Spaulding WEBECG Administration
Help Guide (v1)

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Summary

The purpose of this help guide is to provide a resource for administrators to manage organization, organizational units, sites, users and roles for WEBECG. To properly setup a new organization, this structure must be defined properly from an Organization to Organization Units to Sites. The Spaulding Web ECG software supports a 3 tier structure below.

Users permissions are defined by which part of the organizational structure they reside as well as their role in that part. The following model shows the permissions by the part of the organization and role.

Spaulding Web ECG Permissions Table

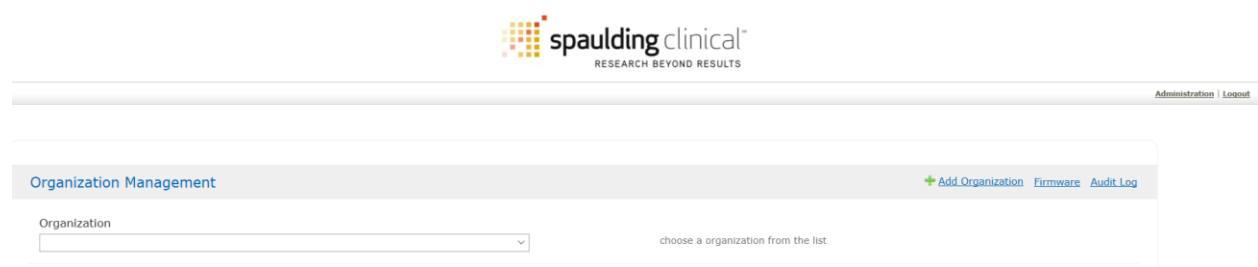| User Roles	Site Roles			OU Roles		Org Roles		
	Site User	Site Admin	Reader*	User	Reader*	Admin	User	Reader*
Permissions								
Create/Edit Patients	o	o	o	o	o	o	o	o
Create/Edit Orders	o	o	o	o	o	o	o	o
Search and View ECGs	o	o	o	o	o	o	o	o
Assign Readers	o	o	o	o	o	o	o	o
Acquire and upload ECGS	o	o		o		o	o	
Edit Site Configuration		o				o		
Create/Edit Site users		o				o		
Assign Site User Roles		o				o		
Edit ECG MetaData		o				o		
Perform Physician Over-Read			o		o			o
Scope								
Single Site	o	o	o	o	o	o	o	o
Multiple Specified Sites	o	o	o	o	o	o	o	o
All Sites within an Organizational Unit				o	o	o	o	o
All Sites within an Organization						o	o	o

* Readers email addresses must be unique and not the same as users or admins.

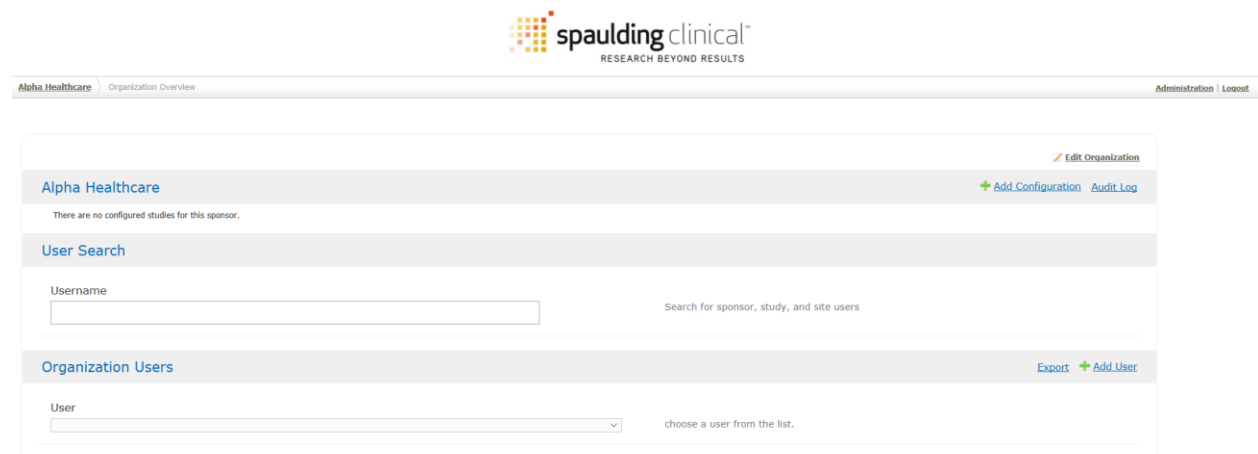# Help Guide

Setting up an Organization and Site

- Administrator & Org training: For Partners and Account Admins
  - o First step is to have your ECG Initial Assessment Questionnaire completed by the organization.
  - o In this example we will be acting as a partner and creating an Organization Unit called "Alpha Healthcare."
  - o Log in with your credentials provided by Spaulding.

You should see…

On the organization dropdown, please select your organization (in this case Alpha Healthcare). If there are no organizational units or configurations, it will look this way.

Add Organizational Units or Configuration/Protocol

Click on "add configuration" to add an Alpha Healthcare configuration/protocol or organizational unit to the system

Add Protocol

* Name

Alpha Healthcare Unit   name used in reporting, shown at data collection time

☐ Hide Summary ECG   checking this box will remove summary ECG from dashboard

Over-Read Settings

* Reading Strategy

Representative   dictates how reader will be required to read ECGs

ST-Amp J-Point Delta 1

40   ms after J-Point to collect ST-Amp measurement

ST-Amp J-Point Delta 2

80   ms after J-Point to collect ST-Amp measurement

* Comparison Strategy

Baseline   how reader can perform comparisons

* Measurement Lead

2   dependent on reading strategy

The default settings are likely the correct settings for your organization. The only setting you will want to change (unless otherwise directed) is the Comparison Strategy. Please change it to Serial which is most common.

* Comparison Strategy

Serial   how reader can perform comparisons

Scroll through and hit save.

Add Sites

Now that Org Unit & Configuration/Protocol is created, add each site.

                                                                  ✏ Edit Protocol   **Add Interface**

Alpha Healthcare Unit   Error ECGs   Test ECGs   ➕ Add Site

There are no configured sites for this protocol.

Site Details

Name, Addresses

For both unconfirmed and confirmed – add email addresses for those who should be notified for each ECG. For example, the director of nursing or finance if there is a payment per ECG read.

Site Specific Settings

* Name

Alpha Healthcare Site 1

investigator site name

Unconfirmed ECG Emails

Subject

Unconfirmed ECG

email message subject

Email Body

You have an unconfirmed ECG ready to be read. Please click on the link below to view your ECG.

${ecgLink}

message included when PDF is sent

Email Addresses

emailaddresstobecopied@address.com

delimit addresses on separate lines

Fax Number

10 digit fax number, no dashes

Confirmed ECG Emails

Subject

Confirmed ECG

email message subject

Do not select attach pdf's to the email unless you have permission to do so (this is a Hipaa best practice)

☑ Attach PDF to emails

checking will include PDF attachment in email notifications

OPTIONAL – Update Help URL to SpauldingMedical

Timezone

allow for over-riding site timezone; blank obtains from site software

* Inactivity Timeout Minutes

Disabled

minutes of inactivity until site user is forced to re-authenticate

Help Phone Number

888-607-7871

number that will show up in help menu

Help URL

http://spauldingmedical.com/iq

url that will show up in help menu

Scroll through and Click Save

Add Site Users

Have your Site Assessment Questionnaire handy.

- o Click add User

Title	
	name prefix, ie Dr.

First Name

First

Last Name

Last

* Username

first.last@alphahealthcare.com   email address, must be unique.

* Password

••••••••   please choose a strong password.

Password Expiration Date

01Jan2017 00:00:00   should this password expire?

- o Enter in information and then Password for user:
    - ▪ Set to expire for today, and then they can change when they log in
    - ▪ (Must include special characters?)

User Role Permissions

Sponsors/Orgs	Studies/Org Units	Sites	Roles
	Alpha Healthcare Unit	Alpha Healthcare Site 1	
Alpha Healthcare			**Alpha Healthcare** ☐Organization Admin ☐Organization User ☐Reader **Alpha Healthcare Unit** ☐Organization Unit User ☐Reader **Alpha Healthcare Site 1** ☐Site Admin ☐Site User ☐Reader

- o Now choose permissions:
  - Click on Organization, Org Unit, Site and You will see options to add permissions by role.
  - Select if they are a User, Admin, or Reader.
  - If they are an Org Unit User – Unit User or Reader
  - If they are a site user, select if they are an admin, user, or reader
  - READERS cannot also be USERS
  - DO NOT REMOVE ALL ROLES – Then the user will be hidden.
- o Scroll down, keep send auto email
- o Copy yourself on the email if you want to receive credential email
- o Hit Save at the bottom of the page
- o You will see them in the drop down
- If you want to change user assignments or someone forgot their password, you can change it by selecting the User in the drop down

- o Change password (we recommend "pass") in user details, and edit assignments.

If you are unable to find the user at this level, it is likely that you did not assign any roles (Org, Org Unit or Site) to the user. They are in the system, but would need the role assigned to them. Go back to the administration page and search for the user.

Select the user you would like to update and make sure they have a role in the organization, organization unit or site.

Reader Administration

WEBECG Reader

For most reads, the WEBECG website viewer will provide cardiologists the opportunity to confirm a read. It will look like this.

Click on Reader Worklist to view ECGs.

Patient	Acquistion Date	Reader Message
Gender: Male Date of Birth: 05/15/1976	19May2016 19:55:49 CDT	
Gender: Female Date of Birth: 07/16/1936	30May2016 16:35:06 CDT	
Gender: Female Date of Birth: 07/17/1936	30May2016 17:08:48 CDT	
Gender: Date of Birth:	30May2016 17:10:16 CDT	
Gender: Date of Birth:	30May2016 17:11:09 CDT	
Gender: Female Date of Birth:	30May2016 17:12:45 CDT	
Gender: Date of Birth:	02Jun2016 16:58:42 CDT	
Gender: Date of Birth:	09Jun2016 17:52:51 CDT	
Gender: Date of Birth:	24Jun2016 19:16:00 CDT	
Gender: Date of Birth:	28Jun2016 11:22:29 CDT	
Gender: Male Date of Birth: 09/16/1948	30Jun2016 11:36:34 CDT	

And **doubleclick** on a patient row.

The web reader now shows the ECG for reading. Interpretations can be updated and approved/rejected or cancelled.

Gender: Male
Date of Birth: 05/15/1976 (40)
Acquisition Time: 19May2016 19:55:49 CDT

PR: 174   HR: 64   P-R-T: 61 69 56
RR: 952   QTcF: 400
QRS: 76   UNCONFIRMED
QT: 394
TAMP: 421

Interpretations
Ritmo sinusal
ECG normal

Approve   Reject   Cancel

I   aVR   V1

Spaulding Physician Toolkit and CalECG

For more detailed analysis, there is a Reader Application which can be downloaded to Windows machines.

spaulding clinical™
RESEARCH BEYOND RESULTS

Click on Preferences next to Reader Worklist on the reader WebECG page. Go to Reader Tool Settings and Software Installation.

If you have not installed CalECG, download it at the bottom of the page or here.
https://spauldingwebecg.com/readerapp/downloadcalecg?id=itrUg7mIyZBTeGpmpOvzJM8tQ

If you have not installed the Spaulding Reader Application, the Orange Launch button will read install. The application will run on older versions of Java, yet feel free to upgrade to the latest version.

One the application is installed, it will add a shortcut to your desktop. Click to open.

After logging in, you should see any ECGs which have been assigned to you.

Doubleclick on the ECG you would like to read and three windows will open.

1. The ECG view (left middle in image below)
2. The CalECG Tool (on right below in image below)
3. The Physician Toolkit (on top in image below)
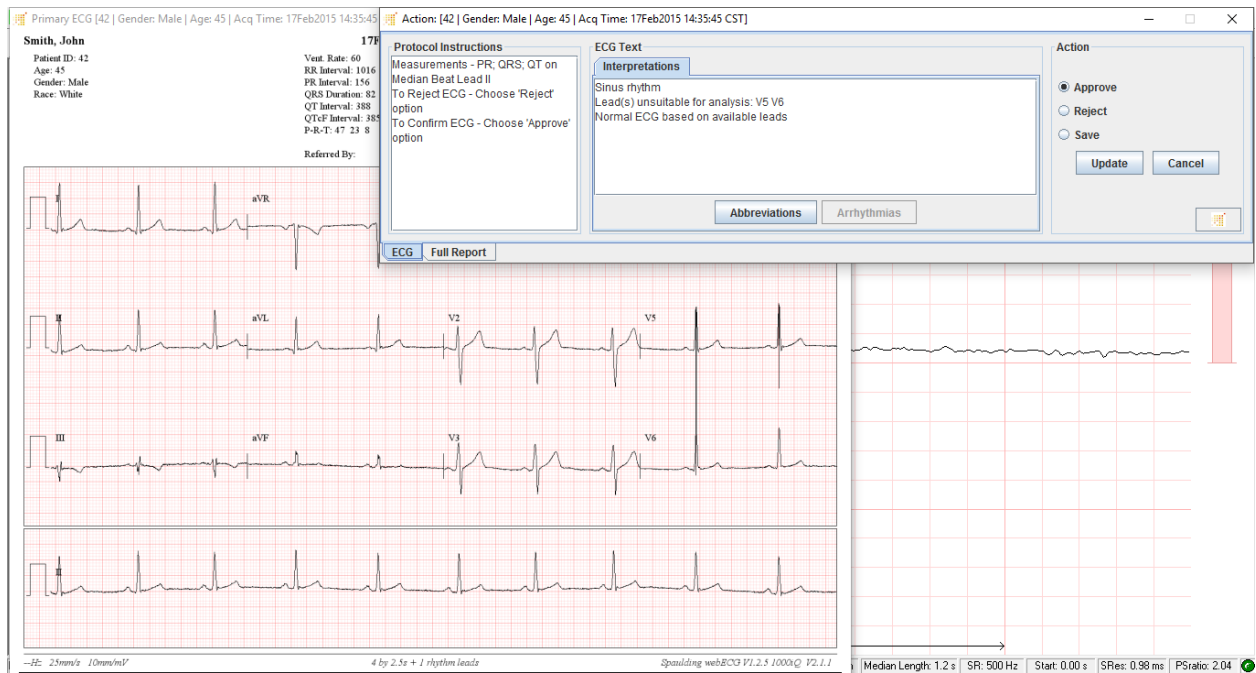
To use calipers and other analysis tools, please use the CalECG tool.
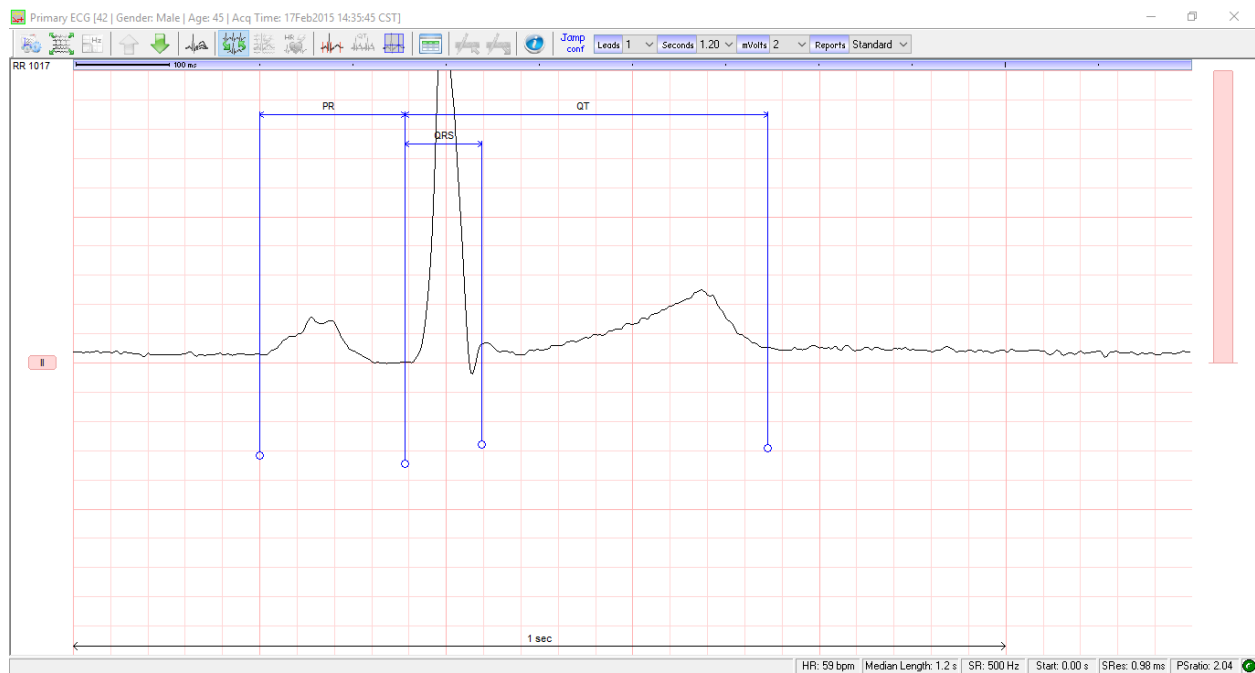
Use the Physicians Toolkit to complete the read. For abbreviations, use "/" then type the letters.

For specific help on CalECG, please view http://www.amps-llc.com/website/index.php?option=com_content&view=article&id=17&Itemid=33

Appendix A – Sample Organization Structure

Sample Organization Structure