

Universal Viewer and Workflow Manager 8.0

Rejecting and Unrejecting Images Job Aid






 This job aid should be used in conjunction with the *Universal Viewer User Manual* and the *Workflow Manager User Manual*.

Image rejection is the process of tagging an image so that it is not part of a normal workflow process, such as image display. This allows you to reject poor quality images, image profiling errors and exam or patient merge mistakes. Images rejected from PACS in error may be unrejected.

Rejecting Images (Universal Viewer)

-  You must have the appropriate privilege (RejectImage) to reject images.
-  The exam must be unverified (i.e., return the study to Arrived status). This requires the Unverify privilege.

1. In a worklist, locate the study for which you need to reject images.
2. If the study is in Verified or higher status, right-click the study and select **Mark Unverified**.
3. When the study is in Arrived status, open the study in the image viewer.
4. Reject images using one of the following methods:

Reject a single image	Right-click the image in a viewport, select Quality Control and then select Reject active image .
Reject multiple images	<ol style="list-style-type: none"> 1. Activate the Select tool  in the main toolbar. (If this tool has not been configured in the main toolbar, you must add it via the Layout Editor.) 2. Select images: <ul style="list-style-type: none"> • Click to select a single image. • Press Ctrl + single-click to select multiple images. • Press Shift + single-click to select a range of images. <p>Selected images display a “V” in the upper right of the viewport.</p> 3. Right-click and select Quality Control and then select Reject all selected images. 
Reject a series	<ol style="list-style-type: none"> 1. Display the desired series. 2. Right-click and select Quality Control and then select Select/Unselect All. 3. Scroll through the images to ensure all images in the series are selected (denoted by a “V” in the upper right of the viewport).

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4. Right-click and select **Quality Control** and then select **Reject all selected images**.

The Reject Image window displays.

5. Note the number of images to be rejected.
6. In the **Reject Reasons** field, select a reason.
7. (Optional) Enter comments.
8. Click **OK**.

The selected images are now rejected from the study.

9. Close the study and if needed, return the study to its original status by selecting the study row, right-clicking and then selecting the appropriate status.

The screenshot shows the 'Reject Image' dialog box. It contains the following fields and elements:

- Patient Name:** DORIAN, WHITNEY
- Modality:** CT
- Number of Reject Images:** 1
- Reject Reasons:** A dropdown menu with 'Detector artifact(s)' selected. Callout 5 points to the 'Number of Reject Images' field, and callout 6 points to the 'Reject Reasons' dropdown.
- Comment:** A large text area for entering comments. Callout 7 points to this area.
- Warning:** A text block at the bottom stating: 'Warning: Please note that this patient study may have been sent outside of PACS to other system(s) for reference or diagnosis, per your site configuration, prior to your rejection of the image(s). If so, please check your hospital/clinic policy for actions to take and inform the recipient that image(s) were rejected so that appropriate action may be taken.'
- Buttons:** 'OK' and 'Cancel' buttons at the bottom. Callout 8 points to the 'OK' button.

Unrejecting Images (Workflow Manager)

You can unreject all images for a single exam from a worklist (you can only unreject images for one exam at a time).

- You must have the appropriate privilege (UnrejectImage) to unreject images.
- The exam must be unverified (i.e., return the study to Arrived status). This requires the Unverify privilege.

1. In the worklist, locate the study for which you need to unreject images.
2. If the study is in Verified or higher status, right-click and select **Mark Arrived**.
3. Once the study is in Arrived status, right-click and **Unreject All Images**.

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