Clinivid

Multidisciplinary Team Meeting (Meeting) User Manual

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What is a Meeting?

A Multidisciplinary Team Meeting (Meeting) is a meeting conducted by clinicians to discuss and make decisions regarding recommended treatment and care of individual patients.

Product information

Clinivid offers coordinators an efficient and secure way to manage Meeting meetings end-to-end. Clinivid has the ability to invite clinicians, receive patient nominations and associated patient information, request and receive relevant information and images from third-party health care providers, present Meeting cases in one web-enabled platform, instantly share results with care teams and archiving of full records to relevant patient records*.

Data security

Information is encrypted and can only be accessed by the clinicians invited to participate and share outcomes to Meeting meetings. Information is transmitted securely and stored in an Amazon Web Service (AWS) data centre within Australia. For more information on Cloud data security, please refer to https://aws.amazon.com/security/.

Clinivid aligns itself to industries standard best practices to ensure a high level of data integrity and security are met. For more information, you can request the Privacy and Data Security Whitepaper.

Data retention

Any information exchanged as a Clinivid case is encrypted and only accessible to the sender and recipient. Any case will be stored for 30 days after the last activity.

Prolonged access to Meeting information will require assessment, please contact Clinivid to inquire about our Enterprise options.

Privacy

Protecting personal and sensitive patient data is very important. (Refer to Data Security) Clinivid is compliant with Australian Privacy Legislation and has undertaken a full Privacy Impact Assessment, including an independent legal review. Sensitive data is stored on

What information can be exchanged?

Clinivid is independent of existing health infrastructure. This means that any clinical information entered by users and shared as videos, images or text can be exchanged. For example, videos of imaging results or lab results with the comment of the clinicians can be shared and commented on. Clinicians involved in a patient case can share information whilst minimising disruption and having direct access to specialist opinion at any time.

Roles

A typical Meeting involves 4 types of roles, including:

- Coordinator:
  The coordinator invites and manages all the tasks and activities involved in scheduling a Meeting meeting with participants, reviewers, presenters and recipients.
- Participant:
  The participant contributes, reviews and presents the cases in the Meeting meeting.
- Reviewer:
  The reviewer has access to the Meeting outcomes and is often part of the Meeting, however, they do not nominate patients or provide any information.
- Third party information provider:
  The Meeting coordinator contacts the third party information provider if there is a need for extra patient information.

Login

To login, ensure you are on the WebApp https://app.clinivid.com.au/ and select the login button at the top right of the page.

Reset your password

Option 1

To reset your password:

- open https://app.clinivid.com.au/
- select login
- select 'Forgot Password'.

You will be redirected to the 'Recover your password' page and asked to enter your username (the email you used for your registration). After verifying that you are not a robot, click "SEND RESET LINK" and check your email to set up the new password.

Option 2

Go to https://app.clinivid.com.au/user/forgot-password and follow the

instructions. Once logged in, select the "Meeting" tab in the header.

Coordinator

Adding contacts

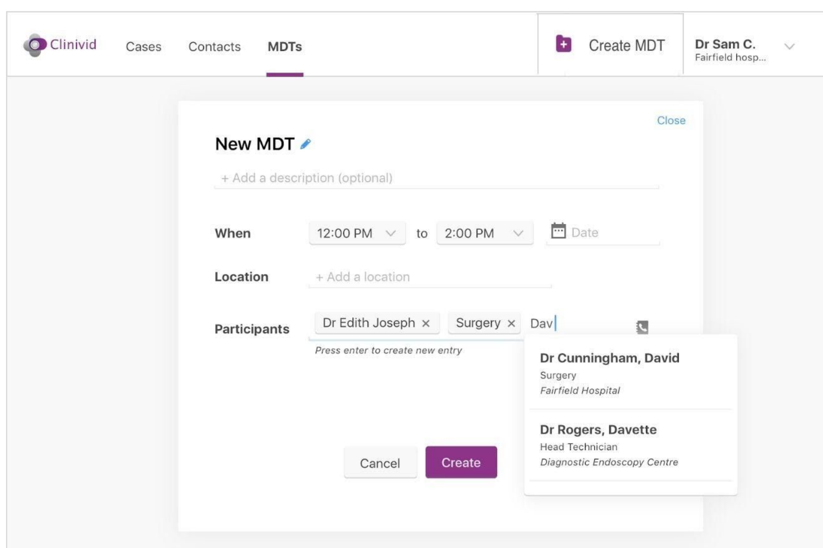
Before the coordinator creates a Meeting, they must ensure that all the participants are in their contact list to send out invitations. Adding a contact is done by accessing "Contacts" on the WebApp and selecting "Add New Contact".

Create an Meeting

If the Meeting case list is empty, the coordinator can create an Meeting by selecting the "Create Meeting" button on the landing page. Else if there are existing Meetings, there is a "Create Meeting" tab on the top right of the header.

Creating a Meeting is simple and requires six steps:

1. Create a title
2. Include a description (optional)
3. Select the time and date
4. Include a location
5. Add participants
6. Hit create



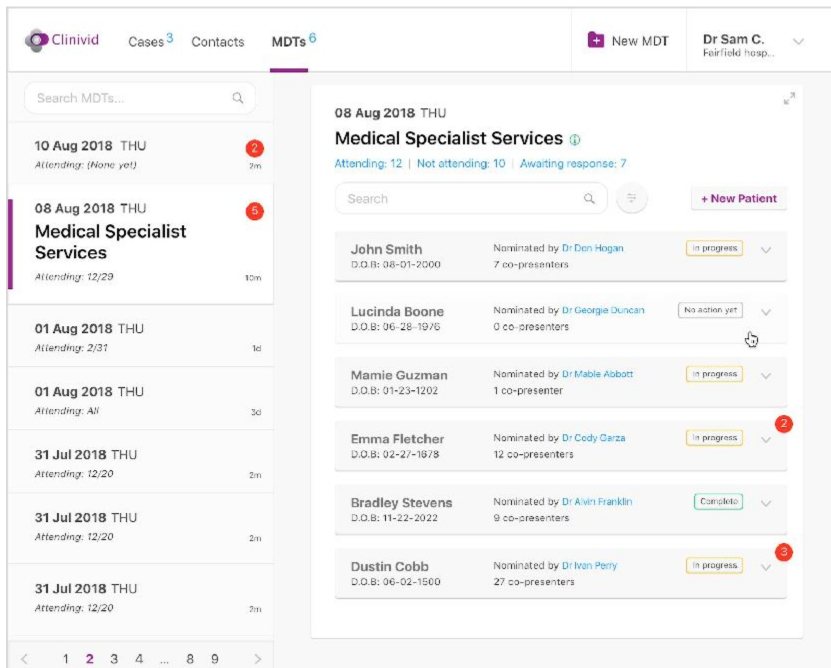
1. *Create a title*
   The case title is how all participants and reviewers will identify each individual Meeting,

therefore, it is important to have a unique title for each Meeting.

2. *Include a description*
   Coordinators can make each Meeting more unique by including a brief description.
3. *Select the time and date*
   The time and date are when the Meeting will occur.
4. *Include a location*
   The location is the physical place where the Meeting will occur.
5. *Add participants*
   Coordinators can add participants by typing their names on the entry line. If the participant is a contact on the coordinators Clinivid account, then their name will be displayed. The coordinator can utilize the group feature to make invitations more efficient.
6. *Hit Create*
   Once all the mandatory fields are entered, the coordinator can select “Create”. This will initialize the Meeting and send out all the invitations via email and/or SMS to the participating clinicians.

Overview of Meetings

The main Meeting screen will allow the coordinator to see a snapshot of the progress and activities within each Meeting meeting. The overview page is split into two columns. The left column displaying all the upcoming/current/past Meetings. The right side which provides details of the selected Meeting, including each patient nomination, the [status](#) of the nomination and a down arrow that when clicked, activates the [patient](#) [nomination expand](#). The overview also displays the [attendees list](#) and other Meeting information that was entered in the [create Meeting](#) phase. A search function is available for quick and easy patient nomination identification.



Attendance screen

As more and more clinicians respond to the Meeting invitation, the attendance list builds up. Clinicians are separated into three categories.

1) Attending
2) Not Attending
3) Awaiting response

If a coordinator is awaiting a response from a clinician, they are able to trigger a reminder by clicking on the “Remind” button on the attendance screen. This will resend an Meeting invitation via email.

Add new patients

Coordinators also have the ability to nominate patients by clicking “+ New Patient” button, this follows the same procedure as [Nominate Patient](#).

Patient case expand

Selecting the down arrow on the patient nomination form will expand the contents of the nomination. Displaying attachments and comments uploaded by nominating clinicians, third party information providers and coordinators. Below these attachments and comments is a toolbar containing various actions, such as:

1. Delete nomination

   Deleting a nomination will permanently remove the patient from the Meeting workflow, and lose all the information associated with the patient.

2. Download nomination

   Downloading patient nomination will create an external PDF with all the nomination details, attachments, comments, patient details, and other notes created during the Meeting.

3. Share nomination

   Sharing a patient nomination will send the outcome of the Meeting to the intended clinician(s). Selecting the "Share" action will create a new Clinivid case prefilled with the patient details, subject, attachments (if present) and comments. The coordinator must include the recipient(s) and any other information necessary. The coordinator clicks send when satisfied with the content and the case will send like a normal Clinivid case.

4. Archive nomination

   This function is available for customers with an integration to their clinical system set up, whereby Meeting cases can be directly archived to the Clinician Records Management System.

5. Presentation view

   Selecting this action will enter the presentation view.

These actions are only available to the coordinator or the nominating/co-presenting clinician.

Change status

The patient nomination can be set to one of four different statuses.

1. No action

   This is the default status and indicates that the coordinator has not yet requested any further information, although requires it.

2. In progress

   This status indicates that the coordinator has requested further details, although is yet to receive all of the information.

3. Complete

   This status indicates that the coordinator has received all the extra details for the patient and/or does not require any more information.

4. Tabling

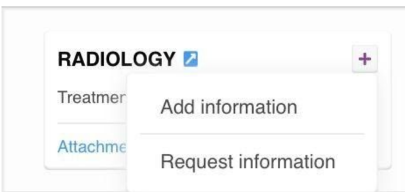
   This status indicates that the patient is on the agenda, although it will not be discussed in the Meeting.

Add information

Coordinators can add extra information by selecting the “Add information” option from the dropdown menu in the expanded patient view. Selecting this option will allow the coordinator to upload files and/or comments.

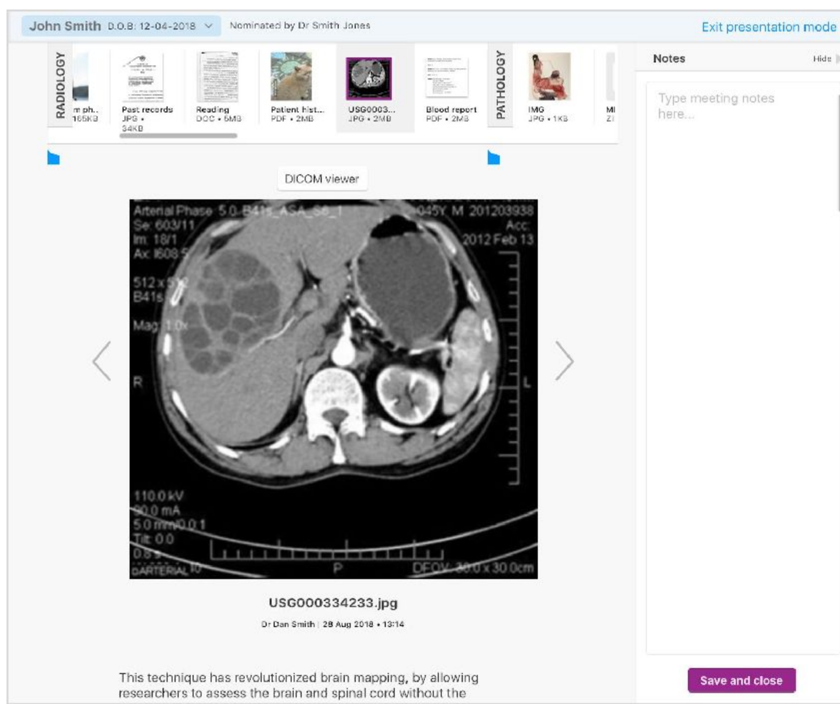
Request for information

Coordinators can request further patient information from the third party by selecting “Request information” from the dropdown menu in the expanded patient view. Selecting this option will create a request information form prefilled with patient details and subject line. The coordinator must include the recipient(s) and optionally add a brief description of the request. After filling out the form, the coordinator clicks “Create” which will send through an email to the third party requesting information.



Entering presentation view

The presentation view is how the Meeting is displayed. The top half of the screen displays a media carousel which contains all the files, images and videos associated with the patient. Above the carousel displays the patient name, date of birth and the nominating clinician. The bottom half of the screen shows the contents of the media item. The right side of the screen is available for notes during the Meeting. The coordinator can scroll through the media items by clicking on either arrow beside the media item. Clicking on the media item will expand the image and enter fullscreen mode, press “esc” to exit fullscreen. Once a patient has been discussed, to toggle through patients, the coordinator can click on the drop-down menu at the top left of the screen which will display the full list of patient nominations. At any time of the Meeting, the coordinator is able to leave the presentation by clicking on “Exit presentation mode” on the top right of the screen.



DICOM Viewer

The Meeting incorporates a DICOM view plugin to support the distribution and viewing of medical images.

Participant

Participants that have been invited to partake in an Meeting will receive an invitation in their email.

Accepting Meeting invitation

Clicking on the invitation link sent to each participant's email, they will have a choice of either accepting or declining the Meeting invitation. Responding "Yes, I will attend" will trigger another email confirming their attendance and notify the coordinator of their attendance.

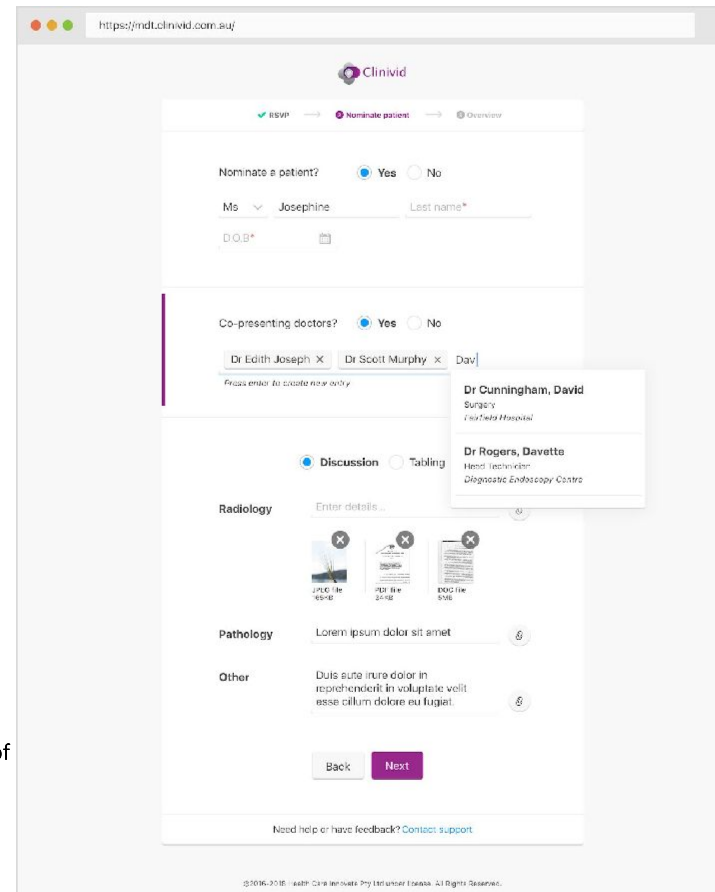
Declining Meeting invitation

If the participant selects "No, thanks" to the invitation, they will opt out of attending the upcoming Meeting. If, after opting out the participant wants to opt back in, they will have to message the Meeting coordinator via Clinivid or email.

Nominate patient

After a participant has responded to an Meeting invitation, they will then have the option to nominate a patient(s). The participant must follow a few simple steps to successfully nominate a patient:

1. Enter the patient's title, name and date of birth.
2. State whether there are any co-presenting clinicians for the nomination, if yes, include their name. If the co-presenting doctor is part of the participants Clinivid workflow, their name should be visible after typing the first character.
3. Declare whether the nomination is for discussion or tabling.
4. Include a description, files and media under any of the three categories; Radiology, Pathology or Other.



Submit invitation

Once the participant is satisfied with all the information they have given, the invitation overview is displayed, which shows:

1. When the Meeting is scheduled for
2. The patient(s) being nominated
3. Co-presenting doctors

The participant clicks submit which gives a confirmation view of the invite. However, if the participant is not satisfied with the information given, they are able to click the back button and modify any details.

View Meeting agenda

A participant has two ways of viewing upcoming Meetings:

1. After the participant accepts the invitation to the upcoming Meeting, they are given a confirmation email which contains the details of the Meeting and provides a link to view the agenda. Clicking on this link, the participant will be asked to log into their Clinivid account and then are directed into the Meeting case overview.
2. Alternatively, the participant can go directly into the Meeting section in WebApp by accessing https://app.clinivid.com.au/mdt/cases/.

Reviewer

The reviewer is part of the Meeting however they do not partake in patient nomination or providing any patient information. The reviewer assists with the outcomes and is able to review patient nominations.

Third party information provider

The third party provides extra information if required for patient nominations.

Adding the information

If the coordinator requests extra information for a patient nomination, the third party will receive an email with a link to submit additional files/comments. After clicking on the link, the third party has to go through a few steps to add the information:

1. Verify identity

   To verify their identity, the provider must enter their first name, last name, email and accept the terms of service.

2. Attach files and include a description

   The provider can now attach additional information for the Meeting. Clicking on "Upload from computer" will open up all the files on your computer. Navigate and select the relevant files. Include a description (optional).

3. Click confirm

   Once the third party is satisfied with the added information, they will click confirm. This delivers the information into the patient nomination.

Feedback/Support

We are here to help you. If you have any questions, please contact us at:
Email: support@clinivid.com.au

Or visit our website at clinivid.com.au, which also includes a resource section with Frequently Asked Questions and a number of templates to download.

Thank you for using Clinivid – the safe and convenient way for clinicians
to connect | communicate | collaborate