exa-pacs·exa-ris

User's Manual

Physician Portal

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Symbols

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

Symbol	Symbol Name	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
EC REP	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
LOT	Batch Code	Indicates the full Software Release / Version number	ISO 15233-1:2021	5.1.5
SN	Serial number	Indicates the manufacturer's serial number so that a specific medical device can be identified	ISO 15233-1:2021	5.1.7
REF	Catalogue Number	Indicates the manufacturer's catalogue number so that the device can be identified	ISO 15233-1:2021	5.1.6
i	Consult instructions for use	Indicates the need for the user to consult the instructions for use	ISO 15233-1:2021	5.4.3
R Only	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

Welcome to the Physician Portal

This manual describes:

- How administrators can set up the Exa PACS/RIS Physician Portal (see "Setup")
- How providers can use the portal (see "Use Physician Portal")

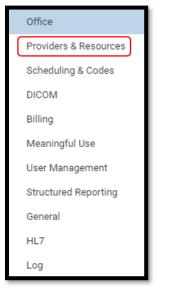
Providers

Before you begin, obtain account credentials from your site administrator. By default, those credentials allow you to view and modify any patient records that specify you as the referring provider or CC provider. Your credentials also give you read-only access to the records of patients from other providers in your Provider Group. In addition, there is a Break the Glass feature that makes other records available to you.

Setup

Create a provider resource

- 1. On the navigation ("burger") E menu, select **SETUP**.
- 2. On the **OFFICE** dropdown list, select **Providers & Resources**.



3. Select the **RESOURCE** tab.



5. Enter required information (indicated by an asterisk *), and note the following.

Туре *	Referring Provider 🗸	
Code	12345	Inactive
Name *	First	MI Last Suffix
Title]
NPI No.	123456789_]
Taxonomy Code		
Dr. Office Name		
SSN		
Federal Tax ID		
EIN No.		
ETIN No.		
Medicare UPIN		

• Facilities – Select one or more facilities.

Market	NONE SELECTED -
Facilities *	ALL SELECTED (11) -
Specialty	NONE SELECTED -

• Group - Select if the provider is member of a provider group

Code *	12345	Inactive		
Provider Organization	Select 🗸			
Group	Select provider group	Ŧ		
Email				
Contact Name				
Country	United States 🖌			
Address Line 1 *	123 Any Street			
Address Line 2				
City/State/ZIP	PHILADELPHIA	PA 🗸	19143	ZIP Plus

Fax – Select the checkbox and type the fax number if auto-faxing approved reports.

Office Phone	(111)222-3333	
Office Fax	(222)333-4444	Office Fax
Mobile No.		
Pager No.		
Phone No.	(111)222-3333	
Fax No.	(222)333-4444	🗹 Fax
Primary Contact		

• **Reports to Me** – Select **None** or **Fax** and type the fax number if auto-faxing approved

reports.

Reports to Me				
Contact Information *	None Email Report Link Office Fax	Email Attachment HL7	Postal Mail	🗹 Fax

- 6. Select **SAVE**.
- 7. Select LOGIN DETAILS

If a user already exists, link the user.

*The user must be in the PORTAL GROUP for access to Physician Portal.

Select User		•
	LINK USER	

If a user needs to be created and linked, enter the fields in the figure below.
 Note: Set Group Name to PORTAL GROUP for access to the Physician Portal.

New User *	New User		
Password *	Password		
Confirm Password *	Confirm Password		
Access Expires After	days	~	
	One-Time Access		
Group Name *	Portal(PTL0)		🗴 🔻 🗹 Hide AD Groups
			CREATE USER

9. Click SAVE & CLOSE.

Create a user

Create a user account for the physician.

- 1. From the burger 🔲 menu, select **SETUP**.
- 2. From the **OFFICE** menu, select **User Management**.

Office
Providers & Resources
Scheduling & Codes
DICOM
Billing
Meaningful Use
User Management
Structured Reporting
General
HL7
Log

3. On the **USERS** tab, select **ADD**.

= USE	R MANAGE	MENT -			
	USERS	USER ROLES	USER GROUPS	AD GROUPS	AD USERS
ADD	RELOAD	IMPORT	HELP]	

- 4. Enter the required fields (indicated with an asterisk *) and all other fields described below.
 - Group Name Select Portal.
 - Session Interval Set a value.

Group Name *	Portal	× ×	Hide AD Groups
Name *	First	MI Last	Suffix
Mobile Phone	Mobile Phone		
E-Mail	Email		
User Name *	flast	Inactive	Login with Google
Password *]	
Confirm Password *			
Session Interval	100	Allow Emergency A	Access

• Linked Provider User Type - Select Provider.

- Referring Provider Select a resource
- **Patient Search Type** Set to **Associated Patients Only** (referring providers do not have access to the full database)

Access Expires After	days 🗸
	One-Time Access
	☑ User Must Change Password Next Login
	User can change accounting dates
	Dragon 360
Market	NONE SELECTED -
Facilities *	ALL SELECTED (11) -
Linked Provider User Type	Provider 🗸
Referring Provider	TEST, ZXW MD × V
Patient Search Type	Associated Patients Only O Full Database

5. Click SAVE & CLOSE.

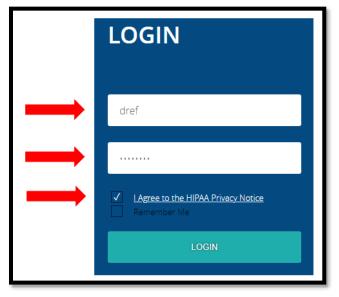
Use Physician Portal

Sign in to the physician portal

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

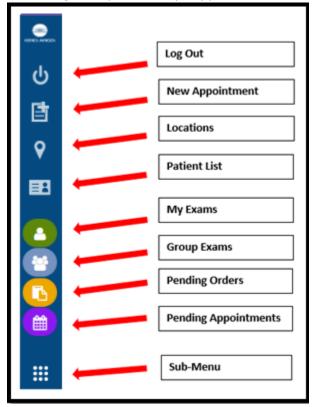
KONICA MINOLTA What you can do using your secure portal	LOGIN
RAININ?	viztek
	LAgree to the HIPAA Privacy Notice Remember Me
	LOGIN
	1.4.30 RP-L
	Organizational News
	Twana's Notification
	Notification 123
	Contact Us 411 Newark Pompton Tripk WAYNEL NJ 07870

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



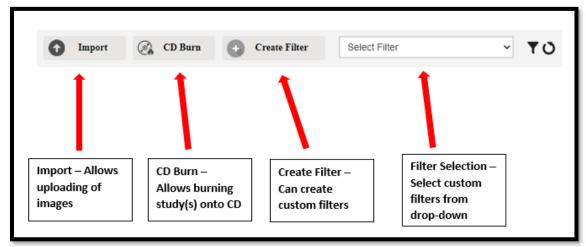
Use the navigation pane

The navigation pane 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. In addition, users with rights can find the Break the Glass function on the MY EXAMS worklist.



View approved reports

1. Select the icon to open an approved report.

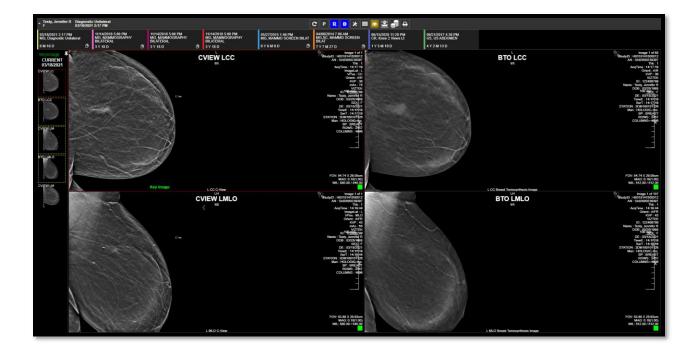
APPRO	VED REPORT					X
≡	TranscriptionHandler.ash	x 1 / 2 ∣ — 100%	+ 🗄 🕎		± ē	:
			NOLTA			Í
		Medical Ima	ging			- 1
	Patient Name: Referring Physician: Procedure:	Testy, Jennifer R Test, Referring MAMMOGRAPHY BILATERAL	Patient ID: Date of Birth: Date of Study:	123456789 25-Mar-1988 11/14/2018 5:00 A		
	Body Part: BREAST					
	Clinical data: Scre	ening. Asymptomatic. No famil	y history of breast	cancer.		-1
	Technique: Bilater	al digital CC and MLO views w	ere performed sup	plemented with CAD.		
	Prior studies: Avai	lable				-1
		suspicious mass, calcification nge since prior exam.	, architectural dist	ortion or asymmetry.		
	IMPRESSION: No	mammographic evidence of m	alignancy.			

2. You can download or print the report.

View images

- 2. Optional. With certain user rights you can customize your view by selecting the viewer settings





Import images

1.	Select the button.
	Open Opal Import? https://exatraining.viztek.net wants to open this application.
	Always allow exatraining.viztek.net to open links of this type in the associated app Open Opal Import Cancel

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

船 OpalImport		-		
2.4.5.157 Built: Jul 17 2017 10:01:56				
Select Files/Folder or DICOMDIR to Import		Import		
Do Not Compress Overwrite DB Only Save Before Encode	Enable	Data Ec	lit Script	
☐ Isolate Fails ✓ Modify Demographics				
Max Files		Save File List	Open File List	
Max Size				
	Stryker ZIP Archive Mode			
No Files/Folders Se	elected for Impo	rt		
<			>	
Stop Clear Import List	Clear Error Li	st	Exit	

4. Select **Select Files/Folder or DICCOMDIR to Import**.



5. Browse for and select the DICOMDIR file.

船 Open			×
Look in:	PVD RW Drive (D:)	- 🔁 📸 📼	
*	Name Files Currently on the Disc (5)	Date modified	Туре
Quick access	0001	10/2/2019 10:22 AM 10/2/2019 10:22 AM	File folder Setup Infc
Desktop		10/2/2019 10:22 AM	File
Libraries Libraries This PC	OpalViewerLite	10/2/2019 10:22 AM 10/2/2019 10:22 AM	Applicatic Icon
	٢		>
Item n	ame: DICOMDIR	✓ Select	Cancel

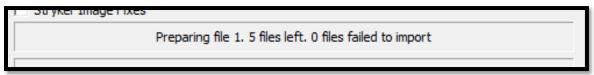
6. The selected files appear in the white box, and the status box indicates the number of files selected for import.

		-	
2.4.5.157 Built: Ju	17 2017 10:01:	56	
Select Files/Folder or DICOMDIR to Import		Import	
Do Not Compress Overwrite DB Only Save Before Encode	□ Enable	Data Ed	it Script
Isolate Fails Max Files		Save File List	Open File List
Max Size SCImage Mode SCImage Mode Stryker OP DATA Mode Fuji Synapsis Mode Stryker ZIP Archive Mode Stryker ZIP Archive Mode			
6 Files/Folders Se	ected for Impor	t	
D:\0001\01\00010001 D:\0001\01\00020001			
D:\0001\01U002002 D:\0001\01U002002 D:\0001\01U003001 D:\0001\01U0040001 D:\0001\01U0050001			^
D:\0001\01\020002 D:\0001\01\0030001 D:\0001\01\0040001			^
D:\0001\01\020002 D:\0001\01\0030001 D:\0001\01\0040001			~

7. Select **Import**.



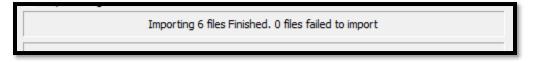
8. The status bar shows the progress of the import.



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

Mod	dify/Confirm D	emographic)	5				\times
ſ	Current Info Id:			New Ir Id:			
	Name:				Format: Lastname^	Firstname ^MI	^Prefix^Sufix
	DOB:			DOB	Format: YYYMMDD ((no slashes or	dashes)
	Institution:	INSIGHT IM	AGING	Inst	tution:		
	8 Query						
	PIC)		Name		DOB	
0	ANCEL IMPORT	·		QUERYDB	USE CURR	ENT	MODIFY

10. The result of the import appears.



Burn studies to a CD

1. Select the checkboxes of the studies that you want to burn to CD.

🕘 CD Burn

2. Select the

button.

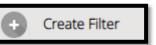
- Select Open OpalPreFetchListener.
 Result: The Opal CD Burning window appears.
- 4. Select Include Viewer.

al CD Burning			-	
Opal CD Burning				
PID	NAME	DESCRIPT	ION	DATE
test547778	test, tester	TEST		Thu M
			**	
٢				>
Options				
Include Viewer	Write to Disk Only	Path		
Cache Images	Create Annotations Overlay			
Anonimize DICOMS	Remove Annotations	Compression	JPEG 2000 Lossless	•
Fix Split BTO		Report	DoNotStore	•
	XML Loaded. Click Sta	art to Intiate Burn Process		
	Current S	tep Progress		
	Tetal	Draman		
	Total	Progress		
Close	s	TART		Cancel

- 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.

	Downloading Image 4 of 7	
	Current Step Progress	
	Total Progress	
Close	START	Cancel

Create worklist filters



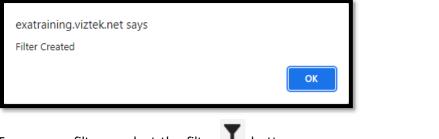
1. Select the

button.

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

FILTER SETTINGS	2
Filter Name Filter 1	SAVE BACK CLEAR
Filter Columns	Filter Values
☑ Patient Name	
☑ Date of Birth	
Study Description	
Study Date	
Accession No.	
Referring Physician	
✓ Facility	Konica Minolta Healthcare Americas 🗸 🗸
Modality	All
Study Status	Please select

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

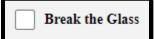


4. To manage filters, select the filter **Y** button.

FILTER SETTINGS	Х
	ADD RELOAD
FILTER NAME	
Filter 1	

Use Break the Glass

1. Select **Break the Glass** to find patient charts in which you are not the referring or CC provider.



2. In the Break the Glass Warning screen, enter search criteria and select Search.

D BREAK TH	IE GLASS WARNING					х
Patient Informat	ion					
Starts With	✓ All	~	 Show Inactive 			
Test	Search by First Nam DOB		MRN	Phone	Search	

Result: Matching patients appear in the list.

itient Informatio	n								
Starts With	 , 	All		~	Show Inactiv	е			
test	Search by Fin	st Nam	DOB		MRN	Phone		Search	
Test, Nuclear I	M NMTest001								
DOB: 10/06/19	81								
Test, Jenn Tes									
DOB: 03/25/19	88								
Test, Mawc MA									
DOB: 03/25/19	88								
Testy, Jennifer									
DOB: 03/25/19	88								
Test, Jenn TES									
DOB: 03/25/19	88								
Test, Mg NCCO									
DOB: 11/08/196	50								
Test, Eric tese	1005								
DOB: 01/01/19	80								
Test, Barry 123	34321								
DOB: 10/10/20	10								
Test, Nicole Te	sN1007								
DOB: 01/01/20	00								
★ Test, Twan	a 654e								
DOB: 12/12/20									

3. Double-click the patient whose chart you want to open.

(i) BREAK THE GLAS	SS WARNING	Х
You are attempting to access a	a patient's record that has been deemed confidential. In order	to to proceed, please select a reason for accessing this record.
Access Reason	Direct Patient Care 🗸	
Verify your credential	dref	
		ACCEPT CANCEL

4. Select your **Access Reason**, enter your credentials, and then select **ACCEPT**.

My Exams

1.	Select	

to open the **MY EXAMS** worklist.

MY	EXAMS						1 Import 🛞 CD I	Burn Create Filter	TO
My Pat	ients								
8	PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO.	FACILITY	MODALITY	REFERRING PHYSICIAN
							All	All	
	Test, Barry	10/09/2010	MRA (ANGIOGRAM) CHEST WITHOUT CON	Ordered	12/03/2021 9:52 AM EST	383	Hodorville	Magnetic Resonance	Bassett, Gallagher
•	Tester, Braxton O	12/15/1993	CT ABD & PELVIS W/O CONTRAST	Incomplete	07/20/2021 2:35 PM EDT	218	Konica Minolta Healthcare Ameri	ica Computed Tomography	Test, Referring
	Testy, Jennifer R	03/24/1988	Diagnostic Unilateral	Approved	03/18/2021 2:17 PM EDT	SABI000239397	Konica Minolta Healthcare Ameri	ice Mammography	Test, Referring
									Showing 3
									onowing 3
	_								

The star symbol designates VIP patients.

• Select the Reload O button to update the worklist.

Group Exams

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



to open the GROUP EXAMS worklist.

G	ROUP EXAMS				f Import	CD Burn	Create Filter Select F	ilter 🗸	TO
	PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO.	FACILITY	MODALITY	REFERRING PHYSICIAN
							All 🗸	All 🗸	
	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
	Nuckols, Thomas	08/18/1988	Requesting Exam	Ordered		256	Konica Minolta Healthcare Ameri	c Computed Radiography	Doctor, Nicole
	g Test, Mawc	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
	g Test, Mawc	03/25/1988	CT ABD C-/C+	Approved	06/16/2021 4:40 PM EDT	204	Dave's Hospital	Computed Tomography	
•	Testy, Jennifer R	03/25/1988	MAMMOGRAPHY BILATERAL	Unread	11/14/2018 5:00 PM EST	209	Konica Minolta Healthcare Ameri	c Mammography	Test, Referring

Pending Orders

0

to open the **PENDING ORDERS** worklist.

PENDING ORDERS										₽ 0		
PATIENT NAME :	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO	FACILITY	1	MODALITY	REFERRING PHYSICIAN	ORDERING FACILITY	REASON	JUSTIFICATION OF SER
						All 🗸	1	All 👻				
Tester, Braxton O	12/15/1993	Requesting Exam	Ordered		392	Eric's Best Practice	(ст	Doctor, David		Patient has abdominal pair	
Testy, Jennifer R	03/24/1988	Requesting Exam	Ordered		391	Eric's Best Practice	1	MR	Doctor, David		Frequent headaches	

Pending Appointments

Select

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



to open the **PENDING APPOINTMENTS** worklist.

PENDING APP	PENDING APPOINTMENTS										o	
PATIENT NAME :	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO	FACILITY	MO	DALITY	REFERRING PHYSICIAN	ORDERING FACILITY	REASON	JUSTIFICATION OF SER
						All	All	~				
Tester, Braxton O	12/15/1993	Requesting Exam	Ordered		392	Eric's Best Practice	СТ		Doctor, David		Patient has abdominal pair	
Testy, Jennifer R	03/24/1988	MRI ABD C-/C+	Scheduled	11/11/2021 8:00 AM	391	Hodorville	MR		Doctor, David		Frequent headaches	

Order an exam

Select the icon to create a new order.

1. 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, Mawc MAWC1					
DOB: 03/25/1988					
Tester, Braxton O TesB1019					
DOB: 12/16/1993					
Testy, Jennifer R 123456789					
DOB: 03/25/1988					
Total Patients 3	Page 1 of 1	<<	<<	>>	>>1

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

Eric's Best Practice	÷								
me '						DOB *		Sex."	
iranton	0		Teter	Suffix		12/16/1993		М	~
dress Line 1			Address Line 2			Enal			
23 Any Street			Ape# 2020			enail@gnail.com			
Y				State			ZP		
UCHARDSON				TX		÷	75082		
me Phone			Mobile Phone			Work Phone			
210)111-4444			(210)222-5555			(211)666-8888			
dering Facility				Ordering Physician					
				Doctor, David					
dailty *		Appointment Type *			Requesting Date				
Computed Tomography	¥	00RQ - Requesting Exa	**		MMDDYYYY			ADD STUDY	1
osce									
atient has abdominal pain									
hedule Notes									
Requesting CT ABD wireo contrast									

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



Result: The ORDER SUMMARY window appears.

Patient Details	Physician Details	Map Location	
Tester, Braxton O	Doctor, David		
DOB GENDER : 12/16/1993 M Address line 2 : 123 Any Street Address line 2 : 129 Any Street Address Line 2 : 104 200 Chy/State/Zp : RICHARDSON/TX 75982 Home Phone# : (210)111-4444 Mobile # : (210)25-5555 Work Phone# : (210)665-3888 Email : email@gmail.com	Address line 1: 123 Any Street Address line 2: City/State2/1: RICHARDSON / TX / 75082 Phone no : Fax no :		
Appointment Details			
Your order has been created su	iccessfully		
Location : Eric's Best Practice Date :	Type : Pre Order Status : Ordered PRINT UPI	OAD CLOSE	

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

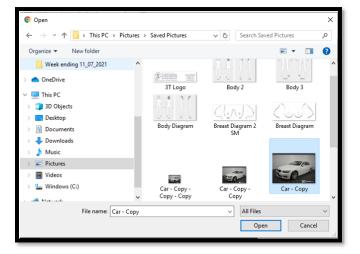
Add a document to an exam

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

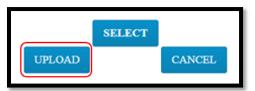
- 1. In the **MY ACCOUNT** window, select a document type.
- 2. Optional. Enter notes.
- 3. Under **Linked Study**, select to which exam you want to add the document.

Document Type	File		
Order 🗸			
Notes	Linked Study		
Script for CT ABD	Accession No.	Description	Mod Study Date
	392	Requesting Exam	СТ
	O 391	Requesting Exam	MR
	○ 390	ABDOMEN X-RAY	CR 08/09/2021
	O 386	Requesting Exam	DX 11/08/2021
	O 383	MRA (ANGIOGRAM) CHEST WITHOUT CONTRAST	MR
	O 381	ULTRASOUND BREAST BILATERAL COMPLETE	US 11/08/2021
	O 376	ABDOMEN X-RAY	CR 11/07/2021
	O 376	ABDOMEN X-RAY	CR 11/07/2021
	SELE	CT	

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



5. Select UPLOAD.



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

Р	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	Viztek, Pacs	Patient	

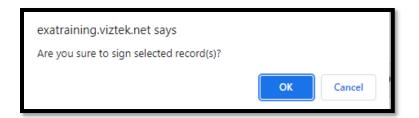
Sign an order

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



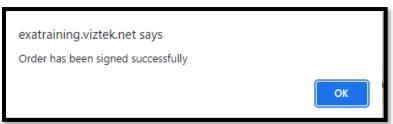


3. In the message window, select **OK**.



Result: The order is signed.

4. Select OK.



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

Sub Menu

From the sub-menu you can view the activity log and your account profile.

....

- 1. Select **to** open the sub-menu. worklist.
- 2. Select the following buttons to use features. See topics below for details.



View the activity log

Users with certain rights can view an audit log of their activity in the portal.



1. Select the

2. Select the View link.

MY ACCOUNT		х
User:	dref	
Client IP :	75.15.142.49	
Patient :	Tester, Braxton O	
Module :	Patient	
Screen:	Phy.Login	
Logged Date:	11/10/2021 3:29 PM EST	
Description:	Update: Order has been signed by the provider (Doctor, David) for the patient (Tester, Braxton O)	

Reset a password

1. Select the button.

MY ACCOUNT		Х
* New Password	* Confirm Password	
	SAVE CANCEL	
	SAVE CANCEL	

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

Edit your account profile

1. Select the button.

Edit User Settin	gs				Ema	il:
Name						
Daviđ		МІ		Doctor		Suffix
Title	Dr. Office Name		Phone No.			
			(210)222-	3333		
NPI No.		Federal	Tax ID		Taxonomy Code	
EIN No.		SSN			medicareUPIN	
License No.		Medicaid	l Provider No.		Medicare Provider No.	
			SAVE	CANCEL		

2. Edit settings and select **SAVE**.

Burn studies to a CD

See "Burn studies to a CD" earlier in this document.

Import images

See "Import images" earlier in this document.

Patient List



1. Select the

Result: The PATIENT LIST appears.

button.

	PATIENT LIST					
		PATIENT NAME	DOB	SEX	ACCOUNT NO.	ADDRESS
						viztek
۹	Ť	★ Test, Mawc	03/25/1988	F	MAWC1	101 main streer
۲	Ŧ	* Tester, Braxton	12/16/1993	м	TesB1019	123 Any Street , Apt# 2020
۹	Ť	 Nuckols, Thomas 	08/18/1988	м	nuct1002	123 Fake Street
۲	Ť	* Gator, Ade	01/31/1996	F	GatA1044	
۹	f	★ Testy, Jennifer	03/25/1988	F	123456789	123 ABC St



2. Select the **butto**

button to view the **PATIENT DASHBOARD**.

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

PATIENT DASHBOARD			
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3. Select the button to upload documents for the patient (see "Add a document to an exam" earlier in this document).

F	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	Viztek, Pacs	Patient	