The screen you are looking at is called the worklist. Here you will find all of your patient studies sorted by the most recent at the top of the list. The study list has a lot of functions needed in a PACS system; sorting through patients, burning CD's for patients, printing images on paper, sending studies to radiologists, importing studies from other machines, adding notes to studies, and much more.

Study List Buttons
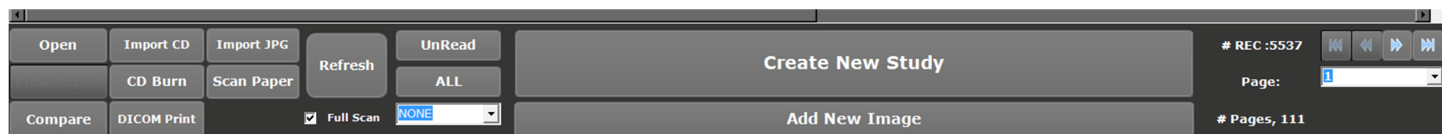
Open – Open a New Study

Import CD – Able to import studies from other software. Even if the images are from other software, it will manipulate the files into OPAL software

Import JPG – Import JPG images from either a USB Drive or CD

CD Burn – Single click a patient, then click Burn CD. Click anonymize to hid patient name and ID on burned disk. Also able to burn images to USB drive

Scan Paper – Click on a patient to scan any additional information such as driver's license, SS card, Birth certificate …etc

Compare – Click two studies to compare images from both studies

DICOM Print – Print patient study to paper. Single click patient study, then click this option

Refresh – If patient study does not automatically appear, click refresh. Check *Full Scan* for a complete refresh.

Unread – If clicked, will only show studies as marked as *Unread*

All – Default for studylist. If only *Unread, Incomplete* or any other study statuses are shown, click this to show all patient studies

Create New Study – Always use this option to start taking x-rays of new and existing patients

Add New Image – This option is hardly used. Only use this to add images to a patient study if patient returns within the day

OTHER FUNCTIONS OF THE STUDYLIST

Left clicking on a patient study – When you left-click on a patient, if they have any prior studies in the database, a separate window box will appear above the study list buttons. This makes selecting previous studies easier without having to type in their patient ID at the top of the list

Right clicking a patient study – If you right-click a patient study, a list of options will appear. Here you can change the status of a study, create a new study of this patient, burn a CD of the study, delete the study, delete an image of the study, print the study to paper, or send to a radiologist

Searching through the list – Directly under the columns at the top of the list, you will see a blank area under every column. This area is used to search through the list depending on which column you would like to filter by. To find a list of every study on a certain patient, simply click the column under **Patient ID** and type in their unique ID number. To filter patients by any other field of your liking, click the blank area under any other column and it will filter the search results based on a particular First name or Last name, Body Part, Study Description, Institution, Modality and so on.