



# Exa® PACS|RIS

## 34.1.2

### 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

## 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.

KONICA MINOLTA

# ATTORNEY PORTAL

What you can do using your secure portal

ERROR

## LOGIN

ID#

PASSWORD

☒ I Agree to the HIPAA Privacy Notice

☒ Remember Me

LOGIN

1-855-476-PP-L

### Organizational News

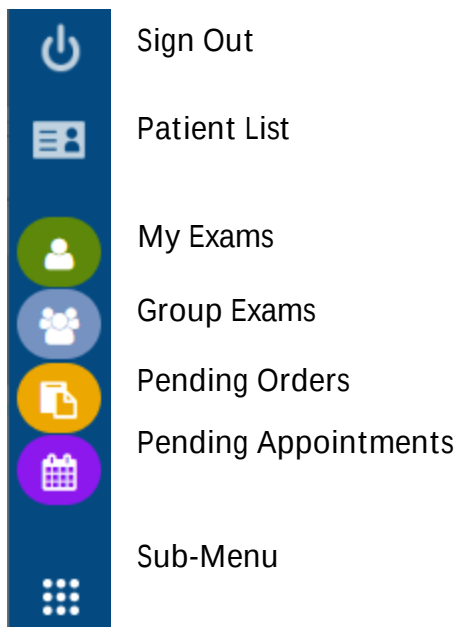
Contact Us  
2217 Hwy 70 Est  
Suite 101  
GARMIN, 27529  
781-898-7778

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

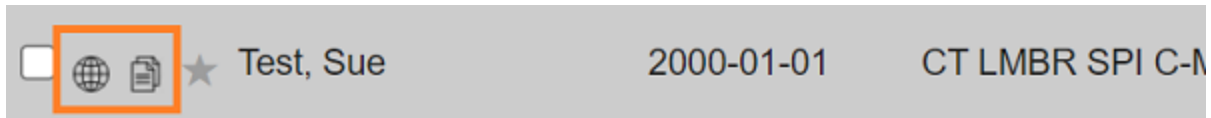
The navigation bar always appears on the left side of the screen, giving you quick access to main features.



## 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.

Example of an approved report:

**APPROVED REPORT** X

TranscriptionHandler.ashx 1 / 2 100% + -

  
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 |

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Body Part: BREAST

**Exam:**

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

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

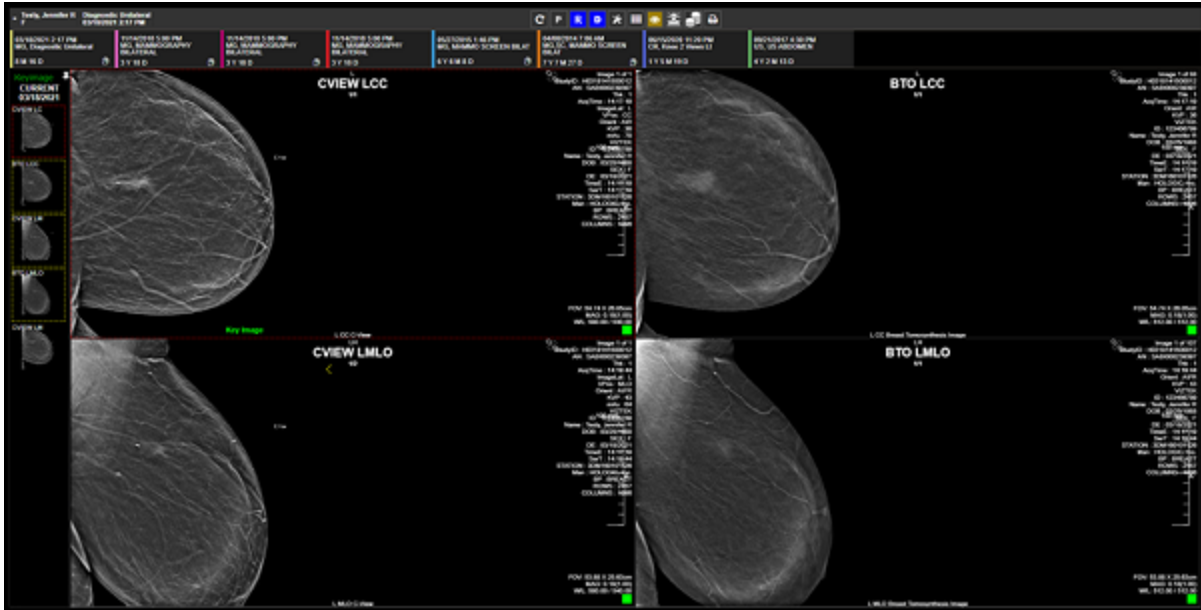
Prior studies: Available

**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 - 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.

| GROUP EXAMS                               |               |                              |              |                         |               |                                  |                      |                     |  |
|-------------------------------------------|---------------|------------------------------|--------------|-------------------------|---------------|----------------------------------|----------------------|---------------------|--|
|                                           |               |                              |              |                         |               |                                  |                      |                     |  |
| PATIENT NAME                              | DATE OF BIRTH | STUDY DESCRIPTION            | STUDY STATUS | STUDY DATE              | ACCESSION NO. | FACILITY                         | MODALITY             | REFERRING PHYSICIAN |  |
| <input type="checkbox"/> Gator, Ade       | 01/31/1995    | ABDOMEN X-RAY                | Scheduled    | 11/09/2021 12:06 AM EST | 376           | Pineapple Under The Sea          | Computed Radiography | Doctor, Trest       |  |
| <input type="checkbox"/> Nuckols, Thomas  | 08/19/1980    | Requesting Exam              | Ordered      |                         | 256           | Konica Minolta Healthcare Americ | Computed Radiography | Doctor, Nicole      |  |
| <input type="checkbox"/> 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, Referring     |  |
| <input type="checkbox"/> Test, Marc       | 03/25/1988    | CT ABD C+/-C+                | Approved     | 06/16/2021 4:40 PM EDT  | 204           | Dave's Hospital                  | Computed Tomography  |                     |  |
| <input type="checkbox"/> Test, 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 |
| <input type="checkbox"/> Tester, Brandon D | 12/15/1993    | Requesting Exam   | Ordered      |            | 392           | Eric's Best Practice | CT       | Doctor, David       |                   |
| <input type="checkbox"/> Testy, Jennifer R | 03/24/1988    | Requesting Exam   | Ordered      |            | 391           | Eric's Best Practice | MR       | Doctor, David       |                   |

3. Select  to open the PENDING APPOINTMENTS worklist.

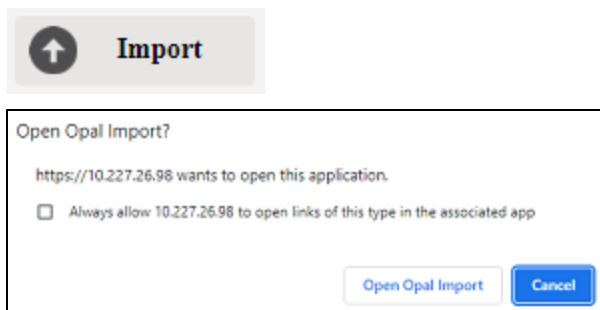
| PENDING APPOINTMENTS |               |                   |              |                    |               |                      |          |                     |                   |
|----------------------|---------------|-------------------|--------------|--------------------|---------------|----------------------|----------|---------------------|-------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

## Import images

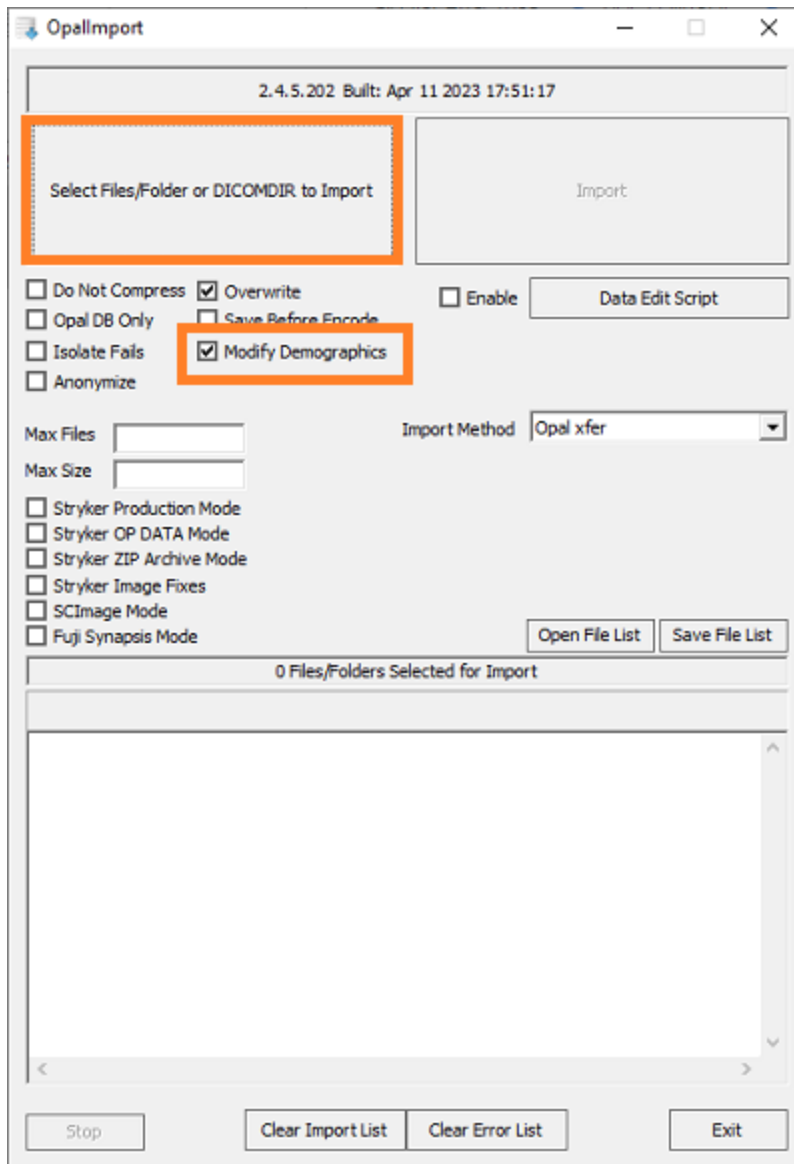
You can import images into studies, such as when a patient brings priors on a CD from another healthcare provider. Imported images appear as new studies on the My Exams worklist of the referring provider.

Prerequisite: From the admin menu, install Opal Import.

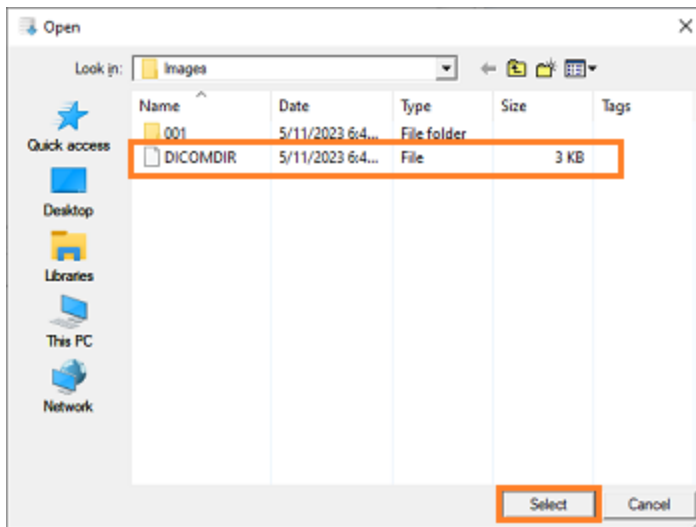
- On the My Exams worklist, select the import button, and then select Open Opal Import.



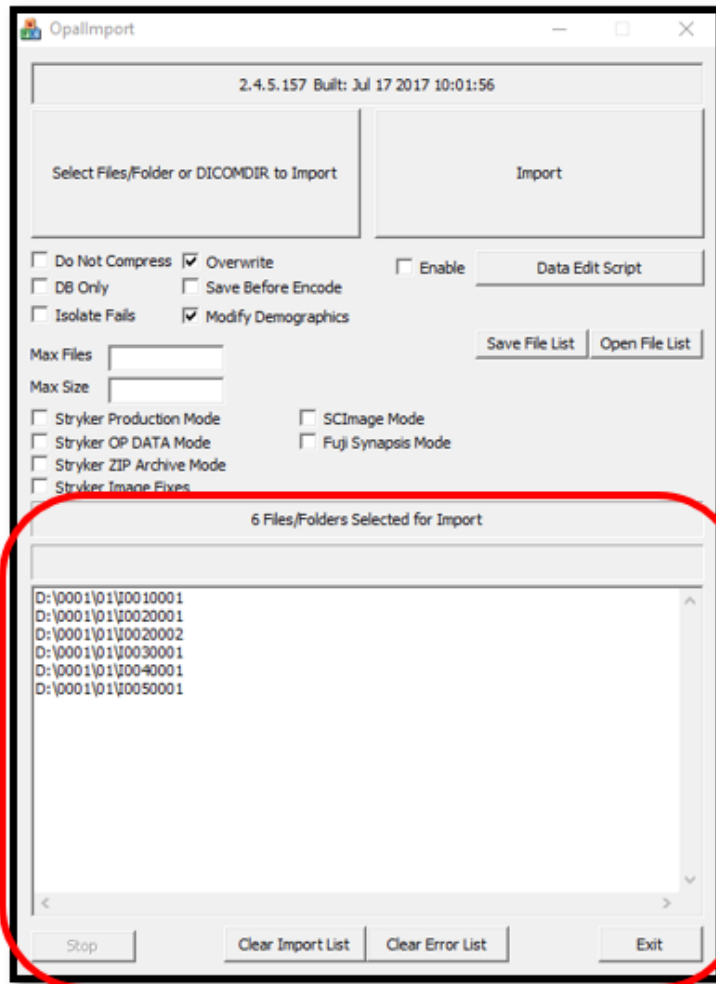
- In the OpalImport window, select Modify Demographics., and then select Select Files/Folder or DICOMDIR to Import.



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.

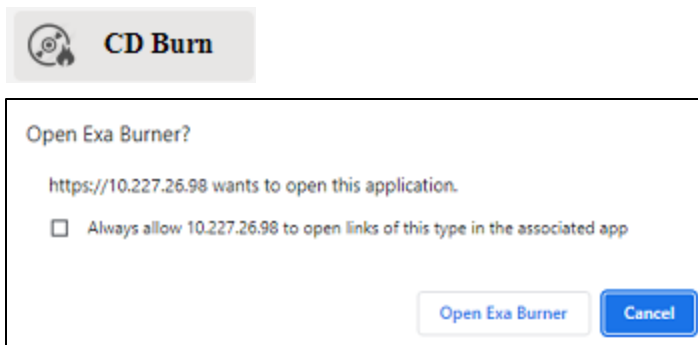
Result: The images are imported.

## Burn studies to media

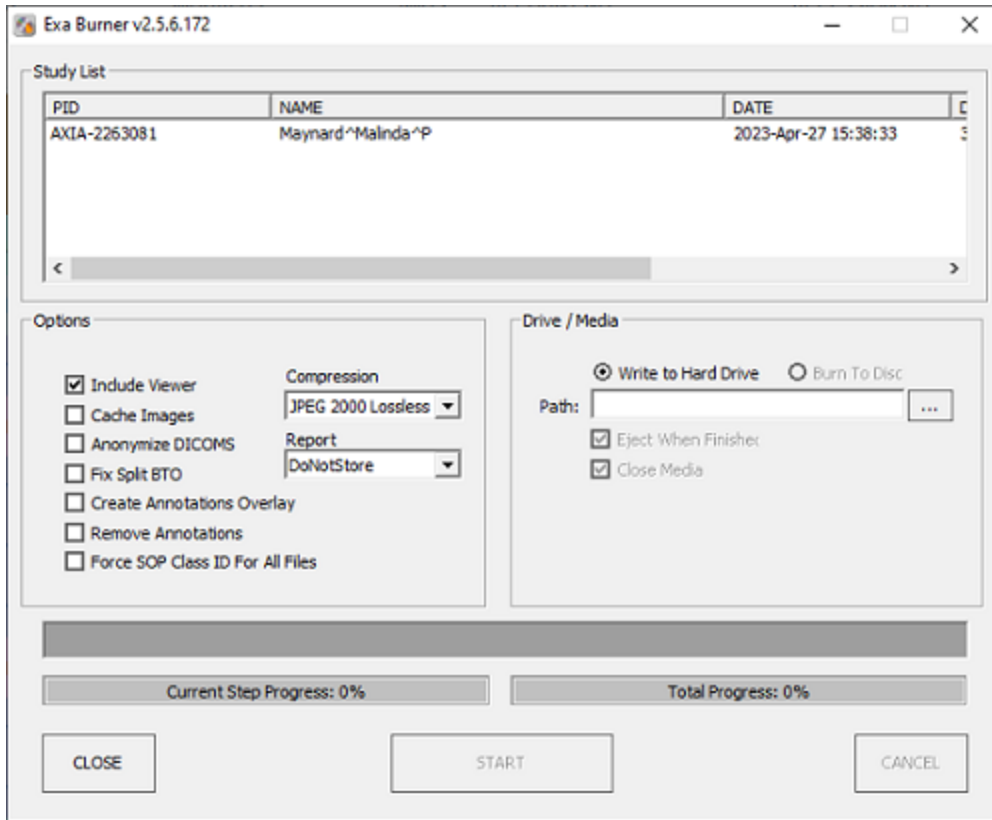
You can burn DICOM studies on the My Exam worklist to a hard disc or removable disc.

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              | Select whether to write to the hard disc or removable disc.                                        |
| Burn to Disc                     |                                                                                                    |
| Path                             | Select the ellipsis button and then browse for and select a destination drive and/or path.         |

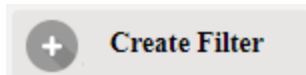
| Setting             | Description                                                                               |
|---------------------|-------------------------------------------------------------------------------------------|
| Eject When Finished | Select to eject the disc after burning.                                                   |
| 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.

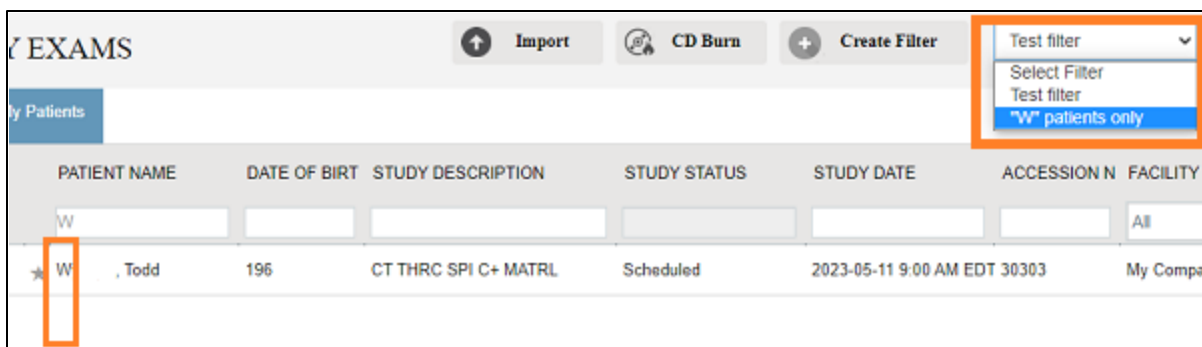


2. In the Filter Settings screen, type a filter name, and then select columns and type values by which to filter.

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

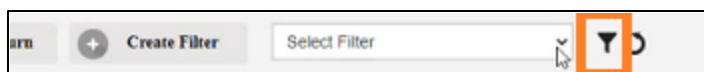
The "FILTER SETTINGS" screen shows a form for creating a filter. At the top right are "SAVE", "BACK", and "CLEAR" buttons. The "Filter Name" field contains "W" patients only. Below this are two columns: "Filter Columns" and "Filter Values". In the "Filter Columns" column, "Patient Name" is selected with a checkbox. In the "Filter Values" column, the value "W" is entered in the first row. Other rows in the "Filter Columns" column include "Date of Birth", "Study Description", "Study Date", "Accession No.", "Referring Physician", "Facility", "Modality", and "Study Status", each with an unchecked checkbox. The "Filter Values" column has corresponding input fields for each, with "All" selected in the dropdowns for "Facility" and "Modality", and a "Please select" button at the bottom.

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



The screenshot shows the 'My Exams' interface. At the top, there are buttons for 'Import', 'CD Burn', and 'Create Filter'. A dropdown menu is open, showing options: 'Test filter', 'Select Filter', 'Test filter', and '"W" patients only'. The '"W" patients only' option is highlighted. Below the menu, a table lists exams with columns: PATIENT NAME, DATE OF BIRT, STUDY DESCRIPTION, STUDY STATUS, STUDY DATE, ACCESSION N, and FACILITY. The first row shows a patient named 'W, Todd' with a study description of 'CT THRC SPI C+ MATRL' and a status of 'Scheduled'.

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

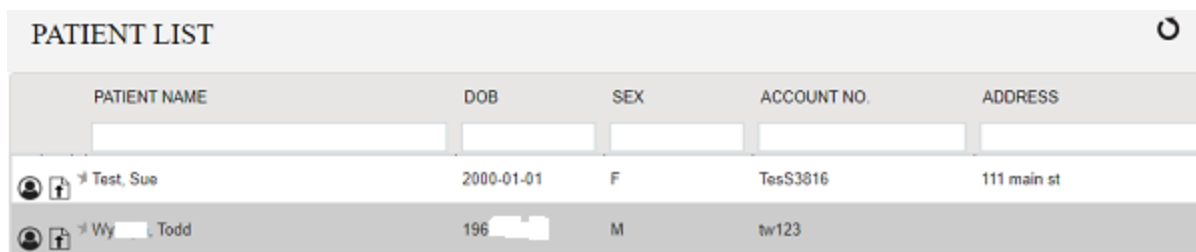


The screenshot shows a button labeled 'Create Filter' next to a dropdown menu labeled 'Select Filter'. A filter icon (a funnel) is highlighted with an orange box.

## Open a patient chart

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

- Select  to open the patient list.



The screenshot shows the 'PATIENT LIST' table. It has columns for PATIENT NAME, DOB, SEX, ACCOUNT NO., and ADDRESS. The first row shows a patient named 'Test, Sue' with a DOB of '2000-01-01', SEX of 'F', ACCOUNT NO. of 'TesS3816', and ADDRESS of '111 main st'. The second row shows a patient named 'Wy, Todd' with a DOB of '196', SEX of 'M', ACCOUNT NO. of 'tw123', and ADDRESS of '111 main st'.

| PATIENT NAME | DOB        | SEX | ACCOUNT NO. | ADDRESS     |
|--------------|------------|-----|-------------|-------------|
| Test, Sue    | 2000-01-01 | F   | TesS3816    | 111 main st |
| Wy, Todd     | 196        | M   | tw123       | 111 main st |

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

**PATIENT DASHBOARD**

|                                                                                                                                                                 |                                                                                |                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------|
| <b>Patient Demographics</b><br>First Name   Middle Name   Last Name   Suffix<br>Title   -   Wy   -<br>DOB   Sex   Language<br>19M   M  <br>Referral Clinic<br>/ | <b>Alerts</b><br>No alerts found                                               | <b>Results</b><br>No results found     |
| <b>Problems</b><br>No problems found                                                                                                                            | <b>Medications and Prescriptions</b><br>No medications and prescriptions found | <b>Allergies</b><br>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.

**PATIENT LIST**

| PATIENT NAME | DOB  |
|--------------|------|
| Test, Sue    | 2000 |
| Test, Todd   | 196  |

In the first row (Test, Sue), the 'Upload Patient Document' button (represented by a document icon) is highlighted with an orange box.

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

PATIENT DOCUMENTS FOR TEST, SUE

DOCUMENT TYPE DOCUMENT IMPORT/UPLOAD DOCUMENTS CREATED DATE CREATED BY REQUEST

All All

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

MY ACCOUNT

Document Type File

Patient Forms

Notes

Pain sheet

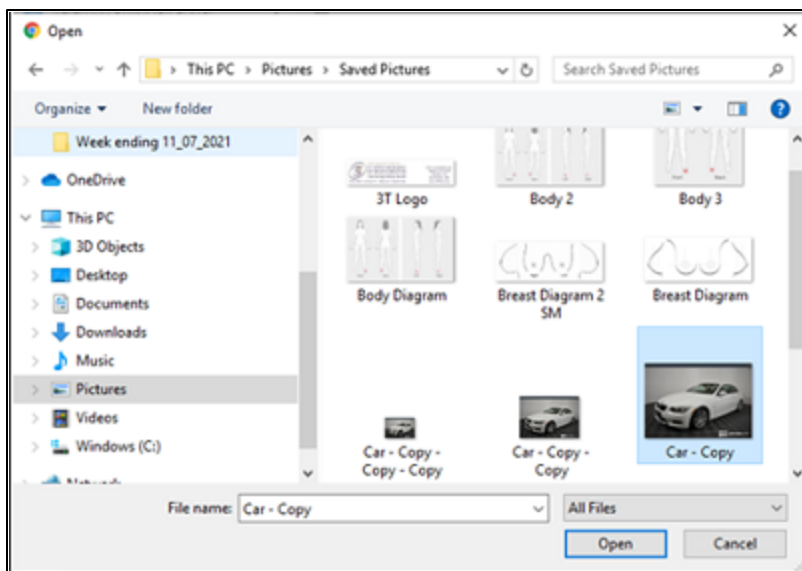
Linked Study

| Accession No. | Description            | Mod Study Date |
|---------------|------------------------|----------------|
| 4679          | CT LMBR SPI C-MATRL CT | 2022-12-09     |

SELECT

UPLOAD CANCEL

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.

A screenshot of a web interface titled "MY ACCOUNT". Below the title is a section "RESET PASSWORD" with two input fields: "New Password" and "Confirm Password". Below this is a section "TWO-FACTOR AUTHENTICATION" with a "Current Password" input field and a blue button labeled "SHOW QR CODE". At the bottom right are two blue buttons labeled "SAVE" and "CANCEL".

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 then enter it into the box and select Verify.

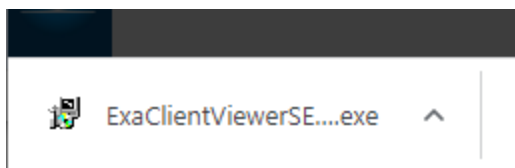
## Install Exa Burner

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.