



Provider Portal
USER
GUIDE



Expert Radiology. Exceptional Care.

LOGGING IN

TO LOGIN OR REQUEST ACCESS

<https://imagingak.com/provider-portal/>

ENTER USERNAME & PASSWORD

Passwords are Case Sensitive

(Password Set-up required prior to first login)

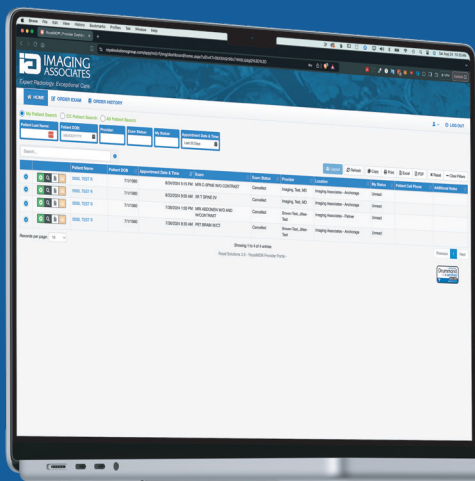


THE BASICS

VIEW REPORTS

USER HINT: When typing name, system will begin search query.

1. Go to "Home" Tab
2. Enter Patient Last, First Name or Patient DOB
3. "Date Range" default is "Last 30 days." Patient exams displayed are within date range shown. Click calendar to adjust.



ORDER EXAMS

1. Choose "ORDER EXAM" Tab
2. Search for Your Patient

IF YOU SEE YOUR PATIENT

- Verify Patient Name and DOB
 - Click green plus icon to order
- Hint: check maiden name, or AKA name.*







IF YOU DON'T SEE YOUR PATIENT

- Click green "Order Exam" button at top
 - Enter all "Required" Fields
3. Choose Referring Provider
 4. Enter insurance information (To choose what we have on file for an existing patient, select "Insurance" and click on "Previous Insurances". This will provide most recently used insurance plans in the drop down.)
 5. Exam Selection (Choose exam ordered by provider by selecting modality, body part, then exam from the drop down.)
 6. Enter Diagnosis and Reason for Exam - ICD-10 required
 7. Enter any Special Instructions we need to know
Examples: (Patient requires assist/wheelchair; Focus attention to L4-5; Compare to positive finding CXR, etc.)
 8. STAT EXAM - Submit order and call to schedule
 9. "SUBMIT" Order



















WHAT MORE DO YOU NEED TO KNOW?

HERE ARE THE DETAILS

- 1 This is your "Home Page" upon logging in
- 2 Enter New Order for the patient
- 3 View all historical exams associated with this patient
- 4 View Reports  (Final Report)  (No Report)
HINT: Patient History is 2017 - Present
- 5 View Images  (Final Image)  (No Image)



				Patient Name
				5000, TEST R
				5000, TEST R
				5000, TEST R
				5000, TEST R

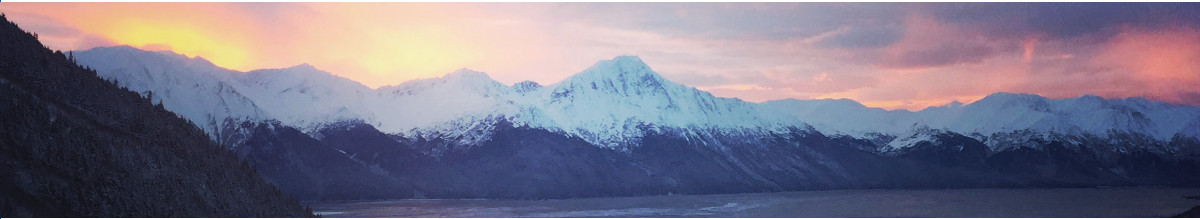
SEARCH TYPES

MY PATIENT SEARCH

- Screen Defaults - Patients you or your practice has referred (My Patient Search)
- Use any of the filter options to narrow in on your search

ALL PATIENT SEARCH

Our "Break Glass" feature removes the practice limitation, allowing user to search all patient exams.



SEARCH FILTERS DEFINED

HOME SEARCH

Patient search field (Last, First)

PATIENT LAST NAME

Patient search by Last Name Only

PATIENT DOB

Recommended use for common last names narrow search

PROVIDER

- **Blank Provider** searches any patients associated to any referring provider
- **Specified Provider** limits patient search to only providers listed

EXAM STATUS

Describes status of a specific patient exam by:

- **Ordered** Exam order received but not scheduled
- **Scheduled** Exam is scheduled
- **Complete** Images taken but report not rendered
- **No Show** Patient did not show for scheduled exam
- **Cancelled** Exam was cancelled

MY STATUS

Managed by Provider in "Report View" Window
(Read or UnRead is not related to final report)

DATE RANGE

Patient/Exam will populate for the Date Range identified

PRINT REPORTS

OPEN/VIEW REPORTS

CHOOSE "PRINT RESULTS"





USER HINT: Choose "Download Results" to save patient report to your workstation or EMR.



ORDER HISTORY

ICON LEGEND

- 1 Download Order
- 2 Cancel Order - This will send a request to our staff to cancel the order
- 3 Edit order - Allows you to add any necessary documents to the order
- 4 Patient Search - View all historical exams associated with this patient
- 5 Download Order with Attachments
- 6 Order Exam for that Patient
- 7 Schedule the Exam - Self schedule your patients. This excludes diagnostic breast imaging and procedures or exams requiring radiologist assistance.

	      	Order ID 
	      	31900600

ORDER STATUS

ORDER RECEIVED Order received and Patient is being notified

READY TO SCHEDULE Exam is ready to be scheduled

CANCELLED Order has been cancelled

CANCELLATION REQUESTED Provider office has requested cancellation



SELF SCHEDULING

In the Order History tab, when the status lists "Ready to Schedule" and the exam isn't diagnostic breast imaging or procedure/exam requiring a radiologist, you can now schedule your patients by clicking the white calendar icon.

Welcome to Imaging Associates' Self Scheduling Experience

[Welcome to Imaging Associate's Self Scheduling Portal](#)

The first available appointment offered in the self-scheduling portal is a minimum of 2 - 5 days out, this varies by modality and payer. It allows our team time to review the order and obtain prior authorization, if needed.

If you would like a sooner appointment date or need to schedule a different exam, please contact our Guest Services department at (907) 222-4624.

To continue, click the "Next" button below

System Clock: August 28th 2024, 4:27:46 pm Powered by Royal Solutions Group

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ID	Exam	Test MD	Doc-Test	Patient	Location	Status	Auth	Time
31900360	Imaging, Test MD	Doc-Test	Jane	8/5/1924	US ABDOMEN COMPLETE (1256)	Ready to Schedule	Pending Authorization	8/5/2024 7:47 PM
31900361	Imaging, Test MD	Doc-Test	Jane	8/5/1924	US THYROID (1247)	Scheduled	Pending Authorization	8/5/2024 7:14 PM
31900345	Imaging, Test MD	Doc-Test	Jane	8/5/1924	US OB LIMITED FETUS(S) (1260)	Ready to Schedule	Order - Changed	8/5/2024 7:13 PM
31900329	Imaging, Test MD	Doc-Test	Jane	8/5/1924	XR T SPINE 2V (1074)	Cancelled	Pending Authorization	8/5/2024 7:12 PM
31900303	Imaging, Test MD	Doc-Test	Jane	8/5/1924	XR CHLD FOREIGN BODY 1V (1129)	Ready to Schedule	Pending Authorization	8/5/2024 7:09 PM

Records per page: 10 Showing 1 to 10 of many entries
Royal Solutions 3.0 - RoyalMDS Provider Portal - [Previous](#) [1](#) [2](#) [Next](#)



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