Tricefy

Send to Doctor (Doctor Sharing: Consult)

Sharing a study with another physician allows them to view the study, provide input, and answer questions.

Each time a study is sent to a doctor, it creates a consultation. These are listed on the Consults screen (explained below).

To send a study to a doctor,

1) Select the study (or specific thumbnails) on your Studies screen
2) Choose Send to Doctor from the Send To menu. This menu is available on the Studies screen and Viewer (and only visible if a study is selected)
3) Enter the doctor's contact information into the pop-up window:
    - Provide the Email Address and/or Phone Number of the doctor or clinic (separate multiple entries with a comma)
    - Create a Subject
    - Enter a Note (optional)
    - Check Anonymize all Image Data to remove identifiable patient information from the shared version
        - This option cannot be applied to reports, pdf documents and other non-DICOM files
    - Check Include all Study Notes to allow the recipient to view existing notes regarding the study
    - Choose permissions for the recipient:
        - View and Comment Only: The recipient will have the ability to view the examination and leave notes
        - Full Access: The recipient will have the ability to download and modify the examination
4) Select Begin Consult to share the study

Recipients receive an invitation to join the consult via email or text. Once the invitation is sent, the study appears on the Consults screen. From this screen, the study can be sent to additional colleagues as well.

To see study images that were sent, select the study on your Studies screen, followed by the Shares tab of the side information panel.

Note: Doctors do not need to be members of Tricefy to receive and participate in consults. They will be prompted to create a password and only have access to the study that was shared.

Consults Screen

Your consults (studies shared by you and shared with you) populate the Consults screen. A gray study indicates you have viewed the study. A white study indicates you have not viewed the study (or that additional notes have been added since you last looked at it).

The following information is shown for each consult:

- Subject (determined by the sender when sharing the study)
- Patient Name
- Date/Time of the study
- Sender
- Contents of the study (number of pictures, etc.)

Sorting and Filtering

You can sort and filter your consults using the drop-down menus at the top of the screen:

- **Sort by:** Choose to list the consults from the most-recently created or the most- recently updated
- **Shared by:** Choose to show only consults shared by a specific account
- **Status:** Choose to show only consults that you have read or have not read

Viewing a Consult

When you open a consult (or accept an invitation), the study displays in the Viewer.

The Viewer maintains normal functionality, except during a consult, the side panel has a Participants tab. From here, you can view other participants and add additional people. Select the **Read-Only** box to give someone read-only access to the consult. This will allow them to only view images and notes (not comment).

Select **Consults** from the navigation options at the top of the screen to return to your inbox (Consults screen).