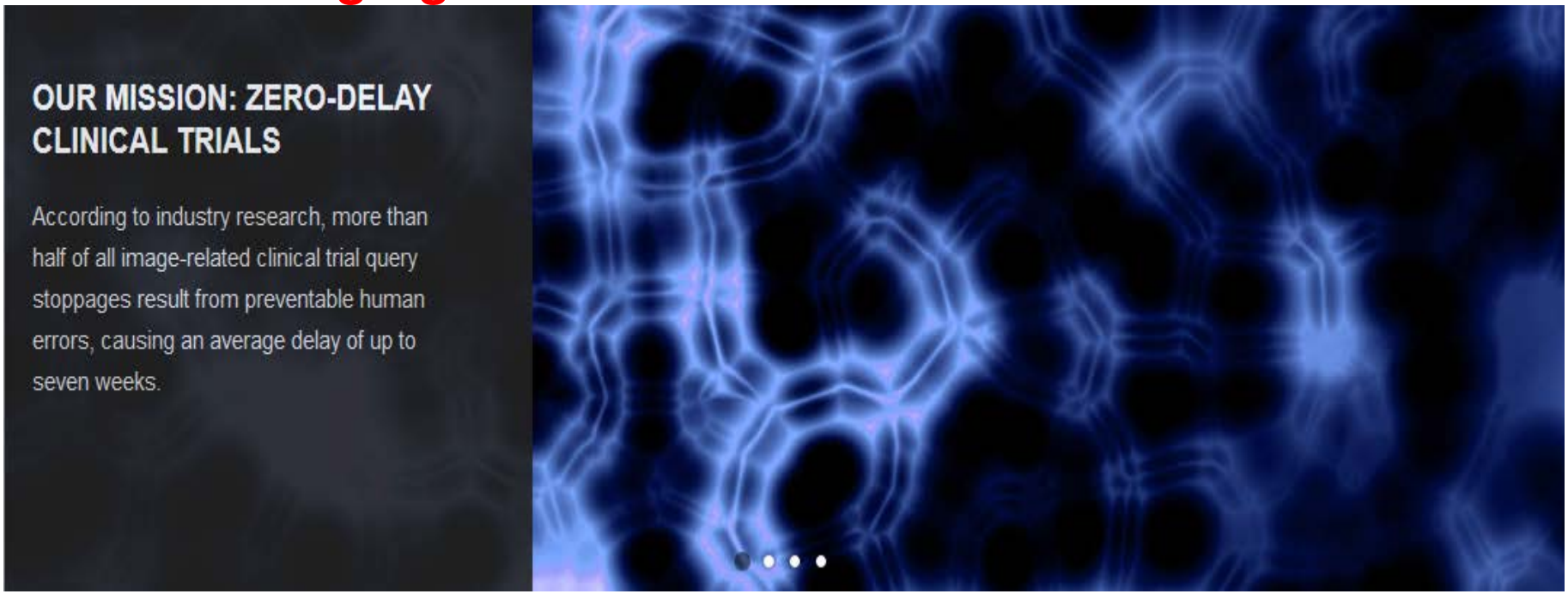
Version 1 May 19, 2016

PVDOMICS MRI
Desktop Agent and AG Mednet Portal Training

Rev 5.0

2016

Welcome to AG Mednet – the worlds largest medical imaging network



Key benefits and advantages:

- Easy to use, globally accessible
- Built-in image anonymization
- Fast, secure, compliant electronic delivery
- FDA - Part 11, IRB Compliant
- Helpful management and notification tools

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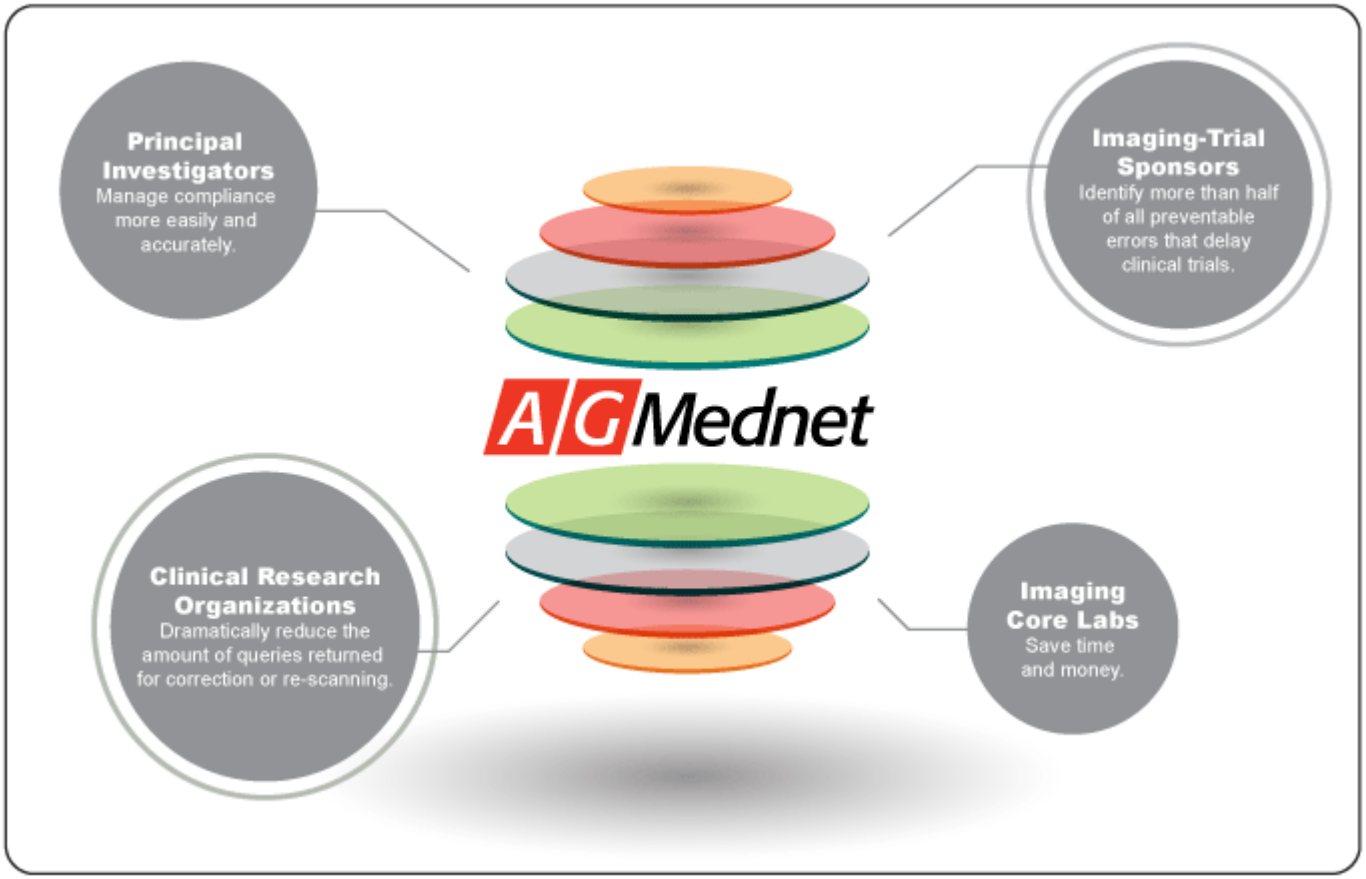
Who uses AG Mednet?



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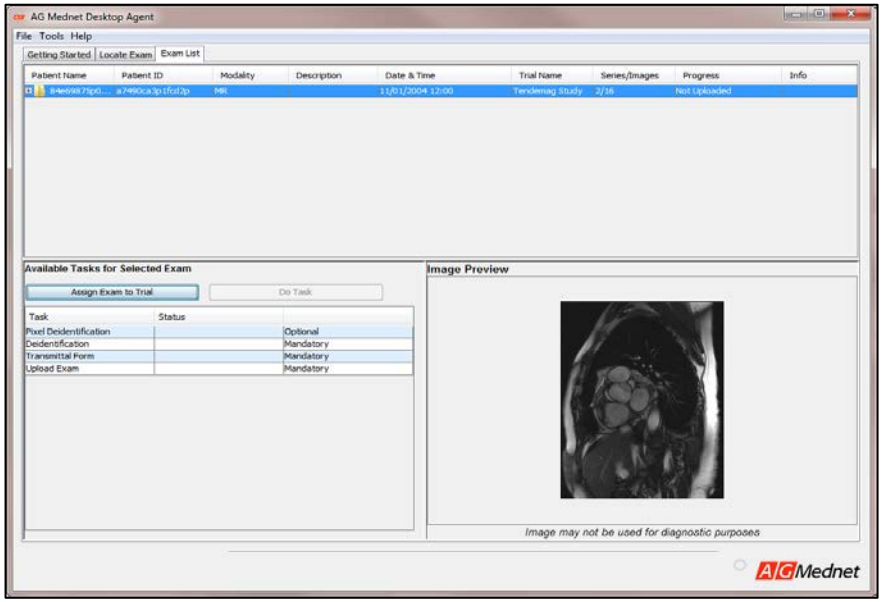
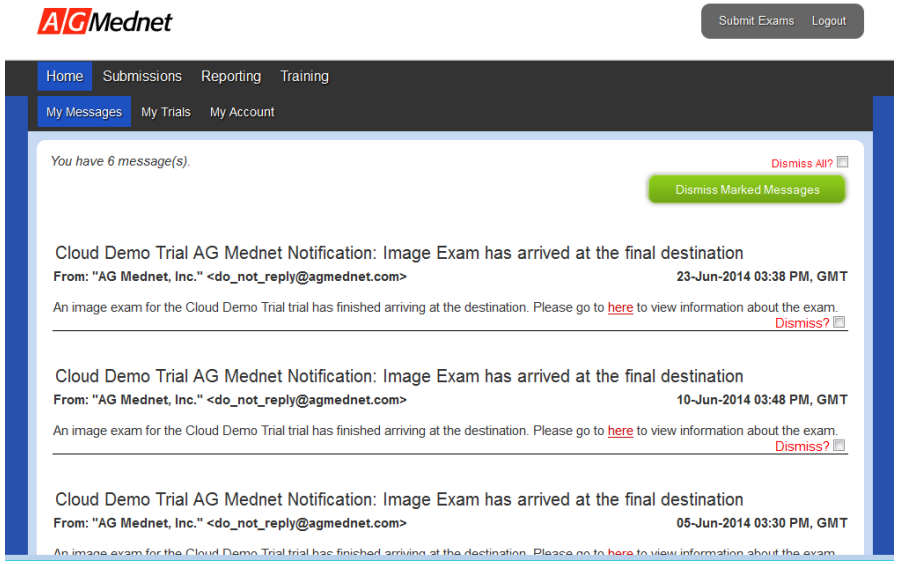
Access to the AG Mednet Clinical Trials Imaging Network is comprised of two parts:

The **AG Mednet Desktop Agent** enables Site Senders to de-identify and compliantly send their study exams to the core lab or sponsor.



The **AG Mednet Portal** is where everyone registers for their AG Mednet account. This includes creating your own username and password. **https://portal.agmednet.net**



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AG Mednet's Global Presence

What You Need to Get Started
(Basic Requirements)

Computer/Operating System	• Windows XP, Windows Vista, Windows 10; • Mac OS X version 10.7.3 (Lion) and above.
Disk Space/Memory	• Sufficient disk space to store temporary local copies of image exams; • Minimum of 1 GB of memory.
Internet Access and Compatible Browser	• Internet Explorer Versions 6-11, Mozilla Firefox Versions 3.5-30x or newer, Google Chrome Versions 30+ or newer (Windows only), Apple Safari version 4-7.x or newer (Mac only).
Java version 8	• You need to have Java version 8 installed on your Windows or Mac computer to use AG Mednet. • It is likely you already have Java installed. If you do not, you will be prompted to download it after launching the Desktop Agent.
AG Mednet Desktop Agent	• You may launch the Desktop Agent from the AG Mednet Portal, or double-click the “AG Mednet Desktop Agent” icon on your computer desktop.

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Overview:
Submit An Image Exam to the PVDOMICS-MRI study

1. Complete account authorization
2. Register for an account on the AG Mednet Portal
3. Launch the Desktop Agent and log-in with your Username/Password
4. Submit an exam
   a) Import an image exam
   b) Review images (optional)
   c) Assign the exam to the trial
   d) De-identify the Pixel Data
   e) De-identify the DICOM data
   f) Complete the Data Transmittal Form
   g) Upload the exam
   h) Confirm successful exam submission
5. Navigate and customize the AG Mednet Portal

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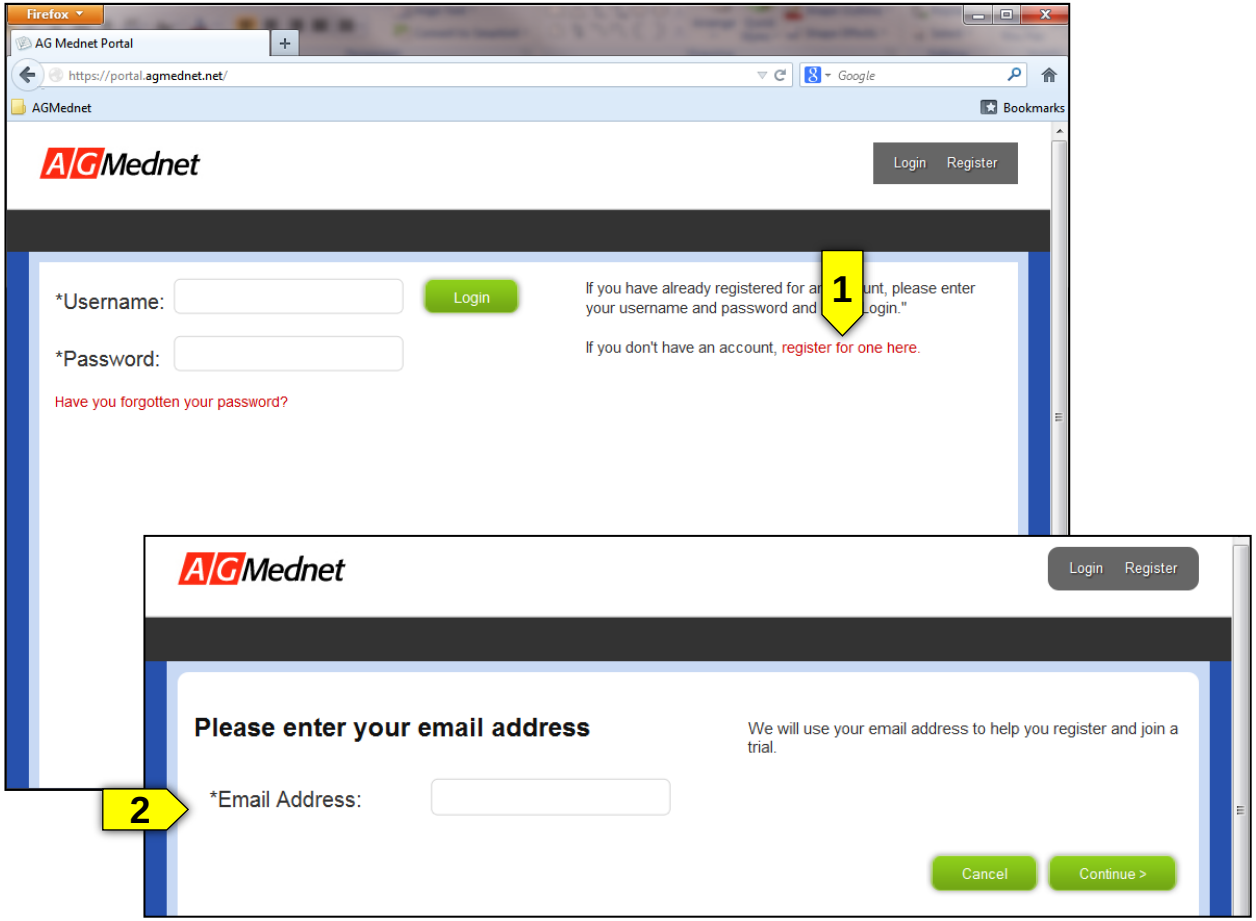
Step 1:
Complete Account Authorization

To begin, visit the Portal: **https://portal.agmednet.net** and click on **Register for One Here** (***1***) to initiate registration. Enter your e-mail address into the system to proceed with account authorization (***2***).

Note: Here is where you create your own username and password if you have never used AG Mednet before.



Step 1:
Complete Account Authorization

Note: You will only be able to use AG Mednet for this study if you are invited by your Trial Administrator. Contact your **Trial Administrator** (Kathleen Kassimatis, kassimk@ccf.org) to be added or enter the **Join Code** (Slide 9).

(No employee of AG Mednet is authorized to give you access to a study.)

Scenario: I received an e-mail invitation ✓

If you have been pre-authorized to send exams to the study, you would have received the following automated e-mail invitation in your Inbox. After entering your e-mail address into the Portal as described on Slide 7, you will automatically progress to account registration. Please skip to Slide 10.

Extra line breaks in this message were removed.

From: System Administrator Operations [noreply5@agmednet.com] Sent: Mon 1/20/2014 1:27 PM
To: Ashlan Musante
Cc:
Subject: Tendemag Study AG Mednet Notification: Welcome to the Tendemag Study Trial

Hello,

You have been invited to join the Tendemag Study trial. Thank you for your participation. Please contact your Trial Administrator for questions.

You have been authorized as a Site Sender for Tendemag Study. To get started using AG Mednet, please follow the steps below.

STEP 1: If you are not a registered AG Mednet user, please register for an account via the Portal at https://portal.agmednet.net/view/register/register.seam?emailAddress=amusante@agmednet.com (Skip this step if you have previously created an AG Mednet account). Here you will create a username and password. Please note that your password is case sensitive.

STEP 2 (Site Senders Only): Launch the Desktop Agent by logging in to the Portal, https://portal.agmednet.net, with your username and password and clicking "Launch Desktop Agent" in the top right-hand corner.

(Please note that only Site Senders can send exams. If you need to transfer exams and have not been authorized as a Site Sender, please contact noreply5@agmednet.com and request a Site Sender invitation.)

If you need assistance, please contact AG Mednet Customer Support at:
support@agmednet.com or dial

US Toll Free: +1-888-9-AGMEDNET (888-924-6336) US Toll: +1-709-570-7565 Hong Kong: +852 8120 6246
UK: +44 20 3287 5246
Australia: +61 2 80064624
Chile: +56 2 8977246

Thank you,

The AG Mednet Support Team

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Step 1:
Complete Account Authorization

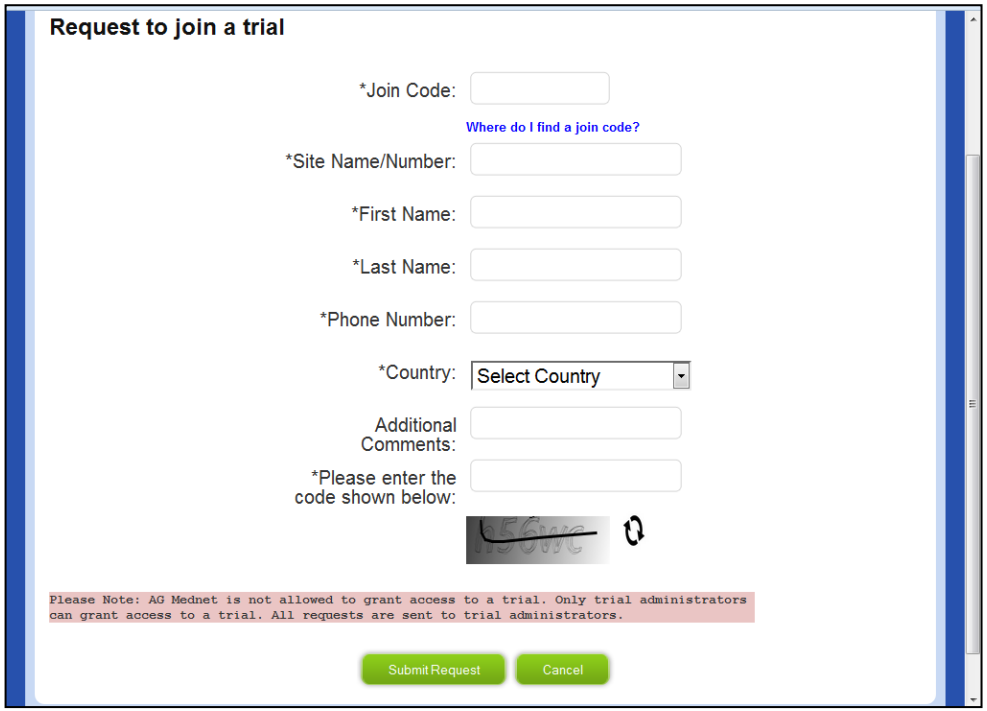
Note: You will only be able to use AG Mednet for this study if you are invited by your Trial Administrator. Contact your **Trial Administrator** (Kathleen Kassimatis, kassimk@ccf.org) to be added or enter the **Join Code**, shown below.

(No employee of AG Mednet is authorized to give you access to a study.)

Scenario: I haven't received an e-mail invitation ✘

If you have **not** been pre-authorized to send exams, you will see the "Request to join a trial" page*.. Enter the **Join Code: 6EQ5TNQ**, as well as your **Site Name/Number**, **First Name**, **Last Name**, **Phone Number**, and **Country**. You may also enter **Additional Comments** if desired. Click **Submit Request** to notify the Trial Admin, who can then issue you an invitation. **Please note that AG Mednet employees are not authorized to give you access to a study.**

*If you already have an AG Mednet account and would like to request access to a trial using a Join Code, please see the slide, "Request to Join Additional Trial" at the end of the slide packet.



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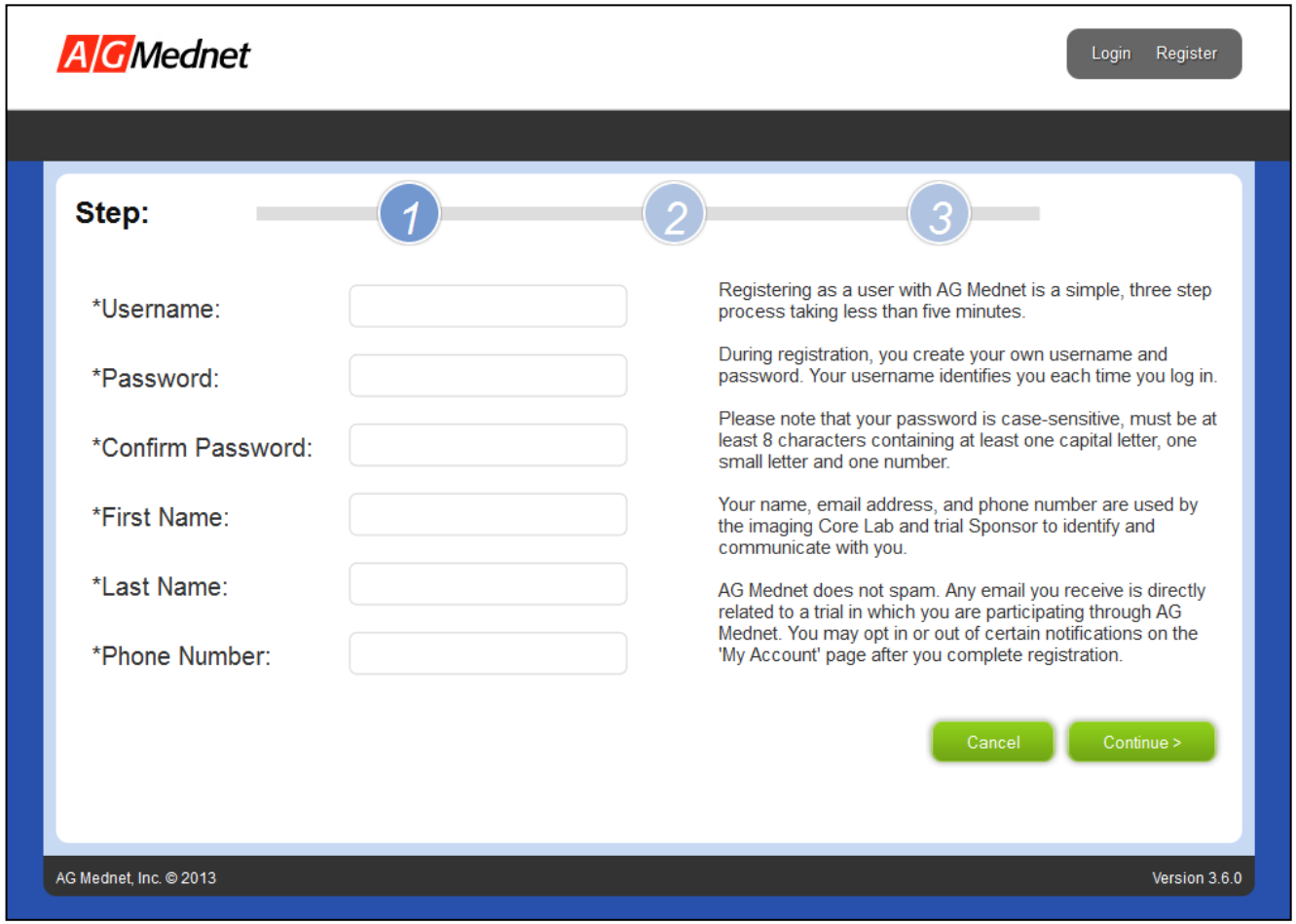
Step 2:
Register / Create an Account on the Portal

After confirming account authorization by entering your e-mail address, complete the three-page registration process.

Note: Here is where you create your own username and password if you have never used AG Mednet before.



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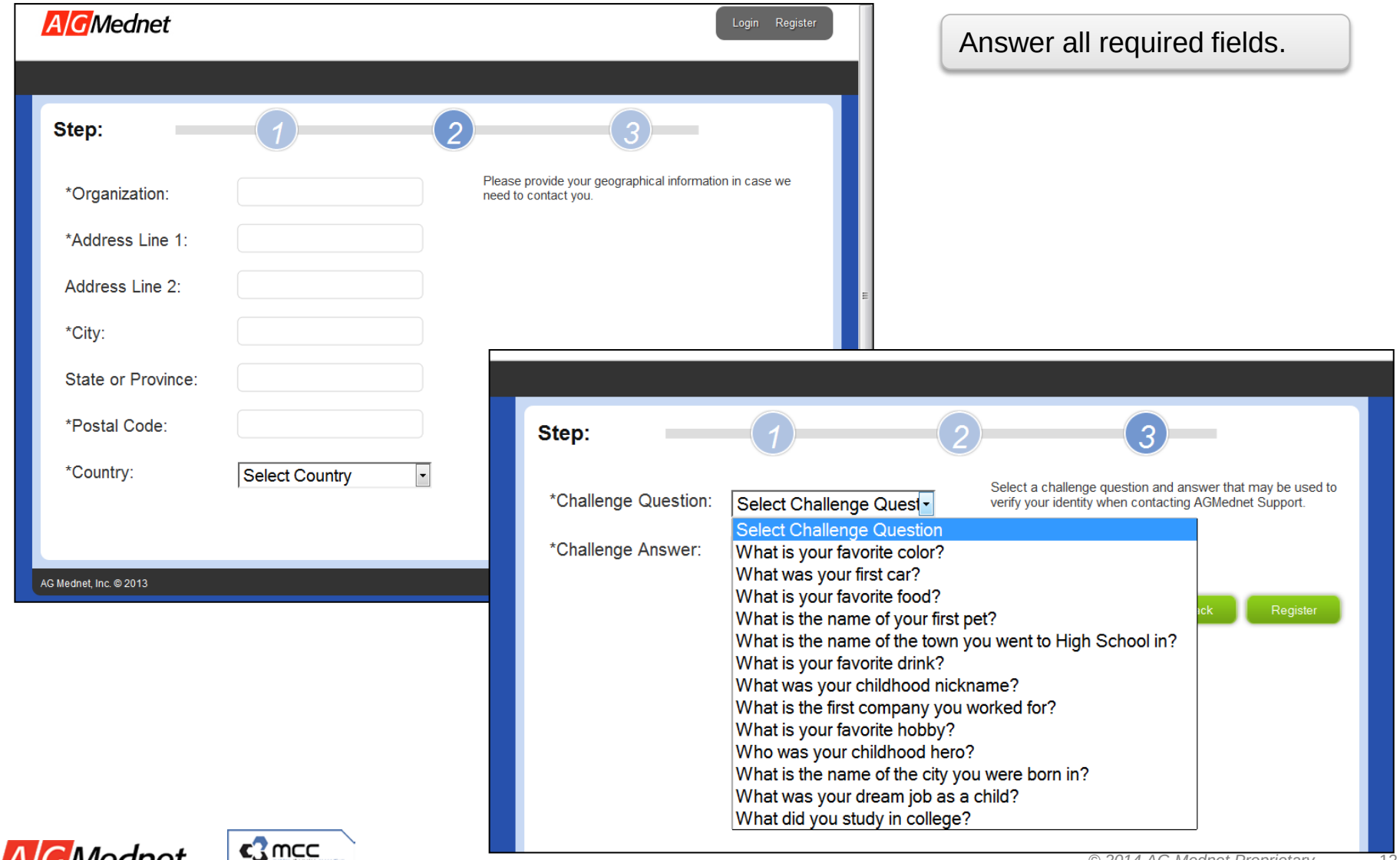
Step 2:
Register / Create an Account on the Portal



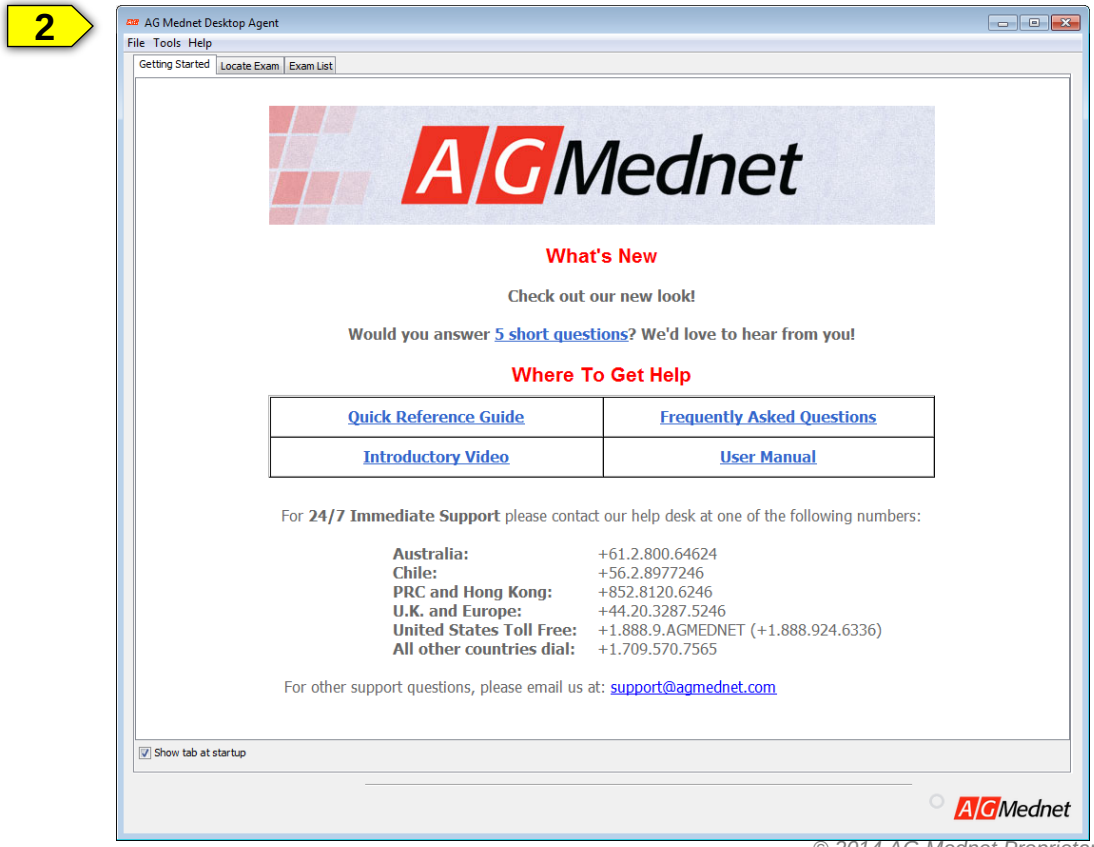
Answer all required fields.

Step 3:
Launch the Desktop Agent and Login

Visit the Portal at **https://portal.agmednet.net** and log-in using your AG Mednet credentials. Click on the **Submit Exams** link and download the file (***1***).

After launching the AG Mednet Desktop Agent for the first time, you will presented with a terms of use agreement. After reading the agreement, you will find yourself on the **Getting Started** page of the Desktop Agent (***2***).

For future use of the Desktop Agent, please double-click on the icon on your computer desktop (***3***) and enter your Username and Password (***4***).



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Step 3 (continued):
Launch the Desktop Agent and Login

Visit the Portal at **https://portal.agmednet.net** and log-in using your AG Mednet credentials. Click on the **Submit Exams** link and download the file (***1***).

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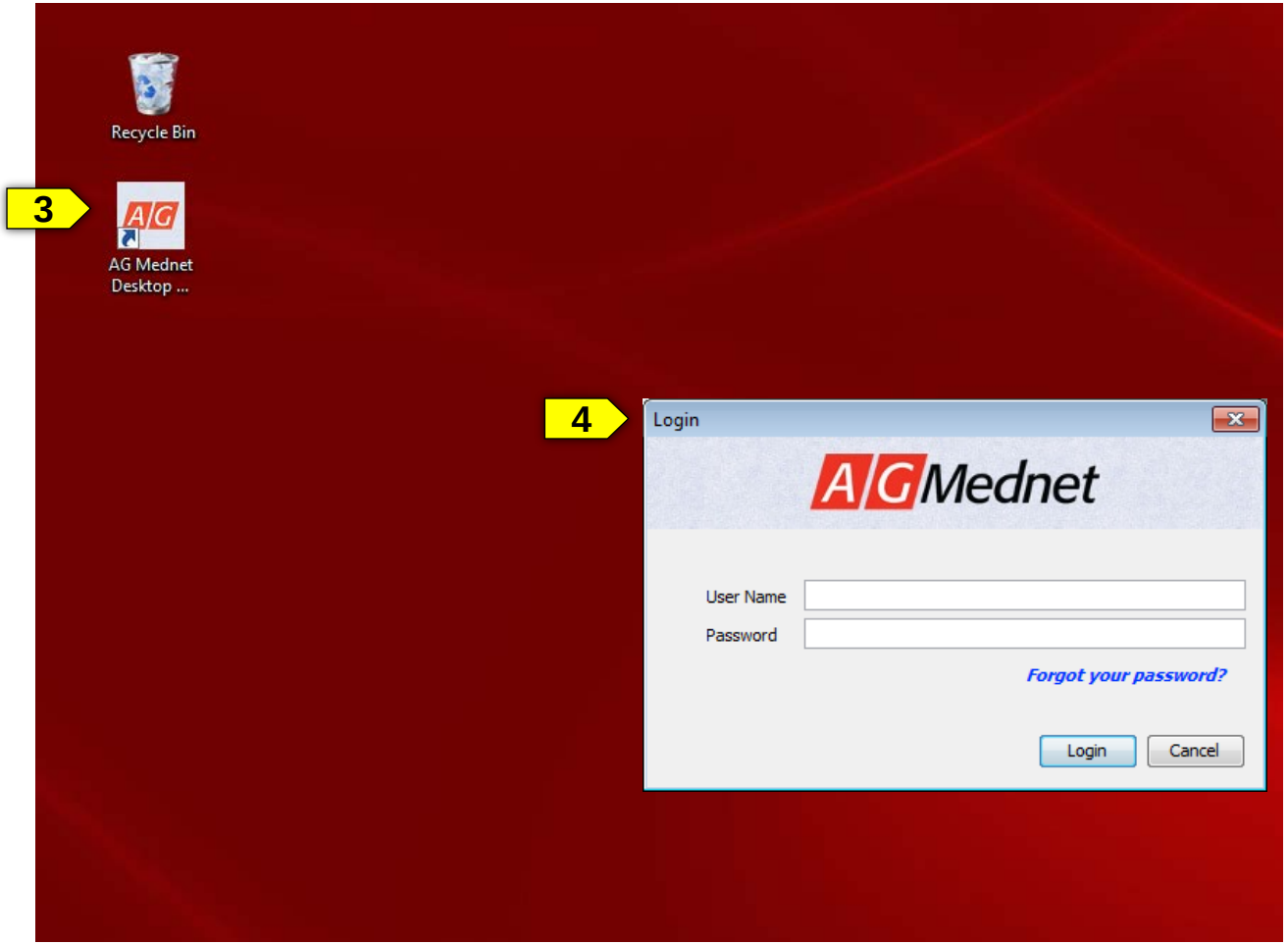

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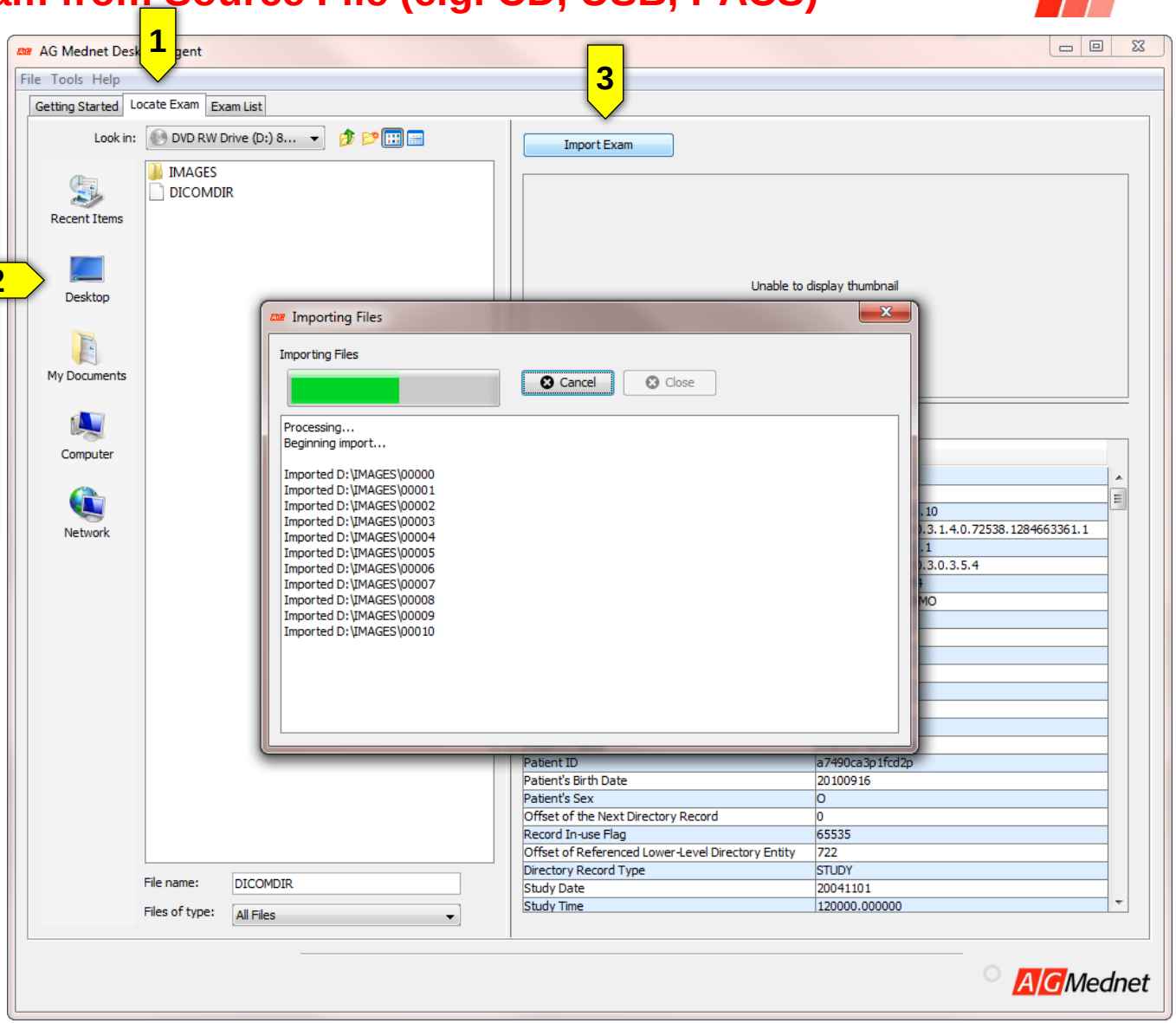
Step 4a:

Import the Image Exam from Source File (e.g. CD, USB, PACS)

Select the **Locate Exam** tab **(1).** Use the buttons ***(2)*** to navigate your computer to find an exam to send. You may choose the DICOM-formatted images that you would like to upload, or select the *DICOMDIR* file to import the entire exam. Click on **Import Exam** (***3***) to bring the files into the Desktop Agent.



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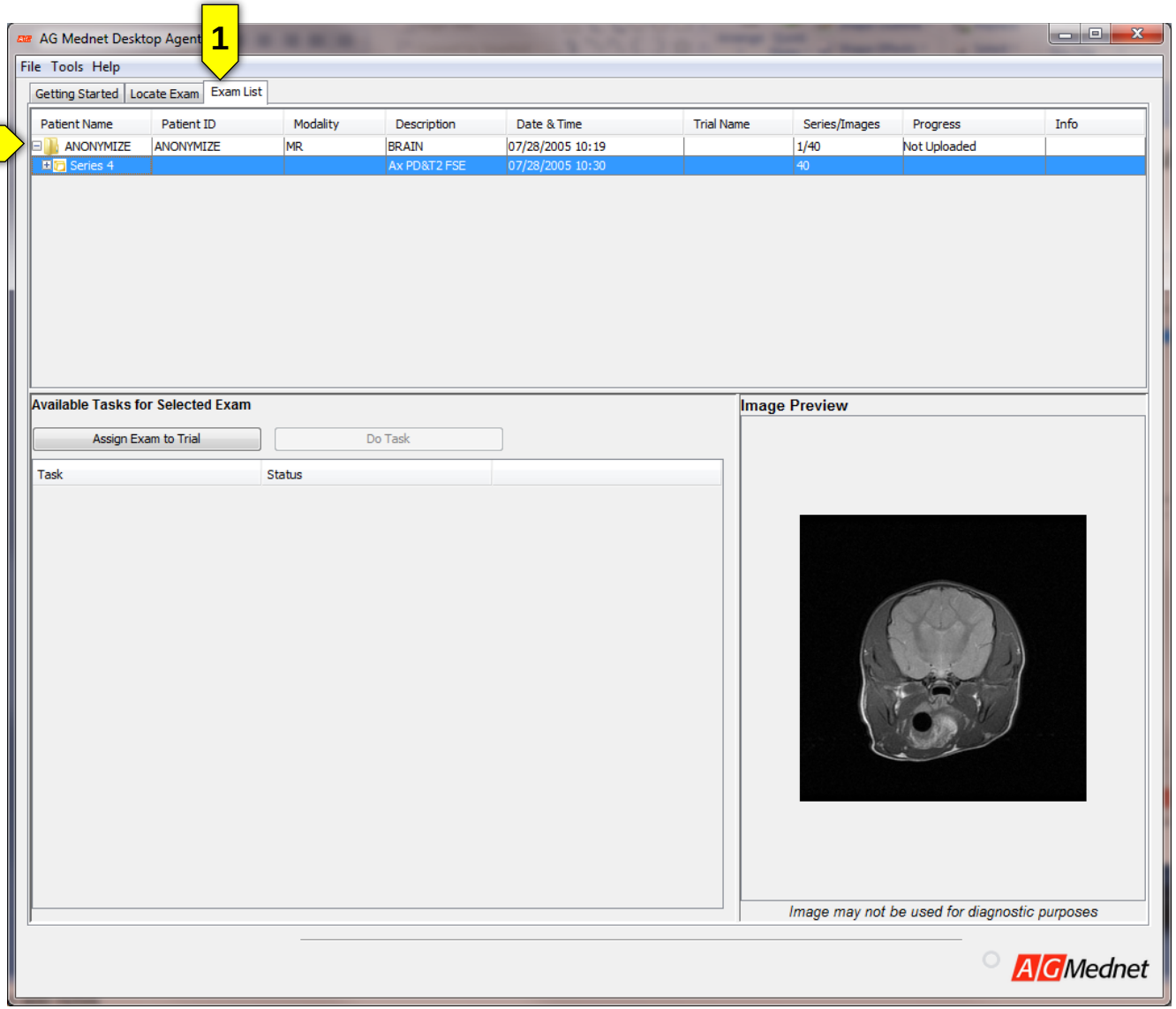
Step 4b:
Review Images (Optional)

Click on the **Exam List** tab (***1***). Click on the "+" sign next to the exam to show the series (***2***).

Click on the "+" sign next to the series to show the images (i.e. Instances) in that series (***3***).

Right click on the images to delete them. You may delete single instances/ images, series, or the entire exam (***4***).

Tip: Any images/sequences that are not required by the protocol can be deleted from the study to avoid long upload times and sending unnecessary data.



Step 4b:
Review Image (Optional)

Click on the **Exam List** tab (***1***). Click on the "+" sign next to the exam to show the series (***2***).

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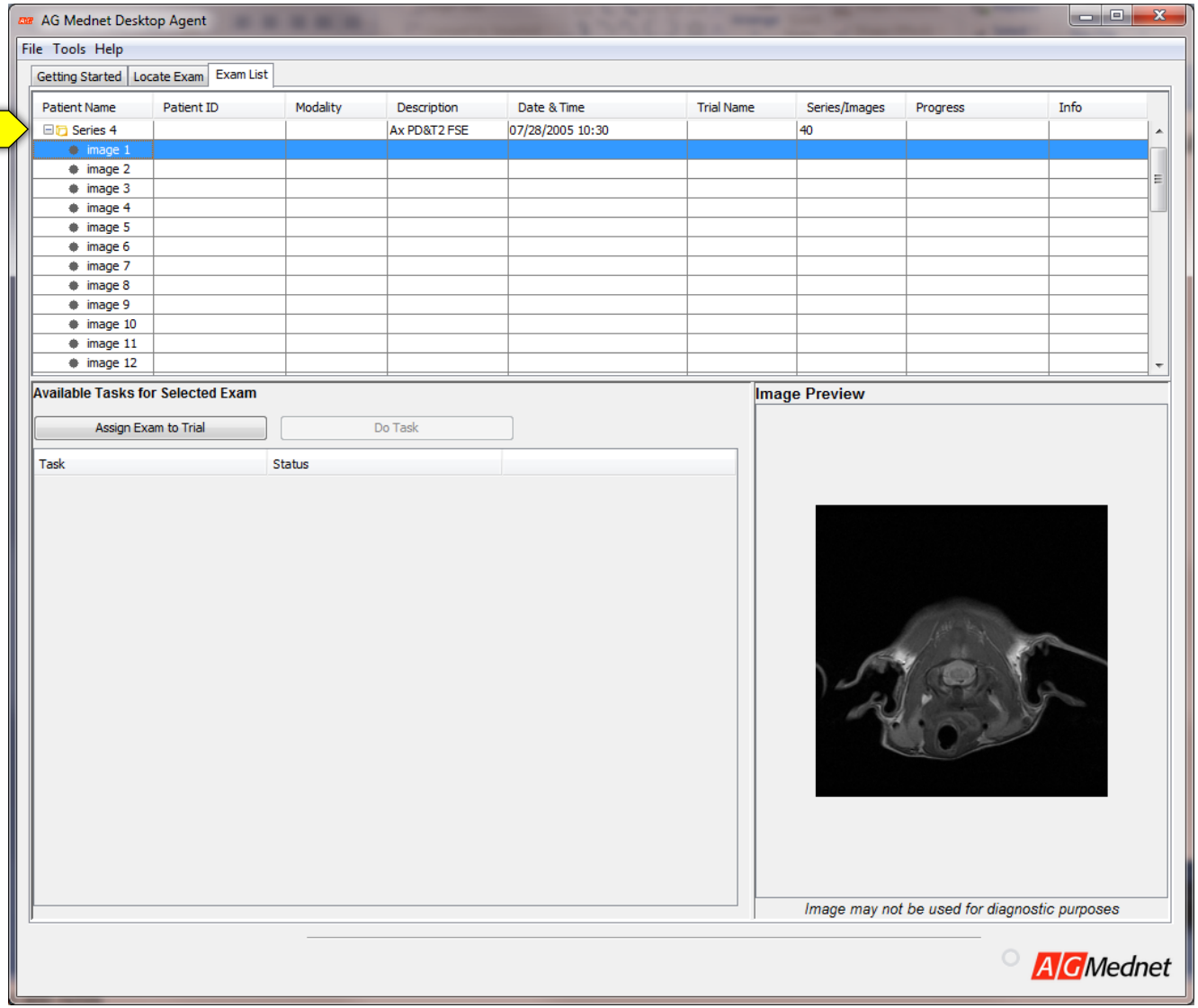

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Review Image (Optional)

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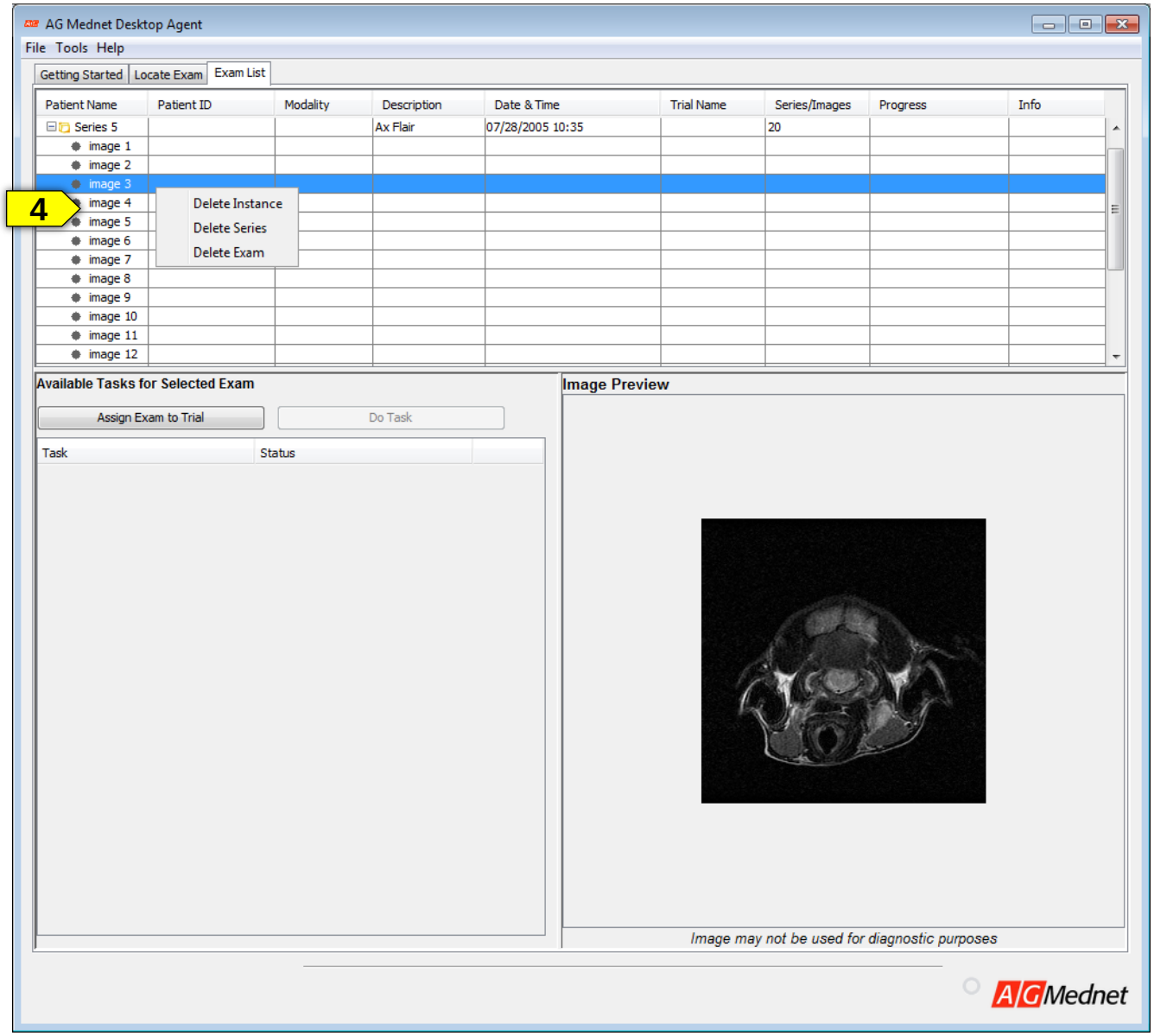
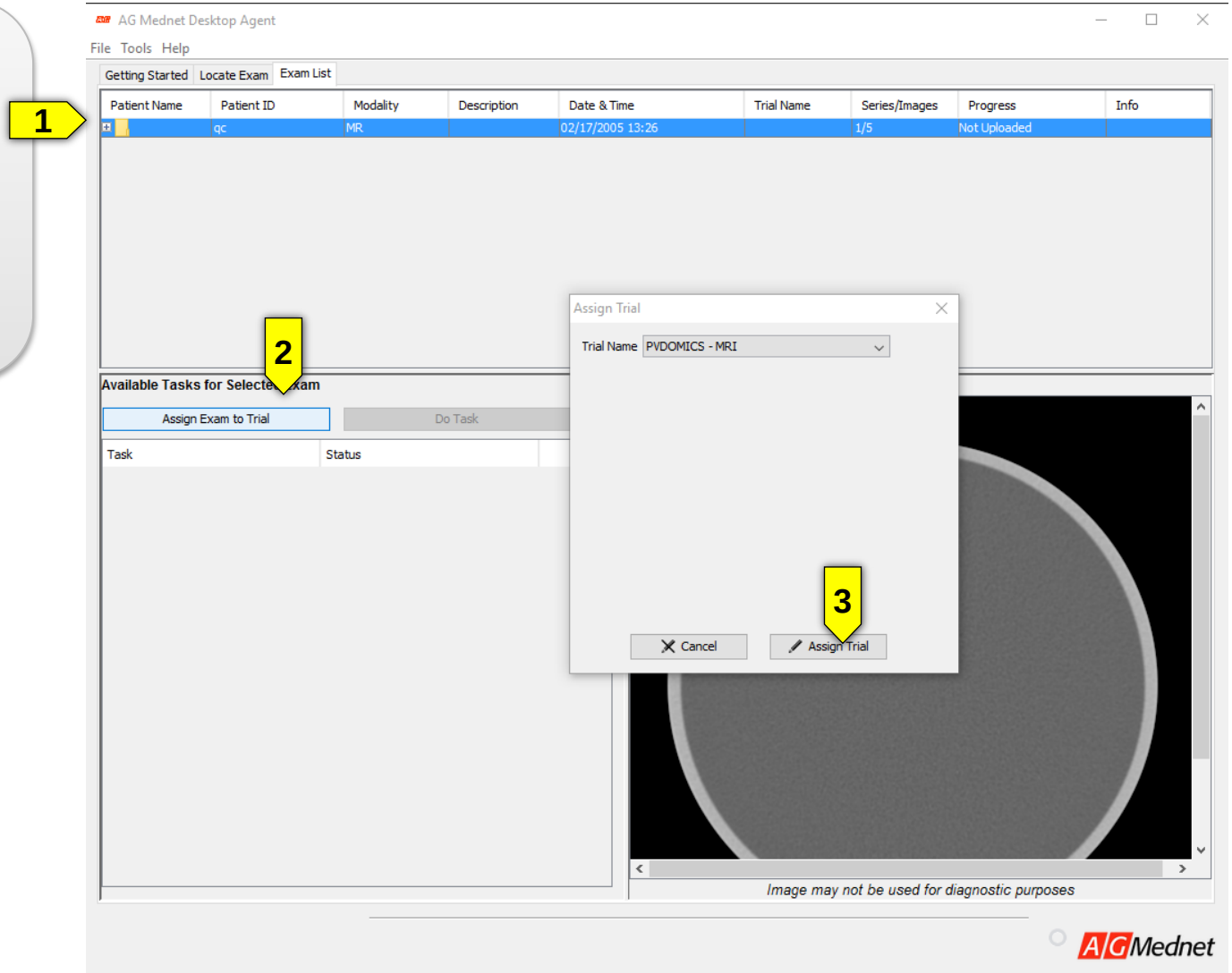


AGMednet

mcc member

Step 4c:
Assign Image Exam to the Trial in Exam List Tab

Select the exam you would like to send from the **Available Exams** (***1***). Click on the **Assign Exam to Trial** button (***2***). From the window that appears, click on the **Assign Trial** button (***3***).



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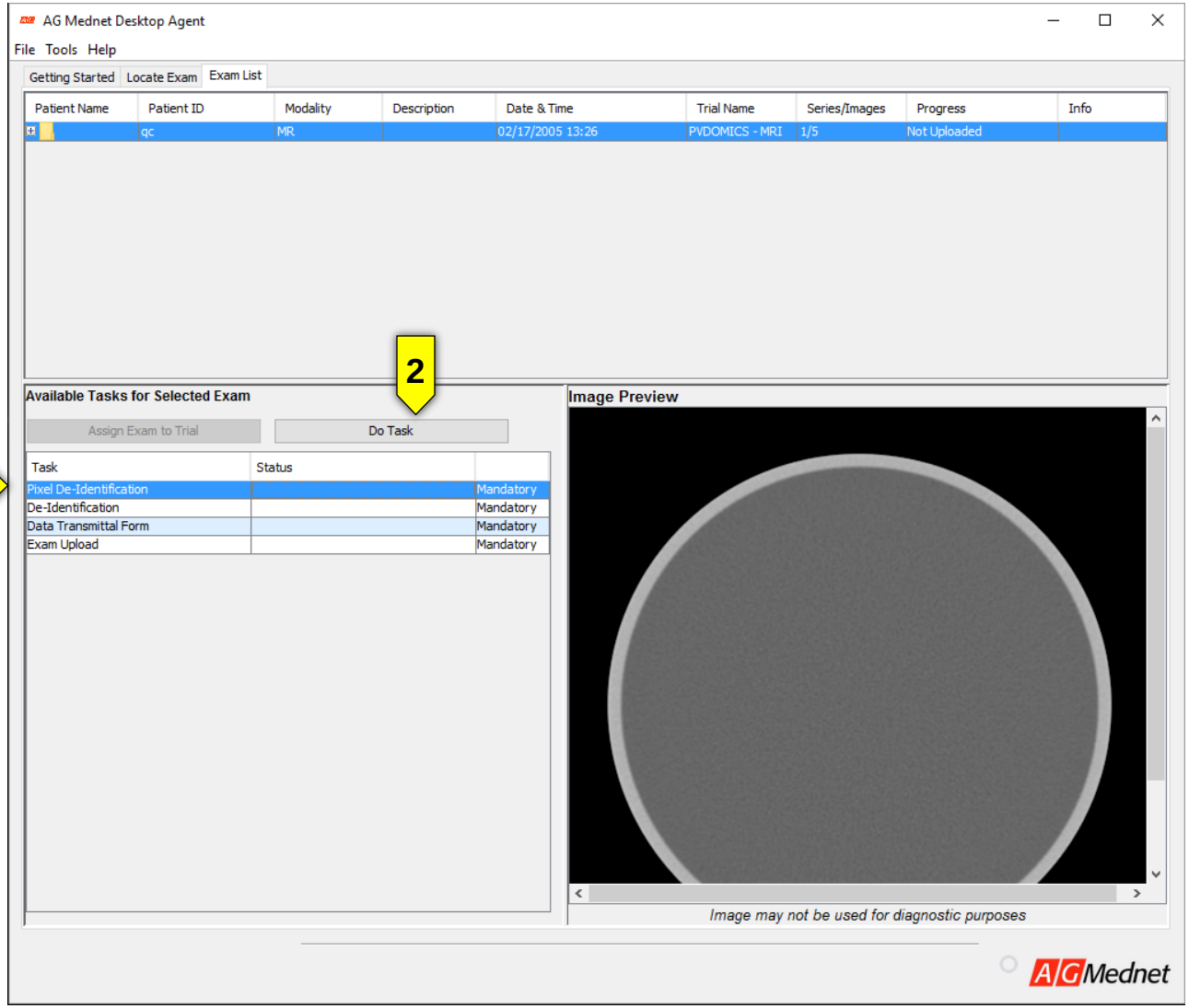
Step 4f:
Perform Pixel De-Identification (optional)

Pixel De-Identification should be carried out for exams containing patient-identifying data (such as name or birthdate) on the image itself. If you are not sure if you need to use the Pixel De-Identification module, please contact your trial administrator. ***Failure to remove patient data may result in a query!***

In the **Available Tasks for Selected Exam** section, select **Pixel De-Identification** (***1***). Click on **Do Task** button (***2***).



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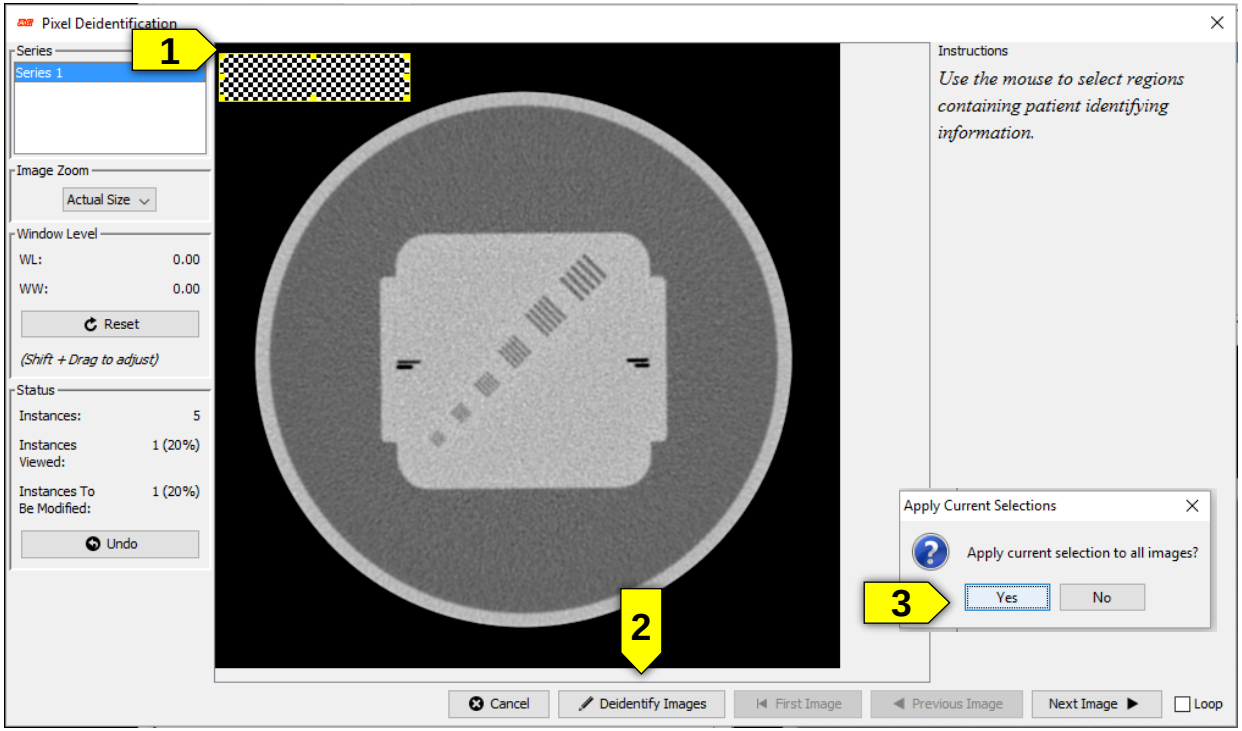
Step 4f:
Perform Pixel De-Identification (optional)

Use the cross-hair to select pixels containing patient-identifying information (***1***). These pixels will be obscured in the de-identified image exam upon upload.

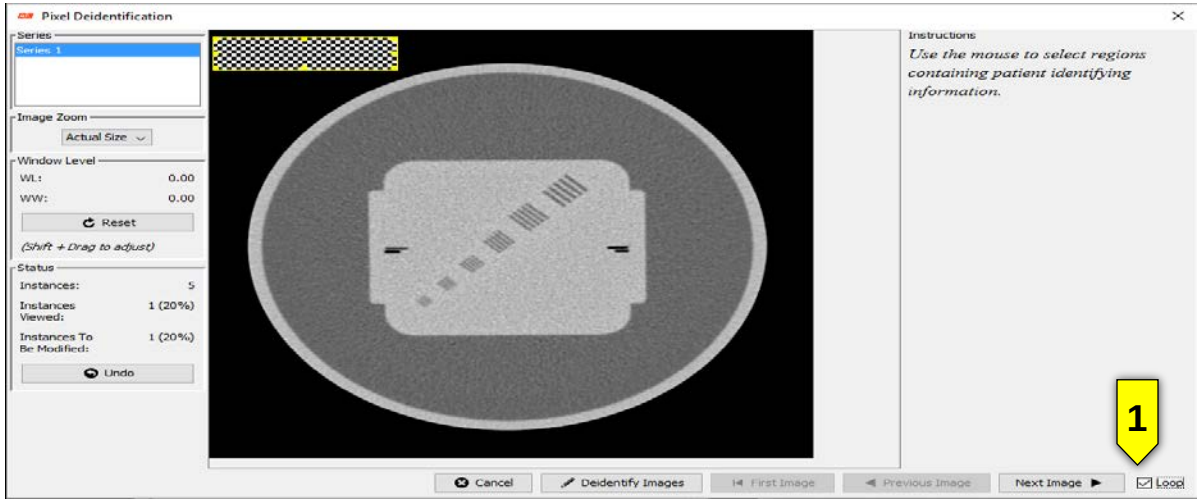
Click on **De-Identify Images** (***2***), then select **Yes** to de-identify the same region of interest in every image in the exam (***3***). **Important**: if you select **No**, only the single image will be processed.

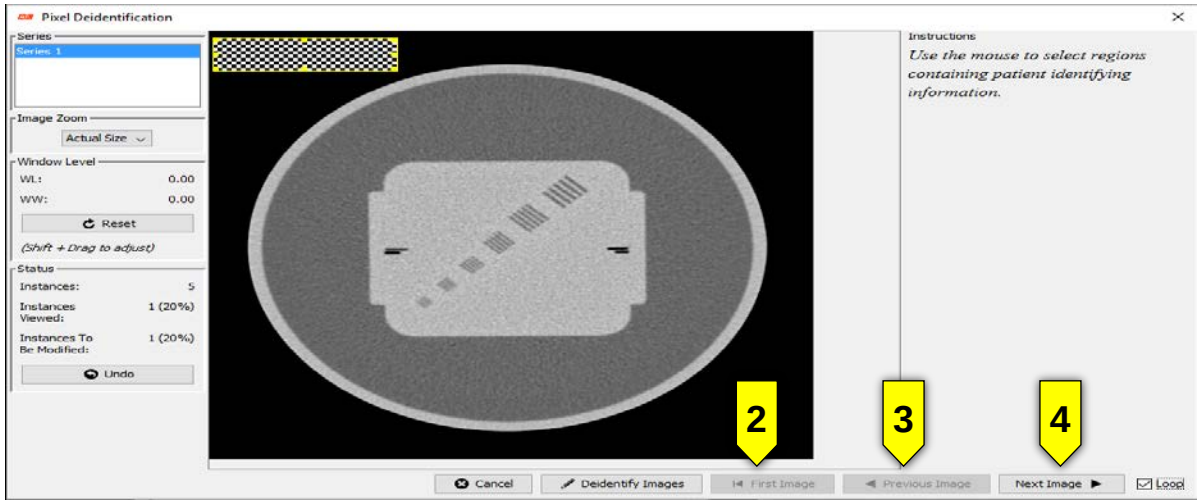


Step 4f:
Perform Pixel De-Identification (optional)

If you would like to view all of the images in a multi-instance exam before using de-identifying a region of interest, check **Loop** (***1***) and confirm that the patient information is present throughout the series. When the loop is complete, click **First Image** (***2***) to return to the beginning of the series, and uncheck **Loop**.

To preview the images in the series manually, use the **Previous Image** (***3***) and **Next Image** (***4***) buttons.





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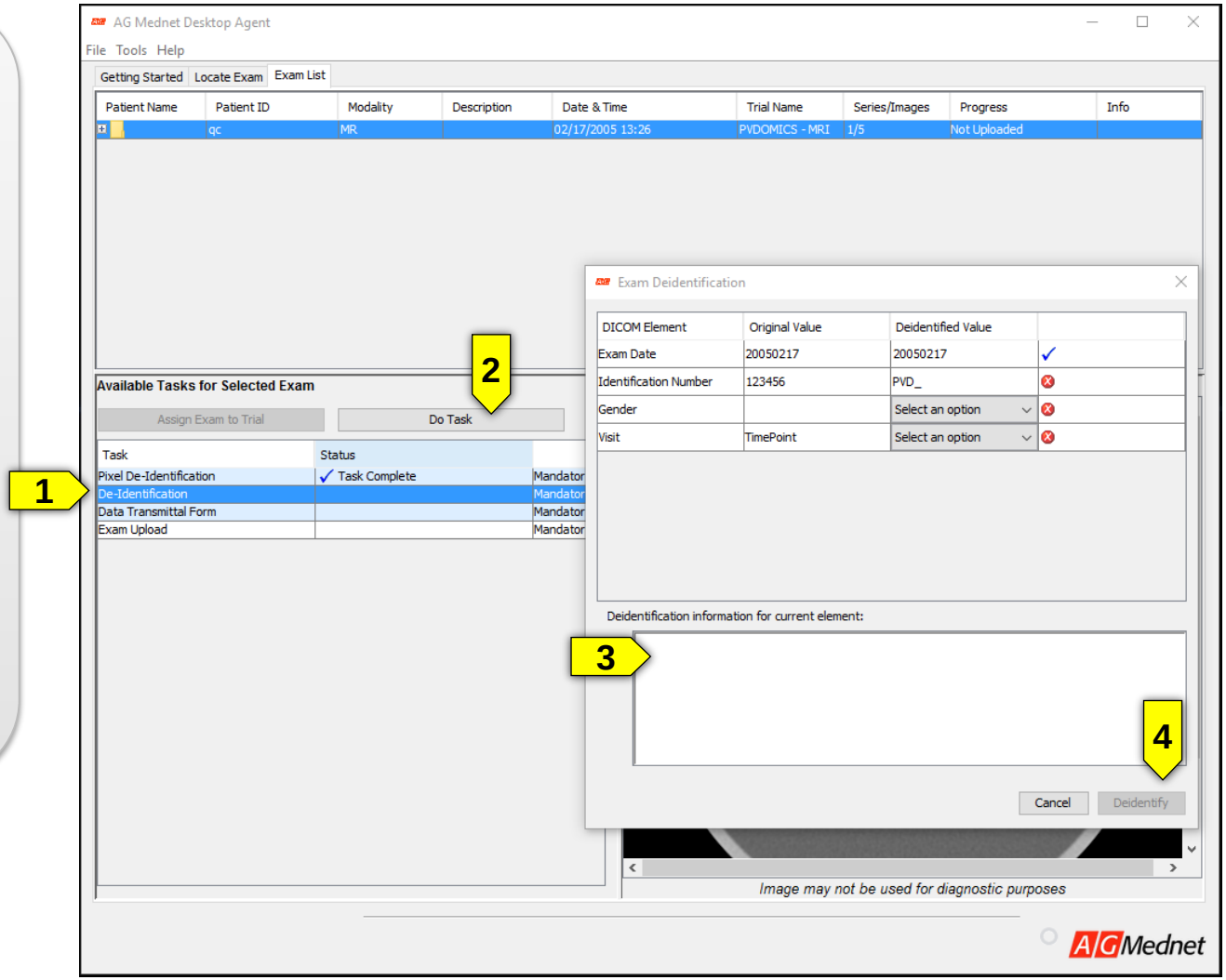
Step 4g:
De-identify the DICOM data

Select **De-Identification** (***1***). Click on **Do Task** button (***2***).

Instructions for each task appear in the guidance window (***3***).

Complete the required tasks in the **Exam De-Identification** window**,** and then click on the **De-Identify** button (***4***). A progress window will appear and alert you when de-identification is complete



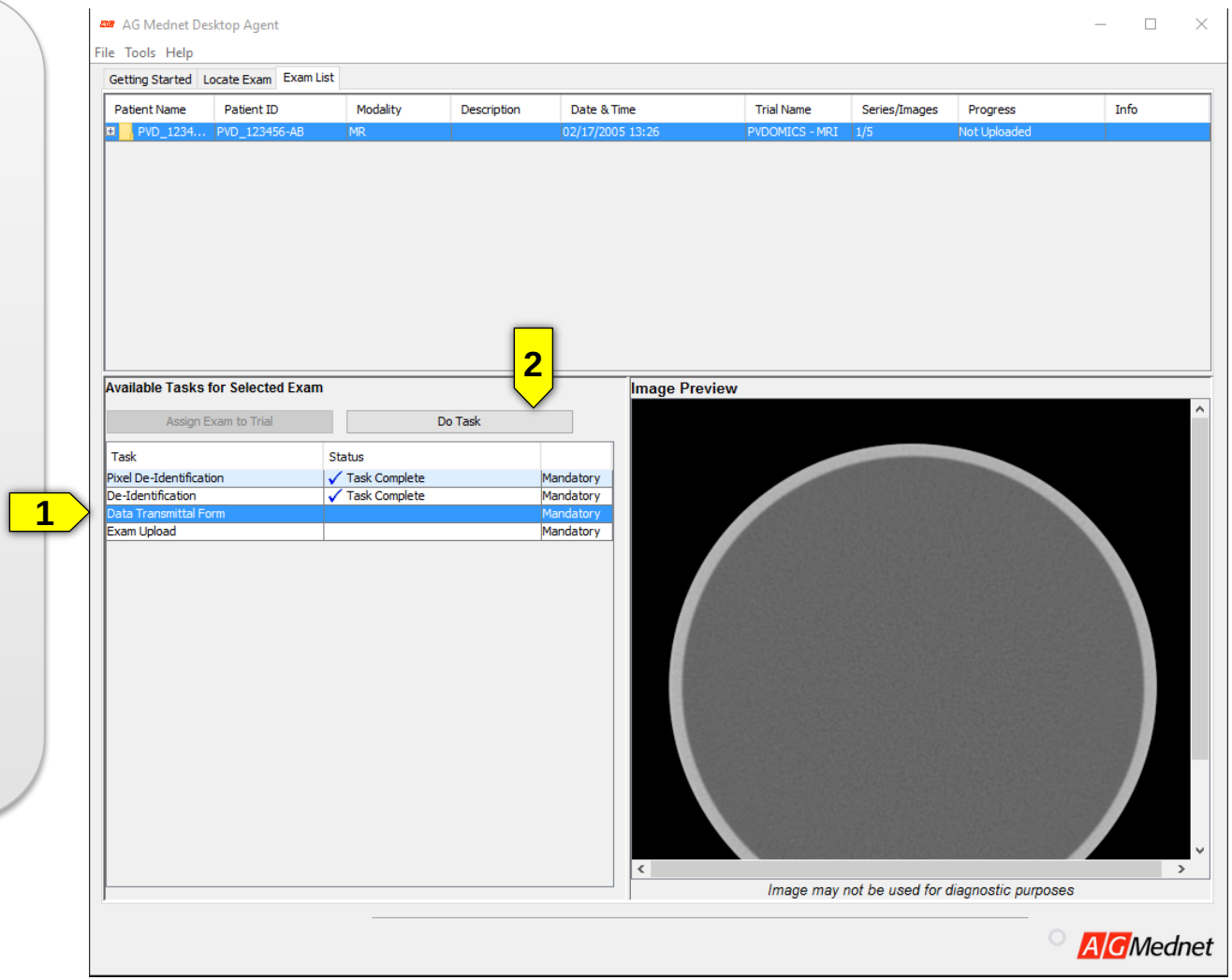
Step 4h:
Complete the Transmittal Form

Select **Transmittal Form** (***1***). Click on **Do Task** button (***2***).

Complete the form. Mandatory fields are outlined in red (***3***). (Note that not all fields are mandatory.)

Click on the **Print** button to print a copy for your records (***4***).

Complete by clicking on the **Save** button (***5***). A window will alert you when saving is complete.



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Step 4h:
Complete the Transmittal Form

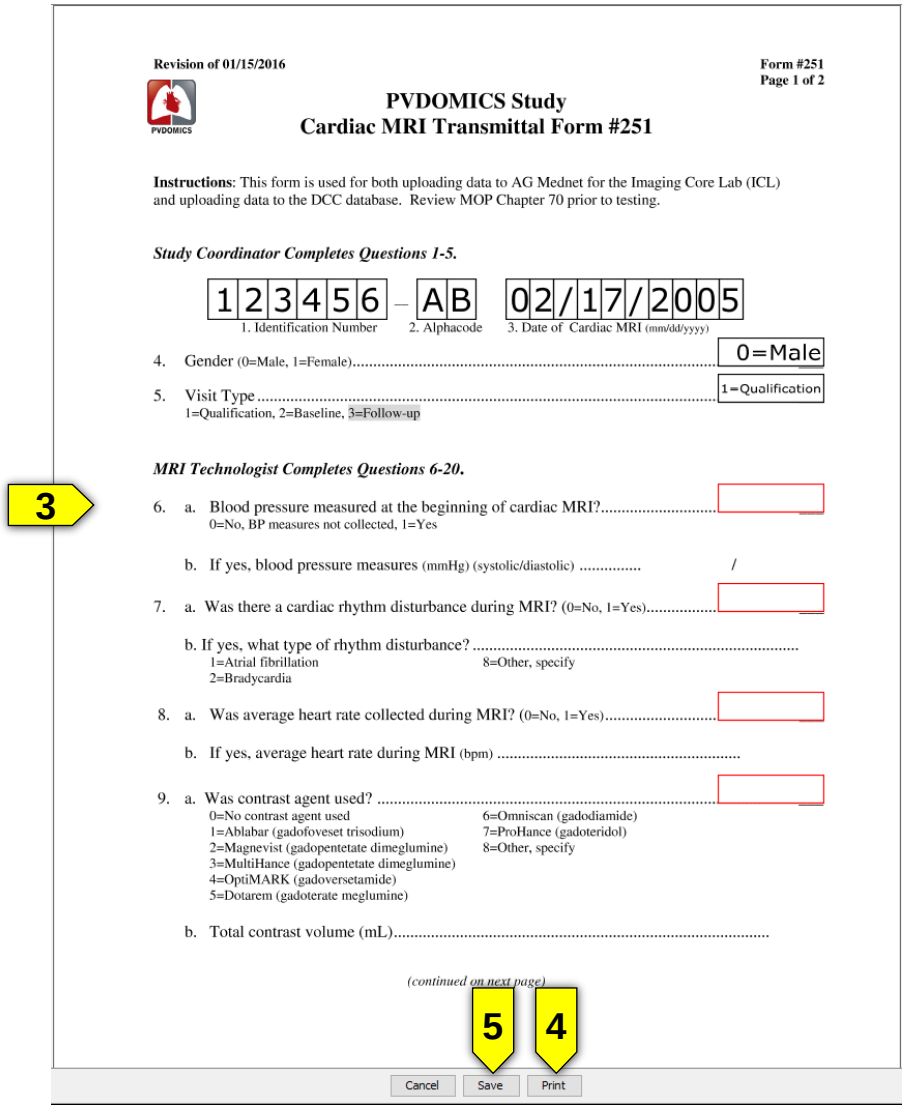
Select **Transmittal Form** (***1***). Click on **Do Task** button (***2***).

Complete the form. Mandatory fields are outlined in red (***3***). (Note that not all fields are mandatory.)

Click on the **Print** button to print a copy for your records (***4***).

Complete by clicking on the **Save** button (***5***). A window will alert you when saving is complete.

Tip: If you encounter an error in the transmittal form that comes from the de-identification task (e.g. an incorrect Patient ID), you can re-do the de-identification task.



Revision of 01/15/2016

Form #251
Page 1 of 2

PVDOMICS

PVDOMICS Study
Cardiac MRI Transmittal Form #251

Instructions: This form is used for both uploading data to AG Mednet for the Imaging Core Lab (ICL) and uploading data to the DCC database. Review MOP Chapter 70 prior to testing.

Study Coordinator Completes Questions 1-5.

123456 – AB 02/17/2005
1. Identification Number 2. Alphacode 3. Date of Cardiac MRI (mm/dd/yyyy)

4. Gender (0=Male, 1=Female)..... 0=Male

5. Visit Type ..... 1=Qualification
1=Qualification, 2=Baseline, 3=Follow-up

MRI Technologist Completes Questions 6-20.

3

6. a. Blood pressure measured at the beginning of cardiac MRI?.....
0=No, BP measures not collected, 1=Yes

b. If yes, blood pressure measures (mmHg) (systolic/diastolic) ..... /

7. a. Was there a cardiac rhythm disturbance during MRI? (0=No, 1=Yes).....

b. If yes, what type of rhythm disturbance? .....
1=Atrial fibrillation
2=Bradycardia
8=Other, specify

8. a. Was average heart rate collected during MRI? (0=No, 1=Yes).....

b. If yes, average heart rate during MRI (bpm) .....

9. a. Was contrast agent used? .....
0=No contrast agent used
1=Ablabar (gadofoveset trisodium)
2=Magnevist (gadopentetate dimeglumine)
3=MultiHance (gadopentetate dimeglumine)
4=OptiMARK (gadoversetamide)
5=Dotarem (gadoterate meglumine)
6=Omniscan (gadodiamide)
7=ProHance (gadoteridol)
8=Other, specify

b. Total contrast volume (mL).....

(continued on next page)

5 4

Cancel Save Print

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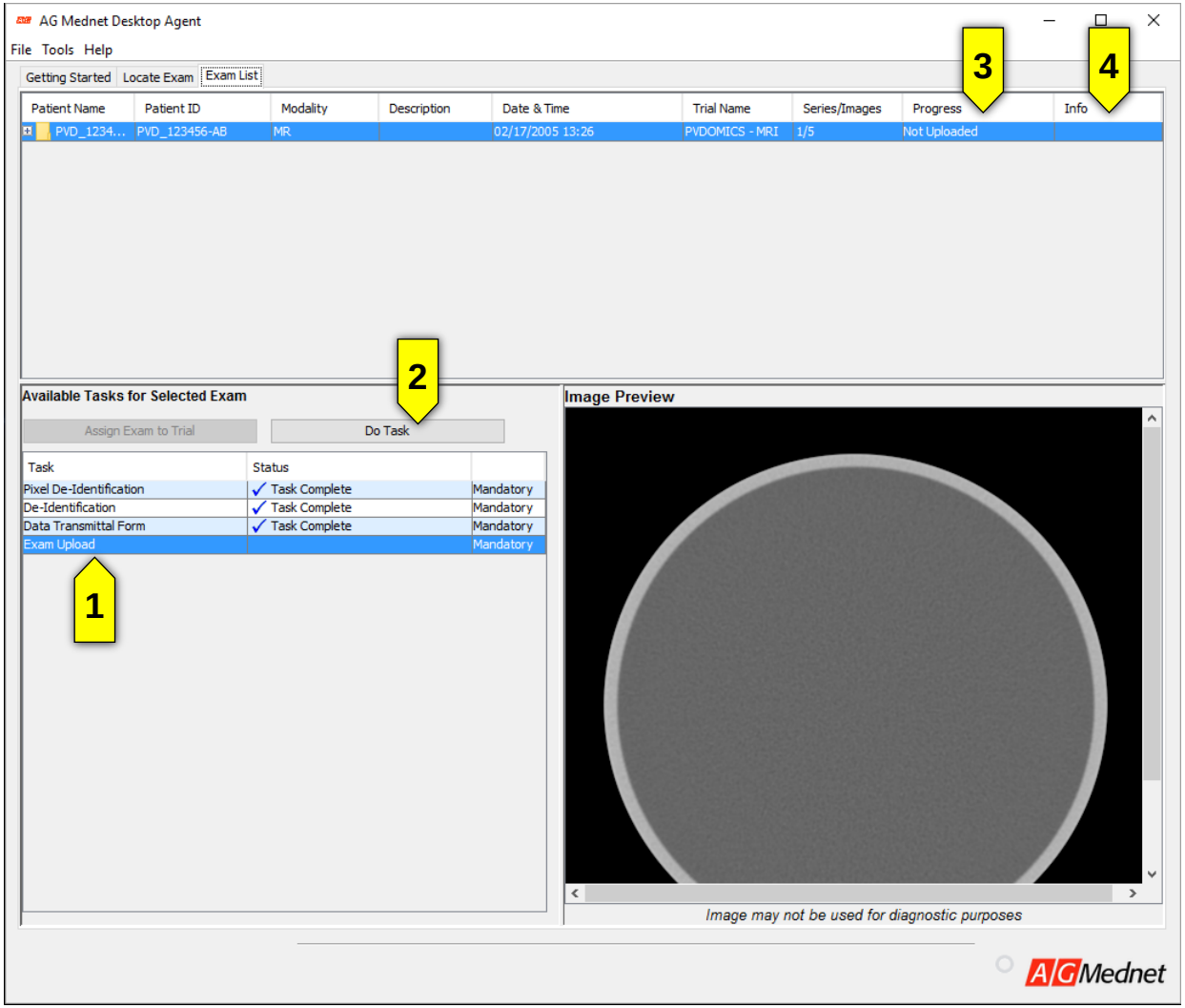
Step 4i:
Upload the Image Exam

Select **Upload Exam** (***1***), then click on **Do Task** button (***2***).

A progress bar will appear in the exam list (***3***). Do not exit the Desktop Agent during the upload or exam transfer will be paused.

You can click on the 'i' button under **Info** for information on the exam upload progress (***4***).

Tip: You do not need to wait for one exam to fully upload to start the import of a new exam. Multiple imports and uploads can be completed at the same time. Once upload has completed, the exam will automatically be deleted from your Exam List.



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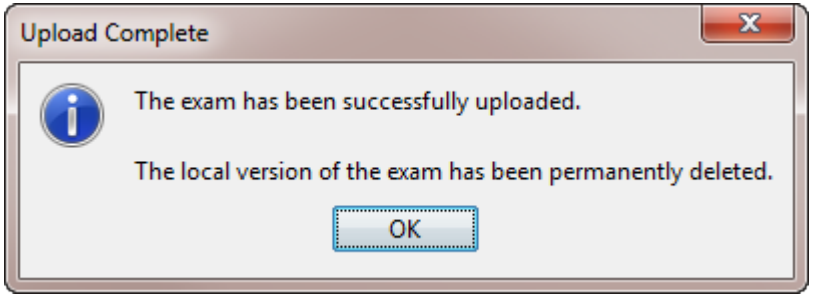
Step 4j:
Confirmation of Receipt

A pop-up window in the Desktop Agent will appear letting you know that the exam has been successfully uploaded.



You will also receive an email confirming the exam has been successfully uploaded. The e-mail includes a link for you to view the submission details on the AG Mednet Portal.

Hello [redacted],

We are emailing to notify you that an image exam for the [redacted] trial has finished arriving at the final destination.

Trial Name: [redacted]
Subject ID: [redacted]

Please go to [redacted] to view information about the exam.

This is an automated AG Mednet notification.

You are receiving this email notification because it was requested as part of your clinical trial setup. To change your email notifications please visit https://portal.agmednet.net/view/home/mytrials.seam and edit your trial notification preferences.

Please do not reply to this message via email; it is from an automated, unattended email address.

For assistance, please contact AG Mednet Customer Support at: support@agmednet.com or dial

US Toll Free: +1-888-9-AGMEDNET (888-924-6336) US Toll: +1-709-570-7565 Hong Kong: +852 8120 6246
UK: +44 20 3287 5246
Australia: +61 2 80064624
Chile: +56 2 8977246

Thank you,

The AG Mednet Support Team

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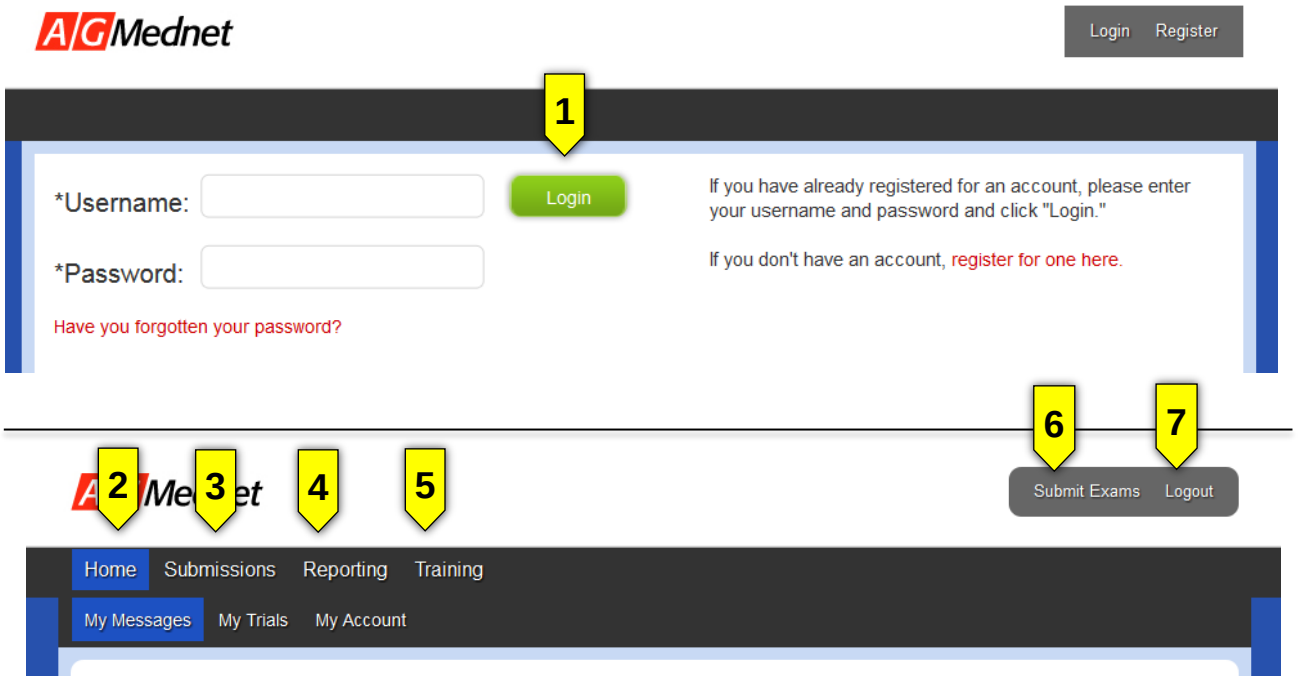
Step 5:
Navigate and Customize AG Mednet Portal

Visit the Portal at **https://portal.agmednet.net** and log-in using your AG Mednet credentials (***1***). The **Home** tab (***2***) routes to **My Messages**, **My Trials**, and **My Account** sub-tabs. The **Submissions** tab (***3***) allows you to view your Submission List. The **Reporting** tab (***4***) exports your submission details report into an Excel file. The **Training** tab (***5***) is where you will gain access to our multi-lingual training videos and **User Guide**, **Quick Reference** and **FAQ**. You may also launch the Desktop Agent by clicking **Submit Exams** (***6***) or **Logout** (***7***).



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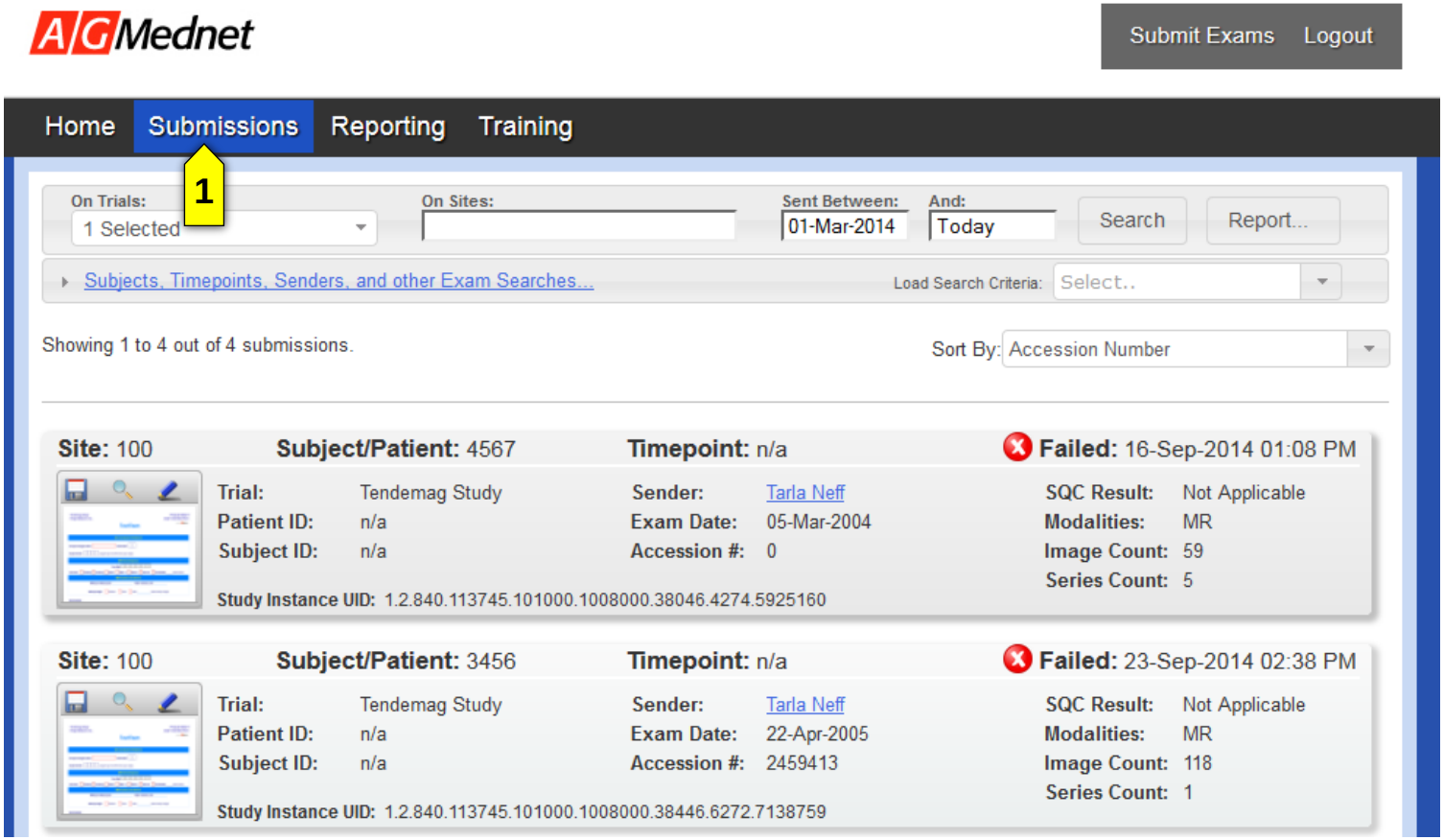
Submission List: Overview



Note: This view is relevant after you have submitted data from the AG Mednet Desktop Agent.

To view current submission list click on the **Submissions** tab (***1***).

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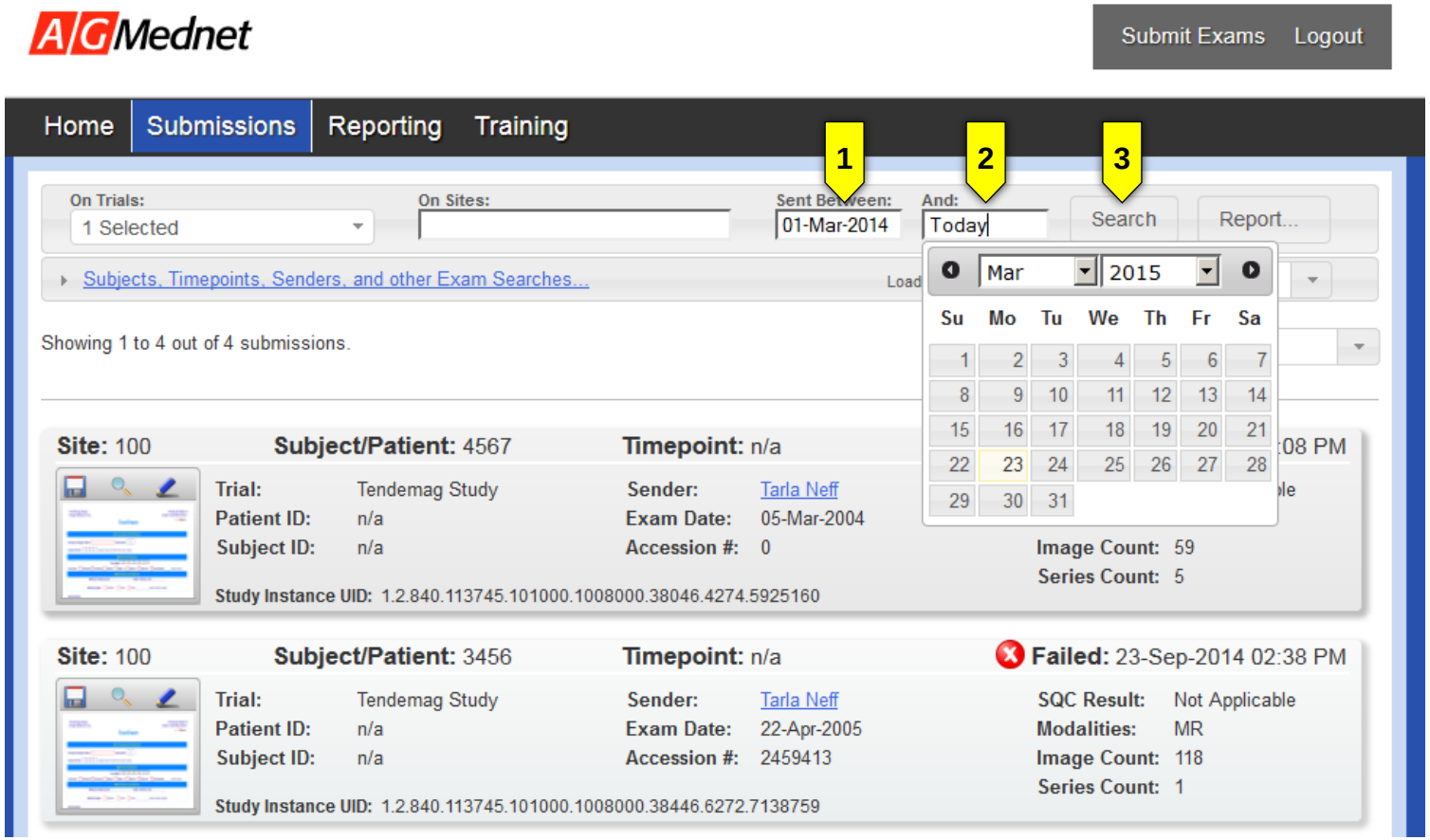
Submission List: Date Range



Select a date range for the Submission List by setting the Sent Between range. Indicate the “from” (***1***) and “to” dates (***2***) using the calendar feature. Apply your selection by pressing “Search” (***3***). The Submission List will re-populate with the indicated date range.

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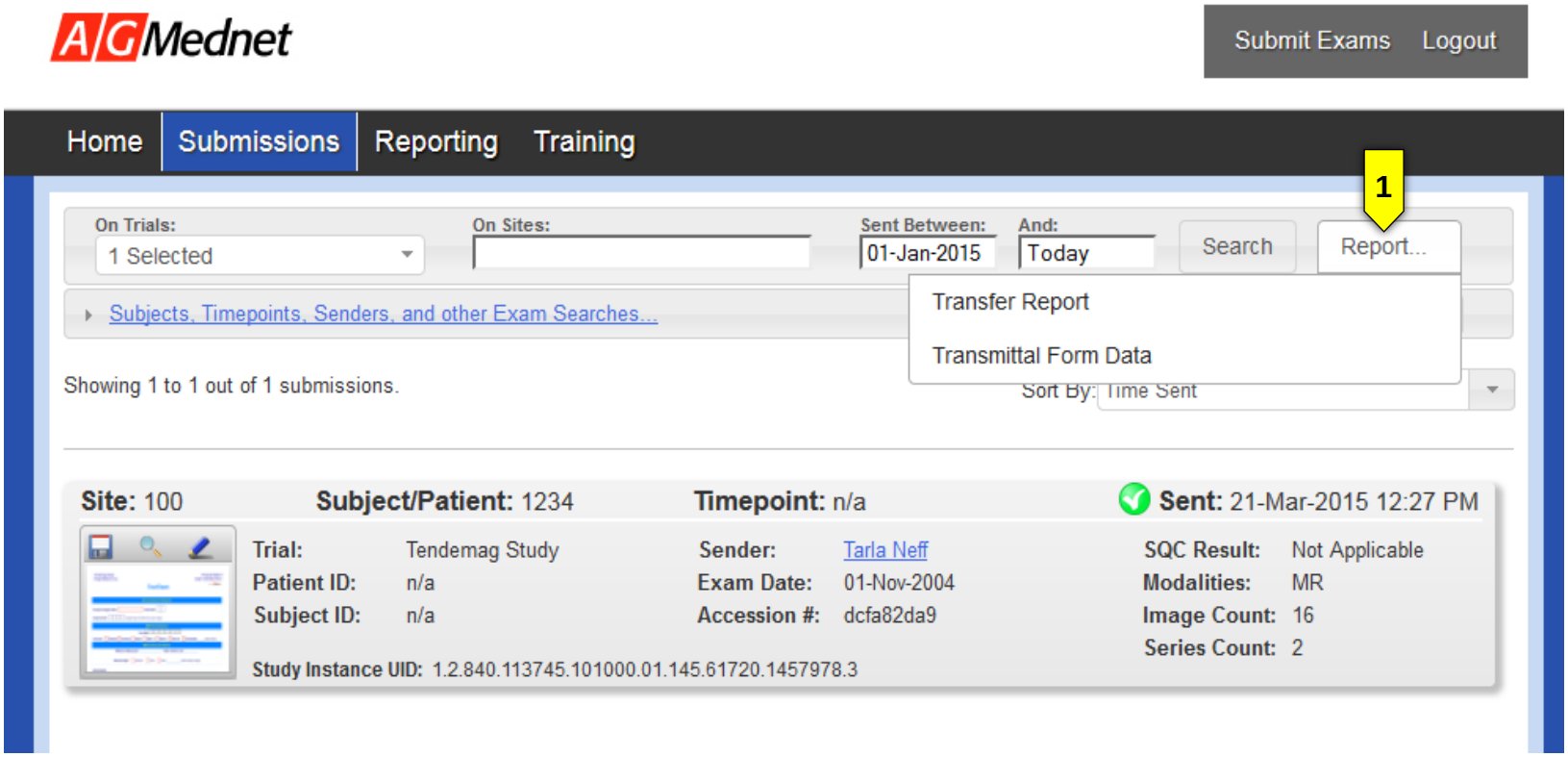
Submission List: Reporting



Click the Report button to view two different reports (***1***) . The Transfer Report will show you details about exam submissions. The Transmittal Form Data report summarizes data from the transmittal forms. In both reports the data displayed is the data from the most recent search.

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Submission List: Reporting

Below are samples of the two reports, Transfer Report (1) and Data Transmittal Form Report (2)

1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Trial	Study Instance UID	Exam Transfer Date	Exam Date	Transmission Status	Site	Subject	Patient Name	Patient ID	Timepoint	Sender Email	Modality	Accession Number	Association ID
2	Cloud Demo Trial	1.2.8	15-May-2015 12:41 PM	01-Nov-2004	SUCCESS	840004	123456789	123456789	123	010_baseline	tneff@agmednet.com	MR	dcfa82da9	26055460-7d8e-4acd-9e64-7d910863c506

2

	A	B	C	D	E	
1	Trial	Transmittal Form Name	Study Instance UID	Exam Transfer Date	Exam Date	Report
2	Cloud Demo Trial	Microsoft Word - Demo Trial Form.doc	1.2.840.113	15-May-2015 12:41 PM	01-Nov-2004	AG Mednet
3						
4						

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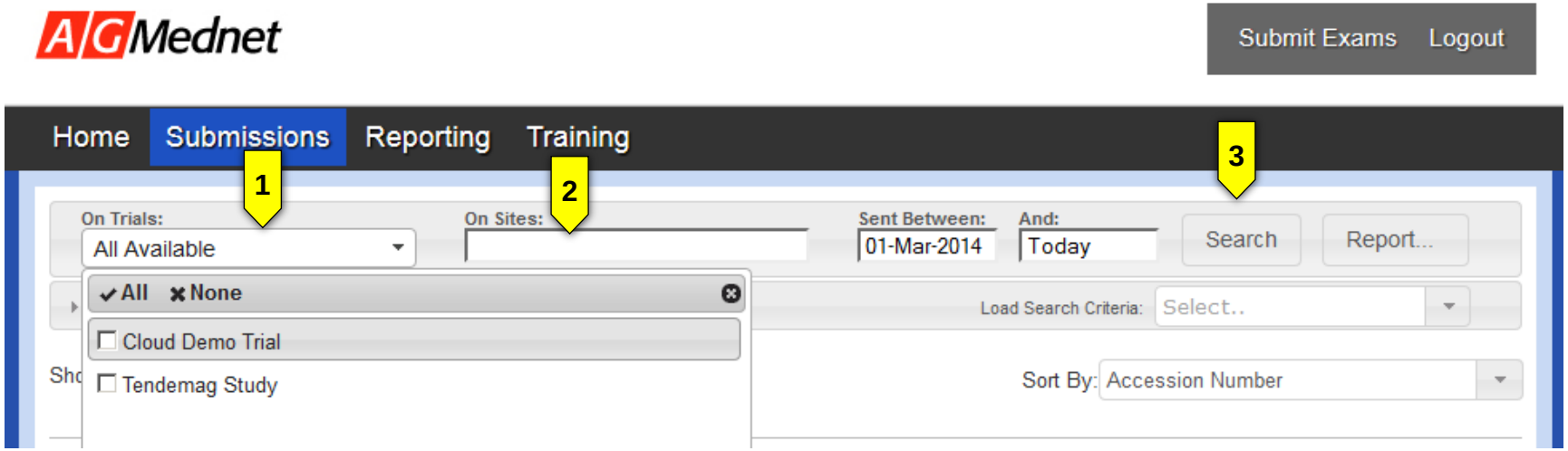
Submission List: Trial and Site Sorting



Limit the content of the Submission List to a specific trial (***1***) or site (***2***). Apply your selection by pressing "Search" (***3***). The Submission List will re-populate with the desired Trial and Site information.

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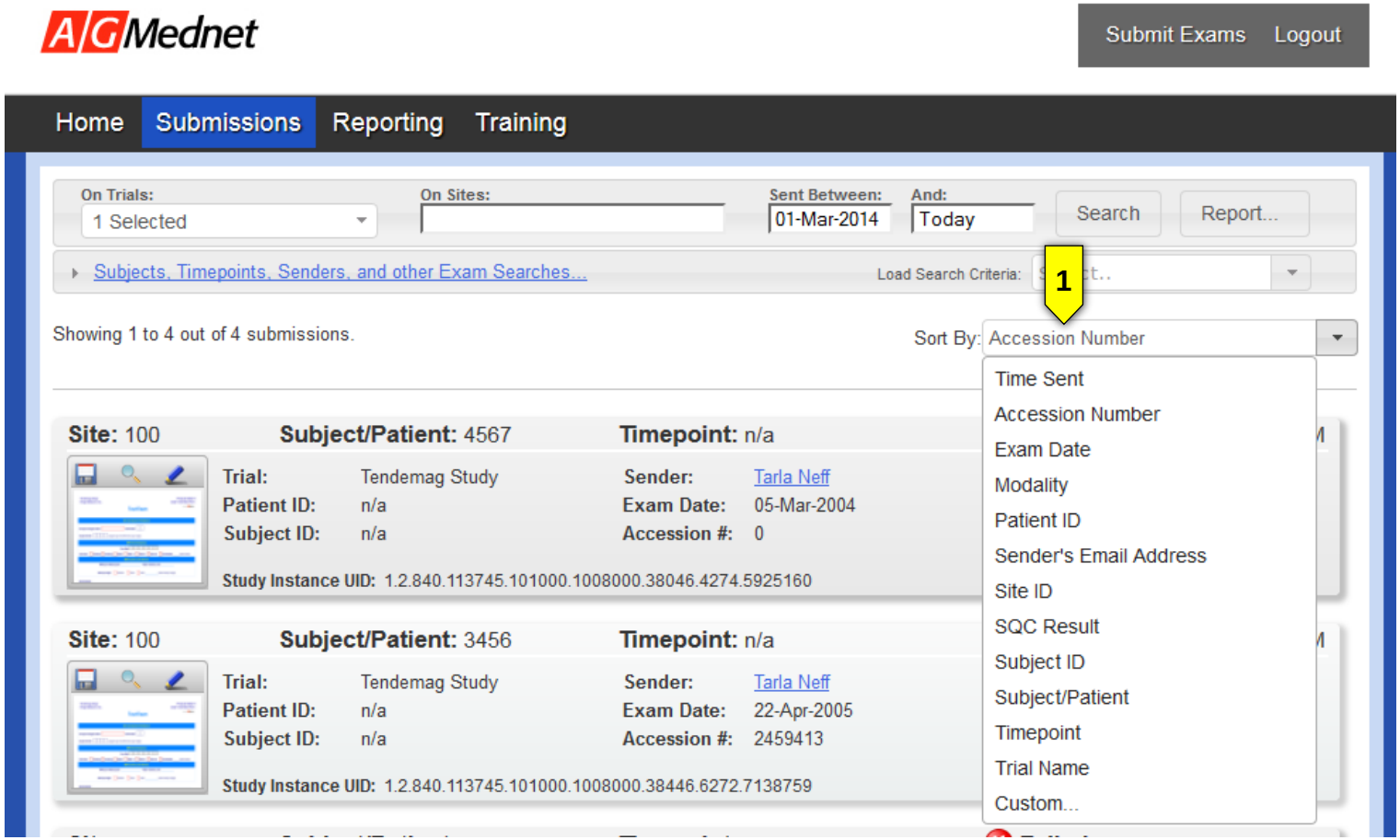
Submission List: Sort



To sort Submission List, click on the arrow next to the **Sort By** dropdown menu (***1***). After making a selection, the Submission List will automatically update.

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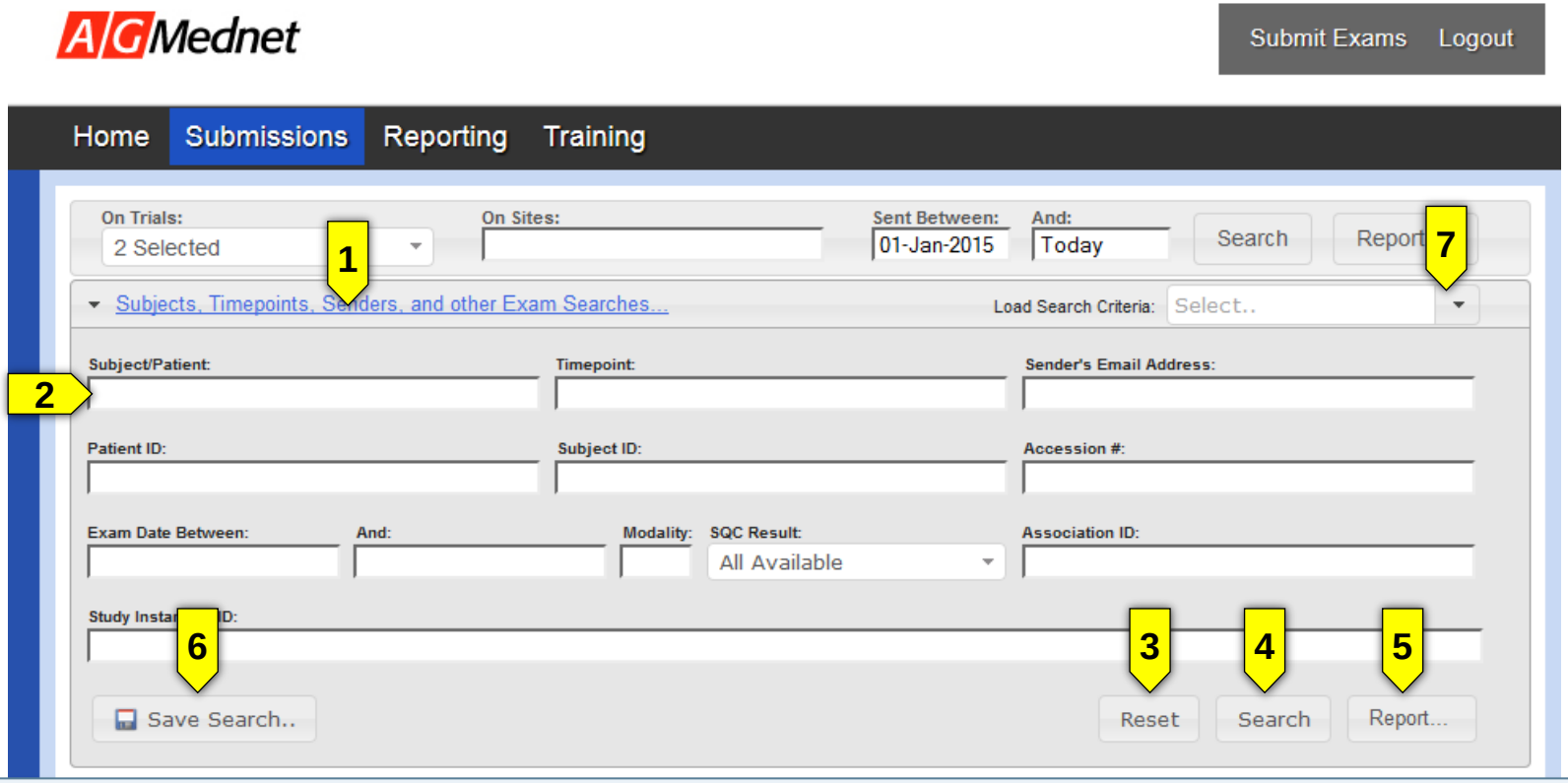
Submission List: Advanced Search



Access the Advanced Search feature by clicking on the “Subjects, Timepoints, Senders and other Exam Searches” link (**1**). Enter the desired search criteria into the query fields (**2**). Press “Reset” (**3**) to clear the fields or “Search” (**4**) to complete the query. The Submission List will re-populate with submissions containing the requested information. Press “Report” (**5**) to generate one of the reports using the selected data. Press “Save Search” (**6**) to save your search. Your search will appear in the “Load Search Criteria” dropdown list. (**7**)

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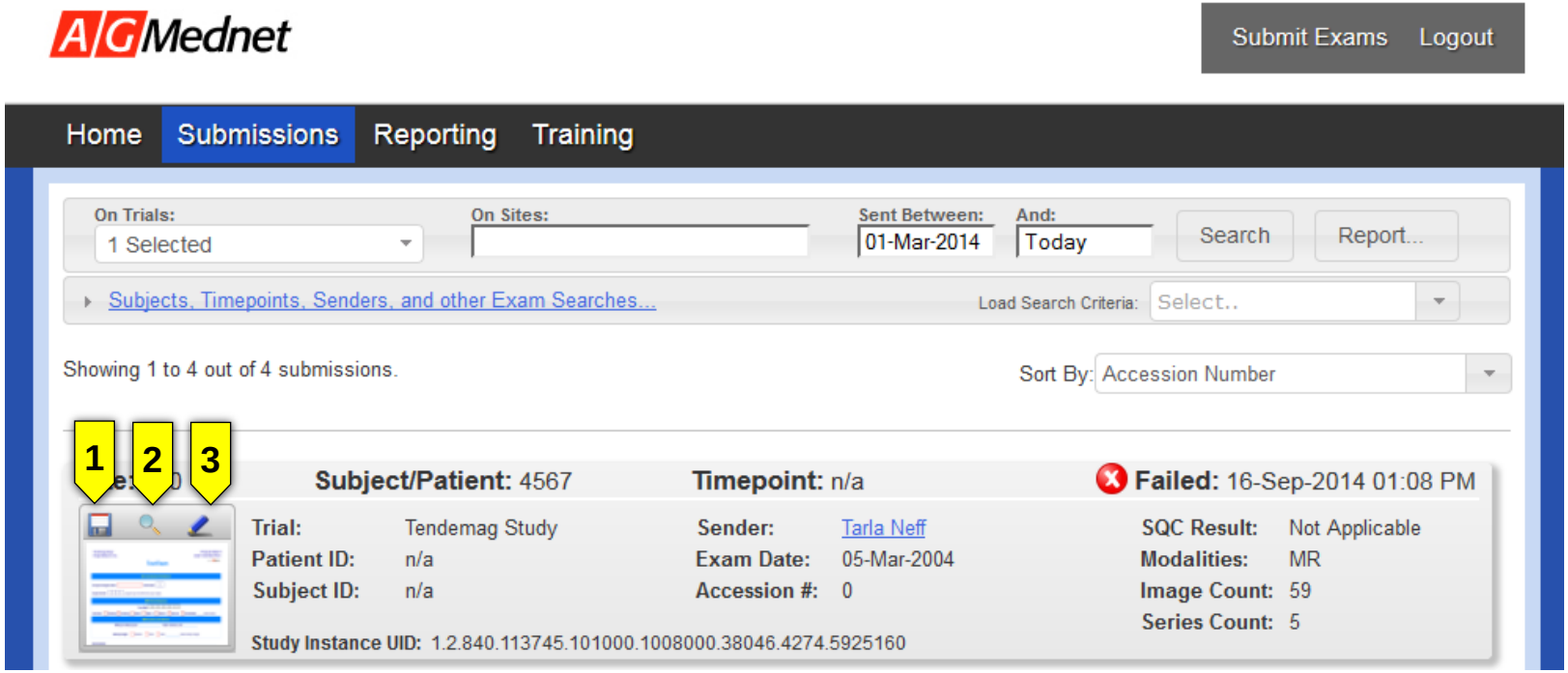
Submission List: Transmittal Form



Click on the icons to save/print (**1**), view (**2**) or edit (**3**) the data transmittal form.

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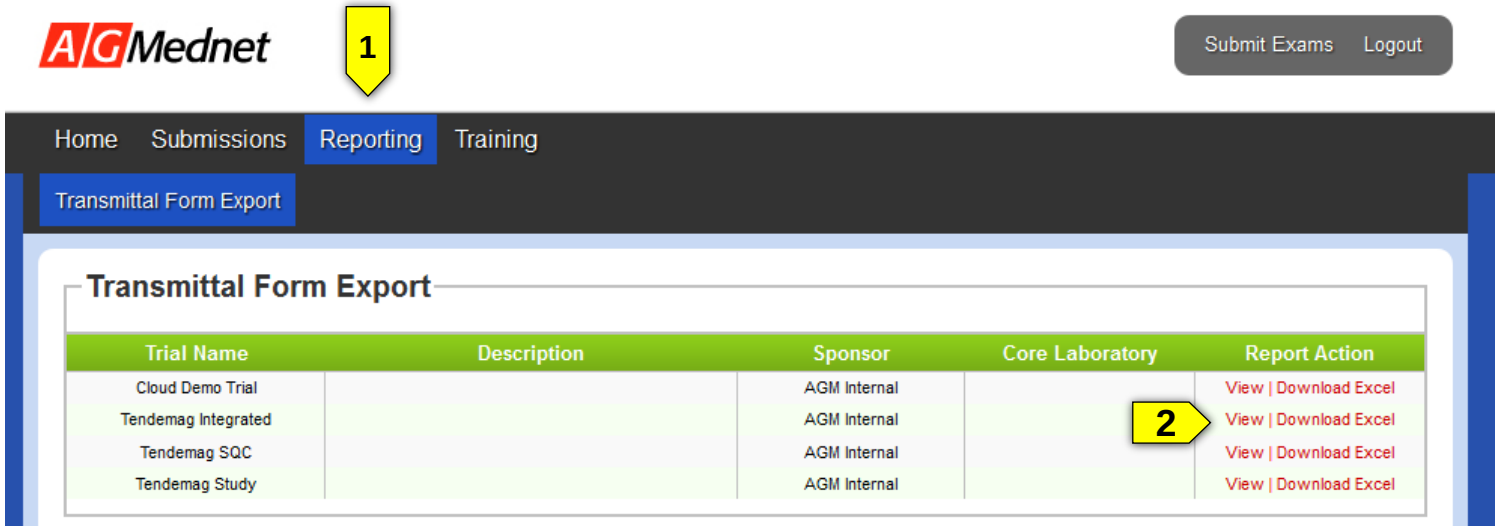
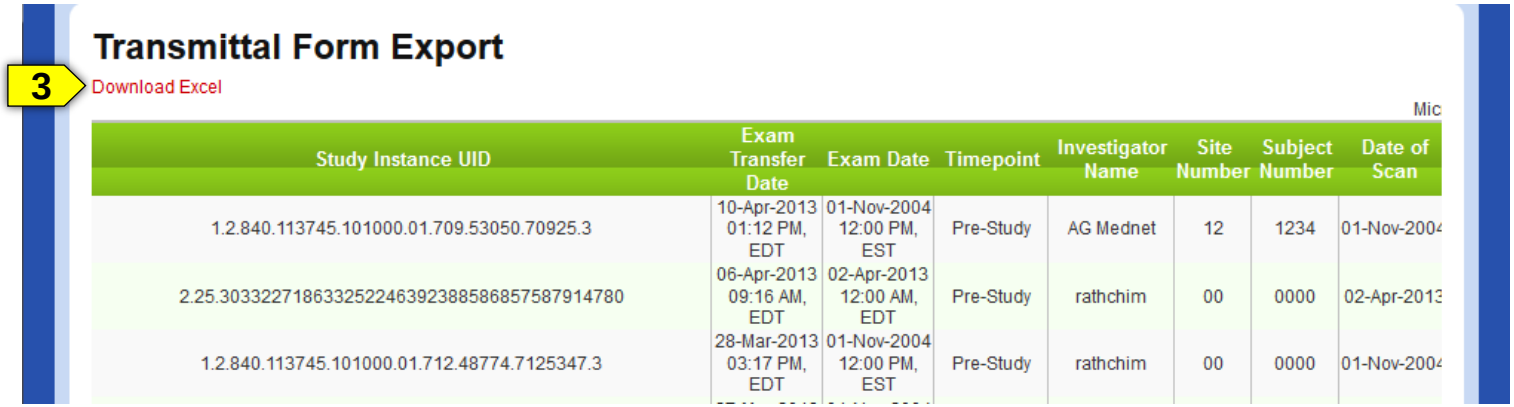
Report





Click on the **Reporting** tab (***1***), find your trial, and click on **View Report** (***2***).

Click on **Download Excel** (***3***) to view the report in an Excel file.

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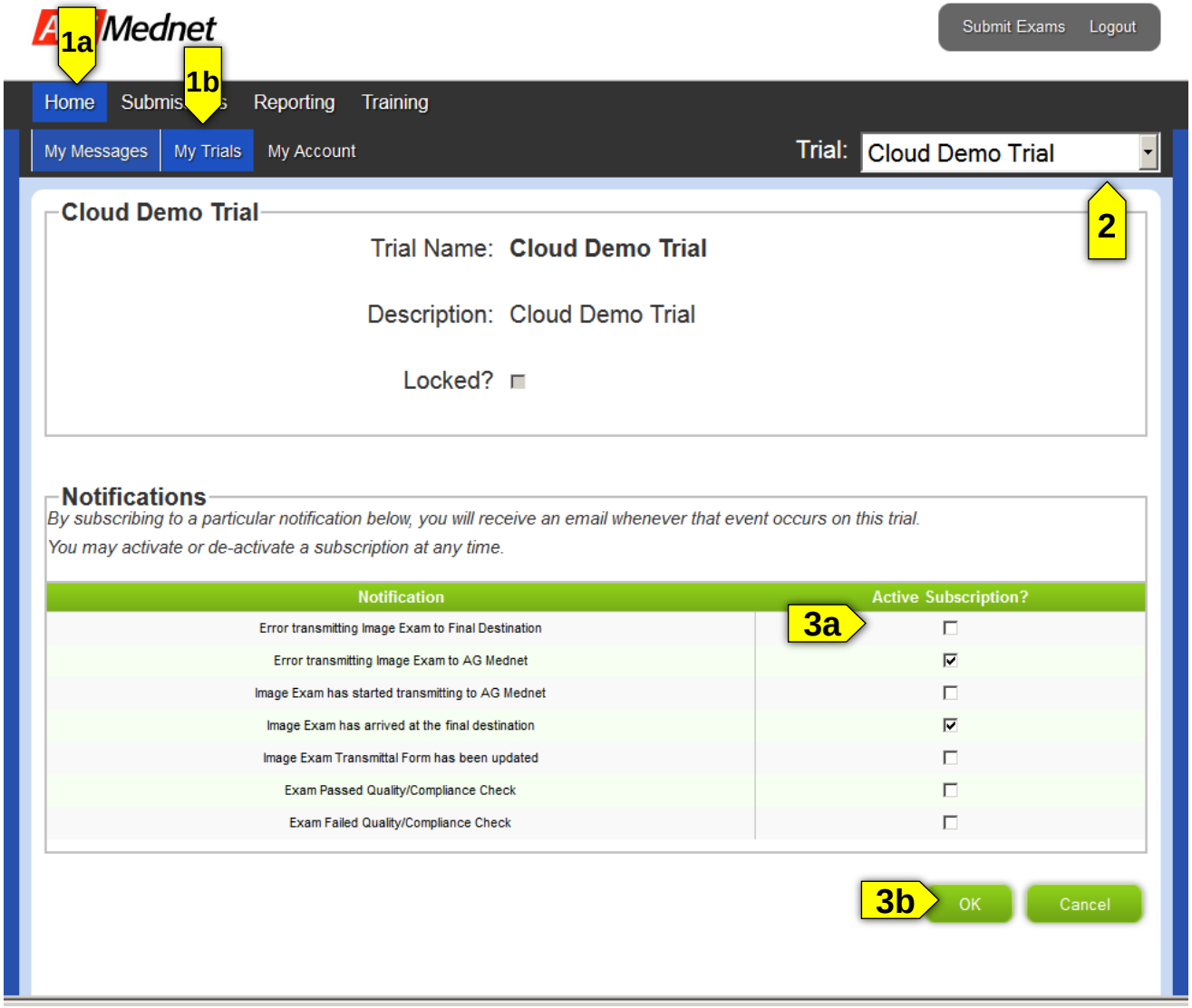
Modify Notification Preferences (Optional)

Click on **Home** tab (***1a***) and **My Trials** sub-tab (***1b***).

Confirm the trial in the dropdown menu in the upper-right corner (***2***).

Notifications are listed under trial description. Click on desired notifications in the **Active Subscription** (***3a***) column and click **OK** to save updated preferences (***3b***).

Note: You will be automatically signed up for the "Error transmitting…" and "Image Exam…Final Destination" notifications.



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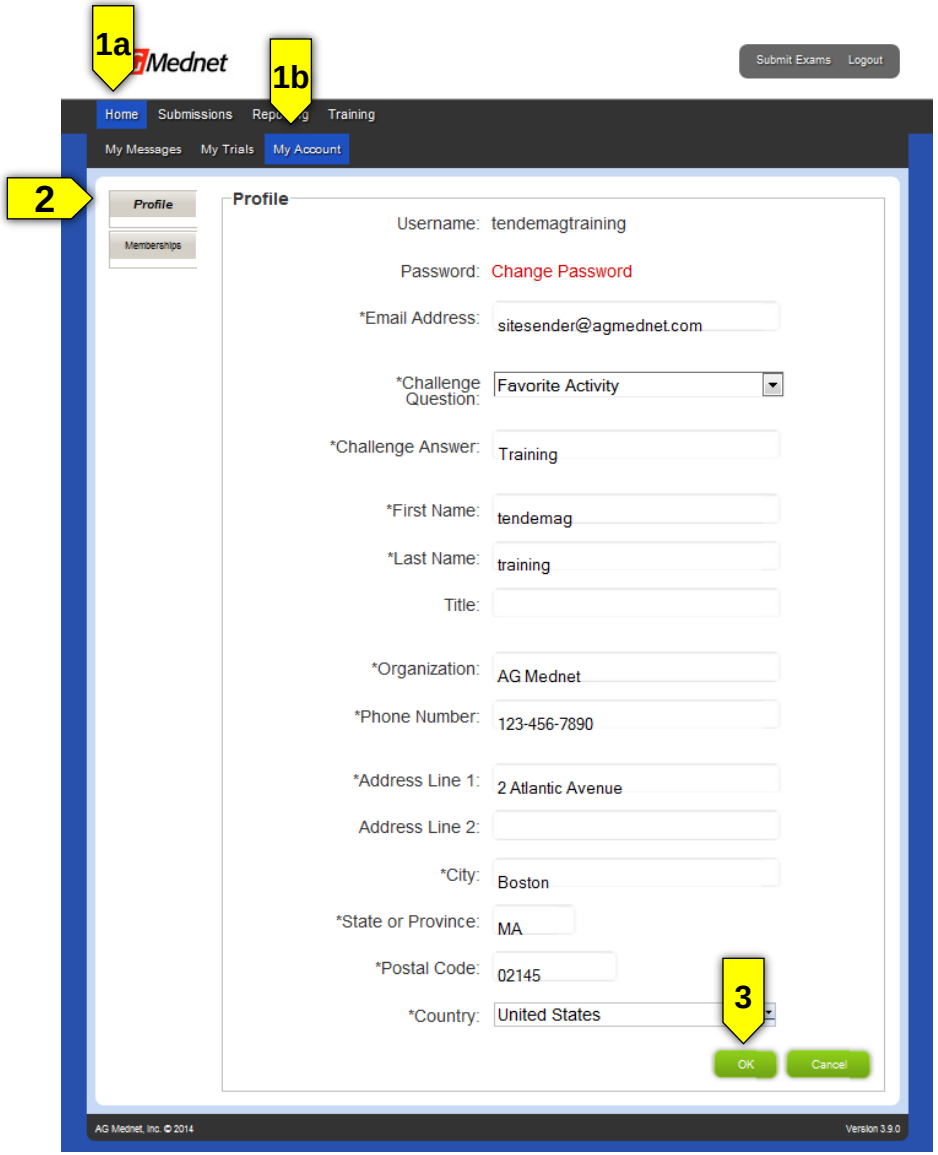
Modify Account / Password Settings

Click on **Home** tab (***1a***) and **My Account** sub-tab (***1b***).

Change any pertinent information as required (***2***).

Click **OK** to save updated preferences (***3***).



Request to Join Additional Trial

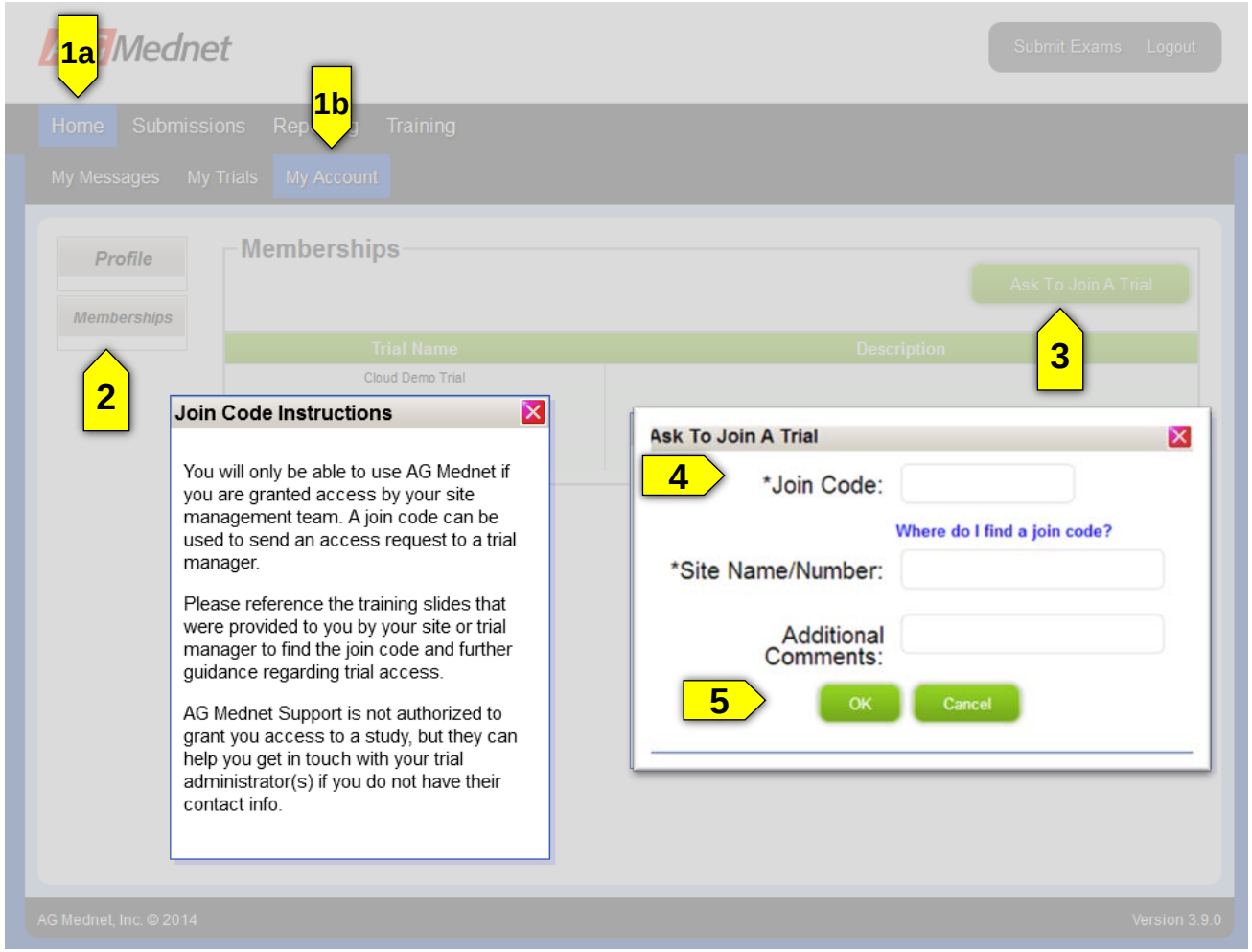
Click on **Home** tab (***1a***) and **My Account** sub-tab (***1b***).

Select **Membership (2).**

Click **Ask To Join Trial** (***3***).

Enter the Join Code for the trial and your Site Name, Site Number and Comments (***4***).

Click **OK** (***5***).



Become AG Mednet Certified

Click on the **Training** tab (***1***) and complete the five steps toward AG Mednet Certification: create an account, become authorized on a Trial, download and log in to the Desktop Agent, view a training video and send an image exam.

Once you have completed the steps, download your **AG Mednet Certificate of Completion** (***2***).

Please note: completion of AG Mednet certification is **not required** to gain access to the system.

Support and Help

AG Mednet provides 24/7 support. If your issue requires immediate attention, please call our global Help Desk numbers, and a member of our technical services team will contact you within 15 minutes.

- US Toll Free: +1-888-9-AGMEDNET (888-924-6336)
- US Toll: +1-709-570-7565
- Hong Kong: +852 8120 6246
- UK: +44 20 3287 5246
- Australia: +61 2 80064624
- Chile: +56 2 8977246
- Japan: 050-5532-6551

- For support via e-mail, contact: **support@agmednet.com** (response within 1 business day).

- Please reference your study name, PVDOMICS-MRI, when you speak to the technical support team.

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