Codonics Virtua
Attach Non-DICOM Objects

Technical Brief

Overview

This Technical Brief provides instructions for manually attaching non-DICOM Objects to DICOM Studies that have been sent to a Virtua® Medical Disc Publisher.

Operational Description

Many hospitals generate patient reports in a non-DICOM document format (such as Microsoft® Word, Adobe® PDF, etc.) and would like to record these reports on the same CD or DVD used for the patient's study. Traditionally these reports have been printed and included with the patient's disc. Virtua allows a user to associate these and other documents (such as movies or images) with a DICOM study by uploading them through its web interface and then recording them to the patient's disc. This feature requires manual attachment of files to be recorded. It is not compatible with Virtua's autorecord workflow.

Prerequisites

Confirm that each of the following items is available:

- Attach Non-DICOM Objects requires a feature key on Virtua's SmartDrive. Contact Codonics Technical Support or your Codonics Representative to obtain the proper key.
- 3.2.0 software or later is installed on Virtua.
- The location of the report or data files on the client's computer system.
- Adobe Flash v9.0.124 or later is installed in the user's web browser.

Attaching Objects

This upgrade requires a feature key on the Virtua SmartDrive. Contact Codonics Technical Support or your Codonics Representative to purchase the proper feature key.

> **NOTE:** Files can only be attached when using a remote web browser and reside on the PC or be accessible via network connection. Files cannot be attached from the local Virtua display.

1. Send a study to Virtua.
2. Click on the Study Details icon (magnifying glass) for that study.

3. A tabbed Study Details dialog box appears. Select the Attachments tab.

4. Press the **Attach** button.

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5. Select one or more files in the File Open… dialog box.

NOTE: This feature cannot record entire folders with subfolders inside. All files for each study will be placed in a single folder on the recorded disc. Also, attaching web pages may not work properly if the web page references other files that are not attached.

CAUTION: This feature will not automatically recognize whether an attached file is properly associated with the intended patient study. Use normal caution in identifying that the proper attachments are being made. Otherwise incorrect patient data could be sent/shared.

6. Click **Open**. Files will be queued to upload to Virtua. While waiting to upload, the Status will show as Retrieving. While uploading, the Status will show how much of the file has uploaded.

CAUTION: During the uploading process, browsing away from the Studies page can cause the upload to stop before completion. The tabbed Study Details dialog can still be used during an upload. If attempting to browse away, a warning dialog will appear. If accepted, the files not yet fully uploaded will show a Status of Error.

CAUTION: This feature will not anonymize the attached files. Please do not create anonymized discs with attachments containing patient information.

7. During and after file upload, the following aspects of an attachment can be edited:
   - The Description of the file that is displayed to the end user (default value is the filename of the uploaded file).
   - Whether the file should be treated as a report.
   - If necessary, the filename can be edited in the Attachment Details dialog (magnifying glass).

NOTE: Virtua cannot record files with non-Latin1 characters in the filename. Invalid filenames will be marked with a red background and require user changes before recording.

8. Press **OK** to exit the dialog and save changes.

NOTE: Addition or deletion of attachments on this dialog cannot be canceled.

The Study will have a Status of Receiving while files are uploading. Notice that studies with attached files have a paperclip icon displayed in the Status column.

9. Once files have finished uploading, the study can be recorded.

Viewing Objects

Discs produced by Virtua include a LaunchPad application that allows reports and data to be viewed by programs installed on the end user's Windows® PC.

When a disc that includes attachments is placed in a Windows PC, the LaunchPad starts automatically and provides controls for browsing the Reports/Data or viewing the DICOM Images.

When the Reports/Data button is selected, a tree view shows the available reports and data that can be viewed for each patient and study on the disc.

Double-clicking the text of a Report or Data item will attempt to open that file with the default program for that file type on the end user's PC.

> **NOTE:** All attachments are available for viewing. There is no current method to exclude an attachment from being viewed.

If there is no default program for that file type, a Windows Open With Program… dialog will be displayed.

Technical Support

If problems occur that are not covered by this Technical Brief, contact Codonics Technical Support between the hours of 8:30AM and 5:30PM EST (weekends and U.S. holidays excluded).

Phone: 440-243-1198

Email: support@codonics.com

Website: www.codonics.com

Get it all with just one call
1-800-444-1198

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17991 Englewood Drive
Middleburg Heights, OH 44130 USA
(440) 243-1198
(440) 243-1334 Fax
Email info@codonics.com
www.codonics.com

Codonics Limited KK
New Shibaura Bldg. F1
1-3-11, Shibaura
Minato-ku, Tokyo, 105-0023 JAPAN
Phone: 81-3-5730-2297
Fax: 81-3-5730-2295