

From the Office of Health Informatics Enterprise Imaging (EI) Technologist/Sonographer/ Imaging Staff Exam Acquisition Workflow July 3, 2025

This flyer outlines the Enterprise Imaging (EI) exam acquisition workflow for Technologists, Sonographers, and Imaging Staff.

Exam Acquisition Workflow

- **<u>STEP 1</u>**: Select the **Acquisition Desktop** icon to log in to EI.
- **<u>STEP 2</u>**: Select correct task list from the **Activities overviews** dropdown in the left margin of the screen.
- **<u>STEP 3</u>**: Locate patient procedure on task list and left-click to highlight.
- **<u>STEP 4</u>**: Acquisition icon **(**). This icon starts the acquisition task.
- **<u>STEP 5</u>**: View image thumbnails in Acquisition section.
- **<u>STEP 6</u>**: Add **Technologist comments** in EI if not done in the Radiology Information System (RIS).
- **<u>STEP 7</u>**: Open Study to view **Details and/or Images** if needed.

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- **<u>STEP 8</u>**: Detail page displays acquisition tab (default).
- **<u>STEP 9</u>**: View any study information or other site-specific study comments.
- **<u>STEP 10</u>**: View additional comparisons; right-click to get viewing options.

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<u>STEP 11</u>: Select **Images** to proceed to image page.

<u>STEP 12</u>: Complete acquisition task, click **checkmark** to manually complete in EI and complete in RIS.

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For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please <u>place a ticket</u> to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.