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## Retrieving Images to Local System with Dicommunicator

### Description

The following article details the process of retrieving images to the local system using the Dicommunicator software. This must be done BEFORE emailing the images to IROC RI. There are two ways of getting the imaging onto the local system (or system that Dicommunicator was installed on.) They can be (1) pulled using Dicommunicator to Query/Retrieve the local PACS archive, or (2) they can be pushed from the PACS system directly to the local system.

Both methods essentially take a copy of the study you are retrieving and temporarily store it on your local system in the following path: C:\Program Files\Dicommunicator\Frontend\LocalDicomArchive\. When Dicommunicator opens it automatically purges any studies older than 7 days so that your hard drive does not fill up.

Follow the instructions in the 'Procedure' section below to retrieve imaging to your local system. Once the images are on the local system (either by pushing or pulling) they can be viewed and emailed to IROC RI. (Refer to the ***Emailing Images to IROC RI with Dicommunicator*** document for instructions on this process.)

For additional information please contact:

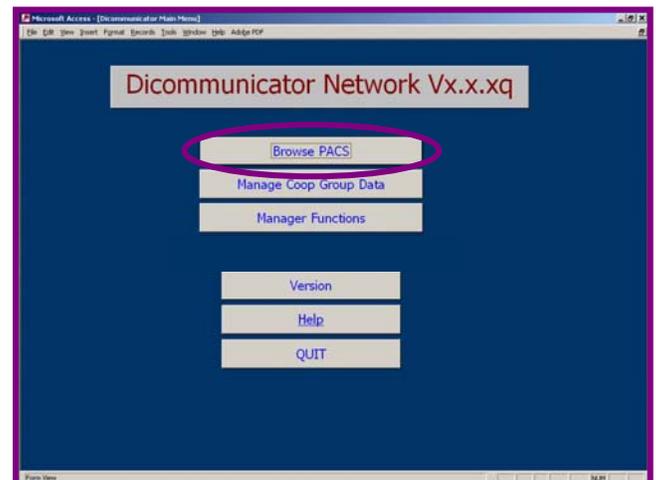
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### Procedure

- 10 Launch and log into Dicommunicator. From the main menu select [Browse PACS].
- 20 If you would like to use Dicommunicator to "Pull" (Query/Retrieve) imaging from the PACS (this is the preferred method), please continue onto the next section and complete Steps 30 – 60. If you would like to "Push" imaging from the PACS to the system that Dicommunicator resides on, then jump to Step 70.



## PULLING IMAGING (QUERY/ RETRIEVE)

30 Under the 'Query Host' drop-down menu, choose the name of your PACS archive (as it was set in DICOM Connections during installation.)

40 Query for a patient using the filters at the top of the screen. (e.g. under the 'Last ? Days' drop-down menu, select 2 days or enter a patient's last name in the 'Patient Name' field.) Choose [Get Patient List]. A patient list should populate in the window on the left.

Patient Name	Study Date	Study Description	Modality
	5/12/2004		CT
^124.006.002^^^	3/31/2004		CT
036009024/HTN	12/19/2003	e+1 CUA	CT
036009024/HTN	12/19/2003	e+1 NECK	CT
036009025/INU	12/22/2003	e+1 CHEST	CT
036009025/INU	12/22/2003	e+1 NECK	CT
036009026/MEM	12/31/2003	e+1 CUA	CT
036009026/MEM	12/31/2003	e+1 NECK	CT
036009027/ DCC	1/13/2004	e+1 CUA	CT
036009027/ DCC	1/13/2004	e+1 NECK	CT
036009028/ JWM	12/31/2003	e+1 CUA	CT
036009028/ JWM	12/31/2003	e+1 NECK	CT
124.006.001^124.006.001^^^	8/27/2003		CT
124009003	5/14/2004	SCRAPBOOK	CT

50 Select a patient using the record selectors on the left side of the 'Patient Name' and choose [Get Study List]. A list of studies for the patient you selected should populate in the window on the left. Select a study and choose [Retrieve Study].

**Note:** You should be able to see the images coming over in a small window in the upper right corner of this form. (This transfer may take a few minutes depending on the size of the study.)

60 Continue on to Step 80 to test viewing and emailing images to IROC RI.

## PUSHING IMAGING

70 With the 'Dicommunicator Browser' screen open, push a study from the PACS to the local system that Dicommunicator resides on.

**Note:** You should be able to see the images coming over in a small window in the upper right corner of this form. (This transfer may take a few minutes depending on the size of the study.)

## VIEWING AND EMAILING IMAGES

80 When the images appear to have stopped coming over (when the image in the small window stops moving) you will be able to view and email the study.

**Note:** A copy of the images that have been pulled over are temporarily stored in C:\Program Files\Dicommunicator\Frontend\LocalDicomArchive\ and can be later accessed from the "DICOM BROWSER" page by choosing 'LOCAL' from the 'Query Host' drop-down menu. Studies in this LOCAL Archive will be automatically deleted after 7 days so that your local hard drive does not fill up.

90 Refer to the article titled: **Emailing Images to IROC RI with Dicommunicator** to view and email the study to IROC RI.