

1.

LAPTOP: CREATE PATIENT

1. Open EZ Lite 2 software



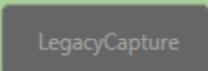
2. Navigate to **local studies**



3. Select the icon to **add patient**



4. Enter the patient's eMRN, First Name, Last Name, DOB
5. Click on the **Legacy Capture**



- a. Check: The patient's MRN will show up in the **patient ID box** on the camera

CAMERA: CAPTURE IMAGES

2.

****Capture right eye first, then left eye****

****Reminder: Clean head rest and chin rest, Take off lens cap on camera, Have patient take off glasses, turn off lights****

1. Click on **OD** (right eye) and **peripheral ON**
2. Capture Picture # 1: Macula Centered
 - a. Center pupil in the box and align eye within the two dotted lines.

Dialogue with patient: When see a green X appear, go ahead and look at the X.

- b. Once focused, click **capture picture**. The camera will **auto align**.

Dialogue with patient: Try to keep your eyes steady as possible and don't blink.

- c. The camera will count down (3..2..1)

Dialogue with patient: Blink once and open wide.

- d. If the picture is clear, then select **OK to save**. You should see the images appear on the laptop each time you click Ok.

- e. Click the back button to begin taking the 2nd picture.

3. Capture Picture # 2: Optic Nerve

- a. Repeat steps a-c

4. OPTIONAL: Capture Picture # 3: Temporal to Macula

**** If Field 1 and Field 2 are clear, you do not need to capture Field 3.**

5. Capture Picture # 4: Anterior eye

- a. Click **Menu** (top left-hand corner of camera screen)

- b. Select **Anterior**

- c. Align the patient's eye in the box. Click **Capture**.

- d. Move the purple arrow using the + and – sign to sharpen the image.

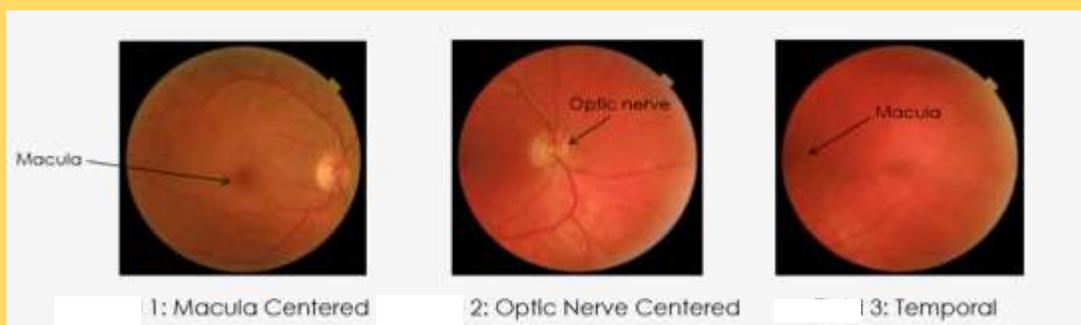
Dialogue with patient: Go ahead and blink as many times as you want.

- e. Click Capture. There will not be a countdown for this process.

Dialogue with patient: I will capture the image now. Open wide.

6. Repeat steps 1-5 for **OS** (left eye)

OD (Right Eye)			OS (Left Eye)		
2	1	3	3	1	2



LAPTOP: SAVE/ UPLOAD IMAGES

1. Select **save** icon on the EZ Lite 2 software
 - a. Popup will say “Images successfully saved”
2. Select the **home icon**
3. Click the **plus (+)** sign next to patient name. A dropdown will appear of today’s session
4. Click on today’s session date
5. Click **.DCM** icon
6. Find the **Axis Export folder**
7. Click OK

3.

*** To start screening another patient, close out of EX Lite 2 software and open it again ***

End of the day account completion

LAPTOP: TELE-I-CARE WEBSITE

1. Navigate to the Tele-I-Care Portal website
2. <https://prc.urmc.rochester.edu/Portal2/Login.aspx>
3. Transfer all information from paper screening form to electronic portal quick screening
4. Select **Save** and **complete**
5. A popup will say “Patient is successfully saved”
6. The website will route back to the list of all patients.
 - a. In the Photos column of your patient, it will say “Yes” for your patient. This means the pictures and the Tele-I-Care account you created are now one and successfully indicated by the blue color.

4.

REMINDER

SHUTTING DOWN CAMERA

1. Click on **Setup** on the camera screen (top right)
2. Navigate to **page 3**
3. Find “**Packaging Mode**”, click **start**
4. Message will pop-up and ask, “Execute task?” Click **Yes**
5. Message will appear to turn on camera with power button