

ATTENTION: MAGICWEB USERS

1. Need a CD downloaded to MagicWeb?

Please bring the CD to the Imaging Department reception area at MGHS or the Peninsula Medical Center - Imaging Services Suite 232 Imaging front desk, and staff will load the study onto MagicWeb where it will be available for several weeks.

2. Remember: There are MagicWeb Help Documents on the Physician Page of mgh.org, that include how to Query/Retrieve Studies, Explain the Tool Bar, How to Install and Uninstall MagicWeb and MagicWeb Functions.

<http://www.mgh.org/directry/docpage/magicweb.html>

3. Need a study pushed to MagicWeb from an outlying facility (see list below)?

Contact the Imaging Department at ext. 3835. Provide the patient's full name and DOB, name of study, date of service and facility name. Imaging staff will contact the facility and request the study by pushed to EMED Outlying server. From there, you will be able to query/retrieve the study from EMED outlying sites to WebServer (MagicWeb). **Note:** MGHS Clinic images will be on MGH PACS to Q/R, if they are not on MagicWeb.

Outlying Hospitals Connected: Baraga, Bell Memorial, Dickinson, Grandview, Helen Newberry Joy, North Star (Iron County), Keweenaw, Munising, Ontonagon, Portage, Schoolcraft Memorial, St Francis & War Memorial

4. Internet Explorer (IE)Updates: MagicWeb is not certified for IE8, this can be an automatic update from the Windows Update Program:

If it's your own PC: If you install IE8 and are having issues, you will want to go to the uninstall programs function on your PC and uninstall IE8. It will take you back to IE6 or IE7 that you were previously using and then MagicWeb should work properly again. You may still have to reinstall the client, by right clicking on the MagicWeb page, to clean up any unresolved issues with the windows update.

If it's a MGH PC: that you are having these issues with, please call the IT Help Desk at 225-3448.

5. MGHS Imaging Reports, preliminary and/or final, can be queried and retrieved (Q/R) into MagicWeb. However, you must always Q/R for a report, even if it tells you in the MagicWeb Program that a report is available. This is to assure that you are seeing the most current version of the report in MagicWeb.

- a. Always click on the **Query Report** button-wait a minute for the Report to transfer from RIS (NOVIUS) to

MagicWeb 

^^^

- b. Then hit the **Refresh** button. You will always get the most recent report. An Addended Final report will

replace a previous Final Report. 

^^^

- c. **Load the study** and if there is a report available, after you hit the refresh button, the report launch button will activate on MagicWeb. You then can click on launching the report only or with images.



6. Need a fresher or training on how to log-on, access images etc? Contact Deb Graves or Kim Maki at ext. 3540 (Imaging Department) or Jeannie Cottrell-Truax at ext. 3448 (IT Department)