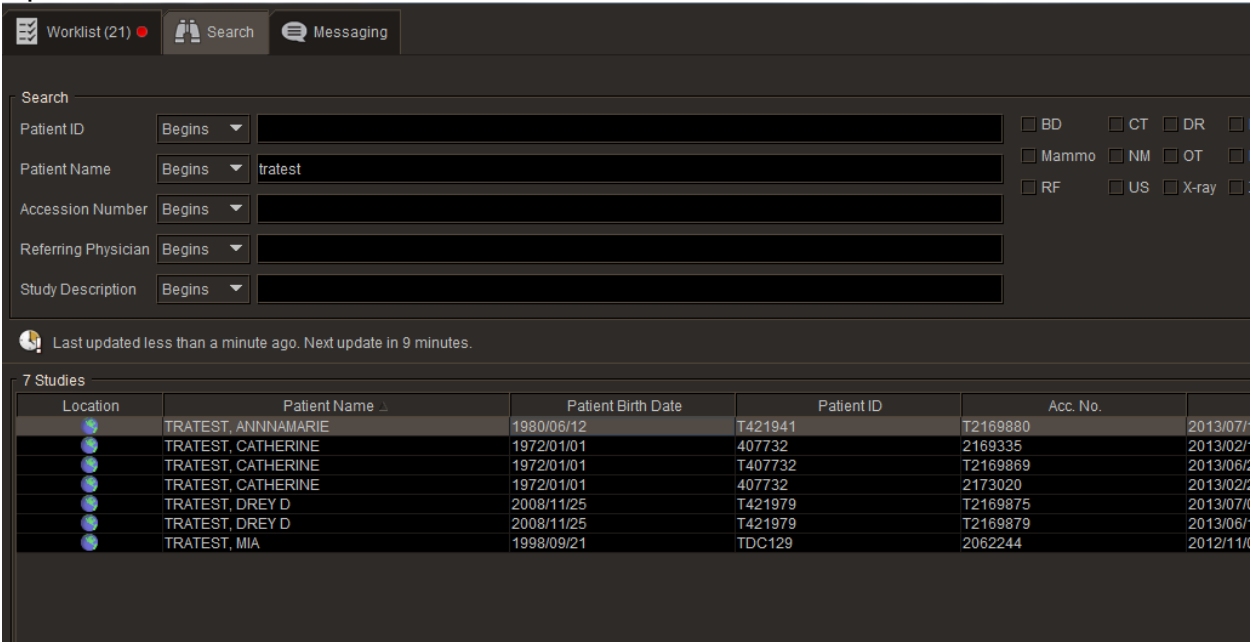


I. Purpose

The purpose of this document is to describe the required workflow process to create a key image series to allow a CD to be burned with only a select amount of images within IntelePACS.

II. Procedure

1. Open the exam in InteleViewer from either the work list or the search menu.

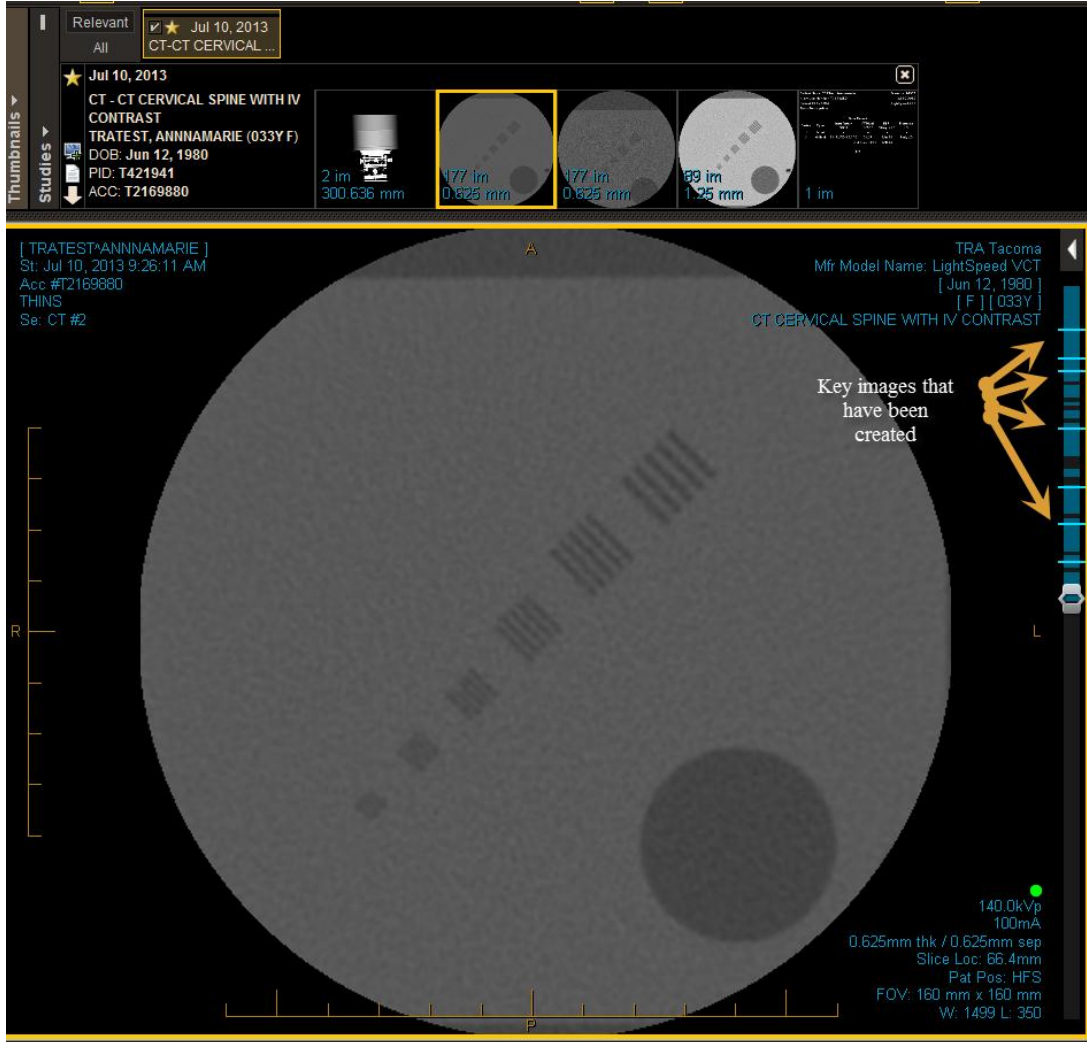


The screenshot shows the IntelePACS search interface. At the top, there are tabs for 'Worklist (21)', 'Search', and 'Messaging'. Below these is a search section with several filters: Patient ID, Patient Name (containing 'tratest'), Accession Number, Referring Physician, and Study Description. To the right of these filters are checkboxes for various modalities: BD, CT, DR, Mammo, NM, OT, RF, US, and X-ray. Below the search filters, a status bar indicates 'Last updated less than a minute ago. Next update in 9 minutes.' Below that is a table titled '7 Studies' with columns for Location, Patient Name, Patient Birth Date, Patient ID, Acc. No., and a date column.

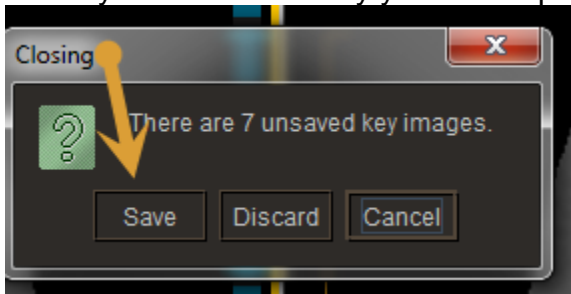
Location	Patient Name	Patient Birth Date	Patient ID	Acc. No.	
	TRATEST, ANNNAMARIE	1980/06/12	T421941	T2169880	2013/07/7
	TRATEST, CATHERINE	1972/01/01	407732	2169335	2013/02/7
	TRATEST, CATHERINE	1972/01/01	T407732	T2169869	2013/06/7
	TRATEST, CATHERINE	1972/01/01	407732	2173020	2013/02/7
	TRATEST, DREY D	2008/11/25	T421979	T2169875	2013/07/7
	TRATEST, DREY D	2008/11/25	T421979	T2169879	2013/06/7
	TRATEST, MIA	1998/09/21	TDC129	2062244	2012/11/7

Document Number	Creation Date	Revision Date	Page 2 of 4
IT-00147	7/7/2013		

- To create a key image press space bar on any images that you want to be tagged as a key image. The viewport will flash a brighter yellow when you hit the spacebar. Along the side bar blue tick marks will appear where every key image was made.



- When you close the study you will be prompted to save the key images.



4. When you save the key images it will save them in a new series that will be called key images. You may have to hit search again or refresh for the series to appear.

Location	Patient Name	Patient Birth Date	Patient ID	Series Date	Mod.	Series No.	Images	Series Description
	TRATEST, ANNNAMARIE	1980/06/12	T421941	2013/07/10 09:26:11	CT	1	2	SCOUT
	TRATEST, ANNNAMARIE	1980/06/12	T421941	2013/07/12 09:27:02	PR	1000	7	KEY IMAGES
	TRATEST, ANNNAMARIE	1980/06/12	T421941	2013/07/10 09:26:11	SR	997	1	DOSE RECORD
	TRATEST, ANNNAMARIE	1980/06/12	T421941	2013/07/10 09:27:40	CT	4	89	CSPINE STD
	TRATEST, ANNNAMARIE	1980/06/12	T421941	2013/07/10 09:26:11	CT	999	1	DOSE REPORT
	TRATEST, ANNNAMARIE	1980/06/12	T421941	2013/07/10 09:27:40	CT	3	177	C SPINE BONE
	TRATEST, ANNNAMARIE	1980/06/12	T421941	2013/07/10 09:27:40	CT	2	177	THINS

New series called key images

5. You can burn a CD of those images directly from the Viewer at this point.

Location	Patient Name	Patient Birth Date	Patient ID	Series Date	Mod.	Series No.	Images	Series Description
	TRATEST, ANNNAMARIE	1980/06/12	T421941	2013/07/10 09:26:11	CT	1	2	SCOUT
	TRATEST, ANNNAMARIE	1980/06/12	T421941	2013/07/12 09:27:02	PR	1000	7	KEY IMAGES
	TRATEST, ANNNAMARIE	1980/06/12	T421941	2013/07/10 09:26:11	SR	997	1	DOSE RECORD
	TRATEST, ANNNAMARIE	1980/06/12	T421941	2013/07/10 09:27:40	CT	4	89	CSPINE STD
	TRATEST, ANNNAMARIE	1980/06/12	T421941	2013/07/10 09:26:11	CT	999	1	DOSE REPORT
	TRATEST, ANNNAMARIE	1980/06/12	T421941	2013/07/10 09:27:40	CT	3	177	C SPINE BONE
	TRATEST, ANNNAMARIE	1980/06/12	T421941	2013/07/10 09:27:40	CT	2	177	THINS

Right click on series labeled key images

- View selected series
- Add selected series
- List all studies for patient
- Send link to study
- Burn to CD/DVD
- Export DICOM
- Export DICOM (with InteleViewer)
- View Reports

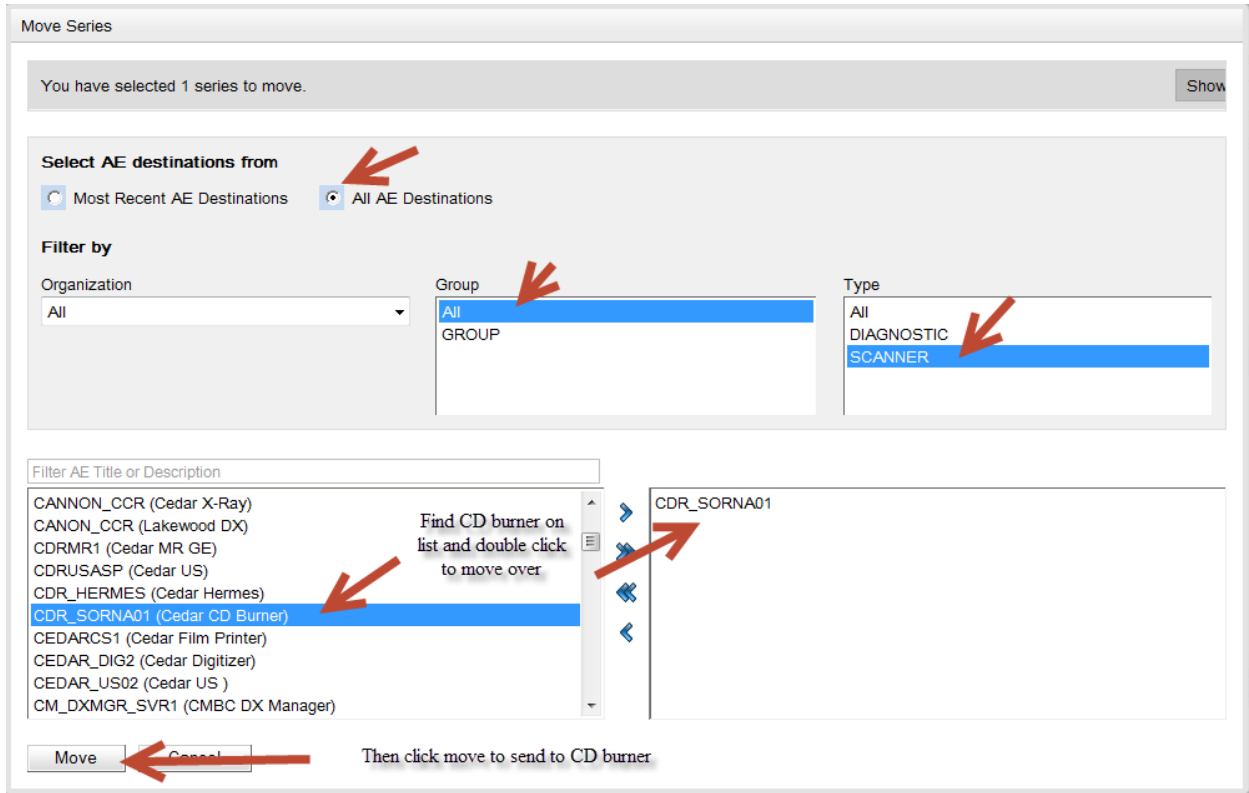
6. Or you can send to the Sorna CD burner from the Browser.

Patient Name	Patient ID	DOB	Sex	Acc. No.	Study Date
TRATEST, ANNNAMARIE	T421941	1980 Jun 12	F	T2169880	2013 Jul 10 09:26
TRATEST, DREY D	T421979	2008 Nov 25	F	T2169875	2013 Jul 09 07:59
TRATEST, CATHERINE	T407732	1972 Jan 01	F	T2169869	2013 Jun 25 09:08
TRATEST, DREY D	T421979	2008 Nov 25	F	T2169879	2013 Jun 19 06:18
TRATEST, CATHERINE	407732	1972 Jan 01	F	2173020	2013 Feb 22 15:55
TRATEST, CATHERINE	407732	1972 Jan 01	F	2169335	2013 Feb 19 11:34
TRATEST, MIA	TDC129	1998 Sep 21	F	2062244	2012 Nov 05 09:24

Send to CD burner by clicking here

Patient Name	Series Date	Mod.	Series No.	Images	Series Description
TRATEST, ANNNAMARIE	2013 Jul 12 09:27	PR	1000	7	KEY IMAGES
TRATEST, ANNNAMARIE	2013 Jul 10 09:27	CT	4	89	CSPINE STD
TRATEST, ANNNAMARIE	2013 Jul 10 09:27	CT	3	177	C SPINE BONE
TRATEST, ANNNAMARIE	2013 Jul 10 09:27	CT	2	177	THINS
TRATEST, ANNNAMARIE	2013 Jul 10 09:26	CT	1	2	SCOUT
TRATEST, ANNNAMARIE	2013 Jul 10 09:26	SR	997	1	DOSE RECORD
TRATEST, ANNNAMARIE	2013 Jul 10 09:26	CT	999	1	DOSE REPORT

7. Select CD burner from AE title list and click move to send to burner.



III. Revision History

Revision Date	Description	Revision Purpose	Approved By
7/12/2013	Initial Creation Annamarie Thornton		