KONICA MINOLTA HEALTHCARE IT

Exa PACS|RIS

34.0.2

Physician Portal User's Manual

500-000973A

Table of Contents

Welcome to Exa Physician Portal

This manual describes how providers can use Physician Portal. 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.

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
	Consult instructions for use	Indicates the need for the user to consult the instructions for use	ISO 15233-1:2021	5.4.3
℞ 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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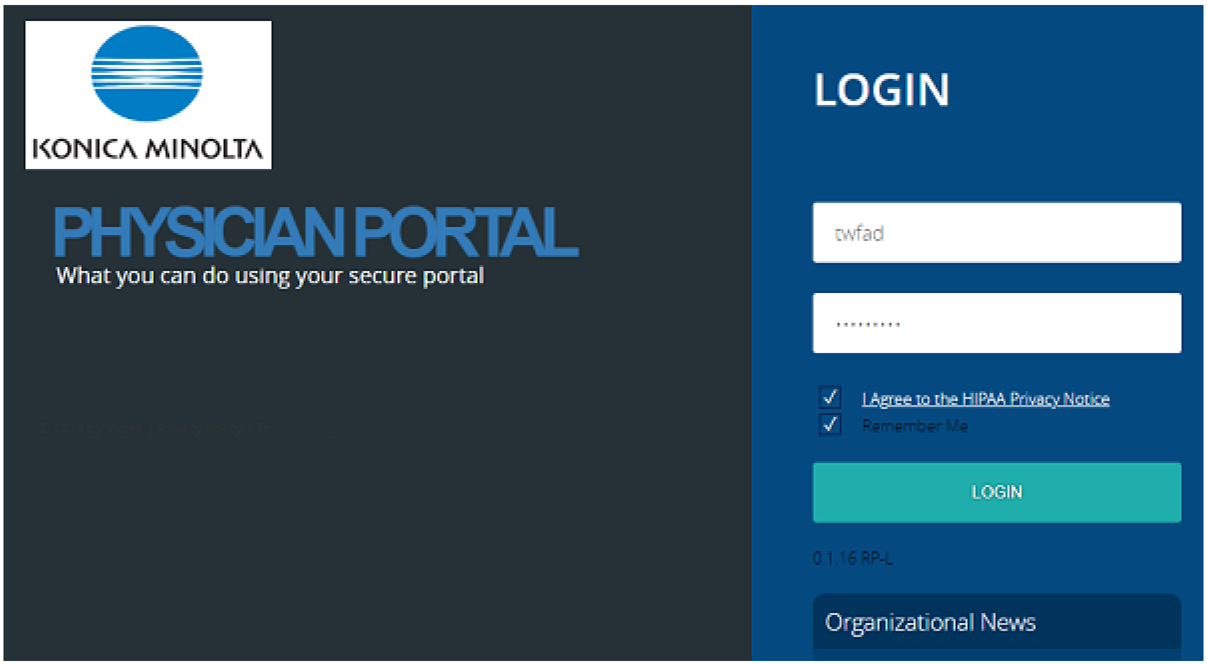
Getting started with Physician Portal

Use Physician 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).

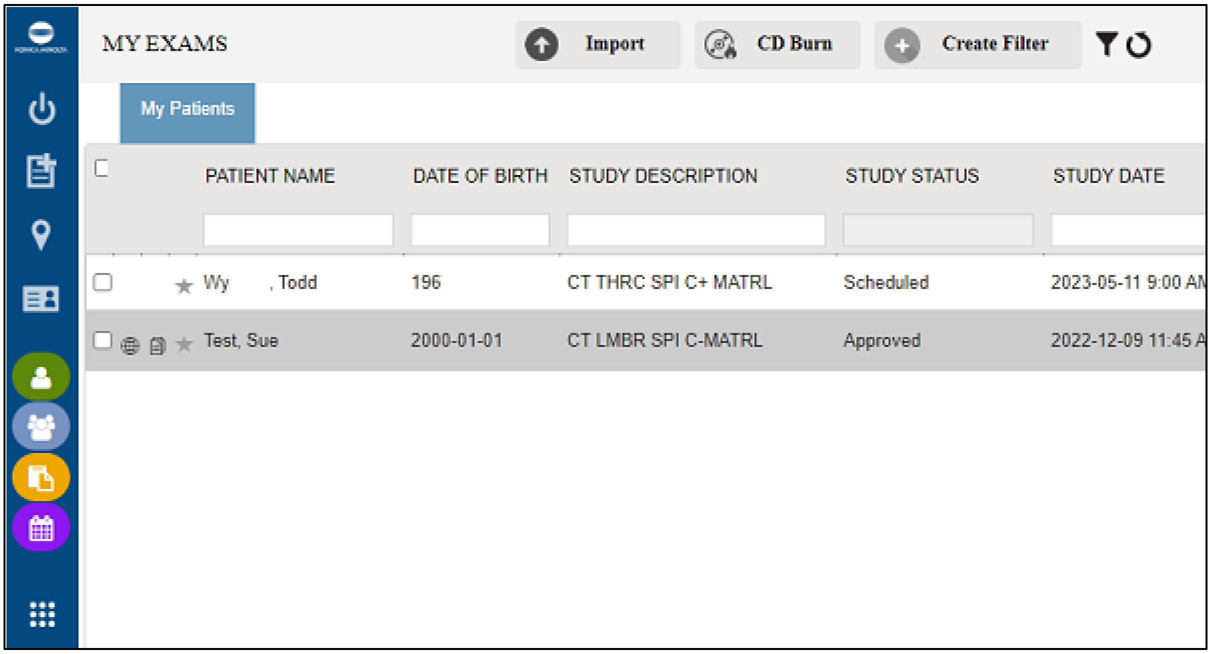
Sign in to Physician Portal

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



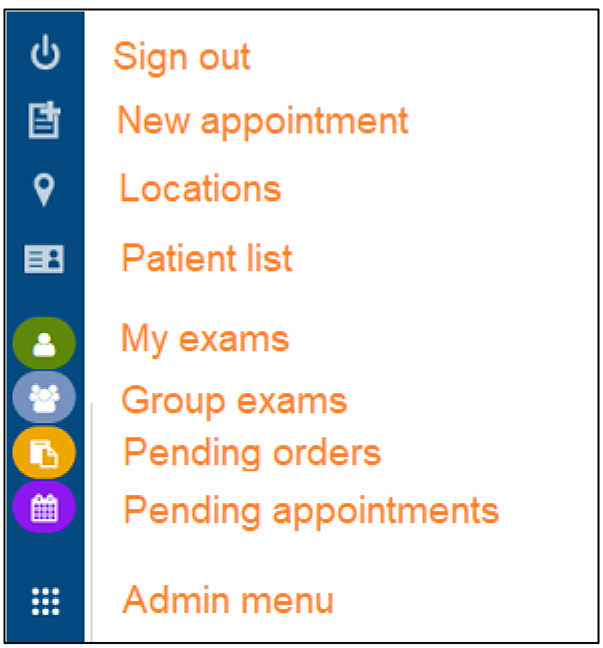
2. On the right pane, type your sign-in credentials, select I Agree to the HIPAA Notice, and then select LOGIN.

   Result: The Portal opens to the My Exams worklist, showing all exams with which you are associated (as the primary or "other" physician).



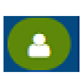
Navigation bar

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



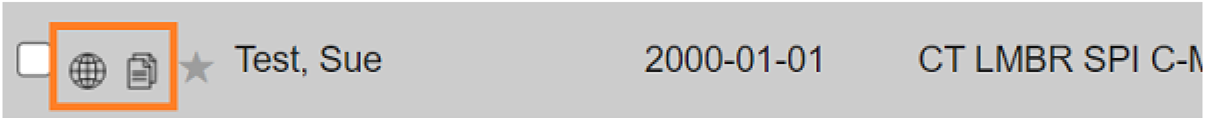
Open images and approved reports

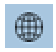
You can open images and reports for viewing and printing.

1. Select  to open the MY EXAMS worklist.

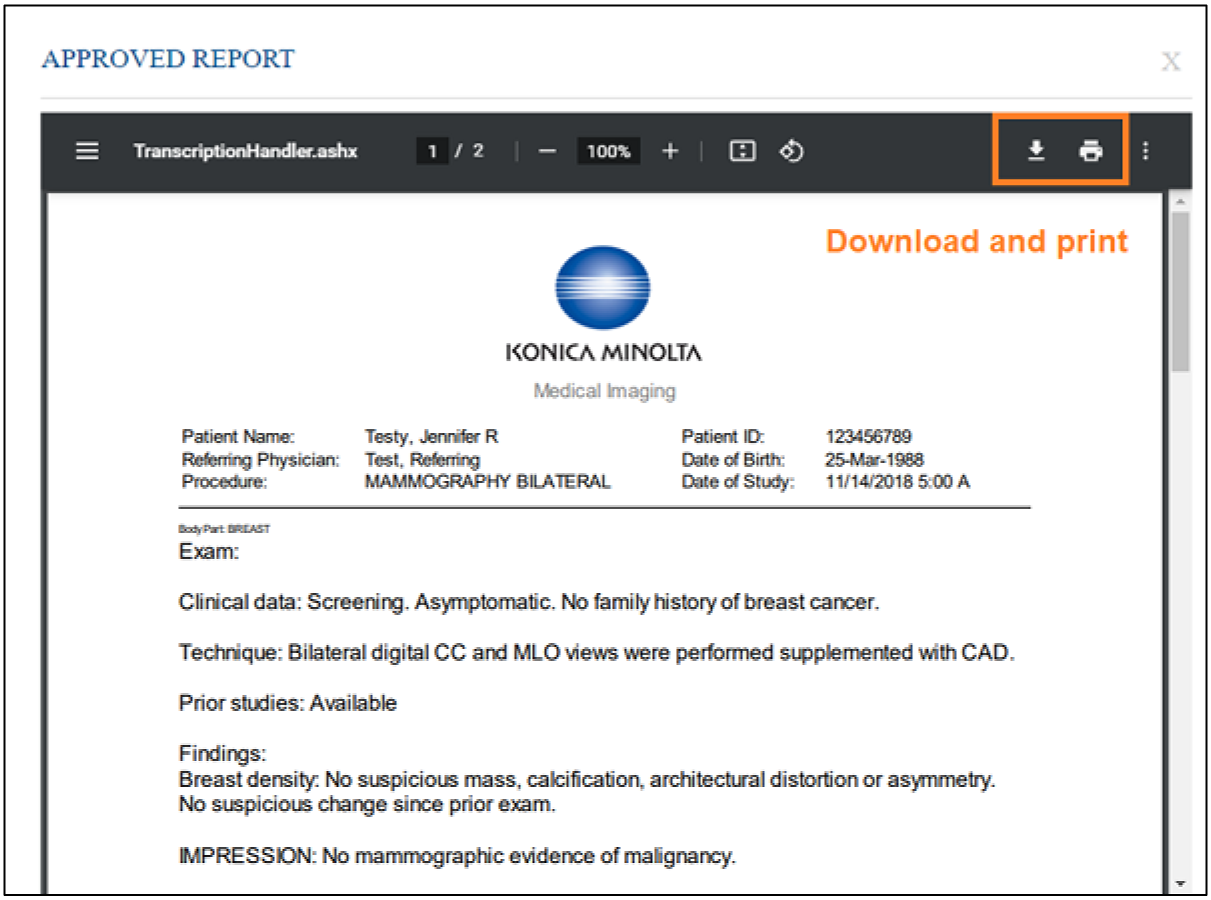
2. Find the study of the images to view.

   To filter or sort the worklist, type or select search criteria in column headers.

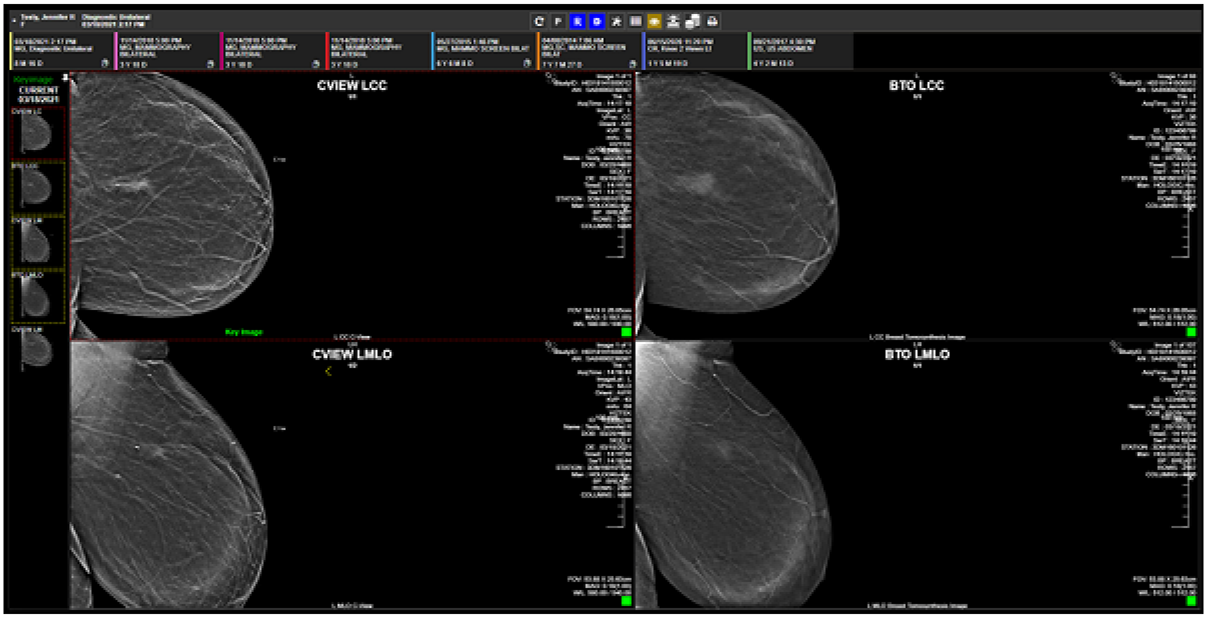


3. To view images, select the viewer  button.
4. To view the approved report, select the report  button.

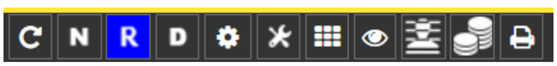
   Example of an approved report:



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 - Adjust viewer settings

Tools

Layout - Change the frame layout

Overlays - Show or hide overlays

Cutlines - Show or hide cutlines

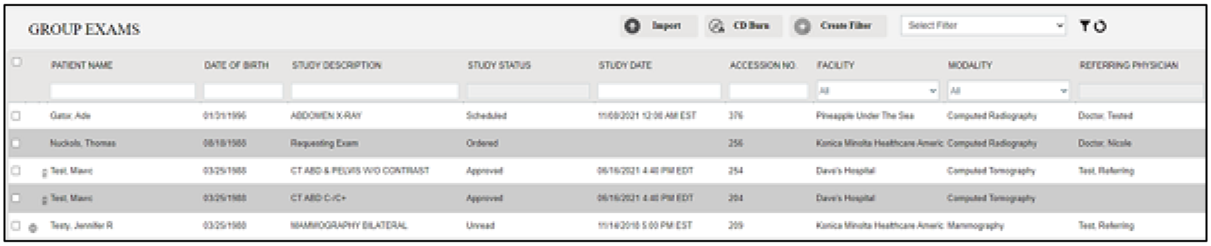
Slices - Change slice thickness

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.

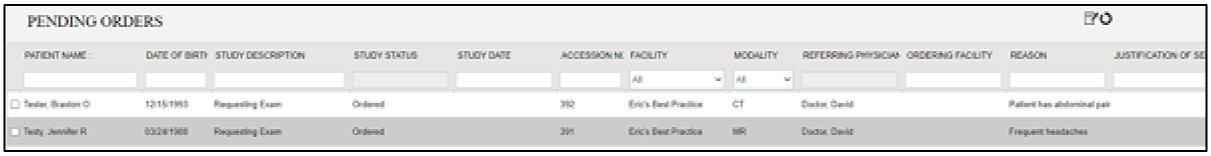


GROUP EXAMS

Import CD Burn Create Filter Select Filter

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 12:06 AM EST	376	Pineapple Under The Sea	Computed Radiography	Doctor, Tested
Nuckols, Thomas	08/18/1988	Requesting Exam	Ordered		256	Konica Minolta Healthcare Americ	Computed Radiography	Doctor, Nicole
Test, Mavis	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
Test, Mavis	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 Americ	Mammography	Test, Referring

2. Select  to open the PENDING ORDERS worklist.

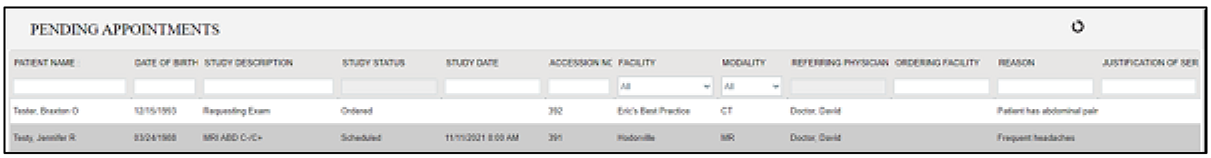


PENDING ORDERS

PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO	FACILITY	MODALITY	REFERRING PHYSICIAN	ORDERING FACILITY	REASON	JUSTIFICATION OF SE
						All	All				
Tester, Braxton O	12/15/1993	Requesting Exam	Ordered		392	Eric's Best Practice	CT	Doctor, David		Patient has abdominal pair	
Testy, Jennifer R	03/24/1988	Requesting Exam	Ordered		391	Eric's Best Practice	MR	Doctor, David		Frequent headaches	

See also [Sign an order](#).

3. Select  to open the PENDING APPOINTMENTS worklist.



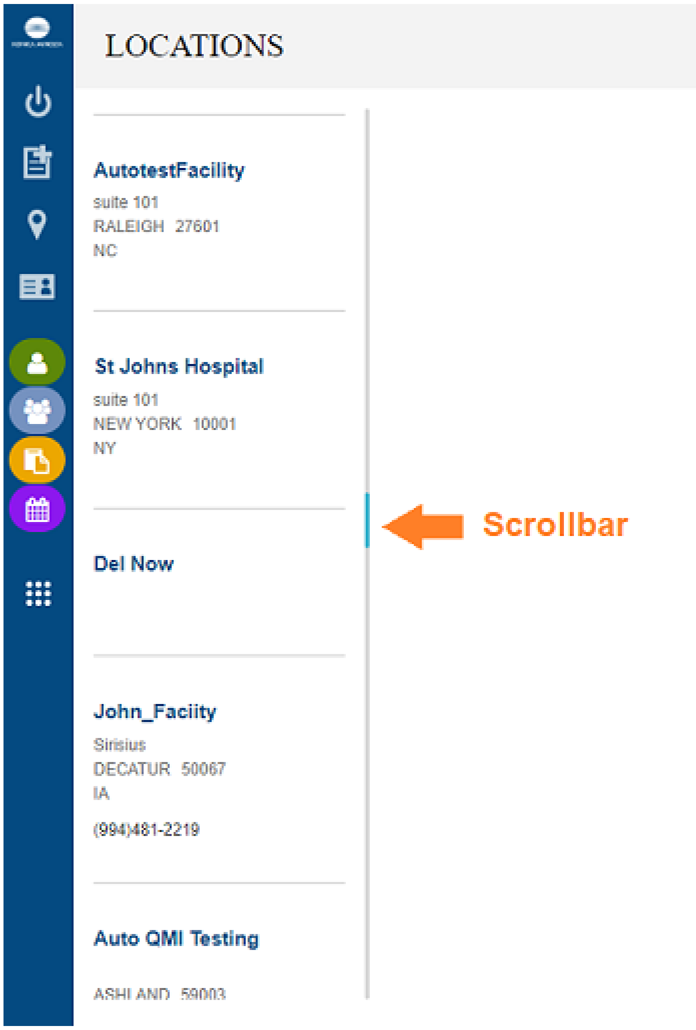
PENDING APPOINTMENTS

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

View locations

You can open a list of healthcare locations associated with your provider group.

1. Select  to open the locations list.

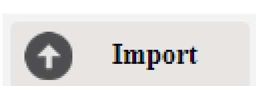


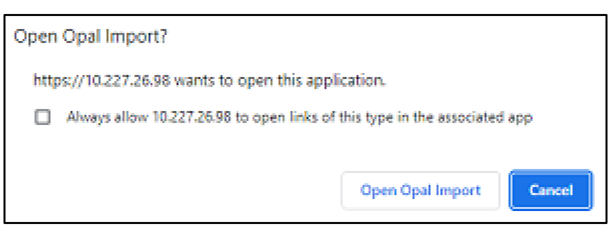
Import images

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. If you or a member of your provider group were not the referring provider, you would have to "break the glass" to view them in Physician Portal.

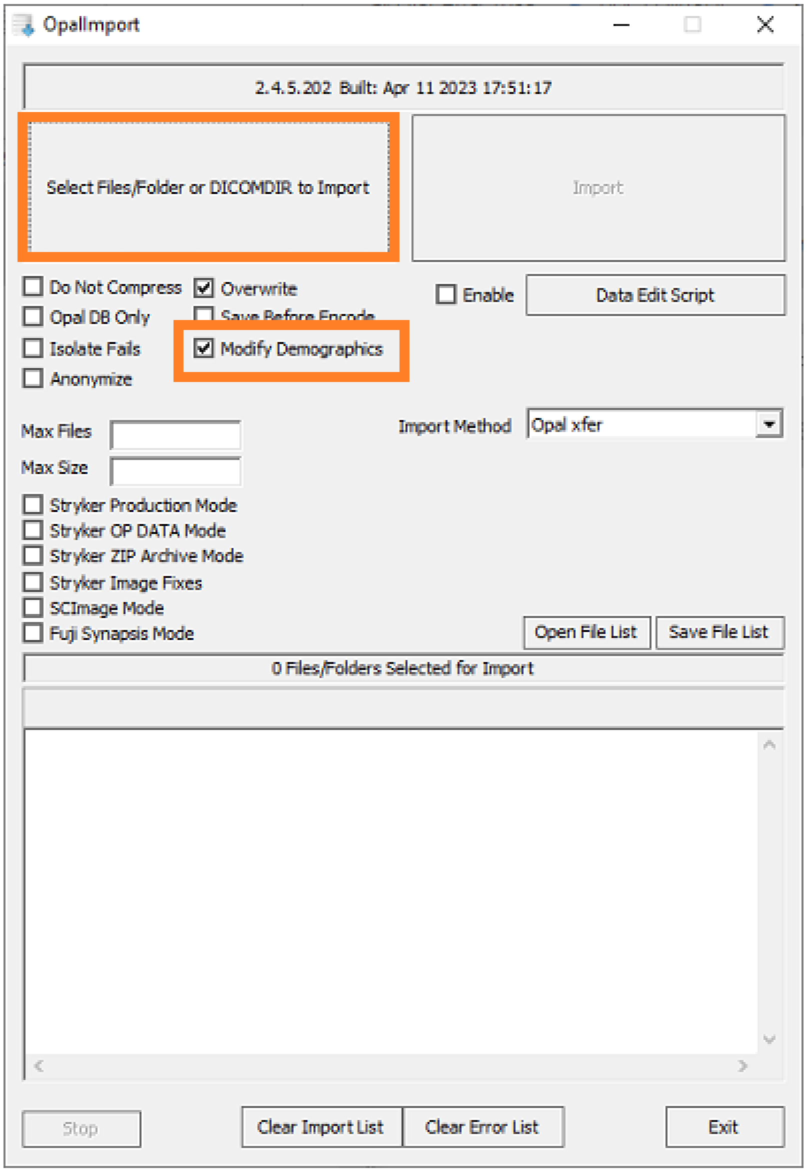
Prerequisite: From the admin menu, install Opal Import.

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

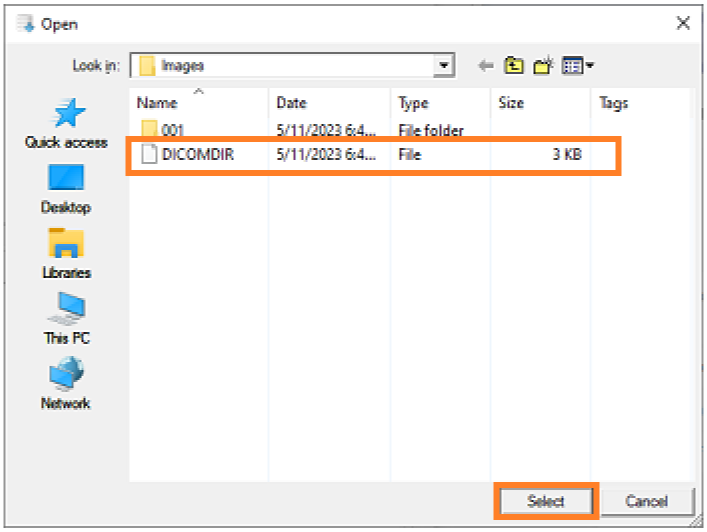




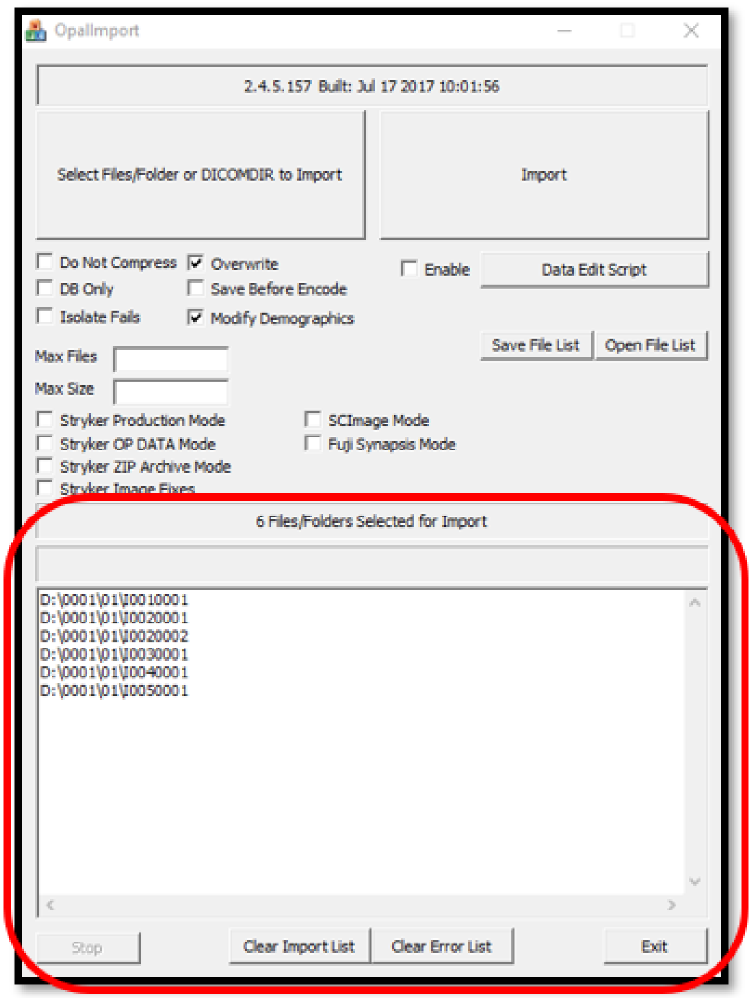
2. In the OpalImport window, select Modify Demographics., and then select Select Files/Folder or DICOMDIR to Import.



3. Browse for and select the DICOMDIR file.

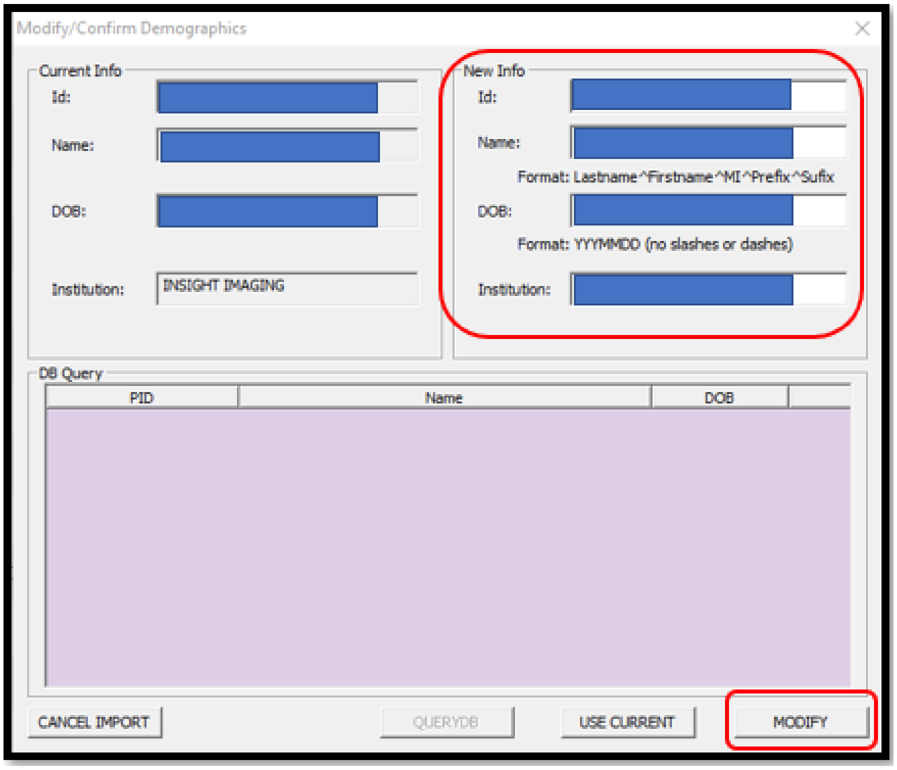


4. The selected files appear in the white box, and the status box indicates the number of files selected for import.



5. Select Import.

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



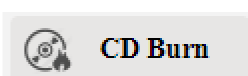
Result: The images are imported.

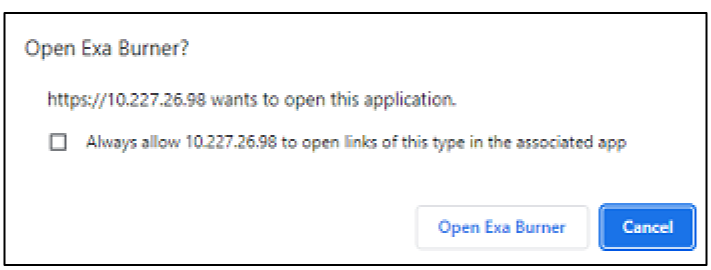
Burn studies to media

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

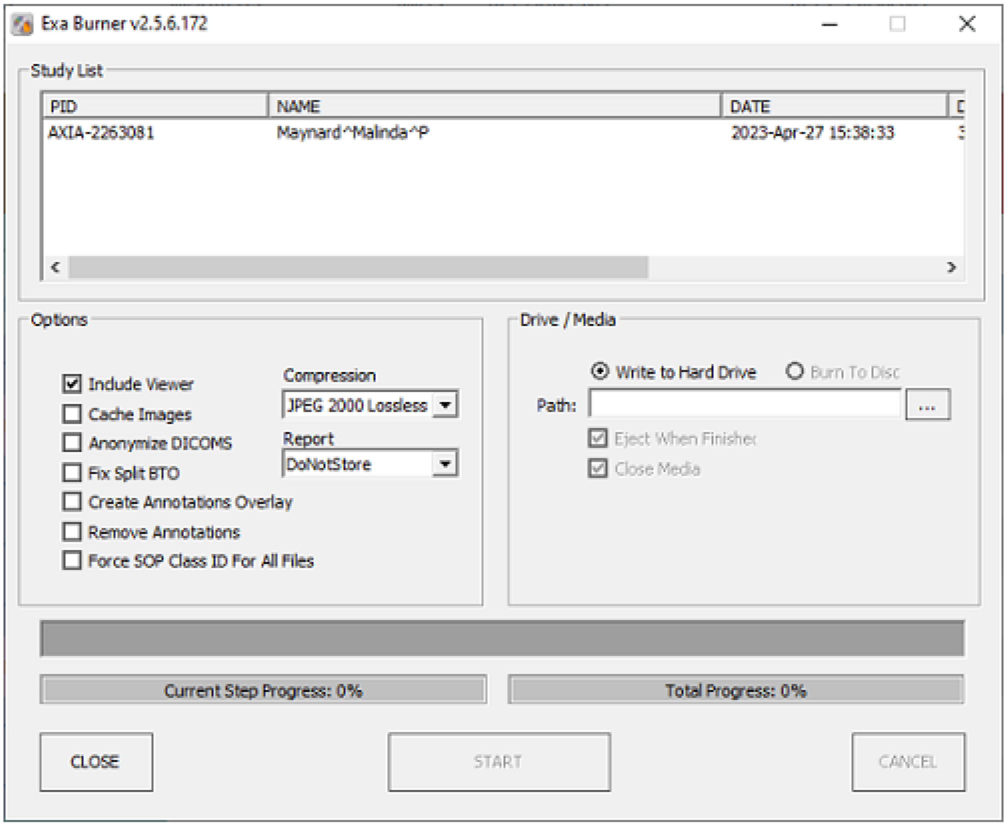
Prerequisite: [Install Exa Burner](#).

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.

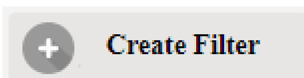
Setting	Description
Eject When Finished	Select to eject the disc after burning.
Close Media	Select to finalize the media after burning so that it is no longer available for writing.

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

Create or edit a worklist filter

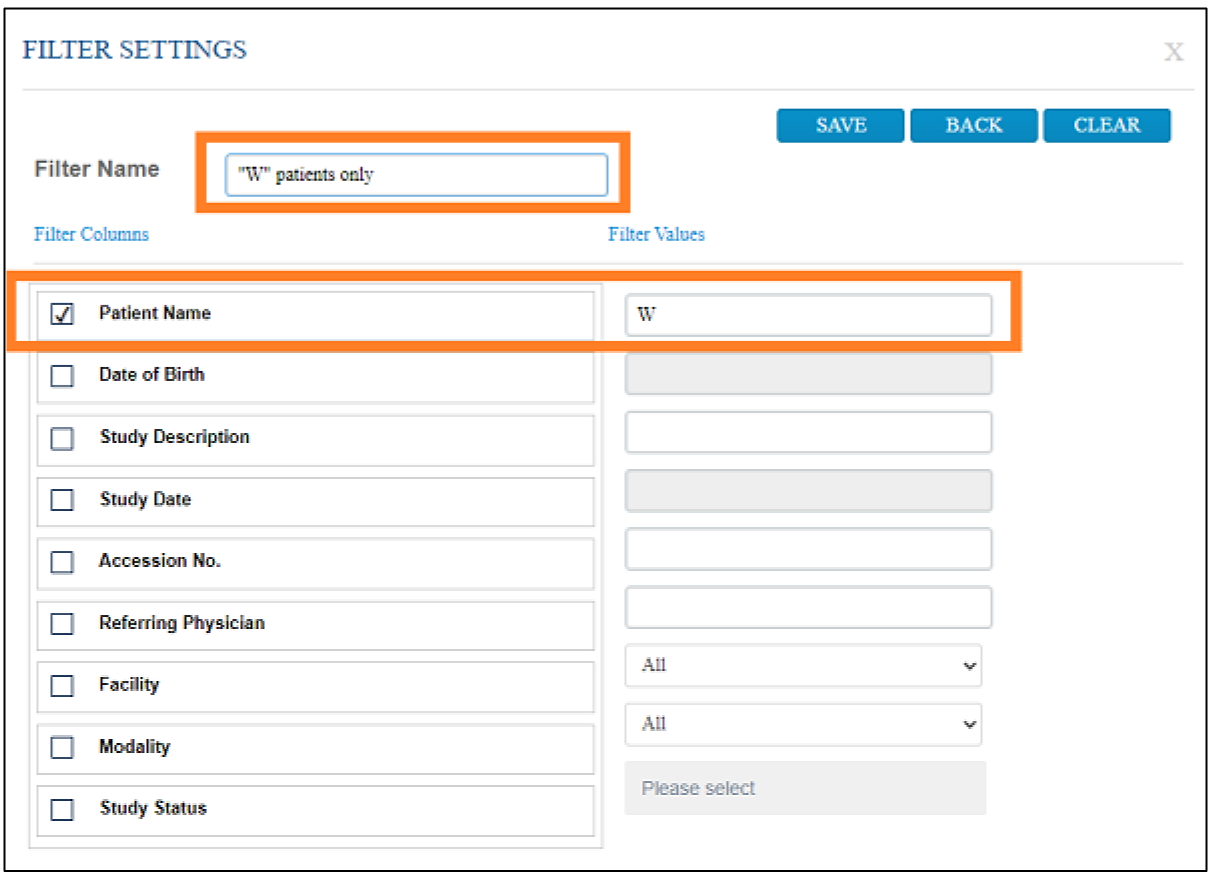
You can create a filter to customize what information appears on the My Exams worklist.

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

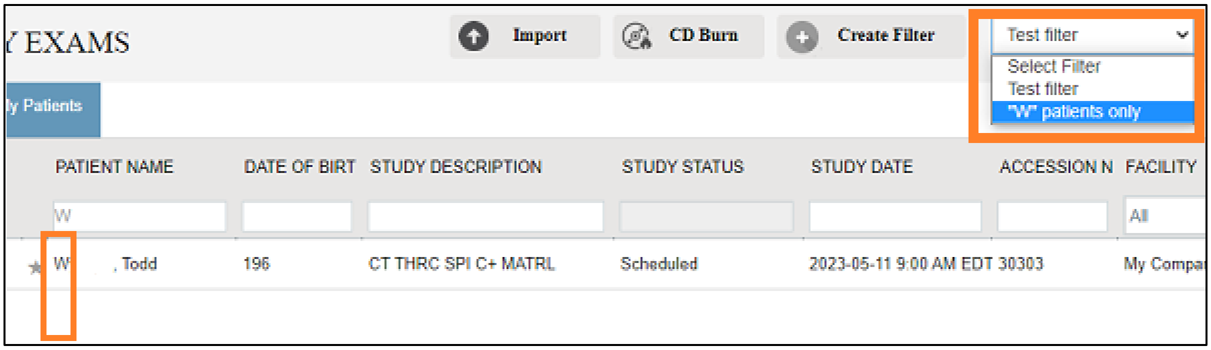


2. In the Filter Settings screen, type a filter name, and then select columns and type values by which to filter.

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.

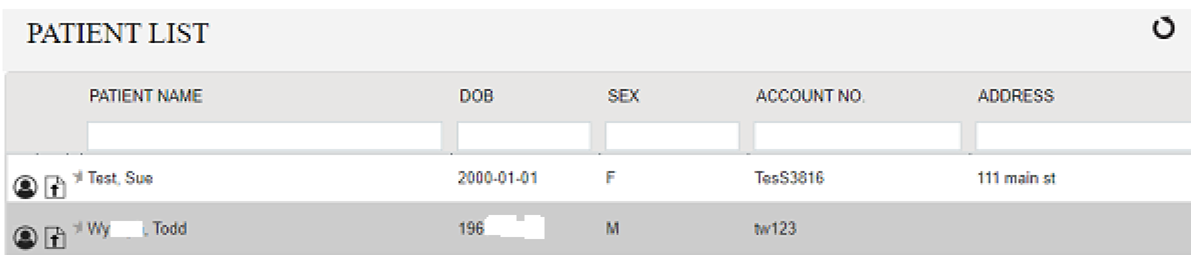


5. To edit a filter, on the My Exams screen, select the filter settings button, and then select a filter to edit.

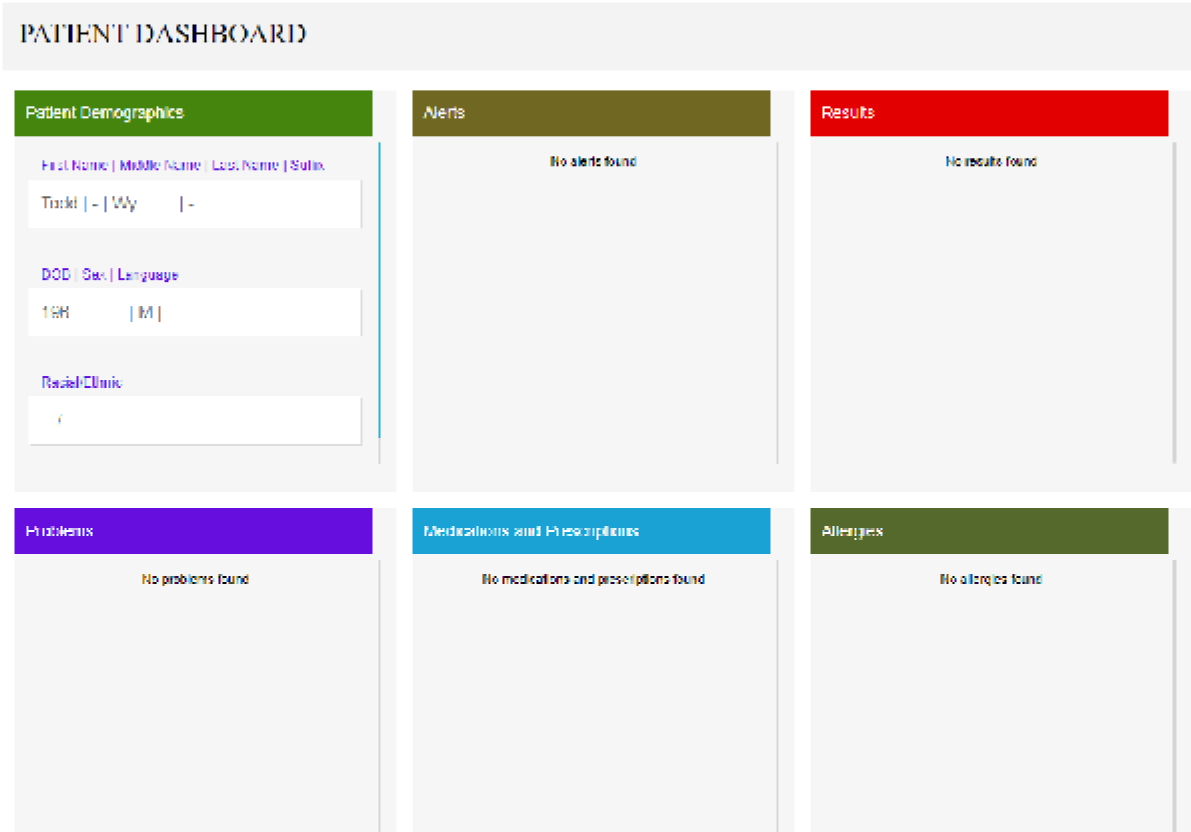
Open a patient chart

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

1. Select  to open the patient list.



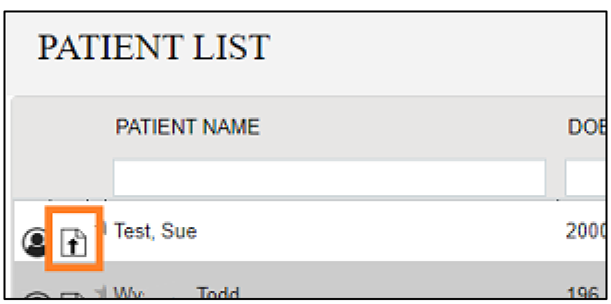
2. Double-click a patient to open the patient chart.



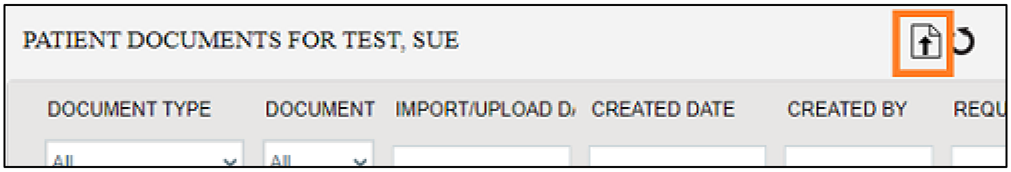
Attach a document to an exam

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.

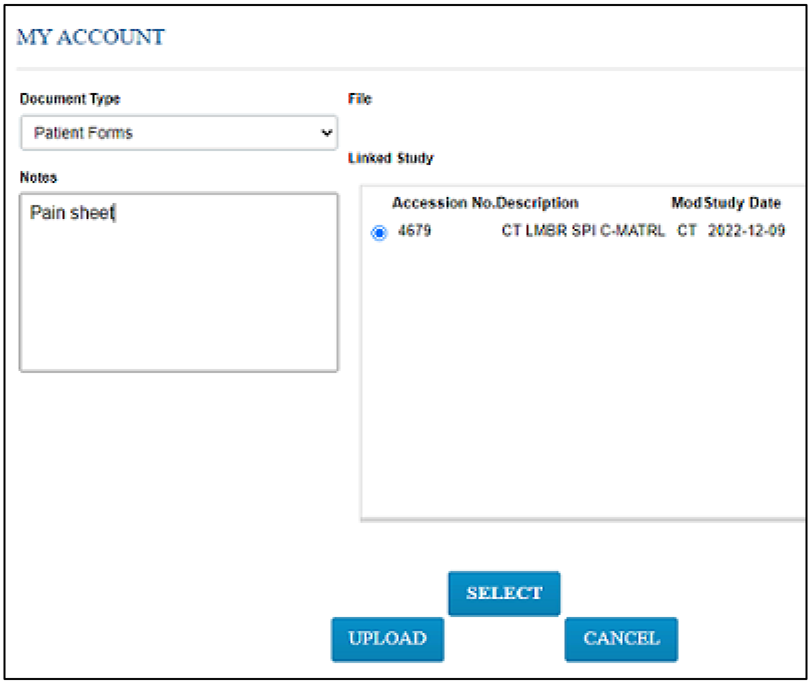
1. Select  to open the patient list.
2. In the Patient List, in a patient row, select the Upload Patient Document button.



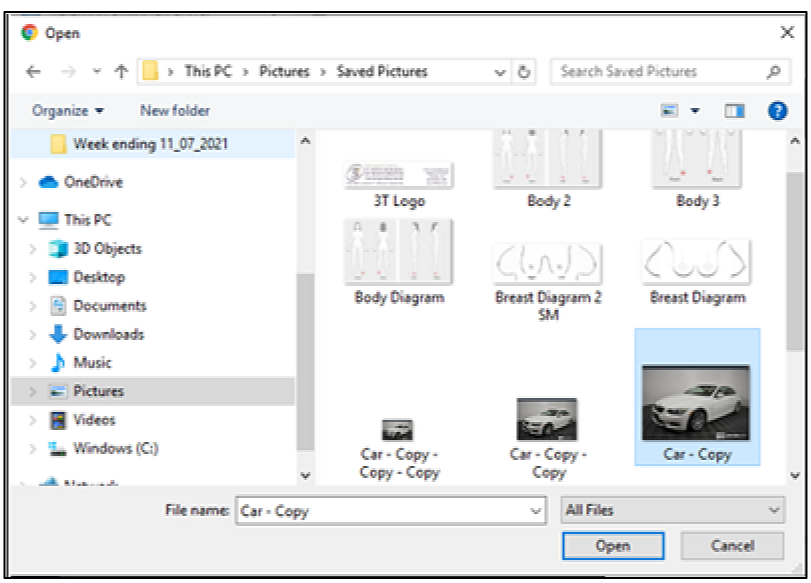
3. In the patient document window, select the Upload Patient Document button.



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



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.

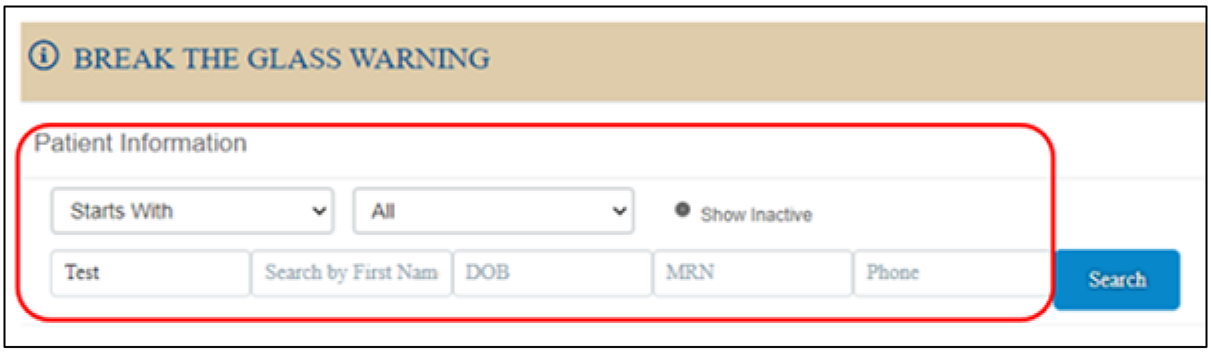
   Result: The document is added to the exam, and the patient document list appears.

Break the Glass

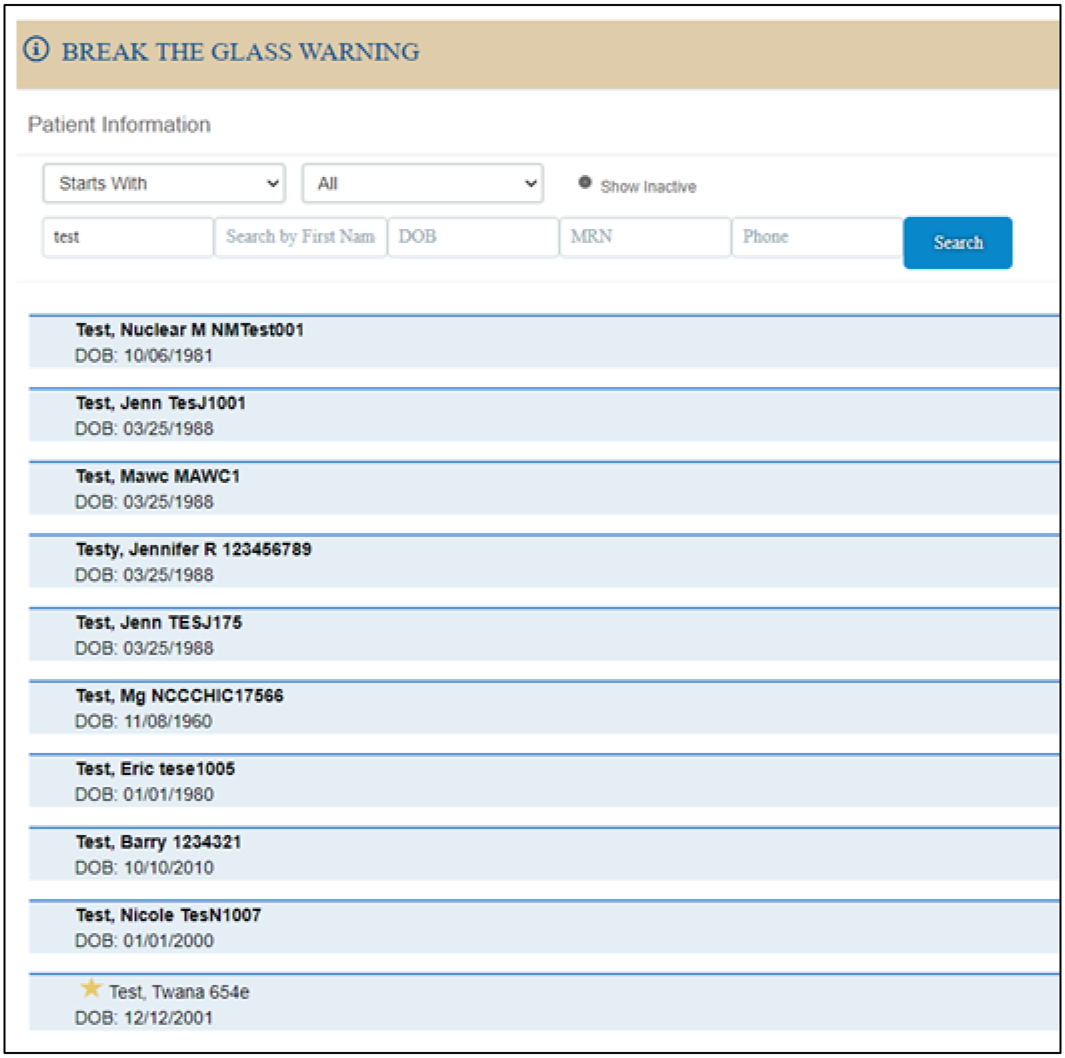
If the My Exam worklist contains studies for which you are not the referring or CC provider, and you have been granted the appropriate user rights, you have the option of using the Break the Glass feature to open those studies.

1. On the My Exams worklist, select the Break the Glass checkbox.

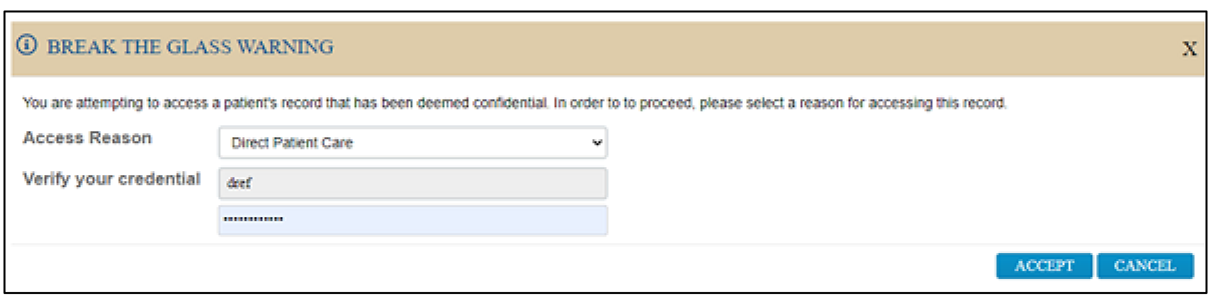
2. In the Break the Glass Warning screen, enter search criteria and select Search.



   Result: Matching patients appear in the list.



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



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

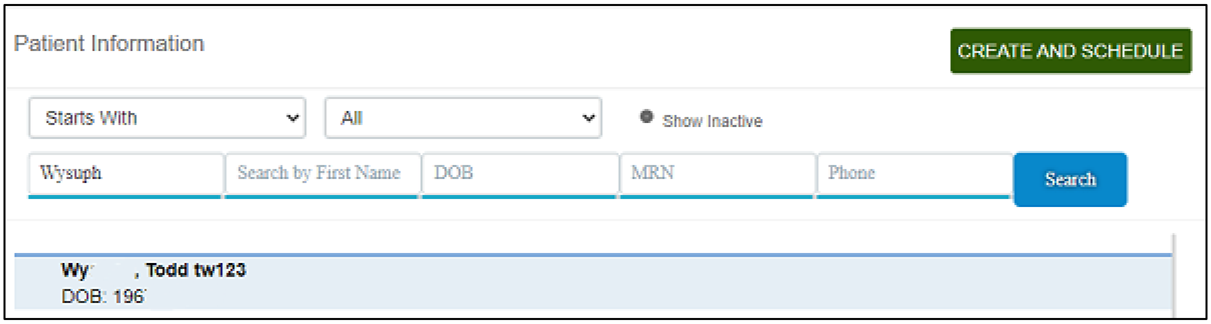
Result: A temporary worklist appears containing the studies of the patient you selected. If you log out of and back into Physician Portal, this worklist is not available unless you repeat the above procedure.

Create and schedule an exam

You can create an order for an exam. Staff at your facility receive the order and can schedule an appointment.

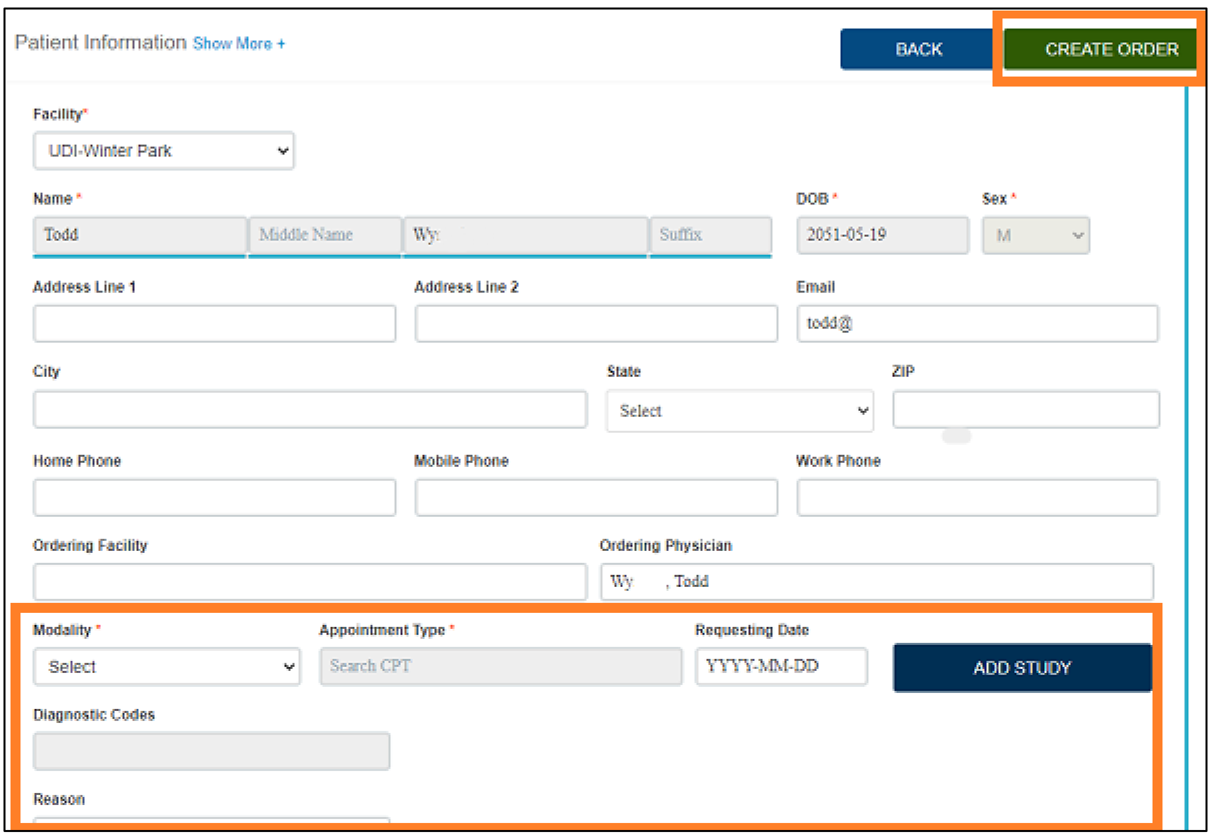
1. Select and then do one of the following.
   - To create a new patient, select CREATE AND SCHEDULE, and then skip to step 3.
   - To schedule an existing patient, find the patient by entering criteria and selecting Search.

   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.

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

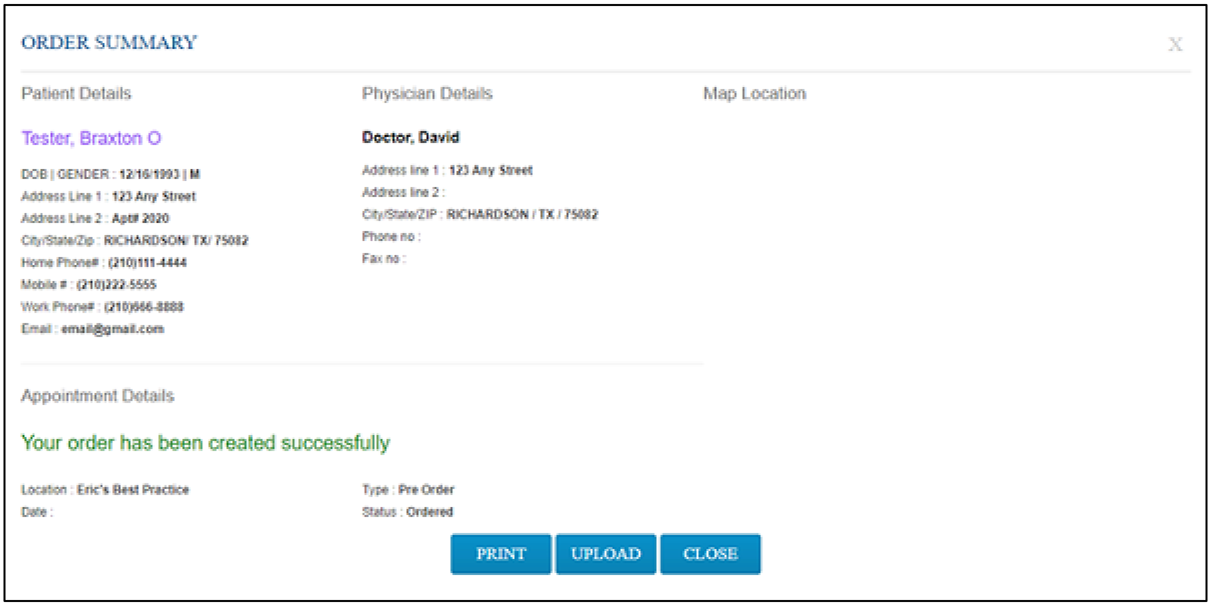


3. Enter required information for the exam to order and then select ADD STUDY.

4. Optional. Repeat to add more exams to the order.

5. At the top of the screen, select CREATE ORDER.

   Result: The order is created and an order summary appears.

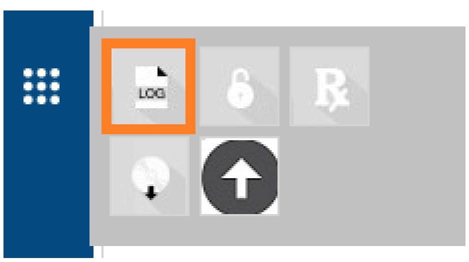


6. Optional. To attach a document, select UPLOAD.
7. Select CLOSE.

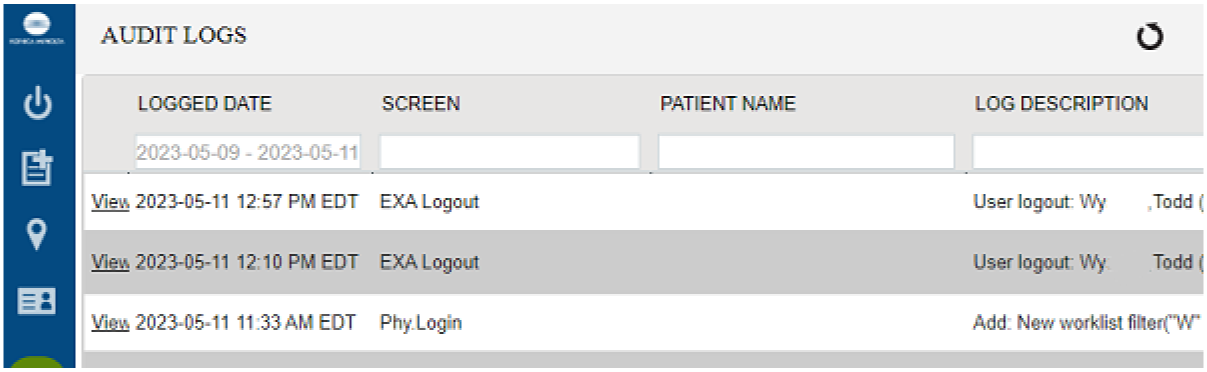
View the audit log

You can view an audit log of activity on Physician Portal.

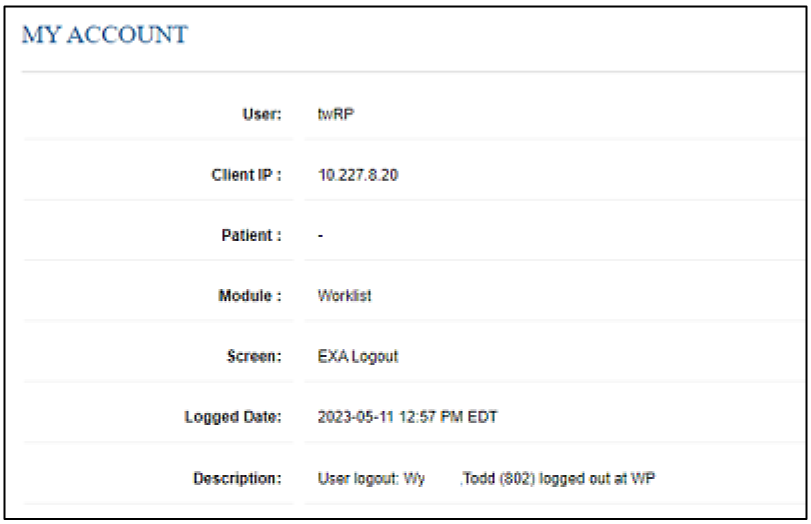
1. On the admin menu, select the activity log button.



   Result: The audit log opens with a list of entries.



2. Double-click an entry to view details.

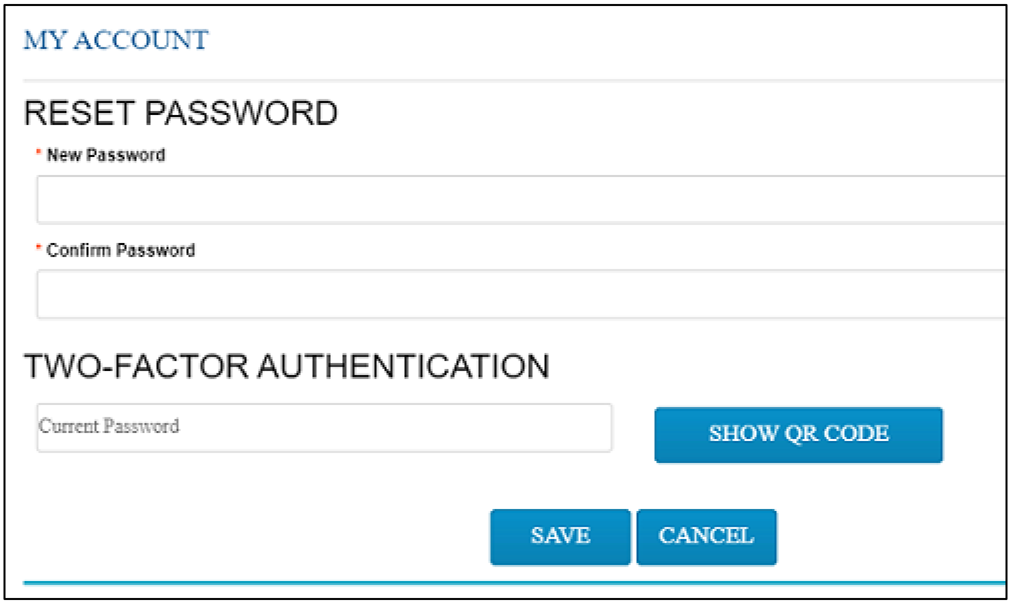


Configure passwords and two-factor authentication

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.



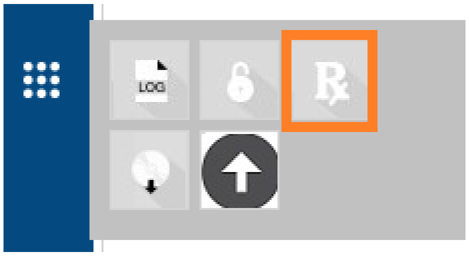
3. Under TWO-FACTOR AUTHENTICATION, type your password, and then select SHOW QR CODE.

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.

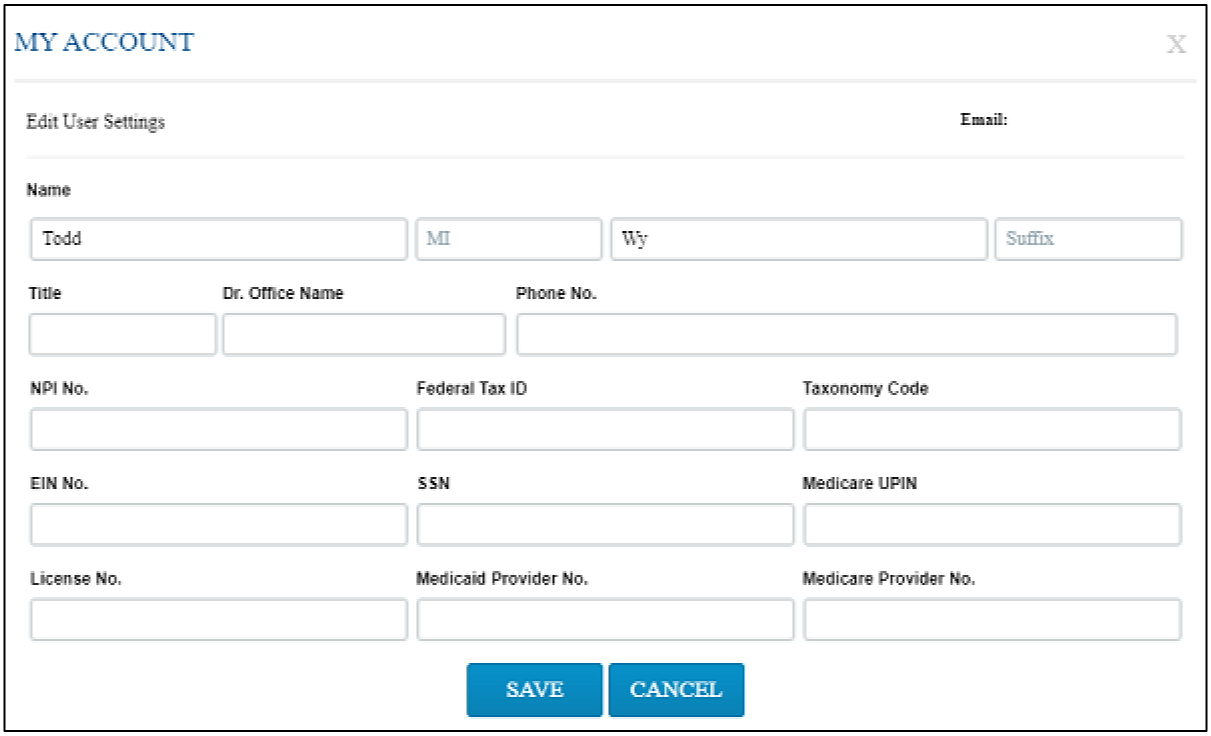
Configure your user account

You can edit your account (user profile) directly in Physician Portal. The changes are updated in the Exa PACS/RIS database.

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



Result: The MY ACCOUNT screen appears with available settings.

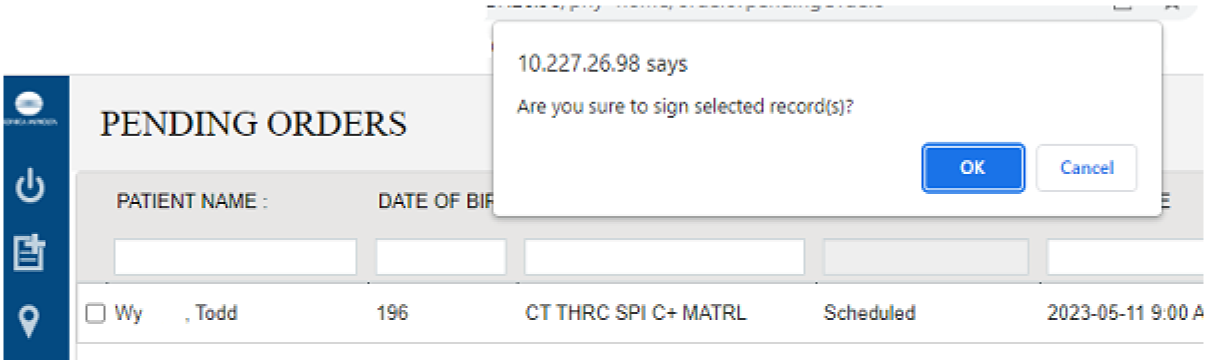


2. Edit settings and select SAVE.

Sign an order

If staff configured a graphical signature file for you, you can add it to orders here. Unsigned orders appear in the Unsigned Orders report if generated in Exa PACS/RIS. Signing an order removes it from that report, and updates the Physician Order Status field in Exa PACS/RIS (found in the Exam Information area of the Edit Study screen). Your signature appears 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 and then select the sign-off  button.



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.