Course Introduction and Intended Audience

The IntelePACS Administration course is intended for existing or soon-to-be PACS Administrators. Participants may include representatives from Intelerad’s new, existing, or potential clients. The goal of the course is to enable participants to better understand and manage their enterprise’s IntelePACS, with a particular focus on administration tasks and PACS issues. Participants may or may not have a background in IT, radiology, or PACS administration.

Participants will be provided with reference materials to use during the course and to take home. Participants will also be supplied with access to a Microsoft Windows workstation for use during practical exercises. Complimentary breakfasts and lunches will be provided each day of the course.

The IntelePACS Administration course is designed to supplement the skills of PACS administrators that have a primarily clinical, clerical or an IT background. While this course is primarily designed for those that have intermediate to advanced experience with IntelePACS administration, it would also be beneficial to novice PACS administrators because it focuses on key PACS concepts, as well as IntelePACS applications, and basic administration and troubleshooting. The course progresses from basic fundamentals to advanced IntelePACS administration concepts, including image and order lifecycles, managing the system using InteleBrowser and the Linux server console, using InteleViewer, and advanced troubleshooting with hands-on practice scenarios. For more information, send an email to course.registration@intelerad.com.

Course Dates
Date: Monday April 27, 2020 – Friday May 01, 2020
Cost: $3,990 per student

Location
Intelerad Medical Systems
Place Dupuis
800 de Maisonneuve Blvd East
Training room (Mexico) – 12th floor
Montreal, Quebec H2L 4L8
Tel.: 514-931-6222
Accessing Place Dupuis office from Montreal Trudeau Airport

From the Airport to Downtown Montreal:
• Take a **cab**: There is a 41.00$ Flat-Rate from the airport to Downtown Montreal
• Take the **747 bus**: The bus will bring you right next to the office (Terminus Berri-UQAM) for a 10.00$ Flat-Rate

Accessing Place Dupuis office from Berri-UQAM Station

• Go to the upper floor of the station, in the common area. Locate and face the Ardene store. See and follow the Place Dupuis sign.
• Take the corridor, following the indications to Place Dupuis. You will arrive at the entrance of the building on the metro level.
• Take the stairs and locate the door with a stairs symbol & A. Enter through this door.
• Take the stairs. You will see a red door; you have to enter through it, then take the stairs again.
• Follow the corridor. It will lead you to Place Dupuis’ entrance hall.
• You are now in Place Dupuis’ entrance hall. Take the elevator to the 12th floor. Go to the reception desk through the glass doors where you will be escorted to the training room.
### Recommended Hotels

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>City</th>
<th>Province</th>
<th>Phone Numbers</th>
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</thead>
<tbody>
<tr>
<td><strong>Fairfield by Marriott – Montreal</strong></td>
<td>1199 Berri St</td>
<td>Montreal, QC</td>
<td>H2L 4C6</td>
<td><strong>514-845-9236</strong></td>
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<td><strong>Marriott Courtyard – Montreal</strong></td>
<td>380 René-Levesque Blvd. West</td>
<td>Montreal, QC</td>
<td>H2Z 0A6</td>
<td><strong>514-398-9999</strong></td>
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<td><strong>Bonaventure Hotel – Montreal</strong></td>
<td>900 de la Gauchetiere West</td>
<td>Montreal, QC</td>
<td>H2Y OA6</td>
<td><strong>514-878-2332</strong></td>
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<tr>
<td><strong>Embassy Suites by Hilton – Montreal</strong></td>
<td>208 Saint Antoine West</td>
<td>Montreal, QC</td>
<td>H2Y OA6</td>
<td><strong>514-288-8886</strong></td>
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<td><strong>Le Square Phillips Hotel &amp; Suites</strong></td>
<td>1193 Place Phillips</td>
<td>Montreal, QC</td>
<td>H3B 3C9</td>
<td><strong>866-393-1193</strong></td>
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<tr>
<td><strong>Le Centre Sheraton Montreal Hotel</strong></td>
<td>1201 Boulevard Rene-Levesque West</td>
<td>Montreal, QC</td>
<td>H3B 2L7</td>
<td><strong>514-878-2000</strong></td>
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<td><strong>Marriott Residence Inn</strong></td>
<td>2045 Peel Street</td>
<td>Montreal, QC</td>
<td>H3A 1T6</td>
<td><strong>514-982-6064</strong></td>
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<td><strong>Montreal Marriott Chateau Champlain</strong></td>
<td>1 Place du Canada</td>
<td>Montreal, QC</td>
<td>H3B 4C9</td>
<td><strong>514-878-9000</strong></td>
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*Intelerad has a corporate agreement with this hotel including reduced rates with food and beverage inclusions. For more details, send an email to course.registration@intelerad.com.*
Passport and Visa Requirements

**Note:** Entry to Canada may require that you present a valid Passport or Visa. Please ensure you have the necessary documents prior to registering for the course.

As of January 23, 2007, a new American law, the Western Hemisphere Travel Initiative (WHTI), requires anyone, including U.S. citizens, entering or re-entering the United States by air to have a passport or a NEXUS card when used at a NEXUS kiosk at designated airports. International visitors to Canada must carry a valid passport and, if required, a visa. Citizens from the United Kingdom, France, Germany, Japan, the Republic of Korea, Australia and others do not require a visa to enter Canada. Visit the Citizenship and Immigration Canada website for a complete listing of countries whose citizens require visas to enter Canada. All other visitors should contact their local Canadian consulate or embassy to learn what documents are required. Contact information for Canadian embassies around the world can be found at the Foreign Affairs Canada website.

Time Zone and Currency
Montreal, Quebec, Canada is located in the Eastern Daylight Time (EDT) time zone, or UTC/GMT-5 hours. Montreal adheres to Daylight Saving Time, which begins at 2:00 AM on the second Sunday in March and ends at 2:00 AM on the first Sunday of November.

Canadian currency is the Canadian Dollar (CAD) which currently trades below par with the American Dollar (USD), and Australian Dollar (AUD), while the conversion rate is lower for the Euro (EUR) and British Pound (GBP). Your local currency can be easily converted at the Montreal-Trudeau Airport or at various currency conversion outlets across the city.

Things to See and Do
Montreal is a vibrant city, rich in culture and history. Be sure to explore all that Montreal has to offer during your visit. The following links will provide a starting point for discovering this great city:

- Tourism Montreal
- Montreal Casino
- Old Port Montreal
- Montreal Museum of Fine Arts

Getting Around
Montreal has an extensive public transportation network to help you get anywhere in the city. Visit the following links to learn about Montreal’s transportation options:

- BIXI (public bicycle system)
- STM (Bus and Metro)
- AMT (Train)
## Agenda

### Monday, April 27, 2020
- PACS = RIS + Modalities: How All the Systems Interact
- Your Client’s World: Referrer Interactions via InteleConnect
- Facilitating Access: Creating, Managing & Auditing User Accounts

### Tuesday, April 28, 2020
- Keeping the Data Clean: Study Validation, Editing Studies & Alternatives to RIS Generated Orders
- Diagnostic Image Review: Navigating & Manipulating Images for Reporting
- Diagnostic Image Review: Saving, Importing & Exporting Images

### Wednesday, April 29, 2020
- Diagnostic Image Review: User Preferences & Customisation
- Diagnostic Image Review: Optional Workflow Tools
- Diagnostic Image Review: InteleViewer Reporting Worklist

### Thursday, April 30, 2020
- Diagnostic Image Review: Automating Image Layout
- Study Classifier: Using RIS Data to Augment PACS Functionality
- Optimizing Image Access: Considerations for Efficient Image Retrieval

### Friday, May 01, 2020
- Facilitating DICOM Transactions: Configuring and Managing Communications Between AEs
- Managing InteleViewer Installations: Configuring Workstations Fit for Purpose
- Tailoring PACS to Business Needs: Configurable Options Available for Your PACS

**Note:** This agenda is subject to minor modifications without notice. Participants will be given an up-to-date detailed agenda upon arrival.

### Need more information?

For any questions regarding the course, email us at course.registration@intelerad.com or call 514-931-6222 ext. 7504.