Medilogik Limited

GUIDE TO TEST IMAGE CAPTURE

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1. Document Revision History

Version	Date	Revised by	Change description
0.1	23/11/15	Moray Paterson	Initial Version
2. 0	23/11/16	Zoë Clough	Rebrand

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2. Introduction

This document has been created for users of the Medilogik EMS™ Endoscopy Reporting System to support the testing of the Image Capture hardware.

2.1 Purpose

This document will serve as a guide to users looking to test image capture functionality within the system. Additional information is provided to support the users as they test the relevant connections and options within the system.

2.2 Scope

This document will cover the steps required within the application to create a procedure and access the relevant screens for image capture. The document will also cover the process to delete the test patient once users are finished. Further details are provided to describe some of the most common issues that affect our user community.

2.3 Audience

This document has been designed for use by any member of staff required to test the Image Capture hardware.

2.4 Assumptions

The following has been assumed:

Users of this document are:

- Computer literate
- Familiar with the basic use of Medilogik EMS™
- Familiar with the cabling required to connect the Image Capture hardware
- Are Site Administrators
- The Customers have test patient recorded within either their PAS or booking interface that can be used for such testing
- The Medilogik EMS™ System, cabling and Image Capture hardware are already in place and have been working correctly

2.5 Pre-requisites

Before starting the process of testing the Image Capture hardware, please ensure the following:

The PC being used is:

- Switched on
- Has the Medilogik EMS™ Image Capture software drivers installed
- Is connected to the site's network
- Is connected to a printer if necessary (to test printing)

The Image Kit has:

- All cabled connections securely in place

The Stack / Processors are:

- Connected and switched on
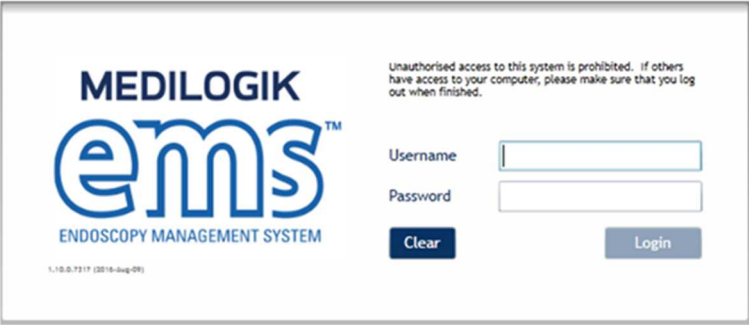- There is an endoscope attached to the stack and connected

- All devices are working correctly
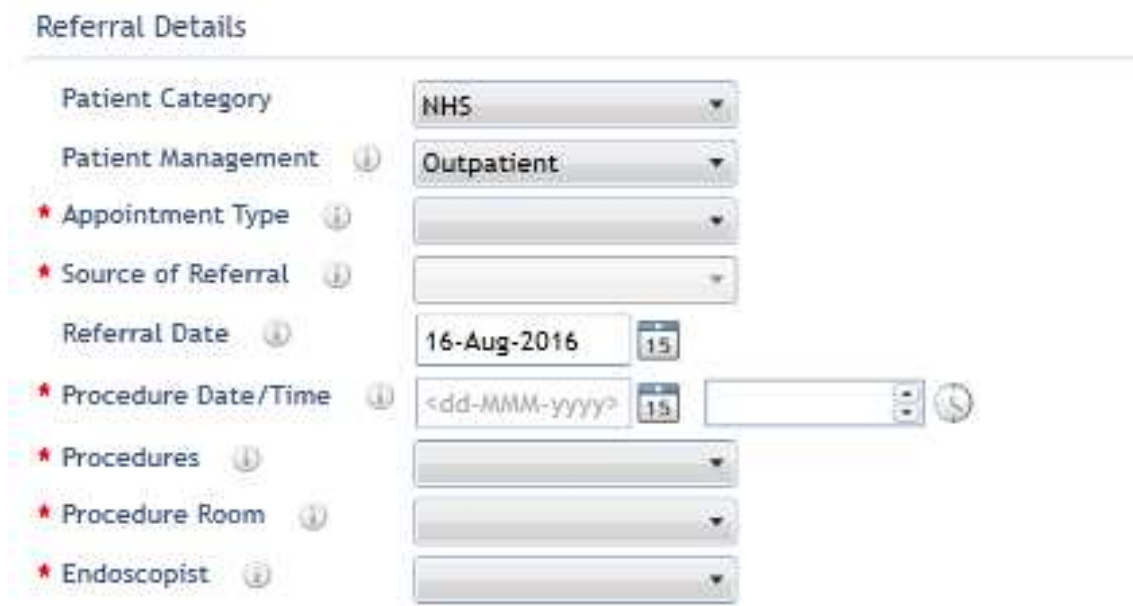
2.6 Out of Scope

This document will NOT cover the following:

- Installation of the Image Capture Kits
- Installation of Image Capture cabling
- Installation of Image Capture software drivers
- Interfacing of Medilogik EMS^{TM} to external databases
- Customer specific issues based on local or group configuration

3. Adding a Patient to Medilogik EMS™

To allow users to test the Image Capture hardware, there is a need to create a record within the system and to access the 'InRoom' screen. The following steps describe the process to locate a patient and access the required screen.
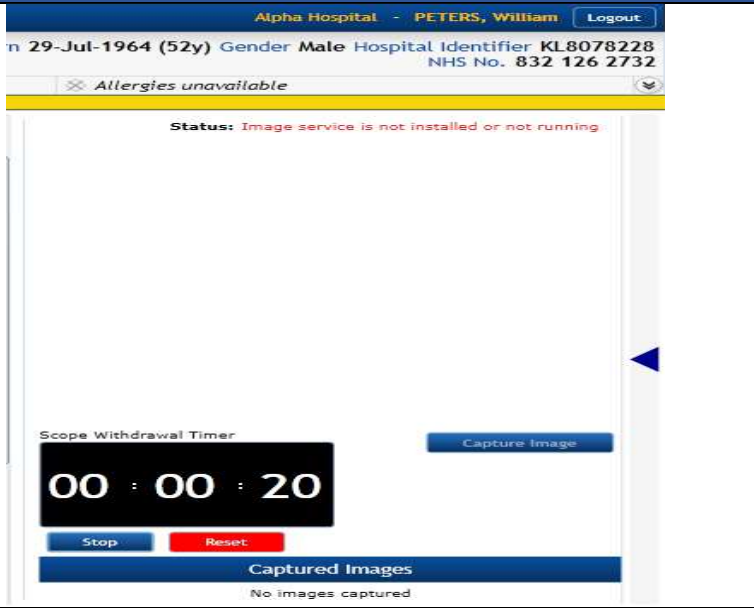
3.1 Adding a Test Patient

Step	Instruction	Image
a.	Medilogik EMS™ is a 'Browser' based application. Open Internet Explorer or click Desktop Icon	
b.	Enter the URL for the system. The address can be obtained from local Site Admin staff or directly from Medilogik	
c.	Enter your user name and password for Medilogik EMS™ and click **Login** button	
d.	Use the Search facility within Medilogik EMS™ to look for a test patient. You may need to contact your organisation's PAS specialists for details. Enter the appropriate name advised and click the **Search** button	
e.	Select the correct Patient from the search results	
f.	Click the **Unscheduled Referral** button to create a new Referral for the test patient	

g.	Complete the details in the Referral screen. Pay attention to the mandatory fields denoted with a red asterisk (*) An example of a completed screen is shown Within your own organisation the options may differ from the ones given on this example	**Referral Details** Patient Category NHS Patient Management Outpatient * Appointment Type * Source of Referral Referral Date 16-Aug-2016 * Procedure Date/Time <dd-MMM-yyyy> * Procedures * Procedure Room * Endoscopist
h.	Click **Admission** to move to the next screen	Admission
i.	Confirm the arrival time and click **Assessment** to move to the next screen	Assessment
j.	Confirm that consent has been obtained and complete any other mandatory requirements. Click **Referral Reasons** to progress to the next screen	Obtained ✓ Not Consented Referral Reasons
k.	Select a Referral Reason and then click on **In Room** to progress to the next screen	In Room

3.2 The In Room Screen

The In Room screen does not need to be completed for testing image capture.

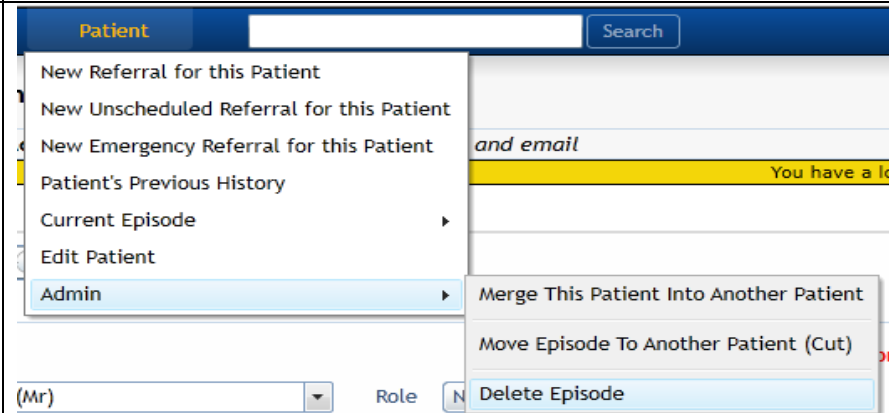| Step	Instruction	Image
a.	At the In Room screen, the user will see the image panel to the right of the screen. If the Image Capture is connected, the live video image feed should be seen at this point. Any Error Message for the camera status are shown in the next section Test the image capture by triggering from the scope. The set up may vary from site to site but it is generally, button 1 then button 3 on the scope or button 1 then button 4 used to 'Freeze' and 'Release' the image. Medilogik EMS™ version 1.8 or above introduced a manual capture button in case there is an issue with triggering from the scope.	
b.	If the solution is working correctly, then a series of small images will be captured beneath the main image display	

3.3   Image Capture Status

The following statuses relate to the condition of the Image Capture hardware and its connections

Status	Description
Device Connected – green text	The image capture is working correctly
Image Service Not Installed or not running – red text	EMS™ ICD Drivers not installed or PC needs to be restarted
Image Drivers are not installed – red text	EMS™ ICD Drivers are not installed
No video capture device found – check cables – red text	The ICD is not connected to the PC. Check the single USB cable is connected and undamaged. Try removing and re-connecting the cable in the same USB port. The IT department can restrict the use of USB ports and so it may not be possible to try another socket. Restart the PC and retry.

3.4   Deleting a Test Patient Episode

Having successfully tested the Image Capture hardware and proved that the solution is working correctly, you should now delete the test record from the system to prevent details appearing in future reports and audits.

Note: These actions can only be completed by users with Site Admin or System Admin permissions

Step	Instruction	Image
a.	With Medilogik EMS™ open and the test episode visible	
b.	Select **Patient / Admin / Delete Episode.** This will start the process to deleting the entry.	

c.	A dialogue window will be opening requesting reason for deletion. Enter the reason Click the checkbox confirming that you understand that these steps will be delete all information relating to the episode In more recent versions of EMS^{TM} users will be required to enter their password as a second level of security before the episode can be deleted Click **Delete** to confirm the action	**Delete Episode?** Are you sure you want to delete this episode? Deleting this episode will remove it from EMS and associated reports. If this episode has been assigned to the wrong patient consider using the Episode cut and paste functionality located in the Patient menu (Patient > Admin > Move episode to another patient (Cut)). This will allow you to paste the episode (along with findings and images) against the correct patient. If you have recorded images against the episode and you wish to move the images to another episode you can use the cut and paste images functionality located in the Patient menu (Patient > Admin > Move Images to another episode (Cut)). This is only accessible from the Findings step. Reason: This episode was created to test imaging Confirm: ☑ I have read and understand the consequences Password: •••••••• Delete Cancel
d.	Return to the **Home** screen and if required click the **Refresh** button to update the displayed data	Updated 53 seconds ago **Refresh**

4. Troubleshooting

When a user tests the Medilogik EMS™ Image Capture hardware, there are very often obvious issues relating to the physical connections that you might see. In some cases, there may be problems with the PC or Stack that prevent the Image Capture Device working. Consider the following problems:

4.1 Physical Cabling

- Check cable connections to ensure they are secure. If in doubt, disconnect and reconnect firmly
- Look for physical damage to the cables such as kinks, cuts or compression where an object may have been placed on the cables
- Be aware that colleagues, IT staff or engineers working on the stack may accidentally remove cables that are required to connect the image kit, not realising what they were for

4.2 Issues with the PC

- For most of our customers, users are unable to install the Medilogik EMS™ software drivers. Please contact your own IT Service Desk for support
- Has the PC been changed? The drivers may not have been installed. Please contact your own IT Service Desk for support
- Has any new software been added to the PC lately, as this may have affected the settings and drivers on the PC

4.3 Issues with the Stack

In most cases, when there are issues with the imaging the stack is normally the last place where a problem might be located. However, the following items are based on experiences that have affected some of our customers. Any such issues may be a result of a recent visit from a Service Engineer.

- Triggering not working – ensure that the correct buttons are being pressed for Freeze and Release
- Triggering still not working – re-seat the trigger cable at the back of the stack
- Triggering still not working – has an engineer been on site recently> Have any other settings been altered?
- ICD connected but screen on PC display is black while the live feed can be seen on the stack – ensure that the video cables are connected correctly