

MRUSER TRAINING

Prerequisites: MRI safety training

1. Power system down

- On Exam screen select System, End Session..., Shutdown System.
- Another box will open asking if you really want to shut down the system. Click 'Yes'.
- After approximately 6 minutes the main screen will display "It is now safe to turn off your computer."
- Press the System off button on the Siemens system control box



2. Power system up

- Press the System on button on the Siemens system control box.



- 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'.

Add Subject to Study

Subject ID (SID): SID000002

First Name: Terry

Last Name: Sackett

Date of Birth: 1966-12-05

DBIC Study Number: 950

Subject Study History

Accession#	Added	DBIC#	Study Title
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Logged in as: Terry J. Sackett@DARTMOUTH.EDU

- 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.

Registered in DBIC Study #: 950

Add Subject to Study

Subject ID: SID000002

First Name: Terry

Last Name: Sackett

Date of Birth: 1966-12-05

DBIC Study Number: 950

Subject Study History

Accession#	Added	DBIC#	Study Title
A003065	2019-10-23	950	DBIC Phantom

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.

Patient Registration

PATIENT	PROCEDURE	INSTITUTION
Last name SID001234	Accession No A001234	Institution name <input type="text"/>
First name <input type="text"/>	Request ID <input type="text"/>	1. Performing physician <input type="text"/>
Title <input type="text"/>	Requested procedure(s) <input type="text"/>	1. Operator <input type="text"/>
Patient ID SID001234	Patient position Head First - Supine	
Date of birth 1/1/2000 [M/d/yyyy]		
Sex <input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Other		
Age 19 Years		
Height 5 ft 7 in		
Weight 130 lbs <input type="text"/> oz <input type="checkbox"/> Metric		
Additional info <input type="text"/>		
<input type="button" value="Details..."/>		
Referring physician <input type="text"/>		
Requesting physician <input type="text"/>		
Admission ID <input type="text"/>		
<input type="button" value="Preregister"/> <input checked="" type="button" value="Exam"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/>		<input type="button" value="Help"/>

ISO_IR 100

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.

Patient Confirmation

PATIENT SAFETY

Name: SID001234

Position: Head First - Supine

Height: 5'7" [ft'in"]

Weight: 130.00 [lb]

FIRST LEVEL MODE

SAR ☐

Gradient ☐

MEDICAL INFORMATION

Contrast Allergies

Pregnancy Status

Medical Alerts

Special Needs

STUDY

All Programs | Frequent

dbic

QA

QA64

Emmet

32vs64

pulse_sequences

1000_dbic-dataset

dbic-animals

Param_check

Fieldmap_check

Psych60

_moved_under_Gobbini

New Region

☒ Load Program to Queue

Requested Procedure

Study Description: dbic QA

Add Study Comment

Body Part and Laterality

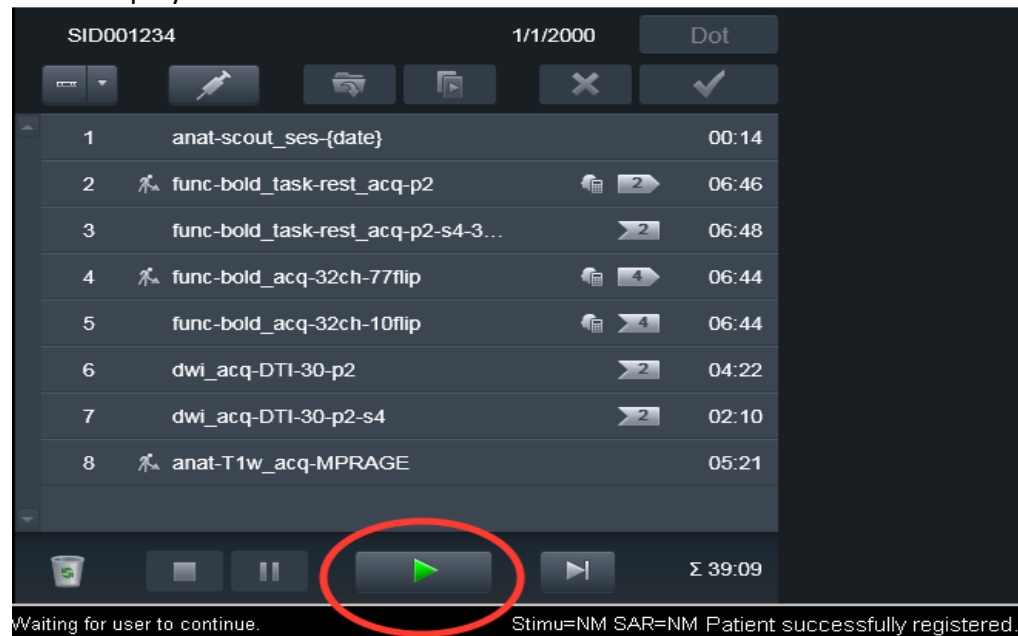
Brain | Unpaired

Confirm | Cancel

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.

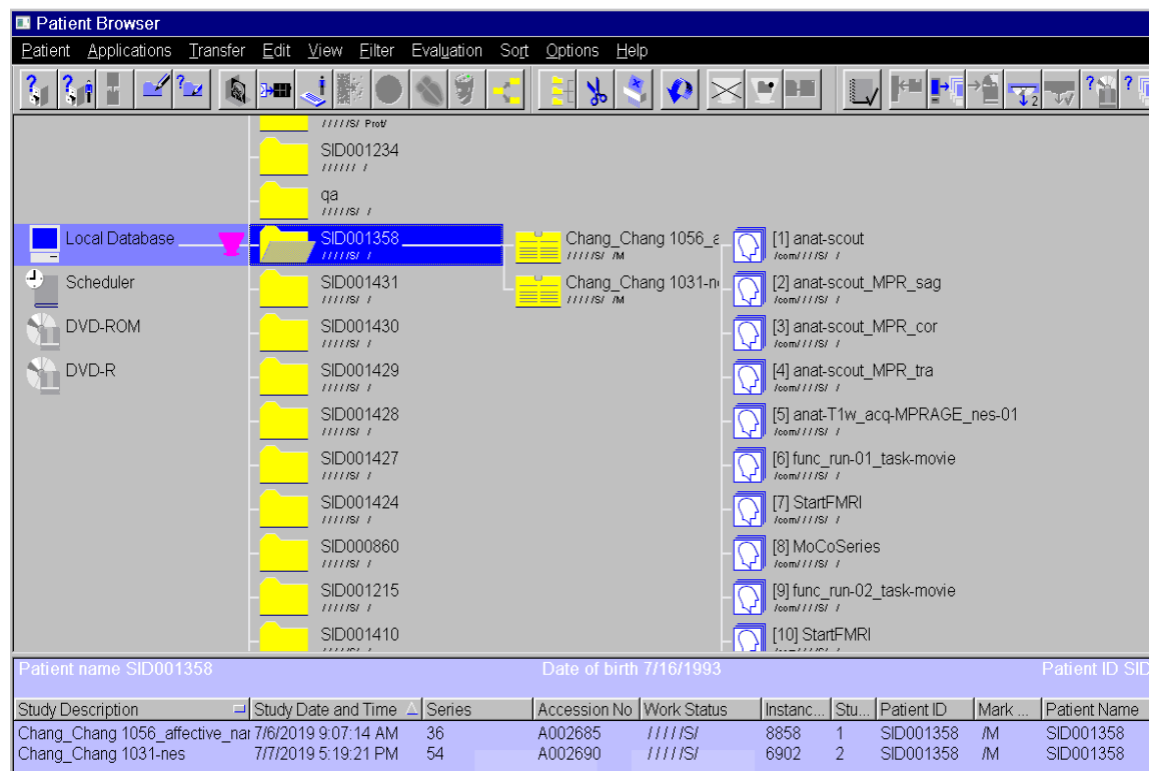
6. How to run a protocol.

- a. Click the play button on the exam card.



7. How to verify data collection and transfer.

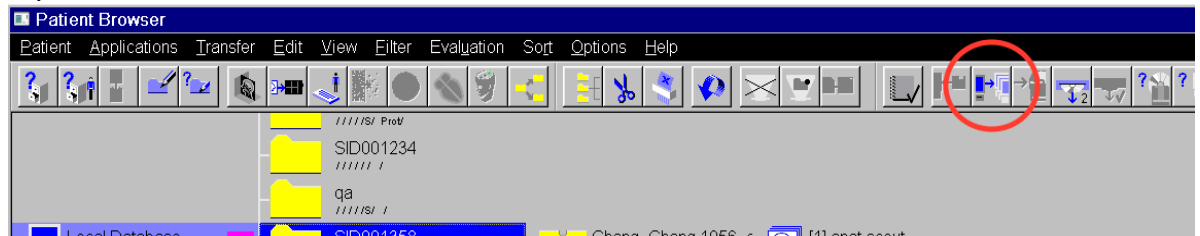
- a. Upon completion of your scan select Patient, Browser to ensure transfer of your data to the server.



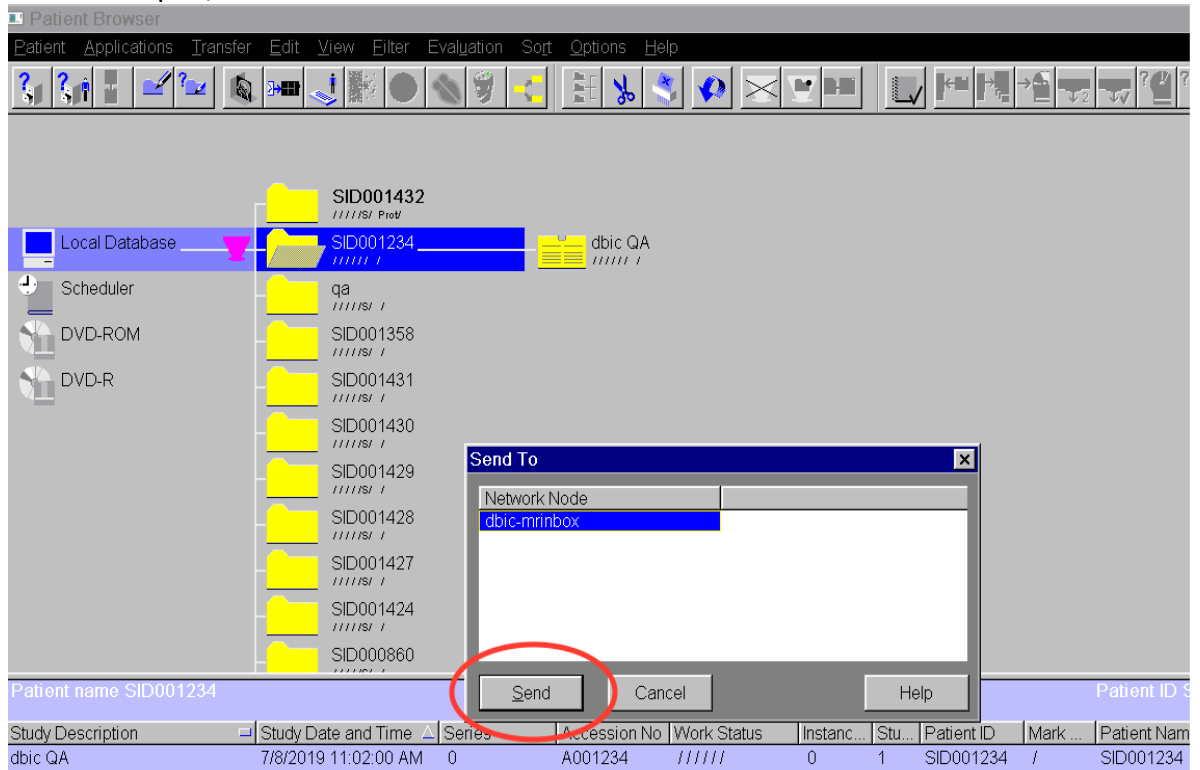
- b. Click on your subject on the local database, if more than one study, check for the date and the Accession number for your study, verify all information is correct and that under the WORK STATUS heading, you will see a capital 'S'. This means all scans were sent.

Patient name SID001358				Date of birth 7/16/1993				Patient ID S		
Study Description	Study Date and Time	Series	Accession No	Work Status	Instanc...	Stu...	Patient ID	Mark ...	Patient Nam	
Chang_Chang 1056_affective_nar	7/6/2019 9:07:14 AM	36	A002685	//////S/	8858	1	SID001358	/M	SID001358	
Chang_Chang 1031-nes	7/7/2019 5:19:21 PM	54	A002690	//////S/	6902	2	SID001358	/M	SID001358	

- 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.