

AccessPoint Cloud

by Freeland Systems

Client Admin User Guide

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AccessPoint Cloud

Intended Use

- AccessPoint Cloud is a cloud-based PACS for securely storing, managing, viewing, and reporting on medical images. Hosted on AWS and FDA-compliant, AccessPoint Cloud provides healthcare professionals with remote access to DICOM studies.
- Designed for radiologists and medical imaging professionals, it supports multi-modality imaging, integrates with reporting platforms, and streamlines workflows. Users can securely upload, view, and share images from a browser with internet access.
- **The purpose of this training is to show client administration users additional features available on AccessPoint Cloud. This training is in addition to the general APC training guide.**

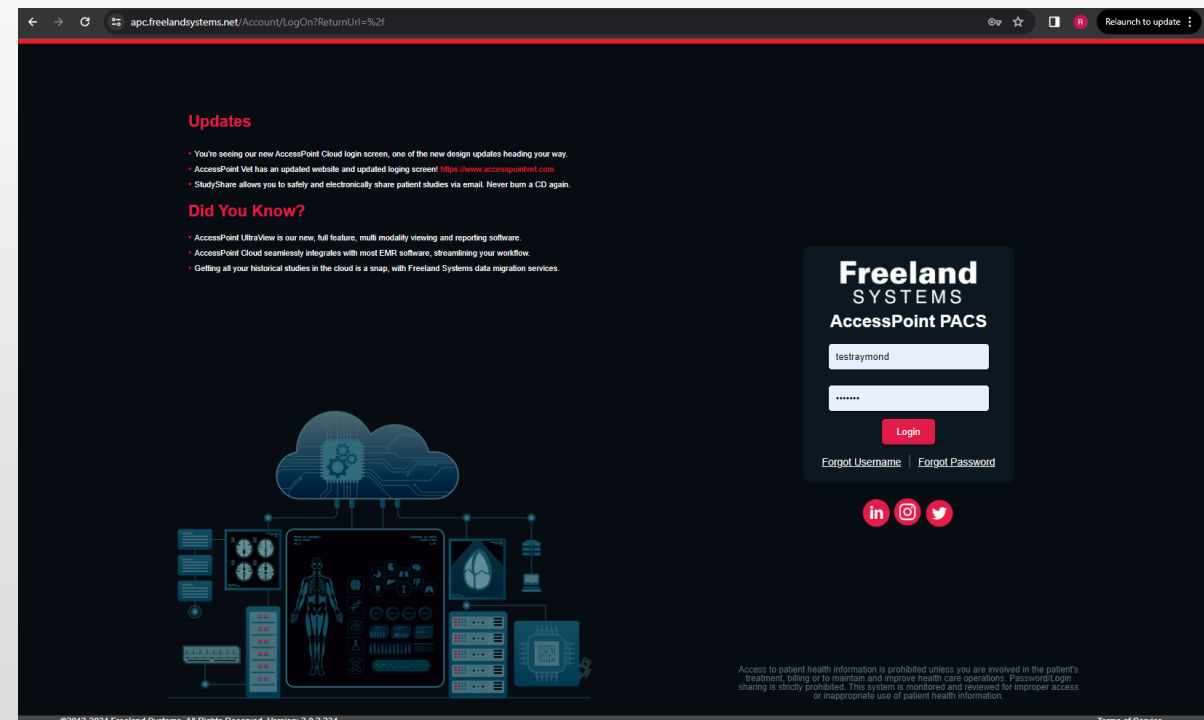
Table of Contents

Welcome to AccessPoint Cloud	4
Users	6
Adding new users	
Setting finalize actions	
Editing Users	
Changing user roles	
User Roles	11
User role permissions	
Reading Physicians and Fellows	
Technologists	
Medical Records	
Restricted View	
Data Miner	17
Reporting and Logging features	
Custom Reports	
Forms Admin	20
View Fax History	
Selecting Phrases to edit	
Edit Phrases	
Creating a new phrase Sibling/child	
Auto-fill Phrase into report conclusions	
Setting Normal Statements	
Unlocking Signed Reports	27
Unlock Signed Report	
Cancelling a Report locked in edit	
Ensure the report is not locked in edit mode	
Support Contact Information	32

Welcome to AccessPoint Cloud

Welcome to AccessPoint Cloud

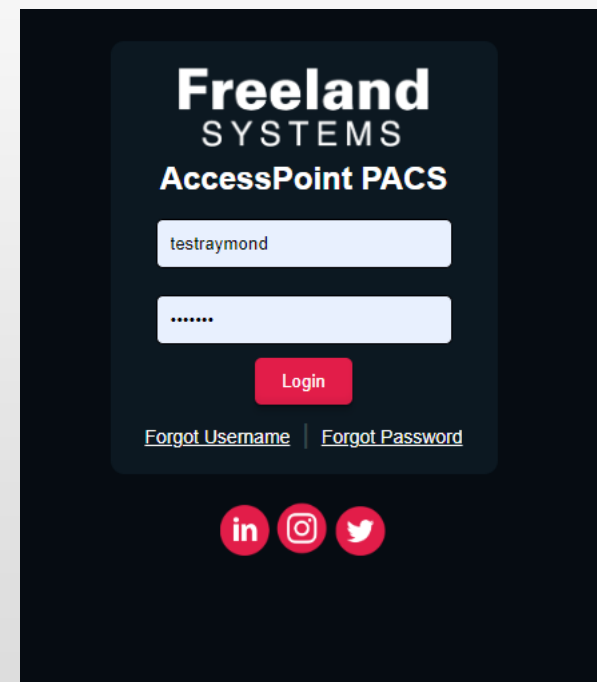
1. Open Google Chrome.
2. Click on the address bar.
3. Type <https://apc.freelandsystems.net>
4. Press Enter.



Logging In

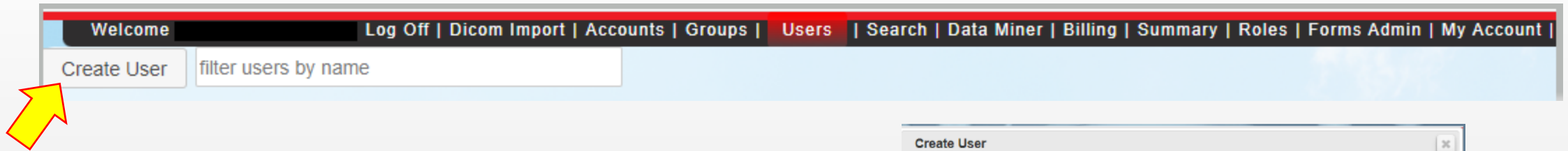
How to log into your AccessPoint Cloud account:

1. Enter your AccessPoint Cloud username and password.
2. Click **Login**.
3. If you are having trouble logging in, please select **Forgot Password** or **Forgot username**.
4. Still need help? Contact Freeland Systems for support at 1-888-615-1888 opt 2 or support@freelandsystems.com.

A screenshot of the Freeland Systems AccessPoint PACS login interface. The interface is dark-themed with white text. At the top, it says "Freeland SYSTEMS" in a large, bold font, followed by "AccessPoint PACS" in a slightly smaller font. Below this, there are two input fields: the first contains the username "testraymond" and the second contains a masked password ".....". A red "Login" button is positioned below the password field. At the bottom of the login area, there are two links: "Forgot Username" and "Forgot Password". Below the login area, there are three social media icons: LinkedIn, Instagram, and Twitter, each in a red circle.

AccessPoint Cloud Users

Adding new users



- On the top black toolbar select the “Users” tab
- Add a new user by clicking the “Create User”.
- The Create User box will populate.
- Enter the information as shown
- Select the User primary role from the list of option in the drop down
- Be sure to add the user group

A screenshot of the 'Create User' dialog box. The dialog has a title bar 'Create User' with a close button. Inside, there's a section 'User Information (Max Users allowed: 1000)'. The fields are: 'LoginID' (doctor), 'Full Name' (Doctor Doctor), 'Email' (doctor@freelandsystems.com), 'Display Name' (Doctor Doctor, MD), 'Password' (masked with dots), 'Confirm password' (empty), 'Send Welcome' (checked), 'User primary role' (Reading Physician), 'User Group' (RoweMemorial), and buttons for 'Roles' and 'Groups'. At the bottom right are 'Save' and 'Cancel' buttons.

Adding New User: Setting Finalize Actions

- Once you have created a user you will need to go back and edit user to set the finalize action
- The finalize action will be how the user will sign off on a report
- Technicians will need to be set up as prepared
- Doctors will need to be set up as signed
- Follow the directions on the next few pages to get into the edit user section

Finalize Actions Path	Current Finalize Action	
RoweMemorial	Prepared ▼	set finalize action

Finalize Actions Path	Current Finalize Action	
RoweMemorial	Signed ▼	set finalize action

Editing Users

100073	Doctor	doctor	RoweMemorial	Client Admin	Edit	Delete
100095	Freeland Test 999	freelandtest999	RoweMemorial	Client Admin	Edit	Delete
100071	freelandtech	freelandtech	RoweMemorial	Admin	Edit	Delete

- Choose the user you would like to edit and click on the “Edit” Button.
- This will populate the Edit User box
- This is where you will make changes
- You will be able to edit User Passwords
- Usernames/logins
- Display names
- User roles
- Setting user finalized action
- Turn on and off users Active Status

Edit User

User Information

Doctor

doc@test.com

Change Password

Active

True

Login ID

doctor

UserName

Doctor

Email

doc@test.com

DisplayName

Dr. Stephen Strange

Signature/Jpg

Stephen Strange, MD

upload signature

Notification

Type

None

Destination

Frequency

Once

save

☒ Automatically load Patient Search
 ☐ Automatically progress images in study
 ☐ Scroll To New Image with Mouse Wheel
 ☒ Automatically summarize observations

Finalize Actions

Path

RoweMemorial

Current Finalize Action

Signed

set finalize action

Client Admin

User roles

assign

RoweMemorial

User groups

RoweMemorial

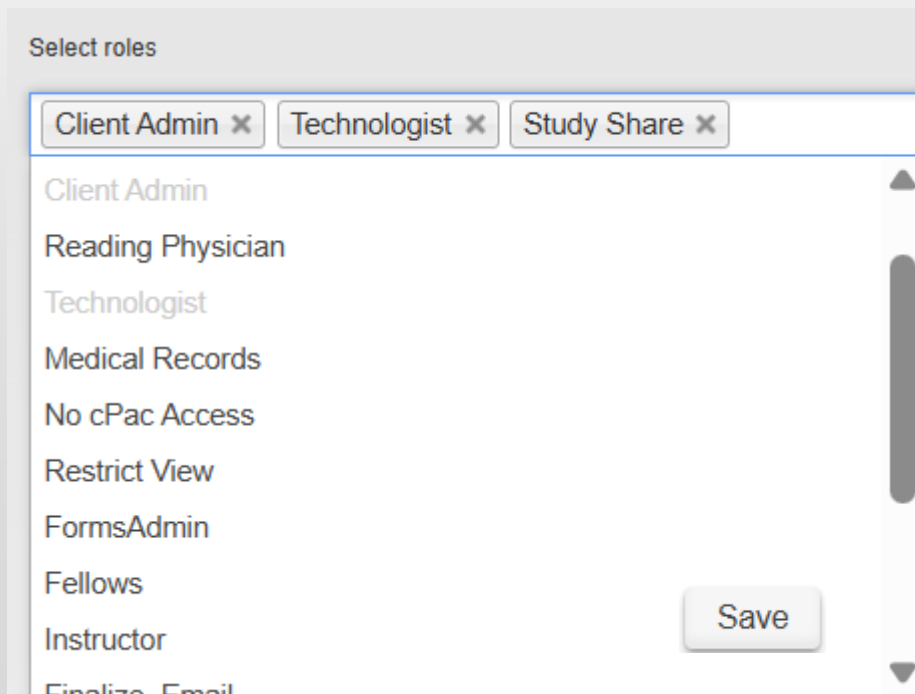
User Accounts

Close

Editing Users: Changing user roles

User Roles

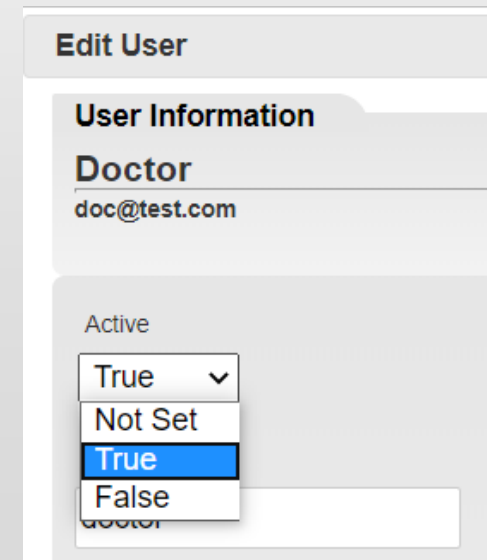
Click the “**Assign**” button to set the user roles for different permissions to each user.



The 'Select roles' dialog box shows a list of roles. At the top, three roles are already assigned: 'Client Admin', 'Technologist', and 'Study Share', each with a close button (x). The list of available roles includes: 'Client Admin', 'Reading Physician', 'Technologist', 'Medical Records', 'No cPac Access', 'Restrict View', 'FormsAdmin', 'Fellows', 'Instructor', and 'Finalize Email'. A 'Save' button is located at the bottom right of the list.

Active User

You can choose to make a user inactive without deleting their user information from the edit user section.



The 'Edit User' form shows the 'User Information' tab. The user's name is 'Doctor' and their email is 'doc@test.com'. Below this, there is an 'Active' section with a dropdown menu. The dropdown menu is open, showing options: 'True', 'Not Set', 'True' (highlighted), and 'False'. The 'True' option is currently selected.

AccessPoint Cloud

User Roles

User Roles

Each AccessPoint user will need to be assigned a role. Multiple roles may be selected for one user. Chose the following roles:

- Referring Physician
- Client Admin
- Reading Physician
- Technologist
- Medical Records
- No cPac Access
- Restrict View
- Forms Admin
- Fellows
- Instructor
- Finalize Email (Veterinary Only)
- Study Share
- Default user role/default vet role
- Deny Phrase Edits

Create User

User Information (Max Users allowed:)

LoginID
doctest

Full Name
Dr. Tester

Email
test@physician.com

Display Name
Dr. Tester

Password

Confirm password

Send Welcome
☒

User primary role

- Referring Physician
- Client Admin
- Reading Physician
- Technologist
- Medical Records
- No cPac Access
- Restrict View
- FormsAdmin
- Fellows
- Instructor

Save Cancel

User Roles:

Reading Physicians and Fellows

Welcome [Test Tester] Log Off | Dicom Import | Search | Forms Admin | My Account | What's New | | Help

Reading Physician

Reading Physicians will have the capabilities that the technicians have:

- “Forms Admin” tab to update template phrases.
- Create, Edit and Finalize reports.
- The "Finalize Action" will be set to “Signed” instead of prepared.
- The report will be locked after the physician has finalized. Changes will not be made by anyone else on this report.
- The Reading physician and the Client Admin will be able to unlock their own reports to make edits/corrections

Finalize Finalize & Fax Edit Finalize Action: Signed ▼
Terms of Service

Unlock report Fax Edit Locked

Fellows

Reading Physicians will have the capabilities that the technicians have:

- Create, edit and finalize reports.
- The "Finalize Action" will be set to “Prompt” instead of prepared or signed like the reading physician

US; SR	Read ▼	☐	Caroline Smith	589764521		F		
US	Unread ▼	☐	Mary Needy	48975623541		F	Prompt	Echo (Complete)
US; SR	Unread ▼	☐	Perfect Hundo	8965321452144		M		

Finalize Finalize & Fax Edit Finalize Action: Prompt ▼
Terms of Service

User Roles: Technologists/Sonographers

Welcome [Test Tester] Log Off | Dicom Import | Search | My Account | What's New | | Help

As a technologist the tool bar will not include Data Miner or Forms Admin. Technologist can do the following:

- Dicom Import studies directly to AccessPoint Cloud.
- Create new report
- Prepare new reports for reading physicians to review
- Fax and Study Share finalized reports

Status	Date	Modality	Read	Stat	Patient	Patient ID	Accession	Sex	Report Status	Report
Pending	10/08/2019		Unread	☐	Gerard Boushard	TBB1234				
available	10/03/2019	US	Unread	☐	Barry HAMMONDS	82143		M		
available	03/13/2019	US; SR	Read	☐	John Hopkins	25348956654		M		
available	03/13/2019	US; SR	Read	☐	Joanne Holla	526498752315		F		
available	03/13/2019	US; SR	Unread	☐	Joanne Holla	526498752315		F		
available	03/12/2019	US; SR	Read	☐	Caroline Smith	589764521		F		
available	03/12/2019	US	Unread	☐	Mary Needy	48975623541		F	Prepared	Echo (Complete)

Choose New Report Type:

- Aorta Iliac
- Arterial Lower
- Arterial Upper
- Carotid (Complete)
- Echo (Complete)
- Renal Duplex
- Stress Echo
- Venous Insufficiency
- Venous Upper

No Prior reports found

☐ Use Prior Observations

Create

User Roles: Medical Records

A user assigned the “**Medical Records**” role can do the following:

Studies:

- View studies
- Retrieve studies from long term archive or initiate resending studies
- Email studies through Study Share
- Download Studies to a CD

Reports:

- Create
- Edit Reports
- Print, Download and Fax the finalized reports

Access to Data Miner to run reports. See [page 18](#)

Fax Report ✕

? Fax number for report:

Send Fax?

Welcome [Test Tester] Log Off | Dicom Import | Search | **Data Miner** | My Account | What's New | | Help

GetLockedPdfFile 1 / 3 | — 62% + |

Cardiovascular Imaging Laboratory
Transthoracic Echocardiographic Study Report

Name: ECHO, TEST TEST **Exam Date:** 9/02/2021 **Patient ID:** 1234567899
Accession Num: RIS5444442 **DOB:** 1/01/2001 **Age:** 20 **Gender:** F
Referring Physician: Freeland, David C

Observations

Rhythm: Normal sinus rhythm present.
Left Ventricle: Left ventricle chamber size is normal. Diastolic function is normal for the age of the patient. Left ventricle wall thickness is normal. Normal left ventricular global systolic function. The ejection fraction is {{EF_2D_percent}}%.
Ejection Fraction: Left ventricular ejection fraction is between 60-70%.
LV Other: No wall motion abnormalities noted.
Right Ventricle: Right ventricular cavity size is normal. Right ventricular global systolic function is normal.
Left Atrium: Left atrium is normal in size.
Right Atrium: Right atrium is normal size.
Mitral Valve: Mitral valve appears structurally normal. No evidence of mitral stenosis. No significant mitral regurgitation visualized.
Aortic Valve: Aortic valve appears structurally normal. No evidence of aortic stenosis. No significant aortic regurgitation visualized.
Pulmonic Valve: Pulmonic valve appears structurally normal. No evidence of pulmonic stenosis. No significant pulmonic regurgitation visualized.
Tricuspid Valve: Tricuspid valve appears normal. No evidence of tricuspid stenosis. No significant tricuspid regurgitation visualized.
Pressures: Pulmonary artery systolic pressures are normal.
Venous: The inferior vena cava is normal in size with greater than 50% collapse with inspiration.
Pericardium: Pericardium appears normal. There is no pericardial effusion visualized.
Aorta: The visualized portions of the aortic root, ascending aorta and descending aorta are normal in size.
Strain: Global Longitudinal Strain (GLS) was normal.
Other: There is no pleural effusion present. There is no evidence of atrial/ventricular septal defects or patent foramen ovale.

Conclusions

User Roles: Restricted View

Welcome [Test Tester (Restricted)] | Log Off | Dicom Import | Search | My Account | What's New | | Help

A user assigned with “**Restrict View**” can:

Studies:

- View studies
- Upload studies from USB/CD or DVD through Dicom Import
- Retrieve studies from long term archive or initiate resending studies

Reports:

- Print, Download finalized reports

—close—		
Open Study	11354	F
Open Report		M
Peek PDF		M
Re-send	2 1711094	F
Merge with Pre-Imaging Report		M
StudyShare		F

Cardiovascular Imaging Laboratory Transthoracic Echocardiographic Study Report		
Name: ECHO, TEST TEST Accession Num: RIS5444442 DOB: 1/01/2001 Age: 20 Referring Physician: Freeland, David C	Exam Date: 9/02/2021 Gender: F	Patient ID: 123456789
Observations		
Rhythm: Left Ventricle: Ejection Fraction: LV Other: Right Ventricle: Right Atrium: Left Atrium: Mitral Valve: Aortic Valve: Pulmonic Valve: Tricuspid Valve: Pressures: Venous: Pericardium: Aorta: Strain: Other:	Normal sinus rhythm present. Left ventricle chamber size is normal. Diastolic function is normal for the age of the patient. Left ventricle wall thickness is normal. Normal left ventricular global systolic function. The ejection fraction is {(EF_2D_percent)}%. Left ventricular ejection fraction is between 60-70%. No wall motion abnormalities noted. Right ventricular cavity size is normal. Right ventricular global systolic function is normal. Right atrium is normal in size. Left atrium is normal size. Mitral valve appears structurally normal. No evidence of mitral stenosis. No significant mitral regurgitation visualized. Aortic valve appears structurally normal. No evidence of aortic stenosis. No significant aortic regurgitation visualized. Pulmonic valve appears structurally normal. No evidence of pulmonic stenosis. No significant pulmonic regurgitation visualized. Tricuspid valve appears normal. No evidence of tricuspid stenosis. No significant tricuspid regurgitation visualized. Pulmonary artery systolic pressures are normal. The inferior vena cava is normal in size with greater than 50% collapse with inspiration. Pericardium appears normal. There is no pericardial effusion visualized. The visualized portions of the aortic root, ascending aorta and descending aorta are normal in size. Global Longitudinal Strain (GLS) was normal. There is no pleural effusion present. There is no evidence of atrial/ventricular septal defects or patent foramen ovale.	
Conclusions		

AccessPoint Cloud Data Miner

Data Miner

Reporting & Logging Features

Access Commonly Used Reports

Quickly retrieve frequently accessed report templates.

Build Custom Reports

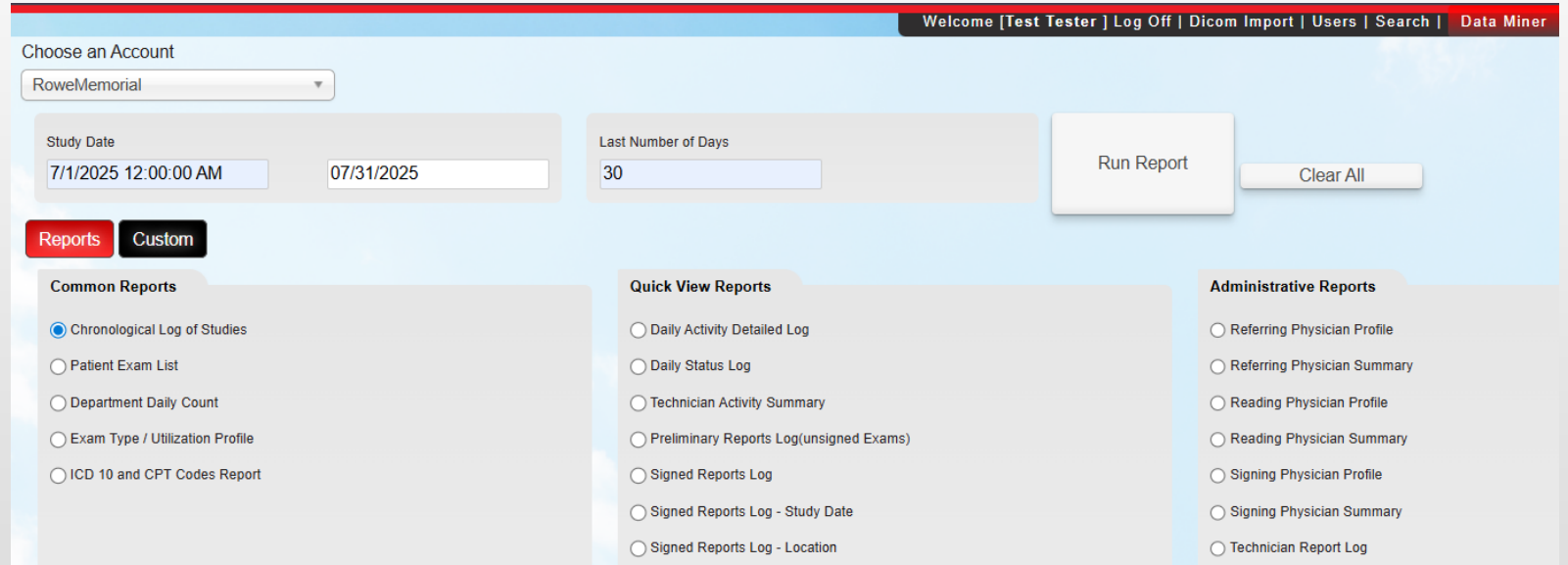
Filter and search by specific measurements tailored to your needs.

Generate Logs by Date

Create logs based on study date or a selected number of past days.

Daily Activity Tracking

Run logs by technician, physician, or study type for operational insights.



The screenshot displays the Data Miner web application interface. At the top, a navigation bar includes links for 'Welcome [Test Tester]', 'Log Off', 'Dicom Import', 'Users', 'Search', and 'Data Miner'. Below this, a 'Choose an Account' dropdown menu is set to 'RoweMemorial'. The main section features three input fields: 'Study Date' (7/1/2025 12:00:00 AM), 'Last Number of Days' (30), and a 'Run Report' button. A 'Clear All' button is also present. Below these fields, there are three tabs: 'Reports', 'Custom', and 'Administrative Reports'. The 'Reports' tab is active, showing a list of report options under 'Common Reports' and 'Quick View Reports'. The 'Common Reports' list includes 'Chronological Log of Studies' (selected), 'Patient Exam List', 'Department Daily Count', 'Exam Type / Utilization Profile', and 'ICD 10 and CPT Codes Report'. The 'Quick View Reports' list includes 'Daily Activity Detailed Log', 'Daily Status Log', 'Technician Activity Summary', 'Preliminary Reports Log(unsigned Exams)', 'Signed Reports Log', 'Signed Reports Log - Study Date', and 'Signed Reports Log - Location'. The 'Administrative Reports' list includes 'Referring Physician Profile', 'Referring Physician Summary', 'Reading Physician Profile', 'Reading Physician Summary', 'Signing Physician Profile', 'Signing Physician Summary', and 'Technician Report Log'.

Data Miner: Custom Reports

Steps to Create and Use Custom Reports

1. Select a Date Range

Choose a specific date range or enter the number of past days to search.

2. Configure Report Options

Fill in the customizable fields to define your report parameters.

3. Run the Report

Click "Query" to generate and view the report.

4. Save or Reuse Reports

Click "Save" to store the report for future use. Use "Open" to access your saved custom reports.

The screenshot displays the 'Data Miner: Custom Reports' interface. At the top, a 'Choose an Account' dropdown menu is set to 'RoweMemorial'. Below this, there are two input sections: 'Study Date' with 'start' and 'end' fields, and 'Last N Days' with a single input field. To the right of these are 'Run Report' and 'Clear All' buttons. The main configuration area has a 'Reports' tab and a 'Custom' tab (which is active). It contains several dropdown menus: 'Referring Physicians' (set to '-All-'), 'Report Title' (set to '-All-'), 'Study Location' (set to '-All-'), and 'Reading Physicians' (set to '-All-'). There is also a 'Report Status' dropdown set to '-All-'. A query builder section includes 'Measurement Name' (set to '-All-'), 'Operation' (set to 'contains'), and a 'Value' field. To the right of the 'Value' field is an 'AND' dropdown and a link to 'Add new clause'. Below the query builder are 'Query', 'Save', and 'Open' buttons. At the bottom, a 'Custom Dataminer Query' table is shown with columns: Patient Name, Study Date, Study Location, Report Title, Report Status, Referring Physician, Measurement Name, and Measurement Value.

Patient Name	Study Date	Study Location	Report Title	Report Status	Referring Physician	Measurement Name	Measurement Value
--------------	------------	----------------	--------------	---------------	---------------------	------------------	-------------------

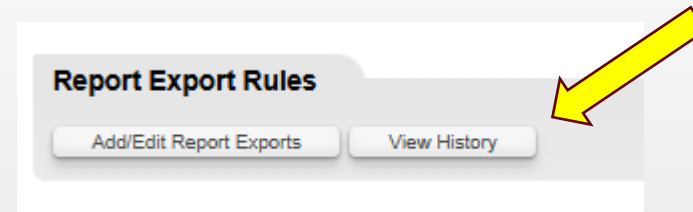
AccessPoint Cloud Forms Admin

Forms Admin: View Fax History

Use the **Forms Admin** tab to change phrase for multiple templates and view fax history.

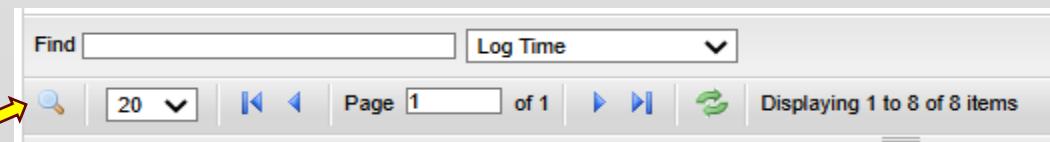
- **View Fax History**

1. Open the **Forms Admin** tab.
2. Under the **Report Export Rules** section click the **View History** button.



Fax History				
Fax History				
Log Time	User	Report Finalize GUID	Description	Status
4/11/2025 6:23:58 PM	rraymond	2c9f08dc-b993-4244-a7f7-f083bc49b338	Fax sent with subject 'AVF, TEST' to fax number 720-907-0371	Sent
10/4/2024 3:36:41 PM	jrobe	02529501-28f4-4875-834c-88616a20107b	Fax sent with subject 'AVF, TEST' to fax number [(720) 907-0371]	Sent
7/31/2024 11:50:37 AM	rraymond	445c98f9-1032-4180-874c-1e223a1a3a45	Fax sent with subject 'AVF, TEST' to fax number [(720) 907-0371]	Sent

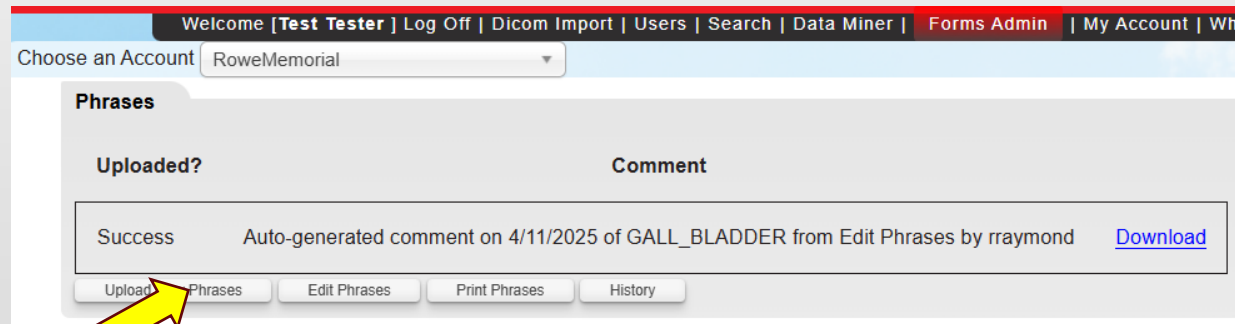
 **Tip:** Use the Magnifying Glass at the bottom of the Fax History list to search by the user or fax number.



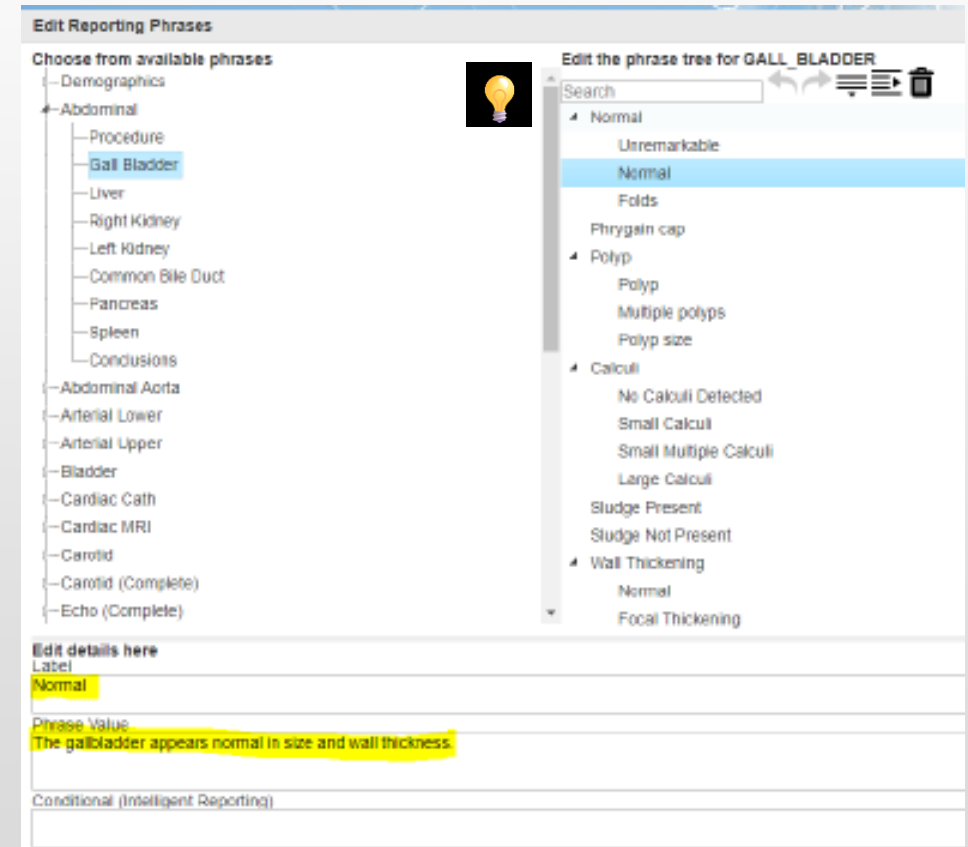
Forms Admin: Selecting Phrases to Edit

Phrase Editing

1. Open the **Forms Admin** tab.
2. Under the **Phrases** section click the **Edit Phrases** button.
3. Available templates will appear on the **left side of the screen**.
4. Choose the **template and section** you want to edit from the menu.



 **Tip:** Use the search bar at the top to find a specific phrase.



Forms Admin: Edit Phrases

Editing a Phrase

1. Click on the statement you wish to edit from the list on the right.
2. Locate the **Label** and **Phrase Value** at the bottom of the page.
 - Label – the phrase in the list.
 - Phrase Value – the phrase that will appear in the findings on the report.
3. Click into the field you wish to make your changes in.
4. Hit **Save** in the lower right corner.

Edit details here

Label
Normal

Phrase Value
Right ventricular cavity size is normal.

Is Normal? ☒

[Insert Additional Statement](#)

Save

 **Tip: Use the help buttons:**

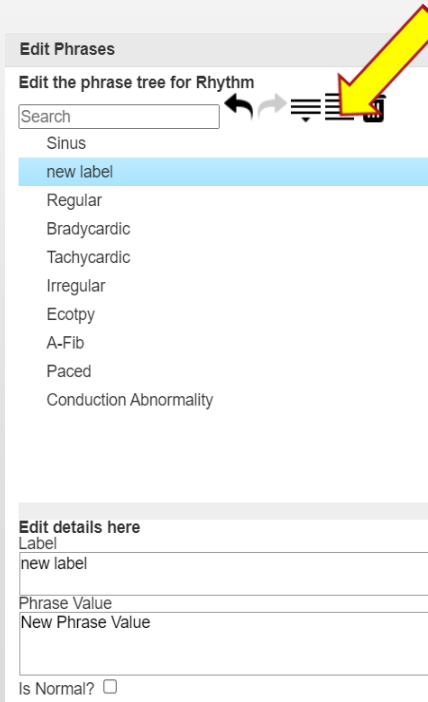


- **Search** [search box] start typing to quickly find a specific phrase.
- **Click the Undo button** [undo-icon] when you want to reverse your last action-like removing a phrase or editing a label.
- **Use the Redo (Forward) button** [redo-icon] if you change your mind and want to reapply the action you just undid. These tools help you quickly fix mistakes or revisit previous edits without staring over.
- **Delete** [trash can icon] delete the sibling or child in the list.

Forms Admin:

Creating a new phrase Sibling/Child Phrases

Sibling: Use the Sibling button to add a phrase at the same level as the selected item (same column).



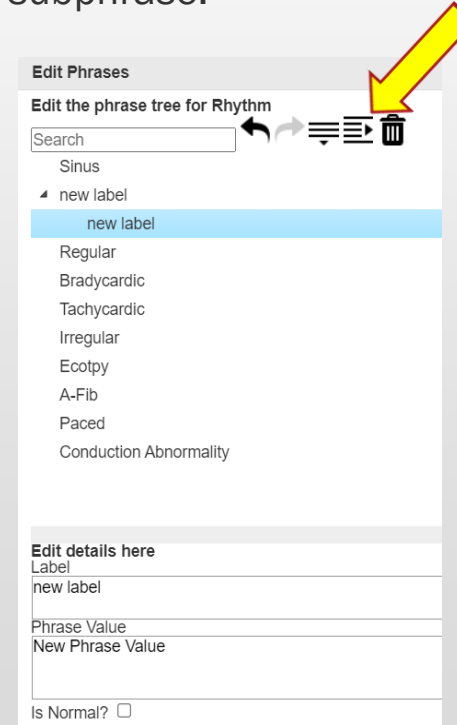
The screenshot shows the 'Edit Phrases' interface. At the top, it says 'Edit the phrase tree for Rhythm'. Below this is a search bar and a list of phrases: Sinus, new label, Regular, Bradycardic, Tachycardic, Irregular, Ecotpy, A-Fib, Paced, and Conduction Abnormality. The 'new label' is selected. To the right of the list are four icons: a left arrow, a right arrow, a list icon, and a trash icon. A yellow arrow points to the list icon. Below the list is a section titled 'Edit details here' with fields for 'Label', 'Phrase Value', and 'New Phrase Value'. At the bottom, there is a checkbox labeled 'Is Normal?'.

To add a Sibling:

1. Click on the phrase where you want the new statement to appear directly below.
2. Press the **Create Sibling** Button.
3. Locate the **Label** and **Phrase Value** at the bottom of the page.
4. Click into the field you wish to make your changes in.
5. Hit **Save** in the lower right corner.

Save

Child: Use the Child button to nest the new phrase beneath the selected item as a subphrase.



The screenshot shows the 'Edit Phrases' interface. At the top, it says 'Edit the phrase tree for Rhythm'. Below this is a search bar and a list of phrases: Sinus, new label, Regular, Bradycardic, Tachycardic, Irregular, Ecotpy, A-Fib, Paced, and Conduction Abnormality. The 'new label' is selected. To the right of the list are four icons: a left arrow, a right arrow, a list icon, and a trash icon. A yellow arrow points to the trash icon. Below the list is a section titled 'Edit details here' with fields for 'Label', 'Phrase Value', and 'New Phrase Value'. At the bottom, there is a checkbox labeled 'Is Normal?'.

To add a Child:

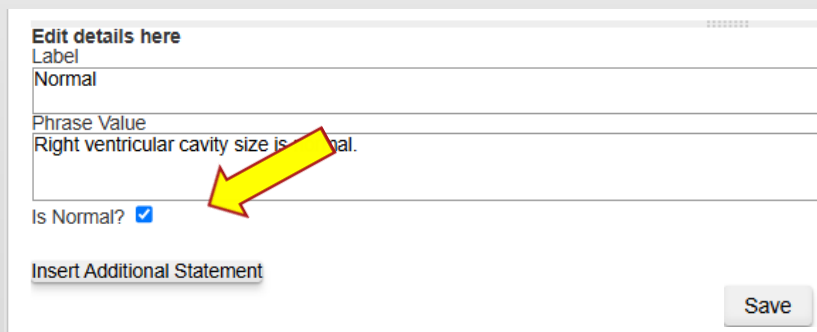
1. Click on the phrase where you want the new statement to appear directly below.
2. Press the **Create Child** Button.
3. Locate the **Label** and **Phrase Value** at the bottom of the page.
4. Click into the field you wish to make your changes in.
5. Hit **Save** in the lower right corner.

Save

Forms Admin: Auto-fill Phrases into Report Conclusions

To Auto-Populate a Statement into the Conclusions:

1. Select the statement from the phrase tree.
2. Click the **Insert Additional Statement** button.
3. Enter the phrase you'd like to appear in the conclusion in the **Summary** field below.
4. Click **Save** on the bottom right corner.



Edit details here

Label
Normal

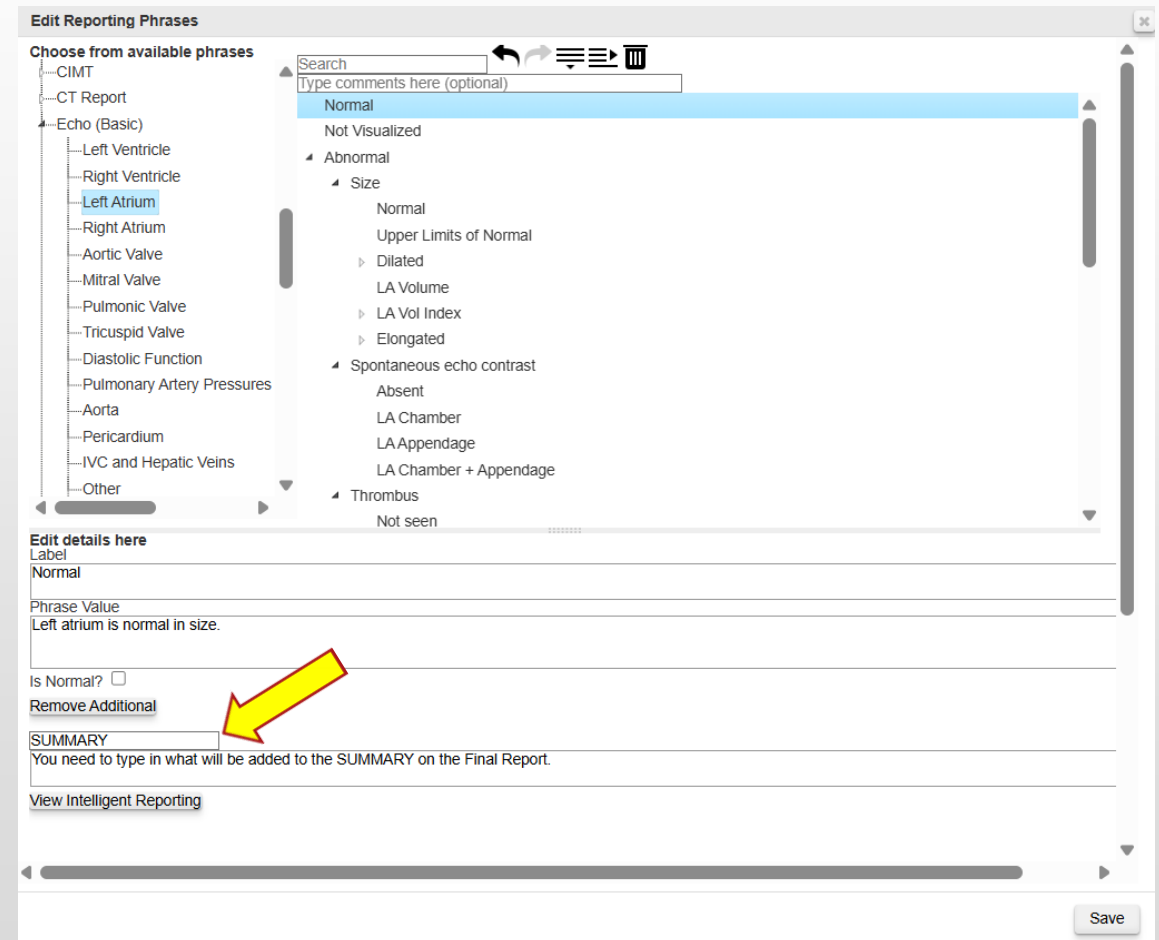
Phrase Value
Right ventricular cavity size is normal.

Is Normal? ☒

Insert Additional Statement

Save

This allows your custom phrase to automatically appear in the conclusion section of the report.



Edit Reporting Phrases

Choose from available phrases

- CIMT
- CT Report
- Echo (Basic)
 - Left Ventricle
 - Right Ventricle
 - Left Atrium
 - Right Atrium
 - Aortic Valve
 - Mitral Valve
 - Pulmonic Valve
 - Tricuspid Valve
 - Diastolic Function
 - Pulmonary Artery Pressures
 - Aorta
 - Pericardium
 - IVC and Hepatic Veins
 - Other

Search
Type comments here (optional)

Normal

Not Visualized

Abnormal

- Size
 - Normal
 - Upper Limits of Normal
 - Dilated
 - LA Volume
 - LA Vol Index
 - Elongated
- Spontaneous echo contrast
 - Absent
 - LA Chamber
 - LA Appendage
 - LA Chamber + Appendage
- Thrombus
 - Not seen

Edit details here

Label
Normal

Phrase Value
Left atrium is normal in size.

Is Normal? ☐

Remove Additional

SUMMARY
You need to type in what will be added to the SUMMARY on the Final Report.

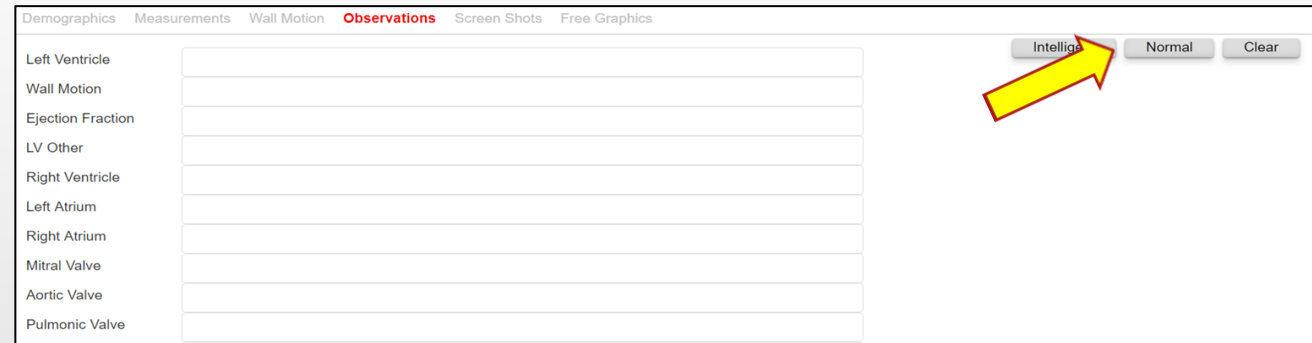
View Intelligent Reporting

Save

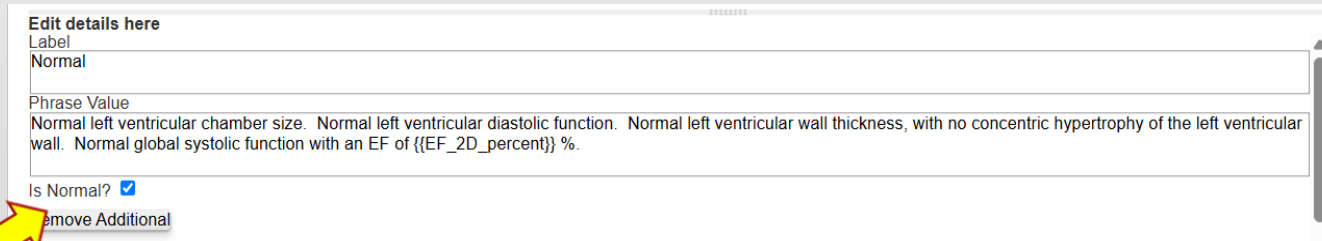
Forms Admin: Setting Normal Statements

To select which statements will populate when the **Normal** button from the report **Observation** page is selected:

1. Select the statement you would like to have populate click on the label in the menu.
2. Click the check box next to **Is Normal?**
3. To deselect a statement, go back and deselect the box to stop the statement from auto populating.
4. Don't forget to hit **SAVE** at the bottom right of the screen. Once you save you changes updates will be available to everyone immediately. 



The screenshot shows the 'Observations' tab in the Forms Admin interface. At the top, there are tabs for 'Demographics', 'Measurements', 'Wall Motion', 'Observations' (selected), 'Screen Shots', and 'Free Graphics'. Below these tabs is a table with columns for 'Label' and 'Is Normal?'. The 'Label' column lists various cardiac parameters: Left Ventricle, Wall Motion, Ejection Fraction, LV Other, Right Ventricle, Left Atrium, Right Atrium, Mitral Valve, Aortic Valve, and Pulmonic Valve. The 'Is Normal?' column contains checkboxes. A yellow arrow points to the 'Normal' button in the top right corner of the interface.



The screenshot shows the 'Edit details here' form. It has a 'Label' field with the value 'Normal'. Below it is a 'Phrase Value' field containing the text: 'Normal left ventricular chamber size. Normal left ventricular diastolic function. Normal left ventricular wall thickness, with no concentric hypertrophy of the left ventricular wall. Normal global systolic function with an EF of {{EF_2D_percent}} %'. At the bottom, there is a checkbox labeled 'Is Normal?' which is checked. A yellow arrow points to this checkbox. Below the checkbox is a button labeled 'Remove Additional'.

 Make all your phrase changes within one section before moving on.

- Example: Complete all updates in the Right Atrium section and click **Save** before switching to Left Ventricle.

AccessPoint Cloud

Unlocking/Editing Signed Reports

Unlock Signed Report

Editing a Signed Report

Once a report is signed, it is locked for editing by anyone except the reading physician or a client administrator with special access.

Unlock Report – make changes throughout the entire report and the physician will need to resign the report.

Steps to Unlock Report:

1. From the Patient List screen, right-click on the study and select Open Report.
2. To edit the full report:
 - Click "Unlock Report".
 - Make the necessary corrections.
 - Click "Review".
 - In the finalize action dropdown, change the finalize action to prepared
 - Select "Finalize".

 **Warning:** The physician will need to finalize the Amended Report with a new signature and timestamp.



Freeland Systems, LLC
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Cardiovascular Imaging Laboratory
Transthoracic Echocardiographic Study Report

Name: ECHO, TEST TESTExam Date: 9/02/2021Patient ID: 1234567899

Accession Num: RIS5444442DOB: 1/01/2001 Age: 20Gender: F

Referring Physician: Freeland, David C

Observations

Rhythm:

Left Ventricle:

Ejection Fraction:

LV Other:

Right Ventricle:

Left Atrium:

Right Atrium:

Mitral Valve:

Aortic Valve:

Pulmonic Valve:

Tricuspid Valve:

Pressures:

Venous:

Normal sinus rhythm present.

Left ventricle chamber size is normal. Diastolic function is normal for the age of the patient. Left ventricle wall thickness is normal. Normal left ventricular global systolic function. The ejection fraction is {{EF_2D_percent}}%.

Left ventricular ejection fraction is between 60-70%.

No wall motion abnormalities noted.

Right ventricular cavity size is normal. Right ventricular global systolic function is normal.

Left atrium is normal in size.

Right atrium is normal size.

Mitral valve appears structurally normal. No evidence of mitral stenosis. No significant mitral regurgitation visualized.

Aortic valve appears structurally normal. No evidence of aortic stenosis. No significant aortic regurgitation visualized.

Pulmonic valve appears structurally normal. No evidence of pulmonic stenosis. No significant pulmonic regurgitation visualized.

Tricuspid valve appears normal. No evidence of tricuspid stenosis. No significant tricuspid regurgitation visualized.

Pulmonary artery systolic pressures are normal.

The inferior vena cava is normal in size with greater than 50% collapse with inspiration.

Unlock report

Fax

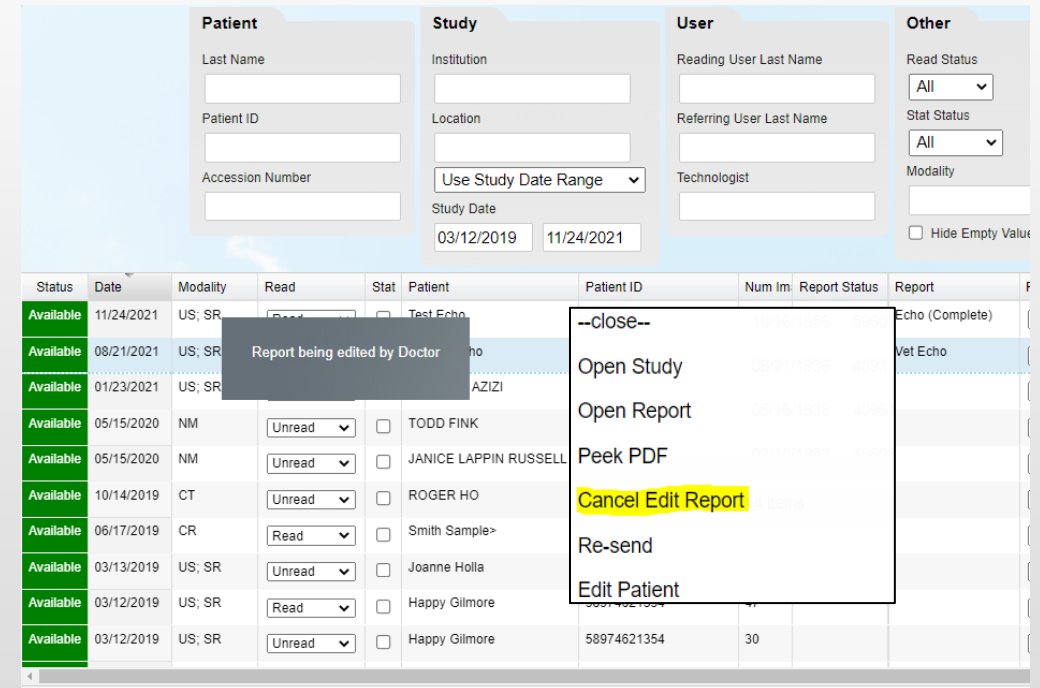
Edit Locked

Unlocking Report Locked in Edit from the Patient List

Unlocking a Locked Report

When a tech or physician does not finalize or cancel out of a report, the study becomes **locked**. When you hover over the patient's name, it will display as "being edited by [user]".

- Only the **editing user** or a **client admin** has permission to unlock the report for others to access and make edits.
- To unlock the report:
 - Click **"Cancel Edit Report."**
 - This will unlock the report, allowing others to log in and make changes.
 -  **Note:** Any unsaved changes made by the original editing user will be **lost** when this action is performed.
 - Use Peek PDF to double check the report has been prepared or signed.



The screenshot displays the Freeland Systems interface. At the top, there are four tabs: Patient, Study, User, and Other. The Patient tab is active, showing fields for Last Name, Patient ID, and Accession Number. The Study tab shows Institution, Location, and a date range (03/12/2019 to 11/24/2021). The User tab shows Reading User Last Name, Referring User Last Name, and Technologist. The Other tab shows Read Status (All), Stat Status (All), and Modality. Below these tabs is a table with columns: Status, Date, Modality, Read, Stat, Patient, Patient ID, Num Im, Report Status, and Report. A tooltip is visible over the Patient column, indicating 'Report being edited by Doctor'. A context menu is open over the Patient ID column, showing options: --close--, Open Study, Open Report, Peek PDF, Cancel Edit Report (highlighted), Re-send, and Edit Patient.

 See the next page for instructions to ensure the user is not stuck in edit mode.

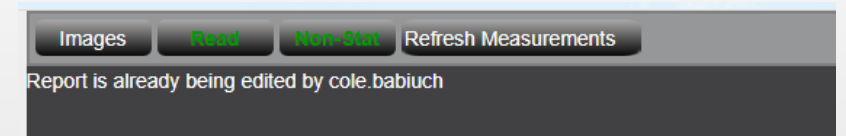
Reporting:

Ensure the report is not locked in Edit

Automatic Report Locking

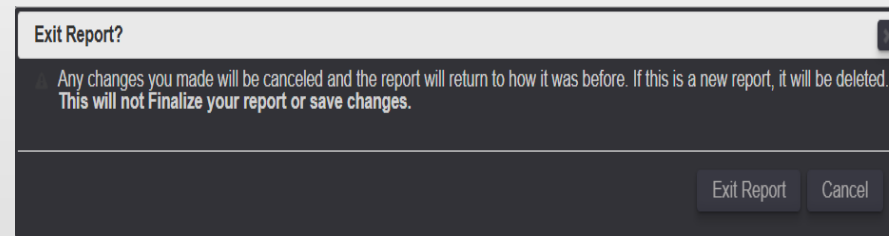
- When a user opens a report template, it is automatically **locked for editing**.
- This prevents multiple users from editing the same report at the same time.
- A message stating “Report being edited by [User]” will appear on:
 - The **Patient List** screen
 - The **Report Selection** page

Pending	03/10/2021	Unread	☐	
Pending	03/09/2021	Unread	☐	Report being edited by mdodge 23
Available	03/09/2021	US; SR	Unread	☐ 32-



Closing the Report: Two Options

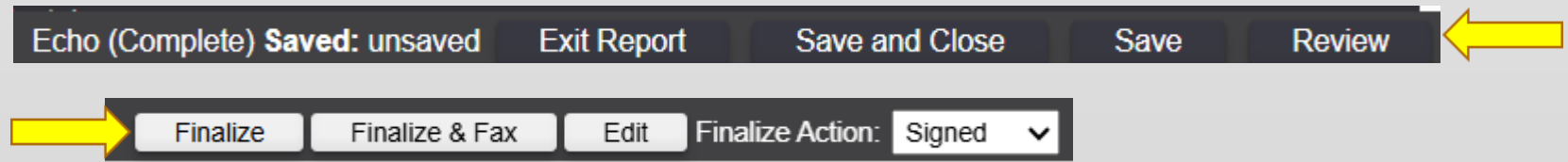
1. Exit Report
 - Click **Exit Report**
 - Then select **Exit Report**



⚠ *This will discard all changes made during the current editing session*

2. Review and Finalize

- Click **Review**
- Then select **Finalize**



✓ *This will save all changes and lock the report as complete.*

AccessPoint Cloud

Support contact information

Support Information

Our support team is here for you from Monday to Friday, 8:00 am to 8:00 pm EST.

- Click on the Help button on the top toolbar in AccessPoint Cloud to submit a support request and click Submit.
- Call 1-888-615-1888 opt. 2
- Email support@freelandsystems.com

Welcome [Becky Raymond] | Log Off | Dicom Import | Users | Search | Data Miner | Forms Admin | My Account | What's New | Download | | APGO | Help

Please contact our Technical Support team for quick answers to your questions or solutions for your Freeland Systems related problems. Freeland's Technical Support professionals are highly trained and possess expert product and application knowledge.

Our escalation program co-ordinates activities between the Technical Support, Installation department, Training department, and the IT department and the engineering staff to ensure consistent, efficient customer and product support.

Technical Support support is available via the telephone or via e-mail. Call us at (888)615-1888 x 2, or email us using the form below.

HOURS OF SUPPORT
Monday through Friday — 8:00 A.M. to 8:00 P.M. EST
Week-end and Holiday Emergency On-Call — 10:00 A.M. to 5:00 P.M. EST

ON-LINE-SUPPORT
Please complete the form below:

Tell us how to get in touch with you:

Help

Your Name

Your Email

Phone

Account Name

Question

Submit

AccessPoint Cloud

by Freeland Systems

Thank you for using AccessPoint Cloud. We hope this manual has helped you get started and make the most of your experience. For further assistance, please refer to our support resources or contact our customer service team.



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