

PACS WEB - TIP SHEET

Finding Patients and Viewing studies

Task	Steps
To find a patient	Ensure "All Studies" is on – NOT "All Patients" or "My Patients". Click on binocular icon at the top of the screen. Click reset box (right lower corner of query box) to clear previous data. Type in the patient # under "Patient ID" (#only). You must put in M before the number. EG. M96785. Click "OK" (bottom left) or press "Enter" on keyboard.
To view Full Screen	Press F11. To undo, press F11 again
To view study	From work-list double click on study you wish to view

Image Manipulation

Task	Steps
To adjust window/level (greyscale)	Place cursor over image and use right mouse and drag. Drag top to bottom and right to left until desired window/level is obtained
To roam image	Place cursor over image, press and hold left mouse button and drag
To zoom image	Push down on mouse wheel and push mouse forward.
To enlarge single image to full screen	Double click mouse on the desired image. To undo, double click again.
To view comparison	From the work-list—Click once on 1 st study, hold down the 'CTRL' key and click on the 2 nd study (both should be highlighted). Release the 'CTRL' key, click once again on either of the studies. Studies will be displayed with oldest study on the left and most recent on the right
To return to work-list	Click on " Work-list " box (on top left)
To view report	From work-list click once on the study you wish to view report. Click on " Report " box (bottom right of screen)
To close report	Click once on the (▼) icon (top right hand corner of report box)
To log out	Click on " X " icon in upper right corner of window
To find online help	Click on the "?" icon in the top right hand corner of screen

TRAINING – We would like you to be comfortable using any and all of the image review options that you require to care for your patients. To arrange for training, please contact the Service Desk at X491 or ServiceDesk@lacgh.napanee.on.ca.