

Report & Image Distribution



canberra **imaging**
GROUP

Report & Image Distribution

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Online Web Portal

Access to Patient Reports

This document provides basic instructions for the web portal component of the report delivery system from Canberra Imaging Group. The web portal is used when you wish to access reports and key images directly from the Internet or when you are asked to login to the system when you click on a link to view images within your practice management software.

To login once registered:

Go to the Canberra Imaging Group website: www.canberraimaging.com.au and select the Medinexus web portal icon. Alternatively, go to the Medinexus website: www.medinexus.com.au/login. Enter your username and password. You will be presented with your reports Inbox.

To setup an account:

1. Firstly, if you don't have a username and password then contact Medinexus on 1300 79 69 59 – Press option 2 and we'll provide you with your details. Or contact the Canberra Imaging Group Referrer's Hotline on (02) 6203 2202.
2. Open your internet browser and go to the CIG website: www.canberraimaging.com.au and select the Medinexus web portal icon. Alternatively, go to the Medinexus website: www.medinexus.com.au/login. Enter your username and temporary password.
3. Follow the prompts to set up your account. Enter your details where requested and press the **Next** button at each step. It only takes a minute. Make sure your new password is at least 6 characters long and contains both letters and numbers.

What do the menu options mean?

Inbox (3)

View your new/unread reports (in bold) and any reports you have viewed in the last 24 hours. From the inbox you can also search for older reports. A report will be removed from your Inbox 24 hours after you have viewed it but can be brought back by clicking on:

Search

Forwarded

View a list of reports that you have forwarded onto other doctors.

My Profile

Change your address and contact details, opt in and out of SMS and email alerts, change or add a provider number and set a new password.

To view my new reports:

Go to your Inbox, and simply click on the report you wish to view from those shown in your list. New and previously unread reports are displayed in bold.

	Patient	Subject	Report Date
 	DOE, JOHN	LEFT FOOT, RIGHT FOOT	Sat 1/09/10 11.55am
 	DOE, JANE	THORACIC SPINE	Sat 1/09/10 11.35am
  	BLOGGS, JOE	ABDOMINAL ULTRASOUND	Sat 1/09/10 11.22am

Can I forward a report to another doctor?

Yes. When viewing the report press the  **Forward** button. Enter the doctor's name and select the doctor you wish to forward to and then enter a note to attach to the report. If the doctor is not on the Medinexus system click on **Next** and you can add their details and forward a report. If they are a new user then they can contact Medinexus on: 1300 79 69 59 option 2 for their login details and for help.

Can I see larger copies of the images?

Yes. When viewing the report click on  next to an image to zoom in or click on the image itself. The larger image opens in a new window with all the other images appearing as thumbnails in the LHS of the screen. Click on any thumbnail to display it as the main image or use the Page Up and Down keys to move between images. You are able to zoom in and out of an image by clicking repeatedly on  **Zoom in** and  **Zoom out** as well as pan (move) the image by clicking and holding onto it and moving the cursor so you can see the parts of the image that are out of view when you zoom. Clicking on  **Header/Footer** will remove the header and footer and provide more viewing room on the screen. Click on **Close this window** when you are finished. You may right click on the image and save it to a location of your choice on your computer.

How do I print reports?

When viewing a report click on  **Print preview** and you can then select whether you wish to print the report with or without the images.

Search

To find an older report:

Go to your Inbox, and click on SEARCH at the top of the screen. Enter the patient details, report subject or range of report dates or any combination thereof. All reports that are from December 2011 and match your search criteria will show on the list. Click on the report you want and it will then remain in your Inbox for another 24 hours.

How do I request film or CD?

If you have chosen not to normally receive film or CD for your reports you can click on the  Request button and request film or CD with an attached note of any details you wish to inform the radiologist of.

IMPORTANT:

If you change your practice, provider number or name please inform Canberra Imaging Group immediately otherwise your report may not be delivered.

Where can I get further help or information?

Contact CIG on (02) 6203 2202 or liaison@cig.com.au
Contact HealthLink on 1800 125 036 or helpdesk@healthlink.net
Contact Medinexus on 1300 796 959 or help@medinexus.com.au

Practice Management System

Access to Patient Reports

This document provides basic instructions to access radiology reports that have been downloaded from Canberra Imaging Group into your practice management system (PMS) using the HealthLink HMS download client.

These instructions assume that the HMS client is functioning and that reports are being downloaded directly into the respective patient management system that you are running.

Reports would generally be located in the same location that pathology reports are located.

First time web portal users

If you don't yet have a user name and password and your PMS supports clickable links, you can register yourself by clicking on the link and the portal logon will appear. Click on "New to Medinexus..." and you will then be prompted for a password, personal details and the specific patient's details. This only needs to be completed once. For MD 3.6 and above click on "Open report in Medinexus" to get to the web portal (provided the Medical Director add on is installed).

Already a HealthLink user?

If you have been previously using HealthLink to download pathology or radiology reports then the functionality will be the same except you will see a URL link in the report or web page details. If you are running Medical Director v3.6 and above you will see images in a window to the right of the report (provided the Medical Director add on is installed).

IMPORTANT:

If you change your practice, provider number or name please inform Canberra Imaging Group immediately otherwise your report may not be delivered.

Where can I get further help or information?

Contact CIG on	(02) 6203 2202	or	liaison@cig.com.au
Contact HealthLink on	1800 125 036	or	helpdesk@healthlink.net
Contact Medinexus on	1300 796 959	or	help@medinexus.com.au

Accessing the report

Accessing reports depends on which PMS you are using. If using Medical Director v3 click on Investigations and then select Check Holding file.

Once you have brought up the report the system will show images in three different ways:

Most PMS systems will show the report with a URL link in the body of the report with a message similar to **CLICK HERE TO VIEW THE IMAGES (28)**. To view the 28 images associated with the report simply click on the link and the image viewer screen will appear. You can then select which image you would like to view and zoom in and out of the image.

If you would like to forward the report to another referrer or print it you need to click on "Open in Medinexus" in the image viewing window and then login to the web portal as described on the previous page.

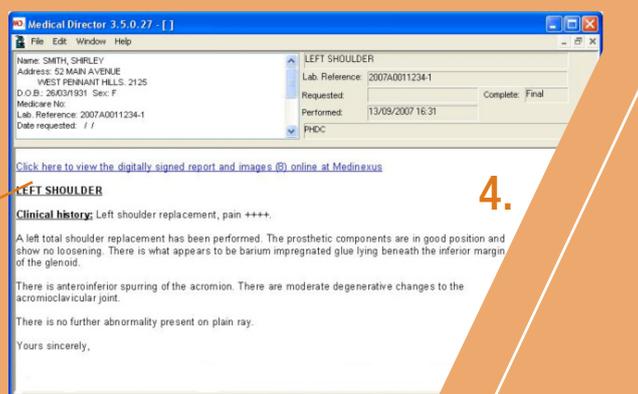
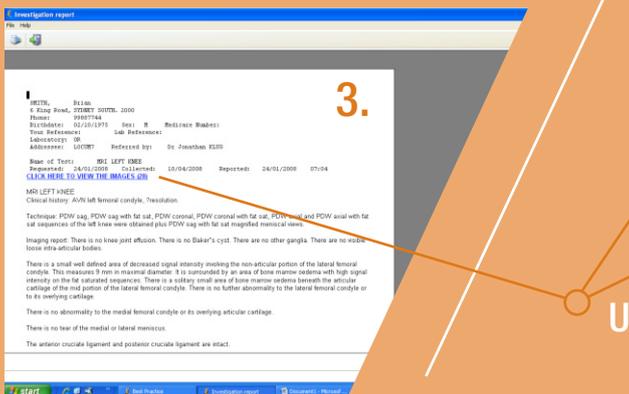
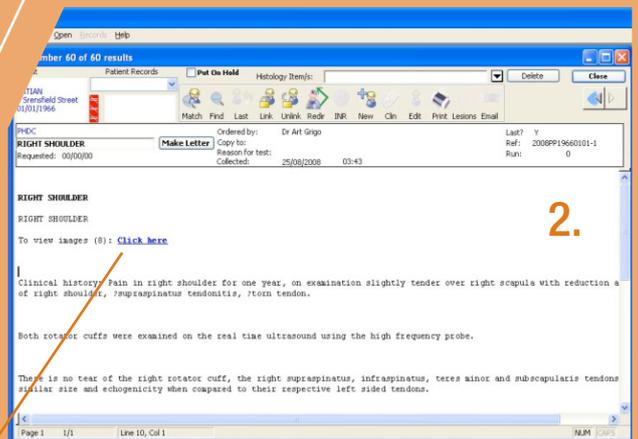
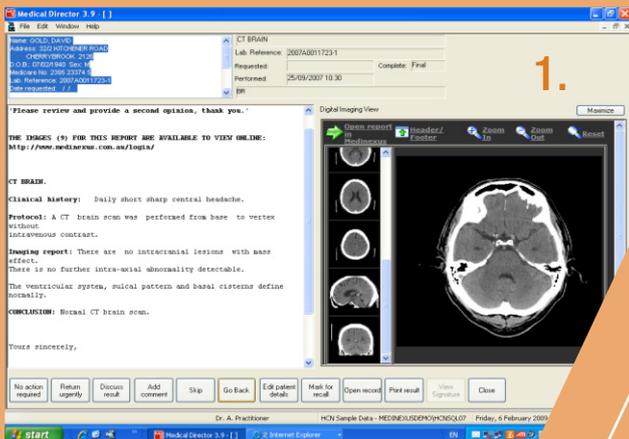
On some PMS systems when you click on the link a Medinexus logon screen will appear if you have not already logged on or your session has expired. Enter your login details. Once this has been done the report and images will open up automatically. Refer to Web portal instruction sheet for further instructions.

For those PMS systems that are unable to accept live URL links in their reports the web page details will appear at the top of the screen in text format looking similar to <http://dd.medinexus.com/.....cut> and paste the link into a browser and you will be directed to the relevant report once you have logged in. This applies to MD v2.96 and older systems.

In Medical Director v3.6 and above as you go into a report the images that relate to the report will automatically appear on the right hand side window if you have had the Medical Director add-on installed. You will only be able to view the images in the window and if you wish to carry out functions available through the Medinexus Web Portal you will need to login by clicking on "Open in Medinexus" which appears in the window containing the images.

Below:

1. Medical Director v3.6 & above
2. Genie v7.5.6
3. Best Practice v1.6
4. Medical Director v3.5 & below (excl v2.95 and 2.96)



URL Link

iSite Enterprise

Web-based medical image distribution solution that delivers diagnostic-quality images to clinicians anytime, any place in the healthcare environment.

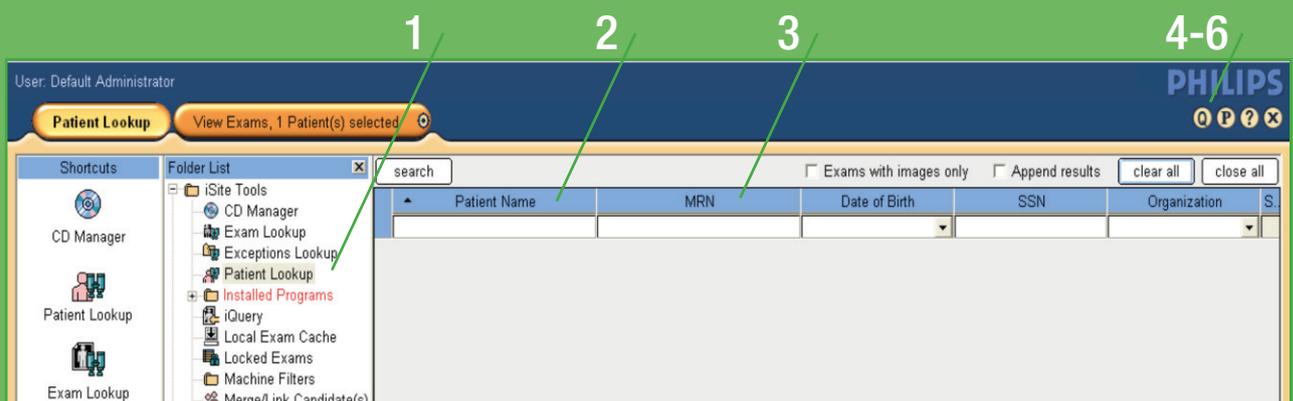
Where can I get further help or information?

Contact CIG on 6203 2202
or liaison@cig.com.au

An online tutorial is also available on the CIG website. Please go to: canberraimaging.com.au/tutorial

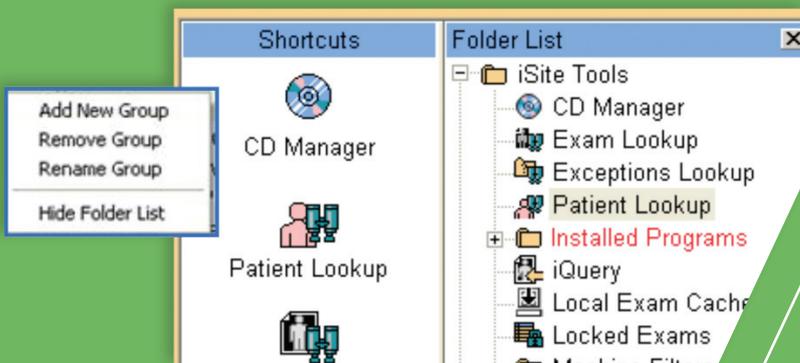
iSite Enterprise Start-Up Window

- 1. Shortcuts Bar:** Customizable lists of frequently accessed folders, exams and filters
- 2. Folder List:** List of all the folders, filters and tools in iSite Enterprise
- 3. Patient Lookup:** Patient, exam search engine and sort function
- 4. Preferences:** User, System and Machine Preference dialog boxes
- 5. Help:** iSite Enterprise's user manual
- 6. Logout Button:** Exit application and return to login window

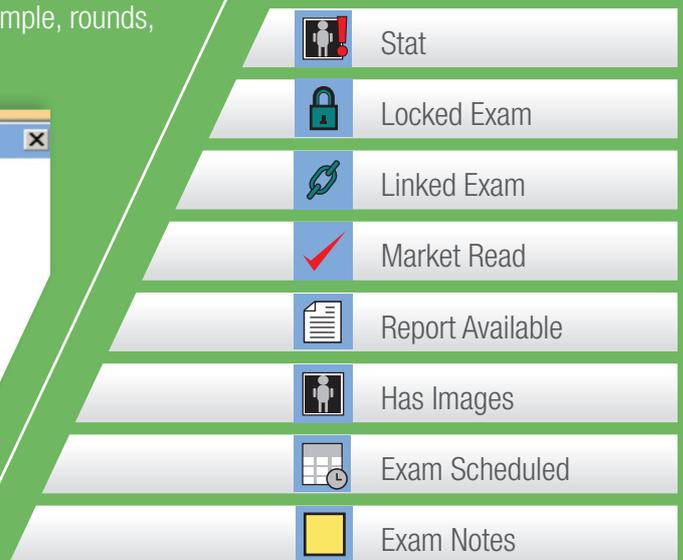


Shortcut Bar and Folder List - Access point to iSite tools and folders

1. **Shortcut Menu:** To add, remove or rename items that have been moved into short-cut menus
2. **Patient Lookup:** To locate patients by searching on specific criteria (name, MRN, etc.)
3. **Local Exam Cache:** Utility to save exams to local machine
4. **My Filters:** User-specific search filters (based on modality, body part, etc.)
5. **My History:** List of user's 100 most recently viewed exams
6. **Study Lookup:** Search for a study using SUID
7. **Exam Lookup:** To locate exams by searching on specific criteria (Accession, Exam Date, etc.)
8. **System Filters:** Filters that are shared by all users
9. **Personal and Public Folders:** Personal or public folders, up to 4 levels deep, 25 subfolders each level, 500 max (for example, rounds, teaching files, seminar, etc.)



Patient / Exam List Symbols:

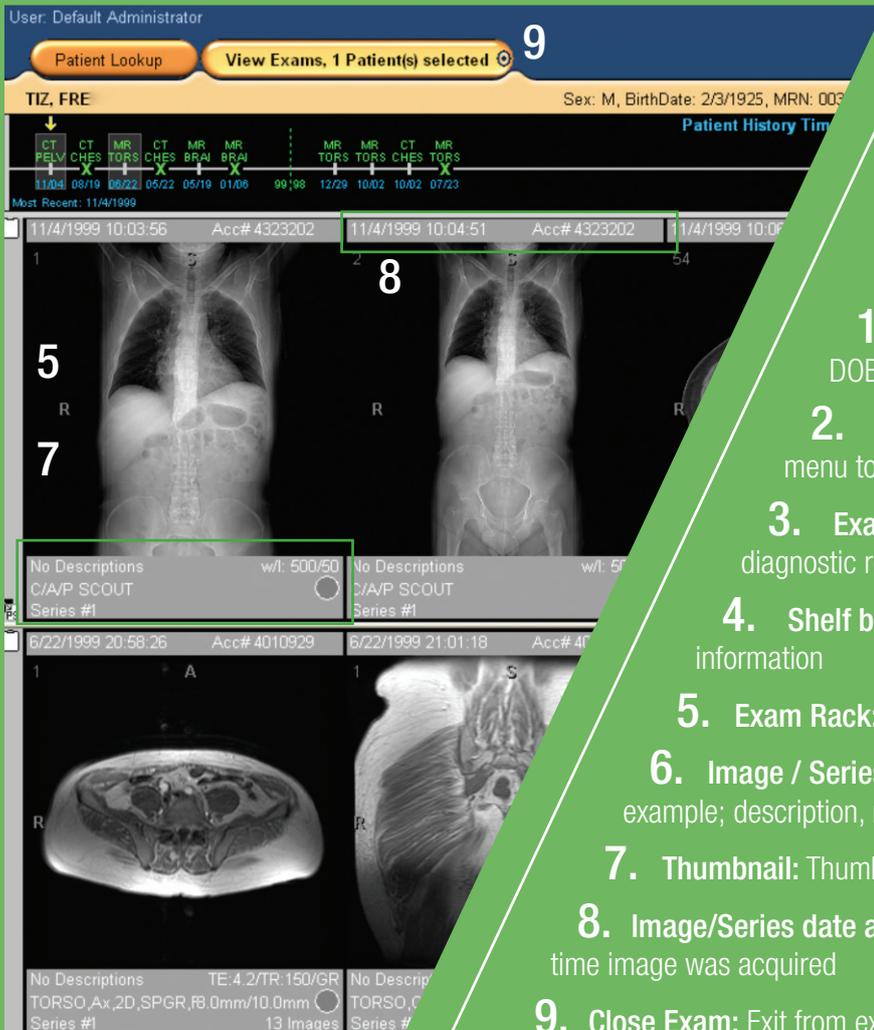


Patient and Exam Search

Query: Search on Patient Name, MRN, Exam Date, etc.
Click on patient name to expand the patient jacket to locate exams.

Patient Query											
search	<input type="checkbox"/> Exams with images only	<input type="checkbox"/> Append results	clear all	close all							
Patient Name	MRN	Date of Birth	SSN	Organization							
d											
DAISY_Carrie, Steph	806-03-009-48458CDC	11/2/1952		DEFAULT							
CR - RIBS UNI. RT.	Acc: 48468CDC0004	Date: 6/3/2006 11:26:36	Org: DEFAULT								
Exam Query											
search											
					Patient Name	Exam Date/Time	Accession #	MRN	Organization	Modality	Exam
						Last 30 days					

iSite Enterprise (cont.)



Exam Canvas Page Access point to patient's exams and studies

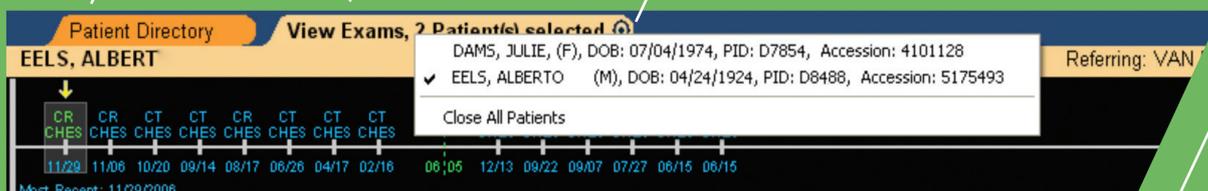
1. **Patient Demographics:** Patient's name, DOB, sex, MRN, Referring Physician
2. **Patient Timeline:** History of and navigation menu to all of a patient's studies in iSite
3. **Exam notes:** When icon is present, indicates diagnostic report is available for the exam
4. **Shelf bar:** Access point to exam specific menu and information
5. **Exam Rack:** Set of images that make up the exam
6. **Image / Series Information:** Image specific information (for example; description, number of images, slice thickness, etc.)
7. **Thumbnail:** Thumbnail view of image
8. **Image/Series date and time:** Exam accession number, date and time image was acquired
9. **Close Exam:** Exit from exam and return to patient directory

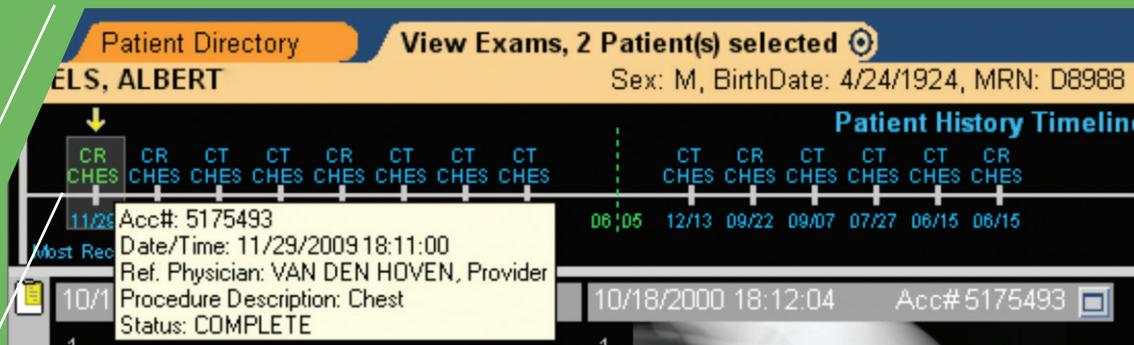
1.
Return to
Patient
Directory

2.
Right-click
to navigate
between
exams

3.
Select bullseye
icon to close
current exam

Control Strip





Left-click to open exam

Hover mouse to view exam information

Patient History Timeline

Colors and symbols in timeline:

Green No diagnostic report

Blue Diagnostic report available

"I" Image available

"X" No images

"A" Exams on 3rd party digital archive - not on iSite server

Timeline Sub-Menu

Open Exam: Open exam and return to main Patient Directory

Close Exam: Close exam and return to main Patient Directory

Add Exam to Folder: Copy exam to a folder in folder tree

Show Report: View diagnostic report

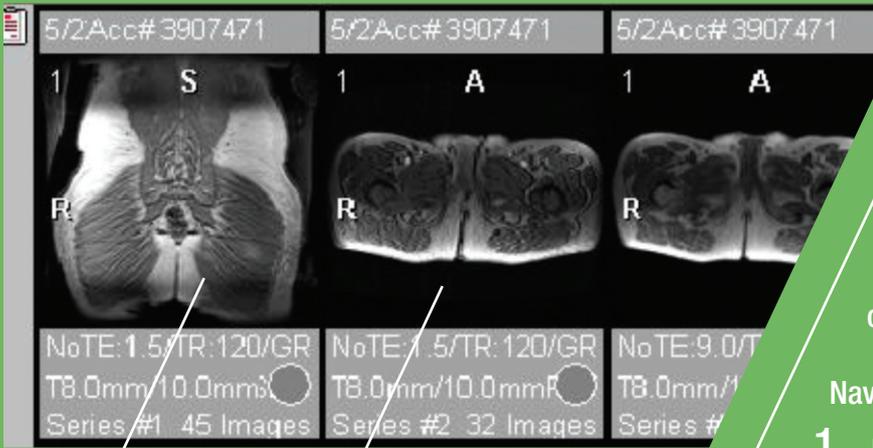
Export via DICOM: Send to DICOM device or CD/DVD burner

Cache Exam: Download exam to your local machine

Right-click for menu



iSite Enterprise (cont.)



Double-click to open in window

Navigation within the Exam Rack

Exam Rack: the set of images in an study

Reorder series by dragging and dropping on grey image header or footer

Navigating through stacked series:

1. Mouse wheel
2. Select "C" on keyboard
3. Context menu

Context Menu

Right-click on image for context menu

Single Image Menu

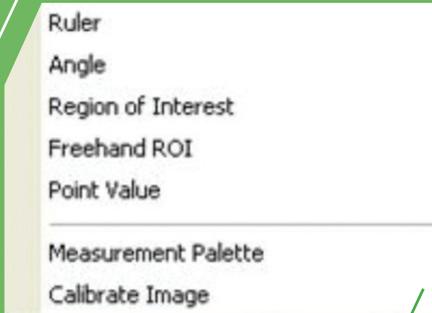
Window Width/Level	▶
Measurements	▶
Annotations	▶
Image Processing	▶
Scout Line Mode	
Localizer Mode	
Create Popup	
Key Image	
New Link	
Save	
To Paper Printer	
Flip/Rotate	
Zoom Presets	
Delete	
Assign New Unique Study UID	
Export	

Series Image Menu

Window Width/Level	▶
Measurements	▶
Annotations	▶
Image Processing	▶
Scout Line Mode	
Localizer Mode	
Create Popup	
Clone Window With Preset	
Key Image	
Play Cine Loop	
New Link	
Link All Axials	
Save	
To Paper Printer	
Flip/Rotate/Sort/Split	
Zoom Presets	
Delete	
Assign New Unique Study UID	
Export	

Measurement

Tools to measure specific areas of an image.



Measurement menu:

Ruler: Linear measurements (pixel or mm)

Angle: Degree measurement for specified region

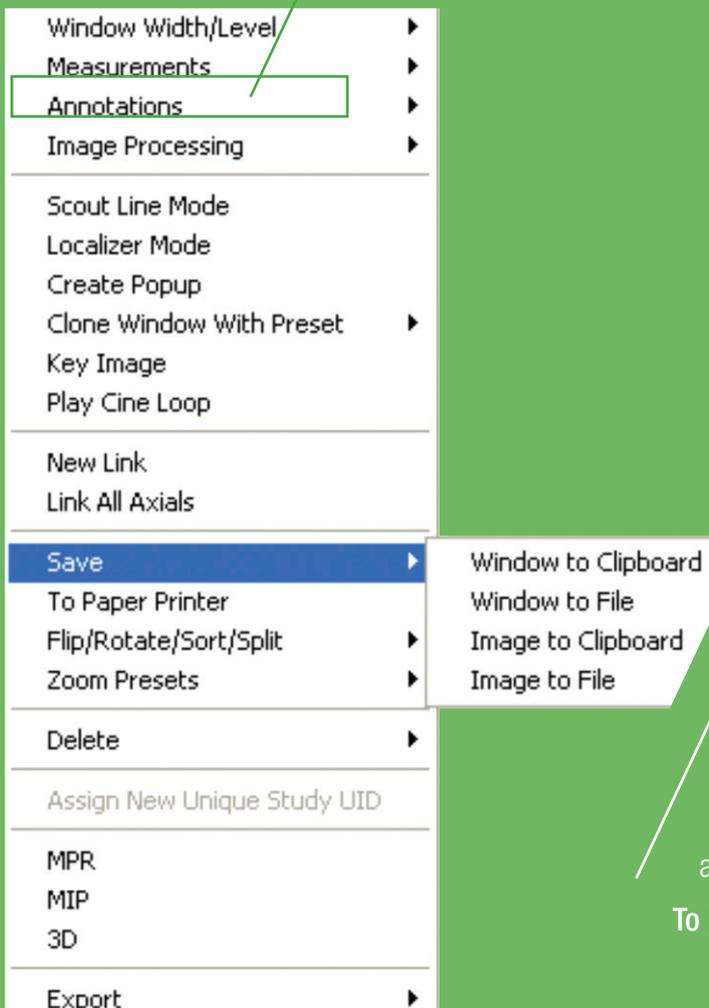
Region of Interest (ROI): Average data value for a circular region of an image

Freehand ROI: Similar to ROI but allows free-hand selection of ROI

Point Value: The value of data points at a specific point on the image pixel

Measurement Palette: Floating measurement palette

Calibrate Image: Calibrate to a certain known measurement



Save & Print Options

Window to Clipboard: Copies the entire window with measurements, annotations, and overlays to the clipboard

Window to File: Saves window as either a JPEG, TIFF, GIF, PNG or BMP format file with measurements, annotations, and overlays to the clipboard

Image to Clipboard: Saves only the images, without measurements, annotations and overlays

Image to File: Saves images as either a JPEG, TIFF, GIF, PNG or BMP format file without measurements, annotations and overlays

To Paper Printer: Prints images to paper printer



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BETTER PRACTICE - BETTER CARE

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