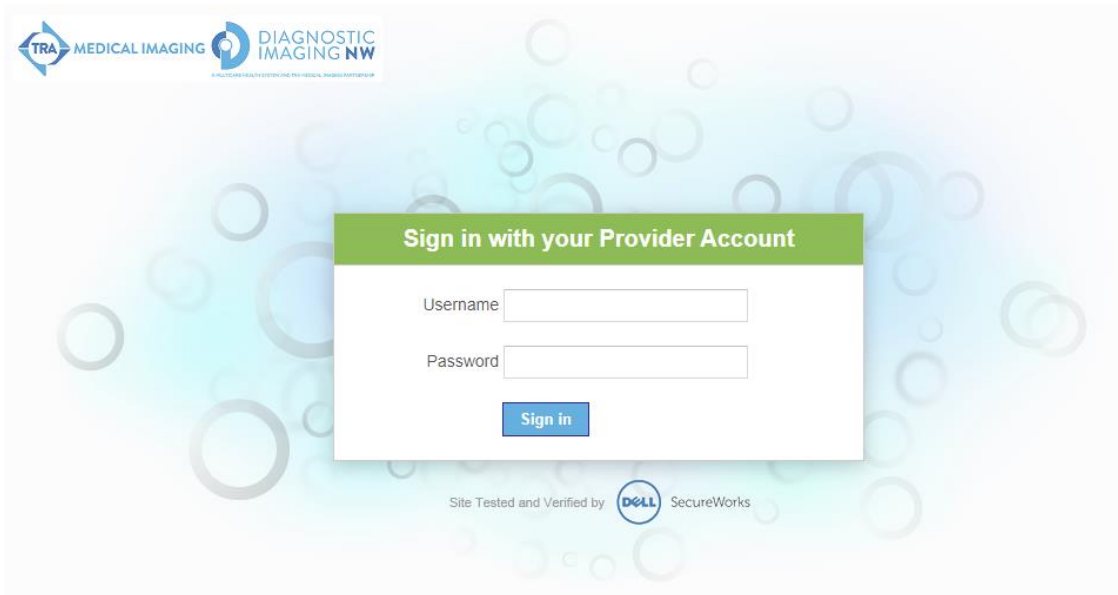
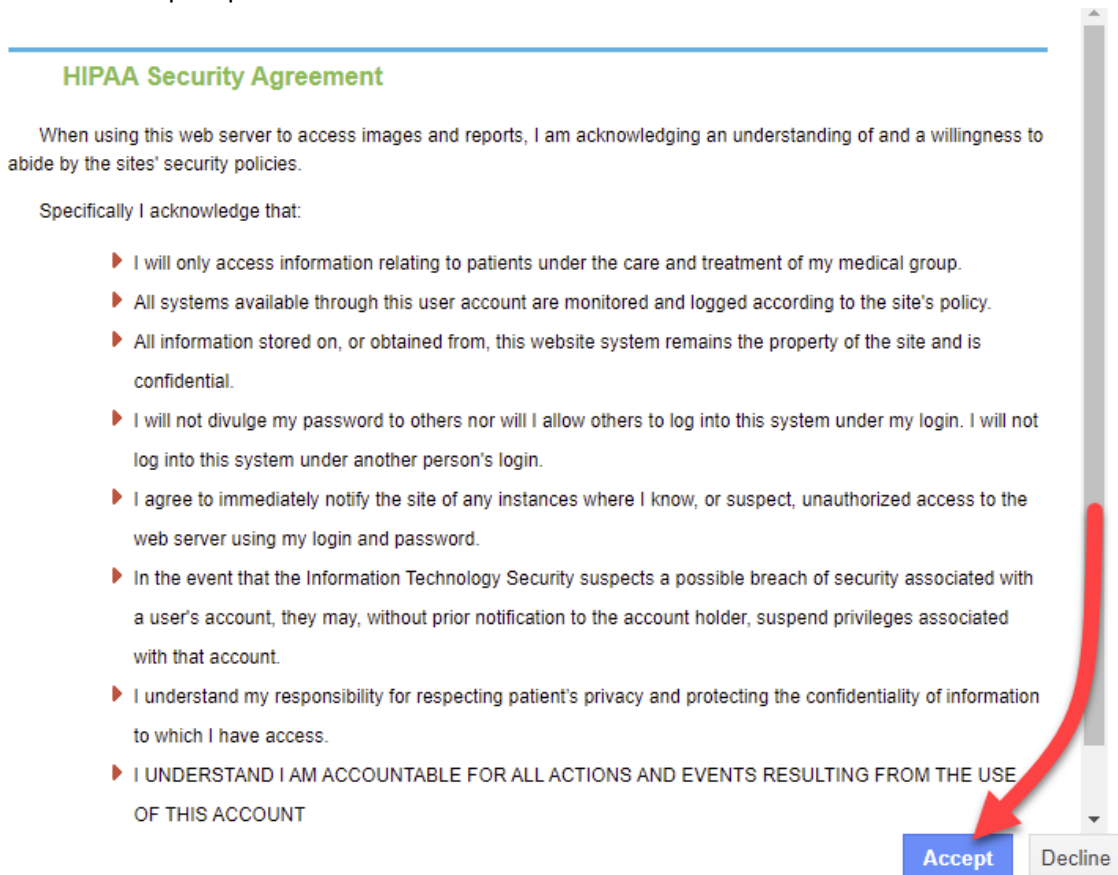


1. Login to the MedInformatix Provider Portal.
  - At the login page, input username and password.



- Click the “I Accept” option.

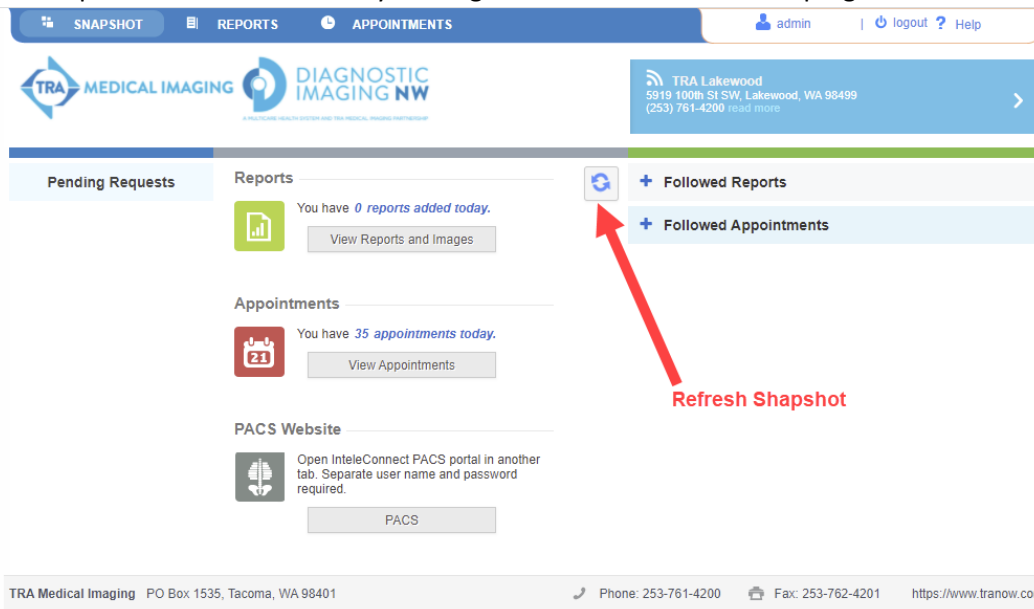


## 2. Snapshot Tab

The Snapshot provides a brief overview of all ongoing activities relevant to referred patients. The user can:

- Check and view details concerning your pending appointment requests
- Upload patient files to the imaging inbox
- View newly-added reports
- See today's appointments
- Check all followed reports and appointments
- Stop following selected reports and appointments

The Snapshot can be refreshed by clicking the “refresh” button on top right-hand side of the screen.



- Pending Requests- Click on request to view appointment details.



3. Follow or stop following reports and appointments.

- In the Reports or Appointments tab, find the desired information and click on the “F” button to the right of the item selected. Items selected will show in the Snapshot page under Followed Items.

+	Date/Time	Appointment Description	Status	F
+	10/18/2021 3:10:00 PM	TRATEST, ANNAMARIE - CT-CTA VENOGRAM UP EXT RIGHT WO W Provider: Provider Tratest, Facility: PUY	Scheduled	F
+	10/18/2021 3:45:00 PM	TRATEST, ELEVEN - US-ABDOMEN SCREENING AAA Provider: Provider Tratest, Facility: LA	Completed	F
+	10/18/2021 4:15:00 PM	TRATEST, ELEVEN - US-ADD TIME 15 Provider: Provider Tratest, Facility: LA	Completed	F
+	10/18/2021 9:15:00 AM	TRATEST, EIGHTEEN - CT-ABD WO Provider: Provider Tratest, Facility: LA	Completed	F

- To stop following an item, select the item and click the “Stop Following” button.

Click X to stop following Report or Appointment

4. Reports Tab

- The Reports tab allows providers to search for specific reports. In the colored bar above the search results, there is a radio button where the provider can search for My Reports or Group Reports for This Week, Today, Yesterday or Last Week.

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- To find a patient you or your group did not refer click on the Advanced Search button and enter patient's last and first name.
- Sort search results by Last Name or Date.

- Search results display specific information regarding the report and appointment.
- Click on the plus symbol (+) to open the Patient Summary and Medical History.
  - Patient Summary includes past appointments and reports.
  - Medical History includes Vitals, Allergies and Medications captured during patient's visit to TRA or DINW if needed.

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Patient Summary

Medical History

**KRISTI TRATEST** aka: KRISTI

MRN: 5100346 DOB: 06/24/1964 Age: 57 Day: 253/377-9257 Home: 253/680-3382 Cell:

Insurance Information

INSURER	PHONE	POLICY	GROUP	STATUS
BLUE CROSS BLUE CARD PREMIERA	800/722-1471	123456		P
CITY OF SEATTLE		123456		P
MULTICARE RESEARCH INSTITUTE		123456		P
WESTERN STATE HOSP IP (READS ONLY)	0	123456		P

Appointments and Reports

Past Appointments

DATE	BOOK	REASON
6/25/2021 12:00:00 AM	LA_DX1	DX-CHEST 1V
6/24/2021 12:00:00 AM	LA_CT	CT-ABD WO
6/17/2021 12:00:00 AM	LA_DX1	DX-TOE(S) LEFT MIN 2V
6/14/2021 12:00:00 AM	LA_DX1	DX-KNEE LEFT 3V
4/22/2021 12:00:00 AM	PUY_MG1	MG-SC BILAT
4/16/2021 12:00:00 AM	LA_DX1	DX-ANKLE RIGHT COMP MIN 3V
2/26/2021 12:00:00 AM	WS_OSR	DX-SPINE 1V
11/4/2020 12:00:00 AM	LA_DX1	DX-ABDOMEN ACUTE W/1V CHEST
8/29/2020 12:00:00 AM	PUY_MG2	MG-SC BILAT
8/29/2020 12:00:00 AM	PUY_US3	US-BREAST BILAT LTD

Future Appointments

None Found.

Patient's Reports

DATE	REASON	REFERRAL	FACILITY	TYPE
08/29/2020	US-BREAST BILAT LTD	PROVIDER TRATEST	PUY	REPORT
08/29/2020	IR-NEURO CONSULT	PROVIDER TRATEST	UN	REPORT
04/22/2021	MG-SC BILAT	PROVIDER TRATEST	PUY	REPORT
04/16/2021	DX-ANKLE RIGHT COMP MIN 3V	PROVIDER TRATEST	LA	REPORT

**Patient Summary** | Medical History

**Vitals and Labs**

**Vital History**

DATE	WEIGHT	HEIGHT	TEMP	PULSE	BP	RESP
08/29/2020	135.00000	64	98.6	65	120/82	20
06/14/2021	137.00000	64	97.8	77	133/77	17

**Family History, Allergies, & Medications**

**Allergies**

ALLERGY	REACTION	ALLERGY	REACTION
EGG	ANAPHYLAXIS		

**Family History**

FAMILY	HISTORY	FAMILY	HISTORY
MTH			

**Medication**

PRESCRIPTION	INSTRUCTION	PRESCRIPTION	INSTRUCTION
IBU 800 MG TABLET		XANAX 0.5 MG TABLET	
















**Complaints**



**Chief Problem**

None Found.

- Search Results display an icon that looks like a document. Clicking on this icon, allows you to view, print, save, zoom, minimize or close the report.
  - When a report is minimized, a bar will appear at the bottom of your view. Multiple reports may be minimized at once.
- Search Results also display an image icon. Clicking on this icon launches images associated with the selected study using the IntelConnect PACS Enhanced Viewer.

**REPORT LIST ( • LAST NAME: TRATEST • FIRST NAME: ANNA )**

		TRATEST, ANNAMARIE - MG - MG SCREENING BILATERAL Provider: Provider Tratest, Facility:LA 4/5/2021	
		TRATEST, ANNAMARIE - CT - CT CHEST ABDOMEN WITH IV CONTRAST Provider: Provider Tratest, Facility:SUN 12/29/2020	
		TRATEST, ANNAMARIE - MG - MG DIAGNOSTIC BILATERAL Provider: Provider Tratest, Facility:PUY 11/9/2020	
		TRATEST, ANNAMARIE - DX - X-RAY RIBS UNILATERAL LEFT INCLUDING PA CHEST MINIMUM 3 VIEWS Provider: Provider Tratest, Facility:PUY 8/29/2020	
		TRATEST, ANNAMARIE - IR - IR CONSULT Provider: Provider Tratest, Facility:UN 8/29/2020	

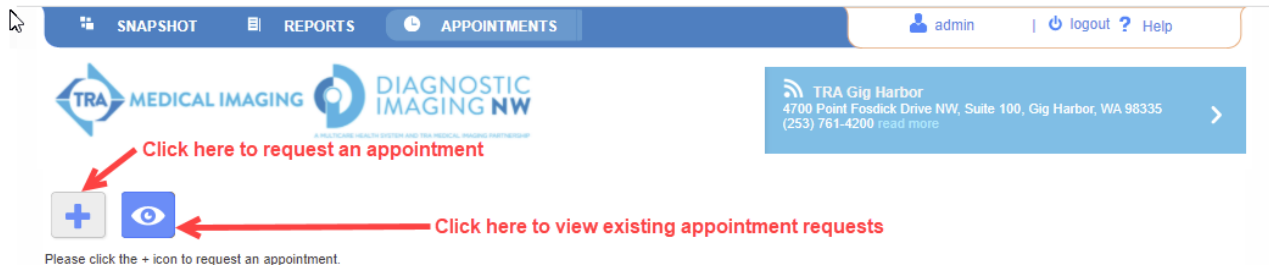
 **Report Icon**
 **Image Icon**

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5. Appointments Tab.

The Appointments Tab allows referring physicians to request and check the status of appointments requested from the Provider Portal.

- To request an appointment Click on the + icon.
- To view existing appointment requests click on the view icon.



- Enter patient's complete name and DOB. The "Lookup" button will display a list of relevant patients and their demographic information. Once you select a patient, his/her demographic information will automatically populate.

- Select the Preferred Facility- TRA, DINW or ANY

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- Select Exam Type and associated study

\* Study

Preferred Facility: TRA Exam Type: BONE DENSITY Clear

STUDY ^ TIME

BD BONE DENSITY STUDY WHOLE BODY	30.0
BONE DENSITY MOBILE APPOINTMENT	30.0
BONE DENSITY STUDY APPENDICULAR SKELETON	20.0
BONE DENSITY STUDY AXIAL SKELETON	20.0

- Enter Patient Symptoms
- Referral Name automatically populates based on user login. If provider works at multiple locations, click on My Group and select location where patient is being seen.

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Patient Symptoms (Please do not use special characters.)

\* Referral Last Name: TRATEST \* Referral First Name: CASEY

My Group Me Clear

If the referral does not show in the table, please use your inputted referral name.

LAST ^	FIRST	PHONE	NAME3	SPECIALTY	CITY
TRATEST	CASEY	360/764-8293	FOOT AND ANKLE SURGICAL	Podiatry	LACEY
TRATEST	PROVIDER2	253/680-3382	TRATEST CLINIC	Unknown	TACOMA
TRATEST	CASEY	360/508-3338	FOOT AND ANKLE SURGICAL	Podiatry	CENTRALIA
TRATEST	CASEY	360/400-3338	FOOT AND ANKLE SURGICAL	Podiatry	YELM
TRATEST	CASEY	360/508-3338	FOOT AND ANKLE SURGICAL	Podiatry	CENTRALIA

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- Add Authorization number if available
- Add any special notes
- If STAT click Yes

Authorization Number

Special Notes

STAT

Yes No



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- To attach a file, click on Choose Files, select file(s)
- To remove file click on Trash icon

Attachment

[Choose Files](#) [Clear Files](#) 2 attached files.

Total Upload Size



 Creatinine.txt	495 Bytes	
 accession.txt	1.68 KB	

- When order is complete click on Submit. A Request Appointment Summary will populate and can be printed by using the Print icon. The appointment request also populates the Pending Requests list on the Snapshot Tab.

### Request for Appointment

Thank you for choosing us! Your Appointment Request has been received. Your patient will be contacted by our schedulers to complete the appointment.

#### Request Appointment Summary

<b>Patient:</b> TRATEST,KRISTI	<b>Phone:</b> 253/377-9257	<b>DOB:</b> 06/24/1964
<b>Referral:</b> TRATEST, CASEY	<b>Office Phone:</b> 360/400-3338	<b>Reason:</b> test
<b>Study:</b> Facility:TRA Department:BD Reason:BD BONE DENSITY STUDY WHOLE BODY		
<b>Authorization Number:</b>		
<b>Insurer:</b> BLUE CROSS BLUE CARD PREMERA	<b>Policy #:</b> 123456	<b>Group #:</b>
<b>Group (2)#:</b>	<b>Secondary #:</b>	<b>Policy (2)#:</b>
<b>Group (3)#:</b>	<b>Tertiary #:</b>	<b>Policy (3)#:</b>
<b>Notes:</b>		
<b>STAT:</b> No		

This Appointment Request was submitted on 06/29/2021 4:27pm

 Print

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- To view or search for a specific appointment click on the View icon. It will default to “My” appointments you have referred. To search for appointments referred from your “Group” click on the Group button.
  - Additional Radio buttons are available to search by This Week, Tomorrow, Today or Last Week.
  - Status includes Missed, Canceled, Rescheduled Completed, Scheduled, In Progress, and Submitted for Schedule.
  - Results can be viewed in Table or Calendar format.

Please click the + icon to request an appointment.

Sort By: Patient

My Group This Week Tomorrow Today Last Week Advanced Search

Table Calendar

### APPOINTMENT LIST

<a href="#">+</a>	6/28/2021 1:20:00 PM	TRATEST, DEV10 - CT-ABD PEL W Provider: Casey Tratest Facility: PUY	Completed	F
<a href="#">+</a>	6/30/2021 12:00:00 PM	TRATEST, DEV11 - CT-HEAD WO&W Provider: Casey Tratest Facility: LA	Scheduled	F
<a href="#">+</a>	6/28/2021 12:10:00 PM	TRATEST, DEV13 - DX-ABDOMEN MIN 3 VIEWS Provider: Provider Tratest, Facility: PUY	Scheduled	F
<a href="#">+</a>	6/28/2021 1:30:00 PM	TRATEST, DEV15 - CT-ABD W Provider: Casey Tratest Facility: LI	Scheduled	F
<a href="#">+</a>	6/29/2021 8:30:00 AM	TRATEST, DEV17 - DX-AC JOINTS BILAT Provider: Casey Tratest Facility: UN	Scheduled	F
In Progress		TRATEST, DEV17 - MG DIAGNOSTIC BILATERAL Provider: Casey Tratest		⊘
<a href="#">+</a>	6/28/2021 11:45:00 AM	TRATEST, DEV7 - BD-DEXA LSPINE FEMUR Provide: Casey Tratest Facility: LA	Scheduled	F
<a href="#">+</a>	7/1/2021 11:00:00 AM	TRATEST, DEV8 - BD-DEXA LSPINE FEMUR Provider: Provider Tratest, Facility: LA	Scheduled	F
In Progress		TRATEST, KRISTI - BD BONE DENSITY STUDY WHOLE BODY Provider: Casey Tratest		⊘
In Progress		TRATEST, KRISTI - MG SCREENING BILATERAL Provider: Casey Tratest		⊘
<a href="#">+</a>	7/1/2021 9:30:00 AM	TRATEST, MICHELL - BD-DEXA LSPINE FEMUR Provider: Provider Tratest, Facility: LA	Scheduled	F
In Progress		TRATEST, STEWART - MR ANGIOGRAPHY HEAD WITHOUT IV CONTRAST Provider: Casey Tratest		⊘
<a href="#">+</a>	6/28/2021 12:40:00 PM	TRATEST, STEWART - BD-DEXA LSPINE FEMUR Provider: Provider Tratest, Facility: LI	Completed	F

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Please click the + icon to request an appointment.

Sort By : Patient    My   Group   This Week   Tomorrow   Today   Last Week   Advanced Search

Table   Calendar

<<   <   >   >>   today

June 2021    month   week   day

Missed   Canceled   Rescheduled   Completed   Scheduled   In Progress   Submitted for Schedule

Sun 6/27	Mon 6/28	Tue 6/29	Wed 6/30	Thu 7/1	Fri 7/2	Sat 7/3
	12:10p Tratest, Dev13:DX-ABDOMEN MIN 3 VIEWS 12:40p Tratest, Stewart:BD-DEXA LSPINE FEMUR 1:20p Tratest, Dev10:CT-ABD PEL W 1:30p Tratest, Dev15:CT-ABD W TRATEST, DEV17 TRATEST, STEWART TRATEST, KRISTI 11:45p Tratest, Dev7:BD-DEXA LSPINE FEMUR	TRATEST, KRISTI 8:30p Tratest, Dev17:DX-AC JOINTS: BILAT	12p Tratest, Dev11:CT-HEAD W/O&W	9:30p Tratest, Mitchell:BD-DEXA LSPINE FEMUR 11p Tratest, Dev8:BD-DEXA LSPINE FEMUR		

- To search for a specific patient, click on “My” or “Group” and Advanced Search. Enter patient last and first name.

Please click the + icon to request an appointment.

Table   Calendar

Sort By : Patient    My   Group   Advanced Search

Last Name   First Name   Last Four SSN   Daytime Phone   Reason

Referral Name   Date of Birth   Start Date   End Date

APPOINTMENT LIST ( GROUP APPOINTMENTS • LAST NAME: TRATEST • FIRST NAME: KR )

+ 4/25/2022 10:00:00 AM	TRATEST, KRISTI - MG-SC BILAT Provider: Provider Tratest, Facility: LA	Cancelled(O)	F
+ 8/30/2021 8:15:00 AM	TRATEST, KRISTI - MG-SC BILAT Provider: Provider Tratest, Facility: LA	Cancelled(LP)	F
+ 8/30/2021 10:00:00 AM	TRATEST, KRISTI - MG-SC BILAT Provider: Provider Tratest, Facility: LA	Cancelled(O)	F
In Progress	TRATEST, KRISTI - BD BONE DENSITY STUDY WHOLE BODY Provider: Casey Tratest		⊘
In Progress	TRATEST, KRISTI - MG SCREENING BILATERAL Provider: Casey Tratest		⊘
+ 6/25/2021 2:30:00 PM	TRATEST, KRISTI - DX-CHEST 1V Provider: Provider Tratest, Facility: LA	Scheduled	F
+ 6/24/2021 9:30:00 AM	TRATEST, KRISTI - CT-ABD WO Provider: Provider Tratest, Facility: LA	Scheduled	F