

Add a Site Logo and Signature Image to a Report Template

OVERVIEW

There are report templates included within Corridor4DM to seamlessly transfer reported findings and quantitative values into a formatted structured report. The templates are created using Microsoft Word, which enable users to edit the templates to fit their facility's desired structure and layout for a final report. Each site can add logos or signature images to the report template (e.g. company logo, accreditation logos, electronic signature images) to customize the appearance of the final report. The report templates follow ASNC reporting guidelines, so refer to the **Structured Report Tags** Reference Guide when customizing templates.

HOW-TO GUIDE

When a logo or signature image is added to a report template, it can be linked from within 4DM using a **Report Tag** added to the template. The logo and signature image associated with report tags are the **site logo** and **physician signature image**, and must be added to 4DM prior to their use. By tying logos and signature images to report tags, report template formatting is simplified. To utilize these report tags, perform the following steps:

1. **Create and Add a Site Logo File to 4DM**
2. **Create and Add a Physician Signature Image to 4DM**
3. **Add Site Logo and Signature Image Report Tags to the Report Template in Microsoft Word**
4. **Verify the Site Logo and Signature Image Report Tags Were Added Correctly**

Create and Add a Site Logo File to 4DM:

The site logo can be used as the header for a report template. It is recommended that the site logo file is set up as a banner to include the facility name, facility address, facility logo and accreditation logos. Create a single banner logo file using one of the following formats: jpg, png, gif, tiff, or bmp. The recommended banner logo width for a standard 8.5"x 11" printout with 300 pixels per inch is 7.5" (2250 pixels) wide, and the height may vary based upon the content included within the banner.

1. Launch a patient into 4DM.
2. Select the **Preferences** button (see ❶ Figure 1) from the **Control Panel**.
3. Select the **Site Information** page (see ❶ Figure 2).
4. Next to **Site Logo**, click the **Browse** button (see ❷ Figure 2) to locate the facility banner logo file.

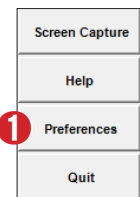


Figure 1. Control Panel

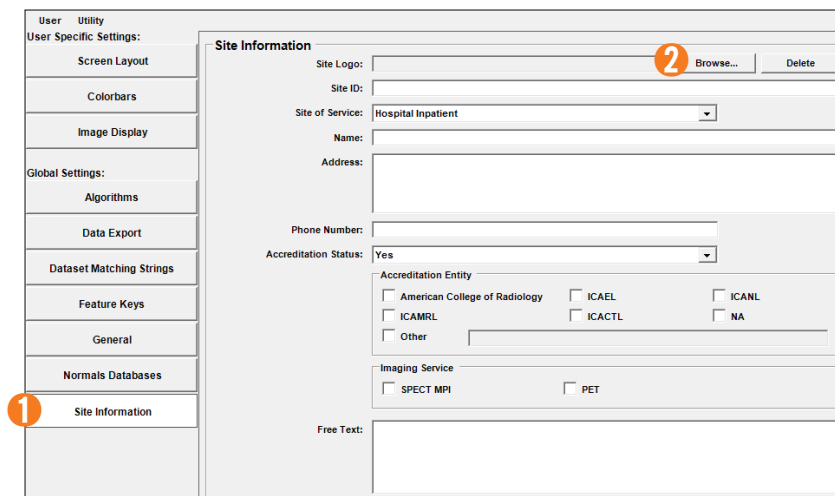


Figure 2. Site Information

5. Select the file name and click **Open** (see ❶ Figure 3) to add the logo.
6. Click **Save** to permanently store the facility logo as part of the 4DM Global Settings.
7. To use the **Site Logo** in the report template, the report tag **[SITE_LOGO]** needs to be added to the template in the desired location for the logo (see ❶ Figure 4). Follow the instructions on page 3-4 for opening a report template and adding report tag using Microsoft Word.

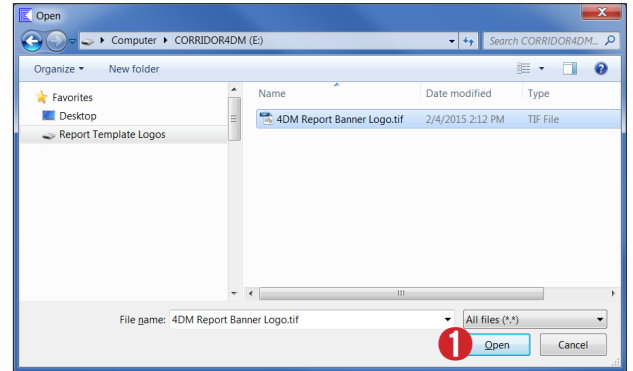


Figure 3. Site Information - Browse for logo window

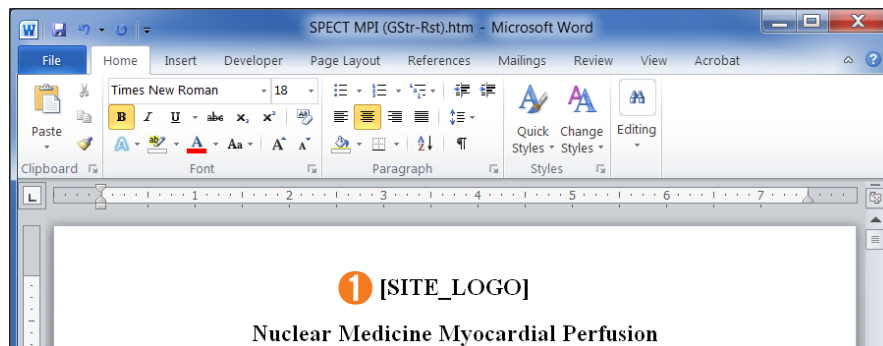


Figure 4. Site Logo Report Tag added to template

Create and Add a Physician Signature Image to 4DM:

The physician signature image can be used to display the physician's written signature on a final report. Create a signature image using one of the following formats: jpg, png, gif, tiff, or bmp. The recommended dimensions for a signature image for a standard 8.5" x 11" printout with 300 pixels per inch are 1.5-2" width x 0.5" height.

1. Launch a patient into 4DM.
2. Select the **Patient Info** button (see ❶ Figure 5) from the **Control Panel**.
3. Select **Preferences** (see ❶ Figure 6).
4. Under **Reporting Physicians**, the signature image can be added to a new reporting physician by selecting **Add User** (see ❷ Figure 6) or an existing reporting physician by selecting the physician's name and selecting **Edit User** (see ❸ Figure 6).

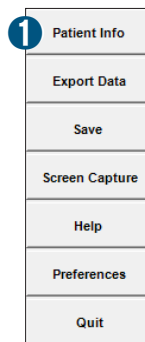


Figure 5. Control Panel

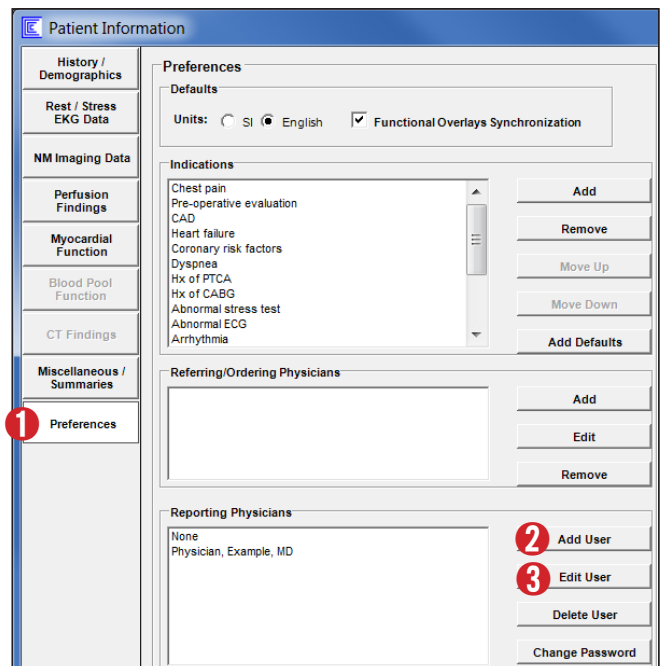


Figure 6. Patient Information - Preferences

- Next to **Signature Image**, click **Browse** (see 1 Figure 7) to locate the signature image file and click **Open** (see 2 Figure 8).

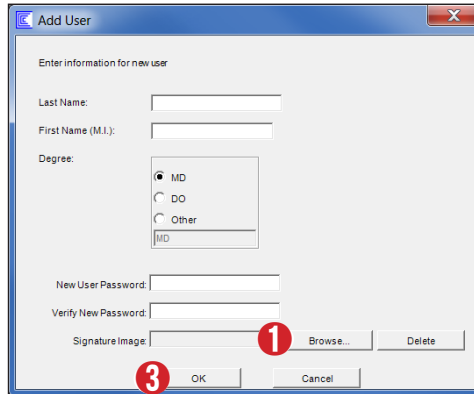


Figure 7. Reporting Physician Add User window

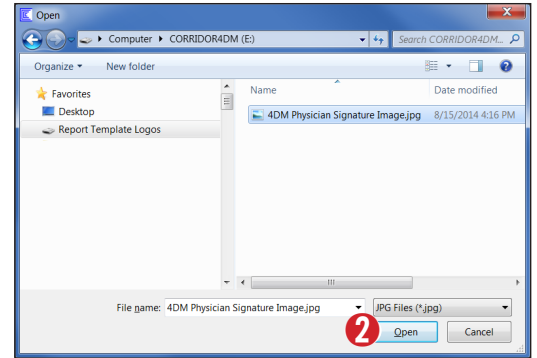


Figure 8. Reporting Physician Signature Image - Browse Window

- Fill in the password fields for either a new or existing reporting physician and click **OK** (see 3 Figure 7) to store the signature image for the reporting physician.

- To use the **Signature Image** in the report template, the report tag **[REP_PHYSICIAN_SIGNATURE]** needs to be added to the template in the desired location for the written signature (see 4 Figure 9). Follow the instructions below for opening a report template and adding report tag using Microsoft Word.

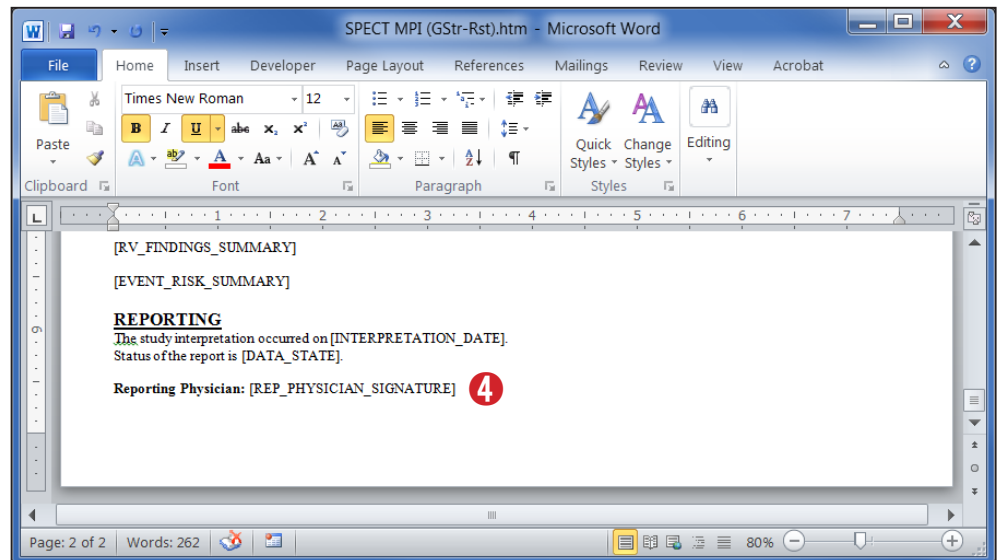


Figure 9. Signature Image Report Tag added to template

Add Site Logo and Signature Image Report Tags to the Report Template in Microsoft Word:

- Open Microsoft Word.
- Select the **File** menu (see 1 Figure 10) and click **Open** (see 2 Figure 10). Navigate to the 4DM reportTemplates folder.
 - For Windows 7 and Windows 8 (see 3 Figure 10) - C:\Users\Public\Documents\INVIA\Corridor4DM\reportTemplates

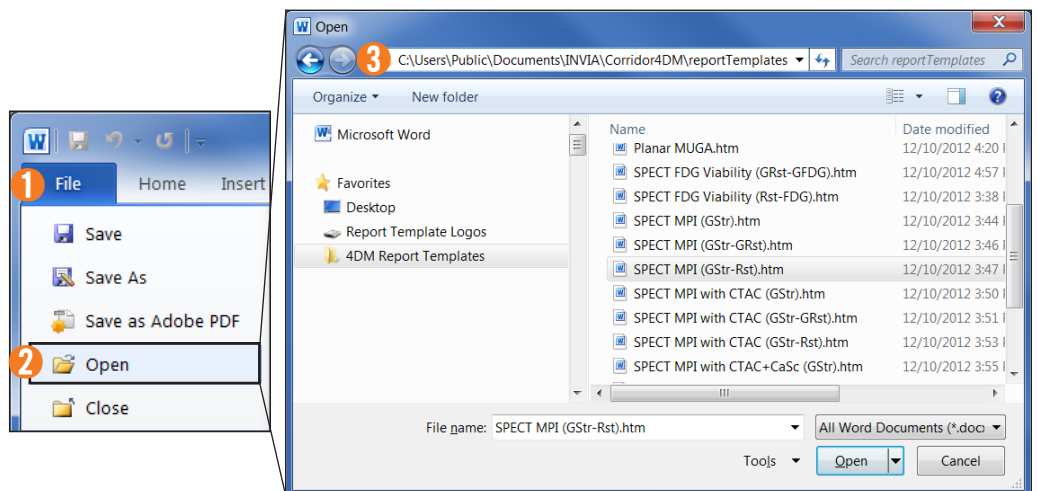


Figure 10. File menu Open selection & Open file window

3. Select the desired template for editing (e.g. SPECT MPI (GStr-Rst).htm) template and click **Open** (see 1 Figure 11).
4. After opening the report template for editing, locate the desired placement for the report tag within the template.
5. Either copy and paste the report tag from below or type the tag into the template ensuring the correct format is used including brackets and underscores.

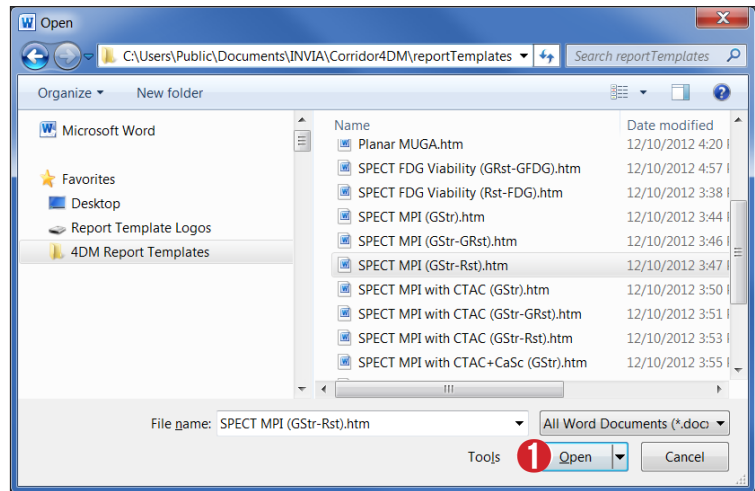


Figure 11. Open file window

- Facility site logo:
[SITE_LOGO] (see 1 Figure 12)
- Physician signature image:
[REP_PHYSICIAN_SIGNATURE] (see 2 Figure 12)

6. In the **Review** tab (see 1 Figure 13), perform a **Spelling & Grammar** check (see 2 Figure 13) after the report tags are added to proofread the template. If there are any spelling or grammar errors associated with report tags, select the **Ignore Once** option (see 3 Figure 14). If this step is not performed, the report tag encoding is modified by MS Word when the template is saved, and the logo or signature image will not appear on the final report.

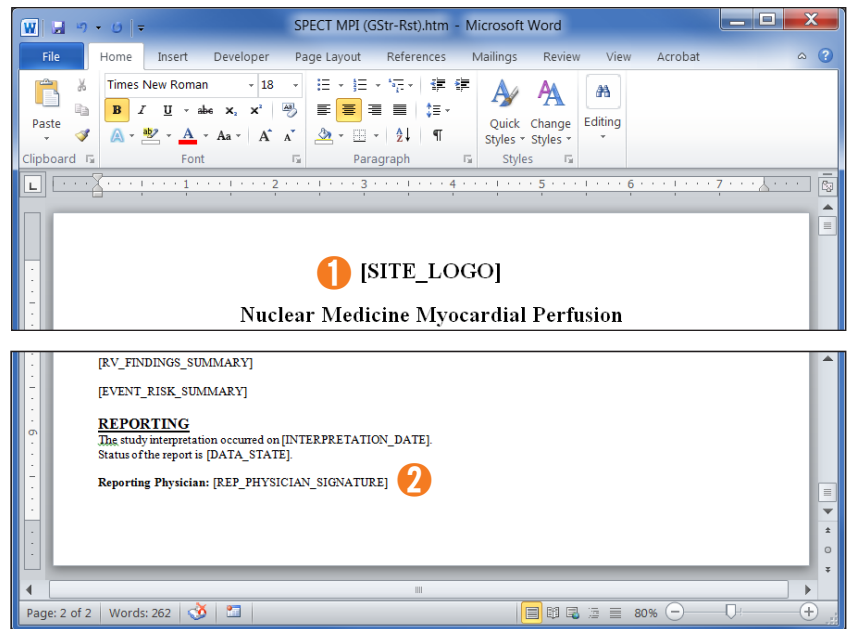


Figure 12. Site Logo and Signature Image Report Tags added to Template

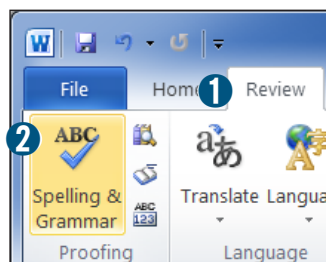


Figure 13. Review tab with Spelling & Grammar Check

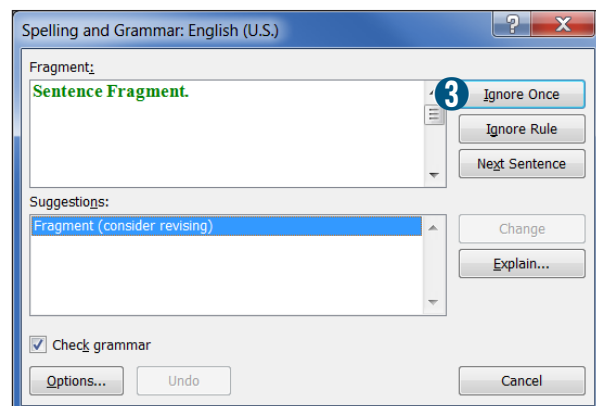


Figure 14. Spelling and Grammar window

7. Click **File** (see ❶ Figure 15) and select **Save As** (see ❷ Figure 15).
8. Select **Web Page, Filtered** (see ❸ Figure 15) under **Save as Type**.
9. Click the **Tools** menu (see ❹ Figure 15) and select **Web Options** (see ❺ Figure 15).

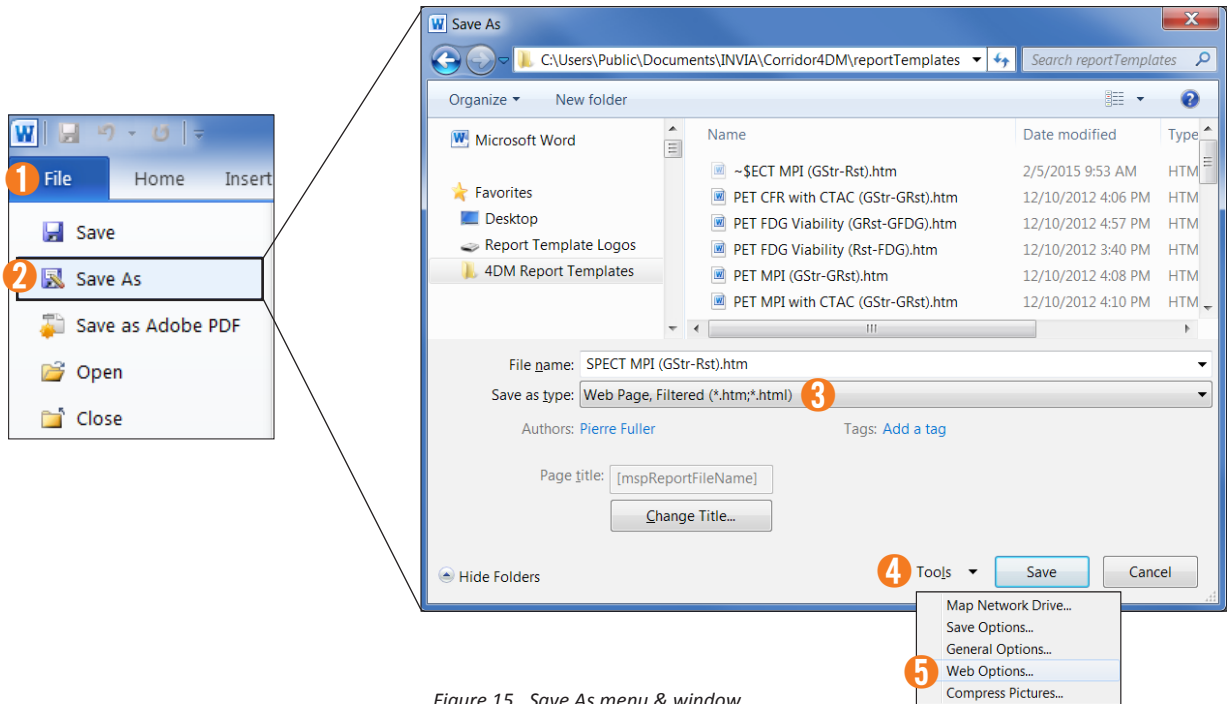


Figure 15. Save As menu & window

10. Select the **Encoding** tab (see ❶ Figure 16) and choose **Unicode (UTF-8)** (see ❷ Figure 16) under **Save this document as**.
11. Select **Always save Web pages in the default encoding** (see ❸ Figure 16) and click **OK** then **Save**.
12. A warning window appears (Figure 17) to confirm that you want to save the report template as **Web Page, Filtered**. Click **Yes** and close Microsoft Word.

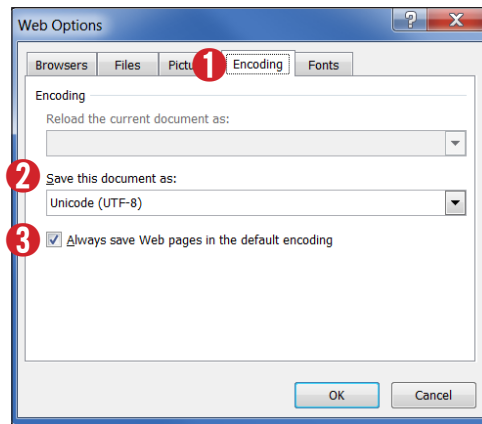


Figure 16. Web Options window

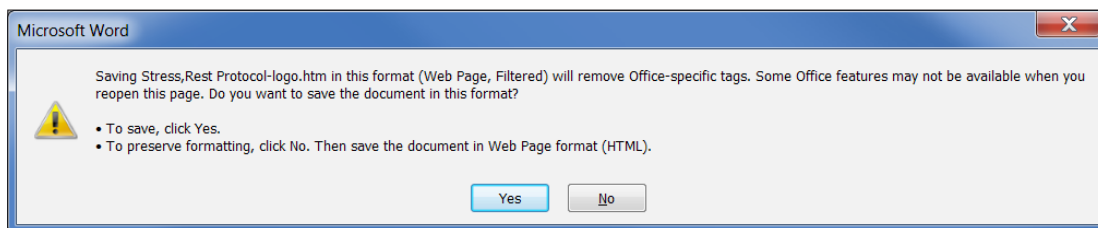


Figure 17. Confirm saving as Web Page, Filtered

Verify the Site Logo and Signature Image Report Tags Were Added Correctly:

1. Launch 4DM with a patient that contains complete patient history and demographic information and physician report findings entered.
2. While on the **MPI Summary** workflow screen, select the **Patient Info** button to verify that reporting information is complete (see 1 Figure 18).
3. Click **Apply** (see 2 Figure 18) to close **Patient Info** and return to the **MPI Summary** workflow screen.

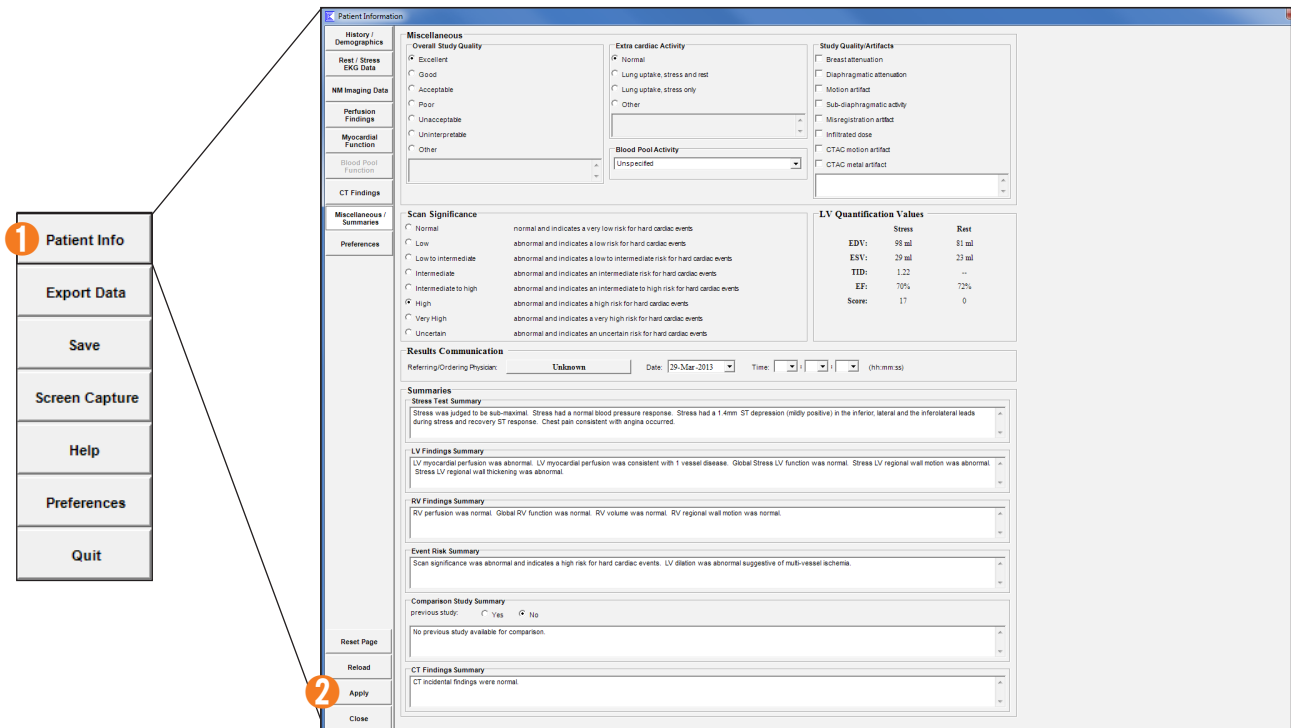


Figure 18. Patient Info

4. While on the **MPI Summary** screen, select the **Export Data** button (see 1 Figure 19) from the **Control Panel**.

5. Select **Create a Report** (see 2 Figure 19) under **Text Formatted Reports**.

6. Select the modified report template (e.g. **SPECT MPI (GStr-Rst)**) (see 3 Figure 19) and choose **MS Word** under **Output Format** (see 4 Figure 19).

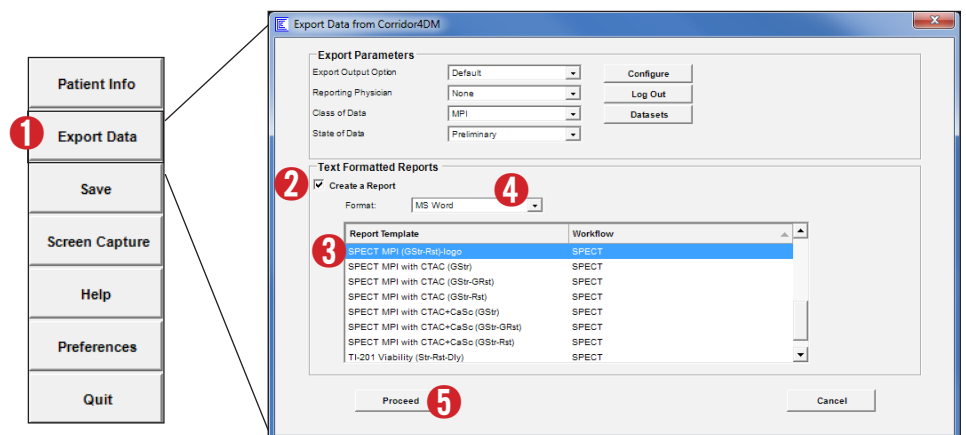


Figure 19. Export Data window

- Click **Proceed** (see 6 Figure 19), enter the reporting physician's password that the signature image was added, and a final report opens automatically with the facility logo and/or physician signature image (Figure 20).

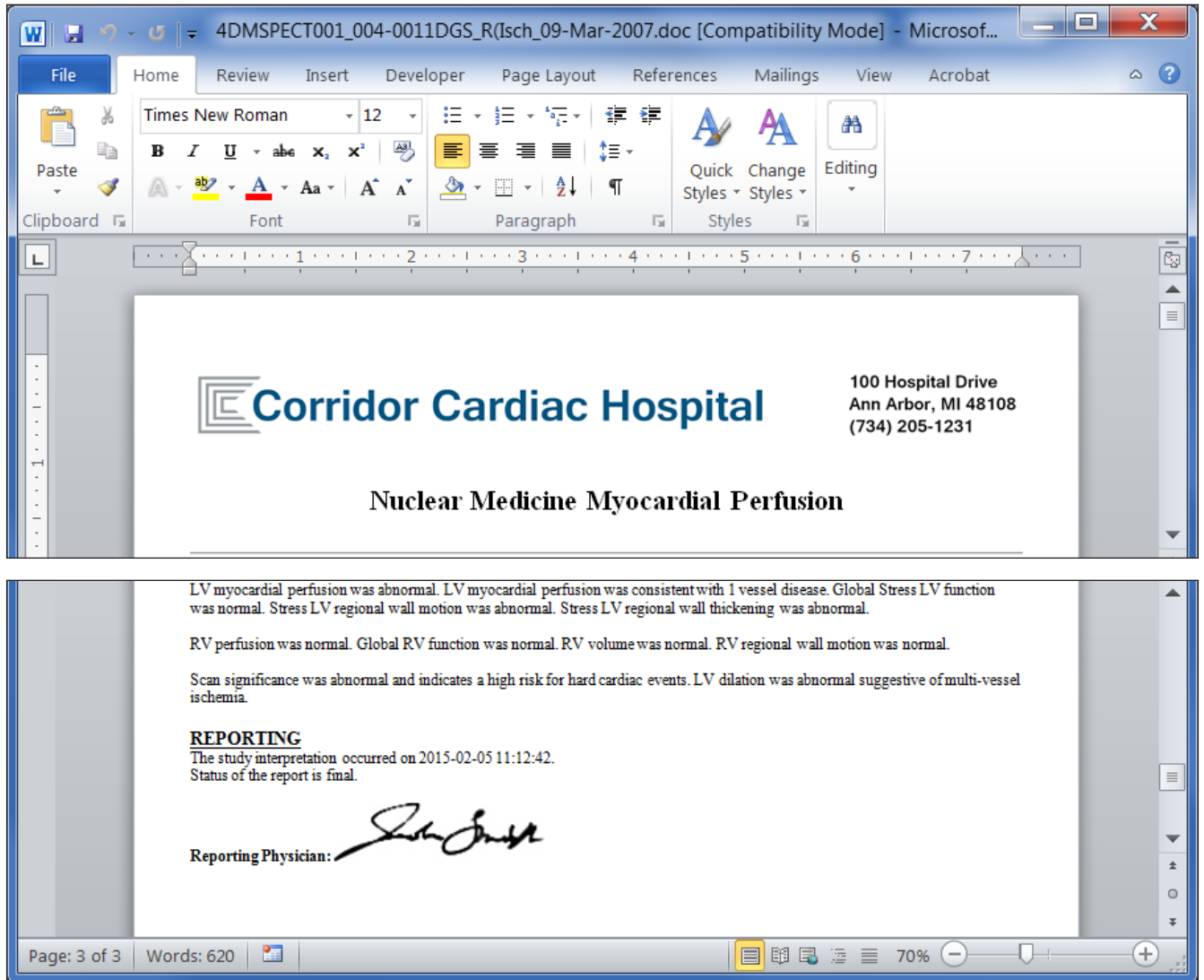


Figure 20. Final Report with Site Logo and Signature Image