Hosted Synapse System Administration
Foundation Course Syllabus

Day One - Session 1   (9:00 – 10:30)

Introductions
- ❖ Course goals
- ❖ Review syllabus

Review of Synapse PACS 5 Architecture
- ❖ Dataflow: Order Entry to Image Display
- ❖ Design Solution Definitions/Options
- ❖ Component Demonstration
  - o   IIS (Sites, Virtual Directories, Application Pools)
  - o   Services (HIIS Router, DICOM Server, Web)

Break – 15 minutes

Day One - Session 2   (10:45 – 12:00)

Intro to the HL7 Protocol and HIIS Monitor
- ❖ HL7 Basic Concepts and Terminology
- ❖ Synapse HIIS (RIS Interface) Services
- ❖ Using the HIIS Monitoring Tool
- ❖ Third-Party HL7 Parsing tool

The Synapse Client
- ❖ Zero Viewer, Thin Component, Desktop Agent
- ❖ Browser Considerations and add-ons/extensions

Lunch – 60 minutes

Day One - Session 3   (1:00 – 2:30)

A First Look at Synapse 5

- ❖ **Clients Settings**
  - o General
  - o Image Display (Administration mode)
  - o Annotations
  - o Cross Reference
  - o Mouse
  - o Overlays
  - o Series
  - o True Size Calibration
  - o Reading Protocols
  - o Auto Compare (Administration mode)
  - o Extra Series
  - o MG Near-Match
  - o Dynamic Layout
  - o Workflow
  - o Powerjacket
  - o Chat

- ❖ **Worklists**
  - o My History
  - o Favorites
  - o Global Worklists
  - o Creating Private and Public Collections
  - o Filtering and Sorting (To include right click options)
  - o Subscription (Covered in Browser Considerations)
  - o Patient Master Jacket (Covered in Settings)
  - o Series Reorder (Covered in Settings)
  - o Chat (Covered in Settings)

Break – 15 minutes

Day One – Session 4   (2:45 - 4:30)

- ❖ **Viewer**
  - o Synapse Series Picker/Study List (Covered in Settings)
  - o Synapse Toolbar to include Snapshots (Covered in Settings)
  - o Synapse Help
  - o Viewer tools (To include overlays)

End of Day Q&A   (4:30-5:00)

Day Two - Session 1   (9:00 – 10:30)

SWAT

❖ **Overview**
- o Home
- o Navigation
- o Help
- o Find anything
- o What's New
- o About
- o Release notes
- o Themes

❖ **Dashboard Overview and Associated Tabs**
- o Overview
- o Studies
- o Sessions
- o Database
- o Forwarding
- o DICOM
- o System Model
- o Turnaround
- o Logging
- o More

Break – 15 minutes

Day Two - Session 2   (10:45 – 12:00)

SWAT – Clients

❖ **Global (MDS – Multi Datasource)**
- o **Datasources**
  - ▪ Global Worklists
  - ▪ Commonview

❖ **Tuning**
- o Flags
- o Durations
- o Other

Lunch – 60 minutes

Day Two - Session 3   (1:00 – 2:30)

Reading Protocols

❖ **Presentation**

SWAT – Clients (cont)

❖ **Workstation**
- o Folders/Worklist
- o Priority Codes
- o Powerjacket buttons (With Toolbar/Viewport icon)
  - ▪ Actions (SWAT>System>Mapping)
- o Integrations

Break – 15 minutes

Day Two - Session 4   (2:45 – 4:30)

SWAT – Clients (cont)

❖ **DICOM**
- o Destinations
  - ▪ DICOM Transfer Destinations
  - ▪ Query/Retrieve (Requires Advanced SWAT Role)
- o Forwarding (Presentation)
  - ▪ Profiles
  - ▪ Queue
  - ▪ Add to Queue
  - ▪ History
  - ▪ Errors

❖ **Reporting**
- o Canned Notes

❖ **Cache Server**

End of Day Q&A   (4:30 – 5:00)

Day Three - Session 1   (9:00 – 10:30)

SWAT – System

- ❖ **Tuning**
  - o Flags
  - o Durations
  - o Other
  - o Location
  - o Viewer Service

- ❖ **DBA Tasks**
  - o Maintenance
    - ▪ Database Backups and backup strategies
    - ▪ Developing Downtime procedures and Disaster Recovery Plans
  - o Backup Logs
  - o Tools
  - o System Configuration

Break – 15 minutes

Day Three - Session 2   (10:45 – 12:00)

- ❖ **Login**
  - o Users
  - o Roles
  - o SWAT Roles
  - o Secure URL
  - o Active Directory
  - o Sessions/Failed Logins

Content Manager

- ❖ **Accessing and using the Content Manager**
  - o Admin
  - o All Patients
  - o All Studies
  - o RIS Scheduler/ Content Manager Editor

Lunch – 60 minutes

Day Three - Session 3   (1:00 – 2:30)

Content Manager (cont.)

❖ **Identifying and Resolving Anomalies**
   o Anomaly Subfolders
   o Identifying Cause/Source of Anomalies
   o Eliminating and minimizing anomalies
   o Synapse Anomaly Messages
   o Identifying False positive from True anomalies
   o Correcting improperly matched studies/other anomalies

❖ **Merge/Reallocate/Deletion Process**
   o Patient and Study merges
   o Study, Series, and Image reallocations
   o Using Content Manager to Correct Patient, Study Demographics
   o Image, Series, Study and Patient Deletion

Break – *15 minutes*

Day Three - Session 4   (2:45 – 4:15)

SWAT – System (cont.)

❖ **Mapping**
   o Procedures
   o Virtual RPC
   o Related procedures per user
   o Body Parts
   o Actions (Covered w/Powerjacket Button)
   o Viewer Toolbar Icons (Covered w/Powerjacket Button)

End of Day Q&A   (4:30-5:00)

Day Four - Session 1   (9:00 – 10:30)

SWAT – System (cont.)

- ❖ **Utilities**
  - ○ Grant Workstation Privileges
  - ○ Revoke Workstation Privileges
  - ○ Document Scanning

- ❖ **Logging**
  - ○ Configure Event Logs
  - ○ All Events
  - ○ Study Events

Break – 15 minutes

Day Four - Session 2   (10:45-12:00)

- ❖ **Admin Reports**
  - ○ Layout/Usage

- ❖ **CD Import** (Requires Advanced SWAT Role)
  - ○ MWL

Lunch – 60 minutes

Day Four - Session 3   (1:00 – 2:30)

Roles and Responsibilities
- ❖ Distributing responsibilities and accountability
- ❖ Administration Responsibility Matrix
- ❖ Maintaining and Managing an Issues List
- ❖ Management Reporting and Communication
- ❖ Developing Daily, Weekly, and Monthly Task lists

Upgrade Planning
- ❖ Internal communication and marketing
- ❖ Developing and using a test plan
- ❖ Developing a training plan
- ❖ Creating a timeline or project plan

Break – 15 minutes

Day Four - Session 4   (2:45-4:30)

Miscellaneous Items
- ❖ SSAT Survey /Certificates
- ❖ Post Upgrade Support
- ❖ SSAT Q& A Sessions

End of Course…Thank you!

A Certificate of Completion will be awarded to all attendees who achieved perfect attendance during the course and passed the written certification test.

If you are a member of the ASRT (American Society of Radiologic Technologists), achieved perfect attendance during the course and have passed the Synapse System Administration certification test, you are entitled to receive ASRT credits for completing this ASRT approved course.

>>> HAVE A SAFE TRIP HOME <<<