AGFA

HealthCare

Super User Training

Reading Cardiologist and Sonographer

Table of Contents

AGFA HealthCare

Cardiology Super User Training Guide

WORKFLOW

1. Log in

2. Select correct Activity Overview or Task List – if not selected by Default
3. Locate Studies for reading
4. Open studies by open or start reading

5. Select single study or multiple for batch reading
6. Select Start Reading or Start list

7. Active Study
8. Comparisons
9. View additional comparison exams
10. View study or technologist comments

11. Active vs Comparison
12. Pause study
13. Tools
14. Complete Reading task or assign to another user or group

AGFA ◆ **Agfa**

HealthCare

15. Task completed in follow-up activity under My Completed Today
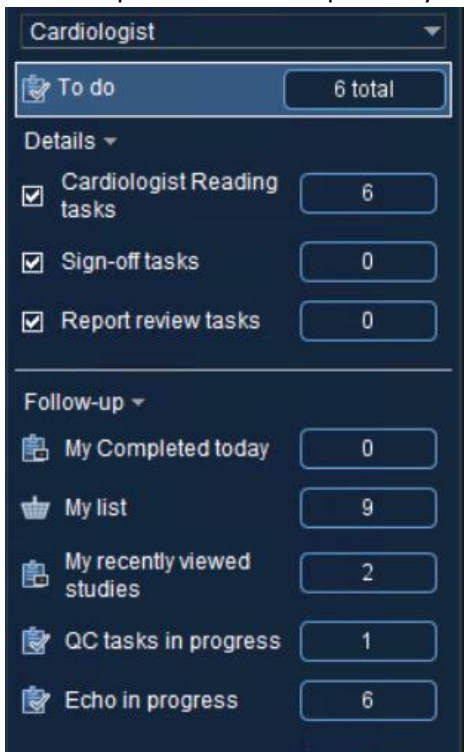
Image Visualization

TOMTEC Image Viewer

By default, ultrasound studies launch in a quad-screen view, while X-ray, IVUS and IVOCT launch in a full screen mode. The default can be changed in the "Settings".

AGFA Agfa
HealthCare
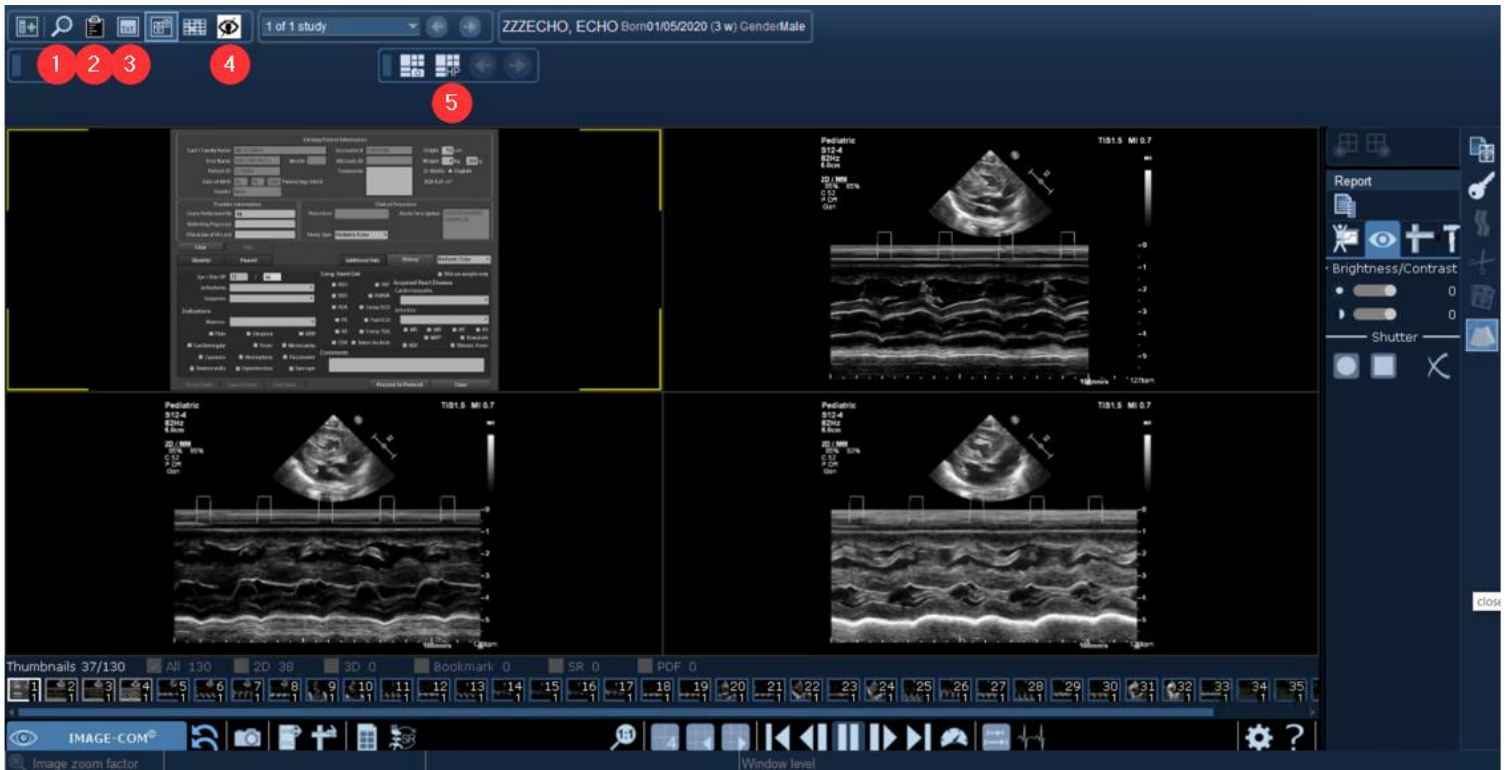
1. Return to Adhoc search
2. Return to Task lists
3. Return to Details Page
4. Close Image Area
5. Hanging Protocol Gallery – switch to basic US HP – QC work or exporting

Smart Regions

Each view port contans Smart Regions of special functions. The icons of the correspondent functions are visible by positioning the mouse cursor over a view port for a short time. The number of functions provided within the view port depends on the data being displayed. To activate a Smart Region, LMC and move the mouse horizontally. Click on the icon to activate/deactivate its function.
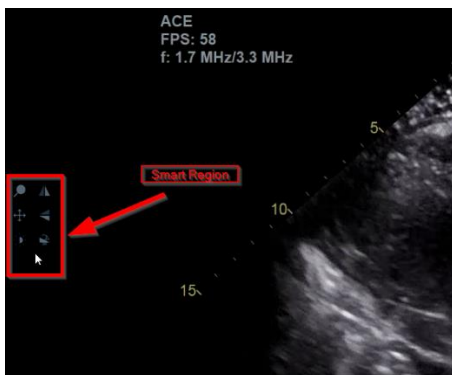
Side by Side Prior to Current Study Comparison

1. Select the active patient study window

2. Select the appropriate comparison studies
3. Newly selected comparison studies will be listed in the active studies box
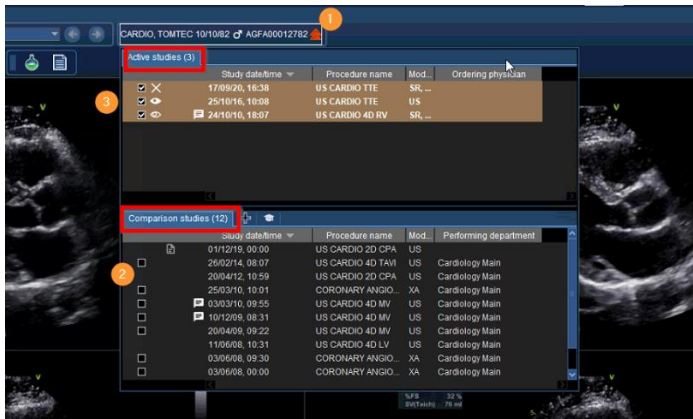
4. Select the patient history icon to toggle between the comparison studies
5. Select the desired prior comparison study in the patient history tab.
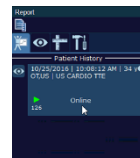
6. The prior study will load in the thumbnail section of the viewer.
7. Drag and drop thumbnails into the active workspace to compare images of the prior study with the current study.

Note: prior study images will have a light blue frame outlining the image and includes the study date and time.

Exporting and Importing Measurements

To import measurements from the image viewer into the structured report, select the measurement icon and the report will update with the newly imported measurement

Performing measurements

- Select the measurement tab
- Select the exam type: i.e. echo, vascular, cath
- Select the measurement group
- Select the desired measurement
- Perform the measurement on the desired image
- Press ESC, double click, or RMC to end the measurement task
- Results can be viewed by moving the mouse off the image view port.

Measurement Worksheet

- Select the launch Worksheet icon

- If a measurement has been performed multiple times, select value that should be exported into the structured report. Example:

  - Average
  - First
  - Last
  - Min
  - Max

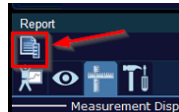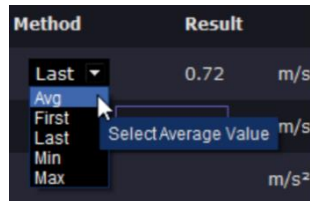 Note: The default selected value is Average.

- Delete measurements choosing the desired "Delete" criteria marked with a red "X".
  - Selected Value
  - Entire Column
  - Entire Row

Secondary Capture

Store your measurement results on the images and cine loops using the "Save Secondary Capture" icon. The complete image region will be captured. The new object becomes visible in the thumbnail preview at the end of the study.

Exporting Images

Export a desired still image or cine image by selecting the "Save AVI or BPM" icon. If at least one loop is playing, the complete screen will be exported as AVI, otherwise the image will be saved as a BMP, PNG, or JPG.

Reset Images

Restore the dataset to the original acquired layout by selecting the reset icon.

Structured Reporting

1. Select Patient
2. Select Start Reading, RMC or Double -click on patient
3. Upon launch reporting opens and images appear in image viewer
4. Tech Reviews the images and begins structured reporting, entering test specific findings

Study data toolbar
Review and edit study data

Clinical reporting interface
Review and edit clinical findings

Workflow toolbar
Change study status

Status bar

Identifies patient   Identifies study   Identifies user

5. Tech selects "To Be Read" in reporting which closes reporting and image viewer.
6. Tech assigns cardiology reading group/physician via EI worklist
7. Cardiologist group/physician finds assigned studies on EI worklist and launches study
8. Once launched, reporting opens, and images appear in image viewer
9. Physician reviews the images and finalizes report findings
10. Physician selects "Sign" in reporting and the report and image viewer close
11. Finalized report sent to EHR

UNIT TRAINING

Toolbar Icons

Tools necessary to manipulate the system.

AGFA ◆ Agfa
HealthCare
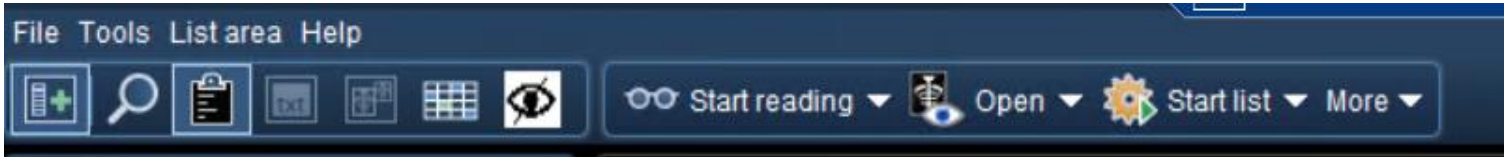
1. **File** Menu Option
   a. Logoff
   b. Exit
2. **List** Area
   a. Activities Overview
   b. Customize columns
3. **Tools** Menu Option
   a. Options
   b. Collaborator tool
4. **Help**
5. **Hide Navigation**
6. **Search**

Search Feature

The search option allows a user to perform an ad-hoc search to locate a study

1. Select Search icon in the tool to begin an ad-hoc search
2. Input search criteria (i.e., Patient ID, patient last name, accession number)
3. Select button
4. Search results will display with the number of results that meet your search criteria
5. Double click or right mouse click on the line of the study you wish to display

Activity Overview(s)

Provides an overview of the tasks to perform, studies of interest, and pending conferences

1. Select List Area (Tool bar)
2. Select Activities Overview drop-down list
3. Select specific AO task list
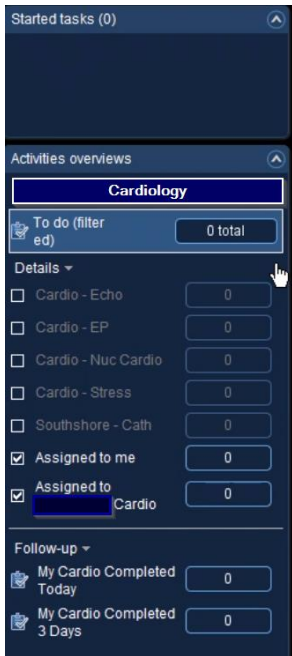
4. If your Reading Task is not visible, then
5. Select List Area on top toolbar

6. Select specific Task

Assign To

Distributes tasks responsibility. You can assign a task to yourself or others

1. Select Patient from worklist
2. Right click
3. Select "Assign" or "Assign to me"
4. Select Group (above line) or
5. Select Individual (below line)
6. Push to "Assigned to"
7. Select Assign
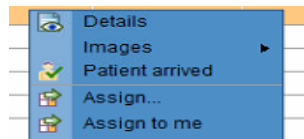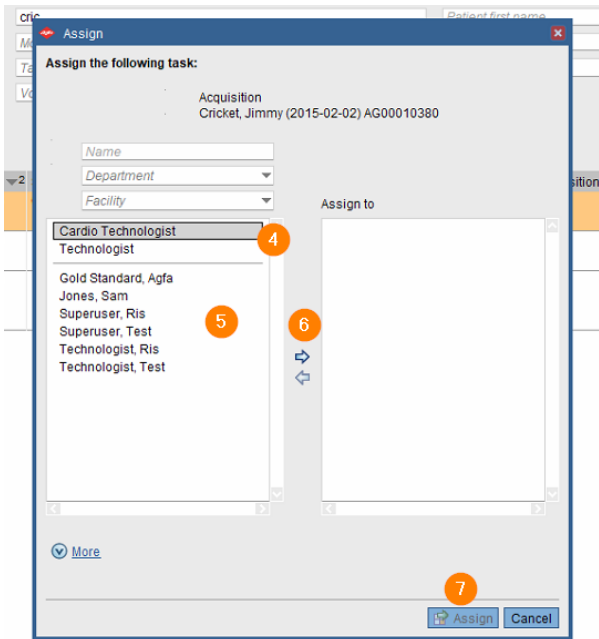
Desktop Customizations

Desktop customization can be made by right mouse clicking in the gray area, (⬭ indicates gray areas)

1. Select gray area in search field or search columns
2. Right mouse click
3. Select customize fields or customize columns
4. To specify the number of search columns, click the perspective column button
5. To display additional search fields, select and move items from Available to Displayed search fields
6. To hide currently displayed fields, reverse this procedure
7. To change the displayed order, select up/down arrows to right of displayed field
8. This setting will save for the login user; generally only admins can save for other users
9. Select OK
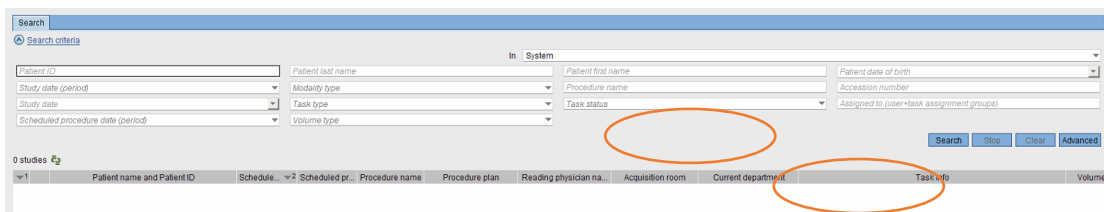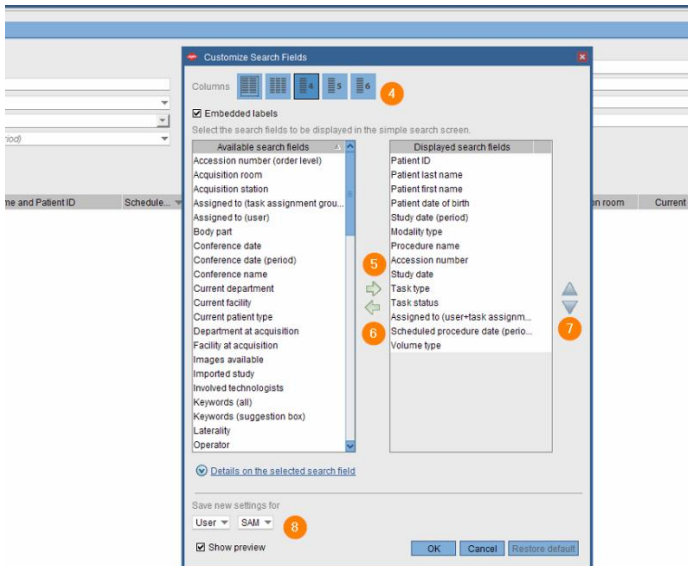
(F12) Options

Defines the settings that change the look and feel of the desktops.

1. Select Tools or F12
2. Select Options
3. Selecting Lists allows customization of items related to List area
4. Selecting Text allows customization of items relate to Text area
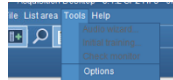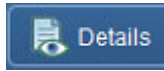5. Selecting Images allows customization of items related to Image area
6. Selecting Others allows you to turn on or off the collaborator tool for default login setting.

Text Page Details

1. Patient information
2. Active studies
3. Comparison studies
4. Images
5. Report
6. Comments
7. RMC-compare, display, and add images to clinical sidebar
8. Study
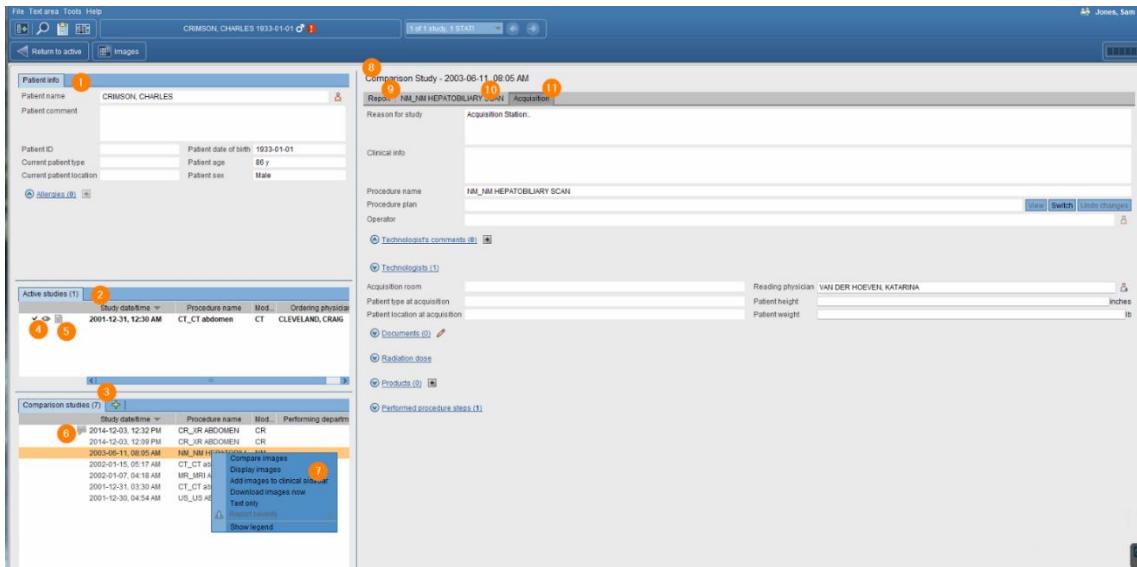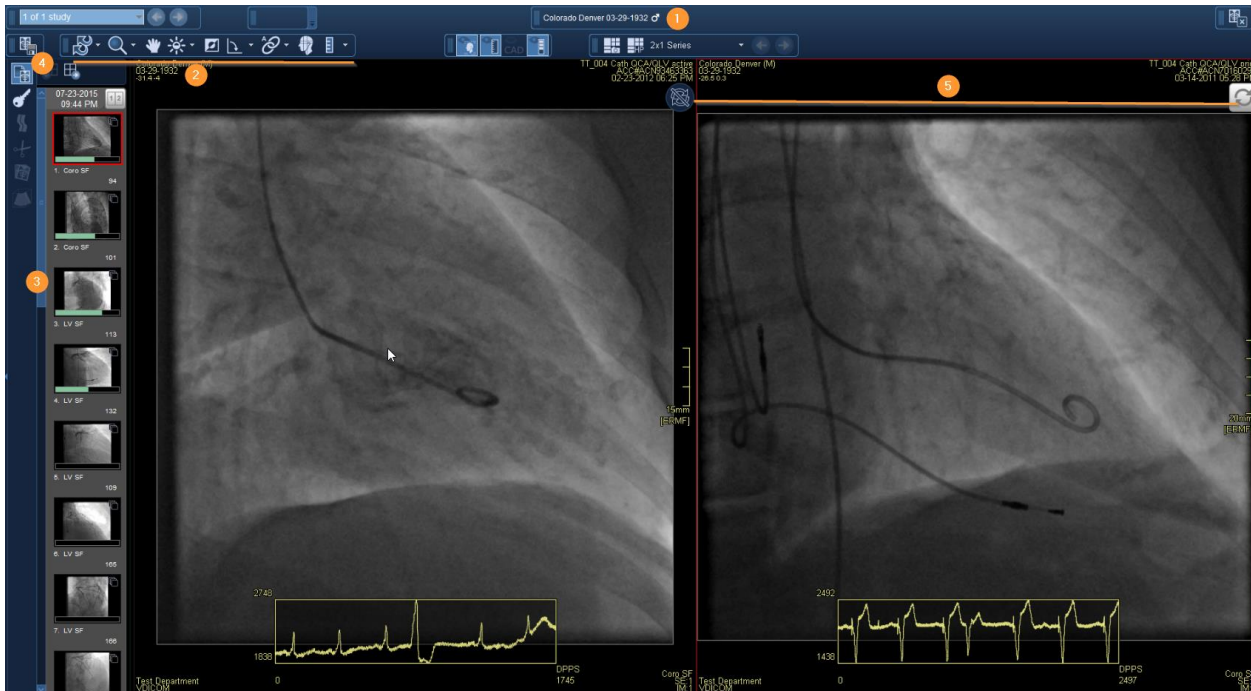9. Report
10. Exam
11. Acquisition

Image visualization

The image area combines all image display, manipulation, and enhancement tools for reading in EI.

1. Patient banner
2. Tools
3. Clinical sidebar
4. Save Presentation State and Create snapshot
5. Active vs Comparison

Note: Image area markup tools-calibrate images, take measurements, highlight and annotate areas with arrows or text. You can also hide, modify, or delete markups.

1. Activate tool with LMC, see tool attach to arrow
2. Utilize tool with left click
3. Deactivate tool with RMC, tool will no longer be attached to arrow
4. NOTE: if there is a dropdown to the right of tool, indicates more options
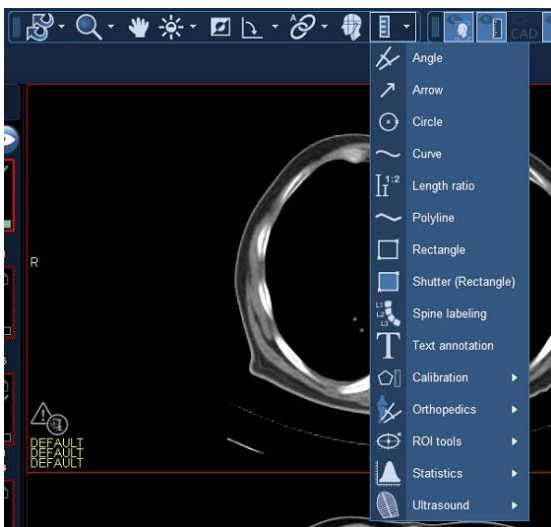
Configuring Default Tools

1. Select tool, create measurement, and deactivate
2. Hover over measurements with left click till you see enhanced measurements
3. Right mouse click to see an additional box with options

4. Select side arrow to see additional options
5. Select or deselect desired options
6. These measurement setting will be set as the users default and will not have to be changed again
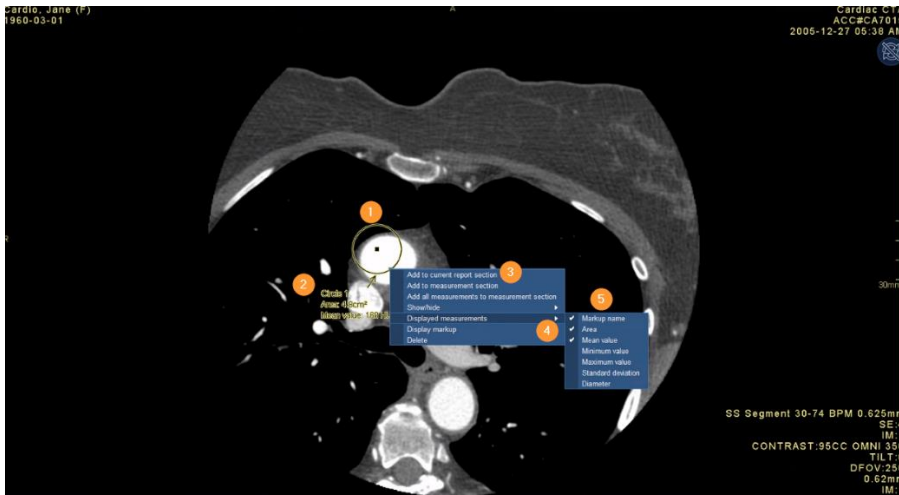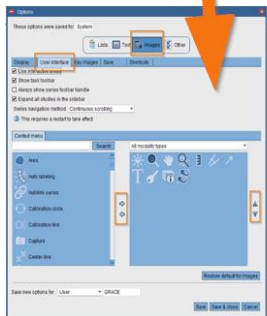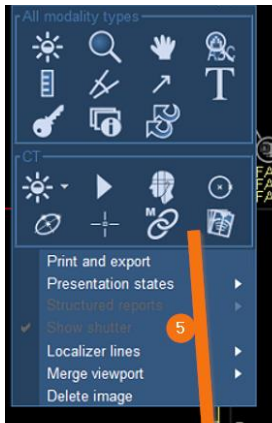

Image Area Context Menu

Access a selection of relevant tools without leaving the current image with the pointer

1. RMC to open context menu
2. LMC on desired tool
3. Left click to utilize tool
4. RMC to deactivate
5. Customization for the Image context menu can be obtained from F12 options

Print and Export

Print, fax, email, save to media, and transfer DICOM data

1. Select Patient
2. Select More, top toolbar
3. Select Print
4. Select Print and Export
5. Select Distribute report, Save to Media, Dicom Transfer, or Dicom Print
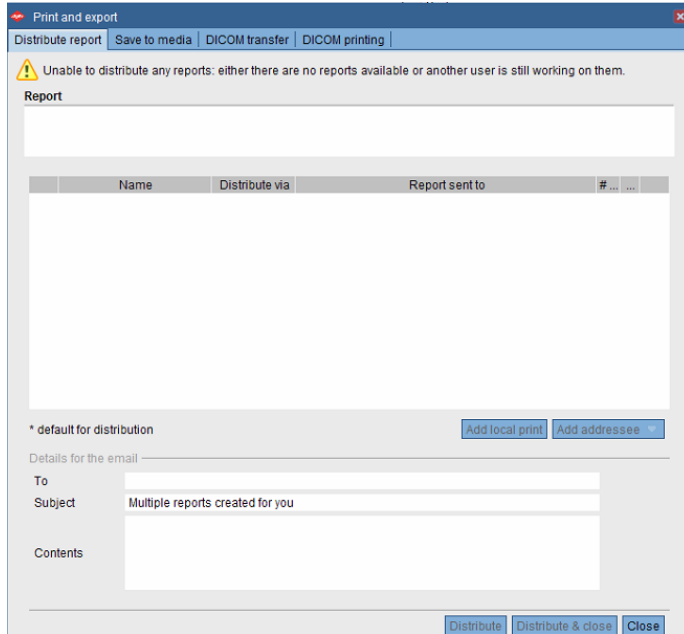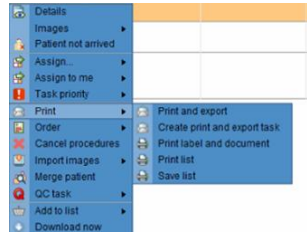
Import CD

Add images from a local or external source by importing them to the currently selected study to a new order
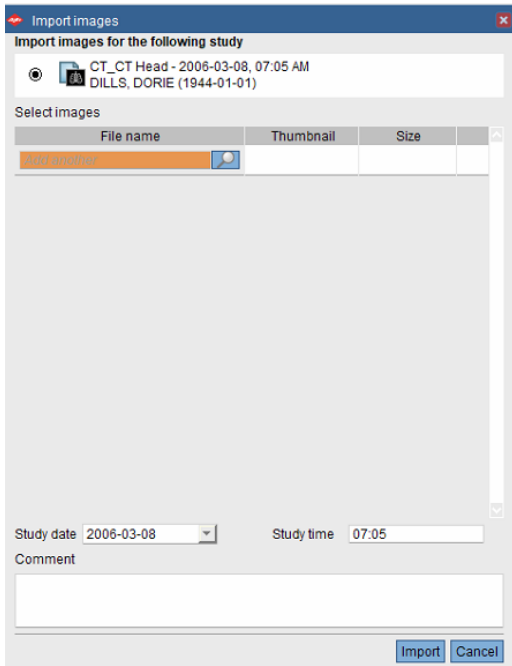
1. Select the local drive in the search area
2. Select study or studies to import
3. Click on import images
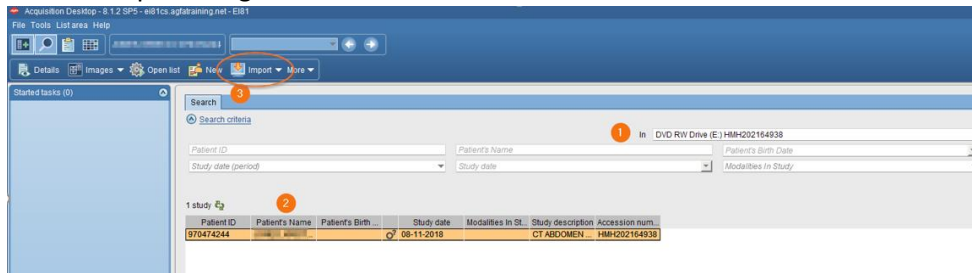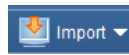
Import file From Desktop

1. Select Patient
2. Select More
3. Select Import
4. Select Import images for selected study or Import images for new order
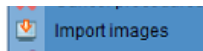
XERO

Xero is a medical image viewer that can be launched through most browsers.

Sign in URL will be provided by your organization once you login follow the steps below

1. Input information to search for patient
2. Select Search
3. Select Method of Display-report, image, or both
4. Double click on study
5. Select right arrow to show image area
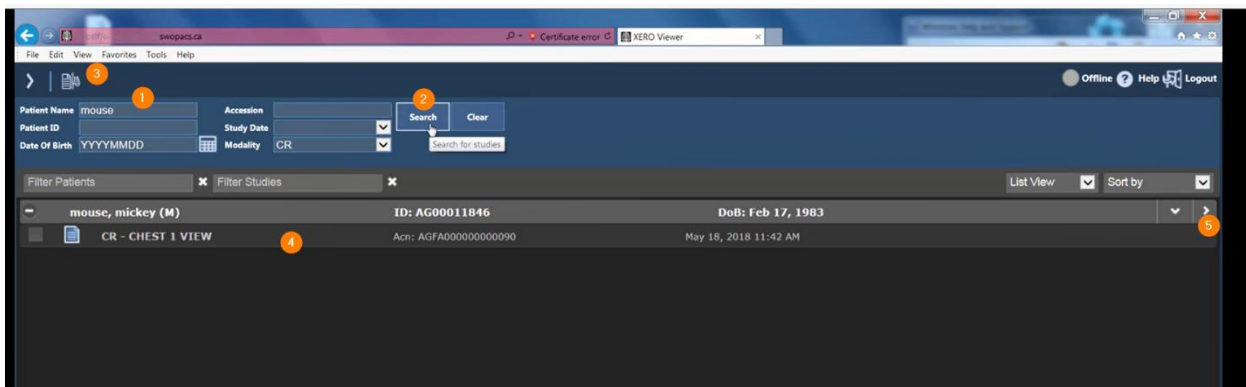
1. Select arrow to scroll between images
2. Patient banner
3. Select to switch between series

4. Tools
5. Select to change layout display
6. Help
7. Logout