AM, received from RISaddReport". The report text includes:

Report Dictated By: STEVEN, DOUGLAS

Michael Johansson, MD
23643 Buccannon Lane
Allendale, NJ 07401

Patient Name: BARRY SOMEONE
ID#: 63015
Exam Date: 2/8/2005
Accession#: 4133108

Dear Dr. Johansson,

CT SCAN OF THE BRAIN

CLINICAL HISTORY: 183 year old male with left upper extremity weakness.

Multidetector helical CT scan of the brain was performed utilizing 5.0 mm contiguous axial cuts from the skull base to the vertex. No intravenous contrast material was administered. The study is compared directly with the previous open MRI dated 10-5-02.

The ventricles and cortical sulci are enlarged
- Bottom Right Pane (Key Images):** A grid of six axial CT brain scan images. The top-left image is labeled "arachnoid cyst" and "Intact". The images are arranged in a 3x2 grid with axes labeled R, L, A, and P. The top-right image is labeled "16", the middle-left "17", the middle-right "20", the bottom-left "21", and the bottom-right "22". The text "[Key Images - Linda Gottardi, Radiologist 11-10-2005 03:10:51 PM]" is at the top of this pane.

The top pane shows all studies for this patient; the most recent study is highlighted in blue and its data is shown in the bottom panes. The bottom left pane shows any reports that have been attached to the highlighted study. The bottom right pane shows any key images that were created from this study. Right/left scroll buttons at the top of each pane allow you to scroll to the next/previous note or key image set. Click the Print button to print the contents of that pane.



1. To see a complete study, select it in the top pane.
2. Click the View Study button to load that study in Image Viewer.



Comparing Studies

1. From the Patient Folder, click the Compare button.
2. In the top pane, click two studies to compare. Their report data is displayed side-by-side in the lower panes of the Patient Folder, and the Images button becomes active.
3. To toggle between viewing key images and viewing interpretations, click the Images button.

You can also compare studies from different patients, provided you have privileges to access those studies.

1. From the study list, click the checkbox next to the studies you want to compare, or select only one study and right-click to display a floating menu and select All Studies for Selected MRN to display studies for that patient.
2. Click the Compare button  on the toolbar, or right-click anywhere and select Compare Selected Studies from the floating menu. The studies are loaded; the most recent study displays first.
3. To select which two to display side-by-side, click the Compare button  on the Image Viewer toolbar.
4. The Compare dialog displays; select which study displays on the left and which displays on the right. Click the Display button to see those studies in Image Viewer.

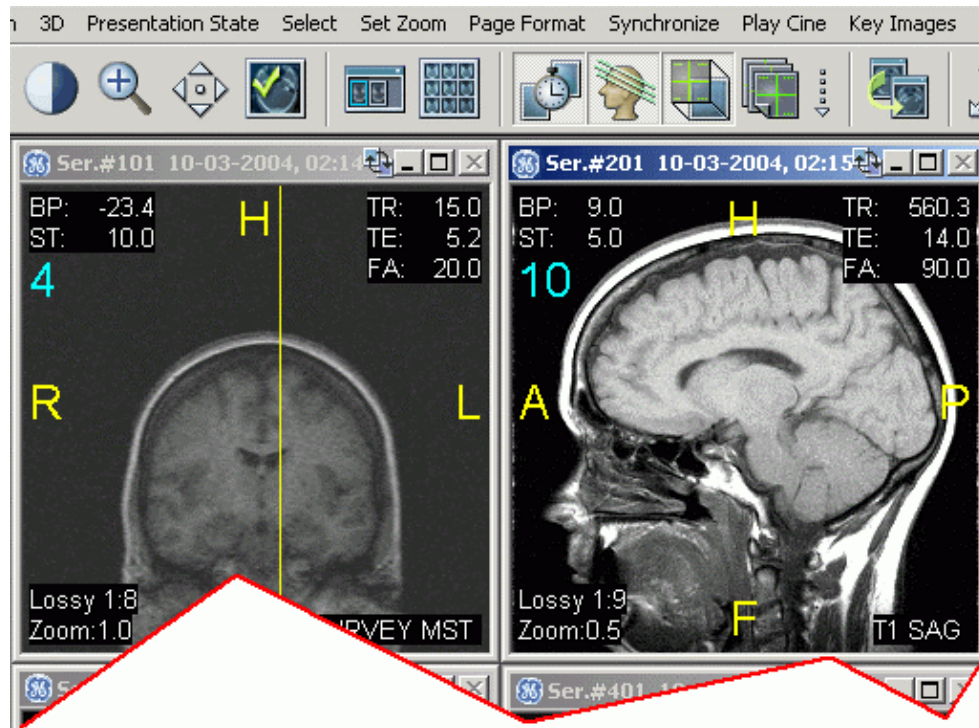
Forwarding to a Remote User


To grant temporary access to a remote user, choose the desired study in the Patient Folder and then click the Refer button.

Managing Studies in Image Viewer

When you load a study in Image Viewer, typically each series in the study is displayed in a separate window. Increase the size of a window by clicking and dragging its corner.







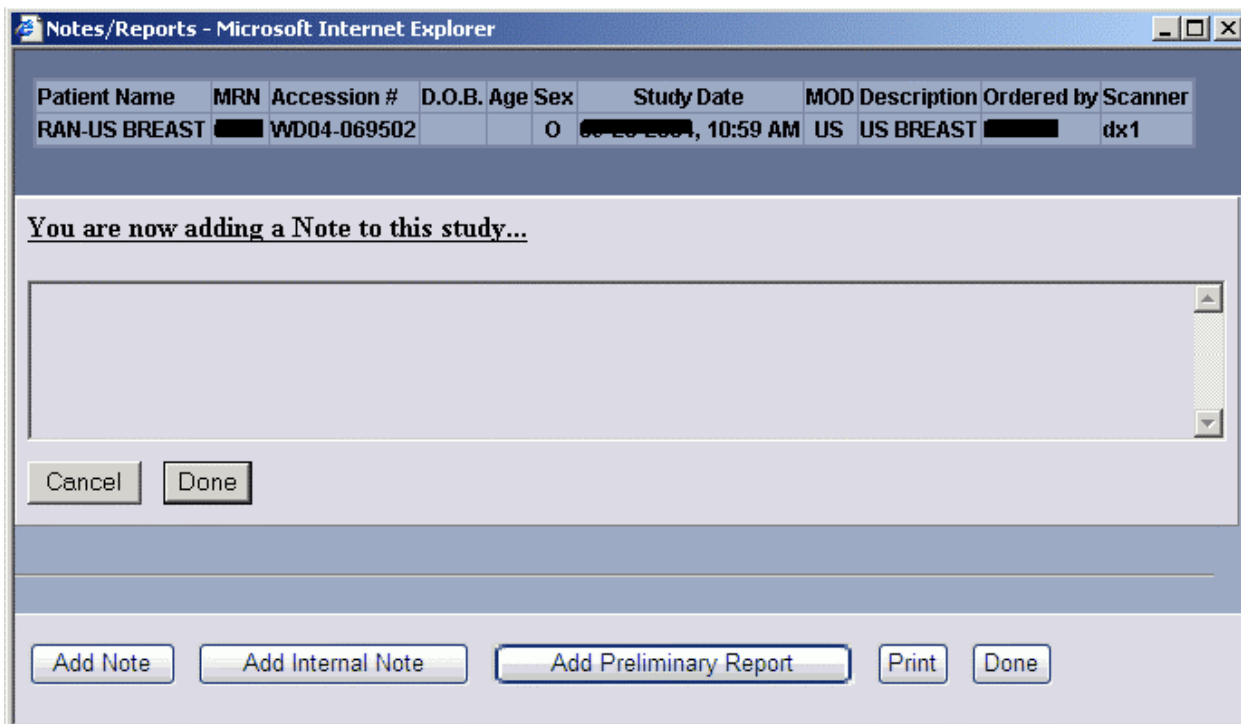
1. To page through the images in a series, point the mouse to that series and click. Each successive click displays the next image in the "stack." Or drag the left mouse button to scroll (down or up). You can also use the up/down arrow keys or the page up/page down keys. Centricity PACS-IW 3.6.2 provides many scrolling alternatives, including a hot key shortcut to the middle of the stack and global stack, which positions the images of all series in a single window to facilitate scrolling.
2. To alter the brightness or contrast of an image, click the Windowing button  in the toolbar, and then drag the mouse left/right (for contrast) or up/down (for brightness). Hover the mouse over any toolbar button to see a tool tip, which displays the button's function.

Adding a Note or Report to a Study

The preliminary report becomes the final report upon dictation of the study. You can add from the Patient Folder, as described above, or follow these steps:

1. From Image Viewer, click the Notes button  on the toolbar. If you are in the Study List, click the Note/Report icon  next to the desired study in the list.
2. The Notes dialog is displayed. The header shows the patient's name and other identifying information, as well as study data.
3. Click the appropriate button to add information to the study, i.e., note, internal note (radiologists only) or preliminary report. The pane changes color to indicate the kind of note you are adding (gray for note, green for internal note, blue for report).





4. Enter the diagnostic data in the text pane. Click the Done button below the pane when complete.
5. Click the Done button at the bottom of the dialog to exit, or select another button to add a new note/report. The Note/Report icon updates to a new color (yellow for a note, pale yellow for internal note, pale green for a preliminary report, green after dictation) in the Study List.

Exiting a Study



Click the Done button  in the Image Viewer toolbar.

Shortcuts

Zoom.....	Use middle mouse to pan while in Zoom mode		
Pan.....	Use middle mouse to zoom while in Pan mode		
Windowing.....	Middle mouse opens presets		
Key Images.....	Use ctrl to page	Done.....	D
For 1.00 zoom.....	Shift	Exit.....	X
Refresh Study List.....	F5	Flip.....	F
Jump to first image.....	Home	Magnifying Glass.....	G
Jump to last image.....	End	Mirror.....	9
Patient Folder.....	F1	Insert Key Image.....	I
Triangulation.....	F2	Key Image Page.....	K
Cine.....	C	Labels.....	L



Measurements.....M
Page/Scroll.....P
Rotate.....0 (zero)
Sharpen.....S

Invert.....V
Window/Level mode.....W
Zoom.....Z

FAQ—Frequently Asked Questions

I can't login!

If your login fails, consider the following issues:

- Both the username and password are case sensitive. Check the Caps Lock key and try again.
- If the Study List does not appear after login, the ActiveX controls may be blocked. Look for a pop-up information bar near the top of the browser (beneath the address line). Click this pop-up bar to install the proper controls. Refer to Logging in Over the Internet for more information.
- If the pop-up bar does not appear, ActiveX may be blocked according to the default security settings. The Dynamic Imaging server must be added as a Trusted Site in the Security settings panel of the Internet Options dialog. Refer to Logging in Over the Internet for more information.
- Your institution's licensing arrangement may allow only a limited number of users to log on at any one time. Wait and try again.
- If the previous issues do not present, the user may not have administrator rights on the computer. These are necessary to install the viewer. A user with administrator rights can log on to initiate installation of the necessary components. After an automatic update from Dynamic Imaging, a user with administrator rights must login again to initiate automatic installation of the updates.

My PC has two monitors. Does Centricity PACS-IW support dual monitor configurations?

Yes. The second monitor must be configured in a specific way so that images don't straddle the monitor boundary. See the administrator or call support. Numbers are at the bottom of this page.


I use a firewall. Can I still use my PC to access imaging studies?

Yes. Centricity PACS-IW works successfully with the common software firewalls or common hardware firewalls that come with a Cable/DSL router.

If I use my User ID on one computer, can I then use it at another computer?

Yes, but not simultaneously.

I don't like to see CT images in "stacks." Can I see them as if they are on sheets of film?

Yes. Click this button  on the Image Viewer toolbar to activate Film View. You can also use Global Stack to see images from all series in one stack; configure it in the More Settings tab of the Layout Editor.



The image seems blurry.

You are using lossy compression, indicated as such in the image: Lossy 1:192. Right-click on the image, and select Request Full Image Quality.

I'm not sure whether I changed the brightness or contrast, but the image is unrecognizable. How can I fix it?

Right-click the image, select Pre-Set Window and then Automatic, or hit the spacebar on the keyboard. The image updates to the optimum windowing level.

I'm used to seeing x-rays with lots of information displayed around the image. Can I see that information?

Yes. Click this button  on the Image Viewer to populate the image with study information.

If none of the above FAQs helps to rectify your particular issue, please call your local PACS help desk or the Dynamic Solutions Global Support Center at 1-888-303-PACS [7227], Select phone menu option #1 for immediate assistance.

