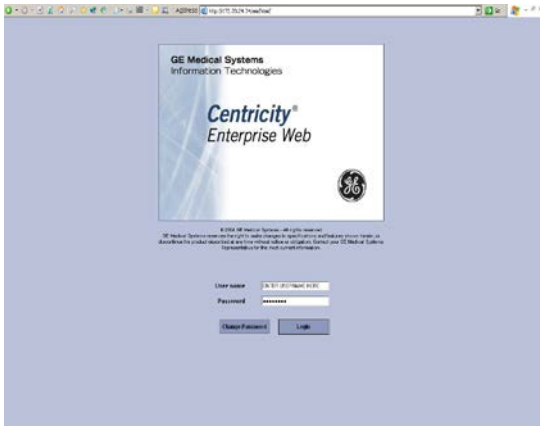
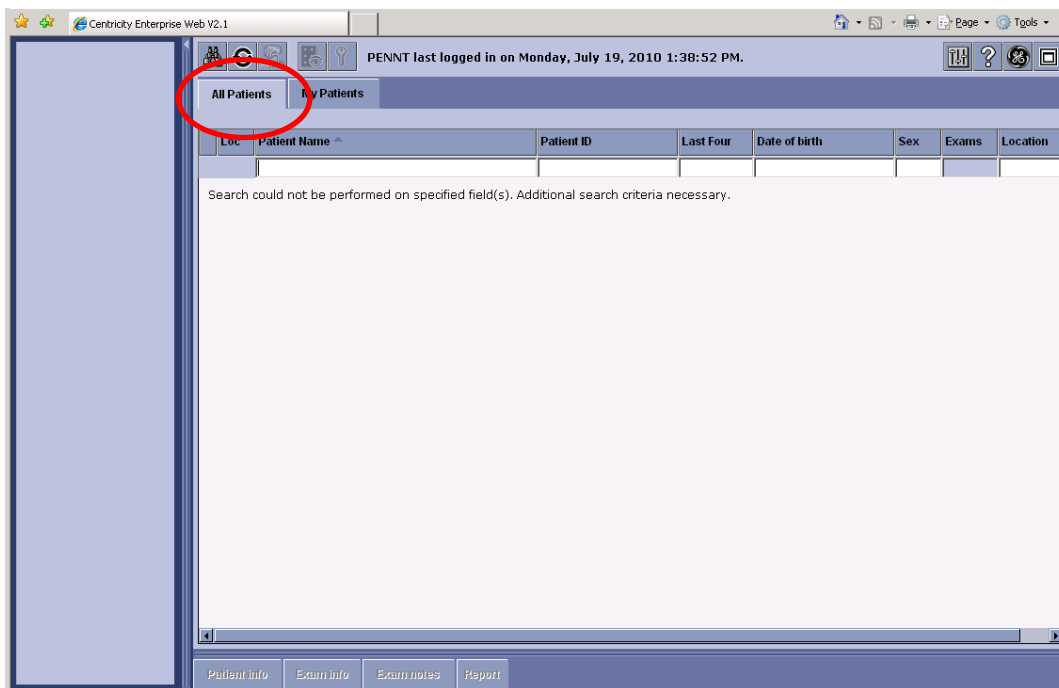


1. Access and log in to Centricity Web v2.1:



⇒ Initial view of the “home” page.

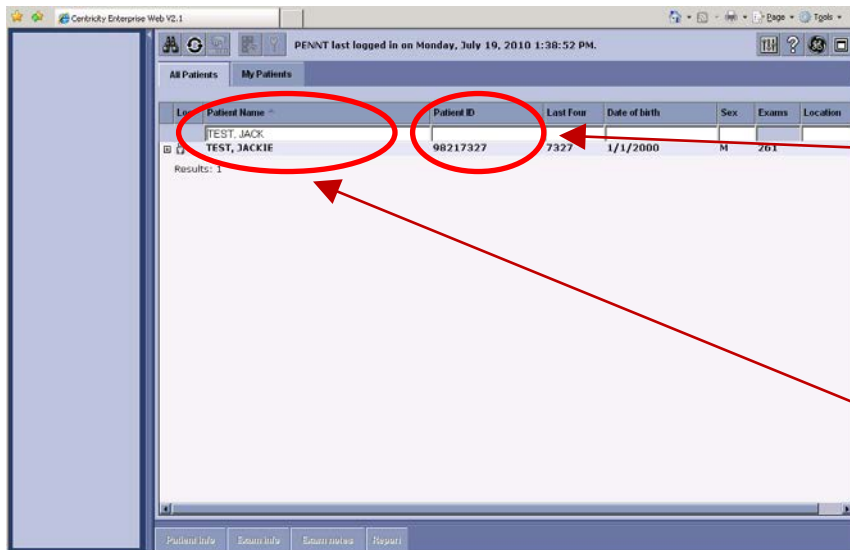


⇒ There are technically two worklists, “All Patients”, and “My Patients”.

- ◆ My Patients – Only valid if the user ordered an exam for a patient. This is not a reliable list.
- ◆ All Patients – The recommended work list.

2. How to find a patient:

- ◆ **Search by Patient Name.**
 - ❖ In the Patient Name field, enter as much of the **LASTNAME, FIRSTNAME** as needed. Hit the Enter key.
 - ❖ **Very important:** There can only be a comma and ONE space between LASTNAME and FIRSTNAME.
- ◆ **Search by Patient ID (MRN).**
 - ❖ The MRN in Powerchart begins with 098. In PACS, the zero is truncated. For example, 098222222 in Powerchart would be 98222222 in PACS. Enter the MRN and hit 'Enter'.
 - ❖ **Very important:** Do not use the leading zero to find patients in PACS.
 - ❖ A list of patient(s) will display. If a list is not displayed, make sure the names are spelled correctly and/or the Patient ID is correct.

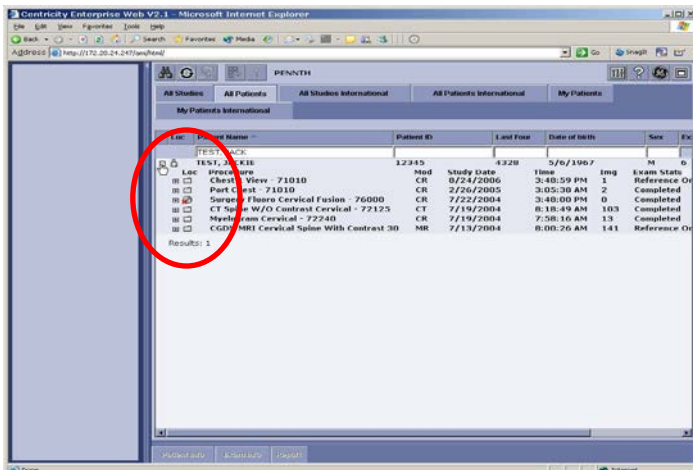


Leave off the leading zero.

Comma and 1 space

3. How to find the exams for your patient:

- ◆ Click on the patient name (or the + beside the name), and the patient will expand to show the exams for the patient.
- ◆ Exams that have the manila folder beside them are available for immediate viewing.
- ◆ Exams that have the CD with the red X are not available for viewing. However, if the exam has a status of 'Completed', you can click on the exam, and then click the 'Report' button at the bottom of the screen to display the report for the exam.

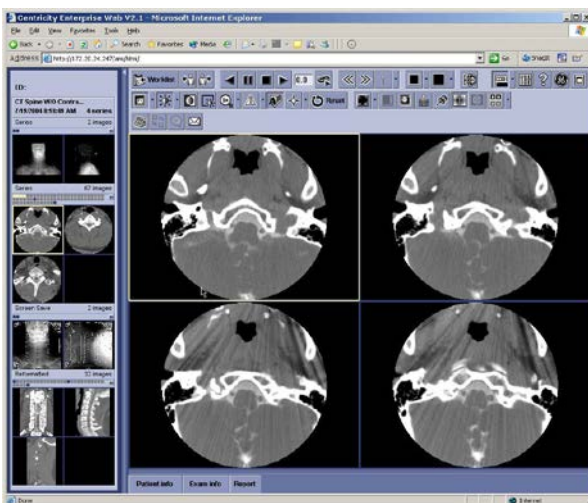


4. How to display the images for the exam you want to look at:

- ◆ Click the exam name. Thumbnails will appear in the pictorial window on the left side.

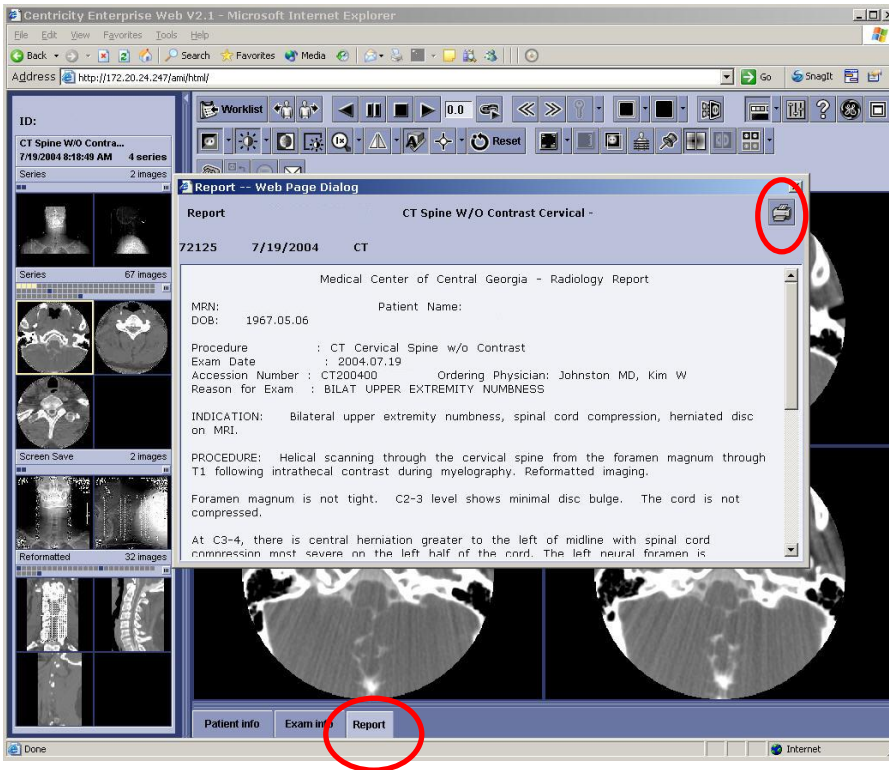


- ◆ Please note the icons beside each exam. Here is the definition of each icon.
 - The folder indicates that an exam is ready for viewing.
 - The 'CD' icon indicates that an exam is in long term storage. Clicking the exam will allow the retrieval, or as GE calls it, the "fetch" of an exam. Once a "fetch" is initiated, it typically takes one to two minutes to perform. While this exam is being retrieved, other exams can be viewed.
 - There are no images to view for this exam. This is an indicator that:
 - The exam was done at a time when the specific exam type wasn't being sent to PACS. If the exam is in a status of Complete, click the exam, then click the Report button to view the Report.
 - The exam was Cancelled.
 - The exam is in an Ordered status and hasn't been performed yet.
- ◆ At this point, double-click the thumbnail or the series descriptor to display the images.



5. View the Report


- ◆ Click the Report Button.
- ◆ The report will display in a separate box. View and/or print the report.
- ◆ The report will print to the default printer of the current workstation.
- ◆ Click the X in the top right corner to close the report.



6. Image Manipulation and Navigation

⇒ Navigation through the images. There are several ways.

- Roll the mouse wheel.

-  Manual navigation using the left and right double arrows.



⇒ Quick commands using the mouse.

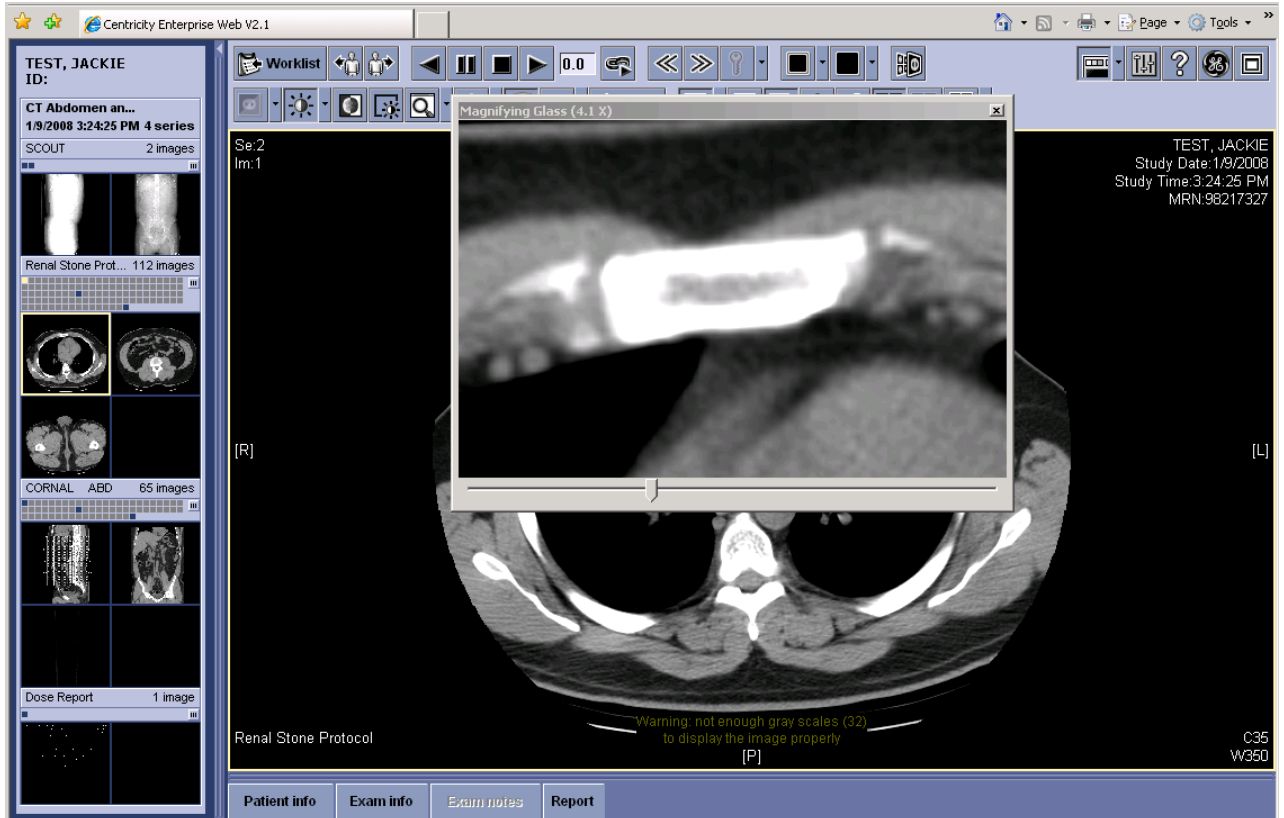
- ◆ Left mouse button = Image pan (The pointer will be a hand.)
- ◆ Right mouse button = Width / Center (making image brighter/darker). (The pointer will be a black/white sun.)


⇒ Tool Buttons above the viewport.

- ◆ In this release, several tools have drop-down features. Click the little arrow beside the icon to display a list of available options. The most popular are represented in the table below:




- ◆  Window/Level. When the down arrow is clicked. There are choices for specific Window Level values.
- ◆  Magic Glass. This will place an additional window on the screen. This can be dragged wherever needed.
- ❖ This window can be resized, and the slide bar at the bottom can be used to zoom the region further. Example picture below.




- ◆  Reset button. If the image is zoomed, or window/leveled too much. Simply click the Reset icon to return the image back to it's "starting point".

8. How to view a different exam for the same patient.

- ◆ Click the Worklist button at the top of the screen. 
- ◆ The list of exams will be displayed. Simply click on another exam.
- ◆ Thumbnails for that exam will display, click on the images to be viewed.

9. View exams for a different Patient

- ◆ Click the Worklist button at the top of the screen. 
- ◆ Type the new name or patient ID (MRN) in the appropriate box.
- ◆ Expand the list of exams. Click the exam of interest.
- ◆ Thumbnails will appear. Select the images to be views.

10. Caution about the different statuses.

- ◆ Make sure the exam is “Verified” or higher.
 - ❖ Statuses
 - Ordered - Exam ordered in Cerner. The order crossed to PACS.
 - Arrived – Images arriving on PACS, but, not approved by the technologist.
 - Verified – The technologist has approved the exam. It’s ready for a radiologist.
 - Dictated – The radiologist has read the exam. Transcription has not occurred yet.
 - Transcribed – The exam has been transcribe, the preliminary report is in PACS. Awaiting radiologist sign off.
 - Completed – The radiologist has signed the case off.

11. Logging Out

- ◆ Click the X in the top right of the Internet Explorer window. A box will appear. Select OK to confirm.

If you have additional questions, please feel free to call extension 3-5992.