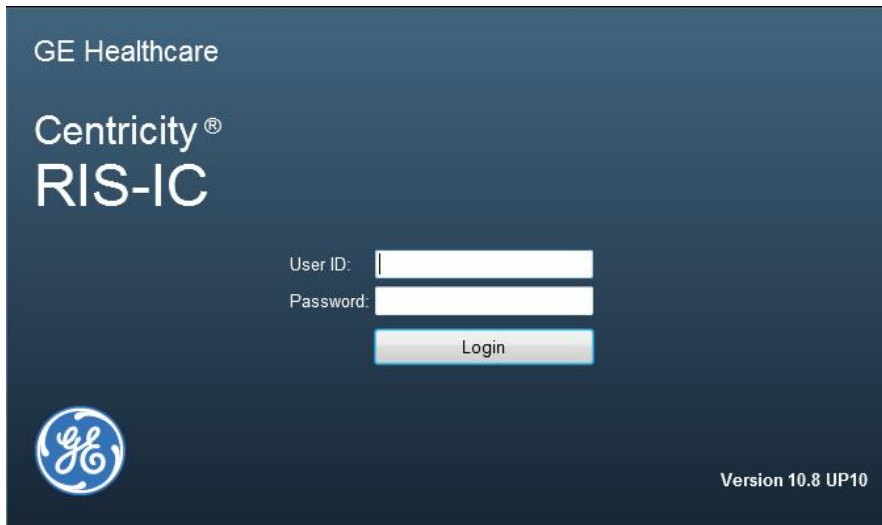


Quick Reference Guide - Centricity OneView

Logging in

1. Double click on the icon on the desktop or click your internet shortcut.
(The logon screen opens) <https://www.swodir.ca/imagecast/default.asp>
 2. Type in your user name in the User ID field.
 3. Type in your password in the Password field.
 4. Click .
- (This will bring you to the Home Tab in OneView)

Note: The Centricity Web Viewer will launch a new window and then minimize automatically.




GE Healthcare

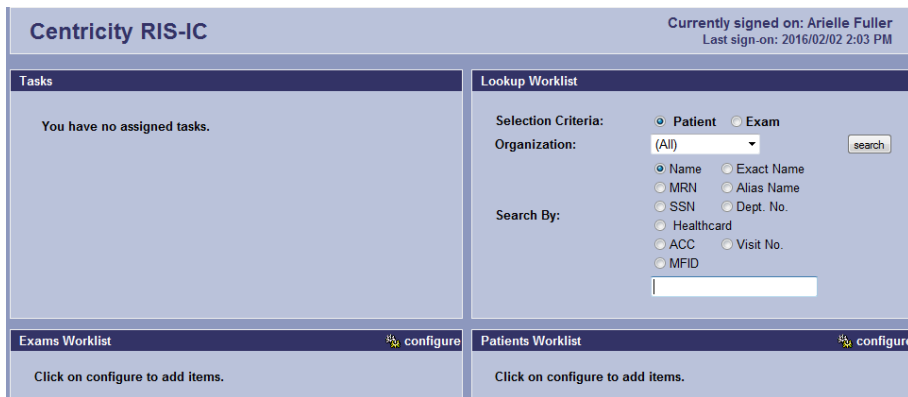
Centricity®
RIS-IC

User ID:

Password:



Version 10.8 UP10



Centricity RIS-IC

Currently signed on: Arielle Fuller
Last sign-on: 2016/02/02 2:03 PM

Tasks	Lookup Worklist
You have no assigned tasks.	Selection Criteria: <input checked="" type="radio"/> Patient <input type="radio"/> Exam Organization: (All) <input type="button" value="search"/> Search By: <input checked="" type="radio"/> Name <input type="radio"/> Exact Name <input type="radio"/> MRN <input type="radio"/> Alias Name <input type="radio"/> SSN <input type="radio"/> Dept. No. <input type="radio"/> Healthcard <input type="radio"/> ACC <input type="radio"/> Visit No. <input type="radio"/> MFID <input type="text"/>
Exams Worklist <input type="button" value="configure"/>	Patients Worklist <input type="button" value="configure"/>
Click on configure to add items.	Click on configure to add items.

Find a Patient - Home - Lookup Worklist

1. Select Patient in the **Selection Criteria** Patient Exam .
2. Select your **Organization** by clicking in the **Organization:** (All) drop down box. Leave to (All) to search across all organizations.
3. In the Patient Lookup panel you can define your **Search by:**
 - Name – can be a few characters (last name comma space 1st name) a few characters is a bad search
 - Exact name – must be the full last name typed exactly as spelled
 - Health card – Use this field to type in **Health Card Number**
 - ACC – To search by accession number. (Could return several results)
 - MRN – medical record number from any of the participating facilities – could return several results.
4. Click .

5. To View the report, click the check box beside the exam and Click . Or right click on exam and select Clinical Info in the drop down.

Detailed Search for Exam

1. Click on Lookup tab. Select Exam in the Selection Criteria field
Selection Criteria Patient Exam
2. Complete the Search Criteria fields, as appropriate.
3. Refer to “To find a Patient: Home Tab” for criteria.
4. Click . Images on the Exams Lookup are immediately available for selection.(only 31 day window)
5. Click to open the main exam to display other exams for the patient, if necessary.
6. Click icon to launch the images in the Centricity Web viewer

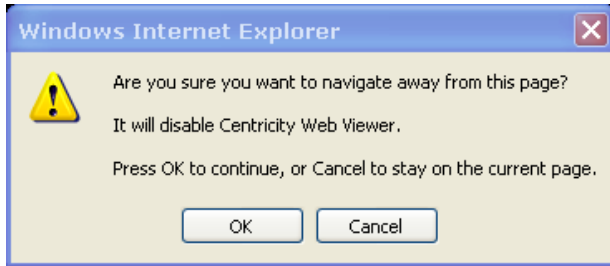
Selected: 1	Patient Name	Accession	Exam	Date/Time	Sts	Org	Requester	Mod
<input type="checkbox"/>	MSS, ONEVIEW Test	MB090003028	MRI Breast Both	2009/04/20 1:31 PM	X	TVHPP VH Provider, TVHPP VH		MR
<input type="checkbox"/>	MSS, ONEVIEW Test	CS090012423	CT Abdomen & pelvis	2009/04/20 12:03 PM	F	TVHPP VH Provider, TVHPP VH		CT
<input type="checkbox"/>	MSS, ONEVIEW Test	JA090002845	CT Head	2009/04/20 8:34 AM	F	TVHPP VH Provider, TVHPP VH		RF
<input checked="" type="checkbox"/>	MSS, ONEVIEW Test	MB090003142	MRI Breast Both	2009/04/20 8:34 AM	F	TVHPP VH Provider, TVHPP VH		MR
<input type="checkbox"/>	MSS, ONEVIEW Test	MN090005537	MG Mamm0 Both	2009/04/20 7:43 AM	F	TVHPP VH Provider, TVHPP VH		MR

Note: After viewing images within the Centricity Web Viewer, do not close the window. A pop up will display before you actually close viewer.

Launching Centricity Web Viewer

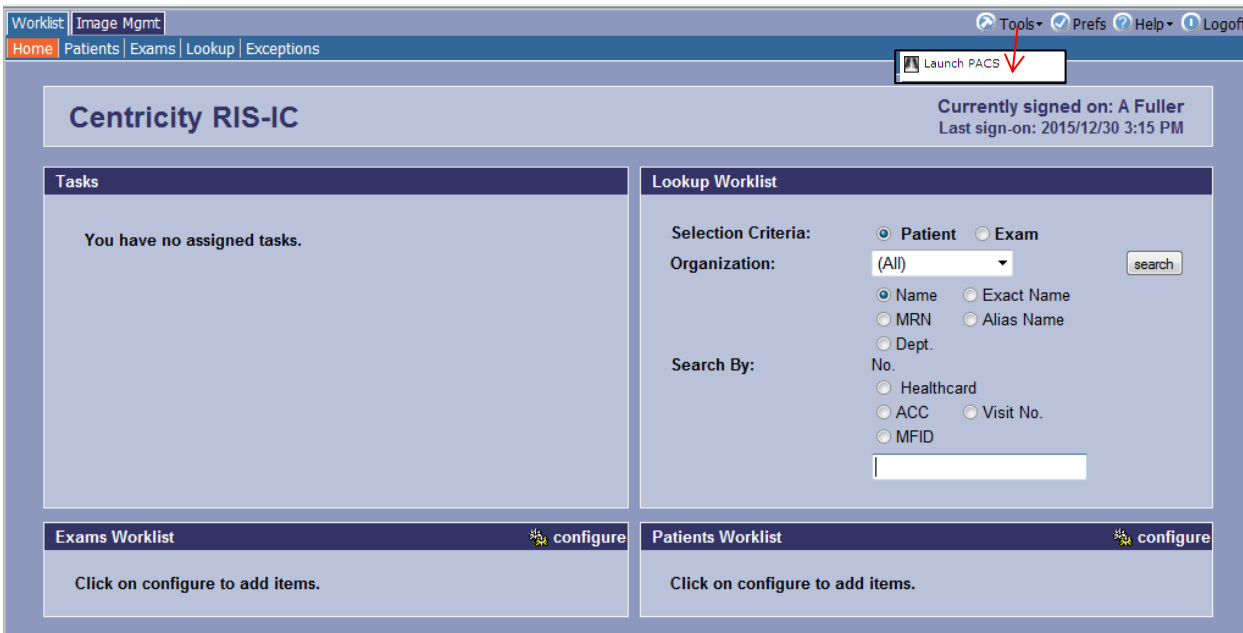
The viewer should automatically load upon login into OneView. If the web viewer did not launch on login or has been closed after viewing an image, the user will need to restart the viewer manually.

If the user clicks the X to close the viewer the following pop-up will appear;



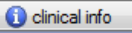
1. On the main OneView page as shown in diagram below, click the **Tools** link, located on the top right corner of the application.
2. The Centricity Web Viewer will launch a new window and minimize automatically.

Note: For PACS users with context enabled where the Clinical Information window automatically launches from their PACS, users will need to select another exam context in order to re-synchronize the Clinical Information window and re-launch the Centricity Image Viewer.



Clinical Information Window


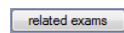

There are several ways of accessing the Clinical Information window if you have logged directly into OneView:

1. Select an exam or patient and click .
2. Right-click the exam or patient and select Clinical Info.

Patient and exam information – Information specific to the patient and exam

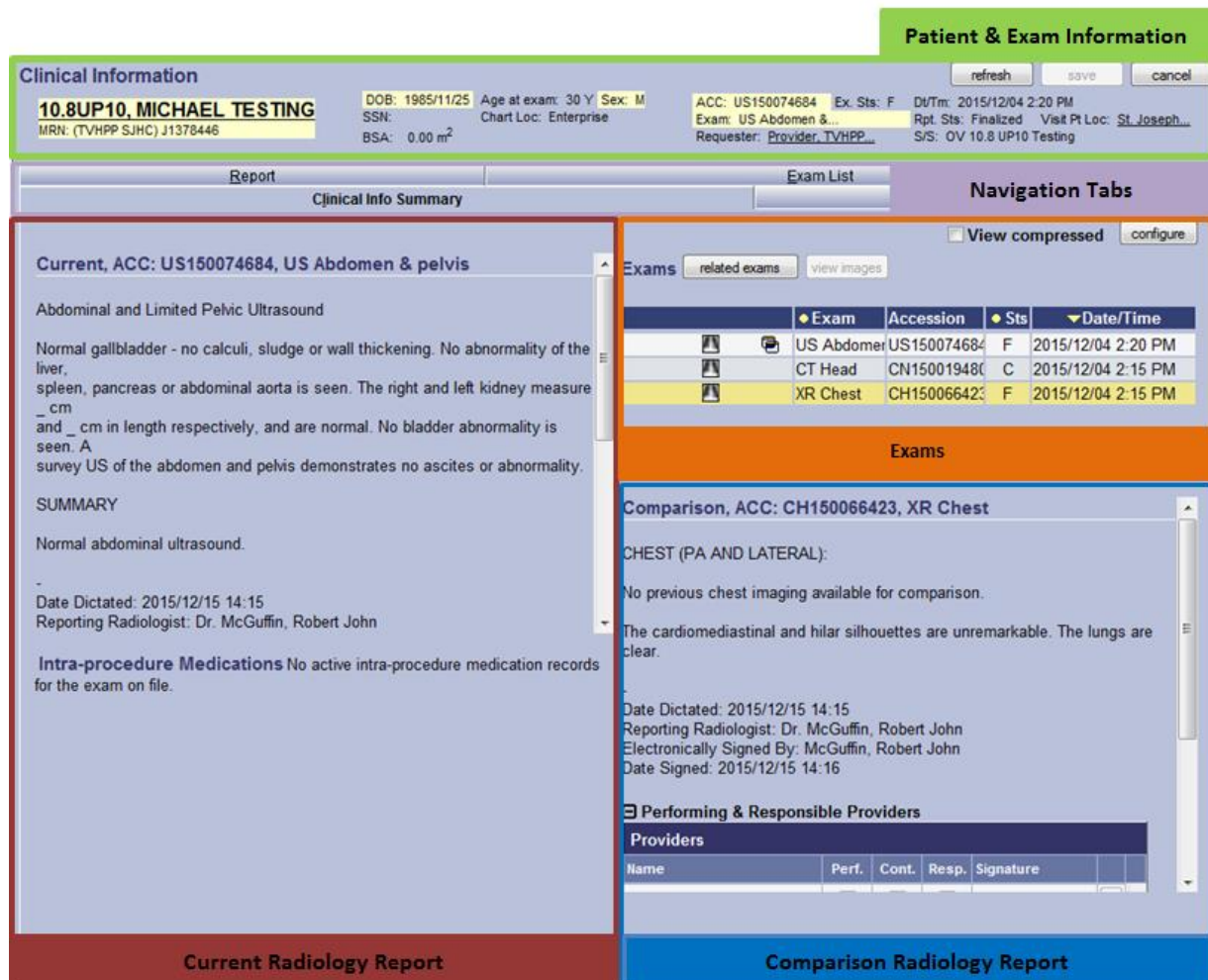
Navigation Tabs – Allows navigation to different types of information within the clinical information window including Reports and Exam List. Medications and allergies are not being used.

Exams – A list of exams in the patient longitudinal record.

1. Click  button to display all exams for the patient
2. Click  button to display all related exams for the patient.
3. Click the  icon to launch images in the Centricity Web viewer.

Current Diagnostic Report – Contains the report for the exam that is currently selected in OneView.

Comparison Diagnostic Report – An exam in the patient exam list section, the radiology report for that exam is displayed allowing for report comparisons.



Patient & Exam Information

Clinical Information refresh save cancel

10.8UP10, MICHAEL TESTING DOB: 1985/11/25 Age at exam: 30 Y Sex: M ACC: US150074684 Ex. Sts: F Dt/Tm: 2015/12/04 2:20 PM
MRN: (TVHPP SJHC) J1378446 SSN: Chart Loc: Enterprise Exam: US Abdomen &... Rpt. Sts: Finalized Visit Pt Loc: St_Joseph...
BSA: 0.00 m² Requester: Provider_TVHPP... S/S: OV 10.8 UP10 Testing

Report **Exam List** **Navigation Tabs**

Clinical Info Summary View compressed configure

Current, ACC: US150074684, US Abdomen & pelvis

Abdominal and Limited Pelvic Ultrasound

Normal gallbladder - no calculi, sludge or wall thickening. No abnormality of the liver, spleen, pancreas or abdominal aorta is seen. The right and left kidney measure _ cm and _ cm in length respectively, and are normal. No bladder abnormality is seen. A survey US of the abdomen and pelvis demonstrates no ascites or abnormality.

SUMMARY

Normal abdominal ultrasound.

-

Date Dictated: 2015/12/15 14:15
 Reporting Radiologist: Dr. McGuffin, Robert John

Intra-procedure Medications No active intra-procedure medication records for the exam on file.

Exams related exams view images

	Exam	Accession	Sts	Date/Time
	US Abdomen	US150074684	F	2015/12/04 2:20 PM
	CT Head	CN150019480	C	2015/12/04 2:15 PM
	XR Chest	CH150066423	F	2015/12/04 2:15 PM

Comparison, ACC: CH150066423, XR Chest

CHEST (PA AND LATERAL):

No previous chest imaging available for comparison.

The cardiomeastinal and hilar silhouettes are unremarkable. The lungs are clear.

Date Dictated: 2015/12/15 14:15
 Reporting Radiologist: Dr. McGuffin, Robert John
 Electronically Signed By: McGuffin, Robert John
 Date Signed: 2015/12/15 14:16

Performing & Responsible Providers

Providers

Name	Perf.	Cont.	Resp.	Signature

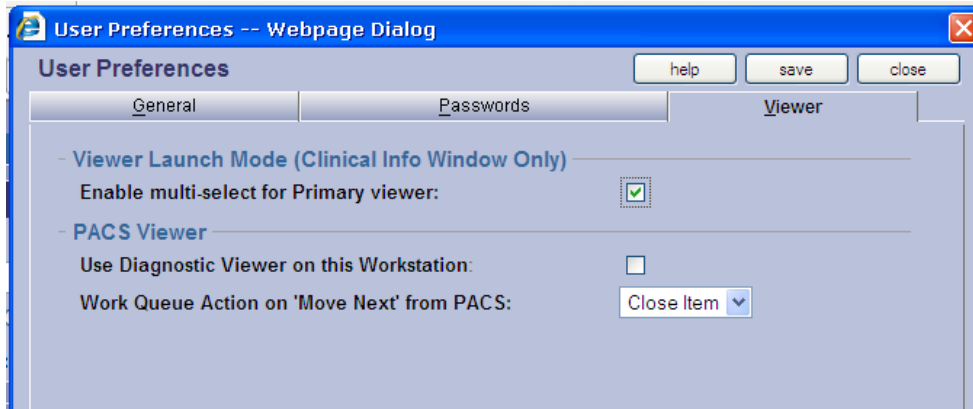
Current Radiology Report **Comparison Radiology Report**

Clinical Information Window – Multiple Study Mode

Users can select multiple studies from the Exam list on the Clinical Information window and launch them together as a single request to Centricity Web Viewer.

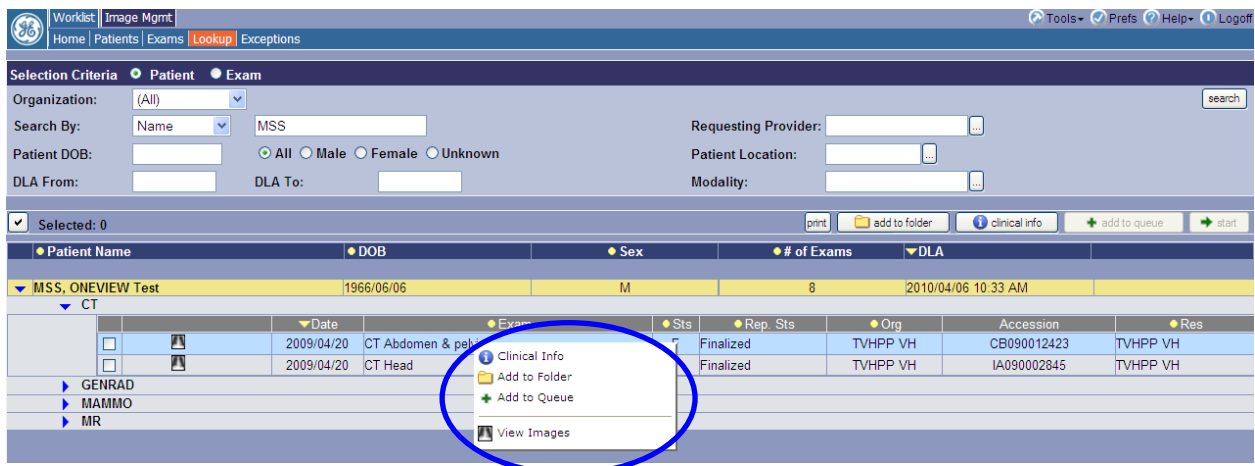
Setting User Preference


1. Click on the **Prefs** option, located on to the right corner of OneView application.
2. In the **User Preferences** window, click the **Viewer** tab.
3. Check off **Enable multi-select for Primary Viewer** option.
4. Click the **Save**, then **Close** button.



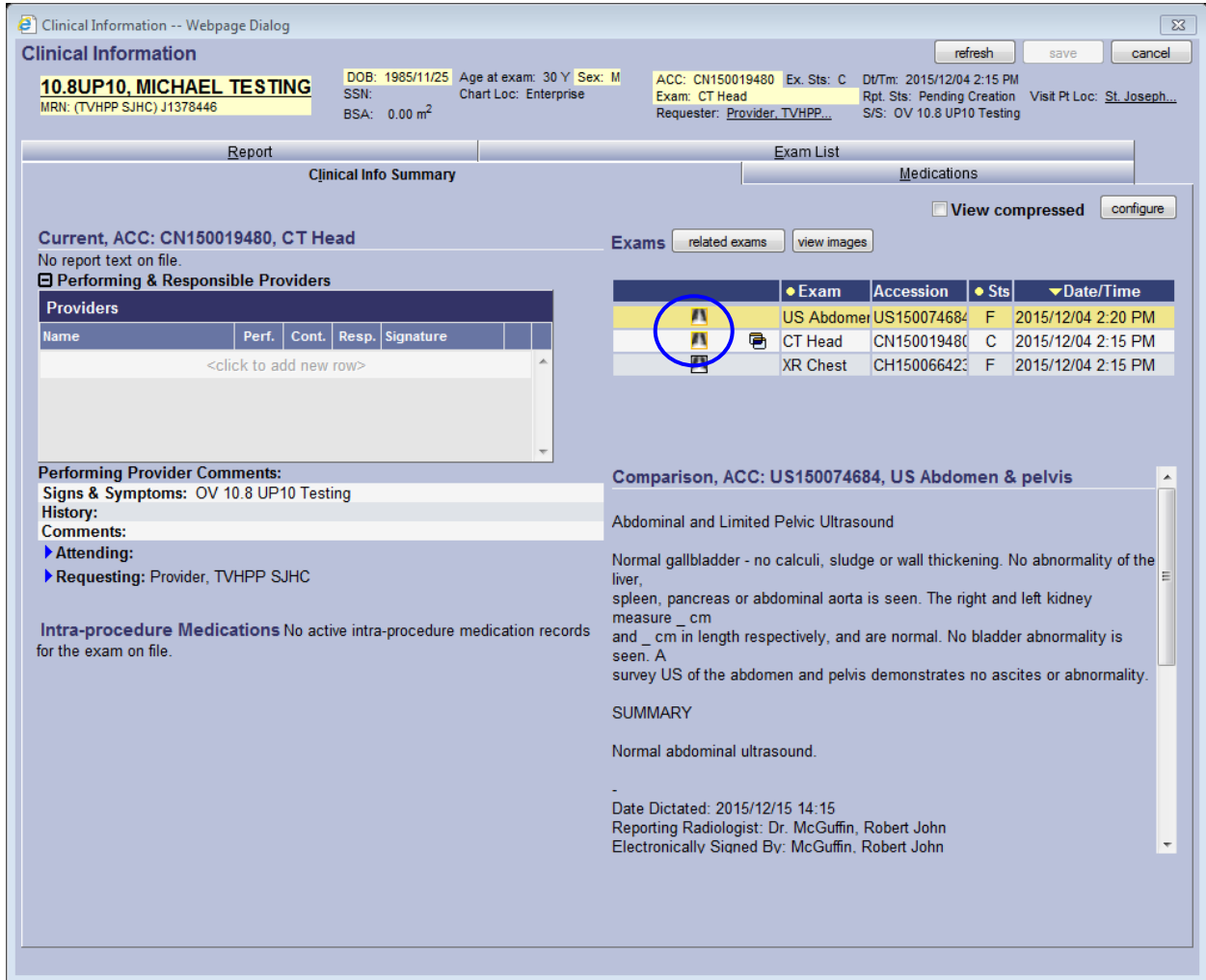
Viewing Multiple Studies

1. From the **Lookup** Worklist, right mouse click on the exam and select **Clinical Info**.



- On the **Clinical Information** window, single click on all the image icons  to view multiples. (

Note: The RED lock does not prevent the user from viewing images or results but indicates that the study is being viewed by themselves or another person at that time.



Clinical Information -- Webpage Dialog

10.8UP10, MICHAEL TESTING
 MRN: (TVHPP SJHC) J1378446

DOB: 1985/11/25 Age at exam: 30 Y Sex: M
 SSN: Chart Loc: Enterprise
 BSA: 0.00 m²

ACC: CN150019480 Ex. Sts: C Dt/Tm: 2015/12/04 2:15 PM
 Exam: CT Head Rpt. Sts: Pending Creation Visit Pt Loc: St. Joseph...
 Requester: Provider, TVHPP... S/S: OV 10.8 UP10 Testing

Report Exam List Medications

Clinical Info Summary View compressed configure

Current, ACC: CN150019480, CT Head Exams related exams view images



No report text on file.

Performing & Responsible Providers

Providers					
Name	Perf.	Cont.	Resp.	Signature	
<click to add new row>					

Performing Provider Comments:
 Signs & Symptoms: OV 10.8 UP10 Testing
 History:
 Comments:
 ▶ **Attending:**
 ▶ **Requesting:** Provider, TVHPP SJHC

Intra-procedure Medications No active intra-procedure medication records for the exam on file.

Exam	Accession	Sts	Date/Time
 US Abdomer	US150074684	F	2015/12/04 2:20 PM
 CT Head	CN150019480	C	2015/12/04 2:15 PM
 XR Chest	CH150066423	F	2015/12/04 2:15 PM

Comparison, ACC: US150074684, US Abdomen & pelvis

Abdominal and Limited Pelvic Ultrasound

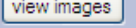
Normal gallbladder - no calculi, sludge or wall thickening. No abnormality of the liver, spleen, pancreas or abdominal aorta is seen. The right and left kidney measure _ cm and _ cm in length respectively, and are normal. No bladder abnormality is seen. A survey US of the abdomen and pelvis demonstrates no ascites or abnormality.

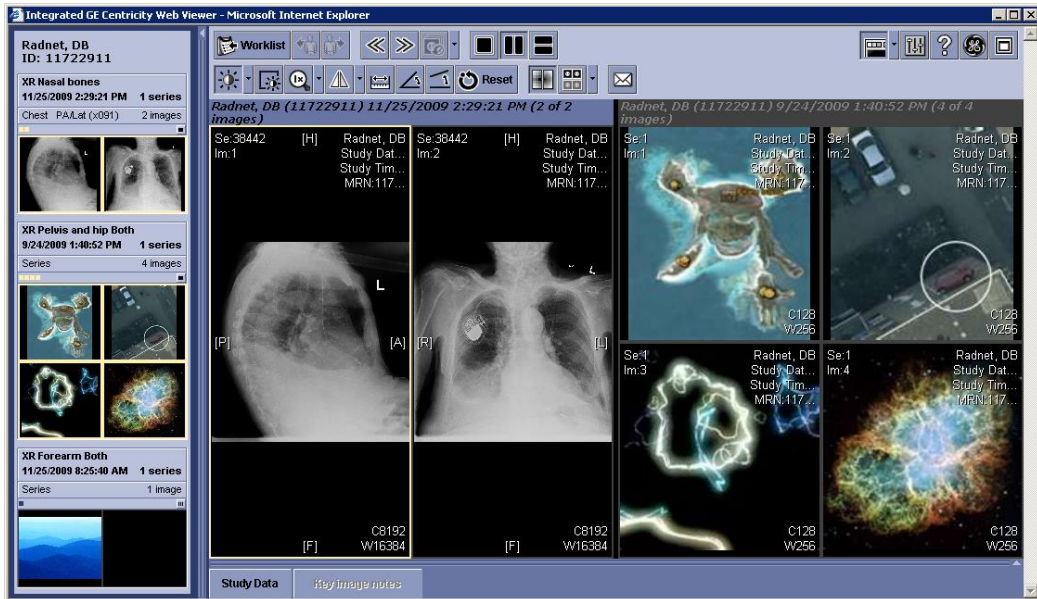
SUMMARY

Normal abdominal ultrasound.

-

Date Dictated: 2015/12/15 14:15
 Reporting Radiologist: Dr. McGuffin, Robert John
 Electronically Signed By: McGuffin, Robert John

3. Click on the View Images  button to launch the Centricity Web Viewer.



*****Please note, a pop up might occur stating that the selected studies are from different patients. This statement is incorrect. Please select OK and proceed.**

View the Exceptions Worklist



If you are unable to find patient using conventional search methods, it could be that something has caused the exam to become an exception.

1. Click on the **Worklist** module.
2. Click on the **Exceptions** option.






Note: First time accessing Worklist will require user to create a filter, please see OneView Help, located on top right corner of OneView to create search filter.

ID	Patient ID	Name	Sex	DOB	ACC	Date/Time	#	Mod	Type	Resource	Reason
3550	D00000019	PATIENT^ TEST MERGE		1950/05/15	30065618	2013/04/09 5:08 PM	0	0	ACQ	LXA	USER-CREATED Exception. Was ass
3523	11843239	CCGTEST^FORTYEIGHT==17290305		1945/03/03	BL130200061	2013/04/04 2:42 PM	4	CR	ACQ	TVHPP LHSC	ACC not found
3521	11843239	CCGTEST^FORTYEIGHT==17290305		1945/03/03	BL130200068	2013/04/04 2:29 PM	0	0	ACQ	TVHPP LHSC	ACC not found
3520	11843225	CCGTEST^MARRIED^FIFTY FIVE==1		1977/04/04	BL130200055	2013/04/03 3:38 PM	0	0	ACQ	TVHPP LHSC	ACC not found
3513	11843199	CCGTEST^THIRTEEN==17282298		1944/05/06	BU130020028	2013/03/28 1:55 PM	0	0	ACQ	TVHPP LHSC	ACC not found
3514	11843199	CCGTEST^THIRTEEN==17282298		1944/05/06	BL130200041	2013/03/28 1:42 PM	0	0	ACQ	TVHPP LHSC	ACC not found
3510	11843202	CCGTEST^NEW MOM==17282306		1990/02/03	US130200062	2013/03/28 1:21 PM	0	0	ACQ	TVHPP LHSC	ACC not found
3512	11843199	CCGTEST^THIRTEEN==17282298		1944/05/06	US130200063	2013/03/28 1:07 PM	0	0	ACQ	TVHPP LHSC	ACC not found
3515	11843196	CCGTEST^TEN==17282292		1955/03/03	CH130200126	2013/03/26 2:29 PM	0	0	ACQ	TVHPP LHSC	ACC not found
3516	11843196	CCGTEST^TEN==17282292		1955/03/03	MB130200002	2013/03/26 2:29 PM	0	0	ACQ	TVHPP LHSC	ACC not found
3517	11843196	CCGTEST^TEN==17282292		1955/03/03	SP130200013	2013/03/26 2:29 PM	0	0	ACQ	TVHPP LHSC	ACC not found
3518	11843196	CCGTEST^TEN==17282292		1955/03/03	BL130200044	2013/03/26 2:29 PM	0	0	ACQ	TVHPP LHSC	ACC not found
3519	11843196	CCGTEST^TEN==17282292		1955/03/03	BL130200045	2013/03/26 2:29 PM	0	0	ACQ	TVHPP LHSC	ACC not found



View images for an exception

1. Click on the exception ID number in the ID column.
 (The selected study appears with a red box around it in the exception window)
2. Click  to launch the images in the Centricity Web Viewer.
 (To cancel without viewing the images click )

Exception Handler Work Window -- Webpage Dialog

Resolve exception with ACC:     

Patient ID	Name	Sex	DOB	ACC	Study Date Time	Images	Type	Resource	Reason
D00000019	PATIENT^ TEST MERGE		1950/05/15	30065618	2013/04/09 5:08 PM	0	ACQ	LXA	USER-CREATED Exception: Was associated with ACC: 30065618

Patient Information Based on Exception MRN: D00000019  

MRN	DNO	Org	Name	Sex	Date of Birth
000000019		Enterprise	DEMOANON19, FIXDEMO TEST	M	1919/09/17
G00000019		BW	ORIENTATION, TRAINER MED	F	1943/12/12
19		HHS WHGH	ADM, EDIT	M	1975/07/07
K19		HHS WHGH	DSTEST, PATIENT13	F	1985/12/15
H0000019		SMGH	PENGUIN, PIPPY	F	1999/06/06
E19		HHS WHGH	FACILITY, HAGERSVILLE PROVIDER	F	1958/05/05

Patient Information Based on Exception ACC: 30065618

MRN	DNO	Org	Name	Sex	Date of Birth
D00000018		LXA	TEST, MERGE	F	1950/05/15

Page: 1 of 1

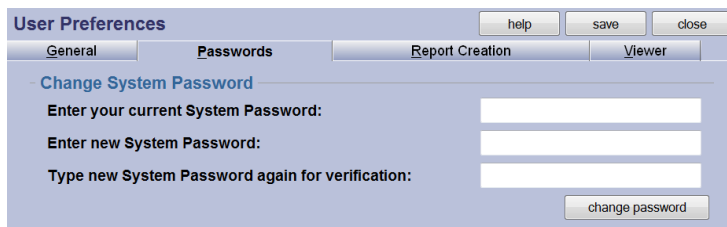
<input type="checkbox"/>	Name	DOB	Location	Sex	ACC	Sts	Arrive	Code	Resource	Org	Scheduled
<input type="checkbox"/>	TEST, MERGE	1950/05/15		F	30065617	C		CHE	LXA	LXA	2013/04/09 1:00 PM
<input type="checkbox"/>	TEST, MERGE	1950/05/15		F	30065618	C		LSP	LXA	LXA	2013/04/09 1:05 PM

Changing your Password

1. Click Prefs in the tool area of OneView. The User Preferences window is displayed.
2. Click Passwords to display the Passwords tab.
3. Type your current password.
4. Type your new password and verify.
5. Click Click and click close.

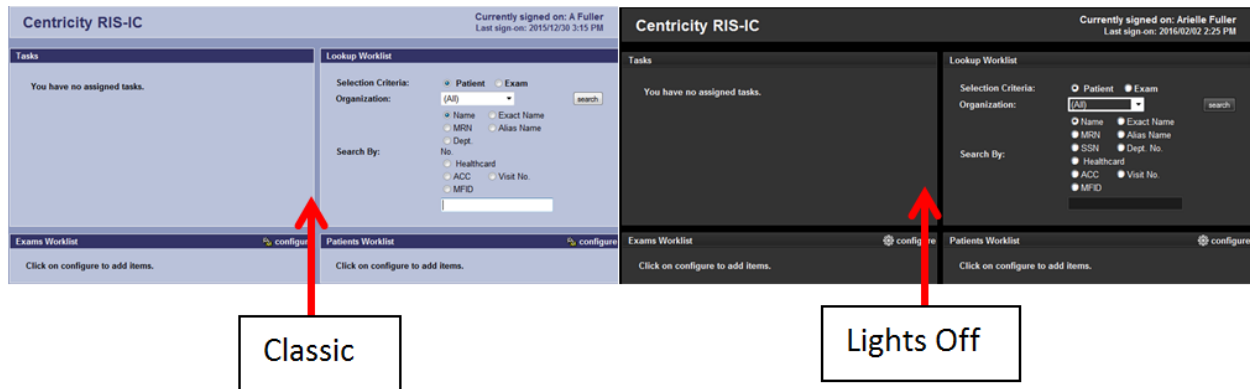
Passwords are case sensitive. New Passwords cannot be one of the last twelve passwords used. The new password cannot be the same as the User ID. Password can contain !) (. * , \$ - .

1. A minimum of 6 characters.
 Intruder lockout is enabled after 5 attempts



Lights ON/ OFF Feature

1. Click Prefs in the tool area of OneView. The User Preferences window is displayed.
2. The General Tab is displayed.
3. Under Application Behavior; Display Theme: There is a drop down for Classic or Lights Off.
4. Lights Off offers a black screen on most tabs, Classic is a blue screen.



***Note: Changes to preferences do not take effect until user logs out and back in.

For assistance or more information please contact the Local Helpdesk.