



**Carestream e-Service Portal
Customer Guide**

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Introduction

First, thank you for choosing Carestream!

We know that your success depends on selecting the right product, people and services. Our worldwide technical and professional services team works alongside your staff to ensure your Carestream product is running at peak performance. Carestream provides complete peace of mind during the life of your Carestream products so you can focus on what is most important—your patients.

To simplify the service process for you, we are now offering our new e-Service portal for your use. You will find the e-Service portal to be a quick and convenient way for you to open service cases and the e-Service portal will provide you a window into your case activity that you have never had before.

To start taking advantage of the convenience that the e-Service portal provides, you will need to create a user account by accessing the e-Service portal at the following address:

<https://eservice.carestream.com>

Registration


Registering as a New User

When you first launch the website you will have the option to “Register” a new user account.

If you have any issues registering as a user please contact

servicedesk.itsolutions@carestream.com



 HOME PAGE

Non-Employee Employee Login Page

eService Portal Registered Users

Unauthorized access to this computing facility is prohibited. Terms and conditions for the use of this site can be found via the site terms link at the bottom of this page.

If you have any comments or questions, please feel free to contact us: servicedesk.itsolutions@carestream.com

Username:

Password:

Remember me [I don't remember my password](#)

www.carestream.com | [Privacy](#) | [Terms](#) © 2015 Carestream Corporation. All rights reserved.

First you must review and accept the Terms and Conditions of using this e-Service portal.

Register

Terms and Conditions of Use for Customer Service Portal

Carestream Health, Inc., on behalf of itself, and its subsidiaries operates this Customer Service Portal ("Portal" or "Site") to provide online access to authorized customers of Carestream for service-related requests.

By accessing and using this Site, you agree to each of the terms and conditions set forth in Carestream's general Site Terms of Use, and these additional Terms and Conditions of Use for Customer Service Portal which, together, govern your use of this Site, its content or transactions. The general Site Terms of Use, together with these applicable additional terms and conditions of use for Customer Service Portal, are referred to as this "Agreement."

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS OF USE ("TERMS") CAREFULLY BEFORE USING THE SITES. BY ENTERING THE SITES YOU, THE USER, ACKNOWLEDGE AND AGREE THAT ACCESS TO AND USE OF THE SITES ARE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS OF USE, AND THE VARIOUS DISCLAIMERS SET FORTH HEREIN. THESE TERMS OPERATE AS A SUPPLEMENT TO ANY SERVICE AGREEMENT YOU HAVE WITH

I AGREE.

Continue

Back

You will now be required to complete the user information form shown here.

Register

Employee Corporate Email (Account Name) *

First Name *

Last Name *

Middle Name

Display Name *

Password *

Confirm Password *

Company Name *

Main K-Number *

Department *

Mobile Phone *

Work Phone

Job Title

Job Function

My Level

Country & Area *

State & Province

City

Street

Postal Code

Time Zone *

About Me

3 + 0 = *

Register

Cancel

You will need to provide a valid corporate domain email address for your work location and a valid Carestream K# on the form. If you need to open or view service cases from multiple sites/locations within your corporate footprint, please list those sites/locations in the "About Me" section of the form.

After you have completed and submitted your user profile form, a member of our e-Service Portal administration team will create your profile and associate your profile to the appropriate products installed at your site(s).

You will receive a separate email confirming that your profile was successfully created and that you can now log into the Carestream e-Service portal.

Once your profile is properly configured you can return to <https://eservice.carestream.com> and log in.

If you have a question about the registration process, please contact the e-Service portal administrator at servicedesk.itsolutions@carestream.com.

Once you are logged in, you will see a screen similar to the one seen here and your session should initially take you to your "home page".

The screenshot displays the Carestream eService portal interface. At the top left, the Carestream logo is visible, followed by the 'eService' banner. A red arrow points to the 'Home' button in the top navigation bar. The page is divided into three main sections:

- My e-Service:** Shows the user profile for Vandagriff Ryan, a Radiology specialist, with an 'Edit Profile' link. Below this is a section for 'My Open Service Cases' with a table showing counts for Incident (0), Request for Change / Upgrade (0), Question (0), Other (0), and Problem Management (0). There are also 'Carestream Links' for EverythingRAD, Carestream on Twitter, Carestream on Facebook, and Carestream on Youtube.
- Wall: Recent Activities:** A list of service cases with details such as the user who submitted the case (e.g., Stefano Massone, Smith John, Service Desk), the case description, and the timestamp.
- My Contacts:** Lists 'Carestream Online Service Desk' and 'Carestream Contacts' including Stefano Massone (HCIS Service Tools Developer), Macgregor Lori J, and Cao Linh H. There is also a 'Customer Contacts' section.

The 'exceed' logo is located in the bottom right corner of the page.

Your Profile and Home Page

Your home page is broken up into three main sections.

My e-Service

Your "Wall"

And your "Contacts"

The screenshot shows the Carestream eService home page. At the top left is the Carestream logo. To its right is an eService banner with a group of stylized human figures. In the top right corner, there are links for LOGOUT and CONTACT US, and a tagline: YOU ARE AT THE CENTER OF WHO WE ARE. Below the banner is a navigation bar with Home and Service Cases buttons, and a Feedback button on the right. The main content area is divided into three columns:

- My e-Service:** Features a profile for Vandagriff Ryan (Radiology) and a list of open service cases: Incident (0), Request for Change / Upgrade (0), Question (0), Other (0), and Problem Management (0). It also includes Carestream Links for EverythingRAD, Twitter, Facebook, and Youtube, and a link to the Carestream Vue User Community.
- Wall: Recent Activities:** A list of recent activities under 'My Service Cases', including notes from KUNTZENDORF DAVID, Vandagriff Ryan's case submission, and notes from Stefano Massone and Smith John.
- My Contacts:** Lists Carestream Online Service Desk, Carestream Contacts (Kuntzendorf David, Stefano Massone, Macgregor Lori J), and Customer Contacts.

The 'exceed' logo is visible in the bottom right corner.

The "My e-Service" section provides quick links to your profile information, open cases and suggested Carestream links.

The screenshot displays the Carestream eService user interface. At the top left is the Carestream logo, and at the top right are links for LOGOUT and CONTACT US. A central graphic features the text "eService" and a group of stylized human figures. Below this, a navigation bar includes "Home" and "Service Cases" tabs, with a "Feedback" button on the right. The main content area is divided into a left sidebar and a central list of service cases. The sidebar, highlighted with a red border, contains the following sections:

- My e-Service**: Includes "My Service Cases", "My Devices", and "Add Service Case".
- Profile Information**: Shows a user profile picture, the name "Radiology", and an "Edit Profile" link.
- My Open Service Cases**: A summary table of open cases:

Category	Count
Incident	0
Request for Change / Upgrade	0
Question	0
Other	0
Problem Management	0

- Carestream Links**: A list of social media links: EverythingRAD, Carestream on Twitter, Carestream on Facebook, and Carestream on Youtube.
- Carestream Vue User Community**: A section with a graphic of people and the text "VIBE" and "Carestream Vue User Community".

The central area displays a list of service cases, each with a profile picture, a title, and a status. On the right side, there is a "My e-Service" sidebar with a "Feedback" button and a list of suggested service cases. At the bottom right, the "exceed" logo is visible.

Your "Wall" provides a quick view of your most recent activity. These notifications can also serve as a quick link to your service cases if you choose.

The screenshot displays the Carestream eService user interface. At the top left is the Carestream logo, and next to it is the eService logo with a graphic of people icons. On the top right, there are links for LOGOUT and CONTACT US, and the slogan "YOU ARE AT THE CENTER OF WHO WE ARE." Below the header is a navigation bar with "Home" and "Service Cases" buttons, and a "Feedback" button on the right. The main content area is divided into three columns. The left column contains a sidebar with a user profile and various navigation links. The middle column, highlighted with a red border, is titled "Wall: Recent Activities" and lists recent service case updates. The right column shows a list of service cases with a large "exceed" logo at the bottom.

Wall: Recent Activities

Activity	Timestamp
KUNTZENDORF DAVID has left a note on case "Test case for CRM workflow. "	1/20/2016 2:00:33 PM
KUNTZENDORF DAVID has left a note on case "Test case for CRM workflow. "	1/20/2016 1:56:15 PM
Vandagriff Ryan submitted a new case "Test case for CRM workflow. "	1/14/2016 8:31:30 AM
Stefano Massone has left a note on case "this is a test SO from eService, please ignore me, ..."	1/12/2016 7:22:37 AM
Stefano Massone has left a note on case "this is a test SO from eService, please ignore me, ..."	1/12/2016 8:51:40 AM
Smith John has left a note on case "this is a test SO from eService, please ignore me, ..."	1/12/2016 6:40:18 AM
Stefano Massone has left a note on case "this is a test SO from eService, please ignore me, ..."	1/12/2016 8:33:44 AM
Smith John submitted a new case "this is a test SO from eService, please ignore me, ..."	1/12/2016 6:11:26 AM
Smith John submitted a new case "this is a test SO from eService, please ignore me, ..."	1/12/2016 6:07:50 AM
Service Desk submitted a new case "Vue:Cloud User Account Audits "	11/13/2015 8:43:00 AM

From the home page you can also see your most recent Carestream Contacts.

The screenshot displays the Carestream eService interface. At the top left is the Carestream logo and the eService tagline. To the right are links for LOGOUT and CONTACT US, and the slogan "YOU ARE AT THE CENTER OF WHO WE ARE." Below the header is a navigation bar with "Home" and "Service Cases" tabs, and a "Feedback" button. The main content area is divided into three columns. The left column contains a "My Profile" section with a user photo and name, followed by a "My Recent Service Cases" section with a list of cases and their statuses. The middle column is titled "Most Recent Activities" and shows a list of recent user actions, including case submissions and updates. The right column is titled "My Contacts" and is highlighted with a red border. It lists "Carestream Online Service Desk" as a contact, followed by "Carestream Contacts" which includes "Kuntzendorf David", "Stefano Massone HCIS Service Tools Developer", and "Macgregor Lori J". Below this is a "Customer Contacts" section. At the bottom right of the page is the "exceed" logo with the tagline "A customer centric culture."

We recommend taking a moment to verify and edit your profile in order to enhance your user experience. This can be done by clicking the "Edit Profile" shown here.

Carestream eService

LOGOUT | CONTACT US |

YOU ARE AT THE CENTER OF WHO WE ARE.

Home Service Cases Feedback

My e-Service

Vandagriff Ryan

Radiology
[Edit Profile](#)

My Open Service Cases

Incident	0
Request for Change / Upgrade	0
Question	0
Other	0
Problem Management	0

Carestream Links

- EverythingRAD
- Carestream on Twitter
- Carestream on Facebook
- Carestream on Youtube

Wall: Recent Activities

My Service Cases

	Stefano Massone has left a note on case "this is a test SO from eService, please ignore me, ...".	1/12/2016 7:22:37 AM
	Stefano Massone has left a note on case "this is a test SO from eService, please ignore me, ...".	1/12/2016 6:51:40 AM
	Smith John has left a note on case "this is a test SO from eService, please ignore me, ...".	1/12/2016 6:40:18 AM
	Stefano Massone has left a note on case "this is a test SO from eService, please ignore me, ...".	1/12/2016 6:33:44 AM
	Smith John submitted a new case "this is a test SO from eService, please ignore me, ...".	1/12/2016 6:11:26 AM
	Smith John submitted a new case "this is a test SO from eService, please ignore me, ...".	1/12/2016 6:07:50 AM
	Service Desk submitted a new case "Vue:Cloud User Account Audits".	11/13/2015 8:43:00 AM
	Service Desk submitted a new case "Vue:Cloud User Account Audits".	11/10/2015 12:29:00 PM
	Service Desk submitted a new case "Vue:Cloud User Account Audits".	11/8/2015 10:54:00 AM
	Service Desk submitted a new case "Vue:Cloud User Account Audits".	11/3/2015 2:15:00 PM

My Contacts

Carestream Online Service Desk

Service Desk

Carestream Contacts

	Stefano Massone HCIS Service Tools Developer
	Macgregor Lori J
	Cao Linh H

Customer Contacts

exceed
A customer centric culture.

The "Edit Profile" link will take you to your profile screen. You should edit this page with your most current contact and user information as well as what types of notifications you would like to receive from e-Service. Again, enter only a corporate domain email address.

Please feel free to upload a recent photo of yourself if you would like to add a personal touch. Service is a very personal thing for us here at Carestream and being able to see who we are working with helps both sides make a personal connection.

Opening a Service Case

Now that you have edited your profile, let's get started on using the system to open a service case.

There are several ways to open a service case with Carestream from this system, but the following is the recommended workflow for opening a case.

First, start by clicking the "Service Cases" tab and then click "Add Service Case" as shown.

The screenshot displays the Carestream eService interface. At the top, the Carestream logo and 'eService' branding are visible, along with 'LOGOUT | CONTACT US |' links and the slogan 'YOU ARE AT THE CENTER OF WHO WE ARE.' Below the header, a navigation bar includes 'Home' and 'Service Cases' tabs, with 'Service Cases' being the active tab. A 'Feedback' button is located on the right. A dropdown menu is open under 'Service Cases', showing options for 'My Service Cases', 'My Devices', and 'Add Service Case'. The 'Add Service Case' option is highlighted with a red arrow. To the right of this menu is an 'Add Service Case' button. Below the navigation, a form for creating a new service case is shown. It includes dropdown menus for 'Site' (CARESTREAM INTERNAL USE-SERVICE), 'Status' (Open), 'Severity' (TBD, Critical, High, Medium, Low), and 'Type' (6 selected). There is also an 'ID' input field with a 'Search' button. Below the form is a table header with columns: 'Created By', 'Title', 'CSH ID', 'Your ID', 'Case Type', 'Severity', 'Status', 'Submitted Time', 'Rep #', and 'Current Owner'. The table content is empty, displaying 'No data available!'. At the bottom, there is a 'Row count: 10' dropdown and a copyright notice: '© 2015 Carestream Corporation. All rights reserved.'

Once you have clicked “Add Service Case”, it will take you to the form shown below.

Carestream | eService | LOGOUT | CONTACT US | YOU ARE AT THE CENTER OF WHO WE ARE.

Home | Service Cases | Feedback

My e-Service

Vandagriff Ryan
Radiology
Edit Profile

Carestream Links

- EverythingRAD
- Carestream on Twitter
- Carestream on Facebook
- Carestream on Youtube

Carestream Vue User Community

Add Service Case

Case Type

- Incident
- Request for Change/Upgrade
- Question

Critical and high severity cases should not be opened via the e-Service Portal. Critical (severity 1) or highly urgent (severity 2) service needs should only be opened by contacting your Carestream Call Center by phone (24/7/365) at 1-800-328-2910.

* Device (KIT):

Your ID:

Contact details (Edit if alternative contact details are applicable):

First Name:

Last Name:

Phone:

E-Mail:

Can you describe the issue?

* Description

You have 1500 characters left.

Attachments (Notice: The attachment you upload shall be less than 50 MB):
Add Attachment: No file chosen

My Contacts

Carestream Online Service Desk

Service Desk

Carestream Contacts

- Kuntzendorf David
- Stefano Massone
HCIS Service Tools Developer
- Macgregor Lori J

Customer Contacts

exceed
A customer-centric culture.

PLEASE NOTE:

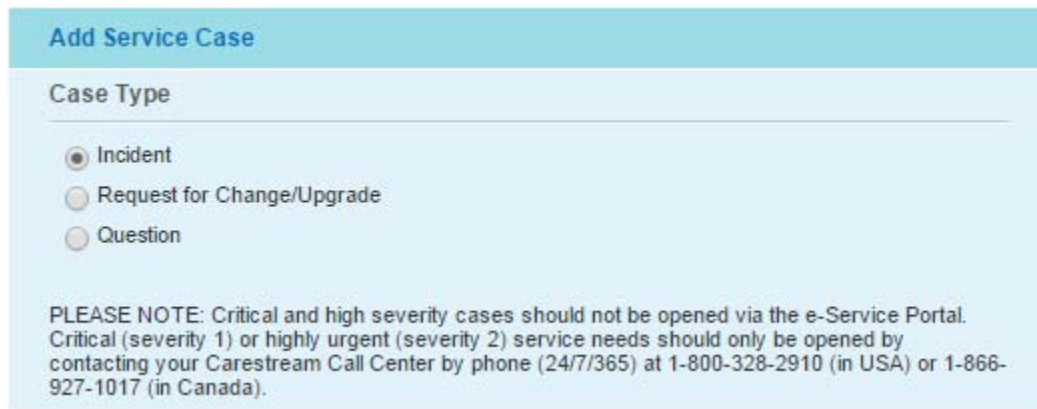
**** Personally Identifiable Information (PII) or Protected Health Information (PHI) must not be included in case information you enter or attachments that you upload to the e-Service portal. Cases that are opened or updated with PII or PHI content will be canceled, the attachments will be deleted and a new case will be opened on your behalf without the protected information.**

See the [PII and PHI section](#) of the document for guidance found on the e-Service portal.

The form is divided into three main sections.

- The type of service case
- The technical issue you are experiencing
- The severity of the issue being submitted

Let's begin with the type of service case. Please indicate if your case is for a specific technical incident, a request to have a change made in your product/system or a simple question you need to ask an expert.



Add Service Case

Case Type

Incident

Request for Change/Upgrade

Question

PLEASE NOTE: Critical and high severity cases should not be opened via the e-Service Portal. Critical (severity 1) or highly urgent (severity 2) service needs should only be opened by contacting your Carestream Call Center by phone (24/7/365) at 1-800-328-2910 (in USA) or 1-866-927-1017 (in Canada).

Incidents: basically, any Carestream system issue that causes – or could cause – an interruption to, or reduction in, the quality of performance or usability.

Requests for Changes or Upgrades*: when you need a new configuration, new functionality feature for your software or an upgrade to a new version.

Questions*: any queries you might have about your Carestream products, services or support agreement.

***PLEASE NOTE:**

Carestream will evaluate your request or question and will assign it to the appropriate party. Some implementation and consulting requests and questions may be directed to your Carestream sales representative.

Please type in the Carestream K# of the device you are requesting support on. This can be done by typing in the field or searching for the device by using the magnifying glass.

PLEASE NOTE:

Ensure that you select the proper K# for the system and device that you need help to avoid any unnecessary delays due to improper case routing.



A screenshot of a web form. The top row contains a text input field labeled '* Device (K#):' followed by a magnifying glass icon. The bottom row contains a text input field labeled 'Your ID:' followed by an information icon (a lowercase 'i' inside a circle).

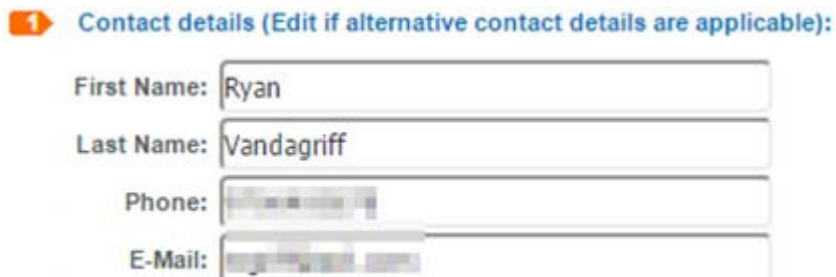
If your site uses an internal ticketing system, the “Your ID” field is a place for you to enter your internal ticket number. The field is not mandatory but it can be used by you to correlate the Carestream case to your site’s internal ticketing system and hopefully save you time as you update your internal system.



A screenshot of a web form, identical to the one above. It shows a text input field for '* Device (K#):' with a magnifying glass icon, and a text input field for 'Your ID:' with an information icon.

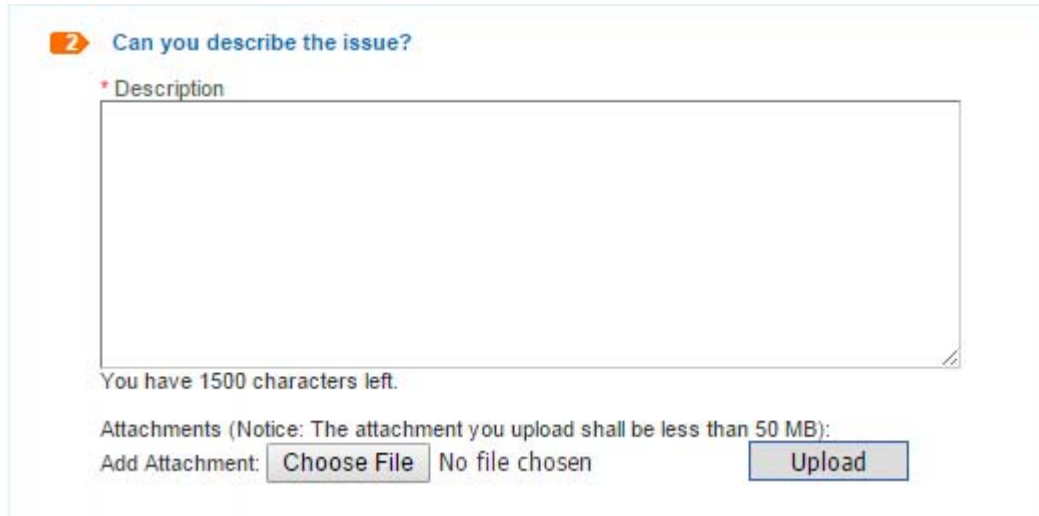
Next is the contact information.

This will pre-populate with the information from your profile. It can be updated, if needed, in the event someone else should be contacted as we work to resolve this particular case.



A screenshot of a contact details form. At the top, there is a blue header with a red arrow icon and the text 'Contact details (Edit if alternative contact details are applicable):'. Below this are four text input fields: 'First Name:' with the value 'Ryan', 'Last Name:' with the value 'Vandagriff', 'Phone:', and 'E-Mail:'. The phone and email fields have some blurred text visible.

Now we will cover the specific technical description of the case or question you are submitting.



The screenshot shows a web form with the following elements:

- A header with a red arrow icon and the text "Can you describe the issue?"
- A label "Description" with a red asterisk indicating it is required.
- A large, empty text input area.
- Text below the input area: "You have 1500 characters left."
- A section for attachments with the text: "Attachments (Notice: The attachment you upload shall be less than 50 MB):"
- An "Add Attachment:" label followed by a "Choose File" button, the text "No file chosen", and an "Upload" button.

Being as specific here as possible will not only help Carestream ensure your case is sent to the appropriate support group, it will also reduce the time it takes to resolve your issue.

For example:

“Modality will not send to PACS”

-This type of description will require an additional phone call to help identify the specific issue you are experiencing before Carestream can begin to resolve the technical issue. This can potentially lead to delayed case resolution.

A better example would be something like this:

“We are unable to send images from our new CT scanner. The specifics for the modality are as follows: AE = BRANDXCT, IP = 192.168.10.50, port = 104”

-This will not only help our Service team identify the root cause of the failure quickly but they may even be able to resolve the issue without having to speak to you directly other than validation testing and case closure confirmation.

Lastly, if you wish, you can identify the severity of the issue you are experiencing, however, **entering case severity is not mandatory and can be changed by the Carestream service representative.**

We have provided a brief explanation of the Severity levels to help guide you in making the proper selection.

****Please be advised that cases for any SYSTEM DOWN or CRITICAL issues (“Severity 1 and Severity 2”) cannot be opened on the e-Service portal and should be called directly into our Service Center by calling **1-800-328-2910 in the US and 1-866-927-1017 in Canada.** This will help ensure your critical situation gets the appropriate attention it deserves.**

Severity 1 and 2 selections are disabled in the eService portal to reinforce the need to open those type issues by calling the Service Center rather than via the e-Service portal.

PLEASE NOTE:

In the event that an issue becomes more severe after first opening a case via the e-Service portal, call the Service Center at the number above to properly raise the severity and escalate the issue.

3 Please select the severity to be assigned to the case, following the description reported below:

- Severity 1 (Critical): All functionality or a substantial proportion of functions are unavailable. Has a significant impact on a large number of active users and/or patients OR this event is reportable to Medical Regulator, Issue has a direct impact on patient management
- Severity 2 (High): One or more system functions or processes are unusable or unavailable and significantly impacts a small group of active users and/or affects patient care.
- Severity 3 (Medium): One or more system functions or processes has intermittent failures or issues and moderately impacts active users and patient care.
- Severity 4 (Low): Minor or annoying issues that don't have a substantial impact on system use and does not have any or little impact on users and/or patient care. Usually the issue can be tolerated until the next software patch release. Report or inform Carestream of any planned/unplanned maintenance activity.

Congratulations! You have now submitted a service case via the e-Service portal! Your case will now be entered into Carestream’s CRM system and a Customer Service Representative will contact you according to your current Service Level Agreement.

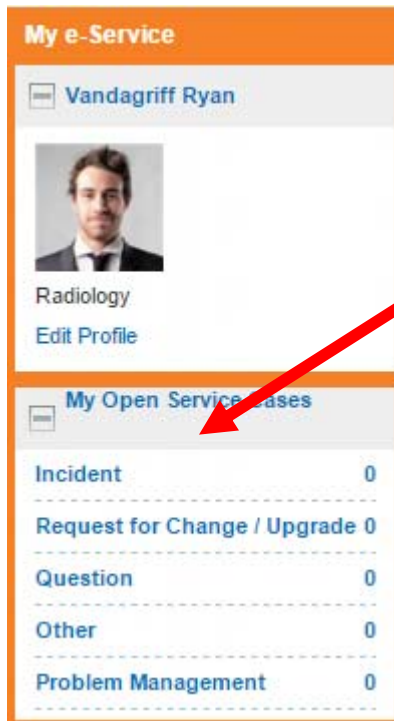
Here is a table to help you set the proper expectation for response time based on the severity of the case:

Severity Code	Definition	Service Level Agreement Time Frames (SLA’s)
1	System inoperative	One Hour or Less
2	System Restricted	Two Hours or Less
3	System Operational with minor problem	Four Business Hours or Less
4	Scheduled Maintenance, User Information	Next Business Day
5	RMS Notification	Immediate or Next Business Day by Type of Problem

Reviewing Your Service Cases

Let's take a quick look at how to review your open cases.

The fastest way to review your open cases is to simply click the links below from the Home Screen.



This will provide a quick list of open cases as well as a filter form so that you can quickly and easily find the exact case you are looking for, despite its current status.

The case types in "My Open Service Cases" are:

Incident

- Cases you have opened for service issues

Request for Change / Upgrade

- Cases you have opened for a configuration change or software upgrade

Question

- Cases you have opened to have a question answered by a technical expert

Other

- Refers to a state where no other status applies or when a case is in an intermediate state. Generally this should not occur and should only be an exception.

Problem Management

- Cases that have been escalated to the Problem Management Team

The “My Service Cases” screen will allow you to query your cases and provide your query results.

My Service Cases Add Service Case

▼ Site: All - Status: Open - Severity: All - Type: Incident

Site: CARESTREAM INTERNAL USE-SERVICE
 Status: Open
 Severity: TBD, Critical, High, Medium, Low
 Type: Incident
 ID: [Search](#)

Created By	Title	CSH ID	Your ID	Case Type	Severity	Status	Submitted Time	Rep #
No data available!								

Row count: 10 ▼

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To update an existing case, simply click the line item for the case you would like to open.

My Service Cases Add Service Case

▼ Site: All - Status: Resolved - Severity: Low - Type: Incident

Site: CARESTREAM INTERNAL USE-SERVICE
 Status: Resolved
 Severity: Low
 Type: Incident
 ID: [Search](#)

Created By	Title	CSH ID	Your ID	Case Type	Severity	Status	Submitted Time	Rep #
	Test case for CRM workflow.	8000183035		Incident	Low	Resolved	1/14/2016 6:31:30 AM	4
	Dr. Schon WS connection to JHU PACS	8000168603		Incident	Low	Resolved	7/22/2015 3:10:00 PM	0
	Failing to launch client	8000168579		Incident	Low	Resolved	7/22/2015 2:47:00 PM	0

<< < 1 > >> Go to page: 1 ▼ Row count: 10 ▼ Show

Doing so will open the case and display the case history. To provide an update back to your Carestream contact working the case, all you need to do is click "Reply" or simply type your comments into the dialog box below

The screenshot shows a web application interface for "Service Cases". At the top, there are navigation tabs for "Home" and "Service Cases". The main content area is divided into several sections:

- My e-Service:** A sidebar on the left containing a profile for "Vandagriff Ryan" (Radiology, Edit Profile), "Carestream Links" (EverythingRAD, Carestream on Twitter, Carestream on Facebook, Carestream on Youtube), and "Carestream Vue User Community".
- Service Case Detail:** The main content area, featuring a "Go back to ticket list" link, a "Started: 1/25/2016 10:22:56 AM" timestamp, and a "Reply" button. Below this is a profile for "Vandagriff Ryan" and case details: Site: CARESTREAM INTERNAL USE-SERVICE, Status: Submitted, Case Type: Incident, Severity: Low, K-Number: HCIS, and Contact Details: Ryan Vandagriff / rvgriff@aol.com / 9706405678. A note reads: "Test case for documenting eService. Please feel free to close this case in CRM."
- Reply:** A section with a "Go back to ticket list" link and a large text input field for replying. Below the input field, it says "You have 1000 characters left."
- Attachments:** A section with a notice: "Attachments (Notice: The attachment you upload shall be less than 50 MB):". It includes an "Add Attachment:" label, a "Choose File" button, the text "No file chosen", and an "Upload" button.
- Submit Reply:** A button at the bottom of the page.

Two red arrows are overlaid on the image: one points to the "Reply" button in the "Service Case Detail" section, and the other points to the text input field in the "Reply:" section.

If additional files are useful to the case, or requested by Service, they can be uploaded via the portal page as seen below.

**** Personally Identifiable Information (PII) or Protected Health Information (PHI) must not be included in case information you enter or attachments that you upload to the e-Service portal. Cases that are opened or updated with PII or PHI content will be canceled, the attachments will be deleted and a new case will be opened on your behalf without the protected information.**

See the [PII and PHI section](#) of the document for guidance found on the e-Service portal.

The screenshot displays the 'Service Case Detail' page in the e-Service portal. On the left, there is a 'My e-Service' sidebar with the user's profile (Vandagriff Ryan, Radiology) and 'Carestream Links' (EverythingRAD, Twitter, Facebook, YouTube). The main content area shows the case details: 'Service Case Detail', 'Go back to ticket list', 'Started: 1/25/2016 10:22:56 AM', and a 'Reply' button. Below this, the user's profile is shown again, followed by case metadata: 'Site: CARESTREAM INTERNAL USE-SERVICE', 'Status: Submitted', 'Case Type: Incident', 'Severity: Low', 'K-Number: HCIS', and 'Contact Details: Ryan Vandagriff / rvgriff@aol.com / 9706405678'. A test case message is also present: 'Test case for documenting eService. Please feel free to close this case in CRM.' Below the case details, there is another 'Go back to ticket list' link and a 'Reply:' section with a large text input area. Below the input area, it says 'You have 1000 characters left.' There is an 'Attachments' section with a notice: '(Notice: The attachment you upload shall be less than 50 MB):'. Below this, there is an 'Add Attachment:' label, a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. At the bottom, there is a 'Submit Reply' button. Two red arrows are overlaid on the image: one pointing to the 'Upload' button and another pointing to the 'Submit Reply' button.

When you are done you just need to hit "Submit Reply".

When the case owner replies, the message will appear in the portal and the customer will receive and email.

Replying to messages does not work from email and must be performed on the portal.

Personally Identifiable Information and Protected Health Information

PII (sometimes referred to as personal information or personal data)

Personal Information or “Personally Identifiable Information” or “Personal Data” is defined as data relating to an identified individual or an individual identifiable by such data (“natural person”). Examples include, but are not limited to: name, number, personal mark, biometric data, or other identifier, and can be used to identify the natural person. Other examples include name, office phone lists, office addresses, age, occupation, birth date, gender, income, physical description, education, financial information, medical information, employment history, marital status, size of household, e-mail address, IP address, driver’s license number, vehicle registration plate number, face, fingerprints, handwriting, credit card numbers, and/or digital identity. It can include statements made by, or attributed to, the individual.

PHI (sometimes referred to as medical data)

Protected Health Information is any data relating to the past, present or future physical or mental health or condition of an individual, the provision of health care to an individual or the past, present or future payments for the provision of health care for an individual, that is created or received, either orally, in hardcopy, or electronically, by:

- a. Company supervisory, management or personnel providing associate services for one or more of the following purposes:
 - Complying with company policy.
 - Receiving medical services.
 - Receiving benefits under a group health plan or another associate welfare benefit plan sponsored by the company.
 - Obtaining accommodations or employment leaves due to an individual’s medical condition; or
- b. Other company personnel for the purpose of providing equipment, software or services to customers.

Examples

- a. **Correct:** Study of patient with PID 123 with ACC# 123 has a problem
 - **Incorrect:** Study with ACC# 123 of patient John Doe with PID 123 and Date of Birth 1/1/2000 has a problem.
- b. **Correct:** User john.doe@carestream.com cannot access to the system
 - **Incorrect:** User john.doe@carestream.com with password “Mypa55Word” cannot access to the system

Congratulations! You're now ready to use the portal for opening and reviewing service cases. Remember to keep your profile information up to date and upload a photo if you like. We look forward to continuing to provide you with exceptional service and support.