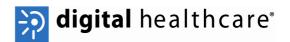


Photography in OptoMize V4

Created on:	10 th October 2013
Updated on:	
Product:	OptoMize V4
Document Version:	1

Confidentiality Note:

Information and data contained in this document is confidential and may be covered by a commercial non disclosure agreement, reproduction and dissemination in any form whatsoever without the express authorization of Digital Healthcare Ltd is forbidden. The company also expresses its right of copyright over certain material contained within this report and reserves the right to seek redress in the event of a breach of any copyright infringement



Purpose of this Document

This document is intended for screeners to guide them in carrying out Photography tasks required in OptoMize V4.

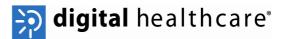
Other documents that may be relevant to screeners include:

UG0xx - OptoMize V4 Clinical Tasklist Icons

UG072 - Pre-Screening in OptoMize V4

Table of Contents

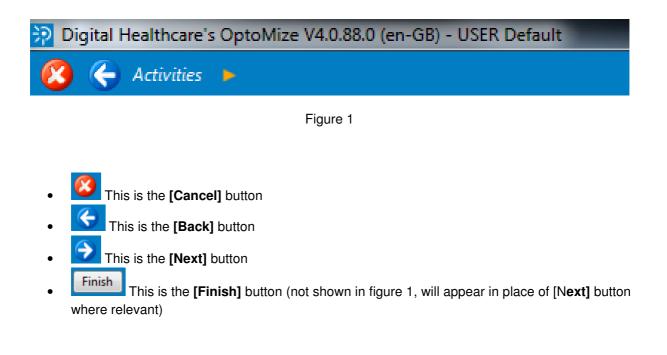
General Information	3
Listing Patients for Photography	4
Verifying Patient Consent	
Updating Patient Details	7
Verifying Pre-Screening Details	8
Viewing & Adding Notes	9
Capturing Photographs	10
Image View Controls	13
Triaging the Photographs	15

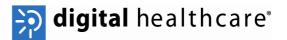


General Information

In this document the word *click* will be used during certain steps, unless otherwise specified this refers to a left click with the mouse.

When working through the pre-screen process, you may be asked to click on the **[Next]**, **[Finish]**, **[Cancel]** or **[Back]** button. These are located in the top left hand corner of the screen (figure 1).





Listing Patients for Photography

Once the patient has been pre-screened they will be available for photographs to be taken.

• You can display a list of patient attending on that day from the *Main Activities screen* shown in figure 2.

Note: The Main Activities Screen may look slightly different to figure 2 depending on the role that has been assigned to you.

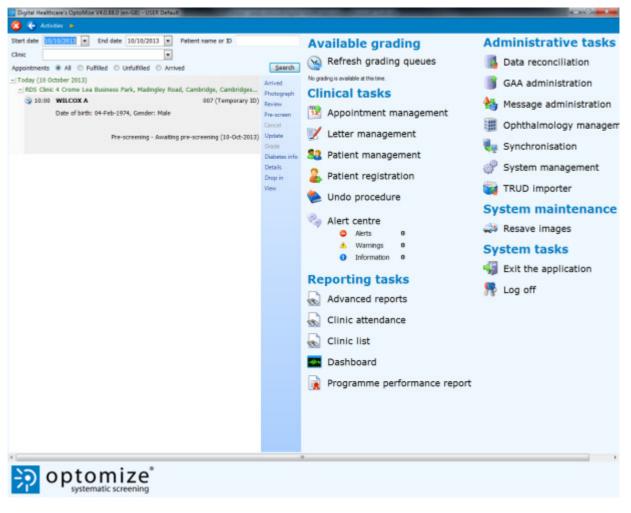


Figure 2

• To identify the patients to be photographed you can use the search filter section. This is located towards the top left of the screen and shown in figure 2.

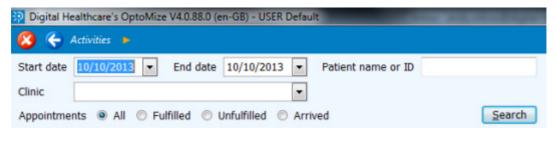
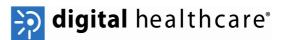


Figure 3



- You can restrict the search to specific dates using the start date and end date drop down boxes and clicking on the **[Search]** button.
- You can search for a specific patient by entering a name or ID in to the text box and clicking on the **[Search]** button.
- You can search for a specific patient by selecting the patient's clinic in the clinic drop down box and clicking the **[Search]** button.
- You can narrow the list of patients displayed to show either:
 - o All Appointments Shows every appointment within the date range
 - Fulfilled Appointments Shows all patients that have been pre-screened & Photographed within the date range
 - Unfulfilled Appointments Shows all patients that have not yet been seen i.e. prescreened & Photographed within the date range
 - Arrived Shows all patients that have been marked as having arrived
- Select the radio button corresponding to the type of appointments you want to view and click on the **[Search]** button.

Note: The searchable date range is restricted to 1 month by default, it is possible to increase this range however doing so can have a negative effect on speed so is not recommended.

When you have performed the search, a list of patients will be displayed. Each patient has an icon to the left of their appointment time; the most relevant icons have the following meanings:

- Patient has an unfulfilled appointment
- A ratient has been pre-screened but not photographed
- 🔤 Images have been taken for the patient
- 👌 The encounter has been assessed
- 9 Patients have had a photography consultation but no photographs have been saved
- W Patient has been marked as having arrived

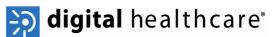
Note:Refer to user guide UG0xx OptoMize V4 Clinical Tasklist Icons for a full list of icons and their meanings.

When you have identified the list of patients, the next step is to choose the patient and carry out the photography.

• Highlight the relevant patient who is being photographed and click on the *photograph* link to the right of the patient list (shown in figure 4).



Figure 4



Note: The photograph link will be greyed out for patients whose images have been assessed. Until primary grading has been completed you will be able to perform the pre-screen and photography options repeatedly on a patient. Until photography has been completed you will be unable to select the grade link.

Verifying Patient Consent

• After clicking on photograph you will be taken to the *Photography: Confirm Patient* screen shown in figure 5.

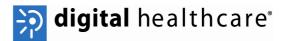
😳 Digital Healthcare's OptoMize V4.0.88.0 (en-G8) - USER Default		a con Cin and a second s
🙆 🦩 Pre-screening: Confirm patient 🕨		Scale -
WILCOX A (Mr)		Born 04-Feb-1974 (39y) Gender Male Temporary /D 007
Address 1 High Street, Cambridge, Phone Usual address 1 High Street Cambridge CB11QQ Quick update	Other information Comments Date of birth 04-Feb-1974 Gender Male GP proctice Default Clinical Location (DHDefault)	P No known altergies 🛞
To ensure that the correct patient is present: Ask the patient for their name, address and date of Do the name, address and date of birth they provide		
🥩 Consent		
Consent for storage of patient demographic data	Consent given to hold and use screening details 🔹 💠 😹 🌉	
Consent for transfer of clinical patient data between software systems	• 🔶 🗶 🛄	



• At this stage you will need to confirm the patient identity and gain their consent for carrying out the procedures.

Note: This screen may have slightly different options on depending on your configuration. The action of gaining or denying consent is determined by selecting the left-hand switch next to the confirmation question for 'Yes' or the right-hand switch for 'No'. Gaining consent will allow you to move on to the next section.

Note:You will be unable to click [Next] until you have changed the 'Are the above details correct?' switch from 'No' to 'Yes'. If for any reason you exit this screen and the return to it, you will need to select the 'Yes' switch again.



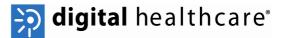
Updating Patient Details

• If there are inaccuracies in the patient information, you are able to carry out a quick update of the main patient information. Click on the **[Quick Update]** button to change details, the screen shown in figure 6 will appear.

	Quick update								8		
Consent for brander of clinical patient data between software systems Title First name (Deter names) Surname Suffix A A d Code Temponay ID O O O O O O O O O O O O O O O O O O O	Consent	-									
Consent for transfer of clinical patient data between software systems Title First name (Other names) Surname Suffix Wilcos		rage of pa	tient demod	raphic data		Consent given to I	hold and use sc	reening details +	Date recorded	10/10/2013 *	• × 🖂
Mr A Wilcox Code Temporary ID O OT Cade Temporary ID O OT Cade Cade Contocts Co					n software systems						+ ×
Mr A Wilcox Code Temporary ID O OT Cade Temporary ID O OT Cade Cade Contocts Co	Title	Entra		Other name	d Canone	C. Mar			-		
dentifier Kind Code Temporary ID O O7 Addresses Addresse				Tereset rearing		seller				omments 🍲 Ac	d is toit 🚜 Delete
Temporary ID O07 Addresses Add S Edit M Delete & Set primary Telephone numbers Add S Edit M Delete & Set primary Add S Edit M Delete & Set primary Add S Edit M Delete & Set primary Add S Edit M Delete Add			Cod								
I High Street, Cambridge, CB11QQ Telephone numbers Add I Edit Add E Edit Add E Edit Add E Ethnicity Add I Edit Add E Ethnicity Add I Edit Add E Ethnicity Onenographics Date of birth Outropy of the preter required Add Contacts Fransport requirements Conticitary Prison Prigon Domiciliary Prison Prigon Domiciliary Prison Prigon Domiciliary Prison Consections Contaction Consections Contaction Contaction Clinician Clinician Clinician Clinician Clinician Clinician Clinician			• 007								
Telephone numbers Add P Edit & Delete Set primary Contacts Add P Edit & Delete Set primary Solutions Contacts Date of birth Od/02/1974 • Gender Email Correspondence language Interpreter required Add and anterpreter required Contact preference Speken language Interpreter required Add anterpreter required Prison Prison Domiciliary Prison Consent for SMS Consent for SMS Contaction Contaction Clinician	😭 Addresses						Add 📝 Edit 🌡	🕻 Delete ✔ Set p	rimary		
Contacts	1 High Stree	t, Cambri	dge, CB11	QQ							
Image: Correspondence language Image: Correspondence language Email Contact preference Spoken language Interpreter required Ambuilatory status Image: Cognitive status Transport requirements Cognitive status Marital status Pregnant / due date Image: Contend type Consent for SMS Online booking Image: Continue status Image: Consent for SMS Image: Continue status Image: Continue status Image: Consent for SMS Streering site Image: Continue status Image: Continue status GP Default Clinical Location [DHDefa: Image: Continue status Image: Continue status	🌑 Telephone nu	mbers				٠	Add 📝 Edit 🕽	🕻 Delete ✔ Set p	rimary		
Date of birth 04/02/1974 Gender Male Ethnicity Correspondence language Email Cantact preference • Spoken language Interpreter required Ambulatory status • Transport requirements Cognitive status • Marital status • Religion Cognitive status • Marital status • Pregnant / due date • Patient type Cansent for SMS • Online booking • Cantain for SMS • • Screening site • Cation Clinician Location Clinician GP Default Clinical Location [DHDefat • • • • • • • GP Default Clinical Location [DHDefat • • • • • • •	🐝 Contacts									🔶 Ac	id 🎬 Edit 💢 Delete
Correspondence language Email Contact preference power language Interpreter required Ambulatory status Transport requirements Cognitive status Cognitive s	Oemographic	68									
Spoken language Interpreter required Ambulatory status Transport requirements Cognitive status Marital status Religion Domiciliary Prison Pregnant / due date Patient type Cansent for SMS Online booking Interpreter requirements Consent for SMS Screening sile Interpreter requirements Consent for SMS GP Default Clinical Location (DHDefat * un * un Optometrist Location Clinician Contion	Date of birth		04/02/197	• •	Gender	Male •	Ethnicity		•		
Transport requirements Cognitive status Marital status Religion Domiciliary Prison Pregnant / due date Patient type Cansent for SMS Contine booking Locations Location Screening site Location Clinician	Correspondence la	nguage			Email		Contact pref	erence			
Religion Domiciliary Prison Pregnant / due date Patient type Consent for SMS Online booking Locations Location Location Location Clinician Location Clinician Location Clinician Location Clinician Location Clinician Location Clinician	Spoken language				Interpreter required		Ambulatory	Itatus			
Pregnant / due date Patient type Cansent for SMS Contine booking Location Location Location Location GP Default Clinical Location [DHDefat *]] Optimetrist Location Clinician Location Clinician Location Clinician	Transport requirem	tents			Cognitive status		Marital statu	1			
Pregnant / due date Patient type Cansent for SMS Contine booking Location Location Location Location GP Default Clinical Location [DHDefat *]] Optimetrist Location Clinician Location Clinician Location Clinician	Religion	- 1			Domicilian		Prison				
Online booking Location Screening site Location GP Default Clinical Location (DHDefat * un * un Optometrist Location Clinician			•					ins in the second se			
Locations Location Screening site Location Clinician					- and a spec						
Screening site • · · · · · · · · · · · · · · · · · · ·	🥩 Locations	Location									
GP Default Clinical Location (DHDefat *) Optometrist *) Contian Clinician				•)						
Location Clinician Location Clinician		Location			Clinician			Location		Clinician	
	GP	Default (linical Loca	tion (DHDefa		• 10	Optometrist		•	-	¥
Ophthalmologist •		Location			Clinician			Location			
				•		Ψ	Diabetologist		•		*
Location Clinician Location Clinician		Location			Clinician			Location		Clinician	Cancel Finis

Figure 6

- Make amendments as necessary and click on the [Finish] button.
- When you have gained consent and made any updates (if required), click on the **[Next]** button to proceed to the next step.



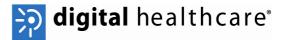
Verifying Pre-Screening Details

The next screen is the Photography: Enter Pre-Screening Details screen and is shown in figure 7.

VILCOX A (Mr)							Som 04-Feb-1974 (39y) Gender Male	emporary ID 00
ddress 1 High Street, Cambridge, Cl	11 Phone			Oth	er information	Comments	₽ No known allergies	6
veener USER Default (Dr) [DHDefault	Dote 10/10/20	13 09:52 *						
🚺 Health status						🔿 Comments 🔮 Add 🎬 Edit 💢 Delete		
Date of diagnosis of diabetes								
Diabetes type	•	De	ate recorde	nd	• + # 📖			
Current treatment		De	ste recorde	nd b	• • # 📖			
HbAlc level		mmal/mol De	ate recorde	nd	• • # 📖			
Blood pressure		De	ate recorde	d	• • ¥ 📖			
• Vision status								
Date certified sight impaired		F	atlent and	ved late 🔳				
Date certified severely sight impaired		F	ull eye tes	t given	-			
	Right		Left					
Missing eye or NPL in one eye			10					
Visual acuity not measured	0		10					
Visual acuity no correction	6/6		. 6/6	6				
Visual acuity with correction			•					
Visual acuity using pinhole			•					
Known allergies								
P First type of dilation drops	Tropicamide 0.5%				2			
Other mydniotic agent								
Betch number	1234			Expiry date	01/01/2014 •			
Mydriatic reaction	No adverse reactio	on to mydriatic	agent					
Reaction comments								
P Second type of dilation drops								
Other mydriotic agent								
Batch number				Expiry date	-			
Mydniatic reaction								
Reaction comments								

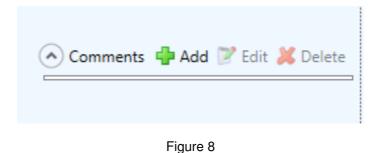
Figure 7

You can verify the information recorded during the pre-screening here and update any fields as required.



Viewing & Adding Notes

If you want to view or add additional information during the pre-screen, click on the *comments* drop down button at the bottom left of the screen where you can view previous comments or click on the *Add* button at the bottom right of the screen to add any new comments or notes (figure 8).

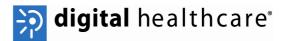


The Add comment box will be displayed (figure 9).

Add com	ment
Priority	Information
Clinician	USER Default (Dr) [DHDefault]
Comment	
	Cancel



- To add a new note, select a priority from the drop down list, type your notes into the box that appears and click on the **[Finish]** button (figure 10).
- Click on the [Next] button to move on to the Photograph capture screen.



Capturing Photographs

At this point you will need to capture the photographs of the patient. Ensure your camera is connected and configured correctly. Please refer to your camera manufacturer documentation for more information on the camera operation.

Note: Depending on the make and model of camera device, the method of capture may be different. OptoMize can talk to some cameras directly, others through a 3rd party interface supplied by the camera manufacturer and also by loading images from a folder location. For the purposes of this user guide two methods will be considered, direct connection and folder capture.

When the Photography capture screen loads, you will be ready to take the photographs, the photography capture screen is shown in figure 12.

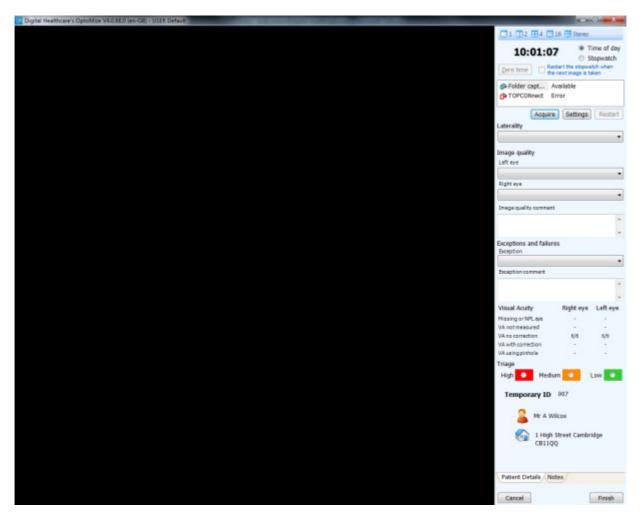
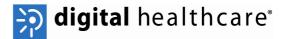


Figure 12



Integrated Cameras

• Begin taking the photographs, they will be loaded in to OptoMize automatically and be displayed in the main window (figure 13)

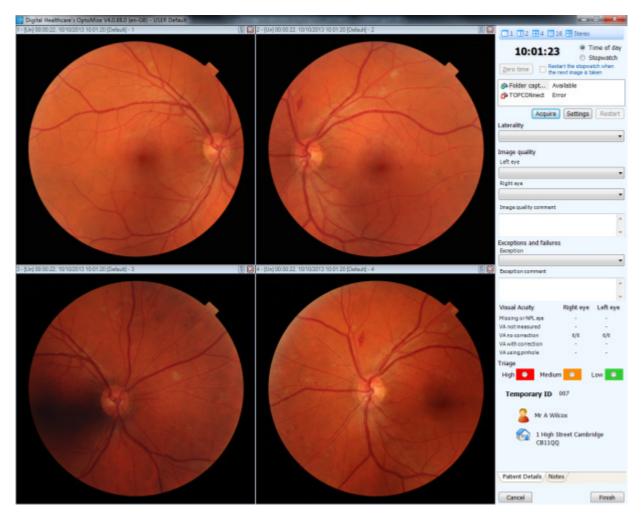


Figure 13

Folder capture

• Highlight the *Folder capture* options in the device list (figure 14)

Solder capt	
Acqu	ire Settings Restart

Figure 14

- Click on the [Acquire] button
- Browse to the folder that contains the photograph(s) you wish to load (figure 15)

沪 digital healthcare®

Dpen .	Press T		10				x
💮 💮 - 🍌 🕨 Computer	 Data (D:) Back 	rup ⊧ aw ⊧ Deskt	op 🕨 İmages	• *9	Search Images	_	P
Organize 👻 New folder					<u>E</u>	• 💷	0
 ★ Favorites ★ dn-build2010 ★ DH-FILES ➡ Desktop ▲ Downloads ★ Recent Places ➡ Libraries ➡ Documents ▲ Music ➡ Pictures ➡ Videos ♥ Computer ▲ Local Disk (C:) ➡ Data (D:) ➡ Users (\\dh-Files) (U: ♦ Network 	1234_20120807_0 95627_Color_R_00 3.jpg	1234_20120607_0 95700_Color_L_00 1.jpg	1234_20120807_1 00826_Celor_R_00 1.jpg	1234_20120807_1 00855_Coler_L_00 1.jpg			
File <u>n</u> an	ne:			•	Image Files (*.BMP) Open	*JPG;*.GIF Cance	_

Figure 15

- Highlight one or more photographs depending on how many you have captured and wish to load and then click on the **[Open]** button.
- The photographs will be displayed in the main window (see previous example, figure 13)

Note: You can specify which eye each photograph was captured from; choose the relevant option from the *Laterality* drop down box (figure 16) before capturing each photograph.

	_
	•
Right	
Left	
Unspecified	
Right anterior view	
Left anterior view	
Right macular view	
Left macular view	
Right nasal view	
Left nasal view	

Figure 16

Note: You can amend the laterality of the image by clicking on the image with the secondary mouse button and choosing laterality from the menu.

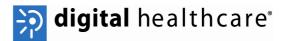


Image View Controls

You can change how many images are displayed in the main area of the screen when capturing photographs. You can also double click on any image to view it as full screen. The options for number of images to view are located in the top right hand corner of the screen (figure 17).



Figure 17

The options available are:

• 1 – Single image (figure 18)



Figure 18

• 2 – Pair of images side by side (figure 19)

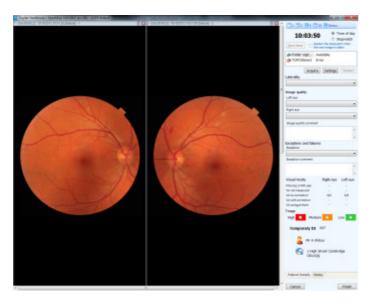


Figure 19



4 – 4 images tiled on the main screen, this is the default view in the photography screen (figure 20).

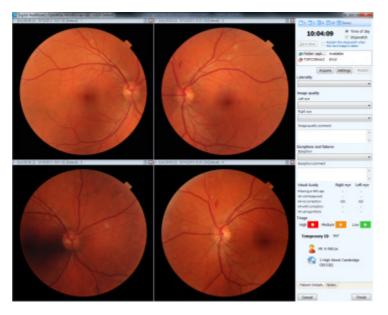
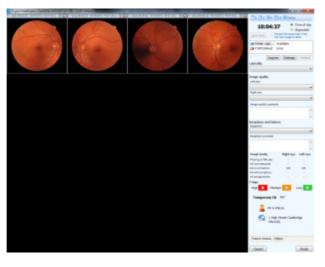


Figure 20

• 16 – Up to 16 images tiled on the main screen (figure 21)

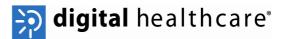




• Stereo Pair – The selected image and the next one displayed as a pair for stereo pair viewing (figure 22).



Figure 22



Triaging the Photographs

Once you have taken the photographs you will then need to triage them and specify if there has been a technical failure preventing the capture of photographs.

• To triage the photographs you have taken, click on the relevant triage level (figure 23)





Note: The triage level you choose will dictate which level within the primary grading queue the patient is put in to.

You also need to record an image quality for each eye,

• To provide an image quality for each eye, choose an option from the drop down list (figure 24)

Image quality	
Left eye	
	•
Right eye	
	•



If you are unable to capture a suitable photograph using the camera due to non-clinical reasons and the patient would be suitable to be re-photographed, you can use the exception option to re-queue the patient for a new appointment.

• Choose an Exception reason from the drop down list (figure 25)

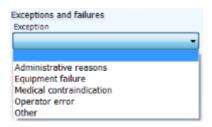
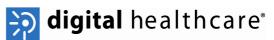


Figure 25



• To add notes to the patient record, click on the *Notes* tab at the bottom of the screen, click on the **[New]** button and then enter your notes. Click on the **[Apply]** button to save the notes or the **[Remove]** button to delete them (figure 26)

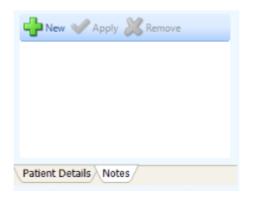
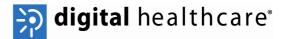


Figure 26

- When you have finished taking photographs, triaging the images and entering any additional information, click on the **[Finish]** button to save the images.
- You will now be returned to the *Main Activities* screen and be able to continue with the next patient.

Note: You will not be able to click [Finish] until all relevant information has been entered, the compulsory information can vary depending on your configuration however the software will highlight the sections that require completing.

Note: To cancel the session without saving any details or photographs, click on the [Cancel] button.



Changing the Instrument

Instruments (Image sources) are the method by which you configure OptoMize to talk to the camera you are using. These are separate from the Windows drivers that allow the camera to communicate with the computer itself.

Depending on what camera you have connected, you may need to add or change the instrument that OptoMize uses to talk to the camera, to alter the image source:

- Click on the System Management link on the Main activitiesscreen
- Click on the [Configure my instruments] link (figure 27)

Configu	ration
👫 Cha	nge my password
Make sur again wit	e you can remember this password as you will not be able to log on hout it.
🖍 Con	figure my instruments
Choose w	which instruments are available to this application.

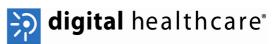
Figure 27

The window that appears will display all instruments currently enabled (figure 28)

Configure my instant	truments				
Folder capture					
Capture images from a computer folder					
TOPCONnect Capture using the	TOPCONnect interface				
	Cancel Apply Finish				



- Click on an existing instrument and then click on the [Delete] button to remove it
- Click on the [Add] button to add a new instrument, the following window will appear (figure 29):



Add instru	m users Add X Delete	
Fo		
Ca Instrument	er	
то		
Capital	Canon 2 CR-DGi	
	Capture from a Canon CR-DGi fundus camera	1
	Canon CF-60DSi	
	Canon CF-60DSi with Canon 1Ds Mark II	
	Canon CF-60UVi	
	Capture from a Canon CF-60UVi fundus camera	
	Canon CR-2	
	Capture using non-myd RC capture utility	
	Canon CR6 with JVC KY-F70B	
	Capture from Canon CR6 with JVC KY-F70	
	Canon CR-DGi	
	Capture from a Canon CR-DGi fundus camera	
	Canon CP. DGi with EOS ED	

Figure 29

• Choose your instrument from the list and then click on the **[Finish]** button, then click on the **[Apply]** or **[Finish]** button to save your changes.

The new instrument will now be available to use in the photography screen.