

Navigating I-MED Online

How-to guide

Visit portal.i-medonline.com.au

Use this guide to help you perform these key functions within I-MED Online:

1. How to find a patient
2. How to search for billing information
3. How to save a search query
4. How to view a report
5. How to view images
6. How to break glass
7. How to view/make upcoming appointment
8. How to send an e-Referral
9. How to order referral pads

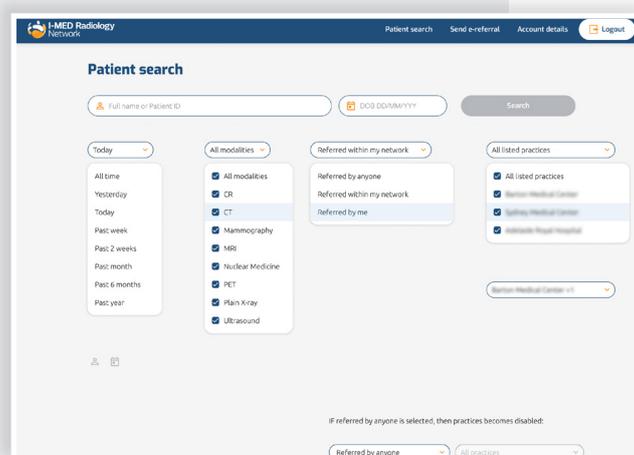
1. How to find a patient

I-MED Online features enhanced security and accuracy in patient search. You are required to enter patient's full name/patient ID and date of birth to generate search results.

To adjust your search parameters, use the drop-down lists below the patient name and DOB fields. These will give you the flexibility to narrow or expand your results.

These additional filters enable you to refine your search results based on the following details:

- Date of study
- Modality
- Referrer status
- Linked Practices (added during account set-up)



Definition of search terms

'Referred by anyone' - will search for studies that were referred by you, practitioners in your network and by someone outside your practice network (relevant when you want to break glass).

'Referred within my network' - will find studies that were referred by yourself and another practitioner in your listed network of practices.

'Referred by me' - your search will only show results of studies that were originally referred by you.

Note: your "practice network" is the list of practices that you are "linked to" i.e. those practices that are associated with your provider number.

Default search settings

Each time you log in, the search criteria will default to find studies from the 'Past week', across 'All modalities', that are 'Referrer by me'.

The screenshot shows the 'Patient search' page with the following elements:

- Header: I-MED Radiology Network logo, Patient search, Send e-referral, Account details, and Logout button.
- Search input: A text box for 'Full name or Patient ID' and a date input for 'DOB DD/MM/YYYY' with a 'Search' button.
- Filters: Four dropdown menus with orange arrows: 'Past week', 'All modalities', 'Referred by me', and 'All listed practices'.

You can modify these filters in each instance to suit your search criteria (or save a frequently searched query – see below). The orange drop-down arrows beside the patient's name will expand to identify the specific study details, including modality, date of study, referring practitioner name, along with links to view the associated report and images.

Results will always appear in chronological order, where the latest study appears first.

The screenshot shows the search results page with the following elements:

- Header: I-MED Radiology Network logo, Patient search, Send e-referral, Account details, and Logout button.
- Search input: Similar to the previous screenshot.
- Filters: 'All time', 'All modalities', 'Referred within my network', and 'All listed practices'.
- Clear all button.
- Table of results:

Name	DOB	Patient ID	Latest study
[Name]	02/07/2001	[ID]	20/08/2021
[Name]	18/07/1962	[ID]	20/08/2021
[Name]	27/11/1974	[ID]	20/08/2021

2. How to search for billing information

Our easy-to-use Billing Guide covers common procedures and enables quick searching by clinic to check I-MED bulk billing, view live pricing updates, and confirm pensioner or concession eligibility so costs are clear upfront.

1. Enter Postcode or suburb of the desired clinic
2. Select the clinic from the drop-down menu
3. Click the search button to view billing details for all procedures, OR, Choose a procedure from the drop-down menu

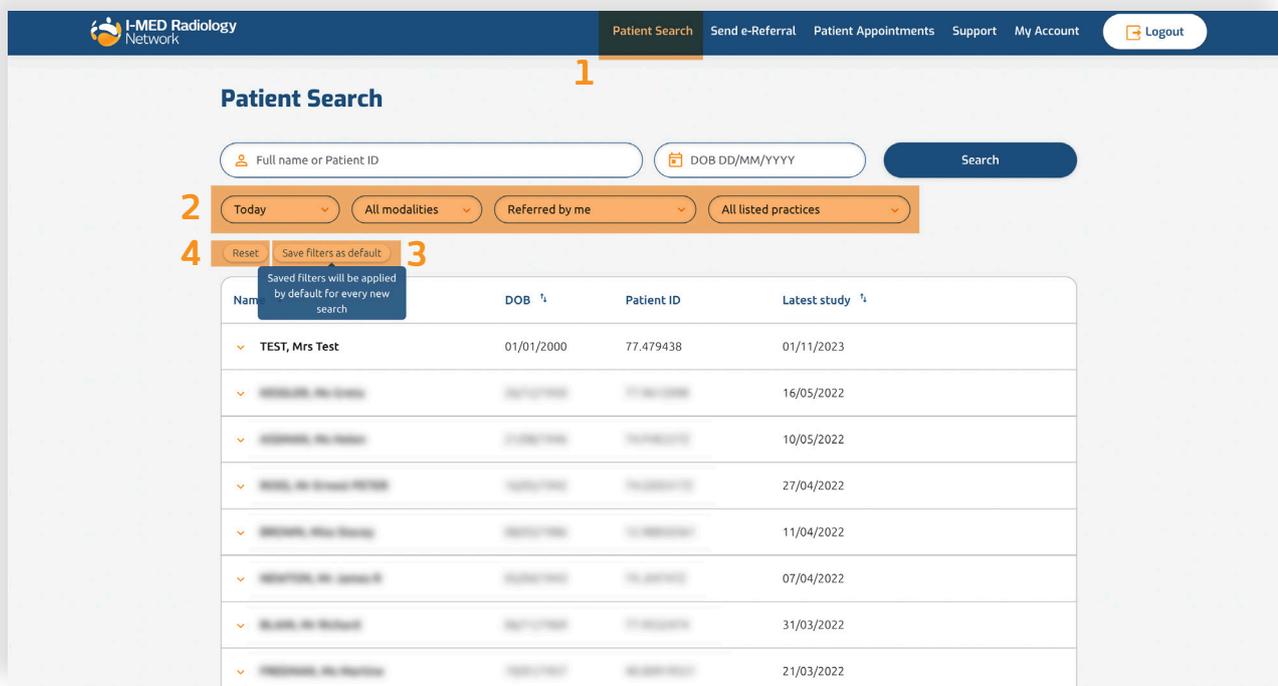
The screenshot shows the 'Billing Guide Lookup' page with the following elements:

- Header: I-MED Radiology Network logo, Patient Search, Billing Guide, Admin, Account details, and Logout button.
- Text: Information about I-MED's billing policy and a note about prices.
- Search filters:
 - Postcode or suburb: 2067 - CHATSWOOD (1)
 - Choose location: Chatswood (2)
 - Choose procedure: All (3)
- Search button.
- Our Associations: Logos for DIAS and ADIA.
- Procedure dropdown menu: Shows 'Ultrasound' selected.
- Table of billing details:

LOCATION	PROCEDURE	PENSIONER/HCC GAP	PRIVATE GAP
Chatswood	Ultrasound - Core Biopsy	Bulk Billed	\$195.00
Chatswood	Ultrasound - Interventional (MSK)	Bulk Billed	\$195.00
Chatswood	Ultrasound - Vascular	Bulk Billed	\$130.00
- Print button.

3. How to save a search query

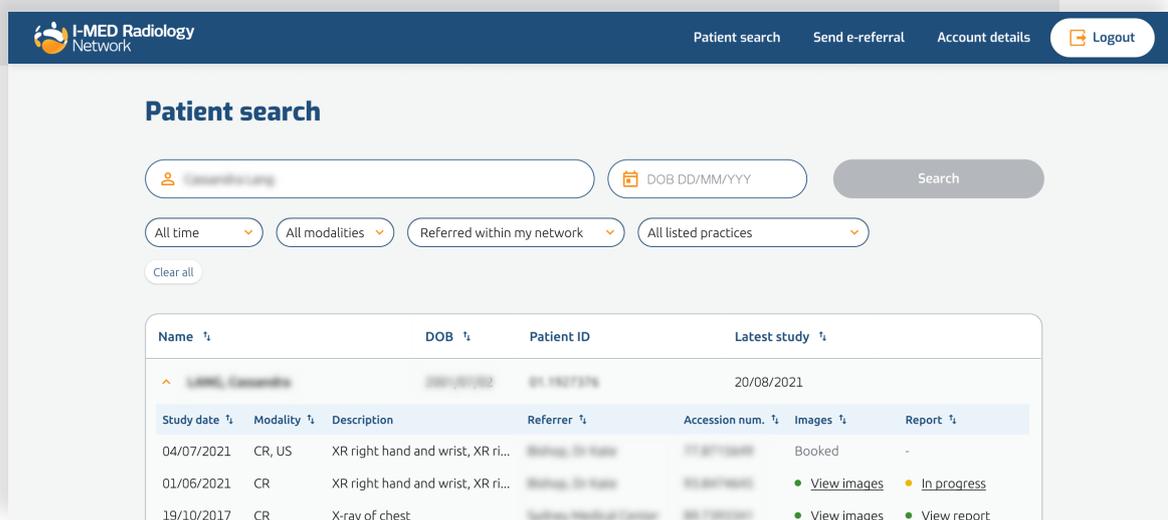
1. You can **save** your most frequently used search queries via the existing “Patient Search” function.
2. For example, save “Today”, “All modalities”, “Referred by me” and “All listed practices” as your default search terms – which will then apply to all future searches.
3. To do this, simply click “Save filters as default” and all new searches will have those same parameters. The greyed out button denotes that the filters have been saved as default filters.
4. To remove a saved search query, click “Reset”.

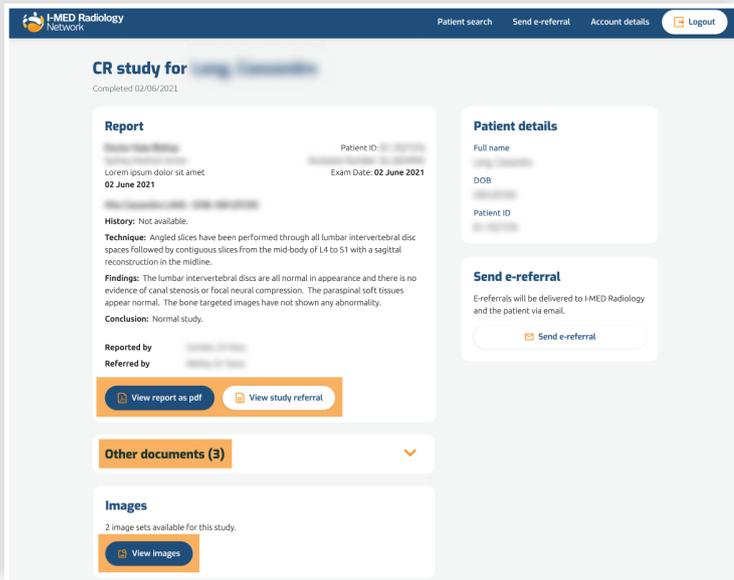


4. How to view a report

When looking at an expanded view of your patient’s search results, you will be able to view the report by clicking the hyperlink at the end of each row.

If the report is not ready, it will say ‘In progress’ and once finalised and approved by the I-MED radiologist, will convert to ‘View report’ so you can open it without going back to the homepage.





When you open the report, it will appear on screen. You also have the option to:

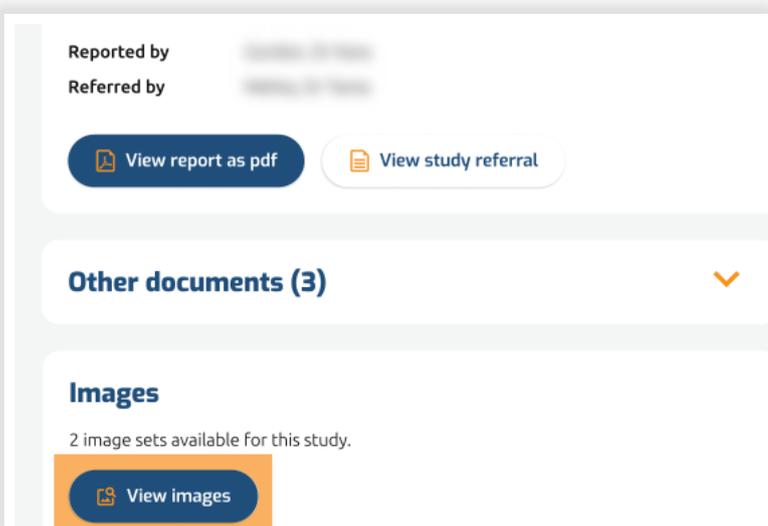
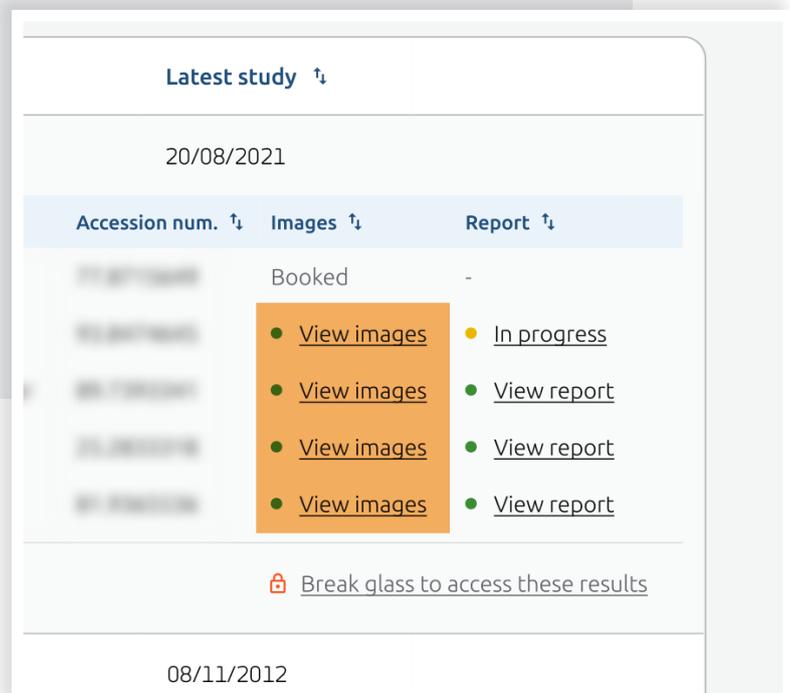
- Download a pdf version
- View the original study referral
- View other scanned documents
- Navigate directly to the 'View images' page without going back to the homepage

5. How to view images

You can navigate to your patient's images in two ways, depending on your preference or what actions you have already taken on the platform.

From the patient search screen-

click on the 'View images' hyperlinks associated to each accession number.

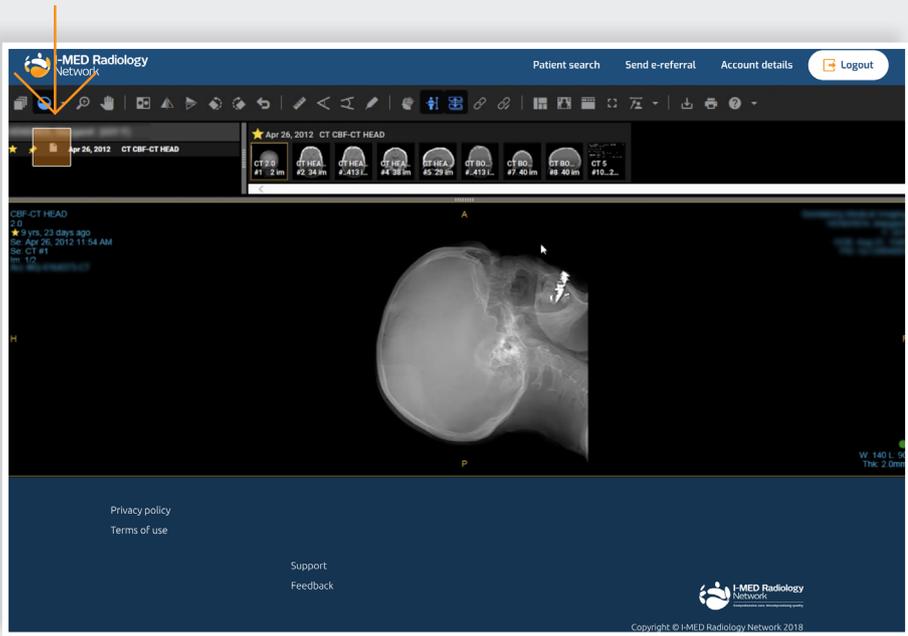


From the report -

select the 'View images' button at the end of the report. This will avoid you having to navigate back to the homepage.

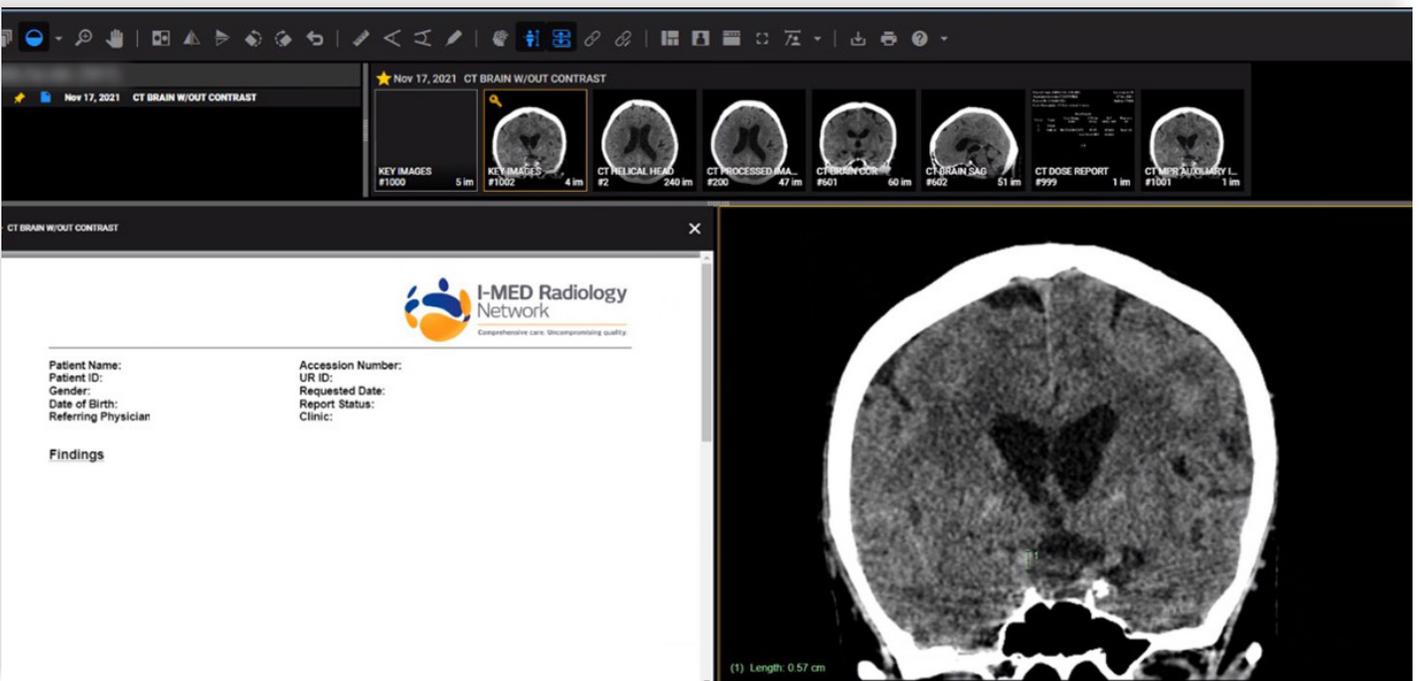
When using either approach, the image viewer will open and showcase all available radiology images associated with the accession number.

As most studies will contain multiple images, use the image library, above the selected image, to click through and view the rest of the study.



View images and report together

Click on the report icon within the image viewer to open the report within the same window, to analyze the images against the radiologist's interpretation.



6. How to break glass

Accessing external studies is now much easier with this version of I-MED Online. Messages that appear underneath your patient search results will prompt you to find and then break the glass to access these hidden studies.

System prompt: your search parameters need to be updated

If your search filters (within the top menu) are too narrow, the following message appears underneath your search results:

This patient has no studies completed outside of your practice network matching your search filters.

To adjust this setting, click the hyperlink below, 'Update search to view all studies' to broaden your results and access what is hidden by the glass wall.

The screenshot shows a patient search result for a patient with ID 08/07/1945, born 04/11/2021. The search results table has columns for Study date, Modality, Description, Referrer, Accession no., Images, and Report. One result is shown for 04/11/2021, CR, US, X-Ray Ankle Right Side, US Ri... with links for View images and View report. Below the table, a message states: "This patient has no studies completed outside of your practice network matching your search filters." A button labeled "Update search to view all studies" is located below the message.

Update search filters manually

Alternatively, you can update your search filters by changing the third drop down field in your patient search menu to 'Referred by anyone'.

Check that your time frame is appropriate to capture outside studies, as it may default to 'Past week' and therefore restrict your search results.

The screenshot shows the I-MED Radiology Network patient search interface. The search bar contains "Full name or Patient ID" and "DOB DD/MM/YYYY". The search button is labeled "Search". Below the search bar, there are four filter dropdowns: "Past week", "All modalities", "Referred by anyone", and "All listed practices". A "Clear all" button is located below the filters. Two orange arrows point to the "Past week" and "Referred by anyone" filters.

7. How to view/make an upcoming appointment

1. By clicking on the "Patient Appointments" link on the top menu, you can view upcoming I-MED appointments for your patients.
2. You do not need to enter patient details in the search fields. If future appointments exist, they will populate automatically on the page.
3. Results will default to appointments "Today" and "Referred by me".
4. To search beyond appointments scheduled "Today", change the date filter to your preferred time point. e.g. "Tomorrow", "Next Week", "Next month" etc.
5. You can also book an appointment on behalf of your patients. Clicking on "Book an appointment" will take you to the I-MED patient booking platform.

The screenshot shows the 'Upcoming Appointments' interface. At the top, the navigation bar includes 'Patient Search', 'Send e-Referral', 'Patient Appointments' (highlighted), 'Support', 'My Account', and 'Logout'. The main section has a search bar with 'Full name or Patient ID' and 'DOB DD/MM/YYYY' fields, and a 'Search' button. Below this are filters for 'Next year', 'All modalities', 'Referred by me', and 'All listed practices', along with a 'Clear all' button. A 'Book an appointment' button is located below the filters. The table below shows the following data:

Name	DOB	Patient ID	Referrer	Next appointment		
TEST, Mrs Test	01/01/2000			01/11/2023		
Appt. date	Appt. time	Location	Modality	Description	Accession no.	Status
01/11/2023	11:00 am	I-MED Radiology -	US	US Left Hand or Wrist		Upcoming

8. How to send an e-Referral

e-Referrals can now be completed simply and efficiently from within I-MED Online. You can open the e-Referral template in 2 ways:

1. Via the navigation menu link at the top of the page
2. From within the patient report itself

The screenshot shows a patient report with the following details:

Patient ID: 0111627576
Accession Number: 0111627576
Exam Date: 02 June 2021

DOB: 01/01/2000

Text from report: s have been performed through all lumbar intervertebral disc guous slices from the mid-body of L4 to S1 with a sagittal lline. :ervertebral discs are all normal in appearance and there is no is or focal neural compression. The paraspinial soft tissues e targeted images have not shown any abnormality. y.

Send e-referral

E-referrals will be delivered to I-MED Radiology and the patient via email.

[Send e-referral](#)

The template is divided into these four key steps:

1. Patient details
2. Examination and clinical details
3. Referring practitioner
4. Confirm and send

All known patient and referring practitioner details will pre-populate into the relevant fields during steps one and three above. This will result in fewer errors and will make the process faster for the user as they do not need to re-enter information.

Each step must be completed in the sequence above.

Send e-referral
This form will be emailed to I-MED Radiology and the patient once all steps are complete. If you leave before completing all steps in this form, the e-referral will not be sent.

Patient details
All fields must be completed before continuing.

Full name DOB Gender

Mobile number Email address (optional)
Patient will receive SMS with booking details Patient will be emailed a copy of the request

Address

Suburb Postcode State

Examination and clinical details
All fields must be completed before continuing.

Exam description

Clinical description

IV Contrast Alert (optional)
Please indicate whether contrast allergy, renal disease or diabetes metformin treatment apply

Continue

9. How to order referral pads

1. To easily order referral pads through I-MED Online, click "My Account" in the top menu.
2. Select "Click here to order" - which will redirect you to the dedicated section on the I-MED website.

I-MED Radiology Network

Patient Search Send e-Referral Patient Appointments Support My Account Logout

My Account

Your profile

Login details

Username

Password

Change password

Contact info

Email address

Mobile number

Your listed practices

Add another practice

Order referral pads

Click here to order

Contact us for support

For assistance with any technical issues you may have, please call or email our Referrer Success Team.

Call us on: 1300 147 852

Or email us at: referrer.success@i-med.com.au