

Accessing MedWay

1. Go to: www.medway.com.au
2. Enter your *username* and *password*
3. Click on the I agree to the Terms of Use *tick box*
4. Press **Login**

New Users: Click '**Sign Up**' and follow the instructions to register. Create Username & Password. Enter practice details and provider number(s)

TIP: To create a shortcut on your desktop (Internet Explorer only), click on File > Send > Shortcut to Desktop

Forgot your password? Click on the '**Click Here**' link and follow the instructions

Navigating MedWay

Use the links on the menu bar to view the different pages available in MedWay: Home, Results, Requests, Search and Manage My Account

TIP: The Quick Links on the *Home* page provide access to the shortcut filters on the *Results* page: *Abnormal (Pathology Only)*, *Urgent (Pathology Only)*, *Unviewed* and *All Results*.

TIP: Go to *Manage My Account* page to change your default home page, the first page that you see after you login MedWay.

Results Page: Displays the full list of available results. Click a patient name to view the Report Details page.

Use these shortcut filter buttons to view Unviewed and all Results available.

Run the cursor over the microscope: all results, beaker: pathology results, xray: radiology results

Days filter available: 7, 14, 30 and All Days

Requests Page: Displays the results grouped on a per request basis. Click a patient name to view the Report Details page.

TIP: Use the 'Filter All Pending and Completed Requests' feature to limit the list of requests.

TIP: Use the pull-down menus to further limit the list.

Search Page: Use this page to look for a specific report. Search by patient demographics on as much or as little information as you have.

TIP: Searching by Surname or Given Name does not require wildcards, e.g. **Surname = Smi**, **Given Name = Jo** will return 'SMITH, John' and 'SMITHERS, Joan'

Report Details Page: Displays the report on a request level. Pending results are marked with *.

TIP: Click the **Print Results** button to view a PDF version of the report.

Manage My Account Page: Allows the user to update their own details and display preferences, i.e. email notifications, no. of rows per page, default landing page, change password.

MedWay Layout Menu



Run the cursor over the icon to select preferred menu layout. Viewing Options: Pop out radiology report, radiology image only, radiology report only, report and radiology report, patient details, report and radiology images

TIP: Go to *Manage My Account* page to change your default radiology view

Viewing Images



MedWay Imaging Toolbar with description

Key Images with key symbol, Full set of Images

Series Viewport; Choose the viewport grid layout from the Imaging Toolbar

TIP: Series loading status bar: full grey when 100% loaded> Indicated with-hand side of image
TIP: Drag & drop images into the viewport to view

MedWay Imaging Toolbar: Displays the full list of available tools for image manipulation



Function	Application	Description
	Roam	Moves the image around the viewport. Hold the left mouse button down to move the image around the viewport
	Zoom	Zoom in/out by moving the mouse up/down. Hold the left and right mouse buttons simultaneously while dragging the mouse up and down
	Multi-Planar Cursor Mode	Clicking on a co-ordinate in one plane will demonstrate the position on the other plane
	Window Level	Select pre-defined windows for contrast viewing. Hold the right mouse button and drag the mouse up and down
	Ruler & Measurement Tools	Click & release to measure. Drop down menu for angle, region of interest, ratio, Cobb angle, arrow text, text, spine labelling
	Flip Horizontally	Changes orientation of selected image/ series. Flip Horizontally with drop down menu to Flip Vertically, Rotate Clockwise, Rotate Anti-Clockwise
	DICOM Overlay	Switches DICOM overlay on/off with the patients name and examination details
	Cross Reference	Slice position is referenced on other scan planes
	Cine forward	Plays series as a movie. Option to manipulate speed & direction of loop
	Series Viewport	Choose the series layout across the view port to select preferred grid layout
	Resets	Resets active series to default settings. Windowing, annotation, slice position etc will be reset.
	Individual User Preferences	Options to change mouse settings & Image Preferences
	Send Images Externally	Print to paper or Export JPEG image