

## **Referring Physician Desktop**

### User Guide

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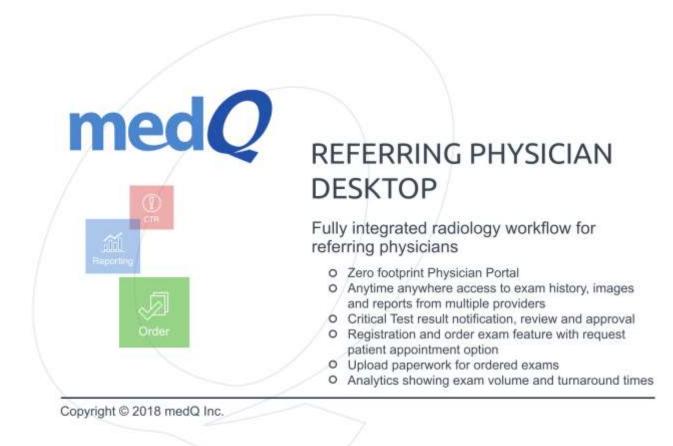
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### **1** Introduction

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)



# 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.

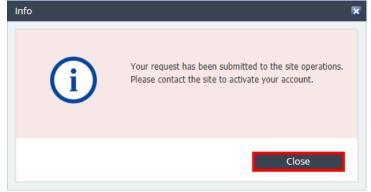
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ng ba (/) Anne 15 on Brouil Anne 15 on Brouil Mangelon	medQ REFERRING PHYSICIAN DESKTOP	
Anne to the perturb Control of the perturb Control of the perturbation Control of the perturbation	DESKTOP           Fully integrated radiology workflow for referring physicians           2 zero footprint Physician Portal           Anytime anywhere access to exam history, images and reports from multiple providers.           Crickal Test result notification, review and approval           Registration and order exam feature with request patient appeintment option           Upload paperwork for ordered exams           Analytics showing exam volume and turnaround tim	65
"medQ	Copyright © 2018 medQ Inc.	_

- 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."



me

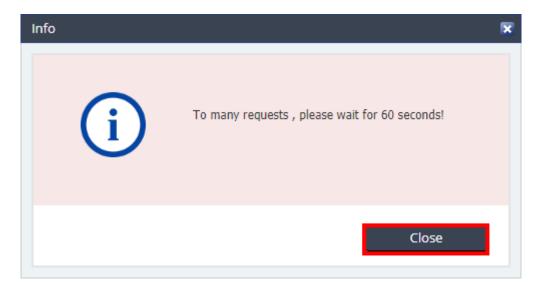


4. The portal's administrator activates the account. The activation triggers the system to send an email containing the activation link for your new account.

Register Now		×
Registration	Info	
Please enter the request.	e information below and submit th	e
First Name *	MedQ	
Last Name *	Reffering Physician	
Email *	medq.rphy@email.com	
Mobile #	(879) 675-4360	
NPI*	PLI46873	
* mandatory in	formation Submi	t

### Note:

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



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.

Referring Physician Desktop
Referring Physician Desking New Account Activation
Since Depice # / Transformer (no Transformer Instance) Australia units units units units units units units
Solid yiel present

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

Referring Physician Desktop
Constitution Devicing Provide and Device Partners Provide and Pa



### 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.

Log In
User ID or Email
Password
Login
I forgot my password



### 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.

Password Reco	overy	×
	our password? er your email address. A temporary password will be emailed to	
you shortly The tempo	rary password will expire in 2 hours.	
	mail@address.example Send Email	
	ddress that you provide is identical to the one you setup in your	
Once succe removed.	essfully login to your account, the temporary password is	

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.

dQ tetare termit terminis		-
Change Password		
Current Passaunt		
New Taloucett		
Report New Tennerth		
CHANGE PADWORD		
Set Default Facility		
Set Delaut Pacity		
Recepted A		
receptul #		
evenuellet B		
- the second sec		

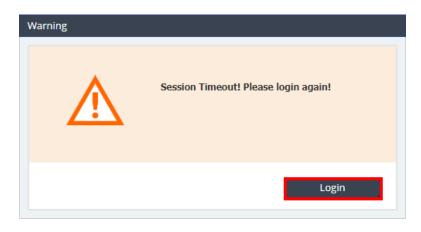
B. If you just want to change your current password

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.

### <u>Note</u>:

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.

User: medq.rphy@er	mail.com
	Logout



### **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.

			Home	Lu
I need to:	Notification List			
Other Examin.	CTT Patient	Historication Date	Kettludon	
Vient my Russia.	webber Andrew	0rt 14 2020 10:20AM	The result of the examination ET Thyroid w/we constast is available. Click the View result icon to open it or load the examination withe My Exam page.	5
Vine Critical Test Resell. Referral / Emergency Access.	Webber Andrew	0(8.14.2020 10:00AM	An addentive of the exercisation Mill than wine contrast is available. Click the View result icon to open it or must the exercisation in the My Exercised page.	5

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.

### <u>Note</u>:

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).

				Home	villectul o Logi
I need to:	10000	fication List			
Order Examp.	СШ	Patient	NotFication Date	Notification	3
View on Exercit. View Critical Test Reput.	0	Wetter Andrew	Oct 19 2020 10:25AM	The result of the exemination S-ray Thoracia 4 view minimum is critical locatigni. Please addressingly the rothization in the CTR (SIGN)	875
Baharral / Emergency Accass.		Webbar Andrew	00119-2020 10:248M	The result of the examination K-ray Thorado 4 view minimum is available. Got the View result icon to open it or load the assemination in the My Exemption.	1
Channe My Parsonned.		webber Andrew	Oct 19 2020 10:11AM	An addendum of the examination MBI Brain w/wo contrast is available. Click the View result icon to open it or load the examination in the My Exemplege.	<u>n</u>
		Webber Andrew	0xt 19 2020 10:11AM	The result of the exemination K-ray Stemodiavicular Jms 3 was Left is available. Click the View result icon to open it or load the exemination in the My Ream page.	2
		Webber Andrew	Okt 19 2020 101174M	The result of the examination X-ray upper estimating complete is available. Dick the View result conts open it or load the examination in the My Exam page	n,
		Webber Andrew	Clet 19 2020 30;11346	The neutrof the seam nation X-ray Sternoclevicular into 3 we Left to available. Click the View result control open it or load the exemptation in the My Even page.	1
		Miller John	Oct 19 2030 10:11AM	The result of the examination MR Brain wive contrast is available. Class the lifewiresult con to open it or load the examination in the My Exam page.	5
		Webber Andrew	Oct 19 2020 10/11/04	The result of the summation MRI Brain wive contrast sum initial. The initial flag was removed by radiologist.	<u>n</u>
		Miller John	Oct 19 2020 10:11AM	The summation MRI Brain wileo contrast is rescheduled at Hospital A facility. Oct 27 2020 5:30:00:00095L room 899L	-
		Milerjohn	Oct 19-2020- 10-11AM	The examination MRI Brain w/wo contrast is scheduled at Hospital A facility. Dot 37 2020 4:00:00:000994, norm MRI.	1
		Millerjohn	0xt 19 2020 10:11AM	The examination MRI Brain w/wo contrast is rescheduled at Hospital A facility. Old 27 2020 409 000009W room WRI.	-
		Milarjohn	0tt 16,2020 10/58AM	The result of the examination CT Thyroid erves contrast is available. Cick the View result icon to open it or toad the examination in the My Example.	5
medQ					

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.

### <u>Note</u>:

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.

Fatt	सह	Notification Date	Notification	
Brick	is Mickey	34 13 2018 3-5494	The examination Nuc Med Bone Scan, total body, SCAN is rescheduled at NAR facility, 3d 26 2018 10:30 00.0004M, room NRL	+ 9.
and	is Mickey	Aug 9 2018 (k.25PM	The result of the examination Nuc Med Bone Scan, total body, SCAN is available. Glob the View result icon to open it or load the examination in the My Exam page.	+ C View patien
Brick	is Mickey	Aug 9 2018 1:25AM	The result of the examination Nuc Med Bone Scan, total body, SCAN a available. Glok the View result icon to open it or load the examination in the Mr Exam page.	+ @
Wob	bbegong Casper	Aug 8 2018 11:50PM	The examination MRI brain w/ + w/o is scheckled at NMI facility, Aug 9 2018 10:00:00:000004M, room MRI.	+ @
Bick	is Mickey	3AI 13 2018 3/53PM	The examination Not Med Bone Scan, botal body, INI is scheduled at NAR facility, 34 25 2018 10:30:00:0004M, room MIL	B ∞

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

#### Note:

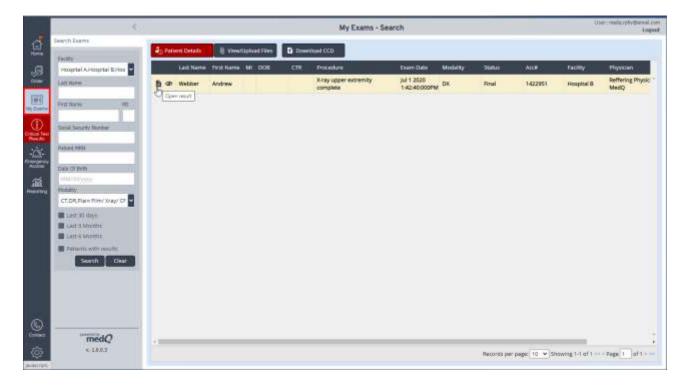
An exam that you selected by clicking on **Show Details** or **Open Result** will dissapear from the **Notification List**.



### 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.



### 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.

				My Exams - 5	earch			u	er: malarphythenal kan
Search Dume	D Patient Details	E Ventstand Files	<b>D</b> Dre	wheed CCD					
Heaptal A Haspital & Hea	Last Nam	nitName Mi DOB	CTTE.	Procedure	Exam Culm Modulty	- 2640.m	Attil	nativy :	Physician
Lot furte	a ge Webber	Andrew		X-ray opper extremity complete	jul 1 2020 1:42:40:000*M	Final	1422951	Hospital B	Reffering Physic MedQ
Rithine #	Q Veryster	(mago)							
Tana Sarah Ranke									
Bacal Sarath Wattier Petrant Wills Back Of Beth									
44440/000									
CT.DR.Ram Plim/ Way/ CF									
Last No days									
Last S Months									
· Patients ettermatite									
Search Char									
medQ	4.		_						
+ 1002						Records pe	r pegec 10 👻 Sł	www.g.1-1 af 1	-Zeps 1 of 1 +

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.

#### <u>Note 1</u>:

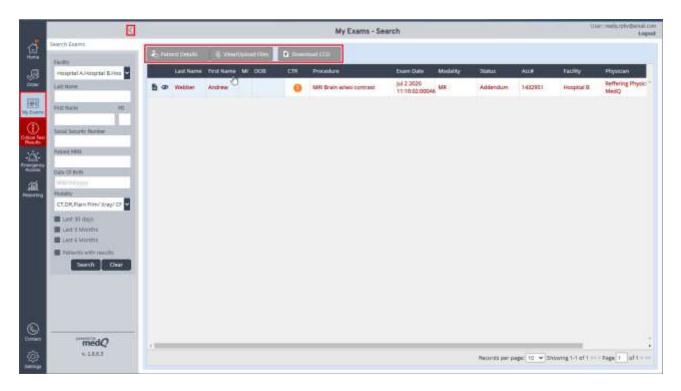
If no study is selected, the **Patient Details**, **View Files**, **Upload Files**, **Download CCD** buttons are disabled.

#### <u>Note 2</u>:

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.

#### <u>Note 3:</u>

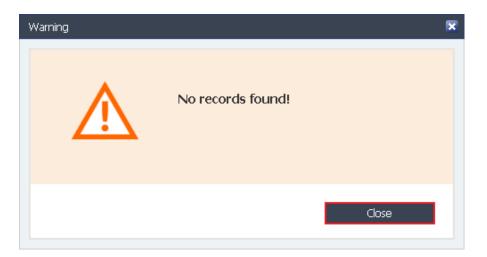
If you want to order the entries from **My Exams** list, you can click on any of the labels in the header of the table.





#### <u>Note 4</u>:

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.

#### <u>Note</u>:

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

D Pati	ent Details	i view/	Uplo	ad Files	Down	load CCD						
	Last Name	First Name	м	DOG	C18	Procedure	Exam Date	Modality	Status	Acce	Facility	Physician
60	Webber	Andrew		01/01/2001		X-ray Sternoclavicular Jnts 3 vws Left	Jun 22 2020 4:14:53:000PM	DX	Final	1422935	Hospital B	Reffering Physic MedQ

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.

ent Detai	Is				
Webber,	Andrew				
Gender:		Address1:	Ca		
DOB:	01/01/2001	Address2:	Ca		
Age:	19		: Ca, CA 34587	,	
SSN:	593-14-5674	Country:	: Ca, CA 34367		
2214:	393-14-30/4	Pref.	English		
Phone(m)	: (834) 687-2164	Language: Email addres	s: a.webber@er	nail.com	
Phone(w)					
Phone(h):		Emergency Contact:			
Fax:		Emergency Phone:			
Patient A	lerts				
Status	Description		Severity	Reaction	
Active	Allergic asthma		МО	Coughing	1
					-
Patient C	linical History				
Status	Description	Code	From	То	
Active	1 year examination abnormal - on treatment	17026100	10/16/2020		



### 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.

Pati	ent Details	E Vew/	Upla	ed Files	Down	load CCD						
	Last Name	First Name	м	DOB	CTR	Procedure	Exam Date	Modality	Status	Acce	Facility	Physician
80	Webber	Andrew		01/01/2001		X-ray Sternoclavicular Ints 3 vws Left	jun 22 2020 4:14:53:000PM	DX	Final	1422935	Hospital B	Reffering Physik MedQ

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.

View/Upload Patient Files				×
Patient: Webber, And	rew			
Docum	nent Type Description	Upload	Date Uploaded By	
	No data t	o display		•
				Ŧ
Select Files	Drop file(s) here or click Browse		Browse	
Files prepared for up	bload		0	
File	Document Type	Description / Note		
	No data t	o display	<u>^</u>	
		Upload File	es Close	

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

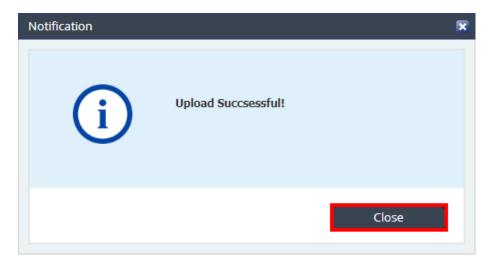
		No data ti	i display	
Select Files	Dis	(NaQ) hari ar elek dirəmə		Browse
Files prepared for	upload	Document Type	Description / Note	
X Driver-Licens	ejpg	Scanned by referring physician	Driver license	

#### <u>Note</u>:

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

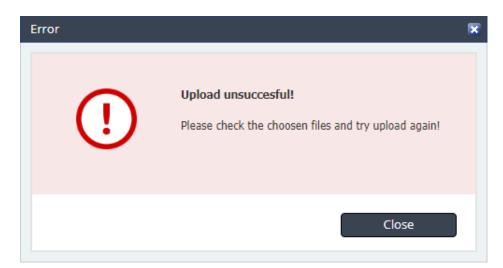
	t Type Description	Upload Date	Uploaded By
	No data to	a display	
			i and a second
Select Ries	rop Alap),) have or click draweer ad		Browse.,
Construction of the	Document Type	Description / Note	
File	Scanned by referring	Driver license	1
X Driver-License.jpg	physician	12	
o 1059			

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



#### <u>Note</u>:

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.

Vie	w/Upload Patie	ent Files					×
	Patient: Webb	er, Andrew					
		Document Type	E Description		Upload Date	Uploaded By	
	• 🐔 🗙	Scanned by referring physician	Driver license		2020-10- 16T13:46:54.13	Reffering Physician MedQ	•
							-
	Select Files	Drop file	e(s) here or click Browse	?		Browse	
	Files prepare	ed for upload					
	File		Document Type	Description / N	lote		
			No data t	o display			•
							*
				Up	bload Files	Close	



- 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.

l
*
-
,



### 5.4 Other functions

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

Vie	w/Upload Patie	ent Files				×
	Patient: Webb	er, Andrew				
		Document Type	Description	Upload Date	Uploaded By	
	¶. ~ ×	Scanned by referring physician	Driver license	2020-10- 19T10:52:30.25	Reffering Physician MedQ	
					Ŧ	
	Select Files	Drop file	(s) here or click Browse		Browse	
	Files prepare	d for upload				
	File	[	Document Type Description / N	lote		
			No data to display		*	
					<b>*</b>	
			U	pload Files	Close	



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

View	v/Upload Patie	ent Files							×
F	Patient: Webb	per, Andr	ew						_
		Docum	ent Type	Description		Upload Date	Upl	oaded By	
	• 🖉 🖌	Scanne referrir physici	ng	Driver license		2020-10- 19T10:52:30.25	Dhy	fering <sup>,</sup> sician dQ	^
									-
	Select Files		Drop file	(s) here or click Browse	9			Browse	
	Files prepare	ed for up	load						_
	File			Document Type	Description / N	ote			
			,	Jocument Type	Description	ote			*
				No data t	to display				
									-
					Up	oload Files		Close	



### 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.

a <sub>ia</sub> Pati	ent Details	§ View	Lipics	ad Files	Down	nioad CCD						
	Last Name	First Name	MI	DOB	CTR	Procedure	Exam Date	Modality	Status	Acc#	Facility	Physician
	Webber	Andrew		01/01/2001		MRI Brain w/wo contrast	Sep 16 2020 3:11:30:000PM	MR	in Progress	1442955	Hospital B	Reffering Physic MedQ



### 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.

### <u>Note</u>:

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

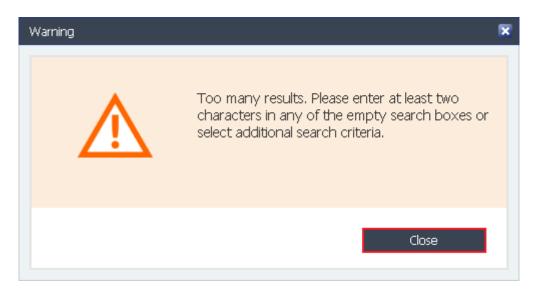
5. Click on the **Search** button.

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
Patients with results



### <u>Note1</u>:

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.



### <u>Note2</u>:

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.

Warning		×
	No records found!	
		Close



### **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**.

				New Order	2			User: helicryhy@exal.com Lagist
(1) (1)	Facebook	Peters pus Por etc.	Sector: brain	11m #E1		Privaly Interaction Secondary Interaction		
No. 1 Control	Palant	Selected Station Study			CPT	Diag. Codes	Auth #	Auth. Exp. Date
	Reflering Physician, Medic	Click to add a p	mandure in arder		Order Corre	netis:		
a ii	DA Meog Asthering Physician On Medig Riphy							
Negatives		Preferred Appl. CosteTime (cettorial):	ana malifirm 🖌 Alfred And		Annual A	anat Dec		Pinte Order Cancell
÷ [©	medQ							
1								



#### Note:

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

Error		×
(!)	Please select practice!	
		Close

- 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**.

Home	ew Order Facility Hospital B	~			tient (Last, First <b>)</b>		drew	
Order	Patient Select patient	~		Se	elected Studies Studv			
My Exams	Last Name	First Name	МІ		Patient ID		Patient DOB	
(])	webber	andrew					MM/dd/yyyy	
Critical Test Results	Webber	Andrew			283776		01/01/2001	*
-`'- Emergency Access								
						A	dd New Patient	Ť

7. Select the corresponding patient entry.

	N	ew Order				
Home		Facility			Patient (Last, First Mi	
ø		Hospital B	~		Webber Ar	ndrew
Order		Patient	_		Selected Studies	
		Select patient	~		Study	
My Exams		Last Name	First Name	MI	Patient ID	Patient DOB
		webber	andrew			MM/dd/yyyy
Critical Test Results		Webber	Andrew		283776	01/01/2001
 Emergency Access						
Reporting						
						<b>.</b>
						Add New Patient

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

9. Select the procedure.

					N	ew Order				User: meta.rphy@exal.com Logis#
Fuen Order Facilite Hospital B			rew	taxine H Juni SURI/2001		TIM 995-14:3874 FC: 201776		Printing Insulation Secondary Insulation		
Voober Andrew	ALC: NOT THE OWNER OF	And a state of the					CPT.	Dug Colles	Autore Service Autore	Auth, Sup. Date
Reflering Physician, Medt	Reason	99305 79553	MIE Brait w/ s	ontrast	NR		Order Carry	wet:		
		70551 70553	MR Brant with	contrail	144 144					
	Preferr Date/T	78804	MR Brait Part	ution	NR		vents	Road Files	1	Place Order Cancel
	Inter Online	Inter Order	New Order Note: Note: Note: Note: New	Internet       Internet       Version 18       Versi	Million     Marrier and Andrew     Marrier H       Model     Marrier H     Marrier H       Model     Marrier H     Marrier H       Marrier     Marrier     Marrier       Marrier     Marrier     Marrier	Image of the second	Ventorial     Vento	International State       International State       International State       International State         International State       International State       International State       International State         International State       International State       International State       International State         International State       International State       International State       International State       International State         International State       International	Vertice         Vertice descent         United of BUILDON         Unite	Particle     Particle     Under M     Under M     Under Status     Particle     Scientific Status     Particle     Particle

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



#### <u>Note</u>:

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

Estate	d Studies Study	CPT.	Diag. Codes	Auth #	Auth. Exp. Date
×	MRI Brain w/wo contrast	70553	select diag. codes	type in Auth#	select Auth Exp. Date
	Click to add a prisentary in arder				

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

	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 )	

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

	CPT	Diag. Codes	AUD) #	Author Expl. Date
Irain w/wo contrast	70553	851	73256741	01/20/20/21



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).

8			New Order				User instantioners in Team
Frank Dritter	Research Lans House Add	General Management	10x 50-14-5078		Penny income		
Hotpotal A	Webber Andrew	true artenated	All petries		Intering Processo		
Farmer Webber Anntee	Salarited TRuctions			OFF	Dag Calet	ADF	Auto ling. Date
Notion Auflering Physican, Maill Realts Sill Vecky, Heffering Phys.				70858	ACH .	Torpicley	0129/2029
Frenzie Die Medig Heffening Physic	[Reason for Circles]			The Cone			
Residence income a second and	Servery having loss trootics, ry	the sec	()	.301 mage	16		
	Referred Appl. Bote/Terre (upbood):	8		(SWALLED	within .		Res Order Great
medQ +1003							
+ 1453							

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.

					New Order				Dief: nalt glo@en L
Webber Andr	ew	00%	# /01/01/2	1004	10h 993-24-5674 PCP-280776		Primary Instanton Secundary Instanton		
selected Studies									
Study						(PT	Diag Codes	Auth #	Auth, Exp. Date
X MRI Brain wv	vo contrast					70552	851	73256741	01/29/2021
chok to acht a	procedure in and	6							
Reason for Order:						Order Carrier	arts:		
						- and 1.00			
Sensory hearing to	es, tinnitus, right e	Wr -				366 imag	,c.		
Preferred Appt	Territore	¥ 12:00 P					ead tiles		Place Order Cancel
Preferred Appt	436233/200210 44.1.4	• 12-00 P October 2	020	1.H				ļ	Place Order Cancel
Preferred Appt	Mon Tu	12:00 P October 2 Wed Th	020 u fri Sar	t Sun					Place Order Cancel
Sensory hearing to Preferred Appt. Date/Time (optional):	436233/200210 44.1.4	• 12:00 P Ottobile2 ve Wed Th 1 30 1	020	t Sun					Place Order Cancel
Preferred Appt	1000000000 100 + 1000 To 10 20 20 10 5 0	• 12-00 P October 2 Wed Th 1 30 1 1 7 8	ozo u fri Sar 2 3	4 11					Place Order Cancel
Preferred Appt	1000000000 100 + 1000 To 10 20 20 10 5 0	• 12:00 P October 2 we Wed Th 1 30 1 1 7 1 3 14 15	020 u Fri Sar 2 3 9 10	4 11 18					Place Order Cancel
Preferred Appt	HEROLANDET HEROLANDET HOAN TO 40 218 2 11 5 0 40 12 1 11 7 10 2	• 12:00 P October 2 we Wed Th 1 30 1 1 7 1 3 14 15	020 2 3 9 10 1 16 17 1 23 24	4 11 18 21					Place Order Cancel
Preferred Appt	HEROLANDET HEROLANDET HOAN TO 40 218 2 11 5 0 40 12 1 11 7 10 2	• 1200 P Cooper 2 e Wed Th 1 J0 1 i 7 1 3 14 15 0 31 23 7 38 39	020 2 3 9 10 1 16 17 1 23 24	4 11 18 21 1					Plaine Order Cancal



18. If the exam has been successfully ordered, you will receive an **Info** message.

19. Click on the **Close** button to close it.

Notification		×
i	Procedure Ordered	
		Close



### 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.

New Order					
Facility		F	Patient (Last, First M	U)	
Hospital B	~				
Patient			Selected Studies		
	~		Study		
Last Name	First Name	МІ	Patient ID	Patient DOB	7
				MM/dd/yyyy	
	Please type	e at leas	t two characters	I	^
					Ŧ
			(	Add New Patient	

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.

Add New Pat	ient						×
Demogra	phics	Insurance					
Patient Der	nograph	nic					
Last Name:			First Name:		<ol> <li>MI:</li> </ol>		
DOB:	03/04/	1996	SSN:	935-48-0123	Sex:	FEN 🗸	
Address:	54 Par	k Ave					
City:	New Ye	ork	State:	New York(NY) ¥	Zip:	80591	
Phone(m):	(385) 4	98-5126	Phone(h):	()			
Email:	f.simo	ne@email.com	1				
[	🔽 Pati	ent is guaranto	or				
				Save		Cancel	

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 Pat	Add New Patient								
Demogra	Demographics Insurance								
> Guarantor Flintstone, Simone Relation: Self									
V Primary	✓ Primary Insurance								
Insurance Carrier:						۲ ال			
Policy#:	Carrier Name	Address1	Address2	City	State	Zip 🔪	Phone		
Group	medq								
Name: Group#:	medQ Insurance	PO Box 8517	78 Dingleberry ST	New York	NY	75380	8316924621		
Effective Date:	MM/dd/yyyy								
> Seconda	ary Insurance								
> Tertiary	Insurance								
> Fourth I	nsurance								
				Sa	ve		Cancel		

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

Add New Pat	ient	×
Demogra	phics Insurance	
> Guarant	tor Flintstone, Simone	Relation: Self
V Primary	Insurance	
Insurance Carrier:	medQ Insurance (medq)	~
Policy#:	HFJO79635467	
Group Name:	KVH	
Group#:	687046	
Effective Date:	06/07/2020	
	ary Insurance	
	Insurance	
> Fourth I	nsurance	
	Save	Cancel



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

Add New Pat	tient	×						
Demogra	phics Insurance							
> Guarant	tor Flintstone, Simone R	elation: Self						
✓ Primary	Insurance							
Insurance Carrier:	medQ Insurance (medq)							
Policy#:	HFJO79635467							
Group Name:	KVH							
Group#:	687046							
Effective Date:	06/07/2020							
> Seconda	Secondary Insurance							
> Tertiary	Insurance							
> Fourth I	nsurance							
	Save	Cancel						



# **7 CTR**

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

### <u>Note 1</u>:

a. 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**.

b. You can use the **Page** number field or the left and right arrows buttons to navigate easier through the **Critical Test Result Worklist** pages.

### <u>Note 2</u>:

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.

				(	Critical Test	Result Wo	rklist			- Marcela	Linko () visual. Linko
Skerih Dano	 hanning C	W Austinaanse	0	to Aneed to an	pen and read the r Critical Tesi Resa	mult provided in Cherofication	n under tio				
Hospital A Hospital & Hos	Last North	First Name	MI 006	сти.	Facility	Ann	Distri Dalla	Pressbark	ModeWy	tions	Physician
Listman	 webber	AND/EN	01/53/1999	Grange	HOLDING! C	1452962	Gitt 1-2020 1-62-21-0004W	X-ray Thonasic X-yeaw minimum	04	Final	Referrig MedQ
traitions HL	 webbr	Andrew	and start results.	Overp	Personal A.	140395	Oct 10 3030 10 23 01 00044	CT Vestiger when reminant	a	Productory	Authority (1980)
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Fature 1983											
Line Of Berk.											
Arter Street											
CTOR, Pain Film/ Yray C											
C Last Strains											
CAT 2 Months											
D Mass alk monietzel											
Search Chur											
Seetth Char D Seetth Char to the set of the sector of the set the set of the sector of the set the set of the sector of the set the set											
• Control for the second secon											
								Records per page			

2. In the **Search Exams** section, select the **Facility**.

3. Fill in the Last Name, First Name, MI (Middle Initial), if any, Social Security Number and Date Of Birth.

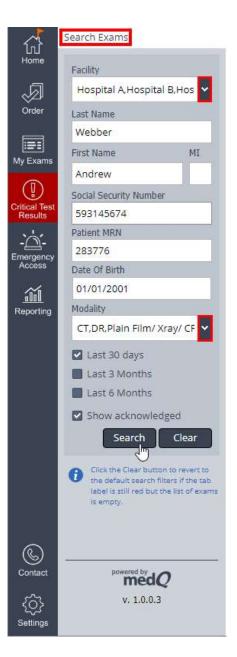
- 4. Select the **Modality**.
- 5. Enable any of the following filters, if required:
- a. Last 30 days, Last 3 Months, Last 6 Months only one of these filters can be selected.
- b. Show acknowledged.



### <u>Note</u>:

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

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





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

Search, Lierre	-		0	anna an	en mit teat the n	and the second deal of the	in the state of the				
Auto-	of According	Ormersent	0,		Critical Yest Result						
Hogenal Artecense (drives	Last new	e Rothare A	AL DOM	(1)	Testin .	ina#	Tione Links	Property	Mutatty	Status	PType
LATE TABLE	a meter	Attent	010011088	Diarge	Houstafic	0403960	Oct 1 2830 1108.0146849	King Troack Aview (colorised	2K	Dial .	faiter stortp
Prop Rame ( 18)	Que uner 17	a and a second	(interest)	(range	House A	taipesi	101218-01100000	(† Shinabilita walata ya ƙasa).	$\sigma$	Presentancy.	ister India
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MMI33 type Masses CTOR Fact New Anaple (2) CTOR Fact New Anaple (2) CTOR Fact New Anaple (2) Constant (4) Constant (4) Con											

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

### <u>Note 1</u>:

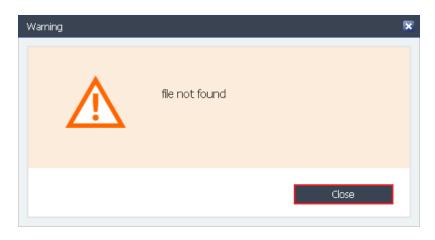
If the option **Show acknowledged** is not enabled, you will not see the CTR exams you have acknowledged.





### <u>Note 2</u>:

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



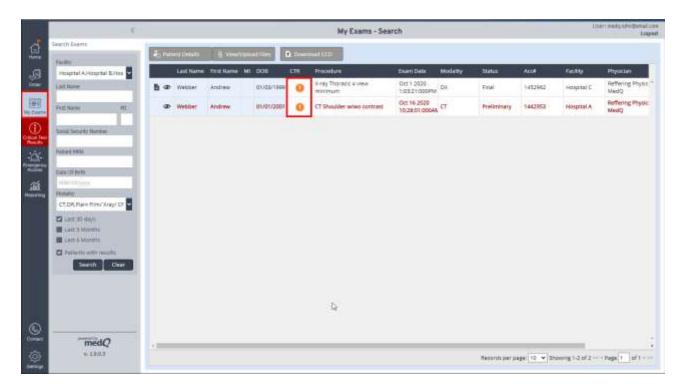
9. Click on the **View patient's images** button. You will be redirected to your PACS viewer page.

5						Critical Test	Result Wo	rklist			Userines	LophyDecol Lop
Swarch Esams	Fran		THE REAL PROPERTY OF THE PROPERTY OF THE REAL PROPE	0	ou need to a	pen and read the n	east provided in	and an and an				
ficity M	<b>Excition</b>		STATISTICS .		cimenalisetige a	Critical Test Resul	t Notification,					
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Last Norse	B 92	Webber	Andrew	01/02/1999	Drange	Hotpital E	1457942	Cict 1 2020 1:03 21:000PW	Avay Thoracit 4 view montmum	(DK)	Final	Reffering MetQ
Test Norse MI	8.0	Ven pelan Intelligen	fa images PTEP'97	201701103001	Donge	HingastA	1002953	OVE NO 2020 10/28-01-00044	Cf Shudder www.commit	ci.	Preterioary	Airtharung AirediQ
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CTURPHIN Firm large (C )												
CEDE Plate Film / angle (2) Lett 20 days Lett 20 days Lett 3 Months Lett 3 Mo									Records per bege			



### <u>Note 1</u>:

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.





### <u>Note 2</u>:

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.

I need to:	Noti	ification List			
	3.84 30	Berlframmi)			
Stiller Examp.	CIB	Patient -	Halforder Gate	herbalan	
View res Lands.		Institut Andrew	Drs 19 2020 10/25AM	The result of the experiment of King Therein 6 view relation is price? (RD). These allowed algo the sufficiency is the CTE (Algo	5
Beland / Energency Access	1	mobber Anthrew	7013 19 2920 102346M	The result of the expression <b>3 ary Thereas 4 was retenue</b> is available. Dote the view result is no open it an ited the expression in the My Exemption.	5
Charge My Zessend.		mobbel Andrew	10c1 10 2020 1011 1AM	The result of the examination <b>3-ray Serrectionization (into 3 we Left</b> is evaluation. Cities the View result conto open it in load the examination in the Wy Deem page.	5
		Hobe Anizwe	0et 10 2020 1021 1446	The result of the summation <b>K-ray upper extremity complete</b> is workdow. Only the Vew result con to open it of that the examination in the Wy Salar page.	5
		mether Andrew	10/119 25(8) 10/114M	The result of the examination 5-ray Stemacionistics (1953) well left in a water. Call the Velov result social agen it in food the examination in the My Enert page.	5
		Margan.	DH 10 2020 HOTTAM	The mark of the exeminator MR Brah www.contratic evelope. Closities were multiconto specific of Gali the exeminator in the Vy Exemple age.	1
		mabber Ahmwir	12xH 10 2010 10t+1AM	The vessils of the enumerators WBI Brain wive constraint was priced. The critical flag was removed by belocogen.	5
		Server Johny	001192020 1011444	The examination MRI Brain wheil contract is reschildured at Houghtal A facility, Drift 27 (2020 5/38-00000094), runn 544.	-
		seller johr	051192820 H211AM	The ecommution IRR Brain wive contrast is schematical or Hospital A facility, Cm 27 2021 4:0002-500244, resen Wile	-
		1010-004	Ter 19 Juni 10 FTAM	The examination MR Basin www.commed.il.include/and at mountails A facility, Coll 27 2320 400000000M, more MR.	-
		Mile and	Det 16.3520 10/56AM	The result of the exemination CF Phyroid wive contrast is available. Only the view result control spend or load the exemination in the My Islam page.	5

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 **Aknowledge CTR Notification** window

	that I received a Critical Test Result Notification and hed Critical Result regarding:
Patient	Webber,Andrew
Procedure:	X-ray Thoracic 4 view minimum
Accession:	1452962
DOS:	Oct 1 2020 1:03:21:000PM
CTR Type:	Orange

11. Click on the **Acknowledge** button



# 8 Patient Referral / Emergency Access

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

### <u>Note 1</u>:

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.

### <u>Note 2</u>:

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.

-			Patient	Referral / Emergend	cy Access		Light many physical a Leg
Picar Roin Diff.		Δ	A record of this access have been o If the access is for a tegritmate pais you are requesting could be a 1674	ert treatment, then you may co	curity operations. nonue: otherwise be aware	the information	
Ferra		ExamDate	President	ha	Modulhy	Satur	Physican a
	of extr						
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	e in necessar) Mor Hergensy sene eferral besti						
	rightais Nave jadient's autoritative to access Nase records						
	Seema Car						
-						_	
	medQ + 1851	o dram politika - tran					Page size (20

2. To access the information of a patient, you must fill in all the date: **Last Name**, **First Name** and **Date Of Birth**.

- 3. Enable the corresponding Access reason: Emergency care or Referral basis.
- 4. Enable the **Authorization** option.
- 5. Click on the **Search** button.

Places since the Patient's Last Name, First Name and Date of Birth. Lost Name webbar	Δ	A record of this access have been created a if the access is for a legitimate patient treat you are requesting could be a HIPAA violation	ment, then you may com	urity operations. true: otherwise be aware	the information	
andrew .	Enviribale	Procedure	N	Medailty	Sans	Physician
Data Of Brits	B @ 3030-06-32715:43:46	MRI Chest w/wo contrast	1432950	MR.	Addendum.	Reffering PhysicianMedQ
P1/01/2001	B @ 2020-07-01113-42:40	X-ray upper entremity complete	1422951	118	tine!	Reffering PhysicianWebQ
Emergency Late     Methods basis	B @ 2020-07-01713:43:27	X-ray Sternoorlaviquilar (nts 3 www.Left	1422052	DH .	rinal:	Raffering PhysiclerMedQ
	🗎 👁 - \$1520-67-6271 1:06/02	MR: Brain w/wo contriest	1432951	MR.	Addendum	Reflering PhysicianMedQ
Watherstation	B @ 2020-08-16715-11:00	MRI Ersen jalwo commat	1442955	MR	in Program	Reflecting Physician/sied12
<ul> <li>There patients authorization to access</li> </ul>	00.61:91TE1-85-0201 @ 📲	Cf Thyronit w/we contrast	1452952	ET .	Final	Auffaring PhysicianMedQ
these records.	B @ 3030-06-02T0836.56	MRI Brain w/we clintrast	1422943	WR.	Final	Reffering PhysicumMedQ
Search Clear	B @ 2020-06-02109-36-55	MR-Abdomen w/we contrast	1422928	MR	in Program	Reffering PhysicianMedQ
	B @ 1020-06-02110-5021	CT Thyroid w/wo contrast	1422931	t.	mai	Auffaring PhysicianMedQ
	1020-06-13716/00/27	X-ray Chest 3 views	1412953	Die	Roal	Reffering PhysicianMedQ
	🔓 👁 3020-10-16110:26:01	CT Shoulder w/wo contrast	1442051	CT .	Preiminary	Reffering Physician MedQ
	₿ Ф 2020-09-10715:51:24	CT Chall/Thoran m/will contract	1432951	CT .	RNI	Reffering PhysicianMedQ
	2020-00-19110:06:20	X-ray Cheat 3 views w/ Oblique view	1442991	DN	m Program	#effering PhysicianWebD
	9	MRI Enen av/wo contrast.	1452976	ME	in Progress	Reflacing PhysicianMedIQ
medQ	hipstoffrittenent terms	T HORE				Figs son



### <u>Note 1</u>:

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
Home	Please enter the Patient's Last Name, First Name and Date of Birth. Last Name
	webber
My Exams	First Name andrew
Critical Test	Date Of Birth
Results	01/01/2001
- <u> </u>	Access is necessary for:
Reporting	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
Contact	
307	v. 1,0,0.3
دت Settings	

### <u>Note 2</u>:

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

Warning		×
	No patient was found!	
		Close

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

Access Patient Result patient ba Patient's Lost Norm, For Patient and Date of Berts Lost home webbar	HIPAA Warning Anecord of this access here been created and forwarded to also security operations. If the access is for a legistrate potent 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.							
Trit Name antries	Examiliate	Frocedure	Art	Modality	Stetus	Physician		
Dev Of Rem		.contrast.						
p1/01/2001	P @ 1020-05-07708.3#53	CT Thyroid w/wo contrast	1432930	CT	Addendum	Beffering PhysicianViedQ		
Anters mensary for 2 Energyng (are 9 Forford Lass Adherbater 2 Theospeler(*) adherbater is across deer secto. South Clear	C Char Neur 62211613141	K-ray upper extremity complete	1452934	DH	in Progress	Reffering Physician/AedQ		
	B 👁 2000-06-22716-14:55	X-ray Sternoslavioular (nto 3 wes Left	1422835	12×	Prosid	Reflecting PhysicseoMedia		
	B @ 2020-05-29717-05:03	3-ray upper extremity complete	1422938	DK	Addendum	Raffering PhysicianWedQ		
	2020-06-02107-27-45	8-ray Stemoclavicular (Hts 3 Hts: Left	+422037	DK	Rimal	Reffering Physician/ViedQ		
	2020-06-22715-43-46	WRI Chiest w/wo contrast	1422950	MR	Addendum	Reffering PhysicianWedQ		
	B @ 2020-07-01113.42540	A-ray upper extremity complete	1422981	DK.	troat	Reffering Physician/AudQ		
	B 👁 2020-07-01113-43:27	Array Stemaclaviourar Jobs 3 (rest-Left)	1432953	DK	Al real	Reffering Physican/VedQ		
	B @ 1000-07-02111-1002	MRI Brain wiwo contrast	1432851	MR	Addendum	Reffering PhysicianWebQ		
	2020-09-16715-11:30	MR) Brain w/we contrast	1442955	MR	In Program	Refering PhysicianWedQ		
	2020-08-13T16-15/09	CT thyroid w/wo contract	1432950	Ct.	tinal	Heffering PhysicianiMedQ		
	B @ 2020-06-02T09:36:54	Al9: Brain w/wo comrant	1422942	MR	Brail	Reffering PhysicianidedQ		
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### <u>Note</u>:

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

Warning		×
	file not found	
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7. Click on the **Open Medical Images** button. You will be redirected to your PACS viewer page.

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	2020-06-03T07-37-45	8-ray Stemoclavitular Ints 3 vvisi Lint	1422037	DK	Real	Reffering Physician/VedQ		
	48 49 1020-06-22715-43-48	WRI Christ w/wo-contrast	1422950	MR	Addendum	Reflering PhysicianWedQ		
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	2020-07-02111-1002	MRI Brain w/wo contrast	1432851	MR.	Addendum	Reffering Physician Med Q		
	5 @ 2020-09-16715-11:30	MRI Brain w/we-contrast	1442955	MR	in Program	Reffering PhysicianWedQ		
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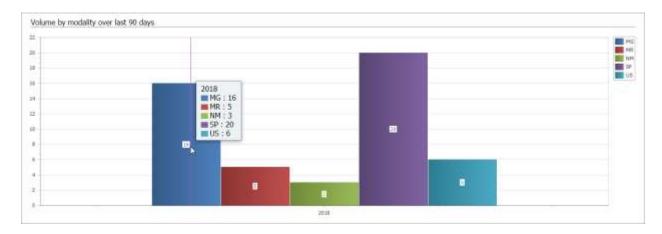
# 9 Reporting

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

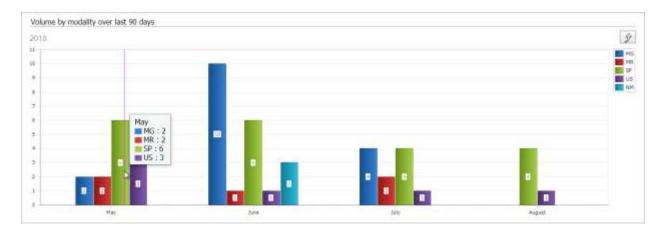




2. In the **Volume by modality over last 90 days** section, select a modality by clicking on a set of data.



## 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.

