MRUSER TRAINING

Prerequisites: MRI safety training

1. Power system down
   a. On Exam screen select System, End Session..., Shutdown System.
   b. Another box will open asking if you really want to shut down the system. Click ‘Yes’.
   c. After approximately 6 minutes the main screen will display “It is now safe to turn off your computer.”
   d. Press the System off button on the Siemens system control box

2. Power system up
   a. Press the System on button on the Siemens system control box.
   b. After approximately 6 minutes of the booting up process the gradient system will signal that the system is ready with three gradient ‘knocks’.
3. How to generate Subject ID (SID) and Accession numbers.
   a. Log into the Redcap system https://fmri.dartmouth.edu/dbic on the Mac computer in the MRI suite or on your own computer and enter the subject’s Dartmouth ID number or their first and last name and date of birth, if not a Dartmouth affiliate.
   b. Select the proper study (DBIC number) for billing purposes and select ‘create accession number’.
   c. The most recent study will appear at the top of the list of Subject Study History. Write the SID and Accession numbers in the logbook.

4. How to register a subject on the scanner console.
   a. From the exam tab, select Patient, Register.
   b. A box will open and the required fields will need to be filled in as well as the Accession number field. Follow the example below using your subject’s information.
c. Click the Exam button to select the study to be performed.

d. Select the study from the dropdown tree and click the Confirm button.
5. How to position a subject in the scanner
   a. With the table in the lowest position, have the subject lie on the table with the
      head in the head coil.
   b. Ensure that the subject has either ear plugs or ear buds deployed for hearing
      protection.
   c. Give the subject the emergency squeeze ball and response devices if used.
   d. Bring the table to the home position and align the subject using the laser light.
   e. Push the wheel on the front of the gantry for 2 seconds to advance the subject
      to isocenter.

6. How to run a protocol.
a. Click the play button on the exam card.

7. How to verify data collection and transfer.
   a. Upon completion of your scan select Patient, Browser to ensure transfer of your data to the server.
b. Click on your subject on the local database, if more than one study, check for the date and the Accession number for your study, verify all information is correct and that under the WORK STATUS heading, you will see a capital ‘S’. This means all scans were sent.

c. If your data was not sent, click the send to Icon.

d. A box will open, click the Send button.

Upon completion of the files being sent, the capital ‘S’ will appear in the patient browser.