

General PACS Instructions

A picture archiving and communication system (PACS), is a secure web-based technology used to capture, store, distribute, and display your patients' images and reports of studies performed at Diagnostic Radiology. Electronic images and reports are transmitted digitally from our DR offices to our secure online PACS system allowing for fast and convenient access.

PACS access is only available to authorized users. You must be assigned a Username and Password to access Diagnostic Radiology's PACS Portal. A provider or group of providers can request individual or group login's.

Below are some general instructions on the Diagnostic Radiology PACS Portal. Once you are assigned a Username and Password you may access your patients' studies.

- To access your patients' studies through the PACS system visit: <http://diagnostic-radiology.com/>
- Click on **PACS Portal** on the right hand side of the home page under the "Referring Physicians" section.
- Enter your **login & password** to access.
- You may be asked to Run or Save the OpalViewerSETUP.exe – please select **SAVE** to the computer as you will be accessing this portal often so that you may skip this step in the future.
- Once in you may change your password under the **Settings** tab. Then select **User Settings** and you will see a form that allows you to enter the Old Password and New Password where you may chose a password of a minimum of 8 characters.
*(*Please note: if you choose to change your password a member of Diagnostic Radiology will need the New Password if you experience issues in the future and need assistance.)*
- Under the **Settings/User Settings** tab you may also adjust the order in which you view the details of your list of patient studies. This is done by adjusting the order of the columns in the **Columns Selected** box.
- Accessing Patient Studies Reports & Images:
 - Double Click on the Patients Name to view the **images**. (You may also double click on the # listed in the **IMG Column**)
 - Click on the highlighted green "**R**" to view and print the Radiologists Report. If the "**R**" is not highlighted green the study may be still pending a Radiologist's review & report.

Should you wish to arrange a time for in-person training on the PACS Portal please contact Susan McDonald, Marketing Manager of Diagnostic Radiology at smcdonald@mydrxray.com.