

**LSUHSC-Shreveport
Radiation Oncology
Proc. 19.6.9**

VIDAR SCANNER

Policy:

To provide guidelines to ensure that therapist are knowledgeable of the proper operation of the Vidar Scanner. Therapist may be required to transfer outside film or images into Multi-Access with use of the Vidar Scanner for medical records documentation.

Procedure:

1. Open patient in Multi-Access
2. File, then Import/Export
3. DFI Polling
4. "Digitized Film Import" screen will appear. Select patient's name and run film through Vidar scanner. Film must be put behind blue area of scanner.
5. Film should appear on screen. Click "save." Film will now be located under "e-chart" then "images". Double click on field and the image will appear larger. Right click and choose "image information." Select "field" under association and then select the appropriate field from the drop box. Select ok, then ok again to return to the image list.

Written: 2003

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Reviewed: 05