

Enterprise Imaging (EI) Technologist, Sonographer, and Imaging Staff Workbook

October 8, 2025

This self-guided workbook allows technologists, sonographers, and imaging staff 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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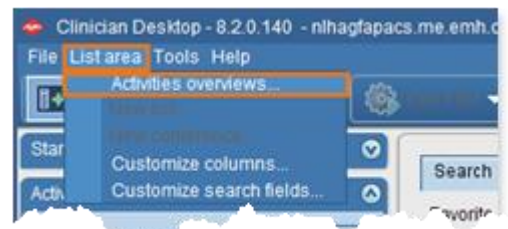
Signing into Enterprise Imaging (EI) – Acquisition Desktop

- Click the **Windows** icon in the bottom left corner of the computer screen.
- Click **Agfa Healthcare**.
- Click **Enterprise Imaging**.
- Click **Acquisition** icon.
- Type your network **Username** and **Password**.
- Click **OK**.

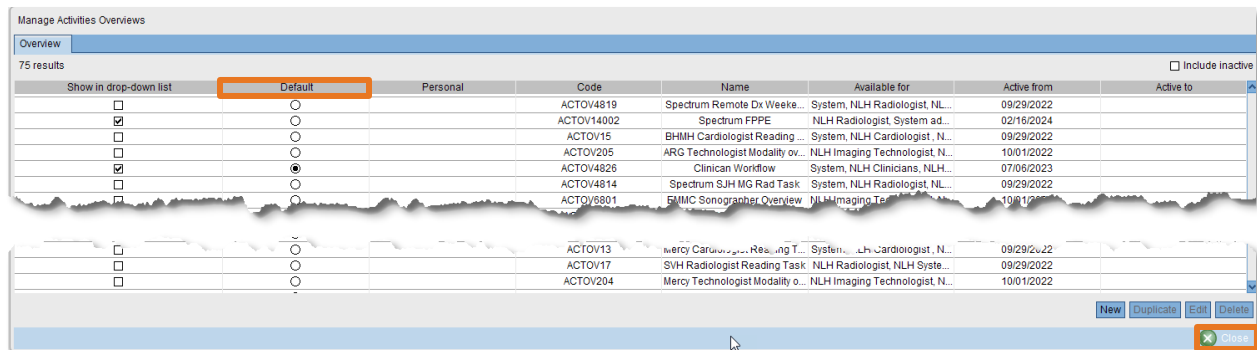


Manage Activities Overviews

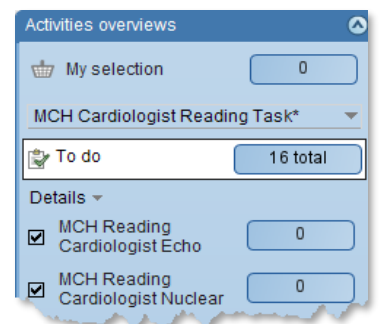
- Select **List area**.
- Select **Activities overviews**.
- Click the radio button in **Default** column for the Exam Task list used most.



NOTE: To add additional Exam Task lists, check the box in the **Show in drop-down list**.







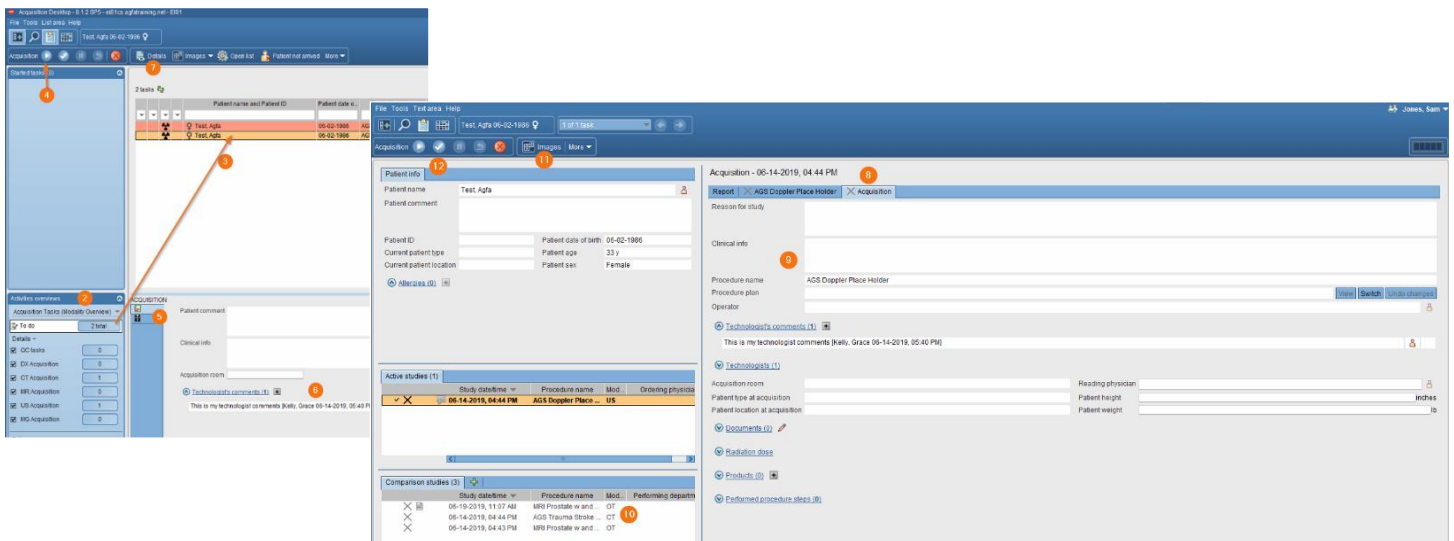
- Click **Close** in the bottom right corner of the screen to return to the Task List – “To do.
- Click the checkbox(es) to the left of the modality in the **Details** dropdown to open the Task List for the selected modalities.



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Locate Patient order via task list.

- Optional: Select **Start Acquisition** , the technologist then performs examination and sends in study into EI.
- View Details and Image thumbnails on List Area Page. 
- Add technologist comments in EI unless workflow is to be done in the RIS.
- Open Study to view details and images if needed.
- Detail page will display acquisition tab (default).
- View any study information or other site-specific study comments.
- View additional comparisons – right-click to get viewing options.
- Select images to proceed to image page. 
- Complete acquisition task via RIS trigger auto complete EI task or manually complete in EI and complete in RIS. 

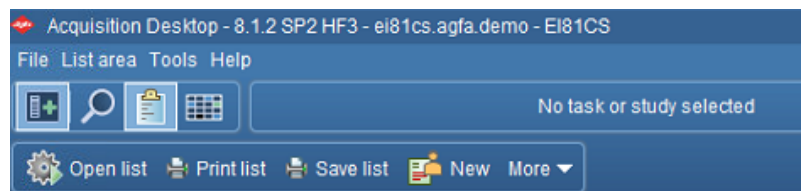


Toolbar Icons

➤ Tools necessary to manipulate the system

File – Menu Option

- Logoff
- Exit
- Add user



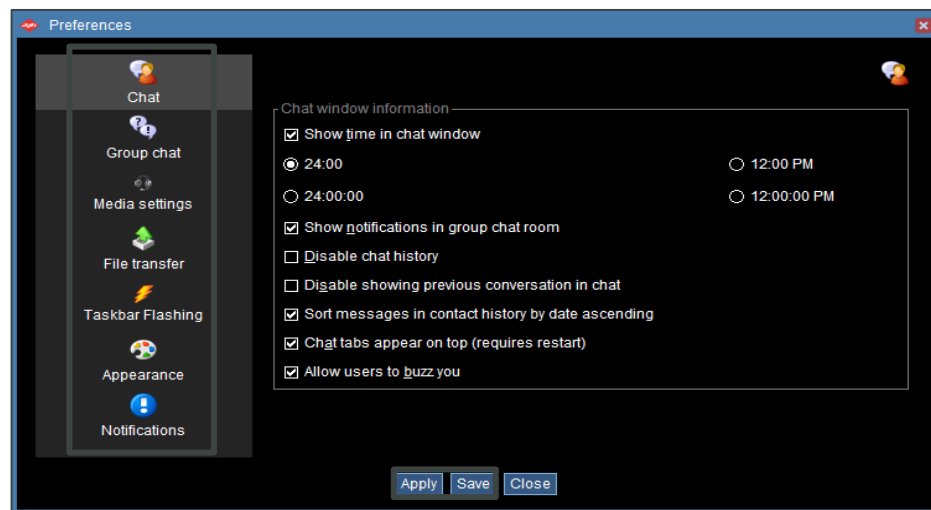
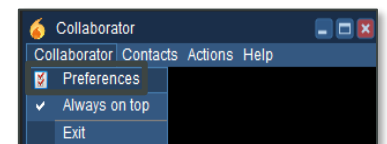
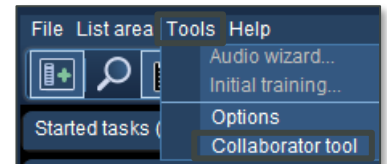
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List Area – Menu Option

- Activities Overview
- Customize columns

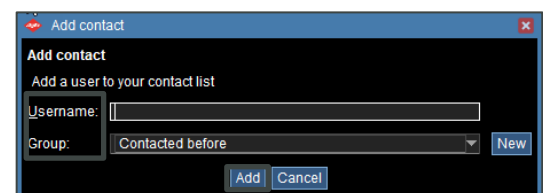
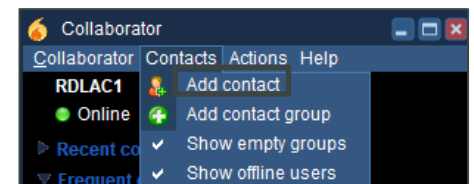
Tools – Menu Option

- Options
- **Collaborator tool-** is a text messaging tool used to talk to staff and physicians.
 - Select **Preferences** to customize the Collaborator.
 - Click **Preferences** for each feature.
 - Click **Apply**, then **Save** to keep new preferences.
 - Unselect **Always on top** if the Collaborator is not wanted on the top.
 - Click **Exit** to leave the Collaborator.



○ Adding Contacts

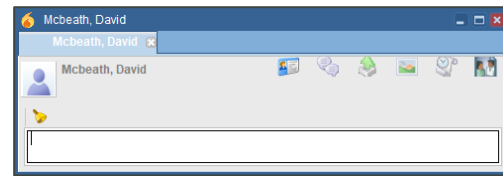
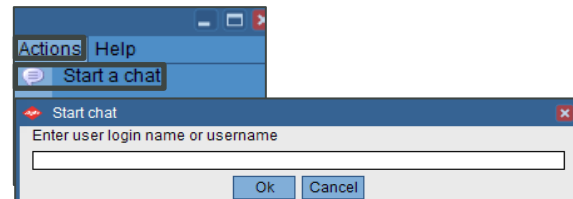
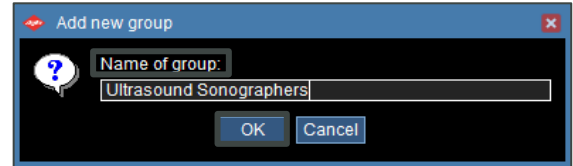
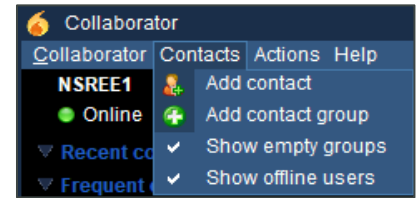
- Click **Contacts**.
- Click **Add Contacts**.
 - Enter the **Username**.
 - Select **Username** for the dropdown list that displays.
 - Select the **Group** the user should be added to using the Group dropdown.
 - Click **Add**.
 - The user will be added to Contacted before and the selected Group.



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Create a New Group

- Click Contacts
 - Select **ADD contact group**.
 - Enter **Name of the group**.
 - Click **OK**.
- Starting a Chat
 - Click **Actions**.
 - Select **Start a chat**, enter the username, and click **OK**.
 - The Chat window opens.
 - Type the message.
 - Select **Enter** on the keyboard.



NOTE: Click [here](#) for more information on how to use the Collaborator Tool within Enterprise Imaging.

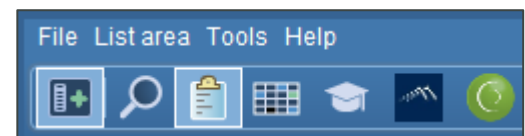
- Help – Menu Option is available to find answers needed.

- Hide Navigation 

- Search 

- Patient List 

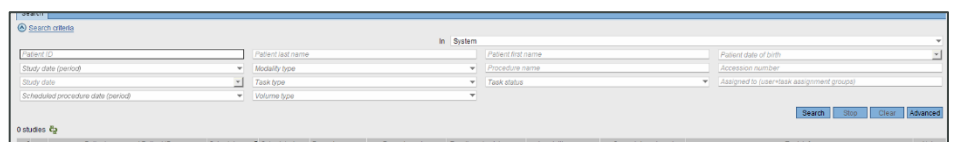
- Calendar 



Desktop Customizations

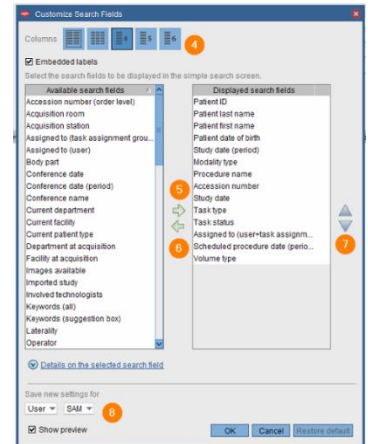
➤ Right-click in the white area to provide options for customization.

1. Select white area in search field or columns.
2. Right-click.



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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** search fields to **Displayed** search fields.
6. To remove currently displayed fields, reverse the above step.
7. To change the displayed order, select up/down arrows to right of displayed field.
8. The setting saves for the login user.

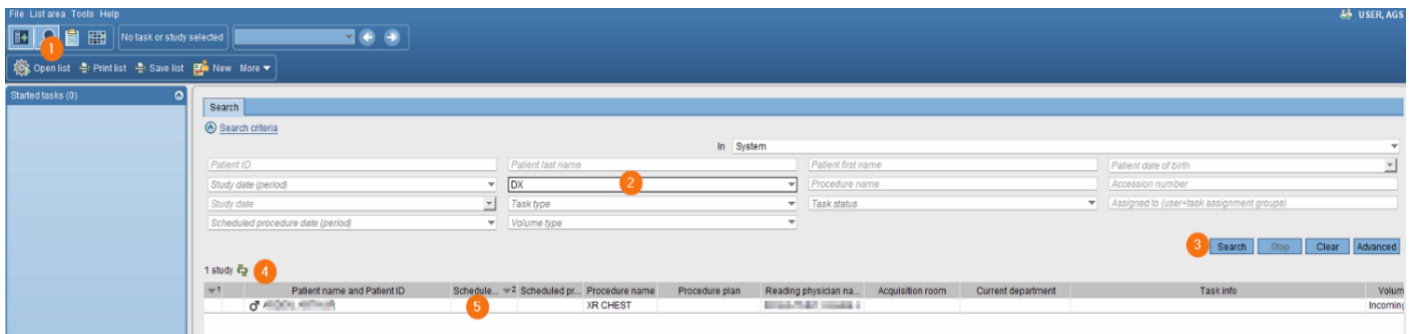




NOTE: Helpful search criteria that should be added:

1. Images available
2. Report available
3. Study verification status


Locate Patient order

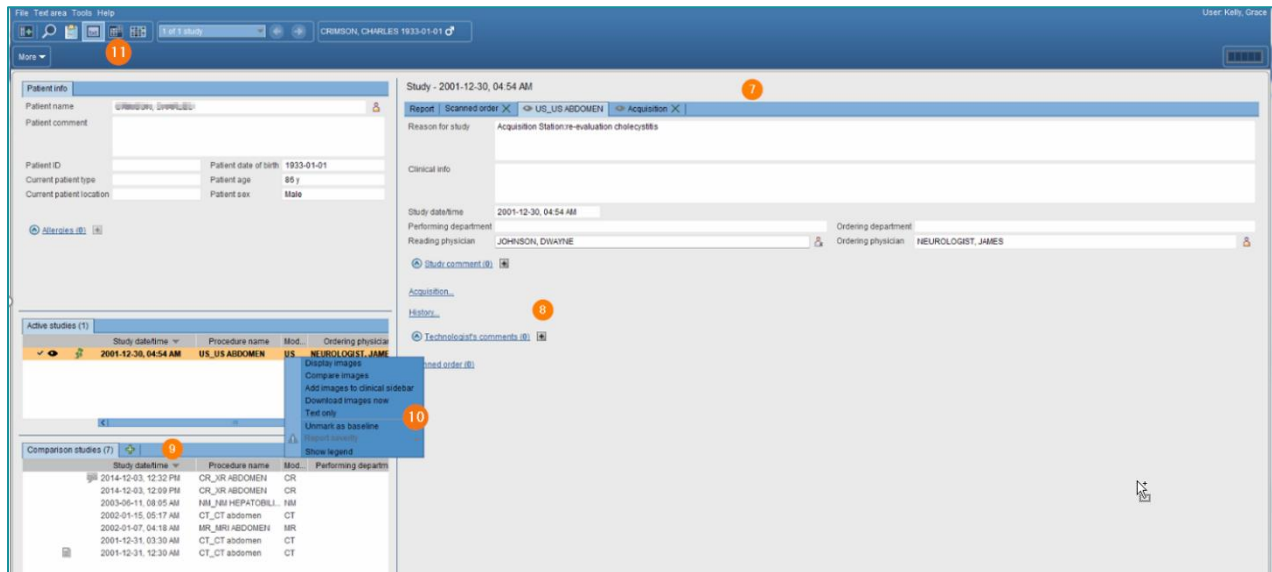
➤ Via task list or ad hoc search



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 **Search** icon.
4. Search results display with the number of results that meet your search criteria. 
5. Select the study you want to review.
6. Double-click or right-click the line of the study you wish to display and open.
7. Text area displays.
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.
9. Comparison studies are available for this patient.
10. To display comparisons, right-click for display options.

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

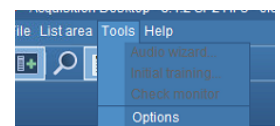


12. Image page displays.

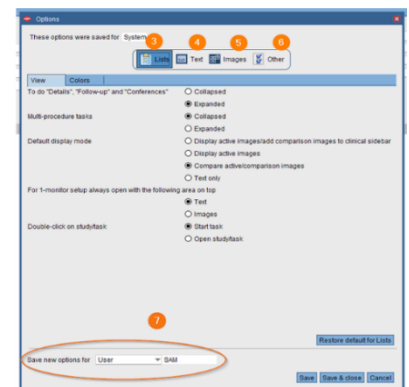
13. Available tools.

F12 Options

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





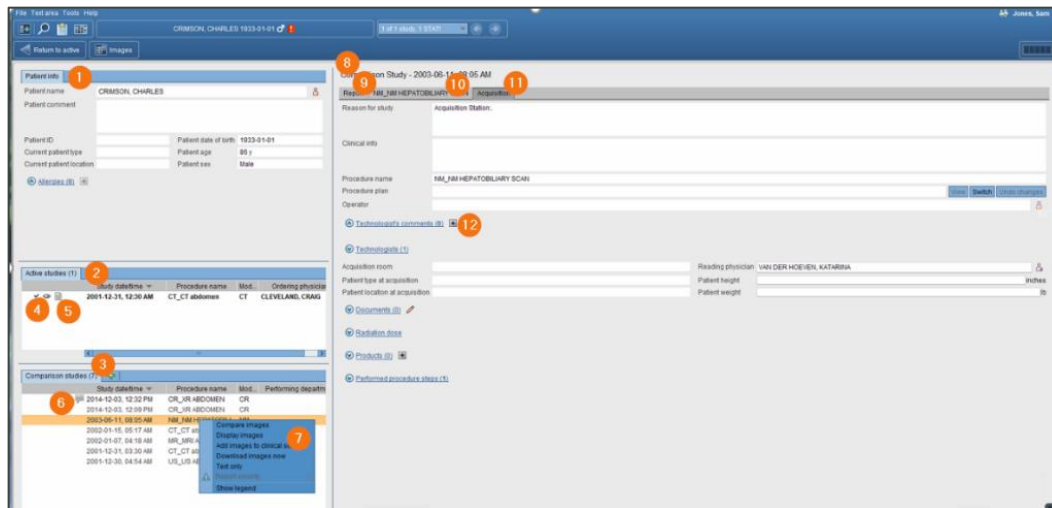
1. Select Tools > Options or F12.
2. Options window displays.
3. Selecting Lists allows customization of items related to List area.
4. Selecting Text allows customization of items relate to Reporting and Text area.
5. Selecting Images allows customization of items related to Image area including image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



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Text Page Details

1. Patient information
2. Active studies
3. Comparison studies
4. Eyeball icon  show images are in display.
5. Report icon  shows the study has a report attached.
6. Study comment communication between provider and radiologist.
7. If an image is not in display, right-click for display options.
8. Study information for study that is in display.
9. Report Tab
10. Order Tab
11. Acquisition Tab
12. Comments



Technologist Comments

- Allows the staff to place a descriptive message regarding the patient/exam that is visible within EI
1. Select **Technologist comments**.
 2. Enter comments.
 3. Select **OK**.

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4. Select Public.

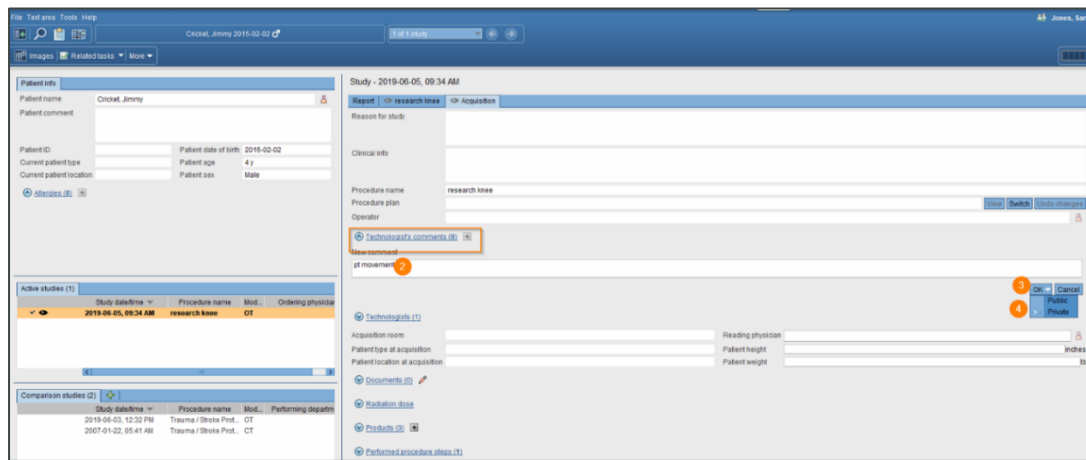


Image Visualization

- 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

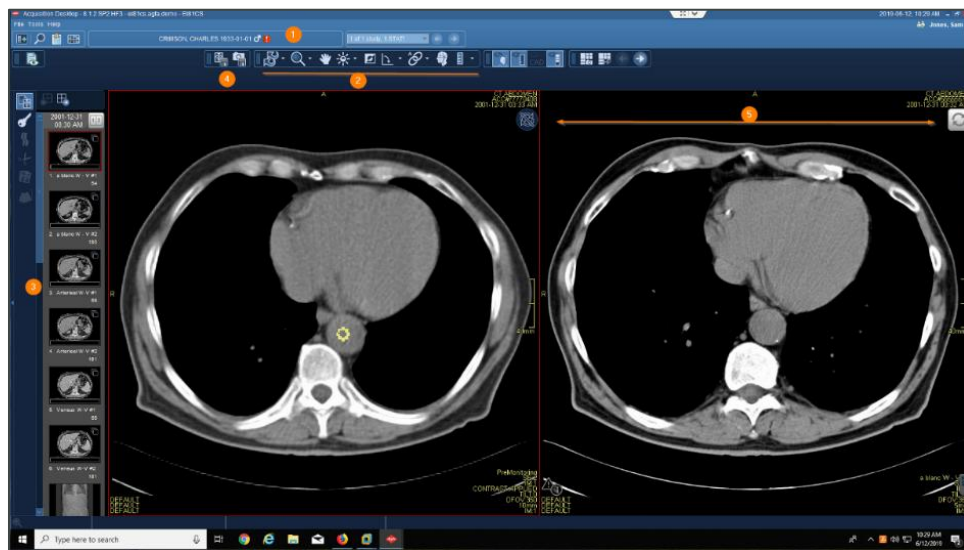


Image area markup tools

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

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

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- Utilize tool with by left-clicking.
- 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

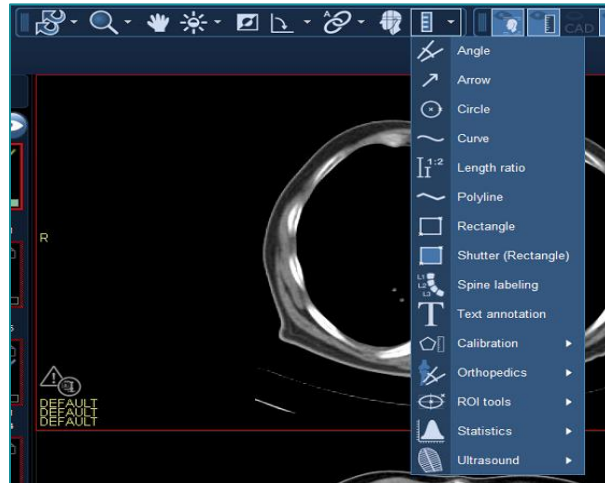
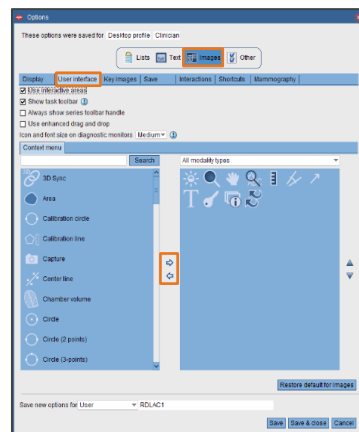
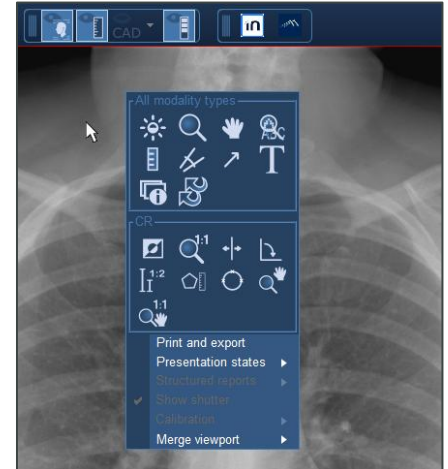


Image Area Context Menu

- **Access a selection of relevant tools without leaving the current image with the pointer**
 1. Right-click to open context menu.
 2. Left-click **desired tool**.
 3. Left-click to **utilize tool**.
 4. Right-click to **deactivate**.
 5. Customization for the **Image context menu** can be obtained from F12.

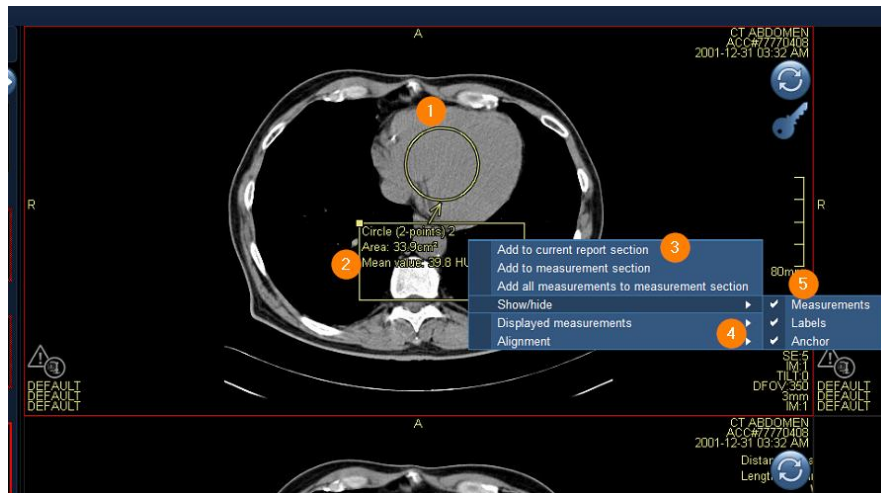


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How to configure a default tool

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

NOTE: These measurement setting is set as the user's default.



- Click [here](#) for more information how to use 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:

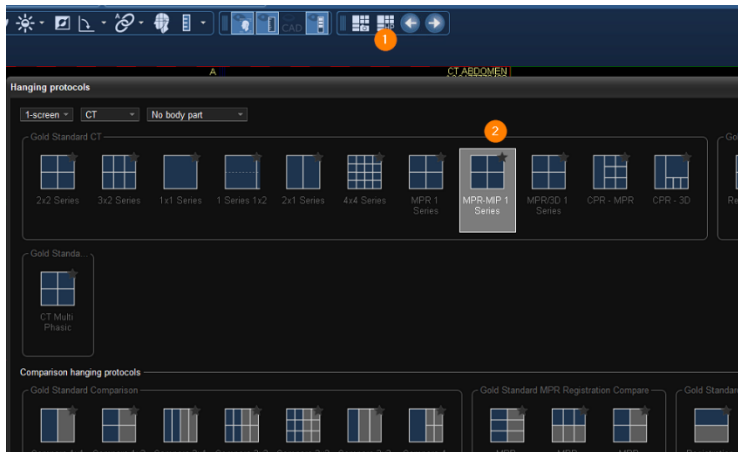
1. Place **cursor** over the **bottom center** of the view port.
2. To open **view sub options**, point to **2D** to change **viewport** to an MPR or other options.
3. To change the view to axial, sagittal, or coronal, click the **respective** button.
4. To get a **Secondary Capture**, select the **camera** icon.
5. If you want to keep the **tool bar** active in the viewport select the push pin.



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MPR features within Hanging Protocol

1. To activate MPR display, open the hanging protocol gallery.
2. Select a predesigned MPR hanging protocol.

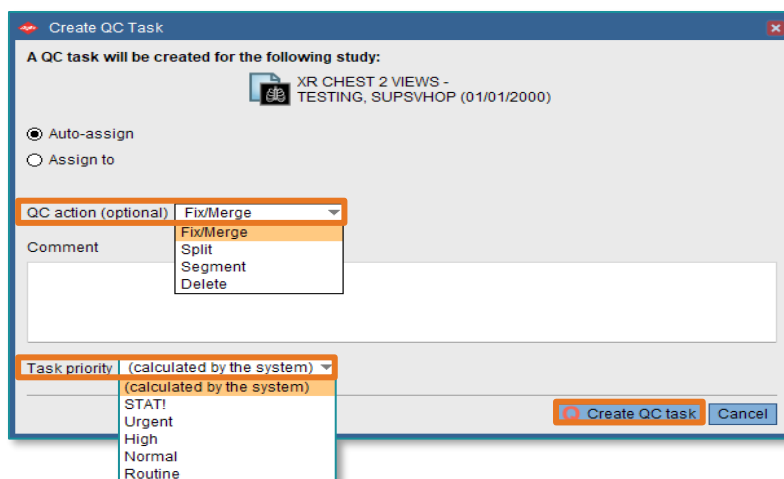
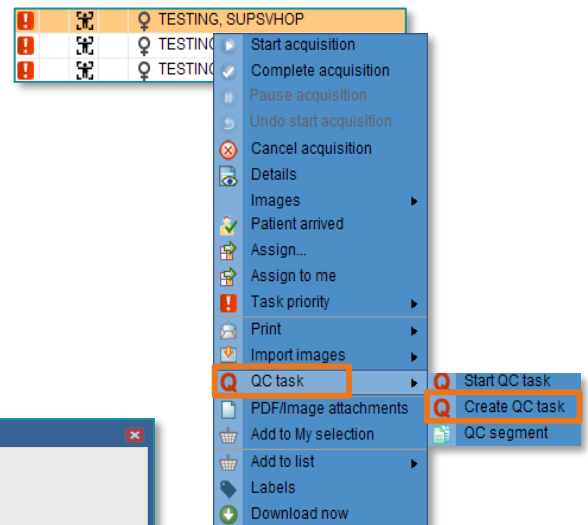


I

QC-Quality Control

- Create QC- to assign a quality control task for the selected study or studies to yourself or another person. [Create QC task](#)

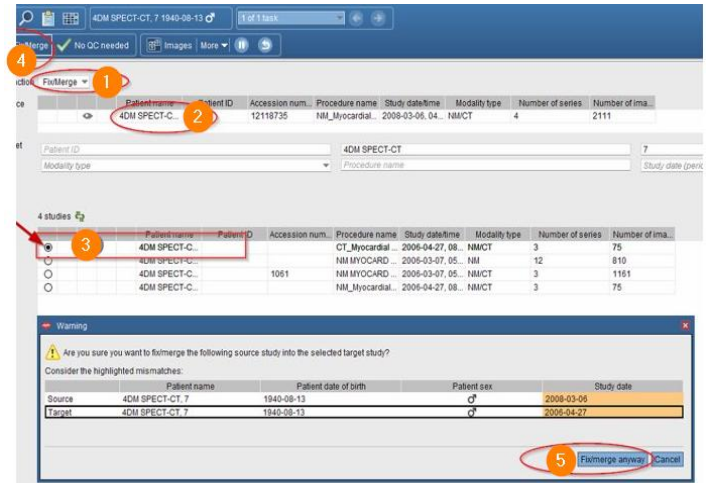
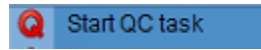
1. Select a study for QC.
2. Right click and then choose QC task.
3. Create QC task.
4. Select Auto-assign or Assign to.
5. Select QC action-fix/merge, split, segment, delete.
6. Include Task comments if necessary.
7. Select Task Priority from dropdown.
8. Select Create QC Task.



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Start a QC task

- Start a QC task from a task list to resolve the quality control issue.

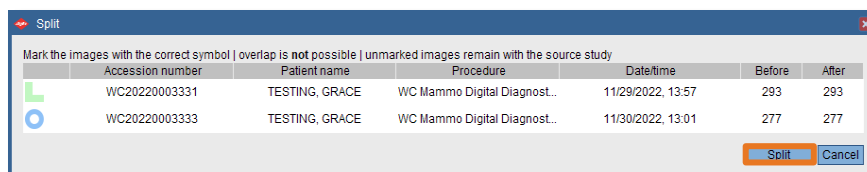
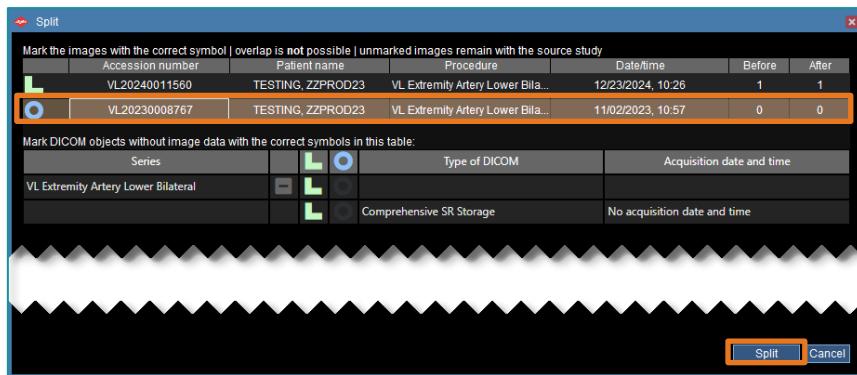
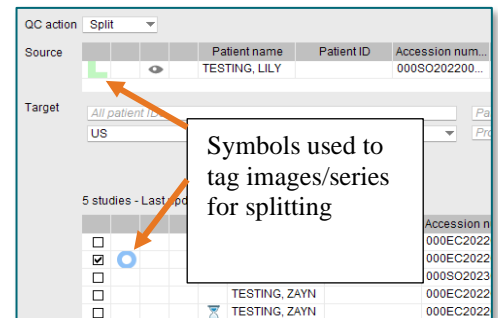
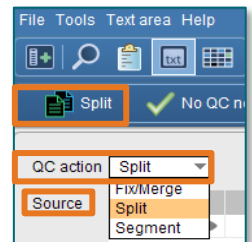


Fix/Merge – Manually fixing studies aligns patient and order information with unverified images. Merging images assembles multiple studies that belong to one patient.

1. Select the correct action Fix/Merge.
2. Verify source.
3. Select the **target** for Merge.
4. Initiate the merge by clicking Fix/Merge.
5. Confirm and select Fix/Merge anyway.

Split – Manually split a study with images belonging to multiple patients, orders, or procedures.

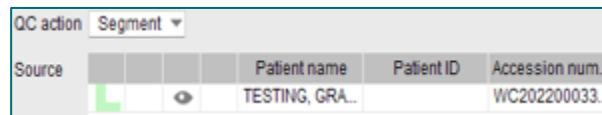
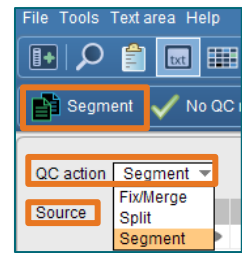
1. Select the QC action to split.
2. Select your **target**.
3. Click the **Split** action.
4. Select the **study** to tag and click split; symbol will activate on your cursor. You now can select an **image(s)** or the **thumbnail** to select the series.
5. Confirm and select **Split**.



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Segment – Manually segment one patient into multiple procedures for the same patient.

1. Select the QC action to Segment.
2. Select your **target**.
3. Click the **Segment** action.
4. Select **the study** you want to tag; symbol will activate on your cursor.
5. **Confirm** and select **Segment**.

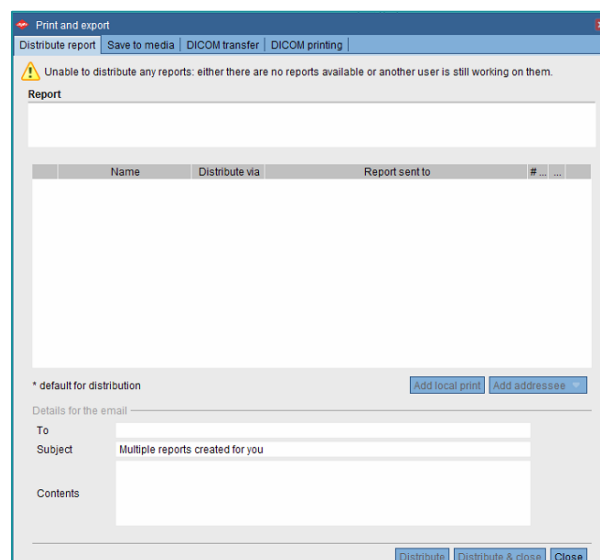
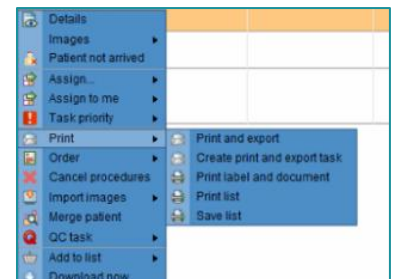


NOTE: Delete image(s) – This is done by logging a ticket with Enterprise Imaging IS Team.

Print and Export


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

1. Select Patient.
2. Select **More**, top toolbar or right-click.
3. Select **Print**.
4. Select **Print and Export**.
5. Select **Distribute report**, **Save to Media**, **Dicom Transfer**, or **Dicom Print**.



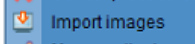
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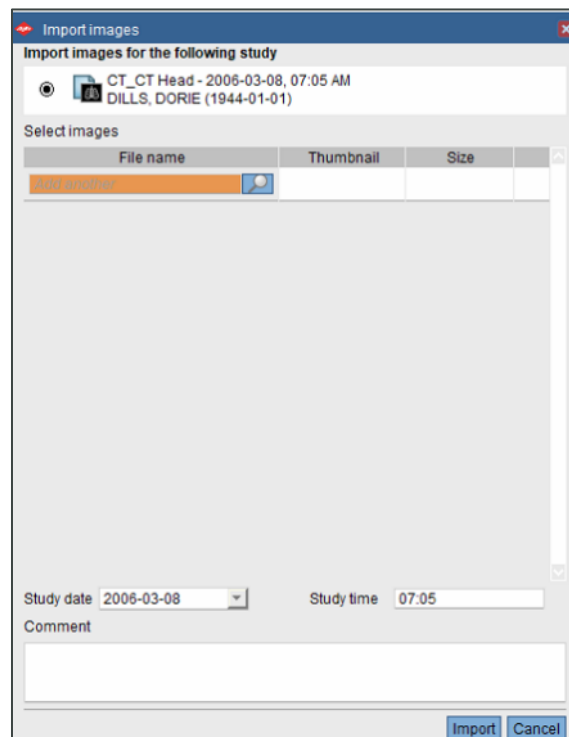
Import CD

- Add images from a local 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 **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.

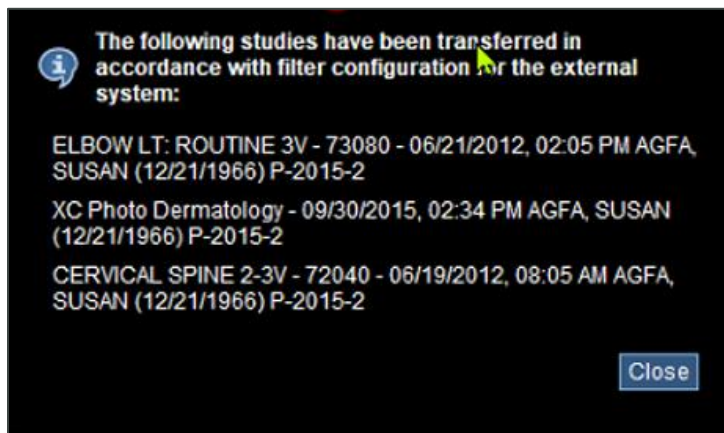
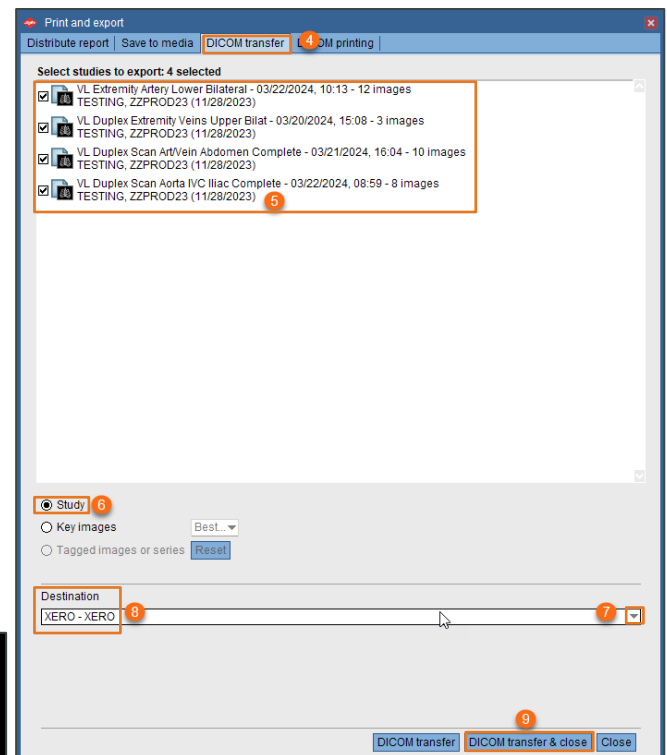


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Burn or Transfer multiple studies

All patient IDs	Patient date o...	Task info	Patient name and Patien...	Scheduled pr...	Acquisition station	Study date ▲ 2	Numb...
0760557 - NLH	11/28/2023		♀ TESTING, ZZPROD23	03/20/2024	NL EMMC VL 4	03/20/2024, 15:...	3
0760557 - NLH	11/28/2023		♀ TESTING, ZZ		NL EMMC VL 4	03/21/2024, 16:...	10
0760557 - NLH	11/28/2023		♀ TESTING, ZZ		NL EMMC VL 4	03/22/2024, 08:...	8
0760557 - NLH	11/28/2023		♀ TESTING, ZZ		NL EMMC VL 4	03/22/2024, 10:...	12
RER - AGEI_N...	01/01/1990		♂ TESTING, ZZ			03/21/2024, 10:...	1
0760557 - NLH	11/28/2023		♀ TESTING, ZZ			03/22/2024, 10:13	
0760557 - NLH	11/28/2023	Reading (NLH Vascular	♀ TESTING, ZZ			03/22/2024, 14:...	1

1. Highlight 1 or more exams.
2. Right-click and select **Print**.
3. Click **Print and export**.
4. Select **Save to media** or **DICOM transfer**.
5. Make sure the exams you want to burn or transmit have checkmarks beside them.
6. Click **Study**.
7. Use dropdown on **Destination**.
8. Select your designation.
9. Click **DICOM transfer & close** or **burn to**.
10. Box appears at top of list Exporting Studies
11. Info box will display transferred or failed.

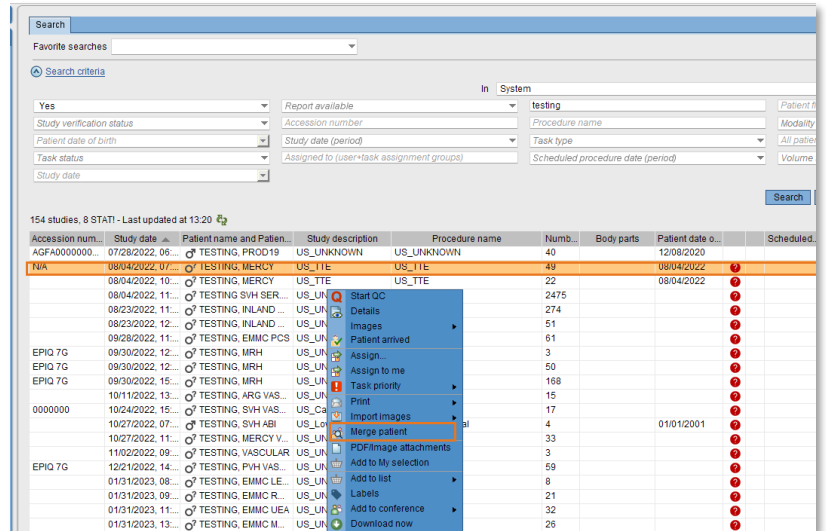
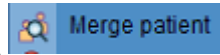


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Patient Merge

Manually fixing studies aligns patient and order information with unverified images. Merging images assembles multiple studies that belong to one patient.

1. Select Patient.
2. Right click and Merge.
3. Select Merge patient.
4. Select OK.
5. Select the patient you want to merge to.
6. Click OK.



Merge patients

Merge this unknown patient with a patient in the system:

TESTING, MERCY (08/04/2022 (9 m))

Select best patient match in the system

	Last name	First name	Sex	Date of birth
<input checked="" type="radio"/>	TESTING	MERCY	Unknown	08/04/2022
<input type="radio"/>	TESTING	MERCY VASCULAR	Unknown	

Search for another patient

testing First name Sex Date of birth All patient IDs

Search Clear

493 results - Last updated at 13:29

	Last name	First name	Sex	Date of birth
<input checked="" type="radio"/>	TESTING	MAIS6	Female	02/16/1930
<input type="radio"/>	TESTING	CARDIACED	Male	10/20/1955
<input type="radio"/>	TESTING	PROD A	Male	03/02/1956
<input type="radio"/>	TESTING	CCE EMMC4	Female	08/10/1995

Register new patient based on DICOM information

OK Cancel

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