

## Quick Reference Guide

### Zed Image Sharing System for Surgeons

BreastScreen Victoria utilises Zed as its image sharing system. This guide provides information regarding access and use of the application for Surgeons.

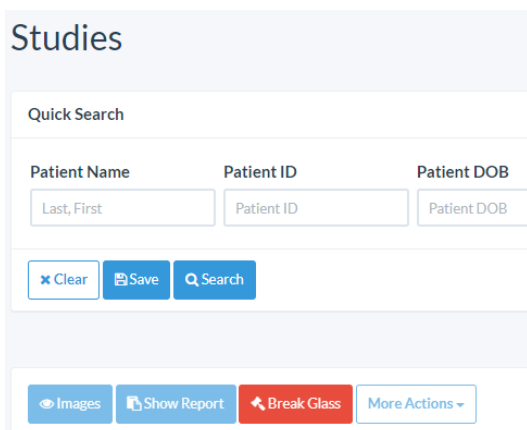
#### Accessing Zed

If you are a Surgeon who frequently requires access to BreastScreen Victoria client images, you may be eligible to gain access to Zed. To apply for access, complete this [form](#).

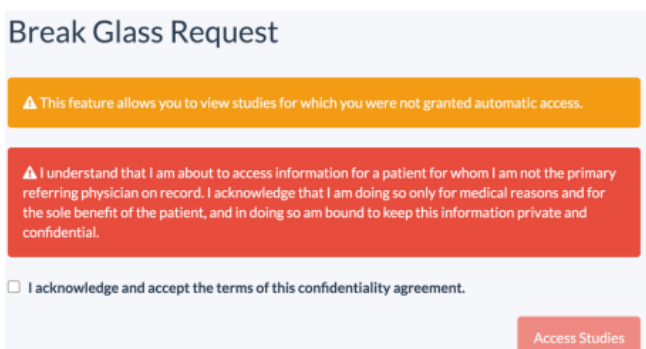
#### Accessing Images

To access images:

1. Navigate to Zed by clicking [here](#).
2. Log on using your BSV provided username and password. You may be prompted to change your password.
3. You may be prompted for a code that will be sent via text to your mobile phone. The code will be sent from BSV
4. Click the red '**Break Glass**' button shown below:

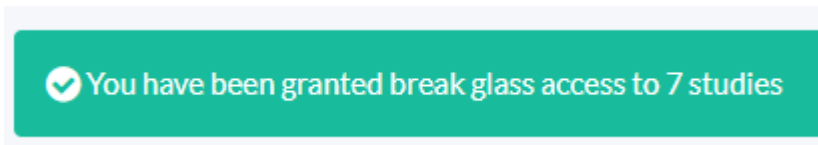


5. This will display the following screen:



If you can confirm that you are accessing images for legitimate purposes, i.e. you are the clients surgeon, then ensure you read the confidentiality agreement and click the acknowledgment box.

6. Next choose how you will search for the client/patient. You can either search by Patient ID or by Surname and Date of Birth. Only exact matches will be shown. When searching using the Patient ID, remove the dots and the starting 0. For example, a patient ID could be 810563.
7. Enter a reason for accessing the patient studies and click '**Access Studies.**'
8. A list of matching records will appear. Click the patient details that best matches and click '**Confirm.**'
9. A green box will show as per the below:

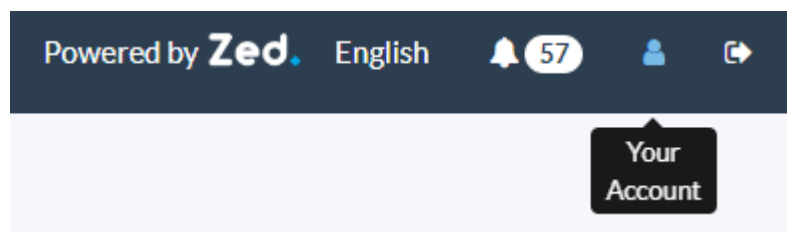


10. The images will display as a list at the bottom of the screen. Each time you log in you will see all the images that you have access to. You will have access to the image(s) for 24 hours. After this expiry, if need be, you may follow the same process to gain access to the images again.
11. To view an image, double click on the relevant row, and it will open in the web viewer. You cannot download images.

Note that after one hour of inactivity Zed will log out and you will need to log in again.

### Changing your Password

To change your password, click on **Your Account** at the top right-hand corner of the screen and click **Change Password**



### Removal of Access

In some situations, BreastScreen Victoria may remove your access to the Zed platform, this includes if you have not logged into the platform for 45 days. If you require access again, please contact the BSV IT Service Desk by emailing [servicedesk@breastscreen.org.au](mailto:servicedesk@breastscreen.org.au).

### IT Support

Any issues encountered should be logged via the IT Service Desk by emailing [servicedesk@breastscreen.org.au](mailto:servicedesk@breastscreen.org.au). If support is urgently required, the team can also be reached by phone on 03 8665 4160.