

ViewPoint 6

Getting Started Guide

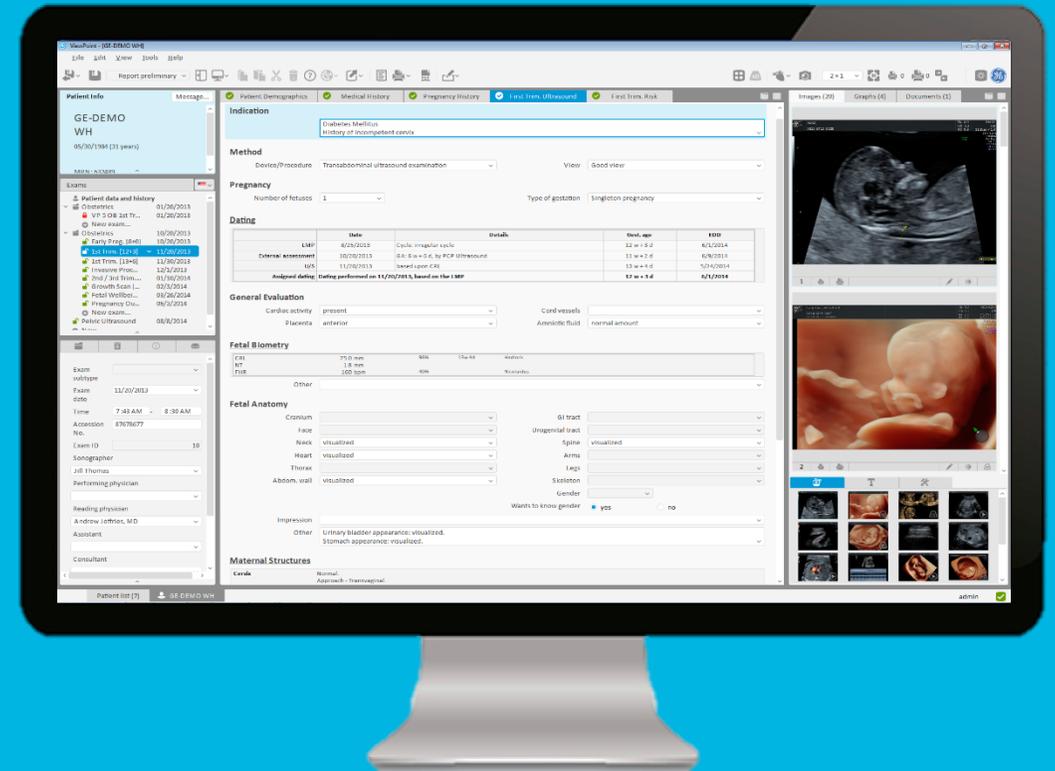


Note:

All exams, reports and screen captures depicted in this presentation contain sample patient information that was created by GE Healthcare for demonstration purposes.

Ultrasound reporting and workflow simplified

LEARN HOW TO STREAMLINE ULTRASOUND REPORTING AND IMAGE MANAGEMENT

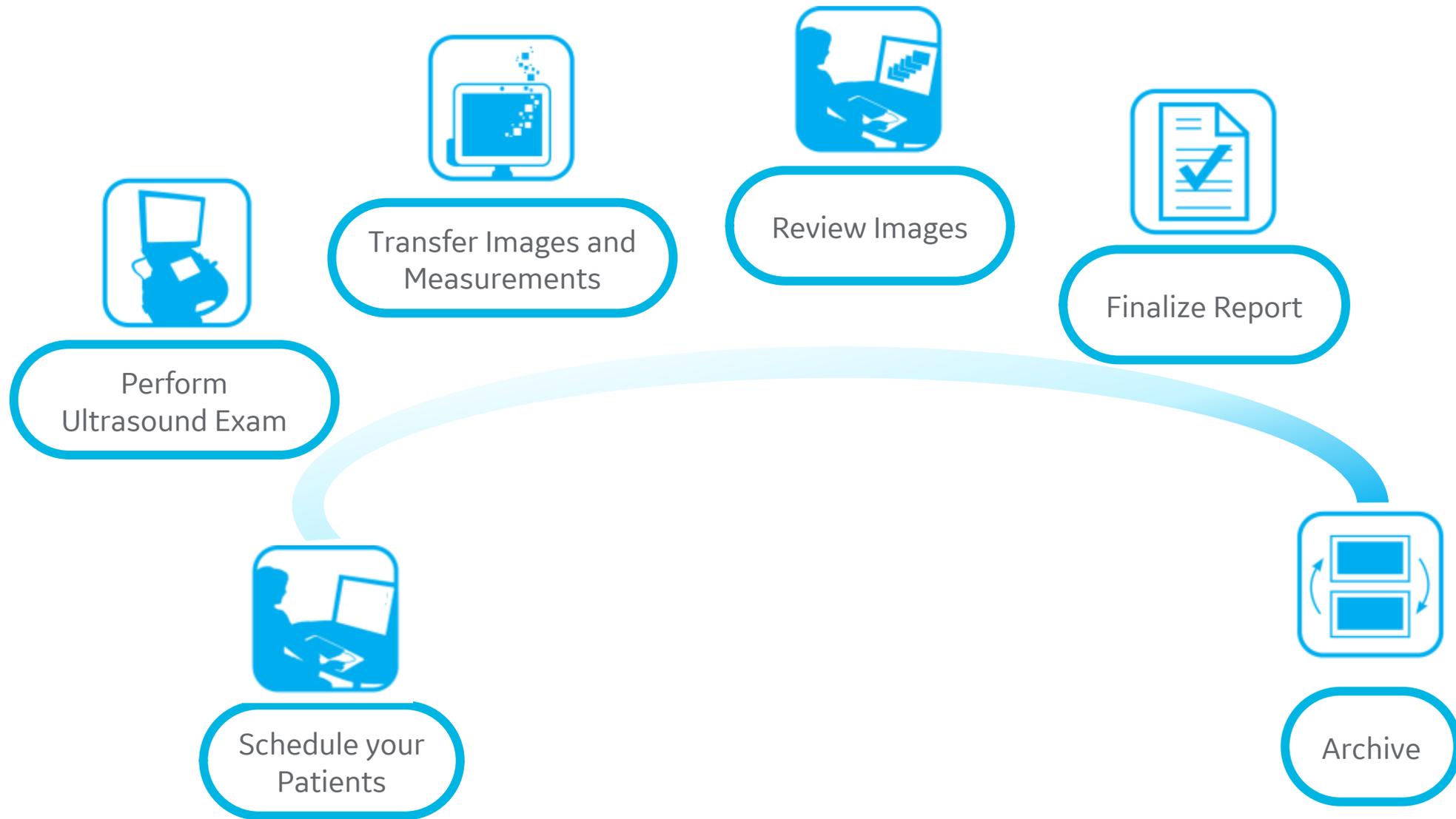


Note:

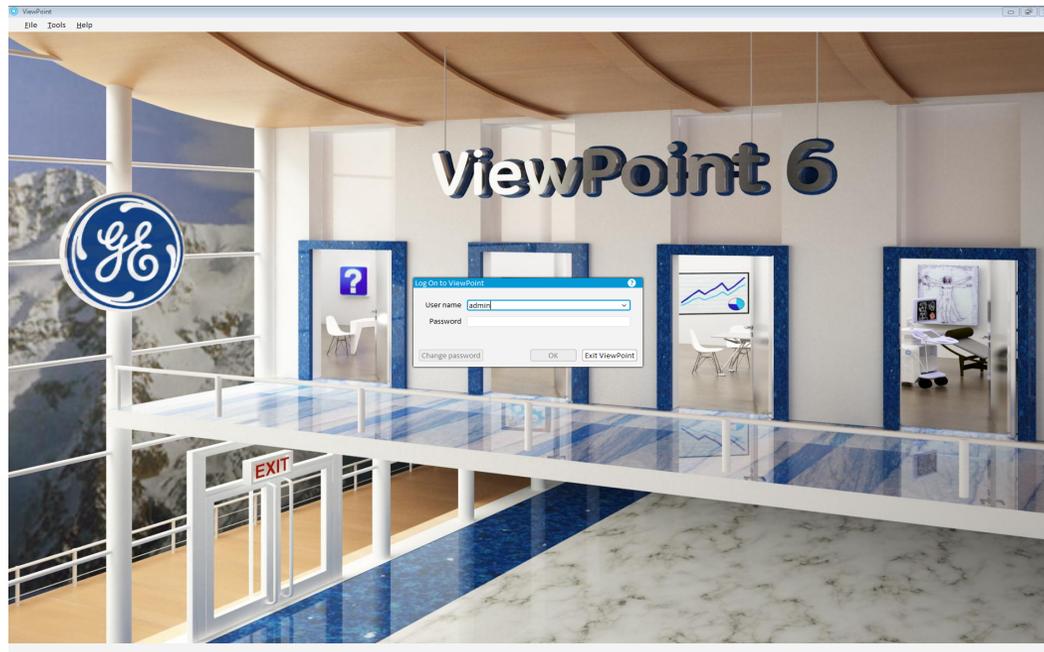
All exams, reports and screen captures depicted in this presentation contain sample patient information that was created by GE Healthcare for demonstration purposes.



Workflow with ViewPoint 6



Open ViewPoint 6



- Double click on the desktop icon for ViewPoint 6
- The program will open with a log in pop-up
- Your user name = Master User log in, Password = Master Password
- Select department if working in more than one area
- If you only work in one department, this will be your default department.

It is critical to select the correct department as this is where the patient exam will be allocated.



ViewPoint 6 main menu



- **Help:**
Provides assistance on questions about specific areas in ViewPoint 6. Is also available in the upper toolbar or by clicking Start Help (F1) anywhere within a ViewPoint 6 screen. Shows assignment of shortcut F keys and contains your ViewPoint 6 serial number in 'About'
- **Configuration:**
Allows to customize or set defaults for certain aspects or fields in ViewPoint 6.
- **Analytics:**
Allows for defining and running queries in order to retrieve data from the ViewPoint 6 database for e. g. statistics.
- **Examination:**
Provides access to patient data for report generation and image management. Selecting this door will take you to the VP Explorer to access patient or exam lists and to the Scheduler .



ViewPoint 6 navigation- short keys

VP Explorer View

- **ESC:** Close VP Explorer
- **F1:** Help
- **F5:** Start search/refresh
- **F8:** Delete search criteria/clear search list

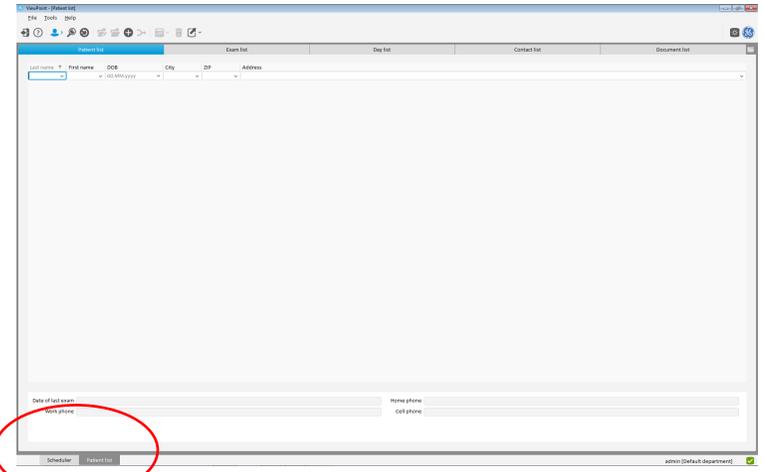
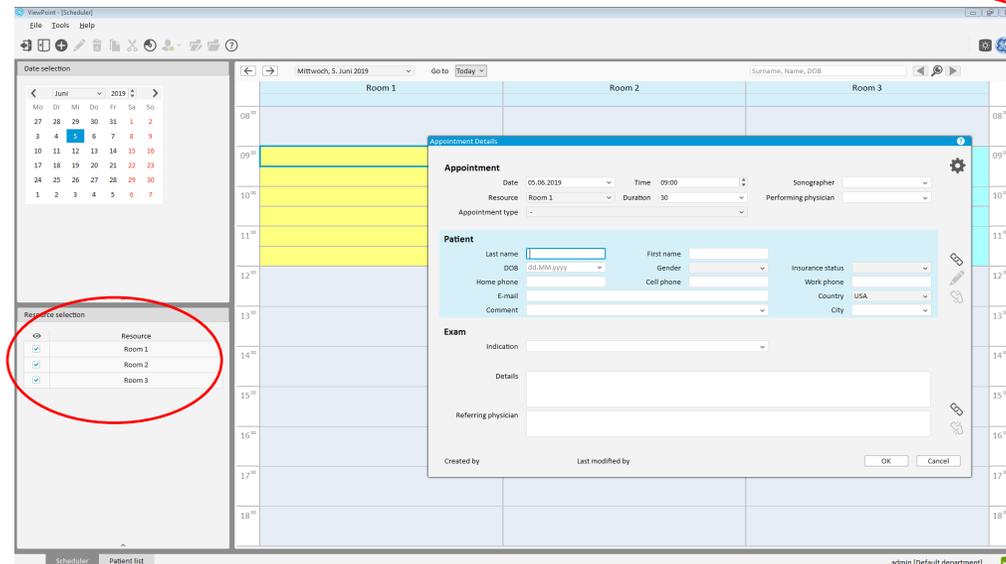
Patient Record View

- **ESC:** Cancel
- **F1:** Help
- **F2:** Show exam tab
- **F3:** Show exam details
- **F4:** Show form View
- **F5:** Toggle between form view and report view
- **F6:** Show images
- **F7:** Show graphs
- **F8:** Show Quick Reports
- **F9:** Activate next area
- **F10:** Close pop-up window
- **F11:** Print report
- **F12:** Save and Close



Schedule a patient

- In the ViewPoint 6 entrance screen click on the Examination door
- The VPExplorer will open
- Choose the Scheduler tab



- Select the department and the list of rooms
- Double-click to select the time for the appointment and enter patient and exam data

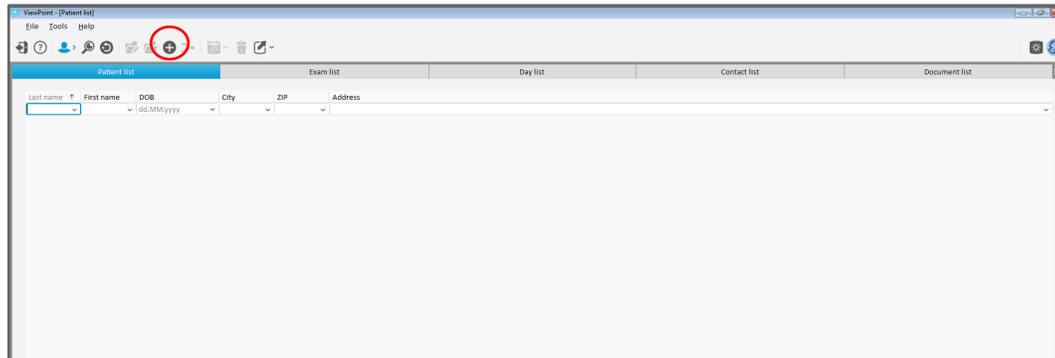




Workflow 1: Prior to the ultrasound scan

February 23, 2022

Workflow 1: Create a new patient



- In the ViewPoint 6 entrance screen click on the Examination door
- The VPEXplorer will open
- Enter at least the last name and first name.
- Then press the **Insert** key on the keyboard or click the **Add...** (INS) button to add the new patient.



Patient Data

Last name: Test, DOB: dd.MM.yyyy, In, Maiden name, First name: Patient, MI, Gender, Title

Address

Country: USA, County, State, Address, City, ZIP

Contact Details

Home phone, Work phone, Cell phone, E-mail

Nationality

Nationality, Ethnic origin, Preferred language, Translator needed: yes/no

Personal Details

Marital status, Education, Occupation, Employer, Details

Health Insurance

Insurance status, Provider

ID Numbers

SSN

Report

Grouping, Cloning

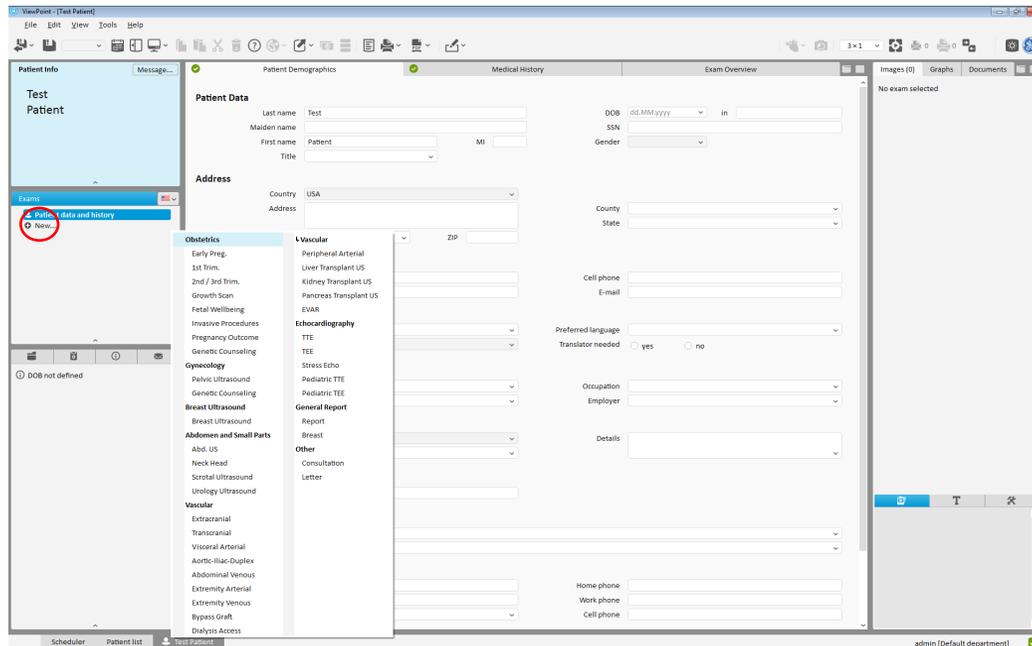
Emergency Contact

Last name, First name, Relationship, Home phone, Work phone, Cell phone

- Add patient data



Workflow 1: Create an exam



- In the Exams tab click **New** and select the Exam type.
- Once you have an exam type selected, measurements will auto-populate into the report if taken on the ultrasound system.
- Images will also be transferred automatically

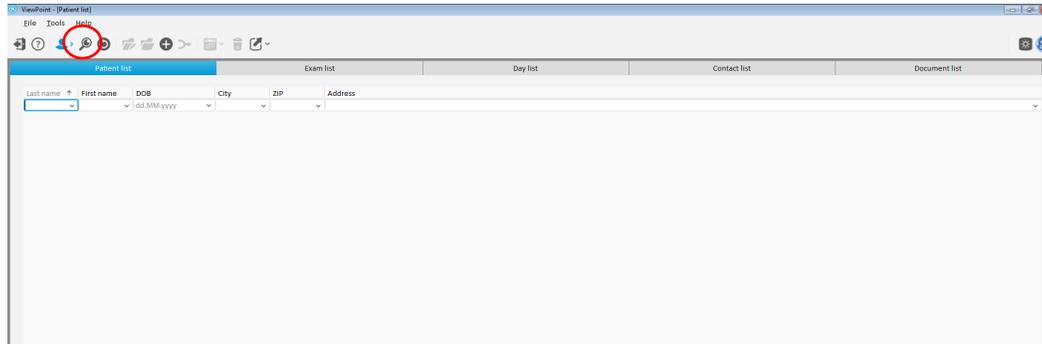


A middle-aged man with glasses and a white lab coat is sitting at a desk, smiling at the camera. He is using a computer. The monitor displays a medical software interface with various panels and data. A large white circle is overlaid on the right side of the image, containing the text 'Workflow 2: After the ultrasound scan'.

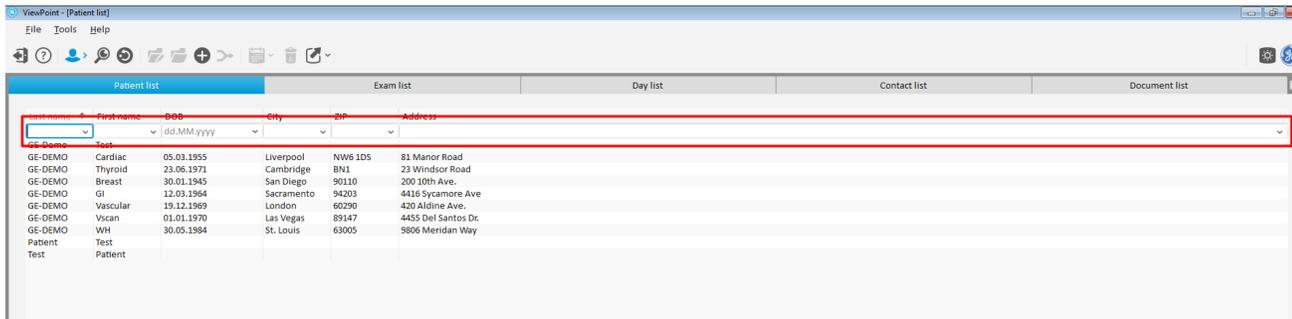
Workflow 2: After the ultrasound scan

February 23, 2022

Workflow 2: Search for an exam



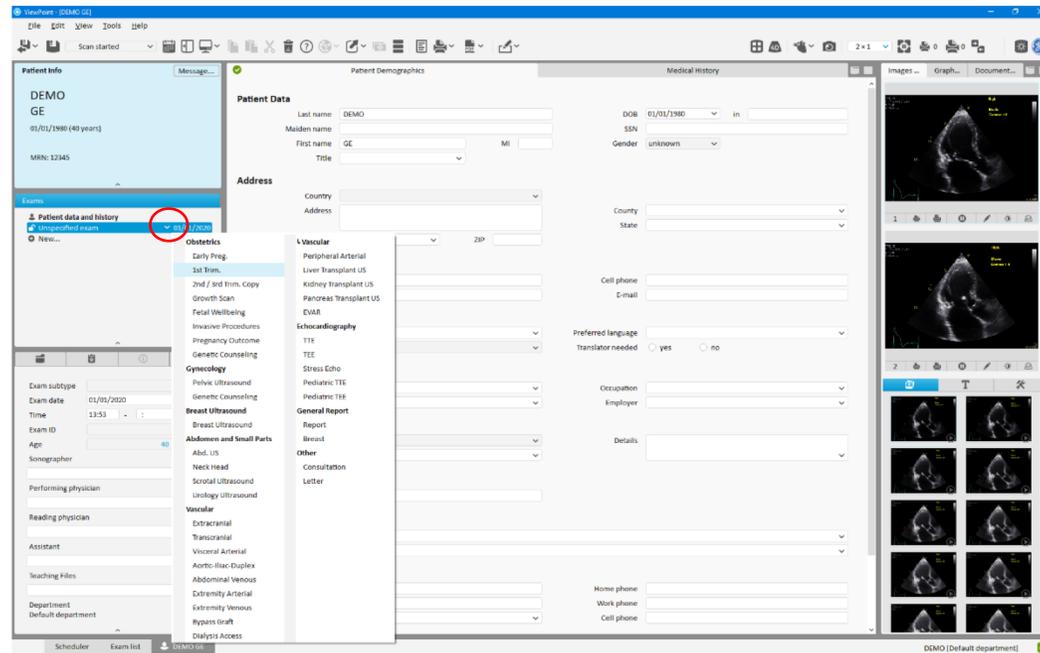
- In the ViewPoint 6 entrance screen click on the Examination door
- The VPEXplorer will open
- Click on the **Search** icon (or press F5), the list of available exams will open



- Search for the exam you want to document: You can search a patient by name, DOB etc
- The **Clear search criteria** icon (of F8) will clear the data fields.
- Your exams from the US system will appear in the Exam List for the day once sent
- Double click date field will populate today's date
- Double click on your exam to open the patient's record



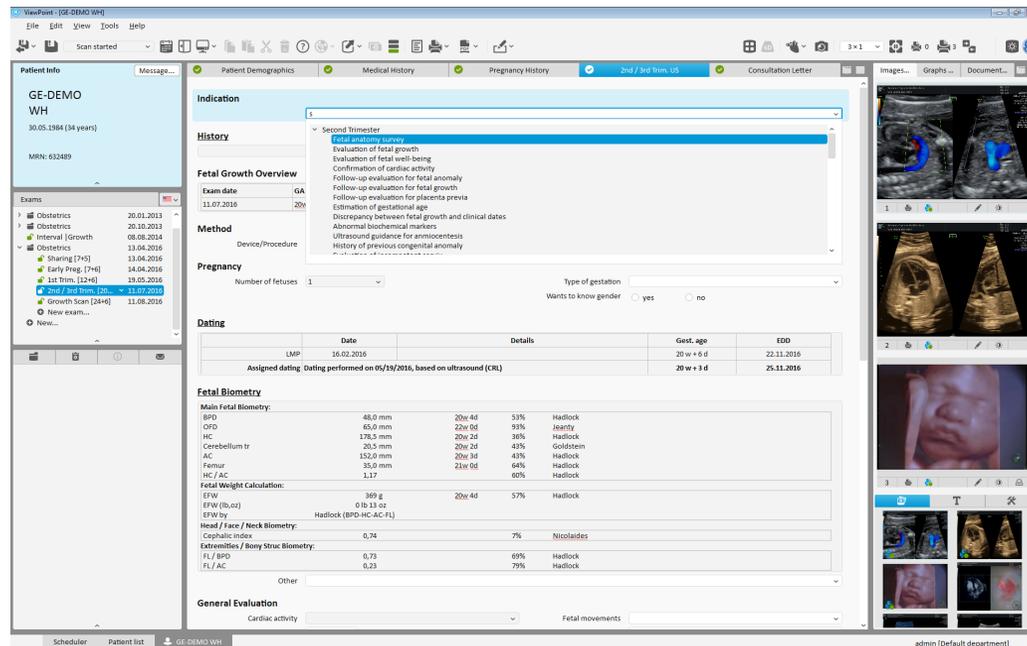
Workflow 2: Create an exam



- Most exams start as unspecified exams.
- To assign an exam type, click the arrow next to Unspecified Exam to see the menu of all exam types available. Then select the exam type.
- In some cases if you use order management, the exam type may already be assigned. You can manually change it if needed.



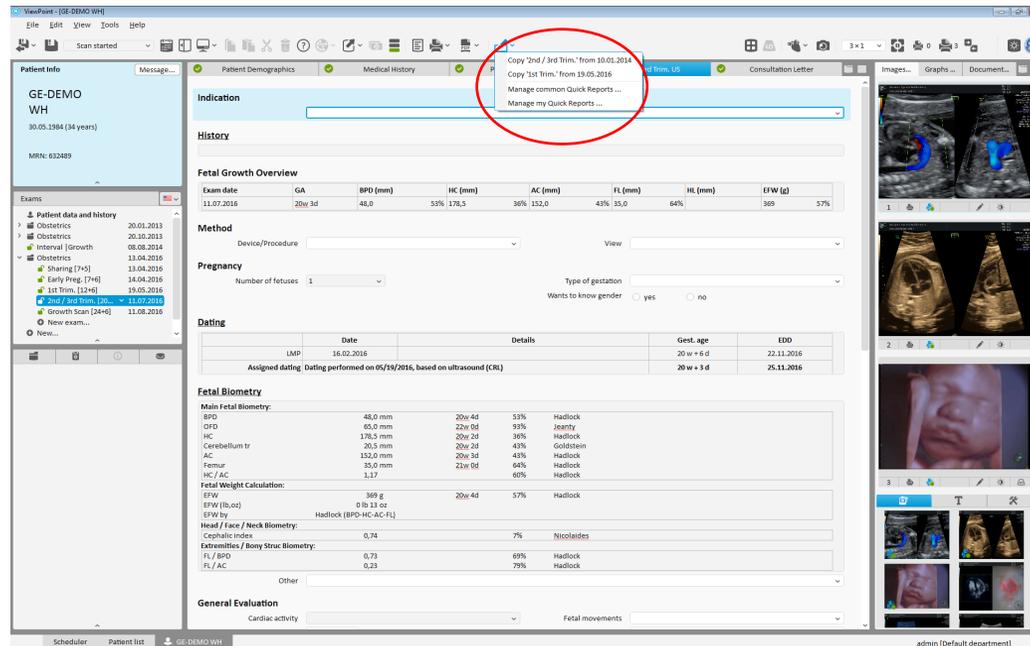
Enter exam information



- Enter exam findings in the corresponding fields
- For some fields you can choose from list items
- Some fields are free text fields where you can type in the findings
- The Show Matching List Items feature will highlight any options from the existing drop down menu that may apply. You also can free type the entire phrase if it is not listed in a drop down



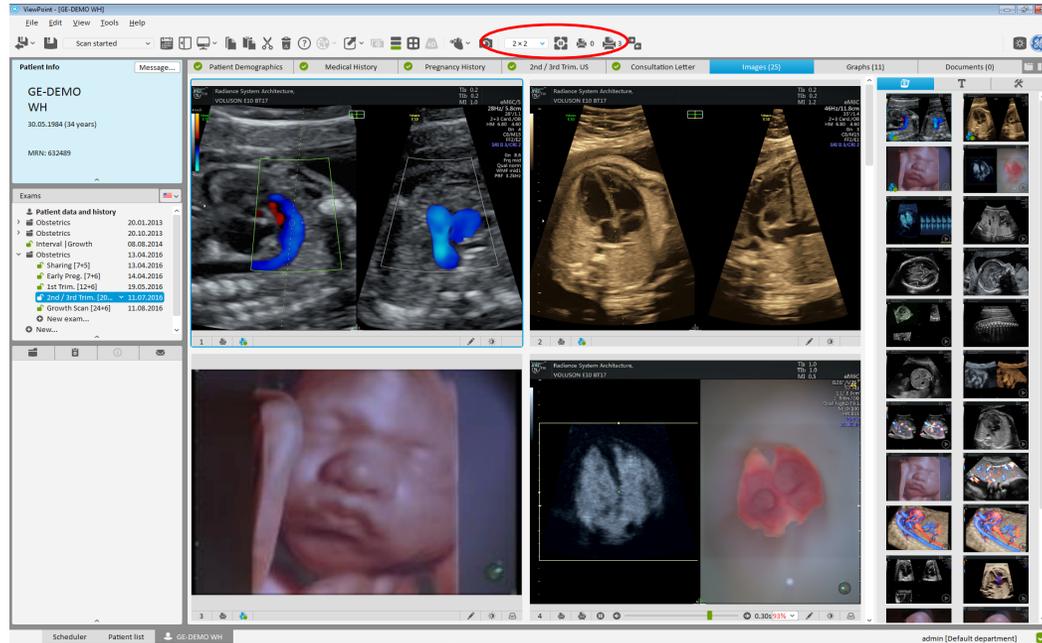
Create and apply a Quick Report



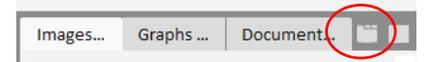
- You can create reporting templates for commonly used reports
- To save the current details as a Quick report, select the **Quick reports** icon (or F8) . Select “Manage my quick reports”. Provide a name and any additional details. That value set will be available for future exams.
- To apply the template select the **Quick reports** icon. Select the template you would like to use. The exam information will be filled accordingly.



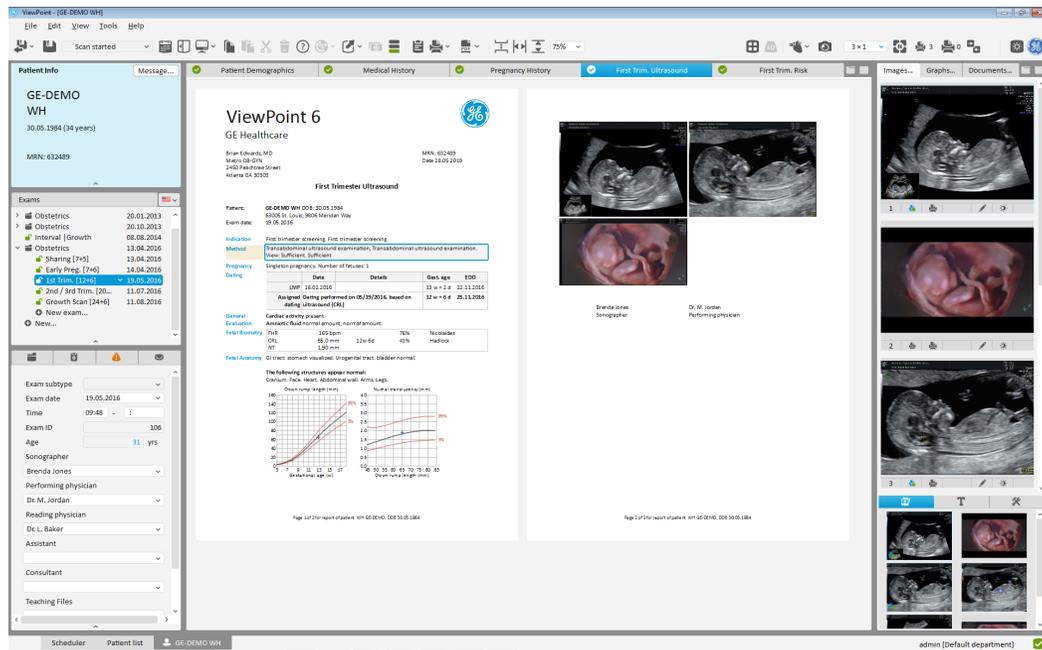
Review images and graphs



- To view all your ultrasound images, click the Images tab.
- To view graphs, select the Graphs tab at the top (instead of images).
- To re-arrange the order of images, drag and drop them in the Gallery tab on the right hand side.
- To change the layout, use the buttons in the upper toolbar.
- To play all image sequences at the same time, use the **Play all** button.
- To display images or graphs on a report, click the **Add to report** button in the lower left of the image. The small printer for a small image, the large printer for a large image. The button shows a check mark when selected.



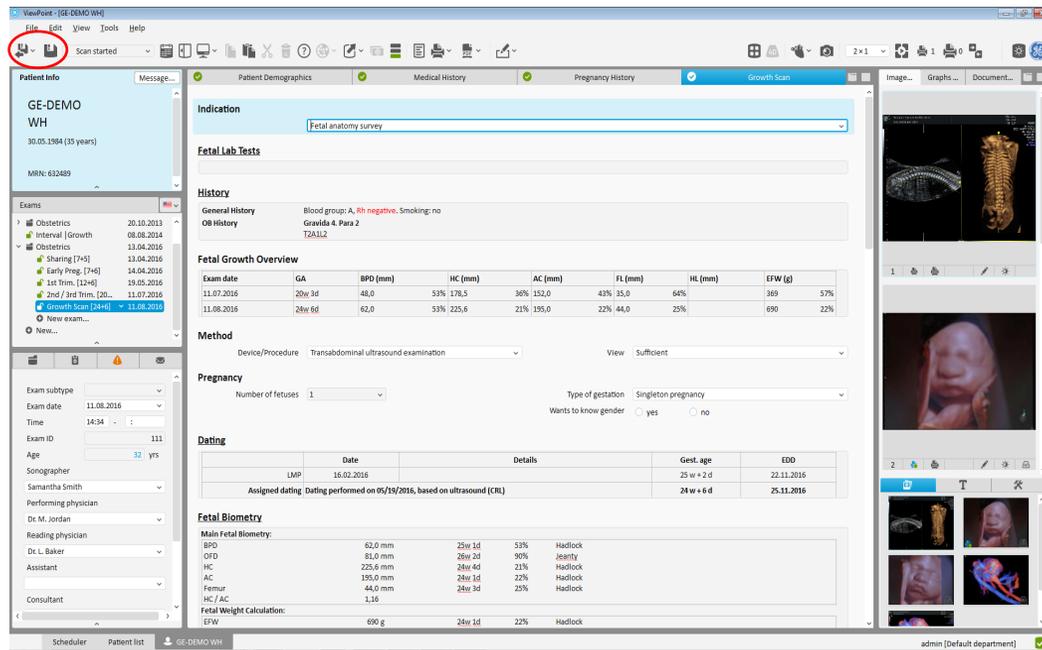
Preview a report



- To get a preview of the report, click the **Report preview** button (or F5). It shows a preview of what your report will look like with any images and graphs you have added to it.
- To return to the reporting screen, select the **Form view** button (or F4).
- To edit a specific section of the exam text, click on the section header in the report preview to open a pop-up of that section.
- To save the report as pdf file click the **View pdf** button and save the pdf file



Save the record



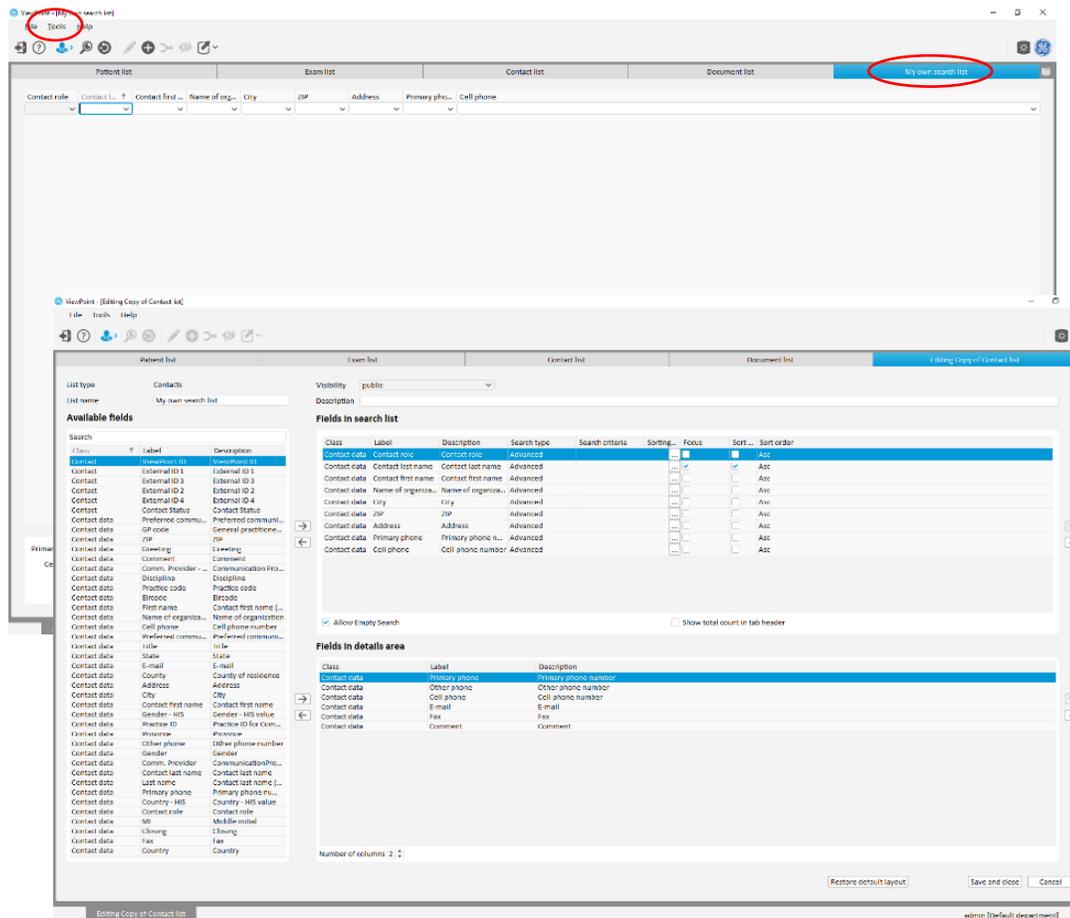
- To save a patient record, simply click the **Save** button in the upper left.
- To close a patient record, click the **Save and close patient record** icon in the upper left. You can select to close the patient record with or without saving.
- F12 will also save and close the patient record. ESC closes the patient record without saving.



ADDITIONAL DETAILED TOPICS



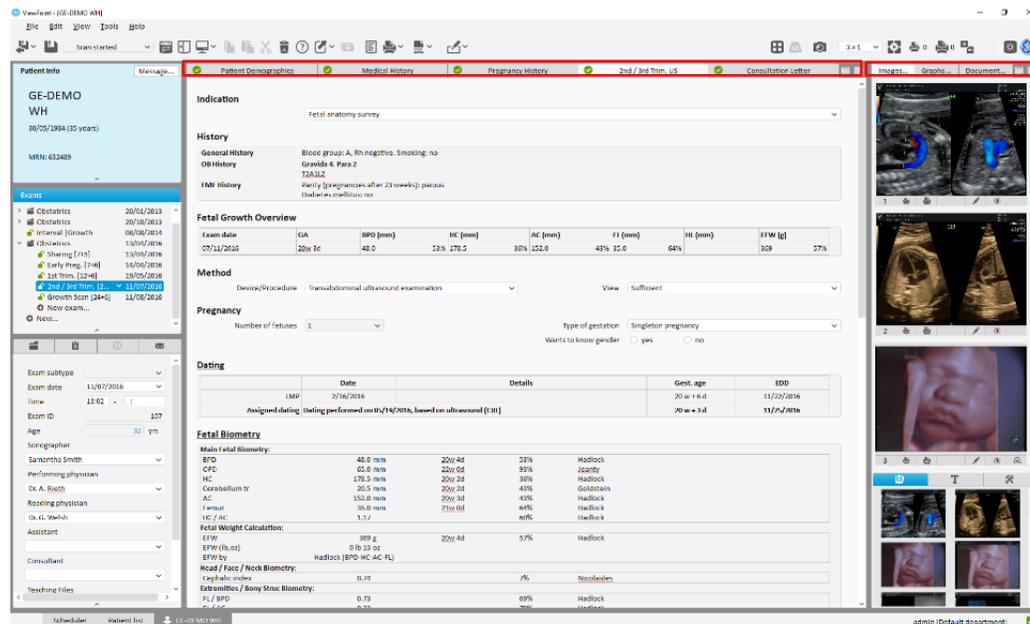
VPEXplorer- create your own search list



- Open VPEXplorer and select the respective tab for copying.
- In the menu bar, click **Tools > Configure VPEXplorer > Copy current list**. A copy of the selected list is created in a new tab.
- In the menu bar, click **Tools > Configure VPEXplorer > Edit current list**. The tab shows the editing search list window.
- Define the name of your list by typing the title to the **List name** field.
- If required, add fields for searching, remove fields from the search list, configure the details area, define a fix search criteria, and configure the sorting rules.



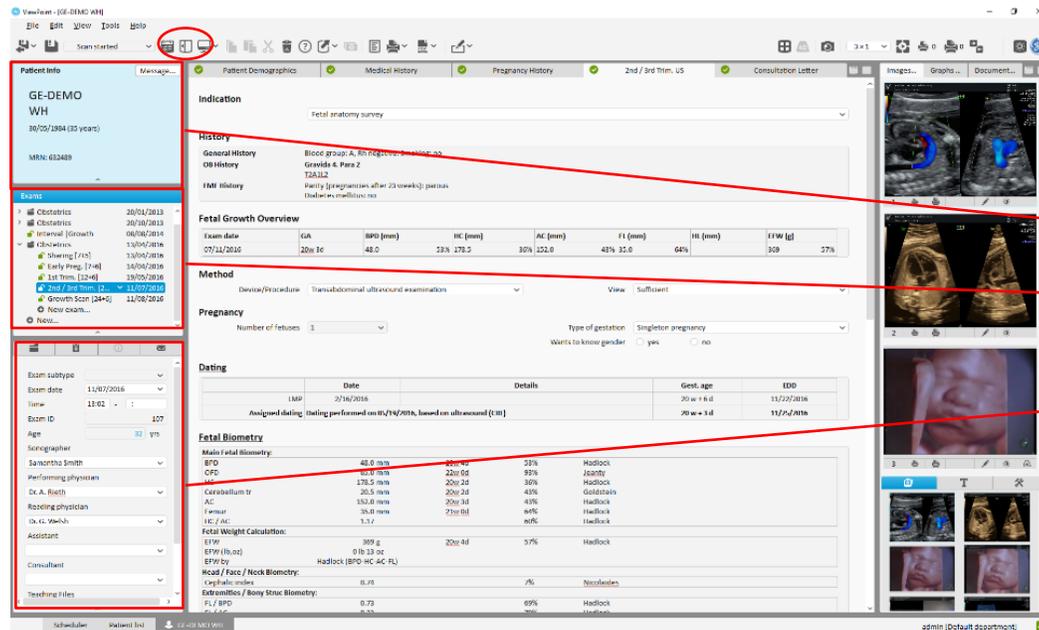
ViewPoint 6 tabs



- The upper tab bar allows you to navigate between patient demographics and reporting details, as well as images and graphs.
- To exit split screen and switch to a single work area at any time, click the **Maximize** icon in the upper right of any section



Navigation toolbar

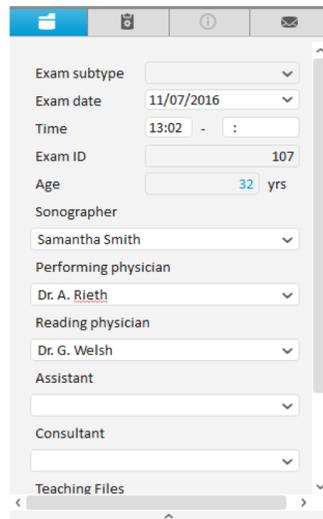


- In the left toolbar, you navigate within a patient's record. To hide this toolbar, click the icon in the upper left.
- The top box shows basic patient information.
- The middle box is the Exam list view which allows you to view any past exams associated with the patient.
- The lower box provides any notes and patient alerts, exam details, selected contacts, and the form content

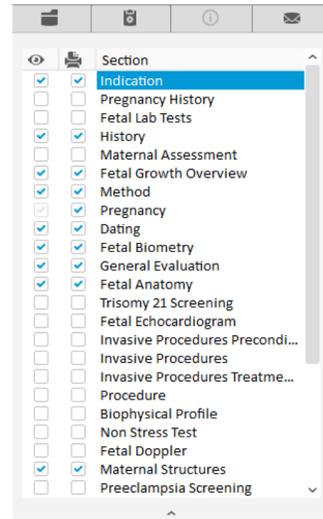


Navigation toolbar

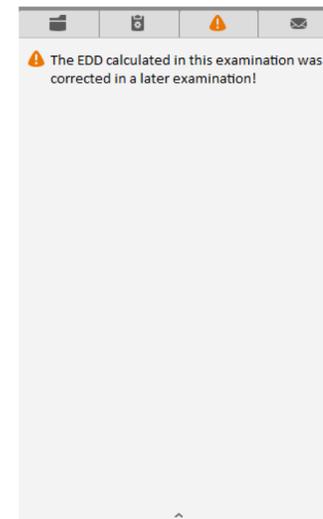
The lower left section of the navigation panel has several tabs to show additional details



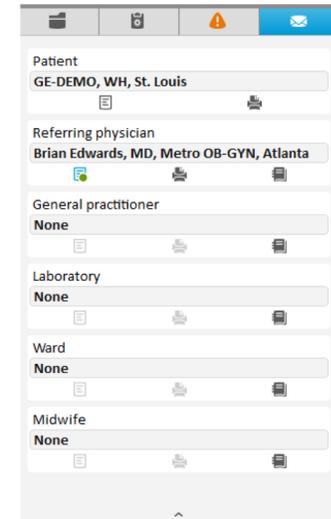
Exam details tab – shows details relevant to that particular exam including exam date and time, accession number, and persons involved with the exam.



Form Content tab – shows the sections of the exam, which appear in the reporting screen and on a final report. You can set these as a default or change them on the fly.



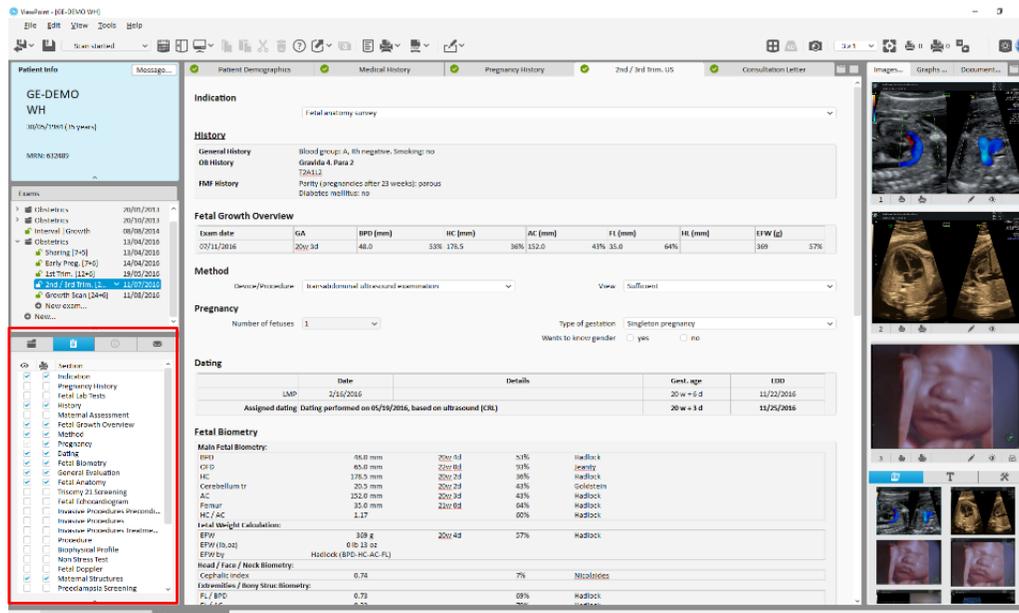
Notes tab – shows any notes or alerts related to the exam. For example, missing information or information that could have been changed incorrectly.



Contacts tab – shows related contacts such as a referring physician or laboratory where a report may need to be provided. You can select persons from pre-loaded contacts



Showing and hiding sections

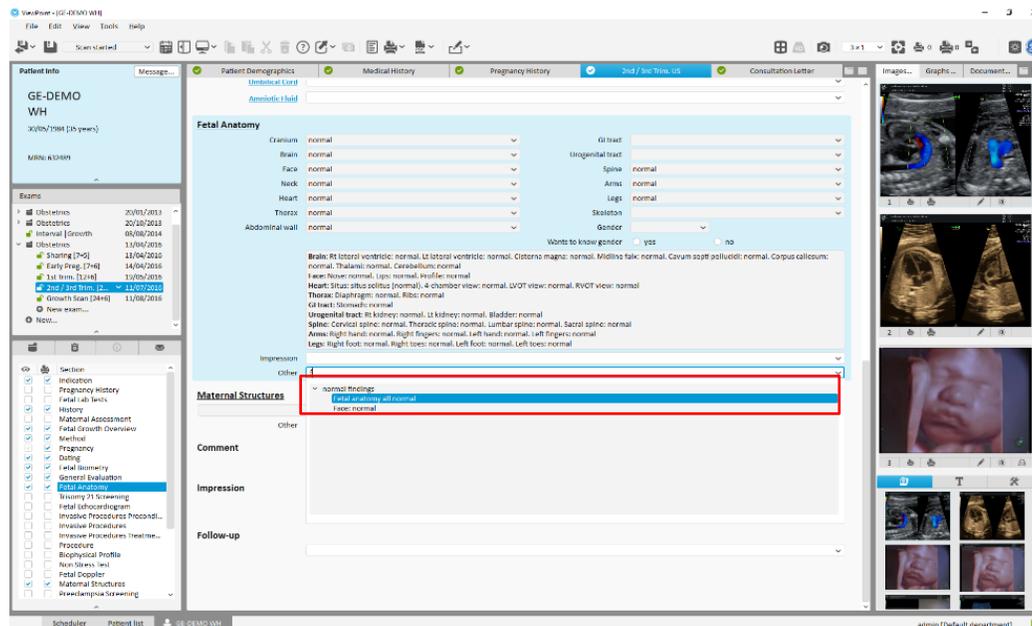


The section tab allows you to display or hide any sections of the available report:

- The left column of boxes shows sections displayed on the report screen.
- The right column of boxes shows sections displayed in the report.
- To hide any section from the reporting screen or displayed report, deselect the check box. The check box can be re-checked at any time to add the section back.



Entering exam information



- Some fields are free text fields where you can type any phrases.
- The Type Ahead feature will highlight any options from the existing drop down menu that may apply. You also can free type the entire phrase if it is not listed in a drop down.
- You can add phrases by adding a semicolon and then inserting another phrase



Entering exam information

The screenshot displays the ViewPoint 6 software interface. The main window shows patient information for GE-DEMO WH, a 30/09/1988 (25 years) female. The 'History' section is underlined, and a 'Fetal Biometry' pop-up window is open, showing detailed measurements for a 20w 4d fetus. The pop-up window includes a table of measurements and a 'Close' button.

Measurement	Value	Unit	Gest. Age	Percentile	Reference
BPD	48,0	mm	20w 4d	53%	Hadlock
OFD	65,0	mm	22w 0d	93%	Jeanry
HC	178,5	mm	20w 2d	36%	Hadlock
Cerebellum tr	20,5	mm	20w 2d	43%	Golestein
Nuchal fold		mm			
APAD		mm			
TAD		mm			
AC	152,0	mm	20w 3d	43%	Hadlock
Femur	35,0	mm	21w 0d	64%	Hadlock
Humerus		mm			
HC / AC	1,17			60%	Hadlock
EFW	369	g	20w 4d	57%	
EFW (lb,oz)	0	lb	13	oz	
EFW by	Hadlock (BPD-HC-AC-FL)				
Other					

- Report sections that are underlined have additional detail screens available for use.
- To open the additional details screen for a report section, click the underlined words
- A report screen will pop up with additional details available for reporting. This screen includes measurements populated from the ultrasound study.
- Some detail screens provide a place to provide additional comments and observations using drop down menus and free text boxes.
- Any details filled in on these pop ups will be summarized in the text box on the main screen once the pop up is closed.



Estimating gestational age

The screenshot displays the GE EMD software interface. The main window shows patient information for GE-DEMO WH, including MRN: 024249. The 'Fetal Growth Overview' section provides a table of measurements:

Exam date	GA	BPD (mm)	HC (mm)	AC (mm)	FL (mm)	HL (mm)	EFW (g)
11/07/2016	20w 3d	48.0	51% 178.3	36% 152.0	43% 35.0	64%	369

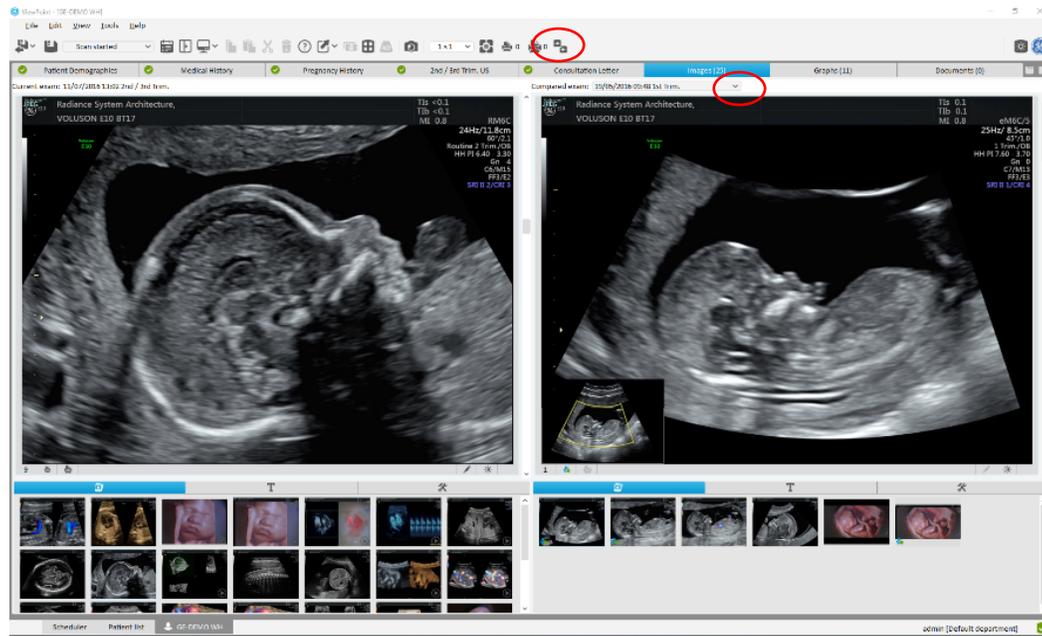
The 'Dating' pop-up window is highlighted, showing the following table:

Method of dating	Date	Details	Gest. age	EDD
<input type="radio"/> LMP	16/02/2016	Cycle	20 w + 6 d	22/11/2016
<input type="radio"/> Conception	dd/MM/yyyy	Conception	spontaneous	
<input type="radio"/> Stated EDD	dd/MM/yyyy			dd/MM/yyyy
<input type="radio"/> Previous U/S	dd/MM/yyyy	based upon		
<input checked="" type="radio"/> U/S	11/07/2016	based upon AC, BPD, Femur, HC	Method	20 w + 4 d 24/11/2016
<input type="radio"/> Restore previous dating	Dating performed on 05/19/2016, based on ultrasound (CRL)		20 w + 3 d	25/11/2016
Assigned dating	based on ultrasound (AC, BPD, Femur, HC), selected on 11/07/2016		20 w + 4 d	24/11/2016

- In the Dating section, you find information of the dating.
- If a previous scan was done in the pregnancy, dating information remains.
- If this is the first scan or you want to change dating information, select Dating to open a pop up with more information.
- Determine the most appropriate criteria for dating.
- Select corresponding radio button for “Method of dating”



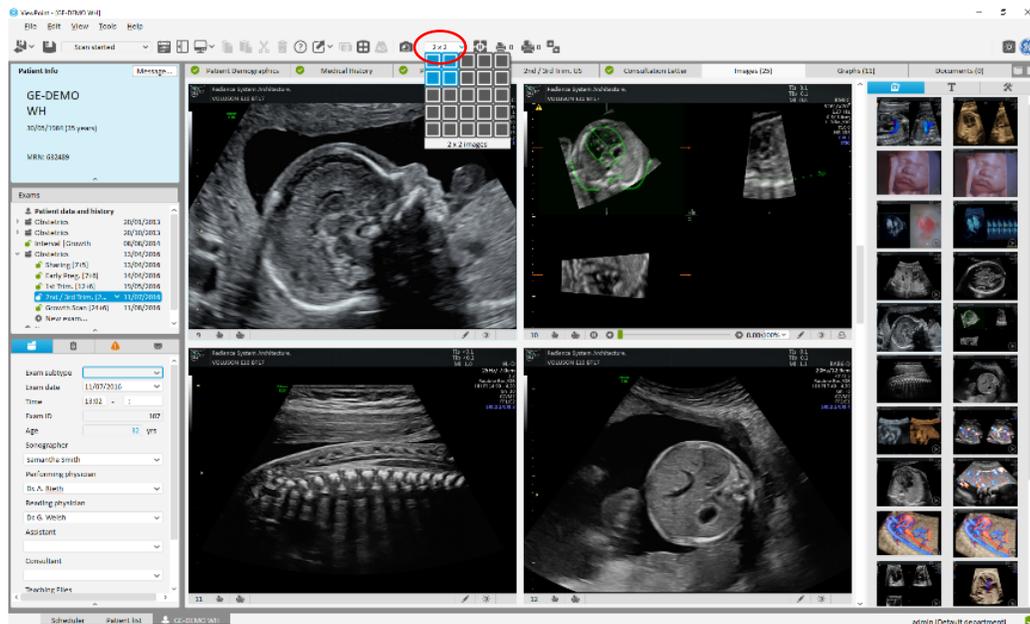
Image compare feature



- The Image Compare feature allows you to compare images from different studies from the same patient.
- Select the **Compare** button.
- Your currently selected exam will appear on the left side. Use the drop down to select the exam you would like to compare.
- You can scroll through images and change image settings in compare mode as well.



Image display settings



- The Images tab allows you to view all your ultrasound images.
- You can re-arrange the order of images by dragging and dropping them to where you would like them to go in the images tab on the right.
- Change the layout of images (2x2, 3x3, 4x3 etc.) using the drop down menu.
- Play all cine clips at the same time using the **Play all** button.



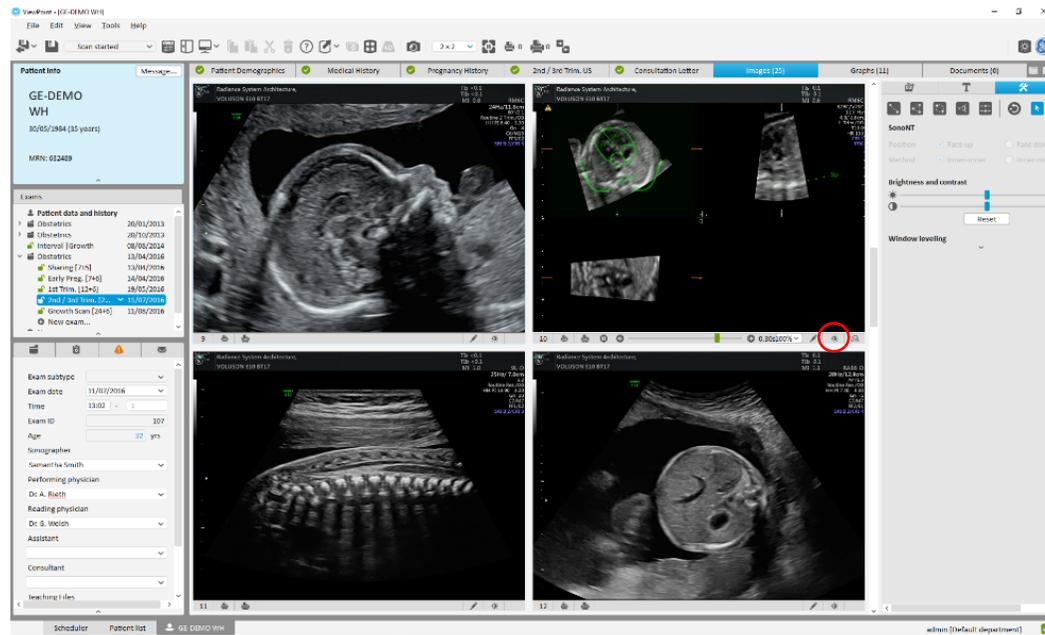
Image annotations



- In the Annotations tab, you can add keywords or free type in annotations. You can place arrows and a black box over any part of the image.
- You also access the annotations by clicking the **Pen** button in the lower right corner of an image. 
- You can add comments and search terms in the Comments section. You can search for these terms in the VPEXplorer.
- Printed comments appear on a final report, internal comments are seen only within ViewPoint 6.



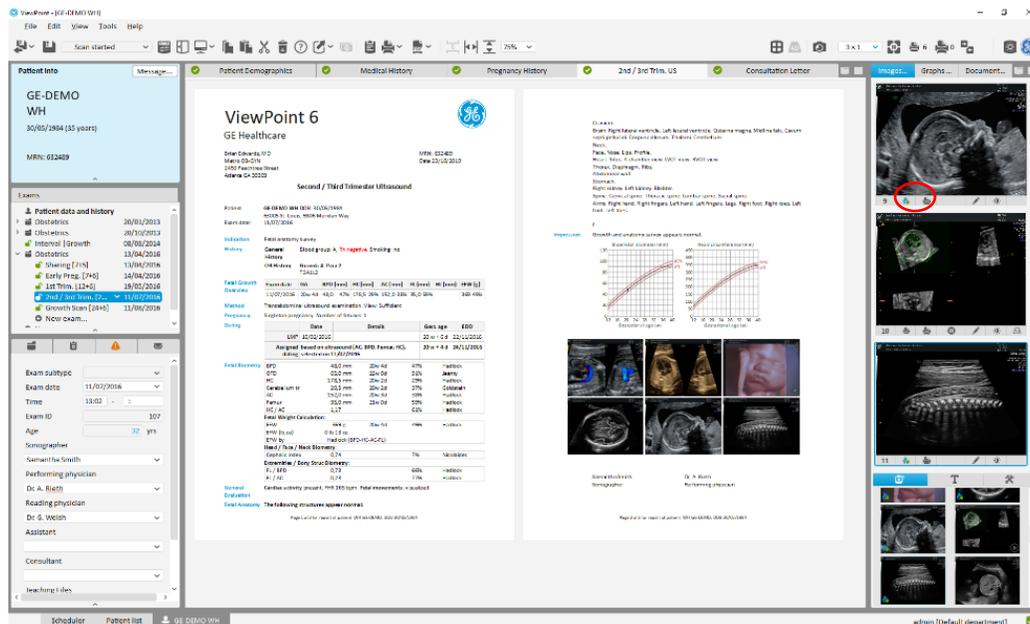
Image display settings



- In the Image tools tab, you can adjust brightness and contrast of an image, perform a SonoNT™ measurement, and measure on images.
- You can also access the Image tools tab by clicking the **Brightness** button in the lower right of the image.
- Measurements are available for a straight line, multi-point shape, ellipse/circle, angle and SonoNT™



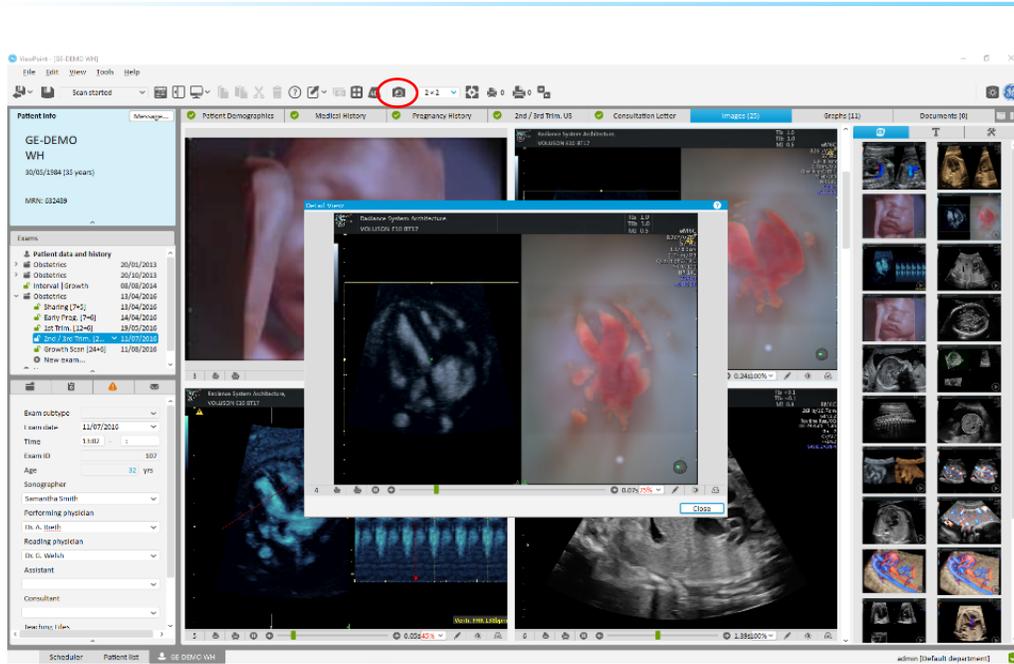
Display images on a report



- To display images or graphs on a report, click the **Print** buttons in the lower left of the image you wish to print. The small printer for a small image, the large printer for a large image. The button has a checkmark when selected.
- Your selections will be noted in the upper right printer icons to let you know how many of each size you have added to the report, as well as on the images in the Images tab
- Selecting all images (CTRL+A) and clicking the print icon will display all images on the report



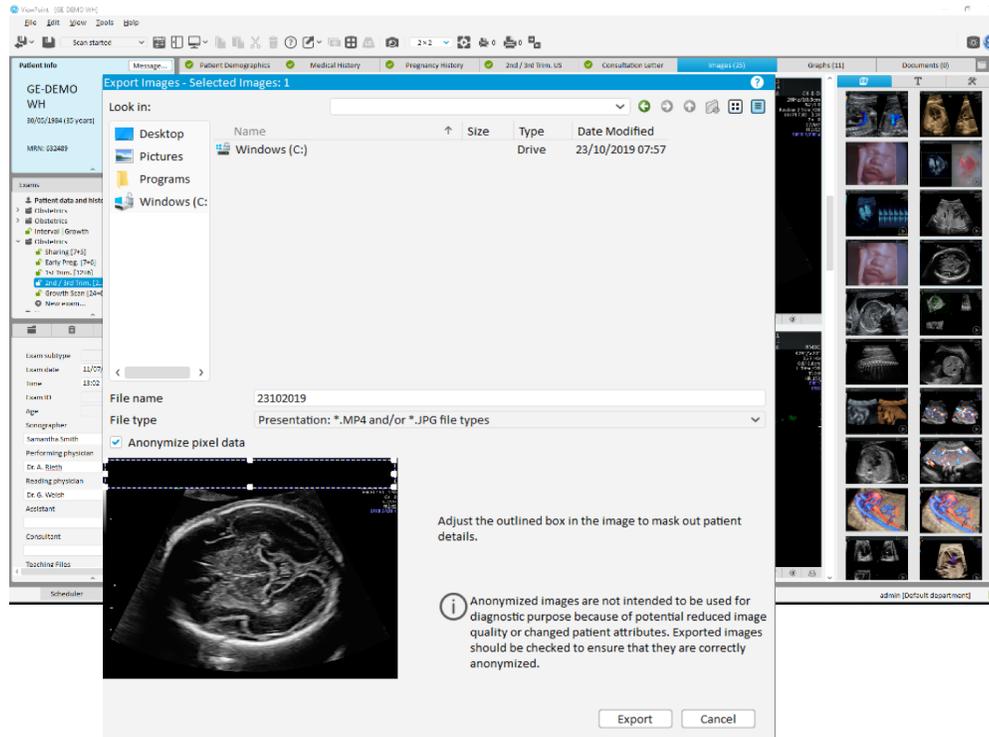
Snapshots of images



- Create a snapshot of an image or multi-frame by using the **Snapshot** button in the upper toolbar.
- This will add another image to your gallery that can be sent on to a PACS system. For instance, if you change the brightness and want to save that as a separate image.



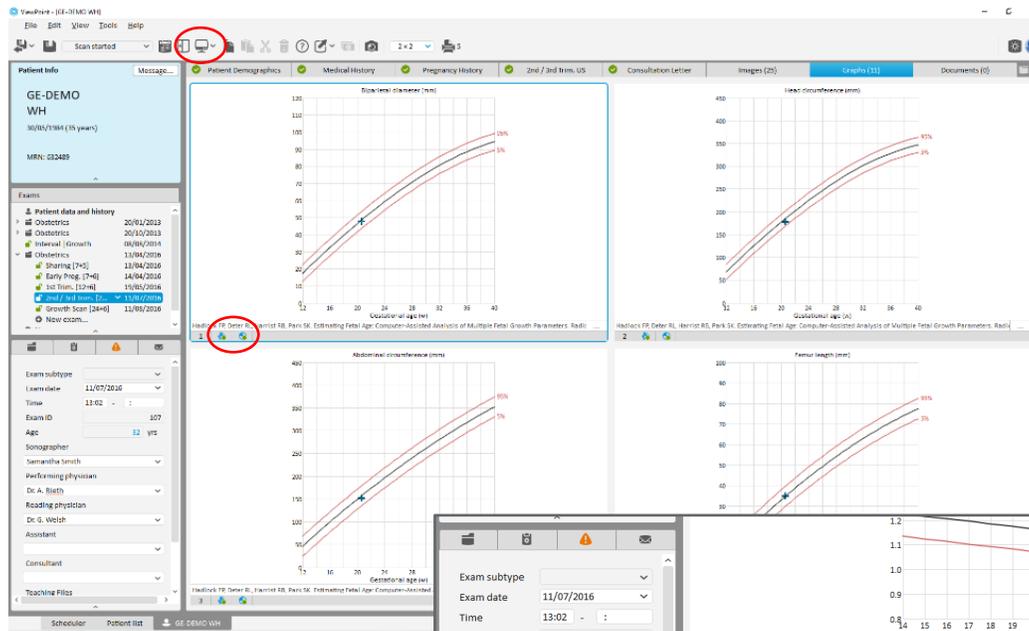
Exporting images



- To export images, select the images you want to export, right click, and select “Export selected image(s)”
- Select the location where you would like to export the images to, as well as the file type: JPG (photo) and MP4 (video file for cine clips) or DCM – DICOM file for clinical use
- If you select “Anonymized presentation”, adjust the black bar to cover any patient information. This black bar will appear in the same place on every image you export.



Graphs tab



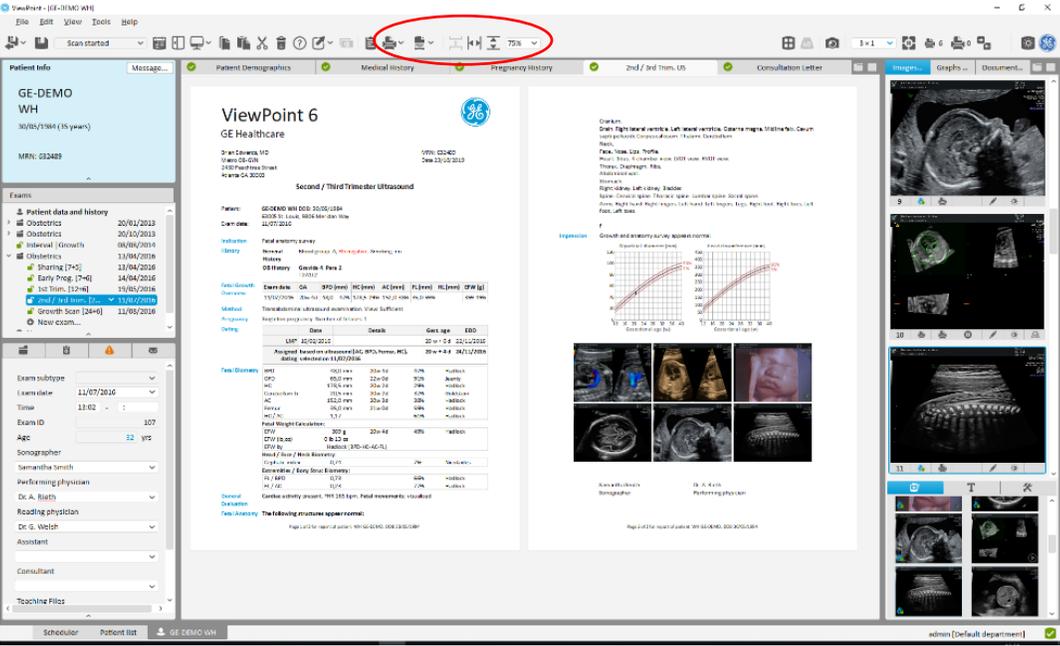
- In the Graphs tab, you can select graphs to add to your reports.
- Graphs can be configured to be selected for a report by default, or by selecting the **Print** icon in the lower left of the graph.
- The printer icon at the top shows how many graphs are displayed on the report.
- To show graph information, select the **Show utilities area** icon at the top of the toolbar.
- Graph information shows properties of each graph including authors and settings.



Property	Value
General	
Confidence interval as published	<input type="checkbox"/>
Normalized graph	<input checked="" type="checkbox"/>
Forced percentile calculation	<input type="checkbox"/>
Age Graph	
Publication Id	Biparietal_Diameter_Hadlock1984
Reference	Hadlock FP, Deter RL, Harrist RB, Park SK. Estimating Fetal Age: Computer-Assisted Analysis of Multiple Fetal Growth Parameters. Radiology 1984; 152:497-501
Gender Or Twin Specific	any



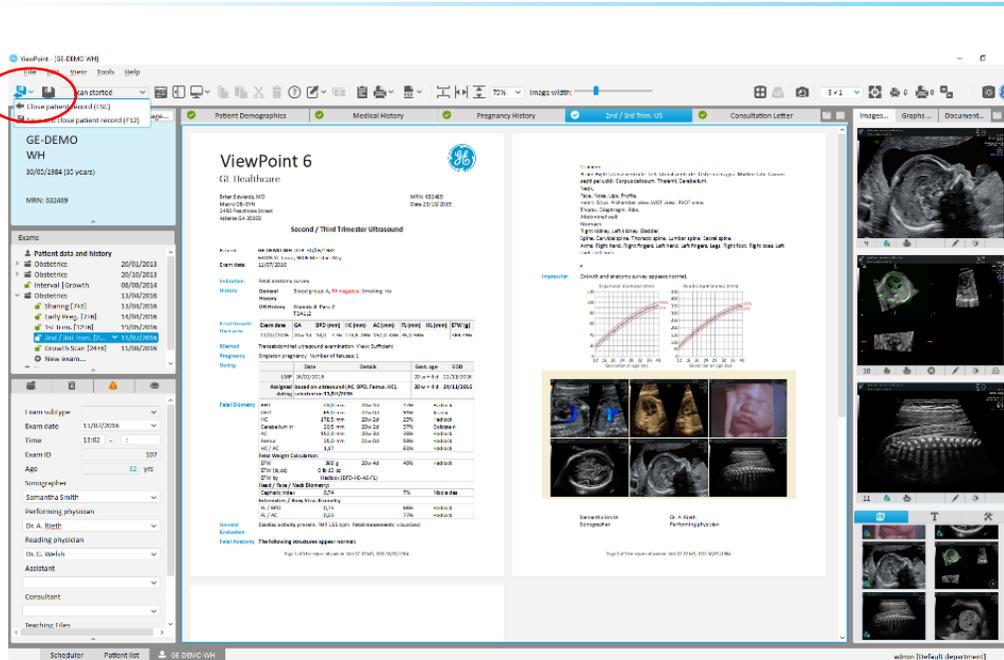
Report preview



- The report preview button shows a preview of what your report will look like, with any images and graphs you have added to it.
- You can fit the report to the screen horizontally or vertically, or zoom in and out using the toolbar at the top.
- To add a page break anywhere in the report, click the area you want to insert the page break and click the Insert page break icon.
- You can also choose to print, fax or create a PDF of the report from this screen.



Saving a record



- To save a patient record, simply click the Save button in the upper left.
- To close a patient record, click the Save and close patient record icon in the upper left. You can select to close the patient record with or without saving.
- F12 will also save and close the patient record.
- ESC closes the patient record without saving.

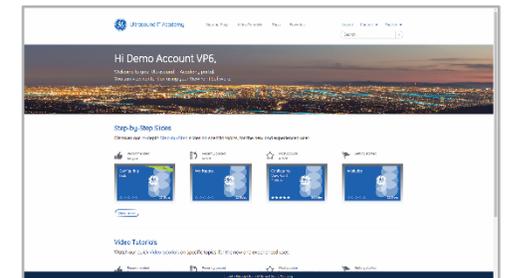
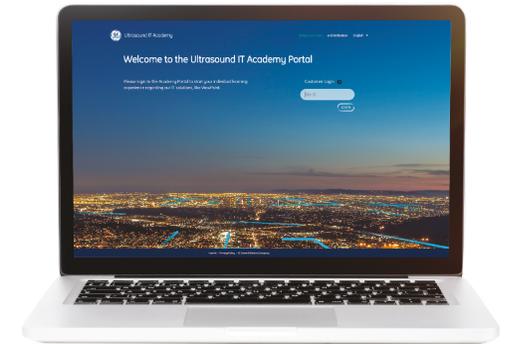




Get trained when and where you want

The ViewPoint Academy - An online service within the ViewPoint 6 portfolio

- The portal is full of in-depth step-by-step slides and video tutorials on the many features and tools of ViewPoint 6
- Designed for new and experienced users
- Free for customers with an active Service Maintenance Contract
- Go to viewpoint-academy.gehealthcare.com and login to the portal using your Site ID



For more information, please contact:
www.gehealthcare.com/viewpoint

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