



Dermatology Photo Triage



EMIS & EMIS VDI Web How-to guide

Revision v1.8 June 2026

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1. Introduction

This guide gives information about how to access the **Dermatology Photo Triage Pathway** using CCG for patients presenting at their GP surgery with a suspicious lesion. This pathway is for patients with a **Single Suspected Melanoma or Single Squamous Cell Carcinoma (Red Flag)** and **Basal Cell Carcinoma (Urgent)**.

This guide is intended for internal training purposes of staff working in GP Practices who may be involved in any stage of a dermatology referral. It is assumed that those GPs generating a referral to this pathway are already experienced in using CCG; therefore, this guide is not intended to provide information on how to use CCG, but focuses on the elements for Dermatology Photo Triage referrals.

Referrals to the Dermatology Photo Triage Pathway will have photographs of the lesions attached. GP Practices should put in place documented in-house operating procedures to outline areas of responsibility, for example who will take the photographs and who will be responsible for sending the referral, once the photographs have been taken.

Please ensure the following guidance is adhered to when using the Dermatology Photo Triage Pathway:

- **ONLY** those Practices who have the equipment and software installed should use the Photo Triage Pathway protocol on CCG.
- **ONLY** photos taken using the **iPhone 16e** preloaded with the **SMARTDerm App** should be attached to the CCG referral.
- Photos taken via the SMARTDerm App are **watermarked** with the patient HCN and are removed from the device following attaching to CCG which is in line with **GDPR requirements**.
- Photos sent to a Practice either via AccuRx or another platform **SHOULD NOT BE SENT** using the Photo Triage Pathway.
- Photos sent via AccuRx or another platform **are not aligned to the photo triage pathway** and may result in a referral being returned by the Trust. **This may result in a delay to the patient red flag pathway.**

Getting help

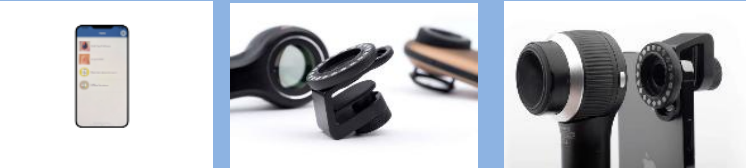
Problems and enquiries regarding any of the above should be directed to the GMS ITS Support Team by logging a call via the Vfire support portal:

https://vfire.hscni.net/Live_Unauthenticated/Core.aspx?Lite

or by Email to supportteam@hscni.net

Additional copies of the User Guide and further support information are available on our Primary Care Intranet <http://primarycare.hscni> and GPNI website [Dermatology photo triage pathway resources - GPNI](#) or from the Photo Triage Team at phototriageni@hscni.net.

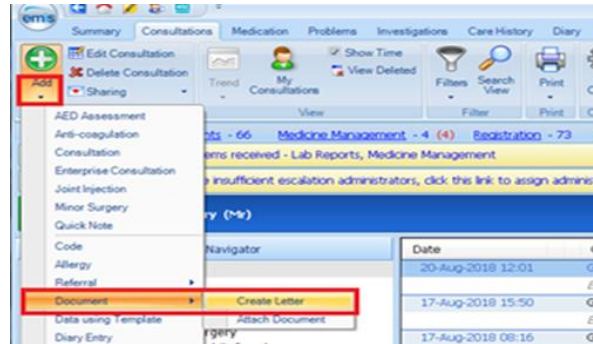
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Photo Triage Hardware	Images			
iPhone 16e and MagnetiConnect® Clamp (MCC) USB rechargeable Each Practice will have created a 6-digit Pass Code to access the iPhone 16e. This will be unique to each Practice.				
DermLite DL4 Polarized light examination device with two brightness levels, enhanced imaging of deeper pigmentation with two levels of colour spectrum control (Pigment Boost Plus). There are also two magnifications designed for skin lesion screening. Small Sample of Snap-on Ice Caps				
Leads 1 X 20W USB C Power adapter, USB A to USB C Charge and Sync cable for iPhone 16e 1 x USB charger for DermLite DL4				
To setup the MagnetiConnect® Clamp (MCC). Securing the Magnetic Ring Correctly	Unpack the clamp. 	Identifying the main camera on your device. 	Loosen thumbscrew on the back, insert iPhone and retighten - iPhone will now be secure in the clamp. 	Attach DermLite DL4 

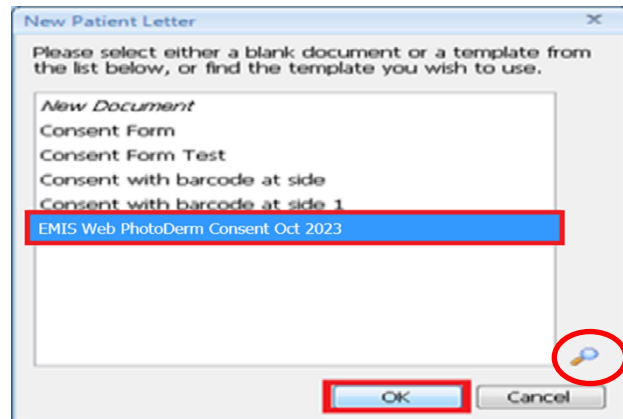
2. Generating Patient Consent and Taking the Photos

The patient consent form, will also have a barcode representing the patient's details and will be used to ensure that the correct images are attached to the correct referral.

- On Emis/Emis VDI go to the **Consultations** tab and select **Add**
- Select **Document**
- Select **Create Letter**



- Select '**Emis Web PhotoDerm Consent Oct 2023**' from the list available
- This will be set up by the BSO ITS team as part of the installation process on your Practice server.
- If the practice have recently migrated to VDI or you cannot find the template it may need to be imported into the clinical system – VDI practices will find the template in this location - **K:\Global\Engineer\EMIS Web\PhotoDerm-EMIS Web VDI 2025\EMIS Web Consent Form.**
- A guide on how to import the template: "Add the Photo Consent document in EMIS Web" is located in this location: **K:\Global\Engineer\EMIS Web\PhotoDerm-EMIS Web VDI 2025\Guides.**



Use the magnifying glass to search for 'Emis Web PhotoDerm Consent Oct 2023'

- The consent form will open on your PC
- This will be complete with a QR code which is linked to the patients details including H&C number

Note: Check that the patient's details have merged correctly to the template

- **You do not need to print the Consent Form, Just review with the patient to confirm their consent.**



Patient Consent Statement
Your doctor believes that it would be useful to obtain an image (s) of your skin condition to assist with diagnosis and treatment. These photographs will only be taken and used with your consent and will be added to your medical record. You may not wish to have this photograph taken at this time and - If so - your decision not to give your consent will not affect your medical care.

Your Decision
I agree and consent to the following:

- photographs being taken and used for my medical records
- the photographs being made available to other clinicians involved in my diagnosis and treatment
- my photographs being used for teaching purposes providing these are not have any codes or labels that could identify me
- taking part in a patient satisfaction survey to help inform the quality of this service and how it can be improved

Confirmation Statement of Healthcare professional
This has been discussed with the patient at their appointment today and they have no further questions. They have given consent for the above and the images have been taken to accompany the CCG referral.

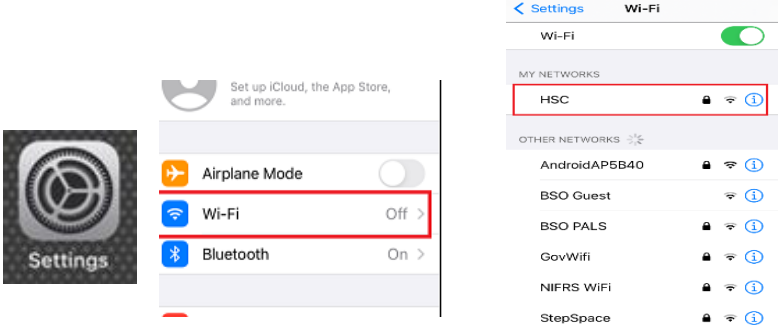
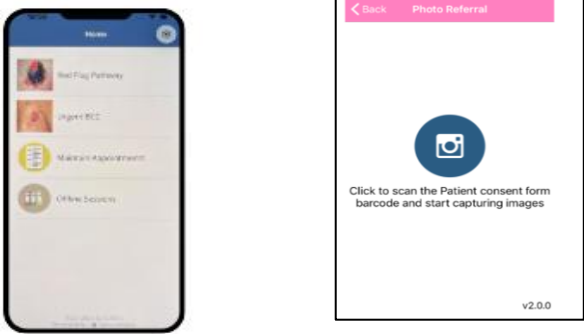
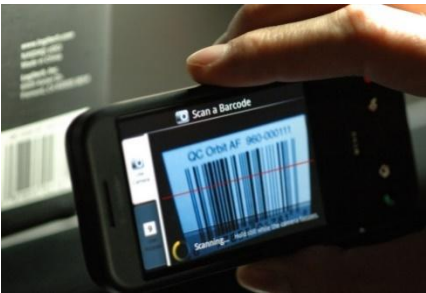
Date: 26 July 2023

*Patients who choose to opt out of the photo triage pathway will be referred as per standard referral pathway in line with the [GP Support Centre Referral Guidelines](#)

If you have requested an interpreter service as part of your GP consultation this document will be translated in your own language and the consent process explained as your appointment by the interpreter.

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Note: The referrer should now proceed to **Taking the Photos**

- Each Practice will be provided with an iPhone 16e preloaded with the SMARTDerm App. - Switch on the iPhone and enter your 6 digit security code which you set up when you received your new iPhone.	
- Please ensure the iPhone is connected to HSC wifi. - Forget any other network previously used. The iPhone should not be connected to public/unsecured Wi-Fi networks Note: full instructions can be found under Section 8 Top Tips & Troubleshooting	
- Open the App from the Home Screen - Select the Red Flag Path to commence the Red Flag pathway OR Urgent BCC to commence the Urgent BCC pathway - Click the iPhone screen to scan the QR code on the patient consent form on your computer screen	
This will prompt the App to commence taking of the photos  TIP If you need to magnify the size of the barcode, you can use the zoom slider at the bottom right corner of your screen	 CONSENT FOR MEDICAL PHOTOGRAPHY Patient Name: Click here to enter text. Patient Address: Click here to enter text. H&C Number: Click here to enter text.  Patient Consent Statement Your doctor has determined that it is useful to obtain an image (s) of your skin condition to assist with diagnosis and treatment. This will form part of your medical record and photographs will only be taken and used with your consent. Refusal to consent will not affect your medical care. I agree and consent to the following: I consent to photographs being taken for my medical records
- The App will display the patient's information for confirmation - Click Accept to confirm correct patient details - The next screen will automatically open on the App, follow the	

DERMATOLOGY PHOTO TRIAGE USER GUIDE

instructions to take the **FOUR** photos as prompted

Patient

Review the details below and confirm with the Patient.

Practice Code

Z00001

HCN

000-112-8600

Name

JOHN APPLESEED

DOB

01-Dec-1986

Gender

MALE

Accept

Reject

1..Standard Photo

Take approx 3inches from the lesion
Use an anatomical marker to establish the location of the lesion

Place a circle around or an arrow to the skin lesion to be photographed, to ensure that the correct lesion is photographed

2. Macro Photo

Take a close up image of the lesion, an onscreen grid will be provided to help capture the image

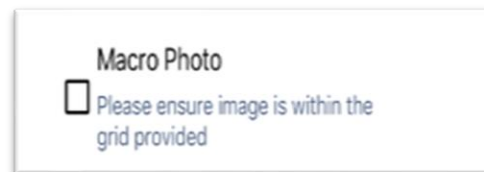
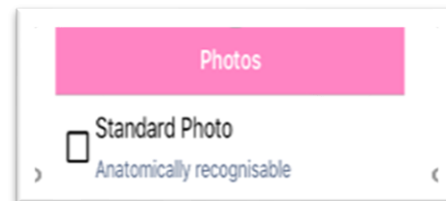
Use a measuring scale with the close-up image.

Please remember

No images of lesions on nails or hair-bearing areas.

Only 1 lesion per referral.

When capturing Photo Triage images of lesions or moles on 'sensitive' or 'private' areas, please be mindful of patient privacy and screen images carefully.



TIP

Use a background e.g. disposable tissue roll, neutral wall, which should be placed in contact with the patient to reduce shadow.

3. Dermatoscope Photo

To take the dermatoscope photo, attach the clamp to the iPhone.

Now take the DL4 Dermlite and push the power button (1) to turn on the device



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To toggle between non-polarized and cross-polarized mode briefly push any button. Push and hold (POL) for about 1 second to toggle between 2 brightness levels.

For dermatoscope photo, rotate the Focus Dial (FD) to extend the spacer (S) and focus the image. We recommend that this is rotated to the 0 position as indicated in the diagrams. Attach the snap-on ice cap to DL4 faceplate.



TIP The ice caps can be reused by cleaning with an alcohol free sterile wipe

To turn off your DermLite, push the power button (P) for about 1 second. To save power, the unit atomically turns of after 3 minutes so please remember to check that the power is on when taking the image.

To connect the dermatoscope to the iPhone, simply touch the 2 magnetic rings together.

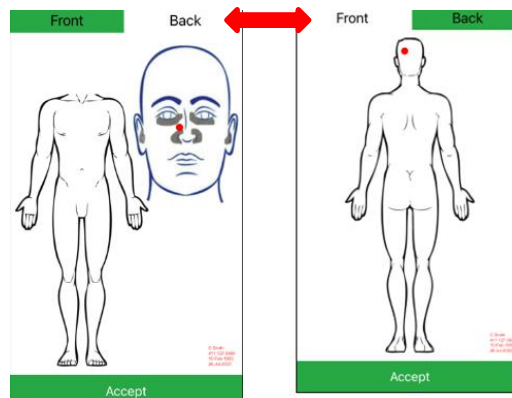
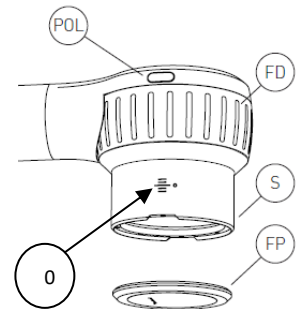
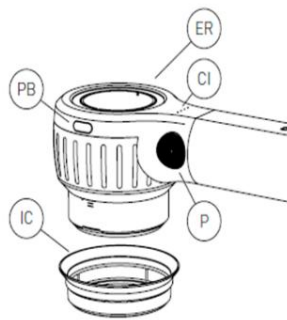
Do not apply too much pressure with the dermatoscope, as this can squash the vessels.

4. Medical Stickman

Mark the area where the lesion or mole is on the medical stickman by **touching the screen**.



Tip Users can still access the button and change the orientation of the medical stickman with the clamp attached by selecting the option as highlighted in Green.



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- You will be prompted via the App to **check the photo quality** after each photo is taken
- You will be given the option to **Retake** photo or **Use Photo**

It is important that all photos are:

- **in focus**
- **NOT blurred**
- **of good quality**

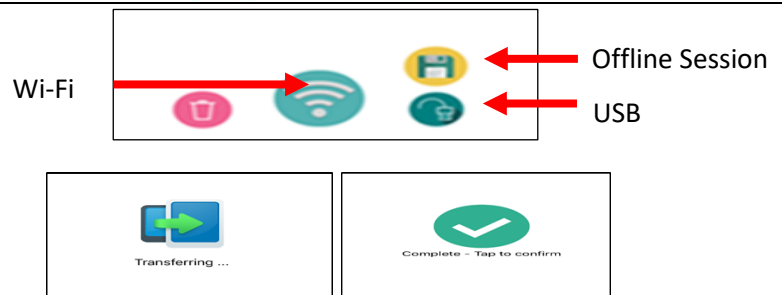
Please stop and double-check



- After all photos have been captured these are now ready to be transferred from the device



- The photos can be transferred **either** by Wi-Fi (recommended method of transfer) **or** using the USB cable.
- If Wi-Fi is not available and you are transferring via USB cable, ensure the iPhone is connected into a live port and the 'File Transfer Service' is running on your PC.
- The photos will transfer to your PC and the App will display notification when the transfer is complete.
- If both Wi-Fi and USB transfers fail, save the session immediately to the 'Offline Sessions' by selecting the floppy disc. (See Page 22).
- Unsaved active sessions will be lost if the iPhone is turned off, the battery goes flat or during a software update, but saved offline sessions can be transferred later.

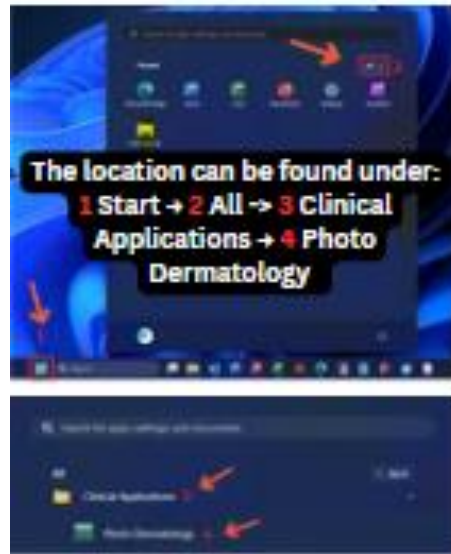


For Emis Users

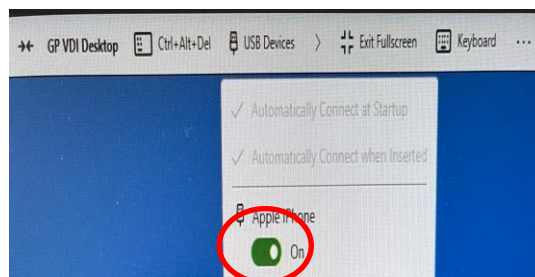


TIP If photos fail to transfer, launch the File Transfer service from your taskbar. If not pinned to your taskbar, click Start & type 'Dermatology.FileService' and then try again.

For Emis VDI Users



TIP Emis VDI Practices the location for the File Transfer Service can be found under: 1 Start -> 2 All -> 3 Clinical Applications -> 4 Photo Dermatology



TIP For Emis VDI users transferring via USB cable, check that the iPhone is enabled under "USB devices" within the Horizon toolbar on Emis VDI

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3. Creating a Referral

Create a Referral to be sent to the Dermatology Photo Triage Service

- Identify patient on **Emis/Emis VDI**
- On **CCG** select New Message to create referral
- Select **Trust/Hospital** you normally refer to
- Select **Dermatology Photo Triage** speciality
- Select **Derm Phototriage SCC MM** for **Red Flag** referral
OR
Derm Phototriage BCC for **Urgent** referral

- Complete the relevant template including specific information on the lesion
- Please provide as much information as possible about the lesion to inform decision-making and assist with the triage process. For **BCC**, if at the site of an old lesion, please attach any relevant correspondence and/or if a history of skin cancer, attach any surgical, pathology or clinical correspondence if the patient has been seen/treated
- The remainder of the template is the same as the standard referral template (MDS)

Creating a **Red Flag** Referral

For illustration purposes only
(Please select the Trust you normally refer to)

Send to:	Belfast Health and Social Care Trust
	Belfast Health and Social Care Trust Non-GP Locations/Providers
	Belfast City Hospital
	DERMATOLOGY - PHOTO TRIAGE
Protocol:	(Select protocol) Derm Phototriage BCC Derm Phototriage SCC MM Healthy DermatologyPhotoTriage Photo HUB Protocol

Creating an **Urgent** Referral

For illustration purposes only
(Please select the Trust you normally refer to)

Send to:	Belfast Health and Social Care Trust
	Belfast Health and Social Care Trust Non-GP Locations/Providers
	Belfast City Hospital
	DERMATOLOGY - PHOTO TRIAGE
Protocol:	(Select protocol) Derm Phototriage BCC Derm Phototriage SCC MM Healthy DermatologyPhotoTriage Photo HUB Protocol

Stark, Tony - 10-May-1996 - 900 429 2391 - CCG - Referral - Internet Explorer

Photo Triage Clinical Data Past Medical / Family History Medication Risks/Alerts Demographics Referral

Photo Triage Referral Protocol (v1)

Suspected Melanoma

	Comment
1. Location*	
2. Is this a new lesion (m)*	Yes
3. Change in size*	No
4. Change in shape*	(Unknown)
5. Change in colour*	Yes
6. Change in sensation*	No
7. Personal / Family History of Melanoma*	(Unknown)
8. History of excessive UV exposure / Sunbed use*	Yes

OR

Suspected SCC

	Comment
1. Location*	
2. Is this a new lesion (ssc)*	(Unknown)
3. Has lesion changed*	(Unknown)
4. When did it change?	

Referral Information

Suspected Basal Cell Carcinoma

	Comment
1. Location	
2. Is this a new or a recurrent lesion*	(Unknown)
If this is at the site of an old lesion please can you attach any relevant correspondence (HSC/private) to provide further detail if possible.	
3. Has the lesion changed*	(Unknown)
4. If so, over what time period?	
5. Has it increased in size*	(Unknown)
6. Has the lesion been bleeding?	(Unknown)
7. Is the lesion painful*	(Unknown)
8. Is the patient immunosuppressed*	(Unknown)
9. Is there a history of skin cancer?	Yes No
Please attach relevant information including any surgical, pathology or clinical correspondence if the patient has been seen/treated (HSC/ private) if possible.	
Is there a history of skin cancer excision at the site of this current lesion?	
10. History of Excision*	(Unknown)

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- On the **Referral** tab select the Option '**Electronic Attachment Present**' to indicate there will be attachments with the referral

The screenshot shows the 'Referral' tab selected in the 'Photo Triage Referral Protocol (v1)' interface. The 'Referral Classification' section contains the following fields:

Date of Referral*	31-Jul-2018	Nature of Request*	(Not Specified)	Electronic Attachment Present*	☒ Yes
Referral Type*	Out Patient	Referred By*	Referring GP		

Below this section is a field for 'Registered GP'.

This screenshot is identical to the one on the left, showing the 'Referral' tab with 'Electronic Attachment Present' set to 'Yes'. The interface elements, including the 'Referral Classification' section and the 'Registered GP' field, are the same.

4. Attaching the Photographs to the Referral

Before starting this process, a Referral needs to have been created (and Parked, if applicable) and the images of the patient's lesion must have already been taken.

Within the GP Clinical System, the user should Select the patient and the appropriate referral from within CCG.

- On **CCG homepage**, click on the Referrals in Progress link to select the appropriate referral.
- This Referral will have a status of 'Parked'

		Date	Patient	
		31-Jul-2018 15:30	F Stark, Tony HCN: 908 429 2391	F Dr D R F Belfast Heal (009)
		24-Jul-2018 13:00	F Stark, Tony HCN: 908 429 2391	F Dr D R F Belfast Heal (009)
		24-Jul-2018 13:00	F Stark, Tony HCN: 908 429 2391	F Dr D R F Belfast Heal (009)

- Select **Attach** when the referral is opened
- Select Attach Files

Attach Files...

Stark, Tony - 18-May-1996 - 908 429 2391 - CCG - Referral - Internet Explorer

Photo Triage Clinical Data Past Medical / Family History Medication Risks/Alerts Demographics Referral

Photo Triage Referral Protocol (v1)

Photo Triage

Fed Photodermatology Triage Pathway for:

SUSPECTED MELANOMA & SQUAMOUS CELL CARCINOMA

If more than one suspicious lesion, please refer by original red flag pathway

Referral Information

Suspected Melanoma

1. Location*	Comment
2. Is this a new lesion (m)*	Test1
3. Change in size*	
4. Change in shape*	Test1
5. Change in colour*	
6. Change in sensation*	
7. Personal / Family History of Melanoma*	Test1
8. History of excessive UV exposure / Sunbed use*	

OR

Cancel **Attach** Preview Letter Spellcheck Park Send

Referral Information

Suspected Basal Cell Carcinoma

1. Location	Comment
2. Is this a new or a recurrent lesion?*	left cheek
3. Has the lesion changed?*	
4. If so, over what time period?	
5. Has it increased in size?*	3 months
6. Has the lesion been bleeding?*	
7. Is the lesion painful?*	
8. Is the patient immunosuppressed?*	
9. Is there a history of skin cancer?*	
Please attach relevant information including any surgical, pathology or clinical correspondence if the patient has been seen/treated (HSC/ private) if possible.	
10. History of Excision?*	

Is there a history of skin cancer excision at the site of this current lesion?

Cancel **Attach** Preview Letter Park Send

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- The location of the files (photographs) will be set up by the BSO ITS team as part of the installation process.
- For original Emis users**, the photos will be transferred to a folder named **'1_photoderm'**, mapped drive on the **Practice server**.
- For those **Practices who have recently migrated from Vision to Emis VDI**, the photos will be transferred to a folder named **'Practice Employed Folder' - PhotoDermatology** located in the **K: Drive (Practice Folder)** and called
- If you **cannot locate** the folder in the K:Drive, your **Practice Manager** may need to grant you **access via Adaxes**.
- If you can not locate folder, please contact services desk



TIP Click **Date modified** in the 1_photoderm or 'Practice Employed folder' to ensure the **last photos uploaded**, are at the **top of the list**

For Emis - Folder can be found in Practice shared Drive in the 1_photoderm folder

▼ Shared ▼ 1.Photo Derm ▼ 9084292391 ▼ DermReferral201807241223564657

For Emis VDI- Folder can be found in Practice shared Drive in the 'Practice Employed' folder

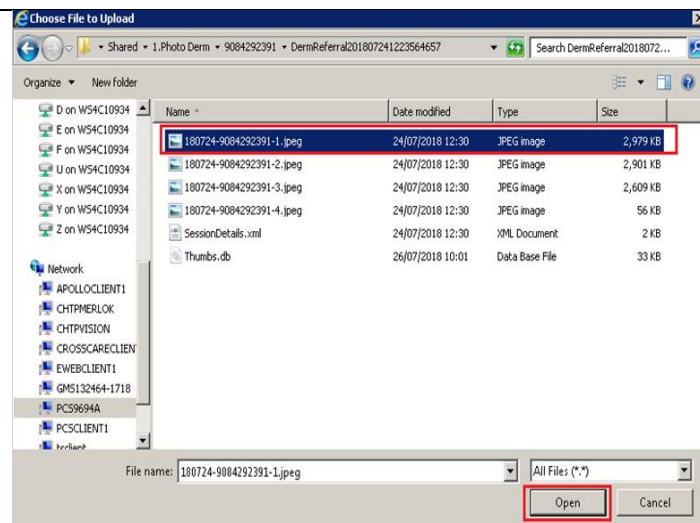
K: ▼ Practice Employed ▼ _PhotoDermatology ▼ 9084292391 ▼ DermReferral201807241223564657

- Select the required files from the folder. Each file will be named as follows:
Date-HCN-photo number
- In this example there are 4 photos for patient with HCN 9084292391, taken on 24 July 2018. Normally photos are numbered 0 -3.

180724-9084292391-1.jpeg	24/07/2018 12:30	JPEG image
180724-9084292391-2.jpeg	24/07/2018 12:30	JPEG image
180724-9084292391-3.jpeg	24/07/2018 12:30	JPEG image
180724-9084292391-4.jpeg	24/07/2018 12:30	JPEG image
SessionDetails.xml	24/07/2018 12:30	XML Document
Thumbs.db	26/07/2018 10:01	Data Base File

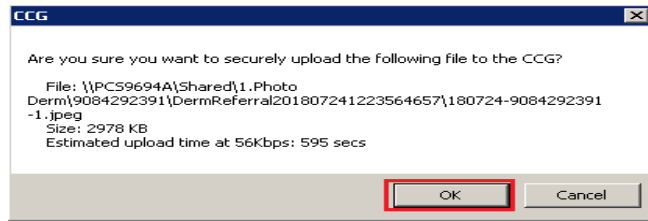
10062026-930052116-0.jpeg **(Standard)**
 10062026-930052116-1.jpeg **(Macro)**
 10062026-930052116-2.jpeg **(Dermatoscope)**
 10062026-930052116-3.jpeg **(Medical Stickman)**

- Select the file from the list and Select **Open**

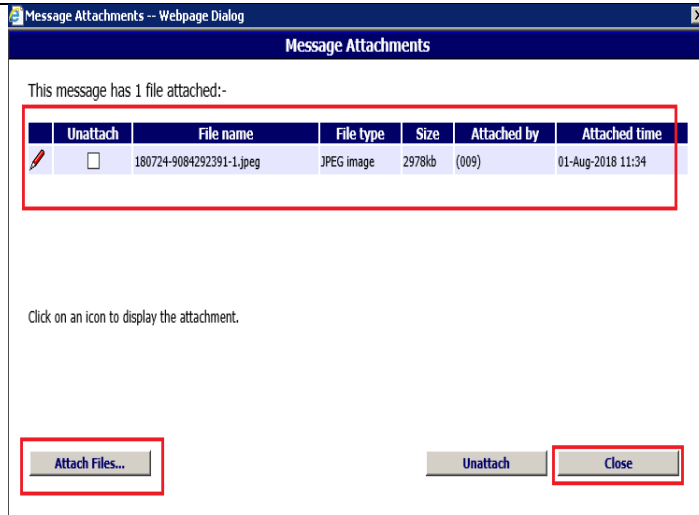


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- Confirm you have selected the correct file, by selecting **OK** when prompted



- You will receive a message that the file has been uploaded successfully. Select **OK**
- Continue to **Attach Files** until all the required files are attached and then Select **Close**

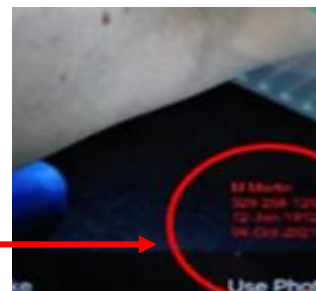
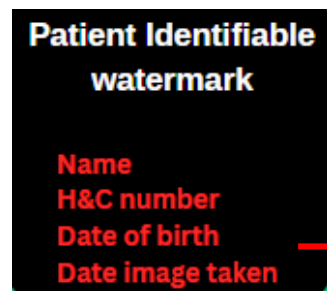


At this point, please check that the correct photos have been attached to the referral. Wrong images attached can result in rejected referrals.

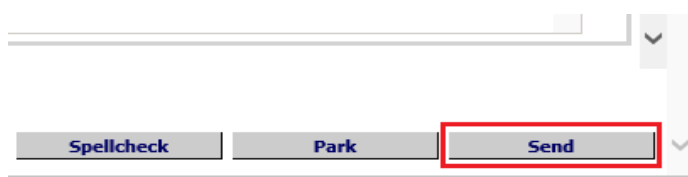
Please ensure that each image includes the watermark containing patient-identifiable information. Only images captured using the SMARTderm App will have this watermark automatically applied.

Unattach	File name	File type	Size	Attached by	Attached time
	180724-9084292391-1.jpeg	JPEG image	2978kb	(009)	01-Aug-2018 11:34

By selecting the **edit icon**, this will allow you to open and view each photo on screen.



- When you have confirmed that all the correct files have been attached and you are confident that the right patient's images are attached to the referral, select **Send**



5. Governance for Photo Storage and Retrieval

- Photos saved in the 1_photoderm folder or 'Practice Employed Folder' on the Practice server will remain there for a period of **96 hours (4 days)** after which time they are automatically deleted
- Once the photos have been taken they should be attached to the referral promptly
- If for any reason you are unable to immediately transfer the photos, please ensure the iPhone is kept charged to prevent losing the photos.
- If both Wi-Fi and USB transfers fail, we recommend you save the session immediately to the 'Offline Sessions' by selecting the floppy disc and transfer once the issue has been resolved
- A copy of each photo is retained on the Yarra server for a period of **30 days** and can be downloaded to the Practice server on request, if required, by emailing: servicedesk@hscni.net
- The **HCN** of the patient whose photos need to be restored, together with **the date the photos were taken** will be required
- Ensure the Photo Triage team is copied in to any request for retrieval of photos at PhotoTriageNI@hscni.net

6. Governance for Referrals with Incorrect Photos and/or Information



Title:	NI Regional Dermatology Photo Triage Pathway Protocol for Managing Referrals with Incorrect Photos or Information
Version:	1.0
Effective Date:	20 January 2025
Review Date:	20 January 2026
Prepared By:	Sarah Donaldson, Senior Programme Manager, Photo Triage
Approved By:	Dermatology Photo Triage Programme Team
Circulated to:	NI HSC Trusts, NI GP Practices, SPPG, BSO, encompass Team

1) Purpose:

- This protocol outlines the procedure for the management of referrals received via the Dermatology Photo Triage e-referral pathway where **incorrect patient photos** have been attached or **incorrect information** has been provided.
- The objective is to ensure patient safety, maintain data integrity and comply with HSC information governance standards.
- This protocol applies to **ALL** staff involved in the referral and triage process.

2) Referral criteria:

- Patients referred via the Dermatology Photo Triage pathway **MUST** have 4 x photos attached together with a completed Red Flag Suspect Cancer or Urgent BCC protocol.
- Each photo must contain a **WATERMARK** with patient identifiable data which corresponds to the patient being referred.
- Referrals received via the Dermatology Photo Triage pathway with no photos or patients own photos attached will be accepted **however** if you have signed up to the **Local Enhanced Service** you should take the photographs using the equipment provided.

3) Exclusion criteria:

- Referrals made via the traditional red flag suspect cancer or suspected basal cell carcinoma CCG referral destination.
- Routine dermatology referrals.

4) Responsibilities for attaching photos to the CCG referral:

- The Referrer must ensure that the HCN on the photos correlates with that on the CCG referral - **DOUBLE-CHECK AND VERIFY BEFORE ATTACHING**.
- Photos are saved by the HCN and date and time the photos were taken.

- The PhotoDerm/Practice Employed Folder should be **refreshed** to ensure the last photos uploaded are at the top of the list of folders.
- Photos saved on the PhotoDerm/Practice Employed Folder will remain there for a period of **96 hours**, after which time they are **automatically deleted**– this avoids system overload whilst enabling photos to be copied back to the PhotoDerm/Practice Employed Folder if they have been deleted prematurely.
- Practices should routinely perform housekeeping on the PhotoDerm/Practice Employed Folder, deleting any empty folders or folders containing photos that have been attached to CCG referrals and sent for triage.

5) Timeframe for triaging referrals:

- All referrals received via the Dermatology Photo Triage pathway must be triaged within **72hours**.

6) Responsibilities when referrals are received with incorrect photos and/or information:

- When a referral has been authorised and sent by the GP, it **cannot** be edited or deleted by the GP.
- The referring GP **should be notified** at the point of triage that incorrect photos have been attached to a referral and request made for a **new referral** to be made for the patient, with or without photos attached (this will depend on whether the patient can be contacted to return to the Practice within a reasonable timeframe so as not to impact on their assessment with the dermatology team).
- Secondary care will remove photos from Epic.

7. Offline Working Function & Scheduling Clinics

The SMARTDerm App has been further enhanced to include the function to capture photos for patients at assessment if connectivity to the HSC Wi-Fi is unavailable. It also enables the scheduling of clinics in advance and also enables ad hoc patients to be added to the device if a referral is required following clinical assessment. These functions have been developed to ensure continuity of the service model.

- Open the **SMARTDerm App** on iPhone 16e



- The home screen will now include the following options:

- **Maintain Appointments Function**
This enables the user to create a clinic list in advance of the scheduled clinic session.



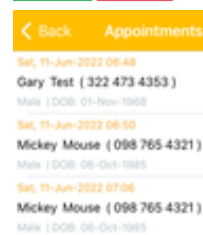
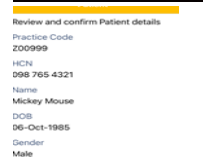
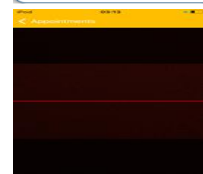
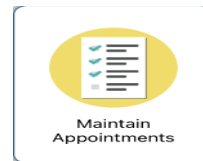
- **Offline Sessions Function**
This will enable the user to take the photos when the HSC Wifi is unavailable and saved on the device until the user is able to access the HSC Wi-Fi.

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Maintain Appointments Function

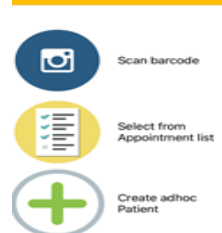
This will be completed in advance of the clinic. The consent process will be completed at this stage to enable the QR code to be scanned in the usual way to initiate the pathway.

- Select **Maintain Appointments**
- Scan QR code on patient consent form
- Check patient details to ensure that this is the patient scheduled for review
- Patient is then added to the Clinic List held on the device. This is then accessed when offsite and/or when Wifi is unavailable



Accessing the Appointment List when offsite

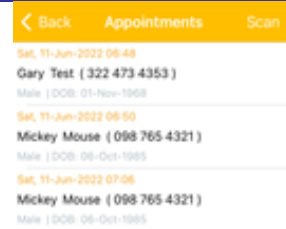
- Select the **Red Flag Path** or **Urgent BCC** from the Home Screen
- Access the preloaded patients using the **Select from appointment list**



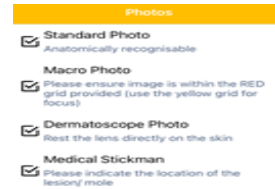
v2.0.2

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- Select Patient from the list shown



- Take photos and complete medical stickman/
H Zone as per pathway protocol



- Option to **save** photos to device is now included.
This should be selected when wifi is not available.



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Offline Sessions Function

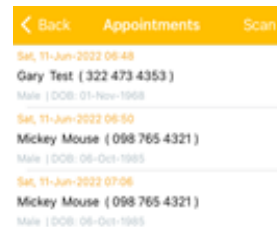
This enables the user to access the photos for each patient captured when Wifi is unavailable. From the main menu select the **Offline Function**.

When sessions have been pre-loaded this will be displayed on the App as shown below

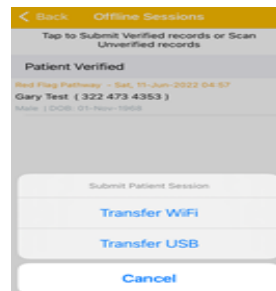
- Contains all **Offline sessions** that have been saved on the device



- Select patient from the list displayed



- Images can then be accessed and transferred when HSC Wifi is available
- Transfer via Wifi or USB



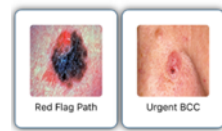
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Creating an Ad hoc Record

The enhanced App now includes the option to create a patient who needs to be referred via the pathway.

- Demographic details will be required to add the patient to the App to enable image capture
- Select the **Red Flag Path** or **Urgent BCC** to initiate the pathway
- Select the option to **create ad hoc patient**

HCN
Forenames
Surname
DOB



< Back Photo Referral



Scan barcode



Select from Appointment list



Create adhoc Patient

v2.0.2

< Back Patient

HCN
Enter HCN
Forenames
Enter Forenames
Surname
Enter Surname
DOB
Gender

Save

Photos

- ☐ Standard Photo
Anatomically recognisable
- ☐ Macro Photo
Please ensure image is within the RED grid provided (use the yellow grid for focus)
- ☐ Dermatoscope Photo
Rest the lens directly on the skin
- ☐ Medical Stickman
Please indicate the location of the lesion/ mole



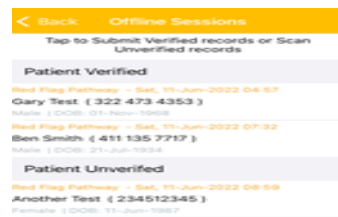
Home (Pre-Prod Version)



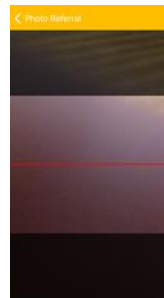
- Enter patient details
- Take photos and complete medical stickman/ H zone as per pathway protocol.
- This has now been added to the **offline session** record

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- Select **Offline Session** to access this record
- Patients added adhoc will be listed as **patient unverified**



- Using the HCN look up function for the patient initiate referral as per standard protocol
- Complete the consent process to enable barcode to be generated. Then scan to link patient to images.



Patient

Review and confirm Patient details

Practice Code
Z007??

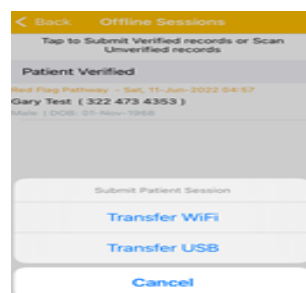
HCN
123456789 | 322 473 4353

Name
Test Me | Gary Test

DOB
11-Jun-2008 | 01-Nov-1968

Gender
Male | Male

- Select Accept when details confirmed
- Photos can now be transferred and attached to referral



8. Top Tips

- Please ensure both iPhone 16e and DL4 dermatoscope are charged at all times
- Please ensure the equipment is stored securely within your Practice
- Please ensure the equipment is accessible at all times
- It is helpful to nominate someone in your practice to look after the equipment.
- If equipment is lost, damaged or stolen, please contact the Photo Triage Team regarding correct reporting process.

TROUBLESHOOTING

For <u>all IT related issues</u> please contact BSO ITS Team via:	Vfire Support Portal: https://vfire.hscni.net/Live_Unauthenticated/Core.aspx?Lite or Email Address: supportteam@hscni.net
For <u>all other pathway related issues</u> please contact Photo Triage Team via:	Email Address: phototriageni@hscni.net or Mobile Number: 0738 5950731 Landline: 028 9536 8592
For all repairs and servicing for Dermlite DL4 Please contact Schuco via:	Link: Schuco Repairs & Servicing for Medical Devices 
For Emis VDI Adaxes Permissions	For Adaxes GP Admin Quick Reference Guide: https://gpvdifag.hscni.net/how-to-guides/guide-downloads/

DERMATOLOGY PHOTO TRIAGE USER GUIDE

HSCNI – IT Guides Dermatology Photo Triage iPhone Set-up

Introduction

- This guide will help you to set up your new iPhone which will be used to host the SMARTDerm application.
- Your GMS iPhone will consist of a lock screen passcode to securely lock/unlock the device and will issue apps automatically as required or when approved.



Switching on your device for the first time

- When you switch on your device, you will be prompted to set up language options.
- When presented with the hello (in different languages) swipe up from the bottom or press the home button.
- Choose your language.
- Choose your country – **United Kingdom**.



Appearance

Choose how you would like text and icons to look on iPhone

- Choose – **Default**
- Tap **Continue**



Quickly Set Up iPhone

- At this screen, tap **Set Up Without Another Device**



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Wi-Fi - Set your iPhone up using Gov Wi-Fi / Mobile Hotspot

DO NOT choose to use the HSC Wi-Fi. This will not work.

You may choose Gov Wi-Fi if you have the login details, otherwise please scroll to the bottom and select or use your own private Wi-Fi or a mobile hotspot.

"If HSCNI Wi-Fi is selected, the setup process may stop and the phone will need to be returned to ITS to be unlocked."

Tap Next



Remote Management

- After a few minutes, 'Retrieving Configuration' message will show, followed by this screen ==>
- This device is managed by HSCNI – Business Services Organisation Information Technology Services.
- All security policies, device features, apps and settings are managed centrally by BSO ITS.
- Tap **Enrol this iPhone**.



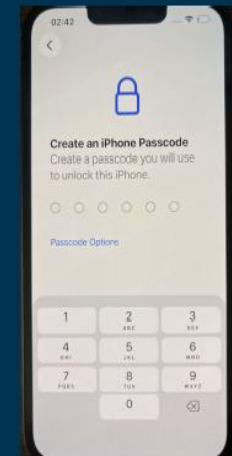
Configuring iPhone

- Now a Configuring iPhone statement will appear.
- This can take a few minutes to complete



Passcode

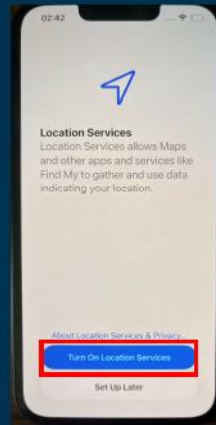
- At this stage, you will be asked to set up a Passcode. This is a 6 digit numeric passcode, that will be used to unlock the device along with TouchID (if set up). Please enter numbers even though you can enter characters. If you do enter characters, you will be asked to change this at a later stage.
- This passcode cannot be a simple series like 111111 or 123456.
- You will be asked to enter it twice.



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Location Services

- Tap **Turn On Location Services**
- This will be used for Date and Time, as well as to know which apps to download and from which server.



10

Device Policy Application and Installation of SMARTDerm

- Once you have completed the setup as detailed in the previous slides, you will be returned to the Home screen.
- No SIM available – Tap **OK**
- SMARTDerm will not be available at this stage – Application of the device policy will continue to progress in the background.
- **Please ensure that the iPhone remains connected to Wi-Fi until the process is complete.**
- As policies are applied to the device, the wallpaper and the layout of the Home screen will change.
- On the Edit Home Screen prompt, tap **Dismiss**



11

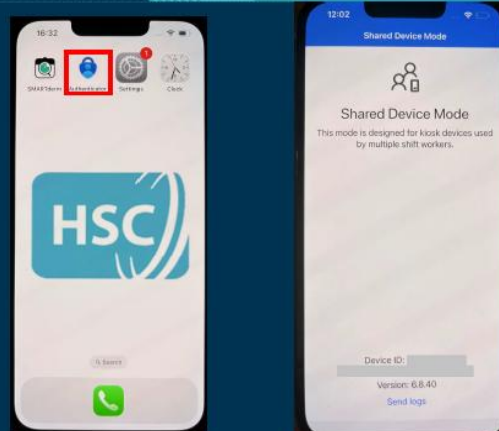
Open Authenticator app

After 5-10 minutes the iPhone should now see the following apps:

- SMARTDerm
- Authenticator

Please open the Authenticator app and ensure that Shared Device Mode is displayed.

If **Shared Device Mode** is displayed, please swipe up from the very bottom of the screen to return to Home Screen



12

Connect to HSC Wi-Fi and Forget GovWiFi / Mobile Hotspot / Private WiFi network

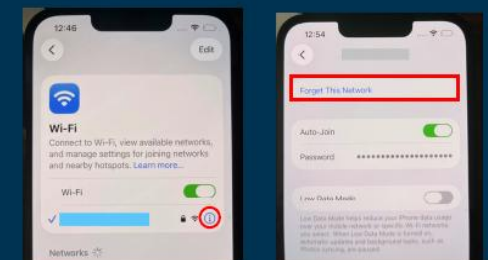
You should now be able to connect to HSC Wi-Fi

- Tap **Settings** → **Wi-Fi** → **Networks**
- Select **HSC**

Once connected to HSC, forget the Wi-Fi network that was used to setup the device.

Tap the **i** beside the Wi-Fi network that was used to setup the device and then **Forget this network**.

Tap the Back button (<) in the top right and confirm that you are connected to HSC WiFi.



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iPhone – Check for iOS updates

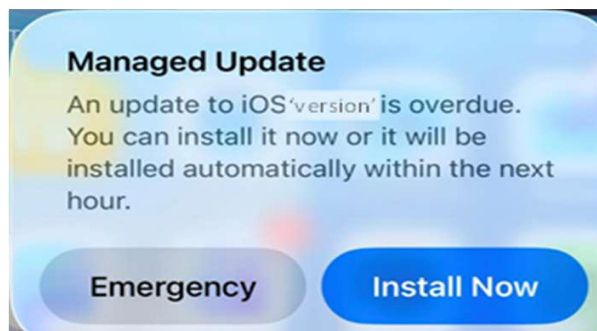
It is important that iOS updates are carried out as soon as possible to help maintain the security of the device.

Please ensure that the iPhone is connected to a Wi-Fi network (preferably HSC), the iPhone is sufficiently charged and remains connected to a power supply for the duration of the update.

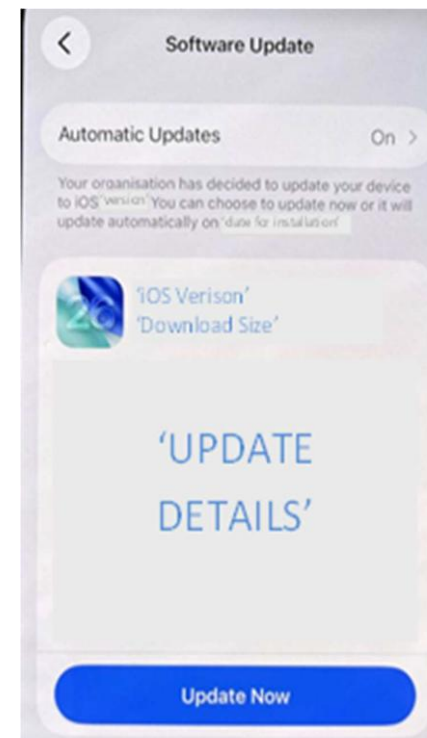
This update usually takes 30 minutes. The iPhone will reboot during this process. Once finished, the iPhone should display a notification that the device has been updated successfully. Stay connected to the Wi-Fi Network for at least 8 hrs or switch your iPhone on the following day to allow our management system to update.



When an iOS update is made available for your device, you should see the notification below, appear on the



Unlock the device and at select "Install Now" at the Managed Update prompt.



The Software Update window will then open to display the details of the update, select Update Now.

Manual Updates

To run the update manually, select 'Setting'-> 'General'->'Software Update'. If the 'iPhone is up-to-Date' it will state this, no further action is needed. Otherwise select 'Download and install'.

