



# **Exa® PACS/RIS**

## **1.4.32\_P7**

### **Attorney Portal User's Manual**

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# Welcome to Exa Attorney Portal

## Introduction

### Symbols

The following symbols may appear in the product documentation or on the product.

Symbol	Symbol Name	Symbol Description	Standard Number and Name	Symbol Reference Number
	Manufacturer	Indicates the name and address of the manufacturer	ISO 15223-1:2021	5.1.1
	Authorized Representative in the European Economic Area (EEA)	Indicates the Authorized Representative, responsible for the device in the European Economic Area (EEA).	ISO 15223-1:2021	5.1.2
	Date of Manufacture	Indicates the date when the device was manufactured.	ISO 15223-1:2021	5.1.3
	Caution	Indicates information that is important for preventing loss of data or misuse of the software.	ISO 15223-1:2021	5.4.4
	Batch Code	Indicates the full Software Release / Version number	ISO 15233-1:2021	5.1.5
	Serial number	Indicates the manufacturer's serial number so that a specific medical device can be identified	ISO 15233-1:2021	5.1.7
	Catalogue Number	Indicates the manufacturer's catalogue number so that the device can be identified	ISO 15233-1:2021	5.1.6
	Consult instructions for use	Indicates the need for the user to consult the instructions for use	ISO 15233-1:2021	5.4.3
	Prescription Device	Caution: Federal law restricts this device to sale by or on the order of a licensed healthcare practitioner	21 CFR 801.109(b)(1) Prescription Devices	N/A

BS EN ISO 15223-1:2021 Medical devices - Symbols to be used with information to be supplied by the manufacturer - Part 1: General requirements

## Regulatory and compliance



**Konica Minolta Healthcare Americas, Inc.**

2217 U.S. Highway 70 East

Garner, NC 27529 USA

**Tel: 1-800-366-5343**

## System requirements

The following are the minimum system requirements for clients of Exa PACS/RIS.

### Workstation - User

Component	Specification
CPU	Intel® Core™ i5 or later
RAM	8 GB or more
NIC	Single 1000 MB/s
Storage	HDD, 500 GB or more
OS	Windows 10 Pro, 64-bit
Monitor	20 inch, 1600 × 1200

## Get started with Attorney Portal

This manual describes:

- How administrators can set up the Exa PACS/RIS Attorney Portal (see “Setup”)
- How attorneys can use the portal (see “Use Attorney Portal”)

### Attorneys

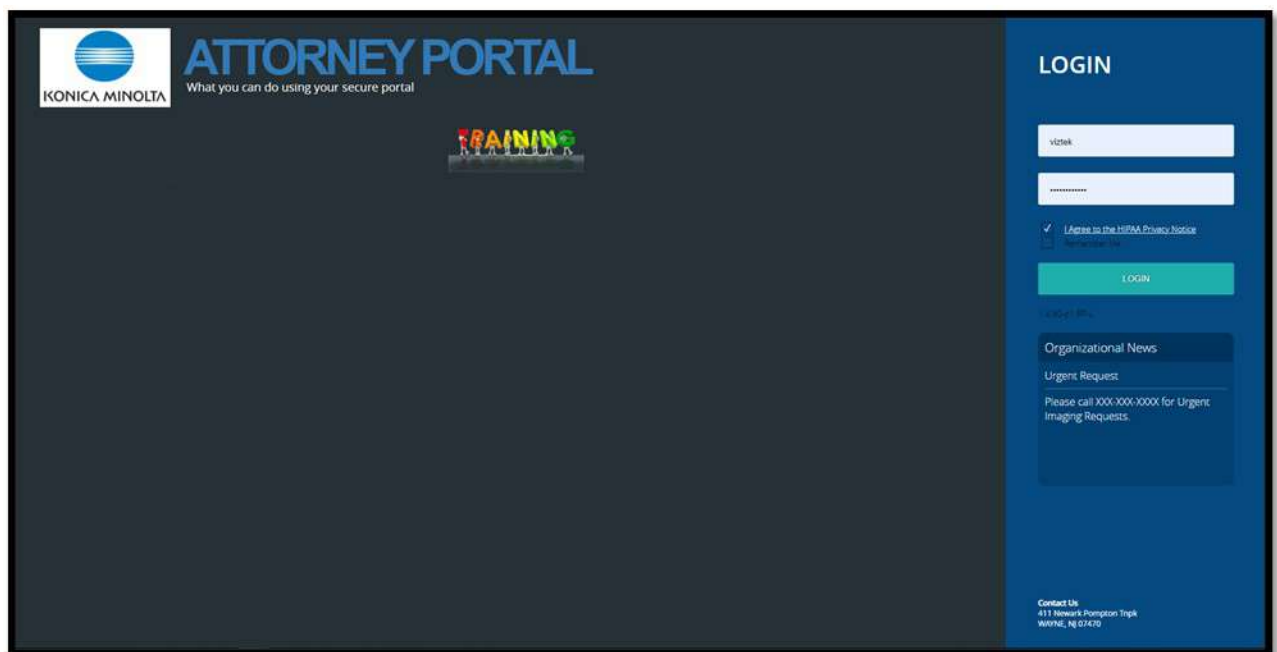
Before you begin, obtain account credentials from your site administrator. Those credentials allow you to use the functions of the portal to which you were granted rights.

## Use Attorney Portal

Patient Portal is a web app accessible from Exa PACS/RIS that provides a convenient place to request and view appointments, view your patients' medical records (patient chart), and to send documents requested by your healthcare providers (such as scans of your insurance card).

### Sign in to Attorney Portal

1. In Chrome, go to the URL provided to you by your administrator or Konica Minolta.

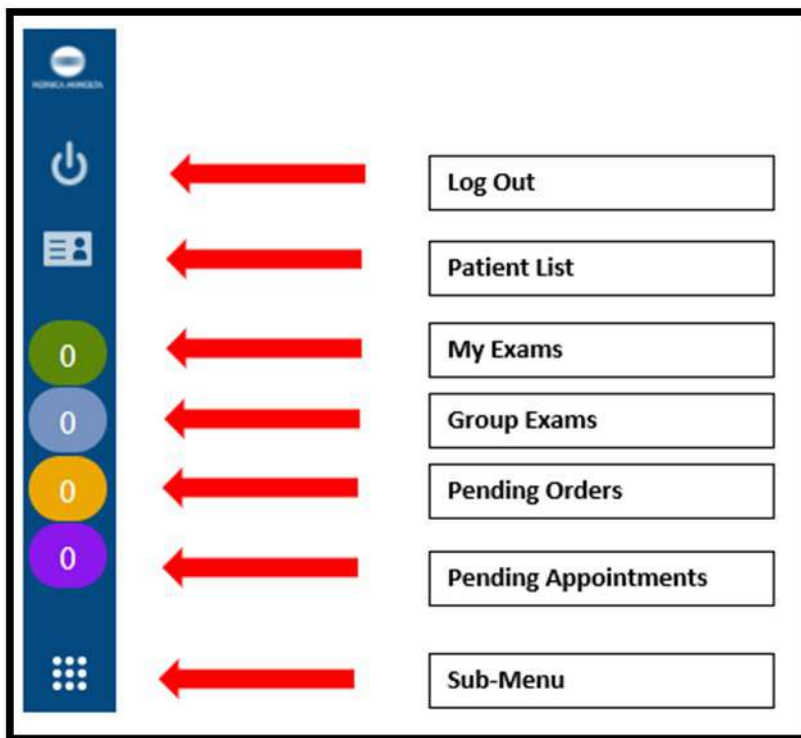


2. On the right pane, type your sign-in credentials, select **I Agree to the HIPAA Notice**, and then select **LOGIN**.



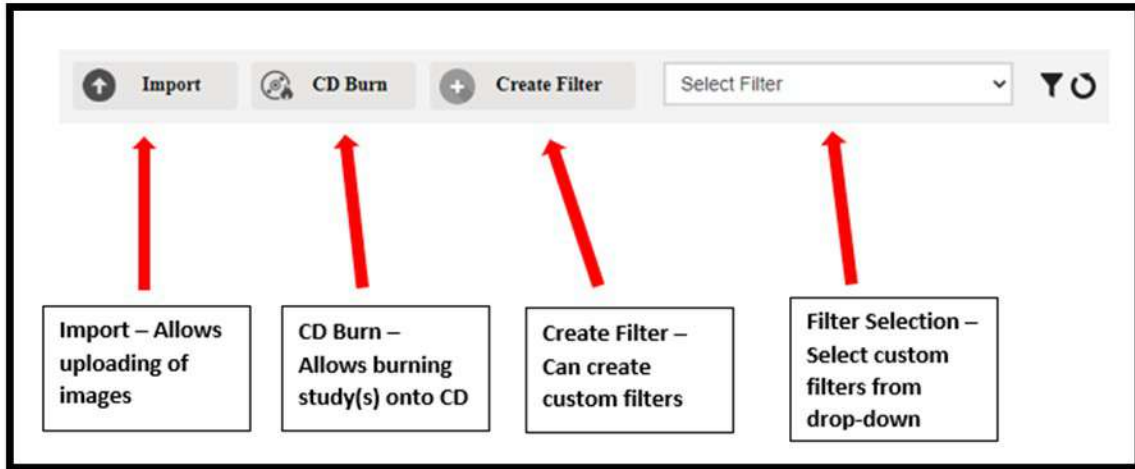
### Navigation bar

The navigation bar always appears on the left side of the screen.




### Find common features

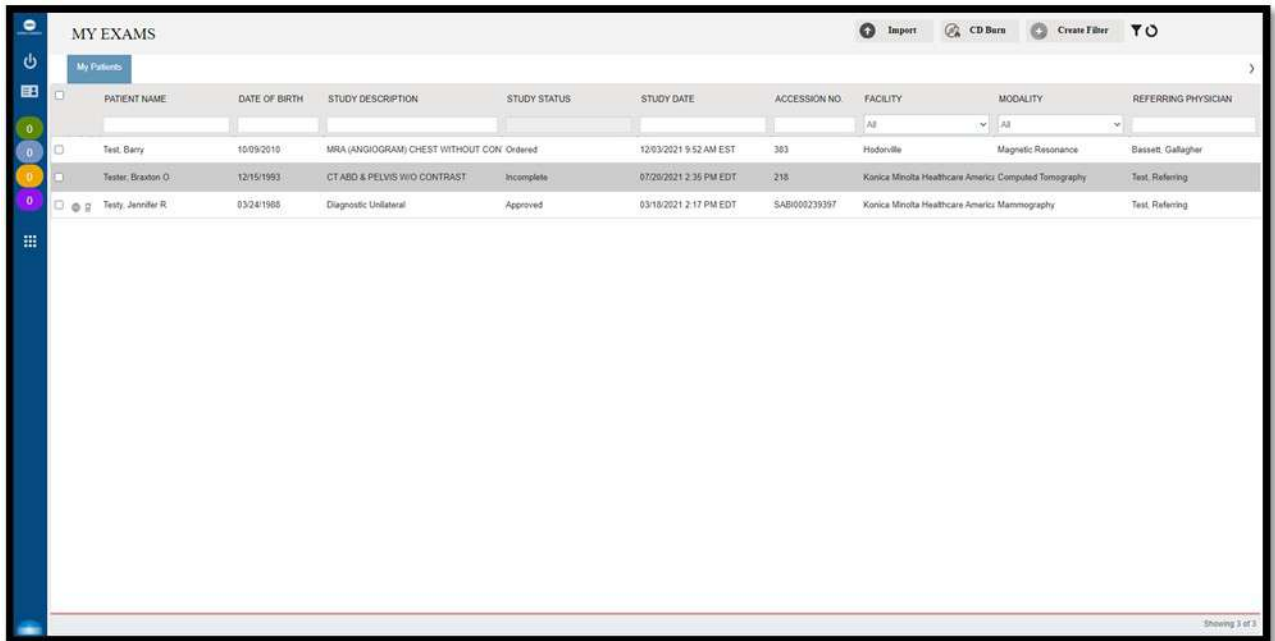
To find the following features, go to the MY EXAMS or MY GROUP worklists. The Import & CD Burn functions are available on these worklists, and also from Sub-Menu.





### View the My Exams worklist

The My Exams worklist is the main starting point for viewing studies.

1. Select  to open the **MY EXAMS** worklist.




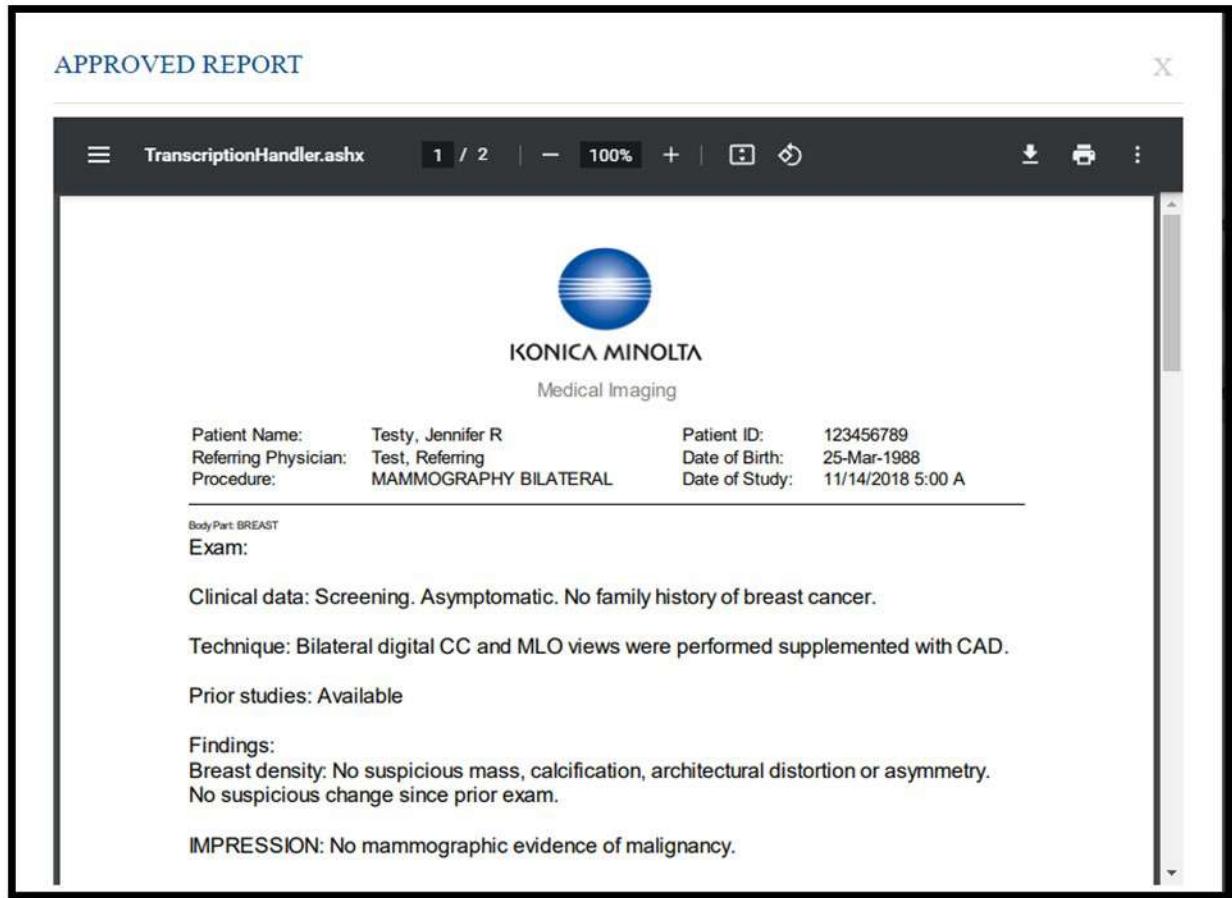
The Star  icon represents VIP patients.

- Select the Reload  icon to refresh the worklist.

## Open images and approved reports


To view approved reports:

1. On the My Exams worklist, on a study row, select the  icon to open an approved report.

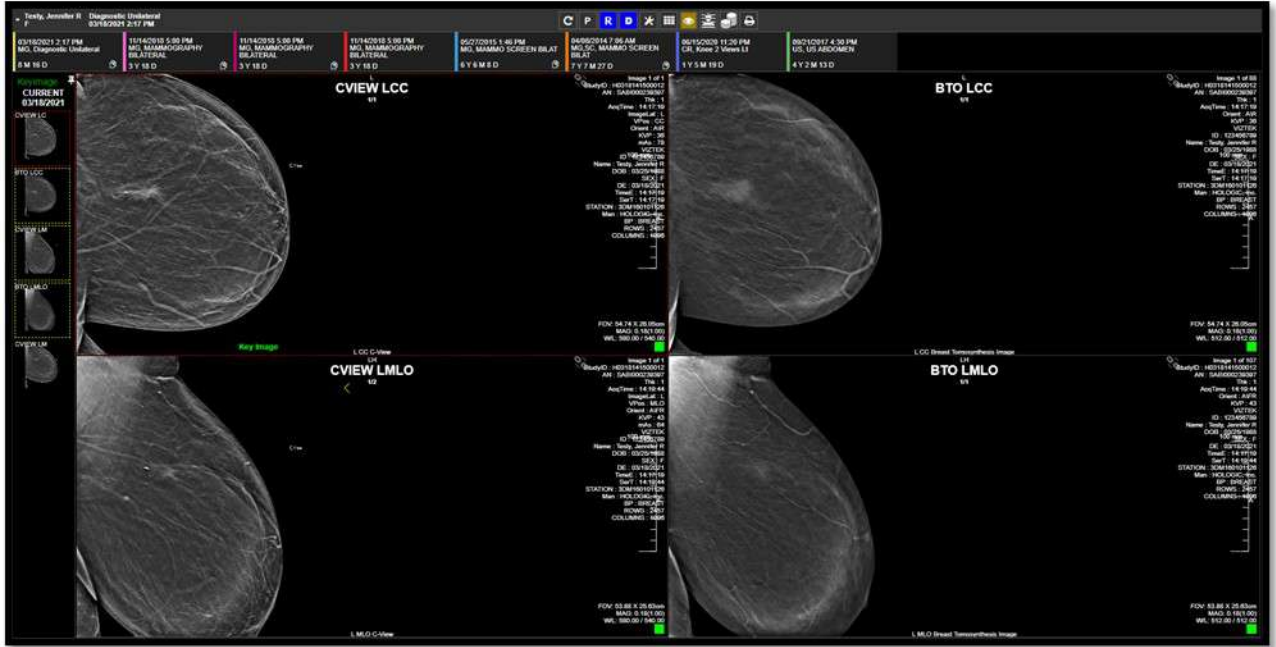


2. The report can be downloaded or printed.

### To view images:

1. Select the  button to open images in the viewer.






## View group exams and pending orders and appointments


The Group Exams worklist displays your patient, and patients of other members of your provider group.



- Select  to open the **GROUP EXAMS** worklist.

GROUP EXAMS								
PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO.	FACILITY	MODALITY	REFERRING PHYSICIAN
<input type="checkbox"/> Gator, Ade	01/31/1996	ABDOMEN X-RAY	Scheduled	11/08/2021 12:00 AM EST	376	Pineapple Under The Sea	Computed Radiography	Doctor, Tested
<input type="checkbox"/> Nuckols, Thomas	05/18/1988	Requesting Exam	Ordered		256	Konica Minolta Healthcare Americ	Computed Radiography	Doctor, Nicole
<input type="checkbox"/> Test, Marc	03/25/1988	CT ABD & PELVIS W/O CONTRAST	Approved	06/16/2021 4:40 PM EDT	254	Dave's Hospital	Computed Tomography	Test, Referring
<input type="checkbox"/> Test, Marc	03/25/1988	CT ABD C+IC+	Approved	06/16/2021 4:40 PM EDT	264	Dave's Hospital	Computed Tomography	
<input checked="" type="checkbox"/> Testy, Jennifer R	03/25/1988	MAMMOGRAPHY BILATERAL	Unread	11/14/2018 5:00 PM EST	209	Konica Minolta Healthcare Americ	Mammography	Test, Referring



- Select  to open the **PENDING ORDERS** worklist.

PENDING ORDERS											
PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO.	FACILITY	MODALITY	REFERRING PHYSICIAN	ORDERING FACILITY	REASON	JUSTIFICATION OF SER
<input type="checkbox"/> Tester, Braxton O	12/15/1993	Requesting Exam	Ordered		392	Eric's Best Practice	CT	Doctor, David			Patient has abdominal pain
<input type="checkbox"/> Testy, Jennifer R	03/24/1988	Requesting Exam	Ordered		391	Eric's Best Practice	MR	Doctor, David			Frequent headaches

The Pending Appointments worklist displays a list of your patients and the status of their orders and appointments.



- Select  to open the **PENDING APPOINTMENTS** worklist.

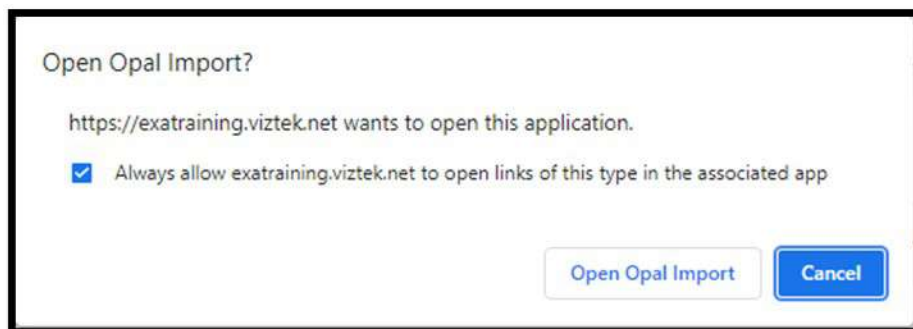
PENDING APPOINTMENTS											
PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO.	FACILITY	MODALITY	REFERRING PHYSICIAN	ORDERING FACILITY	REASON	JUSTIFICATION OF SER
Tester, Brazton O	12/15/1993	Requesting Exam	Ordered		392	Eric's Best Practice	CT	Doctor, David		Patient has abdominal pain	
Teaty, Jennifer R	03/24/1988	MRI ABD C-C+	Scheduled	11/11/2021 8:00 AM	391	Hodorsville	MR	Doctor, David		Frequent headaches	

## Import images

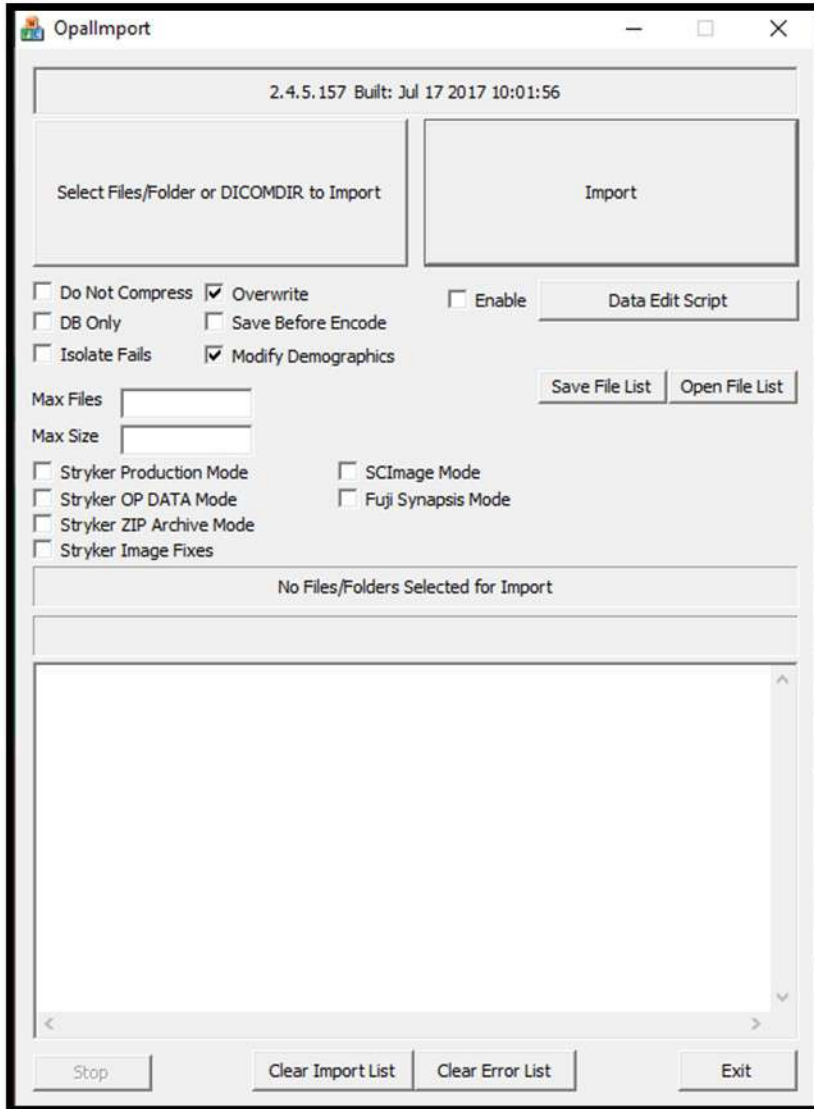
You can import images into studies.



1. On the My Exams worklist, select the  button.



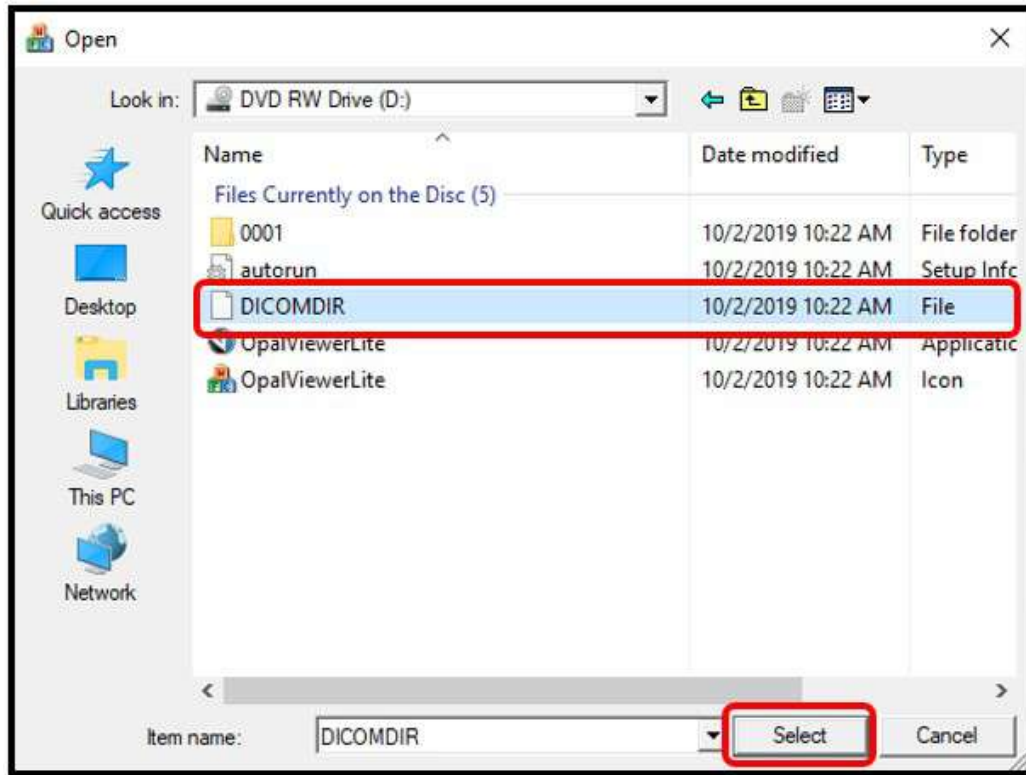
2. Select the Always allow... checkbox, and then select Open Opal Import.
3. In the **OpalImport** window, select **Modify Demographics**.



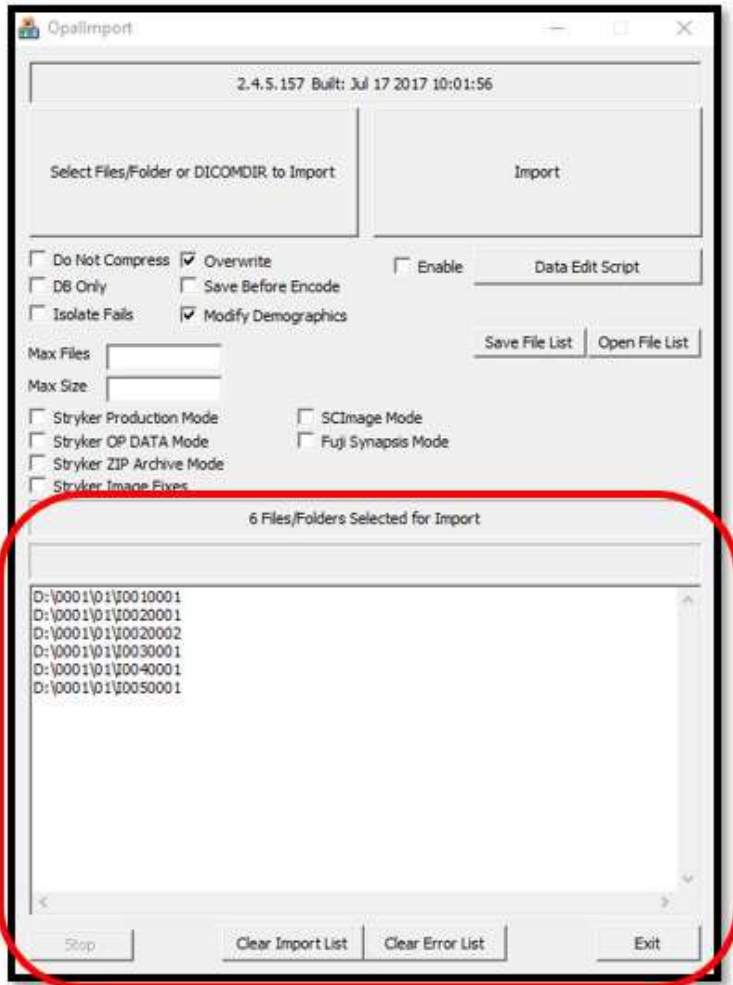
- 4. Select **Select Files/Folder or DICOMDIR to Import**.



- 5. Browse for and select the DICOMDIR file.



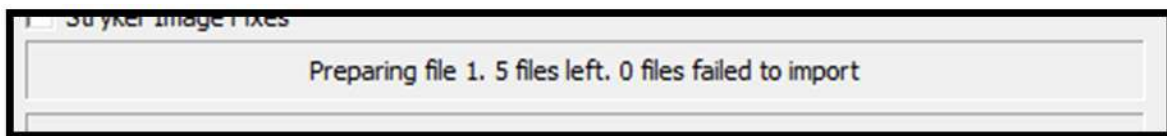
6. The selected files appear in the white box, and the status box indicates the number of files selected for import.



7. Select **Import**.



8. The status bar shows the progress of the import.



- In the **Modify/Confirm Demographics** screen, enter your facility account number and name format and select **MODIFY**.

Modify/Confirm Demographics

Current Info

Id:

Name:

DOB:

Institution: INSGHT IMAGING

New Info

Id:

Name:

Format: Lastname^Firstname^MI^Prefix^Suffix

DOB:

Format: YYYYMMDD (no slashes or dashes)

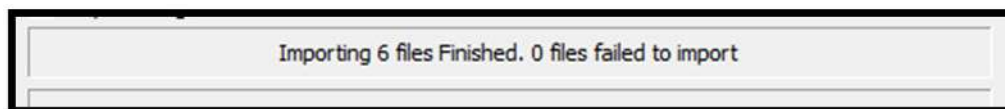
Institution:

DB Query

PID	Name	DOB

CANCEL IMPORT    QUERYDB    USE CURRENT    **MODIFY**

- The result of the import appears.



## Burn studies to media

You can burn studies to removable media, or to a hard disk.

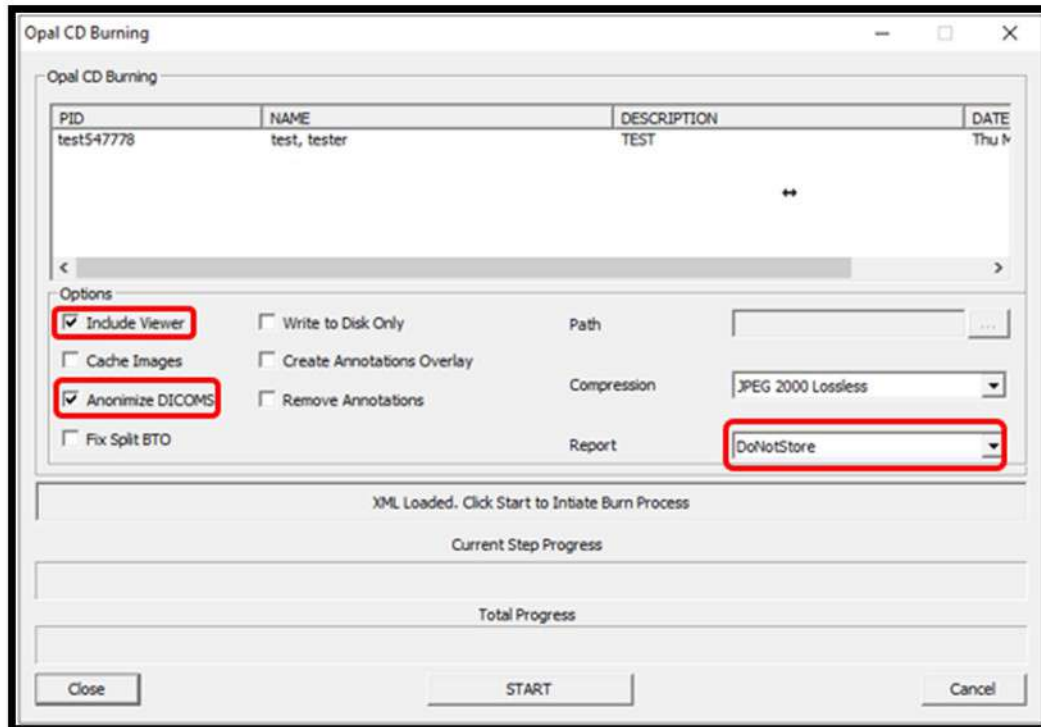
- On the My Exams worklist, select the checkboxes of the studies that you want to burn to CD.



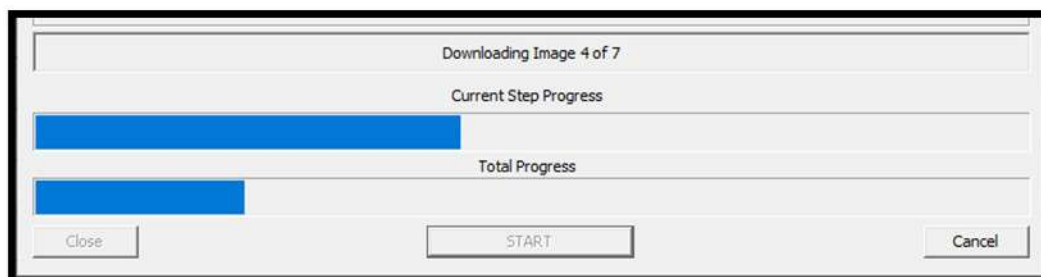
- Select the **CD Burn** button.
- Select OpalPreFetchListener.

**Result:** The Opal CD Burning window appears.

- Select **Include Viewer**.

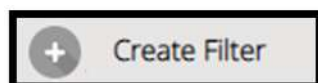


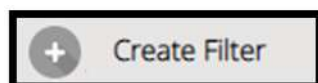
5. In the Report dropdown list, select an option.
6. Insert a CD and select START.
7. The status bar shows progress of the burn job.



## Create a worklist filter

You can create a filter to customize what information appears on the My Exams worklist.



1. Select the  button.
2. In the **Filter Settings** screen, type a filter name, select filtering criteria, and then select **SAVE**.

**FILTER SETTINGS** X

SAVE BACK CLEAR

Filter Name Filter 1

Filter Columns Filter Values

Patient Name  
 Date of Birth  
 Study Description  
 Study Date  
 Accession No.  
 Referring Physician  
 Facility  
 Modality  
 Study Status

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Konica Minolta Healthcare Americas ▾  
All ▾  
Please select

3. In the message box, select **OK**.

exatraining.viztek.net says  
Filter Created

OK

4. To manage filters, select the filter  button.

**FILTER SETTINGS** X

ADD RELOAD

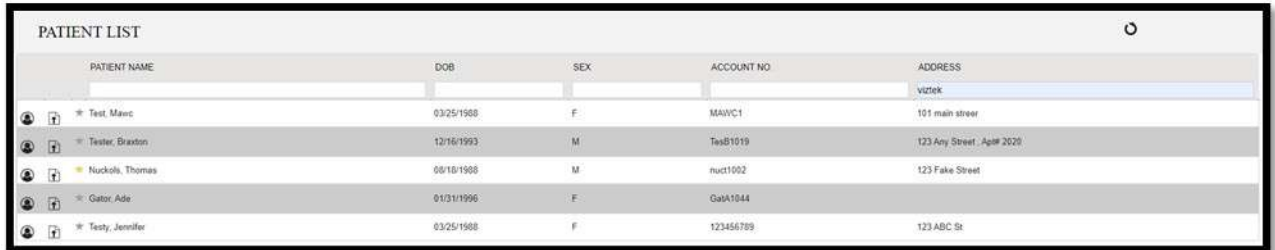
FILTER NAME
 Filter 1




## Open a patient chart

You can open a patient chart to view demographics and other patient related information.

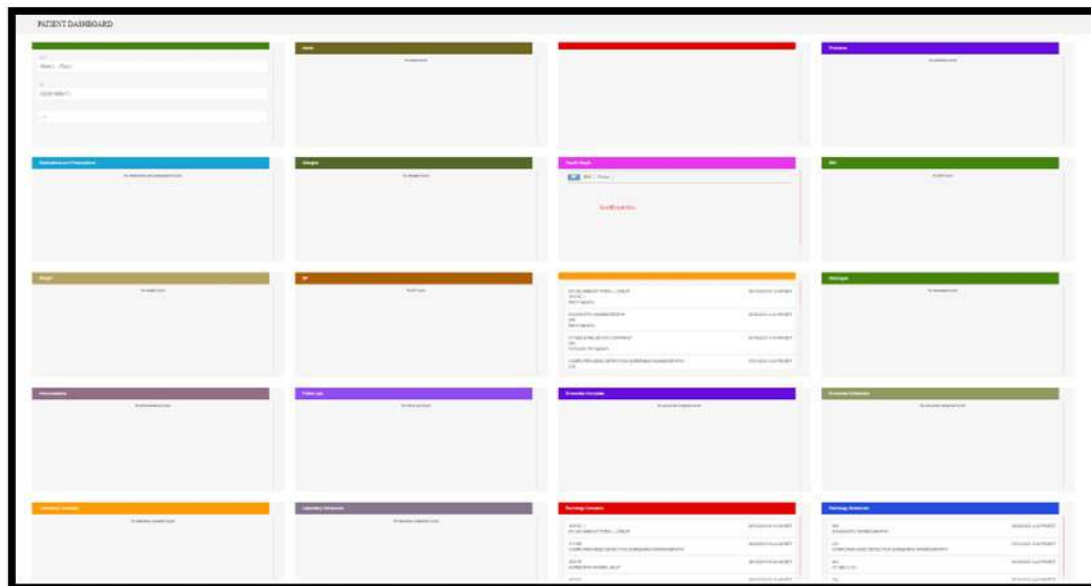
1. Select the  button.



PATIENT LIST					
PATIENT NAME	DOB	SEX	ACCOUNT NO	ADDRESS	
✱ Test, Marc	03/25/1988	F	MAWC1	vztec 101 main streer	
✱ Tester, Braxton	12/16/1993	M	TestB1019	123 Any Street , Apt# 2020	
✱ Nuckols, Thomas	08/10/1988	M	nuc11002	123 Fake Street	
✱ Gator, Ade	01/31/1996	F	GatA1044		
✱ Tasty, Jennifer	03/25/1988	F	123456789	123 ABC St	


2. Select the  button to view the **PATIENT DASHBOARD**.

On the dashboard, you can select a patient chart to open it.

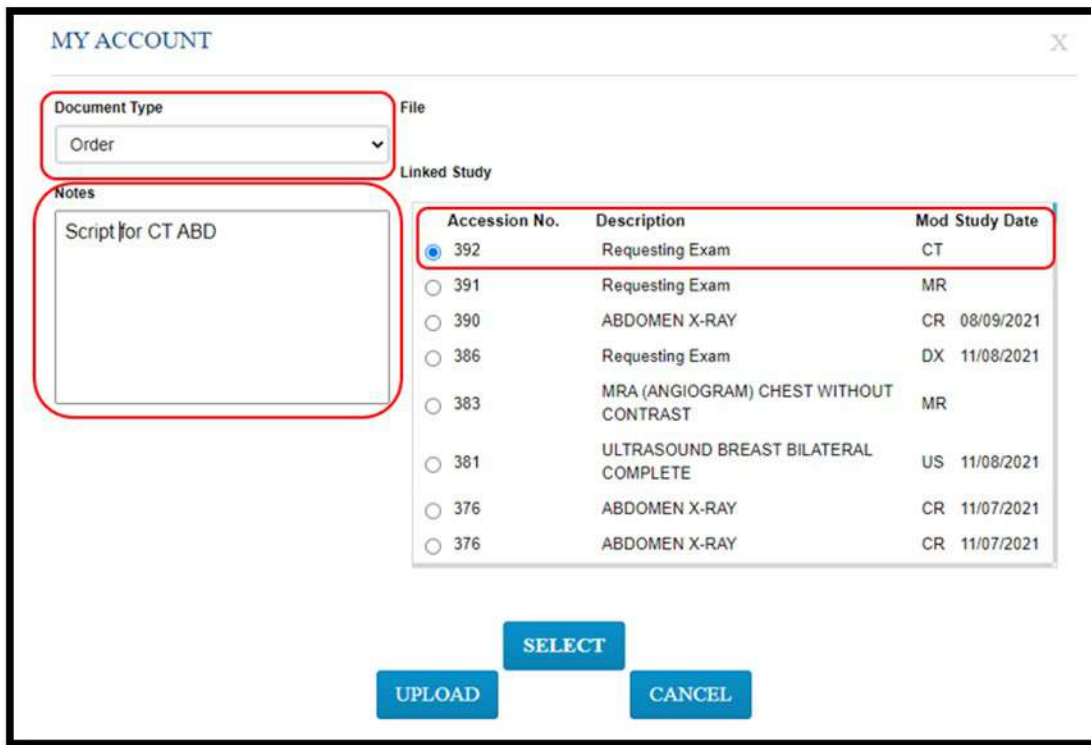


## Attach a document to an exam

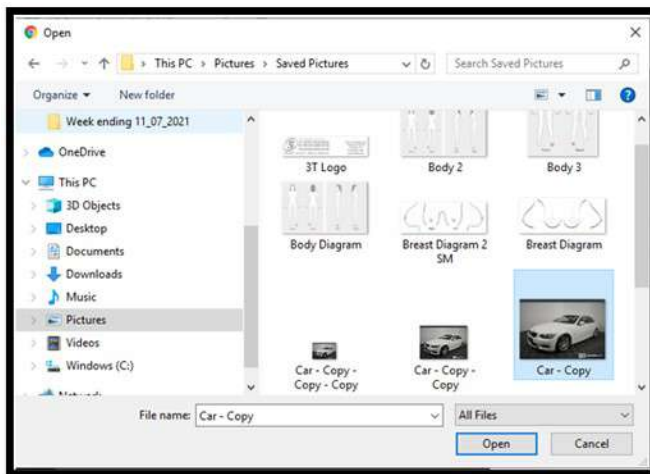
You can attach a scanned document (such as an order form) to an exam.

1. In the patient list, in a patient row, select the **Upload Patient Document**  button.

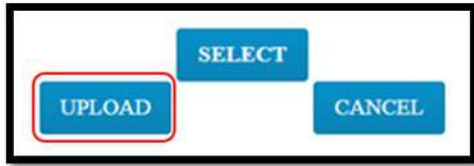
- Under **Linked Study**, select to which exam you want to add the document.



- Select **SELECT**, and then browse for and select a document to add.



- Select **UPLOAD**.



**Result:** The document is added to the exam, and the patient document list appears.

PATIENT DOCUMENTS FOR TESTER, BRAXTON					
DOCUMENT TYPE	DOCUMENT SOURCE	IMPORT/UPLOAD DATE	CREATED DATE	CREATED BY	REQUESTED BY
All	All				
Order	User Upload	11/10/2021 10:38 AM EST	11/10/2021 10:37 AM EST	Doctor David	
Order	User Upload	09/17/2021 2:04 PM EDT	09/17/2021 2:03 PM EDT	Voztek, Pacs	Patient

### Create and schedule an exam

You can create and schedule an exam.

1. Select the nav bar icon to create a new order.
2. Enter criteria for the patient, and select **Search**.

**NOTE:** If this is the first time to order an exam for the patient, you must use **Break the Glass**.

**Result:** Patients matching your criteria appear in a list.

Test, Marc MA20C1 DOB: 05251988
Tester, Braxton O T03B1019 DOB: 12/16/1993
Testy, Jennifer R 123456789 DOB: 05251988

Total Patients: 3 Page 1 of 1

3. Double-click a patient to open their chart.

4. Enter required information and then select ADD STUDY.
5. Optional. Repeat to add more exams to the order.
6. Select **CREATE ORDER**.



7. The **ORDER SUMMARY** window appears.

- If a document is available for uploading, select **UPLOAD**, and then see **Upload a document** below. Otherwise, select **CLOSE**.


## Sign an order

If staff configured a graphical signature file for you, you can add it to orders here.

- In the worklist, select the exam you want to sign.

PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION N°	FACILITY	MODALITY	REFERRING PHYSICIAN	ORDERING FACILITY	REASON	JUSTIFICATION OF SER
<input checked="" type="checkbox"/> Tester, Braxton O	12/15/1993	Requesting Exam	Ordered		392	Eric's Best Practice	CT	Doctor, David			Patient has abdominal pain

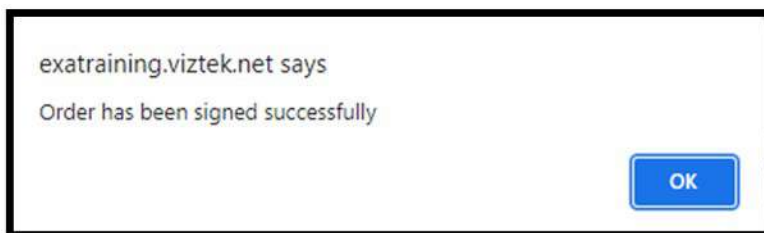


- Select the  button.
- In the message window, select **OK**.



**Result:** The order is signed.

- Select **OK**.




**Result:** The order is removed from the PENDING ORDERS worklist.

## Reset a password

To reset your password:

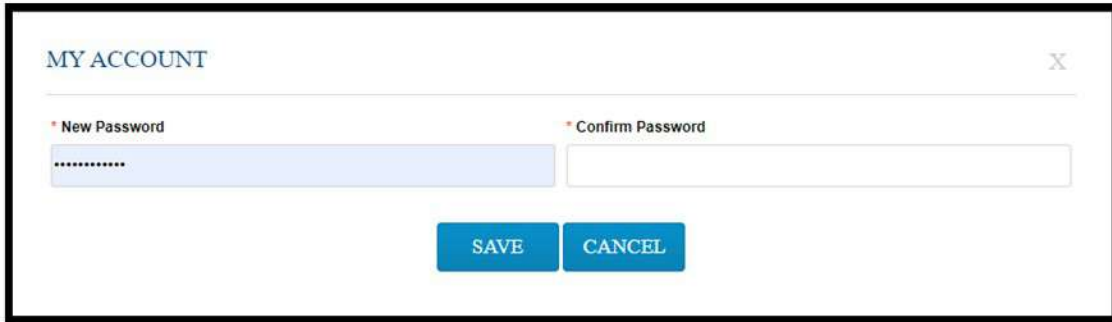
- From Sub-Menu you can reset passwords, burn studies to CD, and import images.

2. Select  to open the PENDING APPOINTMENTS worklist.

3. Select the following buttons to use features. See topics below for details.



Select the button.



The screenshot shows a web form titled "MY ACCOUNT" with a close button (X) in the top right corner. Below the title is a horizontal line. There are two input fields: "New Password" and "Confirm Password". The "New Password" field contains a series of dots. Below the input fields are two blue buttons: "SAVE" and "CANCEL".

4. Type the new and password twice, and then select **SAVE**.