



Synapse System Administration Foundation Course Syllabus

DAY ONE – Monday

9:00 AM

Topic: Introductions

The goals of the course
Review the syllabus for the week

Topic: The Synapse Client

Zero Viewer on IE and Chrome
IE Settings
IE Add On
Chrome Extension
Desktop Agent

BREAK

10:30-10:45 AM

Topic: A First Look at Synapse 5

Global Worklists, Creating Private and
Public Worklists, Collections and Favorites,
Filtering and Sorting, Patient Master Jacket,
Snapshots and Icon Menu, My History and
Synapse Search, Synapse Chat, Settings
Essentials,
Synapse Help

Lunch

12:00 PM – 1:00 PM

Topic: Synapse 5 Architecture

Architectural Progression
New components
Synapse PACS Services
Dataflow: Scheduled Studies, Modality Worklist

BREAK

2:30-2:45 PM

Dataflow: Study Storage, Study Display
Synapse Acceleration Server (SAS)

Topic: Introduction to the HL7 Protocol and HIIS Monitor

HL7 basic concepts and terminology
Synapse HIIS (RIS interface) services
Using the HIIS Monitoring tool

End of Day

5:00 PM

Foundation Course Syllabus

DAY TWO – Tuesday

9:00 AM

Topic: Introduction to the DICOM Protocol

DICOM concepts and terminology
Synapse DICOMServer
Interfacing DICOM and non-DICOM modalities
Private tags and transfer syntax

Topic: Backups and Disaster Recovery

Database backups and backup strategies
Developing downtime procedures and Disaster
Recovery plans

BREAK

10:30-10:45 AM

Topic: Synapse Client Settings

Context Sensitive
Administrator Mode
Image Display
Annotations, Cross Reference, Mouse,
Overlays, Series, True Size Calibration
Reading Protocols
Auto Compare, Extra Series, MG Near-Match,
Dynamic Layout

Lunch

12:00 PM – 1:00 PM

Topic: Synapse Client Settings (continued)

Workflow
Interpretation Workflow,
Dictation Options

Topic: Synapse Power Jacket Properties

Default Display
Configuring Datasources

BREAK

2:30-2:45 PM

Topic: SWAT – Overview

Home
Sections
Help
Find Anything
What's New
About
Release Notes
Display Color

End of Day

5:00 PM

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DAY THREE – Wednesday

9:00 AM

Topic: SWAT – Dashboard

Overview – Most Recently Viewed, Default Configuration, Only Studies, Only Today's Opened Studies
Studies – Unread by Modality, Sender; By Modality, Sender; Last Hour, Today, Opened Today, Queued
Sessions – Current User Sessions, Historical User Sessions
Database – Layout, Options
Forwarding – Layout, Categorical population
System Model – Graphical, Tabular
Logging – Recent Event Log, Recent Study Activity
More – Plugins, Speed Test, Synapse License

BREAK

10:30-10:45 AM

Topic: SWAT – Clients

Tuning – Flags, Durations, Other
Workstation – Folders, Priority Codes
DICOM – Event Based Forwarding
Reporting – Canned Notes
Cache Server

Lunch

12:00 PM – 1:00 PM

Topic: SWAT – System

Tuning – Location, Viewer Service
DBA Tasks – Maintenance, Backup Logs, Tools, System Config
Login – Users, Roles, Bulk Role Transfer, Secure URL, Active Directory, Sessions, Failed Logins
Mapping – Procedures, Body Parts, Series Display Names, Series Standardization, Series Description Download

BREAK

2:30-2:45 PM

Topic: SWAT – System (continued)

Utilities – Image File Search, Update Study Status, Sites, Grant Snapshot, Revoke Snapshot, Document Scanning, Content Management
Logging – Configure Event Logs, All Events, Study Events
Admin Report – Layout, Usage

End of Day

5:00 PM

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DAY FOUR – Thursday

9:00 AM

Topic: SWAT – Enterprise

Datasources
Languages

Topic: The RIS Scheduler

RIS Scheduler features and usage
Installing/removing the RIS Scheduler

BREAK

10:30-10:45 AM

Topic: Identifying and Resolving Anomalies

Use of the Admin folder and anomaly subfolders
Identifying the causes/sources of anomalies
Eliminating and minimizing anomaly causes/sources
Synapse anomaly messages
Identifying false positive from true anomalies

Lunch

12:00 PM – 1:00 PM

Topic: Identifying and Resolving Anomalies (cont.)

Correcting improperly matched studies and other anomalies
Accessing and using the Content Management page
Patient and Study merges
Study and Image reallocations
Deletion of Images, Series, Studies or Patients
Using the SWAT Image File Search tool
Unraveling more complex anomalies
Anomaly correction exercises
Practical examples

Topic: Miscellaneous Topics

Relating Procedure Codes
Creating/Managing Reading Protocols

BREAK

2:30-2:45 PM

Topic: Roles and Responsibilities

Distributing responsibility and accountability
Administration Responsibility Matrix
Maintaining and managing an Issues List
Management reporting and communication
Developing daily, weekly and monthly task lists

Topic: Synapse 5 Community

Concept
Access

End of Day

5:00 PM

Foundation Course Syllabus

DAY FIVE – Fri Morning

9:00 AM

Topic: Upgrade Planning

Internal communication and marketing
Developing and using a test plan
Developing a training plan
Creating a timeline or project plan

Topic: Question/Answer Review

Any topics/subjects presented

Topic: Synapse PACS Administration Certification Test

Time allocated: 1.0 hours

End of Day

12:00 PM

A Certificate of Completion will be awarded to all attendees who achieved perfect attendance during the five day course and passed the written certification test.

If you are a member of the ASRT (American Society of Radiologic Technologists), achieved perfect attendance during the five day course and have passed the Synapse System Administration certification test, you are entitled to receive 27 CE credits for completing this ASRT approved course.

>>> HAVE A SAFE TRIP HOME <<<