

# TAKING AN Exam

updated Nov 25, 2013

**#1** Log onto Opal-Rad/Spectacle (icon on desktop) \*double click to launch



default login  
user: admin  
pass: 2020tech

**#2** Click the 'Create New Study' button near the bottom



**#3** Enter patient demographics, select Referring Physician and Institution Name, then click 'Acquire'

A screenshot of the 'Add New Study' dialog box. The form contains several fields: Patient ID (4519812), First Name (Scott), Last Name (Smith), Gender (radio buttons for Male, Female, Unknown), DOB (05/19/1962), Mi (K), Suffix, Study Description (dropdown), Body Part (dropdown), Reading Physician (dropdown), Referring Physician (Smith, John), Institution Name (20/20 Imaging Inc.), Facility (dropdown), and Department (dropdown). There are also fields for Accession, Study ID, Study Date/Time (04/02/2010 02:02 PM), and Modality (DR). At the bottom, there are 'CANCEL' and 'Acquire' buttons.

**#4** Prepare/position patient for first view

**#5** Select view from option on left (selected view is yellow)

#6 Click the “Acquire” button when you are ready to take the X-Ray



Once you see



across the screen, you may take an X-Ray exposure

\*you have 30 seconds, if the exposure is not taken, it will time out, and you must click the Acquire button again

\*if an x-ray exposure is taken BEFORE ‘READY FOR EXPOSURE’ appears, it will NOT see the x-ray resulting in another duplicate x-ray exposure to be taken

*\*Left & Right markers are located near the top under ‘Annotations’*

*Note* If the AUTO-SHUTTER/CROP feature fails (image is cut off):

1. Move the outer-most purple lines outward to include the cut-off anatomy
2. Click the “Apply” button

#7 Select the  (near the top right) if the image will be saved  
Select the  if the image needs to be discarded for any reason  
Repeat from step #4 until you are finished, then go to the next step

#8 Click the  button when you are finished with the exam