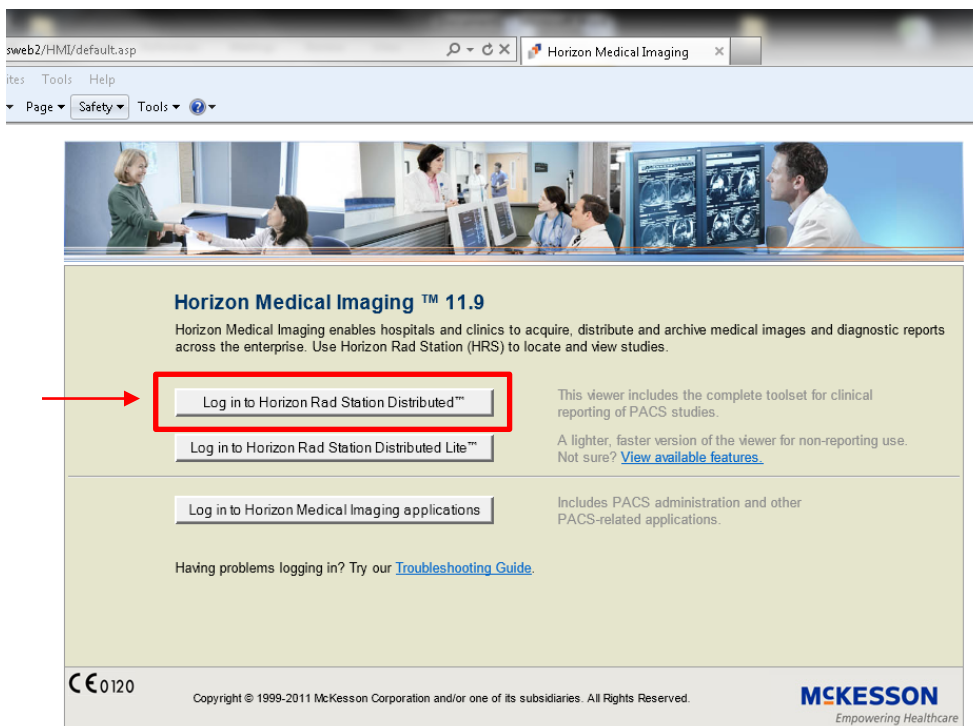


McKesson PACS System Exporting and Uploading Instructions for Research Coordinators

*****REMINDER:** If you plan on using the McKesson PACS System for exporting and uploading radiology images, the confidentiality section of the IRB Application must reflect this and clearly reflect the identifiers that will be attached to the images (i.e., dates and subject code only).***

1. You must have access to the McKesson PACS System and the Research Conquest network drive to start. If you need to get access to these, email the PACS department at pacsdept@nebraskamed.com.
2. Go to <http://pacsweb2/HMI/default.asp>.
3. Choose to “Log in to Horizon Rad Station Distributed” (see **red** box below).



Horizon Medical Imaging™ 11.9

Horizon Medical Imaging enables hospitals and clinics to acquire, distribute and archive medical images and diagnostic reports across the enterprise. Use Horizon Rad Station (HRS) to locate and view studies.

Log in to Horizon Rad Station Distributed™ This viewer includes the complete toolset for clinical reporting of PACS studies.

Log in to Horizon Rad Station Distributed Lite™ A lighter, faster version of the viewer for non-reporting use. Not sure? [View available features.](#)

Log in to Horizon Medical Imaging applications Includes PACS administration and other PACS-related applications.

Having problems logging in? Try our [Troubleshooting Guide](#).

© 2010 Copyright © 1999-2011 McKesson Corporation and/or one of its subsidiaries. All Rights Reserved. **MCKESSON** Empowering Healthcare

- When the login screen pops up (may take a bit to load), enter your username and password. Use the same login information you use for your computer.



Horizon Medical Imaging

THE NEBRASKA MEDICAL CENTER

For a locked account or incorrect password please call 97700
All other issues page PACS 888-1919
For new accounts, email pacsdept@nebraskamed.com from NMC email account & include CareCastID#, role & dept.

Horizon Medical Imaging™ 11.9

Login

User Name:

Password:

[Change Password](#)


Having problems? Try our [Troubleshooting Guide](#)

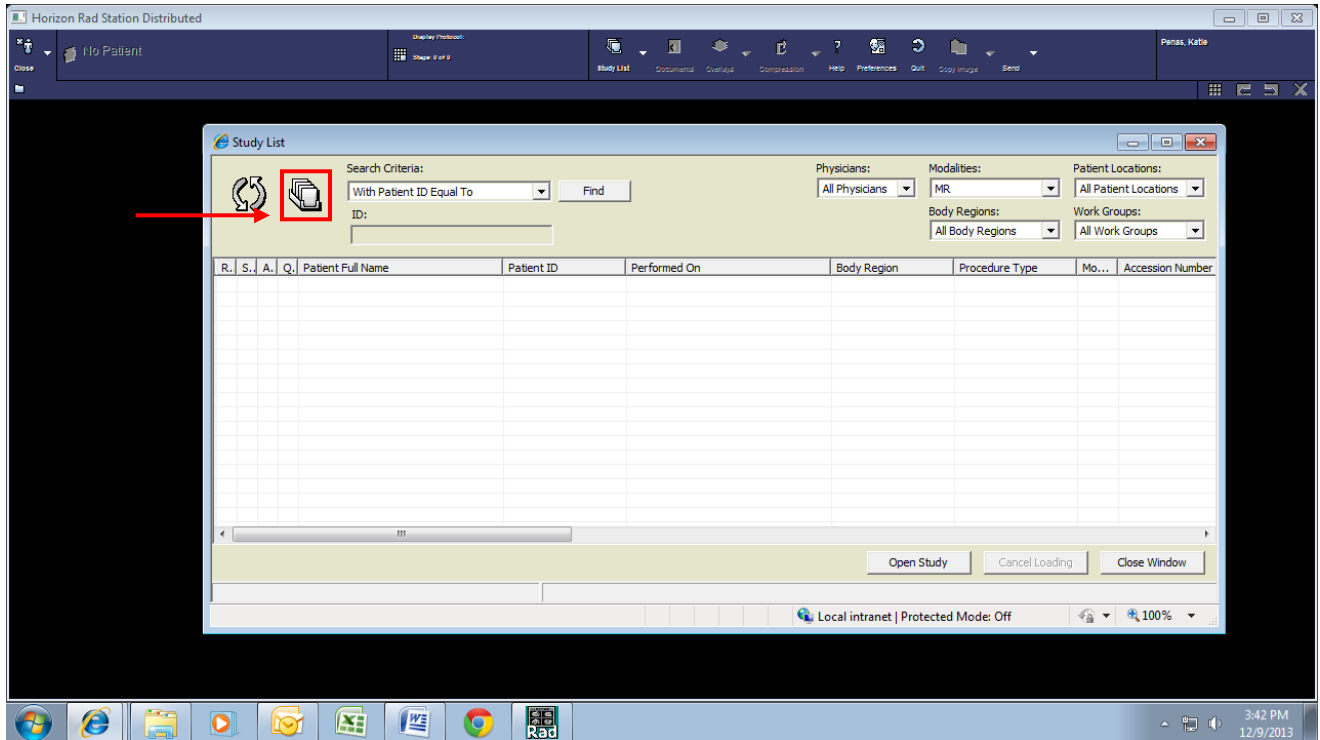
© 0120 **MCKESSON**

Copyright © 1999-2011 McKesson Corporation and/or its subsidiaries. All Rights Reserved.

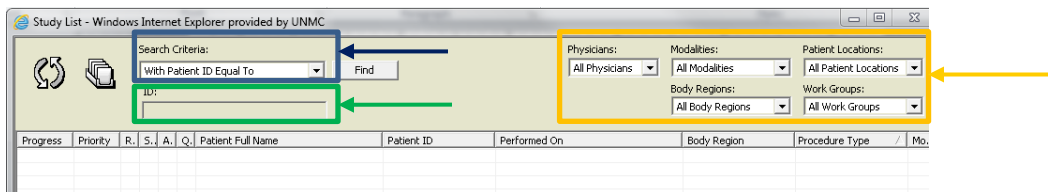
- This is the loading screen.



6. Once the system is loaded you will see the screen below. The black and purple background screen is where the scans will show up. For now, it is blank. The second is the green “Study List” screen. You may have to click on the file cabinet icon  (see **red** below) to show this search screen.



7. Change the search criteria to “with Patient ID Equal to” in the drop down box (**blue** box below).







8. You can limit the search by the items in **yellow** above. However, you probably won't need to because the list returned by the ID is usually short.
9. Click in the ID box (**green** box above) and enter the hospital number.
10. Click “Find” (next to the **blue** box above).

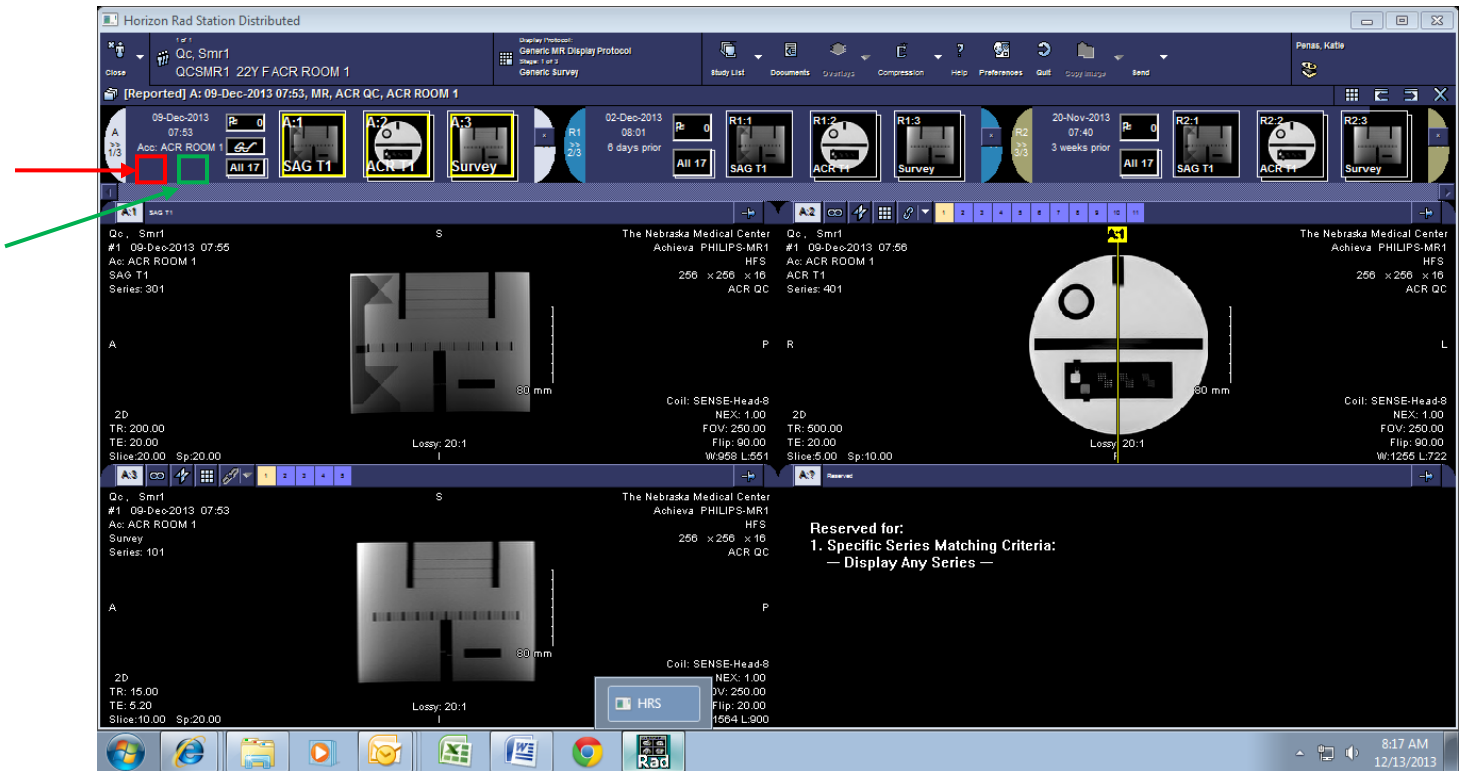
11. After you click Find, you will get a list back. Select the scan you want from the list and click “Open Study” (red box below).

The screenshot shows the Horizon Rad Station Distributed interface. The main window is titled "Study List" and contains a search criteria section with a "Find" button. Below the search criteria is a table with the following columns: R, S, A, Q, Patient Full Name, Patient ID, Performed On, Body Region, Procedure Type, Mo..., and Accession Num. The table contains 14 rows of scan data. At the bottom of the window, there is a status bar that says "Search returned 140 items" and "Retrieved 140 items. Operation lasted 1.872 seconds." The "Open Study" button is highlighted with a red box and a red arrow.

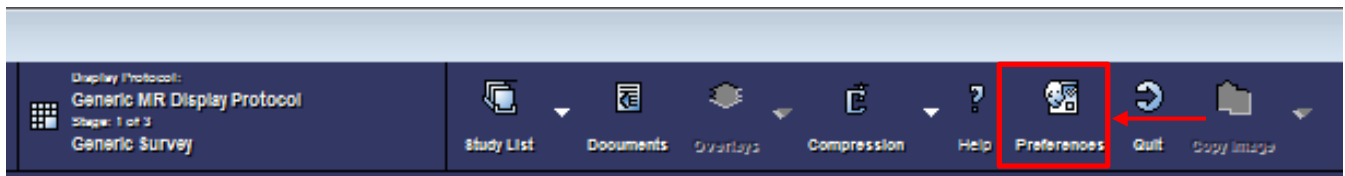
R	S	A	Q	Patient Full Name	Patient ID	Performed On	Body Region	Procedure Type	Mo...	Accession Num
				Qc, Smr1	QCSMR1	09-Dec-2013, 07:53		ACR QC	MR	ACR ROOM 1
				Qc, Smr1	QCSMR1	02-Dec-2013, 08:01		ACR QC	MR	ACR ROOM 1
				Qc, Smr1	QCSMR1	20-Nov-2013, 07:40		ACR QC	MR	ACR ROOM 1
				Qc, Smr1	QCSMR1	04-Nov-2013, 08:53		ACR QC	MR	ACR ROOM 1
				Qc, Smr1	QCSMR1	30-Oct-2013, 08:00		ACR QC	MR	ACR ROOM 1
				Qc, Smr1	QCSMR1	25-Oct-2013, 09:41		ACR QC	MR	ACR ROOM 1
				Qc, Smr1	QCSMR1	15-Oct-2013, 07:46		ACR QC	MR	ACR ROOM 1
				Qc, Smr1	QCSMR1	10-Oct-2013, 08:16		ACR QC	MR	ACR ROOM 1
				Qc, Smr1	QCSMR1	05-Oct-2013, 08:14		ACR QC	MR	ACR ROOM 1
				Qc, Smr1	QCSMR1	25-Sep-2013, 08:33		ACR QC	MR	ACR room 1
				Qc, Smr1	QCSMR1	16-Sep-2013, 07:51		ACR QC	MR	ACR
				Qc, Smr1	QCSMR1	05-Sep-2013, 07:54		ACR QC	MR	ACR ROOM 2
				Qc, Smr1	QCSMR1	05-Sep-2013, 07:48		ACR QC	MR	ACR
				Qc, Smr1	QCSMR1	26-Aug-2013, 08:31		ACR QC	MR	ACR ROOM 1
				Qc, Smr1	QCSMR1	21-Aug-2013, 15:15		ACR QC	MR	ACR ROOM 1
				Qc, Smr1	QCSMR1	16-Aug-2013, 07:45		ACR QC	MR	ACR ROOM 1
				Qc, Smr1	QCSMR1	09-Aug-2013, 07:40		ACR QC	MR	ACR ROOM 1

12. The black and purple screen will now have the images loaded. The search screen will still be open but in the background. You might also get a third screen with the radiology report.

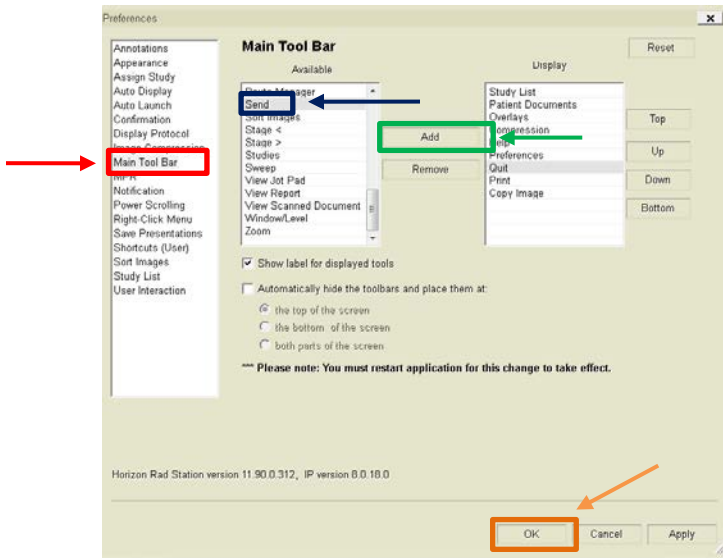
You can find study-specific information by clicking on the report icon  and scanner icon . These icons are not visible in these instructions since this is a phantom scan and not a patient scan. The report icon  will be located in the top left corner of the screen (shown below with a **red** box). This will allow you to view the radiology report. The scanner icon  will be located to the right of the report icon (shown below with a **green** box). This will allow you to view any documents that were scanned in by the technologists performing the scan.



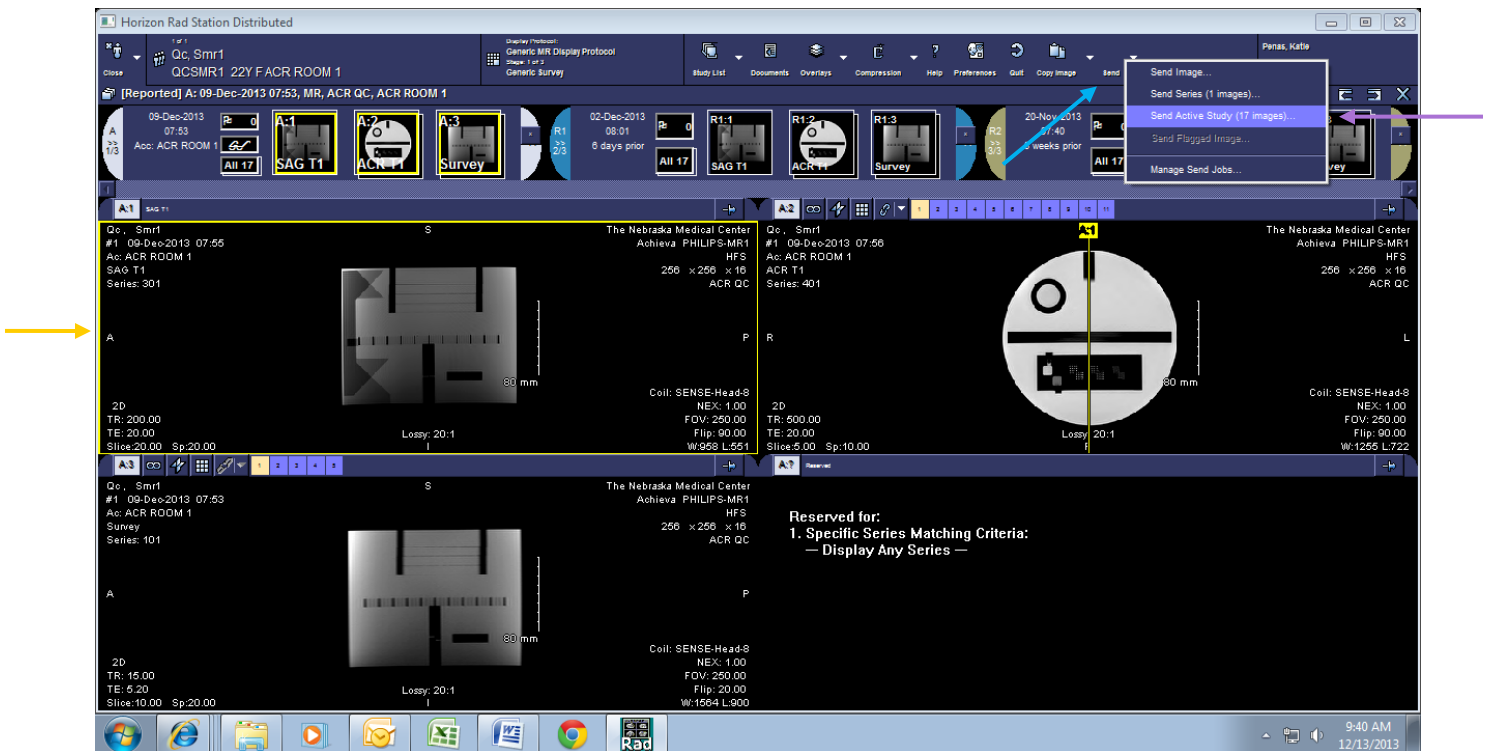
13. If this is the first time you have used the McKesson PACS System you will need to modify the preferences to add the send option to the menus. Click Preferences (**red** box below).



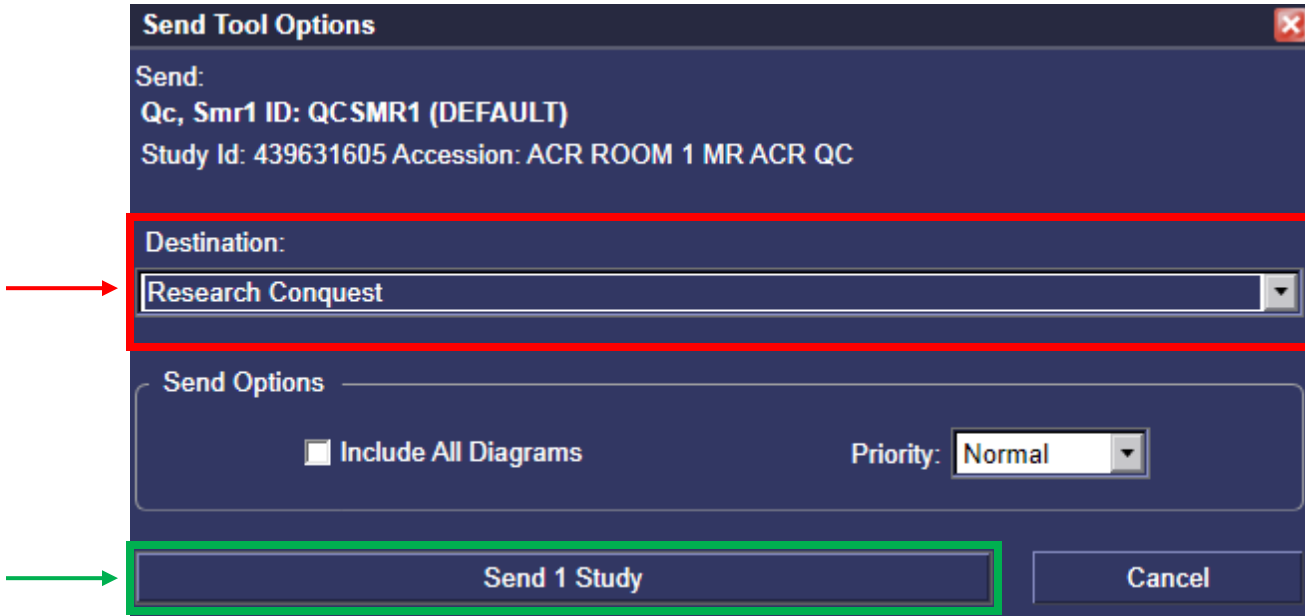
14. Click on “Main Tool Bar” from the list on the left side (red box below). From the middle “Available” box scroll until you find “Send.” Click on Send (blue box below). Click “Add” (green box below). “Send” will now appear in the right hand “Display” box. Click “ok” (orange box below).



15. Now you are ready to send the images to a location you can access. Select at least one of the images from the scan you want to send (this will put a yellow box around the image-see yellow arrow below).

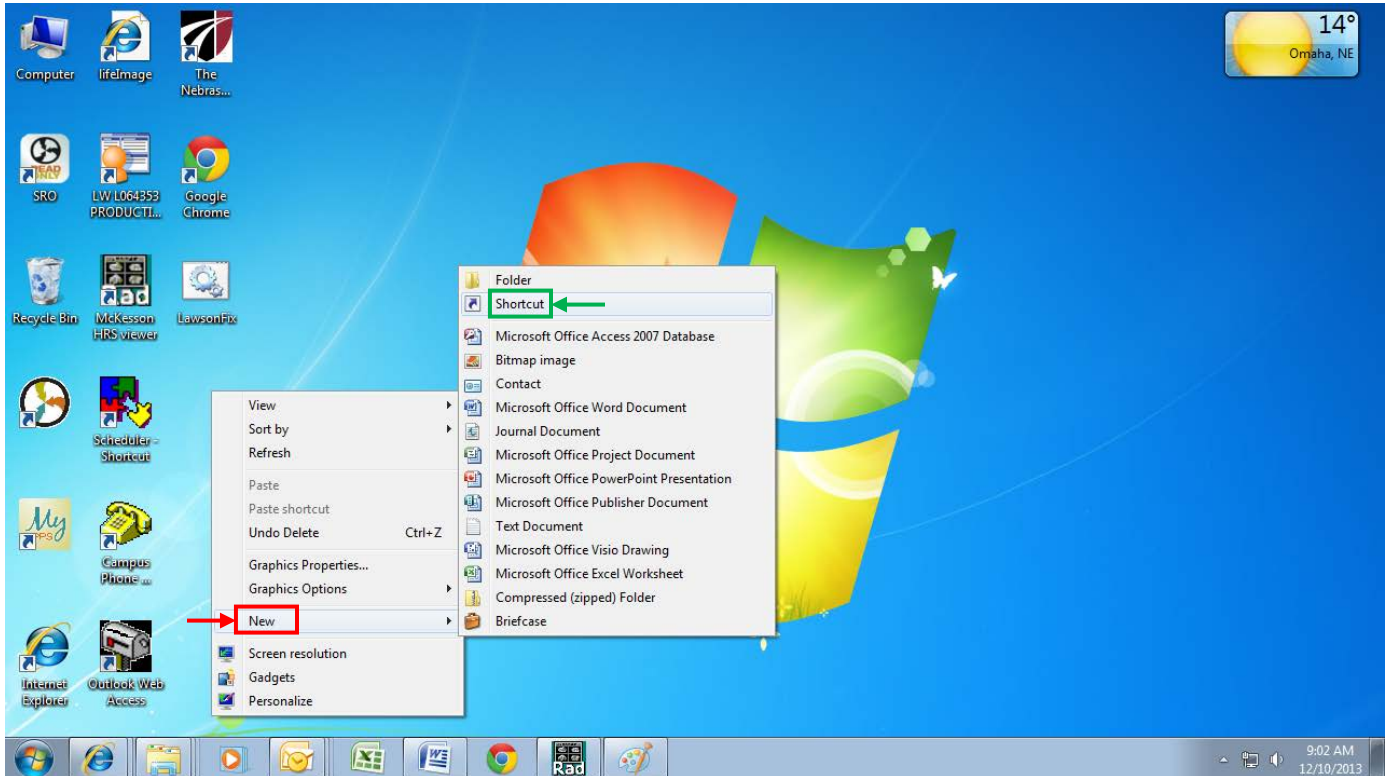


16. From the send button (blue arrow above) choose “Send Active Study” (purple arrow above). This will export all images in the scan.
17. Select “Research Conquest” in the “Destination” dropdown box (red box below). Click “Send 1 Study” (green box below). A copy of your scan has now been sent from the McKesson PACS System to the Research Conquest partial de-identification server.

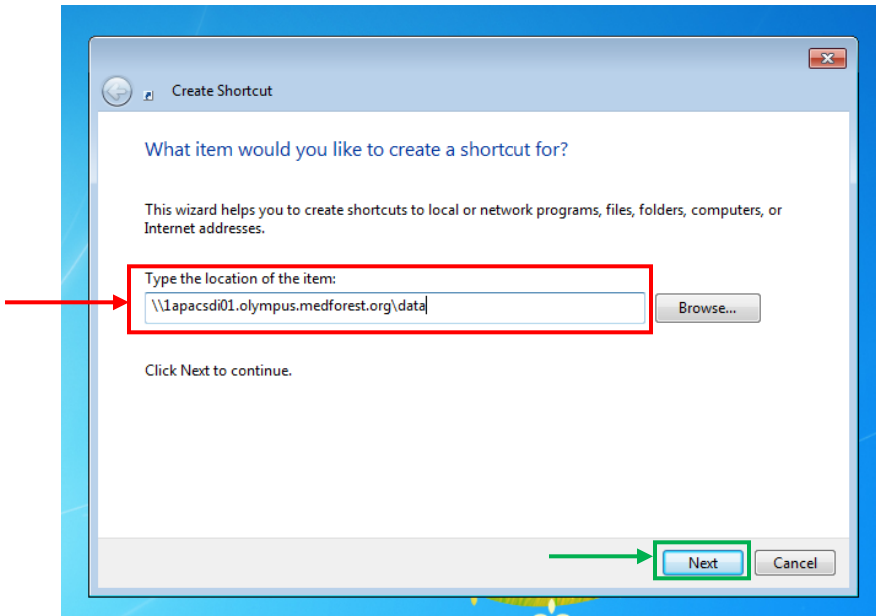


18. When the “send” is complete, you need to access the network drive that has been set up for the Research Conquest server at [\\lapacsdi01.olympus.medforest.org\data](http://lapacsdi01.olympus.medforest.org/data). You can access this network drive by clicking on the hyperlink within this document and/or by creating a shortcut on your desktop to this drive.

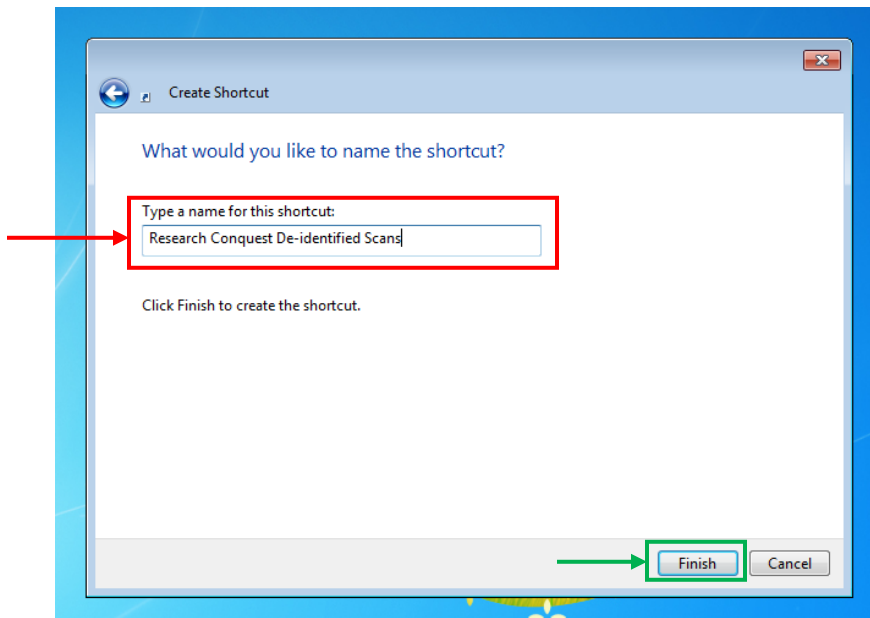
19. To create a shortcut on your desktop, copy the hyperlink from this document ([\\lapacsd01.olympus.medforest.org\data](http://lapacsd01.olympus.medforest.org/data)). Right-click on your desktop, select “New” (red box below), and then select “Shortcut” (green box below).



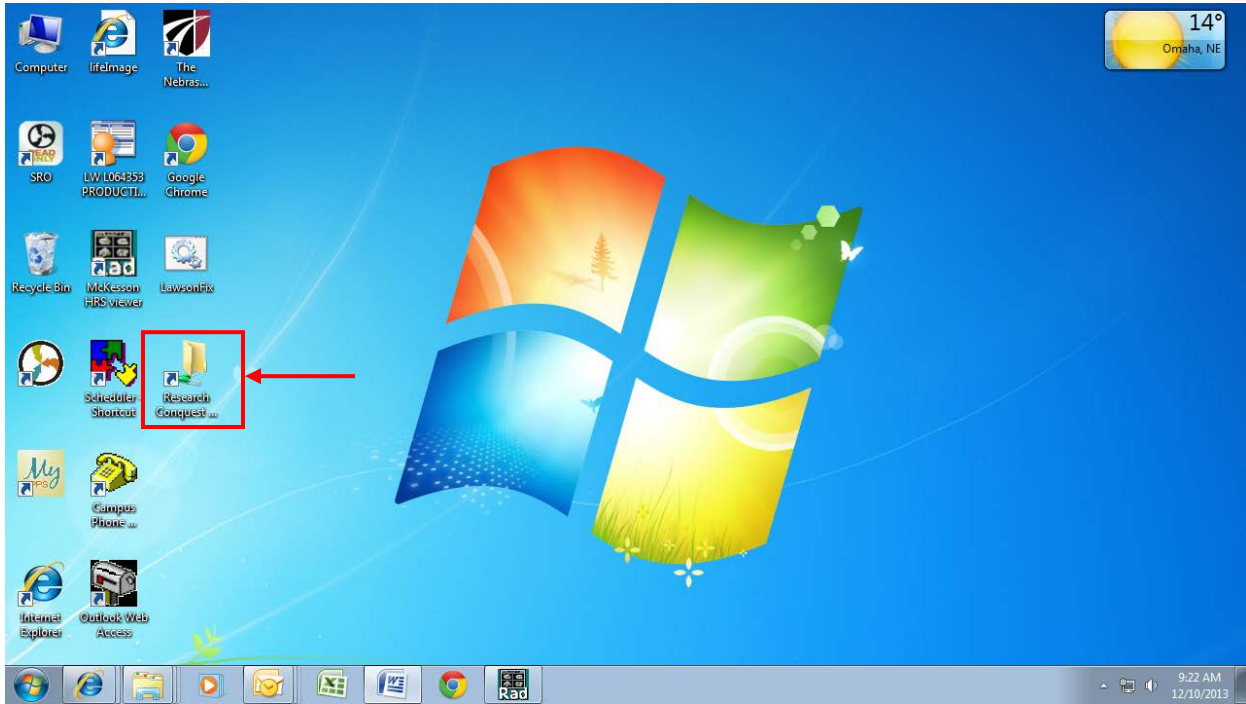
20. Paste the link from this document in the “Type the location of the item:” box (red box below). Select “Next” (green box below).



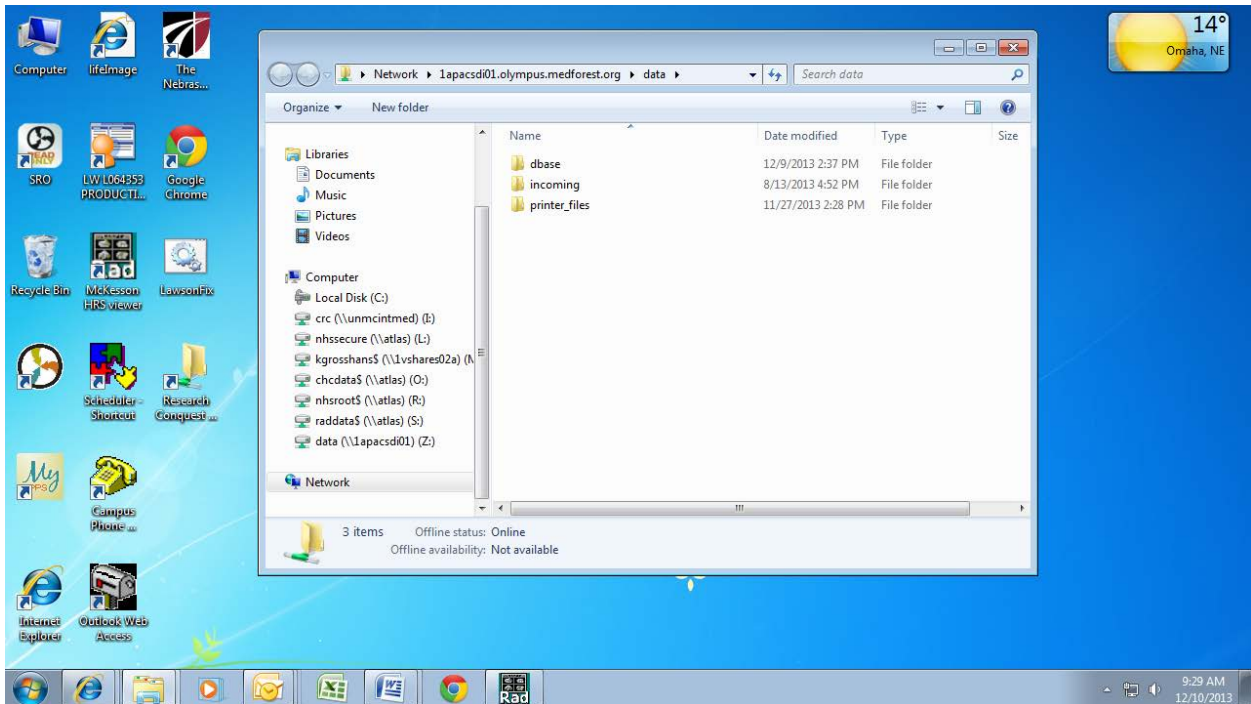
21. Type “Research Conquest Partially De-identified Scans” in the “Type a name for this shortcut:” box (red box below). Click “Finish” (green box below).



22. An icon will now appear on your desktop titled “Research Conquest Partially De-identified Scans” (see **red** box below). Double click on this icon.



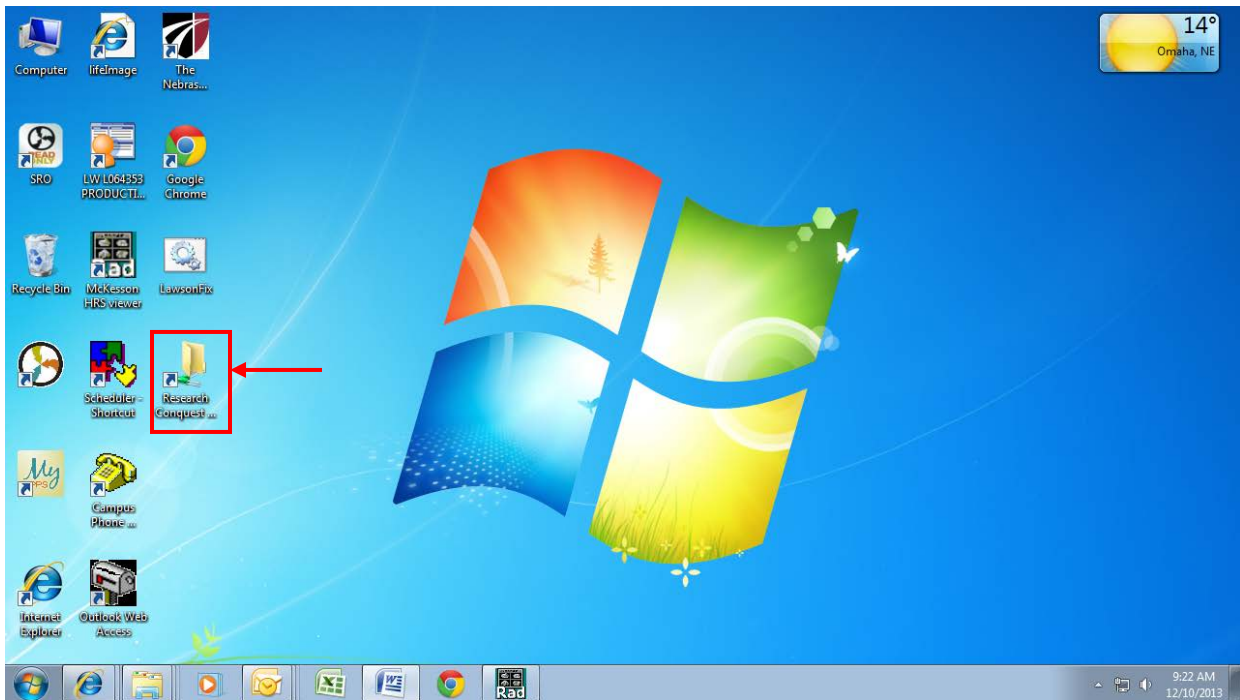
23. You will see the screen below. You should also see a folder with the Anonymized MRN that you have assigned to your patient. This folder contains all of the DICOM files from your patient’s scan.



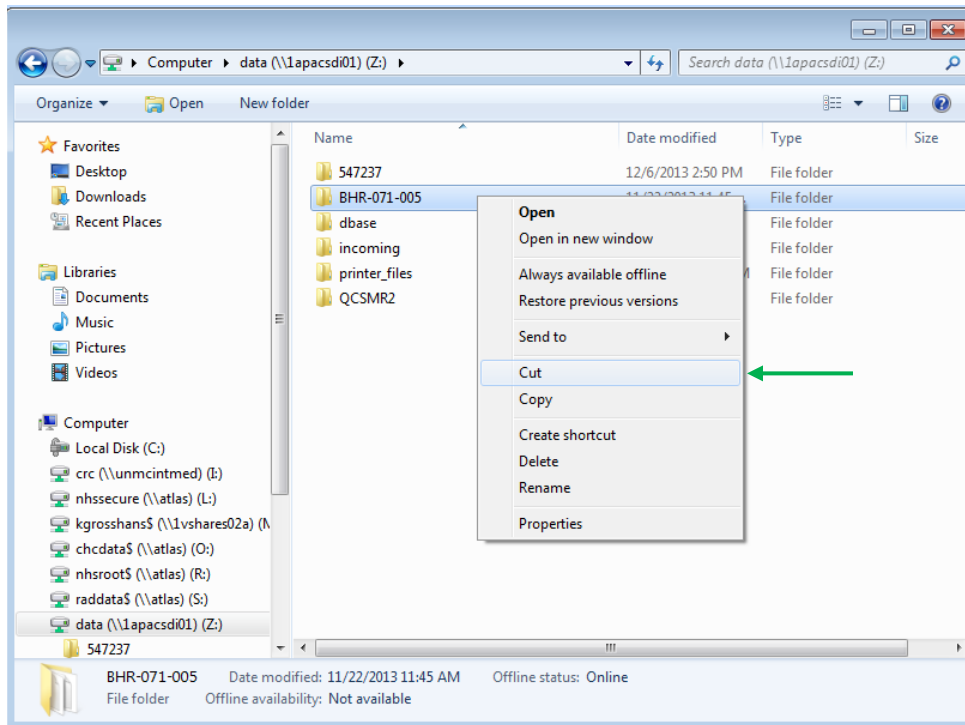
24. Partially de-identified scans cannot be uploaded to the sponsor from the “Research Conquest Partially De-identified Scans” network drive. Therefore, you will have to cut and paste your patient’s folder from the “Research Conquest Partially De-identified Scans” network drive to another secure network drive (NOT ON YOUR DESKTOP!) that has been chosen by your department. After scans have been uploaded to the sponsor, delete the folder that you have saved on your department’s network drive.

EXAMPLE

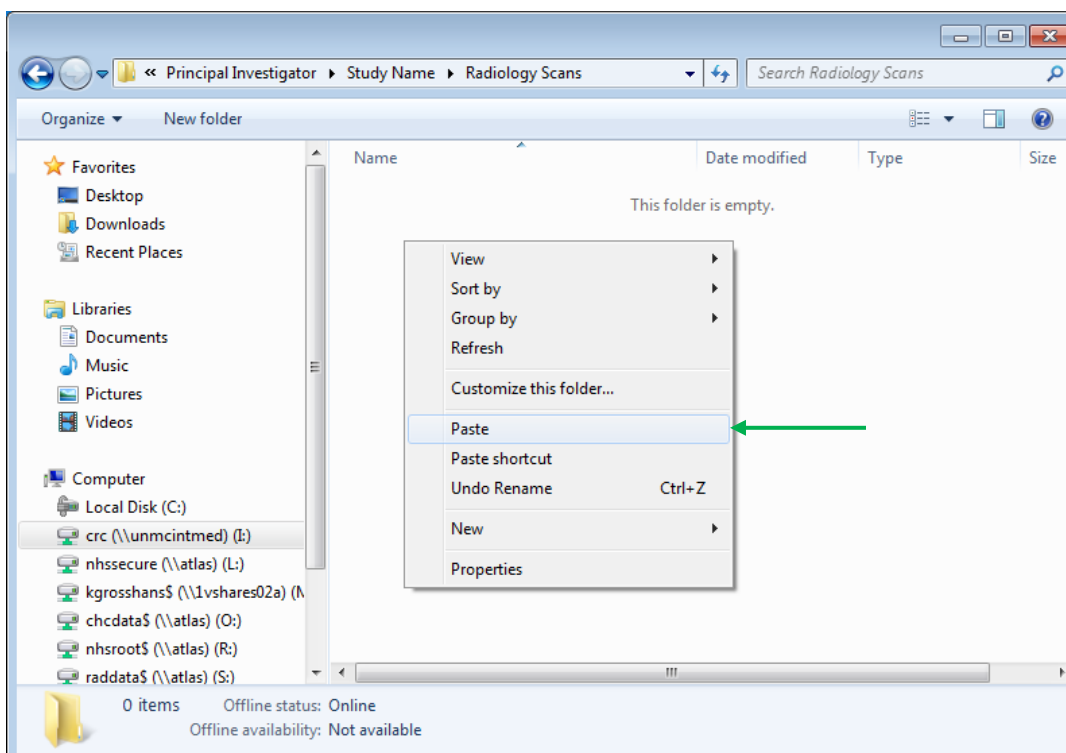
- a. For example purposes, we will use a patient with an Anonymized MRN of BHR-071-005. In order to find this patient’s study, double click on the “Research Conquest Partially De-identified Scans” icon that is on your desktop (red box below).



- b. Right-click on your patient's folder and select "Cut" (green arrow below).



- c. Paste this folder to another secure network drive (NOT ON YOUR DESKTOP!) within your department (green arrow below).



- d. Upload your scan to the sponsor from this location.
- e. After your scan has been uploaded, delete the scan from your department's network drive.