## Computer system requirements

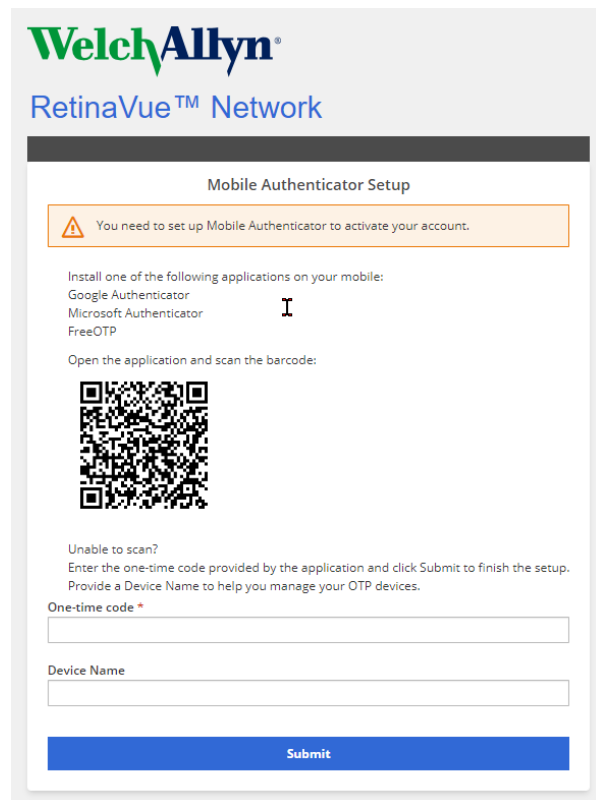| Item | Requirement description |
|---|---|
| Web browser | • Microsoft Edge®<br>• Google Chrome® for Windows® (latest version)<br>• Firefox®<br>• iOS Safari® |
| High-speed internet connection | Broadband internet connection (minimum download speed 1.5 Mbps) |
| Transport security | Ability to connect to www.retinavue.net/rn_web with TLS 1.2 |
| Mobile authenticator | • Google® Authenticator<br>• Microsoft® Authenticator<br>• FreeOTP |

## IT network security

Computers used to connect to the Welch Allyn® RetinaVue® Network Physicians' Portal should be set up and maintained following IEC 80001 or similar IT network security practices. These include the following practices:

- Physical security of the computer and any connected peripherals to prevent theft, tampering, unauthorized use, or unintended disclosure of private data shown on the computer screen.

- Individual user authentication using strong passwords and, if possible, some form of multifactor authentication.

- Idle-session timeouts with either screen locking or automatic logout.

- User access rights/permissions limited to those required for the user's assigned role.

- Timely installation of all co.mputer and operating system vendor's security patches and updates.

- Antivirus, antimalware, and/or intrusion detection/prevention software from a trusted vendor installed and regularly updated.

- Periodic system backups, with regular testing of system recovery procedures.

- Secure network connection, either wired or wireless. Wired network connections should be physically secured and/or protected by 802.1X network access control and/or IPsec. Wireless network connections should use WPA2-PSK or WPA2-Enterprise security with strong username/password or X.509 certificate-based authentication.

## Initial setup and portal password

1. Install one of the following apps on your mobile device: Google Authenticator, Microsoft Authenticator, or FreeOTP.
2. Use a web browser to open the following website: https://www.retinavue.net/rn_web.
3. Enter your username and password to log in.
4. From the authenticator application on the mobile device, scan the QR code provided through the RetinaVue Network.
5. Provide a device name and click **Submit**. This name allows you to identify the device later.

   After this initial setup, you will enter a one-time code from the app into the RetinaVue Network every time you log in.



6. After logging in for the first time, change the user password by clicking **Change Password** in the top right corner.

## Signature password

After logging into the website, enter your signature password, following the steps below.

📓 **NOTE** The signature password is the password established during the initial setup.

1. Agree to the Terms and Conditions by selecting the checkbox next to "I agree to the Terms and Conditions," if the box does not already show a check mark.
2. Enter the signature password.
3. Click **Next**.



## Pending exams

📓 **NOTE** After your signature password is accepted, the Exams Pending Review list appears. The number of exams in the queue appears above the list on the left.



- An exam assigned to the physician who is logged in is indicated with a pin icon 📌 .
- By default, exams are ordered by clinic priority, exam date, and then by submission date.
- The first column is the Exam Id. Use the Exam Id to reference an exam when communicating with Technical Support to avoid referencing patient identifying information.
- The second column shows the clinic name (Clinic) associated with the exam.
- The third column shows the exam priority (Priority) for over-read. The priority can be HIGH, MEDIUM, or LOW. When a clinic expects the fastest turnaround possible, the priority is set to HIGH. Clinics checking for reports throughout the day are set as MEDIUM priority. Clinics checking for reports once per 24 hours are set as LOW priority.
- The fourth column shows the Exam Date.
- The fifth column shows the patient name (Name).

📓 **NOTE** All physicians assigned to a clinic with a license in the state where the exam is performed have access to the exams until a user opens the exam.

## Review fundus images

1. From the **Exams Pending Review** list, click an Exam ID or patient name to view the fundus exam details, such as patient information and fundus images.



The following message appears: "Do not refresh browser or click the back button until the report is complete."

📖 **NOTE** Do not refresh the browser or click the back button during report completion. This may result in inaccurate patient data association.

If the exam contains more than one image per eye, navigation arrows will appear below the image.

2. View the patient information.



📖 **NOTE** The section labeled **Memo From Clinic** (see arrow above) allows the clinic to communicate anything clinically significant to the reviewing physician such as "The patient is blind in their right eye."

## Enlarge image

1. To view the full-size image, click the fundus image, or click **Enlarge Image**.
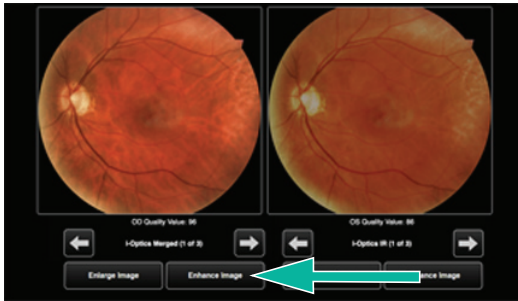


The mouse scroll wheel or +/- buttons in the bottom right of the large image allow you to zoom in and out. To move the image focal point, click and drag the image.
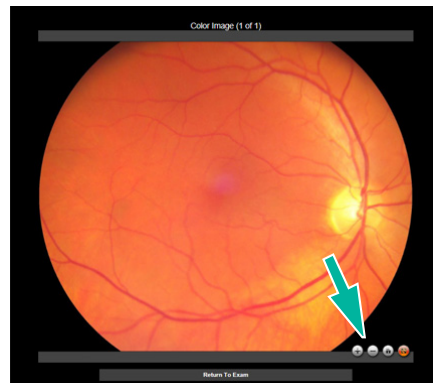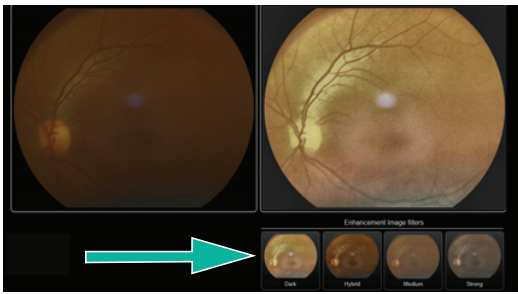


2. Click **Return to exam** once your review is complete.

## Enhance image

1. To view the original image side by side with enhanced image filters, click **Enhance Image**.



2. To use one of the enhancement filters to assist with your review, click the desired filter thumbnail image located on the bottom of the screen.



The corresponding filter is applied to the enhanced image on the right side of the screen. The original and enhanced images appear side by side for comparison.

3. Click **Return to exam** once your review is complete.

## Select diagnosis (Dx)

1. After reviewing the images, use the diagnosis lists below each image to select one or more diagnosis for each eye. After a diagnosis is selected, conflicting diagnoses will become disabled. (Conflicting diagnoses are greyed out.)
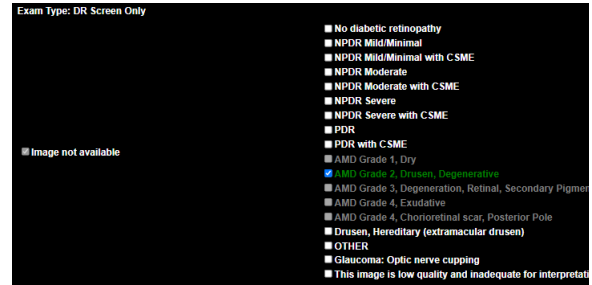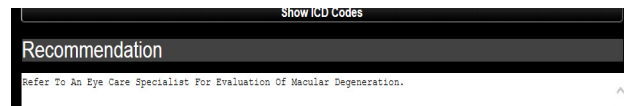


**NOTE** After you have selected at least one diagnosis, the corresponding ICD10 code will automatically be selected.

2. Click the **Show ICD Codes** button to expand the ICD code section.

**NOTE** The selected diagnosis with the highest priority populates the Recommendation text field.



- If you want to add more details to the diagnosis, use the **Dx Comments** section to select a comment from the dropdown menu or enter free text. To refer a patient for nondiabetic retinopathy, select the **OTHER** diagnosis and enter desired free text in the **Dx Comments** section. See ❶ in the following image.

- The **Message to RetinaVue Support** section provides a quick and easy method to send any support-related messages to a Support team member's e-mail. See ❷ in the following image.
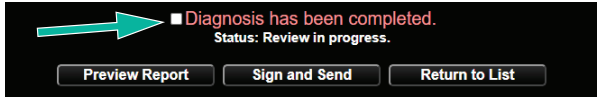
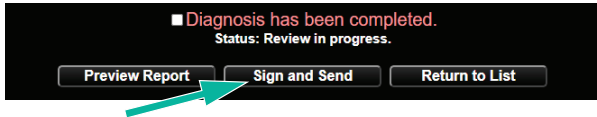**NOTE** To reach Hillrom Technical Support, call 1-866-422-2220 and choose option 2.
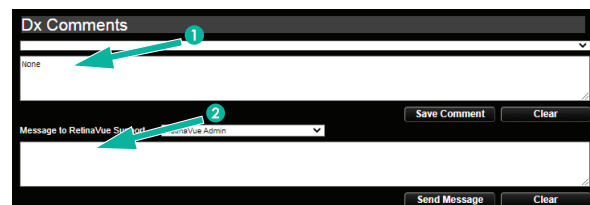
## Generate diagnostic report

1. [Optional] To view a report preview, click the **Preview Report** button to generate a sample report.
2. Once finished with the exam, click the checkbox next to "**Diagnosis has been completed.**"
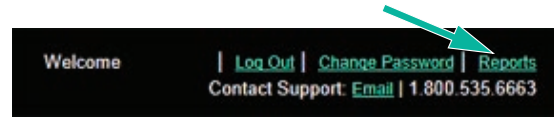


3. Click the **Sign and Send** button.



**NOTE** If additional exams are in the exam queue, the next exam will automatically load.

**NOTE** After all exams have been reviewed, a notification appears indicating that all exams are complete.
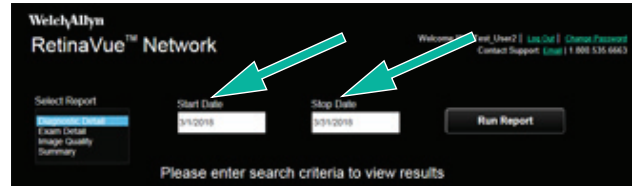
## View reports

1. [Optional] To view reports, click **Reports**. You may view reports from the exam list or from the individual exam page.



2. Use the dropdown menu to select the Report Type. Choices include Diagnostic Detail Report, Exam Detail Report, Image Quality Report, and Summary Report.
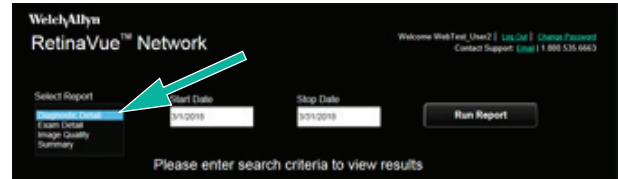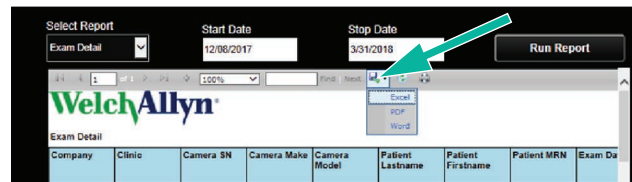


3. Select the **Start Date** and the **Stop Date**.



4. Click **Run Report**.



5. Click the **Save** icon to download the report in Excel, PDF, or Word format.



6. To exit the reports window, click the **Return to List** button at the bottom of the page. This will return you to the list of exams.