



Quick Guide

Kosmos UP Clinical

User Guide: Online Platform

Kosmos UP Clinical User Guide: Online Platform

Table of Contents:

- Clinical Overview
- Exporting and Managing Job Queue Settings
- Users
 - Create Users
- Personal
- Settings Profile
- Manage Exams
- Operator / Reviewer
- Sharing an Exam
- PHI Handling
- Portfolios
- Analytics

Kosmos UP Overview

Kosmos UP is an online platform that provides image archiving, quality assurance (QA) and educational features to support training and implementation of point-of-care ultrasound.

Send DICOM exams from your Kosmos device, other handheld or cart-based ultrasound machines to the Kosmos UP online platform system allowing you to:

1. Store exams
2. Create and share portfolios
3. Track performance
4. Streamline providing feedback

Kosmos UP is HIPAA compliant and can be used in a clinical setting where Protected Health Information (PHI) is captured. Kosmos UP delivers HIPAA compliant sharing of exams for education purposes by allowing the removal of PHI when downloading an exam or report. Images and clips uploaded to Kosmos UP from other handheld or cart-based systems will not be sharable or downloadable unless a mask is applied.

This user guide is intended to assist you with:

1. Setting up the Kosmos device to facilitate sending images to Kosmos UP.
2. Setting up and using key features of the Kosmos UP Clinical online platform system.

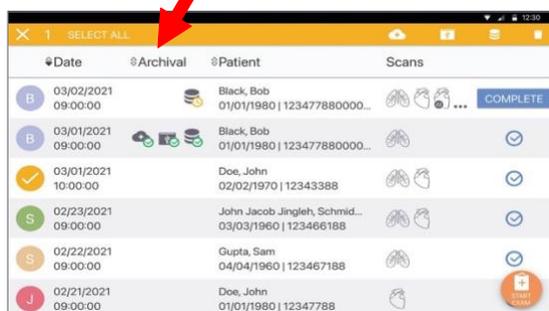
*For information on setting up a Proxy Server (uploading images from other ultrasound devices) please see DICOM Proxy Server Installation Guide, available upon request.

Manage the Export Job Queue and Check the Export Status from the Kosmos device

To view the status of the export to Kosmos UP

1. Go to Kosmos Homescreen
2. Go to Exams screen
3. View the status in the archival/export column in each exam. The following table is a legend for the uploading icons.

-  Uploading is in progress.
-  Exam is waiting to be uploaded.
-  Uploading is complete.
-  Uploading failed.



	Date	Archival	Patient	Scans	
B	03/02/2021 09:00:00		Black, Bob 01/01/1980 123477880000...	...	COMPLETE
B	03/01/2021 09:00:00		Black, Bob 01/01/1980 123477880000...		
✓	03/01/2021 10:00:00		Doe, John 02/02/1970 12343388		
S	02/23/2021 09:00:00		John Jacob Jingleh, Schmid... 03/03/1960 123466188		
S	02/22/2021 09:00:00		Gupta, Sam 04/04/1960 123467188		
J	02/21/2021 09:00:00		Doe, John 01/01/1980 12347788		

To View the Job Queue from the Kosmos device

1. Go to Kosmos Home Screen
2. Go to the exams screen
3. In the upper right-hand corner tap the 3 dots
4. Tap 



5. Tap Job queue. The job queue shows the status and progress of all archival and exporting of (exams) jobs uploading to Kosmos UP. The following table is a legend for the uploading icons.

-  Uploading is in progress.
-  Exam is waiting to be uploaded.
-  Upload failed.

A bad wifi connection may disrupt the uploading process. If this happens, you will have to delete the exam in Job queue before trying to upload again.

6. If a job fails, check mark the box and choose Retry
 - a. If it still fails, delete the job. A screen will appear asking you to delete the Kosmos Up Online Upload Job
 - b. Are you sure you would like to delete the selected job?
 - c. Tap OK

 **Mar 03, 2023**
1:25:48 PM



Upload exam to echonouscl Kosmos UP

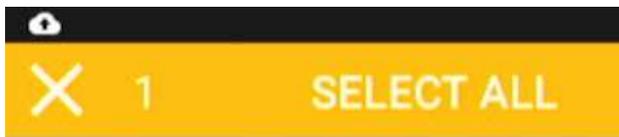
Upload images/clips and reports in the selected exam to echonouscl Kosmos UP.

After uploading, the same exam cannot be uploaded to Kosmos UP again.

All images/clips

[CANCEL](#) [OK](#)

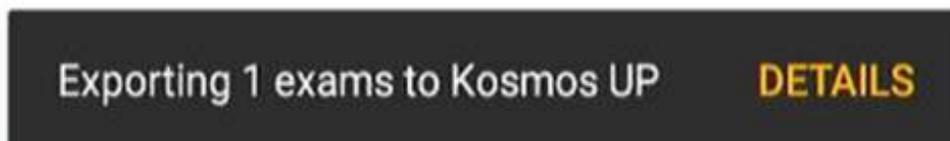
7. Go to Kosmos Homescreen
8. Go to the Exams screen
9. Tap the color circle of the job/exam you want to upload
10. In the upper right-hand corner of the screen, tap on the cloud icon



 **Date**

 **Archival**

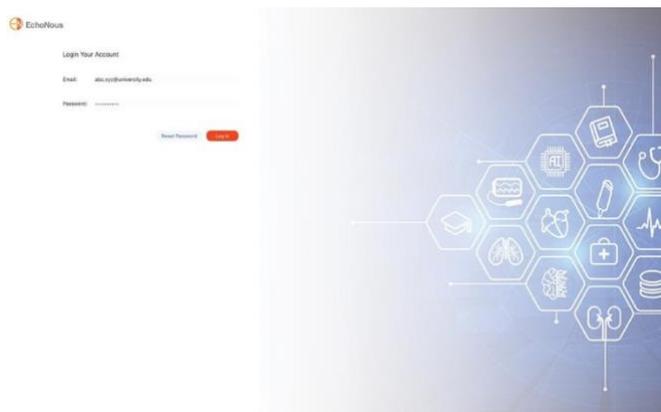
11. Tap OK and Exporting 1 Exam to Kosmos UP details box appears at the bottom of the screen. At the top left of the screen a white cloud with an up arrow appears indicating the exam is uploading the Kosmos UP



Kosmos UP Clinical Online Platform

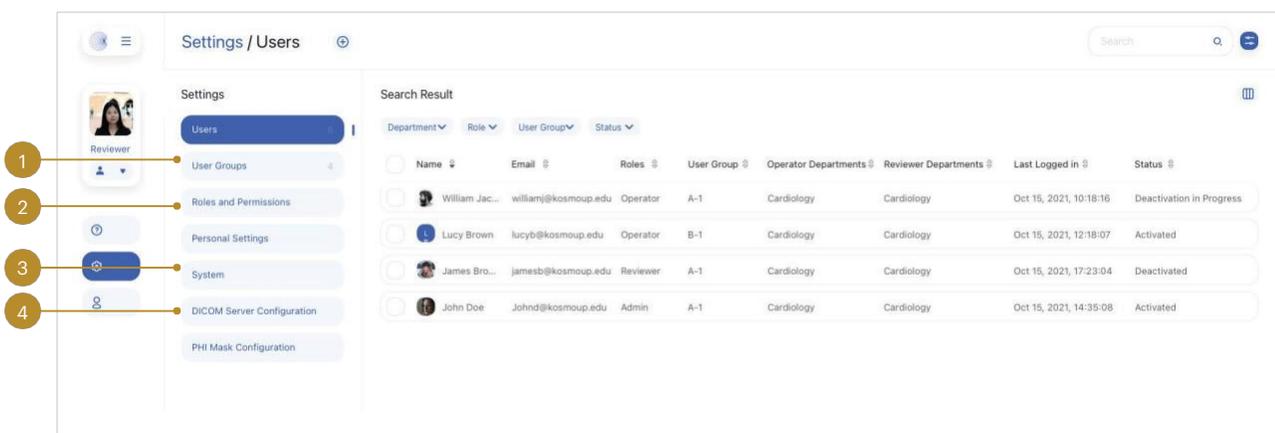
Kosmos UP Clinical is optimized for Chrome, Firefox, Edge and Safari browsers. Log In to Kosmos UP

Email address and Password



Settings

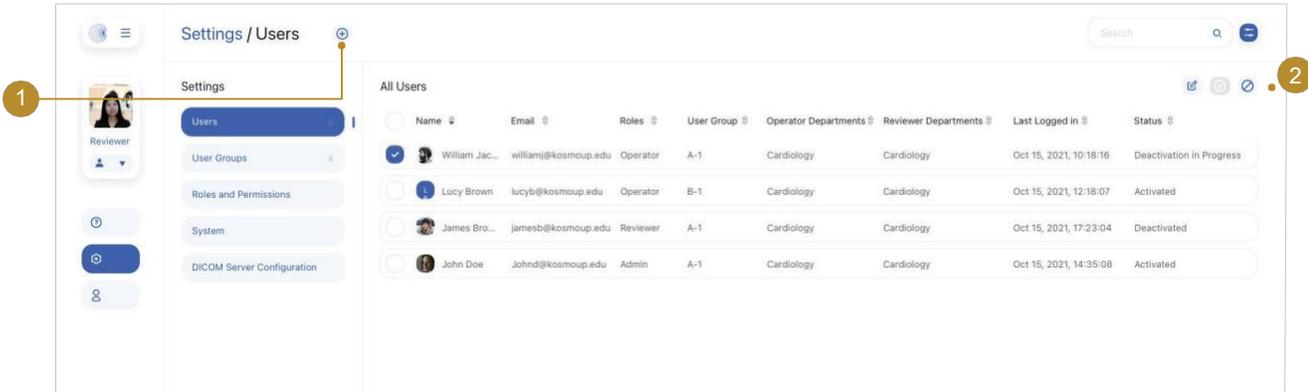
In Settings, you can manage the following: Users, User Groups, Roles and permissions, Personal settings, System and DICOM Server Configurations , and PHI Mask Configuration. To get to Settings, tap on the 3 horizontal line icon.



1. User Group: Add, edit or remove user groups.
2. Roles and Permissions: Add, edit or delete roles that can be assigned to users.
3. System: Add or edit departments.
4. DICOM Server Configuration: See DICOM Proxy Server Installation Guide for instructions on setting up TLS and Non-TLS configurations.

Users

From the Users tab, view current users within your Kosmos UP account and activate or deactivate users.



1. Add new user by clicking + icon.
2. Activate/Deactivate User: Click checkbox to display the activate and deactivate buttons.

Create Users

The screenshot shows the 'Settings / Users / Create User' form. On the left, there is a sidebar with a 'Settings' menu where 'Users' is selected. A yellow circle with the number '1' points to the 'Clinical Information' section, and a yellow circle with the number '2' points to the 'Role' section.

Account Information

First Name (required)
Last Name (required)
Email (required)
User Groups

Clinical Information

Departments – operator (required)
Departments – reviewer

Role

Select the Roles for the User (required)

1. Clinical or Affiliation Information: Assign users to departments
 - Operator (Cardiology, Family Medicine, etc.)
 - Reviewer (Cardiology, Family Medicine, etc.)
 - Level of Training (Physician, Nurse, Student, etc.)If a user is an Operator, assign the Operator department and leave Reviewer blank. If a user is a Reviewer, assign both Operator and Reviewer to department(s).
2. Role: Assign users a role from the options developed by the Admin: (Admin, Basic User, Operator, Reviewer)
3. Click Save at the bottom left-hand corner of the page.

Personal Settings

In Personal Settings, you can adjust the default download options as well as select email notifications that you would like to receive.

Please note that users with dual roles (Operator and Reviewer) will have to separately customize their personal settings for both roles.

Click Save located at the bottom of the page.

Settings / Personal Settings

Settings

- Users
- User Groups
- Roles and Permissions
- Personal Settings
- System
- DICOM Server Configuration

Default Download Options

Select Default Option for Download:

- Download Images/Clips
- Download Report
- Include Patient Information in the Downloaded Images/Clips/Report

Select Default Image Resolution for Download:

- Highest 1520 x 1080 (May take longer time)
- High 1140 x 810 (May take longer time)
- Recommend Resolution 760 x 540

Notifications

Get Emails When:

- My Account Information is Changed
- Exams Assigned to Me
- Exams Submitted to Me
- Portfolio Shared to Me
- Analytics Shared to Me
- Shared Portfolio Access is Removed
- Shared Analytics Access is Removed
- Exam Deleted
- Shared Portfolio Deleted by the Owner
- Shared Analytics Deleted by the Owner

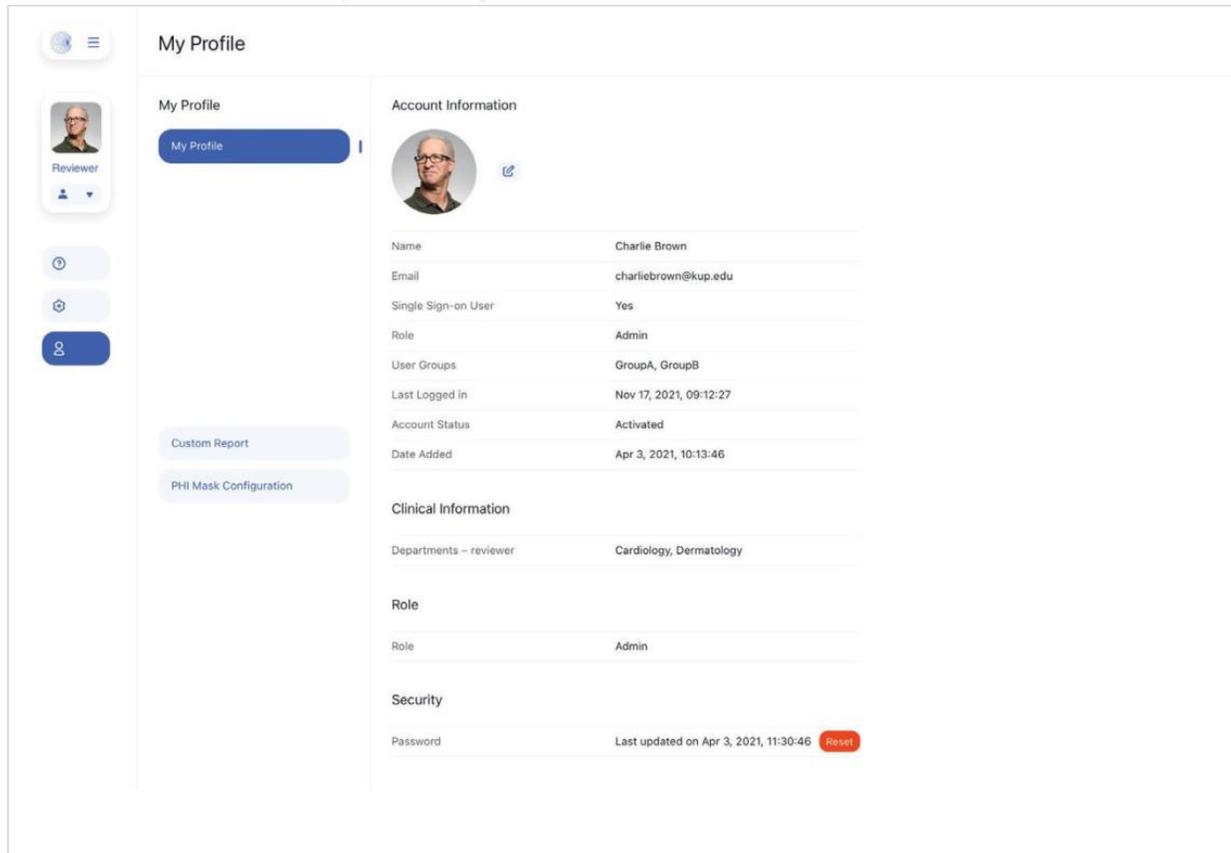
Cancel Save

NYU Langone Health

My Profile

You can view your account information and reset password in your profile page. The account information is created by your Admin.

To get to My Profile, tap the  



Manage Exams

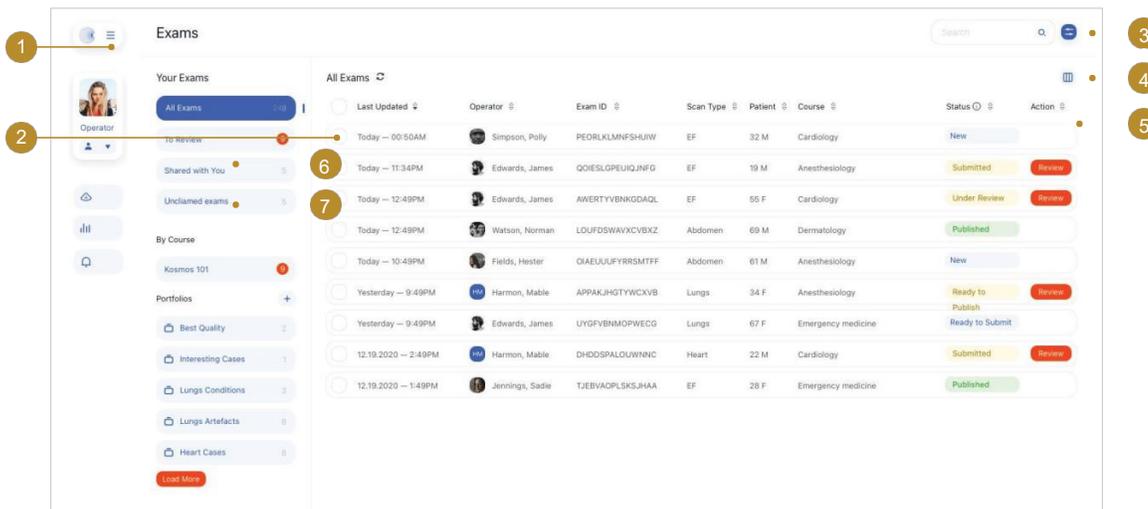
In the exams page, you will be able to access all the exams you have uploaded to Kosmos UP. To get to the Exams page, tap  

1. Organizing your exam display by clicking "Configure columns icon" located in right corner of the screen 

2. Customize your exam display by clicking and dragging the options you would like to display and Click Apply

3. Organize exam display in the Review & Operator Modes if assigned dual roles

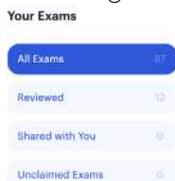




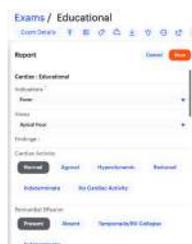
1. Menu: Exams, Analytics, Notifications, Access help, settings, your profile, and log out here.
2. Checkbox: Operator Role - New exam status - Tap the check box, or click on the exam, to select an exam. Once selected, a toolbar will appear above the exam list with additional operations: Submit/publish, label, add to portfolio, download, delete, share exam, and assign operator.
3. Filters: Click to show filters. Filter different fields to better help you view and search exams.



4. Configure columns: Tap to configure the columns to be displayed. Select or hide categories viewed or arrange the order of the columns by dragging the category to the desired order in the list.



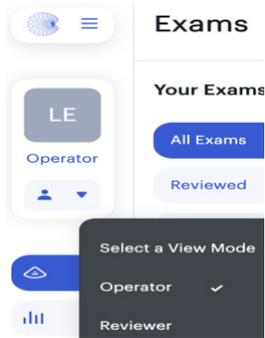
5. Sort: Click to sort the column in descending order or ascending order.
6. Shared with you: Operators can view individual exams that have been shared with them by other users within the instance.



7. Unclaimed Exams: If an exam has been uploaded from a non-Kosmos device, it will be placed in Unclaimed Exams.
 - Operators can self-claim exams
 - Reviewers can either self-claim or assign to Operators

Roles

There are two types of roles in the Kosmos UP online platform system – Operator and Reviewer.

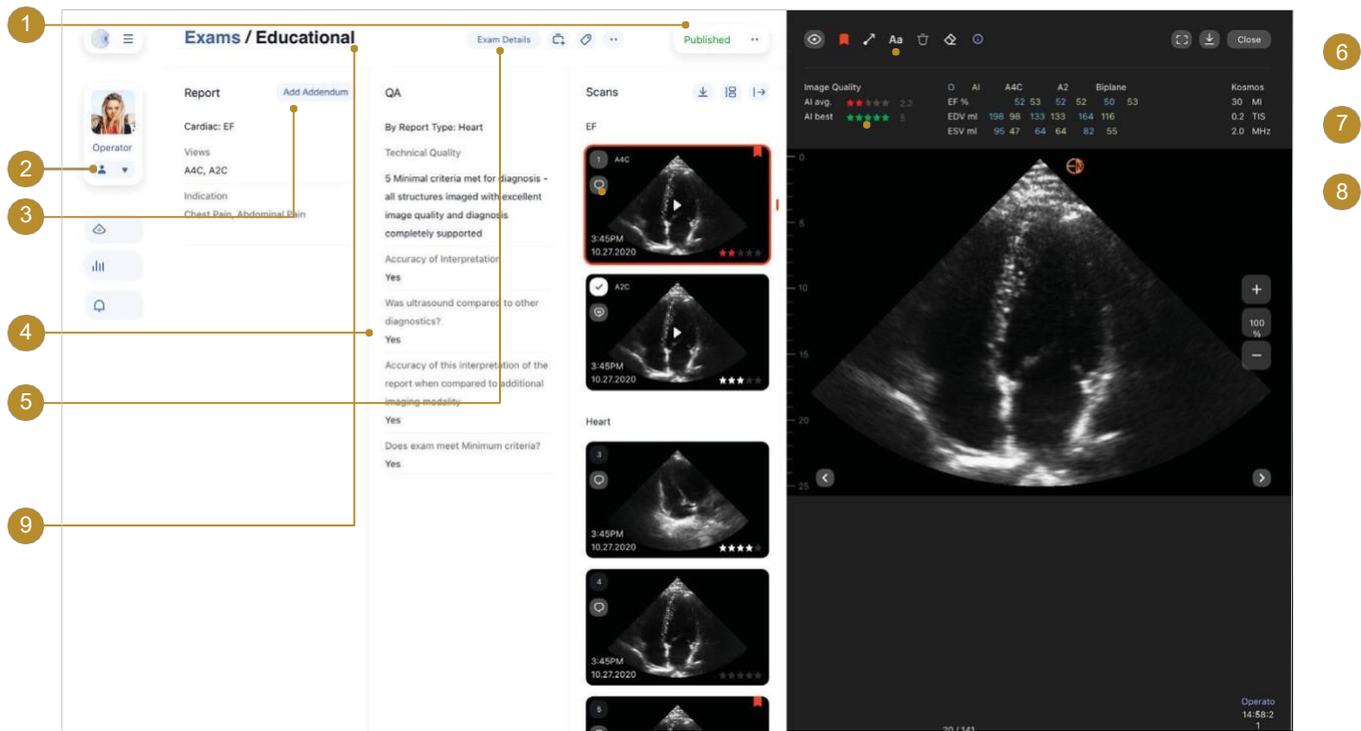


Operator is the one who performs the exam and uploads it to the Kosmos UP online platform system.

Reviewer is the one who reviews exams performed by others.

Review Exams – Operator

In the exam review page, an operator will only see the exams that have been performed and have been uploaded to Kosmos UP online platform system. An operator can review or edit exams by adding/editing/deleting annotations, adding/deleting/editing reports, add information in Exam Info and can submit the exam.

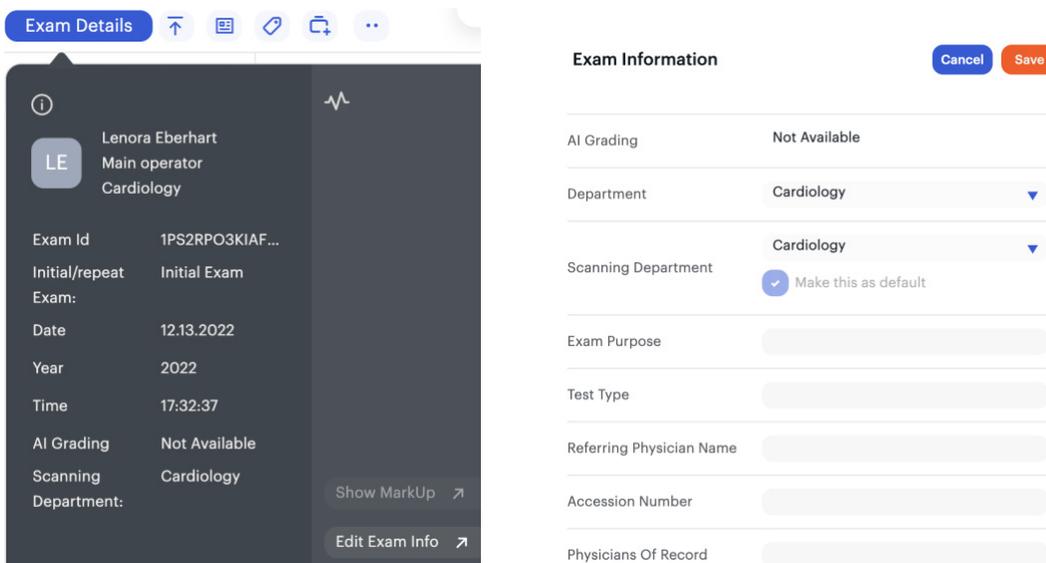


* EF protocol using Trio (A4C and A2C) only- which is proprietary to Kosmos

1. Exam Status: Check out status of the exam here.
 - New - Exams that have been uploaded but not submitted for review.
 - Submitted – Exams that have been submitted for review. An operator will only be able to submit an exam once at least one exam report has been saved with one department associated. **Once exam is submitted, the operator cannot edit the exam.**
 - Under Review – The reviewer has started reviewing the submitted exam.
 - Published – After the QA has been conducted and saved, the reviewer can publish the reviewed exam. Once published, the exam status will be published and cannot be edited.
2. Switch Account: You can switch between operator and reviewer views.
3. Add Addendum: **After an exam has been submitted by the operator, the exam cannot be edited but an addendum can be added.** After the exam is published by the reviewer, both operator and reviewer cannot edit the exam but addendums can be added.
4. QA: Review QA provided by the reviewer.
5. Exam Details: View and edit exam information such as patient demographics, vitals, exam details, and scanning department.

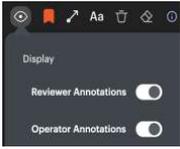
Assign the department in which the scan was performed. Users can edit this information.

- Click Exam Details
- Click Edit Exam Info
- Scroll up to scanning department
- Choose department
- Check the “make this as default” box to set department as the default for all of your exams uploaded to Kosmos UP
- Click Save



6. Annotation: Add arrows or text to the image

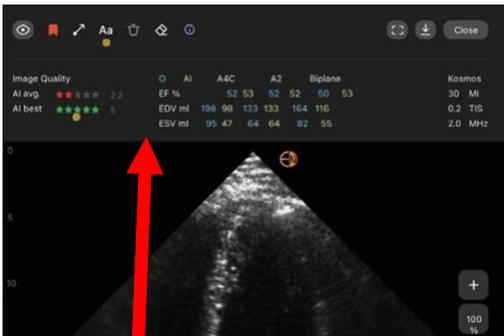
- Click the thumbnail image to enlarge or click the blue arrow to enlarge the image
-  Icons appear at the top of the image
- The eye icon displays or hides annotations from the reviewer or operator



Scans



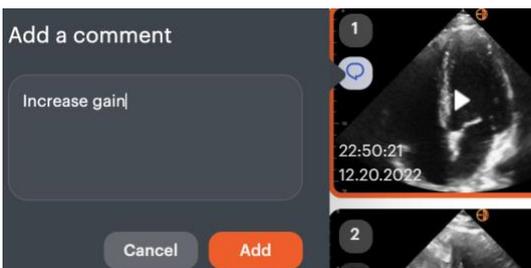
Heart scan



7. AI Grading*: View AI information captured by the Kosmos Bridge, if the Trio is turned on.

8. Comment*: Add and review previous comments for each image/clip.

- On the thumbnail image click the circle button below the image number
- Add text and click Add
- Operators and Reviewers can add comments anytime until the exam is published.



9.Exam Type: Select either Educational or Clinical.

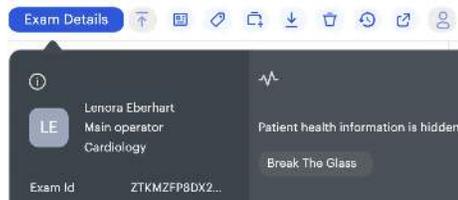
Please note: Only the operator can assign the exam as Clinical or Educational. All exams will be considered as educational by default. **

An educational exam will hide the patient's name

- To view the patient's name in the educational exam, click Exam Details
- Click Break the Glass

Please note you can't un-assign an exam from educational or clinical once assigned

Exams / Educational



Exams / A, A - 02.20.2023



To create a report



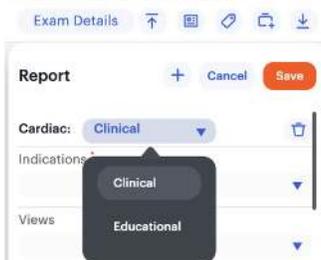
- Click Edit in the Report section

Exams / 12.28.2022



- Click on the plus sign to assign exam report
- Choose report and click add
- Choose Clinical or Educational
- Choose Indication > complete report > click save

Exams / 12.28.2022



Report [Edit](#) [Embed](#)

Cardiac : Clinical

Indications :

Review Exams – Reviewer Mode

In the Exam Review page, the reviewer can review the submitted exams and reports, provide QA for exams and publish the exam for the operator to view.

The screenshot shows the 'Exams / Educational' interface. At the top, there is a toolbar with icons for actions like 'Publish', 'View PDF', 'Tag', 'Add to Portfolio', 'Download', 'View History', 'Delete', and 'Flag'. On the left, there is a sidebar with a reviewer's profile and navigation options. The main area is split into a 'Report' section on the left and a 'QA' section on the right. The 'Report' section includes patient information (Name: Jamie Edwards, Operator: Operator, ID: QOESLQPEUIQJNFG, Date: 10/28/2020) and a list of findings. The 'QA' section contains a table of quality assurance criteria. On the right, there is a 'Scans' section with a list of scan thumbnails. A 'Break the Glass' button is located in the patient information area.

1. Manage Exams: Use the exam tool bar to Publish, view PDF report, tag, add to a portfolio, download, view version history, delete, or display emergent findings by using the flag.

Exams / Test, Second - 03.1... Exam Details

Report

Addendum QA

2. Edit the report- Images are unable to be embedded into the report
3. QA report- Create a quality insurance report to provide exam operator feedback
4. Click to enlarge the image for review
5. Flag is for the Emergent Findings notifications
6. Break the glass to view the patient's name

Reviewer or Operator Mode:

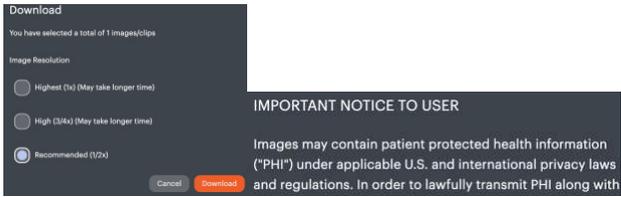
* Note: To download individual images/clips along with the report, ensure that the image/clip has been selected before downloading the report.

To Export an image only without a report

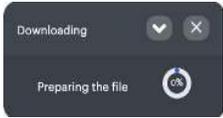
1. Select image number from the thumbnail views
2. Check mark the image only box
3. Click to download

The screenshot shows a 'Download' dialog box. It contains the text: 'You have selected a total of 1 images/clips'. Below this, there is a section for 'Image Resolution' with three radio button options: 'Highest (1x) (May take longer time)', 'High (3/4x) (May take longer time)', and 'Recommended (1/2x)'. The 'Recommended (1/2x)' option is selected. At the bottom of the dialog, there are 'Cancel' and 'Download' buttons.

4. Download process begins > PHI message appears > Click OK



5. Downloading Notification Appears



6. Zip file appears > Double click to open the file in your download file



To download patient report and images

Operator Mode

1. Select Patient Exam
2. In the exam tool bar, click the download button
3. The download button appears blue and check mark all images/clips or only select the images and clips you would like to download
4. Click download the report and select if you want to include the patient information
5. Download process begins > PHI message appears > click OK
6. Downloading Notification appears
7. Zip file appears > click to open the file in your downloads. Click Embed > Embed Selected Frames to report screen appears
8. Check Mark the image number that you want to embed into the report

Embed images into the report:

Operator Mode

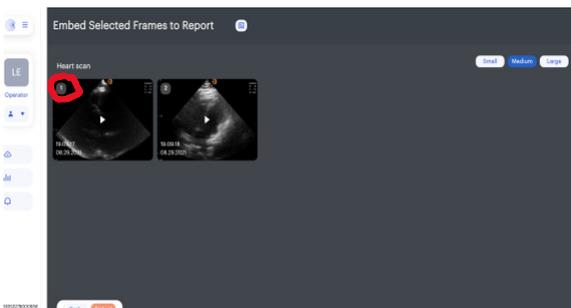
1. Operator Mode
2. Choose "New" Exam Status
3. Double Click your exam to open it
4. Click Embed > Embed Selected Frames to report screen appears



Report

Edit Embed

5. Check Mark the image number that you want to embed into the report



6. Choose the size of the image (small, medium, large)
7. Click Embed located at the bottom of the screen on the left
8. Optional preview images embedded into report by clicking report icon located above the images 
9. Close the preview section by clicking X icon located in the lower right corner 
10. Click the back button located in the lower corner of screen to return to the report  
11. Complete the Report if not finished

To finish the report

12. Click Edit in the report section

Report

[Edit](#) [Embed](#) **6**

13. Click Addition sign + > Choose report type (Aorta, Cardiac, Bladder, DVT, eFast, etc.)

Report



14. Follow Steps to complete report and Save

Report + Cancel Save

Cardiac: Clinical 🗑️

Indications *

Shortness of Breath ▼

Views

Parasternal Long , Apical Four , IVC , Parasternal Short , Subxiph... ▼

Findings :

Cardiac Activity

Normal
 Agonal
 Hyperdynamic
 Reduced

Indeterminate
 No Cardiac Activity

Pericardial Effusion

Present
 Absent
 Tamponade/RV Collapse

Indeterminate

Other Pericardial Findings

15. Click the PDF report icon to review your report
16. Submit Exam for review by clicking the up-arrow icon
17. Exam status changes to submitted in the tool bar

Exam Details       

Submitted Submit

Sharing and Downloading an Exam

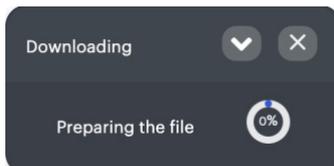
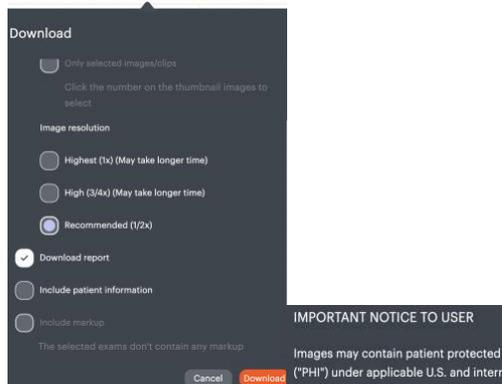
*Note: If sharing an exam or report for educational use, download the exam and/or report and deselect "include patient information".



1. Click on the download icon located in the Exam Tool bar



2. Deselect include patient information > Click Download > PHI message appears > Click Ok



3. Downloading Message Appears

4. Zip file appears > Double click to open the file



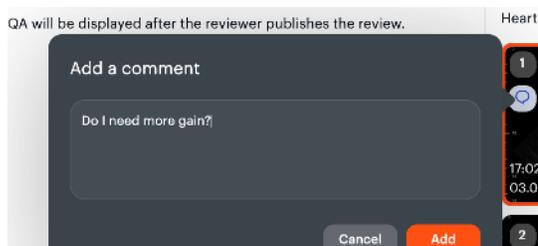
Providing feedback between Reviewer and Operator

Operator or Reviewer Mode

1. Click on the image you want to make a comment on



2. Click on the circle below the image number



- Type your comment and click add. Notice Operator comments are in blue
- Comment Screen appears and image text appears with lines

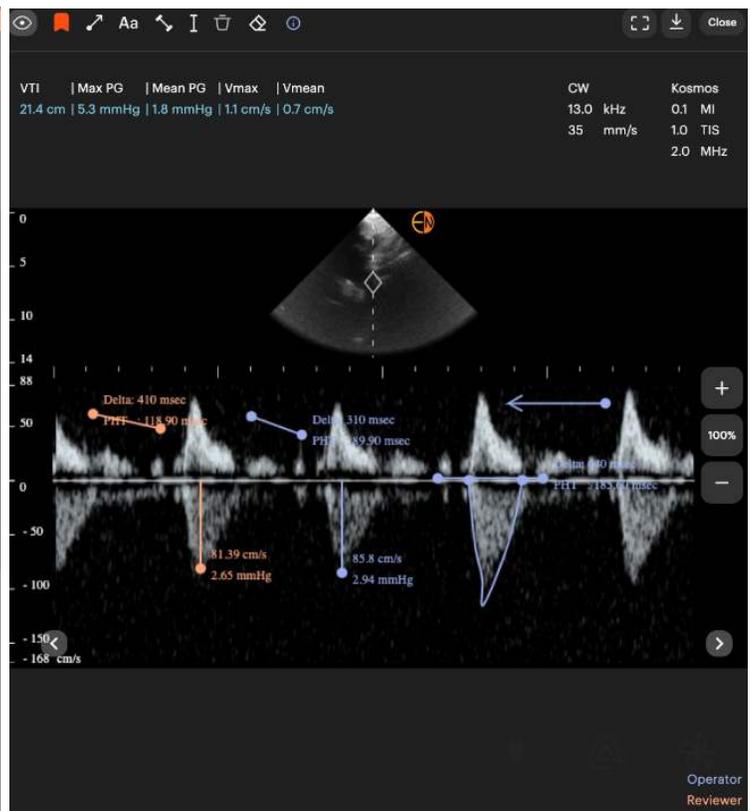
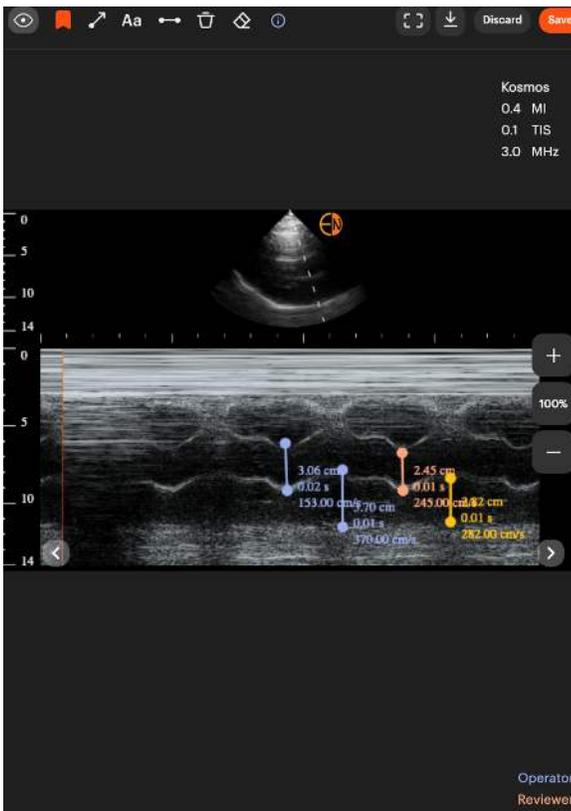


- Reviewer answers the question- Reviewer comment are in red



Reviewer mode feedback regarding measurements:

- The Operator's measurements are in blue
- The Reviewer's measurements are in orange

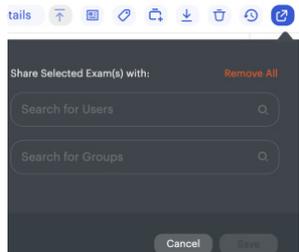


Sharing an Exam



1. In the Exam tool bar > Go to the Share Icon 

2. Click Share with a user by entering email address or share with a group > Click Save



*Note: Images and clips uploaded to Kosmos UP from other handheld or cart-based systems will not be sharable or downloadable unless a mask is applied.

PHI

PHI Handling

The table below provides an overview of how PHI is handled based on roles and exam type selected. Additionally, within roles and permission in Settings, the Admin can set permissions for which roles and users can download PHI in exams and analytics.

Note: Only operator can declare if the exam is Clinical or Educational. All exams will be considered as educational by default.

	Unclaimed and Unmasked Exams (cannot be downloaded, shared and added to portfolio)
Operator	Operator can see all unclaimed exams with unmasked images/clips
Reviewer	Reviewer can see all unclaimed exams with unmasked images/clips

	Claimed Exams (can be downloaded, shared or added to portfolio if Masking on all clips/images of exam are applied)
Operator	Can view PHI and will see unmasked images/clips of owned exams
Reviewer	<ul style="list-style-type: none"> > Can view PHI if exam is Clinical. > If exam is Educational, PHI will not be visible in Exam info sheet but can be seen in images/clips, if mask configuration is not applied. > If exam is Educational and mask configuration is applied, PHI will not be visible and all clips/images will be masked and reviewer will have to break the glass to view PHI.

	Shared exam
	<ul style="list-style-type: none"> > Unmasked/Unclaimed exams are not able to be shared by anyone. > All shared exams will have PHI concealed. This applies to both educational and clinical exams.

	Download Exam with PHI
	<ul style="list-style-type: none"> > When a user has not been granted permission, the exam will always be downloaded without PHI details in Exam, even if the user is able to see PHI details in Exam Review. > When a user has permission to download an exam with PHI, the user can download the exam but PHI details will be seen as per Exam Review Access; if the user is able to see PHI on the Exam Review page, then PHI will be visible on the downloaded exam; if the user is not able to see PHI on the Exam Review page, then PHI will not be visible on the downloaded exam.

	Download Analytics with PHI
	<ul style="list-style-type: none"> > When a user has permission to download analytics with PHI, the user will see all the PHI columns when analytics is downloaded in Excel format. > When a user does not have permission to download analytics with PHI, the user will not see any PHI columns when analytics is downloaded in Excel format.

	Delete unclaimed exam
	<ul style="list-style-type: none"> > Unclaimed exams cannot be deleted from Operator profile. > Unclaimed exams can be deleted from Reviewer profile.

PHI Mask Configuration

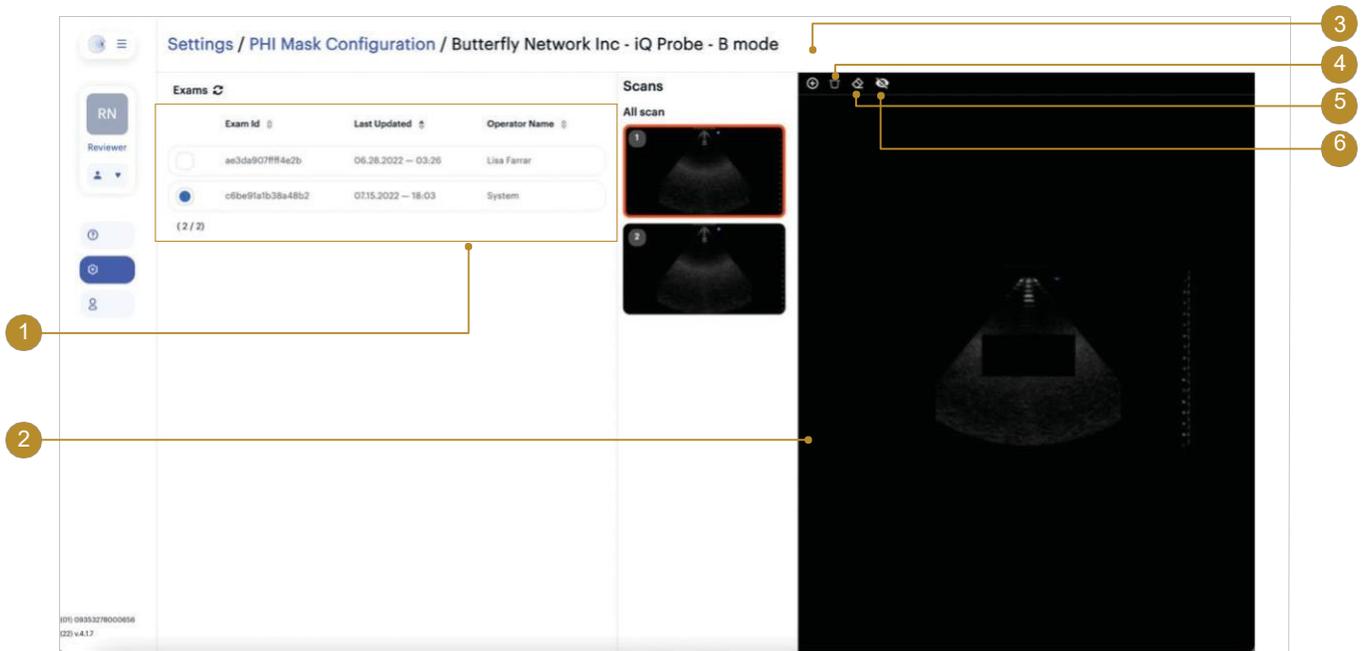
The listing page of PHI mask configuration allows users to view all the manufacturers, with their respective mode and model, that have been uploaded in the

The screenshot displays the 'Settings / PHI Mask Configuration' page. On the left, a sidebar shows navigation options: 'Users' (33), 'Roles and Permissions', 'Personal Settings', 'System', 'DICOM Server Configuration', and 'PHI Mask Configuration' (selected). The main content area features a 'Search Result' section with filters for 'Manufacturer', 'Manufacturer Model Name', and 'Mode', along with a 'Clear All' button. Below the filters is a table with the following columns: 'Manufacturer', 'Manufacturer Model Name', 'Mode', 'Is Image Masked', and 'Is Clip Masked'. Each row represents a configuration entry with an 'Edit' button next to the 'Is Image Masked' and 'Is Clip Masked' fields. Callout 1 points to a refresh button in the top right. Callout 2 points to the search bar. Callout 3 points to the sort icons in the column headers. Callout 4 points to the 'Edit' buttons in the table rows.

Manufacturer	Manufacturer Model Name	Mode	Is Image Masked	Is Clip Masked
Butterfly Network Inc	iQ Probe	B mode	YES	YES
Butterfly Network Inc	iQ Probe	M mode	NO	NO
Butterfly Network Inc	iQ Probe	C mode	NO	NO
SonoSite Inc.	iViz	B mode	YES	NO
SonoSite Inc.	iViz	M mode	NO	NO
EchoNous	KOSMOS	B mode	NO	NO
Philips	Lumify	B mode	YES	YES
MINDRAY	M9	B mode	YES	YES
MINDRAY	M9	M mode	YES	YES
MINDRAY	M9	PW mode	YES	NO
MINDRAY	M9	CW mode	YES	NO
SonoSite, Inc.	Turbo	B mode	NO	NO
SonoSite, Inc.	Turbo	M mode	NO	NO
SonoSite, Inc.	Turbo	PW mode	NO	NO

1. Refresh button: The admin can refresh the page which will refresh the entries of PHI mask configuration
2. Search or Filter: In PHI mask configuration listing page, the admin can search by manufacturer, model and mode using the search bar. The admin can also enable filters by clicking on the filter icon.
3. Sort: Click to sort the column in descending or ascending order
4. Edit: The edit button allows the admin to edit the mask of a particular manufacturer, model and mode. If the mask exists, the user will see YES. If the mask does not exist, the user will see NO

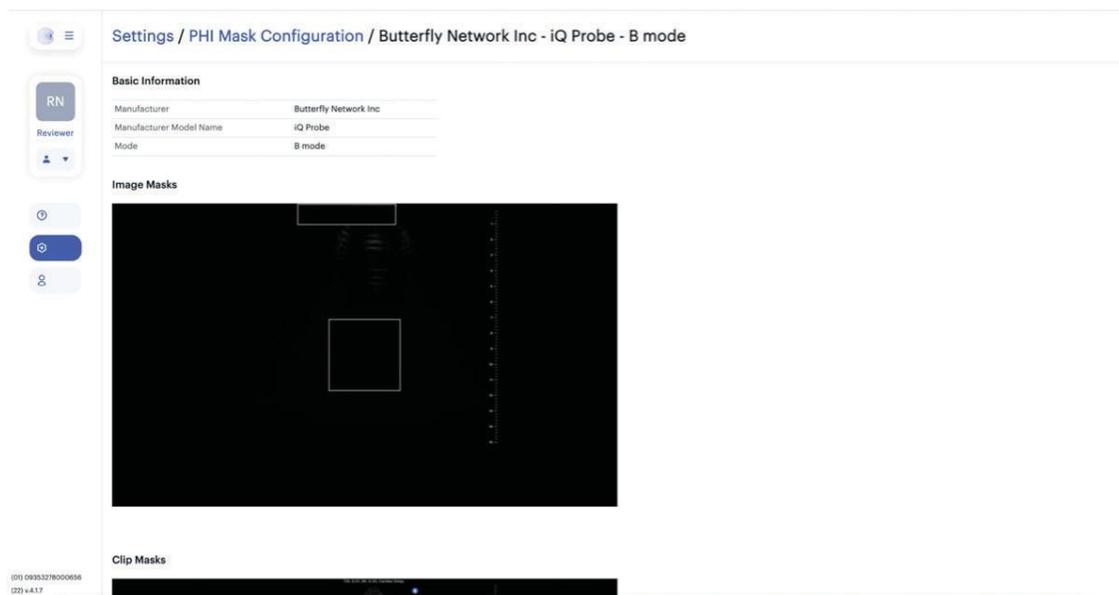
PHI Mask Configuration Page



1. After clicking Edit, the admin will be able to configure a mask for the manufacturer, model and mode. The left side shows the list of exams pertaining to the manufacturer, mode and model.
2. The right side will help the admin to add, edit, view and delete the mask
3. Plus sign: Select to add a new mask
4. Trash icon: Delete selected mask
5. Eraser icon: Select to delete all of the masks
6. Eye icon: Select to view the masking outlines.

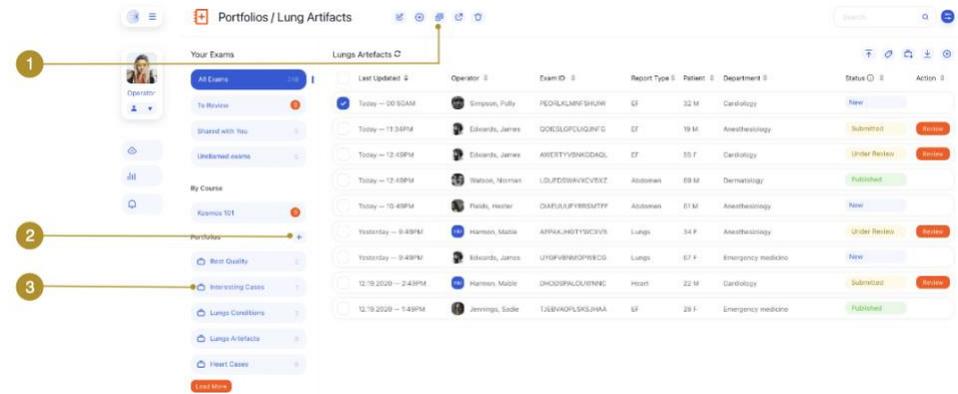
PHI Mask Detail Page

In PHI mask configuration detail page, the user can see the existing masks if configured for the selected manufacturer, model and mode.



Portfolios

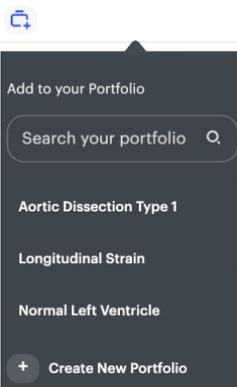
The portfolios page shows all the portfolios you have created or shared to you by other users.



1. Click on the Portfolio icon located in the exam toolbar 

Manage Portfolio: Add exams, edit portfolio name, duplicate, share, and delete the portfolio.

2. Create: Create a new portfolio by clicking on the portfolio icon



3. Permission: The read-only portfolio (with the lock icon) is shared to you by other users and not allowed to be edited.



Analytics

You can construct desired analytics by selecting the data source and visualization types.

1. Save View: Save new views of your edited visualizations.



2. Analytic Type: Compare datasets.

3. Controls: Filter the data to create desired analytics.

4. Manage Analytics: Edit, duplicate, share, download, or delete the analytics.

5. Visualization Types: Switch between different visualization types based on your preference.

Customer Support

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Email support@kosmosup.com

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