



USER GUIDE « Dispositif UN-e »

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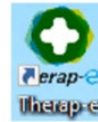
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1 Connection to the telemedicine platform

1.1 Starting Therap-e

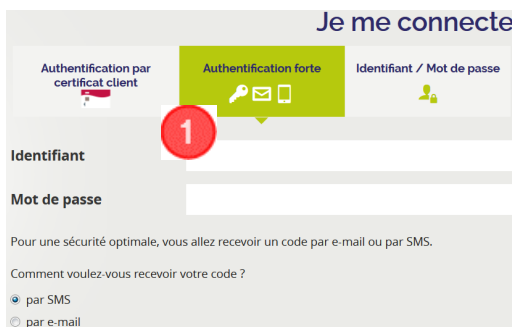
To connect to the telemedicine platform double-click on




Otherwise, enter this URL (App'e-santé): <https://www.app-esante.fr/>

For identification, 2 possibilities :


1.1.1 Authentification forte (Strong Authentication)



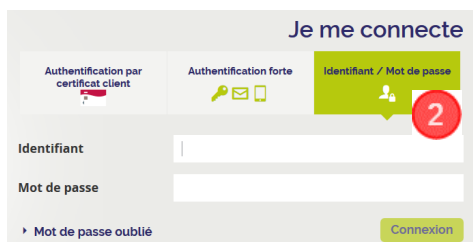
The screenshot shows the 'Je me connecte' login interface. Three authentication options are visible: 'Authentification par certificat client', 'Authentification forte' (highlighted in green with a red circle '1'), and 'Identifiant / Mot de passe'. Below the options are input fields for 'Identifiant' and 'Mot de passe'. A note states: 'Pour une sécurité optimale, vous allez recevoir un code par e-mail ou par SMS.' Below this, there are radio buttons for 'par SMS' (selected) and 'par e-mail'.

- Enter the login and password
- Choose “par e-mail”
- Click  on


Warning, this password will be valid for 15 minutes

You receive a one-time password in your mailbox enter it and click  on

1.1.2 Identifiant/Mot de passe (Login/Password)

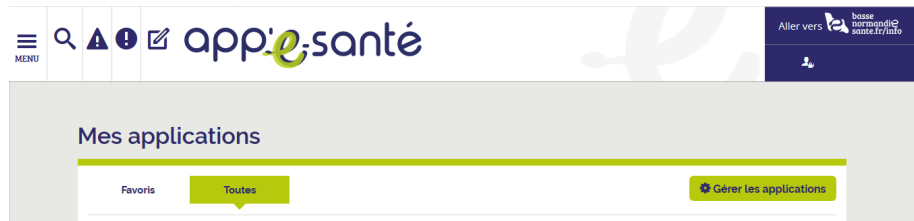


The screenshot shows the 'Je me connecte' login interface. The 'Identifiant / Mot de passe' option is highlighted in green with a red circle '2'. Below the options are input fields for 'Identifiant' and 'Mot de passe'. A link for 'Mot de passe oublié' is visible below the password field. A 'Connexion' button is at the bottom right.

- Enter the login and password
- Click on 

1.1.3 Choose the Application

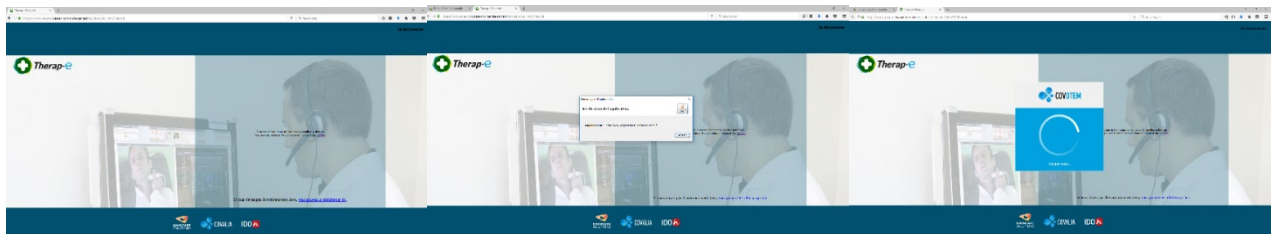
You are connected to App'e-santé



- Click on the application called « Un-e » :



The application starts:



1.2 Starting Therap-e Autonome

This application will allow you to connect to Covotem Autonom

To connect to the telemedicine platform

- Double-click on



Wait during the loading

1.2.1 Authentification by Login/ Password

1 – Enter the Login and Password

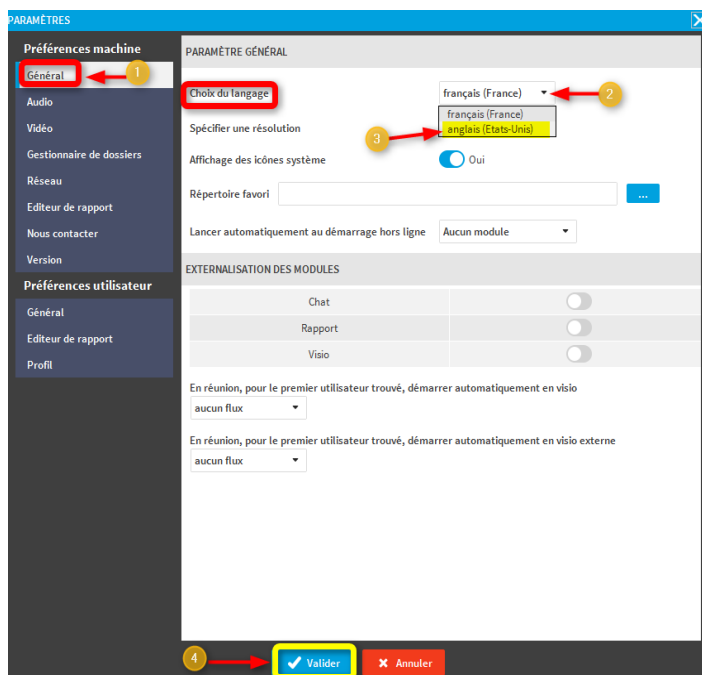
2 – Enter the name of the collaboration space « Unis »

2 Change Language



Once connected to the platform

In order to change the language :



- Select « paramètres »
- Select « Général » and in « Choix du langage »
- Click on « anglais (Etats-Unis) »
- Click on « Valider »

A pop-up appears and ask you to restart the application.

- Click on « Fermer l'application »



- Click on « Oui » to close the application



You can now restart the application as seen on Chapter 1


3 Patient folder creation and alimentation

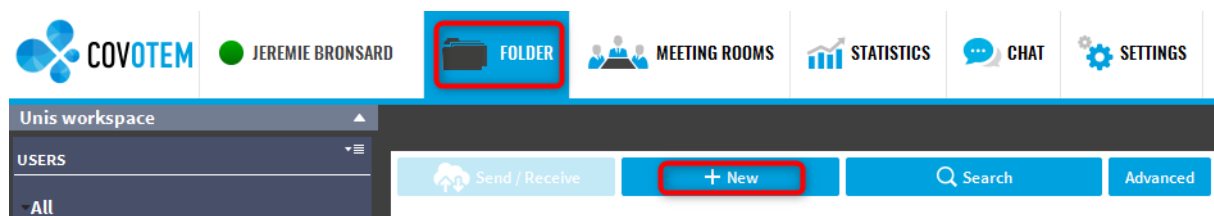
3.1 Therap-e main menu



- **FOLDER** : list of your patient folders. You can create new Patient Folder here Onglet
- **MEETING ROOMS** : you can choose a virtual meeting room and enter a videoconference
- **STATISTICS** : for the visualization of statistics of the platform (connection, creation of Patient folder, duration of the meetings, ...)
- **CHAT** : you can converse with another user connected with this tool
- **SETTINGS** : you can configure the machine settings and user settings

3.2 Patient Folder Creation

- Click on  FOLDER
- Click on + New



The creation window open, fill the red fields

Patient Information

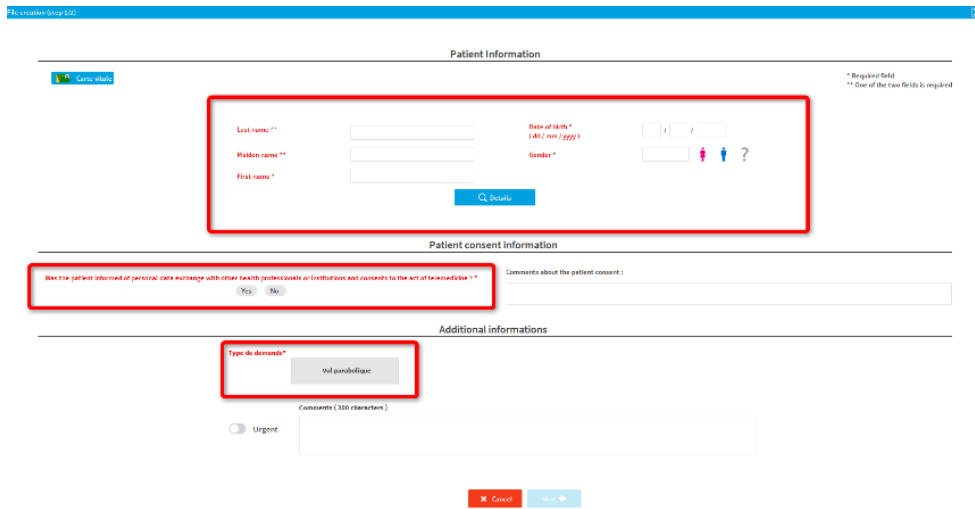
- Last name or Maiden name
- First name
- Date of birth
- Gender

Patient consent information

- Click on « Yes » after having collected the patient's consent for the act of telemedicine

Additional informations

- Select the request type
- Click on « Next »



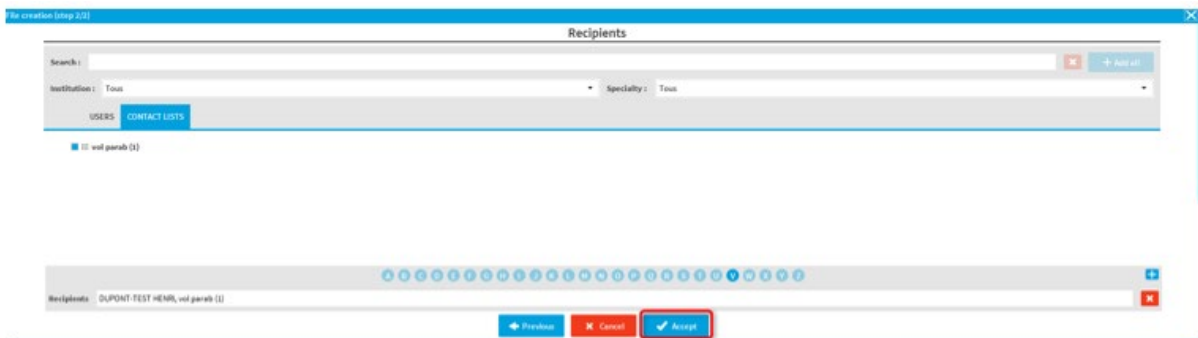
The screenshot shows a web form titled "Patient Information" with the following sections:

- Patient Information:** Contains fields for "Last name", "Maiden name", "First name", "Date of birth", and "Gender". A red box highlights these fields. A "Save" button is located below the name fields.
- Patient consent information:** Includes a checkbox for consent and a text area for "Comments about the patient consent". A red box highlights the consent checkbox.
- Additional informations:** Includes a "Type de demande" dropdown menu (set to "Vol parabolique"), a "Comments" text area (200 characters), and an "Urgent" radio button. A red box highlights the dropdown menu.

Buttons at the bottom include "Cancel" and "Next".

Recipients :

- You have no choice for the recipients
The doctors of the evaluation commission are selectionned by default
- Click on « Accept »



The screenshot shows a "Recipients" selection screen with the following elements:

- A search bar and a "Full list" button.
- Filters for "Institution" (set to "Tous") and "Specialty" (set to "Tous").
- Buttons for "USERS" and "CONTACT LISTS".
- A list of recipients, currently showing "vol parabol (3)".
- A pagination bar with 10 items.
- A recipient list: "DUPONT-TEST HENRI, vol parabol (1)".
- Buttons at the bottom: "Previous", "Cancel", and "Accept". The "Accept" button is highlighted with a red box.

4 Complete the electronic health record

Once, the electronic health record has been created, the liaison file will open automatically.

- Fill it out with all the information you have
- Complete the liaison file with all the information you have

Fiche d'aptitude médicale au vol parabolique

Demande d'avis

Date de la demande d'avis en télémedecine : 29/06/2017 15:06

Compte utilisé : [redacted]

Identification du demandeur :

- Nom : [redacted]

- Prénom : [redacted]

Etat Civil du Patient

Nom : [redacted]

Prénom : Vol parabolique

Date de naissance : 29/06/2017

Sexe : M

4.1 Add a document to the patient folder

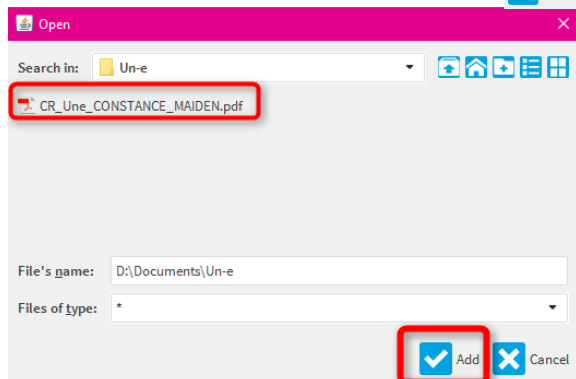
- In « Descriptif du dossier », click on Ajouter un document

Descriptif du dossier

dossier de test

Ajouter un document

- Windows's file explorer opens
- Select the file to add and click on Ajouter



4.2 End of the entry

- Complete the note till the next part

Echanges sur le dossier

Initier la conversation Par HENRI DUPONT-TEST le 17/10/2017 14:26
 Hello|

Réponse

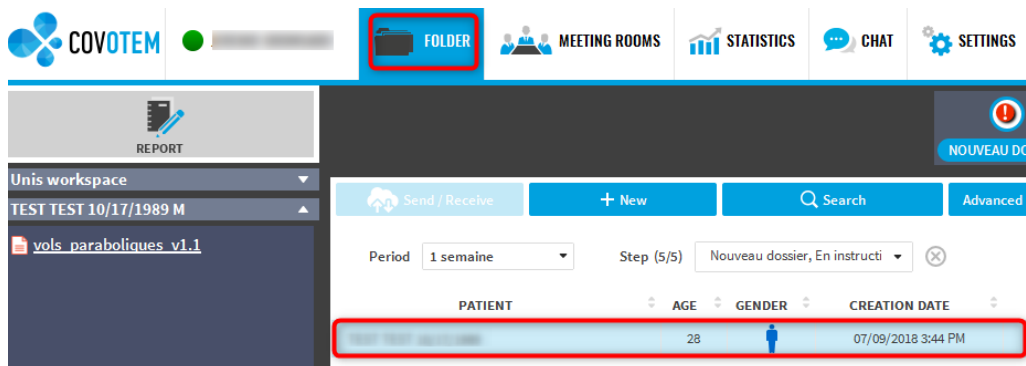
Envoyer le dossier

- At the end, click on Envoyer le dossier
 The electronic health record is automatically send to the doctors of the evaluation commission.

5 Consultation and discussion about a folder

5.1 Open a folder

For open an electronic health record, double click on the line corresponding to the patient.



The screenshot shows the COVOTEM interface with a navigation bar at the top containing 'FOLDER', 'MEETING ROOMS', 'STATISTICS', 'CHAT', and 'SETTINGS'. The 'FOLDER' menu item is highlighted with a red box. Below the navigation bar, there is a sidebar with 'REPORT' and 'Unis workspace' containing 'TEST TEST 10/17/1989 M' and 'vols paraboliques v1.1'. The main area displays a table with columns for 'PATIENT', 'AGE', 'GENDER', and 'CREATION DATE'. The first row of the table is highlighted with a red box.

PATIENT	AGE	GENDER	CREATION DATE
TEST TEST 10/17/1989 M	28		07/09/2018 3:44 PM


5.2 Discussion about a folder

In the section « Echanges sur le dossier »,

- Click on « Initier la conversation » for initiate a discussion between doctors
 You can complete a text area in order to add a commentary
- To continue the discussion, check the box « Réponse »
 A new a text area appears; now you can answer to the precedent commentary

Réponse

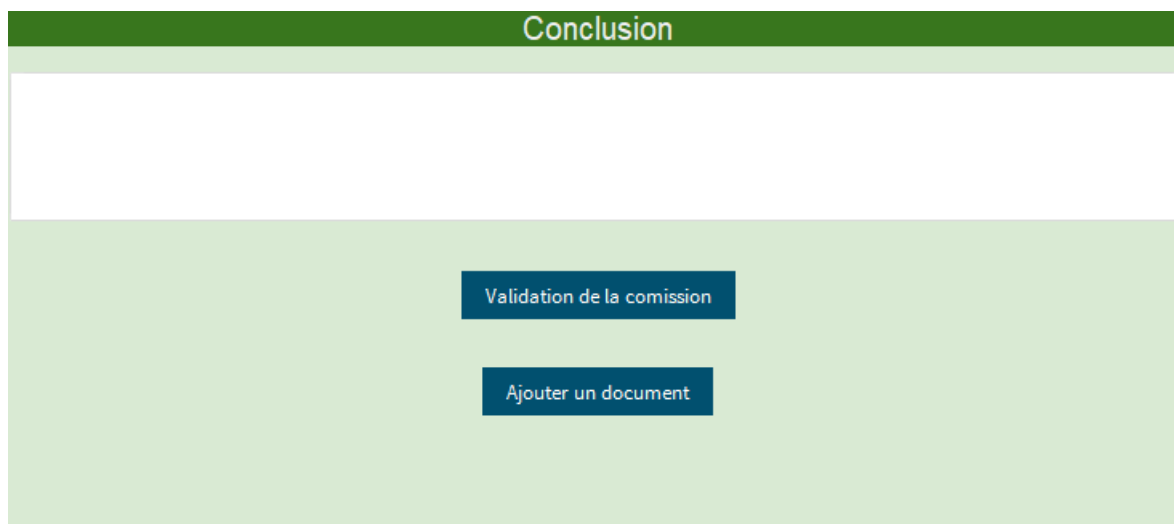
Envoyer le dossier

- Click on  for transmitting the patient folder updated with your commentary

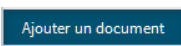

NB : two doctors cannot consult and edit in the same time a same patient folder except if the two doctors are in video conferer  MEETING ROOMS

6 Notice of commission, and closing the folder

The expert doctors complete the next part of the folder



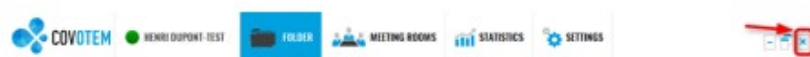
Attachments can be add to the patient folder (for example the certificate of aptitude)

- Click on  to add an attachement
- Once the patient folder examined and the discussion over, Click  on

The information can't be change after the validation.

7 Closing the application

When you have finished, close the application with the cross at the top right of the screen



A new pop-up appears,

- click on 

