


2 FINDING A PATIENT

- 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.
- If the column has a drop-down menu, click the option you want and click Enter.

Column (filter) headings

Patient Name	Patient ID	Date	Status	Mod.	Body Part
RS CLASS 1 CASE 1	1A158884	2002-11-21	Unread	MR PR	ABD
RS CLASS 1 CASE 1	1A158883	2001-02-26	Unread	CT PR	ABD
RS CLASS 1 CASE 1	1A158882	2005-02-15	Unread	MR PR	ABD
RS CLASS 1 CASE 1	1A15	2005-06-16	Unread	MR PR	ABD
RS CLASS 1 CASE 1	1A118884	2002-11-21	Unread	MR PR	ABD

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.

- 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.
- 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


- 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.

- Click Load Selection .
- 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.






- From the Viewer toolbar, click Done .
- 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.
	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.

	Plus—expand all studies in the Patient Mini-Archive.
	Minus—collapse all studies in the Patient Mini-Archive.
	Up Arrow—scroll to the beginning of the previous study.
	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

- Select Start >Diagnostic Workstation.
- 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, Version 10.0*

