Username and Password Set Up

• When your eHealth or your System Administrator has assigned your IntelliSpace PACS username and password, you can access IntelliSpace PACS.

• Your IntelliSpace PACS System Administrator should ensure you can access the IntelliSpace PACS server and tell you which authentication system to log in to.

• 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 On To Intellispace PACS

PHILIPS

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 PACS Enterprise

Enterprise Version 4.4.509.8

Login

User Name
Password
Log on to: eHealthSask
Login Mode: Password
Location: Main Location

OK
Log In Screen

• In the Log in Screen enter the user name and password provided by your Regional Health Authority or eHealth Saskatchewan.

• **LOG ON TO** : choose the Health Region who provided your username and password or eHealth if eHealth provided the username and password.

• 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 on to Intellispace PACS the Patient Lookup page displays by default, allowing you to search for patients and their exams.
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 RT 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 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.
  2. Right click on a folder or filter, and select Create Shortcut.
Accessing Patients and Exams

- **Patient Lookup** is the first screen displayed when you log into IntelliSpace PACS.
- You can quickly find patients (with or without associated images) based on a combination of search criteria. Patients whose records are based solely on exception studies are not displayed.
- PACS Administrators can set a System Preference to specify which columns are displayed in the Patient Lookup.
- You can search for patients based on any combination of the following.
- The search criteria in bold below must be displayed at all times:
  - **Patient Name**
  - **MRN**
  - **Date of Birth**
  - SSN=HSN (Sask Health Card Number)
  - **Organization**
  - **Sex**
Patient Lookup Overview

Select search criteria and click Search

Search for exams with images

Clear all or close all for new search
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 if more than one match is listed.
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 **Clear All**.
• All names in the list are removed.
• With multiple patients displayed with 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.
- With 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. Shown 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
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** is hardcoded and must be displayed.

- MRN
- Accession#
- Exam Date/Time
- Modality
- Scheduled Date/Time
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.
- Resize columns by clicking the right edge of the column and dragging it to the left or right.
- Sort the list by clicking on each column header.
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 an Exam Memo is available.
No report available.
Viewing Clinical Information-Diagnostic Report

Diagnostic Report

FINAL REPORT

**** Computed Tomography ****

Exam Date/Time Ordering Physician
CT Chest/Abdomen/Pelvis w/ 26/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 1.4 cm when compared to unenhanced chest CT. No diffuse markings and no other nodules noted in abdominal cavity on this training patient.

**** FINAL REPORT ****
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

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

Three types of pre-defined exam notes and up to seven generic types, which are modified by the PACS administrator, are supplied

- **Exam notes** for general information
- **Preliminary notes** for preliminary findings
- **Technologist notes** for communicating information about the exam for the referring physician or radiologist

In addition to these

- **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, historical information about the patient.
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.
Patient History Timeline (continued)

- **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 (continued)

- You can open exams for multiple patients and then use this tab to navigate between the 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 Cine or 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 DI report for that exam
Making Patient Information Anonymous

• When using IntelliSpace PACS for teaching presentations or demonstrations, you can make personal patient information associated with exams in Personal and Public folders anonymous.

• 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 in the Patient History timeline and Relevant Exams area.

• 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 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 folders.
Creating Filters
Choose:
1. Name and description for your Filter
2. Exam Date Range
3. General Criteria
4. Exam Worklist Criteria

Click Update Criteria twice to populate the filter summary
When the filtering options have been chosen “Update Criteria” check the Filter summary updates, and SAVE
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 application that provides access to patient information and images from IntelliSpace PACS 4.4 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.

- **IntelliSpace PACS Anywhere** is a non-diagnostic application intended to be used for review purposes only (not intended for primary interpretation). Users can review patient and exam information, images, and diagnostic reports. It may be used for image viewing, clinical consultation, communication, and collaboration.

- Instructions for Connecting to Anywhere Viewer is available at www.ehealthsask.ca/pacs
### Product Specifications for Anywhere Viewer

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<th>Desktop PC</th>
<th>Mobile Devices</th>
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<td><strong>Minimum Browsers</strong></td>
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<td></td>
<td>1GB Recommended</td>
<td>1GB Recommended</td>
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PACS Global Masking

Saskatchewan residents have the right to manage and protect their personal health information.

- Global Masking is a function available in PACS,
  - This allows patients to request a mask of their diagnostic imaging record and restrict access to their images and reports.
  - The patient will determine the time duration associated with their masked record.
Accessing a Masked Patient

Purpose of access:
- Express Consent of the patient has been obtained.
- Emergency circumstances exist in which the patient is unable to provide consent.
- Technologist required to view images in order to complete procedure.
- Radiologist required to view images in order to report procedure.

Consent requested for: (choose from options below)
- 1 Day.
- 7 days.
- 30 days.
- Indefinite.

[Buttons: Acknowledge Access Consent, Cancel - Wish to Back Out of Exam]
PACS Global Masking - Summary

- Health care providers can override a masked patient to provide patient care, if they meet one of the unmasking criteria.
- If a health care provider selects a “masked” patient, a pop-up screen will display the following unmasking criteria:
  - Express patient consent (patient granted access to a health care provider, either verbally or via a consent form).
  - Emergency circumstances where consent cannot be obtained.
  - An authorized radiologist requires access to report on a procedure.
  - An authorized technologist requires access in order to complete a procedure.
- Health care providers can print a consent form when selecting an unmasking reason.
- If a health care provider has “express patient consent”, they may unmask a patient record for a duration of time, or indefinitely.
- All other conditions will only unmask a patient record for 1 day, for that authorized user.
PACS Auditing

• All user access, or attempted access of a patient’s diagnostic imaging record is tracked and is auditable.
  – All records can be audited not just records of masked patients.
• A patient can request an audit of their record by calling the eHealth Saskatchewan Privacy Service 1-855-347-5465
Privacy & Confidentiality

Staff are reminded:

• Personal health information must be maintained in strict confidence and should only be accessed where required to provide the specific service under the direction of the RHA (Source Trustee) staff.

• Health care providers need to review and agree to the PACS Joint Service and Access Policy
Remote Access to PACS

• PACS can be accessed remotely from your office or your home through the Web, using Internet Explorer.

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

• You **must** complete the steps outlined in “*Instructions for Connecting to PACS Remotely.*”
Thank you

eHEALTH Service Desk:
Toll-Free: 1-888-316-7446
Fax: 306-781-8480
E-Mail: servicedesk@ehealthsask.ca