Faster, better quality of care

Manual Consultant Dermatologist
Introduction

This manual for Consultant Dermatologists explains how to use the KSYOS TeleDermatology service. KSYOS TeleDermatology, a web application, runs in a secured web environment. Your data will be saved within this environment, instead of locally on your computer. Access is only granted by your username and password.

A major advantage of a web application is that it is accessible from every computer with an internet connection. TeleDermatology is an easy, user-friendly digital service.

This manual is also available online: www.ksyos.org/manuals If you have any questions, please contact KSYOS helpdesk on info@ksyos.org, or phone: **0031 20 600 00 60**.

Enjoy TeleDermatology!

Kind regards,

Imke Schepers
T: 0031 20 600 00 60
M: 0031 654 635 346
E: i.schepers@ksyos.org

Joep Hoevenaars
T: 0031 20 600 00 60
M: 0031 611 562 868
E: j.hoevenaars@ksyos.org
Inhoud

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1 E-mail alert

When a GP sends a TeleDermatology Consultation, you will receive an e-mail alert to notify you of the new TeleConsultation (see Figure 1). This mail contains an internet link to log on to the KSYOS TeleDermatology Consultation service.

Figure 1. E-mail alert notifying the Consultant a new TeleDermatology Consultation is available.
2 Log on to KSYOS TeleDermatology

1. Open your web browser and go to: www.ksyos.org/uk

2. Fill out your username and password to log on to your personal TeleDermatology service (see Figure 2). N.B.: The system differentiates between upper and lower case.

3. If you have forgotten your username or password, please click on “Forgot your username/password?” to inform the KSYOS Helpdesk. (see Figure 2).

Figure 2. Enter username and password to log on to KSYOS TeleDermatology Consultation service.
3 Answering a TeleConsultation

The Consultant answers a TeleConsultation from the GP within two working days.

3.1 Opening a TeleConsultation

1. Log on to KSYOS TeleDermatology (www.ksysos.org/uk) with your username and password;

2. Go to [Open Consultation] in the left menu (see Figure 3);

3. To open/view a specific TeleConsultation, please click on the specific horizontal line in the list.

3.2 Answering a TeleConsultation

1. Go to [Open TeleConsultation] like described in the previous section (see 3.1);

2. Click on a specific TeleConsultation with status “to be answered” (see Figure 4).
Figure 4. Click in the list of Open Consultations on a TeleConsultation with status “to be answered”

3. A Consultant can answer by filling in: “Description of findings”, “Diagnosis”, “Additional Questions”, “Treatment Recommendations” (see Figure 5).

4. The Consultant can indicate if he or she wants to physically see the patient, by ticking “yes” or “no” to the question: “do you need to see this patient urgently?”

Figure 5 Consultant Dermatologist’s interface when answering a TeleConsultation.
5. When sending an answer to the GP an evaluation question pops up (see Figure 6). Please answer it to help evaluating the effects of TeleDermatology Consultation.

![Figure 6 Evaluation question]

### 3.3 Accept

When a GP wants to send a TeleConsultation it is mandatory to select a specific destination, called an “institution” (or NHS Trust). Yet it is optional to select a specific Consultant. The GP can also choose “no preference”, for example if there are more than one Consultant Dermatologists working with KSYOS TeleDermatology.

1. A TeleConsultation sent with no preference of Consultant, will receive the status “to be accepted” as seen in the “Open Consultation”-list (see Figure 7).
2. To be able to answer such a TeleConsultation with no preference of Consultant, the Consultant needs to “accept” it first (see Figure 8).

3.4 Second Request

A GP has a one-time opportunity to send a reply to your answer. For example, when you have added a question or if something is unclear for the GP.

If a second request is sent by the GP, you will receive an e-mail alert again. To view and/or answer this, repeat the steps described at the beginning of this section (see 3.2). Your 2nd reply is final (e.g. no more communication can take place within this specific TeleConsultation).
4  Closing TeleConsultation

A GP both initiates and closes a TeleConsultation. The GP has this opportunity after your first or second reply.

When a GP closes a TeleConsultation, the TeleConsultation will automatically be moved from your “Open Consultation”-list to (and permanently saved in) the “Closed Consultation”-list (see Figure 9). N.B.: at any time you can open the “Closed Consultation” list to view a closed TeleConsultation.

Figure 9 “Closed Consultation”-list

5  Save/Print TeleConsultation

You have the possibility to digitally save or print a closed TeleConsultation.

1. Log on to KSYOS TeleDermatology Consultation service;

2. Go to the “Closed Consultation”-list.

Overview list

1. At the bottom of the Closed Consultation-list you will find a print-button (see Figure 10)

2. Press [Print] to open an overview-list from all closed TeleConsultations in PDF-format.
3. Now you have the opportunity to save the PDF-file to your PC, or to print it.

**Figure 10 Print or save an overview of all Closed Consultations.**

**Individual TeleConsultation**

1. Open a specific TeleConsultation in the Closed Consultation-list, by clicking on its horizontal line.

2. Press [Print] at the bottom of the TeleConsultation to open a PDF-file (see Figure 11).

   N.B.: all information is included (patient data, text of GP’s and Consultant, and the pictures).

3. Now choose to save the PDF-file to your PC, or to print it.
Figure 11 Press [Print] to either print or save a TeleConsultation as PDF-file.

6 Search TeleConsultations

In [Open Consultation] you can filter on Consultant, in order to differentiate between specific Consultants and their Open TeleConsultations (see Figure 12)

In [Closed Consultation] you can filter:

4. **Person(s):** specific Consultant or ALL;

5. **Period of time:** click on the left Agenda-icon to select the start-date, and do the same for the final date in the right Agenda-icon (see Figure 12)
6. The search will then include everything in between these dates for the chosen person(s).

Figure 12 Filter Closed Consultations per Cosconsultant and period of time.

7. Settings

When you have logged on to KSYOS TeleDermatology Consultation service, you can edit your personal information in the Settings-menu (see Figure 13)

Figure 13 Change personal information in the settings menu