This self-guided workbook allows technologists, sonographers, and imaging staff to practice navigating through Enterprise Imaging (EI) workflow. Please note, the following scenarios are designed to demonstrate functionality and may not be inclusive of all Northern Light Health policies and procedures.

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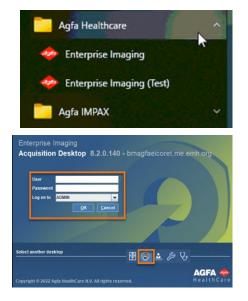
### Signing into Enterprise Imaging (EI) – Acquisition Desktop

- Click the Windows icon in the bottom left corner of the computer screen.
- Click Agfa Healthcare.
- Click Enterprise Imaging.
- Click **Acquisition** icon.
- Type your **Username**, currently used in IMPAX.
- Type your **Password**, currently used in IMPAX.
- Click **OK**.

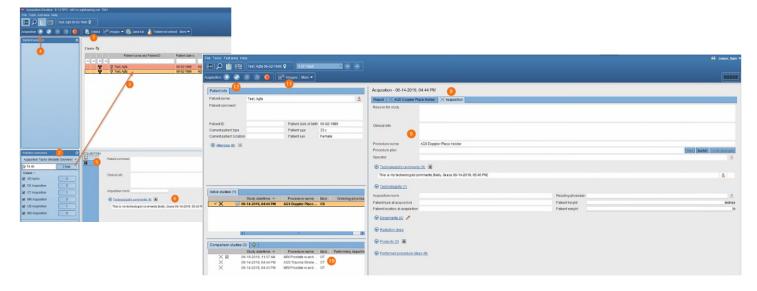
### Manage Activities Overviews

- Right-click below **Activities overview** in the dropdown box.
- Click Manage Activities Overviews.
- Select/deselect **Exam Tasklists** by checking the box in the Show in dropdown list column.
- Click the radio button in the Default column for the Exam Tasklist used most.
- Click **Close** in the bottom right corner of the screen to return to the Task List "To do."
- Click the checkbox(es) to the left of the modality in the **Details** dropdown to open the Task List for the selected modalities.
- Workflow process for Activities Overview (AO).
- Select correct Activities Overview (AO), also called bucket list or Task List

Started tasks (0)	Manage Activities Overviews		
Activities overviews	Overview		
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EMMC Technologist Modality overview 👻	Manage activities overviews	Name Available for Active from C Outside Cardiologist System, NLH Cardiologist , 09/29/2022	
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ered)		ACTOV422 PVH Ed Diagnostic Desktop - 8.2.0.140 - nihagfapacs me emb org - NLEIPROD	
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		ACTOV407 BHMH Nud EXAMC Acquisition 0	
EMMC Acquistion US 0	2 0	ACTOV410 Mayo Nucle	



- Locate Patient order via task list.
- Optional: Select Start Acquisition 2, the technologist then performs examination and sends in study into EI.
- View Details and Image thumbnails on List Area Page.
- Add technologist comments in EI unless workflow is to be done in the RIS.
- Open Study to view details and images if needed.
- Detail page will display acquisition tab (default).
- View any study information or other site-specific study comments.
- View additional comparisons right-click to get viewing options.
- Select images to proceed to image page. Images
- Complete acquisition task via RIS trigger auto complete EI task or manually complete in EI and complete in RIS.



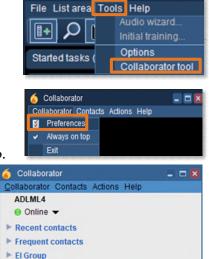
### **Toolbar Icons**

- Tools necessary to manipulate the system
  - File Menu Option
    - Logoff
    - o Exit
    - Add user
  - List Area Menu Option
    - Activities Overview
    - Customize columns



- **Tools** Menu Option
  - Options
  - Collaborator tool- is used to talk to staff like current IMPAX system
    - Select **Preferences** to customize the Collaborator.
    - Click **Preferences** for each feature.
    - Click **Apply**, then **Save** to keep new preferences.
    - Unselect **Always on top** if the Collaborator is not wanted on the top.
    - Click **Exit** to leave the Collaborator
  - o Adding Contracts
    - Click Contacts.
    - Click Add Contacts.
      - Enter the **Username**.
      - Select **Username** for the dropdown list that displays.
      - Select the **Group** the user should be added to using the Group dropdown.
      - Click Add.
      - The user will be added to Contracted before and the selected Group.

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			Add contact				
			Add a user	to your contact list			
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			Group:	Contacted before	)	▼ New	
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						Add contact	
	Chat					Add a user to your contact list	
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	- 0	© 24:00		12:00 PM		Contacted before Imaging Technologis	ts
	Media settings	○ 24:00:00	С	12:00:00 PM			
	٨	Show <u>n</u> otifications in group chat room					
	File transfer	□ <u>D</u> isable chat history					
	1	Disable showing previous conversation in chat					
	Taskbar Flashing	Sort messages in contact history by date ascending					
	- 😥	Chat tabs appear on top (requires restart)					
	Appearance	☑ Allow users to <u>b</u> uzz you					
	(1)						
	Notifications						
		Apply Save Close					



s Contacts

🚨 Quick Filte

#### o <u>Create a New Group</u>

- Click New to the right of Group
  - Enter **new group name**.
  - Click OK. OR
  - Click Contacts and select ADD contact group.
  - Enter Name of the group.
  - Click **OK**.

#### o Starting a Chat

- Locate the user in the appropriate group.
- Double-click the **user's name in a Group**.
- The **Chat** window opens.
- Type the **message**.
- Hit **Enter** on the keyboard.

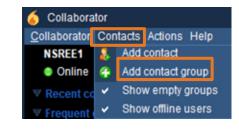
#### o Share a study

- Locate the user in the appropriate group.
- Double -click the user's name in a Group.
- The Chat window opens.
- **Highlight** the study.
- Click Agfa HealthCare Enterprise Imaging XERO Xtend.
- The image will open in XERO Workflow.
- A **link** will appear in the cha.t
- Recipient will click the link to view the image.
- $\circ~$  Help Menu Option is available to find answers

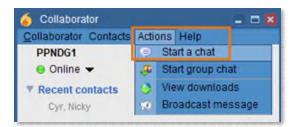
#### needed.

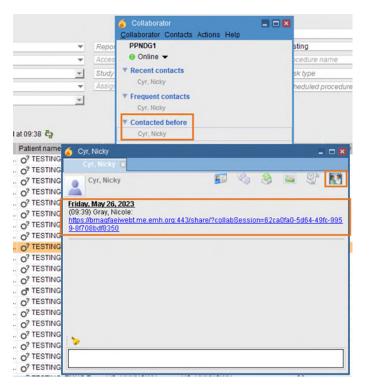
- Hide Navigation
- Search











### **Desktop Customizations**

#### Right-click in the white area to provide options for customization.

- 1. Select white area in search field or columns.
- 2. Right-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 the above step.
- 7. To change the displayed order, select up/down arrows to right of displayed field.

Ω

8. The setting saves for the login user.

Embedded labels relect the search fields to be displayed.	in the simple search screep	
Available search fields	Displayed search fields	
Accession number (order level)	Patient ID	
Acquisition room	Patient last name	
Acquisition station	Patient first name	
Assigned to (task assignment grou	Patient date of birth	
Assigned to (user)	Study date (period)	
Body part	Modality type	
Conference date	Procedure name	
Conference date (period)	5 Accession number	
Conference name	Study date	à
Current department	Tasktype	Δ.
Current facility	Task status	₹.
Current patient type	Assigned to (user+task assignm	2
Department at acquisition	6 Scheduled procedure date (perio	9
acility at acquisition	Volume type	
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mported study		
nvolved technologists Kerwords (all)		
Keywords (suggestion box)		
_aterality Operator		

In Suste

#### **<u>NOTE</u>**: Helpful search criteria that should be added:

- 1. Images available
- 2. Report available
- 3. Study verification status

### Locate Patient order

Via task list or ad hoc search

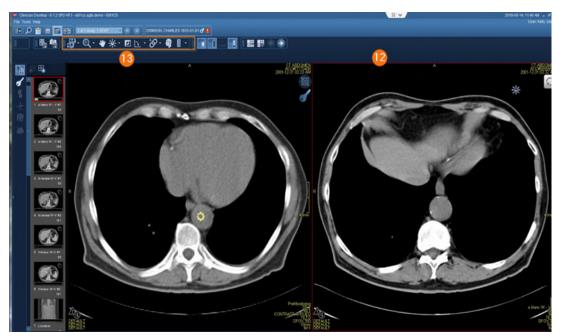
i tasks (0)	Search				
	Search criteria				
			In System		
	Patient ID	Patient last name	Patient first name	Patient date of birth	
	Study date (period)	▼ DX 2	Procedure name	Accession number	
	Study date	Task type		<ul> <li>Assigned to (user+task assignment groups)</li> </ul>	
	Scheduled procedure date (period)	✓ Volume type	*		

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

- 7. Text area displays.
- 8. Study information tab displays if report has not been created. If report is created, the report tab displays here by default. View study information and technical comments by users either entered in EI manually or in the RIS via HL7 message.
- 9. Comparison studies are available for this patient.
- 10. To display comparisons, right-click for display options.
- 11. On a one monitor setup, click the **image** icon to go to image display.

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Patient comment	Reason for shudy Acquisition Stationze-exclusion cholocytits	_
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Current patient location Patient sex Male		
	Study date/time 2001-12-30, 04:54 AM	
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2002-01-07, 04:18 AM MR_MRI ABDOMEN MR		
2001-12-31, 03:30 AM CT_CT abdomen CT		
2001-12-31, 12:30 AM CT_CT abdomen CT		

- 12. Image page displays.
- 13. Available tools.



## F12 Options

- > Defines the settings that change the look and feel of the desktops.
  - 1. Select **Tools > Options** or **F12**.
  - 2. Options window displays.
  - 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 saves for the login user.

## 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 communication between provider and radiologist
- 7. If an image is not in display, right-click for display options.
- 8. Study information for study that is in display
- 9. Report Tab
- 10. Order Tab
- 11. Acquisition Tab
- 12. Comments

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	Expanded
Multi-procedure tasks	Collapsed
	O Expanded
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	O Display active images
	Compare adlye/comparison images
	O Text only
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	· Text
	O Images
Double-click on studytask	Start task
	O Open studyfask
•	Raston detaut for Lists



### **Technologist Comments**

- > Allows the staff to place a descripitive message regarding the patient/exam that is visible within El
  - 1. Select Technologist comments.
  - 2. Enter comments.
  - 3. Select OK.
  - 4. Select Public.

File Textarea Tools Help			Jones, Sam
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## Image Visualization

The image area combines all image display, manipulation, and enhancement tools for reading in El.

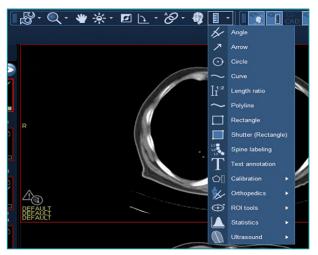
🚰 Images

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



### Image area markup tools

- Calibrate images, take measurements, highlight, and annotate areas with arrows or text. Also have the ability to hide, modify, or delete markups.
  - 1. Activate tool with left-click and see tool attach to arrow.
  - 2. Utilize tool with by left-clicking.
  - 3. Deactivate tool with right-click, tool no longer is attached to arrow.
- **<u>NOTE</u>**: If there is a dropdown arrow to the right of tool, this indicates more options are available



### Image Area Context Menu

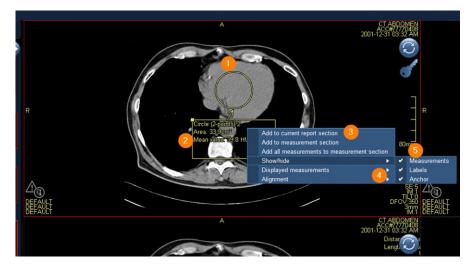
- Access a selection of relevant tools without leaving the current image with the pointer
  - 1. Right-click to open context menu.
  - 2. Left-click **desired tool**.
  - 3. Left-click to **utilize tool**.
  - 4. Right-click to **deactivate**.
  - 5. Customization for the **Image context menu** can be obtained from F12.



### How to configure a default tool

- 1. Select tool, create measurement, and deactivate.
- 2. Hover over measurements with left-click until enhanced measurements are viewable.
- 3. Right-click to see an additional box with options.
- 4. Select side arrow to see additional options.
- 5. Select or deselect desired options.

#### **<u>NOTE</u>**: These measurement setting is set as the user's default.



### **MPR Features**

#### > Method for reconstructing axial, coronal, sagittal, or oblique views from slices in any of these planes.

Changing the view in an MPR viewport:

- 1. Place **cursor** over the **bottom center** of the view port.
- 2. To open view sub options, point to 2D to change viewport to an MPR or other options.
- 3. To change the view to axial, sagittal, or coronal, click the **respective** button.
- 4. To get a Secondary Capture, select the camera icon.
- 5. If you want to keep the **tool bar active** in the viewport select the push pin.



#### **MPR features within Hanging Protocol**

- 1. To activate MPR display, open the hanging protocol gallery.
- 2. Select a predesigned MPR hanging protocol.



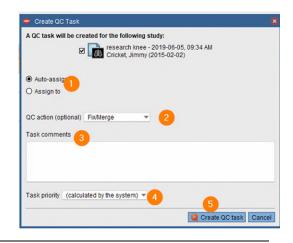
## **QC-Quality Control**

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

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

1	Patient name and Patient ID			Tae	kint	•		
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			8	Task priority	•			
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				Order review	•			
				Cancel procedures				
			۷	Import images				
		-	a	Merge patient				
		2	Q	QC task	•	Q	Start QC task	
		-	127	Add to list		ā	Create QC task	
			•	Download now		0	Delete all images	
			-				QC segment	

- 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 dropdown.
- 5. Select Create QC Task.



### Start a QC task

Start a QC task from a task list to resolve the quality control issue.

**<u>Fix/Merge</u>** – Manually fixing studies aligns patient and order information with unverified images. Merging images assembles multiple studies that belong to one patient.

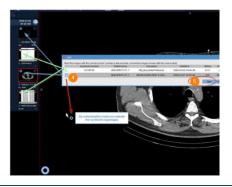
- 1. Select the correct action **Fix/Merge**.
- 2. Verify source.
- 3. Select the **target** for Merge.
- 4. Initiate the merge by clicking **Fix/Merge**.
- 5. Confirm and select Fix/Merge anyway.

Spilt - Manually split a study with images belonging to multiple patients, orders, or procedures.

Start QC task

- 1. Select the **QC** action to split.
- 2. Select your target.
- 3. Click 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.

Split	3 Io QC neede	d 🕅 🚰 Images M	ore 🕶 🕕	9	
QC actio	Split -1	D			
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Warning							
Are you s	ure you want to fix/merge the following s	ource study into the selec	ted target study?				
Consider the h	ighlighted mismatches:						
	Patient name	Patient d	ate of birth	Pat	ient sex	Sh	udv date
Source	4DM SPECT-CT, 7	1940-08-13			ď	2008-03-06	
Target	4DM SPECT-CT, 7	1940-08-13			đ	2005-04-27	

<u>Segment</u> – Manually segment one patient into multiple procedures for the same patient.

- 1. Select the **QC action** to Segment.
- 2. Select your **target**.
- 3. Click the **Segment** action.
- 4. Select the study you want to tag; symbol will activate on your cursor.
- 5. Confirm and select Segment.

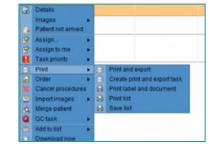
#### <u>NOTE</u>: Delete – This is done by logging a ticket with #IS Enterprise Imaging.

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### **Print and Export**

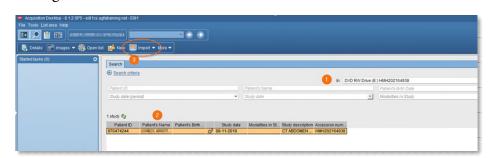
- > Print, fax, email, save to media, and transfer DICOM data.
  - 1. Select Patient.
  - 2. Select More, top toolbar or right-click.
  - 3. Select Print.
  - 4. Select **Print and Export**.
  - 5. Select Distribute report, Save to Media, Dicom Transfer, or Dicom Print.

Print and expension	ort				
Distribute report	Save to media	DICOM transfer	DICOM printing		
Unable to d Report	istribute any repo	rts: either there an	e no reports availa	ble or another user is still w	orking on them.
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Details for the	email —				
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Subject	Multiple repo	rts created for you			
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				Distribute Dist	ribute & close Close



### 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 Import images.



## Import file from Desktop

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

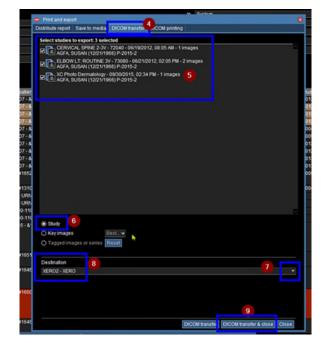
🗢 Import images					×
Import images for the follo	wing study				
CT_CT Head- DILLS, DORIE	2006-03-08 (1944-01-0	3, 07:05 AM 1)			
Select images					
File name		Thumbnail		Size	
Add another	2				
Study date 2006-03-08	*	Study time	07:05		
Comment					
					_
				Import	Cancel

## **Burn or Transfer multiple studies**

Keywords	All patient IDs	Patient name and P	Patient ID 🔺	Procedure plan	Modali.	Procedure name	Study date	Ordering physician name	Numb	. Acc
	(19750907 - &1.3.6.1.4	O? AGFA, SUSAN	P-2015-2		CR	LUMBOSACRA	06/19/2012, 08:06 AM		6	735966
	(19750907 - &1.3 6.1.4	O <sup>2</sup> AGFA, SUSAN	P-2015-2	1	CR	ELBOW LT: RO	06/21/2012, 02:05 PM		2	951703
	(19750907 - &1.3.6.1.4	O <sup>2</sup> AGFA, SUSAN	P-2015-2		CR	XC Photo Derm	09/30/2015, 02:34 PM		1	
	(19750907 - &1.3.6.1.4	O <sup>2</sup> AGFA, SUSAN	P-2015-2		CR	CERVICAL SPL.	06/19/2012, 08:05 AM		1	6443261
	(19750907 - &1.3.6.1.4	O <sup>2</sup> AGFA, SUSAN	P-2015-2		CR	CHEST PA&L	12/29/2004, 09:40 PM		2	809058
	(19750907 - &1.3.6.1.4	O? AGFA, SUSAN			CR	FLAT & UPRIG	04/15/2009, 06:36 PM			8657579
	(19750907 - &1.3.6.1.4	O <sup>2</sup> AGFA, SUSAN			CR	CHEST PORTA.	06/16/2012, 10:10 PM			4624949

- 1. Highlight 1 or more exams.
- 2. Right-click and select **Print**.
- 3. Click Print and export.
- 4. Select Save to media or DICOM transfer.
- 5. Make sure the exams you want to burn or transmit have checkmarks beside them.
- 6. Click **Study**.
- 7. Use dropdown on **Destination**.
- 8. Select your designation.
- 9. Click **DICOM transfer & close** or **burn to**.
- 10. Box appears at top of list Exporting Studies
- 11. Info box will display transferred or failed





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USA	syst	em.		CE
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US#	SUSAN (	12/21/1966) P-2015-2		FU
USA		Dermatology - 09/30/2015, 02:34 P	M AGFA, SUSAN	CH
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USA		AL SPINE 2-3V - 72040 - 06/19/2012	08:05 AM AGFA,	FO
US#	SUSAN (	12/21/1966) P-2015-2		FO
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### Patient Merge

Manually fixing studies aligns patient and order information with unveirifed images. Merging images assembles multiple studies that belong to one

patient.

- 1. Select Patient.
- 2. Right click and Merge.
- 3. Select Merge patient.
- 4. Select **OK**.
- 5. Select the **patient you want to merge** to.

🕺 Merge patient

6. Click **OK**.

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