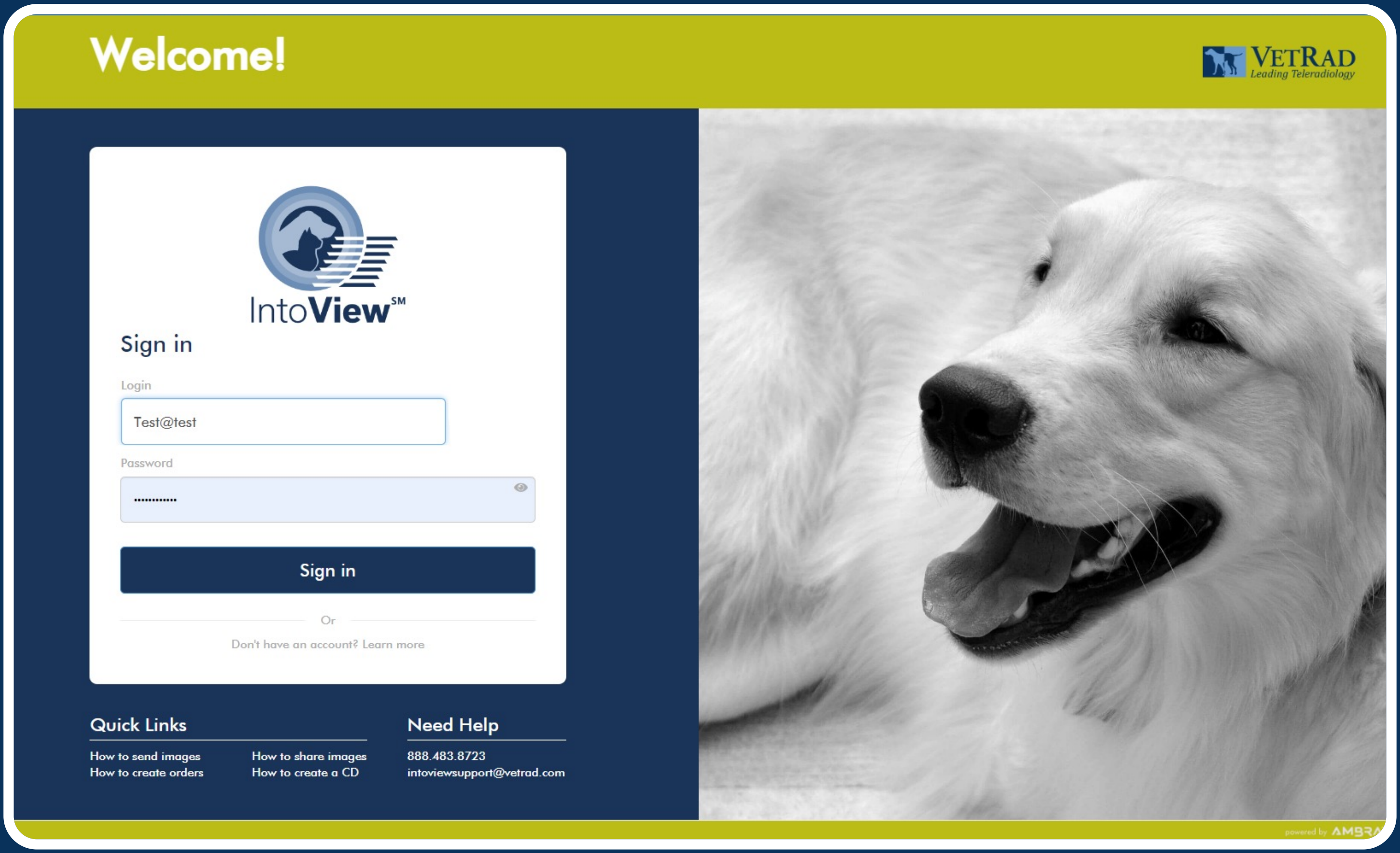
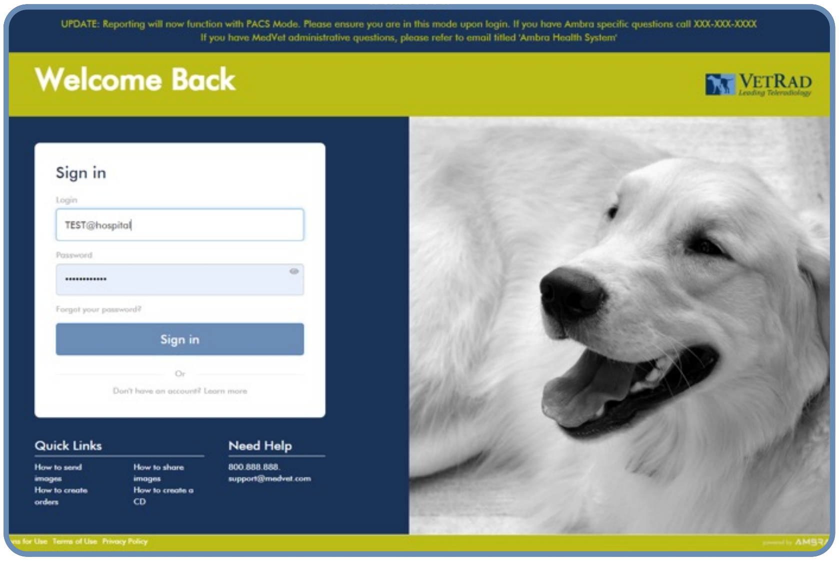
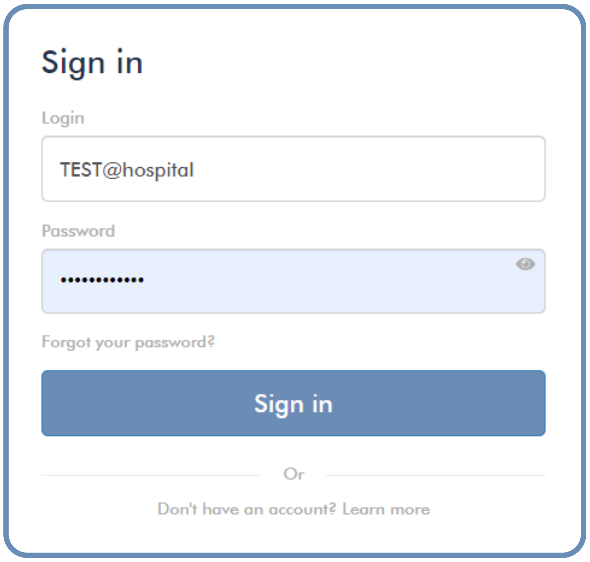


IntoView℠
User Guide

Login Page





Submitting a case for interpretation to IntoView is a 2-step process.

1. Direct DICOM-send, or manually upload images to the IntoView server. For instructions on how to manually upload images **see pages 11-12.**
2. Login to IntoView to submit the study for interpretation.

To reach VetRad's IntoView Platform go to:

https://vetrad-intoview.ambrahealth.com/

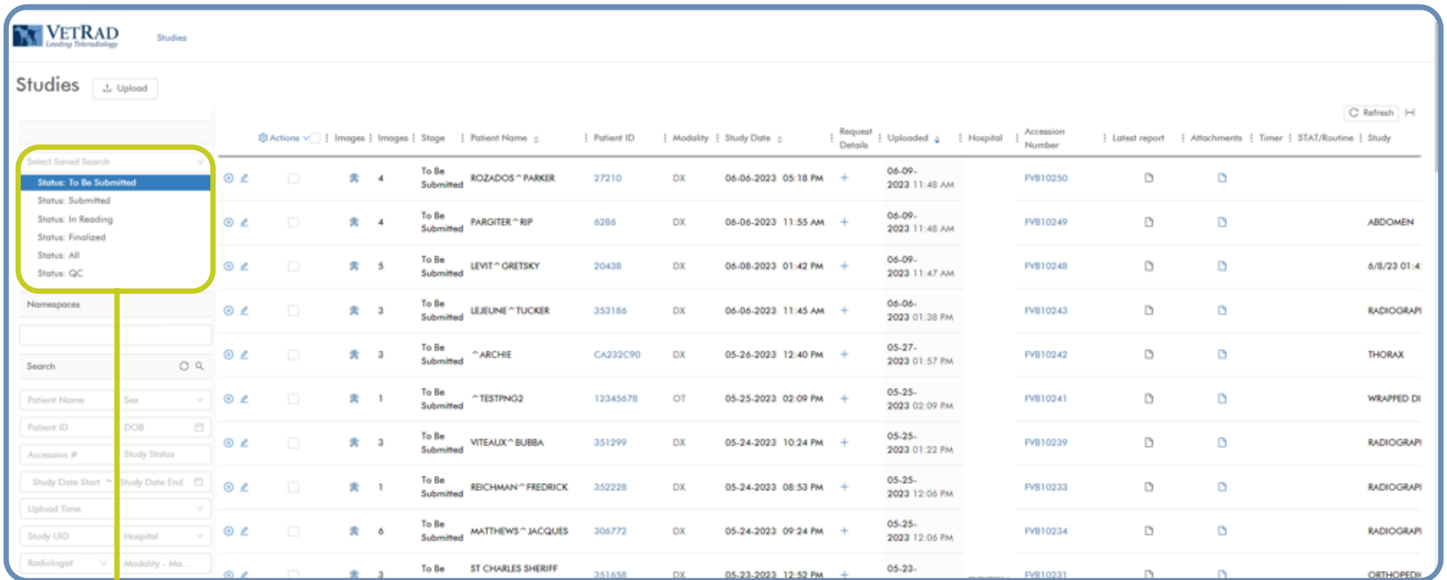
Login Information:

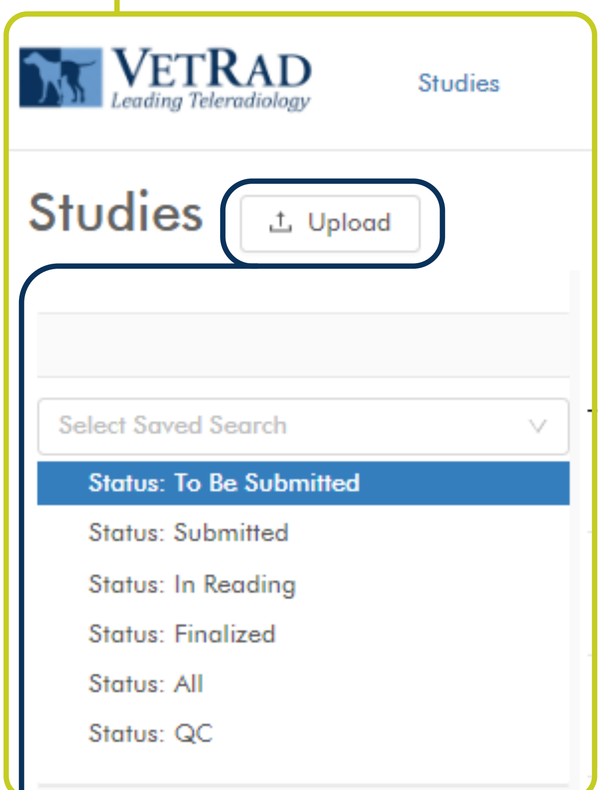
Login:
Password:

Save this server info:

AE Title –
IP –
Port –

Main Page

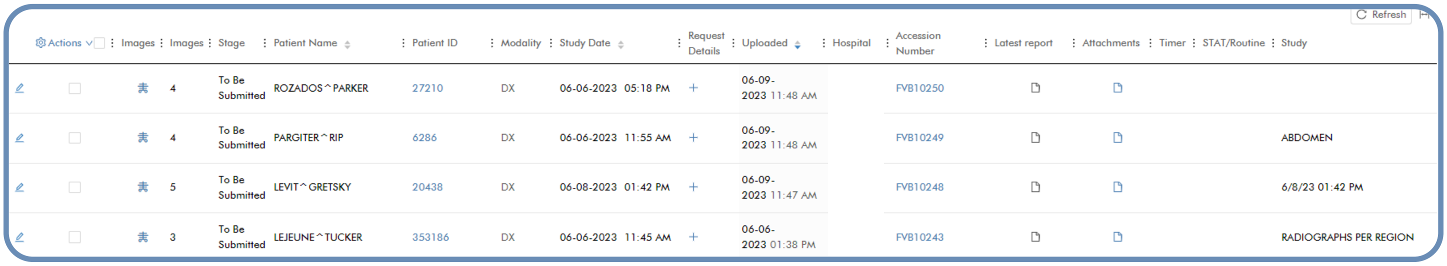




Study Status	Description
To Be Submitted	Where image studies land and cases are submitted for interpretation
Submitted	Where submitted studies go prior to being read by a radiologist
In Reading	Radiologist has claimed the case, and it is currently in progress
Finalized	Where finalized reports can be found
All	Contains all cases
QC	Cases needing user attention

Upload: Manually upload DICOM or non-DICOM images to create an image study. For instructions on this function, see page 11-12.

Study Information Page



The studies are sorted with the most recent upload listed first. If this is not the case, click on the **Uploaded** column header to the left of the double arrows to correct the sort order.

Column Header/Icon	Description
Actions	Menu of actions available
(edit icon)	Edit icon will open the Edit Study window
(viewer icon)	Viewer icon will open the Ambra ProViewer
Image #	Number of images in the study
Stage	Where the study is in the workflow
Patient Name/Patient ID	Patient Name and Patient ID on the study
Modality	Imaging type (DX, CT, MR, US, etc...)
Study Date	Date images were taken
Request Details	Details of case submitted for interpretation. Click on the + sign
Uploaded	Date and time the study was uploaded to IntoView.

Study Info Continued

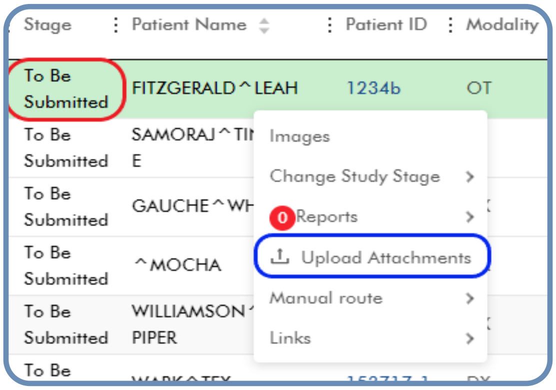
Column Header	Description
Hospital	Hospital Name
Accession Number	Unique identifier assigned to each study
Latest Report	Link to latest report
Attachments	Link to attached documents associated with case
Timer	Shows how long case has been in progress once submitted
STAT/ROUTINE	Indicates if case is STAT or Routine
Study	Study description

Study Stages

Study Stage	Description
To Be Submitted	Images available. Ready to submit for interpretation
Submitted	Study has a complete history and is available to the radiologist
In Reading	Study is being read by the radiologist
Finalized	Report complete
Finalized Addendum	Study contains a correction (Addendum) to original report
Reference	Studies previously interpreted by VetRad or stored as part of a current submission
QC	Quality Control – radiologist noted something that needs corrected prior to interpretation

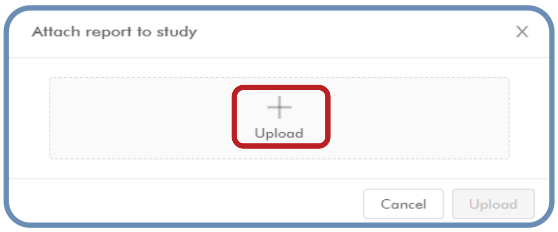
Uploading Attachments

Attach documents such as lab work or previous imaging reports for the radiologist to reference. This can only be done in the ***To Be Submitted*** status folder.

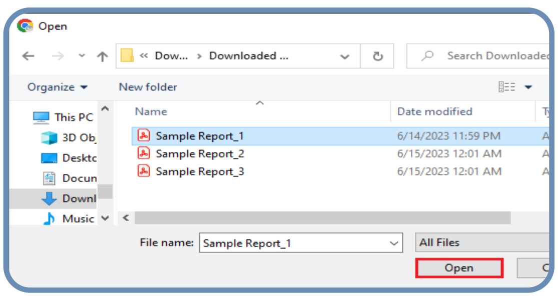


In the To Be Submitted folder, locate the study and right click anywhere on the study.

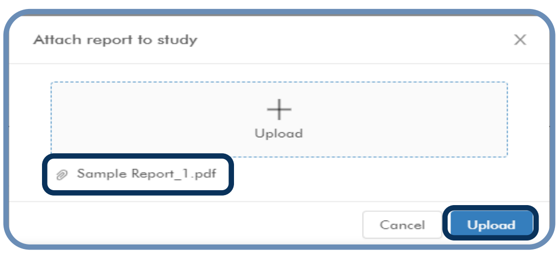
A small menu will open.
Choose **Upload Attachments.**



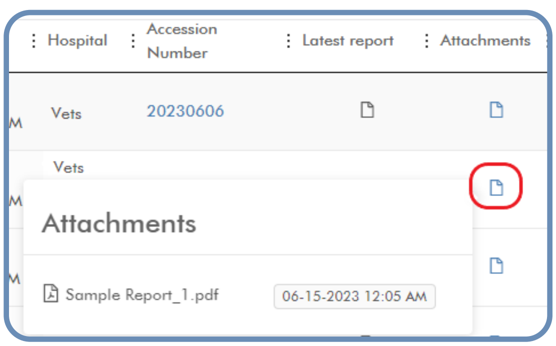
A new window will open. From the file folder, drag the attachment inside the window, or click the **+** sign to open a search window and select a document. Only one document can be uploaded at a time.



Click Open.

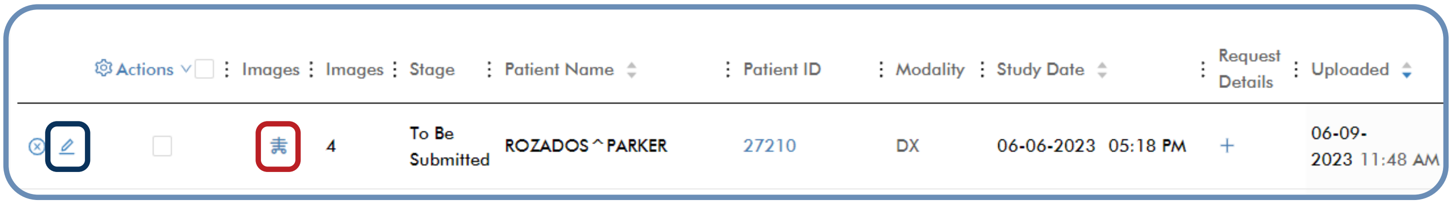


Click on the **Upload** button to attach document.



Choose the Attachments icon on the patient's study and see that the uploaded document has been attached to the study.

Submitting Studies for Interpretation

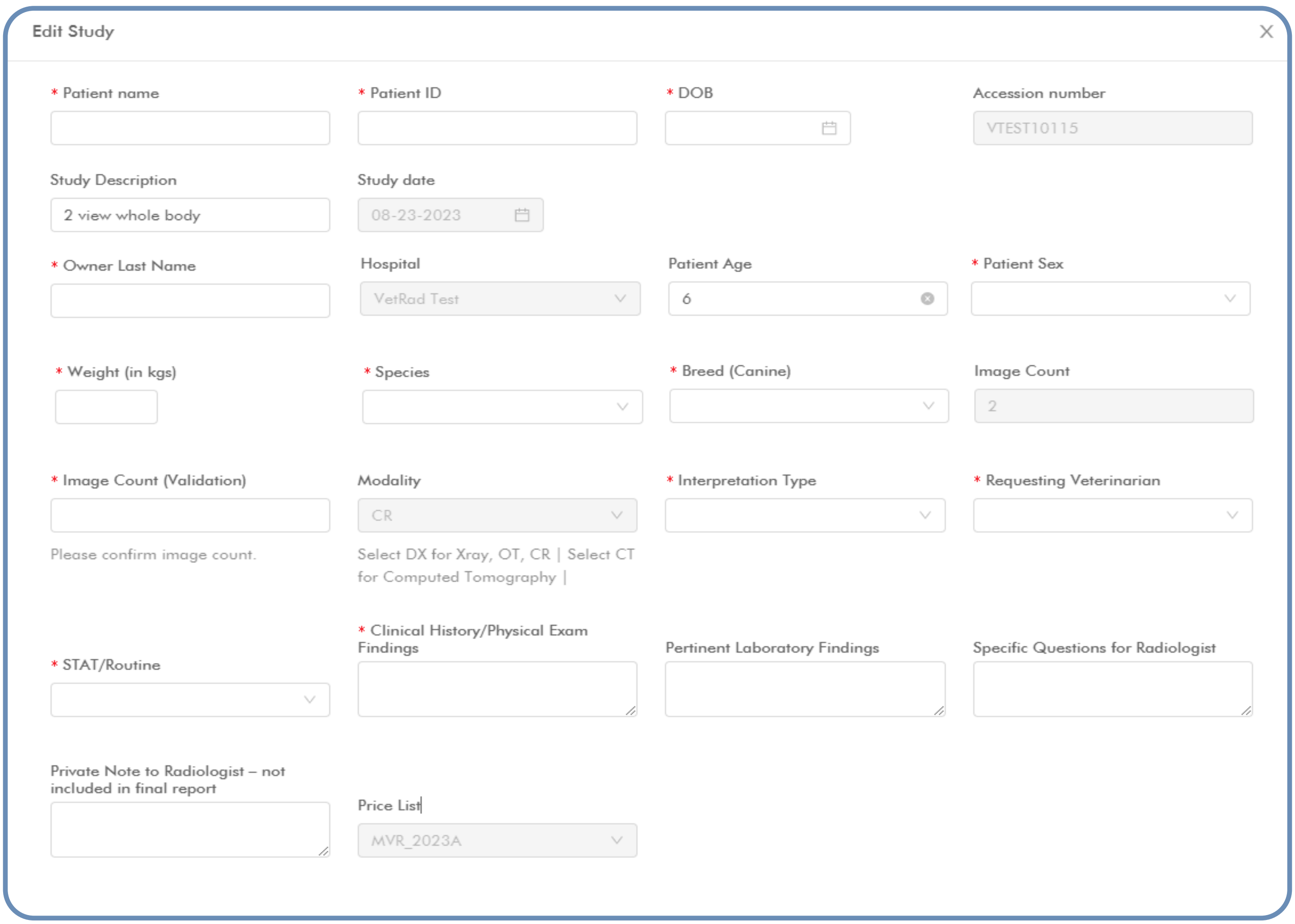


Navigate to the **To Be Submitted** folder and find the study.

Verify the Patient Name, Patient ID, and the Study Date

Open the images in the viewer to verify they are the correct images for the patient.

Click on the Pencil icon to the left of the study, and the **Edit Study** window will open.



Submitting Studies for Interpretation Continued

Required fields are marked with an asterisk *, and fields that are grayed out are not editable. Information may be prepopulated here from the DICOM images. Verify all prepopulated info and correct as needed.

There are 3 options when exiting the Edit Study window.

Save: Saves all the information that has been entered and sends the case back to the To Be Submitted folder to be submitted later.

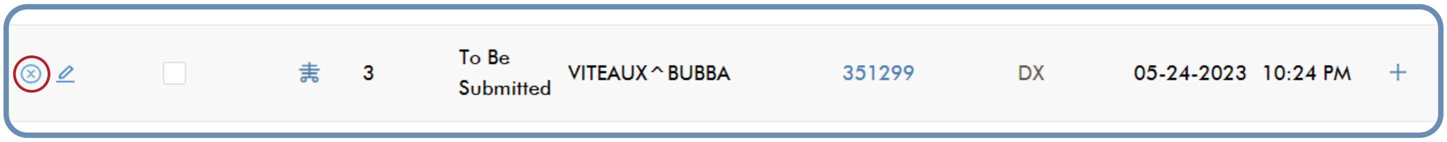
Submit: Saves all the information and submits the case for interpretation.

Cancel: REMOVES all the information and sends the study to To Be Submitted to be edited and submitted later if desired.

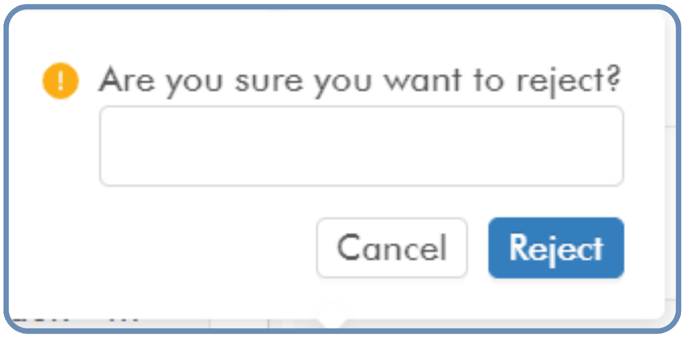
*** For instructions on how to upload attachments, select **Save** and see page 6.

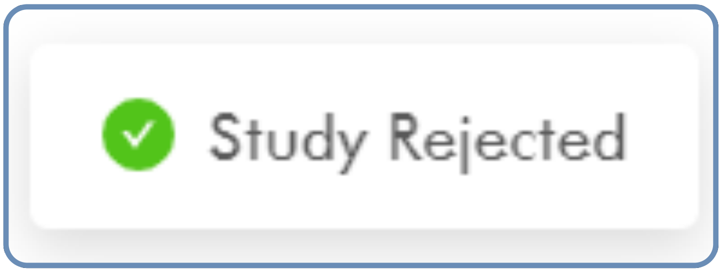
Deleting Studies

To delete a study not meant for interpretation, go to:
- **To Be Submitted** and select the Reject icon just to the left of the Edit icon.



- A confirmation window will appear asking for a reason for rejecting the study.
- Choose Reject to delete the study or choose Cancel to keep the study.
- A Study Rejected message will appear at the top of the screen once the case is deleted.



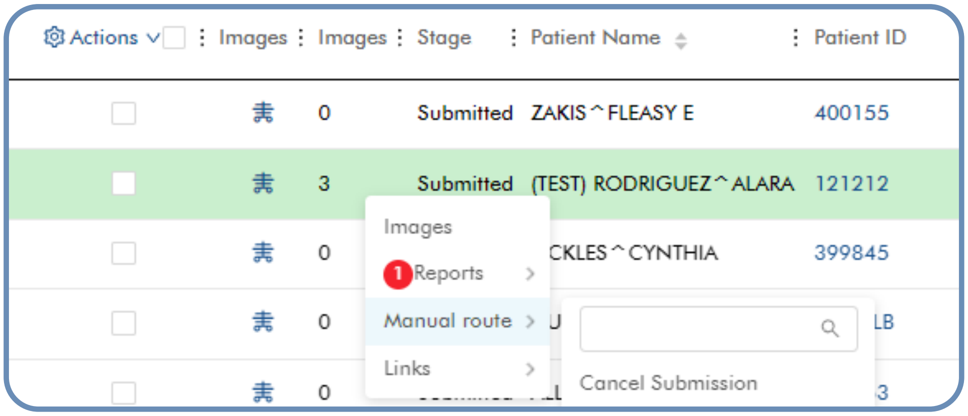


If the study has been submitted in error, find it in the Submitted folder, follow the Cancel workflow, and then select the Reject icon. For Cancel workflow, see page 10.

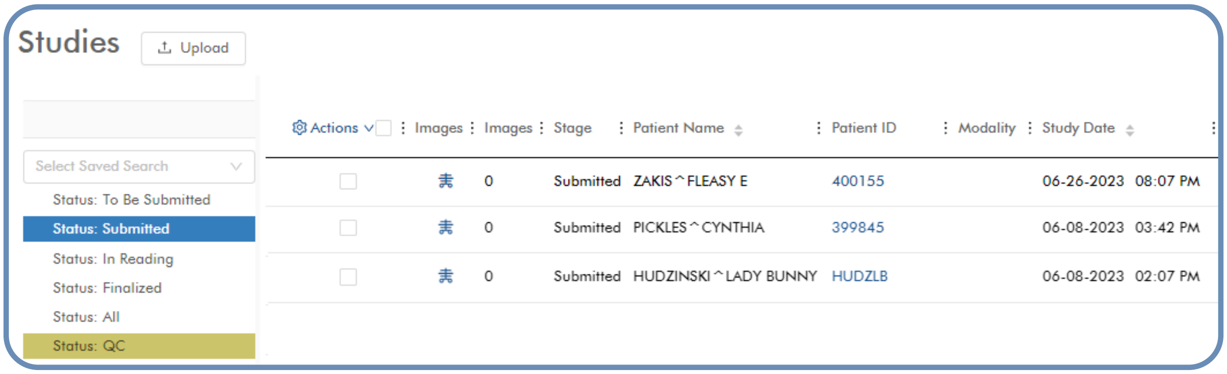
Cancel Workflow

After a case has been submitted, if changes are required, use the **Cancel** workflow to send the study back to *To Be Submitted.* This can only be done in the *Submitted* status before a radiologist claims the case.

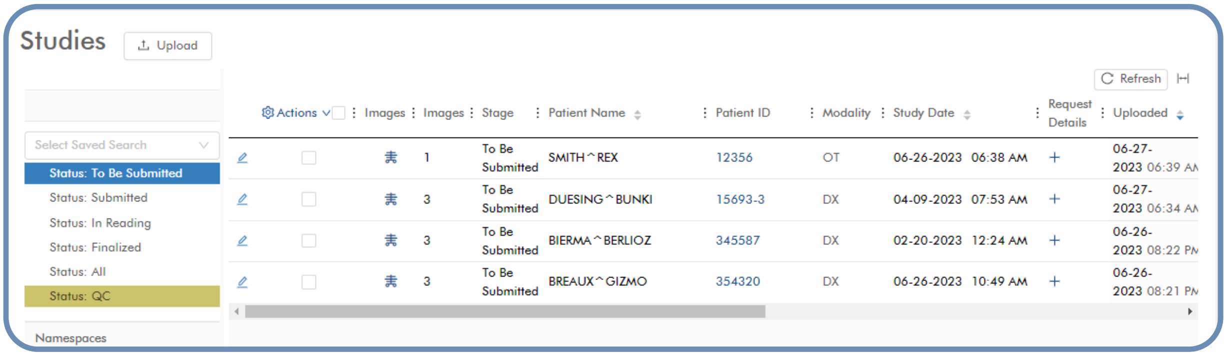
Find the case in the *Submitted* folder, and right click on the study to pull up a menu. Hover over Manual Route and click on *Cancel Submission*.



The case disappears from the ***Submitted*** list...

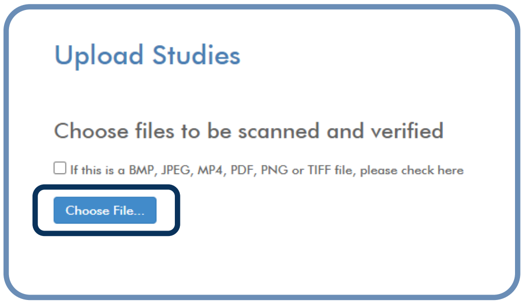


.... and returns to the ***To Be Submitted*** list to be submitted again if needed.

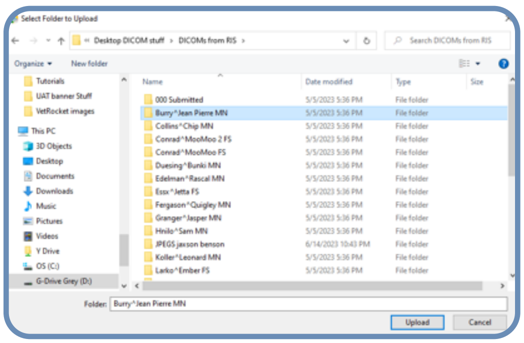


Manually Uploading DICOM Images

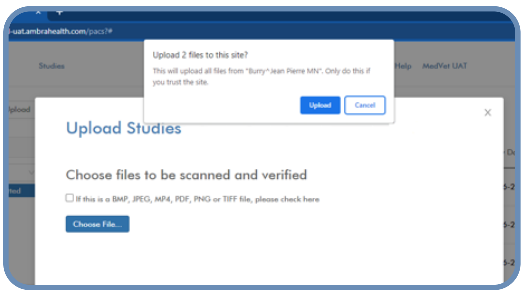
Click on the **Upload** button in the upper left-hand corner of the main page. This will open an Upload Studies window.



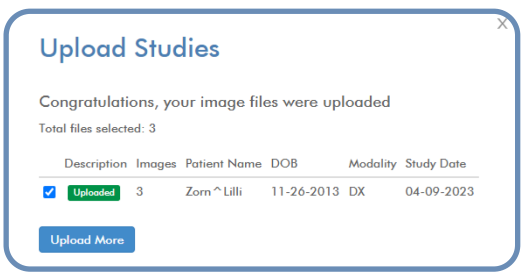
Select **Choose File**... and navigate to where the DICOM images are saved.



Do not open the folder containing the images, just choose the folder itself and select Upload at the bottom of the window.

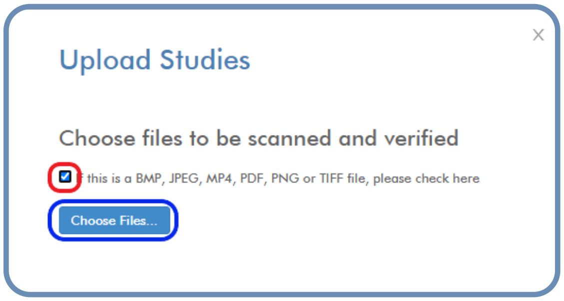


The system will ask for confirmation of the name and number of images. Then the patient sex and owner last name.

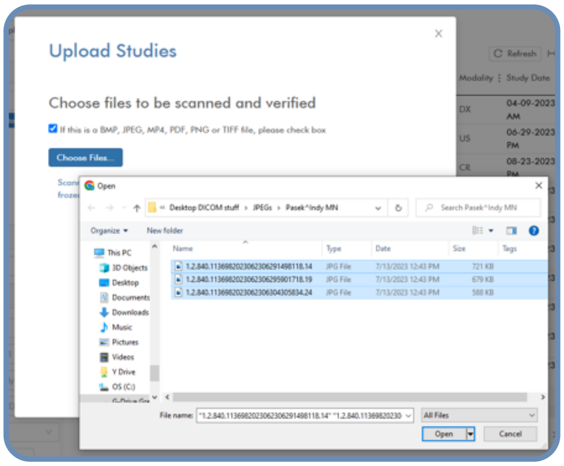


After receiving confirmation of the upload, there is an option to Upload More studies.

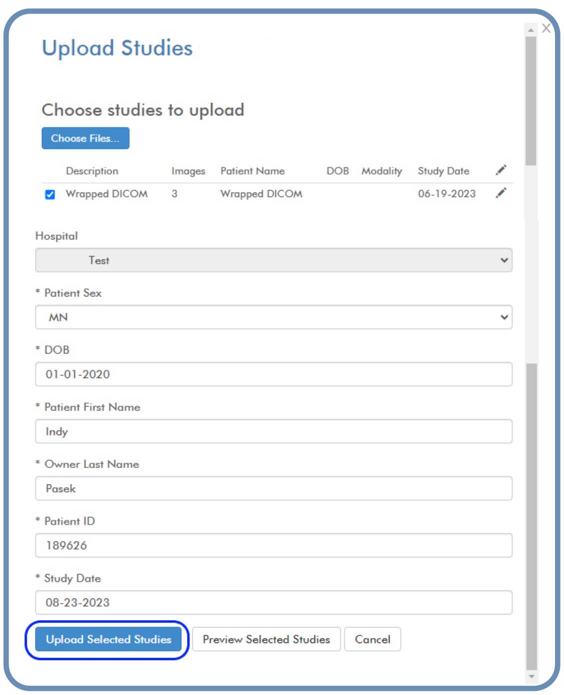
Manually Uploading non-DICOM Images (JPEGS)



First **check** the box, then select **Choose Files** and navigate to the images.



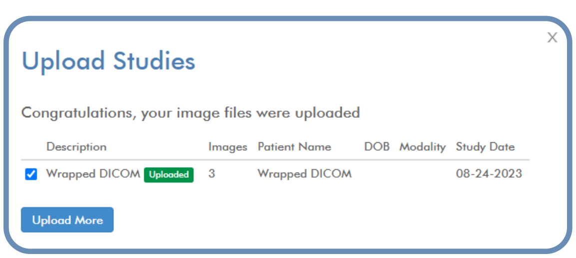
Open the folder and select all image files before clicking on Open.



For non-DICOM images, more information is needed before the final upload can be completed:

- Patient Sex
- DOB (Date of Birth)
- Patient First Name
- Owner Last Name
- Patient ID
- Study Date

To complete the upload, select **Upload Selected Studies**



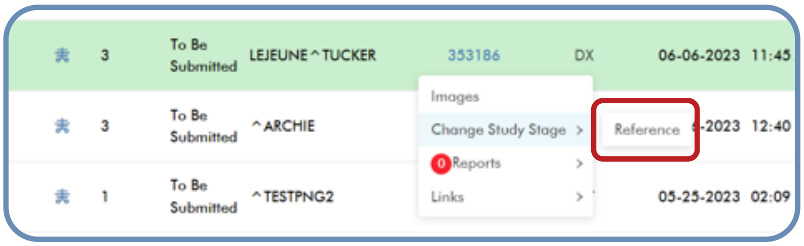
After receiving confirmation of the upload, there is an option to Upload More studies.

Setting Studies as Reference Only for Prior Images

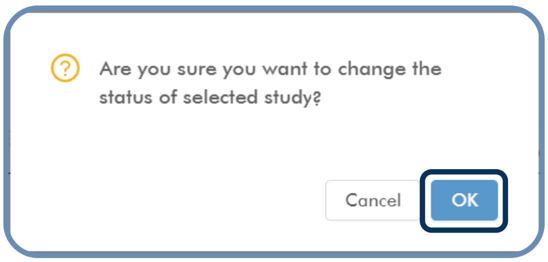
When submitting a case with new images, if there are images for the patient that were previously interpreted on another VetRad platform (DVMInsight, RoundtableDVM, or Remedy View):

- DICOM send or manually upload them to IntoView
- Attach the associated radiology report
- Change the Status to **Reference**
- Make note in the submitted history that there are prior images and specify the date/s

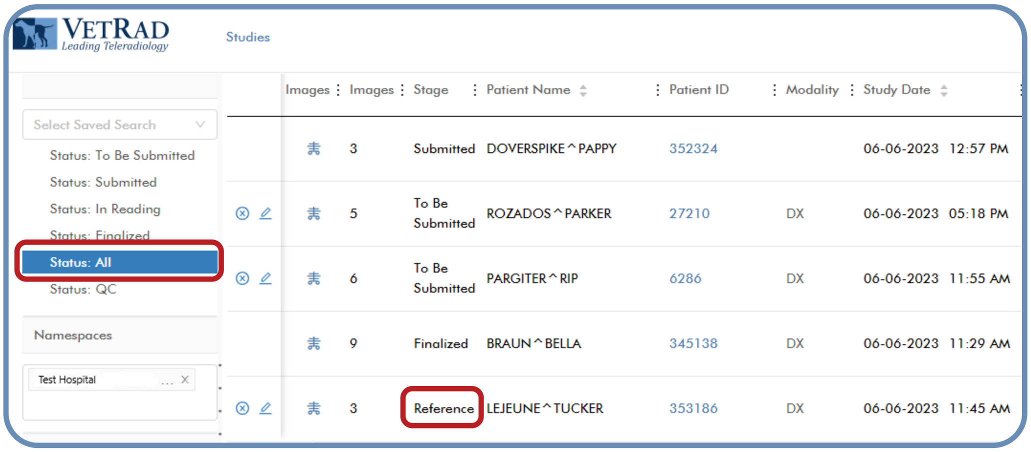
This can only be done while the images are in the **To Be Submitted** status folder. Once changed to Reference, they will move to the ***All*** status folder. The radiologist will be able to see all reference studies for the patient in the ProViewer **as long as the Patient IDs match**. The patient ID for the reference images can be edited in the Edit Study window if they need to match the ID on the new images. *See page 7*.



- In the ***To Be Submitted*** folder, right click on the study.
- Hover on **Change Study Stage** and select **Reference.** A confirmation window will appear.

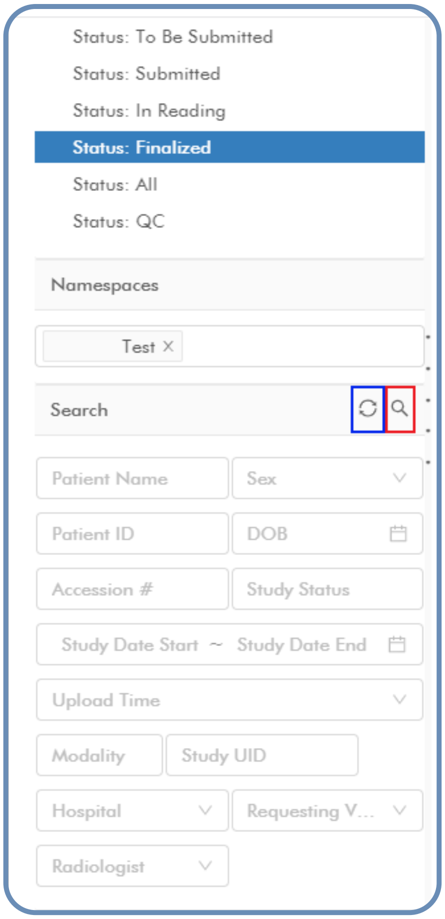


- Select **OK** and the status will change to ***Reference.*** The study will move from To Be Submitted to the ***All*** folder.



FINAL Reports and Search Function

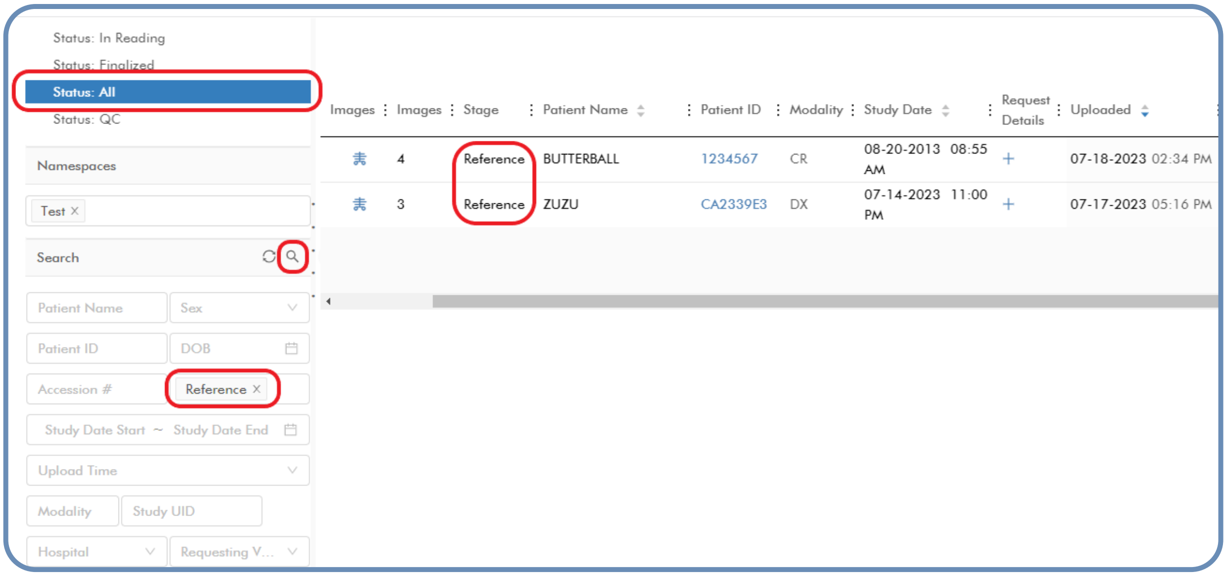
Final Reports are in the ***Finalized*** status folder and will be listed in reverse chronological order based on the time they are uploaded. Scroll down to find the case in Finalized or use the search function.



- The search box is found below the status folders.
- Enter the Patient Name, ID, and/or study and upload dates, and then click on the magnifying glass.

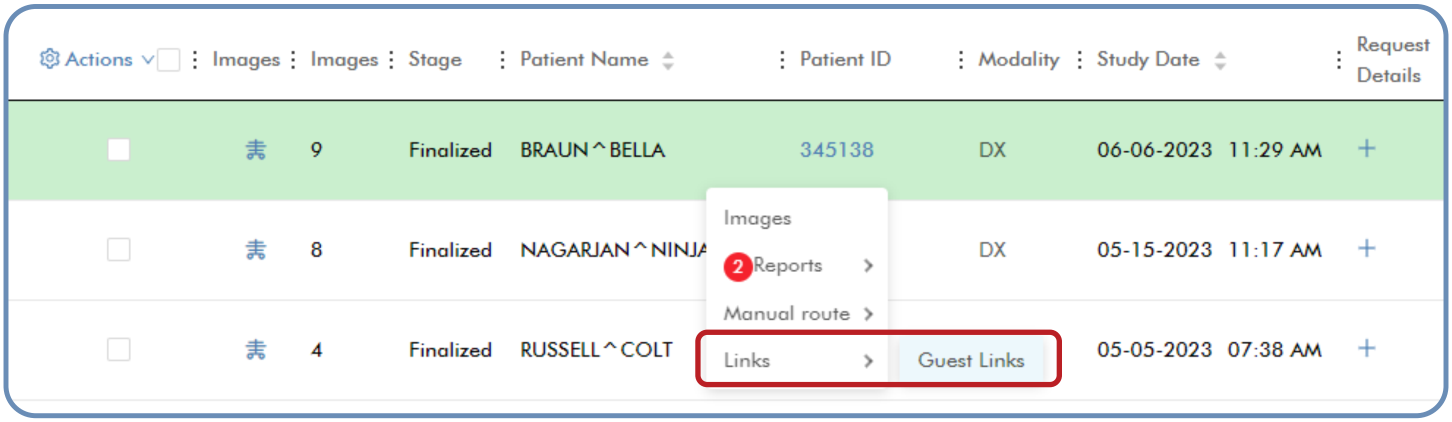
- If the status is unknown, click on the ***All*** status folder and enter the search criteria.
- To clear the search criteria, click on the reset icon to the left of the magnifying glass.

- Below is an example of search results in the ***All*** folder for all cases in ***Reference*** study status.

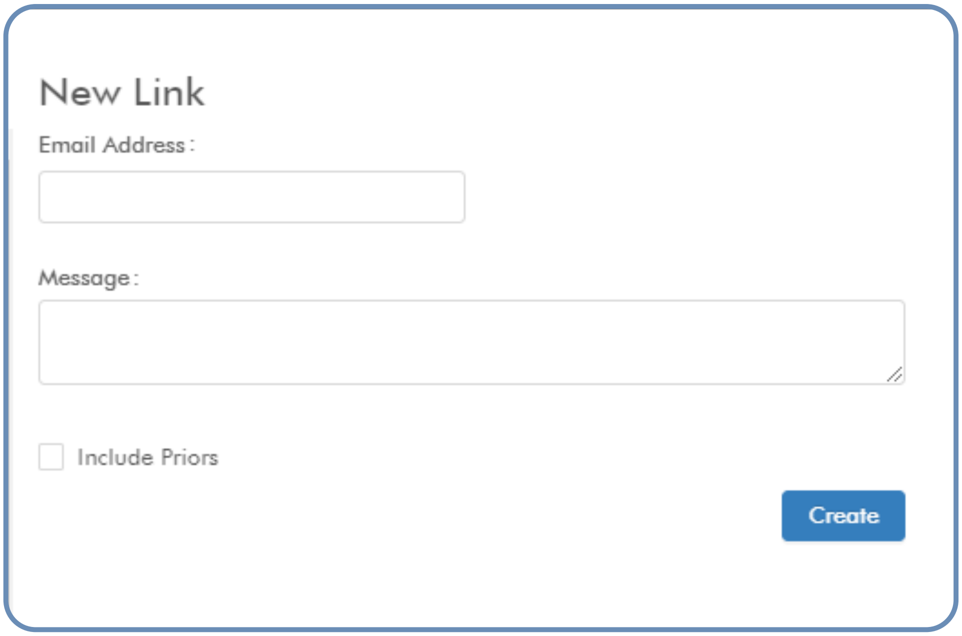


Sending Reports and Images to Others

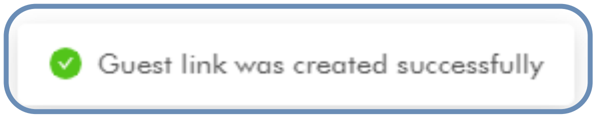
To send reports and images to clients or other hospitals:



- Go to the Finalized folder and right click on the study.
- A menu will open. Choose **Links** and then **Guest Links.**

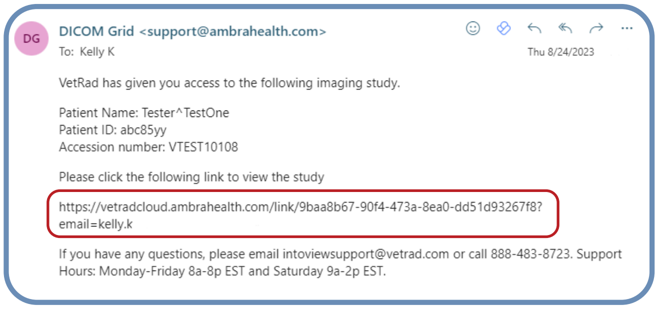


- Add the recipient email in the Email Address field. The message field is optional. Please note **Include Priors** – select if indicated.
- Click on Create at the bottom of the window, and a confirmation will appear at the top of the screen.



Sending Reports and Images to Others continued

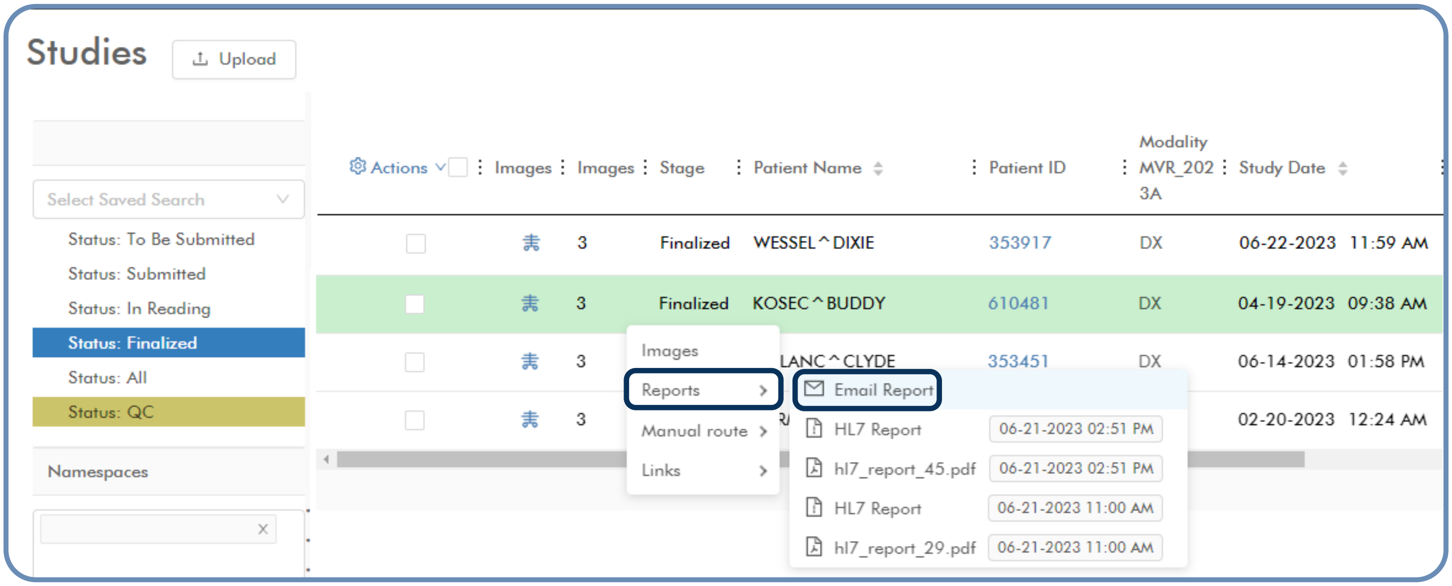
The recipient will get an email from ***support@ambrahealth.com*** with a link. Click on or copy and paste the link into a web browser. Click on the **View Study** button.



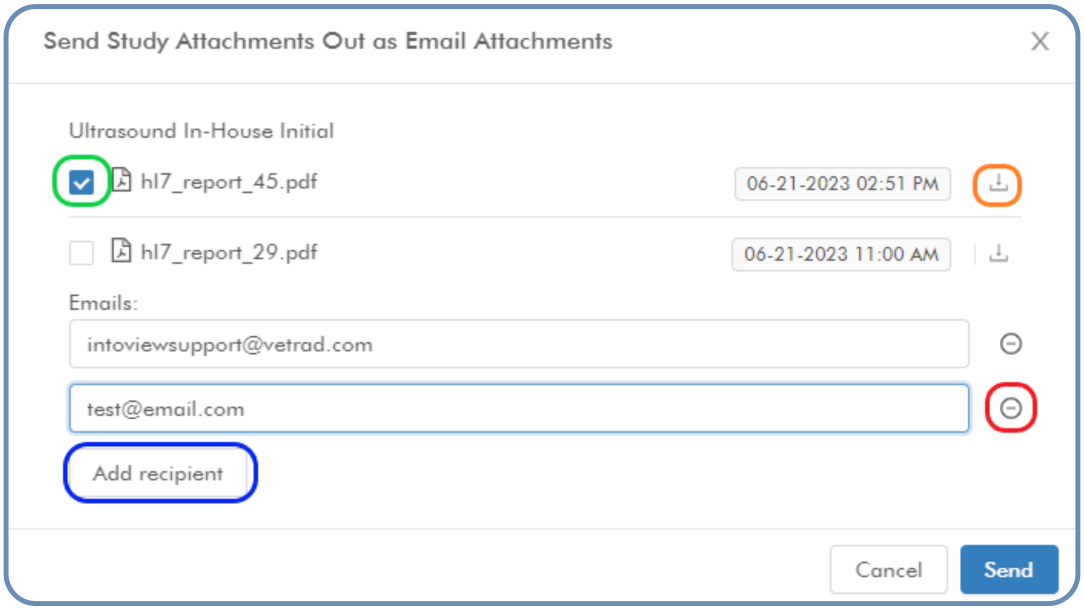
- The Ambra ProViewer will open
- Reports icon is at the center of the toolbar at the top of the screen.
- Choosing Reports will open an attachment pane on the right-hand side of the viewer and will list the finalized report and any other attachments uploaded at the time the case was submitted.
- Clicking on one of the attachments will open it in a new browser tab where a copy of the report can be downloaded.

Sending Reports via Email

- Find the study in the Finalized folder.
- Right click on the study and hover over Reports.
- A list of available reports will appear.
- If the report is in the list, choose Email Report at the top of the menu.



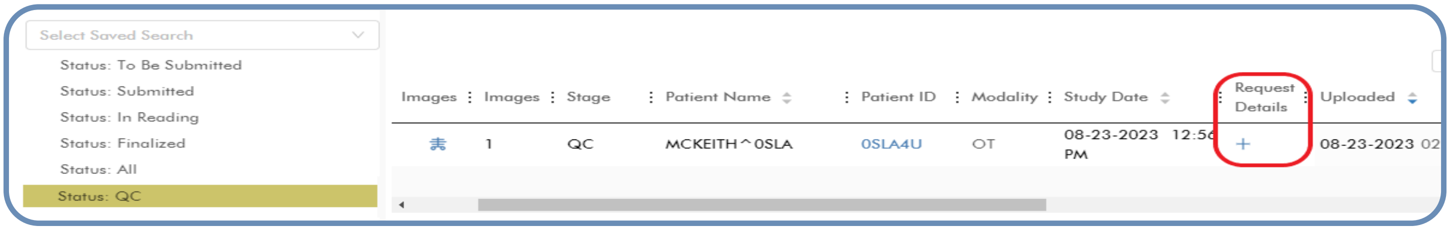
- **Check the box(es)** next to the report to be sent.
- The most recent report will be at the top of the list. To view report prior to sending click the **download icon** to open the report in the browser.
- Enter the email address of the recipient. Click on ***Add recipient*** to send to additional email addresses. Click on the (-) **minus** icon to delete recipients. Click Send.

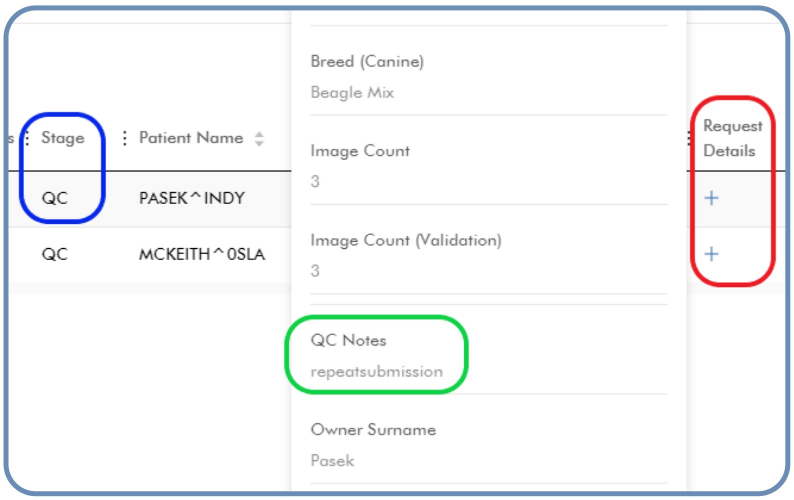


QC Workflow

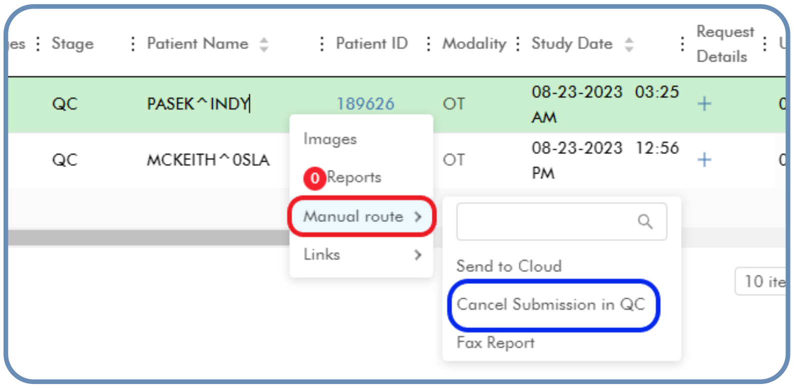
If a case has missing information, missing images, or some other issue, the radiologist will send the case to the VetRad Support Team via the QC workflow. The support team will investigate the issue noted by the radiologist and will contact the clinical team by phone to resolve the issue if needed.

- If a case is sent to QC, it will move from **In Reading** to the **QC** status folder, and the QC folder will turn a different color to indicate that the folder is no longer empty.
- If the clinical team notices there is a case in QC, they can work to resolve the issue even before the VetRad Support Team reaches out.





- To check the reason for the QC, click the QC folder, find the case, and click on the **+** sign under Request Details. Scroll down to view the **QC Notes.**
- For the QC code key see page 19.



- To fix the issue and resubmit, cancel the case to send it back to the ***To Be Submitted*** status folder.
- Follow the cancel workflow; right click on the study, hover over the **Manual Route** option, then click on **Cancel Submission in QC.**

QC Workflow Continued

Code Under Request Details +	Code Meaning
changetoref	Change to Reference
missingimg	Missing Images
repeatsubmission	Repeat Submission
incompletehis	Incomplete History
incorrecthis	Incorrect History
nohistory	No History
poorimg	Non-Diagnostic Images/Poor Images
missingprior	Missing Prior Images

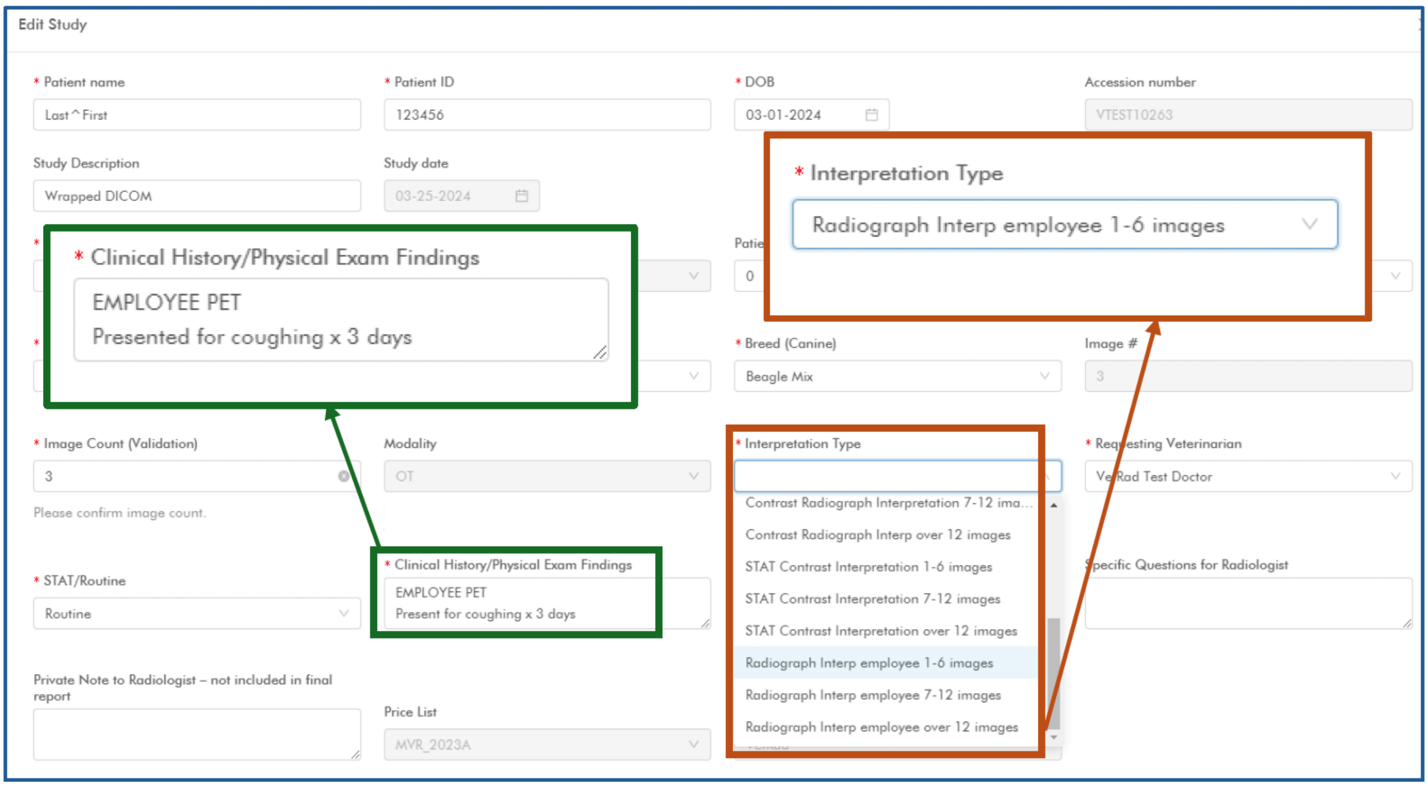
Submitting Employee Radiographs

All hospital employees are eligible for a discount on Routine radiograph submissions. Discounts do not apply to STAT cases or any other type of modality.

Follow these <u>two easy steps</u> to ensure an employee discount:

Step 1: Select the option for **Radiograph Interp employee** and number of images from the **Interpretation Type** drop-down. These are at the very bottom of the list.

Step 2: Include a note in the beginning of the **Clinical History/Physical Exam Findings** field indicating that the study is for an **Employee Pet**



IntoView℠