

Accessing the Web Server at Radiology Group

On Internet Explorer go to www.rgimaging.com, click on the **Imaging Network** button, this takes you to a Hippa agreement page, then click on the **Imaging Network** button again. The login screen appears.

Login Enter user name (lastname first initial) and password. If this is your first time accessing the web server you will be prompted to change your password. You may use any combination of 5 or more characters.

Note: Remember to log off when you are finished viewing to prevent unauthorized users from accessing the system. If your session remains inactive for longer than 30 minutes, you will be logged out automatically.

Fusion Server Search Screen Layout


The FUSION Server Object Repository Web application divided into two frames:

- The **navigation frame** displays the navigation menu, which contains all the functions are available in the application. The navigation frame is organized into nodes and sub-nodes.
- The **application frame** changes depending on the function selected from the navigation frame. Initially, the Search page displays in the right frame.

The screenshot shows the Fusion Server Search interface. On the left is a navigation menu with the following items: View (Search, My Studies, My Queries (8/16, 9-13 to 9-17, 9/07, 9/10, 9/6-9/10), My Preferences), Manage (Requests), Monitor (Queues), Configure (System, Preferences, Rules), User Manager (User, Role, Configure), Help, and About. The main area is titled 'Search' and contains the following fields and options: Patient ID, Patient Name, From: 2004/09/29, To: 2004/09/29, Patient Type, DOB: 2004/09/29, Location, and Description. There are also date range filters: Today, Yesterday, Last Week, Last Month. Checkboxes for study types: CR, ES, NM, RF, XA, CT, MG, OT, SC, DX, MR, PT, US. A 'Search' button, 'Results per page: 16', and 'Saved Query' dropdown are present. At the bottom, a toolbar includes: Select All, Select, View, Retrieve, Info, Edit, Move, Delete, Remember (0), Studies, Recall, and Clear.

Note: Availability of the menu options and their associated functions depends on your permission level.

To search for a study:

The most common way to search is by patient name. Last Name, First Name **no space** after the comma, and then click on the  button.

The Search page allows you to filter your search by using the search criteria fields and options available on the Search page.

Note: FUSION Server cannot process more than five hundred (500) draws or results for each search, which works out to approximately thirty-one (31) pages of results. It is therefore good practice to filter your searches, so that you will not experience any network load issues.

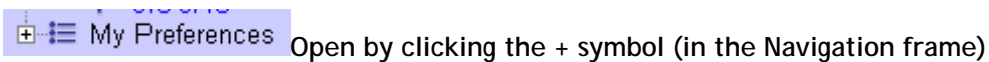
To view a study: Choose one of the following study selection options:

- A) Click **View** at the bottom of the screen
- B) **Double-click** the study selection in the list
- C) **Right click** on the name and **View** on the pull down menu
- D) Left click the **St** button to the left of the patient name

If you only want to view the patient's report select the **Re** button to the left of the patient name

R	S	Patient Name	Description	Modality
Re	St	Bunny, Bugs	HIP COMPLETE MINIMUM OF 2 VIEWS	CR

To change your viewing preferences:



Compression: Allows you to customize the compression ratio for each modality type. This is the degree of “roughness” with which the initial images are displayed on your screen. A higher compression ratio will deliver a rougher initial image faster. But then can be refined with the refine tool. Usually the default settings are preferred.

Headings: allows you to select which information to display at both the study and series level. Suggested headings are: Name, ID, Modality, Study Description, Study Date, and Referring Physician. These can be arranged by using the up/down arrows.

Layouts: allows you to customize the series layout for each modality type. Suggested Layouts: one on one unless you have a large monitor size or are comparing images. DX, MG, OT, SC or XA are not modalities at Radiology Group.

Tools: allows you to select tools to include on the toolbar and assign default tools for the left and right mouse buttons

Window/Level Presets: allows you to assign preset window level values to keyboard F keys.

Suggested Presets: CT Soft Tissue 400/40, Lung 1600/-600, Brain 90/40, Bone 4000/400

CR PA Chest 920/620 or 750/650, Lateral Chest 1025/420 or 1350/500

CR Barium Studies 1025/490, 1340/670 RF 550/230 or 970/450

These are strictly a personal preference and can always be adjusted.

These preferences can be configured and are specific to the user name and will be available for future login sessions.






New tools are now available and are highlighted in this font. If you cannot view these new tools go to the Navigation Frame, My Preferences, Tools. You will then be able to add these new tools to your toolbar.

Note: Availability of the menu options and their associated functions depends on your permission level.

Using tools

To learn the name of a particular tool, hold the mouse pointer over it. The name of the button will appear as a ToolTip.

Image navigation tools These tools allow you to navigate between images, series, studies, and patients.

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|  | Show Previous/Next Image | Selects the previous or next image of the series. |
|  | Show Previous/Next Patient | Selects the previous or next patient. |
|  | Show Previous/Next Series | Selects the previous or next series within the selected study. |
|  | Show Previous/Next Studies | Selects the previous or next study of that patient. |
|  | Report | Displays the Report screen for the current study. |

Mouse button tools The mouse button tools are tools that can be assigned to the left or right mouse button. Only one mouse button tool can be active for each mouse button at one time.




























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|  | Select Mouse Button | Toggles between left mouse button tools and right mouse button tools. The current mouse button will be displayed by a small "L" or "R" above each mouse button tool. |
|  | Pan | Repositions the images in the window. |
|  | Stacking | Manually scrolls through images within a series. |
|  | Window Level | Adjusts the brightness and/or contrast of the image. |
|  | Zooming | Manually increases or decreases the image's field of view. |
|  | Print | Prints the displayed image(s), depending on the layout. |

Image manipulation tools These tools allow you to flip, rotate, magnify, and otherwise manipulate the images for better viewing.




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|  | Auto Window | Automatically adjusts the brightness and/or contrast of the image. |
|  | Clear | Clears the images from your screen. |
|  | Flip Horizontal | Flips the image from left to right or right to left. |
|  | Flip Vertical | Flips the image from top to bottom or bottom to top. |

	Loop	Automatically cycles through the images in a series.
	Refine	Reduces the image compression, improving the quality of the image.
	Reload	Reloads the original image.
	Reset	Resets the image to its original state.
	Rotate Left	Rotates the image 90 degrees counter-clockwise.
	Rotate Right	Rotates the image 90 degrees clockwise.
	Set Layout	Changes the layout of the images.
	By Image	Applies orientation changes to the image level.
	By Series	Applies orientation changes to all the images in the series.
	By Study	Applies orientation changes to all the images in the study.
	Invert	Reverses the color of the images.
	Toggle Overlay	Hides or displays the study information on the images.

Measurement tools These tools allow you to measure objects of interest on the images.

	Probe	Gives the pixel or Hounsfield unit value for a point on the image.
	Measure Line	Measures a linear distance on the image.
	Measure Ellipse	Measures an elliptical region of interest on the image.
	Show Angles	Measure the angle between two intersecting lines.
	Clear Measurements	Erases all measurements from the images in the selected series.

Multiplanar tools These tools allow you to view the location of the source images for a multiplanar rendering. Used for MRI and CT only

	Show All Reference Lines	Shows or hides the location of all images with reference lines.
	Show First and Last Reference Line	Shows or hides the location of the first and last images.
	Show Current Reference Line	Shows or hides the location of the current image.

TROUBLESHOOTING

I can't find the patient I'm looking for

*Do you have the name spelled correctly and in the Name box? Is your name too restrictive?

Instead of Jones, Jonathan, try Jones,J Remember, no space after the comma.

*Is Date Range set to include what you are looking for? Don't select a date range.

*Is there more than one page for your particular search? Check the bottom of the screen and advance pages.

*Do you have the correct modality specified or is it too restrictive? Don't choose a modality.

*Are you certain it was done at Radiology Group? Radiology Group reads for other sites. If it was not done at Radiology Group, you will not be able to view it on our web.

I can find my patient name, but the image screen remains black

*Internet Explorer security settings may need to be set to enable Active X viewer. You may need the administrator of your site to do this.

I have images but can't find the series I'm looking for

*Right click and hold on the image you are viewing and follow the study/series tree until you find the correct series OR Left click the SE or IM flags to advance through the study.

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For More Advanced Users

Creating a quick list

You can create a quick list of a selection of studies or series from the search results list at the bottom of the Search page. **This list will only be available during the current login session.**

To select specific studies/series to add to a quick list:

1. Choose one of the following study selection options:
 - o Select an individual study/series from the search results list.
 - o Select multiple studies/series by holding **Ctrl** or **Shift** while selecting additional studies/series.
 - o Click **Select All** to select all the studies in the search results list.
 - o Use the Recall function, as outlined in [Remembering and recalling studies](#).
2. Click **Select**. The study/series selection is added to the navigation menu under **View > Search**.

Note: The quick list is only temporary, and will be unavailable in other FUSION Server sessions. To save the quick list, follow the procedure outlined in [Adding studies to My Studies](#).

Remembering and recalling studies

The Remember and Recall functions are used to create a consolidated list of studies that were found using different search criteria from the Search page. **This list will only be available during the current login session.**

To create a list of studies to remember:

1. Search for the study you want to remember by following the procedure outlined in [Searching for studies](#).
2. Select the study from the search results list and click **Remember**.
3. Repeat steps 1 and 2 to select additional studies from other search results.

To recall a list of remembered studies:

- Click **Recall**. Once these studies are recalled, you can edit, move or delete them individually or as a group.

Note: To clear the list of studies currently being remembered, click **Clear**.

Adding studies to My Studies

If you have studies that are used often, you may want to add them to the My Studies folder. You can also add a series or a subset of a series from a study, as well as the quick list, to this folder. **This list is specific to the user name and will be available for future login sessions.**

To add studies to the My Studies folder:

1. Select the studies from the quick list by following the procedure outlined in [creating a quick list](#).
2. Click anywhere on the study selection, and drag-and-drop the studies to **My Studies**.

Organizing the contents of My Studies

There are two ways to organize the studies in the My Studies folder: manually and automatically. You can also right-click a folder to rename it, or drag and drop studies between folders.

To manually organize the contents of the My Studies folder:

1. Right-click **My Studies** on the navigation menu. A pop-up menu appears.

2. Select **New** from the pop-up menu. A new folder appears under the My Studies folder.
3. Enter a name for the folder, and click **Apply** to create it.

Note: Repeat this process if you want to add additional levels and subfolders.

To automatically sort the contents of the My Studies folder:

1. Right-click **My Studies** on the navigation menu. A pop-up menu appears.
2. Select **Sort** from the pop-up menu.

All studies in every level and subfolder under the My Studies folder are sorted alphabetically.

Removing studies from My Studies

If you have studies that are used rarely, you may want to remove them from the My Studies folder.

To remove studies from your My Studies list:

1. Right-click the study selection that you want to remove. A pop-up menu appears.
2. Select **Remove** from the pop-up menu.
3. Click **OK** to confirm removal of the study selection.

Note: If you delete a folder, all studies within the folder will be removed from the My Studies folder.

Saving queries

If you are using the same basic search criteria every day, you can save new queries and change existing queries from either the My Queries list or the Saved Query drop-down list. **This query list is specific to the user name and will be available for future login sessions.**

To save a new query:

1. Search for the study you want to query by following the procedure outlined in [Searching for studies](#).
2. Click **Save As**.
3. Enter the name of the query, and click **OK**.

Your new query is added as an entry to both the My Queries list on the navigation menu and the Saved Query drop-down list.

To change an existing query:

1. Select a query from either the My Queries list or the Saved Query drop-down list.
2. Edit the search criteria as required by following the procedure outlined in [Searching for studies](#).
3. Click **Save** to save your changes.

Once you have saved a query, you can execute it from either the My Queries list or the Saved Query drop-down list.