

exa-PACS • exa-RIS

# **User's Manual**

## **Attorney Portal**










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## Symbols

The following symbols may appear in the product documentation or on the product.

Symbol	Symbol Name	Symbol Description	Standard Number and Name	Symbol Reference Number
	Manufacturer	Indicates the name and address of the manufacturer	ISO 15223-1:2021	5.1.1
	Authorized Representative in the European Economic Area (EEA)	Indicates the Authorized Representative, responsible for the device in the European Economic Area (EEA).	ISO 15223-1:2021	5.1.2
	Date of Manufacture	Indicates the date when the device was manufactured.	ISO 15223-1:2021	5.1.3
	Caution	Indicates information that is important for preventing loss of data or misuse of the software.	ISO 15223-1:2021	5.4.4
	Batch Code	Indicates the full Software Release / Version number	ISO 15233-1:2021	5.1.5
	Serial number	Indicates the manufacturer's serial number so that a specific medical device can be identified	ISO 15233-1:2021	5.1.7
	Catalogue Number	Indicates the manufacturer's catalogue number so that the device can be identified	ISO 15233-1:2021	5.1.6
	Consult instructions for use	Indicates the need for the user to consult the instructions for use	ISO 15233-1:2021	5.4.3
	Prescription Device	Caution: Federal law restricts this device to sale by or on the order of a licensed healthcare practitioner	21 CFR 801.109(b)(1) Prescription Devices	N/A

BS EN ISO 15223-1:2021 Medical devices - Symbols to be used with information to be supplied by the manufacturer - Part 1: General requirements

## Regulatory and compliance



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## System requirements

The following are the minimum system requirements for clients of Exa PACS/RIS.

### Workstation - User

Component	Specification
CPU	Intel® Core™ i5 or later
RAM	8 GB or more
NIC	Single 1000 MB/s
Storage	HDD, 500 GB or more
OS	Windows 10 Pro, 64-bit
Monitor	20 inch, 1600 × 1200

## Introduction

This manual describes:


- How administrators can set up the Exa PACS/RIS Attorney Portal (see “Setup”)
- How attorneys can use the portal (see “Use Attorney Portal”)

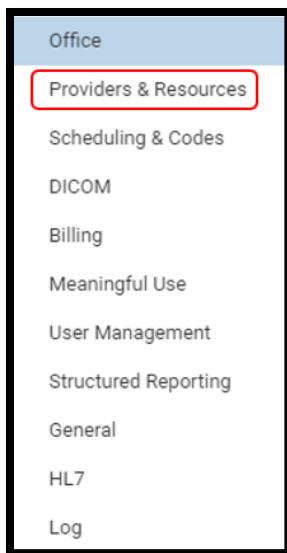
### **Attorneys**

Before you begin, obtain account credentials from your site administrator. Those credentials allow you to use the functions of the portal to which you were granted rights.

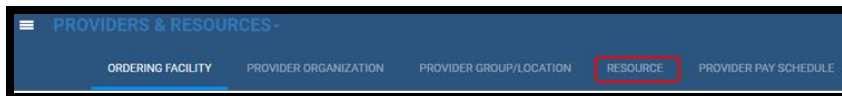
## Setup

### Create the provider resource

1. From the navigation (“burger”)  menu select **SETUP**.
2. From the **OFFICE** dropdown menu, select **Providers & Resources**.



3. Select the **RESOURCE** tab.



4. Select **ADD**.



5. Enter the required information (indicated by asterisks \*) and note the following.

A screenshot of a provider profile form. The 'Type' dropdown is set to 'Attorney'. The 'Code' field contains '54321' and there is an 'Inactive' checkbox. The 'Name' field is split into 'Name', 'MI', 'Attorney', and 'Suffix' sub-fields, with 'David' entered in the 'Name' sub-field. Below these are several empty input fields for 'Title', 'NPI No.', 'Taxonomy Code', 'Dr. Office Name', 'SSN', 'Federal Tax ID', 'EIN No.', 'ETIN No.', and 'Medicare UPIN'.

- **Facilities** – Select one or more facilities.

A screenshot of a filter selection area. It contains three blue dropdown menus: 'Market' (NONE SELECTED), 'Facilities' (ALL SELECTED (11)), and 'Specialty' (NONE SELECTED). The 'Facilities' dropdown is highlighted with a red box.

- **Contact Information**

- **Group** - Select if the provider is a member of a Provider Group.

A screenshot of the 'Contact Information' form. The 'Code' field contains '54321' and there is an 'Inactive' checkbox. Below are dropdowns for 'Provider Organization' (Select) and 'Group' (Select provider group). There are input fields for 'Email', 'Contact Name', and 'Country' (United States). The 'Address Line 1' field contains '1000 Law Blvd'. At the bottom, there are fields for 'City/State/ZIP' with 'RICHARDSON', 'TX', and '75082' entered, and a 'ZIP Plus' field.

- **Fax** - Select and enter a fax number if auto-faxing approved reports.

Office Phone (222)333-4444  
Office Fax (444)333-2222  Office Fax  
Mobile No.   
Pager No.   
Phone No. (222)333-4444  
Fax No. (444)333-2222  Fax  
 Primary Contact

- **Reports to Me** – Select **None** or **Fax** (and type a fax number if auto-faxing approved reports).

Reports to Me

Contact Information \*  None  Email Report Link  Email Attachment  Postal Mail  Fax  
 Office Fax  HL7

6. Select **SAVE**.
7. Select the **LOGIN DETAILS** button.
8. If a user already exists, link the user.

Select User

**LINK USER**

9. If a user needs to be created and linked, enter the fields in the figure below.

New User \*   
Password \*   
Confirm Password \*   
Access Expires After  days   
 One-Time Access  
Group Name \*   Hide AD Groups  
**CREATE USER**



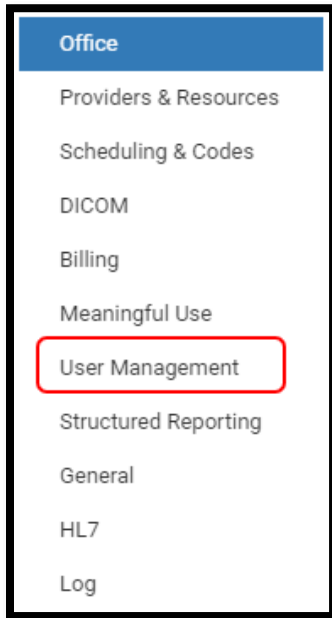
10. Select **SAVE & CLOSE**.

## Create a user

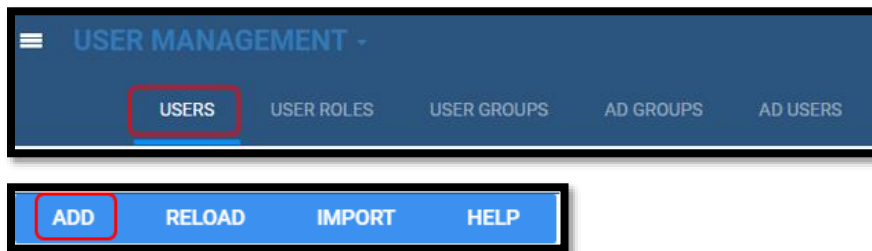
Create a user account for the attorney.



1. From the burger menu, select **SETUP**.
2. From the **OFFICE** menu, select **User Management**.



3. On the **USERS** tab, select **ADD**.



4. Enter required fields (indicated with an asterisk \*) and all other fields described below.
  - **Group Name** - Select **Portal**

The screenshot shows a user creation form with the following fields and values:

- Group Name \*: Portal (dropdown menu)
- Name \*: David (text), MI (text), Attorney (text), Suffix (text)
- Mobile Phone: Mobile Phone (text)
- E-Mail: Email (text)
- User Name \*: dlaw (text), Inactive (checkbox)
- Password \*: ..... (text)
- Confirm Password \*: ..... (text)
- Session Interval: 300 (text), Allow Emergency Access (checkbox)
- Hide AD Groups: checked (checkbox)
- Login with Google: unchecked (checkbox)

- **Linked Provider User Type** – Select **Attorney**, and then select the specific attorney.
- **Patient Search Type** - Set to **Associated Patients Only** (attorneys do not have access to the full database).

The screenshot shows the configuration section of the user creation form with the following fields and values:

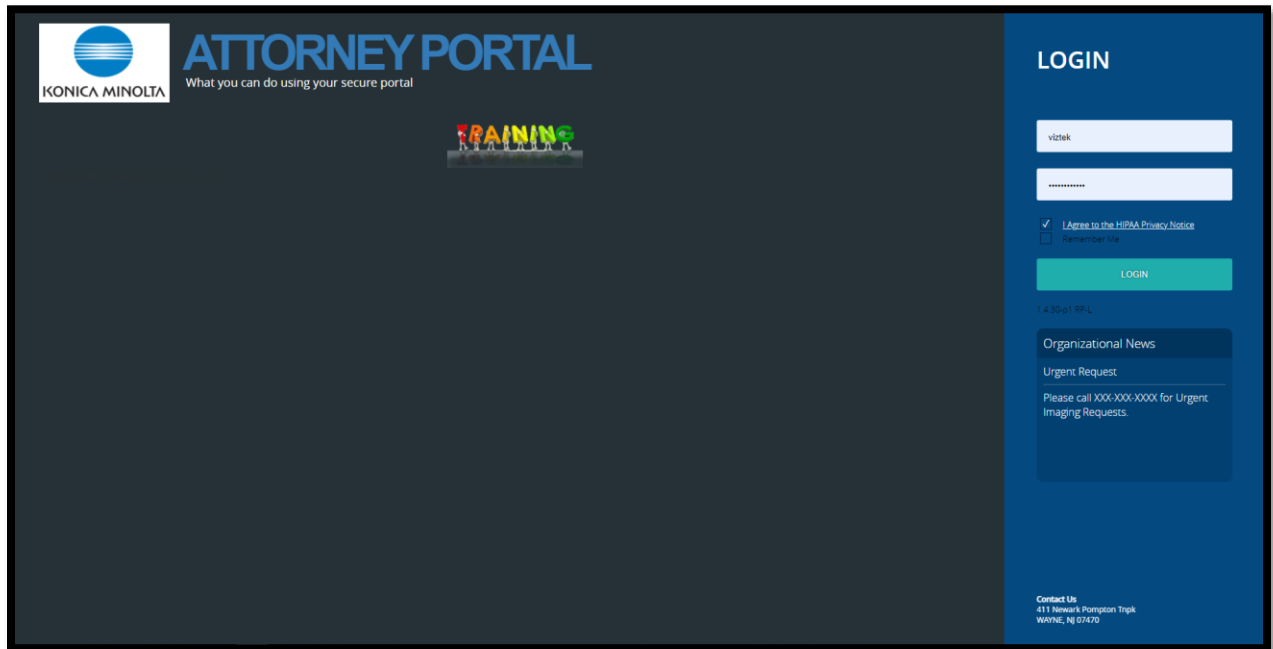
- Access Expires After: [ ] days (dropdown)
- One-Time Access: unchecked (checkbox)
- User Must Change Password Next Login: checked (checkbox)
- User can change accounting dates: unchecked (checkbox)
- Dragon 360: unchecked (checkbox)
- Market: NONE SELECTED (dropdown)
- Facilities \*: ALL SELECTED (11) (dropdown)
- Linked Provider User Type: Attorney (dropdown)
- Attorney: Attorney, David (dropdown)

5. Select **SAVE & CLOSE**.

## Use Attorney Portal

### Sign in to the attorney portal

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

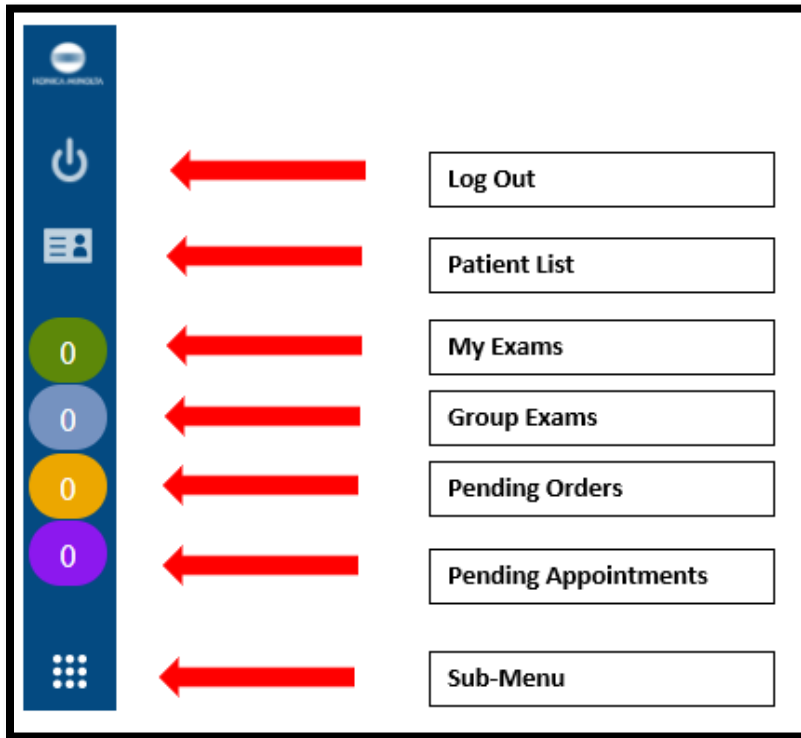


2. On the right pane, type your sign-in credentials, select **I Agree to the HIPAA Notice**, and then select **LOGIN**.



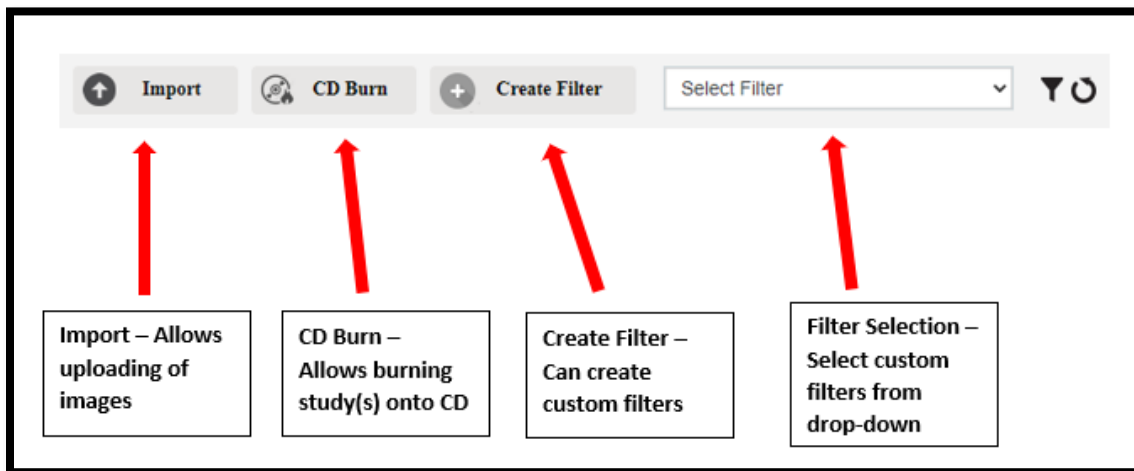
### Use the navigation pane

The navigation pane always appears on the left side of the screen.




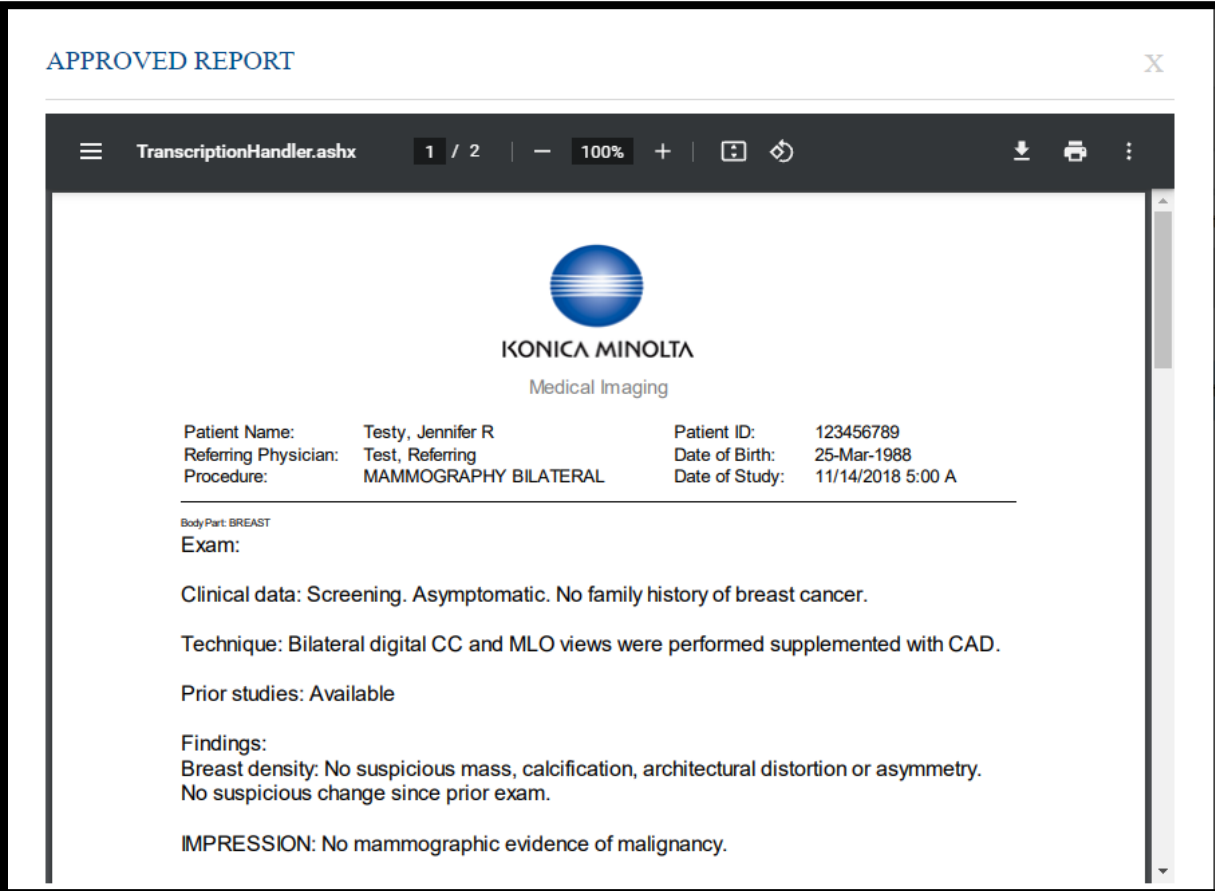
### Find common features

To find the following features, go to the MY EXAMS or MY GROUP worklists. The Import & CD Burn functions are available on these worklists, and also from Sub-Menu.



## View approved reports

1. Select the  icon to open an approved report.



The screenshot shows a web browser window titled "APPROVED REPORT" with a close button (X) in the top right corner. The browser's address bar displays "TranscriptionHandler.ashx". The page content features the Konica Minolta Medical Imaging logo at the top center. Below the logo, patient and exam details are listed in two columns:

Patient Name:	Testy, Jennifer R	Patient ID:	123456789
Referring Physician:	Test, Referring	Date of Birth:	25-Mar-1988
Procedure:	MAMMOGRAPHY BILATERAL	Date of Study:	11/14/2018 5:00 A

---

Body Part: BREAST  
Exam:

Clinical data: Screening. Asymptomatic. No family history of breast cancer.

Technique: Bilateral digital CC and MLO views were performed supplemented with CAD.


Prior studies: Available

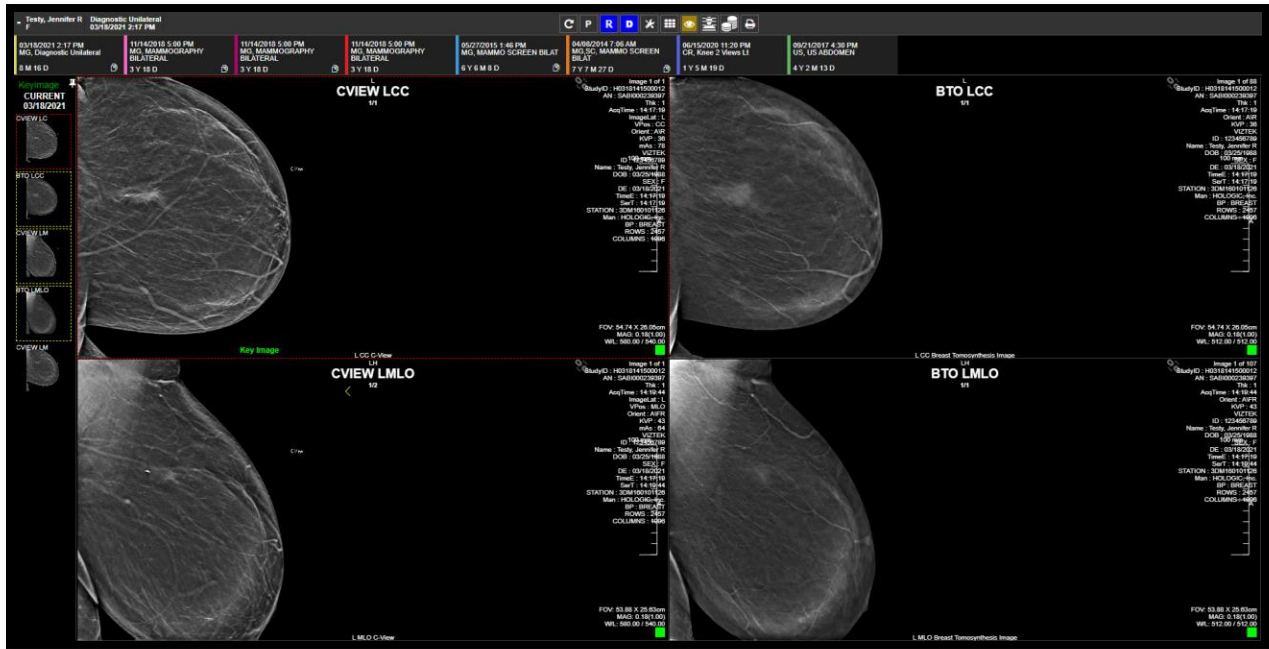
Findings:  
Breast density: No suspicious mass, calcification, architectural distortion or asymmetry.  
No suspicious change since prior exam.

IMPRESSION: No mammographic evidence of malignancy.

2. The report can be downloaded or printed.

## View images

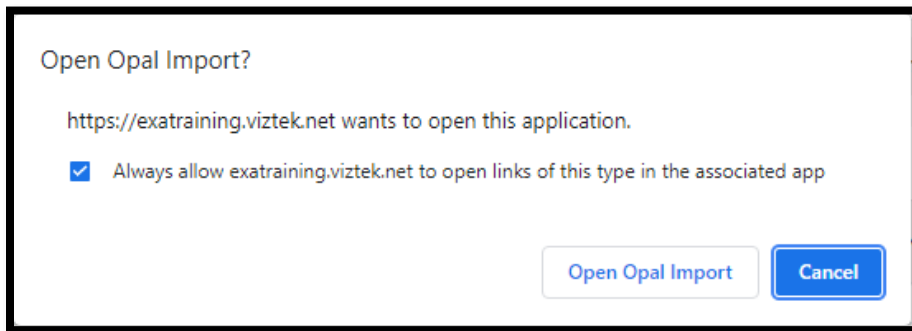
1. Select the  button to open images in the viewer.



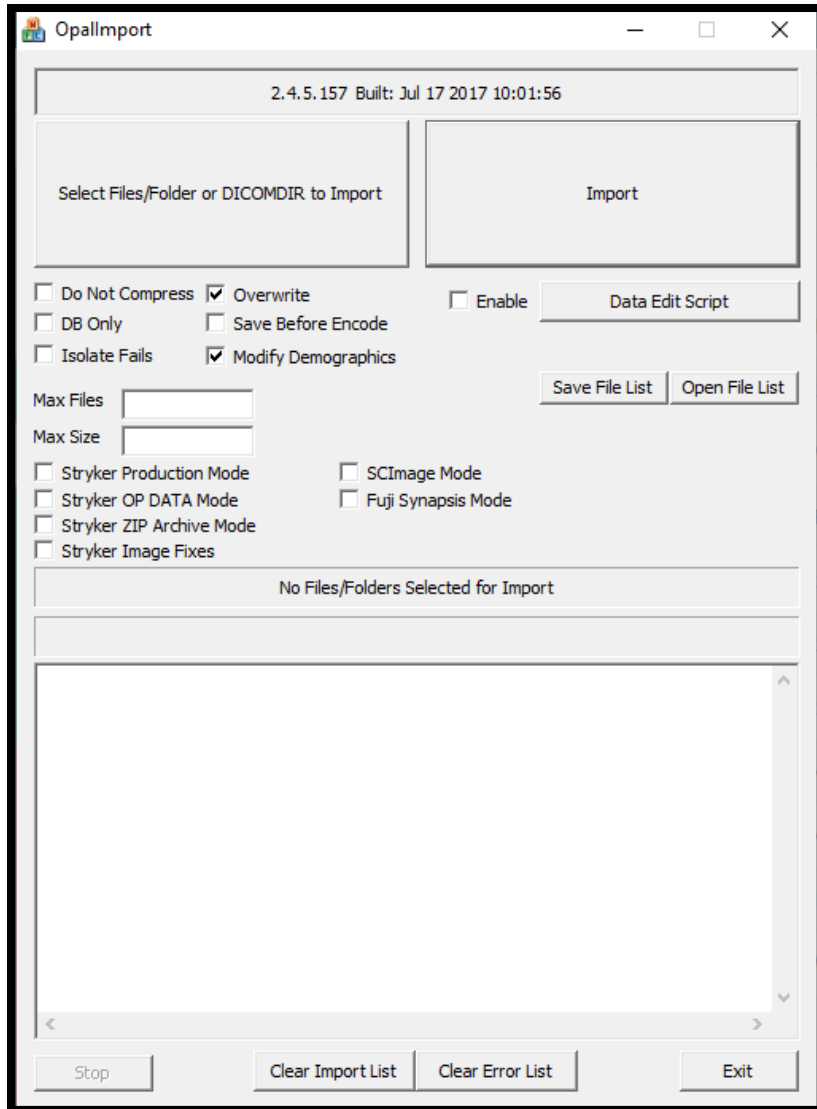
### Import images



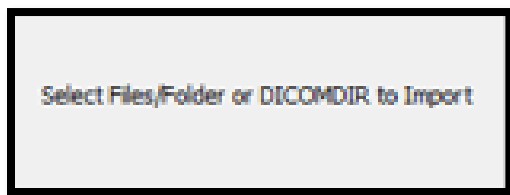
1. Select the **Import** button.



- 2. Select the **Always allow...** checkbox, and then select **Open Opal Import**.
- 3. In the **OpalImport** window, select **Modify Demographics**.

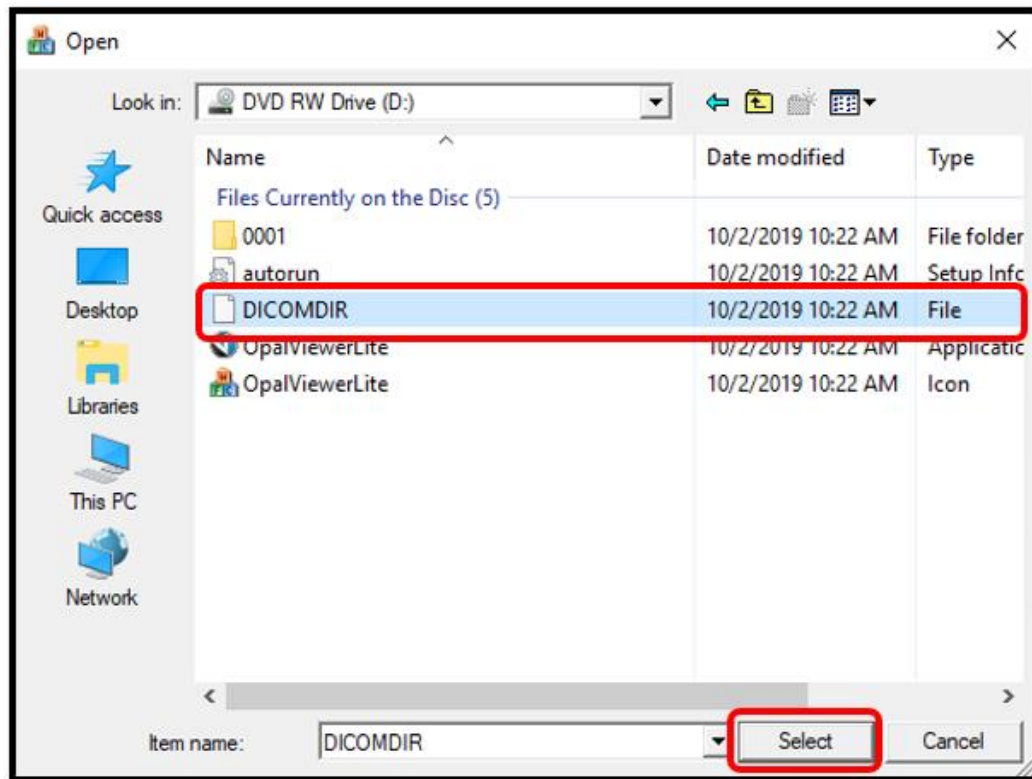


4. Select **Select Files/Folder or DICCOMDIR to Import**.

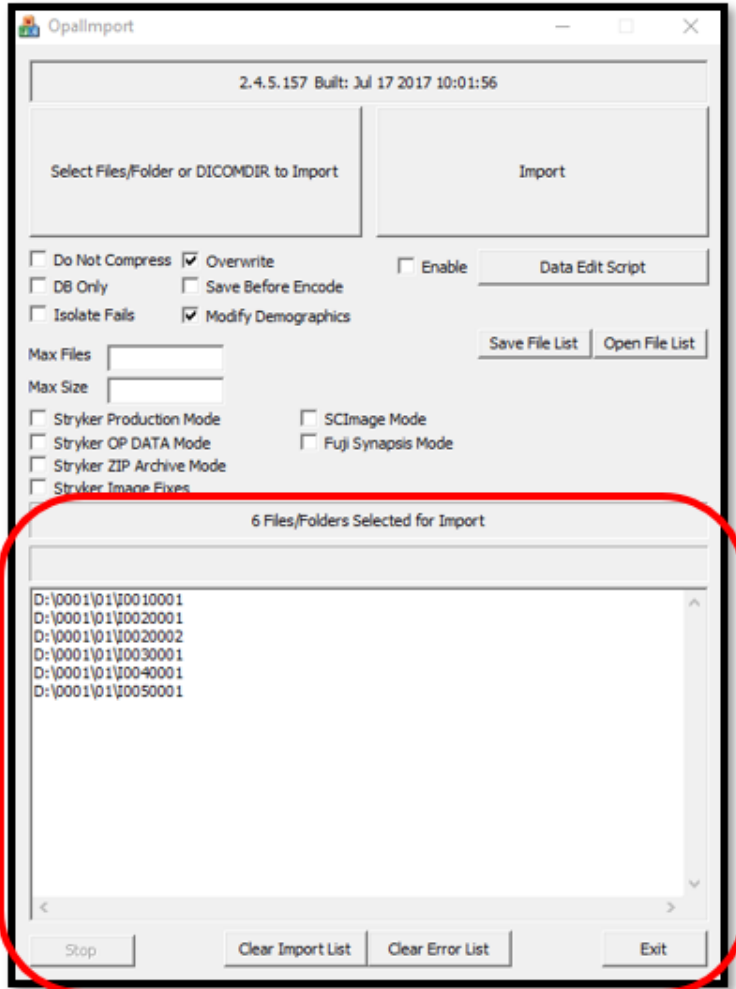


5. Browse for and select the DICOMDIR file.

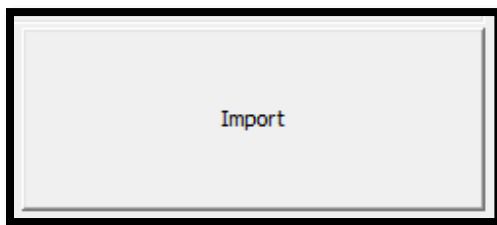




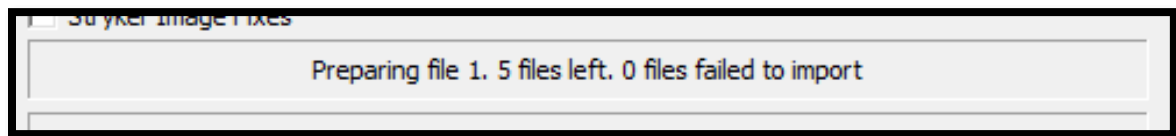
6. The selected files appear in the white box, and the status box indicates the number of files selected for import.



7. Select **Import**.



8. The status bar shows the progress of the import.



9. In the **Modify/Confirm Demographics** screen, enter your facility account number and name format and select **MODIFY**.

Modify/Confirm Demographics

Current Info

Id:

Name:

DOB:

Institution: INSIGHT IMAGING

New Info

Id:

Name:

Format: Lastname^Firstname^MI^Prefix^Suffix

DOB:

Format: YYYYMMDD (no slashes or dashes)

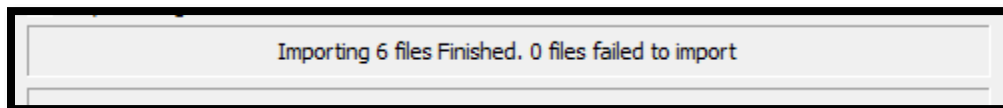
Institution:

DB Query

PID	Name	DOB
-----	------	-----

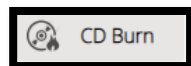
CANCEL IMPORT    QUERYDB    USE CURRENT    MODIFY

10. The result of the import appears.



## Burn studies to a CD

1. Check the checkboxes of the studies that you want to burn to CD.

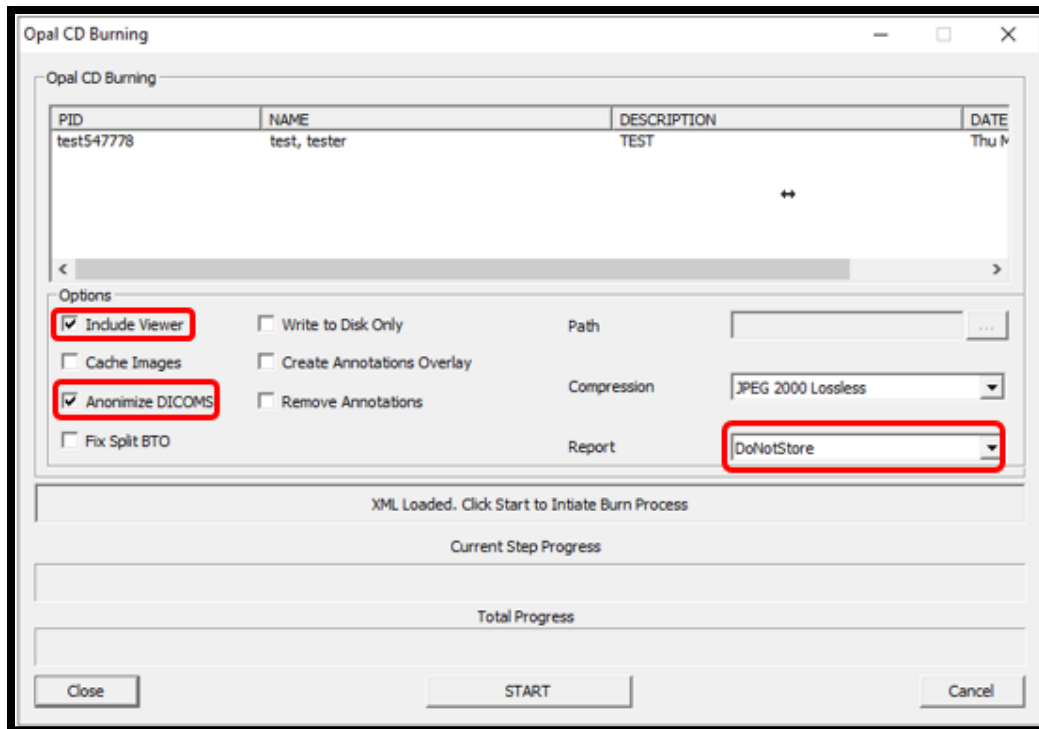


2. Select the  button.

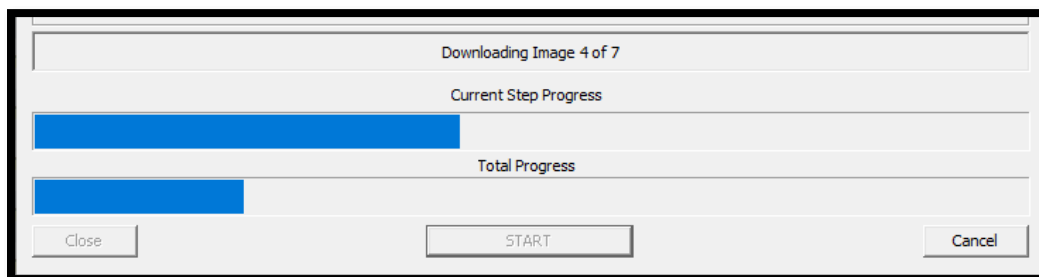
3. Select **Open OpalPreFetchListener**.

**Result:** The Opal CD Burning window appears.

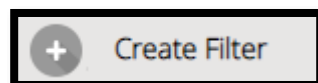
4. Select **Include Viewer**.

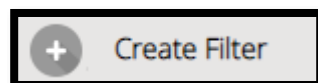


5. In the **Report** dropdown list, select an option.
6. Insert a CD and select **START**.
7. The status bar shows progress of the burn job.



## Create worklist filters



1. Select the  button.
2. In the **Filter Settings** screen, type a filter name, select filtering criteria, and then select **SAVE**.

**FILTER SETTINGS** X

SAVE BACK CLEAR

Filter Name Filter 1

Filter Columns Filter Values

Patient Name

Date of Birth

Study Description

Study Date

Accession No.

Referring Physician

Facility

Modality

Study Status

Konica Minolta Healthcare Americas

All

Please select

3. In the message box, select **OK**.

exatraining.viztek.net says


Filter Created

OK

4. To manage filters, select the filter  button.

**FILTER SETTINGS** X

ADD RELOAD

FILTER NAME
 Filter 1

### My Exams



1. Select to open the **MY EXAMS** worklist.

PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO.	FACILITY	MODALITY	REFERRING PHYSICIAN
Test, Barry	10/09/2010	MRA (ANGIOGRAM) CHEST WITHOUT CON	Ordered	12/03/2021 9:52 AM EST	383	Hodoville	Magnetic Resonance	Bassett, Gallagher
Tester, Braxton O	12/15/1993	CT ABD & PELVIS W/O CONTRAST	Incomplete	07/20/2021 2:35 PM EDT	218	Konica Minolta Healthcare Americ	Computed Tomography	Test, Referring
Testy, Jennifer R	03/24/1988	Diagnostic Unilateral	Approved	03/18/2021 2:17 PM EDT	SABI000239397	Konica Minolta Healthcare Americ	Mammography	Test, Referring



The Star icon represents VIP patients.

- Select the Reload icon to refresh the worklist.

### Group Exams

The Group Exams worklist displays your patient, and patients of other members of your provider group.




- Select to open the **GROUP EXAMS** worklist.

PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO.	FACILITY	MODALITY	REFERRING PHYSICIAN
Gator, Ade	01/31/1996	ABDOMEN X-RAY	Scheduled	11/08/2021 12:00 AM EST	376	Pineapple Under The Sea	Computed Radiography	Doctor, Tested
Nuckols, Thomas	06/18/1988	Requesting Exam	Ordered		256	Konica Minolta Healthcare Americ	Computed Radiography	Doctor, Nicole
Test, Mawc	03/25/1988	CT ABD & PELVIS W/O CONTRAST	Approved	06/16/2021 4:40 PM EDT	254	Dave's Hospital	Computed Tomography	Test, Referring
Test, Mawc	03/25/1988	CT ABD C-C+	Approved	06/16/2021 4:40 PM EDT	204	Dave's Hospital	Computed Tomography	Test, Referring
Testy, Jennifer R	03/25/1988	MAMMOGRAPHY BILATERAL	Unread	11/14/2018 5:00 PM EST	209	Konica Minolta Healthcare Americ	Mammography	Test, Referring

## Pending Orders



- Select  to open the **PENDING ORDERS** worklist.

PENDING ORDERS											
PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION N°	FACILITY	MODALITY	REFERRING PHYSICIAN	ORDERING FACILITY	REASON	JUSTIFICATION OF SER
<input type="checkbox"/> Tester, Braxton O	12/15/1993	Requesting Exam	Ordered		392	Eric's Best Practice	CT	Doctor, David		Patient has abdominal pain	
<input type="checkbox"/> Testy, Jennifer R	03/24/1988	Requesting Exam	Ordered		391	Eric's Best Practice	MR	Doctor, David		Frequent headaches	

## Order an exam

Select the icon to create a new order.

1. Enter criteria for the patient, and select **Search**.

**NOTE:** If this is the first time to order an exam for the patient, you must use **Break the Glass**.

Search criteria fields highlighted in red:

- Starts With: [Dropdown]
- Search by First Name: [Text input]
- DOB: [Text input]
- SEX: [Text input]

**Result:** Patients matching your criteria appear in a list.

Test, Mawc MAWC1 DOB: 03/25/1988
Tester, Braxton O TestB1019 DOB: 12/15/1993
Testy, Jennifer R 123456789 DOB: 03/25/1988

Total Patients: 3 | Page 1 of 1

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

The screenshot shows a 'Patient Information' form. At the top right are 'BACK' and 'CREATE ORDER' buttons. The form includes fields for Facility (Eric's Best Practice), Name (Braxton O Tester), DOB (12/16/1993), Sex (M), Address Line 1 (123 Any Street), Address Line 2 (Apt 2020), Email (email@gmail.com), City (RICHARDSON), State (TX), ZIP (75082), Home Phone, Mobile Phone, and Work Phone. The 'Ordering Facility' and 'Ordering Physician' (Doctor, David) are also listed. A red box highlights the 'Modality' (Computed Tomography), 'Appointment Type' (00RQ - Requesting Exam), and 'Requesting Date' (MM/DD/YYYY) fields, along with an 'ADD STUDY' button. Below these fields are 'Reason' (Patient has abdominal pain) and 'Schedule Notes' (Requesting CT ASD as was ordered).

- 3. Enter required information and then select **ADD STUDY**.
- 4. Optional. Repeat to add more exams to the order.
- 5. Select **CREATE ORDER**.



- 6. The **ORDER SUMMARY** window appears.

The 'ORDER SUMMARY' window displays the following information:

- Patient Details:** Tester, Braxton O. DOB | GENDER : 12/16/1993 | M. Address Line 1 : 123 Any Street. Address Line 2 : Apt# 2020. City/State/Zip : RICHARDSON TX / 75082. Home Phone# : (210)111-4444. Mobile # : (210)222-5555. Work Phone# : (210)666-8888. Email : email@gmail.com.
- Physician Details:** Doctor, David. Address line 1 : 123 Any Street. Address line 2 : City/State/ZIP : RICHARDSON / TX / 75082. Phone no : Fax no :
- Appointment Details:** Your order has been created successfully. Location : Eric's Best Practice. Type : Pre Order. Status : Ordered.

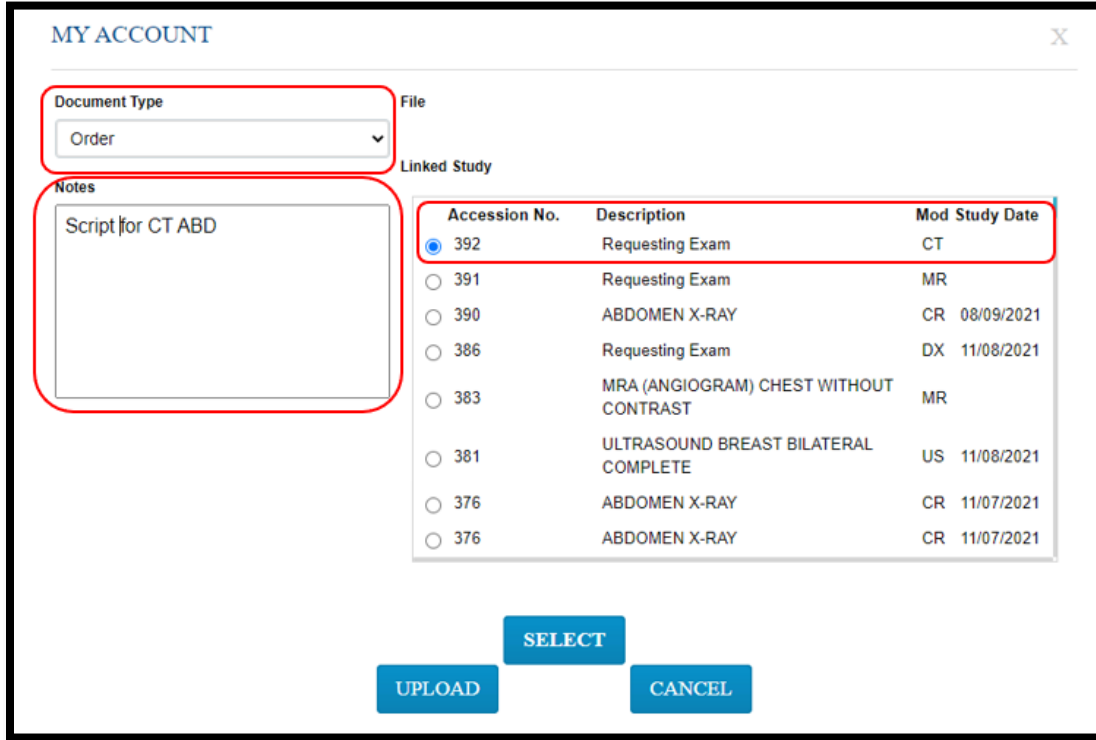
Buttons for 'PRINT', 'UPLOAD', and 'CLOSE' are located at the bottom.

- 7. If a document is available for uploading, select **UPLOAD**, and then see **Upload a document** below. Otherwise, select **CLOSE**.

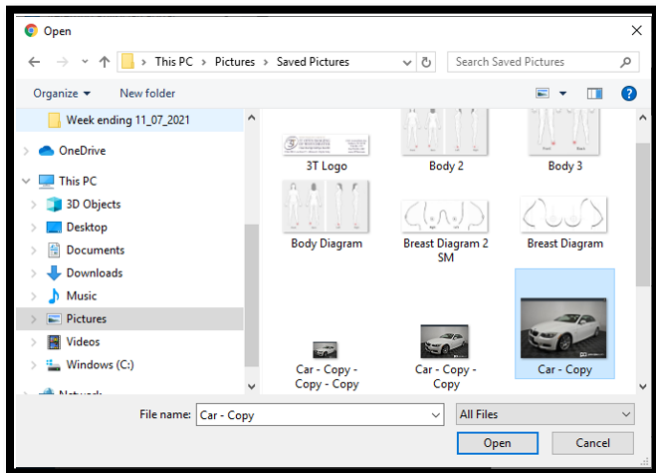


### Add a document to an exam

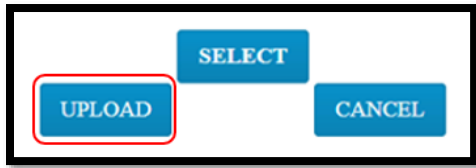
1. In the **MY ACCOUNT** window, select a document type.
2. Optional. Enter notes.
3. Under **Linked Study**, select to which exam you want to add the document.



4. Select **SELECT**, and then browse for and select a document to add.



5. Select **UPLOAD**.



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


PATIENT DOCUMENTS FOR TESTER, BRAXTON					
DOCUMENT TYPE	DOCUMENT SOURCE	IMPORT/UPLOAD DATE	CREATED DATE	CREATED BY	REQUESTED BY
All	All				
Order	User Upload	11/10/2021 10:38 AM EST	11/10/2021 10:37 AM EST	Doctor, David	
Order	User Upload	09/17/2021 2:04 PM EDT	09/17/2021 2:03 PM EDT	Viztek, Pacs	Patient

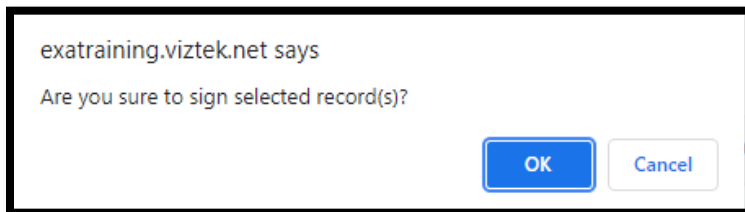
### Sign an order

1. In the worklist, select the exam you want to sign.

PATIENT NAME	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NO	FACILITY	MODALITY	REFERRING PHYSICIAN	ORDERING FACILITY	REASON	JUSTIFICATION OF SER
Tester, Braxton O	12/15/1993	Requesting Exam	Ordered		392	Eric's Best Practice	CT	Doctor, David		Patient has abdominal pain	

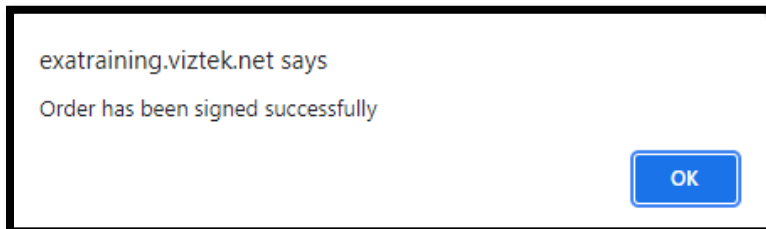


2. Select the  button.
3. In the message window, select **OK**.



**Result:** The order is signed.

4. Select **OK**.



**Result:** The order is removed from the PENDING ORDERS worklist.

### Pending Appointments


The Pending Appointments worklist displays a list of your patients and the status of their orders and appointments.

- Select  to open the **PENDING APPOINTMENTS** worklist.

PENDING APPOINTMENTS											
PATIENT NAME :	DATE OF BIRTH	STUDY DESCRIPTION	STUDY STATUS	STUDY DATE	ACCESSION NC	FACILITY	MODALITY	REFERRING PHYSICIAN	ORDERING FACILITY	REASON	JUSTIFICATION OF SER
Tester, Braxton O	12/15/1993	Requesting Exam	Ordered		392	Eric's Best Practice	CT	Doctor, David		Patient has abdominal pain	
Testy, Jennifer R	03/24/1988	MRI ABD C-IC+	Scheduled	11/11/2021 0:00 AM	391	Hodenville	MR	Doctor, David		Frequent headaches	

### Sub-Menu options

From Sub-Menu you can reset passwords, burn studies to CD, and import images.

1. Select  to open the **PENDING APPOINTMENTS** worklist.
2. Select the following buttons to use features. See topics below for details.



### Reset a password

1. Select the  button.

MY ACCOUNT X

---

\* New Password

\* Confirm Password

2. Type the new and password twice, and then select **SAVE**.

### Burn studies to a CD

See "Burn studies to a CD" earlier in this document.


### Import images

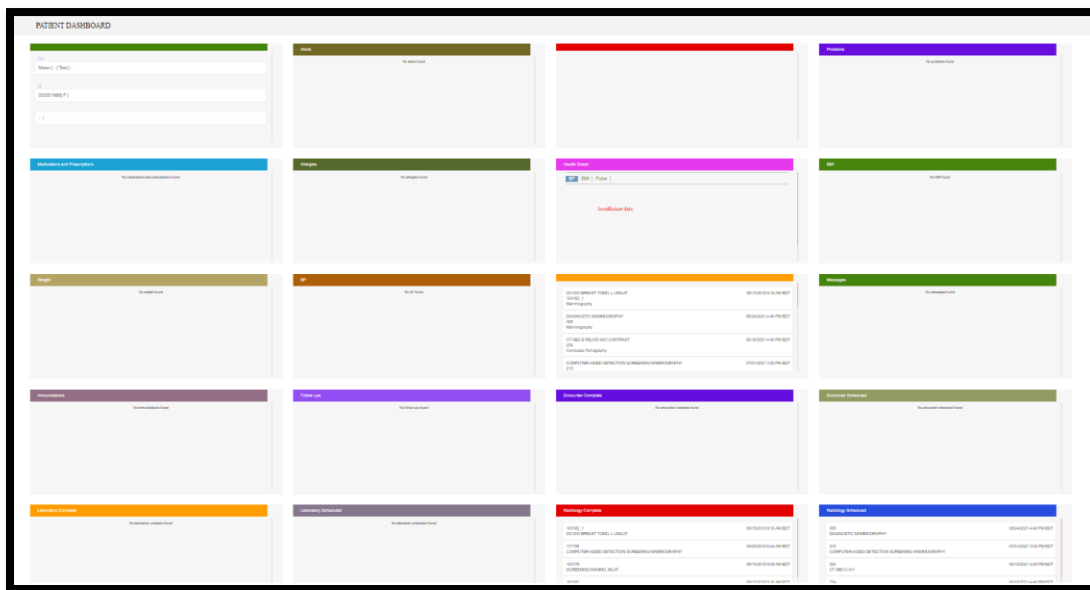
See "Import images" earlier in this document.

## Patient List

1. Select the  button.


PATIENT LIST					
	PATIENT NAME	DOB	SEX	ACCOUNT NO.	ADDRESS
					vizek
	* Test, Mawc	03/25/1988	F	MAWC1	101 main streeer
	* Tester, Braxton	12/16/1993	M	TesB1019	123 Any Street, Apt# 2020
	* Nuckols, Thomas	08/18/1988	M	nuct1002	123 Fake Street
	* Gator, Ade	01/31/1996	F	GatA1044	
	* Testy, Jennifer	03/25/1988	F	123456789	123 ABC St




2. Select the  button to view the **PATIENT DASHBOARD**.  
On the dashboard, you can select a patient chart to open it.



The Patient Dashboard is a complex interface with a grid of 16 colored panels. The top-left panel is a search form with fields for 'Name (Last)', 'DOB (MM/DD/YY)', and 'City'. Other panels include 'Allergies', 'Lab Results', 'Vitals', 'Immunizations', 'Medications', 'Diagnoses', 'Procedures', 'Referrals', 'Billing', and 'Insurance'. The 'Lab Results' panel is expanded, showing a list of tests with columns for 'TEST NAME', 'RESULT', and 'REFERENCE RANGE'. The 'Billing' panel shows a table with columns for 'BILL ID', 'BILL DATE', 'BILL TYPE', 'BILL AMOUNT', and 'BILL STATUS'.



3. Select the  button to upload documents for the patient (see “Add a document to an exam” earlier in this document).

PATIENT DOCUMENTS FOR TESTER, BRAXTON						
DOCUMENT TYPE	DOCUMENT SOURCE	IMPORT/UPLOAD DATE	CREATED DATE	CREATED BY	REQUESTED BY	
All	All					
 Order	User Upload	11/19/2021 10:38 AM EST	11/19/2021 10:37 AM EST	Doctor, David		
 Order	User Upload	09/17/2021 2:04 PM EDT	09/17/2021 2:03 PM EDT	Viztek, Pacs	Patient	