SETTING UP YOUR PACS LOGIN

To fulfill HIPAA regulations, each of you must have your own PACS login. This will be given to you by Caitlin at the start of the rotation.

Your PACS login will allow you to view current patient studies on the PACS workstations and also look at the student teaching files and other teaching files on the workstations.

Unfortunately the current set up of the workstations in the department mean that you will have to set up the PACS login on every new computer that you use (sorry, not my idea...)

You will not be able to annotate permanently or sign off on any studies from your login.

INITIAL LOGIN AND SET UP OF THE PACS SYSTEM

1. Login to a workstation in a reading room using your DHMC master login.
2. Setting up an icon to access the application:
   a. Right-Click on the Internet Explorer icon in the computer’s taskbar and select “Copy”
   b. Right-Click on the Desktop and select “Paste”
   c. Right-Click on the New Icon and select Properties
d. On the shortcut Tab, Add the following line to the end of the “Target” field: with a space then http://dh740.hitchcock.org/imagecast/default.asp

e. Set the “Run” Parameter to “Maximized”

3. Launch Imagecast PACS and log into the application using the login given to you at the start of the rotation. On first login it will be the same for username and password

4. It will ask you to change your password, follow the prompts

5. When you log in, you will be presented with a dialog asking you if you would like to Import your Personal Filters and Folders. Please Select “YES”.

6. You will then complete your log in to the application. Once logged in, select Preferences in the upper right-hand corner of the application the Viewer Tab and Select the Use Imagecast PACS Diagnostic Viewer on this Workstation
7. Select **Save** and you will be presented with a dialog stating that all browser windows will need to be closed and you will need to log back into the system. Select **OK**.

8. Select **Close** in the Preferences Dialog, Select **Logout** in the upper right-hand corner of the application, and you will be returned to the login screen.

9. **RE-Launch** the application and log-in. You will be presented with a dialog stating that the **Diagnostic Client** is not installed.
10. Select “Run” when asked to Install the Software
11. Select Next twice in the install wizard, and wait for the install to complete. Once complete Select Finish
12. Log back in.

Unfortunately steps 1-12 will need to be set up on all workstations that you use. The following changes will only need to be done one time.
PUTTING SHORTCUTS ONTO YOUR HOMEPAGE

The bottom left hand quarter of the home page can contain shortcuts to personal or public folders.

To add the student teaching file shortcuts to access them easily:

1. Click on configure to add folders and filters to your exam list.
2. Scroll down and select all these folders starting PBFO Students.
3. Click here.
4. Click save.

Repeat for any other folders/filters you wish to access (e.g. filters for NORTH CT all, NORTH CR all)

- Public folders are PBFO (title) e.g. PBFO Student Chest. These contain studies that someone has added to them.
• Filters are called PBFI (title). E.g. PBFI North ED 24 hours. These automatically filter with current studies dependent on criteria (e.g. all studies ordered from DHMC ED in last 24 hrs).

TO VIEW STUDIES

TO VIEW AN INDIVIDUAL PATIENT’S STUDY

Either:

1. Scan the barcode on the requisition
   a. NB. If the study does not appear, you may need to click the green words WORKLIST at right of screen
2. Click Look up and put in the patient’s name or MRN

VIEWING THE TEACHING FILE FOLDERS

Either

• Click on the folder or filter on the home page
• Click on Exams to bring you to folder list, then click on folder/filter on left tab
1. Click here to bring up folder/filter
2. Comments column must be shown in teaching folders to see Dr. Right click on header and make sure it is selected. You can deselect columns you don’t want.
3. Click save as default so it applies to all folders

Drag columns to arrange as you wish. Right click headers to deselect any that you don’t want.

Note, most folders have multiple pages.
To view the studies in a teaching file or other folder or filter

Either

- Click on the folder or filter on the home page
- Click on Exams to bring you to folder list, then click on folder/filter on left tab
### Worklist Selection

Over 200 matching records found, only the first 200 matches will be displayed. Please refine your search.

#### Field Options
- **Patient Name**
- **Accession**
- **Exam**
- **DateTime**
- **Sts**
- **Org**
- **Requester**
- **Mail**
- **Comment**

#### Instructions
1. If you want to look at multiple patients select these boxes.
2. Then click start.

#### Sample Data
<table>
<thead>
<tr>
<th>Patient Name</th>
<th>Accession</th>
<th>Exam</th>
<th>DateTime</th>
<th>Sts</th>
<th>Org</th>
<th>Requester</th>
<th>Mail</th>
<th>Comment</th>
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<tbody>
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<td>MH</td>
<td>NUGENT, WALL L</td>
<td>STEMPKOWSKI</td>
<td>F</td>
<td>normal post pneumonactomy</td>
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<tr>
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