



Referring Physician Desktop

User Guide

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1 Introduction

The Referring Physician’s Desktop is designed to allow a closer interaction between the ordering facility and the imaging facility. Through this portal, physicians can see patients, exams, reports and images and check on real time patient status.

(Add a quick summary of the features available in Referring Physician Desktop. You can reuse those from the new portal’s splash screen which is different from the one visible in the old screenshot – see below)

REFERRING PHYSICIAN DESKTOP

Fully integrated radiology workflow for referring physicians

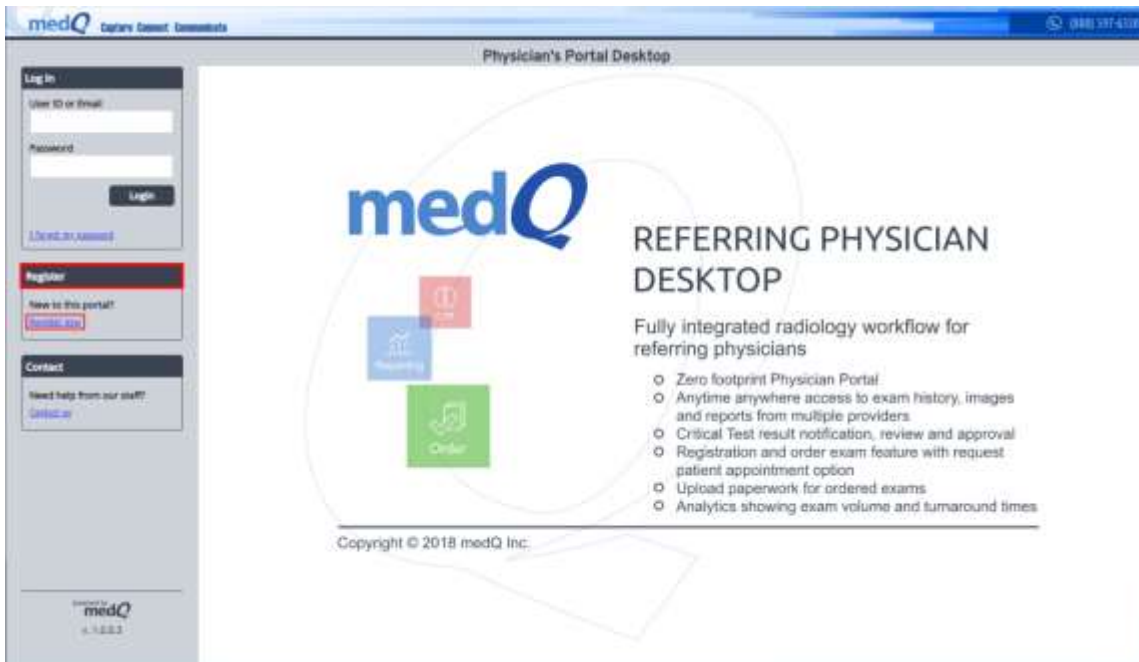
- Zero footprint Physician Portal
- Anytime anywhere access to exam history, images and reports from multiple providers
- Critical Test result notification, review and approval
- Registration and order exam feature with request patient appointment option
- Upload paperwork for ordered exams
- Analytics showing exam volume and turnaround times

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2 Access the Referring Physician Desktop web page

2.1 Register on the Referring Physician Desktop

1. Click on the **Register now** button. The **Register Now** pop-up opens.

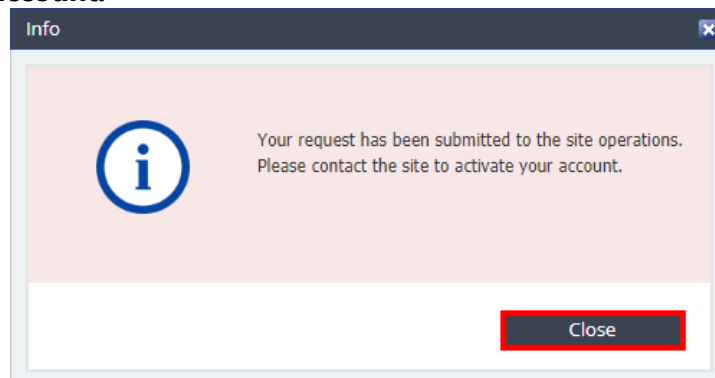


2. Fill in the mandatory fields: the **First Name, Last Name, Email, Mobile#** and **NPI**.
3. Click on the **Submit** button.

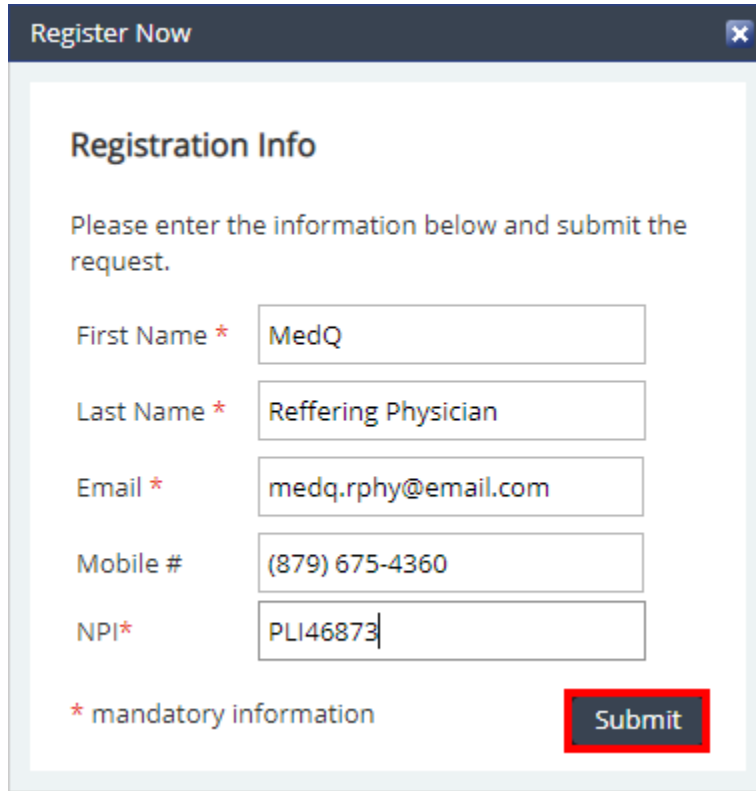
Note:

A notification pop-up window appears with the following message:

"Your request has been submitted to the site operations. Please contact the site to activate your account."



4. The portal's administrator activates the account. The activation triggers the system to send an email containing the activation link for your new account.



The 'Register Now' dialog box contains a 'Registration Info' section with the following fields and values:

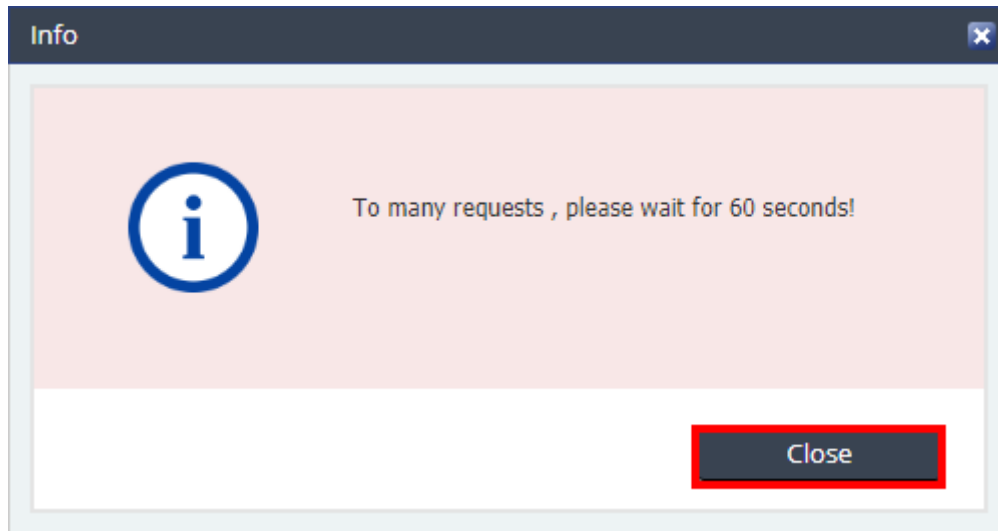
Field	Value
First Name *	MedQ
Last Name *	Reffering Physician
Email *	medq.rphy@email.com
Mobile #	(879) 675-4360
NPI*	PLI46873

* mandatory information

Submit

Note:

If you click on **Submit** button too many times you will get the following message



The 'Info' dialog box displays a message with an information icon:

To many requests , please wait for 60 seconds!

Close

5. Click on the activation link, sent via the e-mail address provided to open the **Account Activation** page.

Once you enter the **PIN**, the account is fully enabled and you are directed to the **Basic Setup Wizard**.

6. The account activation page is a two-step wizard process.

a. Step 1 requires you to fill in the PIN# received either by phone, email or face to face.

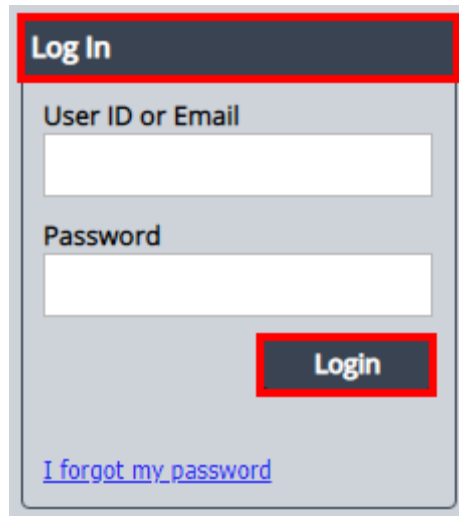


b. Step 2 requires you to setup a new password.



2.2 Login

1. To login, open your current web browser and type in address bar the Referring Physician Desktop URL.
2. Fill in the **User Name** and the **Password**.
3. Click on the **Login** button.

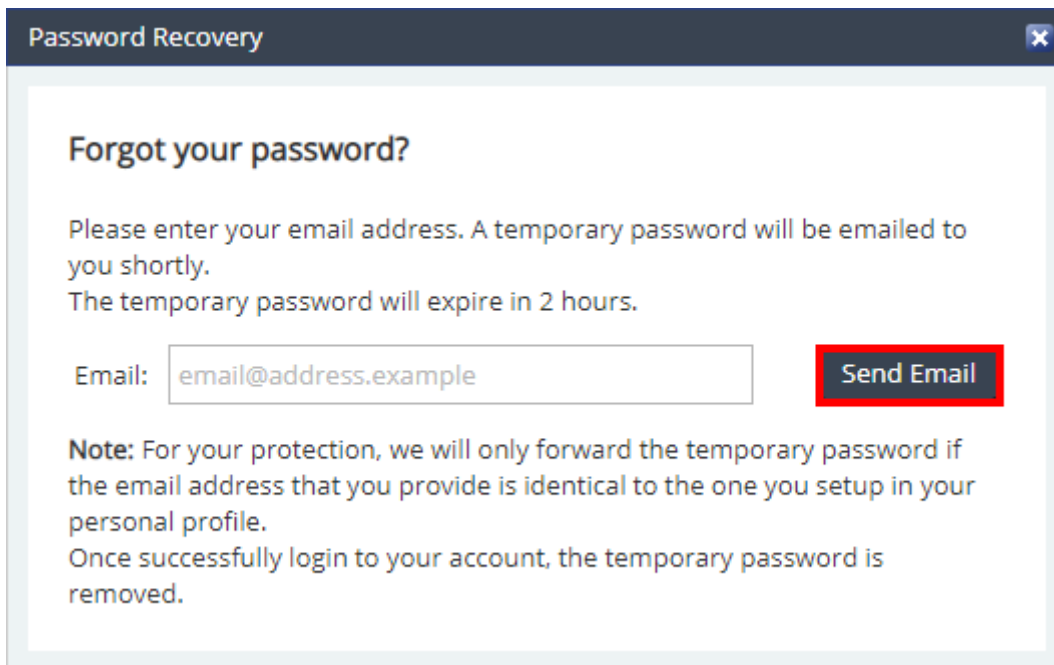


The screenshot shows a login form with a dark grey header containing the text "Log In". Below the header are two input fields: "User ID or Email" and "Password". A dark grey button labeled "Login" is positioned to the right of the password field. At the bottom left of the form, there is a blue hyperlink that reads "I forgot my password". Red rectangular boxes highlight the "Log In" header, the "Login" button, and the "I forgot my password" link.

2.3 Change your password

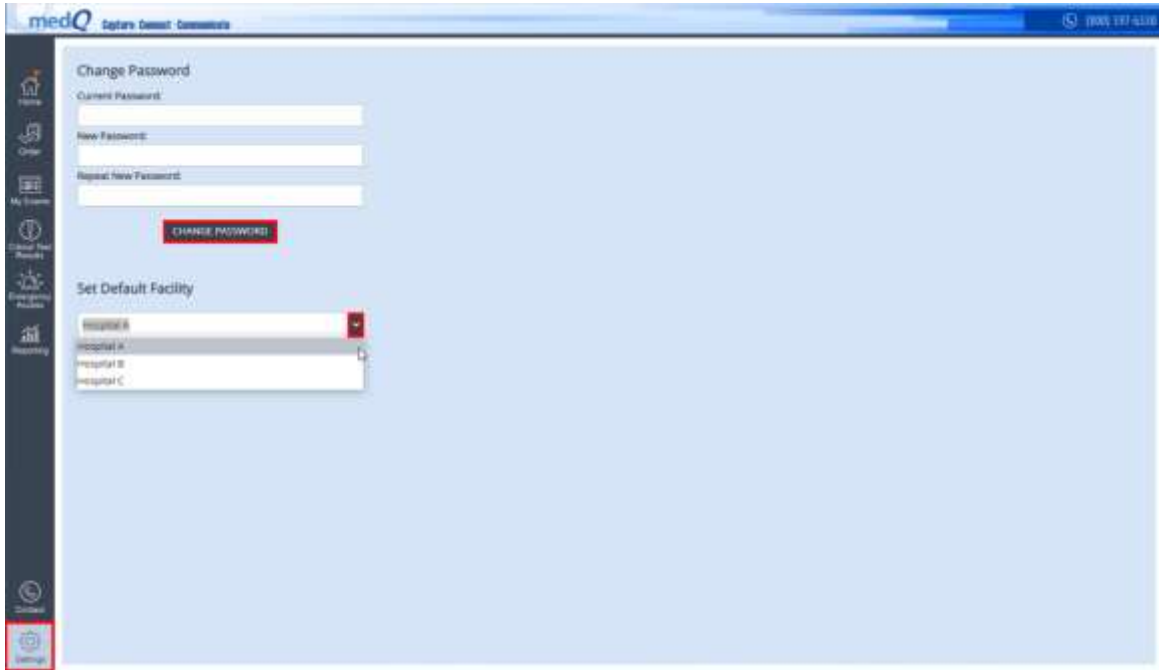
A. If you have forgotten your password

1. Click **I forgot my password** link in the **Log In** section.
2. In the **Password Recovery** pop-up, fill in your e-mail address (the same email address you used when you registered on the Referring Physician Desktop) and click on the **Send Email** button.
3. You will receive an email with a temporary password that will expire in 2 hours. Use that password to access your account and set up a new password.



The screenshot shows a 'Password Recovery' pop-up window. The title bar reads 'Password Recovery' with a close button. The main content area has the heading 'Forgot your password?' followed by the text: 'Please enter your email address. A temporary password will be emailed to you shortly. The temporary password will expire in 2 hours.' Below this is an email input field containing 'email@address.example' and a red 'Send Email' button. A 'Note' section at the bottom states: 'Note: For your protection, we will only forward the temporary password if the email address that you provide is identical to the one you setup in your personal profile. Once successfully login to your account, the temporary password is removed.'

4. After you have logged into your account with the temporary password, click on the **Settings** button in the left-hand menu.
5. Fill in the **Current Password**, the **New Password** and the **Repeat New Password** fields.
6. Click on the **CHANGE PASSWORD** button.



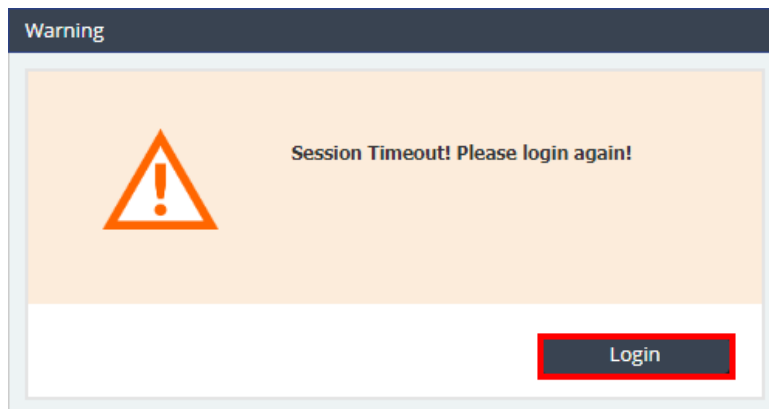
B. If you just want to change your current password

Follow steps 4 – 6 described in section A. If you have forgotten your password.

7. Set the Default Facility you want to use when adding a new order, by clicking on the **Set Default Facility** drop down.

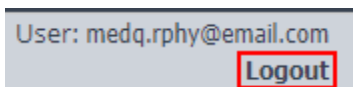
Note:

If your system is configured to log you out if you are inactive, you will get a **Warning** message. Click on the **Login** button to close the pop-up. You will be redirected to the **Login** page.



2.4 Logout

1. To logout, click on the **Logout** button in the right upper corner.

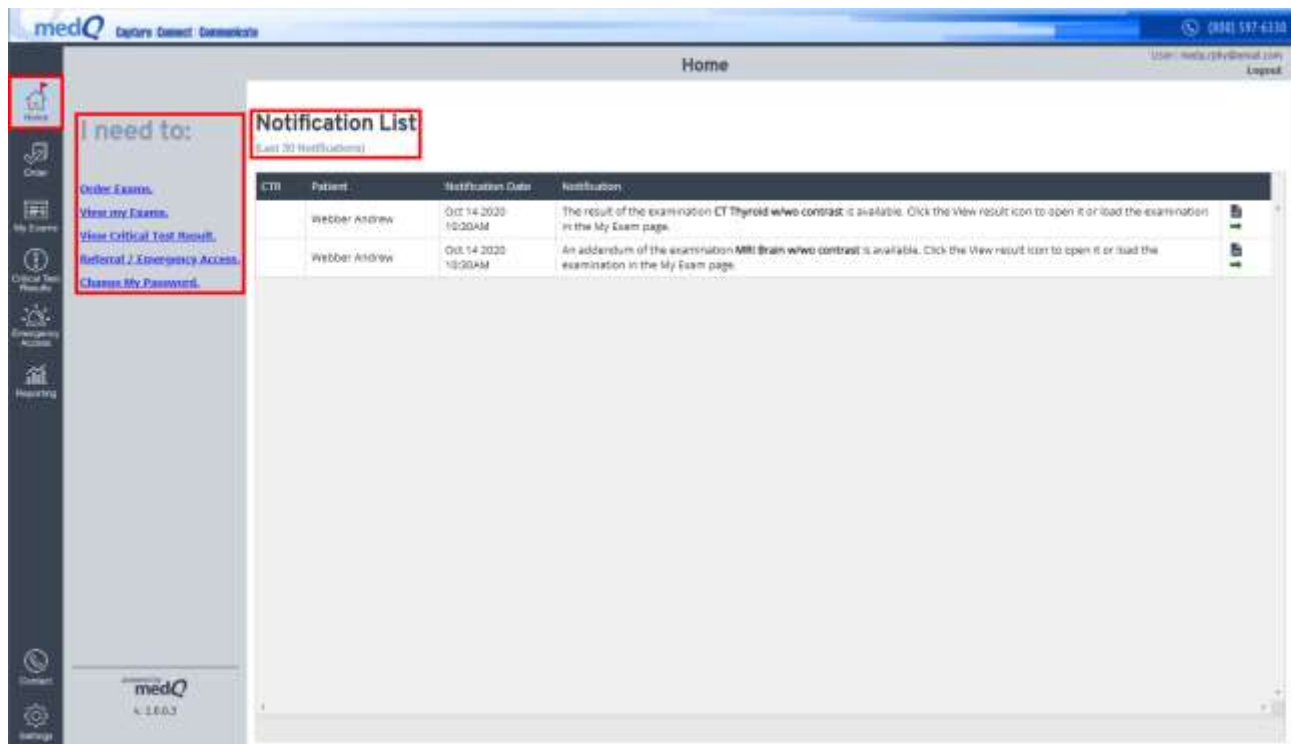


3 Notification List

1. The default home page is the **Notification List**.
2. From the **I need to section**, you can access the **Order Exams, View my Exams, View Critical Test Result, Referral/Emergency Access** and **Change My Password** pages.

Note:

If there are any entries in the **Notification List**, you will see a small red flag in the **Home** icon from the Referring Physician Desktop menu.



3. In the **Notification List** section, you can see all the exams assigned to you.

Notification – the text of the notification indicating the new events.

a. **New result notification**

The text displayed: The result of the examination *[procedure description]* is available. Click the View result icon to open it or load the examination in the **My Exams** page.

b. **Schedule/reschedule notification**

The text displayed: "The examination *[procedure description]* is scheduled at *[facility name]* facility, *[appointment date/time]*, room *[room name]*." (Note: the reschedule notification has a similar text with the schedule word replaced.)

c. CTR (orange, yellow) notification

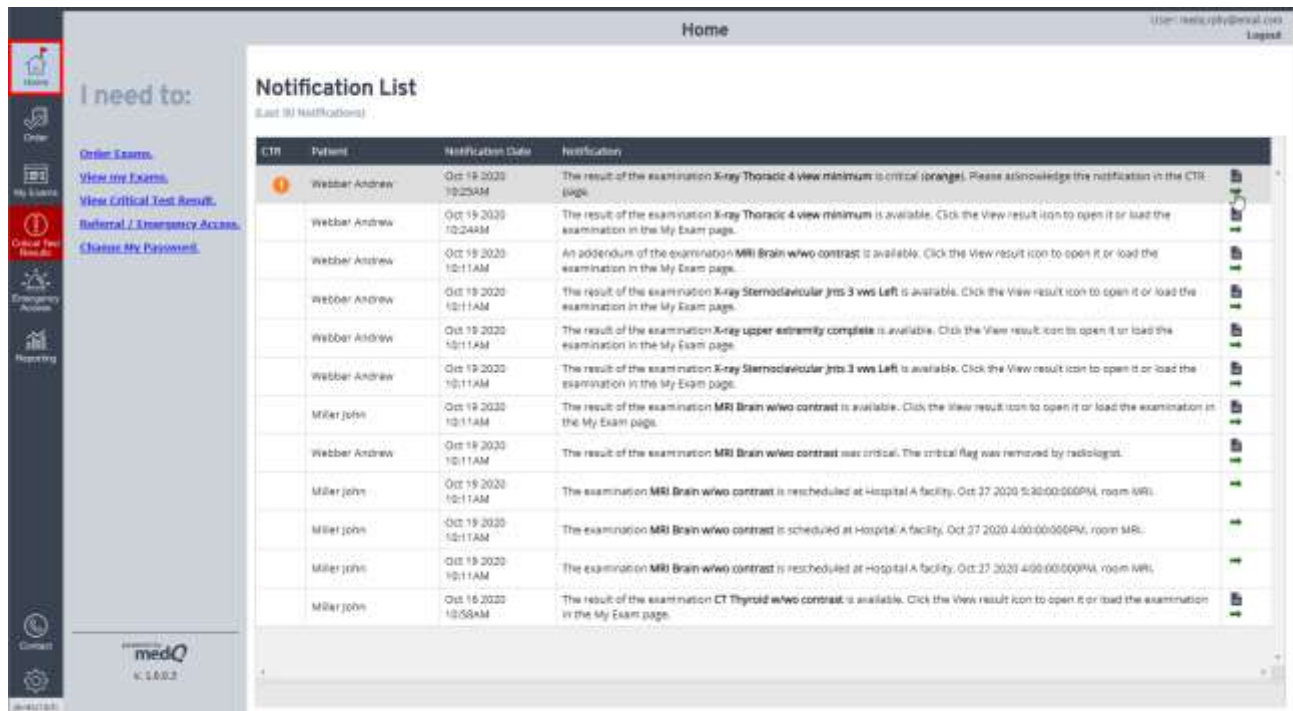
The text displayed: "The result of the examination [procedure description] is critical (orange) / (yellow). Please acknowledge the notification in the CTR page."

d. CTR (red) notification

The text displayed: "The result of the examination [procedure description] is critical (RED). Please acknowledge the notification by phone or face to face". Here, the color of the notification text is red.

Note:

CTR acknowledgement is done in the **CTR** page. A quick jump to the selected CTR exam can be obtained using the **Show details** button (the green arrow in the last column).

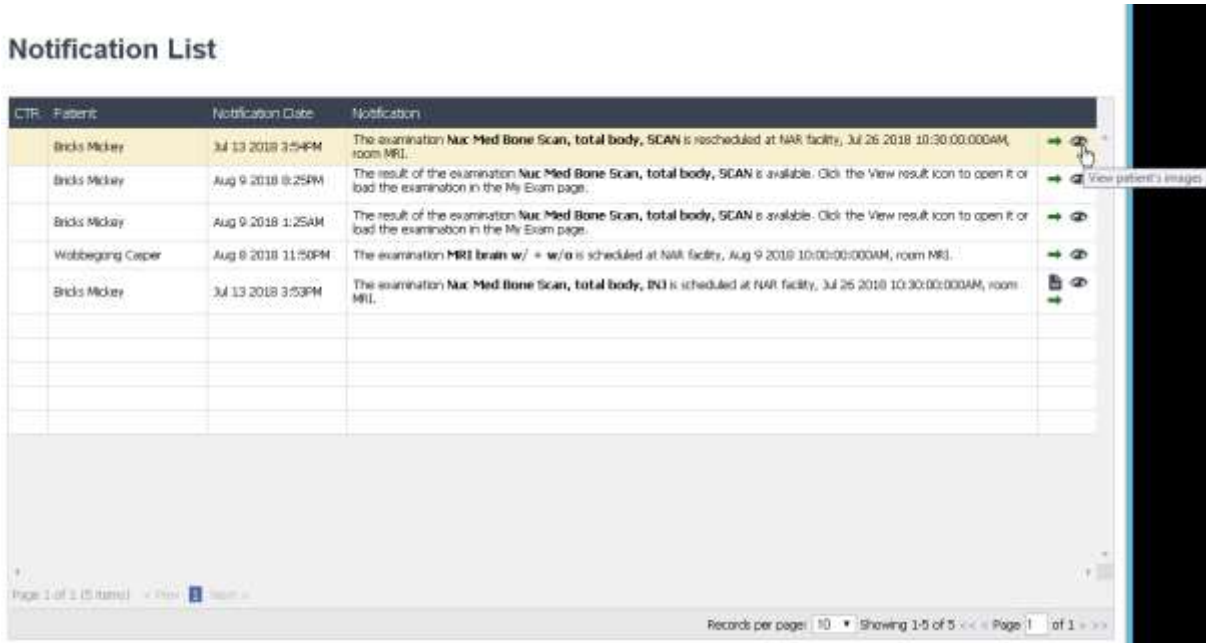


4. Select the exam you want to see and click on the **Show details** button. You will be redirected to the **My Exams - Search** page.

Note:

Only the **Last 30 Notifications** will be visible in the **Notification List**

5. Select the exam you want to see and click on the **View patient's images** button. You will be redirected to your PACS viewer page.



6. If an exam has been read and signed, you will see the **Open result** button.

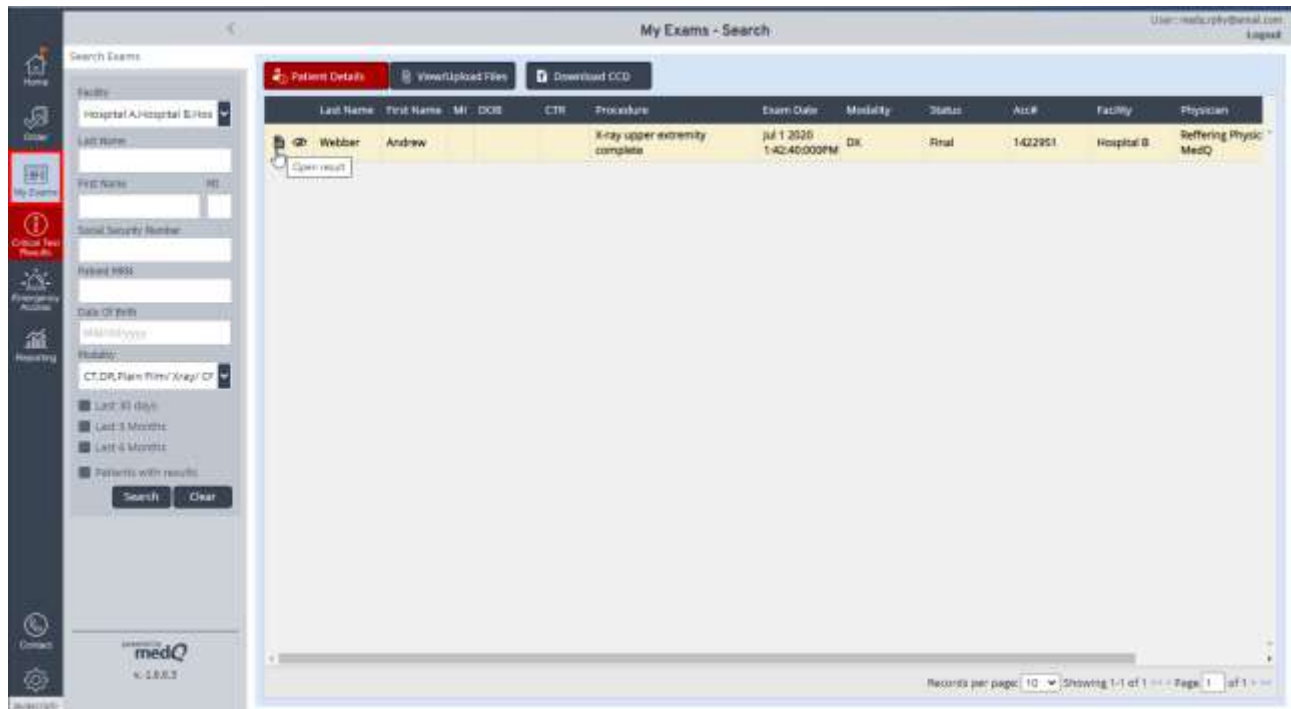
Note:

An exam that you selected by clicking on **Show Details** or **Open Result** will disappear from the **Notification List**.

4 My Exams section

4.1 My Exams – browse through the data of a specific study

You can access **My Exams** section from the **Notification List** page.



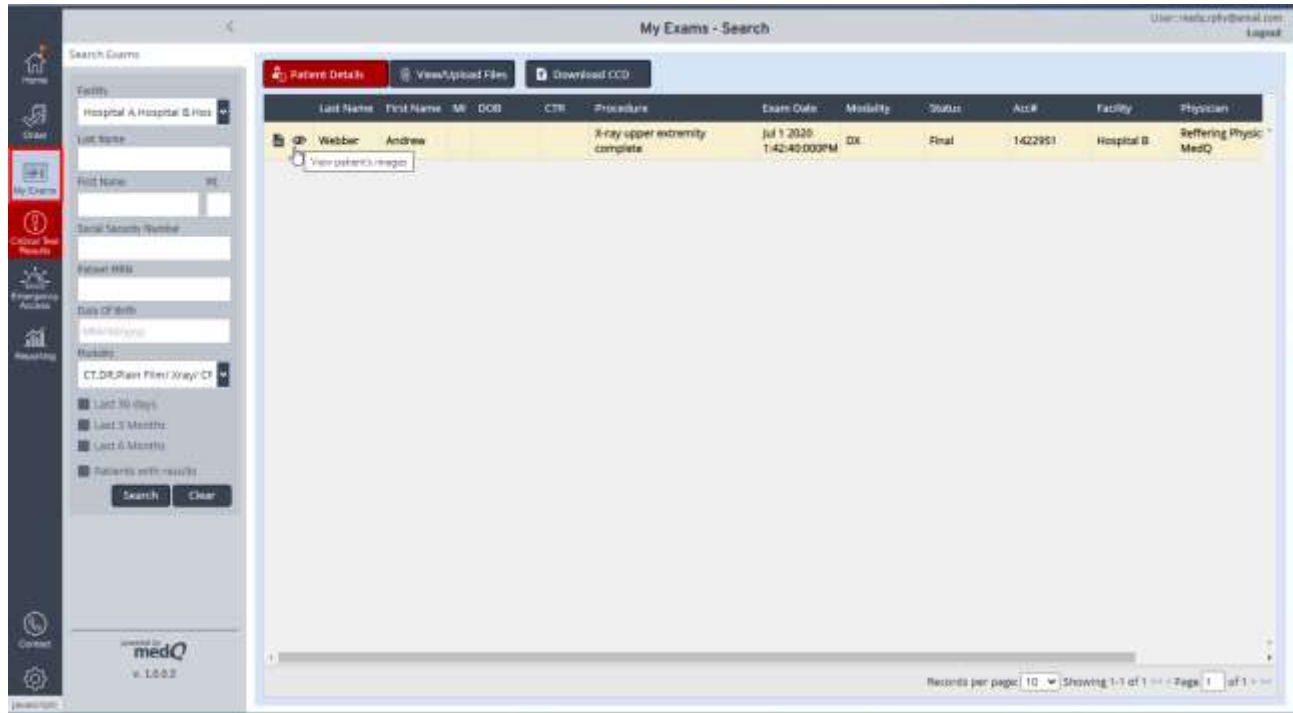
Last Name	First Name	MI	DOB	CTR	Procedure	Exam Date	Modality	Status	Acc.#	Facility	Physician
Webber	Andrew				X-ray upper extremity complete	Jul 1 2025 1:42:40:000PM	DX	Final	1422951	Hospital B	Referring Physic MedQ

Note:

In the bottom right corner, you can see the number of the page you are browsing and the number of results per page displayed. The default value is 10. You can increase that value up to 100.

You can also see the number of the **My Exams - Search** page you are on, and change its value, if there is more than one page. Using the **left arrows** and **right arrows** buttons, you can navigate between the **My Exams - Search** pages.

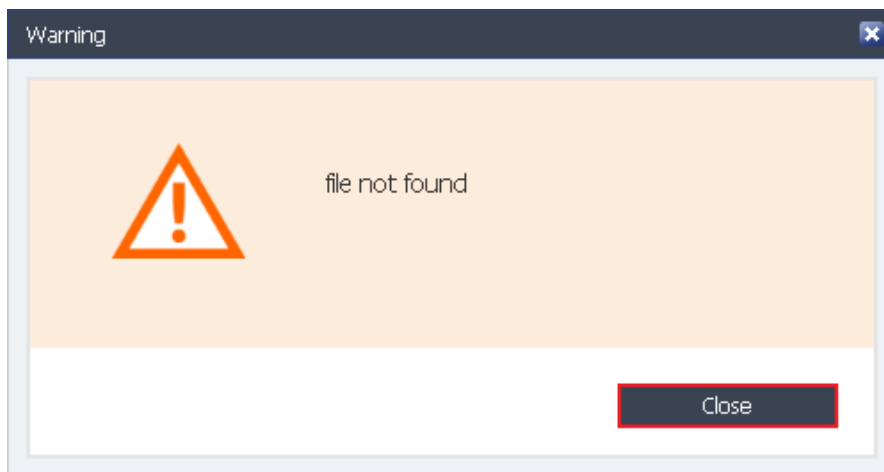
1. Select the exam and click on the **View patient's images** button. You will be redirected to your PACS viewer page.



2. Click on the **Open result** button. The result will be downloaded and opened in the browser.

Note:

If there is no result saved, you will get an error message. Click on the **Close** button to close it.



5 My Exams – browse through your list of exams

You can click on the **My Exams** entry from the **Physician Desktop** menu that can be found on the left side of the website.

Note 1:

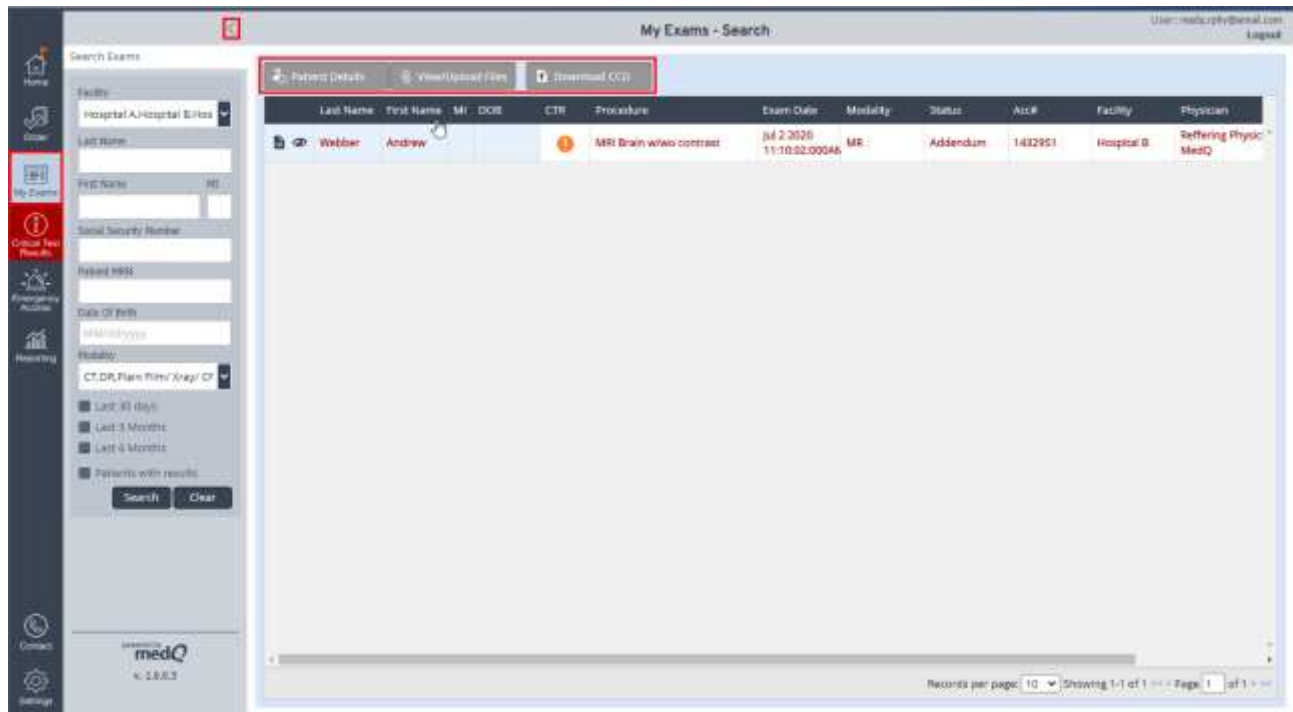
If no study is selected, the **Patient Details**, **View Files**, **Upload Files**, **Download CCD** buttons are disabled.

Note 2:

If you want to remove the **Search Exams** section from the page, click on the left arrow button, in the **My Exams – Search** page toolbar.

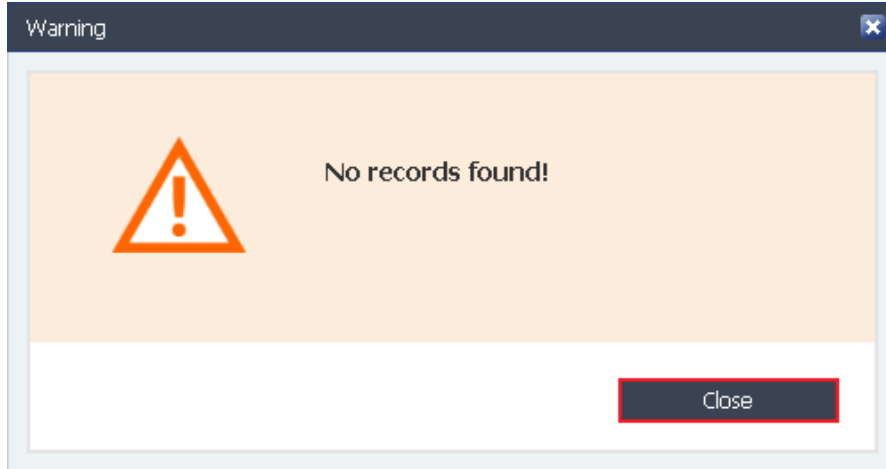
Note 3:

If you want to order the entries from **My Exams** list, you can click on any of the labels in the header of the table.



Note 4:

If there is no data to display, and you click on **F5** or on the **Refresh** button, to refresh the page, you will receive a **Warning** message. Click on the **Close** button to close it.

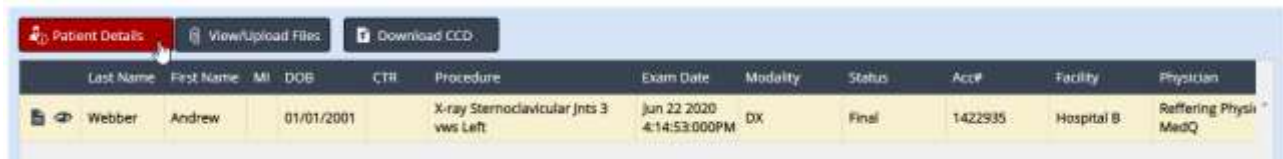


5.1 Patient Details

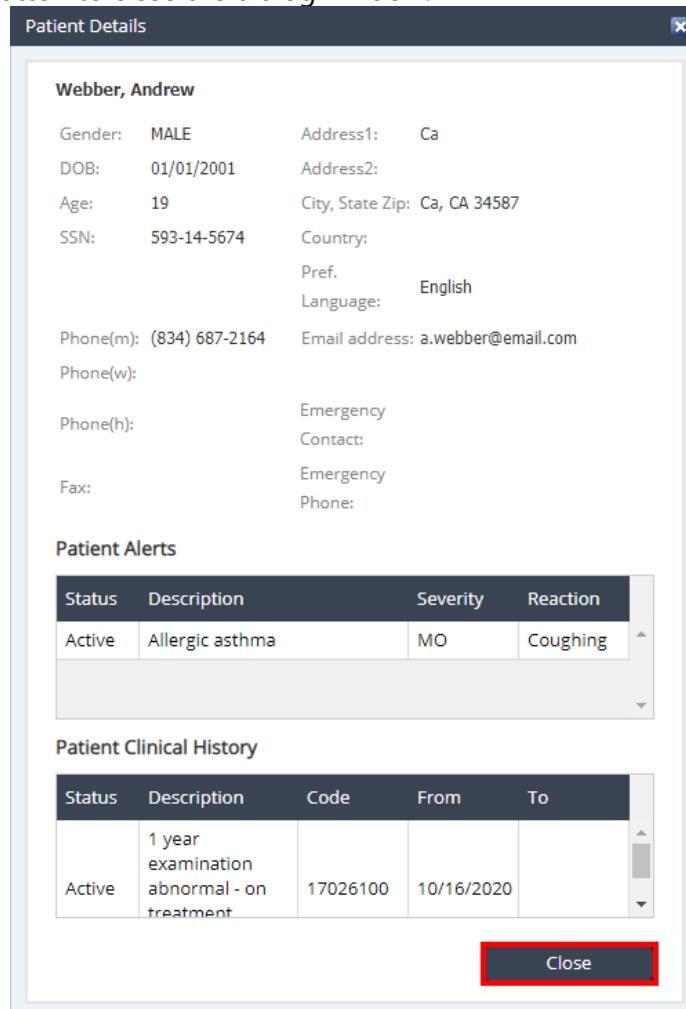
1. Select a study from the **My Exams** list.
2. Click on the **Patient Details** button.

Note:

If there are any alerts on file for the patient whose study was selected, the **Patient Details** button will be red.



3. In the **Patient Details** dialog window you can see the **Patient Alerts** and the **Patient Clinical History**, besides the patient’s data saved on file.
4. Click on the **Close** button to close the dialog window.

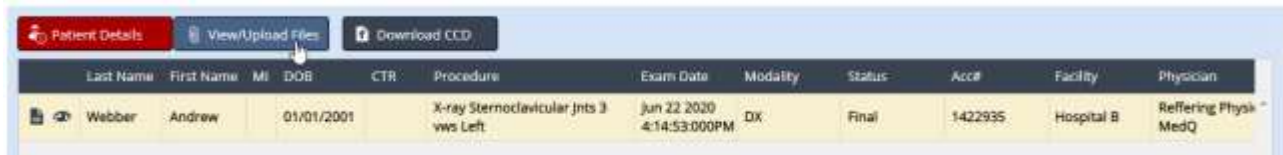


5.2 View/Upload Files

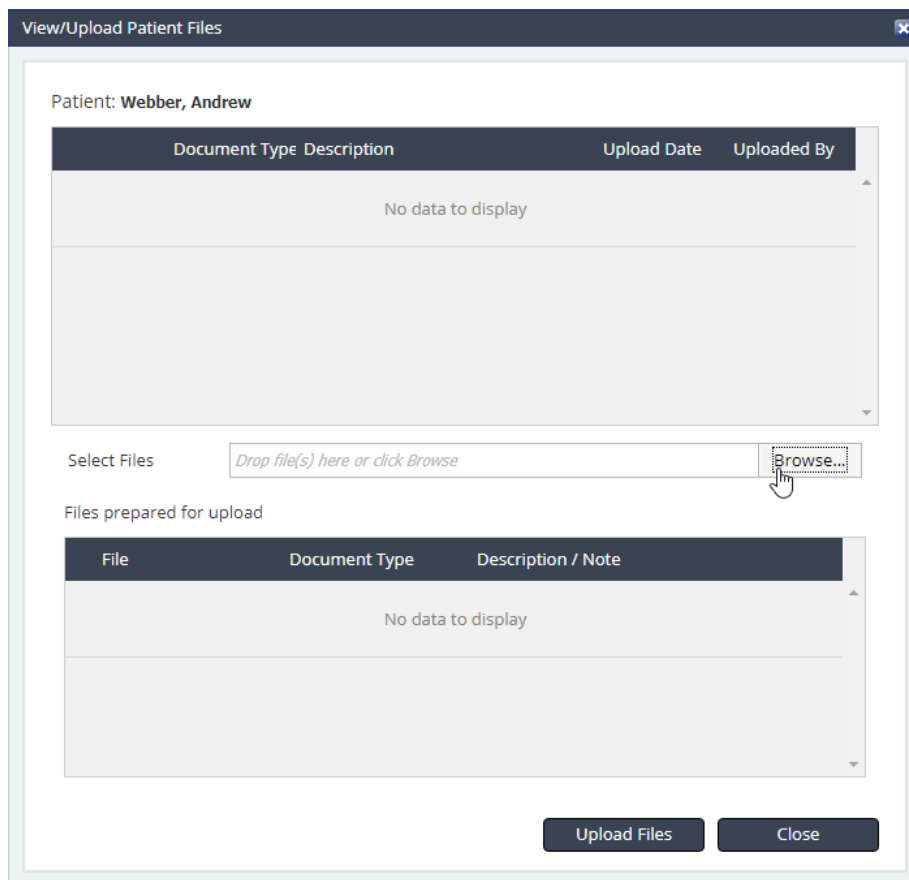
On this page you can:

- a. see the uploaded **Patient** documents.
- b. add **Patient** documents.

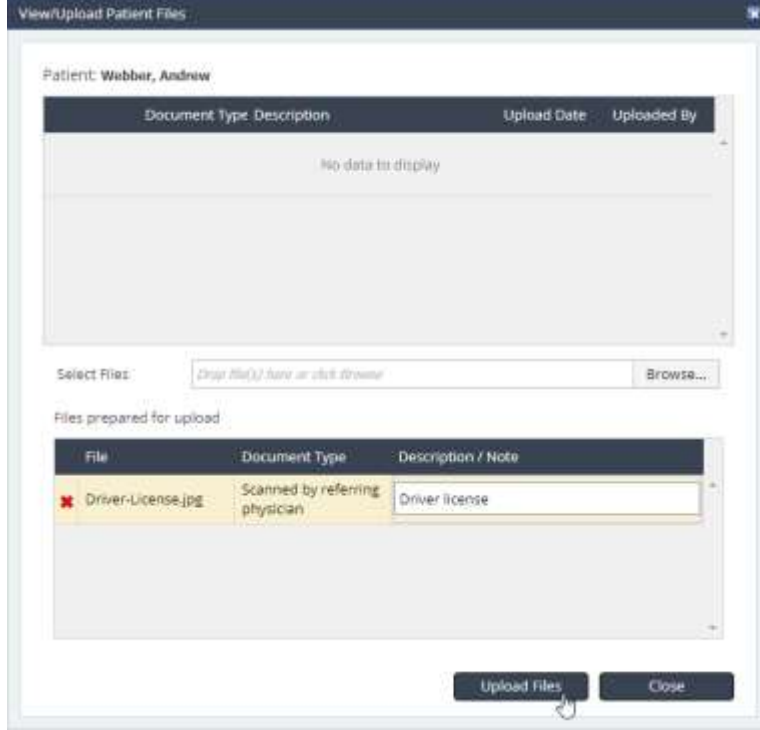
1. Select a study from the **My Exams** list.
2. Click on the **View/Upload Files** button.



3. In the **View/Upload Patient Files** dialog window, click on the **Browse...** button. Navigate to the folder where the file is and select it.

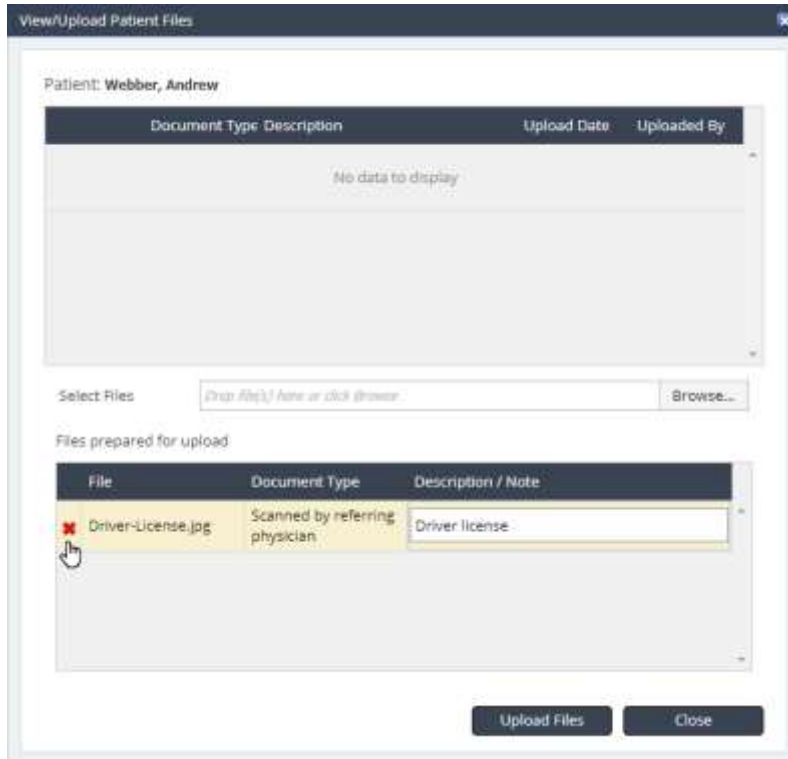


4. Fill in the **Description/Note** of the uploaded file and click on the **Upload Files** button.

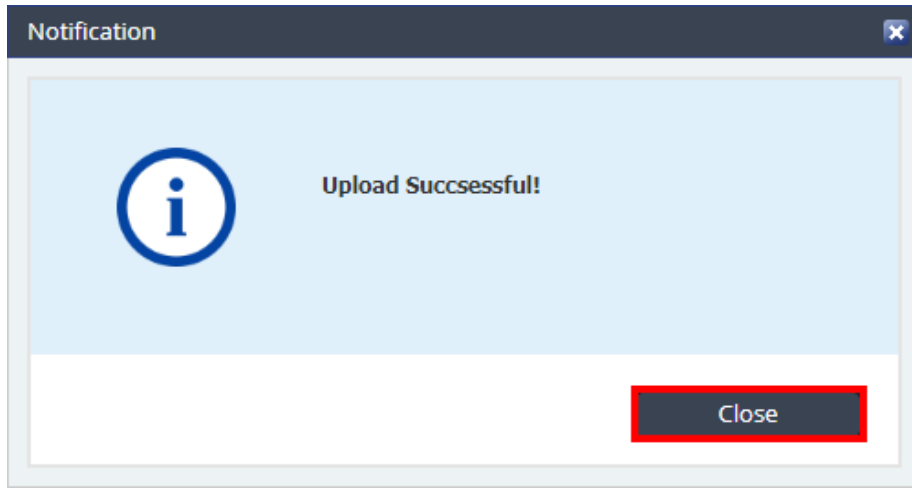


Note:

If you want to delete a file, click on the **Delete** (the red **X**) button corresponding to the file you want to delete.

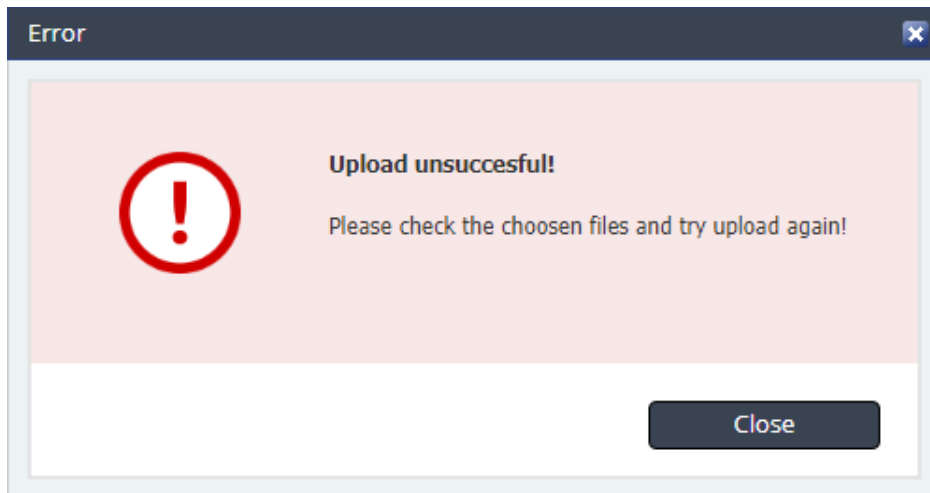


5. If the upload was successful, you will get an **Info** message. Click on the **Close** button to close it.



Note:




Regardless the type of the file you want to upload, if the process has failed, you will receive an **Error** message. Click on the **Close** button to close it.



5.3 Edit the uploaded files

1. Select a document.
2. Click on the **Edit** button.

Patient: **Webber, Andrew**

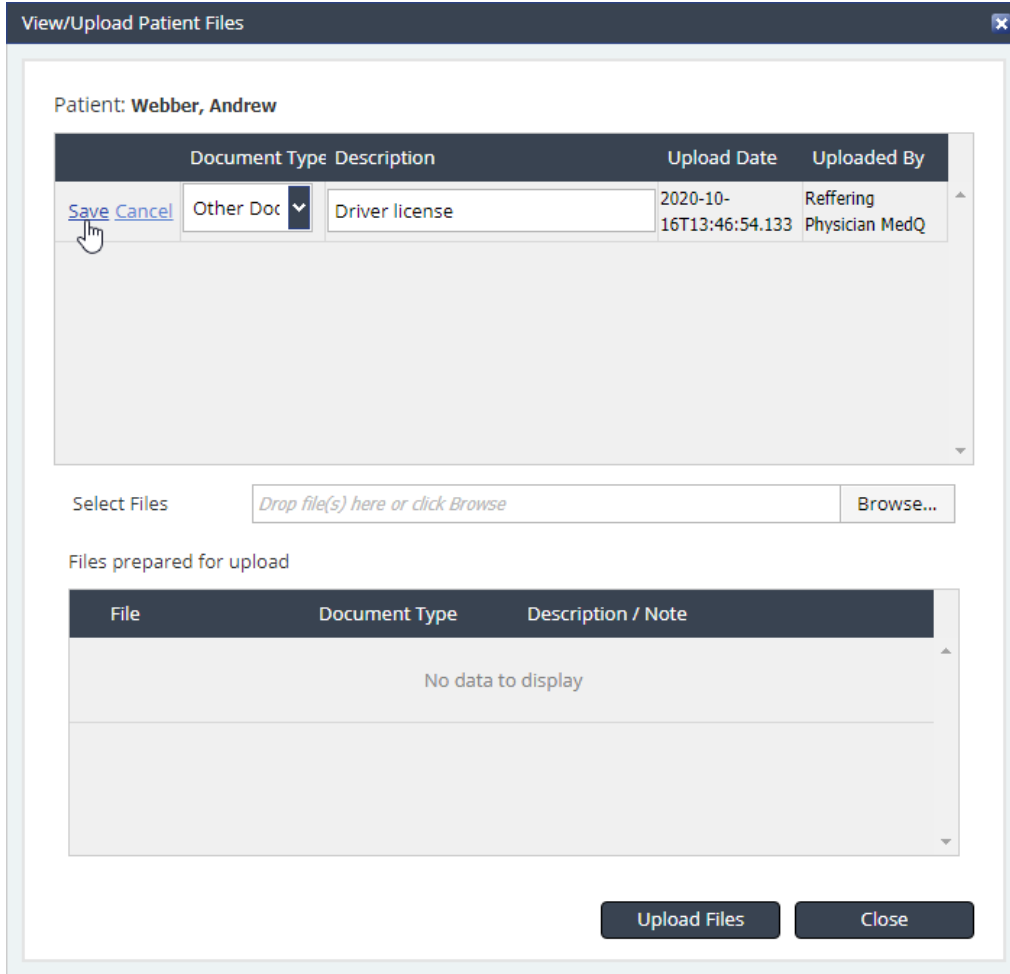
	Document Type	Description	Upload Date	Uploaded By
  	Scanned by referring physician	Driver license	2020-10-16T13:46:54.13	Reffering Physician MedQ

Select Files

Files prepared for upload

File	Document Type	Description / Note
No data to display		

- 3. Modify the **Description** and the **Document Type**.
- 4. Click on the **Save** button to save the changes you've made.
- 5. Click on the **Cancel** button to cancel the changes you've made.






5.4 Other functions

1. Click on the **Patient Documents Image Link** button to see the uploaded file.

View/Upload Patient Files

Patient: **Webber, Andrew**

	Document Type	Description	Upload Date	Uploaded By
  	Scanned by referring physician	Driver license	2020-10-19T10:52:30.25	Referring Physician MedQ

Select Files




Files prepared for upload

File	Document Type	Description / Note
No data to display		

2. Click on the **Delete** button to delete the selected file.

View/Upload Patient Files

Patient: **Webber, Andrew**

	Document Type	Description	Upload Date	Uploaded By
  	Scanned by referring physician	Driver license	2020-10-19T10:52:30.25	Referring Physician MedQ

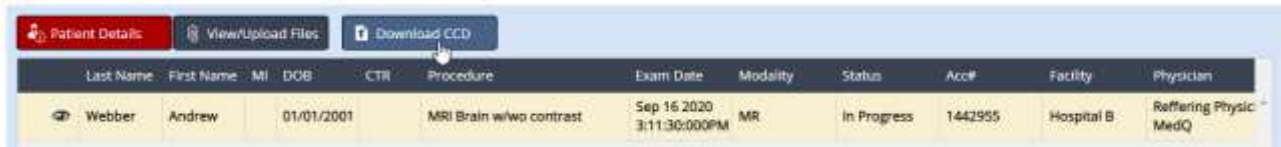
Select Files

Files prepared for upload

File	Document Type	Description / Note
No data to display		

5.5 Download CCD

1. Select a study from the **My Exams** list.
2. Click on the **Download CCD** button. By default, the document will be downloaded in the **Downloads** folder from your computer.



5.6 Search Exams

1. In the **Search Exams** section, select the **Facility**.
2. Fill in the **Last Name**, **First Name**, **MI** (Middle Initial), if any, **Social Security Number** and **Date Of Birth**.
3. Select the **Modality**.
4. Enable any of the following filters, if required:
 - a. **Last 30 days**, **Last 3 Months**, **Last 6 Months** – only one of these filters can be selected.
 - b. **Patients with results**.

Note:

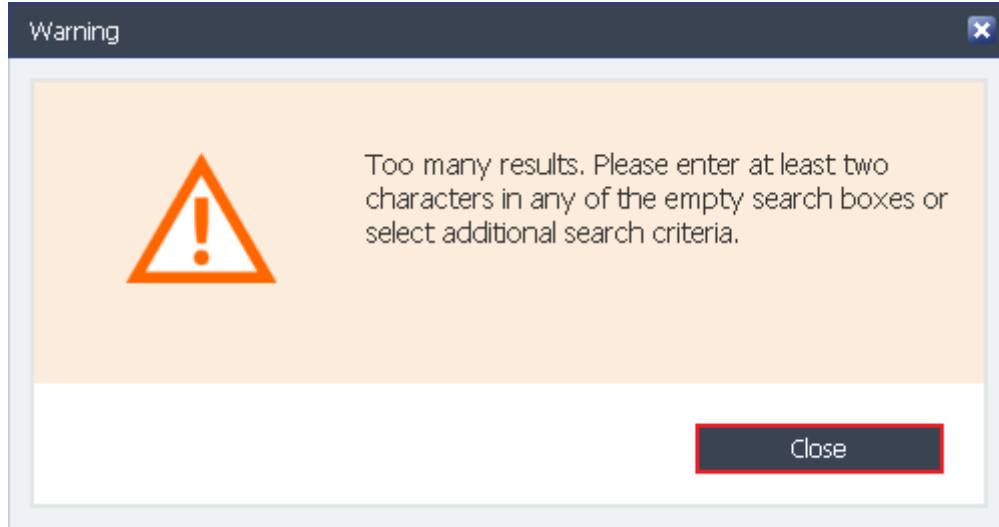
The option **Patient with results** is disabled, by default.

5. Click on the **Search** button.

The screenshot shows a web form titled "Search Exams" with a red rectangular box around the title. The form contains several input fields and a list of filters. The "Facility" field is a dropdown menu with "Hospital A, Hospital B, Hos" selected. The "Last Name" field contains "webber". The "First Name" field contains "andrew" and the "MI" field is empty. The "Social Security Number" field contains "593145674". The "Patient MRN" field contains "283776". The "Date Of Birth" field contains "01/01/2001". The "Modality" field is a dropdown menu with "CT, DR, Plain Film/ Xray/ CF" selected. Below these fields are four filter options: "Last 30 days" (checked), "Last 3 Months" (unchecked), "Last 6 Months" (unchecked), and "Patients with results" (unchecked). At the bottom of the form are two buttons: "Search" and "Clear". A hand cursor is pointing at the "Search" button.

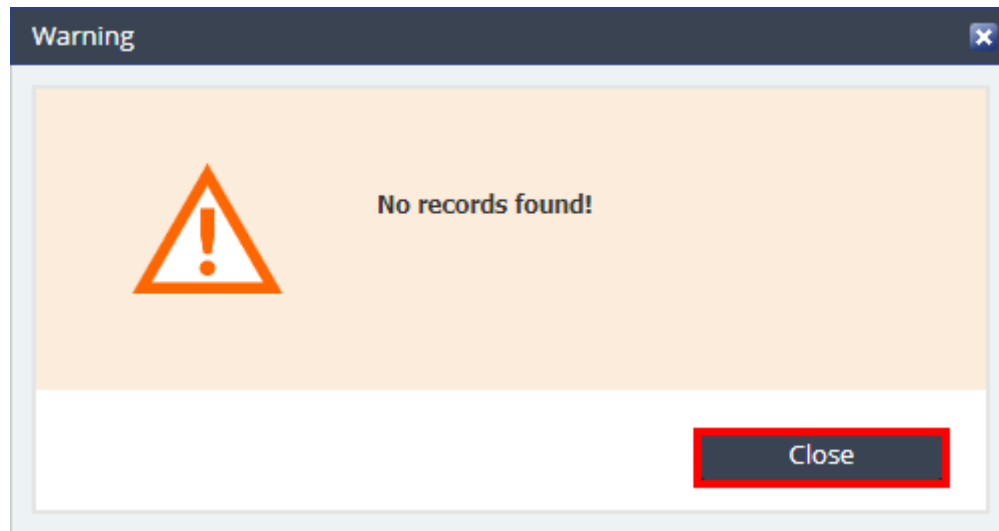
Note1:

If you do not fill in any data and set no filter, when you click on the **Search** button, you will get a **Warning** message. Click on the **Close** button to close it.



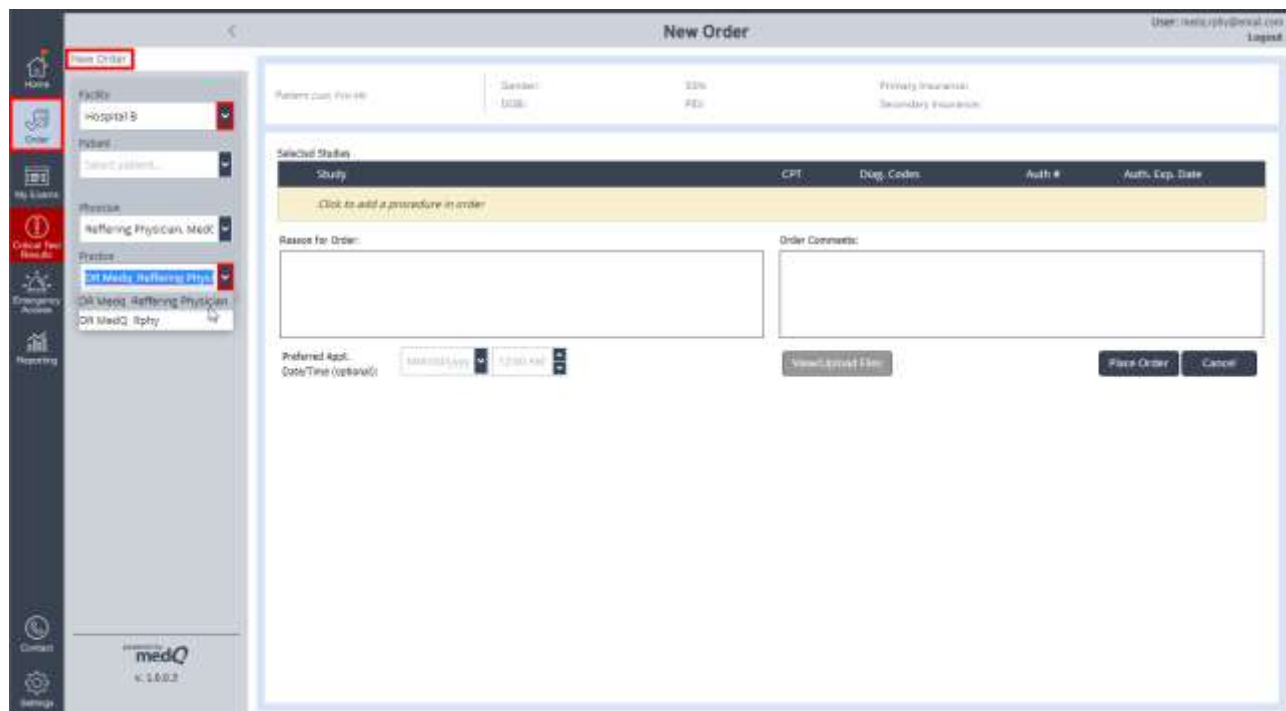
Note2:

If there are no results based on the search criteria entered you will get a warning message. Click on the **Close** button to close it.



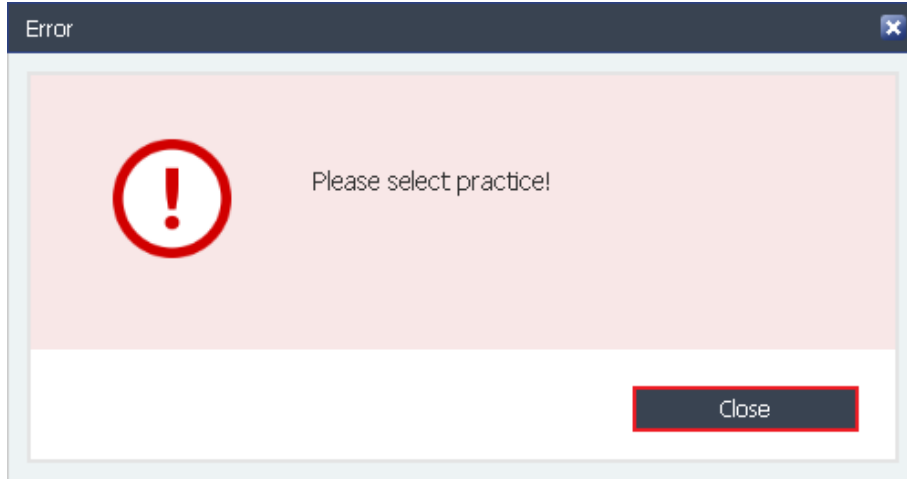
6 Order studies

1. In the **New Order** section, select the **Facility**.
2. By default, you are selected as the **Referring Physician**.
3. Select the corresponding **Practice**.

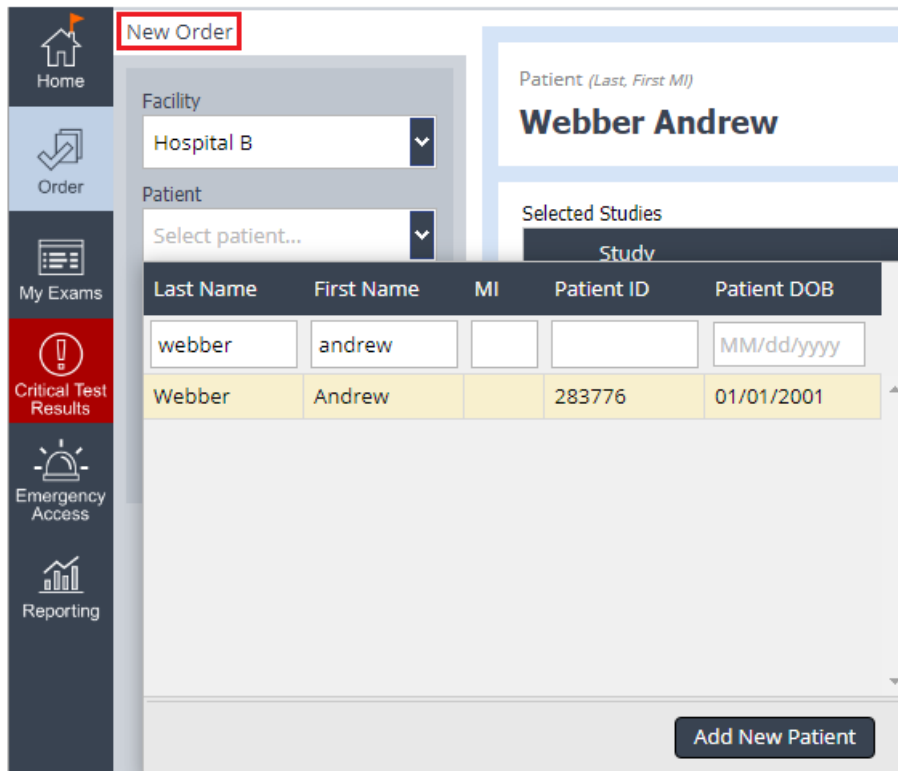


Note:

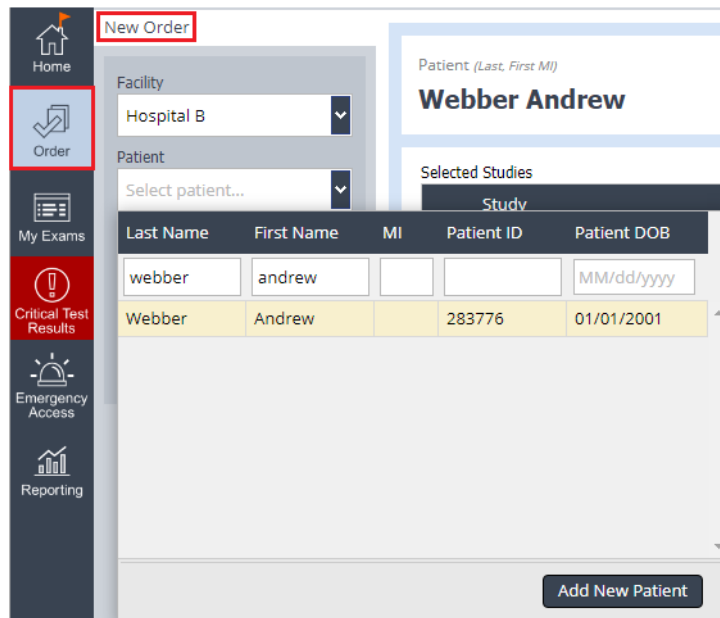
Selecting the **Practice** is mandatory. Otherwise, when clicking on the **Place Order** button, you will be prompted to select the **Practice**.



- 4. Select the patient by clicking on the **Patient** drop-down.
- 5. Fill in the **Last Name, First Name, MI** (Middle Initial, if any), **Patient ID**.
- 6. Fill in the **Patient DOB**.

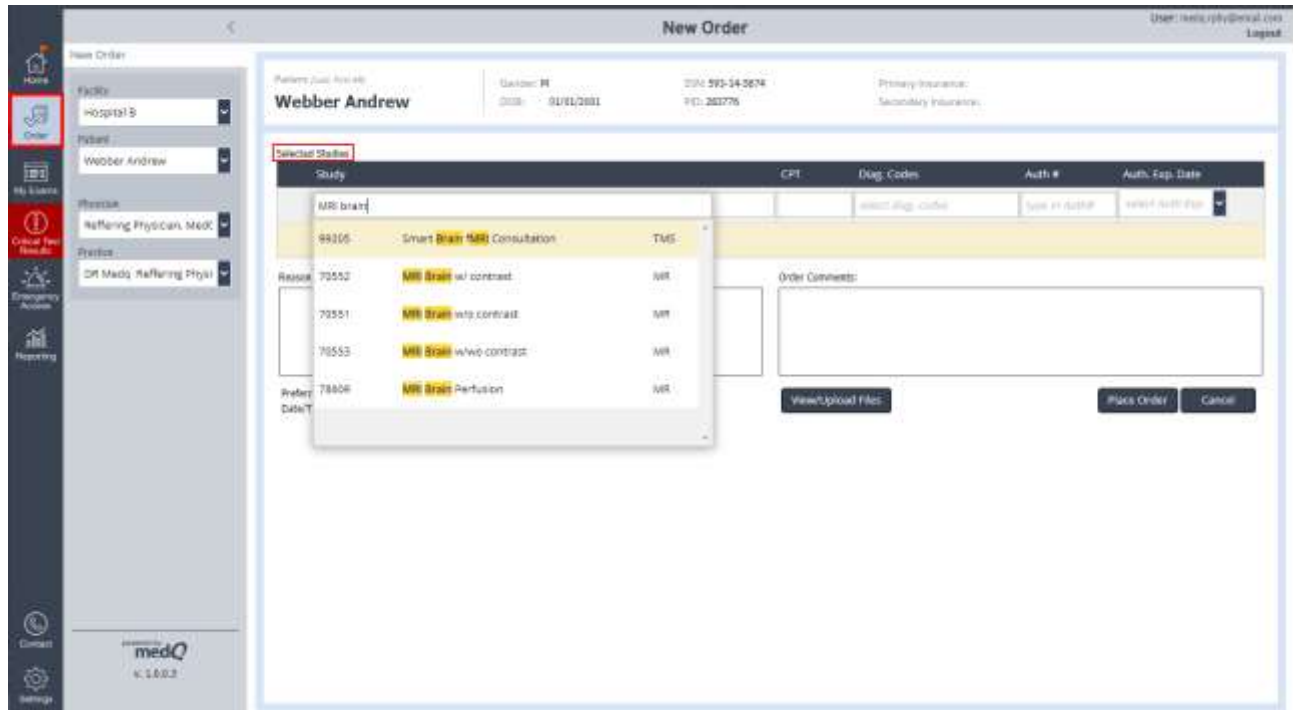


7. Select the corresponding patient entry.



8. In the **Selected Studies** section click to add a procedure, type in the **Name**, **CPT** and/or **Modality**.

9. Select the procedure.



10. In the **Selected Studies** section, select the corresponding procedure.

Note:

If you want to remove the added procedure, click on the **X** button from the first column of the **Selected Procedures** section.

Study	CPT	Diag. Codes	Auth #	Auth. Exp. Date
X MRI Brain w/wo contrast	70553	.select diag. codes	.type in Auth#	.select Auth Exp. Date

Click to add a procedure in order

11. Click in the **Diag. Codes** box and fill in the diagnosis name or code, select it by ticking the check box in front of the diagnosis and click on the **Ok** button (multiple diagnosis

For other diagnosis code use searchbar from below

- CLUSTER HEADACHE SYNDROME UNSPEC,NOT INTRACTABLE (G44.009)
- HEADACHE (784.0)
- HEADACHE SYNDROME (G44.89)
- PERIOD HEADACHE SYNDROMES CHILD/ADULT NOT INTRAC (G43.C0)
- PRIMARY THUNDERCLAP HEADACHE (G44.53)
- TENSION-TYPE HEADACHE, UNSPEC NOT INTRAC (G44.209)
- HEADACHE (R51)

OK

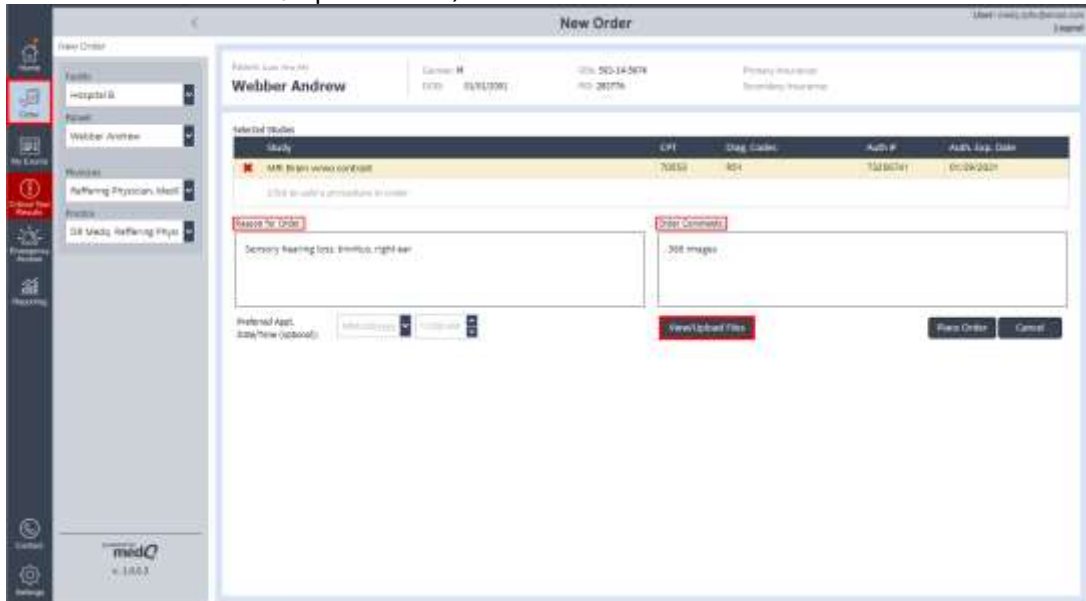
12. Fill in the **Auth#** and the **Auth.Exp.Date**

Study	CPT	Diag. Codes	Auth #	Auth. Exp. Date
MRI Brain w/wo contrast	70553	R51	73256741	01/29/2021

Click to add a procedure in order

13. Add the **Reason for Order** and **Order Comments**, if any.

14. Click on the **View/Upload Files**, to view or upload patient files (to upload files follow steps presented in section 5.2 View/Upload Files).



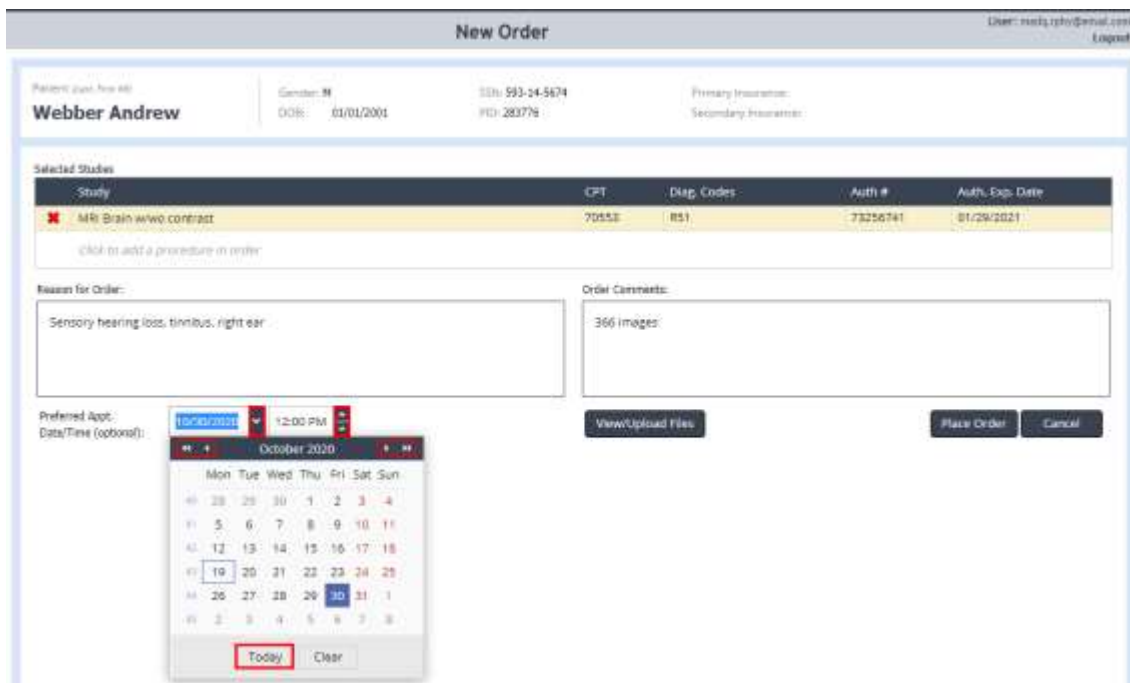
15. Set the date and time of the exam by clicking on the **Preferred Appt. Date/Time** button.

Use the left and right arrow buttons to set the date and time. You can also set the date to Today's date, if required, by using the **Today** button.

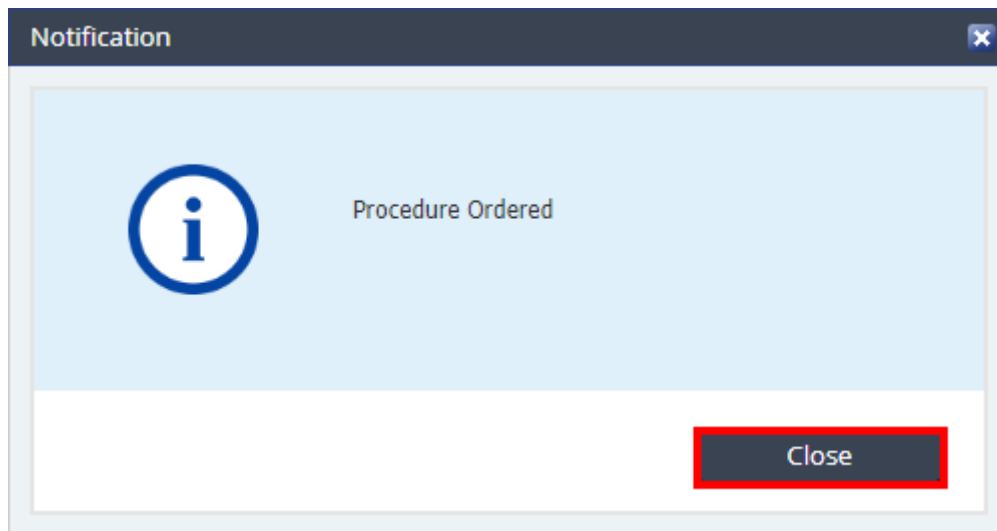
Use the arrow buttons to set the period of the day to **AM** or **PM**.

16. Click on the **OK** button.

17. When finished, click on the **Place Order** button.



- 18. If the exam has been successfully ordered, you will receive an **Info** message.
- 19. Click on the **Close** button to close it.



6.1 Add a patient

1. In the **New Order** section, click on the **Patient** drop-down.
2. Click on the **Add New Patient** button.

The screenshot shows a web interface for a 'New Order' section. On the left, there are two dropdown menus: 'Facility' (set to 'Hospital B') and 'Patient'. The 'Patient' dropdown is open, showing a table with columns: Last Name, First Name, MI, Patient ID, and Patient DOB. Below the table is a text prompt: 'Please type at least two characters!'. At the bottom right of the form, there is a button labeled 'Add New Patient' with a mouse cursor pointing to it. The background shows other parts of the form, including a 'Patient (Last, First MI)' field and a 'Selected Studies' section.

3. In the **Add New Patient** dialog window which opens with the **Demographics** panel, fill in the patient’s data.

Note:

Some of the data is mandatory, depending on the settings made for each facility in your system.

If you do not fill in some of the mandatory data, when clicking on the Save button, you will be prompted by the system to add the missing information.

The screenshot shows the 'Add New Patient' dialog window with the 'Demographics' tab selected. The 'Patient Demographic' section includes the following fields and values:

- Last Name: [Empty]
- First Name: [Empty]
- MI: [Empty]
- DOB: 03/04/1996
- SSN: 935-48-0123
- Sex: FEM
- Address: 54 Park Ave
- City: New York
- State: New York(NY)
- Zip: 80591
- Phone(m): (385) 498-5126
- Phone(h): () -
- Email: f.simone@email.com

The 'Patient is guarantor' checkbox is checked and highlighted with a red box. The 'Save' button is highlighted with a mouse cursor.

4. Enable the option **Patient is guarantor**, if required.

5. In the **Insurance** panel, fill in the **Guarantor** data, if the patient is not guarantor.
6. If the patient has one or more insurances, select the corresponding insurance type (**Primary, Secondary, Tertiary, Fourth**).
7. Add the insurance carrier name by clicking on the **Insurance Carrier** drop-down.
8. Fill in the **Carrier Name** or any other available data to filter the results.
9. Select the corresponding result.
10. If required, fill in the: **Policy#, Group Name, Group#**.

Add New Patient
✕

Demographics

Insurance

➤ Guarantor **Flintstone, Simone**
Relation: Self

▼ Primary Insurance

Insurance Carrier:

Carrier Name	Address1	Address2	City	State	Zip	Phone
medq						
medQ Insurance	PO Box 8517	78 Dingleberry ST	New York	NY	75380	8316924621

Policy#:

Group Name:

Group#:

Effective Date:

➤ Secondary Insurance

➤ Tertiary Insurance

➤ Fourth Insurance

Save

Cancel

11. Fill in the **Effective Date** by typing the month, day and year (MM/dd/yyyy).

The screenshot shows a web form titled "Add New Patient" with a close button in the top right corner. The form has two tabs: "Demographics" and "Insurance", with "Insurance" selected and highlighted in red. Below the tabs, there is a section for "Guarantor" with the name "Flintstone, Simone" and "Relation: Self". A "Primary Insurance" section is expanded, showing several input fields: "Insurance Carrier" with a dropdown menu showing "medQ Insurance (medq)", "Policy#" with the value "HFJO79635467", "Group Name" with "KVH", "Group#" with "687046", and "Effective Date" with "06/07/2020". Below these fields are three collapsed sections: "Secondary Insurance", "Tertiary Insurance", and "Fourth Insurance". At the bottom right of the form are two buttons: "Save" and "Cancel".

12. Click on the **Save** button.

The screenshot shows a software window titled "Add New Patient" with a close button in the top right corner. The window has two tabs: "Demographics" and "Insurance", with the "Insurance" tab selected and highlighted with a red box. Below the tabs, there is a section for "Guarantor" with the name "Flintstone, Simone" and "Relation: Self". A "Primary Insurance" section is expanded, showing several input fields: "Insurance Carrier" with a dropdown menu set to "medQ Insurance (medq)", "Policy#" with the value "HFJO79635467", "Group Name" with "KVH", "Group#" with "687046", and "Effective Date" with "06/07/2020". Below these are three collapsed sections for "Secondary Insurance", "Tertiary Insurance", and "Fourth Insurance". At the bottom right of the window, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red box.

7 CTR

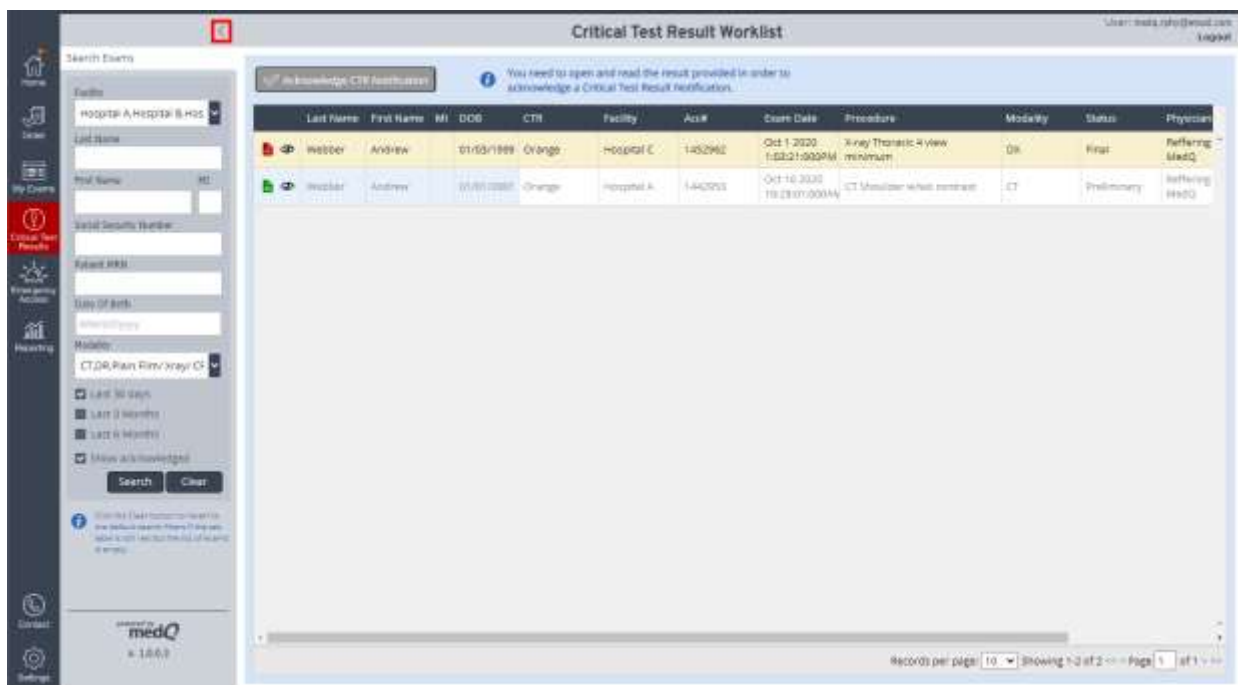
1. Click on the **CTR** menu button. If there are CTR exams assigned to you, the **CTR** menu button will be red.

Note 1:

- In the bottom right corner you can see the **Records per page** drop-down which can be used to set the number of the entries you want to be displayed on the **Critical Test Result Worklist**.
- You can use the **Page** number field or the left and right arrows buttons to navigate easier through the **Critical Test Result Worklist** pages.

Note 2:

If you want to remove the **Search Exams** section from the page, click on the left arrow button, in the **Critical Test Result Worklist** page toolbar.



Last Name	First Name	MI	DOB	CTR	Facility	Acc#	Exam Date	Procedure	Modality	Status	Physician
Webster	Andrew		01/03/1989	Orange	Hospital E	1452962	Oct 1 2020 1:02:21:00PM	X-ray Thoracic 4 view minimum	DR	Final	Referring MedQ
Webster	Andrew		01/03/1989	Orange	Hospital A	1440203	Oct 16 2020 10:23:01:00AM	CT Headizer whole contrast	CT	Preliminary	Referring MedQ

- In the **Search Exams** section, select the **Facility**.
- Fill in the **Last Name**, **First Name**, **MI** (Middle Initial), if any, **Social Security Number** and **Date Of Birth**.
- Select the **Modality**.
- Enable any of the following filters, if required:
 - Last 30 days**, **Last 3 Months**, **Last 6 Months** – only one of these filters can be selected.
 - Show acknowledged**.

Note:

By default, the **Show acknowledged** option is disabled.

6. Click on the **Search** button.

Search Exams

Facility
Hospital A, Hospital B, Hos

Last Name
Webber

First Name MI
Andrew

Social Security Number
593145674

Patient MRN
283776

Date Of Birth
01/01/2001

Modality
CT, DR, Plain Film/ Xray/ CF

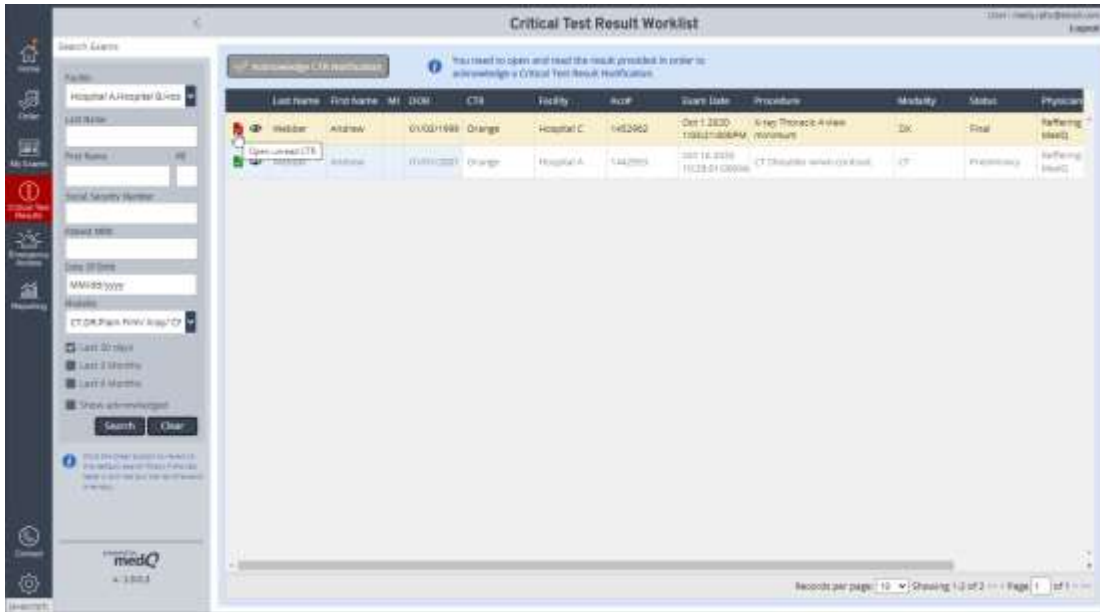
Last 30 days
 Last 3 Months
 Last 6 Months
 Show acknowledged

Search **Clear**

Click the Clear button to revert to the default search filters if the tab label is still red but the list of exams is empty.

powered by **medQ**
v. 1.0.0.3

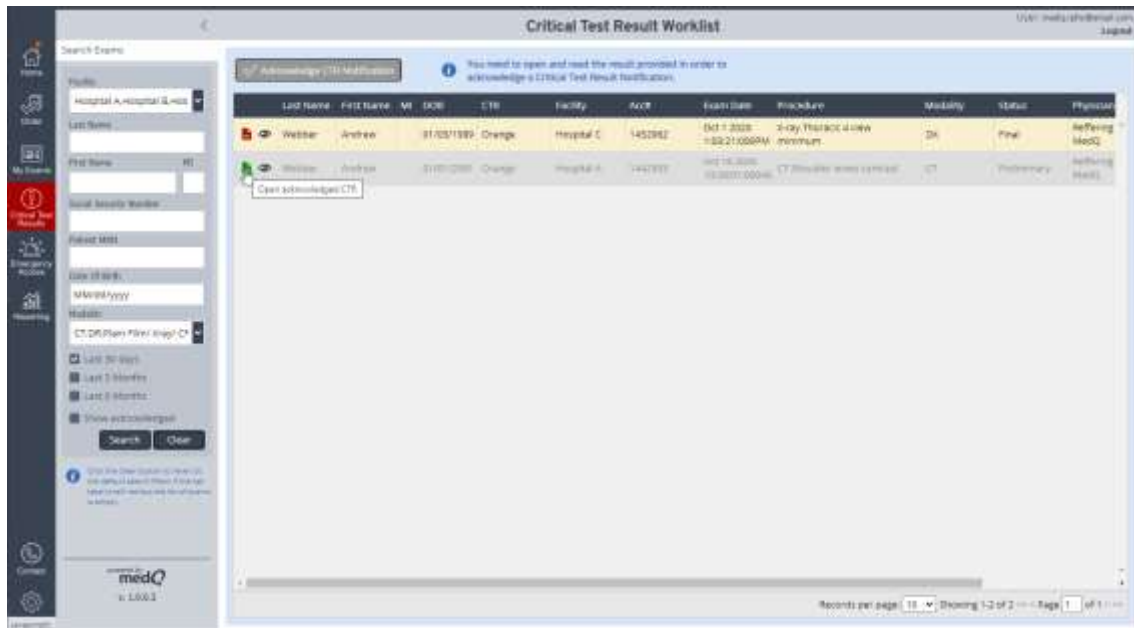
7. Click on the **Open unread CTR** button to acknowledge it. The result will be downloaded and opened in the browser.



8. Click on the **Open acknowledged CTR** button to view it. The result will be downloaded and opened in the browser.

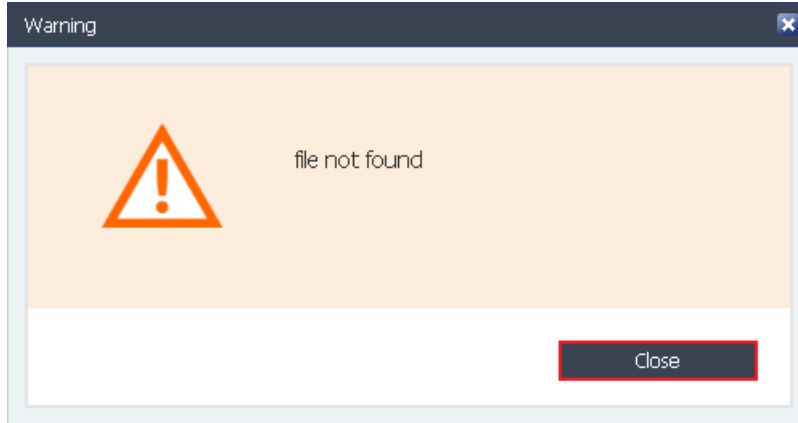
Note 1:

If the option **Show acknowledged** is not enabled, you will not see the CTR exams you have acknowledged.



Note 2:

If there is no result saved, you will get an error message. Click on the **Close** button to close it.



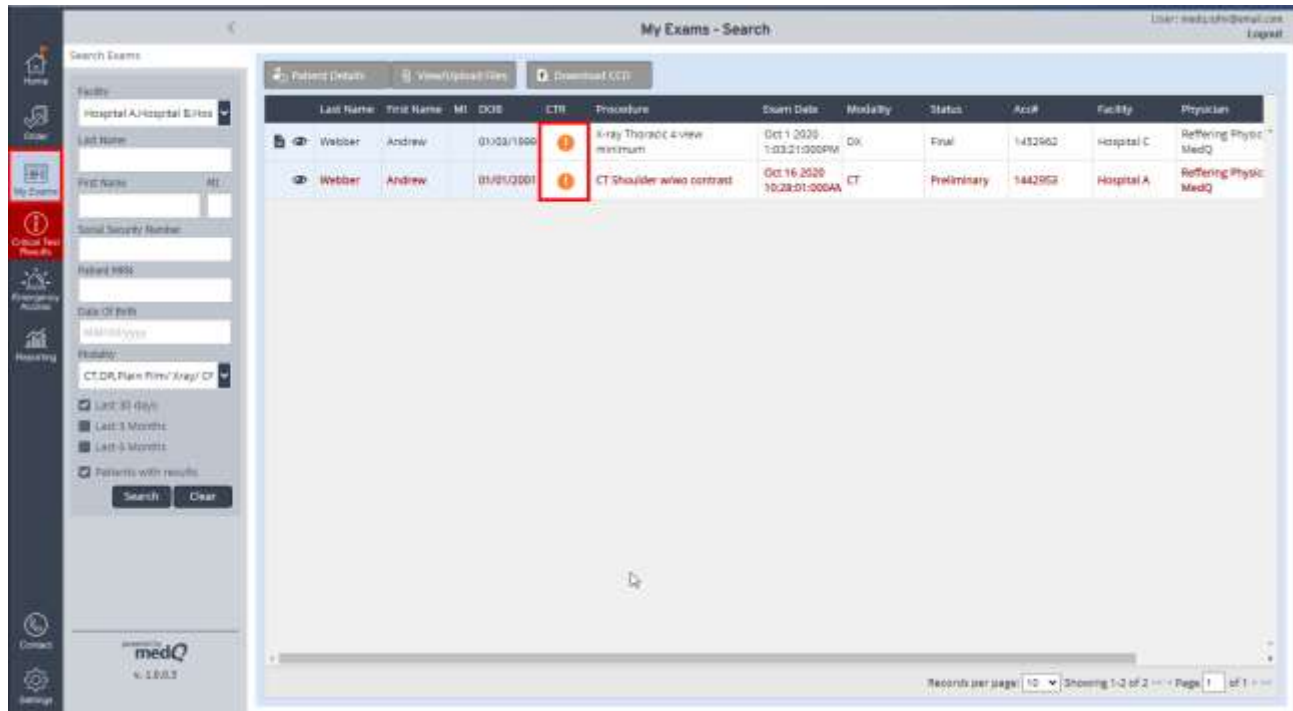
9. Click on the **View patient's images** button. You will be redirected to your PACS viewer page.

The screenshot shows the "Critical Test Result Worklist" interface. On the left is a search sidebar with fields for Patient ID, Last Name, First Name, MI, DOB, Social Security Number, Patient MRN, Date Of Birth, MM/DD/YYYY, and Modality. Below these are checkboxes for "Last 30 days", "Last 3 Months", "Last 6 Months", and "Show acknowledged". A "Search" button and a "Clear" button are at the bottom of the sidebar. The main area features a table with columns: Last Name, First Name, MI, DOB, CTR, Facility, Acc#, Exam Date, Procedures, Modality, Status, and Physician. Two rows are visible. The first row has a red "X" icon and a "View patient's images" button. The second row has a green checkmark icon. A notification banner at the top of the main area says "Acknowledge CTR Notification" and "You need to open and read the result provided in order to acknowledge a Critical Test Result Notification." The bottom right of the interface shows "Records per page: 10" and "Showing 1-2 of 2" with "Page 1 of 1".

Last Name	First Name	MI	DOB	CTR	Facility	Acc#	Exam Date	Procedures	Modality	Status	Physician
Webber	Andrew		01/03/1998	Orange	Hospital C	1452942	Oct 1 2020 1:03:21:000PM	X-ray Thoracic 4 view minimum	DW	Final	Referring MedQ
			01/01/2001	Orange	Hospital A	1402913	Oct 16 2020 10:38:01:000AM	CT Shoulder w/w contrast	CT	Preliminary	Referring MedQ

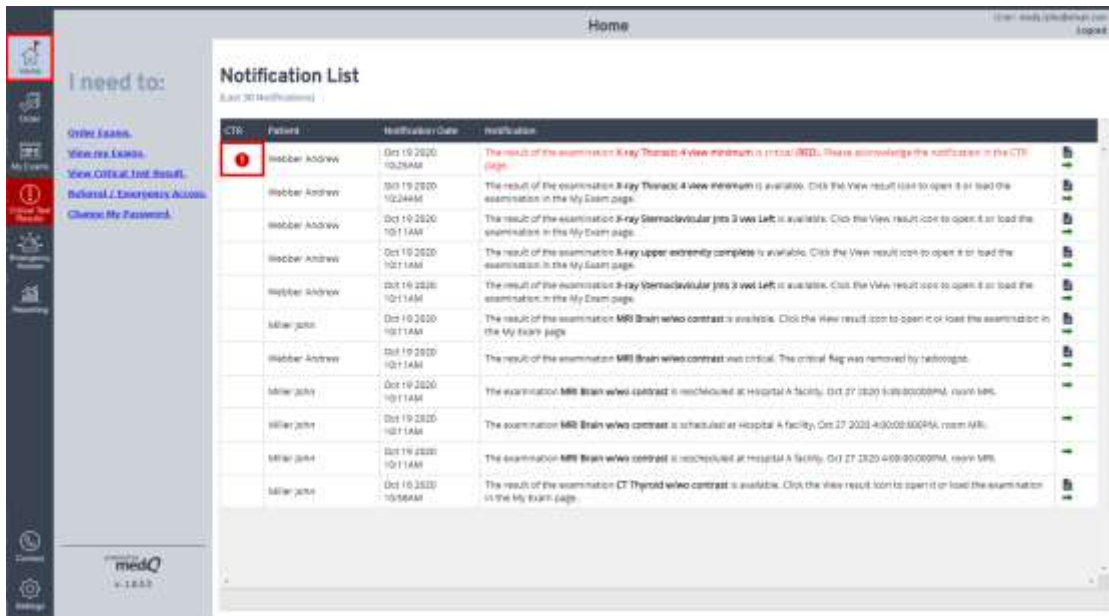
Note 1:

If there are CTR exams assigned to you, those exams will be listed on **My Exams** page. In the **CTR** column, the exams will be marked according to the CTR category they belong to: a red spot with an exclamation point - red, an orange spot with an exclamation point - orange and a yellow spot with an exclamation point - yellow.



Note 2:

If there are any **red** CTR exams assigned to you, those exams will be listed on **Notification List** page. In the first column, the red CTR exams will be marked with a red spot with an exclamation point.



10. After you read the Critical result you can Acknowledge CTR Notification. The **Acknowledge CTR Notification** button will turn green, click on it and fill in the **Communication Notes** from the **Acknowledge CTR Notification** window



11. Click on the **Acknowledge** button

8 Patient Referral / Emergency Access

1. Click on the **Emergency Address** menu button.

Note 1:

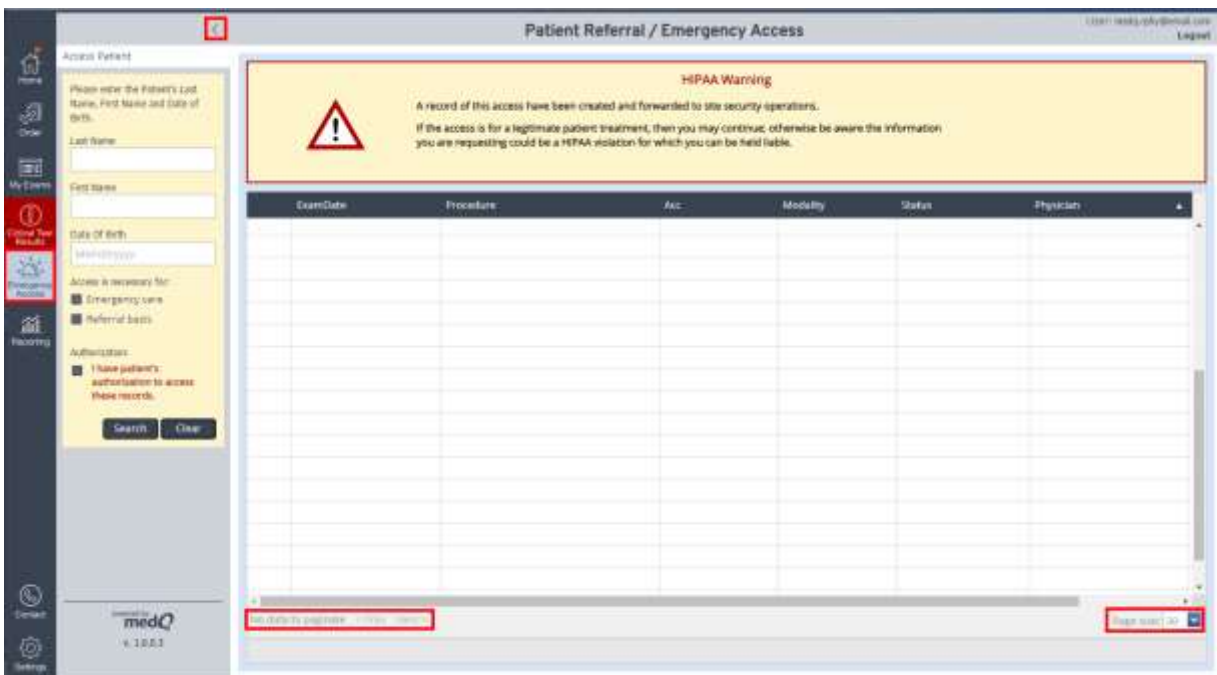
a. In the bottom left corner you can see the **Page** size drop-down, which can be used to set the number of the entries you want to be displayed on the **Patient Referral** list.

b. In the bottom right corner, you can see the **Prev** and **Next** buttons, which can be used to navigate between the **Patient Referral** pages.

Here, the **Prev** and **Next** buttons are disabled because there are only two results and one page.

Note 2:

If you want to remove the **Access Patient** section from the page, click on the left arrow button, in the **My Exams – Search** page toolbar.



- To access the information of a patient, you must fill in all the date: **Last Name**, **First Name** and **Date Of Birth**.
- Enable the corresponding **Access** reason: **Emergency care** or **Referral basis**.
- Enable the **Authorization** option.
- Click on the **Search** button.

Patient Referral / Emergency Access

User: medq.phy@medq.com
Logout

Access Patient

Please enter the Patient's Last Name, First Name and Date of Birth.

Last Name: webber
First Name: andrew
Date Of Birth: 01/01/2001

Access a necessary for:

- Emergency care
- Referral basis

Authorization:

- I have patient's authorization to access these records.

Search Clear

HIPAA Warning

A record of this access have been created and forwarded to site security operations.
If the access is for a legitimate patient treatment, then you may continue; otherwise be aware the information you are requesting could be a HIPAA violation for which you can be held liable.

ExamDate	Procedure	Age	Modality	Status	Physician
2020-06-22T15:43:46	MR: Chest w/wc contrast	1422950	MR	Abandoned	Referring PhysicianMedQ
2020-07-01T13:42:40	X-ray upper extremity complete	1422951	DR	Final	Referring PhysicianMedQ
2020-07-01T13:43:27	X-ray Genosclavicular joints 3 w/w Left	1422952	DR	Final	Referring PhysicianMedQ
2020-07-02T11:51:02	MR: Brain w/wc contrast	1422951	MR	Abandoned	Referring PhysicianMedQ
2020-09-16T15:11:20	MR: Brain w/wc contrast	1442955	MR	In Progress	Referring PhysicianMedQ
2020-08-13T16:13:09	CT: Thyroid w/wc contrast	1432953	CT	Final	Referring PhysicianMedQ
2020-06-02T09:36:56	MR: Brain w/wc contrast	1422942	MR	Final	Referring PhysicianMedQ
2020-06-02T09:36:55	MR: Abdomen w/wc contrast	1422933	MR	In Progress	Referring PhysicianMedQ
2020-06-02T10:56:21	CT: Thyroid w/wc contrast	1422931	CT	Final	Referring PhysicianMedQ
2020-06-13T16:00:27	X-ray Chest 3 views	1422953	DR	Final	Referring PhysicianMedQ
2020-10-16T10:28:01	CT: Shoulder w/wc contrast	1442953	CT	Preliminary	Referring PhysicianMedQ
2020-06-10T13:55:04	CT: Chest/Thorax w/wc contrast	1432953	CT	Final	Referring PhysicianMedQ
2020-06-13T10:06:20	X-ray Chest 3 views w/ Oblique view	1442951	DR	In Progress	Referring PhysicianMedQ
	MR: Brain w/wc contrast	1452976	MR	In Progress	Referring PhysicianMedQ

Page 1 of 2 (31/06/20) | Page 10 of 10

Note 1:

If you do not select a reason for **Access** and/or you don't check the **Authorization** option, when clicking on the **Search** button, the system will prompt you to do so.

Access Patient

Please enter the Patient's Last Name, First Name and Date of Birth.

Last Name
webber

First Name
andrew

Date Of Birth
01/01/2001

Access is necessary for:

- Emergency care
- Referral basis

Please select at least one reason for access!

Authorization:

- I have patient's authorization to access these records.

Please get authorization from patient!

Search Clear

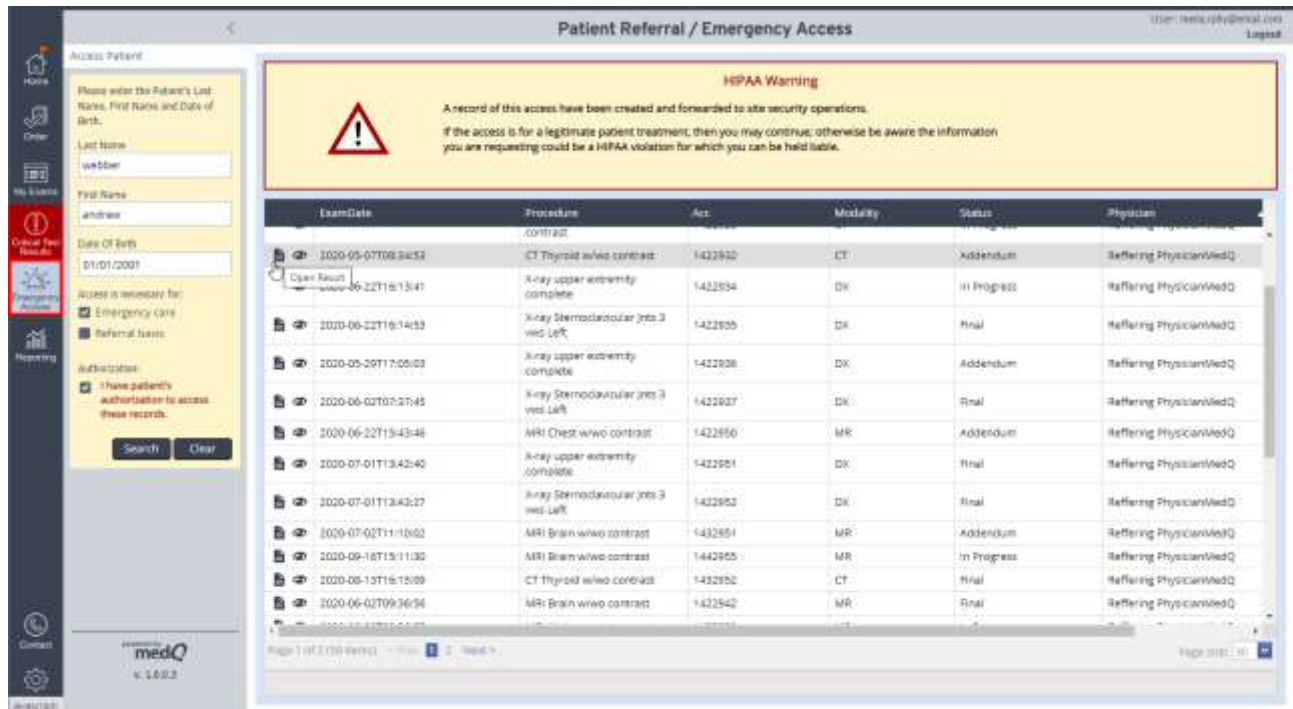
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v. 1.0.0.3

Note 2:

If there is no patient with the data you filled in, you will get a **Warning** message.

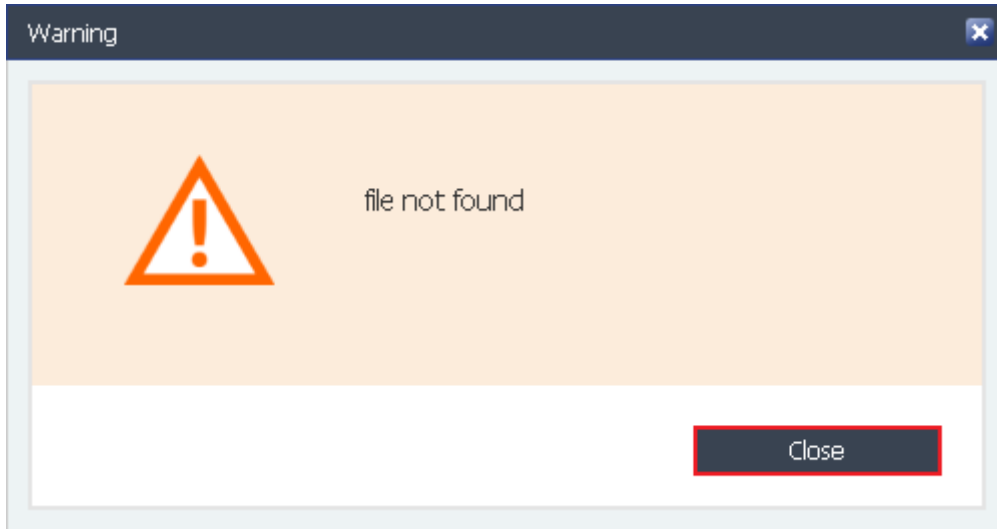


6. Click on the **Open Result** button. The result will be downloaded and opened in the browser.



Note:

If there is no result saved, you will get an error message. Click on the **Close** button to close it.



7. Click on the **Open Medical Images** button. You will be redirected to your PACS viewer page.

The screenshot shows the "Patient Referral / Emergency Access" interface. On the left is a sidebar with navigation icons and a search form. The main content area features a yellow "HPAA Warning" banner with a warning icon and text: "A record of this access have been created and forwarded to site security operations. If the access is for a legitimate patient treatment, then you may continue; otherwise be aware the information you are requesting could be a HIPAA violation for which you can be held liable." Below the warning is a table of medical records.

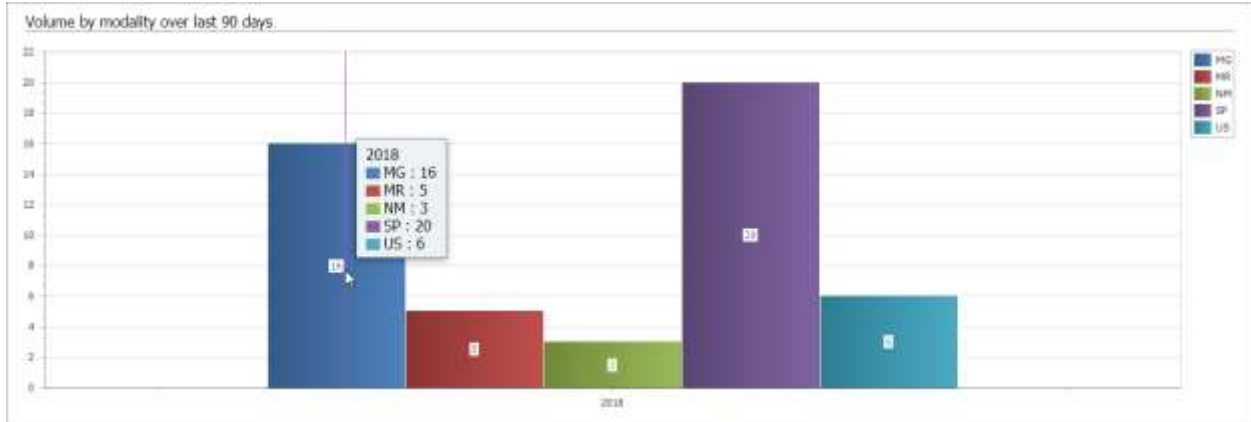
ExamDate	Procedure	Acc.	Modality	Status	Physician
	.contrast				
2020-05-07T08:34:53	CT Thyroid w/wo contrast	1422930	CT	Addendum	Referring PhysicianMedQ
	Open Medical Images				
	X-ray upper extremity complete	1422934	DX	In Progress	Referring PhysicianMedQ
2020-06-22T16:14:53	X-ray Stereodivicular (res 3 wvs Left	1422935	DX	Final	Referring PhysicianMedQ
2020-05-20T17:06:03	X-ray upper extremity complete	1422938	DX	Addendum	Referring PhysicianMedQ
2020-06-02T07:27:45	X-ray Stereodivicular (res 3 wvs Left	1422937	DX	Final	Referring PhysicianMedQ
2020-06-22T13:43:46	MRI Chest w/wo contrast	1422950	MR	Addendum	Referring PhysicianMedQ
2020-07-01T13:42:40	X-ray upper extremity complete	1422951	DX	Final	Referring PhysicianMedQ
2020-07-01T13:43:27	X-ray Stereodivicular (res 3 wvs Left	1422952	DX	Final	Referring PhysicianMedQ
2020-07-02T11:15:02	MRI Brain w/wo contrast	1422951	MR	Addendum	Referring PhysicianMedQ
2020-09-16T13:11:30	MRI Brain w/wo contrast	1442955	MR	In Progress	Referring PhysicianMedQ
2020-06-13T16:15:09	CT Thyroid w/wo contrast	1422952	CT	Final	Referring PhysicianMedQ
2020-06-02T09:36:54	MR: Brain w/wo contrast	1422542	MR	Final	Referring PhysicianMedQ

9 Reporting

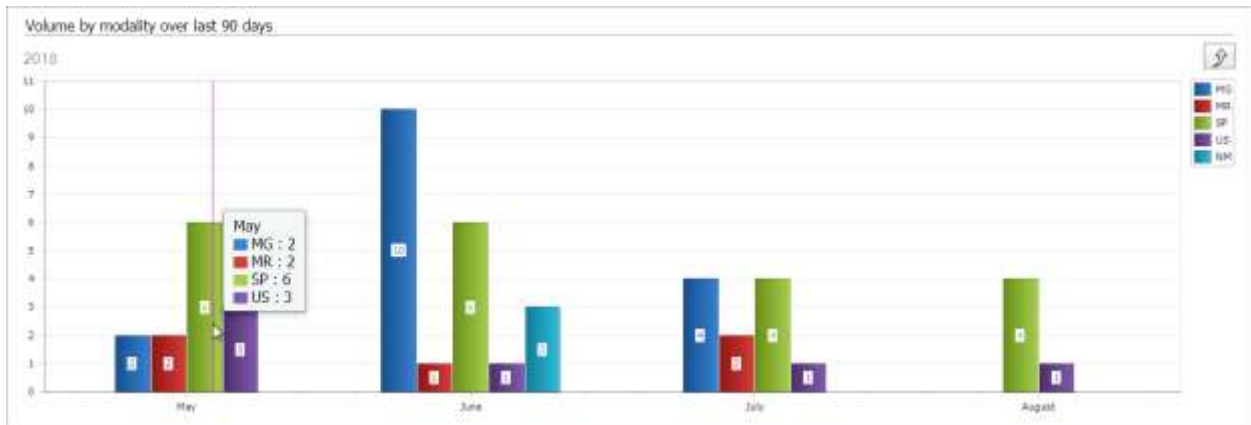
1. Click on the **Reporting** menu button.



2. In the **Volume by modality over last 90 days** section, select a modality by clicking on a set of data.



3. Select a month by clicking on a set of data.



4. Select a week by clicking on a set of data.



5. Hoover over data to see how many exams and for which modalities have been finished.

