Study List (Studies Screen)

Studies received from Tricefy are populated on your Studies screen.
Select **Studies** at the top of the page to access this screen.

Screen Layout

The information on your Studies Screen is determined by the column headers. By default, these include:

- **Thumbnails:** ▶ indicates the thumbnails are collapsed. Select the image icon in the column header to toggle thumbnails or can open thumbnails for individual studies by selecting the ▶ buttons
- **Patient's full name and study date:** This data is received from the ultrasound system
- **Status:** These are created by your Account Administrator
    - To change the status of a study, double-click the status
- **Study Details**: Indicates the type of files included in the study, such as:
    - indicates the number of images
    - indicates the cine clips
    - indicates the number of collaborators
    - indicates the number of consults (shares with doctors)
    - indicates the number of notes, including annotations
    - indicates how many times a link was sent to the patient

Column header can reorganize your studies. Select a column header to group studies together and list them in alphanumeric or descending/ascending order.

For example:

- Selecting the Full Name column header will reorganize the studies, so they are listed in alphabetical order by name (A - Z)
- Selecting Full Name again will reverse the order (Z - A)
- Selecting the Status column header will list the studies grouped together by status

Page Settings

Columns are customizable. You can change, remove, and add additional column headers, such as the sonographer, patient's date of birth, procedure, etc. by selecting the **settings cog** at the top of the Studies screen.

- Check **Display Thumbnails** to always show thumbnails for each study
- Check **Thumbnails in Reverse Order** to always display thumbnails in reverse order (with reports first, if applicable)
- Uncheck **Study List Scrolls Horizontally** to disable scrolling (right to left) through thumbnails for individual studies
- Select or deselect options to enable or disable column headers
    - A green check indicates the column is visible

Reordering Column Headers

To change the order of your column headers, drag-and-drop header listings in a different order within the Page Settings.

Column Width

By default, the column widths fit to the necessary size. To change the width:

1. Hover over the line that separates two columns until it turns into a double-sided arrow
2. Hold while slightly moving the arrow to make the columns wider or smaller

Basic Operation

When you select a study (examination) on your Study List, that study will turn blue.

If the thumbnails are expanded, they are all selected (you will know they are selected because they will be outlined in green). This means that when you send them to a patient or share them with a doctor, all images are sent.

When a study is selected, additional options appear at the top of your screen:

- Open in viewer: Opens the examination in the Viewer, where you can zoom, view multiple images simultaneously, play video clips, and make notes
- Send to: Provides options for sending the examination to a patient, doctor (such as a referring physician) or external server, like an EMR
- Action menu: Displays options for attaching, moving, or deleting the examination, as explained below
- Label icon: Displays labels that can be applied to the examination

If Tricefy's adaptive reporting is enabled, there is also an option to create a report.

Action Menu

The Action Menu (⁝) is at the top of the studies screen, consults screen and Viewer. It is only visible when a study is selected:

- Attach Files *: Select a file to attach to the study
- Edit Study *: Assign the study to a different patient (if their name was misspelled in the ultrasound system)
- Move: Transfer or copy a study to a different Tricefy account (only available for members of multiple accounts)
- Download Studies: Download a study from Tricefy to your computer
- Delete: Remove a study from Tricefy. You can resend the study using your imaging system

- **Clear Selection:** De-selects the study/studies
- **Select All:** Selects all the thumbnails in a study; only available when using the Viewer

* *Not available when multiple studies are selected*

Send to Menu

The **Send To** menu is located at the top of your Viewer and Studies screen (if a study is selected)

- **Send to Patient:** Sends an examination to a patient
  - They will receive a link to their own special webpage hosting their images
- **Send to Doctor:** Sends an examination to a doctor, such as a referring physician
  - They will receive a link to view and comment on the exam.
- **Send to DICOM Server:** Sends an examination to an external server, such as a PACS
  - Tricefy integrates with outside software and servers to accommodate efficient workflows

On the Consults screen, the Send to DICOM Server is the only option in this menu.

- To send the exam to patient, return to your Studies screen by selecting **Studies** from the navigational options
- To send the exam to additional doctors, use the side information panel on the Consults screen

Side Information Panel

You can attach files, apply labels, and view study information using the Side Information Panel.

If the side panel is opened on the Studies screen and a study is not selected, the panel displays a time-stamped history log of your clinic's activity.

- **Account Activity tab:** Displays a history log that includes all members of your clinic
- **My Activity tab:** Displays a history log of only your actions

Once a study is selected, the information in the panel will display information specific to that study.

This information is organized into six tabs:

Info Tab

The **Info tab** shows the date of the study, when the study expires, patient information (name, gender, date of birth), procedure information (physicians, procedure) and the size of the study.

Attaching Files (side panel – Info Tab)

To attach files, such as a report, PDF, or image file, select Choose Files and select files from your computer/network.

Reports Tab

The Reports tab (available only for our reporting customers) lists pending and finalized reports. Select a pending report to continue it; select a finalized report to view or update it.

Labels Tab

Labels help filter, sort, and search for studies. To add (or remove) a label for the study, select the + button. Previously used labels are pre-populated; check or uncheck as applicable. To add a new label, type into the text field, followed by Enter on the keyboard.

Shares Tab

The Shares tab displays a log of when and where the study was previously shared.

- If the study was shared with a patient, it will be logged under Patient Links
    - If the patient accidentally deletes the images or needs them sent again resend them by selecting the drop-down arrow. This method will send the same link to the same contact information.
    - If the link expired or the images need to be sent using different contact information, share the images with the patient again using the Send to Patient feature.

If the study was sent to a colleague/another doctor, it will be logged under Consults. It will let you know when your colleague viewed the study. If they have yet to view the study, it will say, Unread.

Notes Tab

The Notes tab displays time-stamped notes and a text box for creating new notes. Type a comment into the text box, followed by Add Note. This note will be visible to the other members of your clinic. Select the X to erase your note.

Activity Tab

The Activity tab displays a time-stamped log for actions performed by your clinic.