

CT Image Archival Research Requests

Due to overwhelming demand, the Radiology Image Processing Department will no longer accept requests for exams to be burned to CD for research purposes.

Researchers have two options for obtaining exams:

1. Researchers will be enabled to obtain the information via Sectra PACS.

Instructions for obtaining images from Sectra directly are on the following document.

2. Researchers can utilize the services offered by the Radiology Research Group.

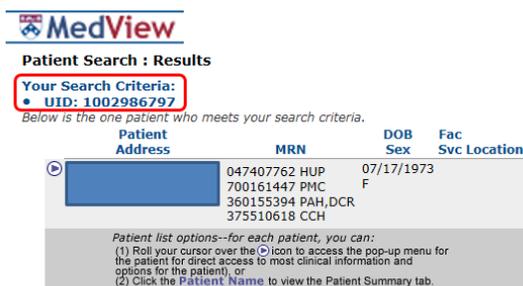
Requests for the Radiology Research Group to provide assistance/support with image management and de-identification you can make a request through CIC or CAMRIS Research Cores. The Cores will charge a fee that is arranged and agreed upon through an application process. Charges will be determined based on volume and scope of the project. A BEN or appropriate billing number will need to be made available before the application is approved.

The list of requested exams must be supplied in a spreadsheet with the UID in the first column, and the accession number in the second column. There needs to be one UID and One Accession# per row. If there are multiple accession numbers for a single patient the UID and accession number needs to be entered on a separate row. The number listed in PACS as the Medical Record Number (MRN) is actually the Universal ID (UID). PACS has no record of the MRN, so the spreadsheet must have the UID: Instructions for obtaining the UID are on the following page. Further, accession numbers must be provided for every exam. If exam data doesn't return results, the list will be given to requestor to research on their own. Most common causes are that the exam listed is cancelled, or the images for that exam are under an associated accession number.

Example:

Finding the Exam UID

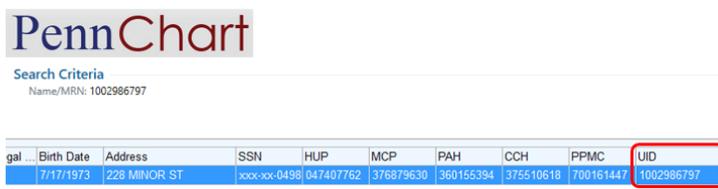
	A	B	C
1	UID	Accession #	
2	1002986797	15767851	
3	1002986797	15767849	
4	1002986797	16033321	
5	1002986797	16033326	
6	1003755821	7184652	
7	1003755821	7472323	
8	1003755821	7559358	
9	1001903007	8271538	
10	1001903007	8271518	
11	1001903007	8484303	
12	1001903007	8484304	
13	1001903007	8524624	
14	1001903007	8524625	
15	8441204823	27486467	
16	1004645830	7920363	
17	1004645830	8072458	
18			



MedView
Patient Search : Results
Your Search Criteria:
UID: 1002986797
Below is the one patient who meets your search criteria.

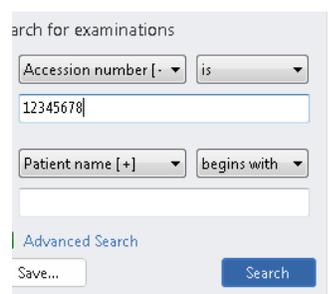
Patient Address	MRN	DOB	Sex	Fac Svc Location
[Redacted]	047407762 HUP 700161447 PMC 360155394 PAH,DCR 375510618 CCH	07/17/1973	F	

Patient list options--for each patient, you can:
(1) Roll your cursor over the (i) icon to access the pop-up menu for the patient for direct access to most clinical information and options for the patient, or
(2) Click the Patient Name to view the Patient Summary tab.



PennChart
Search Criteria
Name/MRN: 1002986797

gal	Birth Date	Address	SSN	HUP	MCP	PAH	CCH	PPMC	UID
	7/17/1973	228 MINOR ST	[Redacted]	047407762	376879630	360155394	375510618	700161447	1002986797



Search for examinations

Accession number [-] is []

12345678

Patient name [+] begins with []

Advanced Search

Save... Search

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Logging In:

URL = <https://sectrapacs.uphs.upenn.edu/ids7/> (must use Internet Explorer)

** If you currently don't have access to Sectra, an email can be submitted to the Clinical Imaging Support Team at

Rad.Oncall@uphs.upenn.edu requesting an account **

Search for Exams

- Select  located at the top left of the screen.
- The search for examinations fields will appear at the bottom left of the screen.
- Use the patient name or accession number to look up the exam.

Other criteria can be used by selecting the drop-down menu

- Click <Search>
- The results will appear at the top middle of the screen.

Symbols to know

-  There aren't any images for the exam.
-  The exam is archived, and needs to be retrieved.
-  The exam is offline, and needs to be imported.

Retrieving Exams

- Left-click exam, then select  **Retrieve from Archive** from the menu
- Or, double click the archived exam

Importing exams

- Left-click exam
- Select  **Import** from the menu

Burning exams to CD

- Select one, or more, of the exams you want to export.
- Right-click while hovering over the selected exam(s)
- Select  **Export to Media**
- The Export to Media window will pop-up
- Select the checkboxes for the items you want exported
- Click the Anonymization drop-down arrow and select 'Default Anonymization Profile'
- Click the Destination drop-down arrow and select where you want the images to be saved.

** Sectra requires that each export of images be sent to an empty folder **

- Click OK
- The progress of the export will display at the top right of the screen
- 'Export to Media Completed Successfully' will display at the top right of the screen when the export is complete

Application Assistance

Requests for assistance can be emailed to the Clinical Imaging Support Team at Rad.Oncall@uphs.upenn.edu. The Clinical Imaging Support Team will not retrieve exams, anonymize exams, or burn exams to CD. The team's assistance is limited to application instruction, and trouble-shooting if problems are encountered.