Education Track – Tutorial for clinical cases documentation

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

»»The purpose of using this platform is to provide a secure way to submit the 10 clinical cases required to complete part A of the ET program. And at the same time, to facilitate communication between mentor and student when some guidance is needed.

Prerequisite: Mentors and Students must <u>create a Doctys account</u>.

How to make it:

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

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

» When you receive a confirmation via e-mail you will be able to access the platform.

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

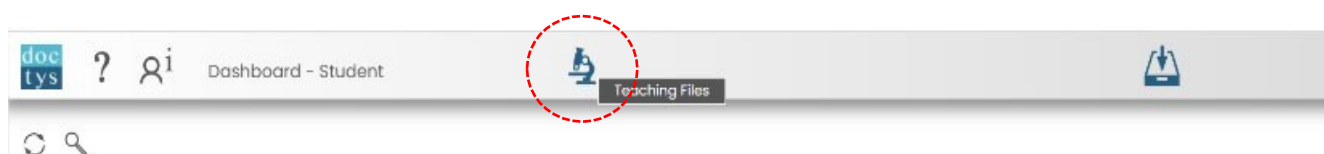You will receive a code (via phone or e-mail) to VALIDATE and access the platform.

For students:----------Step-by-step to upload and submit a case (study) into doctys

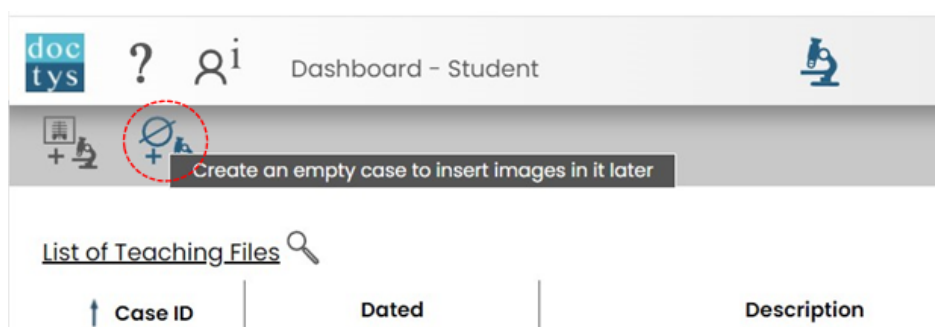**»Attention!** Please use the Firefox browser for better functionality.

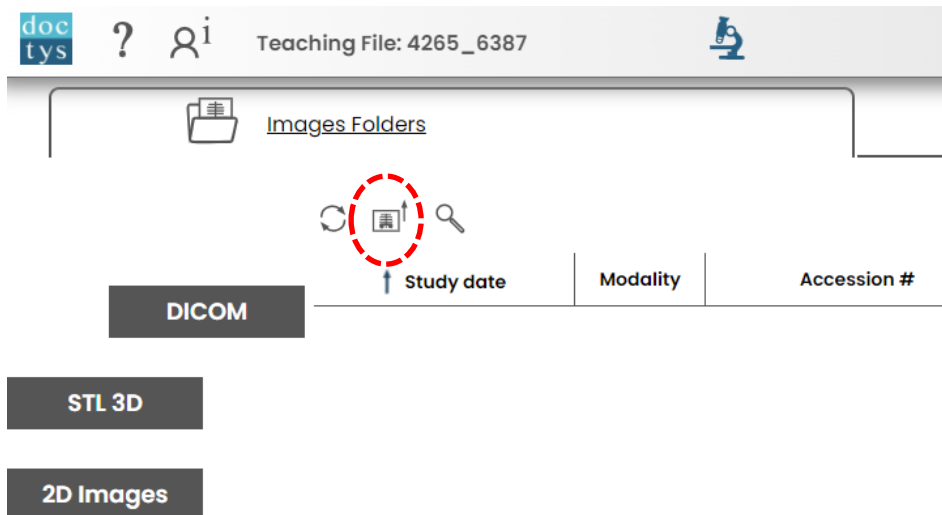» Uploading a case.

Step 1. Select <u>Teaching Files</u>

Step 2. Upload your case

Go to "Create an empty case…"

2.1 Click on "Upload a DICOM study" and select a study directory.

The DICOM study should be accessible on the local network. Select the "root directory" of the study. This directory varies from the type of download or export you did but it is generally the one containing all the Series of the Study. The Upload mechanism can use all type of DICOM files BUT ***NOT COMPRESSED STUDIES***

- Multiple files studies where each instance is in a separate file (these files can be all in one directory or assembled in series sub directories.
- Multiple frame series where each Serie is one file but containing all instances.

If you have a ZIP or TAR or ARChived Dicom study, you need to uncompress it before uploading it. In other case contact us at: info@doctys.com we will guide you to the best solution.

At the end of the analysis process the following window will appear with the summary of the study:

It is important to check if the number of series/instances or frames is correct. Otherwise, close the analysis window and select another DICOM directory.

The anonymization of the data will be made AFTER the validation process on the server side, and the original DICOM study will not be modified.
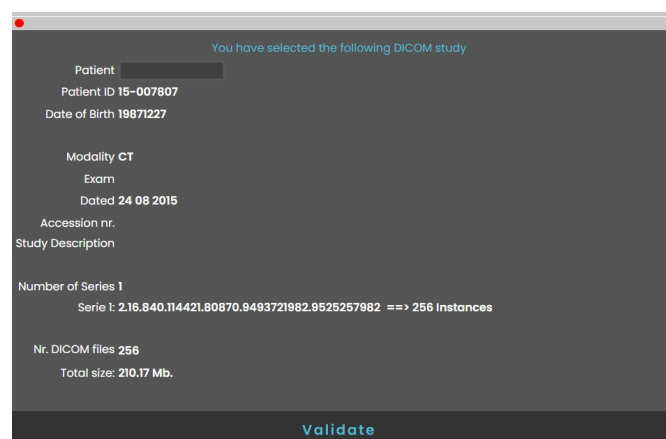
When confirmed the upload takes place. The time is depending on the Network speed and number of files.

When all files are uploaded, processing time will be required on the server to verify compliance and store the files properly. At the end of uploading and processing the files, the case is automatically opened.

At the end of the process the following data will be changed and anonymized in all the instances of the study: Patient Name, Date of birth, Gender, Study ID, Patient ID number, Series ID, Instances ID, Accession Number.
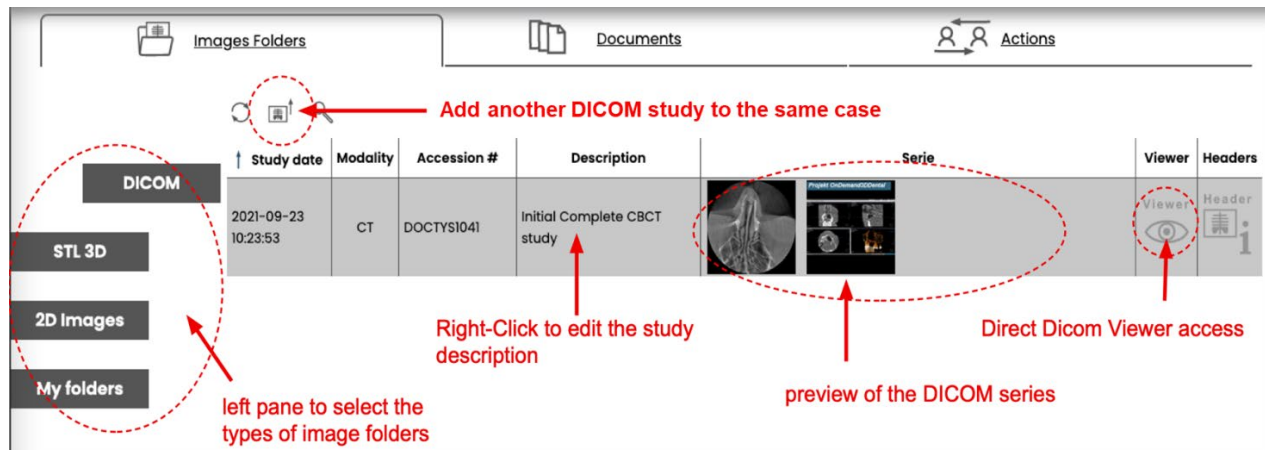
2.2 You can add many DICOM studies to the same case. They will appear in the table.

2.3 To delete an 3D image: Double click on the image and click in the trash bin.

2.4 If you have 2D images (JPEG or PNG) use the left pane to go to 2D Images and upload the relevant images. *TIFF is not acceptable.
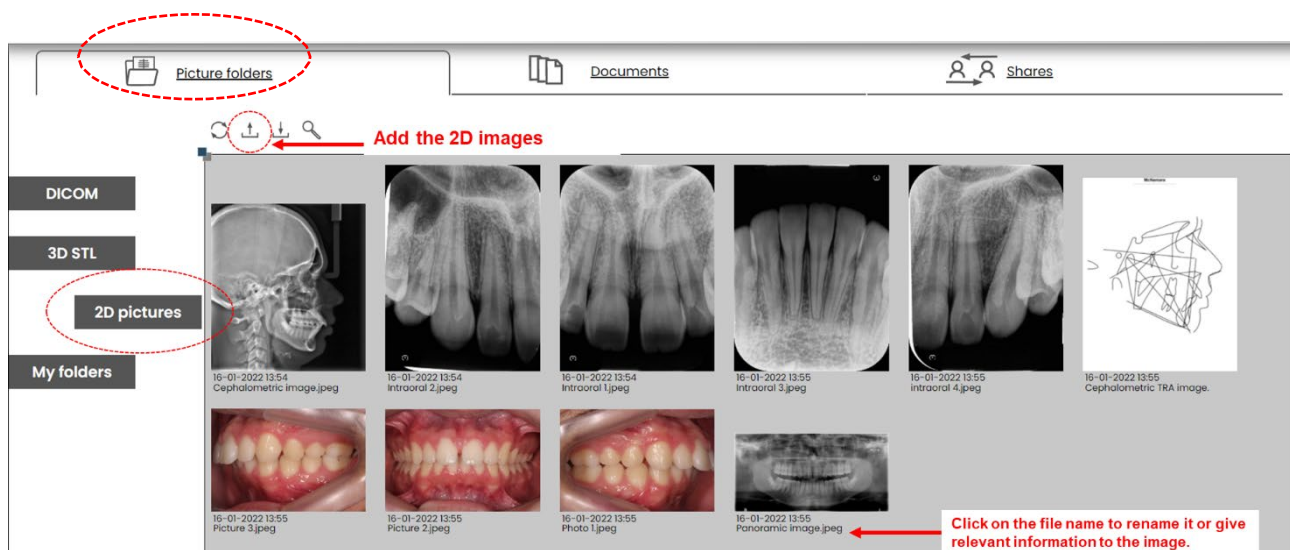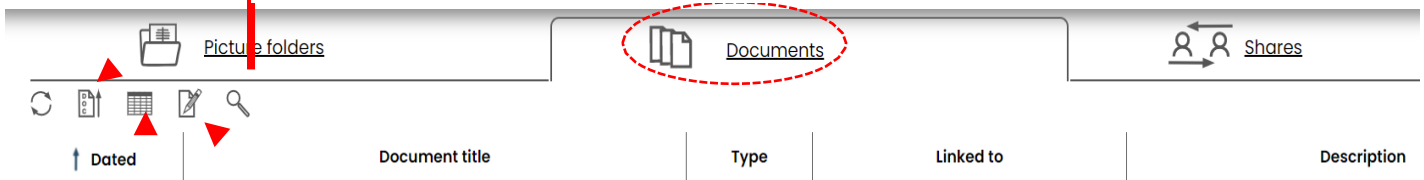

2.5 To delete an 2D image: Double click on the image and click in the trash bin.

Step 3. To create a REPORT (case description) or add extra documents to your case.

>>>>Go to the folder "Documents"

There are 3 types of documents that you can generate (See image below).

3. **To download an external PDF document (e.g., histology report)**

2. **To make an additional info document**

1. **To make a case description following the IADMFR template**

Each case file must have ONLY 1 descriptive document (DOCUMENT NUMBER 1). This descriptive document is based on the IADMFR TEMPLATE that generates a standardized document containing the main information of your case. This image description must be done considering the characteristics of the primary lesion or the characteristics of the lesion present in the initial image(s). This step will generate a document that later on can be modified by **adding comments** such as patient history/follow-up.

⚠ **»Attention!** In the case of multiple images acquired at different times, we suggest that you use the IADMFR template to describe the characteristics of the primary lesion and manually add the evolution of the case / patient history).

3.1 The image description box will open (* Here describe the features of the primary lesion)

The blue texts are drop down menus.

For some topics more than one characteristic can be selected.

Save as a document (Create a document from the description)

3.2 A document (REPORT) with all the descriptions will be generated and at this point you can add or modify the text before save it.

After that, you must give a name to the document (**Report study 1**). This document will be stored in the "Documents" folder in case do you need to modify it.

At the end of the process click "Generate Document". This will generate a document using the proper template and open the document editor tool:

The name is given automatically. 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 it as a PDF to send it to the mentor later.

>>>> When the PDF is created you CAN NOT create a new document form. To generate a new one, you first need to delete the existing PDF document

2- Send directly to the mentor. If you send the document to the mentor from this window, it will also send all the image folders, Dicom studies and 2D images you have uploaded. This is a quick way to send everything to the mentor.

When the document is sent, it appears in the action lists for that case. You can view this list in the Action Tab

3.3 The **additional information document** can be created at any time. It is mostly free text. The principles are the same as for the form document except you can make as many as you want. They will all have the same name with and index (1, 2…..x) at the end to differentiate them.
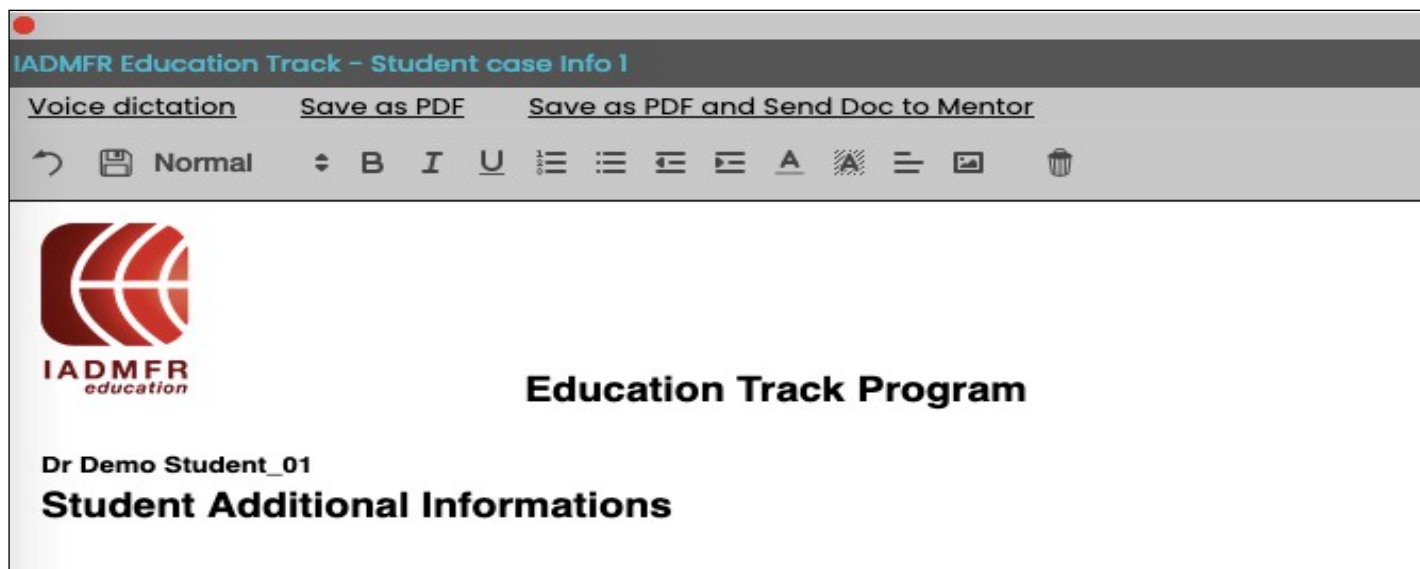
After you have uploaded all images (In DICOM and/or PICTURES 2D images sub-folders) and generated the REPORT in PDF format you have concluded the submit of the case. The same steps can be done to upload the other cases (a total of 10).

Step 4. If do you want to discuss with your mentor any aspect of the case or ask for his/her approval. You may follow the next steps. THIS IS NOT MANDATORY.

Mentor selection (To be able to send images + report to the mentor)

4.1 Go to the sub-folder Actions.
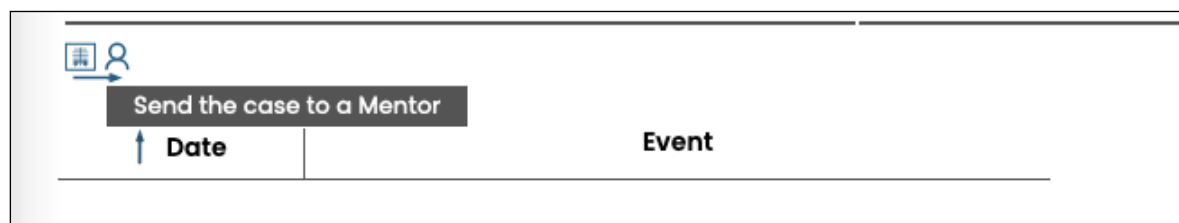
This will open a window where you need to select:
- The documents from the PDF case documents you did upload or created.
- Image's folders

Note that the send Icon is only available when it is your turn to communicate:
- At the beginning, when you still have not sent anything to the mentor (initiation of the study case)
- When the Mentor has replied

» After completing these steps, you have sent a case (STUDY) to your mentor. He/She will receive an email with your review request and send you feedback.

» In case of doubt you may find your answer in the Doctys' tutorials or you can contact: INFO@DOCTYS.COM