Education Track – Tutorial for clinical cases documentation

doctys Doctys is an online platform that follows the General Data Protection Regulation (GDPR), specially adapted for the Education Track program.

»»The purpose of using this platform is to provide a secure way to deposit the 10 clinical cases selected by the students as a requirement to complete part A of the ET program. At the same time, to facilitate communication between mentor and student when some guidance is needed

Prerequisite: Mentors and Students must create a Doctys account.

How to do it:

Send the info bellow to: nicolas.p@doctys.com

1. Your e-mail address:
2. Country:
3. Phone number:
4. Your mentor's name: (* For students only)

» Once you receive a confirmation via e-mail, please access the platform at www.doctys.com. A validation code will be sent to your registered phone number.

Use the link: https://www.doctys.com

You will receive a code (via phone or e-mail) to VALIDATE and access the platform.

For mentors: --------- Step-by-step to communicate with student via Doctys

»Attention! Please use the Firefox browser for better functionality.

» Initially, you will receive an e-mail notification that one or more clinical cases (studies) have been sent to you by your student.

» When you access the platform using the link above, you will see a red number in the INBOX indicating the number of cases (studies) that have been sent to you for FEEDBACK.

doctys ? Q^i Dashboard - Mentor

Inbox

The INBOX will show all cases you received from your student(s) and their last status. Click on a line to go directly to the CASE from this inbox list.

	Date Received	Case Title	Student Name	Case id	Last Action
	14-12-2021 11:21	Case 1	Dr Demo Student_01	a7ef6ae0	Accepted 14-12-2021 11:22
	06-12-2021 11:41	Case 2	Dr Demo Student_01	bb07132c	Additional response 06-12-2021 11:42

Step 1: Open the case

by clicking on the case line in the INBOX, you will open the case screen (1) and the IADMFR template containing the case description (2). To close the screen just click on the red circle in the upper left corner.

From this case screen you will be able to access all images (DICOM, STL 3D, 2D images)

In the DICOM folder, you can access the DICOM images by clicking on "Viewer"

»»» Depending on the type of study, you can open multiplanar reconstructions, perform measurements, adjust image brightness and contrast, rotate the image…

»»»Accessing 2D Images is done from the left pane "2D images"
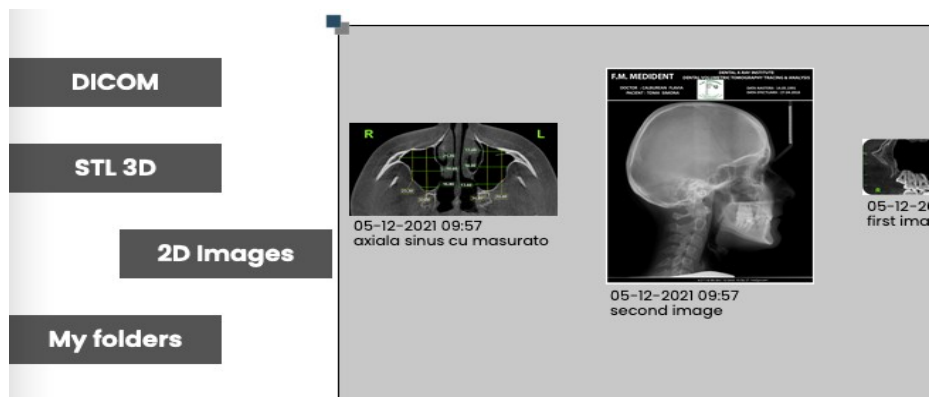
» "To view the images you can use the Doctys viewer. First you should click on the image and then another folder containing that image (see below) will open. Then click on the "eye" icon (Launch the DICOM Viewer)
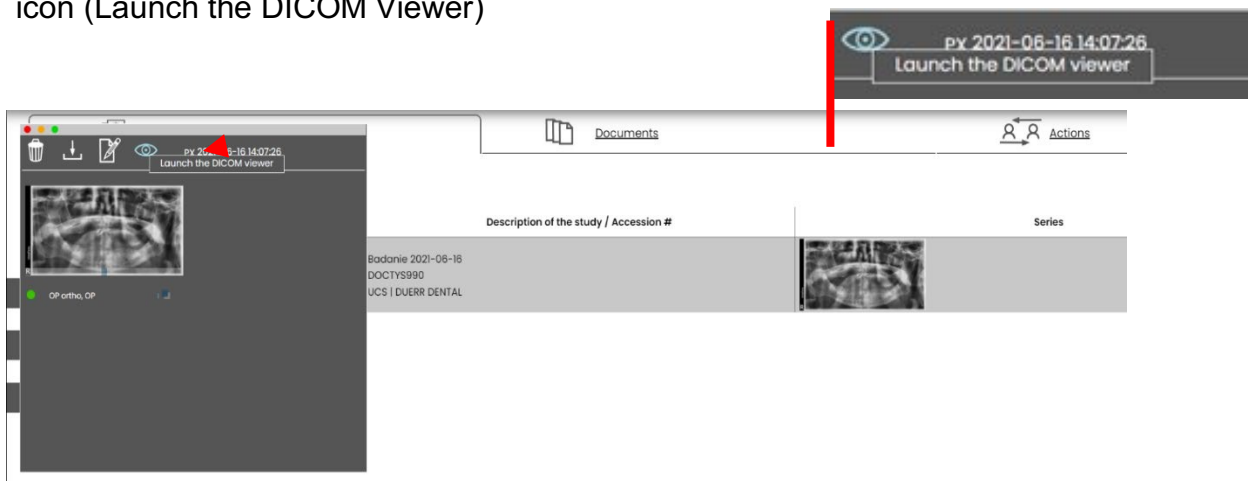
⚠ **Attention! Do not click on the trash bin. It will delete the image.**

» To close the new window and to be able to open another image you need to click on the red button (circle) on the top left side.

»»» Once in the viewer mode, you will be able to change the image brightness and contrast, make annotations, measurements and navigate into the volume in the case of 3D images.
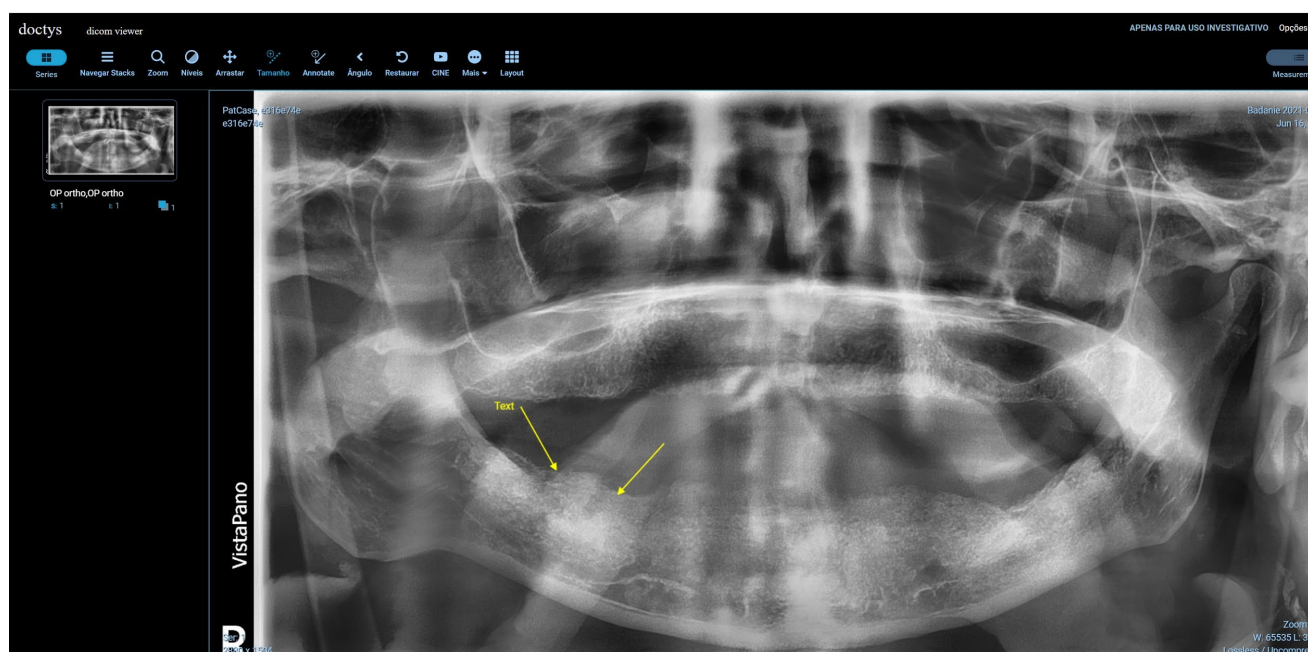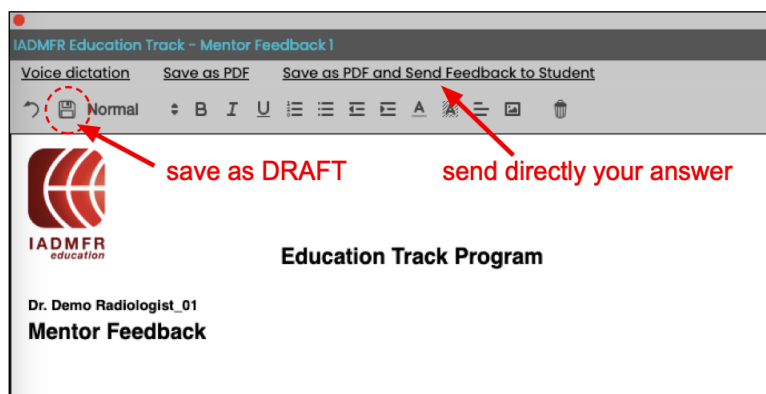

Step 2: Give your feedback

2.1 To be able to give your feedback/answer to the student's question, the first step is to go to the "Documents" tab.
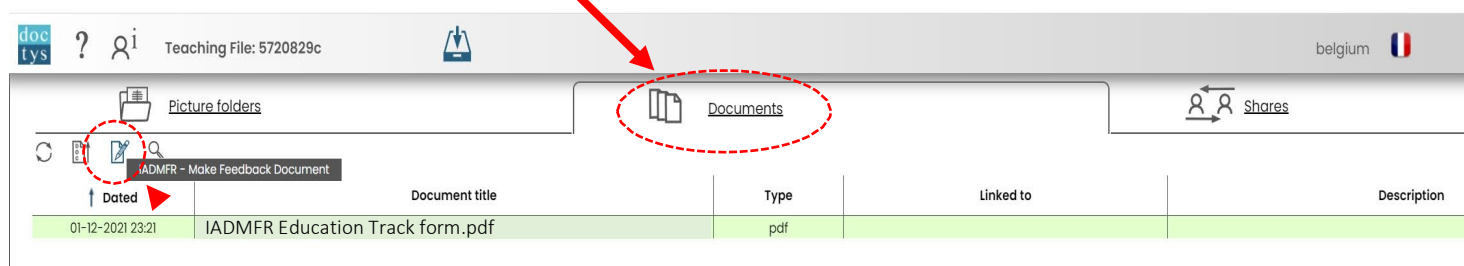
2.2 Click on the icon 'IADMFR - make a feedback document'. A document editor will open, with the feedback template where you just need to type in your answer to the student.

The name of the file is given automatically, with an index number at the end.

All information in the document can be edited and eventually changed.

When saved as draft, the document will appear in the document tab list.

»»»Click on it to modify it.

When the document is ready you can:

1- Save as PDF and send to the student later.

2- Or send directly to the student.

Step 3: Send only specific images, folder or documents to your student

If you need more flexibility in sending documents to the student you can use the "Action Tab", and go to the "send case to Student" icon:

» After completing these steps you have sent the feedback to your student. They will receive an e-mail with a warning message notifying about your response.

» The communication can continue until the case is finished. Then the mentor can click into the folder Actions in "Close case".

» In case of doubt you may find your answer in the Doctys' tutorials into the icon **?** (see illustration below) or you can contact: INFO@DOCTYS.COM