



*Web portal to view share radiology studies*

# 1 Foreword

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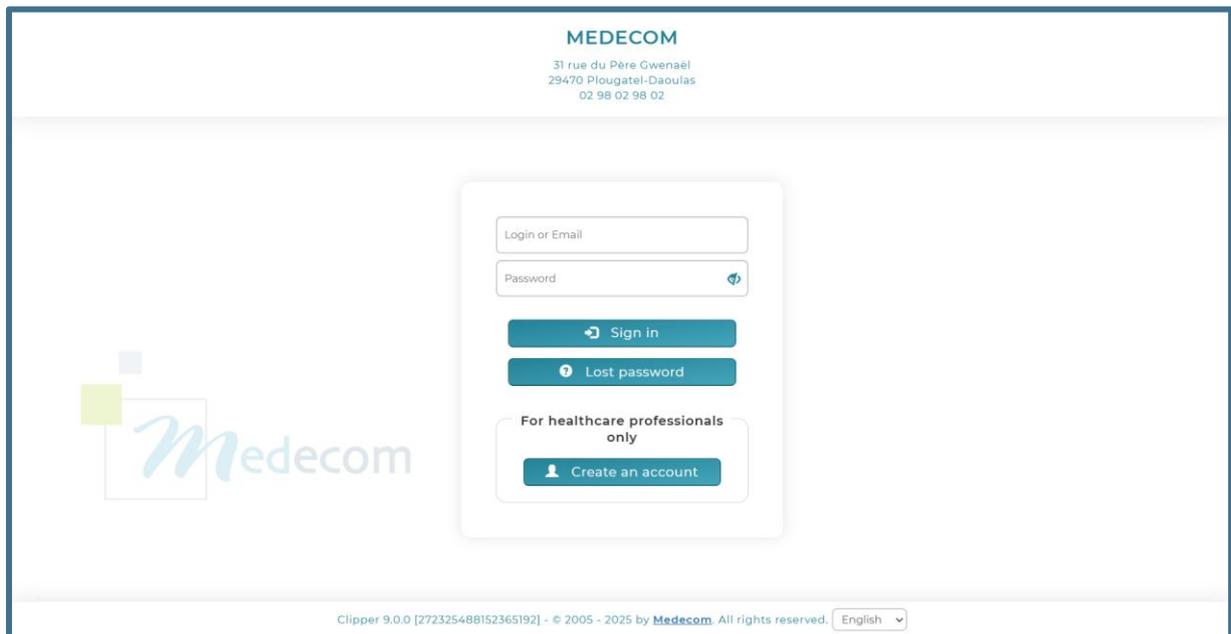
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## 2 Registration and connection

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You must log in to access the portal. Having an account is thus mandatory (except for patients).

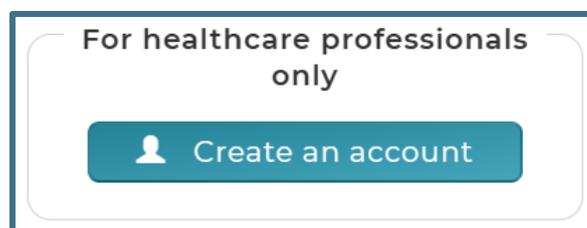
The registration process is divided into several steps.



The screenshot shows the Medecom login and registration interface. At the top, the Medecom logo is displayed on the left, and the company name and address are centered: "MEDECOM", "31 rue du Père Gwenaél", "29470 Plougatel-Daoulas", "02 98 02 98 02". Below this, there is a central white box containing the login and registration options. It features two input fields: "Login or Email" and "Password" (with a visibility toggle). Below these are three buttons: "Sign in", "Lost password", and "Create an account" (which is highlighted with a teal background and a person icon). A section titled "For healthcare professionals only" is located below the "Lost password" button, containing the "Create an account" button. At the bottom of the page, there is a footer with the text "Clipper 9.0.0 [272325488152365192] - © 2005 - 2025 by Medecom. All rights reserved." and a language dropdown menu set to "English".

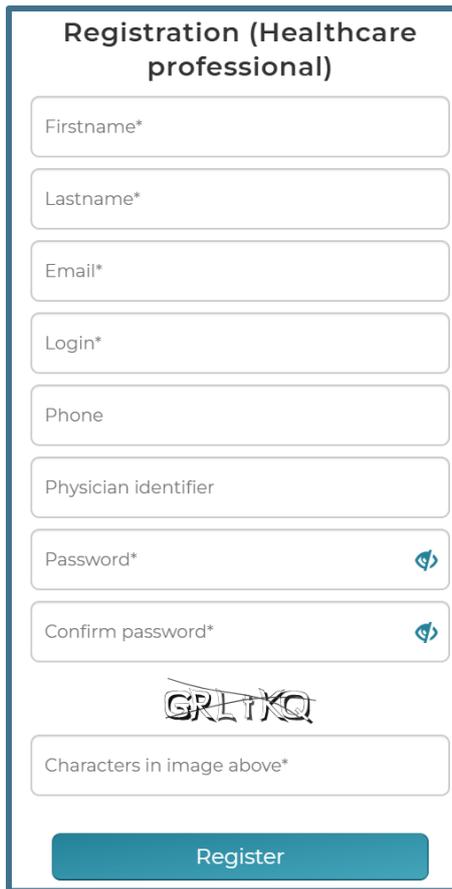
### 2.1 As a healthcare professional

To create an account, click on the button reserved to healthcare professionals:



This image is a close-up of the "Create an account" button for healthcare professionals. It is a teal button with a white person icon and the text "Create an account". The button is enclosed in a white rounded rectangle with a teal border. Above the button, the text "For healthcare professionals only" is displayed in a bold, black font.

Then, fill the form. The fields with an asterisk are mandatory.



The image shows a registration form titled "Registration (Healthcare professional)". It contains several input fields: "Firstname\*", "Lastname\*", "Email\*", "Login\*", "Phone", "Physician identifier", "Password\*", "Confirm password\*", and a captcha field labeled "Characters in image above\*" with a blue "Register" button below it. The captcha image shows the characters "GRLtKQ".

› *Note: depending on the portal configuration, you may have to type characters displayed in an image (captcha), respecting upper and lower case. This prevents registrations from robots. Example with the above image: GRLtKQ.*

The healthcare professional then receives an **e-mail to confirm their registration**. They must click on the **link** provided in the e-mail to validate the registration.

› *Note: depending on your emailing software, you may have to copy/paste the URL directly in your browser if the link is not displayed properly.*

The center administrator is then notified and **activates** the account.

The user can now log in using their **login** (or email address) and their **password** on the main page.

## 2.2 As a patient

Patients can log in without **creating an account** to view their studies.

- The login is the **visit number**, also called **accession number** (provided by the radiology center after the visit).
- The password is the **birthdate** with the format **YYYYMMDD**.

## 2.3 As a guest

**Sharing** studies with **guests**, via e-mail, is possible in the portal.

The guest receives an e-mail with a link to access the registration page where some fields are already prefilled.

Once the registration is complete, the guest can directly log in using their **e-mail address** and **password**.

## 2.4 Lost password

Users can reset their password if they forget it, by clicking on this button on the main page:



After proving their account login or email address, an email is sent with a link to modify their password.

> *Note: this link is only valid for a few minutes. After expiration, it will be necessary to repeat the operation from the beginning.*

## 2.5 Personal information and user preferences

Personal information and user preferences can be edited through the portal interface, using the toolbar at the top of the page:



|   |   |
|---|---|
|  | Modification of personal information (first name, last name, phone number, identifier, emails and password) |
|  | Modification of user preferences (language, first tab to open on login, ...)                                |
|  | Display online help (user manuals)  |
|  | Log out of the portal   |

## 3 Studylist

The study list is the first tab displayed after login on the portal. It is also accessible from the menu at the left of the page:

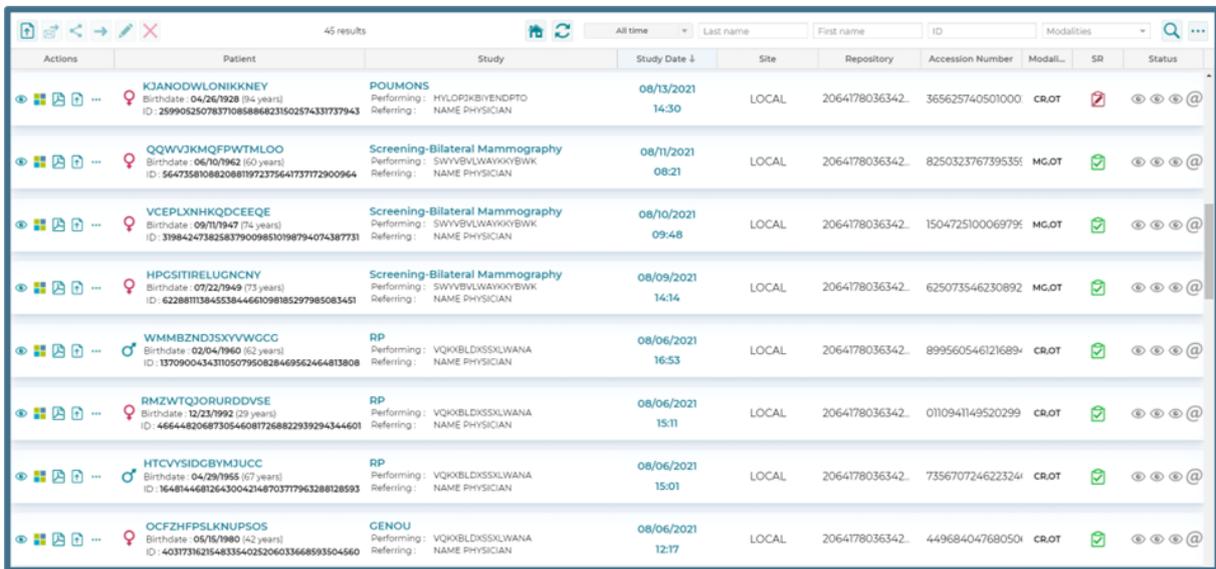


This tab allows to list and search for studies using filters.

The access to the studies is restricted depending on the user profile. For example:

- Administrators and radiologists have access to all the studies.
- Guests only have access to the studies that are shared with them.
- Patients only have access to their studies.
- Referring physicians only have access to the studies of their patients.

### 3.1 Interface overview



| Actions | Patient   | Study   | Study Date ↓        | Site  | Repository      | Accession Number | Modall. | SR | Status |
|---------|---|---|---------------------|-------|-----------------|------------------|---------|----|--------|
|         | <b>KJANODWLNKIKNEY</b><br>Birthdate: 04/26/1928 (94 years)<br>ID: 259905250783710858868231502574331737943 | <b>POUMONS</b><br>Performing: HYLORPKBIYENDPTO<br>Referring: NAME PHYSICIAN                         | 08/13/2021<br>14:30 | LOCAL | 2064178036342.. | 365625740501000  | CR.OT   |    |        |
|         | <b>QQWVJKMQFPWTMLGO</b><br>Birthdate: 06/10/1962 (60 years)<br>ID: 56473581088208811972375647377172900964 | <b>Screening-Bilateral Mammography</b><br>Performing: SWYVBLWAYKXVYBWK<br>Referring: NAME PHYSICIAN | 08/11/2021<br>08:21 | LOCAL | 2064178036342.. | 8250323767395351 | MG.OT   |    |        |
|         | <b>VCEPLXNHKQDCCEEQE</b><br>Birthdate: 09/11/1947 (74 years)<br>ID: 319842473825837909851098794074387731  | <b>Screening-Bilateral Mammography</b><br>Performing: SWYVBLWAYKXVYBWK<br>Referring: NAME PHYSICIAN | 08/10/2021<br>09:48 | LOCAL | 2064178036342.. | 1504725100069791 | MG.OT   |    |        |
|         | <b>HPGSITIRELUGNCNY</b><br>Birthdate: 07/22/1949 (73 years)<br>ID: 622881138455384461098185297985083451   | <b>Screening-Bilateral Mammography</b><br>Performing: SWYVBLWAYKXVYBWK<br>Referring: NAME PHYSICIAN | 08/09/2021<br>14:14 | LOCAL | 2064178036342.. | 625073546230892  | MG.OT   |    |        |
|         | <b>WMMBZNDJXKYVWCCG</b><br>Birthdate: 02/04/1960 (62 years)<br>ID: 1370900434310507950828469562464813808  | <b>RP</b><br>Performing: VQXBLDXSSXLWANA<br>Referring: NAME PHYSICIAN                               | 08/06/2021<br>16:53 | LOCAL | 2064178036342.. | 8995605461216894 | CR.OT   |    |        |
|         | <b>RMZWTQJQRURDDVSE</b><br>Birthdate: 12/23/1992 (29 years)<br>ID: 4664482068730546087268822939294344601  | <b>RP</b><br>Performing: VQXBLDXSSXLWANA<br>Referring: NAME PHYSICIAN                               | 08/06/2021<br>15:11 | LOCAL | 2064178036342.. | 0110941149520299 | CR.OT   |    |        |
|         | <b>HTCVYSIDGBYMJUCC</b><br>Birthdate: 04/29/1955 (67 years)<br>ID: 16481446812643004214870377963288128593 | <b>RP</b><br>Performing: VQXBLDXSSXLWANA<br>Referring: NAME PHYSICIAN                               | 08/06/2021<br>15:01 | LOCAL | 2064178036342.. | 7356707246223241 | CR.OT   |    |        |
|         | <b>OCFZHPSLKNUPPOS</b><br>Birthdate: 05/15/1980 (42 years)<br>ID: 4037316215483354025206033668593504560   | <b>GENOU</b><br>Performing: VQXBLDXSSXLWANA<br>Referring: NAME PHYSICIAN                            | 08/06/2021<br>12:17 | LOCAL | 2064178036342.. | 449684047680501  | CR.OT   |    |        |

The interface is made of:

- Actions buttons at the top left.
- Search filters at the top right.
- The main list of studies.

### 3.2 Search tools

You can filter the studies to display.

The home button **resets** all the filters to their default values:



### 3.2.1 Quick filtering



It is possible to quickly filter the studies by period, first name, last name, modality, and patient ID.

Click on this button to trigger the search:



The number of results will be displayed in the toolbar.

> *Note: 150 studies are displayed in the list at most. If a result does not appear among them, it is necessary to refine the search criteria.*

### 3.2.2 Advanced filters

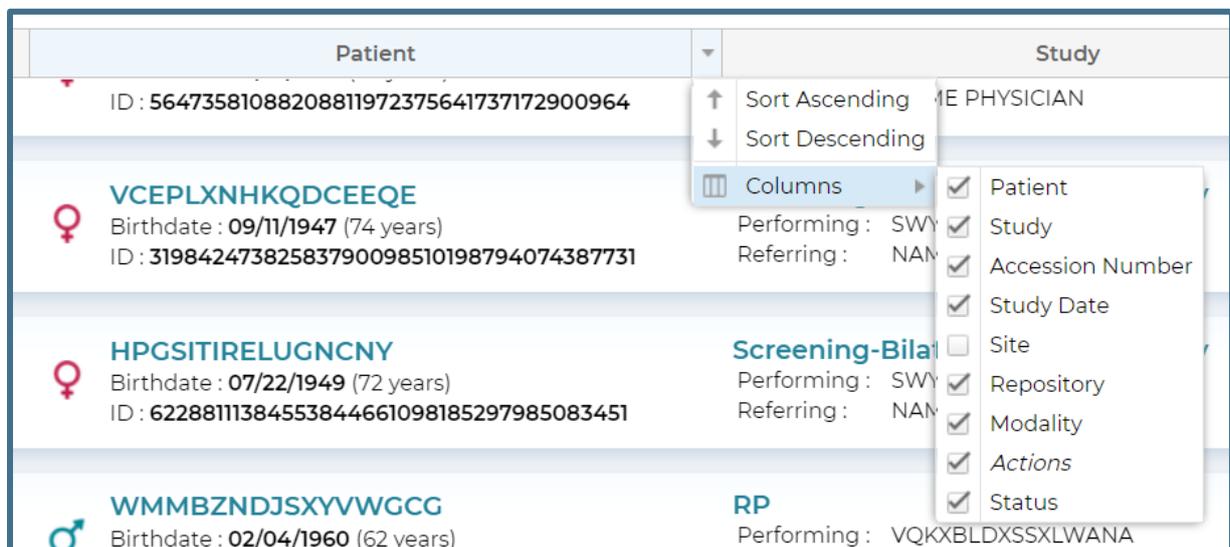
If the quick filtering tools are not precise enough to perform a specific search, many other filters (dates, accession number, radiologist, read status...) are available by clicking on this button:



Advanced filters are only available for some profiles.

### 3.3 Display/hide information

It is possible to display or hide information by adding or removing columns. To do so, click on the small arrow in a column header (when hovering it with the mouse):



Some columns are not available depending on the user profile.

### 3.4 Actions on studies

The action column contains buttons to perform actions on studies.



The button “...” allows displaying more actions in a menu.

|   |  |
|---|--|
|    | Open the study in the HTML viewer (in the browser).  |
|    | Open the study in a MEDECOM workstation (Med Mammo, Med Diag, Med View).   |
|    | Download the study as a PDF (report and images).   |
|    | Display the patient's history (prior studies).   |
|   | Display information on the study and the patient. If the user profile has additional rights, it also displays emailing errors and users with whom the study is shared. |
|  | Upload additional files for the study.   |
|  | Disable study access (prevent the study from being displayed to users).  |

### 3.5 Report display

The following icon indicates that a report is available for this study. Click on this icon to display the report:



### 3.6 File upload

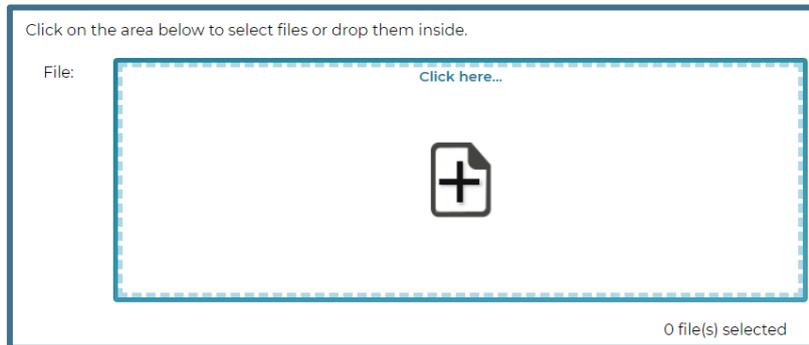
If the user profile has the right to upload files, the following button is available in the toolbar (to upload new studies) and/or on each study line (to upload additional files):



Different types of files can be uploaded (DICOM, PDF, PNG, JPG). To do so, after clicking on the upload button (new studies or additional files), navigate through the different tabs in the upload window.



Each interface uses a file selection area:



The user can either:

- click on the area to select files via a file explorer.
- drag and drop the files in the area.

### 3.6.1 Upload of new studies

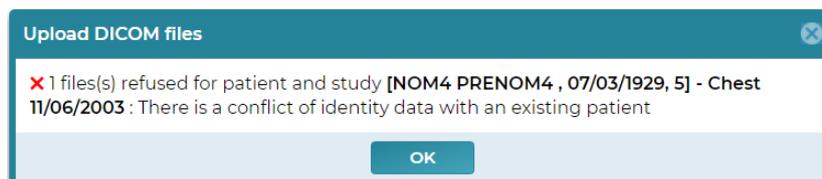
It is possible to import new DICOM files in the system or to dicomize non-DICOM images (png, jpg, jpeg).

#### 3.6.1.1 Upload of new DICOM studies

When uploading DICOM files, a patient integrity verification is performed before importing the files, based on the first name, last name, birthdate, and patient ID. The patient from the external files may correspond to an existing patient in the system, but with a different ID. To merge the two patients, check the box “Ignore patient ID verification”.

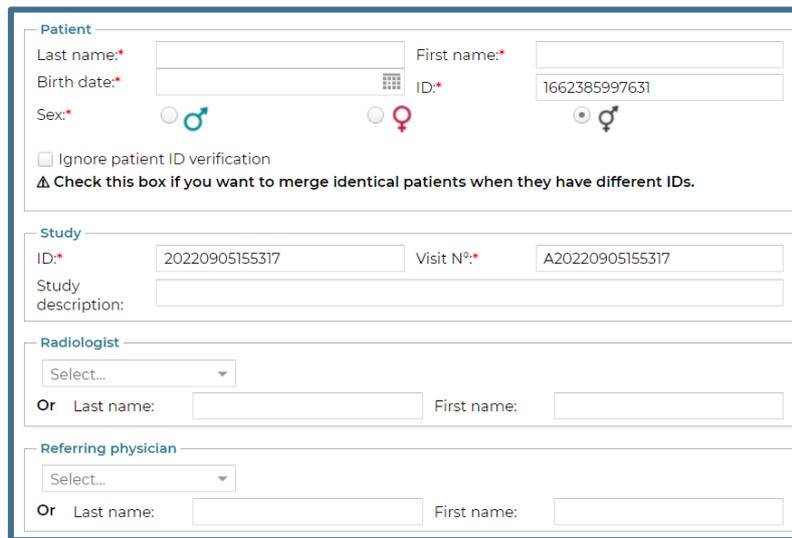


If this box is not checked, an error message will be displayed when the information does not match:



#### 3.6.1.2 Upload of a non-DICOM study

A form must be filled with the information for the new patient and new study, to dicomize the selected images. The mandatory fields are marked with a red asterisk.

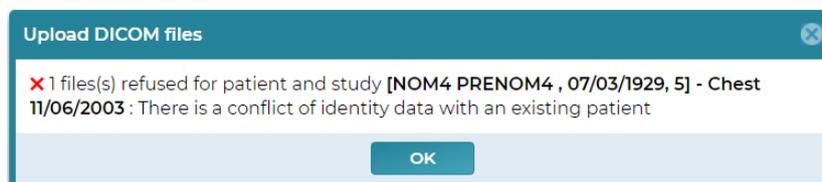


### 3.6.2 Upload of additional files for a study

Additional files can be uploaded for an existing study in the system:

- DICOM instances
- PDF documents
- PNG/JPG images

To upload DICOM instances or additional images, only the files selection is required. When uploading DICOM files, a patient integrity verification is performed before importing the files, based on the first name, last name, and birthdate. An error message will be displayed when the information does not match:



## 3.7 Studies diffusion

The “Status” column provides information about whether the study has been seen by the radiologist, the referring physician, and the patient. It also shows the notification status to the referring physician.

|  |             |                 |
|--|-------------|-----------------|
|  | <b>Seen</b> | <b>Not seen</b> |
|--|-------------|-----------------|

|                            |   |   |
|----------------------------|---|---|
| <b>Radiologist</b>         |  |  |
| <b>Referring physician</b> |  |  |
| <b>Patient</b>             |  |  |

It also displays the notification status for the e-mail sent to the referring physician.

|             | <b>Not sent</b>   | <b>Scheduled</b>  | <b>Sent</b>   | <b>Failure</b>  |
|-------------|---|---|---|---|
| <b>Icon</b> |  |  |  |  |

### 3.7.1 Notification to the referring physician

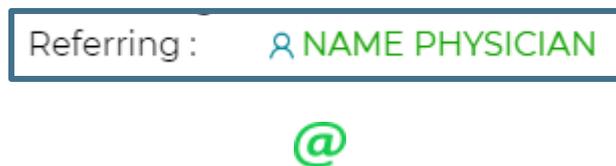
The notification to the referring physician is sent automatically, following specific rules defined in the portal configuration. However, it is possible to notify the referring physician manually.

If the user profile has the right to notify the referring physician, this button is available in the toolbar:



After clicking on it, confirm the notification in the dialog.

The referring physician (if they have an account) will receive an email inviting them to open the study. After refreshing the study list, the referring physician name is **green**, and the notification status has changed:



### 3.7.2 Study sharing

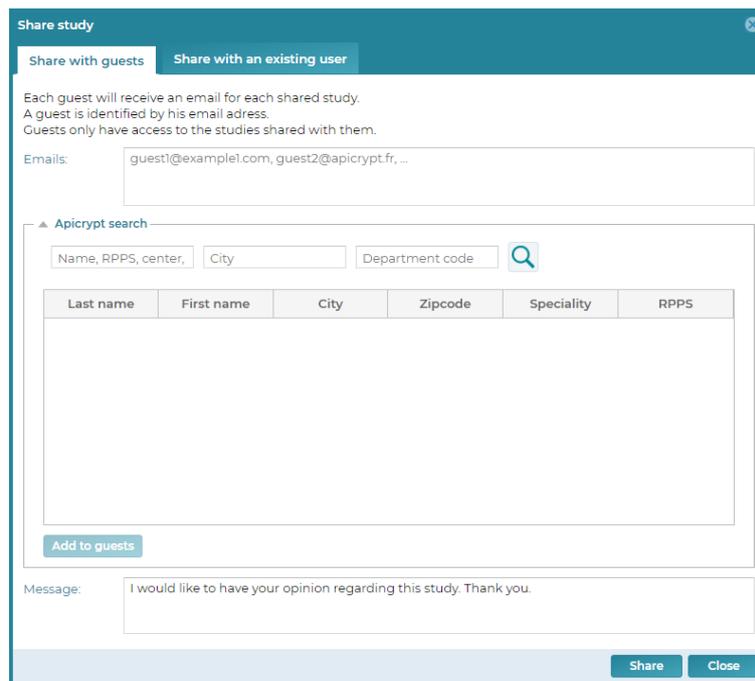
If the user profile has the right to share a study, this button is available in the toolbar:



The user can share with a guest or with an existing user.

#### 3.7.2.1 Sharing with a guest

The tab «Sharing with guests» is as follows:



**Share study**

Share with guests | Share with an existing user

Each guest will receive an email for each shared study.  
A guest is identified by his email address.  
Guests only have access to the studies shared with them.

Emails:

▲ Apicrypt search

Name, RPPS, center, City  Department code

| Last name | First name | City | Zipcode | Speciality | RPPS |
|-----------|------------|------|---------|------------|------|
|           |            |      |         |            |      |

Message:

In this tab, enter the e-mail addresses of the recipients, separated by **commas**, in the first field.

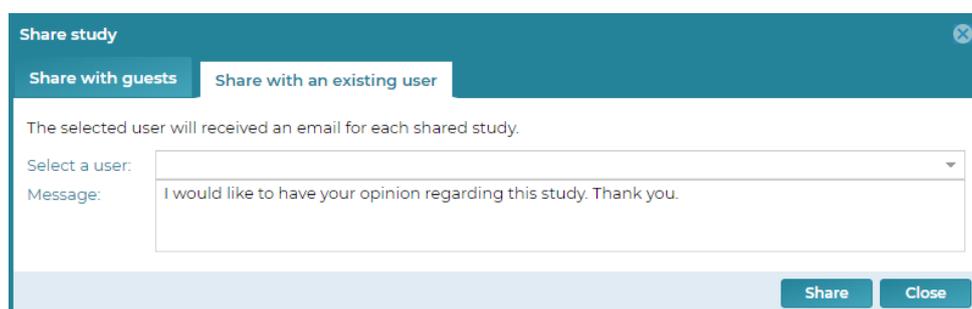
› *Note: If APICrypt is activated in the portal, you can search for physicians in the national APICrypt database. After filtering by first name/last name, city and/or department, select a physician in the list and click on “Add to guests”. Their e-mail address will be automatically added in the first field.*

You can enter a custom message that will be inserted in the sharing e-mail, for the recipients.

**⚠ Warning:** before sharing, a confirmation message will ask to **verify the e-mail addresses of the recipients**. It is very important to **verify the recipients** because they will have access to the study (images and report).

### 3.7.2.2 Sharing to an existing user

The tab “Share with an existing user” is as follows:



**Share study**

Share with guests | Share with an existing user

The selected user will received an email for each shared study.

Select a user:

Message:



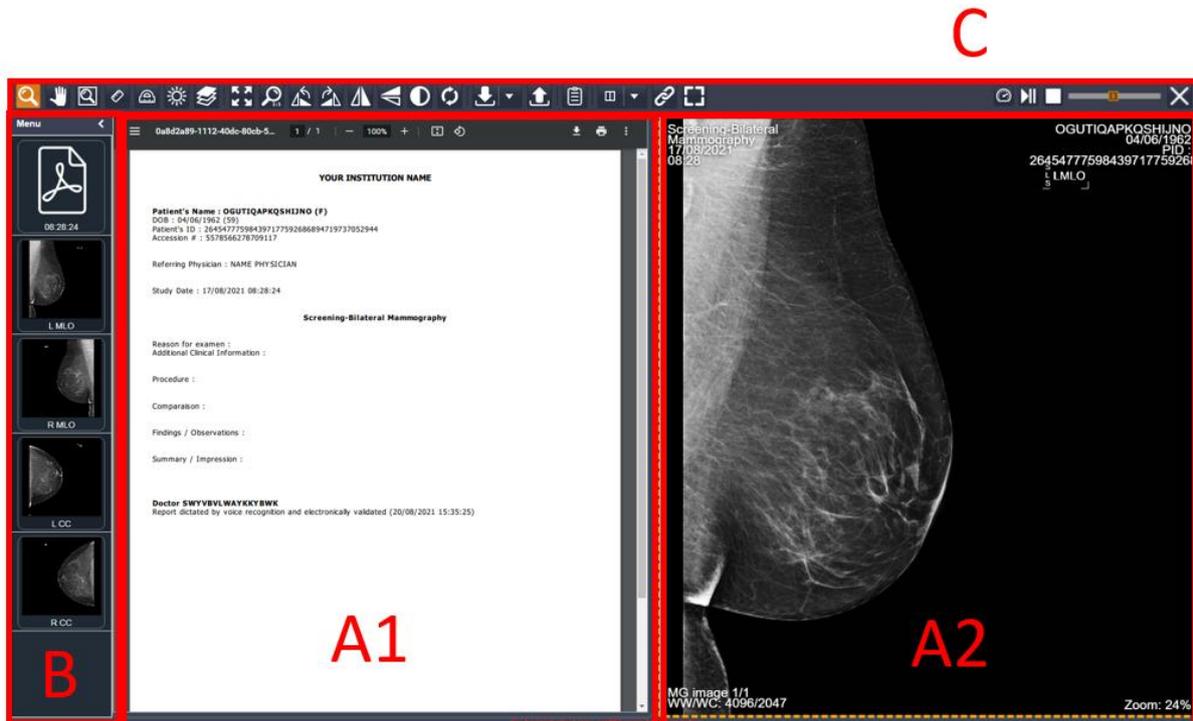
In this tab, simply select a user in the drop-down list. You can also write a custom message for the recipient.

## 4 HTML viewer

The HTML viewer allows displaying images and reports directly in the browser.

**⚠ Warning: the HTML viewer is not certified for diagnosis.**

Depending on the user profile, some functionalities are restricted.



**A:** Visualization area

- **A1:** Report visualization area
- **A2:** Image visualization area

**B:** Instances thumbnails

**C:** Toolbar

### 4.1 Visualization area (A)

The visualization space is made of different visualization areas. After loading the viewer, only one area is displayed. The layout is customizable:

- you can display 1, 2, 3 or 4 visualization areas (see Toolbar).
- you can resize the areas by dragging the separation lines between them.

The active area is outlined with dots. Simply click on an area to make it become the active one.

#### 4.1.1 Report visualization area (A1)

In this area, the user can read the study report.

At the top of this area, the user can perform some actions:

|  |  |
|--|--|
|  or  | Export the report to PDF format.               |
|   | Invert colors (white on black/black on white). |

› *Note: the PDF visualization is browser dependent. If the PDF documents are not displayed in place, verify that the PDF display is activated in your browser (it may download them as a default behavior).*

#### 4.1.2 Image visualization area (A2)

At the top of this area, the overlay displays information about the image/series (left) and patient (right).

At the bottom of this area, the overlay displays information about visualization (index of the frame, luminosity, contrast and zoom).

Using the mouse, you can perform some basic actions on the image:

- If there are multiple frames, you can navigate through the stack by dragging vertically while holding the left click.
- If there is only one instance, you can zoom in or zoom out by dragging vertically while holding the left click.
- You can change the luminosity by dragging vertically while holding the right click.
- You can change the contrast by dragging horizontally while holding the right click.

## 4.2 Instances thumbnails (B)

This lateral bar shows all the instances of the study that you can open in a visualization area.

Clicking on a thumbnail will open the corresponding object in the active area.

Dragging and dropping a thumbnail in a viewer is also possible.

This bar can be hidden by clicking on the button:



This bar can be shown by clicking on the button:



When hidden, you can quickly show the bar by clicking on its vertical panel. The bar hides again when the mouse leaves it.

### 4.3 Toolbar (C)

Depending on the user profile, some functionalities are restricted.

The first buttons are used to select a behavior (mode) for the mouse:

|   |                       |
|---|-----------------------|
|  | Zoom                  |
|  | Panning               |
|  | Magnifying glass      |
|  | Length measurement    |
|  | Angle measurement     |
|  | Luminosity / Contrast |
|  | Stack navigation      |

The next buttons are used to perform an action on the active image:

|   |   |
|---|---|
|    | Fit the image to the area   |
|   | Zoom 1:1 (one screen pixel = one image pixel)   |
|  | Counterclockwise rotation   |
|  | Clockwise rotation  |
|  | Horizontal symmetry   |
|  | Vertical symmetry   |
|  | Color inversion   |
|  | Reset transformations   |
|  | Synchronize images: every action applied on an image is also applied on the other images. |

The next buttons are used to perform general actions:

|   |  |
|---|--|
|  | Export the study to different formats (DICOM, JPEG, PDF) |
|  | Export the study as a PDF summary (report and images)    |
|  | Upload files   |
|  | Delete the selected uploaded document                    |
|  | Open the report management window                        |
|  | Create an audio recording                                |
|  | Change the visualization areas layout                    |
|  | Fullscreen   |

Finally, the buttons at the right of the toolbar are used to:

|   |   |
|---|---|
|  | Configure the compression parameters (images quality vs. download speed)        |
|  | Control the video playback of a stack (play/pause)                              |
|  | Stop the video playback of a stack  |
|  | Set the video playback speed (cursor to define the number of slices per second) |
|  | Exit the viewer and go back to the portal                                       |

#### 4.4 Keyboard shortcuts

Keyboard shortcuts are available to quickly perform actions:

|   |             |   |
|---|-------------|---|
|    | Left arrow  | Select previous viewer.<br>Scroll through images if no viewer is available on the left. |
|   | Right arrow | Select next viewer.<br>Scroll through images if no viewer is available on the right.    |
|  | Up arrow    | Display next slice in volume.   |
|  | Down arrow  | Display previous slice in volume.   |

## 5 Revision

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Manual last revision date: **2025-04-08**