

Life Image Application

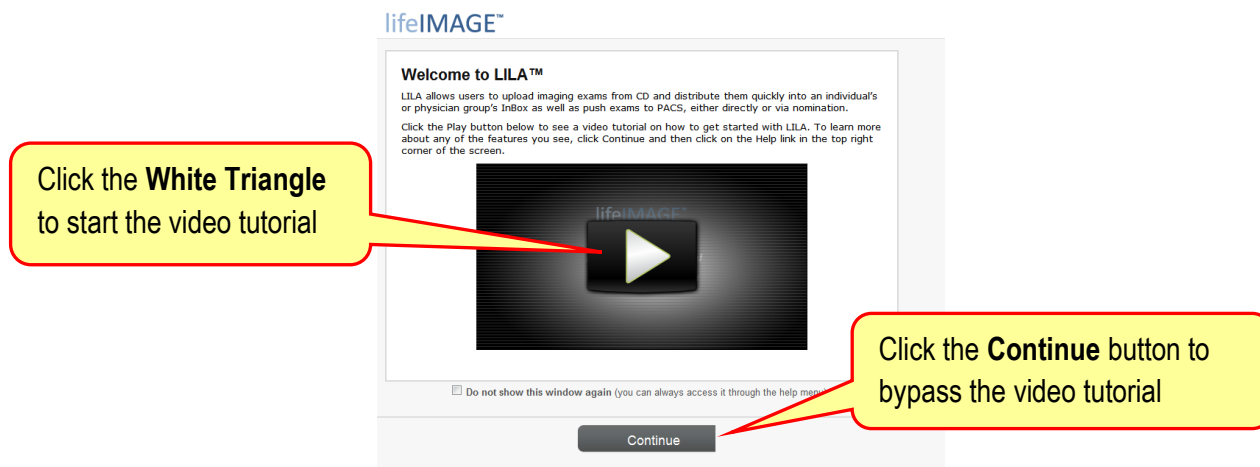
The lifeIMAGE application allows you to upload Radiology Studies or Exams that were taken from outside the UMH system. This application allows for quick viewing of the images on your local computer along with being able to select and request specific studies or exams to be placed into the PACS system.

Getting Started

Access the lifeIMAGE website and **Log In**.



The very first time you logon to lifeIMAGE, you will see the welcome page along with a video tutorial. If you bypass the tutorial, you can launch it at any time by clicking on the blue **Help** link (shown on the next page).



Definitions of Terms used in this Process

Uploaders = people who have the responsibility to upload images (CD/DVD, flash drive, etc.) of the patient into the lifeIMAGE application.

Nominators = people who can view the images in lifeIMAGE and request the study or exam(s) be placed in the PACS application.

Many times an Uploader and Nominator are one in the same. There may be several Uploaders and/or Nominators within a clinic or department.

Gatekeeper = people who review the request, check PACS to avoid duplicate studies/exams and ensure exams are appropriate for the clinic or department. Gatekeepers also are responsible for placing an order within PowerChart for each study/exam uploaded to PACS.

Uploader Process - Uploading an exam using the lifeIMAGE application

As an Uploader, you will have My Library and a specific Group Upload section. You will always upload to the Group, not My Library.

The left column will list the group(s) to which you are assigned/allowed to upload documents

Your name will appear here, along with the **Help** and **Log out** links

1) Click the **Upload exams** button

Use the **Find exams on CD/DVD** button if you have loaded a CD/DVD

Use the **Browse for exams** button to navigate to a flash drive or study saved on the computer

2A) **Confirm** Patient Name & DOB

2B) **Confirm** the exams; **Uncheck** any unwanted or irrelevant exams

2C) Click the **Continue** button

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[Help](#) | [Account settings](#) | [Administration](#) | [Log out](#)

3A) Enter the patient's **MRN**.
Entering the MRN here will automatically update to the UEI # when nominating into the PAC system. (See page 5)

3B) Select your **Upload Group** location
Once this has been set, it will continue to default to this same group

3C) Click **Upload exams**

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Uploading exams
Initializing...
Cancel

MY LIBRARY
ORTHOPAEDICS UPLOADS
InBox

This **blue bar** will display during the uploading process

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Click on an **exam** to display its details on the right

InBox
2 exams sorted by [newest upload](#)

Ztest^Cougar CT
10/08/2014 | CT ABDOMEN/PELVIS WI...
TAGS: Add tag Delete

Ztest^Cougar CR
10/07/2014 | CHEST 2 VIEWS

CT ABDOMEN/PELVIS WITH
10/08/2014, 374 images in 8 series

1 image
2 images

PATIENT DEMOGRAPHICS
Name [Ztest^Cougar](#)
Patient MRN [013337071](#)
DOB Jun 22, 1952
Age 62
Gender M
Referring Physician BECKER
External MRN CF108682

EXAM HISTORY
EXAM INFORMATION

Viewing the exams using the lifeIMAGE application

The screenshot displays the lifeIMAGE application interface. On the left is a sidebar with 'MY LIBRARY' and 'ORTHOPAEDICS UPLOADS' sections. The main area shows an 'InBox' with two exams. The selected exam is a CT scan of the abdomen and pelvis. The viewer shows a large image with a filmstrip at the bottom. A toolbar on the right contains various manipulation icons. Three callout boxes provide instructions: one points to the 'Viewer' tab, another to the filmstrip, and a third to the manipulation toolbar.

lifeIMAGE™ Search exams Search Search help

Upload exams

MY LIBRARY

ORTHOPAEDICS UPLOADS

InBox

Shared

Shared w/ Group

PACS

Deleted items

InBox

2 exams sorted by newest upload

Ztest^Cougar CT
10/08/2014 | CT ABDOMEN/PELVIS WI...
TAGS: Add tag Delete

Ztest^Cougar CR
10/07/2014 | CHEST 2 VIEWS

Summary Viewer Reports Share PACS Manage Exams Attachments

CT ABDOMEN/PELVIS WITH
WL: 50, WW: 500 (DICOM)
Lossy compression

Wed Oct 8 2014
01:06:26 GMT-0600

R L

Image: 2 (2 of 2)
Zoom: 58%
FOV: 530x549mm
Scout

Gantry Tilt: 0
Slice Loc: 50
Slice Thick: 550.182

Oct 08, 2014, CT ABDOMEN/PELVIS WITH, ELLI...

Use these icons to manipulate the image; hover over each icon to identify the function of each

Click on the **Viewer Tab** to view the images in lifeImage

Click to select different images from the filmstrip

Nominator Process - Nominating a study / exam to be uploaded into PACS

The patient **MUST have at least one visit in PowerChart in order to nominate exams into PACS.

As Nominator, you will have My Library and a specific Group Upload section. Uploads are found under the **Group Uploads** section; not under My Library.

1) Click on the **PACS Tab**

2) Select the **Gatekeeper group** -- Once this has been set, it will continue to default to this same group

3) If you entered the MRN # in **Uploading Step 3**; it will automatically pull in the UEI # of the patient

4) Enter **Provider name** here

Please take notice

Note: **Nothing older than 5 years**

5) Enter your **phone #**

6) Once the required fields are complete, click the **Nominate Exam** button

After the study/exam has been nominated; a **P** will appear in the Patient ID box

Details here refer to the **exam** you have selected on the left

Your nomination is pending.
[Cancel nomination](#)

Gatekeeper Process – Uploading a nominated study / exam to PACS

As a Gatekeeper you will see an additional Group Gatekeeper section.

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Upload exams

InBox 2 exams

ORTHOPAEDICS GATEKEEPER

MY LIBRARY

ORTHOPAEDICS UPLOADS

Ztest^Cougar 10/08/2014 | CT ABDOMEN/PELVIS WL... CT

Ztest^Cougar 10/07/2014 | CHEST 2 VIEWS CR

Click to expand your **Group Gatekeeper** section

Click on **Nominations** to view a list of upload requests

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Upload exams

ORTHOPAEDICS GATEKEEPER

Nominations

Queued

Rejections

Completed

Failed

MY LIBRARY

ORTHOPAEDICS UPLOADS

Nominations 2 exams sorted by **priority**

Ziggy^Zulu 12/05/2014 | XR Knee Right CR DX
Nominated 3 days ago by James Choo

Ztest^Cougar 10/08/2014 | CT ABDOMEN/PELVIS WL... CT
Nominated minutes ago by Elaine Hinton

TAGS: Add tag

CT ABDOMEN/PELVIS WITH

10/08/2014, 374 Images in 8 series

1 image

PATIENT DEMOGRAPHICS

Name

Patient MRN 013337071

DOB Jun 22, 1952

Age 62

Gender M

Referring Physician BECKER

External MRN CF108682

Find the patient and click on an exam to display its details

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Upload exams

ORTHOPAEDICS GATEKEEPER

Nominations

Queued

Rejections

Completed

Failed

MY LIBRARY

ORTHOPAEDICS UPLOADS

Nominations 2 exams sorted by **priority**

Ziggy^Zulu 12/05/2014 | XR Knee Right CR DX
Nominated 3 days ago by James Choo

Ztest^Cougar 10/08/2014 | CT ABDOMEN/PELVIS WL... CT
Nominated 30 minutes ago by Elaine Hinton

TAGS: Add tag

Summary Viewer Reports **Process** Attachments

Process Nomination

Gatekeeper group: Orthopaedics Gatekeeper

Order type: Push to PACS

UEI / MRN: 013337071

Modality: CT

External exam description: CT ABDOMEN/PELVIS WITH

Reason for visit:

Additional patient history:

Requesting Physician: DR. WHITE

Nominators Contact Number: 4-7097

Note: **Nothing older than 5 years**

Nominated by: Elaine Hinton

Reject Process

Click on the **Process** tab to view information about this exam

Click the **Process** button

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Summary Viewer Reports **Process** Attachments

Process Nomination * = Required field

Use the form below to perform a modality worklist (MWL) query to normalize patient demographics and study information against PACS before sending to PACS.

* Search by: Patient Name

* Search for: Zest, Cougar

Cancel Query MWL

Enter the Patient name

Click the Query MWL button

This step below compares the data on the CD/DVD with the patient's information within PowerChart. Red data indicates a difference. Notice the patient's name under the Exam column has the patient's middle initial while the information under the PACS/MWL column does not include one. Verify the patient data before sending to PACS.

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Summary Viewer Reports **Process** Attachments

Process Nomination * = Required field

Items	Exam	PACS/MWL
Patient Name:	Ztest^Cougar^M	Ztest^Cougar
DOB:	Mar 20, 1960	Mar 20, 1960
MRN:	013337071	20282858
Accession Number:	CF088921600900	ID-14-0000047
Study Description:	CT ABDOMEN/PELVIS WITH S WITH	IMPORT CT Body
Gender:	F	F

* Priority: Routine

POSSIBLE PATIENT AND/OR EXAM MISMATCH

This exam's details will be overwritten by the PACS/MWL info above when the exam is sent to PACS. Please confirm that you've selected the correct patient and exam before proceeding.

Cancel Send to PACS

Items that most likely will not match are MRN #, Accession #, and Study Description

Verify Patient name, DOB and gender

Click the Send to PACS button