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From the Office of Health Informatics Enterprise Imaging Using the Collaborator Tool July 2, 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

- <u>STEP 1</u>: Locate the **Collaborator** in **Tools**.
- File List area Tools Help Audio wizard... Initial training... Started tasks (Options Collaborator tool
- **<u>STEP 2</u>**: Select **Collaborator tool**.
 - The **Collaborator** opens.

Customizing the Collaborator

<u>STEP 1</u>: 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

- **<u>STEP 1</u>**: Click **Contacts**.
- **<u>STEP 2</u>**: Click **Add Contacts**.
 - Enter the Username.
 - Select the **Username** from the dropdown list that displays.

6 Collaborator				
Collaborator	Contacts		Actions	Help
NSREE1	-	Add	contact	
Online	4	Add contact group		
W Recent co	*	Show empty groups		
T Frequent	*	Sho	w offline	users

- 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.

Create a New Group

- **<u>STEP 1</u>**: Click **New** to the right of Group.
 - Enter **new group name**.
 - Click **OK**.

OR

- **<u>STEP 1</u>**: Click **Contacts** and select **Add contact group**.
 - Enter Name of the group.
 - Click **OK**.





- **<u>STEP 1</u>**: Locate the user in the appropriate group.
- **<u>STEP 2</u>: 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.











Additional Chat Window Functionality

- Click is to view information about the user.
 - Work email, and phone contact numbers display.
- > Click to invite to group chat.
- > Click to send files to this user.
- > Click limit 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.

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.