I N C I S I V E   S O F T W A R E

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TECH SHEET
STORING DIGITAL IMAGES

Key Points
Choose an image resolution that gives you the clarity you require and also the smallest possible file size ~ Between patients, display the patient's registration screen and take a photo of it before taking photos of the patient ~ Only save the photos that will be genuinely useful ~ 'Tag' files using the RIGHT mouse click ~ Use the 'Gallery' option for patient education or template images ~ Check you are backing up the image files.


Overview

The images should be saved in a JPG or JPEG format but can be any of the major image formats.

Images are not stored in the database but as files in a directory. Each image that is assigned to a patient by the software will be automatically copied to the correct directory for the nominated doctor, given a unique name, and have that name stored in the database.

Setting up

Each doctor needs to have a directory set up to hold the unallocated images that are downloaded from the camera and another directory to hold the images that are assigned against each patient.

Use a technician to make a directory (usually off the Data directory) and call it 'Unallocated'. Note that the 'Unallocated' directory can be anywhere, even on the 'Desktop'. Also off the data directory make another directory called 'Images' or 'Allocated'
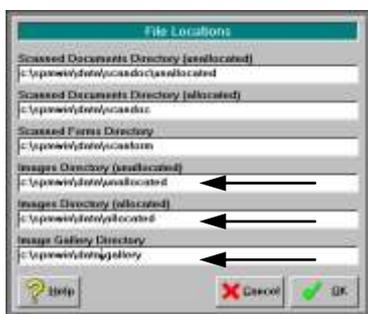
 In the software go to the Setup module and use F2 to select the User. Select 'System' and then 'File Locations'.

For images you will only need to use the last three lines.

Images can be stored on separate physical drives or special purpose Network Storage devices.

Copying images to the computer

There are several ways you can copy the image files from the camera to the computer.

1. Save them to a floppy disk or CD and copy them to the 'Unallocated' directory
2. Save them to a 'Flash' card and connect a card reader to the computer
3. Connect a cable directly between the camera and the USB or serial port of the computer

Copying files
Files that have been saved onto a floppy disk, CD or other portable media such as a Zip drive have to be copied to the 'Unallocated' directory.

Use Windows Explorer or create a batch file to copy the files.

Flash card reader
With the Flash card reader plugged in and working use Windows Explorer to identify the drive letter that will have been automatically assigned to the reader. This is often the **G:** drive.
When setting the 'File Locations' for the 'Unallocated' images enter in this assigned drive letter.

Buy several flash cards so that you do not have to stop during a clinic if the flash card gets full. All you need to do is to swap the cards.

Direct cable connection
Some cameras allow you to connect a cable directly between the camera and the computer. The problem with this method is that you have no other option but to download the images when the memory on the camera is full. This can be very frustrating during a busy clinic.

Most doctors use the Flash card method.

To put dividers between different patients some doctors take a photograph of the patients 'Registration' screen before they then take the pictures of the patient.

At the end of the clinic give the flash cards to your staff. They can then download the images and assign to the correct patients while you are not there.

Allocating images to Patients

There are two ways the images can be allocated to the patients; through the Patient module or the Utilities module. The most common method is through the Patient module.

Patient module
In Patient module press F2 to select the User and then press F4 to select the patient. Go to the 'Images' tab and click on the **'Unallocated'** button. This will then show **ALL** of the files that are in the directory nominated as 'Unallocated'

If there are images for more than one patient in the Unallocated directory then these will appear as well.

Scroll through the images and select the ones you want to allocate to this patient by clicking the **RIGHT** mouse button onto the image. A sequential number will appear in the top left corner of the image.

Select them in the order you want them displayed on the patient's file. For example, you may want to display the pre-op images first then post-op. To deselect an image right mouse click on it again.

Once you have selected all of the files for this patient click on the **'Assign'** button.
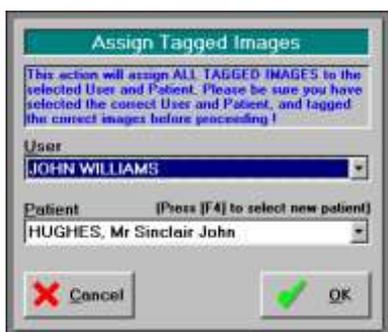
You will then be given the option to check or change both the User and the patient.

Click on the OK button to proceed.

Click on the **'Current'** button and the assigned images will appear on the patient's file.

If you want to enter a description about the image, right click on the image to 'tag' it and then click on the **'Details'** button.

The entry in the 'Title' field will appear when displaying the image.

Utilities module
You can also use the 'Assign Images' option in the 'Utilities' module to assign images to patients. Using this option allows you to assign multiple images to many patients without bringing up their individual files.

Displaying images

Single image
To display a single image in the full screen either:

- double click on it with the left mouse button, or;
- 'tag' it (right click) and click on the 'View' button

Multiple images
To display multiple images 'tag' the images you want to display and click on the 'View' button.

Tip:
In 'View' mode hold the RIGHT mouse button down and 'drag' the image around to reposition it on the screen

Zooming the image
Use the + and – keys on the number keypad to quickly zoom in and out of the image, or;

Hold the LEFT mouse button down and 'drag' the mouse across the area you want to enlarge.

Annotating the image

You can put text or draw symbols on a layer over top of the image by using the 'Annotation' option.

Tag the image you want to annotate and then click on the **'Annotate'** button.

From the menu click on the annotation option you want to use and then click on the image where you want the annotation to start. Click on the 'Save & Exit' option

Note: for legal reasons the actual image does not get altered as the annotations are on a separate sheet overlaying the original image.

Using the Gallery

The Gallery is designed to keep images you want to use for patient education or joint/organ templates. You can tag and assign the image to the patient and then draw or annotate clinical conditions or procedures performed.

Backing up

It is very important to make sure that your backup system is large enough to store all of the images.

Also make sure that the technician who configures your backup software knows where the image files are.

Printing images

To print images, 'tag' them using the right mouse button and then click on the 'View' button. Choose the 'Print' option from the viewing screen

You can print up to 8 images on an A4 sized piece of paper. You can also select the printer you want to use eg a colour inkjet or laser printer. Use good quality 'coated' paper.

Identifying interesting cases

To identify interesting cases you can create a new 'Tree' in the Audit tab and call it 'Images'. Add other 'branches' as you need – eg 'Interesting' or 'Acute'.