

DataLink Quick Tips

NOTE: This document is not a substitute for the User Manual. It is provided as a quick tips reference tool when using DataLink with the RetCam Envision™ system. For supporting resource materials, see the full **User Manual** and [Image Viewer Guide](#).

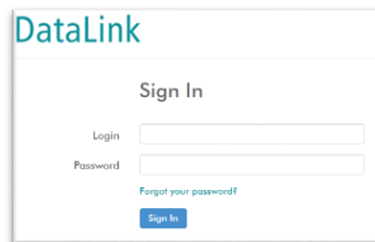
The following user roles with varying access and permissions exist in DataLink:

1. **Administrator**
2. **Imager**
3. **Ophthalmologist**
4. **ROP Coordinator**

1. Logging In

- Enter **Login**
- Enter **Password**
- Click **Sign In**

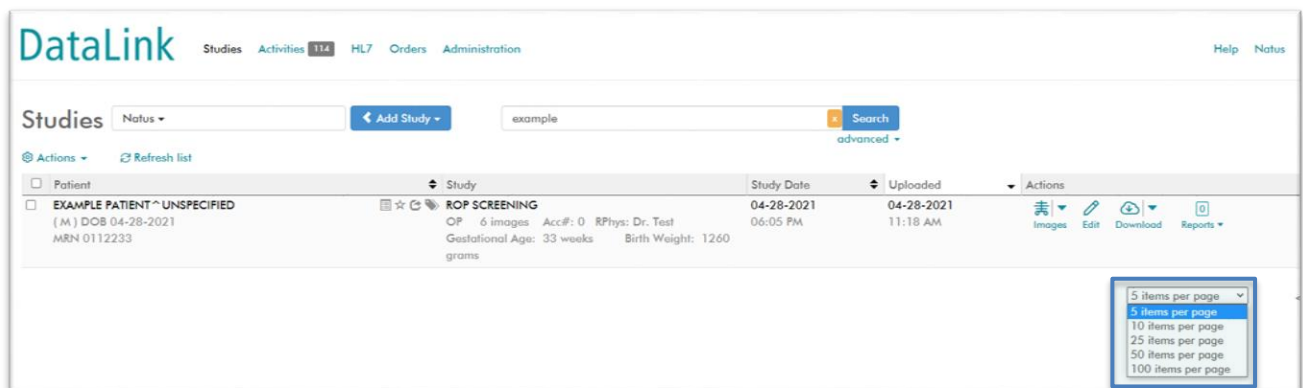
NOTE: Click **Forgot Your Password** to reset your password.



2. Navigating the Worklist

When logged-in, the main **Studies** worklist will display.

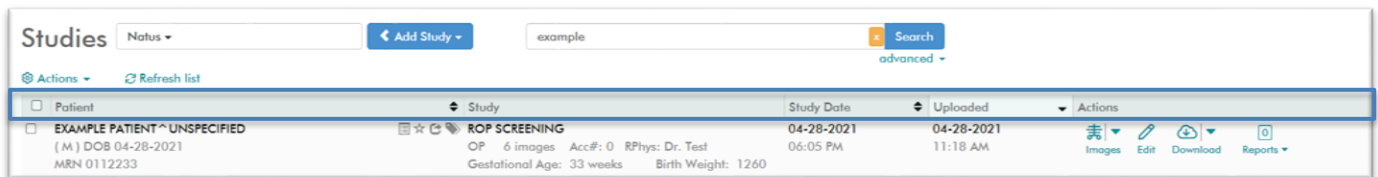
NOTE: Select the preferred number of items (studies) to display per page.



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Worklist Structure: The worklist is structured into 5 columns:

- 1. Patient** MRN, Patient Name, DOB, etc.
- 2. Study** Study Description, Modality, Referring Physician, Custom Fields.
- 3. Study Date** The date and time that the exam was taken.
- 4. Uploaded** The date and time that the study landed in DataLink.
- 5. Actions** View Images, Edit PHI, View, Create Reports, and Study Stage.



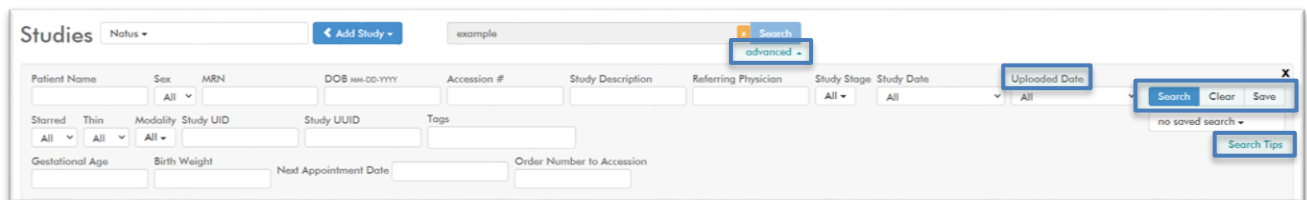
NOTE: Under the **Patient** column, **Patient Name** and **MRN** are hyperlinks. Clicking on either option will automatically open the selected patient's worklist studies.

Advanced Search: Under the "**patient name**" search bar, click **advanced** to expand search options and filter the worklist based on customizable criteria.



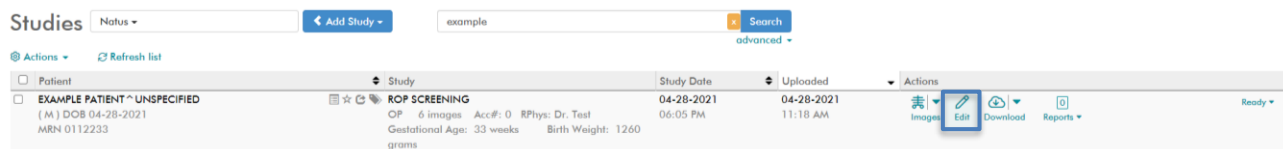
Manage Advanced Search Window Settings:

- Click **Save** in the top right of this search window to save search criteria.
- Click **Clear** to reset your search criteria to the default (all fields empty).
- Click **Search Tips** for additional details on ways to leverage the **advanced** search.
- Select saved searches from a dropdown under the **Search** button.
- **Uploaded Date** filter will display all studies sent to DataLink from the RetCam Envision system.



3. Editing Study Description Column Information

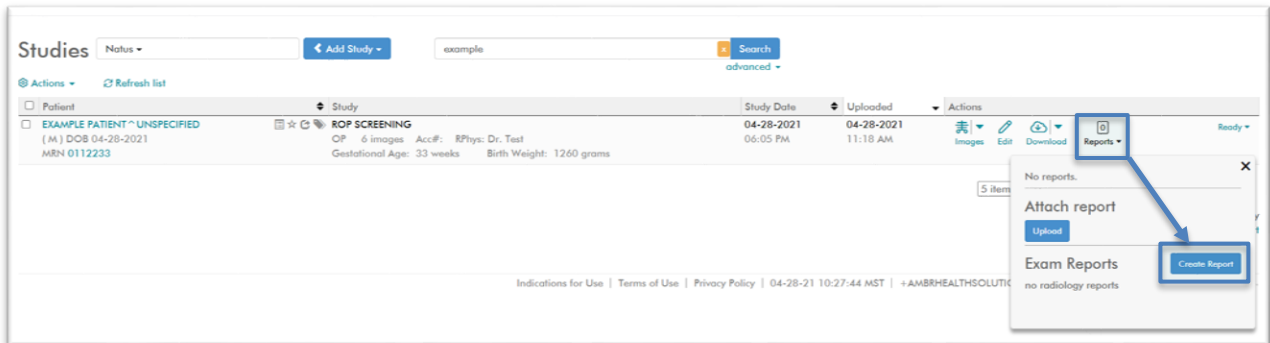
- Under Actions, select **Edit** and complete any of the customizable fields. These details will carry over to the report.



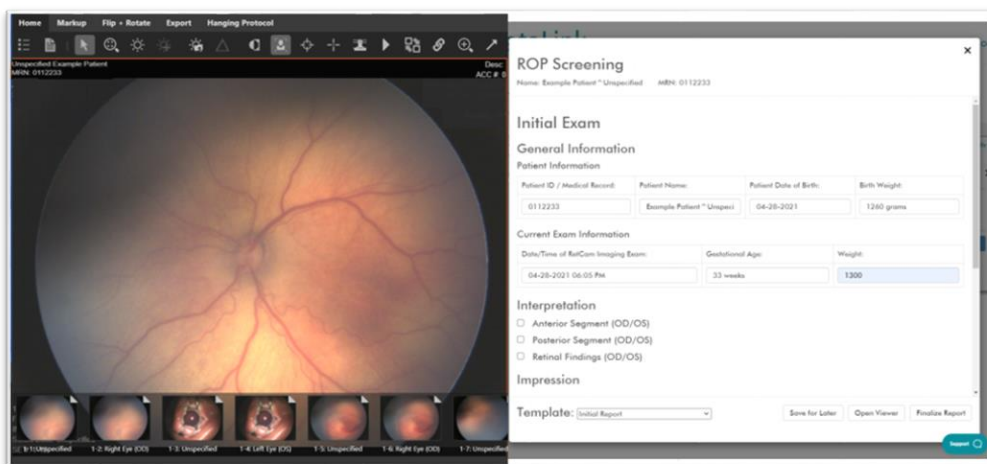
Patient Name Example Patient ^ Unspecified	Study Description ROP Screening	Study Date 04-28-2021
Patient Sex Male	Study Modality OP	
Patient DOB 04-28-2021	Study Accession Number	
Patient MRN 0112233	Referring physician Dr. Test	
	Gestational Age 33 weeks	
	Birth Weight 1260 grams	

4. Creating Reports

- From the **Studies Worklist**, find the intended patient and click on the **Reports** drop-down tab on the far right of that patient's study.
- Select **Create Report**.



- The **Reporting Module** and the **Image Viewer** will open automatically.
- The user will select a report **Template** (initial vs follow-up) and will enter all necessary report criteria



General Information: patient demographic information will carry over to the report from DataLink.

Interpretation: **Anterior Segment**, **Posterior Segment**, and **Retinal Findings** sections consist of expandable/collapsible fields.

- Click in the box next to any section to expand criteria selections. When expanded, additional buttons and comment fields display.

The screenshot shows the 'ROP Screening' form for 'Example Patient ~ Unspecified' (MRN: 0112233). The 'Initial Exam' section includes 'General Information' and 'Patient Information' (Patient ID: 0112233, Name: Example Patient ~ Unspecified, Date of Birth: 04-28-2021, Birth Weight: 1260 grams). The 'Current Exam Information' section shows 'Date/Time of RetCam Imaging Exam: 04-28-2021 06:05 PM', 'Gestational Age: 33 weeks', and 'Weight: 1300'. The 'Interpretation' section is expanded, showing three unchecked checkboxes: 'Anterior Segment (OD/OS)', 'Posterior Segment (OD/OS)', and 'Retinal Findings (OD/OS)'.

NOTE: If there are no abnormalities or retinal findings, the user can entirely bypass the **Interpretation** section by leaving the boxes unchecked and nothing will display on the report. If any of the boxes are checked, these sections automatically expand and **default to “Grossly Normal”**. Once expanded, there will be additional options to select for documenting abnormalities. In both of these instances, the information will display on the report.

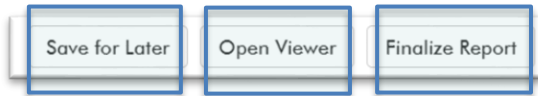
- If entries are made under the **Interpretation** section of the report, the **Impressions** field will automatically generate based on selections.

The screenshot shows the 'ROP Screening' form with the 'Retinal Findings (OD/OS)' section expanded. Under 'Vascular Status (OD/OS)', there are two columns for 'Right Eye' and 'Left Eye'. For the Right Eye, 'ROP' is selected, 'Zone I' is selected, and 'Stage 2' is selected. For the Left Eye, 'ROP' is selected, 'Zone II' is selected, and 'Stage 2' is selected. The 'Presence of Non-ROP ocular findings' is set to 'No'. The 'Impression' field is populated with the following text: 'On 04-28-2021 @ 12:15 PM, All images of the right eye were reviewed with acceptable image quality for interpretation. All images of the left eye reviewed with acceptable image quality for interpretation. The vascular status of the right eye is ROP: Zone I; Stage 2; No Plus; . The vascular status of the left eye is ROP: Zone II; Stage 2; No Plus; .'

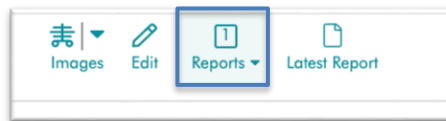
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Features at the bottom right of the report include:

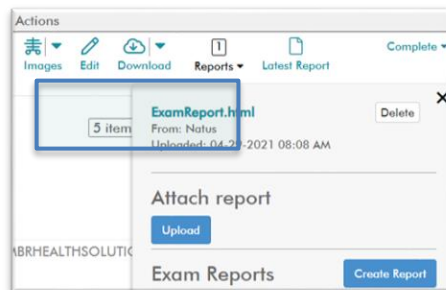
- 1. Save for Later** Report has been started but has yet to be finalized. The report will save and close automatically.
- 2. Open Viewer** Opens the image viewer.
- 3. Finalize Report** This completes the report and generates an electronic signature.



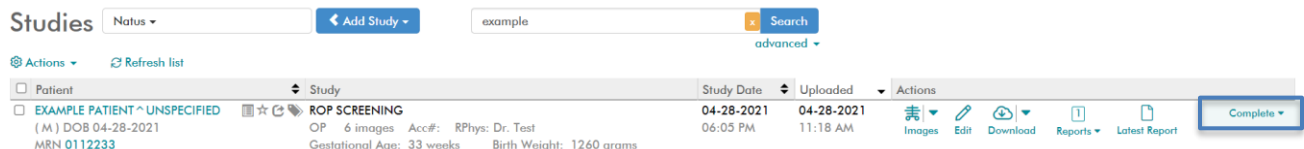
- Once the report has been finalized, the worklist will reflect the number of reports tied to that specific patient study.
- The report will automatically be sent to the patient's EMR (if HL7 outbound option is active).



- Any existing reports (whether completed or partially completed) will now display chronologically as hyperlinks within the **Reports** drop-down box. Click on the intended **ExamReport.html** hyperlink to access.



Study Stages: On the far right of the **Studies** worklist, there is a field that indicates the stage of the study. The status of this field will change from **Ready** to **In Progress**, then to **Complete** once the report is finished.



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5. Viewing Images While Reporting

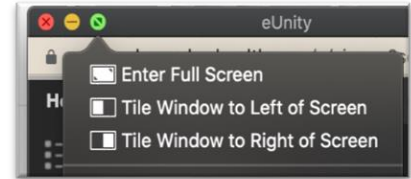
Options for viewing and reporting simultaneously:

From Dual Screens:

1. Drag the image viewer window to an additional monitor and view side-by-side to the reporting module.

From a Single Screen:

2. *(For Mac computers)* From the reporting module, click and hold down the green circle on the image viewer window, select the preferred orientation of the **Tile Window** for it to display, and then select the report window.



3. *(For Windows computers)* Snap with a mouse: Select the title bar of the image viewer window and swiftly drag and drop it to the middle edge of your screen (either left or right side depending on your preference). It will then occupy part of your monitor. Next, click on the reporting module window, and it will display side-by-side to the image viewer.

Snap with a keyboard: Select the image viewer window and press the **Windows Key + Left Arrow** or **Right Arrow** to snap the window to the preferred side of the screen. Next, click on the on the reporting module window, and it will display side-by-side to the image viewer.

6. Datalink Technical Support

Our Dedicated team of DataLink **Technical Support** personnel are available to assist with technical questions and troubleshooting.

For Technical Support, please follow these steps:

Step	Description
Step 1: Document Incident	Carefully document the incident, describing the technical issue. If possible, note any error messages, dialog box names, and what may have transpired before the problem occurred.
Step 2: Close Out of Program and Restart	Try signing out of DataLink and restarting your computer. Sign-in once computer restarts.
Step 3: Contact Technical Support	Contact Natus Technical Support at: 1-888-496-2887 Or click on the Support button below: 