

EXPORTING MiPACS DENTAL IMAGES TO CDROM

There are multiple reasons for exporting images to CDROM. Some reasons include:

- Patient is going TDY/PCS
- Patient has an appointment off base
- Patient is retiring or separating from the Air Force and desires a copy of their dental radiographs.

In accordance with official AF Dental Service policy (reference: 2008 Dental Service Clinical Practice Guidelines) the following applies:

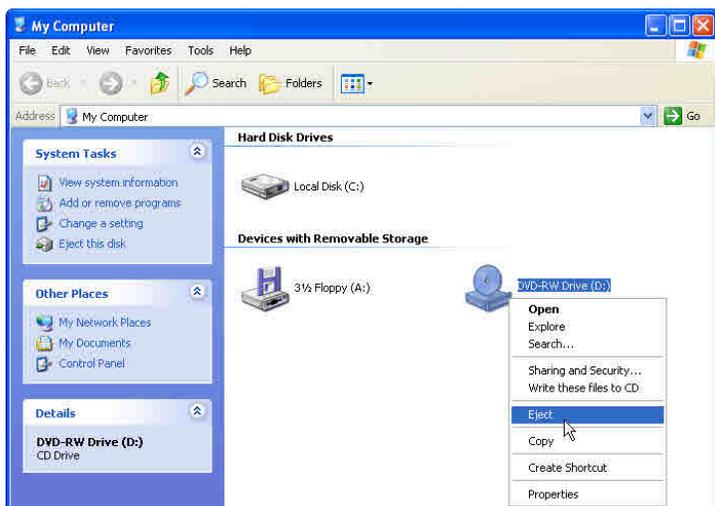
“When copying the images to digital media, at a minimum, a Digital Imaging and Communications in Medicine (DICOM) compatible format must be utilized. In addition to the DICOM images, a DICOM image viewing application must be included on the digital media. Other image formats may be included in addition to the DICOM image(s). If the facility does not have the ability to export the images in a DICOM compliant format, the images must be printed and placed in the dental record. In this case, also exporting to digital media in a non-DICOM format is optional.”

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Part 1. Getting Windows XP to recognize a blank CDR in the drive

Frequently Air Force computers using the Standard Desktop Configuration (SDC) will not detect that a new/blank CDR disk is inserted in the drive. The following are two methods you can use that frequently will force Windows XP to recognize a CDR disk insertion. If both of these fail, reboot the workstation with a blank CDR already present in the drive.



Technique 1

To start the export process open the CDROM drive using the method described below. **Do NOT open the drive by using the button on the drive.** Failure to open the drive using this process may cause the computer not to recognize the CD as a blank disk.

Open "My Computer"

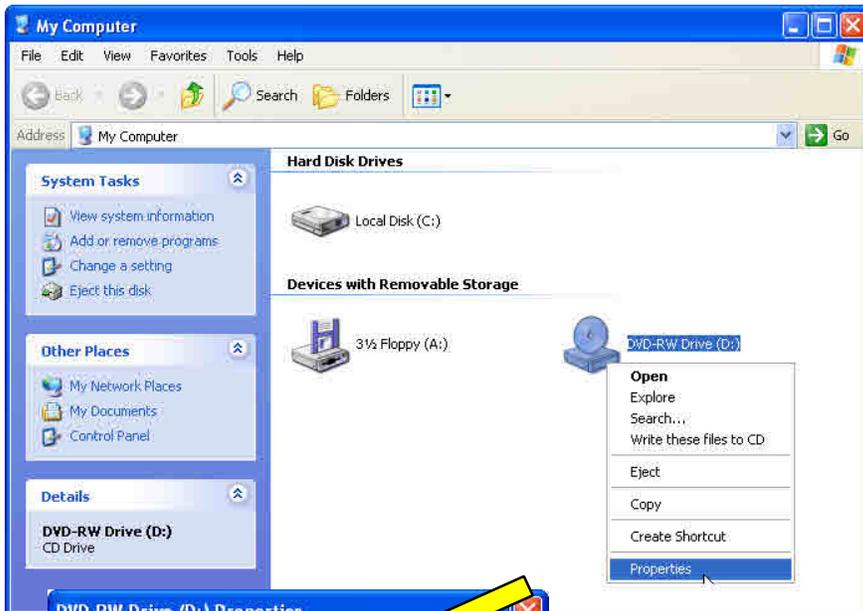
Right-click on the CDROM drive and select 'Eject'. This will open the drive tray.

Insert a blank CDROM in the drive and close the tray.

-Launch MiPACS

-Continue the Export & CD burning as documented below

Technique 2



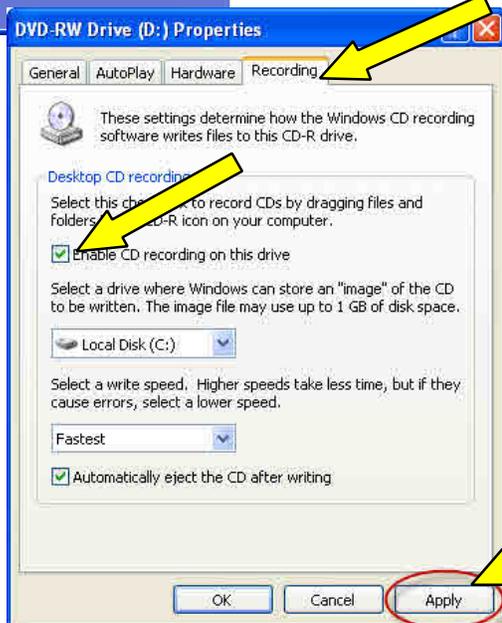
Insert a blank CDROM

Open My Computer

Right-click on the CDROM drive

Select Properties

Select the 'Recording' tab



If 'Enable CD recording on this drive' is not checked:
Check 'Enable CD recording on this drive'

If 'Enable CD recording on this drive' is checked:
Uncheck 'Enable CD recording on this drive' then
Check 'Enable CD recording on this drive'

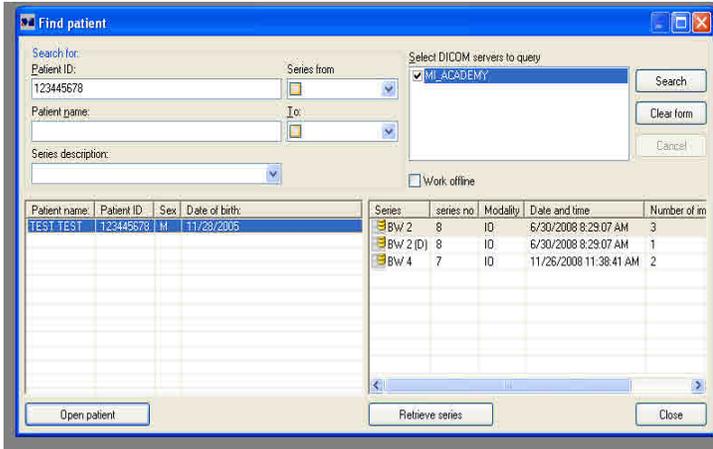
Click 'Apply' (You MUST be able to click Apply)

Click 'Ok'

-Launch MiPACS

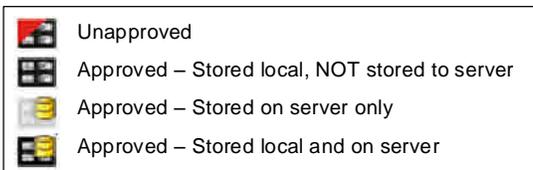
-Continue the Export & CD burning as documented below

Part 2: Using Windows XP to create a MiPACS CDROM



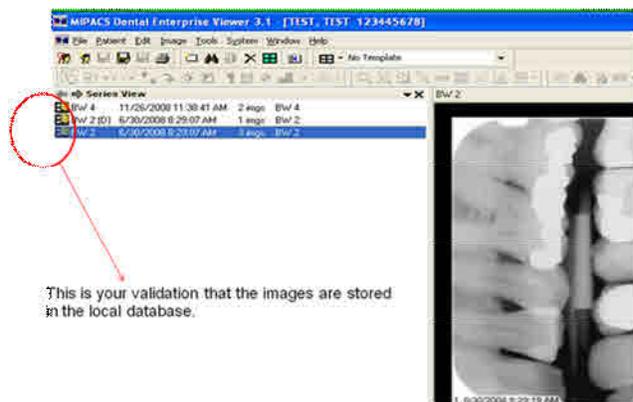
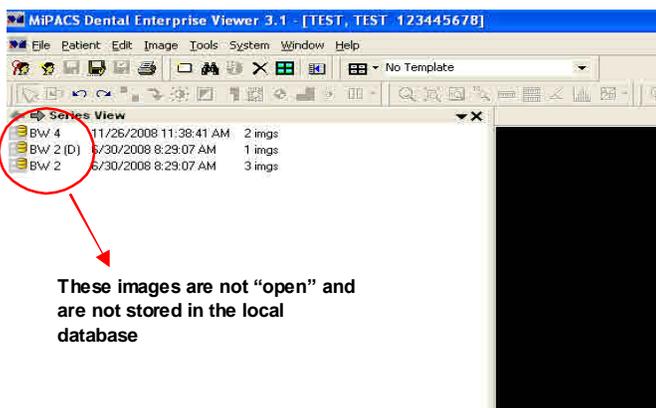
If MiPACS isn't already running, open the MiPACS viewer application.

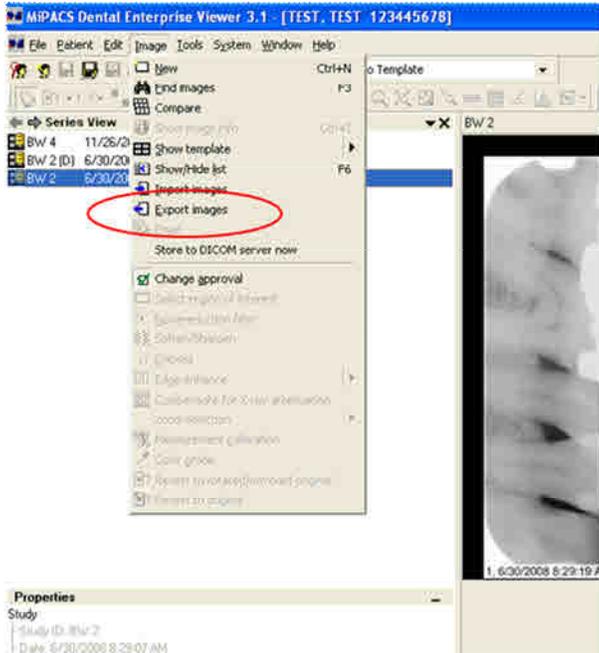
From the "Find patient" dialog box, enter the "Patient ID" and click "Search". The Patient ID will be displayed on the left side and his/her DICOM images will show on the right side of the "Find patient" screen. Verify that this is the correct patient and then click "Open patient".



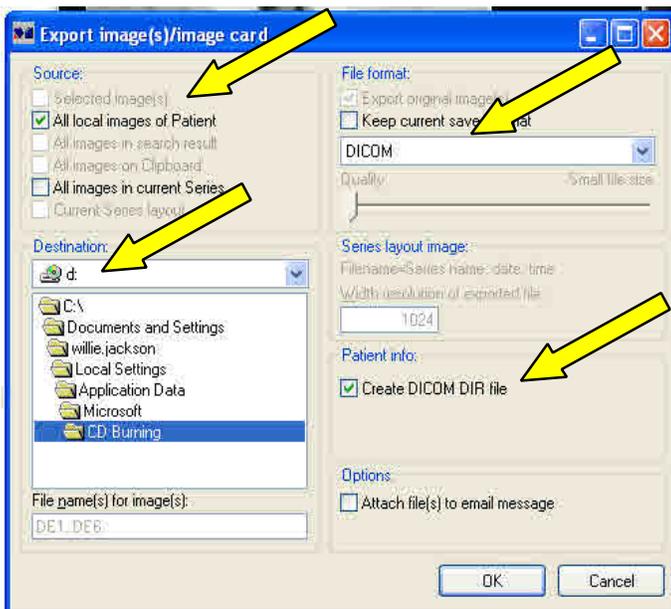
Unapproved Images cannot be exported. **All images MUST be approved and stored local** prior to beginning the export process

All of the series must be open (in the local database). You can tell when they are open because the template icon behind the yellow barrel will turn black. View below and note the difference in the circled areas:





Next, using the “Image” menu option, click “Export images”



Use the example here to select the appropriate export options.

Please ensure the following are checked:

- Source: Check “All local images of patient”
- Destination: Select “D” (or your CDROM drive letter if not “D”) drive and CD burning.
- File Format: Select “DICOM”
- Patient info: Check Create DICOM DIR file

Note: It is very important to ensure that the ‘Create DICOM DIR file’ is checked!

Once you’ve ensured that the proper options are selected, click “OK”



Once you've clicked "OK" the CD Writing Wizard will open.

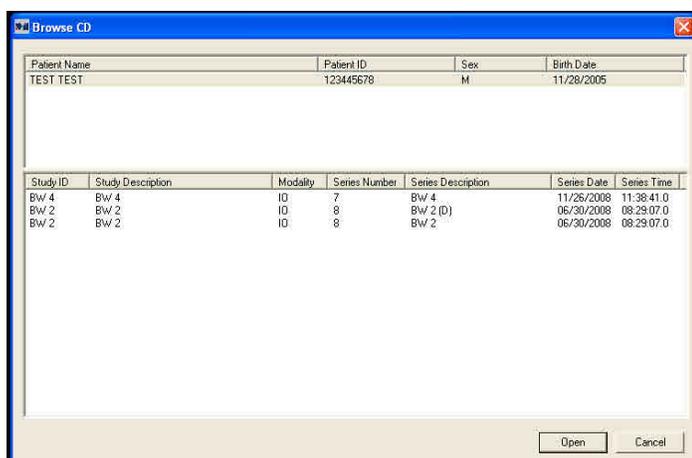
Recommend that you rename the CD to the patient's First Initial and Last Name (example: "J Smith")

Click "Next" and follow the procedure of the CD Writing Wizard

Part 3: Testing the newly created MiPACS CDROM



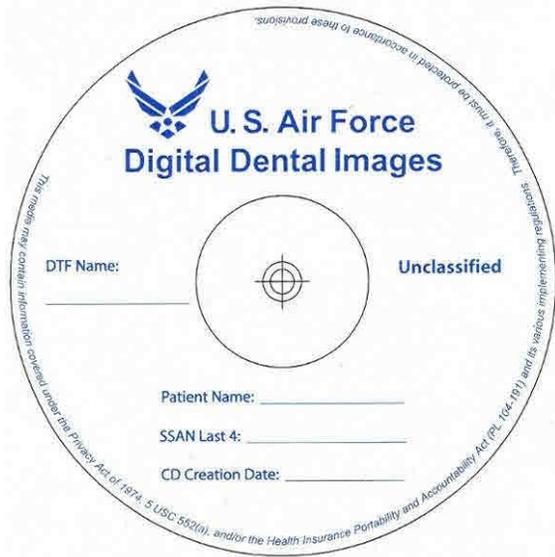
Once the CD Wizard or commercial program has completed the burning to CD, the CD drive may open. Leave the new CDROM in the drive and close the tray. Open "My Computer". The MiPACS emblem should be displayed as your CDROM drive icon. Double click on the MiPACS icon to display the files on the CDROM.



Double click on the MiDentView file on the CDROM. The MiPACS viewer program which was copied to the CDROM in the previous step will start. Be a bit patient – this may take a minute or more

You'll see this dialog box which shows the images that were copied to the CDROM. Verify that all of the desired series/images were copied to the CDROM. You can then either select a series and click "Open" to view the series or click "Cancel" to exit the CDROM viewer application.

Part 4: Labeling an Air Force MiPACS CDROM



It is important to properly label the CDROM. The following information is required to be on the CDROM (ref: USAF Dental Service Clinical Practice Guidelines):

- Patient's name
- Last 4 of SSAN
- Date the digital media was made
- Privacy Act and HIPAA statements as below:

“This document may contain information covered under the Privacy Act of 1974, 5 USC 552(a), and/or the Health Insurance Portability and Accountability Act (PL 104-191) and its various implementing regulations, therefore, it must be protected in accordance to these provisions.”

Additionally, the term “Unclassified” must be included on the CDROM label as well. Preprinted CDROMs (pictured above) are available for purchase, see the DECS Web site for more details. [Click here for additional information.](#)

The CDROM envelope must have a label affixed with the following information:

If the radiographs on this CDROM do not auto load after inserting it into your computer, perform the following actions:

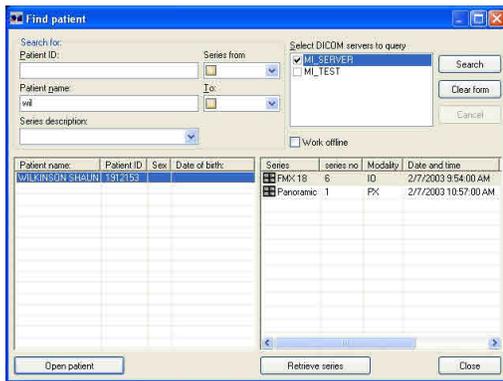
- Open “My Computer” then open your CDROM drive. Double click on the MDentView Icon - In a few moments the MDentView program will load. Click the “Open” button and you will be able to view and perform basic image manipulation on the images

A Microsoft Word template document is available to print these envelope labels at:

http://airforcemedicine.afms.mil/intradoc-cgi/nph-idc.cgi?IdcService=GET_FILE&dDocName=CTB_110115&allowInterrupt=1&RevisionSelectionMethod=Latest

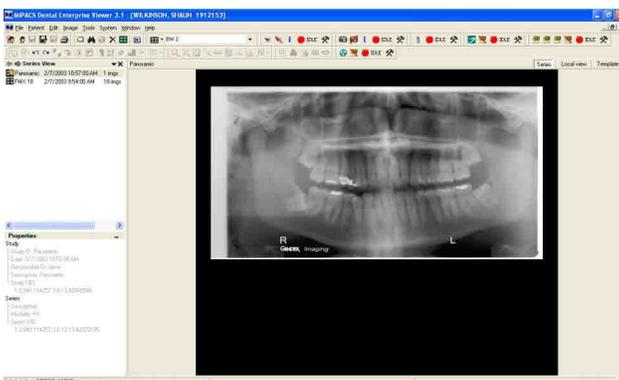
Part 5: Using commercial programs to create a MiPACS CDROM

This example uses ROXIO, but other commercial CDROM recording programs should work in a similar manner. The key to using any program is to absolutely ensure that the “Dicom.dir” check box is checked in the export dialog box of MiPACS.



Create a folder on your desktop and name it as the patient's name.

Launch MiPACS. Search for the patient in the **Find Patient** dialog using his/her patient ID (SSN) or last name. Once the patient is located, select the patient name and click the **Open Patient** button.



Once the patient is open in the MiPACS Dental Enterprise Viewer, select the specific series under the **Series View** window to download the patient's radiographs to the Viewer.



There are multiple options for exporting images out of the Viewer. First, under the **Image** menu, select **Export Images**. Use this option if exporting multiple images. If exporting a single image, for example a panoramic, right click on the image and select **Export Images** (as shown below).

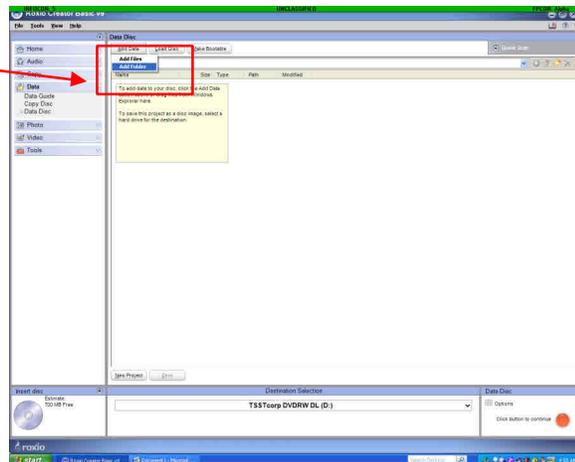


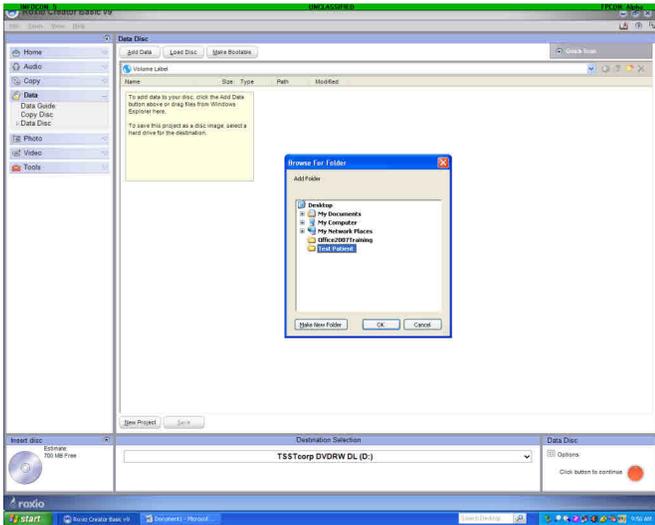
In the **Export image(s)/image card** dialog, the file format should be left as **DICOM**, make sure to check **Create DICOM DIR file**, and the destination should be the folder you created in step 1. Select which images you want to export in **Source** section (i.e. the selected image, all local images, or all images in series). Notice that the directory under **Destination** is C:\Document and Settings\\desktop\



Once you hit the **OK** button out of the Export Images dialog, the MiPACS Viewer will create the DICOM DIR and export the images to the folder on the desktop. Now you will need to open Roxio CD Burning software on your machine. Select **Data Disc** for your CD selection.

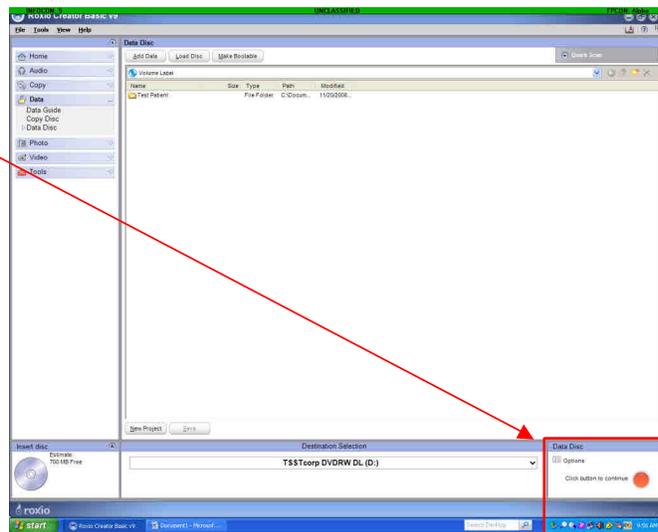
Select Add Data > Add Folder





Browse to the folder that we created in MiPACS and select OK.

Select **Click button to continue.**



Now go back to Part 3 of this document and ensure that your newly created MiPACS CDROM works properly and don't forget to label the disk.