



Telemedicine

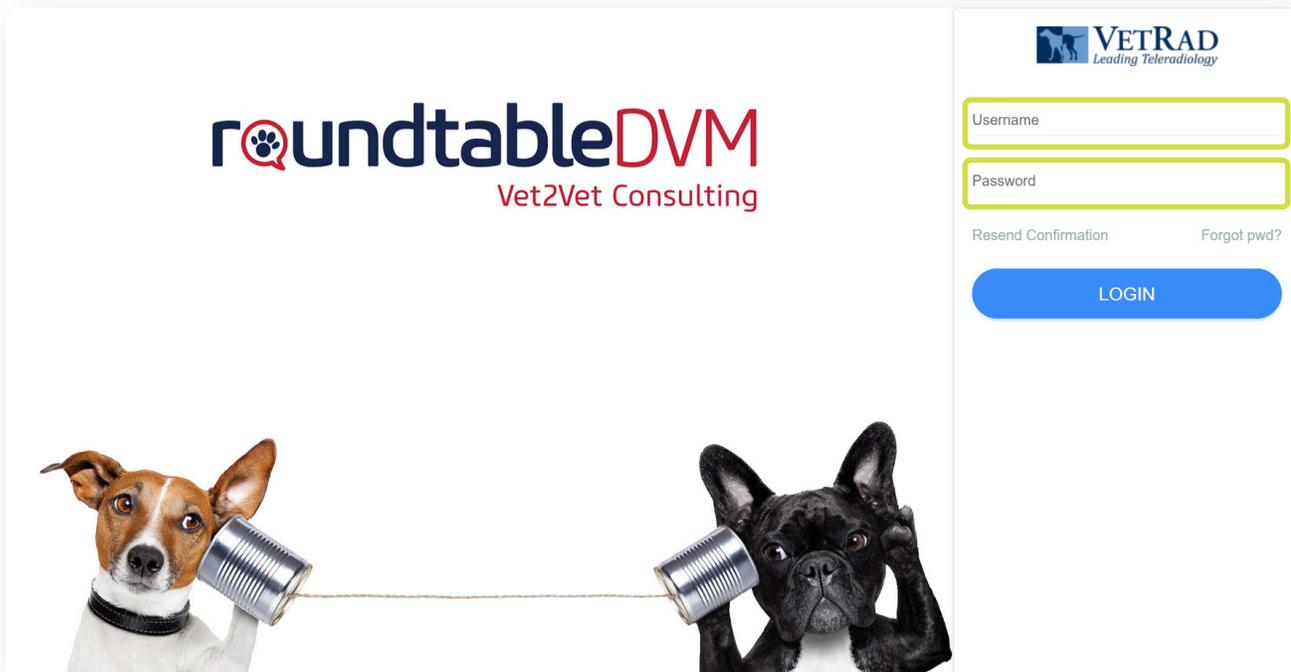
User Guide

Roundtable

Getting Started

Login to Roundtable

- Visit synergyvip.roundtabledvm.com
- Enter your username and password



roundtableDVM
Vet2Vet Consulting

VETRAD
Leading Teleradiology

Username

Password

[Resend Confirmation](#) [Forgot pwd?](#)

LOGIN

Roundtable

Case Submission Process

Step 1

- Navigate to the menu on left side of the screen
- Click **Cases**
- Click **Add Case**



Step 2

Option to add more case contacts. Enter the additional emails, separated by commas.

A screenshot of a web application interface for adding case contacts. On the left, there is a sidebar with a 'Report ID: 290965' and a status of 'Unsubmitted'. Below this, it says 'Created: 3/28/2025 11:23 AM'. The sidebar contains several menu items: 'Clinician Details', 'Patient Details', 'Service Needed', 'Patient History', 'Documents & Files', and 'Private Notes'. The main content area is titled 'Case Contacts'. It features a 'Case Clinician' dropdown menu with 'SYNERGY-TEST INTOVIEW' selected and a green button labeled 'Not found? Add New'. Below this, it says 'Report Will be sent to:' followed by a list of email addresses: 'interviewsupport@vetrad.com' and 'interviewsupport@vetrad.com'. A yellow box highlights a text input field labeled 'Also send report to'. Below the input field, there is a note: 'Use a comma to add multiple email addresses. Ex. person1@domain.com,person2@domain.com'.

Step 3

- If this is a follow-up case, you can click **Select Patient** to choose a patient from the list
- Otherwise, complete the fields to add a patient

Patient Details

Select Patient

Hospital Patient ID *

Patient First Name *

Owner Last Name *

Patient Age *

Years Months

Patient DOB *

Month Year

Patient Species *

Choose...

Patient Breed *

Additional Notes (will not appear in the final report)

Step 4

- Select **VetRad Telemedicine Consult** or **VetRad Telemedicine Consult Limited** from the Service Selection dropdown
- Select **Routine** from the Turnaround Time dropdown
- Enter the number of images you plan to submit

Service Needed

Service Selection *

Turnaround Time *

Number of Images Submitted *

Service Description:

Fee Type	Cost
Estimated Total	\$0.00

Step 5

Add patient history.

The screenshot shows a sidebar on the left with five menu items: "Service Needed", "Patient History" (highlighted in blue), "Documents & Files", "Private Notes", and "Case Actions". The main content area has a dark header "Patient History" and a large text input field with a yellow border. The input field contains the text "Provide Patient History, Exam Findings, & Pertinent Bloodwork *".

Step 6

Upload the referral form and any other necessary documents or files.

The screenshot shows a sidebar on the left with six menu items: "Clinician Details", "Patient Details", "Service Needed", "Patient History", "Documents & Files" (highlighted in blue), "Private Notes", and "Case Actions". The main content area has a dark header "Documents & Files" and a table with the following columns: "Type", "Patient Name", "Modality", "Patient ID", "Images", and "Created". Below the table is a large yellow-bordered box containing the text "Drop files or click here to upload". At the bottom of the page, there is a small note: "Only DICOM, JPG, PNG and PDF files can be uploaded."

Step 7 (Optional)

Add any private notes for the Board-Certified Small Animal Internal Medicine Specialist.

Private Notes to Specialist ?

Will not show up in finalized report.

Other Action Save Edits Submit Case

Step 8

- Click **Save Edits** to save and come back later
- Click **Submit Case** to submit case for consult

Private Notes to Specialist ?

Will not show up in finalized report.

Other Action Save Edits Submit Case

Questions? Contact Our Support Team

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☎ 888.483.8723