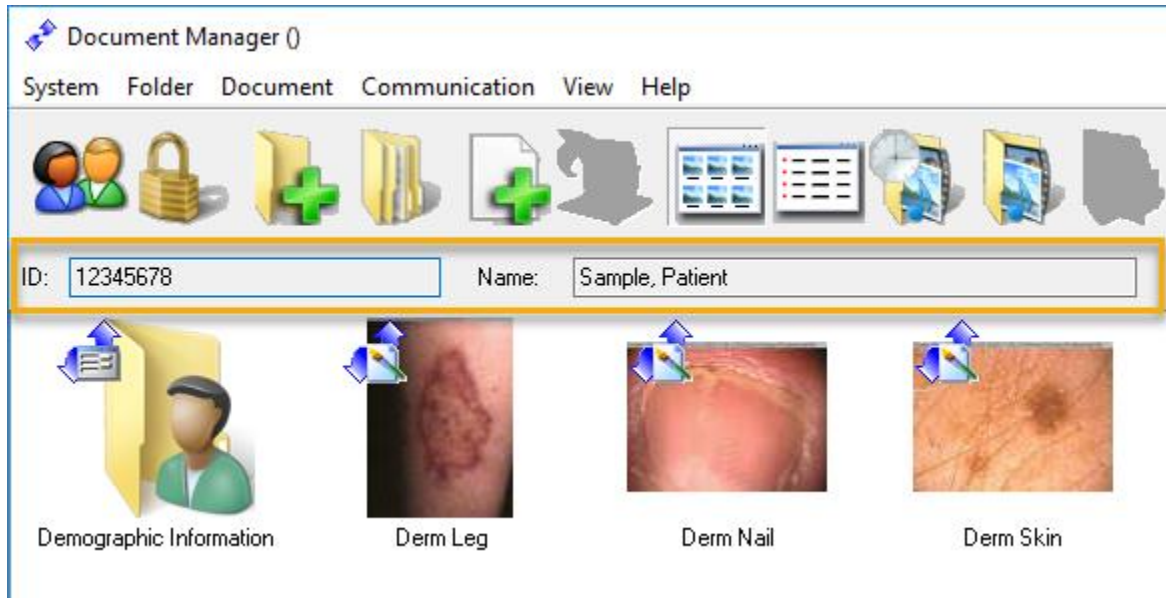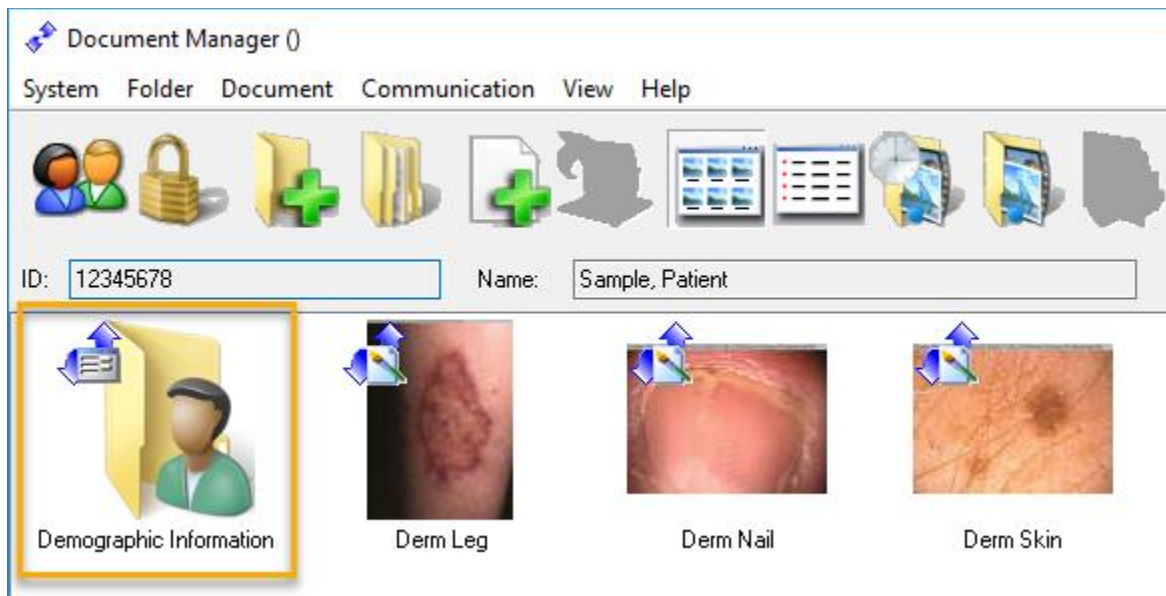# Defining and using Secondary IDs

All of the Folders created using *Second Opinion*TM Professional contain two key fields, the **Visible ID** and the **Description** of the Folder. In most cases these are the **ID** and **Name** of a Patient.
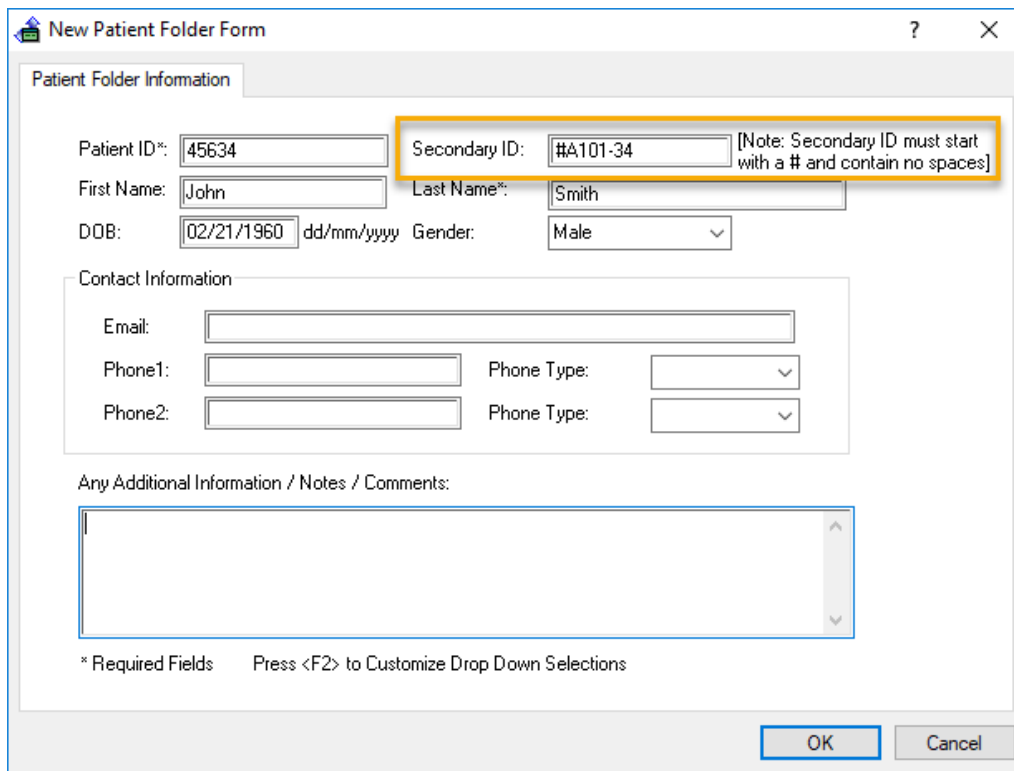

Other information related to the Patient's folder like demographic information is stored in separated form / databases.

Currently the Folder database does not have a field defined for a **Secondary ID**. To overcome this limitation, we have created a workaround to allow the user to type in a **Secondary ID** and this **ID** is recognized in other programs such as our **Image Export Manager**.

If **Secondary ID**s are required for your use case, the default **Med01** demographics form needs to be replaced with a different one that contains the Secondary ID field. Below is an example form.
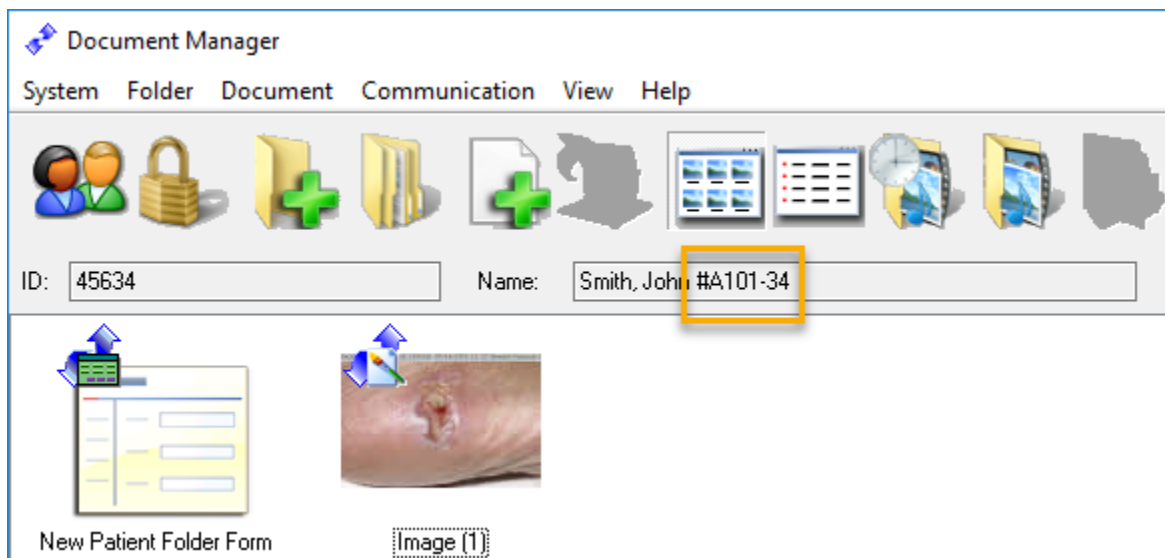
To add a **Secondary ID** to an existing Folder, a special **Edit Folder** form needs to be installed. Contact Technical Support and they will help you get it installed.

Export Manager

The **Image Export Manager** is one of the programs that recognize the **Secondary ID** field. During the exporting of Images, the **Image Stamp** of an Image can be changed to include the **Secondary ID**. This is helpful when de-identifying an Image when being used in a Clinical Trial.

Image Export Manager

The 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 Manager** tool bar button or **Click** the **New Document** button, **Expand** the **Tools** section and **Click** on **Export Manager**.

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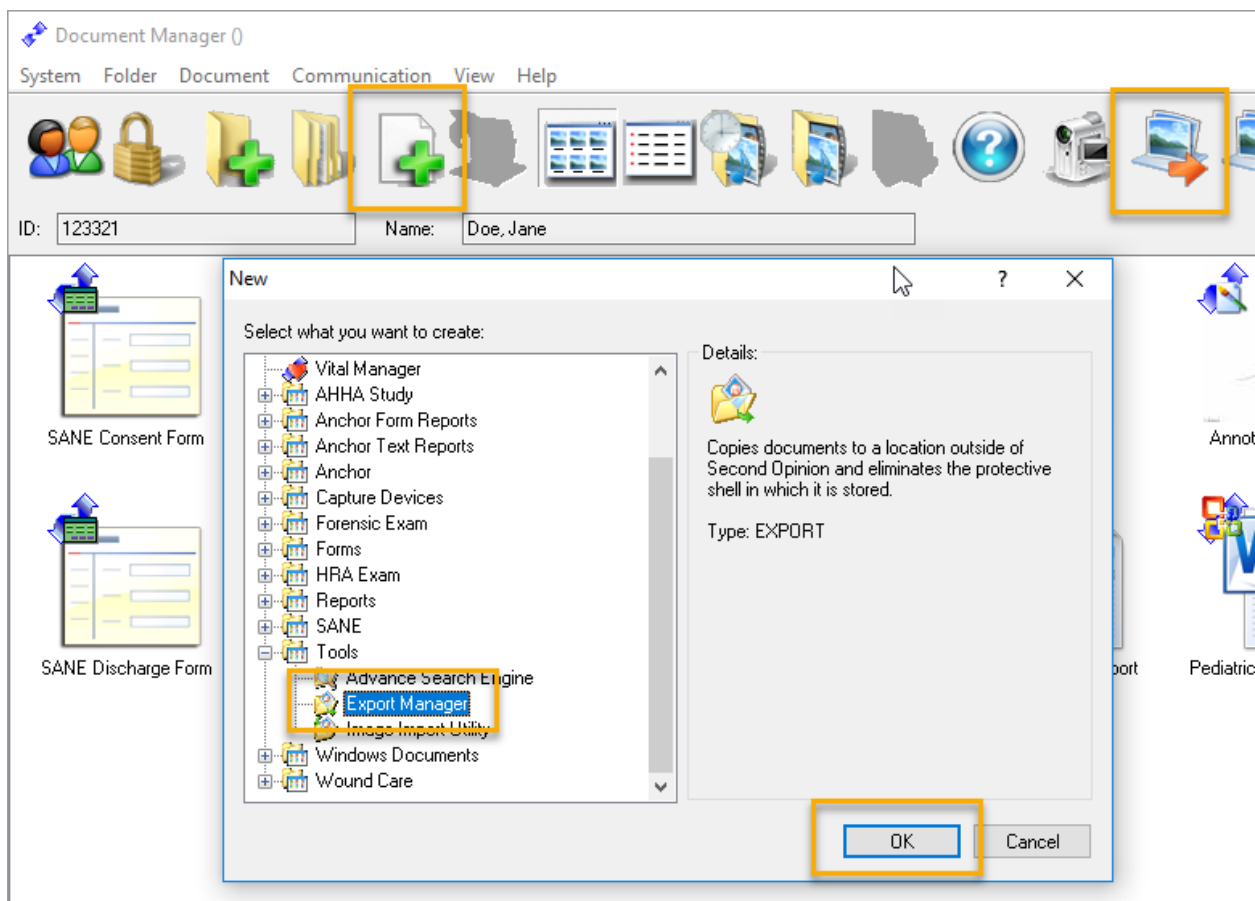
Before you can run the **Image Export Manager** you must acknowledge its disclaimer. Please review the disclaimer and if you do not understand any part of it, please call the Second Opinion Telemedicine office for clarification.
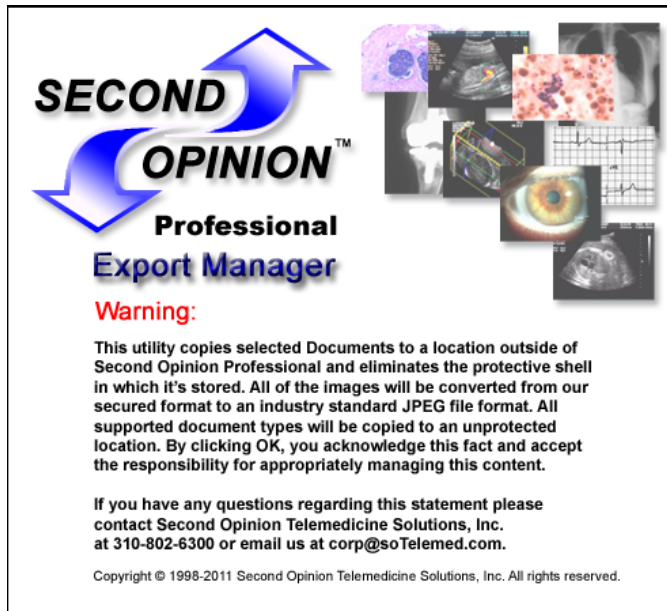
The Image and Stamp Options allow you change the image stamp on an imaged during the export process. As before, the Peer Review option removes / grays out the original image stamp.

The new Directory Options sections allows for the creation of sub folders based on the Date of the content or by Sessions that have been defined.
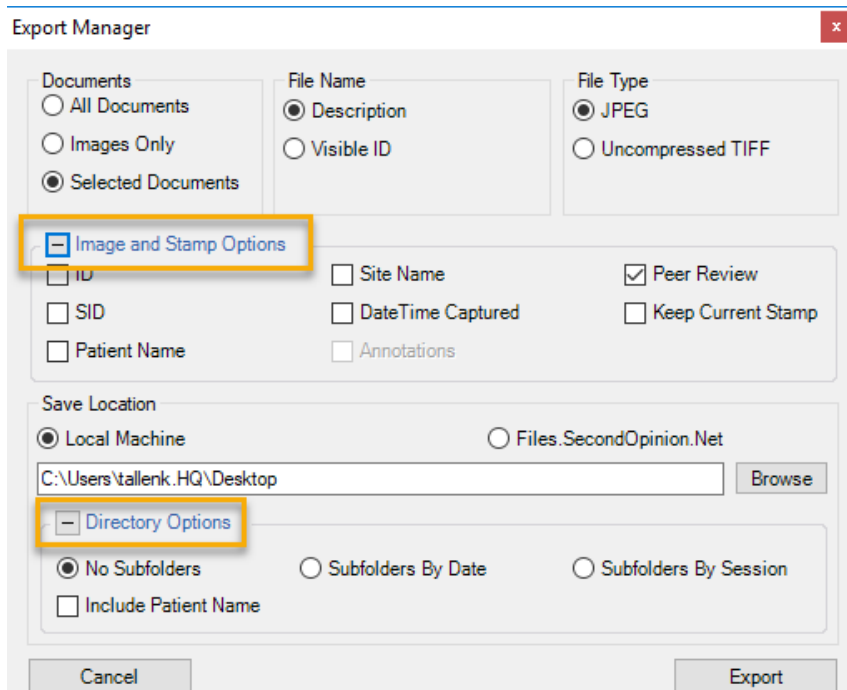
Advanced Search Integration

This new Image Export Manager also works with the **Second Opinion**™ Advanced Search Tool. The Advanced Search Tool now has an Export Manager Option. The query results (group of Patients) generated by the Advanced Search Tool can now be sent to the Image Export Manager and the result set can be exported in a tree like manner according to the defined choices.

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