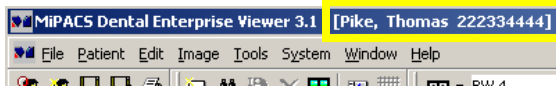
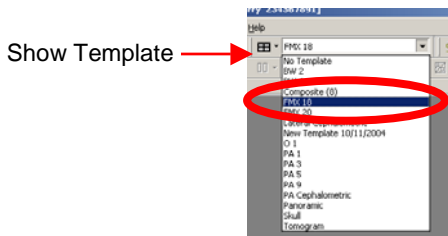


1. Launch MiPACS from Quick Recovery. The patient currently open in Quick Recovery should automatically be opened in MiPACS.
2. Before beginning, Verify the patient name and patient ID in the title bar of MiPACS



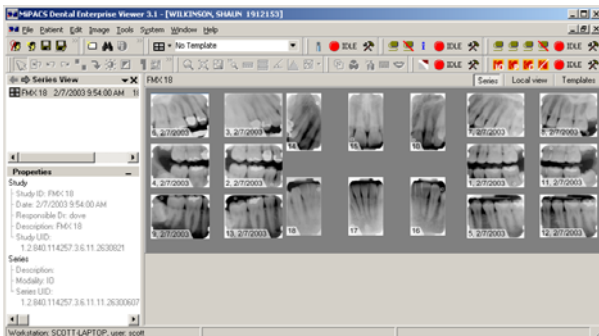
3. Select the template you wish to use and press the **<Show Template>** button.



4. Click the **<Activate Capture>** button for the ScanX. Once you see "ACTIVE" and green lights on the ScanX, begin inserting plates in the correct plate guide, white side towards the ScanX.

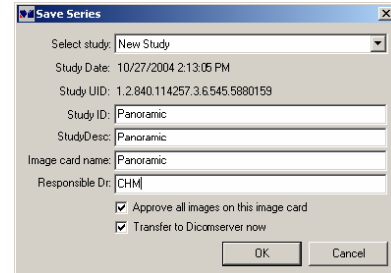


5. While scanning, the images will appear in a separate window. When scanning is finished, Click the **<Save Images>** button.
6. Re-arrange the images on the template by dragging and dropping them to correct position.



Note: You will have to define the **Anatomic Position** on all PA radiographs. This is done in the properties area of the list on the left of the screen.

7. When finished scanning, you are ready to save series. To save series, click the **<Save and Approve>** button on the toolbar. The **Save Series** window will be shown. Add the Study ID, Doctor's Name, and Study Description.



If you have approval rights: Ensure that the checkboxes beside **<Approve all images on this image card>** and **<Transfer to DICOM Server>** are selected and press **<OK>**. You will be prompted to transfer them to the DICOM server. Click **<Yes>** to transfer the images to the server.

If you do not have approval rights: Do not check either checkbox. Press **OK** and the images will be saved temporarily. A user with approval rights (i.e. a Doctor) must view the images, approve them, and save them to the server.