Perspectum

Patient De-Identification Manual for Philips Scanners

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MRA0252
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Table of Contents

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1. De-Identification Introduction

This document describes the correct procedure to de-identify patient identifiable information(PII) on Philips MRI scanners on the console and offline.

2. Compatibility

The procedures described in this document are compatible with MRI-scanners support by LiverMultiscan as described in System Requirements – MRA001.

3. De-Identification - On Console

Follow the steps described below to edit patient identifiable information.

1. Close the patient in all task and processes
2. Select the patient that is to be corrected from the Patient Administration Tab
3. Select **Modify**
4. Select the **Presentation Mode** tick box, this will change the text colour from grey to black, allowing you to change the parameters
5. Correct the patient information to the appropriate identifiers as described in the Patient Registration section for the project as shown in Figure 1 (page 3).

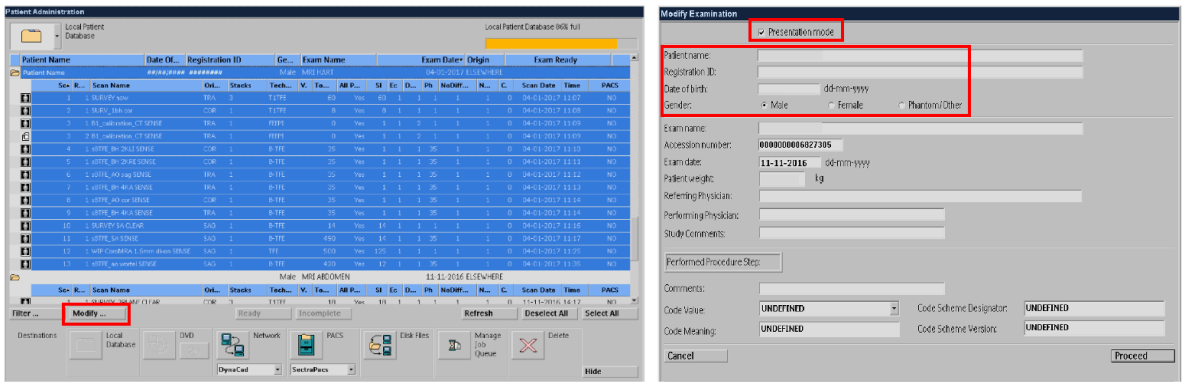


Figure 1. Patient de-identification on Philips systems.

4. De-Identification - Offline Mac

We recommend the use of open-source programs such as *Horos* or *OsiriX* to de-identify data.

1. Select the DICOM dataset you want to de-identify into Horos or OsiriX after loading into Document Data Base.
2. Click **Anonymize** as shown in Figure 2 (page 4) left
3. Correct the patient information to the appropriate identifiers as described in the Patient Registration section for the project as shwon in Figure 2 (page 4) right.
4. If needed to customise additional DICOM tags, click the **plus sign** on the **Select a DICOM tag...** option.

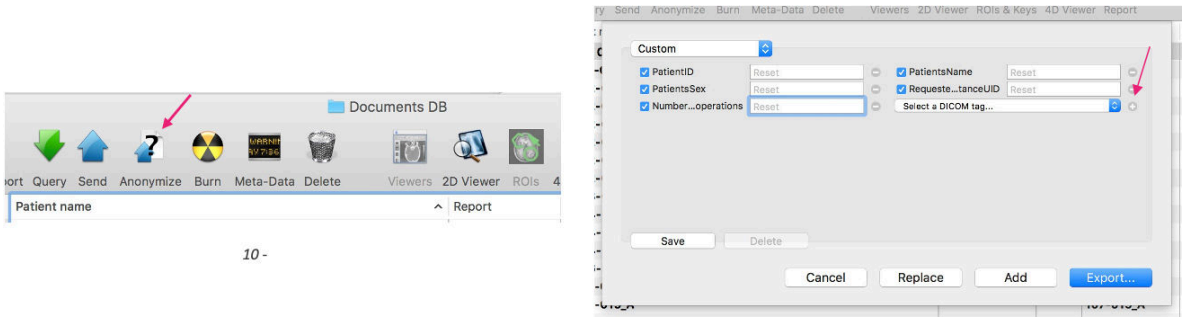
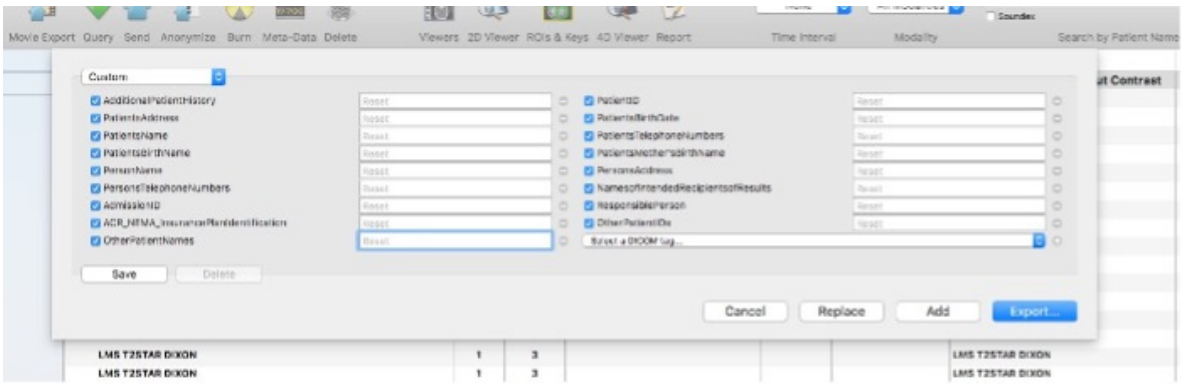


Figure 2. Select anonymize to correct the patient information (left) and modify additional DICOM tags if needed (right).

5. Ensure all the following DICOM tags are selected before exporting the dataset.



5. De-Identification - Offline Windows

We recommend the use of open source program such as DicomCleaner™ to de-identify data.

Follow the steps described below, to edit patient information.

1. **Import** the dataset to de-identify as shown in Figure 3 (page 5)

Figure 3. DicomCleaner de-identification for Windows system. Import data to de-identify

2. Check **Replace box**

   In Patient's Name, Patient's ID and Accession Number fields, fill in the naming convention as described in the Patient Registration section of Image Acquisition Manuals

   Check **Remove all unreplaced identities**, and **Remove patient characteristics** boxes

   Press **Clean** button as shown in Figure 4 (page 6)

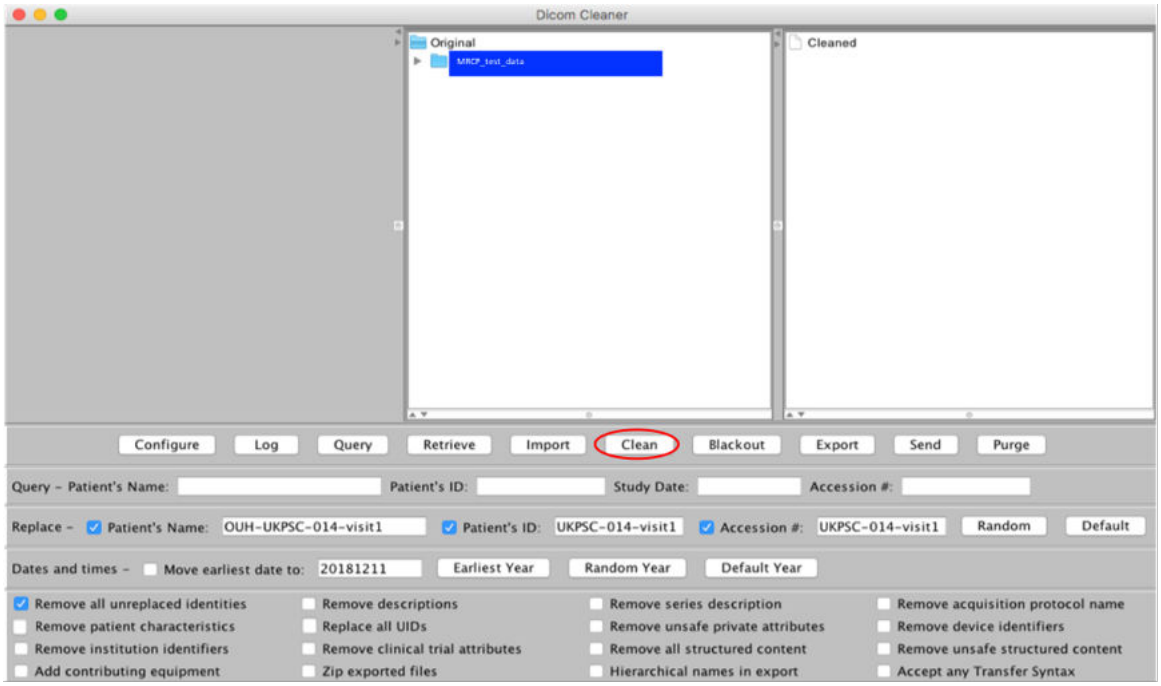


Figure 4. Fill in information according to the agreed naming convention

3. Create a folder with the patient information as described in the Patient Registration section in your local hard drive, select the proper patient dataset to export, press **Export** button, select the folder created in your local hard drive.
   Press **Choose** and data will be exported for the correct folder as shown in Figure 5 (page 6)

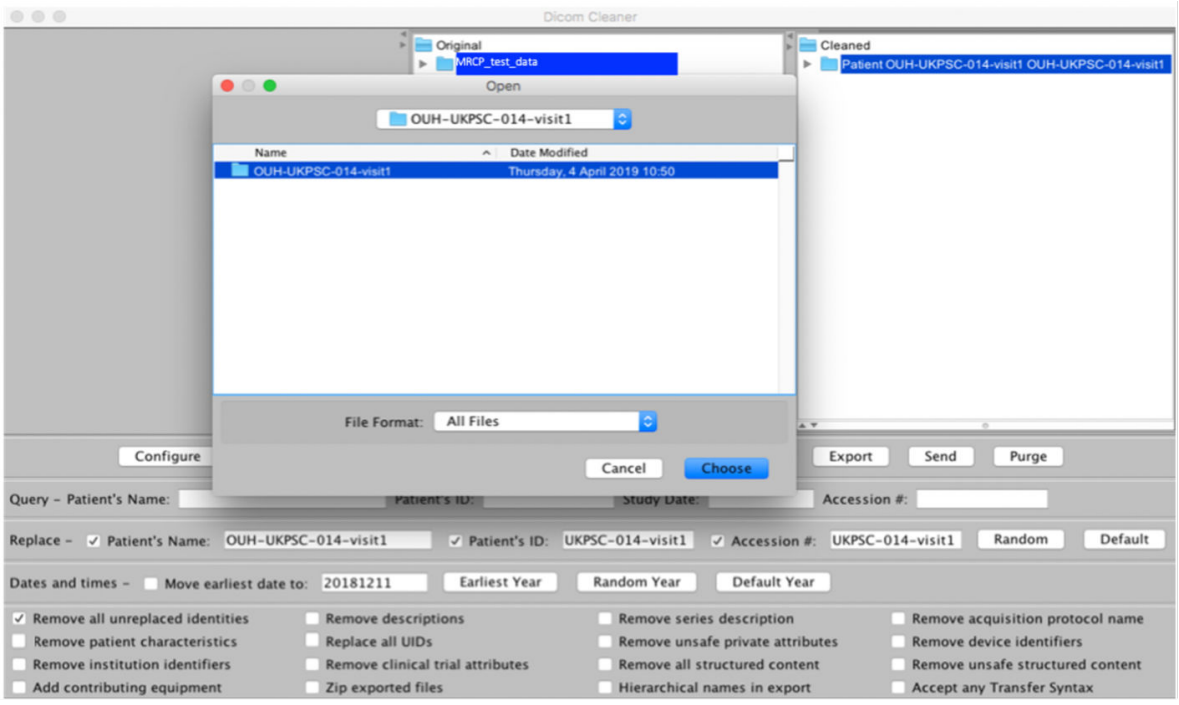


Figure 5. Export to a specific folder with de-identified data

6. Approvals

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