User Manual for CollabDDS Online Radiological Services (CORS)

FOR END USERS

User Manual for CORS - End Users

Contents

Document Revision History Table

S No.	Version	Initiated/Revision Date	Revision Description, if any
1	1.0	27-09-2017	
2	2.0	26-07-2018	

High Level Workflow in CORS

Scenario 1: Each End user (District Hospital/CHC/PHC) would be mapped to corresponding RRCs. End User needs to upload cases and it will be automatically assigned to corresponding RRC. The radiologist at RRC would review the diagnosis and upload report for the case.

Scenario 2: If Radiologist at RRC wants to discuss some complex case with the Radiologist at NRC, then he/she can forward the case to NRC for further collaborative discussion using CollabDDS. The Radiologist would then generate/upload the report for the case which is available to end user.

Scenario 3: Escalation of cases by PMU from RRC to NRC in case there is an overload of cases or Radiologist is on leave.
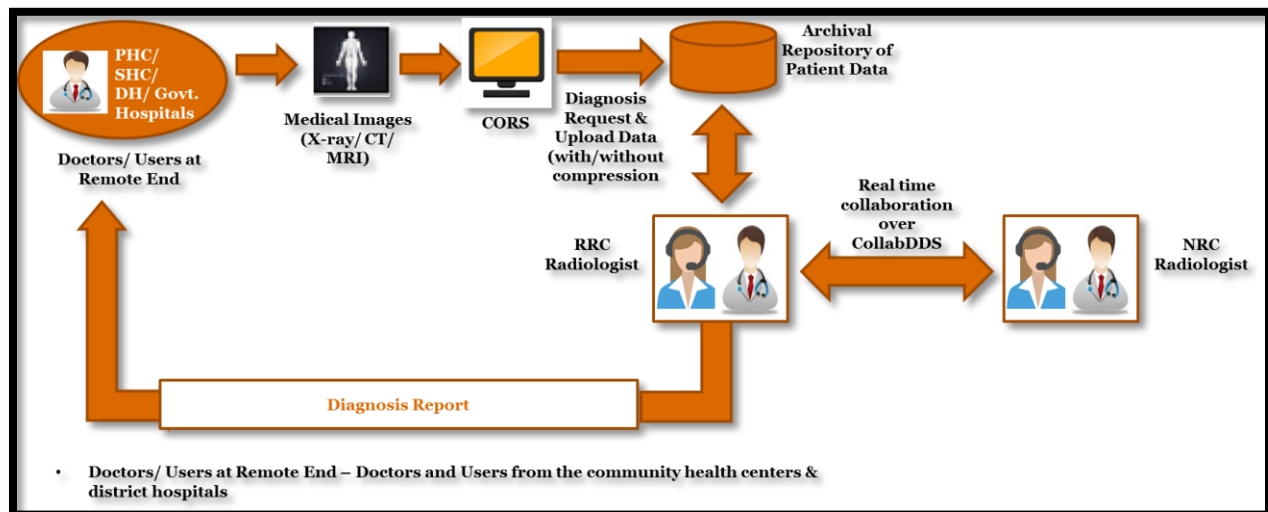
Instructions to End Users

End users are Doctors from District Hospitals/Community Health Centre (CHC)/ Primary health Centre (PHC). End Users credentials are created by PMU. The username along with a password set link is mailed to their respective mail-IDs. User needs to create his/her password using this link.

Steps for logging into CORS

Step I   **Logging into CORS** – End users need to enter username and password. The Captcha is also to be entered. This Captcha is case sensitive.

CORS

CollabDDS Online Radiological Services

Figure 1: Login

Step II   **Dashboard** – After logging in, Dashboard will appear which gives a count of Total, Pending and Completed cases. List of Pending cases will be displayed with the following details:-

1. Case ID
2. Patient ID
3. Name of the hospital that will review the case
4. Requested Date
5. Status of the case

The Manage option allows user to edit the case if required.

Figure 2: Dashboard

Patients Menu
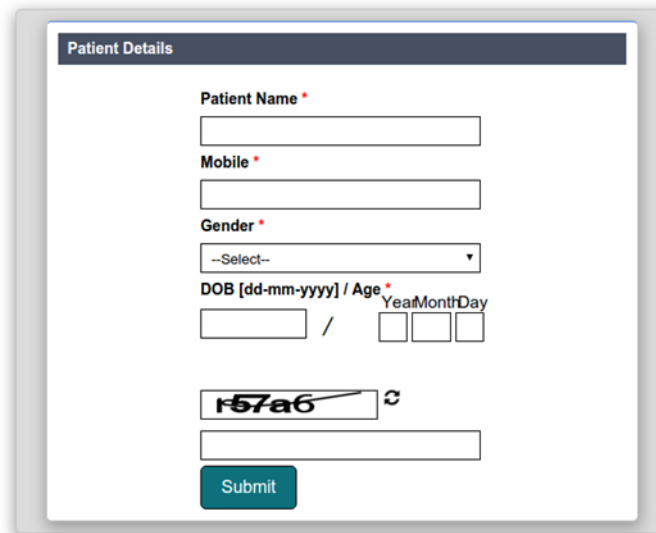
There are two options available in "Patients" menu – New Registration and Search.

Figure 3: Patients Menu

New Registration

User can register a new Patient by entering the basic patient details. This will generate a unique CORS Patient ID for that patient.
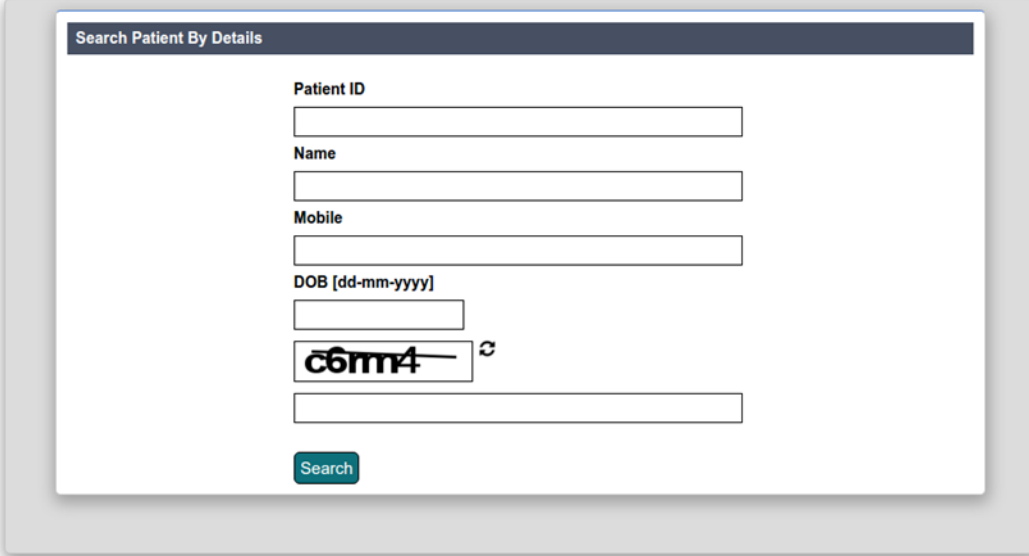
Figure 4: New Patient Registration

Search

Step I   User can search a particular Patient already registered by entering one or more fields.

Figure 5: Search Patient

Step II Search will generate list of all patients which fulfils the search criteria mentioned in Step I.
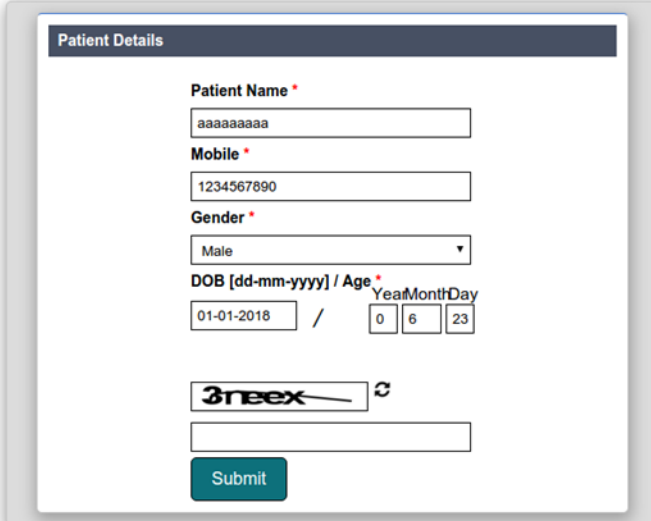
Step III   User can update the Patient details of a particular patient by clicking on
"**Update**" button against that patient.

Figure 7: Update Patient Details

Step IV User can see the list of all the completed cases for a particular patient by clicking on "**Cases**" button against that patient.

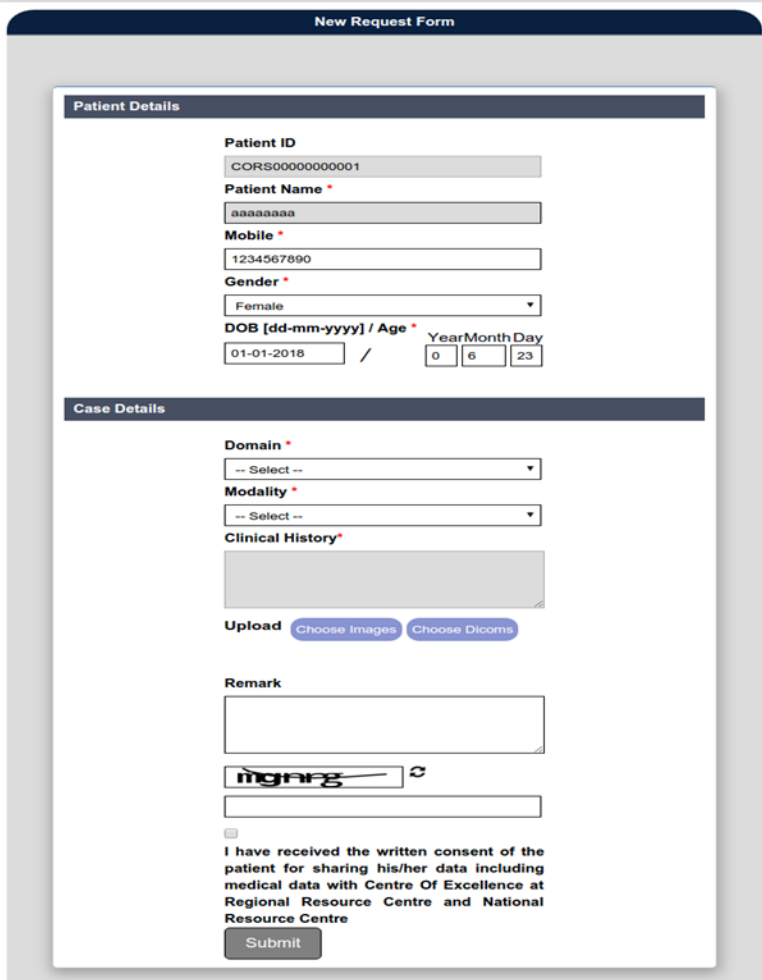**Step V** User can request for a new case for diagnosis by the reviewing hospital for a particular patient by clicking on "**Request**" button against that patient.
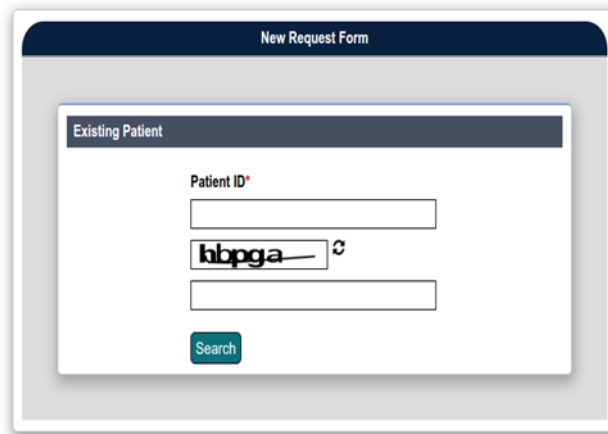
Figure 9: New Case Request through Search option

Steps for raising diagnosis request to the radiologist

Step I   User can request for diagnosis of a case of an existing patient by clicking on "**Request**" menu and entering the CORS Patient ID. All the details of the patient will be auto filled. User then needs to enter the case details, upload image and DICOM Data, adds remarks related to case. Fields marked with '*****' are mandatory to be filled.

Figure 10: New Case Request

Figure 11: Case Details

Note: - The user needs to receive a written consent from the patient regarding sharing of patient data.

Step II   By clicking on **"Choose Image"** under "**Upload" section**, a dialog box will appear for the purpose of uploading images. In case of images, the application accepts only .jpeg, .png, .bmp, .tiff and .zip format files. By clicking on **"Upload"** after choosing the files, all the files will be uploaded to the server and list of uploaded images will be shown to the user.
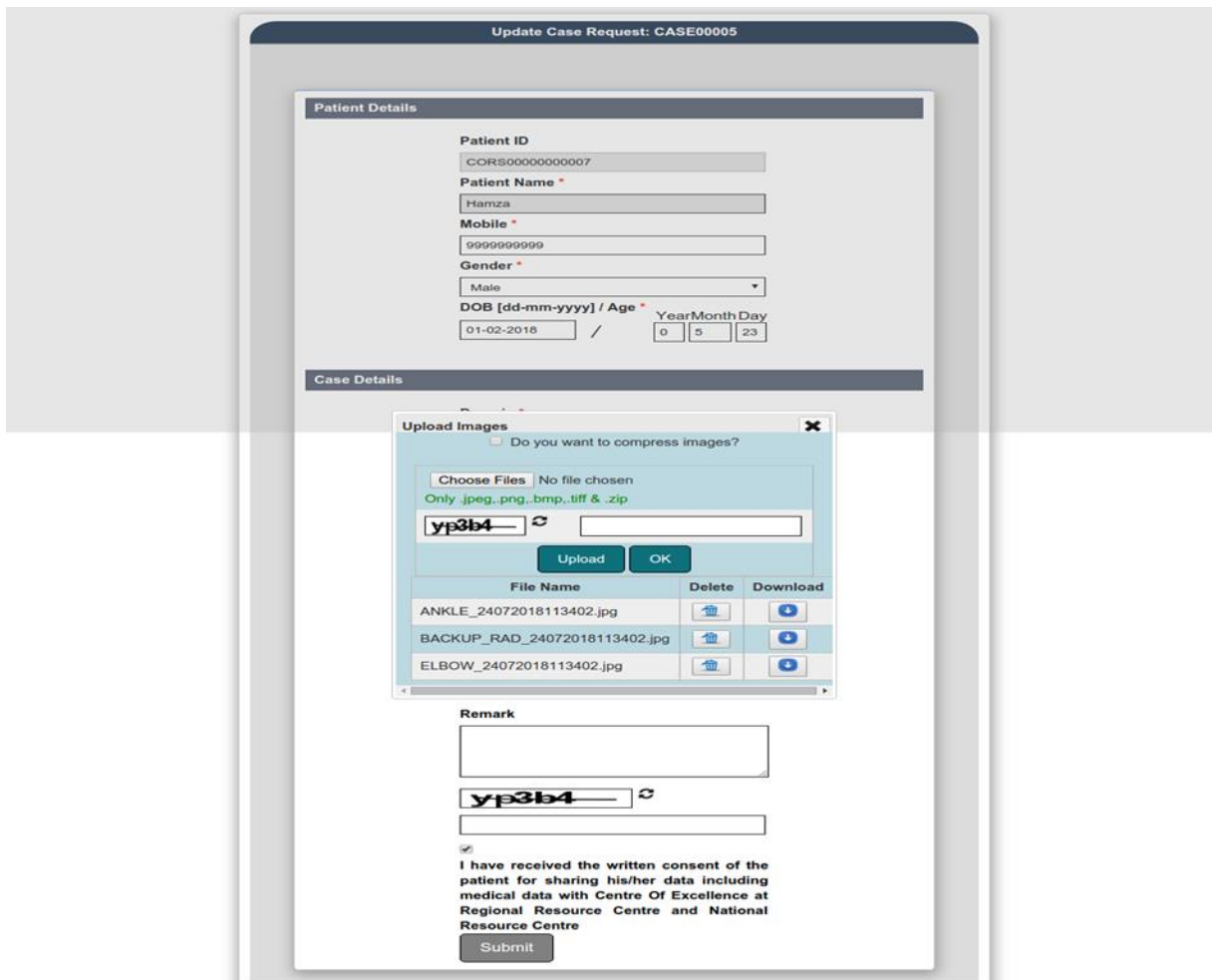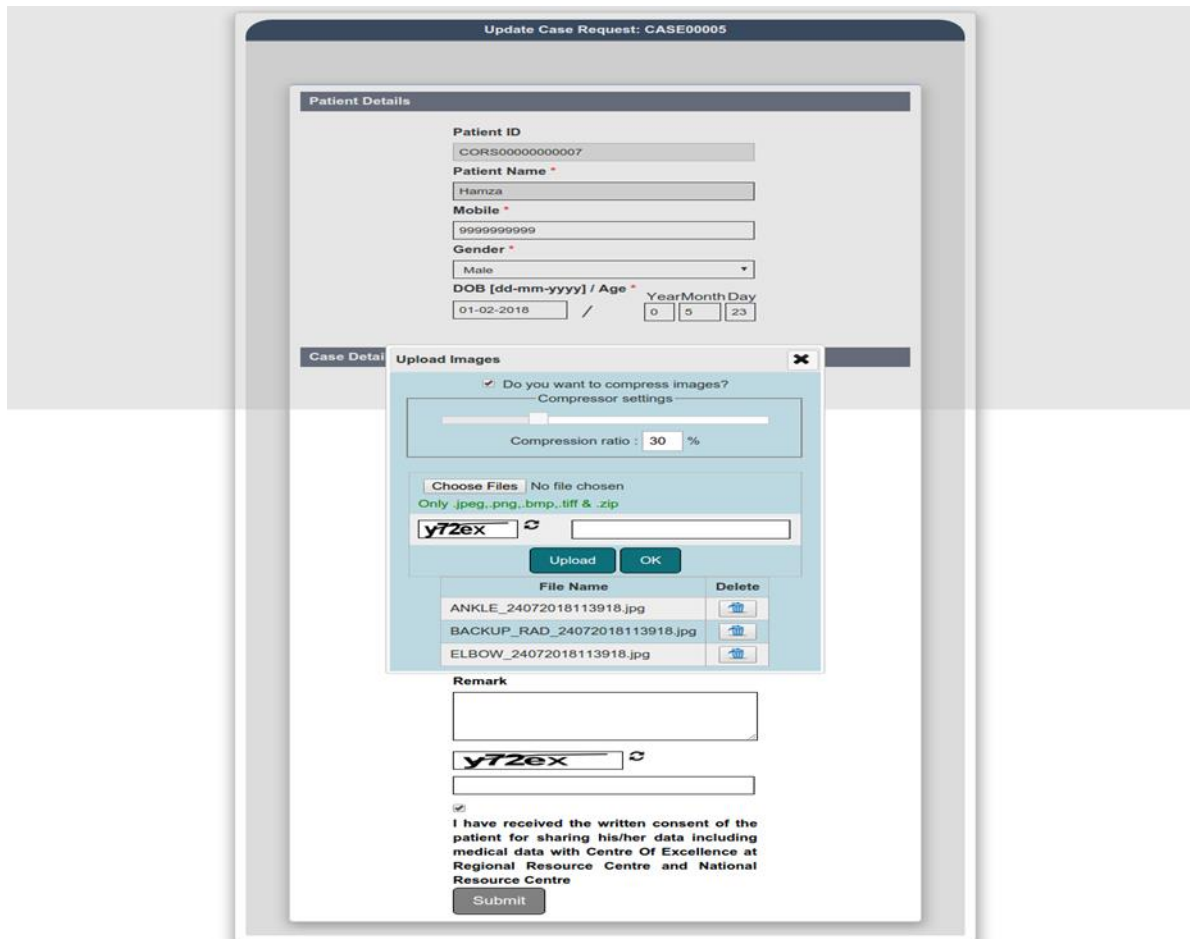

Figure 12: Uploading images

Step III   User can compress the image by selecting the corresponding checkbox. An option to set the compression size appears. By setting the compression ratio to 30%, the size will reduce by 30 units, i.e., if size of the image is 100 MB then it will be reduced to 70 MB.

Figure 13: Upload image in case of Compression

Step IV   By clicking on **"Choose DICOM"** under "**Upload" section**, a dialog box will appear for the purpose of uploading DICOM data. In case of DICOM, the application accepts .dcm or .zip format. By clicking on **"Upload"** after choosing the files, all the files will be uploaded to the server and list of DICOM will be shown to the user.
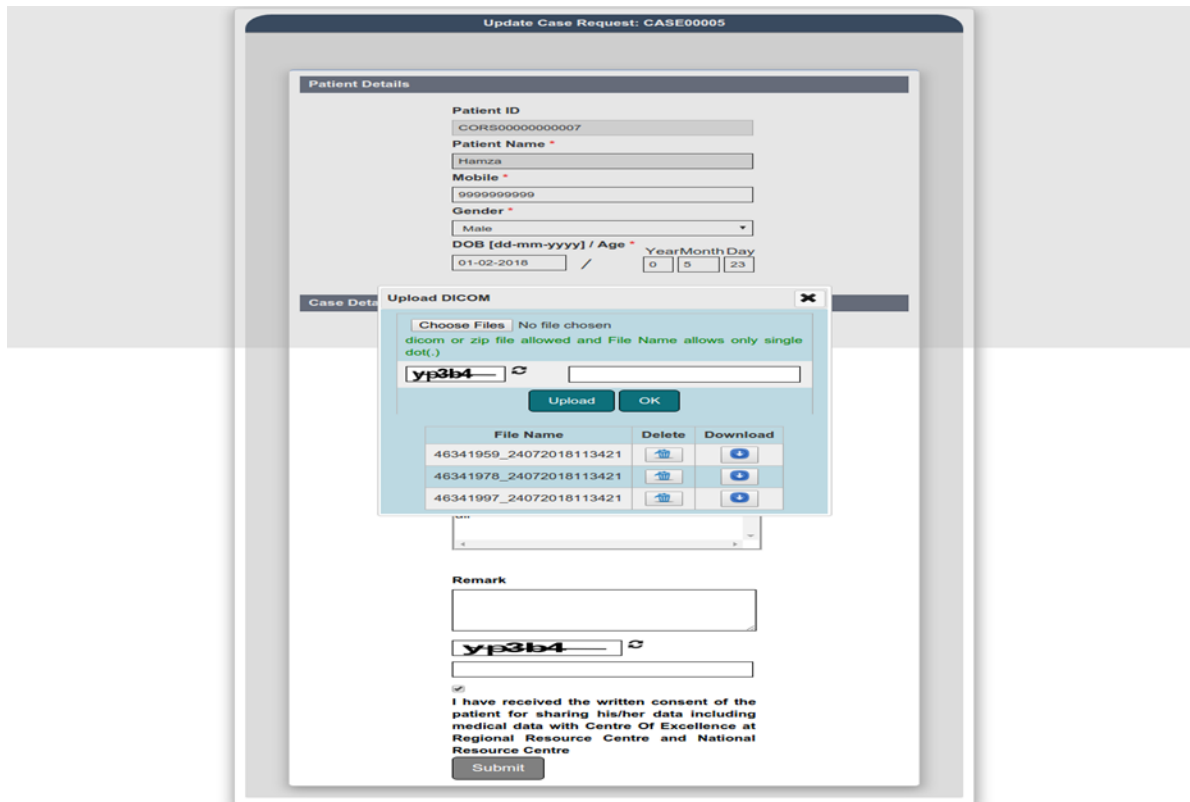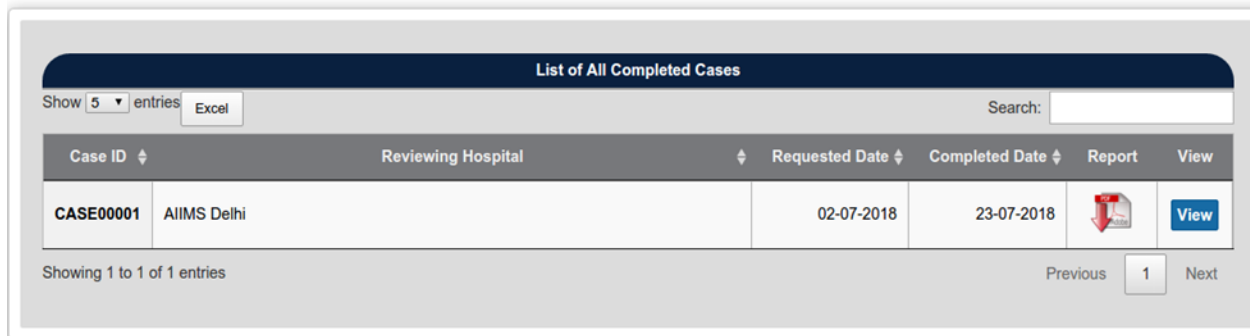

Figure 14: Uploading Dicoms

User Manual for CORS - End Users

Steps for viewing Archived/Completed cases

Step I   Cases which are completed will be available in the "**Archive**" menu.

List of All Completed Cases						
Case ID	Reviewing Hospital		Requested Date	Completed Date	Report	View
CASE00001	AIIMS Delhi		02-07-2018	23-07-2018		View

Show 5 entries   Excel   Search:

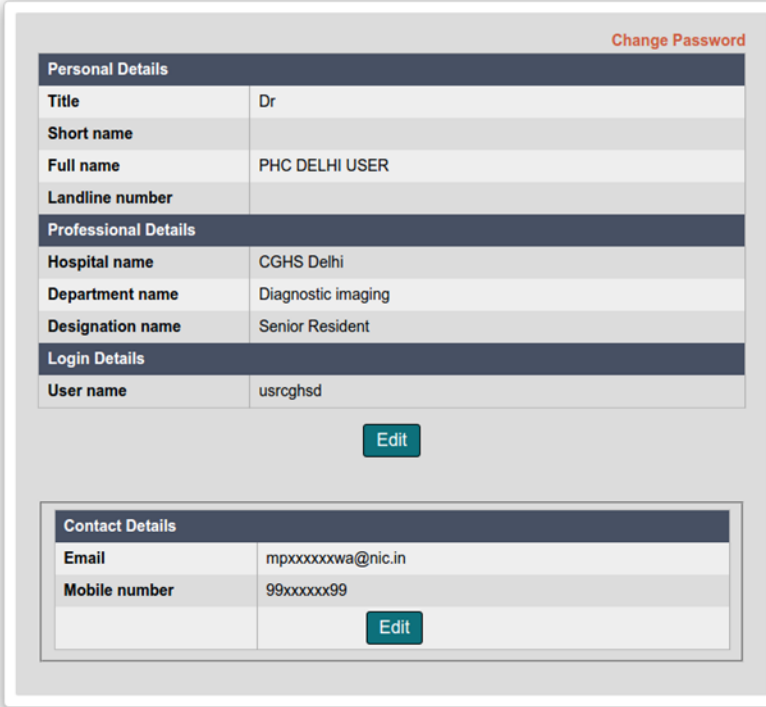Showing 1 to 1 of 1 entries   Previous   1   Next

Figure 15: Archived cases

Step II User can download the generated report and also view complete details for archived cases.

Details of Completed Case	
Case ID	CASE00001
Reviewer Hospital	AIIMS Delhi
Reviewer Doctor	RRC AIIMS Radilogist
Requested Date	02-07-2018
Completed Date	23-07-2018
Domain	Dental
Modality	Scanned X- Ray
Patient ID	CORS00000000001
Patient Name	aaaaaaaaa
Patient Age	6 Months, 22 Days
Gender	Male
Clinical History	dd
Case File	Image Dicom
Report File	
Status	Complete

Figure 16: Archived Case Details

Steps for managing profile and logging out on CORS

Step I User can manage his/her profile details by clicking on "Edit" button in the Profile menu.
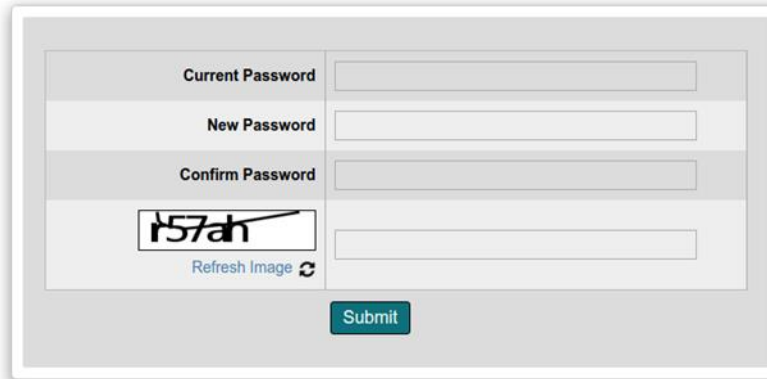
Figure 17: Edit Profile

Step II On clicking **"Change Password"** link, user can also change the password.
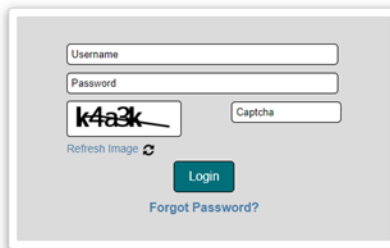
Step III Users can logout from CORS on clicking "**Logout**" from the menu b
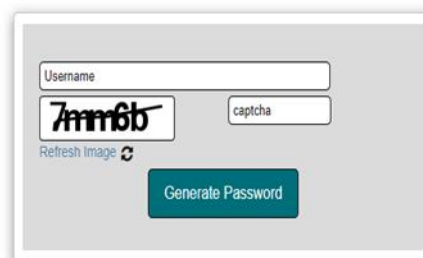
Instructions to Reset Password

Step I   If user forgets password then he/she can regenerate the password by clicking on "Forget Password" Link on login page.

Figure 19: Forgot Password

Step II   On clicking Forgot Password link, dialog box will appear wherein user needs to provide username. It will send a link to registered email ID of user.
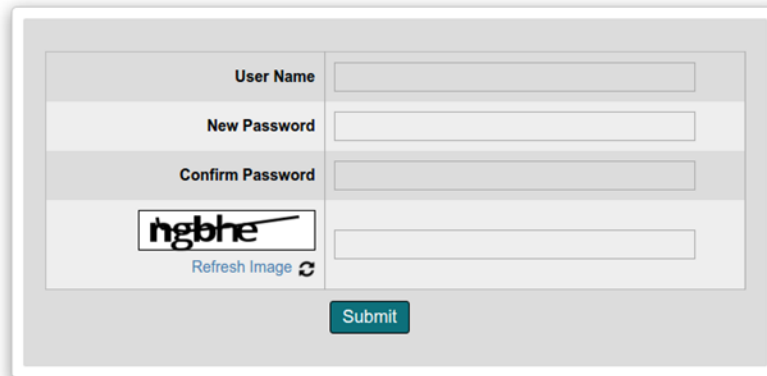

Figure 20: Generate Password

Step III   By clicking on the link shared in email, reset password page will be opened. User needs to enter the required details and click on "Submit" button. After successful validation, new password is set for the user.

Figure 21: Reset Password