

## Enterprise Access 3.3.0 Quick Reference Card for the Referring Provider (Side 1)

### Working with the Referring Provider Worklist

Log in	<ol style="list-style-type: none"> <li>1 Start Microsoft Internet Explorer, enter the Enterprise Access server IP address/name, and press ENTER or click the desktop icon.</li> <li>2 Enter user ID and password.</li> <li>3 Click <b>login</b>. URL:</li> </ol>
Display worklist	<ol style="list-style-type: none"> <li>1 On the vertical toolbar, click <b>Worklist</b>.</li> <li>2 On the horizontal toolbar, click <b>Referring</b>.</li> </ol>
Read a diagnostic report and view images	<ol style="list-style-type: none"> <li>1 Click patient's name.</li> <li>2 Click next to exam.</li> <li>3 Click <b>View Images</b>.</li> </ol>
Print a diagnostic report	<ol style="list-style-type: none"> <li>1 Click patient's name.</li> <li>2 Click <b>Print</b>.</li> <li>3 Enter printing information and click <b>OK</b>.</li> </ol>
Remove exam from worklist	Click patient's name and click <b>done</b> .
Find a patient or exam	<ol style="list-style-type: none"> <li>1 Click <b>find pt/exam</b>.</li> <li>2 In the <b>Search By</b> field, click and select <b>ACC</b> or <b>MRN</b>.</li> <li>3 Enter patient's ACC or MRN and click <b>search</b>.</li> <li>4 Click next to patient.</li> <li>5 Click patient's name.</li> <li>6 To view images, click next to exam and click <b>View Images</b>.</li> <li>7 To return to your worklist, click <b>worklist</b>.</li> </ol>
View another provider's worklist	<ol style="list-style-type: none"> <li>1 Click <b>custom</b>.</li> <li>2 In the <b>Provider</b> field, enter a provider's name.</li> <li>3 Enter a date range.</li> <li>4 Click <b>ok</b>. (<b>Note:</b> To return to your default worklist, click <b>worklist</b>.)</li> </ol>
Read reports and view images for prior exams	<ol style="list-style-type: none"> <li>1 Click patient's name.</li> <li>2 Click <b>pt exam list</b>.</li> <li>3 Click patient's name.</li> <li>4 To view images, click next to exam and click <b>View Images</b>.</li> <li>5 To return to your worklist, click <b>worklist</b>.</li> </ol>
View scheduled exams for my patients	On the worklist, click <b>scheduled</b> .
Filter the Referring Provider Worklist	<ol style="list-style-type: none"> <li>1 In the <b>Additional Search By</b> field, click and select a data type.</li> <li>2 Type an entry in the text field to the right.</li> <li>3 Click <b>refresh</b>.</li> </ol>
Log out	Click <b>Logout</b> below the vertical toolbar.

### Working with the Patient History Timeline

View detailed exam information	Position mouse pointer over exam on timeline.
Load exams into rack	Click exam on timeline.
Unload exams from rack	Right-click exam on timeline and click <b>Close Exam</b> .
Add exam to folder	Right-click exam on timeline and click <b>Add Exam to Folder</b> .
View reports	Right-click exam on timeline and click <b>Show Report</b> .
View exam memos	Right-click exam on timeline and click <b>Show Exam Memos</b> .
Export exam via DICOM	Right-click exam on timeline and click <b>Export via DICOM</b> .
Cache exam	Right-click exam on timeline and click <b>Cache Exam</b> .



## Viewing Images

Resize rack height	Click rack margin and drag up or down to desired height.
Move images and series in exam rack	Click header or footer and drag to desired location.
Enlarge images	Double-click image.
Resize enlarged images	Click and drag image borders or maximize by clicking in upper right corner of image header.
Change window width and level	Change manually: Click and drag mouse left or right (width) or up and down (level) across image.
	Use predefined settings: Right-click image and click <b>Window Width/Level</b> , and then click a window width/level setting.
Flip or rotate image	<ol style="list-style-type: none"> <li>1 Right-click image and click <b>Flip/Rotate/Sort/Split</b>.</li> <li>2 Click <b>Flip Horizontal</b>, <b>Flip Vertical</b>, <b>Rotate 90 CW</b>, or <b>Rotate 90 CCW</b>.</li> </ol>
Take measurements (HU on CTs)	Right-click image and click <b>Measurement</b> , and then click <b>Ruler</b> , <b>Angle</b> , <b>Region of Interest</b> , <b>Freehand ROI</b> , <b>Point Value</b> , <b>Measurement Palette</b> or <b>Calibrate Image</b> (Ruler , Angle , Region of Interest , or Freehand ROI ). <b>Note:</b> To close palette, press CTRL+M.
Spine labeling	<ol style="list-style-type: none"> <li>1 Right-click image and click <b>Annotations</b>.</li> <li>2 Click <b>Spine Labeling</b>.</li> <li>3 Click label and click location on image.</li> </ol>
Link images or compare prior studies	<ol style="list-style-type: none"> <li>1 Right-click first image and click <b>New Link</b>.</li> <li>2 Right-click second image and click <b>Join Link</b>. appears in upper left corner of images.</li> </ol>
Clone	<ol style="list-style-type: none"> <li>1 Double-click image or series.</li> <li>2 Right-click image and click <b>Clone</b>.</li> </ol>
Save image to file	<ol style="list-style-type: none"> <li>1 Right-click image and click <b>Save</b>, and then click <b>Window to File</b> or <b>Image to File</b>.</li> <li>2 Identify location where image will be saved and click <b>Save</b>.</li> </ol>
Copy image to clipboard	<ol style="list-style-type: none"> <li>1 Right-click image and click <b>Save</b>, and then click <b>Window To Clipboard</b> or <b>Image To Clipboard</b>.</li> <li>2 Open another application (for example, Word, Paint, and so on) and paste image.</li> </ol>
Print image	<ol style="list-style-type: none"> <li>1 Right-click image and click <b>To Paper Printer</b>.</li> <li>2 Enter printing information and click <b>OK</b>.</li> </ol>
Navigate multi-image series	Multi Image Mode: Right-click image, click <b>Multi Image Mode</b> , and then click a configuration.
	Slow cine: Roll mouse wheel, or press up and down arrow keys or PAGE UP and PAGE DOWN.
	Fast cine: Hold mouse wheel and drag mouse, or hold up and down arrow keys or PAGE UP and PAGE DOWN keys.
	Cine loop: Right-click image and then click <b>Play Cine Loop</b> .
Zoom	Press ALT + click and drag mouse.
Pan	Press CTRL + click and drag mouse.
Select presentation state	<ol style="list-style-type: none"> <li>1 In exam rack, right-click left margin below .</li> <li>2 Click <b>Presentation States</b> and then click a presentation state.</li> </ol>
Return to worklist	Click in upper right corner of viewer window.

