



Velox PACS Radiology User Manual

Velox PACS Radiology Version 1.0.46.16

2024-05-13

Reviewed by: Anastasia Tokareva



Table of Contents

Table of Contents	2
DISCLAIMER	3
POTENTIAL HAZARDS WARNING	3
Introduction	3
Logging in	3
Velox Radiology Navigation	4
Worklist	4
Reading Cases	4
Multi-method reporting	5
Transcription	5
Voice Recognition	5
Using Templates	6
Tools	6
Searching the entire patient database	7
Review and Sign-Off Dictated Reports	8



VELOX IMAGING		

DISCLAIMER

Velox PACS Viewer can be used only by trained medical professionals. Velox is not responsible for the training of medical professionals and does not hold any responsibility for professional medical diagnoses and treatment obtained while using Velox PACS Viewer.

Velox PACS Viewer can not be used unless it contains adequate label indicating version and built of the product.

POTENTIAL HAZARDS WARNING

There are potential hazards associated with Velox PACS Viewer usage. When using Velox PACS viewer please pay a close attention to any signs of the following potential hazards:

- Inadequate performance of Velox PACS Viewer
- Inadequate labeling
- Data corruption (duplication, inconsistency, mismatch)
- Erroneous data transfer, missing or corrupt images and documents
- Patient mismatch on images and reports
- Inadequate quality of the diagnostic images
- Erroneous measurements tools calibration

In case of any of the following hazards emerged, please DO CALL Velox technical support IMMEDIATELY at 416 699 4125 or email at support@velox.me

Introduction

Velox PACS Viewer provides access to patients, studies and images stored on Velox PACS system. The device automatically retrieves, organizes and displays images for radiology diagnostic review (reading).

Logging in

To launch the application double-click on the Velox Viewer icon on your desktop. Enter your login and password and press LOGIN.



VELOX IMAGING		

Velox Radiology Navigation

After logging into the system, empty viewer windows will be opened on all monitors. Worklist button is in the top left corner. The number of assigned encounters and services is displayed on the Worklist icon. In the case below we have 20 patients and 25 services. To open the worklist press the Worklist button.

Worklist

Worklist displays all patients assigned to the logged in user account. By default, STAT and URGENT cases are displayed first. Worklist can be sorted by any attribute – Patient Name, Services, Sex, Date of Birth, Service Date, Referring Physician, Modalities, Clinic. Column sizes and order can be changed by dragging column edges or columns. Velox Viewer will save your worklist layout for the next login.

Image status column shows case buffering status. An encounter can be opened once it has READY status. Numbers after the Image Status show how many images are downloaded out of all encounter images. Click on a case in READY status to open it in the Viewer.

Reading Cases

When an encounter is opened for the first time, all view ports are empty. View port layout should be set up during your first working session. For all consecutive sessions, the viewer will recall the layout for each modality.

Panel on the left contains documents and image thumbnails. Documents and images can be dropped from the left panel to view ports.

All patient’s previous encounters (if there are any) are displayed under current encounter in the left column. To view previous images and reports, click on the previous encounter tab, wait for documents and images to appear, and drag and drop images and/or reports onto desired view ports.



Encounter priority can be changed (for example, raised from Routine to STAT) by manipulating priority combo-box, which is located under the patient name. STAT and URGENT cases will be transcribed (if it is a part of a workflow) and auto-faxed with higher priority.

Cases can be added to teaching collections if they need to be marked for a later review. To do that, select the desired Teaching collection from a combo-box located below the patient name.

Speech mike controls and interface buttons control record/play/stop/rewind and dication submission (EOL button by default). Audio recorder/player is located in the top right corner. Once recording starts, audio recording process indication will appear on the player. Audio recording and playback can be controlled using buttons under the player.

If reading cannot be performed for the case (for example, documents or images are missing), the case can be returned back to technologist. Use REJECT TO TECHNOLOGIST button on the main panel to do so. It is recommended to dictate a quick comment explaining why the case is being rejected; that helps the clinic figure out how to fix the problem.

Encounters can be skipped using SKIP TO NEXT ENCOUNTER button. Next Encounter will be opened from the worklist, and the current case will stay on the worklist for later review.

Multi-method reporting

Transcription

Dictation can be submitted to a transcriptionist who will type the report. It can be done using speech mike controls (EOL button by default) or SUBMIT FOR TRANSCRIPTION button in the viewer interface.

Voice Recognition

To use voice recognition module, please run your voice recognition software on your computer. In Velox Viewer click NEW REPORT button on top right. Once dictation is started, audio will be simultaneously transformed into report text in the pop-up editor window. Report text can be



edited and reviewed. Report can then be signed as final or sent to editor (transcriptionist) for editing.

Using Templates

In Velox Viewer click NEW REPORT button on top right. Once New Report module is opened, Report Templates can be selected on the right hand side of the pop-up window. Templates can be edited to fill in the blanks and finalize the report. Report can then be signed as final or sent to editor (transcriptionist) for editing.

Tools

Tools panel is located at the top. L and R letters indicate which mouse button the tool is assigned to.

Split Screen - select a number of view ports in the current viewer window

Split Series - select a number of series views in the current view port

Pan – pan images and documents within view ports

Zoom – zoom images and documents

1:1 True Scale – set “true pixels” zoom level (100 pixels of source image are zoomed to exactly 100 screen pixels)

Magnifying Glass – magnify a small area on the image or document

Reset Position – cancel all adjustments to zoom and position

Brightness/Contrast – adjust brightness/contrast (drag and drop to make adjustments)

Invert – invert image display (i.e. black → white, white → black)

Window/Level – adjust Window/Level (drag and drop to make adjustments)

Rotate Right – rotate image display right

Rotate Left – rotate image display left



Flip Horizontally – flip image display horizontally

Flip Vertically – flip image display vertically

Measurement – ruler (distance) measurement tool

Angle – angle measurement

Cobb Angle – angle measurement between two lines

Delete Measurements – delete all measurements

Synchronize Stacking – synchronizes scrolling between different series of images in the same plane (CT/MRI studies)

Reference Lines – shows reference lines for series in different planes (CT/MRI studies)

Show/hide Overlays – shows/hides overlays (DICOM header information)

Show/hide Annotations – shows/hides annotations (user-added text and graphical notes saved on images)

Ellipse – draw ellipse annotation

Arrow – draw arrow annotation

Text – add text annotation

Searching the entire patient database

To look up cases from the archive, go to Worklist and then click SEARCH tab. Click on the empty field next to FIND button to open filter criteria.

Search can be performed by the following criteria:

- Location – Clinic Name
- Modality
- Service workflow Status



- Patients – by last name, by last name and first name (or initial) or by health card number
- Service Date
- Referrer
- Radiologist
- Accession Number

After clicking FIND, search results will appear under the filter. Click once to download and open the case. All cases opened from Search are in a view-only mode. To edit or create a report for the archived encounter, please contact the clinic and ask them to assign the case to your worklist.

Review and Sign-Off Dictated Reports

Reports transcribed previously can be reviewed by opening TO SIGN tab. Click encounters once to open.

If a report needs correction, it can be edited by using EDIT button. If everything is good with the report, it can be signed off by clicking SIGN. All signed reports are removed from TO SIGN worklist.