

## Online Image/Report Access Instructions

### Searching for your patient's study:

1. Enter patient's name (last name, first name) in the lower left hand corner of screen & click search. Patients with that name show up in the upper center part of the screen ("worklist: search results"). Click on the correct patient and that patient's studies will appear in the center of the screen under Patient History. You can then choose the study you wish to look at.
2. If you do not have the patient's name, you can search using other criteria in the pop-up lists, such as searching by referring physician, exam date, or modality. If you search by any other criteria other than patient name, you need to use two search criteria (e.g. referring physician + modality). If you use Modality searches, please note that CR=Xray, MG= Mammogram, CT= CT Scan, MR= MRI, RF= Fluoroscopy, and US= Ultrasound.
3. If the image is archived, right-click on the patient's name and select **Retrieve from Archive**. It will take about 3-5 minutes to retrieve a large study from archived status. Once un-archived, studies remain active for 14 days.

### Printing Reports:

To print a report, you may click on the print icon in the report area of the screen, on the lower right part of your screen. The content of the report will be the same as the report we faxed to the referring physician at the time of the study, although the format is slightly different.

### Saving A Report to your Computer:

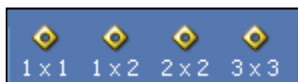
You may wish to save a report electronically as a PDF or JPEG in order to import it into an Electronic Health Record system or for other purposes. To do this, you will need a PDF writer installed on your computer. There are many free PDF writers available for download, but an example is CutePDF Writer available at [www.cutepdf.com](http://www.cutepdf.com) ). Once you have installed the PDF writer, it will create an icon in your print dialogue box, which you will select just like you select a printer. It will then ask you to give the PDF document a name and where you would like to save your PDF. Please note, as described above, if you save any reports that were finalized prior to January 18, 2011, the report will be saved without the patient's name or exam date.

### Printing Images & Saving Images to your computer

To print an image, right-click on the image and select print from the pop-up menu. You will have an option to print either a single image or the entire stack of images. You may also save the images to your computer by selecting "save to file" and then choosing whether you would like to save a single image or the entire stack.

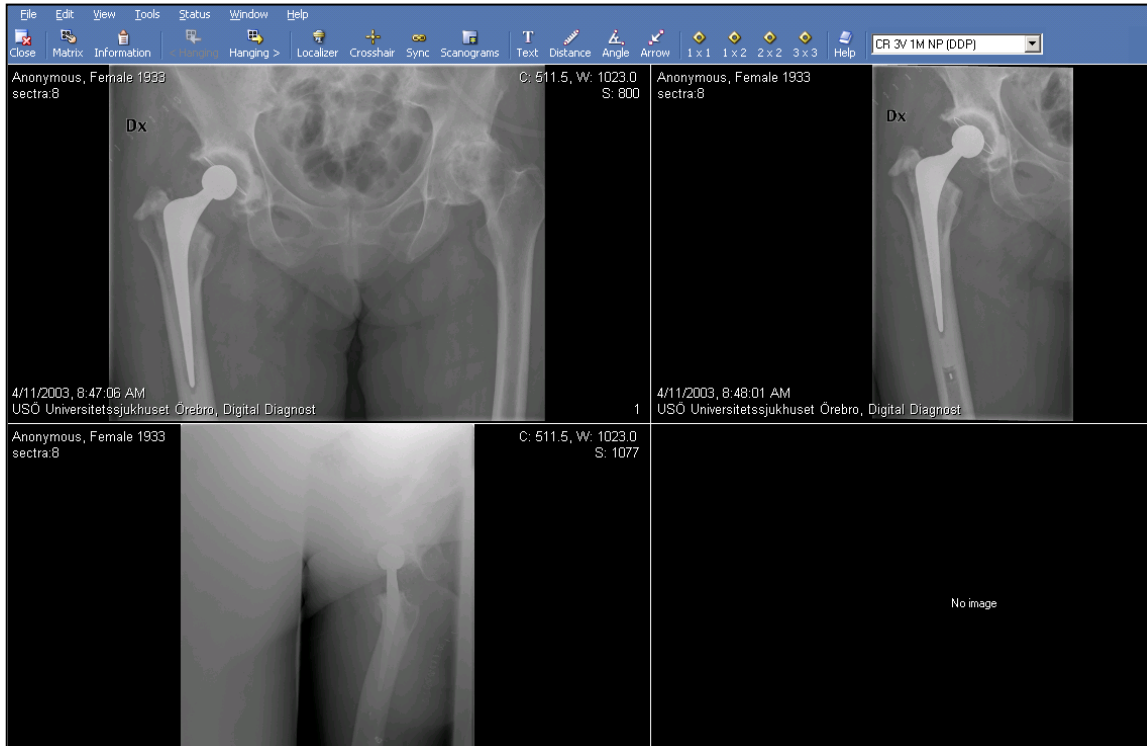
### Looking at images:

Once you are in the information screen for a study, to view the images, you may double-click on one of the thumbnail images at the bottom of the screen, or you may click on the Images icon at the top. To view an image or a stack of images, you can drag-and-drop the thumbnails on the left of the screen into the viewing area. If you wish to view more than one image or stack at once, click on the icon which says 1x1 at the top of the screen and you can change it to 1x2, 1x3, etc.



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Example of 2x2 display:



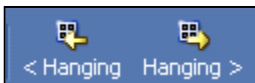
### Using Cine Loops

You can view stacks of images like a movie by right-clicking on a stack of images and selecting Cine Loop. You should also select “show cine loop controller” so that you can stop the looping, go backwards, or move directly to one particular image.

### Using Scanograms

The scanogram, a small box on the lower right section of the screen, shows exactly where a particular image, looking at a visual of the body part being studied, is in a stack of images. The Scanogram icon on the top of the page toggles whether scanograms are displayed on the screen or not. Using your mouse wheel, you can scroll through the images when your cursor is on top of the main image screen (not on the scanogram).

### Toolbars in Image window:



If you have more images than can be displayed on the monitors then use ‘Hanging >’ to move to the next set of images. When the buttons are grayed out, you do not have any more hangings to view.



You can use different tools on the images. For example, you can measure a distance or angle.

### Measure a distance:

- Left click on the icon ‘Distance’ in the toolbar.
- Click where you want to start your measurement.
- Click where you want to end your measurement.



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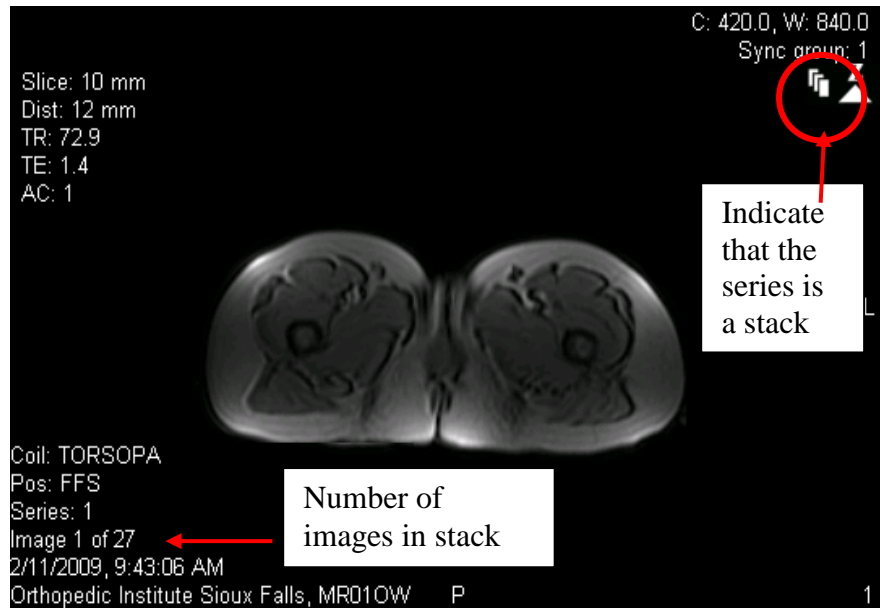
### Adjusting distance and angles:

If needed, adjust the lines by dragging their start or end points. The measurement/angle is in edit mode when you have white circles as the end points.



### Scroll through a stack of MRIs:

Use the scroll wheel on the mouse in order to move from one slice to the next slice.



### Toolbox:

You can find tools to manipulate the images in the Toolbar at the top of the Image window or you can right click on the image to get a similar Toolbox.

