This Quick Reference Guide (QRG) demonstrates how to split and merge studies in Enterprise Imaging.

Split a Study

Create a QC Task

➢ **From an Imaging Technologist Task list screen:**

STEP 1: Click the appropriate task.

STEP 2: Right-click the task; then hover over **QC task**.

- A sub menu displays.

STEP 3: Click **Create QC task**.

- The Create QC Task window displays with the study information at the top.

STEP 4: Click the appropriate **Assign** option radio button.

NOTE: Auto-assign is the default selection.

STEP 5: Click the appropriate **QC action** (from the drop-down menu).

NOTE: Fix/Merge is the default selection.

STEP 6: Enter comments in the **Comment** field, if needed.

STEP 7: Click the appropriate **Task priority** (from the drop-down menu).

NOTE: Calculated by the system is the default selection.

STEP 8: Click the **Create QC task**. [Create QC task].

NOTE: The task is added to the To do list with a Q icon to indicate it is a Quality Control task and the EMMC QC tasks section in the Navigation area displays a one.

Split a Study

NOTE: The Fix/Merge option allows the ability to manually fix a study so that the correct patient, order information, and images align or combine under the correct study.

The Split option allows the ability to manually split a study with images belonging to multiple patients, orders, or procedures.

The Segment option allows images from one patient to be segmented into multiple procedures for that patient.

> ➢ **From an Imaging Technologist Task list screen:**

STEP 1:   Click **EMMC QC tasks**.

- The EMMC QC tasks Task list displays.

STEP 2:   Click the appropriate task.

- The toolbar at the top of the screen updates to display a Start QC button.

STEP 3:   Click **Start QC**.

- The QC window displays.

NOTE: **The QC action selected when the task was created displays in place of the Start QC button.**

STEP 4:   Click the **QC action** drop-down arrow; then click **Split**.

- The **Split** button now displays in the upper left.

NOTE: **The Source section displays the information for the Source study, such as the Patient name, ID Accession number, Procedure name, number of images, and other details.**

The green L icon indicates that this is the study from which the incorrect image are being removed from, that do not belong with the study.

The Target section allows to search for a target study by MRN, patient's last or first name, Accession number, and other search criteria.

Other studies for the patient display below to select as the destination or target for the images being removed from the Source study.

The Report icon indicates there is a report attached to a study.

STEP 5:   Select the check box of the appropriate target/destination study.

- A blue **O** icon displays to indicate the selected study is the target for the images being moved out of the Source study.

STEP 6:   Click **Split**.

- The Split window displays the Source study and the target study with the respective indicator icons.

STEP 7:   Click the target study.

- The target study is highlighted in the Split window, and a blue **O** icon now displays next to the cursor in the upper left image.

STEP 8:   Move the cursor to an image to move from the Source study to the target study; then click the image.

- The selected image now displays with a blue **O** icon, and the Before and After columns in the Split window update accordingly.

STEP 9: Repeat **Step 8** for all appropriate images.

NOTE: **The green L icon indicates an image is being left in the Source study; a blue O icon indicates an image is being moved to the target study.**

STEP 10: Click **Split**.

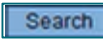- A Confirmation window prompts to confirm that the study is being split.

STEP 11: Click **Split anyway**.

- This then returns to the EMMC QC Task list. The completed QC task has dropped from the list and the EMMC QC tasks section displays a zero.

STEP 12: To confirm, click the **Search** icon.

- The Search screen displays.

NOTE: **When working with QC tasks, be sure to take note of the Accession numbers of the studies working on to make it easier to search for them in the future.**
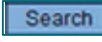
STEP 2: Enter the **Accession number** of the target study; then click **Search**.

- The target study displays below, and the Number of images column confirms the images have been successfully removed from the Source study.

Merge Two Studies

Create a QC Task

➤ **From the Search screen:**

STEP 1: Enter the **Accession number**; then click **Search**.

STEP 2: Click the appropriate task.

STEP 3: Right-click the task; then hover over **QC task**.

- A sub menu displays.

STEP 4: Click **Create QC task**.

- The Create QC Task window displays with the study information at the top.

STEP 5: Click **Auto-assign**.

**STEP 6:** Click the appropriate **QC action** (from the drop-down menu).

NOTE: **Fix/Merge is the default selection.**

STEP 7:   Enter comments in the **Comment** field, if needed.

STEP 8:   Click the appropriate **Task priority** (from the drop-down menu).

NOTE: **Calculated by the system is the default selection.**

STEP 9:   Click **Create QC task**.

- The task is added to the To do list with a **Q** icon to indicate it is a Quality Control task and the EMMC QC tasks section in the Navigation area displays a one.

Merge Two Studies

STEP 1:   Click **EMMC QC tasks**.

- The EMMC QC tasks Task list displays.

STEP 2:   Click the appropriate task.

- The toolbar at the top of the screen updates to display a Start QC button.

STEP 3:   Click Start QC.

- The QC window displays.

NOTE: **The Fix/Merge button displays in place of the Start QC button.**

STEP 4:   Confirm the selected QC action in the upper left is **Fix/Merge**.

- The Source section displays the information for the Source study, such as the Patient name, ID Accession number, Procedure name, number of images, and other details.
- The Target section allows to search for a target study by MRN, patient's last or first name, Accession number, and other search criteria.
- Other studies for the patient display below to select as the destination or target for the images being removed from the Source study.
- The **Report** icon indicates there is a report attached to a study.

STEP 5:   Click the radio button of the appropriate target study.

STEP 6:   Click **Fix/Merge**.

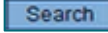- A Confirmation window prompts to confirm wanting to fix/merge the study.

STEP 7:   Click **Fix/Merge**.

- This then returns to the EMMC QC Task list. The completed QC task has dropped from the list, and the EMMC QC tasks section updates accordingly.

STEP 8:   To confirm, click the **Search** icon.

- The Search screen displays.

NOTE: **When working with QC tasks, be sure to take note of the Accession numbers of the studies working on to make it easier to search for them in the future.**

STEP 9:   Enter the **Accession number** of the Source study; then click **Search**.

- The Source study displays below, and the Number of images column confirms the images have been successfully removed. Go to the target study that the images were sent to and confirm the number of images is now correct.