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This self-guided workbook allows ED Providers to practice navigating through Enterprise Imaging (EI) workflow. Please note, the following scenarios are designed to demonstrate functionality and may not be inclusive of all Northern Light Health policies and procedures.


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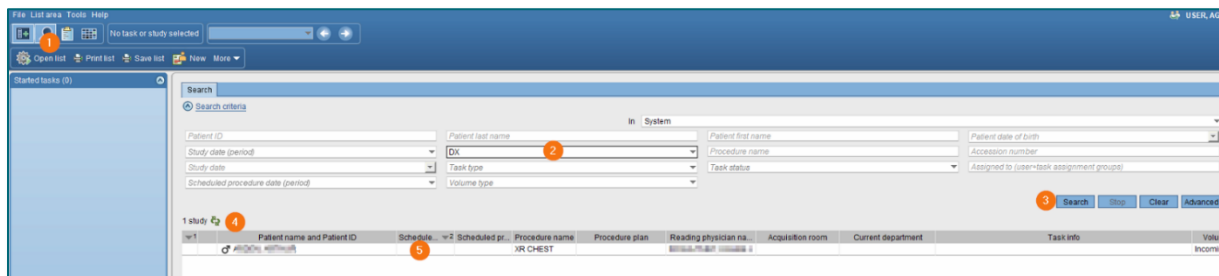
## Signing into Enterprise Imaging (EI) – Clinician Desktop


- Click the **Windows** icon at the bottom left of the computer screen.
- Click **Enterprise Imaging**.
- Click Clinician icon. 
- Type your network **Username** and **Password**.
- Click **OK**.



## Locate Patient Order

### ➤ Via task list or adhoc search



**STEP 1:** Select **Search** icon  in the tool to begin an ad-hoc search.

**STEP 2:** Input search criteria (**i.e., Patient ID, patient last name, accession number**).

**STEP 3:** Select 

**STEP 4:** Search results display with the number of results that meet your search criteria. 

**STEP 5:** Select the study you want to review.

**STEP 6:** Double-click or right-click the line of the study you wish to display and open.

**STEP 7:** Text area displays.

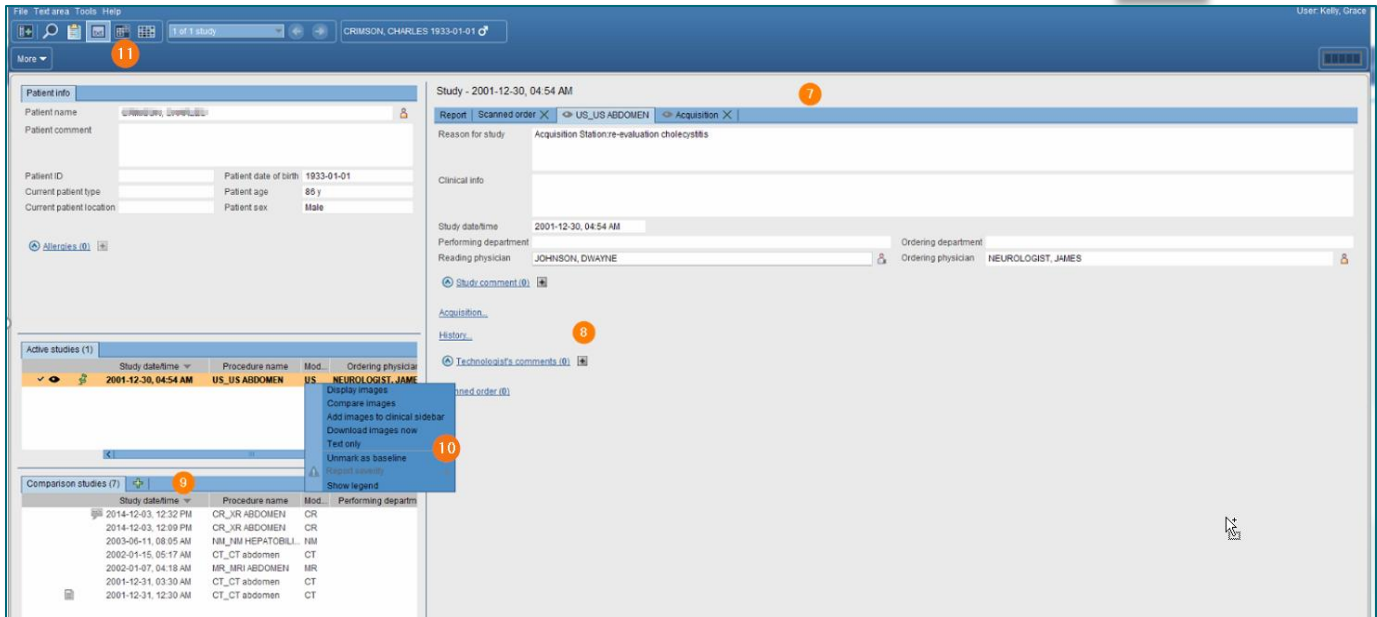
**STEP 8:** Study information tab displays if report has not been created. If report is created, the report tab displays here by default. View study information and technical comments by users either entered in EI manually or in the RIS via HL7 message.

**STEP 9:** Comparison studies are available for this patient.

**STEP 10:** To display comparisons, right-click for display options.

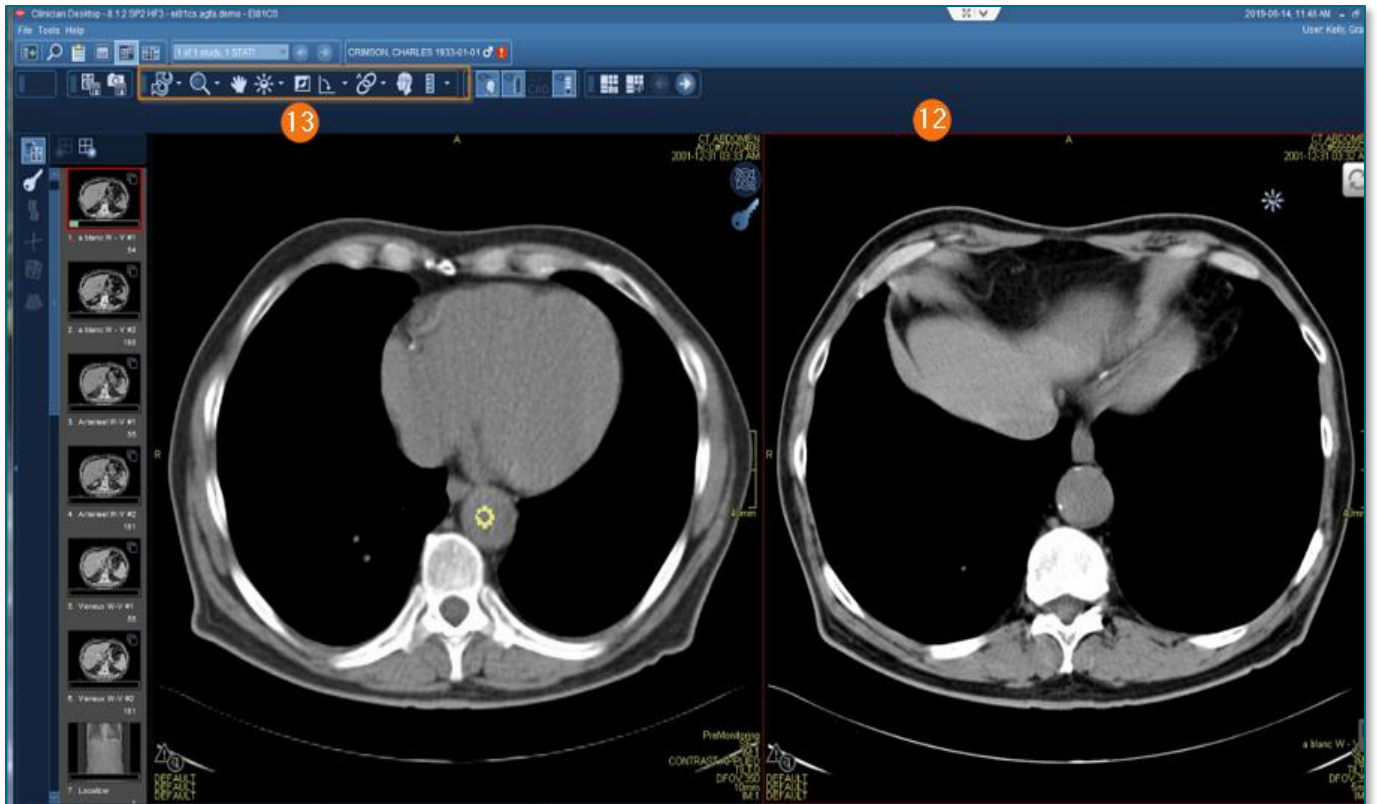
**NOTE:** Click [here](#) to create a customized Favorite Search for ED patients.

**STEP 11:** On a one monitor setup, click the image icon to go to image display.







**STEP 12:** Image page displays.

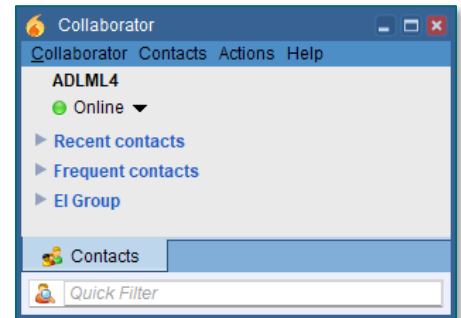
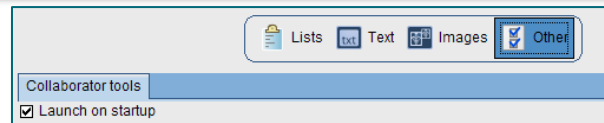
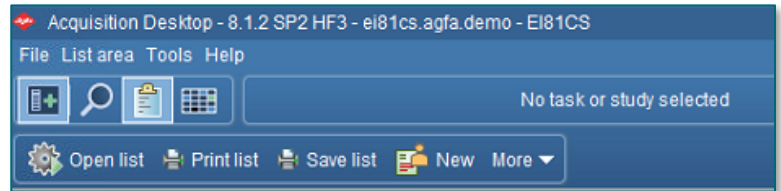
**STEP 13:** Available tools:



## Toolbar Icons

Tools necessary to manipulate the system

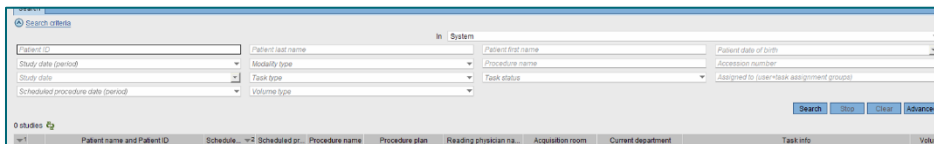
- **File** – Menu Option
  - Logoff
  - Exit
- **List Area** – Menu Option
  - Activities Overview
  - Customize columns
- **Tools** – Menu Option
  - Options
    - Also accessible using the F12 button.
  - **Collaborator tool** is a text messaging tool used to talk to staff and physicians.
- **Help** – Menu Option is available to find answers needed.
- **Hide Navigation** 
- **Search** 
- **Patient List** 
- **Calendar** 



## Desktop Customizations

Right-click in the gray area to provide options for customization.

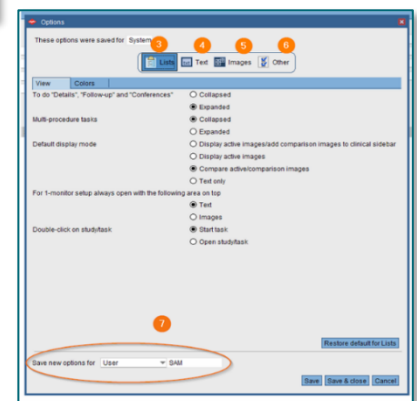
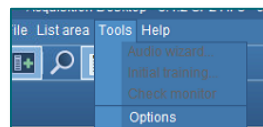
- STEP 1:** Select gray area in search field or columns.
- STEP 2:** Right-click.
- STEP 3:** Select customize fields or customize columns.
- STEP 4:** To specify the number of search columns, click the Perspective Column button.
- STEP 5:** To display additional search fields, select and move items from Available search fields to Displayed search fields.
- STEP 6:** To remove currently displayed fields, reverse the above step.
- STEP 7:** To change the displayed order, select up/down arrows to right of displayed field.
- STEP 8:** The setting saves for the login user.
- STEP 9:** Select OK.



## F12 Options

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

- STEP 1:** Select Tools > Options or F12.
- STEP 2:** Options window displays.
- STEP 3:** Selecting **Lists** allows customization of items related to List area.
- STEP 4:** Selecting **Text** allows customization of items related to Reporting and Text area.
- STEP 5:** Selecting **Images** allows customization of items related to Image area including image display options, keyboard shortcuts, and saving of mark-ups.
- STEP 6:** Selecting **Others** allows you to turn on or off the collaborator tool for default login setting.
- STEP 7:** This setting saves for the login user.





## Text Page Details

**STEP 1:** Patient information

**STEP 2:** Active studies

**STEP 3:** Comparison studies

**STEP 4:** Eyeball icon  show images are in display.

**STEP 5:** Report icon  shows the study has a report attached.

**STEP 6:** Study comment communication between provider and radiologist.

**STEP 7:** If an image is not in display, right-click for display options.

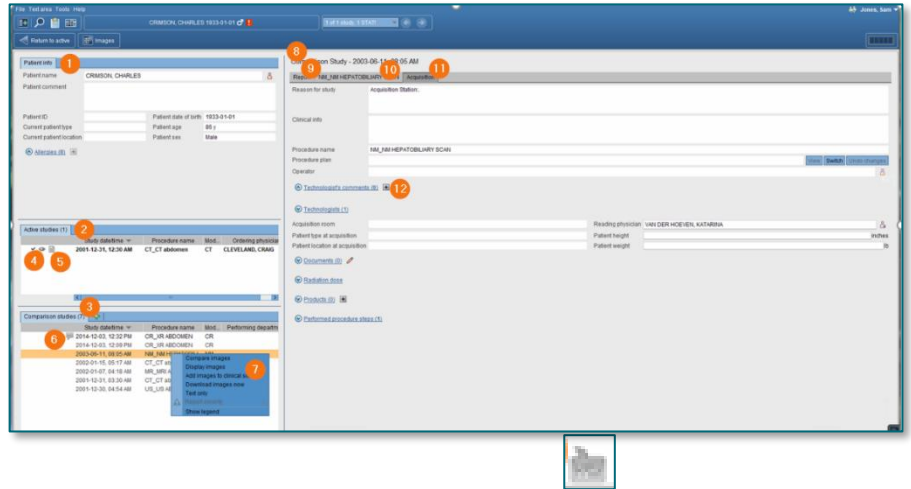
**STEP 8:** Study information for study that is in display.

**STEP 9:** Report Tab

**STEP 10:** Order Tab

**STEP 11:** Acquisition Tab

**STEP 12:** Comments



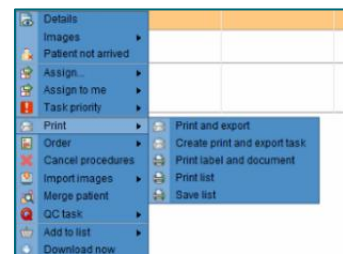
## Print and Export

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

**STEP 1:** Select **Patient**.

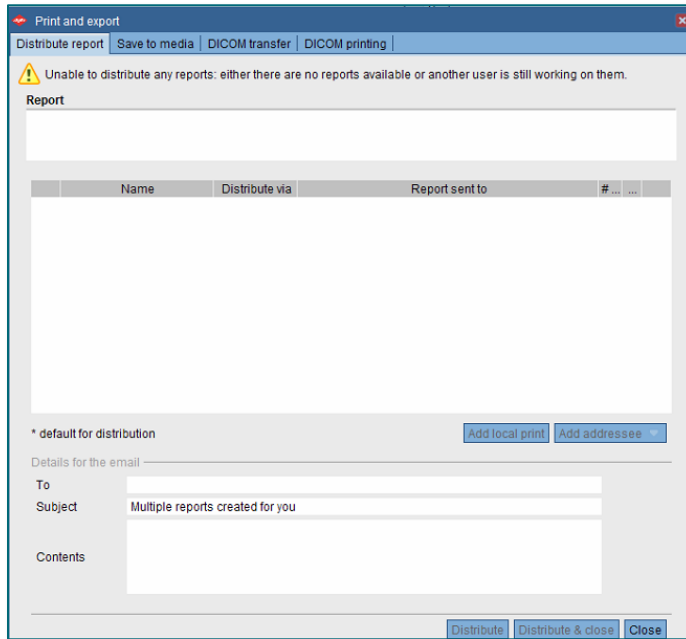
**STEP 2:** Select **More**, top toolbar or right-click.

**STEP 3:** Select **Print**.



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

**STEP 5:** Select **Distribute report, Save to Media, Dicom Transfer, or Dicom Print**.



## Image Visualization

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



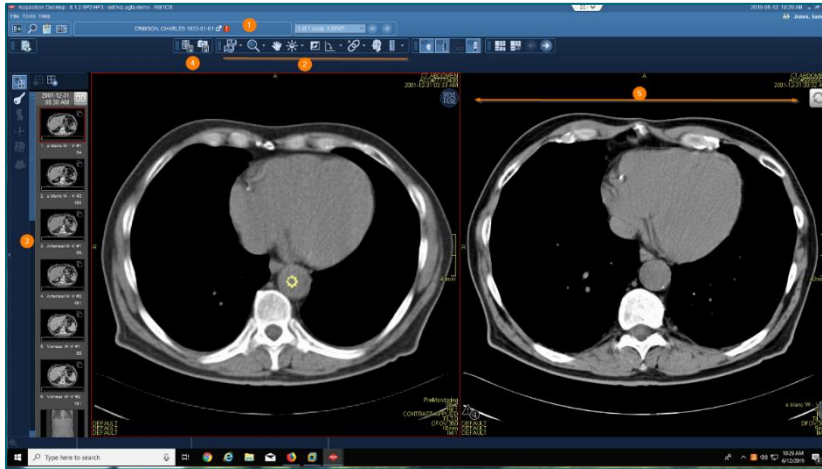
**STEP 1:** Patient banner

**STEP 2:** Tools

**STEP 3:** Clinical sidebar

**STEP 4:** Save Presentation State and Create Snapshot

**STEP 5:** Active vs. Comparison



**Image Area Markup Tools**

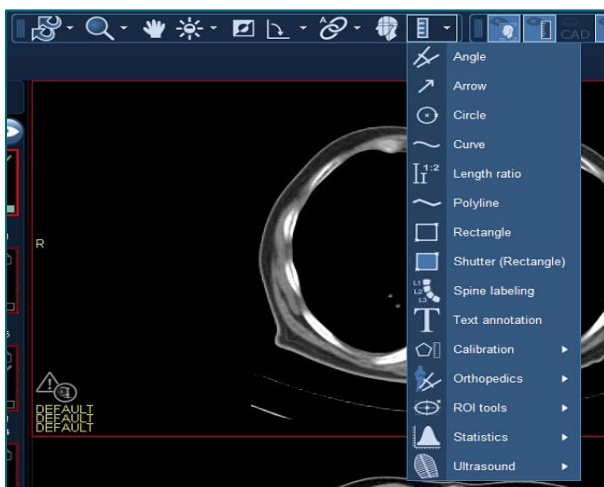
Calibrate images, take measurements, highlight, and annotate areas with arrows or text. Also have the ability to hide, modify, or delete markups.

**STEP 1:** Activate tool with left-click and see tool attach to arrow.

**STEP 2:** Use tool with by left-clicking.

**STEP 3:** Deactivate tool with right-click, tool no longer is attached to arrow.

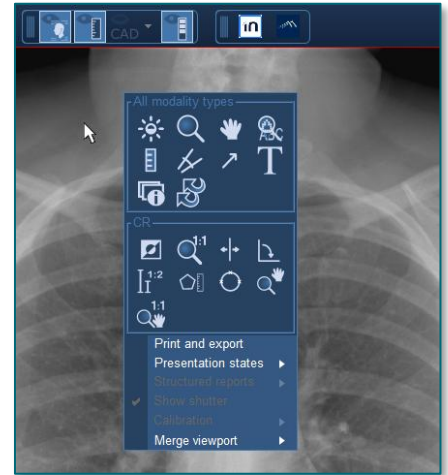
**NOTE:** If there is an arrow to the right of tool, this indicates more options are available.



## Image Area Context Menu

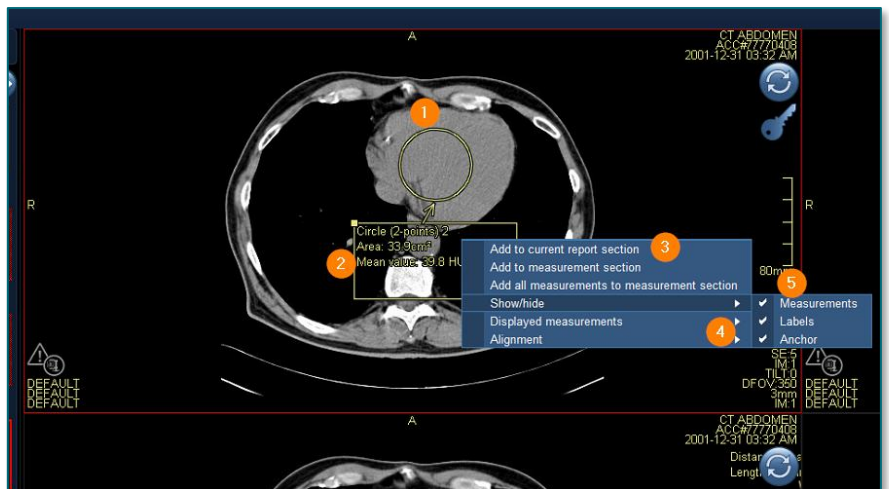
Access a selection of relevant tools without leaving the current image with the pointer.

- STEP 1:** Right-click to open context menu.
- STEP 2:** Left-click **desired tool**.
- STEP 3:** Left-click to **use tool**.
- STEP 4:** Right-click to **deactivate**.
- STEP 5:** Customization for the **Image context menu** can be obtained from F12.



## How to Configure a Default Tool

- STEP 1:** Select tool, create measurement, and deactivate.
- STEP 2:** Hover over measurements with left-click until enhanced measurements are viewable.
- STEP 3:** Right-click to see an additional box with options.
- STEP 4:** Select side arrow to see additional options.
- STEP 5:** Select or deselect desired options.



**NOTE:** These measurement settings are set as the user's default.

- Click [here](#) for more information on how to use the Image Area Tools within Enterprise Imaging.

## MPR Features

Method for reconstructing axial, coronal, sagittal, or oblique views from slices in any of these planes.


- **Changing the view in an MPR viewport:**

**STEP 1:** Place **cursor** over the **bottom center** of the view port.

**STEP 2:** To open **view sub options**, point to **2D** to **change viewport** to an MPR or other options.

**STEP 3:** To change the view to axial, sagittal, or coronal, click the **respective** button.

**STEP 4:** To get a **Secondary Capture**, select the camera icon.

**STEP 5:** If you want to keep the tool bar active in the viewport select the push pin. 



## MPR Features within Hanging Protocol

**STEP 1:** To activate MPR display, open the hanging protocol gallery.

**STEP 2:** Select a predesigned MPR hanging protocol.

