Provider Portal

USER GUIDE

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LOGGING IN

URL

https://imagingak.com/provider-portal/

ENTER USERNAME & PASSWORD

Passwords are Case Sensitive

(Password Set-up required prior to first login.)

THE BASICS

VIEW REPORTS

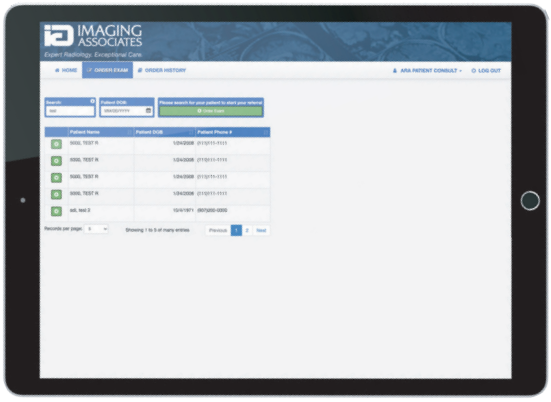
USER HINT: When typing name, system will begin search query.

1. Go to “Home” Tab

2. Enter Patient Last, First Name or Patient DOB

3. “Date Range” default is “This Month.” Patient exams displayed are within date range shown. Click calendar to adjust.

ORDER EXAMS



VIEW REPORTS

1. Choose “ORDER EXAM” Tab
2. Search for Your Patient

IF YOU SEE YOUR PATIENT

- Verify Patient Name and DOB
- Choose to Order Exam

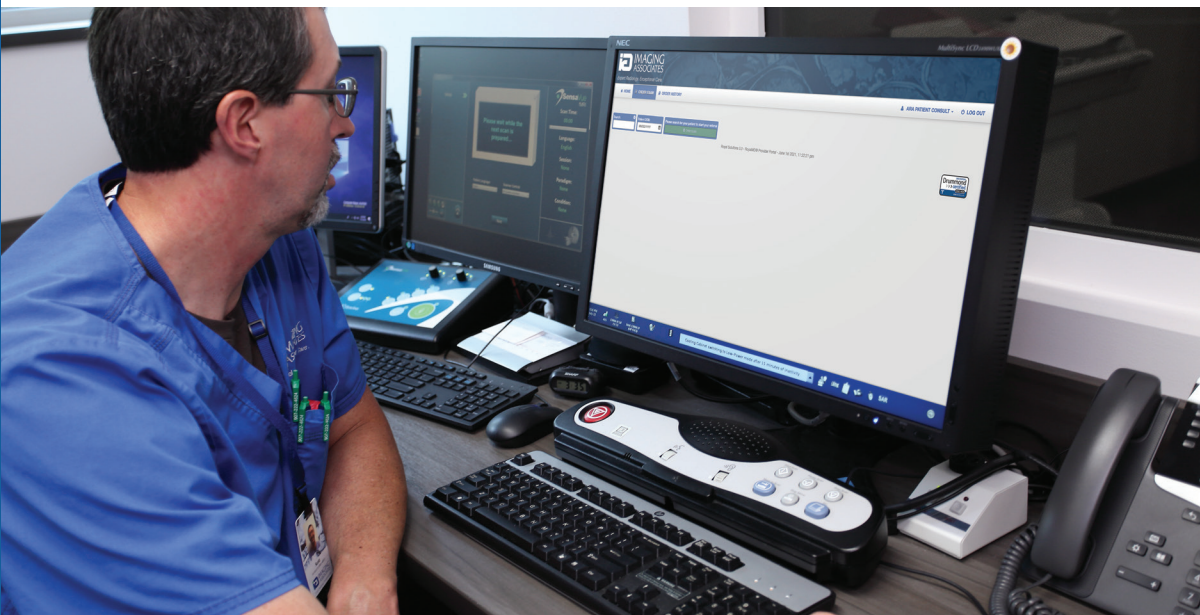
  Hint: check maiden name, or AKA name.

IF YOU DON’T SEE YOUR PATIENT

- Choose “Create New Patient”
- Enter all “Required” Fields

3. Choose Referring Provider
4. Enter Insurance Plan, Member ID and Authorization (if applicable)
5. STAT EXAM - Submit order and call to schedule
6. Exam Selection (Choose Exam Ordered by Provider)
7. Enter Diagnosis or Reason for Exam - ICD-10 required
8. Enter any Special Instructions we need to know

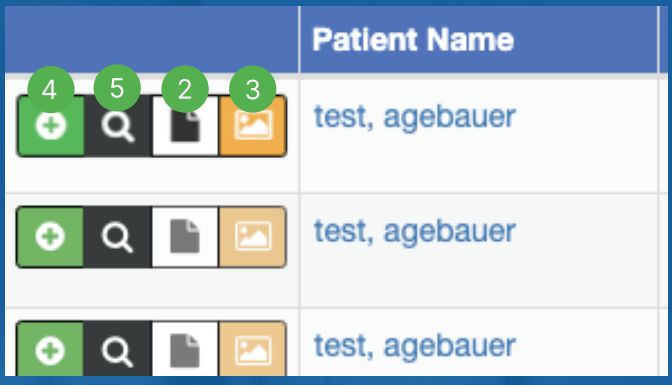
   Examples: (Patient requires assist/wheelchair; Focus attention to L4-5; Compare to positive finding CXR, etc.)
9. “SUBMIT” Order



WHAT MORE DO YOU NEED TO KNOW?

HERE ARE THE DETAILS

1. This is your “Landing Page” on Log in
2. View Reports (Final Report) (No Report)
   HINT: Patient History is 2017 - Present
3. View Images (Final Image) (No Image)
4. New Online Order
5. View all historical exams associated with this patient



SEARCH TYPES

MY PATIENT SEARCH

- Screen Defaults - Patients you have referred (My Patient Search)
- Search Provider Referred Exams

ALL PATIENT SEARCH

“Break Glass” Feature removes the “practice limitation” and allows users to search patient exams by “all” referrers.

SEARCH FILTERS DEFINED

HOME SEARCH

Patient search field (Last, First)

PATIENT LAST NAME

Patient search by Last Name Only

PATIENT DOB

Recommended use for common last names narrow search

PROVIDER

- **Blank Provider** searches any patients associated to any referring provider
- **Specified Provider** limits patient search to only providers listed

EXAM STATUS

Describes status of a specific patient exam by:

- **Ordered** Exam order received but not scheduled
- **Scheduled** Exam is scheduled
- **Complete** Images taken but report not rendered
- **No Show** Patient did not show for scheduled exam
- **Cancelled** Exam was cancelled

MY STATUS

Managed by Provider in “Report View” Window
(Read or UnRead is not related to final report)

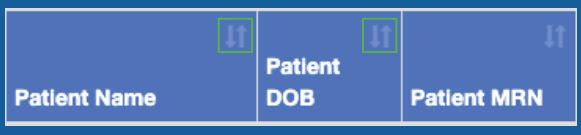
DATE RANGE

Patient/Exam will populate for the Date Range identified

MORE

SORT COLUMNS

Each column heading allows user to sort Sort Query (A-Z) and (Z-A) by clicking the Column Heading.



EXCEL AND PDF DOWNLOAD OPTION

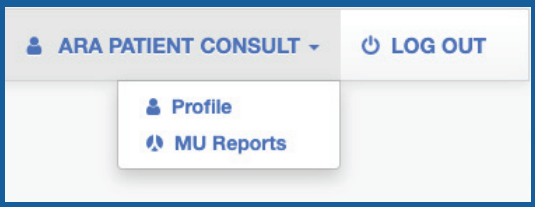
Select either of these to download a sheet of patient information (Hint: for QA or metric data).

RESOURCES

Provides resources for user, such as this guide, maps, CDS information, survey, etc.

PROFILE

Allows for you to reset your password, view your profile.



PRINT REPORTS

OPEN/VIEW REPORTS

CHOOSE “PRINT RESULTS

USER HINT: Choose ”Download Results” to save patient report to your workstation or EMR.

ORDER HISTORY

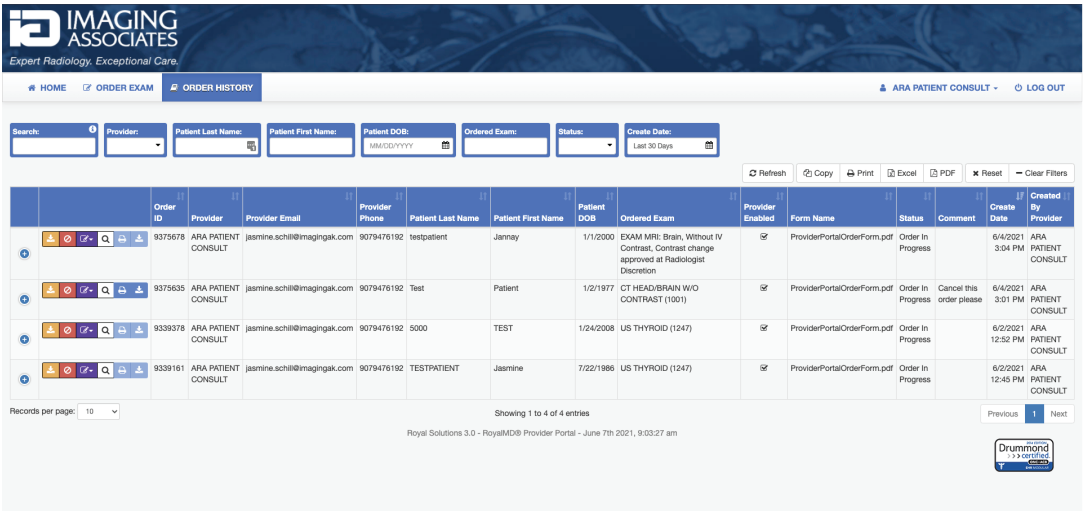
Select either of these to download a sheet of patient information

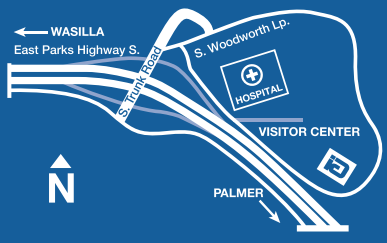
STATUS

ORDER RECEIVED Order received and Patient is being notified

ORDER IN PROCESS Order has been Scheduled

CANCELLATION REQUESTED Provider office has requested cancellation





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