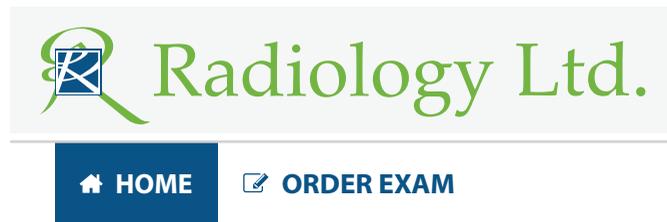


RadVision Training Guide A Provider's Guide



Tabs

- **Home:** Default layout
- **Order Exam:** Place online orders through the portal



My Patient Search

Search only applies to the information listed on the home screen

My Patient Search All Patient Search

My Patient Search:

Provider: All

Exam Status: Final

My Status: Unread

Date range: This Month

All Patient Search

Searches the entire database using one of four options:

- Last name, first name
- Last name, DOB
- MRN
- Accession

My Patient Search All Patient Search

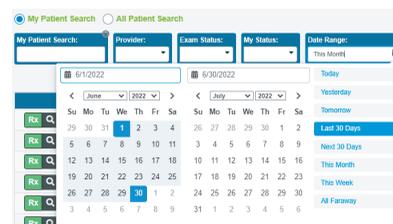
All Patient Search: Last name, First name, DOB

Date range: All

Last Name: Doe
First Name: John
Date of Birth: 11/13/1954

Search

Date Range now shows the calendar



Exam Status

- **All** - Displays all exam statuses
- **Pending Scheduled** - Order received and we are reaching out to the patient to schedule
- **Scheduled** - Patient has appt date & time established
- **Completed & Preliminary** - Images completed & are available to view
- **Final** - Report Complete / Access to both report & images
- **Cancelled** - Appointment was cancelled

My Patient Search All Patient Search

My Patient Search:

Provider:

Exam Status:
All
Pending Scheduled
Scheduled
Completed
Preliminary
Final
Cancelled

My Status:

Date range:

Date Range

Default is current month, but you can change it to any of the options listed or choose a custom date range.

My Patient Search All Patient Search

My Patient Search:

Provider:

Exam Status:

My Status:

Date range:
All
This Month
This Week
Next 30 days
Today
Tomorrow
Yesterday
Custom

BUTTONS



Rx **Rx:** Order a new exam for a patient.

Q **Search Button:** Search Button is used to locate all records of a patient.

Report Button: When report button is clicked, a new window appears on the screen with detailed results of the patient report. Results options include *Download*, *Send* (via a secure message) and *Print*.

iConnect Button: Exam images can be viewed here.

Share Button: When exam status is Complete, images can be shared, downloaded or and burned

Order Exam

Ordering a new exam for an Existing Patient or a New Patient. Scheduling can be performed for patients found by name or DOB or the search can be bypassed and user can proceed directly to ordering the exam(s).

Note: If there are multiple listings for a single user name, it's possible that another patient has the same name. In this case, use the DOB to identify the correct patient.

Skip? goes directly to scheduling a new exam for a new patient.

Search for a patient, or skip through.

Patient Search:
radltd

Patient DOB:
MM/DD/YYYY

Skip?
+ Rx

Scheduling Info

Contains basic information including the Referring Provider and Patient Info.

HOME ORDER EXAM ORDER HISTORY UNKNOWN MD, TEST LOG OUT

New Order

Referring Physician: Unknown MD, Test CC Physician(s):

Patient

First Name: JAMIE MI: Last Name: RADLTD

DOB: 05/10/1980 Gender assigned at birth: Female

Maiden/Alias First: M.I.: [A-Z]* Maiden/Alias Last:

Primary Phone: (520) 555 - 4444 Secondary Phone: +# (###) ### - #### Work Phone: +# (###) ### - ####

Height (ft): 5 ft 8 in Weight (lbs): 123 Is the patient pregnant or suspected to be pregnant? Yes No ✘

Exam Selection

Provides a list of exams available that a provider can order for their patients.

Select Exam(s) to be ordered. A form for the exam selected will appear below including reasons for the exam and/or special protocols.

To search for insurance, type in address. If the specific insurance does not populate choose the one closest to.

All required fields must be filled out prior to order submission.

The screenshot shows a web form titled "Exam Information". At the top, there are two buttons: "STAT" and "STAT and Call Report", followed by an empty text input field. Below this is a section labeled "Select Modality" with a row of buttons: "XRay", "Dexa", "Mammo / Breast US", "Breast Interventional", "Ultrasound", "CT", "MR", "PET", and "Interventional" (which has a red 'x' icon). Underneath is the "Reason for exam" section with two buttons: "Choose an ICD10 reason for exam" and "Free text reason for exam" (with a red 'x' icon). A light blue bar contains the question "How will we be billing this exam?". Below it are buttons for "Health Insurance", "Self Pay", "Workers' Comp", "Disability Determination", and "Attorney Lien" (with a red 'x' icon). The "Exam(s)" section has a blue header and contains a sub-section "Ordered Exam(s):" with a checkbox "Override the exam selections. I will free text the exam(s) in ordering." Below this is a "Special Instructions" text area and an "Attach Files (Labs, clinicals, relevant chart notes, H&P, prior imaging, reports)" section with a "Browse..." button and the text "No file selected.".

After order is submitted, a PDF confirmation will be displayed that can be printed out to give to the patient or saved to your desktop to import into the EMR/EHR.

How To Change Your Password

Click on your name in the right hand corner, Profile, Security Setting and then Click to Change.

Password requirements:

Minimum of eight characters, with a mixture of numbers, letters and special characters.

The screenshot shows a user profile page. In the top right corner, there are links for "ROYAL SERVICES" and "LOG OUT". Below these are tabs for "Your Profile" and "Security Settings". The "Profile Summary" section includes a blue silhouette icon and the following information: "Name: Royal Services", "Email: royalservices@radltd.com", "Phone: Click here to add", "Mobile: Click here to add", and "Address: Click here to add". An "Edit" link is located in the top right corner of the profile summary box.