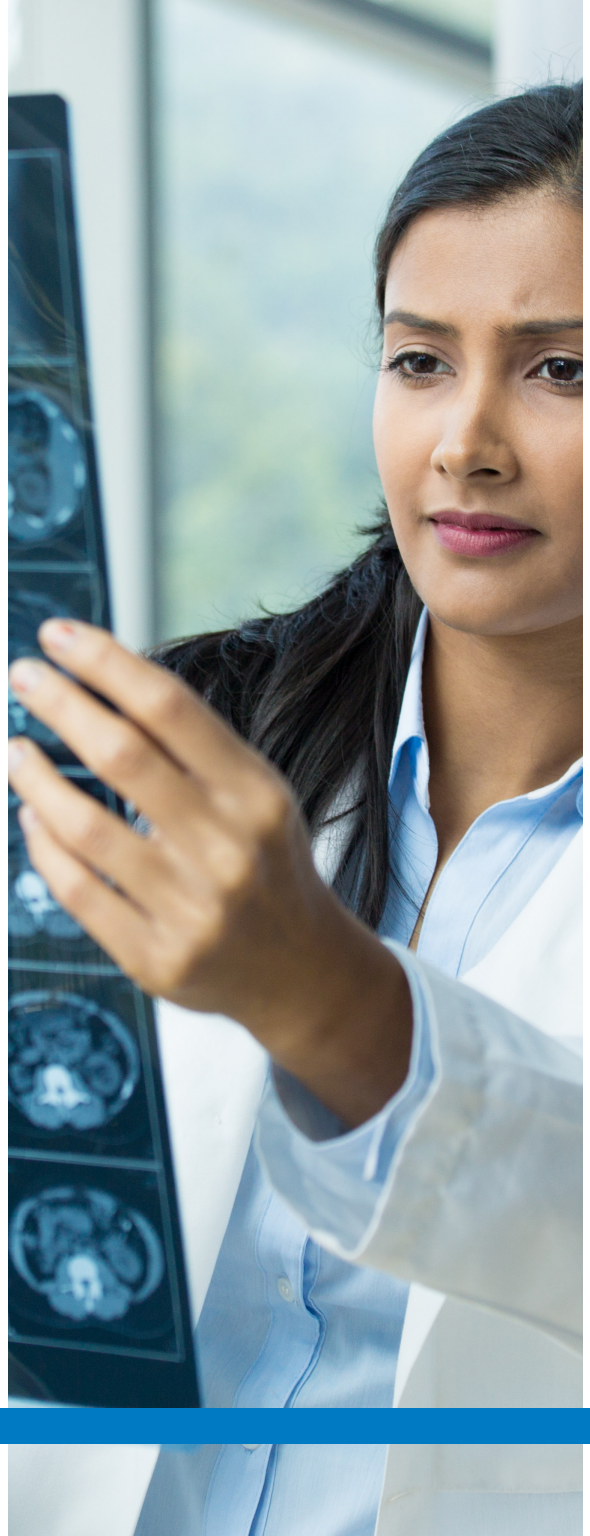

RMiConnect™
PHYSICIAN PORTAL

Quick Reference Guide

Royal is for physicians or their staff to view images, reports and order exams.

Please call with any questions.

Lindsay Anderson (810) 720-7537

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*Please use Google Chrome or Firefox when opening Royal Physician Portal, when possible.

PHYSICIAN PORTAL OVERVIEW

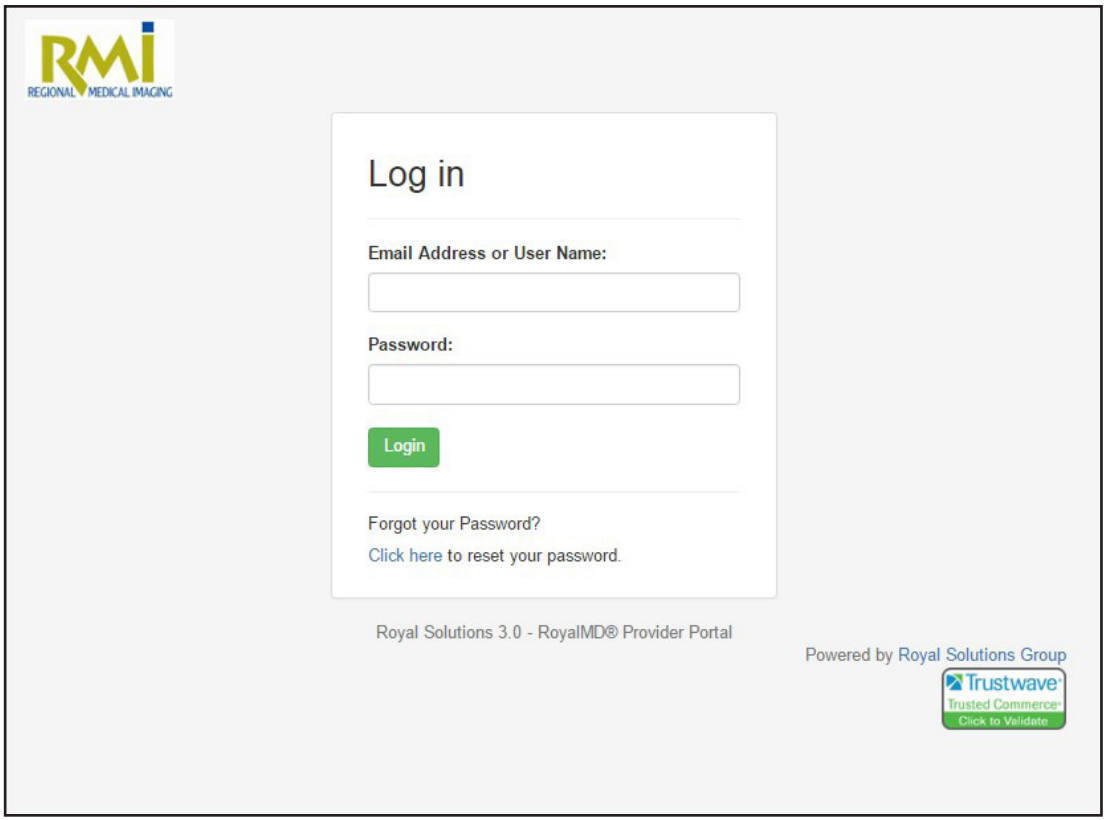
The Royal MD® Physician Portal is an online service created for management of patient appointments. Physicians or office staff will have complete access to the database (containing all patient info) within a hospital or medical center.

Uses of the Physician Portal:

- Update patient medical history
- Schedule exams for existing patients
- Make comparative studies of patients

The Physician Portal is user friendly, easy to access and makes updating/editing records convenient. It helps physicians and office staff simplify their work. No more digging through heaps of files to check for a patient record. With valid credentials, users can access patient data, check appointments and generate a report.

All patient medical history can be accessed and updated in one single portal.



PUTTING ICON ON DESKTOP

If for any reason your "RMiConnect Physician Portal" icon disappears from your desktop, follow the steps below to put it back on your desktop:

- Go to rmipc.net
- Under the **FOR PHYSICIAN** tab, go to the **RMiConnect Physician Portal** page
- Click on the link on the bottom to take you to the login page

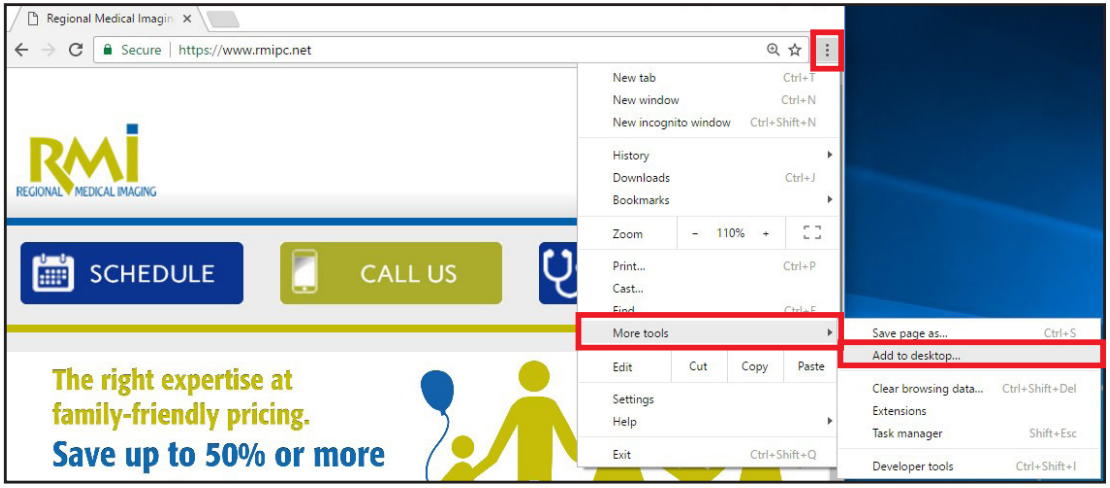
A Google Chrome:

- Once on the Login Page, locate the ⋮ in the top right hand corner next to the zoom and star buttons.
- Click on MORE TOOLS.
- Then click on ADD TO DESKTOP.
- Once icon is on desktop, double click the name and rename it "RMiConnect Physician Portal"

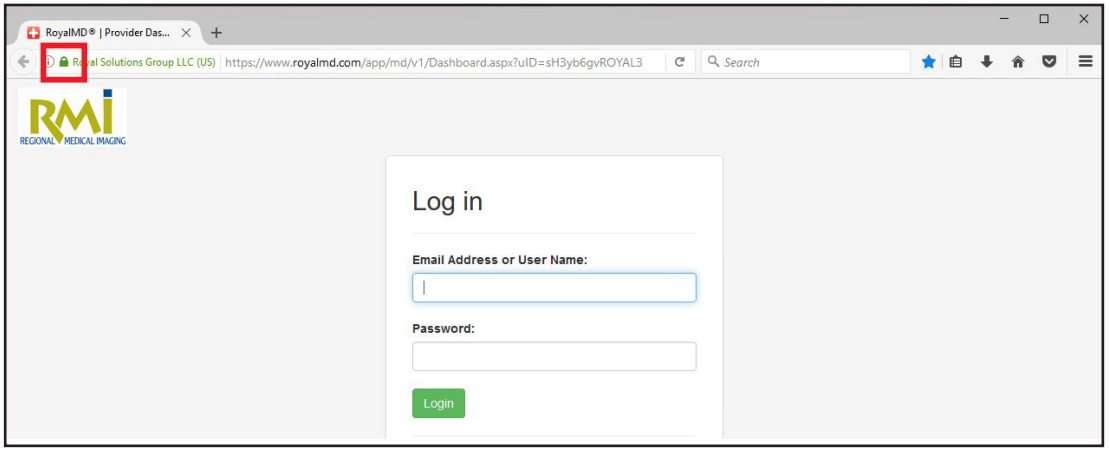
B FireFox:

- Once on the Login Page, locate the 🔒 icon in the top left hand corner next to the URL web address.
- Click and hold this as you drag this icon on to your desktop.
- Once icon is on desktop, double click the name and rename it "RMiConnect Physician Portal"

A



B



PUTTING ICON ON DESKTOP (CONTINUED)

C Microsoft EDGE (Through internet):

- Once on the Login Page, locate the ... in the top right hand corner of the page.
- Click on PIN THIS PAGE TO START

D Microsoft EDGE (Through desktop):

- Once on the Login Page, copy the url
- Right click on your desktop, mouse over "new" and then click "shortcut"
- Paste the url in the window that appears then click the "Next" button
- Rename the shortcut and click "Finish"

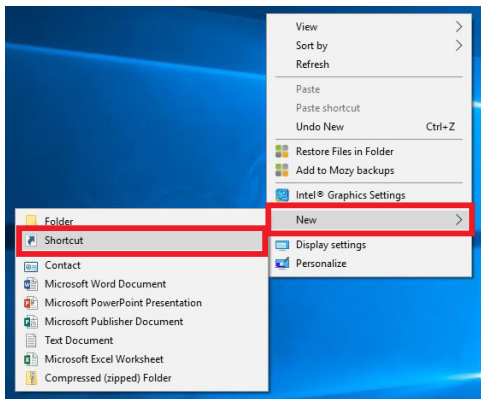
E Internet Explorer:

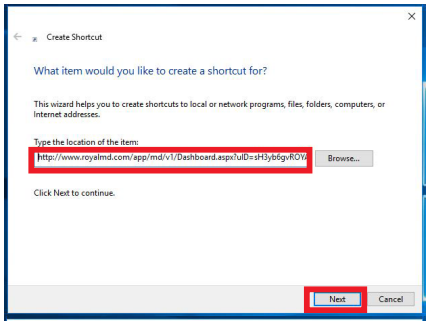
Internet Explorer may cause some users to experience issues using this program, because of this we recommend using either Chrome or Firefox.

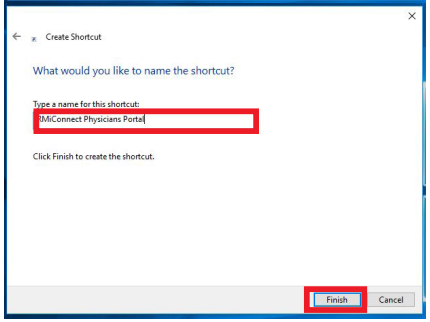
- Once on the Login Page, locate the icon in the top left hand corner next to the URL web address.
- Click and hold this as you drag this icon on to your desktop.
- Once icon is on desktop, double click the name and rename it "RMiConnect Physician Portal"

C

E







D

LOGIN AND PASSWORD RESET

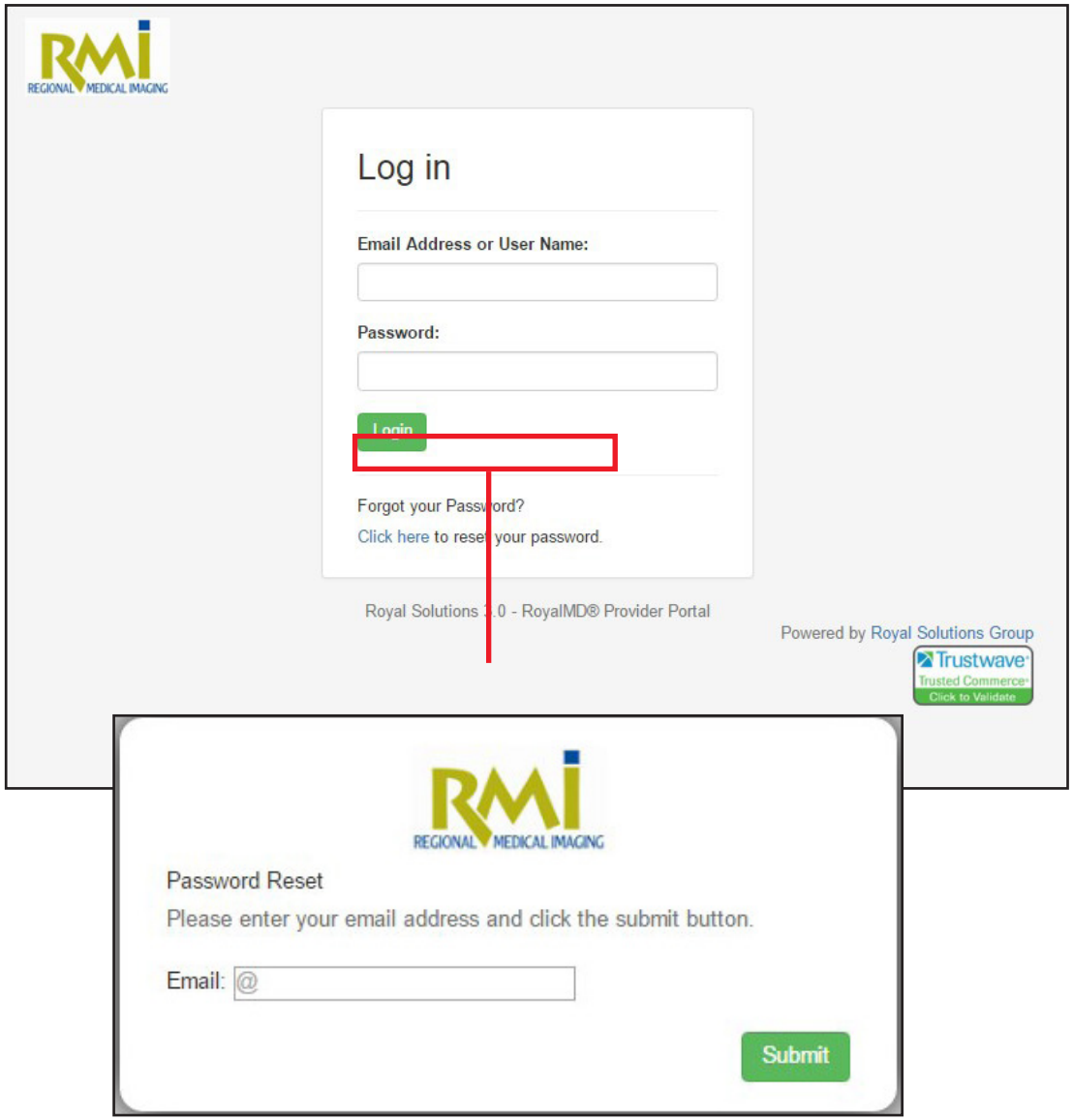
LOGIN

To access the Physician Portal, go to rmipc.net, under the **FOR PHYSICIAN** tab & click on **ROYAL PHYSICIAN PORTAL**.

Enter in your email address and password then click on the **LOGIN** button to proceed.

Physicians and the staff are given distinct usernames and passwords to access the portal. Upon entering a valid email address and password, the user will be taken to the database home screen.

*if you have forgotten your password, click on the Click here link to reset your password, outlined in red to the left. The password reset screen will appear and the user will be prompted to enter his/her **Email address**. When the Submit button is clicked, instructions on how to proceed will be emailed to the user.



HOME

Upon login, the main page will appear similar to the image on the right. Displayed are a list of all patients whose records are registered in the system.

On the main portal toolbar, there are five options available. Three on the left and two on the right.

A HOME – Brings the user back to the main screen (shown to the right) which shows recent appointments.

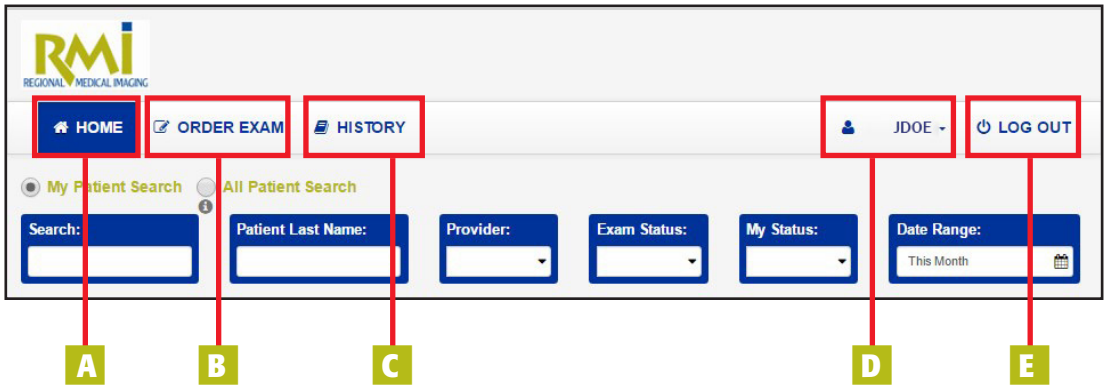
B ORDER EXAM – Allows for ordering exams for existing and new patients.

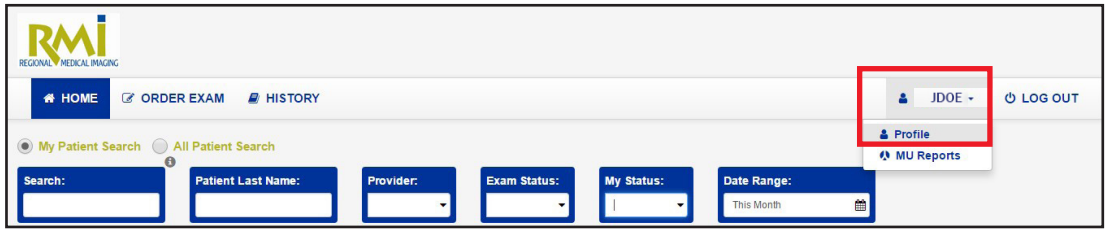
C HISTORY - Gives history of ordered Exam

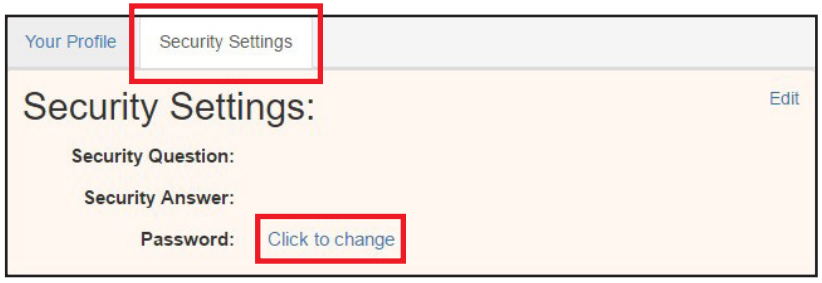
D ROYAL SUPPORT - Contains a profile summary and links to other resources *the name of the user logged in would normally be displayed

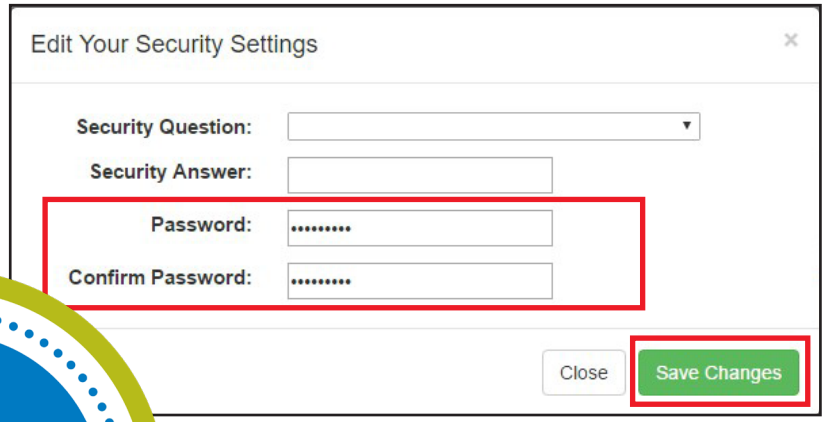
E LOG OUT - End Session

PLEASE CHANGE YOUR PASSWORD when logging in intially, under **PROFILE** then clicking on **SECURITY SETTINGS.** As shown in red to the right. User can also view **ROYAL SUPPORT** on page 26.







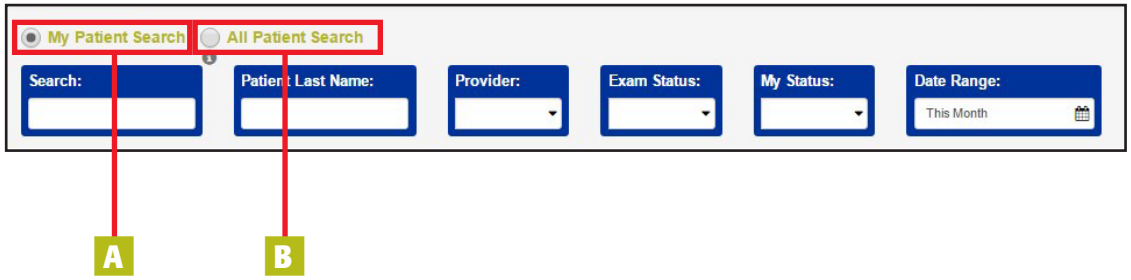


NAVIGATING THE HOME PAGE

There are two major search options in the panel:

A My Patient Search
B All Patient Search

These searches allows a user to access detailed records of patients.



MY PATIENT SEARCH

PURPOSE

Within My Patient Search, a user can easily access patient information by entering in search criteria, which are made up of the following **five fields**:

A MY PATIENT SEARCH (FIELD)

This field finds all entries based on First Name or Last Name or Full Name (Last name, First name).

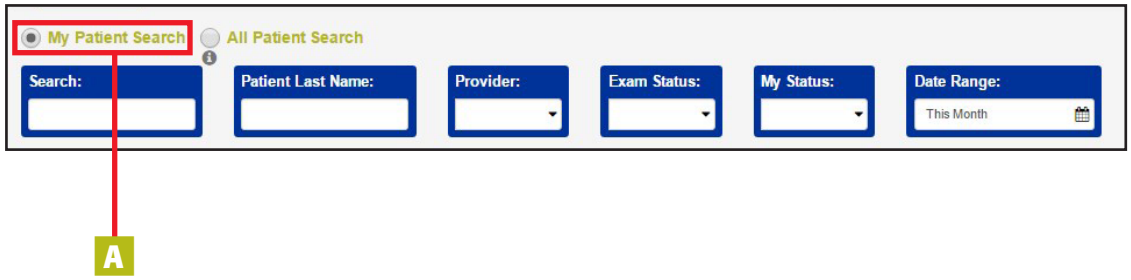
Once a name is entered, the application queries the system and displays all records associated with that name.

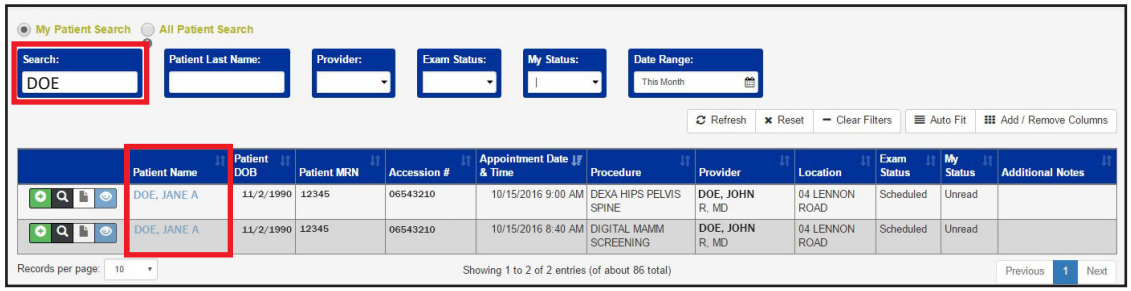
B PROVIDER

All providers are listed alphabetically in the drop-down. Once a provider has been selected, the application will query the system and display the patient records associated with that provider.

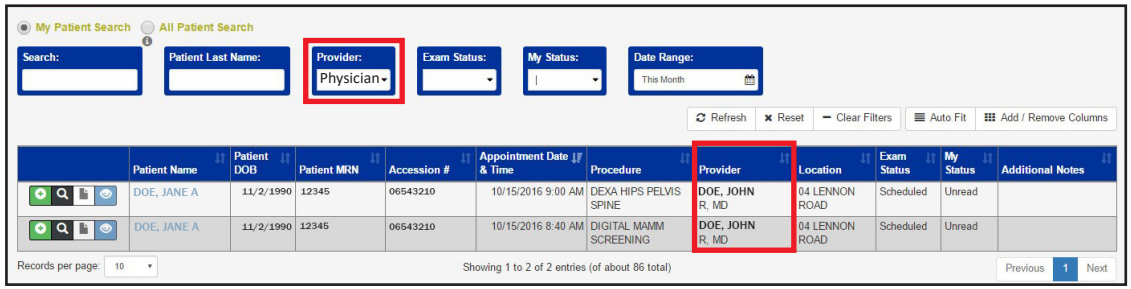
A provider will be the name of a physician.

In the figure to the right, we can see the list of patient records with the same provider.





B



MY PATIENT SEARCH (CONTINUED)

C EXAM STATUS

Users can also access patient records based upon patient exam status, which has the following options: *Pending Scheduled, Scheduled, Completed, Preliminary, Final, Addendum and Cancelled.*

In the example to the right, a user wants patient records whose exam statuses are **Scheduled**. Selecting Scheduled from the Exam Status drop-down list, will query the system to display all such patient records.

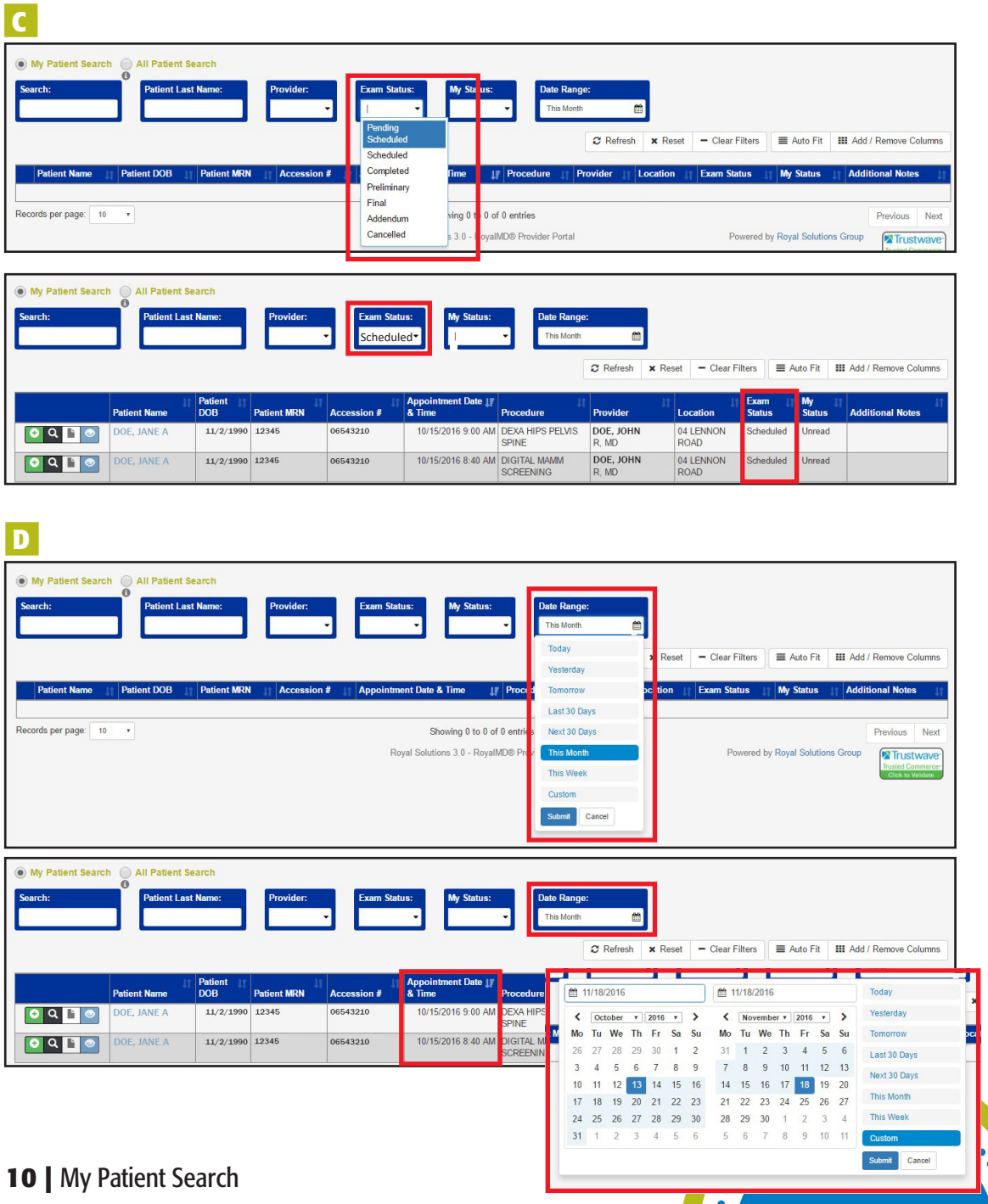
D DATE RANGE

If a user chooses to access patient records over a period of time, the date range option is available, with the following options: *This Month, This Week, Next 30 days, Last 30 Days, Today, Tomorrow, Yesterday and Custom.*

Also included with the date, is the time of the appointment.

Some users may prefer to access patient appointment details over a specific period time.

In this case, the Custom option would be suitable. The user will be prompted to select a From Date and a To Date. Once these dates are selected and apply is clicked, the application queries the system and displays all patient records between those dates.



FUNCTIONAL BUTTONS

OVERVIEW

Functional buttons, located on the far left of each patient record, are used to generate and update records for patients.

There are four buttons provided, each with its own unique function. See image to the right.

ORDER BUTTON

SEARCH THIS PATIENT BUTTON

VIEW REPORT BUTTON

VIEW IMAGES BUTTON

ALL PATIENT SEARCH OVERVIEW

The All Patient Search is another way to locate patient records within this portal.

YOU MUST HAVE A SIGNED HIPPA ON RECORD TO SEARCH ALL PATIENTS.

A ALL PATIENT SEARCH (FIELD)

Within All Patient Search, there are five options available:

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

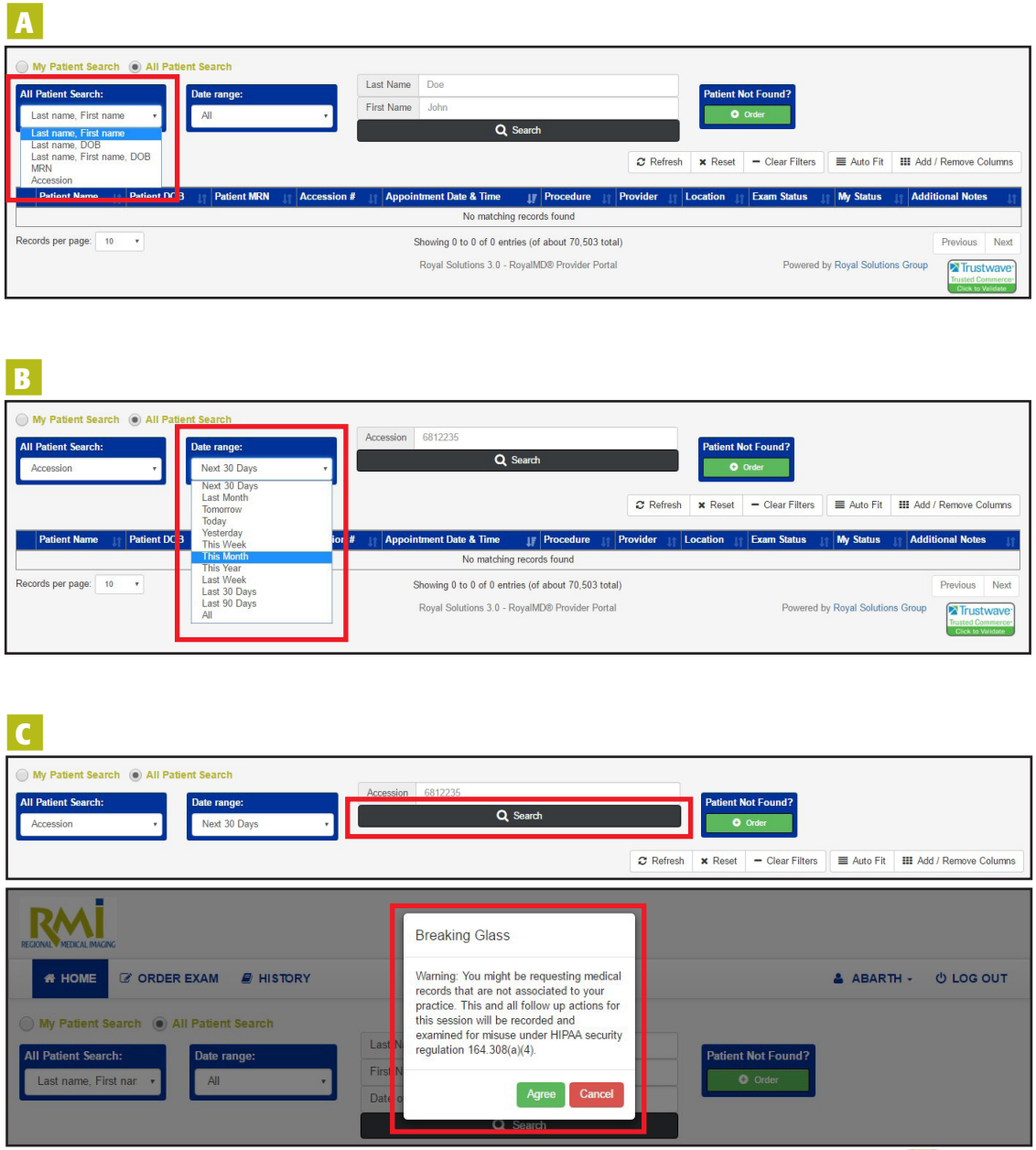
B DATE RANGE

The next search option is Date Range, which has the following options:

- Next 30 Days
- Tomorrow
- Yesterday
- This month
- Last Week
- Last 90 Days
- Last month
- Today
- This week
- This year
- Last 30 Days
- All

C SEARCH

Once the patient information & date range are selected, click search. The Breaking Glass promp will appear, click either Agree to view patients imaging or Cancel to cancel the search.

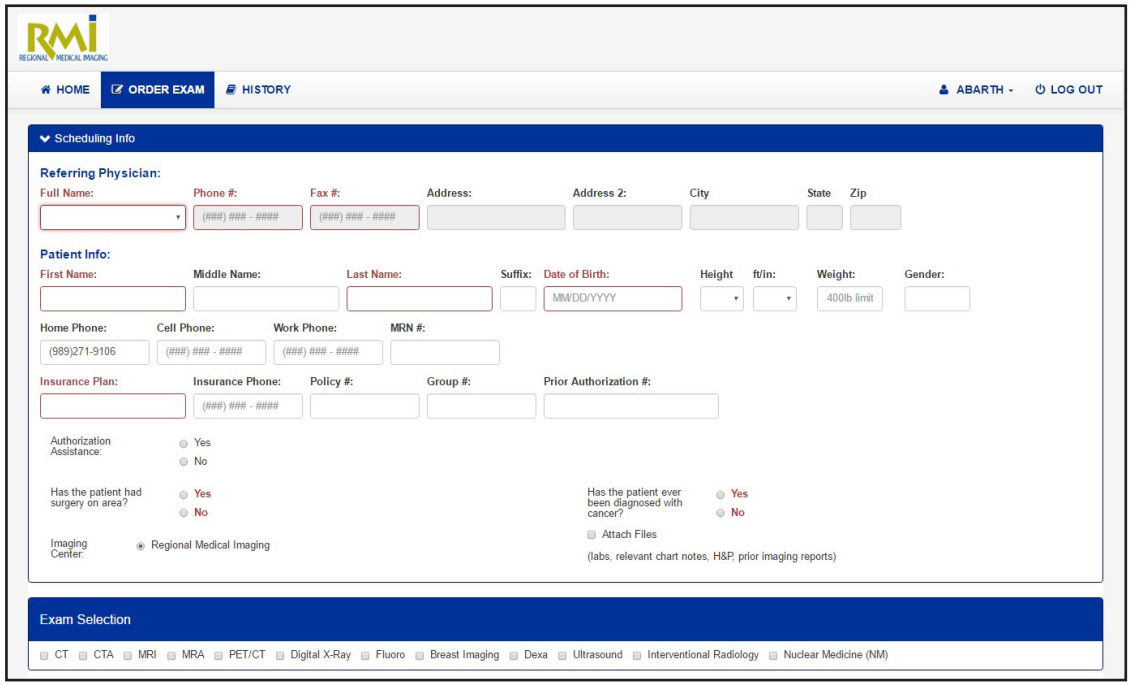


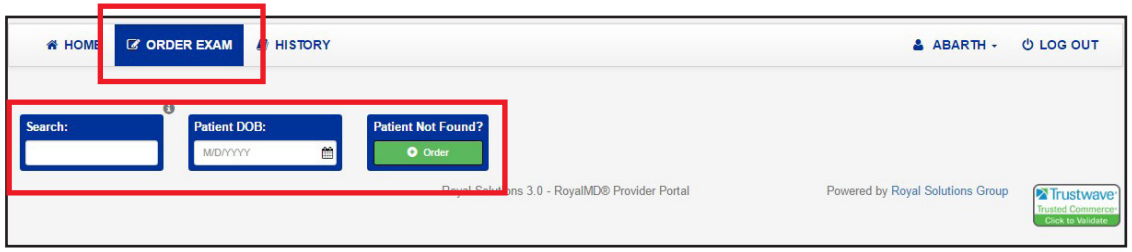
FUNCTIONAL BUTTONS (CONTINUED)

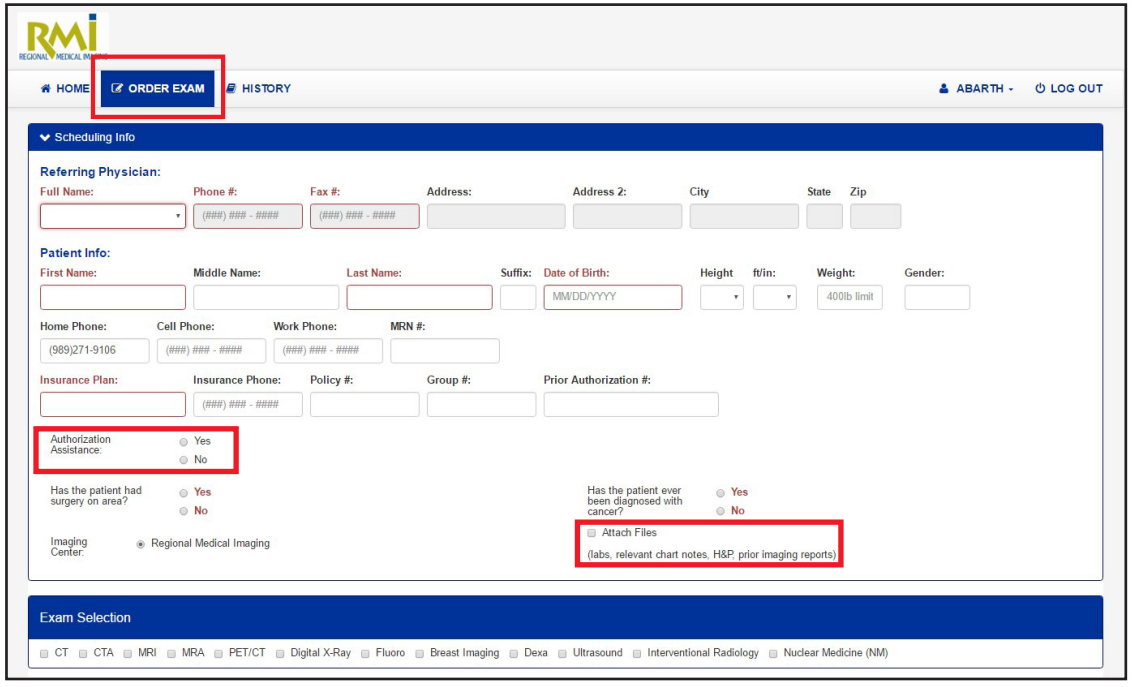
ORDER BUTTON

The first button available is the Order Button, which is used to order a new exam for a patient.

- **Scheduling Info:** Contains basic information including the Referring Physician, Patient info, and Insurance info. The user has to fill in these details to order a new exam for an existing patient.
- **Exam Selection:** Provides a list of exams available that a physician can order for his/her patients.







ORDERING EXAMS

ORDERED EXAMS is simply 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). **ALWAYS SEARCH FOR PATIENT FIRST.**

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.*

Once the patient is located, clicking on the GREEN Button from this page will pull up a window with Scheduling Info and Exam Selection.

If it's an **EXISTING PATIENT**, please look over all information to verify that is up-to-date.

AUTHORIZATION ASSISTANCE

The question of Authorization Assistance is still required, if choosing YES, the appropraite file(s) must be uploaded.

EXAM ORDER PROCEDURE

√ Check off the Exam(s) to be ordered. A form for the exam selected will then appear below.

User is able to order multiple exams for the same patient at once. User must fill in as much information as possible for the required exam.

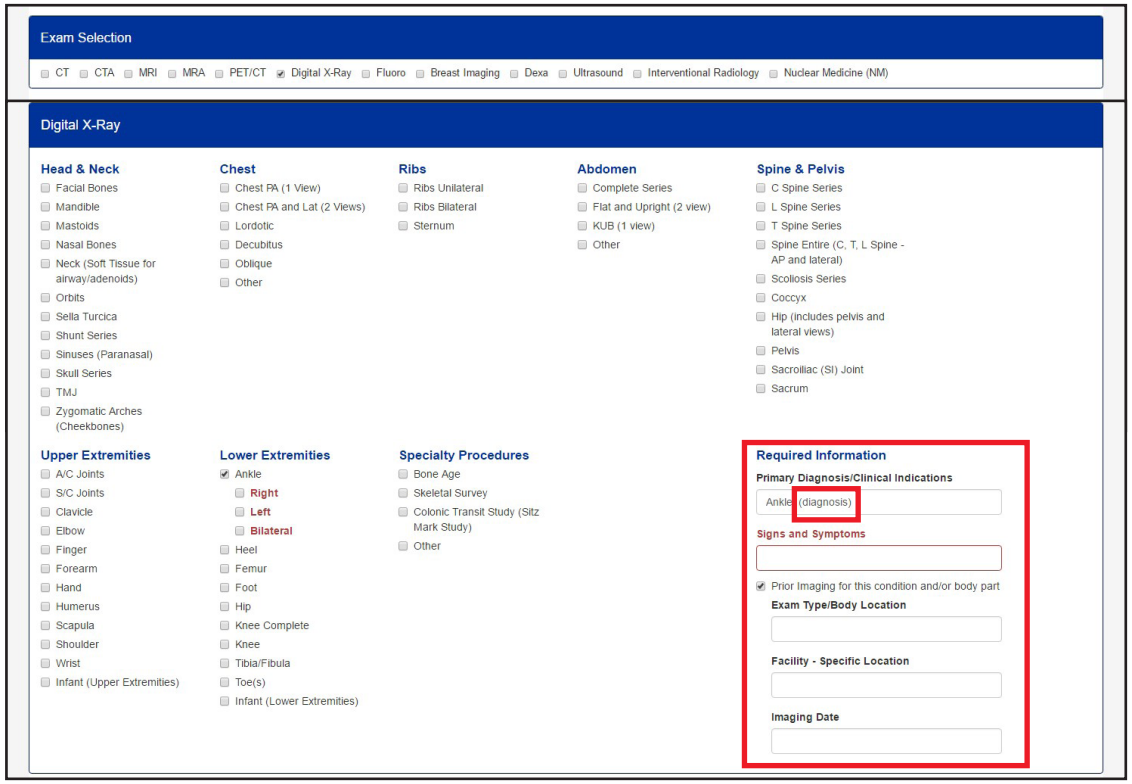
User MUST...

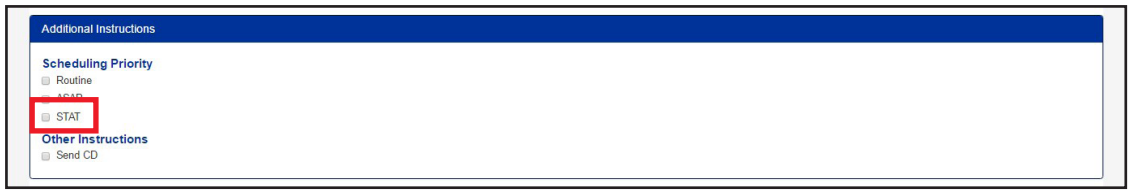
- Fill in **SIGNS & SYMPTOMS** as it is a required field.
- If patient has had previous scans, fill in: Exam Type/Body Location, Facility-Specific Location & Imaging Date.

√ ADDITIONAL INSTRUCTIONS

User must fill in these additional instructions per patient requirements.

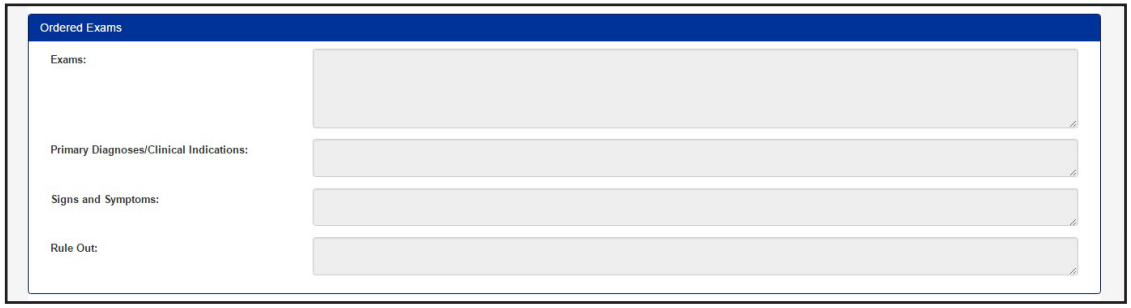
If the patient is marked as **STAT**, you **MUST CALL RMI.**





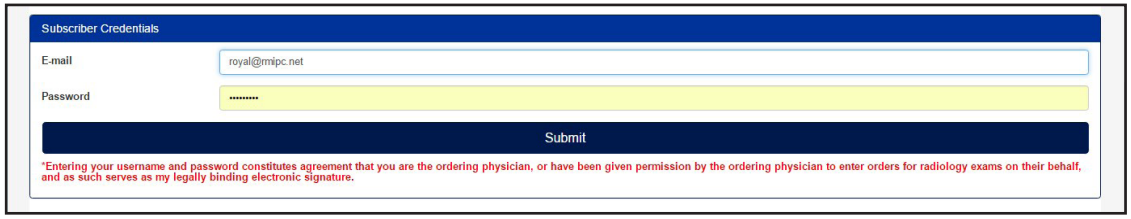
EXAM ORDER PROCEDURE

(CONTINUED)



√ ORDERED EXAMS

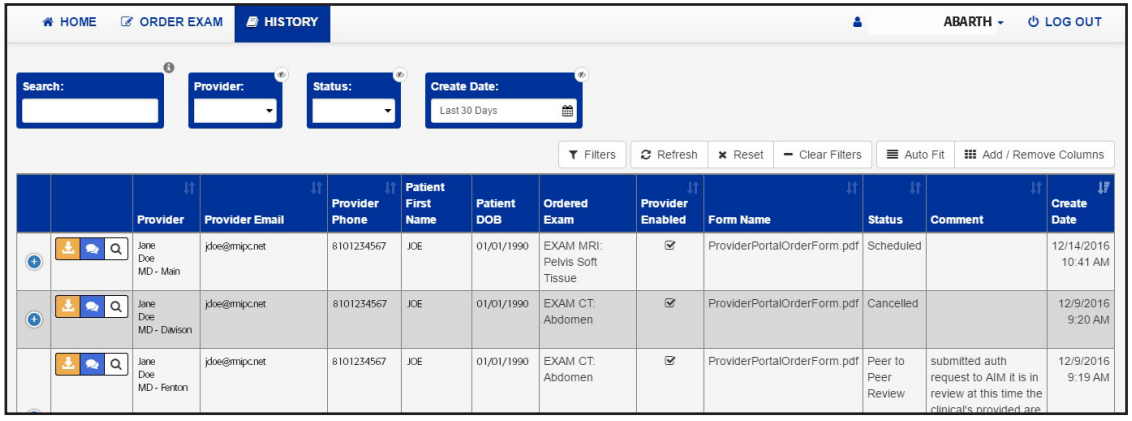
Ordered Exams shows all exams ordered for the patient.



√ SUBSCRIBER CREDENTIALS

Once the order form is filled out completely, the user will need to enter credentials and click the submit button.

NOTE: *Entering your username and password constitutes agreement that you are the ordering physician, or have been given permission by the ordering physician to enter orders for radiology exams on their behalf and as such serves as your legally binding electronic signature.



REVIEW ORDERED EXAMS

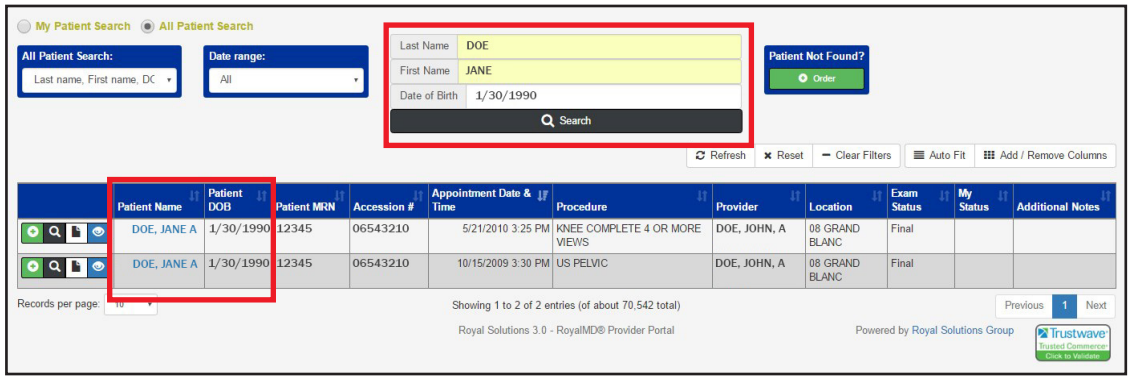
To review orders go the to **HISTORY** tab, then search for the patient whose order you wish to review. Then click the button to download and review the order.

FUNCTIONAL BUTTONS OVERVIEW (CONTINUED)

SEARCH BUTTON

The Search Button is used to locate all records of a patient.

When the search button is clicked, a new list displays all records of the patients that are registered in the portal. The user can then select the desired record from the list.

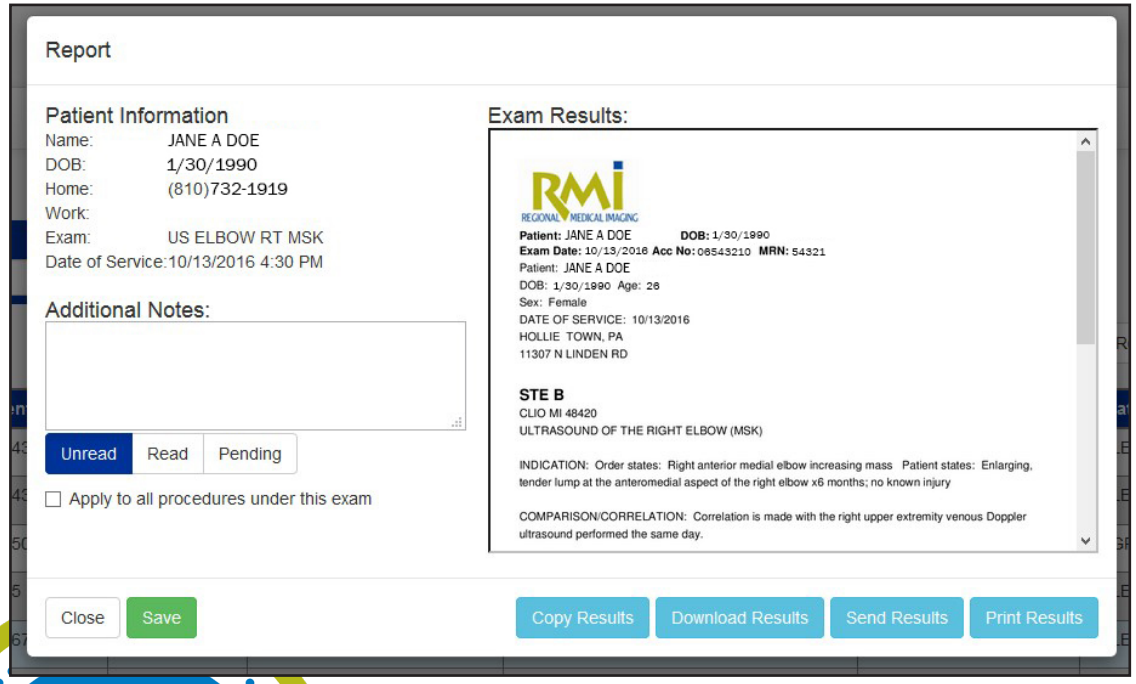


REPORT BUTTON

When the report button is clicked, a new window appears on the screen with detailed results of the patient report.

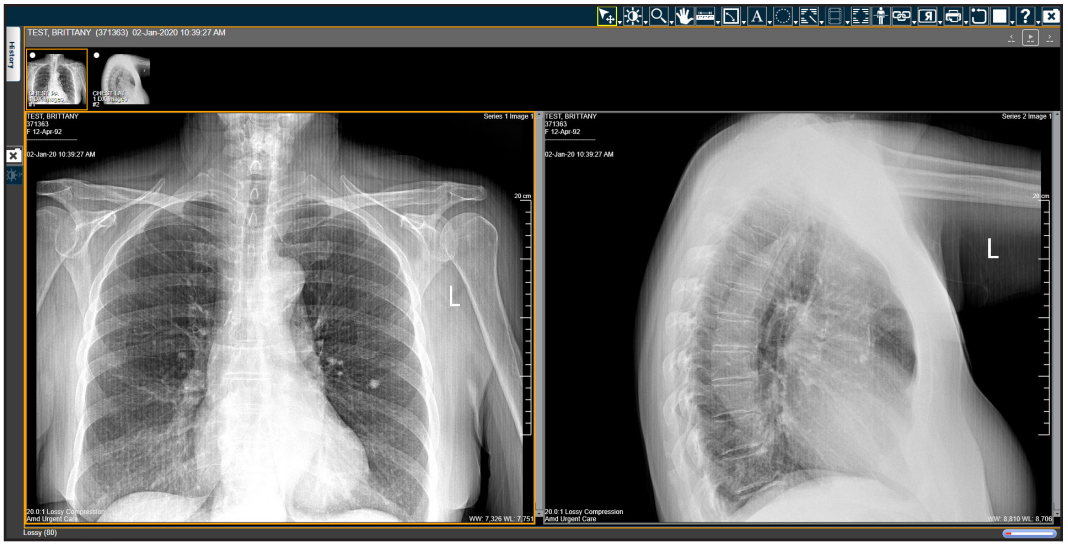
Note: Report Button will not be available during scheduling.

There are options in this window to mark this report as **Unread, Read or Pending**. Result options include **Download, Send** (via Email) and **Print**.



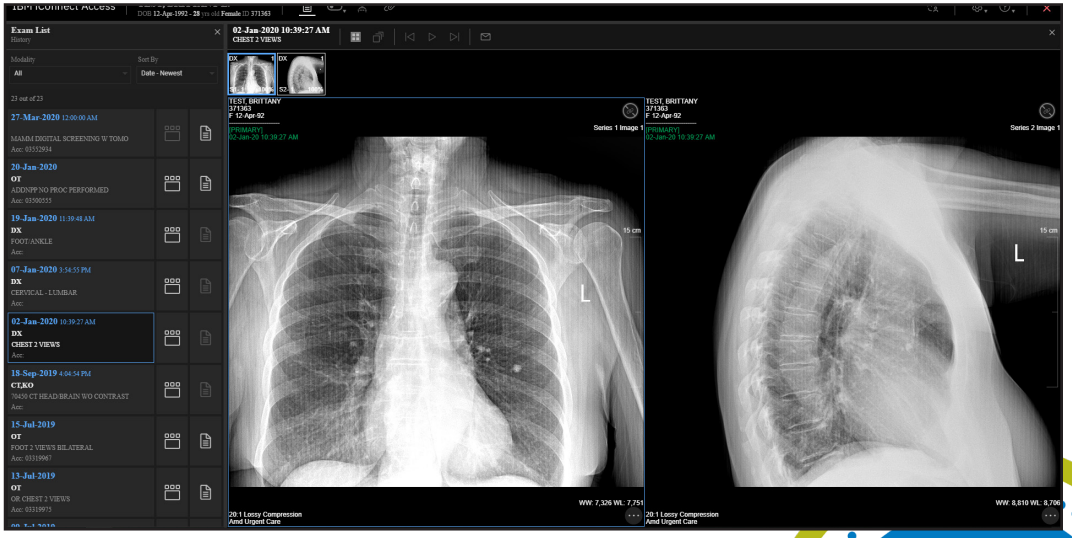
1

Enterprise Viewer



2

Universal Viewer



FUNCTIONAL BUTTONS OVERVIEW (CONTINUED)

ICONNECT BUTTON

1 When the iConnect button is clicked, the user will be redirected to a new page. All scanned images can be viewed here.

For instructions on how to use iConnect, please refer to the full training guide located here:

http://pacsettings.chs-mi.com/ipacs_training/iPACS_Training_Guides/iPACS_User_Guide.pdf

Once the **iConnect Button** has been clicked, it will look similar to the images to the left.

VIEWER OPTIONS

There is now an updated image viewer. The **Universal Viewer** is the updated viewer, whereas the **Enterprise Viewer** is the old viewer.

2 To launch the web viewer, click on the Web Viewer icon in PACS

FUNCTIONAL BUTTONS OVERVIEW (CONTINUED)

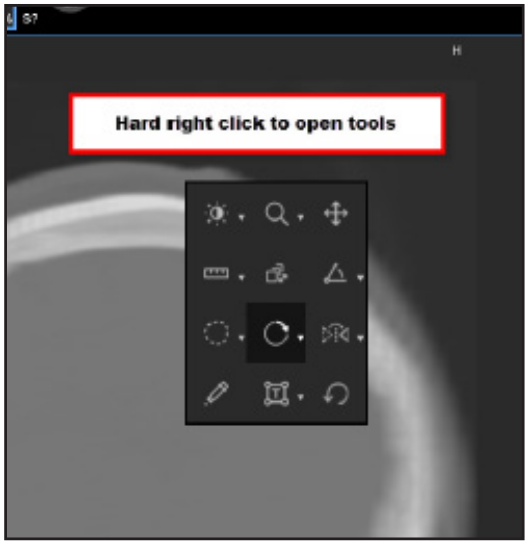
UNIVERSAL VIEWER BUTTONS

1. A hard right click on the mouse over the displayed images will bring up additional tools.

2. Along the top tool bar, is a slider button. This button gives you the option to hide numerous features if so desired.

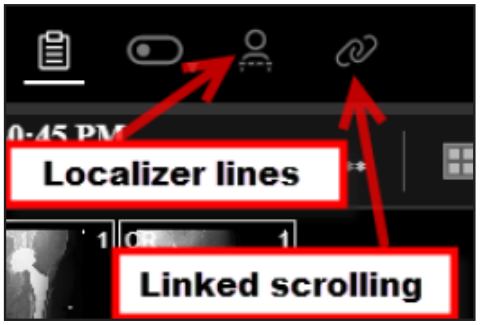
3. In the new Universal Viewer, the **LOCALIZER LINES**, **LINKED SCROLLING**, **LAYOUT**, and **GLOBAL STACK** are all located along the top tool bar.

1

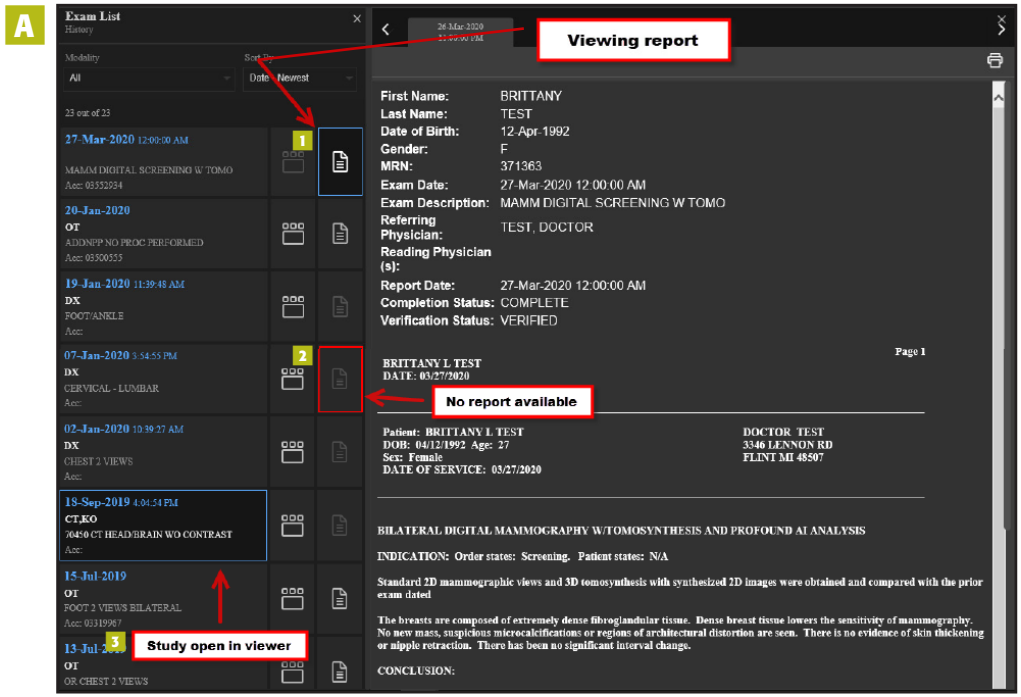


2

3



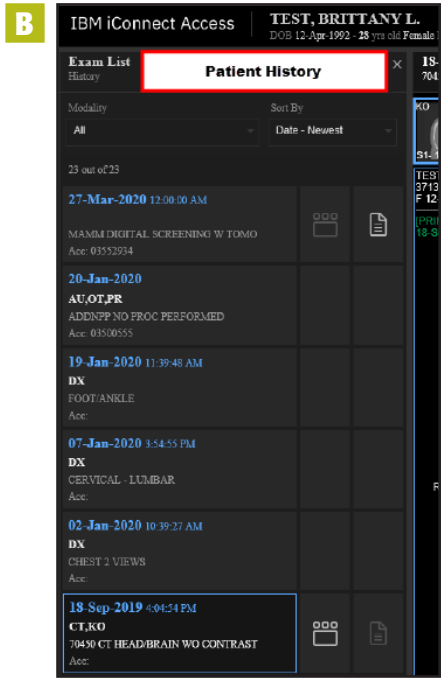
COMPARING STUDIES



A VIEWING PATIENT REPORTS

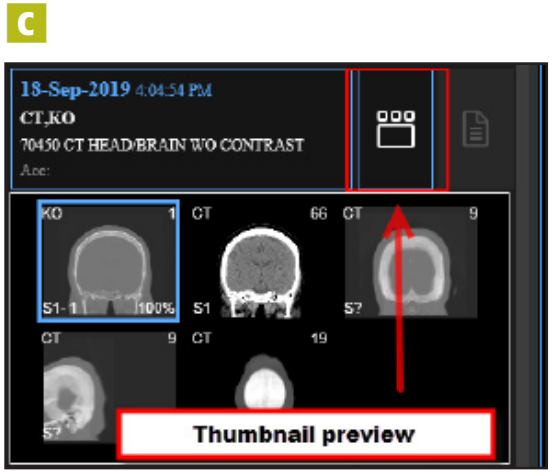
When viewing a patient's report, the image to the top right will resemble the screen.

1. Click on the **REPORT** button to view the desired report.
2. If the **REPORT** button is grayed out, there is no report for that study.
3. When the study is open in the viewer, it will be highlighted in blue.



B PATIENT HISTORY

When you type in your patient's name, **PATIENT HISTORY** now appears on the left side of the scree in chronological order.



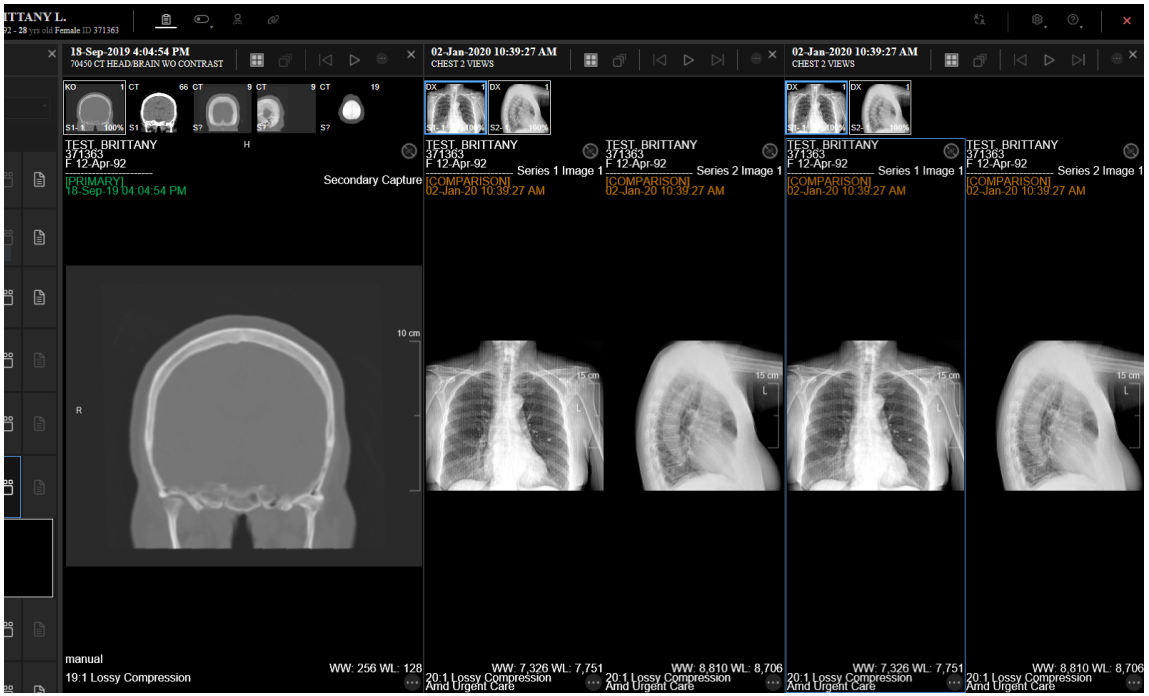
C THUMBNAIL PREVIEW

THUMBNAIL PREVIEW allows a series to be dragged and dropped into the viewport windows. This allows for the comparison between current and prior studies, similar to PACS.

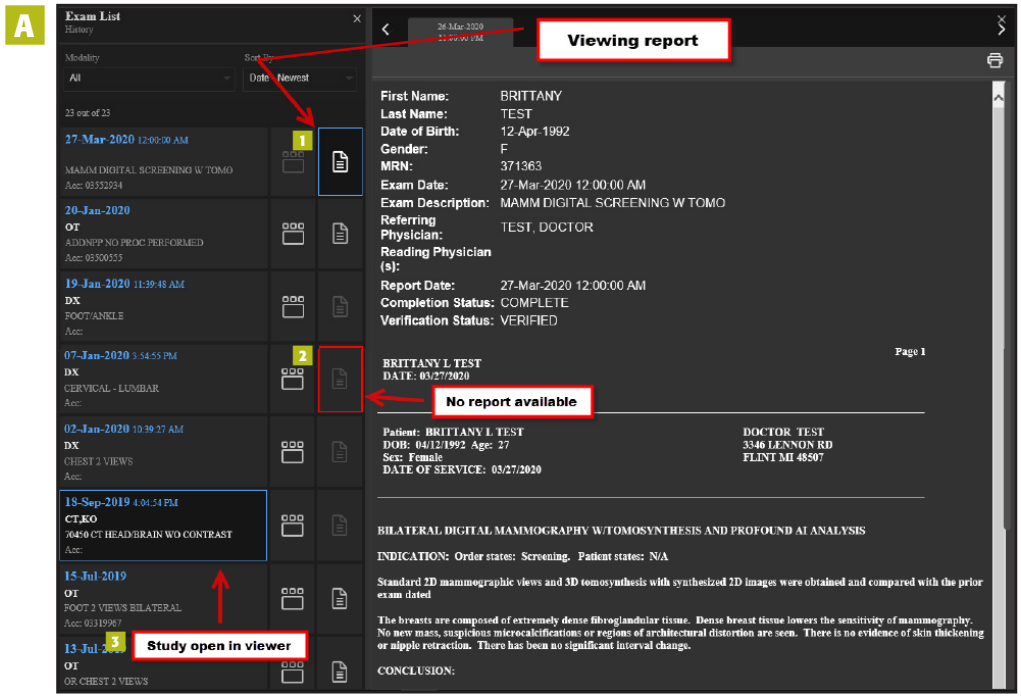
COMPARING STUDIES

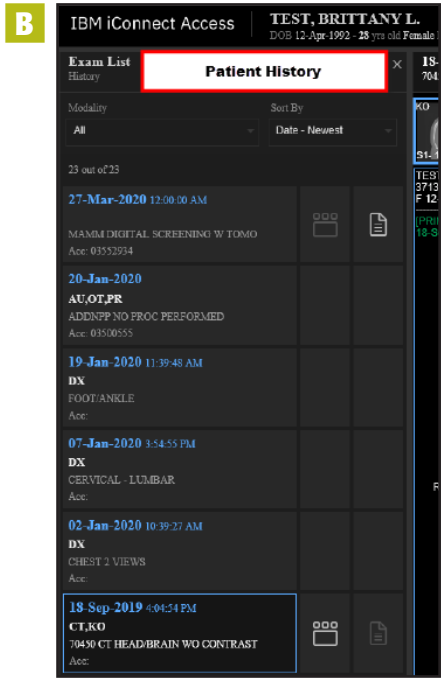
COMPARING MULTIPLE STUDIES

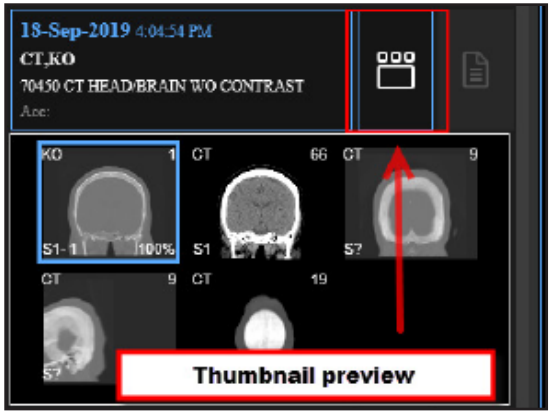
The Universal Viewer gives the option to compare multiple studies at once. In the example to the right, there are three studies open. You can easily compare the studies you would like all within the same browser window.



COMPARING STUDIES







A VIEWING PATIENT REPORTS

When viewing a patient's report, the image to the top right will resemble the screen.

1. Click on the **REPORT** button to view the desired report.
2. If the **REPORT** button is grayed out, there is no report for that study.
3. When the study is open in the viewer, it will be highlighted in blue.

B PATIENT HISTORY

When you type in your patient's name, **PATIENT HISTORY** now appears on the left side of the scree in chronological order.

C THUMBNAIL PREVIEW

THUMBNAIL PREVIEW allows a series to be dragged and dropped into the viewport windows. This allows for the comparison between current and prior studies, similar to PACS.

COMPARING STUDIES

COMPARING MULTIPLE STUDIES

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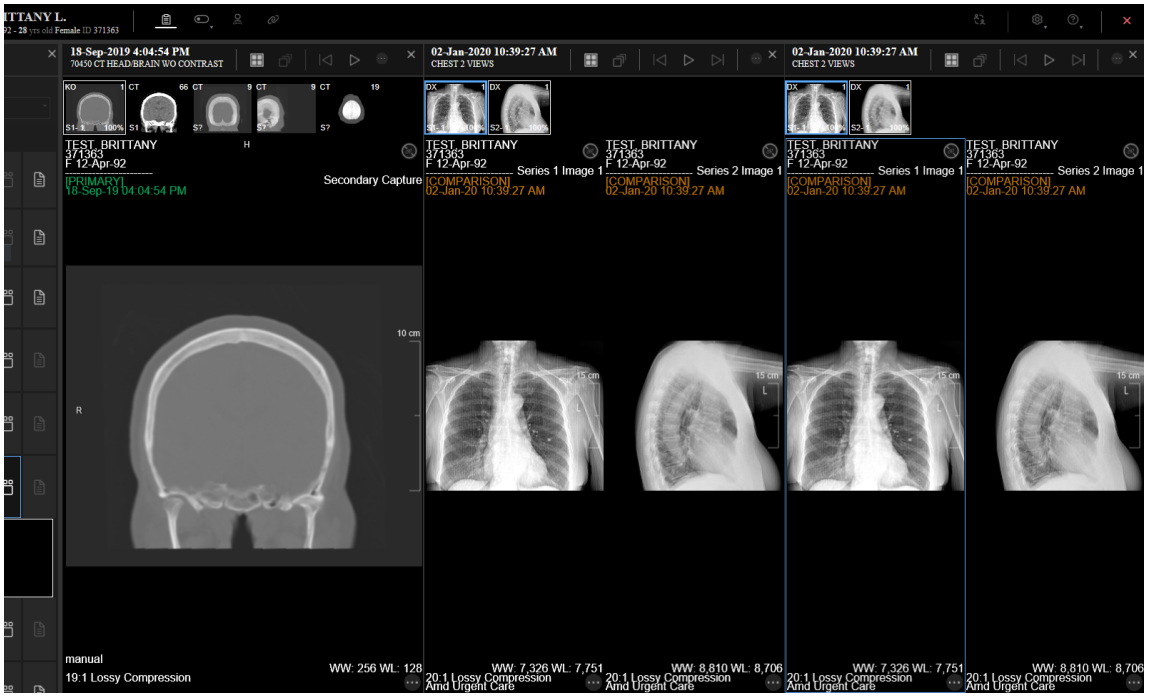
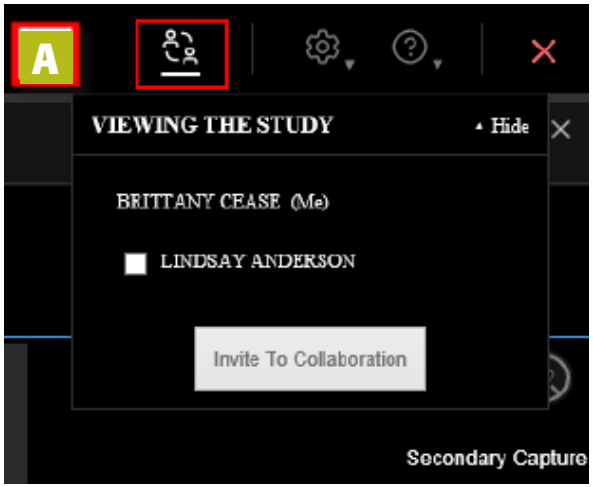
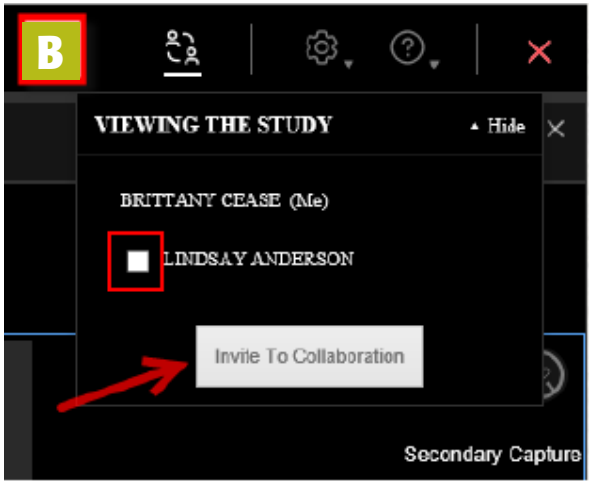


COLLABORATION TOOL



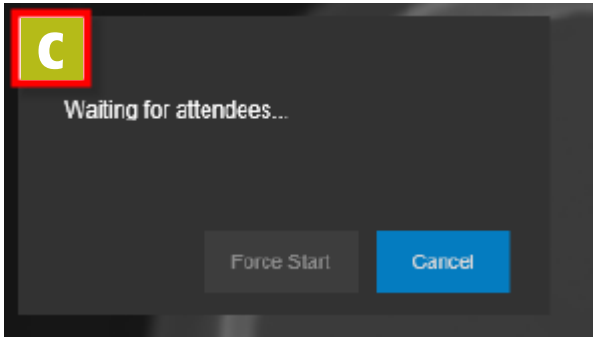
A START A COLLABORATION

Click the collaboration tool icon to review all users currently looking at the study.



B INVITE ATTENDEES

Select the user you would like to invite. *NOTE* Referring's accessing images from the physician portal will show up as **INTEGRATION ROYAL**.



C WAITING WINDOW

This window appears until your attendees join the collaboration.

COLLABORATION TOOL

D REFERRING JOINING

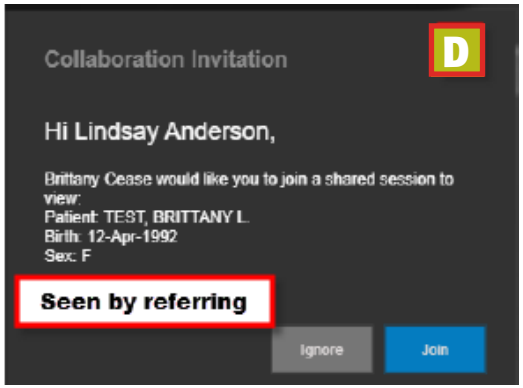
Referring physician should be instructed to select "Join."

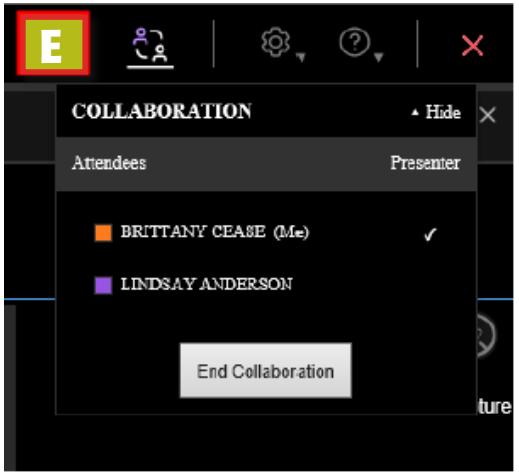
E BEGIN COLLABORATION

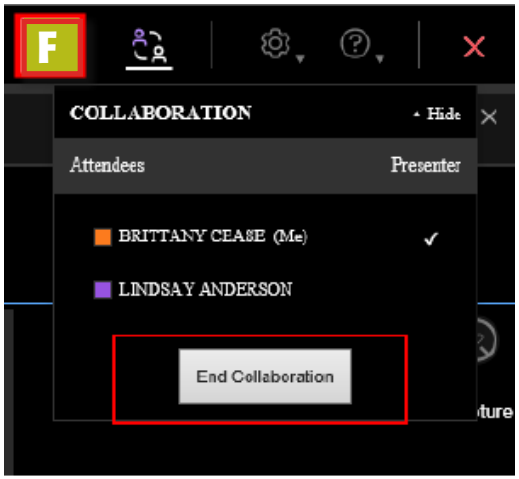
Once the user has joined, they will be listed here – whatever one user does will show up for the other user in the collaboration.

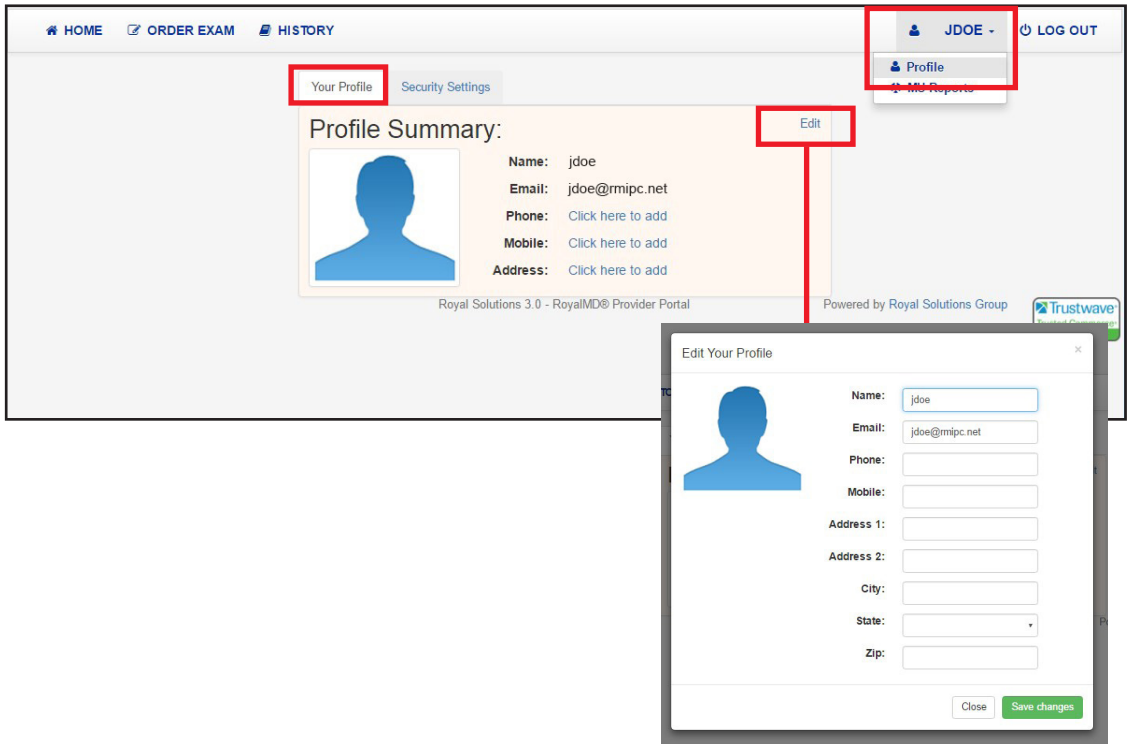
F END COLLABORATION

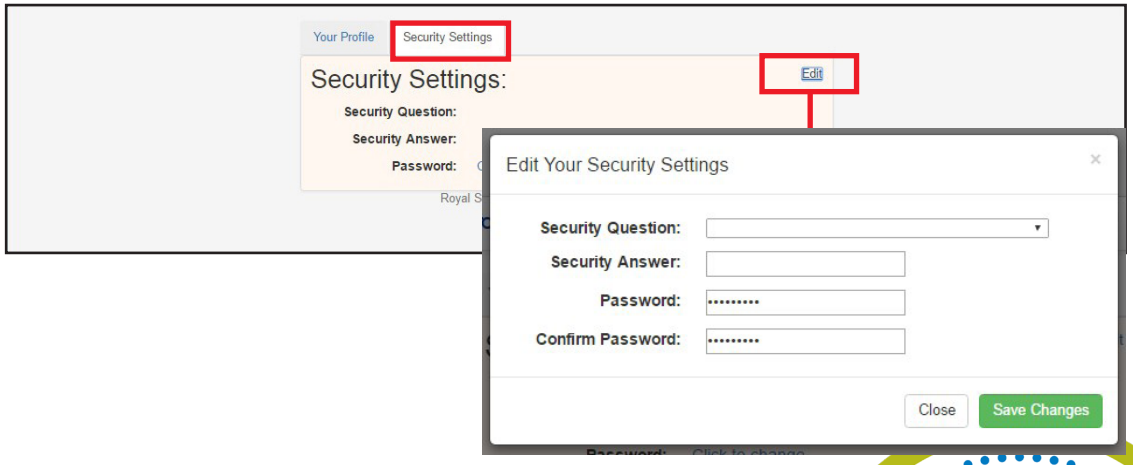
To stop the collaboration, click end collaboration or exit the set of images.











ROYAL SUPPORT

PROFILE

Displays the summary of the user information and is used in editing and updating user details such as Name, Email, Address, password (Security Settings tab), etc.

FUNCTIONAL BUTTONS OVERVIEW

PROBE BUTTON
Lets you use the mouse cursor to determine the intensity value for a selection pixel of an image in a Series Viewpoint.

LEVEL BUTTON
Lets you adjust the window and level [contrast and brightness] of an image "on the fly" by dragging the mouse cursor over the image.

ZOOM BUTTON
Zooms the selected image. In the viewport, click and hold the left mouse button, and move the pointer up to zoom in and down to zoom out.

PAN BUTTON
Repositions the image within the viewport.

LINE MEASURE BUTTON
Lets you use the mouse cursor to measure in millimeters the actual (as opposed to the displayed) distance between two points on an image as well mark the image with an appropriate annotation.

PROBE BUTTON

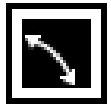
LEVEL BUTTON

ZOOM BUTTON

PAN BUTTON

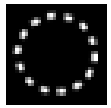
LINE MEASURE BUTTON

FUNCTIONAL BUTTONS OVERVIEW (CONTINUED)



COBB ANGLE BUTTON

ADD TEXT BUTTON



ANNOTATION ELLIPSE BUTTON

EDIT ANNOTATION BUTTON

QUESTIONS BUTTON

COBB ANGLE BUTTON

Click two points on the image to create a line. Click two more points to create the second line. The application extrapolates the point where the two lines intersect and displays the Cobb Angle.

ADD TEXT BUTTON

Click the image where you want to add text. A text insertion point will appear. Type the text you want to place on the image. Click outside of the text box or press enter to complete the function.

ANNOTATION ELLIPSE BUTTON

Click and drag the mouse pointer to draw an ellipse over the desired region. When you release the mouse button, the application displays the ROI measurements. (The area, min, max, average pixel value.)

EDIT ANNOTATION BUTTON

When selected, enables you to modify a selected annotation in the image viewer.

QUESTIONS BUTTON

Opens the Merge iConnect Access online help system in another browser window.

FUNCTIONAL BUTTONS OVERVIEW

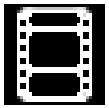
CINE BUTTON
Animate any active series using the Cine feature. The Cine tool gives navigation commands that allow you to stop, pause and move forward or backward through the Cine. You can also adjust the speed and use the zoom, pan, and window settings while in Cine mode.

TOGGLE TEXT BUTTON
Click once to hide the text and again to restore the text.

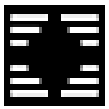
CROSS REFERENCE LINE BUTTON
Toggles the display of any available reference lines on and off when you are viewing multiple series. This feature is used primarily for CT and MRI images where they are sequential “slices“.

LINK SELECTED BUTTON
Links only the studies selected by the user. The system attempts to automatically align the slices based on their DICOM position and orientation attributes.

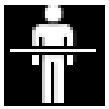
FLIP BUTTON
Flips the image on the horizontal axis.



CINE BUTTON



TOGGLE TEXT BUTTON



CROSS REFERENCE LINE BUTTON

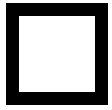
LINK SELECTED BUTTON

FLIP BUTTON

PRINT BUTTON

SAVE BUTTON

RESET BUTTON



VIEW WINDOW BUTTON

USER PREFERENCE BUTTON

FUNCTIONAL BUTTONS OVERVIEW (CONTINUED)

PRINT BUTTON

Prints the selected patient images and reports to a printer connected to your local workstation. If you are connected to a network, you can print to a network printer. The print function is dependent on the Web browser that you are using. Hardcopy printouts can vary between different Web browsers.

SAVE BUTTON

Saves the series to the data source from which it was originally opened.

RESET BUTTON

Lets you reset the image display parameters for the current image.

VIEW WINDOW BUTTON

Enables you to display one, two, four, or six viewers. Each viewer displays a series which you load from the Series Thumbnails panel. When you use multiple viewers, you can perform side-by-side comparison of the same/ different series studies for the same patient.

USER PREFERENCES BUTTON

Modify the user preferences as needed. Click OK. A message box will open. Click Close.

HISTORY

Gives the history of Ordered Exams.

STATUS

■ **1st Attempt**
We have called the patient to schedule with no answer 1 time

■ **2nd Attempt**
We have called the patient to schedule with no answer 2 times

■ **Acknowledged**
Order is acknowledged by RMI staff and awaiting to be called to scheduled

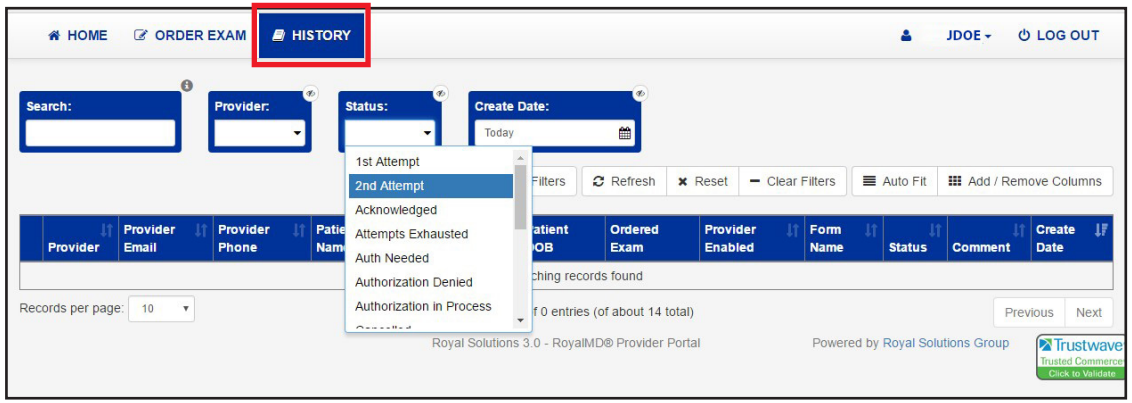
■ **Attempts Exhausted**
We have called the patient 3 times with no return call back to schedule

■ **Auth Needed**
Sent to Auth Team to be worked

■ **Authorization Denied**
with Clinical data given the authorization was denied

■ **Authorization in Process**
Auth Team is working on the Auth

■ **Cancelled**
Cancelled Order



■ **In Process**
Exam is being scheduled or waiting for patient to show up for walkin x-rays

■ **No Show**
Patient did not show up for their appointment

■ **Order Changed**
Physician has changed something about the order

■ **Ordered**
Means the order has been submitted to RMI

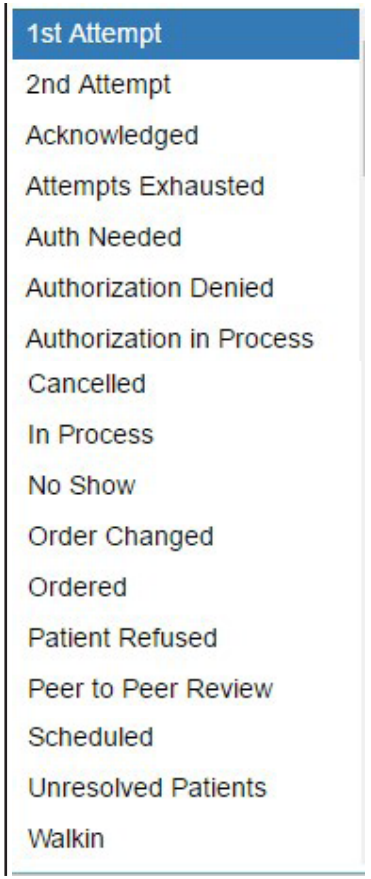
■ **Patient Refused**
Patient Refused to schedule appointment

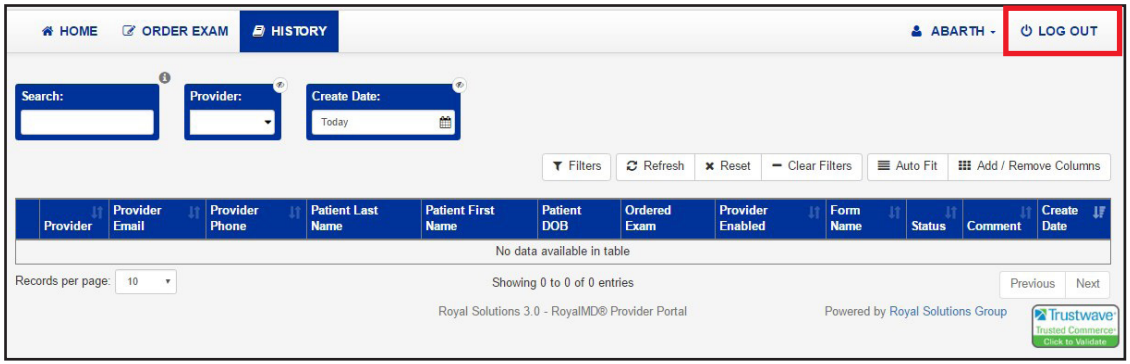
■ **Peer to Peer Review**
Auth team attempted to get authorization but has gone to a peer to peer review with physician

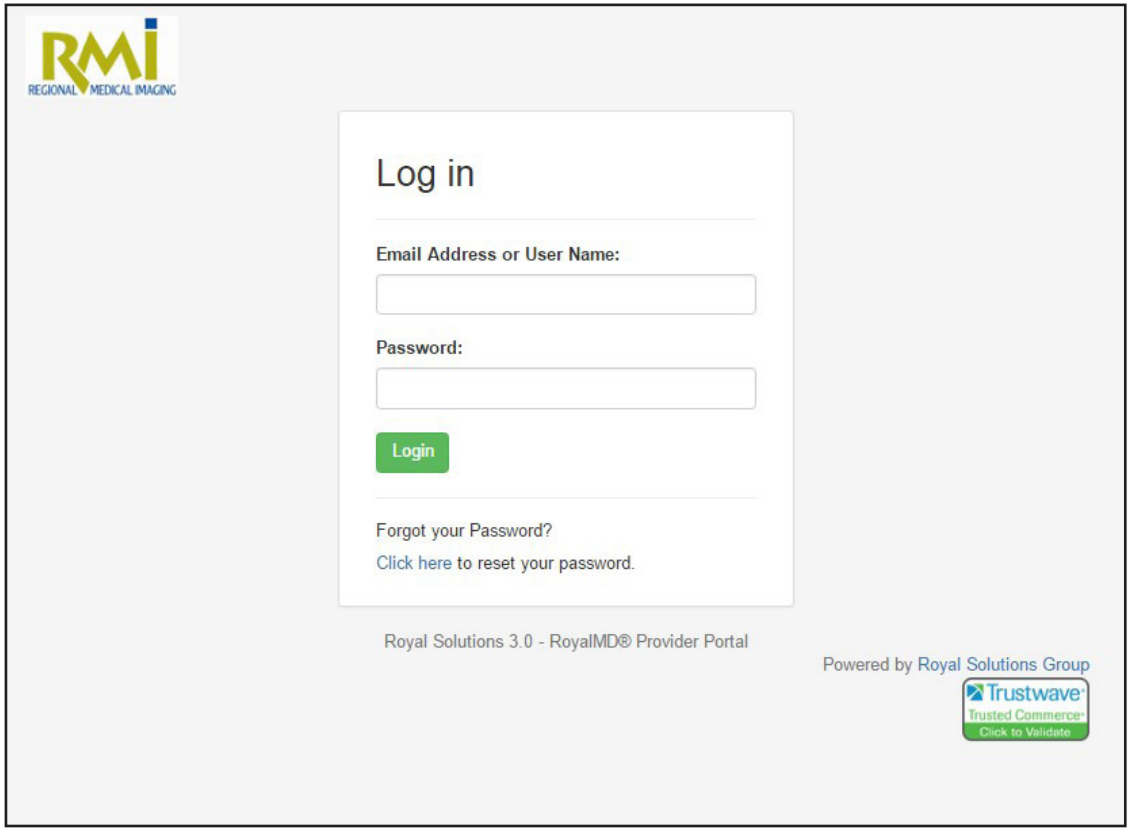
■ **Scheduled**
Patient has a scheduled appointment

■ **Unresolved Patients**
Patient is new to RMI

■ **Walk-in**
X-ray only exams waiting for patient to show up at an office for their exam







LOGOUT

When you finish using the Physician Portal click on **LOG OUT** to end your session.

Once the **LOG OUT** was successful, the **LOGIN** screen will appear.

RMI REGIONAL MEDICAL IMAGING — RMIConnect™ Reference Guide

Probe

Lets you use the mouse cursor to determine the intensity value for a selection pixel of an image in a Series Viewpoint.

Level

Lets you adjust the window and level [contrast and brightness] of an image "on the fly" by dragging the mouse cursor over the image.

Zoom

Zooms the selected image. In the viewport, click and hold the left mouse button, and move the pointer up to zoom in and down to zoom out.

Pan

Repositions the image within the viewport.

Line measure

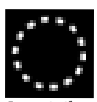
Lets you use the mouse cursor to measure in millimeters the actual (as opposed to the displayed) distance between two points on an image as well mark the image with an appropriate annotation.

Cobb angle

Click two points on the image to create a line. Click two more points to create the second line. The application extrapolates the point where the two lines intersect and displays the Cobb Angle.

Add text

Click the image where you want to add text. A text insertion point will appear. Type text you want to place on the image. Click outside of the text box or press Enter to complete the function.



Annotation ellipse

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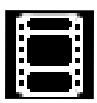

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Click once to hide the text and again to restore the text.

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Toggles the display of any available reference lines on and off when you are viewing multiple series. This feature is used primarily for CT and MRI images where they are sequential "slices".

Link selected

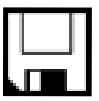
Links only the studies selected by the user. The system attempts to automatically align the slices based on their DICOM position and orientation attributes.

Flip

Flips the image on the horizontal axis.

Print

Prints the selected patient image to a printer connected to your local workstation. If you are connected to a network, you can print to a network printer. The print function is dependent on the Web browser that you are

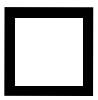


Save

Saves the series to the data source from which it was originally opened.

Reset

Lets you reset the image display parameters for the current image.



Viewer window

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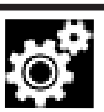


User preferences

Modify the user preferences as needed. Click OK. A message box will open. Click Close.

Question

Opens the Merge iConnect Access online help system in another browser window.

RMIConnect™
PHYSICIAN PORTAL

Southgate Area
(734) 281-6600

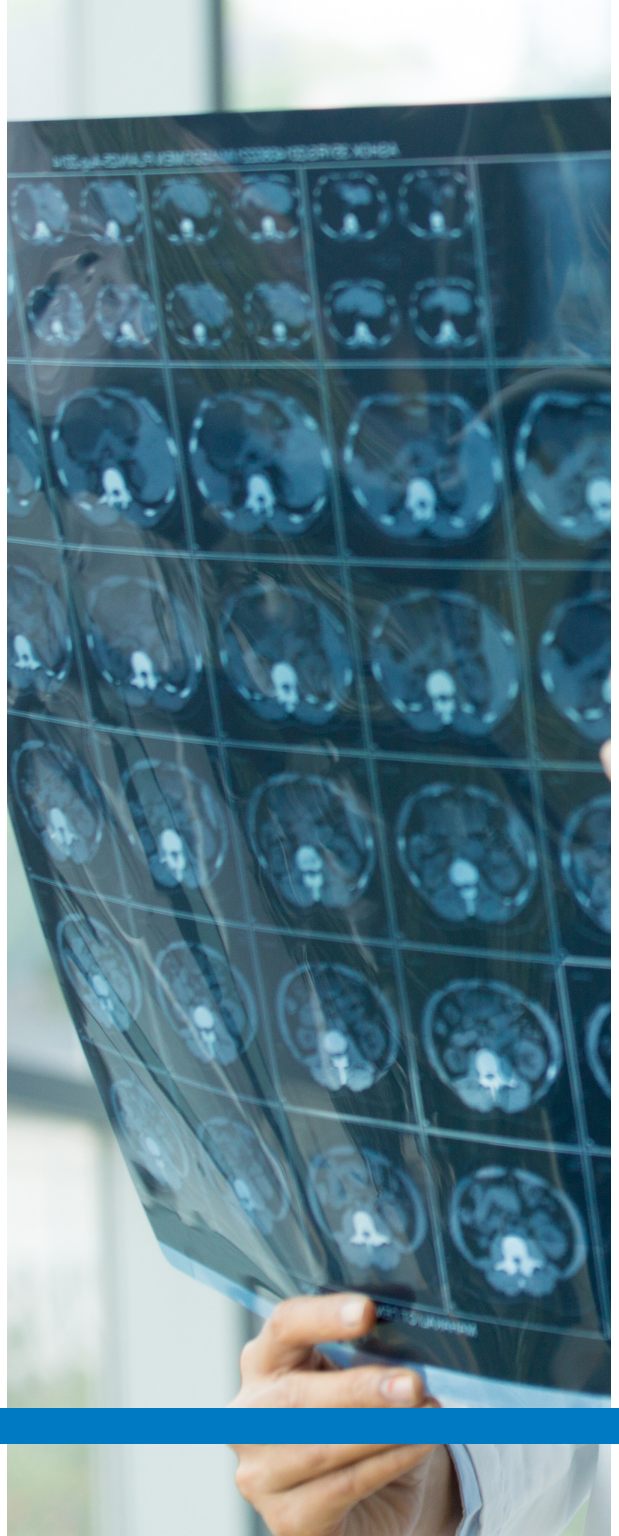
Novi Area
(248) 536-0410

Royal Oak Area
(248) 543-7226

Genesee Area
(810) 732-1919

Lapeer Area
(810) 969-4700

Southgate ▪ Novi ▪ Royal Oak ▪ Lapeer
Lennon Rd, Flint ▪ Villa Linde Pkwy, Flint ▪ Fenton
Grand Blanc ▪ Davison



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