

Optum

Enterprise Imaging Using the Collaborator Tool

April 17, 2025

The Collaborator is a tool, within Enterprise Imaging, that can be used for communication between the Radiologist or other providers and the Imaging staff.

Locating the Collaborator

STEP 1: Locate the **Collaborator** in

Tools.

STEP 2: Select **Collaborator tool**.

The Collaborator opens.

File List area Tools Help Audio wizard... Initial training... Started tasks (Options Collaborator tool

Collaborator Collaborator Contacts Actions Help NSREE1 Online Recent contacts Frequent contacts Contacts Contacts Quick Filter

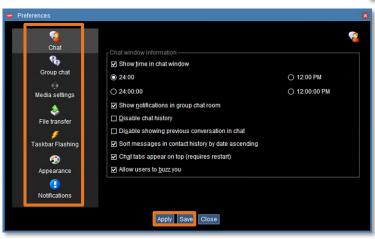
laborator Contacts Actions Help

Preferences
Always on top

Customizing the Collaborator

STEP 1: Click **Collaborator**.

- Select Preferences to customize the Collaborator.
 - Click the options in the left menu to set preferences for each of the features.
 - Click **Apply**, then **Save** to keep the new preferences.



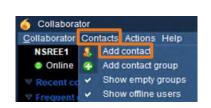
- Unselect Always on top IF the Collaborator is not always wanted on the top.
- Click **Exit** to leave the Collaborator.

Adding Contacts

STEP 1: Click **Contacts**.

STEP 2: Click **Add Contacts**.

- Enter the Username.
- Select the **Username** from the dropdown list that displays.



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- Select the Group the user should be added to using the Group dropdown.
- Click Add.
 - The user is added to Contacted before and the selected Group.

Add contact Add a user to your contact list Username: Group: Contacted before Add Cancel Add contact Add contact Add auser to your contact list Username: Group: Contacted before Contacted before Group: Contacted before Contacted before

Create a New Group

STEP 1: Click **New** to the right of Group.

- Enter **new group name**.
- Click OK.

OR

STEP 1: Click **Contacts** and select **Add contact group.**

- Enter Name of the group.
- Click **OK**.



Starting a Chat

STEP 1: Locate the user in the appropriate group.

STEP 2: Option 1: Double-click the user's name in a Group.

Option 2: Click Actions and select Start a chat, enter the username, and click OK.

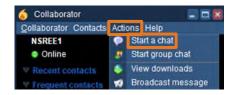
- The **Chat window** opens.
- Type the message.
- Select **Enter** on the keyboard.

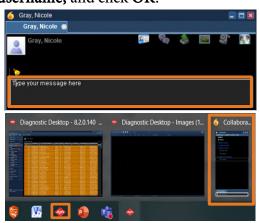
NOTE: Click Actions and select Start group chat to communicate with more than one person at a time.

➤ Hover over the **Agfa link** on the Toolbar at the bottom of the screen to reopen the Collaborator.









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Additional Chat Window Functionality

- > Click to view information about the user.
 - o Work email, and phone contact numbers display.
- > Click to invite to group chat.
- > Click to send files to this user.
- > Click to capture and send anything on the screen to the user.
- > Click to view conversation history.
- ➤ Click to get the users attention.

NOTE: The bell should NOT be routinely used.