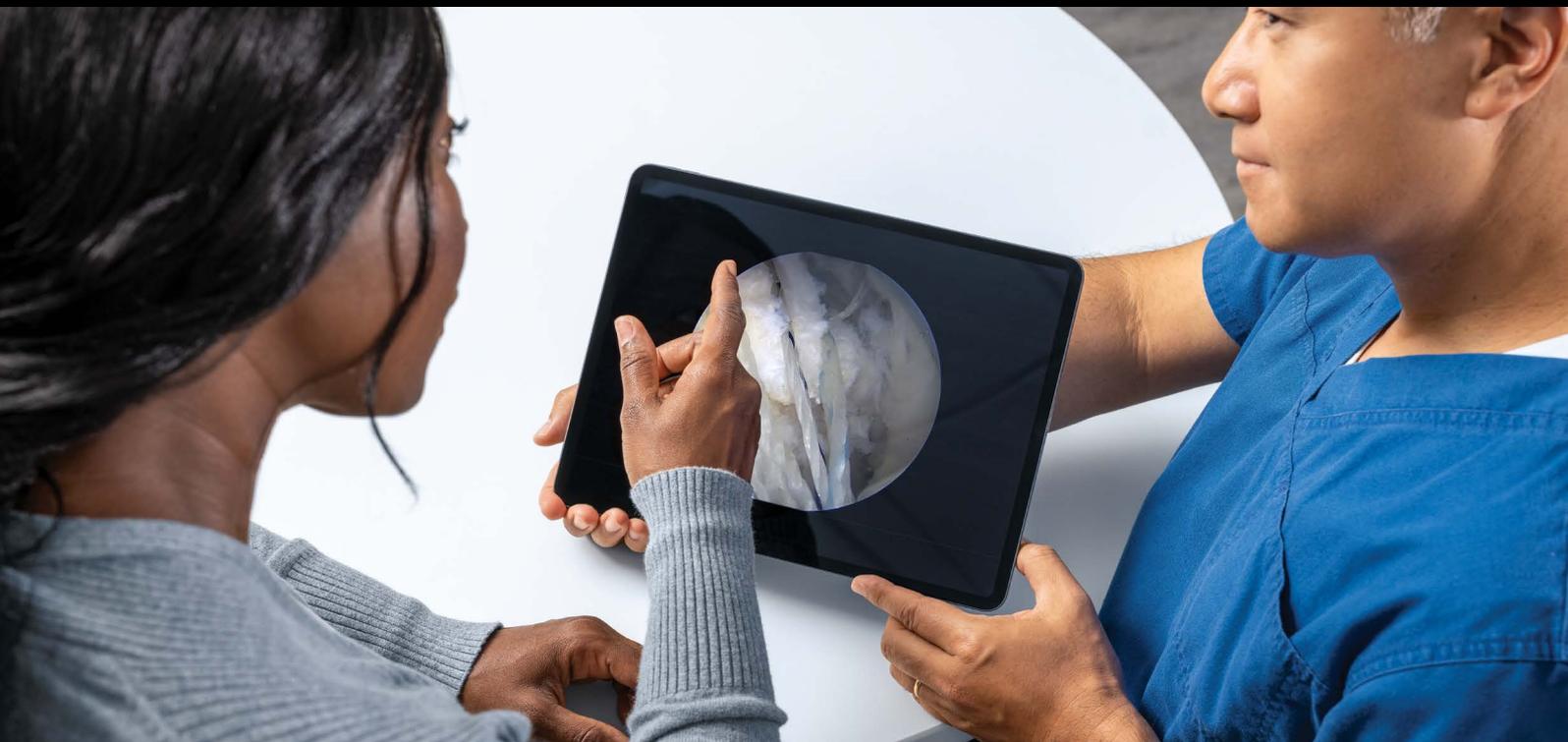


# SurgeonVault<sup>®</sup> System

Web User Guide



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# Introduction

It is recommended that personnel study this manual before accessing the SurgeonVault® system. The document is designed to assist users in onboarding and beginning to use the SurgeonVault application.

## Intended Use

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The SurgeonVault system is intended as a medical device data system (MDDS) to provide functions defined below. The system is not intended to be used as a permanent archive (eg, PACS) for data.

The SurgeonVault web portal provides you with the ability to manage your patient report templates and content for use with the Synergy Surgeon2 App.

**The SurgeonVault system is supported on the following web browsers:**

- Chrome
- Firefox
- Edge
- Safari

**The SurgeonVault system offers the following functions:**

- Universal web-based access for patient report templates
- Universal web-based access to upload report library content, such as comments, links, documents, images, videos, procedure categories, labels, etc.
- Access to all library content synced to their mobile iOS device using the Synergy Surgeon2 app.



# SurgeonVault® Software Interconnect Diagram

Figure 1 illustrates how data is communicated across the facility network and SurgeonVault system.

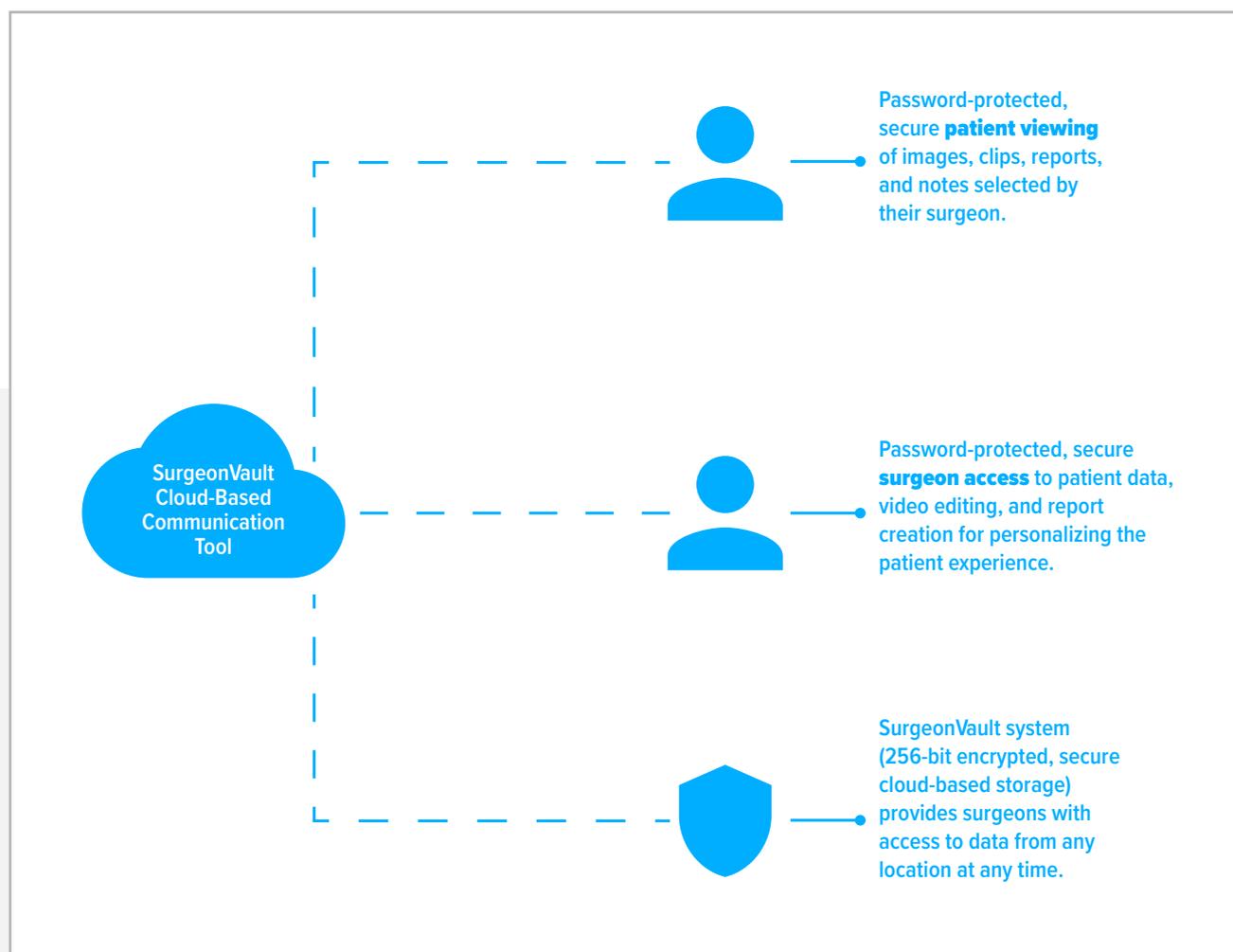


Figure 1. SurgeonVault Software Interconnect Diagram

# SurgeonVault® Use Instructions

## Registration

Surgeons will receive two invitation emails, one from Okta and one from the SurgeonVault system.

### Open the Okta email and click on the link.

- The username will be prepopulated and match the email that was submitted via the SurgeonVault system rep portal.
- The surgeon will be prompted to create a password. Passwords must meet the following complex password requirements:
  - Minimum of 8 characters
  - Must contain at least 1 uppercase character
  - Must contain at least 1 lowercase character
  - Must contain at least 1 number character
  - Must contain at least 1 special character
  - Cannot contain any part of their log on name
- Save the Okta password.
- Use the Okta password when logging onto the SurgeonVault system.

### Open the SurgeonVault system email to access the SurgeonVault application.

When the surgeon accesses the SurgeonVault system URL, they will be redirected to an Okta log in window, shown in Figure 2.

**Note:** At first log on, users must accept the Arthrex SurgeonVault End User License Agreement (EULA) before proceeding, Figure 3.

Users will be directed to the Surgeon Profile to set up their SurgeonVault system preferences.

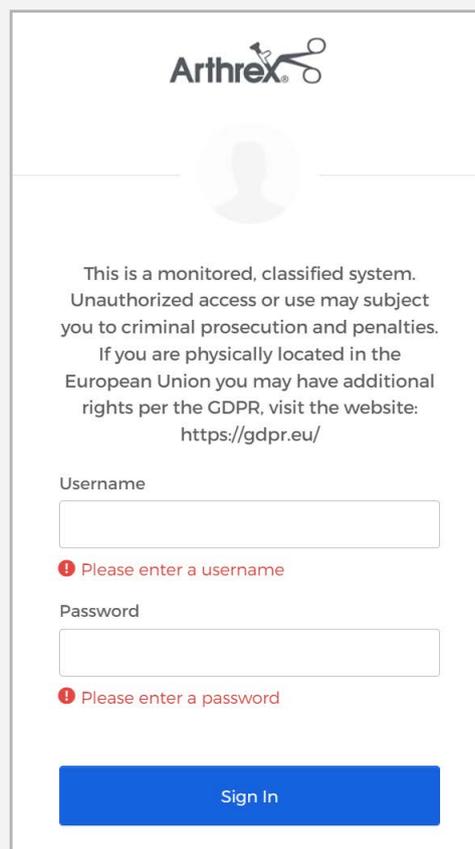


Figure 2. OKTA login

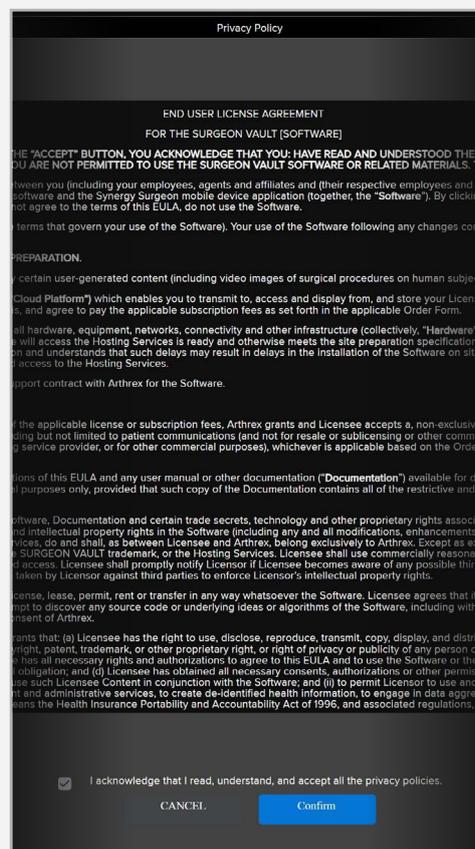


Figure 3. End User License Agreement

## Log Out

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Log out of the SurgeonVault® system using the  icon along the left menu navigation panel, shown in Figure 4.

## Surgeon Profile

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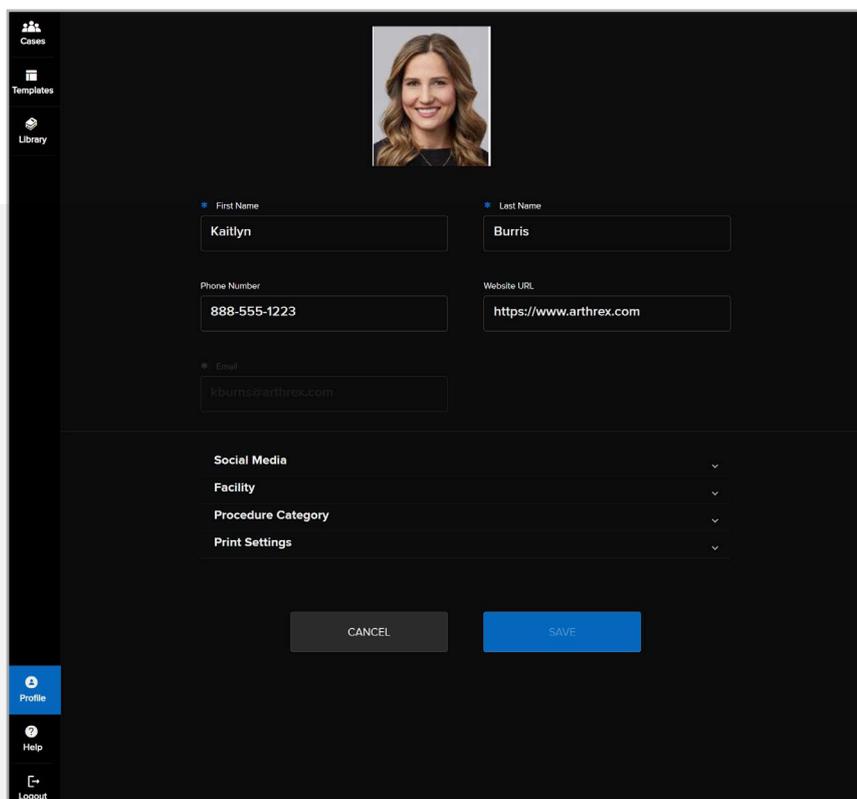
The Surgeon Profile, Figure 4, allows surgeons to add their photo, facilities, and social media accounts to reports and select procedure categories.

**Upload Photo: Surgeons can add their photo to include in customized report templates.**

**Note: Image files must be a .jpg or .png file extension. The file extension cannot be modified.**

**Note: If applicable, the user will receive a notification if the file they are attempting to upload is corrupted.**

- To upload a surgeon photo, click on the  icon at the top of the page.
- The user will be directed to upload a photo from the device.
- Select the appropriate file, then click Open to save the image.



The screenshot shows the Surgeon Profile form. The navigation menu on the left includes Cases, Templates, Library, Profile (selected), Help, and Logout. The form fields are as follows:

Field	Value
First Name	Kaitlyn
Last Name	Burriss
Phone Number	888-555-1223
Website URL	https://www.arthrex.com
Email	kburris@arthrex.com

Below the form are expandable sections for Social Media, Facility, Procedure Category, and Print Settings. At the bottom are CANCEL and SAVE buttons.

Figure 4. Surgeon Profile: Surgeon Information

## Surgeon Information

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The surgeon contact information may be added and can be included in the patient report.

- Add surgeon name, phone number, and website to appear on report templates, as preferred.
  - Any of these fields can be hidden on the report template and/or final report.
- Information will appear on the patient report exactly as it is entered in this section.
- The Surgeon Email field will be prepopulated with the email provided for the surgeon invitation. **This field is not editable in the SurgeonVault® system.**
  - The email address used in the SurgeonVault system must match the email address used on the Synergy camera system for the surgeon's cases to populate in their case list.
    - If the email addresses do not match, the cases will be rejected and will not upload.
    - If the email address is absent on the camera system, the user must be logged on to the iOS application for the cases to upload.

**Note: The surgeon's email does not display in the patient report.**

- To change the surgeon's email address, contact Arthrex technical service.

## Social Media Section

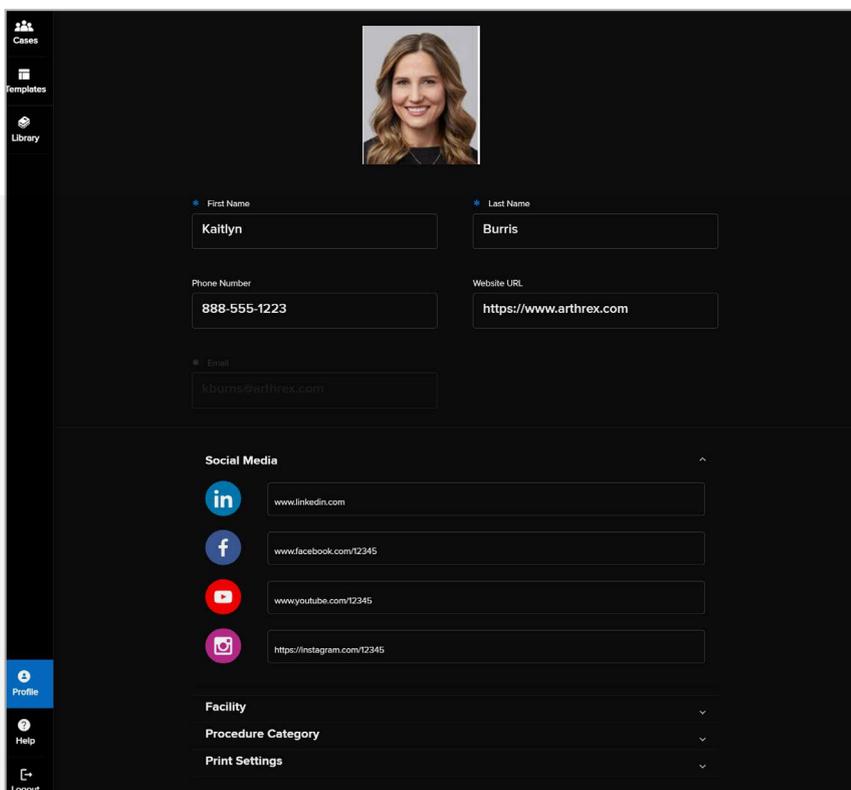
---

Surgeons can add social media accounts that allow patients to connect with the surgeon through various social media applications.

When social media details are added, a clickable link to the surgeon's social media account can be displayed on the patient report.

### To add social media accounts:

- Expand the Social Media section, Figure 5.
- Add surgeon social media URL for associated social media page.
- Enter the full website address, including www., and the username.
- If included in the report template, the final report will display the social media logo with a clickable link to the designated account.



The screenshot shows a dark-themed user interface for a Surgeon Profile. On the left is a vertical navigation menu with icons and labels for 'Cases', 'Templates', 'Library', 'Profile', 'Help', and 'Logout'. The main content area features a profile picture of a woman at the top. Below it are input fields for 'First Name' (Kaitlyn), 'Last Name' (Burris), 'Phone Number' (888-555-1223), 'Website URL' (https://www.arthrex.com), and 'Email' (k.burris@arthrex.com). The 'Social Media' section is expanded, showing four rows with social media icons and corresponding URL input fields: LinkedIn (www.linkedin.com), Facebook (www.facebook.com/12345), YouTube (www.youtube.com/12345), and Instagram (https://instagram.com/12345). Below the social media section are three more expandable sections: 'Facility', 'Procedure Category', and 'Print Settings'.

Figure 5. Surgeon Profile: Social Media

## Facility Information

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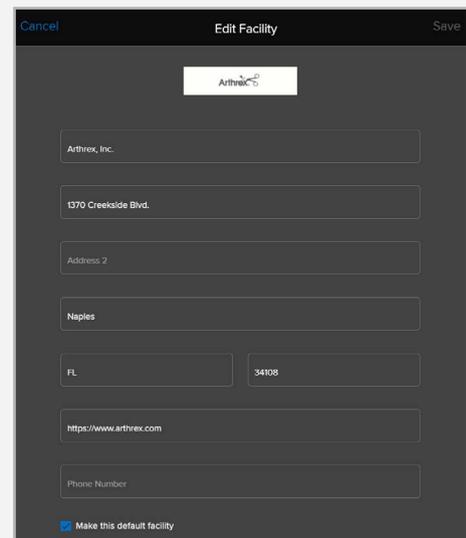
The Facility section allows surgeons to set up multiple facilities so that all facilities where the surgeon performs procedures are represented.

### To add a facility:

- Expand the Facility section, then click on +Add More Facilities.
- Insert facility name, address, phone number, and/or website URL in the appropriate text fields, shown in Figure 6.
  - Website information will generate a clickable link on the patient report.
- Upload facility logo by clicking the +Add Logo icon.
  - Logo can be uploaded from a computer drive.

### Note: Logo images must in .jpg or .png format

- The default facility box will automatically be checked when the first facility is added and may be modified if other facilities are added.
  - The default facility will be on the patient report and can be changed, if necessary.
- Click Save in the upper right to save the facility information.
- To add additional facilities, select +Add More Facilities.
- To remove a facility, select Facility, then click on the delete icon.



The screenshot shows a dark-themed 'Edit Facility' form. At the top left is a 'Cancel' button and at the top right is a 'Save' button. The form contains several input fields: 'Arthro, Inc.' (Facility Name), '1370 Creekside Blvd.' (Address), 'Address 2', 'Naples' (City), 'FL' (State), '34108' (Zip), 'https://www.arthro.com' (Website), and 'Phone Number'. At the bottom left, there is a checked checkbox labeled 'Make this default facility'.

Figure 6. Add Facility

## Procedure Category Section

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The Procedure Category section allows surgeons to select procedures for their master list, which will filter content automatically throughout the SurgeonVault® application.

All procedure categories include specific procedures, which are displayed in the drop-down menu for the procedure. These procedures align with the procedures on the Synergy Camera Console.

- If a case is imported without a procedure, one can be assigned in the SurgeonVault system.

### **To create a procedure category master list:**

- Expand the Procedure Category section and a complete list of procedure categories, shown in Figure 7, will be displayed.
- Select the procedure categories performed by the surgeon.
  - Once the master list of procedure categories is selected, the surgeon will see only content applicable to those procedures.
  - Each procedure category contains a list of specific procedures, viewable by selecting the expand arrow on the right.

### **To add a new procedure category:**

- Select the Show All option.
- Scroll to the bottom of the list and select +Add New Category
- Enter the title for new procedure category and click Save in the upper right.
- New procedure categories will automatically be added to the surgeon's procedure category list.

### **To add a procedure:**

- In the Show All tab, go to the procedure category where procedure is to be added, expand the menu, then select +Add New Procedure.
- Enter the title of the new procedure, then select Save.
- New procedures will automatically be added to the surgeon's master list if the appropriate procedure category is selected.

## Print Settings

---

Allows surgeons to select a default printer paper size.

**Note:** The SurgeonVault® system works with locally installed printers on the device. Printers must be installed on the device's operating system to be available as a printing option.

### To select print settings:

- Expand Print Settings section.
- Select the appropriate box for letter or A4.

## Save Settings

---

- Select the Save button at the bottom of the page to save all settings to the surgeon's profile.

**Note:** Changes are not saved until the save button is selected. All changes will be lost if the user leaves the page without saving.

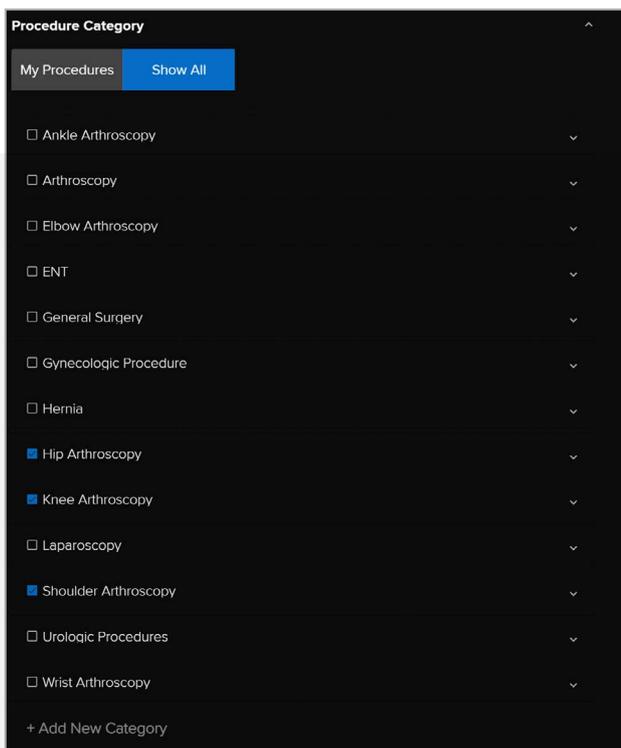


Figure 7. Procedure Category

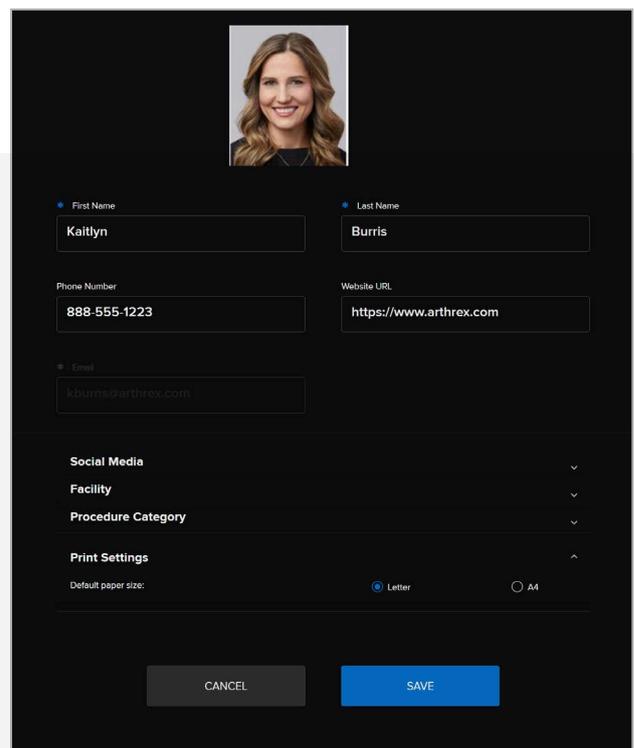


Figure 8. Print and Save Settings

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# Case Management/List

Cases imported to the SurgeonVault® from the NanoScope™ or Synergy Camera Control Units (CCU) will be displayed in the case list.

## Import Cases

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Cases can be imported to the SurgeonVault system in two ways.

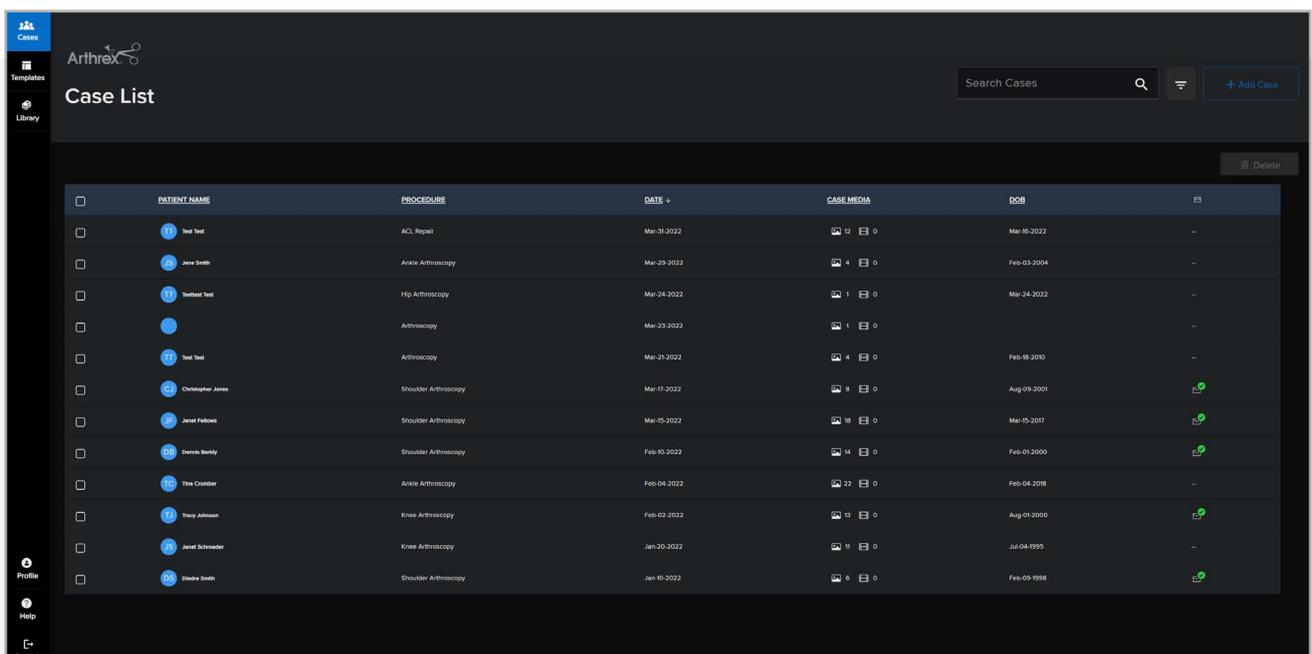
■ Export using an iPad or iPhone from the CCU or NanoScope console.

- To download case media to iOS device:
  - Log into Synergy Surgeon2 App.
  - Connect iPad or iPhone to Synergy CCU.
  - After case review, select media to be downloaded.

**Note: All media is selected for export by default.**

- Select export to iPad.
- iPad icon will display in console menu bar when export is complete. A green check mark will appear over the iPad icon.
- Case will be transferred to the iPad or iPhone and available to edit on the SurgeonVault system.
- Depending on the surgeon's preference on the CCU, case media may be automatically exported to the iPad or iPhone during the procedure.

- Cases uploaded via the Synergy.net™ management system will automatically synchronize with the user's SurgeonVault® system account.
  - If a case is not synced, users will see a  icon. To sync the case, tap on the icon and select Download to Device.
- All imported cases will be added to the case list and retained in the SurgeonVault system until deleted.
- Cases may be deleted manually from the case list.
- Case media may be permanently deleted from a case or hidden in the patient report (where they are not permanently deleted) if the surgeon does not want case media included in the patient report.
- Columns may be sorted by clicking on column header (sort and/or reverse sort).
  - The default column sorting displays the most recently uploaded case first.



	PATIENT NAME	PROCEDURE	DATE	CASE MEDIA	DOB	
<input type="checkbox"/>	 Test Test	ACL Repair	Mar-31-2022	  0	Mar-16-2022	
<input type="checkbox"/>	 Jane Smith	Ankle Arthroscopy	Mar-29-2022	  0	Feb-03-2004	
<input type="checkbox"/>	 TestTest Test	Hip Arthroscopy	Mar-24-2022	  0	Mar-24-2022	
<input type="checkbox"/>	 Test Test	Arthroscopy	Mar-23-2022	  0		
<input type="checkbox"/>	 Test Test	Arthroscopy	Mar-21-2022	  0	Feb-18-2000	
<input type="checkbox"/>	 Christopher Jones	Shoulder Arthroscopy	Mar-17-2022	  0	Aug-09-2001	
<input type="checkbox"/>	 Janet Fellows	Shoulder Arthroscopy	Mar-05-2022	  0	Mar-05-2007	
<input type="checkbox"/>	 Dennis Bunkly	Shoulder Arthroscopy	Feb-10-2022	  0	Feb-01-2000	
<input type="checkbox"/>	 Tina Clumber	Ankle Arthroscopy	Feb-04-2022	  22	Feb-04-2018	
<input type="checkbox"/>	 Tracy Johnson	Knee Arthroscopy	Feb-02-2022	  0	Aug-01-2000	
<input type="checkbox"/>	 Janet Schneider	Knee Arthroscopy	Jan-20-2022	  0	Jul-04-1995	
<input type="checkbox"/>	 Debra Smith	Shoulder Arthroscopy	Jan-10-2022	  6	Feb-09-1998	

Figure 8. Case List

# Case Report

Only specific data fields can be edited within the SurgeonVault® case report.

- To edit case information, click on the three dots in the upper right and select Edit Details, as shown in Figure 9.
- Any fields that can be edited will display a green check mark.
- Make the needed changes to the data fields then click Save.

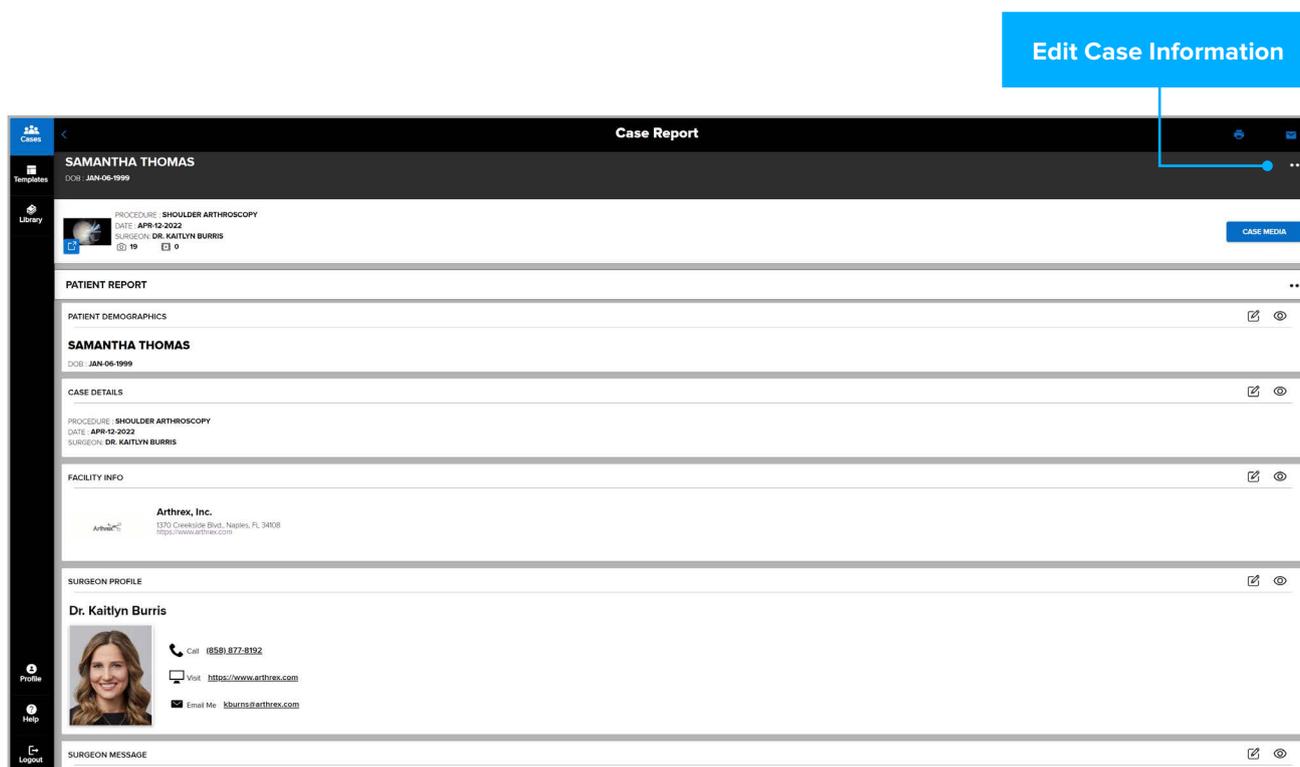


Figure 9. Edit Details

## Delete case images or videos

- Open case and select Case Media, as shown in Figure 9.
- Click Select, shown in Figure 10, to choose images and/or videos to be deleted.
- Once images/videos have been selected, these are noted by the blue check mark, click on the  icon to delete.
- Confirm deletion in the pop-up window.

**Note: Any images or videos that are deleted will be permanently deleted from the case and are not retrievable. As an alternative, images and videos can be hidden in a patient report when the report is generated.**

## Edit Report Sections

- Note that any changes made in the case report apply to that report only and will not modify the report template.
- Select the  icon in a report section to make changes to the section.
- Any section or specific field within a section can be hidden in the report by selecting the  icon, shown in Figure 9.

## Add case media

- To add case media to an existing case, click on the Case Media button on the upper right, shown in Figure 9.
  - Click on the +, shown in Figure 10, and select the media from the location on the device.
  - Select Open from the file browser to add to report.
  - If needed, select Re-order to move the position of the case media.
  - Select Confirm Order to finalize case media order.
- Select the back arrow on the upper left, shown in Figure 10, to go back to the case report page.

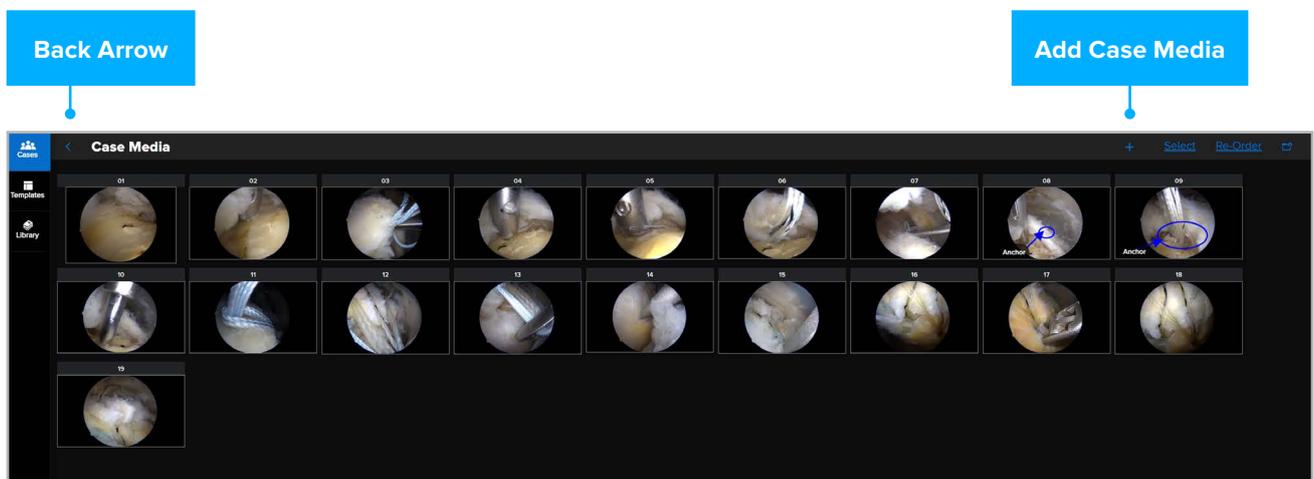


Figure 10. Delete Images and/or Videos

## Annotate Images

---

Images can be annotated to provide additional details of the image.

To annotate images, open case from the case list.

- Select the Case Media button in the upper right.
- Select the image to be annotated from the media page to display image in a larger format.
- Select the  icon in the upper right to turn on annotation, shown in Figure 11.
- Annotation tools will appear at the bottom of the image, shown in Figure 12.
- Select annotation tool to apply to image.
- Choose Done in the upper right when finished annotating image.
  - Annotations can be resized or moved once created.
- Using the selection tool, click on the annotation and an editing box will appear around the annotation.
  - To resize the annotation, drag one of the blue circles on the edit box to enlarge or shrink the annotation.
  - To move the annotation, place the cursor within the editing box and drag to the desired location.

Icon	Tool Tip	Action
	Color	Change color of annotation
	Square	Draw a square on image
	Circle	Draw a circle on image
	Arrow	Draw arrow and add label to image
	Select	Select attribute of annotation to move or delete
	Delete	Delete selected item

Annotation Button

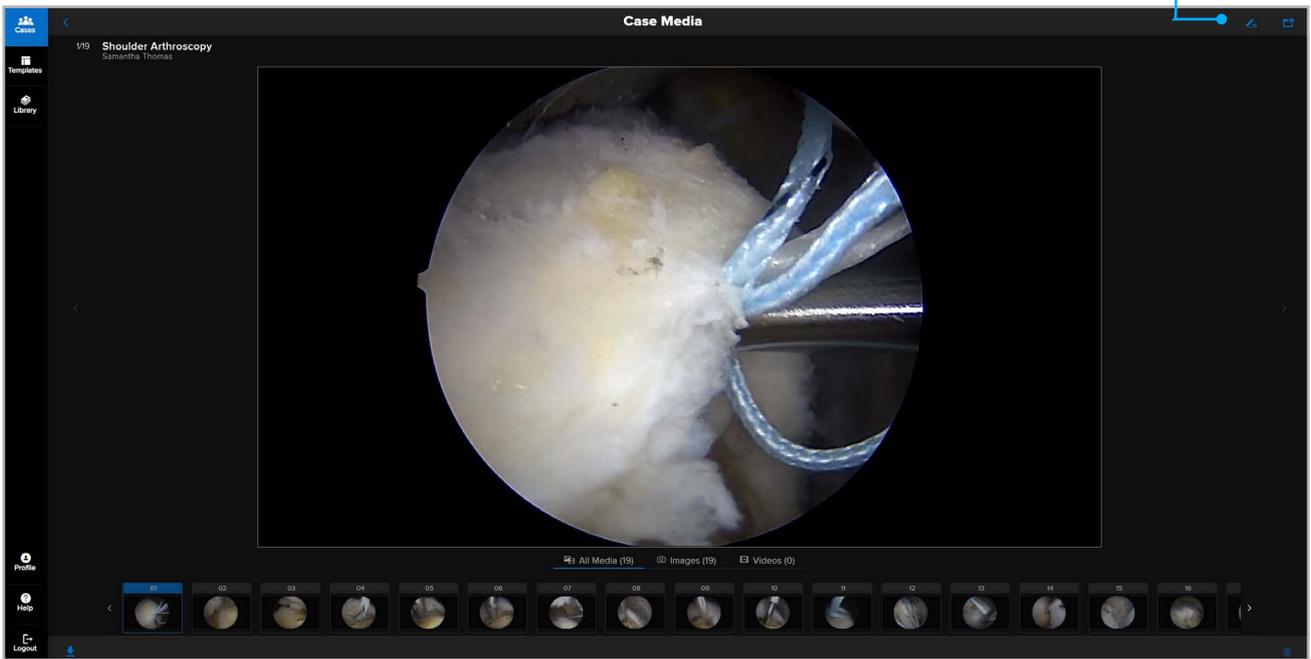


Figure 11. Image Annotation

Annotation Tools

Done Button



Figure 12. Annotation Tools

## Filter Case List

Users can filter the case list using procedure or date filters.

- Select the  icon in the upper right of the page, shown in Figure 13.
- Deselect any procedure categories you do not want displayed in the case list.

**Note: No filters are applied by default, so all procedure categories are selected.**

- If desired, select the date range filter to apply to the case list.
- Select the Show Results button to update the case list.

## Search Case List

Users can search for a specific case using the search feature, shown in Figure 13.

- Enter the first or last name of the patient or procedure, then select Enter.
- Updated case list will be displayed.

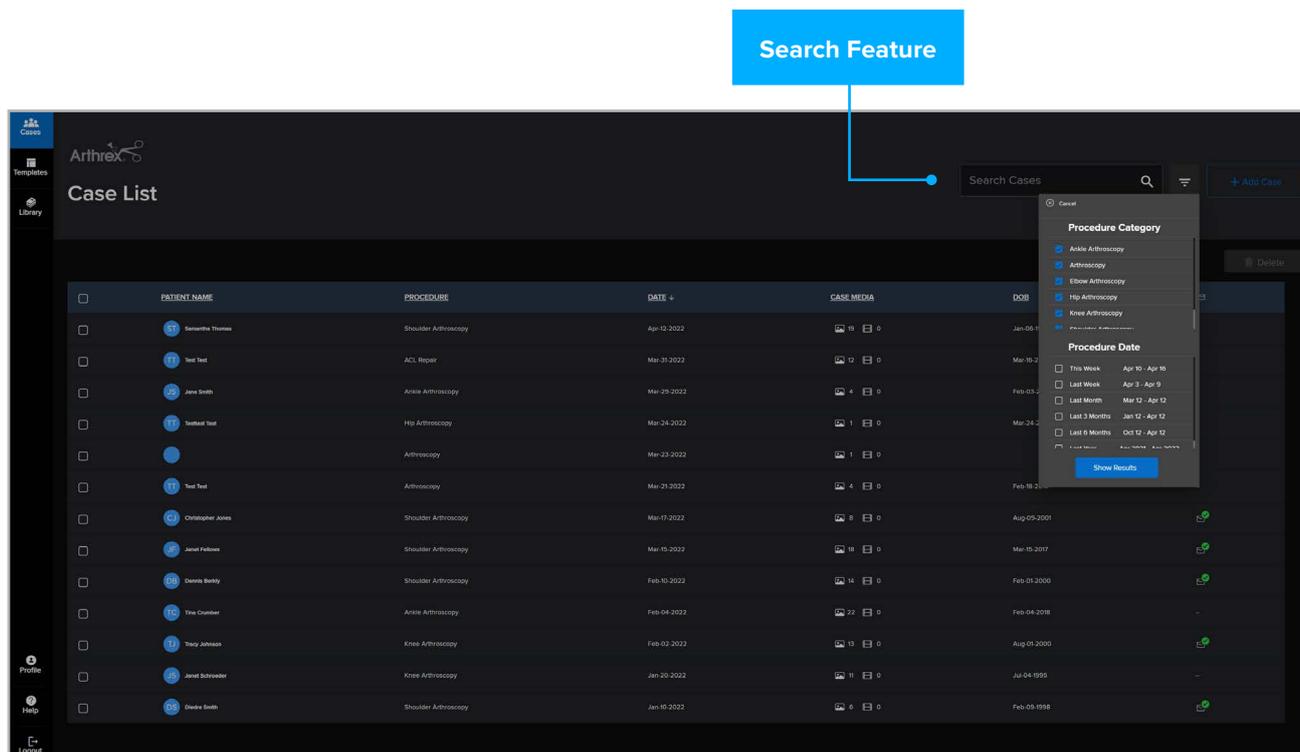


Figure 13. Filter Case List

## Create Case

Users can create a new SurgeonVault® case using case media stored on their device.

- Cases can be created with or without media.
- Case media can be uploaded to a SurgeonVault case on the user's device.

To create a new case, click add case button, shown in Figure 13.

- Add patient and case details, shown in Figure 14. Required fields are noted with \* and must be completed to save the case.
- Once patient and case information data have been entered, save the case.
- To add case media, reopen the case.
- Select the Case Media button to add case media.

- Select the **+** in the upper right to add case media from device.

**Note: Image files must be a .jpg or .png file extension. The file extension cannot be modified.**

- Add case media from SV library or folder on device.

- Multiple media items can be selected to upload at one time.

### Re-order uploaded images

- In the event uploaded images are not in the preferred order, select Re-order from the upper right of the page.
- Drag and drop images into the desired position, as shown in Figure 15.
- Select Confirm Order when desired order is achieved.

Figure 14. Add Case Details

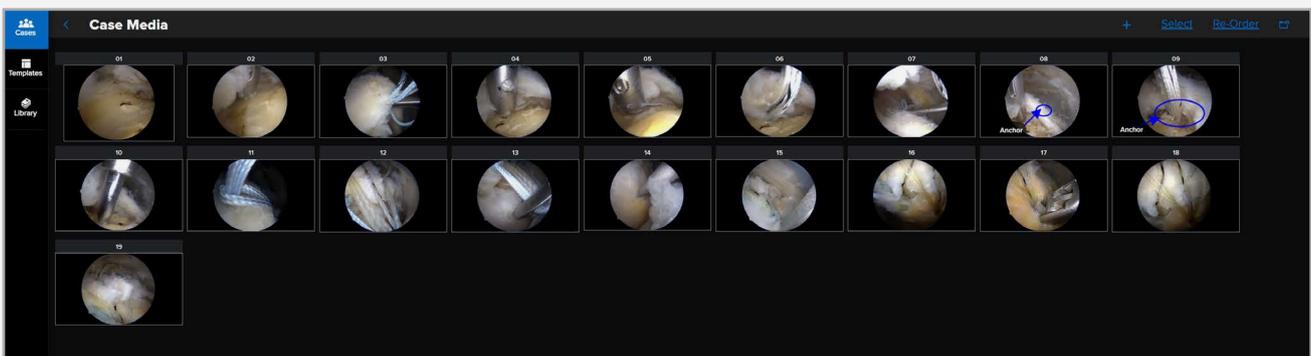


Figure 15. Re-order Images and/or Videos

## Assign Report Template

---

The first time a specific procedure is uploaded to the SurgeonVault® system, a report template must be assigned. All cases received with the same procedure thereafter will have the selected template assigned.

- To assign a template, open the case, then click the Select a Report Template button, shown in Figure 16.
- Select a report template from either My Templates or Global Templates, then click the Select button in the upper right.
- The case will then be displayed in the case report page in the template format.

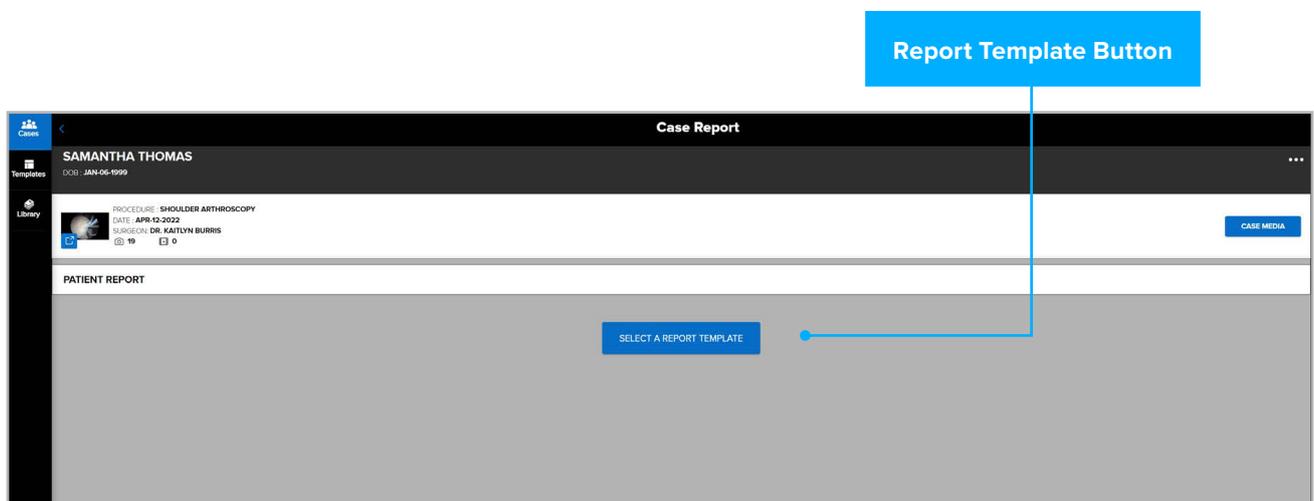


Figure 16. Assign Report Template

## Edit Report

---

Any of the template sections can be edited prior to sending the patient report.

- Open any case and select the  icon to edit or hide any template section within the report.
  - Any section or field within a section can be hidden on the report, by clicking on the  icon, without needing to modify the template itself.
- Comments can be added to the surgeon message and/or discharge instructions from the SurgeonVault® library.
- Add labels to case media.
  - Select the  icon for the case media section, as shown in Figure 9.
  - Select the  icon above any image or video to add a label to the image, shown in Figure 17.
  - Enter label then select the check mark to save the label to that image. Edit all labels as preferred.
  - When done adding labels to media, select Done in the upper right of the case media section.
  - Any case media can be hidden in the report by selecting the  icon on the image or video.

**Note: Any labels added to or media hidden in the case report applies only to that case and does not modify the template.**

- Any of the case media may be hidden in the report without deleting or removing the image from the case, shown above.
- Be sure to select Done for any section that is edited prior to printing or emailing report.

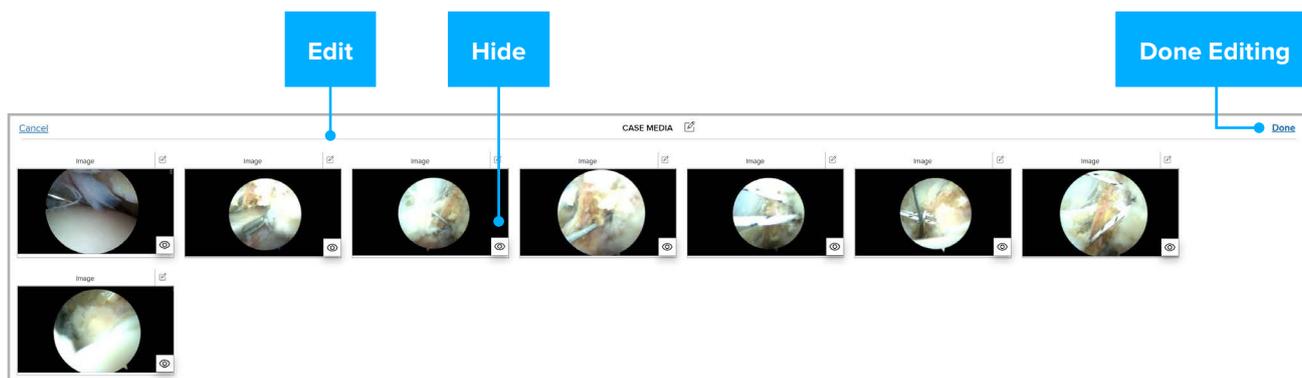


Figure 17. Edit Case Media

## Email Report

---

- Open a case from the case list and select a template if not already assigned.
- Select the  icon in the upper right.
- Select option to send patient report via link, shown in Figure 18.
  - Reports sent as a PDF document will not include case videos. The surgeon video only will be an attachment in the email but will not be part of the PDF document.
  - Note that emails larger than 10MB may be rejected due to email attachment size limits.

**Note: Users will receive a notification if file size is too large to send via email.**

- After sending report, the report can be edited.
  - Anytime the report is edited or modified, the link will reflect the latest changes or template applied.

**Note: Only premium SurgeonVault® system users can send patient reports via link.**

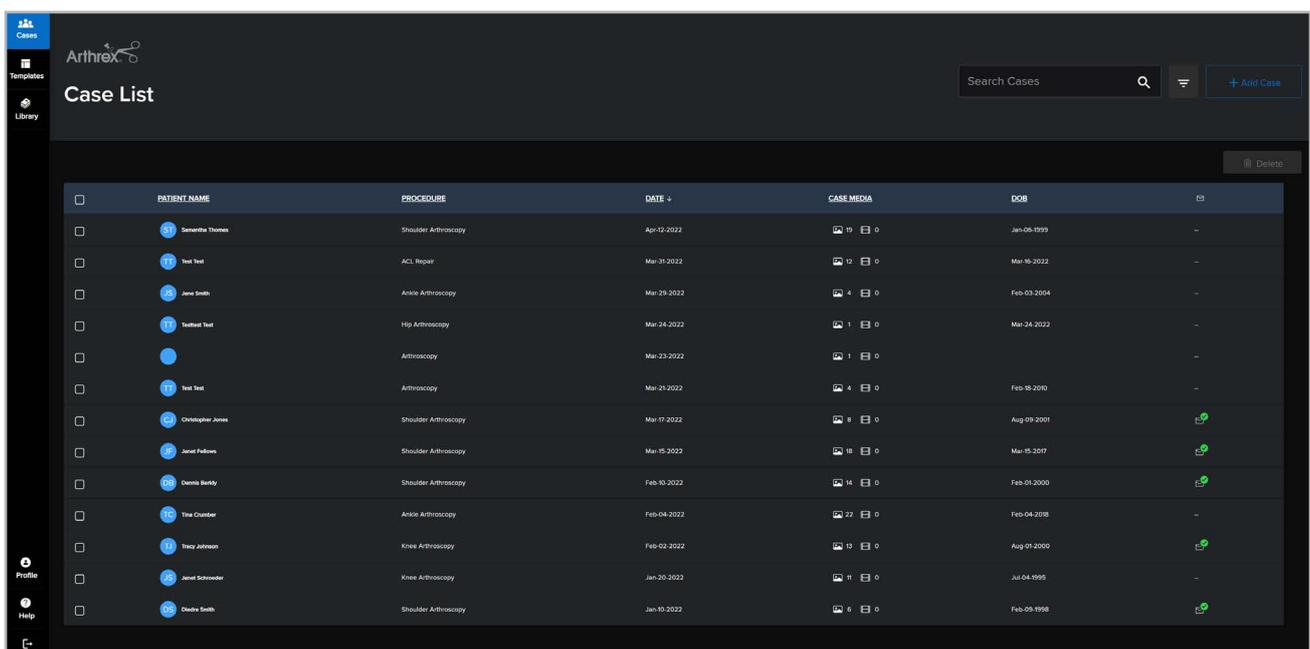


The screenshot displays the 'Email Report' interface. At the top, there are 'Cancel' and 'Email' buttons. The main area is divided into several sections:

- Report Type:** Two radio buttons are present: 'Link' (selected) and 'PDF'.
- Patient Email:** A text input field containing 'c.jones@earthlink.net'.
- Patient Date of Birth:** A date picker field showing '8/9/2001'.
- Subject:** A text input field containing 'SurgeonVault - Surgeon Report'.
- CASE DETAILS:** A section containing the following information:
  - PROCEDURE: SHOULDER ARTHROSCOPY
  - DATE: MAR-17-2022
  - SURGEON: DR. KATHRYN BURNS
  - FACILITY: ARTHREX, INC.
  - SURGEON PROFILE

Figure 18. Send Report

- Enter patient email if it is not populated in the email field.
  - If the patient email was entered with the case in the Synergy console or NanoScope™ system, the email field will be populated in the SurgeonVault® system.
- Confirm that the patient date of birth is correct.
  - Patients will be required to enter their date of birth to access their report securely.
- Subject line for the email may be modified, if desired.
- Once complete, select the send button in the upper right.
- Cases that have been sent will be noted with an  icon with a green check mark on the case list, as shown in Figure 19.



<input type="checkbox"/>	PATIENT NAME	PROCEDURE	DATE	CASE MEDIA	DOB	
<input type="checkbox"/>	Samantha Thomas	Shoulder Arthroscopy	Apr-10-2022	10 0	Jan-06-1999	-
<input type="checkbox"/>	Test Test	ACL Repair	Mar-31-2022	10 0	Mar-16-2022	-
<input type="checkbox"/>	Jane Smith	Knee Arthroscopy	Mar-29-2022	4 0	Feb-03-2004	-
<input type="checkbox"/>	TestTest Test	Hip Arthroscopy	Mar-24-2022	1 0	Mar-24-2022	-
<input type="checkbox"/>	Test Test	Arthroscopy	Mar-23-2022	1 0	-	-
<input type="checkbox"/>	Test Test	Arthroscopy	Mar-24-2022	4 0	Feb-18-2010	-
<input type="checkbox"/>	Christopher Jones	Shoulder Arthroscopy	Mar-17-2022	8 0	Aug-09-2001	
<input type="checkbox"/>	Janet Fellows	Shoulder Arthroscopy	Mar-15-2022	18 0	Mar-15-2017	
<input type="checkbox"/>	Dennis Basky	Shoulder Arthroscopy	Feb-10-2022	14 0	Feb-01-2000	
<input type="checkbox"/>	Thea Crumler	Knee Arthroscopy	Feb-04-2022	27 0	Feb-04-2018	-
<input type="checkbox"/>	Tracy Johnson	Knee Arthroscopy	Feb-02-2022	13 0	Aug-01-2000	
<input type="checkbox"/>	Janet Schmeider	Knee Arthroscopy	Jan-20-2022	4 0	Jul-04-1995	-
<input type="checkbox"/>	Debra Smith	Shoulder Arthroscopy	Jan-10-2022	4 0	Feb-09-1998	

Figure 19. Case List: Sent Reports

## Print Report

---

- Open a case from the case list and select a template if not already assigned.
- Select the  icon in the upper right, shown in Figure 20.
- A preview will be displayed. Change paper size if needed, then select the print button.
- From the print preview page, select the  icon in Figure 21.
- Select designated printer and click Print.

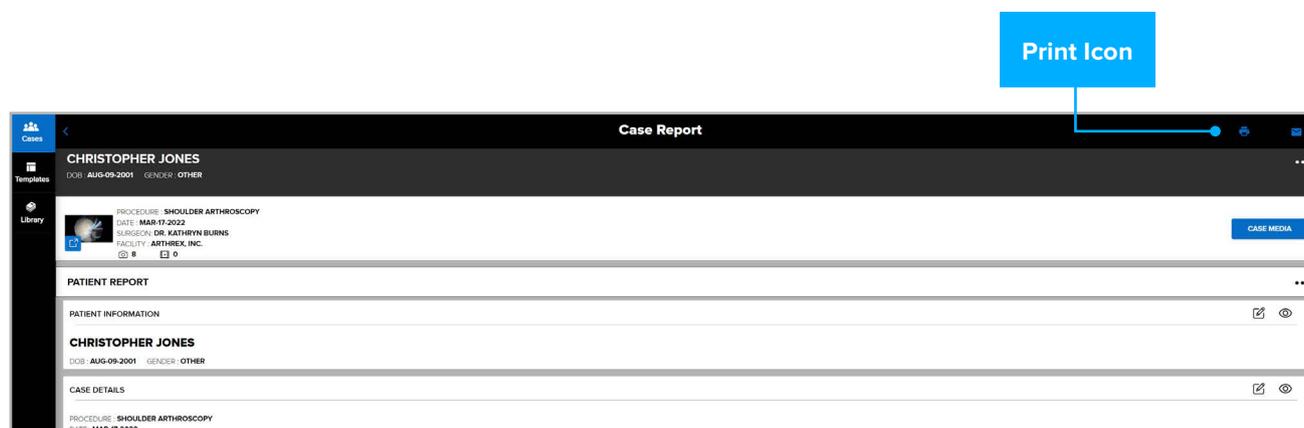


Figure 20. Print Report

## Edit Report

---

- A patient report can be edited after it has been sent to the patient.

**Note: The user will receive a warning when editing a report that has been sent by link to the patient.**

- To edit a report, select and open the report from the case list.
- Select the edit details button, if changing patient or case information, or select Change Template if changing the report template.

**Note: The user will be required to accept a notification before editing the report.**

- Make desired changes to the case details or select a different report template.
- Changes are automatically saved. Return to the case list.



Figure 21. Select Print Icon

# Templates

Templates contain functional report sections that can be added to any report template, allowing surgeons to create the report template that best suits their preferences.

## Global Templates

Global templates, shown in Figure 22, have been created for common procedures to assist surgeons with set up and facilitate using the application.

- Each global template comes with prepopulated illustrations that provide an overview of the procedure.
- Global templates can be viewed but not be edited.
- Global templates can be copied and saved to the surgeon's templates where they can be edited and customized.
- Global templates can be used in their current state, using surgeon profile and case data, upon first log in.
- To copy a global template:
  - Access the global template to copy by clicking the three dots on the lower right.
  - Select Save To My Templates

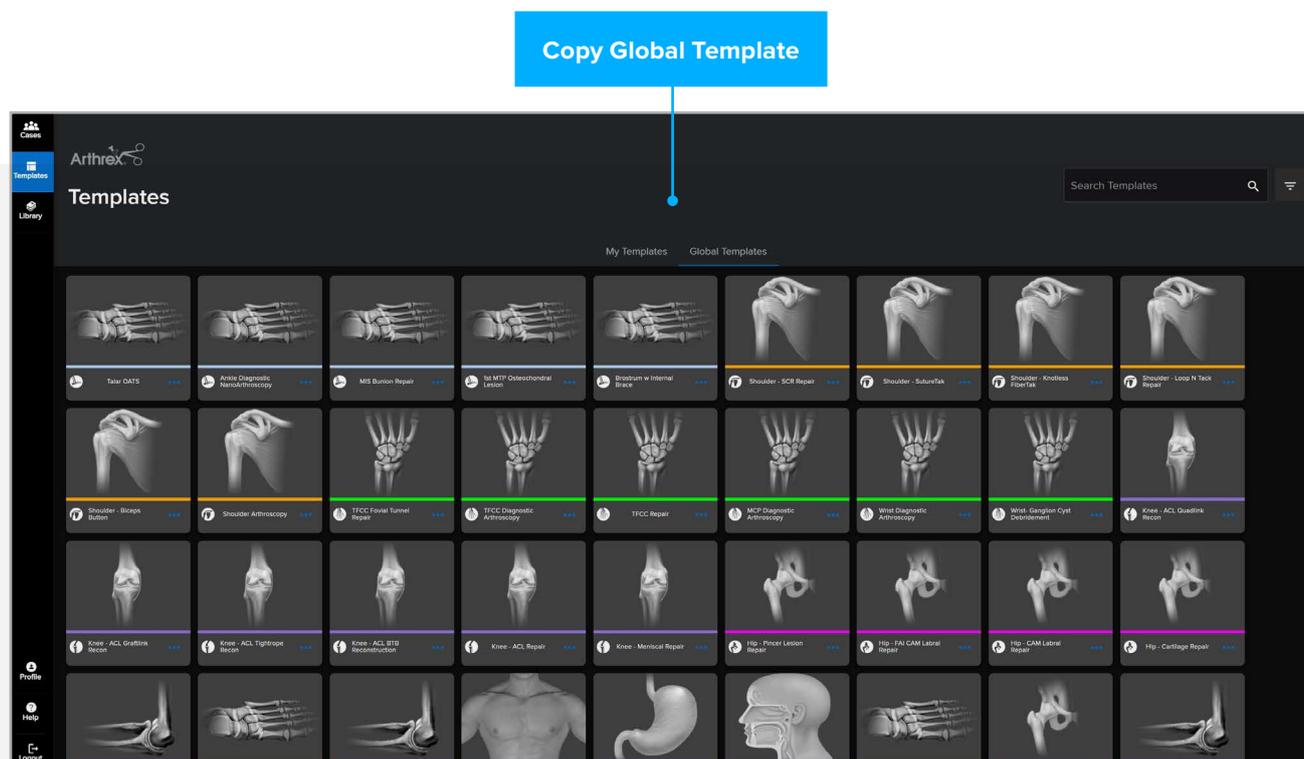


Figure 22. Global Templates

## My Templates

---

Editable report templates can be copied from Global Templates or created.

- Once a template has been copied to the My Templates page, the template can be edited.
- Click on the three dots to duplicate a template, delete a template, or change the color bar or icon on the template placeholder.
- To edit a template, open the template and select the  icon, shown in Figure 23.
- Template sections that contain populated case data will appear empty, aside from surgeon profile information, until a patient report is generated.

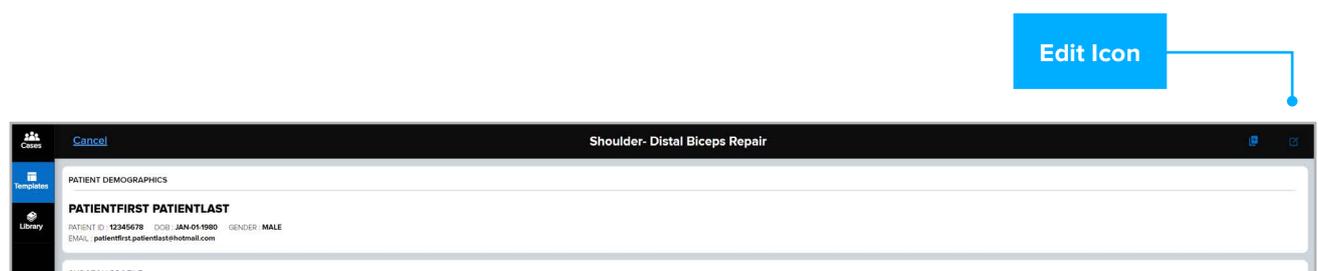


Figure 23. Edit Template

## Edit in My Templates

- Edit the name of the template
  - In the edit mode, click on the  icon next to the template name.
  - Enter the new template name in the text field.
  - Click on the check mark to save section changes.
- Add sections to the template
  - Select the Add Section button, shown in Figure 24.
  - From the template sections page, select any additional template sections to be added to the template.
  - Sections available for templates, shown in Figure 25:
    - Patient Demographics
    - Case Details
    - Facility Info
    - Surgeon Profile
    - Surgeon Video
    - Message from Surgeon
    - Procedure Overview
    - Case Media
    - Discharge Instructions
    - Helpful Links
    - Surgeon Social Media
  - Once all section selections have been added, select Done.

**Note: Images in the global template sections are placeholders only and will not appear in the patient report.**

- To move sections within a template, click on the section and drag it to the desired position.

**Note: User must be in edit mode to move sections within the template.**

Add Section Button

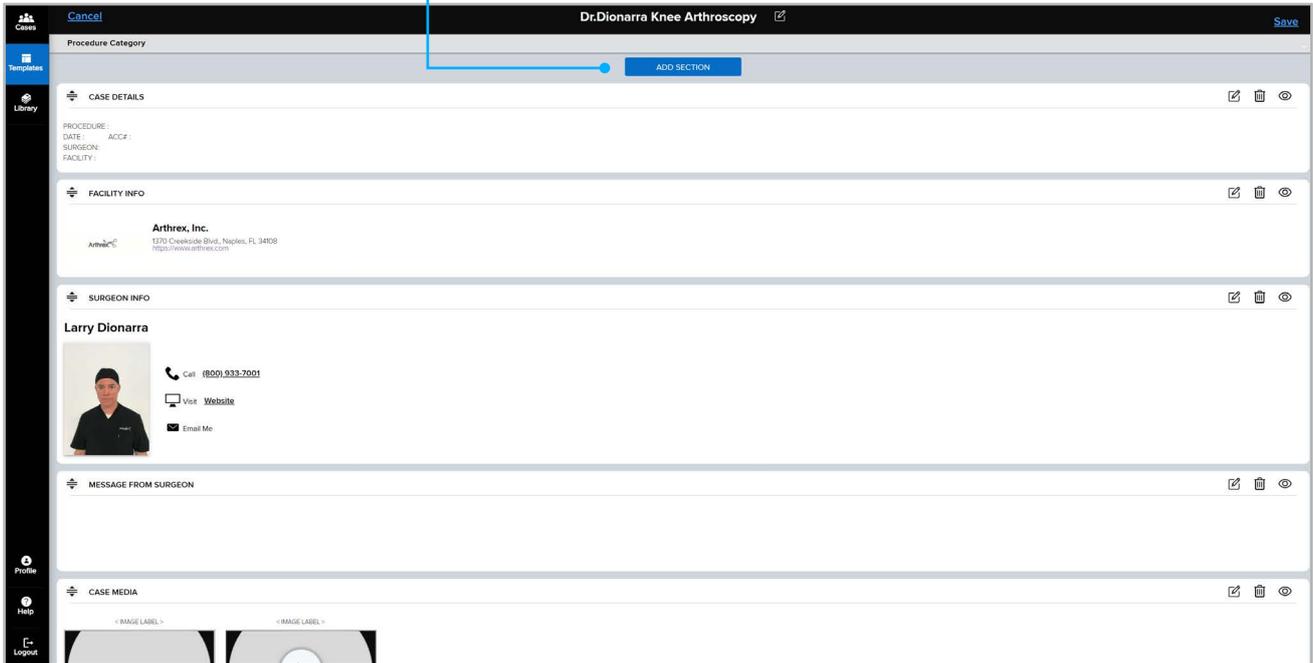


Figure 24. Edit Template Sections

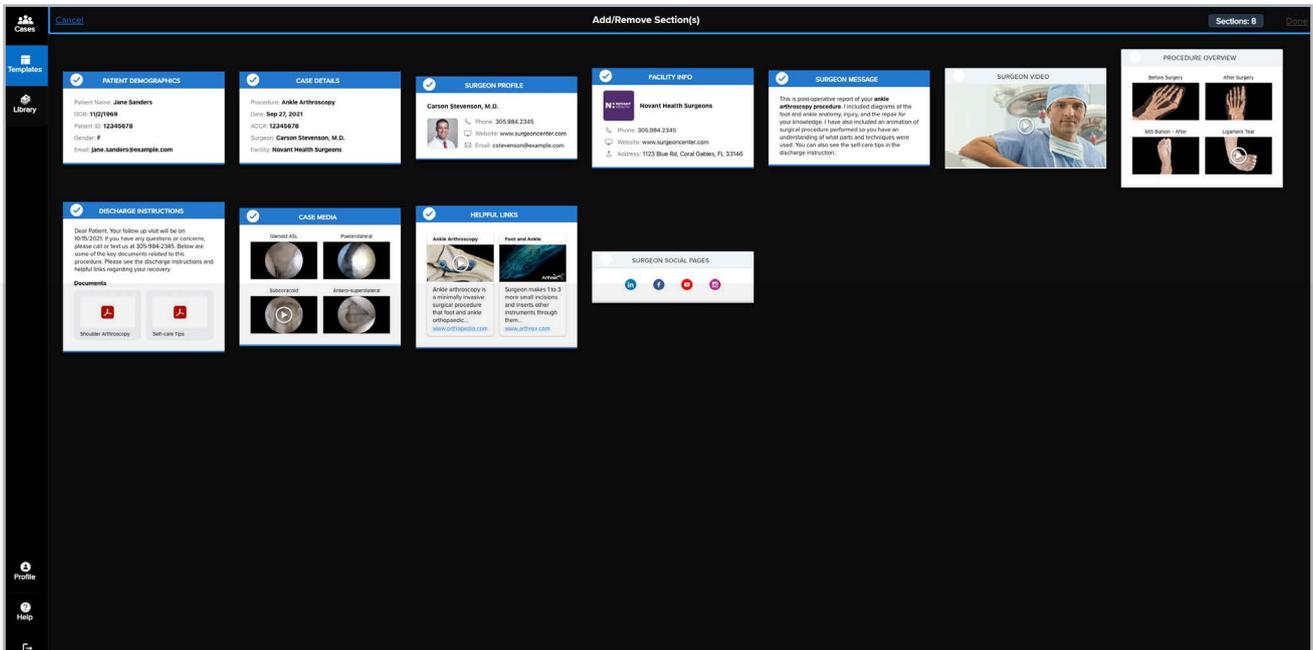


Figure 25. Template Sections

## Patient Demographics

- The data fields will be populated from case data.
- Select the  icon for the patient demographics section to edit this section.
- Section header can be edited, if preferred.
- This section can be deleted or hidden in the template if the preference is to have no patient information on the report.

**Note: If a section is hidden in a template, it can be exposed when a report is created, if preferred, to be included in report.**

## Case Details

- Case details are populated from case information collected on the CCU or NanoScope™ console
- Section header can be edited, if preferred.
- Edit, delete or hide section on report template.
- Any fields within section can be hidden from report.

## Facility Info

- Facility logo and contact information populated from surgeon profile.
- Section header can be edited, if preferred.
- Facility can be changed when creating patient report.
- Any fields within section can be hidden from report.

## Surgeon Profile

- Information, including photo, is populated from data in the surgeon profile.
- Section header can be edited, if preferred.
- Any fields within section can be hidden from report.

## Surgeon Video

- The surgeon can record a video when creating the patient report directly on the iPad or iPhone, requiring no editing to this template section.
- A pre-recorded video can also be uploaded from the SurgeonVault® library or from a device to the template.

## Message From Surgeon

Edit and personalize a message to the patient, with autopopulated information from the case details, shown in Figure 26.

- Click on the  icon to edit.
- Increase or decrease font size using buttons shown below.
- Section header can be edited, if preferred.

Any free text using placeholders and/or comments from the SurgeonVault® library can be added to this section to create a personalized message to the patient.

- Add case information placeholders to automatically populate data in the message.
  - In edit mode, place the cursor where you want to add the placeholder.
  - Click on the , then hover over Add Placeholder and select the placeholder to insert into text.
- Add text from SurgeonVault library
  - Place the cursor where you want to enter the comment.
  - In edit mode, click on the , then select from Arthrex library.
  - Select a comment from the SurgeonVault library, shown in Figure 27, or create a new one.

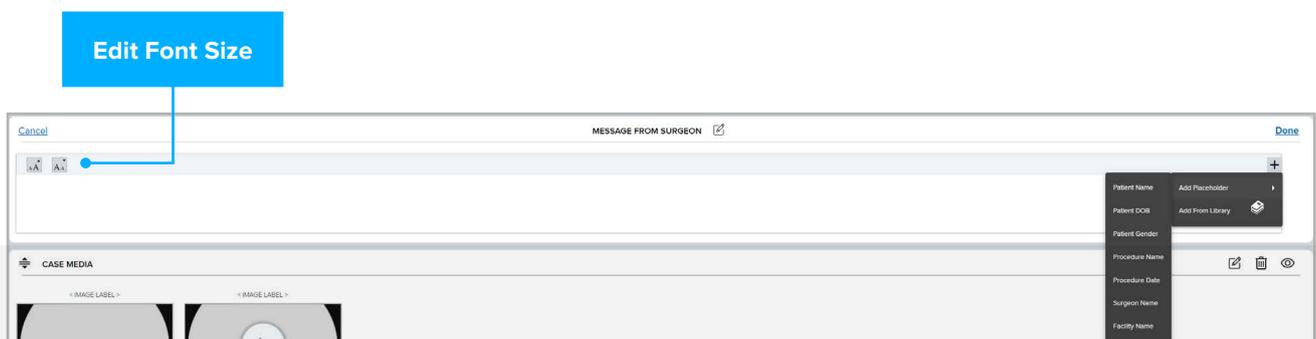


Figure 26. Message From Surgeon

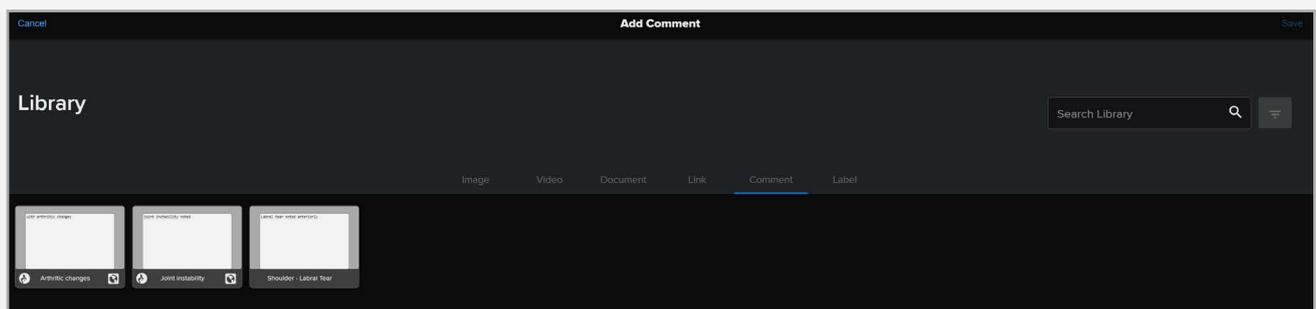


Figure 27. Add Comment From Library

## Procedure Overview

Prepopulated illustrations of the procedure performed are copied from the global template and included in this section.

The prepopulated procedure overview (shown in Figure 28) can be used, or surgeons can add their own media to create a custom overview.

To edit the Procedure Overview section, select the  icon.

- Edit section header
- Add media from PC or SurgeonVault® library
  - Note that images and video can be added only in place of existing media.
- Edit illustration header
- Hide illustration

## Case Media

All procedure images and video automatically populate the case media section, shown in Figure 29, when a report is created.

- Adding, selecting, and deselecting images and/or videos can be done during report creation.
- Section header can be edited, if preferred.



Figure 28. Procedure Overview



Figure 29. Case Media Section

## Discharge Instructions

- The discharge section, shown in Figure 30, can contain PDF documents and/or free text.
- Discharge instruction documents can be attached from the device or from the SurgeonVault® library, Figure 31.
- Discharge instructions can also be added as free text, with the option to add comments from the SurgeonVault library, Figure 32.

**Note: When adding a comment, place the cursor where you would like the comment to appear.**

- Font size can be adjusted for any free text added, shown in Figure 33.
- Section header can be edited, if preferred.

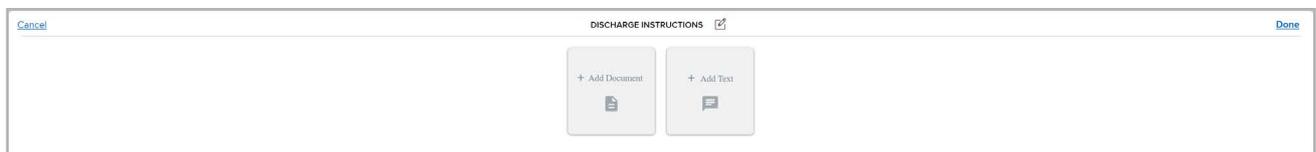


Figure 30. Discharge Instructions

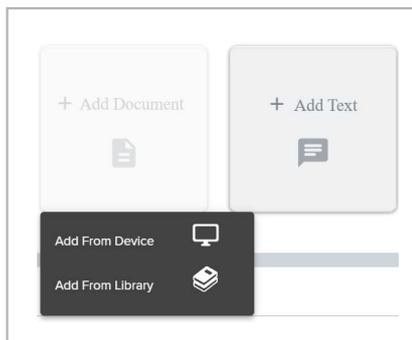


Figure 31. Add Document

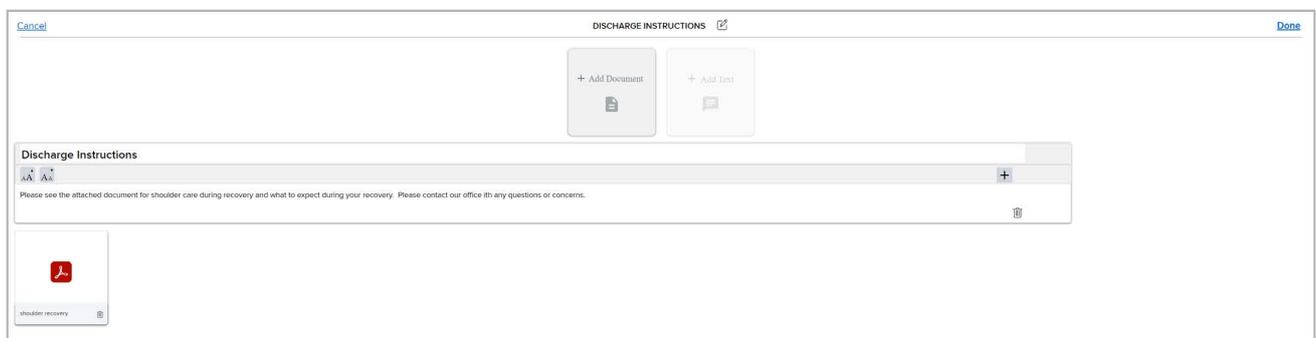


Figure 32. Discharge Instructions



Figure 33. Font Size

## Helpful Links

- Section header can be edited, if preferred.
- Add a new URL web link or from SurgeonVault® library, shown in Figure 34.
- A placeholder with a clickable link will be displayed for the website link on the report.

## Surgeon Social Pages

- Any social media links added in the surgeon profile will be populated here, shown in Figure 35.
- Can edit section header when in edit mode, if preferred.
- Surgeons can display or hide any social media links on patient report.



Figure 34. Helpful Links



Figure 35. Surgeon Social Media Pages

**Note:** Be sure to save changes to the template once all sections have been added and/or edited. If the user leaves the page without saving their changes, all changes will be lost.

### Create New Template

- Users can also create a new template from scratch by selecting +Add Template in the upper right from the My Templates page.
  - Name the template by selecting the  icon in the title header.
  - Select all procedure categories the template will apply to, shown below.
  - Add template sections by selecting the Add Section button.
  - Proceed with adding and editing sections as desired per instructions above.
- Be sure to select Save from the upper right to save the new template.

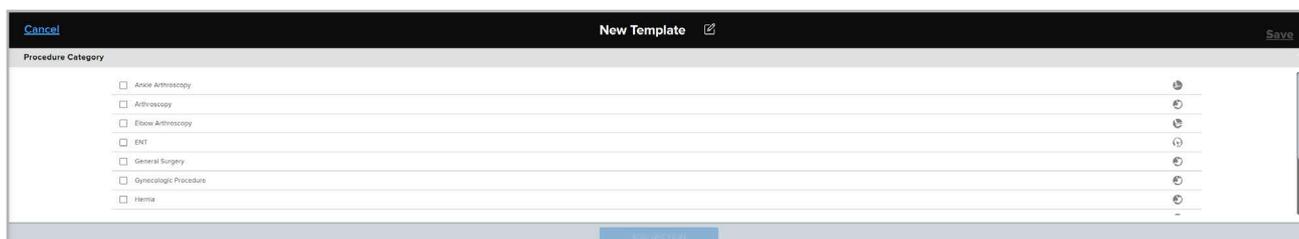


Figure 36. Create New Template

# SurgeonVault® Library

The SurgeonVault library allows surgeons to retain assets to be used in patient reports.

Arthrex has prepopulated the SurgeonVault library with illustrations and videos of common procedures, shown in Figure 37.

- Content in the SurgeonVault library can be added to report templates.
- SurgeonVault library content will be automatically filtered based on surgeon procedure categories selected in surgeon profile.
- SurgeonVault library categories:
  - Image
  - Video
  - Document
  - Link
  - Comment
  - Label

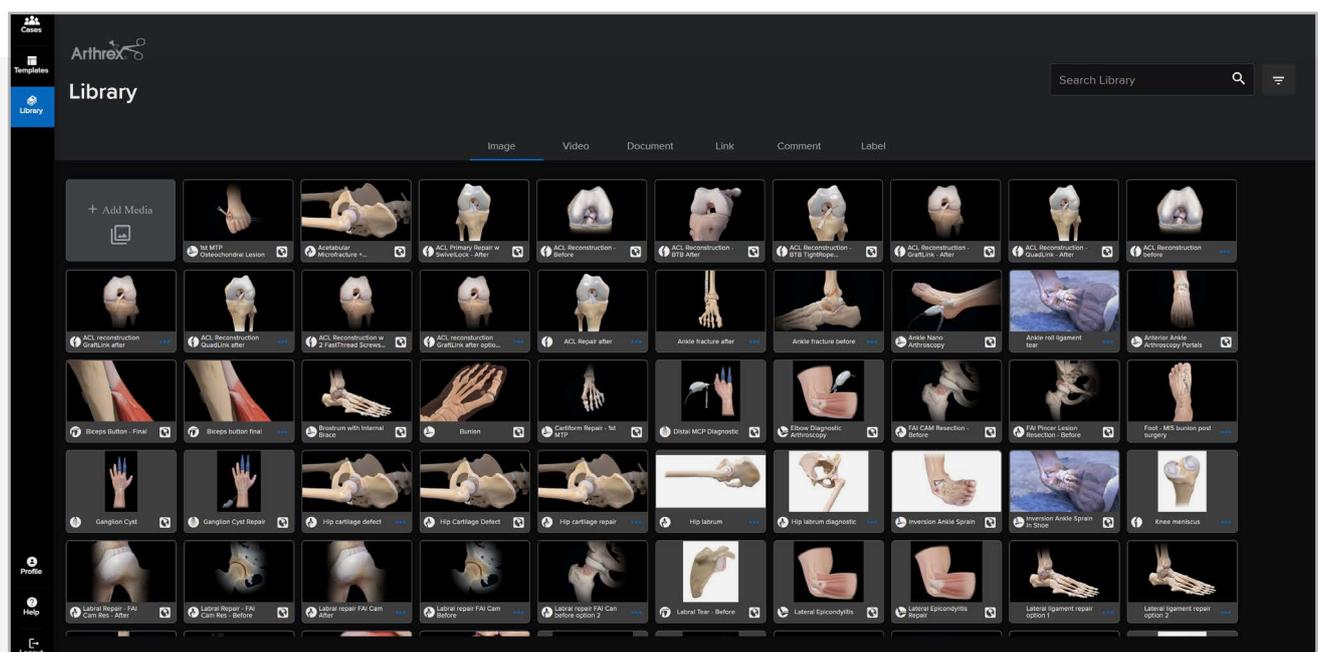


Figure 37. SurgeonVault Library

## Library

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Public assets have been added to simplify setup and support the immediate use of the SurgeonVault® application.

- Public assets are noted by the  icon on placeholders, shown in Figure 38.
- Public assets cannot be deleted or edited in the SurgeonVault system.
- Library content that is uploaded by the surgeon can be deleted from the SurgeonVault Library by selecting the three dots on the library asset card.
- Migrated media may not have the appropriate procedure category assigned after migration, therefore the procedure categories would need to be reassigned for content to be filtered.

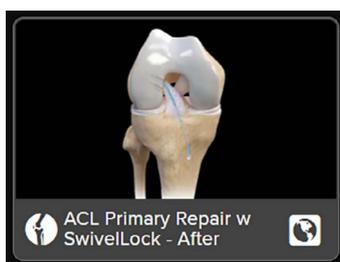


Figure 38. Public Assets

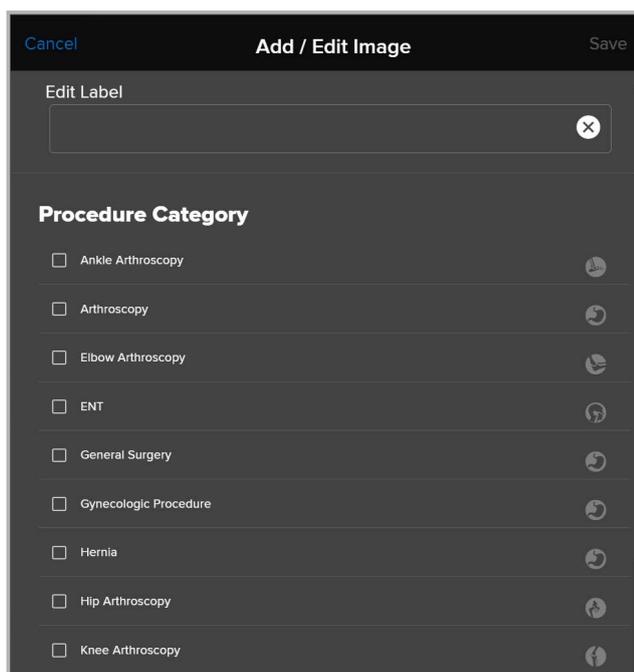


Figure 39. Add SurgeonVault Library Media

### **Add Images to the Library**

- From the Image tab, select the Add Media button.
- Enter the name for the new image to be uploaded in the pop-up window, shown in Figure 39.

**Note: Required image format is .jpg or .png.**

- Select the procedure category(s) the image will apply to, then select Save.
- Changes are saved automatically, and the media will be displayed with other images in the SurgeonVault library.

### **Add video(s) to SurgeonVault® library**

- From the Video tab, select the Add Media button.
- Enter the name for the new video to be uploaded in the pop-up window.

**Note: Required format for videos is .mov or .mp4.**

- Select the procedure category/categories the video will apply to, then select Save.
- Changes are saved automatically, and the media will be displayed with other videos in the SurgeonVault library.

### **Add Document(s) to the SurgeonVault library**

- From the Document tab, select the Add Document button.
- Enter the name for the new document to be uploaded in the pop-up window.

**Note: Required document format is .pdf.**

- Select the procedure category/categories the document will apply to, then select Save.
- Changes are saved automatically, and the document will be displayed with other documents in the SurgeonVault library.

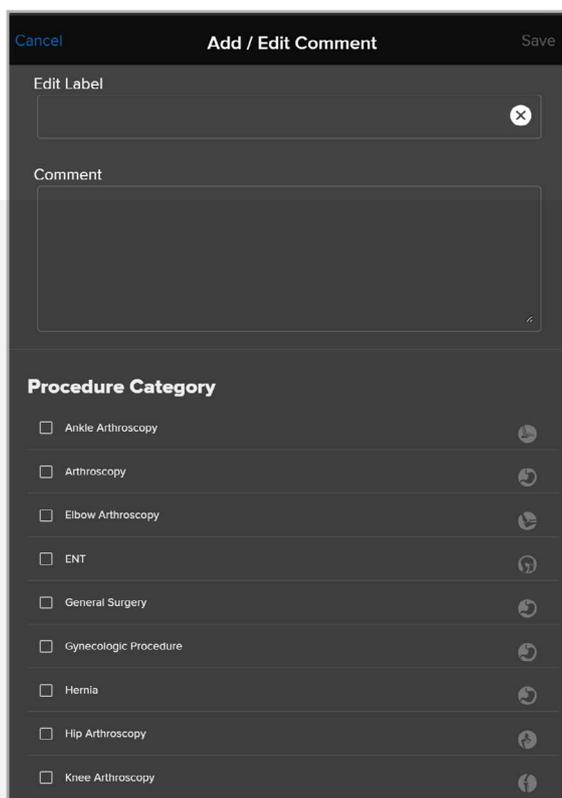
## Add Helpful Web Links

- From the Link tab, select the Add URL button.
- Enter the name for the new web link to be added in the pop-up window, shown in Figure 40.
- Select the procedure category(s) the link will apply to, then select Save.
- Changes are saved automatically, and the web link will be displayed with other links in the SurgeonVault® library.

**Note:** Make sure [http://](#) or [https://](#) is present in web address.

## Add Comment

- From the Comment tab, select the Add Comment button.
- In the pop-up window, enter the name/title for the new comment, shown in Figure 41.
- In the text box, enter complete comment content.
  - This is the complete text you want to include or add to the report or template.
- Select the procedure category(s) the comment will apply to, then select Save.
- Changes are saved automatically, and the comment will be displayed in the SurgeonVault library.



The screenshot shows a mobile-style dialog box titled "Add / Edit Comment". At the top left is a "Cancel" button and at the top right is a "Save" button. Below the title bar, there is an "Edit Label" text input field with a close button (X) on the right. Underneath is a "Comment" text area. At the bottom, there is a section titled "Procedure Category" with a list of categories, each with a checkbox and a small circular icon to its right:

- Ankle Arthroscopy
- Arthroscopy
- Elbow Arthroscopy
- ENT
- General Surgery
- Gynecologic Procedure
- Hernia
- Hip Arthroscopy
- Knee Arthroscopy

Figure 41. Add SurgeonVault Library Comment

## Add Label

- From the Label tab, select the Add Label button.
  - Labels are available to add to annotated images on the patient report.
- In the pop-up window, enter the label, shown in Figure 42.
- Select the procedure category/categories the comment will apply to, then select Save.
- Changes are saved automatically, and the label will be displayed in the SurgeonVault® library.

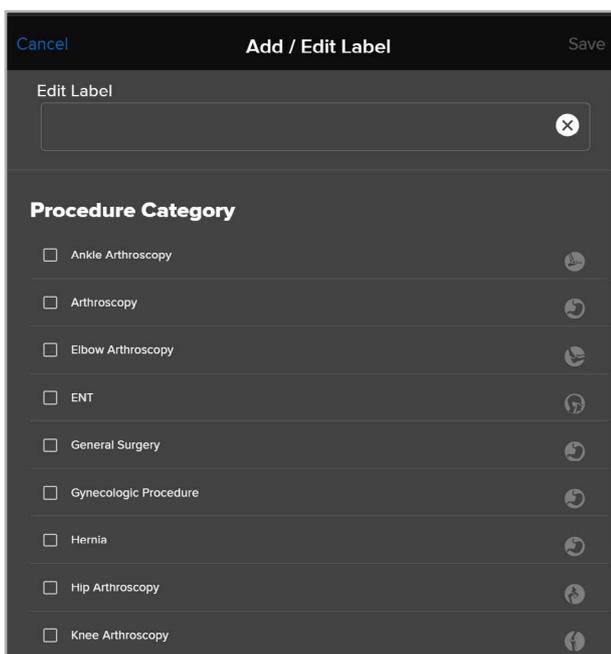


Figure 42. Add SurgeonVault Library Label

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# Maintenance

Your authorized Arthrex service department is the most knowledgeable about the SurgeonVault® system and will provide competent and efficient service. If you are having issues with your application, please contact the Arthrex Technical Assistance Center at (800) 391-8599.

## Troubleshooting

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Symptom	Possible Cause	Corrective Action
SurgeonVault web access not working	<ul style="list-style-type: none"><li>■ Cloud services down</li><li>■ Incorrect credentials</li></ul>	<ul style="list-style-type: none"><li>■ Check with Arthrex representative to ensure SurgeonVault is not under maintenance</li><li>■ Verify the credentials used</li></ul>
iPad or iPhone application not syncing with SurgeonVault system	iPad or iPhone wi-fi not working	Make sure internet connectivity is present on the iPad or iPhone
Cases won't download to iPad or iPhone	<ul style="list-style-type: none"><li>■ SurgeonVault surgeon email doesn't match CCU or NanoScope™ console</li><li>■ No surgeon email</li></ul>	<ul style="list-style-type: none"><li>■ Update surgeon email on CCU or NanoScope console</li><li>■ Add surgeon email on CCU or NanoScope console</li></ul>
Videos are not uploading	Over email file size limit of 10 MB	Make sure the uploaded video is less than 10 MB
Can't add web link	Web address incorrect	Make sure http:// or https:// is present in web address
Template doesn't populate updated surgeon profile data	Template configuration does not automatically update	Remove section(s) of template with updated profile information, save template. Add section(s) back into template and save. Updated profile information will populate.



View U.S. patent information at [www.arthrex.com/corporate/virtual-patent-marking](http://www.arthrex.com/corporate/virtual-patent-marking)

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