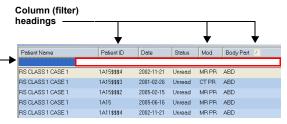
## 2 FINDING A PATIENT

- 1. From the left pane of the Archive Explorer, click
- Type the data for your search. (For example, patient name, accession number, etc.)

To sort a worklist in the Archive Explorer:

- Click in the empty field below the column (filter) heading, and enter the filter data you want.
- 2. If the column has a drop-down menu, click the option you want and click Enter.



Click in any empty field to enter filter data.

# 3 CUSTOMIZING A WORKLIST

The Custom Worklist feature lets you mark studies of interest with a special entry in the customer worklist field of the Archive Explorer. This feature is useful for preparing lists of studies for conference meetings.

1. Make sure the Custom Worklist field appears.

**Note:** If the Custom Worklist field does not appear, see the Online Help for Using the Field Chooser.

- Locate the relevant study, and click in the Custom Worklist field of that study.
- 3. Type the desired value.
  - This value can be any string, but use a simple, consistent value that can be easily identified as yours.
- Repeat steps 1-3 for any additional studies you want to mark.

## **4 VIEWING REPORTS**

From the Viewer toolbar, click Show Patient Reports .



- If your Diagnostic Workstation was configured to load and display reports, the associated reports appear with the images.
- If no reports are found when the study is loaded, a window appears showing the No Reports tab.

## **5** LOADING IMAGES

- 1. From the Archive Explorer, select one of the following:
  - A Worklist folder from the left pane
  - A Study in the worklist from the right pane
  - Right-click a study in the right pane and select Load Key Images

**Note:** If there are no Key Images in the selected study, a message appears. You can then load the entire study or cancel loading.

2. Click Load Selection



3. Click Done



to load the next study.

## **6** COMPLETING A STUDY

**Note:** The Diagnostic Workstation supports an automatic workflow configuration in which every study has a status within the system. Worklist configuration is dependent upon the workflow of your facility. See your System Administrator.

**1.** From the Viewer toolbar, click Done



- 2. Select one of the following:
  - Confirm a study
  - Dismiss a study
  - Hold a study

### **VIEWING AND ATTACHING STICKY NOTES**

Sticky Notes are notation files that you attach to studies. You can view sticky notes from the:

- Archive Explorer
- Viewer Window
- Patient Mini-Archive

**Note:** Sticky Notes are permission based. You can create and edit your own notes, but you need permission to edit or delete notes written by others.

	Sticky Note Icon–double-click to view sticky notes attached to the Patient Mini-Archive.		
	Stick Note-open the sticky note dialog that is attached to a study.		
É	Create New Sticky Note-create a new sticky note.		
	Save Sticky Note–save a sticky note and attach it to a study.		
	Delete Stick Note-delete a sticky note from a study.		

# **PATIENT MINI-ARCHIVE**

The Patient Mini-Archive is also known as Organizer



To view different studies from the Patient Mini-Archive, click and drag the image to the viewer window.

•	Archive.
	Minus-collapse all studies in the Patient Mini-Archive.
•	Up Arrow–scroll to the beginning of the previous study.
$\blacksquare$	Down Arrow–scroll to the beginning of the next study.
-	Pin–pin the Patient Mini-Archive in the viewer at its full or manually adjusted size.
	Print–print the selected study or series directly from the Patient Mini-Archive.

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# QUICK REFERENCE CARD FOR THE KODAK CARESTREAM PACS CLIENT SUITE, VERSION 10.0

#### MINIMUM REQUIREMENTS

- Desktop or laptop computer with a 1.5 GHz Pentium IV processor or higher
- 512 MB RAM (optimum 1 GB RAM)
- 32 MB graphics card
- 1024 x 768 display resolution
- Display resolution configured to 24-bit true color
- Windows 95 or higher
- Internet Explorer 5.5 or higher
- High-speed Internet access (cable modem or DSL line)

### 1 LOGGING ON TO THE WORKSTATION

- 1. Select Start > Diagnostic Workstation.
- 2. Click Carestream Client.
- Type your Login name and Password, then click OK.You can begin viewing and working with studies.

## SITE CONTACT FOR ASSISTANCE

Name:	
Phone:	

## FOR MORE INFORMATION

See the Online Help for the Kodak Carestream PACS Client Suite, Version10.0