



# **INTELLISPACE PACS ENTERPRISE 4.7.17**

## **USER GUIDE**

October 2023

# Username and Password Set Up

- Your Saskatchewan Health Authority (SHA) System Administrator or eHealth Saskatchewan will assign an IntelliSpace PACS Enterprise (PACS Enterprise) username and password
- Your SHA System Administrator or the eHealth Saskatchewan service desk will ensure you can access PACS Enterprise and inform you how to log in.
- PACS Enterprise is customized based on the Role assigned to you. The access and tools available to you may be different from that of other users

# Log on To IntelliSpace PACS Enterprise



The image shows the login interface for IntelliSpace Radiology - Enterprise. At the top center is the Philips logo, which consists of a shield with a cross and wavy lines. Below the logo is a disclaimer: "The information in PACS is confidential personal health information. By accessing this system you agree to be legally bound to the PACS Services/Access Policy". The main title is "IntelliSpace Radiology - Enterprise" with "Release 4.7" underneath. A security icon and text state "The current connection is secure. Login". The login form includes fields for "User Name", "Password", "Log on to" (a dropdown menu with "eHealthSask" selected), "Login Mode" (a dropdown menu with "Password" selected), and "Location" (a dropdown menu with "Main Location" selected). A "Log In" button is positioned below these fields. At the bottom, there is a small copyright notice: "Copyright and all other proprietary rights in any software and related documentation ('Software') made available to you rest exclusively with Philips or its licensors. No title or ownership in the Software is transferred to you. Use of the Software is subject to the end user license conditions as are available on request."

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The information in PACS is confidential personal health information. By accessing this system you agree to be legally bound to the PACS Services/Access Policy

**IntelliSpace Radiology - Enterprise**  
Release 4.7

The current connection is secure.  
Login

User Name:

Password:

Log on to: eHealthSask

Login Mode: Password

Location: Main Location

Log In

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## Log In Screen

- To Log in to the program enter the User Name and password provided by eHealth Saskatchewan or your SHA System Administrator.
- LOG ON TO: choose eHealthSask if eHealth Saskatchewan provided the username and password. If Username and Password were given by an SHA Administrator choose the SHA location as provided by 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 logging on to PACS Enterprise the Patient Lookup page displays by default allowing the search for *Patients* and their associated exams.

User: PACS POC Last successful logon was at 13:55:10 on 12/05/2022 from IP 172.16.1.74

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Patient Lookup

Shortcuts

Patient Lookup

Folder List

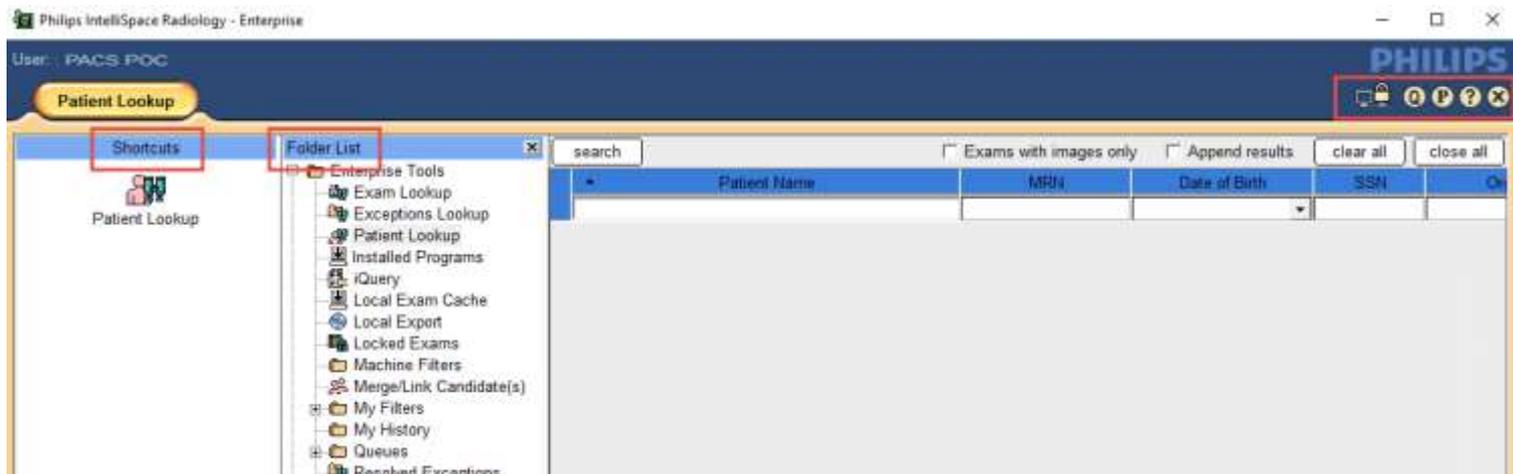
- Enterprise Tools
  - Exam Lookup
  - Exceptions Lookup
  - Patient Lookup
  - Installed Programs
  - Machine Filters
  - My Filters
  - My History
  - PACS LIC [ISE]
  - Resolved Exceptions
  - WFL Layer Applications
  - WFL Management
- Personal Folders

search  Exams with images only  Append results clear all close all

Patient Name	MRN	Organization	Date of Birth	SSN	Sex

# Main Elements of Patient Lookup Page

The basic layout elements in PACS Enterprise are the **Control Strip**, **Folder List**, and **Shortcut Bar**.



Online Help can be accessed by clicking the



1. **Control Strip** displays at the top of PACS Enterprise.
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 PACS Enterprise areas and tools
7. **Shortcuts** The Shortcuts Bar allows quick access to your most frequently used folders, filters, and tools

# Folder List

- The **Folder List** provides access to various **PACS Enterprise** tools filters and folders.
- **Folders** are storage places for easy access to studies. **Personal folders** are private to the user. **Public folders** are shared by those *who have the appropriate permission*.
- **Exam Lookup:** provides search for *exams*, based on a combination of search criteria.
- **Patient Lookup:** provides search for *patients*, based on a combination of search criteria.
- **Exceptions Lookup:** Allows you to find exceptions, defined as exams whose Image information conflicts with information from the HIS/RIS or the PACS Enterprise database.
- **Resolved Exceptions:** Displays those exceptions which have been **Resolved**

- **Local Exam Cache:** Allows machine caching of patient exams for later review. This speeds up access to image data when running PACS Enterprise remotely (based on permissions).
- **Local Export:** Allows export of clinical exams and associated reports to CDs and DVDs (based on permissions).
- **My Filters:** This folder contains personalized search filters. Use the **Preferences** dialog box to create a user filter (accessed by clicking the **P** button on the PACS Enterprise Control Strip). Filters can be based on combinations of modality, body part, exam code, date, patient age.
- **My History:** Contains the last 100 exams viewed by logged in user.
- **Personal Folders:** Collections of exam links for quick reference by the logged in user.
- **Public Folders:** Collections of exam links for quick reference. Public Folders can be accessed by any PACS user who has the correct permissions.

## 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 personal 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

## Accessing Patients and Exams

- **Patient Lookup** is the default page displayed when first logged into IntelliSpace PACS.
- Patient based search based on a combination of search criteria. Patients whose records are based solely on exception studies will not be displayed.
- Search for patients is based on any combination of the following.  
Patient Name; MRN; Organization; SSN/HSN (SK Health Card) DOB; Sex

User: [redacted] PHILIPS

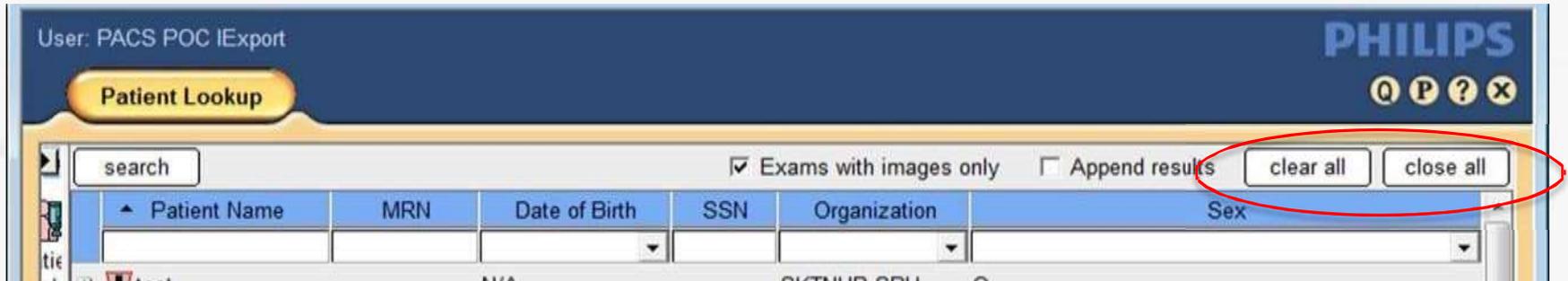
Patient Lookup

search  Exams with images only  Append results clear all close all

Patient Name	MRN	Organization	Date of Birth	SSN	Sex

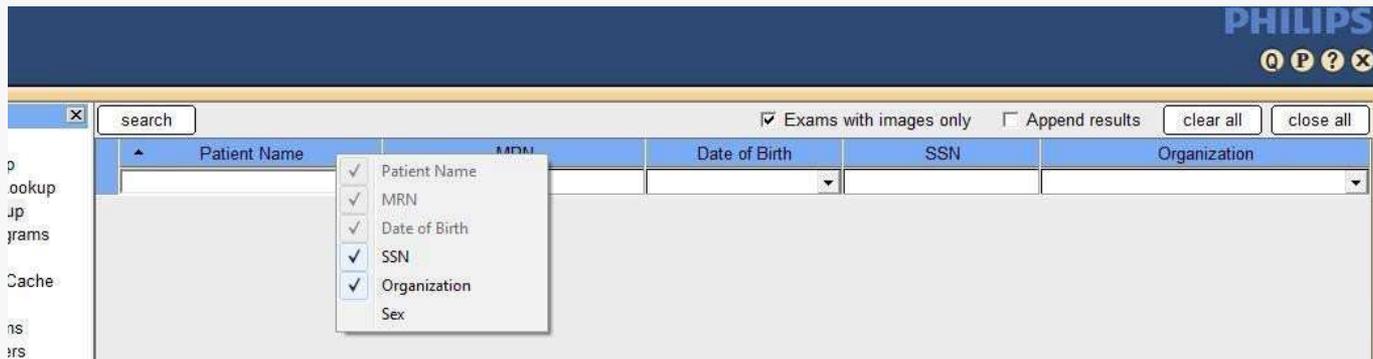
## Clearing/Closing a List of Patients

- If a list of patients is displayed, you can clear the patients in the list and start a new search by clicking the **Clear All** button.
- If there are multiple patients with their exam list displayed click **Close All** to close the lists.



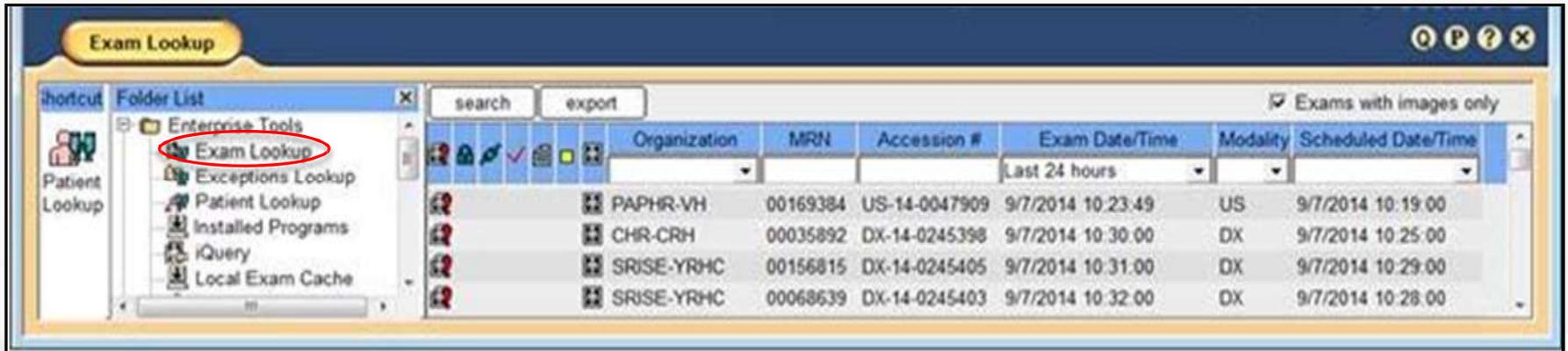
# Showing or Hiding Patient Lookup Columns

- To show or hide any **Patient Lookup** columns click in the column area, above the list of patient names. Select the columns to show or hide. **Patient Name, MRN, and Date of Birth** are hardcoded and must remain as search options.
- To customize arrangement of columns, click and drag the column to preferred location



# Exam Lookup Overview

Exam Lookup is used to find and review *exams*.

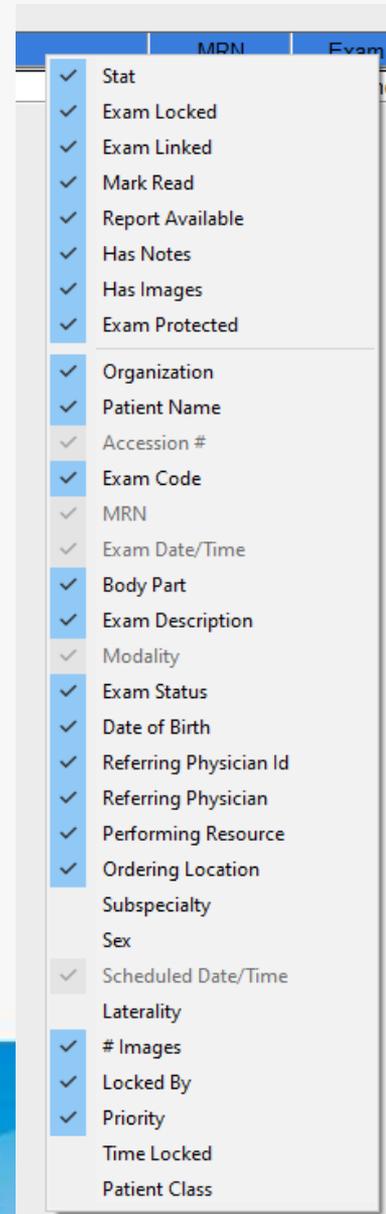


The screenshot displays the 'Exam Lookup' application window. On the left, a 'Folder List' pane shows 'Enterprise Tools' expanded, with 'Exam Lookup' highlighted by a red circle. Below this are 'Patient Lookup', 'Exceptions Lookup', 'Installed Programs', 'iQuery', and 'Local Exam Cache'. The main area features a search bar, an 'export' button, and a table of exam results. The table has columns for Organization, MRN, Accession #, Exam Date/Time, Modality, and Scheduled Date/Time. A filter for 'Exams with images only' is checked. The table contains four rows of data.

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

The following columns can be selected to display for each exam. Greyed out selections are defaulted to display.



## Icons display to the left of Exams



Stat Priority



Locked Exam



Linked Exam



Exam Marked Read



Report available



Exam Note



Images available



Protected Exam from Purge

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

- Double-click an exam to open it.
- Right-click to display a Option dialogue box.
- 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 from the displayed exam list.
- To sort the list of exams, click on the appropriate 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 (if available), exam history, exam notes and provider information.

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



# 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

\*\*\*\*\* 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 is available, the **Diagnostic Report** pane of the **Clinical Information** dialog box displays information in two tabs: **Current** and **History**.



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

Diagnostic Report	Current	History
	Report Date/Time	Report S
Exam Notes (0)	8/9/2019 11:56:08	F
Clinical Info	8/9/2019 11:48:46	P

- Choose PRINT to print a 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
Exam Notes (1)	9/11/2014 16:24:32	C. ... n 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, diagnostic reports and exam notes, patient information, and diagnostic reading workflow.
- The Canvas Page displays contextual and historical information about the patient.

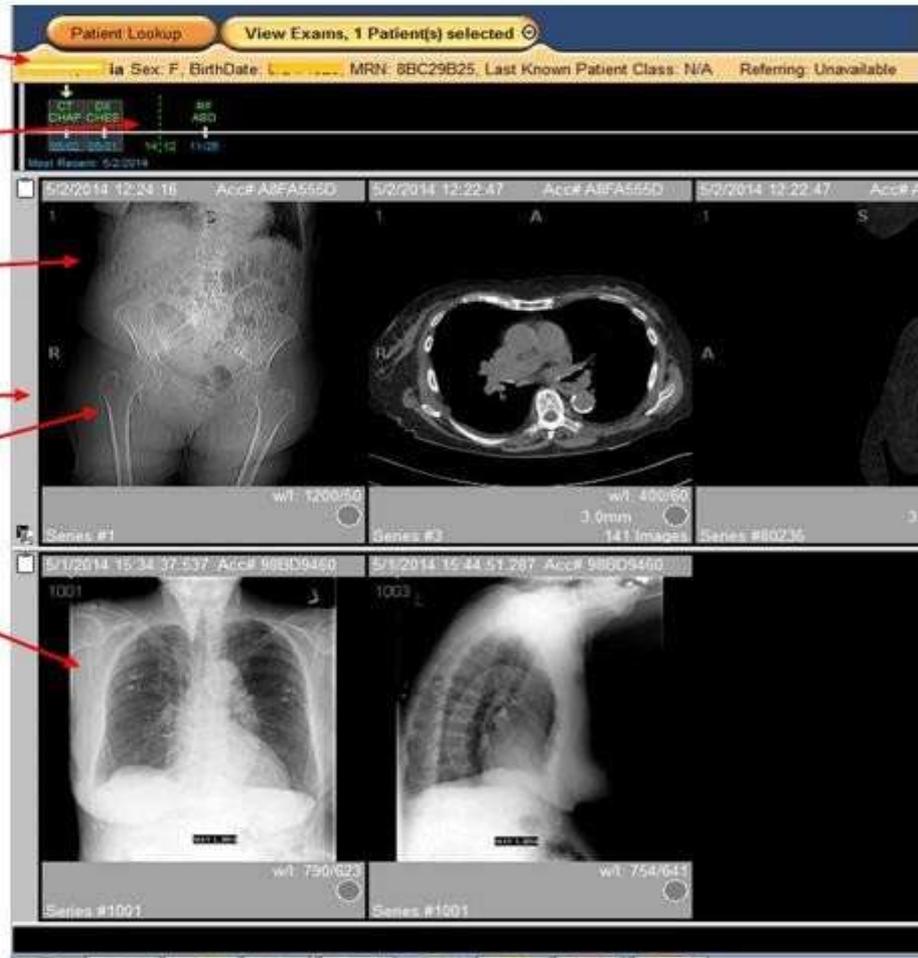
1. Patient Information Area

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 History Timeline

Procedure	Date/Time
CT HEAD	
DX RST	
DX CHES	
DX CHES	
DX CHES	3 03/14
DX CHES	13;12
DX KNEE	05/11
DX CHES	12;10
DX CHES	03/21
DX LUMB	01/07
DX THOR	01/07

Acc#: DX-13-0259451  
Date/Time: 10/23/2013 11:40:00  
Ref. Physician: Daniel  
Procedure Description: DX Chest 1 View  
Status: FINAL  
Patient Class: U

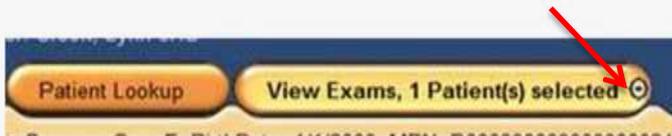
259451 10/23/2013 11:40: (Acc# DX-13-025

# 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

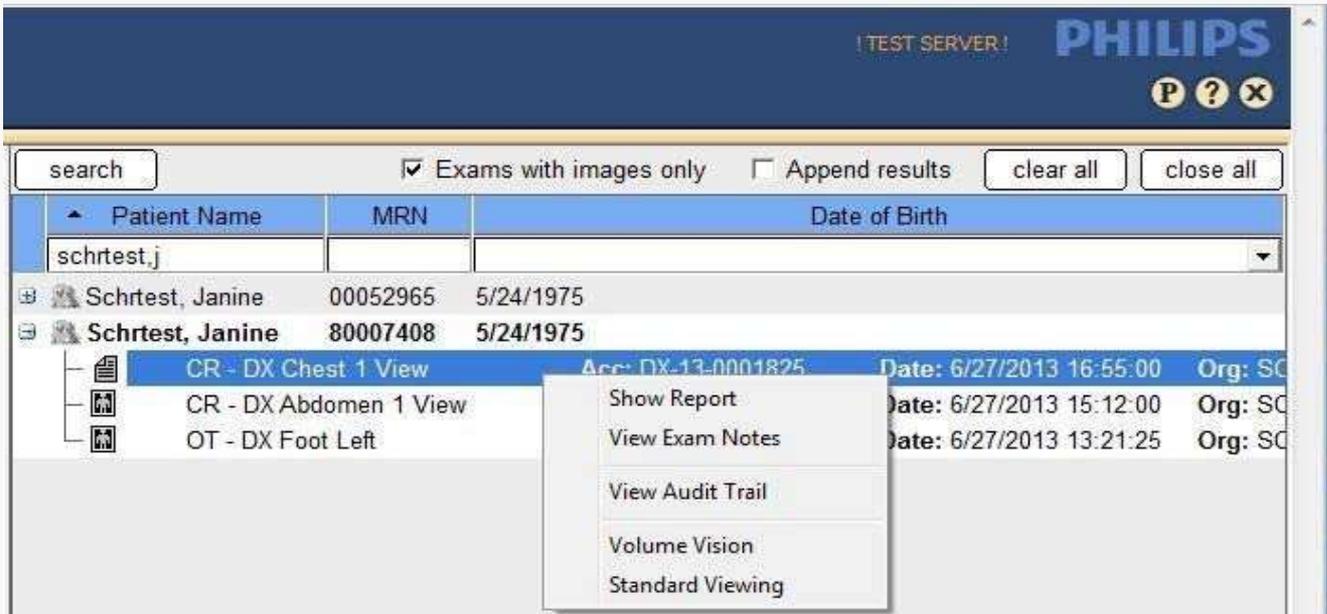
Double-click on any image in the Exam Rack to display a larger view.

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 displays the Philips PACS interface. At the top, it shows "TEST SERVER!" and the "PHILIPS" logo. Below the header is a search bar containing "schrtest.j" and several filters: "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. Two patient entries for "Schrtest, Janine" are shown. The second entry is expanded to show a list of exams: "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, listing 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

Exam Name	Acc: DX-13-0001825	Date: 6/27/2013 16:55:00	Org: SC
CR - DX Chest 1 View			
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

# De-Identify (Anonymize) Patient Information

- When using IntelliSpace PACS for teaching, presentations or demonstrations, you can ***De-Identify*** personal patient information associated with exams in Personal and Public folders.
- 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.
- In the Personal or Public Folder, at the subfolder level, Rt click and choose De-Identify. This only changes the names in the folder.

# Creating Worklist Filters

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

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: SKTRR-SCHMG Description: SCHMG Auto Refresh

Exam Worklist Exam Worklist Columns...  Exception Worklist Exception Worklist Columns...

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: Does Not Equal: MGMAMSCR

Update Criteria Remove Criteria

Filter Summary

Criteria Name	Equals	Does Not Equal
Exam Code		MGMAMSCR
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
- Performance Resource
- Sex

Filter On

- Body Part
- Organization

Criteria: Body Part

Equals: CHEABD

Does Not Equal:

- CHEABD
- CHEABOPEL
- CHEEK
- CHES
- CHESST

Update Criteria Remove Criteria

Filter Summary

Criteria Name	Equals	Does Not Equal
Body Part	CHEABD	
Organization		

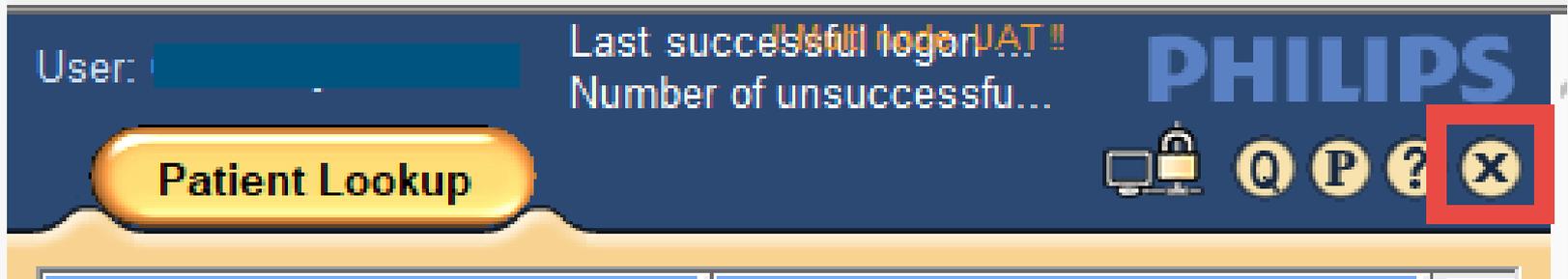
Save Cancel

# 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.

# Supported Operating Systems and Browsers

## IntelliSpace Radiology-Enterprise

	Minimum
CPU	Intel i5 two logical processors @ 2.5 GHz or higher
RAM	4 GB
Graphics Card	Mid-range graphics card
Diagnostic Displays	-
Navigation Monitor	1280 x 1024 True Color
Browser Compatibility	Internet Explorer 10 and 11
OS Compatibility	Windows 7 and 10, 32 bit or 64 bit
Additional Software	Adobe Acrobat Reader

## 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.

<https://pacs-viewer.ehealthsask.ca/anywhere/apppage.html#login>

# Product Specifications for Anywhere Viewer

The following browsers and operating systems are supported in this release of IntelliSpace PACS Anywhere.

	Desktop PC	Apple Macintosh OS X	iOS Devices	Other Mobile Devices
<b>Minimum Browsers</b>	Chrome v37 and above	Safari V7 and above	Safari iOS7 and above	Chrome 37 and above
	Internet Explorer 10 and above			Internet Explorer 10 and above
	Firefox v33 and above			
<b>Minimum Resolution</b>	1024x768	1024x768	1024x768	
<b>Memory</b>	2 GB Minimum	2 GB Minimum	1 GB Minimum	1 GB Minimum
	4 GB Recommended	4 GB Recommended	2 GB Recommended	2 GB Recommended

# 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* to gain access to the PACS application.

## Access to PACS

Information, forms and detailed instructions on getting ready for PACS are available at:

<https://www.ehealthsask.ca/pacs>



***EHealth Service Desk:***

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

**Toll Free: 1-800-316-7446**

**Fax: 306-781-8480**