

AMICAS ReachTM Portal Quick Reference Guide AMICAS PACSTM v. 6.0

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Date	Revision	Description
6/09/09	А	Initial Release



AMICAS Part Number 10-0563 Revision A

CHANGING SEARCH CRITERIA

Use the search options at the top of the Patient List to narrow your list of patients:

- 	MICAS VISION R	EACH™
:: SEARCH BY	PATIENT DATE	RANGE
Display last	✓ 10 Patients	Find

You can search by:

- Patient Information (Last *n* Patients, MRN, Name, Referring Dr. Account)
- Exam Date
- Specified Date Range

ACTION ICONS

The following icons may be available for each exam in the Patient History section:



Open Study – Load the selected study into the LightBeam or LightView Image Viewer.



View Order/Comments – View the order and/or comments associated with the selected exam in a separate Order Viewer window.

	-	n

View Report & Key Images – View the report and/or key images, if any, associated with the selected exam in a separate Report Viewer window.



Grant Access – Allow other physicians to view the selected exam.

CHANGING USER PREFERENCES

Click the **Profile** link that the top of the screen to set your user preferences:



This will display the Manage Account window:



At the Manage Account window you can change:

- User Display and edit your account information information, including your password.
- Covering Physicians

ring cians View and edit the list of physicians who are covering for your exams as well as view a list of physicians whose exams you are covering.

- Notification Display and edit your notification preferences.
- Appearance Change the color scheme of the AMICAS Reach Portal, as well as the font size, default number of patients to display in the Patient History and the

timeout period.



AMICAS Reach Portal 6.0 Quick Reference

GETTING STARTED

1. Launch AMICAS Reach

Click on the AMICAS Reach icon on your desktop or browse to the AMICAS Reach Portal Login Screen at the following address:

2. Log Into AMICAS Reach

Enter your username and password:



3. Select a Patient and an Exam



4. View the Report and Key Images



THE GROUP TAB

If you belong to a group with other physicians, the **Group** tab will appear at the top of the screen:



Clicking the Group tab will let you view information for any exams assigned to any members of your group.

THE COVERING TAB

If you another physician in your group has assigned you to cover his or her exams, the **Covering** tab will appear at the top of the screen:

💄 MEDICO, IMA 📔 🚨 Group 🛛 🚨 Covering

Clicking the Covering tab will let you view information for any exams that you are covering for any members of your group.

NOTIFICATION EMAILS

If you receive a notification e-mail about an exam, click on the **View this Exam** link in the message to go directly to the Report Viewer for this exam:

	**			🖸 View Order 🔄 View Stud	r @Grant Access
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REPORTS:					
Report Time	e: 07/25/2006 12:58:47	Status: F	Description: ABD MRA	Time Received: 08/03/2006 17:00	150
Interprets	Doctor: MEDICO, r: SMITH, J Lonist: JONES, BA	NW (10)			
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THE ORDER TAB

Click the **Order** tab to create order requests that can be sent to your site's RIS as well as view any pending order requests that you have created:

💄 Medico, Ima 🛛 🛔 Group 📔 💄 🗈 Covering 🖅 Order

Request Order for Current Patient

To create an order request for the current patient:

Enter the order information (required fields are marked with an asterisk):

Type	ct	 Category 	Abdomen	Without contrast	🚽 Othe	r.
		Requested	Procedures*			
			Abdomen Wilhout contract		- Add	
					Celate	

Click the **Request Order** button at the top or bottom of the screen:



Request Order for New Patient

To create an order request for a new patient:

Click the New Patient button at the top or bottom of the screen to clear the fields:



Enter the order information and click on the Request Order button at the top or bottom of the screen.

Clearing the Request Order Screen

Click on the **Clear** button at the top or bottom of the screen to clear all order fields at once:



THE ORDER TAB (CONTINUED)

Viewing Pending Order Requests

Click on the **My Pending Orders** link at the top of the Request Order screen to view all pending Order Requests that you have submitted:

-= 🗗 Request Order
My Pending Orders
Deferring Drevider:

Pending order requests will be displayed in a separate pop-up window:

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Select from the list of Pending Order Requests to view detailed information:

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	DOE, JOSEPH	34567892	81-15-2008 13:24:18	Big Cris Holpfal	Weddin, Ima	REQUESTED

The following Status Buttons are available for each order on the list:

