

DMC-EZ CD Image Burning, Searching for Exams & Importing CD's

Purpose:

To ensure the Radiology Records Department has a functional film/media management system with a provision for burning recorded images, searching for exams and importing CD's using the DMC-EZ Burner.

Burning CD's

1. GO TO DMC-EZ BURNER
2. DOUBLE CLICK CONNECT TO DMC-EZ (if not already running)
3. SIGN INTO DMC-EZ (with your user ID and password)
4. GO TO PACS
5. HIGHLIGHT ALL EXAMS NEEDED
6. SEND TO 'FILE RM DISC BURN'
7. EXAMS WILL BE SHOWN IN THE LOCAL SERVER TAB
8. CD WILL AUTOMATICALLY BEGIN TO BURN AFTER 100% COMPLETION

Searching For Exams

1. DOUBLE CLICK CONNECT TO DMC-EZ BURNER (if not already running)
2. SIGN INTO DMC-EZ (with your user ID and password)
3. CLICK THE SEARCH ARROWS (if search pane not open)
4. INPUT PATIENTS NAME, ACCESSION#, OR PATIENT ID ETC.
5. SELECT THE 'LOCAL SERVER' OR 'PACS Q/R' DEPENDING ON WHETHER YOU WANT TO SEARCH THE LOCAL LIST OR PACS FOR THE PATIENT'S EXAM
6. CLICK SEARCH TO SEARCH FOR PATIENT EXAMS
7. EXAMS WILL APPEAR IN THE SELECTED TAB AREA BELOW 'SEARCH'
8. SELECT THE EXAM YOU WANT TO BURN
9. CLICK BURN IN THE TAB MENU AREA
10. CD WILL BEGIN TO BURN AFTER 100% COMPLETION DISPLAYS

Importing Outside CD's

1. OPEN CD TRAY
2. INPUT OUTSIDE CD, CD WILL AUTOMATICALLY LOAD (if not the Importer application is not running, click on Start/Programs/Startup/Importer, once running reinsert the CD)
3. YOU MAY VIEW THE EXAM ON THE VIEWER NEXT TO EXAMS IN THE PATIENT'S LIST BOX BY CLICKING ON THE SERIES IN THE LIST
4. SELECT ALL EXAMS TO SEND TO PACS
5. THERE SHOULD BE A GREEN CHECK MARK NEXT TO ALL EXAMS YOU ARE SENDING
6. YOU CAN UNSELECT ANY EXAM YOU ARE NOT SENDING
7. CLICK OK AT THE BOTTOM RIGHT CORNER
8. DMC DOES BOTH PACS AND WORKLIST PATIENT SEARCH (SEPARATE TABS BELOW PATIENT INFO)
9. IF THE CORRECT PATIENT IS DISPLAYED IN EITHER LIST, CAN DOUBLE CLICK IN LIST TO AUTOMATICALLY APPLY LSUHSC PATIENT INFORMATION IN THE FIELDS ABOVE (HIGHLIGHTS THE FIELDS)
10. IF THERE IS AN ORDER CLICK ON THE 'RECONCILIATE' BUTTON BOTTOM LEFT, OTHERWISE GO TO STEP 14

11. IF PATIENT SHOWS IN WORKLIST, SELECT IT AND CLICK ONE OF THE BUTTONS (HIGHLIGHTS FIELDS)
 - a. 'ASSIGN ACCESSION NUMBER AND STUDY DESCRIPTION'
 - b. 'APPLY ACCESSION NUMBER'
12. IF PATIENT DOES NOT SHOW IN WORKLIST, CLICK IN FIELD TO CHANGE MANUALLY
13. CLICK OK AT BOTTOM TO GO BACK TO PRIOR SCREEN
14. CLICK OK AT BOTTOM
15. YOU WILL NEED TO ENTER YOUR LOGIN ID AND PASSWORD
16. SELECT APPROPRIATE DESTINATION(S) (PACS Q/R IS DEFAULT)
17. YOU SHOULD SEE A SENDING TO (DESTINATION) MESSAGE AT TOP OF SCREEN
18. GO TO PACS MERGE ALL EXAMS & NAME ALL EXAMS
19. FINALLY GO TO RIS & INPUT ALL EXAMS

Written: 6/1/2010