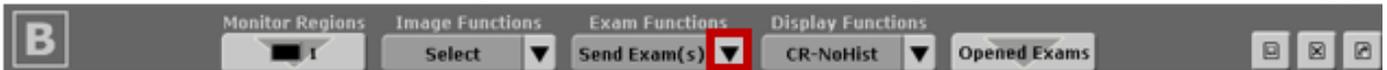
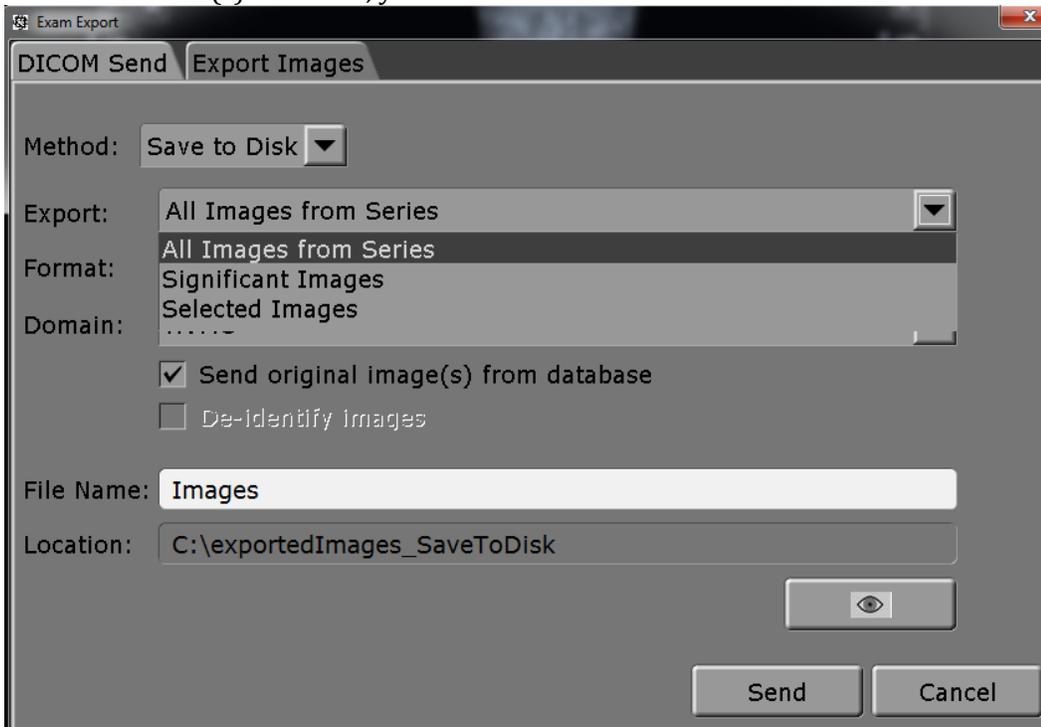


PACS: SAVING IMAGES TO AN USB DEVICE FROM A PACS WORKSTATION

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)**.

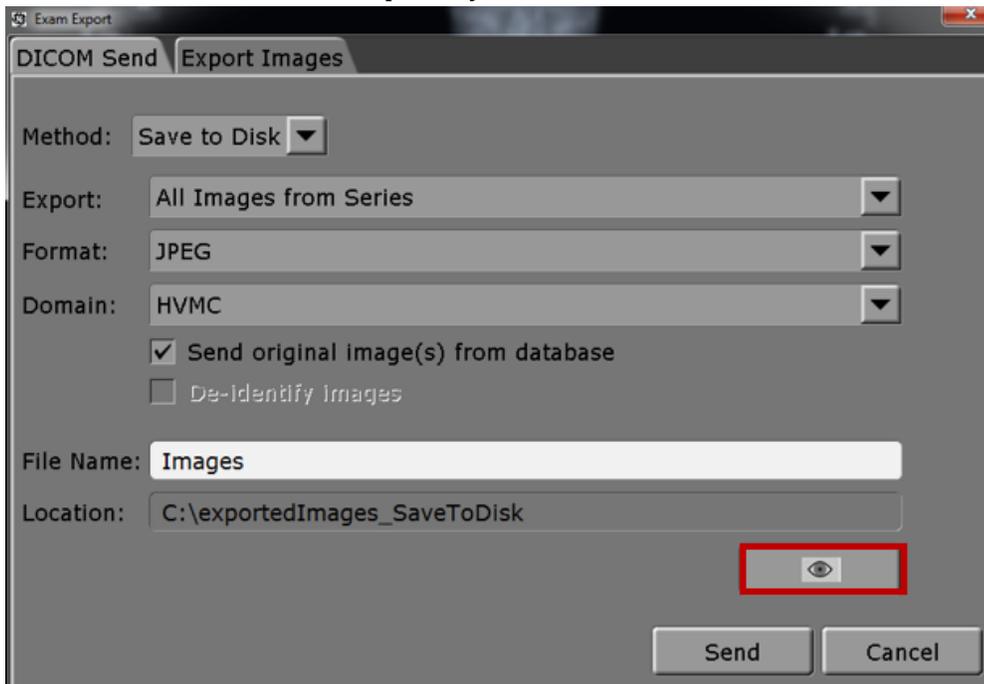


7. Once Send Exam(s) is clicked, you will see this window.

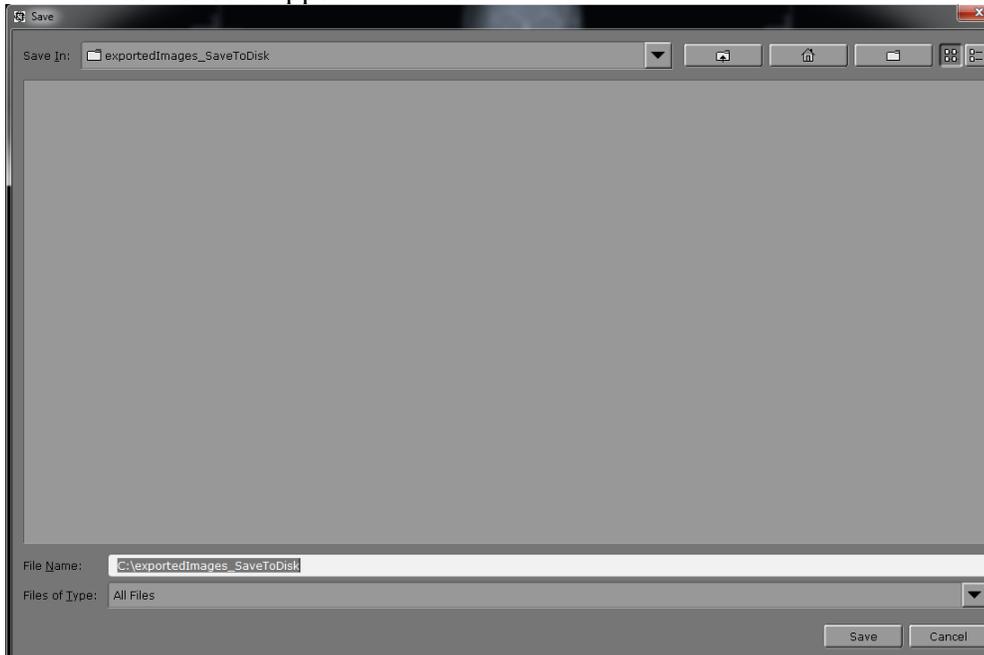


8. Make the following changes:
 - a. Click on **Export images** tab and select **Save to Disk**.
 - b. **Export:** Select either **All images from Series**, **Significant Images** or **Selected Images**.
 - c. **Format:** Select from the ff: **JPEG; TIFF (8bit)**; or **“DICOM. DO NOT select TIFF (16bit) 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.



11. Your window should appear like this:



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.



17. Click **OK**.