

IMPAX 6.5.1 Quick Reference: Ronds

Preparing studies for rounds or conferences


1. If not already displayed, add the scheduled worklist for the round or conference to your List area.
2. Click the worklist bar to expand it.
3. If required, add specific patients to the scheduled worklist.
4. For the studies added to the scheduled worklist, if required, take snapshots of the current layout, including screen formats, window leveling, markups, and magnification.
5. Remove any studies that do not have to be discussed in the round.
6. If required, reorder the patients in the worklist.
7. If you reordered the studies, in the worklist bar, click **Save**.

Creating scheduled worklists


1. In the List area, click **Worklists**.
2. In the Worklist Library, under Scheduled Worklists, click **New**.
3. In the Worklist Name field, type a name that describes the purpose of the worklist.
4. In the Worklist Comment field, type a full description of the purpose of the worklist.
5. Ensure that the Type of Worklist is **Scheduled Worklists**.
6. Optionally, on the Search tab, define and perform an advanced search to determine which studies will be displayed in the worklist.
7. If required, configure the columns that appear in the worklist.

8. Switch to the **Organization** tab and select a location for the worklist in the role hierarchy.
9. Switch to the **Schedule** tab.
10. Click the **Days** the worklist should occur.
11. Select the **Protect studies in cache** checkbox.
12. Select the number from **0** to **5** of **Days** or **Weeks** to keep the studies in the image cache after the scheduled date of the worklist arrives.
13. Optionally, switch to the **Priority Grouping Rules** tab and select the priority grouping rules.
14. Click **OK**.

Creating snapshots

1. To display a study in the Image area, in the List area, use cycle or open study.
2. Lay out the study so that it appears as you would like it.
3. From the Image area top toolbar, click **Snapshot**. 
4. Take any other snapshots required for the study.

Adding or editing snapshot comments

1. From the Image area top toolbar, click the Snapshot arrow. 
2. From the list of snapshots, right-click the snapshot you want to add a comment to or edit an existing comment.
3. Select **Comment**.
4. To add a comment, in the Snapshot Comment Input dialog, type the comment.

or

To edit an existing comment, in the Snapshot Comment Input dialog, add, change, or delete the existing text.

5. Click **OK**.

Removing studies from a worklist

1. If contracted, expand the worklist.
2. Right-click a study and select **Remove**.

Reordering patients and saving a worklist


1. If contracted, expand the worklist.
2. In the worklist, select one or more patients.
3. Drag the selected patients to a new location within the worklist.
4. If reordering a scheduled worklist, to save the ordering, click **Save** in the worklist bar.

Reviewing studies during a round or conference

1. If not already displayed, add the scheduled worklist for the round or conference to your List area.
2. Cycle the scheduled worklist.

or

Open specific studies from the scheduled worklist.

3. If the study has one or more saved snapshots, click the arrow next to the Snapshot button. 
4. Select the required snapshot.

Rescheduling a round or conference

1. In the List area, click **Worklists**.

2. In the Worklist Library, in the Scheduled Worklists group, locate the worklist to reschedule.
3. Right-click the worklist and select **Edit**.
4. Switch to the **Schedule** tab.
5. Click the **Days** the worklist should occur, and clear the days the worklist should be removed from.
6. Select the **Protect in Cache for** checkbox.
7. Select the number of days or weeks to keep the studies in the image cache after the scheduled date of the worklist arrives.
8. Click **OK**.