


Creating and Reviewing Cases

AFHCAN Training Module

Logging In

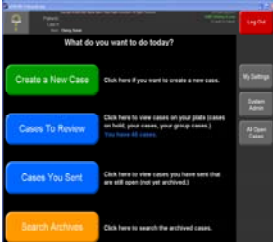
This is the log-in screen. You will be given a screen name and password. You may change your password on your initial log-in by selecting the My Settings button.



The Start Screen

The Start screen allows you to choose which option you want to select to begin using telemedicine.

The most used option is Create a New Case.

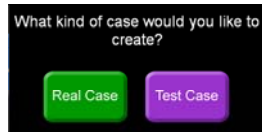


Real and Test Cases

This screen appears after you select **Create a New Case**.

Test cases are used for practice only and are sent for review of your ability to create a case using the various modalities of the telemedicine cart.

Real cases involve real patients and are sent to a provider for consultation.



The Add to Case Screen

- Here are the options for creating a case.
- Start by selecting the green Patient button. This allows you to enter or retrieve data about your patient.



Patient Search

When you select Patient, the Patient Search screen appears.

Enter patient name and then select Search.

If no match is found, select Add New.

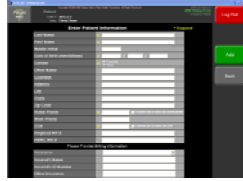


Add a New Patient

This is the Patient Add screen.

You must enter data in all the fields marked with a yellow asterisk.

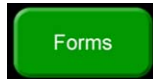
When you have entered all the information, select Add.



The Add To Case Screen

To add an electronic form to a case:

- On the Add to Case screen select Forms
- Select the form from the list and open it by clicking on the plus sign next to the forms' name.
- For forms with a smiley face, clicking on the smiley face will produce a drop down menu that you may use to populate the data entry box.
- When finished entering data into form select Save.



The Add to Case Screen

To add a scanned document/image to a case:

- On the Add to Case Screen select Scanner
- Place the document in the upper right hand corner of the scanner and close the lid.
- Select Scan or Scan color accordingly.
- A thumbnail of each scanned document will appear on the monitor, simply check the box to save it.
- When finished, select Save.



The Add to Case Screen

To add an otoscope image to a case:

- On the Add to Case Screen, select Video Otoscope.
- Capture the image of the tympanic membrane.
- A thumbnail of each ear image will appear on the monitor, simply check the box, and name the image.
- When you have selected and named all the images, select Save.



The Add to Case Screen

To add a digital camera image to a case:

- After using the digital camera place it into the docking station. Be sure the camera is turned off before placing it in the docking station. Select digital camera on the Add to Case Screen. Turn the camera on while it stays in the docking station.
- A thumbnail of each image will appear on the left side of the monitor screen, simply check the box and name the image.
- When you have selected all the digital images you want to include in the case, select Save.



The Add to Case Screen

To add an ECG to a case:

- Identify the patient on the patient search screen.
- Place the ECG electrodes on the patient and select Start ECG on the monitor screen.
- Select Analyze at the bottom of the monitor screen. Then select Exit.
- A thumbnail of the ECG will appear on the left side of the monitor screen. Select Save to add to case.



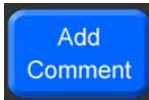
Add a Comment

The Add Comment feature allows you to enter any pertinent data regarding a case as well as questions for the consultant.

You will find the Add Comment in the Case screen.

Select Add Comment and a text box appears at the bottom of the monitor screen.

Enter the data and select Save, then select Done or Add to Case.



Placing a Case on Hold

To place a case on Hold, choose the Hold option on the Send Case screen.

When you log back into the telemedicine software, a prompt will ask if you want the last case you were working on which would be the case on hold.



Archiving a Case

Once a case has been reviewed by all parties, it may be archived by selecting the Archive button.

When a case is archived, it can not be sent again.

An archived case can be retrieved for viewing on the archived server.

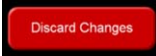
An archived case can be printed out and scanned into a new case.



Discarding Changes to a Case

Selecting this option will remove any data that you have entered into a case.

It will not change any of the original information if you are the recipient of the case, only the information you have entered.



Sending a Case

Selecting Done on the Case screen takes you to the Send Case screen. Select Send.

The Send Where screen will appear. This screen lists the servers you are able to connect with that will receive your case.

Select the appropriate server.



Sending a Case

The Send to Whom screen may be divided into groups and Users.

When a case is sent to a group, any or all group members have the ability to view the case.

When a case is sent to a user, only that person can view the case.



Sending a Case

Once you have chosen the server and the provider, the next step is to send the case.

Notice the From and To addresses. Always be sure that you have the correct recipient in the To address. Once a case is sent, you can't get it back.

Select Send.

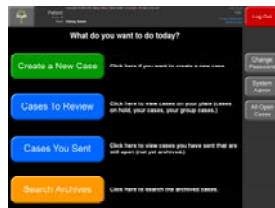


Cases to Review

When cases are returned to you, they will be located in the Cases to Review section on the Start screen.

There will be a message stating the number of cases to review next to the button.

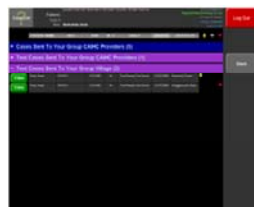
Simply click on Cases to Review.



Cases to Review

Select the + sign next to the case you wish to review.

Select the View button to open the case.



Cases to Review

To open the case select the Take Case button.

Once selected, you will be able to open all the thumbnails that are part of the case.

Remember, once you have taken the case it is your responsibility to answer the sender.



Image Enhancement

You can enlarge, rotate, and adjust the brightness and contrast of all images.

Clicking on a thumbnail will bring the image to the center of the screen.

Now, double click on the image. Notice the controls at the bottom of the screen.



Image Enhancement

Enlarging the image allows you to use the mouse pointer in the pan window to move around in the enlarged view.

You will not be able to save this image, only to view it while in that window.

Once you select the Back button, the image returns to the normal thumbnail size.



Viewing Case Activity

On the Case screen there is a button marked Activity.

Selecting this will show the persons, times, and sites that have sent, received, or viewed this case.

All cases are considered a confidential patient record and should only be viewed by those people directly involved with patient care.



Returning a Case

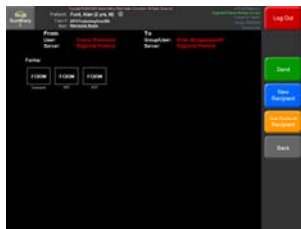
To send a case back to the originator, select Send on the Send Case screen.



Returning a Case

The Send Summary screen will list "From" and "To" on the monitor screen.

Select Send.



Archive Case Search

There are 4 ways to search for an archived case. You can search by:

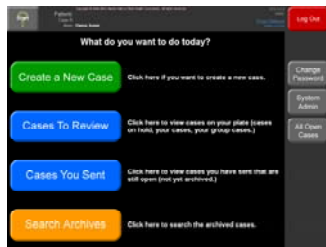
- Patient Information
- Date Range
- Creators Name
- Case Number

Enter information into one of the fields and select Search.



Logging Out

On the Start screen, select Log Out in the upper right hand corner.



Logging Out

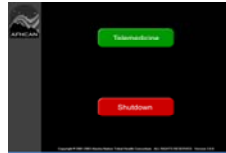
Select the Log Out button in the upper right hand area of the screen.

On this screen select Yes. Stop at this point if you plan to use the cart later in the day.



Shutting Down the Cart

Follow the above steps for logging out. The next screen will allow you to re-enter the software or shutdown.



Select Shutdown.

Answer the Do you really want to SHUTDOWN the computer by selecting Yes.



Turn off the power switch on the telehealth cart.
