

# **Spaulding WEBECG Administration Help Guide** (v1)



## Table of Contents

Summary .....	3
Spaulding Web ECG Permissions Table.....	3
Help Guide .....	4
Setting up an Organization and Site .....	4
Add Organizational Units or Configuration/Protocol .....	4
Add Sites .....	5
Add Site Users .....	6
User Role Permissions.....	7
Appendix A – Sample Organization Structure.....	14

## 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		○	○	○	○	○	○	○	○
Create/Edit Orders		○	○	○	○	○	○	○	○
Search and View ECGs		○	○	○	○	○	○	○	○
Assign Readers		○	○	○	○	○	○	○	○
Acquire and upload ECGS		○	○		○		○	○	
Edit Site Configuration			○				○		
Create/Edit Site users			○				○		
Assign Site User Roles			○				○		
Edit ECG MetaData			○				○		
Perform Physician Over-Read				○		○			○
Scope									
Single Site		○	○	○	○	○	○	○	○
Multiple Specified Sites		○	○	○	○	○	○	○	○
All Sites within an Organizational Unit					○	○	○	○	○
All Sites within an Organization							○	○	○

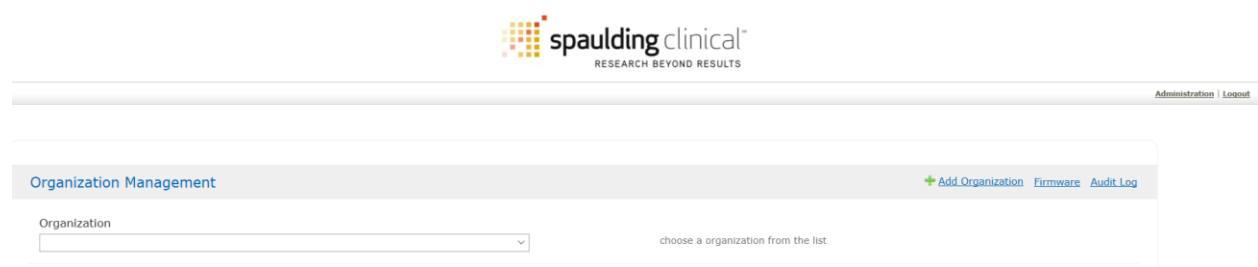
\* Readers email addresses must be unique and not the same as users or admins.

## Help Guide

### Setting up an Organization and Site

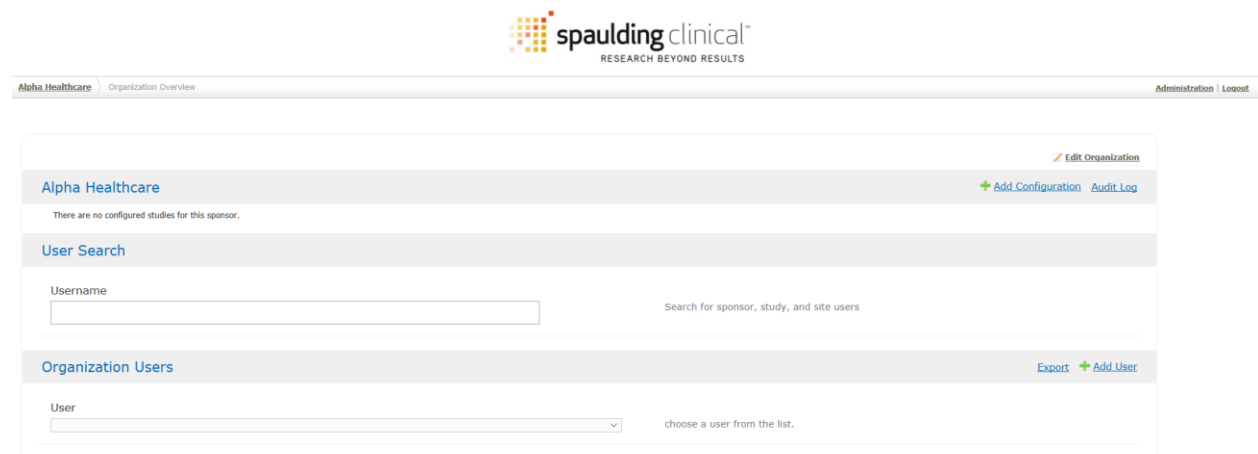
- Administrator & Org training: For Partners and Account Admins
  - o First step is to have your ECG Initial Assessment Questionnaire completed by the organization.
  - o In this example we will be acting as a partner and creating an Organization Unit called “Alpha Healthcare.”
  - o Log in with your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

You should see...



The screenshot shows the Spaulding Clinical Administration interface. At the top is the Spaulding Clinical logo with the tagline "RESEARCH BEYOND RESULTS". Below the logo is a navigation bar with "Administration" and "Logout" links. The main content area is titled "Organization Management" and includes links for "Add Organization", "Firmware", and "Audit Log". There is a dropdown menu labeled "Organization" with a placeholder text "choose a organization from the list".

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.



The screenshot shows the Spaulding Clinical Administration interface for the "Alpha Healthcare" organization. The top navigation bar includes "Alpha Healthcare" and "Organization Overview" links, along with "Administration" and "Logout" links. The main content area is titled "Alpha Healthcare" and includes links for "Edit Organization", "Add Configuration", and "Audit Log". Below this is a message: "There are no configured studies for this sponsor." The "User Search" section has a "Username" input field and a search button. The "Organization Users" section has a "User" dropdown menu and a search button. There are also links for "Export" and "Add User".

### 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	
<p><b>* Name</b></p> <input type="text" value="Alpha Healthcare Site 1"/>	investigator site name
<b>Unconfirmed ECG Emails</b>	
<p><b>Subject</b></p> <input type="text" value="Unconfirmed ECG"/>	email message subject
<p><b>Email Body</b></p> <p>You have an unconfirmed ECG ready to be read. Please click on the link below to view your ECG.</p> <p>\$(ecgLink)</p>	message included when PDF is sent
<p><b>Email Addresses</b></p> <input type="text" value="emailaddress@copied@address.com"/>	delimit addresses on separate lines
<p><b>Fax Number</b></p> <input type="text"/>	10 digit fax number, no dashes
<b>Confirmed ECG Emails</b>	
<p><b>Subject</b></p> <input type="text" value="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)

<input checked="" type="checkbox"/> Attach PDF to emails	checking will include PDF attachment in email notifications
--	---

## OPTIONAL – Update Help URL to SpauldingMedical

<p><b>Timezone</b></p> <input type="text"/>	allow for over-riding site timezone; blank obtains from site software
<p><b>* Inactivity Timeout Minutes</b></p> <input type="text" value="Disabled"/>	minutes of inactivity until site user is forced to re-authenticate
<p><b>Help Phone Number</b></p> <input type="text" value="888-607-7871"/>	number that will show up in help menu
<p><b>Help URL</b></p> <input type="text" value="http://spauldingmedical.com/ic"/>	url that will show up in help menu

Scroll through and Click Save

## Add Site Users

Have your Site Assessment Questionnaire handy.

- Click add User

- 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?)

Sponsors/Orgs	Studies/Org Units	Sites	Roles
	Alpha Healthcare Unit	Alpha Healthcare Site 1	
Alpha Healthcare			<b>Alpha Healthcare</b> <input type="checkbox"/> Organization Admin <input type="checkbox"/> Organization User <input type="checkbox"/> Reader
			<b>Alpha Healthcare Unit</b> <input type="checkbox"/> Organization Unit User <input type="checkbox"/> Reader
			<b>Alpha Healthcare Site 1</b> <input type="checkbox"/> Site Admin <input type="checkbox"/> Site User <input type="checkbox"/> Reader

- 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.
- Scroll down, keep send auto email
- Copy yourself on the email if you want to receive credential email
- Hit Save at the bottom of the page
- 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

Alpha Healthcare Site 1

ECG Search

Start Date

End Date

Search

Patient Search

Patient ID

Last Name

First Name

Gender

Date of Birth

Search

Site Users

User

first.last@alphahealthcare.com (Last, First)

choose a user from the list.

- 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.



**Organization Management** [+ Add Organization](#) [Firmware](#) [Audit Log](#)

Organization  choose a organization from the list

**Administrative Users** [Export](#) [+ Add User](#)

User  choose a user from the list.

**User Search**

Username  Search for sponsor, study, and site users

first   
first.last@alphahealthcare.com [Details](#) [Assignments](#)

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.

**Organization Selection**

\* Organization  choose an organization from the list.

Click on Reader Worklist to view ECGs.

Patient	Acquisition 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.



## Spaulding Physician Toolkit and CalECG

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



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

\* Inactivity Timeout Minutes

30

▼

minutes of inactivity until reader tool forces re-authentication.

\* Queue Removal Seconds

0

▼

number of seconds before a read ECG will be removed from the queue

☒ Auto-Launch

after reading an ECG from the queue, auto-launch the next?

Update

Software Installation

- Your system does not have the proper version of Java installed
- To complete the installation process, click the 'Launch' button below
- Once Java has been installed, close your browser and log back in to this page

Launch

CalECG Download

[Download](#)

If you have not installed CalECG, download it at the bottom of the page or here.

<https://spauldingwebecg.com/readerapp/downloadcalecg?id=itrUg7mlyZBTgGmpOvzJM8tQ>

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.

Software Installation

iQ Reader Installation Overview

- Click the 'Launch' button below
- If prompted with the 'Warning - Security' dialog, click 'Run', and check 'Always trust ...'

Warning - Security

The application's digital signature cannot be verified.  
Do you want to run the application?

Name: Spaulding iQ

Publisher: (NOT VERIFIED) spauldingclinical.info

From: https://spauldingclinical.info

☒ Always trust content from this publisher

Run Cancel

The digital signature cannot be verified by a trusted source. Only run if you trust the origin of the application.

More Information...

- Once the download process completes, you will have a shortcut on your desktop to launch the iQ application

Launch

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

Spaulding Physician Toolkit Login



**spaulding clinical**  
RESEARCH BEYOND RESULTS

Email Address:

Password:

Login

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

Spaulding Physician Toolkit Toolbar - ECG Count: 1

File Help

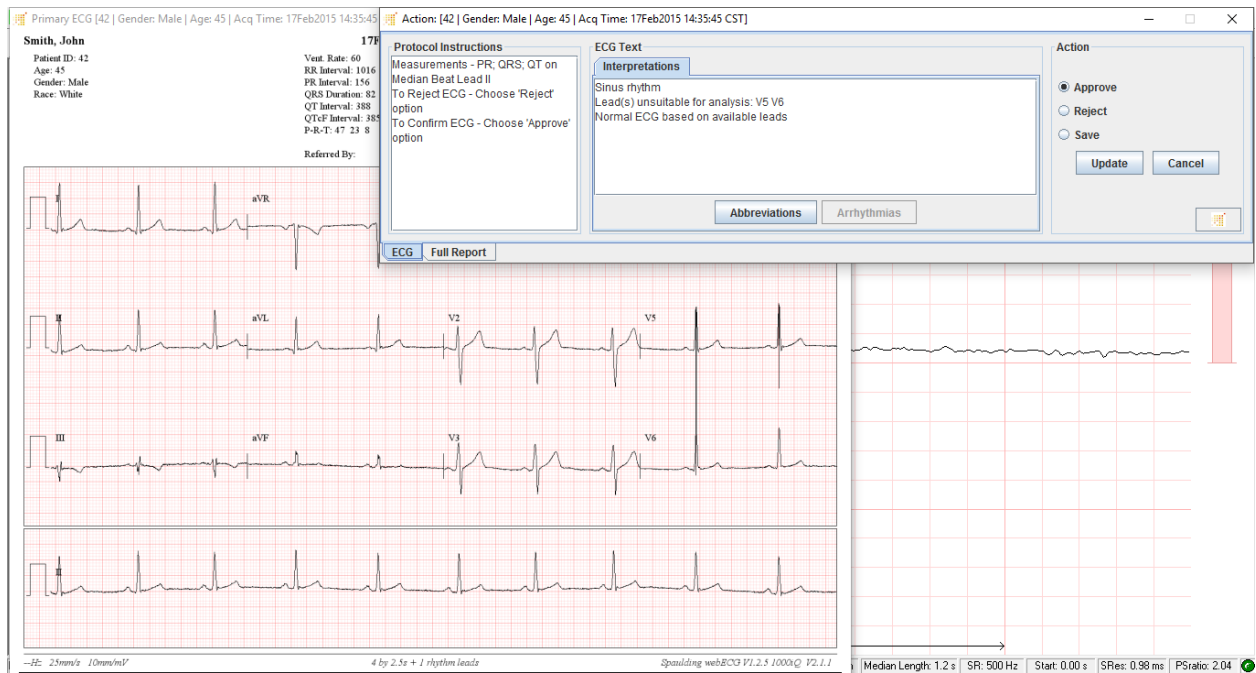


**spaulding clinical**  
RESEARCH BEYOND RESULTS

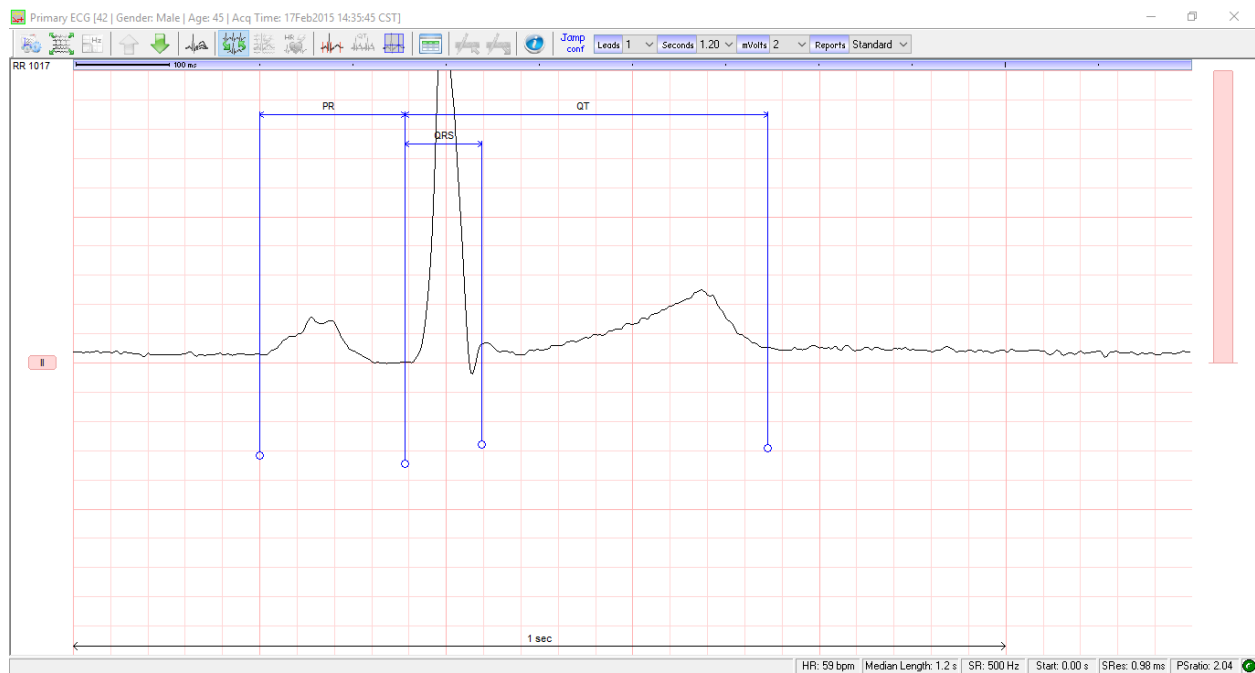
Protocol	Subject ID	Acquisition Time
Engineering	42	17Feb2015 14:35:45 CST

**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.

Primary ECG [42 | Gender: Male | Age: 45 | Acq Time: 17Feb2015 14:35:45 CST] Action: [42 | Gender: Male | Age: 45 | Acq Time: 17Feb2015 14:35:45 CST]

RR 1017

100 ms

Protocol Instructions

Measurements - PR, QRS, QT on Median Beat Lead II

To Reject ECG - Choose 'Reject' option

To Confirm ECG - Choose 'Approve' option

ECG Text

Interpretations

Sinus rhythm

Lead(s) unsuitable for analysis: V5 V6

Normal ECG based on available leads

Abbreviations

Arrhythmias

Action

☒ Approve

☐ Reject

☐ Save

Update Cancel

ECG Full Report

ECG Abbreviation List: Double click a row to insert text

Abbreviation	Text
cs	CLINICALLY SIGNIFICANT
nsc	NOT CLINICALLY SIGNIFICANT
nsc	NO SIGNIFICANT CHANGE

aVF

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

