

# IMPAX 6.5.1 Quick Reference: Search

## Finding studies using Search

1. In the List area, click the **Search** bar to expand it.
2. To display additional search criteria fields, right-click to access the Configure dialog.
3. To narrow the search, type or select the search options.
4. Optionally, to add these results to previous search results, select the **Add results to the last search** checkbox.
5. If required, select a different location to search.
6. Click **Search**.

## Finding patients using Search

1. In the List area, click the **Search** bar to expand it.
2. In the Last, First Name field, type the patient's name.  
or  
In the Patient ID or Global patient ID field, type the **patient's ID**.
3. From the Current Patient Location list, select **any**.
4. Optionally, choose a Date to search.
5. Click **Search**.

## Selecting a date to search within

1. From the list of date conditions, select **Within the Last** or **Older than**.
2. In the Search dialog, type or select a number.
3. Click the units button to switch to **Hours, Days, Weeks, Months, or Years**.
4. Click **OK**.

## Searching for studies on specific dates

1. In the Search or Advanced Search, from the list of date conditions, select **Any Date, Today, or Yesterday**.

or

Select **Exact Match**. In the Search dialog, click the list arrow. In the Calendar, navigate to and click the required date. Click **OK**.

## Searching within a range of dates


1. From the list of date conditions, select **Between**.
2. In the Search dialog, select the **From** list and in the Calendar, click the required date.
3. Select the **To** list and in the Calendar, click the required date.
4. Click **OK**.

## Adding search results to the previous search

1. To narrow the search, type or select the search options.
2. Click **Search**.
3. Change the search options as required.
4. In the Search area, select the **Add results to last search** checkbox.
5. Click **Search** again.

## Defining which columns are displayed in the Search results

1. In the Search results, right-click the column heading.
2. Right-click a column heading to display the Customize palette.
3. If required, add or remove columns.

4. If required, reorder the columns.
5. To disable automatic sizing of columns, clear the **Autosize** checkbox.
6. When done, close the Customize dialog. 

## Search tips

- Use the \* (asterisk) wildcard character in search values to increase the possibility of returning correct results. For example, entering 4\*3 in the Patient ID field returns all patients whose ID begins with 4 and also contains a 3. The wildcard character can be at the start or middle of the string. The Search automatically places an asterisk at the end of the search criteria.
- Your system administrator sets the maximum number of studies displayed. If the number of studies found (indicated in the Search bar) is greater than that number, narrow the search constraints and search again.
- Unconstrained searches are not allowed. If you select **any** for the Study Date, you must also select another specific criterion to search on.
- If you require more complex searches, contact your PACS Administrator to give you access to the Advanced Search.
- The enterprise can be manually queried by left-clicking the **Find other studies** link in the Study List.

## Search options

Criteria	Description
Accession Number	Type the accession number for a study associated with that patient.
Body Part	Select the part of the body where the study was taken or select <b>any</b> .
Comments Contains	Type any part of the study comments. In the Configure dialog, this option is labeled as Study Comments.
Current Patient Location	Type or select the current location of the patient or select <b>Edit...</b> to open the Edit Favorite Search Items dialog. From the list, select the current patient location and click <b>OK</b> .
Department	Type or select the department where the study was performed or select ... (ellipsis) to open the Select Search Favorites dialog. From the list, select the department and click <b>OK</b> .
Description Contains	Type any part of the study description. In the Configure dialog, this option is labeled as Study Description.
Global Patient ID	Type all or part of the Global Patient ID. A patient can have multiple patient IDs across different information systems in the enterprise. The Global Patient ID links these multiple IDs by providing an identifier that does not change for the patient and is never used for other patients.
Institution	Select the name of the institution where the study was performed or select ... (ellipsis) to open the Favorites dialog. From the list, select the institution and click <b>OK</b> .

Criteria	Description
Key Image Title	From the list, type or select a Key Image document title that the key images are organized under.
Keywords	From the list, type or select a keyword that has been associated with the study.
Modality	Select a modality type to search for or select <b>any</b> .  In multiple IMPAX cluster configurations, where the IMPAX Data Center serves as the central archive, do not use Modality as a search option.
Operator	Type all or part of the name of the operator who performed the study.
Other Patient IDs	Type all or part of an alternative patient ID.
Patient Age	Select the patient's age when the study was acquired. In the Criteria dialog, specify the parameters and click <b>OK</b> . To switch between Hours, Days, Weeks, Months, and Years, click the <b>units</b> button.  In the Configure dialog, this option is labeled as Patient Age at Acquisition.
Patient Birth Date	Type a date or select it from the calendar to search within or select <b>Any Date</b> . Text highlighted in red indicates an invalid date format.  Note that if you select Any Date, you must also select another criteria to search on. Unconstrained searches are not allowed.
Patient History Contains	Type all or part of patient history information.  In the Configure dialog, this option is labeled as Additional Patient History.

Criteria	Description
Patient ID	Type the patient ID.
Patient Last, First Name	Type all or part of the patient's name. In the Configure dialog, this option is labeled as Patient Name.
Patient Sex	Any, Male, Female, Other
Performing Physician	Type or select all or part of the performing physician's name or select ... (ellipsis) to open the Select Search Favorites dialog. From the list, select the performing physician and click <b>OK</b> .
Procedure Code Contains	Type all or part of the requested procedure text. In the Configure dialog, this option is labeled as Requested Procedure.
Radiologist	Type or select all or part of a the name of the radiologist who dictated the study or select ... to open the Select Search Favorites dialog. From the list, select the radiologist and click <b>OK</b> .
Referring Physician	Type or select all or part of the referring physician's name or select ... to open the Select Search Favorites dialog. From the list, select the referring physician and click <b>OK</b> .
Requesting Physician	Type or select all or part of the requesting physician's name or select ... (ellipsis) to open the Select Search Favorites dialog. From the list, select the requesting physician and click <b>OK</b> .
Requesting Service	Type all or part of the name of the department that requested the study.
Speciality	Select a specialty from the list, such as Head, Chest, Body, Neuro, and so on.

Criteria	Description
	In multiple IMPAX cluster configurations, where the IMPAX Data Center serves as the central archive, do not use Speciality as a search option.
Status	<p>Select the status of the study:</p> <ul style="list-style-type: none"> <li>• any</li> <li>• new</li> <li>• trainee dictation started</li> <li>• trainee dictated</li> <li>• dictation started</li> <li>• dictated</li> <li>• reported</li> <li>• approved</li> </ul> <p>In multiple IMPAX cluster configurations, where the IMPAX Data Center serves as the central archive, do not use Status as a search option.</p>
Study Date	<p>Select a date to search within or select <b>any</b>. If you select any, you must also select another specific criteria to search on. Unconstrained searches are not allowed.</p> <p>The <b>any</b> search criteria is not maintained between logins for the same user as it can potentially return too many search results. If you select any, the next time you log in, the default value appears for Study Date.</p>
Visit Number Contains	Type all or part of the department visit number, which locates studies based on the number of times the patient has visited

Criteria	Description
	<p>the department, including the time of the current study.</p> <p>In the Configure dialog, this option is labeled as Department Visit Number.</p>