PACS: SAVING IMAGES TO AN USB DEVICE FROM A PACS WORKSTATION

- 1. Plug in your USB device to an USB port on the CPU.
- 2. Once your USB device is plugged in, the PC will automatically recognize your device. This would be labeled Removable Disk (E:) or (F:).
- 3. Login to Centricity using your Centricity PACS username and password.
- 4. Select your exams and display the images.
- 5. Once images are displayed, select the images you want saved by depressing and holding the Ctrl button and clicking the images.
- 6. Go to **Exam Function** button on the top of the screen and click on the drop down menu. Select **Send Exam(s)**.

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7.	Once Send E	Exam(s) is clicked, you will see this window	Ι.		×		
	DICOM Sen	d Export Images					
	Method: S	Save to Disk					
	Export:	All Images from Series					
	Format:	All Images from Series Significant Images Selected Images					
	Domain	Send original image(s) from database					
		De-identify images					
	File Name:	Images					
	Location:	C:\exportedImages_SaveToDisk					
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			Send		Cancel		

- 8. Make the following changes:
 - a. Click on **Export images** tab and select **Save to Disk**.
 - b. Export: Select either All images from Series, Significant Images or Selected Images.
 - c. Format: Select from the ff: JPEG; TIFF (8bit); or "DICOM. DO NOT select TIFF (16bit) or "PNG.
 - d. Domain: HVMC.
 - e. Check Send original images from database. (Images will contain PHI)
 - f. To remove PHI or to anonymize the images/study, check **De-identify images** box.
 **NOTE: Images with imbedded or burned in PHI on them will NOT be anonymized. To remove these imbedded PHI, you have to use a third party application like ImageJ. You can Google ImageJ and download from the NIH website. Instructions on how to use ImageJ is available on the NIH website.
- 9. File Name: Create a New Folder in your USB drive, i.e.: Images.

10. Under Location: Click on the square eye icon button.

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DICOM Ser	d Export Images				
Method:	Save to Disk				
Export:	All Images from Series			-	
Format:	JPEG			-	
Domain:	нумс			-	
	Send original image(s) from database				
	De-identify images				
File Name:	Images				
Location:	C:\exportedImages_SaveToDisk				
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11. Your window should appear like this:

Save Save					
Save <u>I</u> n:	exportedImages_SaveToDisk		J	â 🗌	
File <u>N</u> ame:	C:\exportedImages_SaveToDisk				
Files of <u>Type</u> :	All Files				•
				Save	Cancel

- 12. Under **Save in**: Select the Drive that your USB device is on.
- 13. Select the folder that you would like your images to import to or create a new folder.
- 14. Click Save.
- 15. Click **Send**. You will get the below message if importing was successful. Image Export Result



17. Click OK.