IDEXX-PACS* 4.0

Imaging Software

Quick Reference Guide

IDEXX LABORATORIES

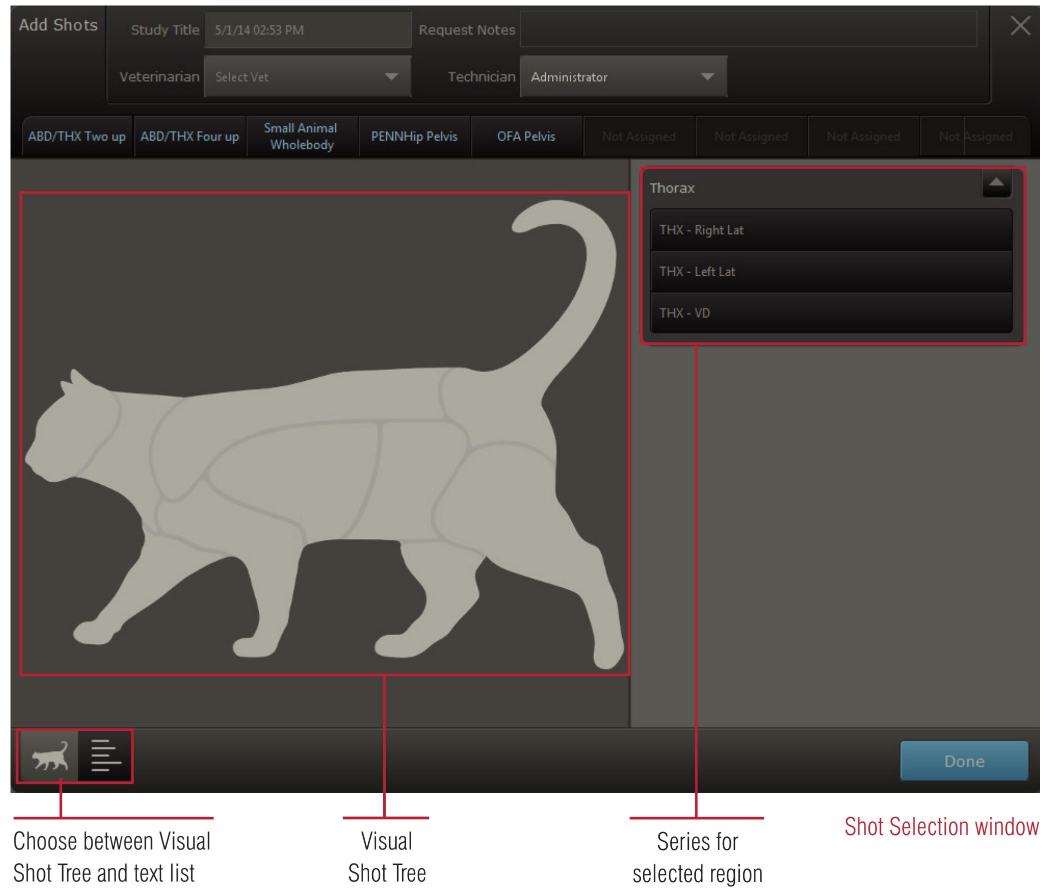
Capturing Images

Before you begin:

- Adjust the collimation properly.
- Make sure the body part you are imaging matches the exam type you have selected.
- Use the technique chart provided by your installer to set exposure time and kVp.

To capture an image:

1. In the Home window, start the capture process any of these ways:
   - Find the patient record, and click in the patient card.
   - Click Capture, and then click **New Patient** or select from the **Pending** or the **Census** list (if your software is integrated with your practice management system).
   - Click Stat. You can assign the image to a patient later.
2. In the Shot Selection window, update the study, veterinarian, and technician names as needed.
3. In the Visual Shot Tree, click the region you want. (If a test list is displayed, select the species.)
4. Click the series name to select it, or select individual shots.
5. Repeat to select other shots if needed.
6. Click **Done**. The first shot on the Capture List is surrounded by a light border, ready for capture.
7. (Optional) Click **Add Options** to enter special options for the selected shot.
8. Prepare the animal.



Shot Selection window

For IDEXX I-Vision CR* Systems:

1. Take the radiograph.
2. Insert the cassette into the scanner and click **Capture**.
3. Repeat steps to capture the remaining radiographs.
4. When finished, click Done.

   Tip: To pause a study, click Pause. To restart the study, select the paused request from the **Pending** list or click on the patient card.

For IDEXX I-Vision DR* systems:

1. Prep the x-ray switch. When the system is ready, you will hear a beep and see a message that the system is prepped.
2. Press the switch all the way to capture the radiograph.
3. Repeat steps to capture the remaining radiographs.
4. When finished, click Done.

   Tip: To pause a study, click Pause. To restart the study, select the paused request from the **Pending** list or click on the patient card.

Finding a Patient and Opening an Image

To find the patient record and view an image:

1. In the Home window, click a time period, and then select a filter, such as a species.

   OR

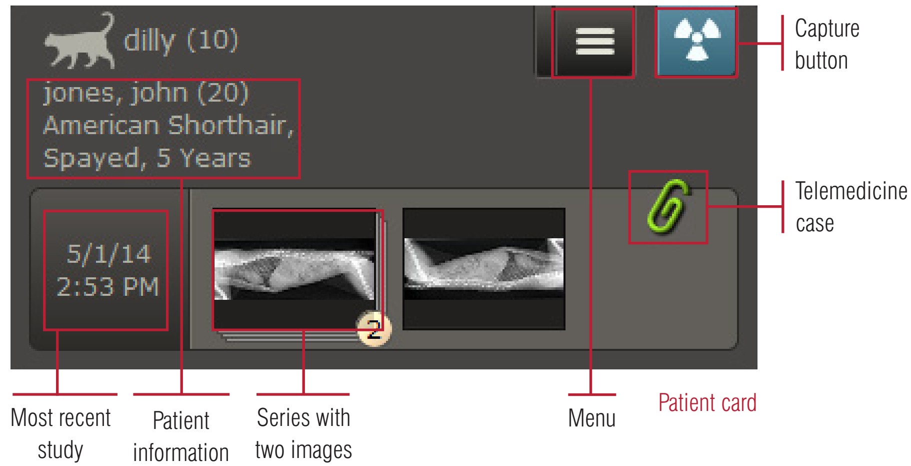
   Enter criteria in the **Search** box and click 🔍. You can enter a patient name, a patient ID, a client name, or a client ID.

   Search results are displayed as patient cards.

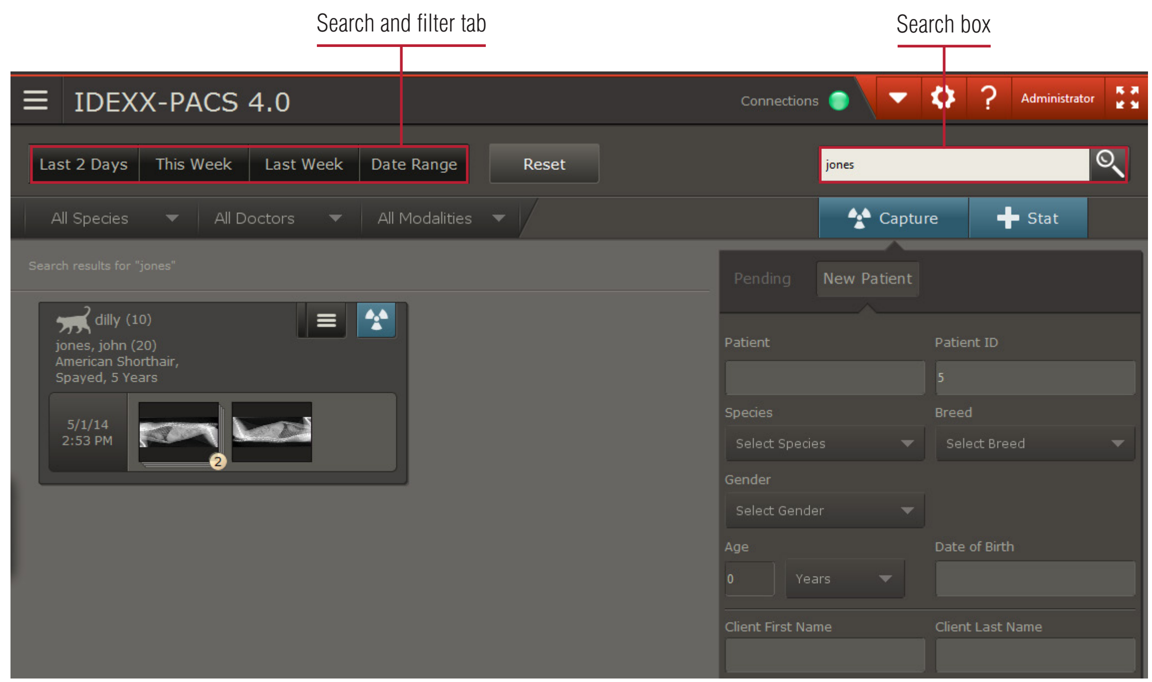
2. Click a thumbnail in the patient card to open the study in the Image Viewer.

   Tip: If there are no thumbnails, you can click the empty thumbnail area to view the patient record.

3. Select a study from the right side of the window, and then click a thumbnail to open the image.



Patient card



Home window

Enhancing an Image

To use Image Viewer tools:

1. Find the patient record and open the image.
2. To view the image full screen, click the small arrow on the right edge of the window.
3. Use the tools below the image to annotate, enhance, restore, or reprocess the image.
4. Use the tools below the patient history to compare, clone, import, share, reassign, save, or print the image.
5. To view other images:
    a. Look for studies in the patient history on the right.
    b. Click the down-arrow to open a study; click a thumbnail to view the image.
6. To return to the Home window, click .

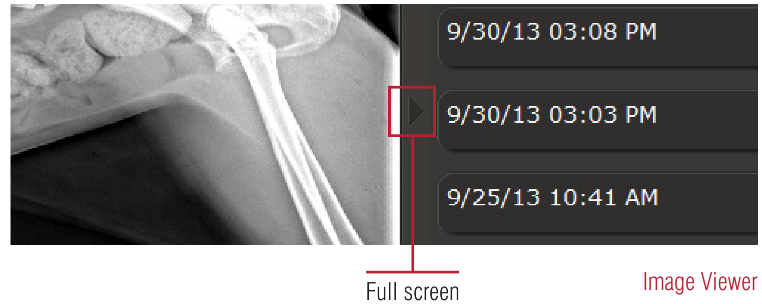
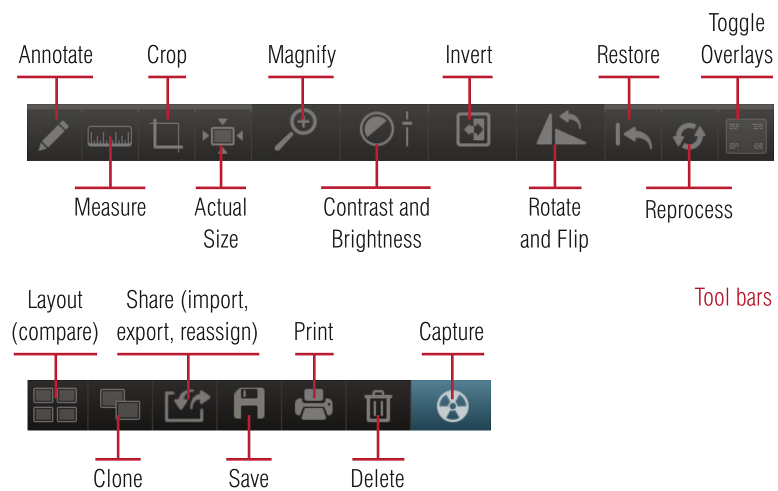


Image Viewer



Tool bars

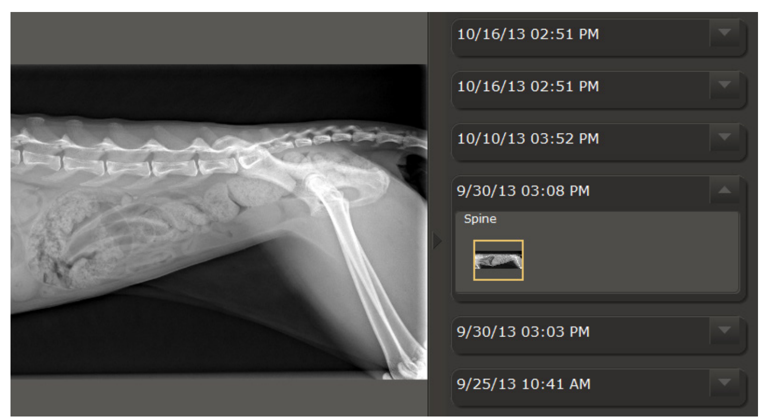


Image Viewer with open study

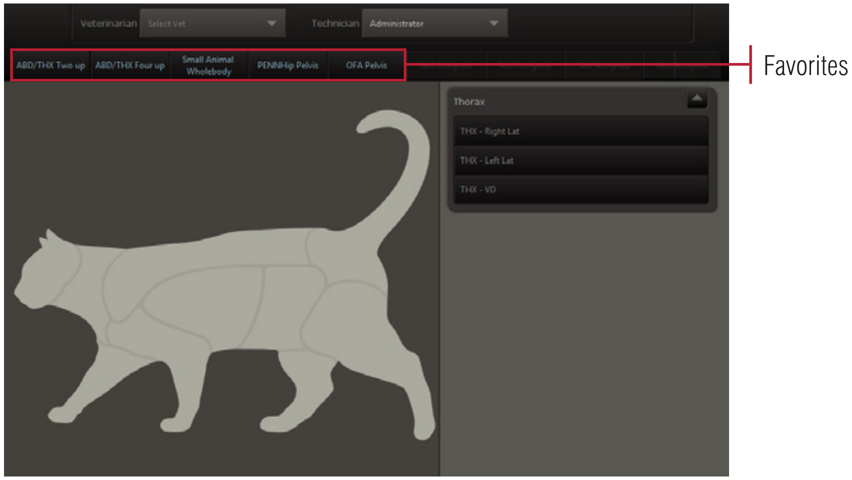
Using the Favorite Shots List

To create a favorite shots list:

1. Start an image capture for any patient.
2. In the Shot Selection window, choose the shots you want in the favorite shots list, and then click **Done**.
3. Click .
4. Enter a name for the favorite shots list and click **Save**.

To select a favorite shots list:

1. Start the image capture.
2. In the Shot Selection window, select the tab for the favorite shots list you want.



Shot Selection window

Keyboard and Mouse Shortcuts

To enable shortcuts:

1. In the Home window, click **Settings** .
2. On the left side of the System Settings window, click **User Settings**.
3. Select **Enable Imaging Shortcuts**, and then click **Save**.

To use shortcuts:

Task	Shortcut
Rotate image 90° counterclockwise	Press the **A** key.
Rotate image 90° clockwise	Press the **S** key.
Change the window (contrast)	Hold down the left mouse button and move the mouse left and right.
Change the level (brightness)	Hold down the left mouse button and move the mouse up and down.
Return to original window/level settings	Double-left-click.
Zoom	Hold down the right mouse button and move the mouse.
Return to original zoom (image fits in window)	Double-right-click.
Move a magnified area around the image	Hold down the SHIFT key, and click the right mouse button.

Importing Images from a Remote DICOM® Server

To import an image from a remote DICOM® server:

1. In the Home window, click **Tools** , and then select **Query Retrieve**.
2. Enter search criteria and then select the remote server from the **Location** box.

   Tip: Servers are listed only if they have been defined in the IDEXX-PACS software.
3. Click **Search**, and then select the study (or studies) you want to import and click **Retrieve**.
4. Click **OK**.
5. To check the status of the import request, in the Home window, click **Connections**, and on the DICOM row, click **Queue**.
6. Select the **Inbound** tab, find the request in the table, and note the status. A “Complete” status means the study has been imported to the associated patient’s record.

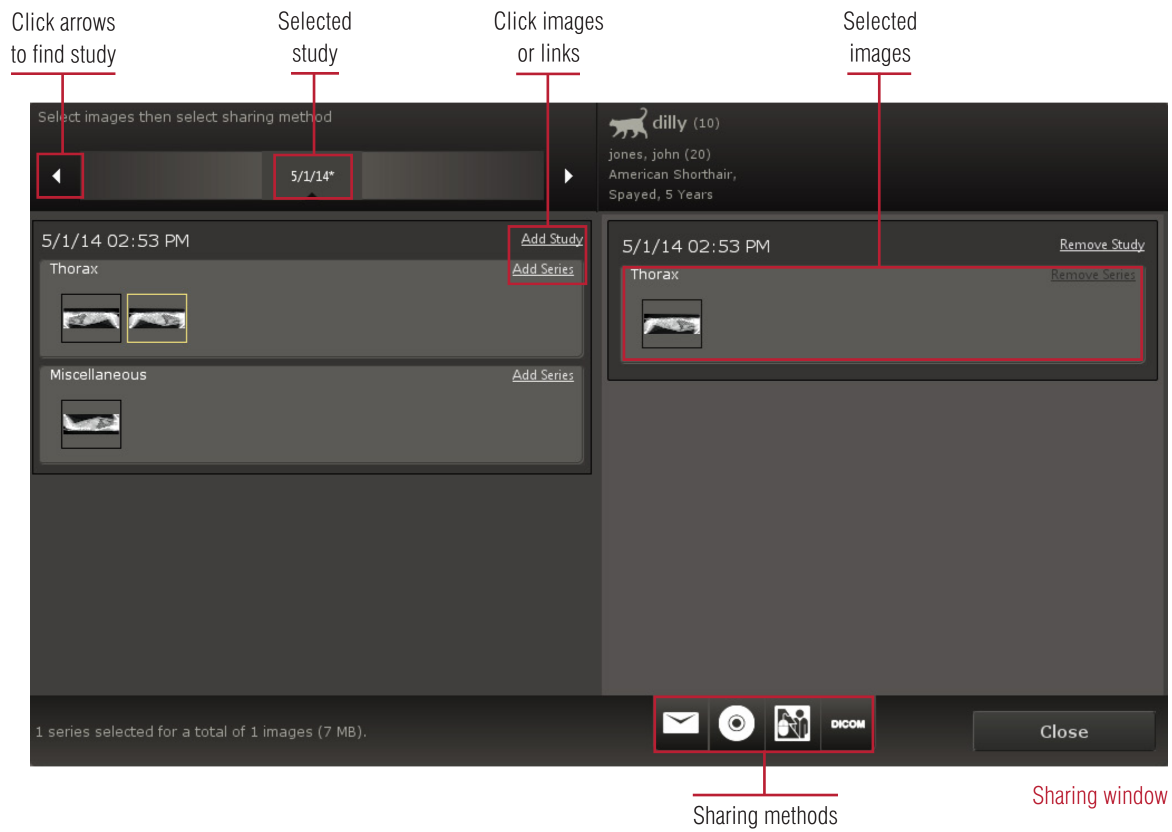
Sharing Images by Email, Patient CD, Telemedicine, or DICOM®

1. In the patient card in the Home window, click , and then click .

   OR

   At the bottom right side of the Image Viewer, click , and then click .

   The sharing window opens.
2. If the image you want is not displayed on the left, use the arrows at the top of the window to scroll through the patient’s studies until you find the one you want.
3. To select images, click the thumbnails or click **Add Study** or **Add Series**. The images move to the right side of the window.
4. At the bottom of the window, click the sharing method: email, patient CD, telemedicine, or DICOM.
5. Provide any additional information needed by the sharing method.



Sharing window

Sending Radiographs to OFA and PennHIP

Sending Radiographs to OFA

To be eligible for OFA (Orthopedic Foundation for Animals) evaluation, radiographs must contain either the registered name or the registration number of the patient, as well as the clinic name and the date the radiograph was captured. Add this information using the Text Annotation tool.

For more information, visit **offa.org**.

1. Open the image in the Image Viewer window.
2. Click the Annotation tool and then the Text tool ABC. Click the image and then enter the text.
3. Before emailing the radiographs or creating a Patient CD, apply annotations to exported images, as follows:
   a. In the Home window, click .
   b. On the left side, select **Imaging**.
   c. In the Image Export area, select **Apply Annotations to Exported Images**.
   d. Click **Save**.

Sending Radiographs to PennHIP

Before submitting radiographs over the Internet or on a CD, save each radiograph to a location from which you can later copy the images to a PennHIP website or your CD drive.

For more information and full radiograph submission requirements, visit **pennhip.org**.

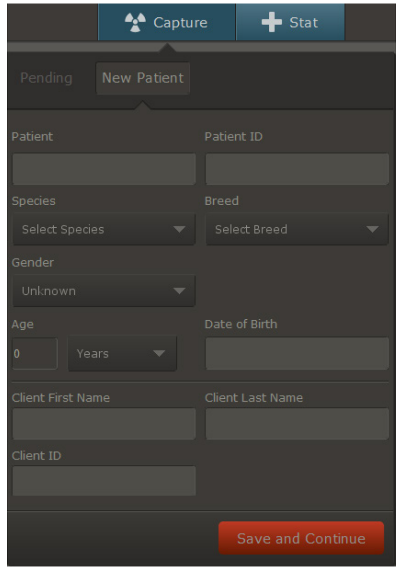
1. On the Home window, find the patient study; then click and then .
2. If the image you want is not displayed, use the arrows at the top of the window to find the patient study.
3. Click the thumbnails or click **Add Study** or **Add Series**. The images move to the right side of the window.
4. At the bottom of the window, click **Save As**.
5. Save the images to a location on your computer or network, or insert a CD into your CD drive and save the images there. This CD will not contain image viewing software.

Adding or Updating Client/Patient Records

To add a new client/patient record:

1. If the Capture panel on the Home window is not already open, click Capture.
2. In the Capture panel, click **New Patient**.
3. Enter the client and patient information, and then click **Save and Continue**. The Shot Selection window opens.
4. If you don't want to capture images yet, click **Done** in the Shot Selection window, and then click Done in the Capture window.

The new patient record is saved, even if you do not capture images.

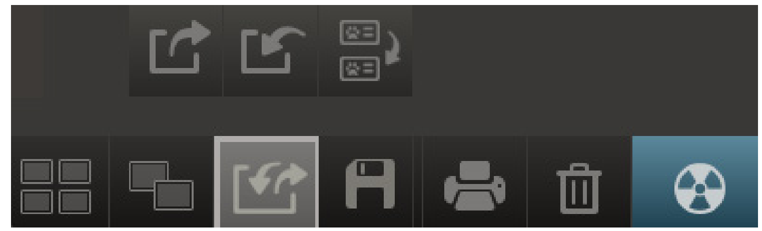


New patient window

To assign an image to a different patient:

1. With the image open in the Image Viewer, click **Import/Export** and then **Reassign** .
2. Search for and select the patient you want to assign the image to, and then click **Reassign**.

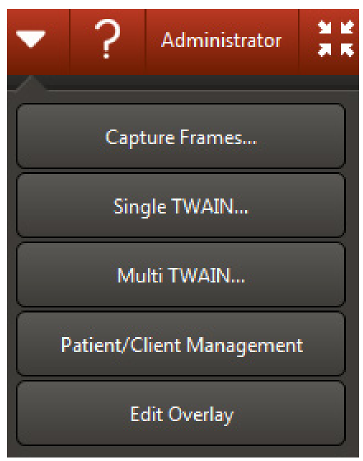
Tip: If the image was captured for a STAT request, the patient card in the Home window is labeled +STATPATIENT.



Export/Import and Reassign buttons

To update a client/patient record:

1. Find the patient record, and then click the thumbnail area of the patient card.
2. In the Image Viewer, click , and then click **Patient/ Client Management**.
3. Edit the information as needed, and then click **Save**.



Tools menu on Image Viewer

Maintaining Your System for Optimal Performance

Backing up your images and data

Make sure that both image files and patient data are backed up on a regular basis. We recommend backing up daily. If your practice produces a large number of images, you may want to explore high-capacity backup options using third-party and/or off-site backup solutions.

For more information about backing up data and images, see the online help in the software.

Archiving images

As the number of stored images increases over time, your hard disk may approach capacity, which can degrade system performance. Use the archiving feature in the IDEXX-PACS software to move selected image files to another location, such as a DVD or external hard drive, while preserving the links between images and patient records.

Backing up versus archiving—what's the difference?

- **Backing up** makes a copy of your images and data in another location.
- **Archiving** makes a copy of selected images in another location and removes those images from your computer. The link between the images and patient data is preserved so that you can access the images later.

Image and data storage

- If you capture large numbers of radiographs, it is best to store images on a computer that is not your capture station—for instance, on an IDEXX-PACS software server.
- If you have a computer that uses RAID (redundant array of independent disks) data storage technology, such as an IDEXX-PACS server, make sure that you understand and monitor your RAID status. Broken or malfunctioning disks must be serviced or replaced. Also, be sure to use the proper procedure when shutting down your RAID machine to avoid an extra wait when you start it up again.

Best practices

Check your monitor calibration every 6 months.

Maintaining your PC

- Restart your computer at least once a week. (You may also turn off your digital imaging system overnight.)
- As a safeguard against viruses and other malware, use your IDEXX imaging computer **only** to capture and view images. Avoid using it for unnecessary, nonimaging-related Internet activity.

Troubleshooting

Images will not open:

If you cannot access images and the software has been running but inactive for a long period of time, you may no longer be connected to the database. Try exiting and restarting the software.

Problems capturing images with DR systems:

Turn off power to the computer and control boxes before checking the following:

- Check the cords that connect the x-ray plate, your computer, and the black and white boxes. Look for damage such as nicks, cuts, and crimps.
- If the images have lines in them or are all white:
  - Check that the cords connecting the computer, boxes, and x-ray plate are firmly attached.
  - Make sure all thumbscrews and latches are properly tightened.
- If the LEDs on the handswitch/footswitch box do not light up, check the silver phone jack cord between the black box and the handswitch/footswitch.
- If the generator will not fire:
  - Check the cord between the black and white boxes to make sure it is securely connected.
  - Confirm that the green power light on the white box is on. If it is not, check the power cord and outlet to which the white box is connected.

Cleaning Scanner Rollers

For IDEXX I-Vision CR and IDEXX-CR* 1417 Model 140/140R imaging systems (if you are using another CR system, see your operator's guide for cleaning instructions).*

Clean the rollers monthly to remove dust and small particles.

Prepare:

1. Remove any cassettes and screens from the scanner.
2. In the Home window, click Settings .
3. Select **Imaging** on the left.
4. Click **Scanner Configuration Settings**.
5. Type *user* in the **User** name text box and *Idexx123* in the **Password** text box, then click **Login**. After a few seconds, the User window appears.

   Note: Depending on when your system was installed, your password may begin with a lowercase **i**. The Password text box is case-sensitive, so be sure to make a note of your exact password.
6. Insert the cleaning tray by pushing gently until it locks into place. (See illustration.)
7. Remove the protective paper from the cleaning plate to expose the adhesive. Save the paper for later.
8. Place the cleaning plate on the tray. Make sure the cleaning plate is oriented in the direction specified on the plate.
9. In the Maintenance area, if the **Dismiss** button is active (blue), click it, and then click **OK** to reset the cleaning reminder.

Clean:

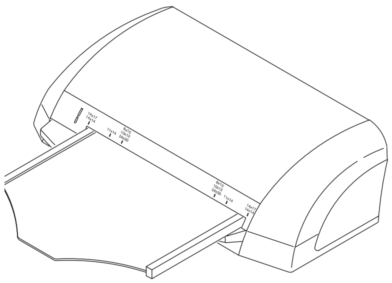
1. Click **Prepare**. The rollers begin to rotate.
2. Click **OK** to clear any messages that appear.
3. Push the cleaning plate very slightly into the scanner and let go.

   The rollers pull the plate in almost entirely, and then feed the plate back out. When the plate is ejected, the cleaning tray unlocks.
4. Repeat **Steps 1–3** two more times. Be sure the cleaning tray is locked in place before you start each cleaning cycle.

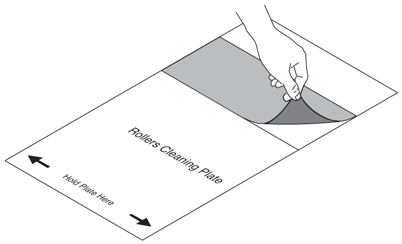
Finish:

1. After the third cleaning cycle, remove the plate and tray.
2. Cover the adhesive area on the cleaning plate with the protective paper (wax side down), and store the plate in the protective envelope.
3. Click **OK**.

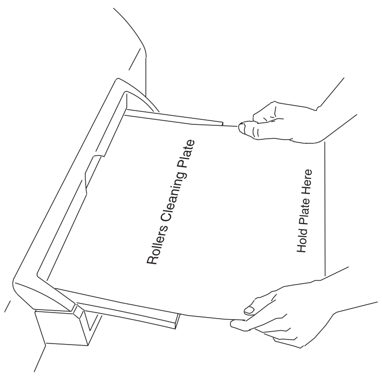
Notched end of tray goes into scanner smooth side up, providing a clear path from one end of the tray to the other.



Removing the protective paper



Cleaning plate on tray



Cleaning Imaging Screens

For IDEXX I-Vision CR and IDEXX-CR* 1417 Model 140/140R imaging systems (if you are using another CR system, see your operator's guide for cleaning instructions).*

Remove the screen:

1. Slide the edge of the extraction tool over the back edge of the cassette. Pull the tool down until it enters the square slots in the back of the cassette.
2. Hold the cassette horizontally, and locate the cassette slider in the extraction tool's central opening.
3. Push the slider toward the edge of the cassette until screen edge is visible.
4. Carefully pull the screen out and place it on a clean, dust-free surface.

Clean the screen:

1. Fold a nonabrasive, lint-free cloth, and dampen with a small amount of screen cleaning solution. Do not pour the solution directly onto the screen! Excessive amounts of solution may damage the screen.

   Note: See your Hardware Guide for instructions about the screen cleaner to use with your imaging screens.

2. Wipe the screen gently and thoroughly, one section at a time. Fold the cloth to expose a fresh area for each section of the screen.

   If necessary for the removal of persistent dirt, apply pressure while cleaning.

Return the screen to the cassette:

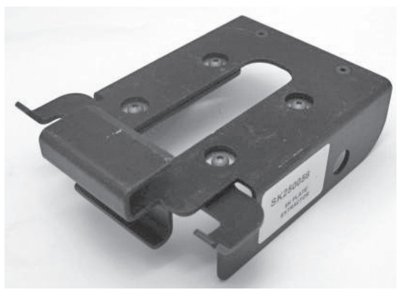
1. After cleaning, set the screen aside and allow it to dry completely. Never insert a screen into a cassette unless it is completely dry.
2. When the screen is dry, position it so that two or three inches hang off the edge of a clean, dust-free surface, such as a tabletop.
3. Slide the open end of the cassette over the first inch of the screen, then slide the screen the rest of the way into the cassette.
4. When you reach the end of the screen, tip the cassette up so that gravity pulls the screen completely into the cassette.
5. When the screen is completely contained in the cassette, pull up on the release lever to remove the extraction tool.

Which way is up?

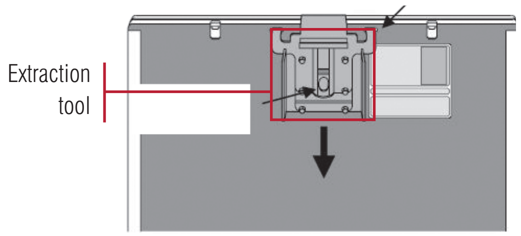
Be sure to observe which side of the screen faces the top of the cassette (toward the x-ray tube). This is the side to be cleaned.

Be sure to return the screen to the cassette with the proper side facing up. All-white screens should have the side marked "back side" facing the back (black) side of the cassette. For Kodak® screens, the black side of the screen should face the back of the cassette.

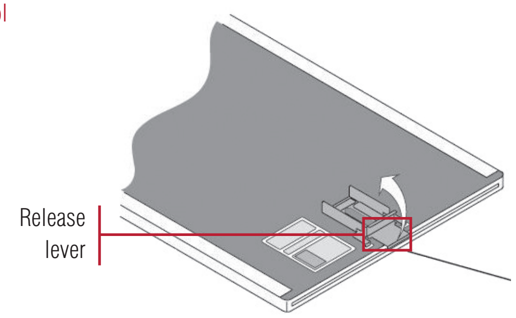
The extraction tool



Installing the extraction tool on back of cassette



Removing the extraction tool



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