

Product: PowerShare™ Network
Version: All versions
Subject: PowerShare VRN User Guide

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Overview

The *PowerShare Virtual Radiology Network (VRN)* is an innovative service that collects digital imaging studies from multiple locations across the country and delivers them securely, reliably and efficiently to physicians over the Internet.

The Virtual Radiology Network consists of the following modules: the VRN Web Portal, the VRN Reporting module, and the VRN Gateway. This guide covers the VRN Web Portal and the VRN Reporting module.

The VRN Web Portal is a web-based application designed for viewing patient records and medical images. (The Client Outlook eUnity viewer is a web-based clinical viewer that is integrated into the VRN web portal.)

The VRN Reporting module allows physicians to dictate studies using our VRAnywhere software or copy and paste into the module directly.

Getting Started

Logging In to the Portal

After your group administrator has set up your account and provided you with your user name and password, you can log in to the VRN Web Portal (or Portal for the remainder of this document).

To log in to the Portal:

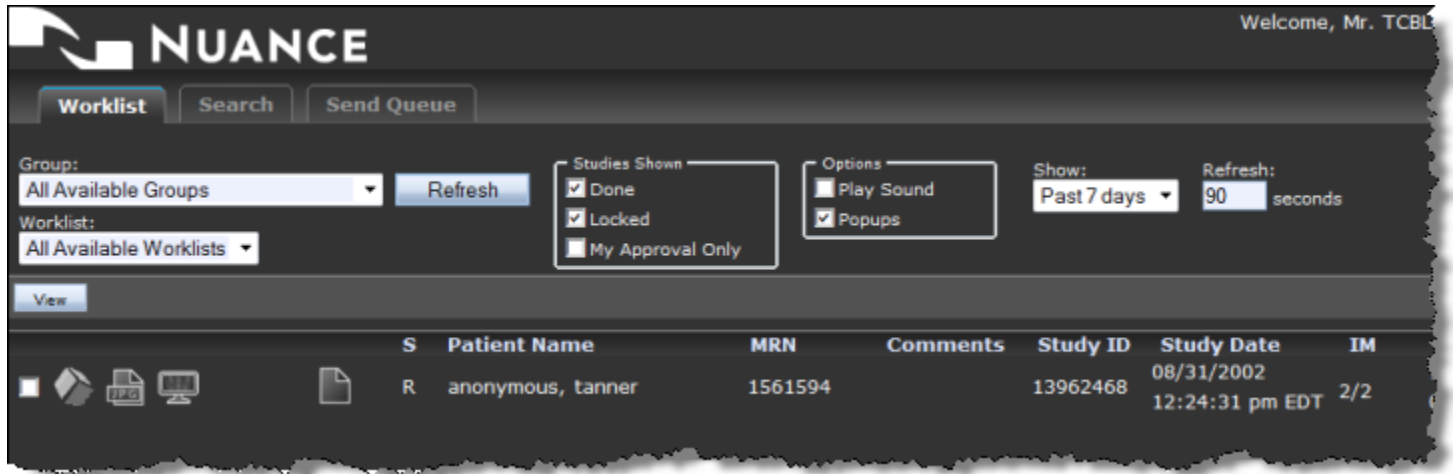
1. Open a web browser and enter the URL **<http://vrn.nuancepowershare.com>**.
2. Enter the user name and password you received from your Portal administrator.
3. Click the **Log In** button.

Logging Out of the Portal

To log out of the system, click **Logout** from the toolbar located on the top right portion of the portal window. For privacy and security reasons, the system automatically logs you out if it detects a long period of inactivity. From the automatic log out window, click **Return to Log-in** if you want to log back in to the portal.

Worklist Tab

After a successful login, the application opens and displays the Worklist tab. Use this tab to search for and select a patient.









Select a Patient

Use the drop-down lists and check boxes to refine your patient search.

- **Groups:** Select a group from this list, or use **All Available Groups**. Click the **Refresh** button to view the most recent list of groups.
- **Worklist:** Select a specific worklist, or use **All Available Worklists**.
- **Studies Shown** check boxes: Select any of the following:
 - **Done:** Select to filter the list to include studies with a **Done** status.
 - **Locked:** Select to filter the list to include studies with a **Locked** status.
- **Options** check boxes: Select **Play Sound** to hear a sound when studies appear in the list.
- **Show:** Select a time frame for which to display patients.


Worklist Icons

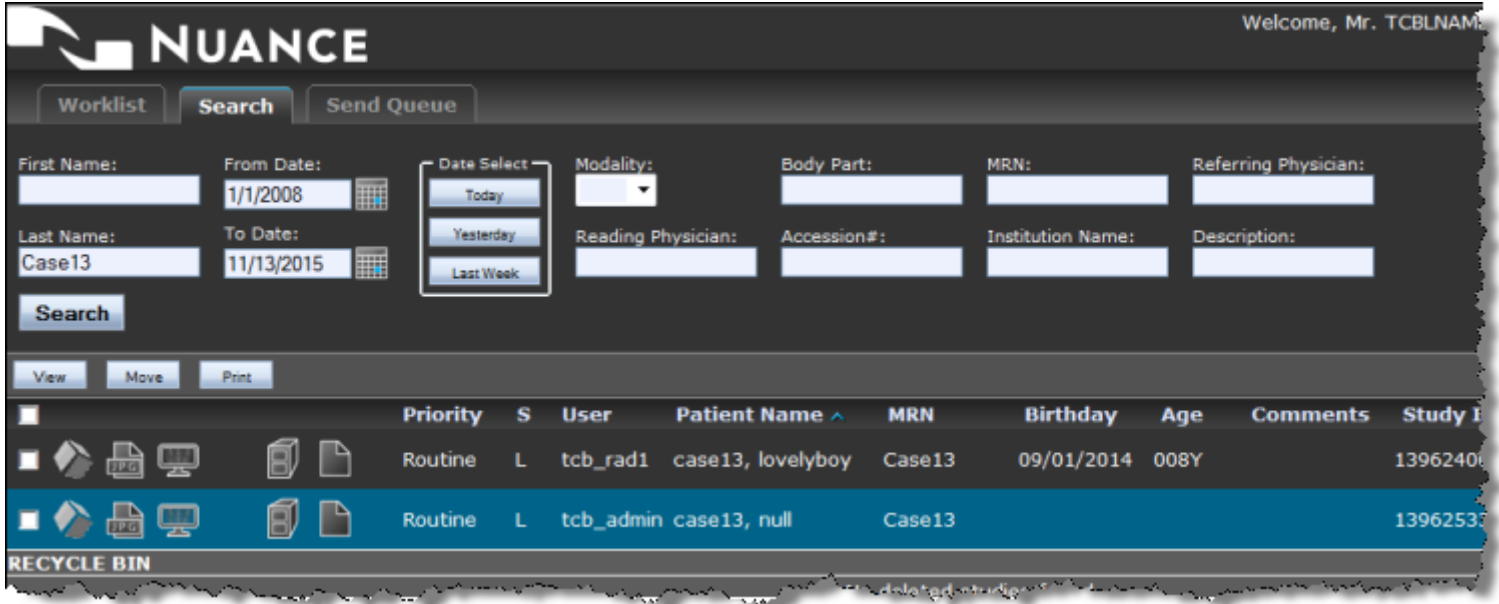
The icons that appear on the left side of the worklist perform the following functions:

-  **Simple Viewer:** Displays a jpeg format image of the study; a non-diagnostic viewer.
-  **eUnity Viewer:** Displays a diagnostic-quality view of the study.
-  **View History:** Displays prior reports and/or studies for the patient.
-  **New Report:** Create a new report for the patient.
-  **Report Pending Approval:** Indicates that the report has not yet been approved.
-  **View Approved Report:** Allows you to view the approved version of the report.

Search Tab

The Search tab provides a way to search for studies currently available on the VRN system. From this tab you can view a study, and add a study to a worklist.

 **Note:** A user account must have permissions enabled to be able to access these functions. Searching the VRN archives is also a user-based permission: even though you have permission to search, you will only see results that map to one of the departments to which you belong.



Search Tab Filters

Before you can view a study or add a study to a worklist, you must perform a search. The following table describes the filters you can use to narrow your search parameters.

Fields/Buttons	Description
First Name	Patient’s first name
Last Name	Patient’s last name
From Date	Beginning date of study for entries to be returned
To Date	Ending date of study for entries to be returned
Today	Click to retrieve all studies performed today.
Yesterday	Click to retrieve all studies performed yesterday.
Last Week	Click to retrieve all studies performed in the last seven days.
Modality	Select a modality from the drop-down list.
Body Part	Enter a body part.
MRN	Enter the patient’s medical record number.

Fields/Buttons	Description
Referring Physician	Enter the referring physician's name.
Reading Physician	Enter the reading physician's name.
Accession #	Enter the accession number for the study.
Institution Name	Enter the institution name where the study was created.
Description	Enter any key words that might appear in the description.

Perform a Search

To search for one or more studies:

1. Enter any appropriate search filters and click the **Search** button to run the search.
2. From the list that opens, select one or more studies by selecting the check box (located at the left side of each study) for each one.

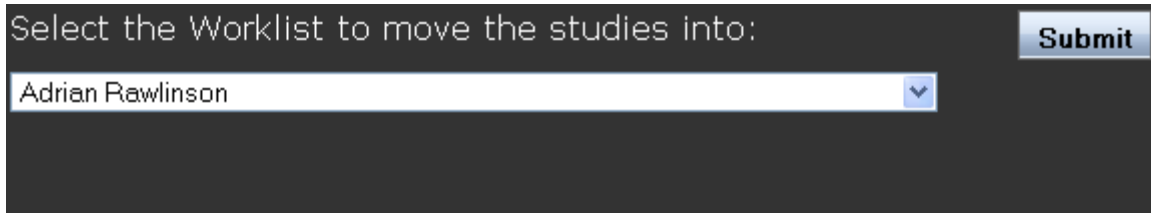
The **Study Preview** section, located at the bottom of the Search tab, displays a thumbnail view of each study you select.

The screenshot displays the NUANCE software interface. At the top, the logo and 'Welcome, Mr. TCBLNAME' are visible. Below the logo are tabs for 'Worklist', 'Search', and 'Send Queue'. The 'Search' tab is active, showing a search form with fields for 'First Name', 'Last Name', 'From Date', 'To Date', 'Date Select', 'Modality', 'Body Part', 'MRN', 'Referring Physician', 'Reading Physician', 'Accession #', 'Institution Name', and 'Description'. A 'Search' button is located below the form. Below the search form are 'View', 'Move', and 'Print' buttons. A table of search results is displayed with columns: Priority, S, User, Patient Name, MRN, Birthday, Age, Comments, and Study ID. Two results are shown, with the second one highlighted in blue. Below the table is a 'RECYCLE BIN' section with the message 'No deleted studies found.' At the bottom, the 'Study Preview' section shows a row of medical images, including several grayscale breast ultrasound scans.

Add Studies to a Worklist

To add a study or studies to a worklist from the search results list, perform the following steps.

1. Select the check box to the left of each study that you want to add to a worklist. (A thumbnail preview of each study you select opens in the Study Preview section at the bottom of the Search tab.
2. Click the **Add to Worklist** button. The Add to Worklist window opens.



3. From the drop-down list, select the appropriate worklist.
4. Click **Submit**.



Viewing Radiology Images

You can view images through the VRN Web Portal by using either the eUnity viewer or Simple Viewer.

- The **eUnity** viewer provides a diagnostic-level view of the image. It includes advanced diagnostic tools for image manipulation.
- The **Simple** viewer displays a JPEG version of the image, broken down by series




Note: The **Simple** viewer is intended for referring physicians and other users who will not be performing diagnostic reads. It does not have functionality for advanced image manipulation, and does not require any additional software downloads.

- To view an image using the eUnity viewer, click the **eUnity Viewer** icon  located to the left of the study you want to view.
- To view an image using the Simple viewer, click the **Simple** viewer icon  located to the left of the study you want to view.



Tip: To open multiple studies from your search results, select the check box (located to the left of each study) for the studies you want to view, and click the **View** button.

Reports

 **Note:** To use reporting features, you must have the correct permissions, which are broken into two part: viewing and creating. These permissions can be added when an administrator is creating your user account, or later as needed. Please contact your VRN System Administrator for more information on user permissions.

The Report Page allows a user to add, edit, supplement, and resend reports.

Accessing the Report Page


To access the Report page, click one of these report status icons next to the patient's name from the Worklist or Search page.



Indicates a study that does not currently have a report associated with it.



Indicates a stud that has a report that has been approved.

 **Note:** You can also access the Report page using the shortcut at the top of the eUnity viewer window.

Writing and Sending a Report

You can either manually type in the body of your report in the report text area, or select an existing template to fill in.

Status: **Not Approved**
Sent to RIS: No RIS Date:

CLAUDE ANONYMOUS
MRN: 1258496839968
Study Date: 2009-11-14 14:13:00.0

Report
Reading Radiologist:
Transcriptionist:

No Report Found

Template: LVG - Bilateral Hands
load
insert
append

Reading Radiologist: Test Doctor

Transcriptionist: Test Doctor

Addendums (0)

No Addendums Found

If you decide to use a template, note that there are three choices for how to insert the template: **Load**, **Insert**, and **Append**. Each one adds the template differently. Use the steps below to see the differences.

1. Click the **Template** drop-down arrow and select a template from the list.
2. Click the **Load** button to load the selected template into report text area.



Note: Use the **Load** option **only when beginning a new report**; selecting a template for an existing report removes all text from the existing report. Contact the system administrator to add or remove templates.

3. Click the **Insert** button to insert the selected template at the cursor insertion point at any time and add it to the existing report without overwriting the existing report text.
4. Click the **Append** button to insert the selected template at the end of the existing report.
5. When finished creating the report, either with manual text or templates, click the **Add Report** button to send the report. The report window closes and the study is marked as **Done**.

Previewing, Faxing, Editing, and Resending a Report

You can email and fax reports. (Contact the system administrator to set up report faxing and emailing.)

The screenshot displays a medical report interface. At the top left, it shows 'Status: Approved'. On the right, it says 'Sent to Ris: No' and 'Ris Date:'. Below this, the patient name 'CLAUDE ANONYMOUS' is shown, along with 'MRN: 1258496839968' and 'Study Date: 2009-11-14 14:13:00.0'. A row of buttons includes 'Fax Report', 'Printable View', 'Edit Report', and 'Re-send Report'. The main report area shows 'Report' information: '12/02/2009 11:38 AM EST', 'Reading Radiologist: RSNA RSNA Doc', and 'Transcriptionist: RSNA RSNA Doc'. A large text area contains the following text: 'CLINICAL HISTORY:', 'TECHNIQUE: The study was performed utilizing a GE VCT 64 slice multidetector CT scan. Direct contiguous 5.0 mm axial images were obtained from the foramen magnum through the vertex without the use of contrast material. The images were reviewed on a PACS workstation.', 'COMPARISON:', and 'FINDINGS: The ventricles have a normal size, shape and position. There is no evidence for mass-effect or midline shift.' Below the report area, there are sections for 'Revisions (0)' with 'No record changes.' and 'Addendums (0)' with 'No Addendums Found' and an 'Add Addendum' button. A 'Close Window' button is at the bottom.

- Click the **Printable View** button to preview the report before faxing or emailing.

- Click the **Fax Report** button to fax the report after entering the destination fax number.

 **Note:** If you do not see the Fax Report button, your group does not currently have access to this functionality. Please contact PowerShare Technical Support for more information.

- Click the **Edit Report** button to make changes to the report. A record of all changes is available under Report History.
- Click the **Re-send Report** button to resend a faxed or emailed report based on your fax/email report rules.

Report History and Addendums

Each report and report addendum has a history that you can view. In addition, each portion of the report or addendum shows the current confirmation status.



The screenshot displays a report interface for a patient named CLAUDE ANONYMOUS. The report status is 'Approved'. The MRN is 1258496839968 and the study date is 2009-11-14 14:13:00.0. The report was created on 12/02/2009 11:38 AM EST by RSNA RSNADoc. The report content includes sections for CLINICAL HISTORY, TECHNIQUE, COMPARISON, and FINDINGS. The FINDINGS section states: 'The ventricles have a normal size, shape and position. There is no evidence for mass-effect or midline shift.'

Below the report content, there is a 'Revisions (1)' section with a table showing one revision:

Author	Version	Date	Action
RSNA RSNADoc	Original	12/02/2009 11:38 AM EST	View

Below the revisions, there is an 'Addendums (0)' section with a button to 'Add Addendum'. A 'Close Window' button is located at the bottom of the interface.

Report History

The number in parenthesis indicates the number of changes previously made. For example, (1) indicates one change on the time and date specified.

- Click **View** to show details of changes made to the report.
- Click **Close** to close details.

Addendums


Addendums allow others to add information to the original report. These additions can only be written on the web and are meant for referring or consulting physicians.

- Click the **Add Addendum** button to add a addendum.
- Click the **Submit** button to send the addendum, or click the Cancel button to cancel the addendum.

The number in parenthesis indicates the number of times a note has been written. For example, (0) indicates no notes have ever been written.

- Click **View** to show the addendum added on the Web.
- Click **Edit** to make changes to the addendum.
- Click **Close** to close the addendum.

Patient History

Click the **View History** icon  from the Worklist or the Search page to access a patient's prior exams. If this icon is active, there are studies that have the same patient medical record number (MRN).



Caution: *In some cases MRN numbers are assigned incorrectly to studies before entering the VRN system. In this situation, studies in the History page may actually belong to a different patient. This problem is solved by RIS integration and/or use of a QA station.*

After clicking the **View History** icon, the Patient Information and the Studies List opens. You can select any combination of studies for viewing.

The following options are available:

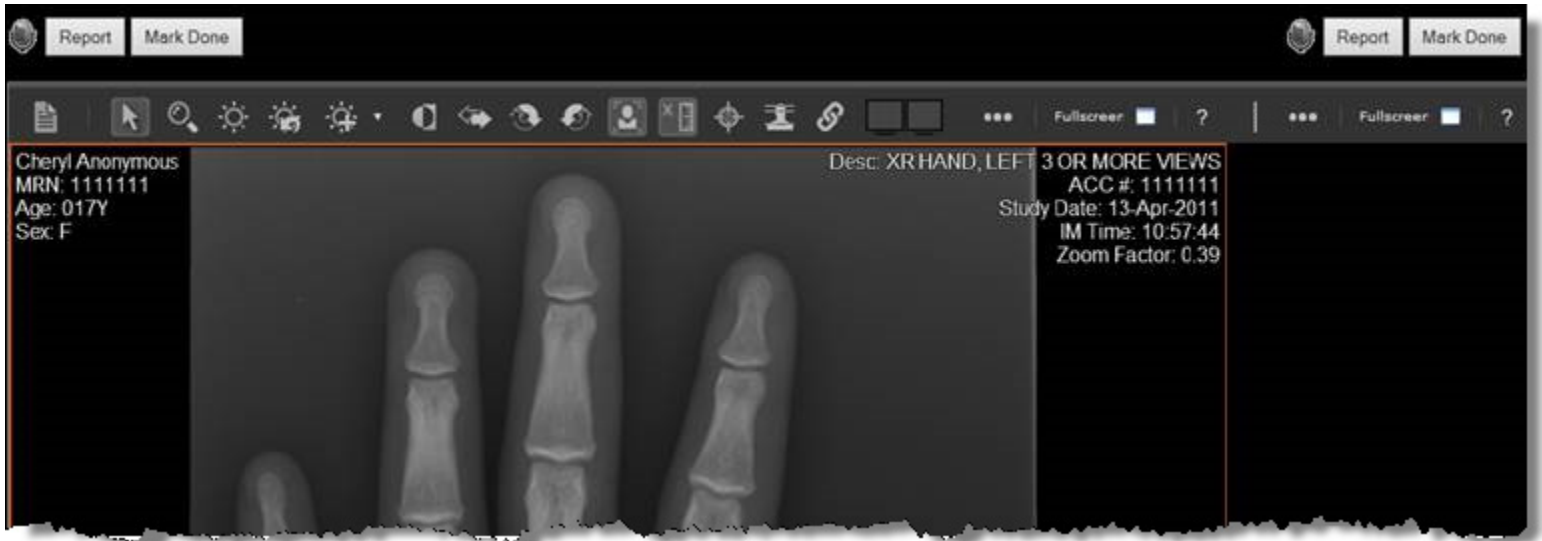
- Select the check box next to **[expand all]** to select all available studies.
- Clear the check box next to **[expand all]** to unselect all available studies.
- Click the check box to the left of the Study to view all of the images from the study.

After you have finished selecting studies using one of the above options, click the **View** button to view the selected studies or series.

VRN Shortcuts Within the eUnity Viewer

This release of the VRN software contains shortcuts (Dictation, Report, and Mark Done) located at the top left and right sides of the window, and described below.

The illustration below shows an example of where these icons reside.



Dictation Shortcut

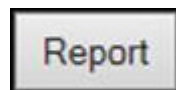


The purpose of the Dictation shortcut is to grant access to dictation software from within the eUnity viewer. The Dictation microphone button appears in the upper-left and upper-right corners of the eUnity viewer window.

If you click the Dictation microphone button when a single study is loaded in the eUnity viewer window, the dictation software will be opened for the study.

If you click the Dictation microphone button when multiple studies are loaded in the eUnity viewer window, a pop-up window opens. The window lists all studies loaded in the active instance of eUnity. When you click one of the report icons in the pop-up window, the dictation for the corresponding study is displayed.

Report Shortcut



The purpose of the Report shortcut is to grant access to the VRN Report window from within the eUnity viewer. The Report button appears in the upper-left and upper-right corners of the eUnity viewer window.

If you click the Report button when a single study is loaded in the eUnity viewer window, the VRN Report window will be opened for the study.

If you click the Report button when multiple studies are loaded in the eUnity viewer window, a pop-up window opens. The window lists all studies loaded in the active instance of eUnity. When you click one of the report icons in the pop-up window, the VRN Report window opens for the corresponding study.

Mark Done Shortcut

A rectangular button with a black border and the text "Mark Done" in a blue, sans-serif font.

The purpose of the Mark Done shortcut is to modify the status of a locked study to indicate that it is complete. The Mark Done button appears in the upper-left and upper-right corners of the eUnity viewer window.

If you click the Mark Done button when a single study is locked by the active account in VRN, the study will automatically be assigned a status of **Done** and the viewer window will close.



Note: The viewer window will **not** close if more than one study is locked when using the **Marked Done** button.

If you click the Mark Done button when multiple studies are locked by the active account in VRN, a pop-up window opens. The window lists all studies locked by the account. For every check box selected in the window, the corresponding study will have their study status changed from **Locked** to **Done**.

Managing VRN (Administrators Only)

The **Manage** tab is reserved for administrators only. Administrators can manage the system online from one central interface.

Management is somewhat different for Imaging Business Administrators and Radiology Group Administrators. Although some functionality does overlap, each administrator has unique capabilities. This section is broken into two parts:

- Overlapping Functionality, and
- Imaging Business Administrator Functionality.

Overlapping Functionality

Click the **Manage** tab to view the Manage System window.

General Controls

Some common options throughout the Manage tab include the following:

- Click the **Export to CSV** button to export logs or other data sets to the computer as a comma-delimited file. These files can be converted into spreadsheets and reports using Microsoft Excel or similar software.
- Click the **This Month** button to insert the date range for the current month.
- Click the **Search** button to perform the action after the user has specified any desired parameters.

The screenshot displays the 'Send Log' interface with the following sections and controls:

- Send Date:** Includes 'From:' (02/01/2011) and 'To:' (This Month) fields with calendar icons.
- Cancel Date:** Includes 'From:' and 'To:' (This Month) fields with calendar icons.
- Study UID:** A text input field.
- Study Date:** Includes 'From:' and 'To:' (This Month) fields with calendar icons.
- Patient Information:** Includes 'First Name:', 'Last Name:', and 'MRN #' fields.
- Workstation Information:** Includes 'Name:', 'IP:', and 'Location:' fields.
- Search:** A button at the bottom left.
- Export to CSV:** A button at the bottom center.

Logs

The **Logs** link provides a detailed listing of all studies and reports received on the system.

Stats Page

The **Stats** page allows you to view usage and performance statistics by Study Date, Arrival Date, Original Report Date, Department(s), and Reporting Doctor.

The screenshot displays the 'Stats' page interface with three date filter sections at the top: 'Study Date', 'Arrival Date', and 'Latest Report'. Each section has 'From Date' and 'To Date' fields with calendar icons and buttons for 'Previous Month' and 'Current Month'. Below these are two filter sections: 'Worklists (including "My List")' and 'Reporting Doctor'. Each filter section has an 'Unselected' list, a 'Selected' list, and four directional buttons (>, <, >>, <<). The 'Worklists' section lists 'Body Imaging', 'CTs', 'Dr. RSNA RSNA', 'Dr. RSNA RSNADoc', 'Dr. RSNA RSNADoc', 'Dr. Steven Becker', and 'Mammography'. The 'Reporting Doctor' section lists 'RSNA RSNADoc' and 'RSNA RSNADoc'.

From/To Date: Search report statistics by specified date ranges. You can use the Study Date, Arrival Date, and Latest Report Date to narrow down your results. Click Previous Month and/or Current Month to insert their respective dates into the fields.

Filter by Worklist: Allows you to filter the search results based upon the Worklist(s) chosen.

Filter by Reporting Doctor: Allows you to filter the search results based upon the Reporting Doctor(s) chosen.

User Accounts

The **Manage System** panel allows you to manage user account-related information. Administrators can register new users, as well as modify or delete existing accounts. In addition, administrators can grant or reject an applicant's request for an account.

Register New Users

1. Click **Create New User** to add a new user to the system.
2. Create a unique username and password.
3. Click **Submit**.



Note: Use a minimum of 5 characters for each field. Both fields are case sensitive.

4. Complete the form and click **Continue**. This information will be used to contact the user if the user is having problems or to inform the user of upgrades. The information from this form will not be shared with a third party.

Edit User Accounts

1. Click **Edit User** to edit the account information for a user. The **User Directory** window opens.

User Directory

Department: All Departments

Screen Name:

User:

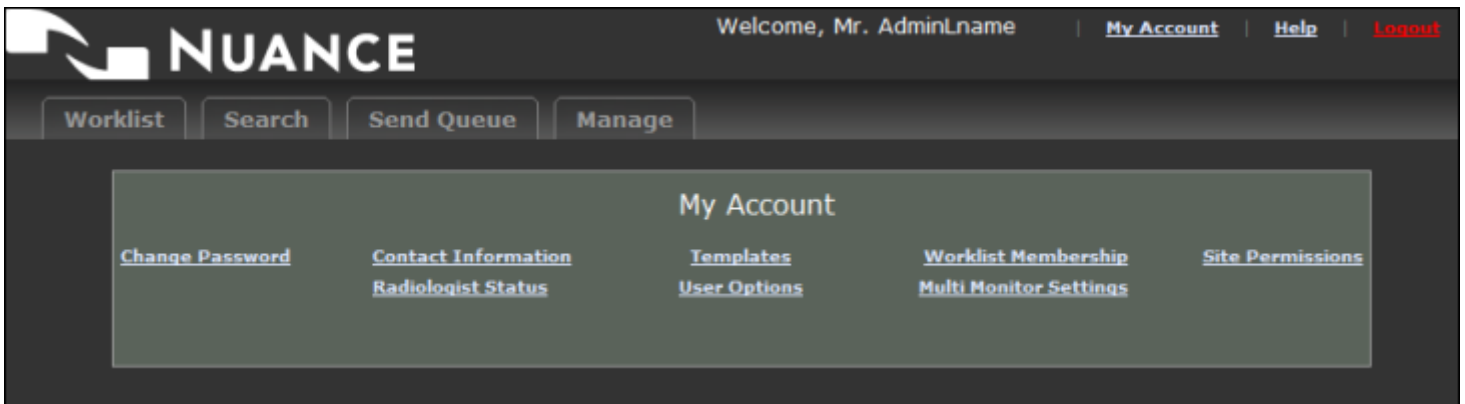
Email:

Search

[A - E](#) [F - J](#) [K - O](#) [P - T](#) [U - Z](#) [All](#)

2. Search for the user account. Use the search fields or sort the list alphabetically and select the correct name.


3. Click the user record to edit the user's account information. The **My Account** window opens.



4. **To change a user's password:**
 - a. Click the **Change Password** link.
 - b. Enter the new password in both windows.
 - c. Click **Submit**.
5. **To edit a user's contact information:**
 - a. Click the **Contact Information** link.
 - b. Make the necessary changes and click **Update** to save the changes. (Or click **Reset** to ignore any changes you made.)
6. **To assign templates to a user:**

Report templates are used to assist users by providing pre-formatted text for report generation. When using a template to complete a report, a user only needs to fill in specific entries in the form.

 - a. Click the **Templates** link and select one or more templates to assign to the user.

 **Note:** If a user tells you they cannot see a specific template, it may be due to one of the following: Either the user does not have access to the template (unassigned), or the template is associated with a modality not related to their study. Templates are modality based, so a CT template will not be visible when the study is an MR.
7. **To add or remove the user from a worklist:**
 - a. Click the **Worklist Membership** link.
 - b. Select the check box next to each worklist you want to assign to the user.
 - c. Clear the check box next to each worklist you want to remove from the user.
 - d. Click **Submit** to save the changes, or click **Reset** to ignore any changes you made.

8. To change a user's site permissions:

- a. Click the **Site Permissions** link. A list of permissions opens.

My Account

[Change Password](#) [Contact Information](#) [Templates](#) [Worklist Membership](#) [Site Permissions](#)
[Radiologist Status](#) [User Options](#) [Multi Monitor Settings](#)

Permission Group Membership for AdminFname AdminLname

Please select the department(s) this user belongs to or will be joining.
Preselected boxes show current membership.

- VISAGE
- NEW_APPLET
- UPLOAD_APPLET
- No Study Upload Sites Configured.
- WORKLIST
- MY_ACCOUNT
- HELP
- ADMIN
- MOVE
- PRINT
- VIEW_SEND_QUEUE
- EDIT_SEND_QUEUE
- VIEW_REPORT
- ADD_EDIT_REPORT
- LISTEN_TO_ALL_DICTATIONS
- SIMPLE VIEWER
- EUNITY VIEWER

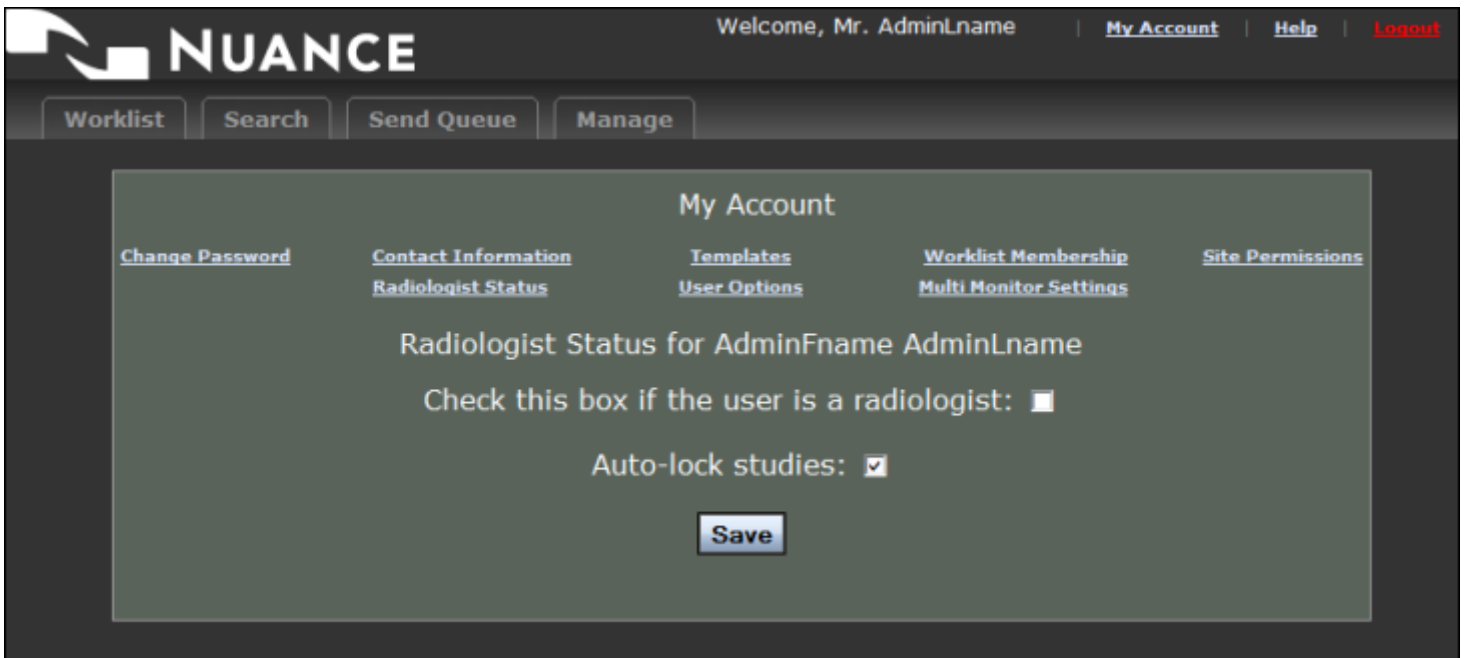
- b. Use the following table as a guide for managing site permissions:

Permission	Description
Worklist	Allows user to put studies into Worklists or a user's My List .
My Account	Allows the user to change their account settings.
Help	Allows the user to click the help link (product support contact information).
Admin	Makes the user a group admin for the imaging business (IB) group.
Move	Allows the user to initiate a push of DICOM images from the cloud to a connected DICOM destination.


Permission	Description
View Send Queue	Allows the user to see completed and incomplete sends to connected DICOM destinations.
Edit Send Queue	Allows the user to cancel and/or prioritize incomplete sends queued for connected DICOM destinations.
View Report	Allows the user to view reports.
Add Edit Report	Allows the user to add and edit reports.
Simple Viewer	Allows user to access the Simple viewer.
eUnity Viewer	Allows user to access the Client Outlook eUnity viewer

9. To specify whether a user is a radiologist:

- a. Click the **Radiologist Status** link. The radiologist status information opens.



- b. Select the check box to specify that the user is a radiologist (or should be listed as a radiologist for system administrative purposes).
- c. Click **Auto-lock studies** to automatically assign a status of locked to all studies that are opened by the radiologist. When studies are in a locked status annotations can be saved to the study. No other accounts have access to a study when it is in a locked status.
- d. When finished, click **Save**.

 **Note:** In order to save annotations, a user must be marked as a radiologist under the Radiologist Status link (see image above). In addition, the user must have the study locked. This may require changing the study status from **Ready** to **Locked** or from **Done** to **Locked**. (See Auto-lock studies information in step 9c above.)

10. To edit miscellaneous user options:
- Click the **User Options** link. The list of user options opens.

My Account

[Change Password](#) [Contact Information](#) [Templates](#) [Worklist Membership](#) [Site Permissions](#)
[Radiologist Status](#) [User Options](#) [Multi Monitor Settings](#)

User Options for AdminFname AdminLname

My Worklist:

Mr. AdminFname AdminLname

TCB - ALL

Universal Worklist Options:

Show Locked Play Sound 90 Seconds between reloads. Past # of days 7

Show Done Show Popup

TTR Warning Threshold 0

TTR Warning Primary Color #F29700 [Select Color Scheme](#)

TTR Warning Secondary Color #FFC260

Reporting Options:

Dock report on Left side of the screen.

eUnity Viewer Options:

Enable Custom Hanging Protcols

MModal User Options:

MModal ID:

VRA Enabled

Visage Settings:

Server URL

User Name

Password

[Update User Settings](#)

From here you can manage the following options:

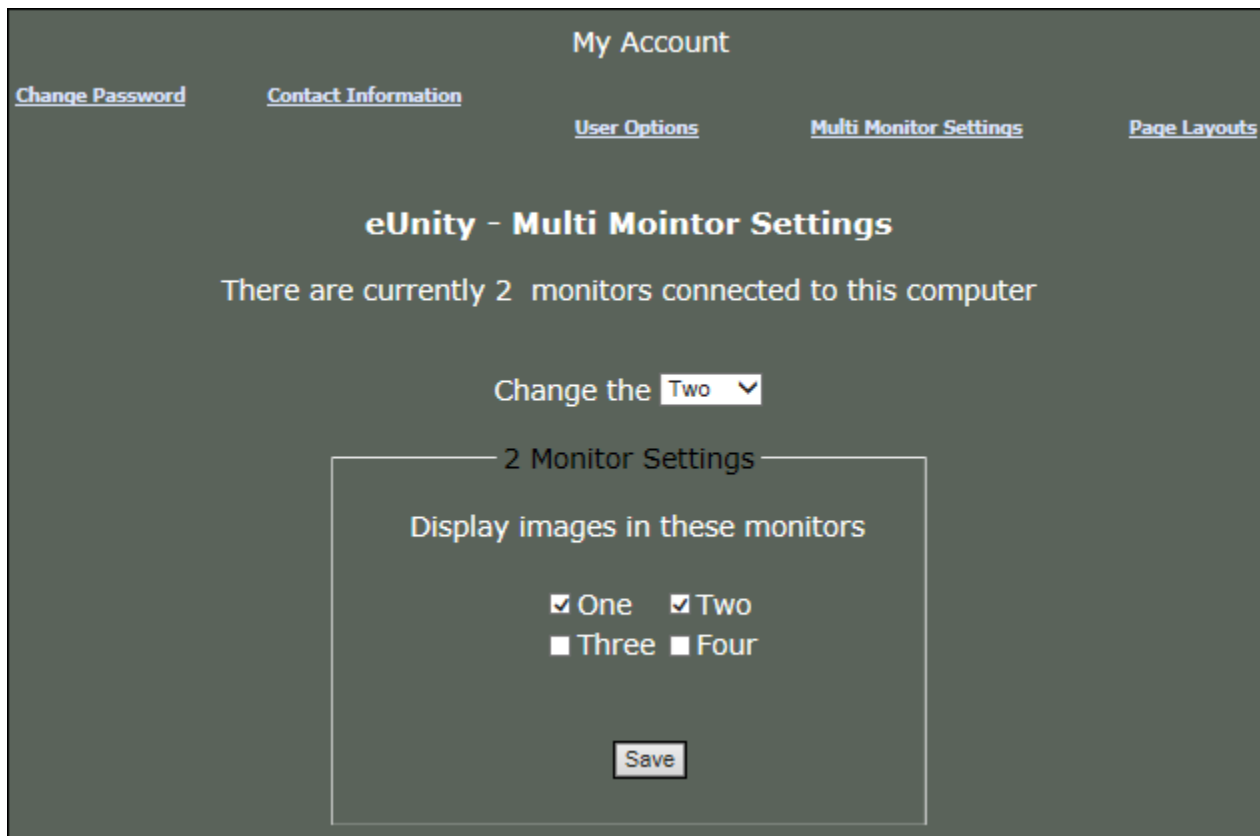
- **My Worklist:** Select the worklists you want to make available to this user.
- **Universal Worklist Options:** Configure basic settings that affect all worklists.
- **Reporting Options:** Decide where to display the report on the screen.
- **eUnity Viewer Options:** Decide whether to enable custom hanging protocols for the eUnity viewer.
- **MModal User Options:** Configure options for MModal.
- **Visage Settings:** Configure Visage viewer options for the user.



Note: When Visage Settings are populated for an account, the voice dictation shortcut will be available on the Search and Worklist pages in addition to the eUnity viewer window.

- b. When finished, click **Update User Settings**.
- 11. **To add/remove columns from the view, and to set each column's width:**
 - a. Click the **Page Layouts** link.
 - b. From the drop-down list, select the page you want to customize (**Worklist**, **Search**, or **Stats**).
 - c. Determine the columns you want to add or remove from visibility by selecting the **Show/Hide** check box. A selected check box indicates that the column will appear on the page.
 - d. To modify column width, change the value in the **Current Width** text box.
 - e. When finished, click **Submit**.
- 12. **To configure the user's monitors:**
 - a. Click the **Multi-Monitor Settings** link.

The display settings can be configured from one to four monitors. The number of monitors connected to the computer should automatically be determined.



- 13. If the user is going to be a group administrator:
 - a. Click the **Group Admin** link.
 - b. Select a group for which this user should have administrative rights.
 - c. Click **Submit**.

Imaging Business Administrator Functionality

Worklist Administration

The purpose of worklist categories is to provide customized patient lists to users based on permissions, as well as their interest. When users log into the Nuance PowerShare VRN Web Portal, they can choose a patient list based on a worklist category or a time frame.

Add Worklist

1. Click **Add Worklist** to register a new worklist within the Nuance PowerShare VRN Web Portal. The Worklist Registration window opens.
2. Enter a **Worklist Name**, a **Worklist Rule**, and a **Description**.
3. Click **Register**. A dialog box opens asking you to confirm the creation.
4. Click **Confirm** to create the worklist.

Edit Worklist

1. Click **Edit Worklist** to edit the existing worklist information. A window displaying the worklists opens.
2. Click the appropriate link for the worklist information to edit the **Worklist Name**, **Description**, or **Rule**.
3. Click **Register**.
4. Click **Confirm** to save changes.

Remove Worklist

1. Click **Remove Worklist** to remove the existing worklist information.
2. Click the circle next to the worklist(s) you want to remove.
3. Click **Delete Selected**.
4. When asked to verify that you are sure, click **Yes** to complete the deletion.

Report Emails

The **Report Emails** option allows you to do the following:

- Setup rules to send reports via email to specified email accounts
- Encrypt the emailed reports
- Set Current Event Mappings to filter the emails sent
- Associate the emailed reports with Certificates.

Add Rule

1. Click the **Add Rule** link under **Report E-mails** to create rules for the e-mailed reports.
2. Enter the data for the appropriate fields.
3. Click **Submit**.



Note: E-mails can be sent to only one address.

Edit/Remove Rule

1. Click the Edit/Remove Rule link under Report E-mails to edit and delete any email rules you have created.
2. Select the desired rule and click **Delete Selected**.

Options

- Select **Yes** or **No** to have the following options included (or not included) in the report:
 - Patient Information
 - Study Information
 - Radiologist Name
 - Radiologist Contact Info

Edit Constants

- Click the **Edit Constants** link under **Report E-mails** to edit the constants displayed in the e-mail. The constants are:
 - Default Header
 - Default Footer
 - Default Help Info
 - Update Header
 - Resend Header
 - Start Line
 - Finish Line

Getting Help

Click **Help** in the top right-hand corner of the web site to access the Help Information page.

The **Help Information** page lists the Nuance PowerShare 24/7 Tech Support Hotline and a link to the Nuance Technical Support Web Site.

The screenshot shows a web interface with a dark background. At the top, there are three buttons: "Worklist", "Search", and "Send Queue". Below these, the text "Help Information" is displayed. Underneath, the heading "24/7 Tech Support Hotline" is shown. A box contains the following contact information: "Phone: 470-427-7501", "Toll Free: 866-809-4746", and "Email: support@nuancepowershare.com". Below this, the text "More information:" is followed by three buttons: "View System Status", "Help on the eUnity Viewer", and "Help on the Advanced Viewer or Uploader JDK Downloads". At the bottom, the text "Version: null" is displayed.

Java and VRN

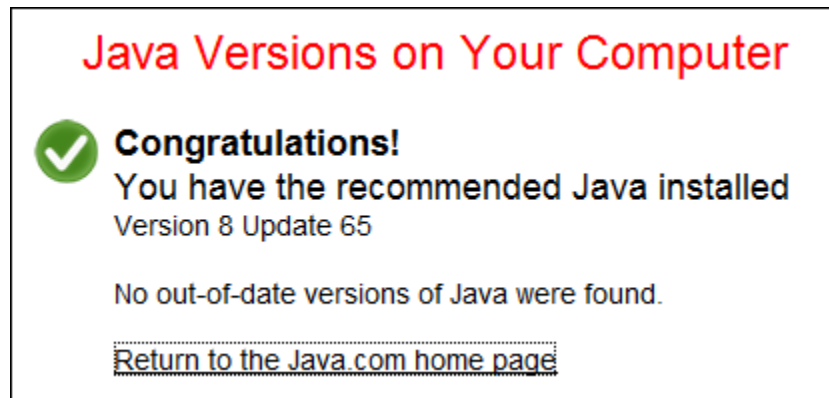
In some instances, either when using the VRAnywhere you might see a message regarding Java.

Java is required for the VRAnywhere components to work properly. This section is intended to help with troubleshooting any issues that may arise with Java and the VRAnywhere components connected with the website located at vrn.nuancepowershare.com.

Before You Troubleshoot: Check Your Version of Java

Before performing the troubleshooting steps in the flowchart below, use the following steps to check that Java is installed on your computer, and if it is, that you have the most up to date version of Java:

1. Go to <https://www.java.com/en/download/installed.jsp>. The **Verify Java and Find Out-of-Date Versions** page opens.
2. Click **Agree and Continue**.
3. If you are presented with a dialog box to verify that you want to run the Java Uninstall Applet, click **Run**. (Note that this applet checks your current version of Java and notifies you if it finds older obsolete Java versions.)
4. After the applet runs, a results box opens showing the version, or versions, of Java that are on your computer (see example illustration below). If you have more than one version you have the option of removing the obsolete versions.



Troubleshooting Steps for Resolving an Issue

If you have an outdated version of Java, or if Java is not installed on your computer, you won't be able to use the eUnity viewer in VRAnywhere.

Use the following steps, in the order shown, to help resolve a Java issue.

1. Install Java
2. Check browser settings
3. Contact support

Step 1: Install Java

Use the following steps to download Java to your computer.

1. Open a browser and go to <https://www.java.com/en/>.
2. Click the **Free Java Download** button. (The example image shown below might change from time to time.)
3. Click the **Agree and Start Free Download** button.
4. At the **File Download** window, click **Run**.
5. Follow the rest of the instructions as they appear on your screen to complete the download and installation.

Step 2: Check Your Browser Settings

In many cases, the issue with being unable to launch a patient in VRAnywhere lies within your Internet browser settings.

Refer to the headings below for help with your specific browser's settings.

Microsoft Internet Explorer Settings

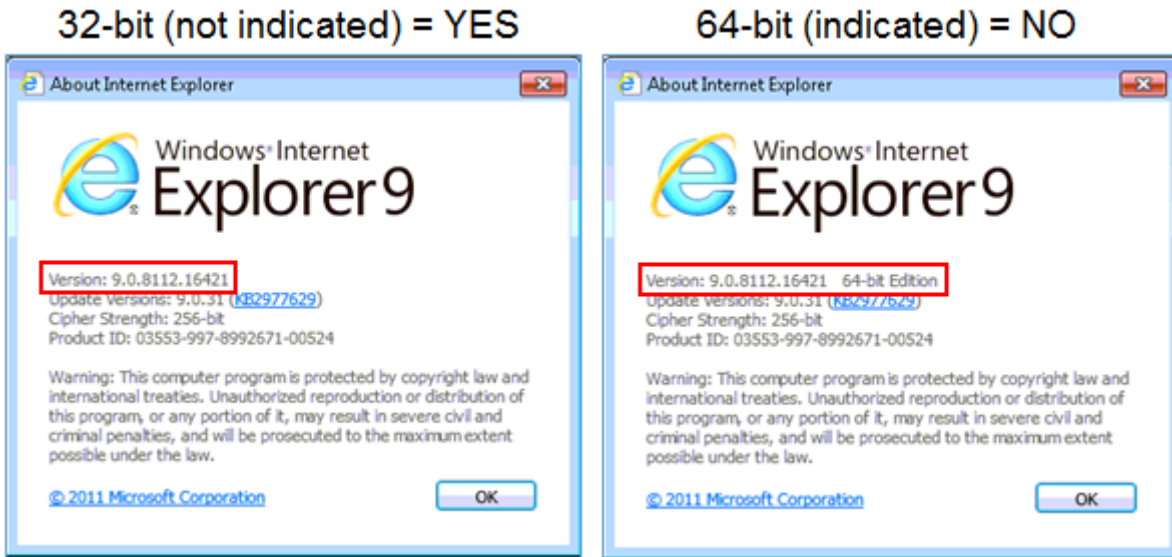


***Note:** The VRAnywhere Java applet currently supports only 32-bit versions of Internet Explorer. In addition, you must use Internet Explorer version 9 or higher.*

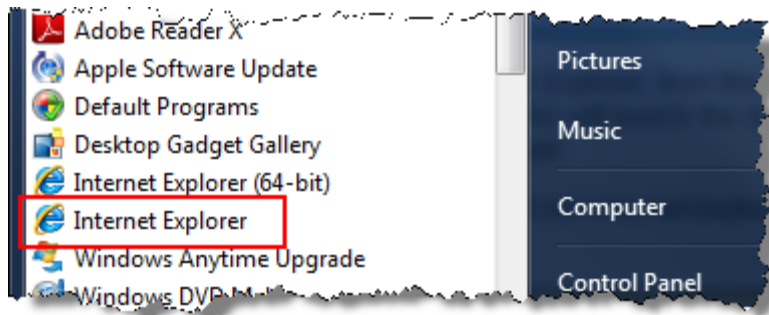
The steps below show how to determine Internet Explorer version for version 9. Other versions might be slightly different.

1. Open Internet Explorer.
2. For Internet Explorer 9, click the cog icon  in the upper-right corner and select **About Internet Explorer**.

- Determine which version of Internet Explorer is currently running on your system by comparing it to the images below. The 32-bit (supported) version shows no indication that it is 32 bit. The 64-bit (unsupported) version does indicate that it is the 64-bit edition.



- If you are running the 64-bit version, close your browser window.
- Click the **Start** icon and select **Internet Explorer** instead of **Internet Explorer (64-bit)**. This will start the 32-bit version of Internet Explorer that is compatible with the VRN Java plug-in.



- After starting the 32-bit version of Internet Explorer, look near the bottom of the window for a pop-up bar similar to the one in the illustration below.



- Click the drop-down arrow and select **Allow for all websites**, which will allow the Java applet to run in Internet Explorer and PowerShare.



Step 3: Contact Support

If you are still experiencing Java issues after performing steps one and two, call support at 1-866-809-4746, or send an email to support@nuancepowershare.com.

Internet Explorer Configuration

If you do not have a black background configured for Internet Explorer, you may experience a white screen flash when accessing eUnity, the VRN Worklist page, or the VRN Search page. To prevent the white screen from displaying, make the following change to your Internet Explorer browser:

1. Click **Tools > Internet Options**.
2. On the **General** tab, in the **Appearance** section, click the **Colors** button.
3. Clear the **Use Windows Colors** check box.
4. Set the **Background** color to black.

Rules

Rules are used to create and manage departments, and control worklists.

When a rule is created, you are giving the VRN instructions to automatically take the specified action when the result of the rule is logically true.

Creating Rules

Rules are based on fields available in the DICOM file header. These fields can be filled in by the modality or by a technician at a QA Station.

Click the **Rule Help** link to access the Rule Creation Help page where the operators for comparison for the rules are listed (see illustration below).



Note: Refer to *DICOM Header Fields*, beginning on page 29 for a list of the fields.

Operator	Meaning	Commonly Used Variable Names
=	equals (case insensitive)	AccessionNumber
!=	NOT equal (case insensitive)	BodyPartExamined
==	equals (case sensitive)	DeviceSerialNumber
!=	NOT equal (case sensitive)	InstitutionName
>	starts with (case insensitive)	Modality
!>	does not start with (case insensitive)	PatientComments
>>	starts with (case sensitive)	ImageComments
!>>	NOT starting with (case sensitive)	StudyDescription
<	ends with (case insensitive)	ReferringPhysiciansName
!<	NOT ending with (case insensitive)	NameOfPhysiciansReadingStudy
<<	ends with (case sensitive)	UploadSite (== and != only)
!<<	NOT ending with (case sensitive)	PriorsFlag
<>	contains (case insensitive)	
!<>	NOT contains (case insensitive)	
<<>>	contains (case sensitive)	
!<<>>	NOT contains (case sensitive)	
and	And Operator (must be lowercase)	true
or	Or Operator (must be lowercase)	false

Examples

IMPORTANT:
operators must have a space on each side

Modality != OT
(InstitutionName = Emardicus) and (Modality = CT)
(PatientComments <> R) or (ImageComments <> R)

Close Window

When building rules, each operator must have a space on either side of it. When two or more operands are used they must each be enclosed in parentheses.



Note: Other than the single space at the beginning and end of each operator, be careful to avoid unnecessary leading and trailing spaces.

Condition Examples

Single Condition

Example 1: Modality != OT

Example 2: ReferringPhysiciansName <> S

Multiple Conditions

Example 1: (InstitutionName = Emardicus Hospital) and (Modality = CT)

Example 2: (PatientComments <> R) or (ImageComments <> R)

DICOM Header Fields

NSIDestinationAETitle	AccessionNumber
AcquisitionDate	AcquisitionNumber
AcquisitionsInStudy	AcquisitionTime
AdmissionID	AdmittingDate
AdmittingDiagnosisCodeSequence	AdmittingDiagnosisDescription
AdmittingTime	BodyPartExamined
BodyPartThickness	BurnedInAnnotation
ContrastBolusAgent	DeviceSerialNumber
DigitalImageFormatAcquired	DistributionName
FillerOrderNumber	FillerOrderNumberImagingServiceRequest
FillerOrderNumberProcedure	FrameOfReferenceUID
FrameReferenceTime	FrameTime
ImageComments	ImageDate
ImageDisplayFormat	ImageID
ImageNumber	ImageOrientationPatient
ImageOverlayBoxContentSequence	ImagePositionPatient
ImageTime	ImageTransformationMatrix
ImageType	ImagingDeviceSpecificAcquisitionParameters

ImagingServiceRequestComments	Impressions
InstanceCreationDate	InstanceCreationTime
InstanceCreatorUID	InstitutionAddress
InstitutionalDepartmentName	InstitutionCodeSequence
ModalitiesInStudy	Modality
ModalityLUTSequence	ModalityLUTType
NameOfPhysiciansReadingStudy	NamesOfIntendedRecipientsOfResults
OwnerID	PatientAddress
PatientAge	PatientBirthDate
PatientBirthName	PatientBirthTime
PatientComments	PatientID
PatientInstitutionResidence	PatientInsurancePlanCodeSequence;
PatientMotherBirthName	PatientName
PatientReligiousPreference	PatientSex
PatientSize	PatientState
PatientSupportAngle	PatientSupportAngleTolerance
PatientSupportRotationDirection	PatientTelephoneNumber
PatientTransportArrangements	PatientWeight
PersonName	PlacerOrderNumber
PlacerOrderNumberImagingServiceRequest	PlacerOrderNumberProcedure
ReasonForStudy	ReferringPhysiciansAddress
ReferringPhysiciansName	ReferringPhysiciansTelephoneNumber
ResultsComments	SeriesDate
SeriesDescription	SeriesInstanceUID
SeriesInStudy	SeriesNumber
SeriesTime	SeriesType
StudyComments	StudyDate
StudyDescription	StudyTime

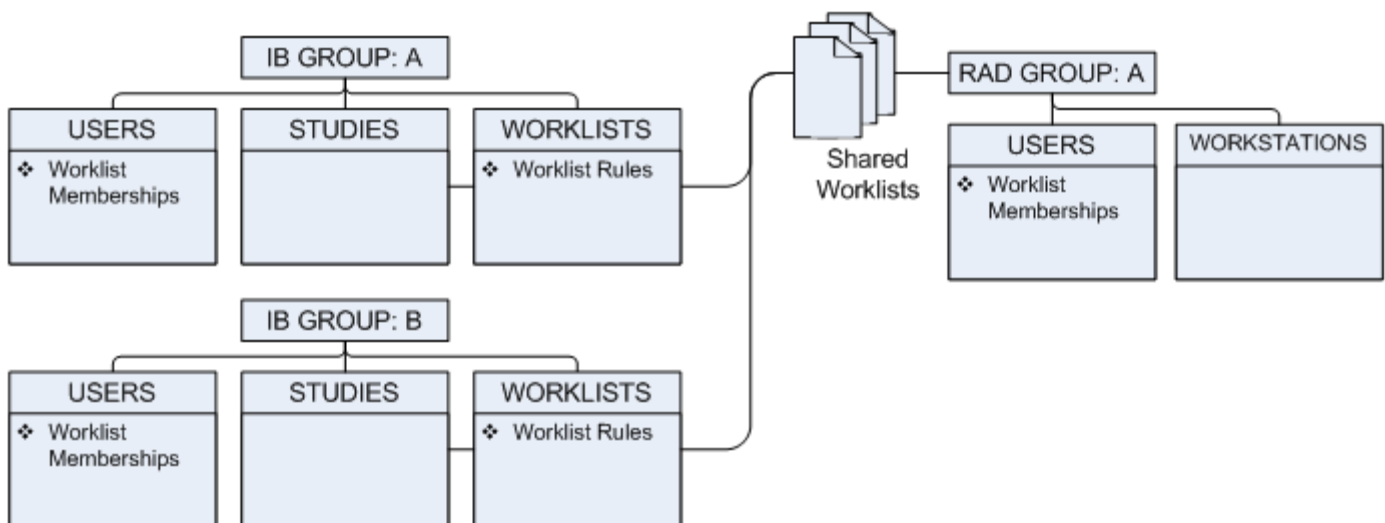
Workflow Diagrams

Nuance PowerShare's VRN has flexible workflows that allow each administrator to customize the way their groups and users interact with each other. Below are some examples of the most common workflows.

Radiology Group with Multiple Managed Imaging Business Sites

Workflow Description

- You are the manager of a radiology group with multiple imaging business sites. These customer sites are maintained by your radiology group.
- You have chosen to use a separate imaging business (IB) group account for each of your sites.
- You use a single radiology group (RAD group) account for your users and workstations.



Each IB site groups their studies together in worklists. Worklists may contain all or some of the studies for a site depending on rules (see [Creating Rules](#), beginning on page 28).

For studies to be viewable by users in your RAD group, you must first share the worklists from your IB group with your RAD Group. Then, you must make your RAD group users a member of that worklist.



Note: Create users under the RAD Group to make sure they will have access to the shared resources of each IB Group.