



A step by step guide on how to capture an image and upload to Tele-I-Care website

Capturing An Image

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Steps on Performing a Limited Eye Exam Using the Topcon Fundus Camera



Data Entry

- Navigate to the Tele-I-CARE website: For the “live site” the URL is <https://prc.urmc.rochester.edu/>. For the demo site, the URL is <https://prc.urmc.rochester.edu/Portal/DEMO>.

1. Enter Login.
2. Click, “Quick Screen.”
3. In “Patient Quick Screening,” fill out as much information as possible. All fields marked with an * MUST be filled out.
4. Click “Save.” Enter patient info (MRN, DOB, FN, LN) into EZ Lite 2. Click Legacy Capture and begin taking photos. (see slide 7 for setting up the patient and camera information)
5. Click “Complete” (once the photos and vision have been completed).
6. In pop up, click “OK.”

- *ProTip: Save a link to the Tele-I-CARE website on the desktop screen of the computer.*

TELE - I - CARE

You must fill out every field that is marked by an *.

Patient Screening

Patient Name:

Screening Site:

Date of Service:

Patient Information Medical Information Vision History

* Site Location:

--Make a Selection--

Date of Service:

6/12/2019

Reason for not screening:

-- Select --

Contact Information

* First Name:

* Last Name:

* Medical Record #:

* Date of Birth:

Address 1:

Address 2:

City:

State:

NY

Zip Code:

Phone Number:

Email:

* Do you have a Primary Care Provider?

Yes No

Do you have an Eye Care Provider?

Yes No

When was the last time you saw an eye doctor for a dilated eye exam? (nearest year)
(You may have received eye drops to make your pupils bigger and your vision may have been blurry after)

-- Select --

Insurance Information

* Do you have Insurance?

Yes No

Gender:

Female Male Other

Race:

--Make a Selection--

Hispanic

Level of Education:

--Make a Selection--

Preferred Language:

--Make a Selection--

Comments:

Save

Continue



Patient Screening

Patient Name:

Screening Site:

Date of Service:

Patient Information

Medical Information

Vision History

* Do you have Diabetes or Prediabetes?

Prediabetes Diabetes No Don't Know

* Do you have High Blood Pressure?

Yes No Don't Know

* Do you have High Cholesterol?

Yes No Don't Know

* Smoker?

Yes No Former Unknown

* Do you take aspirin?

Yes No Unknown

Drug Allergies: No Known Allergies

Comments:

Current Height: Feet Inches Date:

Current Weight: Lbs Kgs Date:

BMI:

Current Blood Pressure: / Date:

Latest Triglyceride Value: Date:

Latest HDL Value: Date:

Latest LDL Value: Date:

* Pregnant Currently or within last 6 months? Yes No Unknown

Medications (name, route of administering, dose):

Save

Continue



Patient Screening

Patient Name:

Screening Site:

Date of Service:

[Patient Information](#)
[Medical Information](#)
[Vision History](#)

Family Eye History

Does anyone in your family have a history of the following eye problems? No Don't Know

Amblyopia/Lazy Eye Cataracts Glasses for Distance Vision Glaucoma Macular Degeneration Retinal Detachment

Other:

Personal Eye History

Do you have any of the following eye problems? No Don't Know

Amblyopia/Lazy Eye Cataracts Eye Injury Glaucoma

Glaucoma Suspect Diabetic Retinopathy Glasses for Near Vision Glasses for Distance Vision

Macular Degeneration Retinal Detachment Retinal Tear Uveitis/Inflammation

Other:

Have your eye(s) been treated with any of the following? Check All that Apply

Laser Injections Surgery None

Current Vision Issues

* Do you wear corrective lenses for?

No Distance Vision Only Near Vision Only Both Distance and Near Vision

Select any of the following activities for which you have trouble doing because of your vision:

None Driving Reading Using the Phone Watching TV Walking Working on the Computer Seeing at night or in dim light

Other:

Distance Visual Acuity

* With Corrective Lenses Without Corrective Lenses N/A

Date:

Both +/- Right NA +/- PH Test

20 / 20 /

Cannot see chart Cannot see chart

Left NA +/- PH Test

20 /

Cannot see chart

Intraocular Pressure

Yes No

Photographer:

Pupils Dilated for Current

Imaging? Yes No

Retina Images Captured?

Right: Yes No Left: Yes No

Comments:

Setting Up the Patient and Camera



Patient Set Up

1. Have patient sit on a chair in front of the camera.
2. Clean the chinrest and the forehead rest with alcohol wipe. (You want the patient to see you do this.)

Camera and Computer Set Up

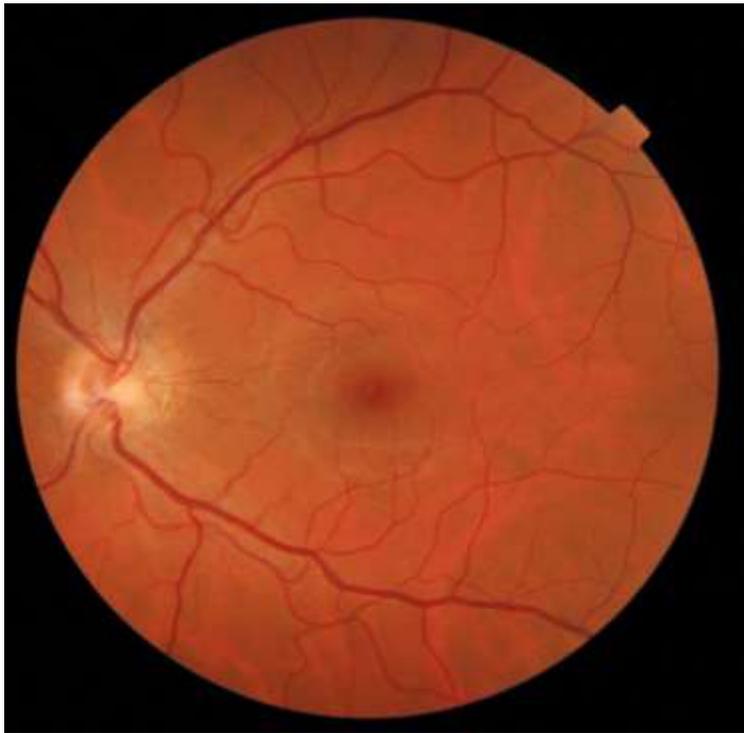
1. Turn on laptop.
2. Once laptop has turned on, turn on camera.
3. Make sure to take the lens cap off only when you are ready to take photos!
4. Log into laptop with user name and password that was given to you.
5. Begin Tele-I-Care patient quick screening on website. Open the EZ lite 2 program.
6. Go to “Local Studies” to look up a patient or enter new patient. Be sure to include First and Last name, Date of Birth and MRN.
7. Click on the camera icon (Legacy Capture) to begin the exam.
 - *ProTip: Make sure spelling exactly matches patient information added to Tele-I-CARE website (or else the photos will not be sent to the ophthalmologist).*

Getting Started



1. Turn the room lights down.
2. Adjust the table height to be comfortable for the patient.
3. Ask the patient to rest their chin on the chinrest and their forehead on the forehead rest (seen in image to the left).
 - *ProTip : If patient is wearing glasses ask patient to remove them.*

Capturing an Image



Capture Fundus Photos

1. On right side of screen use the up and down arrows to adjust the patient's eye to be in between the two lines.
2. Align the patient's pupil in the center of the blue box by tapping the area in the pupil that you want centered.
3. Click the Capture Start button.
4. When the Countdown starts have the patient blink and open wide.
5. Take a photo of the macula centered (field 1).
6. Save the photo by clicking "OK". If you need to retake the image tap the eraser icon.
7. Take a photo of optic nerve centered (field 2).
8. Save photo on camera.
9. Take photo of temporal field (field 3).
10. Repeat steps 3-9 for left eye.

Taking an External Image



Capture External Photos

1. On main menu click Anterior.
 2. Line the patient's pupil in center of the box.
 3. Use + & - buttons on the screen to focus on the iris/pupil area of the eye until it appears sharp.
 4. Take an anterior photo of the right eye.
 5. Save the photo on camera.
 6. Repeat steps 1-5 for the left eye.
- *ProTip: Ask patient to open eyes really wide.*

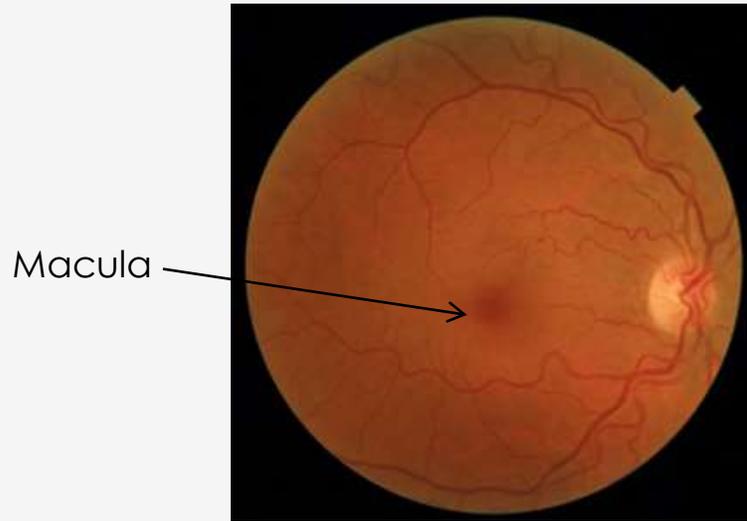
Save Photos to Computer

1. When you are satisfied with the eight photos you have taken on the camera, save the images by selecting the "Save" button in the top left of the program.
2. Select the Home button then select the patient name followed by the exam that was just completed. Click .DCM to export images.
3. When prompted select the "Axis Export" folder and select "OK".

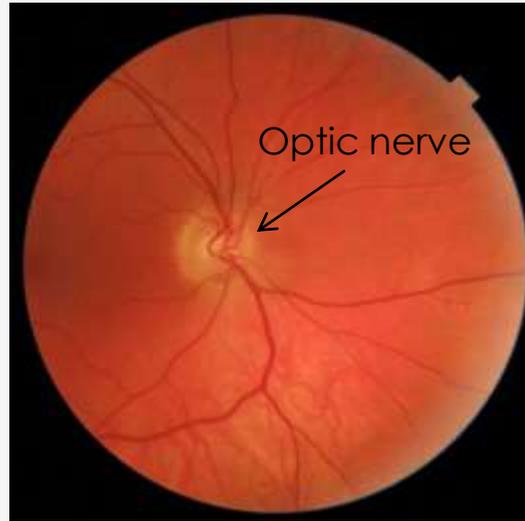
Turning off the camera

1. Put the lens cap back on
 2. Go to “Setup” on the bottom of the page
 3. Go to page 3
 4. Click “Packing Mode”
 5. Click “Start” and wait for the camera to completely shut down.
 6. Turn off the camera power using the switch on the right side of the camera base.
 7. Shutdown/Log off laptop
-

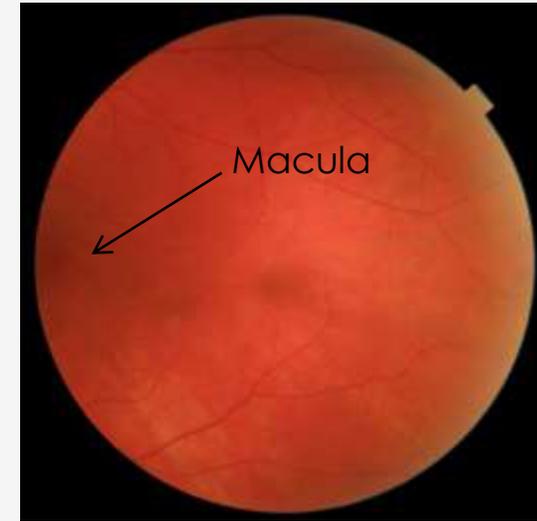
Good Quality Photos



Field 1: Macula Centered



Field 2: Optic Nerve Centered

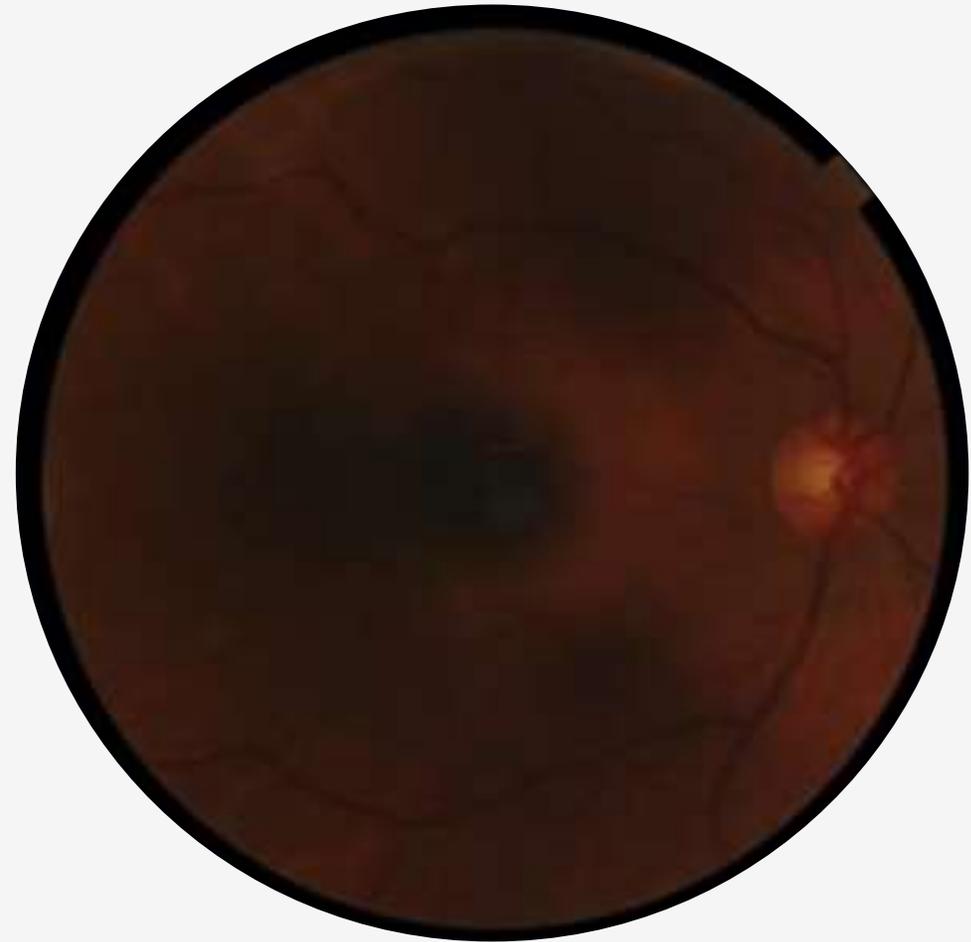


Field 3: Temporal

What makes a good quality photo?

- Good size pupil
 - Clear media
 - Good exposure
 - Well Aligned
 - No artifacts (ex. blink, eyelashes, etc.)
-

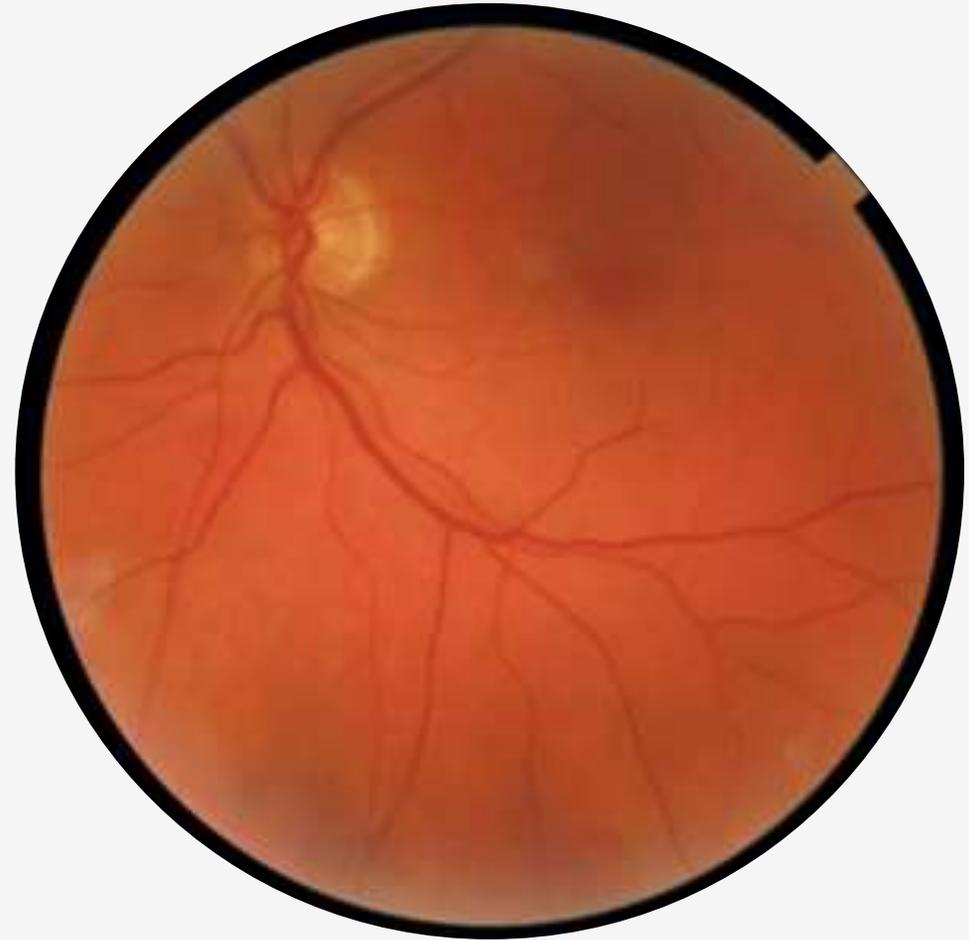
Poor Quality Photos



Poorly Dilated Pupil (makes image appear very dark)

- Solutions- Turn down the room lights, have the patient close their eyes for a short time before the photograph. If no good image can be obtained, the external photograph will give a visual explanation of why the image was of poor quality.

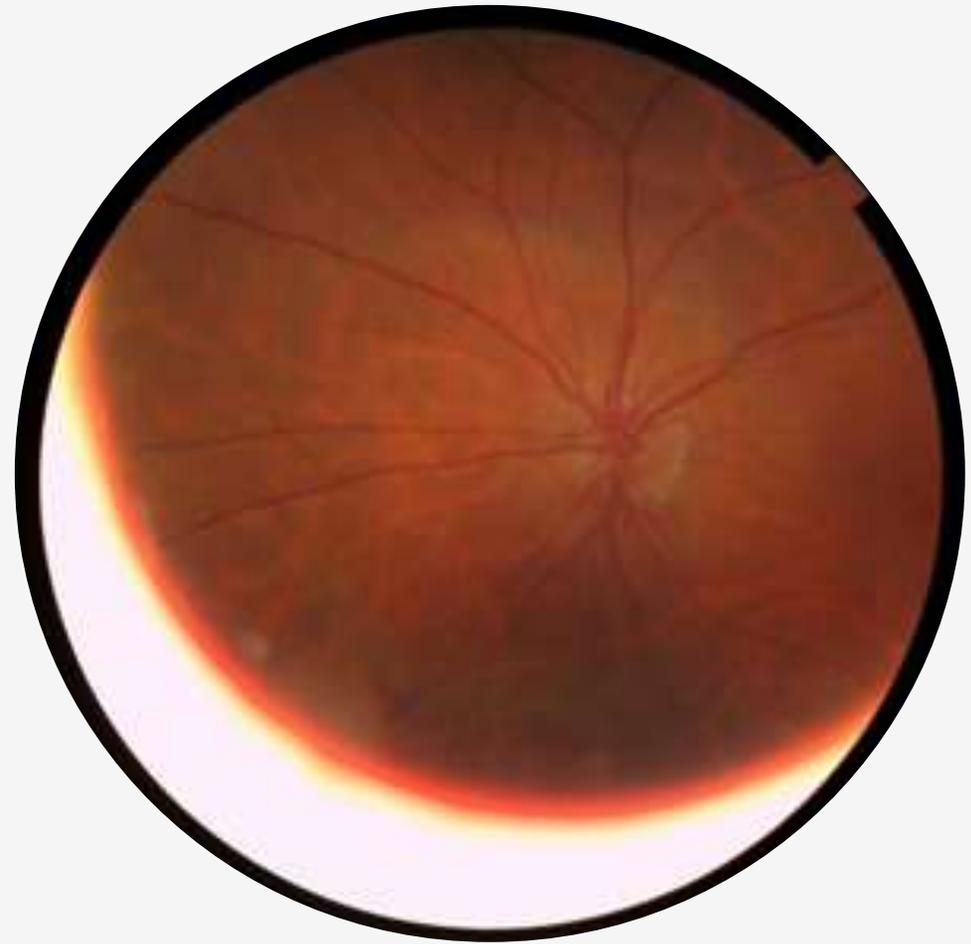
Poor Quality Photos



Poor Fixation (patient not looking at the target)

- Solution- Remind patient (as many times as needed) to keep looking at the target. If they cannot see the target use a small object to move around and get them to look where you need. (i.e. a pen, a finger, anything for them to focus on with their *other* eye).

Poor Quality Photos



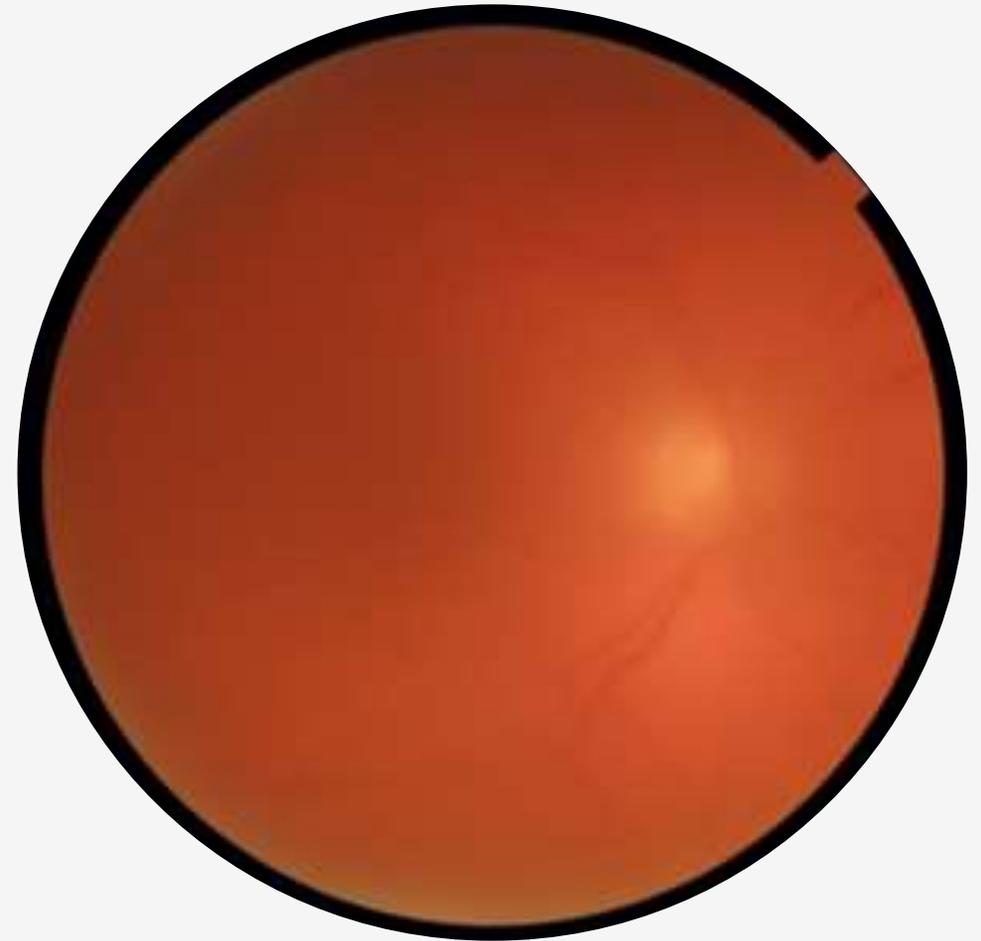
Alignment issue (appears as a yellow crescent along edge or through photo)- machine error

- Solution- Retake the photograph in order to gain a better view of the area.

Poor Quality Photos

What is Media in the eye?

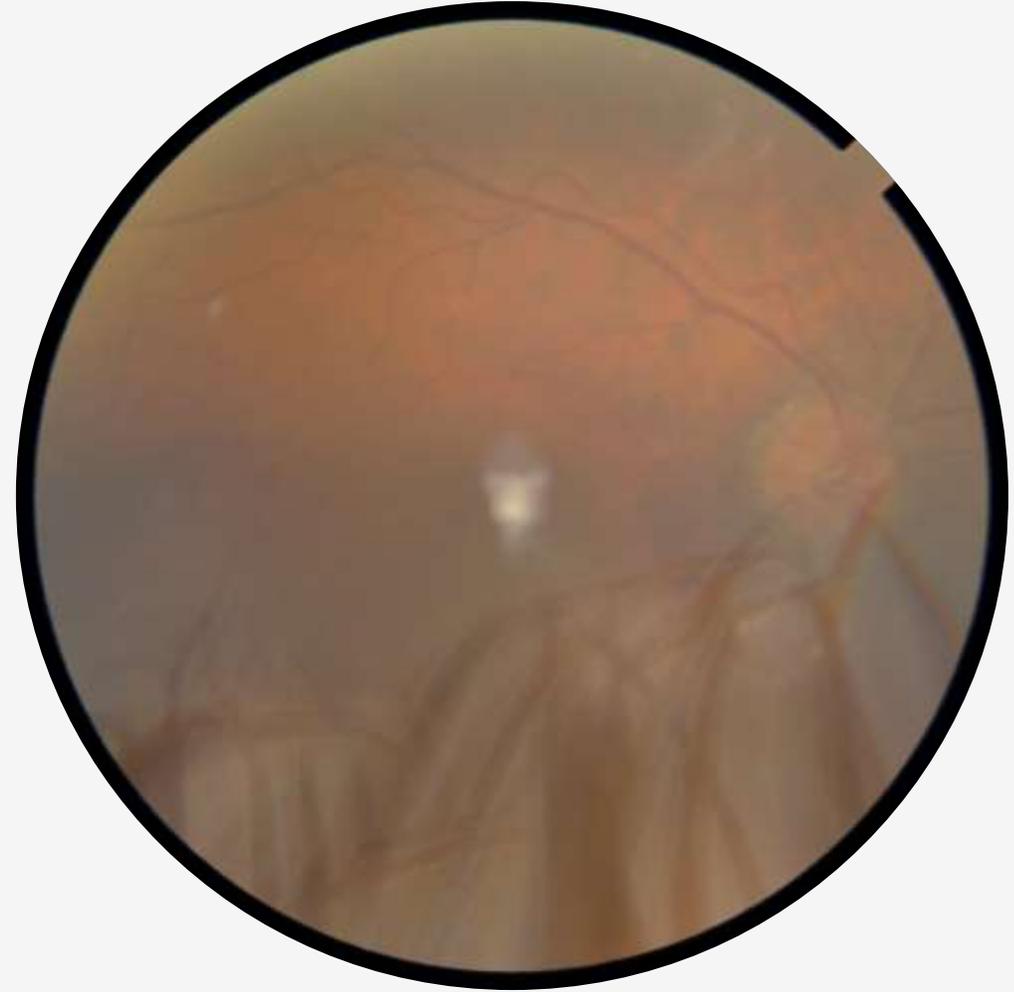
- The transparent substances of the eye, i.e. the cornea, the aqueous humor, the crystalline lens and the vitreous humor.
- **Normal Media** is clear with no obstructions.



Poor Media (i.e. Cataracts/ corneal scarring/ hemorrhages.) This will obstruct your view to the back of the eye. This will appear as a haze over the image.

- Solution- Nothing can be done to get through opacity in eyes. External photograph will give a visual explanation of why the image was of poor quality.

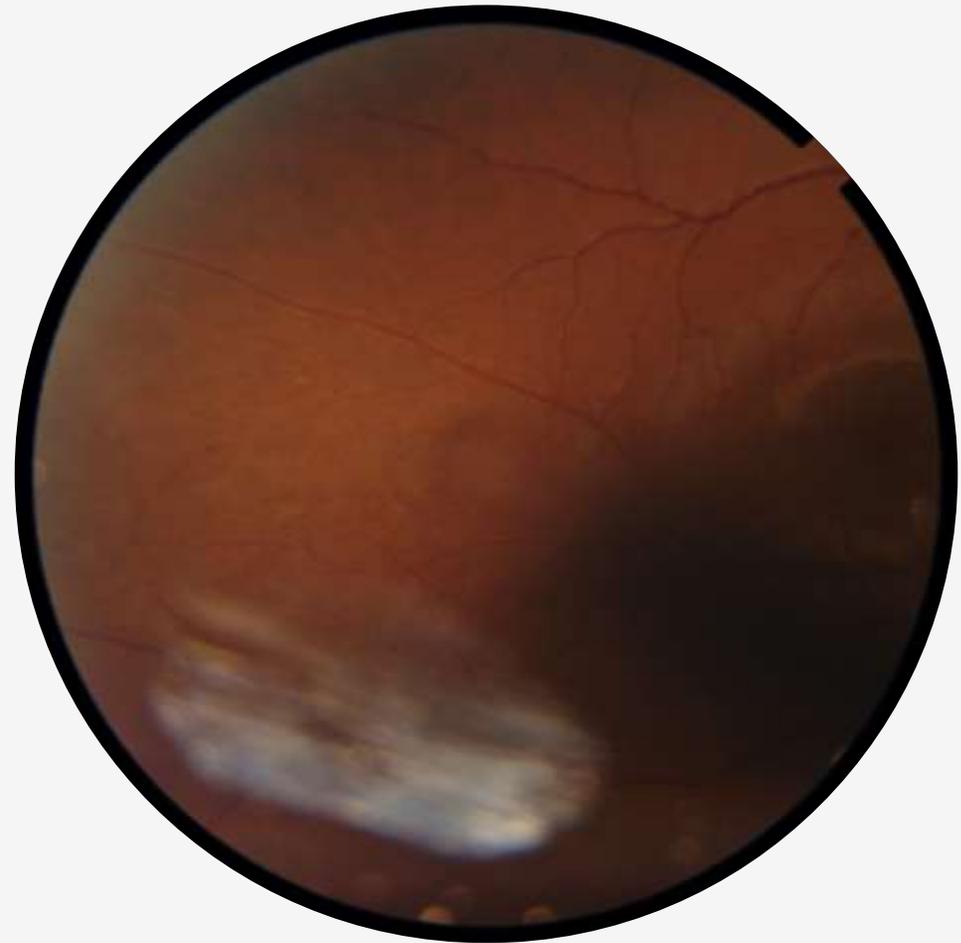
Poor Quality Photos



Eyelashes (appears as a haze in a streak-like fashion in the image)

- Solution- Have the patient blink several times then open wide only when you are ready to take the image. If necessary, use a gloved finger or Q-tip to hold the eyelid open during the photo.

Poor Quality Photos



Dust/Dirt (appears as out of focus spots all around the picture. Stays in the same place throughout all images).

- Solution- Gently use a microfiber cloth to wipe the surface of the lens. If this does not help, please call or email a member of the Tele-I-Care team ASAP to come remove the dust or dirt from the camera lens. **Do not** use tissues, napkins, or alcohol wipes.

**Thank
You**