

# **Table of Contents**

Wel	Icome to Exa Attorney Portal	. 3
	Introduction	. 3
	Get started with Attorney Portal	. 5

# 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
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
<b>R</b> 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.

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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.

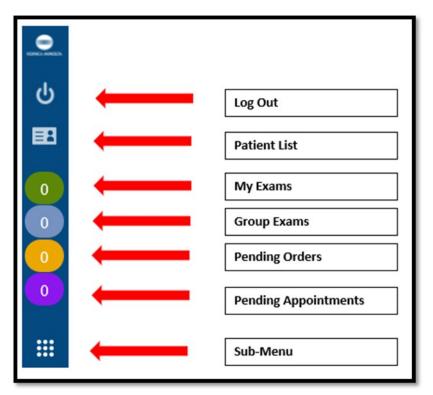
KONICA MINOLTA ATTORNEY PORTAL	LOGIN
<u> 19-41119</u>	viztek
	Lagree to the HIPAA Privacy Notice
	LOGIN
	1430,01894
	Organizational News
	Urgent Request
	Please call XXXXXXXXXXXX for Urgent Imaging Requests.
	Contact Us 411 Newark Rompton Tripk WorkE, NJ 07470

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



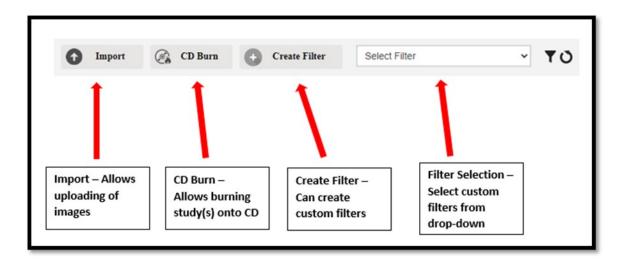
### Navigation bar

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.

		0
1.	Select	_

#### to open the **MY EXAMS** worklist.

	PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO.	FACILITY	MODALITY	REFERRING PHYSIC
							Al v	Al	
0	Test, Barry	10/09/2010	MRA (ANGIOGRAM) CHEST WITHOUT CON	7 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
0.01	Testy, Jennifer R	03/24/1968	Diagnostic Unilateral	Approved	03/18/2021 2:17 PM EDT	SABI000239397	Konica Minolta Healthcare Ameri	ica Mammography	Test, Referring

• Select the Reload O 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

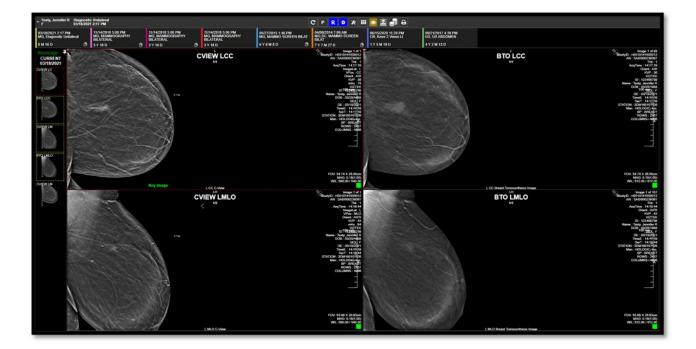
icon to open an approved report.

י ≡	ranscriptionHandler.ash	x 1 / 2   − 100%	+   🖸 🔊	1	• •	• :
		Medical Imag				
	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 Exam:					
	Clinical data: Scre	ening. Asymptomatic. No family	y history of breast	cancer.		
	Technique: Bilater	al digital CC and MLO views w	ere performed sup	oplemented with CAD.		
	Prior studies: Avai	lable				
		suspicious mass, calcification, nge since prior exam.	architectural dist	ortion or asymmetry.		
		mammographic evidence of m	112			

2. The report can be downloaded or printed.

#### To view images:

1. Select the  $^{\oplus}$  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.



#### to open the **GROUP EXAMS** worklist.

0	ROUP EXAMS				O Import	CD Burn	Create Filter Select	liter	۲	۳o
	PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO.	FACILITY	MODALITY		REFERRING PHYSICIAN
							All 👻	All	~	
0	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
0	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	CTABD C-/C+	Approved	06/16/2021 4:40 PM EDT	204	Dave's Hospital	Computed Tomography		
0.0	Testy, Jennifer R	03/25/1988	MAMMOGRAPHY BILATERAL	Unread	11/14/2018 5:00 PM EST	209	Konica Minolta Healthcare Amer	c Mammography		Test, Referring



to open the **PENDING ORDERS** worklist.

PENDING OF	RDERS										20	)
PATIENT NAME :	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION N	FACILITY		MODALITY	REFERRING PHYSICIA	A ORDERING FACILITY	REASON	JUSTIFICATION OF SER
						All	۷	All	*			
Tester, Braxton O	12/15/1993	Requesting Exam	Ordered		392	Eric's Best Practice		СТ	Doctor, David		Patient has abdominal pair	
<ul> <li>Testy, Jennifer R</li> </ul>	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.

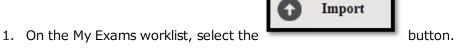
Select

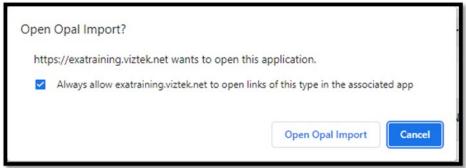
to open the **PENDING APPOINTMENTS** worklist.

PENDING A	PENDING APPOINTMENTS								0	0	
PATIENT NAME :	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NC	FACILITY		MODALITY	REFERRING PHYSICIAN ORDERING FACILITY	REASON	JUSTIFICATION OF SEF
						All	×	Al 🗸			
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	

### Import images

You can import images into studies.





- 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: 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	dit Script	
Isolate Fails  Modify Demographics Max Files		Save File List	Open File Li	ist
	ge Mode mapsis Mode			
No Files/Folders S	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:	DVD RW Drive (D:)	- 🗈 💣 🎫	
*	Name	Date modified	Туре
Quick access	Files Currently on the Disc (5)	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 Dibraries This PC	OpalViewerLite	10/2/2019 10:22 AM 10/2/2019 10:22 AM	Applicatic Icon
	<		>
ltem i	name: DICOMDIR	✓ Select	Cancel

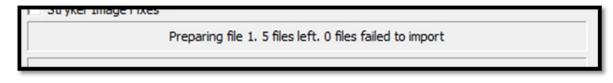
6. The selected files appear in the white box, and the status box indicates the number of files selected for import.

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	T Enable	Data Ed	dit Script
Isolate Fails V Modify Demographics		Save File List	Open File List
Max Files			
Stryker Production Mode SCIma Stryker OP DATA Mode Fuji Sy Stryker ZIP Archive Mode Stryker Image Fixes	napsis Mode		_
Stryker OP DATA Mode         Fuji Sy           Stryker ZIP Archive Mode         Stryker ZIP Archive Mode           Stryker ZIP Archive Mode         6 Files/Folders Se           0: \0001\01\010010001         0           0: \0001\01\010020001         0           0: \0001\01\0020001         0           0: \0001\01\0020001         0           0: \0001\01\010030001         0           0: \0001\01\0100040001         0		t	^
Stryker OP DATA Mode Fuji Sy Stryker ZIP Archive Mode Stryker Image Fixes		t	-

7. Select Import.



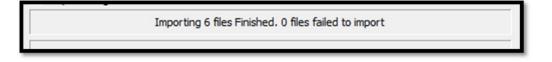
8. The status bar shows the progress of the import.



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

urrent Info	1	New Info	
ld:		Id:	
Name: DOB:		DOB:	name ^Firstname ^MI ^Prefix ^Sufix MDD (no slashes or dashes)
Institution:	INSIGHT IMAGING	Institution:	
I Query PI	ID .	Name	DOB
8 Query PI	ID	Name	DOB
	ID	Name	DOB
	ID	Name	DOB
	ID	Name	DOB

10. The result of the import appears.



#### Burn studies to media

2. Select the

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

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



button.

3. Select OpalPreFetchListener.

Result: The Opal CD Burning window appears.

4. Select Include Viewer.

PID test547778	NAME test, tester	DESCRIPT	ION	DAT
			*	
٢				3
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	rt to Intiate Burn Process		
	Current S	tep Progress		
	Total	Progress		

- 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 a worklist filter

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



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**.

exatraining.viztek.net says Filter Created		- 1		
		ОК		
manage filters, select the filter	<b>Y</b> button.			
manage filters, select the filter	<b>Y</b> button.			2
	<b>Y</b> button.		ADD	RELOAD

4.

# Open a patient chart

1. Select the

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



button.

1	PATIENT LIST						0
			PATIENT NAME	DOB	SEX	ACCOUNT NO.	ADDRESS
							viztek
۲	f	*	Test, Mawc	03/25/1988	F	MAWC1	101 main streer
۲	Ð	*	Tester, Braxton	12/16/1993	м	TesB1019	123 Any Street , Apt# 2020
۲	F	*	Nuckols, Thomas	08/18/1968	м	nuct1002	123 Fake Street
۲	Ð	*	Gator, Ade	01/31/1996	F	GatA1044	
۲	Đ	*	Testy, Jennifer	03/25/1988	F	123456789	123 ABC St



### button to view the **PATIENT DASHBOARD**.

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

INTIENT DASHEBOARD			
ini Becc (Resc) N Revenue P)	Annone and annotation and an		Name Namester
Nacional Standards	ingge Langerten	exhap To Res Indication	an a
nat Katist	e Later	na gana Mar, Agar angan tangga Wangan Mangan angan tangga Mangan ang ang ang ang ang ang ang ang an	lange Enseme
Norman	Allandari Allandari	In a final data of the contract of the contrac	Annua Insue Annua Annua I
Announce Announce	Lawara kanang Kanang kanang	Nongroups Market State Stat	Annag kostar Semanti realitatarian Managa realitatarian
		118 119 119 119 119 119 119 119	No         Ministry Conf.           No         Ministry Conf.           No         Ministry Conf.

#### Attach a document to an exam

500-000732A

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

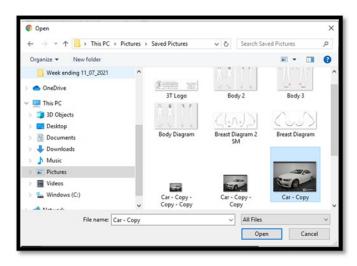


1. In the patient list, in a patient row, select the **Upload Patient Document** 

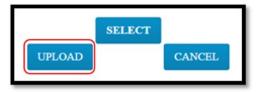
Document Type	File			
Order	~			
Notes	Linked Study			
Script for CT ABD	Accession No.	Description	Mod	Study Date
Scription of ADD	392	Requesting Exam	СТ	
	O 391	Requesting Exam	MR	
	O 390	ABDOMEN X-RAY	CR	08/09/2021
	O 386	Requesting Exam	DX	11/08/2021
<	○ 383	MRA (ANGIOGRAM) CHEST WITHOUT CONTRAST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

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

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



4. Select UPLOAD.



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

P	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	
۵	Order	User Upload	09/17/2021 2:04 PM EDT	09/17/2021 2:03 PM EDT	Viztek, 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.

Patient Information							CREATE AND SCHEDULE
Starts With	▼ AI		v # 910	i Iractive 🗌 Break the Glass			
Terl	Search by First Name	DOB	MEN		Phone	Seath	

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

Test, Marc MAWC1 DOB (0325/1985		
Tester, Braxton O TesB1019 DOE: 12/16/1993		
Testy, Jennifer R 123456789 DOB: 03/25/1980		
Total Patents 3	Page 1 of 1	1« « » »1

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

olity.											
Dis's Best Practice	*										
me '							008.			Sex *	
icados	0		Tene		futtix		12/16/2993			м	~
dress Line 1			Address Line 2				Email				
23 Adv Storet			Apr: 2020				enal@goal.com				
v				State				z	9P		
UCHARDSON				TX				4	75082		
None Phone Model Phone			Motele Phone				Watek Phone				
210)111-4444			(210)223-5555				(211)/06-8888				
dering Facility				Ordering Phys							
				Doctor, Dan	d.						
statily "		Apparetment Type *				impresting Date					
Computed Tomography		00RQ - Requesting Ex-	en .			MM CO YYYYY				ADD STUDY	
ason											
atient has abdominal pain											
hedule Notes											
Aquesting CT ABD wire contrast											

- 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.

ORDER SUMMARY			х
Patient Details	Physician Details	Map Location	
Tester, Braxton O	Doctor, David		
DOB (GENDER : 12/16/1993 ) M Address Line 3 : 122 Any Street Address Line 3 : 122 Any Street Address Line 3 : 124 April 200 ChyStan/20 : RICHARDSON TX/ 75082 Home Phone# : (210)1514444 Mobile # : (210)253555 Work: Phone# : (210)666-8888 Email : email@gmail.com	Address line 1: 123 Any Street Address line 2: Chy5Henk2/I: FICHARDSON / 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 UPLOAD	CLOSE	

8. 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.

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

PATIENT NAME :	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO	FACILITY		MODALITY		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 pai	



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.

#### Reset a password

To reset your password:

1. 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.	
MY ACCOUNT		Х
* New Password	* Confirm Password	
	SAVE CANCEL	

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