

Help and Frequently Asked Questions

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Home Page

New users can register for a private inbox by entering an email address and choosing a password.

Registered users click the Sign In button.

DDL is the utility you will use to upload radiology CDs. It stands for DICOM Data Liberator. DICOM is the standard for medical images.

DDL usually starts automatically as needed. Advanced users can configure DDL to connect directly to a CT scanner or Picture Archiving and Communications System (PACS) or to send images automatically to their personal radiology workstation.

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The screenshot shows the MedCommons website interface. At the top, there is a navigation bar with the MedCommons logo on the left and links for 'FAQ', 'Sign In', and 'DDL' on the right. The main content area features the heading 'Medical Image Sharing Made Easy' followed by the tagline 'MedCommons is the easiest way to transfer medical images around.' Below this is a bulleted list of features: 'Upload straight from CD or scanner, view online', 'Share by email or SMS', 'For patients, doctors, practices, imaging centers, families', 'Free for up to 40 transfers per month', and 'Secure, private and HIPAA compliant'. A call to action says 'Register to try it out, free with no obligation!'. The registration form includes an email input field with 'medcommons7@gmail.com', a password input field with six dots, and a 'Register' button with a play icon. Below the form is a checkbox labeled 'I agree to the Terms of Use'. On the right side of the page, there is a video player showing a globe with the MedCommons logo and a play button. The footer contains copyright information '© MedCommons 2010' and links to 'Privacy Policy' and 'Terms of Use'.

FAQ Sign In DDL

MEDcommons

Medical Image Sharing Made Easy

MedCommons is the easiest way to transfer medical images around.

- Upload straight from CD or scanner, view online
- Share by email or SMS
- For patients, doctors, practices, imaging centers, families
- Free for up to 40 transfers per month
- Secure, private and HIPAA compliant

Register to try it out, free with no obligation!


☒ I agree to the [Terms of Use](#)

© MedCommons 2010 [Privacy Policy](#) [Terms of Use](#)

Inbox

The Inbox lets you navigate among the health records in your MedCommons account.

The most recently active patient is at the top of the list.

The  icon allows you to promote a health record to your persistent list of family members or active patients.

Click the name to view the health record.

Click the envelope to send a link to the health record via email or text message.

FAQInboxSettingsLogoutDDL



Welcome to your Inbox!

This is where you can manage the images in your MedCommons Account.

- Click the patient name to see the health record
- Click the envelope to send an email with a link to the health record
- Click the person to move this health record from the Inbox to your Persons list.

☐ Don't show this again

Hide

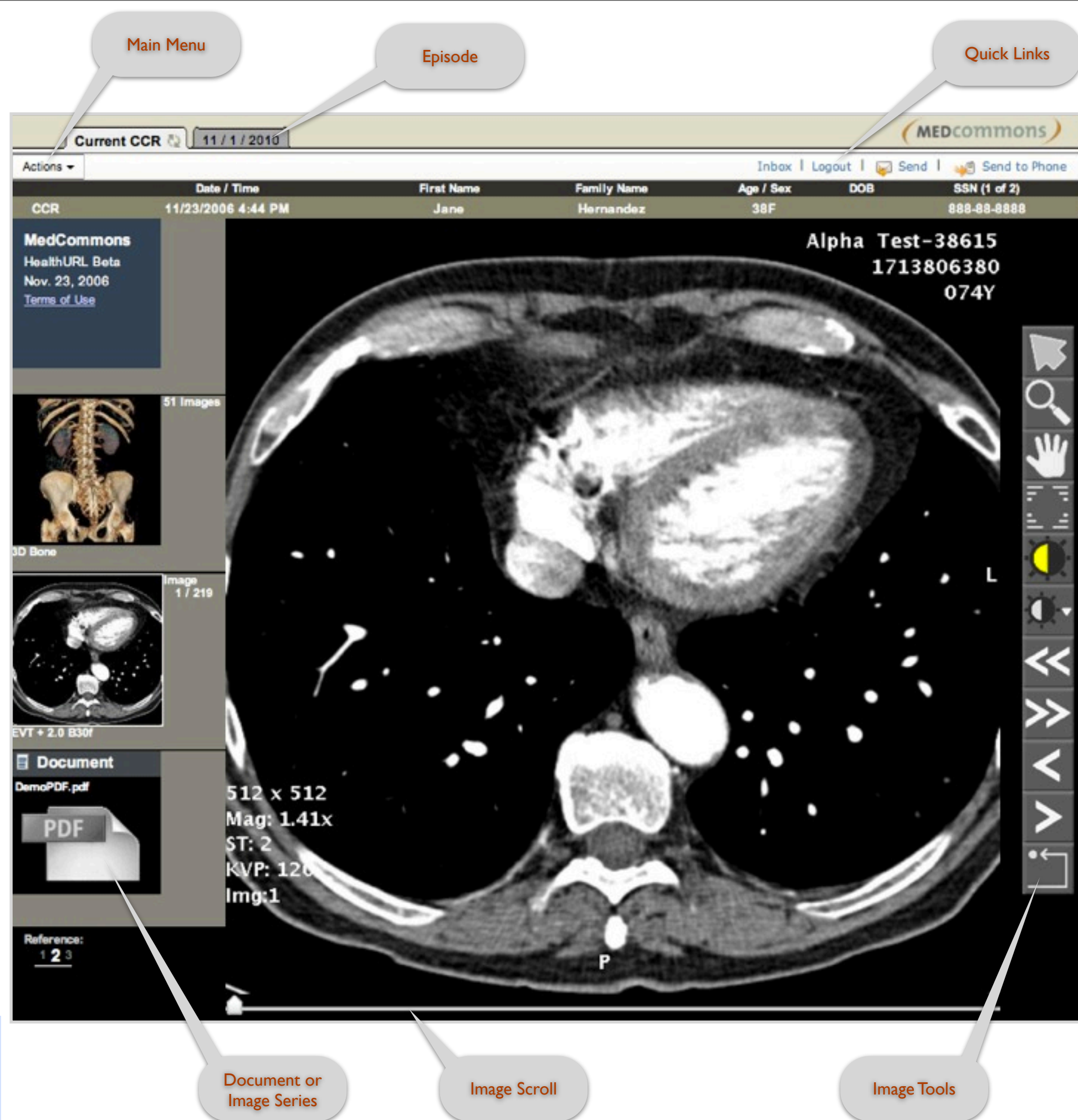
Inbox

Upload

	Patient	Status	
18:09 11/03/10	Sample Patient	N/A	 

Logged in as medcommons7@gmail.com [settings](#) | [logout](#)

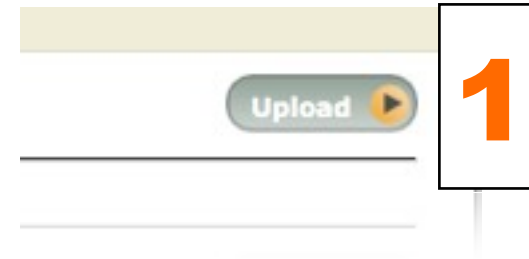
The Viewer



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Uploading Records

Select a Source



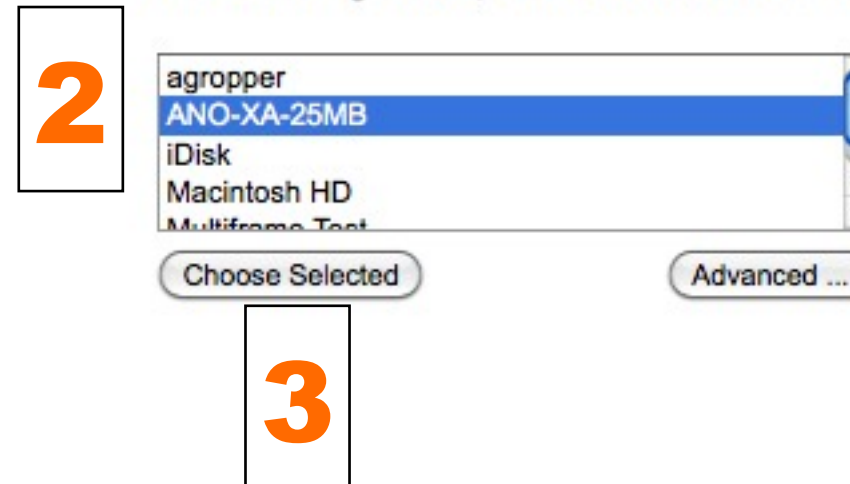
1. Blue Button File (Optional) ⓘ

If you have a VA or Medicare Blue Button file that you would like to include with the images, click the button below to locate the file to include it with your upload.



2. Images

- If you have not already, please insert the CD
- Ignore or close any autorun or other windows that the CD puts up
- After 10 seconds or so, click to select the CD to upload below
- After selecting the CD, click 'Choose Selected' to continue



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Monitor Upload Progress

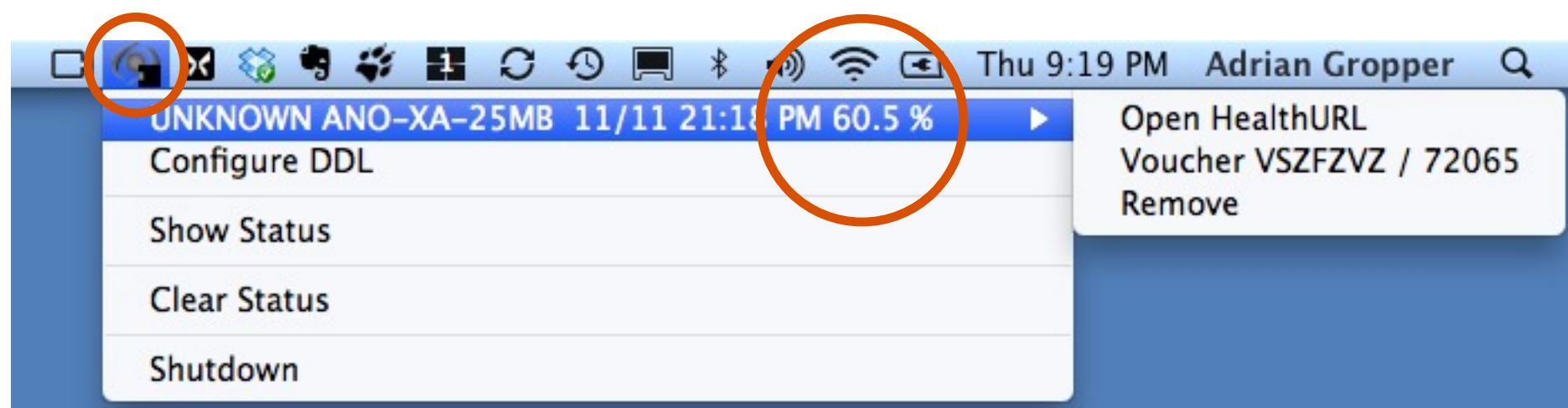
Upload is managed by a Java-based utility we call DDL. Radiology images are large and can take tens of minutes to upload but you can browse or do other tasks while the upload is in progress.

DDL shows a tiny activity beacon during uploads.

The % complete is shown when you click on the DDL icon (right click on Windows).

The sub-menu allows you to preview the images even during uploads. The Voucher information is one way you can securely share access to the health record.

DDL will stay in your system tray

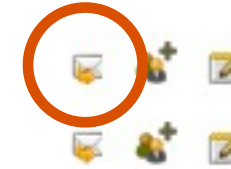


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Share

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Upload



The envelope icon and the Send link both lead to a form you can use to allow someone else to see this health record.

The notification email will have a web link protected by your choice of security.

Require Registration will require the user to verify their email address after choosing a password.

The One Time Use Link is less secure but very convenient for someone on a cell phone.

None will create a completely unsecured link that can be posted on blogs or social networks. **Be careful - Do not post**

A screenshot of the MedCommons 'Share by Email' dialog box. The dialog box is titled 'Share by Email' and has a close button (X) in the top right corner. It contains three radio button options for security: 'Require Registration' (selected), 'One Time Use Link with No Registration (can be forwarded)', and 'None (Public)'. Below these options are text input fields for 'To' (ljonemd@familyclinic.org), 'Subject' (Here's my previous exam for comparison), and 'Message' (This CT scan was done in NY in 2009.). At the bottom right are 'Send' and 'Cancel' buttons. The background shows a patient record for Jane Hernandez, 38F, with a circled 'Send' link in the top navigation bar.

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DICOM Image Tools

Diagnostic medical images are almost universally in a standard format called DICOM.

When the viewer is showing a DICOM image, a set of tool buttons controls the action of the mouse and a scroll bar allows rapid access to any image in a series.

The scroll wheel is also a convenient way to scan through a series of images.

The keyboard arrow keys can also be used to navigate.

- Show / Hide Tools
- Zoom In
- Pan Image (after Zoom)
- Hide / Show the overlay labels
- Interactive Window / Level
- Preset Window / Level
- Previous Series
- Next Series
- Previous Image
- Next Image
- Reset to default presentation



Actions Menu

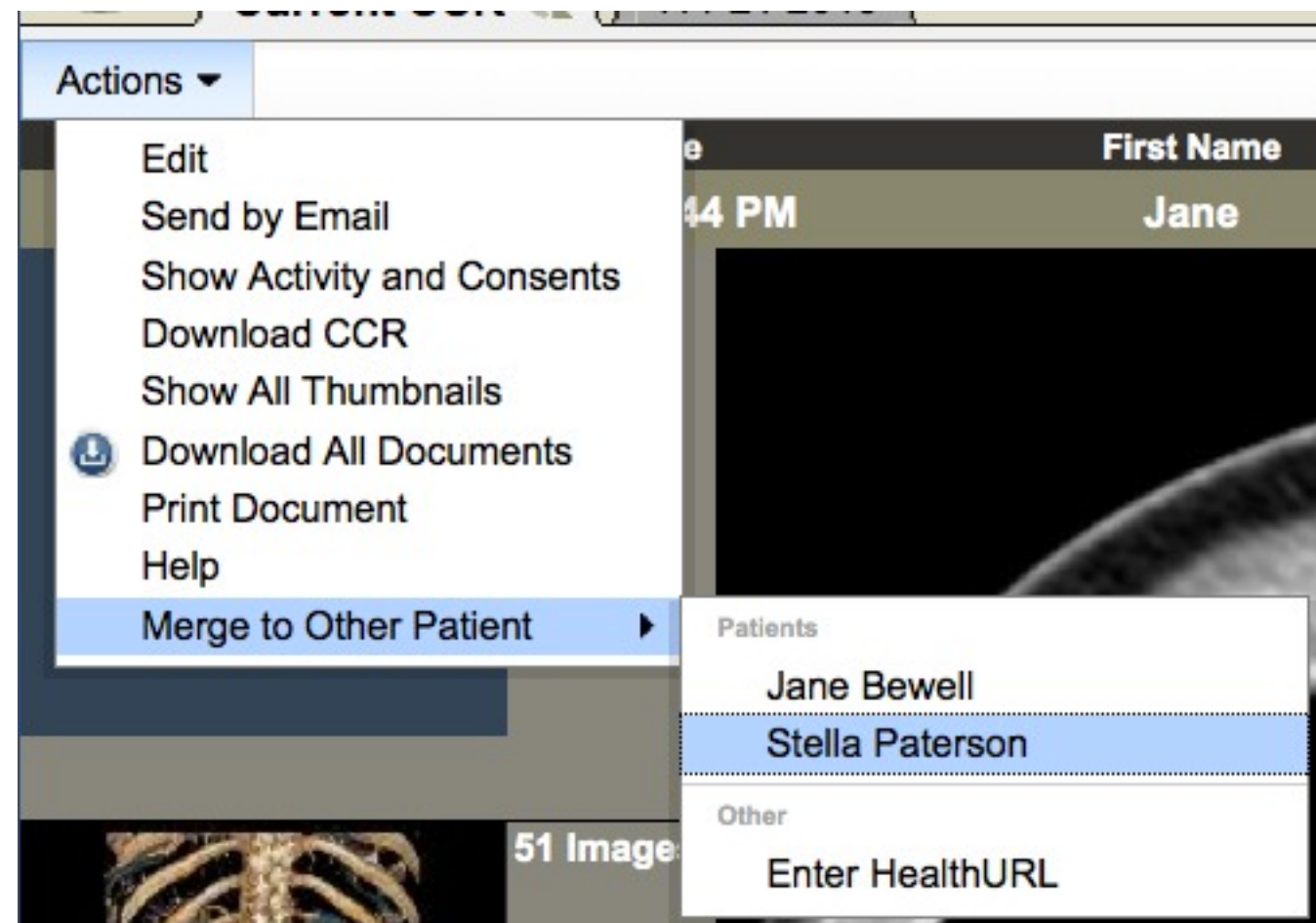
Edit allows you to change patient information and delete images and documents in the record.

Activity and Consents shows a log of access to the account and allows control over sharing privileges for future access.

Show All Thumbnails is a convenient way to navigate complex records with many image series and other documents.


Download All Documents brings you a zip file of a folder with the original documents and imaging for archival backup or transfer prior to closing an account.

Merge allows you to combine records from different places.



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People

An icon  allows you to move a record from the time-sorted message list to a separate frame at the bottom of the Inbox.

SettingsLogoutDDL

Settings allows you to name your Inbox - especially useful if you have more than one.

Demo Group InboxRefreshUpload

	Patient	Status	
21:26 11/11/10	ANO-XA-25MB	Uploaded	
21:20 11/11/10	ANO-XA-25MB	Uploaded	
21:37 11/02/10	KNIX	Uploaded	
02:24 11/01/06	Jane Hernandez	N/A	
02:24 11/01/06	Jane Bewell		
02:24 11/01/06	Stella Paterson	N/A	

Status Details

People

No photoJane Hernandez

No photoJane Bewell

No photoStella Paterson

Group Members

Settings

Personal Profile

Personal Details

Group Members

Group Settings

Group: Demo Group




Update ✓

Group Account ID: 1172-6198-3338-5984

This page displays the members in your active Group.

View your [Dashboard](#) to manage patients in your group. Log out and sign in again to return to the standard Inbox.

Invite 

Name	Email	Account ID	
Demo Physician	demophysician@medcommons.net	1082155036018986	
Demo Doctor	demodoctor@medcommons.net	1117658438174637	

displays the members in your active Group.

Invite to Group by Email

Enter Email Addresses to invite to this Group:

1. jdoe@gmail.com

2. tab to enter additional address

OK - Invite these People

Cancel

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||

Group Customizations

DDL can autoroute DICOM images from the cloud to your workstation or PACS.

Each Inbox has standard drop box forms that can be used by anyone to securely add records. The forms can be branded with your practice logo right from your web site.

A Notification Email will be sent to addresses on this list whenever a new record is added to the Inbox.

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Settings

Personal Profile

Personal Details

Group Members

Group Settings

Send imaging automatically to your DICOM workstation or PACS

[Install Polling DDL](#)

☒ Receive health records with a practice dropbox using [Upload Form A](#) or [Upload Form B](#)

Notification Email:

fred@gmail.com, john@yahoo.com

[Update](#) ✓

Use , to separate multiple addresses

☒ Show a custom logo in header of your Dropbox and pages associated with this group

Image URL: https://babylon.medcommons.net/images/mc_logo.png

[Update](#) ✓

☐ Enable access to group functions by external applications using signed API calls

Drop Box

Every Inbox has a form that you can email or post on your web site to allow anyone to securely add a health record to your Inbox.

Custom forms and forms that respond to orders from your application are available. Contact info@medcommons.net

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Clinical History

Sender's Info
Facility
Your Name
Your Email

Phone
Phone Number

SMS
SMS Number

Video Conference
Video URL

SEND RADIOLOGY TO

Add a PDF Document

Start by selecting Edit in the Actions menu.

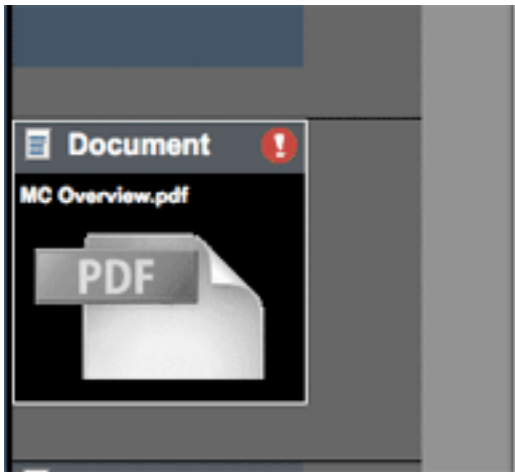
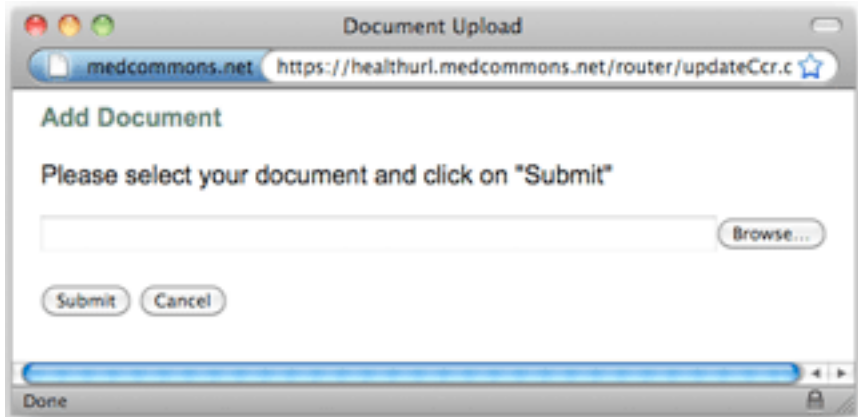
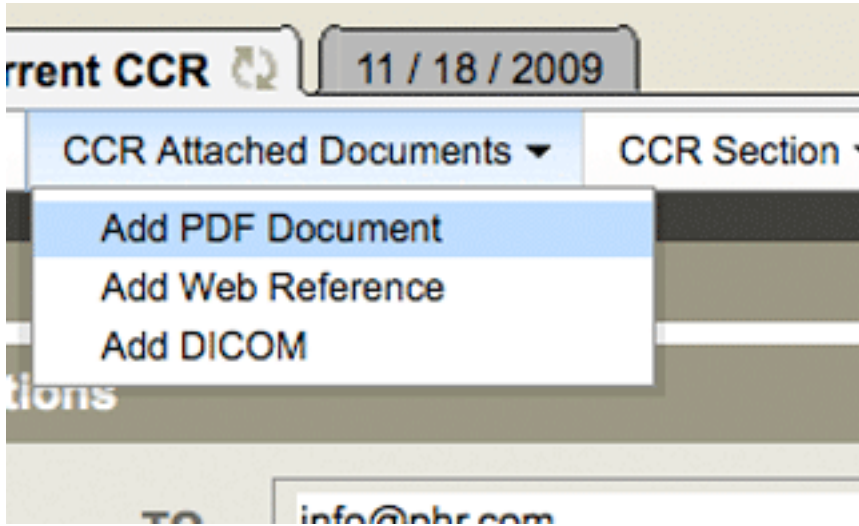
In CCR Attached Documents, select Add PDF Document

Browse to the file.

Notice that added file thubnail has a red !

The red ! indicates that the file has not been verified. Check that the document you just added belongs to the patient record you are editing and click the ! to confirm.

The Edit mode allows you to delete documents added in error.



MedCommons

MedCommons is
imaging on the i

Connect a DICOM Workstation or PACS

- 1 - Select Configure DDL
- 2 - Enter the three DICOM parameters for your destination
- 3 - Select the DICOM export method
- 4 - Update Configuration
- 5 - Verify a succesful echo from your destination device.

Free, open source workstations are available for both PC ([ClearCanvas](#), [K-PACS](#)) and Macintosh ([OsiriX](#)). OsiriX is particularly full-featured and available in FDA-cleared and supported versions.

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1



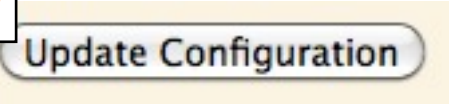
2

dicomRemoteAeTitle	<input type="text" value="OSIRIX_AG-M_ADRI"/>	AE title of the DICOM device that images are sent to
dicomRemoteHost	<input type="text" value="localhost"/>	Hostname of the DICOM device images are sent to
dicomRemotePort	<input type="text" value="11112"/>	Port of the DICOM device that images are sent to

3

exportMethod	<input type="button" value="CSTORE"/>	FILE for saving downloaded DICOM to a folder; CSTORE for sending downloaded DICOM to remote DICOM device
--------------	---------------------------------------	----------------------------------------------------------------------------------------------------------

4



5

DICOMEcho	Successfully sent DICOM echo to target device at host: localhost, port:11112, AETitle:OSIRIX_AG-M_ADRI from host: 192.168.101.18, AETitle: MCDICOM	Results from DICOM echo to remote device in current configurations
	192.168.101.18 AETitle: MCDICOM	

FAQ

► Pricing and options

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Plan	Free	Premium \$99 / month	Contact MedCommons (3)
Monthly Transfers (1)	40	500	more
Patient Accounts	10	150	more
Groups (2)	1	5	more

(1) A transfer is upload or download of a radiology study (all of the images associated with one patient on one date).

(2) Multiple groups make it convenient to control Inbox access privileges. This is particularly useful for a physician that works in different offices or a radiologist supporting different practices.

(3) MedCommons offers many customization options including the ability to run the service under your own domain name or even host the service in your own data center. Please contact us for a quotation at info@medcommons.net

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Images and other documents stay on MedCommons for 30 days.
Premium accounts can keep their contents indefinitely.

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MedCommons charges for:

- ▶ High usage groups (more than 40 health record accounts at any one time)
- ▶ Groups that create accounts that do not expire after 30 days
- ▶ FDA 510[k] registered software
- ▶ Groups that require a HIPAA Business Associate agreement
- ▶ Custom health record upload forms
- ▶ Custom DICOM routing, auto-routing, HL7 interfaces
- ▶ Anonymization of DICOM before it is uploaded
- ▶ “Private” clouds and other custom installations
- ▶ Systems integration
- ▶ Support

Contact us at info@medcommons.net

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Radiology diagnosis requires FDA-registered software and display screens of adequate quality for the task.

The free version of MedCommons can be used to transfer and share health records, including radiology images but is not labeled for use as a display for diagnostic purposes at this time.

Please contact us for our FDA-registered software and services.

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HIPAA Statement

HIPAA Business Associate agreements are available with paid accounts. Please contact us at info@medcommons.net

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MedCommons works with industry groups to ensure that its products and services meet or exceed industry standards with respect to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). MedCommons's products and services are specifically designed to include features that help our customers comply with HIPAA. The MedCommons appliance uses a relational database and document store that employs a secure login process requiring a user name and password. When a user adds or modifies data within the database or document store, a record is made that includes which data were changed, the user ID, and the date and time the changes were made. This establishes an audit trail that can be examined by authorized system administrators.

Customer Support

MedCommons's product support staff will work with customers to help implement MedCommons's products in a HIPAA compliant environment. All remote access to customer patient information by MedCommons product support staff will be made using a fully encrypted protocol.

Business Associate

HIPAA requires health care providers to enter into "business associate" contracts with certain businesses to which they disclose patient health information. These business associate contracts generally require the recipients of such information to use appropriate safeguards to protect the patient health information they receive. To perform certain service and support functions, MedCommons personnel may need access to patient health information maintained by its customers. As a result, MedCommons may be considered a 'business associate' of customers to whom it provides such services. MedCommons' business associate contract will generally assure its customers that the company will use patient information obtained from them to provide services and support only and will safeguard that information from misuse.

Privacy & Security Policy

To implement these business associate requirements and protect the confidentiality and integrity of the patient information it receives, MedCommons's Privacy and Security Policy will:

- Provide that the company obtain and use confidential patient health information obtained from its customers only as necessary to perform customer service and support functions;
- Limit access to such information to those employees and agents who perform identified service and support functions;
- Prohibit disclosure of patient health information received from customers to persons who are not employees or agents of the company in the absence of express approval from the legal department and, if appropriate, the customer and/or patient;
- Require all employees and agents of the company to report uses and disclosures of patient information that are not permitted by MedCommons's Privacy and Security Policy;
- Provide that MedCommons investigate all reports that patient health information was used in a manner not permitted by its Privacy and Security Policy and will impose appropriate sanctions for conduct prohibited by the policy;
- Establish that MedCommons employees who may come in contact with patient health information receive training regarding MedCommons's Privacy and Security Policy and the importance of protecting the privacy and security of patient health information; and
- Provide for the storage and transmission of patient health information received from customers in a secure manner that protects the integrity, confidentiality and availability of the information.

You can also download a PDF of [Amazon's HIPAA Statement](#)