

Step  
**1**

## REQUEST ACCESS

Click [Provider Link](#) on our website.

- Complete the User Request with all information and submit.
- The unique credentials will be returned to the email address provided on the User Request form within 24-48 hours.

### Web Portal User Request

Name \*

First Name

Last Name

*To ensure HIPAA compliant access to patient records, each user must have their own credentials that may not be shared.*

Step  
**2**

## GETTING STARTED

Click [Provider Link](#) on our website.

Enter your email and password to log-in.

Password can be reset if forgotten.

### Log In

Email Address

Password

**Submit**

[Forgot password?](#)

Step  
**3**

## PATIENT SEARCH

A) Use filters to find patients

- If searching for a patient referred by you or another provider in your practice, you can search by: First Name, OR Last Name, OR Date of Birth. The more information provided, the more refined the results.
- If searching for a patient who was referred by a provider outside of your practice, choose the “Extended Search” option. The search parameters for “Extended Search” require a Date of Birth.

B) Select patient by clicking the name in the table

**A** Table Filters

**B** Results

Patient	DOB	Appointment On	Booked On
TEST, Dan	04/28/1994	7:00 pm Tue, 12/15/2020	9:44 am Tue, 12/15/2020

Table filters: First Name, Last Name, DOB, Email Address, Phone, Extended Search

Step  
**4**

## APPOINTMENTS

From the patient profile you can:

- View past appointments
- View upcoming appointments
- Update demographics

**A** Upcoming PAST

**B** Appointment Time

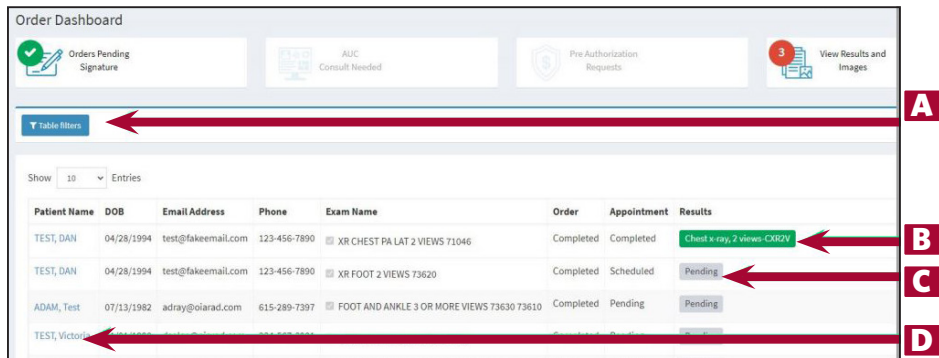
**C** Edit

Appointment Time	Duration	Status	Reason
12/14/2020 03:52 pm		Completed	MR - Leg
12/14/2020 03:52 pm		Completed	MR - Pelvis
12/14/2020 03:52 pm		Completed	MR - Hip
12/11/2020 05:04 pm		Completed	CT - Arm

Step 5

# ORDERS DASHBOARD

- A) Use filters to find patients
- B) Click green tabs to view results of study
- C) View pending studies (gray tabs)
- D) Click patient name for appointment details

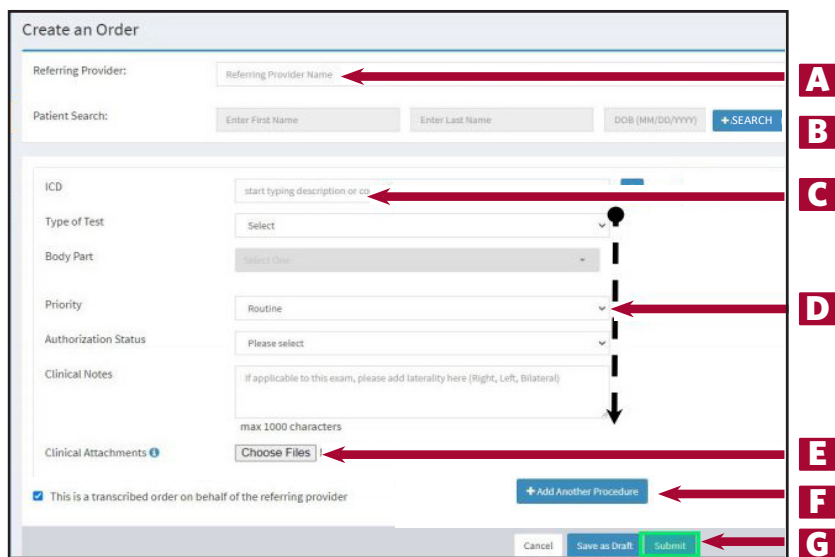


Study Actions: Edit Unscheduled Orders View Order Detail Self-Schedule (coming soon!) Cancel Order

Step 6

# CREATE AN ORDER

- A) Select provider
- B) Search/Select patient
- C) Select reason for exam
- D) Complete order details (top to bottom)
- E) Upload clinical documents
- F) Add additional procedures
- G) Submit order



Step 7

# RESULTS

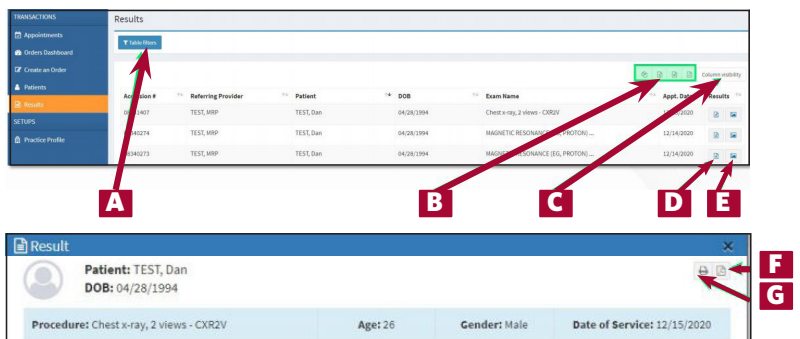
The Results tab shows recently released reports:

- Providers see results for patients they referred. Patients referred by other providers can be viewed using "Extended Search" feature.
- Staff see results for patients referred by all providers within the practice. Patients referred by other practices can be viewed using "Extended Search" feature.

Reports and images for the past seven years are available.

Results can be viewed by Date of Service (adjusting date range in the Table Filters).

Results for all exams, regardless of Dates of Service, can be viewed by searching for that specific patient.



A) Search & Filter B) Export tools C) Adjust columns D) View report E) View images  
From the results window you can: F) Download a PDF of the report OR G) Print

## RESULTS IMAGE VIEWER

