

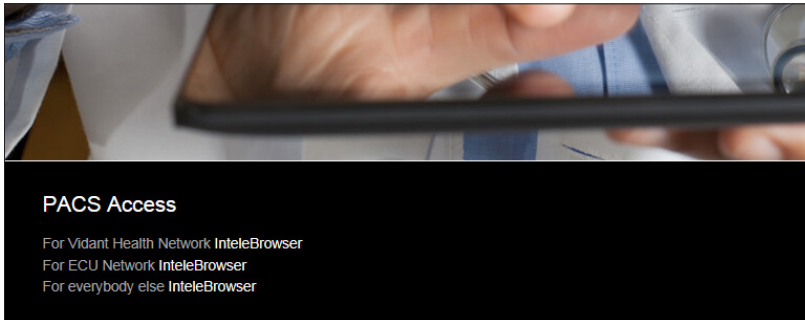
## SETTING UP PACS USERS

Setting up a new PACS user account is a two-step process; Applying for an account and submitting the PACS Agreement.

### STEP 1. Applying for an Account

Launch your Internet browser and go to <http://www.easternrad.com/pacs/>

Choose 1 of the 3 choices depending on your organization



When you have selected the correct option your screen should look like this:

A screenshot of the IntelePACS login page. The page features the 'IntelePACS' logo at the top left. Below the logo, the text 'InteleBrowser' is displayed. In the center, it says 'Eastern Radiologists, Inc.'. At the bottom left, there is a button labeled 'Apply for Account' with a person icon. To the right of this button is a login form with two input fields: 'Username' and 'Password', followed by a blue arrow button.

If the page doesn't load and your screen looks like this:

This page can't be displayed

- Make sure the web address <https://pacs.easternrad.com> is correct.
- Look for the page with your search engine.
- Refresh the page in a few minutes.

[Fix connection problems](#)

Call our IT department at 252.754.5244 with your IP address and they will allow you access.

Click on the **Apply for Account** button. Fill out the information. Please be sure to include your email address. Submit the form.

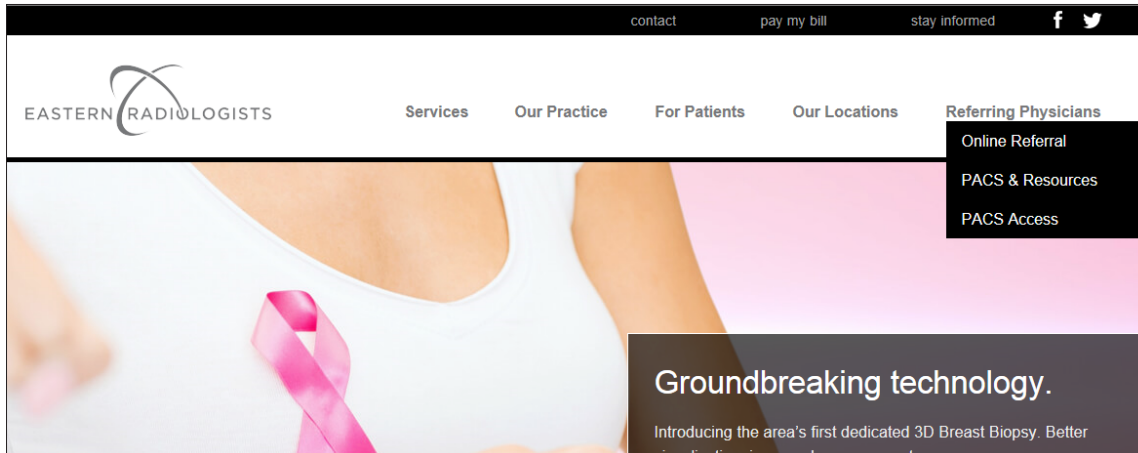
- The system should notify you via email once your account is approved.

## SETTING UP PACS USERS, CONTINUED

### STEP 2. Submitting the PACS Confidentiality Agreement

Launch your Internet browser and go to <http://www.easternrad.com>

From the homepage choose **REFERRING PHYSICIANS**, then **PACS & RESOURCES**



Scroll down to the bottom of the page and on the right hand side, under **PACS FORMS**, click on the appropriate user agreement. **PACS Practice Agreement** is for setting up PACS for the entire practice and then each individual user will sign a **PACS User Agreement**.

Print out the form, fill it out and fax it to (252) 931-7662

## TO USE THE PACS SYSTEM ONCE YOUR ACCOUNT IS APPROVED YOU HAVE 2 OPTIONS.

**OPTION 1.** You can use IntelBrowser through <http://www.easternrad.com/pacs/> and click the appropriate link for your facility.

**OPTION 2.** You can also download IntelViewer to your computer.

Go to <http://www.easternrad.com/pacs/> and log in with your username and password. The page that pulls up has an Installer option, on the left rail, click installers.

Once this page has pulled up click on IntelViewer Tracks.

Once this page has pulled up scroll to the bottom.

You will use the Evaluation Track and depending upon your OS there is a 32 bit or 64 bit option.

(If you do not know whether you need a 32 or 64 bit option. On your PC, go to Control Panel, click System to see what System Type your OS (operating system) is using.)

Click the download button for one that is appropriate for you. Install the program once downloaded.

Accepting term agreements and default options.

IntelViewer will automatically create a shortcut on your desktop.

Click on Icon, program loads and asks you to set up a bookmark.

Click, enter a new server. The server URL is <http://eradmdb1.easternrad.net>

Click, Use Custom Server Name, and name bookmark

Log in with your username and password (same as the web based version)

If you have any issue with installing the program, call IT at 252.754.5244.

Not all IP addresses identify automatically and IT may need to assist.