

UV (EMI) - Quick Reference Guide



Sign-On

- Double-click on the EMI icon on your desktop
- Type in your Allina network log-in ID (e.g. d0000)
- Type your password and hit [Enter]

Change Password

- Select Administration Menu and click on Password. Enter your current password and the new password twice.

Finding a Patient/Sorting (on the Worklist)

- Sort the Worklist by Patient Name (to do this click on the column header called Patient Name).
- As you begin typing the patient last name, the Worklist will jump to that patient.

Finding a Patient (using the Search button)

- Click on the Search Button (located on the top of the

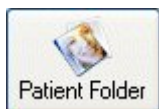


worklist).

- Enter the patient's last name or the MR # in the designated fields.
- To search by first name (enter an * before the name, e.g. *carol).
- Click on [OK].
- A search page will be populated with the patient studies that match your search criteria.

Retrieving Studies / Viewing Radiology Reports

- After highlighting a specific patient's name, click on the



Patient Folder button on the top of the Worklist.

- A patient folder page will populate with all current and prior studies done for that patient as well as relevant Radiology Reports.
- Click the check boxes that precede the studies you wish to view and then click the Launch Viewer button at the bottom of the page (**note:** to select all studies for

viewing, click on the Select All button, also at the bottom of the page).

- To view Radiologist Reports, highlight the date of the report you wish to view in the upper part of the Reports section. Once you highlight the date, that report will appear in the Reports section.

Remote Studies

- In the folder column, note that a folder with a slash through it means the study is remote (not available locally).
- To retrieve the remote study, highlight the patient name, right-click with your mouse, highlight **Retrieve Study** on the menu. This will bring the remote study back to your local UV.

Viewing Studies

1. Dragging & Dropping Series

- A series can be dragged from the Series Thumbnail panel to a Viewport. Click on the series you wish to view and drag it into the desired Viewport. You **must** hold down the left mouse button during this process.

2. Annotations

- Press A (a) to turn annotations on or off.

3. Closing an Exam

- Click on the X at the right top corner of the exam.

Paper Print

To print a paper copy of an image for reference or patient education:

- From the Image Viewport page, go to the File menu on the upper tool bar.
- Click on [Print]. This will bring up a Print Set-up Screen.
- Click the Paper Print button.
- When the Print screen comes up, click [OK] to print.

Searching for Any Allina Metro or Regional Patient

- Click on the Search button (located on the top of the Worklist).
- In the search box, click the Server button.
- Highlight "Allina Enterprise" and click [OK].
- You may search by any of the available criteria fields (e.g. Patient Name, Patient ID, Accession #, etc).
- Refine your search as much as possible since you will be searching the entire Allina database.

EMI Problems:

- EMI Problems call the Technology Support Center (Help Desk) at **612-262-1900 (x21900)**.
Physicians - Press Option 8
Staff - Press Option 1