

INTEVIEWER

USER GUIDE

JO OBORN

PACS Manager

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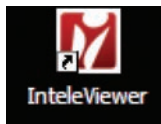
LOGGING INTO INTELEVIEWER

Your Inteviewer username is

CASE SENSITIVE.

For security purposes after three failed attempts your account will be locked.

Please contact your local PACS support if your Inteviewer account has been locked.



TO CREATE A NEW USER:

- Double click on the Interviewer desk top icon
- Click on **“Apply for Account”**

This will bring up another page called IntelPACS.

Click on **“Apply for New Account”** on the left hand side

- Read and agree to the confidentiality agreement
- Complete account application
- User name should be your surname followed by first initial (no gap & lower case)

Once you click **“Apply,”** your application will go through to the PACS administrator to be approved. This should be authorized the same day.

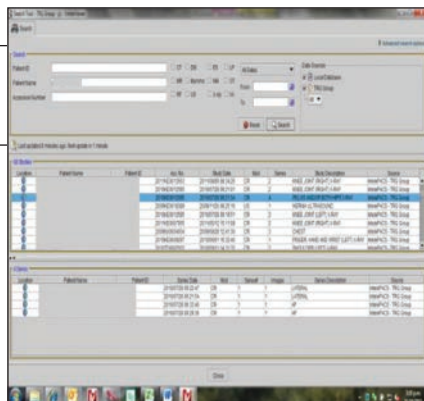


SEARCH TIPS:

- Enter patients NHI number in
“Patient ID”

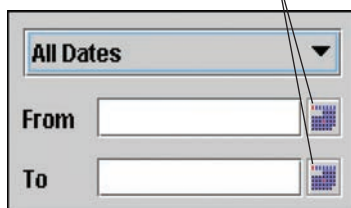
OR

- Enter patients name – surname first, comma, space, first name or initial.
(Part names can be used.)



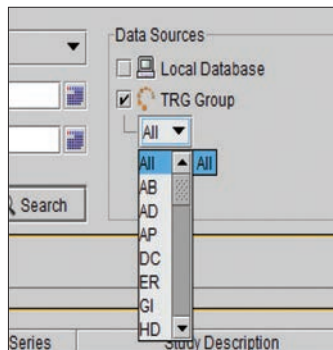
- Searching can be filtered by selecting:**
 - date ranges

Calendar buttons



SEARCH TIPS (CONTINUED):

2. branch where patient was seen:
 - a. SH = Shakespeare Rd
 - b. WL = Lincoln Rd MRI
 - c. NX = Northcross
 - d. AP = Apollo
 - e. LI = Lincoln Rd
 - f. HE = Montel Ave, Henderson
 - g. OT = Otahuhu
 - h. OM = Ormiston
 - i. PO = Ponsonby
 - j. AB = Auckland Breast Clinic
 - k. SM = Shakespeare Rd MRI
 - l. RO = Rotorua
 - m. TA = Taupo
 - n. GI = Gisborne
 - o. HD = Hastings
 - p. NP = Napier
 - q. KE = Whangarei
 - r. KK = Kerikeri



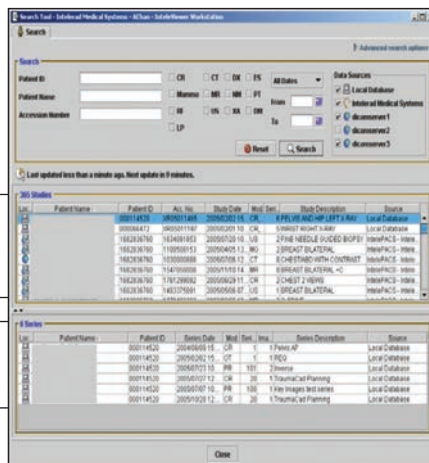
3. type of procedure e.g. X-ray, US, CT, MR, Mammography



VIEWING IMAGES:

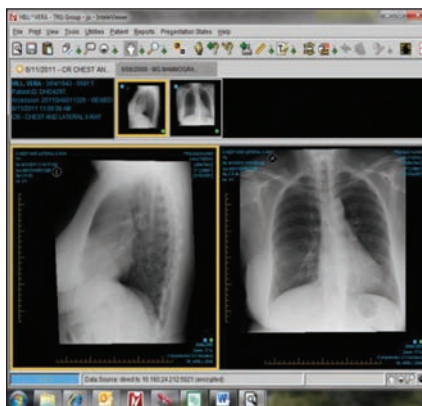
Once a patient has been found, individual examinations for the patient can be viewed in the top list. By clicking on the examination required, a list of the individual images can be seen in the lower list.

To view images, double click on the examination in the top list and the viewing tool will open.



VIEWING WINDOW:

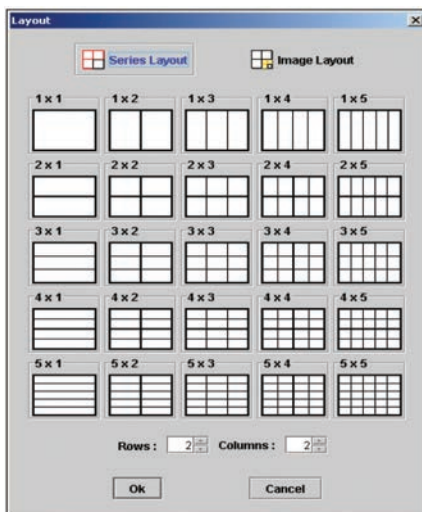
Consists of a tool bar along the top, a thumbnail bar of images, and below that, the currently selected image. Tabs along the top of the thumbnails show all previous examinations for the patient.



The number of images visible in the main viewing screen can be selected by clicking on **“View”** in the task bar and choosing the desired format in **“Series Layout”**

It is also possible to press the corresponding number on your keyboard.

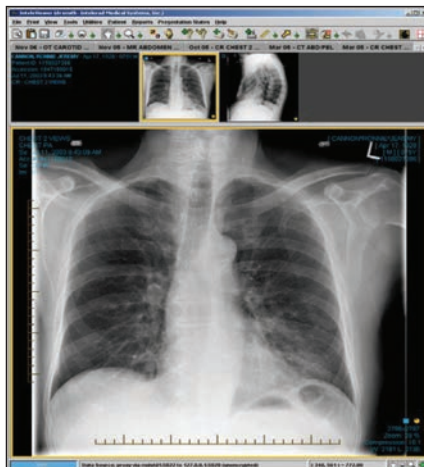
Pressing **“2”** will bring up two images side by side.



SELECTING DIFFERENT IMAGES:

The image in the main viewing window is identified in the thumbnail bar by a yellow border. Another image can be selected by:

- Clicking on the image in the thumbnail bar window and dragging it down to the viewing window
- Rolling the central mouse wheel
- Using the arrow keys



MANIPULATING THE IMAGE:

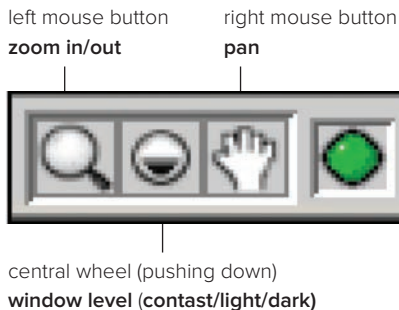
- By clicking the icons opposite you can:
- Zoom in or out on the image
- Adjust the contrast and brightness by moving the cursor up/down or sideways
- Pan – move the image around

These icons can be selected on the toolbar at the top of the page.

They are also found on the bottom left-hand corner on the status bar and can be utilized by using the mouse button which corresponds to icon shown.

The configuration of the icons here will change according to which icon is selected on the tool bar.

It is not possible to alter or cause any harm to any of the images on the database!



RESETTING THE IMAGE:

The icon on the far right of the toolbar resets the image to its original format .

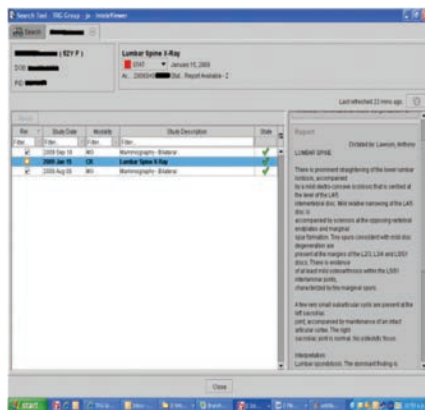


OR

Use CTRL/Backspace. Images will automatically reset once the window is closed.

VIEWING REPORTS:

- The **“Reports”** menu will come up as a separate tab with the search page once the patient has been selected.
- To access reports from the viewing window, click the Reports button on the toolbar or use the short cut key: **“V”**



- Reports can be printed by clicking on **“Export PDF”** then **“View”** and selecting print.
- Reports can also be saved into PDF format, or copy and pasted into MEDTEC – select text then use controls **“CTRL/C”** to copy and **“Ctrl/V”** to paste.

