

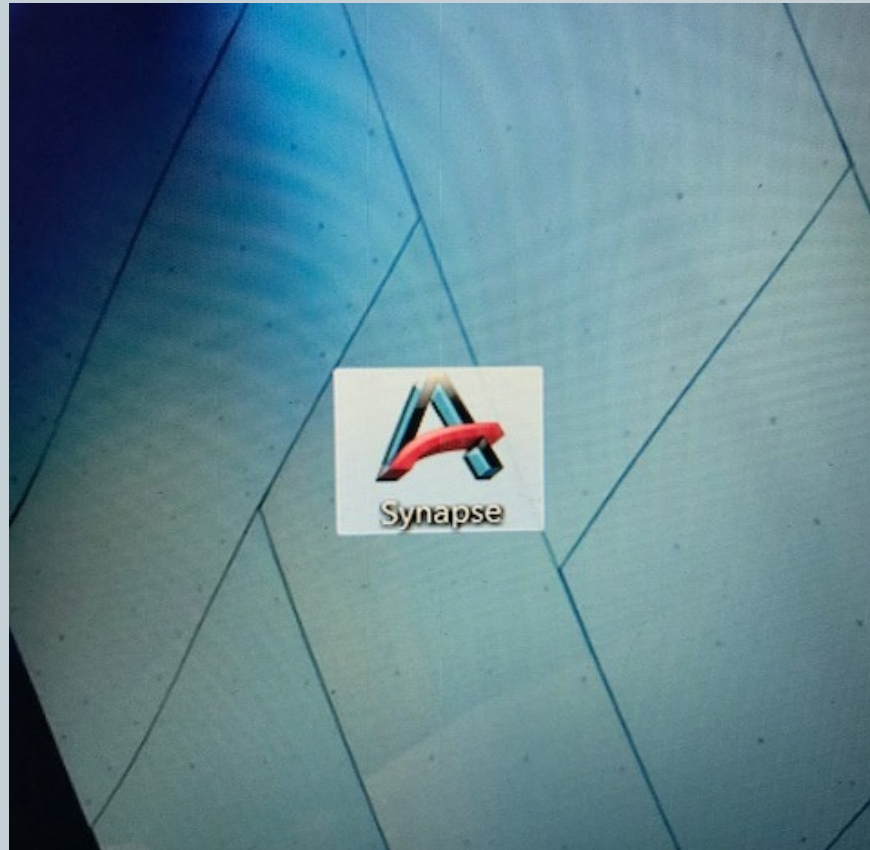
Synapse Training



**VISALIA IMAGING & OPEN MRI
1700 S. COURT STREET
VISALIA, CA 93291
(559) 734-5674**

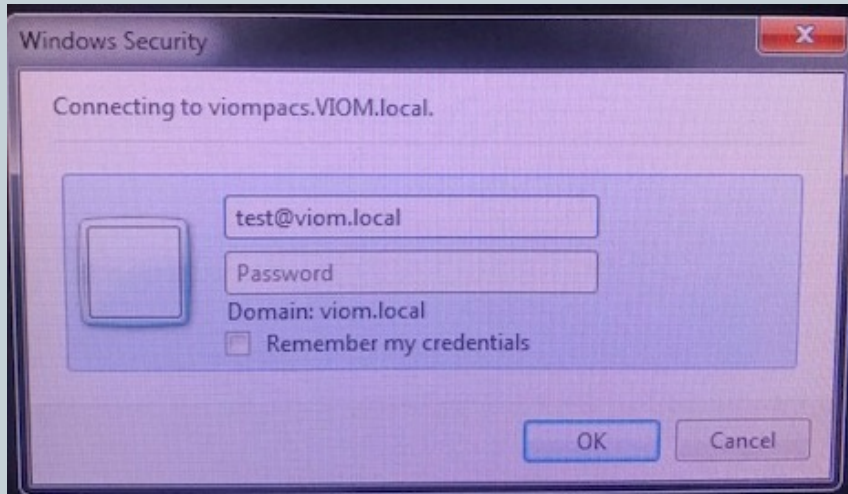
**Erika Balderas RT (MR)(CT)
Radiology Manager**

Double click on Synapse icon

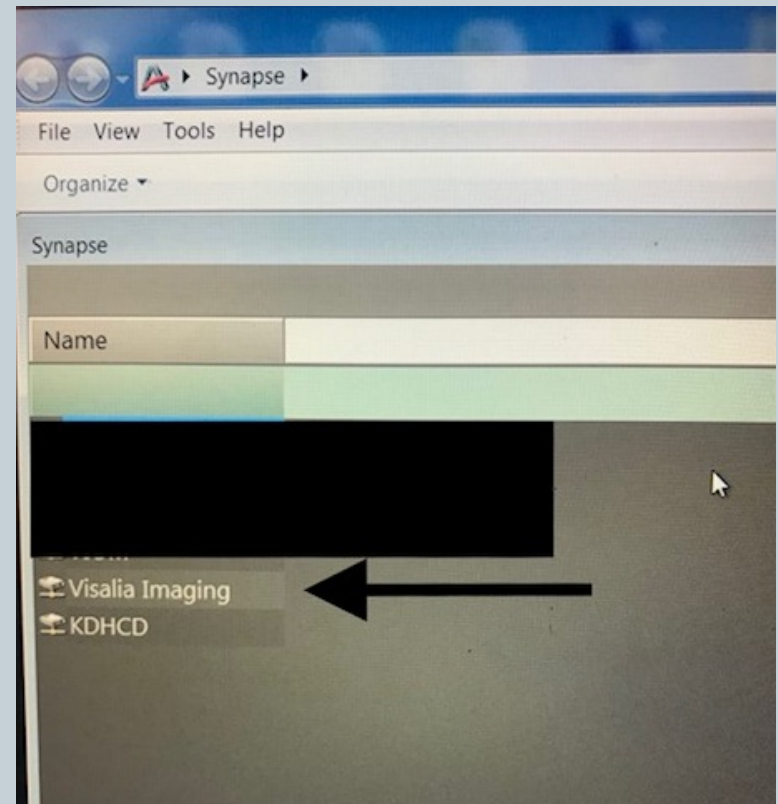


Logging on to Synapse

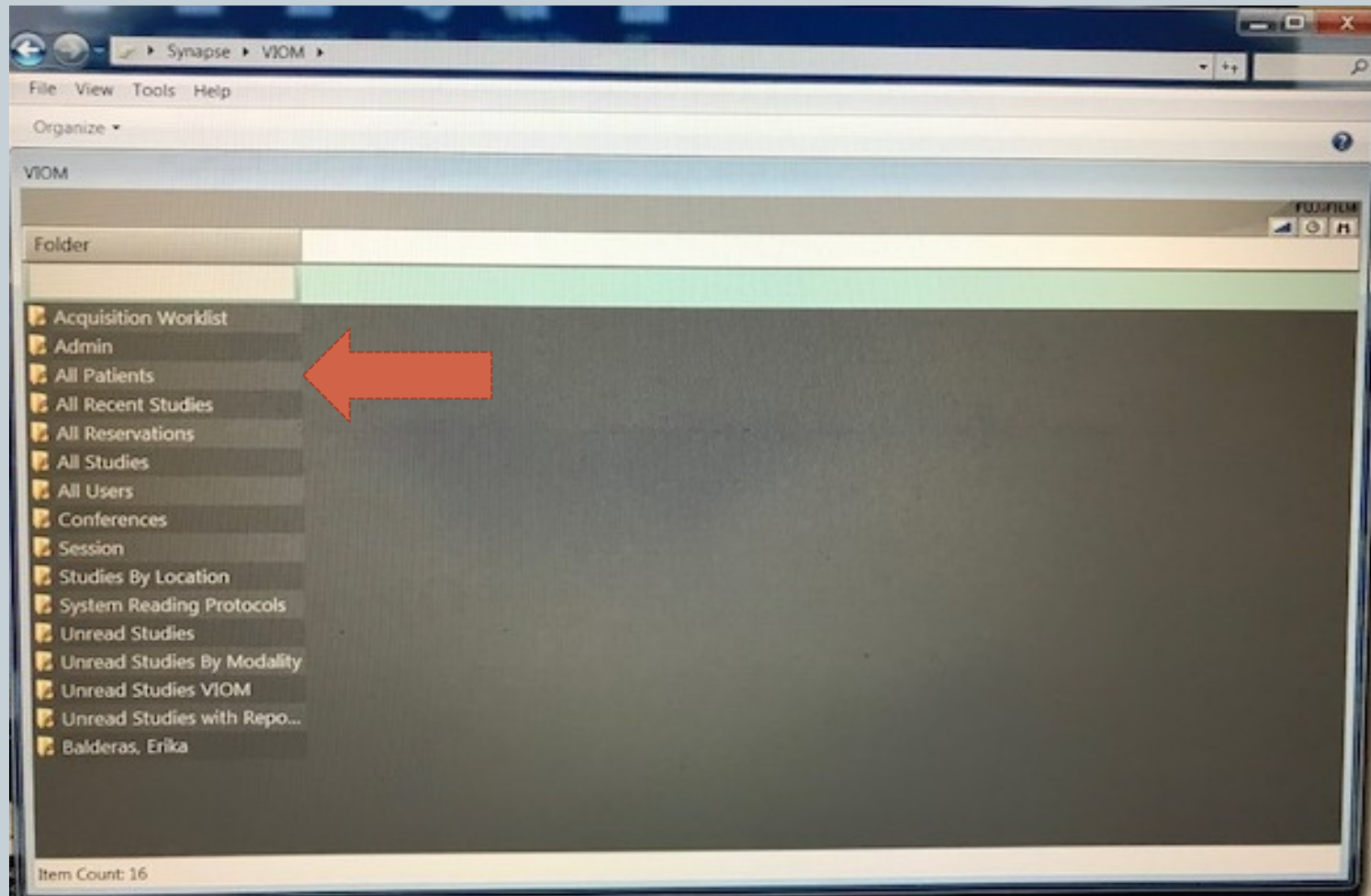
Enter Username and Password



Double Click on Visalia Imaging



Open Visalia Imaging and select All Patients



Enter patient information



Select patient by last name or

Select patient by birth date

Synapse VIOM All Patients

File View Tools Help

Organize ▾

All Patients (Advanced QBE)

Patient Name	Patient ID	Gender	Birth Date
test			
Test, Brian	39	M	9/6/1975
Test,	1.2.840.113845.11...	O	
Test, Anonaly	111111-001		
Test,	GESERVICE		
Test, Patient	117638	F	12/14/1980
Test,	1.2.840.113845.11...	O	
Test, Test	1572955	F	1/1/2014
Test, Tester	1603231	M	1/28/1984

Synapse VIOM All Patients

File View Tools Help

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All Patients (Advanced QBE)

Patient Name	Patient ID	Gender	Birth Date
Test, Brian	39	M	9/6/1975
Test,	1.2.840.113845.11...	O	
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Test,	GESERVICE		
Test, Patient	117638	F	12/14/1980
Test,	1.2.840.113845.11...	O	
Test, Test	1572955	F	1/1/2014
Test, Tester	1603231	M	1/28/1984
Test,	1.2.840.113845.11...	O	

From: 11/21/2017 To: 11/21/2017

November, 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Today: 11/21/2017



❖ Once in the patients account you will only click and highlight the study you are needing a report for. (Do not double click, double clicking will open the exam to view images)

❖ Once you have selected the exam, you can use the tabs at the bottom left to access the report.

The screenshot displays a web-based medical interface. At the top, a breadcrumb trail reads: Synapse > VBOM > All Patients > Test, Brian 39 M. Below this is a menu bar with 'View', 'Tools', and 'Help'. A 'Organize' dropdown menu is visible. The main area contains a table of studies with the following data:

Priority	Description	Study Date	Mod	# Im	Status	Accession #
R	ABD/PELVIS	12/9/2016 2:59:06 PM	US	0	Scheduled	2016120914584205
R	Screening Mammography w/implants	1/28/2014 8:51:15 AM	CR	1	Dictated	201401280600
R	FINE NEEDLE ASPIRATION WO/IMAGING	7/25/2013 4:23:58 PM	US	3	Dictated	201307271630
R	BREAST CORE NEEDLE W/IMAGING	7/25/2013 4:14:30 PM	US	2	Dictated	201307271600
R	CT SELLA/IAC/ORBITWO	2/26/2013 8:45:01 AM	CT	1071	Dictated	20100924151060

Below the table is a patient information panel with the following details:

- Site ID: synapse default
- Patient Name: Test, Brian
- ID: 39
- DOB: 9/6/1975
- Age/Gender: 41Y, M
- Order #: N/A
- Accession #: 2016120914584205
- Procedure: ABD/PELVIS
- Date: 12/9/2016 2:59:06 PM
- Reason: N/A
- Ordering Physician: Unknown, Unknown
- Referring Physician: Unknown, Unknown
- Attending Physician: Unknown, Unknown
- Phone: N/A
- Pager: N/A
- Visit #: N/A
- Class: N/A
- LMP: N/A
- Pregnancy: N/A
- Admission Date: N/A
- Prim. Loc: N/A
- Current Loc: N/A
- Additional Info: (empty)

Once you have double clicked on the patient's name, every study they have had with us since 2002 will be listed.

Viewing Reports

❖ After clicking on the report tab you can right click to print the report or copy and paste the information on to a word document.

The screenshot shows the Synapse web application interface. At the top, the breadcrumb navigation reads: Synapse > VICOM > All Patients > Test, Brian 39 M. Below this is a menu bar with 'File', 'View', 'Tools', and 'Help'. A 'Organize' dropdown menu is visible. The main area displays a table of reports with columns: Docs, Priority, Description, Study Date, Mod, # Im, Status, and Accession #. The selected report is highlighted in green.

Docs	Priority	Description	Study Date	Mod	# Im	Status	Accession #
	R	ABO/PELVIS	12/9/2016 2:59:06 PM	US	0	Scheduled	2016120914584205
	R	Screening Mammography w/Implants	1/28/2014 8:51:15 AM	CR	1	Dictated	201401280800
	R	FINE NEEDLE ASPIRATION WO/IMAGING	7/25/2013 4:23:58 PM	US	3	Dictated	201307271630
	R	BREAST CORE NEEDLE W/IMAGING	7/25/2013 4:14:30 PM	US	2	Dictated	201307271600
	R	CT SELLA/IAC/ORBITWO	2/26/2013 8:45:01 AM	CT	1071	Dictated	20100924151060

Below the table, the 'Report' tab is selected in the left sidebar. The main content area shows the 'synapse default - Radiology Report' for patient 'Test, Brian'. The report details are as follows:

Patient:	Test, Brian	Ordering Physician:	Booker, John
ID:	39	Phone, Pager:	Phone: Pager:
DOB:	9/6/1975	Primary Location:	N/A
Age/Gender:	37Y, M	Study Date:	2/26/2013 8:45:01 AM
Procedure:	CT SELLA/IAC/ORBITWO	Order #:	N/A
Accession #:	20100924151060		
Report Status:	Unknown		
Reason:	Scheduled		

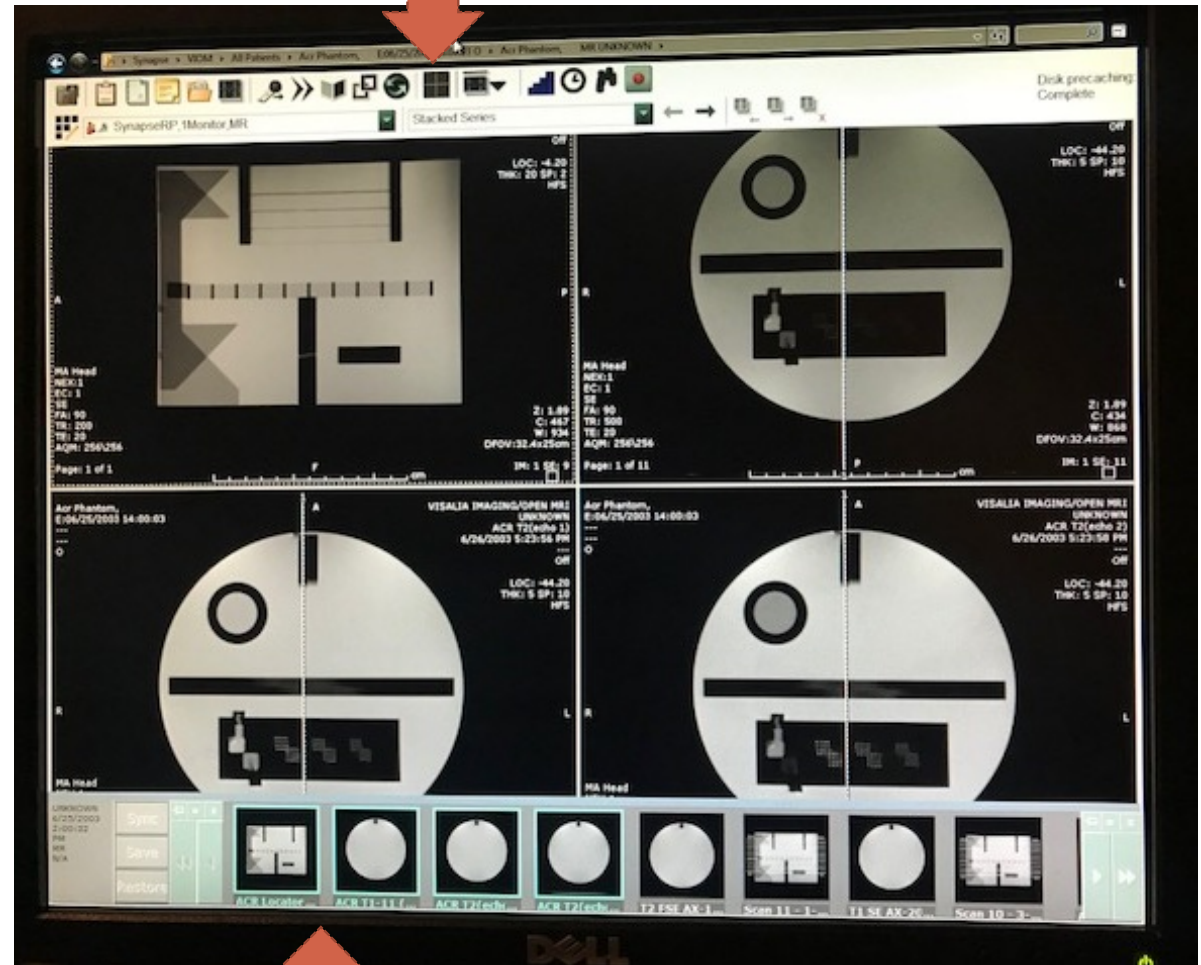
The report content area below the details shows the message: 'Report is not available at this time.' Below this message, the text 'Report will appear here' is displayed in a large, bold, black serif font.



Viewing Images

- ❖ If a physician asks to view images, you may double click on the selected exam and the screen will look like this
- ❖ Synapse is easy to navigate. You can click and drag or scroll through a set of images.
- ❖ To access tools hover the mouse over the icon and it will give you a description. Another set of tools is available by right clicking.

Select this square to view thumbnail images



Thumbnail of each series in exam

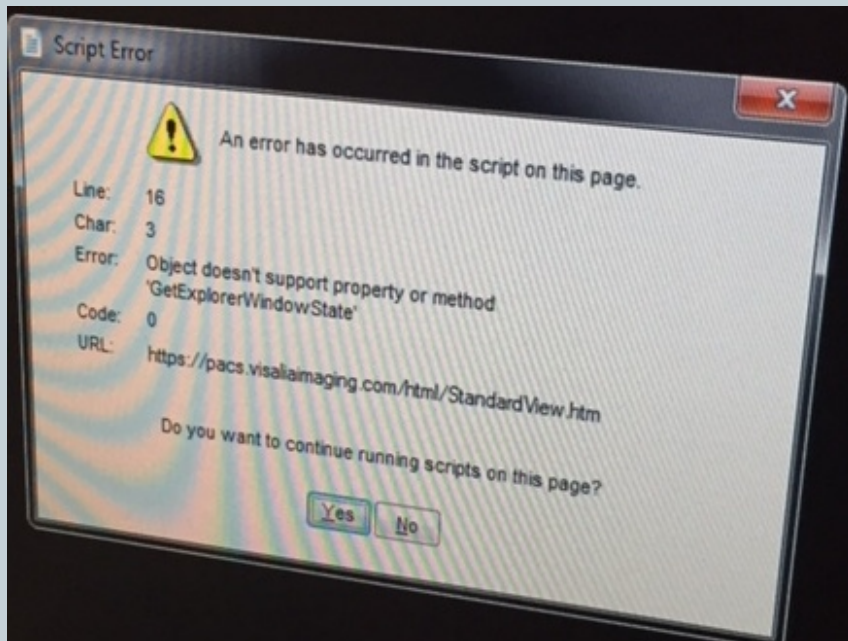
Only on 3D exams such as CT and MRI

Script Error



If you receive this error it's an easy fix on Internet Explorer

To fix Script Error:



- Open Internet Explorer
- Click on Tools (gear icon in top right corner)
- Select Compatibility View Settings
- Add Visaliaimaging.com
- You may need to log off and back on to Synapse for the change to be recognized.

Trouble Shooting



Trouble logging into Synapse

- Most assigned usernames are first initial and last name followed by @viom.local
- Visalia Imaging exams can only be accessed through the Synpase icon installed on your desktop. It is not available through Citrix.

Need more help?

- Erika Balderas at 734-5674 ext 110 or ebalderas@mineralking.com
- Brian Anderson at banderason@mineralking.com

HIPAA



It is imperative that you exercise caution and sound judgment when accessing patient information via synapse so as to protect patient privacy. You should only be accessing patient information that is relative to your office referrals and/or incoming patients. Synapse access is monitored. Any activities deemed to be inappropriate or not directly related to your specific patients will be investigated. Investigation results can result in restriction of access or reporting of HIPAA compliance failures by your organization.

HIPAA is an acronym for “health insurance portability and accountability act.” HIPAA was enacted to ensure the privacy and confidential handling of medical information for all patients in the U.S. It applies to all medical and mental health service providers.