



Log into IMPAX

1. Do one of the following:
 - ◆ Double-click the **IMPAX Client icon** on the desktop.
 - Or -
 - ◆ Select **Start > Programs > AGFA IMPAX > IMPAX Client**.
2. In the IMPAX login screen, ensure the **Domain** indicates **NTDWRHA**.
3. With the cursor in the **User ID** text box, type your **User ID**.

 **Note:** Use your Novell User ID. (May also be your email User ID)


4. Press **TAB** to move to the **Password** text box.
5. Type your **password**.

 **Note:** The password is case-sensitive. Be sure the **CAPS LOCK** key is not on. If required: Call MB eHealth Help Desk @ 940-8500, press option 1.

6. Click **Login**.

Find a Study

To find a Patient's Study by their ID (HRN) or Name, perform the following steps:

1. Click on the underlined word **Search** on the **Search|Advanced Search** worklist drawer.
 -  **Note:** If the word **Advanced** is underlined, click on it first, then the word **Search** will become active and underlined.
2. Type in or choose the desired search information for each of the applicable text boxes.
3. Click on **Search**.
4. From the resulting Search list **double-click** on the Patient's Name to open the Study and view the images.
5. To return to the Search worklist, click on the **List** button at the top left of the window. (If you can't see the **List Area** button then click on the **Text Area** button first.)
6. To close the Search worklist, click on the **Drawer bar**.

SEARCH TIPS


- ◆ If you are searching by HRN, you must add the three letter code for your location behind the number. *Example: 123456 should read 123456HSC*
- ◆ Ensure the Study Date Filter is set correctly. If the study is older than 7 days change to **Any**.
- ◆ When a search is in progress, you can stop it by clicking the **Stop** button that appears next to the Search button.


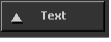
Open a Study

1. From the resulting Search list do one of the following:

✦ **Double-click** on the Patient's Name to open the Study and view the images.

- Or -


✦ Click on the **Open Images**  button at the beginning of the row of the Study

 **Note:** *The Study will open in Image View. To display Text Area, click on the **Text**  button in the upper left corner of the window.*

Locate and Display a Report

1. From the **Image Area** display the **Text area**  for the Patient of interest.

2. In the Text area, if the Report Panel is collapsed, click the **Report Bar** to expand it and view the report.

 **Note:** *Normally the Report Panel is expanded if the Study is dictated and collapsed if it is new.*

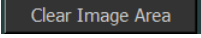
REPORT TIPS

✦ To enlarge the Report Panel, drag the expandable bar to the left or the Report bar higher.


✦ To view another report for this Patient, click a dictated Study in the Study List.

Exit IMPAX Application

1. From the **List Area** screen do the following:

✦ Ensure that you click on the **Clear Image Area** button,  on the top left corner of the screen, before logging out to close all open images.

✦ Click on the **Logout** button on the top right corner of the screen.

 **Caution:** Clicking on the **Exit** button will not log you out of IMPAX but only bring you back to the Worklist area where you will now see the **Logout** button.