RETINAL CAMERA TOOLKIT
The Provision of Eye Health and Equipment Training Project
funded by the Australian Government Department of Health

This Toolkit is designed to aid the embedding of retinal cameras into a primary health care service. Although it is designed to accompany the Canon CR-2AF camera, most of the resources are relevant for the embedding of any retinal camera.
We acknowledge the traditional Aboriginal and Torres Strait Islander Custodians of the many lands that we live and work on, and their continuing connection to Country and Culture.

We pay our respects to Elders past, present and emerging.

We thank all Aboriginal and Torres Strait Islander Peoples whose participation and contribution has been key to the success of this project.
The Consortium thanks those who attended the 2018 November Embedding Workshop and all others who have contributed in the making of this Toolkit.
Section 4
Retinal Camera
Canon CR-2AF
Canon CR-2 AF Retinal Camera – Flight Case & Accessories Instruction Sheet

This instruction sheet provides you with a quick guide on the pack up and pack down of your Canon CR-2 retinal camera.

You have been provided with:

- A custom made flight case 580 x 440 x 670 19kg
- Canon CR-2 AF retinal camera 660 x 500 x 630 21kg
- Notebook PC 550 x 350 x 70 3.5kg
- UPS power supply 340 x 150 x 240 6kg
- TN-18 table 750 x 600 x 390 23kg
- Table top 850 x 520 x 80 8kg
- Cables

The flight case

The aluminum flight case has four sides. Each side has a rotating lock at the base. The locks separate the two components of the case into base with wheels and top. The top has two handles for carrying and for removal of the lid.
Step 1: Removing the lid

- Turn the lock on each side till the locks unclip and flip away from the case
- Using the handle, gently raise the lid from the case and place nearby
- You will now notice the retinal camera and notebook PC (a) sitting in high-density foam mouldings (b)

Please note, the foam support (c) at the camera rear, can be removed and stored until pack up

Step 2: Removing the camera from the case

- Remove the notebook PC
- Carefully slide your hands into the foam cut outs at the front and rear of the camera where you will find lift points for the camera
- Carefully lift the camera and place it onto the electric table
- You will now notice the bottom of the case contains manuals, cables and a cover for the camera (d)
- Once you have removed the accessories that you require, replace the lid back on to the case and secure the locks and wheel out of the way
## RETINAL CAMERA FLIGHT CASE
### & ACCESSORIES INSTRUCTIONS

### 4.1

**Step 3: Connection of the cables to the camera**

<table>
<thead>
<tr>
<th>Accessory/cables</th>
<th>Description</th>
<th>Plugs from</th>
<th>Plugs to</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC power adaptor with extension</td>
<td>Connects table power supply to notebook PC</td>
<td>Notebook PC</td>
<td>Table supply (under table top on top of column)</td>
</tr>
<tr>
<td>IEC power extension</td>
<td>Connects table power supply to camera</td>
<td>Camera</td>
<td>Table supply (under table top on top of column)</td>
</tr>
<tr>
<td>USB cable</td>
<td>Allows data transfer from camera to notebook PC</td>
<td>Flatter end inserts into USB port on notebook PC</td>
<td>USB outlet on camera (large end of cable)</td>
</tr>
<tr>
<td>Ethernet cable</td>
<td>Allows connection to your network</td>
<td>Notebook PC</td>
<td>Your network Ethernet port</td>
</tr>
</tbody>
</table>

*Note: This can also be done wirelessly*
RETINAL CAMERA FLIGHT CASE & ACCESSORIES INSTRUCTIONS

<table>
<thead>
<tr>
<th>Accessory/cables</th>
<th>Description</th>
<th>Plugs from</th>
<th>Plugs to</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPS power supply</td>
<td>Protects all camera and table components from electrical power surges</td>
<td>The electronic table power cord (found at the bottom of the table) plugs into the UPS power supply</td>
<td>The UPS power supply cable plugs into the wall</td>
</tr>
</tbody>
</table>

Step 4: Prepare camera and software for use
- Turn on the table (wall, UPS, green switch on table)
- Turn on the camera
- Turn on the laptop
- Wait for 5 minutes for RX Capture to automatically load

Step 5: Shut down camera and software
- Shut down the laptop software (shut down on RX capture)
- Wait until the laptop has turned off completely before packing into case
- To place the camera into transport mode - press and hold the fixation button (e), then turn the camera back on from the side on/off switch
- Hold the fixation button until there are two beep sounds – the head and/or chinrest will move down
- Wait until the head and chinrest have finished moving
- Turn off the camera
- Turn off the table and wall UPS outlet

Step 6: Pack down of camera into flight case
- The packing of the camera into the flight case is the reverse of the set up process
Extracting images from RX Capture software

**Background - Software set up at your health service**

On installation of the new retinal camera at your health service, the IT support team will have been advised to set up your retinal camera software to allow ease of transferring retinal images and reports across to the patient management system. There are a number of ways the camera software can be set up (as below). If you are experiencing difficulty with the systems in place please advise your IT support team and/or OptiMed (1300 657 720).

Option 1 – Automatic connection to health service systems

- IT services at your health service will set up a file pathway that will automatically transfer generated output images and reports to a shared database folder
- Share settings will enable staff to access the database folder from their own user accounts
- Images and reports then need to be uploaded to the patient management system
- File size per item on database = 100kb to 500kb

Option 2 – Patient management system upload to camera software

- IT services at your health service will upload the patient management system onto your camera laptop
- They will set up a file pathway that will automatically transfer generated output images/reports generated to a shared database folder
- Share settings will enable staff to access the database folder from their own user accounts
- Images and reports then need to be uploaded to the patient management system
- File size per item on database = 100kb to 500kb

Option 3 – Not connected to servers

- Your camera and software can be used as a standalone unit
- Whilst you are waiting for your camera to be set up to the network, the camera is operational
- Output images and reports need to be saved to a USB or external hard drive and uploaded to the patient management system from one of the clinic computers

TECHNICAL SUPPORT:
1300 657 720
EXTRACTING IMAGES FROM RX CAPTURE SOFTWARE

• Option 1: Automatic JPEG images

When you click on the Report tab in Rx Capture, the JPEG files for the photos are automatically exported into C:\JPEG EXPORT or C:\EXPORT JPEG; a shortcut is on the desktop:

Within this folder the JPEGs will be filed in subfolders according to the date (YYYYMMDD) with the file name starting with the patient ID you have entered, for example:

![JPEG Export Folder](image)

Note: It is possible to change which folder these JPEGs are exported to, if you would like to change this – see the How to change photograph output settings on RX Capture software document Section 4.3.

• Option 2: Manual JPEG images

Your system may not have been set up to have the automatic output. In this case, you must manually export the JPEGs to the Export JPEG folder, as follows:

1. Click Report
2. Click Both Eyes
3. Input visual acuity for both eyes in Comment box [optional]
4. Click Output
5. Click JPEG Report & click OK; JPEG will now be exported to the “EXPORT REPORT” folder (access via the desktop shortcut)

TECHNICAL SUPPORT: 1300 657 720
**Option 3: PDF report**

1. Click Report

2. Click Both Eyes

3. Input visual acuity for both eyes in Comment box [optional]

4. Click Print

5. Click Print

6. Report generated as a PDF: name & save it as you desire

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**TECHNICAL SUPPORT:**
1300 657 720

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**EXTRACTING IMAGES FROM RX CAPTURE SOFTWARE**

4.2
How to change photograph output settings on RX Capture software

- Administration access
- Changing the location of the automatic outputs
- Changing information displayed on the photograph
- Changing the photograph file name
Administration access

**Step 1**
Login with the
username: canon
password: canon

**Step 2**
Go to **Output Settings**
Step 3
Select JPEG Output or JPEG Report then click Edit

* Change user name back to “screening” when done*

To change the location of the automatic outputs
Change the Output folder to the desired location

* Change user name back to “screening” when done*
To change information displayed on the photograph

Click the Other Device Settings tab then click Settings

Click OK when done

* Change user name back to “screening” when done*
HOW TO CHANGE PHOTOGRAPH OUTPUT SETTINGS

To change the photograph file name

Click the drop down menu, select the file name and click OK

* Change user name back to “screening” when done*

TECHNICAL SUPPORT:
1300 657 720
Change the Date and Time in Windows 10

Instructions

1. To change the date and time in Windows 10, open the “Settings” window.
2. Click the “Time & Language” button in the middle of the screen to display time and language settings.
3. Click the “Date & time” category at the left side of this window to view date and time settings in the area to the right.
4. Another way to change the date and time in Windows is to click the date/time display in the taskbar.
5. Then click the “Date and time settings” link in the pop-up window that appears.
6. In the “Date and time” section, you can see the computer’s current date and time.
7. To enable or disable Internet time synchronizing, click the “Set the time automatically” toggle switch to set it to either the “On” or “Off” position.
8. If disabled, you can click the “Change” button to manually set the date and time in the window that appears.
9. Select your time zone from the “Time zone” drop-down.
10. To let your device automatically adjust for daylight savings time, ensure the “Adjust for daylight saving time automatically” toggle switch is set to the “On” position.
11. You can click it to toggle it “Off,” if needed.
12. In the “Formats” section, you can see the display of date and time increments.
13. To change the formatting of this display, click the “Change date and time formats” command.
14. In the window that opens, use the drop-downs for each time and date increment to choose the display format to use.
15. Click the “Back” arrow button in the upper-left corner to return to the “Date & time” settings, when finished.
16. To open the “Clock, Language, and Region” window within the Control Panel, click the “Additional date, time, & regional settings” link under the “Related settings” section.
17. To open the “Date and Time” dialog box, click the “Add clocks for different time zones” link.
18. When finished, you can close either window by clicking the “X” button in its upper-right corner.
Section 4a
Taking photos with Canon CR-2AF
**AT THE START OF DAY**

**TURN ON in this order:**

1. **TURN ON TABLE POWER** (green light switch on table column)
   - If light does not come on, check the lead is PLUGGED INTO UPS and the UPS is TURNED ON at wall.

2. **CAMERA**

3. **LAPTOP**

4. **SOFTWARE** (RX Capture automatically loads)

   Then **WAIT WHILE THE SYSTEM LOADS** (e.g. measure Visual Acuity on your patient).

**AT THE END OF DAY**

**SHUT DOWN in this order:**

1. **SOFTWARE** (close RX Capture)

2. **LAPTOP**
   - Completely shut down and allow screen to go blank before closing lid, **don’t just log out or let it hibernate.**

3. **CAMERA**

4. **TURN OFF TABLE POWER** (green light switch on table column)

Shutting the laptop screen in the middle of the capture program is **not the correct way of shutting the system down** and will cause potential loss of data and corrupted databases.
1. At the start of the day
   • Remove the dust cover, lens cap and make sure the camera is plugged in and turned on at the power switch
   • Turn on the camera, then the laptop

2. Set up and clean
   • Make sure the camera is unlocked
   • Sterilise chin rest with alcohol wipe
   • Enter new patient details OR find existing patient details
   • Select RC Capture
   • Instruct patient to place chin on chin rest and forehead on forehead rest

3. Align the camera – front of eye
   • You now need to line up the eye so that it is in the middle of the circle, and the top and bottom half of the eye is equal in size
     
   ![Figure 1. Front of eye alignment](image)
   
   • To move the camera:
     - Side to side – move the joystick side to side
     - Up and down – twist the joystick (twisting clockwise moves the camera up and twisting anti-clockwise moves the camera down)
     - To make the circles a full circle – move the joystick forward or backwards
     - Note: moving the joystick is the same as moving the base of the camera, but with finer movements
   
   *Note: the size of the pupil needs to be at least the same size as the small circle to take a good photo and for the automatic functions to work; you can select the small pupil (SP) function if the pupil is smaller*
   
   • Once aligned, the machine will automatically switch views to the back of the eye

4. Align the camera – back of eye
   • The camera will automatically focus the image
   • Line up the white dots to the boxes in the 3 and 9 o’clock position by moving the joystick side to side, or twisting the joystick to move it up and down
   • Sharpen the white dots by moving the joystick forward or backwards

   ![Figure 2. Back of eye alignment (white dots highlighted in yellow)](image)

   *Note: try moving only the joystick when at the back of the eye with one hand and use the other hand to steady the base.*
5. Take the photograph

• Once aligned, the camera will automatically take the photograph

Tips:
- Consider entering the patient’s details in a dark room to allow the pupils to dilate
- Ask the patient to close their eyes (up to a minute) between photos to allow pupils to redilate

Manual functions - The camera is set up to automatically switch views from the front to the back of the eye, automatically focus, and automatically take the photograph when aligned correctly.

If the automatic functions are on, they are indicated by the following icons:

- **Auto-fundus** – indicates the camera will automatically switch views from the front to the back of the eye
- **Auto-focus** – indicates the camera will automatically focus the back of the eye
- **Auto-shot** – indicates the camera will automatically take the photograph

Note:
- At any time if you move the focus wheel, the automatic functions will turn off
- To reset the automatic functions, move the camera back and over to the other eye, and then back to the eye being photographed
- If the pupil is too small or smaller than the inner circle, the automatic functions may not work and you will need to manually control the camera

![Figure 3. Operation lever / joystick showing](image)

1. the shutter release button
2. alignment button
3. vertical movement ring
4. focus ring

Manual alignment - Manually change alignment from the front to back of the eye and vice versa by pressing the alignment button (2).

Manual focus - Focus by turning the focus ring (4) by lining up the two white lines into one straight line.

![Figure 4. Manual focusing](image)

Manual photo taking - Take the photo by pressing the shutter release button (1). You can also do this when it is in full automatic mode and you think you have it lined up well enough to take the photo.

*All images from the Canon CR-2 AF manual*
RETINAL PHOTOGRAPHY

PATIENT INSTRUCTIONS

1. “We’re going to take photos of the inside of your eyes, at the back.”

2. “Just relax for a moment, while I clean the chin rest and set up your details in the system.”

3. “Please place your chin on the chin rest for me, and press your forehead against the forehead bar.”
   ADJUST height as needed.

4. “I’m just going to turn off the lights so that we can get a really good photo. Is that okay?”
   SWITCH off the lights.

5. “I’m going to photograph the right eye first. Please look straight ahead with both eyes open.”
   START lining up and zooming in.

6. “Can you see a green light inside the camera? Just keep looking at that spot while I zoom in, and then try not to blink.”

7. “When the camera takes the picture, there will be a bright flash for a second. Don’t worry, it doesn’t hurt. It’s just bright.”
   PROCEED to take photo of right eye.

8. “Just close your eyes for a minute, so that your pupils can adjust after that flash. Then we’ll swap around and do the left eye.
   REPEAT process for left eye.

9. “Just close your again eyes for a minute, then I’ll show you the pictures.”
   Click ‘REPORT’ & click on “Both Eyes” view, ready to show the patient. Select Output or Print as relevant to download report to Patient Management System.

Developed by Chris Rektsinis, Eye Health Project Officer, Aboriginal Health Council of South Australia
Reviewing retinal photographs on RX Capture software

- Accessing all photographs
- Viewing both eyes
- Selecting different photographs
- Using filters
- Comparing 2 photographs of the same eye
- Comparing photographs of the same eye over time
Accessing all photographs
  - Go to the Report tab

Viewing both eyes
  - Go to Both Eyes
Selecting different photographs

- Click on the photograph to change – there will be a yellow bar (green box) – and click Select

- Select the photograph you want to use and click OK
**Using filters**

- Using a red-free filter will show the colour red more prominently. This makes it easier to detect changes, such as microaneurysm and haemorrhages.
- Double-click photograph you want to review to see the following screen

![Using filters example](image)

- Click Green for the red-free filter

![Click Green for red-free filter](image)

- You can also zoom in and out with the trackpad or by using the magnifying glasses (green box)
- To exit, click Close
Comparing 2 photographs of the same eye

- Go to Comparison
- You can then select any previous photograph

Comparing photographs of the same eye over time

- Go to Progression
Retinal Camera Training for Primary Health Care Workers

**Location:** ........................................................................................................................................................

**Participant:** ........................................................................................................................................................

Thank you for attending the Retinal Camera Training for Primary Health Care Workers course.

............................................................  will be returning to your health service in approximately 6 weeks’ time to provide further support and opportunities for revision.

Please take 15 photographs before our next visit. This will allow you to familiarise yourself with the camera and identify any issues you may be having, so that we are able to help you troubleshoot these at our next visit.

Look forward to seeing you all soon. Keep practicing!

<table>
<thead>
<tr>
<th>Photograph taken (tick)</th>
<th>Any issues with taking the photo? (Y/N)</th>
<th>If yes, please comment on the issues you had taking the image</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>15</td>
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</tr>
</tbody>
</table>

How many photos did you need to take to feel confident using the camera? .................................................................................................................................
COVID-19 protocol for retinal cameras

TAKING RETINAL PHOTOS

- **Minimize contact time** by entering patient details into the camera software prior to patient entering the room.
- **Before every patient** be sure to clean any equipment or parts that come in direct contact with patient with 70% isopropyl alcohol and allow to air dry - occluders, pens, pen torches, table, retinal camera forehead rest and chin rest, etc. This is best done in front of the patient for their added reassurance.
- **Please be aware** of parts of the retinal camera which may accidentally come in contact with the patient - e.g. nose touching parts of the camera, patient resting their hands on different parts of the camera.
- **Implement infection control** measures including hand hygiene, respiratory and cough etiquette (handwashing, covering mouth and nose with elbow when coughing/sneezing, avoiding touching eyes, mouth, nose) and other COVID-19 clinical protocols as recommended by local Health Department (e.g. PPE wear)
- **Keep 1.5m away** from patient when possible (stay near the vision chart and behind the camera)
- **Limit what the patient touches** (e.g. patient to stay in designated chair, not to touch Diabetic Retinopathy charts and model eye, etc.)

AFTER PATIENT HAS LEFT CONSULTATION ROOM

Repeat the cleaning procedures outlined above **before** and **after** a patient leaves and routinely at the end of the day. Surfaces that do not come into direct contact with the patient but is within droplet distance should also be disinfected at least after each clinic day (e.g. laptop, table, camera lens, etc.) and as needed.

To disinfect the camera lens, use 70% isopropyl alcohol using circular motions from the centre outwards and allow to air dry. The alcohol will leave a residue on the lens that will need to be cleaned with a microfibre cloth using circular motions from the centre outwards. Ensure all residue has been cleaned off the lens before using the camera. Residue on the lens may cause an artefact on the resulting photos.

![Figure 1. Example of artefact caused by a smudge on the camera lens](image)

If you need any further information, please do not hesitate to contact:

<table>
<thead>
<tr>
<th>State</th>
<th>Contact Person</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSW/ACT</td>
<td>Colina Waddell</td>
<td><a href="mailto:c.waddell@brienholdenfoundation.org">c.waddell@brienholdenfoundation.org</a></td>
<td>02 9065 0708</td>
</tr>
<tr>
<td>NT</td>
<td>Sarah Nicholls</td>
<td><a href="mailto:s.nicholls@brienholdenfoundation.org">s.nicholls@brienholdenfoundation.org</a></td>
<td>08 8981 9880</td>
</tr>
<tr>
<td>QLD</td>
<td>Colina Waddell</td>
<td><a href="mailto:c.waddell@brienholdenfoundation.org">c.waddell@brienholdenfoundation.org</a></td>
<td>02 9065 0708</td>
</tr>
<tr>
<td>SA</td>
<td>Chris Rektsinis</td>
<td><a href="mailto:chris.rektsinis@ahcsa.org.au">chris.rektsinis@ahcsa.org.au</a></td>
<td>08 8273 7200</td>
</tr>
<tr>
<td>TAS</td>
<td>Colette Davis</td>
<td><a href="mailto:cdavis@aco.org.au">cdavis@aco.org.au</a></td>
<td>03 9349 7419</td>
</tr>
<tr>
<td>VIC</td>
<td>Colette Davis</td>
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<td>03 9349 7419</td>
</tr>
<tr>
<td>WA</td>
<td>Helen Wright</td>
<td><a href="mailto:addismob@gmail.com">addismob@gmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>
Section 4b
Uploading photos to practice software
The following are examples of how to upload retinal photographs onto your medical practice software. Please note that there are options that may not have been listed here.

4b.1 UPLOADING PHOTOS TO PRACTICE SOFTWARE - BEST PRACTICE
4b.2 UPLOADING PHOTOS TO PRACTICE SOFTWARE - COMMUNICARE
4b.3 UPLOADING PHOTOS TO PRACTICE SOFTWARE - MEDICAL DIRECTOR
4b.4 UPLOADING PHOTOS TO PRACTICE SOFTWARE - MMEx
1. Upload PDF report/JPEG to patient file on Best Practice

- Go to the Patient file
- Press ‘Add Documents’ button

- Press ‘Add File’ Button
• Navigate to where the retinal images are located
• Select the file. Press 'Open'

• Give the PDF report/jpeg image a name.
• Press the 'Save and Close' button
• PDF reports and images can also be dragged and dropped.
Importing retinal photographs into Communicare

Please note, there are multiple options for uploading retinal photos on Communicare either by a clinical item (option 1) or as a document (option 2). You can also create a photo assessment clinical item (12325/12326), detailed in option 3.

For another method of uploading retinal photos and billing, please see page 9 of Deadly Sights document in Section 8.

Option 1: Clinical Item

- Click 'Clinical Item'

- Search "photo" and select 'Photography;retinal'
Provision of Eye Health Equipment and Training — funded by the Australian Government.

- Input relevant data and click 'Save'

<table>
<thead>
<tr>
<th>Photography: retinal</th>
<th>Diabetic retinopathy level Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performed date</td>
<td>01/05/2019</td>
</tr>
<tr>
<td>Visual acuity right eye</td>
<td>Unaided vision   (20/02/2015 6/60)</td>
</tr>
<tr>
<td>Visual acuity left eye</td>
<td>Unaided vision   (20/02/2015 6/60)</td>
</tr>
<tr>
<td>Visual acuity right eye (corrected)</td>
<td>Aided vision (No previous values)</td>
</tr>
<tr>
<td>Visual acuity left eye (corrected)</td>
<td>Aided vision (No previous values)</td>
</tr>
<tr>
<td>Pinhole Vision - R</td>
<td>Pinhole vision (No previous values)</td>
</tr>
<tr>
<td>Pinhole Vision - L</td>
<td>Pinhole vision (No previous values)</td>
</tr>
</tbody>
</table>

- The details will appear in the patient's Progress Notes

TECHNICAL SUPPORT: 1300 657 720

OptiMed
Option 2: Document

- Under Detail > Document, either:
  - Drag PDF report into the green box OR
  - Click ‘Attachment’ in the blue box and select PDF to upload
• Select staff member to review photographs in **red box**
• Select date photographs taken in **blue box**
• Select Topic > Eye in **green box**
• Input “Retinal photos” in comments in **orange box**
• Click ‘**Save**’

The document will appear unreviewed
Option 3: Creating a photo assessment clinical item.

Note: this option needs to be set up individually as it is not part of the Communicare package. The following example is used by NT government sites.

- The Retinal Photo Grading and Signoff clinical item will have been created on the completion of the Retinal Photography clinical item and will be located in the To Do list (recalls).

- Open the item and review the right and left photographs (either by accessing the JPEG files that were uploaded via the Retinal Photography service item, or by directly viewing the photographs on the camera laptop – RxCapture software – if you are based in the clinic where the camera is located).

- Complete each of the tabs, indicating your grading (via the drop-down options) of the retinal photos for R and L eyes, including any comments that may be relevant.

- On the next tab – Grading summary and referral decision – provide any relevant comments supporting your referral (triaging) decision.
- On the next tab – **Referral decision** – select the drop-down referral option chosen, ensure you **set the referrals/recalls as required** (for Optometry and/or Retinal Photography) and **created a referral letter** where required (when referring to Ophthalmology), and click ‘Save’.

- On completion of the **Retinal Photo Grading and Signoff** service item, MBS Items 12325 and 12326 will automatically default onto the Medicare billing section of the consultation form. If this is a claimable case (i.e. exclusion criteria as per the item descriptors do not apply), proceed to billing one of the following items:
  - MBS 12325 for Aboriginal and/or Torres Strait Islander clients
  - MBS 12326 for non-Indigenous clients
Importing retinal photographs into Medical Director

1. Go to File > Scan/Import Correspondence...

2. Click ‘Import’ and select file

3. Input the following fields and click ‘OK’
Upload of retinal images/reports to the patient file - MMEx

1. Upload pdf report or jpeg images to patient file on MMEx
   - Select patient
   - Select 'Documents' from the Clinical Column

   - Click on the 'Upload File' button. Type in descriptor in the 'Subject' field
   - Click on the 'Choose File' button in the pop-up box and select the file from a location on your computer
   - Click on the 'Upload' button