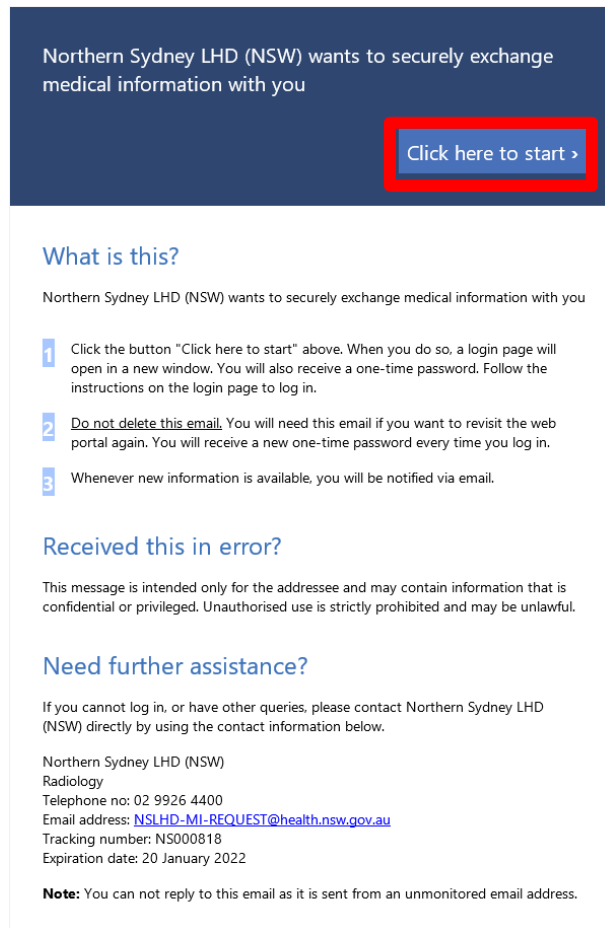




Quick Reference

Receiving an Image Link Email from Image Exchange Portal (IEP)

Sectra's Image Exchange Portal (IEP) will send an email looking like the following to the specified email address with a link to the requested images. Please note, IEP works best on a desktop device.



As soon as you click on the "Click here to start" button (highlighted in red in the screenshot above) within the email, a verification code will be sent to the specified mobile number or secondary email address. Enter the verification code into the "One-time password" box seen below.

SECTRA

Northern Sydney LHD (NSW) wants to securely exchange medical information with you

Log in by entering the one-time password you have received on your mobile phone (*****785).

One-time password

FAQs

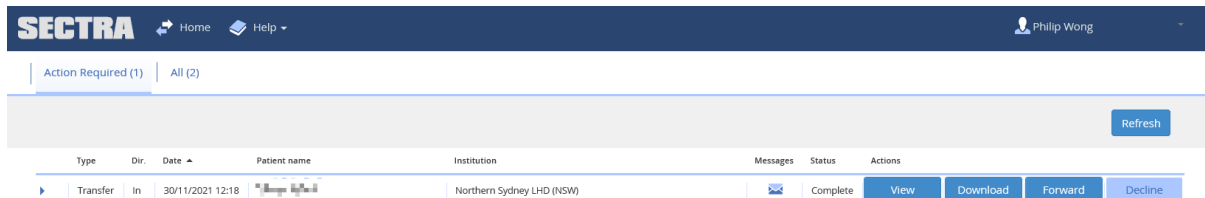
- ▶ How do I get a one-time password?
- ▶ What if I haven't received the one-time password?
- ▶ How do I get further assistance?



Quick Reference

Please note that if you close the window and click on the “Click here to start” button from the email again, another verification code will be sent.

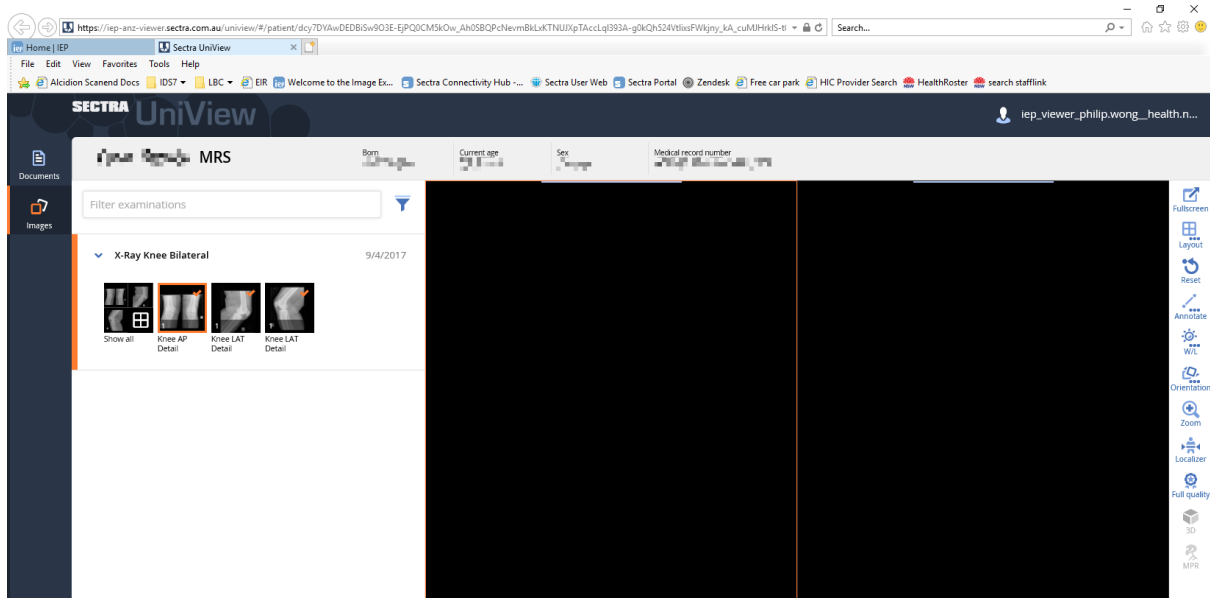
The following screen will appear after entering the verification code.



There are 4 options to choose from:

1. View
2. Download
3. Forward
4. Decline

1. View will open up another webpage like the one below.



Quick Reference

- Forward will open a new page for you to enter in the details of your intended recipient. You will need to have an email address for the image link to be sent to as well as either a secondary email address or a mobile number for the verification sms to be sent to. (Please see the following screenshots for step by step instructions)

Forward

1. Choose destination 2. Additional info 3. Messages 4. Retention

Transaction: NS000708
Patient name: [Redacted]
Gender: [Redacted]

You are forwarding to a Patient / Individual

Contact email address: **johnsmith@email.com**

+ Create new Individual or Patient

Cancel Previous Next

Start typing email address here.
If email address does not exist on Sectra's database, you will have to click on "Create new Individual or Patient".

Forward

1. Choose destination 2. Additional info 3. Messages 4. Retention

Transaction: NS000708 Patient ID: [Redacted]
Patient name: [Redacted] Date of Birth: [Redacted]
Gender: [Redacted]

You are forwarding to a Patient / Individual

Contact information

Contact email address: johnsmith@email.com Confirm email address: johnsmith@email.com

Contact first name: john Contact last name: smith

Address: address Contact telephone number: [Redacted]

Preferred language: English (United Kingdom)

Authentication information

SMS Mobile no.: 123456789

Email address

Cancel Previous Next



Quick Reference

Forward

1. Choose destination
2. Additional info
3. Messages
4. Retention

Transaction	NS000708	Patient ID	[REDACTED]
Patient name	[REDACTED]	Date of Birth	[REDACTED]
Gender	[REDACTED]		

Type a message, then click Add

Add

These existing messages will be forwarded

Mr. SECTRA NS20022066 30/11/2021 12:18

No NHS number has been specified.

Cancel
Previous
Next

Forward

1. Choose destination
2. Additional info
3. Messages
4. Retention

Transaction	NS000708	Patient ID	[REDACTED]
Patient name	[REDACTED]	Date of Birth	[REDACTED]
Gender	[REDACTED]		

i

This package will be available for download to the selected recipient until 14/12/2021 01:18

By approving this transfer you acknowledge that:

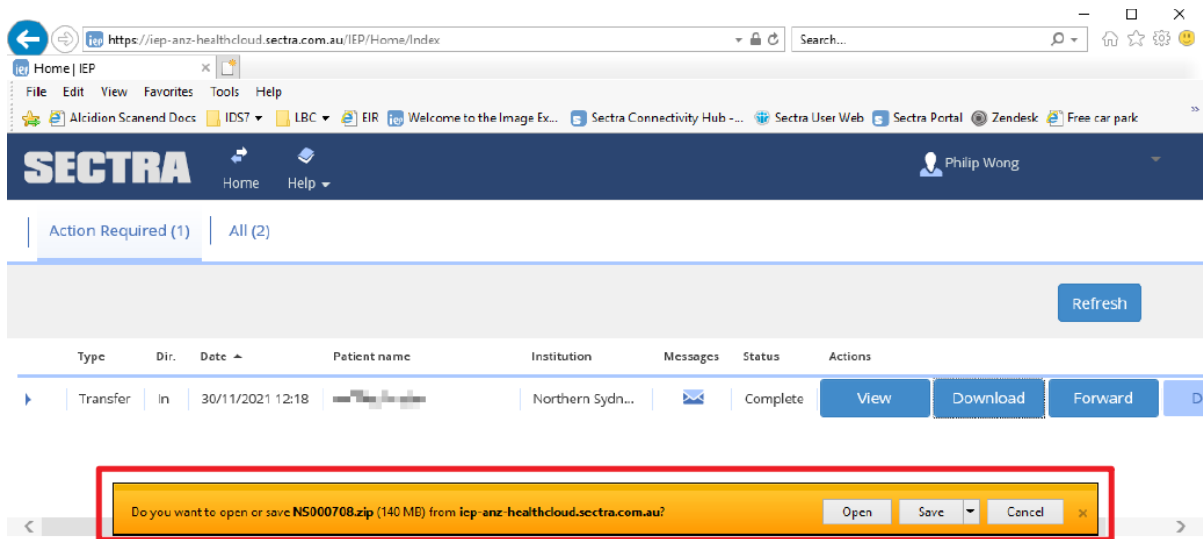
- you are sending confidential data for the above patient to an external recipient.
- you are confirming that all details in the data are correct.
- there is a legitimate reason for providing the data to the external recipient.

Cancel
Previous
Finish

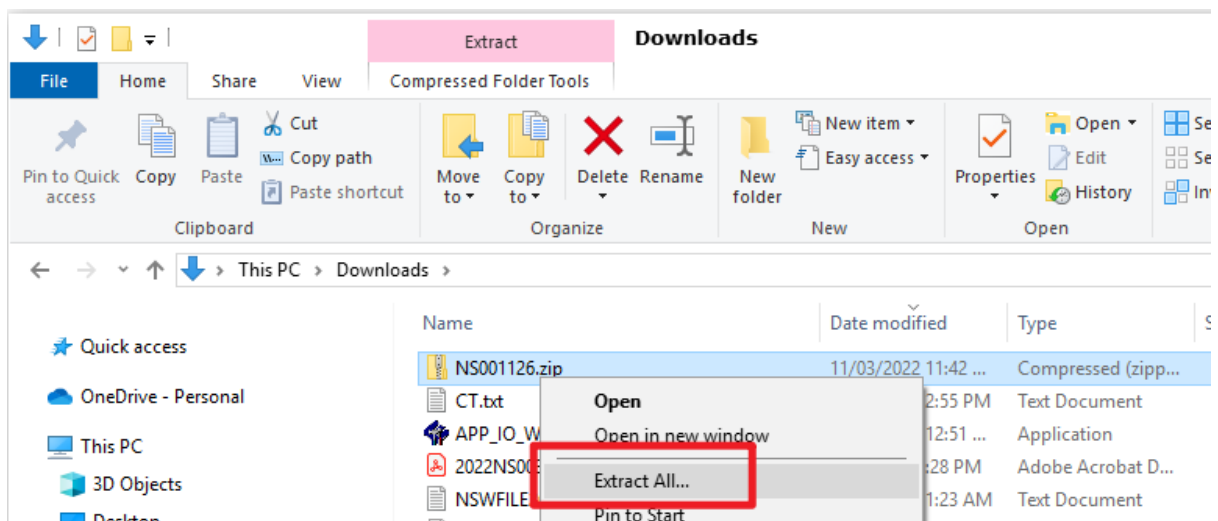


Quick Reference

3. Decline will send a decline message back to NSLHD. You will not be able to access your images after this.
4. Download will allow you to save the images onto your personal device.
 - a) A pop up will appear asking if you want to “Open”, “Save” or “Cancel”. Click on “Save” to save a zip file to your pc or laptop.



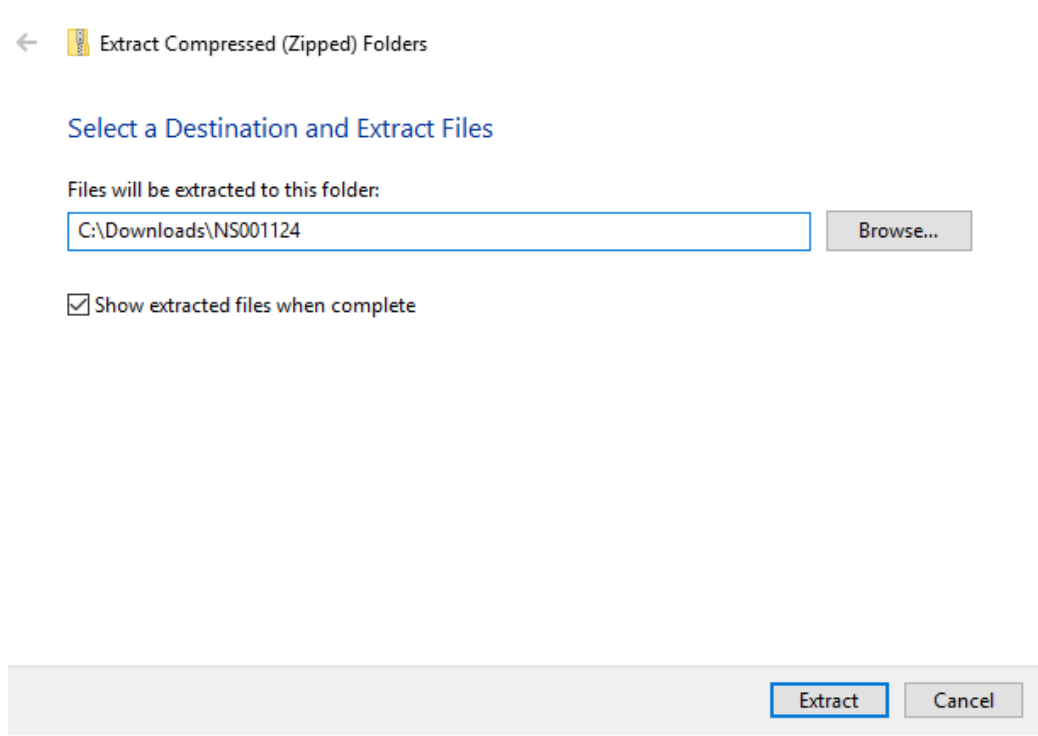
- b) Open the folder where the file has been saved > **RIGHT** click on the file and select “Extract All”.



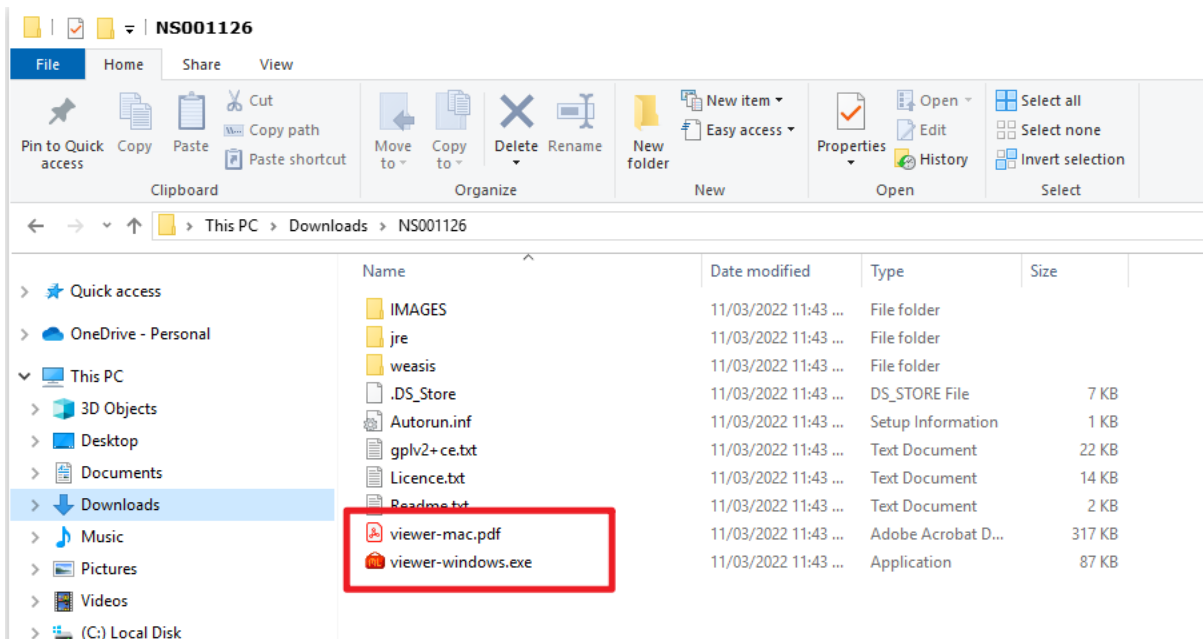


Quick Reference

c) A new pop up window will appear asking where you want to extract the files to.

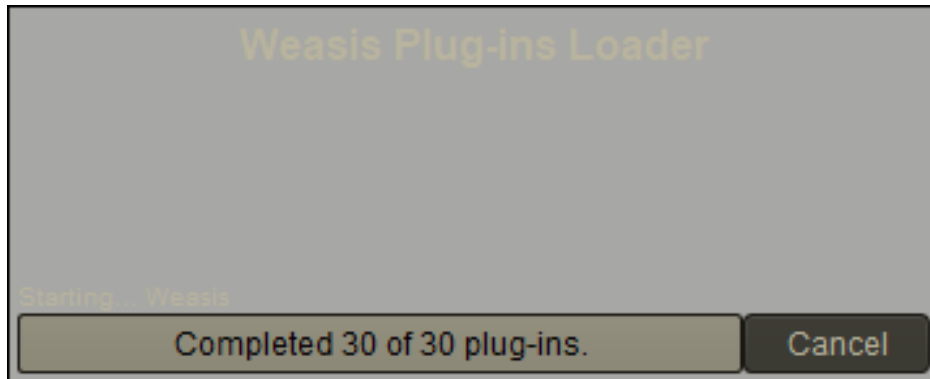


d) Navigate to where the files have been extracted to and double click on the “Viewer-windows.exe” icon. (For Mac users please follow the instructions available in “Viewer-mac.pdf”).



Quick Reference

- e) A new pop up window will appear titled “Weasis Plug-ins Loader”.



- f) Once that has completed loading, a new Weasis viewing program will open with the images for viewing.

