From the Office of Health Informatics

Enterprise Imaging (EI) Document and Image Management

July 3, 2025

This flyer outlines how to Print, Import, Export, Fax, Email, Save to Media, and Transfer to DICOM exam documents from Enterprise Imaging (EI) Desktops.

Print, Fax, Save to Media Gallery, and Transfer DICOM data.

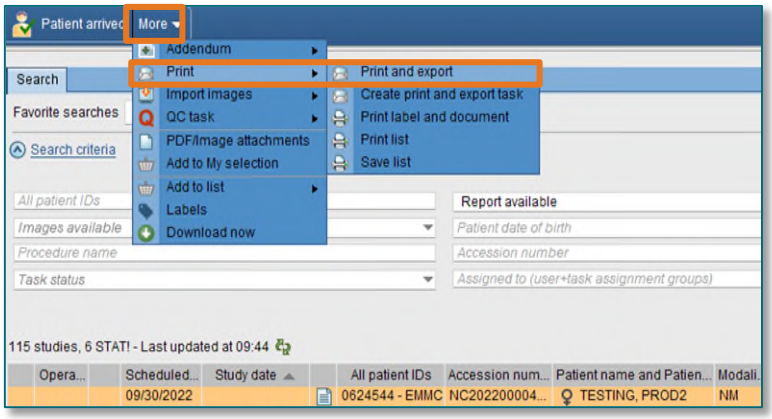
STEP 1: Select **Patient**.

STEP 2: Select **More** or **right-click**.

STEP 3: Select **Print**.

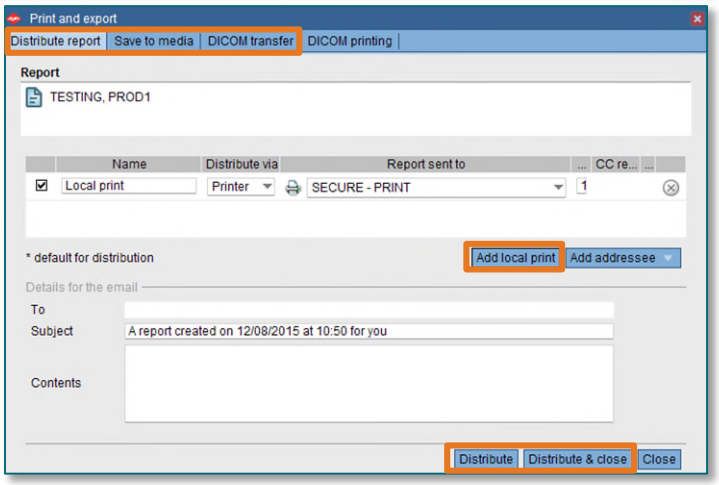
STEP 4: Select **Print and Export**.

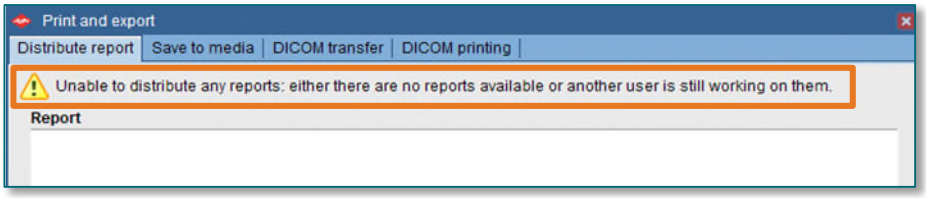
STEP 5: Select **Distribute report**, **Save to media**, or **DICOM transfer**.



➢ **Distribute report -Print, Fax.**

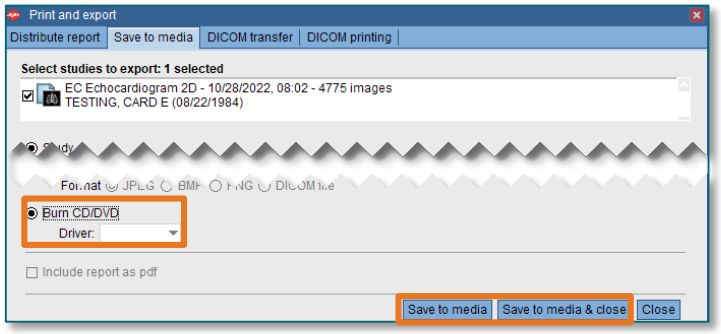
- **Print or Fax**
  - **Add local print**
    - Select appropriate option under **Report sent to**.
      - Secure print, PDF option for xMedius faxing, Multi-Tech FaxFinder.
  - Select **Distribute** or **Distribute & close**.





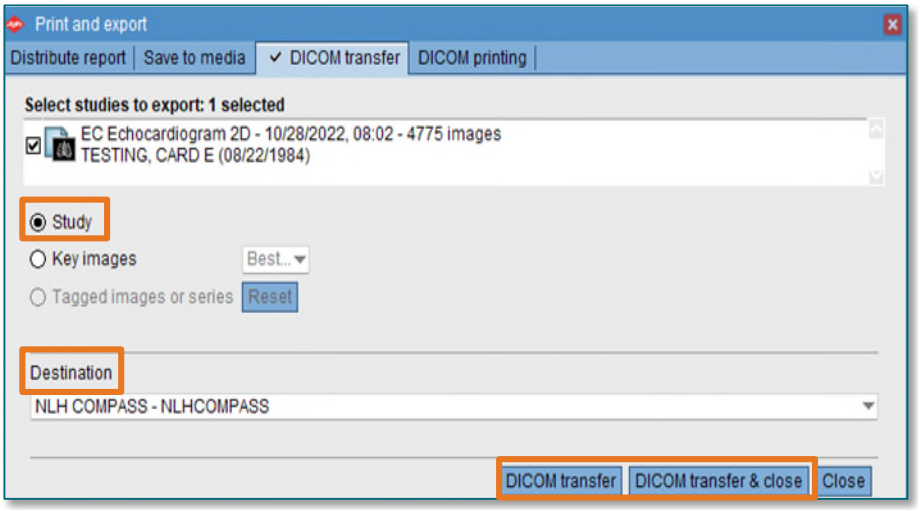
NOTE: **"Unable to distribute any reports: either there are no reports available, or another user is still working on them," populates if nothing available to send at that time.**

- **Save to Media**
  - **Burn to CD/DVD**
    - Select **Driver**.
    - Select **Save to media** or **Save to media & close**.
    - Exporting studies shows in the top banner beside **Patient Name** and **MRN** box.



NOTE: Once complete, a pop-up window appears stating: The following studies have been burnt to CD/DVD successfully with Name of study. Disk drive will open to retrieve the CD/DVD.

- **DICOM Transfer**
  - **Study** is pre-selected.
  - Select **Destination** location from the dropdown.
  - Select **DICOM transfer** or **DICOM transfer & close**.
  - Exporting studies shows in the top banner beside **Patient Name** and **MRN** box.



NOTE: Once complete, a pop-up window appears stating: The following studies have been transferred in accordance with filter configuration for the external system with Name of study.

NOTE: When exporting studies of the SAME Patient to CD or another destination, more than one can be bundled together.

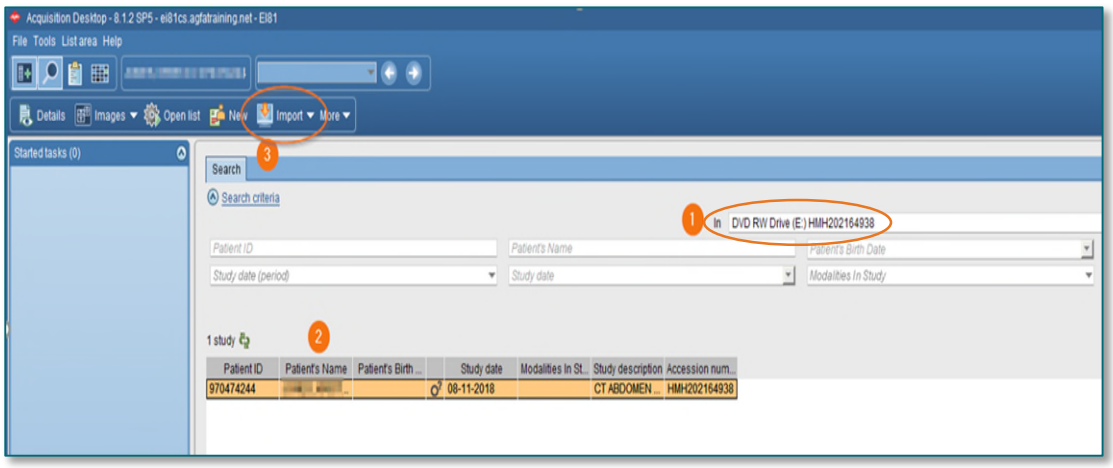
Import CD

To import images to a selected study or a new order:

STEP 1: Select the local drive under **In** the search area.

STEP 2: Select study or studies to import.

STEP 3: Select **Import**.



STEP 4: Search for patient.

STEP 5: Right-click in the patient row that needs a **QC task** to attach images to order entered.

STEP 6: Hover over **QC task**.

STEP 7: Left-click **Create QC task**.

STEP 8: From the **QC action** dropdown, select the appropriate QC action, **Fix/Merge**.

STEP 9: Enter comments, if necessary, in the **Comment** field.

STEP 10: Click **Fix/Merge**.

Print Images

STEP 1: Right-click an image.

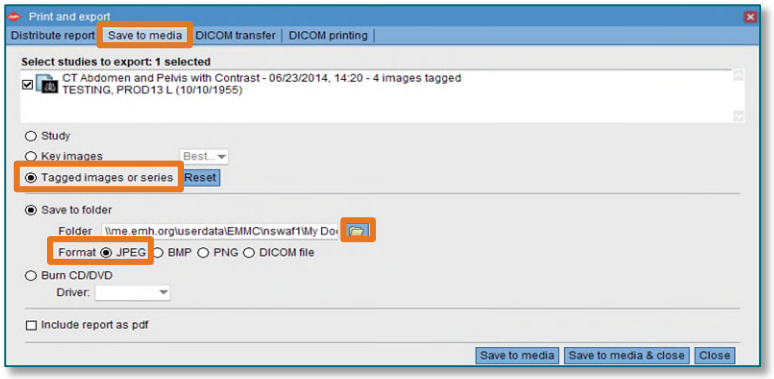
STEP 2: Select **Print and Export**.

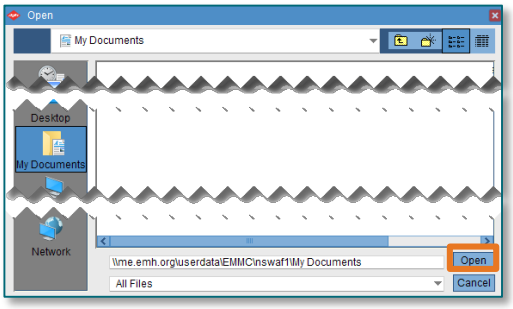
STEP 3: Select **Save to Media**.

STEP 4: Select **Tagged images or series**.

STEP 5: Select **Save to folder**.

STEP 6: Select **JPEG**.





STEP 7: Click **file folder** to browse location to save images.

STEP 8: Select **My Documents**.

STEP 9: Click **Open**.

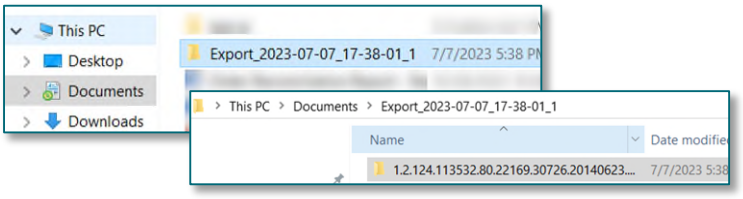
STEP 10: Go back to images, left-click the single image or series to tag.

NOTE: indicates an image has been tagged.

STEP 11: Go back to **Print and Export** screen after selecting all images to be printed.

STEP 12: Select **Save to Media & Close**.

NOTE: Once complete, a pop-up window appears stating: The following studies have been exported to the local folder successfully with Name of study.



STEP 13: Navigate to **This PC, Documents**.

STEP 14: Double-click the **exported file**.

- New window opens.
  - Double click the file.

STEP 15: Select all images by clicking the first one, hold **Ctrl** key, and select the rest.

STEP 16: Right-click one of the images.

STEP 17: Select **Print**.

- New **Print Pictures** window opens.
  - Select **Printer**.
  - Click **Print**.