SOOS 2.1 – Imaging Center

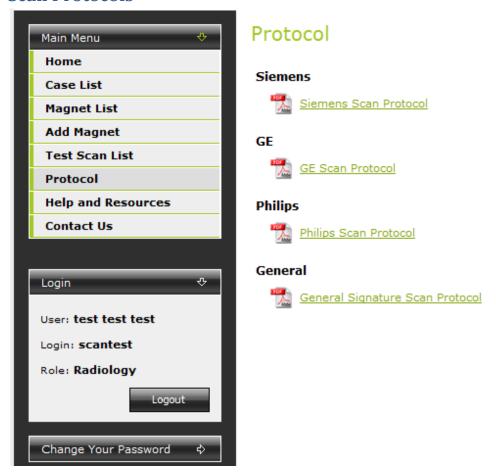
Standard functions and workflows

Signature Imaging Center

Contents

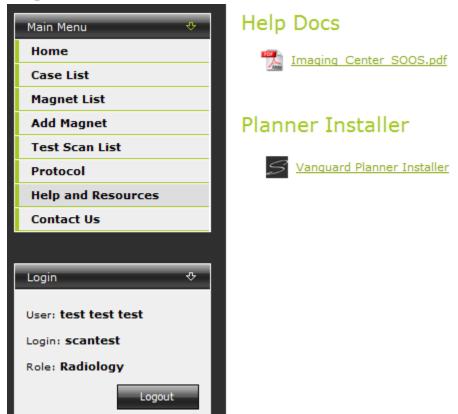
Scan Protocols	3
Help and resources section	4
Add a Magnet	5
Upload images to your Magnet's Test Case	
Editing a Magnet	7
Case List View	
Main Overview	8
Searching, Filtering, and Grouping Fields	8
Uploading Files to a Patient	11
Comments	12
Contact Us	12
Unload Installation Instructions:	13

Scan Protocols



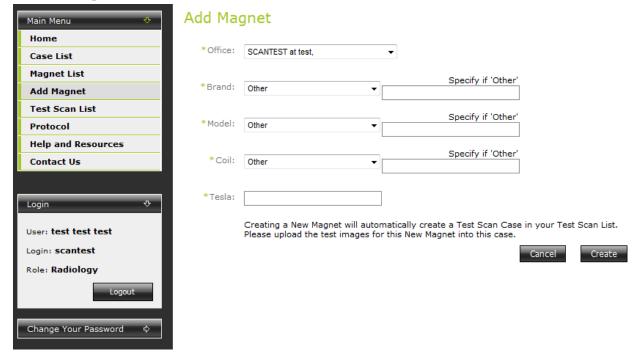
Download specific scan protocols for your Magnet brand

Help and resources section



This section contains a tutorial for Radiology users. The Signature Application Installer is also available for download, although is not used by Radiology.

Add a Magnet



To get started with Signature, we first need to know information about your Magnet. Choose the appropriate Brand, Model and Coil from the dropdowns and add the Strength. If your magnet is not available in the list, choose 'Other' and specify the Magnet in the text field next to it.

When you create a Magnet, a test case is created for you in the **Test Scan List** which you can upload images for approval. Once your magnet is approved, you can start using that Magnet to upload images for clinical cases.

Upload images to your Magnet's Test Case

- 1. Choose your Test Scan from the Test Scan List
- 2. Choose 'Browse' to open the upload browser.

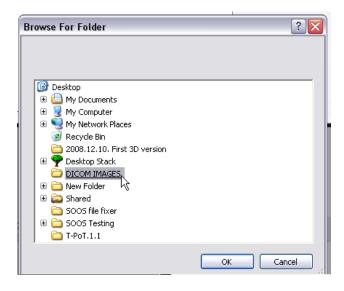
Test Scan Details



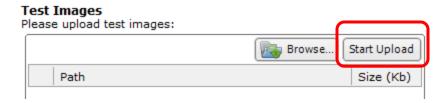
Comments



3. Browse for the folder on your computer containing the DICOM image series.



4. Choose Start Upload to finish the image upload

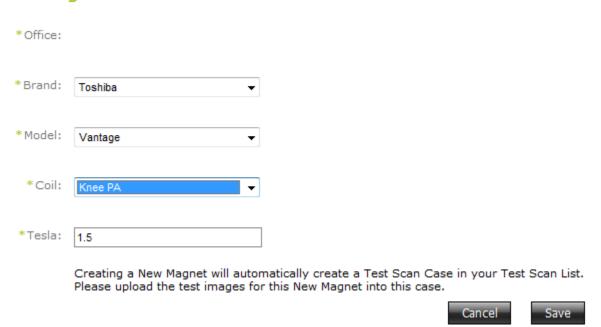


Editing a Magnet

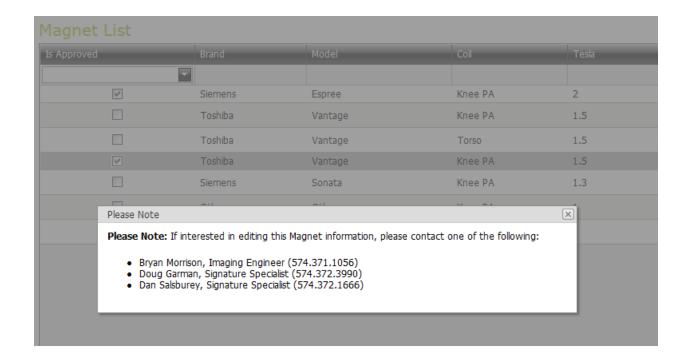
You can edit existing magnets by clicking a Magnet in the Magnet List, as long as the magnets are not approved yet.



Edit Magnet



Once a magnet is approved, Biomet personnel will need to be contacted to edit/delete the magnet for you.



Case List View

Here you view all cases assigned to your Scan Site. Patients who need to be scanned appear as **Waiting for Images** after which you see them as **In Process**, **Shipped**, or **Cancelled**

Main Overview

By default, In Process cases are shown in the Case List. You can choose to view Shipped,
Canceled or All cases by selecting their tabs.

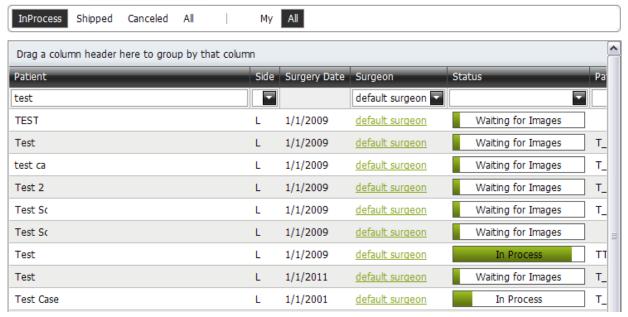


Searching, Filtering, and Grouping Fields

These sorting techniques can be used in the Case List and User List

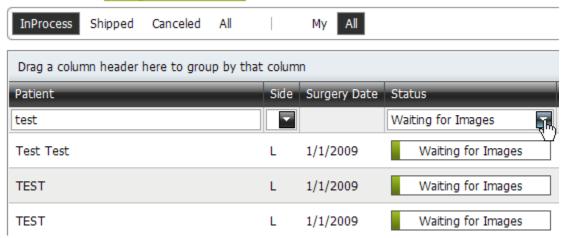
• Start by typing into any of the searchable fields [list] and the case list will update to reflect your search.

Case List (Edit grid colums view)



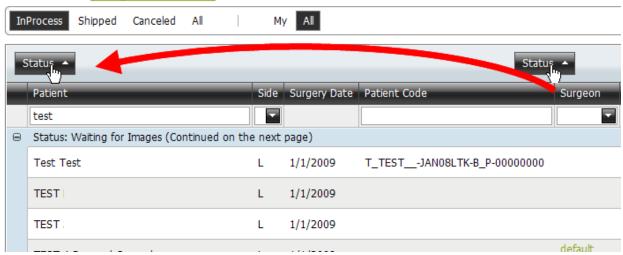
• Multiple filters can be used to further search for specific cases

Case List (Edit grid colums view)



• Drag a column into the header (blue region) to group by that column

Case List (Edit grid colums view)

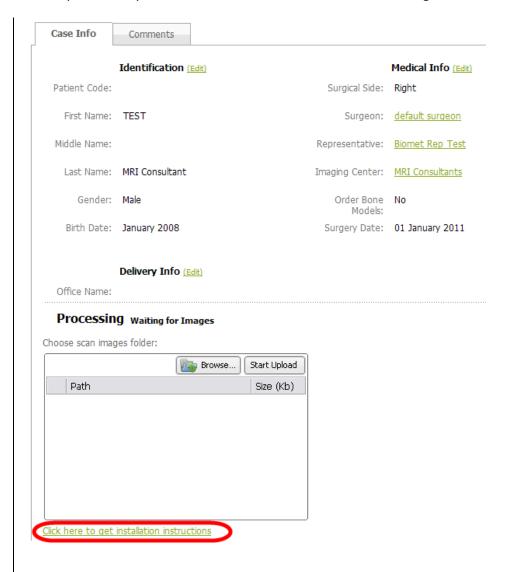


Uploading Files to a Patient

Choose a patient from the Case List



Use the folder browser at the bottom of the screen to look for the DICOM folder. Enter in the DICOM ID once the upload is ready to begin. This is the unique number that you can use to identify the patient within your PACs system and can be no more than 8 characters long.

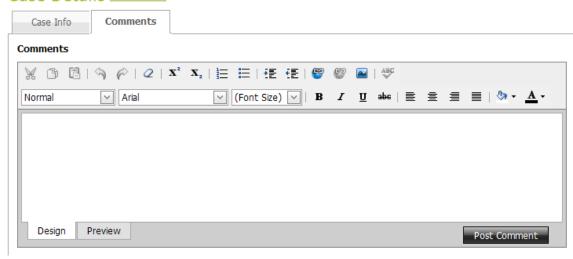


In case the uploaded images are rejected by our Quality Engineers, an e-mail will be send explaining the reason for rejection. The case will get the status 'New Image Data Set Requested', and a new image set can be uploaded for the patient.

Comments

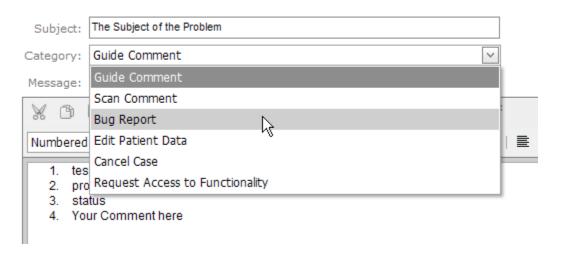
Comments can be posted to a clinical case to post information between all users associated with the patient. You can format the text in a variety of ways and submit your comment with the **Post Comment** button.

Case Details Cancel Case



Contact Us

Contact Us



• The Contact Us should be used for comments not related to an individual case. If you want to change information regarding a specific patient, please use that patient's Comments section

- Choose the Category of the message to direct it to the proper people
- Fill in the message body with text. Please provide as many details as possible.
- Select **Send Message** in the bottom right corner



Upload Installation Instructions:

Under any of the folder upload areas, you are able to install the latest programs for the Signature Uploader. You will only need to install this program once to allow you to upload folders to the system.

