



# Onboarding Checklist for New Customers

The following are the prerequisites and required information for setting up and installing the SARC MediQ Solution for the end user.

## Business Information

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2 (optional): \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax (optional): \_\_\_\_\_

Logo: Please attach logo with this document. \_\_\_\_\_

Please type in the First name, Last name, and Email address for all users below (as many as needed, more can be added later):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_



## Software Installation Information

- Name of this location : \_\_\_\_\_
- Make and Model of all study machines to be connected to MediQ (e.g. GE LOGIQe): \_\_\_\_\_
- Study machines all have network connectivity (Y/N): \_\_\_\_\_
- Study machines have DICOM export and Structured Reporting (SR) export options available (Y/N): \_\_\_\_\_
- Dedicated laptop/computer available with Windows 10/11 for each client location (Y/N): \_\_\_\_\_
- Internet connectivity and administrator access available on computer/laptop (Y/N): \_\_\_\_\_
- Studies use custom measurements (Y/N): \_\_\_\_\_
- If custom measurements are used, how are they being recorded (on images only, put into a reporting package/report, or other) : \_\_\_\_\_
- In the case of a traveling study machine, there needs to be a laptop connected to it via an ethernet crossover cable (NOT a regular ethernet cable). Ethernet crossover cable and connected laptop available (Y/N/NA): \_\_\_\_\_
- Study machines and computer/laptop connected to same network (Y/N): \_\_\_\_\_
- Static IP configured on the computer, if the network is being administered by IT (Y/N): \_\_\_\_\_

Once the above required information has been obtained, the SARC MediQ support team will create the user's account and schedule a zoom meeting to install the MediQ uploader program. This installation will involve configuring the user's computer and the study machine(s). The client will join the meeting from the dedicated laptop/computer.



If there is more than one location, please answer the above questions for each location:

## Software Installation Information

- Name of this location (if multiple locations are to be installed): \_\_\_\_\_
- Make and Model of all study machines to be connected to MediQ (e.g. GE LOGIQe): \_\_\_\_\_
- Study machines all have network connectivity (Y/N): \_\_\_\_\_
- Study machines have DICOM export and Structured Reporting (SR) export options available (Y/N): \_\_\_\_\_
- Dedicated laptop/computer available with Windows 10/11 for each client location (Y/N): \_\_\_\_\_
- Internet connectivity and administrator access available on computer/laptop (Y/N): \_\_\_\_\_
- Studies use custom measurements (Y/N): \_\_\_\_\_
- If custom measurements are used, how are they being recorded (on images only, put into a reporting package/report, or other) : \_\_\_\_\_
- In the case of a traveling study machine, there needs to be a laptop connected to it via an ethernet crossover cable (NOT a regular ethernet cable). Ethernet crossover cable and connected laptop available (Y/N/NA): \_\_\_\_\_
- Study machines and computer/laptop connected to same network (Y/N): \_\_\_\_\_
- Static IP configured on the computer, if the network is being administered by IT (Y/N): \_\_\_\_\_
- Zoom Desktop (<https://zoom.us/download>) installed on dedicated laptop/computer (Y/N): \_\_\_\_\_

## Study Information

Please list below all of the report/study types that you will be using in MediQ:  
(e.e. Bilateral/Left/Right Lower Extremity, Echocardiogram)

See Attached

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



## Software Installation Information

- Name of this location (if multiple locations are to be installed): \_\_\_\_\_
- Make and Model of all study machines to be connected to MediQ (e.g. GE LOGIQe): \_\_\_\_\_
- Study machines all have network connectivity (Y/N): \_\_\_\_\_
- Study machines have DICOM export and Structured Reporting (SR) export options available (Y/N): \_\_\_\_\_
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- Internet connectivity and administrator access available on computer/laptop (Y/N): \_\_\_\_\_
- Studies use custom measurements (Y/N): \_\_\_\_\_
- If custom measurements are used, how are they being recorded (on images only, put into a reporting package/report, or other) : \_\_\_\_\_
- In the case of a traveling study machine, there needs to be a laptop connected to it via an ethernet crossover cable (NOT a regular ethernet cable). Ethernet crossover cable and connected laptop available (Y/N/NA): \_\_\_\_\_
- Study machines and computer/laptop connected to same network (Y/N): \_\_\_\_\_
- Static IP configured on the computer, if the network is being administered by IT (Y/N): \_\_\_\_\_
- Zoom Desktop (<https://zoom.us/download>) installed on dedicated laptop/computer (Y/N): \_\_\_\_\_