

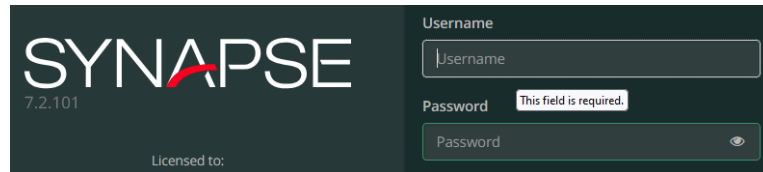
Synapse V7 Connection Procedure for Referring Physician

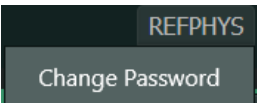
1.1 Prerequisite

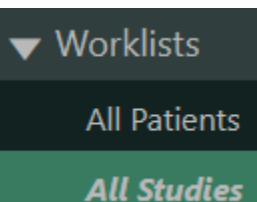
- Be sure to use the most recent version of any modern popular browser, like Chrome, Edge or Firefox.
- Ensure the browsers pop-up blocker is disabled, at least for this URL <https://synapsepacs-bgsa.neuronsphere.com/synapse>, or some features may be affected.

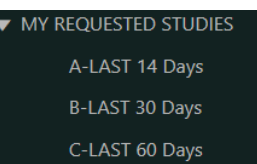
1.2 How to use Synapse

1. Launch your browser & type in or copy paste the following URL in your address bar:
<https://synapsepacs-bgsa.neuronsphere.com/synapse> Tip: Create a bookmark for next use
2. Log in with the username & password provided by BGSA. If you don't have or don't remember the user name or password our IT Support contact info is below.



3.  It is highly recommended you change your password on your first log in. Click on your username in the top right corner of the page & select Change Password.

4.  The "All Studies" worklist is your starting point, here you can enter criteria in the top row & press enter to narrow down & find the exams you want to see. I.e. enter Smith, Steve in Patient Name. Note that this worklist returns all exams we have, not just those referred by you if you're a referring physician.




5.  If you are a referring physician, below All Studies you'll see "MY REQUESTED STUDIES", here we've tried to narrow down the exams listed to those ordered just by you, These worklists can also be narrowed down the same way as the All Studies worklist.

6. The worklist columns are customizable, you can move them around & resize as you like and can add or remove columns if you right click on any column header & select Column Selector

Accession No	Patient ID	Patient Name	Modality	Proc Description	Image Co...	Status	Study Date Time
1206102BSA	97893BSA	Testbgsa, Patient-F	MG	Screening Mammograph...	2	Cancel	07/27/2023 13:54:26
512359BSA	108240BSA	Testbgsa, 6	US	Scrotal	0	Cancel	01/27/2015 11:30:16

- Once you've found your patient/exam double click it to open the viewer which opens in a separate window/tab. The viewer shows a list of other exams for that patient top left & the series picker for the current exam top right. You can drag things from there down to the viewing window below to open them.



- To hide the top portion & just see the images click this button  in the top left to auto-hide the series picker & prior exams section. You can bring it back by just moving your cursor to the top of the window.
- Click  to access more settings to further customize Synapse &  bring up Synapse Help, which is a pretty thorough manual for how to use & customize Synapse.

If you have questions, concerns or issues accessing Synapse please contact our IT Support

itsupport@bgsaradiology.ca

403-527-7334 ext 905