lifeIMAGE™

Quick Tip Guide

Uploading and Viewing Exams:

1. Log into LifeIMAGE using your Active Directory (network) username and password. If this is your first time logging in you will be asked to fill out your contact information:

   https://lifeimage.umassmemorial.org

2. Place a CD/DVD in the disc drive and hold down the **Shift** key to prevent the default image viewer from launching.

3. Click the **Upload exams** button in the upper left corner of screen.

4. Click the **Find exams on CD/DVD** button.

5. A security warning may pop up on the screen:
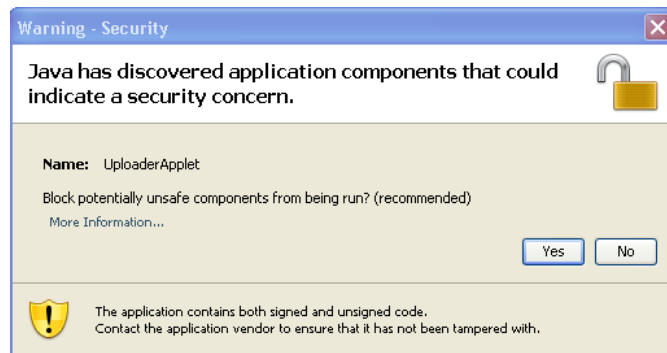
   If so, click **No** to continue.

6. Confirm patient name, gender, and DOB on the left side of the screen.

7. Uncheck any unwanted or non-relevant exams on the right side of the screen.

8. Click **Continue**.

9. Enter patient MRN (optional) and select an upload destination from the dropdown list.

10. Click **Upload exams**.

Blue bar will display upload progress. When complete you can:

- Click on the patient name to display the first image and demographic information for this patient that was uploaded.

- Click **Summary** to view patient demographics, exam history, and exam information.

- Click **Viewer** to view the images and access the viewer tools.

- Click **Reports** to view any DICOM reports that may have come on the CD (a "paper" icon will display on the exam list if reports were uploaded from CD).

- Click **Share** to enable sharing an exam with other groups or users. Begin typing their name and then choose group or user from the list, or click **Select from list** to see a full list of groups and users. Acknowledge HIPAA responsibilities and either choose **Share** to send generic e-mail notification or **Share w/Personal Message** to add comments.

- Click **PACS** to nominate the exam to PACS.

- Click **Manage Exams** to edit the patient MRN or delete exam(s) from your InBox.

- Click **Attachments** to view electronic documents. A paperclip icon on the exam list will indicate if documents were added.

Nominating Exams to PACS:

1. From your InBox, click on the patient exam that you wish to nominate.

2. Click **PACS** to initiate the nomination request to PACS.

3. Fill out the nomination form with the required information:

   - Choose the appropriate Gatekeeper group from the dropdown list
   - Enter the requesting provider's name and contact information
   - Select a reason for nominating the exam to PACS
   - Enter the clinical indication for a secondary read if no outside report is included
   - Priority can be set to **Routine** or **Stat** as needed
   - Check the box to authorize a secondary read if one is requested or required

4. Click **Nominate Exam** to complete the nomination to PACS.

*A light grey "**P**" will appear in the inbox next to the exam. Once the exam is pushed to PACS the **P** will turn black.*

Processing Exams to PACS *With* an Order (scheduled exam):

These steps pertain to the Gatekeeper role, which is not accessible to most lifeIMAGE users.

1. Go to the **Image Library** group that the exam was nominated to, then click the **Nominations** folder.

2. Click on the desired patient name and click **Process**.

3. Choose to search by **Accession Number** from the dropdown list, then enter the accession number obtained from RIS-IC after the exam has been scheduled.

4. Click **Query MWL** to retrieve the order from RIS-IC, then select the matching order from the query results.

5. **STOP** if you are informed of a possible patient and/or exam mismatch as indicated below. Confirm that the information is correct, or cancel and correct the information before proceeding.

6. Click **Send to PACS** to send the exam to PACS and merge it with the patient record.

7. Review PACS for correct study, correct patient, and accurate number of images.

Processing Exams to PACS *Without* an Order:

These steps pertain to the Gatekeeper role, which is not accessible to most lifeIMAGE users.

1. Go to the **Image Library** group that the exam was nominated to, then click the **Nominations** folder.

2. Click on the desired patient name and click **Process**.

3. Click **Query MWL**. The query will not return any results but will allow you to proceed without an order. Click **send to PACS w/o order**.

4. Select Query System **MEDICAL CENTER QRY** from the dropdown list.

5. Lookup the patient MRN in RIS-IC, then enter it in the Patient MRN field and click **Perform C-FIND**.

6. **STOP** if you are informed of a possible patient and/or exam mismatch as indicated below. Confirm that the information is correct, or cancel and correct the information before proceeding.

7. Click **Send to PACS** to send the exam to PACS and merge it with the patient record.

IMPORTANT: This method will associate the exam with the correct patient record, but will not place the exam on the Patient History Timeline in PACS.

8. Review PACS for correct study, correct patient, and accurate number of images.