



INTELLISPACE PACS 4.4

USER GUIDE

October 2014

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

Logon

User Name

Password

Log on to eHealthSask

Logon Mode Password

Location Main Location

OK

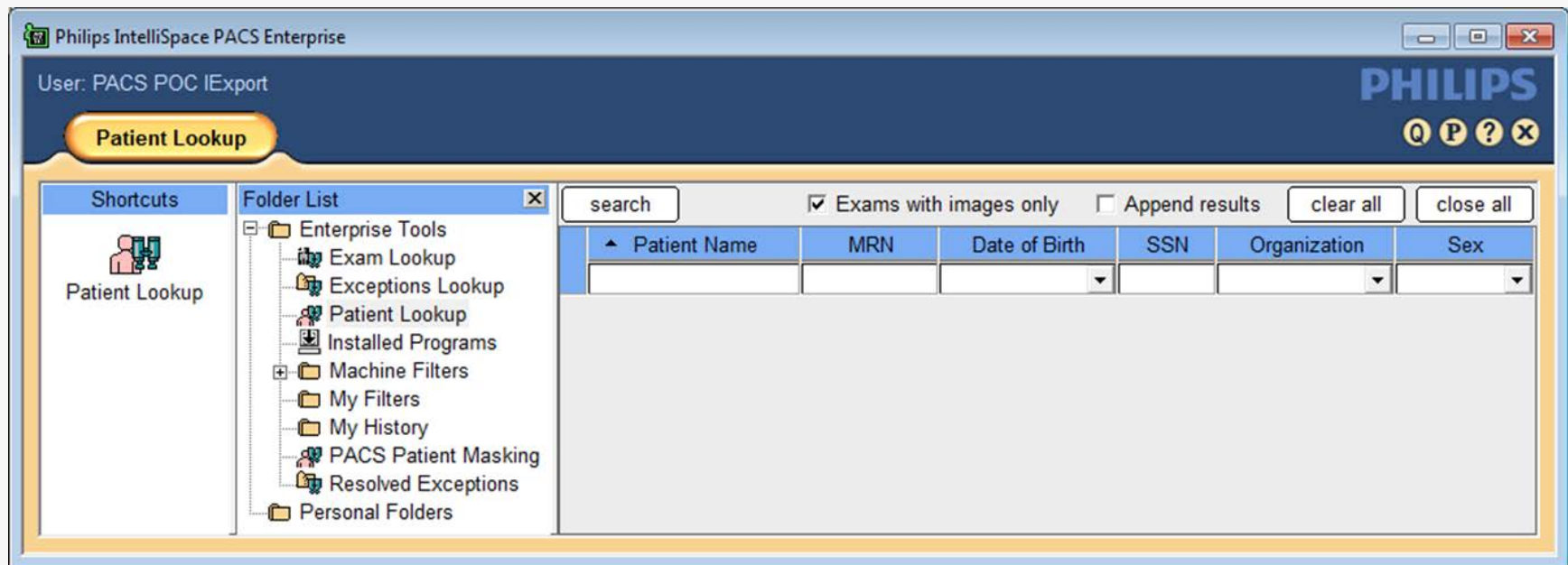
Log In Screen

- 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

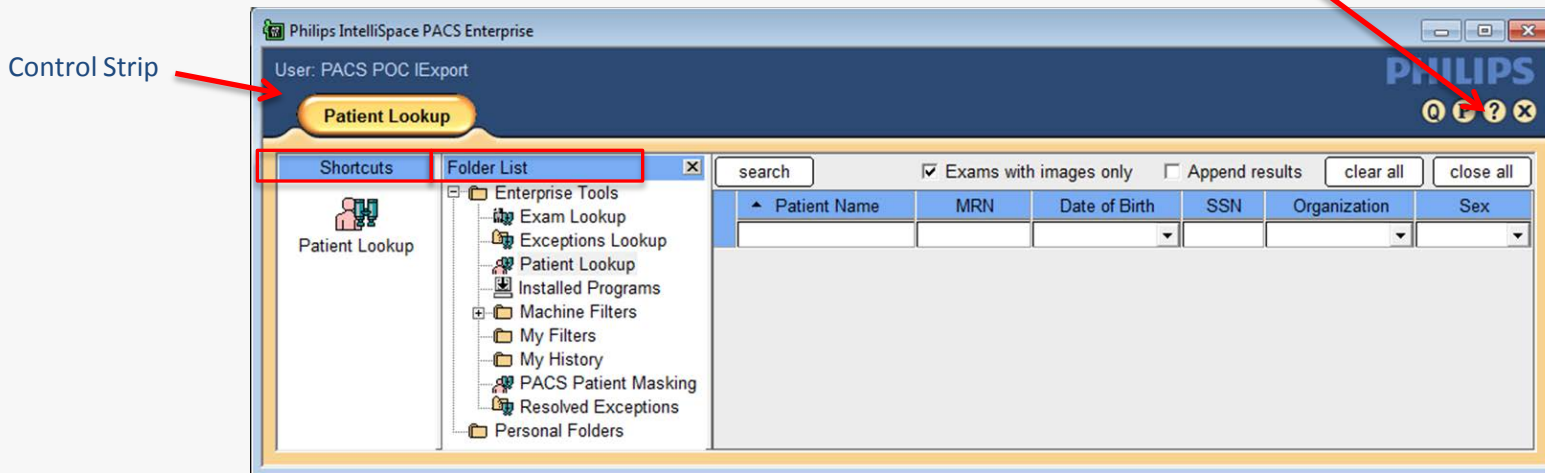
Patient Lookup Page

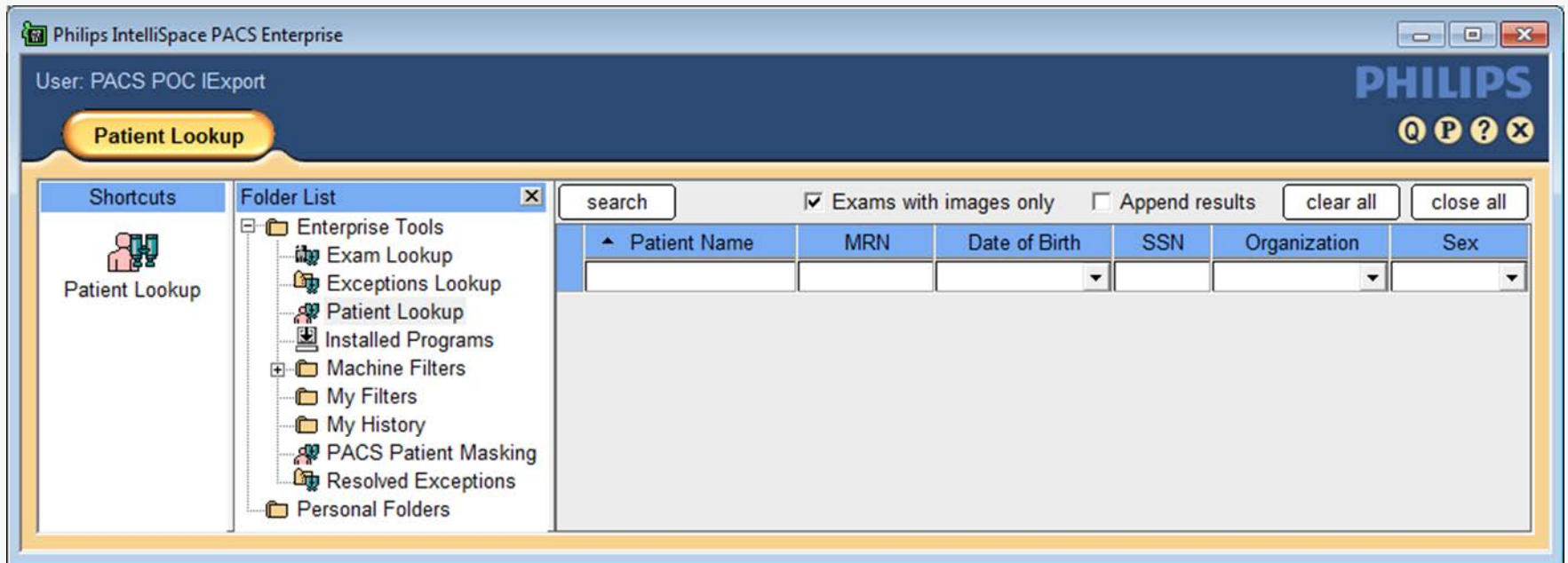
After you log on to Intellispace PACS the Patient Lookup page displays by default, allowing you to search for patients and their exams.







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

The screenshot shows the Philips Patient Lookup interface. At the top, it says "User: PACS POC Export" and "PHILIPS" with icons for Q, P, ?, and X. Below this is a yellow "Patient Lookup" button. A red arrow points from the text "Select search criteria and click Search" to a "search" button. Another red arrow points from "Search for exams with images" to a checkbox labeled "Exams with images only", which is currently checked. A third red arrow points from "Clear all or close all for new search" to "clear all" and "close all" buttons. Below these buttons is a table with columns: Patient Name, MRN, Date of Birth, SSN, Organization, and Sex. The table has one row with empty input fields.

Patient Name	MRN	Date of Birth	SSN	Organization	Sex

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.

The screenshot shows the Philips Patient Lookup interface. At the top, it says 'User: PACS POC IExport' and 'PHILIPS'. Below this is a 'Patient Lookup' tab. The search area includes a 'search' button, a checkbox for 'Exams with images only' (checked), and a checkbox for 'Append results' (unchecked). To the right of these are two buttons: 'clear all' and 'close all', which are circled in red. Below the search area is a table with columns: Patient Name, MRN, Date of Birth, SSN, Organization, and Sex. The table is currently empty.

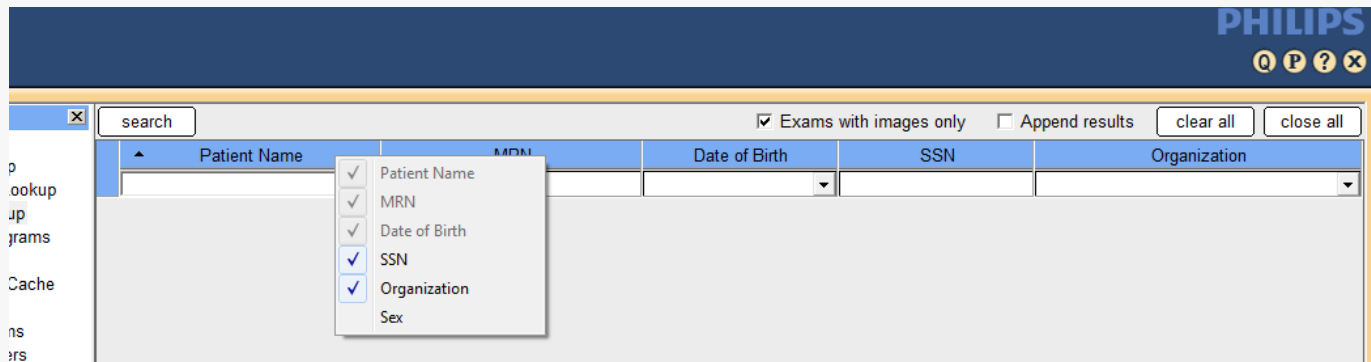
Patient Name	MRN	Date of Birth	SSN	Organization	Sex
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Closing a List of Patients

- 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.

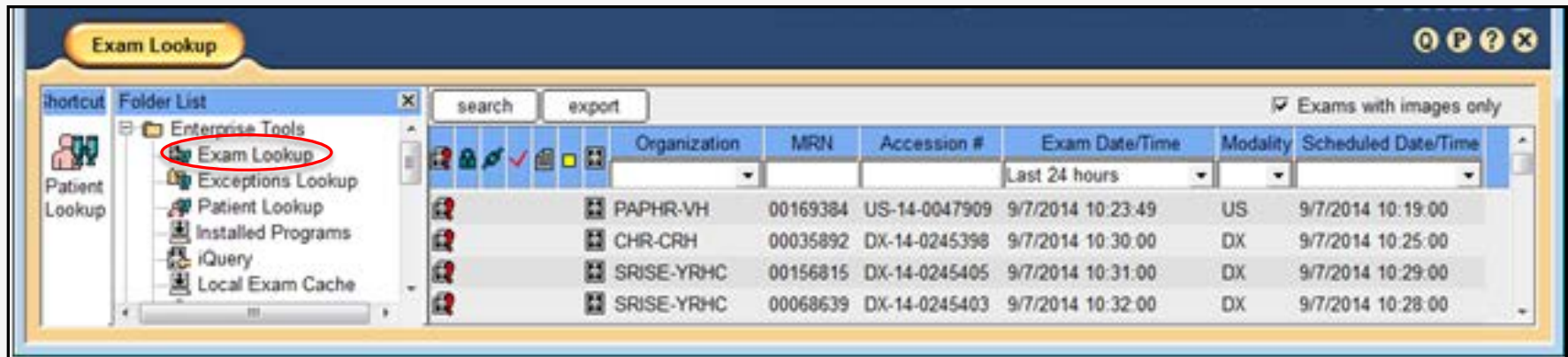


Rearranging Patient Lookup Columns

- 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

<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

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

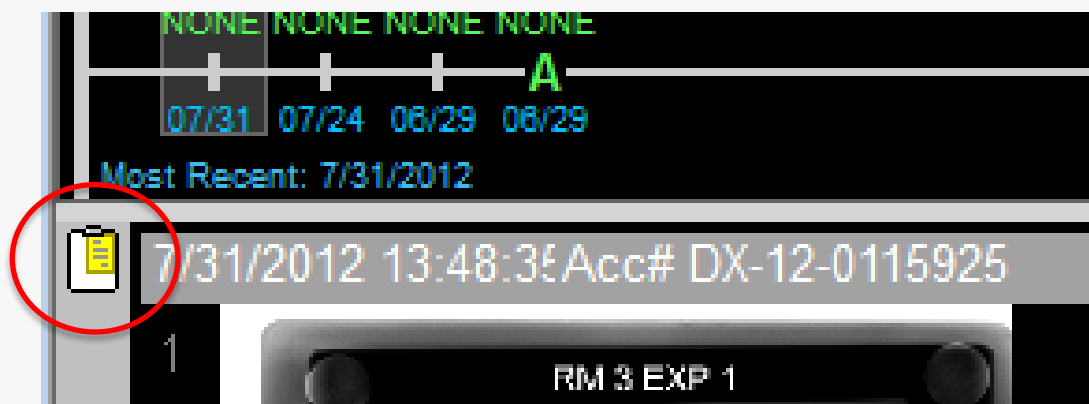
When a list of exams is displayed, you can do the following:

- 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

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 *****

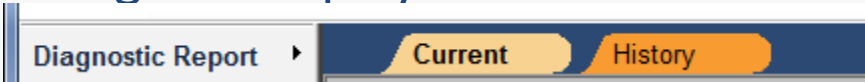
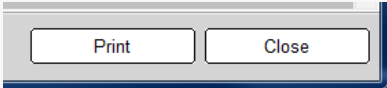
Exam Exam Date/Time Ordering Physician
CT Chest/Abdomen/Pelvis w/ 28/Mar/2014 14:19 Du Plessis, Hendrik
+ w/o con CST

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 exists, the **Diagnostic Report** pane of the **Clinical Information** dialog box displays information in two tabs: **Current** and **History**.A screenshot of a software interface showing a 'Diagnostic Report' pane. It has two tabs: 'Current' and 'History'. The 'Current' tab is selected and highlighted in orange.
- 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.A screenshot of a small dialog box with two buttons: 'Print' and 'Close'.
- 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: [redacted] Phone: N/A Pager: N/A
Accession #: CT-14-00049 Exam Code: CTCAPWW Location: Emergency

	Date / Time	Author	Subject	Note Type
Exam Notes (1)	9/11/2014 16:24:32	C [redacted] n eHS	Test	Technologist Note

Diagnostic Report
Exam Notes (1)
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

New Note

Audit Trail Delete Note Print Close

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.

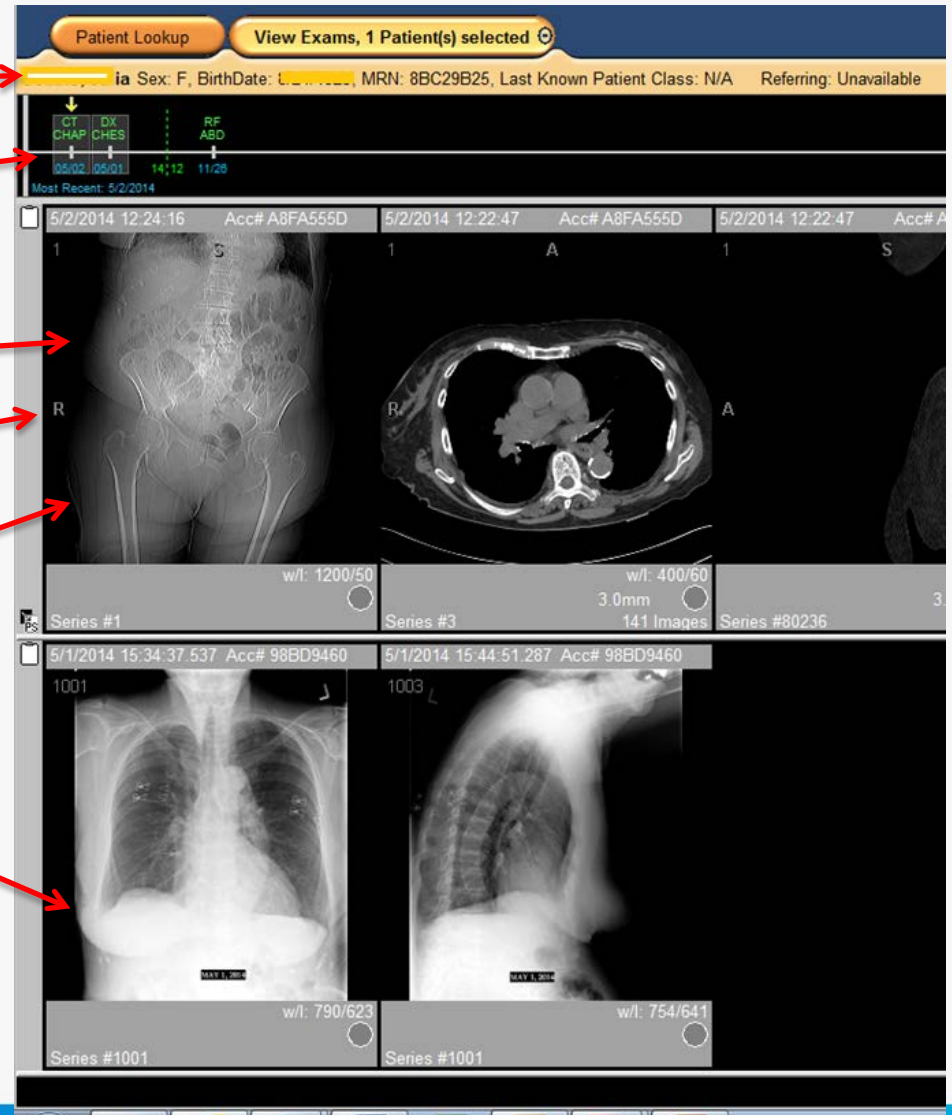
1. Patient Information Area

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.

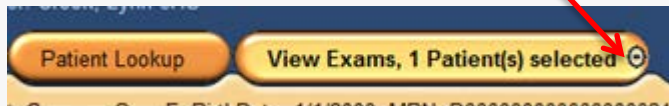
Patient History Timeline (continued)

- **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)

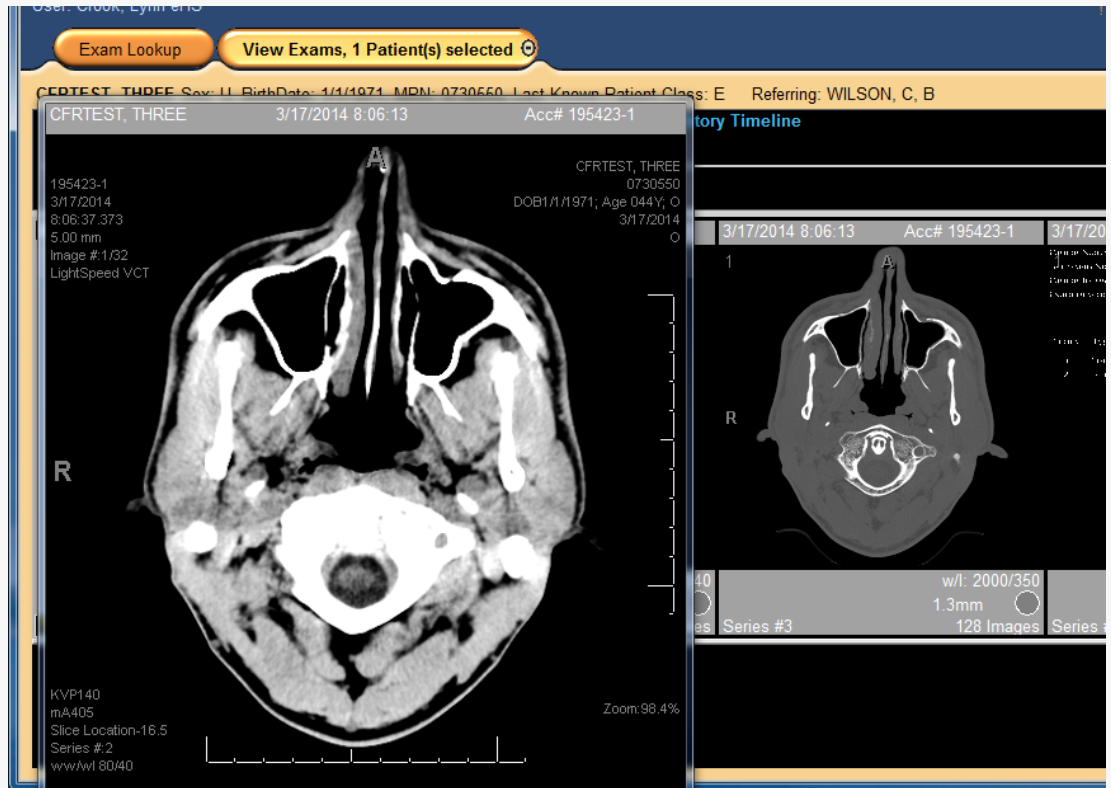
- You can open exams for multiple patients and then use this tab to navigate between the patients.
 - Right click on the tab, select the patient you want to navigate to.
 - Select the bulls-eye icon to close the patient.



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

The screenshot displays the Philips eHealth interface. At the top, there is a header bar with the text "! TEST SERVER !" and the "PHILIPS" logo. Below the header, there is a search bar with the text "search" and a dropdown menu showing "schrtest,j". To the right of the search bar are two checkboxes: "Exams with images only" (checked) and "Append results" (unchecked). Further right are two buttons: "clear all" and "close all".

Below the search bar is a table with columns: "Patient Name", "MRN", and "Date of Birth". The table contains two rows of patient data:

Patient Name	MRN	Date of Birth
Schrtest, Janine	00052965	5/24/1975
Schrtest, Janine	80007408	5/24/1975

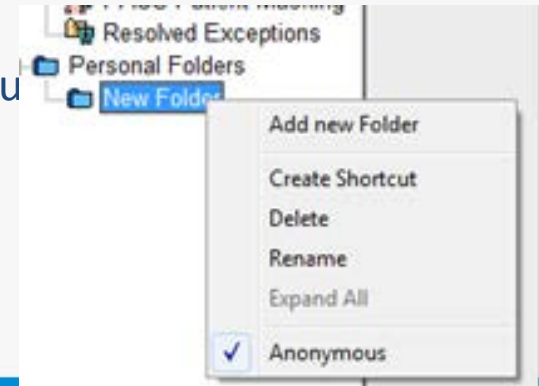
Below the patient data, there is a list of exams. The first exam is "CR - DX Chest 1 View" with "Acc: DX-13-0001825", "Date: 6/27/2013 16:55:00", and "Org: SC". The second exam is "CR - DX Abdomen 1 View" with "Date: 6/27/2013 15:12:00" and "Org: SC". The third exam is "OT - DX Foot Left" with "Date: 6/27/2013 13:21:25" and "Org: SC".

A right-click context menu is open over the first exam row, showing the following options:

- Show Report
- View Exam Notes
- View Audit Trail
- Volume Vision
- Standard Viewing

Making Patient Information Anonymous

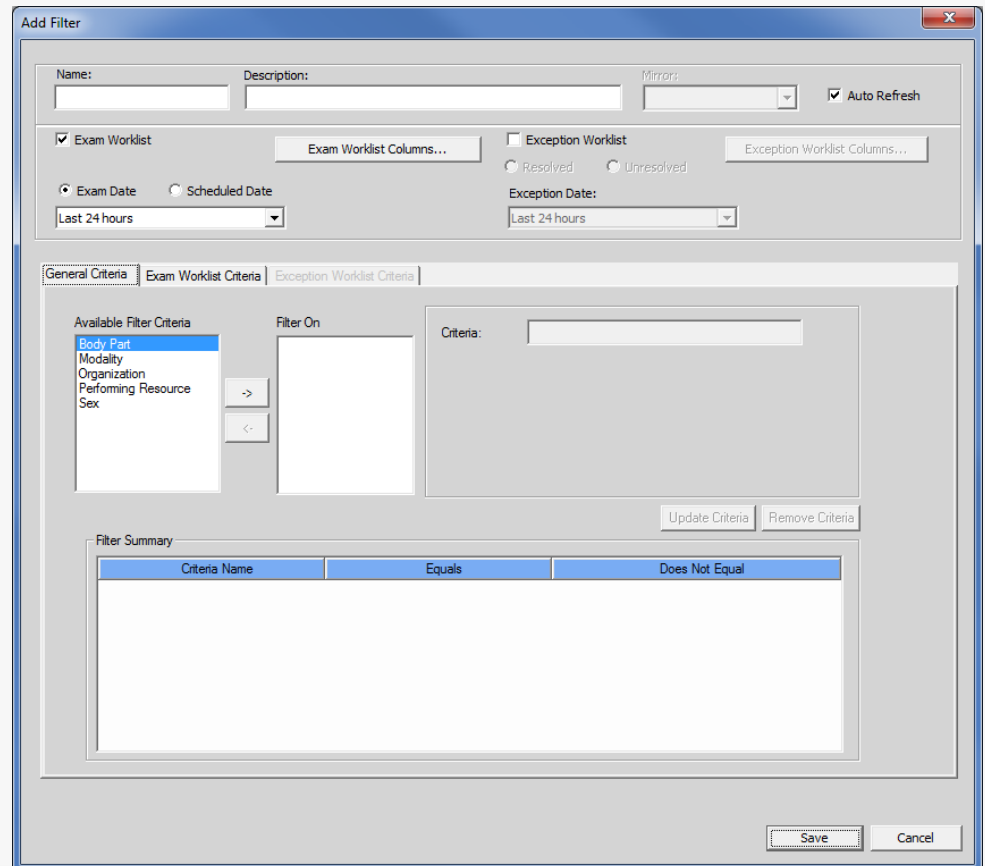
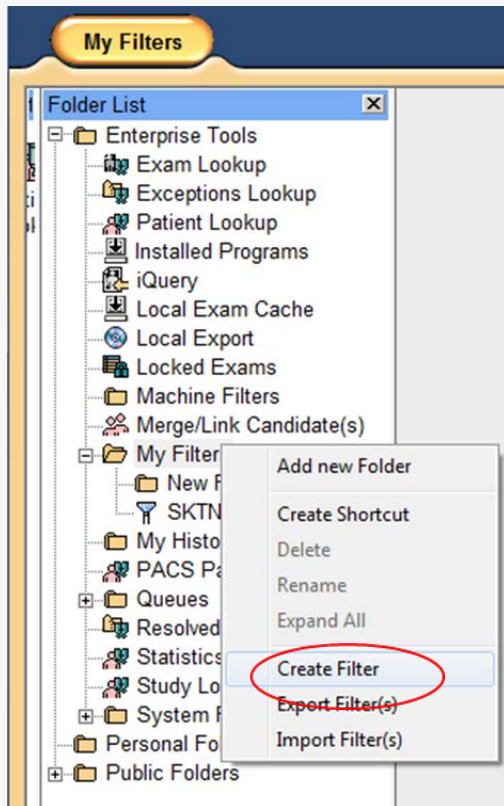
- When using IntelliSpace PACS for teaching presentations or demonstrations, you can make personal patient information associated with exams in Personal and Public folders *anonymous*.
- When you do this, IntelliSpace PACS substitutes actual patient information with randomly generated information for 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



Creating Worklist Filters

- **User filters** create personal filters that to 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

Dialog Box: Edit Filter

Name: SKTHIR-SCH MG Description: SCH MG Mirror: None Auto Refresh: ☒

☒ Exam Worklist Exam Worklist Columns... ☐ Exception Worklist Exception Worklist Columns...

☒ Exam Date ☐ Scheduled Date Last 7 days

☐ Resolved ☐ Unresolved 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: [Empty Field] 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 “Update Criteria” check the Filter summary updates, and SAVE


The screenshot shows a software interface with the following components:

- General Criteria** tab selected.
- Available Filter Criteria**: Modality, Performing Resource, Sex.
- Filter On**: Body Part, Organization.
- Criteria**: Body Part.
- Equals**: (empty).
- Does Not Equal**: ☒ CHEABD, ☐ CHEABOPEL, ☐ CHEEK, ☐ CHES, ☐ CHESST.
- Update Criteria** and **Remove Criteria** buttons.
- Filter Summary** table:

Criteria Name	Equals	Does Not Equal
Body Part		CHEABD
Organization		

Save and **Cancel** buttons.

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

	Desktop PC	Mobile Devices
	Firefox 16	Safari on iOS 6
Minimum Browsers	Chrome 13	Chrome 18 on Android 4
	Safari 5	Internet Explorer 10
	Internet Explorer 10	
Minimum Resolution	1024x768	1024x768
Memory	512MB Minimum	512MB Minimum
	1GB Recommended	1GB Recommended

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.



Print Form

Consent requested for: (choose from options below)

- ☐ 1 Day.
- ☐ 7 days.
- ☐ 30 days.
- ☐ Indefinite.

Acknowledge Access Consent

Cancel - Wish to Back Out of Exam

Powered by  Primordial

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