

Agfa Impax A Picture Archiving and Communication System (PACS)

Quick Reference Guide

Log into https://portal.carilioncllinic.org/ using your Epic log-in and password. Double click the red Impax icon. Log in using your Epic log-in and password.

Logging into Impax



- 1. Click on the Impax Client icon
- nt icon Chent in the Start Menu
- Select Carilion for the Domain
 Type in your User id and press [Tab]



Year Hint: You Impax Userid and Password are the same as your EPIC account . You may hear it referred to as your Active Directory Account or AD account

4. Select login or hit enter and your Worklist area will display.

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Exiting Impax

1. From any area within IMPAX, select the Logout button.





Hint: Impax is set to log a user off the system after 20 minutes of inactivity. If a user leaves the workstation for a long period of time, or if the workstation is simply idle for a while, IMPAX shuts down and returns to the Login screen

Searching For Studies

The first screen that displays once logged in to the system is the **Worklist** area. The **Worklist** Area is used to search for studies and to select them for viewing. Use the **Worklist** area bar to navigate between the current area being viewed and the Worklist

Simple Search

1. From the List Area, you can do a simple search for a study by Patient name, Patient ID, Accession Number , Study Date or Modality

□ Search <u>Advanced</u> (31	3}				Open ted 💿 🛛 Open images 📾
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Study Date	Modality	Body Part	Jany Status		Search Rese
today	CR CR	_ a⊓v	 approved 	×	Location: System

2. Click the **Search** button. The desired studies based on the criteria and constraints selected display

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3138119	CR	6/10/2009	9:43 AM	Verified	Approved	READ	•	33072555



Hint: If more than 500 studies are found, only the most recent studies are displayed. Please add more constraints to the search to retrieve fewer desired studies.

Advanced Search

1. From the List Area, select the Advanced Search bar. The Advanced Search bar Advanced (0) expands and the Search area displays.

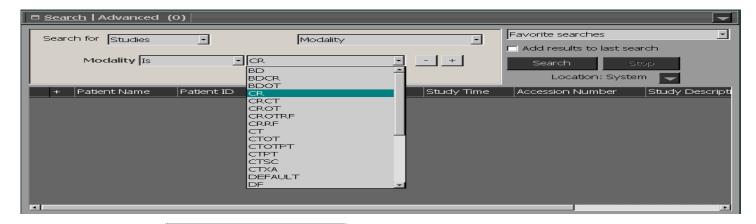
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+ Patient Name Patient ID Modality Study Date Study Time Accession Number Study Description Institution	Search for Studies 💌	Add Criteria	Add results to last search Search Supp
		odality Study Date Study Time	Accession Number Study Description Institution

Advanced Search (continued)

2. Select a value from the Add Criteria ...drop down list.

🗖 <u>Search</u> Advanced (0)		
Search for Studies	Add Criteria	Favorite searches
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	Department Visit Number Solobal Patient ID HIS/RIS Verified Institution Keywords	
	Modality Operator Other Patient IDs Patient Age at Acquisition	
	Patient Birth Date Patient ID Patient Location Patient Name	
_ < [Patient Sex Performing Physician Priority	

3. From the drop down list that appears, select a constraint to narrow your search results.



Hint: If you see

Hint: If you see _____ in any drop down list when selecting your search constraints ,click on the edit ... and add the list of constraints for your list .

Show items for search criteria: Rank		
My favorite search items (7):	Grouped search items (0):	
BCT BJC BXR CAT CNM CUS CXR	Individual search items (20) DMR FBJ MMR MRI NUC OCC OCT	:
	Edit Master List of Search	Items
		ОК

Advanced Search (continued)

5. Click on selected criteria

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Saving Favorite Searches

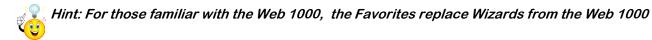
1. In **Advanced** Search, with your Search criteria identified, click on Favorite searches to save list search criteria.

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		Starts with			-	- +	Location: System 📃	
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	1103105	CT	6/10/2009	9:00 AM	33072999	CT CHEST W	/CONTRAST	

Click on Methods in the Favorite Search drop down list
 Type the name that identifies the search constraints and click on Save.



4. Favorite Searches are unique to each user and are always accessed through **Advanced** (5) Search area in the Worklist area of Impax.



Viewing Images

1. Select the desired study from your search results. The selected study highlights.

Patient Last, F Study Date today	Modality	Access Body F	art	Patient Age any Status approved			Add results to last search Search Reset Location: System
Patient ID	△ Body Part	Specialty	Modality	Study Date	Study Time	Accession N	umber Study Description
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1041645	HIPS	PELVIS	CR	6/11/2009	9:23 AM	33074538	LEFT HIP UNILAT CO
1079073	CHEST	CHEST	CR	6/11/2009	12:31 AM	33074341	CHEST 2 VIEWS
1093187	FOOT/ANKLE	LOVVER EXT	CR	6/11/2009	3:47 AM	33074453	RIGHT FOOT COMPL
1094537	CHEST	CHEST	CR.	6/11/2009	3:05 AM	33074422	CHEST 1 VIEW
1116309	FOOT/ANKLE	LOWER EXT	CR	6/11/2009	9:39 AM	33074926	RIGHT FOOT COMPL
1132639							
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1184618	CHEST	CHEST	CR	6/11/2009	6:35 AM	33072616	CHEST 2 VIEVVS
1186857	CHEST	CHEST	CR.	6/11/2009	3:36 AM	33073875	CHEST 1 VIEVV
1203837	CHEST	CHEST	CR	6/11/2009	3:32 AM	33074124	CHEST 1 VIEW
1236157	CHEST	CHEST	CR	6/11/2009	3:11 AM	33074521	CHEST ONE VIEW
1263605	SHOULDER	UPPER EXT	CR	6/11/2009	9:35 AM	33074543	RIGHT SHOULDER C
1274195	CHEST	CHEST	CR	6/11/2009	7:06 AM	33074473	CHEST 1 VIEW
1307959	CHEST	CHEST	CR	6/11/2009	5:19 AM	33074523	CHEST ONE VIEW

2. Right click on the highlighted study. Select Open Images, the Image Area displays with the image(s).

(

Hint: Double-clicking the desired study opens the Image Area with the image(s) as well. To Select multiple studies, press and hold the [Crtl] key while selecting the desired studies.

By Study

【 1of3 | ▶

If the current patient has multiple studies selected , navigate between them using the Prior Study List

If multiple were added to the Image area, a user can navigate between them using the Patient List in the lower left hand corner.

Within a Study

The **Page Up** and **Page down** keys on your keyboard will navigate you through studies on Patients with multiple images



By Series

If a study contains multiple series of images, a users can navigate through the series using the Available

Series palette Choose Show Available Series toll to display the palate. Use arrow Keys to cycle through the multiple series.

Window Level Tool

Window Level may be the default tool, in which case you may not have to activate it.

1. From the Image Area, navigate to the Top Toolbar



Select the **Window Level** tool. Using the mouse, click once on the image. Move the mouse up and down and left to right to adjust the window level. Click once on the Image again to set the window/level

Hint:

2

Moving the mouse vertically (up and down) adjusts the brightness of the window/level. Moving the mouse horizontally (right and left) adjusts the contrast of the window/level.

Use the **Window Level** drop-down tool for different types of procedures.

Transforming Images

Impax's Geometry tools allow users to change the orientation of the images. Images can be rotated and flipped vertically and horizontally.

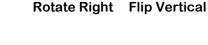
1. From the Top Toolbar, select the Geometry drop-down tool.

for different types of orientation.

2. Select the desired geometry tool to change the image orientation.

1	- ~
	ν.

Rotate 180





Flip Vertical

Flip Horizontal



Use the selection of tools

3. Use the Ge

Geometry reset tool to restore image to its original orientation. Or

Use current tool a second time to restore the image to its original orientation.

Magnifying an image

The Magnify tool lets the user view areas of an image at any magnification.

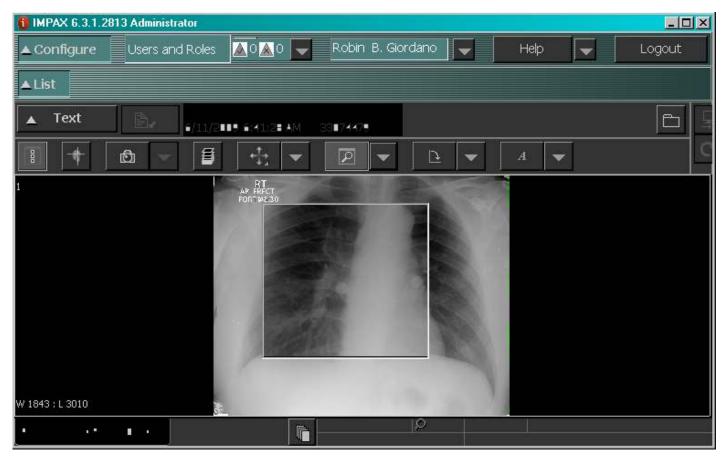
- 1. From the Top Toolbar, select the Zoom drop-down tool.
- 2. Select the Magnify Glass

and click once on the image. The **Magnify** window tool displays.

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3. To increase or decrease the magnification in the Magnify Glass window, use the mouse scroll wheel.

Or Use the **Page up** or **Page down** keys on the keyboard.



Hint:

Right click on the Magnify Glass to close it.

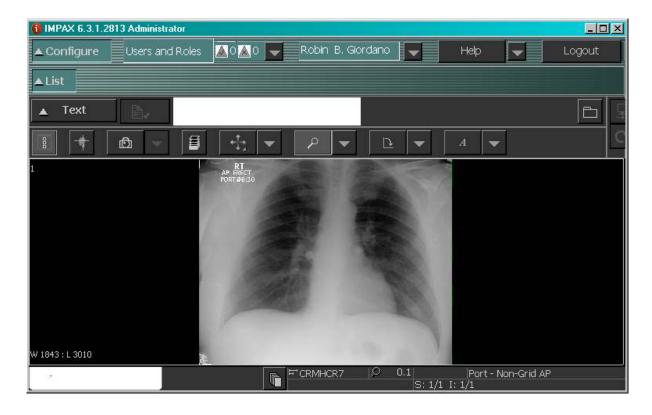
To resize the **Magnify Glass** window, place the cursor over any part of the frame. A double-arrow displays. Click and drag the window frame to a desired size.

Zooming in on an Image

The **Zoom** tool is used to magnify the entire image, or to move it around in its current magnification.

- 1. From the Top toolbar, select the Zoom drop-down tool.
- 2. Select the Magnify glass tool and click once on the image. The Magnify window tool displays.
- 3. To zoom in or out on the Image, use the mouse scroll wheel. Or

Use the Page up or Page down keys on the keyboard.





To return to the image's original view, select the Magnify/Zoom Reset Tool from the Zoom

drop-down tool.

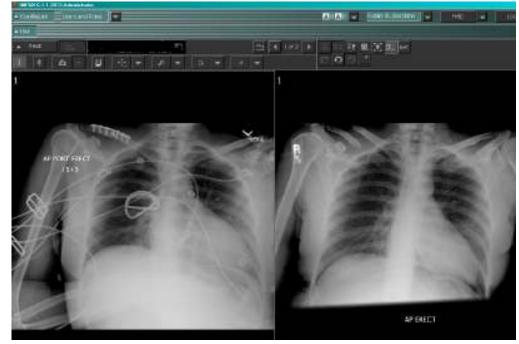
Or Cycle through the Page Down key on the keyboard

Select Screen Series

The **Select Screen Menu** allows the user to choose different ways to view patient images, series, and studies. Comparing two studies side by side is a popular screen format used by clinician. The Image windows is split into two viewing areas. Each half of the screen works independently while being compared.

Comparing two Studies

- 1. From the List Area, select the desired studies to compare.
- 2. From the Image Area, choose the Select Screen Format menu
- 3. Select the Study: 1x2 tool, The first two studies display side by side.



- 4. Perform the same operations to each image as normal.
 - Hint: To return to the single study view, select the Image: 1x1



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Tool	Tool Name	Function
	Image 1x1	Displays a single image at full screen size.
	Study 1x1	Displays an image from two dif- ferent studies side by side.
	Image 2x2	Displays four images from a series
	Series 1x2	Displays two separate series side by side
	Series 2x2	Displays four series

Comparing Two Studies (continued)

Effect	Explanation
Line Appearance	The effect of every screen format has a style and color of lines representing them.
	Study —Solid black lines Series —Solid white lines Images – Dotted white lines Monitors– Two separate black boxes

Viewing in Cine Viewer

Cine Viewer enables the system to display images frame by frame in succession automatically. The result is a moving image displayed on the screen.

1. From the right half of the Top toolbar, select the Cine Viewer tool. The Cine viewer Toolbar displays below the image.

Cine Viewer				Ð	<u> </u>
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- 2. Set the Cince Viewer settings to the preferred frame range, rate, and play mode.
- 3. Select the **Play tool**. **I** The **Cine viewer** displays the images at the chosen setting in succession.

P Hint : The **Cine Viewer Toolbar** can be placed anywhere in the Image Area. Instead of selecting the

Embed Bottom button, 🖃 click and drag the Toolbar to the desired area.

To unembed the Cine viewer toolbar click on the 🗾 unembed tool .

Before playing **Cine Mode** the user should set the frame rate, range and play mode in order to see the desired images at the preferred speed.

Closing Studies

It is important to close images as you are done viewing them. Impax remembers what Studies are left open in the Image Viewing Area and will open them the next time you login in to Impax. Leaving images open in the viewing are will slow the login process for your next session because images must load in order for you to perform your next search.

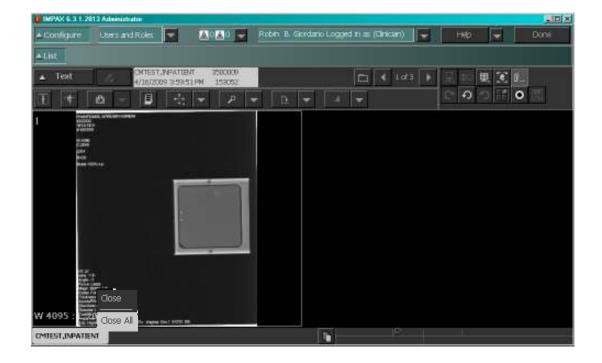
1. From the **Image area**, hover over the **Patient Name** in the lower left corner of the **Image Area** with your *mouse* right click and a pop-up menu will appear.

Close All

- 2. From the List Area, Click on the Close All Studies button
- Close All Studies

Exit

3. From the Image Area, Click on the Exit button in the Top Toolbar





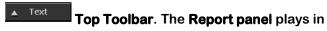
Hint: Close will exit the current patient study Close All will exit all studies loaded in the Image Area.

Impax Text Area

Viewing Reports

Reports are displayed in the **Report panel** of the **Text Area**. The **Report Panel** will not display any information if there is not a report available.

1. From the **Image Area**, select the **Text button** from the the **Text Area**.



2. Double-click the Report bar. The expanded Report Panel displays.

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Hint: For single monitor users to toggle between Image Area and Text Area click the In the Top toolbar. **Dual monitor** devices will display the Text Area on the left monitor by default.

Study List

The Study List in the Text area displays a list of all studies known to IMPAX for the current patient. From the Study List, you can display studies and view study reports.



Clicking once on a Study in the Study List Panel list will display the Report in the Report Panel

and

Double Clicking on a Study in the Study List Panel will display the images in the Image Viewing Area.



Hint: The text Area panels can be sized. All Text Area panels have a minimize and maximize button Located to the left of each Panel Description . Click and dragging on the Panel title bar allows the user to re-size the Panel Window



Minimize:

Impax Screen overview

The List Area allows the user to:

- Search for patient studies using a combination of criteria and constraints
- Configure Favorites

The List Area contains the following:

IMPAX 6.3.1.2813 Administrator						
▲ Configure 🚺 🔍 🔍 📕 es Rot	pin B. Giordano Logged	in as (Clinician) 🛛 🖵	Help	▼ Done		
▼ List						
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Panel	Explanation
Search Bar	Allows users to search for patient studies, using criteria and constraints.
Worklists Button	Launches the Worklist Library which al- lows users to create and manage work- lists.
Relevance Button	Allows users to automatically apply prior relevant patients studies to the current study.
Refresh Button	Manually Refresh worklists
Expanded Worklist	Displays patient studies based on the worklist criteria
At-a-Glance Area	Displays messages and news item from the PACS Administrator

Text Area Overview

The Text Area allows the user to:

- View Study, order, and report information.
- View the patients previous reports and studies.

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🗖 Study List				Report Approved by RATHNAKAR M SHER
Radiology (8) Teachi	ng Files			
Study Status		itudy Date 🛛		CT ABDOMEN W/O CONTRAST RAD ≏ Code: 74150 ORDER #: RMS: 90010 Inv: 215
Dictated	CT CHEST W/ & W/ US PELVIS NON OB	5/4/2009 4/16/2009		CLINICAL: abd mass
Approved Dictation started	CT ABDOMEN W/O CO CT ABDOMEN W/O CO	4/16/2009 4/15/2009		
Approved	US ABDOMEN CT ABDOMEN W/C	4/15/2009 4/15/2009		REPORT: CalfREPORT: Chest, 2 views:
Reported Reported	CHEST 2 VIEWS CHEST 2 VIEWS	4/15/2009 4/15/2009		Comparison 5/6/2008.
		E		The designation of the design

Panels	Explanation
Study Highlights	Displays the most relevant study informa- tion
Order Panel	Displays information about the order re- lated to the study. Demographic informa- tion of the ordering physician is also avail- able.
Study Summary	Indicates whether the information being viewed matches the study displayed in the Images area
Report Panel	Displays available reports
Study Panel	Displays patient demographic information and allows users to read and add study comments.

Image Area overview

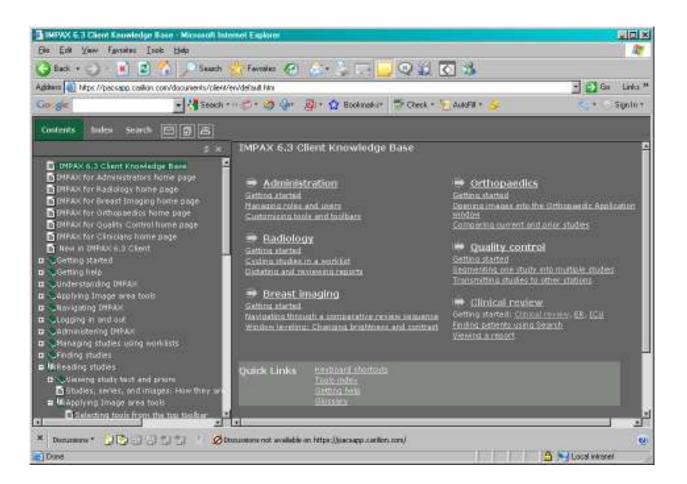
- View Images in many formats
- Manipulate Images



Tool	Tool Name	Function		
8	Available Series	Navigate through studies with one than one series		
-+-	Cursor Mode	Displays the exact location of slice positions and provides a 3D con- text for images in MR studies		
£	Snapshot	Allows user to save current image, including window levels and for- matting, to a scheduled worklist.		
-1: *	Window Level menu	Displays the available window		
₽ ▼	Zoom Menu	Displays the available zoom and magnification tools.		
	Geometry Menu	Displays the available rotation tools.		
A	Markup Annotation	Display the available markup and annotation tools.		
₩.	Select Screen Format	Display the available screen format views for images, series, and stud- ies.		
	Demographics Toggle	Displays of hides patient demo- graphics		
0	Help	Displays Help		
5	Undo	Reverses most recent change		
C	Redo	Reverses most recent undo		
4	Cine	Displays images frame by frame in succession		
∄ →	Display Mark up toggle	Displays or hides all markups.		

Online Help Overview

Select the **Help** Button from the Top of any screen area. The **Knowledge Base Home Screen Displays**.



Contents To search for the desired search criteria, search using the **Contents** search in the left frame

Or

Index Select the Index button to search for desired text.

Or

Select the **Search** button to search the table of contents for the desired topic.

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