



## User Guide

*For privacy reasons, names and specific details have been blanked out in the User Guide.*

## HOW TO USE THE WEB PACS

The BR Web Referrer Portal provides full access to all Images and Reports of patients referred to BR.

Parts of this user guide may not be relevant to you if you are directly accessing your studies via a hyperlink from a report. The attached User Guide gives a step-by-step guide to the most used options.

If you need assistance in setting up or using the system, please contact your local BR practice, pressing 'option 3' for practice support.

- **BUNDABERG RADIOLOGY** | 4150 0200 | [www.bundryrad.com.au](http://www.bundryrad.com.au)
- **BAYSIDE RADIOLOGY** | 4197 6600 | [www.bayrad.com.au](http://www.bayrad.com.au)
- **BOLSOVER RADIOLOGY** | 4930 7500 | [www.bolrad.com.au](http://www.bolrad.com.au)
- **BEACHSIDE RADIOLOGY** | 6691 7800 | [www.beachrad.com.au](http://www.beachrad.com.au)

## STEP ONE | GETTING STARTED

### ACCESSING THE WEB PACS

For fast simple access to the BR Web PACS, visit our website [www.brrad.com.au](http://www.brrad.com.au), go to the 'Doctors' tab and select the relevant clinic. This will take you to the login page for that clinic. Save the link to your bookmark or add to favourites on your web browser for ease of access.

## PACS Referrer Logon

**BOLSOVER RADIOLOGY**

**BUNDABERG RADIOLOGY**

**BAYSIDE RADIOLOGY**

**BEACHSIDE RADIOLOGY**

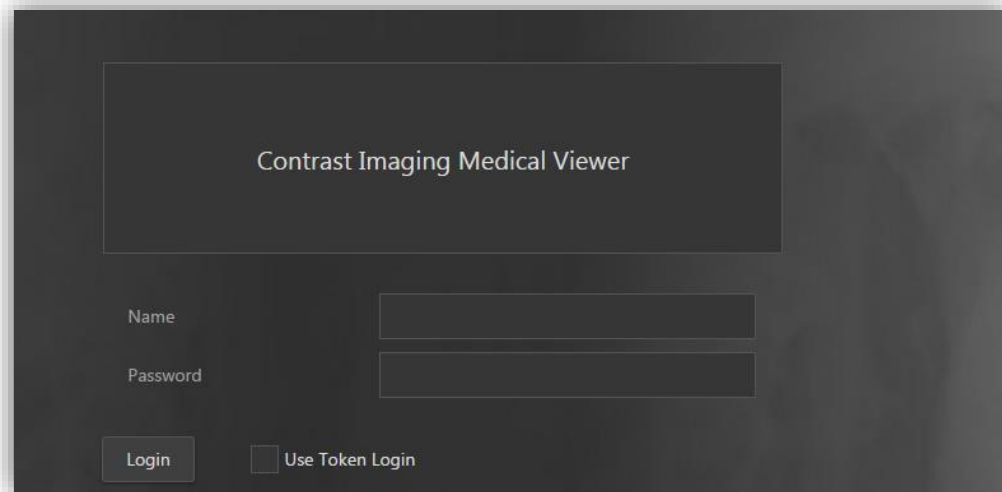
The screenshot shows the login interface for the Contrast Imaging Medical Viewer. At the top, it says "Contrast Imaging Medical Viewer". Below that are input fields for "Name" and "Password", each with a small icon to its right. There are two checkboxes: "Use Token Login" and "Remember Me". A "Login" button is positioned below these checkboxes. A disclaimer reads: "The images on this website should not be relied upon for diagnostic purposes. The preferred browser for viewing images is Google Chrome." At the bottom, there are two logos: "Contrast Imaging Solutions" on the left and "BR BUNDABERG RADIOLOGY" on the right. The footer contains "Contrast Imaging Solutions" and "Bundaberg Radiology".

## STEP ONE | GETTING STARTED (CONTINUED)

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### WEBPAGE LOGIN

Once you have been set-up with a username and password you can access the log in page via the website or bookmark/favorites using your unique username and password. This is case sensitive. You may need to accept the Certificate to proceed or use without Add-Ons.



The screenshot shows a dark-themed login interface for the Contrast Imaging Medical Viewer. At the top, the title "Contrast Imaging Medical Viewer" is centered. Below the title, there are two input fields: "Name" and "Password". The "Name" field is a single-line text box, and the "Password" field is a single-line text box with a small eye icon to its right. Below the input fields, there are two buttons: "Login" and "Use Token Login". The "Use Token Login" button has a small square checkbox to its left, which is currently unchecked.

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### USE OF THE TOKEN LOGIN

A token login can be provided when a person other than the original Referring Doctor requires access to a specific report or all information for a single patient.

When issued with a Token Login, a unique, secure URL is generated, and the **box must be ticked [Use Token Login]** to gain access. This is particularly useful for Specialist review.

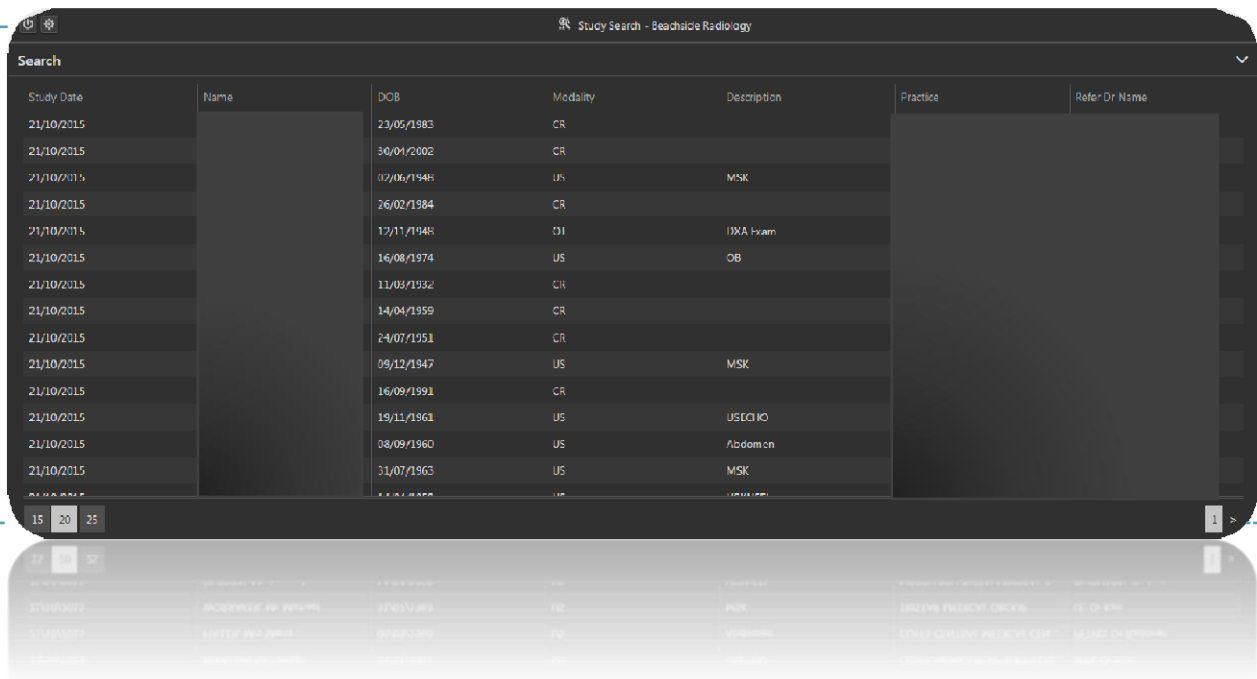
## STEP TWO | SEARCHING FOR A PATIENT

Once logged on a list of all studies will appear that are linked to your practice eg: any other referrers linked to your practice will also be listed. This is the standard setting.

### ON THIS PAGE THE FOLLOWING FUNCTIONS CAN BE PERFORMED

- Search for a specific patient, modality, or date by opening the Search Function
- If the patient of interest is a recent study, they may already appear on the page
- Change the default number of Study's shown (bottom left) 15|20|25
- Scroll through the pages (bottom right) by clicking on the arrow >
- Change your default password (top left corner)
- Logout (top left corner, power-off icon)

Select a patient study by clicking on their name



Study Date	Name	DOB	Modality	Description	Practice	Refer Dr Name
21/10/2015		23/05/1983	CR			
21/10/2015		30/04/2002	CR			
21/10/2015		02/06/1948	US	MSK		
21/10/2015		26/02/1984	CR			
21/10/2015		12/11/1948	DI	HXA Exam		
21/10/2015		16/08/1974	US	OB		
21/10/2015		11/03/1932	CR			
21/10/2015		14/04/1959	CR			
21/10/2015		24/07/1951	CR			
21/10/2015		09/12/1947	US	MSK		
21/10/2015		16/09/1991	CR			
21/10/2015		19/11/1961	US	USECT IO		
21/10/2015		08/09/1960	US	Abdomen		
21/10/2015		31/07/1963	US	MSK		

## COMPLETING A SEARCH FOR A SPECIFIC PATIENT, DATE OR MODALITY

Search for a specific patient, date, or modality by opening the Search Function, either by clicking on the arrow (top right) or just clicking on the Search (from [date] to [date] text. typing **SURNAME, FIRST NAME** e.g.: "SMITH, John" in the search field and clicking on Search

Complete the search fields as required and enter [Search]

The screenshot shows a search interface with the following fields:

- Patient Name:** An empty text input field with a "Search" button to its right.
- Modality:** A dropdown menu labeled "Select Modality" with a "Clear" button to its right.
- Study Date (between):** Two date input fields with calendar icons, separated by the word "and". The first field contains "21/07/2015" and the second contains "21/10/2015". A checkbox labeled "Restrict to date values" is located to the right of the second date field.

Any studies or patients falling with the parameters of the search will be brought up.

Select a patient study by clicking on their name

The screenshot shows the search interface with the following search criteria and results:

- Search Criteria:** Patient Name: "smith", Modality: "Select Modality", Study Date (between): "07/07/2015" and "07/10/2015".
- Search Results Table:**

Study Date	Name	DOB	Modality	Description	Practise	Refer Dr Name
06/10/2015	SMITH,	08/05/1982	US	CB		
02/10/2015	SMITH,	07/04/1967	CT	Spine^C_Spine (Adult)		
02/10/2015	SMITH,	05/03/1957	CR			
01/10/2015	SMITH,	17/03/1963	MG			
01/10/2015	SMITH,	17/01/1963	US	Breast		
01/10/2015	SMITH,	08/03/1947	CR			
30/09/2015	SMITH,	01/03/1951	US	Abdomen		
29/09/2015	SMITH,	29/05/1941	CR			
29/09/2015	SMITH,	22/03/1976	US	Carotid		

## STEP THREE | REVIEWING THE IMAGES

Once a patient study has been loaded, it will bring up the related images and report if available.

The grid is a standard format for the modality type being loaded, this can be updated using the toolbar functions.



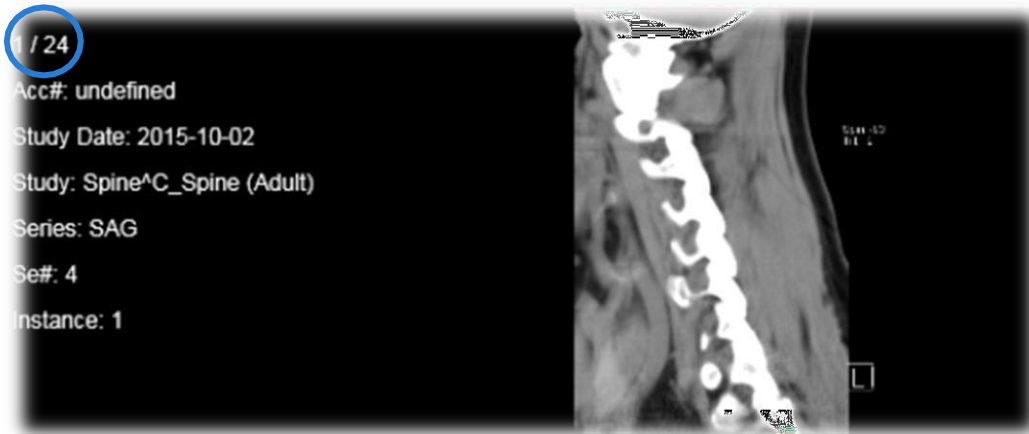
The default image that can be manipulated is highlighted by a thin red box, top right of the loaded screen. To select a different image, click on the box required.

If the image required is one of the thumbnails, drag it in to one of the main display boxes. It will automatically become the highlighted image.

Should you wish to return to a patient's image series following viewing a particular image in full screen view simply click anywhere on a black area of the screen and you will be returned to the full image series for your patient. Please do not use the back button as you will be returned to the login screen.

## STEP THREE | REVIEWING THE IMAGES (CONTINUED)

On every image the number of slices available are displayed in a 1/XX number (or 1/1 if there is nothing to scroll). The slices can be scrolled, backwards and forwards using the mouse wheel.



## STEP FOUR | THE TOOLS

There is an extensive range of DICOM tools to allow full manipulation and review of the study

The toolbar runs across the top of the screen for all studies loaded.

The below guide explains each icon, you can also hover over the icon to review the name / description.

For ease of reference, the entire toolbar function and explanation is displayed on one page, over leaf.





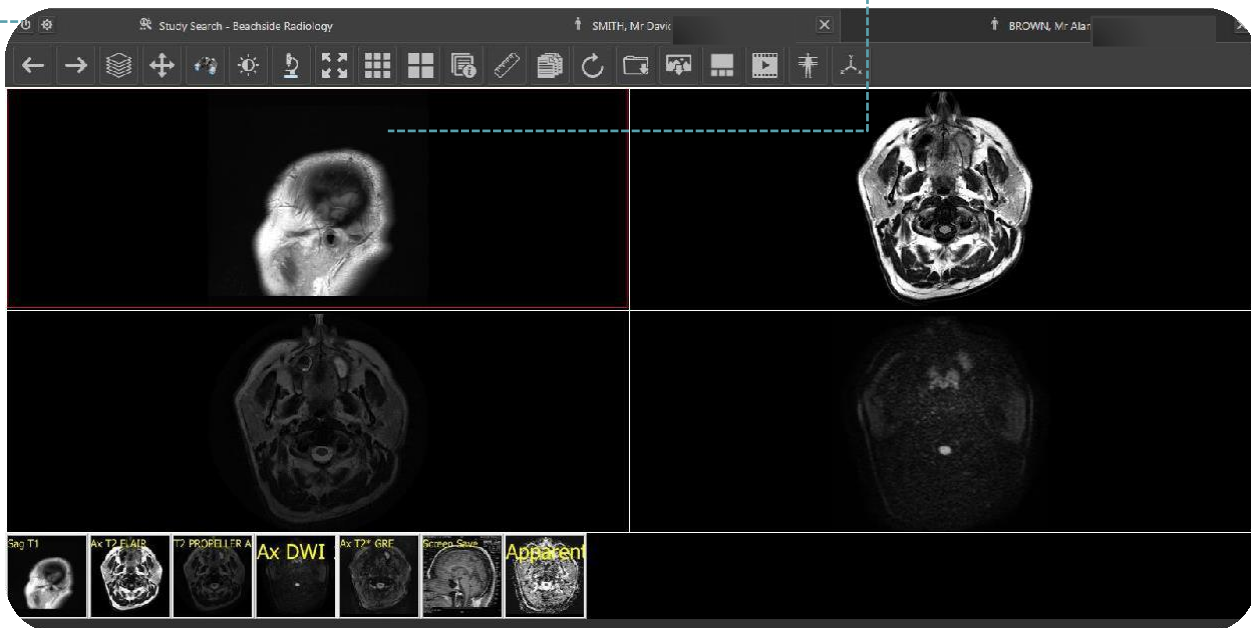
## STEP FIVE | OTHER FUNCTIONALITY

More than one study can be open at once, this may be particularly helpful when comparing previous studies.

To retrieve other studies, click back on to 'Study Search – B Radiology tab' at the top of the page. From there an existing patient in the search list can be clicked on, or a new search run (see STEP 2 for searching)

To switch between the loaded studies, or to open further, use the tabs at the top of the page.

To close any page, select the



### LOGGING OFF

A session can be securely ended at any time by using the log off button, top left corner of all screens (power off icon)

## BREAK GLASS – RESTRICTED ACCESS

If you do not have a report with a hyperlink in it and you have been provided your own doctor login, you may be able to have Break Glass functionality added. This will allow you to search for any patient provided you have the necessary details and authorisation.

To search for a patient that you have not referred using the break glass feature, you must know the patients Surname, Given Name, DOB and Date range of the study you are searching for.

Enter this information and click Search. The patient name field is not case sensitive but must be in the format LAST NAME, FIRST NAME

Search ( Name = rabbit, peta and DOB = 1/1/2001 )

Patient Name:

Patient DOB:    A Date of today is the default and will be ignored.

Modality:

Study Date (between)   ...    Restrict to date values

Study Date	Name	DOB	Modality	Description	Practice	Refer Dr Name
22/12/2020	Rabbit, Peta	1/01/2001	CT	Spine^03_CSpine (Ad...	TEST TEST	Smith, Test
10/08/2020	Rabbit, Peta	1/01/2001	US	NIPT_Scan	*Test Practice*	Grey, Macie
9/06/2020	Rabbit, Peta	1/01/2001	US	Nuchal	TEST TEST	Smith, Test
10/10/2019	Rabbit, Peta	1/01/2001	US	Morphology	The Lolly Shop MO	Bar, Mars

This will then return all of the patient's images. If the Given Name, Surname and DOB do not match exactly, the images will not display.

Break Glass is not available under every login. If you wish to have the functionality added or find out more, please contact the practice.