

Cardiology  
Super User Training



Technologist

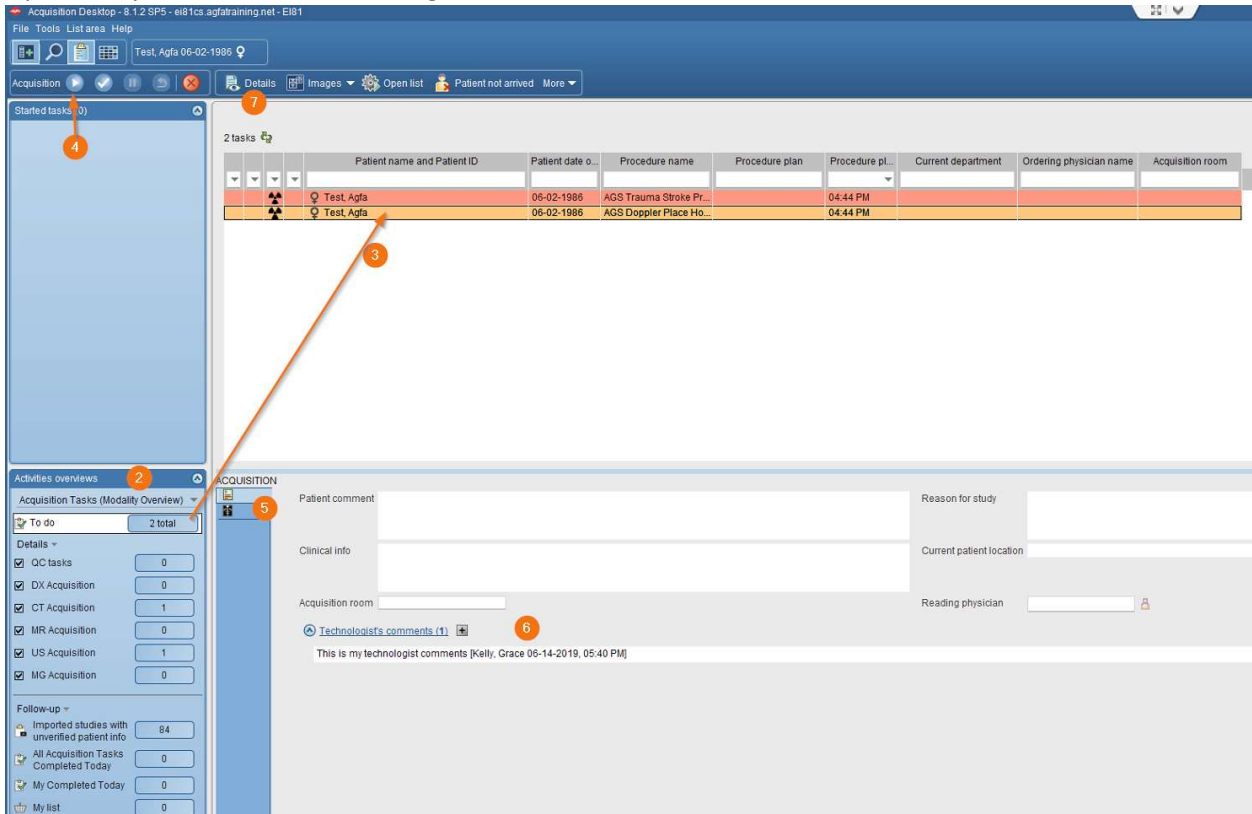
# Technologist Super User Training



## WORKFLOW

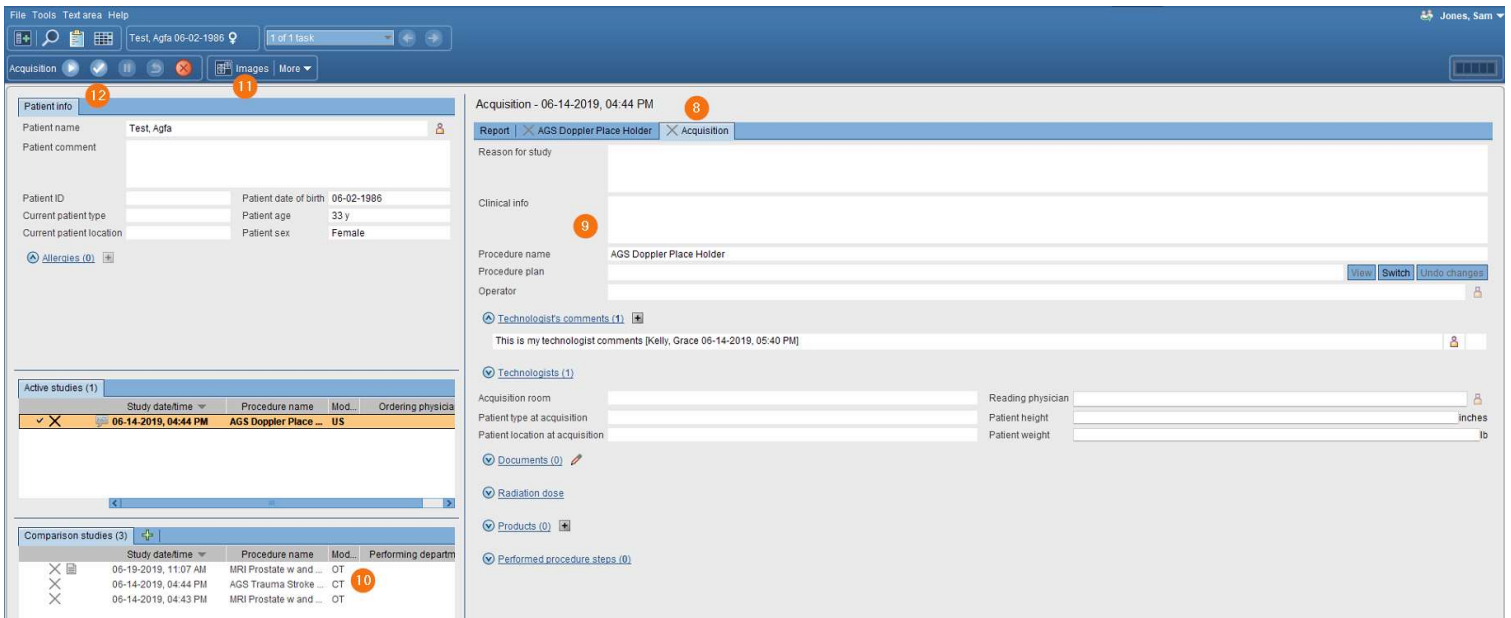
1. Log in



2. Select correct Activity Overview or Task List
3. Locate Patient order via task list
4. Optional: Select Start Acquisition , the technologist then performs examination and sends in study into EI
5. View Details and Image thumbnails on List Area Page 
6. Add technologist comments in EI unless workflow is to be done in the RIS
7. Open Study to view details and images if needed



8. Detail page will display acquisition tab (default)
9. View any study information or other site-specific study comments.
10. View additional comparisons – right mouse click to get viewing options
11. Select images to proceed to image page 
12. Complete acquisition task via RIS trigger auto complete EI task or manually complete in EI and complete in RIS 



The screenshot displays the Agfa RIS software interface. The top menu bar includes 'File', 'Tools', 'Text area', and 'Help'. The main window is divided into several sections:

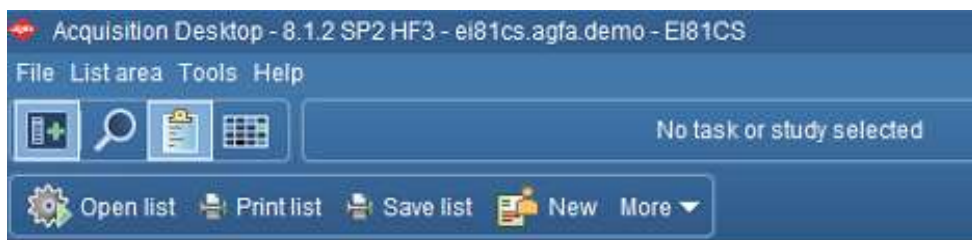
- Patient info (1, 2):** Displays patient details for 'Test, Agfa', including Patient ID, Patient date of birth (06-02-1986), Current patient type, Patient age (33 y), Current patient location, and Patient sex (Female).
- Acquisition - 06-14-2019, 04:44 PM (8):** Shows acquisition details for 'AGS Doppler Place Holder'. It includes fields for Reason for study, Clinical info, Procedure name, Procedure plan, and Operator. There are also sections for Technologist's comments and Technologists.
- Active studies (1):** A table listing active studies. The current study is highlighted:
 

Study date/time	Procedure name	Mod...	Ordering physician
06-14-2019, 04:44 PM	AGS Doppler Place ...	US	
- Comparison studies (3):** A table listing comparison studies:
 

Study date/time	Procedure name	Mod...	Performing departm
06-19-2019, 11:07 AM	MRI Prostate w and ...	OT	
06-14-2019, 04:44 PM	AGS Trauma Stroke ...	CT	
06-14-2019, 04:43 PM	MRI Prostate w and ...	OT	

## UNIT TRAINING

Toolbar Icons- Tools necessary to manipulate the system.



1. **File** - Menu Option
  - a. Logoff
  - b. Exit
  - c. Add user
2. **List Area** - Menu Option
  - a. Activities Overview
  - b. Customize columns
3. **Tools** - Menu Option
  - a. Options
  - b. Collaborator tool
4. **Help** – Menu Option

5. **Hide Navigation** 

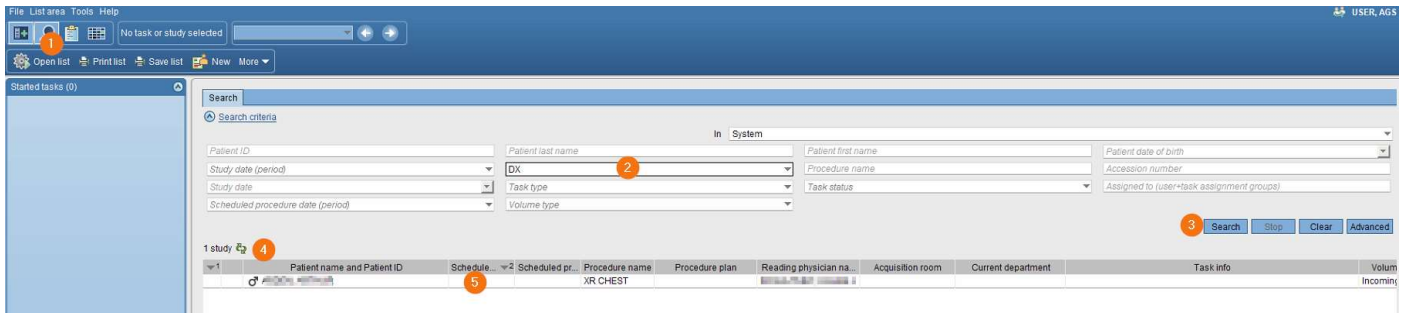
6. **Search** 



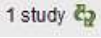
7. **Calendar** 

8. **Multi-user login** 


- a. Add user is rarely used; use case would be a student and technologist working together.

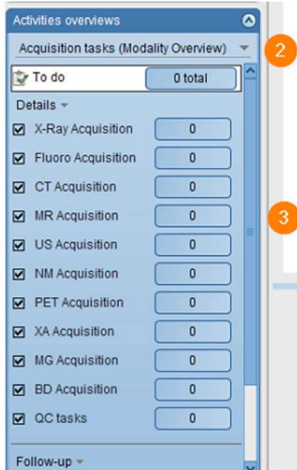
## Search Patient - This allows a user to perform an ad-hoc search to locate a study



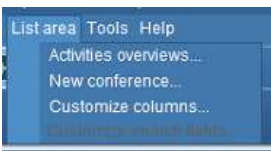
1. Select Search icon  in the tool to begin an ad-hoc search
2. Input search criteria (i.e., Patient ID, patient last name, accession number)
3. Select  button
4. Search results will display with the number of results that meet your search criteria 
5. Double click or right mouse click on the line of the study you wish to display

## Activity Overview(s) - provides an overview of the tasks to perform, studies of interest, and pending conferences

1. Select List 
2. Select Activities Overview
3. Select specific AO bucket



4. If your acquisition Activities overview list is not visible in your selection
  - a. Select **List Area** on top toolbar
  - b. Select **Activities overviews**



5. Select specific Task
6. Check **Show in drop-down list**

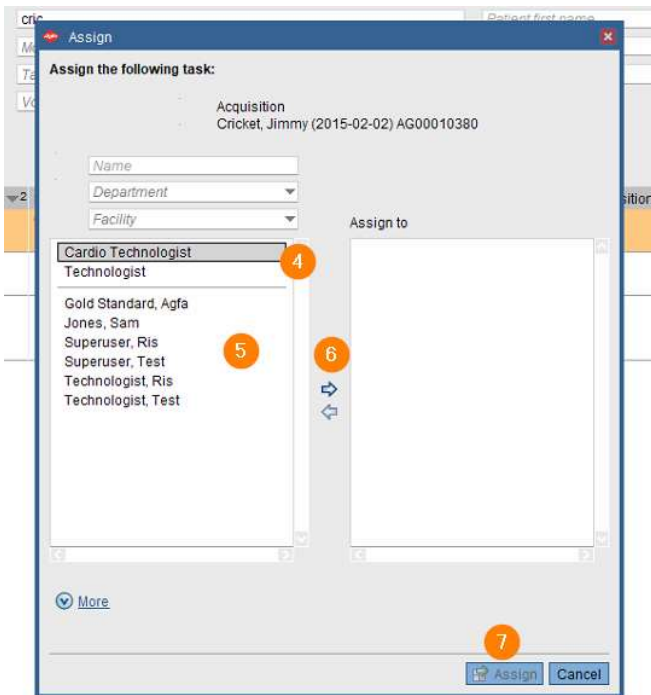
Manage Activities Overviews							
Overview							
2 results <span style="float: right;"><input type="checkbox"/> Include inactive</span>							
Show in drop-down list	Default	Personal	Code	Name	Available for System	Active from	Active to
<input type="checkbox"/>	<input type="radio"/>		ACTOV4	Clinician		2017-03-01	
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>		ACTOV1	Acquisition tasks (Modality Overv...	Technologist		

**Assign To- Distributes tasks responsibility. You can assign a task to yourself or others**

1. Select Patient from worklist
2. Right click
3. Select “Assign” or “Assign to me”



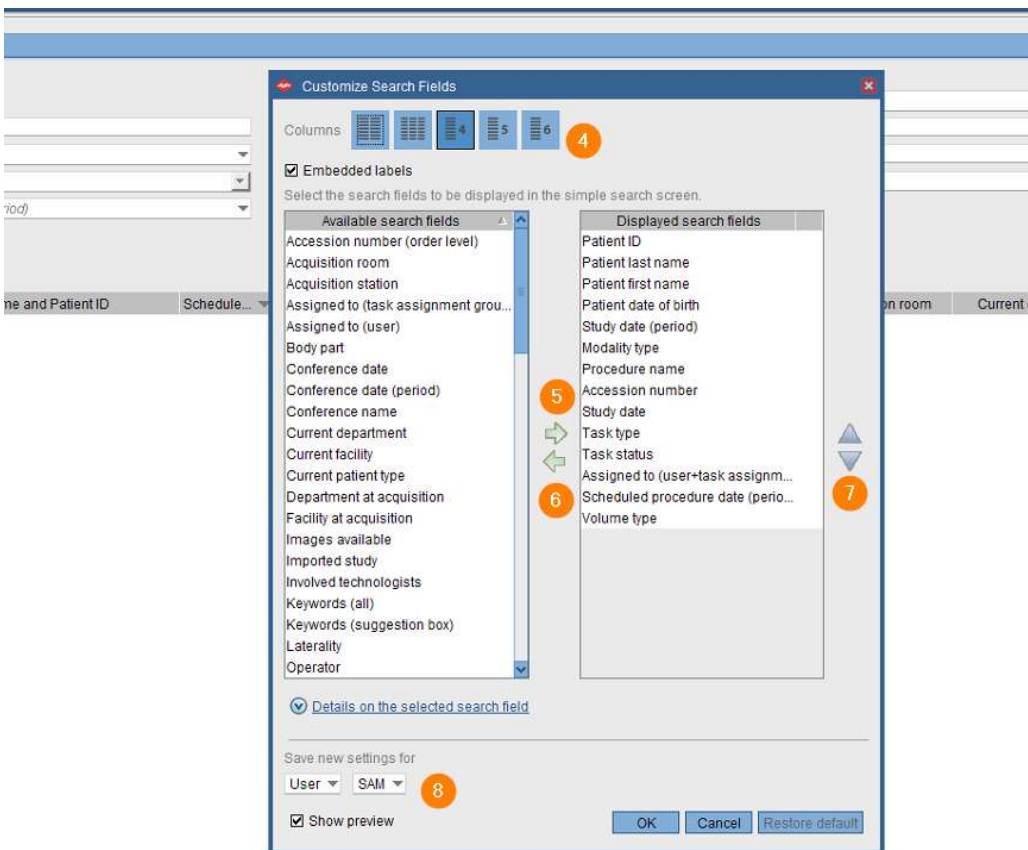
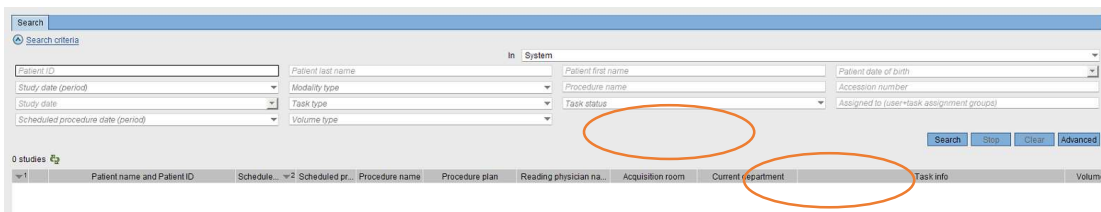
4. Select a task assignment group  
or
5. Select individual name
6. Move selection to “Assigned to” and you have an additional option to add task comment under the more selection
7. Select Assign





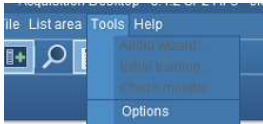
**Desktop Customizations - right mouse click in the gray area, provides options for customization ( indicates gray areas)**

1. Select gray area in search field or columns
2. Right mouse click
3. Select **customize fields** or **customize columns**
4. To specify the number of search columns, click the perspective column button
5. To display additional search fields, select and move items from Available search fields to Displayed search fields
6. To remove currently displayed fields, reverse this procedure
7. To change the displayed order, select up/down arrows to right of displayed field
8. This setting will save for the login user; generally only admins can save for other users
9. Select OK

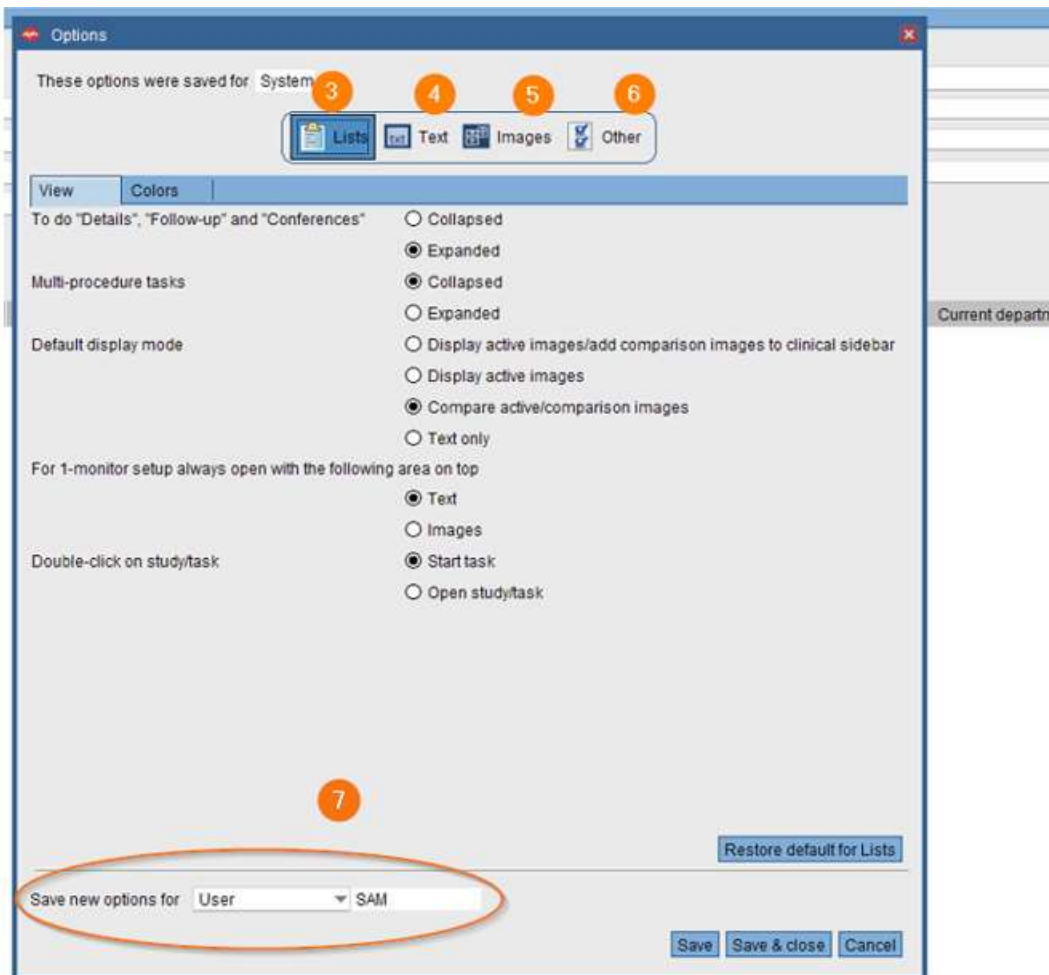


**(F12) Options- Defines the settings that change the look and feel of the desktops.**

1. Select **Tools > Options** or **F12**



2. Options window will display
3. Selecting Lists allows customization of items related to List area
4. Selecting Text allows customization of items relate to Reporting and Text area
5. Selecting Images allows customization of items related to Image area including image display options, keyboard shortcuts, and saving of mark-ups.
6. Selecting Others allows you to turn on or off the collaborator tool for default login setting.
7. This setting will save for the login user; generally only admins can save for other users

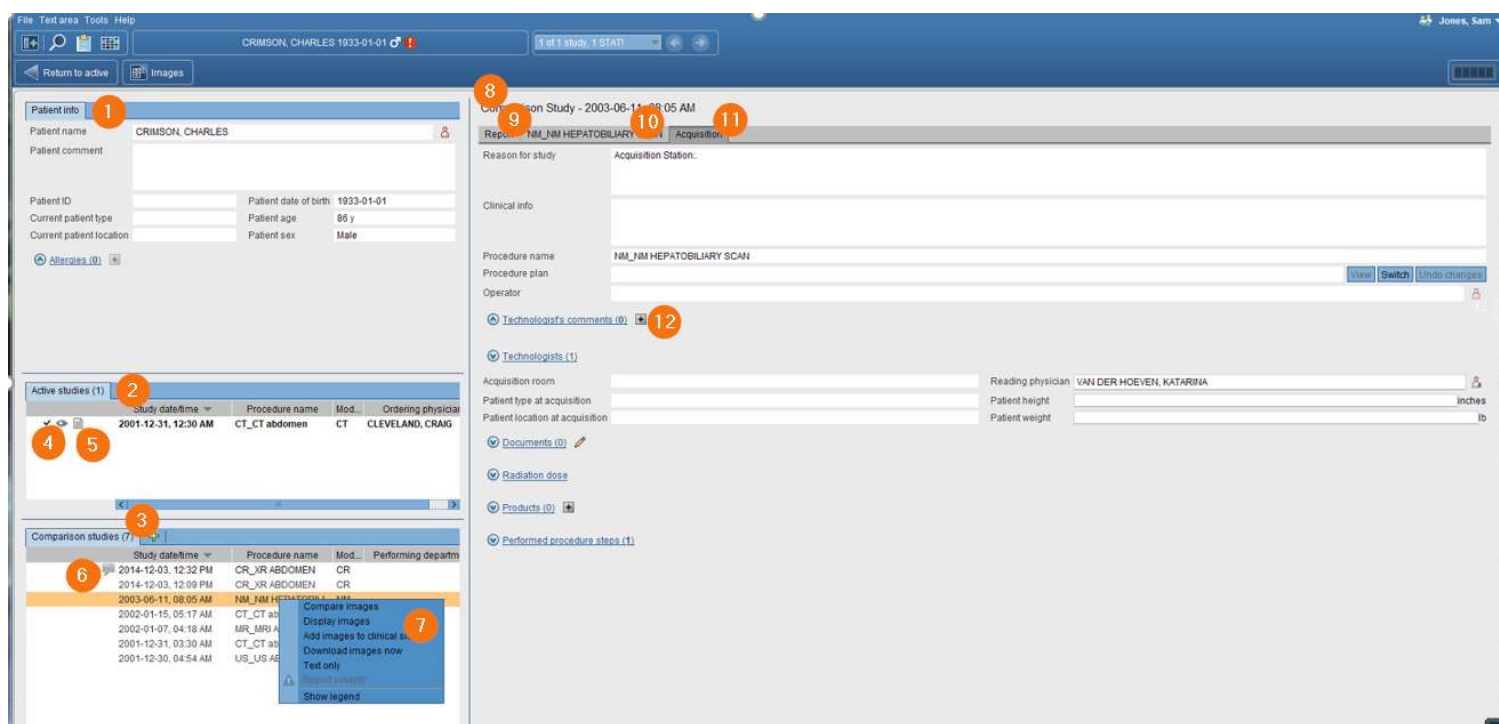





## Text Page details

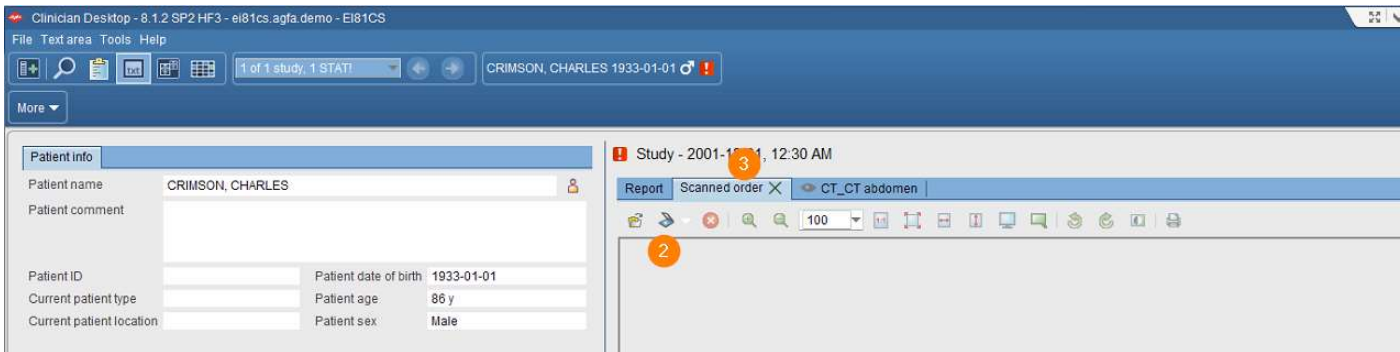
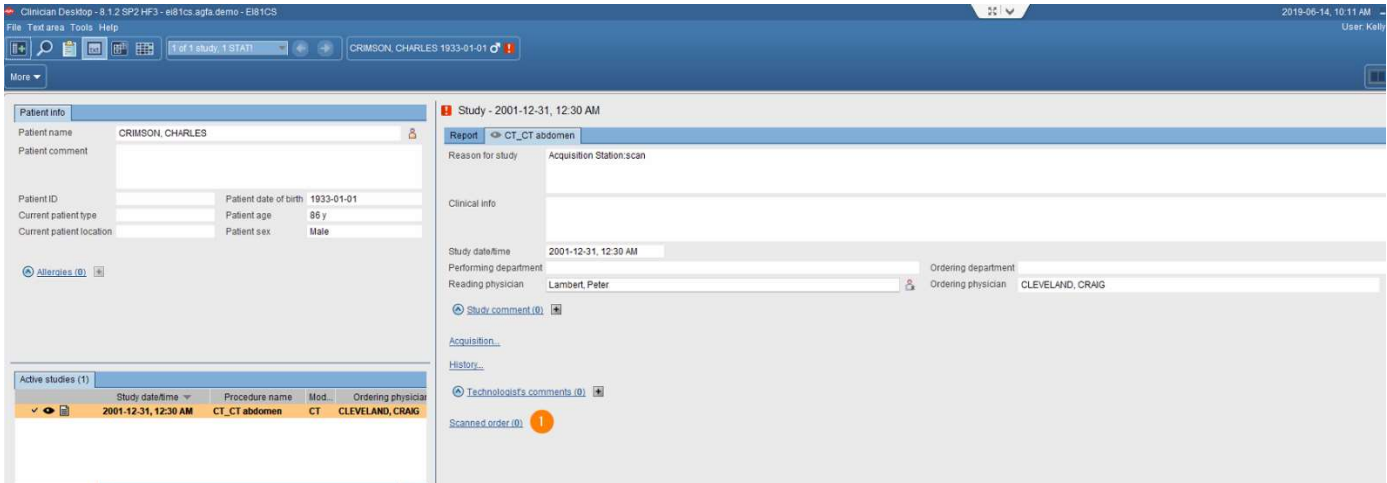


1. Patient information
2. Active studies
3. Comparison studies
4. Eyeball icon show images are in display
5. Report icon shows the study has a report attached
6. Study comment
7. If an image is not in display you can right mouse click for display options
8. Study information for study that is in display
9. Report Tab
10. Order Tab
11. Acquisition Tab
12. Comments



## Scanning Documents

1. Select Scanned order in the order tab
2. Select Scan icon 
3. Will show scanned order tab



**Technologist Comments-** Allows the technologist to place a descriptive message regarding the patient/exam that is visible within the EI system.

1. Select Technologist comments
2. Enter comments
3. Select OK
4. Select Public

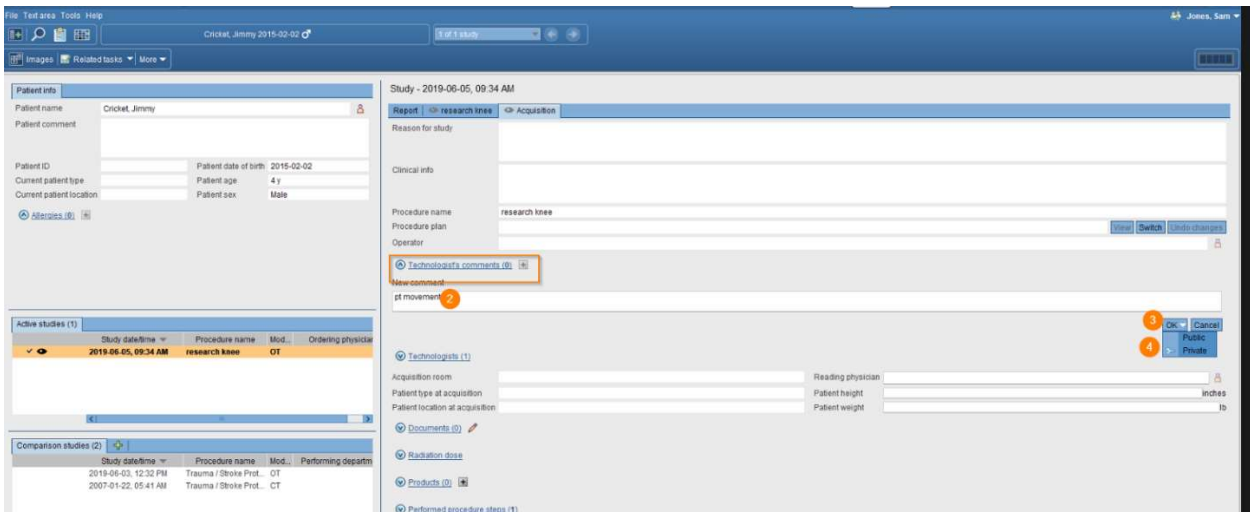
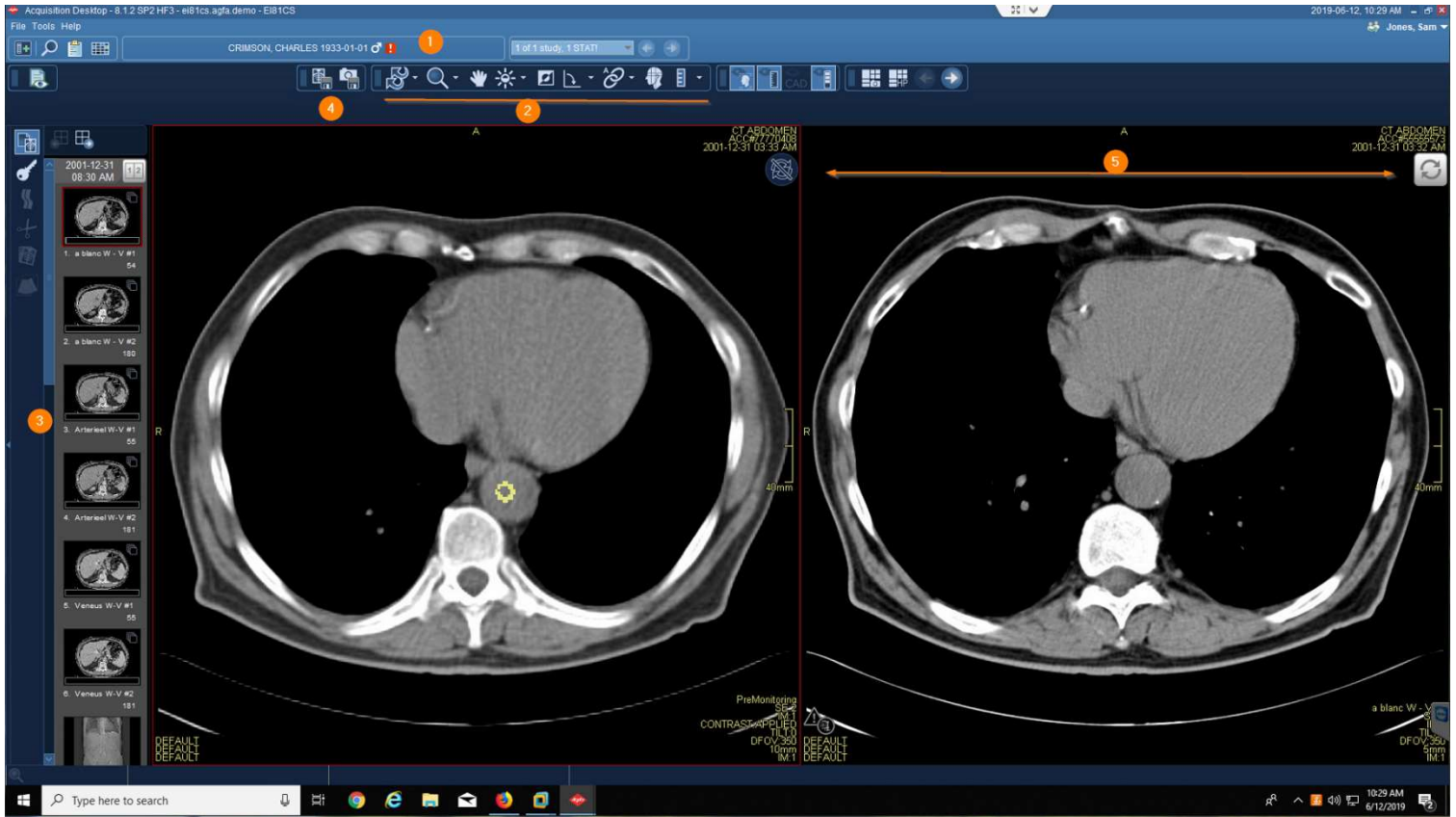


Image visualization- The image area combines all image display, manipulation, and enhancement tools for reading in EI.

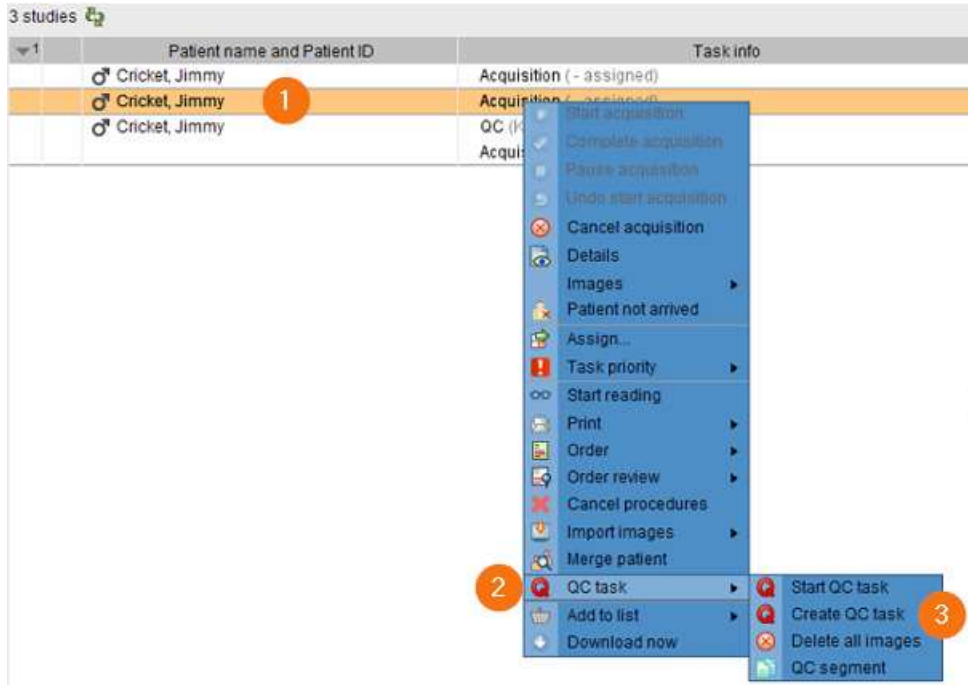


1. Patient banner
2. Tools
3. Clinical sidebar
4. Save Presentation State and Create snapshot
5. Active vs Comparison

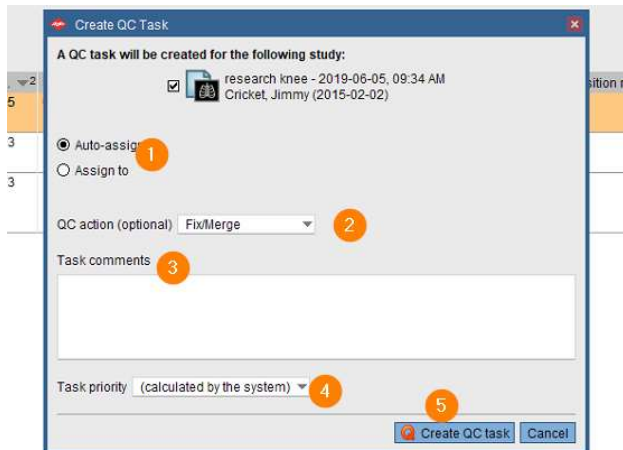


Create QC- to assign a quality control task for the selected study or studies to yourself or another person.

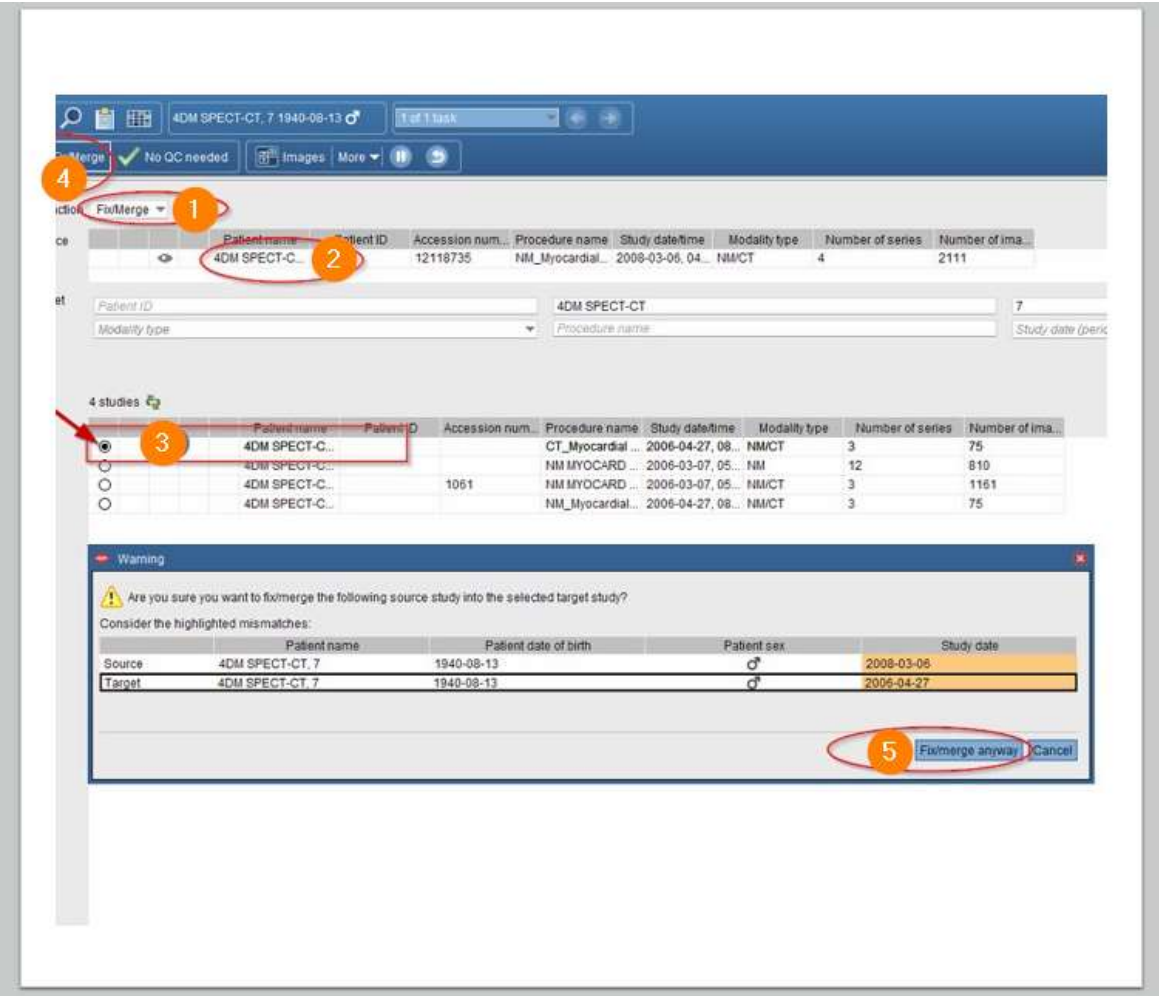
1. Select a study for QC
2. Right mouse click and then choose QC task
3. Create QC task



1. Select Auto-assign or Assign to
2. Select QC action-fix/merge, split, segment, delete
3. Include Task comments if necessary
4. Select Task Priority from drop down
5. Select Create QC Task

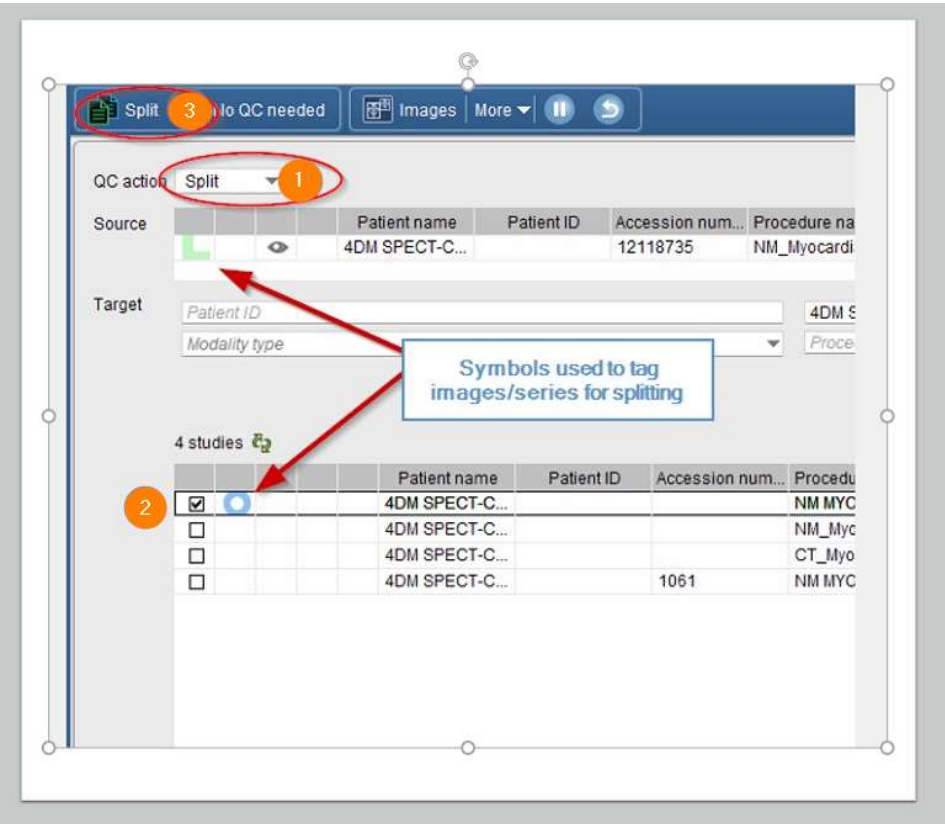


1. **Fix/Merge**—Manually fixing studies aligns patient and order information with unverified images. Merging images assembles multiple studies that belong to one patient.
  1. Select the correct action (Fix/Merge)
  2. Verify source
  3. Select the target for Merge
  4. Initiate the merge by clicking Fix/Merge
  5. Confirm and select Fix/Merge anyway



## 2. Split- Manually split a study that contains images belonging to multiple patients, orders, or procedures.

1. Select the QC action to split
2. Select your target
3. Click on the Split action



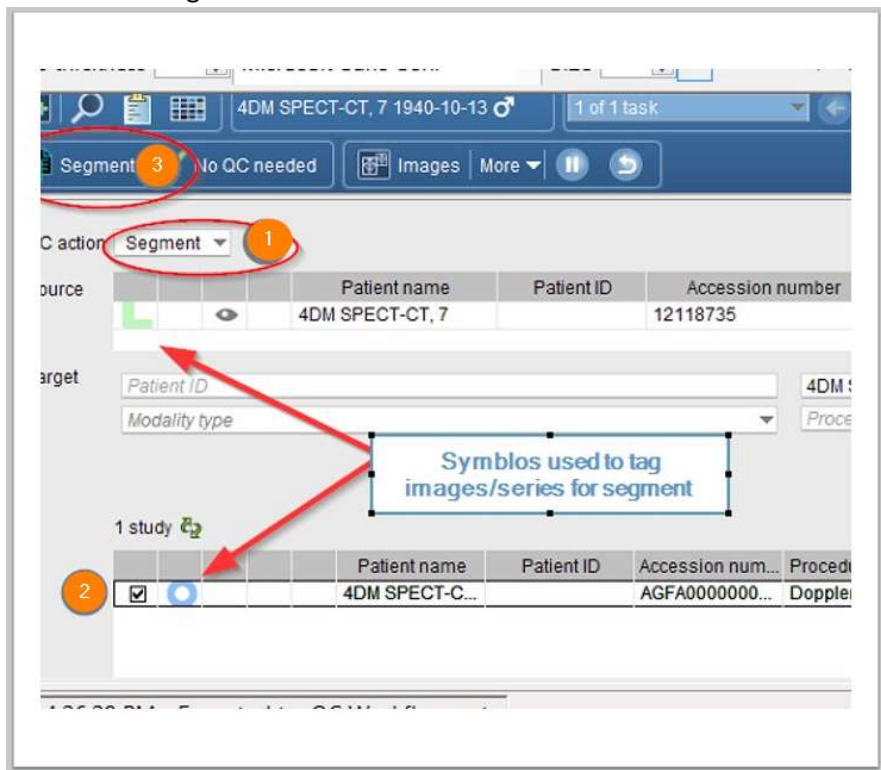
4. Select the study you want to tag, symbol will activate on your cursor. You now can select an image(s) or the thumbnail to select the series.
5. Confirm and select Split



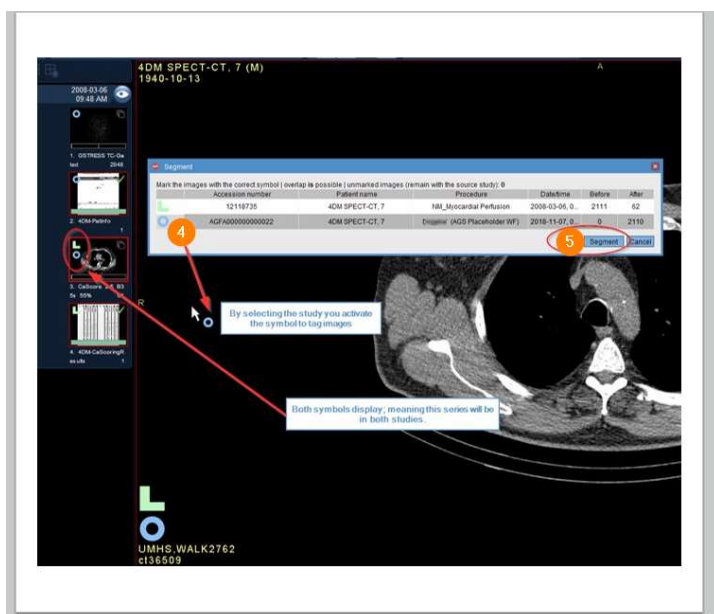


### 3. Segment- Manually segment one patient into multiple procedures for the same patient

1. Select the QC action to Segment
2. Select your target
3. Click on the Segment action

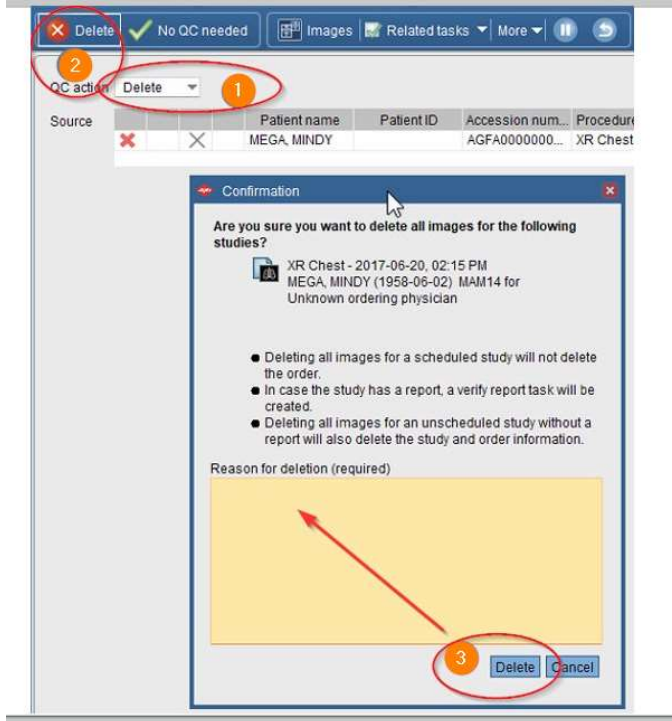


4. Select the study you want to tag, symbol will activate on your cursor
5. Confirm and select Segment

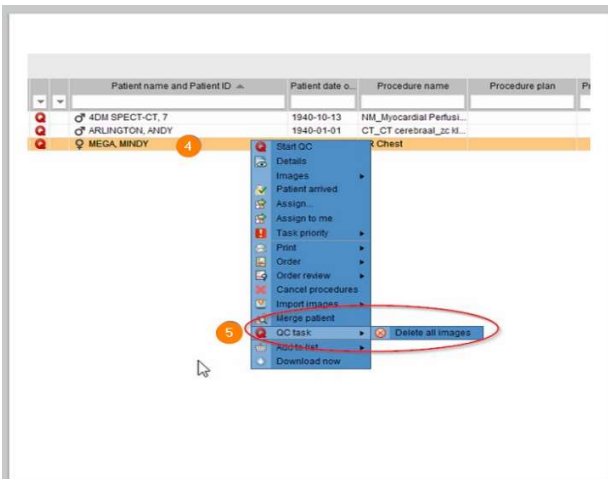


4. **Delete- Manually delete study from the system. This requires an explanation before delete is possible.**

1. Select the action “Delete”
2. Select Delete in the tool bar
3. Type a reason for deletion of images and click on delete



4. Select your study
5. RMC and select QC Task with the option “Delete All Images”.

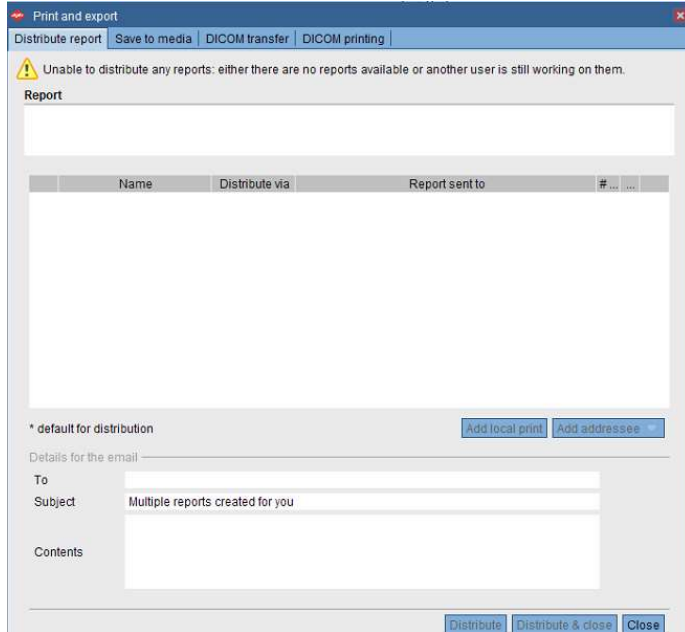


## Print and Export- You can print, fax, email, save to media, and transfer DICOM data


1. Select Patient
2. Select More, top toolbar or right mouse click
3. Select Print
4. Select Print and Export

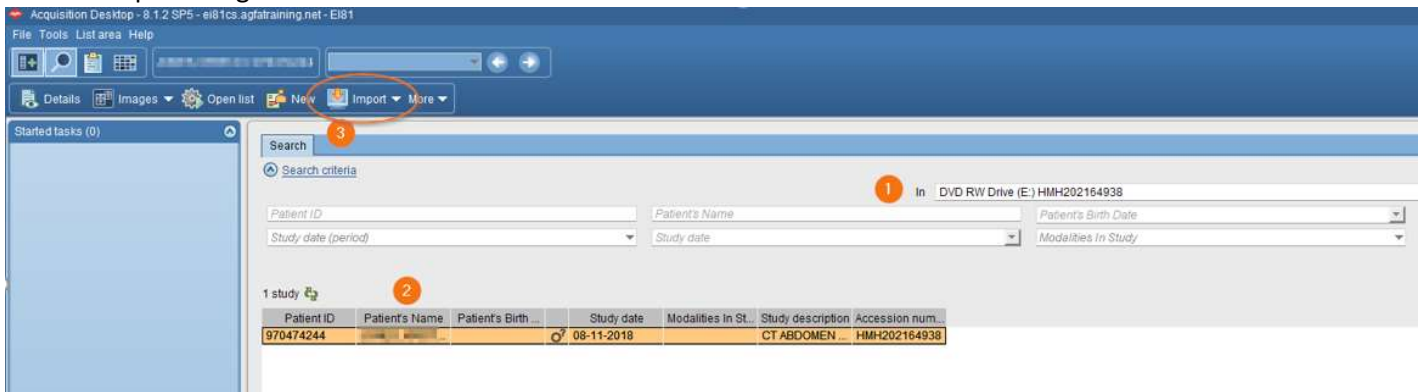


5. Select Distribute report, Save to Media, Dicom Transfer, or Dicom Print

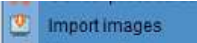


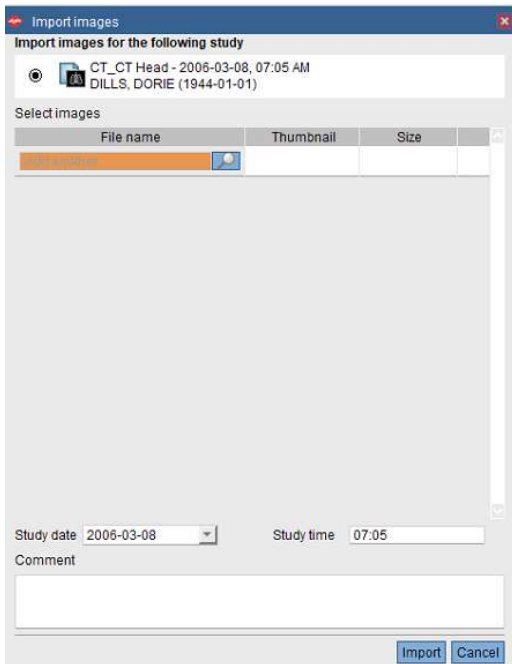
## Import CD - add images from a local source by importing them to the currently selected study to a new order

1. Select the local drive in the search area
2. Select study or studies to import
3. Click on import images 




## Import file from Desktop

1. Select Patient
2. Select More
3. Select Import 
4. Select Import images for selected study or Import images for new order




**Patient Merge - Manually fixing studies aligns patient and order information with unverified images. Merging images assembles multiple studies that belong to one patient.**

1. Select Patient
2. Select right mouse click and merge
3. Select Merge 
4. Select OK
5. Select the patient you want to merge to
6. Click OK

Merge patients

Merge this unknown patient with a patient in the system:

 DILLS, DORIE (1944-01-01 (75 y)) ♀

Select best patient match in the system

Last name	First name	Sex	Date of birth
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Search for another patient

Last name First name Sex Date of birth Patient ID

Search Clear

Last name	First name	Sex	Date of birth
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Register new patient based on DICOM information

OK Cancel