

Installation and Use of the Web Ambassador Program

Thank you for your interest in an exciting and innovative alternative for reviewing exam images and reports from our facilities in Scranton and Stroud Township!

The Web Ambassador Program is a very powerful addition to our DR Systems, Inc PACS (Picture Archive and Communications System). All of our modalities, MRI, CT, PET, Ultrasound, Bone Density, and X-Ray, are integrated into PACS. This enables us to provide your patients' images on a DICOM CD, along with the Web Ambassador, instead of only being able to provide them on traditional film.

The Web Ambassador can be installed on as many Window-based PC's as you choose. With proper authorization, it can access our PACS servers via the Internet to view the Radiologist's summary images, hear the Radiologist's voice impression, and view or print the actual completed exam reports!

Whether on CD or via the Internet, our PACS system meets or exceeds all requirements instituted by HIPAA regarding Confidential Patient Information.

Program Installation:

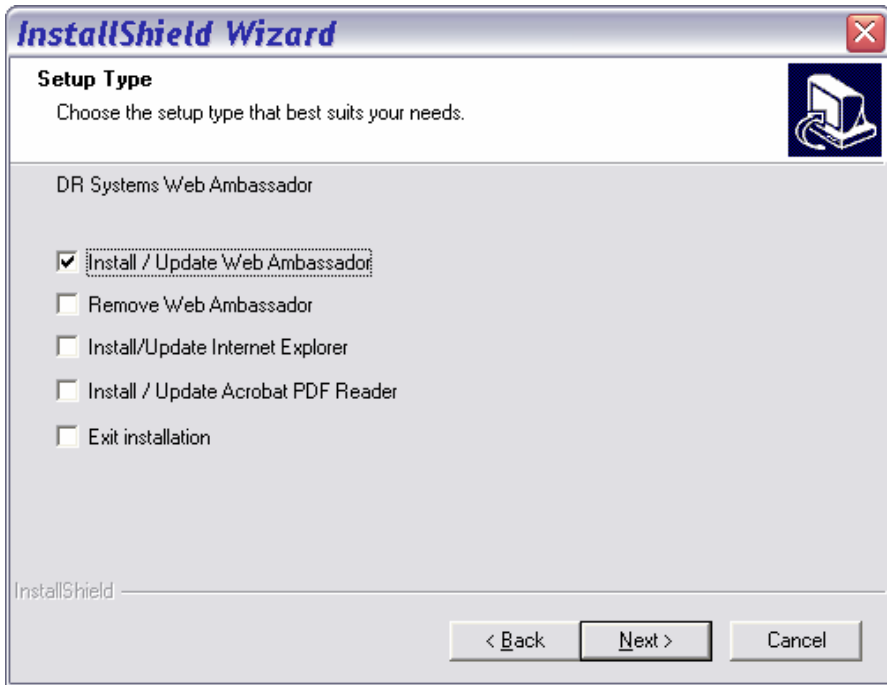
1. Insert the Web Ambassador CD in your CD-ROM drive.

Note: The Web Ambassador program can be run from the Start menu if it does not start automatically.

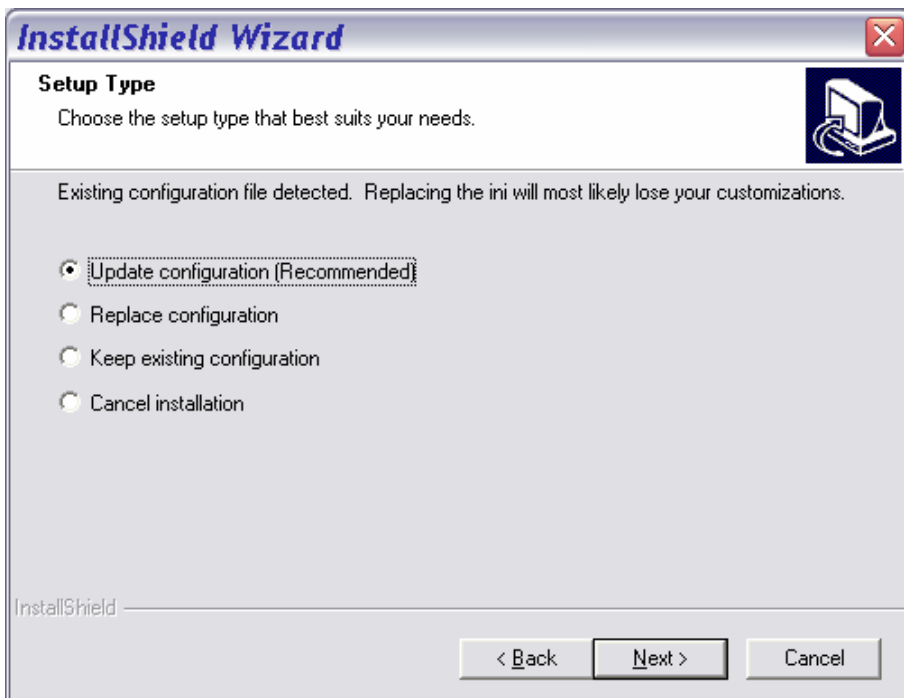
The following dialog box will appear:



2. Left-Click the "Install Ambassador Viewer on your computer"



3. “Install / Update Web Ambassador” is defaulted.
It is suggested you also select “Install /Update Acrobat PDF Reader” if you plan to view patient exam reports through the Internet.
Note: If a version higher than 5.0.5 exists, the existing program will be left unchanged.
4. Click “Next”
5. The Web Ambassador setup program guides you through the installation process.
Note: You will be asked to choose Drive letters if the computer has multiple Hard Drives or CD/DVD drives.
6. A prompt to “Update Configuration” will appear if the install program detects an older version of the Web Ambassador program.



7. Click “Next” to continue.
8. The installation of the program will complete. Immediately afterward, the installation of the Adobe Acrobat PDF Reader will begin. Depending on the Windows OS on the computer, you may be asked to restart your computer.
9. The Web Ambassador program is now installed.

IMPORTANT: In order to continue, you must have a completed Internet Access and Confidentiality Agreement on file with Northeastern Pennsylvania Imaging Center; as well as your own unique and confidential login and password. Please follow the directions on the agreement to complete this process.

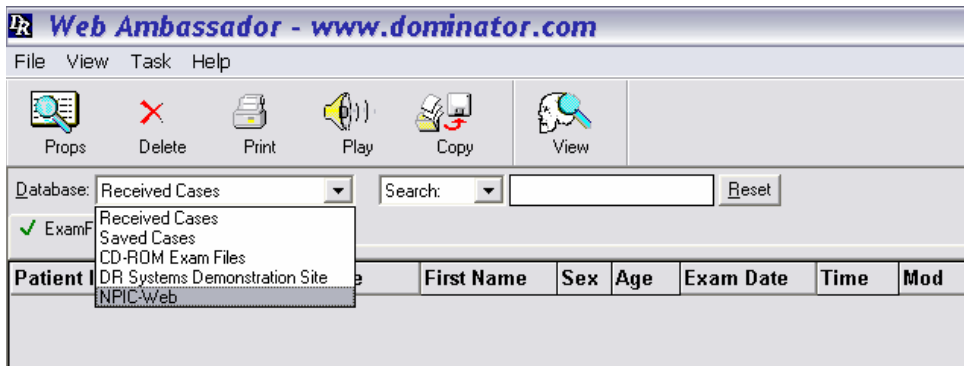
The Internet Access and Confidentiality Agreement is available for download at <http://www.nepaimaging.com/docs/ConfidentialAgreement.pdf>

Program Configuration:

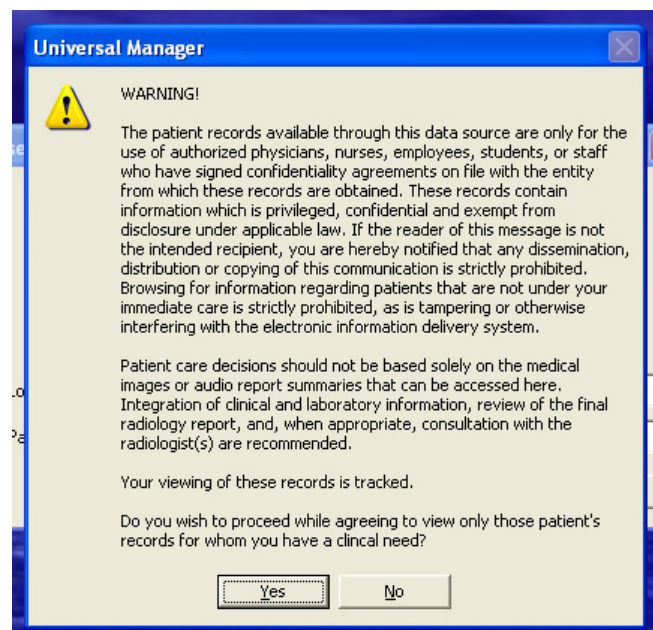
Note: The Web Ambassador program is installed preconfigured to access images from Northeastern Pennsylvania Imaging Center.

Program Access and Usage:

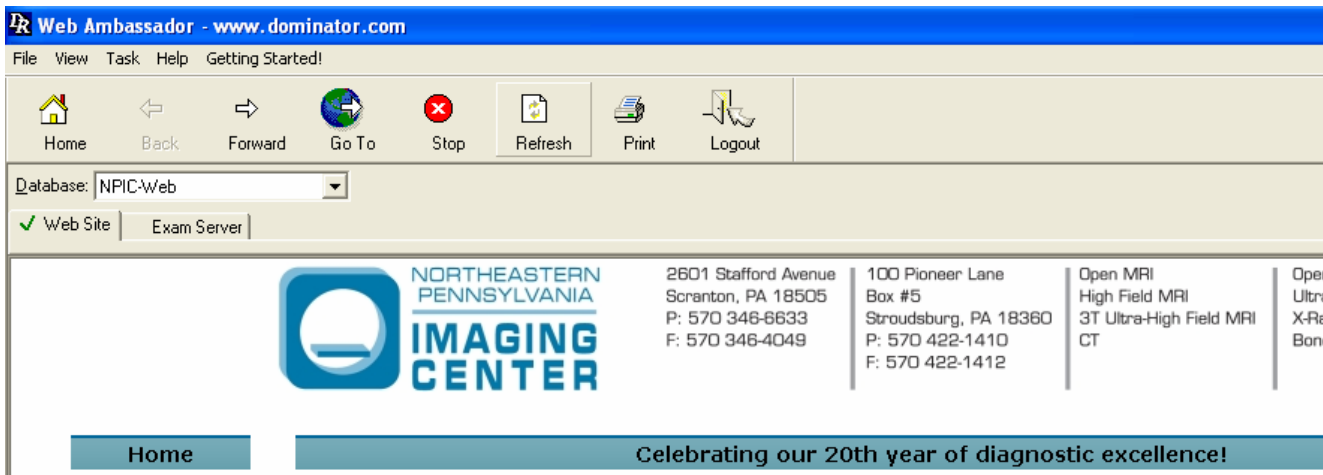
1. Click the Web Ambassador icon on your desktop to launch the Web Ambassador program.
2. Change the database to NPIC-Web.



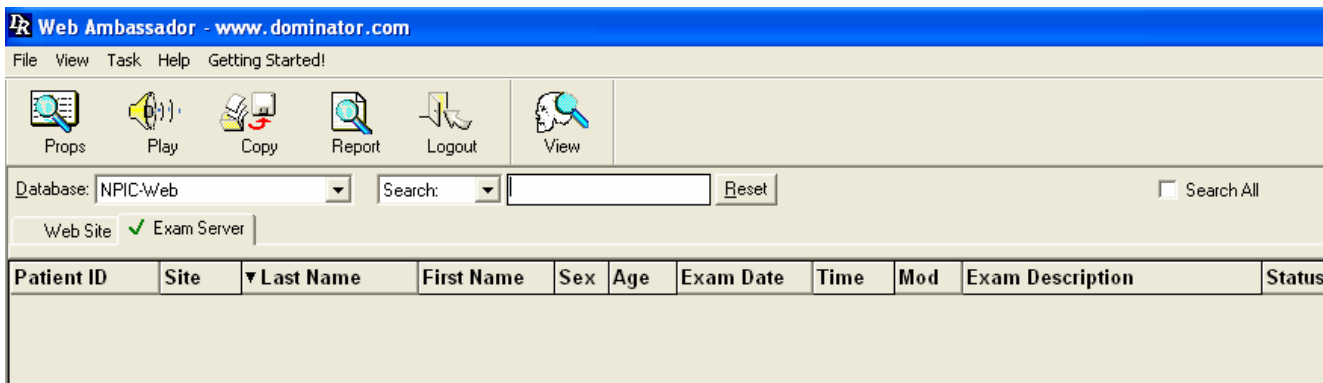
3. Enter your login and password.
4. Agree to the HIPAA privacy statement by clicking YES.



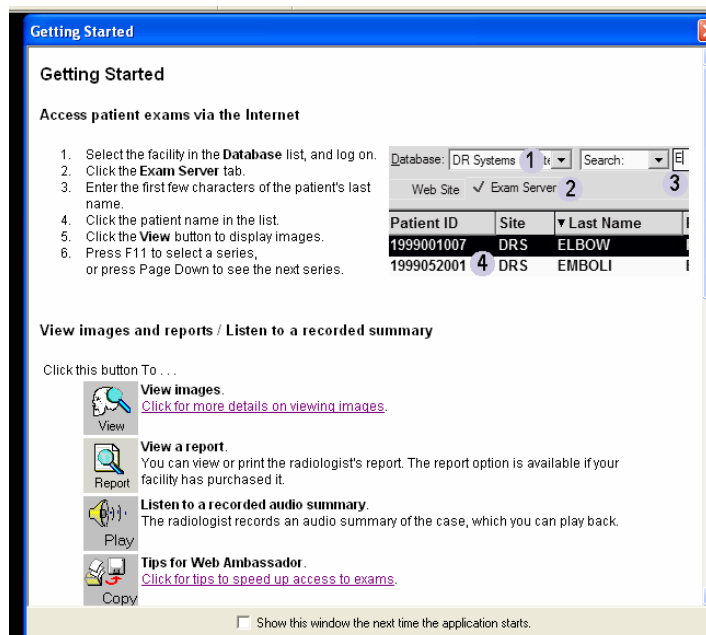
- The program launches by displaying our home page on the Internet. It can be viewed using any browser at <http://www.nepaimaging.com>
- Click the Exam Server tab to the right of the Web Site tab.



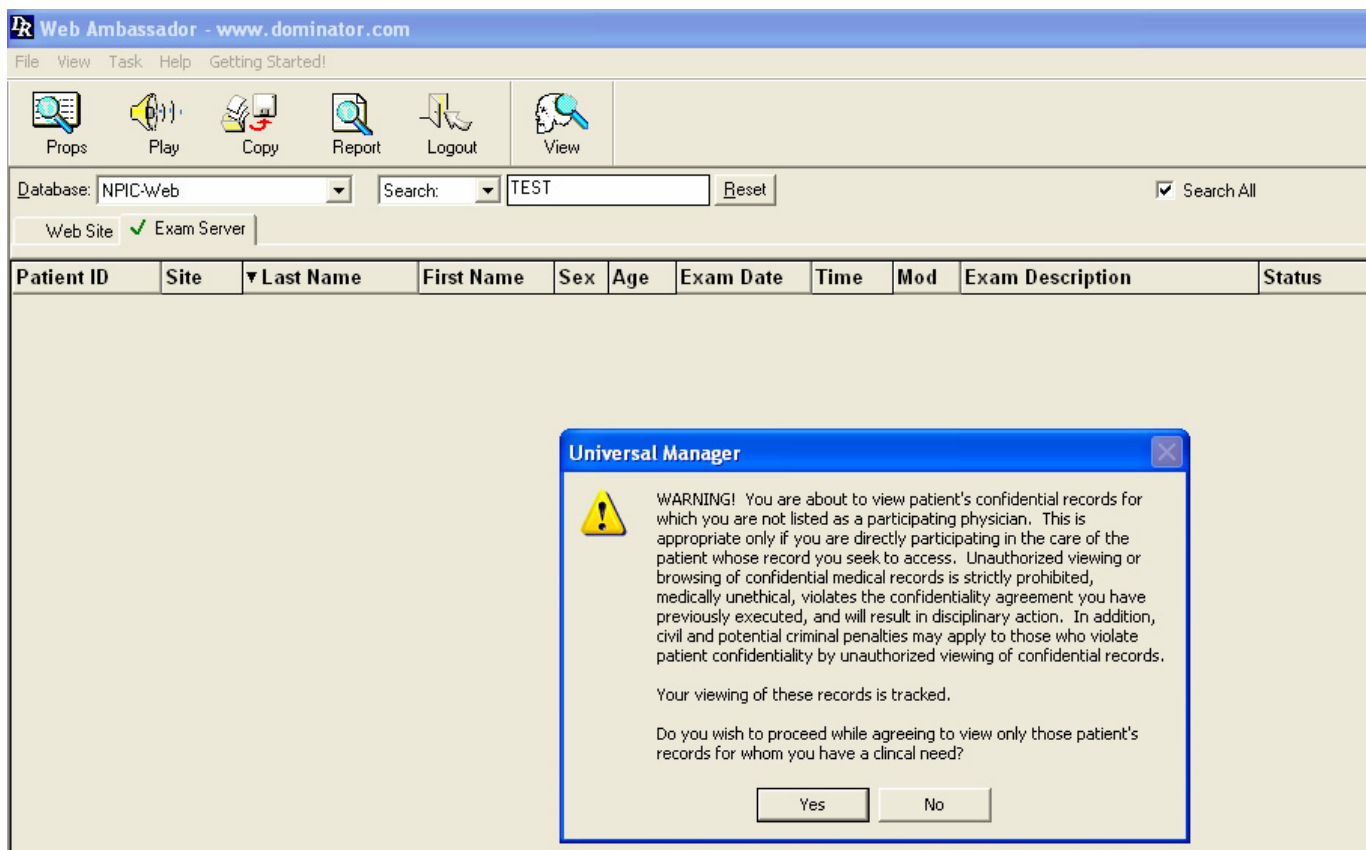
- Click the Exam Server tab to the right of the Web Site tab.



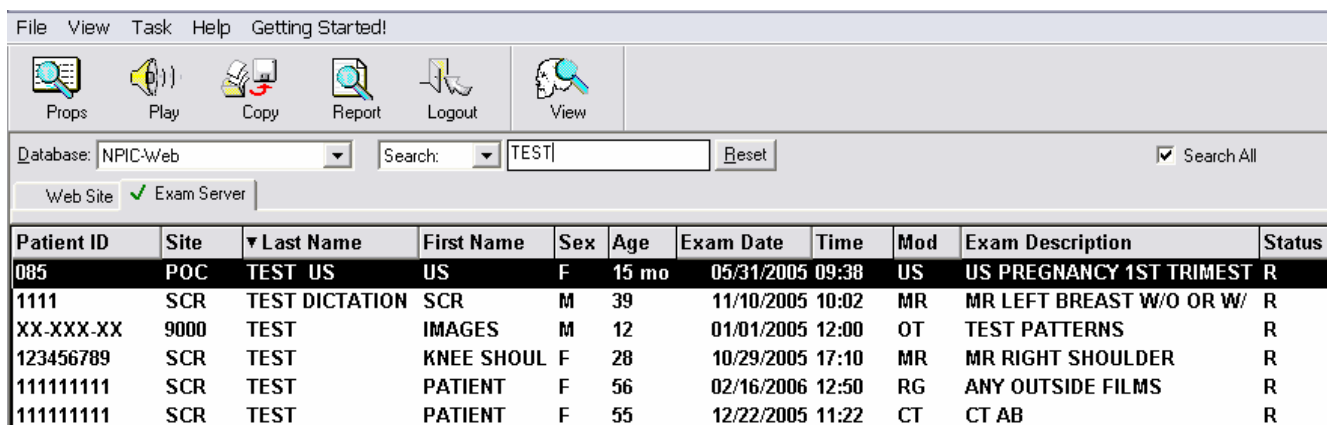
- Assistance for basic image viewing is available under the Getting Started.
- Getting Started appears each time the program is launched until the feature is disabled by deselecting the checkbox at bottom of the screen.
- The feature can be redisplayed by clicking Getting Started on the top menu.
- Extensive help files are available to you under the HELP menu.



12. Use the Search area to type in a patient's entire name (Syntax <lastname,firstname>), or just part of the last name as shown in the example. The more characters entered the more specific the search.
13. Click the "Search All" button to the right of the text area.
14. A privacy warning will appear to reiterate the privacy policy and maintain HIPAA compliance.
15. Click YES to continue.



16. The selected exam is highlighted in black.
17. Click Play, Report, or View to access the patient's file.



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