

Remote Synapse System Administration Foundation Course Syllabus

Day One - Session 1 (9:00-10:30)

Introductions

- ❖ Course Goals
- ❖ Review Syllabus and Remote Learning Considerations and Tools

Review of Synapse PACS Architecture

- ❖ Dataflow: Process from Order Entry to Image Display
- ❖ Design Solution Definitions/Options
- ❖ Component Demonstrations
 - IIS (Sites, Virtual Directories, Application Pools)
 - Services (HIIS Router, DICOM Server, Web)

Break - 15 minutes

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

The Synapse Client

- ❖ Zero Viewer, Thin Component, Desktop Agent*
- ❖ Browser Considerations and add-on's/extensions

Lunch - 60 Minutes

*Hands on Synapse Simulation



Day One - Session 3 (1:00-3:00)

A First Look at Synapse

❖ Client Settings

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

❖ Worklists

- My History
- Favorites
- Global Worklists
- Creating Private and Public Collections
- Filtering and Sorting (To include Right Click Options)
- Subscription (Covered in Browser Considerations)
- Patient Master Jacket (Covered in Settings)
- Series Reorder (Covered in Settings)
- Chat (Covered in Settings)

❖ Viewer

- Synapse Series Picker/Study list (Covered in Settings)
- Synapse Toolbar to include Snapshots (Covered in Settings)
- Synapse Help
- Viewer Tools (To include Active Overlays)

** Application Demonstration

Break - 15 minutes



Day One - Session 4 (3:15-4:30)

SWAT

❖ Overview

- Home
- Tab Navigation
- Help
- Find Anything
- What's New
- About
- Release Notes
- Display Themes

❖ Dashboard and Associated Tabs

- Overview
- Studies
- Sessions
- Database
- Forwarding
- DICOM
- System Model
- Turnaround
- Logging
- More

❖ Clients-Tuning

- MDS (Presentation)
- Global Datasources
- Commonview



Day Two - Session 1 (9:00-10:30)

SWAT – Clients

❖ Tuning (Cont.)

- Flags
- Durations
- Other

❖ Workstation

- Folders*
- Priority Codes
- Actions (SWAT>System>Mapping)
- Powerjacket Buttons (With Toolbar/Viewport Icon)
- Integrations

Break - 15 minutes

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

SWAT- Clients

❖ DICOM

- Destinations
 - DICOM Transfer Destinations
- Forwarding (Presentation)
 - Profiles
 - Queue
 - Add to Queue
 - History
 - Errors

❖ Canned Notes

❖ Cache Server

Lunch - 60 Minutes

*Hands on Synapse Simulation



Day Two - Session 3 (1:00-2:30)

Reading Protocols (Presentation)

SWAT- System

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

Break - 15 minutes

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

- ❖ **DBA Tasks**
 - Maintenance
 - Backup Logs
 - Tools
 - System Configuration

SWAT – System (cont.)

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

*Hands on Synapse Simulation



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

Content Manager

- ❖ **Accessing and Using Content Manager**
 - Admin
 - All Patients
 - All Studies
- ❖ **Identifying and Resolving Anomalies**
 - Anomaly Subfolders
 - Identifying Cause/Source of Anomalies
 - Eliminating and minimizing Anomalies
 - Synapse Anomaly Messages
 - Identifying False positive from True Anomalies
 - Correcting improperly matched studies/other anomalies
- ❖ **Merge/Reallocation/Deletion Process**
 - Patient/Study Merges *
 - Study, Series, and Image Reallocations*
 - Using Content Manager to Correct Patient, Study Demographics
 - Image, Series, Study and Patient Deletion

Break - 15 minutes

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

SWAT - System (cont.)

- ❖ **Mapping/Related Procedure Codes**
 - Procedures*
 - Virtual RPC
 - Related Procedures Per User
 - Body Parts
 - Actions (Covered w/Powerjacket buttons)
 - Viewer Toolbar Icons (Covered w/Powerjacket buttons)

Lunch - 60 Minutes

*Hands on Synapse Simulation



Day Three - Session 3 (1:00-2:30)

- ❖ **Utilities**
 - Grant Workstation Privileges
 - Revoke Workstation Privileges
 - Document Scanning
- ❖ **Logging**
 - Configure Event Logs
 - All Events
 - Study Events
- ❖ **Admin Reports**
 - Layout/Usage

Break - 15 minutes

Day Three - Session 4 (2:45-4:00)

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

Miscellaneous Items

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

Optional Open Session: (4:00-4:30)



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.

*Hands on Synapse Simulation

** Application Demonstration

