CAMRI Siemens Scanning Guide

How to Register Patient at CAMRI:

1. On main screen click patient-> Register
2. Enter your subject's information under patient: Last name should be same as the Patient ID and you should use subject code and not the subject's real name, Date of birth, Sex and Weight should also be filled out to proceed. (MUST HAVE CORRECT WEIGHT!)
3. No need to fill out info under Hospital: additional info, referring physician, requesting physician, or Admission ID.
4. Whomever is running the scan should put their name under the operator tab.
5. Under procedure Box you only need to fill in Study and Patient position. Click the correct study name under your lab. For patient position remember Supine is on back and prone is on stomach. Most scans done here at CAMRI are Supine Head first.
6. Under institution find your name in drop down under operator or fill in if not there.
7. Once all this information is in and you are ready to begin click on EXAM button.

8. A registration confirmation box will pop up. Check that all of the information is correct and click Confirm Button.
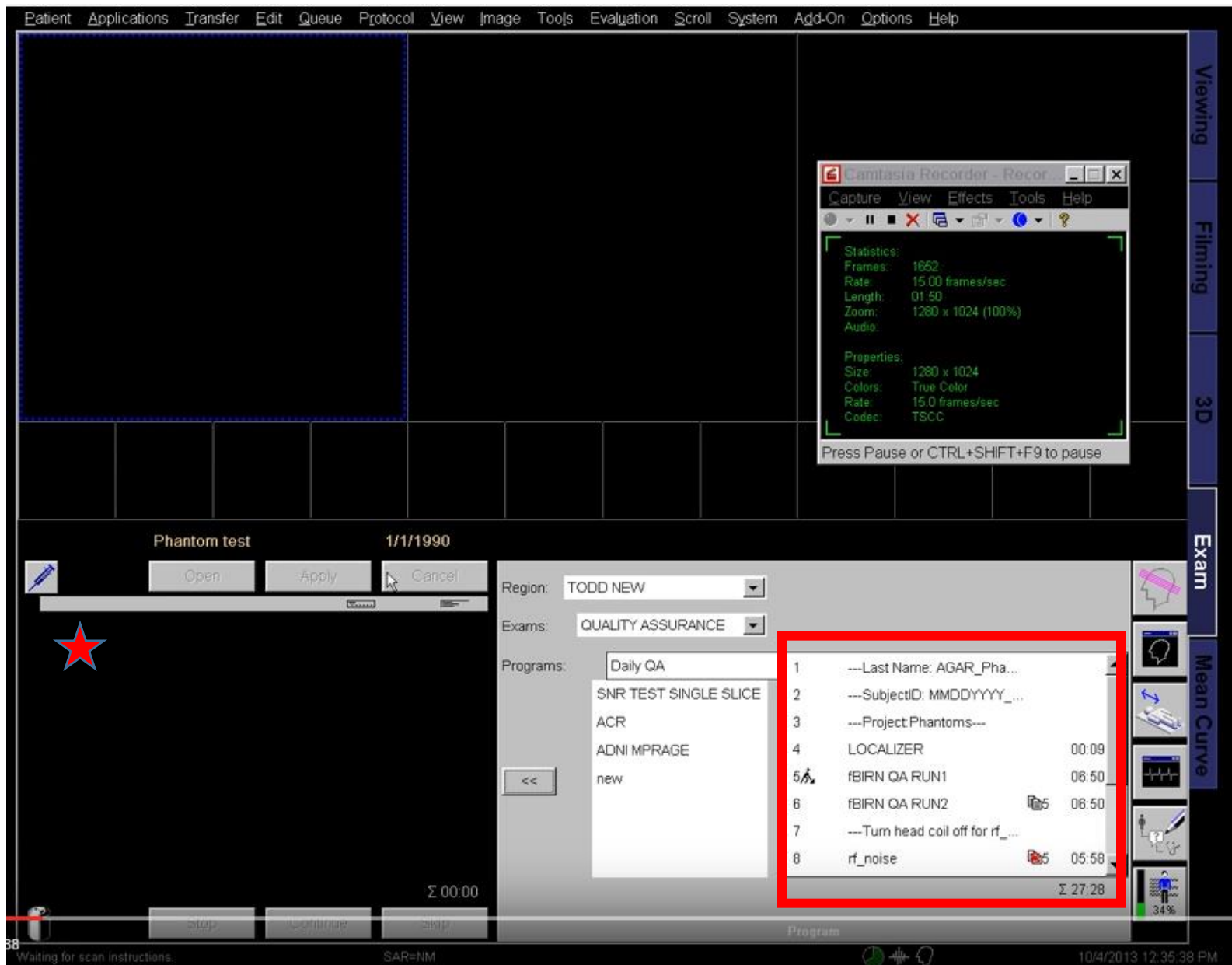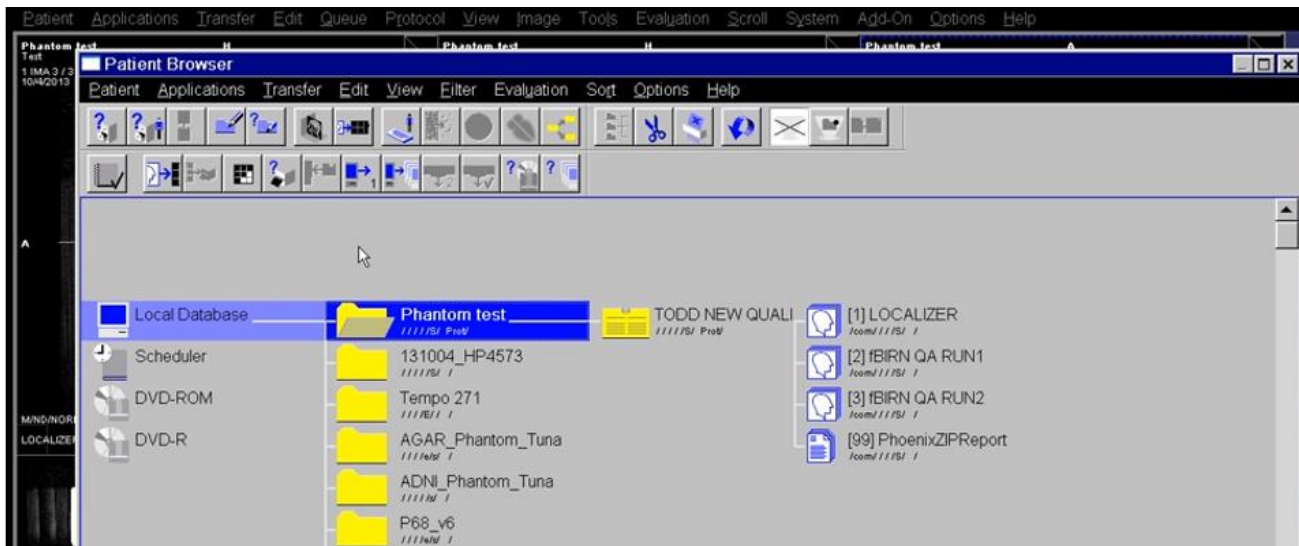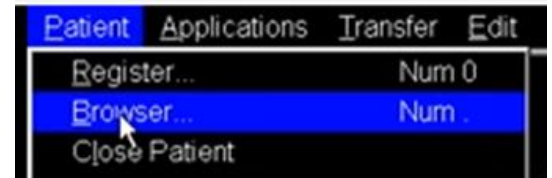

Picking scans to run:

1. Once you register your patient, you will be brought to this page. Depending on what study you chose you should see your scans under Programs.
2. The numbered column is a list of scans that are available to add to your current scan. (Red Box)
3. If you would like to add all of the scans (1-8) to your session to be scanned then just click the ⟨⟨ button.
4. If you would like to only pick a couple scans then you can hold Ctrl and click on individual ones to select the ones you want. Once you have selected all the ones that you want to add to your session just drag them over to the current scan list. (RED STAR)

<u>Burning a Backup Disc:</u>

1. Once you are done scanning and you want to make a back up disk. You need to open the patient browser. You can do this by clicking Patient -> Browser.

   OR- Click the [button] button on the bottom right of your keyboard.

2. This will open the patient browser screen (shown above).
3. Before you select the scan you would like to burn you will need to insert disk into disk drive for burning. To do this click: Transfer->EJECT FROM DVD-R.
4. Once the drive opens, insert Blank disk and close it. You will see a message at the bottom of your screen saying that: [SAR=NM DVD-R is locked for burning. Use "Transfer\Eject from...."]. **Once you see this you are able to burn to it.**
5. Locate under the Local Database the name of the scan you just did. (It is organized by date so it should be last scan done)
6. You can select the entire folder to burn or you can use CTRL and click the individual scans you would like to burn to disk.
7. Once you have the folder or individual scans that you would like to burn <mark>highlighted</mark> click: TRANSFER-> EXPORT TO.   Then a dialogue box will pop up with DVD-R highlighted just click EXPORT.
8. Once you hit export another box will pop up like this:
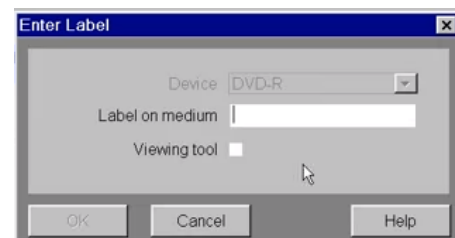
9. Type whatever you would like to name it under Label on medium. Click Viewing tool if you or your patient will be viewing it on computer. (MOST PEOPLE CLICK VIEWING TOOL)

10. The status of your disk will be shown on the bottom part of screen, it will show a red circle when recording. Once it says Recording was successful at bottom you can click: TRANSFER-> EJECT FROM DVD-R.

11. Then take your disk and close the disk drive.

How to send Images to your BOX folder

1. You need to open the patient browser. You can do this by clicking Patient -> Browser. OR- Click the   button on the bottom right of your keyboard.
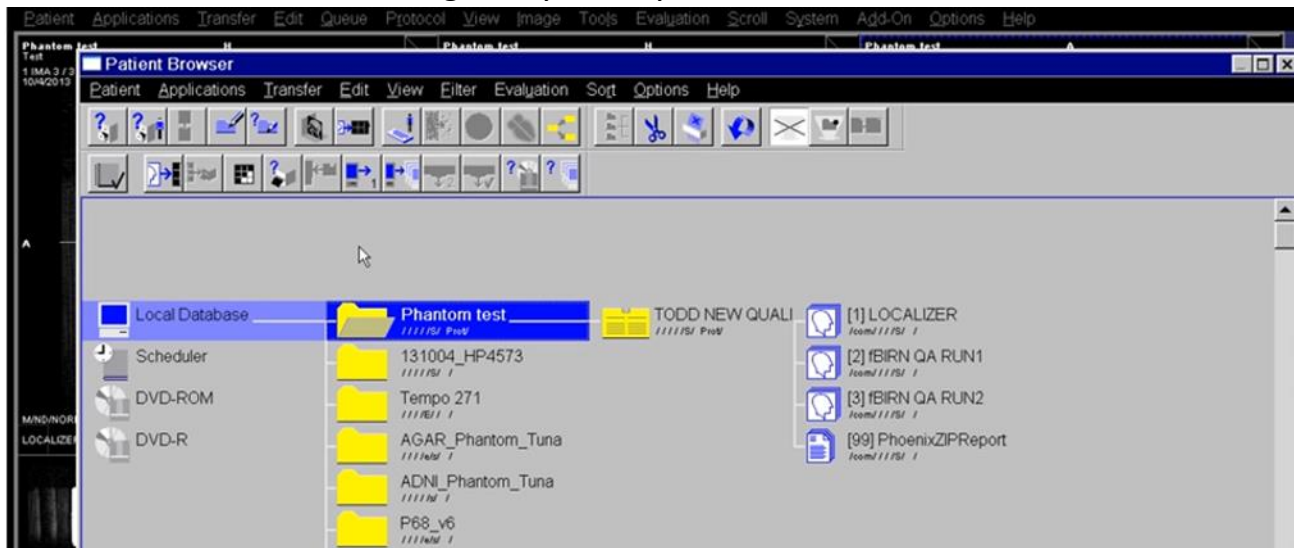
2. Click on the Subject folder that you would like to Export to BOX and once your folder is highlighted click on 'TRANSFER'-> then click 'Export to Off-line'

3. A pop up box will come up. Click on the PATH drop down menu and click on '\\mrisrv\scans', then
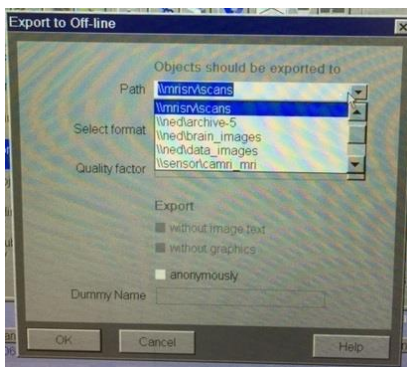

type :   \NameOfYourInvestigatorFolder\SubjectID
After '\\mrisrv\scans'

EXAMPLE: Your investigator's name is CAMRI and Your subject ID was Test01 you would make sure that the path said:

\\mrisrv\scans\CAMRI\Test01

4. Once you have the path written in correctly you just click OK. It will prompt you with a pop up screen like the one shown below. Just click OK and it will be sent to your BOX folder. If you have an error message make sure that the pathway is written correctly.
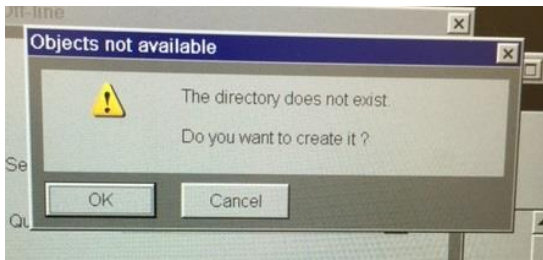
There are a few helpful videos that you can watch on YOUTUBE that will help you become a little more familiarized with our systems here at CAMRI.

Here are the links:

https://www.youtube.com/watch?v=pi1OLUflhTU