Portal

English

6M3344 Rev J

Instructions for Use

Vue PACS

Version 12.2.8.x

PHILIPS

Table of contents

1 Before You Begin

1.1 About this guide

1.1.1 About the Instructions for Use

This Instructions for Use (IFU) is intended to assist users and operators in the safe and effective operation of the product described.

The “user” is considered to be the body with authority over the product.

The "operators" are the persons who actually handle the product.

Before attempting to operate the device, you must read this manual thoroughly, paying particular attention to all Warnings, Cautions and Notes incorporated in it. You must pay special attention to all the information given and procedures described in the Safety section.

WARNING

Warnings are directions, which if not followed, could cause moderate to serious injury to a user, patient or any other person, or could lead to a misinterpretation and/or loss or damage of patient-related data.

CAUTION

Cautions are directions, which if not followed, could cause damage to the product described in this Instructions for Use and/or any other device.

1.1.2 Usage of product

The Instructions for Use for **Vue PACS** is supplied electronically and/or in printed volumes.

The five volumes typically include:

- *Instructions for Use*. This volume explains how to use the Vue PACS device and contains information about safety, data security, system start-up, software navigation, accessing patient data, and filming.
- *Application instructions for use volumes:*
  - Review. Depending on your version of **Vue PACS**, you may have multiple, modality-specific Review volumes (for example, CT Review; NM Review: MR Review; Multimodality Review, and so on) that explain how to use the various image viewers supplied with the system. Also included in these volumes are other processing techniques for displaying and analyzing patient studies.

- Analysis: Depending on your **Vue PACS** version you may have multiple, modality specific Analysis volumes for example, CT Analysis; NM Analysis; MR Analysis; Multimodality Analysis, and so on) that explain how to use advanced applications.

- System Administration Guide. This volume explains how to use the **Vue PACS** device. The local site administrators and service personnel are provided the functionality required to monitor **Vue PACS** usage, check for errors, add and delete users and groups and maintain the patient database.
- Third-party applications. Different versions of Instructions for Use are available. Select the appropriate documents for your version.
- Electronic Instructions for Use. An electronic (PDF) version of the Instructions for Use is provided. Contact the administrator if you do not have access to this material.

1.2 Intended Use/Purpose

Vue PACS is an image management system whose intended use is to provide complete and scalable local and wide area PACS solutions for hospital and related institutions/sites, which will archive, distribute, retrieve, process and display medical images and data from hospital medical imaging and information systems. The system is to be used by trained professionals including, but not limited to, physicians and medical technicians

The system contains interactive tools in order to ease the process of analyzing and comparing three dimensional (3D) images. It is a single system that integrates review, dictation and reporting tools to create a productive work environment for the radiologists and physicians.

1.2.1 Intended users

The device is to be used by trained professionals including, but not limited to, physicians and medical technicians.

- Trained radiologists – to read and review medical images as part of their routine work.
- Referring physicians and clinicians – to review the images and results created by the radiologists, or access exams for review.
- PACS Administrators – to monitor and improve the efficiency, accuracy and integrity of the image services provided to the consumers.
- Patients - to view and share their images and results created by radiologists, mainly for second opinion.

1.2.2 Patient target groups and intended patient population

Vue PACS is not limited to an intended patient population nor medical condition.

6M3344 Rev J/ * 2025-07-31

1.3 Indications for use

Vue PACS is an image management system whose intended use is to provide complete, scalable local and wide area PACS solutions for hospital and related institutions/sites, which will archive, distribute, retrieve, process and display medical images and data from hospital medical imaging and information systems. This includes the display of structured reports from CAD systems with DICOM "for presentation" mammography images. The system is to be used by trained professionals including, but not limited to, physicians and medical technicians.

The system contains interactive tools in order to ease the process of analyzing and comparing three dimensional (3D) images. It is a single system that integrates review, dictation and reporting tools to create a productive work environment for the radiologists and physicians.

The system contains a Perfusion module with interactive tools to analyze and compare Computed Tomography Perfusion (CTP) and MR Perfusion (MRP) images of adult patients. Blood perfusion parameters are automatically calculated and displayed as a set of perfusion maps and perfusion tables. The perfusion tables include the calculation of parameters related to tissue flow (perfusion) and tissue blood volume.

The system contains a Diffusion Module with interactive tools to ease the process of analyzing and comparing MR Diffusion Weighted images (DWI) and MR Diffusion Tensor Imaging (DTI) of adult patients. This module is used to visualize local water diffusion properties from the analysis of diffusion-weighted MRI data.

The system supports Subtraction with interactive tools to aid with the analysis of Digital Subtraction Angiography (DSA) images in both interventional radiology and cardiology. Subtraction automatically subtracts a mask from contrast frames of an X-Ray Angiography study for visualization of vascular anatomy and pathology of adult patients.

The Lesion Management Application is a module that works with Vue PACS for measurement of lesions or regions of interest identified by trained users; tabulation of measurements, categorization of tumor response in accordance with user-selected standards, and follow-up record of findings. Lesion Management Application is not to be used for mammography.

The Vue Motion software program is used for patient management by clinicians in order to access and display patient data, medical reports, medical data, and medical images for diagnosis from different modalities including CR, DR, CT, MR, NM, ECG, and US.

Vue Motion provides wireless and portable access to medical images for remote reading or referral purposes from web browsers including usage with validated mobile devices. This device is not intended to replace full workstations and should be used only when there is no access to a workstation. For primary interpretation and review of mammography images, only use display hardware that is specifically designed for and cleared by FDA for mammography

1.4 Residual Risk

Information for safety in the form of warning, cautions, or recommendations for use has been added to the Instructions for Use, no reportable residual risks have been identified for Vue PACS.

6M3344 Rev J / * 2025-07-31

1.5 Contraindications

There are no identified contraindications

1.6 Limitations for use

WARNING

Do not use Vue PACS for any application until you have received adequate and proper training in its safe and effective operation. If you are unsure of your ability to operate this equipment safely and effectively DO NOT USE IT. Operation of this equipment without proper and adequate training could lead to clinical misdiagnosis.

WARNING

Vue PACS must be operated in an environment where the minimum specified requirements for hardware and network performance are met.

WARNING

Do not use Vue PACS for any purpose other than those for which it is intended. Operation of Vue PACS for unintended purposes, or with incompatible equipment, could lead to clinical misdiagnosis.

WARNING

Use of this product in a way not described in these Instructions for Use could lead to clinical misdiagnosis.

WARNING

The Vue PACS system can display both lossless and lossy compressed images. The user's ability to analyze images depends on the quality of the image data the user intends to analyze. Lossy/Irreversible compression affects the quality of the image. The user is responsible to ensure that the image's quality is adequate enough for the review purpose.

WARNING

When running Vue PACS with a virtualization solution (Citrix XenDesktop®), a degradation in image quality, in addition to skipped frames, can occur, based on the network bandwidth and virtual machine configuration.

6M3344 Rev J/ * 2025-07-31

WARNING

Before the study is closed, verify that images are copied or backed up successfully.

WARNING

Before the study is deleted, verify that images are copied, archived or backed up successfully.

WARNING

Be careful when editing the report. In some parts of the report it is possible to change the information created automatically.

WARNING

Make sure that you are using appropriate monitors and that they are properly configured and calibrated prior to using Vue PACS especially for clinical application such as Mammography.

WARNING

Never switch the IT equipment off using the POWER ON/OFF switch while the software product is still running, as this can damage data integrity, which can lead to loss or damage of patient-related data. Always exit the software product before switching off the IT equipment.

WARNING

Do not install unsupported software on the Vue PACS system because this could interfere with diagnosis or interpretation, or cause loss of or damage to patient-related data, and/or introduce computer viruses.

CAUTION

In case of a failure and images are not available via PACS, if the images need to be viewed immediately, physician/radiologist shall refer to the modality itself. When there is no onsite radiologist that can access the modality, the Institute guiding principles and procedures shall be followed.

1.7 Symbols Glossary - Non-Medical

Symbol	Symbol Name	Symbol Description	Standard / Regulation Number & Name	Symbol Reference Number
	Manufacturer	Indicates the name and address of the manufacturer.	EN ISO 15223-1:2021 [1]	5.1.1
	Date of manufacture	Indicates the date when the device was manufactured.	EN ISO 15223-1:2021 [1]	5.1.3
LOT	Batch code	Indicates the Software Release/ Version number.	EN ISO 15223-1:2021 [1]	5.1.5
REF	Code number	Indicates the manufacturer's catalog number so that the device can be identified.	EN ISO 15223-1:2021 [1]	5.1.6

Symbol	Symbol Name	Symbol Description	Standard / Regulation Number & Name	Symbol Reference Number
	Consult instructions for use	Indicates the need for the user to consult the instructions for use.	EN ISO 15223-1:2021 [1]	5.4.3
 **eIFU Indicator**	eIFU Indicator	When used to indicate an instruction to consult an electronic instructions for use (eIFU), this symbol is accompanied by an eIFU indicator. This indicator can represent the manufacturer's eIFU website or any other appropriate indication on the use of eIFU (for example, "Refer to IFU Kit"). The indicator can be placed either alongside, beneath, or surrounding the symbol.		

Symbol	Symbol Name	Symbol Description	Standard / Regulation Number & Name	Symbol Reference Number
 or  or 	Warning/Caution/ Notice This symbol is used on the device label to highlight the fact that there are specific warnings or precautions associated with the device, which are not otherwise found on the label.	**WARNINGS** are directions which if not followed could cause moderate to serious injury to an operator, patient or any other person, or could lead to a misinterpretation or loss or damage of patient-related data. **CAUTIONS** are directions which if not followed could cause damage to the product described in this Instructions for Use or any other device. **NOTICES** Notes highlight unusual points as an aid to the operator.	EN ISO 15223-1:2021 [1]	5.4.4
UDI	Unique Device Identifier	Indicates a carrier that contains the unique device identifier information. This symbol must be placed adjacent to the Unique Device Identifier Information.	EN ISO 15223-1:2021 Regulation (EU) 2017/745 of the European Parliament and of the Council of 5 April 2017 on medical devices, Annex I.	5.7.10
	Importer	Indicates the entity importing the medical device into the locale. The symbol will be followed by the medical device importer contact details: name and address.	EN ISO 15223-1:2021 Article 13 (3) MDR	5.1.8

1.8 Compatibility

The software product described in this Instructions for Use must not be used in combination with other software, equipment or components unless such other software, equipment or components are recognized as compatible by Philips. A list of such software, equipment and components is available on request from your local Philips Representative or the Manufacturer. Philips is not responsible for running compatibility validation of non-supported third-party software.

Changes and/or additions to the server or workstation must only be carried out by Philips or by third parties expressly authorized by Philips to do so. Such changes and/or additions must comply with all applicable laws and regulations which have the force of law within the jurisdictions concerned, and with best engineering practice.

Changes or additions to the software product that are carried out by persons without the appropriate training or using unapproved spare parts can lead to the Philips warranty being voided.

Philips is not responsible for any malfunction of Vue PACS, if Vue PACS runs on hardware that is not according to hardware specification.

If not supplied by Philips with the Vue PACS software, Philips is not responsible for any malfunction of the hardware used.

1.9 Compliance

Vue PACS complies with relevant international and national standards and laws.

Information on compliance will be supplied on request by your local Philips Representative or by the Manufacturer.

This software product must be installed on appropriate IT equipment that complies with relevant international and national laws and standards on EMC (Electro-Magnetic Compatibility) and Electrical Safety. Such laws and standards define both the permissible electromagnetic emission levels from equipment and its required immunity to electromagnetic interference from external sources.

1.10 Training

Users of the Vue PACS device must have received adequate training on its safe and effective use before attempting to use the software product described in this Instructions for Use.

Training requirements for this type of software product will vary from country to country. It is for users to make sure that they receive adequate training in accordance with local laws or regulations, which have the force of law. If you require further information about training in the use of this software product, contact your local Philips representative or the Manufacturer.

1.11 Technical support

Should you encounter difficulty using **Vue PACS**, contact the Philips technical support group serving your area. To obtain contact information for this group, ask your local Philips representative.

When contacting Philips technical support, please have the following information available:

- Caller name, customer organization name, and location.
- Site number, if applicable.
- Detailed description of the problem, including any history of troubleshooting efforts completed before or after the problem first occurred.

For contact details, browse to www.philips.com/healthcare

1.12 Safety

Philips products are designed to meet stringent safety standards. However, all software medical devices require proper operation and maintenance, particularly with regards to human safety.

It is vital that you follow strictly all safety directions under the heading Safety and all Warnings and Cautions throughout this "Instructions for Use", to help ensure the safety of both patients and operators.

In particular, you must read, understand and know the information described in this Safety section before using this device.

Also see the following information:

- Intended use of Vue PACS. See Intended Use/Purpose in this IFU.
- Contraindications. See Contraindications in this IFU.
- Training for operators of Vue PACS. See Training in this IFU.

NOTICE

Any serious incident that has occurred in relation to the device should be reported to the manufacturer or its EU Authorized Representative and also reported to the local competent authority of the European Union / European Free Trade Association member state in which the user or patient is established. Reporting in other jurisdictions must follow the applicable local regulations.

1.13 Network Safety, Security and Privacy_default

1.13.1 General

Philips recognizes that the security of Philips products is an important part of your facility's security-in-depth strategy. However, protection can only be realized if you implement a comprehensive, multilayered strategy (including policies, processes, and technologies) to protect information and systems from external and internal threats.

Adhering to industry-standard practice, adopt the following strategy:

- Physical security
- Operational security
- Procedural security
- Risk management
- Security policies
- Contingency planning

The actual implementation of technical security elements varies by site and might employ several technologies, including firewalls, VLANs, NIDS, virus-scanning software, authentication methods, and other technologies.

As with any computer-based system, protection must be provided so that firewalls and other security devices are in place between the medical system and any externally accessible systems.

The USA Veterans Administration has developed a widely used Medical Device Isolation Architecture for this purpose. Such perimeter and network defenses are essential elements in a comprehensive medical device security strategy.

Any device connection to an internal or external network must be done with appropriate risk management for product effectiveness and data and systems security. Additional security and privacy information can be found on the Philips product security website.

Review Philips product security policies regarding remote service, patch management, anti-virus software and more in the "Product Security Policy Statement" and additional information sources available through this website at:

http://www.philips.com/productsecurity

NOTICE

Philips is not responsible for security of hospital-managed systems (desktop PCs, laptops) where the Vue PACS viewer is installed.

1.13.2 Protecting Patient Health Information

One of the most important assets to protect with security measures is the patient's health related information.

Many governments require maintaining the confidentiality of this information. Therefore, strict security measures must be taken to guard this protected information.

Note: Users in the U.S.A. can find guidelines at: http://www.hhs.gov/ocr/hipaa/

1.13.3 Preventing Unauthorized Device Modification

Philips sells highly complex medical devices and systems and are required to follow government regulated quality assurance procedures to verify and validate modifications to the operation of their medical devices.

Operators of this medical device must permit only Philips-authorized changes to be made to the servers (or viewers, if applicable), either by Philips' personnel or under Philips' explicit published direction.

1.13.4 Software Installation

CAUTION

Installation of software not authorized by Philips or not specified in the Vue PACS system documentation can adversely affect the operation and security of the system, in addition to the networks to which the system is connected. These adverse effects might not be immediately apparent to the user. Therefore, users must not install unauthorized software onto the Vue PACS Server and Workstation.

6M3344 Rev J / * 2025-07-31

1.13.5 Off-the-shelf Software

The Vue PACS system can be used with the following customer-supplied off-the-shelf software products on local computer workstations and file servers.

Manufacturer	Name	Version
Microsoft	Windows Server	2019
Microsoft	Windows Desktop	10/11

1.13.6 About Screen

To display the About screen that displays labeling and product information, open the application, select **Help** then from the menu select **About**.

1.13.7 Software updates

Updates for this Philips software product can become available. Such updates will be communicated by Philips. Some of these updates are specific security patches and some are maintenance releases and are essential to keep the software product operating securely, safely, effectively, and reliably.

1.13.8 Security issues and guidelines

In addition to the patient information and device integrity needs discussed in the preceding section on regulatory requirements, the following topics, issues, and guidelines must be understood and addressed by operators and owners. This applies to the Vue PACS Server and Workstation and not to the diagnostic viewer PCs.

Network security

The Vue PACS system must be placed on a secure local computer network that has protections against viruses and other harmful computer system intruders. Make sure the equipment is connected to a local network that uses appropriate protection, such as a firewall, NIDS (Network Intrusion Detection System), the use of VLANs, and virus scanners.

CAUTION

The Vue PACS system does not require open Internet connectivity for its standard Intended Use. It is strongly recommended that the Vue PACS Server/Workstation not be used for Internet browsing.

Remote service

Remote Service provides a set of tools that enable Philips to perform monitoring and service actions, entirely or partly, from a remote location. Remote Service is designed to reduce system downtime and improve investigation of systemic issues.

Remote Service features include:

- Automatic generation of alerts for Vue PACS server critical issues
- Assistance for workstations
- Remote assistance for servers
- Distribution of software
- Installation of software

Positioning of display monitors

Unauthorized visual access to protected information can be minimized by positioning the system’s display monitor so it faces a wall, to prevent viewing from doorways, hallways, and other traffic areas.

6M3344 Rev J / * 2025-07-31

NOTICE

- Monitor position is a suggestion for use with monitors of the Vue PACS viewer PCs and the Vue PACS Workstation.
- To help in limiting unauthorized visual access, an unattended computer display automatically goes blank after a set period of time.
- The Vue PACS system supports Automatic Logoff/Screen Lock. For additional information, see Automatic logoff (Lock Screen).

Room and equipment access controls

Procedures must be put in place to limit physical access to the medical device, to prevent accidental, casual or deliberate contact by unauthorized individuals.

Access to the room containing the Vue PACS server or workstation must be controlled by policy and procedures that identify who is authorized to occupy specific areas.

The following physical controls are a recommended baseline and not a comprehensive list. Check with your hospital's Safety and Security Office for more information on what measures are in place or how to implement room access controls:

- Physically accessible computers containing personal data should be kept under lock and key.
- Require the use of physical tools or keys to access components that store data within the system.
- Employ anti-tampering mechanisms and be capable of detecting unauthorized physical access to Internal devices that store personal data, such as hard drives.
- Deploy anchors or locks to physically secure portable components or sub-components that store personal data.
- Disable or lock unnecessary I/O device interfaces and devices on physical servers and workstations (for example, network, CD, DVD USB, serial sockets, and so on).

User login and logout protections

A consistent user login process (user names and passwords) provides good security of protected information. Minimum login standards include:

- Implementing strong passwords. This is the easiest and most effective method to increase security. Strong passwords consist of at least eight alphanumeric, mixed case characters, digits and special characters like '@' or '*'.
- Never use words that can be found in the dictionary.
- Never post or share user names and passwords.
- Change system and user account passwords periodically.

CAUTION

It is strongly recommended that the password of pre-defined user accounts (OS and application) on the Vue PACS system, be changed at the time of system deployment in your facility. Consider changing these passwords on a periodic basis in accordance with your healthcare facility policy and industry standard best practices. Contact your Philips Service Engineer for more details.

Removable and portable media

When using removable media like USB storage devices, CDs, and DVDs, be aware of these security and privacy issues:

- Inserting removable media can introduce a virus to the medical device.
- If removable media is used to store patient data, protect the information from media obsolescence and potential data loss by planning and performing data migrations to newer storage technologies.
- If the removable media is to be stored for safekeeping, protect the data from “fading” loss by performing media renewal as recommended by the media manufacturer and storing it in a secure location according to manufacturer recommended environmental settings.

CAUTION

Whenever media is inserted into the Vue PACS system, make sure that the media has not been exposed to viruses, worms, and Trojans. Make sure the media has been scanned for viruses or malware before connecting it to server or workstation and each use.

CAUTION

It is not possible to prevent the transfer of data to removable media.
Removable media used in conjunction with the Portal Server for data transfer purposes, can contain confidential patient information. Take appropriate measures to protect this information, so that unwanted access by unauthorized individuals is avoided.

CAUTION

Removable media that contains images and other medical information must be stored in a secure area that is not accessible by unauthorized individuals.

CAUTION

If the removable media containing patient data, images, or sensitive information is to be discarded, it must be destroyed (or the contained data permanently deleted) so that the data stored on it can no longer be accessed. Data that is deleted from removable media using conventional operating system or application tools will still be present on the media and data sanitization must be performed. While the Vue PACS system has data deletion capabilities, it does not provide data sanitization functionality for media that contain patient data or other sensitive information. Use appropriate data sanitization techniques and tools along with healthcare entity policies regarding media destruction and sanitization. NIST publication 800-88 Guidelines for Media Sanitization provides guidelines and best practices for media sanitization.

1.13.9 Implemented security and privacy features

It is the policy of Philips to adhere to all required standards and regulations. To assist the hospital in fulfilling security and privacy requirements such as the Health Insurance Portability and Accountability Act (HIPAA) requirements, introduced by the United States Department of Health and Human Services, functionality has been added to the Vue PACS system.

Access control

Intended to restrict access to the system to authorized users only:

- A user log-on/log-off procedure is required to gain access to the system.
- Access to the system is granted according to a customizable list of authorized users assigned to application-based roles. Philips strongly advises to adhere to the least privilege principle.
- Access to the system is enabled through Username/password authentication, or other mechanisms like two factor authentication, smart cards, URL activation and OpenID Connect.
- Password complexity rules can be defined through the User Management tool.
- Password expiration rules can be defined through the User Management tool.
- Account Lockout Policy can be defined through the User Management tool.

  The application account Lockout Policy is:

  - Account lockout duration = 1 minute
  - Bad login attempts = 10
- This can be customized through the User Management tool
- • Philips strongly advises to remove a user from the system as soon as possible in case of termination of the contract.

Automatic logoff (Lock Screen)

The Vue PACS system provides a configurable idle time-out feature. The time-out configuration can be done using the Vue PACS tool. Only a system administrator can disable the automatic logoff feature.

After an inactivity time-out, the Lock screen appears (with the last logged in user displayed).

Additionally, automatic logoff can be accomplished through Microsoft Active Directory group policies.

Audit trail

It is required to log user activities that are information-security critical:

- This applies to logging-on, reading, or modifying clinical information.
- The system supports detailed audit trail logs, which are IHE ATNA compliant.
- The audit trail logs are either stored locally in an encrypted form on the system or can be transferred to a central Syslog server.
- Local audit logs can be viewed using the Audit Log Viewer. The Audit Log Viewer can be accessed by hospital administrators from the IT Tools folder present on the desktop of the Vue PACS system.

1.13.10 Additional security and privacy features

HIPAA defines a number of physical and technical safeguards, which are either required or addressable.

Some features that could implement these functions are different or not implemented for reasons mentioned later. This section also lists other information related to security features that are not implemented and of which the owner of the systems must be aware.

1.13.11 Backup procedure

The system is permanently storing sensitive patient personal information, which is stored on the Oracle database and on the local storage. Personal information is encrypted.

1.13.12 Disaster recovery and business continuance

Vue PACS is a platform used in the diagnosis and treatment planning of patient care. In the event of a major outage or disaster, make sure that Vue PACS is a part of the healthcare entities Business Continuance (BC) and Disaster Recovery (DR) plan. Consider addressing the following key points for the BC and DR plan:

- Make sure that the healthcare entity has a reliable and consistent Business Continuance (BC) and Disaster Recovery (DR) plan. The Vue PACS system must be a part of DR/BC plan to ensure that it is readily recoverable and usable in the event of an unplanned outage or major disaster.

- Make sure that copies or replication is occurring for all required Vue PACS data. It is recommended to maintain the data in a separate datacenter and geographical area according to the healthcare entities DR/BC plan.
- Update the BC/DR plan as necessary to ensure that it is accurate and usable. The healthcare entity BC/DR plan must reflect any changes made to the production Vue PACS system.
- Ensure that the BC/DR plan is periodically tested and according to the healthcare entities policies and procedures. Confirm that the Vue PACS system will be recoverable within the expected Recovery Time Objective (RTO) of the healthcare entity.

1.13.13 Emergency access procedure

The Vue PACS system does not have a built-in emergency user account. However, it supports the creation of unique user accounts and assignment of permissions to users. Hospital administrators can use this function to create an emergency user account and complex password with the necessary permissions. To avoid unauthorized access to patient data, make sure that knowledge of this generic emergency user account and password is restricted and kept in a secure location with minimal access.

The Vue PACS system does not allow or enforce generic account users to enter their real names, which restricts the system's ability to track and audit the generic user account.

It is not possible to clearly mark data output (for example, screen, print-out, and exported data to DVD) as having been created during an emergency access operation.

1.13.14 Encryption

Vue PACS supports encryption through several different methods to ensure that information is protected and secure.

Encryption at rest is supported by using SEDs (Self Encrypting Drives), which must be supplied by the healthcare facility or purchased through Philips. The use of software-based encryption at rest such as Microsoft BitLocker is not supported at this time.

Vue PACS uses three primary encryption protocols for data in transit between the endpoints and the servers. The site will need to supply SSL/TLS certificates for those services that require encrypted communications.

The following primary services or protocols offer encryption as part of their communication processes.

- CONN (proprietary protocol) for internal services
- DICOM for to communicate with devices that supports the DICOM standard
  - Vue PACS system supports the IHE ATNA profile, which enables secure transmission of ePHI between configured DICOM devices.
- HTTPS for web services

Vue PACS supports TLS 1.2 protocol for encrypted communication processes.

6M3344 Rev J/ * 2025-07-31

1.13.15 Physical access to system

The Vue PACS system must be placed in an access restricted area of the hospital.

However, the following characteristics are to be taken into account for system operation and access control when the hardware is purchased from Philips:

- The computer case is "service friendly" (for example, accessing and removing the hard drive does not require tools). However, the computer case can be locked (for example, by cable lock).
- The boot order for the system is DVD, USB, hard disk. By inserting bootable CD/DVD or connecting bootable USB memory device, the system can start up from those and thus access can be gained to the system including information stored in it.
- There is no detection of unauthorized physical access into the system (for example, through tamper-proof seals).
- Unauthorized changes to software, files or data on the Vue PACS system are not permitted and by doing so might adversely affect the operation and security of the system.
- The system BIOS is not password protected and can be accessed during startup of the system if unauthorized access to the system is possible.

1.13.16 Malware protection

The Vue PACS system incorporates protection mechanisms against the intrusion of malware (viruses and so on). Without proper cybersecurity maintenance, the effectiveness of these provisions may degrade over time, since malware is continuously altered to target newly discovered vulnerabilities.

Despite preventive measures already implemented, a remote possibility remains that the equipment might become infected with malware. When malware is detected, or when you notice that unfamiliar behavior or degraded performance occurs repeatedly, immediately call the Philips Service Engineer for an inspection.

When the inspection confirms the infection, be sure to take measures to contain and remove the source of infection. As necessary, Philips Service can reinstall the product`s software to bring the product back into specification.

1.13.17 Whitelisting

Philips formally qualifies the Vue PACS system with CylancePROTECT®/Trend Micro, aimed at providing comprehensive malware protection using whitelisting technology.

Whitelisting identifies all trusted software that is allowed to execute on the equipment. The protection software thus prohibits the execution of untrusted software, effectively blocking malware before damage is done. Instead of relying on the frequent updates that the reactive anti-virus software needs to remain up-to-date, it offers proactive protection against a wide spectrum of malware and malware alterations by only allowing known executables. Whitelisting is not a replacement for industry standard anti-virus solutions, but it is a complementary foundation for enhanced protection against malware intrusion and unwanted code execution.

Philips certified anti-virus software

Philips formally qualifies the Vue PACS system with CylancePROTECT®/Trend Micro, aimed at providing comprehensive malware protection using whitelisting technology. Whitelisting identifies all trusted software that is allowed to execute on the equipment. The protection software thus prohibits the execution of untrusted software, effectively blocking malware before damage is done. Instead of relying on the frequent updates that the reactive anti-virus software needs to remain up-to-date, it offers proactive protection against a wide spectrum of malware and malware alterations by only allowing known executables.

The installation of anti-virus software will not automatically void the equipment warranty or service contract. Philips can provide limited support and resolve most incidents reported by the customer in a timely manner and typically within the Service Level Agreement. However, due to the dynamic nature of anti-virus software and ongoing updates, Philips cannot be held accountable for any downtime or deletion of data caused or allowed by the anti-virus applications due to subsequent updates. Any efforts to resolve issues or problems arising from the installation or actions resulting from the anti-virus software are not covered by the Service Agreement or warranty and may result in time and materials charges. In addition, Philips may request that the anti-virus software be removed or disabled to proceed with the resolution of reported issues or for system upgrade. Philips may also request that the customer provide evidence of the specific malfunction on the system without anti-virus software installed and/or enabled.

NOTICE

The anti-virus software that is validated and approved might change over time. If you have a question related to alternate anti-virus software, contact your respective Philips Service Engineer.

CAUTION

Installing alternate anti-virus software on the Vue PACS server is an action taken by the hospital IT administrator.
The sole responsibility of such an action and its impact rests with the healthcare entity IT.

1.13.18 Endpoint Protection

CylancePROTECT comes standard on Philips for Vue PACS 12.0 and is an endpoint security product that detects and prevents various cybersecurity threats. Below is a description of cybersecurity events that CylancePROTECT can detect and how users are informed of such events:

Malware Detection:

- Event Description: CylancePROTECT can detect and block malware, including known and unknown threats, by analyzing file behavior and characteristics.

- User Notification: Users are typically informed through a real-time pop-up notification on their endpoint devices, indicating the detection and containment of the malware. The notification may provide guidance on next steps, such as isolating the affected device or initiating a malware scan.

Suspicious File Execution:

- Event Description: CylancePROTECT can flag suspicious or unauthorized file executions, such as the launching of unknown or potentially harmful applications.
- User Notification: Users will receive immediate notifications on their devices, alerting them to the suspicious activity. They may be advised to avoid interacting with the file or application and contact their IT support team for further assistance.

Script and Macro Detection:

- Event Description: The product can identify malicious scripts and macros often used in attacks like phishing or document-based threats.
- User Notification: Users may receive alerts when opening documents or running scripts containing suspicious elements. They will be instructed to exercise caution and contact IT support for guidance.

Exploitation Attempts:

- Event Description: CylancePROTECT can detect and prevent exploitation attempts targeting known vulnerabilities in software or operating systems.
- User Notification: Users may receive alerts if an exploitation attempt is detected while interacting with a vulnerable application or system. They will be advised to apply necessary updates or patches to mitigate the risk.

Device Quarantine:

- Event Description: If a device is compromised or poses a significant threat, CylancePROTECT can automatically quarantine or isolate the affected device from the network.
- User Notification: Users will be notified of the quarantine action, typically through a notification on their device, informing them of the security measure taken. IT administrators will also be alerted to assess and remediate the issue.

Threat Intelligence Updates:

- Event Description: CylancePROTECT regularly receives threat intelligence updates to stay updated on the latest cybersecurity threats and attack patterns.
- User Notification: Users are typically not directly informed of threat intelligence updates. Instead, the product silently updates its threat database in the background to enhance its threat detection capabilities.

Policy Violations:

- Event Description: CylancePROTECT can enforce security policies and detect policy violations, such as unauthorized software installations or access to restricted resources.
- User Notification: Users will receive notifications if they attempt to violate security policies. The notification will provide guidance on complying with company policies and security best practices.

1.13.19 Microsoft security updates

Microsoft Security Updates are routinely included with each new software release. Alternatively, Philips permits the installation of Microsoft® security updates on the Vue PACS system.

For a list of approved or validated Microsoft® security updates for Vue PACS Server/ Vue PACS Workstation, see the vulnerability evaluation report, known as the Security Status document.

The documents are accessible using the following link: www.philips.com/security.

Philips strongly advises not to apply any OS or other patches until Philips has validated it for use with the 12.0 product.

After the web page loads, click the option/image for “Cyber-security information of Philips healthcare products”. A new web page will open. Follow the guidelines provided to first request access to the product security documentation and subsequently to access the document distribution platform, Philips InCenter. In Philips InCenter, look for the product group “Radiology Informatics (RI)” to find the Security Status documents for the Vue PACS product with reference to the Security Status document. Philips permits customers to install only security updates that have the “Recommended Customer Action” as “Install recommended solution”. For each of these approved security updates, the Security Status document mentions the Knowledge Base (KB) article related to each security update. Customers can download the respective Microsoft security update referenced by the unique Microsoft® KB number from the Microsoft® TechNet website or access the same from an internal server/repository. Ensure that you download and access only the updates that are applicable to the Microsoft® Operating System used on the Vue PACS system, that is, only updates intended for one of the following (depending on the Vue PACS product variant that you have purchased):

- Windows Server 2019 (x64) OS.

1.13.20 De-identification

The De-identify option enables you to save images while removing any identifying marks of the patient, such as patient name and patient ID.

Details of de-identified tags can be found in the Vue PACS Instructions for Use, under the Saving Images/Copying to Studies with Concealed Patient Information section.

1.13.21 Data sanitization

Vue PACS stores patient sensitive data within the system Oracle database and DICOM images. Media containing backups of the database and images will contain patient or sensitive data as well.

Patient or sensitive data can be stored in the following locations of the Vue PACS system:

- Oracle database folder
- System Oracle database backup storage folder
- Customer defined image storage locations (local or network)

6M3344 Rev J / * 2025-07-31

If patient data, images, or sensitive information resident on the Vue PACS system are to be discarded or permanently disposed of, they must be destroyed (permanently deleted) so that the data no longer can be accessed, retrieved, or viewed at a later point in time. Data that is deleted from storage using conventional operating system or application tools will remain but not directly usable on the storage media. Data sanitization must be performed for permanent deletion. While the Vue PACS system has data deletion capabilities, it does not provide data sanitization functionality. Use appropriate data sanitization techniques and tools in alignment with healthcare entity policy and procedure for media destruction and sanitization. NIST publication 800-88 Guidelines for Media Sanitization provides reference and best practices for data sanitization.

1.13.22 Unsecured personal data transmission risks

Vue PACS transmits and receives patient images and data over a network. Data that is transmitted in an unencrypted format over a network introduce unknown risks impacting confidentiality and integrity. To reduce the risk of unauthorized data exposure, Philips strongly recommends the use of TLS (TLS 1.2) for all Web and DICOM services to ensure the secure transmission of data to the client device or modality. Please note that the healthcare entity might need to purchase or provide valid TLS certificates.

6M3344 Rev J / * 2025-07-31

1.13.23 Safe disposal of software components

Before disposing of the Vue PACS software components, Vue PACS server and workstation drivers must be formatted in order to ensure that patient data is securely removed and cannot be recovered.

6M3344 Rev J/ * 2025-07-31

2 Vue Explorer Overview

You can use Vue Explorer to:

- Search for exams, patients, and orders
- Load an exam in the viewer l Organize your work in lists l View diagnostic reports
- Update exam information
- Create and manage orders
- Create and update patients
- Create a personal folder to store files
- Move images, series, and exams in the archive
- Share exams l Upload exams from external media, such as CDs, or from your local-drive
- Upload still images, videos, documents and other files
- Burn exams on CDs l Create a teaching file

NOTICE

Depending on your configuration and permissions, some features described in this guide may not be available.

Vue Explorer can be used on most devices capable of running a web browser, and have been validated on various APPLE IPAD, APPLE IPHONE, SAMSUNG GALAXY S, and SAMSUNG GALAXY NOTE models (For more information, see Vue Motion on Mobile Devices in the *Vue Motion User Guide*).

3 Basics

This section provides basic information about Vue Explorer and its main functions.

3.1 Vue Explorer components

There are three main components in the Vue Explorer window.

3.1.1 Navigation pane

The navigation pane contains the following lists and search tools that you can use to access your Worklist items and perform other tasks:

- **Worklist**—Your Worklist items to be completed (Workflow Orchestrator only). See chapter “Workflow Orchestrator” on page 95.
- **My Lists**—Your favorite lists. The first list in My Lists serves as the home list. If you don't have the Workflow Orchestrator, the contents of the home list are automatically displayed when you open Explorer. See chapter “Lists” on page 43.

NOTICE

In My Lists, you can drag folders to change their order. Be aware that this may affect the list that you set as your home list.

- **All Lists**—All lists in the archive. You can use the Sort By drop-down menu to sort the list by creation date, name, or type. See chapter “Lists” on page 43.

  Click **Search Exams**, **Search Orders** and **Search Patients** and use the search box to search for exams, orders, or patients in the archive.
- **Quality**—A list of items that must undergo peer review. See chapter “Peer review” on page 60.
- **Recently Viewed**—A list of the last items you viewed.
- **Local Drive**—Use to load images from a CD or your local drive. See chapter “Search for an exam” on page 40.
- **Folders**—Use to create private or public folders to store and share files for ease of access. See chapter “Manage Folders” on page 109.
- **Research**—Use to search for text in reports. See chapter “Search Reports” on page 52
- **Archives**—A list of all remote archives to which you have access.

To open an item in the navigation pane, click the down-pointing arrow.

To close an item, click the down-pointing arrow of another item.

3.1.2 Data Display pane

The Data Display pane displays the contents of the list selected in the Navigation pane. The data is displayed in a grid format and you can determine which columns to display and the order of the columns. You can also sort, filter, and download the data as a CSV file.

Adjust grid columns

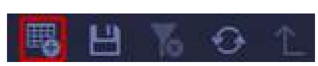
You can adjust column headings in the Data Display pane. Changes you make to the columns are saved in your profile.

- To move columns, drag a column to the right or left.
- To change column width, point to the border between two adjacent column headings and drag to the position you want.
- To add and remove columns:
  - Right-click the column heading and click **Column Chooser**.
  - Select the columns you want to include in the grid display, and clear the columns you want to remove from the display.
  - Click **OK**.

Adjust grid columns for all users

NOTICE

This feature is only available for administrators who want to make system-wide changes in the Workflow Orchestrator grid.

1. Click the **Column Chooser**  icon in the Grid Management bar.
2. Check or uncheck to add or remove columns in the Column Chooser dialog, and click OK. The Save icon is enabled in the Grid Management bar.
3. Click **Save** to implement your changes across all users.

   In the verification dialog that displays, you have the option to clear all user changes.

Sort the list

1. Click the sort icon in the relevant column.

   The icon changes to to indicate that the sort order is ascending.
2. Click the arrow icon to reverse the sort order.

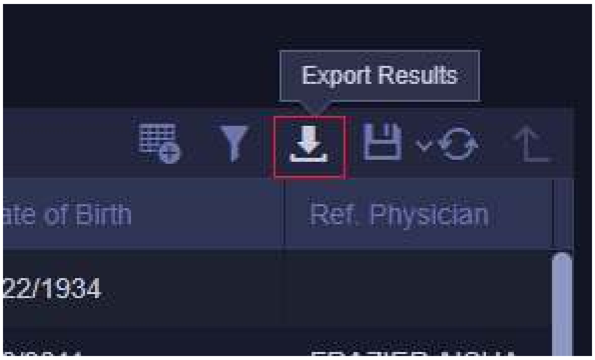
   The icon changes to .

For secondary sorting, shift-click any additional columns that you want to sort by.

Exam sorting is by the exam date by default.

Download grid content as a CSV file

You can download grid content as a CSV file by clicking the download arrow located in the top-right menu on your screen. This feature is available for all node types.

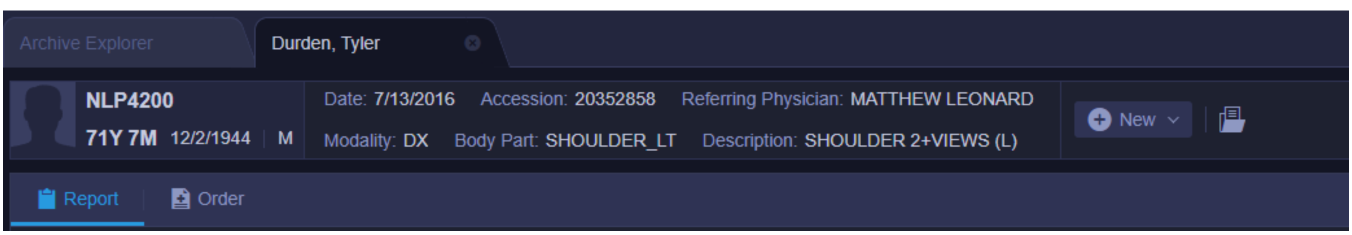


Only those columns currently on screen are downloaded, but all rows are exported. Anonymized data displays by default as asterisks.

Data can then be opened in an Excel file.

3.1.3 Patient Jacket

The Patient Jacket is a tab that opens when you load an exam in the viewer. It provides general information about the patient in the header, such as the patient name and patient ID, as well as information about the loaded exam, such as the modality, body part, and exam date.



When integrated with the Diagnostic Workstation, the Patient Jacket opens showing a list of the patient's previous exams, as well as thumbnails of the currently-loaded exam. There are additional tabs in which you can view reports, orders, bookmarks, critical findings, and so on, depending on the configuration.

You can change the layout to show two panes or three panes. In the three-pane view, the thumbnails appear in the main pane and the reports and other tabs appear in an additional pane on the right.

When integrated with the Diagnostic Workstation, the Patient Jacket opens showing the report or order associated with the exam.

View Previous Exams

You can view a patient's previous exams, either as a list or in a timeline (in Diagnostic Workstation integrations only).

When the timeline is first shown, it appears with the year of the loaded exam and an indication of the number of exams in that year. You can click each circle to expand the timeline and show each exam. You can also filter the exams in the timeline.

In the exam list, you can:

- chapter “Adjust grid columns” on page 36
- chapter “Filter Exams, Patients, or Orders” on page 42
- chapter “Sort the list” on page 36

You can also right-click an exam in the exam list and do the following:

- Load the exam
- Load the exam and switch the display protocol
- Load a saved presentation
- Load key images
- Load a significant series

The current exam is identified with the icon . If an exam has an associated report, the Report icon appears.

View Exam Details

You can view details of an exam, including:

- **Thumbnails**—Diagnostic Workstation integrations only.

  When you select an exam in the left pane, the thumbnails of that exam appear in the Thumbnails tab and in the Patient Mini-Archive in the viewer. The exam is also marked with a colored bar in the left pane, in the Thumbnails pane, and in the Patient Mini-Archive. Each exam appears with a different color.

  The display of exams is synchronized between the left pane, the Thumbnails pane, and the Patient Mini-Archive in the viewer. For example, if you select an exam in the Patient Mini-Archive, that exam appears selected in the exam list, and the thumbnails for it appear in the Thumbnails pane.

  You can drag thumbnails or exams from the exam list and drop them in the viewer.
- **Report**—shows the report relating to the exam.
- **Order**—shows the order relating to the exam.
- **Bookmarks**—shows bookmarks relating to the exam.
- **Critical Findings**—shows critical findings relating to the exam. See chapter “Critical findings” on page 45.
- **Sticky Notes**—shows sticky notes relating to the exam. See chapter “Sticky notes” on page 46.

- **Teaching File**—shows teaching files relating to the exam. See chapter “Teaching Assistant” on page 48 .

The Thumbnails tab and Report tab always appear. The other tabs only appear if they are relevant for the exam that is selected in the left pane. For example, if there is no order associated with an exam, the Order tab does not appear.

3.2 Sign in and out

3.2.1 Sign in

1. Go to your web browser and enter the server URL followed by /**archive**.
2. Go to your web browser and enter the server URL followed by /**portal**.
3. Enter your user name and password.
4. Click **Sign In**.

   The Vue Explorer search page appears showing exams from your home folder.

3.2.2 Select a color theme

When you sign in to Vue Explorer, you can change the color theme from light to dark or dark to light.

Under **Choose Theme**, move the toggle to the left for light or right for dark:

NOTICE

The color theme is set for the workstation, not for each user. The theme remains in effect even after you sign out, until it is changed again.

3.2.3 Sign in using an access code

If you have been sent a link to an exam and an access code, sign in through the Instant Access page. Enter the required details and click Sign In. The exam appears immediately.

3.2.4 Sign out

Click **Sign Out** in the top right drop-down menu.

3.3 Search

NOTICE

Some sites may require the appropriate permissions to view exams under privacy regulations. In this case, if access is required, there is an option to perform 'break glass' that requires reasoning and will be audited.

3.3.1 Search for an exam

1. In **All Lists**, click **Search Exams**.
2. In the search box, enter one or more of the following details: patient first name, patient last name, patient ID, or accession number.

   If you enter more than one detail, separate with spaces.
3. Click **Search** or press **Enter**.

   To narrow down your search results, filter the data. See chapter “Filter Exams, Patients, or Orders” on page 42.

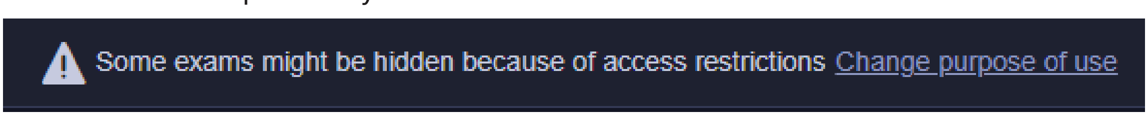
3.3.2 Load a limited access exam

NOTICE

Some sites may require the appropriate permissions to view exams under privacy regulations. In this case, if access is required, there is an option to perform 'break glass' that requires reasoning and will be audited.

Various regulatory policies, such as the European Union’s General Data Protection Regulation (GDPR) and the California Privacy Rights Act (CPRA) restrict access to medical data.

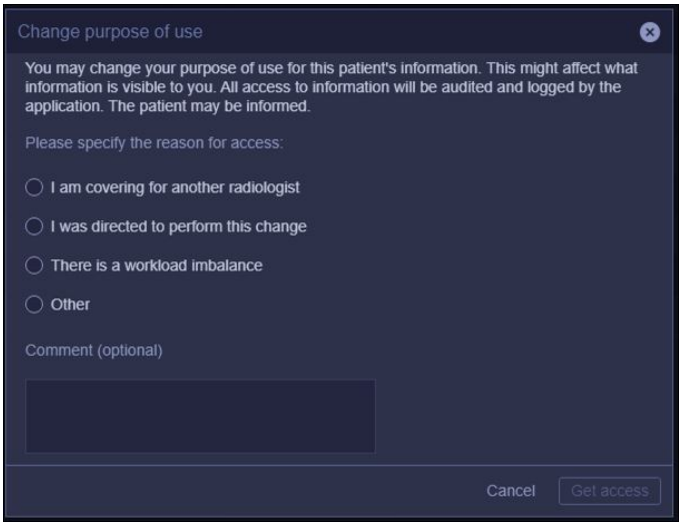
To view patient data in Vue Explorer that falls under regulatory access limitations requires the user to first enable the Break Glass function. A banner alert at the bottom of the grid alerts users to exams that potentially are hidden due to access restrictions.



To load an exam with access restrictions into the Viewer:

1. In the Vue Explorer grid, click **Change purpose of use** in the alert. If there are exams that are hidden due to access restrictions, they are added to the existing list.

   A dialog displays asking you why you need to load an exam.



2. Specify reason of access by selecting one of the buttons and click **Get Access** to load the exam.

3.3.3 Search for a patient

1. In **All Lists**, click **Search Patients**.
2. In the search box, enter one or more of the following details: patient first name, patient last name, or patient ID.

   If you enter more than one detail, separate with spaces.
3. Click **Search** or press **Enter**.

   To narrow down your search results, filter the data. See chapter “Filter Exams, Patients, or Orders” on page 42.

3.3.4 Search for an order

1. In **All Lists**, click **Search Orders**.
2. In the search box, enter one or more of the following details: patient first name, patient last name, or patient ID, or accession number.

   you enter more than one detail, separate with spaces.
3. Click **Search** or press **Enter**.

   To narrow down your search results, filter the data. See chapter “Filter Exams, Patients, or Orders” on page 42.

3.4 Quick view

You can load exams from the Vue Explorer worklist, or from the list of orders (if an exam exists for an order).

1. In the data display area, double-click the exam you want to load.

2. Select **View > Quick View > Vue Motion**.
3. Click the **Full Screen** icon to enlarge the image display area (configurable).
4. Click the **Exit Full Screen** icon to return to the normal display.

3.5 Filter

3.5.1 Filter Exams, Patients, or Orders

If a column heading contains a filter icon when you hover over it, then you can filter by that column.

1. Click the filter icon in the column that you want to filter by.
2. Depending on the data in the column, enter or select the relevant filtering options. For example:
   - To filter by patient name, enter the patient's first name or last name. Use a wildcard (*) if necessary.
   - To filter by modality, select one or more modalities.
   - To filter by date, select the relevant time-range options and any specific dates, as required.
   - To filter by priority, select the relevant priority.
   - To filter orders by linked exams or not, select **All**, **N** (No), or **Y** (Yes) to display studies with or without a linked exam.
   - **NOTICE! Additional filters types for other types of content are also available.**
3. Click **OK**.

   When a filter is in effect, the filter icon appears in a different color.

To use multiple filters, click another filter and select the filtering criteria.

To save a filter as a list, see chapter “Lists” on page 43.

3.5.2 Refresh the display

To refresh the data display area, click **Refresh** in the toolbar.

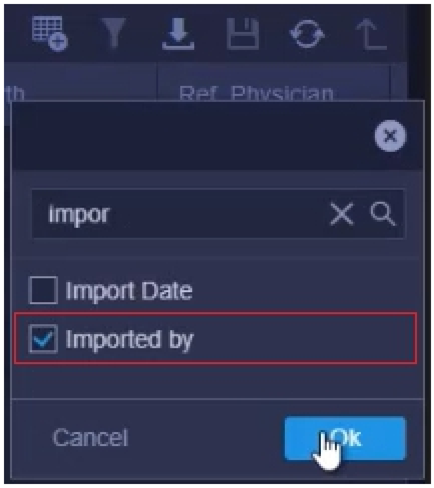
3.5.3 Clear all filters

To clear all filters, click **Clear All Filters** in the toolbar.

3.5.4 'Imported by' filter

This enables a user to search for non-DICOM content in an exam using their username as the search query.

1. In Vue Explorer, click **Search Exams** in the navigation pane and search for the relevant exams.
2. Click the tab and type ‘Import’ to open the 'Imported by' tab if it is not visible on the tab menu.



3. Right-click the column heading to add the ' Imported by' filter to the grid display and click **OK**. The column with the importer is displayed in the grid.

3.6 Lists

3.6.1 Create a list

1. Filter the list of exams, patients, or orders. See chapter “Filter Exams, Patients, or Orders” on page 42.
2. On the top right toolbar, click Save .
3. Type a name for the list and select a sharing property:
   - **Only Me**—can be viewed and managed only by you
   - **Group**—can be viewed and managed by all users in the group that you belong to
   - **System**—can be viewed and managed by all users

   NOTICE! Groups are defined by the system administrator.
4. To add the list to **My Lists**, select **Add to My Lists**.
5. Click **OK**.

Any lists that you create appear in **All Lists** in the navigation pane.

3.6.2 Mark a list as Favorite

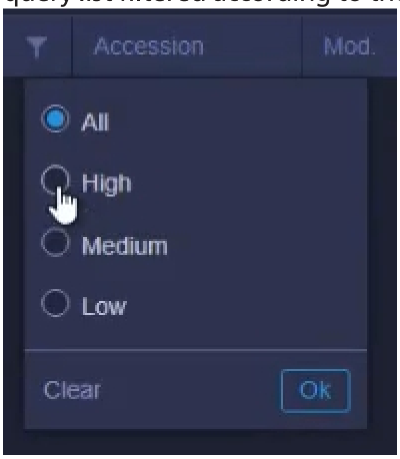
To mark a list as a favorite, click the star next to the list name. The list is added to My Lists in the navigation pane and is marked by a solid star .

To remove a list from your favorites, click the solid star or hover over its name in the navigation pane and click .

3.6.3 Edit a query list

As in previous releases, you can filter search results and save as a query list. In this example, we have created a query list by filtering according to priority.

1. In the Search results, select a tab and click the filter icon. In this example, we have created a query list filtered according to the Priority field.



2. Click the **Save** icon and edit the list.

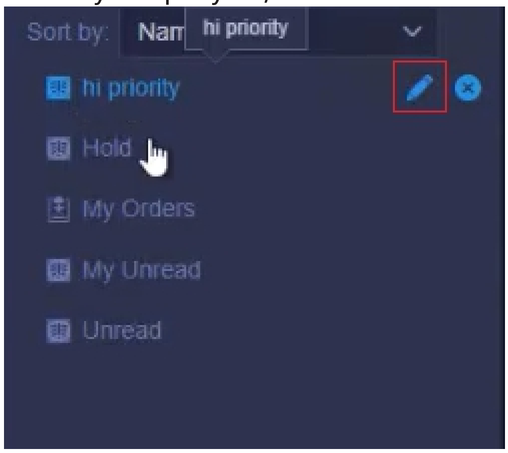
   You can also set the Sharing level, Only Me, Group, or System.

3. Now click the Save icon and edit the list. In the example below, it is saved as a private filter (Only Me).

4. Select the **Add to my Lists** checkbox to save it to your query lists.

   It now displays in the navigation pane.

5. To edit your query list, click the **Pen** icon.



This opens the same dialog that displays when you click the Save icon. You can change any of the parameters you set initially.

3.6.4 Delete a list

To delete a list, hover over its name in the navigation pane and click .

NOTICE

You can only delete a list if you have the necessary permissions. Permissions are defined by the system administrator.

3.6.5 Set the home list

The first list in My Lists is the home list and its contents are automatically displayed when you open Vue Explorer.

To set a list as the home list, select a list in **My Lists** and drag it to the top of the list.

NOTICE

If you are using Workflow Orchestrator, Worklist is always your home list.

3.7 Critical findings

NOTICE

This feature is only available when integrated into the Diagnostic Workstation.

6M3344 Rev J / * 2025-07-31

Philips

You can mark an exam as having critical findings to communicate to referring physicians.

1. Load an exam in the viewer and go to the patient jacket.
2. Click 

and select **Critical Result.**
3. In the **New Critical Result Notification** window, select the type of critical result. Choose one of the following options:
   - **Notification** — Creates a basic notification with the user name, date and time and an autogenerated message: “Critical Results found - should notify the referring physician ASAP”.
   - **In Progress** — Creates an In Progress notification with the user name, date and time. Use this notification to inform the ordering provider about the critical findings.
   - **Delivered** — Creates a Delivered notification with the user name, date and time and an autogenerated message: “Critical Results reported to referring physician”. Use this notification if you have reported the critical findings to the ordering provider.
4. Depending on the type selected, some text may appear in the Description box. Enter more text if required.
5. Click **Submit**.

The critical result appears in the Critical Findings tab. You cannot edit the text in critical findings.

3.8 Folders

Explorer allows you to create your own personal folders to store links to work items. You can make your folders private or public. Public folders can be shared with others, who can also share folders with you.

Shared work items are stored in a dedicated folder. You can also mark Public and Private folders as Favorites.

For more details and how to create folders, see . chapter “Manage Folders” on page 109.

3.9 Sticky notes

You can add a Sticky Note to an exam to mark something of interest or follow-up.

3.9.1 Adding a Sticky Note from the Patient Jacket

NOTICE

Sticky Notes are only available from the Patient Jacket with the Diagnostic Workstation.

1. Load an exam in the viewer and go to the Patient Jacket.
2. Click **+ New Item** and select **Sticky Note**.
3. In the **New Sticky Note** window, select the type of sticky note from the drop-down list.
4. Enter the note text in the **Description** box and click **Submit**.

   The sticky note appears in the **Sticky Notes** tab.

NOTICE

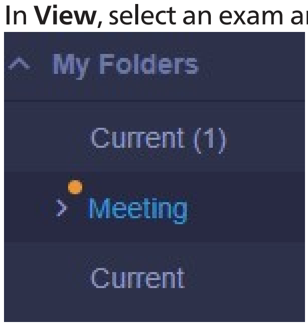
You cannot edit the text in Sticky Notes.

3.9.2 Adding a Sticky Note from the Exam Snippet

1. In the Data Display Area, hover over the exam and click the Arrow icon that appears at the end of the row.
2. At the bottom of the Exam Snippet that displays, click the **Add** icon.
3. From the New Sticky Note dialog, select a Sticky Notes Type from the drop-down menu, and add a description if needed.
4. Click **Submit**. The sticky note appears in the **Sticky Notes** tab.

3.9.3 Viewing a Sticky Note

1. In **View**, select an exam and click **Exam**.



2. From the drop-down menu that displays, select Sticky Notes. A pop-up window displays the sticky note.

NOTICE

If there is no sticky note attached to the exam, Sticky Note is unavailable in the menu . You can also open and view sticky notes in the Exam Snippet, in the Patient Jacket, and in Vue Motion.

3.9.4 Delete a Sticky Note

1. In the **Sticky Notes** tab, click the delete icon next to the sticky note you want to delete.
2. In the confirmation window, click **Yes**. The sticky note is deleted from the tab.

3.10 Teaching Assistant

If you find an interesting exam that you want to use for teaching purposes, you can create a teaching file from it. This is a copy of the exam where any identifying details, such as the patient name and patient ID, are removed from the exam.

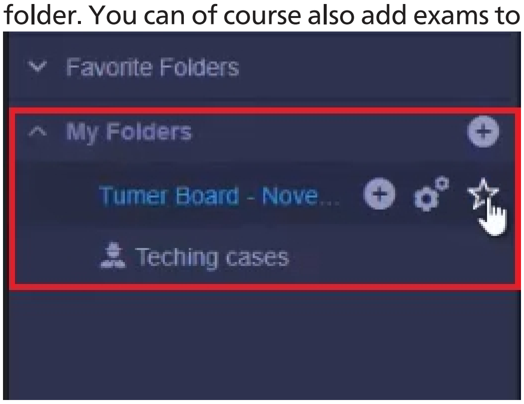
For more details and how to create a teaching file, see chapter “Teaching Assistant” on page 48.

3.11 Presenter View

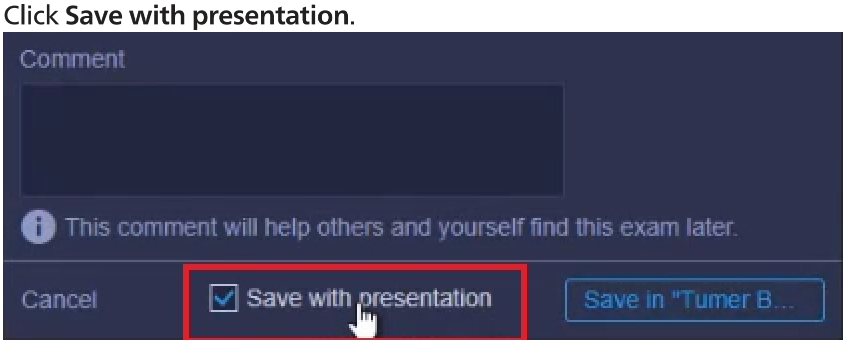
This feature enables radiologists to streamline study presentations in multi-disciplinary team meetings, etc.

To prepare for a meeting with Presenter View:

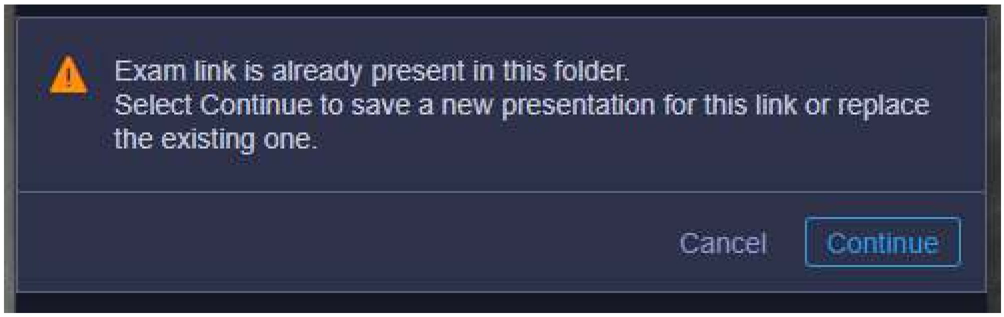
1. Move the selected studies into either an existing folder in My Folders or create a dedicated folder. You can of course also add exams to your Favorites folder.



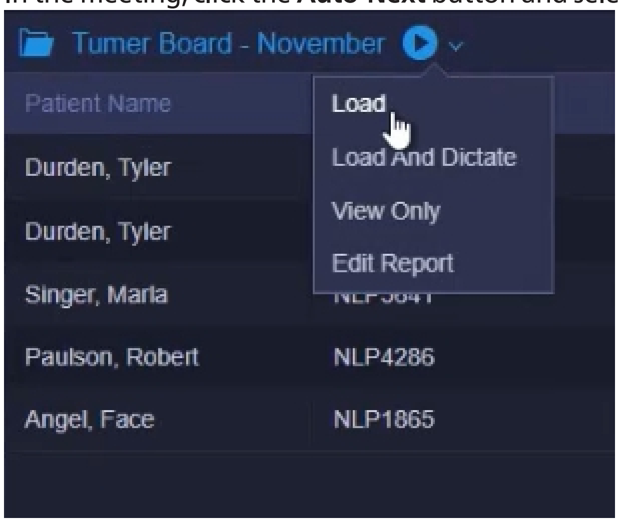
2. After opening the folder with the exam links in Vue Explorer, you can choose to add a presentation to an exam. Click the **Add Presentation** icon in the Export folder and load the presentation.
3. Click **Save with presentation.**



4. Select **Continue** to update the exam link with the new presentation.

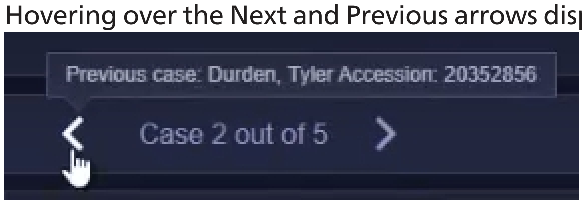


5. In the meeting, click the **Auto-Next** button and select an option from the dropdown menu.

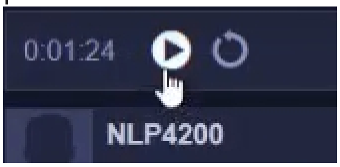


You can move between exams using the Next and Previous arrows above the Patient Jacket. The numbering indicates which image is currently being viewed in the whole sequence of exams. According to the current position, the presenter is on the first of five cases.

Hovering over the Next and Previous arrows displays a tooltip for ease of reference.



A Stop Watch above the Patient Jacket helps to keep track of time during the presentation. The controls allow you to start, stop and reset the time.

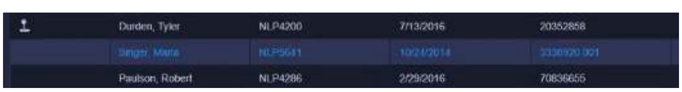


6. Click **Presenter View** at the top right corner of screen to open images and report previews.

This feature is only visible to the presenter, while the meeting participants only see the image loaded in the Viewer. The presenter can also select another study from the list and receive a preview of this exam without changing the current image on view.

The vertical and horizontal splitters can be used to resize the different panes to prioritize what the presenter wants his audience to focus on.

The current image is highlighted to indicate to the presenter which image is being viewed by the participants.



The presenter can drag and drop the different studies to reorder the list items. Double-clicking a specific study jumps to the selected exam and loads it into the Viewer.

To close the meeting, click the '**x**' button on the tab or close the Patient Jacket. Also, after signing or dismissing the last exam, the meeting will close automatically.

3.12 Reports

You can perform the following actions related to reports.

3.12.1 Create a Report

NOTICE

This section is valid only with the Vue Reporting.

Additional to the Exam

When you want to create an additional report for an existing exam.

NOTICE

A dedicated order is required for each additional report.

1. From the Data Display pane, select an exam and click **Diagnose> Create Report> Additional for the Exam**.
2. In the dialog that displays, fill in the accession number indicating the order that will be attached to the newly created report, and any other exam related details.
3. Click **Create New Report**. The selected exam is loaded into the Diagnostic Workstation, and an empty report editor is displayed.

6M3344 Rev J / * 2025-07-31

Additional to the Patient

When you want to create a report for a patient and no images exist in Vue PACS.

NOTICE

A dedicated order is required for such a report.

1. From the Data Display pane, select an exam and click **Diagnose> Create Report> Additional for the Patient**.
2. In the dialog that displays, fill in the accession number indicating the order that will be attached to the newly created report, and any other exam related details.
3. Click **Create New Report**. The Diagnostic Workstation presents the patient's history, without loading any images, and an empty report editor is displayed.

Philips

Create Report for a New Patient

When you want to create a report for a patient that does not exist in Vue PACS, meaning that no exams or previous reports are available.

NOTICE

A dedicated order is required for such a report.

1. From the Data Display pane, select an exam and click **Diagnose> Create Report> For a New Patient**.
2. In the dialog that displays, fill in the accession number indicating the order that will be attached to the newly created report, and any other exam related details.
3. Click **Create New Report**. The Diagnostic Workstation opens without loading any images or previous patient history, and an empty report editor is displayed.

3.12.2 View an Exam's Report

You can view an exam’s report from the Exams lists.

1. In the data display area, select an item.
2. Do one of the following from the Explorer toolbar:
   - Select **Diagnose> View Report**.
   - Select **View> Report> View Report**.
   - Right-click and select **View> Report** from the menu.

The report browser displays the report associated with the selected exam or order.

You can also review an exam's report in the Report tab in the patient jacket.

3.12.3 Search Reports

You have the ability to search for reports that contain or exclude specific words, phrases, or concepts. Typed terms are considered to be concepts, unless specifically determined as described in the Search Reports Summary.

NOTICE

This feature is enabled by your system administrator.

Search Options

This table provides you with the range of options available to you to search reports.

6M3344 Rev J / * 2025-07-31

Search Bar	Search concepts or text. All, any or none of these words search modes are possible. The search bar allows advanced users to search using simple language.
	
	Typed text is searched as concepts, unless a text search is specified.
	
	Concept search language in the search bar
	
	`+<CONCEPT> Concept must be present`
	`<CONCEPT> Concept may or may not be present`
	`-<CONCEPT> Must not contain concept`
	
	Text Search language on search bar
	
	`+t:<FREE_TEXT> Text must be present`
	`t:<FREE_TEXT> Text may or may not be present`
	`-t:<FREE_TEXT> Must not contain text`

Advanced Search window	Text and Concept sections allow users to use simple search syntax with three possibilities: all, any, or none of these words.
Concept Search	A concept is a clinical definition or entity. Concept search output includes related terms to that of the searched concept.
Text Search	Search words, for example a doctor's name.
Exact Match	Provides exact search of free text or a concept by using quotation marks between the terms, for example, “value” ; “value1 value2”.
Column Chooser	Provides the capability to add fields, and filter the resulting query.
Filter Negative Results	Allows removal of negative-indicated terms. For example: If you search for the concept pneumonia in the free search bar, reports that contain "no findings of pneumonia" will not be shown.
Related Terms	Synonyms and concepts with direct relationships to the searched concept.
Save Query	Saves the search terms and filters for future use.
Recent Query	Keeps the last searched queries.
Snippet	A concise preview of the search report results, with highlighted findings.
Report Preview Pane	Provides a quick view of report text.
Image Preview Pane	Shows or hides images of an exam, as well as image manipulation tools
Export	Exports results to CSV format.

Tab. 1: Search Reports Options

3.12.4 Perform a Text Search

Enables you to search for words and their variants (for example, searching for kidney will show kidneys in the search results as well.

1. In the **Folders** list, click **Research** and then click **Search Reports**.
2. Click the drop-down arrow next to the search box.
3. Enter the words you want to locate in reports and click **Search**. A snippet of each report is displayed, with the search words highlighted.

The search box displays the formatted search string.

4. Select a snippet to view the full report in the right pane.

   While viewing a report, you can click **View Images** to see the images that are associated with the report.

5. To clear the search results, click **Clear**.

All of these words	Snippets of reports that contain all of the words are displayed and their variants, but not only as a phrase. For example, if you search for breast and cancer, the search returns results that contain the individual words **breast**, **breasts**, and **cancer**, as well as the phrase **breast cancer**. To find only the phrase **breast cancer**, surround the words with quotation marks.
Any of these words	Snippets of reports that contain any of the words are displayed.
None of these words	Snippets of reports that do not contain any of the words are displayed.

3.12.5 Print Report

1. In the Vue Explorer toolbar, click **View> Print**. The Windows print dialog displays the selected exam report.
2. Select **Print** from the Windows Print dialog.

3.13 Chat

You can use chat to send messages to other users, create a group chat, and share your screen.

NOTICE

This feature is enabled by your system administrator.

You can chat immediately with users who are online or send messages to users who are offline.

During a chat session, you can send links to exams, share your screen, or send alerts.

3.13.1 Start a chat session

1. Click the **Chat** icon  at the top right of the screen.

   If you are using the Diagnostic Workstation, the icon appears at the lower right of the screen.

   The **Conversations** window opens, displaying a list of chat sessions.

2. Do one of the following:

6M3344 Rev J/ * 2025-07-31

- To chat with a single user or group, select the desired user or group from the list, or type two or more characters of the user's or group's name in the **Search** box and then select the desired user or group.
- To chat with more than one user, click **Start group chat**. Select the desired user or group from the list, or type two or more characters of a user's or group's name and then select the desired user or group. You can perform multiple searches to add a number of users to the same conversation.
- To send a predefined message, click the **Predefined Message** icon in the message field and select a reason from the list.

  NOTICE! The names of users who are currently online are highlighted with a green circle and green dot.

3. Click to add more users to a conversation.
4. Type your message, and then click to send the message to the selected users.

   The chat thread now appears in the list of conversations. By default, the last message in a conversation is displayed when you return to the conversation. To continue sending messages in a specific chat, click the chat on the list to open it.

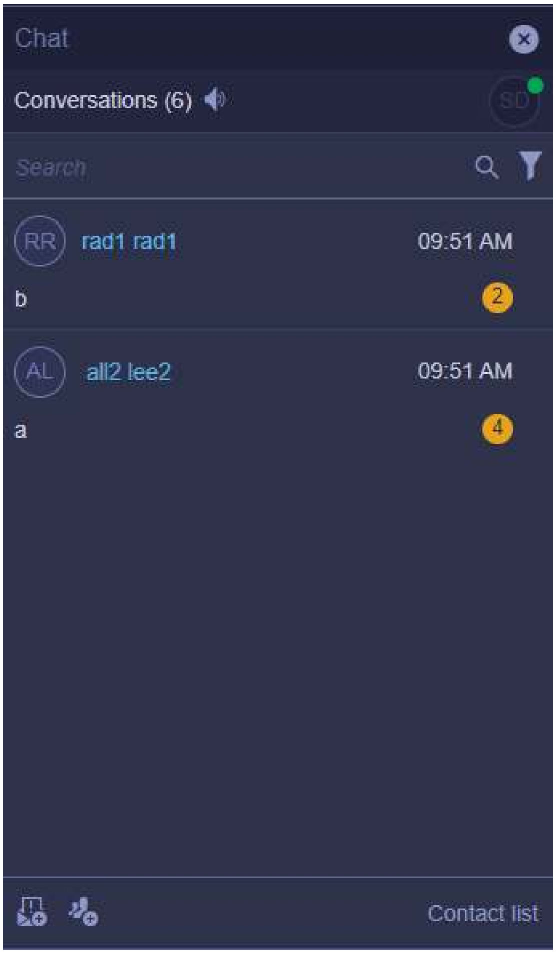
   By default, the last message in a conversation is displayed when you return to the conversation.
5. If you wish to add emojis to your message, click the **Smiley button** to the left of the message text area.

A popup displays, allowing you to choose from nine common emojis.

6. To see the number of unread messages, click the **Chat** icon at the top of the screen.

The **Chat** dialog box shows the conversations with the count of unread messages.

6M3344 Rev J / * 2025-07-31



3.13.2 Set online availability

NOTICE

If the slider is not visible, it has been disabled in configuration. Contact your system administrator for details.

Move the **Online/Offline** slider to **Online** or **Offline**, as desired.

If you are offline:

- Other users who search for you will see you as unavailable to participate in a conversation.
- Even if you read messages, they will still be marked as unread while you are offline.

3.13.3 Specify sound options

Click .

- To specify the volume of notifications for incoming chat messages, select **Loud**, **Medium**, **Quiet**, or **Mute** in the **Chat Sound** list.
- To specify whether a sound is played for incoming alerts, move the **Alert Sound** slider to **On** or **Mute**, as desired.

3.13.4 Edit profile

You can select a profile picture and edit your contact details.

1. Click the Profile icon in the upper-left of the Chat window.

2. In the dialog that appears, click the **Pencil** icon  and select an image. The image automatically displays in your Profile icon.
3. Complete the remaining fields (role, telephone, pager, location) as needed.
4. To remove or replace the selected profile image, open your Profile and click the **Pencil** icon.
5. Select **Remove image** or **Replace image**, as needed.

3.13.5 Search filter

You can filter contacts and conversations by role, specialty, location.

1. In the upper-right corner of the Chat window, click the Filter icon .
2. Select the relevant search criteria and click  .
3. Click **Clear Filter** under the Search field to clear all filters.

3.13.6 Create a group

1. At the bottom-left of the Chat window, click the **Create Group** icon.
2. In the Create Group window, select the participants you require in the group and click **Continue**.
3. In the next window, name the group and click **Create**. Your group is added to the Contacts list.
4. Notification is displayed when an invited user accepts a chat request.

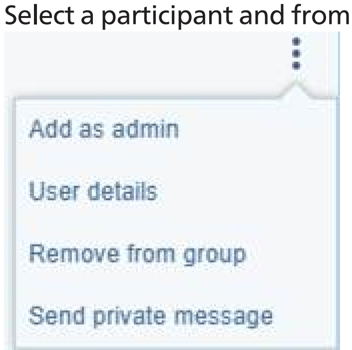
NOTICE

You can also add a customized image to the group profile. Refer to Edit Profile in this topic.

3.13.7 Edit a group

As an administrator, you can add or remove participants, delete a group, or send a private message.

1. Select the group in the Contact List and click the **Pencil** icon.
2. Click the **Plus** icon to add participants to the group.
3. Select a participant and from the drop-down menu, select the action you require.



4. To leave a group, click **Leave Group**.
5. To delete a group, open the group from the Contact List and click **Delete Group** at the bottom of the Chat window.

3.13.8 Send links to exams

While you are viewing an exam, you can send a link to the exam to another user for review.

1. Click the **Chat** icon at the top right of the screen.
2. Select the user that you want to send the link to.
3. Click .

The user receives a message with a link to the selected exam.

3.13.9 Share your screen

During a chat session, you can share your screen with another user.

1. Load an exam.
2. Click the **Chat** icon at the top right of the screen.
3. Select the user that you want to share your screen with.
4. Click . The exam appears inside a border that indicates that the screen is being shared. At this time, the following occurs:

- The priors list is hidden.
- No additional users can join the screen sharing session.

5. The other user receives a message about the shared session. Two possible situations can occur:
   - If you are online, the other user can either click LIVE SESSION to begin the shared session immediately, or REVIEW to view the exam offline.
   - If you are offline, the LIVE SESSION button will be grayed out and the other user can only click REVIEW to view the exam offline.

   During a shared session, screens are synchronized between you and the other user. You remain in control of the session but you can grant control to the other user by clicking **Pass Presenter Role**.

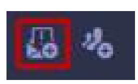
   You can display the current mouse position by holding down the L key.
6. Click **End Session** to end the shared session.

NOTICE

During a shared session: Non-DICOM data cannot be shared. ECG exams cannot be shared.

3.13.10 Send alerts

You can send emergency alerts to all users or to specific groups of users.

1. Click the **New Alert** icon  at the bottom left of the Chat window.
2. Enter a title and type your message.
3. Select the desired expiration time for the alert. :

   You can select the default expiration time of 24 hours, or select **Customizable** from the drop-down list and specify a date and time.
4. Select one or more distribution groups for the alert. To send to all users, select **Select All**.
5. Click **DISTRIBUTE**.

   A message displaying the alert automatically appears on all users' screens if they are online. For offline users the message is displayed the next time a user logs in, if the retention time for the alert has not yet passed.

To close and delete an alert message that you have received, click **DISMISS** in the message.

3.14 Peer review

Peer review is when a radiologist assesses the accuracy of a report that was issued by another radiologist. Its aim is to promote patient safety and to ensure that patient care is enhanced with timely and accurate radiology diagnosis.

There are two main approaches to peer review:

- Select random exams from the recent past to fill a list of peer review exams.
- Perform peer review on prior reports as part of the normal reading workflow.

NOTICE

Not all radiologists participate in the peer review process. For example, inexperienced radiologists or radiologists who are new to a practice or hospital might not participate initially. Only radiologists who have been assigned specific permission can perform a peer review.

3.14.1 Exam Selection for Peer Review

Since not all exams can be selected for peer review, the system administrator can configure rules that will include certain exams in the peer review list. For example:

- The status of the exam is Final.
- The exam is not linked to any other exam.
- The exam contains images.

3.14.2 Peer Review Workflow

The peer review workflow depends heavily on your site's configuration. The following is a typical peer review workflow:

1. A radiologist reviews a report and scores it. During this review, the name of the original report's author does not appear in the report.
   - If the score is above a predefined threshold, the process ends for that item.
   - If the score is below a predefined threshold, one of the following can occur:

     The exam is added to a special worklist for an arbitrator.

     The exam is added to a special worklist for the original report author's review, who either agrees with the peer review or contests it. During this review, the name of the reviewer does not appear in the review. If the original author contests the review, the exam is added to a special worklist for an arbitrator.
2. The arbitrator reviews the report again and gives it a final score. During this review, both the original author's name and the reviewer's name, as well as the score that was received and accompanying comments, are displayed.

NOTICE

If a radiologist does not perform all the peer reviews that were assigned, the extra reviews will be rolled over and added to the following cycle.

3.14.3 Perform a Peer Review

The Peer Review folder contains the list of reports that are waiting to be reviewed, either by you or by an arbitrator.

1. In the Folders pane, select the **Quality** folder.
2. Select **Peer Review**.
   - The **Pending Reviewer** section contains the list of reports that require review.
   - The **Pending Arbitration** section contains the list of reports that are awaiting a final decision by an arbitrator.
3. Do one of the following to open the Peer Review pane:
   - Right-click an exam and select **Open**.
   - Double-click an exam.

   The patient jacket opens, containing a condensed view of information about the patient and the particular exam. Patient information might be the patient's name, ID, date of birth, and gender. Exam information might be modality, exam date, body part, accession number, description, and the referring physician.
4. From the **Score** drop-down list, select a score for the review. Possible values are:
   - Concur with interpretation
   - Discrepancy in interpretation/not ordinarily expected to be made (understandable miss)
   - Discrepancy in interpretation/should be made most of the time
   - Discrepancy in interpretation/should be made almost every time – misinterpretation of finding

   If desired, you can add an explanation in the Comments field.
5. From the **Appropriateness** drop-down list, select either **Appropriate** or **Inappropriate**. This value indicates whether the exam was the best procedure to be performed according to the indication and the guidelines.

   If desired, you can add an explanation in the **Comments** field.
6. When you are finished, click Submit to submit the review and close the exam.

   If you do not want to submit the review, click Cancel to dismiss the open review, discard all comments, and close the exam.

3.14.4 Reject an Assigned Review

For various reasons, you may feel that a particular report is not suitable for you to review. This might occur, for example, due to the assignment of an incorrect subspecialty or to inexperience or other lack of qualifications.

To remove an exam from your peer review list, do one of the following:

- In the Peer Review folder, right-click an exam and select **Reject**.
- While viewing an exam, click the **Reject** button.

6M3344 Rev J / * 2025-07-31

You must provide a reason for rejecting the assigned review. If your reason does not appear in the displayed list, select **Other** and enter an explanation in the **Comment** field.

3.14.5 Perform Reconciliation

If a reviewer disagrees with the reading done by the original author of a report, an arbitrator must reconcile the differences and assign a final ruling.

1. In the Folders pane, select the **Quality** folder.
2. Select **Peer Review**.
3. Double-click an exam to open the Peer Review pane.
4. From the **Score** drop-down list, select a score for the review. Possible values are:
   - Concur with interpretation
   - Discrepancy in interpretation/not ordinarily expected to be made (understandable miss)
   - Discrepancy in interpretation/should be made most of the time l Discrepancy in interpretation/should be made almost every time
   - Discrepancy in interpretation/should be made almost every time – misinterpretation of finding.

   If desired, you can add an explanation in the **Comments** field.

6M3344 Rev J / * 2025-07-31

NOTICE

Depending on the workflow configuration for your site, you may see different reconciliation options.

5. When you are finished, click **Submit**.

   If you do not want to submit the review, click Cancel to dismiss the open review, discard all comments, and close the exam.

NOTICE

You will not be able to return to Vue Explorer or Vue Motion until you close the Peer Review pane by choosing one of these options.

3.15 Launch an external application

You can open an external application, such as Google, to search for terms that are associated with an exam.

The criteria for defining the search terms are configurable. For example, if the exam description is configured as the search term, Google displays search results for the exam description.

1. In the data display area, right-click an exam and select **External Apps**.
2. Select the external application that you want to open.

4 Diagnose

4.1 Load an exam

NOTICE

All the load options are also available from the right-click menu.

4.1.1 Load and Dictate

NOTICE

This feature is only available with the Vue Reporting.

If an exam already contains a report whose status is Final, this feature is disabled in the menu. To append an addendum to a Final report, select Append Report from the drop-down menu.

6M3344 Rev J / * 2025-07-31

1. Select an exam from the Data Display pane.
2. In the Vue Explorer toolbar, click **Diagnose> Exam** and select **Load and Dictate** from the drop-down menu.

   This loads the selected exam into the Diagnostic Workstation and opens the reporting editor.

NOTICE

The exam is automatically locked and only available to other users in View Only mode until the study is closed.

4.1.2 Load

1. Select an exam from the Data Display pane.
2. In the Vue Explorer toolbar, click **Diagnose> Exam**, and select **Load** from the drop-down menu.

   The selected exam is loaded into the Diagnostic Workstation.

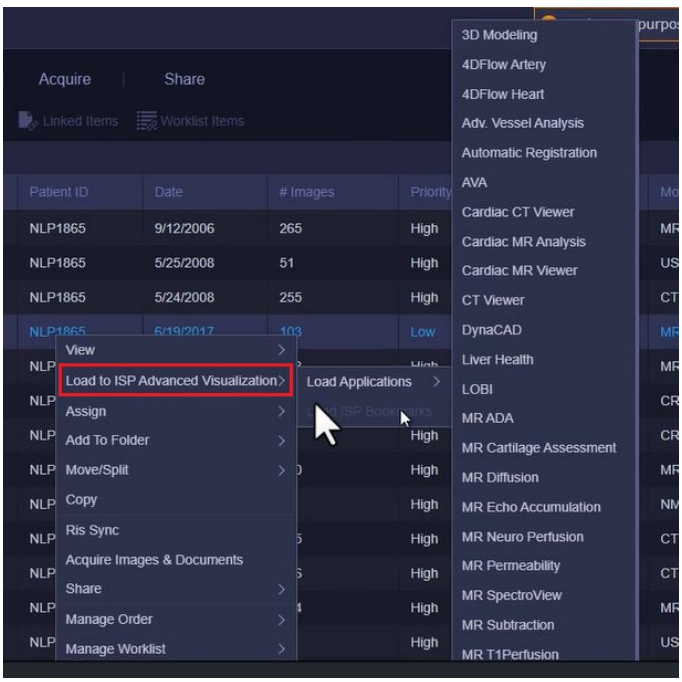
NOTICE

The exam is now locked for the current user and only available to other users in View Only mode.

4.1.3 Load an exam or series into Advanced Application

Use this option to load a single exam or a series into an advanced application in the Intellispace Portal from Vue Explorer.

1. Right-click an exam in the Data Display pane.
2. From the drop-down menu, select **Load to ISP Advanced Visualization>Load Applications**. A menu of applications displays.



3. Click the required application to load the selected exam.

4.1.4 View Only

Open an exam in Read-Only mode without locking it.

1. Select the exam from the Data Display pane.
2. In the Vue Explorer toolbar, click **Diagnose> Exam**, and select **View Only** from the drop-down menu.

   This loads the selected exam into the Diagnostic Workstation without locking it, so other users can load and dictate the exam.

4.1.5 Load Key Images

NOTICE

This feature is disabled if no images in the exam were marked as key images in the Diagnostic Workstation.

1. Select an exam from the Data Display pane.
2. In the Vue Explorer toolbar, click **Diagnose**> *Exam*, and select **Key Images** from the dropdown menu.

   This loads the key images into the Diagnostic Workstation.

NOTICE

The exam is automatically locked and only available to other users in View Only mode until the study is closed.

4.1.6 Load Significant Series

NOTICE

This feature is disabled if the exam does not contain a significant series.

1. Select an exam from the Data Display pane.
2. In the Vue Explorer toolbar, click **Diagnose**> **Exam**, and select **Significant Series** from the drop-down menu.

   This loads the series into the Diagnostic Workstation.

NOTICE

The exam is automatically locked and only available to other users in View Only mode until the study is closed.

4.1.7 Append Report

While you cannot create or edit a report if the exam already carries an existing report whose status is marked as Final, you can add an addendum.

1. Select an exam from the Data Display pane.

2. In the Explorer toolbar, click **Diagnose> Exam**, and select **Append Report** from the drop-down menu.
3. Write your addendum in the field provided.

4.1.8 Load Presentation

Exams that contain one or more saved presentations can be accessed from this option.

1. Select an exam from the Data Display pane.
2. In the Vue Explorer toolbar, click **Diagnose> Exam**.
3. Select **Load Presentation**, and then select the relevant saved presentation according to its name.

   This loads the selected items into the Diagnostic Workstation and opens the selected presentation.

4.1.9 Load Anonymized

Exams can be anonymized (stripped of all data in the patient jacket) for teaching or other purposes.

1. Select an exam from the Data Display pane.
2. In the Vue Explorer toolbar, click **Diagnose> Exam**.
3. Select **Load Anonymized** from the dropdown menu.

   This loads the anonymized exam into the Diagnostic Workstation and hides the DICOM tags.

6M3344 Rev J/ * 2025-07-31

4.1.10 Load As

You can load dedicated viewers from the Exam menu that provide data related to .specific modules (PET, CT, MRI, etc.) and metabolic functions, for example, cardiac analysis, calcium scoring, etc.

1. Select an exam from the Data Display pane.
2. In the Explorer toolbar, click **Exam>Load as...** and select the appropriate option.

   This loads the exam into the Diagnostic Workstation.

4.1.11 Load an exam from a CD or local drive

When you load an exam from a CD or from your local drive, the system uploads the images interactively to a temporary location. This upload process takes time.

1. If you are loading an exam from a CD, insert the CD into the CD drive.
2. In the navigation pane, click Local Drive > Browse.
3. Select the folder where the DICOMDIR file is located and click Upload. (If you are loading from a CD, the DICOMDIR file is usually located in the root folder.)
4. In the message that appears, click **Upload**.

5. In the data display area, double-click the exam you want to load.

4.2 Link exams and orders

You can link or unlink one or more exams or orders into a single report.

NOTE

This option must be configured and enabled by your administrator.

4.2.1 Link exams and orders

1. Select the desired exam from the worklist, and load the exam.

   If the linking option has been enabled by the administrator, and there are candidates that match the criteria, the **Linking Orders and Exams** window appears, showing all candidate orders and exams that can be linked.

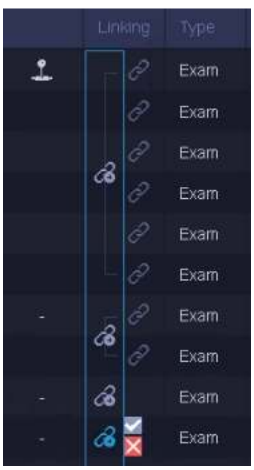
   The following linking options are available:
   - exam to exam
   - order to order
   - exam to order

2. Hover over the exam or order you wish to link and in the Link icon that appears, click the Plus sign.

You can also select a group to link.

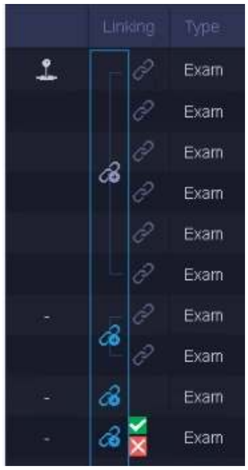
The Link icon becomes blue, indicating that the exam is selected.

The Confirm and Cancel icons appear next to the selected exam.



3. Click the Plus sign of the Link icon for each exam, order or group of exams you wish to link.

   The Link icons of the selected items become blue.

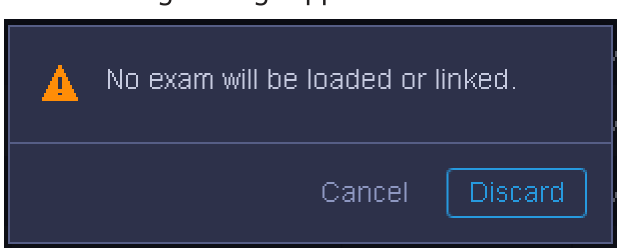


4. Click the Confirm icon that becomes enabled to confirm the linking .

   The linked items appear one after another as a linked group.

5. In the **Linking Orders and Exams** window , do one of the following:
   – Click **Continue** to close the **Linking Orders and Exams** window and to proceed with the diagnostics process. The report will be shared for the entire linked group .
   – Click **Discard**, to close the **Linking Orders and Exams** window without linking any exams, orders or groups and to return to the worklist.

     The following message appears:



     Click **Discard** to complete the action and to return to the worklist.

6M3344 Rev J / * 2025-07-31

4.2.2 Unlink the exams

1. To unlink an exam or order, hover over the linked item you wish to unlink. The Link icon turns into the Unlink icon.
2. Click the Unlink icon.

The selected exam or order is unlinked from the group, but remains in the list of linking candidates.

3. In the **Linking Orders and Exams** window , do one of the following:
   – Click **Continue** to close the **Linking Orders and Exams** window and to proceed with the diagnostics process. The report will be shared for the entire linked group .
   – Click **Discard**, to close the **Linking Orders and Exams** window without linking any exams, orders or groups and to return to the worklist.

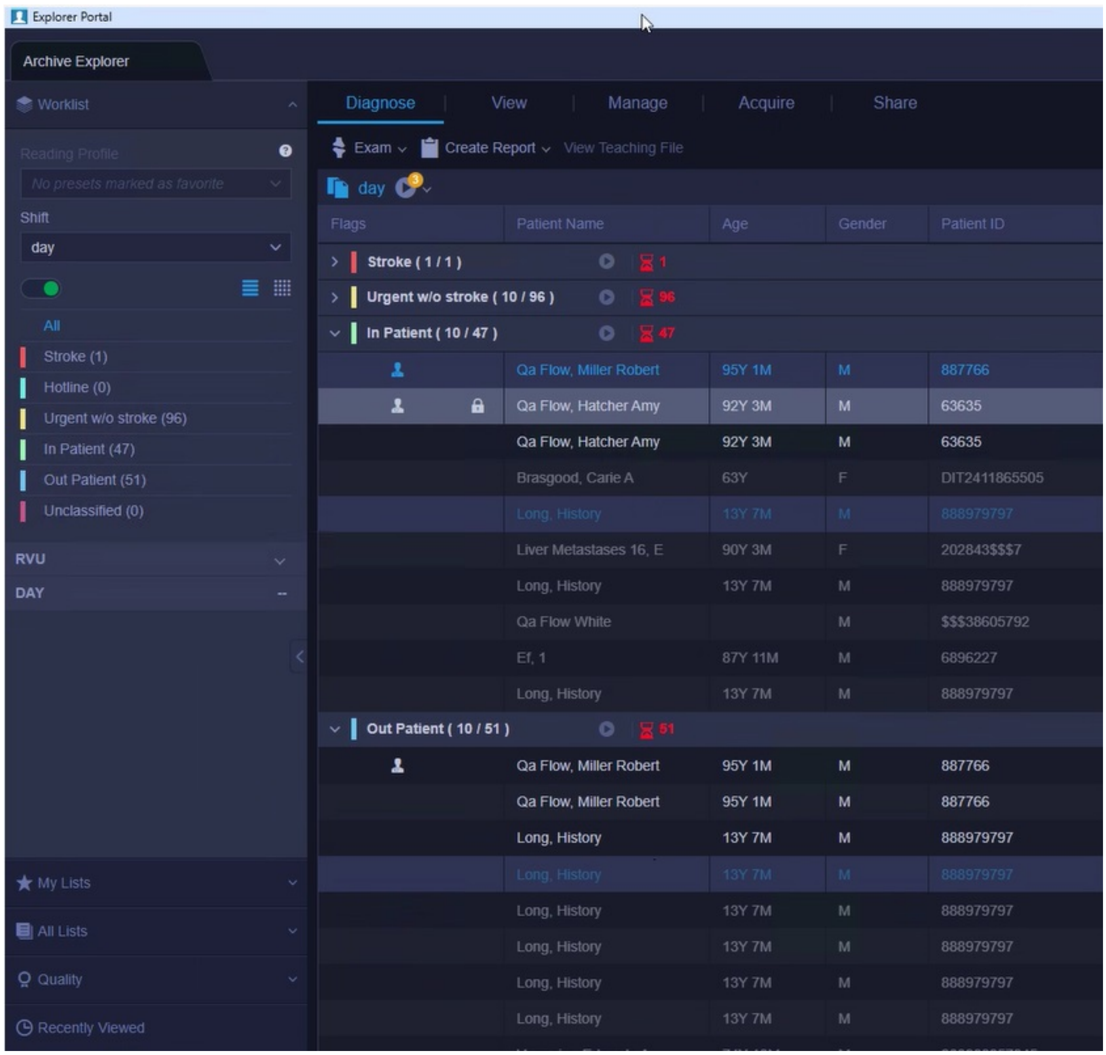
6M3344 Rev J / * 2025-07-31

4.3 Auto Next

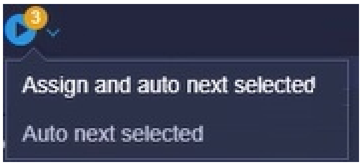
In Orchestrator, enabling **Auto Next** automatically loads studies into the viewer so that they can be read sequentially and saves having to return to the Data Display pane to manually load the next study. Auto-Next stops automatically on reaching the last exam in the Worklist, or when you select Dismiss Study> Back to Archive in the Diagnostic Workstation.

To automatically load studies in the viewer, perform the following steps:

- In the Data Display pane, select a number of studies to display automatically by holding the CTRL button on the keyboard then select two or more required studies in the Data Display pane (multi-selection), as shown. The Auto Next button  displays the number of selected studies and a dropdown arrow.



- Click on the dropdown arrow to display the following menu options, as shown:



Assign and auto next selected - when selected, automatically assigns a radiologist to the selected studies which then display automatically one after the other for reading. After viewing the last study, the items remain assigned and the Data Display pane displays.

Auto next selected - select to display the selected studies automatically to read each study separately. After viewing the last study, the Data Display pane displays.

Clicking on the **Assign and auto next** button without selecting an option from the dropdown menu selects **Assign and auto next selected** by default.

When this feature is disabled, the number of multi studies selected and the dropdown arrow do not display on the **Auto next** button, as shown.

The **Auto next** button in the sub-worklists are enabled to allow studies to be selected for reading. If you enable **Auto Next** from your Worklist, you cannot select the exam and **Auto Next** will automatically open each exam in the order they are listed.

4.3.1 Load and Dictate

NOTICE

This feature is only available with the Vue Reporting.

If an exam already contains a report whose status is Final, this feature is disabled in the menu. To append an addendum to a Final report, select Append Report from the drop-down menu.

1. Select an exam from the Data Display pane.
2. In the Vue Explorer toolbar, click Diagnose> Exam and select Load and Dictate from the drop-down menu.

This loads the selected exam into the Diagnostic Workstation and opens the reporting editor.

NOTICE

The exam is automatically locked and only available to other users in View Only mode until the study is closed.

4.3.2 Load

1. Select an exam from the Data Display pane.
2. In the Vue Explorer toolbar, click Diagnose> Exam, and select Load from the drop-down menu.

   The selected exam is loaded into the Diagnostic Workstation.

NOTICE

The exam is now locked for the current user and only available to other users in View Only mode.

4.3.3 View Only

Open an exam in Read-Only mode without locking it.

1. Select the exam from the Data Display pane.
2. In the Vue Explorer toolbar, click Diagnose> Exam, and select View Only from the drop-down menu.

   This loads the selected exam into the Diagnostic Workstation without locking it, so other users can load and dictate the exam.

4.3.4 Edit Report

You can edit an existing report provided the status is not marked as Final. In this case, you can add an addendum. For details, refer to Append Report in this section.

1. Select an exam from the Data Display pane.
2. From the **Diagnose** tab, click **Exam** and select **Edit Report** from the drop-down menu.
3. Edit the report and click **OK**.

4.3.5 Load Presentation

Exams that contain one or more saved presentations can be accessed from this option.

1. Select an exam from the Data Display pane.

2. In the Vue Explorer toolbar, click Diagnose> Exam.
3. Select **Load Presentation**, and then select the relevant saved presentation according to its name.

   This loads the selected items into the Diagnostic Workstation and opens the selected presentation.

4.3.6 Load Anonymized

Exams can be anonymized (stripped of all data in the patient jacket) for teaching or other purposes.

1. Select an exam from the Data Display pane.
2. In the Vue Explorer toolbar, click **Diagnose> Exam**.
3. Select **Load Anonymized** from the dropdown menu.

   This loads the anonymized exam into the Diagnostic Workstation.

4.3.7 Load As...

You can load dedicated viewers from the Exam menu that provide data related to .specific modules (PET, CT, MRI, etc.) and metabolic functions, for example, cardiac analysis, calcium scoring, etc.

1. Select an exam from the Data Display pane.
2. In the Vue Explorer toolbar, click **Exam>Load as...** and select the appropriate option.

   This loads the exam into the Diagnostic Workstation.

4.4 Batch Sign

Given the appropriate permissions, batch sign allows you to sign and approve multiple studies. Perform the same procedure for all batch signing options (Final, Approved, and Preliminary).

NOTICE

This procedure is also available from the right-click menu.

1. In the Data Display pane, select the exams you want to sign.
2. Do one of the following:
   - In the Vue Explorer toolbar, select **Diagnose> Batch Sign** followed by the relevant option from the menu.
   - Right click the selection and select **Batch Sign>** followed by the relevant option from the menu.
3. In the Confirm Sign dialog, reenter your password and click **OK**.
4. In the Processing Batch window, click **More Details** to review the data.
5. Click **OK**.

NOTICE

If the action is completed with warnings, the reason is displayed in the Error Reason column.

4.5 Teaching Assistant

If you find an interesting exam that you want to use for teaching purposes, you can create a teaching file from it. This is a copy of the exam where any identifying details, such as the patient name and patient ID, are removed from the exam.

4.5.1 View a Teaching File

NOTICE

This feature is only enabled if the selected exam has been saved as a teaching file.

1. In the Vue Explorer toolbar, click **Diagnose> View Teaching File**, or right-click the relevant teaching file and select **Diagnose> View Teaching File**.

   The study opens in the Diagnostic Workstation with the patient data removed and the teaching file opens in the Patient Jacket.

4.5.2 Create a Teaching File

1. Load an exam in the viewer and go to the patient jacket.
2. Click the **+ New** button and select **Teaching file**.
3. In the **New Teaching File** window, add notes, keywords, and a diagnosis, as required.
4. Click **Save**.

   The teaching file appears in the **Teaching File** tab.

4.5.3 Edit a Teaching File

1. In the Patient Jacket, go to the **Teaching File** tab.
2. Click the Pen icon .
3. In the **Teaching File** tab, there are a number of tabs in which you can do the following:
   - **General** – View general information about the exam, who created the teaching file, and the date it was created.
   - **History** – Click **Add history** to add notes about a patient's history. You can more notes as necessary. History text is limited to 300 characters in total.
   - **Discussion** – View existing notes about the exam. Click **Add Note** to add more notes to the discussion. Note text is limited to 1000 characters in total.
   - **Findings** – Click **Add finding** to add clinical findings. You can add more findings as necessary. Findings text is limited to 900 characters in total.
   - **Categorization** – Do the following:

     In the **Anatomy** tab, select the relevant anatomy codes from the drop-down lists.

     In the **Pathology** tab, select the relevant pathology codes from the drop-down lists.

     In the **Angio Code** section, select the relevant angiography codes from the drop-down lists.

     In the **Reference** box, enter any reference information, as required.

     In the **Keywords** box, add any additional keywords, as required.
   - **Diagnosis** – View the existing diagnosis. Click Add Diagnosis to add another diagnosis. Diagnosis text is limited to 300 characters in total.
   - **Miscellaneous** – Add any additional information about the exam.
4. Click **Save** to save your changes.

6M3344 Rev J / * 2025-07-31

5 Manage

This section provides information on how to manage the content of any repository.

5.1 Manage exams

Vue Explorer offers administrators (and others with appropriate permissions) to reorganize imaging contents in the archive.

If you have the required rights, you can transfer data from one context to another, at all possible levels. Images, series, and exams can be moved within the same exam, to another existing or a new exam, or to an existing order, all belonging to the same patient, to another existing patient, or to an as yet nonexistent patient.

5.1.1 Update an exam

You can view and update exam information from the **Exams** repository.

1. In the data display area, select an item.
2. In the menu, click **Manage> Exam> Update**.
3. In the exam form, make the changes and click **Update**. A notification displays to confirm the action.

5.1.2 Copy an exam

You can copy one exam, a series, or individual images from one repository to another, with or without the patient's identifying information.

1. In the data display area, select an item.
2. In the Explorer toolbar, click **Manage> Exam> Copy**.
3. Select one of the available archives and click **Add**.
4. To remove identifying information from the copied exam, click the **De-identification** double arrow and select the **Conceal or modify patient identifiers** check box.

   You can remove or change the patient ID, the patient name, or both.
5. When you are finished, click **Copy**.

NOTE

To view the status of the transfer, click the Spooler icon at the top right of the Vue Explorer window.

5.1.3 Delete an exam

You can delete one or more exams, series, or individual images from the Exams repository.

CAUTION

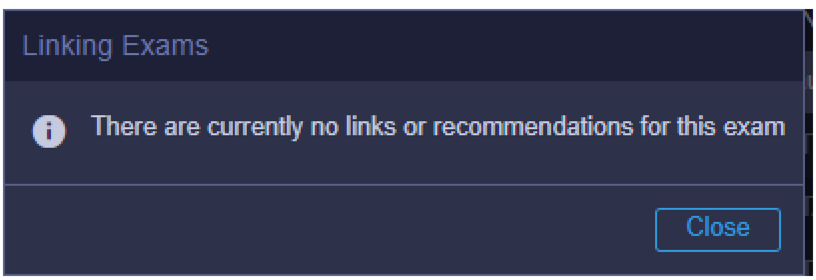
The exam will be permanently deleted from the archive with no option of retrieval.

1. In the data display area, select an item.
2. Select the items that you want to delete.
3. In the Explorer toolbar, click **Manage> Exam> Delete**. A confirmation message appears.
4. Click **Continue** to complete the deletion.

5.1.4 Manage Exam Links

With the appropriate permissions, you can link multiple studies together. The studies can then be viewed and managed as a single set, from which you can generate a single report.

1. In the Data Display Area, select an item.
2. In the Vue Explorer toolbar, click **Manage> Exams> Manage Exam Links**. If the exam has no links or link candidates, a notification is displayed.



3. Make the necessary changes in the list of linking candidates, and click **Save**.

   For more information about linking and unlinking items, see chapter "Link exams and orders" on page 69.

NOTICE

The list of exams or orders eligible for linking is defined according to criteria set by the administrator.

5.1.5 Manage Order and Exam Links for exams

With the appropriate permissions, you can link multiple studies and orders together. The studies can then be viewed and managed as a single set, from which you can generate a single report.

You can link the following combinations:

- Orders to orders
- Orders to exams

- Exams only

1. In the Data Display Area, select an exam.
2. In the Vue Explorer toolbar, click **Manage> Exams > Manage Order and Exam Links**

   If the exam does not have link candidates, a notification is displayed.
3. When opening the **Manage Order and Exam Links** dialog from an exam, the item marked as current can be one of the following:
   - The selected exam.
   - An order, if the selected exam is a link SR (a study placeholder with no images).
4. Make the necessary changes in the list of linking candidates, and click **Save**.

   For more information about linking and unlinking items, see chapter “Link exams and orders” on page 69.

NOTICE

The list of exams or orders eligible for linking is defined according to criteria set by the administrator.

In the Orders and Exams pane, the Type column indicates whether the link is an Exam or Order.

IMPORTANT

When the "Order Linking for Reporting" feature is enabled (based on system configuration), ensure the following:

Since images may arrive after the initial read, radiologists must carefully monitor linked orders. It is the user’s responsibility to ensure all linked images and studies are reviewed before finalizing and signing a report.

Images received after the study is loaded will not automatically appear in the current Viewer session. Users must manually verify if new images have arrived. To access these images, close and reopen the study.

5.1.6 Assign exams

You can assign an exam to a specific doctor, to a group of doctors, or to yourself.

NOTICE

If the exam is not on your worklist, you will be promoted to give a reason for reassigning it.

1. Select one or more exams.
2. Do one of the following:
   - Click **Manage > Worklist> Assign to or Assign to Me**.
   - Right-click the exam and select **Assign> Assign to** or **Assign to Me**.

     NOTICE! The Assign to Me option automatically assigns the exam to the logged-in user and a notification confirms the action.

   The Assign dialog box displays if you selected the Assign to option.

3. Select a user or team name from the drop-down list. Begin typing in the search field to automatically show a list of items containing the characters you enter.

NOTICE

You can filter the list of groups to be searched. Click the Filter by drop-down list to select specific groups for searching. Groups that you select are saved and are displayed the next time you want to assign an exam.

To remove an existing assignment, select an exam and in the Assign dialog box, click **Unassign**.

6M3344 Rev J / * 2025-07-31

5.1.7 Explore exam content

NOTICE

This feature is not available when using Workflow Orchestrator.

On the list of exams displayed in the data display area, you can explore the exam content to seethe series and image information of that exam. You can then load only the series or images you want.

Do one of the following:

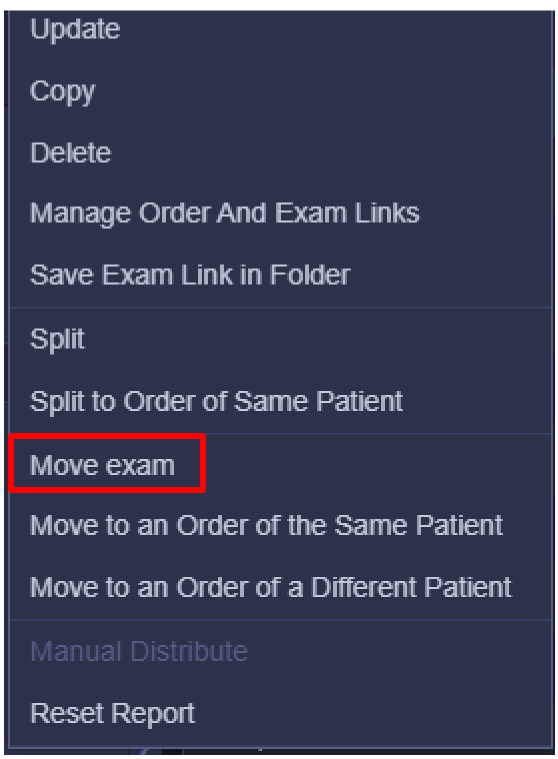
- Right-click an exam and select **Explore**.

  All the series of the selected exam are displayed. Each exam may comprise a number of series.
- Right-click a specific series and select **Explore** from the drop-down menu.

At any level, you can go back a level by clicking **One Level Up** in the drop-down menu.

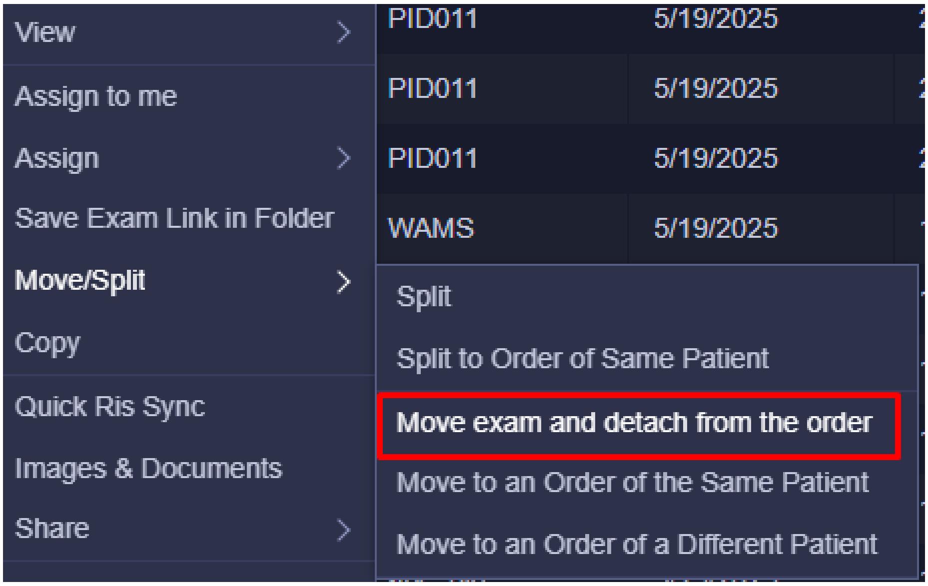
5.1.8 Move exam with/without order

1. When the exam does not have an order preset, **Move exam** displays.

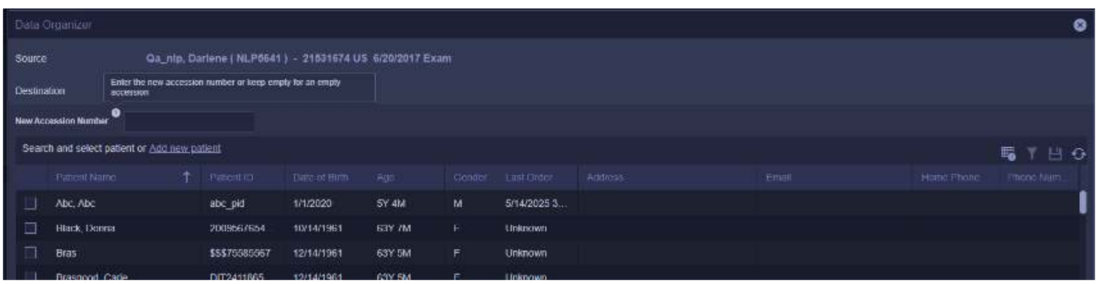


2. When the exam has an order preset, click **Move exam and detach from the order**.

6M3344 Rev J / * 2025-07-31



When using **Move exam and detach from the order**, the user will have a new option to manually enter a new accession number for the moved exam or leave blank so that the accession will be empty. A tool tip is presented explaining the options.



6M3344 Rev J/ * 2025-07-31

5.2 Manage orders

You can update/create/unlock an order or an additional order.

5.2.1 Update an Order

You can view and update an order from the Exams, Orders, or Patients repositories.

1. In the data display area, select an item.
2. Do one of the following:
   - In the Vue Explorer toolbar, select **Manage> Order> Update**.
   - Right-click and select **Manage Order**.
3. In the order form, make the required changes.

   For a short description of each field, see .
4. When you are finished, click **Update**.

5.2.2 Create an order

Create an additional order for an existing exam

If a second order is needed, for example, when different reports are required for a single exam, such as in run-off exams or when a consultation or a second opinion is required for an existing exam, an additional order has to be created for the second report.

1. In the data display area, select an item.
2. Do one of the following:
   - Select **Manage> Order> Create Additional Order.**

     NOTICE! If an order already exists, select Create Additional Order.
   - Right-click and select **Manage Order**.

     The order form opens with the patient's details already filled in. It contains three sections: Order Information, Exam Details, and Result Distribution Details.
3. When you are finished, click **Create** at the bottom of the form.

Name	Description
Status	The status of the order. To change a status, select a value from the dropdown list (requires the appropriate permissions). The default value is Requested. Possible values are: Authorized, Canceled, Completed, Distributed, In Progress, On Hold, Performed, Reported, Requested, Scheduled, and Temporary.
Department	Displays the department of the order.
Institution	Displays the institution of the order.
Confidentiality Code	Defines the permitted level of access to the order and to the exam attached to it. Select a value from the drop-down list.

Name	Description
Accession Number	When you create an order from the **Exams** repository, the accession number is taken from that exam, if exists. If no accession number is included in the exam, you may either type in or generate an accession number. If you create the order from the **Patients** repository, you either type in or generate the number.
Reason for Exam	Enter free text.
Referring Physician Notes/Interpretation	Enter free text.
Tech Notes	Enter free text.
Clinical Info	Enter free text.
Referring Physician	Type the full or partial name in the textbox and then select the name of the referring physician from the drop-down list of primary referring physicians. If you have the appropriate permissions, you can click **Manage Referring Physicians** to add a referring physician to the list. The order you are creating is assigned to the referring physician you select. When the result (exam report) is ready, it will be distributed to this referring physician in the mode defined in the **Manage Referring Physician** window by fax or email. When the field is populated, hover over the referring physician's name to display the physician's details.
Technician	Type the full or partial name in the textbox and then select the technician from the drop-down list. The technician list is a sub-set of the list of all system users and is configurable. Contact your system administrator for configuration details.
Radiologist	Type the full or partial name in the textbox and then select the radiologist or reading group from the drop-down list of radiologists. The radiologist list is a sub-set of the list of all system users and is configurable. Contact your system administrator for configuration details. When an order is assigned to a radiologist, the exam belonging to that order is assigned to that radiologist as well.
Callback Phone Numbers	Enter phone numbers. You can enter more than one number. Click Enter or use a comma to separate between the phone numbers.

Tab. 2: Order Information Fields

Name	Description
Order without Imaging Exam	Indicates that you are creating an order for which no exam exists in the system yet, but for which a report will be created. When this check box is selected, the rest of the fields in the Exam Details section are disabled. **NOTICE! This option can be selected only when you create an order in the Order or Patients repositories.**
Scheduled Date	Available only for orders with an exam. Select the scheduled date of the exam.
Device	Available only for orders with an exam. Indicates the device executing the exam. Select a device from the drop-down list. The list contains the devices in the selected department.
No. of Images	Available only for orders with an exam. Enter the number of images comprising the exam. This number is used by the site to confirm that the entire exam has been loaded in cases when the communication lines are slow.

Name	Description
Attach to Exam	Available only for orders with an exam. Click to open a list of the patient's exams. The order is attached to the exam you select.
Modality	Select the modality. The possible values in the **Body Part Group**, **Body Part**, and **Procedure Code & Text** fields are affected by your choice in this field.
Body Part Group	Select the body part group. The available values are affected by the choice of modality. Your selection of body part group affects the list of possible values in the **Body Part** and **Procedure Code & Text** fields.
Body Part	Select the body part. The available values are affected by the choice of body part group. Your selection of body part affects the list of possible values in the **Procedure Code & Text** field.
Procedure Code & Text	Select a procedure code. Available values are affected by your selection in the **Body Part** field. If you have not selected any values in the **Modality**, **Body Part Group**, and **Body Part** fields, or if the list of available procedure codes is extremely long, you can enter text, and the list of available values will display only procedure codes starting with the text you entered.

Tab. 3: Exam Details Fields

Name	Description
Send Results to Primary Referring Physician	Select the check box to indicate that the results (report) will be sent to the primary referring physician specified in the **Referring Physician** field.
Additional Physician CCd	Select one or more physicians from the list. When the field is populated, hover over the referring physician's name to display the physician's details.
Result Via Fax	Specify a fax number to which the result will be sent in addition to the fax number specified in the **Referring Physician** and **Additional physicians CCd** fields. The number you enter in this field is specific to this order only.
Result Via email	Specify an email to which the result will be sent in addition to the email specified in the **Referring Physician** and **Additional physicians CCd** fields. The email you enter in this field is specific to this order only.
Attach Document	Opens a tool that allows you to attach a document to the order.

Tab. 4: Result Distribution Details

5.2.3 Unlock an order

NOTICE

Administrator permission is required to be able to unlock an order.

To unlock an order, perform the following.

1. In the data display area, select one or more items.
2. In the Vue Explorer toolbar, select **Manage> Order> Unlock Order**.
3. Click **Update**.

5.2.4 Manage Order and Exam Links for orders

With the appropriate permissions, you can link multiple studies and orders together. The studies can then be viewed and managed as a single set, from which you can generate a single report.

You can link the following combinations:

- Orders to orders
- Orders to exams
- Exams only

1. In the Data Display Area, select an order.
2. In the Vue Explorer toolbar, click **Manage> Orders> Manage Order and Exam Links**.

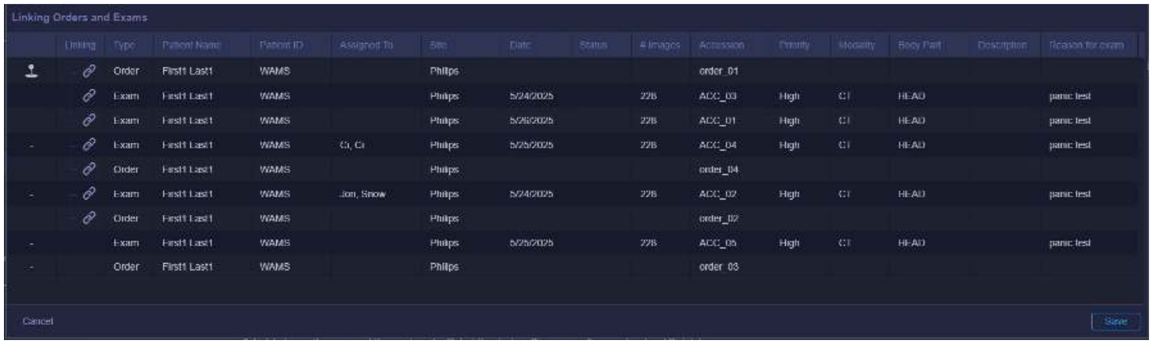
   If the order does not have link candidates, a notification is displayed.
3. When opening the **Manage Order and Exam Links** dialog from an Order, the item marked as current can be one of the following:
   - The exam with images attached to the order (if exists).
   - The selected order, in case there is no exam with images attached to the order or there is only a link SR (a study placeholder with no images).
4. Make the necessary changes in the list of linking candidates, and click **Save**.

   For more information about linking and unlinking items, see chapter “Link exams and orders” on page 69.

NOTICE

The list of exams or orders eligible for linking is defined according to criteria set by the administrator.

In the Orders and Exams pane, the Type column indicates whether the link is an Exam or Order.



6M3344 Rev J / * 2025-07-31

Philips

5.3 Manage patients

You can perform the following actions related to patients.

5.3.1 Update patient's details

1. In the patient list, select the folder containing the patient you want to update.
2. If necessary, search for the patient whose details you want to update.
3. Do one of the following:
   – Right-click the patient and click **Update Patient**.
   – Select **Manage > Patient > Update**.
4. In the patient form, update the patient's details as required and click **Update**.

5.3.2 Create a patient

You can create a new patient and add to the system.

1. In the Vue Explorer toolbar, select **Patient> Create** from the drop-down menu.
2. In the dialog that displays, fill in the patient's details.
3. Click **Create** to save the new patient in the system.

5.3.3 Manage patient ID

1. In the data display area, select a patient.
2. In the Patient sub-menu, select **Manage IDs**. The Manage IDs window opens.
3. Select the patient ID you want to manage and update the patient data in the Update Patient ID field.
4. Click **Save** or **Save & Close**.

5.3.4 Create an additional patient ID

There are situations where you try to create an order or acquire images for a patient whose ID was issued by a system that is not recognized by the current department or facility. In such cases, you need to create an additional ID for that patient.

1. In the Data Display pane, select an item.
2. In the Vue Explorer toolbar, click **Patient> Manage IDs**.
3. In the Manage IDs dialog, click **+ Add ID**.
4. Fill in the mandatory Patient ID and Issuer fields.
5. Click **Save and Close**.

6M3344 Rev J/ * 2025-07-31

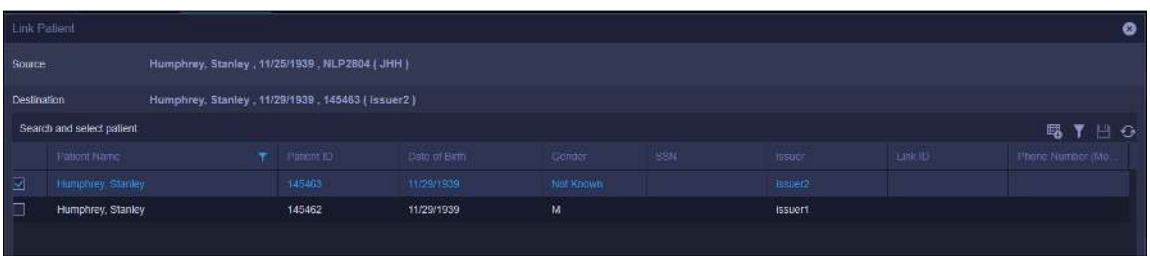
5.3.5 Merge patients

1. From the patient list, click **Manage> Patient> Merge**, and select the patient you want to merge with another patient.
2. In the **Merge Patient** window, use the filters to search for the patient with whom you want to merge the selected patient. Select the patient and click **Next**.

   In each section of the window that appears, the details of the "source" patient (the patient who you are merging) are listed on the left-hand side and the details of the "target" patient (the patient with whom you are merging the originally selected patient) are listed on the right-hand side. By default, the details of the "target" patient are selected, but you can select one or more details of the "source" patient. The merged patient will be saved with the details selected here.
3. Click **Next**. A summary window appears, displaying the details of the merged patient. Click **Back** if you want to change any of the selected details.
4. Click **Merge** when you are finished.

5.3.6 Link patients

1. From the Explorer toolbar, click **Manage> Patient> Link**.
2. In the **Link Patient** window, use the filters to search for the patient with whom you want to link the selected patient.
3. Select the patient and click **Next**.
4. Click **Back** to change the patient that you are linking to.
5. Click **Link** when you are finished.



5.3.7 Manage Order and Exam Links for patients

With the appropriate permissions, you can link multiple studies and orders together. The studies can then be viewed and managed as a single set, from which you can generate a single report.

You can link the following combinations:

- Orders to orders
- Orders to exams
- Exams only

1. In the Data Display Area, select an item.
2. In the Vue Explorer toolbar, click **Manage> Orders> Manage Order and Exam Links**.

6M3344 Rev J / * 2025-07-31

Philips

If the patient does not have link candidates, a notification is displayed.

3. When opening the **Manage Order and Exam Links** dialog from Patient, all the relevant patient exams and orders are presented and are not indicated as Current.
4. Make the necessary changes in the list of linking candidates, and click **Save**.

   For more information about linking and unlinking items, see chapter “Link exams and orders” on page 69.

NOTICE

The list of exams or orders eligible for linking is defined according to criteria set by the administrator.

In the Orders and Exams pane, the Type column indicates whether the link is an Exam or Order.

5.3.8 Manage linked patients

There may be cases where the same patient has been admitted to different medical centers that are part of the same healthcare organization and use different information systems (such as the Philips.

Radiology Information system or an EMR/EHR), with slightly different identifying information. These multiple patient records in the data center should logically all be marked as belonging to the same patient, enabling radiologists to use one patient's priors when loading the current patient, since they are the same person.

Using a set of rules, candidates for linking are automatically selected based on the best matches of identifying data, such as patient name fields (first, middle, and last), patient ID, date of birth, gender, and so on.

Radiologist workflow

NOTICE

This feature requires the integration of the Diagnostic Workstation with Vue Explorer.

1. In the Vue Explorer toolbar, select one of the following from Diagnose> Exam:
   - Load
   - Load and Dictate

   The **Patient Link Management** window opens, displaying the current patient and a system-generated, ranked list of recommended candidates for linking. The available identifying information for the current patient is displayed.

   The list of recommended candidates is sorted in descending sequence according to their calculated score.

   For each recommended candidate, the following information is shown:
   - A score from 0-100 that has been assigned by the system, with the most likely candidates ranked highest.
   - The recommended candidate's identifying information that appears in the system. When a candidate's detail is identical to the patient's information, it is colored green. When a candidate's detail is different, it is colored red. If the current patient's information does not include a particular detail but the candidate's information does, there is no color change.
2. Click one of the recommended candidates to select it, or hover your mouse over a line. For each recommended candidate, you can do one of the following:
   - **Link** - Links the selected candidate to the current patient.
   - **Reject** - Keeps the patients separated, and will not show this patient as a recommended candidate for the current patient in the future.

NOTICE

To view the latest exam belonging to a recommended candidate in the Vue Motion, click .

   - **Not now** - Does not link the patients at this time, but leaves open the possibility to present this recommended candidate as a link to the current patient in the future.
3. Click the **More** button below the list to display the list of candidates that were previously linked to the selected candidate and the list of candidates that were previously rejected for linking. In this view, you can revert a previously selected candidate that was linked or rejected.

4. Click **Continue** to proceed with reading the exams that you selected in this screen. To revert all selections, click **Cancel**.**NOTICE! If you did not make any selections in this screen, click Continue to proceed with reading only the selected exam.**

NOTICE

The Patient Link Management window is always displayed when there is at least one recommended candidate for the current exam's patient and this feature has been activated by the Vue PACS administrator. If you have selected to not show this window, you can always change the option by selecting any exam and clicking Manage> Patient> Link from the menu bar. This will display the Patient Link Management window, allowing you to manage patient links.

Administrative workflow

1. Do one of the following
   - If you are using the Workflow Orchestrator, in the Explorer toolbar, select an exam to be read and click **Manage> Patient> Manual Links** from the drop-down menu.
   - If you are not using the Workflow Orchestrator, in the patient list, select a patient (after searching for a patient or an exam) and click **Manage> Patient> Manual Links** from the drop-down menu.

   The **Link Patient** window opens, displaying the current patient and a system-generated, ranked list of recommended candidates for linking. The available identifying information for the current patient is displayed.

   The list of recommended candidates is sorted in descending sequence according to their calculated score.

   For each recommended candidate, the following information is shown:
   - A score from 0-100 that has been assigned by the system, with the most likely candidates ranked highest.
   - The recommended candidate's identifying information that appears in the system. When a candidate's detail is identical to the patient's information, it is colored green. When a candidate's detail is different, it is colored red. If the current patient's information does not include a particular detail but the candidate's information does, there is no color change.
2. Click one of the recommended candidates to select it, or hover your mouse over a line. For each recommended candidate, you can do one of the following:
   - **Link** - Links the selected candidate to the current patient.
   - **Reject** - Keeps the patients separated, and will not show this patient as a recommended candidate for the current patient in the future.

     NOTICE! To view the latest exam belonging to a recommended candidate in the Vue Motion, click .

   - **Not now -** Does not link the patients at this time, but leaves open the possibility to present this recommended candidate as a link to the current patient in the future.

     The list of candidates that were previously linked to the selected candidate and the list of candidates that were previously rejected for linking are automatically displayed. In this view, you can revert a previously selected candidate that was linked or rejected.

3. When you are finished, click **Apply**.

5.4 Workflow Orchestrator

The Workflow Orchestrator provides a configurable and dynamic worklist management solution. According to predefined rules, exams are associated with sites and assigned to radiologists for review. These rules prioritize time-critical cases over those that are less urgent. If an exam does not meet all of the requirements for automated inclusion in the worklist, users who have appropriate permissions can add these items manually.

NOTICE

This feature is enabled by your system administrator.

5.4.1 Set/Undo as Hotline Subworklist

An administrator can manually assign an important exam to the Hotline subworklist to receive special handling.

Set as Hotline

1. In the data display area, select an item.
2. Right-click the exam and select **Manage Worklist > Set as Hotline**.
3. In the dialog box that appears, select a reason for the manual assignment and provide an optional reason, if desired.

   The item is moved to the Hotline subworklist in the Worklist.

Set as Not Hotline

1. In the Hotline subworklist, select the required exam.
2. Right-click the exam and select **Manage Worklist>Set as Not Hotline** from the drop-down menu. The exam is removed from the subworklist.

5.4.2 Set worklist item as Handled

An administrator can manually mark a Worklist item as handled in the Admin shift of the Workflow Orchestrator.

1. In the data display area, select an item.
2. Check the spooler and make sure that all tasks associated with the Worklist item have completed.
3. Right-click the item and select **Manage Worklist > Set as Handled**.
4. In the dialog box that appears, click either **Set as Handled** to complete the process, or **Cancel** to exit.

   If further actions are required according to the predefined rules, a Worklist item is created and placed in a reading shift worklist.

5.4.3 Assign worklist

You can assign an exam to a specific doctor, to a group of doctors, or to yourself.

NOTICE

If the exam is not on your worklist you will be prompted to give a reason for reassigning it.

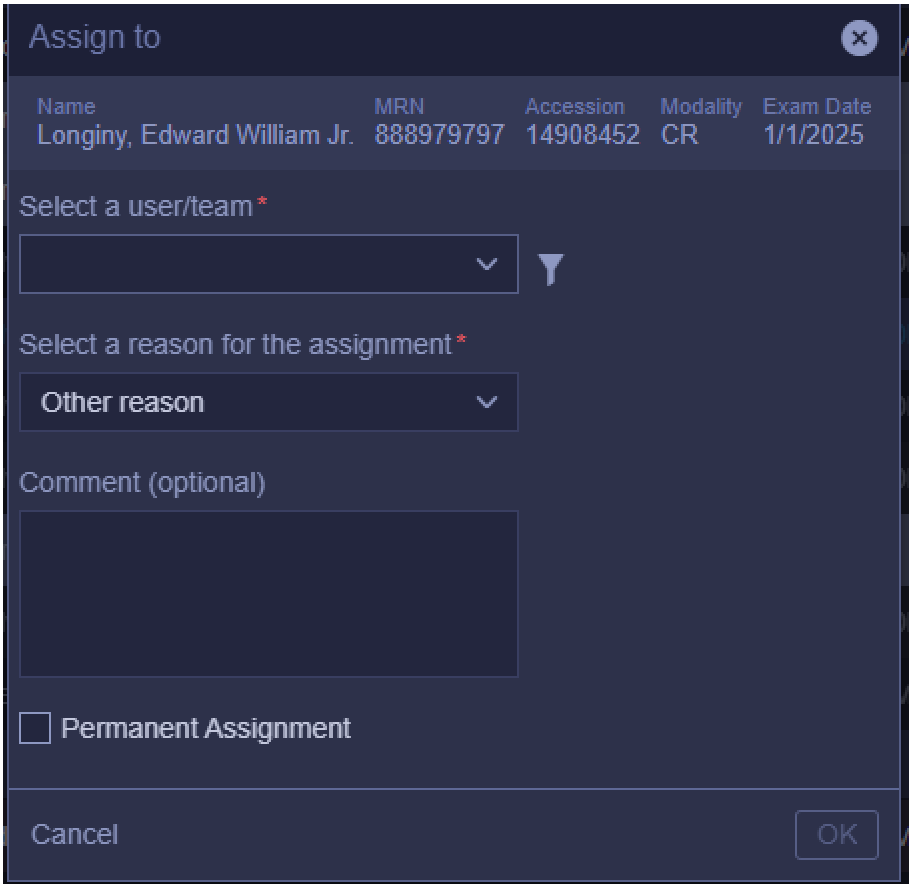
1. In the data display pane, select an item.
2. Perform one of the following steps:
   - In the Workflow Explorer toolbar, click **Manage > Worklist>Assign to** or **Assign to Me**.
   - Right-click the exam and select **Assign> Assign to** or **Assign to Me**.

     The **Assign to Me** option assigns the exam to the logged-in user and a notification confirms this action. The **Assign to** dialog may be displayed according to the configuration setting.
     (This action can be configured to show/hide the **Assign to Me** dialog.)
3. In the **Assign to** dialog box, select a user or team name from the dropdown list.

   Enter a minimum of two letters in the search field to automatically show a list of items containing the characters entered.

   You can filter the list of groups to be searched. Click the **Filter** icon to select specific groups for searching. Groups that you select are saved and are displayed the next time you want to assign an item.
4. Select a reason for the assignment from the dropdown list.

6M3344 Rev J / * 2025-07-31



5. If required, enter a comment for the user or team in the **Comment** field.
6. **Permanent Assignment** - when available, check this option to enable an item to be permanently assigned to the user or team.
   When hovering over the checkbox, a tooltip advises that the exam will be displayed only in the assigned user's worklists.
7. Click **OK**.

To remove an existing assignment, right-click the assigned item and select **Assign > Unassign**. After the exam or order is assigned to another user, hover over the user icon of the assigned item in the data display pane. The text box shows the **Assigned to** users name, type of assignment, date, and **Assigned before**.

The **Assigned before** information indicates the number of days that have passed since the assignment date.

5.4.4 Move to subworklist

Although Worklist items are assigned to subworklists according to predefined rules, an administrator can move a worklist item to a subworklist in another shift or the same shift, as required.

1. In the data display area, select an item.
2. Right-click the item and select **Manage Worklist> Move**.

3. In the Move Work Item dialog box that displays, check the required shift.
4. Click the **Select Subworklist** arrow and select the desired subworklist from the drop-down menu.
5. Click **Move**.

5.4.5 Show/Hide in worklist

An administrator can add to the worklist any exam in Vue Explorer that does not have any Worklist items associated with it.

Show in Worklist

1. In the data display area, select an item.
2. Right-click the exam and select **Manage Worklist> Show**. You can also access this feature from the drop-down menu Worklist tab.

   A new Worklist item is created for each reading shift that has been defined in the system, and is placed in a subworklist for each shift according to the rules.
3. Select a reason from the displayed list to continue. If desired, you can also enter an optional comment.
4. Click **Show**.

   An administrator can remove an item from the worklist but leave it as an item that is visible in Vue Explorer.

Hide in Worklist

1. In the data display area, select an item.
2. Right-click the exam and select **Manage Worklist> Hide**. You can also access this feature from the drop-down menu Worklist tab.

   The selected items will no longer be included in the worklist due to any automated configuration, although they can be added back into the worklist by an administrator.
3. Select a reason from the displayed list to continue. If desired, you can also enter an optional comment.
4. Click **Hide**.**NOTICE! Use Ctrl+click or Shift+click to select multiple files.**

5.4.6 Workflow Orchestrator elements

This section introduces the main elements in the Workflow Orchestrator interface:

- Shifts
- Subworklists
- Flags
- Service Level Agreements (SLA)
- Relative Value Units (RVU)

6M3344 Rev J / * 2025-07-31

Shifts

According to predefined rules, the Workflow Orchestrator automatically groups exams into shifts of various types:

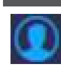
- Administrative shifts (used by administrators to perform worklist-related administrative tasks)
- Reporting shifts (used by radiologists for reading exams)
- Quality shifts (used to ensure accuracy of exam reports)
- Group shifts (used to enable predefined workflows that are specified by the sub-shifts that are contained within each group shift). A group shift can be used, for example, to create a flow in which a resident must initially read an exam and an attending physician will automatically be assigned that exam to approve it.

Access to a particular shift is determined by assigned permissions.

To select a shift

At the top of the left pane, click the arrow and select the shift for which you are reviewing exams.

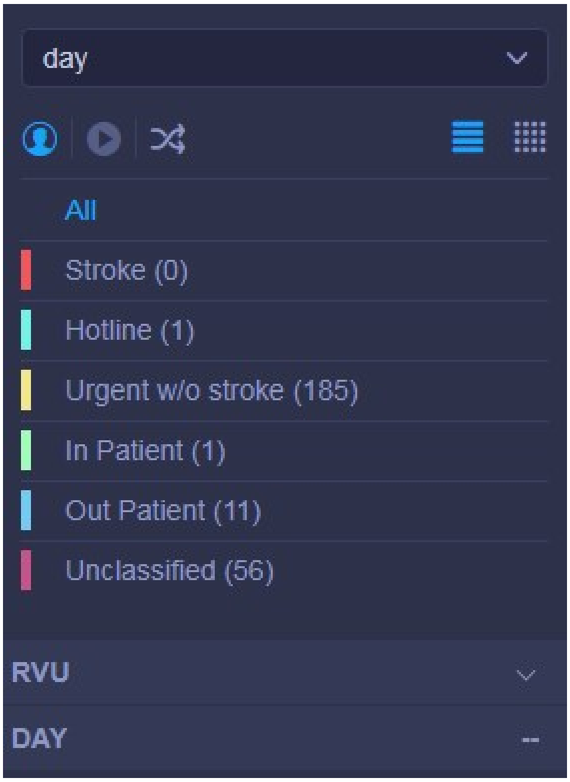
The list of shifts is sorted first by type (reporting shifts before administrative shifts), and then alphabetically by name.

Icon	Tooltip	Description
	Stop/Start My Worklist Orchestration	When stopped, the Workflow Orchestrator considers you unavailable for reading exams, and takes this fact into account when calculating the exposure of an exam in the system. You will be able to see new items in the worklist even when it is stopped.
	AutoNext	Automatically loads sequential exams into the Diagnostic Workstation.
	List View	Displays your subworklists as a list, from highest to lowest priority. See chapter “Subworklists” on page 99.
	Dashboard View	Displays your subworklists as a grid, split into groupings by site, assignment, and subspecialty. See chapter “Subworklists” on page 99.

Subworklists

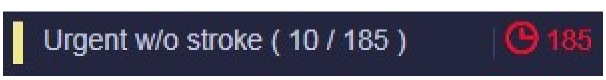
By default, unread exams are displayed in a worklist that is divided into subworklists by priority, with the most time-critical cases listed first.

Click on any subworklist name to view its contents in the data display area.



The number next to each subworklist indicates the total number of exams of each priority that appear in your worklist.

In the data display area, the heading for each subworklist indicates the number of worklist items displayed out of the total number of exams to be read. There is also an indication of the number of worklist items that have exceeded or are about to exceed their SLAs, if any.



You can click the grid icon to drill down into the contents of each subworklist.

The left pane changes to the following display:

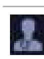
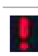
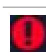
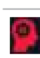
Click one of the icons to further refine your worklist:

#	Description
1	Lists all exams to be read in your worklist.
2	Lists only the exams to be read that come from your site.
3	Lists only the exams to be read that have been assigned to you.
4	Lists only the exams to be read that belong to your subspecialty.

You can also click on a number in the grid to see, for example, a list of urgent exams that are filtered by your site only.

Flags

An exam in the worklist may have various flags associated with it:

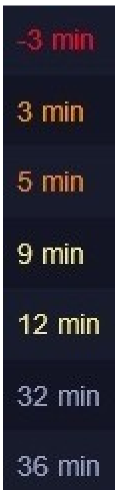
Flag	Description
	Indicates that a critical result notification (CRN) has been created for the exam.
	Indicates that there is a report associated with the exam.
	Indicates that the exam has been assigned to you.
	Indicates that this is a time-critical exam.
	Indicates that this exam has been manually marked as having high priority.
	Indicates that this exam has been found to have a high priority as a result of automated analytics.

Service Level Agreements (SLA)

An SLA specifies the maximum amount of time allocated for the reading of an exam at a specific priority.

The Workflow Orchestrator displays the amount of time remaining until each exam’s SLA will end.

Different colors indicate each predefined span of time that remains until the end of the SLA.



NOTICE

Depending on how your system has been set up, the colors that appear may refer to different amounts of time.

Relative Value Units (RVU)

A Relative Value Unit provides a way to quantify a radiologist's productivity. Different values are assigned to different tasks, and each task has a different weight in the calculation.

Each radiologist is assigned a target RVU. The Workflow Orchestrator provides the following totals:

- Day—The total amount for the current day.
- MTD—The percentage of the target RVU for the current month.
- YTD—The percentage of the target RVU for the current year.

Notify an administrator

Within the Workflow Orchestrator, you have the ability to report errors in your worklist for an administrator to resolve. For example, an exam may have been incorrectly assigned to you, or has some other issue that prevents you from properly reviewing that exam.

To notify an administrator:

6M3344 Rev J/ * 2025-07-31

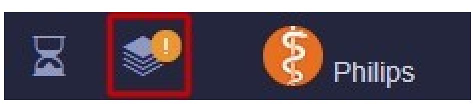
1. In the data display area, select an item.
2. Click Notify **Admin**.
3. In the dialog box that opens, select the issue type from the drop-down list. Default reasons are:
   – Wrong subspecialty
   – Incorrect classification
   – Missing history
   – Missing clinical information
   – Missing tech notes
   – Missing images
   – Wrong patient
   – Loading issues
   – Other

   If desired, you can provide an optional explanation in the **Comment** field.
4. Click either **Keep Exam** (so that the exam continues to be managed in the Workflow Orchestrator) or **Remove Exam** (so that the exam is removed from the automated Workflow Orchestrator flow).

Open worklist from patient exam

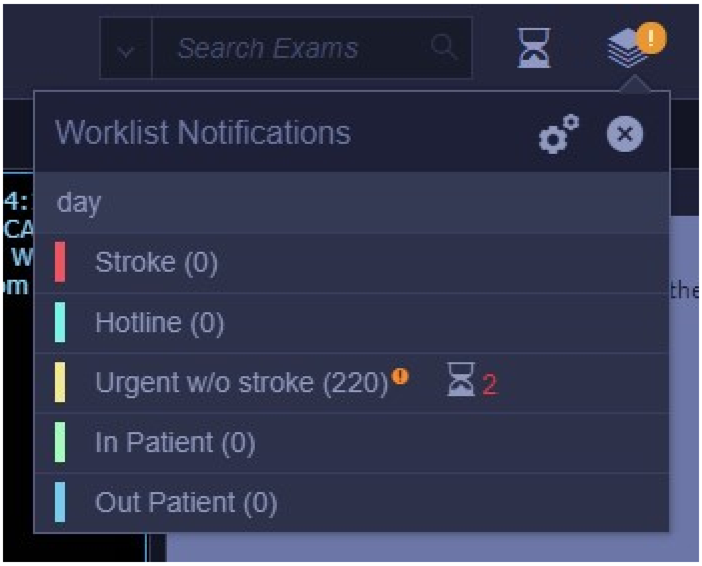
You can open your worklist while viewing a patient exam.

1. In the top-left menu bar, click the **Worklist Notifications** icon . The Worklist Notifications pane displays in a separate window.



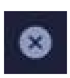
The Worklist Notifications pane displays in a separate window.

6M3344 Rev J / * 2025-07-31



The orange icon alerts you to new notifications in the sub-worklists of your current reading shift. Each notification is displayed by category in the relevant sub-worklist, e.g. stroke, hotline, outpatient, etc.

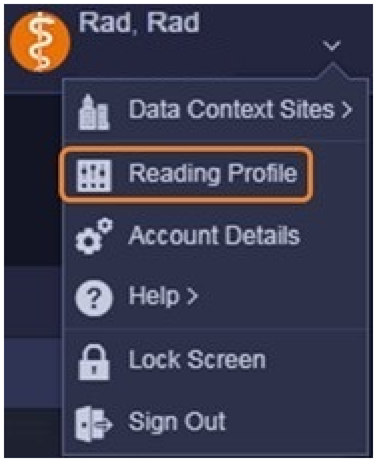
The number in red next to the hourglass icon in the sub-worklists containing notifications show how many exams have triggered this alert.

2. Click the **Settings** icon. The Edit Notification window displays. Now you can select a specific worklist and modify its notification conditions, such as when the number of exams assigned to you exceeds five, or when the number of exams that have broken their SLA exceeds 10.
3. Click  to close the window, or click **Save** if you made changes
4. Click the **Worklist Notification** icon to exit the worklist.

5.4.7 Select sites and subspecialities

You can specify the sites and subspecialities for which you want to read exams.

1. In the upper right corner of the screen, click the arrow and select **Reading Profile**.



2. Select the reading sites that you want to access, select one or more subspecialities, and click **Confirm**.

5.4.8 Read exams in your worklist

WARNING! Unless configured otherwise, you cannot load exams for diagnosis from filter folders. Exams from this type of folder are available for viewing only.

The order of the exams that you have been assigned to read are automatically listed in the order that they should be read, separated into subworklists, according to priorities that have been set up by your system administrator.

Under certain circumstances, multiple exams relating to a particular patient may be listed in sequence for reading by the same radiologist. For more information, see Sequential Reading.

NOTICE!

- If you want to read exams that appear in non-Workflow Orchestrator folders or exams that are discovered by searching, you will always need to provide a reason.
- You may receive a message when you try to read an exam that is outside the scope of your defined worklist. Such exams appear grayed out in the data display area. This message may appear when you try to perform actions such as loading, editing, or assigning an exam.
- Unless configured otherwise, you cannot load exams for diagnosis from filter folders. Exams from this type of folder are available for viewing only.

You must select a reason from the displayed list to continue with your selected action. If desired, you can also enter an optional comment. When you are finished, click **Submit**.

5.4.9 Sequential reading

If a particular patient has multiple exams that have not yet been read, each requiring a report of its own, there may be a need for a single radiologist to read all of these exams in sequence. This is particularly important in cases where deep knowledge of the patient's history and the relations between various body parts and exams may be helpful for overall treatment.

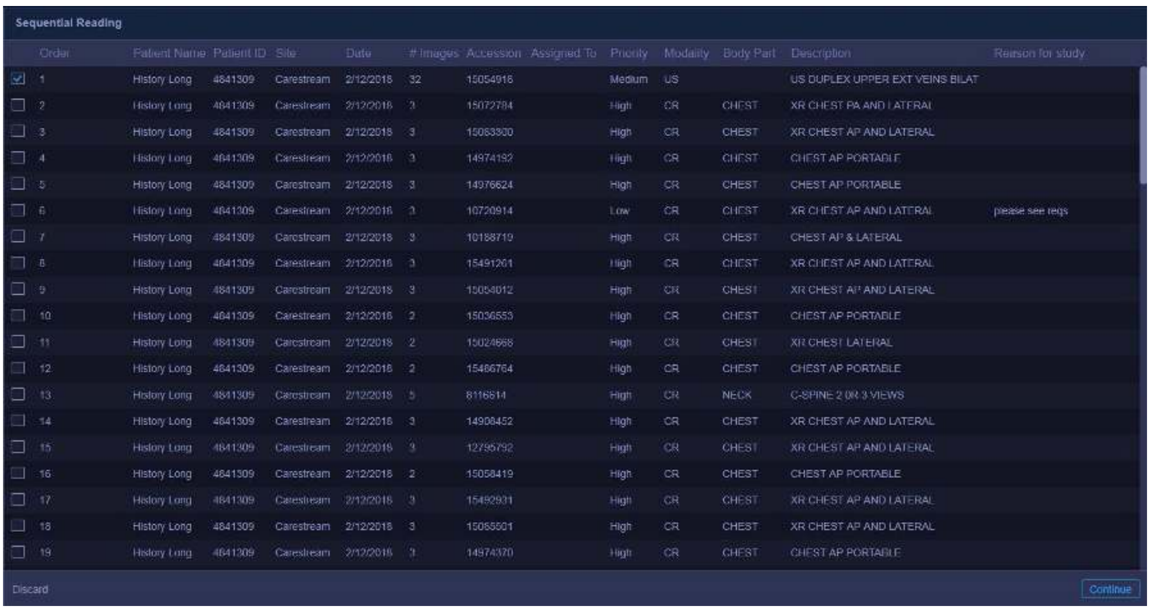
Sequential reading can be activated when both of these situations occur:

- When a radiologist selects a work item to be diagnosed from any reading subworklist.
- When the radiologist currently reads in the auto-next flow, and a new work item is about to be loaded for reading.

This means that they:

- Are also Worklist items (that is, current exams that have not been read yet).
- Belong to the same patient (including linked or merged patients).
- Were created within a specified recent amount of time.
- Can be read by the radiologist, with respect to credentials and access rights.

Such exams then populate the sequential reading list for the current exam. When exams appear in this list, they are not available to be read at this time by any other radiologist.



Order	Patient Name	Patient ID	Site	Date	# Images	Accession	Assigned To	Priority	Modality	Body Part	Description	Reason for study
1	History Long	4841309	Carestream	2/12/2018	32	15054916		Medium	US		US DUPLEX UPPER EXT VEINS BILAT	
2	History Long	4841309	Carestream	2/12/2018	3	15072784		High	CR	CHEST	XR CHEST PA AND LATERAL	
3	History Long	4841309	Carestream	2/12/2018	3	15063300		High	CR	CHEST	XR CHEST AP AND LATERAL	
4	History Long	4841309	Carestream	2/12/2018	3	14974192		High	CR	CHEST	CHEST AP PORTABLE	
5	History Long	4841309	Carestream	2/12/2018	3	14976624		High	CR	CHEST	CHEST AP PORTABLE	
6	History Long	4841309	Carestream	2/12/2018	3	10720914		Low	CR	CHEST	XR CHEST AP AND LATERAL	please see reqs
7	History Long	4841309	Carestream	2/12/2018	3	10188719		High	CR	CHEST	CHEST AP & LATERAL	
8	History Long	4841309	Carestream	2/12/2018	3	15491261		High	CR	CHEST	XR CHEST AP AND LATERAL	
9	History Long	4841309	Carestream	2/12/2018	3	15054012		High	CR	CHEST	XR CHEST AP AND LATERAL	
10	History Long	4841309	Carestream	2/12/2018	2	15036553		High	CR	CHEST	CHEST AP PORTABLE	
11	History Long	4841309	Carestream	2/12/2018	2	15024668		High	CR	CHEST	XR CHEST LATERAL	
12	History Long	4841309	Carestream	2/12/2018	2	15486764		High	CR	CHEST	CHEST AP PORTABLE	
13	History Long	4841309	Carestream	2/12/2018	5	8116614		High	CR	NECK	C-SPINE 2 OR 3 VIEWS	
14	History Long	4841309	Carestream	2/12/2018	3	14908452		High	CR	CHEST	XR CHEST AP AND LATERAL	
15	History Long	4841309	Carestream	2/12/2018	3	12795792		High	CR	CHEST	XR CHEST AP AND LATERAL	
16	History Long	4841309	Carestream	2/12/2018	2	15058419		High	CR	CHEST	CHEST AP PORTABLE	
17	History Long	4841309	Carestream	2/12/2018	3	15492931		High	CR	CHEST	XR CHEST AP AND LATERAL	
18	History Long	4841309	Carestream	2/12/2018	3	15065501		High	CR	CHEST	XR CHEST AP AND LATERAL	
19	History Long	4841309	Carestream	2/12/2018	3	14974370		High	CR	CHEST	CHEST AP PORTABLE	

NOTICE

If no exams are found to be candidates for sequential reading, then all exams are read according to the usual reading flow that is specified for the site or organization, and the Sequential Reading window is not displayed.

To arrange exams for sequential reading:

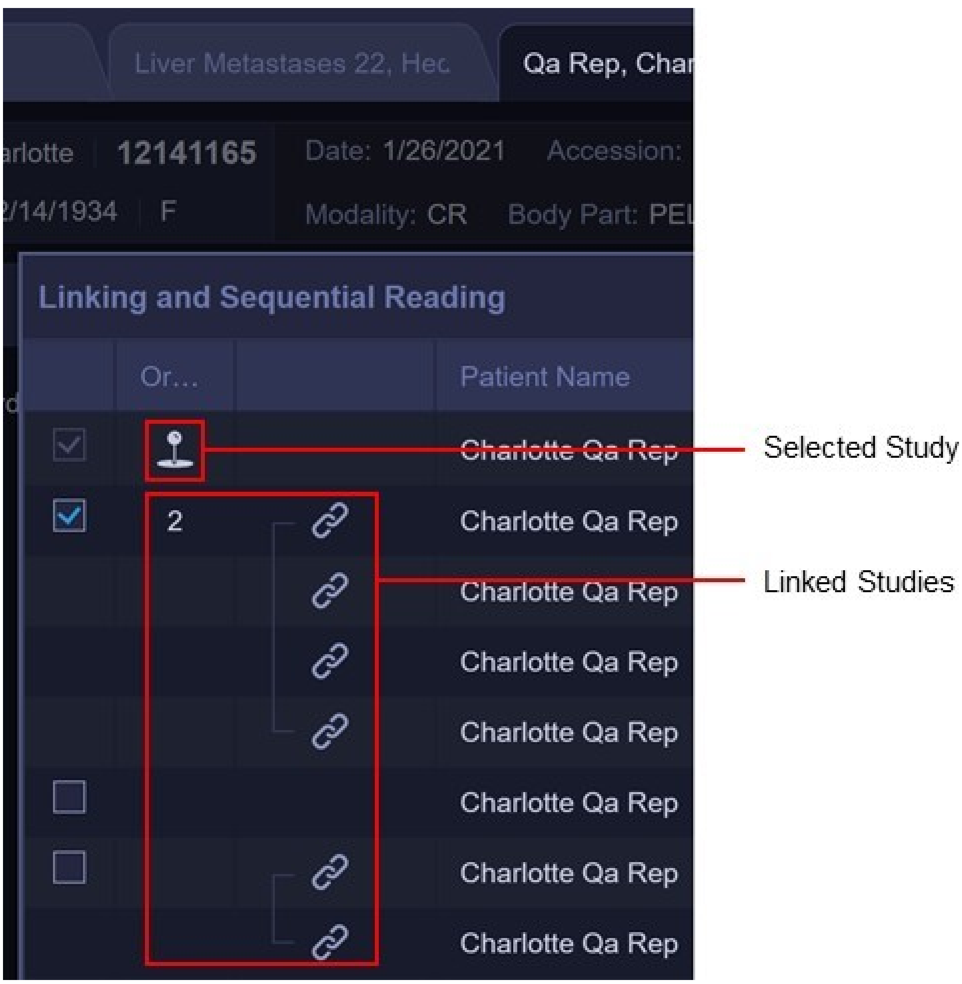
1. Load an exam. If candidates for sequential reading have been identified, the **Sequential Reading** window opens.
2. Select the check boxes next to the exams that you want to read sequentially for a patient.
3. Click and drag individual exams to reorder the list.
4. Click Continue to proceed with reading the exams.

NOTICE
Exams with a lock icon are in the reading queues of other radiologists, and cannot be read by you as part of this sequence.

5.4.10 Linked studies

NOTICE
This feature is set to Off by default unless enabled by an administrator.

In studies where a patient has two or more exams, an administrator with appropriate permissions may decide to link them. This enables you to produce a single report based on multiple exams. If there are linked exams in your Worklist, the Linking and Sequential reading window opens.



NOTICE

There is no indication that exams are linked prior to selection. If no linked exams are found, then all exams are read according to the usual reading flow that is specified for the site or organization, and the Linking and Sequential Reading window is not displayed.

Linking and Unlinking Studies

Given the appropriate permissions, you can link or unlink one or more exams into a single report.

Linking Studies

1. Load an exam.

   If candidates for sequential reading have been identified, the **Linking and Sequential Reading** window opens. Linked exams are identified by the Link icon.
2. Hover over the exam you want to link and click the **Plus** sign in the Link icon.
3. Individually click the **Plus** sign next to the exam or exams you want to link to and click the **Tick** icon

Unlinking Studies

1. Hover over the exam you wish to unlink.
2. Click .

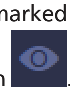
   The exam is unlinked.

5.5 Manage Folders

This section provides information about creating public and private folders, viewing shared items, and managing folder contents.

5.5.1 Create private or public folder

1. In the navigation pane, click **Folders**. The Folder menu is displayed.
2. Click the **My Folders** plus icon . The New Folder dialog displays.
3. Provide a name for the folder. (This is a mandatory step).
4. Complete the optional settings as required.

Optional Settings	Description
Parent Folder	When creating a new folder, the default label is My Folders. When a folder contains sub-folders, the default changes to the name you have given the parent folder.
Privacy	Privacy can only be enabled in a root folder. This setting can be changed to Public to share the folder. Be aware that any folder you add or move to a Private folder will adopt the same privacy setting. You can specify whether users can edit or only view the contents of a Public folder.  Folders marked as View appear in your Shared With Me folder with a View Only icon .
Scheduled date	Click the calendar icon to set a date. The date can then be used as criteria in a folder search.
Folder comment	Add notes or reminders, e.g., add an explanation for a colleague about the contents of the folder.
Anonymous folder	Check the box to prevent the patient's health information from being displayed in the patient jacket, the grid or in the viewer. Useful if you want to use the exam in a training situation or conference. The Anonymous Folder icon  displays next to the folder name to indicate the exams are anonymous.

NOTICE

Hover over a folder to view folder details, such as date created, folder owner, private or public status, and so on.

5.5.2 Create a shared public folder

Creating a shared folder can be done by selecting the Public option on folder creation. The Shared Folder icon displays next to the Settings icon to indicate the folder contents are shared.

You can also change a Private folder to a Public folder by editing the folder properties. Refer to in this topic for more information.

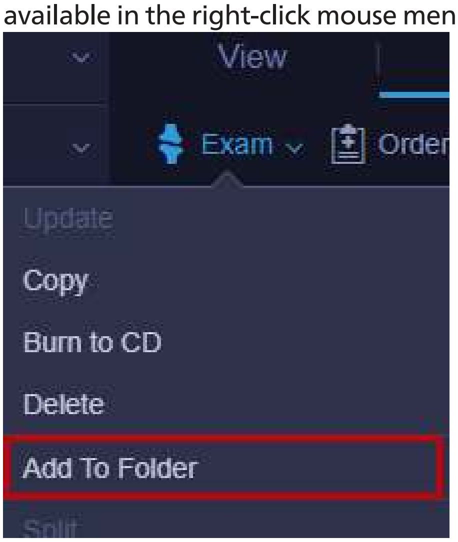
NOTICE

Public folders from colleagues always appear in the Shared Folders directory in the explorer tree.

5.5.3 Add Content to a Folder

You have two options for adding content to a folder:

1. Click and drag the selected exam to a folder.
2. Click to select an exam or multiple exams and click **Manage** in the top menu. Then click **Exam** and select **Save Exam Link in Folder** in the top-bar sub-menu. This command is also available in the right-click mouse menu. In either case, the **Add to Folder** dialog displays.



Select the folder you want to add the exam/s to in the folder tree and click **Add**.

NOTICE

You are promoted to explain why the exam is in this folder. Add an explanation or close without comment. Also Check Don't show again for this folder if you do not want this dialog to display again.

5.5.4 Copy or Move Exam Link in Folder

You can copy or move an exam link in a folder. There are two options for carrying out this procedure:

- Click **Manage> Folders** from the sub-menu in the top-bar and select **Copy/Move Exam Link**.
- Open the exam from **My Folders** in the Navigation pane, right-click the required exam and select **Copy/Move Exam Link** from the context menu.

1. Select the exam in the Data Display area and use either of the two options described above.
2. In the **Copy or Move Exam Link** dialog, select the folder you would like to copy or move the exam link to.
3. Click **Copy to ["folder name"]** , or click **Cancel** to abort the operation.

6M3344 Rev J / * 2025-07-31

IMPORTANT

If you want to remove the exam link from the original folder, select the Remove exam link from the original folder check box.

5.5.5 Copy a folder into a different folder

You have two options for moving a folder and its sub-folders to another folder.

- Right-click the folder and select either **Copy Folder** or **Copy Folder and Sub-Folders** from the context menu. Select the folder you want to move to, right-click and select **Paste Folder**.
- Click the **Folder Settings** cog icon. In the Parent Folder field, click the drop-down arrow and select the parent folder you want to move to, and click **Save**. The folder is now in the selected folder.

IMPORTANT

Moving a Private folder into a Public folder will modify its status to Public. Likewise, moving a Public folder to a Private will modify its status to Private.

5.5.6 Copy, move or delete an item from a folder

To copy or move a folder item to another folder or delete the folder item completely:

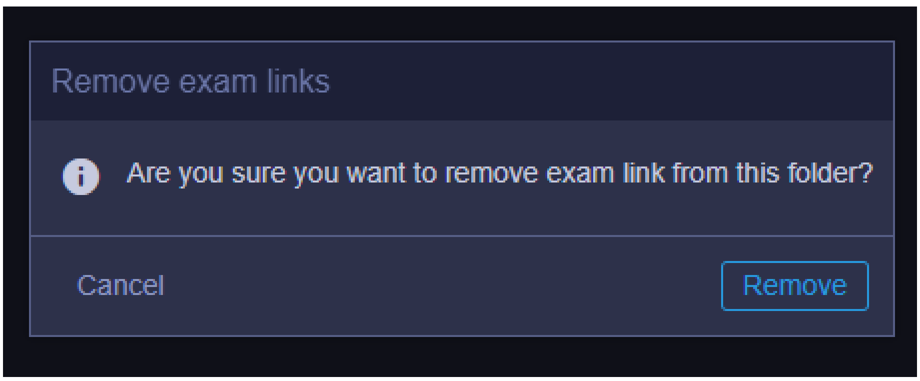
To move or copy a folder item, either drag the item to the desired folder, or right-click the exam in the Explorer pane and select **Copy/Move Folder Item** from the context menu. The Copy/Move Item dialog displays. Select the folder you want to move or copy the exam to and click **Copy to** (folder name).

To remove a folder item from a folder, right-click the folder and click to view its contents. Select the item you want to remove and click **Remove Item from folder** from the context menu. Click **Remove** from the displayed dialog.

To reorder the contents of a parent folder, you can click and drag the sub-folders.

To delete an item from a folder using the Delete key:

1. Select a folder item and press the **Delete** key.
2. Click **Remove** to delete the exam link from this folder.



5.5.7 Edit Comment

Adding a comment to an exam helps others and yourself to search for the exam.

1. From **Folders** in the Navigation pane, click a folder to view the exam in the Data Display area.
2. Select the exam and click **Folder> Edit Comment** in the Manage tab.
3. In the dialog that displays, add a new or edit an existing comment.
4. Click **Save**.

5.5.8 Create Favorites

- In your Shared with Me folder, click the **Add to Favorites** icon  next to the folder name. The folder is added to your Favorites folder.
- To remove a folder from Favorites, click the **Favorites** icon  next to the folder name. The folder is removed from your Favorites folder.

5.5.9 Delete a folder

To delete a folder, do one of the following:

1. Click the **Settings** icon to open the Folder Settings dialog.
2. Click **Delete Folder**.

IMPORTANT

Deleting a folder does not delete the contents of the folder.

5.5.10 Save presentation to folder

An exam can be saved in multiple folders and in each of them with a different presentation, or it can be saved without a presentation. Folders are available in the Explorer navigation bar.

It is also possible to save the existing layout (e.g., zoom, windowing, measurements, bookmarks, etc.) as a new presentation while saving the case study to a folder. When you next load the exam from that folder, it is loaded using the same settings.

The options to save the exam and the presentation are available through the menu of the **Save exam link** icon.

Saving the exam link in folder

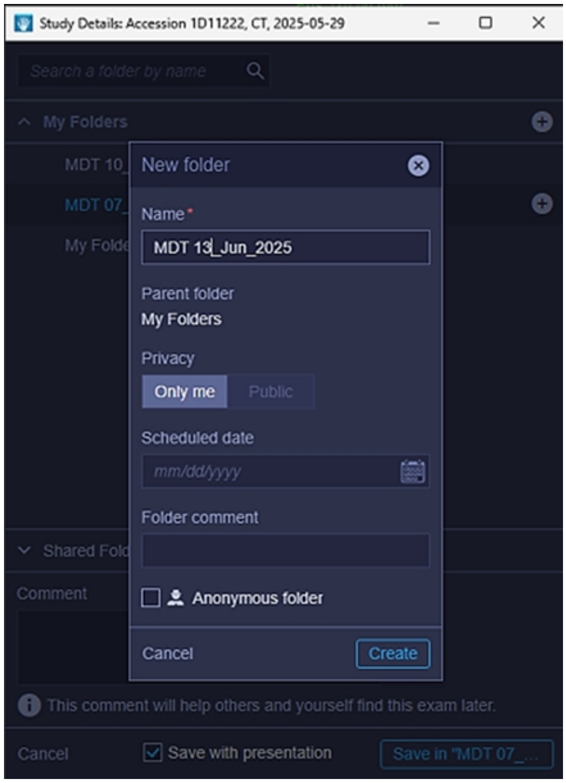
1. Select the study you want to save
2. On the **Export** tab, open the **Save exam link** icon menu and select **Save exam link in folder**.

The **Study Details** window appears.

3. Select the destination folder, private or public.
4. Create a new folder, if needed by clicking the '+' button.

   The **New Folder** window appears.

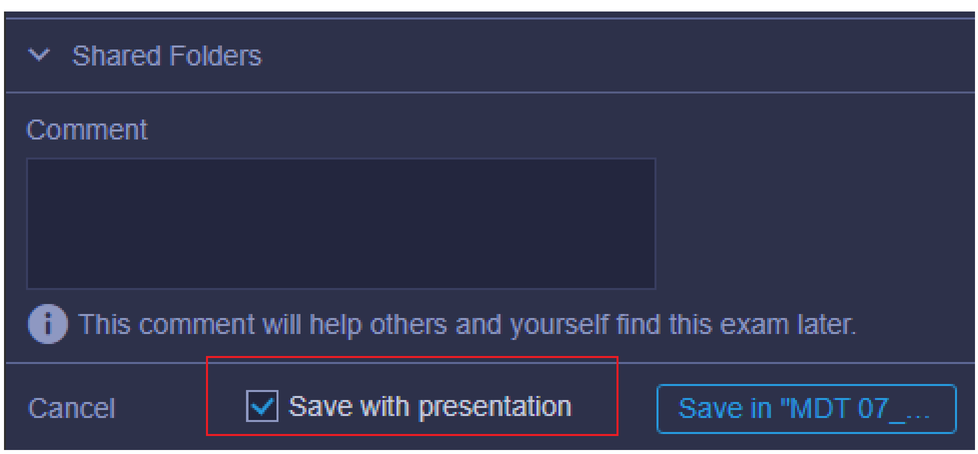
6M3344 Rev J / * 2025-07-31



Fill in the desired information, and click **Create**.

The created folder is added to the **My Folders** list.

5. Add comments, if needed.
6. Select the **Save with presentation** checkbox, if you wish to save the existing layout.



7. Click **Save in <Folder name>** to update the exam with the new presentation.

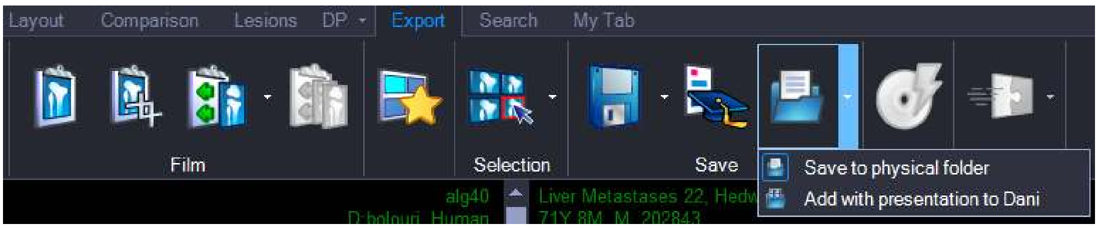
Add exam link with presentation to the latest folder

It is possible to automatically add an exam link with presentation to the latest folder.

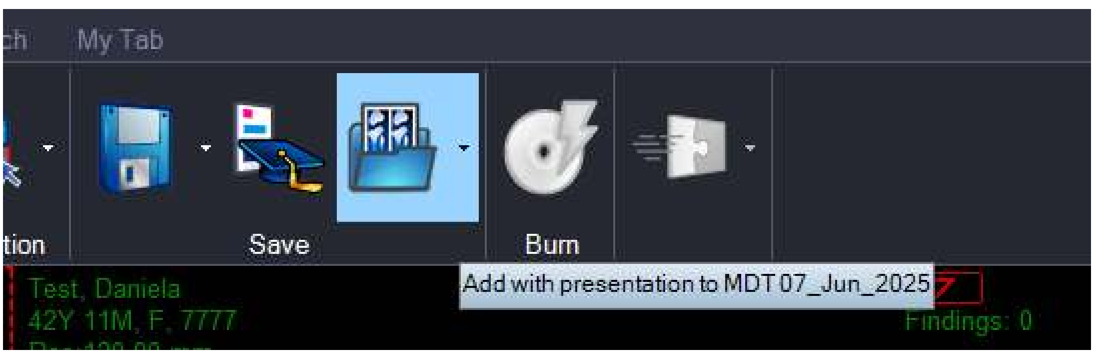
NOTE

The option is enabled only when a folder is selected. If no folder is selected, the option is disabled.

1. Select the study you want to save
2. On the **Export** tab, open the **Save exam link** icon menu and select **Add with presentation to <latest folder>**.



Once selected, the **Save exam link** icon changes and is highlighted to indicate that the option is selected.



A link to the selected exam with the presentation of the current layout is saved to the latest folder.

When you next load the exam from that folder, it is loaded using the same settings and the latest saved layout.

NOTE

When selected, the option becomes the default option during the current viewing session.

5.5.11 Modify folder settings

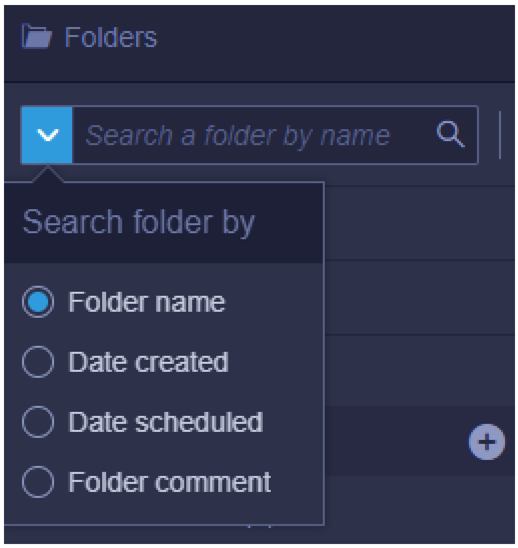
You can modify folder properties in the Folder Settings dialog.

1. Click the **Folder Settings** icon next to the folder you want to modify to open the Folder Settings dialog.

2. Alter the required settings, for example, modify a folder's Privacy settings from Private to Public, add a comment or reschedule the date. You can also move a sub-folder to another folder by changing its parent folder.
3. Click **Save**.

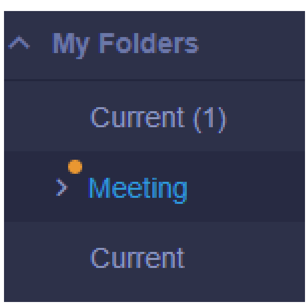
5.5.12 Search

The Search feature provides a variety of search criteria for finding a specific folder.

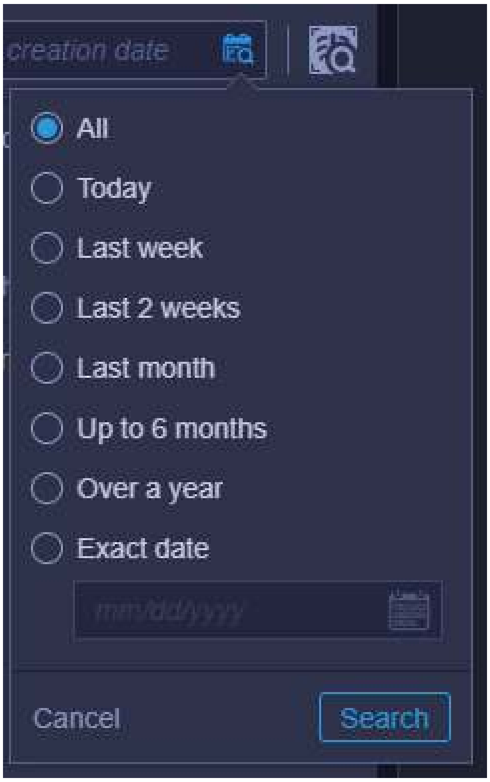


Select your preferred search criteria, enter the search terms and click **Search**.

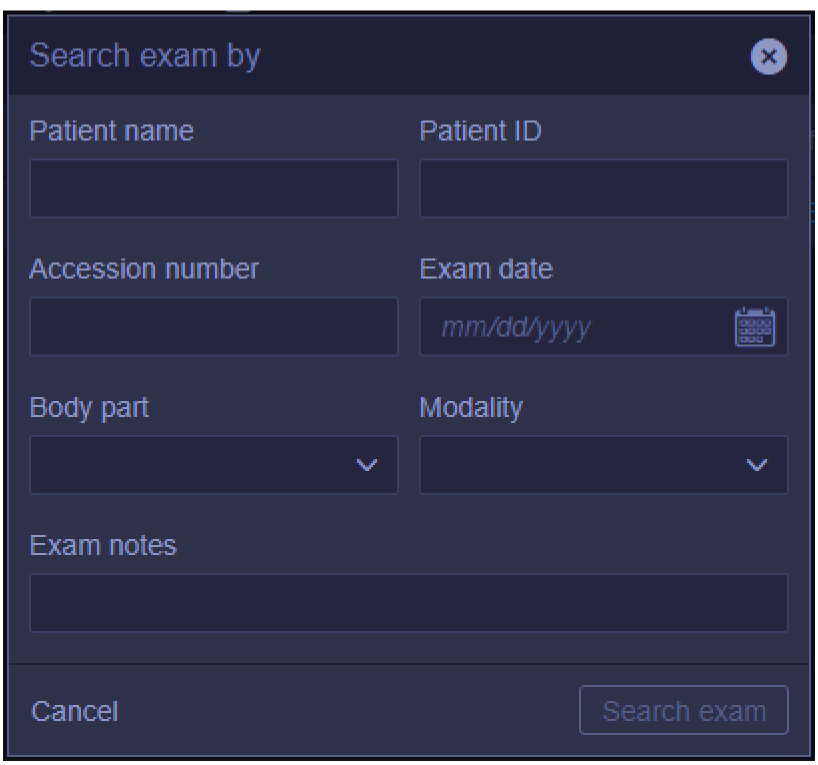
An orange dot in the search results indicates this is the parent folder of the folder you are searching for, that is, the exam you are searching for is in this folder.



Searching by date displays a variety of date ranges to further refine your search.



To search for a specific exam, click the Exam Search icon . The Search Exam dialog displays. Fill in the required fields and click **Search Exam.**



5.5.13 Sort folders

You can reposition folders in the folder tree by clicking and dragging them up or down the tree. Also, sub- folders in folders can be alphabetically reorganized by right-clicking the parent folder and selecting **Sort Subfolders A-Z** from the context menu.

IMPORTANT

Moving a Private folder into a Public folder will modify its status to Public. Likewise, moving a Public folder to a Private will modify its status to Private.

5.6 Manage Database

This section provides information about the main functions of database management.

5.6.1 RIS Sync

You may discover a discrepancy exists in the metadata between the order for an exam and the exam itself. Generally, this discrepancy is resolved automatically in the system, and the link is reestablished. If not, as an administrator, you can manually re-sync through the RIS sync function.

1. In the Data Display Area, select an item.
2. Right-click the exam and select **Exam>Ris Sync** from the context menu.

In the event that the action is successful, the following notification displays at the bottom of the Data Display area.

Should the action be unsuccessful, a failure notification displays together with the reason for the failure.

6M3344 Rev J/ * 2025-07-31
Philips

NOTICE

This function is also available for the Database dropdown in the Manage sub-menu. Click the Database icon to access it.

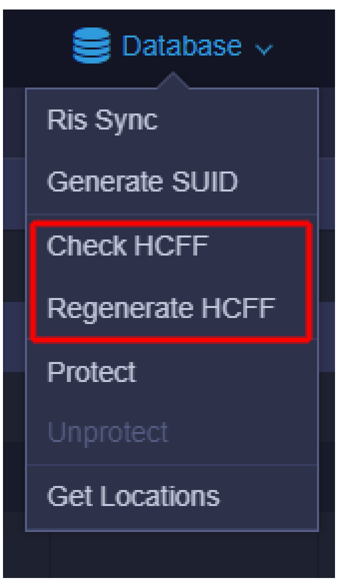
5.6.2 Generate SUID

You can change an exam's unique identifier (also known as Study Instance UID), mainly to avoid cases where multiple exams have received the same identifier. Note that doing this might break an existing link to an external archive.

1. Select an exam.
2. From the Explorer toolbar, select **Manage> Database> Generate SUID**.
3. Click **Yes**. Note that the updated SUID is generated automatically by the system, and cannot be defined by the user.
4. Click **OK**.

5.6.3 Check or Regenerate HCFF

You can check or regenerate HCFF from the Manage tab in the Database sub-menu.



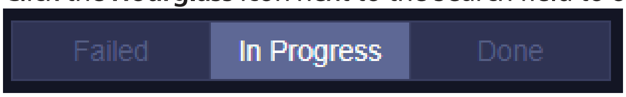
Check HCFF

1. Select an exam for the Data Display pane.
2. Select **Check HCFF**. The popup menu displays the number and location of any HCFF files in the system.
3. Click **OK** to close the dialog.

Regenerate HCFF

1. Select an exam for the Data Display pane.
2. Select **Regenerate HCFF**A notification displays the procedure is running.

3. Click the **Hourglass** icon next to the Search field to open the Spooler to track progress.



The notification tab In Progress is followed by either Failed or Done to indicate the outcome of the action.

NOTICE

Ensure the Regenerate HCFF check box is selected in the Operation Type drop-down menu in the Spooler screen.

5.6.4 Protect and Unprotect an Exam

Protect exams from deletion.

1. Select an exam in the Data Display pane.
2. From the Database menu, select **Protect**.

NOTICE

To remove protection from an exam, carry out the same procedure but select Unprotect from the Database menu.

5.6.5 Get Exam Location

This feature enables you to quickly locate an exam in the system.

1. Select the exam from the Data Display pane.

From the Database drop-down menu, click **Get Locations**.

1. The Studies Images Locations window displays the location of the exam.
2. Click **Close** to exit the window.

6 Acquire

You can import DICOM or non-DICOM content, such as documents and images, from any folder located on your computer or from external media, such as a CD or USB drive. The exams that are acquired are associated with an existing patient or a new patient, either directly or via an order.

6.1 Acquire from CD

Items can be acquired from a CD for an order or a patient.

1. In the Navigation pane, select **Search Orders** or **Search Patients**.
2. In the Data Display pane, select an order or patient and click **Acquire> From CD**. The Acquisition Manager opens.
   - If you are using Internet Explorer, you may be prompted to allow an installation of an ActiveX add-on
   - If the folder you selected does not contain a DICOMDIR file, a message appears notifying you that in the event that no DICOMDIR is included, loading the exams may take some time, as the entire CD or folder needs to be uploaded.
3. Click **Browse DICOM data** and navigate to the relevant folder in the Windows dialog.
4. Click **Store**. A notification displays if the action was successful.
5. Click **Upload** in the dialog. A Summary dialog displays a list of patients in the folder and their DICOM exams are displayed.
6. Check the patient ID to ensure the Archive patient and the Associated patient are one and the same patient.

6.2 Acquire Images & Documents (Non-DICOM)

You can import still images, videos, documents and other Non-DICOM files from a medical device in one of the medical center departments, from a local drive on your computer, or from a removable device. You can edit the images and add exam and patient details before importing the files.

1. In the Data Display area, highlight a patient, exam, or order.
2. In the Vue Explorer tab, select **Acquire> Non-DICOM Images & Documents**. The Non-DICOM Import Assistant opens, displaying the patient details.
3. Do one of the following:
   - From the device drop-down list, select a device.

     A list of document, image, and video files on the device appears in the left pane. The first file in the list is highlighted and appears in the preview pane.

     Use the filtering tool to filter the list of files by type or date of creation, or use the search box to search for a specific file.

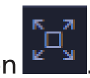
Select the file or files to import.

OR

- Click **Browse** and browse to the file that you want to import from your local disk.

  Click **Open**.

  The file now appears in **My Folder** in the device drop-down list and in the preview pane.

4. You can enlarge the preview display by clicking **Show/Hide Tags** and hiding the right pane. You can hide the preview display area by clicking the **Show/Hide Preview** icon .
5. Once you have selected the file that you want to import, do the following:
   - In the tag pane on the right, add any relevant details that are specific to this file. These details will be stored with the file.
   - Click **Exam Details** to view, edit or add exam-related details.
   - For images, click the pen icon at the bottom of the preview display area to edit the previewed image.
6. To store files in the left pane, select the check boxes of the files you want to archive and click **Add to Exam** at the bottom right. The data is added to the exam.

   If the data you are storing is not added to an existing exam, the button displays the text **Create Exam**, and the data you are storing creates a new exam.

   To clean and remove all files from the selected device, including files which were not selected for storing, select the **Remove all files upon storing** check box located to the left of the button.

6.3 Acquire DICOM Content from Multiple Patients (Batch Mode)

You can import multiple exams of multiple patients into the archive in batch mode. This task is typically performed by an archivist who uploads DICOM data of multiple patients one after the other without leaving the DICOM Import Assistant.

1. In the Vue Explorer tab, select **Acquire> Multiple CDs> Regular** from the menu. The DICOM Import Assistant opens.
2. Click **Browse DICOM data**. A list of exams appears in the display area, divided by patient.
3. You can click the **Delete** icon to delete the automatically generated accession number. You can also use the Search icon to open a window listing the existing orders of the patient.
4. You can click the **Synchronize** button to perform automatic synchronization and reconcile the patient of the exam to be uploaded with a patient stored in the archive.

6.3.1 Single Match Found

If a single match is found, the patient name and details appear in the top bar of the Acquire menu.

NOTICE

By default, the matching is based on Patient ID and Issuer. Contact your system administrator for a different configuration (for example, using patient name and gender as the criteria for the match).

1. Click **Continue**.

   A summary window appears specifying discrepancies in the details in the exam to be uploaded and the details stored in the archive (in fields other than the two serving as criteria for the match). If no discrepancies are found, only a single line appears.
2. Click **Store**.

   When the initial stage of the storing process is complete, a message appears notifying you that the DICOM upload is complete.
3. Click **OK**.

6.3.2 No Match or a Number of Matches Found

If no match is found or if more than one match is found (for example, if the site is configured to base the synchronization on patient last name only, and more than one patient has the same last name), the Select Patient from Archive window opens. You can then search for a patient manually or select the appropriate patient from a list of candidates.

1. a. Use the filters to search for a patient.

NOTICE

The filters that appear in the window are configurable. Contact your system administrator to change the filters.

2. Select a patient and click **Select**.
3. Click **Continue**.

   A summary window appears specifying the discrepancies between the patient details of the acquired data and the patient in the archive. If no discrepancies are found, only a single line appears The discrepancies are presented to allow you to make sure the exams are uploaded for the correct patient.
4. Click **Store**.

When the initial stage of the storing process is complete, a message appears notifying you that the DICOM upload is complete.

5. Click **OK**.

6.4 Acquire DICOM Content for a Single Patient

You can start the import process from the patient list or from the order list in the Vue Explorer tab. When you start from the patient list, the exams you acquire are typically priors of the selected patient whose current exam exists in the archive, and the acquired exams are added to that patient. In other scenarios, you start the acquisition from the order list and associate the acquired exam to the selected order rather than directly to a patient. This may happen, for example, when the exam to be uploaded is not a prior exam but rather the current exam of a patient who was scanned in a different facility and is seeking a reading by a radiologist in your healthcare center. In environments integrated with Philips RIS, the order is created in that system and the acquired exams are associated with that order.

1. In the Vue Explorer tab, display the patient list and highlight the patient that you want to upload exams for. If you are adding the exams to an order, display the order list and highlight the order that you want to add the exam to.
2. In the Vue Explorer tab, click **Acquire > Multiple CDs> Regular** from the menu.

   The DICOM Import Assistant opens, displaying details of the selected patient (or the patient of the order, if you are uploading exams to an order).
3. Click **Browse DICOM data**.
4. In the **Select Folder to Upload** window, browse to the folder containing the exams that you want to upload. Then click **Upload**.
   – If you are using Internet Explorer, you may be prompted to allow an installation of an ActiveX add-on.
   – If the folder you selected does not contain a DICOMDIR file, a popup message displays, notifying you that no DICOMDIR files could be found. and loading the exams may take some time, as the entire CD or folder needs to be uploaded.

     When there is no DICOMDIR file, a progress bar at the top left corner of the window shows the loading progress.

     A list of exams appears in the display area, divided by patient. If you started the upload from an order and not from a patient, a single accession number appears in the top bar and not under the **Order** column.
5. You can click the delete icon to delete the automatically generated accession number. You can also use the search icon to open a window listing the existing orders of the patient.
6. Select the exams you want to upload and click **Continue**.

   A summary window appears specifying the discrepancies in patient details found between the patient in the archive and the patient in the CD or folder from which you are uploading the exams. The discrepancies are presented to allow you to make sure the exams are uploaded for the correct patient. If no discrepancies are found, only a single line appears.

6M3344 Rev J / * 2025-07-31

7. Click **Store**.
8. When the initial stage of the storing process is complete, a message appears notifying you that the DICOM upload is complete. Click **OK**.
9. To view the status of the continued storing process, click the **Spooler** in the top right of the Vue Explorer tab.

   In the spooler tab, click the **Failed**, **In Progress** and **Done** buttons to see details of the loading processes.

6.5 De-Identify Patient Details

You can de-identify patient details of imported exams, for example, for teaching or research purposes.

1. In the Vue Explorer tab, click **Acquire > Multiple CDs> De-Identify**.

   The Acquire tab opens.
2. Click **Browse DICOM data**.

   In the **Select Folder to Upload** window, browse to the folder containing the exams that you want to upload. Then click **Upload**.
   - If you are using Internet Explorer, you may be prompted to allow an installation of an ActiveX add-on.
   - If the folder you selected does not contain a DICOMDIR file, a message appears notifying you that in the event that no DICOMDIR is included, loading the exams may take some time, as the entire CD or folder needs to be uploaded.

     When there is no DICOMDIR file, a progress bar at the top left corner of the window shows the loading progress.
3. Click **Define Patient** to associate the uploaded exam to a new patient with de-identifying details that you define.
4. In the **Define Patient** window, fill in the de-identifying details and click **Done**. The de-identified patient details appear in the name bar of the Acquire tab.
5. Click **Continue**.
6. Click **Store**.
7. When the initial stage of the storing process is complete, a message appears notifying you that the DICOM upload is complete. Click **OK**.
8. To view the status of the continued storing process, click the **Spooler** in the top right of the Vue Explorer tab.
9. In the spooler tab, click the **Failed**, **In Progress** and **Done** buttons to see details of the loading processes.

6M3344 Rev J/ * 2025-07-31

7 Share

This section provides information on how to manage and share studies with other users.

7.1 Share With User

Share an exam with another user, such as a radiologist or the patient's physician.

1. From the Share tab, select **With User**.
2. In the dialog that displays, the default is **Someone with an account**.
3. Enter a user by name or by email address. Do not do both!
4. Enter a mobile number.
5. Click Sharing options and define how you want to share the exam from the menu.
6. Change the default sharing period if necessary.
7. Click **Next**.
8. In the Share Exam dialog, select an option to define your sharing target:
   - Email address (mandatory field)
   - Don't send
9. Click **Next**. A notification dialog displays who you have shared the exam with and the email address you specified from where the exam is available.

NOTICE

To manage your existing shares, click Manage Shares in the Navigation pane. Here you may delete all or selected shares.

7.2 Burn to CD

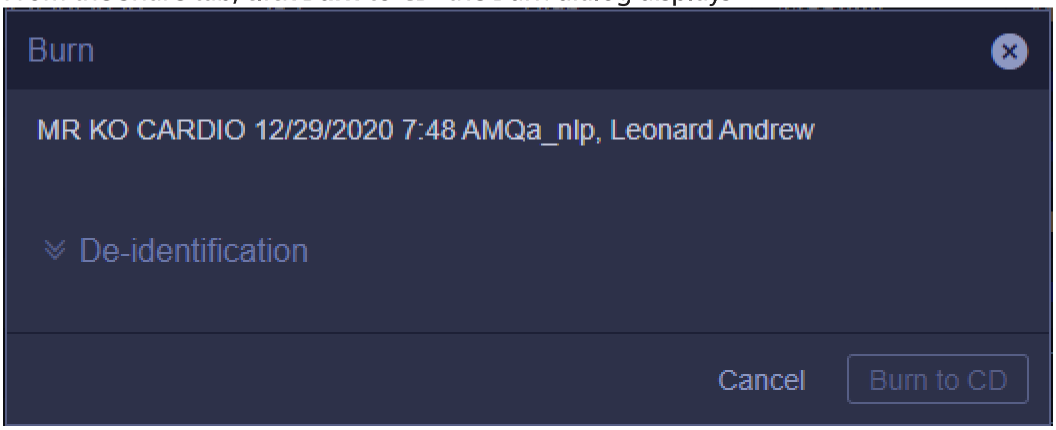
Depending on how your system is set up, you may be able to burn exams or images to CD.

NOTICE

If no burner is configured on your system, contact your system administrator.

1. Select an exam from the Data Display pane.

2. From the Share tab, click **Burn to CD**. the Burn dialog displays.



3. If you want to render the patient ID anonymous, click **De-Identification** and select **Conceal or modify patient identifiers** and enter the **Patient ID** and **Patient Name** in the fields provided.
4. Click **Burn to CD**.

7.3 Manage Shares

Manage the existing shared exams in a patient's account.

1. From the Vue Explorer toolbar, click **Share** and select **Manage Shares** from the drop-down menu.
2. In the dialog that displays, do one of the following:
   – Select a share and click **Delete**.
   – Click **Undo All** to delete all shares.
3. Click **OK**.

7.4 Manage Patient Account

Grant permission to a referring physician for access to a patient's exam.

1. From the Share tab, select **Manage Patient Account**.
2. In the dialog that displays, fill in the Access Details.
3. Click **Done** to allow the patient access to the exam.

To cancel patient access, repeat the procedure and select **Remove patient access to this exam**.

www.philips.com/healthcare
healthcare@philips.com

Philips Medical Systems Nederland B.V.
Veenpluis 6
5684 PC Best
The Netherlands

Australian Sponsor Details
Philips Electronics Australia Ltd.
65 Epping Road, North Ryde, NSW 2113,
Australia

Authorized Representative:

Wakil Diberi Kuasa:

Philips Malaysia Sdn. Berhad

196001000018 (3690-P)

Anchor Space 3 & 4

Co-labs Coworking

Level 11 Menara Ken TTDI

No 37 Jalan Burhanuddin Helmi

Taman Tun Dr Ismail

60000 Kuala Lumpur, Malaysia

Tel: 03-2054 9488

Registration No.: GB18651834218

No. Pendaftaran:

CE 0197

Rx only

Printed in The Netherlands

6M3344 Rev J/ * 2025-07-31 - en-US