

# Horizon Rad Station Command Summary

Franciscan Health System Information Technology Training Group

+ CATHOLIC HEALTH INITIATIVES

Franciscan Health System

## To search for a specific patient by name

1. In the Recently Performed Study List/Inbox window, click the **Folder Finder** button.
2. Set the “Find” criteria (the drop-down list in the upper left corner) to “**With Patient Name Matching**”.
3. Type the patient’s last name and first name in the **Last** and **First** text boxes.
4. Click the **Find** button (or just press **Enter** on the keyboard). The Study List will be populated with studies matching the patient name or ID criteria.



## To open a specific patient study

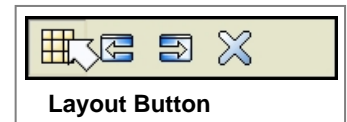
1. In the Folder Finder/Study List window, **locate** the study you wish to open.
2. **Double-click** anywhere on the study’s row. The study will open in the Study Window.

## To display a specific image in a study

1. **Click-and-drag** the **thumbnail** representation of the image down to a **view port** in the Study Window.
2. “Drop” the thumbnail (release the mouse button) over the view port where you wish to display the image.

## To change the layout (number and arrangement of view ports) in the Study Window

1. **Click** the **Layout Button** to display the Layout “grid”.
2. **Click** on the **square** on the grid representing the layout you wish to apply.



## To adjust Window/Level to change brightness and/or contrast of an image

- **Right-click-and-drag** the mouse **up and down** to change brightness.
- **Right-click-and-drag** the mouse **right and left** to change contrast.
- To return the image to its default Window/Level settings, **right-click** the image and choose **Window/Level**, then **Default (Source 1)** from the menu (or just **click the thumbnail** for the image in the Thumbnails toolbar).

## To zoom an image in or out (make larger or smaller)

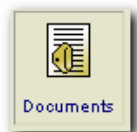
- While holding the **Ctrl** key on the keyboard, **roll the mouse wheel**.
- To return the image to its default setting, **right-click** the image and choose **Zoom, Zoom to Fit** from the menu.

## To pan a zoomed image (move the image to display areas off the screen)

- While holding the **Shift** key on the keyboard, **click-and-drag** the image with the mouse.

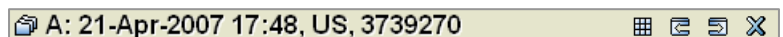
## To access documents (such as Reports) in a study

1. Click the **Documents** button on the Main Toolbar.
2. Find the desired study folder in the panel on the left side of the documents Portfolio window.
3. **Click on the document** you wish to display (the documents will appear underneath the folder icon for the desired study, and each document will have its own icon).



## To open additional studies for the current patient

1. Click on the **Study Information Bar** (see right) to display the menu.
2. Move the mouse over “**All Studies**” on the menu, and from the sub-menu, select the desired study to open.



For help call the PACS Support Line at **(253) 426-6271**, option 2,  
or internally from an FHS facility phone: 127-6271, option 2.