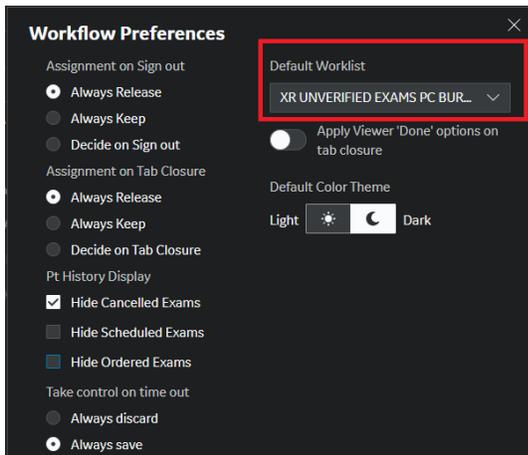
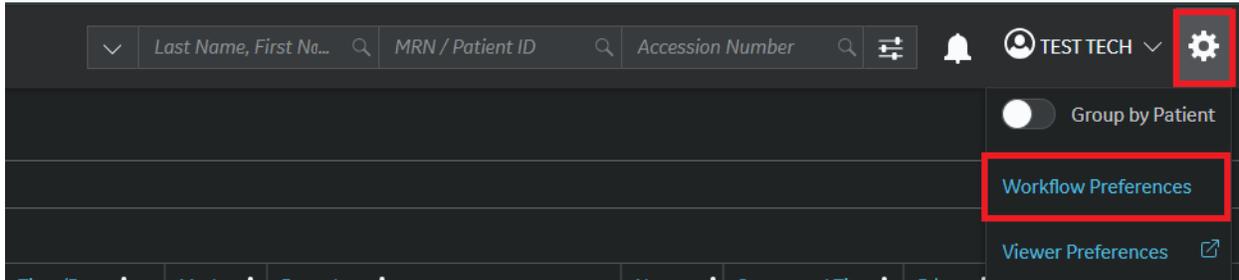


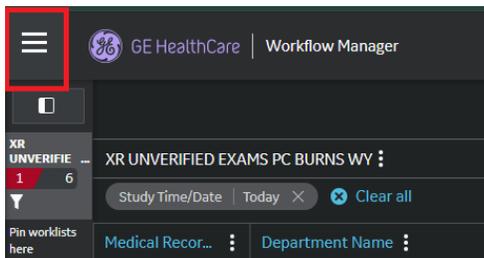
GETTING STARTED

When you first sign in, set your default worklist. Each site/department has a pre-built 'Unverified' worklist. 'Unverified' means the exam has been ordered (scheduled) and does not have images yet, or has images attached but has not been processed by a technologist. Both will be on this worklist. Example: XR Unverified Exams Primary Care Burns Way.



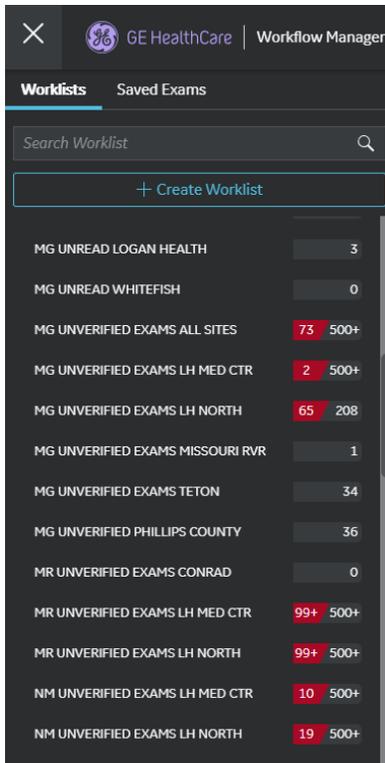
Select 'Always Release' on Sign Out and on Tab Closure.

You can pin more than one worklist for quick access:



Top-Left of screen

Hover over worklist of choice with mouse and click **thumb tack icon** that appears to pin the worklist to your quick access worklists:



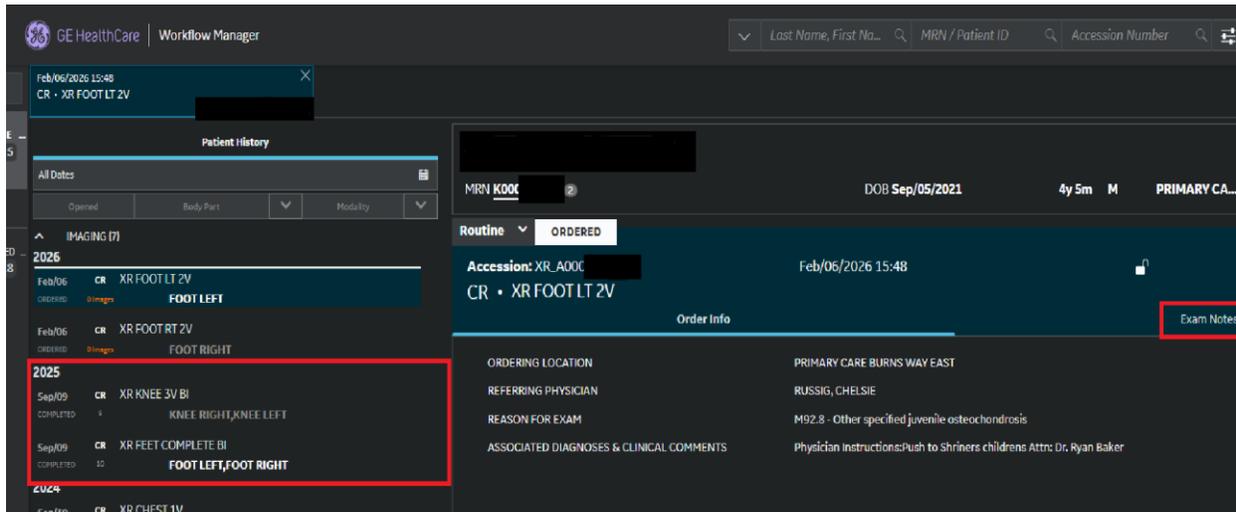
It is a good idea to pin 'Exceptions' and 'Recently Viewed' in addition to your default worklist and any others that you may use regularly (ex. you work at multiple sites).

GENERAL PACS WORKFLOW

Indicators	Medical Record	Department Name	Patient Name	Date o...	Study Time/Date	Modali...	Priority	Procedure	Number	Status
	K000	LH PRIMARY CARE BURNS ...		Aug/30/...	Feb/06/2026 09:...	CR		XR SHOULDER LT 3V	0	ORDERED
	K000	LH PRIMARY CARE BURNS ...		Sep/05/...	Feb/06/2026 15:...	CR		XR FOOT LT 2V	0	ORDERED
	K000	LH PRIMARY CARE BURNS ...		Aug/16/...	Feb/06/2026 12:...	CR		XR CHEST 2V	0	ORDERED

- The selected worklist has 3 exams in 'Ordered' status.
- Any modifications to the order MUST be made in the EMR. This can be done before or after the exam is acquired, but recommend doing it before if possible. This includes changing the order, cancelling duplicate or incorrect orders, etc. GE PACS is a heavily EMR-driven workflow.

Single-Click the order to view the 'Patient Hub':



- The patient's prior exams are on the left side of the screen. To view them, right click the exam of interest and click 'View Images'. When done viewing, click 'Exit' at the top toolbar.
- In the Patient Hub, enter the patient's history in the 'Exam Notes'.
- When finished, close the exam tab in the top left of the Patient Hub.

ACQUIRING IMAGING

- Use worklist on your modality. ****Very Important****. This will ensure your images automatically link to the order in PACS.
- Acquire imaging at the modality. Once the exam is ended on the modality, images will send to PACS. **Make any image post-processing changes on the modality before sending to PACS (W/L, annotations, etc.)**
- Return to PACS. You will note that the exam on the worklist has **changed status from 'Ordered' to 'Arrived'**. This indicates that the order now has images. You will also see the image count column increase from zero.
- **ALERT*** CHARGE OUT THE EMR***** Until the exam is completed in the EMR, the radiologists will not see that there is an exam to be read.

Q/C EXAM IN PACS

- Either double-click the exam on the worklist to launch the images, or single-click to re-open the Patient Hub. From the Patient Hub you can click 'View Images'.



- The 'Navigator' will appear over the images. Click the top toolbar of the navigator and drag. Small arrows will appear on your screen for you to dock the navigator. Drag your mouse pointer to one of the arrows to dock on the side of your choice. It will now remain there unless moved. Press the 'N' key on your keyboard to hide the Navigator altogether. From the navigator, you can drag and drop images into the viewing panes.
- Make sure all images are present.
- Click 'Marked Verified' in the toolbar.



- The exam images will close, and the exam has now been made available to the radiologist to read.
- If you need to add additional images, either search the patient name, or use the 'Recently Viewed' worklist (this should be pinned for quick access). Right click the study and change it back to 'Arrived' status. Send additional imaging, it will merge automatically if worklist was used on the modality. Follow the 'Marked Verified' workflow above, or right-click the order and select 'Mark Verified'.
- PACS workflow complete.

HELPFUL TIPS

- **COMPLETE ORDER IN EMR ('Taken' in Meditech, 'Complete' in Oracle). Ideally, do this before you Q/C the images, or immediately after. This must be done at the time of technologist PACS workflow.**
- Modify the order in the EMR if changes are needed. These changes will update the PACS order.
- Post-process images on the modality (annotate laterality, W/L, etc). There is no need to rename or change the order of images in GE PACS.
- If additional images need to be added, make sure your exam is set back to 'Arrived' status.
- If you are unable to perform certain tasks (an option you usually have is grayed-out), make sure your exam is in 'Arrived' status. Several functions need the exam to be 'Arrived' versus 'Verified' or 'Completed'.
- Exam Statuses:
 - Ordered = Exam ordered in EMR, scheduled in PACS.
 - Arrived = Images were acquired and attached to the order in PACS.
 - Verified = Staff has Q/C the images and made them available for interpretation.
 - Completed = Exam final state. Dictated by radiologist.
- Use 'Recently Viewed' worklist to revisit exams you have recently interacted with. Quick way to find a recent patient.