



**IMAGING
ASSOCIATES**

Provider Portal

USER GUIDE



Expert Radiology. Exceptional Care.

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

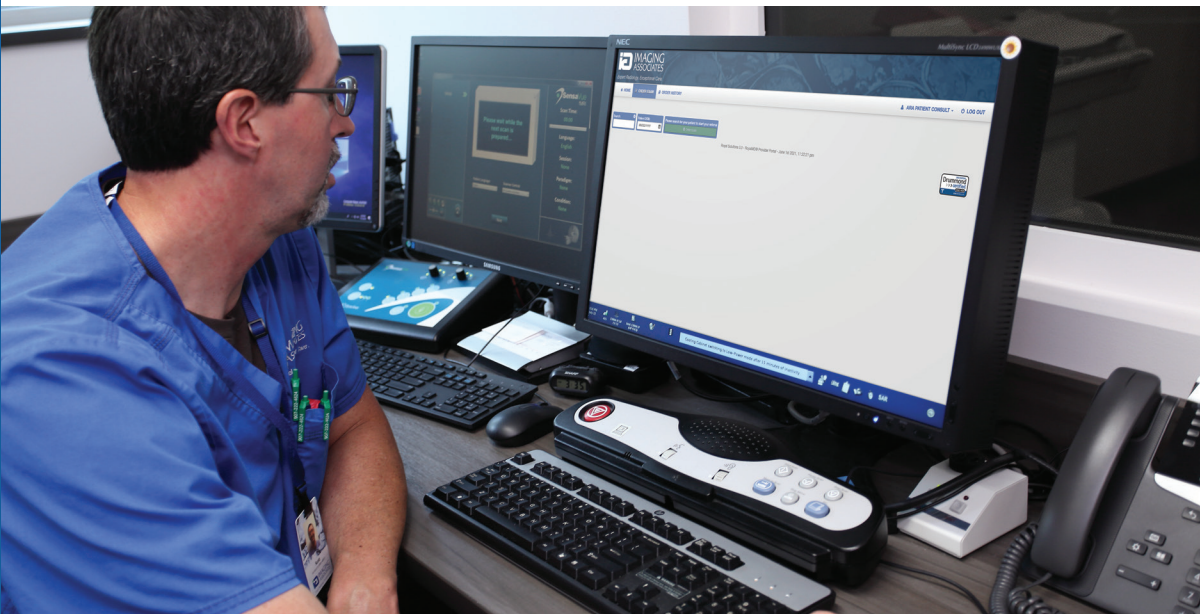
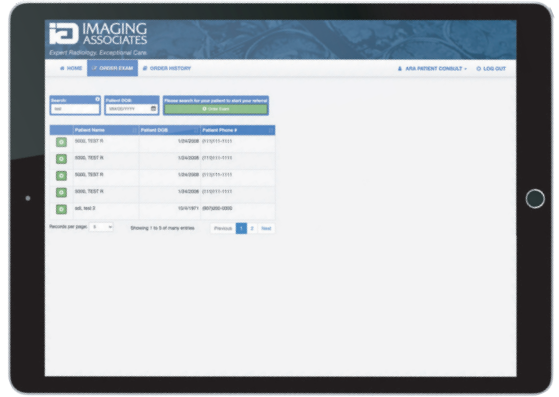
IF YOU SEE YOUR PATIENT

- Verify Patient Name and DOB
- Choose to Order Exam

Hint: check maiden name, or AKA name.





IF YOU DON'T SEE YOUR PATIENT

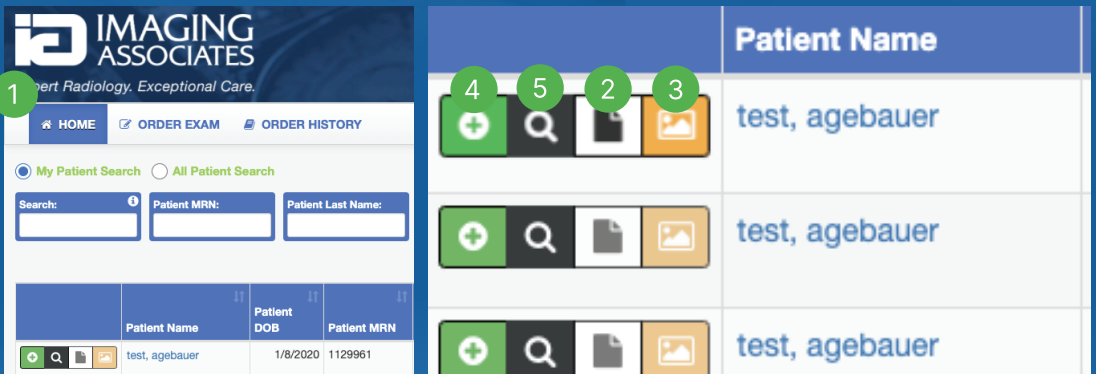
- Choose "Create New Patient"
 - Enter all "Required" Fields
3. Choose Referring Provider
 4. Enter Insurance Plan, Member ID and Authorization (if applicable)
 5. STAT EXAM - Submit order and call to schedule
 6. Exam Selection (Choose Exam Ordered by Provider)
 7. Enter Diagnosis or Reason for Exam - 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



IMAGING ASSOCIATES Smart Radiology. Exceptional Care.			Patient Name					
1	HOME	ORDER EXAM	ORDER HISTORY	4	5	2	3	test, agebauer
My Patient Search (selected) All Patient Search				4	5	2	3	test, agebauer
Search:	Patient MRN:	Patient Last Name:	4	5	2	3	test, agebauer	
			4	5	2	3	test, agebauer	
			4	5	2	3	test, agebauer	
			4	5	2	3	test, agebauer	

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.

Patient Name	Patient DOB	Patient MRN
--------------	-------------	-------------

EXCEL AND PDF DOWNLOAD OPTION

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

Refresh Copy Print **Excel** PDF Reset Clear Filters

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.

ARA PATIENT CONSULT - LOG OUT

- Profile
- MU Reports

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

IMAGING ASSOCIATES
Expert Radiology. Exceptional Care.

HOME ORDER EXAM **ORDER HISTORY** ARA PATIENT CONSULT LOG OUT

Search: Provider: Patient Last Name: Patient First Name: Patient DOB: [MM/DD/YYYY] Ordered Exam: Status: Create Date: Last 30 Days

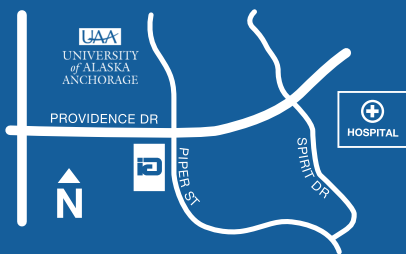
Refresh Copy Print Excel PDF Reset Clear Filters

	Order ID	Provider	Provider Email	Provider Phone	Patient Last Name	Patient First Name	Patient DOB	Ordered Exams	Provider Enabled	Form Name	Status	Comment	Create Date	Created By
	9375678	ARA PATIENT CONSULT	jasmine.schil@imagingak.com	9079476192	testpatient	Janny	1/1/2000	EXAM MRI: Brain, Without IV Contrast, Contrast change approved at Radiologist Discretion	☑	ProviderPortalOrderForm.pdf	Order In Progress		6/4/2021 3:04 PM	ARA PATIENT CONSULT
	9375635	ARA PATIENT CONSULT	jasmine.schil@imagingak.com	9079476192	Test	Patient	1/2/1977	CT HEAD/BRAIN W/O CONTRAST (1001)	☑	ProviderPortalOrderForm.pdf	Order In Progress	Cancel this order please	6/4/2021 3:01 PM	ARA PATIENT CONSULT
	9339378	ARA PATIENT CONSULT	jasmine.schil@imagingak.com	9079476192	5000	TEST	1/24/2008	US THYROID (1247)	☑	ProviderPortalOrderForm.pdf	Order In Progress		6/2/2021 12:52 PM	ARA PATIENT CONSULT
	9339161	ARA PATIENT CONSULT	jasmine.schil@imagingak.com	9079476192	TESTPATIENT	Jasmine	7/22/1986	US THYROID (1247)	☑	ProviderPortalOrderForm.pdf	Order In Progress		6/2/2021 12:45 PM	ARA PATIENT CONSULT

Records per page: 10 Showing 1 to 4 of 4 entries Previous 1 Next

Royal Solutions 3.0 - RoyalMD/ Provider Portal - June 7th 2021, 9:03:27 am

Drummond
Optimized



3650 PIPER STREET, SUITE A | ANCHORAGE, AK 99508

907.222.4624



2280 S. WOODWORTH LOOP | PALMER, AK 99645

907.746.4646



Expert Radiology. Exceptional Care.

WWW.IMAGINGAK.COM