

# 2020 WFP User Quick Guide

This reference guide will guide you through a series of seven easy steps to acquire an image from the DR modality that will then import the acquired images into the Opal PACS system.

There are 3 main sections which are: the Client Worklist (Study List), the Aquire Interface and the Opal Viewer.

#### **Getting Started:**

- a. Click on the Opal Icon on the Desktop
- b. Login using username and password





- 1. Username: siteadmin
- 2. Password: 123456789



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## Step 1- Create a New Study or Add an Image to an Existing Study

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Figure 3

*There is also a variety of functionality present on the worklist main page. From here you can:* 

- ✓ COMPARE: TWO STUDIES
- ✓ IMPORT CD'S FROM AN OUTSIDE SOURCE
- ✓ **BURN CD'S** FOR EASE OF DISTRIBUTION
- ✓ **PRINT** IMAGES IN **DICOM** FORMAT
- ✓ IMPORT .JPG FILES INTO THE WORKLIST
- ✓ **SCAN PAPER** DOCUMENTS FOR REFERENCE
- ✓ CREATE **FILTER**S TO STREAMLINE YOUR PRODUCTIVITY

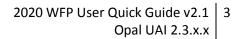
Figure 4

### To Create a New Study:

- 1) Click the *CREATE NEW STUDY* button from the Worklist. *Figure 3*
- 2) The Add New Study screen will display. *Figure 5* 
  - a) If this is a *NEW PATIENT* with no existing Patient ID proceed to <u>STEP 2</u>.
  - b) If this is an EXISTING PATIENT and you know the Patient ID:
- 3) Enter the Patient ID into the Patient ID field.









- 4) Hit the Tab key on your keyboard or move the cursor into the next field. \*The database will search for existing patients with that ID and if one appears, will ask if you are trying to create a New Empty Study for the Patient.
- 5) Press the AQUIRE BUTTON and Proceed to <u>STEP 3</u>.

Add New Study Patient ID	MI	Study Description	
First Name Last Name	Suffix D.O.B.	Sample Upper Extremity Study  Body Part Ebow	
Gender		And the second sec	-
Ø Male ● Female ● UnKnown Accession Study ID Stat Study Date/Ti		Referring Physician     Doctor Test	ADD
Notes Clinical History	3:23 • CR y (Acquire Only)	Institution Name American Association of Physicists in Medicine	ADD
		Celect Facility	ADD
		«Select Department»	ADD
CANCEL		Acquire	

Figure 6

### To ADD another image to an existing INCOMPLETE study:

Please note this feature is used ONLY to add an image to a study in INCOMPLETE status. You cannot add an image to a study in the Unread or Read status.

- Select the *Incomplete* study you wish to add an image to by left clicking on the desired study.
- 2. Then click the *ADD NEW IMAGE* button from the Vizion DR worklist. *Figure 7*

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3. Prodeed to <u>STEP 3</u> if you are ready to add additional image(s).







## STEP 2: Enter the Patient Details

- 1. Enter the Patient Information. The required fields are *Patient ID, Patient Name First and Last, DOB*. You may also enter any additional information, but that is not required.
- 2. Click the **ACQUIRE** button, once you have added all desired patient information (required/optional).

#### STEP 3: Capturing the Images for ViZion DR Interface display

- 1. Once you have clicked the **ACQUIRE** button in the above steps, the following **ViZion DR Interface** Window will appear. *Figure 8*
- 2. Select Body Region, Body Part, View and Mask if not already select from previous step.
- 3. Select green ACQUIRE button. Figure 8
- 4. Take exposure once the "READY FOR EXPOSURE" displays. Figure 9
- 5. Image displays proceed to STEP 4. Figure 10

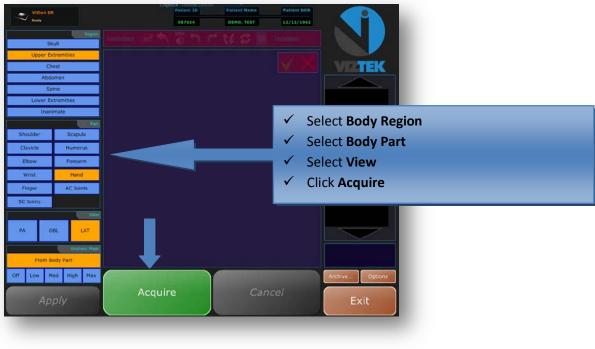


Figure 8





Vizion DR Analog Haddens Struff	Austra 10 Parises 12 Parises	
Upper Extremities Chest Abdomsn Spine Lower Extremities Theremate		<b>"Ready for Exposure"</b> will indicate the system is ready to a take an exposure.
Shoulder Scapula Clavicle Hamonus Ebox Farearm Write Hand Pinger AC Joints SC Joints	READY FOR EXPOSURE	Within seconds of capture, the image will display on the <b>ViZion DR Interface</b> screen
PA OBL LAT Last-seyTesk Frem Body Part Off Low Med High May	Exposure Acquire Cancel	
Apply	Exit Figure 9	



Within seconds of capture, the image will display on the **ViZion DR Interface** screen

Figure 10





1.

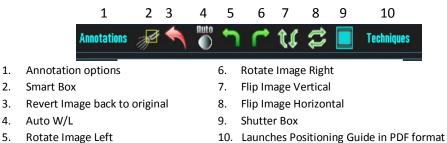
2.

## STEP 4: Capturing Additional Images for Same Study

If you have more images to capture for this study repeat STEP 3 for each image capture, selecting BODY REGION/BODY PART, click the green ACQUIRE button. If NO, proceed to STEP 5.

## STEP 5: Perform QC Functions

After scanning the image(s), you have the option to use the following tool bar at the top of the scanned image to perform QC functions for Window/Leveling, Adding annotations, and Rotating the image.



PLEASE NOTE: You can also use your Right or Left mouse button to manually Window/Level your image. To perform this function, simply hold button to change W/L. (see below)

Move your mouse  $\langle = \rangle$  to change the contrast --- Move your mouse  $\hat{j}$  to change the brightness.

## STEP 6: Accept/Reject Images

Each image must now be Accepted or Rejected.



Figure 11

- a. Select the Green check to ACCEPT the current image.
- Select Red X to REJECT current image and erase it from the study series. b.

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c. Once all images have been Accepted/Rejected, you may exit out of the ViZion DR Interface by left clicking on the **EXIT** button. This will close out the **ViZion DR Interface**, import all images into Opal PACS, and allow the user to open the exam in the Opal Viewer when doubling clicking on a patient in the Study List.

#### STEP 7: Validate the Study\*

\*If your workflow includes validating the study by manually changing the status from **INCOMPLETE** to **UNREAD** please continue with the steps a-c.

Highlight the study in the worklist by *single* left clicking on it.

- a. Then right click to display a drop down menu.
- b. Select UNREAD, the status of the study has now been changed from INCOMPLETE to UNREAD. Figure 9

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Figure 12



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