

CREATING A CASE FROM MSU PACS (DICOM SEND)

SEND IMAGES TO TEACHING CASES

From within a case in GE® Universal Viewer:

1. **Right-Click** any image within a case
Note: All series and images will be sent. Images marked key do not transfer into Teaching Cases as key.
2. **Select DICOM send**
3. Highlight **TeachingCases**
Click **Send**

LOG ON

Go to **TeachingCases.rad.msu.edu**

In the upper right, **Log In** with your MSU Radiology Windows Login Name and Password

CREATE A CASE BY CLAIMING IMAGES

1. Once logged in, click **Create** in the upper left, then **New Case**—the Case Editor will open
2. Click the **DICOM** tab to claim the case(s) you previously sent from GE® Centricity PACS.*
3. Click on the desired **Patient**, then the **Exam**, then a **Series**. Advance through and select key images*. Window/Level to individual slices or entire series if desired. Click **Add Selected Images**. Return to the **DICOM** tab, then click **Return to Series Chooser** to add additional images if desired.
**Note: All images in claimed series will be retrievable with the Navigate Tool regardless of images that are selected as key.*
4. Click the **Case Images** tab to use the black marker tool to cover any burned-in patient identifiers*, to add image captions and/or annotations, or to change the order of images.
**Note: When using the Black Marker tool, check “punch through series” to punch through entire series, including all other key images.*

ADD SOME TEXT

1. Click on the **Case Text** tab to add descriptive text about the case such as history, findings, diagnosis, differential diagnosis, discussion, and references. Refer to Code of Ethics regarding plagiarism, copyright infringement, protected health information, etc.
2. Click on the **Case Properties** tab
 - A. Add a **Descriptive Title**
 - B. Add to **Folder: MR Fellows Submitted Cases**
 - C. Leave **Readable By** and **Writable By** as **Owner Only (Private)**
 - E. Leave any information that was auto-filled in the **Patient Information** and **Exam Date** sections*
**Note: Patient identifiers will not be made public.*
 - F. Select the appropriate **Anatomy** and **Pathology** from the drop-downs

SAVE & SEND YOUR CASE FOR REVIEW

Once you are COMPLETELY done with the case:

- A. Change **Owned By** by clicking **edit**. Check **Radiology, MSU** and **UNCHECK** your name, click **Submit**
- B. Change **Authored By** by clicking **edit**. Check **Radiology, MSU** and **UNCHECK** your name, click **Submit**
- C. Type your name in the **Additional Authors** field
- D. Click on **Save Changes**

You must do this to receive credit!

Each case will go through a review and certification process. You will be given credit unless otherwise notified. You will not be able to view your cases again until they are certified. Once certified, your cases will be made public, at which time you can view them with the **Advanced Search** tool by typing all or part of your name in the “Authored by” field. Visit education.rad.msu.edu/hss for further instruction on using the system such as presenting at conferences, working with folders, and exporting your cases (PowerPoint, jpeg, etc.)