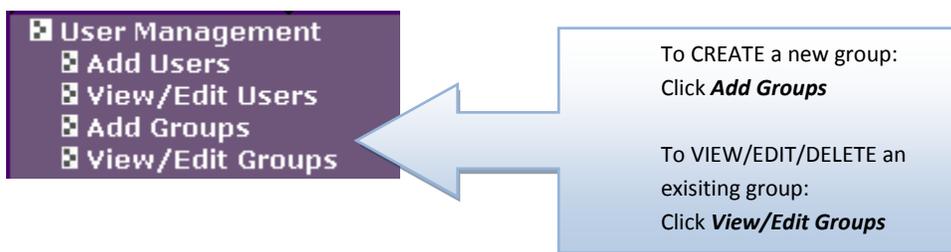


The purpose of this document is to define the functionality of each permission available in the Administrative Tab of Opal PACS-Web under the User Management category – Add/View/Edit/Delete Groups subcategory. The screen shots below should be used as a general *guideline* when performing these administrative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

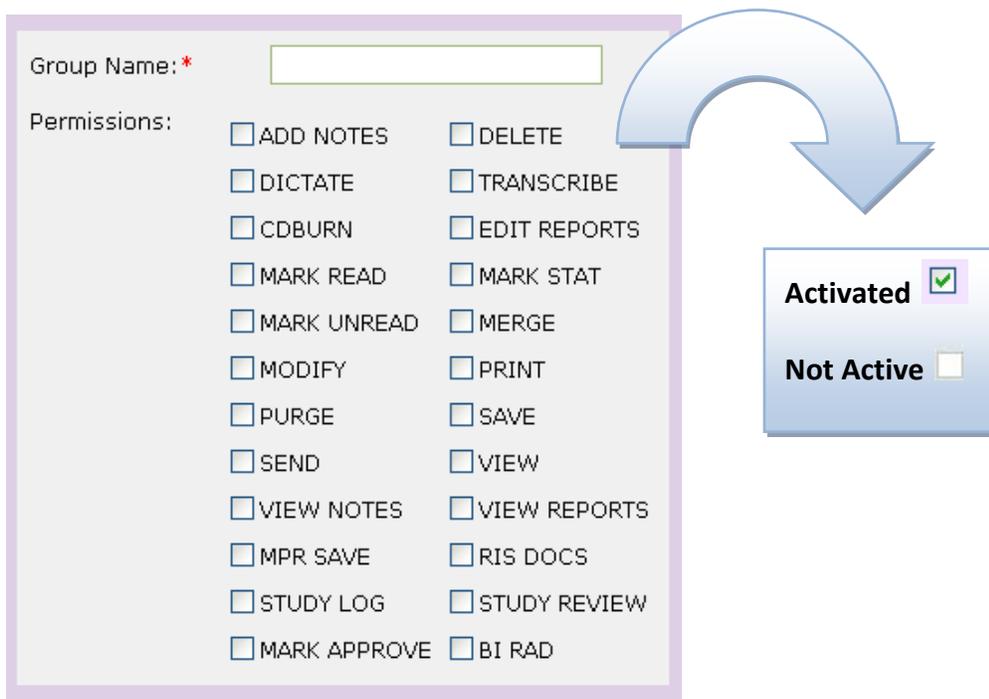


User Management
 Add Users
 View/Edit Users
 Add Groups
 View/Edit Groups

To CREATE a new group:
 Click **Add Groups**

To VIEW/EDIT/DELETE an existing group:
 Click **View/Edit Groups**

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



Group Name: *

Permissions:

<input type="checkbox"/> ADD NOTES	<input type="checkbox"/> DELETE
<input type="checkbox"/> DICTATE	<input type="checkbox"/> TRANSCRIBE
<input type="checkbox"/> CDBURN	<input type="checkbox"/> EDIT REPORTS
<input type="checkbox"/> MARK READ	<input type="checkbox"/> MARK STAT
<input type="checkbox"/> MARK UNREAD	<input type="checkbox"/> MERGE
<input type="checkbox"/> MODIFY	<input type="checkbox"/> PRINT
<input type="checkbox"/> PURGE	<input type="checkbox"/> SAVE
<input type="checkbox"/> SEND	<input type="checkbox"/> VIEW
<input type="checkbox"/> VIEW NOTES	<input type="checkbox"/> VIEW REPORTS
<input type="checkbox"/> MPR SAVE	<input type="checkbox"/> RIS DOCS
<input type="checkbox"/> STUDY LOG	<input type="checkbox"/> STUDY REVIEW
<input type="checkbox"/> MARK APPROVE	<input type="checkbox"/> BI RAD

Activated

Not Active

List of permissions and their associated functionality when activated.

- **ADD NOTES**

Allows user to add notes using the worklist tool.



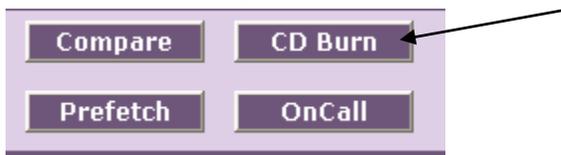
- **BI RAD**

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.

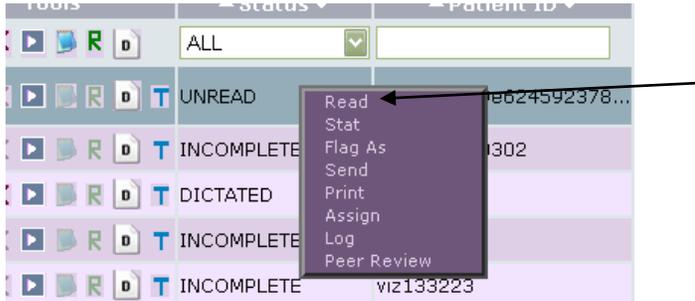
*Only the TRANSCRIBE permission right is given to *REFERRING PHYSICIAN* group, as this allows them to access the Transcription window, listen to the doctor's dictation, but NOT make any changes to the report text.

▪ **MARK APPROVE**

Allows user to mark a study as “APPROVED”.

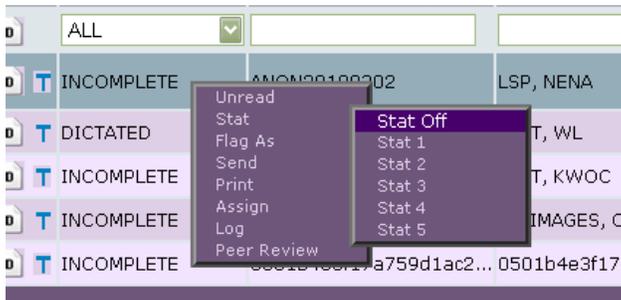
▪ **MARK READ**

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.



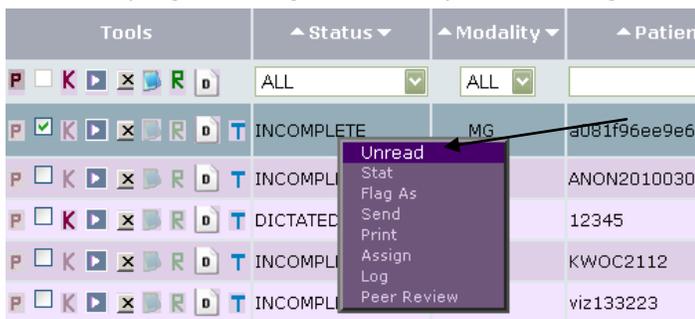
▪ **MARK STAT**

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.



▪ **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.

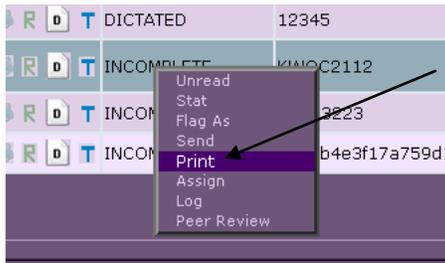
▪ **MPR SAVE**

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”.

How to Assign Permissions to User Groups

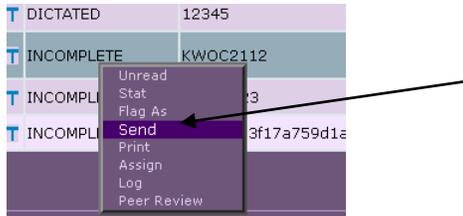
- **SAVE**

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

- **SEND**

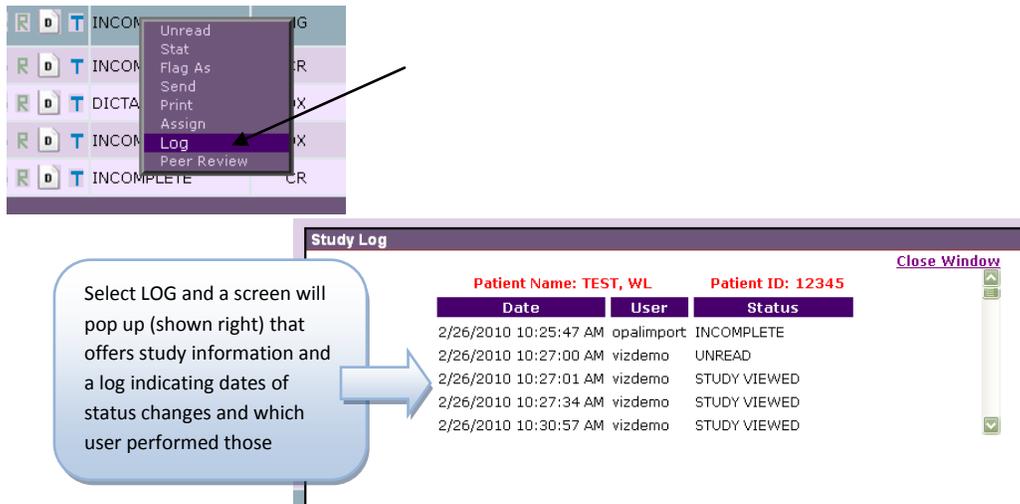
Gives user permission to DICOMsend or Opalsend a study by Right clicking a study and selecting “SEND” from the dropdown menu.

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



- **STUDY LOG**

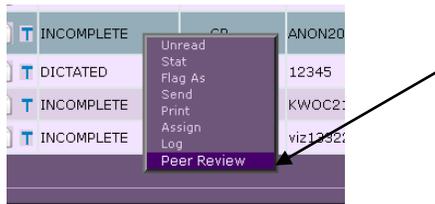
Gives user access to the LOG function within the drop down menu by Right clicking a study within the worklist.



- **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 activated.

- **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** = Orthopedic 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.

How to Assign Permissions to User Groups

Group Name: *

Permissions:

<input checked="" type="checkbox"/> ADD NOTES	<input checked="" type="checkbox"/> DELETE
<input checked="" type="checkbox"/> DICTATE	<input checked="" type="checkbox"/> TRANSCRIBE
<input checked="" type="checkbox"/> CDBURN	<input checked="" type="checkbox"/> EDIT REPORTS
<input checked="" type="checkbox"/> MARK READ	<input checked="" type="checkbox"/> MARK STAT
<input checked="" type="checkbox"/> MARK UNREAD	<input type="checkbox"/> MERGE
<input checked="" type="checkbox"/> MODIFY	<input checked="" type="checkbox"/> PRINT
<input type="checkbox"/> PURGE	<input checked="" type="checkbox"/> SAVE
<input type="checkbox"/> SEND	<input checked="" type="checkbox"/> VIEW
<input checked="" type="checkbox"/> VIEW NOTES	<input checked="" type="checkbox"/> VIEW REPORTS
<input checked="" type="checkbox"/> MPR SAVE	<input checked="" type="checkbox"/> RIS DOCS
<input type="checkbox"/> STUDY LOG	<input type="checkbox"/> STUDY REVIEW
<input checked="" type="checkbox"/> MARK APPROVE	<input checked="" type="checkbox"/> BI RAD

Group Name: *

Permissions:

<input checked="" type="checkbox"/> ADD NOTES	<input type="checkbox"/> DELETE
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Group Name: *

Permissions:

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<input type="checkbox"/> MARK APPROVE	<input type="checkbox"/> BI RAD

Group Name: *

Permissions:

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NOTES: