



ADVANCED VISUALIZATION (AV) FEATURES GUIDE

LAUNCH ADVANCED VISUALIZATION (AV)

- Double-click on the EMI icon.



Site EMI

You may encounter the following **Warning - Security** message:



Click the checkbox that precedes **Always trust content from this publisher**. This action will prevent this message from reappearing at future log-ins.

- The AV log-in screen will appear:



LOG-IN

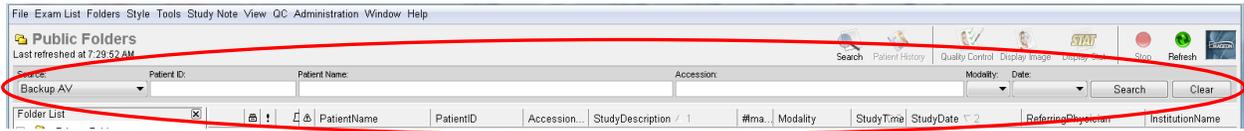
- Type your Excellian/Allina network ID (A or D number) in the **User ID** field.
- Type your Excellian/Allina network password in the **Password** field.
Note: AV supports **LDAP** user authentication. This means that EMI users will always log-in to AV with their Excellian/Allina network ID (A or D number) and password. Users can log-in to any instance of AV, at any site, utilizing their Excellian/Allina network ID and password.

Important Note: The **EMI Backup** icon is available on Allina pc's and is utilized during EMI downtimes. User ID and password are the same as your Excellian/Allina network ID & password.

AV Web (remote access to images): The user ID and password for **AV Web** is also the Excellian/Allina network ID and password.

QUICK LAUNCH SEARCH BAR

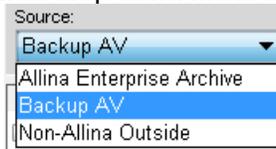
- The Quick-Launch Search Bar appears immediately below the Worklist toolbar.



- Search by any of the fields (Patient ID, Patient Name, Accession number, particular modality, date choice) and either click the **Search** button or press the **Enter** key.

Notes:

- **Source** drop-down menu choices:

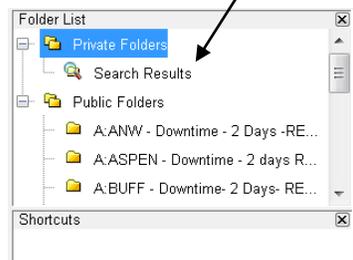


Allina Enterprise Archive – searches the entire Allina digital image long-term archive

Site AV – searches the local EMI server (each site will display the local AV name)

Non-Allina Outside – searches for outside exams that have been loaded to the Allina system

- Patient ID/MRN and patient name are the most efficient search criteria for the site AV or Enterprise archive. If searching by patient name, the name format is as follows: **lastname, firstname** (not case-sensitive)
 - Partial words allowed: any textual entry can be truncated. For example, **ber** in the **Patient Name** field returns all patients whose last name begin with Ber (and any letters that follow) such as Berg, Berthart, Bernne, etc.
- Click the **Search** button once you have entered the search criteria.
- The system creates a **Search Results** folder in the **Folder List** panel and displays the data that meets the search criteria.



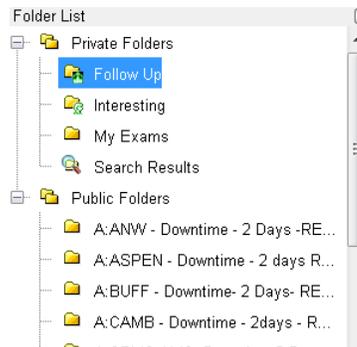
- Click the **Clear** button to clear previous search criteria.

Note: The **Clear** button does not clear the source choice. The **Source** field defaults to the last-used source. For example, if you last searched **Allina Enterprise Archive**, it will hold this until you physically change it.

Important Note: **NEVER** perform unfiltered searches. You must add patient or study specific information. Unfiltered searches can result in system performance issues.

FOLDER LISTS AND EXAM LISTS

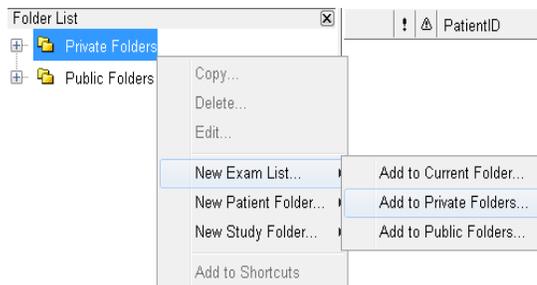
The **Folder List** is located in a collapsible panel on the upper-left side of the Worklist. It shows all **Private** folders as well as **Public** folders.



- **Public Folders and Exam Lists** - are already created and can be seen by all users. When you click on a Public Folder for viewing, the patient data that meets the conditions for this folder will display in the worklist to the right.
- **Private Folders and Exam Lists** – are created by the logged in user and can only be seen by that user. Users can create Private Folders by right-clicking on the **Private Folders** icon in the Folder List. Private Folders can include Exam Lists, Patient Folders and Study Folders.

Private Exam Lists – the following instructions create a private list that displays patient image data ordered by a specific referring physician:

- Highlight **Private Folders**
- Right-click and highlight **New Exam List > Add to Private Folders**. The **Exam List** box will appear.



- Name the folder in the **Name** field (i.e. My Exams). This is a free-text field.

Physicians:

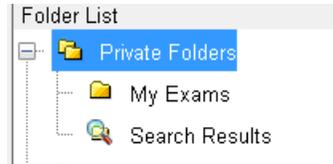
- In **Referring Physician** field, type your name in this format: **lastname, first name** (your name should be typed exactly the way it appears in the **Referring Physician** column of the worklist).

Other Users:

- Enter other parameters as needed.
- Select the number of days to display in the **Studies Acquired in the last ___ days** field

Click the **OK** button

- The new private patient study list will now be accessible in your **Private Folders**.



Private Patient Folders – contain *all studies for a selected patient*.

- Highlight **Private Folders**.
- Right-click and highlight **New Patient Folder > Add to Private Folders**. The following **Folder Properties** box will appear.

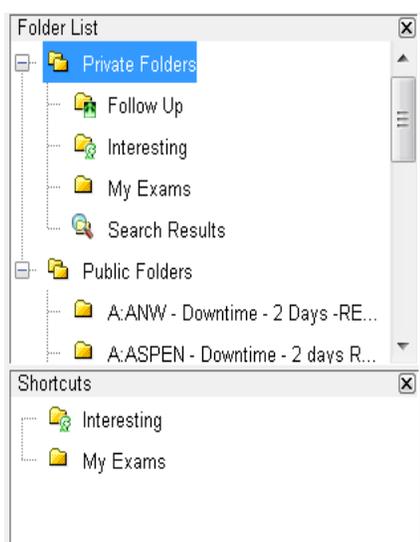
- Name the folder as appropriate and click any **Conditions** that are pertinent.
 - Drag and drop any study from the patient worklist into the new private **Patient Folder**. (*NOTE: This action does not remove the original study from the patient worklist. Instead, a copy is made for the private Patient Folder.*)
- **Note:** Any other studies acquired for this patient will automatically be populated in your private Patient Folder, as well.

Private Study Folders – contain *individual studies* for one or more patients (teaching files or interesting cases, for example).

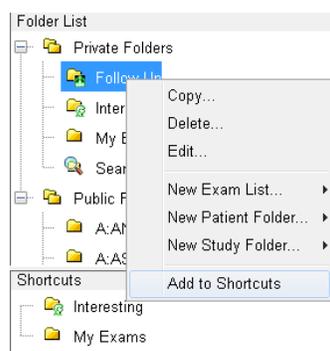
- Highlight **Private Folders**.
- Right-click and highlight **New Study Folder > Add to Private Folders**. A **Folder Properties** box will appear (like the **Folder Properties** box in above screen print).
- Name the folder and click any **Conditions** that are pertinent.
- Drag and drop any studies from the patient worklist into the new private **Study Folder**.
 - **Note:** This action does not remove the original study from the patient worklist. Instead, a copy is made for the private Study Folder.
 - Unlike the private Patient Folder, private Study Folders do not pull more than the specific study which was dragged in.

SHORTCUTS

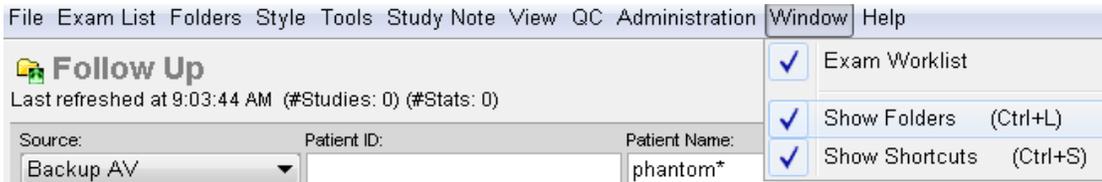
The **Shortcuts** list is located in a collapsible panel on the lower-left side of the Worklist and directly under the **Folder List**. **Shortcuts** provide quick access to frequently used lists.



- Any folder (public or private) can be dragged /dropped into the **Shortcuts** panel for quick access to frequently used lists.
 - Or, right-click on specific Exam List and select **Add to Shortcuts**.



- To see only **Shortcuts** in the folders panel, click the **X** in upper left corner of the Folder List. The Folder List will be hidden, displaying only your chosen Shortcut folders.
- To make the Folder List reappear, go to the top tool bar, click the **Window** menu and click on **Show Folders**.



WORKLIST ICONS

- Folder icons:
 - Color – white: exam is read
yellow: exam is unread
 - Slash through folder – double click on exam or right mouse click to retrieve exam
 - Paper icon on folder – report available
 - Head on folder – patient folder
 - Head on folder with slash – some exams remote
 - Arrow with green circle – exam is in process of being retrieved, circle fills in as images are pulled



PATIENT FOLDER

Select the Patient folder from:

- the icon at the top of AV

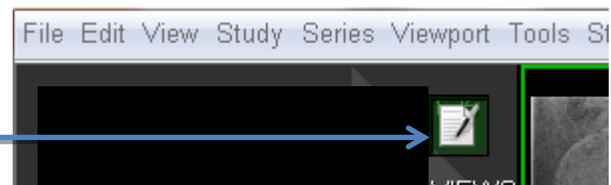
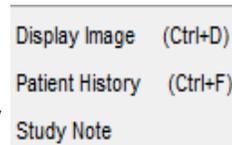


Or

- Right mouse click on the exam and select Patient History

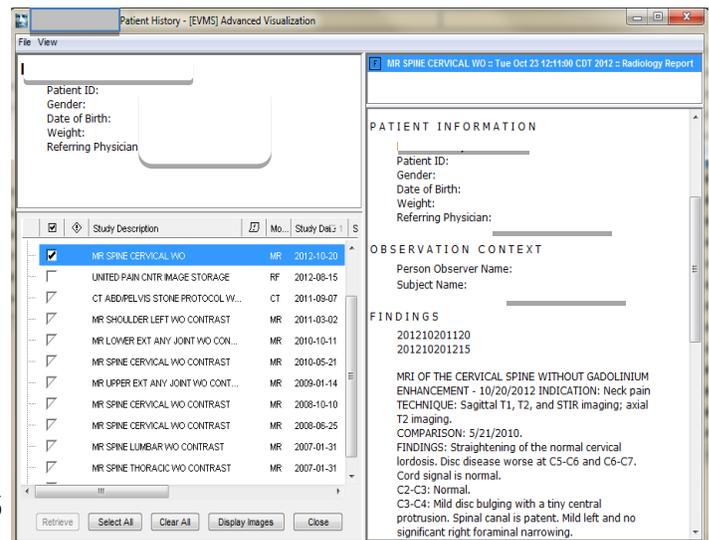
Or

- Selecting the paper icon in the upper right corner within the image viewer



Within the Patient Folder:

- View patient information
- List of patient exams
- Retrieve or display images
- Report is from the current study highlighted in upper right field



AV WORKLIST STYLE

- Style (format) of worklist - Style is the columns of information on the exam lists and the order they are displayed. Each user has the choice of building their own style or using one of the public styles.
- Whichever style is chosen by the user – every worklist will display with that style until the user changes it.



LAUNCH THE IMAGE DISPLAY WINDOW

Highlight the patient's name on the worklist and use any of the following options:

- Double click on the exam from the list

	PatientID	PatientName / 1	StudyDescription	#Images	Modality	StudyDate / 2	StudyTime	StudyInstanceUID	AccessionNumber / 1
	12/27/12	ACUOPATIENTN...		14	CT	2012-12-27	18:37:46	1.2.840.113619.2....	UNITEDCT1
	12/27/12	ACUOPATIENTN...		1	CT	2012-12-27	17:55:26	1.2.840.113619.2....	UNITEDCT2



- Select the "Display Image" icon

- Right mouse click on the exam and choose "Display Image"



IMAGE DISPLAY OVERVIEW

Patient & Facility Information

"Fly out" Tabs



Secondary Toolbar

Primary Toolbar

SECONDARY TOOLBAR

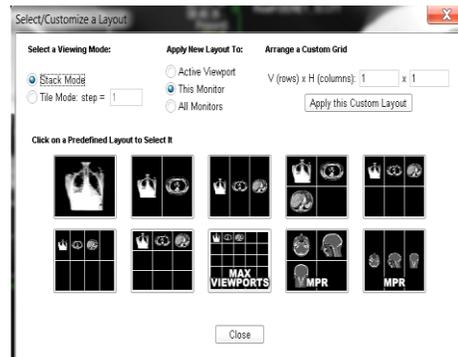
Use the reset button to return to the original image and undo any changes you may have made.

These buttons control linking and unlinking functions between series.



Close the study

Use to change the format of the viewports.



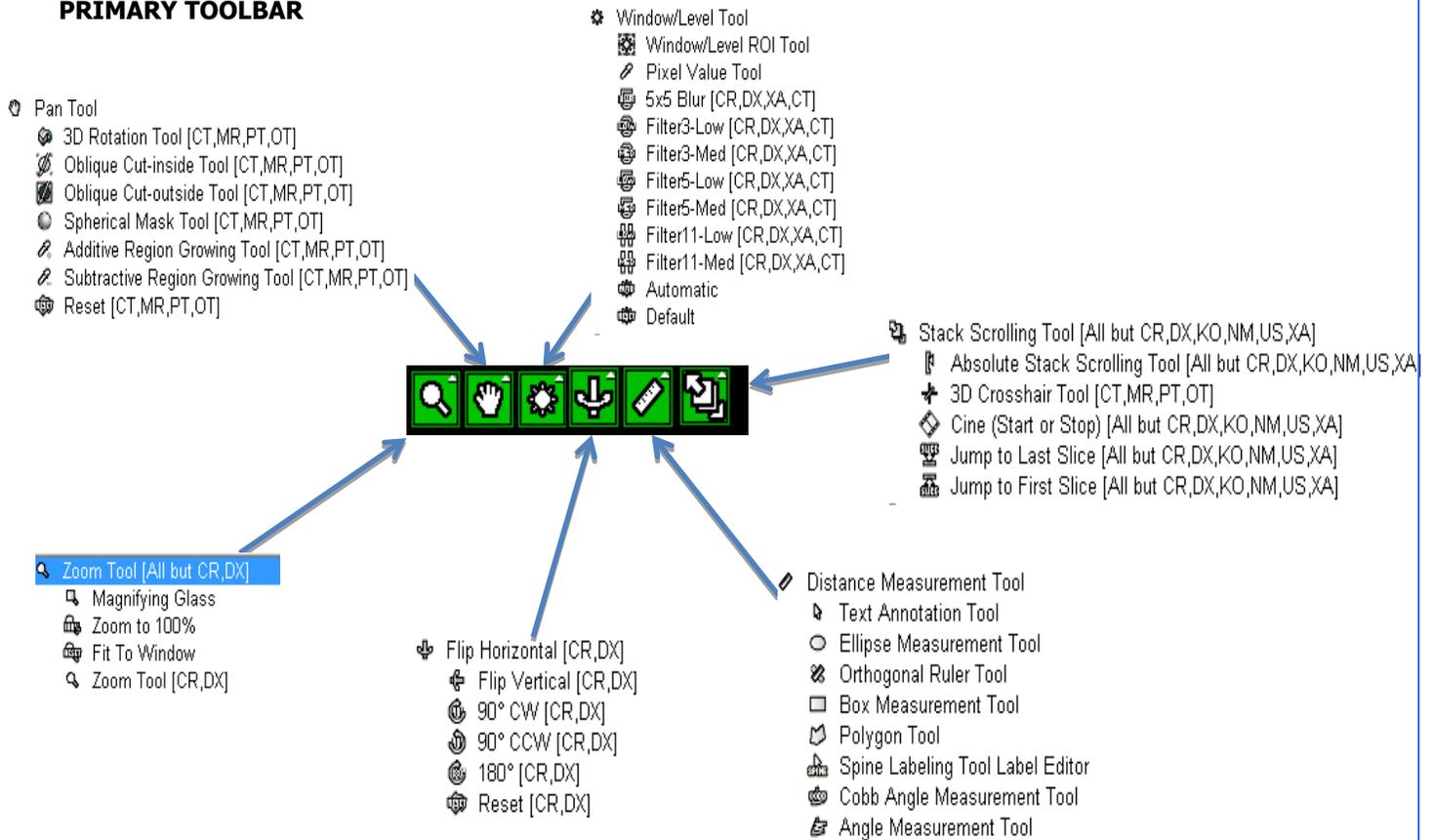
Hovering over any of the toolbar buttons will give you a short description of what the button does.

Example:



NOTE: The toolbar selection will change as the modality being viewed changes to ensure the correct tools for each study.

PRIMARY TOOLBAR

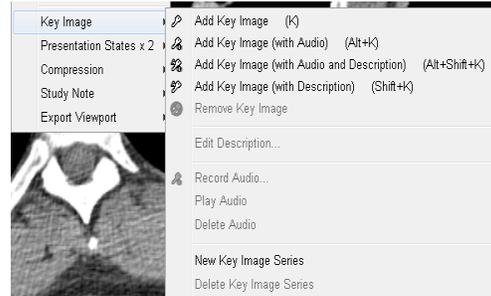


[CR,DX,NM,KO] etc. are the modalities each function is available in, no modalities listed indicates it is available in ALL the modalities.

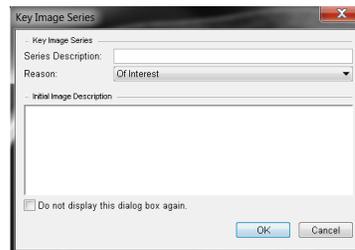
KEY IMAGES

CREATING KEY IMAGES

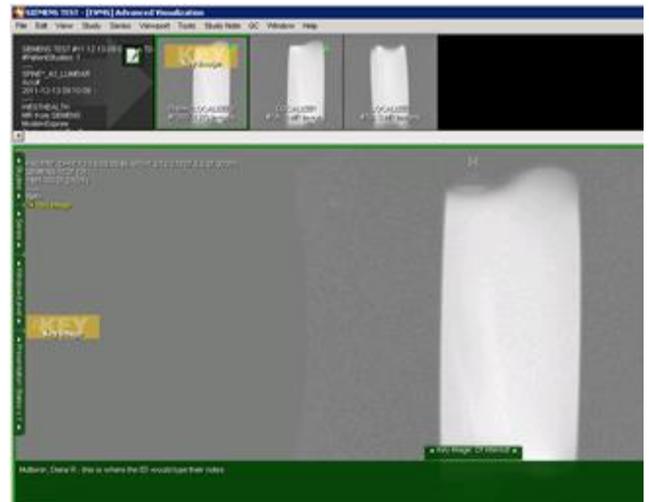
- Open the patient image in AV you would like to use and add any arrows, measurements or annotations to the image. (The arrows and measurements will save on the key image.)
- Press the shortcut key (K) on the keyboard or right click on the image and select "Add Key Image"



- The pop up below will display and you can add labeling or descriptive information as needed.

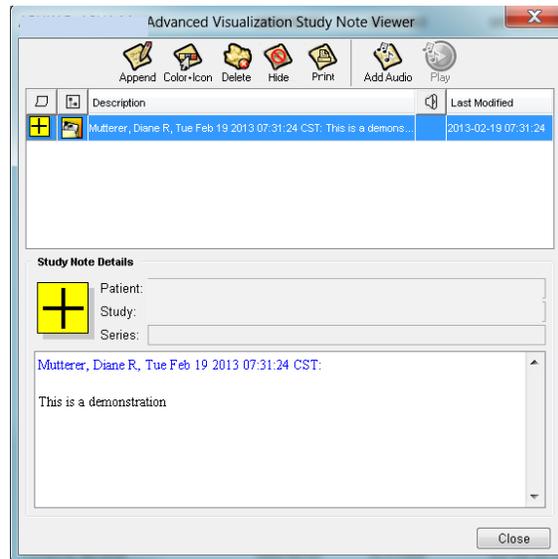


- Key images will display as a separate series in the exam and will have a yellow KEY.



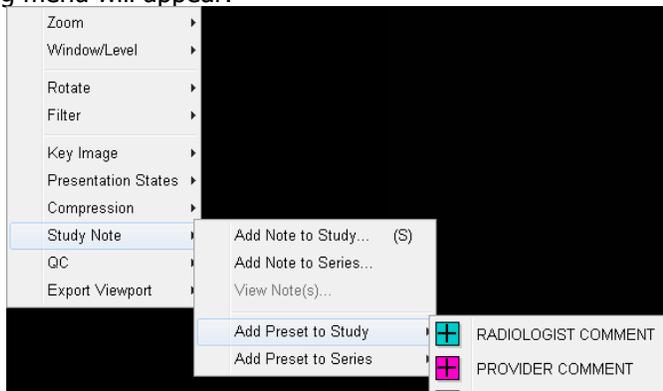
- To VIEW key image comments you have added, use the mouse to hover over the tab at the bottom of the image.

To view the details of a Study Note, double-click on the **Study Note icon**. This will bring up the **AV Study Note Viewer** below.



To Add a Study Note from within the image:

- Launch the study.
- Right-click in the image viewport. Highlight **Study Note > Add Preset to Study or Series**. The following menu will appear:

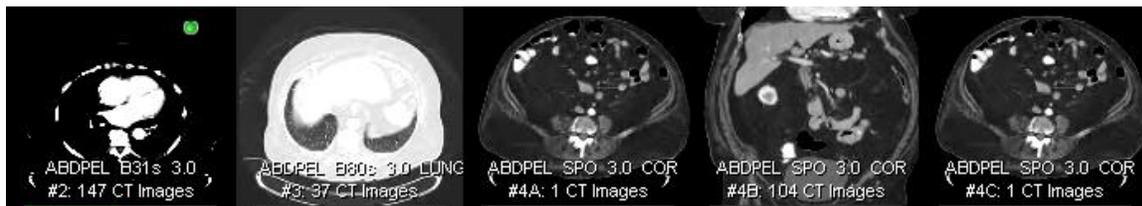


Choose appropriate Study Note preset. These preset choices will work the same as the preset choices detailed above in the **To Add a Study Note from the Worklist** section.

****NOTE:** Preset Study Note selections may vary from site to site to facilitate different workflows.

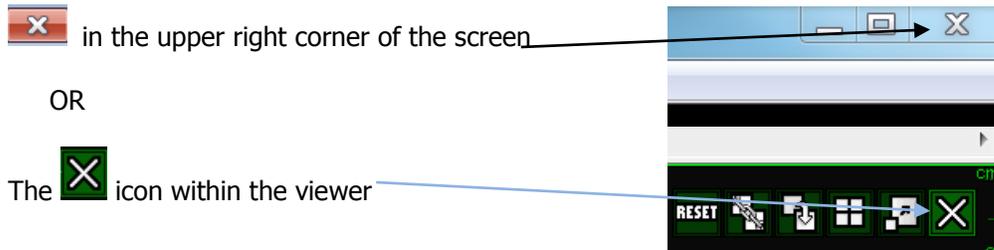
VIEWED SERIES INDICATOR

The viewed status of a series is visually indicated in the Series Thumbnail Panel as a green dot on the thumbnail. The appearance of a green dot in the series indicates it has been viewed. This is a convenient means of quickly assessing which images in a series have already been viewed. The green status line under the thumbnail images indicates full fidelity status of images.



CLOSING THE STUDY

To close a study from within the viewer, you can use either the:



CLOSING THE APPLICATION

Close the application using the  in the upper right corner of the worklist window

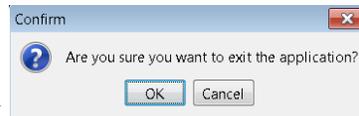
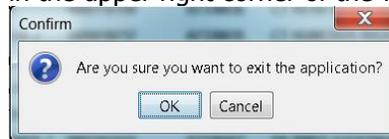
And answer OK at the prompt.

OR

File / Exit from the top toolbar



and answer OK at the prompt



ACCESS TO AV

- A webCARF must be submitted to gain access to AV.
- If you do not have access to AV and you need it to do your job, ask your manager to submit a webCARF on your behalf.

QUESTIONS OR ISSUES WITH AV?

- Contact the Allina Service Desk with any AV-related issues at **(612) 262-1900** or **1-800-315-4085** (outside the metro area) and the appropriate EMI support person will contact you.