



# Exa<sup>®</sup> PACS | RIS

## 34.1.6

### Physician Portal User's Manual

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## 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
	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

 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
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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

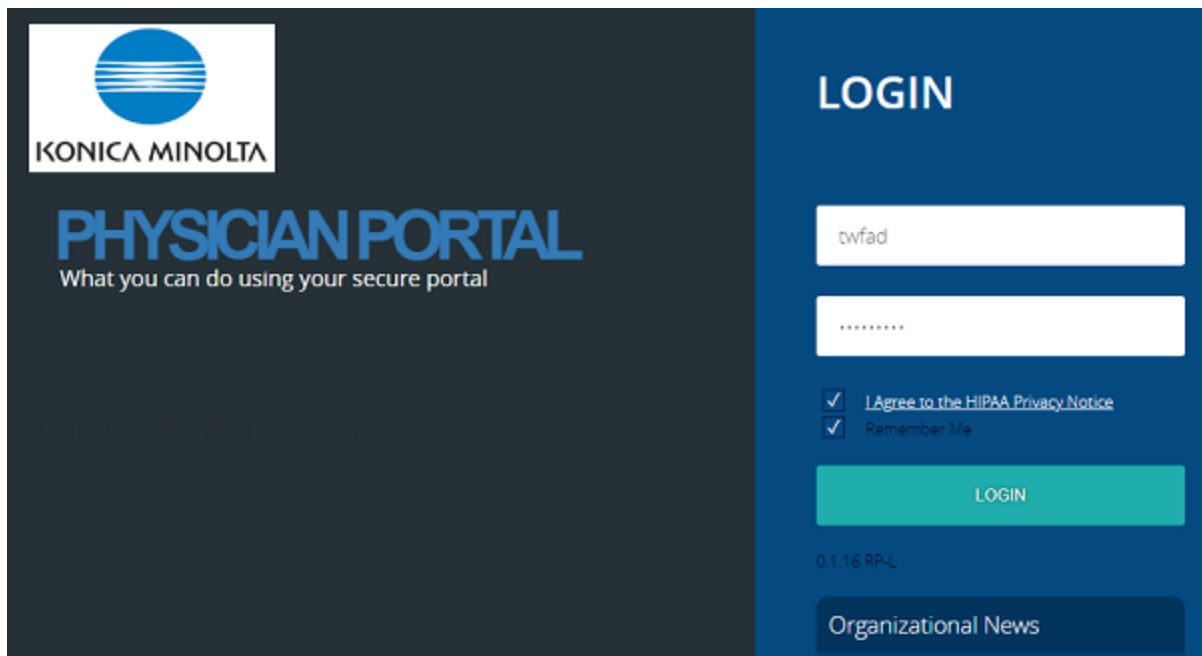
## Getting started with Physician Portal

### Use Physician Portal

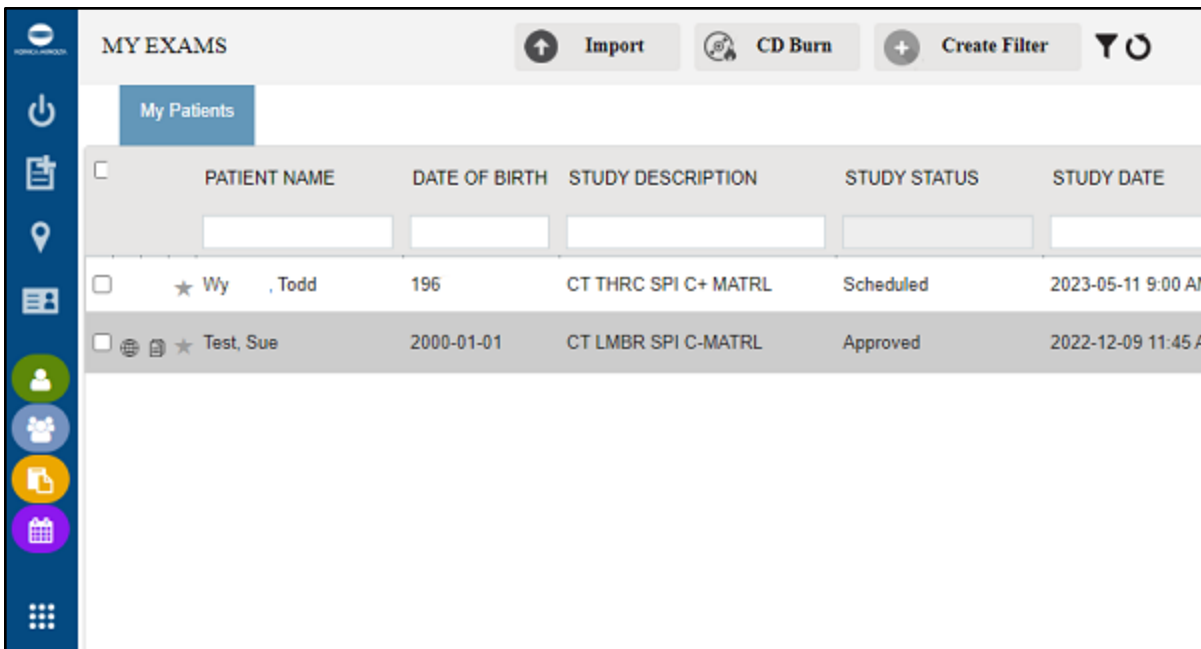
Patient Portal is a web app accessible from Exa PACS/RIS that provides a convenient place to request and view appointments, view your patients' medical records (patient chart), and to send documents requested by your healthcare providers (such as scans of your insurance card).

### Sign in to Physician Portal

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

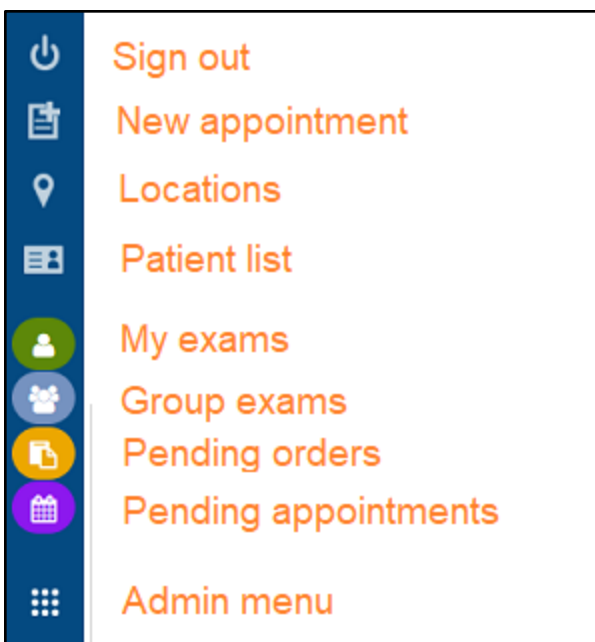


2. On the right pane, type your sign-in credentials, select I Agree to the HIPAA Notice, and then select LOGIN.  
Result: The Portal opens to the My Exams worklist, showing all exams with which you are associated (as the primary or "other" physician).




### Navigation bar

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

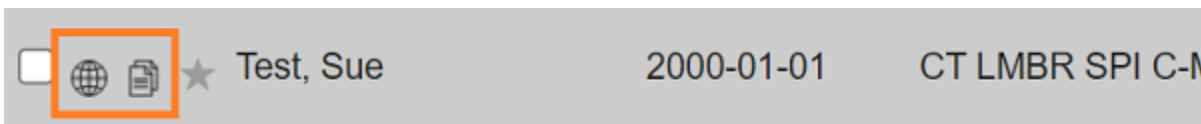




## Open images and approved reports

You can open images and reports for viewing and printing.

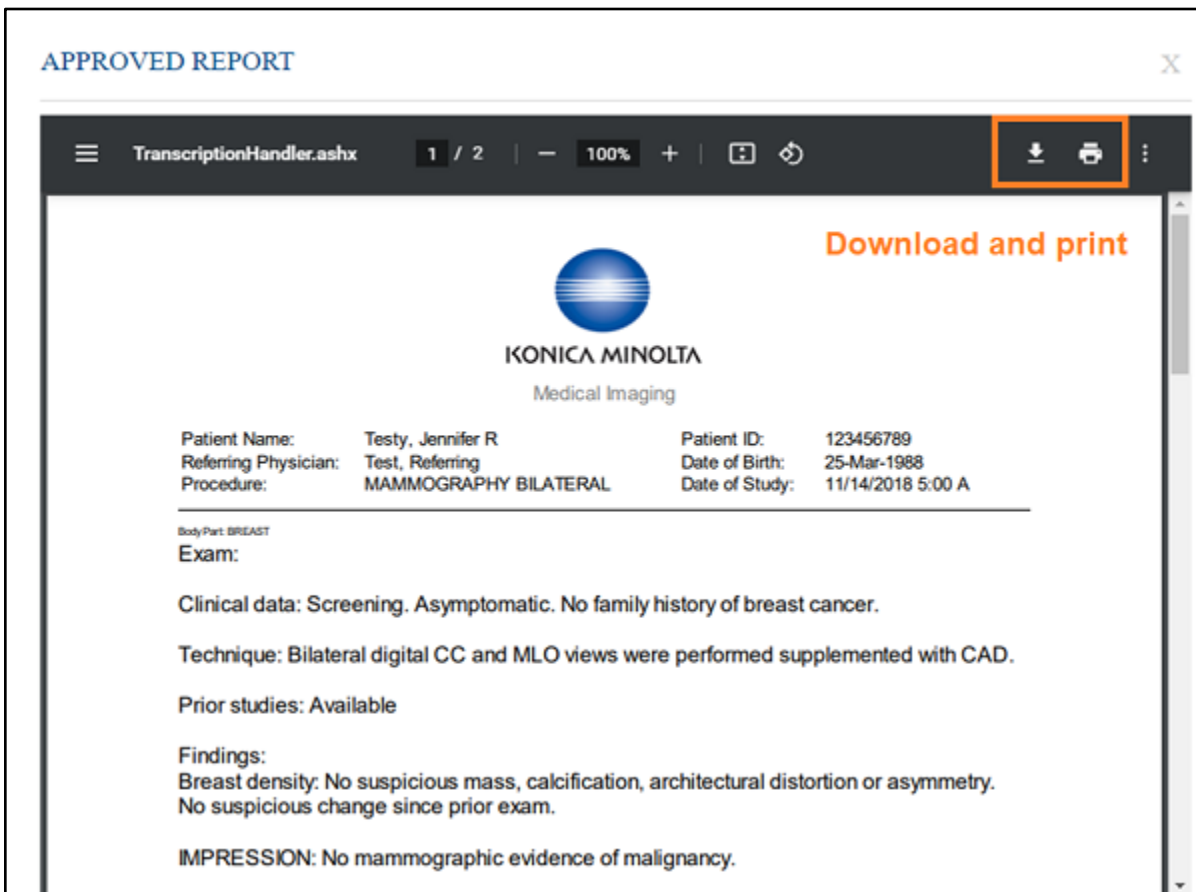
1. Select  to open the MY EXAMS worklist.
2. Find the study of the images to view.

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

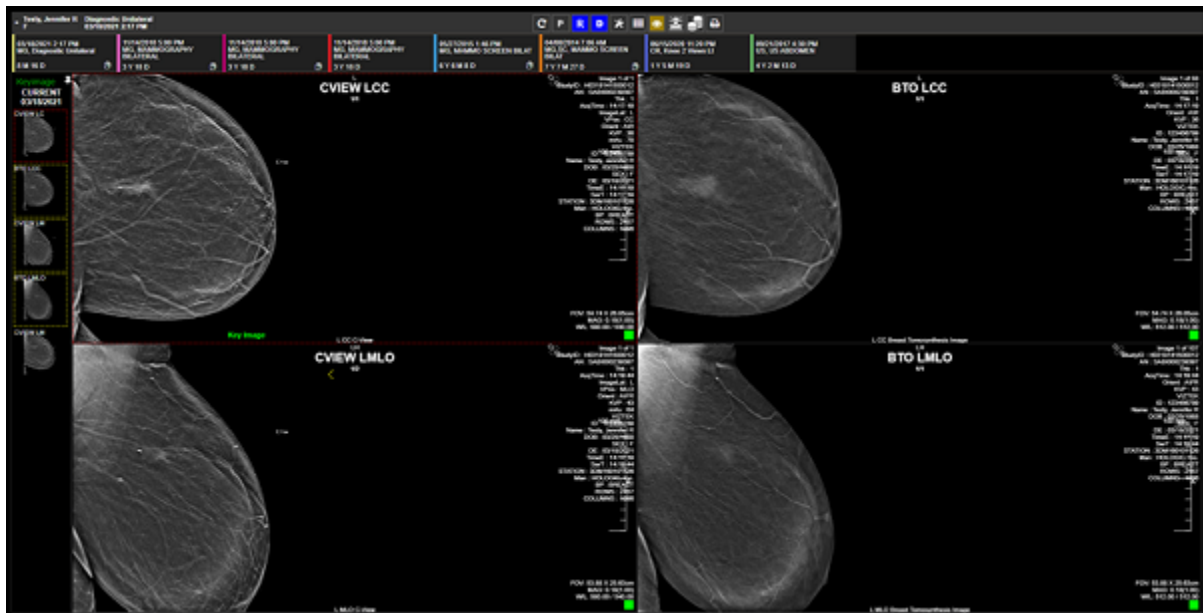


3. To view images, select the viewer  button.
4. To view the approved report, select the report  button.

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									
PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO.	FACILITY	MODALITY	REFERRING PHYSICIAN	
<input type="checkbox"/> Galar, Ade	01/21/1996	ABDOMEN X-RAY	Scheduled	11/09/2021 12:00 AM EST	376	Pineapple Under The Sea	Computed Radiography	Doctor, Teled	
<input type="checkbox"/> Nuckols, Thomas	08/18/1988	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, Rehner	
<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	Test, Rehner	
<input type="checkbox"/> Testy, Jennifer R	03/25/1988	MAMMOGRAPHY BILATERAL	Unread	11/14/2018 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
<input type="checkbox"/> Tester, Brandon D	12/15/1993	Requesting Exam	Ordered		392	Eric's Best Practice	CT	Doctor, David		Patient has abdominal pain	
<input type="checkbox"/> Testy, Jennifer R	03/24/1988	Requesting Exam	Ordered		391	Eric's Best Practice	MR	Doctor, David		Frequent headaches	


See also [Sign an order.](#)

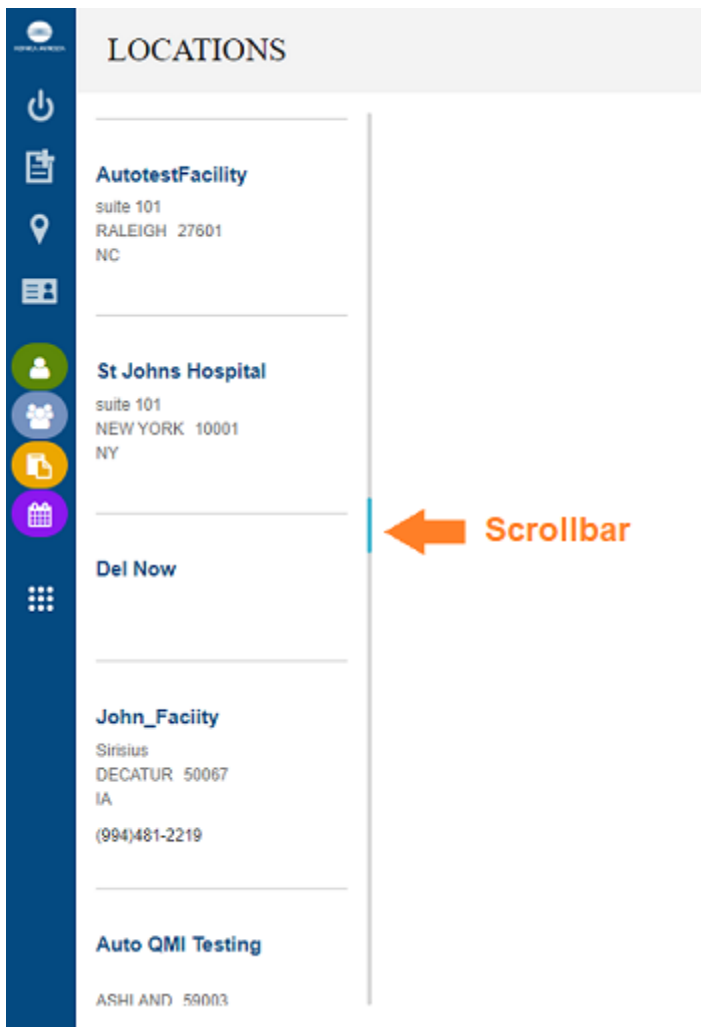
3. Select  to open the PENDING APPOINTMENTS worklist.

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
<input type="checkbox"/> Tester, Brandon D	12/15/1993	Requesting Exam	Ordered		392	Eric's Best Practice	CT	Doctor, David		Patient has abdominal pain	
<input type="checkbox"/> Testy, Jennifer R	03/24/1988	MR ABD C+/-C+	Scheduled	11/11/2021 8:00 AM	391	Madisonville	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.



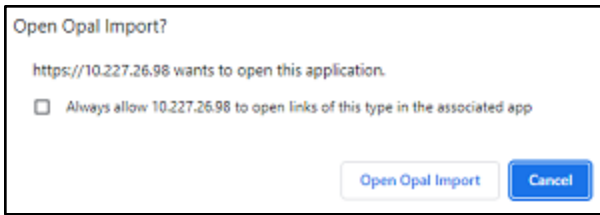
## Import images

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.

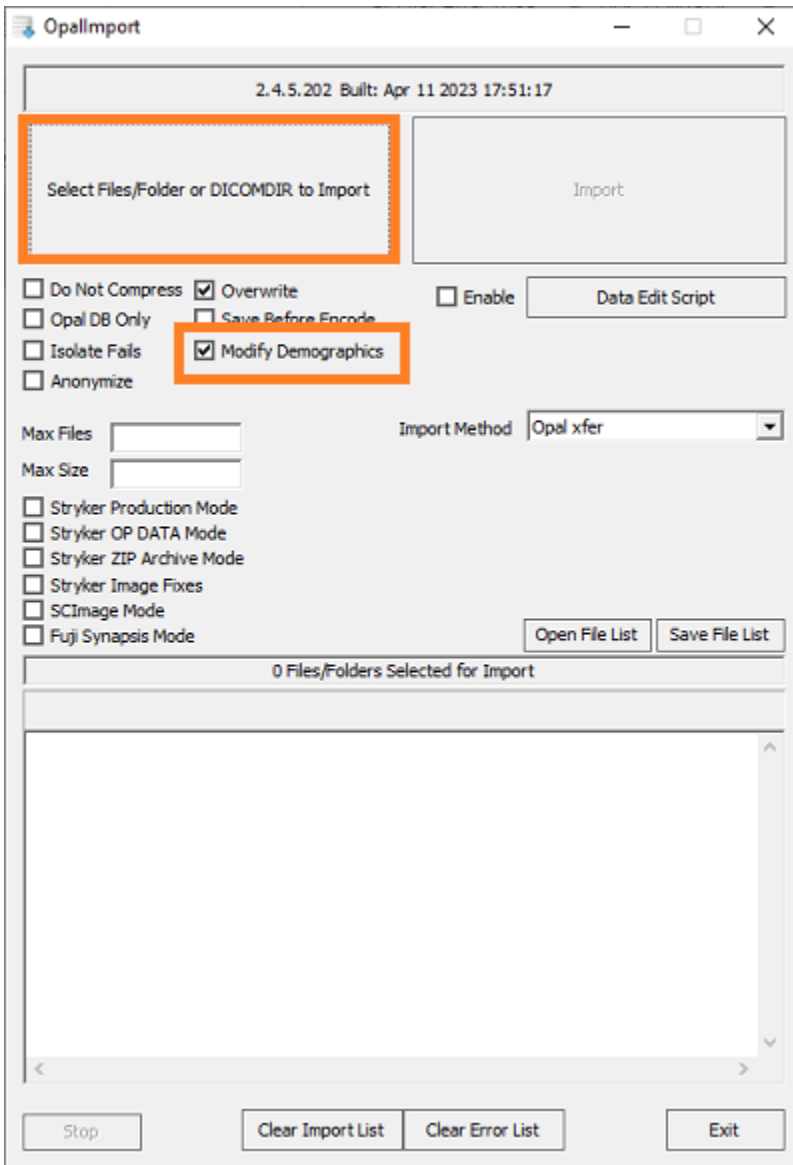
Prerequisite: From the admin menu, install Opal Import.

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

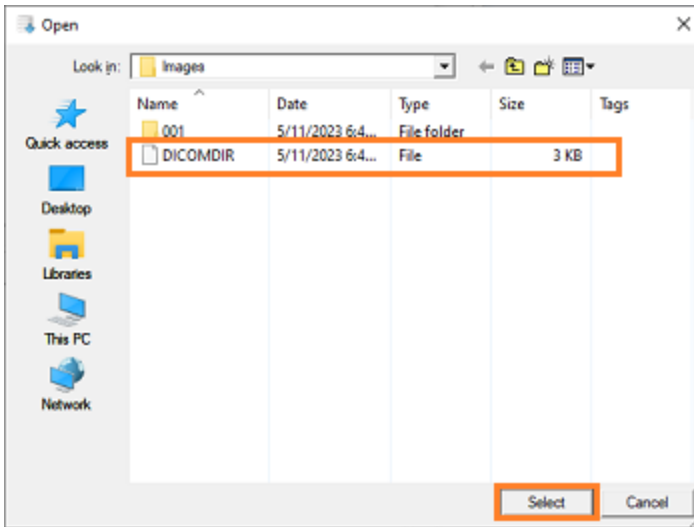




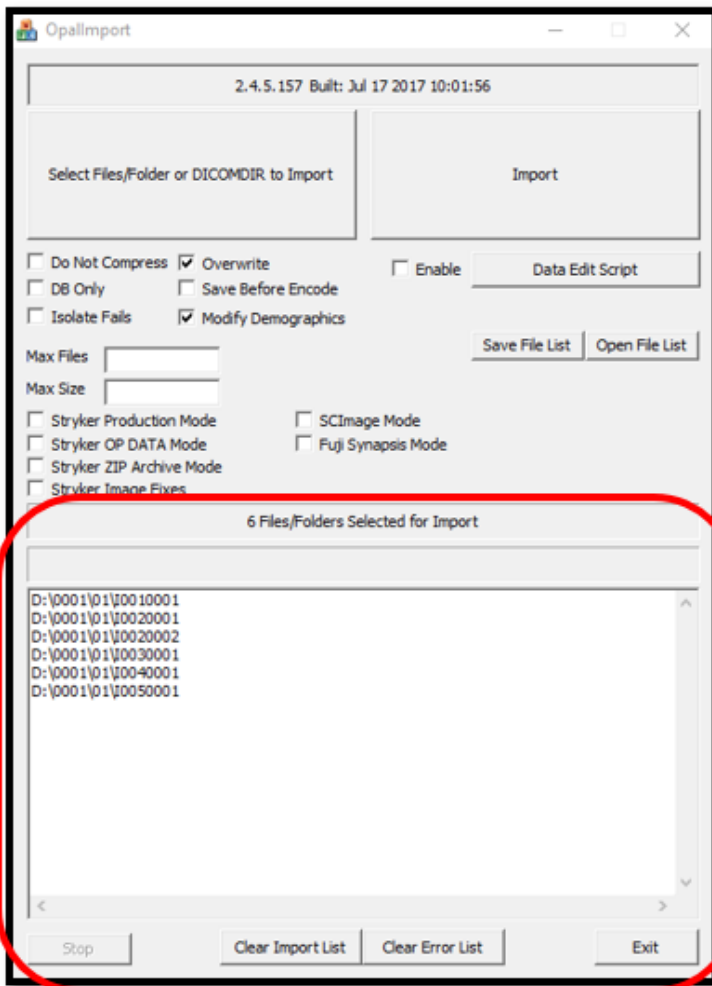
2. In the OpallImport window, select Modify Demographics., and then select Select Files/Folder or DICOMDIR to Import.



3. Browse for and select the DICOMDIR file.

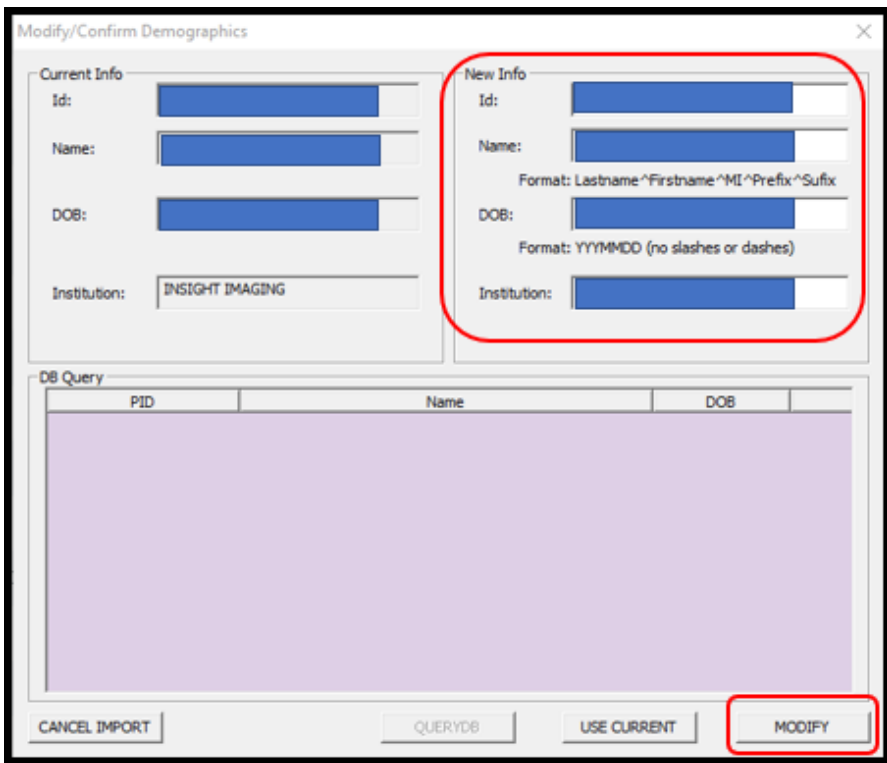


4. The selected files appear in the white box, and the status box indicates the number of files selected for import.



5. Select Import.

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



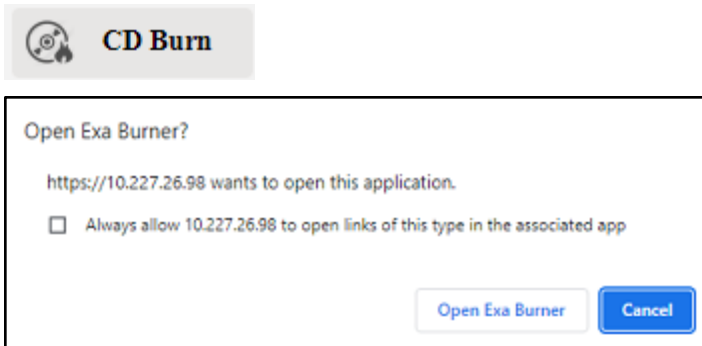
Result: The images are imported.

## Burn studies to media

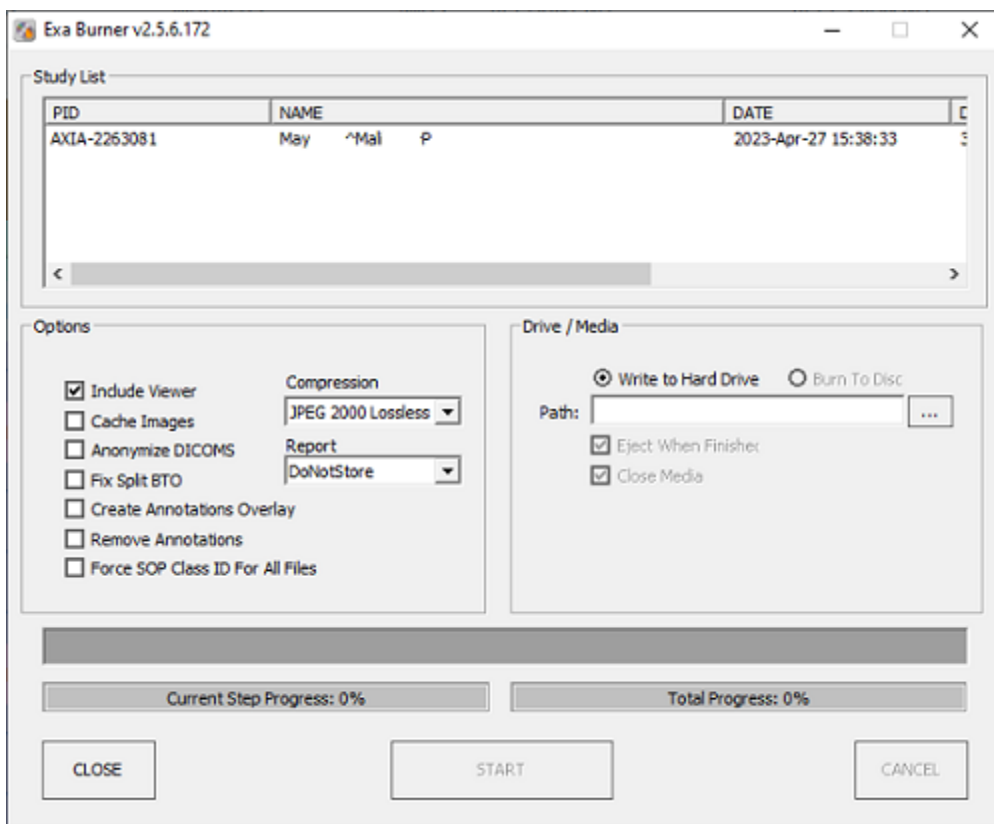
You can burn DICOM studies on the My Exam worklist to a hard disc or removable disc.

Prerequisite: [Install Exa Burner](#).

- 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.

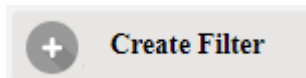
Setting	Description
Include Viewer	Select to burn a viewer program onto the disc along with the items. Required for viewing off site.
Cache Images	Select to keep items in the Viewer cache folder (and not remove them after burning).
Anonymize DICOMS	Select to remove identifying patient demographics.
Fix 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.
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.
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

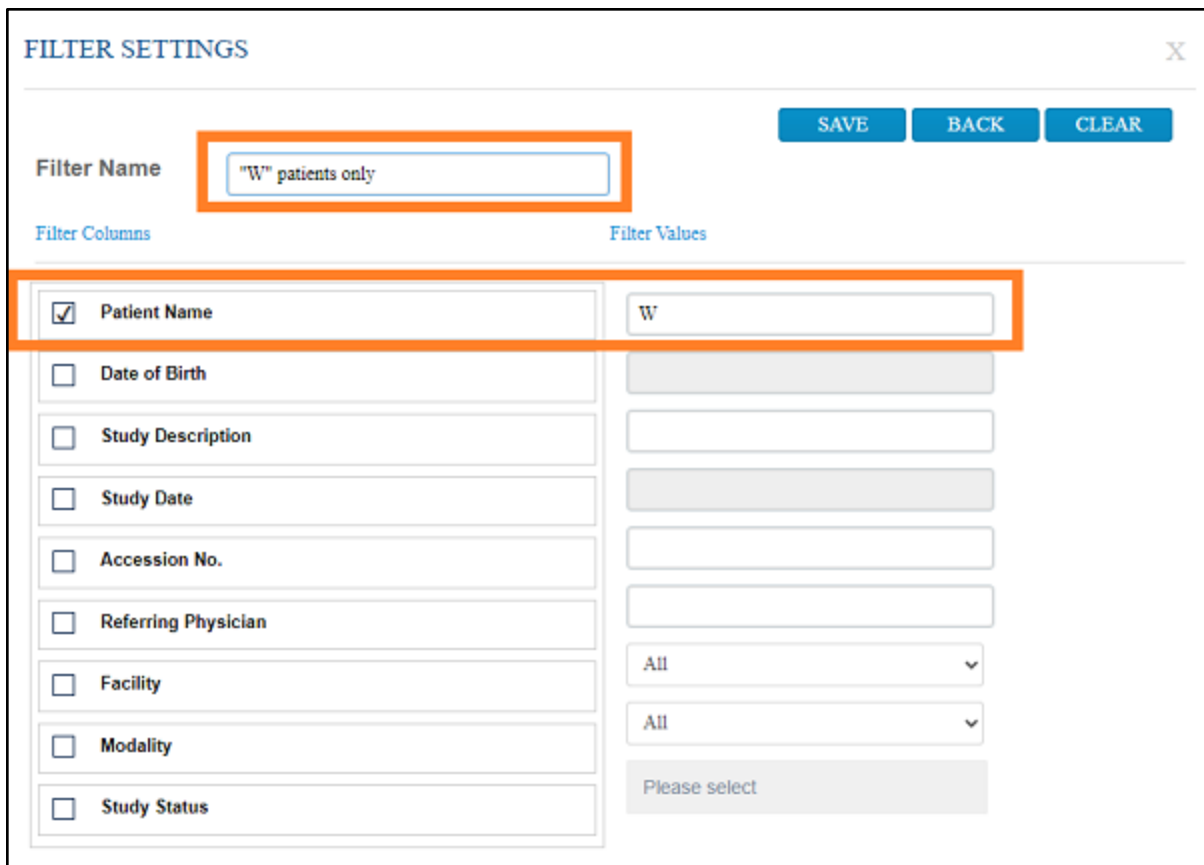
You can create a filter to customize what information appears on the My Exams worklist.

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



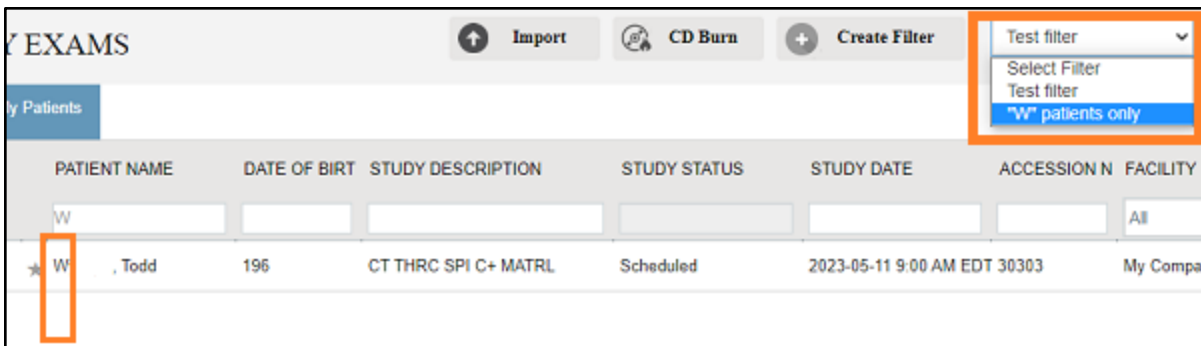
2. In the Filter Settings screen, type a filter name, and then select columns and type values by which to filter.

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

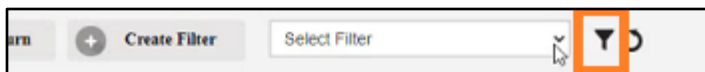
A screenshot of the "FILTER SETTINGS" dialog box. At the top right are buttons for "SAVE", "BACK", and "CLEAR". Below is a "Filter Name" field containing the text "W" patients only. Underneath are two columns: "Filter Columns" and "Filter Values". The "Filter Columns" column has a list of items with checkboxes: "Patient Name" (checked), "Date of Birth", "Study Description", "Study Date", "Accession No.", "Referring Physician", "Facility", "Modality", and "Study Status". The "Filter Values" column has corresponding input fields: a text field with "W", several greyed-out fields, and two dropdown menus both set to "All". A "Please select" button is at the bottom of the "Filter Values" column.

Filter Columns	Filter Values
<input checked="" type="checkbox"/> Patient Name	W
<input type="checkbox"/> Date of Birth	
<input type="checkbox"/> Study Description	
<input type="checkbox"/> Study Date	
<input type="checkbox"/> Accession No.	
<input type="checkbox"/> Referring Physician	
<input type="checkbox"/> Facility	All
<input type="checkbox"/> Modality	All
<input type="checkbox"/> Study Status	Please select

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




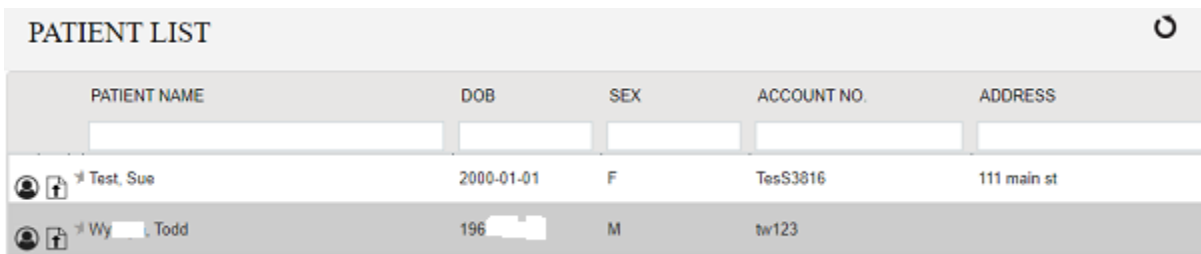
- 5. To edit a filter, on the My Exams screen, select the filter settings button, and then select a filter to edit.



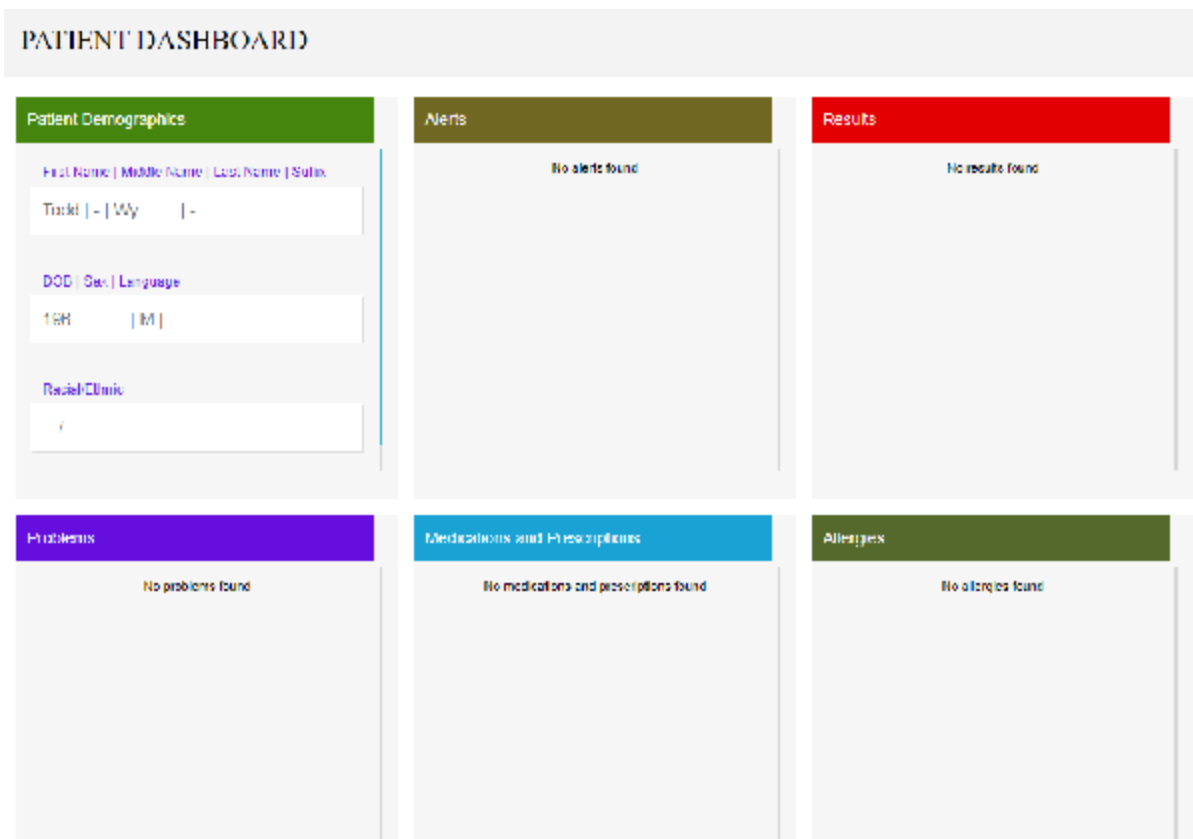
### Open a patient chart

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

- 1. Select  to open the patient list.




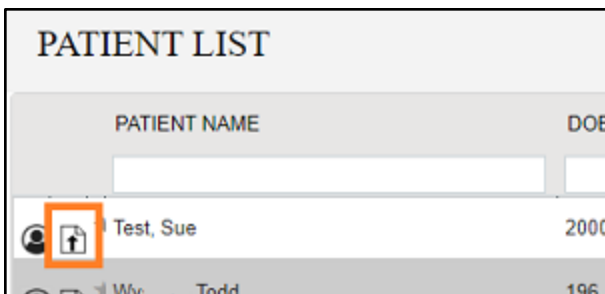
- 2. Double-click a patient to open the patient chart.



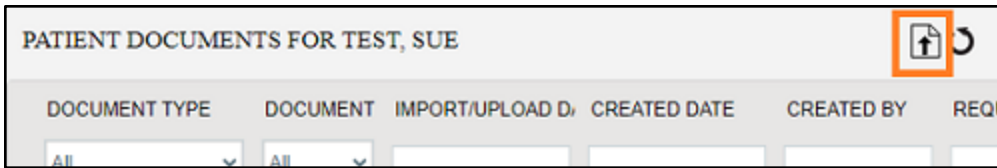
### Attach a document to an exam

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.

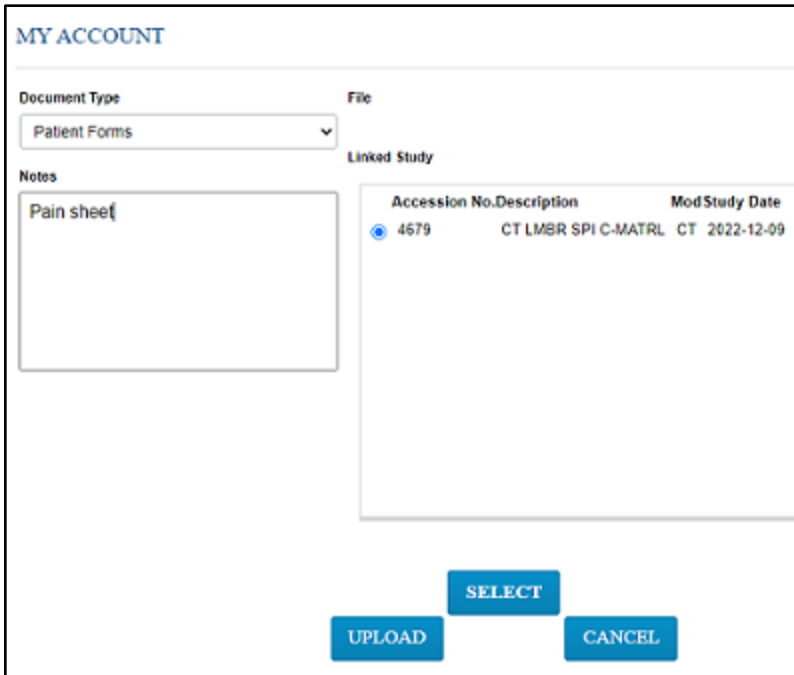
1. Select  to open the patient list.
2. In the Patient List, in a patient row, select the Upload Patient Document button.



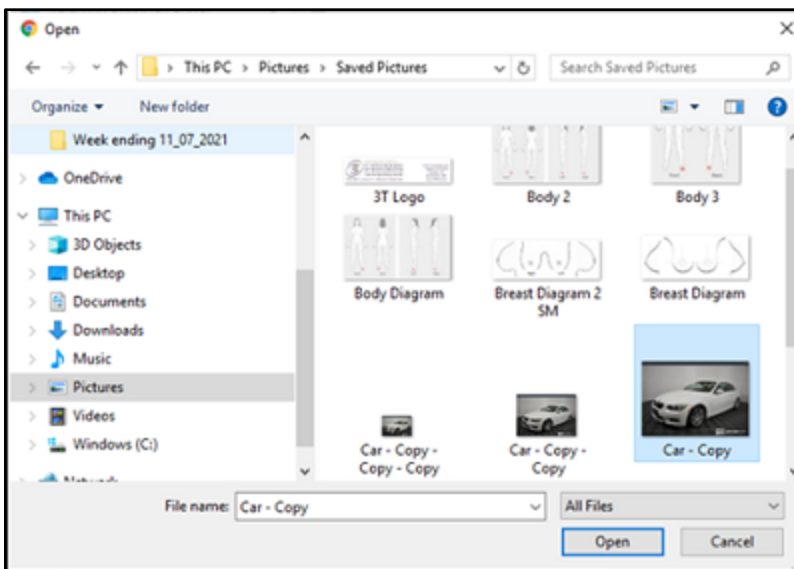
3. In the patient document window, select the Upload Patient Document button.



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.



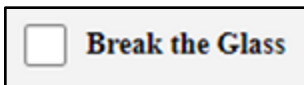
8. Select UPLOAD.

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

## Break the Glass

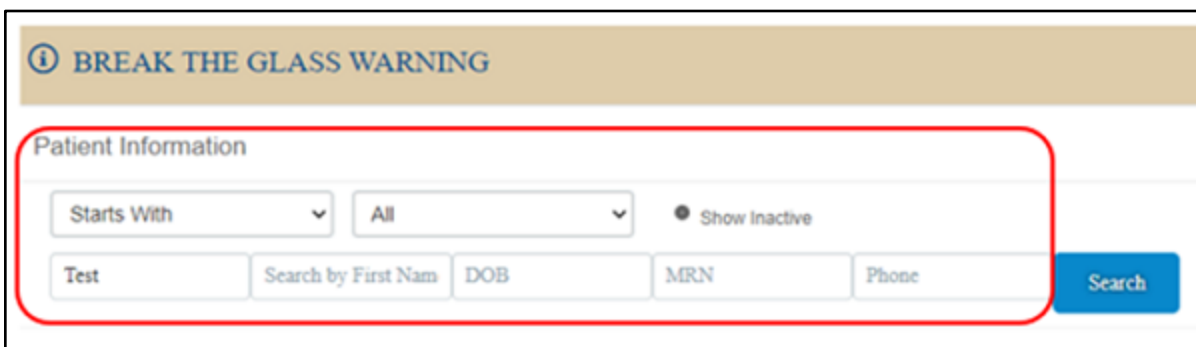
If the My Exam worklist contains studies for which you are not the referring or CC provider, and you have been granted the appropriate user rights, you have the option of using the Break the Glass feature to open those studies.

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



**Break the Glass**

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



**BREAK THE GLASS WARNING**

Patient Information

Starts With  All   Show inactive

Test  Search by First Nam  DOB  MRN  Phone

Result: Matching patients appear in the list.

BREAK THE GLASS WARNING

**Patient Information**

Starts With All Show Inactive

Search by First Nam



Search

<b>Test, Nuclear M NMTest001</b> DOB: 10/06/1981
<b>Test, Jenn TesJ1001</b> DOB: 03/25/1988
<b>Test, Mawc MAWC1</b> DOB: 03/25/1988
<b>Testy, Jennifer R 123456789</b> DOB: 03/25/1988
<b>Test, Jenn TESJ175</b> DOB: 03/25/1988
<b>Test, Mg NCCCHIC17566</b> DOB: 11/08/1960
<b>Test, Eric tесе1005</b> DOB: 01/01/1980
<b>Test, Barry 1234321</b> DOB: 10/10/2010
<b>Test, Nicole TesN1007</b> DOB: 01/01/2000
<span style="color: gold;">★</span> <b>Test, Twana 654e</b> DOB: 12/12/2001

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

BREAK THE GLASS WARNING
X

You are attempting to access a patient's record that has been deemed confidential. In order to proceed, please select a reason for accessing this record.

**Access Reason** Direct Patient Care

**Verify your credential** def  
\*\*\*\*\*


ACCEPT
CANCEL

- 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.

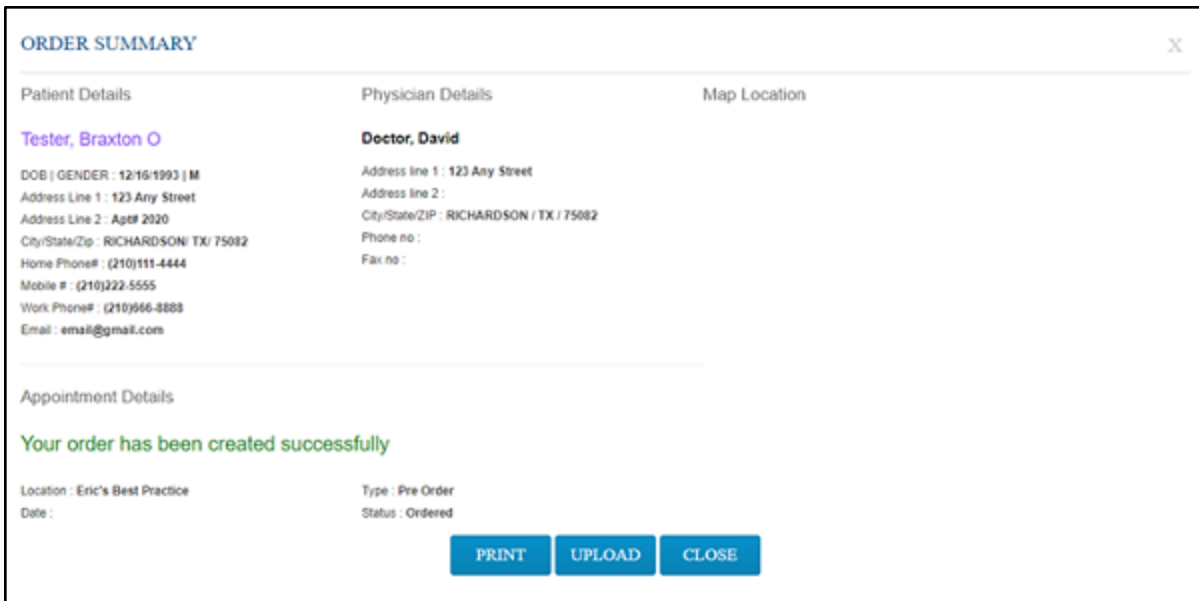
Result: Patients matching your criteria appear in a list.

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.

AUDIT LOGS			
LOGGED DATE	SCREEN	PATIENT NAME	LOG DESCRIPTION
2023-05-09 - 2023-05-11			
<a href="#">View</a> 2023-05-11 12:57 PM EDT	EXA Logout		User logout: Wy ,Todd (
<a href="#">View</a> 2023-05-11 12:10 PM EDT	EXA Logout		User logout: Wy. Todd (
<a href="#">View</a> 2023-05-11 11:33 AM EDT	Phy.Login		Add: New worklist filter("W"

2. Double-click an entry to view details.

MY ACCOUNT	
User:	twRP
Client IP :	10.227.8.20
Patient :	-
Module :	Worklist
Screen:	EXA Logout
Logged Date:	2023-05-11 12:57 PM EDT
Description:	User logout: Wy ,Todd (802) logged out at WP

## 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.

The screenshot shows a web interface with the following elements:

- MY ACCOUNT** (Section Header)
- RESET PASSWORD** (Section Header)
- \* New Password** (Label) with an empty text input field.
- \* Confirm Password** (Label) with an empty text input field.
- TWO-FACTOR AUTHENTICATION** (Section Header)
- Current Password** (Label) with an empty text input field.
- SHOW QR CODE** (Blue Button)
- SAVE** (Blue Button)
- CANCEL** (Blue Button)

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

The screenshot shows a verification screen with the following elements:

- A QR code for scanning.
- A text box containing the alphanumeric key: `ZRHCPQQT02BRFP775Q2LR23IQNEETZ4WXCCQYY7K`.
- One-Time Passcode** (Label) with an empty text input field.
- Verify** (Blue 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.

## 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.

**MY ACCOUNT** X

---

Edit User Settings Email:

---

**Name**

**Title**      **Dr. Office Name**      **Phone No.**

**NPI No.**      **Federal Tax ID**      **Taxonomy Code**



**EIN No.**      **SSN**      **Medicare UPIN**

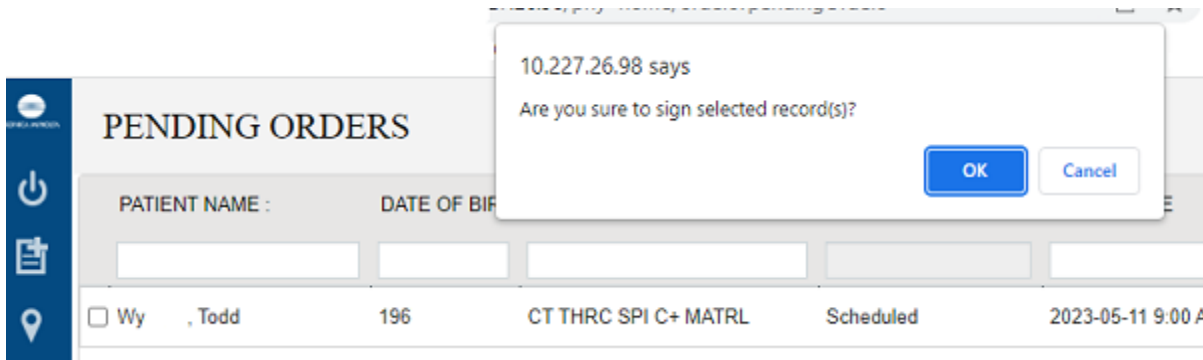
**License No.**      **Medicaid Provider No.**      **Medicare Provider No.**

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.

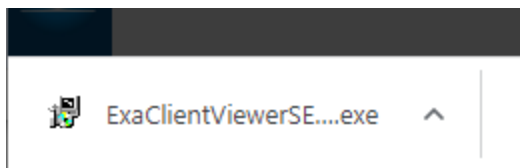
## Install Exa Burner

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.