AMERICAN RADIOLOGY SERVICES

Instructions for using

ARS CONNECT

Referring Provider Portal

www.americanradiologyconnect.com
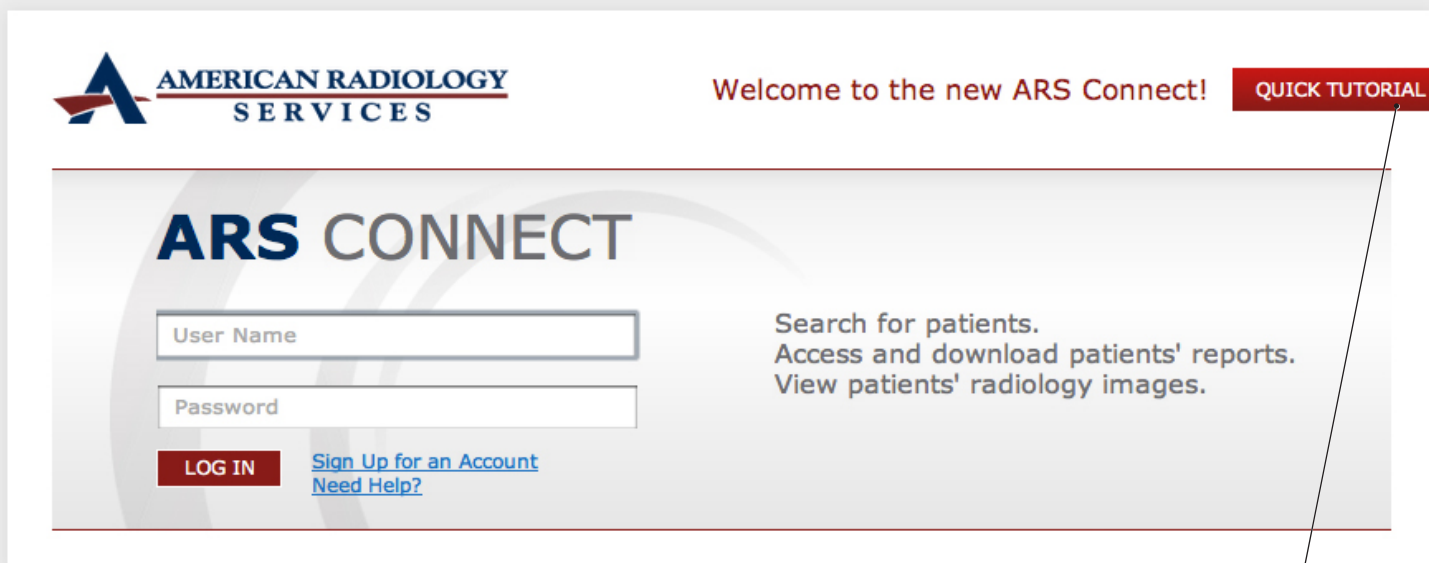
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Getting Started

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.

Sign Up!

To sign up, email your ARS marketing representative to receive user name and password at:

ARSmarketing@radnet.com

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, Vista

Apple
Mac OS

Browsers:

Microsoft
Internet Explorer
Version 7.0 or later

Google
Chrome

Mozilla
Firefox

Apple
Safari
WebGL must be enabled

Chrome Frame Plug-in for Internet Explorer.

Microsoft Internet Explore requires the Chrome Frame plug-in to use key features of the physician portal, such as the Image Viewer.

When accessing the Image Viewer, the portal will detect if your browser does not have the Chrome Frame plug-in and will link you to the plug-in's installation page. Installation is very easy. Click the blue activation button, accept the terms of use, and the plug-in automatically installs. **Note: You must restart the browser to enable the plug-in.** No administrative rights to the PC are required.

Quick Search

By default, the main page shows all your patients with completed exams within the previous 90 days. Quick Search allows you to narrow these results using common patient attributes, timeframes, and statuses.

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

Click the **Clear Link** to remove the Quick Search query and return to the default display results.

Enter the patient's name or birthday. Not all fields are required. "Look ahead" hints help you quickly find the correct patient.

Broaden or narrow search results by common timeframes. The highlighted item signals the current filter.

The background changes to light blue when a Quick Search query is controlling the display results.

Quick Search | Advanced Search

🔍 Patient's First Name | Sm | Birth Date (mm-dd-yyyy) | SEARCH | CLEAR

SMITH

Pending
Scheduled | In Progress

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

Ordering Provider
☑ Include if CC'd
Practice | 2 of 2 selected
Provider | 11 of 11 selected
Make Default

The **Filter Panel** broadens or narrows search results to a common timeframe or displays results from only selected practices and providers.

Broaden or narrow results by selecting other practices and providers.

Include if CC'd
Click the checkbox to show patient exams when the selected providers have been cc'd on the report.

Click the **Make Default** link to change the default display results you see when you log in.

Not finding a patient?
Quick Search only displays results that match the current filters. Here are a couple of tips to quickly locate a patient.

1. Expand the time frame to 60 or 90 days to show more results.
2. Make sure the patient's ordering provider is checked in the Ordering Provider drop-down menu. Click to select other providers to see their patients.
3. Change the status to "Scheduled" or "In Progress" to see if the patient's exam is still pending.
4. Search for the patient "outside" your practice, using Advanced Search.
   ▶ See Page 3.

Patient Name ▲	Birth Date	Sex	Type	Exam Description	Date	Location	Ordering Provider
Alamader, JoAnne	01-31-1997	F	XR	XR Scoliosis Series Standing	09-05-2012 11:10 AM	Main Street	Thomas Brown MD
Aldon, Christine	07-14-1980	F	US	US Abdomen Complete With Pelvic TA	07-12-2012 05:30 AM	Main Street	Thomas Brown MD
Allen, Mary	06-13-1953	M	MR	MR Knee WO	08-09-2012 07:00 AM	Broad Street	Marianne Lee MD

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

Click on the column headers to change the sort order.

Advanced Search

Advanced Search offers a broader set of attributes to find patients.

Enter search criteria. Not all fields are required.

Click timeframe links links help to quickly complete date range.

Quick Search | **Advanced Search**

Patient's First Name	
Patient's Last Name	
Patient's Birth Date	

Ordering Provider's Last Name	Johnson	☐ Include if CC'd
Ordering Provider's Practice		

Practice	Middletown Radiology ▼
Location	Main Street ▼

Exam Status	Completed ▼
Exam Type	Select Search Options ▼
Exam Date: From	mm-dd-yyyy 📅 To mm-dd-yyyy 📅

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

[SEARCH]   CLEAR   ☑ Include results outside my practice.
Searching and viewing personal health information for patients outside your practice will be tracked and audited by the system. MORE

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

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

Searching For Patients Outside Your Practice

By default, the portal only shows your patients and patients of other providers in your practice. However, you can broaden a search to include patients and providers outside of 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 and auditing 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.

Results for patients outside of your practice are highlighted to show when patient health information is protected. **Note:** Viewing records of patients outside your practice will be tracked and audited by the portal.

Patient Name	Birth Date	Sex	Exam Description
Smith, Kasha	06-07-1986	F	US Abdomen Complete
Smith, Thomas	04-23-1954	M	XR Chest 2 Views Pa and
Smith, Kevin	12-14-1976	M	MR Knee WO
Smith, David	03-21-1949	M	CT Abdomen and Pelvis
Smith, Martha	07-16-1970	F	US Renal and Bladder

Report Tab and Patient Details

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 **Search Icon** to return to the default Quick Search page.

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

Shows the selected patient, with demographic details and lists all scheduled, in process, and completed exams, sorted by date.

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

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

As soon as the patient's final report is approved, it is made available in the portal. The portal contains the same report that is sent to your practice through other communication channels, i.e., fax or mail.

David Smith
12-04-1991 (20 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

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

Ordered By:
Thomas Brown MD
Town Avenue Family Practice

Report   Images

Final

EXAM: MRI SI joints without contrast

HISTORY: Low back pain, stiffness

REPORT:

Technique: Sagittal, coronal T1, inversion recovery, axial T1, T2

Findings: There are no osseous erosions. The articular cartilage is intact. There is no reactive sclerosis. There is no ankylosis

There is no fracture, infiltrative marrow process or osteonecrosis.

The presacral soft tissues are intact.

No soft tissue mass.

IMPRESSION:
Intact sacrum, coccyx, SI joints

Thank you for the opportunity to participate in the care of this patient.

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 coventions.
3. Click the checkbox to agree to protect patient health information.
4. Click the Create PDF Button.
5. The PDF will download to your PC according to the preferences defined within your browser.

Document Title

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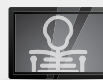
☐ **I Agree.**

CREATE PDF   CLEAR

Images Tab

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

View series in **carousel mode**—scroll to see the images within a series. View series in **thumbnail mode**—see all images at once.
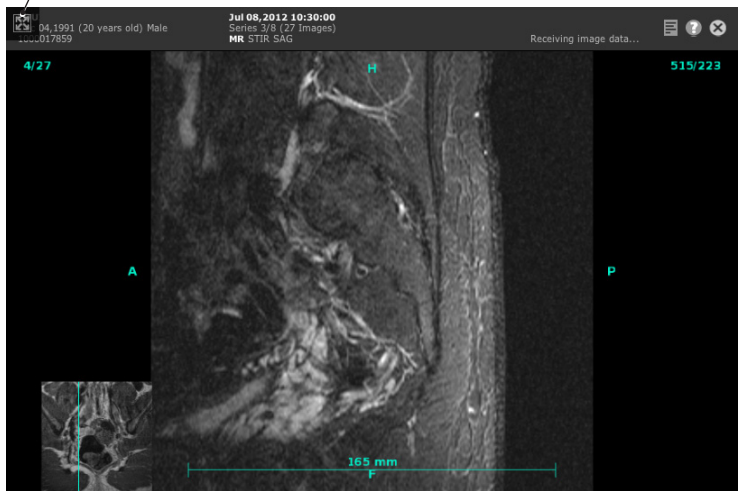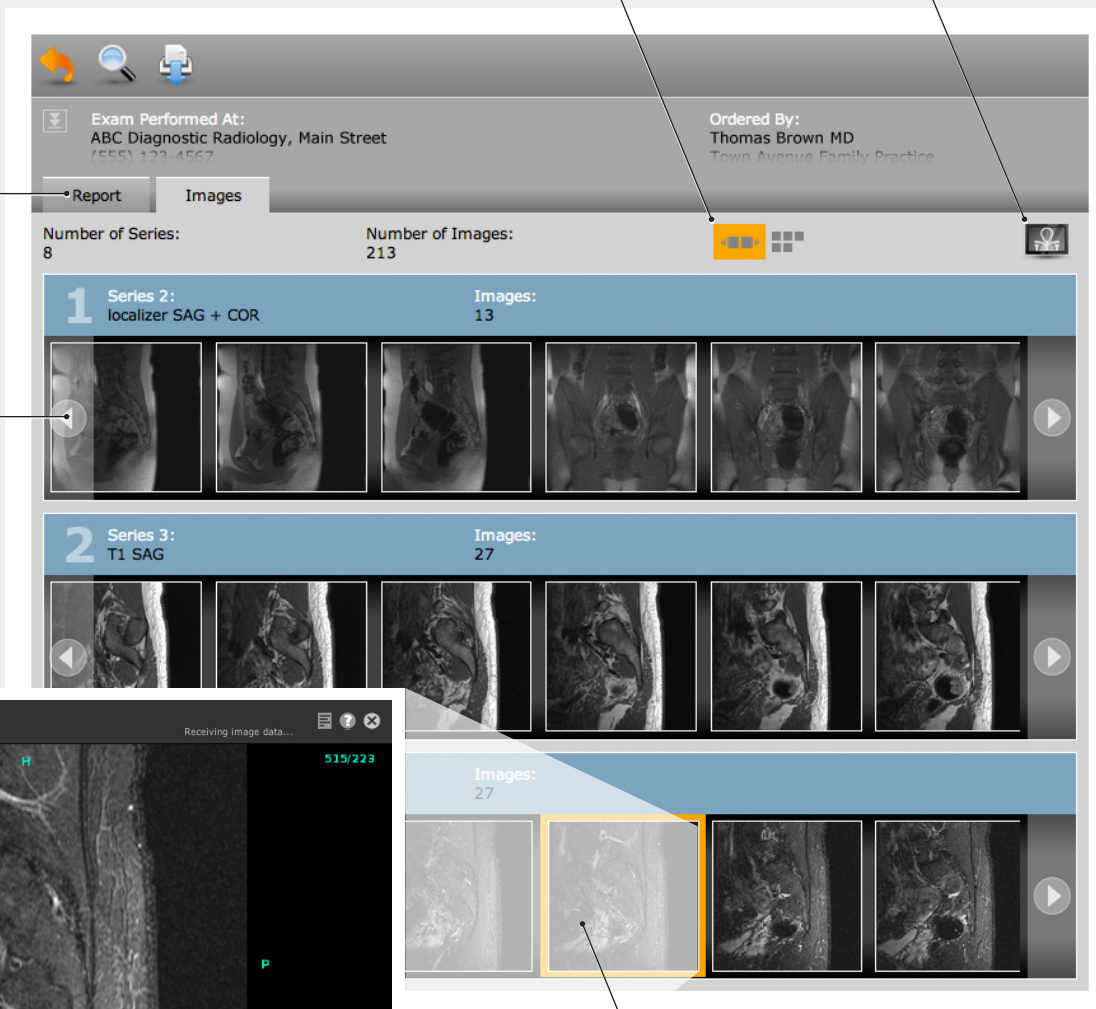
Click the **eRAD Image Viewer Icon** to open a web-based image viewer. Allows you to see and manipulate all images acquired for this exam. ▶See Pages 6–7.

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

In carousel mode, click the right and left arrows to scroll through all the images within a series.

Click the **Full Screen Icon** to view the Image Viewer in full-screen mode.

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

Ordered By:
Thomas Brown MD
Town Avenue Family Practice

Report   Images

Number of Series:
8

Number of Images:
213

1 Series 2:
localizer SAG + COR

Images:
13

2 Series 3:
T1 SAG

Images:
27

04,1991 (20 years old) Male
017859

Jul 08,2012 10:30:00
Series 3/8 (27 Images)
MR STIR SAG

Receiving image data...

4/27   H   515/223

A   P

165 mm
F

Images:
27

Click on any thumbnail image to view that image within the **eRAD Image Viewer**. Opens the image viewer within the images tab. ▶See Page 8

eRAD Image Viewer

The eRAD Image Viewer is a browser-based, full DICOM, image viewer. It provides access to images directly from PACS. The viewer provides many controls to view and manipulate images.

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

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.
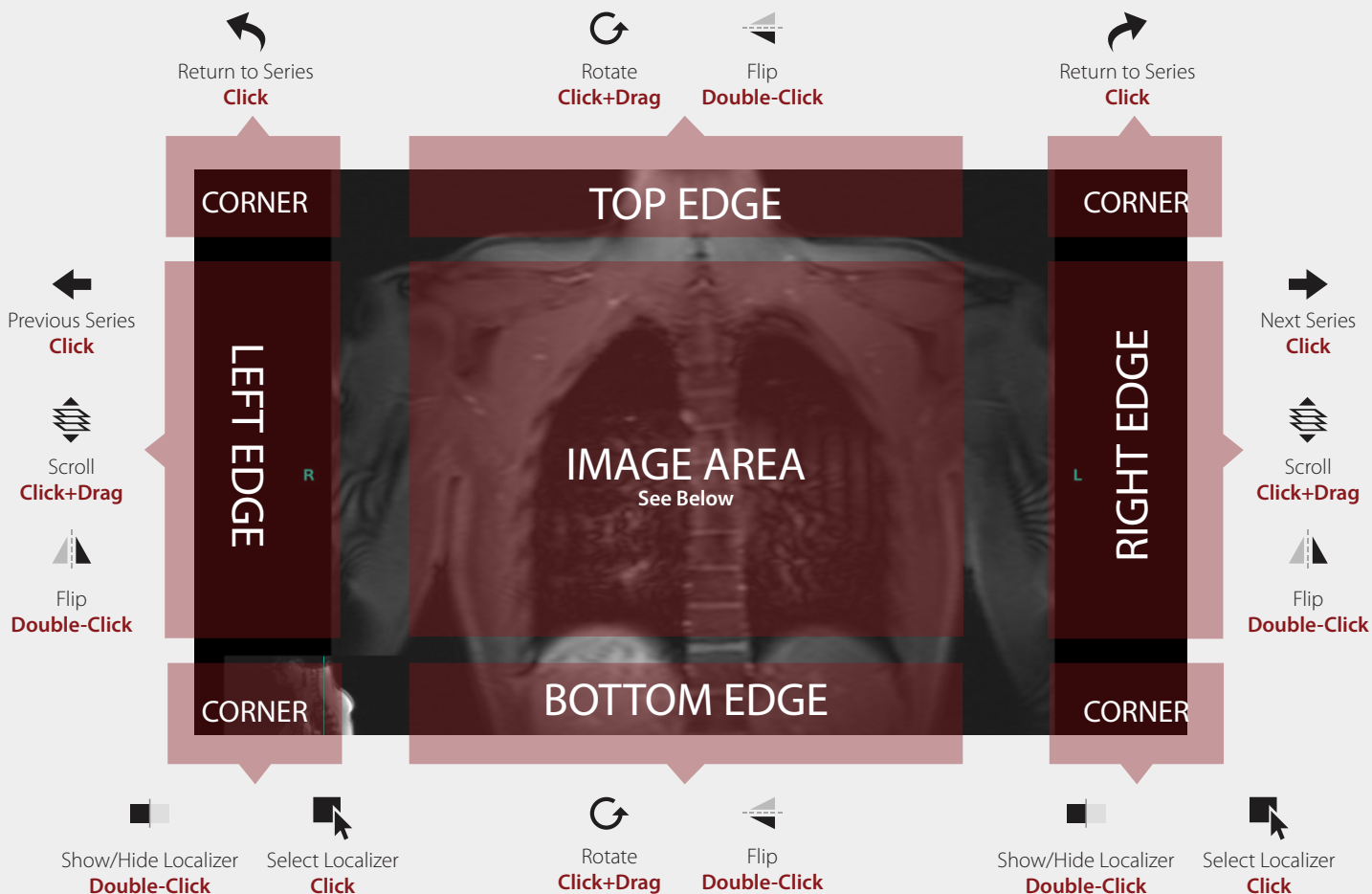
eRAD Image Viewer Location-Sensitive Controls

In image mode, the 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.
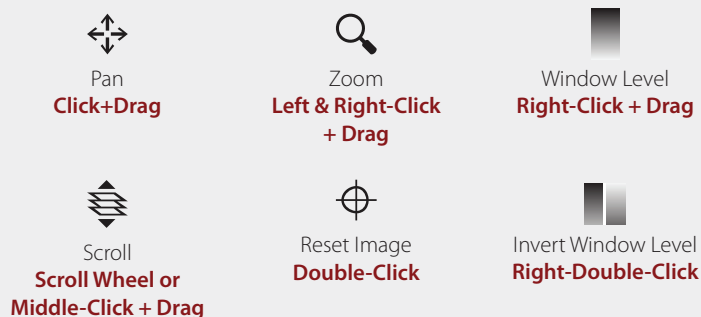
?

Toggle Pop-Up Help
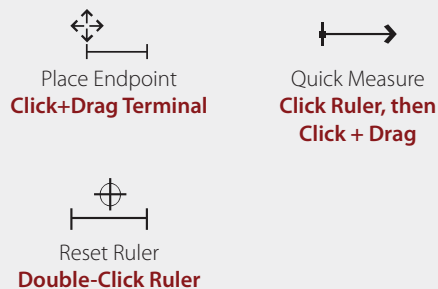**Double-Click Icon**

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

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S E R V I C E S