Picture Archive and Communication System (PACS)

What is PACS?
PACS stands for Picture Archiving and Communication System and is the system that has replaced x-ray film with digital images. PACS also links the reports for imaging studies with the imaging study making it easy to view both the images and the associated report at the same time. The name of our PACS is Synapse and there is a Synapse icon on the desktop of all hospital computers.

What is the purpose of PACS?
PACS resolves many of the problems that were associated with film. Film could only be available in one place at a time and would frequently result in delayed patient care if it was not immediately available to the referring physician. With PACS, patient studies can be viewed from any computer at any of our facilities or from a referring physician's office. PACS also allows the radiologists to read studies performed at any of our facilities, from any of our facilities, making them much more efficient and greatly reducing the turn around time for report dictation.

Who should have access to PACS?
Any hospital employee who has a legitimate need to view patient images to provide patient care will be given access to PACS.

How will access be granted for PACS?
Clinical staff can request access to PACS by calling the PACS Hotline at 5PACS (57227). Other staff, requiring access to PACS, must request it through their supervisor, manager or director.

Who should I contact if I need more in depth training on PACS?
Contact the PACS Hotline by calling 5PACS (57227). The PACS Hotline is located in the Medical Imaging department and is answered by Medical Imaging personnel 24 hours a day, 7 days a week.

Who should I contact if I encounter issues while working with PACS?
If the issue is related to logging into PACS or using the PACS program call the PACS Hotline at 5PACS (57227) and a Medical Imaging employee will assist you. If the issue is related to computer hardware, call the Information Systems Helpdesk at 56560.

How Tos for PACS

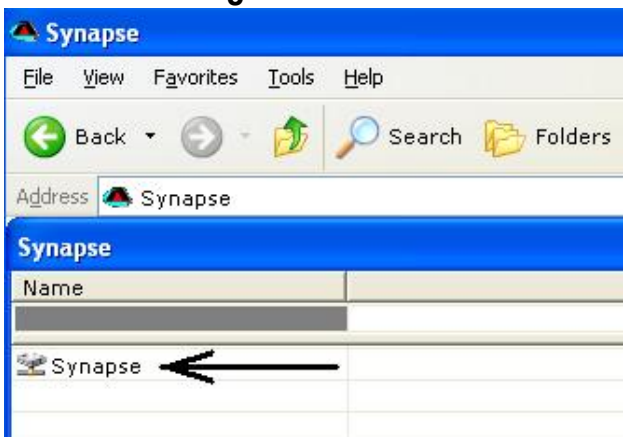
How To Instructions

Log in to PACS

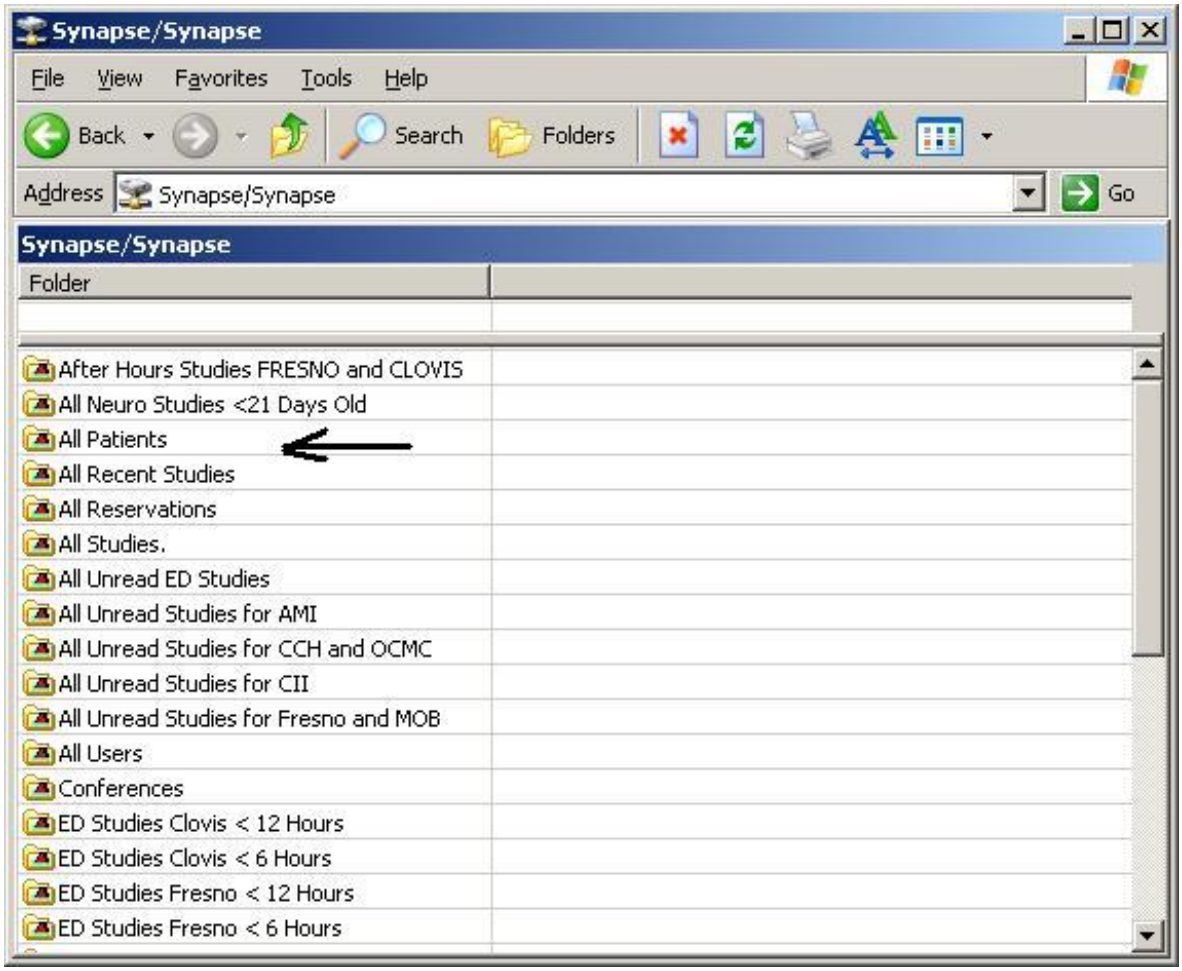
Double click the Synapse icon on your computer's desktop.
If there is no icon, call 56560 and ask to have Synapse installed.

Enter CMC\ in front of your network login name.
Be sure to use a back slash, not a forward slash.
The back slash key is located right below the back space key on your keyboard.
Your network login name is typically your first initial and your last name,
but may have a number after it if you have a common first and last name.

Log In To PACS

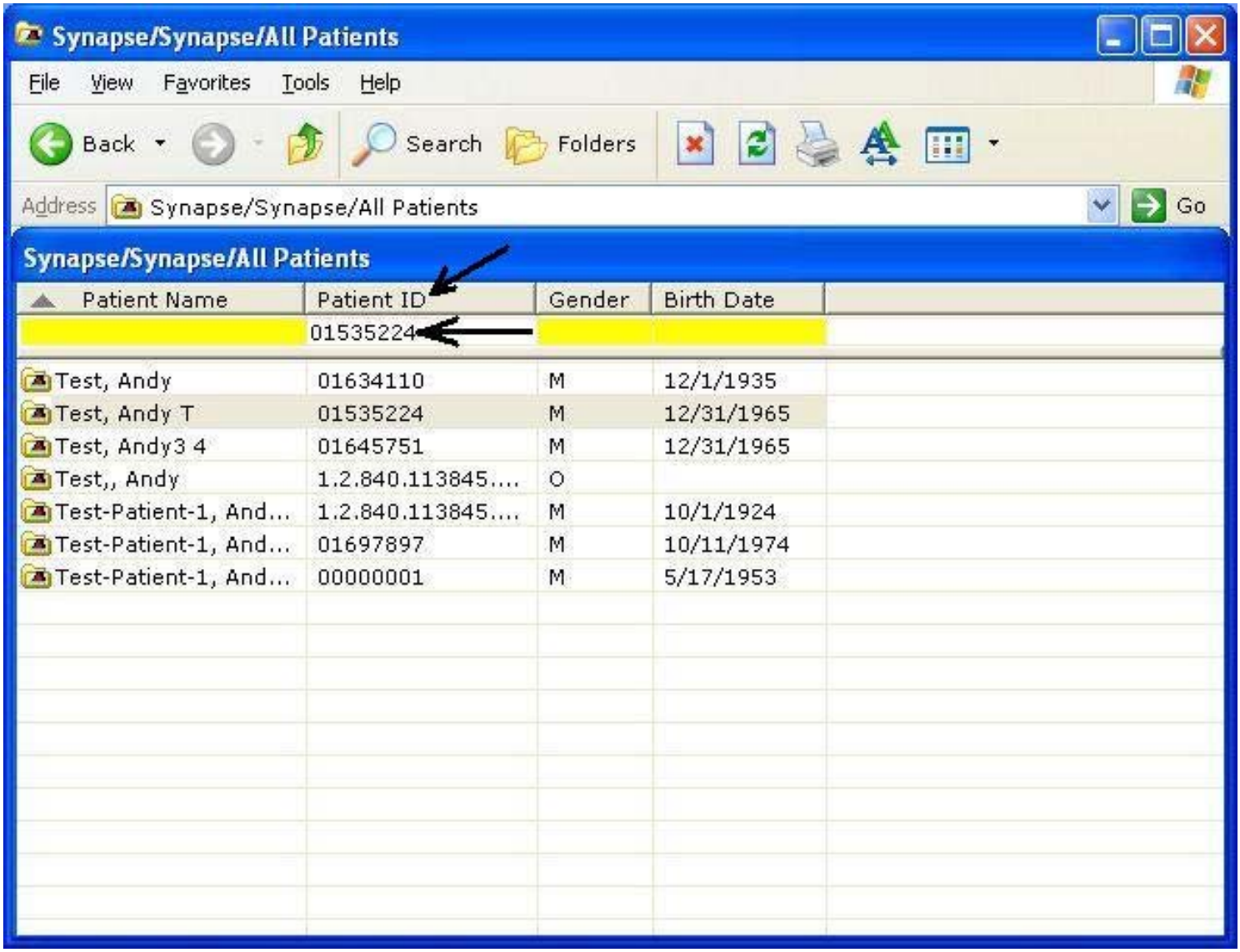


Double click the Synapse Network icon.



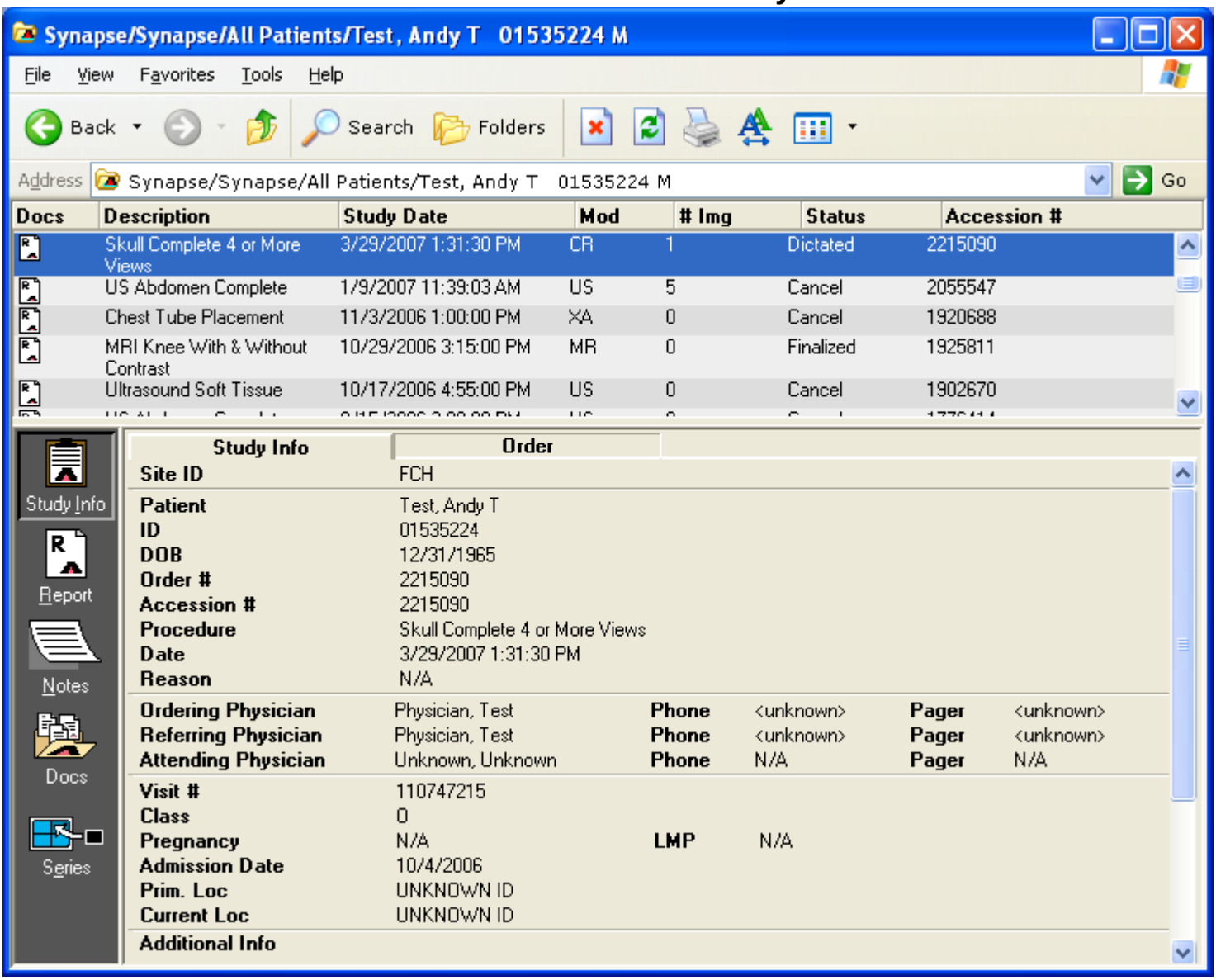
When you first log in to Synapse, you will see a list of folders.
These folders will help you to quickly find your patient.
In most cases, you will use the All Patients folder.
Double click the folder and the folder will open.

Find Your Patient



Type your patient's Medical Record number in the Patient ID field and press Enter or click the Patient ID button above the Medical Record Number. This will open your patient's Study Folder. Patient studies can also be found by typing in the patient's name or by opening other folders such as the ED Studies folders, which are designed to display specific types of patients.

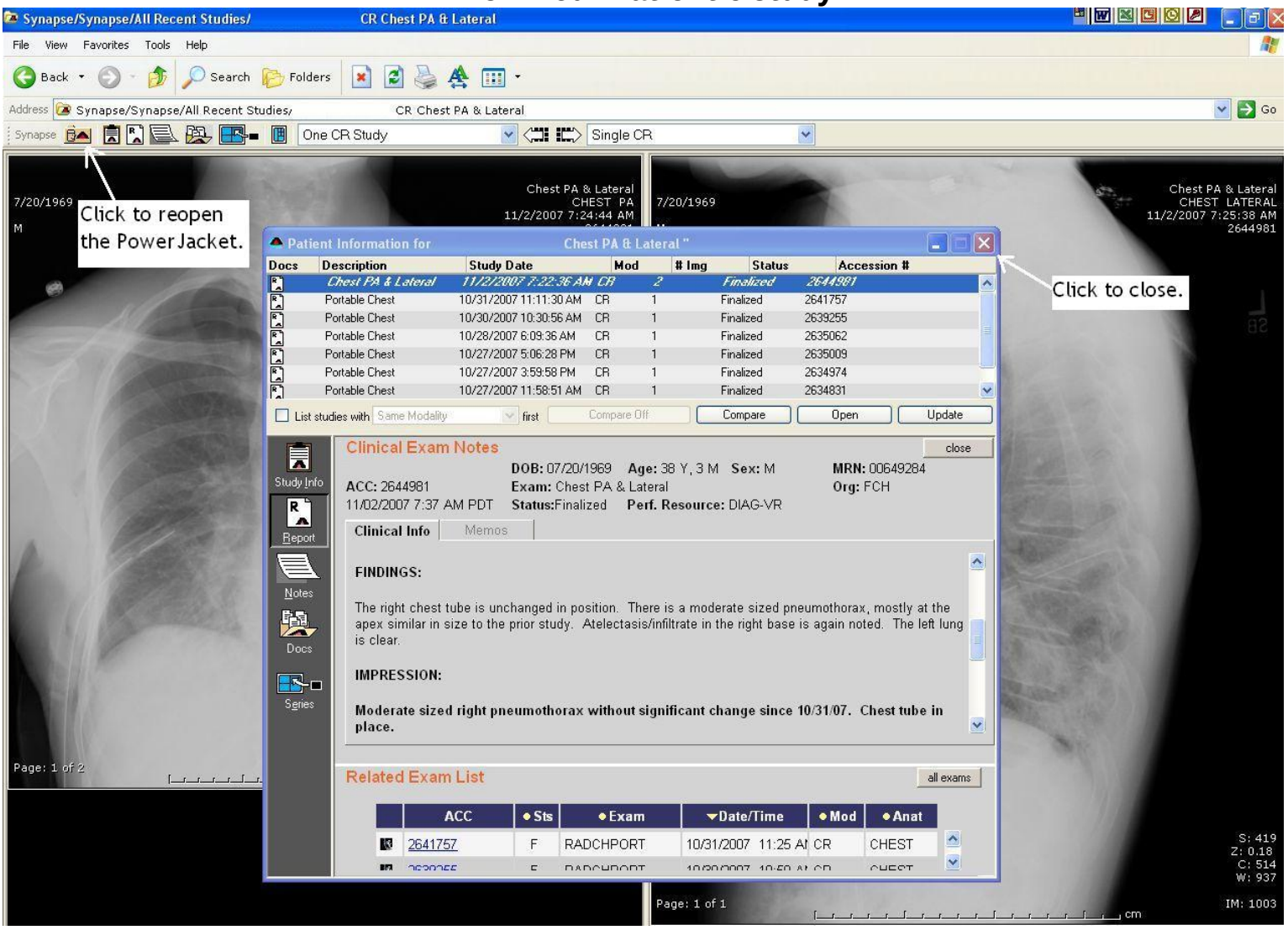
Find Your Patient's Study



The upper portion of the Patient Study folder displays a list of all the patient's studies with the most recent studies at the top. A single click on any study in the upper portion will display that studies information in the lower portion. The lower portion displays the study information for the highlighted study by default. Clicking on the Report, Notes, Documents or Series icons on the left will display the associated information for the study selected. Use the slider on the right to scroll through the study list.

Double click on the study you wish to view to open the study and display the images.

View Your Patient's Study



When a study is opened, a window called the PowerJacket opens in front of the images. The PowerJacket contains the patient's studies at the top, the report (if it has been transcribed) in the center and links to reports for related exams at the bottom. To close the PowerJacket click the X in the upper right corner. To reopen it, click the PowerJacket icon in the upper left corner.

View Your Patient's Study and Use Tools

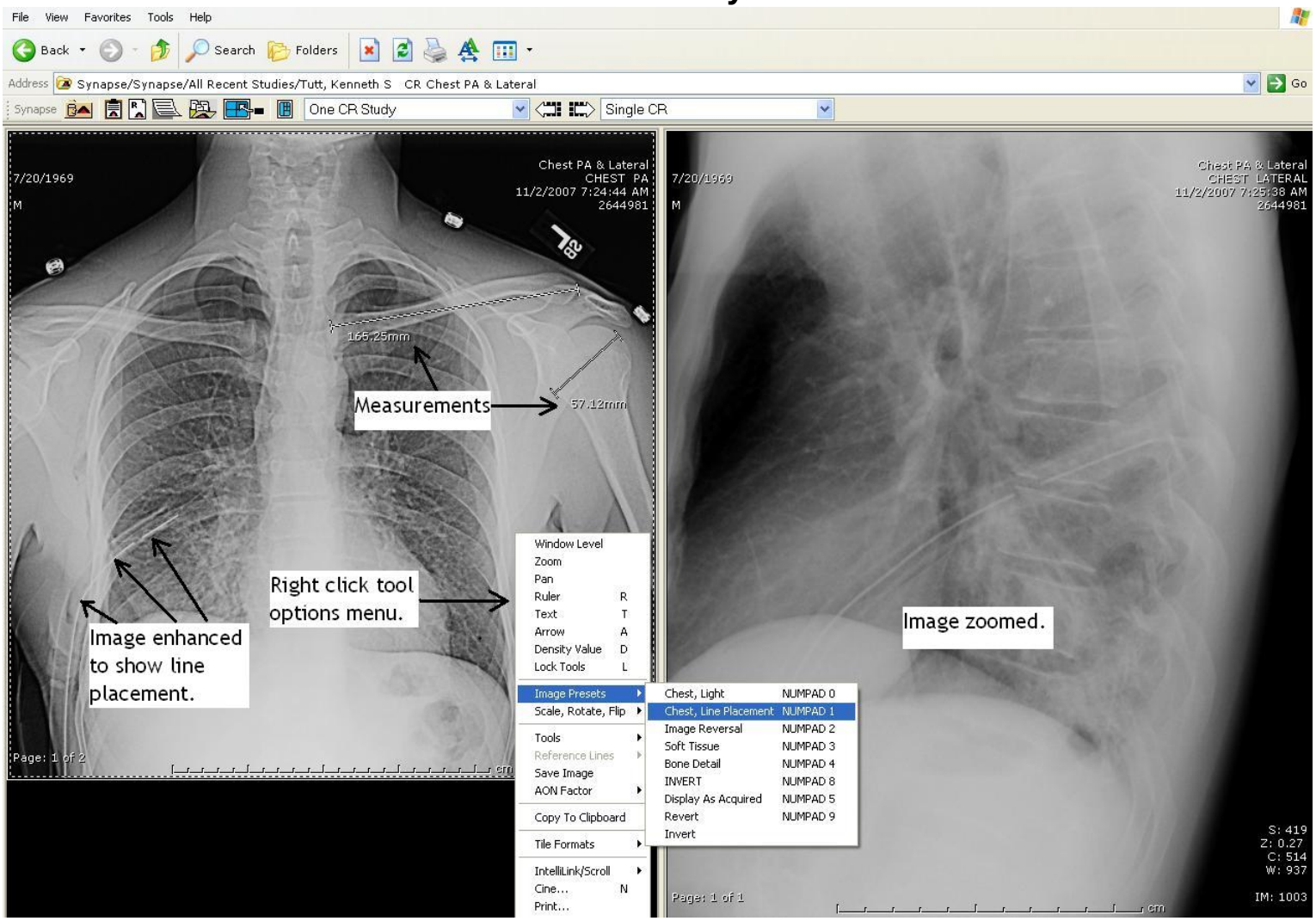
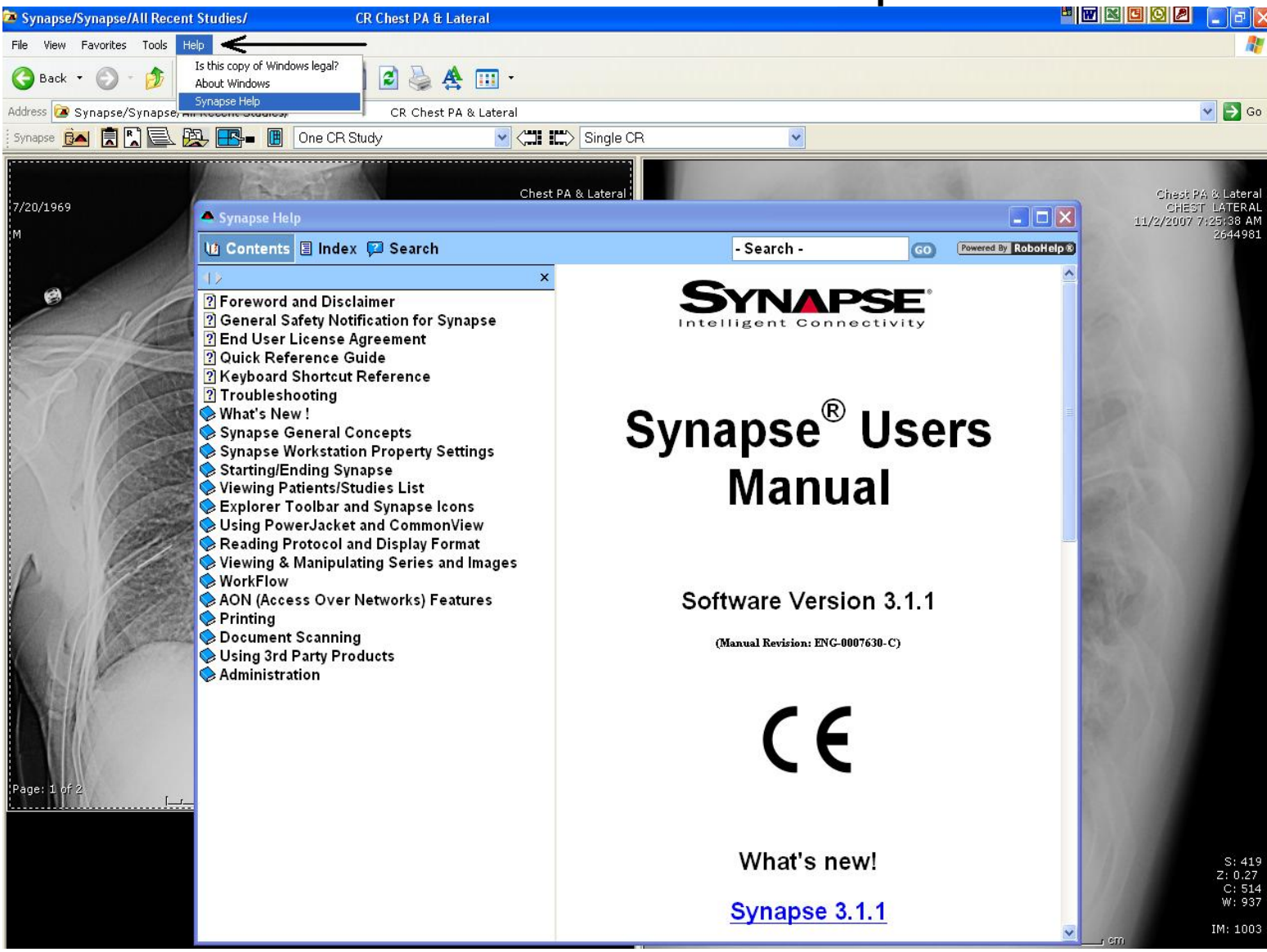


Image enhancement tools can be selected from a drop down menu by right clicking on the image and left clicking the desired tool. The most commonly used tools are displayed at the top of the menu and include Window Leveling, Zoom, Pan and Ruler. If you are viewing a study with multiple images, such as a CT or MRI scan, you can scroll through the images by scrolling your mouse wheel or by pressing and holding your mouse wheel and sliding your mouse up and down.

Additional Information and Help



The Synapse Users Manual can be accessed from the Help menu at the top of the Synapse window. If you would like additional training please call the

PACS Hotline @ 5PACS (57227)