



# INTELLISPACE PACS 4.4.553.35

## USER GUIDE

October 2020

# Username and Password Set Up

- When eHealth Saskatchewan or your Saskatchewan Health Authority (SHA) System Administrator has assigned your IntelliSpace PACS username and password, you can access IntelliSpace PACS.
- Your SHA System Administrator will ensure you can access IntelliSpace PACS and inform you how to log in to IntelliSpace PACS.
- Because IntelliSpace PACS is customized on a user-by-user basis, your interaction with IntelliSpace PACS (the patients you have access to, the tools available to you, and so on) may be different from that of other users.

# Logging In To Intellispace PACS

PHILIPS

PACS 4.4.553.35

IntelliSpace PACS

IntelliSpace PACS - Enterprise 4.4  
Logon

User Name

Password

Log on to eHealthSask ▼

Logon Mode Password ▼

Location Main Location ▼

[www.philips.com/IFU](http://www.philips.com/IFU)

OK

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# Log In Screen

- In the Log in Screen enter the user name and password provided by eHealth Saskatchewan or your SHA System Administrator.
- LOG ON TO : choose eHealth if eHealth Saskatchewan provided the username and password or follow the guidance of your SHA System Administrator.
- eHealth user accounts will lock after 3 unsuccessful login attempts. User must wait 15 minutes before attempting to log in again or call the help desk service to unlock your account. 1-888-316-7446 or 306-337-0600

# Patient Lookup Page

After you log in to Intellispace PACS the Patient Lookup page displays by default, allowing you to search for patients and their exams.

Philips IntelliSpace PACS Enterprise

User: PACS POC IExport

**Patient Lookup**

Shortcuts

Patient Lookup

Folder List

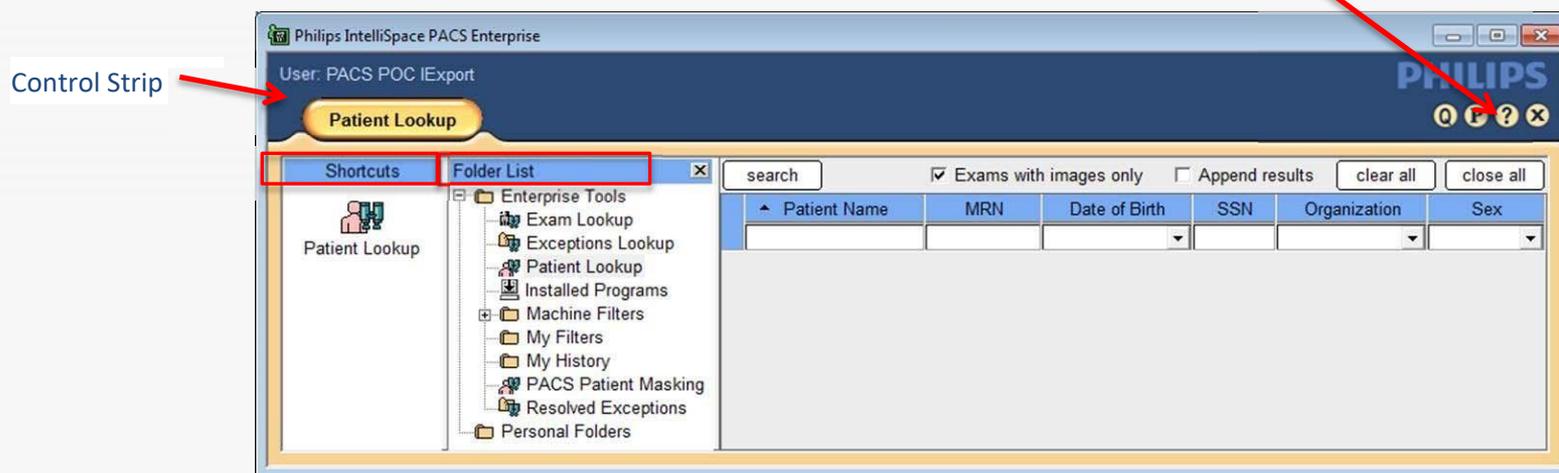
- Enterprise Tools
  - Exam Lookup
  - Exceptions Lookup
  - Patient Lookup
  - Installed Programs
- Machine Filters
- My Filters
- My History
- PACS Patient Masking
- Resolved Exceptions
- Personal Folders

search   Exams with images only  Append results

Patient Name	MRN	Date of Birth	SSN	Organization	Sex
<input type="text"/>					

# Main Elements of Patient Lookup Page

- The basic layout elements in IntelliSpace PACS are the **Control Strip**, **Folder List**, and **Shortcut Bar**.
- Online Help can be accessed by clicking the  in the top right corner



1. **Control Strip** displays at the top of IntelliSpace PACS when you log in.
2. Access the iExport queue application if you have the proper privilege 
3. Preferences dialog box 
4. Online Help 
5. Log Out 
6. **Folder List** provides access to various IntelliSpace PACS areas and tools
7. **Shortcuts** The Shortcuts Bar allows you to quickly access your most frequently used folders, filters, and tools

# Folder List

- The **Folder List** provides access to various IntelliSpace PACS areas and tools.
- **Folders** are storage places for studies you would like to save. **User folders** are private to the user. **Public folders** are shared by everyone *who has the appropriate permission*.
- **Exam Lookup:** Allows you to find **exams**, based on a combination of search criteria
- **Exceptions Lookup:** Allows you to find exceptions, defined as exams whose DICOM information conflicts with information from the HIS/RIS or the IntelliSpace PACS database.
- **Patient Lookup:** Allows you to find **patients**, based on a combination of search criteria.
- **Resolved Exceptions:** Displays the **Resolved Exceptions** worklist, allowing you to view a list of all resolved exceptions.
- **iQuery:** Allows an *authorized user* to retrieve DICOM studies from your institution's digital archive and send them to IntelliSpace PACS

## Folder List Continued

- **Local Exam Cache:** Allows you to save patient exams on your local machine for later review. This speeds up access to image data when running IntelliSpace PACS remotely. (based on permissions).
- **Local Export:** Allows you to burn CDs and DVDs of clinical exams with all of their related diagnostic reports and information (based on permissions).
- **My Filters:** While initially empty, this folder can contain all of your personalized search filters. You create filters in the **Preferences** dialog box (accessed by clicking the **P** button on the IntelliSpace PACS Control Strip) . Filters can be based on combinations of modality, body part, exam code, date, patient age, and other criteria.
- **My History:** Contains the last 100 exams you have viewed.
- **Personal Folders:** You can create private folders to create special collections of exam links for future reference.
- **Public Folders:** Like Personal Folders, Public Folders can be other folders you create, or links to clinical exams for other clinicians if you have permission to access public folders.

# Creating Shortcuts

- The Shortcuts Bar allows you to quickly access your most frequently used folders, filters, and tools. The only time the Shortcuts Bar is not visible is when you view the Canvas Page. You cannot remove or hide the Shortcuts Bar, but you can resize it by clicking on the right border and dragging to the desired size.
- Two ways to create your own shortcuts:
  1. Drag and Drop folders and filters from the Folder List to your Shortcuts Bar.
  2. Right click on a folder or filter, and select Create Shortcut.



# Patient Lookup Overview

Select the search criteria and click the Search button

Search for exams with images (Check or Uncheck)

Clear all or close all for new search

The screenshot shows the Philips Patient Lookup interface. At the top left, it displays 'User: PACS POC/Export'. A yellow 'Patient Lookup' button is visible. Below it is a search input field containing the word 'search'. To the right of the search field are two checkboxes: 'Exams with images only' (checked) and 'Append results' (unchecked). Further right are 'clear all' and 'close all' buttons. The top right corner features the 'PHILIPS' logo and icons for 'Q', 'P', '?', and 'X'. Below the search controls is a table with the following headers: Patient Name, MRN, Date of Birth, SSN, Organization, and Sex. The table contains one row of data with some text partially visible in the first column.

Patient Name	MRN	Date of Birth	SSN	Organization	Sex
tie					

## Searching for Patients by Name

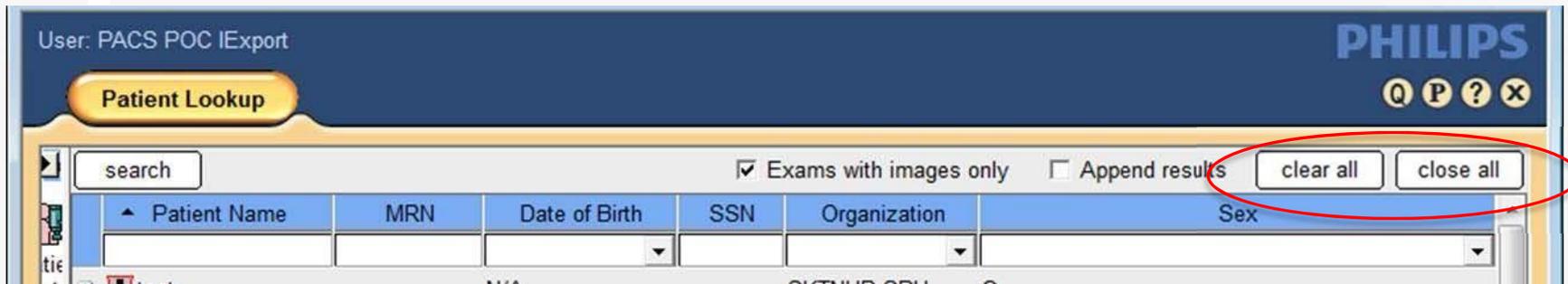
- You can search for patients by entering their last and first name. For example, to find patient: Doe, John you can search for the full name (Doe, John), full last name and partial first name (Doe, J) or partial last name (D).

## Searching for Patients by Identifier

- Select **Patient Lookup** from the Folder.
- Enter the MRN (Medical Record Number).
- Click **Search** or press **Enter**.
- When using MRN you must select the correct name from the list of results.

# Clearing a List of Patients

- If you have a list of patients displayed, you can clear the patients in the list by starting a new search or by clicking the **Clear All** button.
- All names in the list are removed.
- If there are multiple patients displayed with their exams listed in the **Patient Lookup** click **Close All** to close the lists.

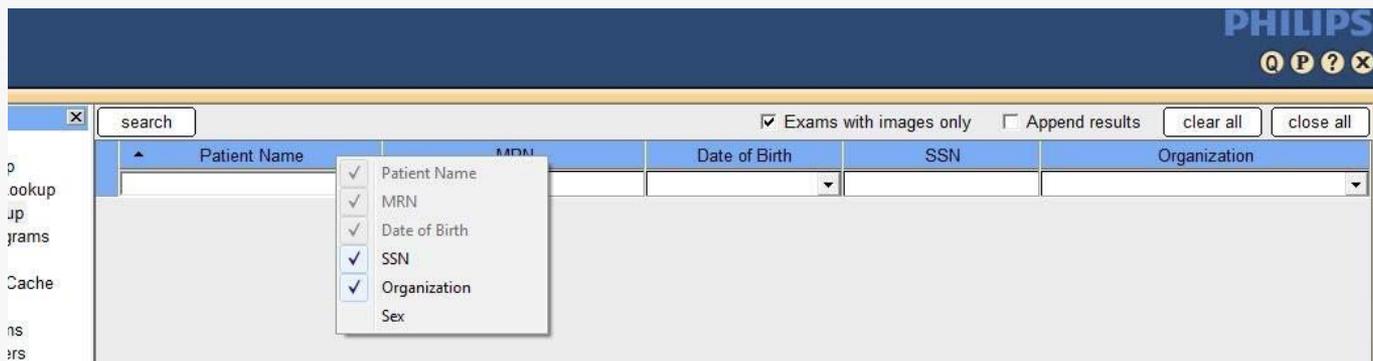


# Closing a List of Patients

- If you have exams displayed in the list of patients, you can close the exams individually by clicking the icon to the left of the patient name. You can also close the exams for all patients in the list at the same time.
- If you have patients and exams displayed in the **Patient Lookup**, click **Close All**.
- The exams for all patients in the list are closed, so that only the patient names are listed.

# Showing or Hiding Patient Lookup Columns

- You can show or hide any **Patient Lookup** columns except **Patient Name**, **MRN**, and **Date of Birth**. These are hardcoded and must remain as search options. Right-click in the column area, above the list of patient names.
- Select the columns you want to show or hide. Visible columns are checked; hidden columns are unchecked.

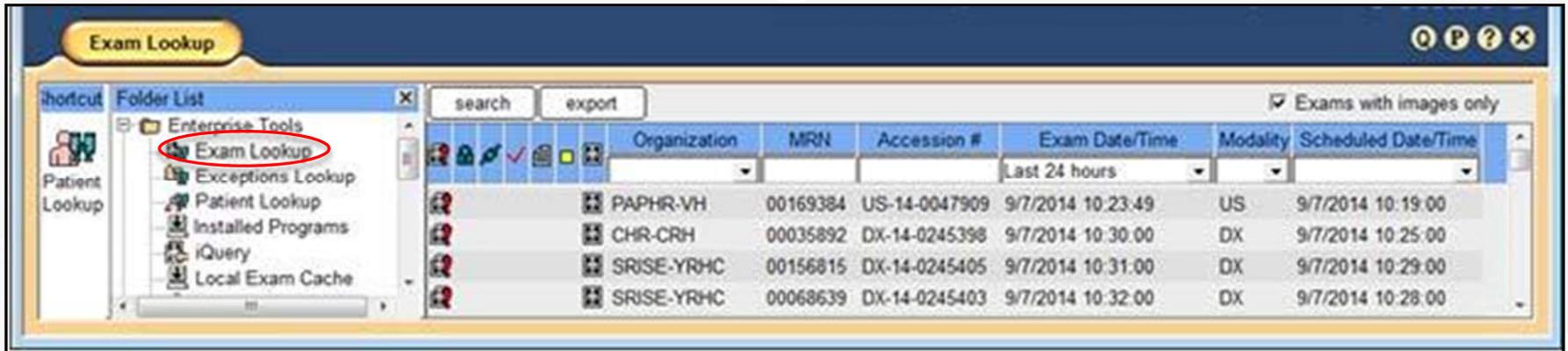


# Rearranging Patient Lookup Columns

- You can click and drag **Patient Lookup** columns to rearrange their order, except for **Patient Name** and **MRN**.
- This allows you to customize the order in which patient information is displayed.
- Click and drag a column to the position you want, and release the mouse button.

# Exam Lookup Overview

Exam Lookup is used to find and manage *exams*



The screenshot displays the 'Exam Lookup' application window. On the left, a 'Folder List' pane shows 'Enterprise Tools' expanded, with 'Exam Lookup' highlighted by a red circle. Other folders include 'Exceptions Lookup', 'Patient Lookup', 'Installed Programs', 'iQuery', and 'Local Exam Cache'. The main area features a search and export toolbar, a table of exam results, and a filter for 'Exams with images only'.

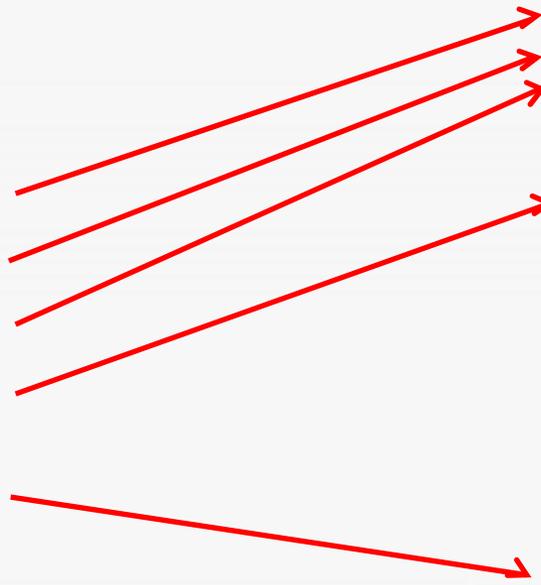
Organization	MRN	Accession #	Exam Date/Time	Modality	Scheduled Date/Time
PAPHR-VH	00169384	US-14-0047909	9/7/2014 10:23:49	US	9/7/2014 10:19:00
CHR-CRH	00035892	DX-14-0245398	9/7/2014 10:30:00	DX	9/7/2014 10:25:00
SRISE-YRHC	00156815	DX-14-0245405	9/7/2014 10:31:00	DX	9/7/2014 10:29:00
SRISE-YRHC	00068639	DX-14-0245403	9/7/2014 10:32:00	DX	9/7/2014 10:28:00

# Viewing Exam Information

- To view a summary of a patient's exams in a list of patients. The following information displays for each exam, starting with the most recent:
  - MRN
  - Accession # (maximum length is 20 characters)
  - Exam date and time (if images have been received)
  - Modality
  - Scheduled date and time (if no images have been received)

- You can search for Exams using any combination of the following and other criteria.
- The search criteria in **grey** hardcoded and must be displayed.
- MRN
- Accession#
- Exam Date/Time
- Modality
- Scheduled Date/Time

<input checked="" type="checkbox"/>	Stat
<input checked="" type="checkbox"/>	Exam Locked
<input checked="" type="checkbox"/>	Exam Linked
<input checked="" type="checkbox"/>	Mark Read
<input checked="" type="checkbox"/>	Report Available
<input checked="" type="checkbox"/>	Has Notes
<input checked="" type="checkbox"/>	Has Images
<input checked="" type="checkbox"/>	Organization
	Performing Resource
	Subspecialty
	Sex
	Date of Birth
<input checked="" type="checkbox"/>	MRN
<input checked="" type="checkbox"/>	Accession #
<input checked="" type="checkbox"/>	Exam Date/Time
	Exam Description
	Exam Code
	Exam Status
<input checked="" type="checkbox"/>	Modality
	Body Part
	Referring Physician
	Referring Physician Id
	Laterality
	Ordering Location
	# Images
	Locked By
	Time Locked
	Priority
	Patient Class
	Patient Name
<input checked="" type="checkbox"/>	Scheduled Date/Time



is

## Icons display to the left of exams indicate the following:



- STAT exam



- Locked exam



- Linked exam



- Exam has been marked read



- Diagnostic report available



- Exam has exam notes



- Exam has images

# When a list of exams is displayed, you can do the following:

- Double-click an exam to open it.
- Right-click to display a menu with actions.
- Rearrange and select certain search criteria columns to hide or display.
- **Shift-click** to select contiguous exams or **Ctrl-click** to select multiple, noncontiguous exams.
- Sort the list by clicking on each column header. Resize columns by clicking the right edge of the column and dragging it to the left or right.

# Viewing Clinical Information

There are several ways to access the Clinical Information dialogue box which provides diagnostic reports, exam history and provider information

1. From the Canvas Page, click the icon in the Exam Margin.
2. Right-click an event in the Patient History Timeline on the Canvas Page and select **View Exam Notes**.
3. Right-click an exam in **Patient Lookup** or **Exam Lookup** and select **View Exam Notes**.



- Report is available for viewing



- Report is not available yet, but Exam Memo is available



- No Report available



# Viewing Clinical Information-Diagnostic Report

Clinical Information: Diagnostic Report

TRAINING, FOUR, MRN: 00190506, Sex: F, DOB: 9/24/1999  
Ordering MD: Du Plessis, Hendrik      Phone: N/A      Pager: N/A  
Accession #: CT-14-00049      Exam Code: CTCAPWW      Location: Emergency

**Diagnostic Report** ▾      **Current**      History

Exam Notes (0)  
Clinical Info  
Related Exams  
All Exams  
Current Providers

### Final Report

Medical Imaging  
Battlefords Union Hospital  
Patient: TRAINING, FOUR  
HSN:  
MRN: 190506  
Accession: CT-14-00049

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\*\*\*\*\* Computed Tomography \*\*\*\*\*

Exam Exam Date/Time Ordering Physician  
CT Chest/Abdomen/Pelvis w/ 28/Mar/2014 14:19 Du Plessis, Hendrik  
+ w/o con CST

Reason for Exam  
Previous CT report suggests further examination for multiple nodules.

Report  
Again small lung nodule noted in right middle lobe measuring 1.4cm when compared to unenhanced chest CT. No diffuse markings and no other nodules noted in abdominal cavity on this training patient.

\*\*\*\*\* FINAL REPORT \*\*\*\*\*

Audit Trail      Print      Close

# Displaying and Printing the Current Report

- If a report exists, the **Diagnostic Report** pane of the **Clinical Information** dialog box displays information in two tabs: **Current** and **History**.



- The **Current** tab displays the exam information, patient information, providers, and report of the Radiologist's impressions for the exam.
- You can print this report or view it on screen.



When you print the report, all information is printed, even if some of the categories are not expanded on screen.

- The **History** tab allows you to see the complete revision history for the report.

# Exam Notes

Clinical Information: Exam Notes

TRAINING, FOUR, MRN: 00190506, Sex: F, DOB: 9/24/1999  
Ordering MD: Du Plessis, Hendrik      Phone: N/A      Pager: N/A  
Accession #: CT-14-00049      Exam Code: CTCAPWW      Location: Emergency

Diagnostic Report	Date / Time	Author	Subject	Note Type
<b>Exam Notes (1)</b>	9/11/2014 16:24:32	C. ... nn eHS	Test	Technologist Note

Clinical Info

Related Exams

All Exams

Current Providers

Subject: Test      Note Type: Technologist Note

This is a test exam and these notes are for display only

Critical Note

# Exam Notes

There are several types of exam notes: three pre-defined and up to seven which are modified by the PACS administrator.

- **Exam notes** for general information (pre-defined)
- **Preliminary notes** for preliminary findings (pre-defined)
- **Technologist notes** for communicating information about the exam to the referring physician or radiologist (pre-defined)
- **Ed Phys Note** for emergency physician comments
- **Radiologist Note** for radiologist comments

# Canvas Page

- The Canvas Page displays patient exams and provides access to diagnostic images and series, diagnostic reports and exam notes, patient information, and diagnostic reading workflow.
- You use the Canvas Page to get contextual and historical information about the patient.

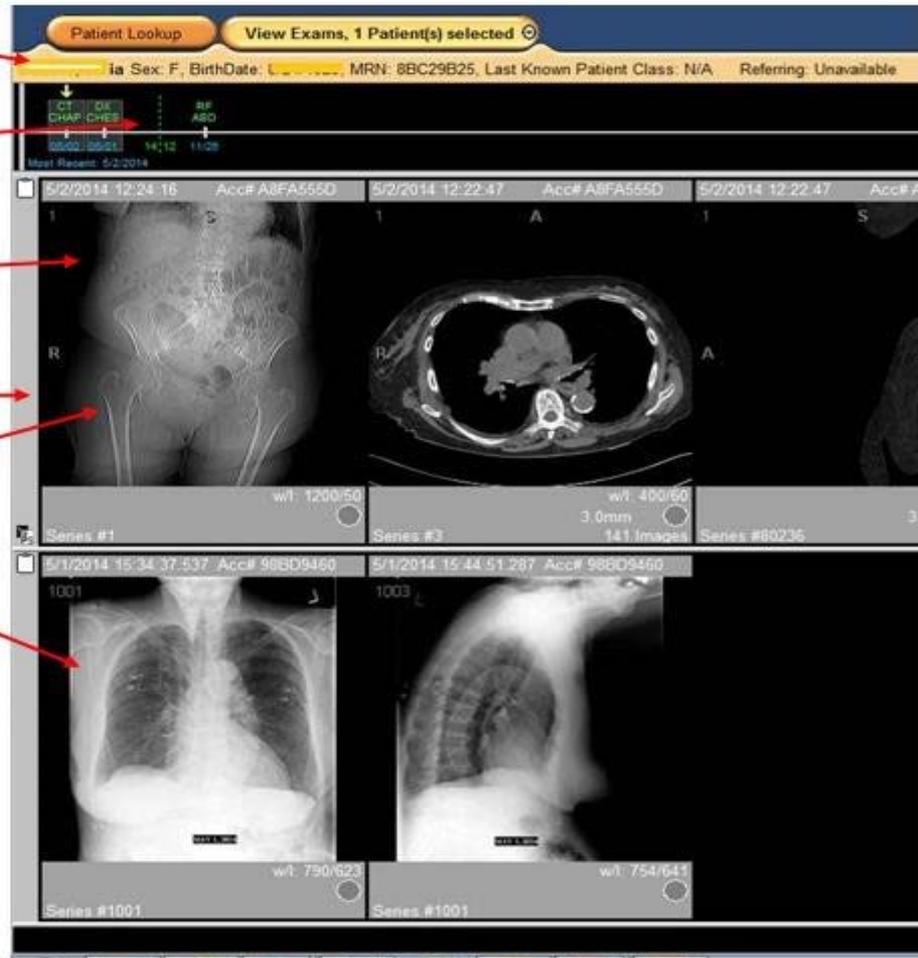
1. Patient Information Area

2. Timeline

3. Image Thumbnail

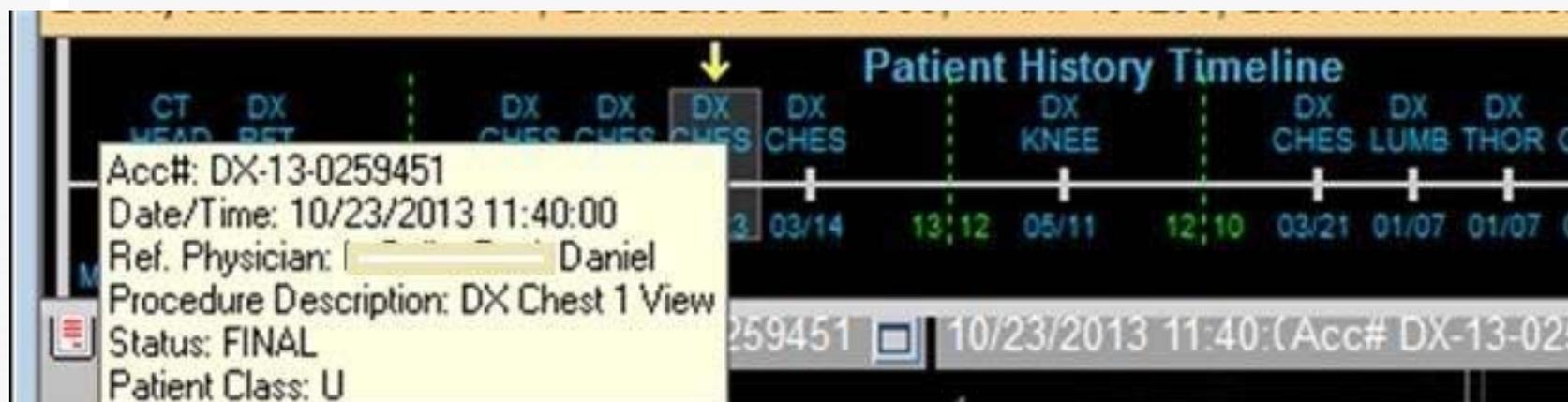
4. Exam Margin

5. Exam Rack



# Patient History Timeline

- Patient History Timeline displays all exams for the patient.
- Left to Right > Most Recent to Most Historical
- It is a quick way to navigate through a patient's clinical history.
- **Yellow Arrow** – The first exam loaded on the exam rack (displayed) is denoted with a yellow arrow. Any loaded exams appear with the grey background.
- **Blue Arrow** – If more exams are present than can be displayed on the screen, a small blue arrow will appear above the timeline. Scroll right to see the additional exams.
- **Hover** over exam on timeline to display exam information

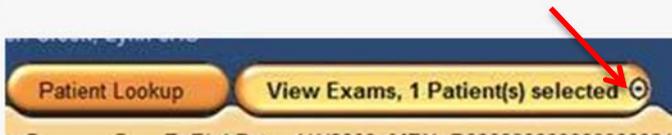


# Patient Record

- You can open exams for multiple patients.
- Right click on the tab, select the patient you want to navigate to.



- Select the bulls-eye icon to close the patient.



# Viewing

## Diagnostic Images

Double-click on any image in the Exam Rack to display a larger view.

For a series of images, use the mouse wheel to scroll through the images



# Alternate Method of Viewing a Report

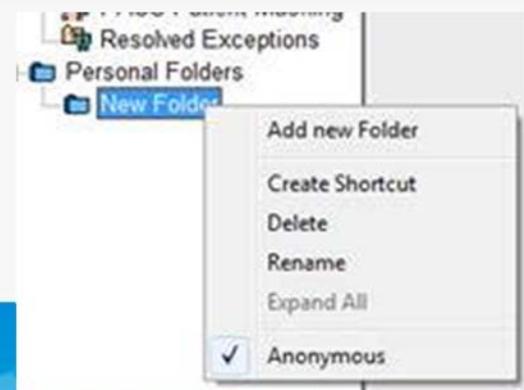
- Right-click on an exam to see the reporting options
- Select Show Report to view the report for that exam

The screenshot shows a Philips medical software interface. At the top, it says "! TEST SERVER!" and "PHILIPS". Below that, there are search and filter options: "search", "Exams with images only" (checked), "Append results" (unchecked), "clear all", and "close all". The main area is a table with columns for Patient Name, MRN, and Date of Birth. The table contains two patient entries for "Schrtest, Janine". The first entry has MRN 00052965 and Date of Birth 5/24/1975. The second entry has MRN 80007408 and Date of Birth 5/24/1975. Under the second patient entry, there are three exam entries: "CR - DX Chest 1 View", "CR - DX Abdomen 1 View", and "OT - DX Foot Left". A context menu is open over the "CR - DX Chest 1 View" exam, showing options: "Show Report", "View Exam Notes", "View Audit Trail", "Volume Vision", and "Standard Viewing".

Patient Name	MRN	Date of Birth
Schrtest, Janine	00052965	5/24/1975
Schrtest, Janine	80007408	5/24/1975
CR - DX Chest 1 View	Acc: DX-13-0001825	Date: 6/27/2013 16:55:00 Org: SC
CR - DX Abdomen 1 View		Date: 6/27/2013 15:12:00 Org: SC
OT - DX Foot Left		Date: 6/27/2013 13:21:25 Org: SC

# Making Patient Information Anonymous

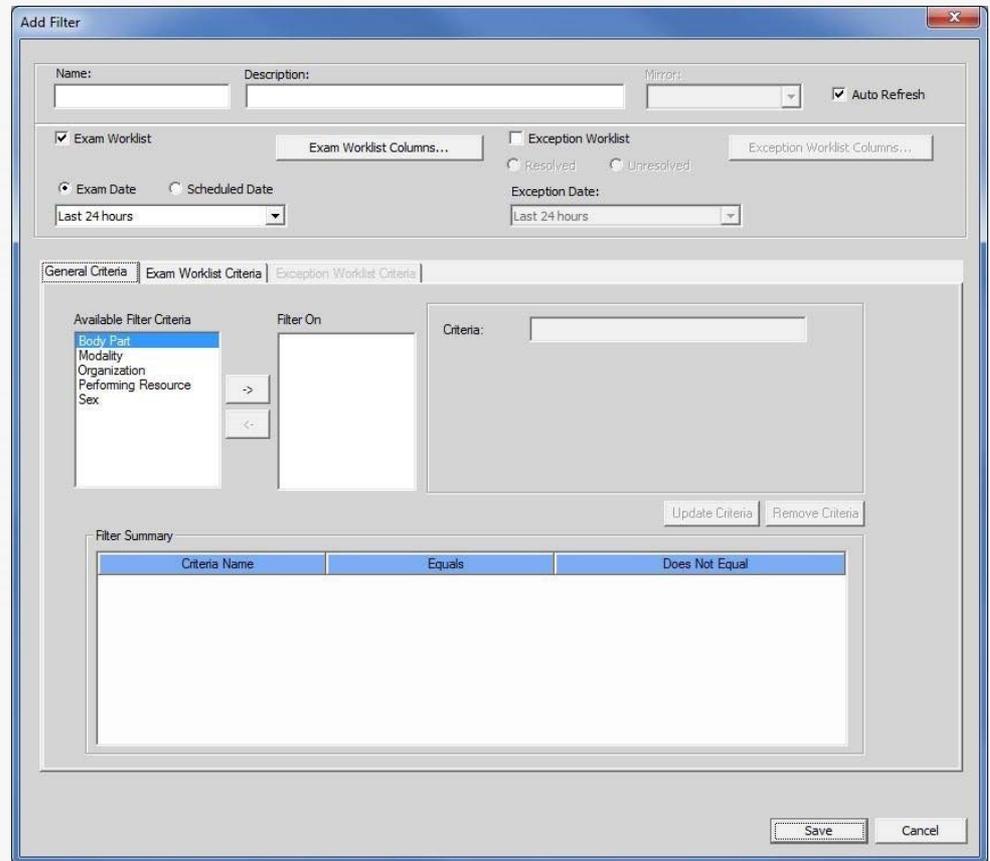
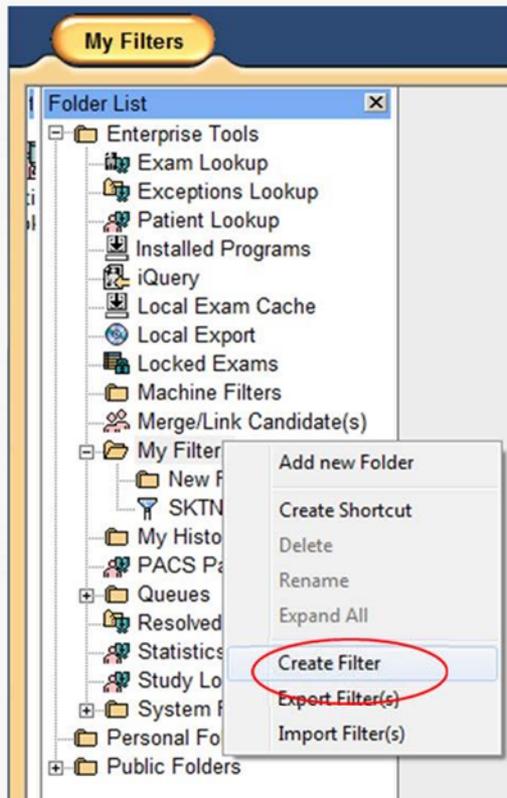
- When using IntelliSpace PACS for teaching presentations or demonstrations, you can *anonymize* personal patient information associated with exams in Personal and Public folders
- When you do this, IntelliSpace PACS substitutes actual patient information with randomly generated information for the patient name, MRN, and Accession number. Sex and Birth Date are not anonymized.
- When anonymous exams are opened in the Canvas Page, the substituted patient information is displayed, instead of the actual patient information. To anonymize a patient exam, drag the exam to the personal folder or a folder within the personal folder
- Right click on the personal folder and check the Anonymous menu option



# Creating Worklist Filters

- **User filters** create personal filters that improve workflow.
- **User filters** are listed under **My Filters** in the Folder List.
- **User filters** can be organized into sub-folders.

# Creating Filters



Choose :

1. Name and description for your Filter

2. Exam Date Range

3. General Criteria

4. Exam Worklist Criteria

Click the **Update Criteria** button twice to populate the Filter Summary

**Edit Filter**

Name: SKTNHR-SCH MG Description: SCH MG Mirror: [Dropdown]  Auto Refresh

Exam Worklist Exam Worklist Columns...  Exception Worklist Exception Worklist Columns...  
 Resolved  Unresolved

Exam Date  Scheduled Date  
Last 7 days Exception Date: Last 24 hours

General Criteria | **Exam Worklist Criteria** | Exception Worklist Criteria

Available Filter Criteria: Exam Description, Has Notes, Ordering Location, Patient Age, Referring Physician, Subspecialty

Filter On: Exam Code, Exam Status, Has Images, Mark Read, Priority

Criteria: Exam Code

Equals: [Field] Does Not Equal: MGAMMSCR

[Update Criteria] [Remove Criteria]

**Filter Summary**

Criteria Name	Equals	Does Not Equal
Exam Code		MGAMMSCR
Exam Status	C-Completed	
Has Images	With Images	
Mark Read	Unread Exams	
Priority	H-HIGH, L-LOW, M-MEDIUM, ...	

[Save] [Cancel]

When the filtering options have been chosen; click “Update Criteria”; check the Filter summary updates; click SAVE

General Criteria Exam Worklist Criteria Exception Worklist Criteria

Available Filter Criteria  
Modality  
Performing Resource  
Sex

Filter On  
Body Part  
Organization

Criteria: Body Part

Equals:  
Does Not Equal:

CHEABD  
[x] CHEABD  
[ ] CHEABDPEL  
[ ] CHEEK  
[ ] CHES  
[ ] CHESST

Update Criteria Remove Criteria

Filter Summary

Criteria Name	Equals	Does Not Equal
Body Part Organization		CHEABD

Save Cancel

# Online Help

- Select the  icon to access Online Help.
- Access the User Manual through the table of contents or by conducting a search



# Logging out of PACS

- Click the **X** icon on the Control Strip near the upper-right corner of the window. If you are viewing an exam, a message displays asking if you are sure you want to close all exam(s).



# AnyWhere Viewer

- IntelliSpace PACS Anywhere is a zero footprint web application that provides access to patient information and images from IntelliSpace PACS on multiple platforms (desktops, laptops, and mobile devices) running multiple operating systems and Web browsers. No installation is required other than the supported HTML 5 compliant browsers and platforms (see below).
- **IntelliSpace PACS Anywhere** is **NOT** a diagnostic application and is intended to be used for review purposes **ONLY** (not intended for primary interpretation). Users can review patient images, exam information, and diagnostic reports.
- Connect to Anywhere Viewer: <https://pacs-viewer.ehealthsask.ca>

## Product Specifications for Anywhere Viewer

	Desktop PC	Mobile Devices
	Firefox 33.1 or higher	Firefox 33.1 or higher
<b>Minimum Browsers</b>	Chrome 37.0 or higher	Chrome 37.0 or higher
	Safari 6 or higher	Safari 6 or higher
	Internet Explorer 10 or 11	Internet Explorer 10 or 11
<b>Minimum Resolution</b>	1024x768	1024x768
<b>Memory</b>	4GB Minimum	4GB Minimum

# PACS Auditing

- All user access, or attempted access of a patient's diagnostic imaging record is tracked and is auditable.
- A patient can request an audit of their record by calling the eHealth Saskatchewan Privacy Service 1-855-347-5465

# Privacy & Confidentiality

All users are reminded:

- Personal health information must be maintained in strict confidence and should only be accessed where required to provide specific services in accordance with HIPA, PIPEDA and eHealth Security Policy.
- All healthcare providers need to review and agree to the *PACS Joint Service and Access Policy* in order to gain access to the PACS application.

# Access to PACS

- PACS can be accessed remotely from your office or your home through the internet using a web browser or by using the fully installed client through VPN.
- Information, forms and detailed instructions on getting ready for PACS are available at: <https://www.ehealthsask.ca/pacs>



# Thank you

*eHEALTH Service Desk:*

**Toll-Free: 1-888-316-7446**

**Fax: 306-781-8480**

**E-Mail: [servicedesk@ehealthsask.ca](mailto:servicedesk@ehealthsask.ca)**