Exa® PACS/RIS

1.4.32_P9

Attorney Portal User's Manual

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Welcome to Exa Attorney Portal

Introduction

Symbols

The following symbols may appear in the product documentation or on the product.

Symbol	Symbol Name	Symbol Description	Standard Number and Name	Symbol Reference Number
	Manufacturer	Indicates the name and address of the manufacturer	ISO 15223-1:2021	5.1.1
EC REP	Authorized Representative in the European Economic Area (EEA)	Indicates the Authorized Representative, responsible for the device in the European Economic Area (EEA).	ISO 15223-1:2021	5.1.2
	Date of Manufacture	Indicates the date when the device was manufactured.	ISO 15223-1:2021	5.1.3
	Caution	Indicates information that is important for preventing loss of data or misuse of the software.	ISO 15223-1:2021	5.4.4
LOT	Batch Code	Indicates the full Software Release / Version number	ISO 15233-1:2021	5.1.5
SN	Serial number	Indicates the manufacturer's serial number so that a specific medical device can be identified	ISO 15233-1:2021	5.1.7
REF	Catalogue Number	Indicates the manufacturer's catalogue number so that the device can be identified	ISO 15233-1:2021	5.1.6
	Consult instructions for use	Indicates the need for the user to consult the instructions for use	ISO 15233-1:2021	5.4.3
Rx Only	Prescription Device	Caution: Federal law restricts this device to sale by or on the order of a licensed healthcare practitioner	21 CFR 801.109(b)(1) Prescription Devices	N/A

BS EN ISO 15223-1:2021 Medical devices - Symbols to be used with information to be supplied by the manufacturer - Part 1: General requirements

Regulatory and compliance

Konica Minolta Healthcare Americas, Inc.

2217 U.S. Highway 70 East

Garner, NC 27529 USA

Tel: 1-800-366-5343

System requirements

The following are the minimum system requirements for clients of Exa PACS/RIS.

Workstation - User

Component	Specification
CPU	Intel® Core™ i5 or later
RAM	8 GB or more
NIC	Single 1000 MB/s
Storage	HDD, 500 GB or more
OS	Windows 10 Pro, 64-bit
Monitor	20 inch, 1600 × 1200

Get started with Attorney Portal

This manual describes:

- How administrators can set up the Exa PACS/RIS Attorney Portal (see "Setup")

- How attorneys can use the portal (see "Use Attorney Portal")

Attorneys

Before you begin, obtain account credentials from your site administrator. Those credentials allow you to use the functions of the portal to which you were granted rights.

Use Attorney Portal

Patient Portal is a web app accessible from Exa PACS/RIS that provides a convenient place to request and view appointments, view your patients' medical records (patient chart), and to send documents requested by your healthcare providers (such as scans of your insurance card).

Sign in to Attorney Portal

1. In Chrome, go to the URL provided to you by your administrator or Konica Minolta.
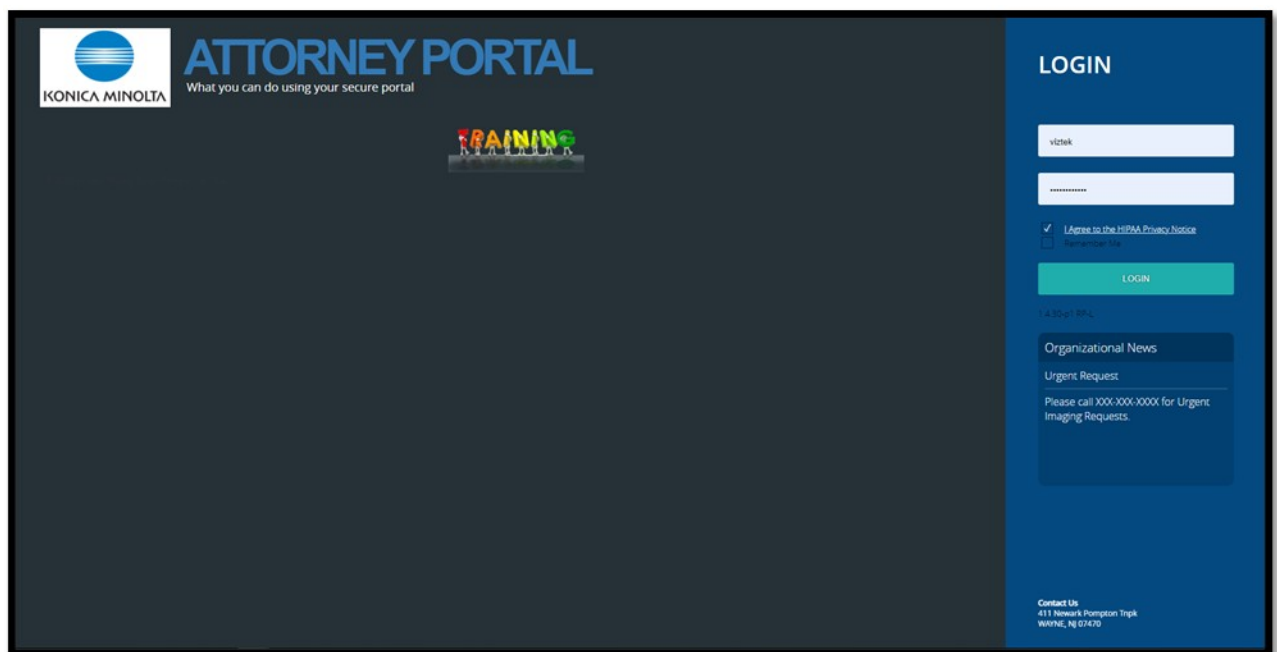
2. On the right pane, type your sign-in credentials, select **I Agree to the HIPAA Notice**, and then select **LOGIN**.

Navigation bar

The navigation bar always appears on the left side of the screen.
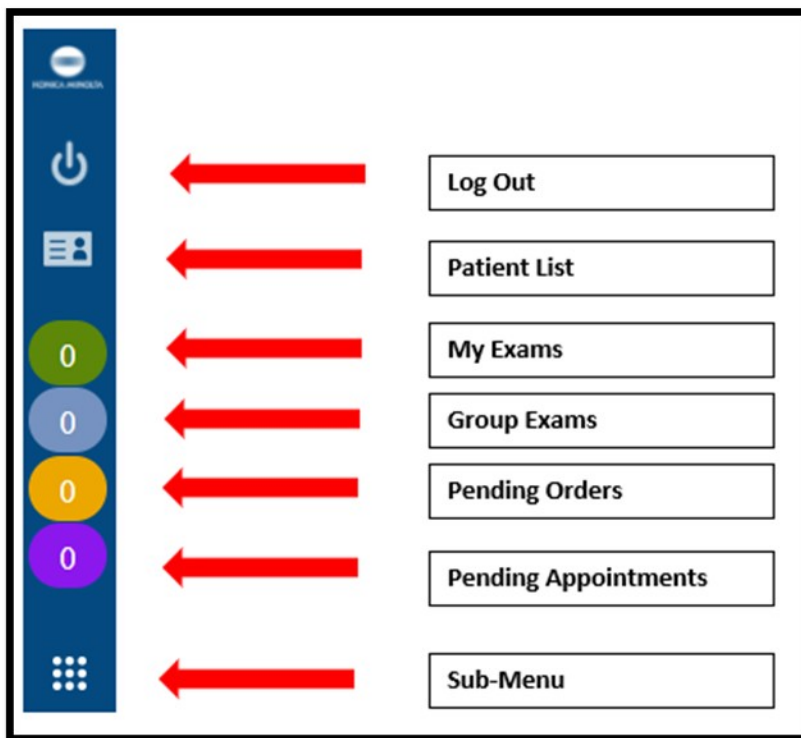
Find common features

To find the following features, go to the MY EXAMS or MY GROUP worklists. The Import & CD Burn functions are available on these worklists, and also from Sub-Menu.
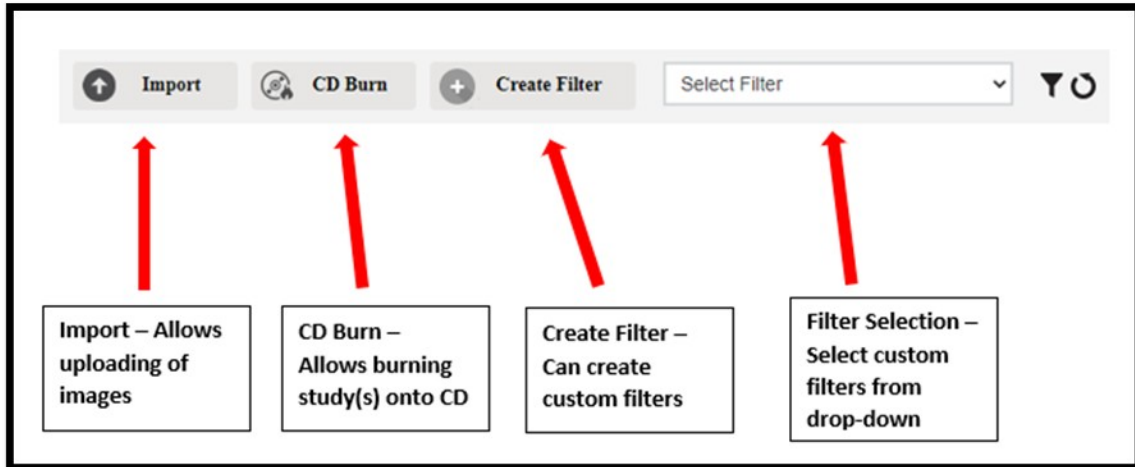
View the My Exams worklist

The My Exams worklist is the main starting point for viewing studies.
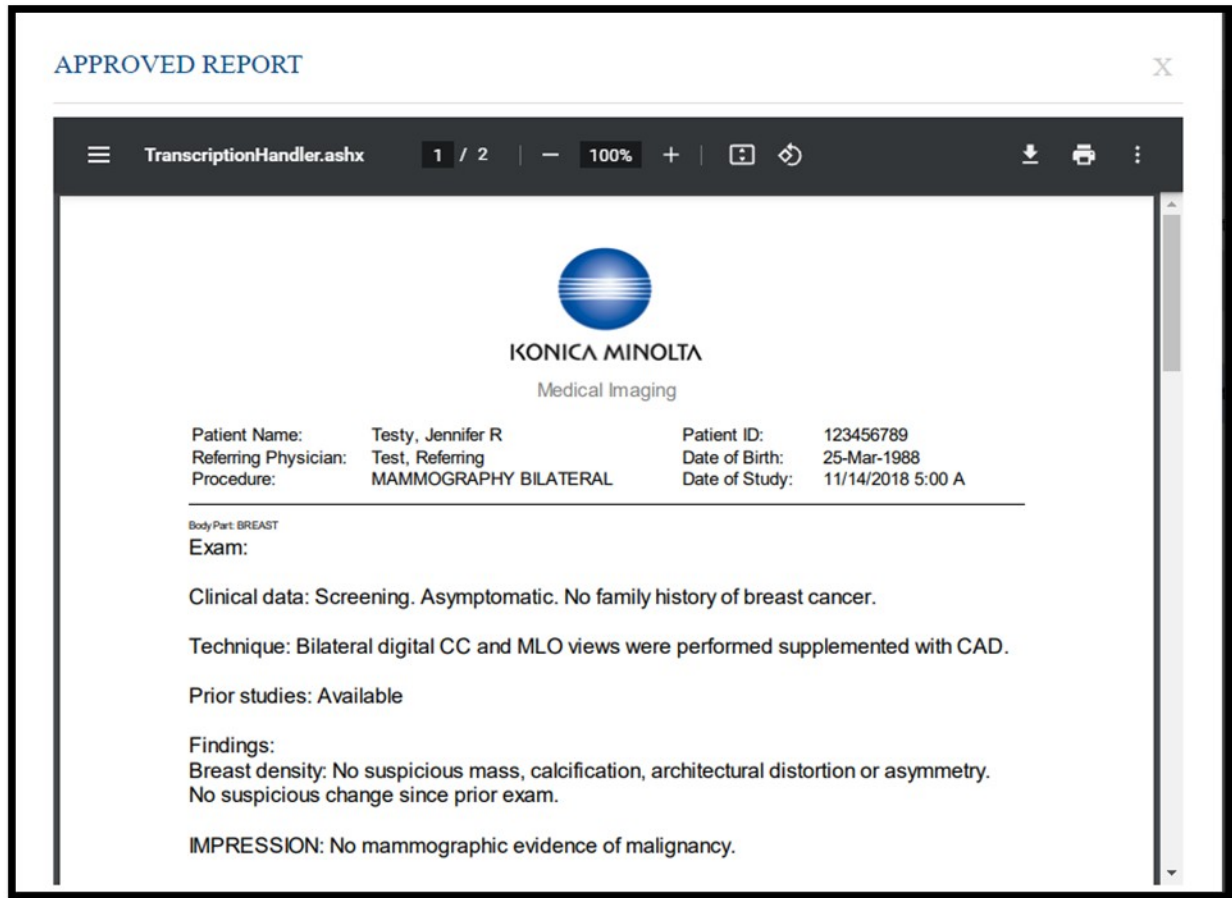
1. Select [0] to open the **MY EXAMS** worklist.
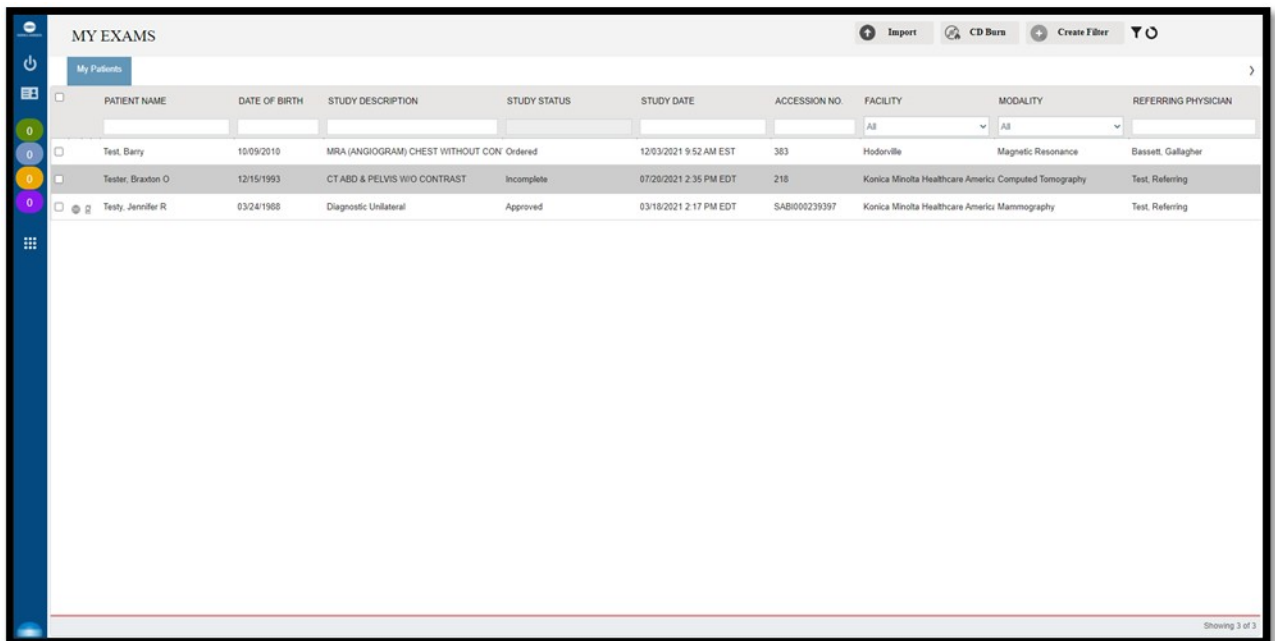
The Star [⭐] icon represents VIP patients.

- Select the Reload [↻] icon to refresh the worklist.

Open images and approved reports

To view approved reports:

1. On the My Exams worklist, on a study row, select the ⬛ icon to open an approved report.

2. The report can be downloaded or printed.

To view images:

1. Select the ⊕ button to open images in the viewer.
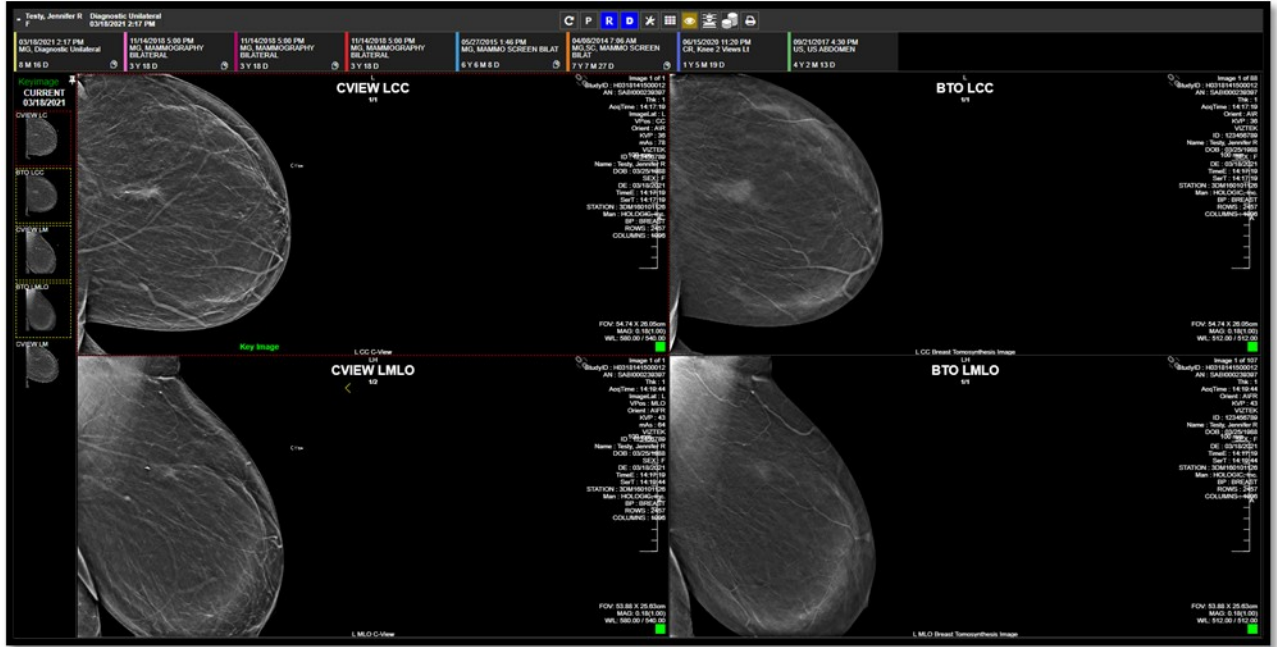
View group exams and pending orders and appointments

The Group Exams worklist displays your patient, and patients of other members of your provider group.

- Select to open the **GROUP EXAMS** worklist.

- Select to open the **PENDING ORDERS** worklist.

The Pending Appointments worklist displays a list of your patients and the status of their orders and appointments.

- Select to open the **PENDING APPOINTMENTS** worklist.

Import images

You can import images into studies.

1. On the My Exams worklist, select the _____ button.
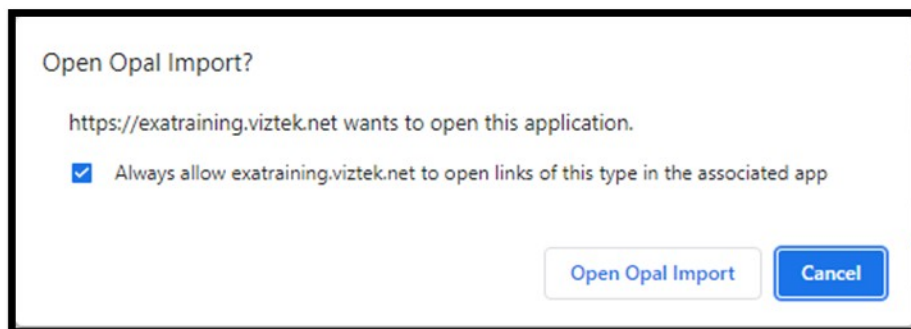
2. Select the Always allow... checkbox, and then select Open Opal Import.

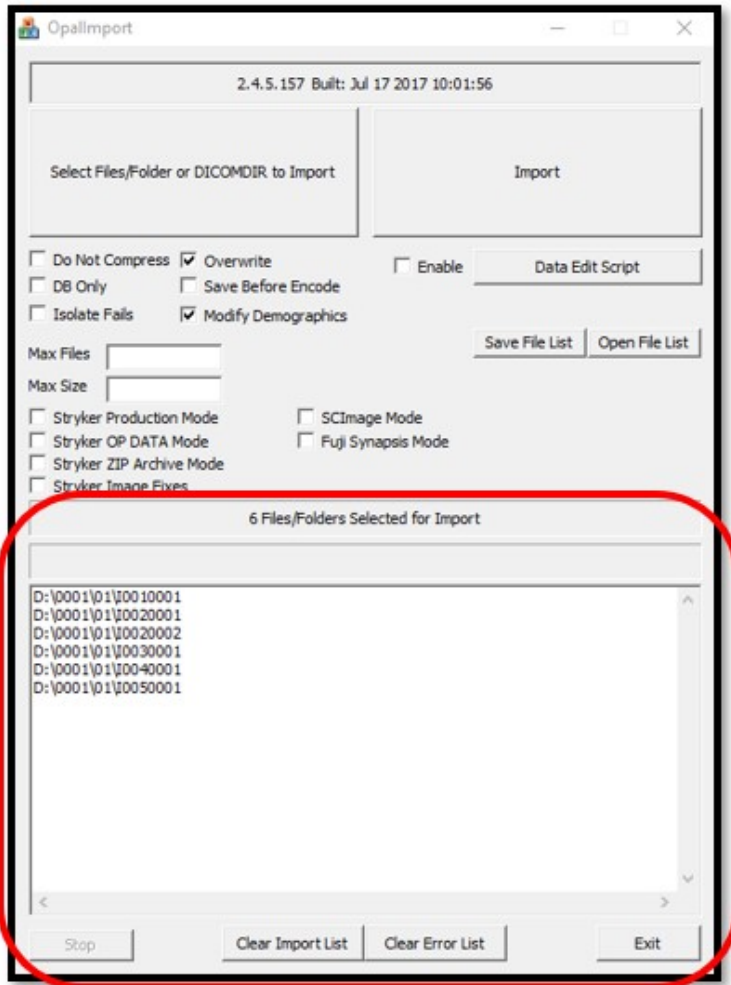3. In the **OpalImport** window, select **Modify Demographics**.
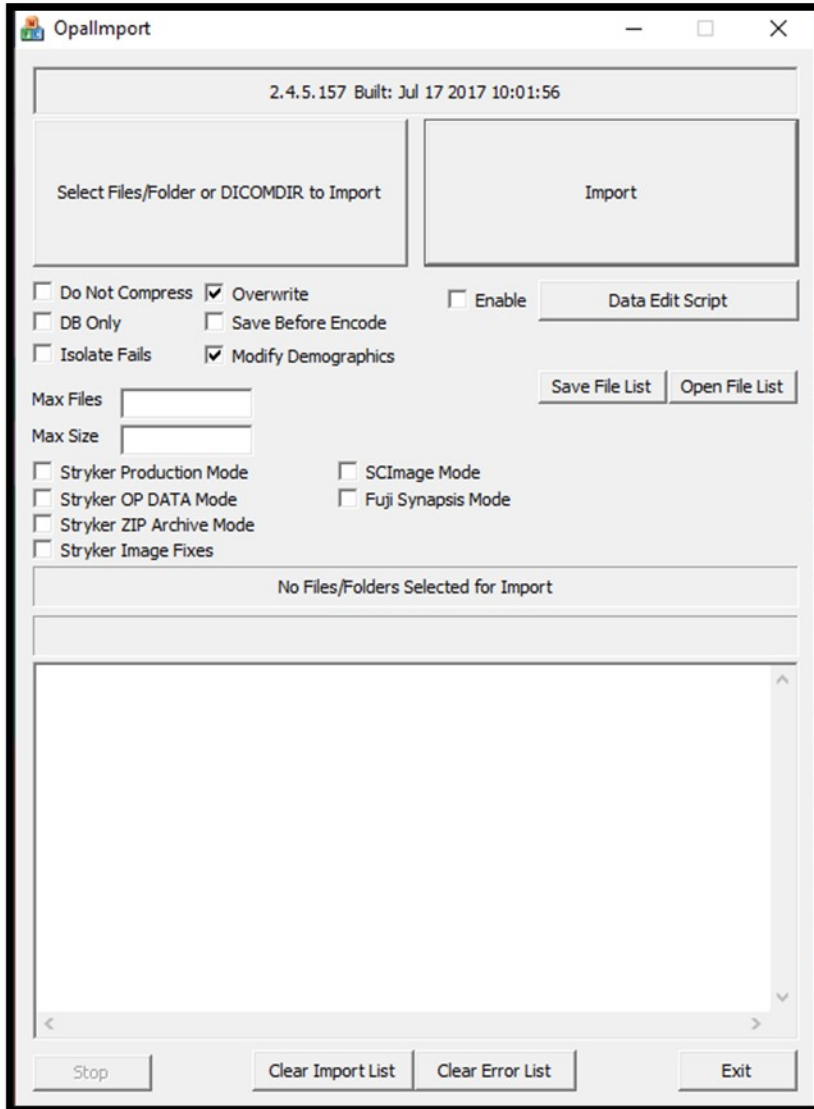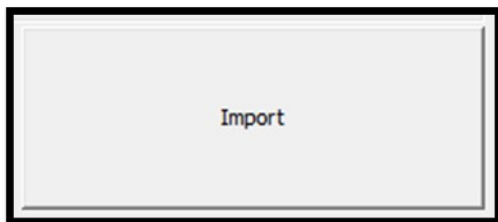
4. Select **Select Files/Folder or DICCOMDIR to Import**.

5. Browse for and select the DICOMDIR file.
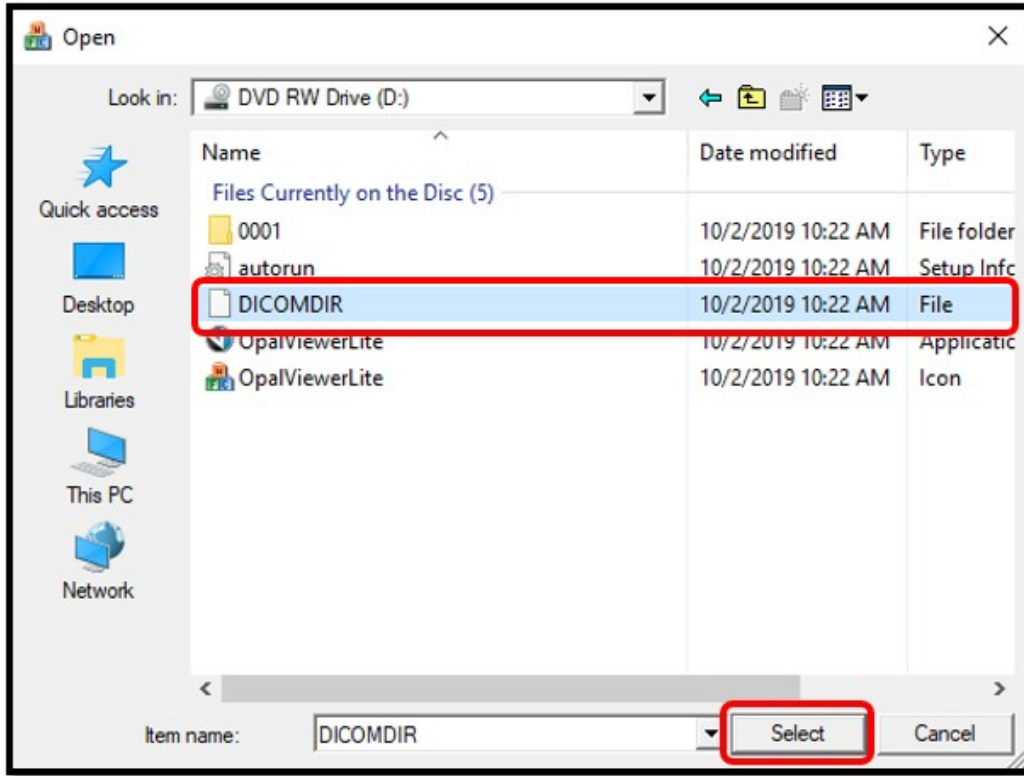
6. The selected files appear in the white box, and the status box indicates the number of files selected for import.
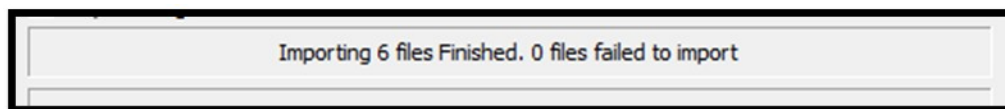
7. Select **Import**.

8. The status bar shows the progress of the import.
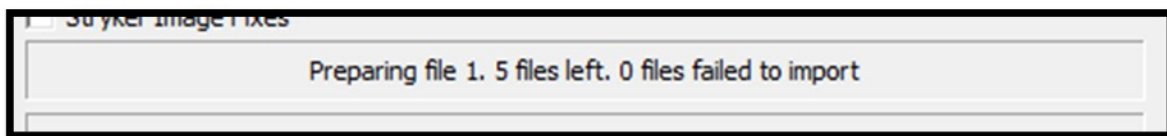
9. In the **Modify/Confirm Demographics** screen, enter your facility account number and name format and select **MODIFY**.

10. The result of the import appears.

Importing 6 files Finished. 0 files failed to import

Burn studies to media

You can burn studies to removable media, or to a hard disk.

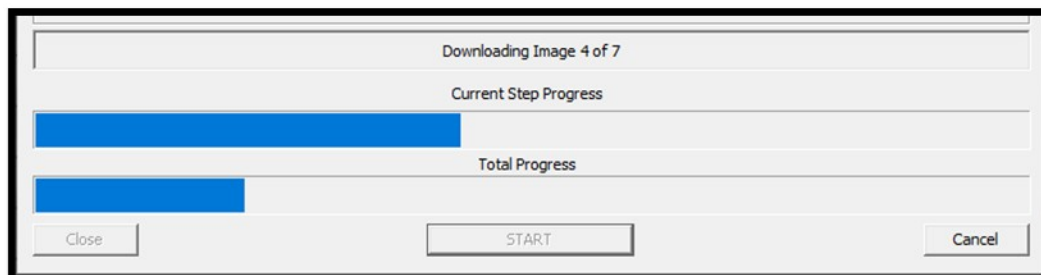1. On the My Exams worklist, select the checkboxes of the studies that you want to burn to CD.

2. Select the [CD Burn] button.

3. Select OpalPreFetchListener.

    Result: The Opal CD Burning window appears.

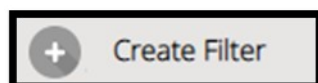4. Select **Include Viewer**.
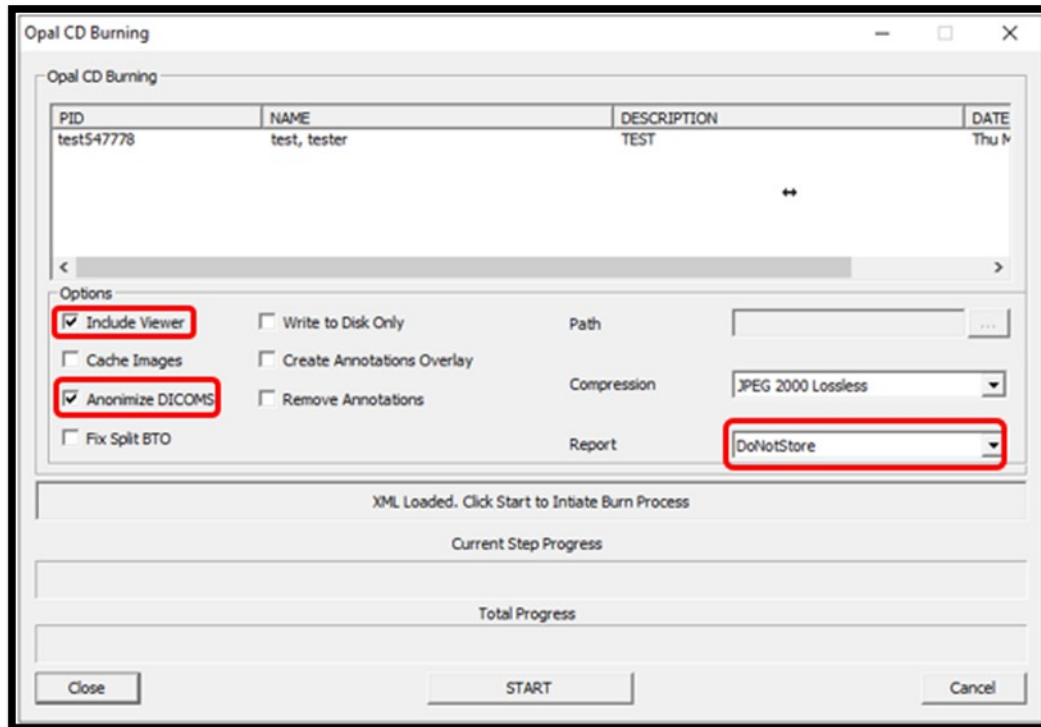
5. In the Report dropdown list, select an option.

6. Insert a CD and select START.

7. The status bar shows progress of the burn job.

Create a worklist filter

You can create a filter to customize what information appears on the My Exams worklist.
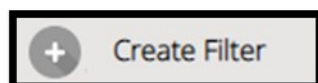
1. Select the   button.

2. In the **Filter Settings** screen, type a filter name, select filtering criteria, and then select **SAVE**.

3. In the message box, select **OK**.

4. To manage filters, select the filter ▼ button.

Open a patient chart

You can open a patient chart to view demographics and other patient related information.

1. Select the ▢ button.

2. Select the ▢ button to view the **PATIENT DASHBOARD**.

   On the dashboard, you can select a patient chart to open it.

Attach a document to an exam
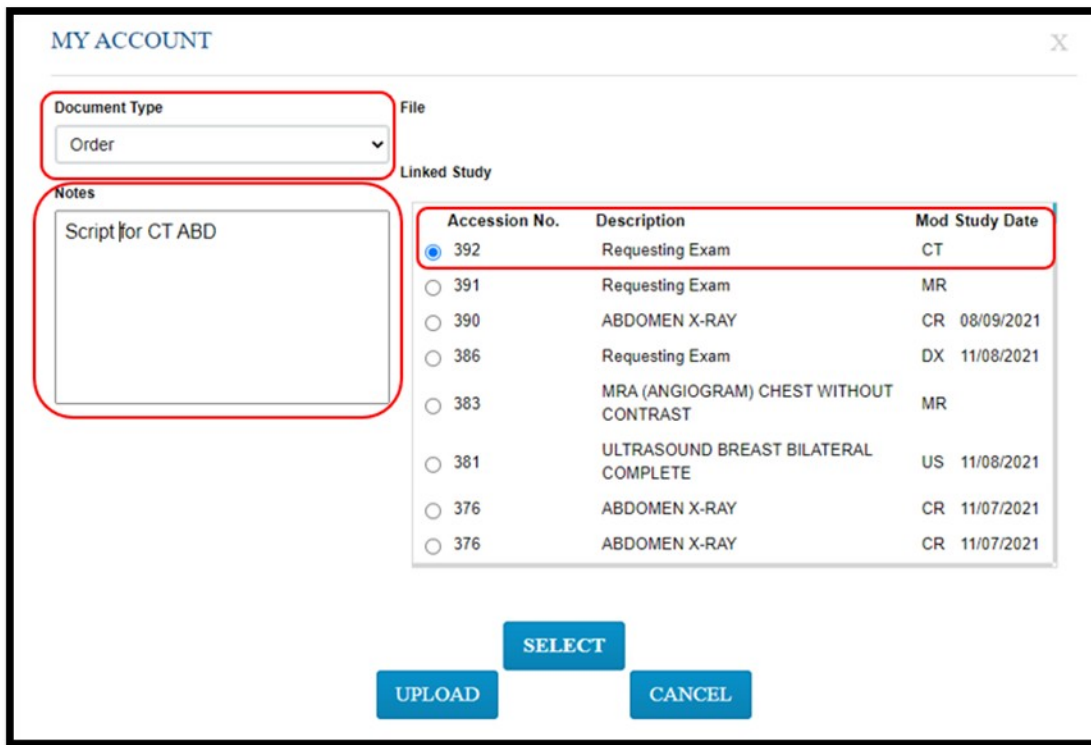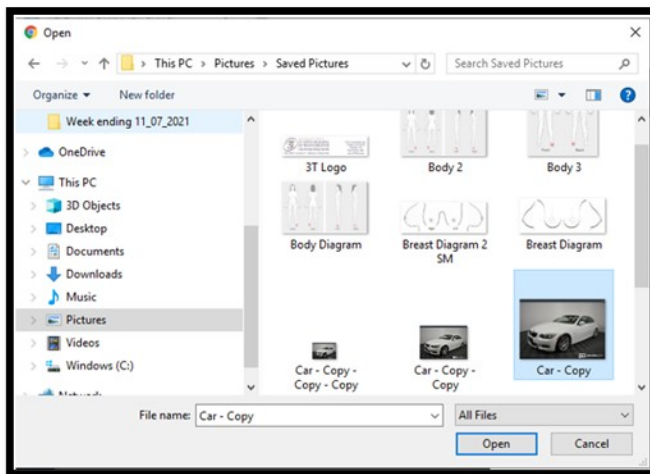
You can attach a scanned document (such as an order form) to an exam.

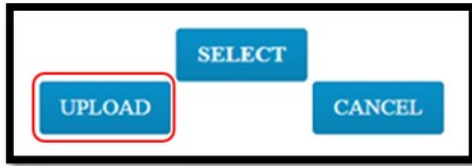1. In the patient list, in a patient row, select the **Upload Patient Document** ▢ button.

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2. Under **Linked Study**, select to which exam you want to add the document.

3. Select **SELECT**, and then browse for and select a document to add.

4. Select **UPLOAD**.

Result: The document is added to the exam, and the patient document list appears.

Create and schedule an exam

You can create and schedule an exam.

1. Select the nav bar icon to create a new order.

2. Enter criteria for the patient, and select **Search**.

   NOTE: If this is the first time to order an exam for the patient, you must use **Break the Glass**.

   Result: Patients matching your criteria appear in a list.

3. Double-click a patient to open their chart.

4. Enter required information and then select ADD STUDY.

5. Optional. Repeat to add more exams to the order.

6. Select **CREATE ORDER**.

7. The **ORDER SUMMARY** window appears.

8. If a document is available for uploading, select **UPLOAD**, and then see **Upload a document** below. Otherwise, select **CLOSE**.
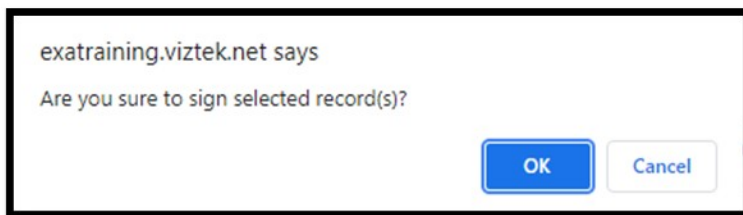
Sign an order

If staff configured a graphical signature file for you, you can add it to orders here.

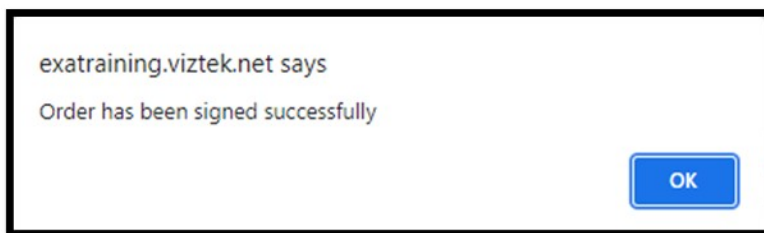1. In the worklist, select the exam you want to sign.

2. Select the button.

3. In the message window, select **OK**.

Result: The order is signed.

4. Select **OK**.

Result: The order is removed from the PENDING ORDERS worklist.
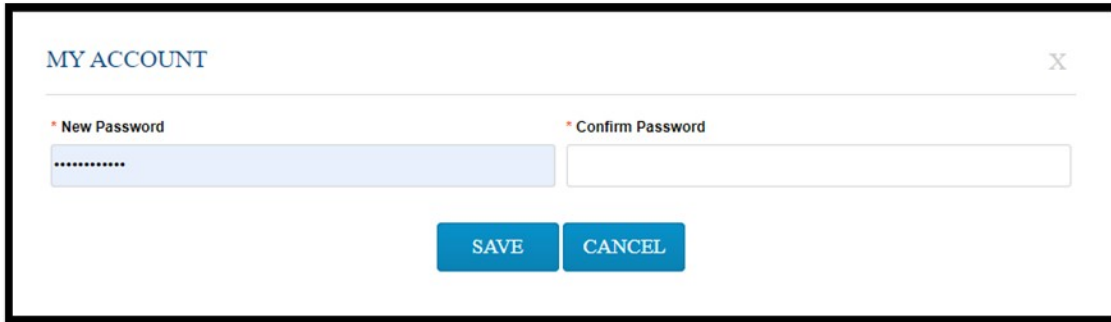
Reset a password

To reset your password:

1. From Sub-Menu you can reset passwords, burn studies to CD, and import images.

2. Select to open the PENDING APPOINTMENTS worklist.

3. Select the following buttons to use features. See topics below for details.

 Select the button.

4. Type the new and password twice, and then select **SAVE**.