

# Quick Reference Guide

## PACS Zero Footprint (ZFP)

### Medical Image Viewer

This quick reference guide provides instruction on how to access medical imaging for preliminary image review or consultation.


It is NOT intended to replace the diagnostic quality of a radiologist's workstation.

#### Access

To Log In, you must:

- Launch URL (<https://zfp.healthnl.ca/ZFP>) from a hospital network or select the Icon from your desktop
- Have an active Centricity PACS username and password to access ZFP as a stand-alone application. If you do not have one, contact your local PACS Administrator, or Service Desk.

To Log Out, you must:

- Select the close door icon in in the top right of the ZFP header 
- **DO NOT SELECT THE "X"/ Close icon at the top of the monitor** as this does not remove your login credentials

#### Patient search

- Once logged in, the Study Search screen displays by default. The Filter pane is on the left, and the worklist containing provincial patient exams on the right.
- You may search for a patient using:
  - **MCP or Health Care Number (HCN)**
  - **Medical Record** number in the Patient ID field


**NOTE:** Patient ID (unit #/hospital #) can ONLY be used when searching for Eastern Health or Central Health patients and ONLY when you have selected the correct "Pt ID Institution" in the dropdown on the Filter pane. When using this search method, please confirm against full name and DOB when possible.

  - **Patient's name** ( Last Name, First Name Middle Initial) ex. Doe, John J and
  - **Patient's Date of Birth** (dd-mmm-yyyy) - select date from calendar drop down
- To further refine your search, add:
  - **Study description** (must enter the RHA prefix: EH, CH, LG, or WH)

**NOTE:** Entering a specific exam name will only work if the name exactly matches the PACS name.


  - **Modality** (check box)
  - **Exam date** (enter date range)

#### Tool Bar Icons

- Located across the top of the study
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- Hover over an icon for its description
  - For the series menu, right click on an image

## View Study

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- Select/click on the study in the worklist to display images and choose the display format you wish from the Layout Selector 

## View Full Screen

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- Select F11 on your keyboard. And to undo, select F11 again.


## Report

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- The report may be viewed at any time by selecting the Report/Notes icon, located in the tool bar or in the series on the left-hand side of the screen 
- To review a report of a comparative exam, the comparative exam window must be active to sync the report.



## Series

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- To view another series for the exam, locate the thumbnails in the series on the left side of the application
- Drag and drop the series you wish into a viewport to review
- Or select from the series selector 

## Comparitve Exams

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- Select the display format you wish from the layout selector. 
- Use the series selector to access comparative studies.  This can be located in 3 ways:
  - from the tool bar
  - by selecting **study date** in viewport of an open exam
  - right clicking in an empty viewport

## Return to Study Search

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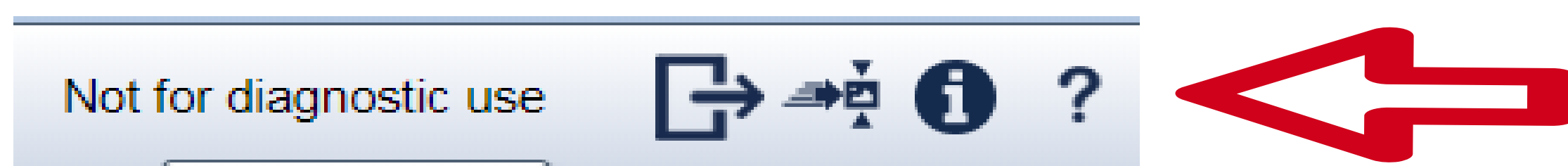
- To return to worklist, click on **study search** in the upper left of the ZFP header



## Additional Assisitance

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- For online help, the 'Operator Manual' is available by selecting the "?" icon in the top right of the ZFP header.



You will require Adobe Reader as this manual is in PDF.

- The manual provides helpful information for those using a desktop or mobile device.
- For other assistance (e.g., forgotten password, etc.), contact your local PACS Administrator or Service Desk.