



## PACS Quick Tip Cheat Sheet

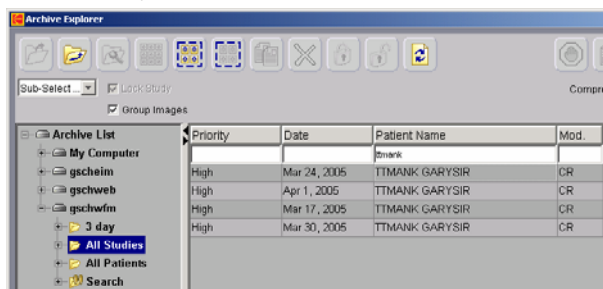
1. From a computer inside the hospital. Launch **Internet Explorer** and type **gschwfm** in the address bar.
2. The following page should appear.



3. Click **Login**, the following box will appear.



4. Type in your, Windows, username and password and click on **OK**. Please note that passwords are case-sensitive. Your username is the same across all systems but your password may be different. Contact the IT Helpdesk at xt.1506 if you are having problems with your username and password.
5. Click on **gschwfm**, this is the primary PACS server.
6. Select **Search**. Enter the patients name, last name first. Then select the study you would like to see and double-click to open it. This is live patient data; treat it with proper HIPAA confidentiality.



### Tool Tabs



The Edit tab contains the tools that allow you to zoom, pan, rotate and flip the image.



This tab represents the windowing tools. It lets you adjust the contrast and brightness values of the selected images.



The tools in this tab let you configure the format in which groups and images are displayed.



This tab has the tools that allow you to add and manipulate graphic and text annotations on images.



The tools tab allows you to show the reference lines in images and view images in Cine mode. Useful for MRI and CT.



Conferencing lets two users view and discuss the same series of images.



This tab has the tools that enable you to save the file locally and in multiple formats.



Lets you configure a user defined tab that contains your most useful tools. To add tools, right-click any of the tool icons and then, select **Add to My-Tab**

### Other useful Icons



This icon directly links you to the radiology report for this exam as it is stored in PACS.



This icon brings up "sticky notes." These are notes left by other users as primary interpretations and quick reference information.



This icon brings up the "mini-archive" which contains the complete list of studies for that patient. This list goes back to May 25<sup>th</sup>, 2005, the day PACs went live.



Use this icon to signify that you are done with the current study and return to the Archive Explorer.



This icon will bring up the extensive help menu.

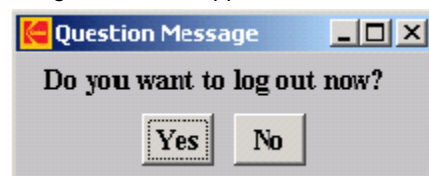
### Help Information

At any time if you are unsure of what tool the icon on the screen represents let the mouse pointer hover over the icon for a brief second or two and it the name will appear in a small pop-up.

1. To log out of the PACS web software Click **Exit**.
2. In the Viewer Software the icon looks like the first one below and in the Archive Explorer the icon looks like the second icon below



3. The following window will appear.



4. Click **Yes** to log out and return to the PACS homepage.

If you have any questions or concerns about the PACS systems at Good Samaritan contact Eric Bruce @ (253) 697-1785