



Exa® PACS|RIS

35.0.2

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

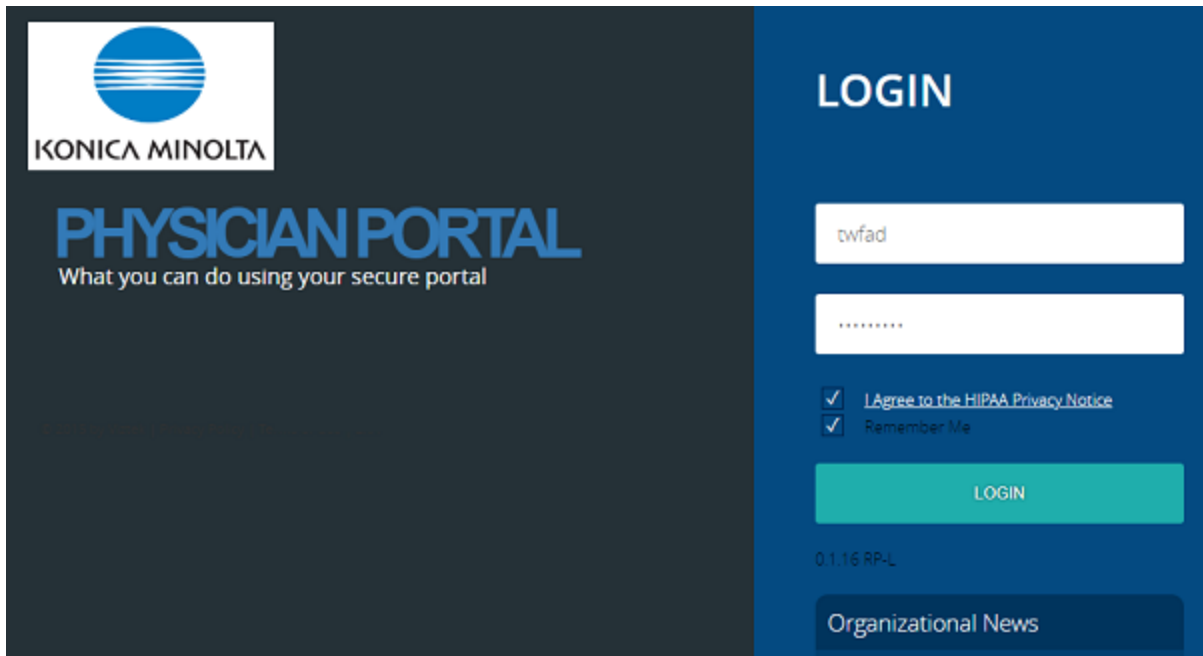
Getting started with Physician Portal

Use Physician Portal

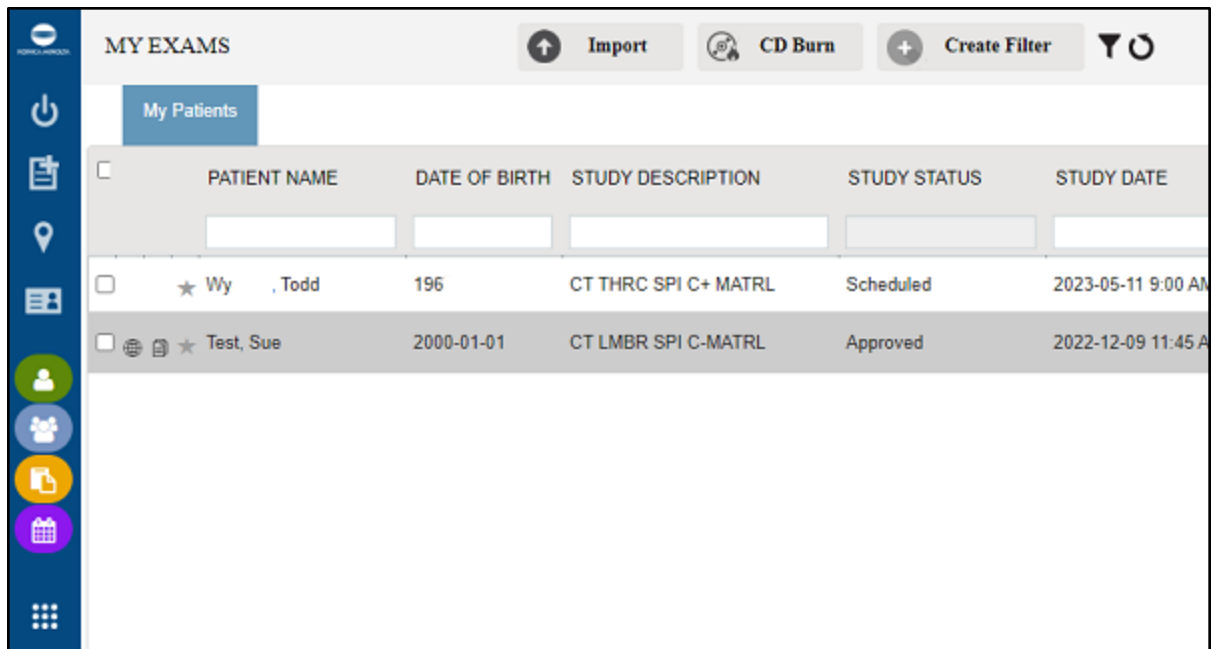
Physician Portal is a web app accessible from Exa PACS/RIS that provides a convenient place to request and view appointments, view your patients' medical records (patient chart), and to send documents requested by your healthcare providers (such as scans of your insurance card).

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).

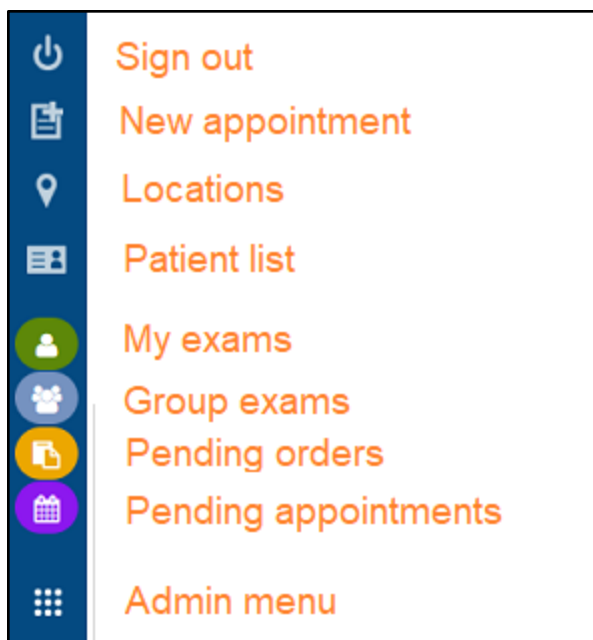


The screenshot shows the 'MY EXAMS' section of the physician portal. At the top, there are buttons for 'Import', 'CD Burn', 'Create Filter', and a refresh icon. Below these is a 'My Patients' tab. The main area contains a table with columns: PATIENT NAME, DATE OF BIRTH, STUDY DESCRIPTION, STUDY STATUS, and STUDY DATE. Two rows of patient data are visible.

	PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE
☐	Wy, Todd	196	CT THRC SPI C+ MATRL	Scheduled	2023-05-11 9:00 AM
☐	Test, Sue	2000-01-01	CT LMBR SPI C-MATRL	Approved	2022-12-09 11:45 A

Navigation bar

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



The screenshot shows the navigation bar on the left side of the screen. It contains a vertical list of icons and corresponding text labels for various features.

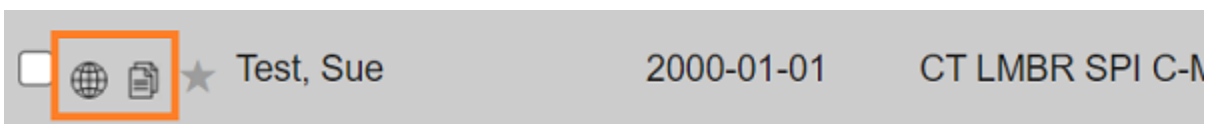
	Sign out
	New appointment
	Locations
	Patient list
	My exams
	Group exams
	Pending orders
	Pending appointments
	Admin menu

Open images and approved reports

You can open images and reports for viewing and printing.

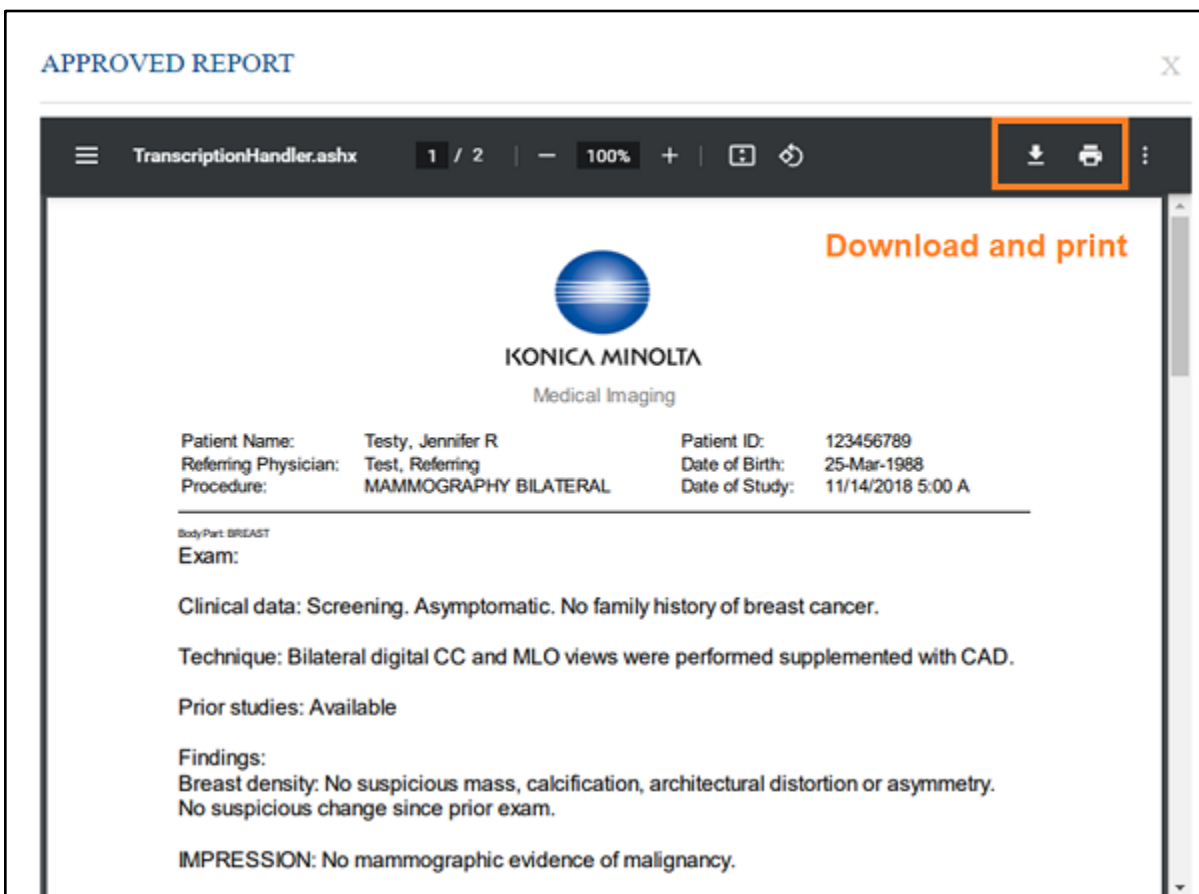
1. Select  to open the MY EXAMS worklist.
2. Find the study of the images to view.

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

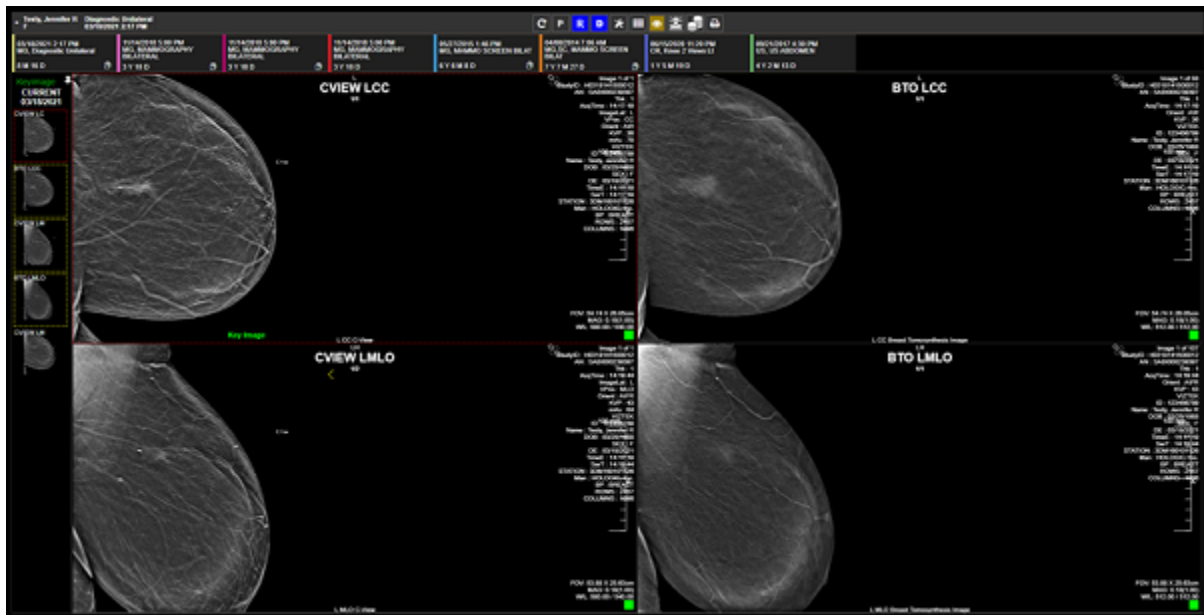


3. To view images, select the viewer  button.
4. To view the approved report, select the report  button.

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									
Report CD Burn Create Filter Select Filter									
☐	PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO.	FACILITY	MODALITY	REFERRING PHYSICIAN
☐	Gator, Ade	01/01/1995	ABDOMEN X-RAY	Scheduled	11/09/2021 12:06 AM EST	376	Pineapple Under The Sea	Computed Radiography	Doctor, Teed
☐	Nuckols, Thomas	08/19/1980	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, Referring
☐	Test, Marc	03/25/1988	CT ABD C+/-C+	Approved	06/16/2021 4:40 PM EDT	204	Dave's Hospital	Computed Tomography	Test, Referring
☐	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
☐	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

See also [Sign an order](#).

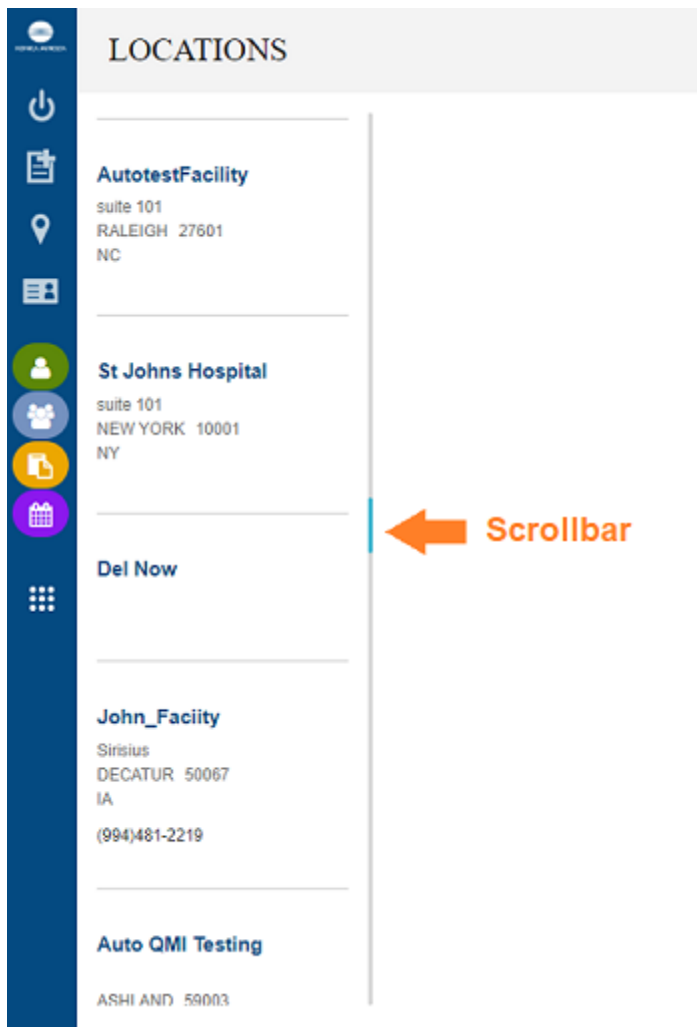
3. Select to open the PENDING APPOINTMENTS worklist.

PENDING APPOINTMENTS											
☐	PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO.	FACILITY	MODALITY	REFERRING PHYSICIAN	ORDERING FACILITY	REASON
☐	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	11/11/2021 8:00 AM	391	Madonville	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.



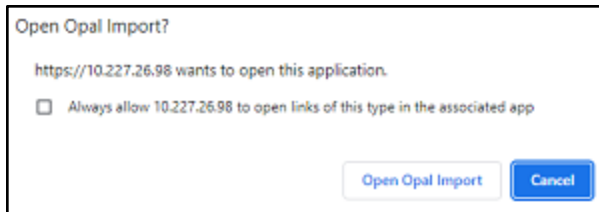
Import images

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.

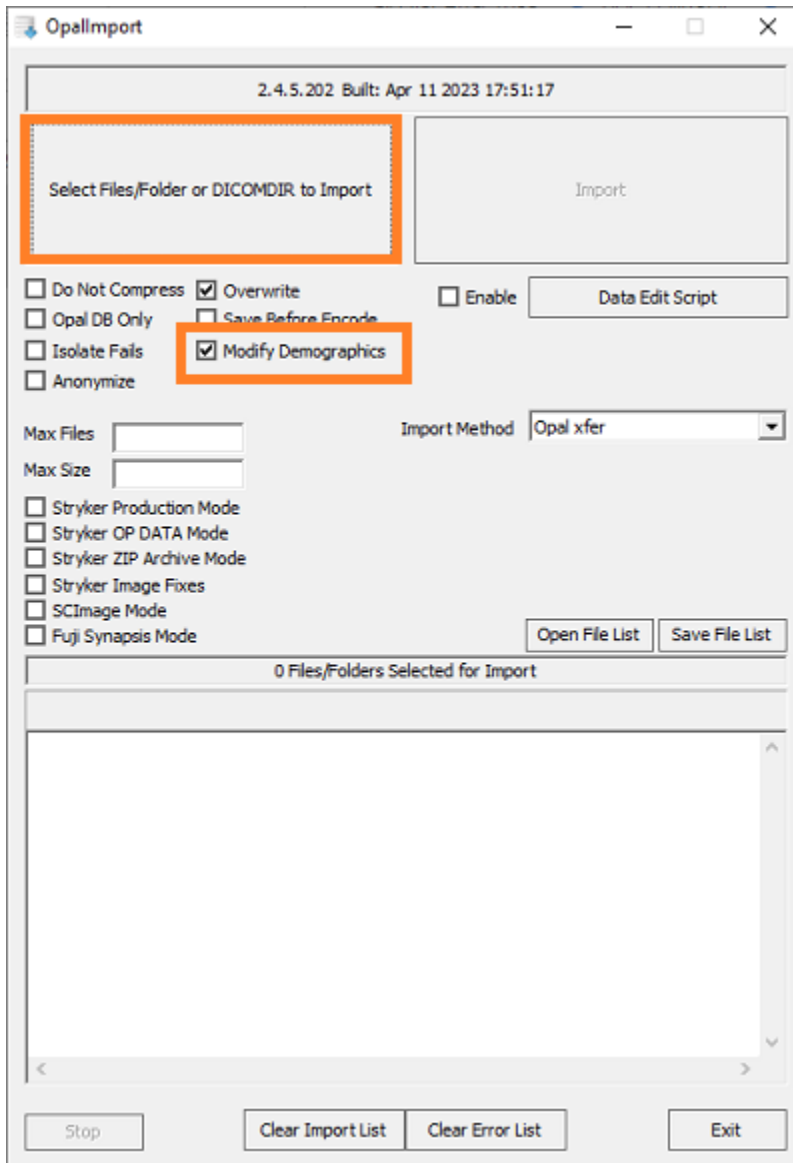
Prerequisite: From the admin menu, install Opal Import.

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

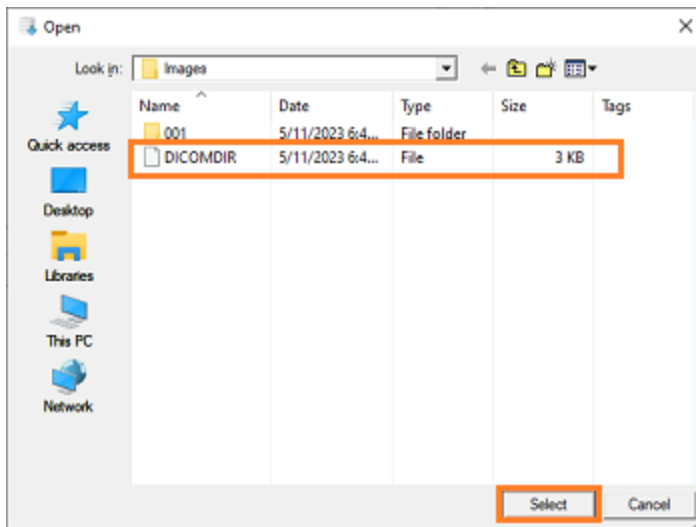




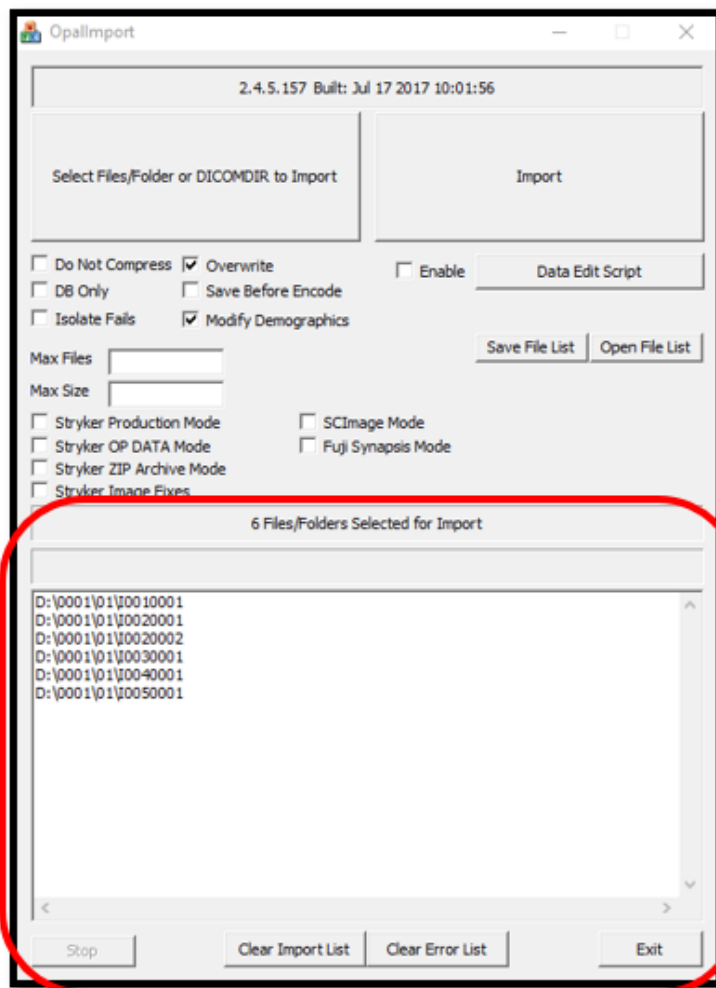
2. In the OpalImport window, select Modify Demographics., and then select Select Files/Folder or DICOMDIR to Import.



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.

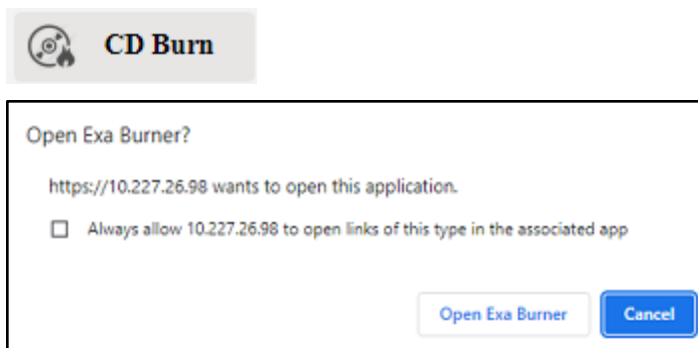
Result: The images are imported.

Burn studies to media

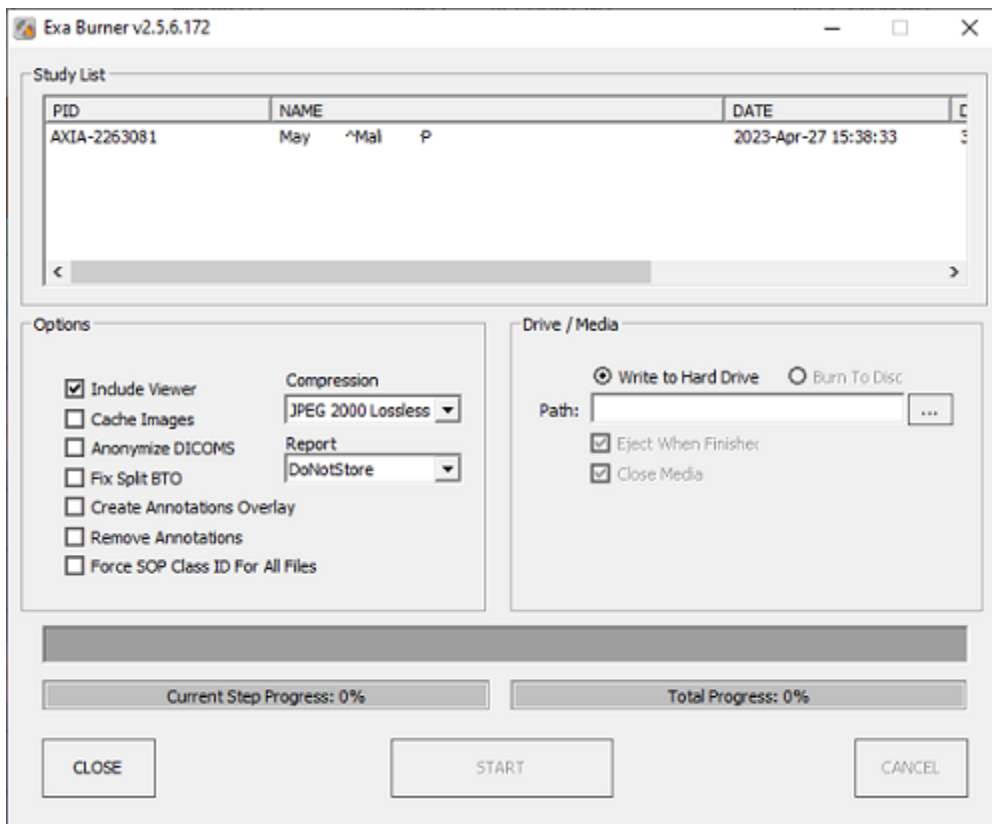
You can burn DICOM studies on the My Exam worklist to a hard disc or removable disc.

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.

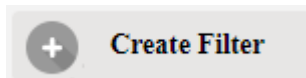
Setting	Description
Include Viewer	Select to burn a viewer program onto the disc along with the items. Required for viewing off site.
Cache Images	Select to keep items in the Viewer cache folder (and not remove them after burning).
Anonymize DICOMs	Select to remove identifying patient demographics.
Fix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

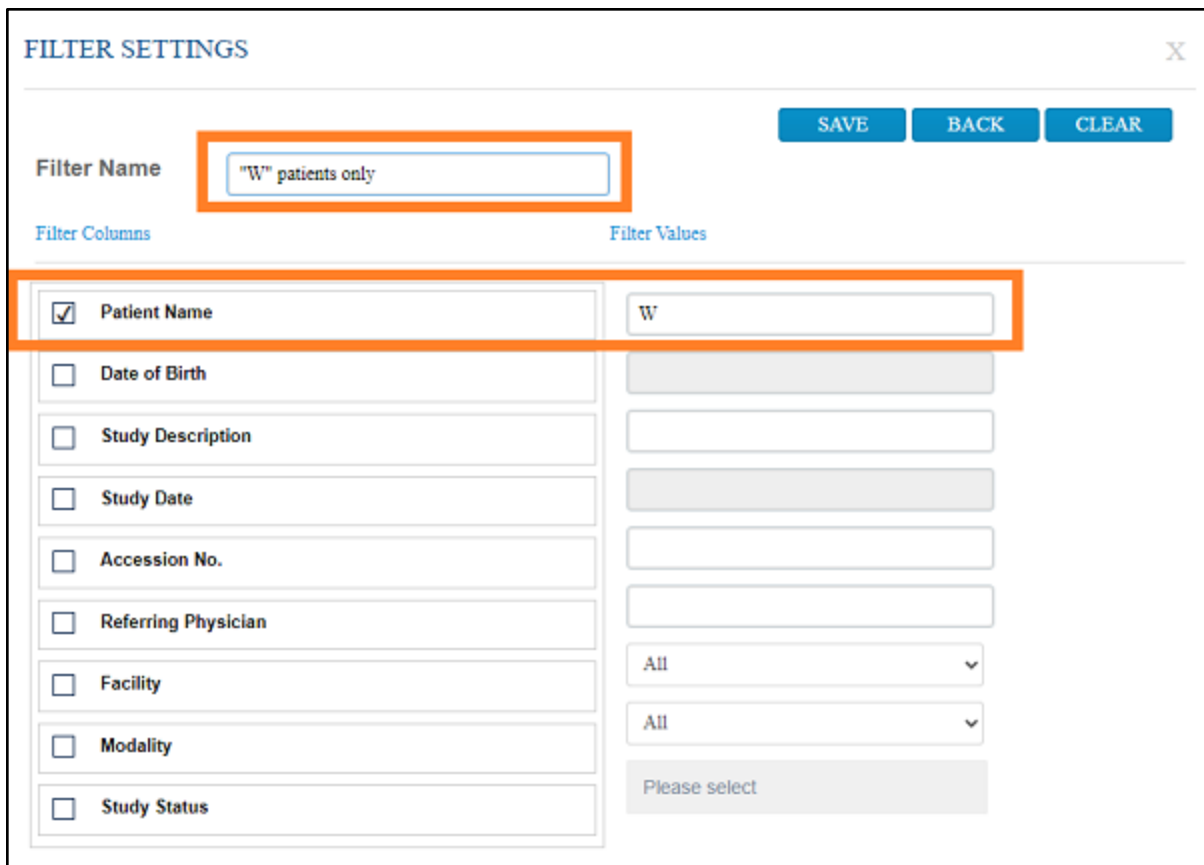
You can create a filter to customize what information appears on the My Exams worklist.

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



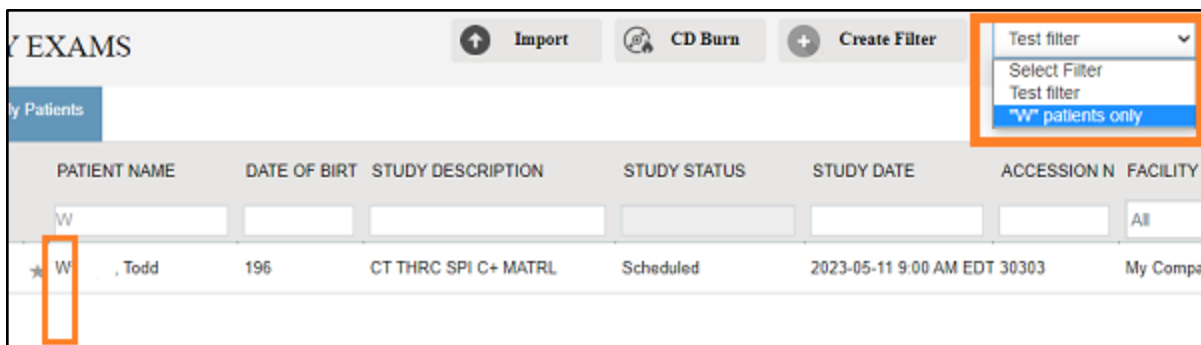
2. In the Filter Settings screen, type a filter name, and then select columns and type values by which to filter.

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

The "FILTER SETTINGS" screen shows a form for creating a filter. The "Filter Name" field contains "W" patients only. The "Filter Columns" section has a table with columns for "Filter Columns" and "Filter Values". The "Patient Name" row is selected with a checkbox and has the value "W" entered in the "Filter Values" field. Other rows include "Date of Birth", "Study Description", "Study Date", "Accession No.", "Referring Physician", "Facility", "Modality", and "Study Status", all with empty "Filter Values" fields. At the bottom, there are two dropdown menus, both set to "All", and a "Please select" button.

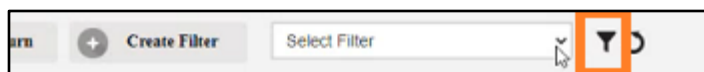
Filter Columns	Filter Values
☒ Patient Name	W
☐ Date of Birth	
☐ Study Description	
☐ Study Date	
☐ Accession No.	
☐ Referring Physician	
☐ Facility	All
☐ Modality	All
☐ Study Status	Please select

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 dropdown, there is a table with columns: 'PATIENT NAME', 'DATE OF BIRT', 'STUDY DESCRIPTION', 'STUDY STATUS', 'STUDY DATE', 'ACCESSION N', and 'FACILITY'. The first row of data shows a patient named 'W', Todd, with a birth date of 196, study description 'CT THRC SPI C+ MATRL', status 'Scheduled', date '2023-05-11 9:00 AM EDT', accession number '30303', and facility 'My Comp'.

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

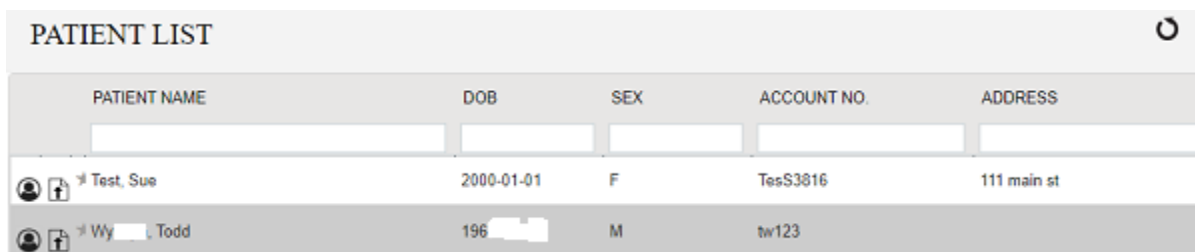


The screenshot shows a button labeled 'Create Filter' next to a dropdown menu labeled 'Select Filter'. To the right of the dropdown is a filter icon (a funnel) which is highlighted with an orange box.

Open a patient chart

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

- Select  to open the patient list.



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

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

PATIENT DASHBOARD

Patient Demographics First Name Middle Name Last Name Suffix Title - Wy - DOB Sex Language 18M M Race/Ethnicity /	Alerts No alerts found	Results No results found
Problems No problems found	Medications and Prescriptions No medications and prescriptions found	Allergies 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.

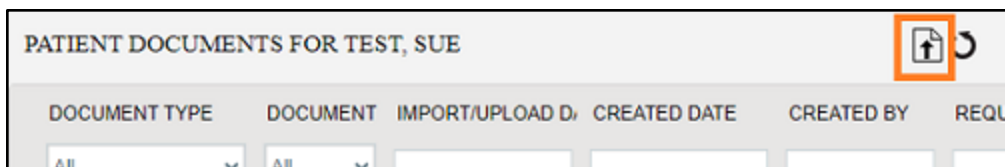
1. Select  to open the patient list.
2. In the Patient List, in a patient row, select the Upload Patient Document button.

PATIENT LIST

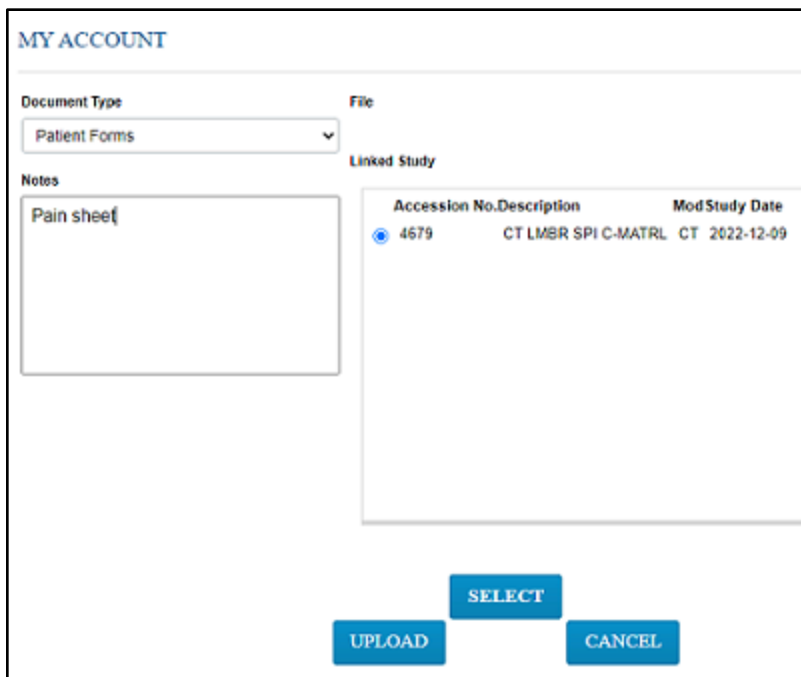
PATIENT NAME	DOB
Test, Sue	2000
Todd, Todd	196

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

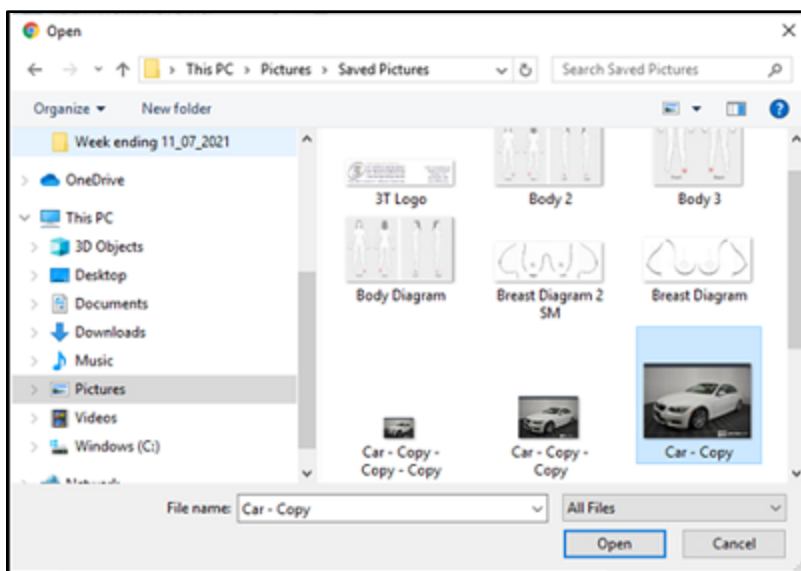
3. In the patient document window, select the Upload Patient Document button.



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.



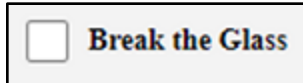
8. Select UPLOAD.

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

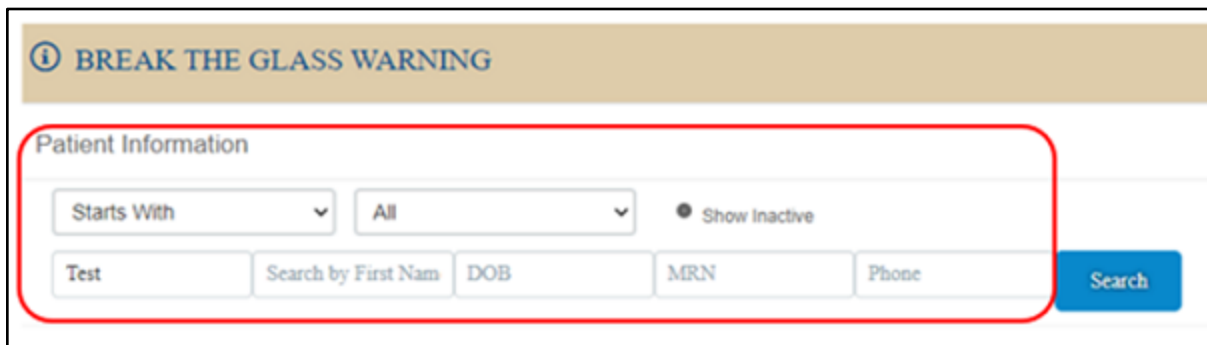
Break the Glass

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.

A rectangular button with a light gray background and a thin black border. On the left is an unchecked checkbox. To its right, the text "Break the Glass" is displayed in a bold, black, sans-serif font.

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

A screenshot of the "BREAK THE GLASS WARNING" screen. The title bar is tan with an information icon and the text "BREAK THE GLASS WARNING". Below is a "Patient Information" section enclosed in a red rounded rectangle. This section contains two dropdown menus: "Starts With" and "All". To the right of these is a radio button labeled "Show Inactive". Below the dropdowns are five input fields: "Test", "Search by First Nam", "DOB", "MRN", and "Phone". A blue "Search" button is located to the right of the "Phone" field.

Result: Matching patients appear in the list.

① BREAK THE GLASS WARNING

Patient Information

Starts With

All

Show Inactive

test

Search by First Nam

DOB

MRN

Phone

Search

Test, Nuclear M NMTest001

DOB: 10/06/1981

Test, Jenn TesJ1001

DOB: 03/25/1988

Test, Mawc MAWC1

DOB: 03/25/1988

Testy, Jennifer R 123456789

DOB: 03/25/1988

Test, Jenn TESJ175

DOB: 03/25/1988

Test, Mg NCCCHIC17566

DOB: 11/08/1960

Test, Eric tese1005

DOB: 01/01/1980

Test, Barry 1234321

DOB: 10/10/2010

Test, Nicole TesN1007

DOB: 01/01/2000

★ Test, Twana 654e

DOB: 12/12/2001

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

① 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.

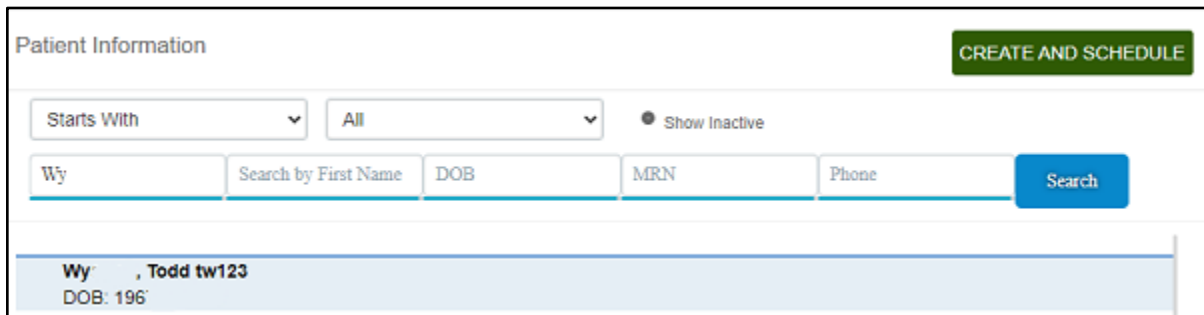
Result: A temporary worklist appears containing the studies of the patient you selected. If you log out of and back into Physician Portal, this worklist is not available unless you repeat the above procedure.

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.

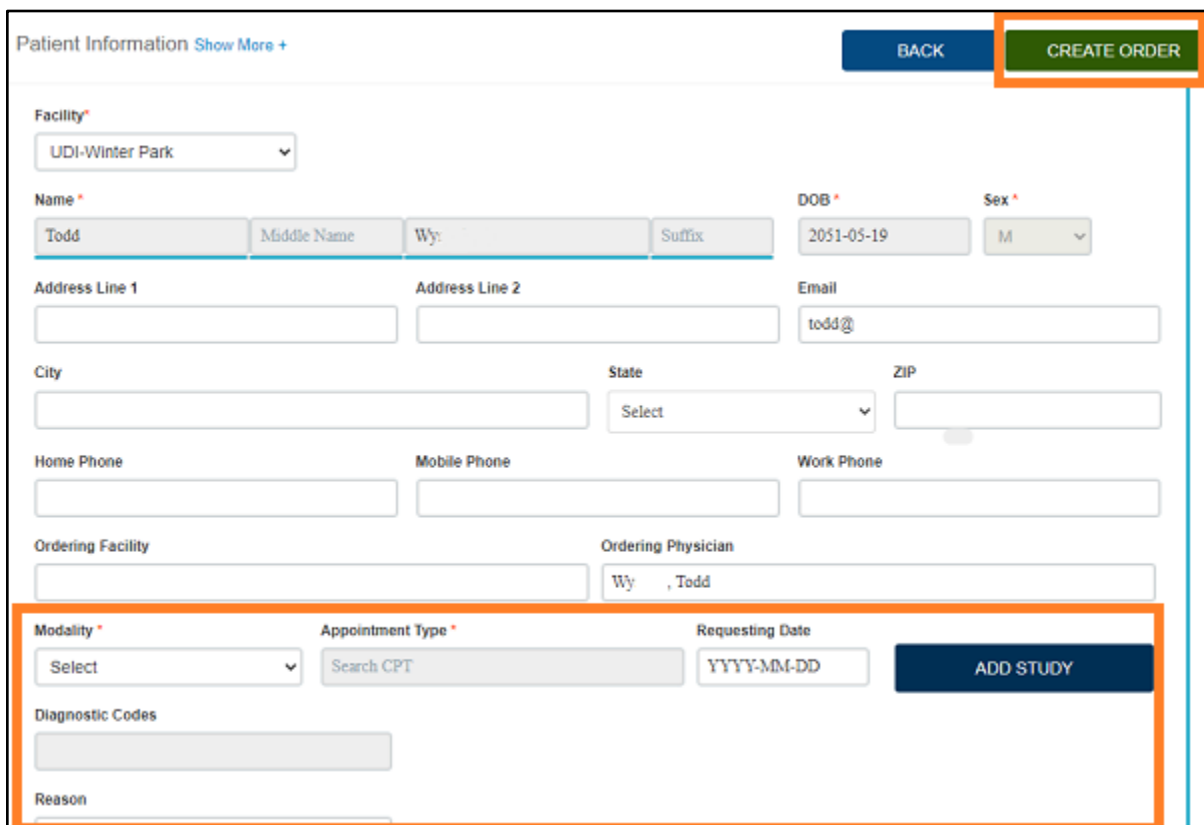
1. Select  and then do one of the following.
 - To create a new patient, select CREATE AND SCHEDULE, and then skip to step 3.
 - To schedule an existing patient, find the patient by entering criteria and selecting Search.

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.

- Optional. Repeat to add more exams to the order.
- At the top of the screen, select CREATE ORDER.

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

The screenshot shows the 'ORDER SUMMARY' window with a close button (X) in the top right corner. It is divided into three main sections: Patient Details, Physician Details, and Map Location. Below these is an Appointment Details section with a success message and buttons for PRINT, UPLOAD, and CLOSE.

Patient Details	Physician Details	Map Location
Tester, Braxton O DOB GENDER : 12/16/1993 M Address Line 1 : 123 Any Street Address Line 2 : Apt# 2020 City/State/Zip : RICHARDSON, TX / 75082 Home Phone# : (210)111-4444 Mobile # : (210)222-5555 Work Phone# : (210)666-8888 Email : email@gmail.com	Doctor, David Address line 1 : 123 Any Street Address line 2 : City/State/ZIP : RICHARDSON / TX / 75082 Phone no : Fax no :	

Appointment Details

Your order has been created successfully

Location : Eric's Best Practice Type : Pre Order
Date : Status : Ordered

PRINT UPLOAD CLOSE

- Optional. To attach a document, select UPLOAD.
- Select CLOSE.

View the audit log

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

- 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			
View 2023-05-11 12:57 PM EDT	EXA Logout		User logout: Wy ,Todd (
View 2023-05-11 12:10 PM EDT	EXA Logout		User logout: Wy. Todd (
View 2023-05-11 11:33 AM EDT	Phy.Login		Add: New worklist filter("W"

- 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

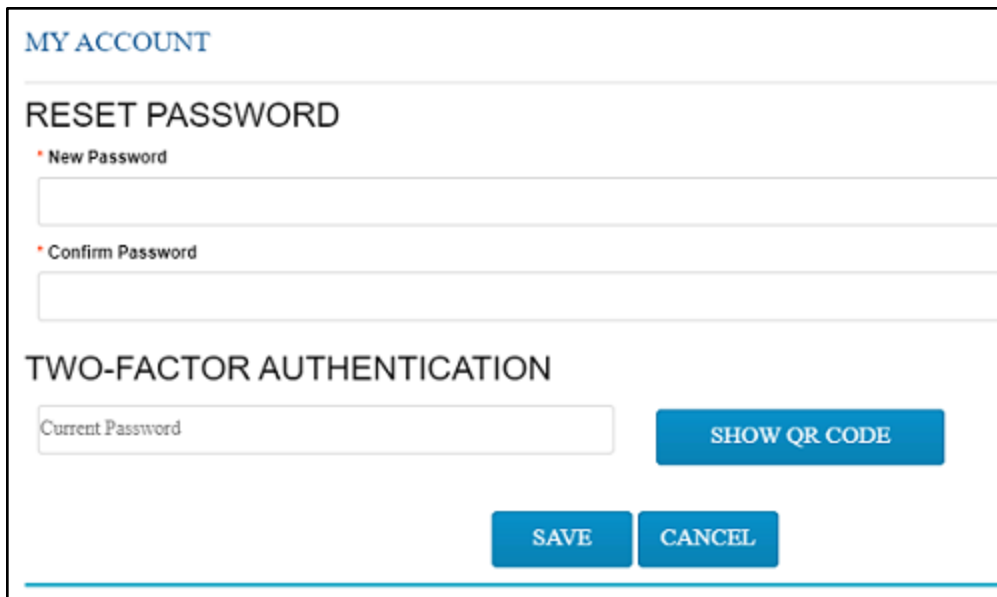
Configure passwords and two-factor authentication

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.

- 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", each with a red asterisk indicating a required field. Below this is a section titled "TWO-FACTOR AUTHENTICATION". It contains a "Current Password" input field, a blue button labeled "SHOW QR CODE", and two blue buttons at the bottom labeled "SAVE" and "CANCEL".

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 text box containing the alphanumeric string "ZRHCPQQT02BRFP775Q2LR23IQNEETZ4WXCQYY7K". Below this is a "One-Time Passcode" input field and a blue button labeled "Verify".

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.



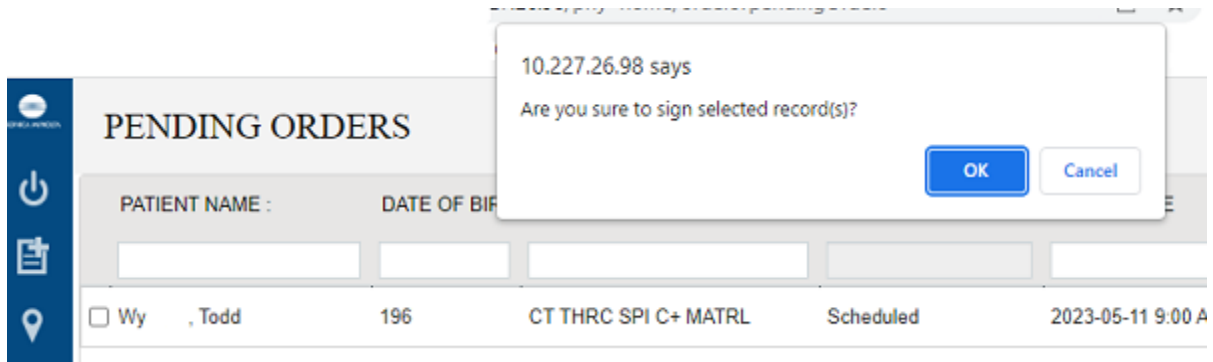
Result: The MY ACCOUNT screen appears with available settings.

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.

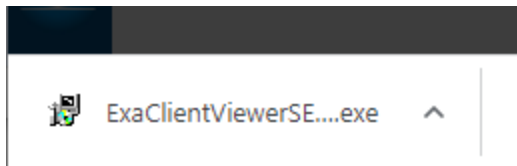
Install Exa Burner

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.