

This Quick Start Guide provides an abbreviated overview of the iMedConsent™ PE application.

Step 1 - Registration

Open Microsoft Windows Internet Explorer and point your browser to this web site:

<http://www.pe-ac.s.imedconsent.com/iMed4Web/Membership/restricted/CreateUserWizard.aspx>

Alert: Please note that Mozilla Firefox and other web browsers are not supported at this time.

Step 2 - Enter User Information

Enter information as prompted in the registration window. For maximum security, your password must be at least 7 characters in length, it should contain a number, and it should be different from your user name.

Alert: It is your responsibility to ensure the security of your user name and password to prevent unauthorized use of the iMedConsent™ PE application – please see the terms and conditions of the iMedConsent End User License Agreement.

When finished, click on the **Create User** button.

The screenshot shows a web browser window titled "Create User Wizard - Windows Internet Explorer". The address bar shows the URL: <http://pe.imedconsent.com/Med4Web/Membership/CreateUserWizard.aspx>. The page content includes a header with "iMedConsent™ Help" and "iMedConsent™ Informed Consent Solution". The main content area is titled "Welcome to iMedConsent™!" and contains the following instructions:

- Your user name will be seen by others to identify saved document customizations. For consistency we recommend using your first initial followed by your last name (ex. John Smith = jsmith).
- Enter your user name and a password of your choice (type your password twice to ensure against mistakes).
- Enter your email address (this is where we'll send your password if you ever forget it).
- Choose a security question and enter your answer. If you forget your password you will be asked the security question you choose here and prompted to enter the answer you specify below.
- Your password needs to be at least 7 characters in length.

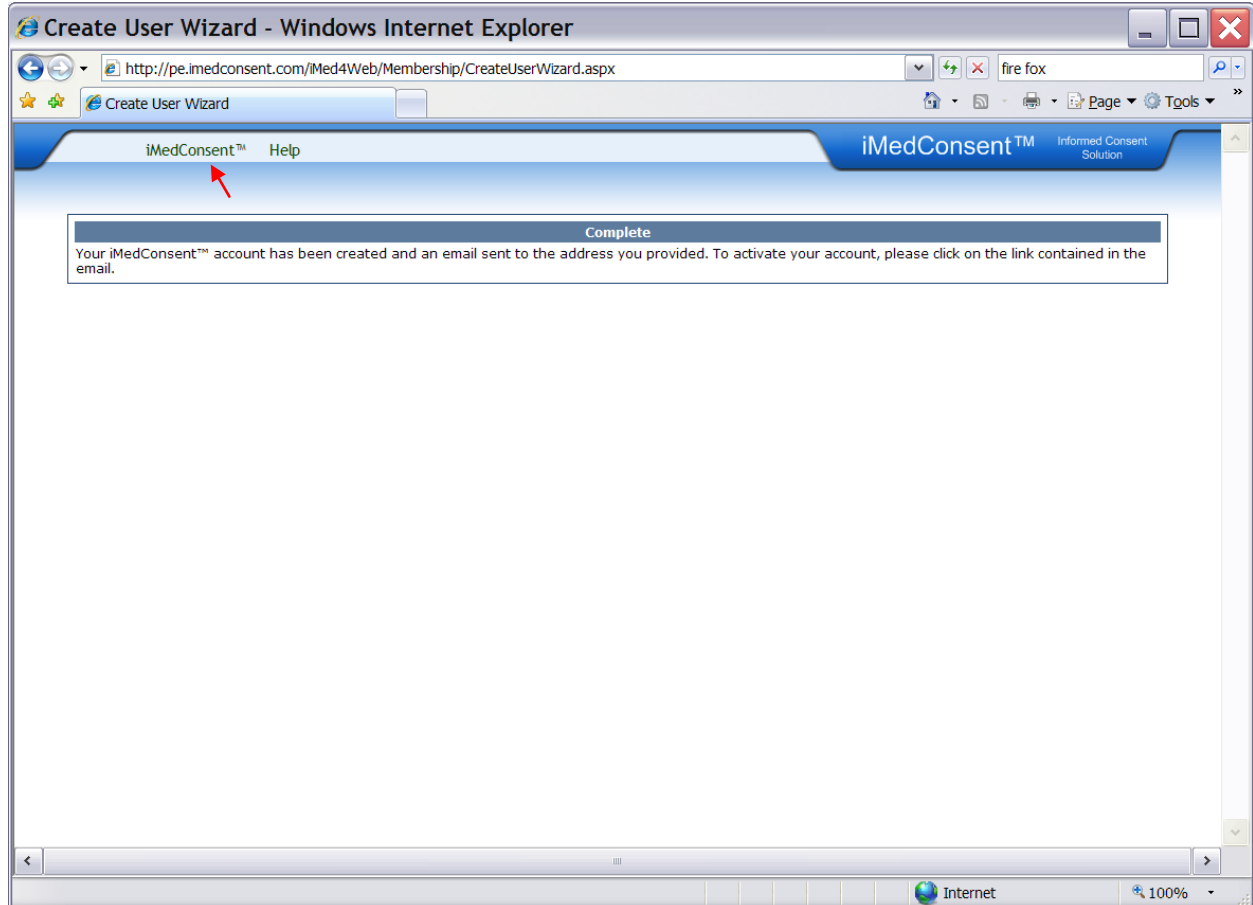
The form fields are filled with the following information:

- Full Name: Test User
- Phone: 800-482-7963
- ACS Number: 12345678
- User Name: tuser
- Password: [masked]
- Confirm Password: [masked]
- E-mail: tuser@dialogmedical.com
- Security Question: In what city were you born? (dropdown menu)
- Answer to your Security Question: Atlanta

A "Create User" button is located at the bottom right of the form.

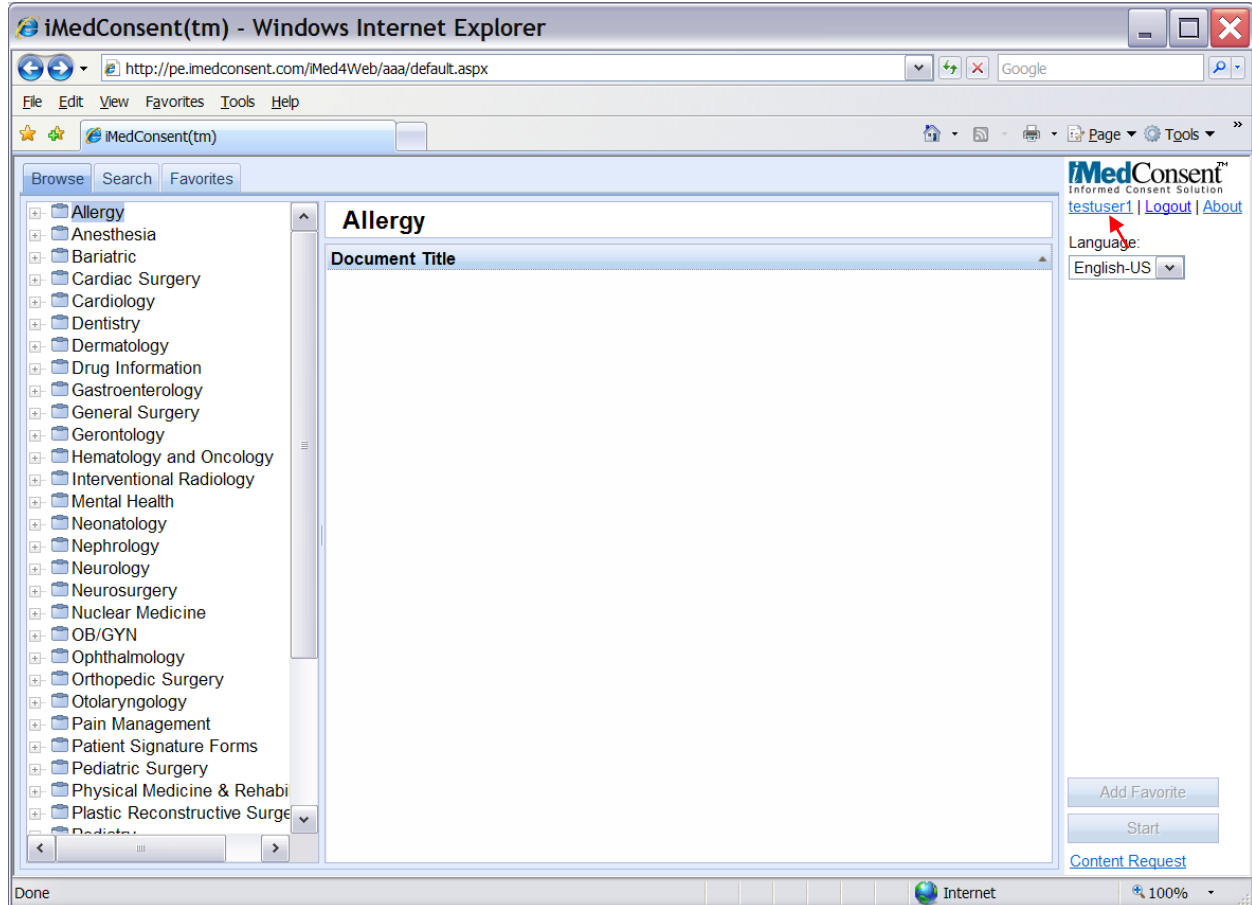
Step 3 – Launch the Application

Immediately after first registering, you may launch the application by clicking on the **iMedConsent™** logo.



Step 4 – Setting Your Preferences

When the main window first opens, click on your user name to allow you to set your preferences.

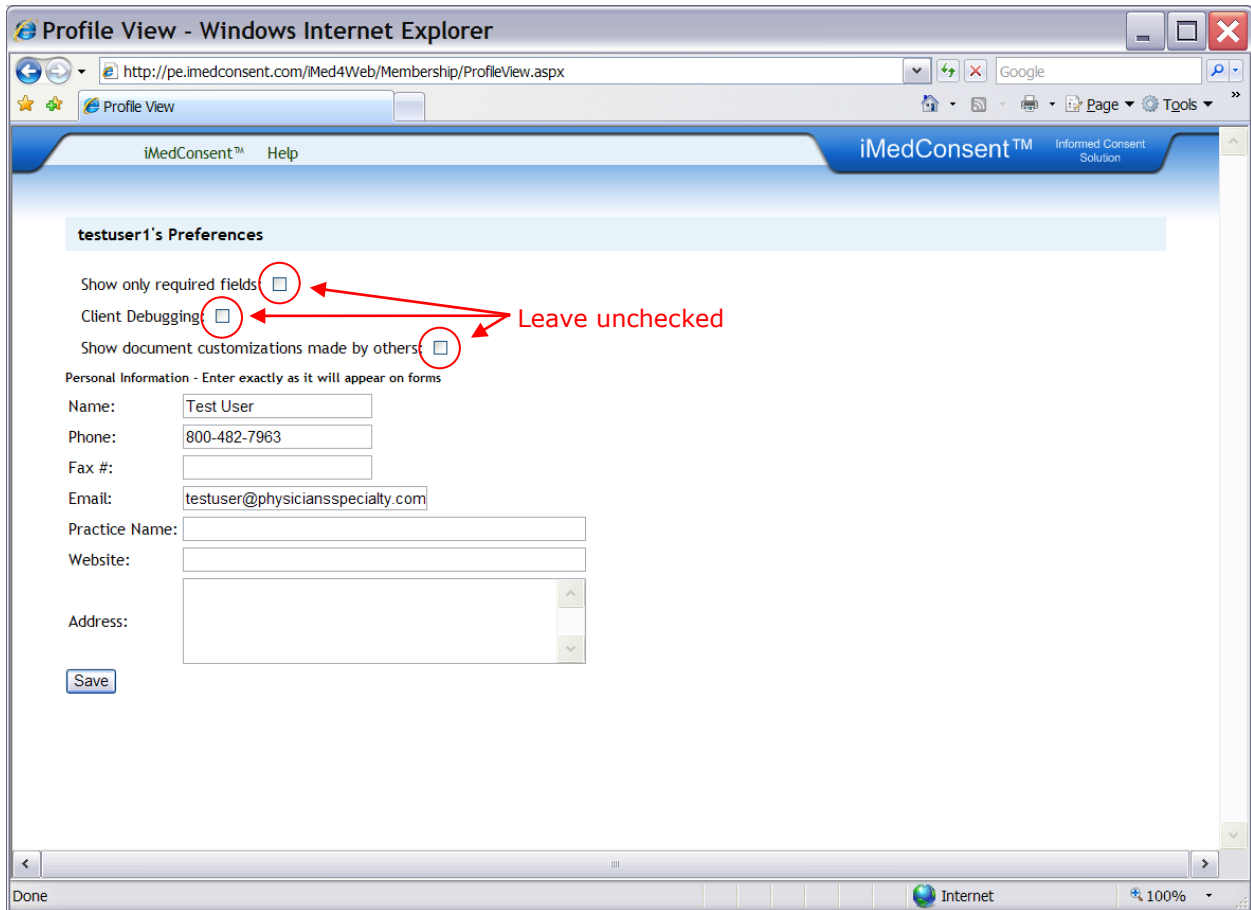


Step 5 – Populating Preferences

Add preferences that are relevant to your practice. The phone number, fax number, email address, and physical address, should all specify values that you want your patients to use when they contact you.

Ensure that the three checkboxes are unchecked.

When finished, click on the **Save** button.



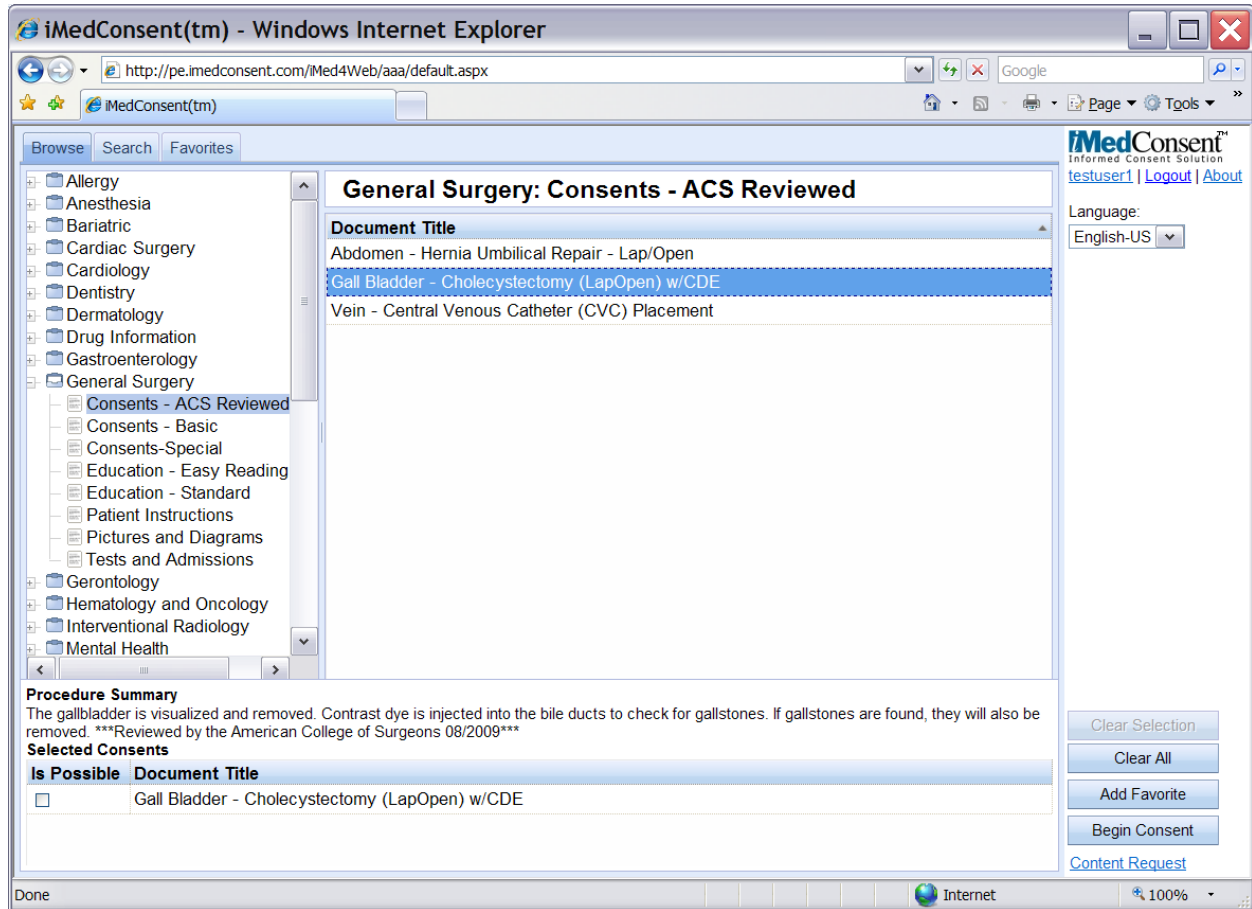
Step 6 – Selecting a Consent Document

Click on the folder for the specialty of interest.

Click on a sub-folder containing Consents.

Alert: Only consent documents contained in the 'Consents – ACS Reviewed' sub-folder or consent documents contained in the 'Consents – ACS Ready for Review' sub-folder may be viewed in their entirety.

Select the consent of interest and click on the **Begin Consent** button.



Step 7 – Generate the Consent Document

If a section is presented with a red asterisk "*", enter information for that section.

If you wish to see only those sections that require information, click on the **Show/hide Required Incomplete** button.

After all information is entered, and any desired changes are made, click on the **Generate Document** button.

Vein - Central Venous Catheter (CVC) Placement
Show/hide Required Incomplete

Note that this section is missing information. Be sure to enter an anatomical location or surgical site/side.

* Enter the anatomical location and/or surgical side for the treatment/procedure (i.e. right, left, etc.)

* Discuss the treatment/procedure in language the patient or surrogate can understand. (Customizable)

This procedure involves placing a catheter into one of the central veins. A catheter is a hollow tube that is inserted into the body to create a passageway. The central veins are large veins that drain blood directly into the heart. By using a central vein, fluids or medicines are supplied to the whole bloodstream more directly and quickly.

* Diagnosis for Vein - Central Venous Catheter (CVC) Placement: (Customizable)

Delivery of fluids, nutrition, drugs, or other products for the treatment of serious or long-term conditions. A CVC can also be used to monitor pressure in the central veins, for dialysis, or for frequent drawing of blood.

* Discuss the expected benefits and known risks of all alternatives, including no treatment, and communicate the rationale for

Generate Document
Close
Content Request

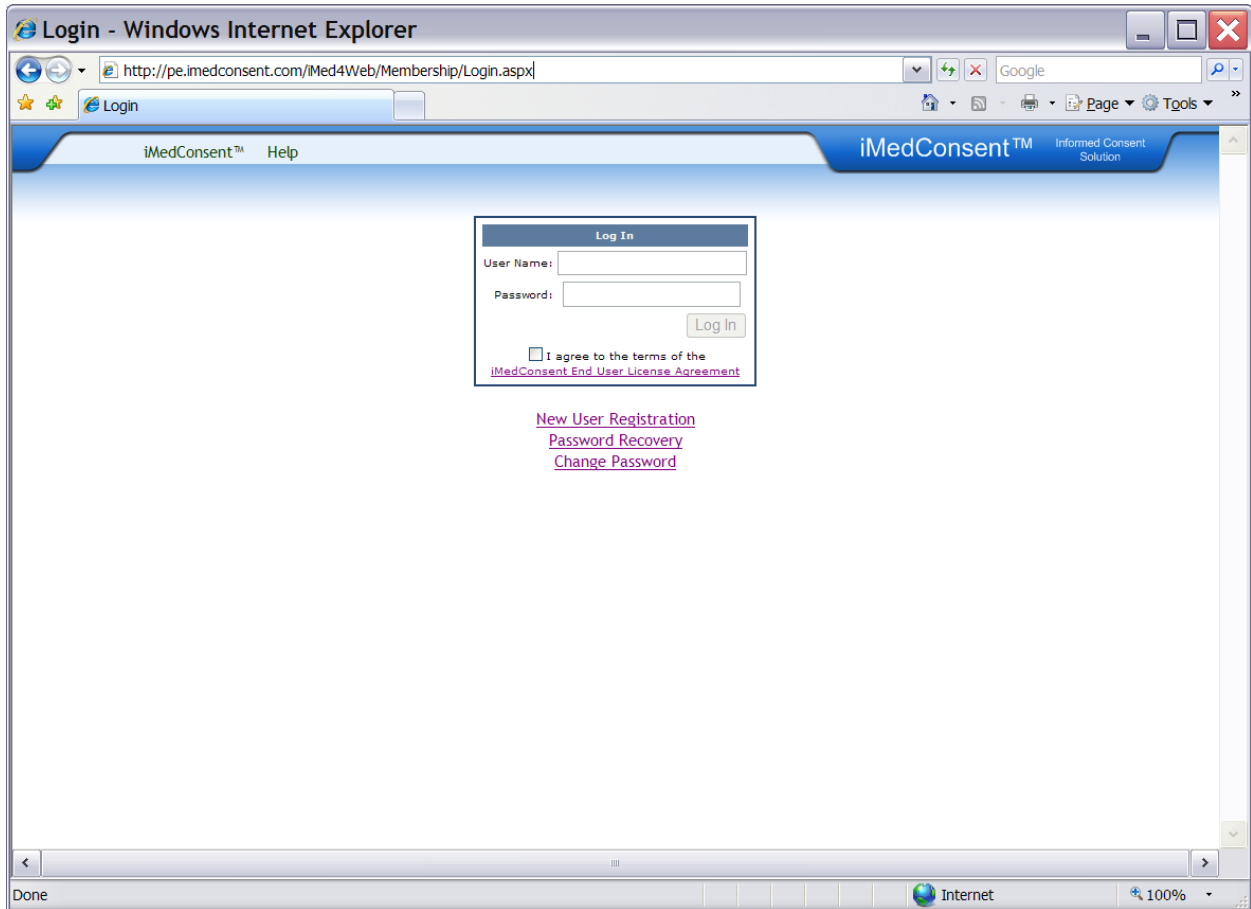
Revisiting the iMedConsent™ PE Application

Open Microsoft Windows Internet Explorer and point your browser to this web site:

<http://www.pe-ac.s.imedconsent.com/iMed4Web/Membership/login.aspx>

Alert: Please note that Mozilla Firefox and other web browsers are not supported at this time.

Type in your User Name and Password. Review the iMedConsent End User License Agreement (EULA). The EULA may be viewed by clicking on the link. Indicate agreement to the terms of the EULA by selecting the checkbox acknowledging that you agree to the terms and conditions of the EULA.



Consent Customization

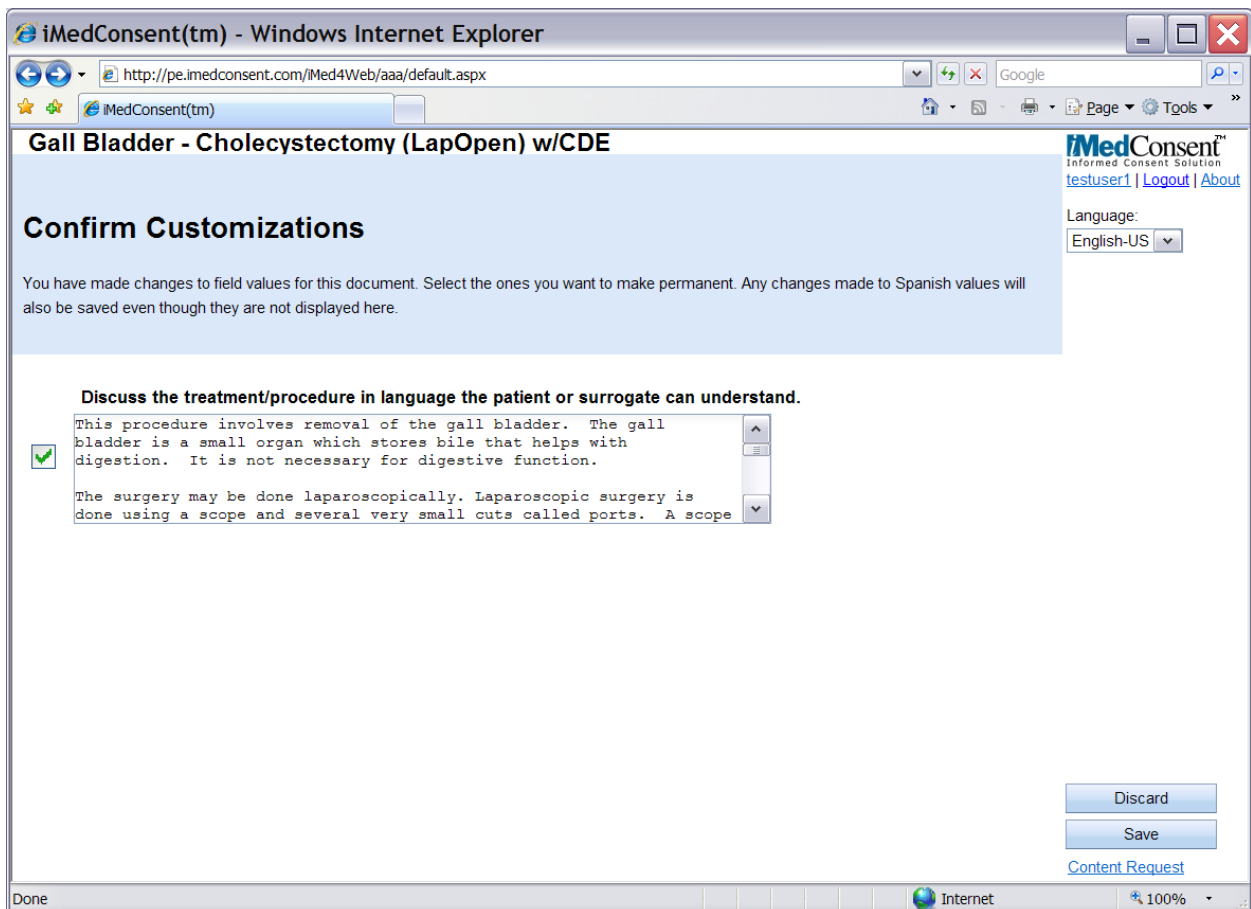
A given user may make permanent changes to any consent document to reflect his or her practice and preferences.

Select the consent of interest and click on the **Begin Consent** button.

Edit areas that say “(Customizable)” and then click the **Close** button.

A window offering you the opportunity to confirm your customizations will open. Click the **Save** button to save those changes so that they will appear every time you open the consent document of interest.

To revert back to original document, open the consent of interest (now listed in blue italics) and click [undo customization](#) on right.



Questions

Please contact Dialog Medical Customer Service at enterprise@dialogmedical.com or at 1-800-482-7963.