

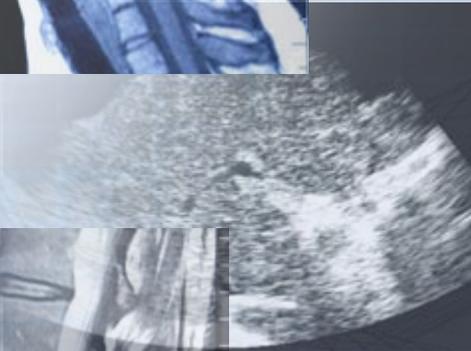
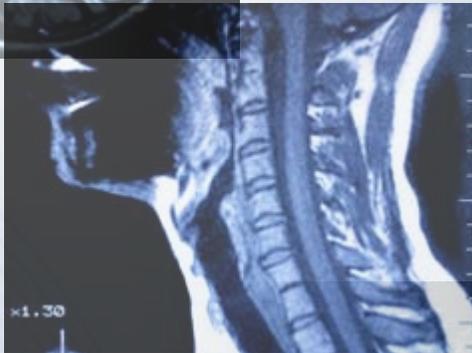
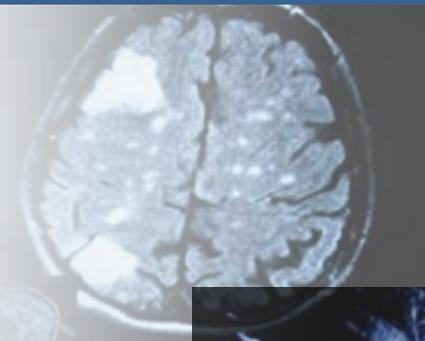


CapSure[®] Cloud

User Manual

CapSure[®]

CLOUD



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About GlobalMed

Scottsdale, Arizona-based GlobalMed designs, manufactures, and markets telemedicine solutions and medical image automation systems that provide superior image quality, unmatched versatility, and unsurpassed simplicity for the healthcare industry. GlobalMed's camera, image management, store-and-forward, video conferencing, and video-streaming technologies enable leading multiple specialists and other caregivers to be more effective in providing patient care, and more productive and efficient in managing patient information. Products include the TotalExam™ Camera, the most versatile and easy-to-use exam camera on the market; CapSure® store-and-forward imaging and image management software with DICOM output, which provides automated workflow capabilities for seamless integration into a provider's network; and fully integrated mobile video cart systems for primary care applications.

Contact Info

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Technical Support

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Introduction



Capsure Cloud® is a secure cloud-based web application for medical image archiving and management. The software supports studies from multiple modalities, including Computed Tomography (CT), Magnetic Resonance (MR), Computed Radiography (CR), Ultrasound (US), and Single Frame Visible Light Photography (external camera (XC) and other (OT)).

Capsure Cloud utilizes AES-256 encryption for protecting communication between clients and the server as well as for storing studies. Communication between modalities and Capsure Cloud can be protected by using DICOM/TLS services or configuration of VPN tunnels.

Indications for Use:

Capsure Cloud provides for the archiving and viewing of medical images from the following DICOM modalities: Computed Tomography (CT), Magnetic Resonance (MR), X-ray (CR), Ultrasound (US), and Single Frame Visible Light Photography (External Camera (XC) and Other (OT)). Images and information can be viewed and stored via a secure Internet connection.

Capsure Cloud is not intended for use in mammography.

Capsure Cloud is not intended for diagnostic use on mobile devices

Hardware (Minimum Requirements)

- Intel Core Duo
- 2GB Ram
- 1.5 Mbps or better internet connection
- 1024 x 768 or higher screen resolution

Software (Minimum Requirements)

- Internet Browser (Internet Explorer 9 and 10, FireFox, Google Chrome)
- Capsure Cloud requires Javascript to be enabled in your browser.
- Capsure Cloud does not require browser plugins (flash, java) or other external software to function.

Thank You

GlobalMed is committed to providing the very best products and support in the telemedicine industry. If there is anything that does not meet your expectations, please alert us right away.

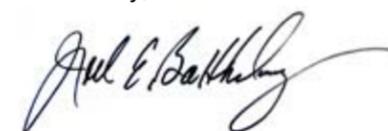
Our Sales and Technical Support teams are available Monday – Friday, 7am – 5pm (Mountain Standard Time) for your assistance.

Main Office # 1.800.886.3692
 Sales Department – Option 1
 Technical Support – Option 2
 Customer Service – Option 3

We welcome your suggestions, comments and feedback. Your input is critical for our continued success and helps us to provide better service for our customers. Please feel free to email us at sales.team@globalmed.com.

We at GlobalMed sincerely appreciate your investment and for allowing us the opportunity to service your telemedicine needs.

Sincerely,



Joel E. Barthelemy
 Managing Director

Data Compression

CapSure Cloud uses the lossless PNG compression to display individual images in web browsers.

CapSure Cloud uses H264 video with MP4 compression at a compression ratio of 2-1 to display multi-frame DICOM formats (video) in web browsers. The system displays the video camera icon in the viewer and loads the video player wherever lossy MP4 compression is used.

Safety, Security, and Privacy

Patient data security and privacy is the mainstay of United States Health Information Portability and Accountability Act (HIPAA) compliance. CapSure Cloud shall be designed to minimize the chance of PHI (Patient Health Information) being accessible by unauthorized users after the information has been stored on the server.

Caution: Federal law restricts the sale and use of this device to licensed medical professionals.

Acquiring an Account

There are five user profiles associated with CapSure Cloud:

- Administrator
- Technician
- Physician
- Nurse
- Technology

The profiles are used to enforce different levels of privileges within the software. All users are capable of patient management, worklist management, and study transfer management. Physicians are assigned patients, all other users will see all studies associated with their institution.

Users with Administrator rights are capable of and responsible for user management, physician management, DICOM node management, and routing rule management.

If you do not have a user account, please contact your institution's administrator(s) for an account.

Accessing CapSure Cloud

In order to access CapSure Cloud, open a web browser and navigate to the following URL:

<https://www.capsurecloud.com>.

CapSure Cloud uses certain HTML5 elements which are not supported by older browsers so it is recommended that you upgrade if necessary. Internet Explorer 9 and 10, Firefox and Chrome are supported.

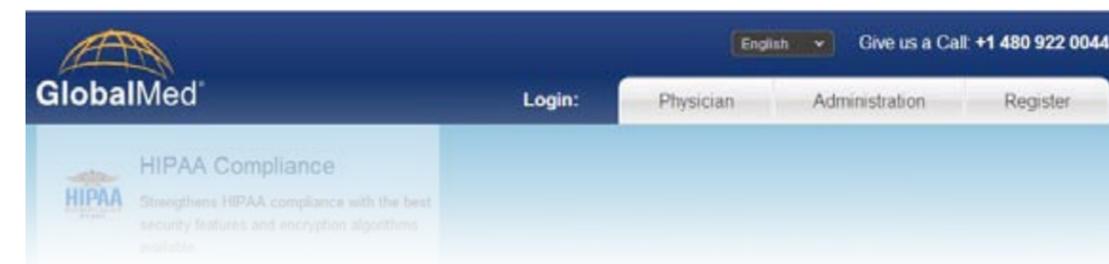
Your browser should open the main CapSure Cloud page.

At the top of the page, there are three links for logging in:

- Physician
- Administration

To sign in to register CapSure Cloud, click the physician button. You will be prompted for your username and password. This manual describes the last method for logging into CapSure Cloud from the clinical side.

Note: If this is your first time accessing CapSure Cloud you will have to register first. See next section for registering.



Physician Sign In

A physician needs a user account in order to sign in to CapSure Cloud.

If you are a physician and do not have an account, contact your institution's administrator to create a physician account. By assigning one account per physician, the administrators can keep track of which physician is reviewing which study.



Physician users can also enter study passcodes to access specific studies. Signing in with a passcode allows the physician to go directly to a study and immediately review it. This enables the physician to access a study even if it belongs to a different institution. The physician will be able to log in, view the study and report on it.

To sign in as a physician user, go to <https://www.capsurecloud.com> and click on the Physician button.

Sign in with your individual user name and password. Additionally, you can enter a passcode by clicking on the Enter Passcode checkbox. This will send you directly to the study associated with that passcode.

Note: The first time you sign in you will be asked to accept and end user license agreement.



Physician Sign In

Registering

All users have to register their account from the Register page. From here users will be able to set their own password.

Anytime a user's account is reset they will have to re-register. Registering requires a Username set by the Admin for the institution and a registration code that is automatically generated and sent by CapSure Cloud when a user is created.

Note: If you are the initial Admin for your institution your username will be created by GlobalMed. You will be responsible for registering that username and creating a secure password.

United States based customers' registration codes will be sent by SMS, international customers' codes will be sent by email. If a user does not have a phone number that accepts SMS, the admin creating the user will be prompted with a registration code that they will be responsible for delivering securely to the user.

Note: Registration codes expire after one hour for security. Three failed attempts to register a user will deactivate the current code.

After entering the Username and registration code, users can create their password. Passwords must be eight characters long, contain one letter, one capital letter, and one number.



Home Screen

If no passcode is provided when logging in as a physician, the system will open on the Home Screen. The screen allows the user to easily see assigned studies and patients. You can log out of Capsure Cloud at any time by pressing the Sign Out button.



1)	Sign Out Button
2)	Pending Studies Filter
3)	Reviewed Studies Filter
4)	Studies Thumbnail
5)	Studies Tab
6)	Patients Tab
7)	Study Search Tab
8)	Administration Access

Studies Tab

The first tab you see when entering the Home Screen is the Studies tab.



This displays the entire list of studies available to you for viewing and managing. You can switch between Studies Pending Review and Reviewed Studies button.

To view the list of new studies pending review, click on the Studies Pending Review button. To view the list of reviewed studies, click on the Reviewed Studies button.

Patients Tab

This tab shows the patients assigned to you in the CapSure Cloud system.



It can be accessed by clicking on the Patients button.

To bring up the details for a patient, click on the patient's Thumbnail.



Patient Tab

Patient Details



Patient Details Dialog

- | | |
|----|-----------------------------|
| 1) | View Study Icon |
| 2) | View Available Reports Icon |

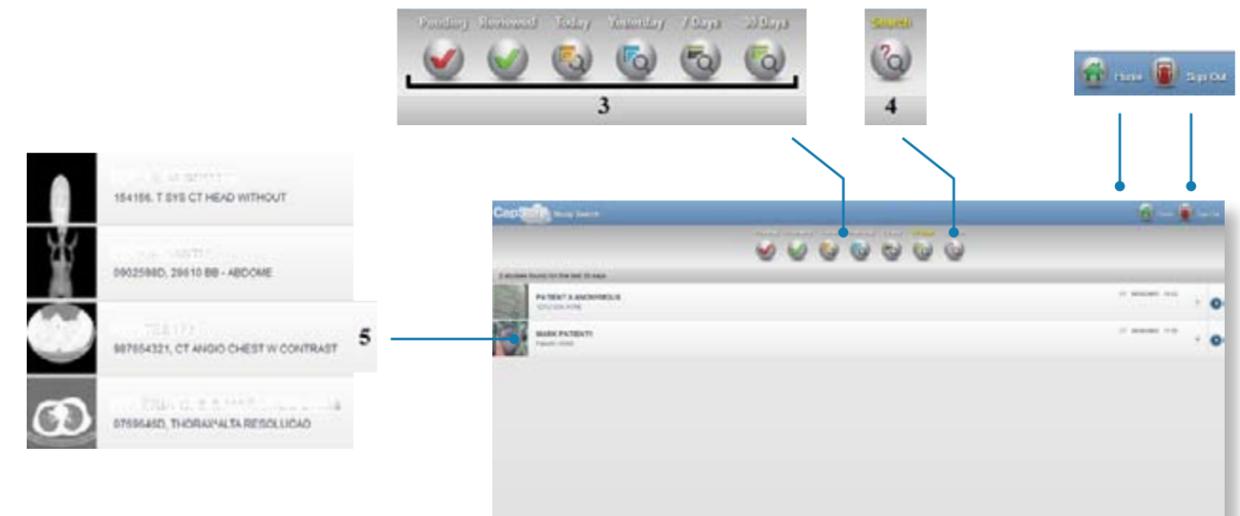
On the Patient Details Dialog, click the View Study icon to view the study. Click on View Report icon to view the PDF report for the study. The Back button will take you back to the Home Screen.

Study Search Tab

To search for specific studies, click on the Study Search Tab.



This brings up the Study Search interface where you can perform basic searches such as reviewed studies, pending studies, and studies from today, yesterday, last 7 days, and last 30 days. You can also perform a custom search by clicking on the Search button. The Study Search interface is shown in the figure below.



- | | |
|----|-----------------|
| 1) | Home Button |
| 2) | Sign Out Button |
| 3) | Basic Search |
| 4) | Custom Search |
| 5) | Studies List |

Clicking on the Custom Search button brings up the Study Search Dialog:

- Patient ID: Filters the result based on a specific patient identification.
- Patient Name: Filters the result based on a patient's name.
- From Date: Filters the result for studies after this date.
- To Date: Filters the result for studies before this date.
- Modality: Filters the result based on the modality.

Administration Tab

All users can access the administration section of CapSure cloud, but only users set up as administrators will have full access. For more information on the administration section, see CapSure Cloud Administration Manual.

To access the Administration section as a Physician or user other than an administrator, click the Administration Tab.



This takes you the Administration section of CapSure Cloud. From the Administration section, you will be able to manage your account information, manage patients, worklists and outgoing studies. Below outlines how to manage your account information.

Note: For more information on managing patients, worklists and outgoing studies, see the administration manual.



Click the Account button to access your account information. From here you can edit your Full Name, Email Address, and Reset Password. Resetting Password will require re-registration to set a new password.

Note: You cannot change your username.

Under the Contact tab, you can change your address, city, state, country and phone number.

Study Viewer Interface

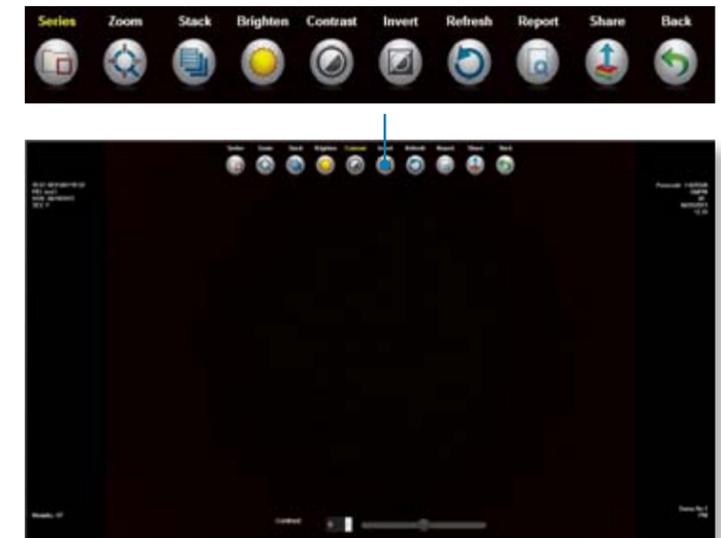
Accessing the Administrative Controls

To access the administrative controls (CapSure Cloud), click on the Administration button. You will be redirected to the administrative interface.

Study Viewer Interface for Physicians

Upon selecting a study, you will see the Study Viewer interface which is shown in the figure below. It allows you to view images associated with a study, manipulate the images, transfer the study, and write or view a report for that study.

- | | |
|-----|--------------------|
| 1) | Series Selection |
| 2) | Zoom/Pan Control |
| 3) | Stack Control |
| 4) | Brightness Control |
| 5) | Contrast Control |
| 6) | Invert Image |
| 7) | Refresh View |
| 8) | Write/View Report |
| 9) | Share Study |
| 10) | Back Button |



Study Viewer Interface for Physicians

Select New Image Series

To select a different image series in the study, click on the Series button. This brings up the Image Series Selection screen.

Zoom Controls

In addition to viewing images, the Study Viewer interface allows you to zoom in or out on an image, as well as pan through an image.

Zooming

To zoom in and out on the image you are viewing, click on the Zoom button. This enables zooming and panning. Click on the Zoom In button or scroll the Mouse Wheel forward to zoom in on a region of the image. To zoom out, click on the Zoom Out Button or scroll the Mouse Wheel backward. Finger gestures are also available for iPad users. To pan, touch the image with one finger and drag in the direction you want to move the image. To zoom in, touch two fingers to the image and pull your two fingers apart. To zoom out, touch two fingers to the image and push your two fingers together. The image should expand or shrink according to how far you stretched or contracted your fingers.

Panning

To pan through the image, click on the Zoom Button. This enables zooming and panning. Click and drag on the image to pan through it. If you have a tablet or a touchscreen, simply drag the image with your finger to pan.

Stack Controls

The Stack Button enables controls for navigating through the images of a series. This tool is useful for viewing CT scans and image sequences. The stack is not displayed if the series only contains one image.

- 1) Backward a Frame
- 2) Forward a Frame
- 3) Pause Stack
- 4) Play Stack
- 5) Stack Slider



Stack Control Buttons

Viewing the Stack

To view the stack, click on the Stack button.

This brings up the stack controls; the Back a Frame and Forward a Frame buttons, the Stack Slider Bar, and the Play Stack and Pause Stack buttons. The Forward a Frame and Back a Frame buttons allow you to look through the images in the stack one by one.

Alternatively, you can click on the Stack Slider Bar and drag the mouse to smoothly scroll through the images.

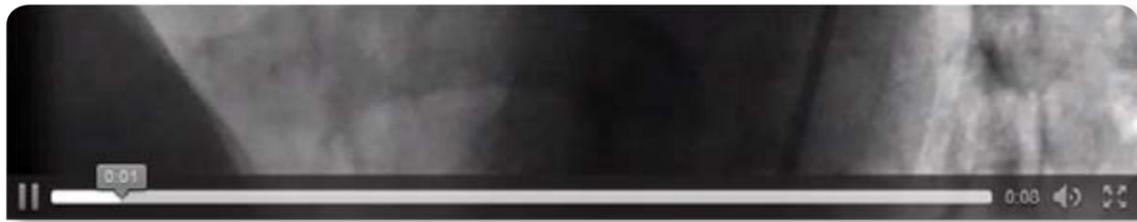


Stack Slider Bar

To automatically play through all the images, click on the Play button. Click on the Pause button to stop playing.

Multi-Frame Image Player

The Study Viewer interface is capable of displaying multi-frame images inside a video player. The video player allows for playing and pausing the video, manually navigating through each frame and showing the video in full screen mode. To bring up the image player, click on the multiframe image. To close the image player, click on the Close Button in the top-right portion of the Study Viewer.



Multi-Frame Video Player



Reset the Study Viewer

To reset the Study Viewer to its original state, simply click on the Refresh button. All image manipulations will be undone and the stack will stop playing.



Exit

Clicking on the Exit button will sign you out of CONiView.



Image Manipulation

The Study Viewer interface is capable of manipulating images to aid in examination. This includes brightness and contrast adjustments, and color inversion.



Brightness Slider Bar

To manipulate the brightness of the image, click on the Brighten button. This brings up the Brightness slider. Move the slider to the right to increase brightness. Move it to the left to decrease brightness.



Contrast

To manipulate the contrast of the image, click on the Contrast button. This brings up the Contrast slider. Move the slider to the right to increase contrast. Move it to the left to decrease contrast.



Contrast Slider Bar

Presets

1)	Bone Button
2)	Brain Button
3)	Lung Button
4)	Abdominal Button



Presets

In addition to the slider, there are preset buttons that will aid in image manipulation. The preset controls are shown in figure above. These buttons will only be available when the modality of the study is "CT".

- Clicking on the Bone button will enhance the bones within the image.
- Clicking on the Brain button will enhance the brain.
- Clicking on the Lung button will enhance the lungs.
- Clicking on the Abdominal button will enhance the abdominal tissue.



Inversion

To invert the colors of an image, click on the Invert button.



Reporting

In addition to examining images, you can also write a report of your examination or read a report if one has been written already. When writing a report, you can choose between history of present illness (HPI), radiology, subjective objective assessment plan (SOAP), and discharge summary reports. The report is kept with the study for other physicians to review.

Write a Report

To write a report, click on the Report button. This brings up the Write Report Dialog where you can choose between report types:

- SOAP
- Radiologist
- HPI Report
- Discharge Summary



Write Report Dialog

After choosing a report, the report screen will appear.

From here, you can fill in any pertinent fields which will be included in the report. To save report changes for completion at a later time, press the Save button. You will still be able to edit the report by pressing the Report button and choosing the same report type from the write Report dialog.

To finish the report so that it may be reviewed by others, press the Finish button. The report will no longer be editable. When the study is accessed in the future, the report can be viewed or downloaded in PDF format.

Read a Report

When a report has been finished, the report can be read by clicking on the Report Button. This brings up the PDF Report Dialog where you can choose what reports you want to view. Select the PDF of the report you want to see, this will open the PDF in a separate window. You can save the PDF or print it from the new window.



PDF Report Dialog
(The PDF Report Dialog shows the type and date of all saved reports.)



Share a Study

The Study Viewer Interface allows the user to share studies to DICOM nodes at a different institution. The DICOM nodes are defined by the institution's administrator(s).

Users can also refer the study to another physician.

Note: When referring a study you must give the study passcode to the referring physician.

To share a study, click on the Share Study button. This brings up the Share Study Dialog where you can select an institution and a destination node.



Share Study Dialog



Refer Study Dialog



Back

To go back to the previous screen, click on the Back button.

FAQs

1) I used the Zoom Tool to pan the image, but I am now unable to see the image.
The image is probably outside of the view port. Click the Reset button to restore the image to its original state.

2) I'm examining an image and writing a report. I get redirected to the login page. What's going on?
For HIPAA compliance, it is required that the user is automatically logged out of the system after a period of inactivity. It is likely that you have reached the time limit.

3) I transferred a study, but it keeps failing.
Try checking to see if the destination node is offline. If not, then try checking the node's settings. Incorrect settings can prevent communications with a DICOM node.

4) When I review large CT studies, the bone/brain/lung/abdominal buttons are active but do not appear to work.
The system may not recognize the button click when it is loading a large CT file. Pressing the desired preset button a second time will update the display.

5) When switching between the Studies Pending Review and Reviewed Studies screens I sometimes get the wrong results.
Do not switch between these tabs while the "Loading" message is being displayed. If you switch between the tabs while the "Loading" message is dismissed, select the desired tab a second time to ensure that the correct results are displayed.

6) I referred a study to a physician without a CapSure Cloud username and they have not received an email.
Click the refer dialog again to verify the last used email address and ask the user to check their spam folder for an email. Logout of CapSure Cloud, log back in and refer the study again.

If the user already has a CapSure Cloud account, they can don't need the email – they just need to login with the provided the passcode.



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