



Physician Portal

1.4.33_P0

User's Manual

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Welcome to Exa Physician Portal

This manual describes how providers can use Physician Portal. Before you begin, obtain account credentials from your site administrator. By default, those credentials allow you to view and modify any patient records that specify you as the referring provider or CC provider. Your credentials also give you read-only access to the records of patients from other providers in your Provider Group. In addition, there is a Break the Glass feature that makes other records available to you.

Introduction

Symbols

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

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

| | | | | |
|---------------------------|---------------------|---|---|-----|
| R_x Only | Prescription Device | Caution: Federal law restricts this device to sale by or on the order of a licensed healthcare practitioner | 21 CFR 801.109(b)(1) Prescription Devices | N/A |
|---------------------------|---------------------|---|---|-----|

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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2217 U.S. Highway 70 East

Garner, NC 27529 USA

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System requirements

The following are the minimum system requirements for clients of Physician Portal.

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 |

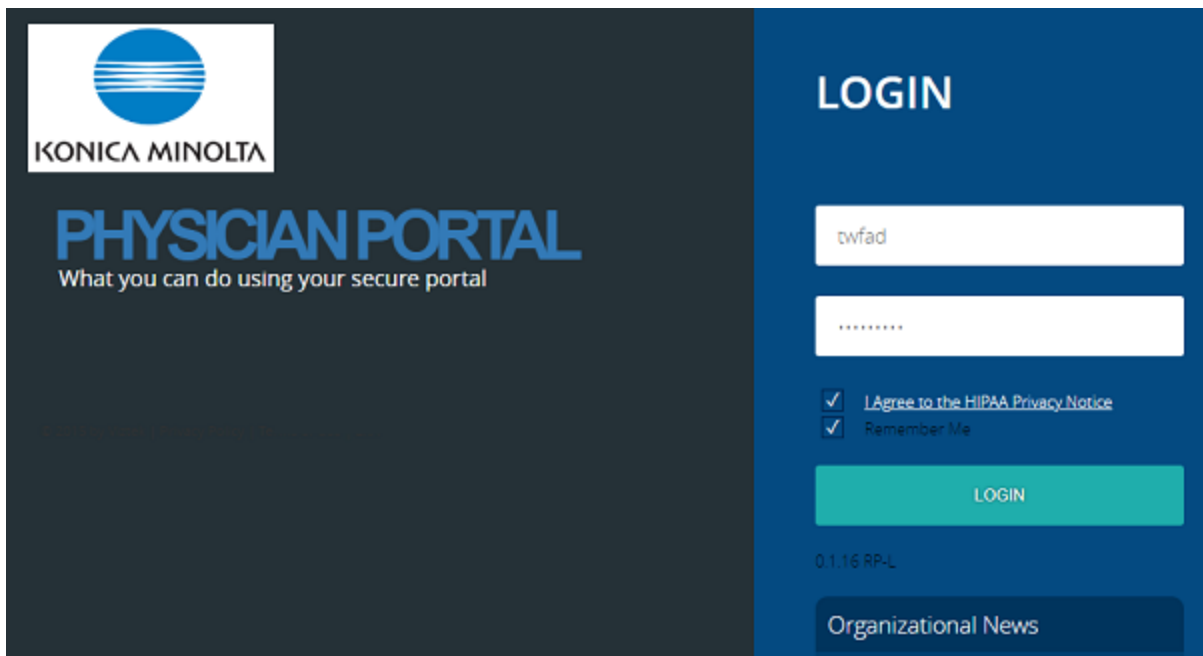
Getting started with Physician Portal

Use Physician Portal

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

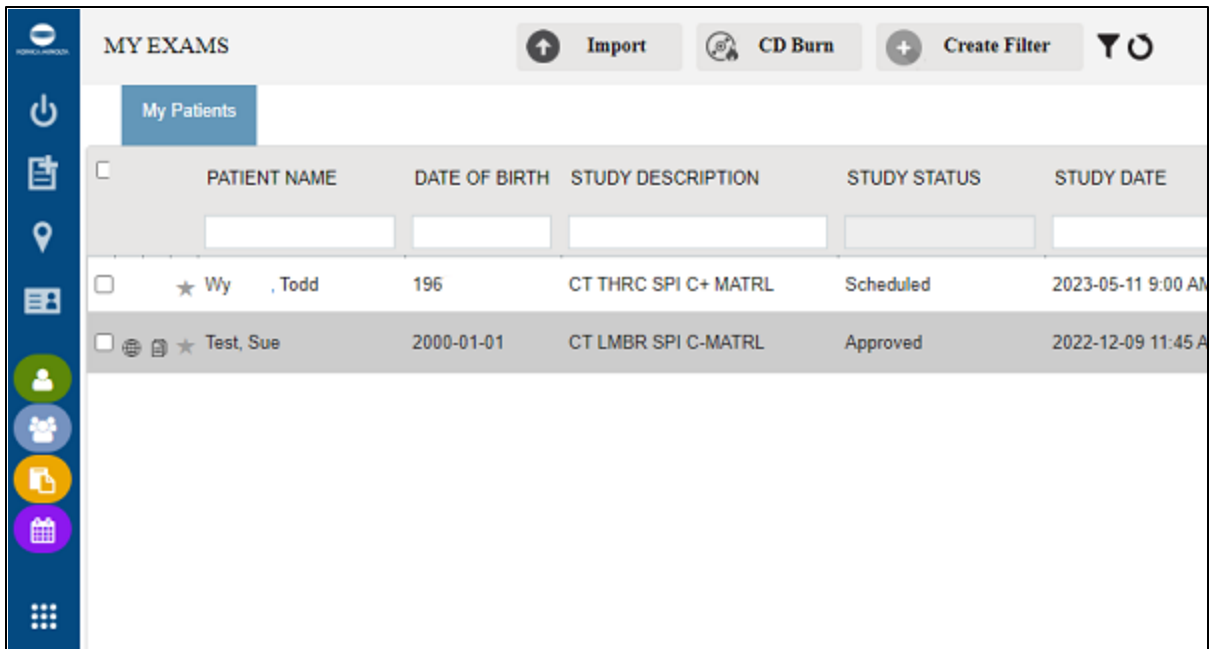
Sign in to Physician Portal

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



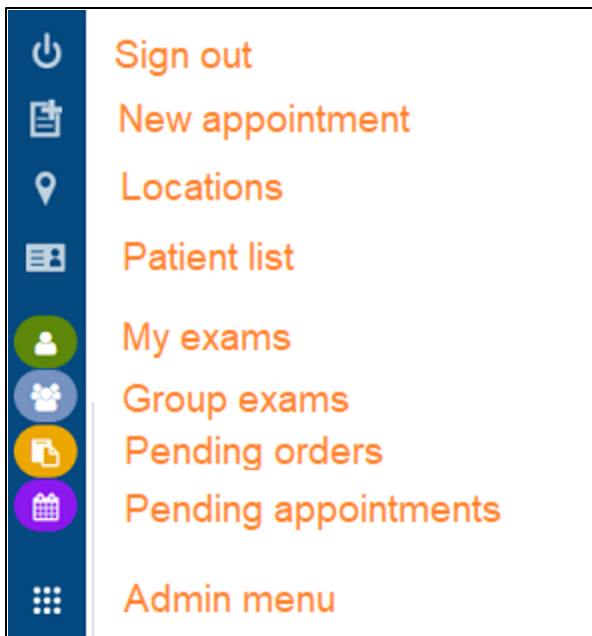
2. On the right pane, type your sign-in credentials, select **I Agree to the HIPAA Notice**, and then select **LOGIN**.

Result: The Portal opens to the My Exams worklist, showing all exams with which you are associated.




Navigation bar

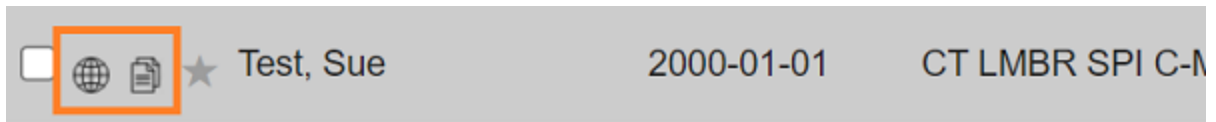
The navigation pane always appears on the left side of the screen, giving you quick access to main features.





Open images and approved reports

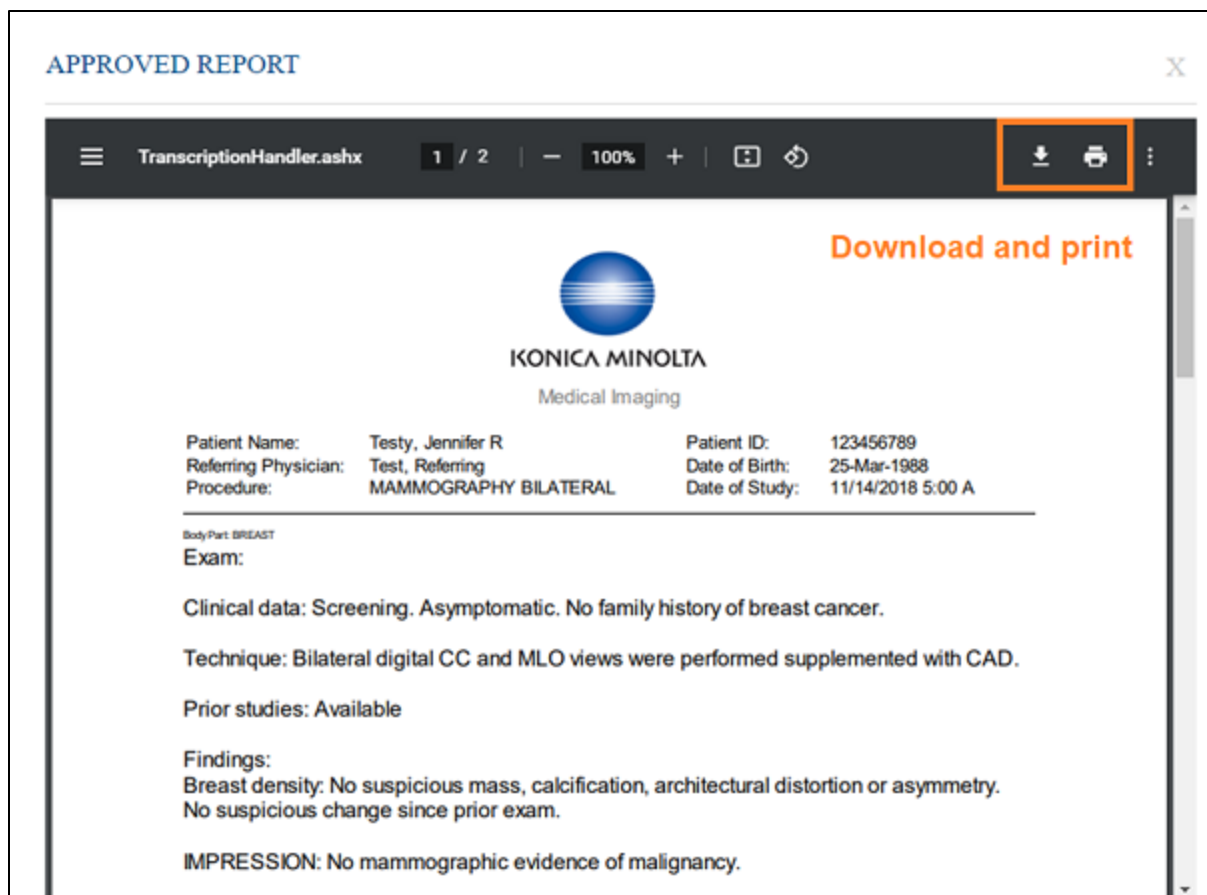
You can open images and reports for viewing and printing.

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



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

Example of an approved report:



APPROVED REPORT

TranscriptionHandler.ashx 1 / 2 100%

Download and print

KONICA MINOLTA
Medical Imaging

| | | | |
|----------------------|-----------------------|----------------|-------------------|
| 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 |

BodyPart: BREAST
Exam:

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

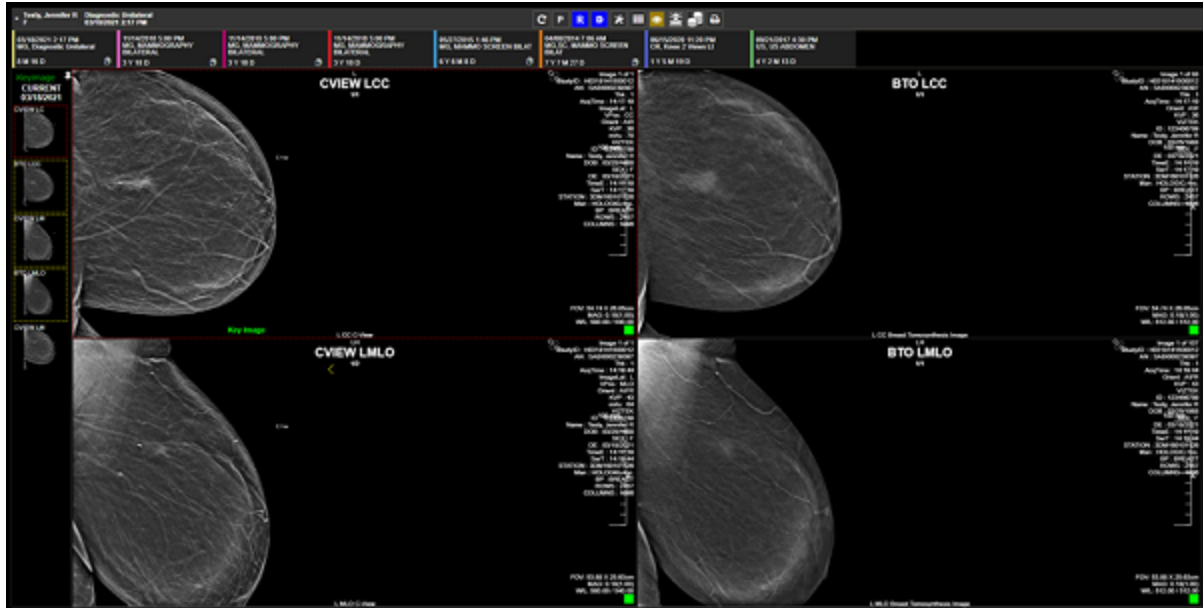
Technique: Bilateral digital CC and MLO views were performed supplemented with CAD.

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.

Example of an image open in the viewer



In the viewer tool bar, the following tools are available.



Refresh - Refresh the viewer

Notes - View study notes

Reports - View prior reports

Documents - View patient documents

Settings - Adjust viewer settings

Tools

Layout - Change the frame layout

Overlays - Show or hide overlays


Cutlines - Show or hide cutlines

Slices - Change slice thickness


Print - Print the images

View group exams, pending orders, and appointments

You can view a worklist that includes all patients seen by all members of your provider group. You can view worklists of pending orders and appointments.

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

| GROUP EXAMS | | | | | | | | | | |
|-------------------|---------------|------------------------------|--------------|-------------------------|---------------|----------------------------------|----------------------|---------------------|--|--|
| PATIENT NAME | DATE OF BIRTH | STUDY DESCRIPTION | STUDY STATUS | STUDY DATE | ACCESSION NO. | FACILITY | MODALITY | REFERRING PHYSICIAN | | |
| Gator, Ada | 01/21/1996 | ABDOMEN X-RAY | Scheduled | 11/09/2021 12:00 AM EST | 376 | Pineapple Under The Sea | Computed Radiography | Doctor, Trest | | |
| Nuckols, Thomas | 08/18/1988 | Requesting Exam | Ordered | | 256 | Konica Minolta Healthcare Americ | Computed Radiography | Doctor, Nicole | | |
| Test, Marc | 03/25/1988 | CT ABD & PELVIS W/O CONTRAST | Approved | 06/16/2021 4:40 PM EDT | 254 | Dave's Hospital | Computed Tomography | Test, Rehner | | |
| Test, Marc | 03/25/1988 | CT ABD C+/-C+ | Approved | 06/16/2021 4:40 PM EDT | 204 | Dave's Hospital | Computed Tomography | Test, Rehner | | |
| Testy, Jennifer R | 03/25/1988 | MAMMOGRAPHY BILATERAL | Unread | 11/14/2018 5:00 PM EST | 209 | Konica Minolta Healthcare Americ | Mammography | Test, Rehner | | |

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


| PENDING ORDERS | | | | | | | | | | | |
|-------------------|---------------|-------------------|--------------|------------|---------------|----------------------|----------|---------------------|-------------------|--------|----------------------------|
| PATIENT NAME | DATE OF BIRTH | STUDY DESCRIPTION | STUDY STATUS | STUDY DATE | ACCESSION NO. | FACILITY | MODALITY | REFERRING PHYSICIAN | ORDERING FACILITY | REASON | JUSTIFICATION OF SER |
| Tester, Brandon D | 12/15/1993 | Requesting Exam | Ordered | | 392 | Eric's Best Practice | CT | Doctor, David | | | Patient has abdominal pain |
| Testy, Jennifer R | 03/24/1988 | Requesting Exam | Ordered | | 391 | Eric's Best Practice | MR | Doctor, David | | | Frequent headaches |

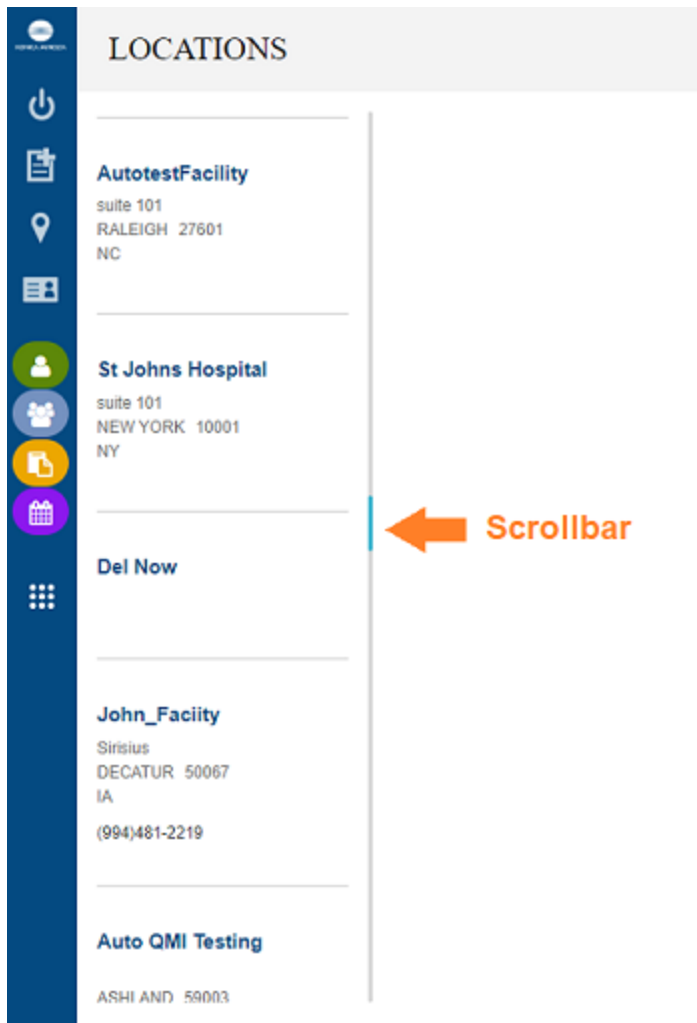
3. Select  to open the **PENDING APPOINTMENTS** worklist.

| PENDING APPOINTMENTS | | | | | | | | | | | |
|----------------------|---------------|-------------------|--------------|--------------------|---------------|----------------------|----------|---------------------|-------------------|--------|----------------------------|
| PATIENT NAME | DATE OF BIRTH | STUDY DESCRIPTION | STUDY STATUS | STUDY DATE | ACCESSION NO. | FACILITY | MODALITY | REFERRING PHYSICIAN | ORDERING FACILITY | REASON | JUSTIFICATION OF SER |
| Tester, Brandon D | 12/15/1993 | Requesting Exam | Ordered | | 392 | Eric's Best Practice | CT | Doctor, David | | | Patient has abdominal pain |
| Testy, Jennifer R | 03/24/1988 | MR ABD C+/-C+ | Scheduled | 11/11/2021 8:00 AM | 391 | Hudsonville | MR | Doctor, David | | | Frequent headaches |

View locations

You can open a list of healthcare locations associated with your provider group.

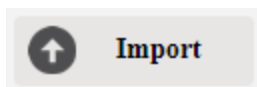
1. Select  to open the locations list.

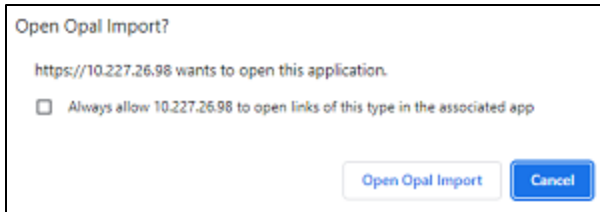


Import images

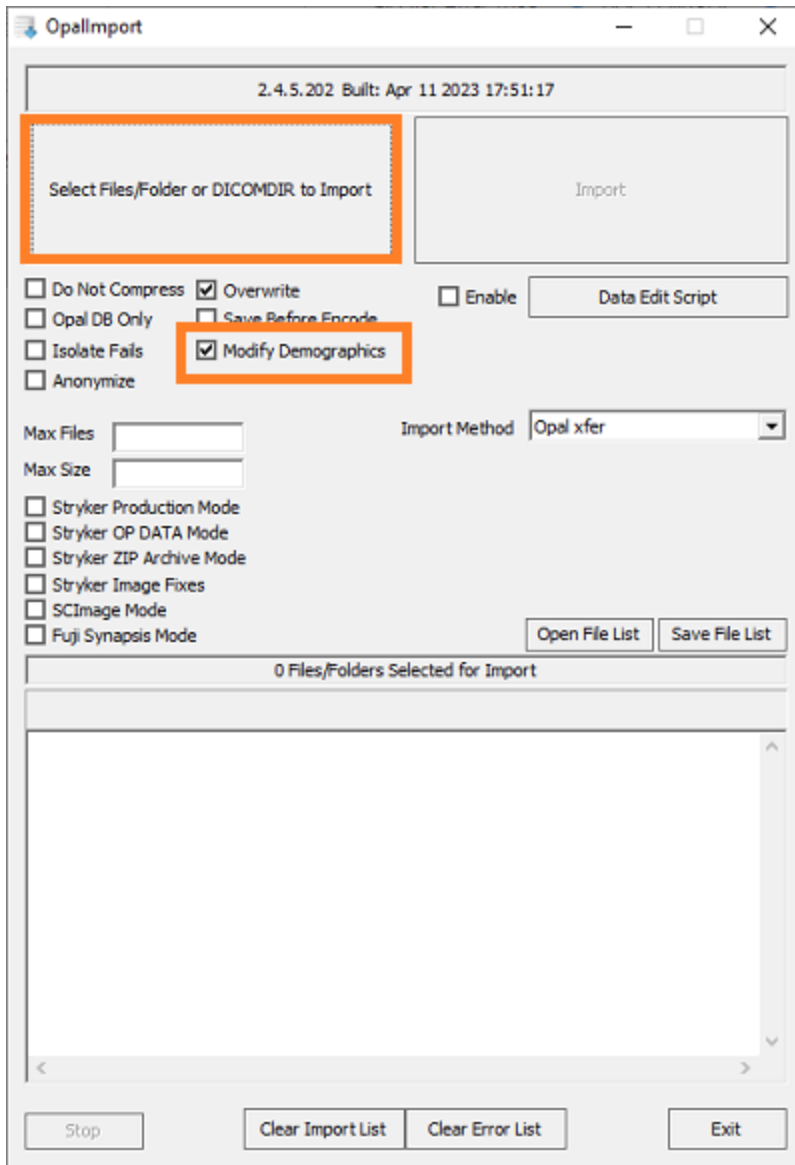
You can import images into studies, such as when a patient brings priors on a CD from another healthcare provider. Imported images appear as new studies on the My Exams worklist of the referring provider. If you or a member of your provider group were not the referring provider, you would have to "break the glass" to view them in Physician Portal.

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

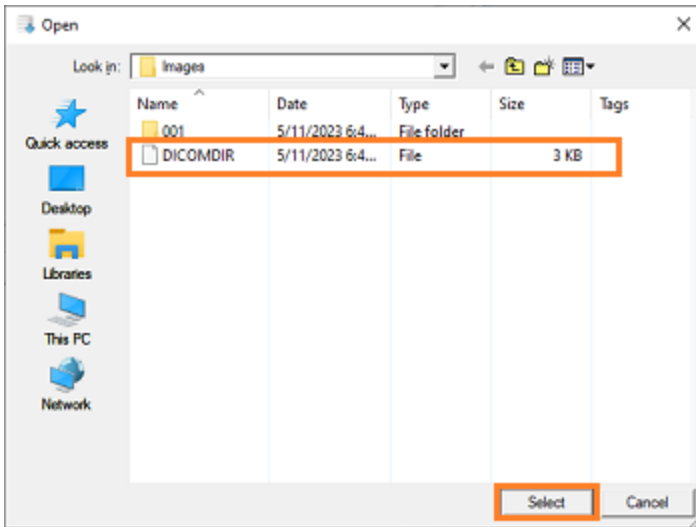




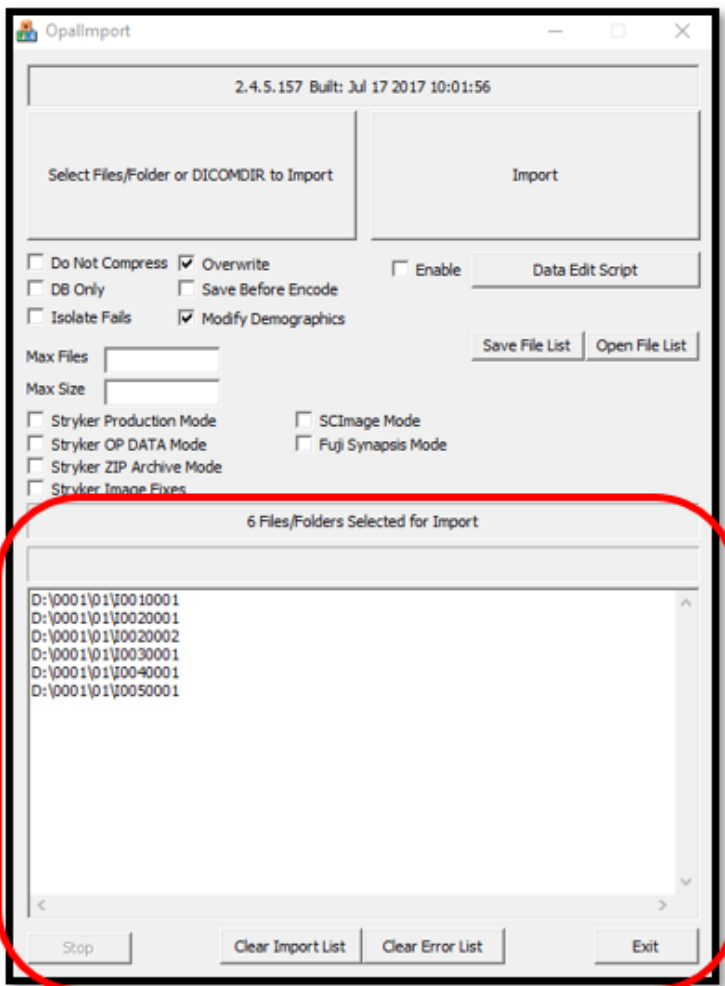
2. In the **OpalImport** window, select **Modify Demographics.**, and then select **Select Files/Folder or DICOMDIR to Import.**



3. Browse for and select the DICOMDIR file.



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



- 5. Select **Import**.

- In the **Modify/Confirm Demographics** screen, enter matching demographics in the proper format for your facility, and then select **MODIFY**.

The screenshot shows a 'Modify/Confirm Demographics' window. It has two main sections: 'Current Info' and 'New Info'. 'Current Info' has fields for Id, Name, DOB, and Institution (pre-filled with 'INSIGHT IMAGING'). 'New Info' has fields for Id, Name, DOB, and Institution. The 'Name' field has a format instruction: 'Format: Lastname^Firstname^MI^Prefix^Suffix'. The 'DOB' field has a format instruction: 'Format: YYYYMMDD (no slashes or dashes)'. Below these is a 'DB Query' table with columns 'PID', 'Name', and 'DOB'. At the bottom, there are four buttons: 'CANCEL IMPORT', 'QUERYDB', 'USE CURRENT', and 'MODIFY'. The 'MODIFY' button is highlighted with a red box.

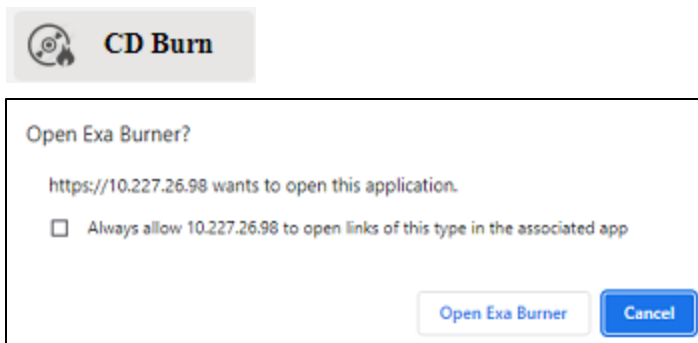
Result: The images are imported.

Burn studies to media

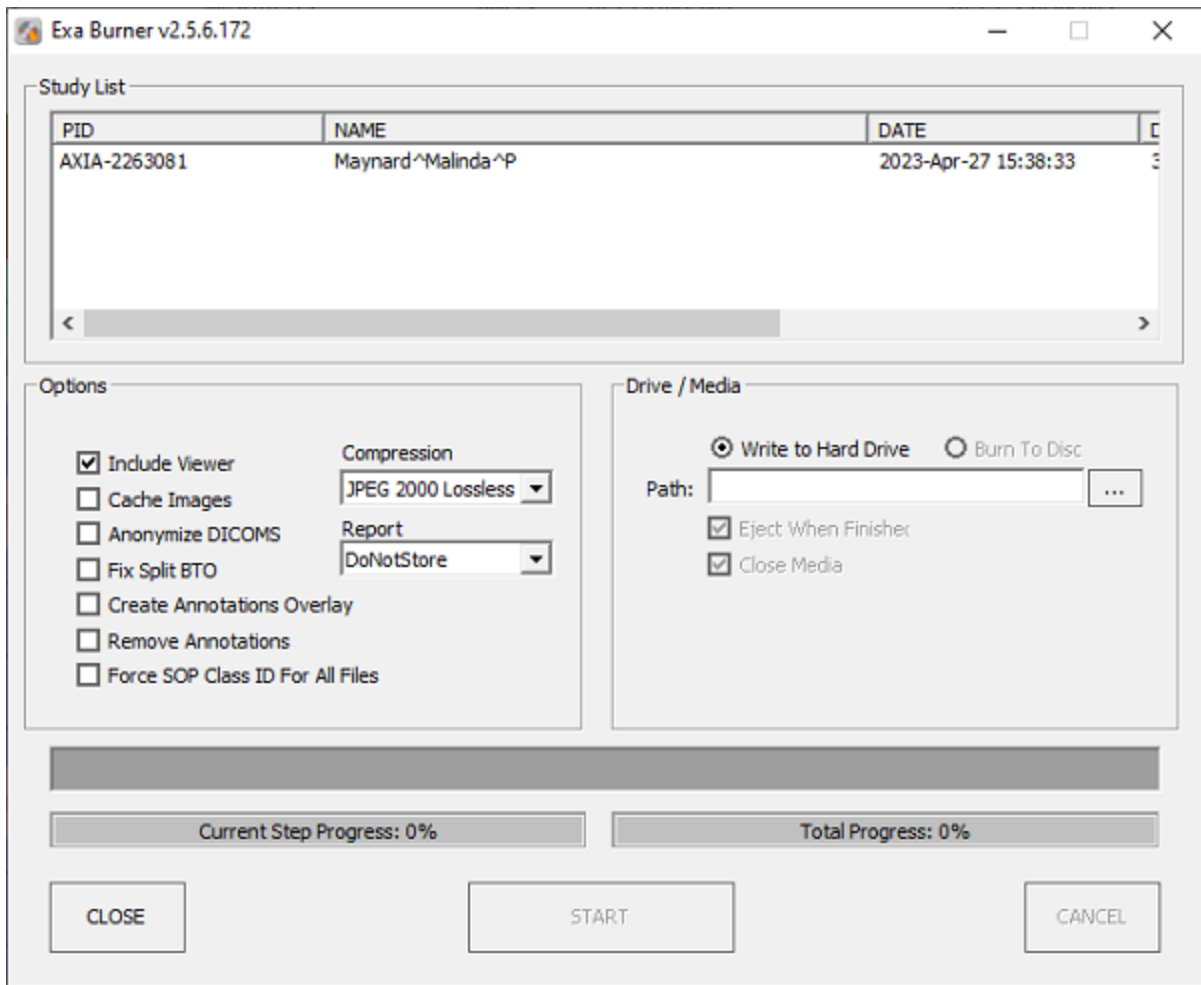
You can burn DICOM studies on the My Exam worklist to a hard disc or removable disc.

Prerequisite: [Install Exa Burner](#).

- On the **My Exams** worklist, select the checkboxes of studies that you want to burn to media.
- Select the **CD Burn** button, and then select **Open Exa Burner**.



Result: Exa Burner opens.



3. In Exa Burner, select the following options as needed.

| Setting | Description |
|----------------------------------|--|
| Include Viewer | Select to burn a viewer program onto the disc along with the items. Required for viewing off site. |
| Cache Images | Select to keep items in the Viewer cache folder (and not remove them after burning). |
| Anonymize DICOMS | Select to remove identifying patient demographics. |
| Fix Split BTO | Select to combine multi-frame mammograms into a single DICOM file. |
| Create Annotations Overlay | Select to convert annotations to an overlay and include them with the images. |
| Remove Annotations | Select to omit annotations from the burned items. |
| Force SOP Class ID for All Files | Select to set the Modality tag (0008, 0060) to the value in the DICOM file's SOP Class ID. |
| Compression | Select a compression algorithm. |
| Report | Select a report storing method. |

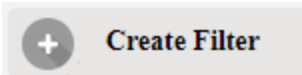
| Setting | Description |
|-------------------------------------|--|
| Write to Hard Drive Burn to Disc | Select whether to write to the hard disc or removable disc. |
| Path | Select the ellipsis button and then browse for and select a destination drive and/or path. |
| Eject When Finished | Select to eject the disc after burning. |
| Close Media | Select to finalize the media after burning so that it is no longer available for writing. |

4. If using a removable disc, insert the disc in the burner.
5. Select **START**.

Create a worklist filter

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

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



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

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

FILTER SETTINGS X

Filter Name:

| Filter Columns | Filter Values |
|--|--------------------------------------|
| <input checked="" type="checkbox"/> Patient Name | <input type="text" value="W"/> |
| <input type="checkbox"/> Date of Birth | <input type="text"/> |
| <input type="checkbox"/> Study Description | <input type="text"/> |
| <input type="checkbox"/> Study Date | <input type="text"/> |
| <input type="checkbox"/> Accession No. | <input type="text"/> |
| <input type="checkbox"/> Referring Physician | <input type="text"/> |
| <input type="checkbox"/> Facility | All <input type="button" value="v"/> |
| <input type="checkbox"/> Modality | All <input type="button" value="v"/> |
| <input type="checkbox"/> Study Status | Please select |

3. Select **SAVE**.
4. To use the filter, select it in the **Select filter** dropdown list.


EXAMS



by Patients

| PATIENT NAME | DATE OF BIRT | STUDY DESCRIPTION | STUDY STATUS | STUDY DATE | ACCESSION N | FACILITY |
|--------------|--------------|----------------------|--------------|------------------------|-------------|----------|
| W | | | | | | All |
| ★ W, Todd | 196 | CT THRC SPI C+ MATRL | Scheduled | 2023-05-11 9:00 AM EDT | 30303 | My Compa |

Open a patient chart

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

1. Select  to open the patient list.


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

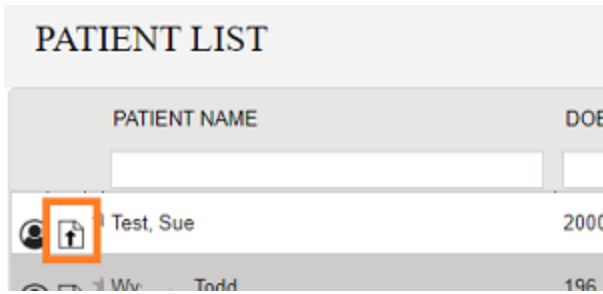
2. Double-click a patient to open the patient chart.

| PATIENT DASHBOARD | | |
|--|--|--------------------|
| Patient Demographics | Alerts | Results |
| <p>First Name Middle Name Last Name Suffix</p> <p>Todd - Wy -</p> <p>DOB Sex Language</p> <p>196 M </p> <p>Race Clinic</p> <p>/</p> | No alerts found | No results found |
| Problems | Medications and Prescriptions | Allergies |
| No problems found | No medications and prescriptions found | No allergies found |

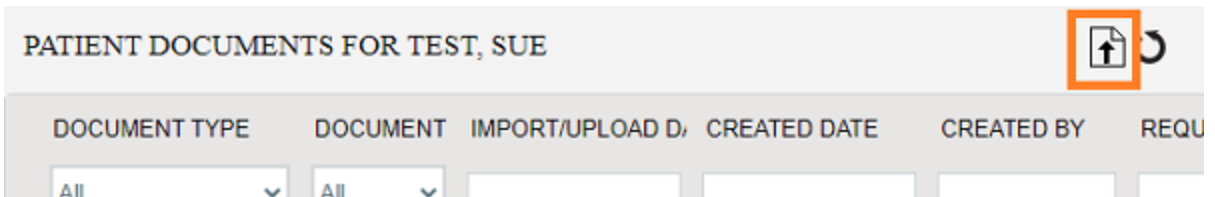
Attach a document to an exam

You can add a scanned document (such as an order form) to an exam.

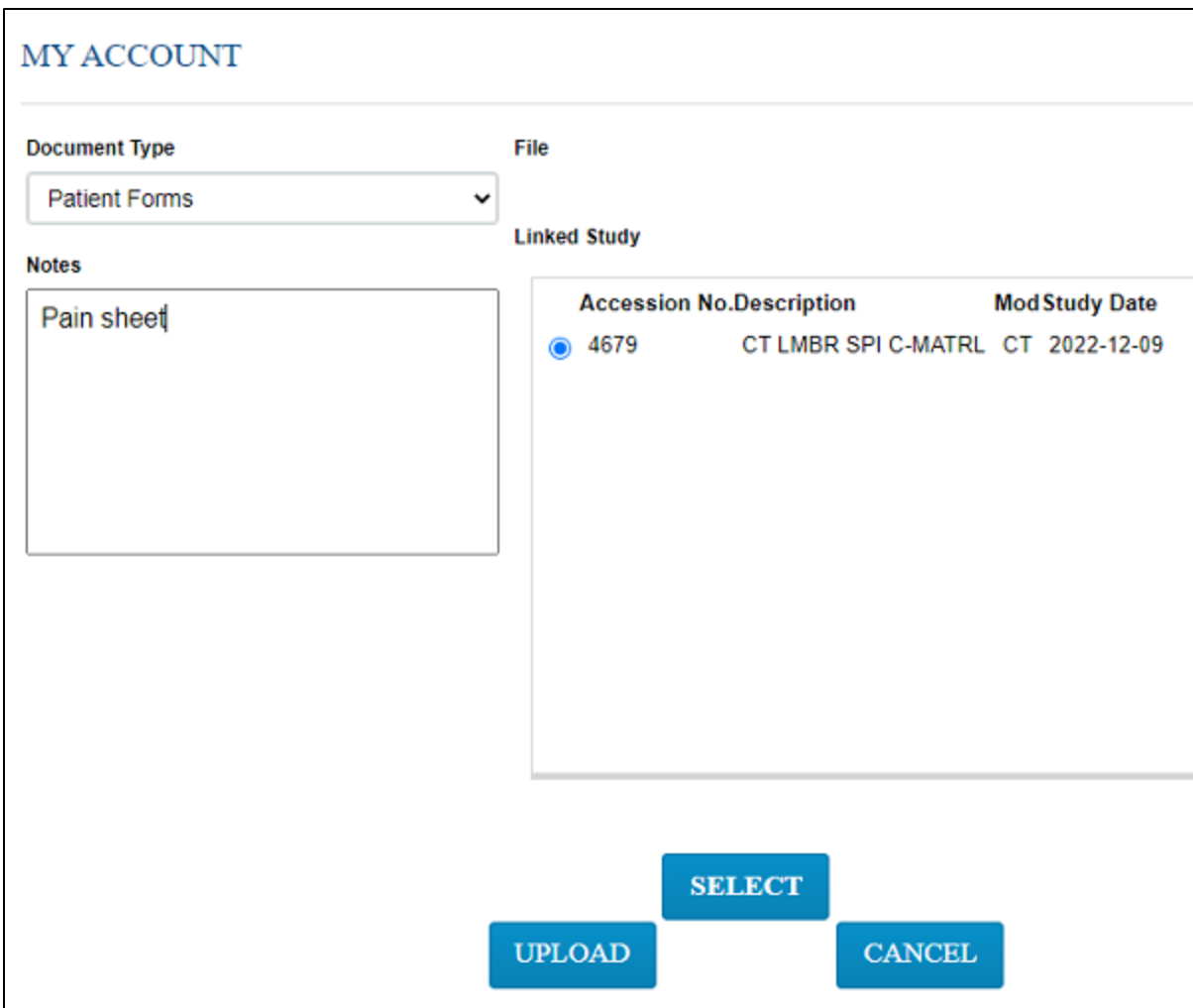
1. Select  to open the patient list.
2. In the Patient List, in a patient row, select the **Upload Patient Document** button.



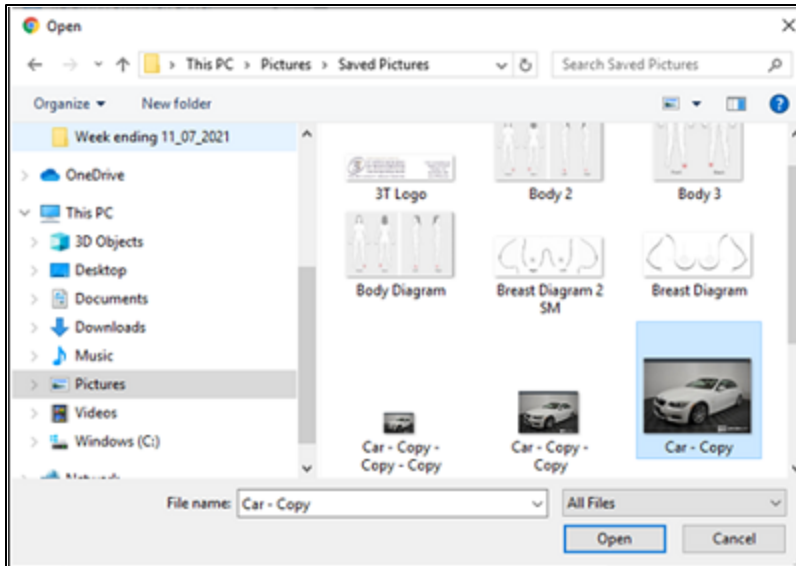
- In the patient document window, select the **Upload Patient Document** button.



- In the **MY ACCOUNT** window, select a document type.



- Optional. Enter notes.
- Under **Linked Study**, select to which exam you want to add the document.
- Select **SELECT**, and then browse for and select a document to add.



- Select **UPLOAD**.

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

Break the Glass

If the My Exam worklist contains studies for which you are not the referring or CC provider, and you have been granted the appropriate user rights, you have the option of using the Break the Glass feature to open those studies.

- On the **My Exams** worklist, select the **Break the Glass** checkbox.



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

BREAK THE GLASS WARNING

Patient Information

Starts With All Show Inactive

Test Search by First Nam DOB MRN Phone

Result: Matching patients appear in the list.

BREAK THE GLASS WARNING

Patient Information

Starts With All Show Inactive

test Search by First Nam DOB MRN Phone


| |
|---|
| Test, Nuclear M NMTes001 DOB: 10/06/1981 |
| Test, Jenn TesJ1001 DOB: 03/25/1988 |
| Test, Mawc MAWC1 DOB: 03/25/1988 |
| Testy, Jennifer R 123456789 DOB: 03/25/1988 |
| Test, Jenn TESJ175 DOB: 03/25/1988 |
| Test, Mg NCCCHIC17566 DOB: 11/08/1960 |
| Test, Eric tese1005 DOB: 01/01/1980 |
| Test, Barry 1234321 DOB: 10/10/2010 |
| Test, Nicole TesN1007 DOB: 01/01/2000 |
| ★ Test, Twana 654e DOB: 12/12/2001 |

3. Double-click the patient whose chart you want to open.

4. Select your **Access Reason**, enter your credentials, and then select **ACCEPT**.

Create and schedule an exam

You can create and schedule an exam.

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

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

Result: Patients matching your criteria appear in a list.

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

Patient Information [Show More +](#) BACK CREATE ORDER

Facility*

Name*

DOB* Sex*

Address Line 1 Address Line 2 Email

City State ZIP

Home Phone Mobile Phone Work Phone

Ordering Facility Ordering Physician

Modality* Appointment Type* Requesting Date
 ADD STUDY

Diagnostic Codes

Reason

3. Enter required information for the exam to order and then select **ADD STUDY**.
4. Optional. Repeat to add more exams to the order.
5. At the top of the screen, select **CREATE ORDER**.

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

ORDER SUMMARY X

| Patient Details | Physician Details | Map Location |
|--|--|--------------|
| <p>Tester, Braxton O</p> <p>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)556-8888 Email : email@gmail.com</p> | <p>Doctor, David</p> <p>Address line 1 : 123 Any Street Address line 2 : City/State/ZIP : RICHARDSON / TX / 75082 Phone no : Fax no :</p> | |
| <p>Appointment Details</p> <p>Your order has been created successfully</p> <p>Location : Eric's Best Practice Type : Pre Order Date : Status : Ordered</p> <p>PRINT UPLOAD CLOSE</p> | | |

6. Optional. To attach a document, select **UPLOAD**.
7. Select **CLOSE**.

About CDSM and AUC

The Protecting Access to Medicare Act (PAMA) of 2014 requires practitioners of advanced diagnostic imaging services such as CT, PET, NM, and MRI to consult a qualified *clinical decision support mechanism* (CDSM) before ordering exams for Medicare patients. CDSMs are online apps that use *appropriate use criteria* (AUC) to determine whether exams are clinically relevant (or, "appropriate"). By purchasing a license, Physician Portal can offer access to the LogicNets CDSM app through Physician Portal.

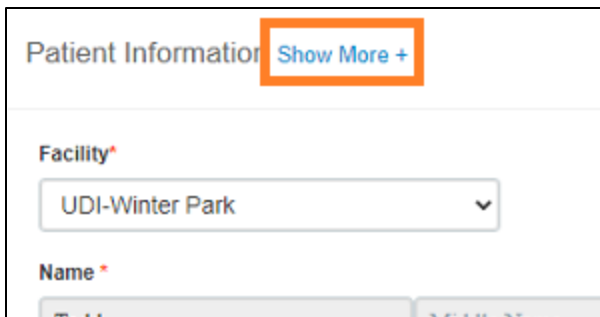
Create an order with CDSM

When creating orders for advanced imaging (CT, MR, NM, or PT), physicians can use CDSM to determine relevance for Medicare requirements.

Prerequisite: Obtain a license for CDMS functionality through your Konica Minolta representative.

Procedure

1. Follow the standard steps to create and schedule an exam, but on the **Patient Information** screen, select **Show More**.



2. and then enter the following settings as applicable.

| Setting | Description |
|-----------------------|---|
| Facility | Select your facility. |
| Name | Type the name of the patient. |
| Address, Email, Phone | Type or select the address, email address, and phone numbers of the patient. |
| Ordering Facility | Type the ordering facility. |
| Ordering Physician | Type the name of the physician ordering the exam. |
| Modality | Select Computed Tomography, Magnetic Resonance, Nuclear Medicine, or Positron tomography. |

| Setting | Description |
|-------------------|--|
| Appointment Type | Select an appointment type available for the modality. |
| Requesting Date | Type the date on which you want to perform the exam. |
| Account No./Alt | Type the patient's account number, PID, MRN, or alternate account number (auto-filled for existing patients). |
| Place of Service | Select a place of service. |
| Transportation | Select the mode of transportation the patient uses to go to the exam. |
| Referral Number | For referrals, type a referral number. |
| Patient Condition | Select the patient's expected condition on exam day. |
| Patient Location | If the patient is hospitalized, select the department. |
| Patient Room No. | If the patient is hospitalized, type the patient's room number. |
| Diagnostic Codes | Type in the box to dynamically search for a diagnostic code, and then select a code that matches the appointment type. You can add more than one code. |
| Reason | Type a reason for the exam. |
| Schedule Notes | Type notes for the scheduling staff. |

3. Select **ADD STUDY**.
4. Optional. Repeat the previous steps to add another study.
5. Select **CREATE ORDER**.
6. If the **AUC Requirement** message appears, if the patient has Medicare insurance, select **YES** (or select **NO** to skip CDSM).
7. On the **LogicNets Decision Engine** page, answer the questions to obtain a determination.
8. If the CDSM recommends one or more different CPT codes, follow the on-screen instructions to change the codes and match them with appointment types. Select **OK**.
9. On the **Order Summary** page, select to **PRINT** or **UPLOAD** the summary, and then select **CLOSE**.

View the audit log

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

1. On the admin menu, select the activity log button.



Result: The audit log opens with a list of entries.

| AUDIT LOGS | | | |
|--|------------|--------------|------------------------------|
| LOGGED DATE | SCREEN | PATIENT NAME | LOG DESCRIPTION |
| 2023-05-09 - 2023-05-11 | | | |
| View 2023-05-11 12:57 PM EDT | EXA Logout | | User logout: Wy .Todd (|
| View 2023-05-11 12:10 PM EDT | EXA Logout | | User logout: Wy .Todd (|
| View 2023-05-11 11:33 AM EDT | Phy.Login | | Add: New worklist filter("W" |

2. Double-click an entry to view details.

| MY ACCOUNT | |
|--------------|--|
| User: | twRP |
| Client IP: | 10.227.8.20 |
| Patient: | - |
| Module: | Worklist |
| Screen: | EXA Logout |
| Logged Date: | 2023-05-11 12:57 PM EDT |
| Description: | User logout: Wy .Todd (802) logged out at WP |

Configure passwords and two-factor authentication

You can reset your password at any time. If your site purchased a license, you can also configure two-factor authentication (2FA) as described below.

1. On the admin menu, select the security button.



2. In the My Account dialog, enter a new password, retype to confirm, and then select **SAVE**.

A screenshot of the 'MY ACCOUNT' dialog. The 'RESET PASSWORD' section has two input fields: 'New Password' and 'Confirm Password'. The 'TWO-FACTOR AUTHENTICATION' section has a 'Current Password' input field and a 'SHOW QR CODE' button. At the bottom are 'SAVE' and 'CANCEL' buttons.

3. Under **TWO-FACTOR AUTHENTICATION**, type your password, and then select **SHOW QR CODE**.

A screenshot of the Two-Factor Authentication screen. It features a QR code, a alphanumeric code 'ZRHCPQQT02BRFP775Q2LR23IQNEETZ4WXCCQYY7K', a 'One-Time Passcode' input field, and a 'Verify' button.

4. Use Google Authenticator to read the QR code and generate the one-time passcode, and then enter it into the box and select **Verify**.

Configure your user profile

You can edit your user profile directly in Physician Portal. The changes are updated in the Exa PACS/RIS database.

1. On the admin menu, select the profile button.



Result: The MY ACCOUNT screen appears with available settings.

MY ACCOUNT X

Edit User Settings Email:

Name

| | | | |
|-----------------------------------|---------------------------------|---------------------------------|-------------------------------------|
| <input type="text" value="Todd"/> | <input type="text" value="MI"/> | <input type="text" value="Wy"/> | <input type="text" value="Suffix"/> |
|-----------------------------------|---------------------------------|---------------------------------|-------------------------------------|

Title Dr. Office Name Phone No.

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

NPI No. Federal Tax ID Taxonomy Code

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

EIN No. SSN Medicare UPIN

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|


License No. Medicaid Provider No. Medicare Provider No.

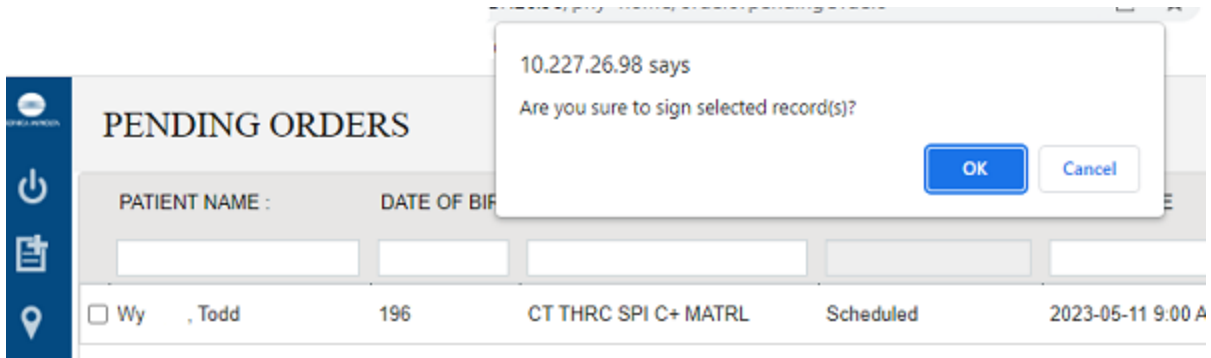
| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

2. Edit settings and select **SAVE**.

Sign an order

If staff configured a graphical signature file for you, you can add it to orders here. Your signature will appear on printed orders in Exa PACS/RIS.

1. Select  to go to the Pending Orders worklist.
2. In the worklist, double-click the exam you want to sign.



3. In the **Are you sure to sign selected record(s)?** message window, select **OK**.
Result: The order is signed, and removed from the Pending orders worklist.

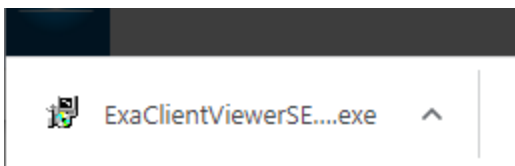
Install Exa Burner

Before you can use the CD Burn function to burn studies to media, you must install the Exa Burner app by following these steps.

1. On the admin menu, select the Exa Burner button.



Result: Chrome downloads the **ExaClientViewerSETUP.exe** file.



2. Select the file to run, and follow the on-screen prompts.