Hyland®

PACS Scan Mobile
User Help

DOC-PSM3.3-UH-EN-REVA

Documentation Notice

Regulatory and compliance

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General warning and precautions

To ensure patient safety and adhere to HIPAA Privacy Rule involving patient health information, the Healthcare provider shall assign an unique Accession Number and Medical Record Number (MRN) to identify individual patient's health record affiliated with the patient to prevent erroneous medical data and duplicate identification with other patients.

Symbols glossary

ISO - 15223-1 - Medical devices - Symbols to be used with medical device labels, labeling, and information to be supplied.

3082 - Manufacturer: Indicates the medical device manufacturer.

ISO - 15223-1 - Medical devices - Symbols to be used with medical device labels, labeling, and information to be supplied.

Authorized representative in European Community: Indicates the authorized representative in the European union. Symbol is accompanied by the name and address of the authorized representative adjacent to the symbol.

ISO - 15223-1 - Medical devices - Symbols to be used with medical device labels, labeling, and information to be supplied.

2497 - Date of Manufacture: Indicates the date when the medical device was manufactured.

ISO - 15223-1 - Medical devices - Symbols to be used with medical device labels, labeling, and information to be supplied.

2493 - Catalog number: Indicates the manufacturer's catalog number so the medical device can be identified.

ISO - 15223-1 - Medical devices - Symbols to be used with medical device labels, labeling, and information to be supplied.

2498 - Serial number: Indicates the manufacturer's serial number so that a specific medical device can be identified.

ISO - 15223-1 - Medical devices - Symbols to be used with medical device labels, labeling, and information to be supplied.

1641 - Consult instructions for use: Indicates the need for the user to consult the instructions for use.

ISO - 15223-1 - Medical devices - Symbols to be used with medical device labels, labeling, and information to be supplied.

0434A - Caution: Indicates the need for the user to consult the instructions for use for important information such as warnings and cautions.

ISO - 15223-1 - Medical devices - Symbols to be used with medical device labels, labeling, and information to be supplied.

2610 - Patient number: Indicates a unique number associated with an individual patient.

Quantity: Indicates the number of units.

Directive 2012/19/EU on waste electrical and electronic equipment (WEEE).

MD ISO/DIS ISO 15223-1 - Medical devices - Symbols to be applied to be used with medical device labels, and information to be supplied.

Indicates the item is a medical device.

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What is PACS Scan Mobile?

The PACS Scan Mobile client is an Android and iOS application for mobile devices that allows you to easily capture images and videos and then send them to patient studies on DICOM archives. With proper authorization, you can query and retrieve a patient study from a worklist or create a new patient record. You can take photos and videos. You can manipulate photos, for example, crop or rotate, and also annotate them prior to sending to other locations. You cannot alter videos prior to sending. You can delete unwanted images and videos prior to sending.

Intended use

PACS Scan Mobile is intended to be used by authorized staff to perform various operations on imaging studies before they are made available to other locations in the network. These operations include capturing images, capturing video images, confirming or editing patient demographics. Typical users of the PACS Scan Mobile application are trained medical professionals, including but not limited to clinicians, technologists, assistants, and lay persons with guidance from the care giver. PACS Scan Mobile is not intended for diagnostic use. Lay persons can use PACS Scan Mobile to capture images and videos with the assistance of their healthcare provider.

Warnings, precautions and contraindications

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The following is a list of general precautions that you must follow before using PACS Scan Mobile.

- Follow the instructions in this document to ensure the best outcome using PACS Scan Mobile 3.1 Augmented Reality (AR) Measurement Mode and other features.

- Non-professionals and patients should consult with their caregiver for proper use before using AR Measurement Mode.

- Avoid holding the camera in a motion position that may affect the capture of still objects taken in AR Measurement Mode.

- Avoid taking pictures in light sensitive areas. For best quality pictures, inspect surrounding lighting conditions.

- Inspect images you take of skin surface for possible glare, obstruction and color effect. If a change in skin is observed, consult your caregiver.

- You cannot save images and videos taken on your mobile device.

- Non-professional users or patients should contact the caregiver for advice on sending images to the healthcare institution. If you cannot send or upload images during use, notify your caregiver immediately.

- Report any malfunction or security risks such as unauthorized access, modification, interference, and adverse and security incidents that occur in relation to PACS Scan Mobile to PACSgear Technical Support @community.hyland.com.

> **Note:**
>
> For details for protection on software virus, refer to the PACSgear Enterprise Server Technical Specifications DOC-PCS-TS-EN.

Log in to PACS Scan Mobile

To log in to PACS Scan Mobile, complete the following steps.

1. On the home screen of your device, tap the PACS Scan Mobile icon. The system displays the login screen.
2. Confirm or enter your user name in the **User Name** field.
3. In the **Password** field, enter your password.
4. In the **Domain** list, select the appropriate domain.
5. If you want the application to remember your credentials and automatically log in the next time you open PACS Scan Mobile, tap **Remember me**.
6. Tap **Login**.

Change the current department

PACS Scan Mobile uses the application entity (AE) destinations, query sources, and devices configured for the current department by your administrator. You can change the current department, but note that all current images and data are lost. To change the current department, complete the following steps.

1. Tap menu ☰.
2. On the **Menu** screen, under **Department**, tap the name of the current department.
3. In the **Select Department** list, tap the name of the department that you want to select.

Use PACS Scan Mobile

Load patient records

Find a patient by query

To find an existing patient study from a configured source, complete the following steps.

1. On the main screen, under **Query Source**, select a source and tap **Done**.
2. Under **Patient**, enter all or part of the last name or exact MRN to use as search criteria.

   Example For example, in the **Last name** box, type c to query patients whose last names begin with the letter c.

3. Tap **Search**.
4. On the **Patient Lookup** screen, scroll through the list of query results to find your patient's record.
5. Tap the patient record to display associated studies and tap a study.
6. Optional. To add information, see "Add description and flag for confidentiality."
7. Tap **Next**.
8. To modify the study, see topics under "Modify and send studies."

Retrieve a patient record from a barcode

If a barcode is attached to a patient or physical media, you can retrieve the patient record by scanning the

barcode with your mobile device. To retrieve a patient record from a barcode, complete the following steps.

1. On the main screen, in the upper right corner, tap the barcode ▣ button.

   The camera of the mobile device turns on.

2. Point the mobile device to center the barcode in the brackets.

   The patient record appears in the main screen.

3. Optional. To add information, see "Add description and flag for confidentiality."

4. Tap **Next**.

5. To modify the study, see topics under "Modify and send studies."

Create a patient record

To create a new patient record, complete the following steps.

1. On the main screen, under **Query Source**, tap the select a source, and then tap **Done**.

2. Under **Patient**, enter the MRN and patient last name (required), and any other information that you want to include in the patient demographic fields.

3. Optional. To add information, see Add description and flag for confidentiality.

4. Tap **Next**.

5. To modify the study, see topics under Modify studies.

Add a description and flag for confidentiality

After loading a study, before working with images and video, you can add a series description. If you are sending to an XDS destination, you can also flag the study as confidential. To add a description and flag for confidentiality, complete the following steps.

1. To add a description to the study, at the bottom of the main screen, under **Series Description**, select a description from the list, and then tap **Done**.

2. To flag the study as confidential, tap **Confidential**.

3. Tap **Next**.

Modify and send studies

Capture images and video

 Prerequisite Before you can capture videos, your administrator must turn on video capture. See "Add a department" in the PACSgear Enterprise Server user's manual.

Image capture limitations

Devices have different limitations for how many images it can capture and send at maximum resolution. Exceeding this limit will negatively affect device performance and may even result in loss of captured images.

For example, the Samsung Lite tablet and other 4GB devices have a limit of 10 max resolution images.

To capture an image or video to attach to a patient study, complete the following steps.

1. Find a patient and tap **Next**.

The camera of the mobile device turns on.

2. To capture images, complete the following substeps.

   1. At the top of the capture screen, tap **Photo**.

   2. Optional. To zoom in or out, pinch or spread the screen.

   3. To capture one or more images, aim the camera and tap the circle ⬤.

3. To capture videos, complete the following substeps.

   1. At the top of the capture screen, tap **Video**.

   2. Rotate your device to landscape orientation.

   3. Tap the circle ⬤ to start and stop recording.

4. When you are done capturing images and videos, tap **Next**.

   Thumbnails of the images and videos you capture appear on the send screen.

Import images and videos from the camera roll

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 Prerequisite Before you can capture videos, your administrator must turn on video capture. See "Add a department" in the PACSgear Enterprise Server user's manual.

If you capture images or video onto the camera roll of the mobile device, you can import them into a study. To import images and videos from the camera roll, complete the following steps.

1. Find a patient and tap **Next**.

2. On the capture screen, tap the import 🖼 button and tap **Photo** or **Video**.

   > **Note:** If the "PACS Scan would like to access your photos" message appears, tap **OK**.

3. On the **Photos** screen, tap **Camera Roll**.

4. On the **Camera Roll** screen, tap a photo and tap **Choose**.

   The program returns to the photo and video capture screen.

5. Optional. To import more photos or videos, tap import 🖼.

6. Tap **Next**.

   > **Note:** Due to technical limitations, imported videos are limited to approximately ten minutes of duration. Processing video files may take up to a minute to complete.

   Thumbnails of the images and videos you captured appear on the send screen.

Edit or delete an image

You can edit images or delete them from the study before sending. To edit or delete an image, complete the following steps.

1. On the send screen, tap the image you want to edit or delete.

2. To delete the image, tap the trash 🗑 button.

3. To edit the image, refer to one or more of the following topics.

   - Crop an image

- Specify the body part of an image
- Annotate an image
- Rotate an image

4. To undo all unsaved edits, tap the revert button.

5. Tap **Save**.

> **Note:** To save edits and delete images you must tap **Save**.

Thumbnails of the images and videos you retained appear on the send screen.

Crop an image

You can remove unwanted portions of an image by cropping it. To crop an image, complete the following steps.

1. On the image editing screen, tap the crop button.
2. To resize the crop boundary, drag a corner handle.
3. To move the crop boundary over the image, drag near the center of the boundary.
4. To crop the image at the crop boundary, tap **Crop**.

Specify the body part of an image

You can apply standardized body part labels to an image. To specify the body part of an image, complete the following steps.

1. On the image editing screen, tap the body part button.
2. Tap a body region and select a body part in the list.
3. To apply the body part to all images, turn on **Apply to all images**.
4. Tap **Apply**.

Annotate an image

You can draw freehand marks or add a text description. To annotate an image, complete the following steps.

1. On the image editing screen, tap the draw button.
2. To add text, complete the following substeps.
    1. Tap the text T button.
    2. In the **Enter Image Description** dialog box, type text and tap **OK**.
3. To draw on the image, complete the following substeps.
    1. On the left pane, tap a color.
    2. On the center pane, if drawing is disabled, enable it by turning on the switch.
    3. On the right pane, tap the light , medium , or heavy marker and tap **Close**.
    4. Draw on the image.

Rotate an image

You can rotate an image 90, 180, or 270 degrees clockwise. To rotate an image, complete the following steps.

1. On the image editing screen, to rotate the image 90 degrees, tap the rotate button.

2. To rotate the image 180 or 270 degrees, tap the rotate button a second or third time.

Edit or delete a video

You can edit videos, or delete them before sending. To edit or delete a video, complete the following steps.

1. On the send screen, tap the video you want to edit or delete.
2. To specify a body part for the video, complete the following substeps.
   1. Tap the body part button.
   2. Tap a body region and select a body part in the list.
   3. To apply the body part to all videos, turn on **Apply to all**.
3. To delete the video, tap the trash button.
4. Tap **Save**.

> **Note:** To save edits and delete images you must tap **Save**.

Thumbnails of the images and videos you captured appear on the send screen.

Send a study

After loading and modifying a study, you can send it to a PACS, VNA, or other archive available to your department. You must make at least one change to the study before sending it. To send a study, complete the following steps.

1. On the send screen, tap **Send**.
2. Select a destination in the list.

> **Note:** The study is sent immediately after you tap a destination.

Manage jobs in PACS Scan Mobile

What is a job?

A job is a collection of information about a send operation that is created when a user sends data to a DICOM device. This information includes such things as who sent the data, when, and from where. It also includes the job status, which is the result of the send operation.

You can view job history, or cancel or restart a failed job in either the PACS Scan Mobile app or PACSgear Enterprise Server.

View a job

To view a job, complete the following steps.

1. In PACS Scan Mobile, tap menu on the main screen, and then tap **Status**.
2. In the list of jobs, tap the failed job that you want to cancel.
3. Tap **Cancel**.

Cancel a job

To cancel a failed job, complete the following steps.

1. In PACS Scan Mobile, tap menu on the main screen, and then tap **Status**.

2. In the list of jobs, tap the failed job that you want to cancel.

3. Tap **Cancel**.

Restart a job

To restart a job, complete the following steps.

1. In PACS Scan Mobile, tap menu ☰ on the main screen, and then tap **Status**.

2. In the list of jobs, tap the failed job that you want to restart.

3. Tap **Restart**.

   The job is highlighted in yellow, and PACS Scan Mobile attempts to resend the job.

Expected lifetime

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PACS Scan Mobile's service support life is by its version per Hyland's Terms and Conditions agreement for "Retired Software." Which means: (i) any version of the Software licensed by Customer from Hyland under the License Agreement, identified as being retired on Hyland's applicable secure end user web site; and (ii) any version of the Software other than the then-current version and the immediately preceding version.

Preventative maintenance and cleaning

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There are no cleaning requirements for PACS Scan Mobile software. License and maintenance may include upgrades from previous versions, security patches and updates, which are handle through technical support and solutions provided via service agreements, licenses, Terms and Conditions, etc. For support visit Hyland Community at community.hyland.com or contact your local account manager for further details.

Safe disposal

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Follow your local IT Department guidance on safe disposal of software products to comply with FDA HIPAA, EU GDPR privacy and security requirements in connection with personal and health-related data and other applicable local governmental standards and regulations.

Appendix A: API parameters

You can use the following API calls to launch PACS Scan Mobile by using the base URL PACSScanMobile:// from Mobile Safari or another browser application.

You can pass parameters to the app by using the app launch name, PACSScan-Mobile:// and appending ?key=value. You can append additional parameters by adding an ampersand (&) and another key/value pair.

Example

```
PACSScanMobile://?firstname=test&mrn=1234
```

Parameters

Parameter	Key	Value
Patient Name	patientName	String, in the format, Lastname^FirstName^MiddleName
First Name	firstName	String
Last Name	lastName	String
Middle Name	middleName	String
MRN	mrn	String
Date of Birth	dob	String formatted with DICOM style date. For example, 19770526.
Sex	sex	String. Acceptable values are m, f, male, female. It is not case sensitive.
Accession Number	acc	String
Study Description	studyDesc	String
Server IP or Name	serverIP	String. Do not include *http*, *https* or *www*. You can append the port number to the end preceded with a colon.
Server SLL Flag	isSSL	String. t for true, and everything else is false. It is not case sensitive.
Return URL	returnURL	String, callback URL. It can be an iOS app URL scheme or a web address.
Department	Department	String
Query enable	AllowQuery	TRUE or FALSE
Auto lookup enable	AutoQuery	TRUE or FALSE
Username	Username	String
Password	Password	String

Parameter	Key	Value
Operator	Operator	String
Domain	Domain	String. Assigns the user to the appropriate domain for authentication. Its value is the defined domain value in PACSgear Enterprise, such as Local. This parameter is only needed if the user launching PACS Scan Mobile is not a member of the default domain user group defined in PACSgear Enterprise.
args	Args	String
scroll	scroll	TRUE or FALSE