



Exa PACS/RIS

1.4.33_P2

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™ 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

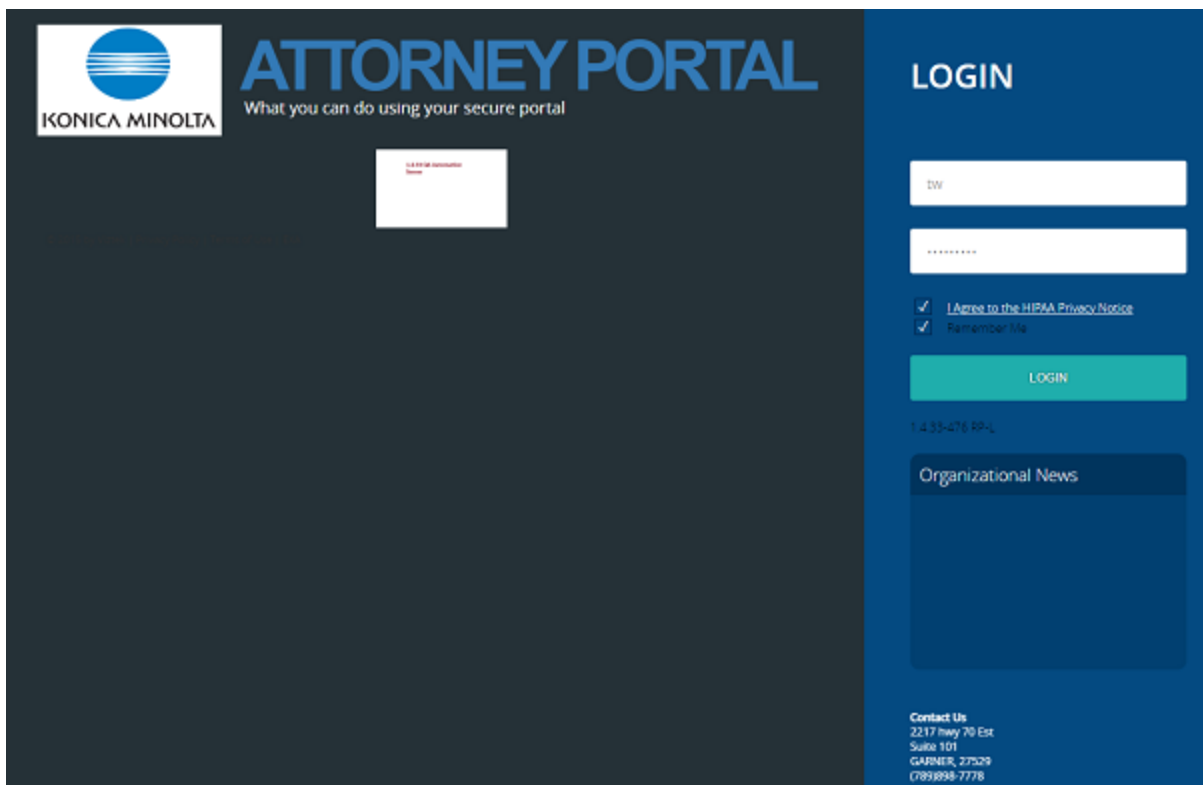
Before you begin, obtain account credentials from your site administrator. Those credentials allow you to use the functions of the portal to which you were granted rights.

Use Attorney Portal

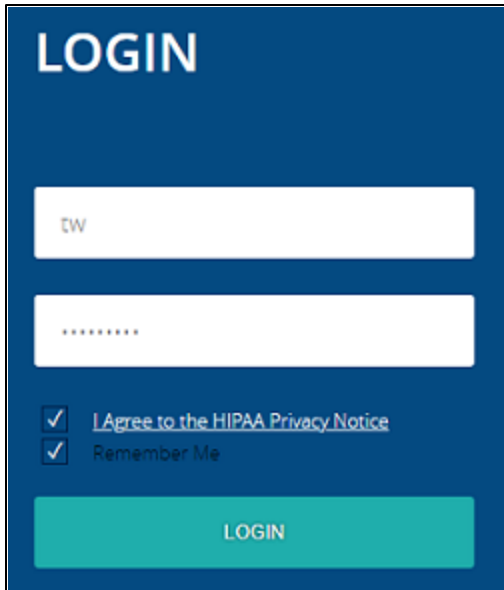
Patient Portal is a web app accessible from Exa PACS/RIS that provides a convenient place to request and view appointments, view your patients' medical records (patient chart), and to send documents requested by your healthcare providers (such as scans of your insurance card).

Sign in to Attorney Portal

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

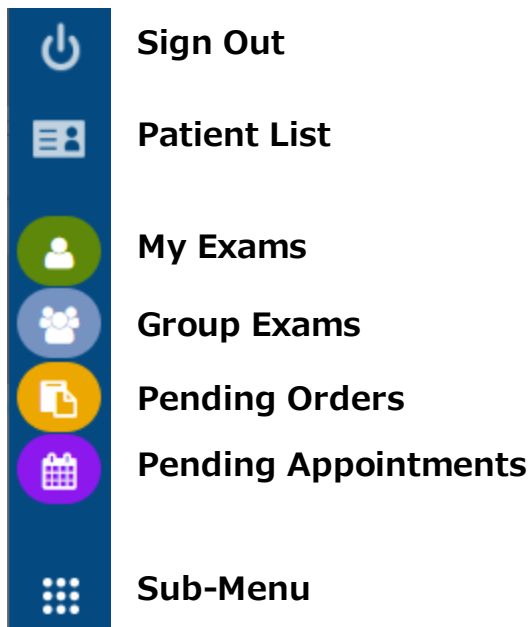


2. On the right pane, type your sign-in credentials, select **I Agree to the HIPAA Notice**, and then select **LOGIN**.




Navigation bar

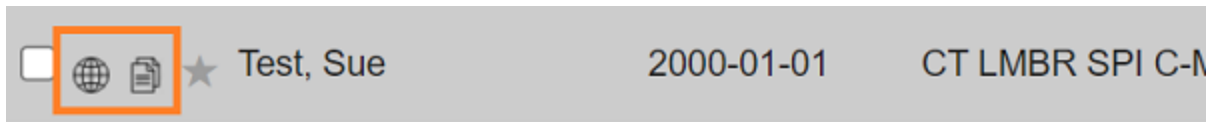
The navigation bar always appears on the left side of the screen.





Open images and approved reports

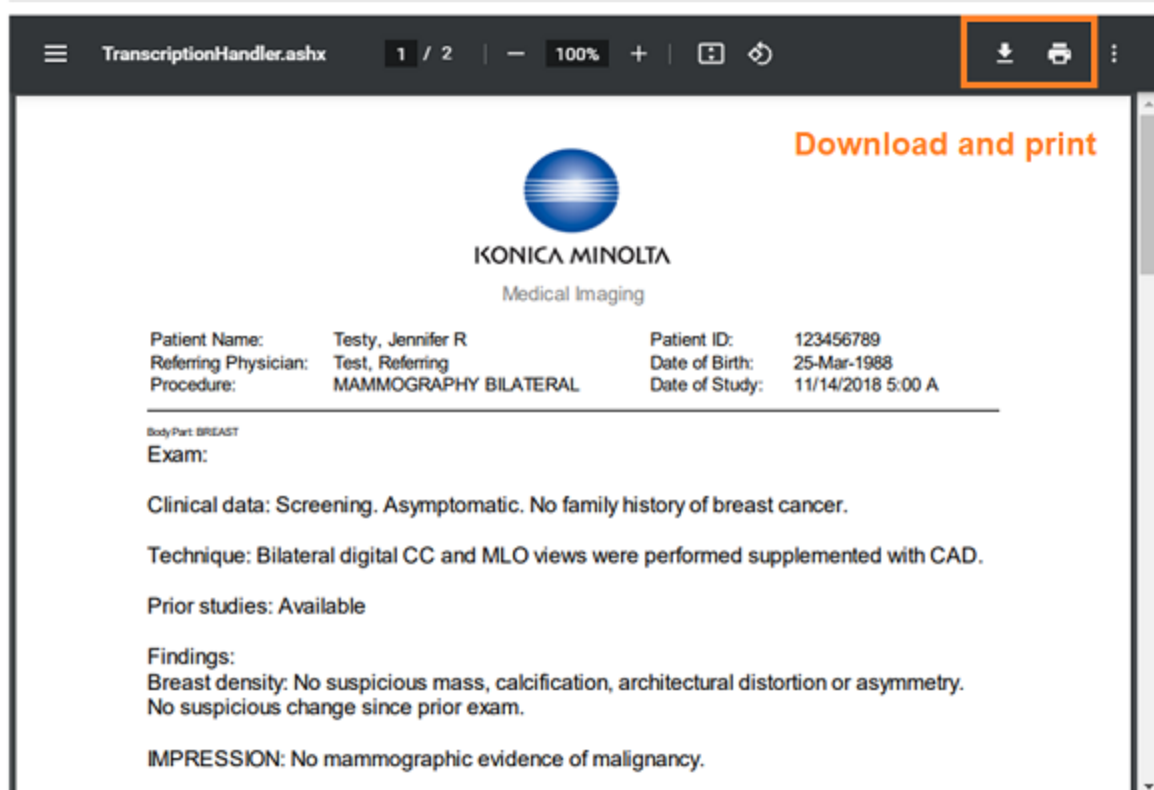
You can open images and reports for viewing and printing.

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



TranscriptionHandler.ashx 1 / 2 100%

Download and print

KONICA MINOLTA
Medical Imaging

| | | | |
|----------------------|-----------------------|----------------|-------------------|
| 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.

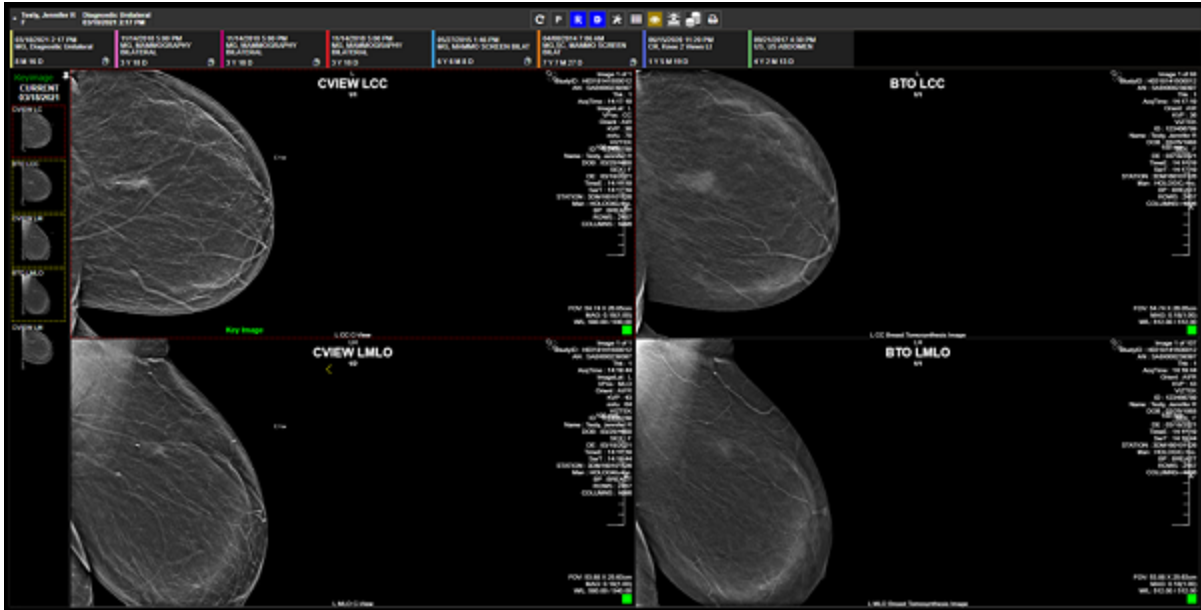
Technique: Bilateral digital CC and MLO views were performed supplemented with CAD.

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 | | |
| Garcia, Ada | 01/21/1996 | ABDOMEN X-RAY | Scheduled | 11/09/2021 12:00 AM EST | 376 | Pineapple Under The Sea | Computed Radiography | Doctor, Tedad | | |
| Nuckols, Thomas | 08/19/1988 | Requesting Exam | Ordered | | 256 | Konica Minolta Healthcare Americ | Computed Radiography | Doctor, Nicole | | |
| 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, Rehner | | |
| Test, Marc | 03/25/1988 | CT ABD C+/-C+ | Approved | 06/16/2021 4:40 PM EDT | 204 | Dave's Hospital | Computed Tomography | Test, Rehner | | |
| Testy, Jennifer R | 03/25/1988 | MAMMOGRAPHY BILATERAL | Unread | 10/14/2018 5:00 PM EST | 209 | Konica Minolta Healthcare Americ | Mammography | Test, Rehner | | |

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 SER |
| Testy, Brandon D | 12/15/1993 | Requesting Exam | Ordered | | 392 | Eric's Best Practice | CT | Doctor, David | | Patient has abdominal pain | |
| Testy, Jennifer R | 03/24/1988 | Requesting Exam | Ordered | | 391 | Eric's Best Practice | MR | Doctor, David | | Frequent headaches | |

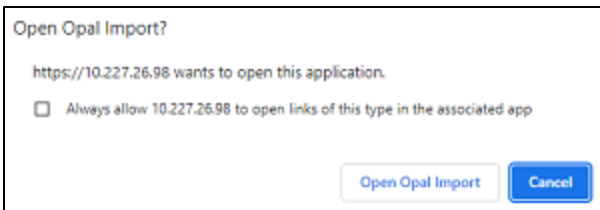
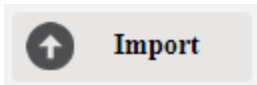
3. Select  to open the **PENDING APPOINTMENTS** worklist.

| PENDING APPOINTMENTS | | | | | | | | | | | |
|----------------------|---------------|-------------------|--------------|--------------------|---------------|----------------------|----------|---------------------|-------------------|----------------------------|----------------------|
| PATIENT NAME | DATE OF BIRTH | STUDY DESCRIPTION | STUDY STATUS | STUDY DATE | ACCESSION NO. | FACILITY | MODALITY | REFERRING PHYSICIAN | ORDERING FACILITY | REASON | JUSTIFICATION OF SER |
| Testy, Brandon D | 12/15/1993 | Requesting Exam | Ordered | | 392 | Eric's Best Practice | CT | Doctor, David | | Patient has abdominal pain | |
| Testy, Jennifer R | 03/24/1988 | MR ABD C+/-C+ | Scheduled | 11/10/2021 8:00 AM | 391 | Hudsonville | MR | Doctor, David | | Frequent headaches | |

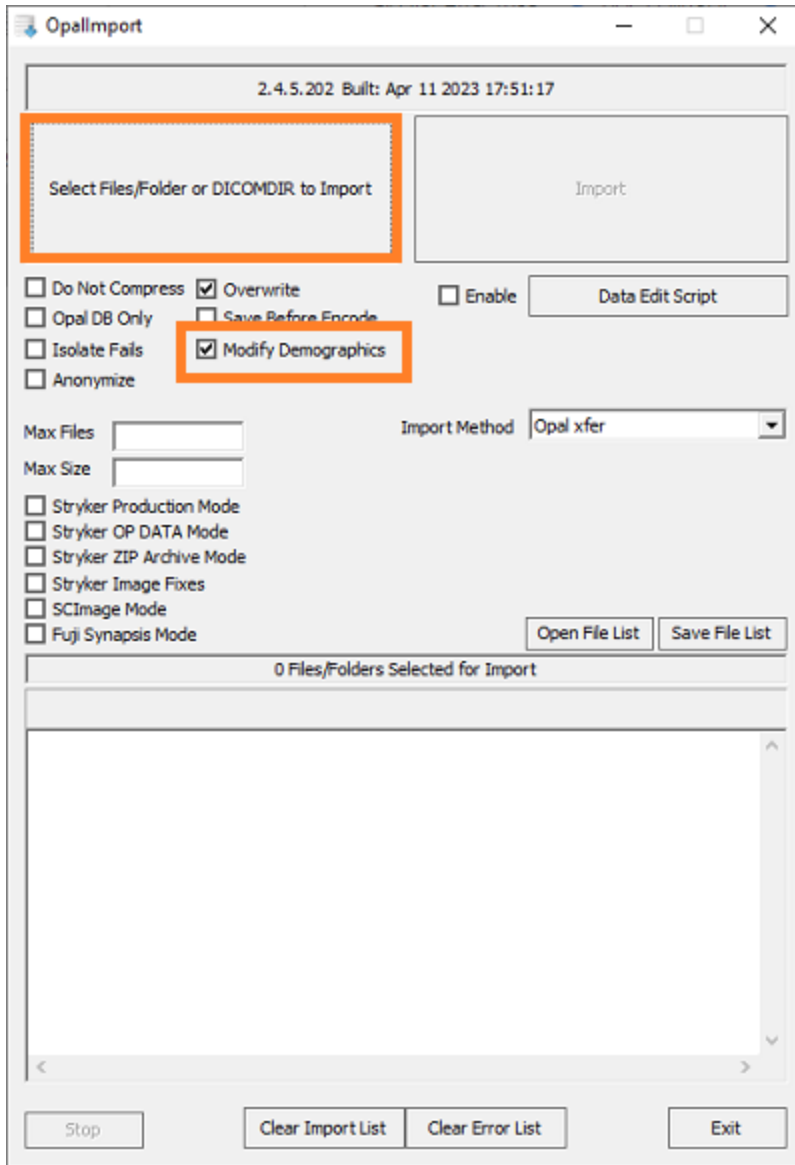
Import images

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.

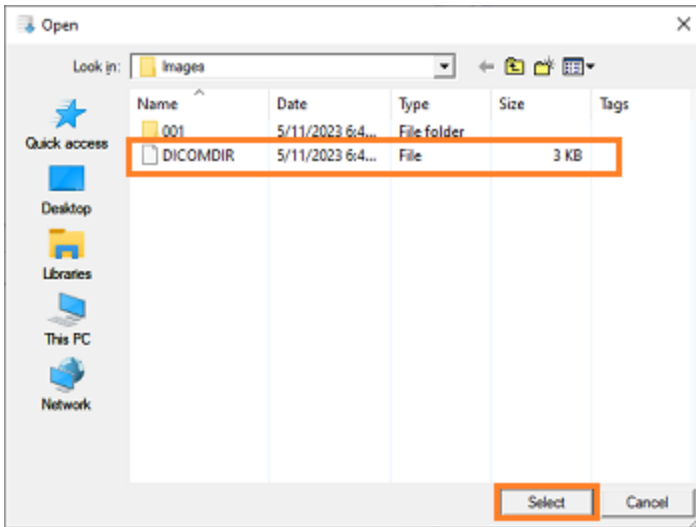
1. On the **My Exams** worklist, select the import button, and then select **Open Opal Import**.



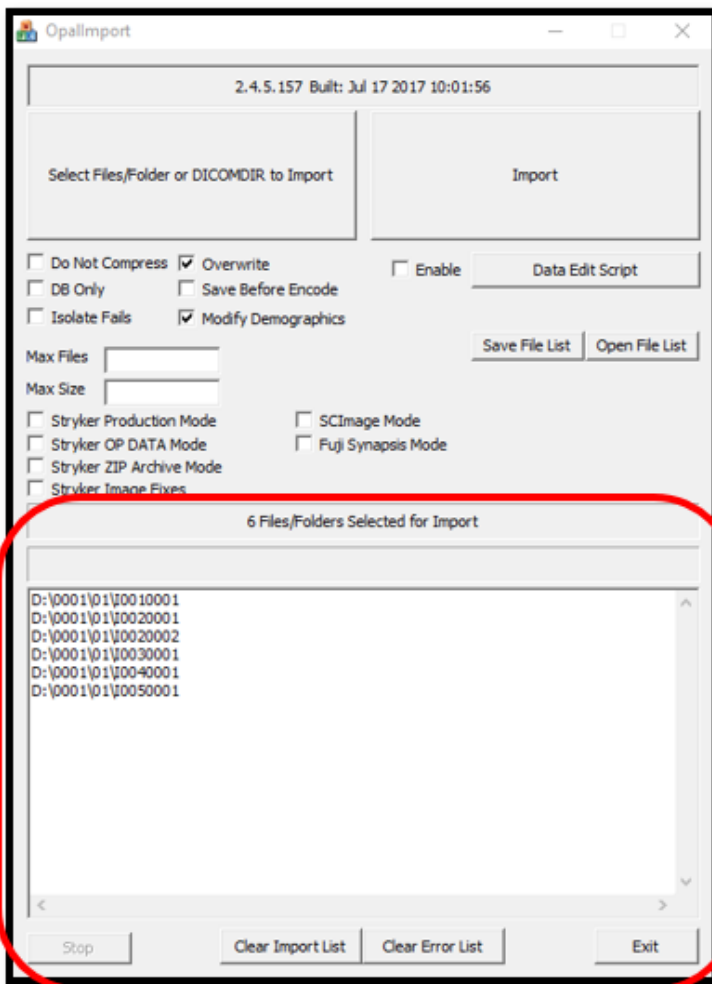
2. In the **OpalImport** window, select **Modify Demographics.**, and then select **Select Files/Folder or DICOMDIR to Import**.



3. Browse for and select the DICOMDIR file.



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



- Select **Import**.

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

The screenshot shows a 'Modify/Confirm Demographics' window. It has two main sections: 'Current Info' and 'New Info'. 'Current Info' has fields for Id, Name, DOB, and Institution (INSIGHT IMAGING). 'New Info' has fields for Id, Name, DOB, and Institution. The Name field has a format instruction: 'Format: Lastname^Firstname^MI^Prefix^Suffix'. The DOB field has a format instruction: 'Format: YYYYMMDD (no slashes or dashes)'. Below these is a 'DB Query' table with columns 'PID', 'Name', and 'DOB'. At the bottom are buttons: 'CANCEL IMPORT', 'QUERYDB', 'USE CURRENT', and 'MODIFY'.

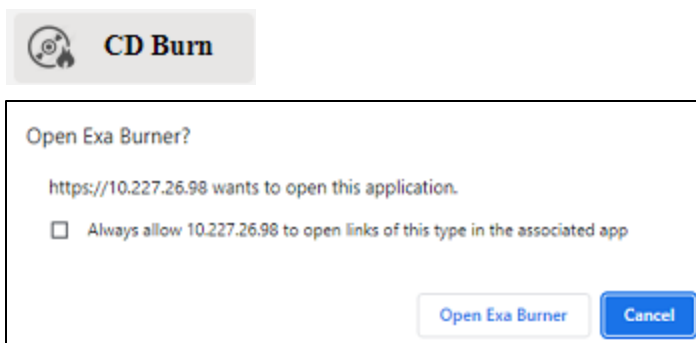
Result: The images are imported.

Burn studies to media

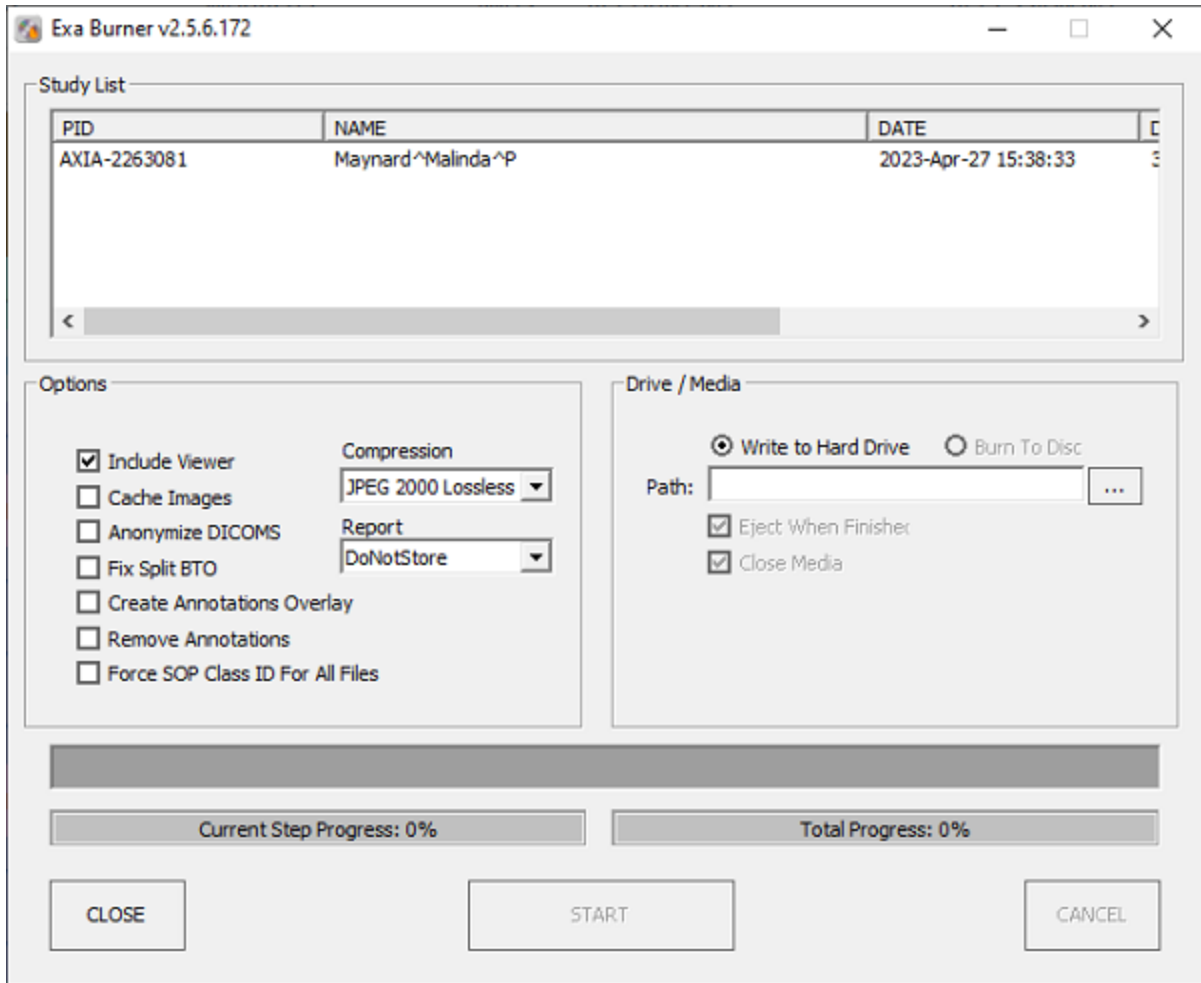
You can burn DICOM studies on the My Exam worklist to a hard disc or removable disc.

Prerequisite: [Install Exa Burner](#).

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

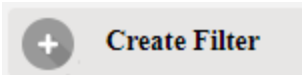
| Setting | Description |
|-------------------------------------|--|
| Write to Hard Drive Burn to Disc | Select whether to write to the hard disc or removable disc. |
| Path | Select the ellipsis button and then browse for and select a destination drive and/or path. |
| Eject When Finished | Select 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 X

Filter Name **SAVE** **BACK** **CLEAR**

Filter Columns **Filter Values**

| | |
|---|--|
| <input checked="" type="checkbox"/> Patient Name | <input type="text" value="W"/> |
| <input type="checkbox"/> Date of Birth | <input type="text"/> |
| <input type="checkbox"/> Study Description | <input type="text"/> |
| <input type="checkbox"/> Study Date | <input type="text"/> |
| <input type="checkbox"/> Accession No. | <input type="text"/> |
| <input type="checkbox"/> Referring Physician | <input type="text"/> |
| <input type="checkbox"/> Facility | All v |
| <input type="checkbox"/> Modality | All v |
| <input type="checkbox"/> Study Status | Please select |

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

EXAMS Import CD Burn Create Filter


Test filter v



- Select Filter
- Test filter
- "W" patients only**

| | PATIENT NAME | DATE OF BIRT | STUDY DESCRIPTION | STUDY STATUS | STUDY DATE | ACCESSION N | FACILITY |
|---|--------------|--------------|----------------------|--------------|------------------------|-------------|----------|
| ★ | 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 | tw123 | | |

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

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

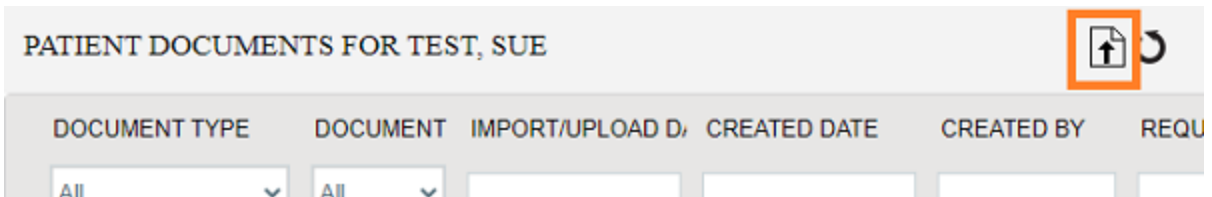
Attach a document to an exam

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.

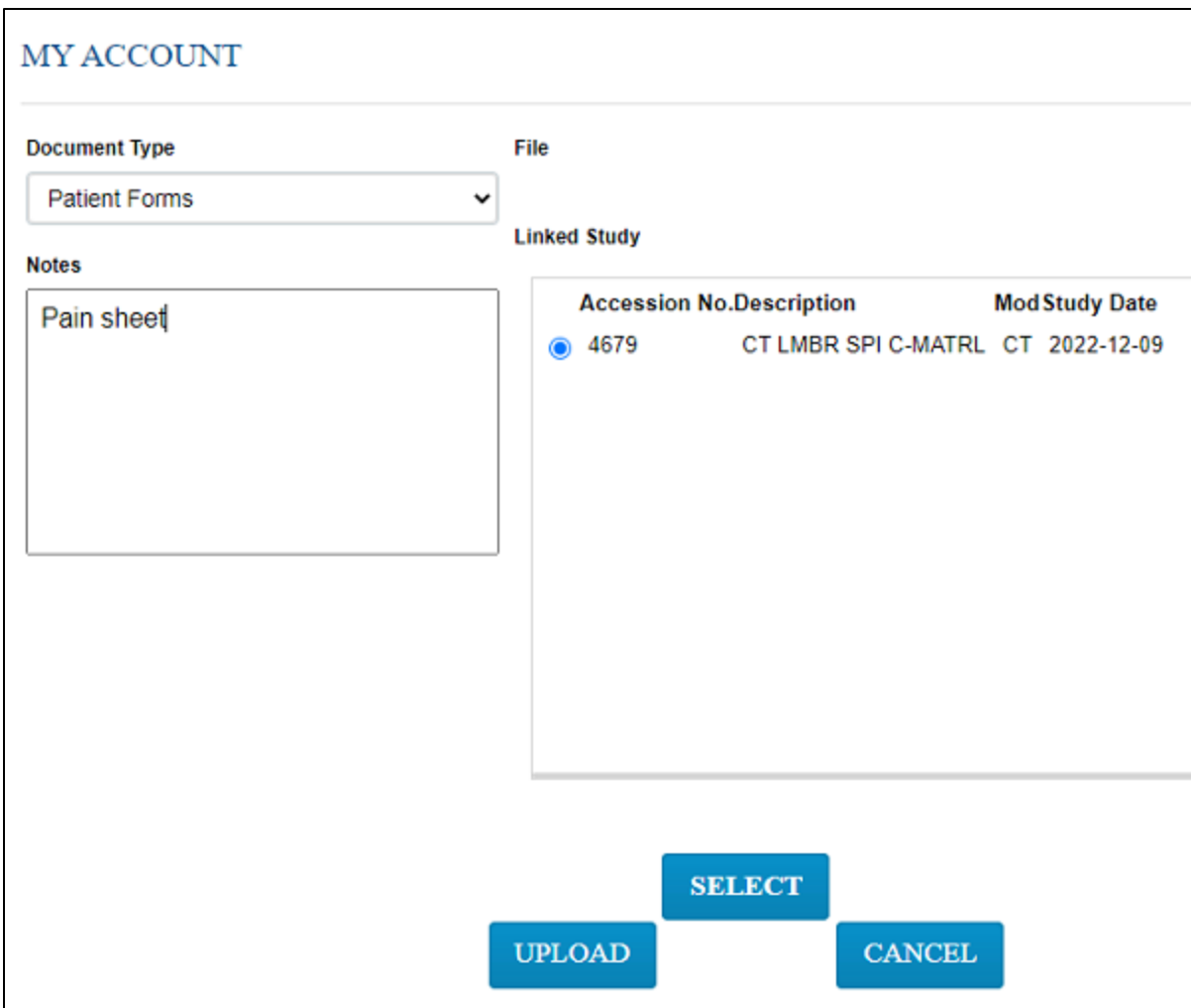
1. Select  to open the patient list.
2. In the Patient List, in a patient row, select the **Upload Patient Document** button.



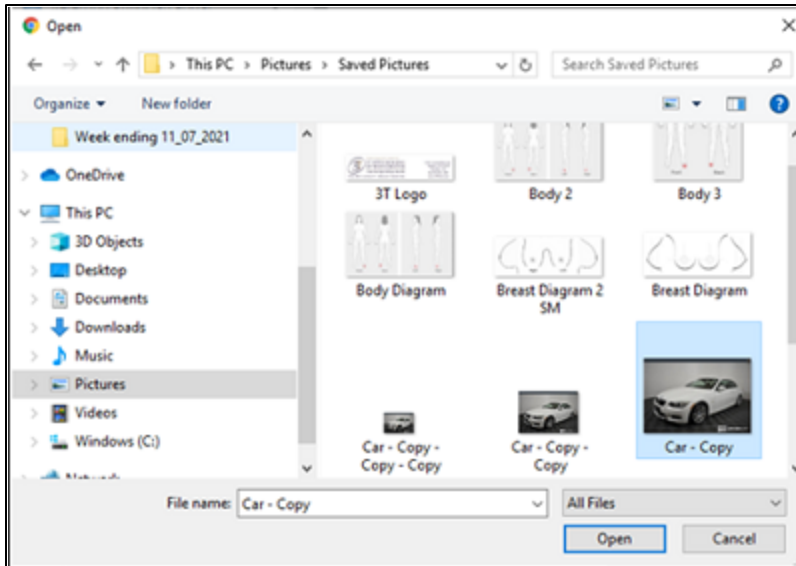
3. In the patient document window, select the **Upload Patient Document** button.



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.

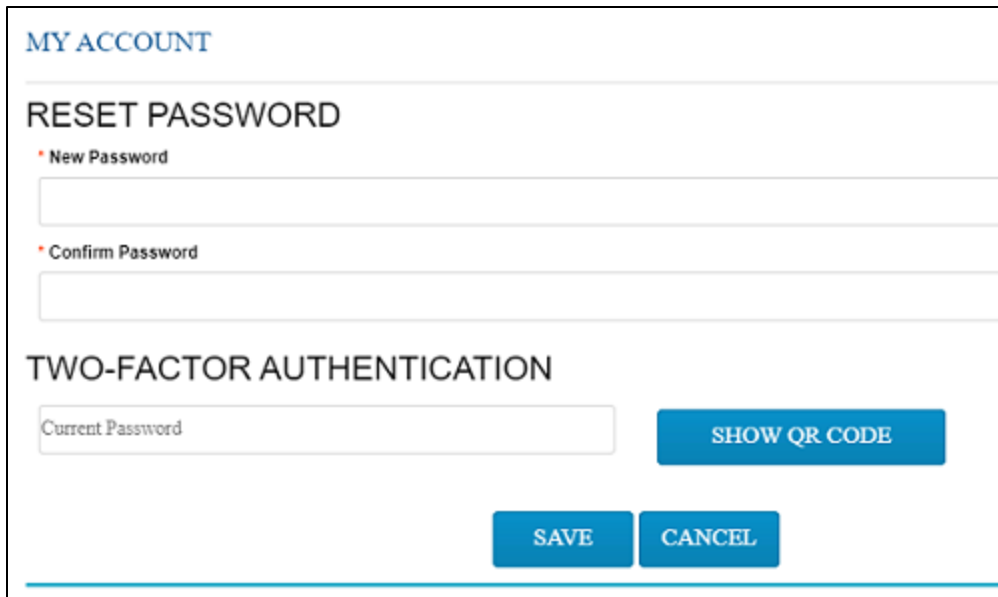
Configure passwords and two-factor authentication

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". Below this is a section titled "TWO-FACTOR AUTHENTICATION" with a "Current Password" input field and a "SHOW QR CODE" button. At the bottom of this section are "SAVE" and "CANCEL" buttons.

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




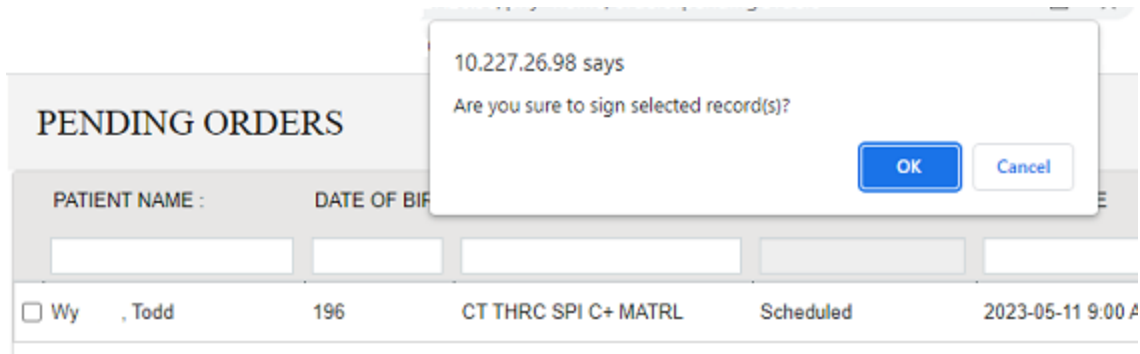
The screenshot shows a QR code for two-factor authentication. Below the QR code is a grey box containing the alphanumeric string: ZRHCPQQT02BRFP775Q2LR23IQNEETZ4WXCCQYY7K. Below this is a "One-Time Passcode" input field and a "Verify" button.

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.

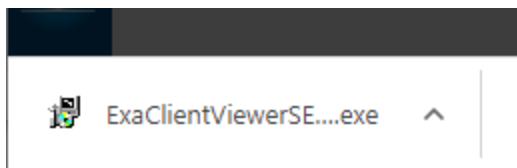
Install Exa Burner

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.