TRA MEDICAL IMAGING

DIAGNOSTIC IMAGING NW
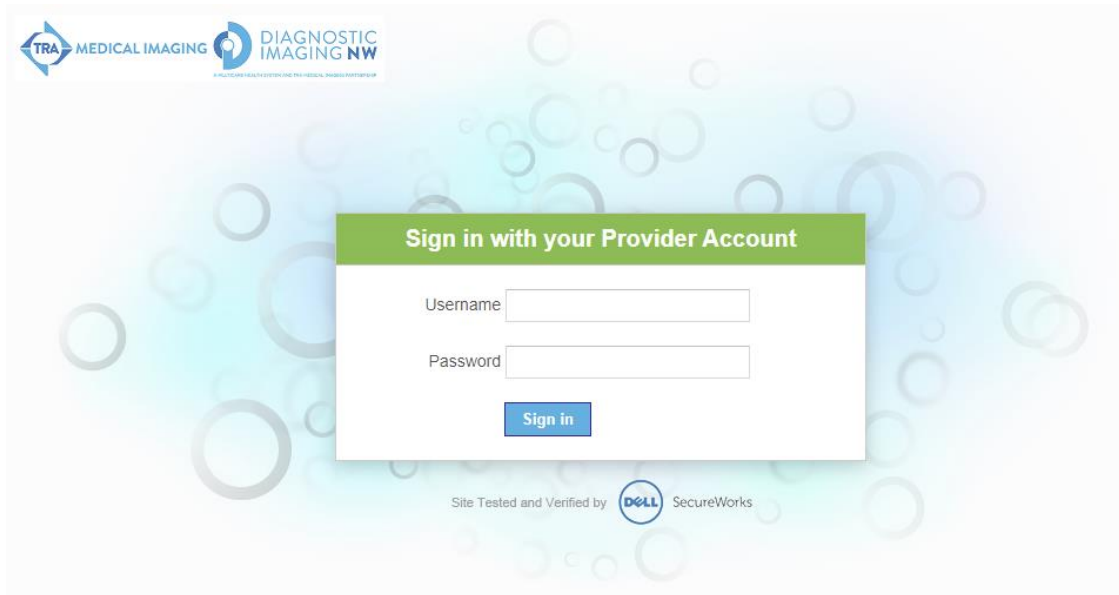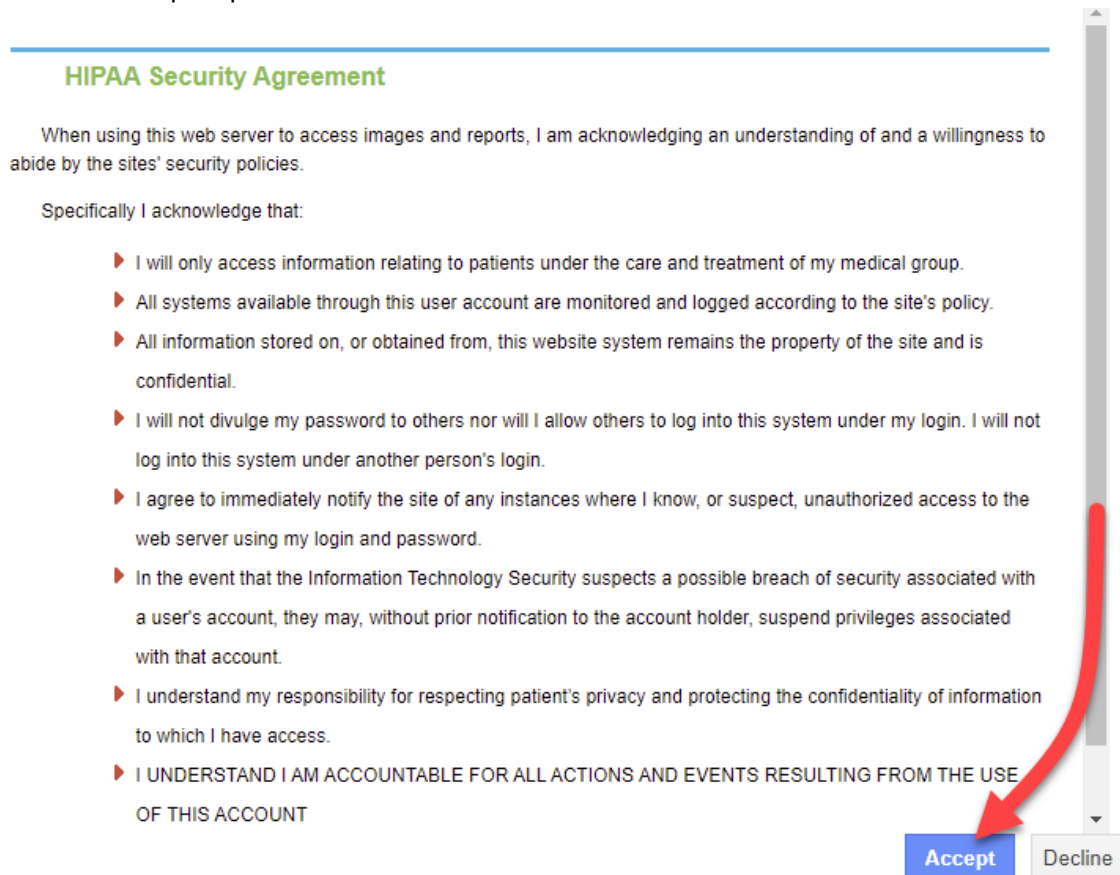A MULTICARE HEALTH SYSTEM AND TRA MEDICAL IMAGING PARTNERSHIP

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

   - Click the "I Accept" option.
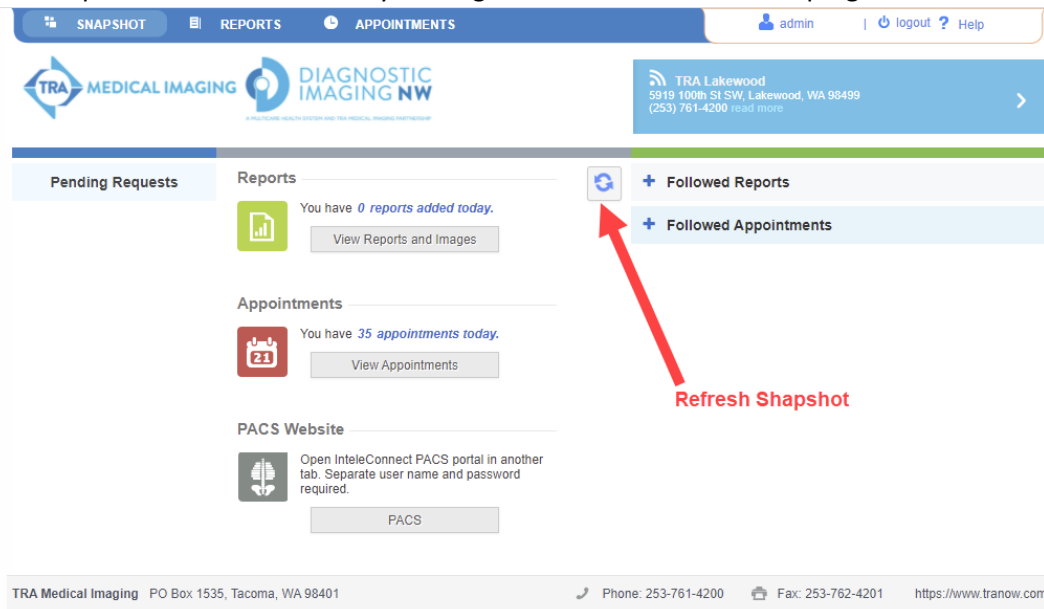
2. Snapshot Tab

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.

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

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.

- 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.

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 PREMERA	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

- 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 InteleConnect PACS Enhanced Viewer.
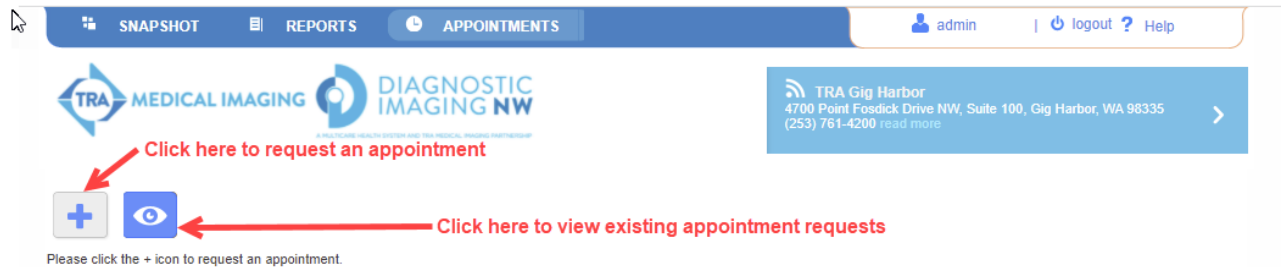
5. Appointments Tab.
   The Appointments Tab allows referring physicians to request and check the status of appointments requested from the Provider Portal.
   - To request an appointment Click on the + icon.
   - To view existing appointment requests click on the view icon.

- 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

- Select Exam Type and associated study

- 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.

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

- 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

4.32 KB of 2 MB used

| 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

| **Patient:** TRATEST,KRISTI | **Phone:** 253/377-9257 | **DOB:** 06/24/1964 |
| **Referral:** TRATEST, CASEY | **Office Phone:** 360/400-3338 | **Reason:** test |

Study: Facility:TRA Department:BD Reason:BD BONE DENSITY STUDY WHOLE BODY

Authorization Number:

Insurer: BLUE CROSS BLUE CARD PREMERA	**Policy #:** 123456	**Group #:**
	Secondary #:	**Policy (2)#:**
Group (2)#:	**Tertiary #:**	**Policy (3)#:**
Group (3)#:		
Notes:		
STAT: No		

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

🖨 Print

6. 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.

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