



# **Exa PACS/RIS**

## **1.4.33\_P3**

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

## Table of Contents


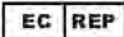







Welcome to Exa Attorney Portal .....	3
Introduction .....	3
Get started with Attorney Portal .....	5

# 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
	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™ series, 4 cores, 8 threads @ 3.0 GHz
RAM	8 GB
Graphics	Integrated - Intel Iris Xe Graphics card must be compatible with and support required resolution on each display, as well as total resolution for all displays.
NIC	Single 1000 MB/s
Storage	SDD, 256 GB
OS	Windows 11 Pro
Display	16:9 Aspect Ratio, 1920 × 1080

## Get started with Attorney Portal

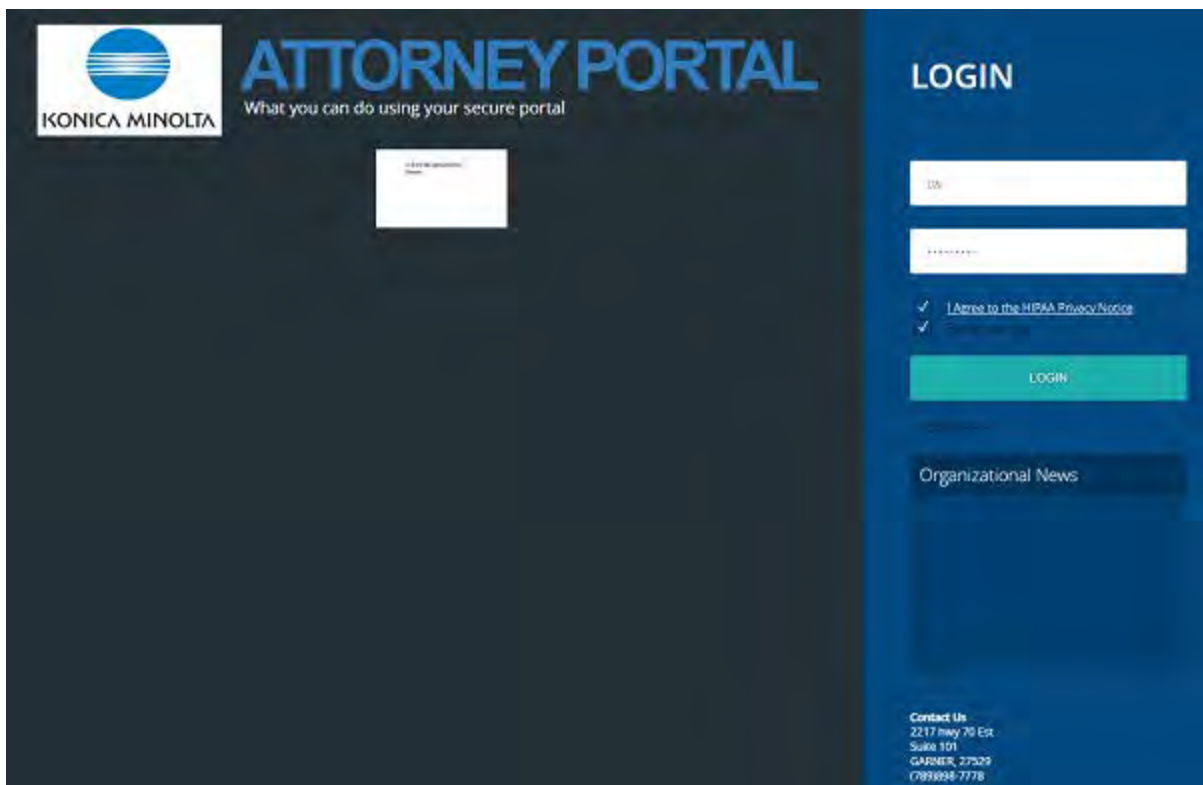
Before you begin, obtain account credentials from your site administrator. Those credentials allow you to use the functions of the portal to which you were granted rights.

### Use Attorney Portal

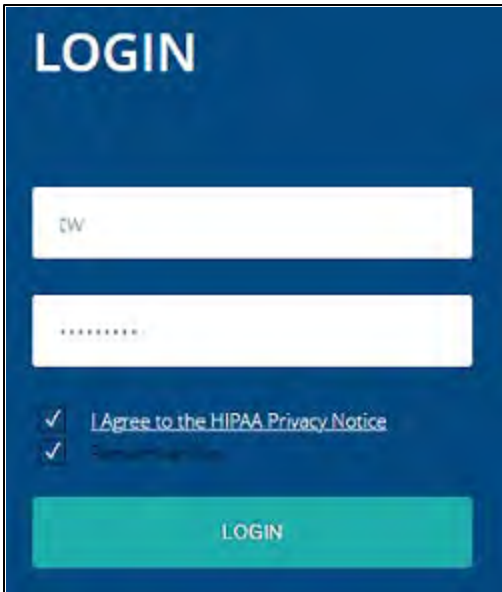
Patient Portal is a web app accessible from Exa PACS/RIS that provides a convenient place to request and view appointments, view your patients' medical records (patient chart), and to send documents requested by your healthcare providers (such as scans of your insurance card).

### Sign in to Attorney Portal

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

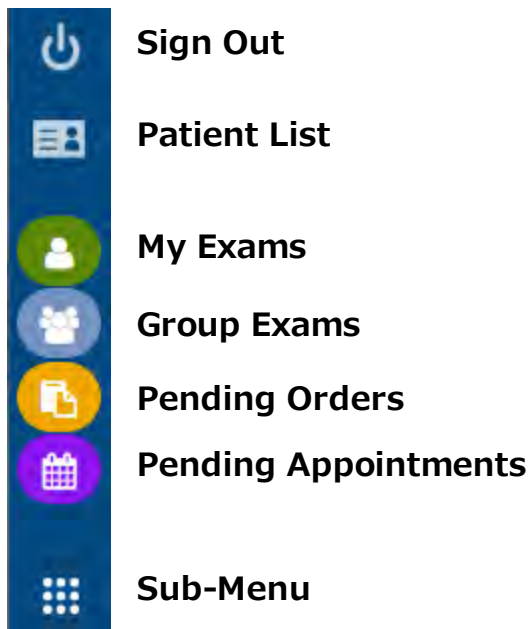


2. On the right pane, type your sign-in credentials, select **I Agree to the HIPAA Notice**, and then select **LOGIN**.




## Navigation bar

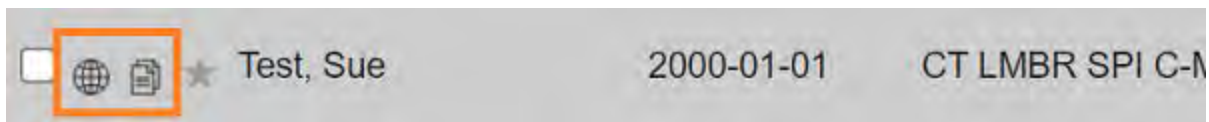
The navigation bar always appears on the left side of the screen.





## Open images and approved reports

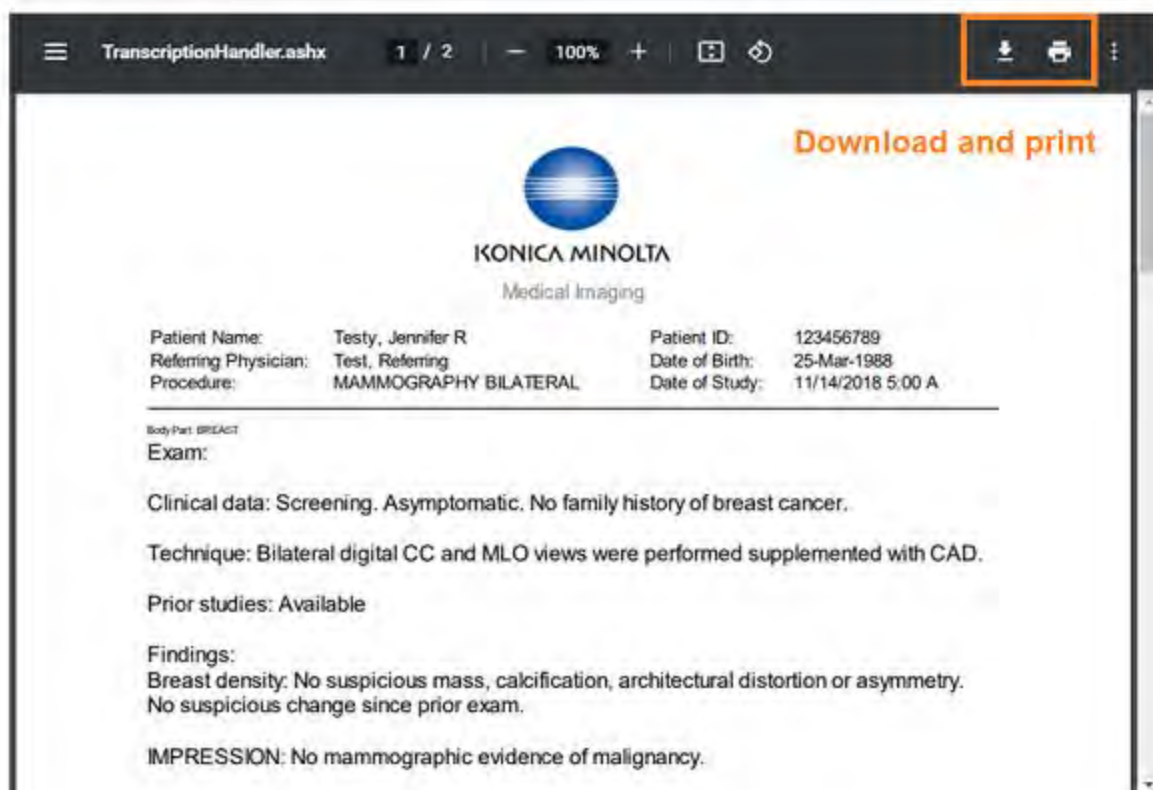
You can open images and reports for viewing and printing.

1. Select  to open the **MY EXAMS** worklist.
2. Find the study of the images to view.



3. To view images, select the viewer  button.
4. To view the approved report, select the report  button.

### APPROVED REPORT

A screenshot of the Approved Report viewer interface. The top bar shows "TranscriptionHandler.ashx", "1 / 2", "100%", and a download/print icon. The main content area features the Konica Minolta logo and the text "Medical Imaging". Below this, there is a table of patient information:

Patient Name:	Testy, Jennifer R	Patient ID:	123456789
Referring Physician:	Test, Referring	Date of Birth:	25-Mar-1988
Procedure:	MAMMOGRAPHY BILATERAL	Date of Study:	11/14/2018 5:00 A

BodyPart: BREAST  
Exam:

Clinical data: Screening. Asymptomatic. No family history of breast cancer.

Technique: Bilateral digital CC and MLO views were performed supplemented with CAD.

Prior studies: Available

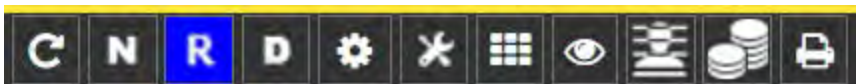
Findings:  
Breast density: No suspicious mass, calcification, architectural distortion or asymmetry.  
No suspicious change since prior exam.

IMPRESSION: No mammographic evidence of malignancy.

### Example of an image open in the viewer



In the viewer tool bar, the following tools are available.



**Refresh** - Refresh the viewer

**Notes** - View study notes

**Reports** - View prior reports

**Documents** - View patient documents

**Settings** - Adjust viewer settings

#### Tools

**Layout** - Change the frame layout

**Overlays** - Show or hide overlays


**Cutlines** - Show or hide cutlines

**Slices** - Change slice thickness

**Print** - Print the images

## View group exams, pending orders, and appointments

You can view a worklist that includes all patients seen by all members of your provider group. You can view worklists of pending orders and appointments.

1. 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	
Tamir, Ada	01/14/1985	HEADNECK & A&P	Submitted	11/08/2021 12:35 PM EST	178	Pennington Under The Sun	Computed Radiography	Doone, David	
Moskale, Thomas	08/18/1986	Requesting Exam	Ordered		256	Konica Minolta Healthcare America	Computed Radiography	Doone, David	
Tal, Meir	03/15/1965	CT ABD & PELVIS W/O CONTRAST	Approved	06/18/2021 4:48 PM EDT	254	Davis Hospital	Computed Tomography	Tal, Referring	
Tal, Meir	03/15/1965	CT MID C-SPINE	Approved	06/18/2021 4:48 PM EDT	254	Davis Hospital	Computed Tomography	Tal, Referring	
Tal, Amir R	02/25/1960	MAMMOGRAPHY BILATERAL	Unknl	11/18/2019 1:59 PM EST	209	Konica Minolta Healthcare America	Mammography	Tal, Referring	

2. 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 REF
Doone, David D	12/15/1955	Requesting Exam	Ordered		370	Emory East Practice	CT	Doone, David			Patient has abdominal pain
Tal, Amir R	02/25/1960	Requesting Exam	Ordered		361	Emory East Practice	MR	Doone, David			Progressive weakness

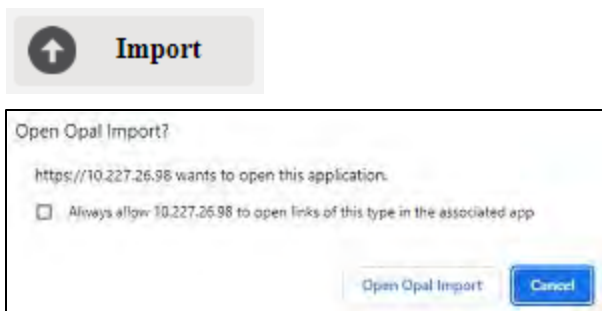
3. Select  to open the **PENDING APPOINTMENTS** worklist.

PENDING APPOINTMENTS											
PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO.	FACILITY	MODALITY	REFERRING PHYSICIAN	ORDERING FACILITY	REASON	JUSTIFICATION OF REF
Doone, David D	12/15/1955	Requesting Exam	Ordered		362	Emory East Practice	CT	Doone, David			Patient has abdominal pain
Tal, Amir R	02/25/1960	Requesting Exam	Submitted	11/18/2021 11:02 AM	361	Pennington	MR	Doone, David			Progressive weakness

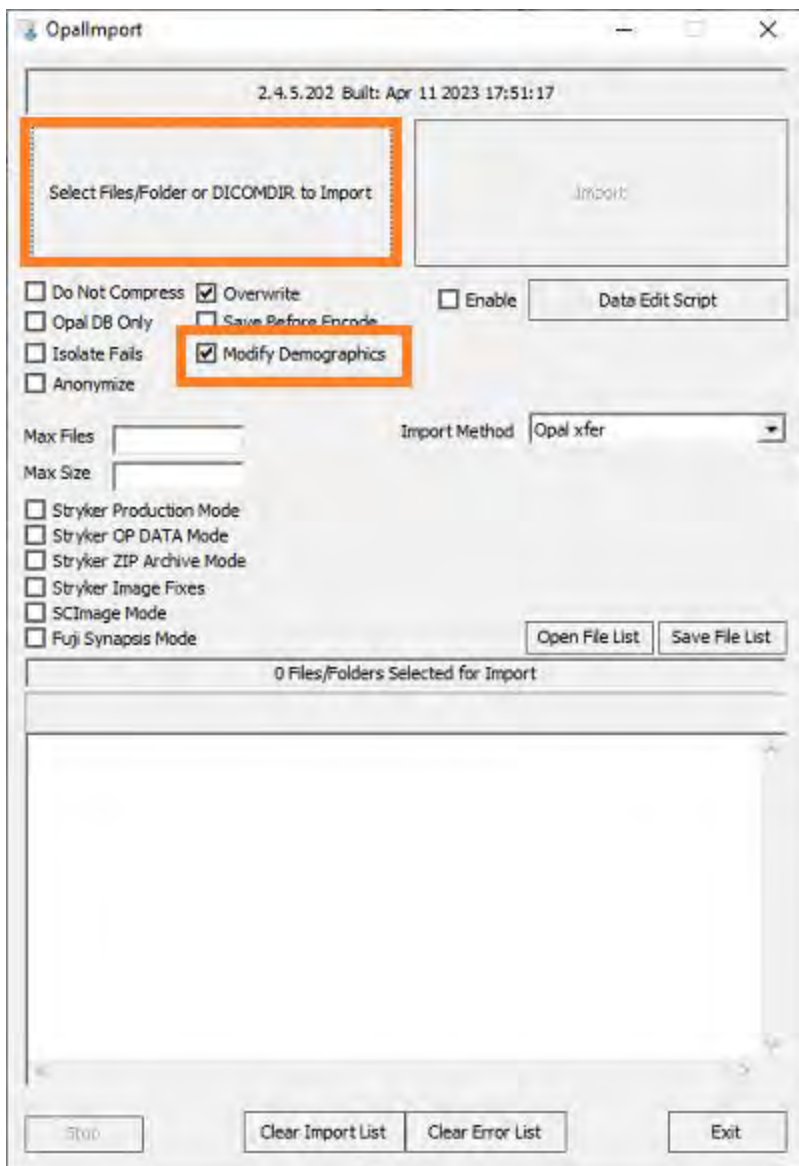
## Import images

You can import images into studies, such as when a patient brings priors on a CD from another healthcare provider. Imported images appear as new studies on the My Exams worklist of the referring provider.

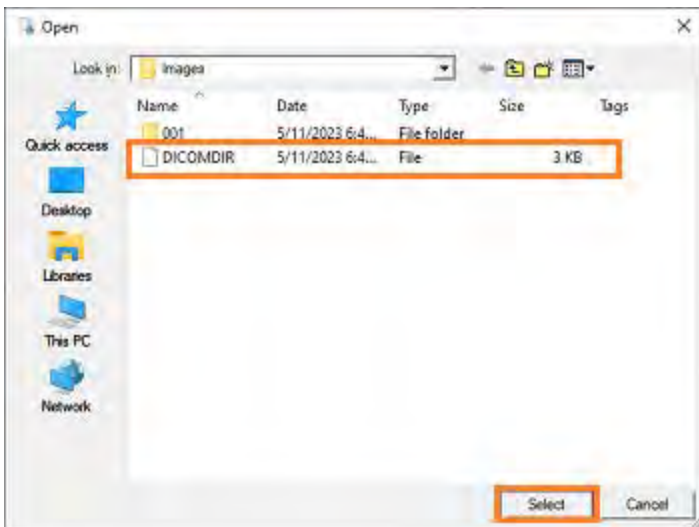
1. On the **My Exams** worklist, select the import button, and then select **Open Opal Import**.



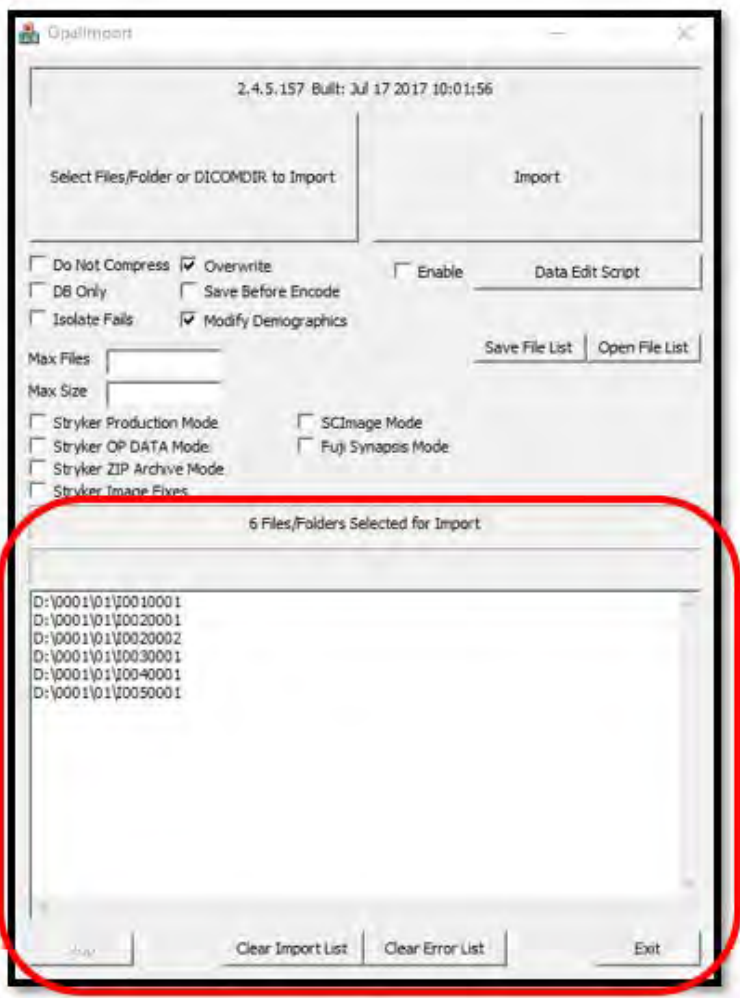
2. In the **OpalImport** window, select **Modify Demographics.**, and then select **Select Files/Folder or DICOMDIR to Import**.



3. Browse for and select the DICOMDIR file.

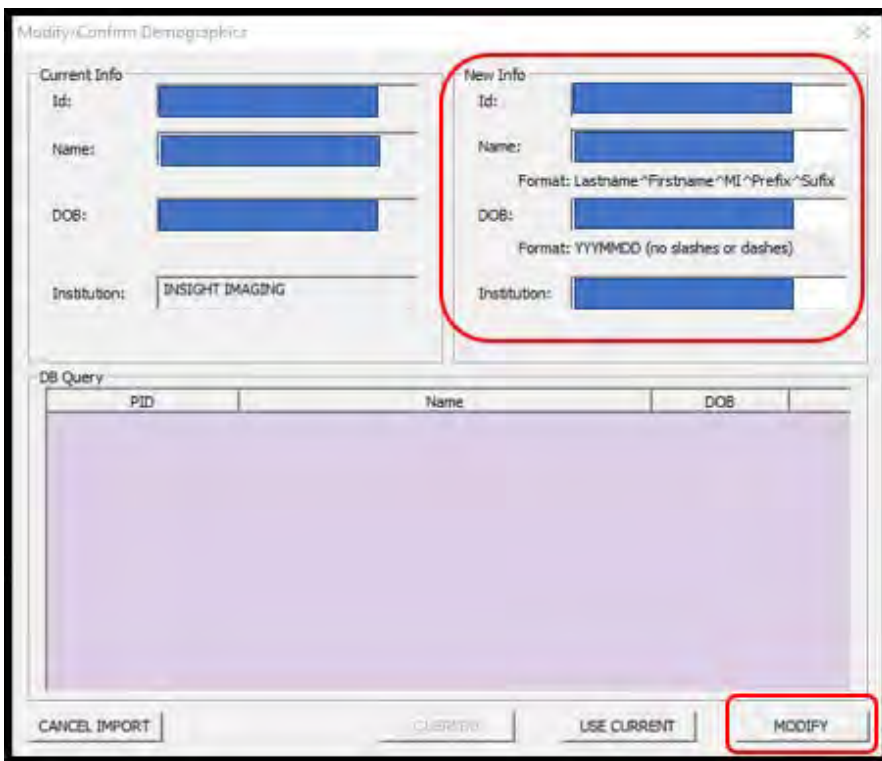


- 4. The selected files appear in the white box, and the status box indicates the number of files selected for import.



- 5. Select **Import**.

6. In the **Modify/Confirm Demographics** screen, enter matching demographics in the proper format for your facility, and then select **MODIFY**.



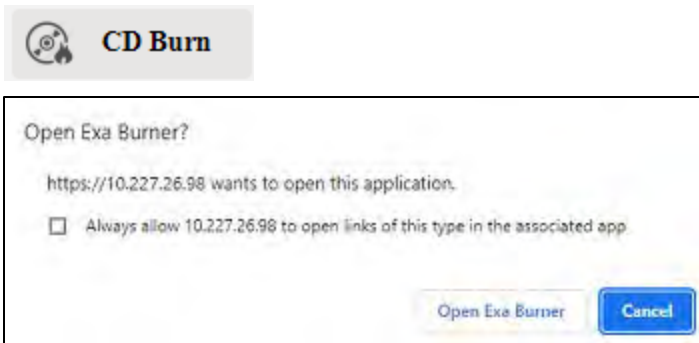
**Result:** The images are imported.

## Burn studies to media

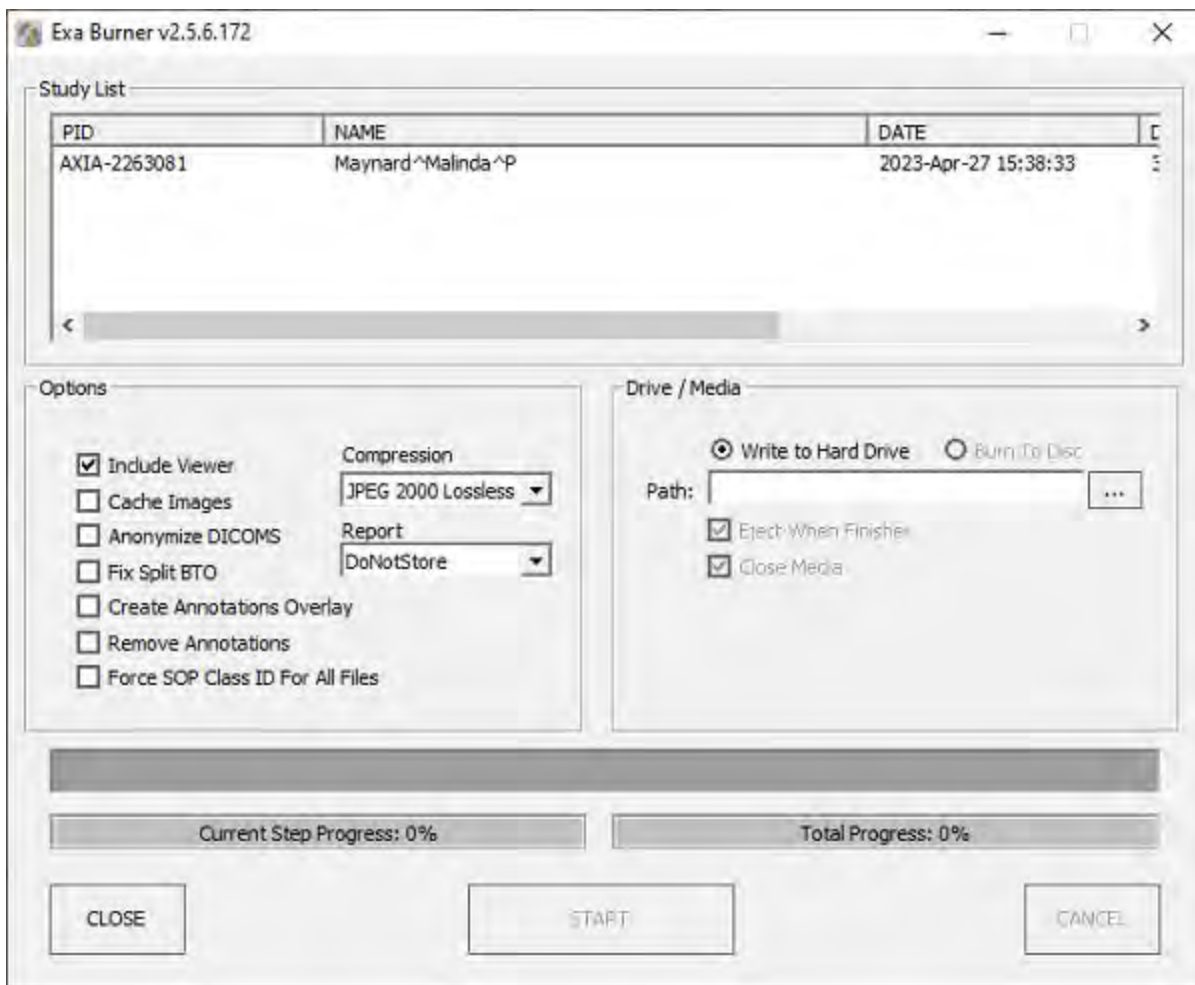
You can burn DICOM studies on the My Exam worklist to a hard disc or removable disc.

**Prerequisite:** [Install Exa Burner](#).

1. On the **My Exams** worklist, select the checkboxes of studies that you want to burn to media.
2. Select the **CD Burn** button, and then select **Open Exa Burner**.



**Result:** Exa Burner opens.



3. In Exa Burner, select the following options as needed.

Setting	Description
Include Viewer	Select to burn a viewer program onto the disc along with the items. Required for viewing off site.
Cache Images	Select to keep items in the Viewer cache folder (and not remove them after burning).
Anonymize DICOMS	Select to remove identifying patient demographics.
Fix Split BTO	Select to combine multi-frame mammograms into a single DICOM file.
Create Annotations Overlay	Select to convert annotations to an overlay and include them with the images.
Remove Annotations	Select to omit annotations from the burned items.
Force SOP Class ID for All Files	Select to set the Modality tag (0008, 0060) to the value in the DICOM file's SOP Class ID.
Compression	Select a compression algorithm.
Report	Select a report storing method.

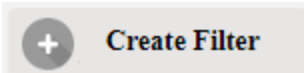
Setting	Description
Write to Hard Drive Burn to Disc	Select whether to write to the hard disc or removable disc.
Path	Select the ellipsis button and then browse for and select a destination drive and/or path.
Eject When Finished	Select to eject the disc after burning.
Close Media	Select to finalize the media after burning so that it is no longer available for writing.

4. If using a removable disc, insert the disc in the burner.
5. Select **START**.

## Create a worklist filter

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

1. On the **My Exams** worklist, select the **Create Filter** button.



2. In the **Filter Settings** screen, type a filter name, and then select columns and type values by which to filter.

**Example:** To show only patients whose names begin with "W" :

**FILTER SETTINGS**

Filter Name: "W" patients only

Filter Columns:  Patient Name,  Date of Birth,  Study Description,  Study Date,  Accession No.,  Referring Physician,  Facility,  Modality,  Study Status

Filter Values: W

Buttons: SAVE, BACK, CLEAR

3. Select **SAVE**.
4. To use the filter, select it in the **Select filter** dropdown list.

**EXAMS**


Buttons: Import, CD Burn, Create Filter

Dropdown: Test filter, Select Filter, Test filter, **W patients only**

PATIENT NAME	DATE OF BIRT	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION N	FACILITY
W						All
W	Todd	196	CT THRC SPI C+ MATRL	Scheduled	2023-05-11 9:00 AM EDT 30303	My Compa

### Open a patient chart

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

1. Select  to open the patient list.


PATIENT LIST				
PATIENT NAME	DOB	SEX	ACCOUNT NO	ADDRESS
 * Test, Sue	2000-01-01	F	TesS3816	111 main st
 * Wy, Todd	196	M	nr123	

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

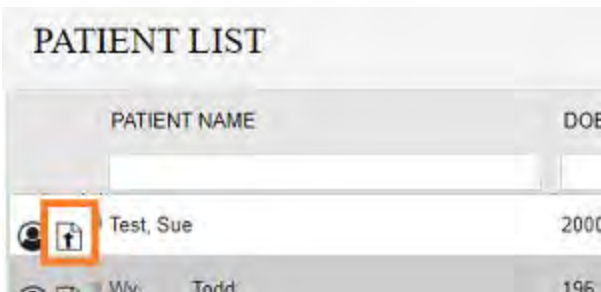
PATIENT DASHBOARD		
<b>Patient Demographics</b> First Name   Middle Name   Last Name   Suffix Todd   -   Wy   - DOB   Sex   Language 196   M   Race/Clinic /	<b>Alerts</b> No alerts found	<b>Results</b> No results found
<b>Problems</b> No problems found	<b>Medications and Prescriptions</b> No medications and prescriptions found	<b>Allergies</b> No allergies found

## Attach a document to an exam

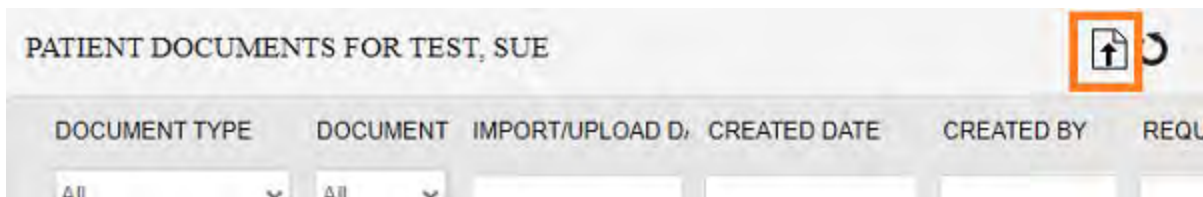
You can add a scanned document (such as an order form) to an exam. You can also view an existing document by double-clicking it in the patient document window described below.

1. Select  to open the patient list.
2. In the Patient List, in a patient row, select the **Upload Patient Document** button.

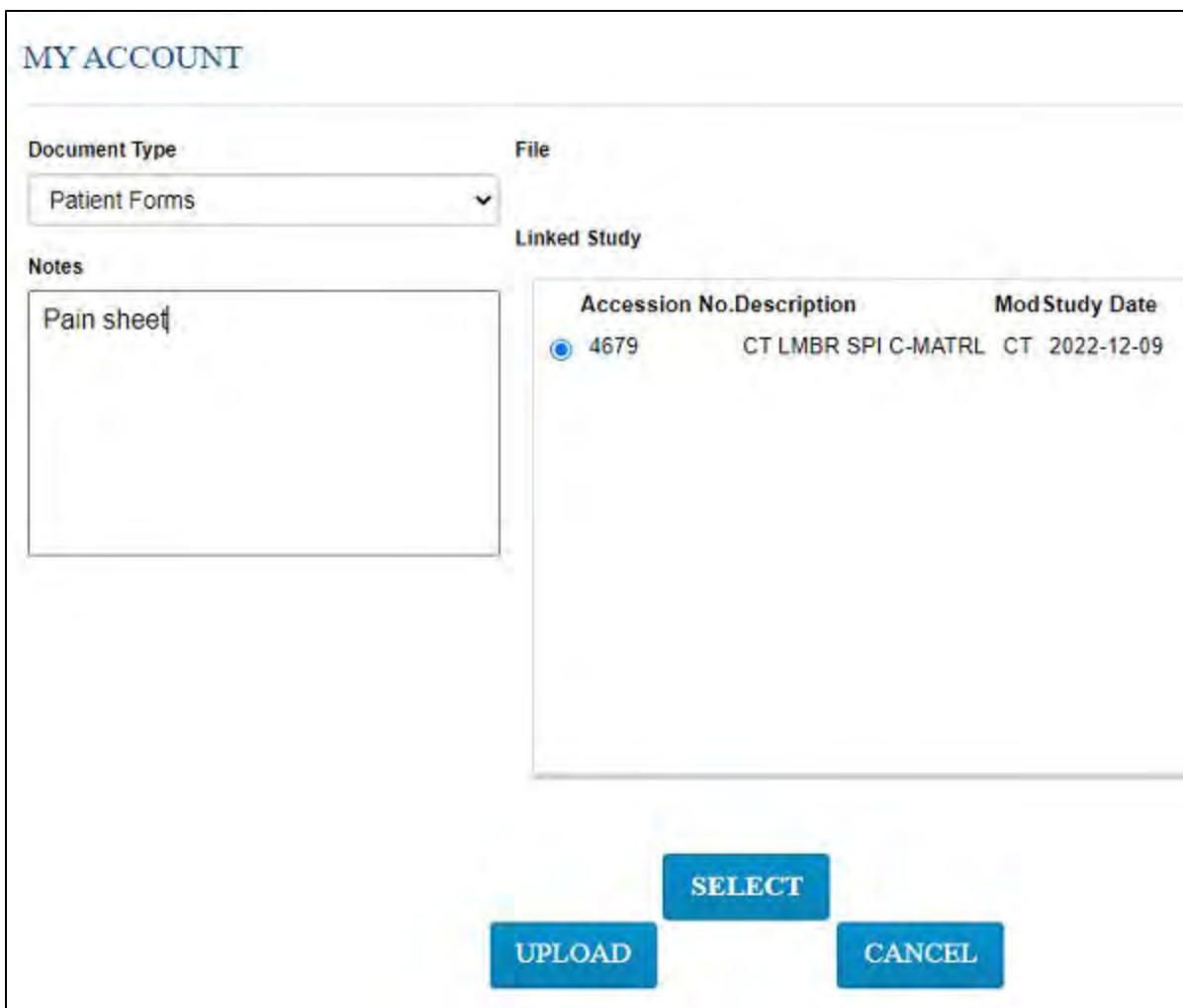




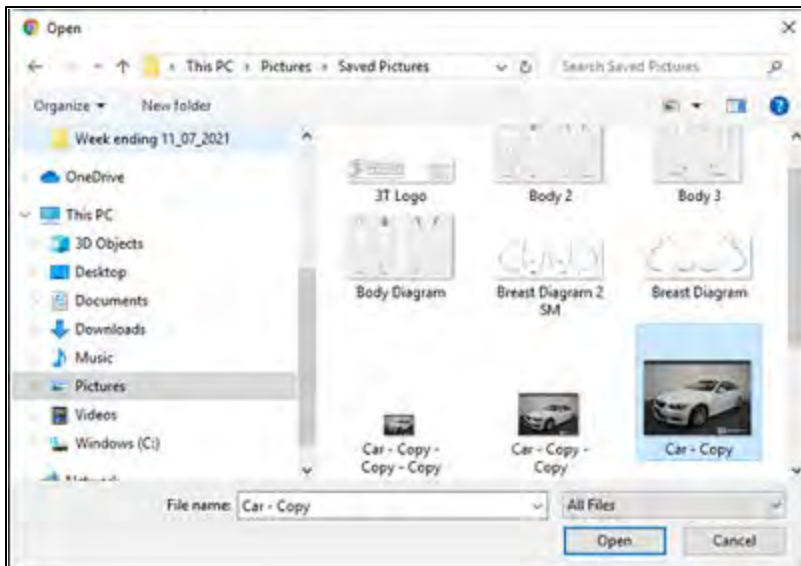
- 3. In the patient document window, select the **Upload Patient Document** button.



- 4. In the **MY ACCOUNT** window, select a document type.



- Optional. Enter notes.
- 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.



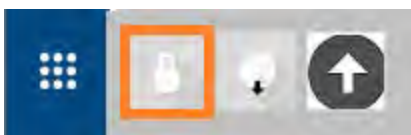
- Select **UPLOAD**.

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

## Configure passwords and two-factor authentication

You can reset your password at any time. If your site purchased a license, you can also configure two-factor authentication (2FA) as described below.

- On the admin menu, select the security button.



- In the **My Account** dialog, enter a new password, retype to confirm, and then select **SAVE**.

The screenshot shows a web interface for account management. At the top, it says "MY ACCOUNT". Below that is a section titled "RESET PASSWORD" with two input fields: "New Password" and "Confirm Password". The next section is "TWO-FACTOR AUTHENTICATION", which includes a "Current Password" input field, a blue "SHOW QR CODE" button, and two blue buttons at the bottom: "SAVE" and "CANCEL".


3. Under **TWO-FACTOR AUTHENTICATION**, type your password, and then select **SHOW QR CODE**.

This screenshot shows the verification step of two-factor authentication. It features a large QR code at the top. Below the QR code is a grey box containing the alphanumeric string "ZRHCPQQT02BRFP77S02LR23IQNEETZ4WXCCQYY7K". Underneath that is a text input field labeled "One-Time Passcode" with a cursor. At the bottom center is a blue "Verify" button.

4. Use Google Authenticator to read the QR code and generate the one-time passcode, and then enter it into the box and select **Verify**.

## Sign an order

If staff configured a graphical signature file for you, you can add it to orders here. Your signature will appear on printed orders in Exa PACS/RIS.

1. Select  to go to the Pending Orders worklist.
2. In the worklist, double-click the exam you want to sign.



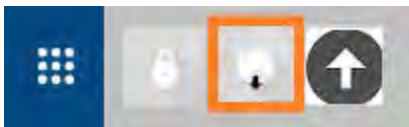
3. In the **Are you sure to sign selected record(s)?** message window, select **OK**.

**Result:** The order is signed, and removed from the Pending orders worklist.

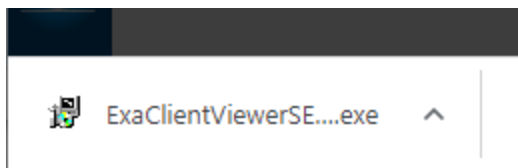
## Install Exa Burner

Before you can use the CD Burn function to burn studies to media, you must install the Exa Burner app by following these steps.

1. On the admin menu, select the Exa Burner button.



**Result:** Chrome downloads the **ExaClientViewerSETUP.exe** file.



2. Select the file to run, and follow the on-screen prompts.