Exa PACS|RIS

34.0.1

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
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
Rx 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

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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

Attorney Portal is a web app accessible from Exa PACS/RIS that provides a convenient place to request and view appointments, view your clients' medical records (patient charts), and to send documents requested by healthcare providers.

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.

   Result: The Portal opens to the My Exams worklist, showing all exams for which you are the attorney.

Navigation bar

The navigation bar always appears on the left side of the screen, giving you quick access to main features.

⏻	Sign Out
🔳	Patient List
👤	My Exams
👥	Group Exams
📄	Pending Orders
📅	Pending Appointments
⠿	Sub-Menu
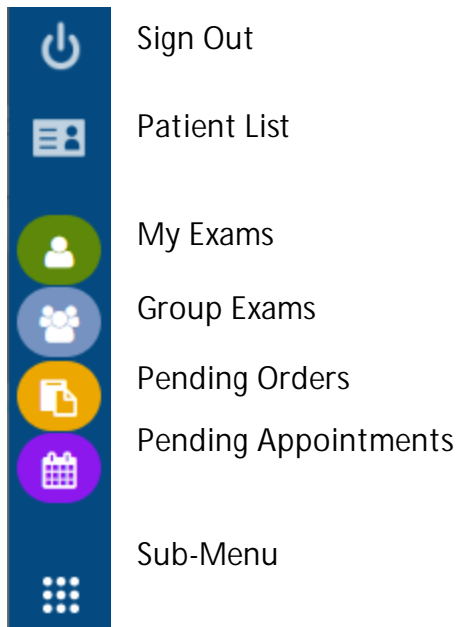
Open images and approved reports

You can open images and reports for viewing and printing.

1. Select ![person icon] to open the MY EXAMS worklist.

2. Find the study of the images to view.
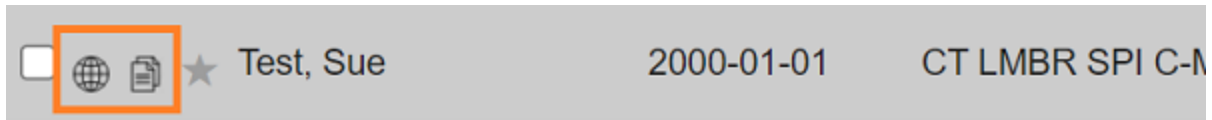
3. To view images, select the viewer ![globe icon] button.

4. To view the approved report, select the report ![report icon] button.

Example of an approved report:

Example of an image open in the viewer
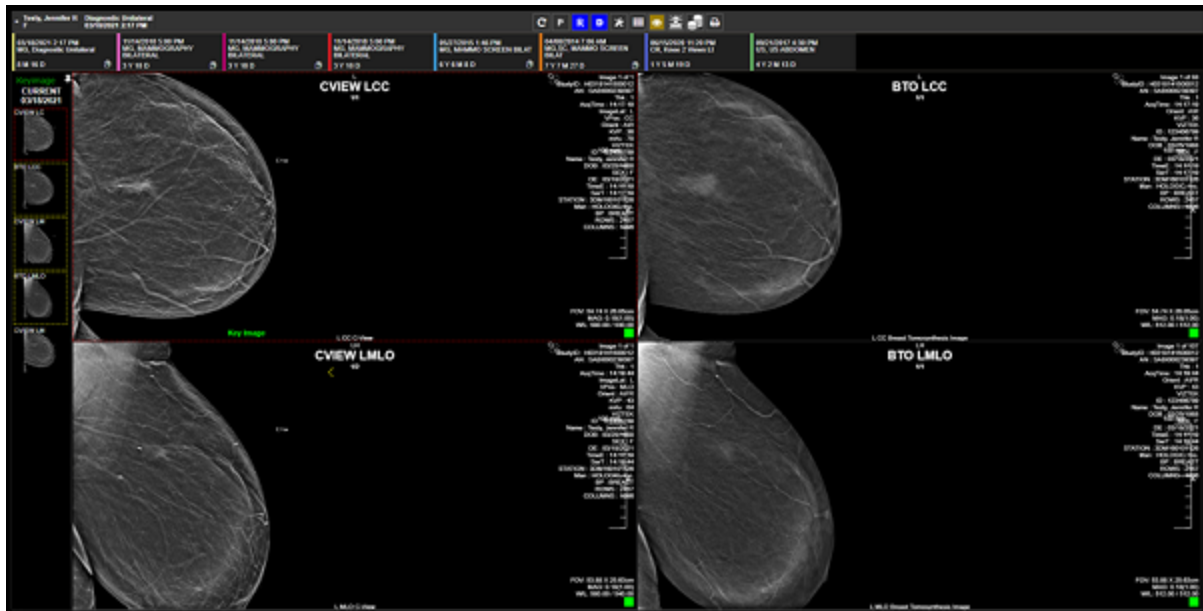
In the viewer tool bar, the following tools are available.

Refresh - Refresh the viewer

Notes - View study notes

Reports - View prior reports

Documents - View patient documents

Settings - Not available on Attorney Portal.

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.

2. Select to open the PENDING ORDERS worklist.

3. Select to open the PENDING APPOINTMENTS worklist.

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.

Prerequisite: From the admin menu, install Opal Import.

1. On the My Exams worklist, select the import button, and then select Open Opal Import.
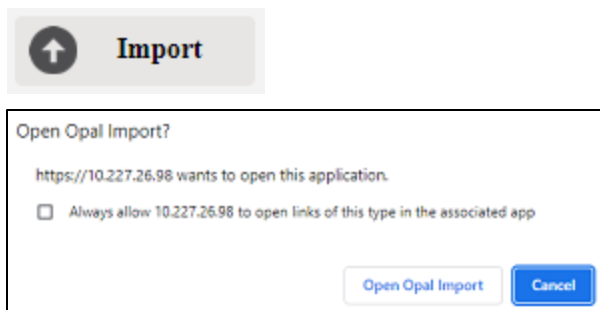
2. In the OpalImport window, select Modify Demographics., and then select Select Files/Folder or DICOMDIR to Import.
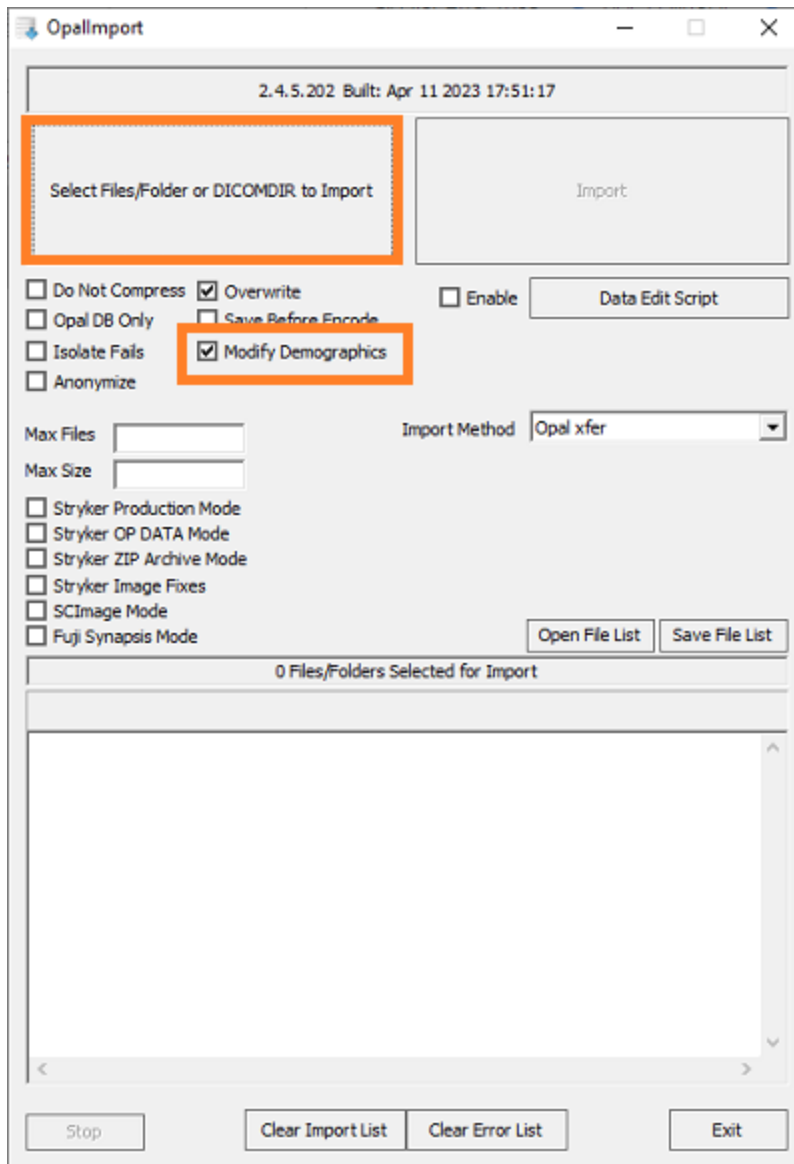
3. Browse for and select the DICOMDIR file.

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.
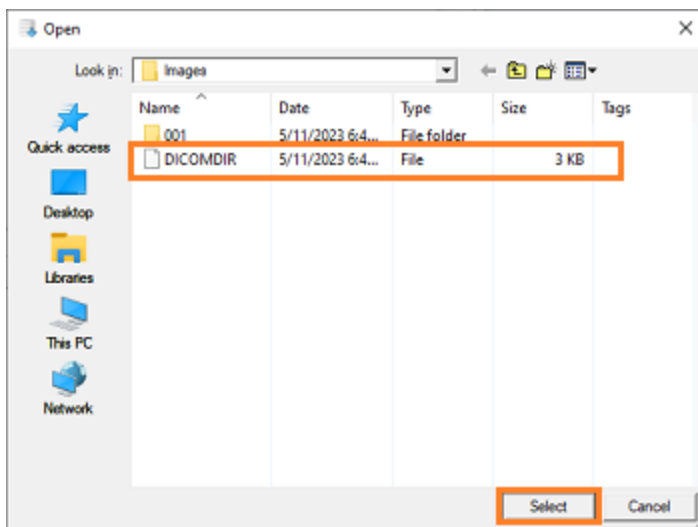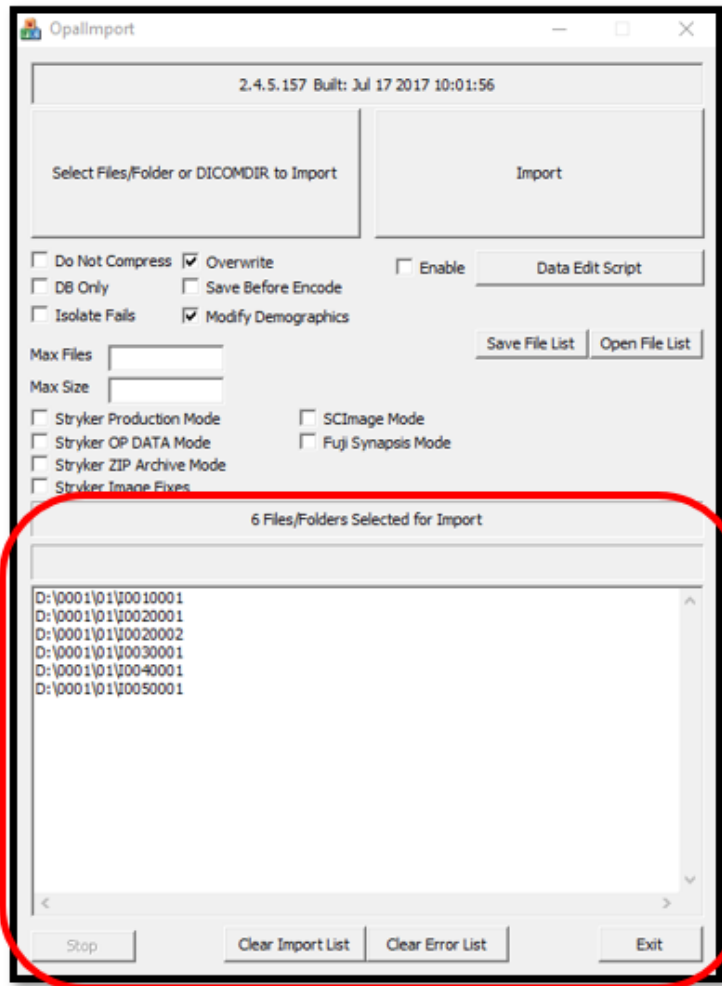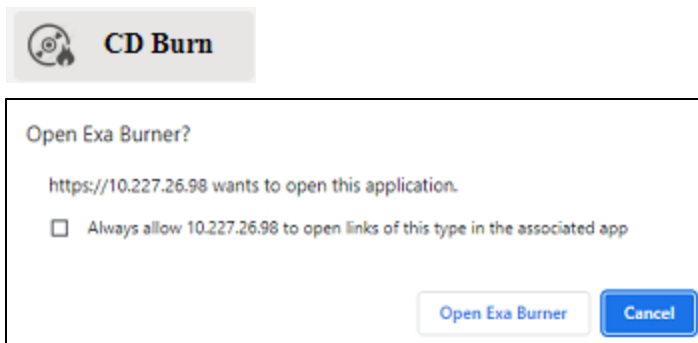

Result: The images are imported.

Burn studies to media

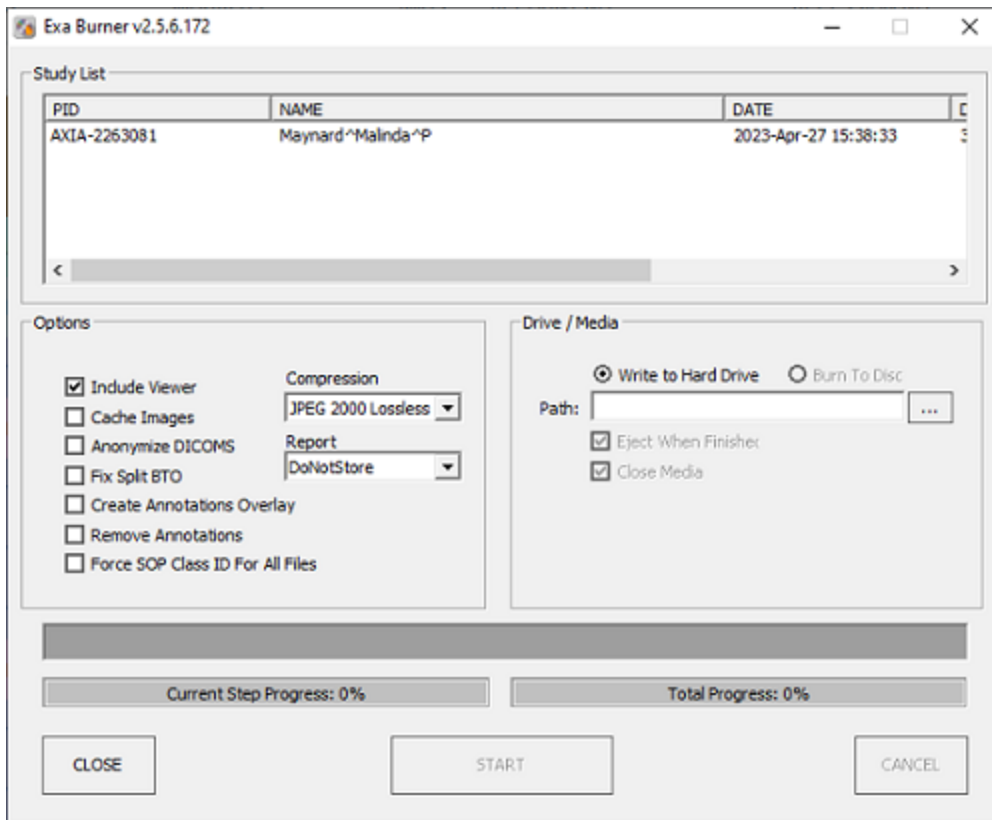You can burn DICOM studies on the My Exam worklist to a hard disc or removable disc.

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.
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.

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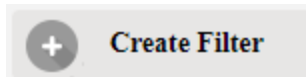
2. In the Filter Settings screen, type a filter name, and then select columns and type values by which to filter.

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

3. Select SAVE.

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

5. To edit a filter, on the My Exams screen, select the filter settings button, and then select a filter to edit.

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.

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

PATIENT DASHBOARD

Patient Demographics	Alerts	Results
First Name	Middle Name	Last Name	Suffix Todd	–	Wy	– DOB	Sex	Language 19ľ	M | Racial/Ethnic /	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 [icon] to open the patient list.

2. In the Patient List, in a patient row, select the Upload Patient Document button.

PATIENT LIST

	PATIENT NAME	DOB
[icon]	Test, Sue	2000
	Wy Todd	196

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

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

5. Optional. Enter notes.

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

7. Select SELECT, and then browse for and select a document to add.
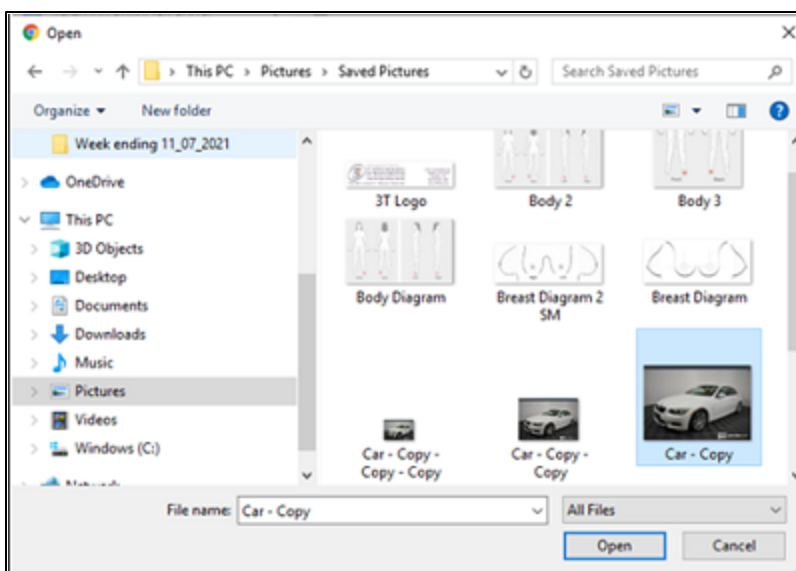
8. Select UPLOAD.

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.

1. On the admin menu, select the security button.

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

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

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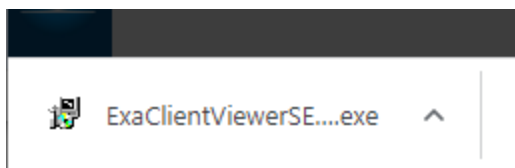
Install Exa Burner

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.