

# Centricity Web Quick User Guide

## Finding patient studies:

You can search for a patient's studies by either Name or Patient ID number. Simply click in the appropriate box, enter the identifying information and hit Enter on your keyboard.

Please remember to use all CAPS when working in centricity.

Generally you will want to make sure the "All Studies" tab is selected as shown below.

WANGZ last logged in on Thursday, October 02, 2008 4:41:25 PM. Domain: SMCSR

All Studies Tab

My Patients All Studies All Patients Today's Exams Yesterday's Exams

Loc	Patient Name ^	Patient ID	Study Date	Procedure
	ZZPACS			
	ZZPACS, TRAINING FILE	1234567	5/9/2005	CT HEAD CHEST ABDOMEN & (OUTSIDE SCAN)
	ZZPACS, TRAINING FILE	1234567	5/12/2005	CR HAND RT (3 VIEWS)
	ZZPACS, TRAINING FILE	1234567	5/15/2005	CR FOOT LT (3 VIEWS)
	ZZPACS, TRAINING FILE	1234567	8/25/2005	CR SPINE SURVEY (AP & LA
	ZZPACS, TRAINING FILE	1234567	8/25/2005	CR SPINE SURVEY (AP & LA
	ZZPACS, TRAINING FILE	1234567	8/25/2005	CR SPINE SURVEY (AP & LA
	ZZPACS, TRAINING FILE	1234567	8/25/2005	CR SPINE SURVEY (AP & LA
	ZZPACS, TRAINING FILE	1234567	6/19/2006	CR CHEST (2 VIEWS)
	ZZPACS, TRAINING FILE	1234567	1/28/2004	CR CHEST (4 VIEWS)
	ZZPACS, TRAINING FILE	1234567	8/14/2006	XA LEFT HEART CATH
	ZZPACS, TRAINING FILE	1234567	11/8/2006	US ABDOMEN COMPLETE
	ZZPACS, TRAINING FILE	1234567	11/8/2006	US ABDOMEN COMPLETE
	ZZPACS, TRAINING FILE	1234567	5/15/2005	CR FOOT LT (2 VIEWS)
	ZZPACS, TRAINING FILE	1234567	5/3/2007	CR CHEST (2 VIEWS)

Patient info Exam info Exam notes Report

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All Studies Tab

My Patients All Studies All Patients Today's Exams Yesterday's Exams

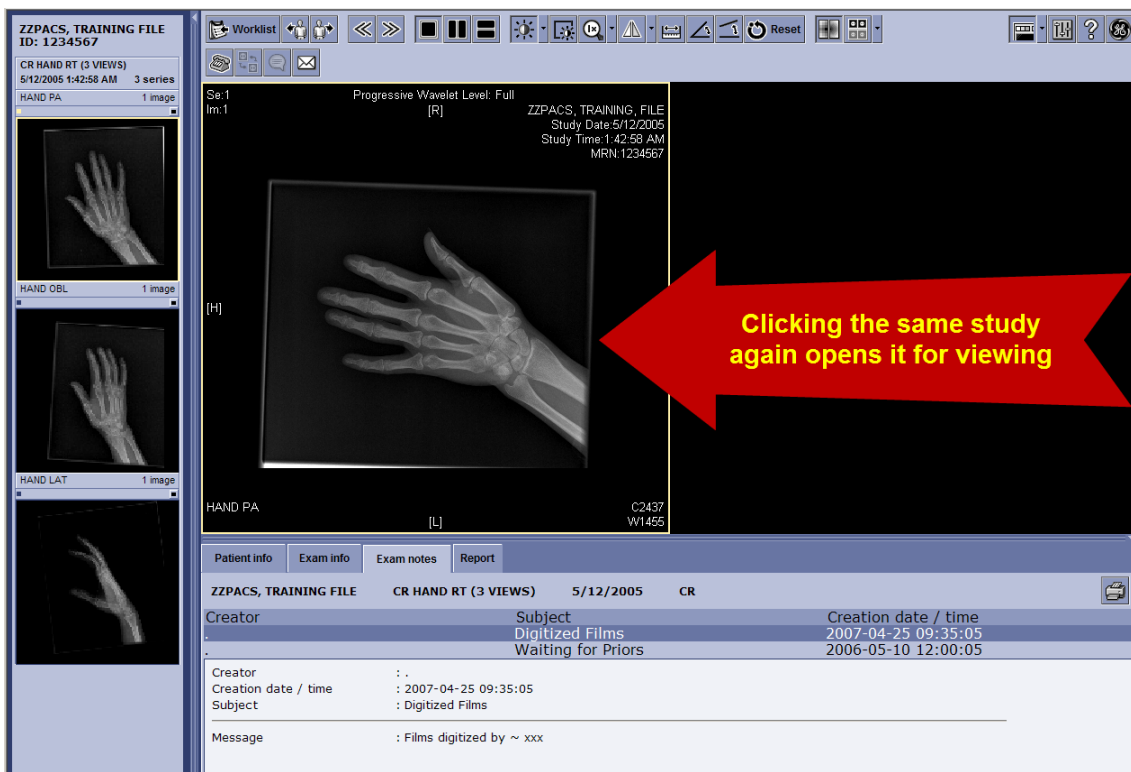
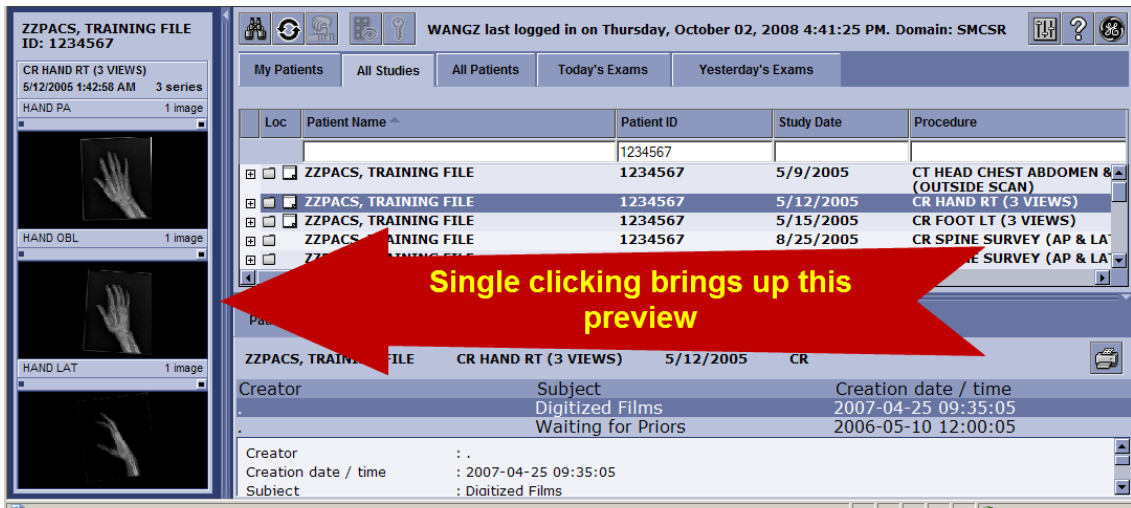
Loc	Patient Name ^	Patient ID	Study Date	Procedure
		1234567		
	ZZPACS, TRAINING FILE	1234567	5/9/2005	CT HEAD CHEST ABDOMEN & (OUTSIDE SCAN)
	ZZPACS, TRAINING FILE	1234567	5/12/2005	CR HAND RT (3 VIEWS)
	ZZPACS, TRAINING FILE	1234567	5/15/2005	CR FOOT LT (3 VIEWS)
	ZZPACS, TRAINING FILE	1234567	8/25/2005	CR SPINE SURVEY (AP & LA
	ZZPACS, TRAINING FILE	1234567	8/25/2005	CR SPINE SURVEY (AP & LA
	ZZPACS, TRAINING FILE	1234567	8/25/2005	CR SPINE SURVEY (AP & LA
	ZZPACS, TRAINING FILE	1234567	8/25/2005	CR SPINE SURVEY (AP & LA
	ZZPACS, TRAINING FILE	1234567	6/19/2006	CR CHEST (2 VIEWS)
	ZZPACS, TRAINING FILE	1234567	1/28/2004	CR CHEST (4 VIEWS)
	ZZPACS, TRAINING FILE	1234567	8/14/2006	XA LEFT HEART CATH
	ZZPACS, TRAINING FILE	1234567	11/8/2006	US ABDOMEN COMPLETE
	ZZPACS, TRAINING FILE	1234567	11/8/2006	US ABDOMEN COMPLETE
	ZZPACS, TRAINING FILE	1234567	5/15/2005	CR FOOT LT (2 VIEWS)
	ZZPACS, TRAINING FILE	1234567	5/3/2007	CR CHEST (2 VIEWS)

Patient info Exam info Exam notes Report

Note: Patient ID numbers must include any leading zeroes and only numeric characters; no dashes or special characters.

## Retrieving a study:

Once your patient search turns up results, you can click on a study once to see a preview along the left of your screen. Clicking again on a study will cause that study to open for detailed viewing.



When you want to return to your search results, click the Worklist button near the top left of your screen.



## **Viewing Studies:**

The most commonly used regions of the work area are shown below:

1: Toolbar – Here you can select various tools to manipulate the study or image you are viewing.

2: The preview pane - Clicking on an image in the preview pane will bring that image up in the main viewing area to the right

3: Main viewing area - Here the selected image (or images in a multi region layout) will be displayed.

4: Patient information pane – Clicking on any of the tabs will show the related information such as the radiologists report.



## **Manipulating the images:**

Double clicking on an image in the main viewing area will cause it to fill the whole screen. To get out of full screen mode, double click the image again.

Holding down the left mouse button and moving the mouse around will move the image on screen. Holding down the right mouse button and moving the mouse will change the window leveling.

If you have a track wheel on your mouse, rolling it up or down will run through the images in a study, while pressing down and moving the mouse will affect window level.

Right clicking on the image will bring up an advanced image functions menu with options such as rotating and inverting the image.

Note: It is suggested you try out these functions and the toolbar buttons to familiarize yourself with them. The “Reset” button on the toolbar (shown boxed in orange) will undo any changes you have made and no permanent changes can be made to images via Centricity Web.

## Advanced viewing functions:

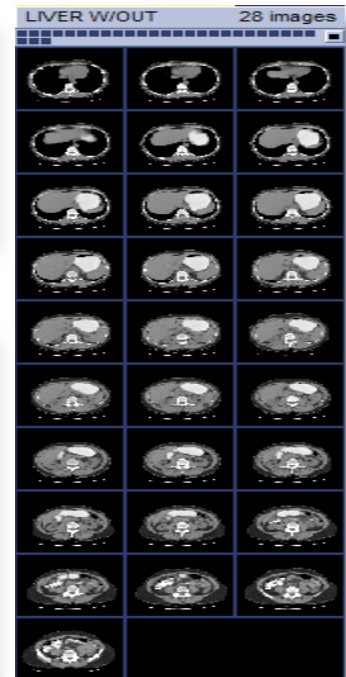
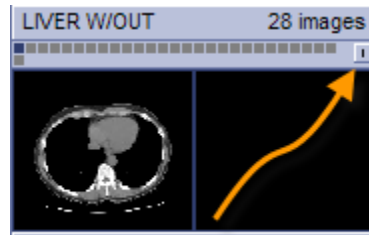
### Monitor Regions:



Monitor regions can be controlled via these buttons on the toolbar. Clicking on any of them will divide the screen into virtual screens which will allow you to view multiple images or studies at once. In some cases a small downward arrow will appear to the right of the buttons, in those cases clicking the downward arrow will reveal all the possible screen division available.

### Expanding the Preview Pane:

When viewing the Preview Pane, there are three options that determine how many thumbnails are shown. At the top right of the section for each study is a small box, and when clicked it will rotate you through the 3 thumbnail options.



One shows you only the a thumbnail for the first image in a study the second shows you the first image, last image and one in the middle.



The last option allows you to see thumbnails for all images in a study. This takes a lot of space but can be useful if you need to jump between certain images accurately and often.

### Viewing Comparisons:

To view multiple studies at one time, hold the Control (Ctrl) key down and click once on each study you want to view. Once all studies have been selected, let go of the control key and click once more on any one of the selected exams. All the exams will now open at the same time.

Loc	Patient Name ^	Patient ID	Study Date	Procedure	Mod	RIS exa
		1234567				
<input checked="" type="checkbox"/>	ZZPACS, TRAINING FILE	1234567	5/9/2005	CT HEAD CHEST ABDOMEN & PELVIS (OUTSIDE SCAN)	CT	SRC05
<input checked="" type="checkbox"/>	ZZPACS, TRAINING FILE	1234567	5/12/2005	CR HAND RT (3 VIEWS)	CR	
<input checked="" type="checkbox"/>	ZZPACS, TRAINING FILE	1234567	5/15/2005	CR FOOT LT (3 VIEWS)	CR	
<input checked="" type="checkbox"/>	ZZPACS, TRAINING FILE	1234567	8/25/2005	CR SPINE SURVEY (AP & LAT)	CR	
<input checked="" type="checkbox"/>	ZZPACS, TRAINING FILE	1234567	8/25/2005	CR SPINE SURVEY (AP & LAT)	CR	
<input checked="" type="checkbox"/>	ZZPACS, TRAINING FILE	1234567	8/25/2005	CR SPINE SURVEY (AP & LAT)	CR	
<input checked="" type="checkbox"/>	ZZPACS, TRAINING FILE	1234567	8/25/2005	CR SPINE SURVEY (AP & LAT)	CR	
<input checked="" type="checkbox"/>	ZZPACS, TRAINING FILE	1234567	6/19/2006	CR CHEST (2 VIEWS)	CR	
<input checked="" type="checkbox"/>	ZZPACS, TRAINING FILE	1234567	1/28/2004	CR CHEST (4 VIEWS)	CR	
<input checked="" type="checkbox"/>	ZZPACS, TRAINING FILE	1234567	8/14/2006	XA LEFT HEART CATH	XA	SRC05
<input checked="" type="checkbox"/>	ZZPACS, TRAINING FILE	1234567	11/8/2006	US ABDOMEN COMPLETE	US	
<input checked="" type="checkbox"/>	ZZPACS, TRAINING FILE	1234567	11/8/2006	US ABDOMEN COMPLETE	US	
<input checked="" type="checkbox"/>	ZZPACS, TRAINING FILE	1234567	5/15/2005	CR FOOT LT (2 VIEWS)	CR	
<input checked="" type="checkbox"/>	ZZPACS, TRAINING FILE	1234567	5/3/2007	CR CHEST (2 VIEWS)	CR	
<input checked="" type="checkbox"/>	ZZPACS, TRAINING FILE	1234567	5/3/2007	CR CHEST (2 VIEWS)	CR	
<input checked="" type="checkbox"/>	ZZPACS, TRAINING FILE	1234567	5/3/2007	CR ANKLE LT (2 VIEWS)	CR	SRR08

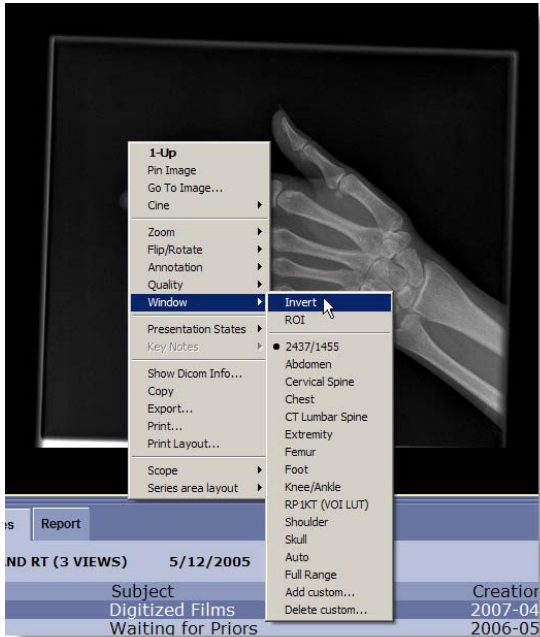
Results: 16

## Printing and Exporting images:

### Printing an image:

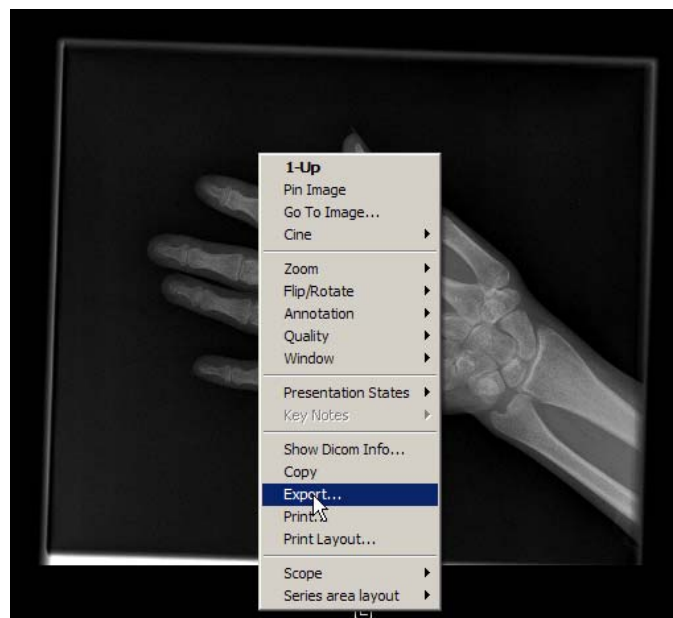
When printing an image it is suggested the image be color inverted so that it will be easily viewable once printed. Once the image is opened, right click anywhere on the image and a pop up menu will appear. Click the “Window” option of this menu and then choose “Invert”.

Once the image is inverted, right click the image again and choose the “Print...” option.



### Exporting an image:

To export an image, simply right click on the image and choose the “Export...” option. Choose a directory to save the image to and click “Save”.

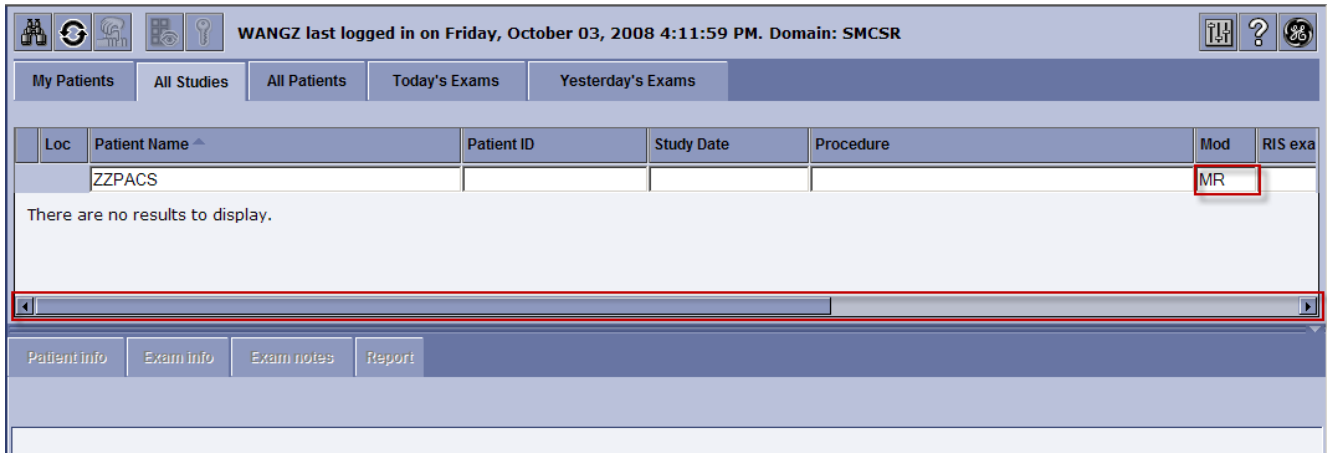


## Troubleshooting:

### **No patients show up when I search.**

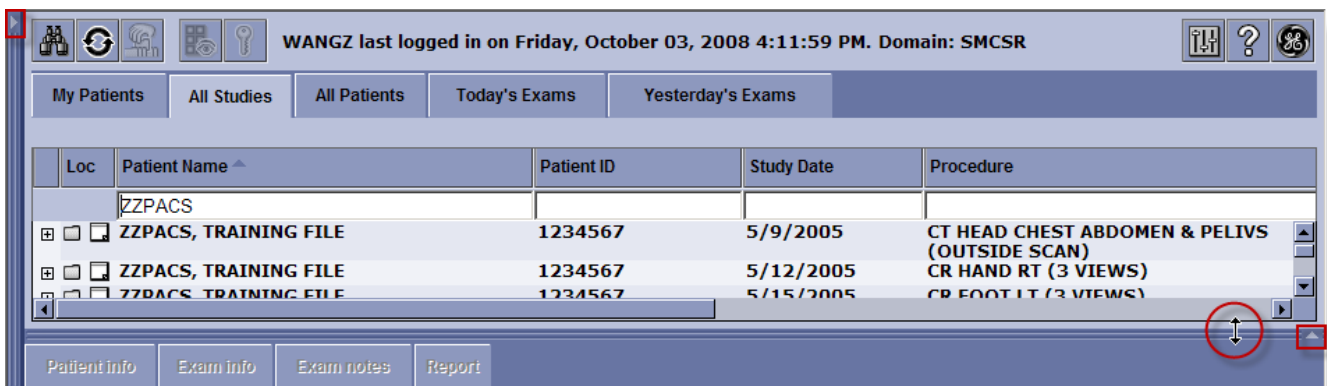
Make sure to clear all the fields before searching. Below the search is restricted to MR but this patient has no MR's to show. Clearing the MR field would allow all results to show.

Note: There are fields that usually are not visible off the right of the screen. Using the scrollbar highlighted below you can view these fields and make sure they are clear.



### **I cannot access Patient Reports or my Preview Pane.**

There are little arrows (highlighted in boxes) that when clicked on will hide or show a pane. Clicking on the appropriate arrow will show the pane again. Also if you place your arrow on the double lines next to the arrow (one such area is highlighted below in an oval), it will turn into a double headed arrow and by left clicking and dragging you can resize the viewable area.



### **The website won't load or hangs on the loading screens.**

Try clearing your cookies and deleting temporary internet files by clicking the "Tools" menu item, then choosing "Internet Options" and clicking "Clear cookies" and "Delete files". Note: These instructions are for Internet Explorer only and may vary slightly if you have different versions of IE.

