



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.

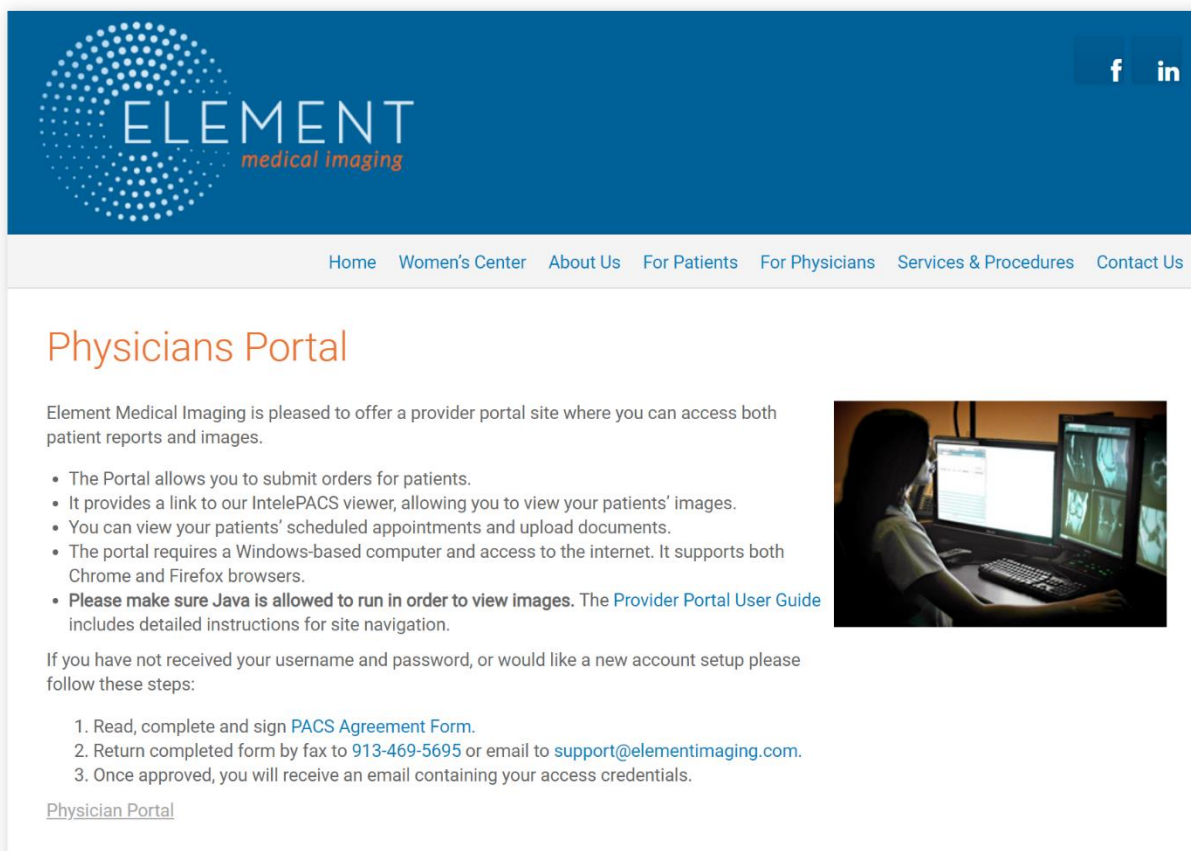
Referring providers can also request imaging appointments for their patients.

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.

CT MRI 3D Mammography Ultrasound X-Ray DEXA Nuc Med

Call Us: **913-469-8998**



The screenshot shows the Element Medical Imaging website. The header is blue with the Element Medical Imaging logo on the left and social media icons (Facebook and LinkedIn) on the right. Below the header is a navigation bar with links: Home, Women's Center, About Us, For Patients, For Physicians, Services & Procedures, and Contact Us. The main content area is white and features the title "Physicians Portal" in orange. Below the title, a paragraph states: "Element Medical Imaging is pleased to offer a provider portal site where you can access both patient reports and images." This is followed by a bulleted list of features and requirements. To the right of the text is an image of a person sitting at a desk with multiple computer monitors displaying medical images. At the bottom of the page, there is a link to the "Physician Portal".

CT MRI 3D Mammography Ultrasound X-Ray DEXA Nuc Med

Call Us: **913-469-8998**

ELEMENT
medical imaging

Home Women's Center About Us For Patients For Physicians Services & Procedures Contact Us

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 IntelPACS 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.

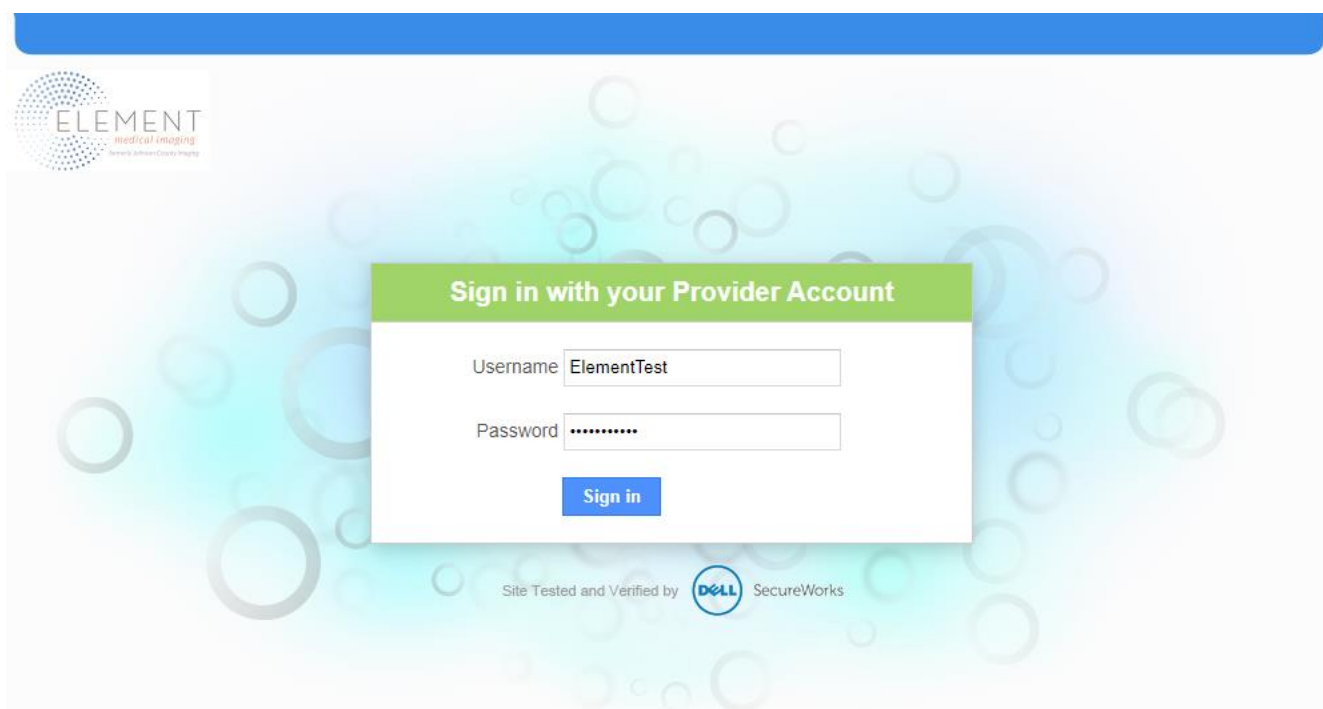
If you have not received your username and password, or would like a new account setup please follow these steps:

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.




The screenshot shows the login interface for the Element Medical Imaging Provider Portal. At the top left is the Element Medical Imaging logo. The main heading is "Sign in with your Provider Account". Below this are two input fields: "Username" with the text "ElementTest" and "Password" with masked characters. A blue "Sign in" button is positioned below the password field. At the bottom, it states "Site Tested and Verified by" followed by the Dell SecureWorks logo.

Sign in with your Provider Account

Username

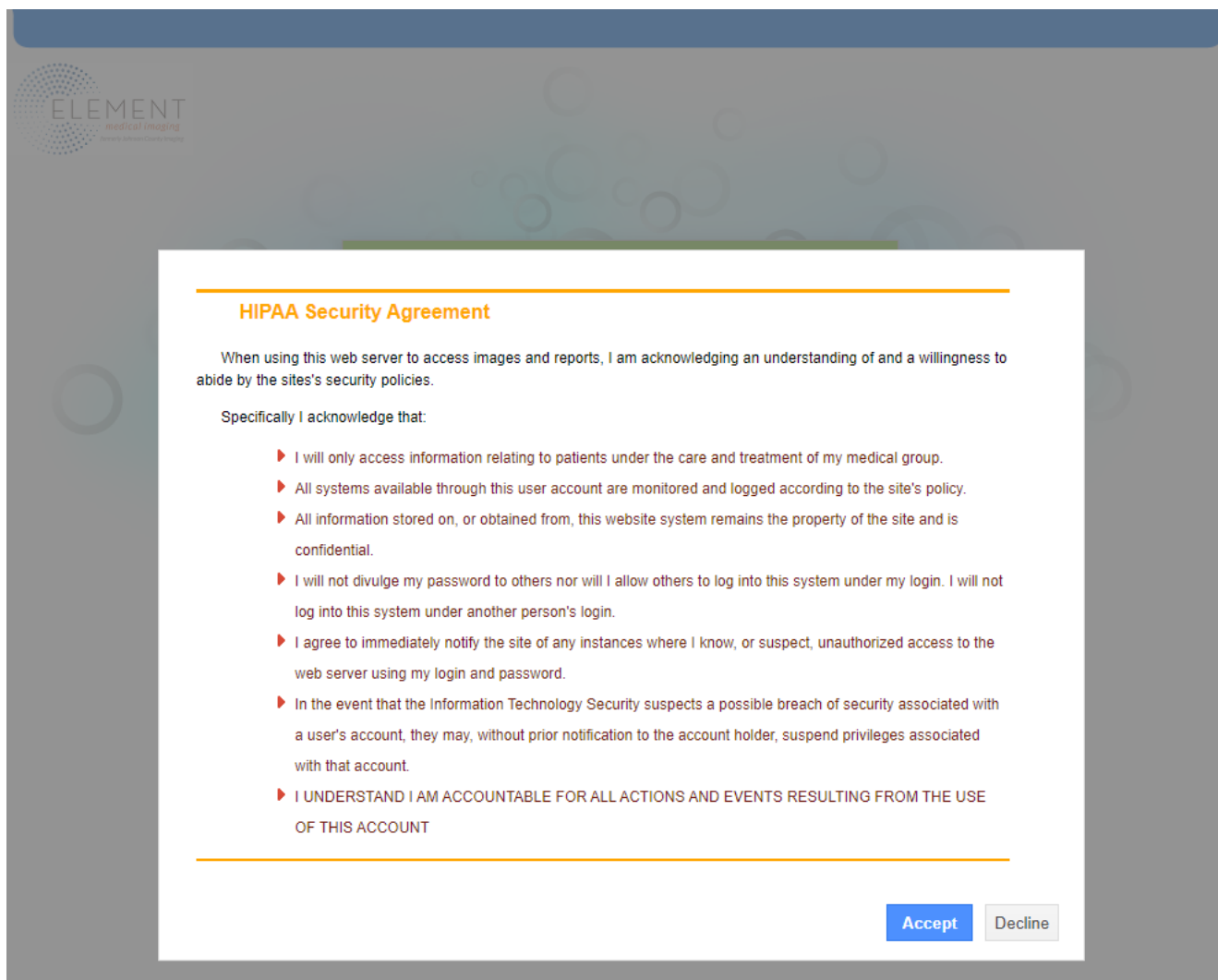
Password

Sign in

Site Tested and Verified by  SecureWorks

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.



ELEMENT
medical imaging
Primary Referral Center Imaging

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.

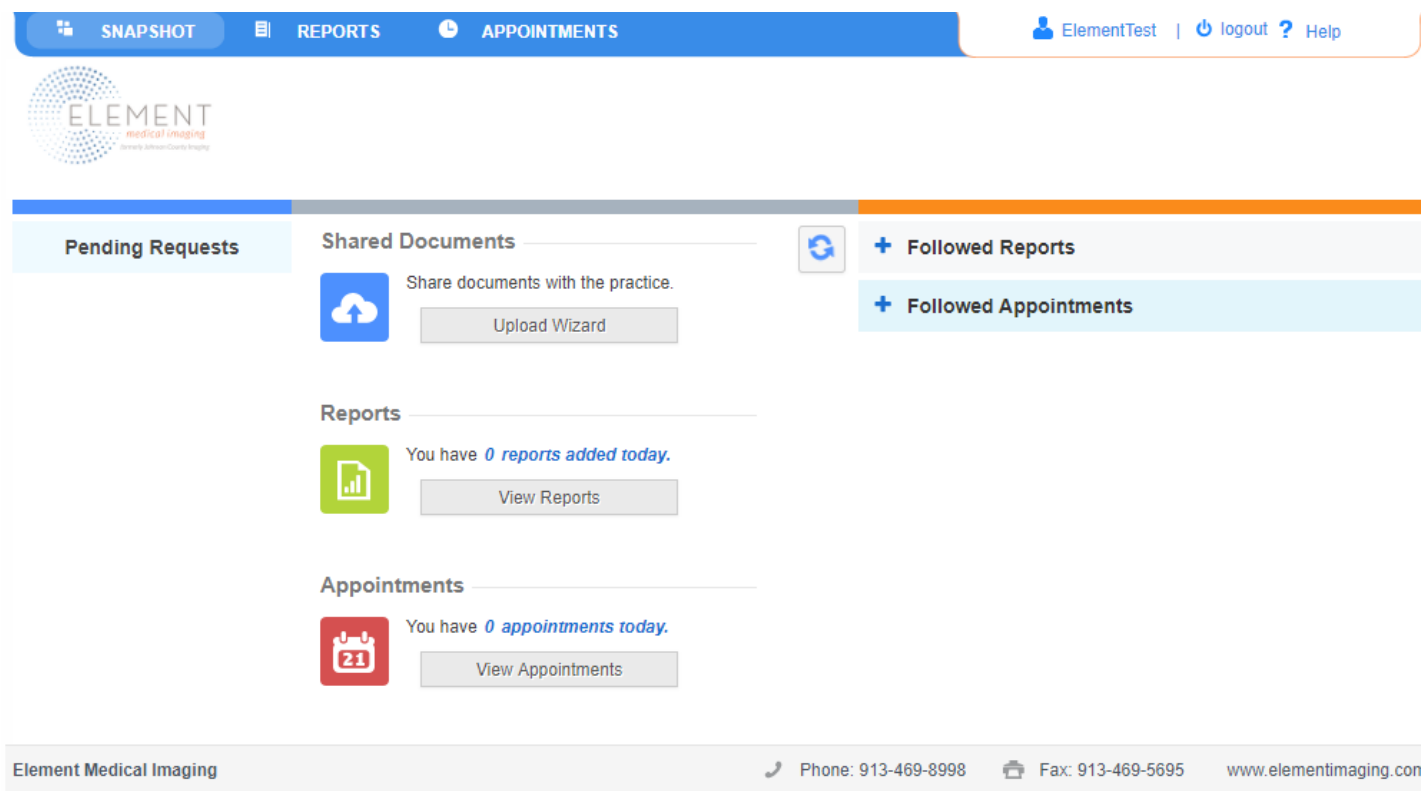
Specifically I acknowledge that:

- ▶ 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

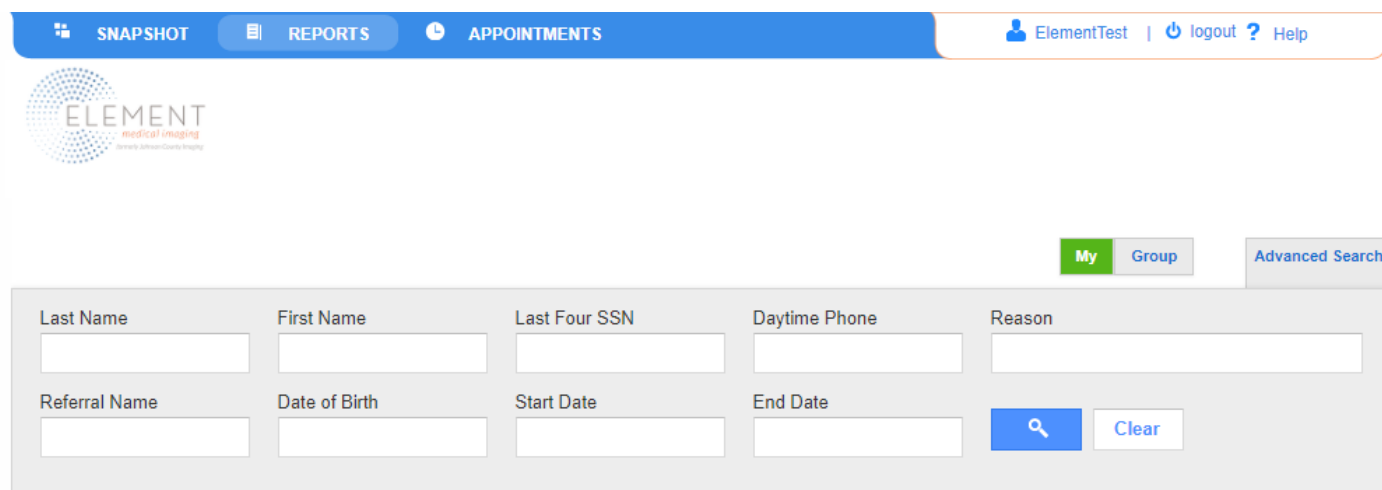
The Snapshot is the first screen you will see after login. It is similar to a dashboard, and it provides a centralized view of the capabilities of the portal. From the Snapshot Screen, you can view your patients' images and reports, request an appointment and upload documents.



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.



The screenshot shows the 'REPORTS' tab selected in the top navigation bar. The interface includes a search form with the following fields:

- Last Name**: Text input field
- First Name**: Text input field
- Last Four SSN**: Text input field
- Daytime Phone**: Text input field
- Reason**: Text input field
- Referral Name**: Text input field
- Date of Birth**: Text input field
- Start Date**: Text input field
- End Date**: Text input field

At the top right of the search form, there are two buttons: **My** (highlighted in green) and **Group**. To the right of these is a link for **Advanced Search**. Below the input fields, there is a blue button with a magnifying glass icon and a **Clear** button.

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.



Erdley, Courtney

1 / 2



NAME: [REDACTED]

REFERRED BY: [REDACTED]

BIRTHDATE: [REDACTED]

MRN#: [REDACTED]

EXAM DATE: [REDACTED]

ACCESSION #: [REDACTED]

EXAM: MRI of the left knee.

INDICATIONS: Medial sided left knee pain.

TECHNIQUE: Routine MRI of the left knee utilizing standard image sequences.

FINDINGS:

The medial meniscus demonstrates normal signal intensity and morphology.

The lateral meniscus demonstrates normal signal intensity and morphology.

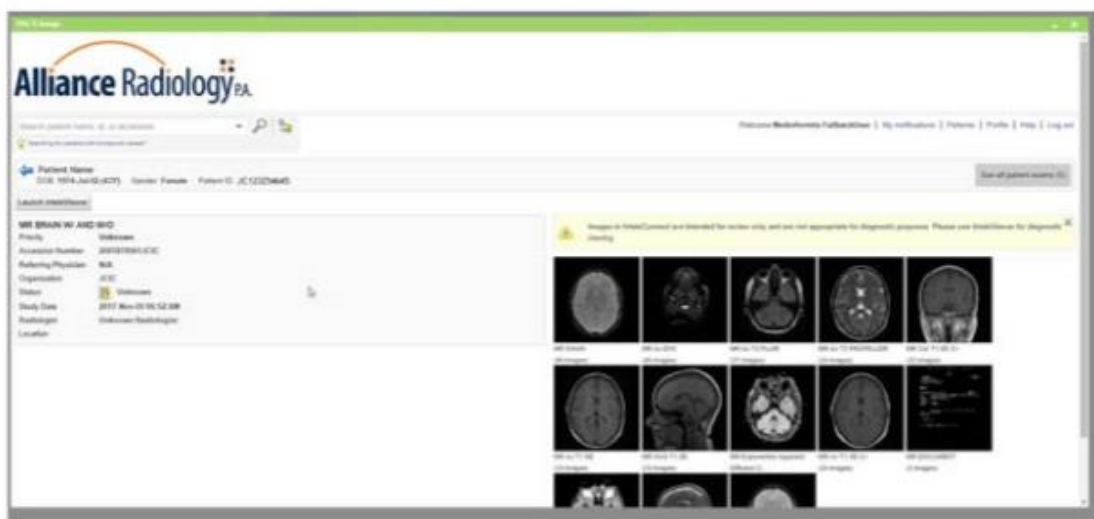
The cruciate ligaments are intact. There is an isolated high-grade partial-thickness injury to the medial collateral ligament. This is most consistent with a grade 2 injury as some of the tibial collateral fibers remain intact. Edema like signal intensity extends towards the medial patellofemoral ligament but does not involve the ligament.

There is superficial chondral fissuring and fibrillation along the median ridge of the patella and there is



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 IntellePACS 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



IntelViewer Quick Reference



1. Open the order that you want to view.

2. Click a thumbnail to view the images in IntelConnect 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

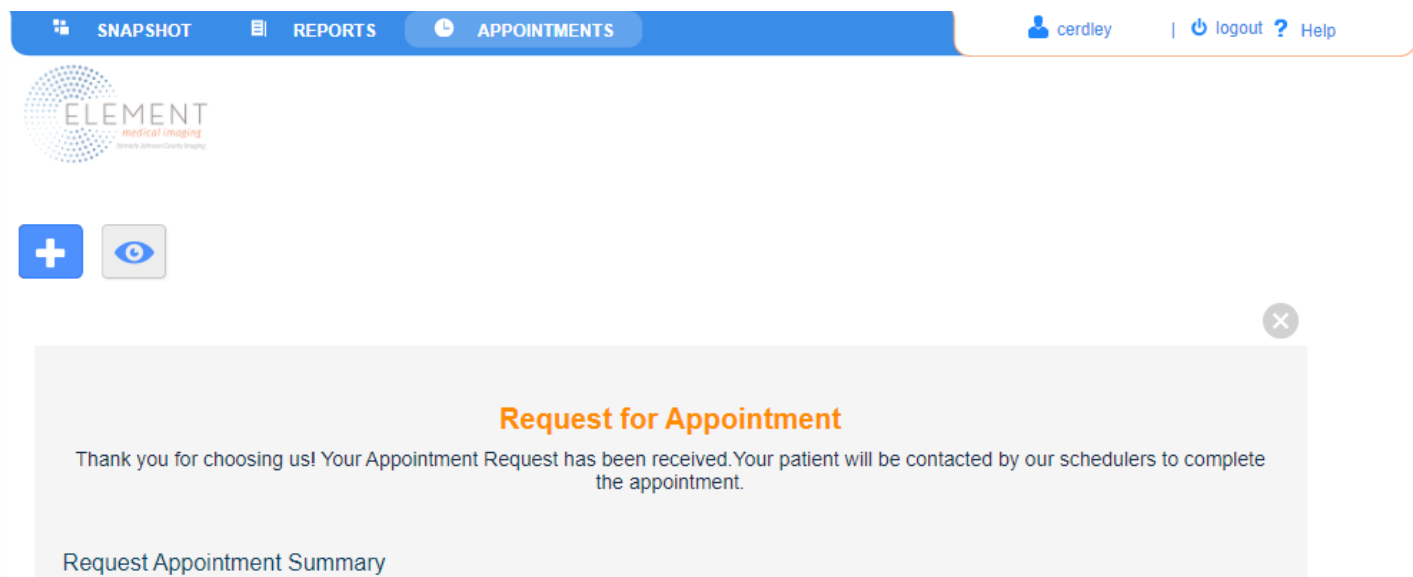
Icon	Shortcut	Function
	S	Scroll through images. Click and drag or rotate the mouse wheel, move the viewport scroll bar, or press the UP ARROW and DOWN ARROW keys.
	Tool: W Presets: ALT+3 (Chest); ALT+4 (Abd/Pel); ALT+5 (Lung); ALT+6 (Brain); ALT+7 (Bone); ALT+8 (Head/Neck)	Adjust the window level manually 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 IntelConnect Enhanced Viewer and return to the portal Case Viewer.

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

**Requires IntelPACS 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.

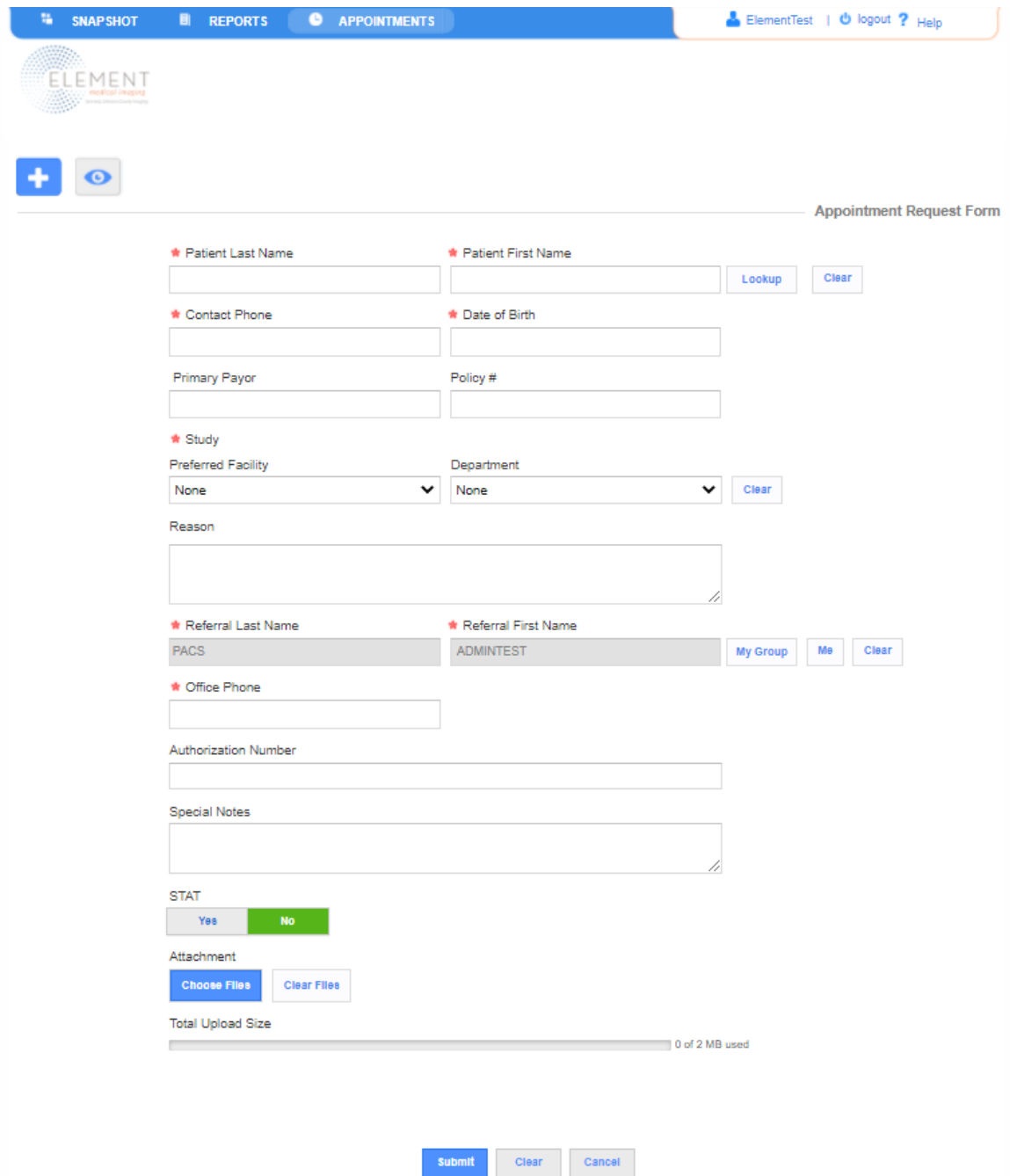
Request an Appointment

To request an appointment, type the patient's name in the appropriate fields. 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.



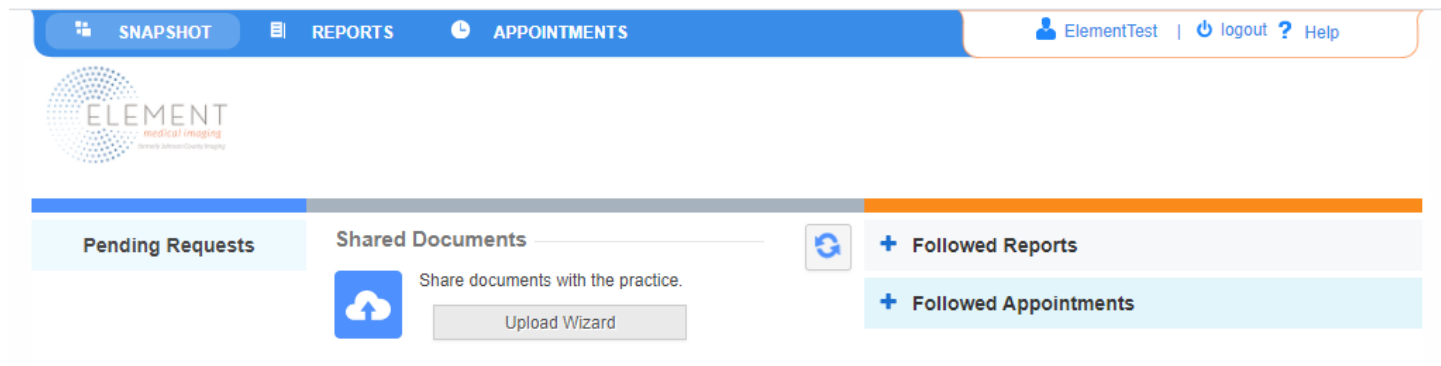
The screenshot displays the 'Appointment Request Form' within the Element Medical Imaging Provider Portal. The interface includes a top navigation bar with 'SNAPSHOT', 'REPORTS', and 'APPOINTMENTS' tabs, and a user profile section for 'ElementTest' with links for 'logout' and 'Help'. The form itself is titled 'Appointment Request Form' and contains several sections of input fields:

- Patient Information:** Fields for 'Patient Last Name', 'Patient First Name', 'Contact Phone', and 'Date of Birth'. There are 'Lookup' and 'Clear' buttons next to the name fields.
- Insurance/Policy:** Fields for 'Primary Payor' and 'Policy #'.
- Study and Facility:** A 'Study' field, a 'Preferred Facility' dropdown menu (currently set to 'None'), and a 'Department' dropdown menu (currently set to 'None'). A 'Clear' button is located next to the department dropdown.
- Reason:** A large text area for providing the reason for the appointment.
- Referral Information:** Fields for 'Referral Last Name' (pre-filled with 'PACS') and 'Referral First Name' (pre-filled with 'ADMINTEST'). There are 'My Group', 'Me', and 'Clear' buttons next to these fields.
- Office Phone:** A text field for the office phone number.
- Authorization Number:** A text field for the authorization number.
- Special Notes:** A large text area for special notes.
- STAT:** Radio buttons for 'Yes' and 'No'.
- Attachment:** 'Choose Files' and 'Clear Files' buttons.
- Total Upload Size:** A progress bar showing '0 of 2 MB used'.

At the bottom of the form, there are three buttons: 'Submit', 'Clear', and 'Cancel'.

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.

This screenshot shows the 'Upload Document' form. At the top, there are navigation tabs and the Element Medical Imaging logo. Below the logo are two icons: a blue square with a white upward arrow and a grey square with a white cloud. The form title 'Upload Document' is on the right. A yellow banner contains a message: 'Shared documents must be less than 2MB in size. Supported document formats are DOC, DOCX, GIF, JPG, JPEG, PDF, PNG, RTF, TXT, and XPS'. The form fields are:

- * Patient Last Name: Text input field.
- * Patient First Name: Text input field with 'Lookup' and 'Clear' buttons.
- * Referral Last Name: Text input field with 'PACS' pre-filled.
- * Referral First Name: Text input field with 'ADMINTEST' pre-filled and 'My Group', 'Me', and 'Clear' buttons.
- * Office Phone: Text input field.

 At the bottom are 'Add File' and 'Clear' buttons.

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?

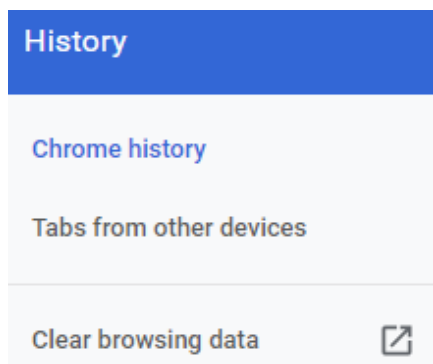
Try clicking on Group instead of My.

A common culprit of not seeing images is a nearly full browsing cache. To clear your browser on Google Chrome, follow these steps:

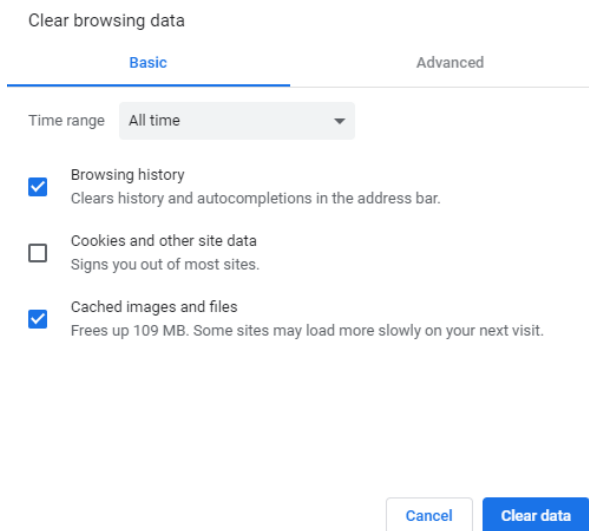
- 1) Open a new tab and click the three horizontal dots to the right of the screen.



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!