

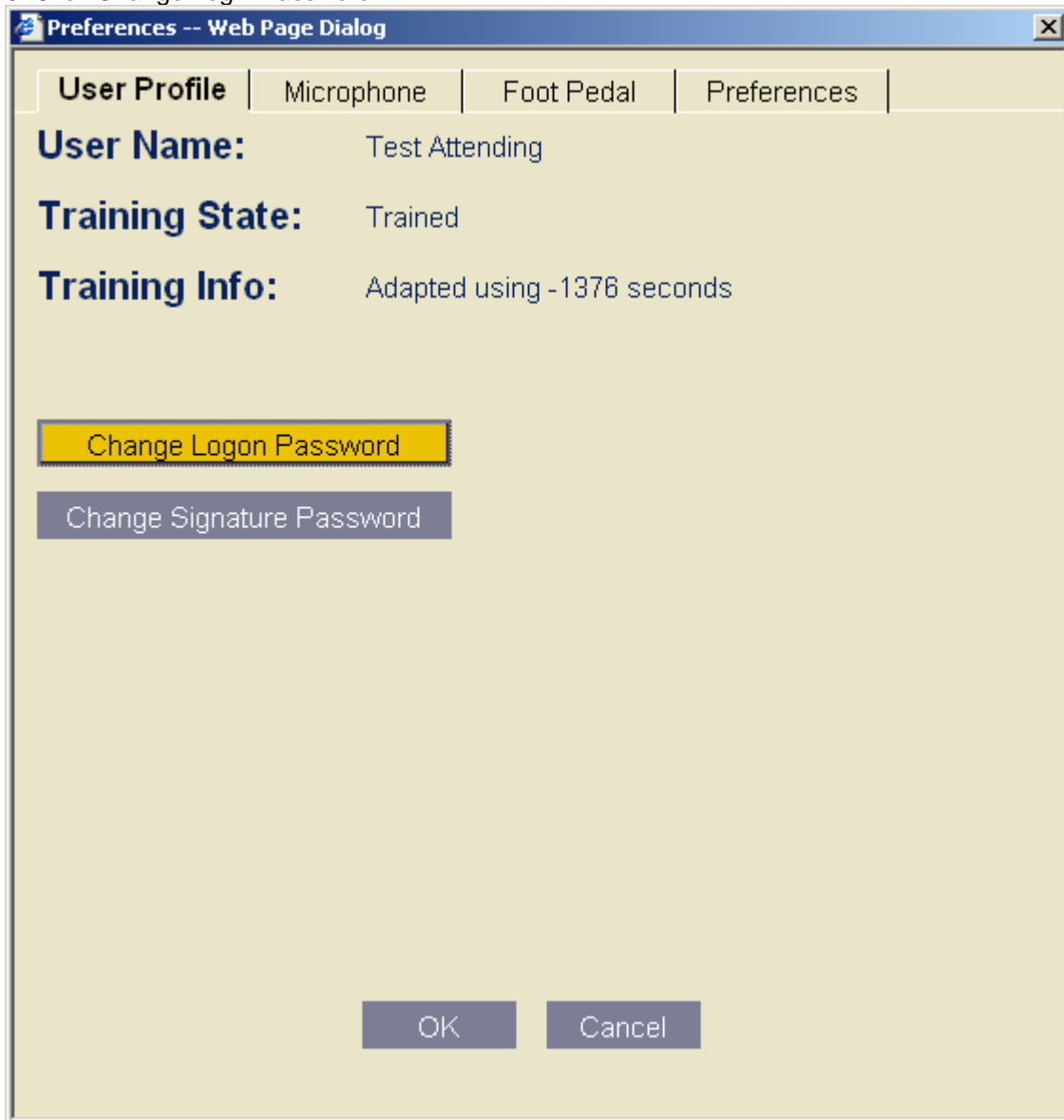
To Change HSCDOM, RADIOLOGY, Power Scribe and RIS passwords

1. Logon to HSCDOM machine
 - a. Wait for everything to load
 - b. Cancel Map Radiology Drives (if applicable)
2. Open the Radiology Terminal Server
 - a. http://www.healthsystem.virginia.edu/internet/radiology/ComputingSupport/term_server.cfm
 - b. Choose Full Screen
 - c. Click Connect
3. Login as yourself
 - a. Press Ctrl+Alt+End
 - b. Click Change Password
 - c. Enter your old password (in the box provided)
 - d. Type your new password twice (in the boxes provided)
 - e. Press Enter
 - f. Click Enter
4. Logout of the Radiology Terminal Server
5. Press Ctrl+Alt+Del
 - a. Click Change Password
 - b. Enter your old password (in the box provided)
 - c. Type your new password twice (in the boxes provided)
 - d. Press Enter
6. Click Cancel
7. Log into Power Scribe.
8. Click Preferences:

The screenshot displays the PowerScribe Workstation 4.7 interface. At the top, there are tabs for 'Shortcuts', 'Preferences', and 'Help'. Below this, there are statistics for 'My open reports: 3' and 'Resident approved reports: 2'. The main area is titled 'Test Attending' and includes a 'Reports Queue List' table. The table has columns for Report #, S, A, Accession #, Patient MRN, Patient Name, DOB, Author, P, and State. Below the table, there is a 'Priority' section with a progress bar and a 'Voice' section with a dropdown menu. A 'Shortcut' sidebar is visible on the right, listing items like 'Baseline DEXA', 'Baseline DEXA with forearm', 'Follow up DEXA', 'Follow up DEXA with forearm', and 'shah'. At the bottom, there are buttons for 'Sign', 'Print', 'Save', 'History', 'Coding', 'Close', and 'Workflow'.

| Report # | S | A | Accession # | Patient MRN | Patient Name | DOB | Author | P | State |
|----------|---|---|-------------|-------------|---------------------|----------|---------------------------------|---|------------|
| 15780 | ✓ | ✓ | 5788936 | 0735485 | HOY, RONALD | 5/10/... | Attending, Test | | *Corr 8/ |
| 201081 | ✓ | ✓ | 123123 | NOPATI... | <No Patient Info... | | Attending, Test | | Corr Q 2/ |
| 203170 | ✓ | ✓ | 8063882 | 1775036 | DEJARNETTE, ... | 9/26/... | Parmar, Jaywant/Attending, Test | | Sign Q 2/ |
| 206193 | ✓ | ✓ | 8113044 | 0635362 | LOGAN, SANDRA | 4/3/1... | Diaz, Francis/Attending, Test | | *Sign Q 2/ |
| 206219 | ✓ | ✓ | 6135473 | 1805934 | SPARKS, JAN | 10/13... | Attending, Test | | *Corr 2/ |

9. Click Change Login Password:

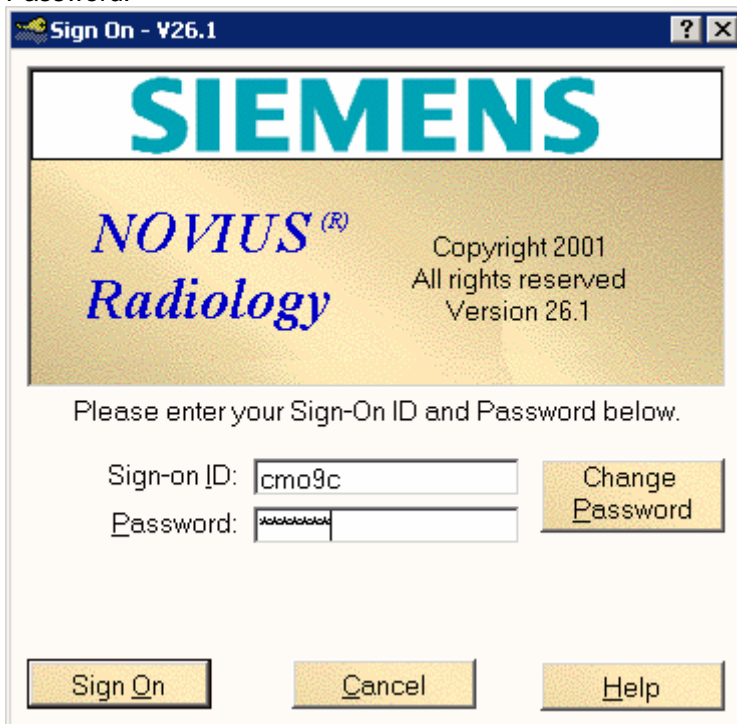


10. Type in your old password, then your new password then confirm your new password, then hit OK:



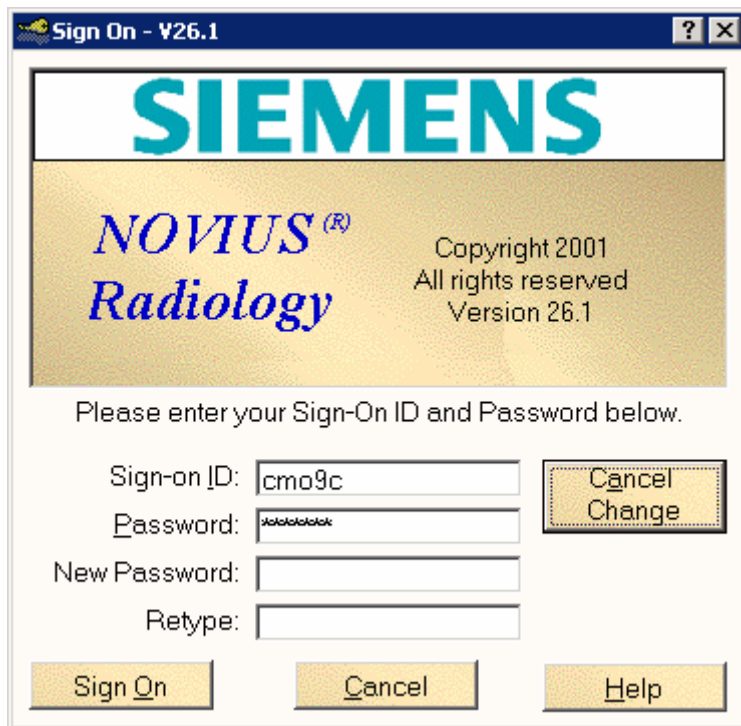
A dialog box titled "Change Logon Password -- Web Page Dialog". It features a red warning message: "Passwords must be at least 7 characters long". Below the message are three text input fields labeled "Original Password", "New Password", and "Confirm Password". At the bottom of the dialog are two buttons: "OK" and "Cancel".

11. Open RIS. On the login screen, put in your user name and password and hit Change Password:



A login screen titled "Sign On - V26.1". It features the Siemens logo at the top, followed by "NOVIUS^(R) Radiology" and "Copyright 2001 All rights reserved Version 26.1". Below this is the instruction "Please enter your Sign-On ID and Password below." There are two text input fields: "Sign-on ID:" containing "cmo9c" and "Password:" containing "*****". To the right of these fields is a button labeled "Change Password". At the bottom of the screen are three buttons: "Sign On", "Cancel", and "Help".

12. Then, type in your new password in the new password and retype blanks:



The image shows a Windows-style dialog box titled "Sign On - V26.1". At the top, the Siemens logo is displayed in large blue letters. Below it, the text "NOVIUS[®] Radiology" is shown in a blue serif font. To the right of this, it says "Copyright 2001 All rights reserved Version 26.1". The main area of the dialog contains the instruction "Please enter your Sign-On ID and Password below." followed by four input fields: "Sign-on ID:" containing "cmo9c", "Password:" containing masked characters, "New Password:" which is empty, and "Retype:" which is also empty. To the right of the first two fields is a button labeled "Cancel Change". At the bottom of the dialog are three buttons: "Sign On", "Cancel", and "Help".

13. Click Sign On.