MIM for Therapists
4/13/2018 EP

DO NOT print this document. Instructions will be updated.

MIM Support: 866-421-2536

1. How to place markers and isocenters with MIM:
    a. Launch MIM in Citrix and open patient:
        i.   On FH computer, open Internet Explorer and go to Citrix (https://gateway.froedtert.com)
        ii. Login using FH network login, open the Remote folder, and click on MIM icon
        iii. Enter FH network login at MIM prompt
        iv. Within the MIM Patient List, enter a portion of the patient's name into the "Name" field and hit enter.
        v.   Select the planning CT, then double-click the "FH CT Sim" workflow from the Workflow tab on the right side of the screen.
    b. To place a marker (e.g., SIM 3PT BB MARK)
        i.   Locate the BB(s) on the patient by scrolling in the axial plane.
        ii. Position the crosshairs over the BB(s) in all three planes (axial, sagittal, coronal). Press "3" on the keyboard to zoom in on the BB(s)
        iii. Click the Point Contour tool in the Contour tab. Select the Marker radio button and click the New button in the popup.
        iv. Label the point in the lower left of the Contour tab following dosimetry guidelines.
        v.   Click the Resume Workflow button in the Notification Window (upper right of screen) to finish the workflow and save the session.
    c. To place an isocenter:
        i.   Position the crosshairs at the intended isocenter position in all three planes (axial, sagittal, coronal). Press "3" on the keyboard to zoom in if necessary.
        ii. Click Point Contour in the Contour tab. Select the Isocenter radio button and click the New button in the popup.
        iii. Label the point "CTIso" in the lower left of the Contour tab.
        iv. Click the blue floppy Disk icon in the Contour tab and select the Save Isocenter Text File option. Copy the patient name and paste it in the FileName field when saving. Confirm that the path is:
            \\192.227.58.151\focaldata\lasermark\FH   (for FH)
            \\192.227.58.151\focaldata\lasermark\CMH   (for CMH)
            \\192.227.58.151\focaldata\lasermark\SJH   (for SJH)
            \\192.227.58.151\focaldata\lasermark\DTS   (for DTS)
        v.   Click the Resume Workflow button in the Notification Window (upper right of screen) to finish the workflow and save the session.
    d. To drive the LAP lasers:

   i. Click the Open data set icon on the tablet, select the patient file, and click Open.

   ii. Keep defaults for X and Z positions by pressing OK.

   iii. Press and swipe to load the isocenter coordinate

   iv. Note the signed distance (e.g., +9cm) on the black screen. Enter this signed distance into the Position field on the CT console (SJH) and move the CT couch to this position.

   v. Click OK on the black screen to move the lasers to the isocenter position.

2. How to correct patient information on CT images with MIM:
  a. Launch MIM in Citrix and open patient:
   i. On FH computer, open Internet Explorer and go to Citrix (https://gateway.froedtert.com)
   ii. Login using FH network login, open the Remote folder, and click on MIM icon
   iii. Enter FH network login at MIM prompt
   iv. Within the MIM patient list, enter a portion of the patient's name into the "Name" field and hit enter.
  b. To correct patient information on CT images:
   i. Right-click on the patient and select the "Correct…" option.
   ii. Modify the patient information (name, RT#, accession number, etc)
   iii. Click OK/Finish
   iv. A new patient with the updated patient information will be created in the MIM Clinic Database.
   v. Right-click on the original CT image set and select the Delete option.

3. How to send CT images to PACS with MIM at FH/CMH:
  a. Preparation:
   i. Have Rad Onc place order for diagnostic interpretation of CT
   ii. Call Radiology CT or look in EPIC and get the following information:
    1. Accession number for the diagnostic interpretation order
    2. Study description for the diagnostic interpretation order
    3. Hospital MRN (this will be different than the RT number)
  b. Launch MIM in Citrix and open patient:
   i. On FH computer, open Internet Explorer and go to Citrix (https://gateway.froedtert.com)
   ii. Login using FH network login, open the Remote folder, and click on MIM icon
   iii. Enter FH network login at MIM prompt
   iv. Within the MIM patient list, enter a portion of the patient's name into the "Name" field and hit enter.
  c. Modify the patient information on the CT images:
   i. Right-click on the patient in the left column of the patient list and select the "Anonymize…" option.

      ii.   Re-enter the patient name with carets (for example, PAULSON^ERIC^S)

     iii.   Change the Patient ID to the Hospital MRN

     iv.   Change the Study Description to match the description on the order

      v.   Add the Accession Number

     vi.   Click OK/Finish

    vii.   A new patient with the updated patient information will be created in the MIM Clinic Database.

  d. To send the images to PACS:

       i.   Select the CT image of the corrected patient

      ii.   Click the Send-To tab on the right side of the screen

     iii.   Scroll down the list and click the "PACS Send" button

4. How to use MIM for Chart Rounds

  a. Launch MIM in Citrix:

       i.   On FH computer, open Internet Explorer and go to Citrix (https://gateway.froedtert.com)

      ii.   Login using FH network login, open the Remote folder, and click on MIM icon

     iii.   Enter FH network login at MIM prompt

  b. To pre-load patient sessions:

       i.   Within the MIM patient list, enter a portion of the patient's name into the "Name" field and hit enter.

      ii.   Select the patient on the left column, then select the planning CT (will have RTPlan, RTDose, and RTst objects under it)

     iii.   Select the workflow "FH Chart Rounds" and click the Open button.

     iv.   In the Contours tab, click the eyeball to turn off all contours, then selectively turn on target contours (PTVs, CTVs, or GTVs).

      v.   If desired, modify isodose lines in the Dose tab.

     vi.   Click the Patient icon in the upper left to return to the patient list to load another patient.

  c. During Chart Rounds:

       i.   Click the Sessions button in the top left and select the pre-loaded patient session you want to review

      ii.   Use the "v" key on the keyboard to quickly toggle between axial, sagittal, and coronal views.

     iii.   Use the "1", "2", and "3" keys on the keyboard to quickly adjust the zoom