

The purpose of this document is to define the functionality of each permission available in the Administrative Tab of Opal PACS-Web under the User Management category – Add/View/Edit/Delete Groups subcategory. The screen shots below should be used as a general *guideline* when performing these administrative functions from the Opal-Web and permissions are to be assigned based on the administrative discretion of the client.

- Click the ADMIN tab at the top of your worklist.
 PLEASE NOTE: You must be assigned to the ADMIN group to access the ADMIN Tab of your studylist.
- Under USER MANAGEMENT



> Below is the list, *in no particular order*, of all available permissions for all groups.

Group Name:*			
Permissions:	ADD NOTES		
	DICTATE	TRANSCRIBE	
	CDBURN	EDIT REPORTS	~
	MARK READ	MARK STAT	Activated 🔽
	MARK UNREAD	MERGE	Activated
	MODIFY	PRINT	Not Active 🗌
	DURGE	SAVE	
	SEND	VIEW	
	VIEW NOTES	VIEW REPORTS	
	MPR SAVE	RIS DOCS	
	STUDY LOG	STUDY REVIEW	
	MARK APPROVE	BI RAD	

List of permissions and their associated functionality when activated.

ADD NOTES

Allows user to add notes using the worklist tool.



BI RAD

This permission pertains specifically to the MG (Mammo) modality. When activated, it allows the user to assign a "severity rating" from 0-5; 0A, 0B on findings for reporting purposes.

CD BURN

Allows user the ability to Burn CDs

*Please see Viztek Quick Guide: How to Burn a CD for more information.



DELETE

Gives permission for user to delete a study (which places study in *DELETED* status) * This status is not permanent and can be changed back.

DICTATE

Allows user to dictate from the Opal Viewer into the Dictation/Transcription Module. *Dictation/Transcription Module license must be purchased and activated.

EDIT REPORTS

EDIT REPORT is used in conjunction with TRANSCRIBE.

*Both EDIT REPORTS/TRANSCRIBE permission rights are given to *TRANSCRIPTIONIST* GROUP in order for them to be able to access the Transcription Window, listen to the doctor's dictation, and make changes to the report text.

*Only the TRANSCRIBE permission right is given to *REFERRING PHYSICIAN* group, as this allows them to access the Transcription window, listen to the doctor's dictation, but <u>NOT</u> make any changes to the report text.

MARK APPROVE

Allows user to mark a study as "APPROVED".

MARK READ

Gives user the permission option to change the status of a study to READ by Right clicking an UNREAD study, then selecting "READ" from the dropdown menu.



MARK STAT

Gives user the permission option to flag a study as "STAT" by :

Right clicking on the selected study

Select "STAT" from the dropdown menu

Choose level of STAT to assign.



MARK UNREAD

Gives user the permission option to change the status of an INCOMPLETE or READ study to UNREAD by Right clicking on the study and selecting "UNREAD" from the dropdown menu.

Tools	🔺 Status 🔻	← Modality ▼	▲ Patient
P 🗆 K 🖿 🗷 🖻 R 💿	ALL 🔽	ALL 🔽	
P 🗹 K 🕨 🗷 🗟 R 🝺 T	INCOMPLETE	MG	a081f96ee9e62
🦻 🗆 K 🖿 🗷 📕 R 🝺 T	INCOMPLI Stat Flag As		ANON20100302
P 🗆 K 🖿 🗷 📕 R 🝺 T	DICTATED Send Print		12345
🦻 🗆 K 🖿 🗷 📕 R 🝺 T	INCOMPLI Assign		KWOC2112
P 🗆 K 🖿 🗶 📕 R 🝺 T	INCOMPLI Peer Rev	view	viz133223

MERGE

Allows user permission to merge two studies into one.

*Please see Viztek Quick Guide: How To Merge Studies for more information on the merging process.

MODIFY

Gives user permission to utilize the Edit Study and Edit Patient options in Opal-Client. *This feature is currently only available in Opal-Client.

Also allows user to save image changes, W/L, orientation, and annotations upon closing out a study in the Opal Viewer.

MPR SAVE

When the MultiPlanar Reconstruction (MPR) function is used in the Opal Viewer and this permission is activated, then all the work associated with the MPR function is saved upon closing the study and exiting the viewer.

*Requires the MPR Module License to be purchased and activated in order to gain access to the MPR functionality.

PRINT

Allows user to print to a DICOM based printer by Right clicking a study and selecting "PRINT" from dropdown menu.



PURGE

Allows permission to purge a study that is in "DELETED" status. Once purged, the study no longer appears on the worklist and is *not* retrievable. This is similar to "Empty Recycle Bin" in Windows.

RIS DOCS

Allows users to see patient documents and reports scanned in RIS.

*Requires a separate purchase and configuration of Opal RIS to include the Opal RIS "docs" option license and activation done through Opal PACS. Listed in Opal PACS as "Patient Docs".

SAVE

Allows user to save image changes, W/L, orientation, and annotations upon closing out a study in the Opal Viewer.

SEND

Gives user permission to DICOMsend or Opalsend a study by Right clicking a study and selecting "SEND" from the dropdown menu.

*Please note: A send destination must first be set up to perform this function.



STUDY LOG

Gives user access to the LOG function within the drop down menu by Right clicking a study within the worklist.



	Patient Marco TEOT, Million Patient ID: 1004	<u>Close</u> '
Select LOG and a screen will	Patient ID: 1234:	
pop up (shown right) that	2/26/2010 10:25:47 AM opalimport INCOMPLETE	
offers study information and	2/26/2010 10:27:00 AM vizdemo UNREAD	
a log indicating dates of	2/26/2010 10:27:01 AM vizdemo STUDY VIEWED	
status changes and which	2/26/2010 10:27:34 AM vizdemo STUDY VIEWED	
user performed those		

STUDY REVIEW

Gives user access to the PEER REVIEW function within the drop down menu from Right clicking a study in the worklist.

*Requires that the Peer Review module license be purchased and activated in order to utilize the Peer Review option.



TRANSCRIBE

Gives user the permission to access the transcription module, to create templates and enter text in the transcription module.

*Dictation/Transcription Module license must be purchased and activitated.

VIEW

Allows user ability to open/view a study.

VIEW NOTES

Allows user the ability to view any notes entered for a study.

VIEW REPORTS

Gives user the permission option to view the approved study reports.

By default, Opal is installed with 6 groups as follows. Each group has unique properties :

- 1. **ADMIN** = Administrator
- 2. **RADIOLOGIST** = Radiologist or ORTHO = Orthopeadic Doctor
- 3. REFERRING PHYSICIAN = Referring Physician
- 4. TECHNOLOGIST = Radiology Technologist
- 5. TRANSCRIPTION = Transcriptionist
- 6. *VIZTEK =* Viztek personnel

Below are the general guidelines for DEFAULT group permissions based on user functionality:

*The facility may require adjustment be made to these default permissions based on internal processes and workflows.

Group Name*	ADMIN		Group Name:*	TECHNOLOGIS	T
Permissions	CDBURN SAVE ADD NOTES PURGE VIEW CDIT REPORTS MARK STAT DELETE DICTATE MPR SAVE STUDY LOG MARK APPROVE	TRANSCRIBE VIEW REPORTS MARK UNREAD MERGE SEND VIEW NOTES MARK READ MODIFY PRINT RIS DOCS STUDY REVIEW BI RAD	Permissions:	ADD NOTES DICTATE CDBURN MARK READ MARK UNREAD MODIFY PURGE SEND VIEW NOTES MPR SAVE STUDY LOG MARK APPROVE	DELETE TRANSCRIBE EDIT REPORTS MARK STAT MERGE PRINT SAVE VIEW VIEW REPORTS RIS DOCS STUDY REVIEW BI RAD
	Reset Upda	ite		Reset Save	

Group Name:*	RADIOLOGIST		Group Name:*	TRANSCRIPTIC	ON
Permissions:	ADD NOTES		Permissions:	ADD NOTES	
				✓ DICTATE	TRANSCRIBE
		EDIT REPORTS			EDIT REPORTS
	MARK READ	MARK STAT		MARK READ	MARK STAT
	MARK UNREAD	MERGE		MARK UNREAD	MERGE
	MODIFY	PRINT		MODIFY	PRINT
	DURGE	SAVE		DURGE	SAVE
	SEND	VIEW		SEND	VIEW
	VIEW NOTES	VIEW REPORTS		VIEW NOTES	VIEW REPORT
	MPR SAVE	RIS DOCS		MPR SAVE	RIS DOCS
	STUDY LOG	STUDY REVIEW		STUDY LOG	STUDY REVIEW
	MARK APPROVE	BI RAD		MARK APPROVE	🔲 BI RAD
	Keset Save			Keset Jure	
Group Name:*	REFERRING P	HYSICIAN	Group Name:*	VIZTEK	
Permissions:	ADD NOTES	DELETE	Permissions:	ADD NOTES	DELETE
	DICTATE	TRANSCRIBE			
				El Bronnie	TRANSCRIBE
	CDBURN	EDIT REPORTS		CDBURN	✓ TRANSCRIBE ✓ EDIT REPORTS
	CDBURN	EDIT REPORTS		CDBURN	 ✓ TRANSCRIBE ✓ EDIT REPORTS ✓ MARK STAT
	CDBURN	EDIT REPORTS		CDBURN	TRANSCRIBE EDIT REPORTS MARK STAT MERGE
	CDBURN MARK READ MARK UNREAD MODIFY	EDIT REPORTS MARK STAT MERGE PRINT		CDBURN MARK READ MARK UNREAD MODIFY	TRANSCRIBE TRANSCRIBE TRAN
	CDBURN MARK READ MARK UNREAD MODIFY PURGE	EDIT REPORTS MARK STAT MERGE PRINT SAVE		CDBURN MARK READ MARK UNREAD MODIFY PURGE	TRANSCRIBE TRANSCRIBE TREPORTS MARK STAT MARK STAT PRINT PRINT SAVE
	CDBURN MARK READ MARK UNREAD MODIFY PURGE SEND	C EDIT REPORTS MARK STAT MERGE PRINT SAVE VIEW		CDBURN CDBURN MARK READ MARK UNREAD MODIFY PURGE SEND	TRANSCRIBE
	CDBURN CDBURN MARK READ MARK UNREAD MODIFY PURGE SEND VIEW NOTES	□ EDIT REPORTS □ MARK STAT □ MERGE ☑ PRINT □ SAVE ☑ VIEW ☑ VIEW REPORTS		CDBURN MARK READ MARK UNREAD MODIFY PURGE SEND VIEW NOTES	TRANSCRIBE
	CDBURN CDBURN MARK READ MARK UNREAD MODIFY PURGE SEND VIEW NOTES MPR SAVE	EDIT REPORTS MARK STAT MERGE PRINT SAVE VIEW VIEW REPORTS RIS DOCS		CDBURN CDBURN MARK READ MARK UNREAD MODIFY PURGE SEND VIEW NOTES MPR SAVE	TRANSCRIBE
	CDBURN CDBURN MARK READ MARK UNREAD MODIFY PURGE SEND VIEW NOTES MPR SAVE STUDY LOG	CIDIT REPORTS MARK STAT MARRGE PRINT SAVE VIEW VIEW REPORTS RIS DOCS STUDY REVIEW		CDBURN MARK READ MARK UNREAD MODIFY PURGE SEND VIEW NOTES MPR SAVE STUDY LOG	TRANSCRIBE
	CDBURN MARK READ MARK UNREAD PURGE SEND VIEW NOTES MPR SAVE STUDY LOG MARK APPROVE	 □ EDIT REPORTS □ MARK STAT □ MERGE ☑ PRINT □ SAVE ☑ VIEW ☑ VIEW REPORTS □ RIS DOCS □ STUDY REVIEW □ BI RAD 		CDBURN CDBURN MARK READ MARK UNREAD MODIFY PURGE SEND VIEW NOTES MPR SAVE STUDY LOG MARK APPROVE	TRANSCRIBE
	CDBURN CDBURN MARK READ MARK UNREAD MODIFY PURGE SEND VIEW NOTES MPR SAVE STUDY LOG MARK APPROVE	 □ EDIT REPORTS □ MARK STAT □ MERGE ☑ PRINT □ SAVE ☑ VIEW ☑ VIEW REPORTS □ RIS DOCS □ STUDY REVIEW □ BI RAD 		CDBURN CDBURN MARK READ MARK UNREAD MODIFY PURGE SEND VIEW NOTES MPR SAVE STUDY LOG MARK APPROVE	TRANSCRIBE

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