Diagnostic Services- Radiology

SUBJECT/TITLE: PACS Home Workstations

Purpose:
To delineate the terms and responsibilities for using a department provided PACS workstation at home

Policy:
When directed by the DEO, the department will provide an individual faculty member with a standardized PACS teleradiology workstation for the convenience of at-home interpretation of radiologic exams.

All local or home installation is the responsibility of the user. Users will be provided with setup instructions at the time they pick up their workstation. A stable, high quality internet connection must be provided by the user, and it is the user’s responsibility to work with their internet service provider when connection issues arise.

The PACS workstation is provided for the convenience of home interpretation of diagnostic radiology images. It is not intended for personal use. Due to performance limitations, the PACS workstation is not intended for local file storage, so any images or documents being saved from the workstation should only be to the user’s departmental S: or personal H: drive. No hard drive backups will be taken during servicing. Per institutional HIPAA privacy and security policy, no PHI should ever be saved locally. Additional applications should not be installed as they may interfere with the operation of the PACS application. Use of non-standard hardware (aftermarket mice, keyboards, headsets, etc) may also cause issues with the PACS application and will not be supported.

No on-site services will be provided by the department. In instances where an issue cannot be solved by remote access during normal business hours (8am-4:30pm M-F), the user shall call Radiology Engineering to arrange return of the affected piece of equipment for servicing. If an issue arises on call or after normal business hours, the user may contact the HCIS help desk, 319-356-0001, to determine if they are able to help, however, Radiology Engineering will not be
available. In these after-hours instances where the home PACS has failed, the user will need to come in to a UIHC reading room for image viewing.

The provided PACS workstation remains the property of the Department of Radiology and shall be returned at the end of employment or when requested by the department. Unreturned equipment will be billed at replacement cost to the user.

**EQUIPMENT:**
The standard PACS workstation setup will include:

- One mini tower computer with graphics card
- One administrative monitor
- Two FDA approved medical diagnostic monitors
- One PowerMic 3 dictation microphone
- One standard wired keyboard
- One standard wired mouse
- Three HDMI or display cables for the monitors
- Standard VPN, PACS, and Citrix applications

The following items are considered a personal item and will not be provided or supported by the Department of Radiology:

- Furniture
- Home internet service and associated equipment (including Ethernet cables, modems, routers, and ethernet switches)
- Any additional workstation accessories, including but not limited to:
  - Advanced, programmable, or wireless mice/keyboards
  - Headset, speakers, or additional microphone
  - Webcam or other video device
  - External storage device
  - Printers, scanner, or any accessories related to a printer, including cartridges