

Carestream

CLASSROOM TRAINING 2011

TECHNICAL TRAINING FOR CARESTREAM HEALTH CUSTOMERS -
Carestream Health HCIS systems

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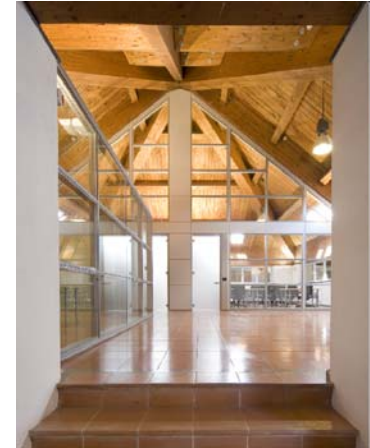
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Learn from our world-class experts!

At Carestream we offer high-quality training programs in a variety of settings and formats, including on-site applications training and classroom courses.

Experience class-room based training on a whole new level!

Our Technology and Innovation Center—located in Genoa, Italy —offers state-of-the-art equipment while maintaining a small instructor-to-student ratio.



Course location

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Located in the ancient harbor of the old sea Republic "Genoa la Superba", this impressive facility delivers education training programs, professional services and support to customers across Europe, Middle East and Africa.

Carestream Technology & Innovation Center

Palazzina San Lorenzo, Porto Antico, 16128 Genoa, Italy

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e-mail: IT-TIC-EAMER@carestream.com

**Read more about the Technology and Innovation center in our site brochure*



Carestream

CLASSROOM OVERVIEW

Carestream PACS System Administrator Training for Clinical Profile

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CAT NB 153 4791

- **Target group:**
Clinical hospital personnel such as Radiographer, Radiologist or equivalent professional profile
- **Duration:**
4 days
- **Participants:**
4-6 people

The CARESTREAM PACS System Administrator (SA) training for Clinical profiles is designed for Clinical hospital personnel such as Radiographer, Radiologist or equivalent professional profiles, without a specific IT background, who are taking the responsibility of PACS System Administrator and are requested to proficiently perform basic administration tasks on installed systems. It provides a thorough understanding of hospital adopted architecture and workflow PACS solution.

The participant will gain knowledge of installed system building blocks and a clear understanding of the expected SA operations including: patient reconciliation, user/group creations and administration, system check, error detection and issue information reporting.

The Hospital SA will be able after the training to check the system to insure that system operations are correctly running or successfully completed. He will gain confidence with SA system technical documents such as user guide, and SA reference guide (online help) and any other tool that allows the optimization of expected activities.

The student will learn furthermore how to collect input on desired workflow and customization of system configuration from Hospital key users and how to report them using appropriate tool to Carestream Health Project Manager responsible for implementation

** Read the full description of the training*

Carestream PACS & CDA System Administrator Training for IT profile

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The Carestream PACS & CDA System Administrator (SA) training is designed for Hospital IT Specialists or equivalent professional profiles that are expected to proficiently perform administration tasks on the installed systems. It provides a thorough understanding of hospital adopted architecture and workflow PACS solution.

The participant will gain an in-depth knowledge of installed system building blocks and a clear understanding of all the SA operations including: workflow optimization, basic troubleshooting, maintenance, and issue information reporting.

After completion of this training, the SA will be able for both PACS & CDA to:

- Perform regular preventative maintenance according to the Carestream documented procedure
- Perform system check through dedicated script
- Collect information about any faced problem and make necessary adjustments, as for troubleshooting checklist, or escalate the problem with relevant information to the CS Service Support reference.
- Understand the CS problem escalation process and correctly apply the escalation procedure.

Participants will also gain familiarity with system technical documents such as the online user manual, administrator manual and other tools that support the optimization of expected activities.

CAT NB 192 7094

- **Target group:**
IT Specialists or equivalent profiles
- **Duration:**
4 days
- **Participants:**
4-6 people

** Read the full description of the training*

Carestream PACS System Administrator Update from Previous to Latest Version

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The CARESTREAM PACS update training from previous to latest SW version System Administrator (SA) is designed for Hospital personnel who have been administering the CARESTREAM PACS previous SW version and wish to learn the differences with the latest one.

The participant at the training completion will be able to understand and describe the differences of the installed system building blocks between the old and new system software and he will be able to perform the added or modified SA operations including: system check, error detection and problem description.

CAT NB 898 0872

- **Target group:**
Clinical hospital personnel such as Radiographer, Radiologist or equivalent professional profiles
- **Duration:**
3 days
- **Participants:**
4-6 people

** Read the full description of the training*

Carestream PACS Super User Training

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The CARESTREAM PACS, Super User (SU) training is designed for Clinical hospital personnel such as Radiographer, Radiologist or equivalent professional profiles, without a specific IT background. It provides a thorough understanding of hospital adopted architecture and workflow PACS solution and an in-depth knowledge of installed SW product applications

At the end of the course the participant will be able to recognize and describe the configurations and features of PACS license profiles, from the Virtual Reading devoted to Radiologist diagnostic activity to Virtual Enterprise for a wide distribution of images and data through the Hospital Departments, to clinical specialties profiles such as Virtual Mammography, with the available enhanced features for diagnostic activity.

The participant will acquire furthermore the skills to teach, other Hospital end-users and to verify their confidence on routine activities and eventually plan extra-courses with Carestream Health Staff

The SU will gain, after some practical experience on the installed system, the ability to customize the system at the user level, creating user profiles and new hanging protocols.

CAT NB 822 8587

- **Target group:**
Clinical hospital personnel such as Radiographer, Radiologist or equivalent professional profiles
- **Duration:**
3 days
- **Participants:**
4-6 people

** Read the full description of the training*

Carestream RIS version 10

System Administrator Training



CAT NB 154 1895

- **Target group:**
CS RIS System Administrators
- **Duration:**
3 days
- **Participants:**
4-6 people

The Carestream RIS System Administrator (SA) training is designed for Hospital Professionals who have the responsibility of RIS system administration and are requested to proficiently perform administration tasks on installed systems and act as key reference for Hospital system users as far as system functionalities and application issues is concerned.

The participant will acquire at the training completion:
Deep knowledge of structure, features, functionality and interactions of core diary and diagnostic modules. Good understanding of structure and functionality of RIS non core modules. Skills to operate with RIS set up module and with user administration management, to create and assign rights and privileges to RIS users. Clear understanding of other components such as speech magic service, form designer application and XIS workflow and functions. Knowledge of RIS letters, standard answers, reports creation and management .Ability to handle issues and correctly apply the CS escalation procedure

The participant will gain confidence with system technical documents such us user manual, administrator manual and any other tool / documents that allows the optimization of expected activities.

The delegate will learn furthermore how to collect input on desired workflow and customization of system configuration from Hospital key users-users and how to report them using appropriate tool to CS personnel

** Read the full description of the training*

Carestream RIS version 11

System Administrator Training

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The Carestream RIS v11 System Administrator (SA) training is designed for the institution's personnel functioning as the RIS System Administrator, Assistant RIS Administrator or designee, or IT department support personnel.

A combination of lecture-based and "hands-on" guided instruction will be provided on topics ranging from the basic configuration(s) of a Carestream Health RIS, to the function and operation available to users of the system. The RIS System Administrator will receive training specific to performing routine maintenance, system configuration, and general administration and management of the Carestream RIS.

The participant will acquire at the training completion:
 Good Knowledge of RIS system components and how they interact. Ability to navigate through the application from scheduling to report. Skills to identify the components that comprise the core build in CS RIS system. Deep knowledge on the user administration management. Clear understanding of Speech Magic Services, workflow and components. Knowledge of RIS letters, standard answers. Skills on reports creation and management. Ability to handle issues and correctly apply the CS escalation procedure

The participants will gain confidence with system technical documents such as user manual, administrator manual and any other tools / documents that allow the optimization of expected activities.

CAT NB tbc

- **Target group:**
CS RIS System Administrators
- **Duration:**
4 days
- **Participants:**
4-6 people

** Read the full description of the training*

Class schedule 2011

Carestream

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Description	Catalog Nb	Date 1	Date 2
Carestream PACS System Administrator Training for Clinical Profile	1534791	27 June - 01 July (Week 26)	05 September -09 September (Week 36)
Carestream PACS & CDA System Administrator Training for IT Profile	1927094	18 July – 22 July (Week 29)	21 November – 25 November (Week47)
Carestream PACS System Administrator Update Training from Previous to Latest Product Version	8980872	22 August - 25 August (Week 34)	28 November – 01 December (Week 48)
Carestream PACS Super User Training	1541895	25 July – 29 July (Week 30)	24 October – 28 October (Week 43)
Carestream RIS version 10 System Administrator Training	To be confirmed		
Carestream RIS version 11 System Administrator Training	8228587	30 May - 01 June (Week 22)	07 November – 10 November (Week 45)

** If the planned course dates don't meet your needs, please contact the Training Coordinator (it-tic-eamer@carestream.com). Further dates cab also added if requests exceed available training positions*

Interested in our courses?

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Registration is quick and simple!

Please go to www.carestream.com/training-genoa-courses.html

- Review the course description for any prerequisites
- Obtain a purchase order to cover the costs of the class
- Use our online-registration or fill-in the registration form

** View the registration form*

Tuition & cancellation policy



Please get in contact with your Carestream representative.
Travel, lodging, meals, and car rental fees are not included in the tuition.

Cancellation policy:

90 days before course start date	100% refund
Between 89 and 15 days	50% refund
Less than 15 days	0% refund

In the event that a course has less than 3 participants, Carestream reserves the right to cancel the course. If a course is cancelled, we will make any effort to enroll you in the next available course.



More information?

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For details, please get in touch with our training coordinator:

Eugenia Barilaro

Phone: +39 010 2450826

Fax : +39 010 2450883

E-Mail: it-tic-eamer@carestream.com

Carestream Corporate:(links to public website)

Company History

Successes and Attributes

Company Profile (pdf)



Appendix

Carestream PACS System Administrator Training for Clinical Profile
CATALOG # 153 4791

Target Group	Duration (days)	Participant number /session
Clinical hospital personnel such as Radiographer, Radiologist or equivalent professional profile	4 days	Min. 4 – max. 6 persons

Course Location

Technology & Innovation Center- Genova
 EAMER
 P.na S.Lorenzo- Porto Antico
 16128 -Genova
 Tel: (+39) 010-2450 –820
 Fax: (+39) 010-2450 –883

Objective & Learning outcome

The CARESTREAM PACS System Administrator (SA) training for Clinical profiles is designed for Clinical hospital personnel such as Radiographer, Radiologist or equivalent professional profiles, without a specific IT background, who are taking the responsibility of PACS System Administrator and are requested to proficiently perform basic administration tasks on installed systems. It provides a thorough understanding of hospital adopted architecture and workflow PACS solution. The participant will gain knowledge of installed system building blocks and a clear understanding of the expected SA operations including: patient reconciliation, user/group creations and administration, system check, error detection and issue information reporting. The Hospital SA will be able after the training to check the system to insure that system operations are correctly running or successfully completed. He will gain confidence with SA system technical documents such as user guide, and SA reference guide (online help) and any other tool that allows the optimization of expected activities.

The student will learn furthermore how to collect input on desired workflow and customization of system configuration from Hospital key users and how to report them using appropriate tool to Carestream Health Project Manager responsible for implementation.

The student will also understand the CS problem escalation process and how to effectively apply it.

Training program Content

Training performed by designated Carestream Health specialists in a designated Carestream Health training area with equipment supplied by Carestream Health. The course is structured with theoretical session integrated with wide practical hands on.

Course introduction

Course objectives, introduction on System Administrator role, background verification.

Digital and Storage Workflow (Theory)

Complete Image and Data flow, Data migration, Storage concepts, User rights and privileges, License policy.

Training program Content
<p>Carestream PACS building blocks (Theory and Hands on) Workflow manager, Database Admin Tool, IS-link, Pre-fetch, E-mail module, DICOM parsing, Carestream Client, Info-Router, RIS-PACS workstation, User Management, CD direct. Detailed configuration information on all of the items above</p>
<p>System Service (Theory and Hands on)</p> <ul style="list-style-type: none"> - Periodic maintenance (Theory and practical exercises) System backup, SW check, database check by monitoring script (GUI); Check Image and data flow integrity - example: Modality to Satellite Work Flow Manager (WFM) to Main WFM to Clinical Data Archive (CDA) ; Study Reconciliation & data integrity check, RIS-PACS communication check. - Troubleshooting (Hands on and exercises) Problem detection by User Interface modules – example: Failed movement commands, failed user login, missing RIS reports; Problem fixing or reporting according to its complexity, Search for mis-identified studies (Wrong patient ID or name) and issue information reporting. - Contingency plan and special procedures (Theory) Description, Activation, Management - CD Direct Troubleshooting Reboot process, check available media, check & management CD queue, check CD Direct configuration. - Demonstration of workflow through Inforouter
<p>Statistics (Theory and practical examples – included in system service) Use of Audit Trail interface to collect data and make relevant statistics, describe how to archive and share statistics results</p>
<p>System Security (Theory) Security logs (by user Interface, Audit Trail)</p>
<p>CDA building blocks (Theory and Hands on) Hardware components (including introduction to different architecture solutions), Backup workflow, System Interface (GUI).</p>
<p>Clinical system administration (Theory and hand on)</p> <ul style="list-style-type: none"> - Diagnostic Workstation: Archive explorer (Customization and usage. Example: creating folders, add/remove filters), Main diagnostic tools, Viewer Window, Application tools, Functionality check, Printing, burning and saving, 3D Viewing tools Power Viewer features: MPR, Volume Matching, Volume Rendering, Significant Series, Registration and Relate Tools - Display protocols: Function SADP, DP Editor, Collection of needs from Key users for display protocols customization
<p>Course conclusions and wrap-up Assessment of learning outcomes, Participant feedback collection, Delivery of course certificate</p>

Prerequisites
Before attending, the participant should have the following pre-requisite:
Must
<ul style="list-style-type: none"> • Basic knowledge of PACS environment and digital imaging workflow • Basic computer (WINDOWS OS and EXPLORER...) and networking skills • Deep clinical background • Basic DICOM, HL7
Highly recommended
<ul style="list-style-type: none"> • Language: fluent technical English

Requested student tools
No special requirements

Deliverables
Training material Certificate of attendance

Other information
Training, where possible will be performed in English. The course fee includes all manuals, instructions, and provided training tools. It does not include travel, accommodation or subsistence.

Note about safety:
Carestream Heath will undertake all necessary precautions to ensure compliance with safety standards. It is the customer's responsibility to ensure that while on their site the System Administrator complies with and works within the expected local Health and Safety requirements and guidelines.

Tuition & Cancellation Policy
Please get in contact with your Carestream Heath representative. Travel, lodging, meals, and car rental fees are not included in the tuition. The cancellation policy is: 90 days before course start date 100% refund Between 89 and 15 days 50% refund Less than 15 days0% refund In the event that a course has less than 3 participants, Carestream Heath reserves the right to cancel the course. If a course is cancelled, we will make every effort to enrol you in the next available course.

Schedule
<ul style="list-style-type: none"> • Classes begin first day at 2.00 p.m. and conclude last day at 1.00 p.m. All other days the timetable is: from 9 am to 6 p.m. Any class timing changes will be communicated. • Participants must allow at least 3 hours between completion of class and travel departure.



<ul style="list-style-type: none">The program is structured with lectures, participant self-study readings, and lab exercises.	
For details, please get in touch with	
<p><u>EAMER</u> Eugenia Barilaro Phone: + 39 010 2450 820 Fax: + 39 010 2450 883 E-Mail: IT-TIC-EAMER@carestream.com</p>	<p>For more information, please visit our Website: http://www.carestream.com/genoa</p>

CARESTREAM PACS & CDA System Administrator Training for IT profile

CATALOG # 1927094

<i>Target Group</i>	<i>Duration (days)</i>	<i>Participant number /session</i>
IT Specialist or equivalent profile	4 days	Min. 4 – max. 6 persons

Course Location

Technical & Innovation Center- Genova
 EAMER
 P.na S-Lorenzo- Porto Antico
 16128 -Genova
 Tel: (+39) 010-2450 –826
 Fax: (+39) 010-2450 –883

Objective & Learning outcome

The Carestream PACS & CDA System Administrator (SA) training is designed for Hospital IT Specialists or equivalent professional profiles that is expected to proficiently perform administration tasks on the installed systems. It provides a thorough understanding of hospital adopted architecture and workflow PACS solution.

The participant will gain an in-depth knowledge of installed system building blocks and a clear understanding of all the SA operations including: administration workflow optimization, basic troubleshooting, maintenance, and issue information reporting.

After completion of this training, the SA will be able for both PACS & CDA to:

- Perform regular preventive maintenance according to the Carestream Health documented procedure
- Perform system check through the dedicated script.
- Collect information about any faced problem and make necessary adjustments, as for troubleshooting checklist, or escalate the problem with relevant information to the CS Service Support reference.
- Understand the CSH problem escalation process and correctly apply the escalation procedure.

Participants will also gain familiarity with system technical documents such as the online user manual, administrator manual and other tools that support the optimization of expected activities.

Training program Content

Training is delivered by Carestream Health specialists at a Carestream Health training facility and with equipment supplied by Carestream Health. This course is structured to integrate theoretical and hands-on sessions that maximize applying the learning.

Course introduction

Deep Workflow analysis of installed PACS solutions (Theory)

Complete Image & data flow, Data migration, Storage concepts, User rights and privileges, License policy.

Training program Content
<p>System architecture solutions (Theory) Deep description of hospital adopted architecture solutions.</p>
<p>Carestream PACS building blocks (Theory and Hands on) Workflow manager, Database Admin Tool, IS-link, Pre-fetch, E-mail module, DICOM parsing & DICOM Configuration, Carestream Client, Info-router, RIS-PACS workstation, Web Client, User Management, Service PC or other remote access solution, CD direct. Detailed configuration information on all of the above items</p>
<p>System Service (Theory and Hands on)</p> <ul style="list-style-type: none"> - Periodic maintenance (Theory and practical exercises) System backup, HW and SW check, database check by automatic monitoring script (GUI) and server remote connection; Check Image and data flow integrity - example: Modality to Satellite Work Flow Manager (WFM) to Main WFM to Clinical Data Archive (CDA) solution; Logs reading (GUI & server side), Study Reconciliation & data integrity check, RIS-PACS communication check, Cluster GUI monitoring. - Troubleshooting (Hands on and exercises) Problem detection by user interface modules and server connection - example: Failed movement commands, failed user login, missing RIS reports, processes down, file system about full, failed DB backup; Logs collection (Text and GUI), Processes restarting, Problem fixing or reporting according its complexity, Search for mis-identified studies (Wrong patient ID or name) and problem description. - Contingency plan and special procedures (Theory) Description, Activation, Management - CD Direct Troubleshooting Reboot process, check available media, check & management CD queue, check CD Direct configuration. - Demonstration of workflow through Info-router
<p>Statistics (Theory and practical examples – included in system service) Use of interfaces to collect data and make relevant statistics, describe how to archive and share statistics results</p>
<p>System Security (Theory) Security logs (by user Interface)</p>
<p>CDA building blocks (Theory and Hands on) Hardware components (including introduction to different architecture solutions), CDA DICOM Architecture & principles, Backup workflow, System Interface (GUI)</p>
<p>CDA System Service (Theory and Hands on) Periodic activity (Theory and practical exercises) Netbackup (if installed) monitoring and check, Problem detection, Logs (Text and GUI), Problem fixing, Escalation process and problem description</p>

Prerequisites
Before attending, the participant should have the following pre-requisite:
Must
<ul style="list-style-type: none"> • Basic knowledge of PACS environment and digital imaging workflow • Basic computer and networking skills • Electronic and IT basic background (Servers, Clusters, RAID systems, Archiving & back-up devices) • DICOM – HL7 basic knowledge
Highly recommended
<ul style="list-style-type: none"> • Language: fluent technical English

Requested student tools
No special requirements

Deliverables
Training Material Certificate of attendance

Other information
Training, where possible will be performed in English. The course fee includes all manuals, instructions, and provided training tools. It does not include travel, accommodation or subsistence.

Note about safety:
Carestream Health will undertake all necessary precautions to ensure compliance with safety standards. It is the customer’s responsibility to ensure that whilst on their site the System Administrator complies with and works within the expected local Health and Safety requirements and guidelines.

Tuition & Cancellation Policy
Please get in contact with your Carestream Health representative. Travel, lodging, meals, and car rental fees are not included in the tuition. The cancellation policy is: 90 days before course start date 100% refund Between 89 and 15 days 50% refund Less than 15 days0% refund In the event that a course has less than 3 participants, Carestream Health reserves the right to cancel the course. If a course is cancelled, we will make every effort to enroll you in the next available course.

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Schedule

- Classes begin first day at 2.00 p.m. and conclude last day at 1.00 p.m. All other days the timetable is: from 9 am to 6 p.m.. Any class timing changes will be communicated.
- Participants must allow at least 3 hours between completion of class and travel departure.
- The program is structured with lectures, participant self-study readings, and lab exercises.

For details, please get in touch with:

EAMER

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E-Mail: IT-TIC-EAMER@carestream.com

For more information, please visit our Website:

<http://www.carestream.com/genoa>

Carestream PACS System Administrator Update Training from Previous to Latest Product Version

CATALOG # 8980872

<i>Target Group</i>	<i>Duration (days)</i>	<i>Participant number /session</i>
Clinical hospital personnel such us Radiographer, Radiologist or equivalent professional profiles.	3 days	Min. 4 – max. 6 persons

Course Location

Technology & Innovation Center- Genova
 EAMER
 P.na S-Lorenzo- Porto Antico
 16128 -Genova
 Tel: (+39) 010-2450 –820
 Fax: (+39) 010-2450 –883

Objective & Learning outcome

The CARESTREAM PACS update training from previous to latest SW version System Administrator (SA) is designed for Hospital personnel who have been administering the CARESTREAM PACS previous SW version and wish to learn the differences with the latest one.
 The participant at the training completion will be able to understand and describe the differences of the installed system building blocks between the old and new system software and he will be able to perform the added or modified SA operations including: system check, error detection and problem description.

Training program Content

Training performed by designated Carestream Health specialists in a designated Carestream Health training area with equipment supplied by Carestream Health. The course is structured with theoretical session integrated with wide practical hands on.

Course introduction

Course objectives, Similarities and Differences

Differences on CARESTREAM PACS building blocks (Theory and Hands on)

Changes on System Service (Theory and Hands on)

- Periodic maintenance (Theory and practical exercises)
 - System backup, Logs (GUI), HW and SW check, Reconciliation, Cluster GUI monitoring, Database & data integrity check
- Troubleshooting (Hand on and exercises)
 - Problem detection, Problem fixing, Search for mis-identified studies (wrong patient ID or name) and problem description
- CD Direct Troubleshooting
 - Reboot process, General Troubleshooting

Training program Content
Changes on System Security (Theory) Security logs (Audit Trail)
Changes on CDA building blocks (Theory and Hands on) Hardware components (including introduction to different architecture solutions), Backup Workflow, System Interfaces (web, control GUI)
New features and changes on Clinical system administration (Theory and Hands on) - Diagnostic Workstation: Archive explorer (Customization and usage. Example: creating folders), Main diagnostic tools, Viewer Window, Application tools, Functionality check, Printing, burning and saving, 3D Viewing tools Power Viewer features: MPR, Volume Matching, Volume Rendering, Significant Series, Registration and Relate Tools
Course conclusions and wrap-up Assessment of learning outcomes, Participant feedback collection, Delivery of course certificate

Prerequisites
Before attending, the participant should have the following pre-requisite:
Must
<ul style="list-style-type: none"> Have been trained on CARESTREAM HEALTH PACS previous SW versions or have administered installed CARESTREAM HEALTH PACS previous SW version
Highly recommended
<ul style="list-style-type: none"> Language: fluent technical English

Deliverables
No special requirements

Deliverables
Training Material Certificate of attendance

Other information
Training, where possible will be performed in English. The course fee includes all manuals, instructions, and provided training tools. It does not include travel, accommodation or subsistence.

Note about safety:
Carestream Health will undertake all necessary precautions to ensure compliance with safety standards. It is the customer's responsibility to ensure that while on their site the System Administrator complies with and works within the expected local Health and Safety requirements and guidelines.



Tuition & Cancellation Policy

Please get in contact with your Carestream Heath representative.
 Travel, lodging, meals, and car rental fees are not included in the tuition.
 The cancellation policy is:
 90 days before course start date 100% refund
 Between 89 and 15 days 50% refund
 Less than 15 days 0% refund

In the event that a course has less than 3 participants, Carestream Heath reserves the right to cancel the course.

If a course is cancelled, we will make every effort to enrol you in the next available course.

Schedule

- Classes begin first day at 2.00 p.m. and conclude last day at 1.00 p.m. All other days the timetable is: from 9 am to 6 p.m.. Any class timing changes will be communicated.
 - Participants must allow at least 3 hours between completion of class and travel departure.
 - The program is structured with lectures, participant self-study readings, and lab exercises.
- For details, please get in touch with

<p><u>EAMER</u> Eugenia Barilaro Phone: + 39 010 2450 826 FAX : + 39 010 2450 883 E-Mail: IT-TIC-EAMER@carestream.com</p>	<p>For more information, please visit our Website: http://www.carestream.com/genoa</p>
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Carestream PACS Super User Training

CATALOG # 822 8587

Target Group	Duration (days)	Participant number /session
Clinical hospital personnel Such as Radiographers, Radiologists or equivalent Professional profile	3 days	Min. 4 – max. 6 persons

Course Location

Technology & Innovation Center- Genova
EAMER
P.na S.Lorenzo - Porto Antico
16128 -Genova
Tel: (+39) 010-2450 –820
Fax: (+39) 010-2450 –883

Objective & Learning outcome

The CARESTREAM PACS, Super User (SU) training is designed for Clinical hospital personnel such as Radiographer, Radiologist or equivalent professional profile, without a specific IT background. It provides a thorough understanding of hospital adopted architecture and workflow PACS solution and an in-depth knowledge of installed SW product applications

At the end of the course the participant will be able to recognize and describe the configurations and features of PACS license profiles, from the Virtual Reading devoted to Radiologist diagnostic activity to Virtual Enterprise for a wide distribution of images and data through the Hospital Departments, to clinical specialties profiles such us Virtual Mammography, with the available enhanced features for diagnostic activity.

He will acquire furthermore the skills to teach, other Hospital end-users, to verify their confidence on routine activities and eventually plan extra-courses with Carestream Staff

He will gain, after some practical experience on the installed system, the ability to customize the system at the user level, creating user profiles and new hanging protocols (SADP).

Training program Content

Training performed by designated Carestream Health Specialists in a designated Carestream Health training area with equipment supplied by Carestream Health. The course is structured with theoretical session integrated with wide practical hands on.

Course introduction

Course objectives, Introduction on Key User role and background verification.

Diagnostic Workstation

Archive explorer with customizations and usage.
Basic diagnostic tools, Advanced diagnostic tools, Application tools, Functionality check and Exercises.

Description of features of license profiles and best use.

Profiles configuration and customization

Delivery of effective end-user course

Training program Content
CD Direct Interface
Managing the CD burner: different strategies and possibilities CD burner interface
Display protocols
Function SADP.
Data collection for system customization
Data to collect for system customization Description of tools to facilitate data collection
Course conclusions and wrap-up
Assessment of learning outcomes, Participant feedback collection, Delivery of course certificate

Prerequisites
Before attending, the participant should have the following pre-requisite:
Must
<ul style="list-style-type: none"> • Basic computer and networking skills • Experience in radiology on different modalities (basic knowledge of RX, CT, MR is required) • Basic knowledge of the most important image reconstruction methods (MPR, MIP, VoIR) • Basic knowledge of DICOM and HL7
Highly recommended
<ul style="list-style-type: none"> • Language: fluent technical English
Indication on existing Carestream Heath e-learning modules on the above skills areas will be provided to the students if needed.

Requested student tools
No special requirements

Deliverables
Training Material Certificate of attendance

Other information
Training, where possible will be performed in English. The course fee includes all manuals, instructions, and provided training tools. It does not include travel, accommodation or subsistence.

Note about safety:
Carestream Heath will undertake all necessary precautions to ensure compliance with safety standards. It is the customer's responsibility to ensure that while on their site the System Administrator complies with and works within the expected local Health and Safety requirements and guidelines.



Tuition & Cancellation Policy
<p>Please get in contact with your Carestream Heath representative.</p> <p>Travel, lodging, meals, and car rental fees are not included in the tuition.</p> <p>The cancellation policy is:</p> <p>90 days before course start date 100% refund</p> <p>Between 89 and 15 days 50% refund</p> <p>Less than 15 days 0% refund</p> <p>In the event that a course has less than 3 participants, Carestream Heath reserves the right to cancel the course.</p> <p>If a course is cancelled, we will make every effort to enrol you in the next available course.</p>

Schedule	
<ul style="list-style-type: none">• Classes begin first day at 2.00 p.m. and conclude last day at 1.00 p.m. All other days the timetable is: from 9 am to 6 p.m.. Any class timing changes will be communicated.• Participants must allow at least 3 hours between completion of class and travel departure.• The program is structured with lectures, participant self-study readings, and lab exercises.	
<p>For details, please get in touch with</p>	
<p><u>EAMER</u> Eugenia Barilaro Phone: + 39 010 2450 826 Fax: + 39 010 2450 883 E-Mail: eugenia.barilaro@carestream.com</p>	<p>For more information, please visit our Website: http://www.carestream.com/genoa</p>

Carestream RIS version 10 System Administrator Training

CATALOG # 1541895

<i>Target Group</i>	<i>Duration (days)</i>	<i>Participant number /session</i>
CS RIS System Administrators	3 days	Min. 4 – max. 6 persons

Course Location

Technology & Innovation Center- Genova
 EAMER
 P.na S-Lorenzo- Porto Antico
 16128 -Genova
 Tel: (+39) 010-2450 –820
 Fax: (+39) 010-2450 –883

Objective & Learning outcome

The Carestream RIS System Administrator (SA) training is designed for Hospital Professionals who have the responsibility of RIS system administration and are requested to proficiently perform administration tasks on installed systems and act as key reference for Hospital system users as far as system functionalities and application issues is concerned.

Providing a real RIS installed system and through theoretical lessons and hands on sessions, the participants will acquire at the training completion:

- Clear understanding of the SA roles and responsibilities
- They will acquire the knowledge to describe in details the Carestream RIS system components and how they interact.
- Deep knowledge about the RIS core diary and diagnostic modules. They will be able to describe the structure, recognize features, functionalities and interaction
- Understanding of structure and functionality of the non core modules
- The ability to proficiently use the RIS web, features and functionalities. They will be able to make a feature comparison with RIS modules.
- The skills and knowledge about RIS set up modules functions, commands and workflow to create department, sections, rooms and room schedule, Create and modify Study groups, add to data tables, create conferences, navigate through the set up module, make customizations
- Deep knowledge on the user administration management and the ability to manage User and User groups including rights and privileges, confidence on admin module navigation.
- A clear understanding of Speech Magic Services, workflow and components
- Knowledge of RIS letters & reports aimed to understand definition of format, association with study groups, ability to perform some customisation activity.
- A good knowledge of Form Designer applications, relation with RIS db
- Recognize XIS workflow and functions
- Acquire confidence on how to provide end user support
- Ability to handle errors and properly communicate information to Carestream personnel

The participants will gain confidence with system technical documents such as user manual, administrator manual and any other tool / documents that allows the optimization of expected activities. The delegate will learn furthermore how to collect input on desired workflow and customization of system configuration from Hospital Key users-users and how to report them using appropriate tool to Carestream project responsible for implementation.

Training program Content

Training performed by designated specialists in a designated Carestream training area with equipment supplied by Carestream. The course is structured with theoretical session integrated with wide practical hands on.

Course introduction

Course objectives, Introduction on System Administrator role, Prerequisites verification.

Program Content

Theory includes:

- Definition of SA roles and responsibilities
- Hospital and radiology systems overview
- Carestream RIS system overview
- RIS client / server concept
- Introduction and deep demo on RIS core modules: Diary, Diagnostic, and Film Archive, Web.
- Demo of RIS non core modules, mammo, scanning, inventory, payment, management reports
- Configuration parameters & Configuration tools:
- RIS Set Up module Overview, workflow, configuration parameter and tools on how:
 - Create department, sections, rooms and room schedule
 - Create and modify Study groups
 - Add to data tables
 - Create conferences
 - Navigate through the set up module
- RIS User module Overview, functions, commands and workflow:
 - Create User and User groups
 - Assign user/user group rights and privileges
 - Attach the User group to a study group schedule
 - Navigate through the User Module
- Speech Magic services overview, Workflow in RIS, and User definition and components
- RIS letters & reports
 - Definition, format, association with study groups
 - Editing for creation of customized template
 - Insertion of hospital logo in the templates
- Statistical Report
 - Overview on crystal report tool
 - Definition of reports on the RIS report module
 - Selection criteria available on reports
 - Printing of reports
- Form Designer
 - Use of application and relation with RIS db
 - Data Window & Data Fields: Logic and definition
 - How to customized forms
- RIS web
 - Application overview
 - Demo's on main functionalities

Training program Content
<ul style="list-style-type: none"> ○ Comparison features with RIS modules • XIS <ul style="list-style-type: none"> ○ Introduction on XIS : function and workflow ○ roles <p>Hands on includes: Hands on exercises for the RIS core modules, Diary, Diagnostic, Film archive, and Web How to use setup module to build and modify the RIS system Go through all possible settings in user module Relationship between user module-setup module Creating and modify templates for patient letters and exam reports. Configuration parameters (ini files & system settings) Error handling and process for changes</p>
<p>Course conclusions and wrap-up Assessment of learning outcomes, Participant feedback collection, Delivery of course certificate</p>

Prerequisites
Before attending, the participant should have the following pre-requisite:
Must
<ul style="list-style-type: none"> • Good knowledge of the workflow at the own department / hospital • Basic knowledge of using MS Windows applications
Highly recommended
<ul style="list-style-type: none"> • Language: fluent technical English

Requested student tools
No special requirements

Deliverables
Training Material Certificate of attendance

Other information
Training, where possible will be performed in English. The course fee includes all manuals, instructions, and provided training tools. It does not include travel, accommodation or subsistence.

Note about safety:
Carestream Heath will undertake all necessary precautions to ensure compliance with safety standards. It is the customer's responsibility to ensure that while on their site the System Administrator complies with and works within the expected local Health and Safety requirements and guidelines.



Tuition & Cancellation Policy

Please get in contact with your Carestream Health representative.

Travel, lodging, meals, and car rental fees are not included in the tuition.

The cancellation policy is:

90 days before course start date 100% refund
 Between 89 and 15 days 50% refund
 Less than 15 days 0% refund

In the event that a course has less than 3 participants, Carestream Health reserves the right to cancel the course.

If a course is cancelled, we will make every effort to enrol you in the next available course.

Schedule

- Classes begin first day at 2.00 p.m. and conclude last day at 1.00 p.m. All other days the timetable is: from 9 am to 6 p.m. Any class timing changes will be communicated.
 - Participants must allow at least 3 hours between completion of class and travel departure.
 - The program is structured with lectures, participant self-study readings, and lab exercises.
- For details, please get in touch with

<p><u>EAMER</u> Eugenia Barilaro Phone: + 39 010 2450 820 Fax : + 39 010 2450 883 E-Mail: IT-TIC-EAMER@carestream.com</p>	<p>For more information, please visit our Website: http://www.carestream.com/genoa</p>
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Carestream RIS Version 11 System Administrator Training

CATALOG

<i>Target Group</i>	<i>Duration (days)</i>	<i>Participant number /session</i>
CS RIS System Administrators	4 days	Min. 4 – max. 6 persons

Course Location

Technology & Innovation Center- Genova
 EAMER
 P.na S-Lorenzo- Porto Antico
 16128 -Genova
 Tel: (+39) 010-2450 –820
 Fax: (+39) 010-2450 –883

Hospital Sites

Objective & Learning outcome

The Carestream RIS v11 System Administrator (SA) training is designed for the institution’s personnel functioning as the RIS System Administrator, Assistant RIS Administrator or designee, or IT department support personnel.

A combination of lecture-based and “hands-on” guided instruction will be provided on topics ranging from the basic configuration(s) of a Carestream Health RIS, to the function and operation available to users of the system. The RIS System Administrator will receive training specific to performing routine maintenance, system configuration, and general administration and management of the Carestream RIS.

The participant will acquire at the training completion:

- Clear understanding of SA the roles and responsibilities
- Knowledge to describe in details the Carestream RIS system components and how they interact.
- Confidence and ability to navigate through the application from scheduling to report
- Ability to convert current hospital workflow to RIS workflow.
- Skills to identify of the components that comprise the core build in Carestream RIS system
- Deep knowledge on the user administration management including understanding of differences between users and user groups, “roles” approach concept and its use and the ability to manage User and User groups including rights and privileges
- A clear understanding and use of Speech Magic Services, workflow and components
- Knowledge of RIS letters s, standard answers and auto text.
- Skills on reports creation and management
- Acquire confidence on how to provide end user support
- Ability to troubleshoot basic issues and properly escalate information to Carestream Personnel for more complex issues

The participants will gain confidence with system technical documents such as user manual, administrator manual and any other tool / documents that allows the optimization of expected activities.

Training program Content

Training performed by designated specialists in a designated Carestream training area with equipment supplied by Carestream. The course is structured with theoretical session integrated with wide practical hands on.

Program content

Theory includes:

- RIS Workflow
 - Overview of RIS v11
 - Glossary of terms, configuration vs. customization vs. code change
- Building Blocks
 - Procedure, studies, study groups Configuration
 - Study group codes, body part, laterality, study & procedure codes, study group mapping, study to procedure mapping, Procedure selector Config.
 - Scheduling features
 - Advanced search criteria, hide/show modalities, resource request, rescheduling
- Workflow Configuration
 - Organization and modality Configuration
 - Organization and modality structures, schedule templates modality to study map
 - User configuration
 - User maintenance, user groups, permissions, resources, resource to study
 - Series
 - Purpose of series, creating and scheduling series
- Documents and dictation
 - Document Editor/manager
 - Letter preparation, Questionnaires, standard answers, auto text
 - Speech
 - User admin, voice recognition, speech interactive commands, navigating the result docs, correcting test context adaptation guidelines
- Management Reports
 - Management report parameters
- Film management
 - Configuration components
 - Loaning film jackets and inserts
- Mammography workflow
- Troubleshooting and escalation process
 - Troubleshooting section in system administrator manual
 - How to handle issues and information to include when reporting a problem
- Data Collection
 - Info to collect for import
 - Info to collect for lookup table
- R2I interface overview & configuration
- Definition of SA roles and responsibilities
 - Decision making, data collection, system build (data entry), coordinating test, post go live duties

Hands on include:

Workflow from scheduling to final report including: new order & schedule, document dictate, transcribe and sign.

Training program Content
<p>Building blocks including: create study group, study, procedure, map procedure to study, map study to study group, procedure selector Config, create org, create modality, create availability template Map modality to study, insure user had correct study group schedule. Patient preparation letters including: Create letters, questionnaires, standard answers & auto text. Detecting with documents including: Map new documents to studies, schedule and process that study, dictate procedure using all components of the document</p> <p>Reports including: Create, schedule and report on a CT chest/abdomen/pelvis. Create, schedule and report on a series.</p>
<p>Course conclusions and wrap-up Assessment of learning outcomes, Participant feedback collection, Delivery of course certificate</p>

Prerequisites
<p>Before attending, the participant should have the following pre-requisite:</p>
<p>Must</p> <ul style="list-style-type: none"> • Good knowledge of the clinical workflow specific to the attendees' institution • Basic general knowledge of RIS components, HL7 interfaces and networking • Basic knowledge of using MS Windows applications
<p>Highly recommended</p> <ul style="list-style-type: none"> • Language: fluent technical English

Requested student tools
<p>No special requirements</p>

Deliverables
<p>Training Material Certificate of attendance</p>

Other information
<p>Training, where possible will be performed in English. The course fee includes all manuals, instructions, and provided training tools. It does not include travel, accommodation or subsistence.</p>

Note about safety:
<p>Carestream Heath will undertake all necessary precautions to ensure compliance with safety standards. It is the customer's responsibility to ensure that while on their site the System Administrator complies with and works within the expected local Health and Safety requirements and guidelines.</p>

Tuition & Cancellation Policy
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Less than 15 days 0% refund
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If a course is cancelled, we will make every effort to enrol you in the next available course.

Schedule

- Classes begin first day at 14.00 a.m.. and conclude last day at 1.00 p.m. All other days the timetable is: from 9 am to 6 p.m.. Any class timing changes will be communicated.
 - Participants must allow at least 3 hours between completion of class and travel departure.
- The program is structured with lectures

For details, please get in touch with

<u>EAMER</u> Eugenia Barilaro Phone: + 39 010 2450 820 Fax : + 39 010 2450 820 E-Mail: IT-TIC-EAMER@carestream.com	For more information, please visit our Website: http://www.carestream.com/genoa
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Technical Training Registration Form

Please complete this form. Fax to +39 010 2450 883

Questions regarding Technical Training call +39 010 2450 826 / 807

(To be completed by Attendee's Manager – Please print clearly or type information)

Attendee's Name		
Company Name		
Company Mailing Address		
City		
State, Zip Code		
Attendee's Phone Number		Fax Number
Attendee's Email Address		
Class Selection		
Class Name		
Class Date		
First Choice		
Second Choice		
Is the Attendee a direct employee of the Company noted above? (mark yes or no)		
	Yes	No
If not, who is the Attendee's employer?		
Attendee Technical Training Agreement		
<p>1. All information (including but not limited to data, know-how, trade secrets, methods, resources, tools, designs and procedures) provided to the Attendee in connection with the technical training course is the property of Carestream Health, Inc. ("Carestream Health")</p> <p>2. This information shall remain the property of Carestream and shall only be used by the Attendee in connection with the operation, service, repair or maintenance of Carestream medical imaging equipment.</p> <p>3. Attendee understands the proprietary nature of the information and agrees to take every reasonable precaution to protect such information from disclosure to third parties. Attendee will not copy or reproduce any material provided to Attendee in connection with the technical training course.</p> <p>4. In the event that the Attendee severs relationship with the employer noted within this document and/or Carestream, Attendee shall immediately cease using the above described information and such information shall be returned immediately to Carestream.</p> <p>5. Attendee agrees to indemnify Carestream against any losses incurred by Carestream, including reasonable counsel fees resulting from the breach of any provision of this agreement by Attendee.</p> <p>6. I have read and understand all of these requirements and responsibilities that accompany any Carestream technical training and agree to the terms and conditions herein.</p> <p>7. I acknowledge that I have read the technical training course description and meet all of the prerequisites to attend the class.</p>		
Attendee's Signature _____		
Manager's Signature		Date
Print Name	Manager's Email Address	

Carestream Office Use Only:	Quote Number:
	PM Name:

Technology & Innovation Centre, Genoa



The Technology & Innovation Centre - history

The Technology & Innovation Centre was established in April 2000 occupying 1,400 square meters of Palazzina San Lorenzo, in the old harbour district. In 2007 the centre expanded to occupy an additional 1,700 square meters of Palazzina San Desiderio, specifically to house a remote support centre and provide more space for education and training and a dedicated system integration area.

After four years of successful operation, the Technology & Innovation Centre model was replicated by Carestream in the Asia and Pacific region, with the establishment of a second Technology & Innovation Centre in Shanghai, China.

Where to find us

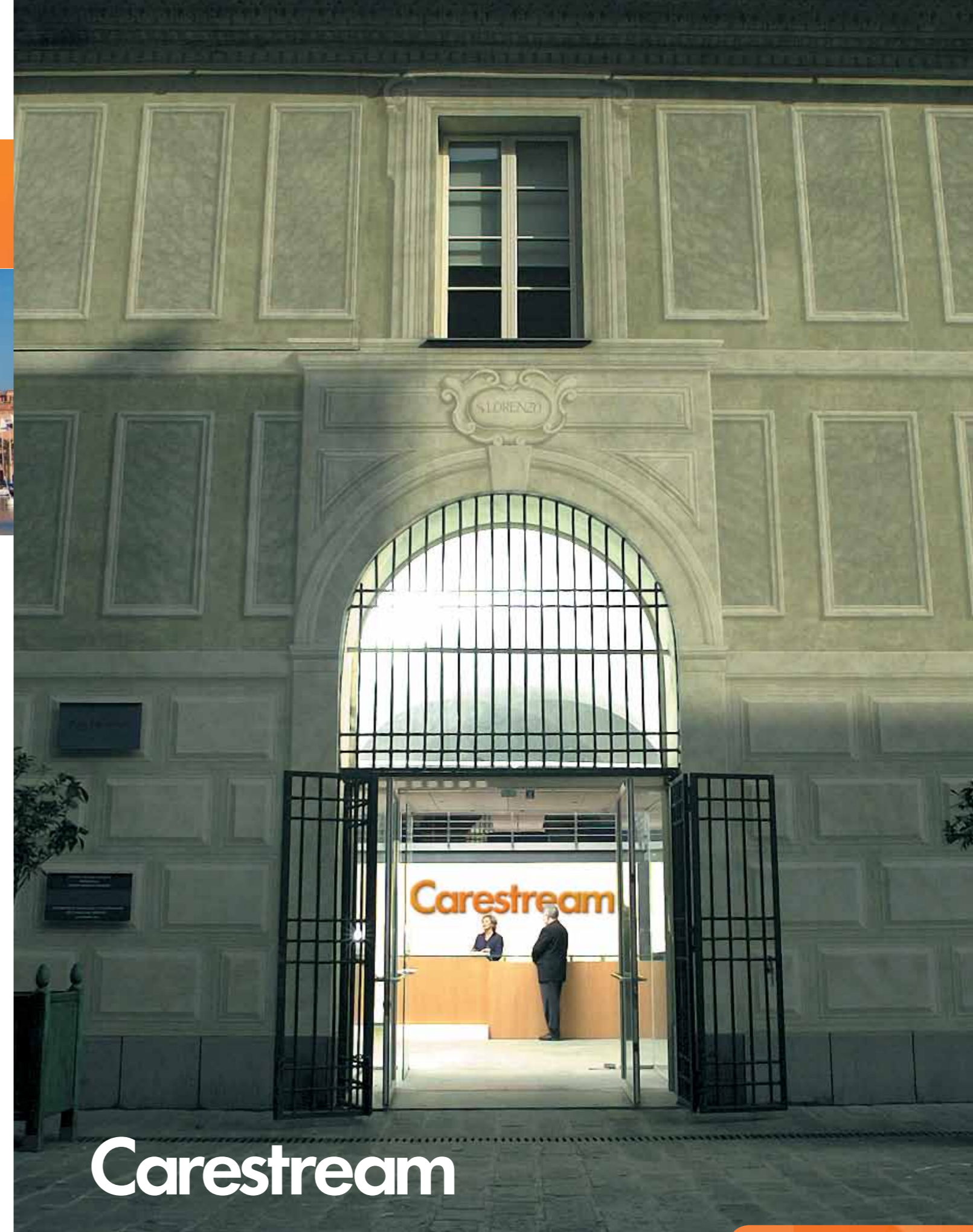
Located in the Palazzina San Lorenzo and San Desiderio, the Technology and Innovation Centre is just a 15 minute drive from the airport and walking distance from main railway and metro stations.



Carestream Technology & Innovation Centre

Palazzina San Lorenzo, Porto Antico, 16126 Genova, Italy
Tel.: (+39) 0 10-24501 Fax: (+39) 0 10-2450883
e-mail: IT-TIC-EAMER@carestreamhealth.com

Carestream



Carestream



What can I find at The Technology & Innovation Centre?

- A motivated team of experts on healthcare technologies
- Research and development of new concepts in healthcare innovation
- A complete simulated radiology department offering demonstrations of the latest commercialised products
- Five X-ray rooms equipped with CR and DR and digital dental image acquisition systems
- Commercialised digital printing solutions
- A state of the art remote support centre
- An IT laboratory dedicated to integration and quality assurance of customised solutions
- A system integration facility for all our European customers
- Fully equipped training facility for up to 80 students at a time
- A multi-media conference room for up to 50 participants, available for internal and external events



Expertise - making it happen



Education and research - With experts in diagnostic imaging and image capture, IT and integration, our education and training programmes are second to none. The fully equipped facilities allow practical, hands-on experience making our training as effective as possible. Available to medical staff, radiographers and system administrators, our R&D people work with research teams from leading European universities and other organisations in our sector to ensure programmes are the most up-to-date available in a rapidly changing field.

Expertise - Experts in all areas of diagnostic imaging including capture, image optimisation, archiving, display, distribution and workflow are central to the quality of training offered by Carestream Health.

Customers who need bespoke solutions for workflow, integration or migration from legacy systems, find all the support they need at the Technology & Innovation Centre. Our specialists can test custom configurations, simulate the customer environment and run lab tests that allow them to evaluate the solutions as a 'Proof of Concept' before moving to the production stage.



Vision - creating the future



Creating solutions from customer needs – A key aim of the Technology & Innovation Centre is to drive and facilitate the design and implementation of flexible solutions. Solutions range from those for a small radiology department through multi-site enterprise solutions, up to the most complex regional deployments.

Customers rely on our team of solution architects, product specialists, sales and project managers to identify and meet the demands of today and the expectations of tomorrow. The Technology & Innovation Centre specialists follow each project throughout its lifecycle: from the initial concept to the design and deployment, including transition from legacy systems and integration with existing healthcare information systems.

The project lifecycle includes continuous support, pro-active monitoring, maintenance, system upgrades and management of evolving needs. The IT Infrastructure Library (ITIL®), the most widely accepted approach to IT service management, is adopted as a framework to ensure best practice for every service support and delivery process.

With around 100 multi-lingual professionals based at the Technology and Innovation Centre, Carestream deliver support and professional services to more than 500 annually customers across Europe, the Middle East and Africa.

Customer needs are anticipated and addressed by highly competent staff including biomedical and IT engineers, former radiographers and medical physicists. Technology & Innovation Centre personnel have all the skills and experience to ensure our customers can drive their healthcare business forward from traditional analogue film systems to the most complex and innovative national healthcare IT programmes.

Carestream