



THE LEADING TELEMEDICINE
PLATFORM FOR ROP SCREENING.

Training Manual for Phoenix CONNECT Software

Copyright ©2020 Phoenix Technology Group Inc.

Proprietary and Competitively Sensitive

Table of Contents

Upload Technician.....	7
Overview.....	7
Patient List Screen	8
Incomplete Photo Sessions List	9
Cases List	9
Create a New Patient.....	10
New Patient Upload.....	11
Step 1 of 3 - Patient Information Screen	11
Choose a Clinic.....	11
Enter Demographic Information.....	11
Duplicate MRN.....	12
Duplicate Patient	13
Choose Referring/Reading Physician	14
Uploading Patient Images.....	15
Uploading Images: Dragging and Dropping	17
Uploading Images: Choosing A File on Your Computer	18
Adding Extra Images	18
Saving Images	18
Uploading a Partial Session.....	18
Confirming Your Entries.....	18
Editing a Photo Session.....	19
Deleting a Photo Session	20
Actions that You Can Perform from the Patient List.....	21
View a Photo Session.....	21
Upload a New Exam.....	21
Editing Patient Information	21
Reading Physician	23
Overview.....	23
Patient List	24
Overdue Cases to Be Read.....	26

Expert Opinion Requests	26
Cases List.....	27
Reading a Case.....	28
Enhancing Images	31
Draw Zone 1.....	34
Comparing Previous Images	35
Viewing Montaged Images	36
Request Second Opinion.....	37
Reviewing Findings	38
Change Images for Report	40
Submitting Your Reading	41
Downloading a Report.....	41
Printing Your Report	42
Referring Physicians	44
Overview.....	45
Overdue Cases to Be Downloaded	46
Cases to Be Downloaded	46
Cases List.....	47
Viewing an Interpretation	48
Enhancing Images	48
Draw Zone 1.....	49
Viewing Montaged Images	50
Downloading a Report.....	51
Printing Your Report	51
Printing Technicians	53
Overview.....	53
Overdue Cases to Be Downloaded	55
Cases to Be Downloaded	55
Cases List.....	56
Downloading a Report.....	57
Printing Your Report	57

Administrative Functions.....	59
Overview	59
Main Administration Screen.....	59
Overall Process	60
Clinic Management	61
Editing a Clinic.....	62
Edit Clinic Details	63
User Management	65
Adding a New User	66
New User Page	66
Editing an Existing User	67
Adding a New Role.....	69
Removing a Role	70
Password Resets	72

Welcome to Phoenix CONNECT!

This telemedicine Microsoft Azure cloud platform is administered by Phoenix Technical Group. Users of Phoenix CONNECT are assigned roles by their facility which allow specific access to the system as defined by the role. An overview of the roles is described below.

This user manual is divided into sections according to these user roles.

ROLES:

Upload Technician

Upload technicians are directly associated with individual clinics and this acts as a filter. Each Upload Technician can only view patients uploaded to their corresponding clinic(s). The Upload Technician/Printing Technician receives a text message on their mobile and/or an e-mail when a study has been read. They may also be assigned Administrative rights to add/remove users and receive text notifications for overdue cases.

Printing Technician

Printing Technicians are allowed to print reports for any clinic for which they have permission. They may also be assigned Administrative rights to add/remove users and receive text notifications for overdue cases.

Upload/Printing Technician

A combination of the two roles above

Reading Physicians

Reading Physicians are specialists in the field and may view and interpret images.

Reading Physicians receive a text message on their mobile phone and/or an e-mail when images have been uploaded and are ready for interpretation.

Referring Physicians

Referring Physicians can be individuals or companies and may view interpretations and patient images and download the final report in PDF format.

Administrators

There are two types of administrators.

The *Phoenix CONNECT Master Administrator* oversees and maintains the functionality, data integrity and support of the Phoenix CONNECT platform with full access to all features.

The *Phoenix Client Administrator* is able to perform subset of functions such as adding or deactivating users and clinics.

Upload Technician

Upload Technician

Overview

An important position in the ROP-Telemedicine workflow is the upload technician. Upload technicians are directly associated with individual clinics and this acts as a filter in that each Upload Technician can only view patients uploaded to their corresponding clinic(s).

The Upload Technician/Printing Technician receives a text message when a study has been read.

Phoenix CONNECT Role Features

Feature	PTG Master Admin	Client Admin	Upload Tech	Reading Physician	Referring Physician	Referring Physician (upload)	Printing Tech	Upload / Printing Tech	Supervisor
See Case List	X	X	X	X	X	X	X	X	X
Edit Patient Data	X	X	X	-	-	X	X	X	-
View Patient Data	X	X	X	X	X	X	X	X	-
Upload Photo Session	X	-	X	-	-	X	-	X	-
Edit Photo Session	X	-	X	-	-	X	-	X	-
Read Photo Session	X	-	-	X	-	-	-	-	-
View Photo Session	X	-	X	X	X	X	-	X	-
View Report	X	-	-	-	-	-	X	X	-
Download Report	X	-	-	X	X	-	X	X	-
Downloading marks case as "Reviewed"	X	-	-	-	X	X	X	X	-
Add Client	X	-	-	-	-	-	-	-	-
Add Facility	X	-	-	-	-	-	-	-	-
Add Clinic	X	-	-	-	-	-	-	-	-
Edit Clinic	X	X	-	-	-	-	-	-	-
View Users	X	X	-	-	-	-	-	-	-
Add User	X	X	-	-	-	-	-	-	-
Edit User	X	X	-	-	-	-	-	-	-
Receive Text Messages	No	Yes Overdue cases (2 nd time reader is reminded)	No They only upload so no report alerts	Yes When images uploaded+ up to 2 reminders	Yes When images are read)	Yes When images are read	Yes When images are read	Yes When images are read	No

Patient List Screen

When an Upload Technician logs in, the screen shall display the patient list.

The user may choose to filter the list to a specific clinic (if applicable) the default is "All Clinics." To change this, select the clinic from the drop-down menu.

The user may also filter the list by the last session date. The default value is "All Dates." To change this, select the date range to view from the drop-down menu (e.g. "Within One Week"). The user can also search cases by typing in a Patient's First Name, Patient's Last Name or Medical Record Number. The main screen looks something like this:

phoenix | CONNECT

Welcome, Linda Upload Tech [Profile](#) [Sign Out](#)

[Patients](#) [Search Patients](#)

PATIENT LIST

[New Patient +](#) [Upload Dicom +](#)

Clinic: Last Session:

Cases

Filter By Case Status:

Case#	Last Session	Name	DOB	Status	Downloaded?	# Sessions	Clinic	
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	Uploaded	No	1	Suburban Clinic	View Upload Exam Edit
14	07/01/2019 10:00 PM	Mcgee, Farley	06/29/2019	Read	No	1	Suburban Clinic	View Upload Exam Edit
16	07/01/2019 12:15 AM	Donna, Bella	06/12/2019	Read	No	1	Suburban Clinic	View Upload Exam Edit
15		Patient, Test	06/05/2019	Entered	No	0	Suburban Clinic	View Upload Exam Edit

Showing 1 to 4 of 4 entries [Previous](#) [Next](#)

Copyright © 2019 | Phoenix Technology Group, LLC

Phoenix ICON™, Phoenix MICRON™ and Phoenix CONNECT™ are trademarks of Phoenix Technology Group, LLC.
Phoenix ICON™, Phoenix MICRON™ and Phoenix CONNECT™ are covered by one or more patents, including 10,244,943, 9,872,618, 9,622,657, 7,993,000.

The patient list is broken up into two separate lists, the Incomplete Photo Sessions list and the Cases List.

Incomplete Photo Sessions List

The Incomplete Photo Sessions list displays cases for which a photo session has not been submitted. The table displays the Case Number, Session Date, Name and Clinic for the patient and a link to "Edit Photo Session." For more on editing an existing photo session see below "Editing a Photo Session."

Incomplete Photo Sessions				
Case#	Session Date	Name	Clinic	
30	3/17/2014 1:00 AM	Right, Ami	Clinic1	Edit Photosession
31	3/21/2014 11:00 AM	saturday, baby	Clinic1	Edit Photosession

Showing 1 to 2 of 2 entries [< Previous](#) [Next >](#)

Cases List

The Cases list displays all cases in the selected clinic. The case list shall display the Case Number, Last Session Date, Name, Date of Birth, Status, Number of Sessions, Clinic, a View link (if images have been uploaded), an Upload Exam link, and an Edit Link.

Status descriptions include:

- **Read** cases are highlighted in green. Images have been reviewed by the physician, but a report has not been downloaded by the referring site.
- **Unread** cases are highlighted in Red. These cases have not been reported on by the physician.
- **Downloaded** refers to whether a report has been downloaded or not.
- **Uploaded** cases have had images posted to the site but have not been reviewed by the reading physician.
- **Entered** cases are patient names that have been input however no images are uploaded yet.
- **Reviewed** cases will be marked as reviewed only when a Referring Physician or Printing Technician downloads the case. Note: If the case is not downloaded in a timely fashion, it will **cause the case to become late**.

Cases									Filter By Case Status: ✓ All Read Unread			
Case#	Last Session	Name	DOB	Status	Downloaded?	# Sessions	Clinic					
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	Uploaded	No	1	Suburban Clinic	View	Upload Exam	Edit	Report	
14	07/01/2019 10:00 PM	Mcgee, Farley	06/29/2019	Reviewed	Yes	1	Suburban Clinic	View	Upload Exam	Edit	Report	
16	07/01/2019 12:15 AM	Donna, Bella	06/12/2019	Read	No	1	Suburban Clinic	View	Upload Exam	Edit	Report	
15		Patient, Test	06/05/2019	Entered	No	0	Suburban Clinic	View	Upload Exam	Edit		

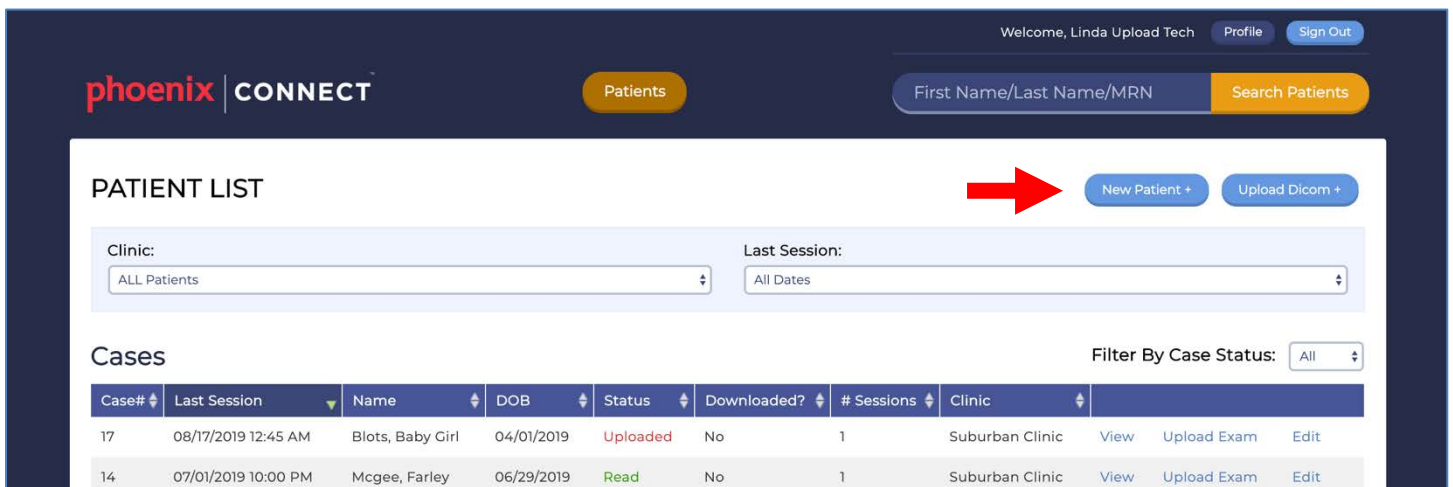
Showing 1 to 4 of 4 entries [< Previous](#) [Next >](#)

The Cases List may be filtered by choosing "Read, Unread, or All," from the Case Status drop-down menu. Selecting "Read" will show only cases which have a status of "Read" and "Reviewed". Selecting "Unread" will show only cases which have a status of "Entered" or "Uploaded". Selecting "All" will show all cases.

Create a New Patient

The most common activity for an Upload Technician is to create a New Patient for the Reading Physician to read which can be done by clicking the “New Patient” button at the top of the screen.

Clicking on this button will display the Patient Information Screen.



The screenshot shows the Phoenix Connect interface for an Upload Technician. At the top, there's a navigation bar with the Phoenix Connect logo, a 'Patients' button, a search bar labeled 'First Name/Last Name/MRN', and a 'Search Patients' button. Below this, the 'PATIENT LIST' section features a red arrow pointing to a 'New Patient +' button. To the right of this button is an 'Upload Dicom +' button. Below these buttons are two dropdown menus: 'Clinic:' with 'ALL Patients' selected, and 'Last Session:' with 'All Dates' selected. Further down, there's a 'Cases' section with a 'Filter By Case Status:' dropdown set to 'All'. Below the filter is a table with patient cases.

Case#	Last Session	Name	DOB	Status	Downloaded?	# Sessions	Clinic	
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	Uploaded	No	1	Suburban Clinic	View Upload Exam Edit
14	07/01/2019 10:00 PM	Mcgee, Farley	06/29/2019	Read	No	1	Suburban Clinic	View Upload Exam Edit

New Patient Upload

Step 1 of 3 - Patient Information Screen

Choose a Clinic

Begin by choosing a clinic from the drop down. The menu will default to the clinic to which the user is assigned.

Patients > New Patient Upload - Step 1 of 3 - Patient Information

New Patient Upload - Step 1 of 3 - Patient Information

If there is a * next to the name of the field, it is required.

Clinic *

✓ Select One
 CONNECT Test Client > Delta Facility > NICU 1
 Client1 > Facility1 > Suburban Clinic
 ABC client > ABC Facility > ABC Clinic
 Client1 > Facility1 > Rural Clinic
 Client1 > Facility 2 > Damas Clinic

Enter Demographic Information

Enter in required demographic information in each of the text fields for the patient. The required fields will be designated with a red *. The system will check to make sure that the entries are in the proper format.

Clinic *

Client1 > Facility1 > Clinic1

Medical Record Number *

456

Patient Name *

Baby Girl Kit

Gender *

If not, you will be notified with a message to check what you have entered.

Medical Record Number *

!# Please enter only digits.

Duplicate MRN

If you enter a patient with the same medical record number as someone else in the same clinic, you will be notified in the following manner:

Patients > New Patient Upload - Step 1 of 3 - Patient Information

New Patient Upload - Step 1 of 3 - Patient Information

If there is a * next to the name of the field, it is required.

Clinic *

Client1 > Facility1 > Clinic1

Medical Record

678

Patient Name *

Baby Girl

Gender *

☐ Male

☒ Female

Date of Birth *

07/01/2019

Birth weight in grams *

890

Patient with Duplicate MRN

Warning: Duplicate MRN in Clinic

There is already a patient with the same MRN of 678 in the Client1 Facility1 Clinic1.

That patient's name is Baby Girl Kit.

Would you like to add a photosession to Baby Girl Kit's record instead of creating a new record?

Modify MRN and Continue Adding a New Patient Use Baby Girl Kit's Existing Record

The screen will list the name of the duplicate patient. You can either modify the patient's MRN by clicking "Modify MRN and Continue Adding a New Patient" or use the existing patient's record by clicking "Use [Patient Name]'s Existing Record". If you click "Modify MRN and Continue Adding a New Patient", then it will return you to the same page. If you click "Use [Patient Name]'s Existing Record", then it will bring you to the Uploading Patient Images page for that existing patient. *Do not click "Use [Patient Name]'s Existing Record" if the patient is not the same patient as it will place the photo session in the wrong patient's record.*

Duplicate Patient

If you enter a patient with the same first name, last name, date of birth, and gender as someone else in the same clinic, you will be notified in the following manner:

Patients > New Patient Upload - Step 1 of 3 - Patient Information

New Patient

If there is a * n

Clinic *

Client1 > Facility1 >

Medical Record

6789

Patient Name

Baby Girl

Gender *

☐ Male

☒ Female

Date of Birth *

07/01/2019

Duplicate Patient?

Warning: Duplicate Patient

There is already a patient with the same name, gender, and date of birth in Client1 Facility1 Clinic1.

Would you like to add a photosession to the existing record instead of creating a new record?

Modify Demographics and Continue Adding a New Patient

Use Baby Girl Kit's Existing Record

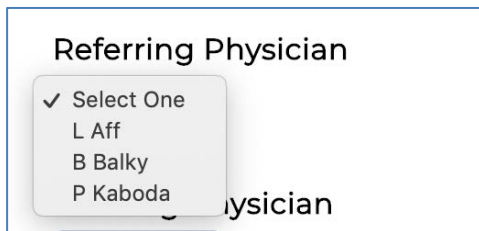
The screen will list the name of the duplicate patient. You can either modify the patient's information by clicking "Modify Demographics and Continue Adding a New Patient" or use the existing patient's record by clicking "Use [Patient Name]'s Existing Record". If you click "Modify MRN and Continue Adding a New Patient", then it will return you to the same page. If you click "Use [Patient Name]'s Existing Record", then it will bring you to the Uploading Patient Images page for that existing patient. *Do not click "Use [Patient Name]'s Existing Record" if the patient is not the same patient as it will place the photo session in the wrong patient's record.*

Choose Referring/Reading Physician

After the demographic and medical information has been entered, a Reading and

Referring Physician must be selected. Please note that Reading and Referring Physicians are ***not necessarily limited to a hospital or clinic*** so the potential Physician pool can be quite large.

Pay close attention to this part since the correct Reading Physician is very important. To select the Reading or Referring Physician, use the drop-down menu as shown:

A screenshot of a web form titled "Referring Physician". Below the title is a drop-down menu. The menu is open, showing a list of options: "Select One" (with a checkmark), "L Aff", "B Balky", and "P Kaboda". The text "Referring Physician" is visible to the right of the menu.

Referring Physician

- ✓ Select One
- L Aff
- B Balky
- P Kaboda

When you are finished with the Patient Information Screen, click "Save and Next."

You will be directed to begin Step 2: Uploading Patient Images.

Uploading Patient Images

When you are finished entering patient demographic information, and you click “Save and Next,” you will see the “Photo Session Information” screen.

This screen will look like this:

Welcome, Linda Upload Tech

Profile

Sign Out

phoenix | CONNECT

Patients

First Name/Last Name/MRN

Search Patients

Patient: Baby Girl Blots

DOB: 04/01/2019

Clinic: Client1 > Facility1 > Suburban Clinic

Female

BW: 2300.00 grams

Referring Physician:

Select One

MRN: 6767

White

Gest: 40 Weeks

Reading Physician:

Jeff Man

New Patient Upload - Step 2 of 3 - Photo Session Information

Date of Photographs *

Time of Photographs *

Postmenstrual Age at Photosession: 40 weeks

Save and Next

Right Eye (OD)

RIGHT EXT

RIGHT SUP

RIGHT TEMP

RIGHT POST

RIGHT NAS

RIGHT INF

+ Add Supplementary Image for Right Eye

Left Eye (OS)

LEFT EXT

LEFT SUP

LEFT NAS

LEFT POST

LEFT TEMP

LEFT INF

+ Add Supplementary Images for Left Eye

Copyright © 2019 | Phoenix Technology Group, LLC

Phoenix ICON™, Phoenix MICRON™ and Phoenix CONNECT™ are trademarks of Phoenix Technology Group, LLC.

Phoenix ICON™, Phoenix MICRON™ and Phoenix CONNECT™ are covered by one or more patents, including 10,244,943, 9,872,618, 9,622,657, 7,993,000.

Begin by choosing a date for the photo session from the date picker:

New Patient Upload - Step 2 of 3 - Photo Session

Date of Photographs * Time of Photographs *

08/01/2019|

August 2019

Su Mo Tu We Th Fr Sa ye (OD)

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

RIGHT SUP

RIGHT EXT



Select the time for the photo session to the nearest half-hour from the drop-down menu. Or enter the time manually if you desire.

New Patient Upload - Step 2 of 3 - Photo Session

Date of Photographs * Time of Photographs *

12:45 PM

Right Eye

12:30 PM
12:45 PM
1:00 PM
1:15 PM
1:30 PM
1:45 PM

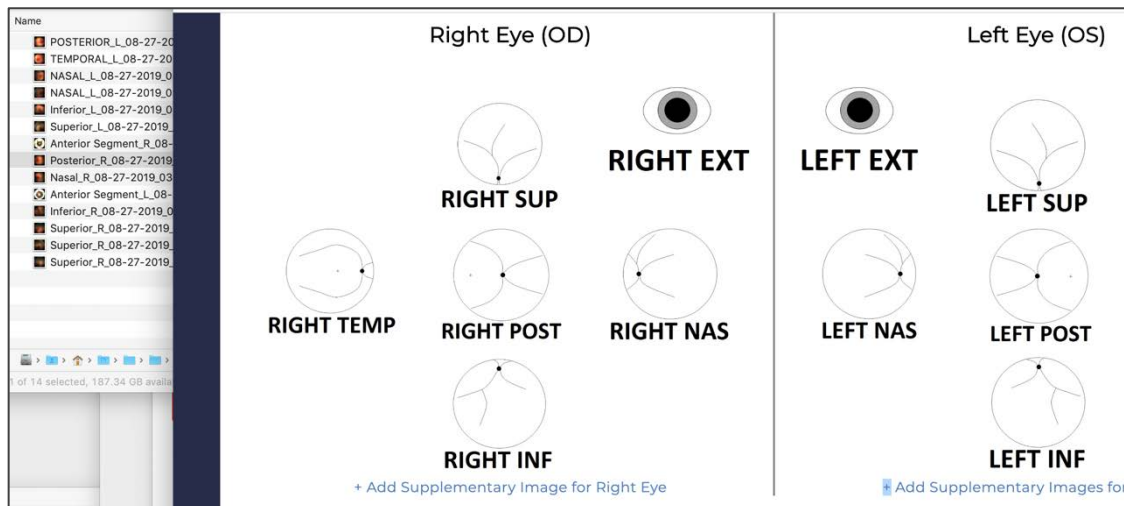


To upload images, you may do this in one of two ways: dragging and dropping images or clicking inside the image container and choosing a file from your computer.

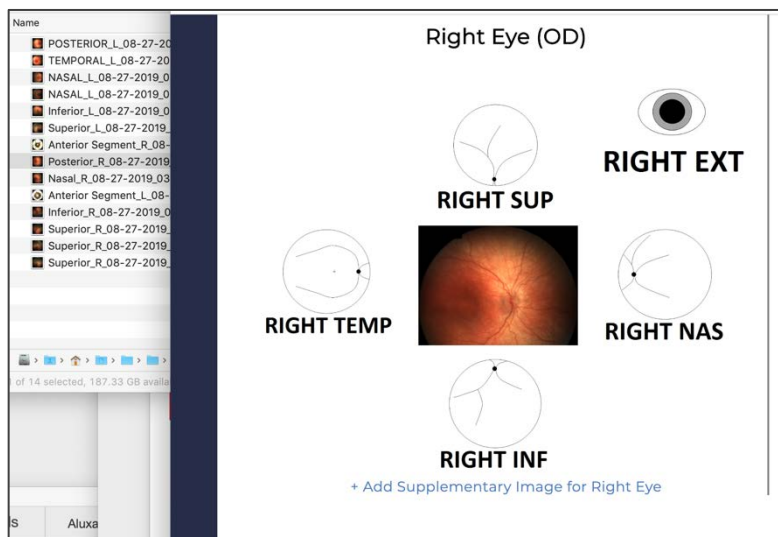
Uploading Images: Dragging and Dropping

To drag and drop images, do the following:

- 1) Find the folder on your computer that contains the images you want. Resize the folder so that you can see the browser window.



- 2) Click on the thumbnail of the image you want to upload.
- 3) Click and drag that image into the corresponding container.



You will see it appear in the browser window. Continue the procedure with the other photos.

Uploading Images: Choosing A File on Your Computer

To upload by choosing a file on your computer, click on the image container where you would like to upload the image. A file browser will appear and allow you to choose an image from your computer.

Adding Extra Images

If you need to add extra images to give the reading physician a better view, click on the “Add Supplementary Images” link under the corresponding eye. Two new containers will appear on the screen and you can place images in them in the same ways listed above.

Saving Images

When you are finished uploading images, click the “Save and Next” button at the top of the page.

Uploading a Partial Session

If you choose “Save and Next” and have not supplied all of the images, you will receive a warning that you are about to upload a partial session. If you intended to complete it later, click “Submit.”

Incomplete Photo Session

You have not entered a complete photo session. Do you want to submit a partial photo session?

Submit

Cancel

Confirming Your Entries

Once you have finished uploading photos and click “Save and Next,” the system will bring you to a confirmation page where you can view all of the photos for this photo session. If they are correct, click the “Confirm and Submit to Reading Physician” button (labeled A in the diagram below).

Confirm and Send to Reading Physician

If they are incorrect, you may edit the photo session by clicking the “Edit Photo Session” button indicated by the first arrow on the following page.

Edit Photosession

Welcome, Les MacUploader [Profile](#) [Sign Out](#)

phoenix | **CONNECT** [Patients](#) [Search Patients](#)

Photos successfully uploaded. You must confirm the photo session to send it to the Reading Physician for review.

Patient: Bella Donna DOB: 06/12/2019 Clinic: Client1 > Facility1 > Suburban Clinic [Edit Patient](#)

Female BW: 897.00 grams ReferringPhysician: UserThreeRefPhysicianF MRN: 4567
White Gest: 29 Weeks Reading Physician: Den Arm

New Patient Upload - Step 3 of 3 - Confirm Information

Photosession Information [Edit Photosession](#)
Date of Photographs: 07/01/2019 12:15 AM Postmenstrual Age: 39 weeks

Right Eye (OD) **Left Eye (OS)**

RIGHT EXT LEFT EXT
RIGHT SUP LEFT SUP
RIGHT TEMP LEFT TEMP
RIGHT POST LEFT POST
RIGHT NAS LEFT NAS
RIGHT INF LEFT INF

[Confirm and Send to Reading Physician](#)

Copyright © 2019 | Phoenix Technology Group, LLC
Phoenix ICON™, Phoenix MICRON™ and Phoenix CONNECT™ are trademarks of Phoenix Technology Group, LLC.
Phoenix ICON™, Phoenix MICRON™ and Phoenix CONNECT™ are covered by one or more patents, including 10,244,943, 9,872,618, 9,622,657, 7,993,000.

Editing a Photo Session

When you click the Edit Photo Session link from either the Patient List or the confirmation screen, the image containers shall display the images associated with them. If one of the images is incorrect you may:

[Edit Photosession](#)

- 1) Click on the image container that has an incorrect image. This will bring up a file browser and allow you to choose another image.
- 2) You may swap images on the screen by dragging and dropping them. For example, if the POST image is in the NAS container, click and drag the image in the NAS container to the POST container and the images will swap with one another.
- 3) You may also drag an image from an incorrect container to an empty container.

When you are finished editing, Click the "Save and Next" button to save your changes.

Deleting a Photo Session

If you have uploaded a session by mistake and wish to mark a photo session for deletion, go to the Patient List, and click the “View” link.

The following will display:

The screenshot displays the patient information page for Jones Jeff, born 03/01/2019, with MRN 12. The page shows various buttons for patient management and session creation. A photo session from 04/01/2019 at 12:00 AM is selected, showing fundus images for the right and left eyes. The 'Delete Session' button is circled in red. A 'Request Session Deletion' dialog box is open, prompting the user to select a reason for deletion: 'Session is a duplicate' (selected), 'Session was entered for wrong patient', or 'Other (Please explain below)'. The dialog box includes 'Delete' and 'Cancel' buttons.

Click the “Delete Session” button which will prompt you to select a reason. Select the reason from the dialog box.

Click the Delete Button. A Delete Request Pending message will display until it is approved by the Administrator.

The screenshot shows the bottom of the interface with three buttons: 'Export To Dicom', 'Delete Request Pending' (highlighted in red), and 'Cancel Delete'.

Actions that You Can Perform from the Patient List

View a Photo Session

Once a photo session has been uploaded for a patient, you may click the View link to view the photo session as the Physician would see it.

Upload a New Exam

To upload a new exam for an existing patient, click the “Upload Exam” link to be brought to the page to upload a photo session. Follow the steps listed under Uploading Patient Images for more information on uploading images.

Editing Patient Information

If you need to edit an existing patient’s demographic information, go to the Patient List, find the patient whose information you need to edit and click the **Edit** link.

Cases									Filter By Case Status: All		
Case#	Last Session	Name	DOB	Status	Downloaded?	# Sessions	Clinic				
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	Uploaded	No	1	Suburban Clinic	View	Upload Exam	Edit	
14	07/01/2019 10:00 PM	Mcgee, Farley	06/29/2019	Read	No	1	Suburban Clinic	View	Upload Exam	Edit	
16	07/01/2019 12:15 AM	Donna, Bella	06/12/2019	Read	No	1	Suburban Clinic	View	Upload Exam	Edit	
15		Patient, Test	06/05/2019	Entered	No	0	Suburban Clinic	View	Upload Exam	Edit	

Showing 1 to 4 of 4 entries

< Previous Next >

This will display the Patient Information Screen again with the information that has been previously filled out. You may make the necessary changes and then click “Save”. You will be returned to the Patient List Page and notified that your changes have been saved.

Reading Physician

Reading Physician

Overview

Reading Physicians are specialists in the field and may view and interpret images.

Reading Physicians receive a text message on their mobile phone and/or email when images have been uploaded and are ready for interpretation.

Phoenix CONNECT Role Features

Feature	PTG Master Admin	Client Admin	Upload Tech	Reading Physician	Referring Physician	Referring Physician (upload)	Printing Tech	Upload / Printing Tech	Supervisor
See Case List	X	X	X	X	X	X	X	X	X
Edit Patient Data	X	X	X	-	-	X	X	X	-
View Patient Data	X	X	X	X	X	X	X	X	-
Upload Photo Session	X	-	X	-	-	X	-	X	-
Edit Photo Session	X	-	X	-	-	X	-	X	-
Read Photo Session	X	-	-	X	-	-	-	-	-
View Photo Session	X	-	X	X	X	X	-	X	-
View Report	X	-	-	-	-	-	X	X	-
Download Report	X	-	-	X	X	-	X	X	-
Downloading marks case as "Reviewed"	X	-	-	-	X	X	X	X	-
Add Client	X	-	-	-	-	-	-	-	-
Add Facility	X	-	-	-	-	-	-	-	-
Add Clinic	X	-	-	-	-	-	-	-	-
Edit Clinic	X	X	-	-	-	-	-	-	-
View Users	X	X	-	-	-	-	-	-	-
Add User	X	X	-	-	-	-	-	-	-
Edit User	X	X	-	-	-	-	-	-	-
Receive Text Messages	No	Yes Overdue cases (2 nd time reader is reminded)	No They only upload so no report alerts	Yes when images uploaded+ up to 2 reminders	Yes When images are read (report ready for download)	Yes When images are read	Yes When images are read	Yes When images are read	No

Patient List

When a Reading Physician logs in, the screen shall display the patient list.

The user may choose to filter the list to a specific clinic (if applicable) the default is "All Clinics." To change this, select the clinic from the drop-down menu.

The user may also filter the list by the last session date. The default value is "All Dates." To change this, select the date range to view from the drop-down menu (e.g. "Within One Week").

phoenix | CONNECT

Welcome, LD Reader [Profile](#) [Sign Out](#)

[Patients](#) [Search Patients](#)

PATIENT LIST

Clinic: Last Session: Patient Set:

Overdue Cases - to be read

Case#	Last Session	Name	DOB	Reading Due	Reading Physician	Clinic	
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	08/17/2019 12:23 PM	LD Reader	Suburban Clinic	View
5	04/03/2019 8:00 PM	Jeff, Jones	03/01/2019	04/10/2019 1:46 AM	LD Reader	Suburban Clinic	View
4	10/15/2018 8:00 PM	Apple, Baby	10/15/2018	07/03/2019 10:42 PM	LD Reader	Rural Clinic	View

Showing 1 to 3 of 3 entries [Previous](#) [Next](#)

Expert Opinion Requests

Case#	Photosession	Requesting Physician	Request
9	04/23/2019 12:00 AM	Admin, Admin	Respond

Showing 1 to 1 of 1 entries [Previous](#) [Next](#)

Cases

Filter By Case Status:

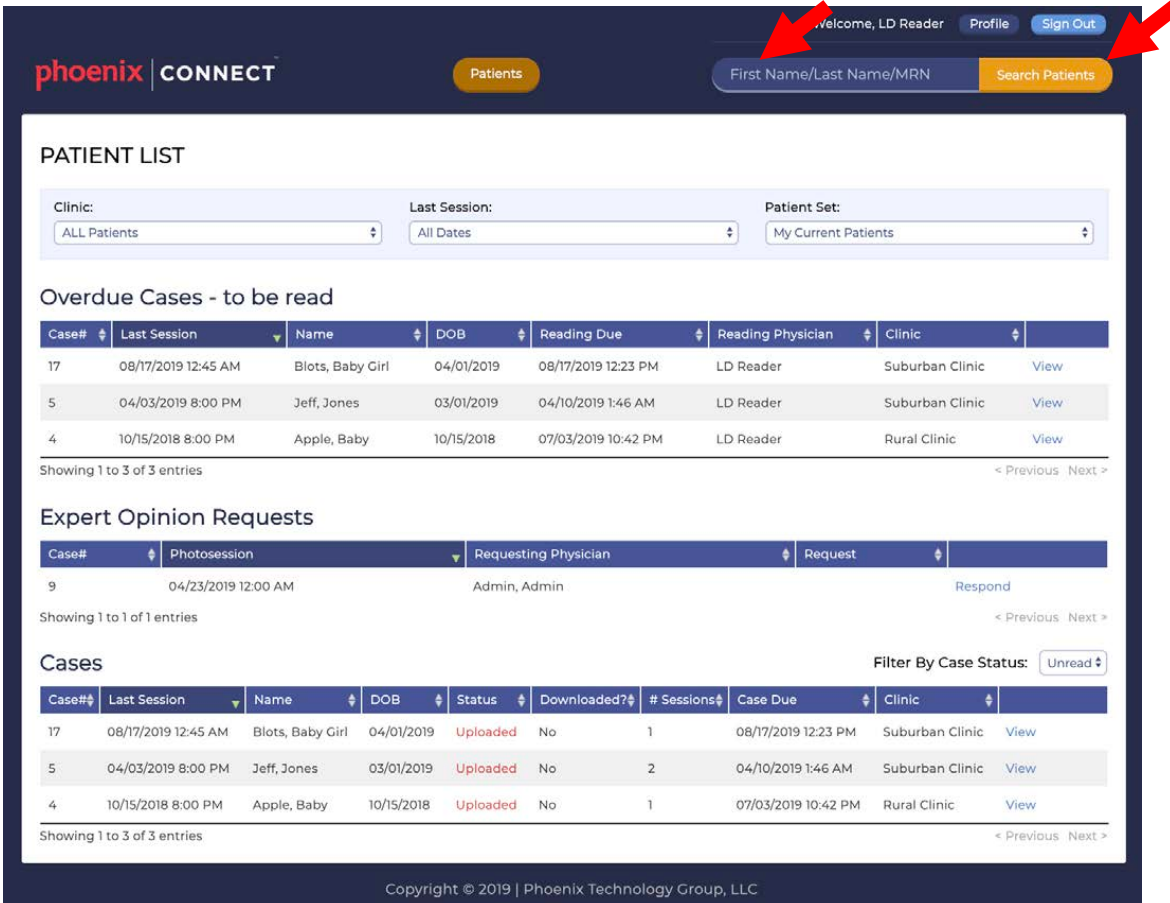
Case#	Last Session	Name	DOB	Status	Downloaded?	# Sessions	Case Due	Clinic	
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	Uploaded	No	1	08/17/2019 12:23 PM	Suburban Clinic	View
5	04/03/2019 8:00 PM	Jeff, Jones	03/01/2019	Uploaded	No	2	04/10/2019 1:46 AM	Suburban Clinic	View
4	10/15/2018 8:00 PM	Apple, Baby	10/15/2018	Uploaded	No	1	07/03/2019 10:42 PM	Rural Clinic	View

Showing 1 to 3 of 3 entries [Previous](#) [Next](#)

Copyright © 2019 | Phoenix Technology Group, LLC

The user can also search cases by typing in a Patient's First Name, Patient's Last Name or Medical Record Number.

The main screen looks something like this:



The screenshot displays the Phoenix Connect interface. At the top, there's a navigation bar with the Phoenix Connect logo, a 'Patients' button, and a search bar labeled 'First Name/Last Name/MRN' with a 'Search Patients' button. A user greeting 'Welcome, LD Reader' is visible with 'Profile' and 'Sign Out' links. Below the navigation bar, the 'PATIENT LIST' section includes filters for 'Clinic' (ALL Patients), 'Last Session' (All Dates), and 'Patient Set' (My Current Patients). The 'Overdue Cases - to be read' table lists three cases with columns for Case#, Last Session, Name, DOB, Reading Due, Reading Physician, Clinic, and a View link. Below this is the 'Expert Opinion Requests' section with a table for Case#, Photosession, Requesting Physician, Request, and a Respond link. The 'Cases' section at the bottom includes a 'Filter By Case Status' dropdown set to 'Unread' and a table with columns for Case#, Last Session, Name, DOB, Status, Downloaded?, # Sessions, Case Due, Clinic, and a View link. The footer shows 'Copyright © 2019 | Phoenix Technology Group, LLC'.

Case#	Last Session	Name	DOB	Reading Due	Reading Physician	Clinic	
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	08/17/2019 12:23 PM	LD Reader	Suburban Clinic	View
5	04/03/2019 8:00 PM	Jeff, Jones	03/01/2019	04/10/2019 1:46 AM	LD Reader	Suburban Clinic	View
4	10/15/2018 8:00 PM	Apple, Baby	10/15/2018	07/03/2019 10:42 PM	LD Reader	Rural Clinic	View

Case#	Photosession	Requesting Physician	Request	
9	04/23/2019 12:00 AM	Admin, Admin		Respond

Case#	Last Session	Name	DOB	Status	Downloaded?	# Sessions	Case Due	Clinic	
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	Uploaded	No	1	08/17/2019 12:23 PM	Suburban Clinic	View
5	04/03/2019 8:00 PM	Jeff, Jones	03/01/2019	Uploaded	No	2	04/10/2019 1:46 AM	Suburban Clinic	View
4	10/15/2018 8:00 PM	Apple, Baby	10/15/2018	Uploaded	No	1	07/03/2019 10:42 PM	Rural Clinic	View

The cases are categorized according to their status.

Overdue Cases to Be Read

The Overdue Cases to Be Read list displays all of the cases that are overdue for the physician. The information for each case includes: Case Number, Last Session Date, Name, DOB, Reading Due, Reading Physician and Clinic. Each record has a view link which allows the Reading Physician to view the Case.

At the time of this writing, a case is considered Overdue at 6 hours if it has not been read.

At the time of this writing, the case may be overdue for 2 hours after which the CONNECT Administrator will be notified. This is called the Overdue Limit. (e.g. If a case is overdue at 12:50 p.m., and the overdue limit is 2 hours, the CONNECT administrator will be notified at 2:50 p.m. if the case is still overdue.)

Overdue Cases - to be read							
Case#	Last Session	Name	DOB	Reading Due	Reading Physician	Clinic	
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	08/17/2019 12:23 PM	LD Reader	Suburban Clinic	View
5	04/03/2019 8:00 PM	Jeff, Jones	03/01/2019	04/10/2019 1:46 AM	LD Reader	Suburban Clinic	View
4	10/15/2018 8:00 PM	Apple, Baby	10/15/2018	07/03/2019 10:42 PM	LD Reader	Rural Clinic	View
Showing 1 to 3 of 3 entries							< Previous Next >

Expert Opinion Requests

This list displays cases for which the Reading Physician has been requested to provide an expert opinion. The list displays the following: Case Number, Last Session Date, Requesting Physician and Request.

Expert Opinion Requests			
Case#	Photosession	Requesting Physician	Request
9	04/23/2019 12:00 AM	Admin, Admin	Respond
Showing 1 to 1 of 1 entries			< Previous Next >

Cases List

The Cases list displays cases for which you have been assigned as the Reading Physician or you have read previously.

The case list shall display the Case Number, Last Session Date, Name, Date of Birth, Status (Read cases are highlighted in green, Unread cases are highlighted in Red), Downloaded (refers to whether a report has been downloaded or not), Number of Sessions, Case Due, Clinic, A View Link (if images have been uploaded) and a Report Link (if a report has been provided).

Cases

Filter By Case Status:

Unread

Case#	Last Session	Name	DOB	Status	Downloaded?	# Sessions	Case Due	Clinic	
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	Uploaded	No	1	08/17/2019 12:23 PM	Suburban Clinic	View
5	04/03/2019 8:00 PM	Jeff, Jones	03/01/2019	Uploaded	No	2	04/10/2019 1:46 AM	Suburban Clinic	View
4	10/15/2018 8:00 PM	Apple, Baby	10/15/2018	Uploaded	No	1	07/03/2019 10:42 PM	Rural Clinic	View

Showing 1 to 3 of 3 entries

< Previous Next >

The cases list may be filtered by choosing “Read, Unread, or All,” from the Case Status drop-down menu. Selecting “Read” will show only cases which have a status of “Read” and “Reviewed”. Selecting “Unread” will show only cases which have a status of “Entered” or “Uploaded”. Selecting “All” will show all cases.

Cases

Filter By Case Status

All

Read

Unread

Case#	Last Session	Name	DOB	Status	Downloaded?	# Sessions	Case Due	Clinic	
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	Read	No	1	09/10/2019 6:12 PM	Suburban Clinic	View
16	07/01/2019 12:15 AM	Donna, Bella	06/12/2019	Read	No	1	07/20/2019 5:30 AM	Suburban Clinic	View
5	04/03/2019 8:00 PM	Jeff, Jones	03/01/2019	Uploaded	No	2	04/10/2019 1:46 AM	Suburban Clinic	View
3	04/01/2019 12:15 AM	Test-A, Baby	04/01/2019	Read	No	1	05/29/2019 3:10 PM	Suburban Clinic	View
4	10/15/2018 8:00 PM	Apple, Baby	10/15/2018	Uploaded	No	1	07/03/2019 10:42 PM	Rural Clinic	View

Showing 1 to 5 of 5 entries

< Previous Next >

Reading a Case

The Reading Physician will click the “View” Link which will display the Patient Details page.

The most recent unread photo session shall be displayed first. To begin a Reading, click the “Read Photosession” button in the upper right corner.

The screenshot shows the Phoenix Connect interface for a patient named Bella Donna. The top navigation bar includes the Phoenix Connect logo, a 'Patients' button, and a search bar. The patient's details are listed: Bella Donna, Female, White, Birth: 06/12/2019, MRN: 4567, Case: 16, Gest: 29 Weeks, Reading Physician: Les MacReader, Referring Physician: UserThreeRefPhysicianF User3Ref_PhysicianL. The page shows a list of sessions, with the most recent session (07/01/2019 12:15 AM) selected. A red arrow points to the 'Read Photosession' button. The fundus photosession is displayed in a grid format, showing images for the Right Eye (OD) and Left Eye (OS). The Right Eye images include RIGHT SUP, RIGHT EXT, RIGHT TEMP, RIGHT POST, RIGHT NAS, and RIGHT INF. The Left Eye images include LEFT EXT, LEFT SUP, LEFT NAS, LEFT POST, LEFT TEMP, and LEFT INF. Each image is a fundus photograph showing the retina and optic disc.

The images that correspond with the Right Eye are shown first. On the left-hand side of the screen are thumbnail images. On the right-hand side of the screen, a larger version of the highlighted image appears.

You may click on the thumbnails you wish to view. Alternatively, you may click through them by hovering over the larger image with the mouse and clicking on the left arrow to go to the previous image, or the right arrow to move to the next image.

Welcome, Les MacReader

Profile

Sign Out

phoenix | CONNECT

Patients

First Name/Last Name/MRN

Search Patients

Patients > Client > Facility > Suburban Clinic > MRN #4567 > Read Photosession - Step 1: Right Eye

Bella Donna

Female

White

Current PMA: 34 weeks

Birth: 06/12/2019

897.00 grams

Gest: 29 Weeks

MRN: 4567

Case: 16

Reading Physician: Les MacReader

Referring Physician: UserThreeRefPhysicianF User3Ref_PhysicianL

Step 1: Right Eye

Step 2: Left Eye

Step 3: Review Findings

Request Expert Opinion

Next

Read Photosession - Step 1: Right Eye

Please review the photos of the right eye, answer all of the prompts below the pictures, and click "Next" when you are done.

07/01/2019 12:15 AM

PMA at time of photo: 31 weeks

Right Eye (OD)

RIGHT SUP

RIGHT EXT

RIGHT TEMP

RIGHT POST

RIGHT NAS

RIGHT INF

Right Post

Enhance Image

Compare Previous

Gain: 2.0

Intensity: 20

12:44:39.757

02:09.2

Is the pupil size adequate?

Yes

No

Indet

Is rubeosis present?

Yes

No

Indet

What is the vascular status?

Normal Pole

Pre-Plus

Plus

Indet

Vitreous Haze

Yes

No

Highest Stage

No ROP Seen

S1

S2

S3 Flat

S3 Typical

S4/S5

Indet

Lowest Zone

Zone 1

Zone 2

Indet

Recommended Follow Up (Overall)

Prompts not complete. Insufficient Information.

Right Eye Comments

Next

Answer the prompts below the images by clicking on the corresponding buttons as shown. For example: What is the Pole status?

Is the pupil size adequate?

Is rubeosis present?

What is the vascular status?

Vitreous Haze

Highest Stage

Lowest Zone

Recommended Follow Up (Overall)

Right Eye Comments

Make sure you answer all prompts before you continue.

To continue reading the left eye, click the “Next” button at the bottom of the screen or the “Step 2: Left Eye” button at the top of the screen.

Reading the left eye is performed in a similar fashion to reading the right eye. When finished, click the “Next” button at the bottom or click “Step 3: Review Findings”.

While reviewing a case, the following tools may be helpful to you:

Enhancing Images

If you find you need to enhance an image to get a clearer view, click the “Enhance Image” button above a given image.

Doing so will bring up an image editing panel.

Patients > Client1 > Facility1 > Suburban Clinic > MRN #12 > Read Photosession - Step 1: Right Eye

Jones Jeff

Male

Current PMA: 57 weeks

Birth: 03/01/2019

750.00 grams

Gest: 30 Weeks

MRN: 12

Case: 5

Reading Physician: LD Reader

Referring Physician: None

Step 1: Right Eye

Step 2: Left Eye

Step 3: Review Findings

Request Expert Opinion

Next

Read Photosession - Step 1: Right Eye

Please review the photos of the right eye, answer all of the prompts below the pictures, and click "Next" when you are done.

09/04/2019 3:00 PM

PMA at time of photo: 56 weeks

Right Eye (OD)

RIGHT SUP

RIGHT EXT

RIGHT TEMP

RIGHT POST

RIGHT NAS

RIGHT INF

Right Post

Enhance Image

Compare Previous

Is the pupil size adequate?

Yes

No

Indet

Is rubeosis present?

Yes

No

Indet

What is the vascular status?

Normal Pole

Pre-Plus

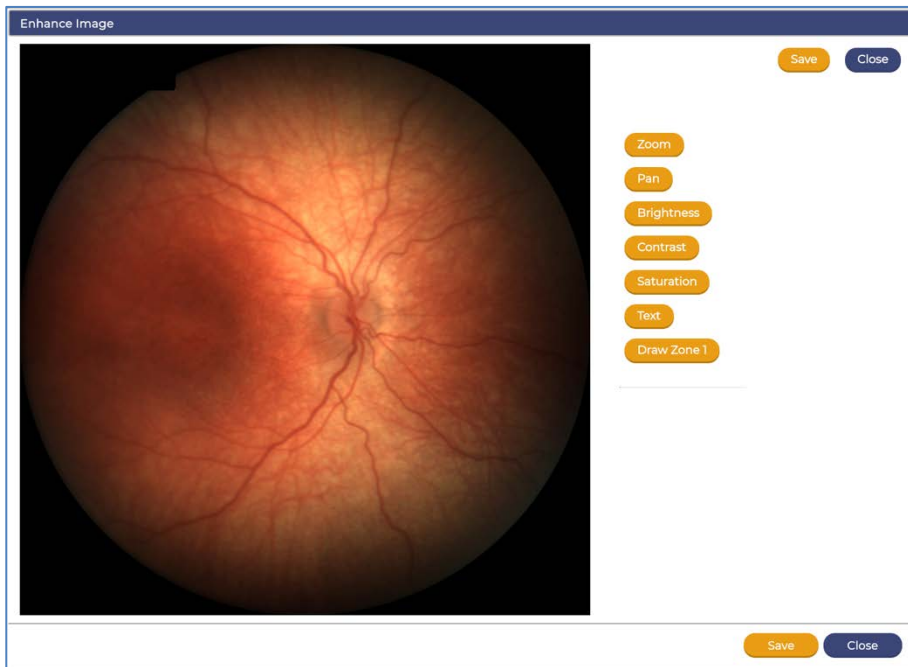
Plus

Indet

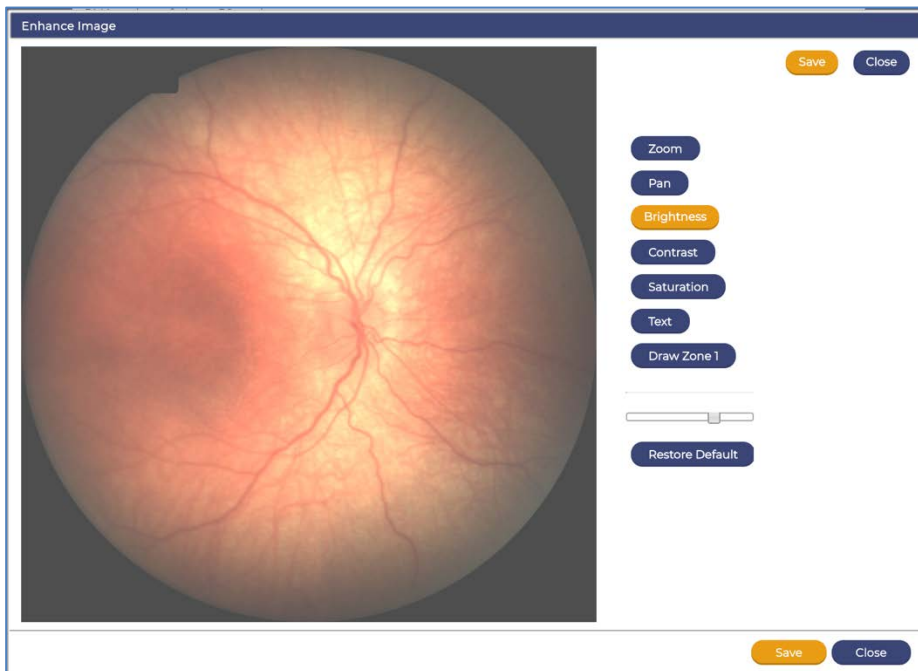
Vitreous Haze

Yes

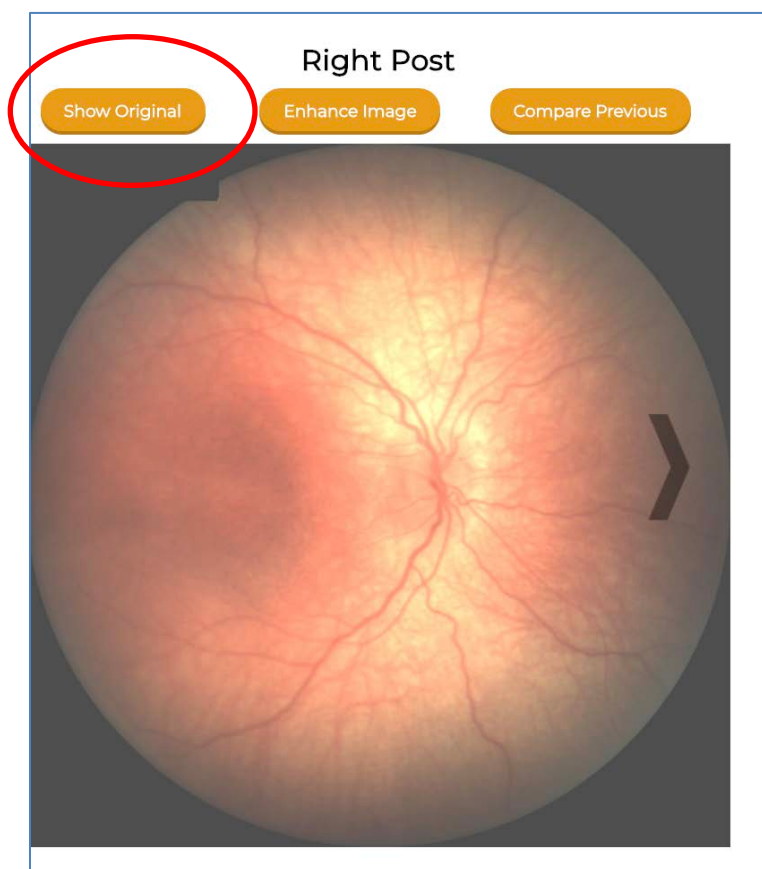
No



Click the button for the type of adjustment you wish to make (e.g. Brightness).



Adjust the slider as necessary. After you have made the appropriate adjustment, you may click another type of image enhancement and adjust that. After you have made all of your adjustments, click the Save button. Your image will now appear in the appropriate container on the previous page.

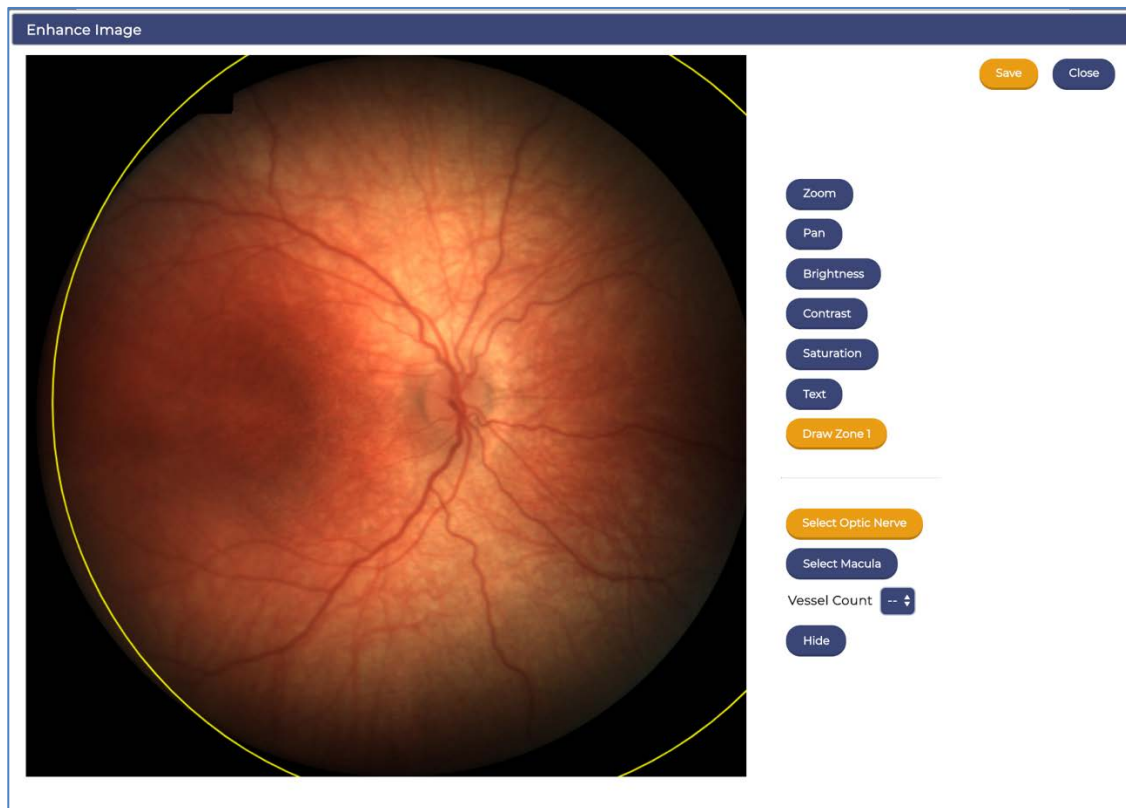


At any time you may choose to view the original image by clicking on the container with the enhanced image and clicking the “Show Original” button.

Draw Zone 1

One of the options in the enhance image panel is to Draw Zone 1. To do so:

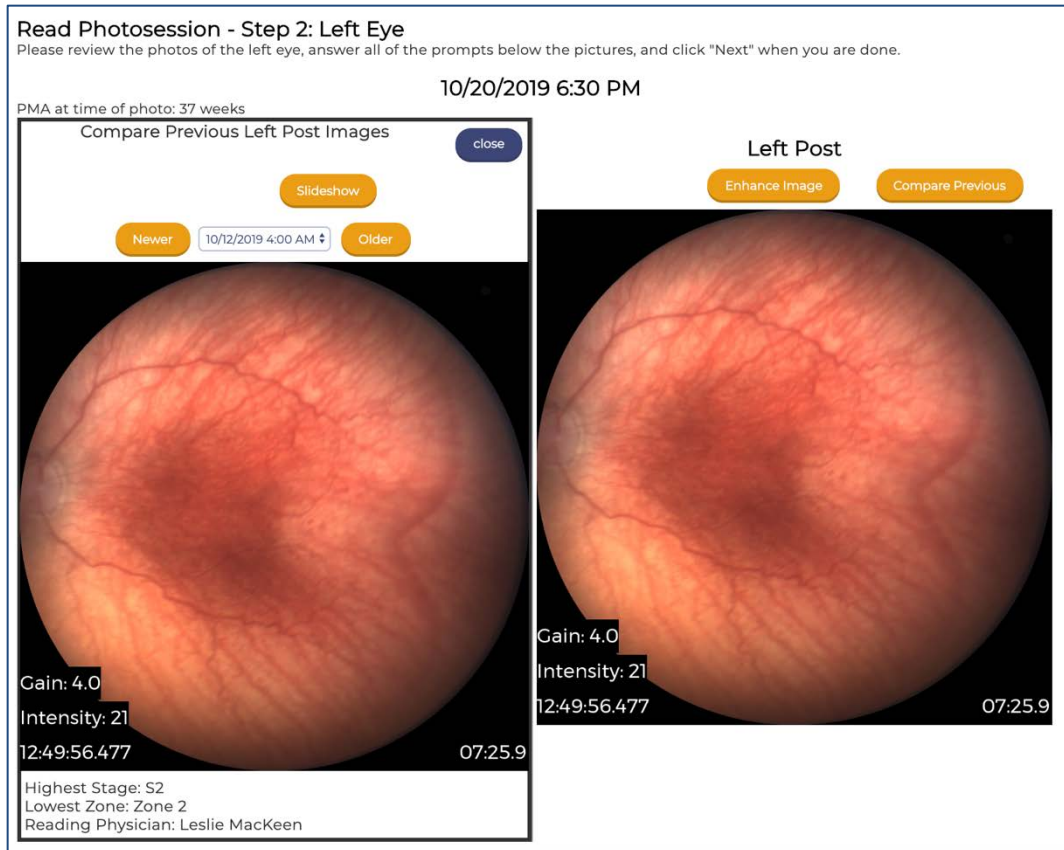
- 1) Click “Draw Zone 1”
- 2) “Select Optic Nerve” will be highlighted. Click on the image over the optic nerve.
- 3) “Select Macula” will be highlighted. Click on the image over the macula.
- 4) The system will draw a circle corresponding to Zone 1 in yellow.
- 5) Choose “Save” to save the image which will replace the current thumbnail.



Comparing Previous Images

If you would like to compare the current image to a previous image, click the “Compare Previous” button. It will launch a window on the left-hand side which shall display the most recent previous image.

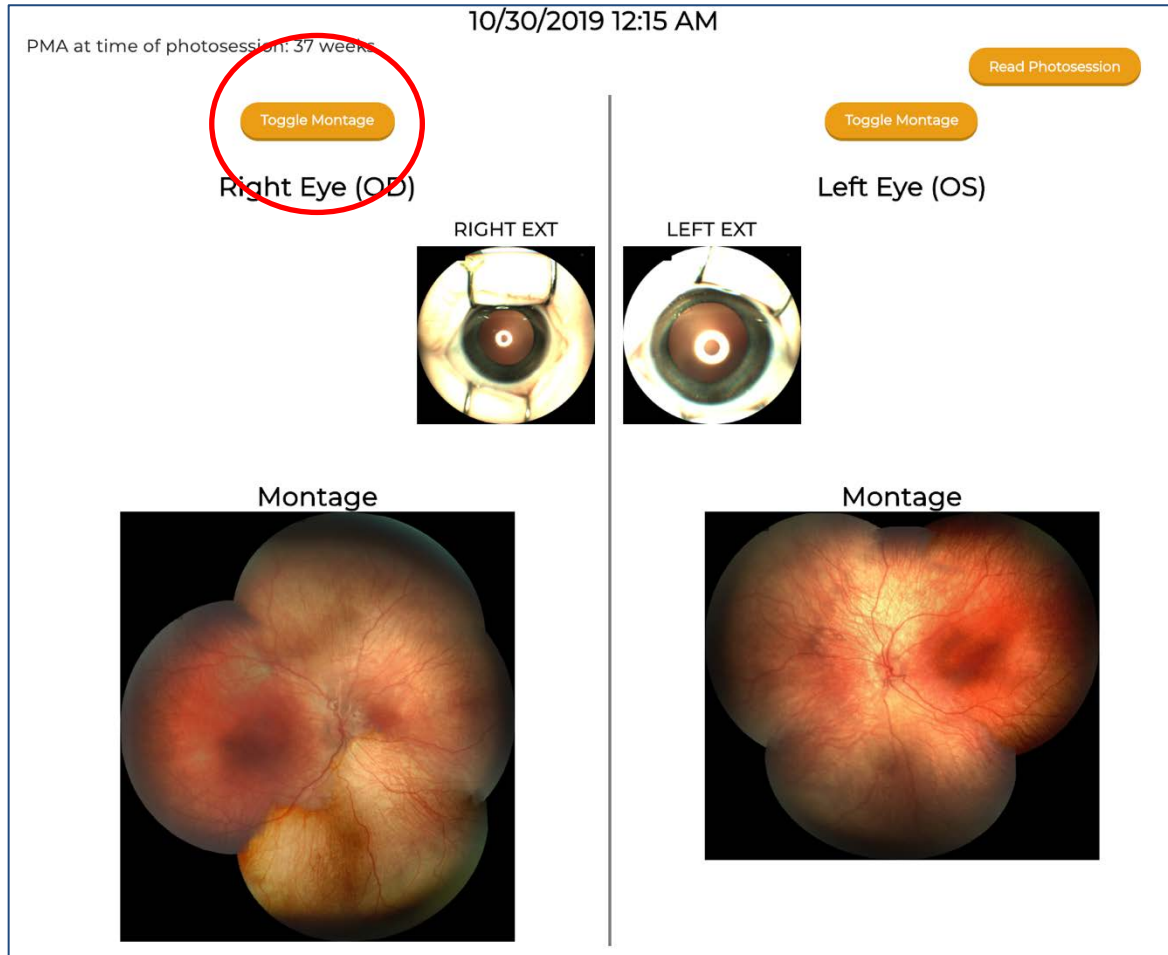
You may view earlier images (if available) by clicking the “Newer” and “Older” buttons. You may also choose a specific date from the drop-down box.



Viewing Montaged Images

The system will automatically montage the SUP, POST, NAS, TEMP and INF images for each eye when possible. To view the montaged images, click the “Toggle Montage” button.

It will display the montage in place of the thumbnails as shown:



Click the “Toggle Montage” button a second time to turn the montage off.

Request Second Opinion

If in the course of your review, you wish to get a second opinion on an image or set of images, click on the “Request Expert Opinion” button. This will launch a second opinion window.

Current PMA: 57 weeks Gest: 30 Weeks

Step 1: Right Eye Step 2: Left Eye Step 3: Review Findings **Request Expert Opinion** Next

Read Photosession - Step 1: Right Eye

Please review the photos of the right eye, answer all of the prompts below the pictures, and click "Next" when you are done.

Request an Expert Opinion

IMPORTANT: Once you click Add and request an expert's opinion, do not submit your reading until you receive that expert's response.

✓ Select One
LD Reader
Joe Sn
Jeff Man
Lynn Reader
B One
Mich Tree

Add Cancel

Select the name of another Reading Physician whose opinion you would like to receive from the drop-down menu.
Type a message to the other physician and click “Add.”

Request an Expert Opinion

IMPORTANT: Once you click Add and request an expert's opinion, do not submit your reading until you receive that expert's response.

Mich Tree

Please review the temporal area of the right eye.

Add Cancel

You will see the message you typed to the other physician appear on the Review Findings screen. Their answer will appear below. Before they have answered the message: "Response from [Other Physician] still pending" will appear instead.

Patients > CONNECT Test Client > Delta Facility > NICU 1 > MRN #789 > Read Photosession - Step 3: Review Findings

Baby Boy Springer Birth: 04/01/2019 MRN: 789 Reading Physician: B One
Male 750.00 grams Case: 9 Referring Physician: None
Current PMA: 57 weeks Gest: 30 Weeks

❗ Please complete the following Right Eye prompts: Highest Stage, Lowest Zone, Pupil size adequate, Rubeosis present, Vascular status, Vitreous Haze
Please complete the following Left Eye prompts: Highest Stage, Lowest Zone, Pupil size adequate, Rubeosis present, Vascular status, Vitreous Haze

Expert Opinions

Request From Admin Admin [10/9/2019 11:06:29 AM]
Please review the temporal area of the right eye.

Save

Step 1: Right Eye Step 2: Left Eye **Step 3: Review Findings** Request Expert Opinion

Reviewing Findings

The Review Findings screen allows you to verify that the reading has been completed correctly. If there are any prompts that have not been answered, you will receive an alert at the top of the screen to go back and check them.

You should check the findings boxes for each eye to make sure they are accurate. If not, you may change them by changing the reading in the following way:

- 1) Click on the appropriate button "Step 1: Right Eye" or "Step 2: Left Eye" to return to the screen
- 2) Make the necessary changes to the prompts.
- 3) Click "Save". The findings boxes on the Review Findings screen will change accordingly.

Whatever appears on the Review Findings screen in the Findings boxes is what will appear on the report.

Administration

Reporting

Patients

First Name/Last Name/MRN

Search Patients

Patients > Client1 > Facility1 > Suburban Clinic > MRN #12 > Read Photosession - Step 3: Review Findings

Jones Jeff

Birth:

03/01/2019

MRN: 12

Reading Physician: LD Reader

Male

750.00 grams

Case: 5

Referring Physician: None

Current PMA: 65 weeks

Gest: 30 Weeks

Step 1: Right Eye

Step 2: Left Eye

Step 3: Review Findings

Request Expert Opinion

Read Photosession - Step 3: Review Findings

Please review your findings and if they are correct, submit them using the button on the bottom right of the page.

09/09/2019 1:45 PM

PMA at time of photo: 57 weeks

Recommended Follow Up (Overall)

One week follow up recommended.

Right Eye Findings

Is the pupil size adequate?: Yes

Is rubeosis present?: No

What is the vascular status?: Normal Pole

Vitreous Haze: No

Highest Stage: No ROP Seen

Lowest Zone: Zone 2

Right Eye (OD)

RIGHT SUP

RIGHT EXT

RIGHT TEMP

RIGHT POST

RIGHT NAS

RIGHT INF

Right Images For Report

Image 1: Ext

Image 2: Post

Change

Comments

Left Eye Findings

Is the pupil size adequate?: Yes

Is rubeosis present?: No

What is the vascular status?: Normal Pole

Vitreous Haze: No

Highest Stage: No ROP Seen

Lowest Zone: Zone 2

Left Eye (OS)

LEFT EXT

LEFT SUP

LEFT NAS

LEFT POST

LEFT TEMP

LEFT INF

Left Images For Report

Image 1: Ext

Image 2: Post

Change

Comments

Previous

Submit Findings

OPL-0064-1
Copyright ©2020 Phoenix Technology Group LLC
All Rights Reserved

Page 39 of 72
Released April 2020

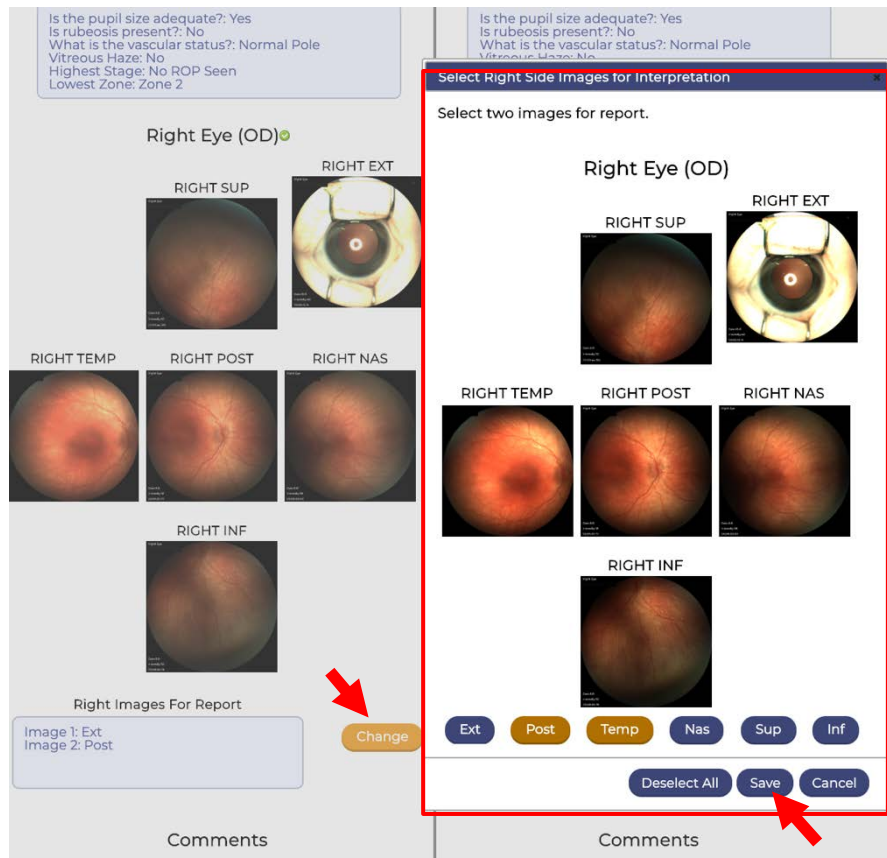
Change Images for Report

Also, while Reviewing Findings, you may choose which images will appear on the report. By default, the EXT and POST images appear on the report for each eye.

To change the images, click on the “Change” button next to the “Images for Report” box under the eye you wish to change.

Click the buttons or the thumbnails corresponding to the images you wish to include.

When you are satisfied with your choices, click “Save.”



Submitting Your Reading

To submit your reading, click the “Submit Findings” button.

Once you have submitted your findings, they will be stored in the database and the record will change to “Read” status.

Cases										Filter By Case Status: All			
Case#	Last Session	Name	DOB	Status	Downloaded?	# Sessions	Case Due	Clinic					
9	09/30/2019 12:00 AM	Springer, Baby Boy	04/01/2019	Entered	No	4	10/09/2019 4:56 PM	NICU 1		View	Upload Exam	Edit	Report
5	09/09/2019 1:45 PM	Jeff, Jones	03/01/2019	Uploaded	No	4	10/10/2019 2:04 AM	Suburban Clinic		View	Upload Exam	Edit	Report
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	Read	No	1	09/10/2019 6:12 PM	Suburban Clinic		View	Upload Exam	Edit	Report
12	07/08/2019 4:45 AM	Monday, Baby Girl	04/01/2019	Uploaded	No	3	07/12/2019 7:14 PM	NICU 1		View	Upload Exam	Edit	Report
14	07/01/2019 10:00 PM	Mcgee, Farley	06/29/2019	Reviewed	Yes	1	07/11/2019 7:43 PM	Suburban Clinic		View	Upload Exam	Edit	Report
16	07/01/2019 12:15 AM	Donna, Bella	06/12/2019	Read	No	1	07/20/2019 5:30 AM	Suburban Clinic		View	Upload Exam	Edit	Report
11	05/06/2019 1:15 AM	Morning, Monday	04/01/2019	Read	No	1	05/06/2019 5:31 PM	Suburban Clinic		View	Upload Exam	Edit	Report

You will return to the Patient Details page where you can see all of the photo sessions for a patient. The most recent one will be on top marked with a “Read On: [Date].”

Downloading a Report

To download a report, click the “Download PDF” button on the Patient Details page to download a copy of the report to your computer.

You may also download the report by going to the Patient List. It is easier to find the case if you filter the Patient List by “Read” cases by choosing “Read” in the drop-down.

Cases										Filter By Case Status: 			
Case#	Last Session	Name	DOB	Status	Downloaded	# Sessions	Case Due	Clinic		All	Read	Unread	
14	07/01/2019 10:00 PM	Mcgee, Farley	06/29/2019	Reviewed	Yes	1	07/11/2019 7:43 PM	Suburban Clinic	View	Upload Exam	Edit	Report	
11	05/06/2019 1:15 AM	Morning, Monday	04/01/2019	Read	No	1	05/06/2019 5:31 PM	Suburban Clinic	View	Upload Exam	Edit	Report	
16	07/01/2019 12:15 AM	Donna, Bella	06/12/2019	Read	No	1	07/20/2019 5:30 AM	Suburban Clinic	View	Upload Exam	Edit	Report	

Then click the “Report” link for the patient whose report you wish to view. This will display the Interpretation page.

Cases										Filter By Case Status: 			
Case#	Last Session	Name	DOB	Status	Downloaded	# Sessions	Case Due	Clinic		Read			
14	07/01/2019 10:00 PM	Mcgee, Farley	06/29/2019	Reviewed	Yes	1	07/11/2019 7:43 PM	Suburban Clinic	View	Upload Exam	Edit	Report	
11	05/06/2019 1:15 AM	Morning, Monday	04/01/2019	Read	No	1	05/06/2019 5:31 PM	Suburban Clinic	View	Upload Exam	Edit	Report	
16	07/01/2019 12:15 AM	Donna, Bella	06/12/2019	Read	No	1	07/20/2019 5:30 AM	Suburban Clinic	View	Upload Exam	Edit	Report	
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	Read	No	1	09/10/2019 6:12 PM	Suburban Clinic	View	Upload Exam	Edit	Report	

To download the report, click the “Download PDF” button.

Patients > Client1 > Facility1 > Suburban Clinic > MRN #1234

Farley Mcgee

Male
Asian

Birth: 06/29/2019
1.00 grams
Gest: 27 Weeks

MRN: 1234
Case: 14

Sessions 1-1 of 1

07/01/2019 10:00 PM

07/01/2019 10:00 PM

[Download PDF Report](#) [Export To Dicom](#)

Recommendation: Bedside Exam (Type 1)
Read by B Balky on 07/11/2019 1:43 PM
PMA at time of photosession: 27 weeks
Referring Physician: P Kaboda

Right Eye (OD)		Left Eye (OS)	
Is the pupil size adequate?	Yes	Is the pupil size adequate?	Yes
Is rubeosis present?	Yes	Is rubeosis present?	No
What is the vascular status?	Normal Pole	What is the vascular status?	Normal Pole
Vitreous Haze	Yes	Vitreous Haze	No
Highest Stage	Stage 1	Highest Stage	Stage 2
Lowest Zone	Zone 1	Lowest Zone	Zone 2

Printing Your Report

You may print a copy of your report once it has been downloaded by printing the PDF file.

Important: Please note that your action of downloading the case will not mark the case as “Reviewed” in the database. That will only happen when a Referring Physician or Printing Technician downloads the case.

Please note: to download a previously filed report, click on the tab corresponding to the date of the report you wish to print and follow the instructions above.

Referring Physician

Referring Physicians

Referring Physicians can be individuals or companies and may view interpretations and patient images and download the final report in PDF format.

Phoenix CONNECT Role Features

Feature	PTG Master Admin	Client Admin	Upload Tech	Reading Physician	Referring Physician	Referring Physician (upload)	Printing Tech	Upload / Printing Tech	Supervisor
See Case List	X	X	X	X	X	X	X	X	X
Edit Patient Data	X	X	X	-	-	X	X	X	-
View Patient Data	X	X	X	X	X	X	X	X	-
Upload Photo Session	X	-	X	-	-	X	-	X	-
Edit Photo Session	X	-	X	-	-	X	-	X	-
Read Photo Session	X	-	-	X	-	-	-	-	-
View Photo Session	X	-	X	X	X	X	-	X	-
View Report	X	-	-	-	-	-	X	X	-
Download Report	X	-	-	X	X	-	X	X	-
Downloading marks case as "Reviewed"	X	-	-	-	X	X	X	X	-
Add Client	X	-	-	-	-	-	-	-	-
Add Facility	X	-	-	-	-	-	-	-	-
Add Clinic	X	-	-	-	-	-	-	-	-
Edit Clinic	X	X	-	-	-	-	-	-	-
View Users	X	X	-	-	-	-	-	-	-
Add User	X	X	-	-	-	-	-	-	-
Edit User	X	X	-	-	-	-	-	-	-
Receive Text Messages	No	Yes Overdue cases (2 nd time reader is reminded)	No They only upload so no report alerts	Yes when images uploaded+ up to 2 reminders	Yes When images are read (report ready for download)	Yes When images are read	Yes When images are read	Yes When images are read	No

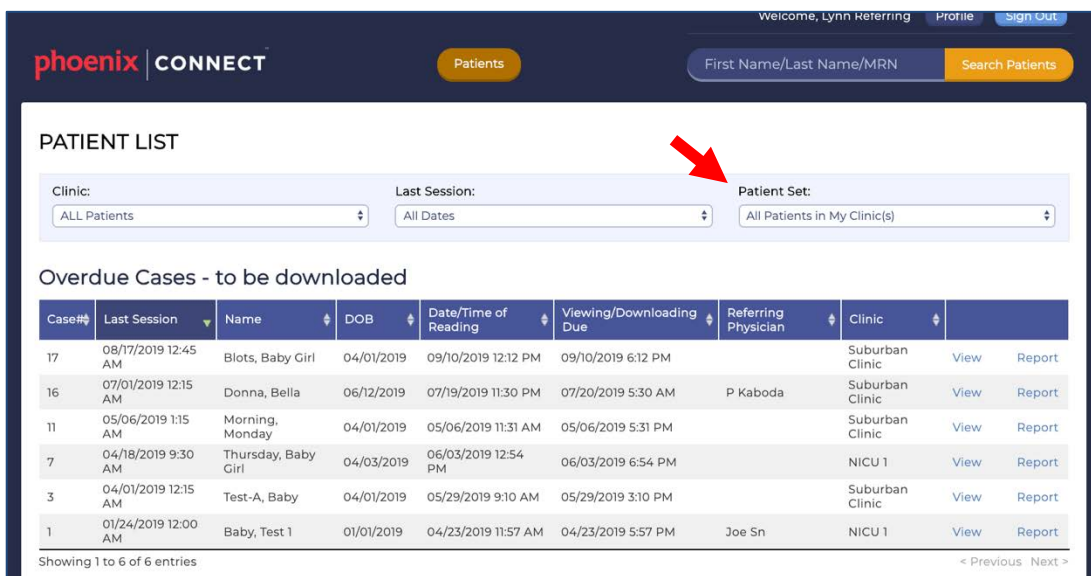
Overview

When a Referring Physician logs in, the screen shall display the Patient List.

The user may choose to filter the list to a specific clinic (if applicable) the default is “All Clinics.” To change this, select the clinic from the drop-down menu.

The user may also filter the list by the last session date. The default value is “All Dates.” To change this, select the date range to view from the drop-down menu (e.g. “Within One Week”)

The user may choose to view his own patients or all Patients in the clinic by choosing from the Patient Set drop-down.



phoenix | CONNECT

Welcome, Lynn Referring Profile Sign Out

Patients First Name/Last Name/MRN Search Patients

PATIENT LIST

Clinic: ALL Patients Last Session: All Dates Patient Set: All Patients in My Clinic(s)

Overdue Cases - to be downloaded

Case#	Last Session	Name	DOB	Date/Time of Reading	Viewing/Downloading Due	Referring Physician	Clinic	View	Report
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	09/10/2019 12:12 PM	09/10/2019 6:12 PM		Suburban Clinic	View	Report
16	07/01/2019 12:15 AM	Donna, Bella	06/12/2019	07/19/2019 11:30 PM	07/20/2019 5:30 AM	P Kaboda	Suburban Clinic	View	Report
11	05/06/2019 1:15 AM	Morning, Monday	04/01/2019	05/06/2019 11:31 AM	05/06/2019 5:31 PM		Suburban Clinic	View	Report
7	04/18/2019 9:30 AM	Thursday, Baby Girl	04/03/2019	06/03/2019 12:54 PM	06/03/2019 6:54 PM		NICU 1	View	Report
3	04/01/2019 12:15 AM	Test-A, Baby	04/01/2019	05/29/2019 9:10 AM	05/29/2019 3:10 PM		Suburban Clinic	View	Report
1	01/24/2019 12:00 AM	Baby, Test 1	01/01/2019	04/23/2019 11:57 AM	04/23/2019 5:57 PM	Joe Sn	NICU 1	View	Report

Showing 1 to 6 of 6 entries < Previous Next >

The user can also search cases by typing in a Patient's First Name, Patient's Last Name or Medical Record Number. The main screen looks something like this:

Welcome, Lynn Referring [Profile](#) [Sign Out](#)

phoenix | **CONNECT** [Patients](#)

First Name/Last Name/MRN [Search Patients](#)

PATIENT LIST

Clinic: Last Session: Patient Set:

Overdue Cases - to be downloaded

Case#	Last Session	Name	DOB	Date/Time of Reading	Viewing/Downloading Due	Referring Physician	Clinic	
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	09/10/2019 12:12 PM	09/10/2019 6:12 PM		Suburban Clinic	View Report

The Referring Physician will see the following lists on the main patient page:

Overdue Cases to Be Downloaded

The Overdue Cases to Be Downloaded list displays all of the cases that are overdue to be downloaded. The information for each case includes: Case Number, Last Session Date, Name, DOB, Reading Due, Viewing/Downloading Due Date, Referring Physician and Clinic. Each record has a view link which allows the Referring Physician to view the Case. The case also has a Report Link which allows the user to view the Reading Physician's Report.

Overdue Cases - to be downloaded								
Case#	Last Session	Name	DOB	Date/Time of Reading	Viewing/Downloading Due	Referring Physician	Clinic	
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	09/10/2019 12:12 PM	09/10/2019 6:12 PM		Suburban Clinic	View Report

Cases to Be Downloaded

The Cases to Be Downloaded list displays all of the cases that are ready to be downloaded. The information for each case includes: Case Number, Last Session Date, Name, DOB, Reading Due, Viewing/Downloading Due Date, Referring Physician and Clinic. Each record has a view link which allows the Referring Physician to view the Case. The case also has a Report Link which allows the user to view the Reading Physician's Report.

Cases - to be downloaded								
Case#	Last Session	Name	DOB	Date/Time of Reading	Viewing/Downloading Due	Referring Physician	Clinic	
9	09/30/2019 12:00 AM	Springer, Baby Boy	04/01/2019	11/05/2019 8:43 AM	11/05/2019 2:43 PM		NICU 1	View Report
Showing 1 to 1 of 1 entries								
< Previous Next >								

Cases List

The Cases list displays cases for which an interpretation has been rendered. The case list shall display the Case Number, Last Session Date, Name, Date of Birth, Status (Read cases are highlighted in green, Unread cases are highlighted in Red), Downloaded (refers to whether a report has been downloaded or not), Number of Sessions, Case Due, Clinic, A View Link (if images have been uploaded) and a Report Link (if a report has been provided).

Cases										Filter By Case Status: All	
Case#	Last Session	Name	DOB	Status	Downloaded	# Sessions	Case Due	Clinic			
9	09/30/2019 12:00 AM	Springer, Baby Boy	04/01/2019	Read	No	4	11/05/2019 2:43 PM	NICU 1		View	Report
5	09/09/2019 1:45 PM	Jeff, Jones	03/01/2019	Uploaded	No	4	10/10/2019 2:04 AM	Suburban Clinic		View	Report
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	Read	No	1	09/10/2019 6:12 PM	Suburban Clinic		View	Report
12	07/08/2019 4:45 AM	Monday, Baby Girl	04/01/2019	Uploaded	No	3	07/12/2019 7:14 PM	NICU 1		View	Report
14	07/01/2019 10:00 PM	Mcgee, Farley	06/29/2019	Reviewed	Yes	1	07/11/2019 7:43 PM	Suburban Clinic		View	Report
16	07/01/2019 12:15 AM	Donna, Bella	06/12/2019	Read	No	1	07/20/2019 5:30 AM	Suburban Clinic		View	Report
							05/06/2019 5:31	Suburban			

Please note: It is possible for a case to appear as unread for a Referring Physician and to show a view and a report link. Both links will display a previously completed interpretation and report for the case, and the "Unread" status means that there is a new photo session still to be read for that patient.

Viewing an Interpretation

The Referring Physician will click the “View” Link which will display the Patient Details page.

Cases										Filter By Case Status: All	
Case#	Last Session	Name	DOB	Status	Downloaded	# Sessions	Case Due	Clinic			
9	09/30/2019 12:00 AM	Springer, Baby Boy	04/01/2019	Read	No	4	11/05/2019 2:43 PM	NICU 1	View	Report	
5	09/09/2019 1:45 PM	Jeff, Jones	03/01/2019	Uploaded	No	4	10/10/2019 2:04 AM	Suburban Clinic	View	Report	
17	08/17/2019 12:45 AM	Blots, Baby Girl	04/01/2019	Read	No	1	09/10/2019 6:12 PM	Suburban Clinic	View	Report	
12	07/08/2019 4:45 AM	Monday, Baby Girl	04/01/2019	Uploaded	No	3	07/12/2019 7:14 PM	NICU 1	View	Report	
14	07/01/2019 10:00 PM	Mcgee, Farley	06/29/2019	Reviewed	Yes	1	07/11/2019 7:43 PM	Suburban Clinic	View	Report	
16	07/01/2019 12:15 AM	Donna, Bella	06/12/2019	Read	No	1	07/20/2019 5:30 AM	Suburban Clinic	View	Report	

The most recently interpreted photo session shall be displayed first.

To get a close up of the images in the interpretation, you may click on one of the thumbnails which will display a bigger version.

You may also edit the images in the following way:

Enhancing Images

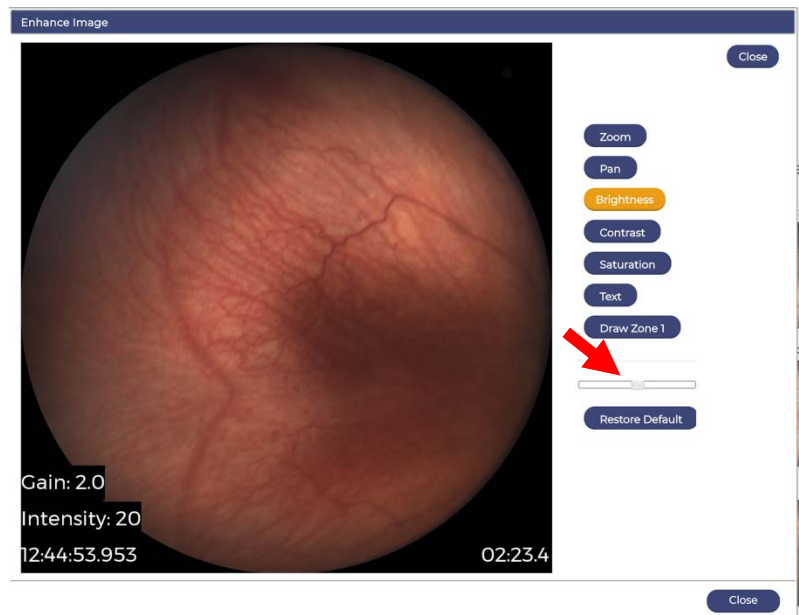
If you find you need to enhance an image to get a clearer view, click on the thumbnail of the image as described above.

Doing so will bring up an image editing panel.

Click the button for the type of adjustment you wish to make (e.g. Brightness).

Adjust the slider as necessary to change your view.

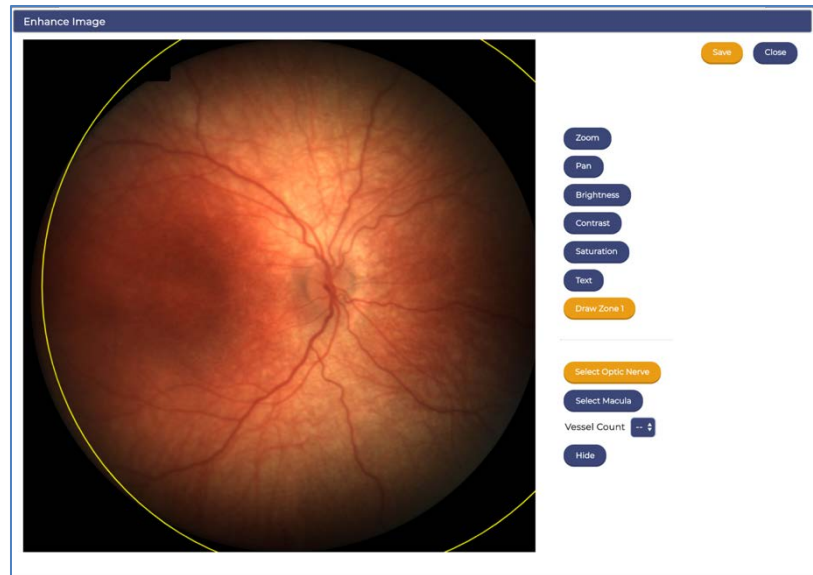
Image edits may NOT be saved.



Draw Zone 1

One of the options in the enhance image panel is to Draw Zone 1. To do so:

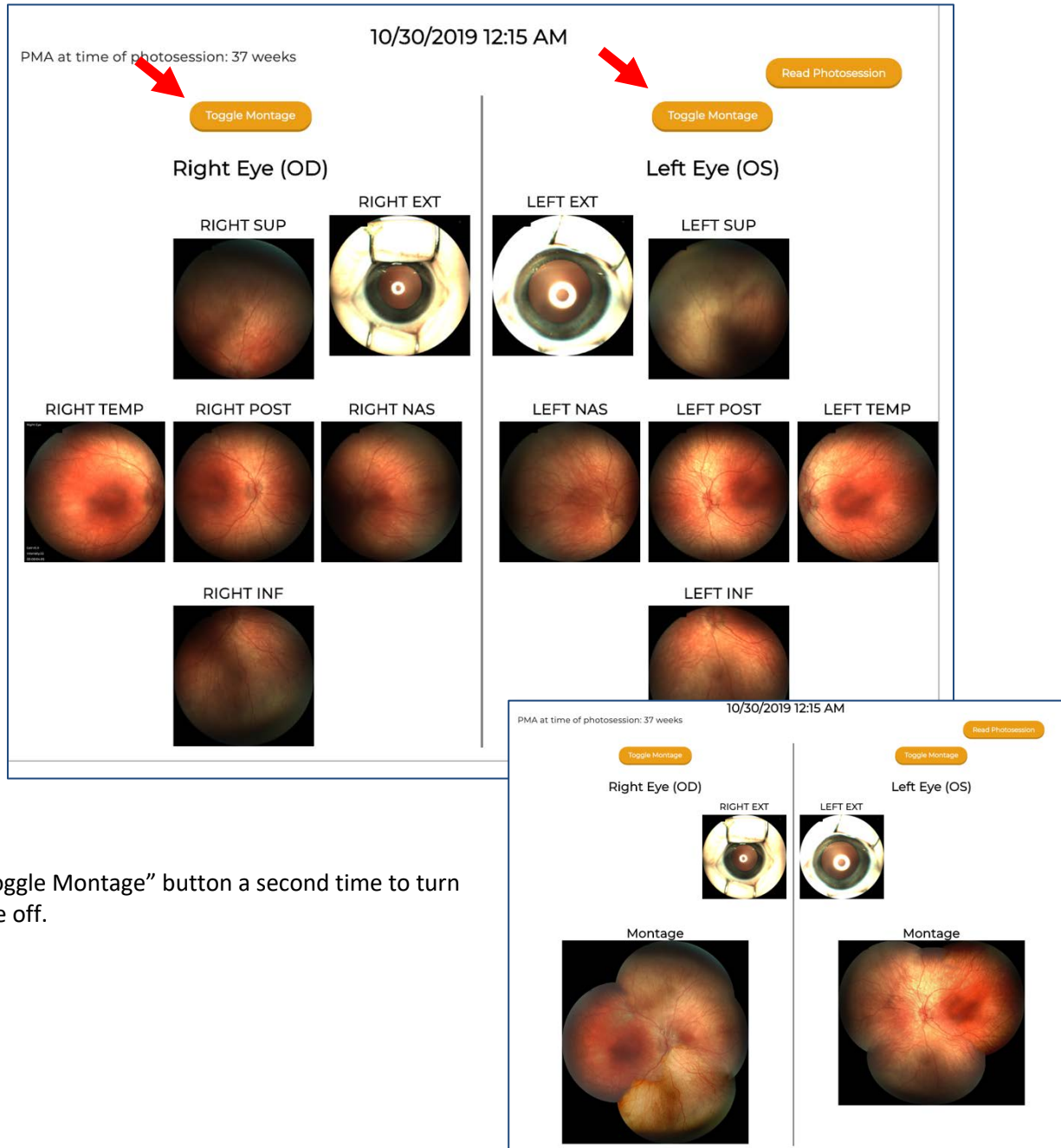
- 1) Click "Draw Zone 1"
- 2) "Select Optic Nerve" will be highlighted. Click on the image over the optic nerve.
- 3) "Select Macula" will be highlighted. Click on the image over the macula.
- 4) The system will draw a circle corresponding to Zone 1 in yellow.



Viewing Montaged Images

The system will automatically montage the SUP, POST, NAS, TEMP and INF images for each eye when possible. To view the montaged images, click the “Toggle Montage” button.

It will display the montage in place of the thumbnails as shown:



Click the “Toggle Montage” button a second time to turn the montage off.

Downloading a Report

To download a report, click the “Download PDF” button on the Patient Details page to download a copy of the report to your computer.

Gest: 30 Weeks

Showing Sessions 1-4 of 4

09/30/2019 12:00 AM 04/23/2019 12:00 AM 04/05/2019 12:45 AM 04/01/2019 12:00 AM

09/30/2019 12:00 AM

PMA at time of photosession: 56 weeks

Read on 11/05/2019

Download PDF Report Export To Dicom

OR

You may also download the report by going to the Patient List. It is easier to find the case if you filter the Patient List by “Read” cases by choosing “Read” in the drop-down.

PATIENT LIST

Clinic: ALL Patients Last Session: All Dates Patient Set: All Patients in My Clinic(s)

Cases Filter By Case Status: **Read**

Case#	Last Session	Name	DOB	Status	Downloaded?	# Sessions	Case Due	Clinic	View	Report
7	10/14/2019 3:00 AM	Testing, Baby	09/01/2019	Read	No	1	10/15/2019 5:03 PM	Clinic1	View	Report
3	10/08/2019 3:15 AM	Myhomie, Bob	10/01/2019	Read	No	1	10/11/2019 1:06 AM	Clinic1	View	Report

Showing 1 to 2 of 2 entries < Previous Next >

Then click the “Report” link for the patient whose report you wish to view. This will display the Interpretation page.

Cases Filter By Case Status: **Read**

Case#	Last Session	Name	DOB	Status	Downloaded?	# Sessions	Case Due	Clinic	View	Report
7	10/14/2019 3:00 AM	Testing, Baby	09/01/2019	Read	No	1	10/15/2019 5:03 PM	Clinic1	View	Report
3	10/08/2019 3:15 AM	Myhomie, Bob	10/01/2019	Read	No	1	10/11/2019 1:06 AM	Clinic1	View	Report

Showing 1 to 2 of 2 entries < Previous Next >

To download the report, click the “Download PDF” button.

Please note: to download a previously filed report, click on the tab corresponding to the date of the report you wish to print and follow the instructions above.

Printing Your Report

You may Print a copy of your report once it has been downloaded by printing the PDF file.

Important: Please note that you MUST download the report in order for the case to be marked as “Reviewed” in the database. Otherwise it will show as “Read” but not “Reviewed”. This will also cause the case to become late if it isn’t downloaded in a timely fashion.

Printing Technician

Printing Technicians

Printing Technicians are allowed to print reports for any clinic for which they have permission.

Overview

When a Printing Technician logs in, the screen shall display the Patient List.

The user may choose to filter the list to a specific clinic (if applicable) the default is “All Clinics.” To change this, select the clinic from the drop-down menu.

The user may also filter the list by the last session date. The default value is “All Dates.” To change this, select the date range to view from the drop-down menu (e.g. “Within One Week”).

Phoenix CONNECT Role Features

Feature	PTG Master Admin	Client Admin	Upload Tech	Reading Physician	Referring Physician	Referring Physician (upload)	Printing Tech	Upload / Printing Tech	Supervisor
See Case List	X	X	X	X	X	X	X	X	X
Edit Patient Data	X	X	X	-	-	X	X	X	-
View Patient Data	X	X	X	X	X	X	X	X	-
Upload Photo Session	X	-	X	-	-	X	-	X	-
Edit Photo Session	X	-	X	-	-	X	-	X	-
Read Photo Session	X	-	-	X	-	-	-	-	-
View Photo Session	X	-	X	X	X	X	-	X	-
View Report	X	-	-	-	-	-	X	X	-
Download Report	X	-	-	X	X	-	X	X	-
Downloading marks case as “Reviewed”	X	-	-	-	X	X	X	X	-
Add Client	X	-	-	-	-	-	-	-	-
Add Facility	X	-	-	-	-	-	-	-	-
Add Clinic	X	-	-	-	-	-	-	-	-
Edit Clinic	X	X	-	-	-	-	-	-	-
View Users	X	X	-	-	-	-	-	-	-
Add User	X	X	-	-	-	-	-	-	-
Edit User	X	X	-	-	-	-	-	-	-
Receive Text Messages	No	Yes Overdue cases (2 nd time reader is reminded)	No They only upload so no report alerts	Yes when images uploaded+ up to 2 reminders	Yes When images are read	Yes When images are read	Yes When images are read	Yes When images are read	No

The user can also search cases by typing in a Patient's First Name, Patient's Last Name or Medical Record Number. The main screen looks something like this:

Welcome, Linda Printer

Profile

Sign Out

phoenix | CONNECT

Patients

First Name/Last Name/MRN

Search Patients

PATIENT LIST

Clinic:

ALL Patients

Last Session:

All Dates

Cases - to be downloaded

Case#	Last Session	Name	DOB	Date/Time of Reading	Viewing/Downloading Due	Referring Physician	Clinic	
18	11/05/2019 12:45 AM	Smith, Chicago	10/01/2019	11/06/2019 4:34 AM	11/06/2019 10:34 AM		Clinic1	Report

Showing 1 to 1 of 1 entries

< Previous Next >

Cases

Filter By Case Status: [Read](#)

Case#	Last Session	Name	DOB	Status	Downloaded?	# Sessions	Case Due	Clinic	
18	11/05/2019 12:45 AM	Smith, Chicago	10/01/2019	Read	No	1	11/06/2019 10:34 AM	Clinic1	Report
7	10/14/2019 3:00 AM	Testing, Baby	09/01/2019	Reviewed	Yes	1	10/15/2019 5:03 PM	Clinic1	Report
3	10/08/2019 3:15 AM	Myhomie, Bob	10/01/2019	Read	No	1	10/11/2019 1:06 AM	Clinic1	Report
2	10/04/2019 12:30 AM	Kit, Baby Girl	07/01/2019	Read	No	2	10/09/2019 9:38 PM	Clinic1	Report

Showing 1 to 4 of 4 entries

< Previous Next >

The Printing Technician may see the following lists on the main patient page:

PATIENT LIST

Clinic:

ALL Patients

Last Session:

All Dates

Cases - to be downloaded

Case#	Last Session	Name	DOB	Date/Time of Reading	Viewing/Downloading Due	Referring Physician	Clinic	
18	11/05/2019 12:45 AM	Smith, Chicago	10/01/2019	11/06/2019 4:34 AM	11/06/2019 10:34 AM		Clinic1	Report

Showing 1 to 1 of 1 entries

< Previous Next >

Cases

Filter By Case Status:

Read

Case#	Last Session	Name	DOB	Status	Downloaded?	# Sessions	Case Due	Clinic	
18	11/05/2019 12:45 AM	Smith, Chicago	10/01/2019	Read	No	1	11/06/2019 10:34 AM	Clinic1	Report
7	10/14/2019 3:00 AM	Testing, Baby	09/01/2019	Reviewed	Yes	1	10/15/2019 5:03 PM	Clinic1	Report
3	10/08/2019 3:15 AM	Myhomie, Bob	10/01/2019	Read	No	1	10/11/2019 1:06 AM	Clinic1	Report
2	10/04/2019 12:30 AM	Kit, Baby Girl	07/01/2019	Read	No	2	10/09/2019 9:38 PM	Clinic1	Report

Showing 1 to 4 of 4 entries

< Previous Next >

Overdue Cases to Be Downloaded

The Overdue Cases to Be Downloaded list displays all of the cases that are overdue to be downloaded and printed. The information for each case includes: Case Number, Last Session Date, Name, DOB, Date/Time of Reading, Viewing/Downloading Due, Referring Physician and Clinic. The case also has a Report Link which allows the user to view the Reading Physician's Report. This list will not be shown if there are no overdue cases to be downloaded.

Cases to Be Downloaded

The Cases to Be Downloaded list displays all of the cases that are available to be downloaded. The information for each case includes: Case Number, Last Session Date, Name, DOB, Date/Time of Reading, Viewing/Downloading Due, Referring Physician and Clinic. Each record has a view link which allows the Referring Physician to view the Case. The case also has a Report Link which allows the user to view the Reading Physician's Report.

Cases - to be downloaded

Case#	Last Session	Name	DOB	Date/Time of Reading	Viewing/Downloading Due	Referring Physician	Clinic	
18	11/05/2019 12:45 AM	Smith, Chicago	10/01/2019	11/06/2019 4:34 AM	11/06/2019 10:34 AM		Clinic1	Report

Showing 1 to 1 of 1 entries

< Previous Next >

Cases List

The Cases list displays cases for which readings have been submitted. The case list shall display the Case Number, Last Session Date, Name, Date of Birth, Status (Read cases are highlighted in green, Unread cases are highlighted in Red), Downloaded (refers to whether a report has been downloaded or not), Number of Sessions, Case Due, Clinic, and a Report Link (if a report has been provided).

Cases

Filter By Case Status:

Read

Case#	Last Session	Name	DOB	Status	Downloaded?	# Sessions	Case Due	Clinic	
8	11/06/2019 1:15 PM	K, Ajay	10/12/2019	Read	No	4	11/06/2019 10:48 AM	Clinic1	Report
18	11/05/2019 12:45 AM	Smith, Chicago	10/01/2019	Read	No	1	11/06/2019 10:34 AM	Clinic1	Report
7	10/14/2019 3:00 AM	Testing, Baby	09/01/2019	Reviewed	Yes	1	10/15/2019 5:03 PM	Clinic1	Report
3	10/08/2019 3:15 AM	Myhomie, Bob	10/01/2019	Read	No	1	10/11/2019 1:06 AM	Clinic1	Report
2	10/04/2019 12:30 AM	Kit, Baby Girl	07/01/2019	Read	No	2	10/09/2019 9:38 PM	Clinic1	Report

Showing 1 to 5 of 5 entries

< Previous

Next >

Please note: It is possible for a case to appear as unread for a Printing Technician and to show a report link. The report link will display a previously completed report for the case, and the "Unread" status means that there is a new photo session still to be read for that patient.

Downloading a Report

To download a report, click the “Report” link for the patient whose report you wish to view. This will display the Interpretation page.

Cases - to be downloaded							
Case#	Last Session	Name	DOB	Date/Time of Reading	Viewing/Downloading Due	Referring Physician	Clinic
18	11/05/2019 12:45 AM	Smith, Chicago	10/01/2019	11/06/2019 4:34 AM	11/06/2019 10:34 AM		Clinic1 Report
Showing 1 to 1 of 1 entries							
< Previous Next >							

To download the report, click the “Download PDF” button.

Please note: to download a previously-filed report, click on the tab corresponding to the date of the report you wish to print and follow the instructions above.

Printing Your Report

You may Print a copy of your report once it has been downloaded by printing the PDF file.

Important: Please note that you **MUST** download the report in order for the case to be marked as “Reviewed” in the database. Otherwise it will show as “Read” but not “Reviewed”. This will also cause the case to become late if it isn’t downloaded in a timely fashion.

Phoenix CONNECT Administration

Administrative Functions

Overview

The administrative functions available in the Phoenix CONNECT system allow a Phoenix CONNECT administrator to perform a variety of administrative functions.

Main Administration Screen

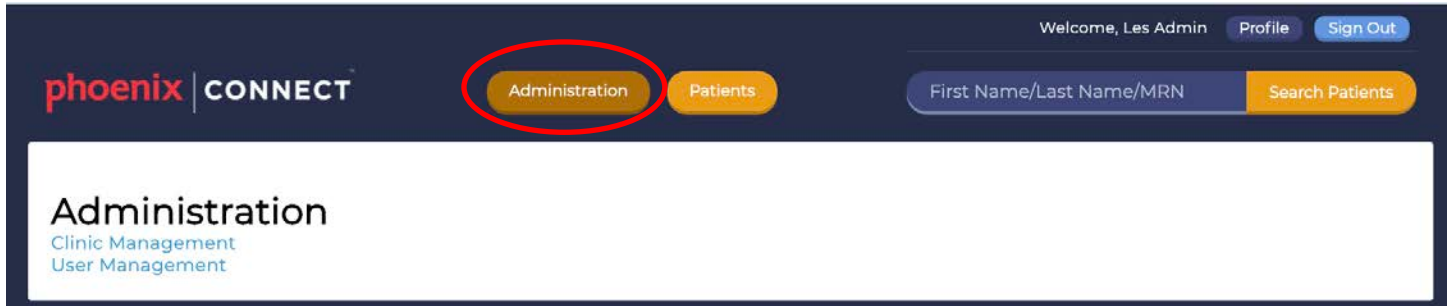
When a Client Administrator logs in, the screen shall display a menu of links to the administrative functions for which the user has administrative rights. For the purpose of this manual, we will assume that the administrative user is a Phoenix CONNECT administrator and has access to all of the administrative capabilities in the system. Other users who are Client Administrators may only have a subset of these capabilities depending on the level of management they are provided by Phoenix Technology Group when the account is created. Client Administrators do not have access to Reporting features.

Phoenix CONNECT Role Features

Feature	PTG Master Admin	Client Admin	Upload Tech	Reading Physician	Referring Physician	Referring Physician (upload)	Printing Tech	Upload / Printing Tech	Supervisor
See Case List	X	X	X	X	X	X	X	X	X
Edit Patient Data	X	X	X	-	-	X	X	X	-
View Patient Data	X	X	X	X	X	X	X	X	-
Upload Photo Session	X	-	X	-	-	X	-	X	-
Edit Photo Session	X	-	X	-	-	X	-	X	-
Read Photo Session	X	-	-	X	-	-	-	-	-
View Photo Session	X	-	X	X	X	X	-	X	-
View Report	X	-	-	-	-	-	X	X	-
Download Report	X	-	-	X	X	-	X	X	-
Downloading	X	-	-	-	X	X	X	X	-
Add Client	X	-	-	-	-	-	-	-	-
Add Facility	X	-	-	-	-	-	-	-	-
Add Clinic	X	-	-	-	-	-	-	-	-
Edit Clinic	X	X	-	-	-	-	-	-	-
View Users	X	X	-	-	-	-	-	-	-
Add User	X	X	-	-	-	-	-	-	-
Edit User	X	X	-	-	-	-	-	-	-
Receive Text Messages	No	Yes Overdue cases (2 nd time reader is reminded)	No They only upload so no report alerts	Yes when images uploaded+ up to 2 reminders	Yes When images are read (report ready for download)	Yes When images are read	Yes When images are read	Yes When images are read	No

After signing in, to access the administration screen, click on the “Administration” button in the menu bar.

The administration screen will appear.



The administration screen shall allow a user to access:

- Clinic Management
- User Management

Overall Process

If you need to add a new clinic to the system, you will need to follow these general steps:

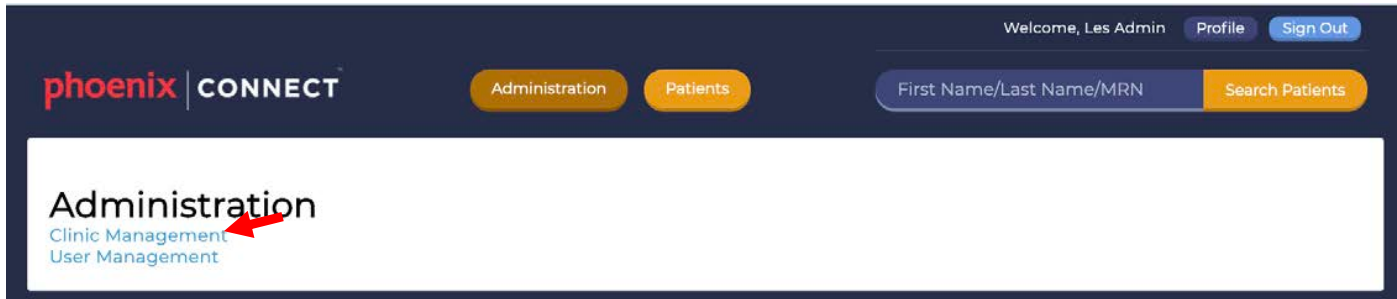
(Add a Clinic (e.g. Specific NICU))

- 1) Add a user
 - a) Add a specific user
 - b) Edit the specific users profile you just added to assign a user role
 - i) Specify the type of user (e.g. reading physician)
 - ii) Specify the clinic(s) to which a user has access
 - iii) Specify whether or not the user has administrative acces

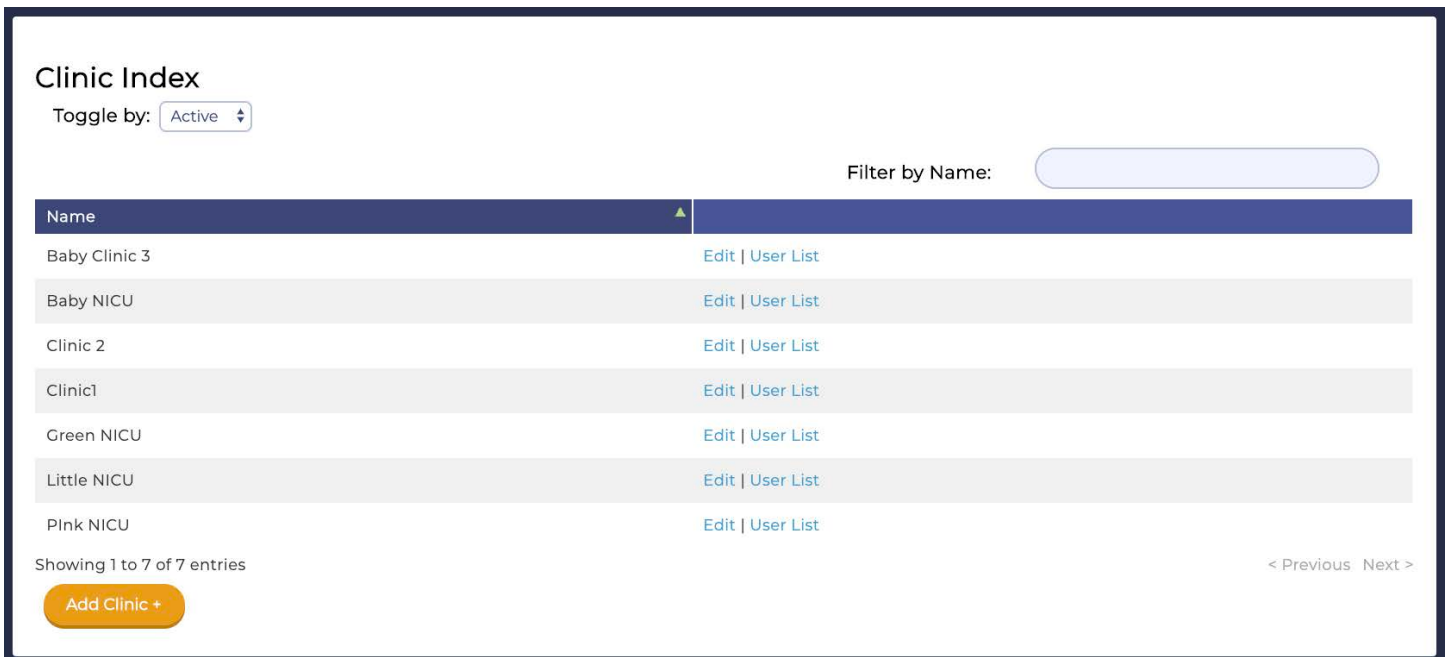
Clinic Management

To access the Clinic Management portion of the system, click on the “Administration” button in the menu bar.

The administration screen will appear.



Click the Clinic Management link on the Administration Page to bring up the Clinic Index.



If you do not see the name of the clinic you are looking for on the Clinic Index page, you may begin to type a name in the “Filter by Name” field and all of the clinics that match those criteria will be shown in the list below.

Clinic Index

Toggle by: Active

Filter by Name:

Name	
Green NICU	Edit User List

Showing 1 to 1 of 1 entries (filtered from 7 total entries)

[Add Clinic +](#)

< Previous Next >

Editing a Clinic

Find the name of the clinic whose information you wish to edit and click the “Edit” link beside the clinic’s information.

Clinic Index

Toggle by: Active

Filter by Name:

Name	
Baby Clinic 3	Edit User List
Baby NICU	Edit User List
Clinic 2	Edit User List

Clicking on this link in either location shall display the Clinic’s information as previously entered.

Make the necessary changes and click “Save.”

Edit Clinic Details

Welcome, Les Admin [Profile](#) [Sign Out](#)

phoenix | CONNECT Administration Patients First Name/Last Name/MRN Search Patients

Edit Clinic

Facility
Facility 2

Name *
Clinic 2

☐ Override Clinic Download Time Limit (Hours)

☐ Override Clinic Download Overdue Limit (Hours)

Enable Montage Generation
☒

ROP Tool Configuration
☒ No consultations
 ☐ Flagged consultations
 ☐ All consultations

Show Clinic Overdue Cases
☒

Research Clinic
☒

Enable Patient File and Multiple Image Uploads
☐

Date Format
Day/Month/Year

Time Format
12 Hour

[Save](#) [Cancel](#)

Copyright © 2020 | [Terms of Use](#) | Phoenix Technology Group, LLC

Phoenix ICON™, Phoenix MICRON™ and Phoenix CONNECT™ are trademarks of Phoenix Technology Group, LLC. Phoenix ICON™, Phoenix MICRON™ and Phoenix CONNECT™ are covered by one or more patents, including 10,244,943, 9,872,618, 9,622,657, 7,993,000.

Name: You may change or update the Name of the clinic.

Override Clinic Download Time Limit (Hours):

To close the loop and ensure that the uploading screening clinic has received a report by the ophthalmologist, there is a Clinic Download Time Limit enforced. The standard Download Time Limit for reports to be downloaded after images are read is set by default for the entire platform by Phoenix Technology Group. Your trainer will tell you what that time limit is. Once that time limit passes, the case is considered overdue. The time limit for overdue cases can also be set.

To change the number of hours that constitute an overdue case, click in the check box next to the override you wish to apply and enter the number of hours in the text box.

☒ Override Clinic Download Time Limit (Hours)
3

☐ Override Clinic Download Overdue Limit (Hours)

Enable Montage Generation

To turn montage capabilities on for a clinic, click the checkbox next to Enable Montage generation.

ROP Tool Configuration is an inactive feature and should be set to No consultations.

Research Clinic should be left with the box unchecked. If the box is checked, no users will receive notifications at the specified clinic when images are uploaded.

Enable Patient File and Multiple Image Uploads is an inactive feature and should be left with the box unchecked.

Date Format: Choose from a selection of day, month, year options for the data to be displayed.

Time Format: Choose a 12 or 24 hour time display.

Enable Montage Generation



Edit Facility

Client

Children's Health System ▾

Name *

Hospital A

Country *

United States of America ▾

Clinic List

Toggle by: Active ▾

Filter by Name:

Name ▲

Little NICU

Edit User List

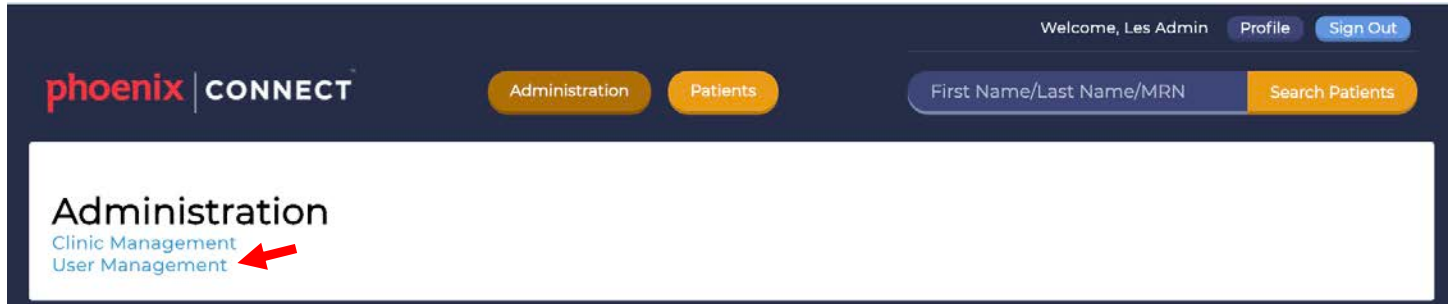
Showing 1 to 1 of 1 entries

< Previous Next >

Add Clinic +

User Management

To access the User Management portion of the system click on the “Administration” button in the menu bar.



This will bring up the User Index.

User Index

Filter By Location: ALL USERS

Filter Users By Name:

Name	ID	City	State	
Aff, L	LAff	Philly	Pennsylvania	Edit Reset Password
Arm, Den	Roxanne	Cary	North Carolina	Edit Reset Password
Brar, PJ	TestAnalyst1	Hayward	California	Edit Reset Password
Cart, S	scott.carr	San Francisco	California	Edit Reset Password
MacReader, Les	LDReader	Ithaca	New York	Edit Reset Password
Man, Jeff	Jeff	Pleasanton	California	Edit Reset Password
One, B	jthorn	San Francisco	California	Edit Reset Password
Printing Tech, LD	LDM	Pleasanton	California	Edit Reset Password
Sn, Joe	Joe	CLifton Park	New York	Edit Reset Password
Tree, Mich	MT	Royal Oak	Michigan	Edit Reset Password
User2ReadPhysicianL, UsertwoReadPhysicianF	User2Readphysician	Hayward	California	Edit Reset Password
User3Ref_PhysicianL, UserThreeRefPhysicianF	User3ReferringPhysician	Hayward	California	Edit Reset Password
User4PrintingTechL, UserfourPrintingTechF	User4PrintingTech	Hayward	California	Edit Reset Password

Showing 1 to 13 of 13 entries

[Add User +](#)

< Previous Next >

You may search for a user by typing in part of the user’s name and all of the users that match the search criteria will be shown in the list below. If you cannot find a match, you will need to add a new user.

Adding a New User

To add a new user, click on the “Add User” button. This will display the New User page.

New User Page

Begin by entering the user’s information into the textboxes. The required fields will be designated with a red *.

phoenix | CONNECT

Welcome, Les Admin Profile Sign Out

Administration Patients First Name/Last Name/MRN Search Patients

New User

User Name *

Email *

First Name *

Last Name *

Country
United States of America

Address Line 1 *

Address Line 2

City *

State *
--- Select One ---

Zip Code *

Phone Number

Mobile Number

Fax Number

Time Zone *
---Select One---

☒ Notifications are sent by Email

☒ Notifications are sent by Text

☐ Receiving a notice that the notice was sent to the Reading Physician

☐ Notifications for Overdue

Save Cancel

Copyright © 2020 | Terms of Use | Phoenix Technology Group, LLC

Phoenix ICON™, Phoenix MICRON™ and Phoenix CONNECT™ are trademarks of Phoenix Technology Group, LLC.
Phoenix ICON™, Phoenix MICRON™ and Phoenix CONNECT™ are covered by one or more patents, including 10,244,943, 9,872,618, 9,622,657, 7,993,000.

Email *

Please provide an email address.

The system will check to make sure that all of the necessary information has been entered into the system. If there is information missing the system will notify you that required information is missing or formatted incorrectly.

When finished entering the new user information, click the “Save” button. The new user will appear in the user index.

Please note: In order to fully add a user to the system, they must also be assigned a user role. Assignment of user roles requires a second step whereby the administrator to Edit a User’s Profile to add one. Please see “Adding a User Role” for more information on how to add a role to a user’s account.

Editing an Existing User

If you need to edit the information for an existing User, go to the User Index page by clicking the User Management link on the administration page.

Find the name of the user whose information you wish to edit and click the “Edit” link beside the user’s information.

You may also use the “Filter By Location” dropdown to find users by location.

User Index

Filter By Location: ALL USERS

Filter Users By Name: reader

Name	ID	City	State	
Reader, ChrisS	Chris2	Pleasanton	California	Edit Reset Password
Reader Client 1, Les	LDM	Lakeview	Alaska	Edit Reset Password

Showing 1 to 2 of 2 entries (filtered from 27 total entries)

< Previous Next >

[Add User +](#)

Welcome, ADMIN ADMIN

Profile

Sign Out

phoenix | CONNECT

Administration

Reporting

Patients

First Name/Last Name/MRN

Search Patients

Edit User

User Name *

LDM

Email *

ldma@yahoo.com

First Name *

Les

Last Name *

Reader Client 1

Country

United States of America

Address Line 1 *

3456 Bird Lane

Address Line 2

City *

Lakeview

State *

Alaska

Zip Code *

12345

Phone Number

5555960581

Mobile Number

5555960581

Fax Number

Time Zone *

Eastern Standard Time

☒ Notifications are sent by Email
 ☒ Notifications are sent by Text
 ☒ Receiving a notice that the notice was sent to the Reading Physician
 ☒ Notifications for Overdue

Save

Cancel

User Roles

CONNECT Administrator

Location	Role Type	
Children's Health System: Hospital B (Pink NICU)	Administrator	Remove Edit

Add Role +

Back To Index

Copyright © 2020 | [Terms of Use](#) | Phoenix Technology Group, LLC

Phoenix ICON™, Phoenix MICRON™ and Phoenix CONNECT™ are trademarks of Phoenix Technology Group, LLC.
 Phoenix ICON™, Phoenix MICRON™ and Phoenix CONNECT™ are covered by one or more patents, including 10,244,943, 9,872,618, 9,622,657, 7,993,000.

Clicking on this link in either location shall display the User's information as previously entered. Make the necessary changes and click "Save."

Adding a New Role

If you need to add a new role to an existing User, go to the User Index page by clicking the User Management link on the administration page.

Find the name of the user whose information you wish to edit and click the “Edit” link beside the user’s information.

User Index

Filter By Location: Children's Health System: ALL FACILITIES

Filter Users By Name:

Name	ID	City	State	
Reader Client 1, Les	LDM	Lakeview	Alaska	Edit Reset Password

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

[Add User +](#)

< Previous Next >

Clicking on this link shall display the User’s information as previously entered.

Edit User

User Name *

Email *

First Name *

User Roles

CONNECT Administrator ☐

Location	Role Type	
Children's Health System: Hospital B (Pink Night)	Administrator	Remove Edit

[Add Role +](#) [Back To Index](#)

To add a new role, click on the “Add Role” Button on the right side of the Edit User Screen.

This will display the following dialog box.

Add a New Role

Location
Client1: ALL FACILITIES

Role
Administrator

Add Cancel

Choose a location for which the access is being assigned and the role that the user should be granted at that location and click "Add"

The new role will now appear in the user's profile.

Removing a Role

If you need to remove a role from an existing User, go to the User Index page by clicking the User Management link on the administration page.

Find the name of the user whose role you wish to remove and click the "Edit" link beside the user's information.

User Index

Filter By Location: Children's Health System: ALL FACILITIES

Filter Users By Name: re

Name	ID	City	State	
Reader Client 1, Les	LDM	Lakeview	Alaska	Edit Reset Password

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

Add User +

< Previous Next >

Clicking on this link shall display the User's information as previously entered.

To remove a role, click on the "Remove" link next to the role in the list that you wish to remove on the right-hand side of the Edit User Screen.

Edit User

User Name *

Email *

First Name *

User Roles

CONNECT Administrator ☐

Location	Role Type	
Children's Health System: Hospital B (Pink NICU)	Administrator	Remove Edit

The role will be removed from the list.

Please remember that without a user role assigned, a user does not have access to the system.

Password Resets

An administrator can request a password reset for a user. To do so, go to the User Index page by clicking the User Management link on the administration page.

Find the name of the user to whom you wish to send a Password Reset email and click the “Password Reset” link. The system will send an email to the user to allow them to reset their password.

Once you click Reset Password, the status will say “View Token”.

If you click the “View Token” link, it will provide you with a link that you may e-mail the user in the event that the automated password reset message from the CONNECT platform goes to their spam folder.

User Index

Filter By Location: Children's Health System: ALL FACILITIES

Filter Users By Name:

Name	ID	City	State	
Reader Client 1, Les	LDM	Lakeview	Alaska	Edit Reset Password

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

[Add User +](#)

< Previous Next >