Double click OPALRAD ICON on desk top/type in user name and password
<u>Search for Patient</u>
- For each header (Status, Modality, Patient Name, Patient ID, etc) enter the search criteria in the white box below, then hit enter.
    NOTE: For Patient Name, the criteria should be taken literal:
    For example: JANE ANDERSON you may have to search for
    ANDERSON, (space) J

<u>Open study</u>
Click on the second BOX from the left (on the work list) of the patient you want to view. Click **OPEN** tab along the bottom left.

Three ways to look at **image**:
- Drag and drop the thumbnail for review into active window.
- Double click the image
- Use the next/previous button located along the bottom of viewer. Or scroll through using middle mouse.

Within Viewer *Toolbars: Base Tools/CR:*

From left to right:
Reset Image State, Invert, Rotate Right, Rotate Left, Flip Vertical, Flip Horizontal, 1 to 1, Fit to Window, Magnify, Zoom, Pan, Annotation Edit, Arrow, Measure, Angle, Cobb Angle, Left Marker, Right Marker, Text, Shutter Box, Hanging Protocols

<u>To close study</u>
Click on large X in upper right corner. This will get you back to the patient work list.

<u>PRIORS</u> button (along the toolbar at top of image) will be highlighted if the patient has prior exams available. Click on **PRIORS**, highlight the pertinent previous exam and, click open study. Both studies will now be open within the thumbnails and you can toggle back and forth as needed.
Close study by clicking on the large X in the right upper corner.

<u>FILTERING</u>
The drop down menus allow for <u>filtering</u> a patient search.
You can filter the patient search by choosing the **modality** or search **ALL** modalities.
The status filter should always be on ALL. **The work list displays the last 30 days of exams. When looking for an exam prior to 30 days you need to check the FULL SCAN box along the bottom of the screen, then refresh to update the search.**

To access a report:
From the work list, search for patient exam and highlight. If the status is APPROVED, it is available for viewing. Click on the green R on the left side of the work list to view/print the report.

To listen to a dictation:
Search for the patient exam, highlight. If the exam status is DICTATED or TRANSCRIBED you can listen to the voice file by
clicking on the right pointing arrow (fourth icon from the left) this will open up the dictation module. Click on the green play button along the bottom.

<u>ALWAYS LOG OFF WHEN DONE</u>
If experiencing problems please call Eric Carrier (PACS Admin) 537-3005 or Derry Imaging 537-1363