ELEMENT
medical imaging

Provider Portal User Guide

Your guide to quickly and efficiently accessing reports and images of patient exams completed at Element Medical Imaging.

Johnson County | Lee's Summit | Liberty

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Introduction

The Provider Portal is a web-based system on which referring providers can quickly and efficiently access images and reports for patients they have referred to Element Medical Imaging or which have been referred to them.
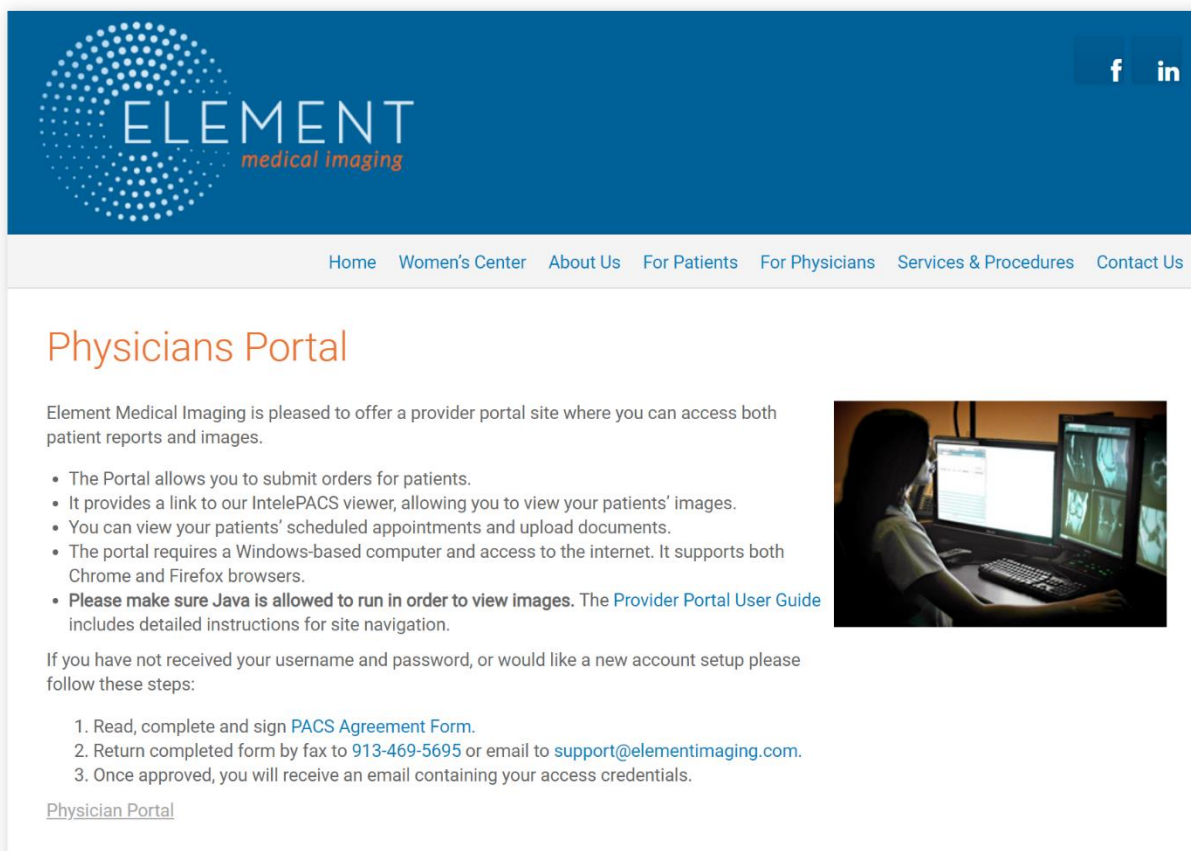
Referring providers can also request imaging appointments for their patients.

The Provider Portal can be accessed through our website, *elementimaging.com*, by clicking the Physicians Portal link on the For Physicians tab on our home page.

Google Chrome is the recommended browser for accessing the provider portal. Please also ensure your browser allows JavaScript to run.

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Physicians Portal

Element Medical Imaging is pleased to offer a provider portal site where you can access both patient reports and images.

- The Portal allows you to submit orders for patients.
- It provides a link to our IntelePACS viewer, allowing you to view your patients' images.
- You can view your patients' scheduled appointments and upload documents.
- The portal requires a Windows-based computer and access to the internet. It supports both Chrome and Firefox browsers.
- **Please make sure Java is allowed to run in order to view images.** The Provider Portal User Guide includes detailed instructions for site navigation.
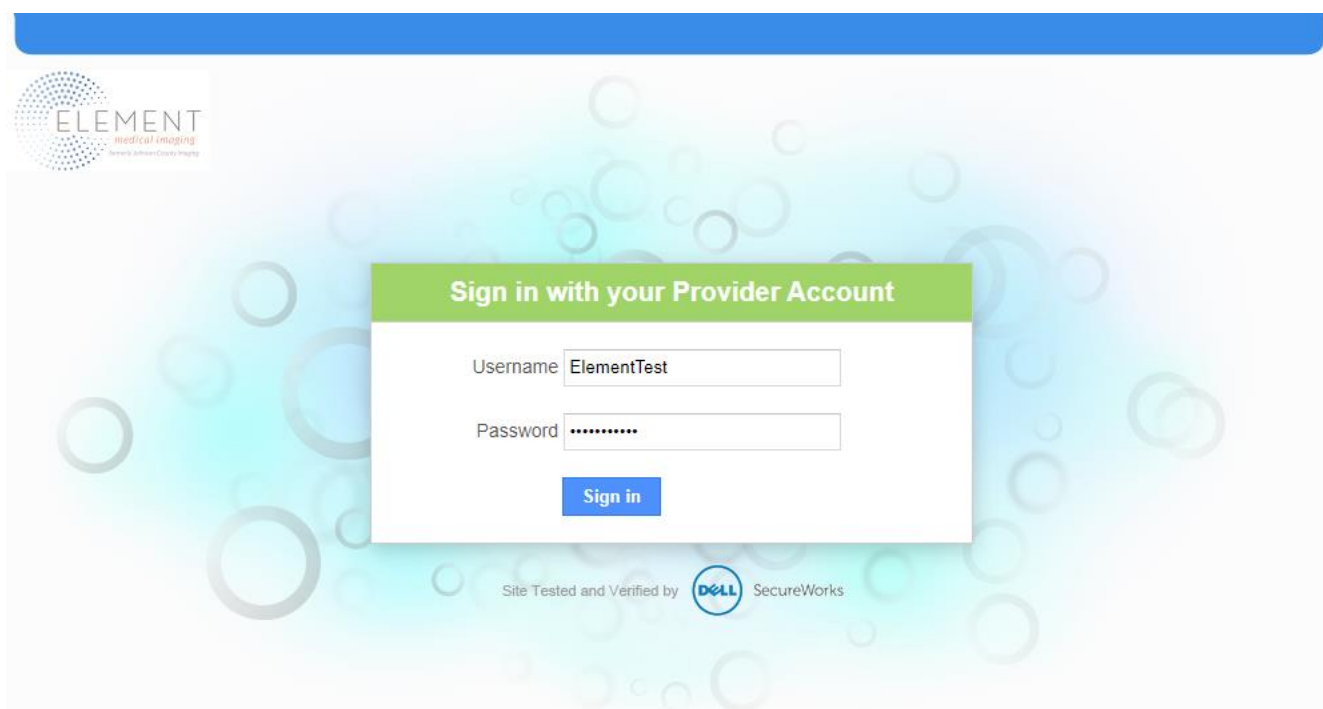
If you have not received your username and password, or would like a new account setup please follow these steps:

1. Read, complete and sign PACS Agreement Form.
2. Return completed form by fax to 913-469-5695 or email to support@elementimaging.com.
3. Once approved, you will receive an email containing your access credentials.

Physician Portal

Login Instructions

Element Medical Imaging will provide you with your username, password and a link to the Physician Portal. The Portal can also be accessed through the For Physicians tab on our website at elementimaging.com. Click on Physician Portal, and you will be directed to a login screen as illustrated below.
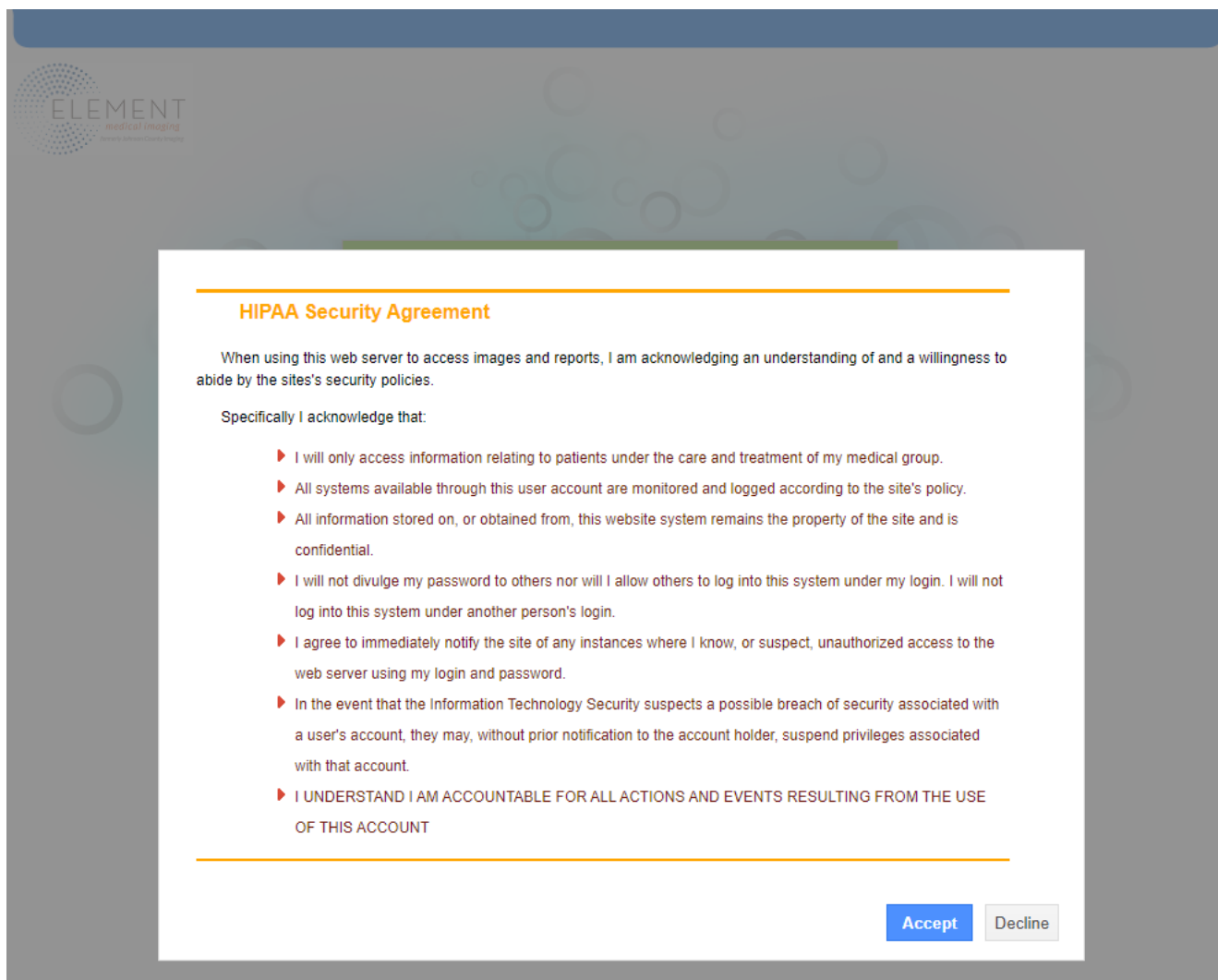
Login Instructions Continued

Users will be prompted to accept a HIPPA Security Agreement at each login. Click the "Accept" blue button, and you will be directed to the Snapshot screen.

HIPAA Security Agreement

When using this web server to access images and reports, I am acknowledging an understanding of and a willingness to abide by the sites's security policies.

Specifically I acknowledge that:

▶ I will only access information relating to patients under the care and treatment of my medical group.

▶ All systems available through this user account are monitored and logged according to the site's policy.

▶ All information stored on, or obtained from, this website system remains the property of the site and is confidential.

▶ I will not divulge my password to others nor will I allow others to log into this system under my login. I will not log into this system under another person's login.

▶ I agree to immediately notify the site of any instances where I know, or suspect, unauthorized access to the web server using my login and password.

▶ In the event that the Information Technology Security suspects a possible breach of security associated with a user's account, they may, without prior notification to the account holder, suspend privileges associated with that account.

▶ I UNDERSTAND I AM ACCOUNTABLE FOR ALL ACTIONS AND EVENTS RESULTING FROM THE USE OF THIS ACCOUNT
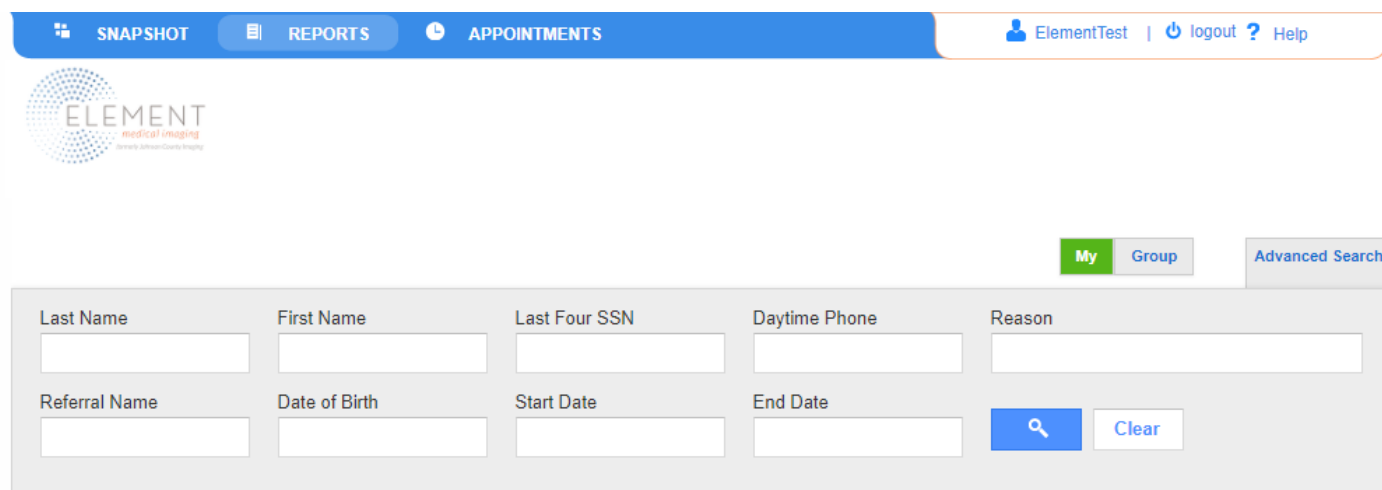
Accept   Decline

Snapshot Screen

The Snapshot is the first screen you will see after login. It is similar to a dashboard, and it provides a centralized view of the capabilities of the portal. From the Snapshot Screen, you can view your patients' images and reports, request an appointment and upload documents.
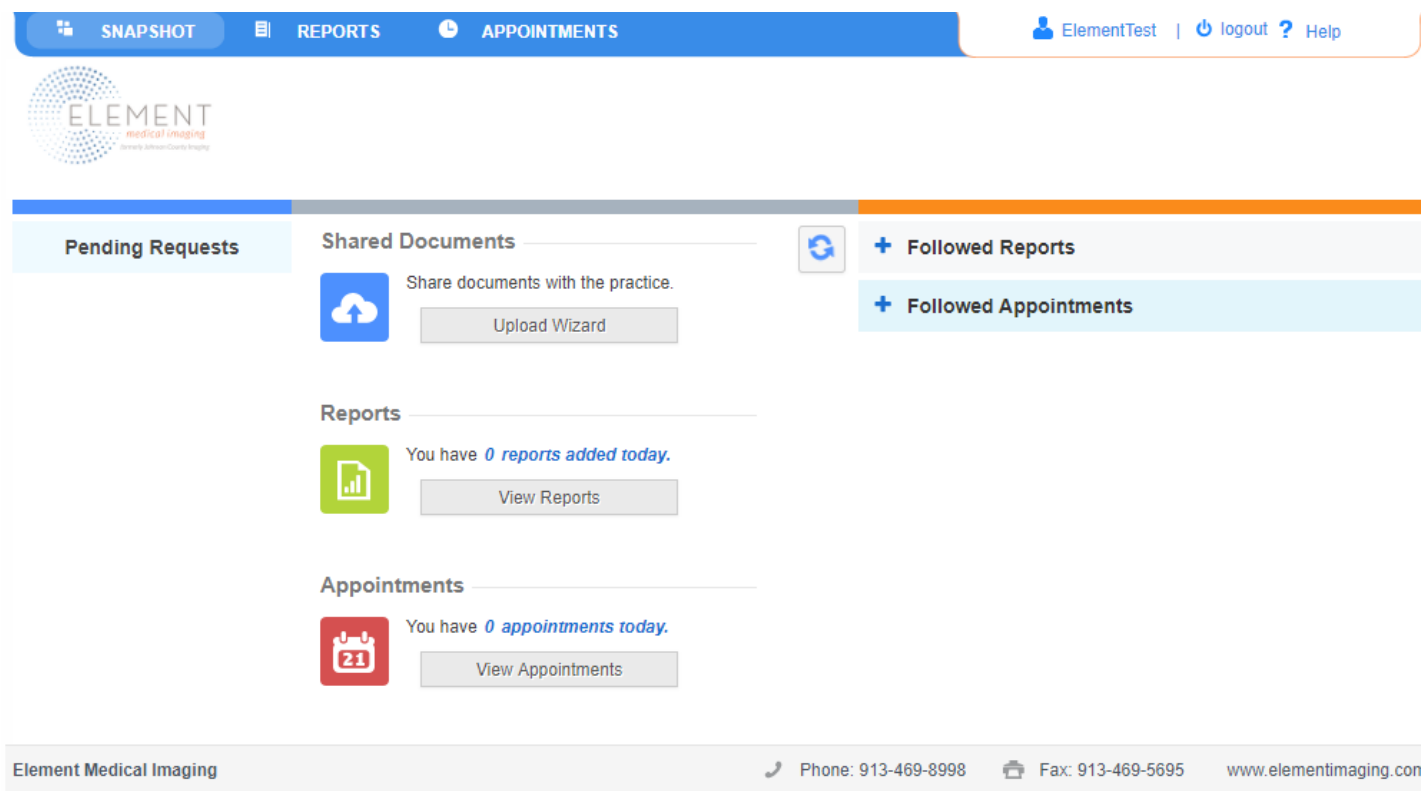
Reports and Images

Access to patients' reports and images is the primary use of the Provider Portal. To view reports and images, click on the Reports button in the Snapshot ribbon. You will be directed to the screen below. Enter your patient's name and date of birth, then click the blue magnifying glass.

By highlighting "My", you will see exams you have ordered. By highlighting "Group", you will have access to view exams ordered by other providers. If you would like to view all images and reports ordered by you and/or your practice within a specified timeframe, simply input the start date and end date of that timeframe, and click the blue magnifying glass.

View Reports

On each search result, there is an icon that looks like a document. Click on the report icon, and a document with said report will appear in a window that will display in front of the portal. Users will be able to print, save, zoom, minimize or close the report.

View Images

On each search result, there is an icon next to the report icon that looks like a skull x-ray image. Clicking on the icon launches a window that links the portal to IntelePACS viewer. Images will appear in the lower part of the screen, and they can be enlarged to occupy the entire screen.
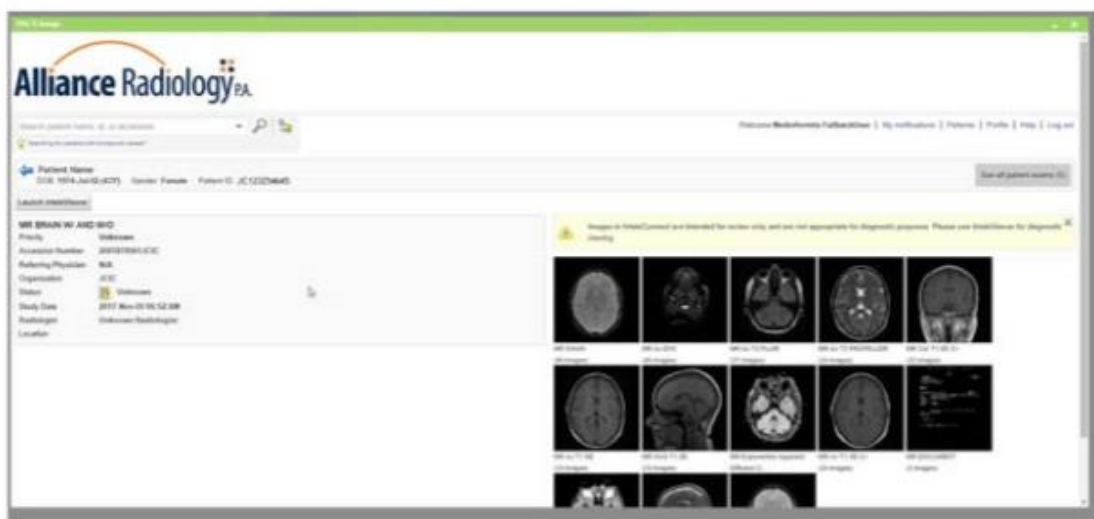
Images can be enlarged to full view

Image Viewer Controls

InteleViewer Quick Reference

1. Open the order that you want to view.

2. Click a thumbnail to view the images in InteleConnect Enhanced Viewer.

Using the Interface

A ⭐ indicates the current study

Gray outline indicates a series in an unselected viewport

Prior studies are distinguished with a color scheme

Prior studies list
Enable a check box to pin the study to the thumbnail strip

Show or hide the viewport text overlay (**O**)

To view images, drag images from the thumbnail strip to the viewports

To navigate through a study, press the **Right Arrow/Left Arrow** key, or move the mouse wheel down/up, to view the next/previous page of series

Viewports
Yellow outline indicates the selected viewport

Toolbar Functions

Icon	Shortcut	Function
	S	Scroll through images. Click and drag or rotate the mouse wheel, move the viewport scroll bar, or press the **UP ARROW** and **DOWN ARROW** keys.
	Tool: **W** Presets: **ALT+3** (Chest); **ALT+4** (Abd/Pel); **ALT+5** (Lung); **ALT+6** (Brain); **ALT+7** (Bone); **ALT+8** (Head/Neck)	Adjust the window level manually by using the Window Level tool, or select a window level preset* (4.14.1.EV.1.3.0 or later) for CT images.
	Z	Zoom all images in the selected viewport. Click and drag up/down to increase/decrease the magnification level.
	P	Pan all images in the selected viewport. Click and drag the viewport image to the desired location.
	I	Invert the colors for all images in the selected viewport.
	SHIFT+H / SHIFT+V	Flip all images in the selected viewport horizontally/vertically.
	, (comma) / **.** (period)	Rotate all images in the selected viewport 90 degrees to the left/right.
	B	Reset all images in the selected viewport.
	M	Measure straight lines. Click the start and end points for the line segment.
	SHIFT+A	Measure simple angles. Click the start, vertex, and end points for the angle measurement.
	SHIFT+C	Measure cobb angles. Click the start and end points for the first line, and then the start and end points for the second line.
	X	Measure the pixel intensity and color values. Position the mouse cursor over the image location, or click to pin the measurement to the image.
	C	Activate or deactivate the 3D Cursor tool (4.14.1.EV.1.2.0 or later).*
	R	Show or hide reference lines (4.14.1.EV.1.1.0 or later).*
	L	Activate or deactivate the Linked Stacking tool (4.14.1.EV.1.3.0 or later).*
	1 (1x1); **2** (1x2); **SHIFT+2** (2x1); **3** (1+2); **4** (2x2)	Change the viewport layout. Double-click a viewport for a 1x1 layout.
	O	Show/hide the text overlay.
	T	Activate/deactivate Distraction Free mode to hide/show the toolbar, Studies list, and Thumbnail strip (4.14.1.EV.1.3.16 or later).
		Open the selected viewport dataset in Advanced Visualization mode (4.14.1.EV.1.4.0 or later).
	ALT+P	Print the selected image (4.14.1.EV.1.3.1 or later).
	F	Activate/deactivate full-screen mode.
	n/a	Open the About dialog, Online Help, New Features dialog (4.14.1.EV.1.3.23 or later)**, Release Notes (4.14.1.EV.1.3.18 or later), and Quick Reference Card (4.14.1.EV.1.3.18 or later).
	n/a	Close InteleConnect Enhanced Viewer and return to the portal Case Viewer.

*Requires IntelePACS 4.12.1 R39 or later, 4.13.1 R20 or later, or 4.14.1 R15 or later.

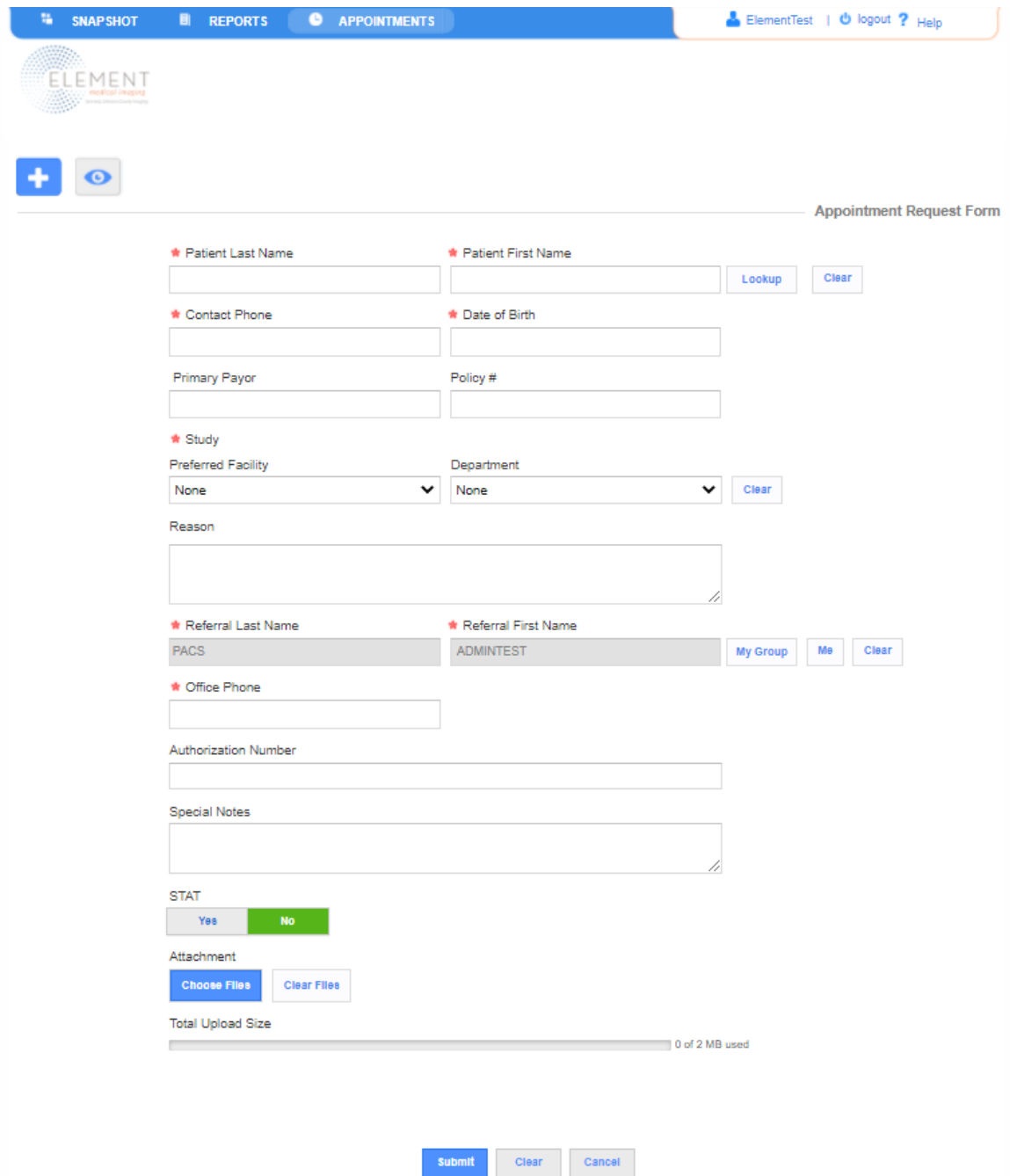**Requires IntelePACS 4.12.1 R55 or later, 4.14.1 R35 or later, 4.15.1 R20 or later, or 4.16.1 R7 or later.

Request an Appointment

To request an appointment, type the patient's name in the appropriate felds. If they are an existing Element patient, please click the "Lookup" button *after entering* their name to select the appropriate account. Under *Study, select your preferred facility (Johnson County, Lee's Summit or Liberty) and the department (MRI, CT, Ultrasound, etc.). Include the referring provider's name and phone number, prior authorization number if available and special notes. **You will need to upload the exam order form, patient demographics, patient insurance information and clinical notes (CT or MRI).**
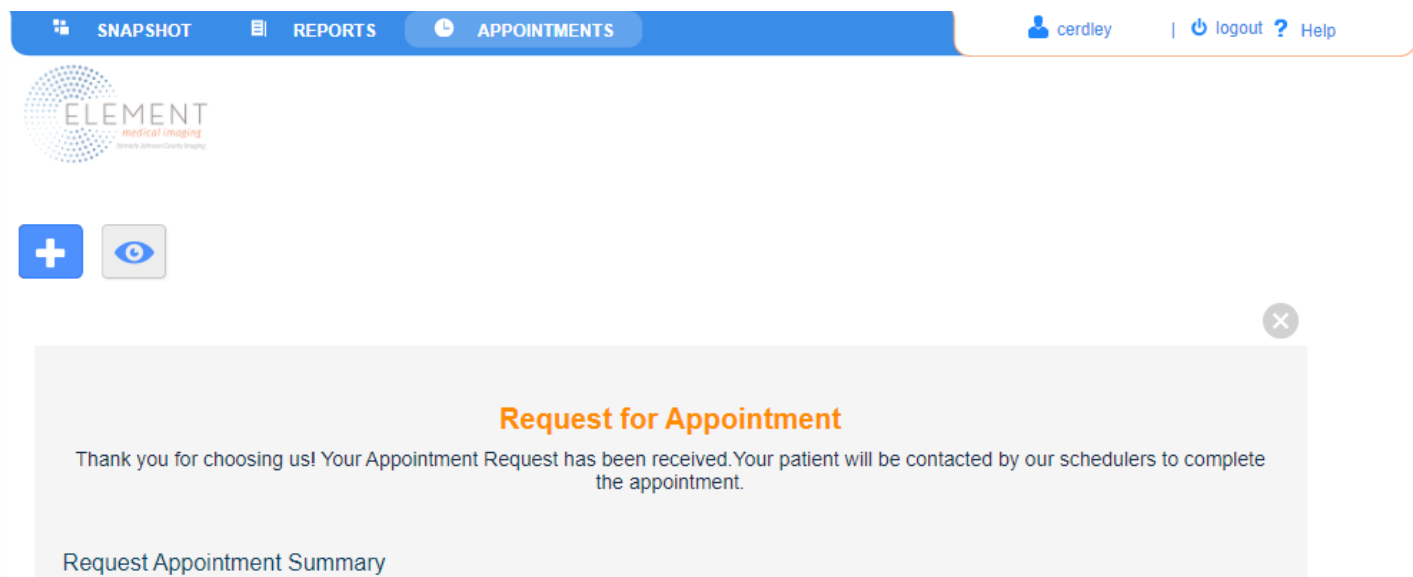
Request an Appointment Continued

After submitting your appointment request, the following screen will appear. Your patient will be contacted by an Element Medical Imaging team member to schedule their appointment.

Uploading Files

Click on the "Upload Wizard" button found beneath the Shared Documents section of the Snapshot.
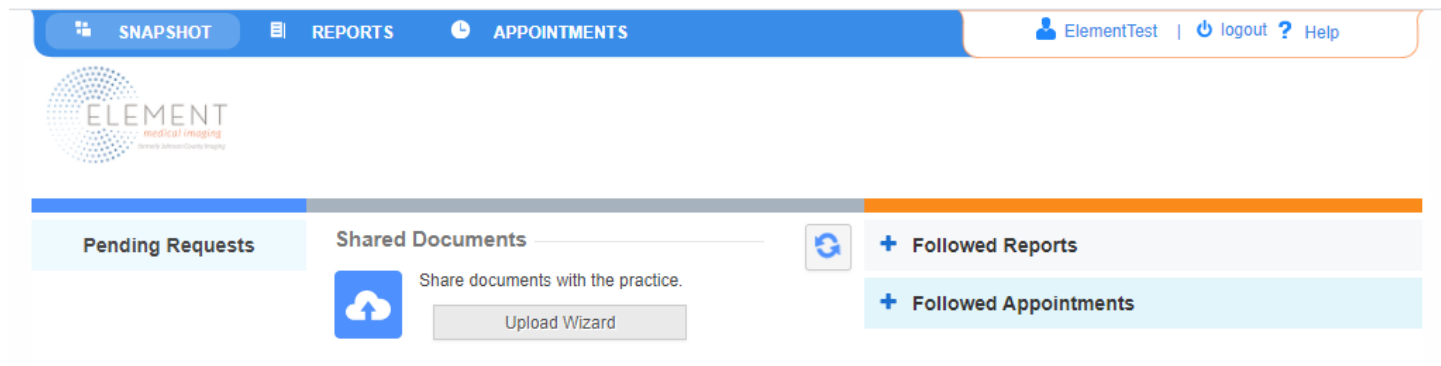
Input your patient's name, or click the "Lookup" button if they are an existing Element Medical Imaging patient. Your referring provider's name will automatically populate based on your login credentials. Select the blue "Add File" button and browse to the desired file to upload.

Troubleshooting:

Can't log in? —Please call 913.754.4728.

To add a new user—Please copy and paste in your browser https://www.elementimaging.com/images/Forms/PACS_User_Agreement.pdf to download the Provider Portal User Agreement and fax the completed agreement to 913.469.5695. The username and password will be emailed to the new user within 24 business hours.

Can't view images?

> Try clicking on Group instead of My.
>
> A common culprit of not seeing images is a nearly full browsing cache. To clear your browser on Google Chrome, follow these steps:
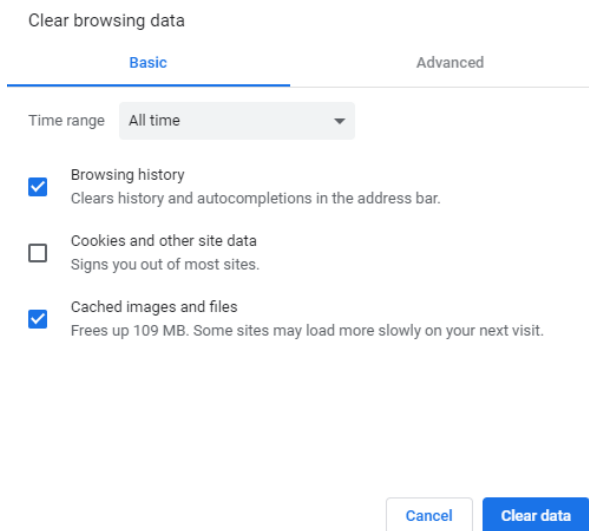>
> 1) Open a new tab and click the three horizontal dots to the right of the screen.

2) Next, click History in the drop-down menu associated with the three dots. The menu below will display, then click "Clear browsing data".
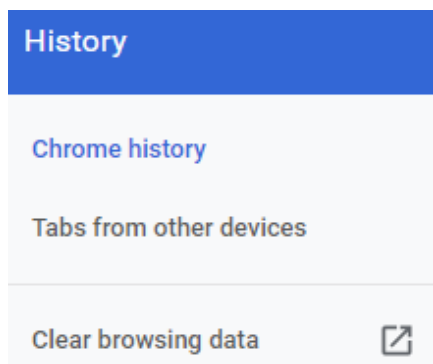
3) Finally, check "Browsing history" and "Cached images and files", then click "Clear data".

Thank you for choosing **Element Medical Imaging** - Your *HOMETOWN* Imaging Center!