
This Quick Reference Guide (QRG) demonstrates how to manage Enterprise Imaging (EI) Media.

Burn a Study to CD/DVD

➤ From the EI Search screen with the search results below:

STEP 1: Click the appropriate study or studies.

NOTE: To select additional studies, press and hold the [Ctrl] key and then click the appropriate studies.

STEP 2: Click the **More** dropdown arrow; then click **Print**.

- A sub-menu displays.

STEP 3: Click **Print** and export.

- The print and export window displays.

STEP 4: Click the **Save to media** tab.

- The tab displays the selected studies to export at the top.

STEP 5: Clear the corresponding check box to remove a study.

STEP 6: Click the **Study** or **Key images** option.

- The **Study** default option is to include all the images from the study.

STEP 7: Click **Save to folder** to save the exported studies locally to a workstation.

NOTE: Select the appropriate format: **JPEG** is the default option. Use the **Folder** icon to select a folder to which to save the studies.

STEP 8: Click **Burn CD/DVD** to burn the studies to a disk.

STEP 9: Confirm the **D: Drive** is selected.

STEP 10: Select the **Include report as pdf** check box to attach the report as a PDF, if needed.

STEP 11: Click **Save to media** or **Save to media & close**.

- The information window informs that the studies have been burnt to CD/DVD successfully.

STEP 12: Click **Close**

DICOM Transfer a Study

➤ From the EI Search screen with the search results below:

STEP 1: Click the appropriate study or studies.

NOTE: To select additional studies, press and hold the [Ctrl] key and then click the appropriate studies.

STEP 2: Click the **More** dropdown arrow; then click **Print**.

- A sub-menu displays.

STEP 3: Click **Print** and export.

- The print and export window displays.

STEP 4: Click the **DICOM transfer** tab.

- The tab displays the selected studies to export at the top.

STEP 5: Clear the corresponding check box to remove a study.

STEP 6: Click the **Study** or **Key images** option.

- The **Study** default option is to include all the images from the study.

STEP 7: Document the Destination field.

- Multiple recipients can be added by selecting the corresponding check boxes.

STEP 8: Click **DICOM transfer** or **DICOM transfer & close**.

NOTE: Northern Light facilities do not have DICOM printers. To print an image from EI, a screenshot or capture of the image must be taken, pasted into a Word document or form, and then printed to a regular desktop printer.

Import EI Media

➤ From the EI Search screen:

STEP 1: Click the **In** dropdown arrow; then click **Browse**.

- The **Open** window displays.

NOTE: Even though there is a DVD RW Drive option in the menu, the browse option must always be used to import media into EI.

STEP 2: Click the **This PC** Icon



STEP 3: Double-click the **DVD RW Drive (D:)** option.

- The folder contents display.
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STEP 4: Double-click the appropriate folder.

- The folder contents display.

STEP 5: Click **Open**.

- The selected folder displays as the search in option.

STEP 6: Click **Search**

- The study displays below.

STEP 7: Click the study.

STEP 8: Click the **Import** icon. 

- The **Confirmation** window prompts the user to confirm the intent to import the study.

STEP 9: Click **Import**.

- A message at the top of the screen indicates the study is being imported; the Information window confirms that the study has been imported.

STEP 10: Click **Close**.

NOTE: To confirm a study has been imported:

- Click the in dropdown arrow; then click **System**.
- Enter the search criteria for the patient (i.e., MRN); the click **Search**.