

MRI Responsibilities

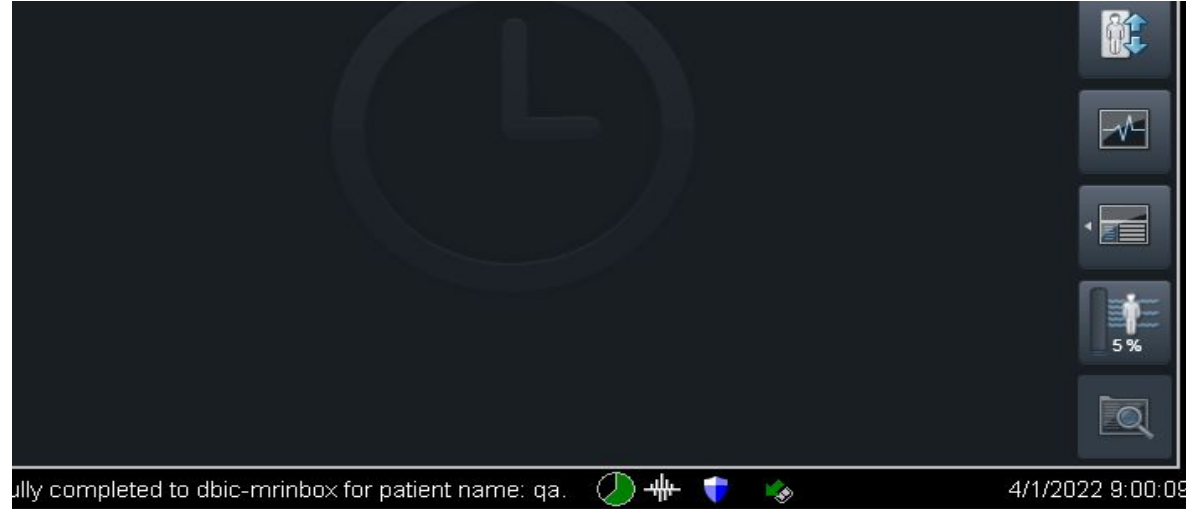
Siemens Console

Upon starting an experiment, the first thing that should be done is to ensure enough free space on the hard drive to complete your scanning session. The hard drive should never exceed 75% full!

If it is close to the 75% full mark, then please delete data using the following guidelines.

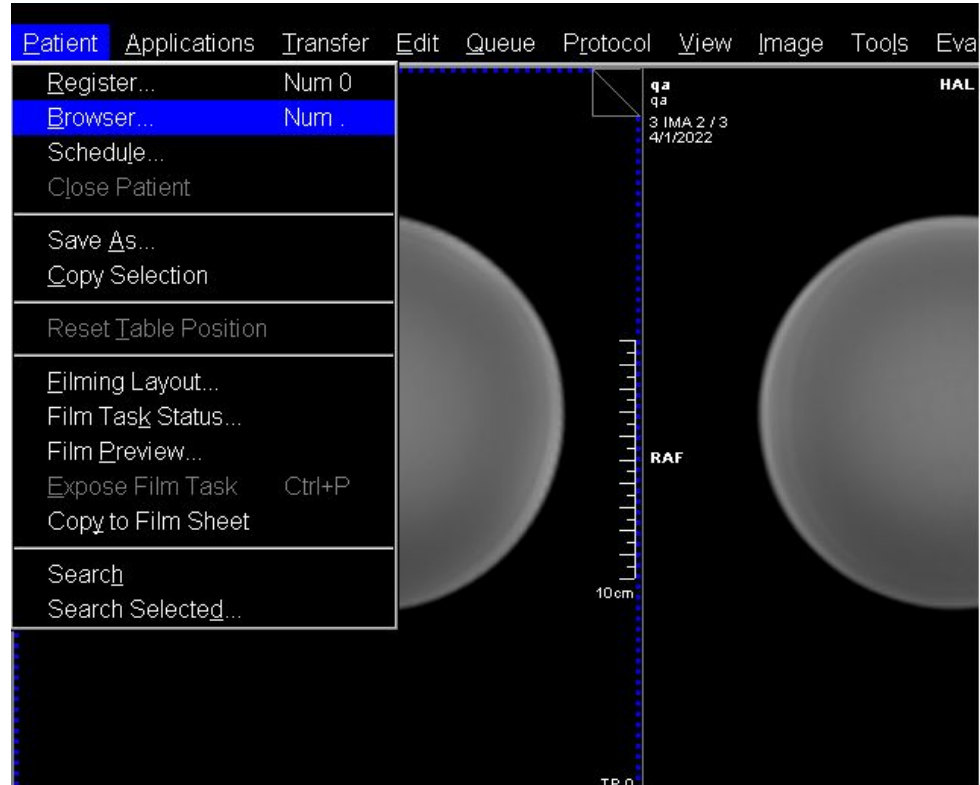
Checking hard drive space

The pie chart at the bottom of the console screen shows the hard drive space available.



Deleting data

To delete data open the patient browser by clicking the Patient option at the top of the screen and selecting the Browser from the drop down menu.



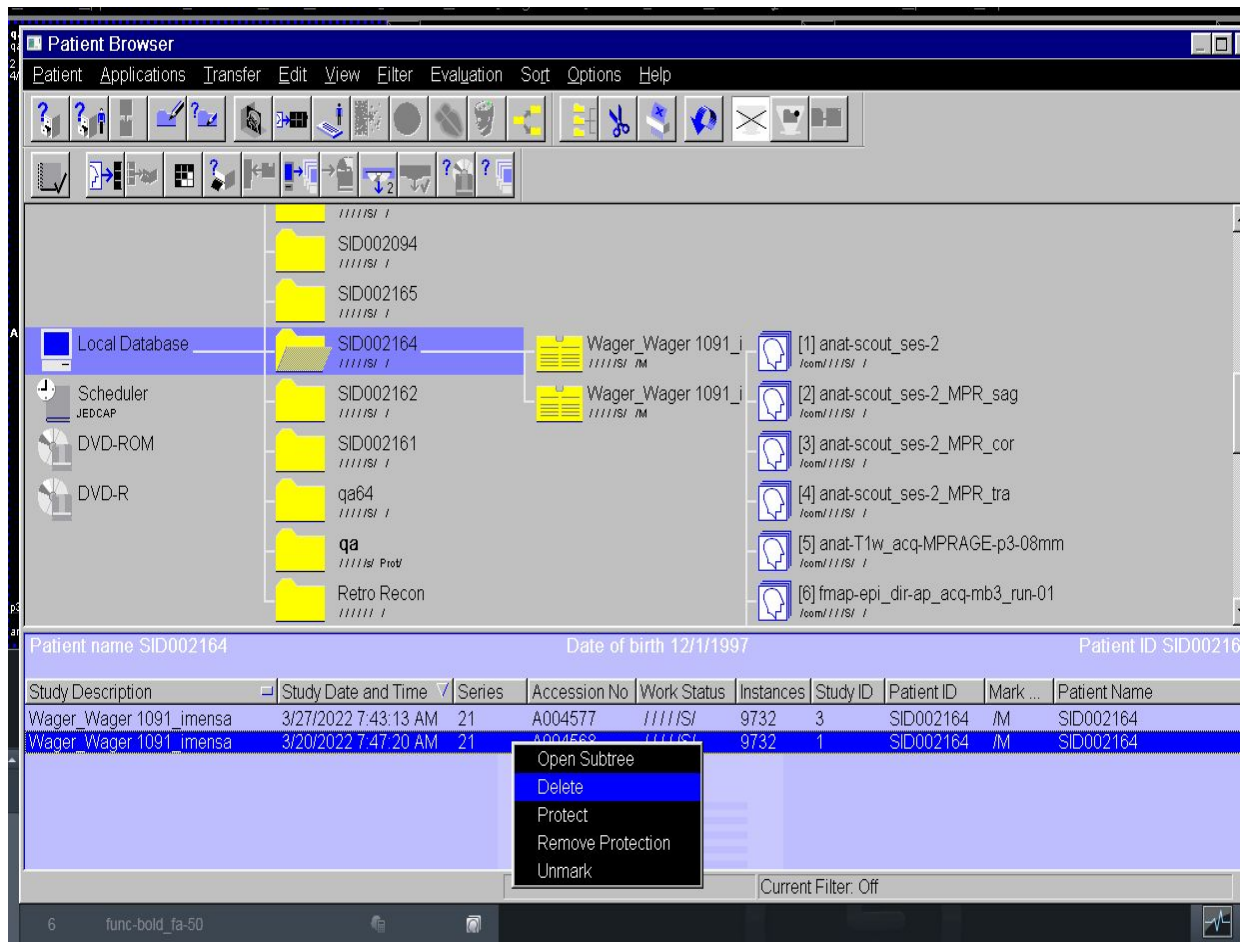
Local Database

The local database will show you a list of subjects on the left hand side and at the bottom of the screen you will see listed the exams that this subject has on the local hard drive. This shows the study description, date, accession number, work status, patient ID and patient name.

The screenshot displays the 'Patient Browser' application window. The interface includes a menu bar (File, Applications, Transfer, Edit, View, Filter, Evaluation, Sort, Options, Help) and a toolbar with various icons. The main area is divided into a left pane labeled 'Local Database' and a right pane showing a list of exams for the selected subject, SID002161. The left pane lists several folders: SID002164, SID002162, SID002161 (selected), qa64, qa, and Retro Recon. The right pane shows a list of exams for SID002161, including anat-scout_ses-2, anat-scout_ses-2_MPR_sag, anat-scout_ses-2_MPR_cor, anat-scout_ses-2_MPR_tra, anat-T1w_acq-MPRAGE-p3-08mm, fmap-epi_dir-ap_acq-mb3_run-01, fmap-epi_dir-pa_acq-mb3_run-01, and func_run-01_task-movie_SBRef. At the bottom, a table displays patient information for SID002161, including the study description, date, accession number, work status, instances, study ID, patient ID, and patient name.

Description	Study Date and Time	Series	Accession No	Work Status	Instances	Study ID	Patient ID	Mark ...	Patient Name
_Wager 1091_imensa	3/26/2022 10:54:48 AM	21	A004575	//////SI/	9732	2	SID002161	/M	SID002161

To delete a subject you can right click on the SID in the left column to delete the subject from the hard drive. To delete a specific study you can select if from the study list at the bottom of the screen, right click on the study to delete and select delete.



After you have deleted a few studies to give you ample space on the hard drive the pie chart at the bottom of the screen will take 5-10 minutes to update so please resist the temptation to delete more data than is necessary. Optimally the hard drive space will be between 50-75%. Deleting too much data does not allow enough time for me to double check data integrity.

*****Data integrity is the responsibility of the person that is scanning the subject. Data should be accurate and sent to the server upon completion of the scan.*****

Checking data integrity

Upon completion of your study you must check to ensure that your data was sent to the server and that all data demographics were correct.

The sent status shows as an uppercase S in the work status of the study. When the data integrity is confirmed you will check the AFS box in the logbook.

The screenshot displays a software interface for managing medical data. On the left, a sidebar contains icons for 'Local Database', 'Scheduler JEDCAP', 'DVD-ROM', and 'DVD-R'. The main area shows a folder tree with folders named 'SID001651', 'SID002172', 'SID001819', 'TEST', 'SID002171', and 'SID002170'. To the right of the folders, a list of study series is shown, each with a brain icon and a status indicator: '[1] anat-scout_ses-38', '[2] anat-scout_ses-38_MPR_sag', '[3] anat-scout_ses-38_MPR_cor', '[4] anat-scout_ses-38_MPR_tra', '[5] fmap-epi_dir-ap_acq-mb8', and '[6] fmap-epi_dir-pa_acq-mb8'. Below the folder tree, a patient summary bar shows 'Patient name SID001651', 'Date of birth 6/20/1988', and 'Patient ID S'. At the bottom, a table lists study details.

Study Description	Study Date and Time	Series	Accession No	Work Status	Instances	Study ID	Patient ID	Mark ...	Patient Name
Wager_Wager 1080_wasabi	3/31/2022 8:14:12 PM	14	A004590	////S/	5307	1	SID001651	/	SID001651

When I double check for data integrity I will mark the scan. This shows in the Marked status of the study. Note that I mark the study at the bottom of the page and not the SID in the left column

The screenshot displays a medical imaging software interface. On the left, a tree view shows the 'Local Database' containing several study folders: 'SID001651', 'SID002172', 'SID001819', 'TEST', 'SID002171', and 'SID002170'. Each folder has a status indicator '//////SI /'. To the right of the tree, a list of scans is shown, each with a brain icon, a number in brackets, and a description: '[1] anat-scout_ses-38', '[2] anat-scout_ses-38_MPR_sag', '[3] anat-scout_ses-38_MPR_cor', '[4] anat-scout_ses-38_MPR_tra', '[5] fmap-epi_dir-ap_acq-mb8', and '[6] fmap-epi_dir-pa_acq-mb8'. All scans have a status indicator 'Icom/ ////SI /'. Below the tree view, a patient information bar shows 'Patient name SID001651', 'Date of birth 6/20/1988', and 'Patient ID SID'. A table below this bar lists scan details. The first row is highlighted in blue. A context menu is open over the table, showing options: 'Close Subtree', 'Delete', 'Protect', 'Remove Protection', and 'Unmark'. The 'Unmark' option is highlighted in blue. At the bottom right, a status bar indicates 'Current Filter: Off'.

Study Description	Study Date and Time	Series	Accession No	Work Status	Instances	Study ID	Patient ID	Mark ...	Patient Name
Wager_Wager 1080_wasabi	3/31/2022 8:14:12 PM	14	A004590	//////SI	5207	1	SID001651	/M	SID001651

Correcting data that has been registered incorrectly

When data has been entered on the registration page incorrectly it will be sent to the server automatically. This will need to be corrected and sent to the server again.

A correct accession number will overwrite the incorrect data on the server.

The screenshot shows the 'Patient Browser' application window. The interface includes a menu bar (Patient, Applications, Transfer, Edit, View, Filter, Evaluation, Sort, Options, Help) and a toolbar with various icons. The main area displays a patient record for 'SID-bad' with a date of birth of 1/1/2000 and a patient ID of SID-good. A table at the bottom lists study details, with a red arrow pointing to the 'Patient Name' column.

Study Description	Study Date and Time	Series	Accession No	Work Status	Instances	Study ID	Patient ID	Mark ...	Patient Name
dbic QA	4/4/2022 1:06:47 PM	6	A-good	////SI/	239	1	SID-good	/	SID-bad

Click on the study to be corrected and select the correct button in the patient browser.

Patient Browser

Patient Applications Transfer Edit View Filter Evaluation Sort Options Help

Correct

Local Database

- SID-bad
11111SI 1
- SID002178
11111SI 1
- SID002177

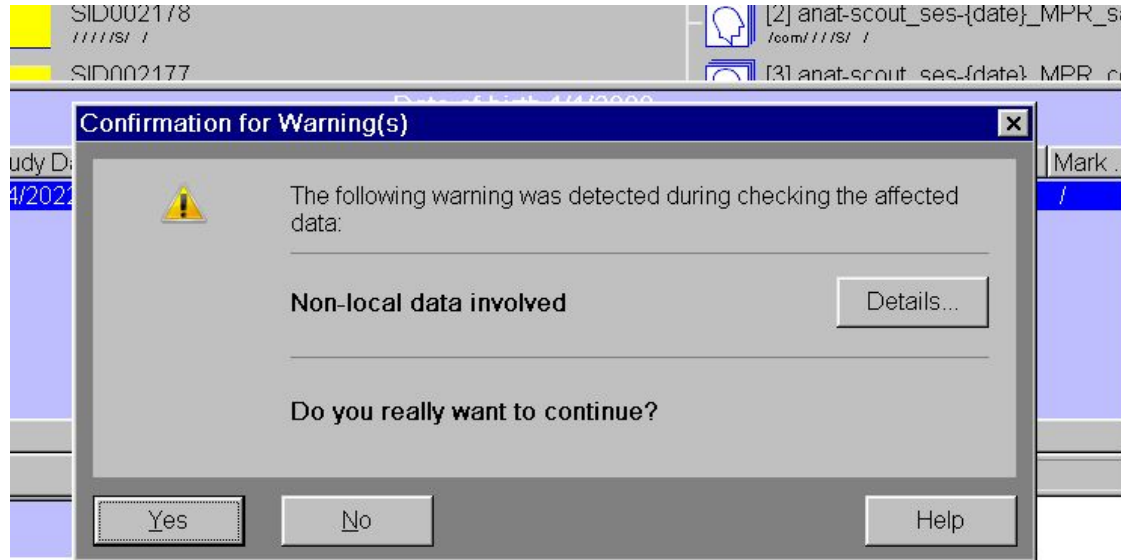
dbic QA
11111SI 1

- [1] anat-scout_ses-{date}
1com/1111SI 1
- [2] anat-scout_ses-{date}_MPR_sag
1com/1111SI 1
- [3] anat-scout_ses-{date}_MPR_cor

Patient name SID-bad Date of birth 1/1/2000 Patient ID SID-good

Study Description	Study Date and Time	Series	Accession No	Work Status	Instances	Study ID	Patient ID	Mark ...	Patient Name
dbic QA	4/4/2022 1:06:47 PM	6	A-good	11111SI	239	1	SID-good	/	SID-bad

A dialog box will open warning that non-local data is involved. Click yes to continue.



Select the field to be corrected and enter the correct data.

Correct

"SID-bad" on "Local"

1 Study(s) selected

Specific Character Set ISO_IR 100

Modifier's name meduser

Last name SID-bad

Patient ID SID-good

Referring physician

Admission ID

Accession No A-good

Study ID 1

Series description *

Series date 4/4/2022

Number *

Comment *

Study dbic QA

Study comment

Study date 4/4/2022

Study time 1:06:47 PM

OK Cancel Help

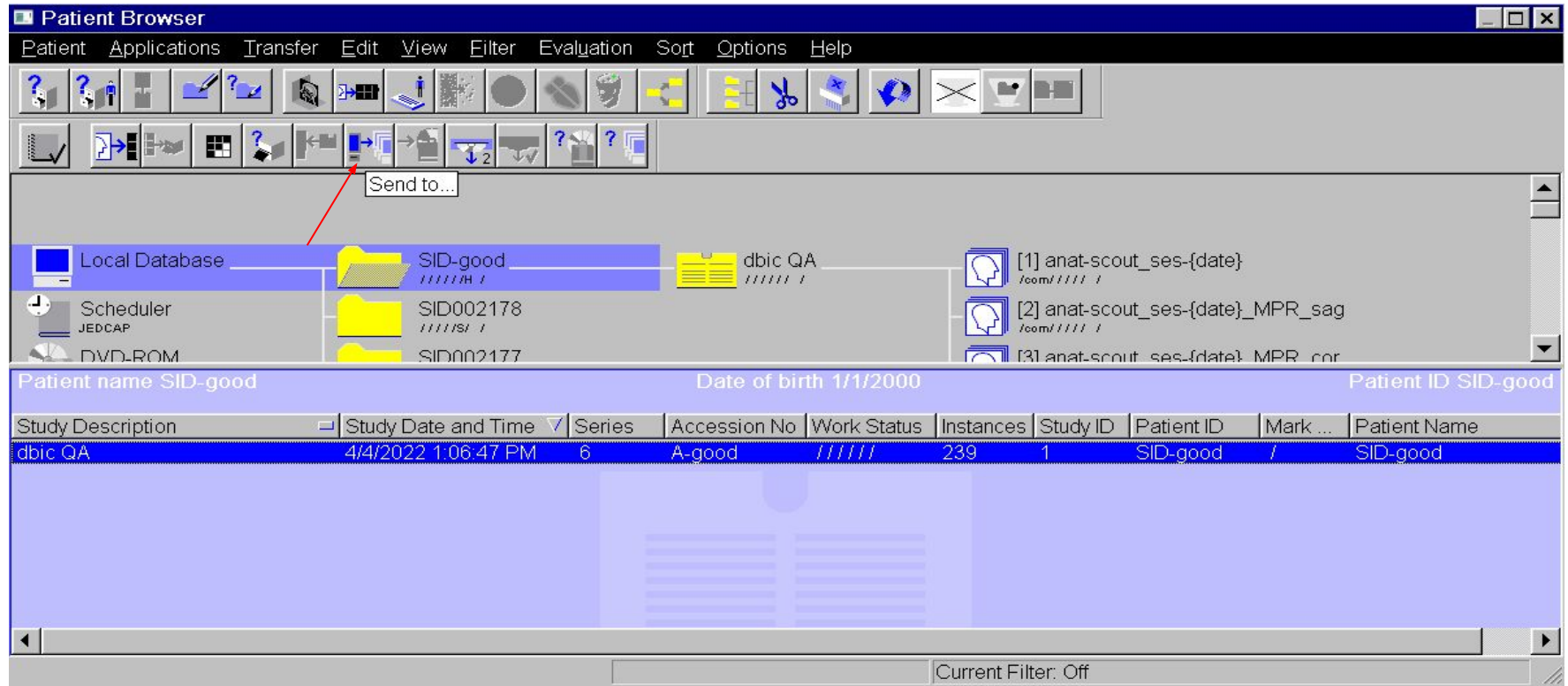
After the correction is made the sent status will disappear and an uppercase H will show up as a History that can be checked to see what changes were made.

The screenshot displays a medical software interface with the following components:

- Menu Bar:** Patient, Applications, Transfer, Edit, View, Filter, Evaluation, Sort, Options, Help.
- Toolbar:** A series of icons for various functions, including search, navigation, and editing.
- File Browser:** A tree view showing the local database structure. The 'Local Database' is expanded, showing folders for 'SID-good', 'SID002178', and 'SID002177'. A red arrow points to the 'SID-good' folder.
- Patient Information:** Patient name: SID-good, Date of birth: 1/1/2000, Patient ID: SID-good.
- Data Table:** A table with columns: Study Description, Study Date and Time, Series, Accession No, Work Status, Instances, Study ID, Patient ID, Mark ..., and Patient Name. The first row shows data for 'dbic QA' with a 'Work Status' of '/////H /'. A red arrow points to this cell.

Study Description	Study Date and Time	Series	Accession No	Work Status	Instances	Study ID	Patient ID	Mark ...	Patient Name
dbic QA	4/4/2022 1:06:47 PM	6	A-good	/////H /	239	1	SID-good	/	SID-good

At this point you will need to resend the data to the server. Click the send to icon



Patient Browser

Menu: Patient Applications Transfer Edit View Filter Evaluation Sort Options Help

Toolbar: [Icons for various functions including search, view, and transfer]

Send to...

Local Database

- SID-good
- SID002178
- SID002177

Scheduler JEDCAP

DVD-ROM

dbic QA

[1] anat-scout_ses-{date}

[2] anat-scout_ses-{date}_MPR_sag

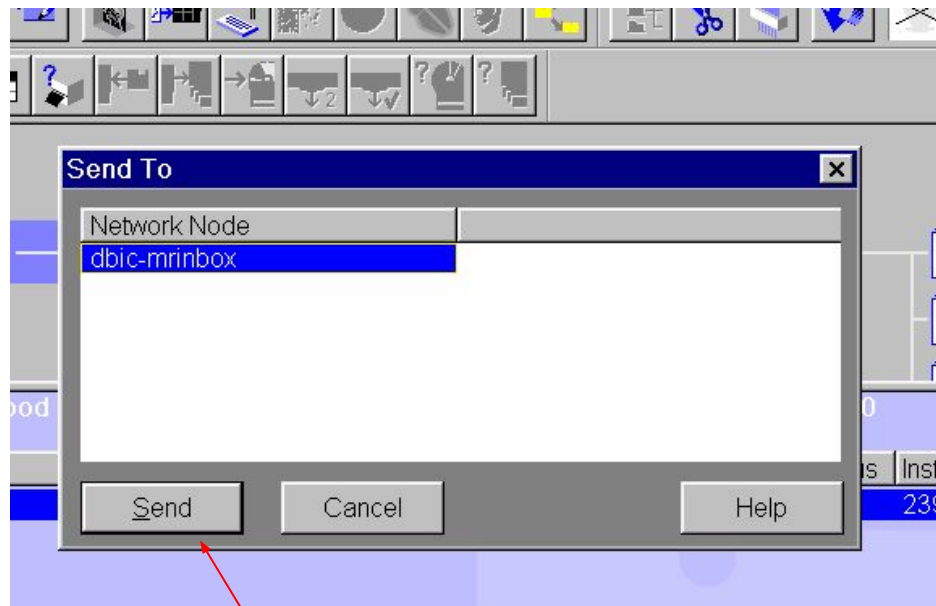
[3] anat-scout_ses-{date}_MPR_cor

Patient name SID-good Date of birth 1/1/2000 Patient ID SID-good

Study Description	Study Date and Time	Series	Accession No	Work Status	Instances	Study ID	Patient ID	Mark ...	Patient Name
dbic QA	4/4/2022 1:06:47 PM	6	A-good	//////	239	1	SID-good	/	SID-good

Current Filter: Off

The network node dbic-mrinbox will appear in a dialog box. Click the send button.



After the data has been sent the uppercase S will appear in the work status column.

The screenshot shows the 'Patient Browser' application window. The menu bar includes Patient, Applications, Transfer, Edit, View, Filter, Evaluation, Sort, Options, and Help. Below the menu is a toolbar with various icons for navigation and editing. The main area displays a tree view of the database structure. The 'Local Database' is expanded, showing folders for 'SID-good', 'SID002178', and 'SID002177'. The 'SID-good' folder is selected, showing a sub-folder 'dbic QA' and a list of series: '[1] anat-scout_ses-{date}', '[2] anat-scout_ses-{date}_MPR_sag', and '[3] anat-scout_ses-{date}_MPR_cor'. Below the tree view, the patient information is displayed: Patient name SID-good, Date of birth 1/1/2000, and Patient ID SID-good. A table at the bottom shows the study details for the selected series.

Study Description	Study Date and Time	Series	Accession No	Work Status	Instances	Study ID	Patient ID	Mark ...	Patient Name
dbic QA	4/4/2022 1:06:47 PM	6	A-good	11111S/H	239	1	SID-good	/	SID-good

If the correction is the accession number there is an additional step to be taken. The accession number creates a folder on the server where your data is found. The corrected accession number will be where your data is found and the incorrect accession number will need to be removed from the server. At this point you will email the system administrator to delete the incorrect folder from the server.

Patient Browser

Patient Applications Transfer Edit View Filter Evaluation Sort Options Help

Local Database SID-good SID002178 SID0002177 dbic QA [1] anat-scout_ses-{date} [2] anat-scout_ses-{date}_MPR_sag [3] anat-scout_ses-{date}_MPR_cor

Scheduler JEDCAP DVD-ROM

Patient name SID-good Date of birth 1/1/2000 Patient ID SID-good

Study Description	Study Date and Time	Series	Accession No	Work Status	Instances	Study ID	Patient ID	Mark ...	Patient Name
dbic QA	4/4/2022 1:06:47 PM	6	A-bad	11111H	239	1	SID-good	/	SID-good

Current Filter: Off