Welcome to PicomCloud, your user portal into ScImage's cloud-PACS for radiology and cardiology images. Here is a quick informational guide for you as a new account administrator.

General Info

Where do your studies go? Your studies are uploaded to the PicomOnline server, a HIPAA-compliant PACS that is securely hosted and maintained by ScImage.

Who has access to your studies? As the account administrator, you create new users in PicomCloud and control the studies that they can view.

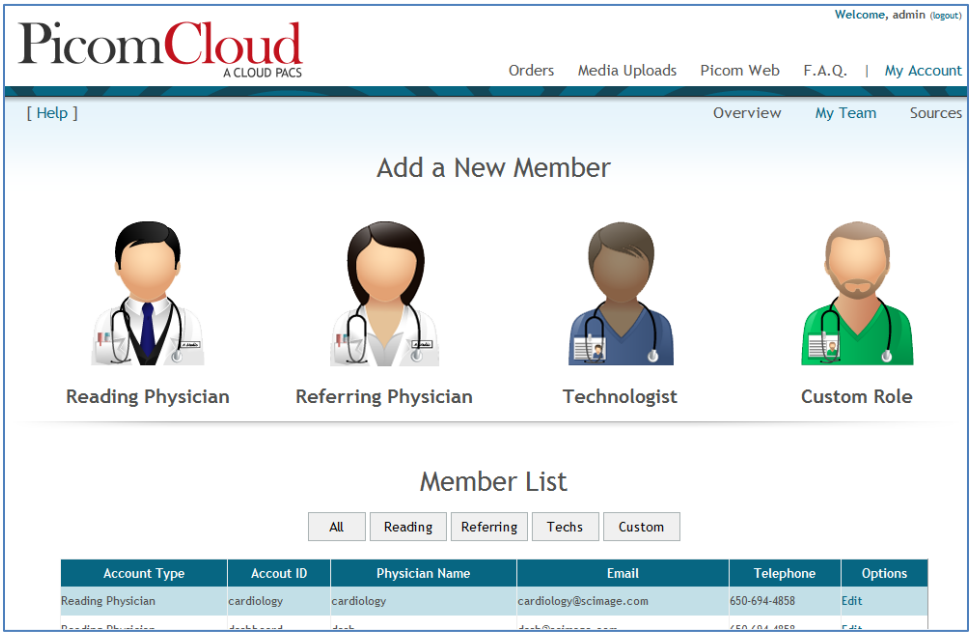
How to view studies? Study images can be viewed from the web or ScImage's thin-client software by your users from anywhere and at any time. Simply go to PicomWeb (www.picomweb.com) on your mobile device or workstation, and log in with your PicomCloud account. Or install ScImage's PicomClient application designed for reading workstations to utilize our advanced viewing software, reporting and study management capabilities.

How to get help? User Manuals are available after you login under the FAQ tab. For further assistance, contact ScImage for support at 1-866-724-6243.

Setup Your Team

After logging into PicomCloud, go to the 'My Account' tab and select 'My Team' to begin adding users to your group:

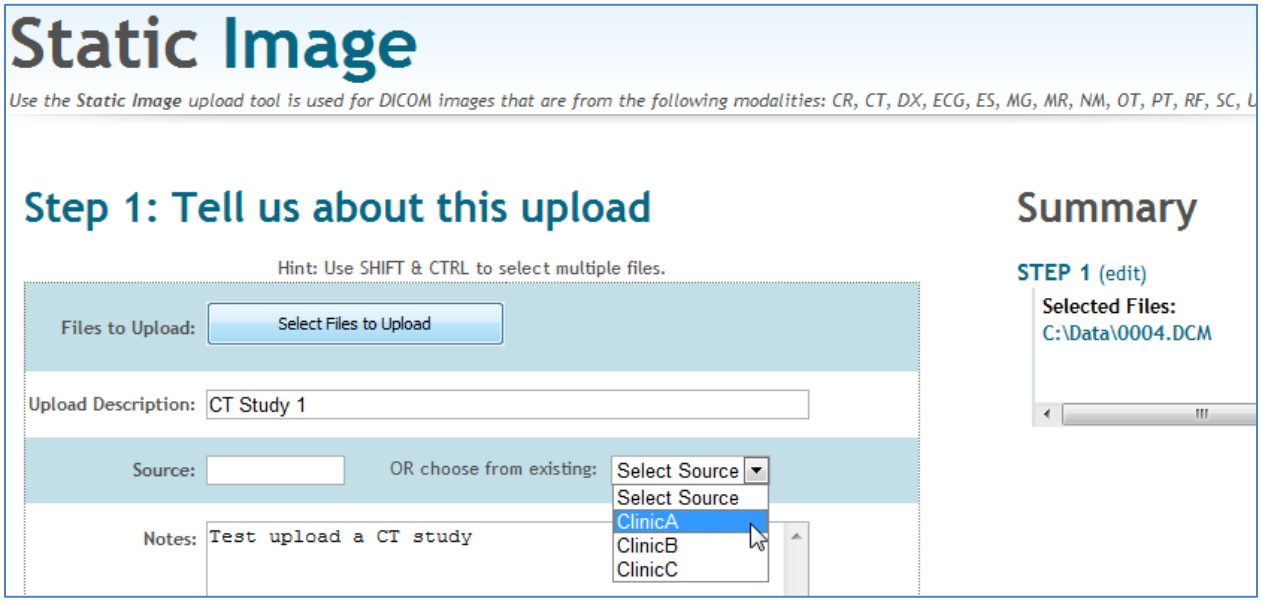
- **Technologists** can upload images in PicomCloud and create reports in PicomClient.
- **Referring physicians** can view the images and reports in PicomWeb.
- **Reading physicians** can create and sign reports for your studies using the PicomClient application.
- **Custom roles** can be created for you by contacting ScImage support.



Control Access to Studies

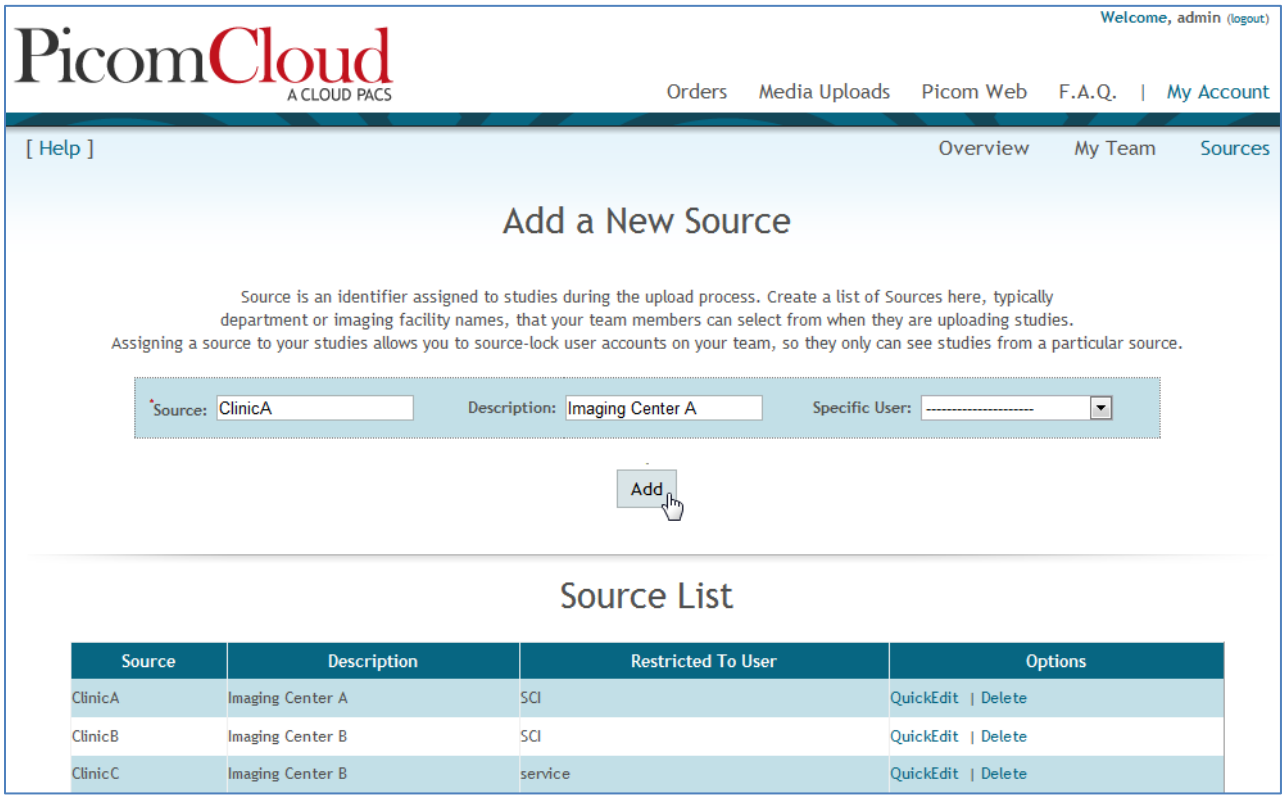
When creating user accounts, you can specify the studies they are permitted to see and access. This is done by filling in the Source field so they can only see images uploaded from a particular source (such as “ClinicA”). If you leave this field blank, then that user will be able to see all the studies uploaded into your account.

The way this works is, when your team members upload a study, they must assign a source name to that study, either by manual entry or selection from the drop-down menu:



With each study labeled with a Source, your users can be “source-locked” to only those studies from that source.

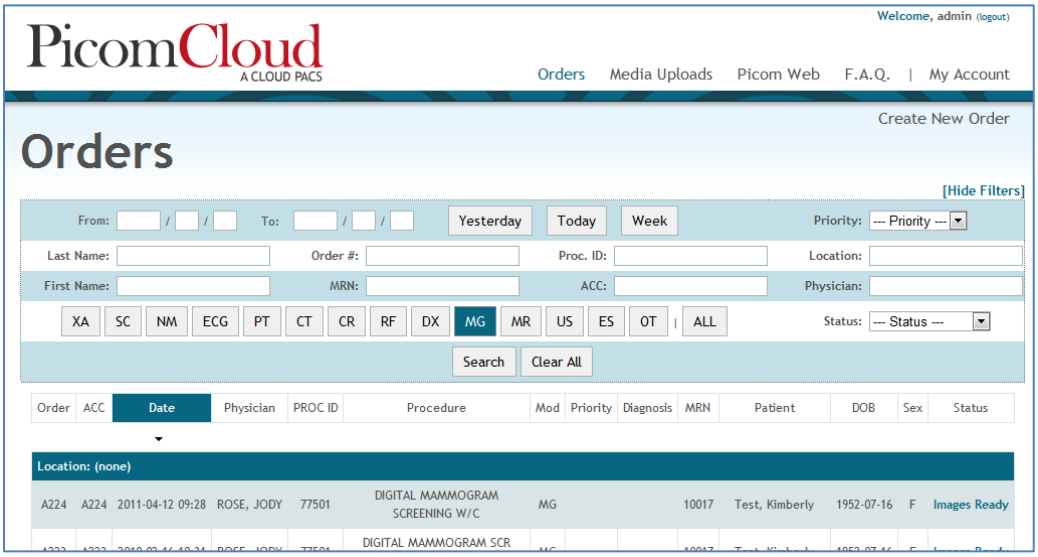
As the account administrator, you can define the source names that are available to your team members (in the drop-down menu) when uploading studies. After logging in, go to the 'Sources' page under the 'My Account' tab. Then fill in the source name and description fields and click the "ADD" button. Do not use spacebar in the source name. You can restrict certain source names to a user account, so only he/she can see that source option when uploading studies.



Create Orders (optional)

If your workflow requires Order scheduling, have your Technologist account go to the 'Orders' tab before uploading a study to create new Orders. When time comes to upload the image files, the uploading user can select an order to associate the study to, which would consequently mark the order as 'Images Ready' status when images are uploaded.

To create a new order, click 'Create New Order' at the top right corner to enter Patient information and scheduling.



Upload Studies

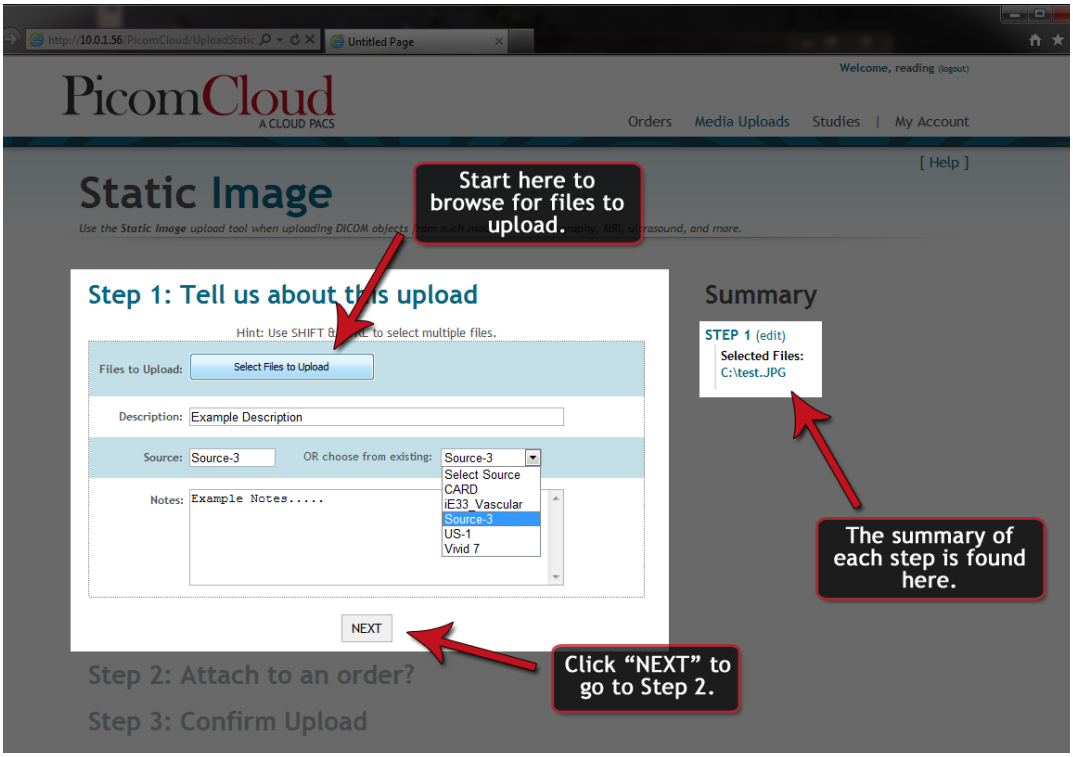
Anyone on your team can upload studies in PicomCloud. Log in and go to the 'Media Uploads' tab to select one of the 3 upload types:

- Static Images (such as MR, CT, X-Ray, Mammography, and PET) that consist of 2-dimension image slices
- Dynamic Image (such as ultrasound echocardiography and cath) that consist of multi-frame cine sequences
- Documents such as Word documents, PDF's, text files, JPEG images, etc.

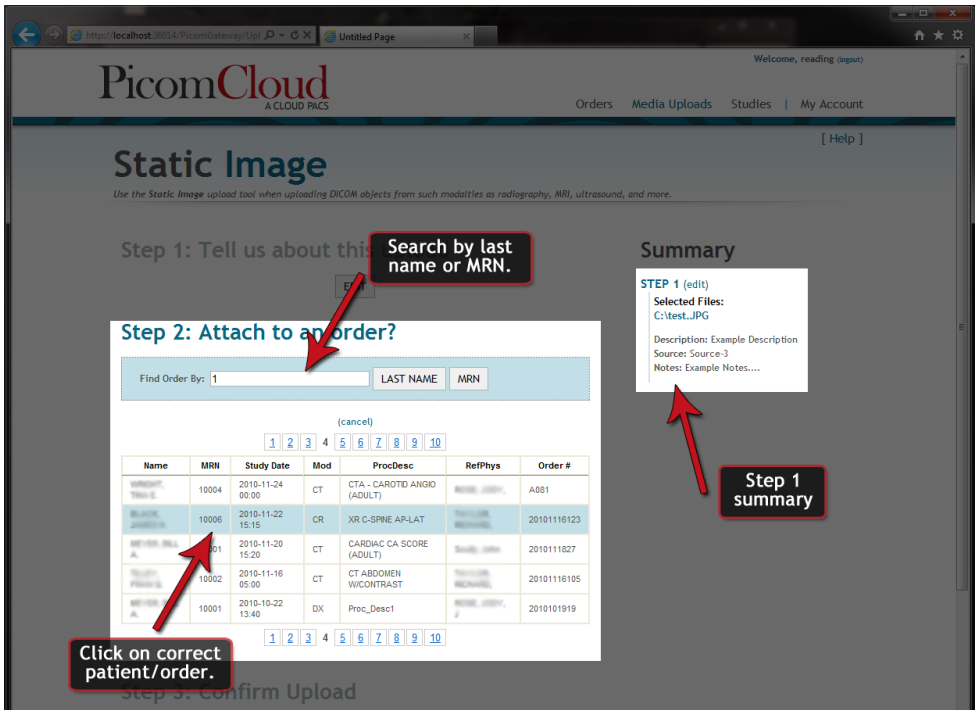
The DICOM Listener tool allows imaging centers to send DICOM studies directly from the modality to PicomOnline. Upon receiving the images, a list of studies is shown before the user commits the studies for upload. If you are using this DICOM Listerner tool frequently, please contact ScImage and ask about the **PicomDrive application**, which runs in the background and allows your team to continuously upload studies without logging into PicomCloud.

Note: Java is required for uploading. Users will be notified if Java is not installed or the Java version is out-of-date.

Step 1: Select the DICOM files to upload, enter a study description, and select the Source identifier for the study.



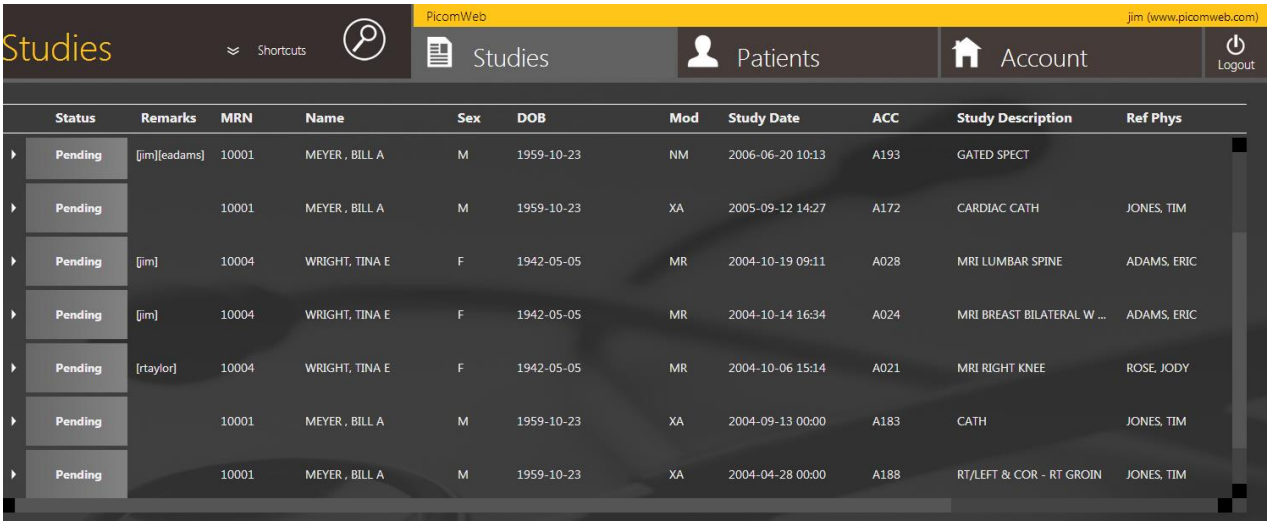
Step 2: Attach the study to an Order (optional) by searching for the patient last name or MRN.



Step 3: Confirm by completing the upload process. There is also an Upload Later option that allows you to add more files at a later time before committing the study into the PicomOnline PACS.

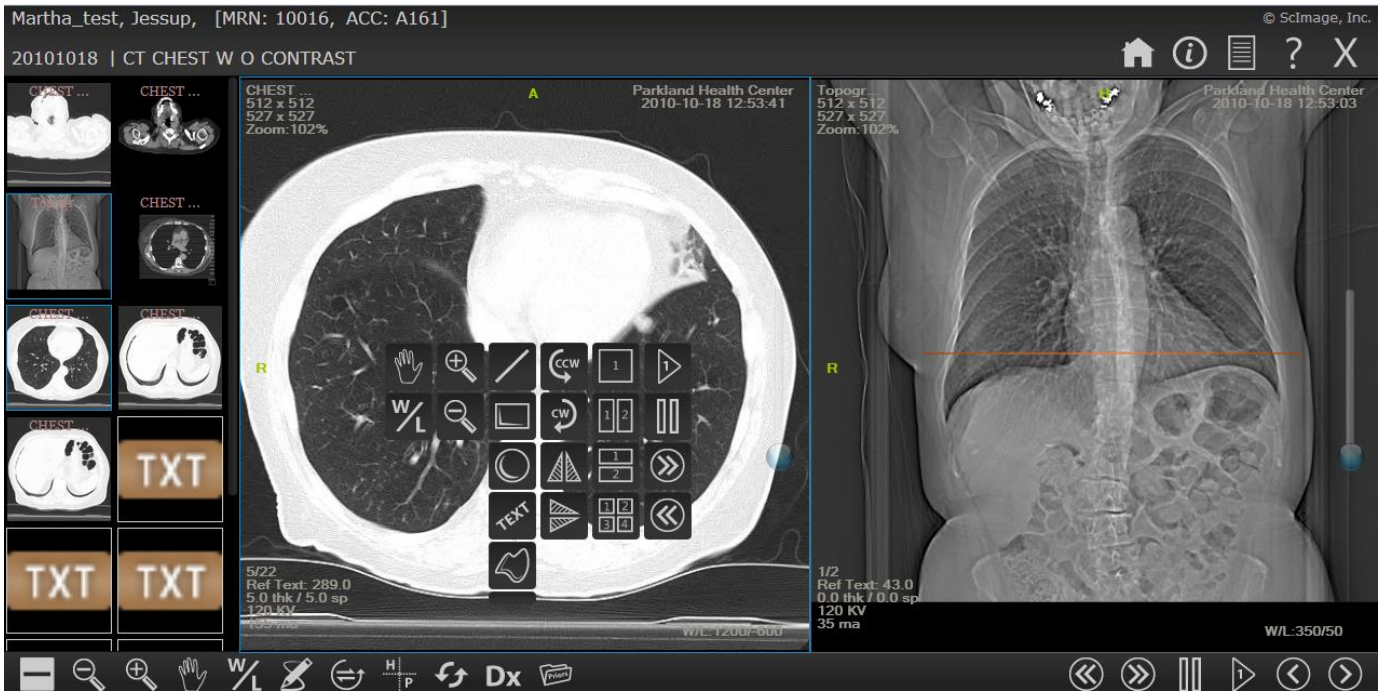
View Studies from the Web

To view studies on the web, your team members can go directly to www.picomweb.com and log in with their PicomCloud account. PicomWeb presents a list of all your studies with ability to search functionality.

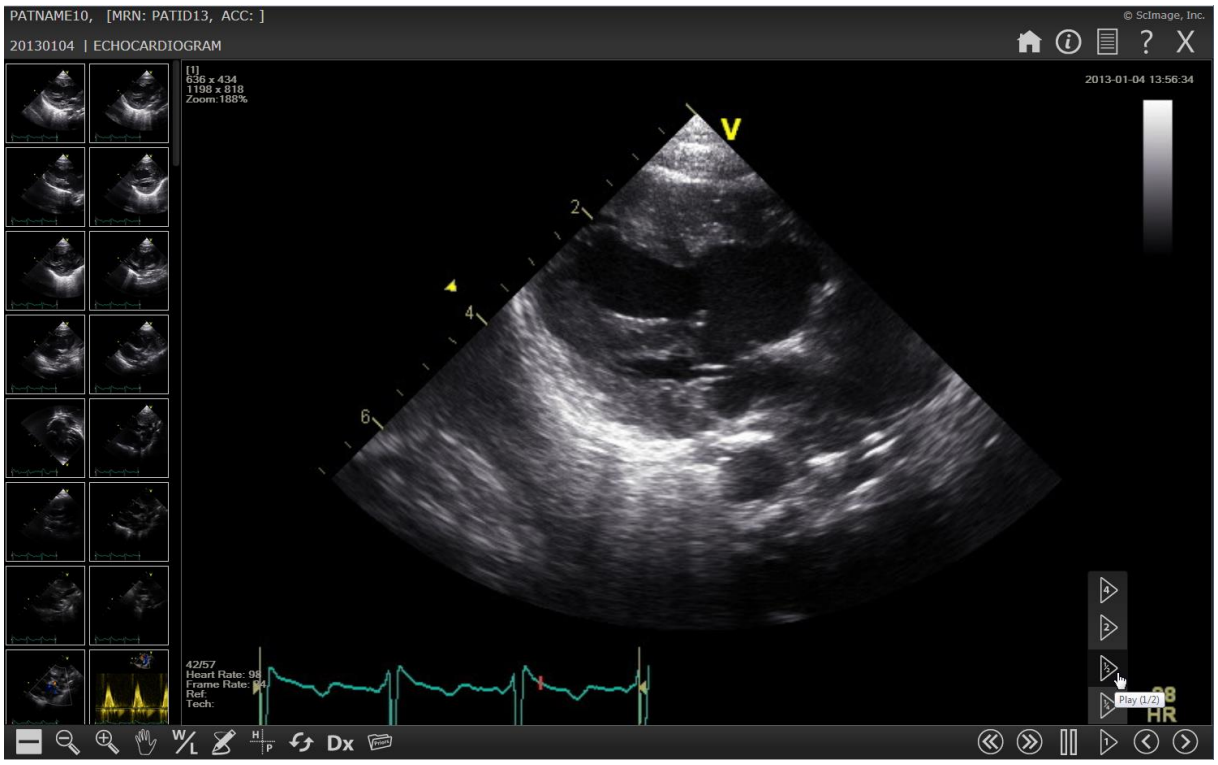


Status	Remarks	MRN	Name	Sex	DOB	Mod	Study Date	ACC	Study Description	Ref Phys
Pending	[jim][eadams]	10001	MEYER , BILL A	M	1959-10-23	NM	2006-06-20 10:13	A193	GATED SPECT	
Pending		10001	MEYER , BILL A	M	1959-10-23	XA	2005-09-12 14:27	A172	CARDIAC CATH	JONES, TIM
Pending	[jim]	10004	WRIGHT, TINA E	F	1942-05-05	MR	2004-10-19 09:11	A028	MRI LUMBAR SPINE	ADAMS, ERIC
Pending	[jim]	10004	WRIGHT, TINA E	F	1942-05-05	MR	2004-10-14 16:34	A024	MRI BREAST BILATERAL W ...	ADAMS, ERIC
Pending	[rtaylor]	10004	WRIGHT, TINA E	F	1942-05-05	MR	2004-10-06 15:14	A021	MRI RIGHT KNEE	ROSE, JODY
Pending		10001	MEYER , BILL A	M	1959-10-23	XA	2004-09-13 00:00	A183	CATH	JONES, TIM
Pending		10001	MEYER , BILL A	M	1959-10-23	XA	2004-04-28 00:00	A188	RT/LEFT & COR - RT GROIN	JONES, TIM

Studies are displayed with the basic w/l, zoom, and hanging protocol tools along the bottom or from the right-click menu. Notice that reports and uploaded documents are also available as thumbnails.



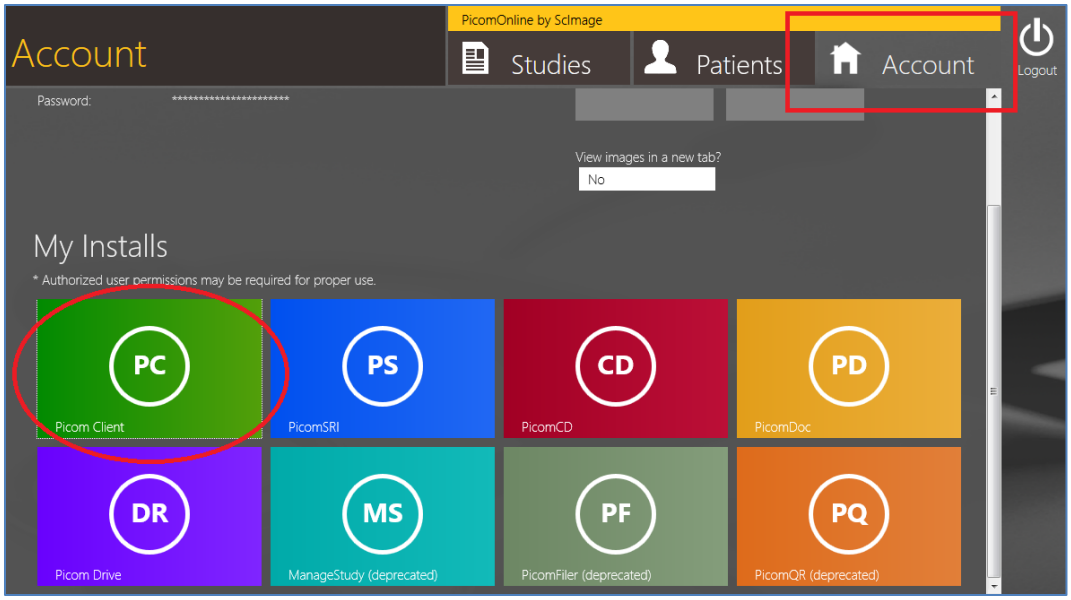
For cardiology studies (dynamic images), control cine speed along the bottom right corner.



View Studies from the Picom Client Application

The Picom Client is a thin-client installed software, which include the worklist application and diagnostic viewers, are available for your team members to download. Just log into PicomWeb (www.picomweb.com) and go to the 'Account' tab. If your reading physicians are going to be using PicomSRI for cardiology reporting, or if your site is going to use Picom Drive (DR) for study uploading, these two applications are also downloaded here in the 'Account' tab.

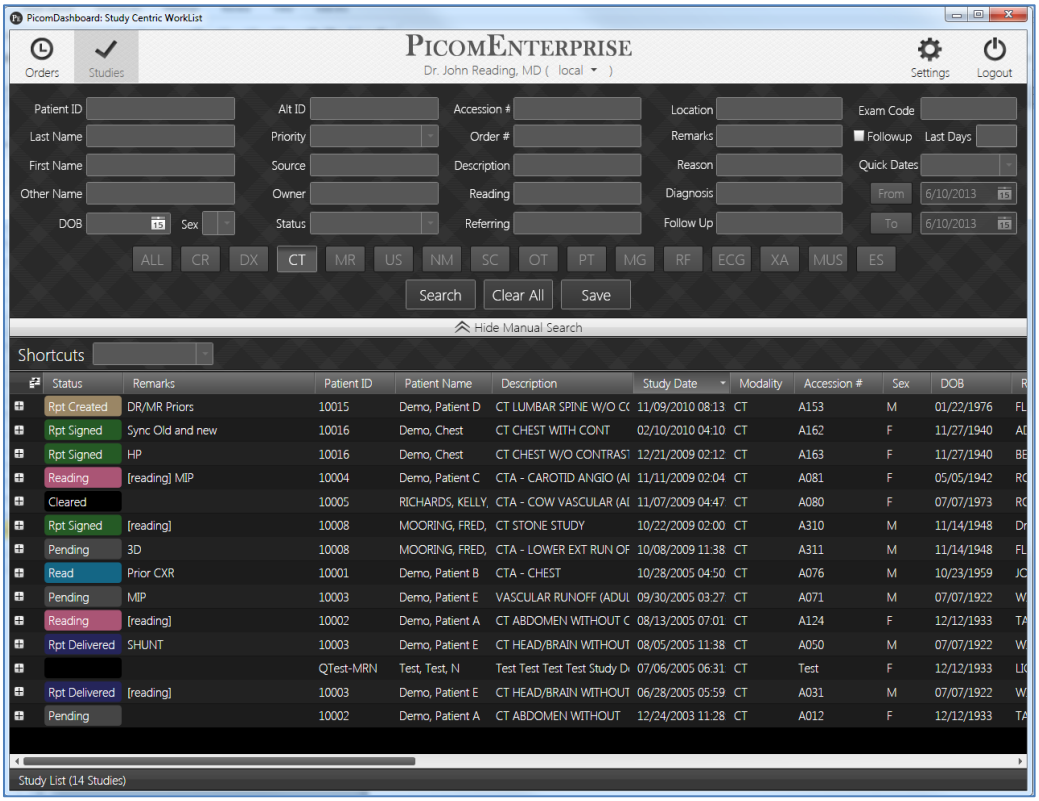
- Picom Client (PC) includes the Dashboard worklist application and Picom image viewers
- PicomSRI (PS) include the Picom Structured Reporting software for cardiology reporting
- Picom Drive (DR) include the PicomDrive application for study uploading



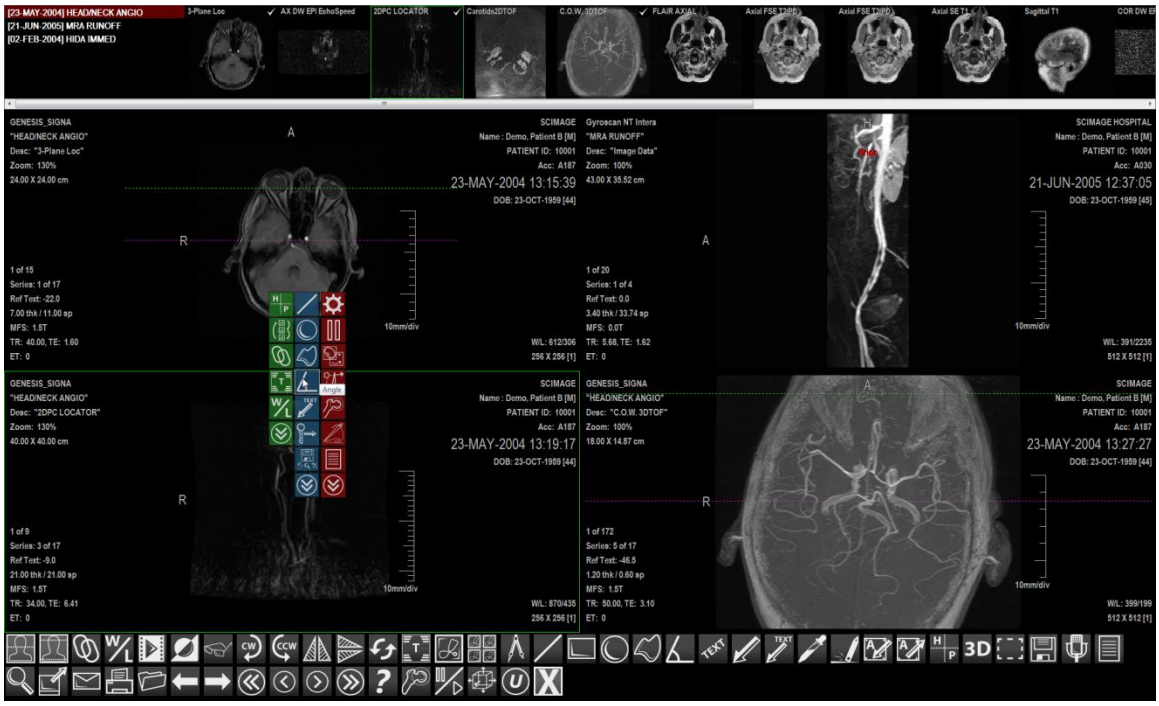
After installing the Picom Client, double-click on the Dashboard icon on the desktop and click the gear icon at the bottom-right corner to connect to the PicomOnline server where your images are stored.

Description: PicomOnline
Host: www.picomonline.com
Port: 796
Home Screen: Study View
Username: <your PicomCloud user account ID>
Password: <Your PicomCloud user account pwd>

After logging into PicomOnline with your user account, you will see the study worklist with Search filters at the top.



Double-clicking on a radiology study (static images) such as MR or CT studies will open the images in the PViewXYZ viewing application. It is called PViewXYZ because it shows 2-dimensional image slices for 3-d volumetric datasets.



Double-clicking on a cardiology study (dynamic images) such as US and Cath (XA modality type) will open the images in the PViewXYT viewing application. It is called PViewXYT because it shows 2-dimensional images cine over time.

Creating Reports

To create reports, your reading physicians will need to download the PicomClient software and use the Dashboard worklist application. Reporting for radiology and cardiology are different because radiology reports are created in Dashboard's Reading Panel with option to use Dragon voice-recognition software, while cardiology reports are created in PicomSRI, a structured reporting tool with cardiology-based templates. For further instruction, please refer to the Dashboard Users Manual and/or PicomSRI Users Manual.