

## Step 1 REQUEST ACCESS

Click [Provider Link](#) on our website.

- Complete the User Request with all information and submit.
- The unique credentials will be returned to the email address provided on the User Request form within 24-48 hours.

### Web Portal User Request

Name \*

First Name

Last Name

To ensure HIPAA compliant access to patient records, each user must have their own credentials that may not be shared.

## Step 2 GETTING STARTED

Click [Provider Link](#) on our website.

Enter your email and password to log-in.

Password can be reset if forgotten.

### Log In

Email Address

Password

**Submit**

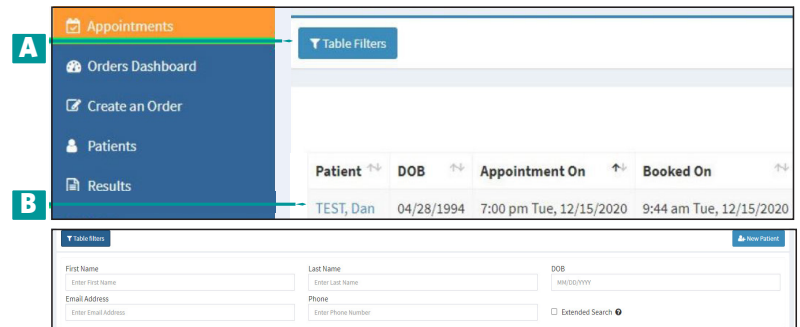
[Forgot password?](#)

## Step 3 PATIENT SEARCH

A) Use filters to find patients

- If searching for a patient referred by you or another provider in your practice, you can search by: First Name, OR Last Name, OR Date of Birth. The more information provided, the more refined the results.
- If searching for a patient who was referred by a provider outside of your practice, choose the "Extended Search" option. The search parameters for "Extended Search" require a Date of Birth.

B) Select patient by clicking the name in the table



**A** Table Filters

Patient	DOB	Appointment On	Booked On
TEST, Dan	04/28/1994	7:00 pm Tue, 12/15/2020	9:44 am Tue, 12/15/2020

**B** Search filters: First Name, Last Name, DOB, Email Address, Phone, Enter Email Address, Enter Phone Number, Extended Search

## Step 4 RESULTS

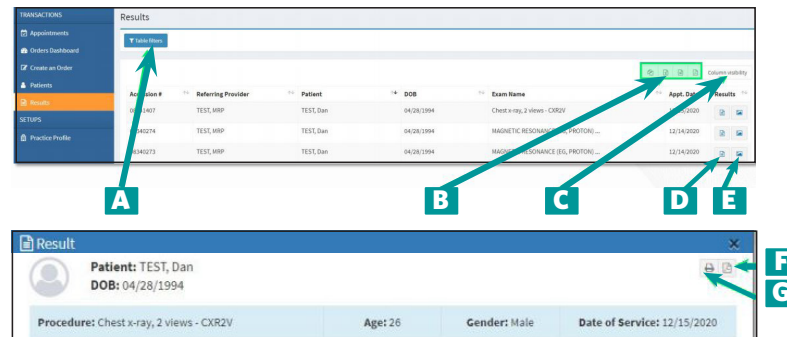
The Results tab shows recently released reports:

- Providers see results for patients they referred. Patients referred by other providers can be viewed using "Extended Search" feature.
- Staff see results for patients referred by all providers within the practice. Patients referred by other practices can be viewed using "Extended Search" feature.

Reports and images for the past seven years are available.

Results can be viewed by Date of Service (adjusting date range in the Table Filters).

Results for all exams, regardless of Dates of Service, can be viewed by searching for that specific patient.



**A** Search & Filter

**B** Export tools

**C** Adjust columns

**D** View report

**E** View images

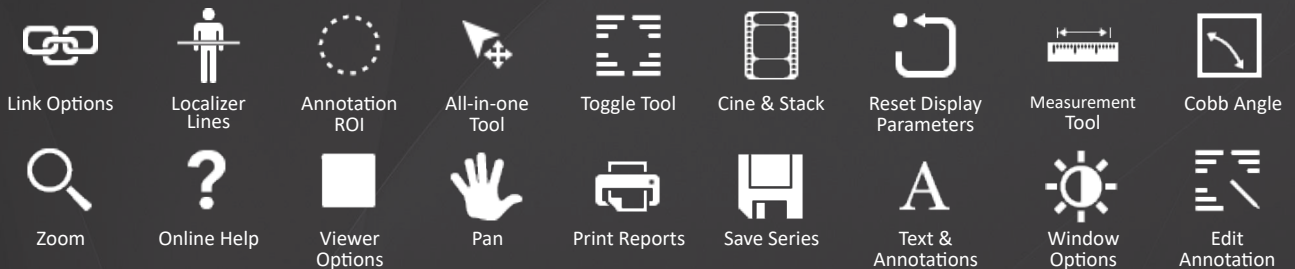
**F** Download a PDF of the report

**G** Print

**Result**  
Patient: TEST, Dan  
DOB: 04/28/1994  
Procedures: Chest x-ray, 2 views - CXR2V  
Age: 26  
Gender: Male  
Date of Service: 12/15/2020

A) Search & Filter B) Export tools C) Adjust columns D) View report E) View images  
From the results window you can: F) Download a PDF of the report OR G) Print

### RESULTS IMAGE VIEWER



- Link Options
- Localizer Lines
- Annotation ROI
- All-in-one Tool
- Toggle Tool
- Cine & Stack
- Reset Display Parameters
- Measurement Tool
- Cobb Angle
- Image Orientation
- Zoom
- Online Help
- Viewer Options
- Pan
- Print Reports
- Save Series
- Text & Annotations
- Window Options
- Edit Annotation