

# Kansas City Veterinary Specialty Associates Clinic training

A user guide to submitting cases on the **KCVSA** Telemedicine and Referral platform.





#### Log into platform

(sign in)

Go to:

https://timelessveterinary.community/landing/KCVSA

Log into platform with user id and password or register for access through Sign UP



















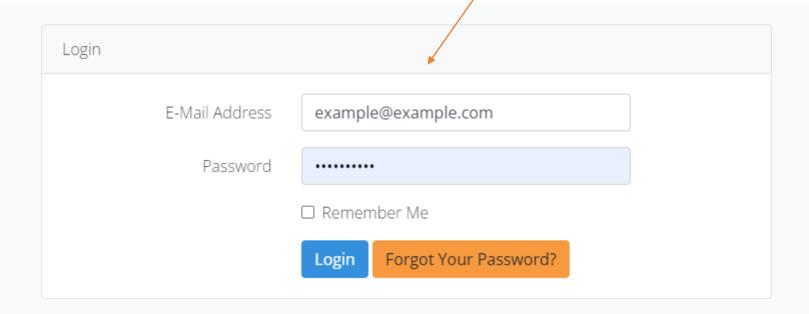




#### Log into platform

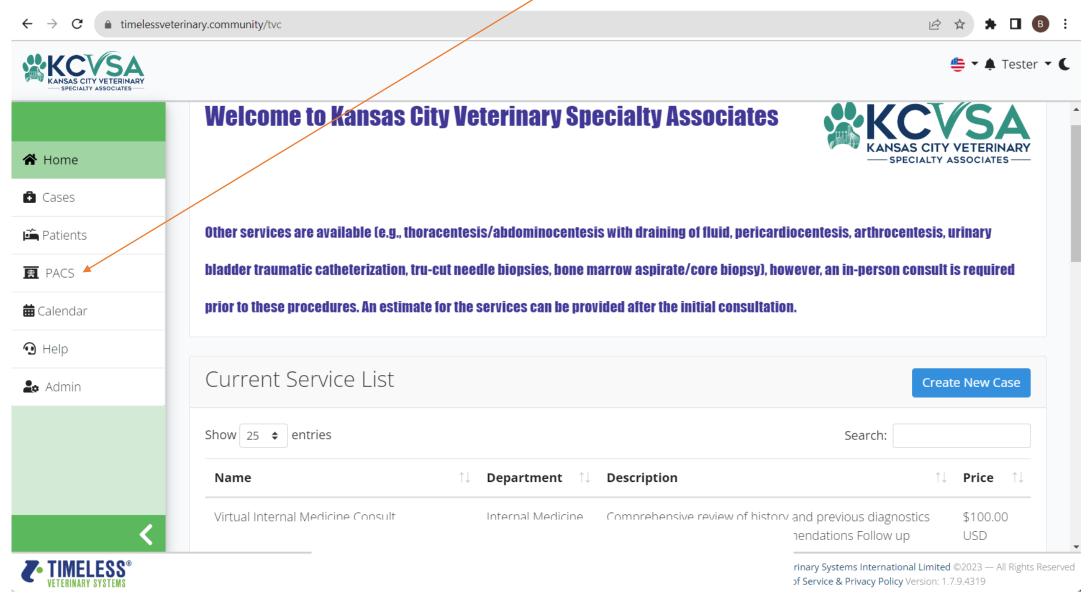
(sign in)

Use your Email and Password to sign in.



# Clinic Training (How to DICOM SEND)

The HOME page will take you here, If you click on the PACS section of the system you will be presented with the PACS Worklist of DICOM studies and images.

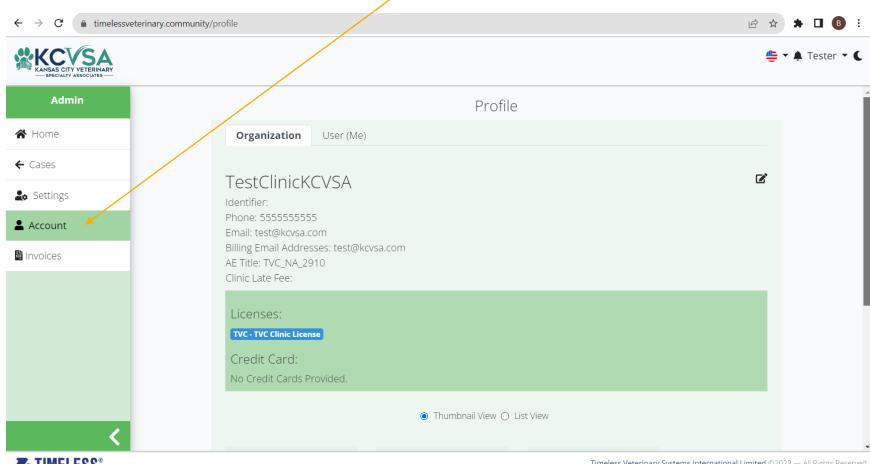




Clinic training (How to DICOM SEND)

#### **How to DICOM SEND**

Every clinic receives their own AE TITLE in this system, so that each CLINIC can have their own cloud PACS on the specialist account. Find your AE TITLE by clicking on "ADMIN -> ACCOUNT". Your AE TITLE is listed in your Organization information as show below.



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Clinic training (How to DICOM SEND)

#### **How to DICOM SEND**

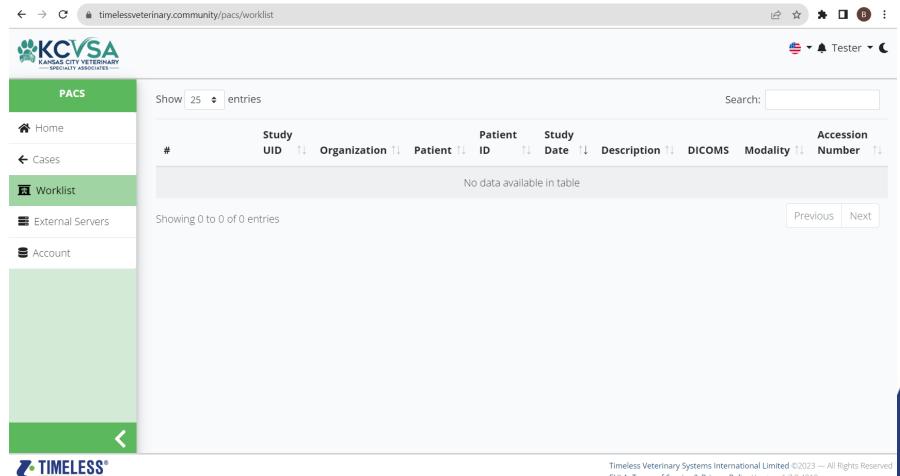
Once you send to the CLOUD PACS. You will find your study under the PACS menu on the left.

You need to update your DIACOM machine with the following information.

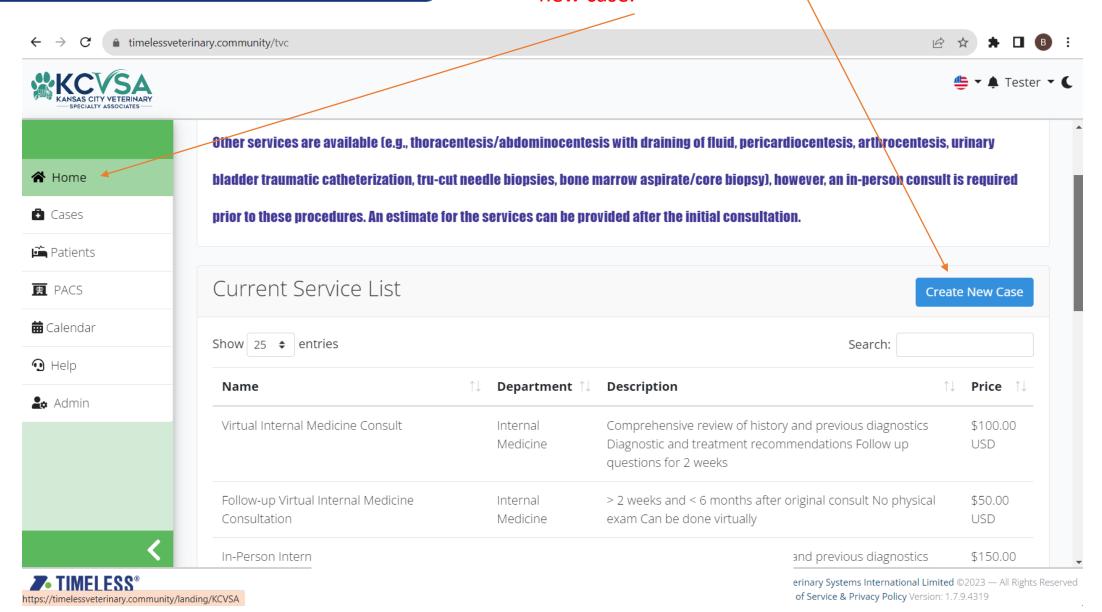
AE TITLE= (Every clinic receives their own AE TITLE in this system, please review slide 6)

IP: 34.120.76.114

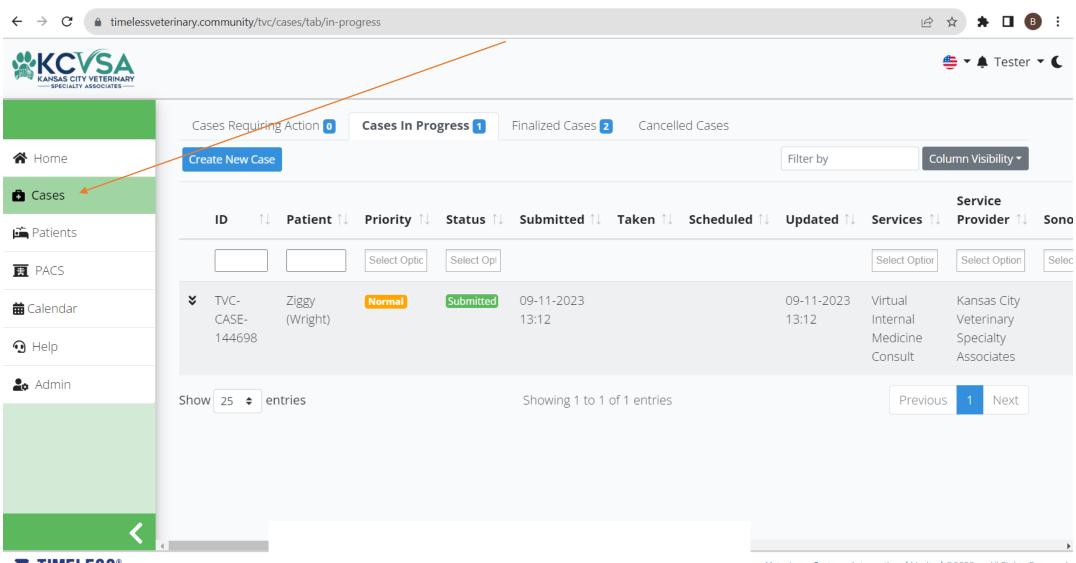
**PORT: 110** 



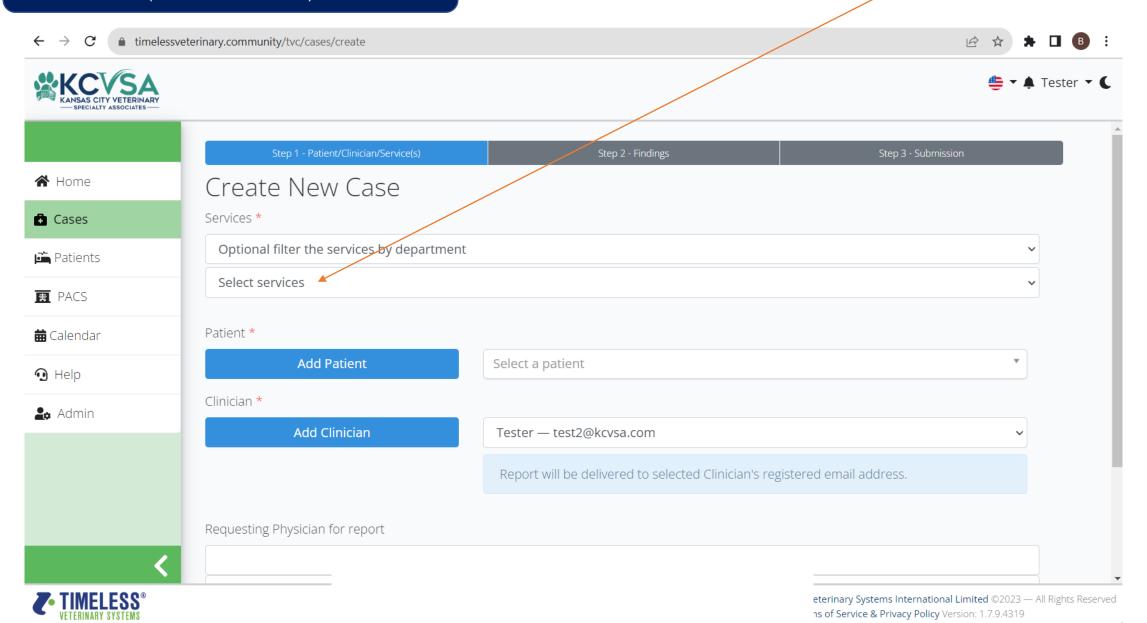
At home page you can also see messages from your specialist provider, the service list, and be able to create a new case.



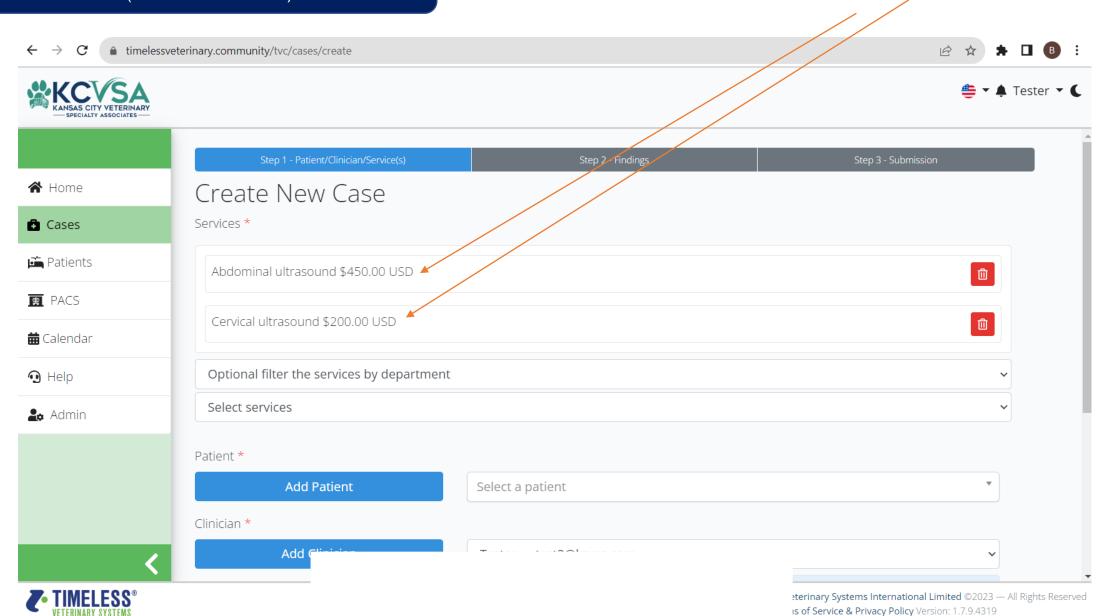
Once logged in, you are taken directly to the CASES page. Here you can create a new case, review cases requiring action, cases in progress, finalized cases, and cancelled cases.

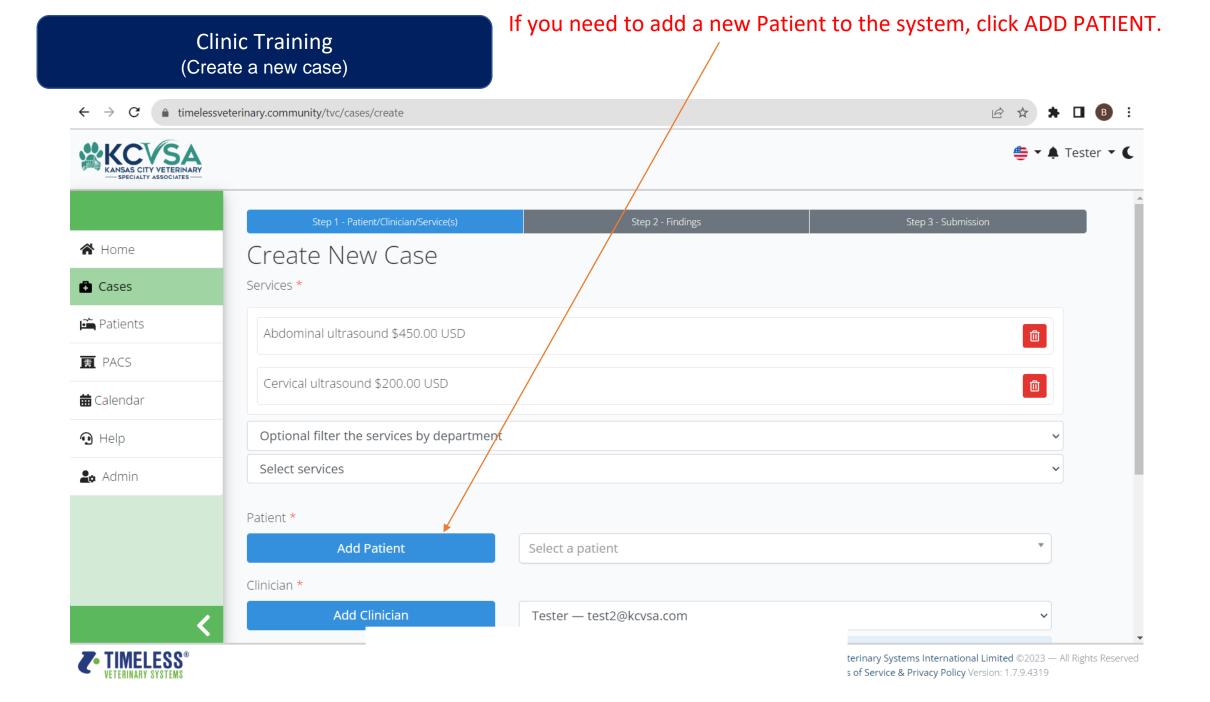


Once you have hit the Create New Case button, select the Teleservice department required.

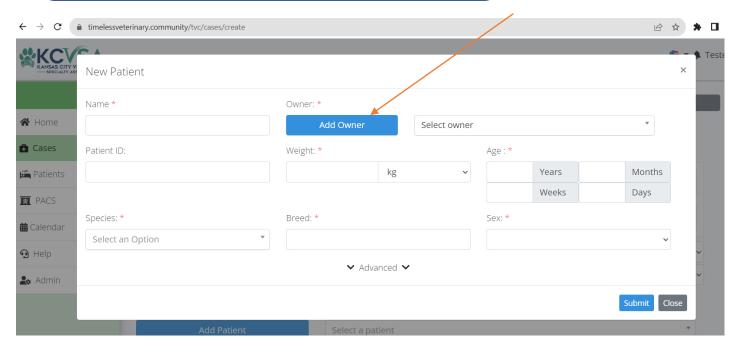


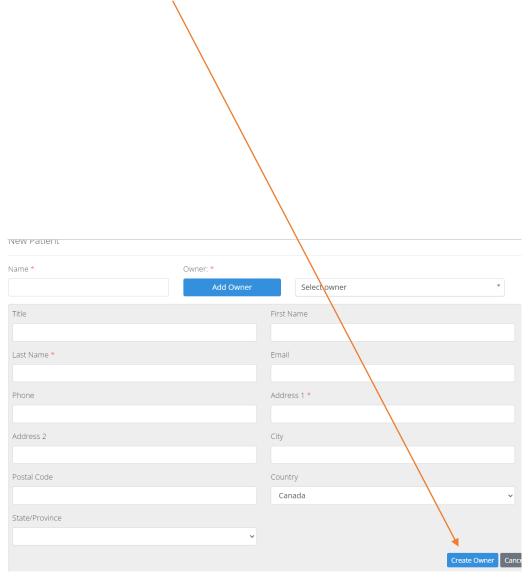
# Select the service you need to request NOTE: that more then one report can be selected.



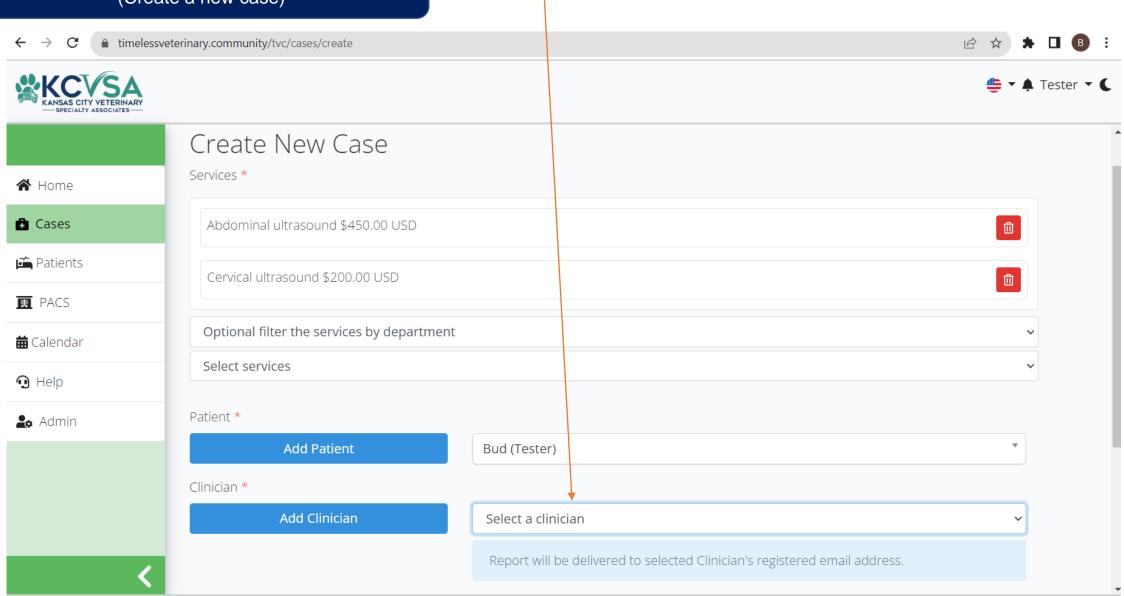


Click ADD Owner if the owner must be added and click CREATE OWNER. Then fill in the patient info as well and click submit, please NOTE fields with \* are mandatory fields to be filled in.



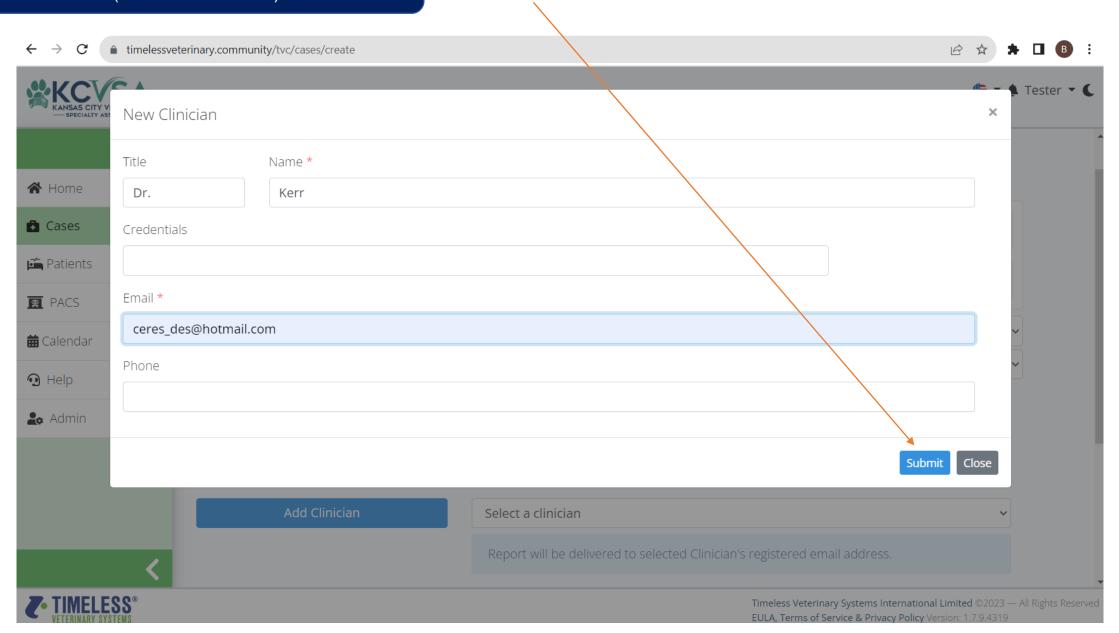


If you need to add a Clinician quickly to your clinic team, you can click ADD CLINICIAN and fill out the required information.

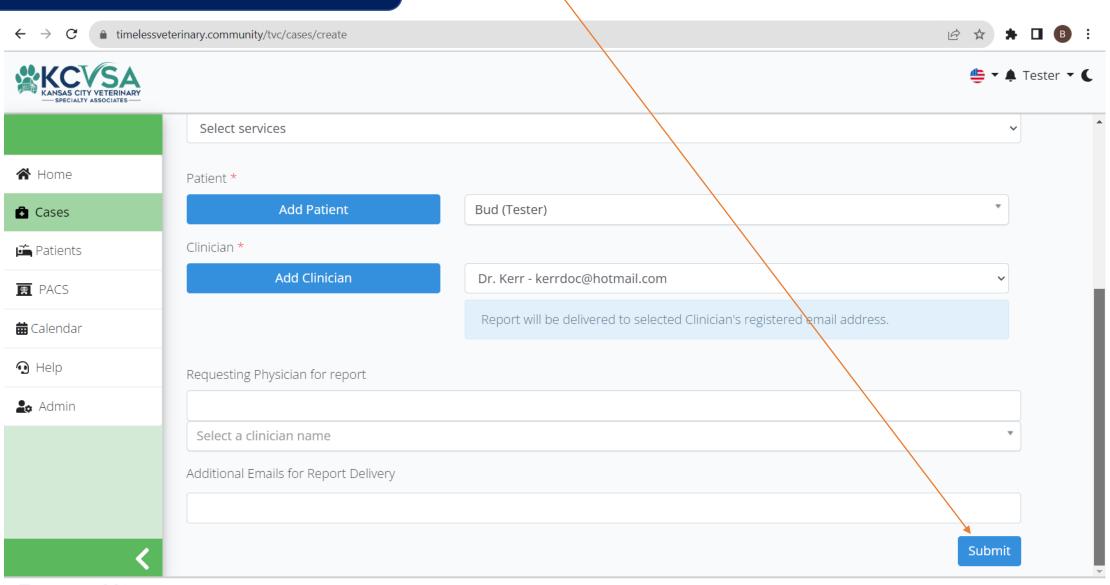




Once information is filled in and submitted, the clinician will receive and email with link to the system and auto generated password.

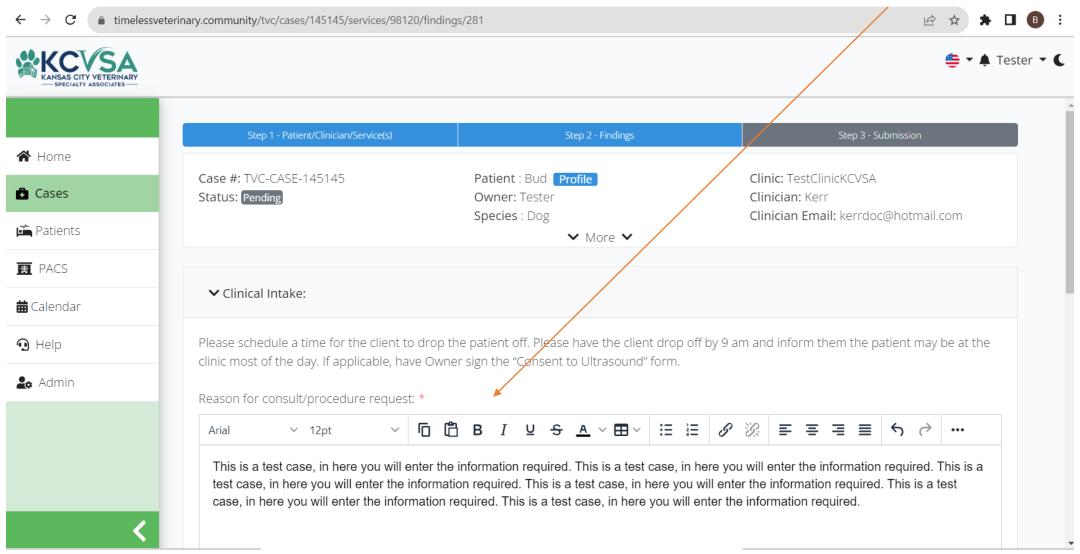


Once all the information for submitting a case is filled out, click on the submit button.





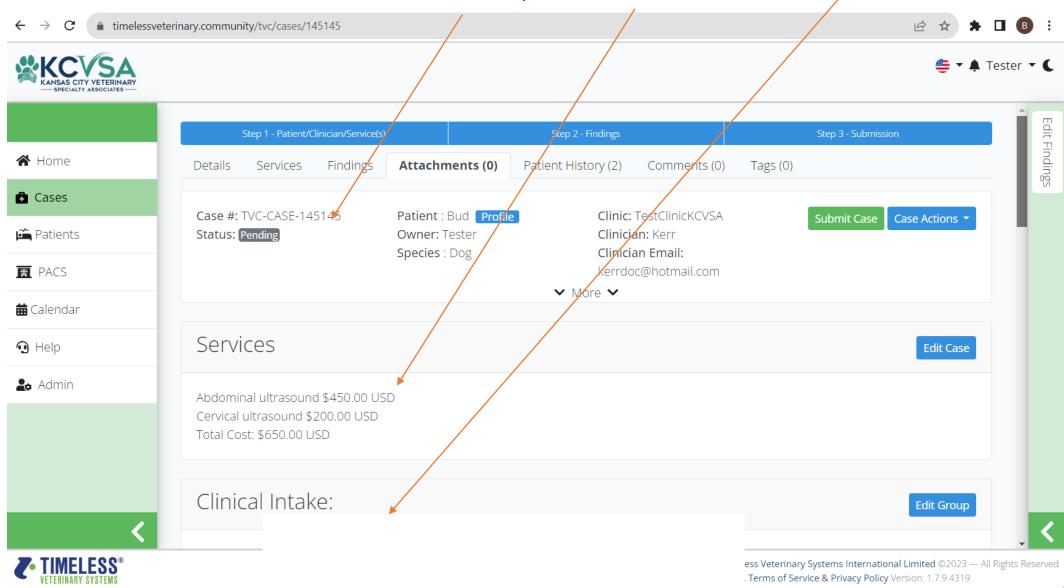
This will take you to your clinic finding's information where you will update the case with the specific information about your patient request. The specialist will need this information in order to provide the report. Click Save & Continue once updated.





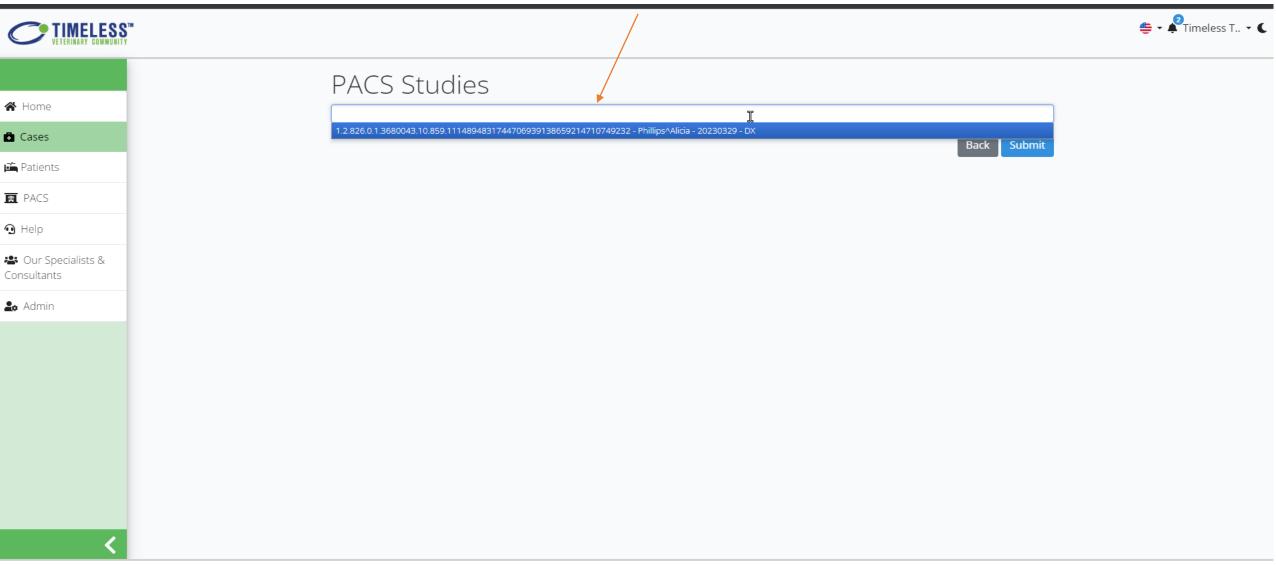
#### Clinic Training (ADD PACS STUDY.)

The next page will provide an outline of your request, Case Number and Status, Patient information, Clinic information, Services requested, your clinical information provided and if you need to attach images or documents you can click ADD ATTACHMENTS or ADD PACS STUDY.



# Clinic Training (ADD PACS STUDY.)

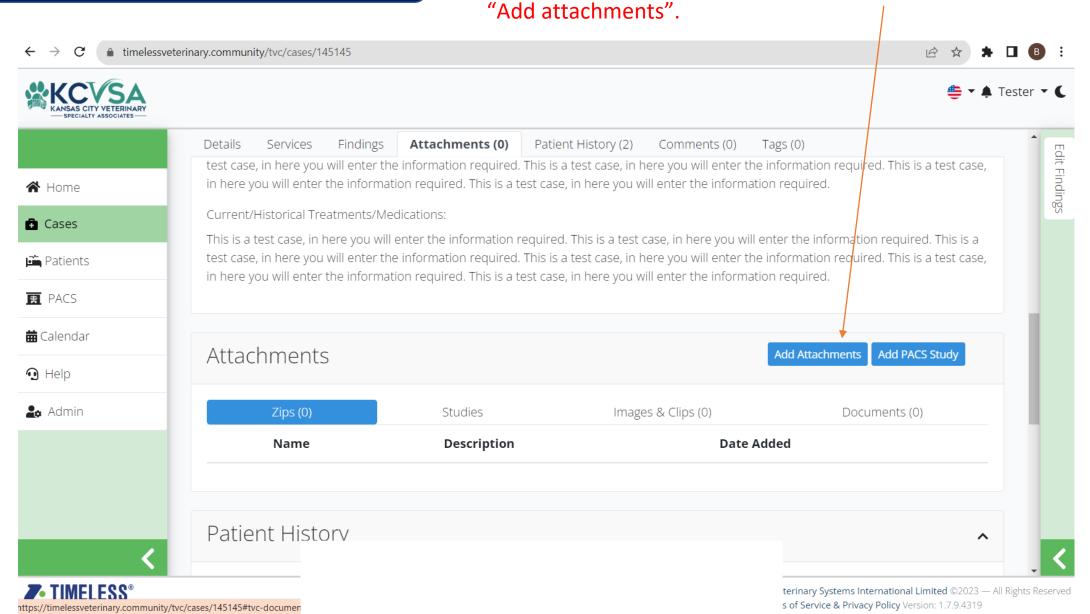
If adding study from the PACS, click ADD PACS Study and then select the study from the drop-down list if you have DICOM Sent directly to the TIMELESS CLOUD PACS. The Study will be inserted into the case.





#### Clinic Training (ADD ATTACHMENTS)

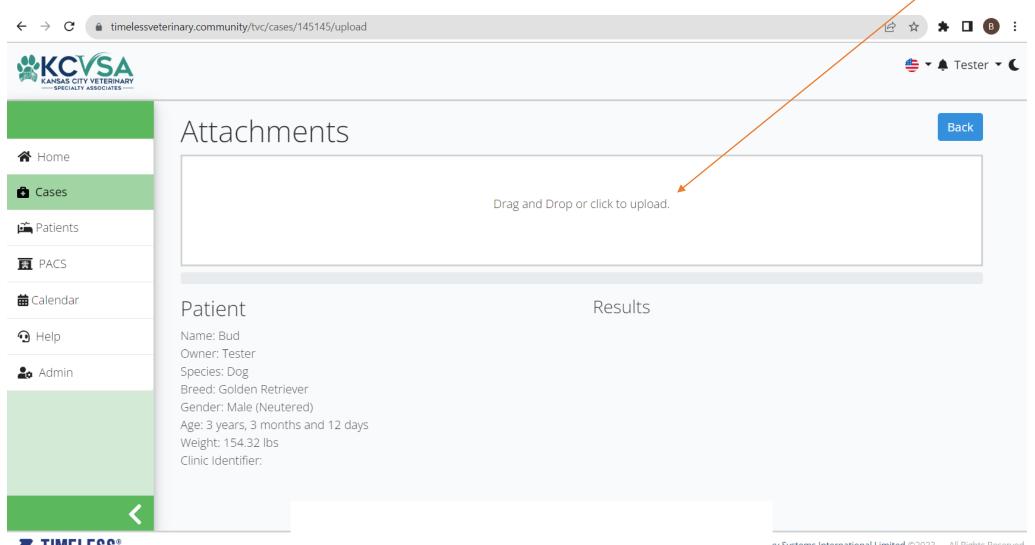
To ADD ATTACHMENTS scroll down and you'll find the button



# Clinic Training (ADD ATTACHMENTS)

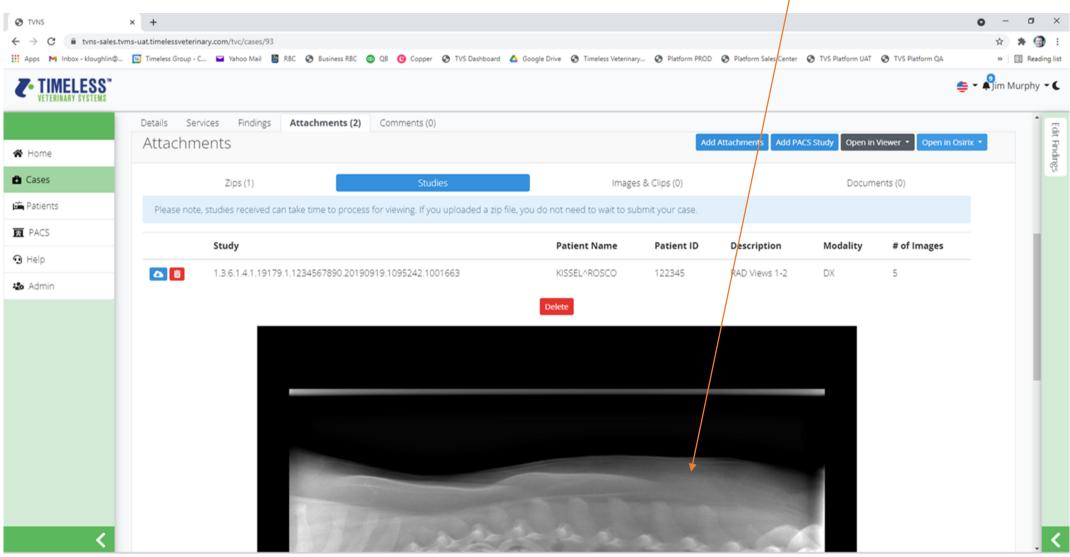
To Add Attachments, you can drag and drop them or click in the box to open a file folder. Select the images you want and wait for the results to be updated GREEN for a successful upload.

NOTE: for DICOM images, these should be zipped up before uploading

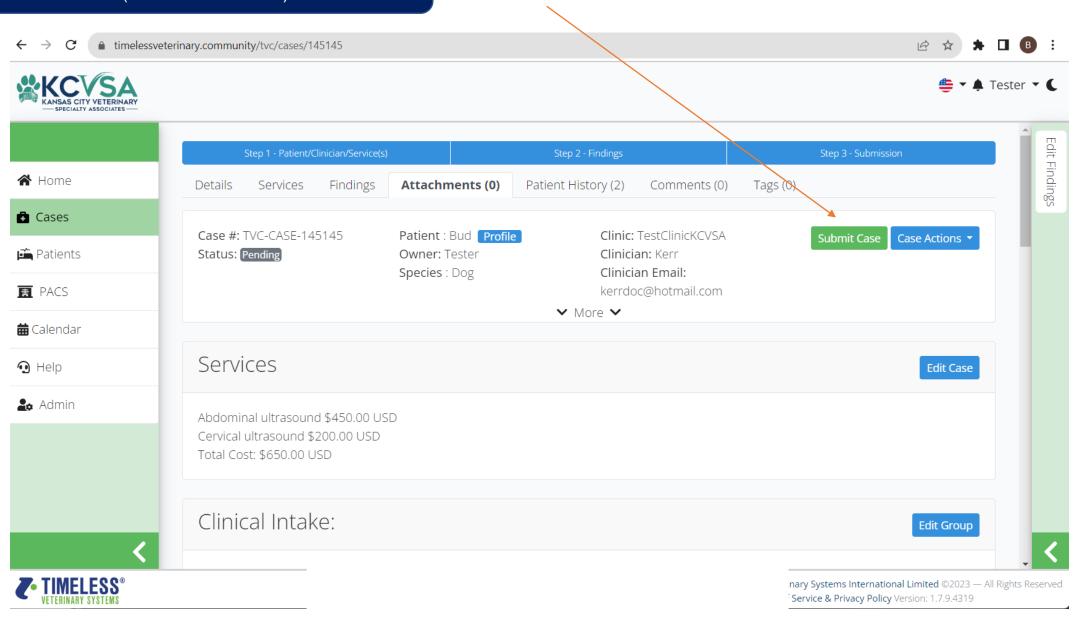


### Clinic Training (ADD ATTACHMENTS)

When you come back to your case, you will see the DICOM's loaded as part of the attached study. Please recycle your browser once or twice if not there instantly depending on the size of your file, it can take some time to upload.

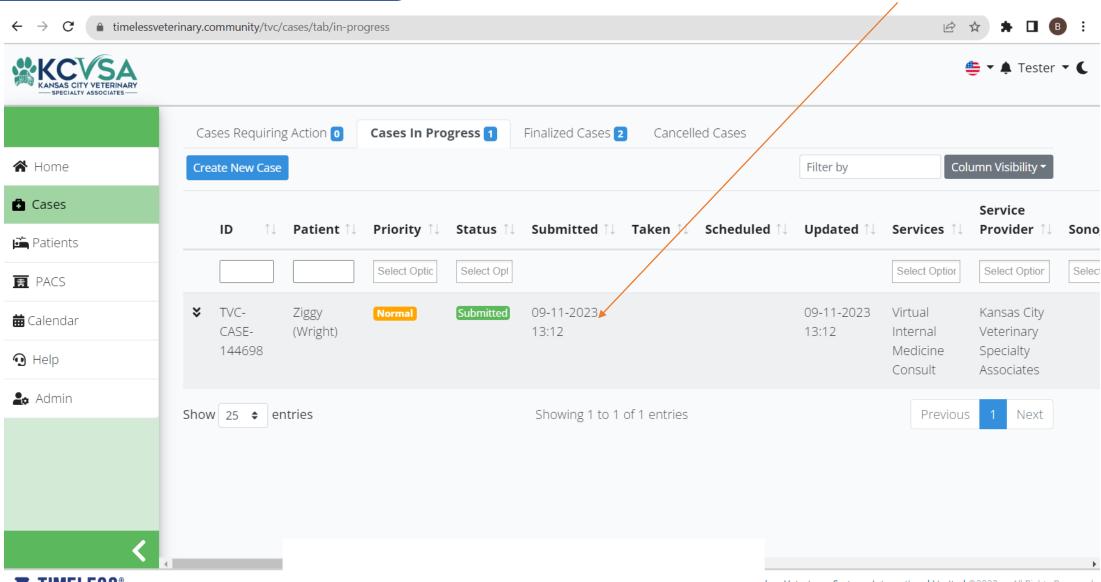


Once you have attached your documents if needed, you can review your request and if ready to submit, hit the SUBMIT CASE button.



# Clinic Training (CASES IN PROGRESS)

The case will now be in the CASES IN PROGRESS tab as Submitted in green, once a specialist takes the case, it will flip to Open in Blue.

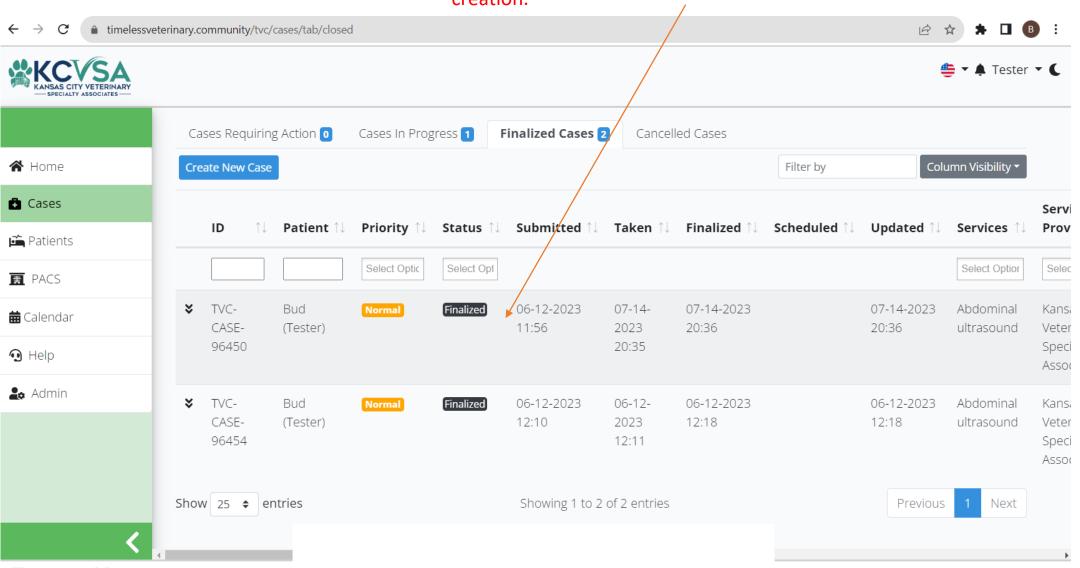


# Clinic Training (CASES IN PROGRESS)

Once the specialist has finished their report, they will finalise the case and it will move to the FINALIZED column as show below. You will receive a PDF of the report in your email and so will the alternate email address if that was filled in during case creation.

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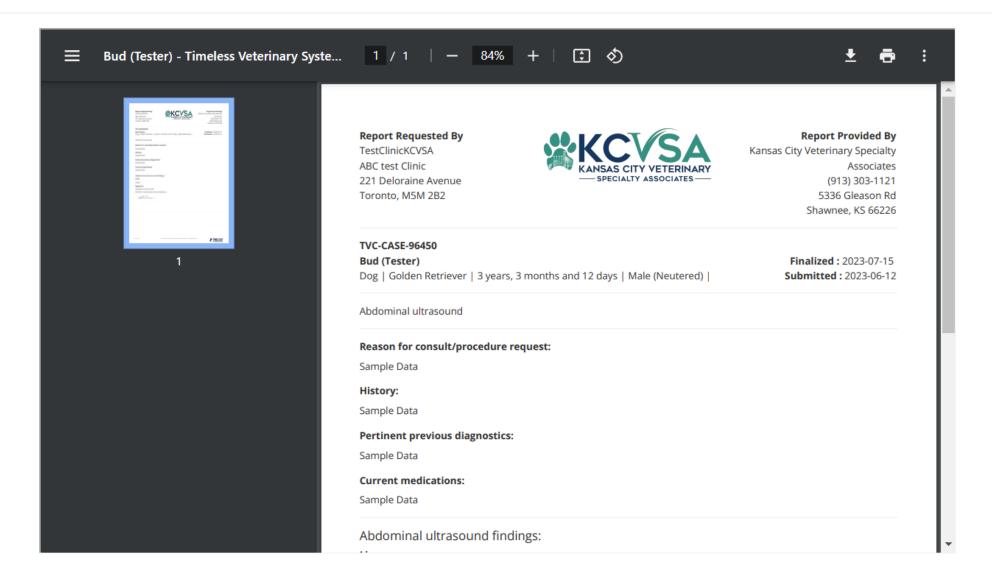
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### Clinic Training (REPORT)

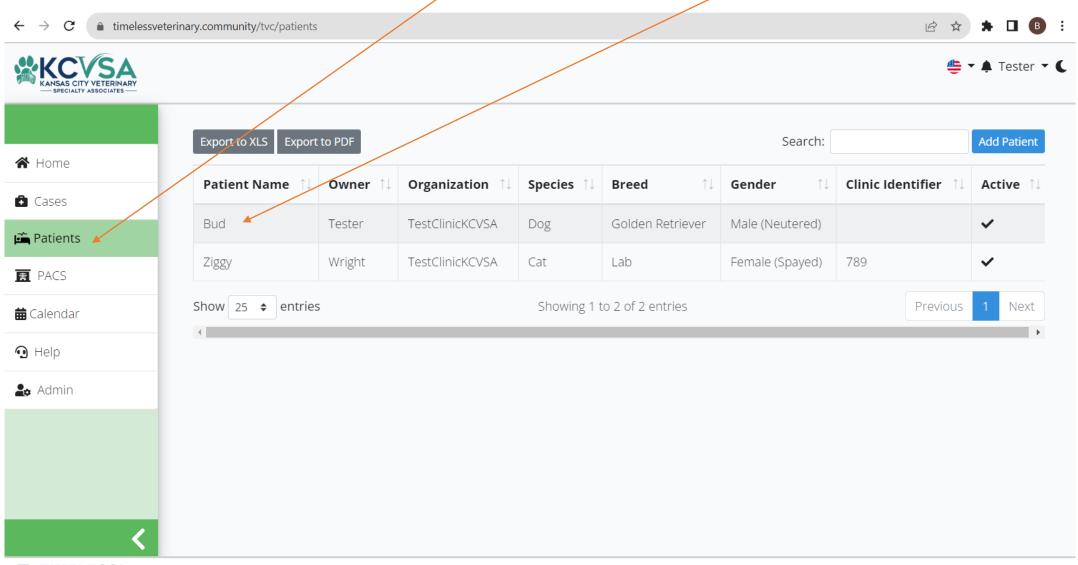
Here is a sample REPORT you would receive from your specialist.

Preview PDF ×



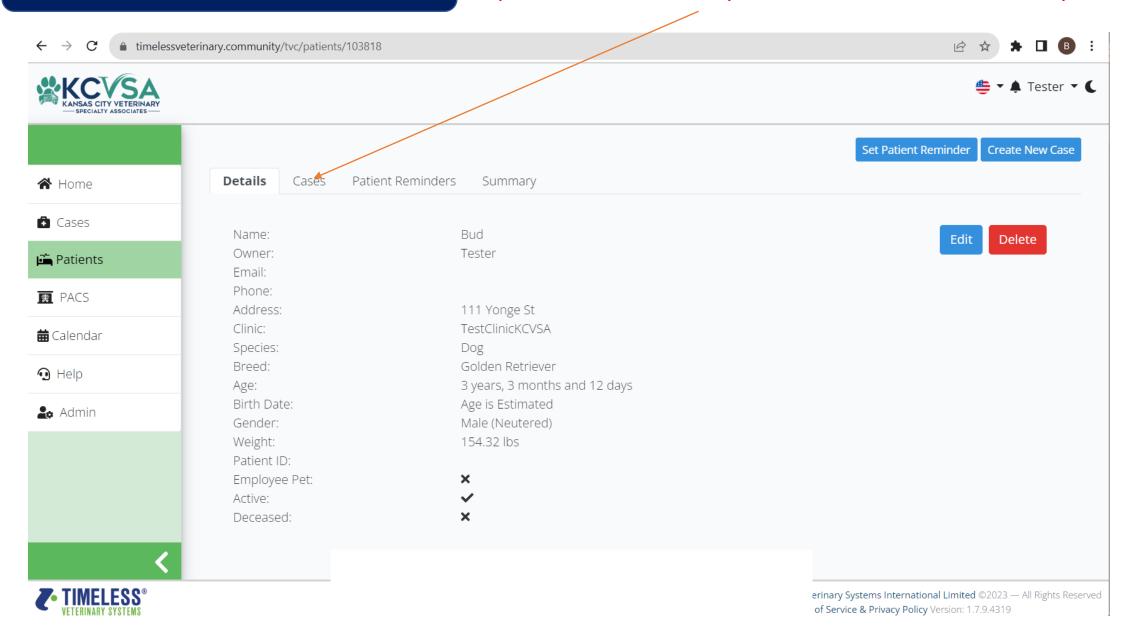
#### Clinic Training (Patient information)

These cases are stored as part of the patient history in the Patients section of the system. Once you click on the patient their history and information is made available.



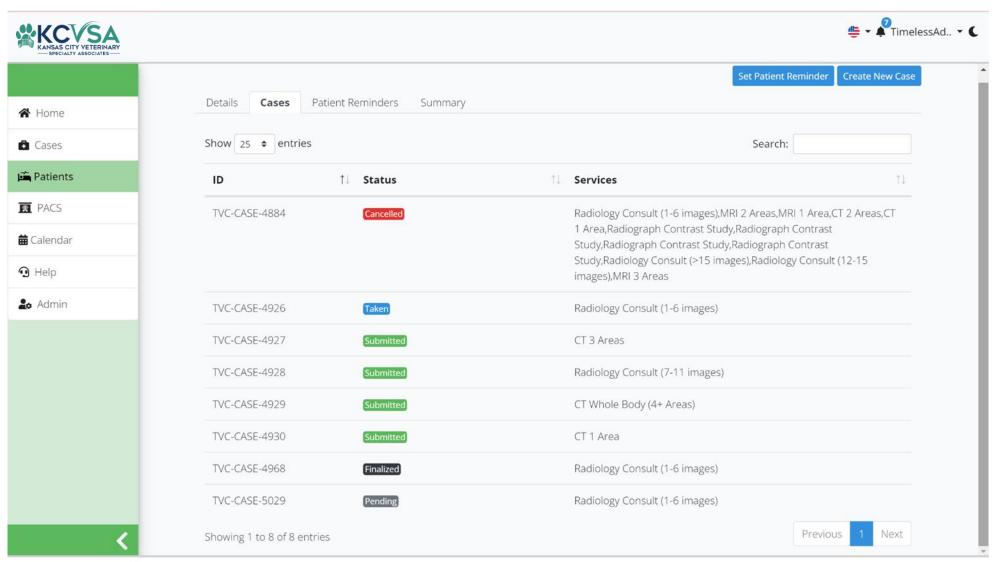
#### Clinic Training (Patient information)

Here is the patient details of Bud. If you click on Bud Cases tab, you are presented with a history of the cases Bud has had in the system.



#### Clinic Training (Patient information)

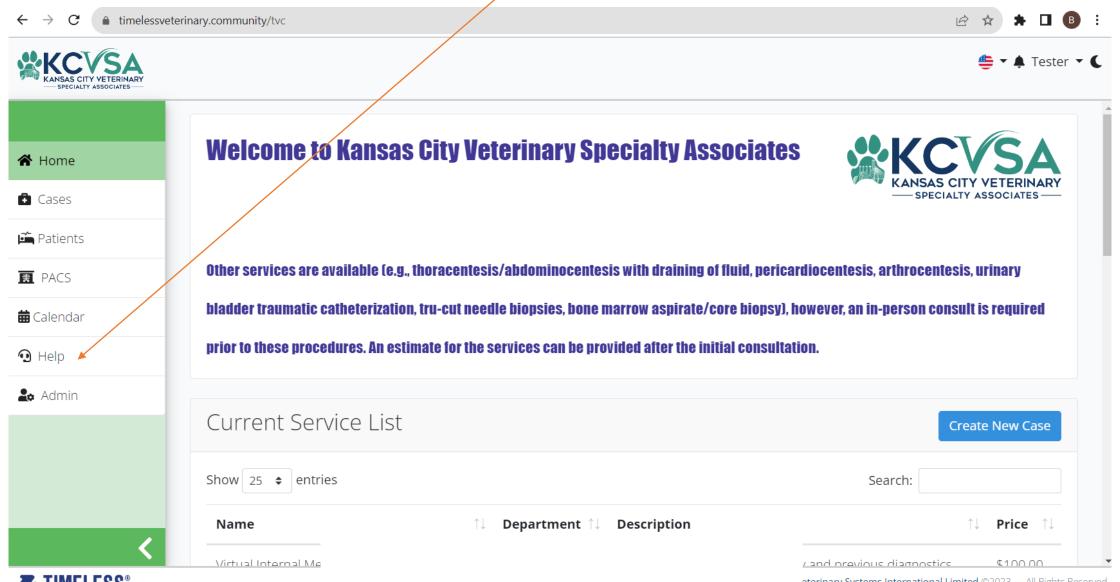
You can click on each case to review the history of the case in question.





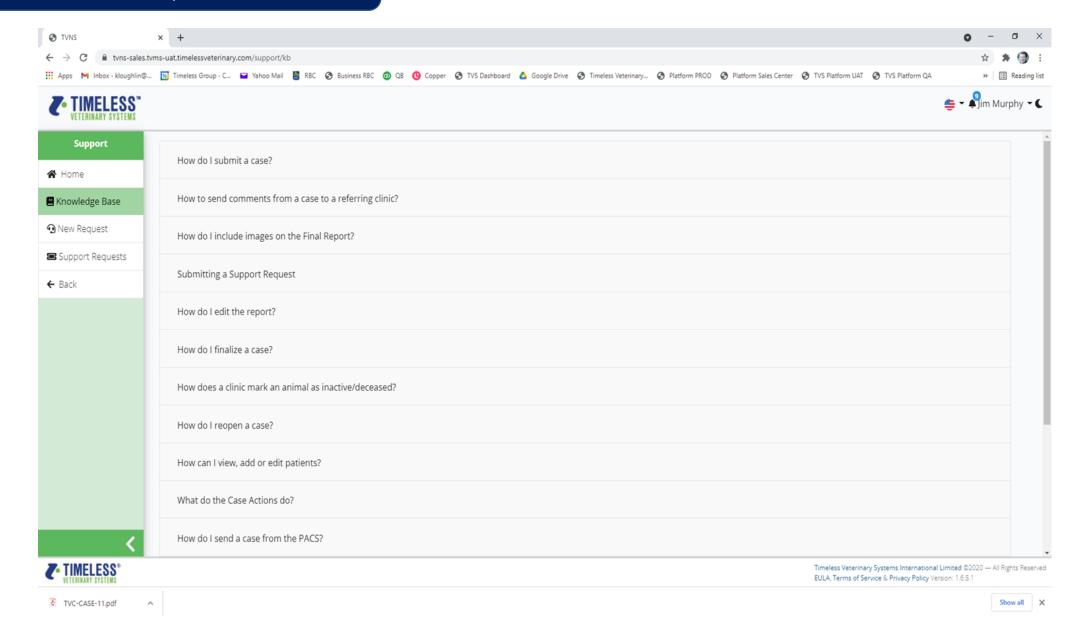
#### Clinic Training (HELP)

If you require help on how to use the system, the HELP section provides a Knowledge Base and support request feature.



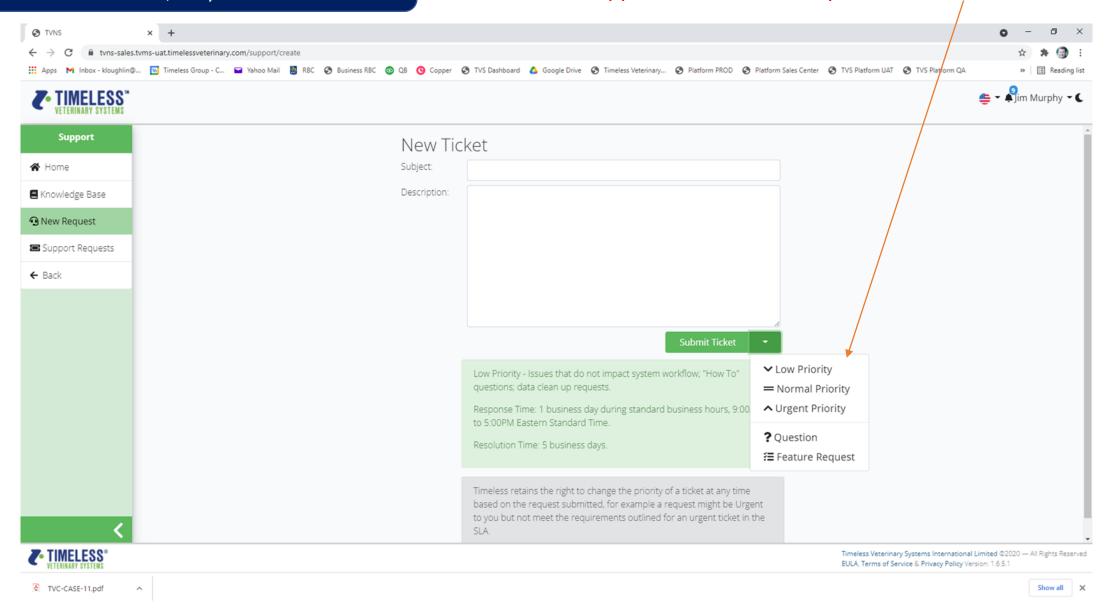
# Clinic Training (HELP)

Please review the knowledge base for answers to HOW TO questions.



# Clinic Training (HELP)

If you require technical support on the system, you can open a ticket with the Timeless support team to resolve your issues.



#### Clinic Training

Thank you for your time during this presentation.

If you have any questions, please do not hesitate to ask.