

On-Line Access to our PACS system For Referring Physician Groups
Instructions for IT/Practice Administration Professionals

Overview:

Guilford Radiology and West Haven Radiology utilize a Sectra PACS system which allows users to log on and access images quickly and securely. The system is online, requiring only the download of several plug-ins, and can be accessed through our web site (www.guilfordradiology.com or www.westhavenradiology.com), permitting users to log on and view images using any high-speed internet connection, such as, for example, while at home. Studies from as early as 2003 may be viewed on our PACs, giving physicians the ability to see archived as well as current studies. Images and reports are available to be viewed as soon as they are dictated, usually within an hour or two of the study being performed and always by the end of the day (screening mammograms are read the following day). Also, authorized users are able to access our full library of studies, not just those ordered by that user's office; this helps to facilitate referrals and coverage. We continue to provide patients with disks burned with their studies, and also to fax patient reports to the referring physician's office.

Technical Requirements:

1. Windows XP Professional Service Pack 2 or 3 or Windows Vista. Apple users may use a PC parallel program.
2. Internet Explorer version 7 or 8 (our system does not run using Mozilla as a browser)
3. Internet speed of at least 2 mbps

If your practice will regularly be viewing large studies (e.g. CTAs) you may log onto a secure server using a Citrix gateway, which will improve the speed at which the images load. Please call for more information.

To Begin Using the PACS:

1. Our staff is happy to visit your office and set up the PACS shortcut for you. The instructions which follow apply if you would prefer to do it yourself. We are always available for technical support – call Lynne at 203-627-7572 (or email lynnem@ramradiology.com).
2. Call Lynne at 203-627-7572 (or email lynnem@ramradiology.com) to obtain your user ID and password. We can set up User IDs and passwords for all of your Users (physicians, APRNs, PAs, and others as appropriate in your practice) at the same time if you would like. Each user will be asked to sign a HIPAA form.
3. Visit www.GuilfordRadiology.com or www.WestHavenRadiology.com and click on the Physician Access tab in the upper right hand side of the screen. You may wish to set a shortcut to the Physician Access screen on the desktop.
4. Click on [Click here to launch the IDS7 Gateway](#), and then, when prompted, enter your Citrix User ID and password.
5. The system will need to download several small plug-ins – you will need to say yes or run to these downloads several times. This is only for the first time you log on. Your first log on will generally take 3-5 minutes depending on the computer and on network speed.
6. When the Sectra PACS icon appears, click on it.
7. When prompted, enter your Sectra User ID and password.
8. You should now be looking at the main Sectra PACS screen. On the lower left hand corner is the search area, and you may search by patient name in that field.

If you are not able to log on, note any error messages and contact Lynne at 203-627-7572 or lynnem@ramradiology.com.

To Roll Out the PACS Access to Your Users:

We will be happy to support you in any way you deem appropriate as you roll the system out to your physicians and other users. Most of your physicians will find that our PACS is similar to other PACS system and will have no trouble getting on and viewing images and reports. Here are some ideas which may help facilitate your physicians' use of the system:

- We will provide a "wallet card" for each user. The card includes that person's user ID and password as well as instructions for logging on. We also provide a handout which includes instructions basic system functionality.
- We would happy to offer the physicians one-on-one or group instruction on accessing the system, and can arrange for one of our Radiologists to brief the physicians at a staff meeting or a luncheon, or ad-hoc during session time.