



## Med Archive V8.0

*Archiving and administration system for radiology studies*

# 1 Foreword

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## 2 Studies administration

Med Archive allows to manage studies and modify their information from the study list.



- > To select a study, simply click on the line.
- > To select several studies, hold the "Control" key and click on the lines, one by one.

### 2.1 Deleting a study

If the user profile has the right to delete a study, this button is available in the toolbar:



Click on this button to delete the selected studies, after confirmation.

**⚠ Warning:** recovering deleted studies is **impossible**.

### 2.2 Modifying a study

If the user profile has the right to administrate a study, this button is available in the toolbar:



Select a study and click on this button to open the study administration panel.

Thumbnail	Serie Instance Uid	Modality	Sop Instance Uid	Acquisition time	Number of Instan...	Performing
	12.840.113681.2229444442.930.3806548072.361	MG	12.840.113681.2229444442.930.3806548072.411	09:03:32	1	SWYVBVLWAYKKY...
	12.840.113681.2229444442.930.3806548072.351	MG	12.840.113681.2229444442.930.3806548072.431	09:04:36	1	SWYVBVLWAYKKY...
	12.840.113681.2229444442.930.3806548072.341	MG	12.840.113681.2229444442.930.3806548072.391	09:02:31	1	SWYVBVLWAYKKY...
	12.840.113681.2229444442.930.3806548072.331	MG	12.840.113681.2229444442.930.3806548072.371	09:01:51	1	SWYVBVLWAYKKY...

In this tab, you will be able to perform several actions on the instances.

	Show the DICOM tags of the selected instance.
	Edit study information (it is not possible to edit patient data here. See section about the patient list to do so).
	Regenerate the unique identifier for this study (DICOM tag (0020,000D) Study Instance UID).
	Reaffect the complete study to another patient from the worklist or the database.
	Split the study to reaffect only the selected images to another patient.
	Push the selected images/series to DICOM nodes.
	Delete the selected images/series. <span style="color: red;">⚠ <b>Warning:</b></span> recovering deleted images/series is <b>impossible</b> .

### 2.3 Pushing a study

A study can be manually pushed to a DICOM node using this button in the toolbar:



## 3 Patients administration

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Med Archive allows to manage patients and modify their information from the patient list.



› To select a patient, simply click on the line.

› To select two patients to merge them, for example, hold the “Control” key and click on the two lines, one by one.

### 3.1 Modifying patient information

After entering incorrect patient information, this button allows to correct the error:



The modifications are automatically echoed in the DICOM files.

### 3.2 Merging two patients

When two different entries in the system correspond to a single real patient (marriage, name change...), this button allows to merge the two entries:



To confirm the patient merge, you must choose the one to keep.

The merge is automatically echoed in the DICOM files.

### 3.3 Deleting a patient

This button allows to delete a **patient** and **all their studies**:



**⚠ Warning:** recovering them is **impossible**.

### 3.4 Searching for patient history

This button allows displaying the patient history:



It triggers a search to list all the patient studies in the study list.

## 4 Revision

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Manual last revision date: **2025-04-08**