

Asteris Keystone Community Setup and User Guide

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1 Asteris Community

Asteris Keystone Community is a web-based application that facilitates the transmission of DICOM studies to a specific consultant/specialist. Community is not intended to be a primary DICOM image viewer; it serves to facilitate the transfer of medical data across computer networks. Since Community utilizes the internet for data transfer, the rate at which images are uploaded is primarily dependent on your internet speed which can be tested at www.speedtest.net

System requirements:

1. Microsoft Windows 7 or higher
2. Microsoft .NET Framework 3.5 installed

Keystone Community is installed from a web browser via URL that is unique to each consultant. Asteris or the consultant/specialist will provide this link to you for a self-install, or if desired, Asteris Technical Support can be contacted to assist with the installation process. Before installation, please determine the method in which your medical data will be accessed by Community.

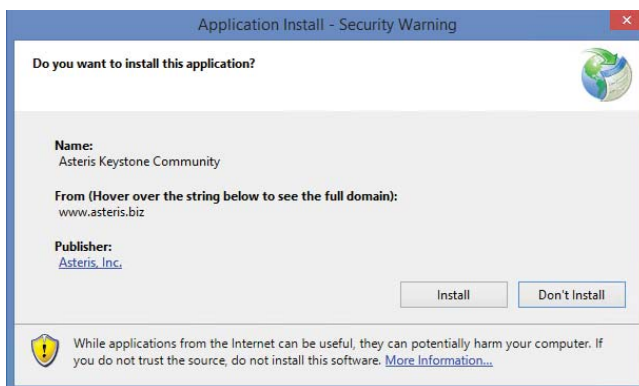
The following pages illustrate how to install, configure, and use Keystone Community for image submission.

Asteris Technical support 1-877-727-8374 ext. 402
support@asteris.com

1.1 Getting Started

To run the Community Installer:

1. Open an internet browser; Microsoft Internet Explorer 11 is recommended.
2. Copy and then Paste the link provided by your desired consultant into your internet browser's address bar and press the Enter key.
3. Click on the install button – this will start the installation process



Asteris will automatically download a ~9 MB application, install any applicable prerequisites, and then install the Keystone Community program. Once installation is complete, a screen will be presented with several text fields. Please enter values in all required fields (marked

with a ***) along with any other fields that apply.

Sign Up for an Account

Please complete the form below to sign-up for a Telemedicine account using Keystone Community offered by Asteris, Inc.

USERNAME: ***

PASSWORD: ***

CONFIRM PW: ***

FIRST NAME: ***

LAST NAME: ***

SUFFIX:

DEGREE:

ACCREDITATION:

ADDRESS: ***

CITY: ***

STATE: ***

POSTAL CODE: ***

COUNTRY:

ORGANIZATION: ***

ORGANIZATION ID:

E-MAIL: ***

WEBSITE:

PHONE NUMBERS ***

Office

Office

Office

Required fields are marked with ***

When installing on a new computer click here to use the same account. [Already have an account? Click here](#)

Note: If you already have a Community account and you are adding an additional consultant/ specialist, copy and paste the link in your web browser. This will add the additional consultant when you sign into your account.

Once all the required fields contain valid values, the Save button will become active. *Please note that the email address entered in this screen will be used to receive reports and correspondence.

Press the Save button and Keystone Community will check whether the specified user name is available. If it is, a screen with the Consultant name will be displayed. If the specified user name is already in use, you will be required to change it. Continue to change the user name and press the Save button until a user name has been found to be unique.

From this point on any new submissions can be started by clicking the desktop icon labeled Keystone Community. If you do not see a shortcut icon:

1. Click Start
2. All Programs
3. Asteris Keystone folder
4. Keystone Community.

After the user information has been entered and validated you are ready to begin using

Community.

1.2 User Guide

1.2.1 Create Request

Getting Images into Community

Consultants and consultant groups now have the ability to configure how they want to receive images from referring partners utilizing Community . Image interpretation will allow a user to send images or request images to be taken and an interpretation completed (Telemedicine request) on the images. Alternately they can choose to just receive the image to their Keystone account, similar to a DICOM send. The main difference between using Keystone Community for sending images versus a traditional DICOM Send is that you are not required to open ports on your firewall and there's no special configuration required by your IT Team.

Lets get started!



Open the program by clicking on the Keystone Community Icon on your computer then sign into the application. *If you only send to one consultant for image interpretation skip to step three (3) below.

1. If you have more than one consultant available you will need to select which one you are sending too. ***NOTE:** If you are sending images only you will go to step 3 after choosing your consultant.



2. Depending on the consultation request requirements as designated by your consultant, you may be prompted to choose between *acquire images* and *image interpretation*.

The screenshot shows a dark-themed interface with four tabs at the top: 'Create Request', 'View Responses', 'Transmission Progress', and 'Settings'. Below the tabs, a message reads: 'Please select the type of service you would like to request.' Two buttons are visible: 'Acquire Images' and 'Image Interpretation'. To the right of 'Acquire Images' is the text 'Have the referral hospital take images and consultant reports on images for you'. To the right of 'Image Interpretation' is the text 'Consultant reports on your images'. At the bottom, a small text block explains: 'Asteris Test Group can accept images for interpretation and can also perform imaging. Please select the type of service you would like to use. 'Image Interpretation' means that you will send images to Asteris Test Group and you will receive a report with an interpretation. 'Acquire Images' means that the patient will be sent to Asteris Test Group for imaging and then you will be provided with a radiology interpretation report.'

3. You may import images into Keystone Community through 3 different options- [Drag and Drop](#), [DICOM](#) send, or import from [Efilm](#). Once you make your selection the desired work flow will begin.

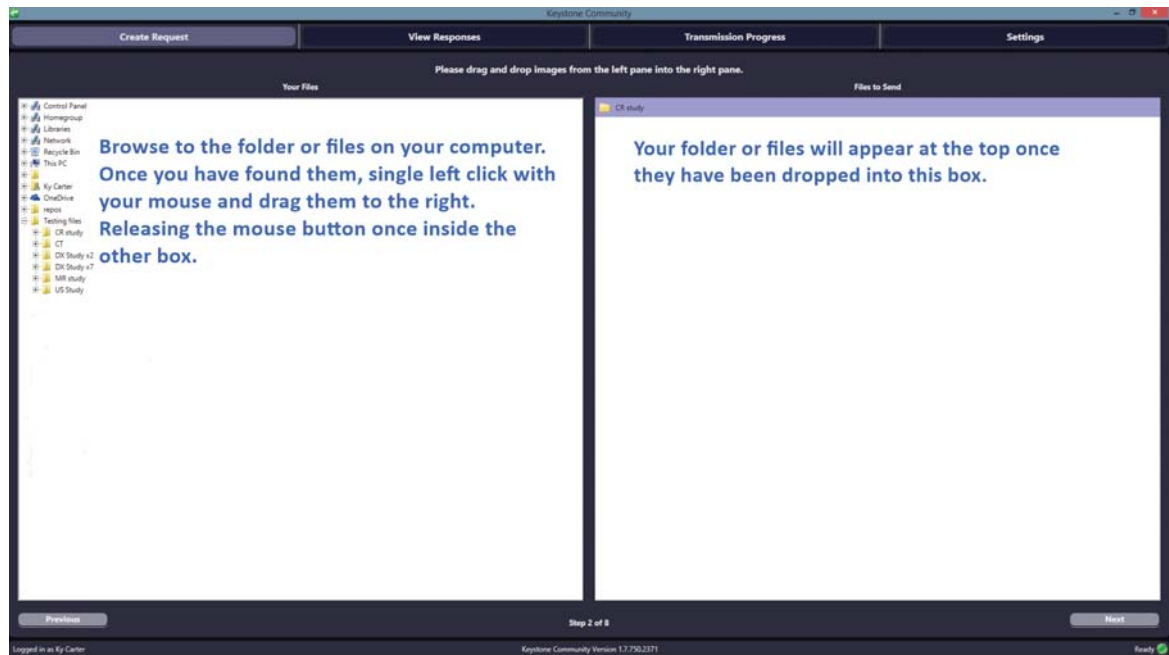
The screenshot shows a dark-themed dialog box titled 'How will you import your images?'. It contains three buttons stacked vertically: 'Browse for Files', 'DICOM Send from Modality', and 'Retrieve from Merge eFilm'.

1.2.1.1 Drag and Drop

Drag and Drop

If DICOM Send functionality is unavailable, Keystone Community allows for drag-drop operations:

1. Save your image(s) to a portable media device or other external storage source
2. Connect the storage device to the computer running Keystone Community or save them to the computer



Once the desired images have been added, press *Next* in the bottom right corner of the screen. ***NOTE:** *If this is an image only send you will be directed to the confirmation screen once you've selected next*

***NOTE:** Images can be removed from the list by selecting them and then pressing the *Delete* or *Backspace* button on your keyboard; if you need to remove more than 1 image, press and hold down the *Ctrl* key and select the images desired for removal.

1.2.1.1.1 JPEG

If your medical images are stored in a JPEG format, Keystone Community can import them to send for consultation. No additional configuration is required for importing JPEGs; when you drag and drop the images into Keystone Community, you will be prompted to fill out some information about the images.

We need some additional information about these images

Please Note: non-DICOM files are typically low quality and may not be useful for diagnostic purposes.

Patient Name:

Patient Id:

Owner Name:

Description:

Physician Name:

Image Date:

All boxes are required before the *Done* button will become active.

1.2.1.2 DICOM

DICOM

***NOTE:** For proper DICOM communications, the following values must be entered into the DICOM send settings on the modality or PACS system containing the pertinent medical images. You may need to contact your modality vendor for assistance during this process.


To utilize DICOM Send functionality for image import, Keystone Community is pre-configured with the values pertaining to the DICOM Send protocol (AE Title, Port # and IP Address). These DICOM demographics are displayed on the screen once you select DICOM send as your method of image import. Note: If the default DICOM port used by Keystone Community is already in use, Keystone Community will incrementally increase it until it finds an open port to utilize.


Send your DICOM images directly into Keystone Community


You can send images into Community directly from your modality device or from your PACS. You will need enter the following information into your modality or PACS to send the images directly into Community. You may also need to allow Community through your firewall.


If you need help configuring your modality to send images to Keystone Community, please contact your modality vendor and request assistance configuring "DICOM Send".


AE Title: **KEYSTONE_COMM**
Port: **7001**
Hostname/IP: **192.168.10.135**


Images received from your modality: 



L Extremity_LAT LEFT (1)



L Extremity_LAT LEFT (1)


L Extremity_LAT LEFT (1)


L Extremity_LAT LEFT (1)


L Extremity_LAT LEFT (1)


L Extremity_LAT LEFT (1)


L Extremity_LAT LEFT (1)

Once all the images appear in the grey import box, the DICOM send to Keystone Community is complete and you are ready to proceed to the next step by clicking *Next* in the lower right corner of the Keystone Community screen. **If this is an image only send you can continue to the confirmation screen once you've selected "next".*

Note: Images can be removed from the list by selecting them and pressing the *Delete* or *Backspace* key on your keyboard. If you need to remove more than 1 image, press and hold the *Ctrl* key down and select the images desired for removal.

1.2.1.3 Import from Efilm

Importing Images from Efilm

Enter the desired patient information into the search boxes. For a general search you may enter the study date.

Which images do you want to retrieve from eFilm?

Patient Name :

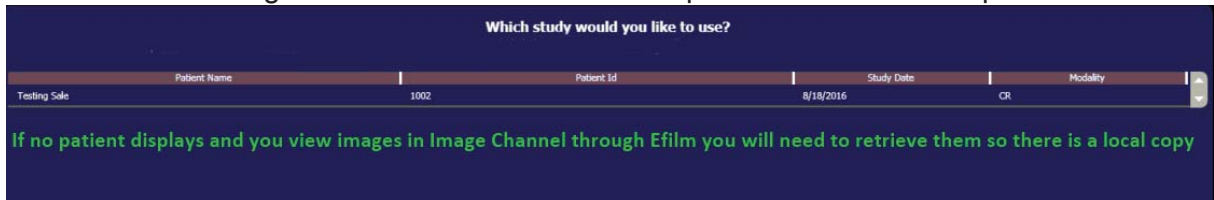
Patient Id :

Study Date :

Modality :

Once you have the search criteria entered, select *Next* in the lower right corner of the Keystone Community screen. **NOTE:** *If this is an image only send you can continue to the confirmation screen once you've selected "next".*

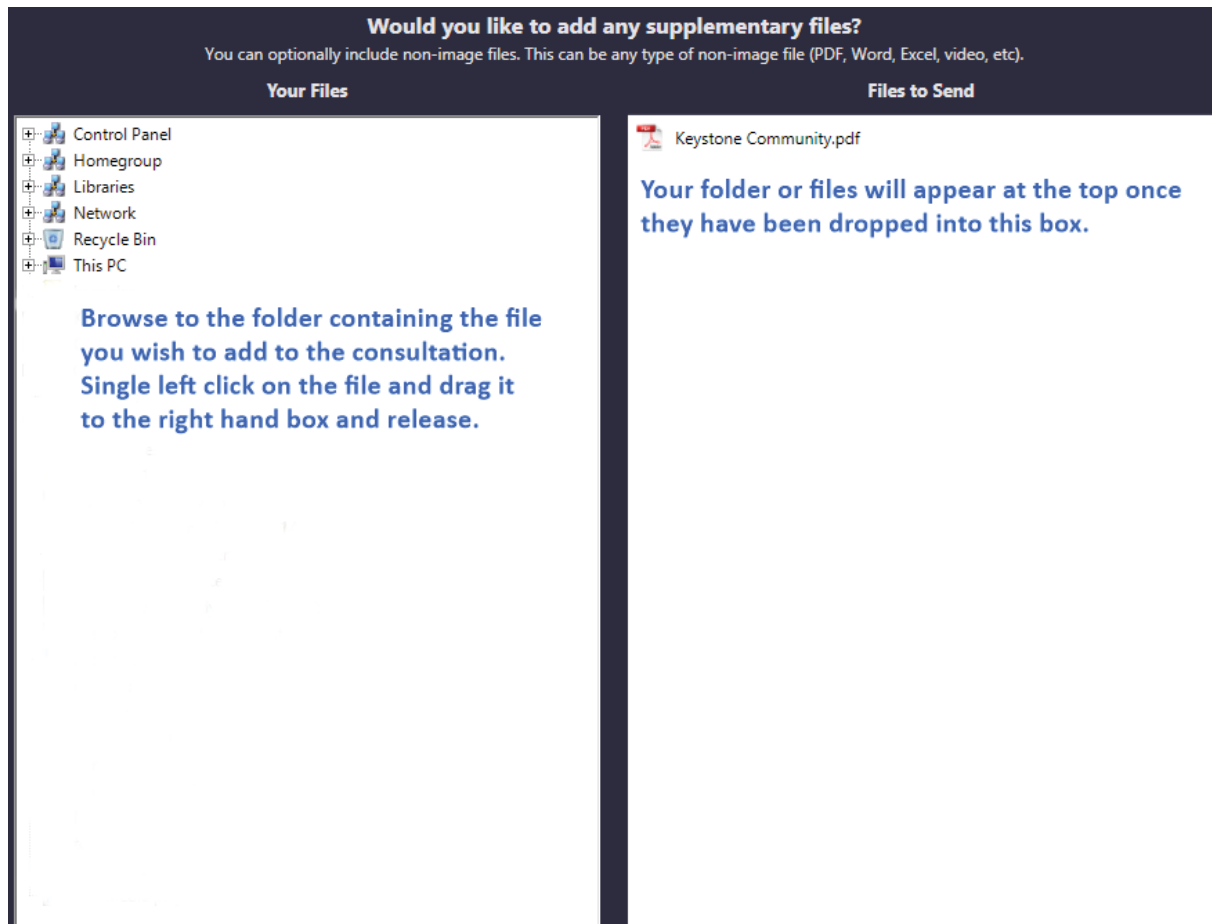
Select the desired patient by left clicking on the study so it becomes highlighted. Select *Next* button in the lower right hand corner of the screen to proceed to the next step.



1.2.1.4 Add Files

Adding Supplementary Files

Keystone Community has the ability to add additional file types to your request - some examples acceptable file types are PDF, Word, Excel, and video files. To import supplementary information other than DICOM files, you will need to follow the the *drag and referenced above*. If you do not have any supplementary files to add to your consultation request, you may press *Skip*, located at the bottom of the Keystone Community screen. ***NOTE:** *You will not be able to add supplementary files if this is not a Telemedicine request.*



Click next in the lower right corner of the Keystone Community Screen once you have imported all desired supplementary files.

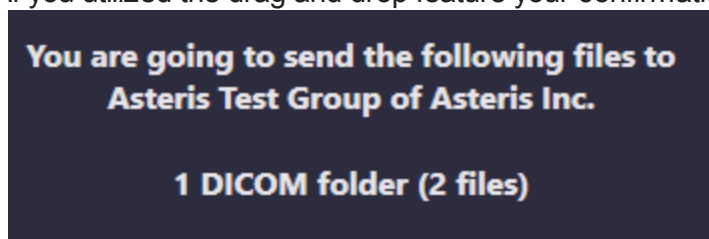
1.2.1.5 Image Count Confirmation

Image count verification

Once you have added all images and files, Keystone Community will display a verification screen - if the image count displayed on the verification screen does not match the number of images you intended on importing, press the *Previous* button located at the bottom left corner of the Keystone Community screen in order to add/remove images or files.

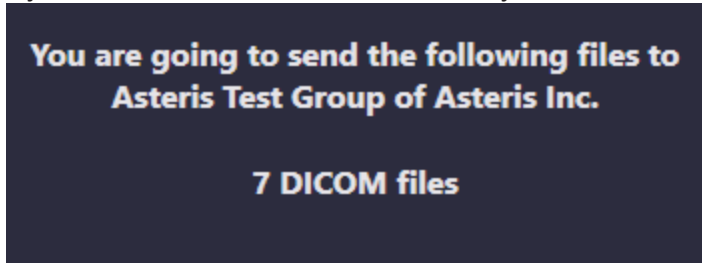
Drag and Drop

If you utilized the drag and drop feature your confirmation will look similar to this:



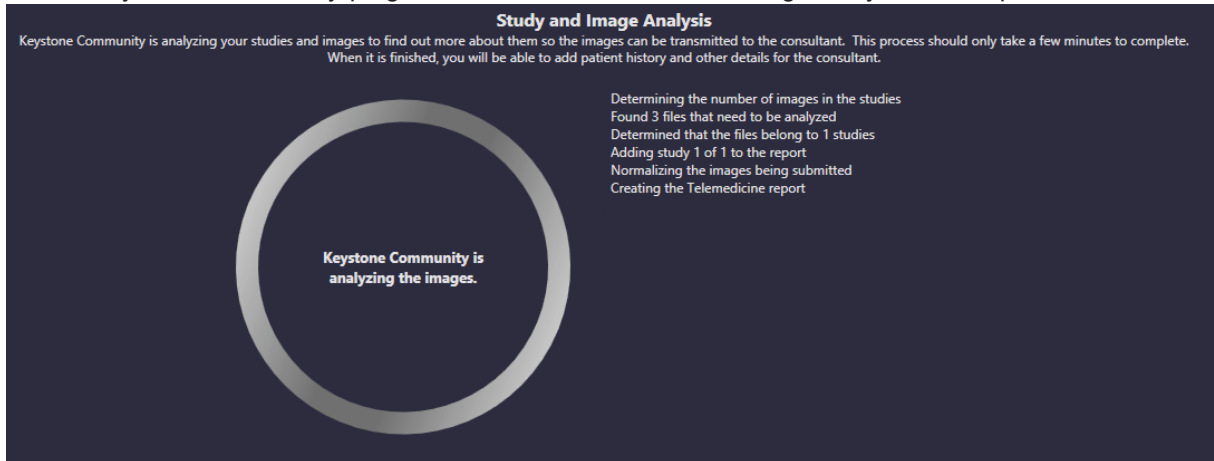
DICOM and Efilm

If you utilized the DICOM send feature your confirmation will look similar to this:



1.2.1.6 Image Analysis

Keystone Community will now analyze your image(s) and generate a Telemedicine report. Keystone Community will automatically progress to the next screen once image analysis is complete.



1.2.1.7 Report

Report

Once Keystone Community has completed the image analysis, a report is created - for convenience data is extracted from the corresponding fields and is pre-populated. Some consultants may have specific required fields ; these required fields are indicated with a red box if they are blank. ***NOTE:** Fields may be modified even if it was pre-populated during the image analysis process. Items in the drop down list may be filtered by typing the first few letters of the desired value.

We need some additional information about this patient and case

REFERRED BY	PATIENT
Dr. Name: ky Carter	Owner Name: Johnson
Clinic: Asteris	Species: []
Address 1: 123 some Rd	Breed: []
City, State, Zip: Sometown, VMH 54321	Patient Id: 38-741
Phone: (877) 727-8374	Gender: []
Email: ky@asteris.biz	Birthdate: 12/31/9999

BACKGROUND

Priority: Standard []

Consultant: Scheduled Radiologist []

History: *

THUMBNAILS

RIGHT LAT TARSUS LEFT LAT TARSUS RIGHT LAT PELVIS

Previous Step 6 of 8 Why can't I submit this report? Next

Logged in as Ky Carter Keystone Community Version 1.7.750.2371 Ready

Once all fields are completed the *Next* button will become active in the lower right corner of the Keystone Community screen.

***NOTE:** Your Keystone Community report screen may differ depending on the consultant you send requests to. Those that send to a group can choose a specific consultant by utilizing the *consultant* drop down menu. Additionally some consultants/groups allow for different request status e.g. STAT.

You may choose between pounds and kilograms in Keystone Community. Once you enter the weight of the patient you may select the drop down to the right side of the field and choose between pounds and kilograms. Keystone Community does not convert between the weight measurement options so you must specify the the correct unit of measure.

Weight: 20.0	[]
	LBS KG

1.2.1.8 Confirmation

Confirmation

Telemedicine Request

Once the report is complete, you must confirm that the information being sent in the request is correct.

Keystone Community

Create Request | View Responses | Transmission Progress | Settings

You're almost finished!
 You must click the Next button to complete your submission.
 You are going to submit the following information to Dr. Keep Testing WCO, ACDA of Asteris Inc. Please verify that everything is correct.
 2 images for Henry (D38495) from 4/24/2017 at 8:55 AM
 Keystone Community will send an email to the following addresses when your report is complete:
 support@asteris.biz

Read/ologist		PATIENT	
Name:	Dr. Keep Testing WCO, ACDA of Asteris Inc.	Owner Name:	Flatt
Address 1:	1234 Down That Rd	Patient Name:	Henry
City, State, Zip:	Somerset, TX	Species:	Canine
Phone:	(877) 727-8374	Breed:	Antique
Email:	keik@yahoo.com	Patient Id:	938495
		Gender:	Male
		Weight:	8 KG
		Birthdate:	1/1/2005

BACKGROUND
 History: | Refresh

THUMBNAILS

Previous | Step 7 of 8 | Next

Logged in as Ky Center | Keystone Community Version 1.7.796.2371 | Ready

You may also add additional email addresses to your request by clicking the + (plus) icon located to the right of the email field.

Image Only

Confirm that the image count and consultant is correct:

You're almost finished!
 You must click the Next button to complete your submission.
 You are going to submit the following information to Test Group of Asteris Inc. Please verify that everything is correct.
 1 images for Juan (39-741) from 4/24/2017 at 8:05 AM
 Keystone Community will send an email to the following addresses when your images are fully transmitted.
 support@asteris.biz

1.2.1.9 Completed Submission

Completed! Please DON'T close Community yet

You have now completed your request! If you have an additional request, you may request it at this time by starting the consultation request over from the beginning. ***NOTE:** Keystone Community will continue to transmit images in the background until the transmission of images and the consultation request process is complete.

Your submission is complete!

You will receive an email from **Your consultants name will appear here** when your report is complete. You can check on the status of your report in the **View Responses** section of Keystone Community.

You can **Start a New Request** while your images are transferring.

1.2.2 View Responses

View Responses

You may review responses to current and past consultation/Telemedicine requests, print reports, and view images if you requested imaging to be completed by your consultation/ specialist.

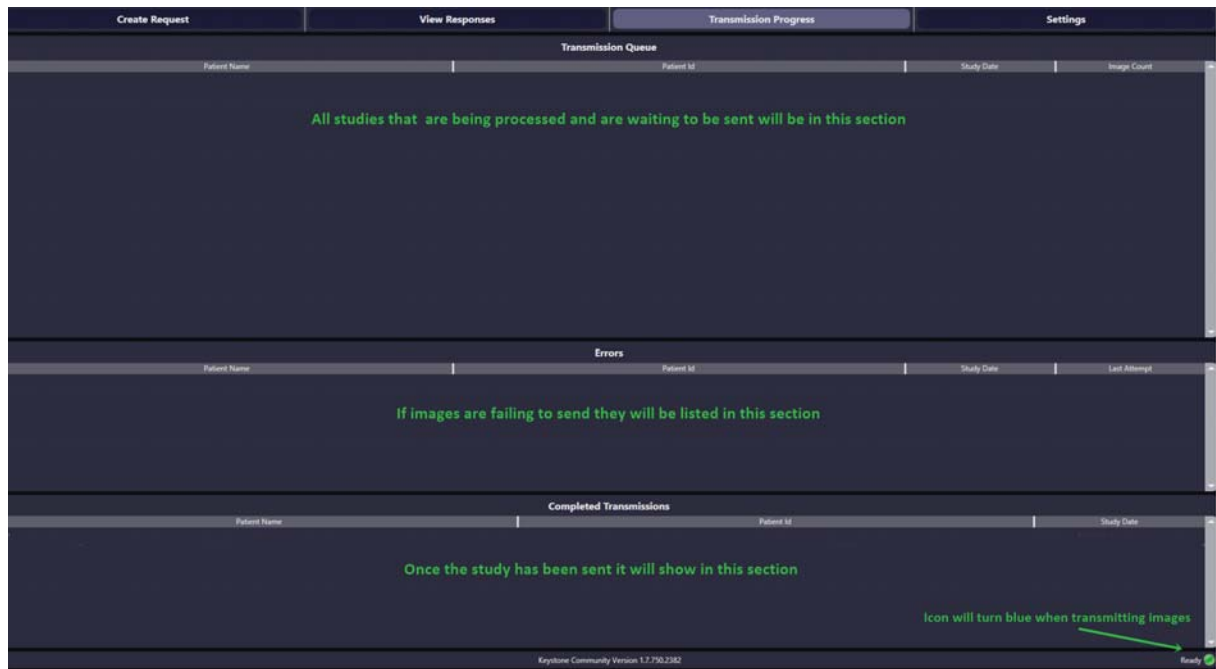
Request Date	Response Date	Status	Study Date	Consultant	Patient	Patient ID	Owner	Modality
5/3/2017 9:27 AM		Waiting to be Read	4/24/2017 8:05 AM	Kepp Testing	Juan	39-741	Johnson	CR
4/25/2017 8:42 AM		Waiting to be Read	4/24/2017 8:45 AM	Kepp Testing	James	9037549032	Dean	DX
4/25/2017 8:19 AM		Waiting to be Read	4/24/2017 8:05 AM	Kepp Testing	Juan	39-741	Johnson	CR
3/16/2017 8:33 AM		Waiting to be Read	1/31/2017 11:05 AM	Kepp Testing	Nash	310107	Steffey	DX
3/16/2017 8:11 AM		Waiting for a Response	1/31/2017 11:05 AM	Joe Knowes	Nash	310107	Steffey	DX
3/16/2017 8:04 AM		Waiting for a Response	1/31/2017 8:30 AM	Joe Knowes	Jeffro	320941	Bodine	DX
2/21/2017 10:15 AM		Waiting for a Response	10/7/2016 1:57 PM	Repository Test Consultant	Something Shiny 2015	10074015153	Proffomone	DX

1.2.3 Transmission Progress

Transmission Progress

Keystone Community now allows multiple requests to be in the queue. Should you close Community while images are being sent, simply re-open the application and click on *Transmission Progress* at the top of the Keystone Community screen. Here you will see the status of transmission and if there are more images to upload they will automatically restart.

***NOTE** Once the upload is complete you may close Keystone Community.



1.2.4 Settings

Settings

In this section you can alter any of the fields except the username:

Edit Your Account

You can change your account details on this screen. Make any necessary changes to the information below and then click "Save".

USERNAME: ***	<input type="text"/>	You can't change the username
PASSWORD: ***	<input type="password"/>	remove all the black dots prior to
CONFIRM PW: ***	<input type="password"/>	entering a new password
FIRST NAME: ***	<input type="text"/>	ORGANIZATION: *** <input type="text"/>
LAST NAME: ***	<input type="text"/>	ORGANIZATION ID: <input type="text"/>
SUFFIX:	<input type="text"/>	E-MAIL: *** <input type="text"/>
DEGREE:	<input type="text"/>	WEBSITE: <input type="text"/>
ACCREDITATION:	<input type="text"/>	PHONE NUMBERS ***
ADDRESS: ***	<input type="text"/>	Office <input type="text"/>
		Office <input type="text"/>
		Office <input type="text"/>
CITY: ***	<input type="text"/>	
STATE: ***	<input type="text"/>	
POSTAL CODE: ***	<input type="text"/>	
COUNTRY:	<input type="text"/>	

Required fields are marked with ***

Save

Cancel

