

HOW TO INSERT IMAGES INTO CHART

The purpose of this training is to review how to insert images into the image viewer to be inserted into the patient chart/letter.

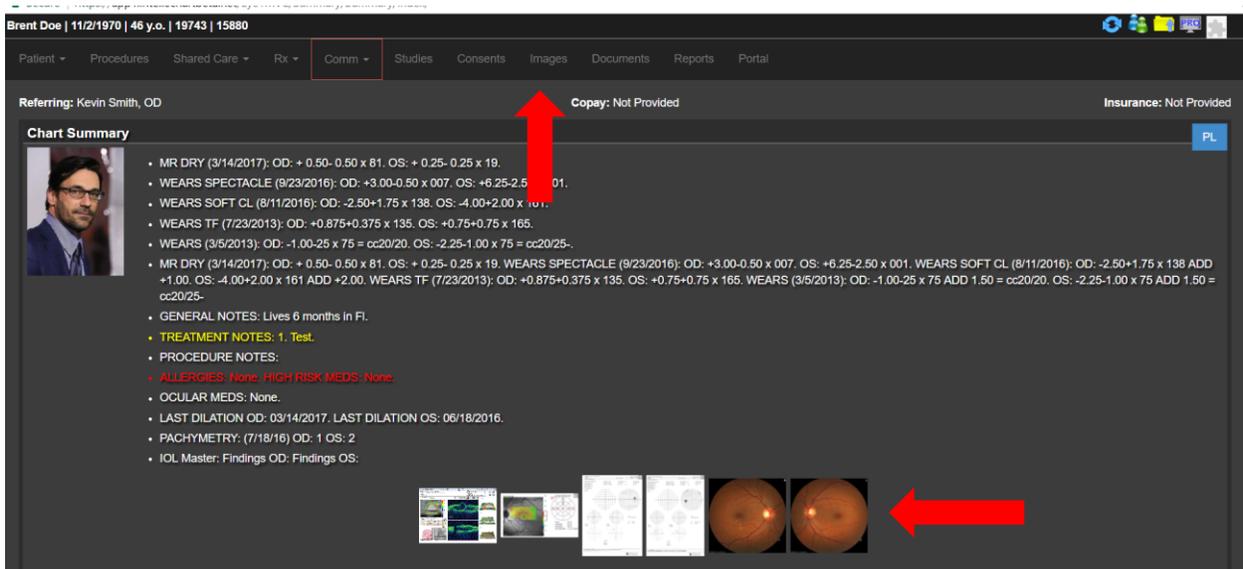
Required Tools for This Training: Patient Summary/Detail Page, IntellectPro and User. No other persons or tools are needed for this training.

Permission: None

Preferences: None

Inserting Images into The Chart

1. Once the images have been uploaded from Intellectfile, you will see them displayed on the patients **Chart Summary** and have access to them in the **Image File**



The screenshot displays the patient chart summary for Brent Doe. The top navigation bar includes tabs for Patient, Procedures, Shared Care, Rx, Comm, Studies, Consents, Images, Documents, Reports, and Portal. The main content area shows a list of vision records and other clinical notes. A red arrow points to the 'Images' tab in the navigation bar. At the bottom of the chart, there is a gallery of images, including fundus photos and visual field tests, with a red arrow pointing to them.

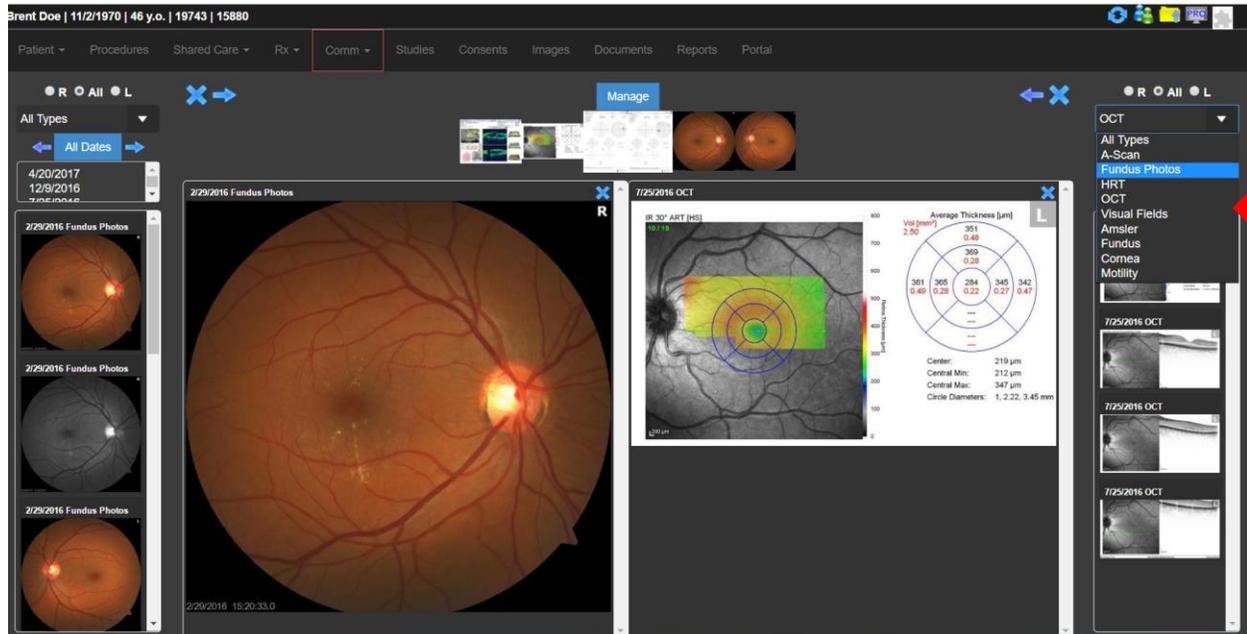
Brent Doe | 11/2/1970 | 46 y.o. | 19743 | 15880

Referring: Kevin Smith, OD Copay: Not Provided Insurance: Not Provided

Chart Summary

- MR DRY (3/14/2017): OD: +0.50-0.50 x 81, OS: +0.25-0.25 x 19.
- WEARS SPECTACLE (9/23/2016): OD: +3.00-0.50 x 007, OS: +6.25-2.50 x 001.
- WEARS SOFT CL (8/11/2016): OD: -2.50+1.75 x 138, OS: -4.00+2.00 x +01.
- WEARS TF (7/23/2013): OD: +0.875+0.375 x 135, OS: +0.75+0.75 x 165.
- WEARS (3/5/2013): OD: -1.00-25 x 75 = cc20/20, OS: -2.25-1.00 x 75 = cc20/25-
- MR DRY (3/14/2017): OD: +0.50-0.50 x 81, OS: +0.25-0.25 x 19, WEARS SPECTACLE (9/23/2016): OD: +3.00-0.50 x 007, OS: +6.25-2.50 x 001, WEARS SOFT CL (8/11/2016): OD: -2.50+1.75 x 138 ADD +1.00, OS: -4.00+2.00 x 161 ADD +2.00, WEARS TF (7/23/2013): OD: +0.875+0.375 x 135, OS: +0.75+0.75 x 165, WEARS (3/5/2013): OD: -1.00-25 x 75 ADD 1.50 = cc20/20, OS: -2.25-1.00 x 75 ADD 1.50 = cc20/25-
- GENERAL NOTES: Lives 6 months in FI.
- TREATMENT NOTES: 1. Test.
- PROCEDURE NOTES:
- ALLERGIES: None, HIGH RISK MEDS: None.
- OCULAR MEDS: None.
- LAST DILATION OD: 03/14/2017, LAST DILATION OS: 06/18/2016.
- PACHYMETRY: (7/18/16) OD: 1 OS: 2
- IOL Master: Findings OD: Findings OS:

2. Select the **Image/Images** you want to insert into the chart.



3. Be sure to select how you want them displayed in the image viewer (right eye in one column, left in the other).

****How you have them displayed in image viewer, is how they will appear once inserted in the chart****

Diagnostics + OCT Macula Both Eyes

OD: Diagnostic Testing Ordered by Physician. Foveal Thickness 236 microns. No Evidence of Subretinal Fluid. >RPE Changes/Drusen.

OCT Macula Both Eyes x

OS: Diagnostic Testing Ordered by Physician. Foveal Thickness 286 microns. No Evidence of Macular Edema. No Evidence of Subretinal Fluid. >RPE Changes/Drusen.

OCT Macula OS

No View + OD Ditto OD + PL Highlight Reset Search

Diagnostic Testing Ordered by Physician x

Foveal Thickness: 286 microns x

No Evidence of Macular Edema x

No Evidence of Subretinal Fluid x

>RPE Changes/Drusen x

Severity x

Location x

- Subfoveal
- Central
- Diffuse
- Juxtafoveal
- Parafoveal

Category x

Foveal Thickness 286 microns

6. Once you have inserted the images, they will display under the posterior segment. You can also **remove** the image by clicking on **Camera Icon** again.

Posterior Segment + OCT Macula Both Eyes

OD: Diagnostic Testing Ordered by Physician. Foveal Thickness 236 microns. No Evidence of Subretinal Fluid. >RPE Changes/Drusen.

OCT Macula Both Eyes x

OS: Diagnostic Testing Ordered by Physician. Foveal Thickness 286 microns. No Evidence of Macular Edema. No Evidence of Subretinal Fluid. >RPE Changes/Drusen.

Posterior Segment + OCT Macula Both Eyes

OD: Diagnostic Testing Ordered by Physician. Foveal Thickness 236 microns. No Evidence of Subretinal Fluid. >RPE Changes/Drusen.

OCT Macula Both Eyes x

OS: Diagnostic Testing Ordered by Physician. Foveal Thickness 286 microns. No Evidence of Macular Edema. No Evidence of Subretinal Fluid. >RPE Changes/Drusen.

Posterior Segment + OCT Macula OU Fundus Photos OU Insert Images

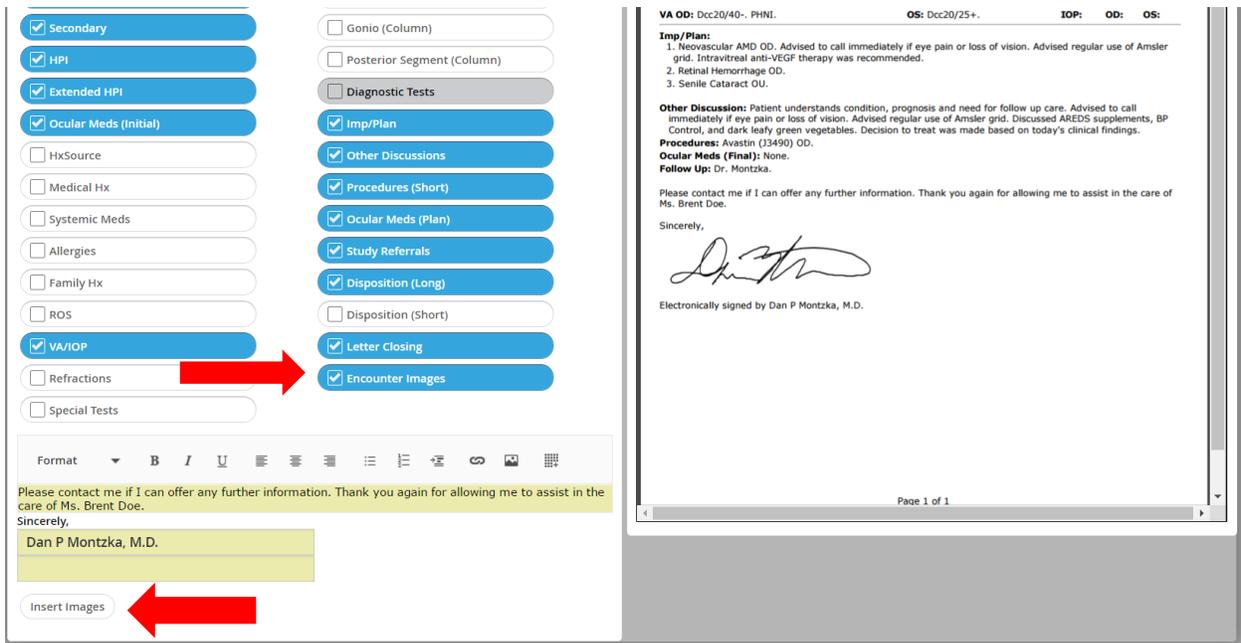
OD: Foveal Thickness 236 microns. >Reason for Testing. >Comparative Data. >Macular Edema/CME. >RPE Changes/Drusen.

OCT Macula x

OS: Reason for Testing: Monitor Progression. No Evidence of Macular Edema. No Evidence of Subretinal Fluid. Foveal Thickness 286 microns.

>Comparative Data. >RPE Changes/Drusen.

7. The same rules apply should you want to include an image in the letter. The image must be in the **Image Viewer**. Then go to the **Letter Tab**. Once opened, be sure to check the box next to **Encounter Images** in your letter options. Then click on **Insert Images** located under the signature. Refresh letter and images will appear.



The screenshot displays the software interface for creating a letter. On the left, a list of checkboxes allows users to select various components to include in the letter. The 'Encounter Images' checkbox is highlighted with a red arrow. Below this list is a rich text editor with a 'Format' menu and various text formatting icons. The letter content is visible in the main window, including a header with patient information, a body of text, and a signature block. The signature block contains the text 'Sincerely,' followed by a handwritten signature and the text 'Electronically signed by Dan P Montzka, M.D.'. The 'Insert Images' button is located below the signature block and is also highlighted with a red arrow.

Secondary
 HPI
 Extended HPI
 Ocular Meds (Initial)
 HxSource
 Medical Hx
 Systemic Meds
 Allergies
 Family Hx
 ROS
 VA/IOP
 Refractions
 Special Tests

Gonio (Column)
 Posterior Segment (Column)
 Diagnostic Tests
 Imp/Plan
 Other Discussions
 Procedures (Short)
 Ocular Meds (Plan)
 Study Referrals
 Disposition (Long)
 Disposition (Short)
 Letter Closing
 Encounter Images

Format **B** *I* U [List of icons]

Please contact me if I can offer any further information. Thank you again for allowing me to assist in the care of Ms. Brent Doe.
Sincerely,
Dan P Montzka, M.D.

Insert Images

VA OD: Dcc20/40-. PHNL. OS: Dcc20/25+-. IOP: OD: OS:
Imp/Plan:
1. Neovascular AMD OD. Advised to call immediately if eye pain or loss of vision. Advised regular use of Amsler grid. Intravitreal anti-VEGF therapy was recommended.
2. Retinal Hemorrhage OD.
3. Senile Cataract OU.
Other Discussion: Patient understands condition, prognosis and need for follow up care. Advised to call immediately if eye pain or loss of vision. Advised regular use of Amsler grid. Discussed AREDS supplements, BP Control, and dark leafy green vegetables. Decision to treat was made based on today's clinical findings.
Procedures: Avastin (J3490) OD.
Ocular Meds (Final): None.
Follow Up: Dr. Montzka.
Please contact me if I can offer any further information. Thank you again for allowing me to assist in the care of Ms. Brent Doe.
Sincerely,

Electronically signed by Dan P Montzka, M.D.

Page 1 of 1

Dear Dana. This is an update on Mr. John Doe1 (02/23/1920). The following is a summary of my findings on 05/07/2017.

- Letter Greeting/Encounter Doctor
- Letter Introduction
- Reason For Visit
- Secondary
- HPI
- Extended HPI
- Ocular Meds (Initial)
- HxSource
- Medical Hx
- Systemic Meds
- Allergies
- Family Hx
- ROS
- VA/IOP
- Refractions
- Special Tests

- External (Column)
- Anterior Segment (Column)
- Anterior Segment Lens (Column)
- Gonio (Column)
- Posterior Segment (Column)
- Diagnostic Tests
- Imp/Plan
- Other Discussions
- Procedures (Short)
- Ocular Meds (Plan)
- Study Referrals
- Disposition (Long)
- Disposition (Short)
- Letter Closing
- Encounter Images

Format **B** *I* U [Text Alignment Icons] [List Icons] [Link Icon] [Image Icon] [Grid Icon]

Please contact me if I can offer any further information. Thank you again for allowing me to assist in the care of Mr. John Doe1.
Sincerely,
Dan P Montzka, M.D.

Other Discussion: Recommended observation. Advised regular use of Amsler grid. Discussed AREDS supplements, BP Control, and dark leafy green vegetables. Patient understands condition, prognosis and need for follow up care.

Ocular Meds (Final): Comigan 0.2%-0.5% 1 gtt bid OU. Travatan Z 0.004 % 1 gtt qhs OD. Azopt 1% 1 gtt bid OD.

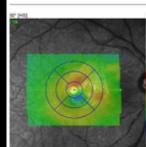
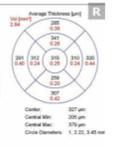
Follow Up: Dr. Montzka.

Please contact me if I can offer any further information. Thank you again for allowing me to assist in the care of Mr. John Doe1.

Sincerely,

 Electronically signed by Dan P Montzka, M.D.

Page 1 of 2
 Patient: John Doe1 (DOB 2/25/1920)
 Sunday, May 7, 2017

Central 337 µm
 Central Max 395 µm
 Central Min 275 µm
 Corneal Thickness 1.245 3.48 mm



For Further Assistance Please Contact Support at 1 (866) 654-4396 Option1, Option 2