

Second Opinion

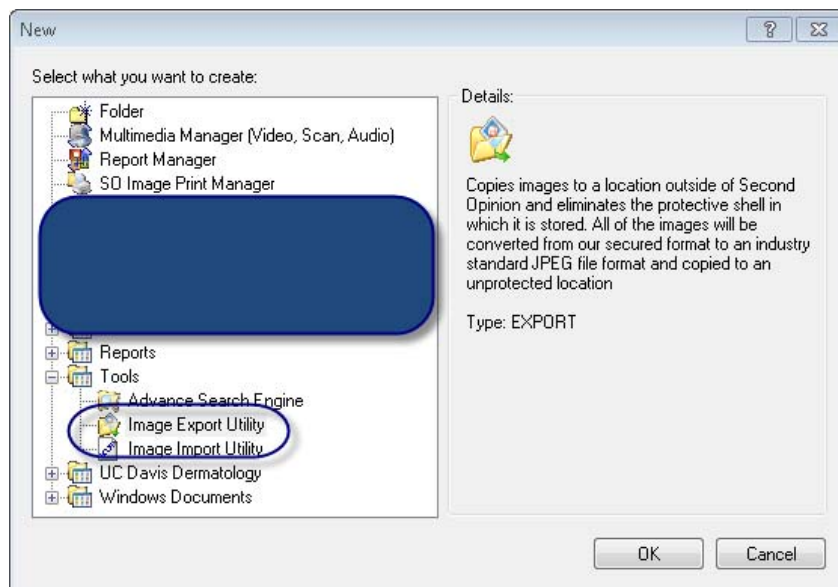
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Image Export Manager

The **Second Opinion**[™] Image Export Manager is a simple to use tool to manage the process of exporting all or selected images from a Patient's folder to an unsecured folder outside of **Second Opinion**[™] Professional. During the export process the images are converted to an industry standard JPEG file format. These unsecured JPEG images can be used in a variety of different ways. They can be burned to a CD/DVD or copied to a memory card / flash drive for review by persons that do not have the **Second Opinion**[™] Image Viewer application. They can also be uploaded to an on-line image library / storage system.

Note: If you are only going to export selected images, select the images before running the **Image Export Manager**.

To start the application, **Click** on the **Export Engine** tool bar button or **Click** the **New Document** button, expand the **Tools** section and **Click** on **So Image Export**.



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Before you can run the **Image Export Manager** you must acknowledge its disclaimer. Please review the disclaimer and if you do not understand any part of it, please call the Second Opinion Telemedicine office for clarification.



SECOND
OPINION™
Professional
Export Manager



Warning:

This utility copies selected Documents to a location outside of Second Opinion Professional and eliminates the protective shell in which it's stored. All of the images will be converted from our secured format to an industry standard JPEG file format. All supported document types will be copied to an unprotected location. By clicking OK, you acknowledge this fact and accept the responsibility for appropriately managing this content.

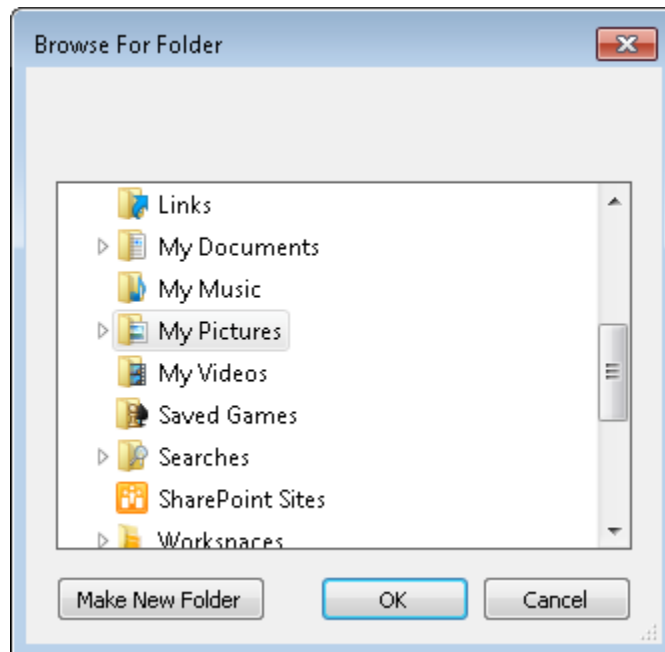
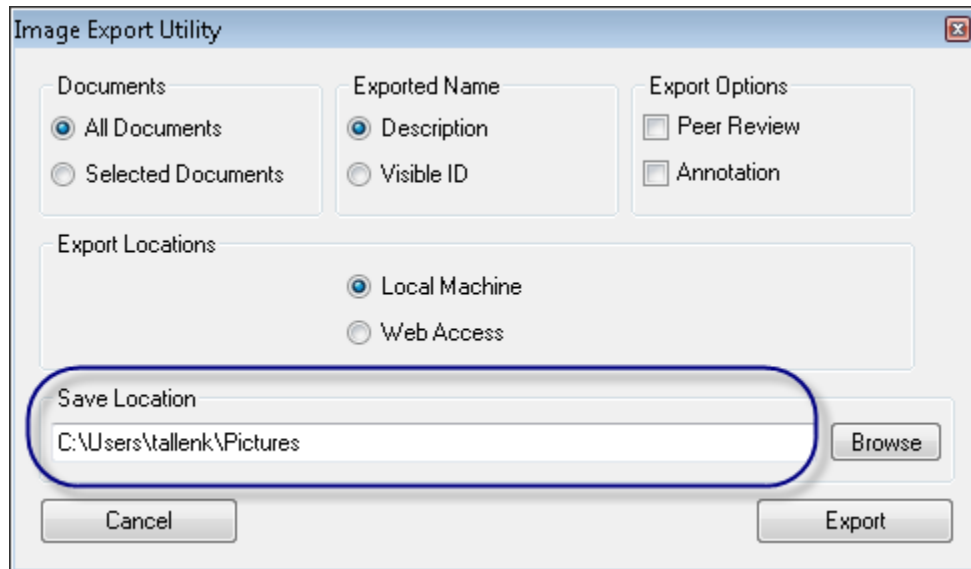
If you have any questions regarding this statement please contact Second Opinion Telemedicine Solutions, Inc. at 310-802-6300 or email us at corp@soTelemed.com.

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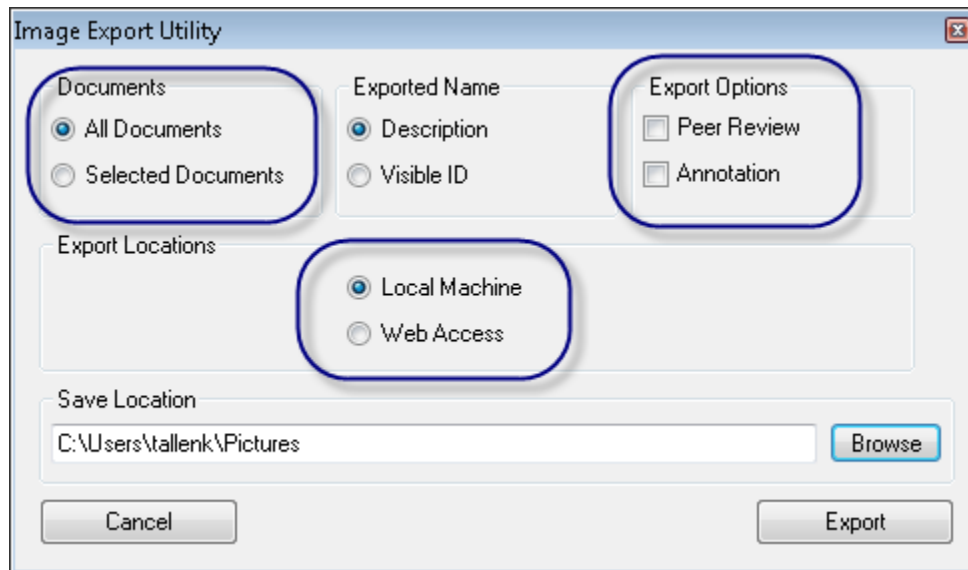
Note: If you are using the **Image Export Manager** for the first time you must configure the software so it knows which Folder to use when exporting images. Either manually type in the path or **Click the browse** button and use the **Browse for Folder** dialog box to select and/or create the file path to use. This path may also be directed to a memory card or flash drive.



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During the export process there are a few helpful selections like **Peer Review**, which will strip all of the patient identifiers from the images; **Annotation**, when checked, any annotations found for an image will be permanently embedded in the image.



In the **Documents** section, choose **All Documents** or **Selected Documents**. In the **Document Label** section, choose the document label preference; **Description** (Current Image Description / User Created) or **Visible ID** (Computer Generated).

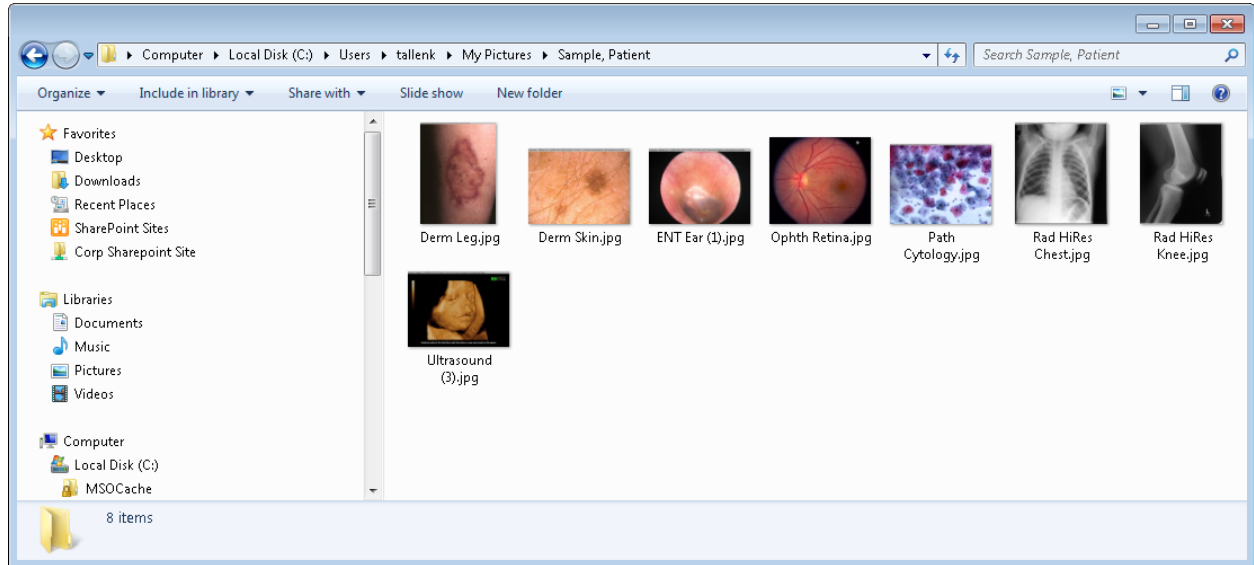
There two different **Export Locations** available; **Local Machine**, this will allow you to store the exported images to your local disk drive and **Web Access**. **Web Access** is a premium service now available through Second Opinion Telemedicine Solutions, Inc. This service allows you to export supported document types to a HIPPA compliant Web location. Once uploaded, they can be shared. There are a variety of different “sharing” options that you control. See below for more information.

Click **Export** when you have made all of your selections. Once the export process is complete you can use Windows Explorer to review the exported images, or if you selected the Web Access storage option, you can log into <https://files.secondopinion.net/>, to manage your files on the Web. You must have a username and password to access this site.

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Local Disk

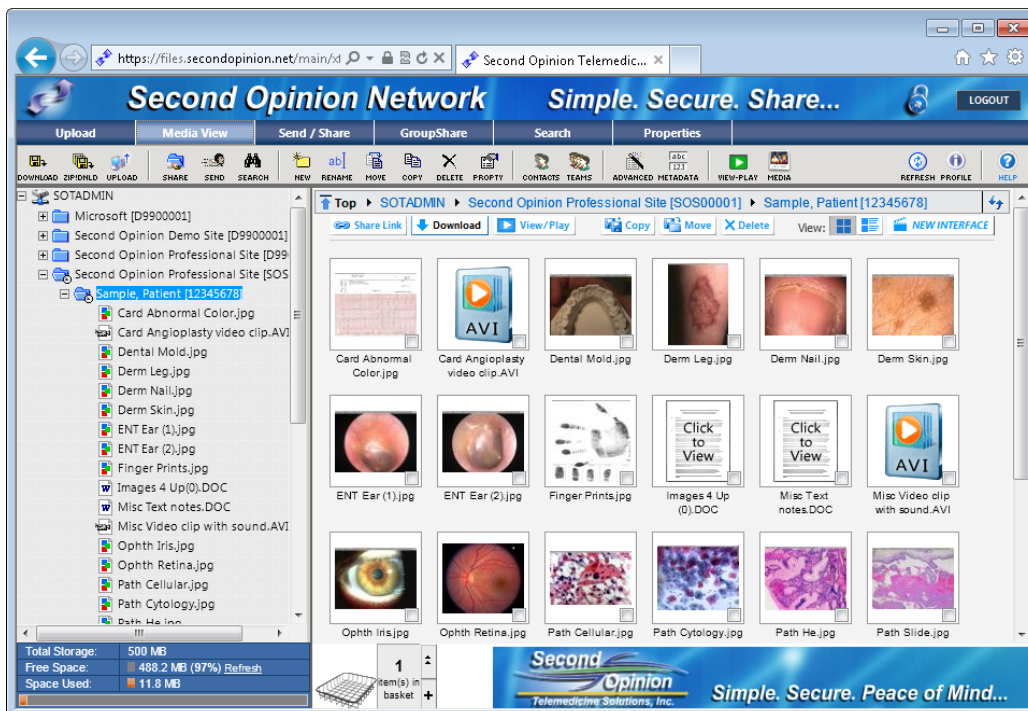
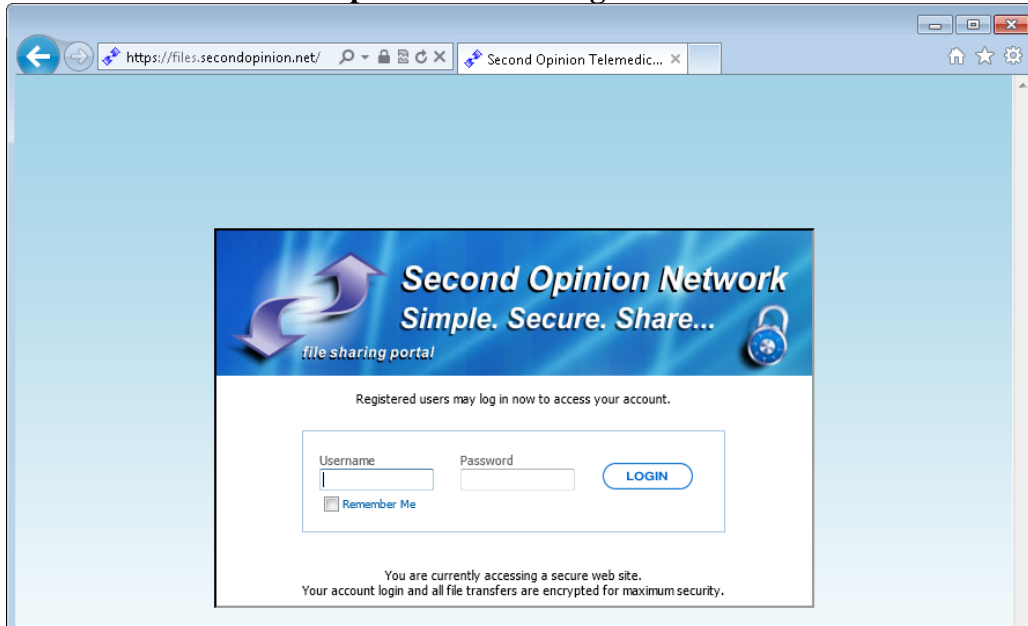


All of the selected images will be located in a Folder named with the Patient's name in the location specified during the program configuration. This Folder can be burned onto a CD/DVD using any number of CD/DVD programs or copied to a memory card or flash drive. Once this Folder has been copied to the desired media, deleted the unsecured Folder containing the images and purge the Recycle Bin.

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Web Access HIPPA Compliant File Sharing Portal



If there are any questions with any of the information contained in this document please contact technical support.