ADVANCED RADIOLOGY

Instructions for using

Advanced CONNECT

Referring Provider Portal

www.AdvancedRadiologyConnect.com
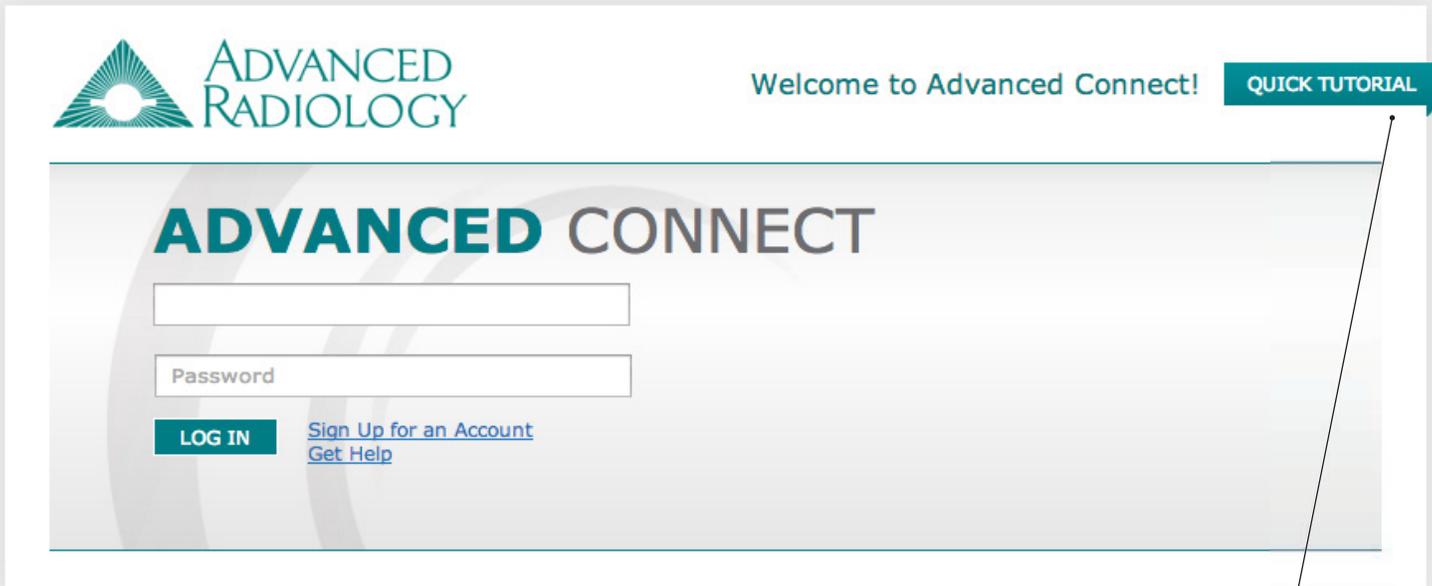
Version 3.5

Table of Contents

Getting Started

The physician portal provides access to your patients' reports and images. You must have your own unique user name and password to log into the portal.

Welcome to Advanced Connect! QUICK TUTORIAL

ADVANCED CONNECT

Password

LOG IN   Sign Up for an Account
          Get Help

The first time you log into the portal, you will be required to sign a Web and User Confidentiality Agreement.

Click the Quick Tutorial link to learn more about the referring provider portal.

Platforms:

Microsoft
Windows XP, or later

Apple
Mac OS
(excludes the eRAD Full Viewer)

Browsers:

Microsoft
Internet Explorer*
Version 7.0 or later

Google
Chrome

Mozilla
Firefox

Apple
Safari
WebGL must be enabled

*The Web Viewer and Internet Explorer.

The Web Viewer requires support for HTML5, WebGL, websockets and other web protocols. Compliant browsers include Mozilla Firefox v12, Google Chrome v20, Apple Safari v6 in MAC OS X 10.6, Opera Presto v2.11 and Microsoft Internet Explorer v9 and v10 (using Canvas technology). Some browsers might have WebGL or websockets disabled by default. These must be enabled before using the web viewer.

Microsoft Internet Explorer is not WebGL compliant. To make earlier versions of Internet Explorer compliant, install Google Chrome Frame plug-in..When the browser does not support the required technology, the web viewer does its best to detect the missing component and display a notification.

Note that WebGL requires hardware compliance as well. The workstation's display controller should support WebGL in order for the images to appear quickly in the web viewer.

Get Help!

If you need help getting started, solving technical issues, or learning how to use the portal, contact the portal's **Web Team.**

Click on the Get Help Icons throughout the portal.

Home Page and Finding Patient Exams

The Home Page shows all your patients with completed, scheduled, and in progress exams within a 90-day timeframe. The filter panel allows you to narrow and broaden display results by patient name, timeframe, and ordering providers.
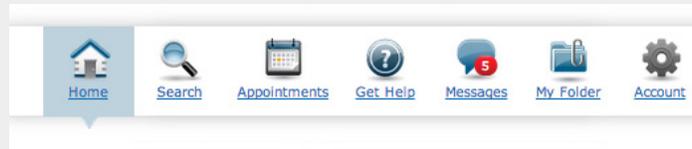
The **Main Toolbar** provides convenient access to the portal's primary features.

Home Search Appointments Get Help Messages My Folder Account

Filter by Exam Status
Filter results by exam status—completed, scheduled, or in progress exams.

"Now Showing"
The "Now Showing" Sentence explains the current filters that control the display results. Make the current filters your default display by clicking the Set as Default Link.

Create Custom Tab
Create custom tabs on the Home Page to view patient exams the way that makes sense to you.

Refresh
Click the Refresh Icon to make sure you are looking at up-to-the-minute patient exam data. A time stamp indicates when the data was last refreshed.

Now Showing: Patients with completed exams in the previous 90 days for all providers. Set as Default | Return to Default

| Completed | Scheduled | In Progress | ⊕ Add New Tab |

FILTER BY PATIENT NAME

[   ] **FILTER**   CLEAR

FILTER BY TIMEFRAME

Today & Yesterday | 7 Days | 30 Days | 60 Days | 90 Days

FILTER BY EXAM TYPE

Show all ▾

FILTER BY ORDERING PROVIDER

Show all ▾

UPDATED

1 MIN. AGO

		Patient Name	Birth Date	Sex	Type	Exam Description	Date	Location	Ordering Provider ▽
		Doe, Jason	12-25-1991	M	MR	MR Cervical Spine WO	08-30-2013	Tri County	MARY BROWN MD
		Doe, Jim	12-26-1992	M	MR	MR Knee WO	08-27-2013	Main Street	JOHN GREEN MD
		Doe, John	12-27-1993	M	MR	MR Lumbar Spine WO	08-27-2013	Tri County	SUE BLACK MD

Click the patient name to go to the **Patient Detail Page** to review reports and images.
▶See Page 5.

Filter by Patient Name
Enter the patient's first or last name to receive a quick-pick list of matching results. Click the Filter Button to see results.

Filter by Timeframe
Click to filter exams by date timeframe.

Filter by Exam Type
Click to filter exams by exam type.

Filter by Ordering Provider
Select and remove ordering providers from the display by checking or unchecking them in the drop-down menu.

One-click Access to Report and Images
Click the icons to launch a new browser window and get quick access to the patient's report or image.

📄 Report Available

📄 Stat Report Available

📄 Images Available

Setting the Default Display
There are two ways to set the default display for patient exams that you see each time you log into the portal or click the Home Page Button. You can set default filters directly on the Home Page or from the Account Page.

1. On the Home Page, set the filters you desire—exam status, timeframe, and ordering providers. Then, click the Set as Default Link that appears at the end of the Now Showing Sentence.

2. On the Account Page, click the Edit Link for Filter Preferences. Select default filters that you desire. Click the Save Button.
▶See Page 11.

Note: Additional filter preferences are available on the Account Page.

Not Finding a Patient?
The Home Page only displays results that match the current filters. The current filters are highlighted in yellow and are explained in the "Now Showing" sentence.

If you're not finding the patient in the display results, here are a few tips:

1. Try a different Exam Status Tab—Completed, Scheduled, or In Progress.

2. Clear the Patient Name Filter.

3. Expand the timeframe to 60 or 90 days to show more results.

4. Expand the types of modalities selected.

5. Make sure the patient's ordering provider is checked in the Ordering Provider drop-down menu. Select other providers to see their patients.

6. Click the Refresh Icon to make sure you're looking at up-to-the-minute patient exam data.

7. Check filter preferences on the Account Page to make sure all ordering practices are selected.

8. If you still can't find the patient, try a Search.
▶See Page 3.

Search Page

The Search page offers common attributes to search for patients. By default, a search will only return results for your patients or patients belonging to other providers *in your practice*. However, you can broaden a search to include patients and providers *outside your practice.*

Searching For Patients Outside Your Practice
Click the checkbox to enable searching for patients and providers outside your practice. The background will change to remind you of special privacy requirements for viewing protected patient health information.

Note: You must enter part of a patient's first and last name to search for patients outside your practice.

Display results for patients outside your practice are highlighted (as shown on the right) to signal when patient health information is protected.
Note: Viewing records of patients *outside your practice* will be tracked and audited by the portal.

Patient Name
Doe, Jane
Doe, Jim
Doe, John
Doe, Joseph
Doe, June

☐ Include patients outside my practice.

Patient's **Last Name**

Patient's First Name

Patient's Birth Date (mm-dd-yyyy)   mm-dd-yyyy

Ordering Provider's Last Name

Ordering Provider's Practice

CC'd Ordering Provider's Last Name

Imaging Group   Select Search Options ▾

Location   Select Search Options ▾

Exam Status   Select Search Options ▾

Exam Type   Select Search Options ▾

✱ Exam Date (mm-dd-yyyy): From   04-15-2012   ✱ To   04-15-2013   Today & Yesterday   7 Days   30 Days   60 Days   90 Days

SEARCH   CLEAR

Click the **Search Button** to complete a search. Not all fields are required.

Click the **Clear Link** to remove the search query and clear the display results.

Imaging Group Search
Search for patient exams that were acquired at any local RadNet imaging group. The portal gives you access to patient exams across multiple imaging groups.

Use these timeframe links to quickly set the exam date range.

Patient Details and Report Tab

The Patient Detail Page shows the complete exam history for the patient. Selecting an exam will provide access to its report and images.

Click the **Back Icon** to return to the previous search page results.

Click the **Download Icon** to download a PDF of the report.
▶ See below.

Click the **Print Icon** for a print-friendly version of the report.
▶ See below.

Click the **Add to Folder Icon** to add exam to a folder.
▶ See Page 10.

Patient History List
Shows the selected patient's scheduled, in process, and completed exams acquired at any local RadNet imaging group. View the patient's imaging history by reading reports and viewing images—no matter where the patient was seen.

Click the **Expand Icon** to view the report's details and metadata.

Click the **Images Tab** to view images for the selected exam.
▶ See Page 5.

Click the **Add to Folder Icon** to add the selected exam to the folder currently displayed in the drop-down menu.
▶ See Page 10.

Doe, John
12-25-1991 (22 Y) Male
MRN: 72057R

MR Thoracic Spine WO
08-09-2012 08:30 AM

MR Pelvis Neuro Ortho WO
07-08-2012 10:30 AM

MR Lumbar Spine WO
07-08-2012 10:00 AM

Default Folder

Exam Performed At:
ABC Diagnostic Radiology, Main Street
(555) 123-4567

Ordered By:
Thomas Brown MD
Town Avenue Family Practice

Report   Images

Final

EXAM: MR SACROILIAC JOINTS WITHOUT CONTRAST

HISTORY: Pain for two years. Previous fall.

TECHNIQUE: The study was performed using T1, fat-suppression proton, T2-weighted spin-echo and inversion-recovery acquisitions.

COMPARISON: Correlated with lumbar spine MR from the same day.

FINDINGS: Sacrum and medial iliac wing marrow elements are intact. Mild degenerative SI joint changes are symmetrical without evidence of sacroiliitis or diastasis. The sacral spinal

Download a Report

You can download a PDF-copy of the final report. This is the same report that is sent to your practice through other communication channels, i.e., fax or mail.

1. Click the Download Icon to display the download panel.
2. Title the PDF to match your naming conventions.
3. Click the checkbox to agree to protect patient health information.
4. Click the Download Report Button.
5. The PDF will download to your PC according to your browser's preferences.

Document Title

I am authorized to download this patient's protected health information. MORE

☐ **I Agree.**

DOWNLOAD REPORT   CLEAR

Print a Report

Click the Print Icon to receive a print-friendly version of the report. Use the browser's print function to print the report.

○ ○ ○   ARS_DiagnosticReport
about:blank

Print

Total: 1 sheet of paper

Cancel   Print

Destination   RadNet IT Printer

EXAM: MR SACROILIAC JOINTS WITHOUT CONTRAST
HISTORY: Pain for two years. Previous fall.
TECHNIQUE: The study was performed using T1, fat-suppression proton, T2-weighted spin-echo and inversion-recovery acquisitions.
COMPARISON: Correlated with lumbar spine MR from the same day.
FINDINGS: Sacrum and medial iliac wing marrow elements are intact. Mild degenerative SI joint

Images Tab

The Images Tab shows all images acquired during the patient's exam, organized in series.

3 Image Viewer Options

1. Quick Viewer
Click in the lower-right corner of the thumbnail, indicated by a green highlight, to view a large, static display of the selected image.

2. Web Viewer
With the view mode set to "WEB," click the thumbnail to display images directly in the Images Tab within your browser. The Web Viewer provides a basic set of controls to view and manipulate images.
▶ See Page 6–7.

3. Full Viewer
With the view mode set to "FULL," click the thumbnail to launch a full-featured application that displays diagnostic-quality DICOM images. The Full Viewer must be downloaded and installed on your computer.
▶ See Page 8–9.

Click the **Report Tab** to view the report for the selected exam.
▶ See Page 4.

View image thumbnails in **carousel mode**—scrolling to see images within a series. Or, view image thumbnails in **list mode**—seeing all images within a series in one view.

View Mode
To set the view-mode, click the toggle button to switch between the Web Viewer and the Full Viewer.

You can also launch images by clicking on the Image Viewer icon, which opens all image series in the currently selected image viewer.

eRAD Web Viewer

The eRAD Web Viewer displays images in a web browser. Basic tools are available to manipulate images including scrolling, window/level, magnification, cross sectional references, and linear measurements.

View Mode
To use the Web Viewer, you must set the view mode to "WEB." The view mode toggle is located on the Images Tab.
▶ See Page 5.

Series mode shows all the series available for the selected exam. To switch to image mode, click on the series thumbnail.

Image mode shows a single series—one image at a time. To switch to series mode, click the upper corners of the image area, under the patient name area.
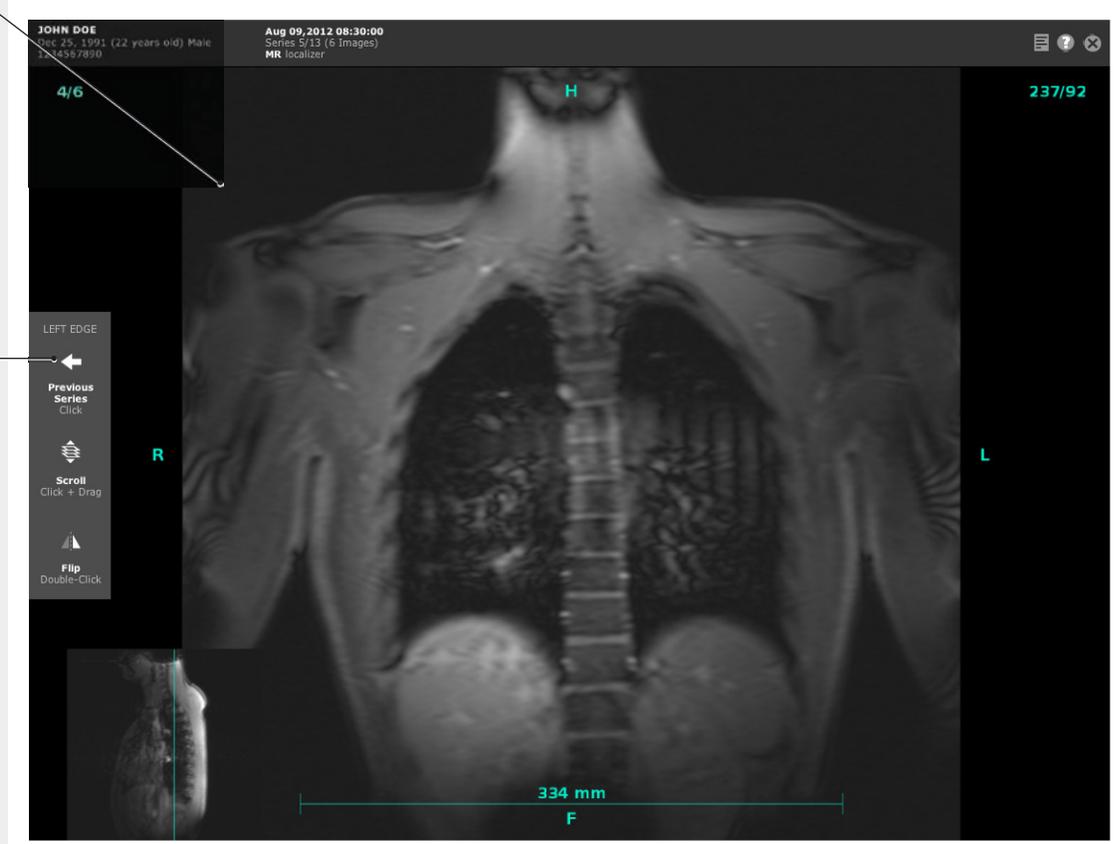
For your convenience, pop-up help shows you available controls, specific to an edge or location of the screen. Double-click the **Help Icon** to turn on/off pop-up help.
▶ For more information, see the next page.

Note: When using Microsoft Internet Explorer, the eRAD Web Viewer requires the Google Chrome Frame plug-in to be installed in order to use the viewer.
▶ See Page 1.

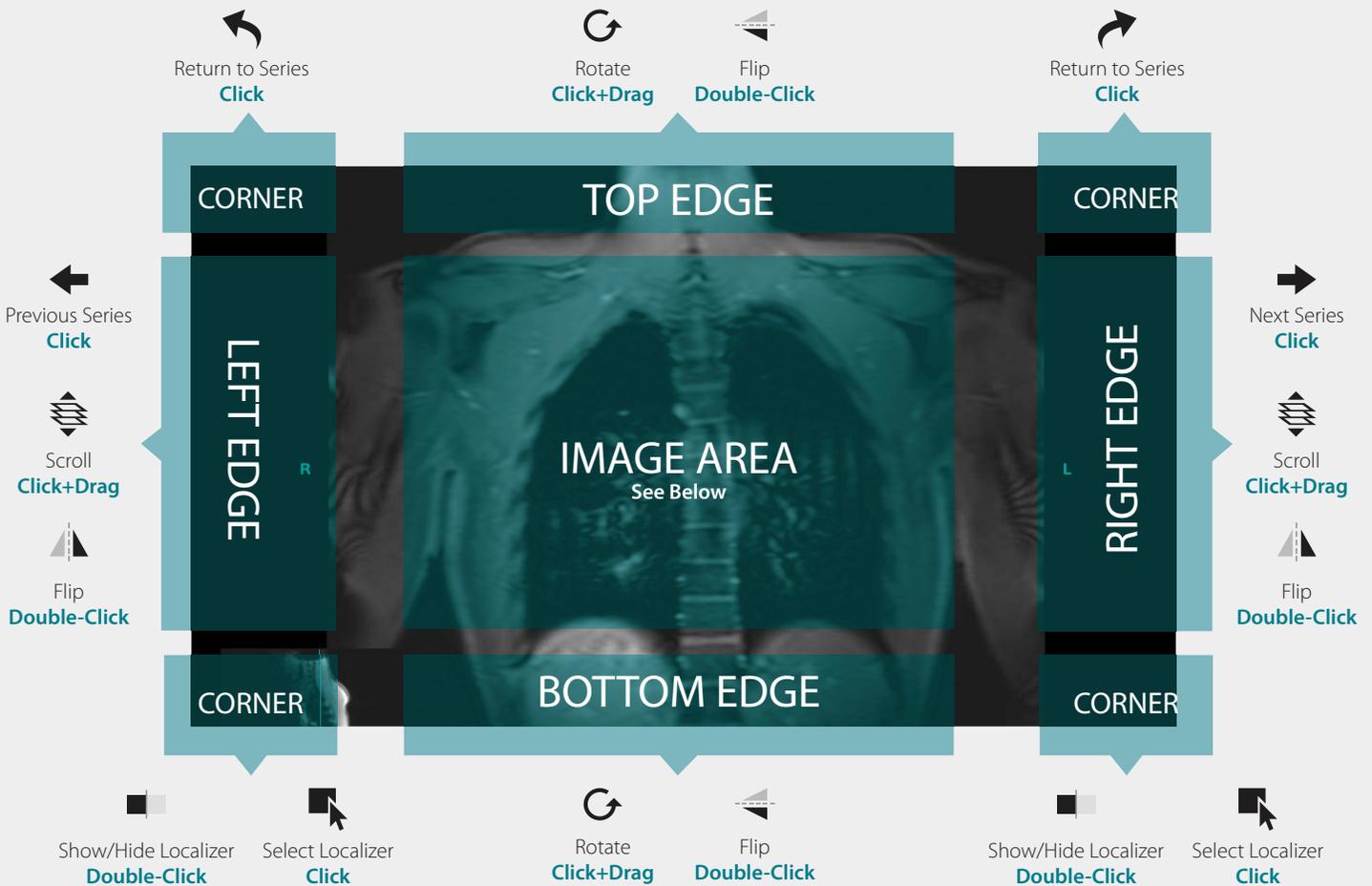# Using the eRAD Web Viewer's Location-Sensitive Controls

The eRAD Web Viewer provides many different features to view and manipulate images. Most features are "location-sensitive"— available only when you click or drag on specific edges or areas of the screen.

?
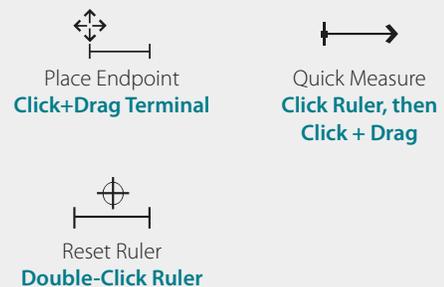Toggle Pop-Up Help
Double-Click Icon

Need help using the viewer?
Double-click the Help Icon to turn on/off pop-up help that automatically shows available features where ever you hover the cursor.

Return to Series
Click

Rotate
Click+Drag

Flip
Double-Click

Return to Series
Click

CORNER   TOP EDGE   CORNER

Previous Series
Click

Scroll
Click+Drag

Flip
Double-Click

LEFT EDGE

IMAGE AREA
See Below

RIGHT EDGE

Next Series
Click

Scroll
Click+Drag

Flip
Double-Click

CORNER   BOTTOM EDGE   CORNER

Show/Hide Localizer
Double-Click

Select Localizer
Click

Rotate
Click+Drag

Flip
Double-Click

Show/Hide Localizer
Double-Click

Select Localizer
Click

Image Area Controls

Pan
Click+Drag

Zoom
Left & Right-Click + Drag

Window Level
Right-Click + Drag

Scroll
Scroll Wheel or Middle-Click + Drag

Reset Image
Double-Click

Invert Window Level
Right-Double-Click

Ruler Controls

Place Endpoint
Click+Drag Terminal

Quick Measure
Click Ruler, then Click + Drag

Reset Ruler
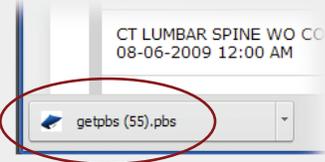**Double-Click Ruler**

eRAD Full Viewer

The eRAD Full Viewer is a full-featured application that displays diagnostic quality DICOM images.

View Mode

To use the Full Viewer, you must set the view mode to "FULL." The view mode toggle is located on the Images Tab.

▶ See Page 5.

CT LUMBAR SPINE WO CO
08-06-2009 12:00 AM

getpbs (55).pbs

GetPBS.pbs

The Full Image Viewer interacts with the portal's image data via a file called "getpbs.pbs". When you click an image thumbnail to launch the Full Image Viewer the "getpbs.pbs" file downloads to your computer.

Each browser (IE, Chrome, Firefox, Safari) handles file downloads differently. Some will automatically open the "getpbs.pbs" file and launch the Full Image Viewer automatically. Other browsers require you to manually open the downloaded file. In that case, you need to click to open the "getpbs.pbs" file.

The Grid Tool allows you to alter the display format by selecting the number of image series to display within the screen grid.

The Tile Tool allows you to select the number of images within a series to display within a tile.
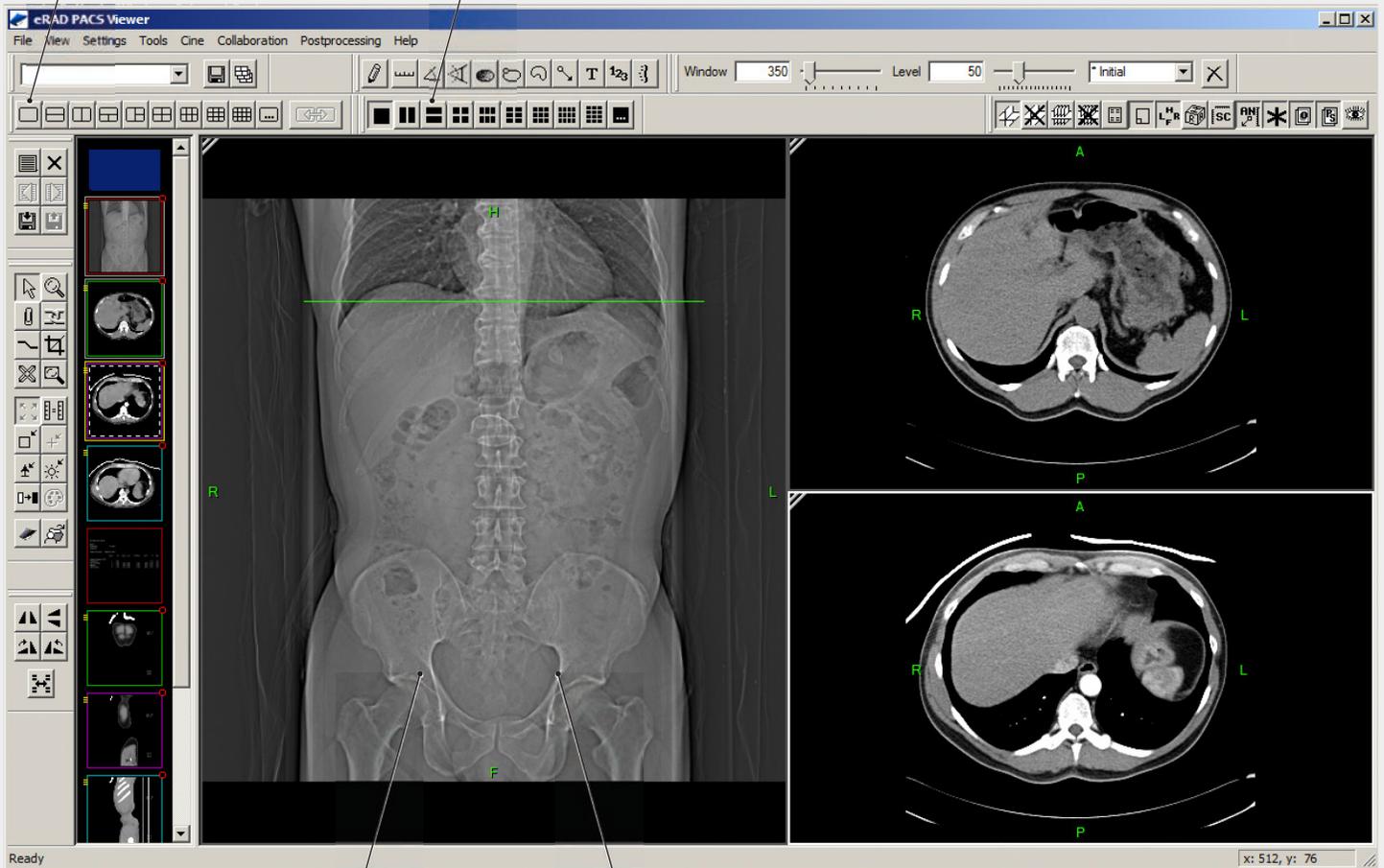
To scroll through the selected image series, select the image series by clicking on the visible image. Then, roll the mouse wheel forward and backward, or hold down the left mouse button while moving the mouse forward and backward. (You can also use the arrow up and arrow down button on your keyboard).

To change window and level (brightness and contrast), hold down the right mouse button while moving the mouse up, down, left, and right.

Installing the eRAD Full Viewer

Before you can use the Full Viewer, you must download and install the viewer software on a Windows-based PC.

Click the link on the Images Tab to go to the Account Page. The Image Viewer Tab contains instructions and a Download Button to download the Full Viewer's installation wizard.
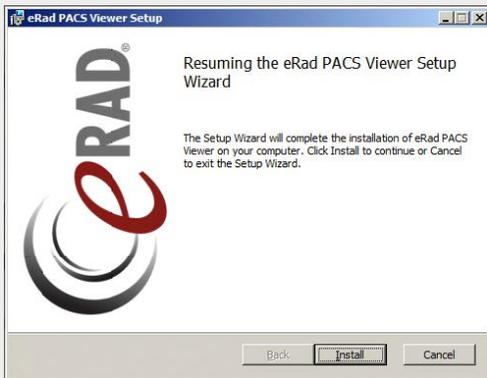
View guides and manuals for more information about how to install and use the Full Viewer.

Click the Download Button to download the installation wizard to your local computer.

Use the installation wizard to install the Full Viewer. Follow the step-by-step prompts to install. Once installed, you will need to restart your browser and log back into the portal to use the Full Viewer.

Messages

Receive and send secure messages directly from the portal. Email communication may compromise protected health information—so use the portal's message feature to communicate securely.

Inbox
Messages from the portal's Web Team will come directly to you into your portal's inbox. When system alerts or warnings are sent, you'll receive a pop-up notification at the top of each screen to ensure you don't miss the message.

Send
Send messages to the Web Team through the portal to ensure protected health information isn't compromised.
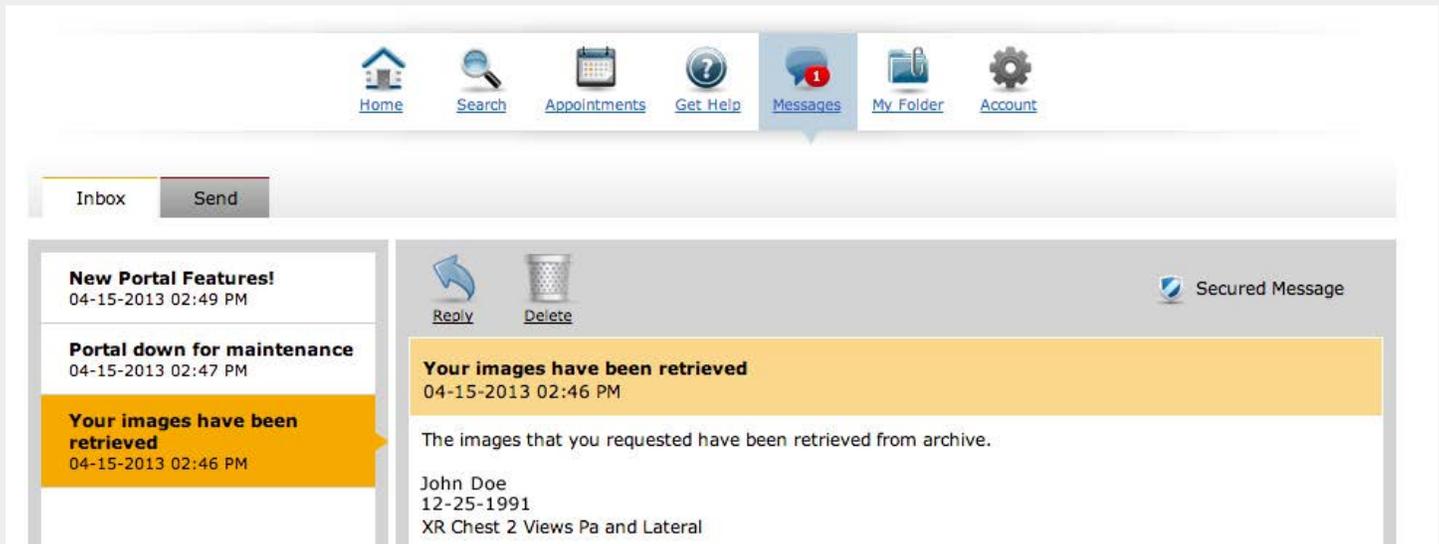
My Folder

Add exams to custom folders for convenient access in the future. Name your folders in ways that make sense to you to help you organize an exam archive

Create Your Own Folders
Add a folder and give it a custom name. Organize exams in ways that make sense to you.
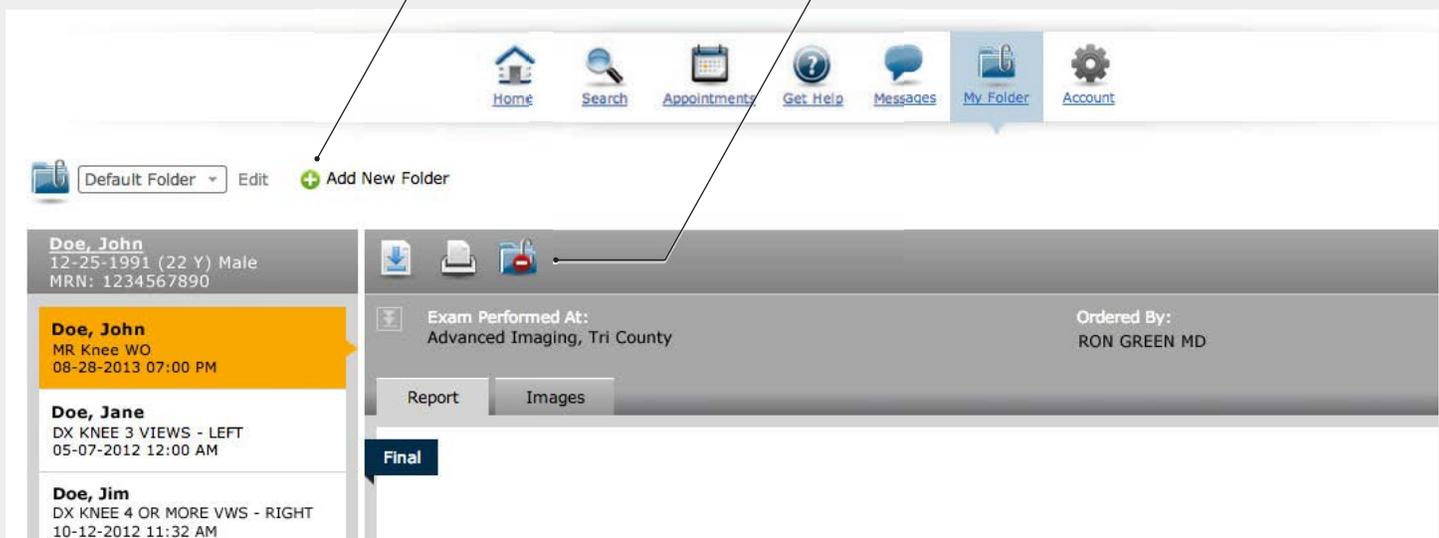
Remove Exam
Removes the selected exam from the folder.

Add Exams to Folder
On the Reports or Images Tab, click Add to Folder Icon.
▶ See Page 4–5.

⚙ Account Page

The Account Page allows you to define settings that are specific to your portal account, such as your password and filter preferences.

Current password information and filter preferences are displayed on the Account Page. To modify, click the Edit Link.

Image Viewer Tab
The Account Page provides access to instructions and downloads for the images viewers.
▶ See Page 8–9.

| | Home | Search | Appointments | Get Help | Messages (5) | My Folder | Account |

Profile   Image Viewer

PASSWORD EDIT   Updated 02-19-2013 | 08:45 AM

FILTER PREFERENCES EDIT

Exam Status	Completed
Timeframe	60 Days
Modality	CT
Ordering Practices	CENTER FOR ORTHOPAEDIC SURGERY
Ordering Providers	15 of 15 providers
Auto-Refresh	Every 30 minutes
"Now Showing" Sentence	Show

Filter preferences control the patient exam display results that you see, by default, when you log into the portal or click the Home Page Button.

PASSWORD   Updated 02-19-2013 | 08:45 AM

Current Password
New Password
Confirm Password

SAVE   CANCEL

FILTER PREFERENCES

Exam Status   Completed ▾
Timeframe   90 Days ▾
Exam Types   Show All ▾
Ordering Practices   Show All ▾
Ordering Providers   Show All ▾ ☑ Include if CC'd
Auto-Refresh   Every 30 minutes ▾
"Now Showing" Sentence   ⦿ Show ○ Hide

SAVE   CANCEL

Exam Status sets which tab is displayed by default: Completed, Scheduled, or In Progress.

Timeframe defines how many days of patient data are displayed by default.

Exam Types defines the types of exams that are displayed by default.

Ordering Practices define which practices' patients are displayed by default.

Resetting Your Password
To reset your password:
1. Click the Edit Link to modify your password.
2. Enter your current password.
3. Enter your new password.
4. Retype your new password to confirm.
5. Click the Save Button.

The password display will update with a new date and time to confirm your password has been reset.

Modifying Your Filter Preferences
To modify your filter preferences:
1. Click the Edit Link to modify filter preferences.
2. Select the filter settings to match your preference. Check or uncheck items in the drop-down menus.
3. Click the Save Button.

The updated filter preferences will display to confirm the modifications.

Ordering Providers define which providers' patients are displayed by default.

Include if CC'd will include results when the ordering provider has been cc'd on an exam.

Auto-Refresh defines the duration for when the portal will re-query the backend system for the latest patient exam data.

The **"Now Showing"** sentence explains the current filter settings on the Home Page. You can show or hide the sentence.

Get Help!

If you need help getting started, solving technical issues, or learning how to use the portal, contact the portal's **Web Team.**

Click on the Get Help Icons throughout the portal.

Email:
WebTeam@RadNet.com

Phone:
443-436-1122