Instructions for accessing the Woodlands PACS
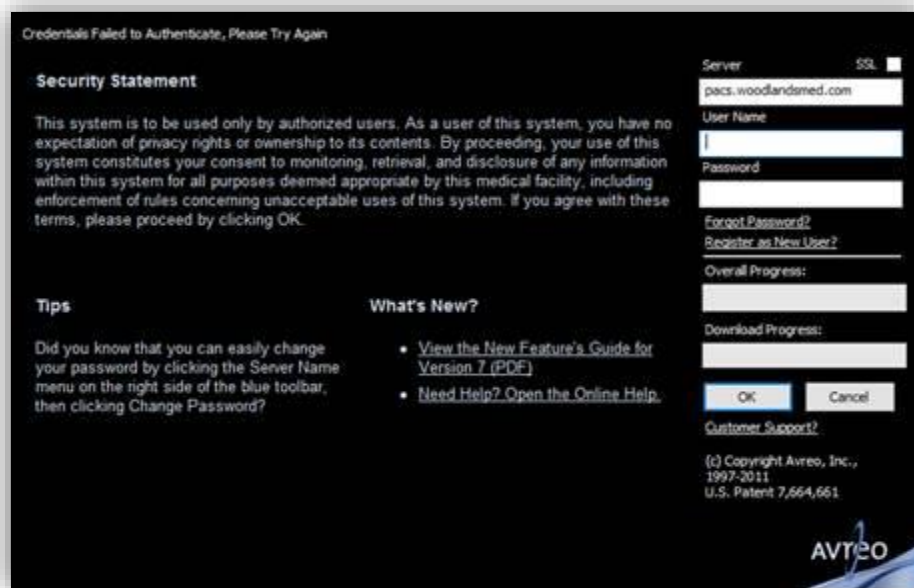
1. **Right click on the desktop and select new - shortcut. Then type in the URL http://deploy.avreo.com/deployment/ please see reference below and click next.**

What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

http://deploy.avreo.com/deployment/   Browse...

2. **Type in a name for the shortcut. I recommend Woodlands PACS.**

3. **Double click on the shortcut to "Welcome to Avreo" a download will appear in the top right hand corner once you double click on the download you should see a pop up stating if you want to Run, click Run.**

4. **After clicking run, you will be prompted to the screen below. Type in the username and password then click OK. Please make sure the server's name is pacs.woodlandsmed.com**
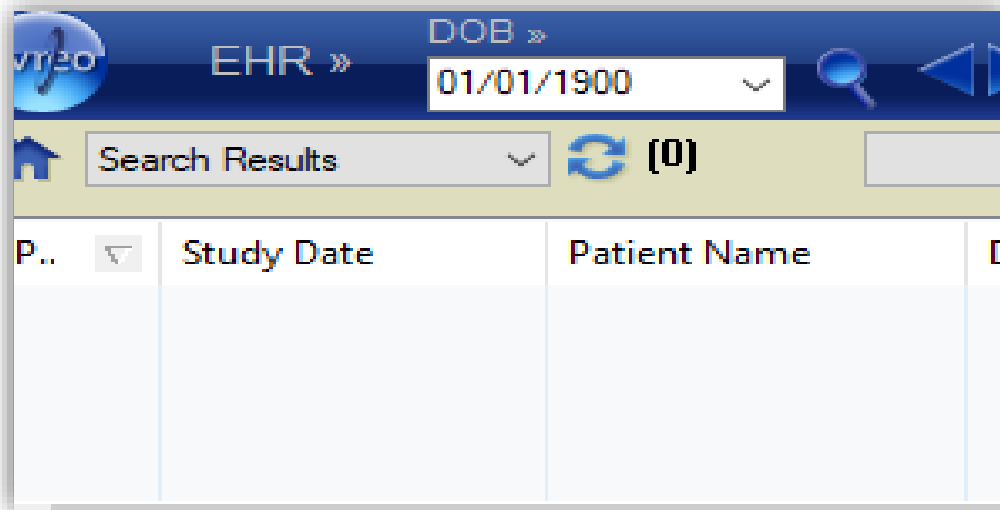

5. **For Google Chrome, type in http://deploy.avreo.com/deployment/ in the search bar. There are browser specific instructions on how to save the exe on the link. Using this link, you will need to enter pacs.woodlandsmed.com as your server name, then your user name, and password. See screen shot above.**

*Note if you close this system during the day, it will try to do an auto log in once you try to open it again. Let the auto log in run, you'll see an ERROR message in red, just complete the steps above as normal. Also, if you have trouble logging in try adding avreo\ then your username. Example (avreo\tempuser).

6. If done correctly, this screen will appear.

7. At the top, where it says Name>>, you can search your patient by entering their last name, first name. Then hit enter or the magnifying glass to the right of the name box. If you'd prefer to search by your patient's date of birth, click on the >> to the right of Name and select Date of Birth in the drop down. You must enter the date of birth as DA/MO/YEAR.
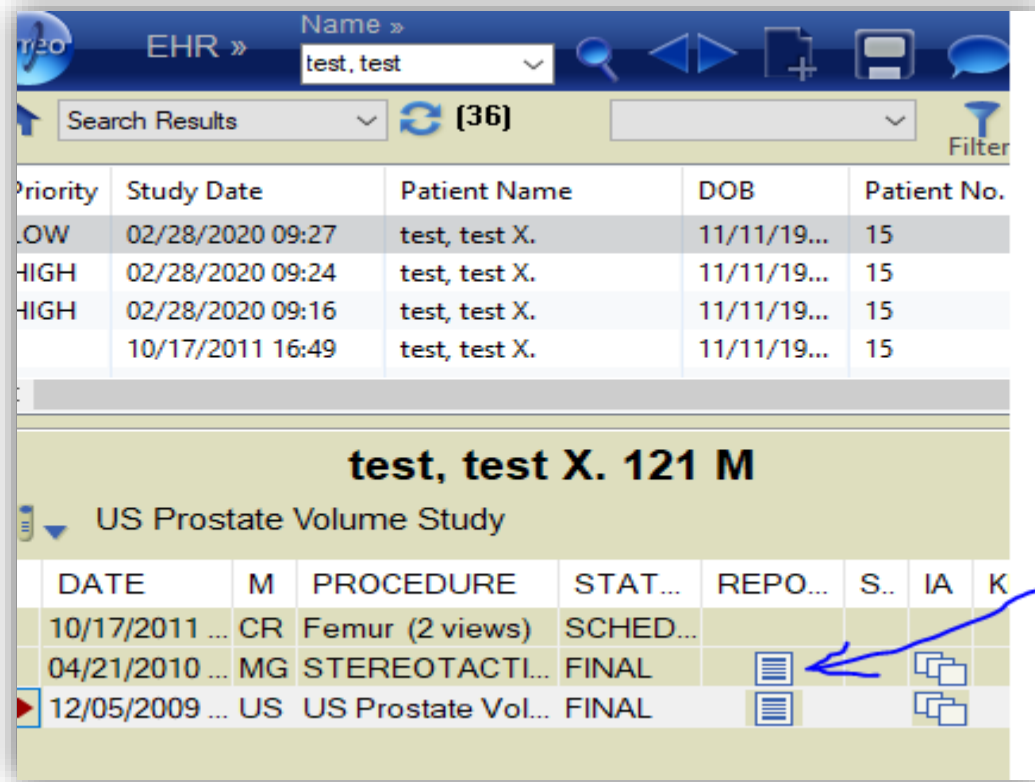

8. Scroll through the listing of patients and click on your patient's name to open their chart.
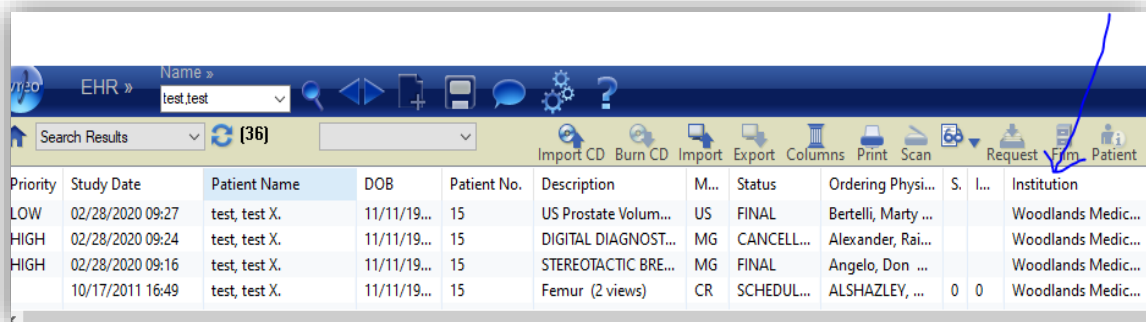
9. Once your patient is select you will see a listing of all imaging we have on the patient; including prior studies, future appointments, and studies completed elsewhere (UNLINKED) studies.

*If you would like to change your password, click on your name in the top right corner and select change password. Your username should auto-populate, then type in your new password twice and hit ok. You'll have to close your Avreo and log in with the new password for the change to occur.

10. Studies completed here will have a report once finalized by the radiologists. To view the report, click on the report paper to the right of the study you want to see.

11. Studies completed elsewhere will not have a report available. However, you can see the name of the institution at the top in the Institution listing.12

12. The status column at the top or in the patient's chart will tell you the status of any studies completed here. See below for statuses:

  Scheduled – means the patient has an appointment.

  Approved – means we've received insurance coverage approval.

  Greeted – means the patient is at the check in desk.

  Patient Arrived – means the patient is ready for the tech.

  In Progress – means the patient is on the table or we're holding the study for priors. (We hold all studies, except mammograms, awaiting priors for 3 days or priors are received, whichever comes first before the study is completed. For mammograms, we hold for priors for 15 days or priors are received, whichever comes first.)

  Completed – means the imaging has been pushed to the radiologist to be read.

  Final – means the study has been read and signed off by the radiologist.

  Q & A Needed – means the radiologist has questions for the tech or the ordering provider.