



MiPACS Viewer Training Guide United States Air Force



Section 1) Logon and Patient query:

- Double click the *MiPACS Viewer* Icon to launch the application. 
- At the logon prompt, input your MiPACS logon.
 - Your logon determines your group membership and the rights available to you.
 - **Administrators:** Can add/remove users, reset passwords, and change settings.
 - **Providers:** Dr's are contained in this group. Can capture, save, approve, and delete images.
 - **Technicians:** Can capture and mount images. Cannot save, approve, or delete images.
- The *Find Patient* screen appears after a successful logon. Search for existing patients from this screen.
 - Only active duty personnel are listed here. Dependents and civilians are not listed UNLESS they have a current history.
 - Use the *New Patient* icon to add patients not found in the find patient screen. 

Section 2) Workspace and Series View:

- Series View: Displays the patient history from the most recent at the top. Select to view series.
- Selected or new series appear in the central (black) workspace.
- Template list located in the top central drop down box for new series. 

Section 3) Template list and image workflow:

- Select your template from the drop down box and click the show template button to the left of the list. 
- Template functions and features:
 - Sequence numbers in a template automatically advance to the next frame in the sequence
 - Rotation settings automatically rotate images to the correct orientation.
 - Image capture and template workflow
 - Image retakes can be accomplished by dragging retake into the overflow area
 - Reposition images by clicking and dragging. Red selection box denotes active image
 - Using ScanX PSP's requires having to reposition images in the template
 - Extra images or drag and drop images go into the template overflow area
 - Templates are a guide not a rule. You can have more or less than the template allows
 - Remount vs. Capture new template prompt
 - Anatomic information and purpose, (required for the DICOM image format)
 - Why a PA template requires specifying the anatomic information.
 - Errors when saving and approving a PA
 - Anatomic information location for an image and how to specify the description
- Series view icon description and why it's important.
 - Not Saved and Approved  Provider needs to *Save and Approve*. Unable to print or export
 - Approved but not stored , provider needs to store to server, can be printed or exported
 - Stored but not local , click on series to view and download to the local database
 - Stored and local  Can be printed or exported
- Saving and approving an image by selecting the *Save and Approve* Icon 
 - Provider must insert their MiPACS credentials to approve the series or delete images
 - Tech does not need to logout of MiPACS
 - Typical workflow: Tech logs in to capture images and the provider reviews images from the DTR to *Save and Approve* when convenient
 - Series description is by default the template name. You can change to be more descriptive (PA's)
 - You can close current patient screen without logging out
 - You can *Find Patient*  or *New Patient*  from the current patient screen

Section 4) Printing and Exporting/Importing images

- To print images choose *File>Print*, and select your windows printer.
- Specify the source option you wish to print.
 - **Selected images:** Prints the current selected image (red selection box)
 - **All local images of Patient:** Prints all images in the local database (black icon) 1 per page
 - **All images in current Series:** Prints all images in the selected series 1 per page
 - **Current Series layout:** Prints selected series as shown on the screen, all images on one page
- To export images choose *Image>Export images* and select from the same source options as above
 - Select your destination from the drop down box. This could be a thumb drive, desktop, or CDrom
 - To burn all images to a **CDrom**, you must download all series to the *Local Database*
 - Select the *All local images of Patient* from the source options
 - Check *Create DICOM DIR file* to create a directory of images and copy the mini viewer
 - Files will be copied to the CD Burning folder and launch Microsoft's CD burning wizard
 - To export to Outlook or Outlook express, check the *Attach file(s) to email message*
 - **If you send attachments using the DICOM format, patient information will be included!**
 - Use the .jpg format to send emails over the public internet and protect patient confidentiality
- To import images into MiPACS select *Image>Import images*
 - If images are in DICOM format, select the DICOM DIR file from the CDrom, you will be prompted to open the patient. Say yes then *Save and Approve* all series
 - If images are in any other format, *Find Patient* or *New Patient*, select the template and *Import images* into the correct positions. *Save and Approve* all series.

Section 5) Patient Education and Comparing Series

- You can use the patient education feature to copy any image from any series to display in the light box
 - Right click on any image(s) and select copy, then click on *Presentation Overview*  to view
 - You have the option to print the images placed in the MiPACS clipboard for patient review at home
- You can use the compare series feature to view different series on the same screen.
 - Select any series from the list, then Ctrl (keyboard and click) any other number of series
 - Right click on any highlighted series and select the compare item, this is also your workspace
 - You have the option to print the Local View (workspace)

Section 6) Image Enhancement and Annotations

- ✓ You can always revert back to the original before *Saving and Approving*  or *Undo*  *Redo* last step 
- ✓ Use the *Rotate* tool to correct PSP plate images and vertical sensor BW's with the cord up or down 
- ✓ Use the *Brightness/Contrast* tool to adjust image intensity 
 - You can accomplish this easily by simply left clicking and dragging on the image
- ✓ Use the *Invert* feature to view the radiograph in a negative format 
- ✓ Use the *Stretch Histogram* tool to easily and quickly adjust the brightness/contrast  or 
- ✓ The *Optimize Brightness* tool adjusts the brightness to the selected circular area 
- ✓ The *Equalization* tool allows you to quickly scan the radiograph with a contrasting circular enhancement 
- ✓ The *Colorize* tool displays the radiograph in color to help distinguish different shades 
 - You can stack invert with colorize and any other tool to help diagnostics
- ✓ Use *Noise Reduction* to soften or help reduce the noise in the image 
- ✓ Use the *Edge Enhancement* tool to sharpen the image, levels 1-10, 3 or less is recommended 
- ✓ The *Magnifier* tool magnifies a circular area, change the diameter with the mouse wheel 
- ✓ The *Ruler* allows you to measure between two points , and *Polyruler* allows you to measure curves 
- ✓ The *Protractor* tool can measure angles 
- ✓ The *Annotate* tool allows you to add notes, pointers, etc to a radiograph  by clicking the drop down box
 - Can be toggled on or off to view annotations. Annotations do not overwrite the radiograph