

Advanced Visualization (AV) EMI Quick Reference Guide for EMI Backup or AV Web (Remote Access)



EMI Backup Icon

The EMI Backup icon is for use when the site icon is not working or the local EMI viewing system is down.

Log-On

- Double-click on the **EMI Backup** icon or the EMI icon in Remote Apps.
- Type in your D or A number (network log-in ID).
- Type your Excellian/network password and either press the [Enter] key or click the **OK** button.

Finding a Patient Using the Quick Search Bar

- Search by any of the criteria in the Quick Search Bar (located under the upper tool bar).
- Source: **Backup AV** – searches the Backup EMI server; **Allina Enterprise Archive** – searches the entire Allina medical imaging database.
- Enter the **MRN/Pt ID** (optimal search criteria) or **patient name** in the designated fields. Name format: lastname, firstname [last and first name separated by a comma] or the **Accession #** - specific to the exam
- Click the **Search** button.
- A search page will be populated with the patient studies that match your search criteria.
- Click the **Clear** button to clear all search criteria from the Quick Search Bar (note: you must manually change the **Source** drop-down—this will not revert back when clicking the **Clear** button).

Finding a Patient Using the Search Button (can be used for a more specific search)

- Click on the **Search** button (located in the upper toolbar).
- Utilize additional search fields, as needed.

Note: do **NOT** perform unfiltered searches. You *must* add patient/study specific information.

Remote Studies/Retrieving Studies

- In patient study list, note that a folder with a slash through it means the study is remote (not available locally).
- To retrieve the remote study, highlight the patient name, right-click with your mouse, highlight **Retrieve Study** on the menu. This will bring the remote study back to your local AV.

Folder List Panel (Patient Study Lists)

- **Public Folders** –They are already created/can be seen by all users. Click on appropriate Public Folder to see the list of exams that fit the folder criteria.
- **Private Exam Folder** (are personal folders specific to the logged in user) The following instructions will create a private folder that display images of patients ordered by the Referring Physician:
 - Highlight **Private Folders**
 - Right-click and highlight **New Exam List > Add to Private Folders**
 - Name the folder (i.e. My List – this is a free-text field)
 - In **Referring Physician** field, type your name in this format: **lastname, first name**.
 - Select the number of days to display
 - Click the **OK** button

Shortcut Window is a collapsible panel below the **Folder List panel**. Any folder (public or private) can be dragged /dropped into the panel for quick access to frequently used lists.

Patient History/Viewing Radiology Reports

- After highlighting a specific patient's name, click on the **Patient History** button in the upper toolbar.
- A patient history page will populate with all current and prior studies done for that patient as well as relevant Radiology Reports.
- Click the check boxes that precede the studies you wish to view and then click the **Display Images** button at the bottom of the page.
- To view Radiologist Reports, highlight the date of the report you wish to view in the upper part of the Reports section. Once you highlight the date, that report will appear in the Reports section (on the right).

Launching/Viewing Studies

Launch study: double-click on the required study to view images.

Dragging & Dropping Series/Images

A series or image can be dragged from the upper thumbnail panel to a viewport. Click on the series/image you wish to view and drag it into the desired Viewport. You **must** hold down the left mouse button during this process.

Image Manipulation Using the Mouse

Left-click/Hold: will pan the image in the viewport when you move the mouse

Scroll: will magnify General X-Ray images or will scroll through CT, MRI or U/S studies

Right-click/Hold: will lighten/darken the image as you move the mouse across the viewport.

Annotations

Press A (a) to turn annotations on or off.

Closing an Exam

Click on the X at the right top corner of the exam.

EMI Problems:

- Call the Allina Service Desk at:
612-262-1900 (x21900) or 1-800-315-4085.
Physicians - Press Option 8 – Staff Option 1