

# Navigating the new I-MED Online How-to guide

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

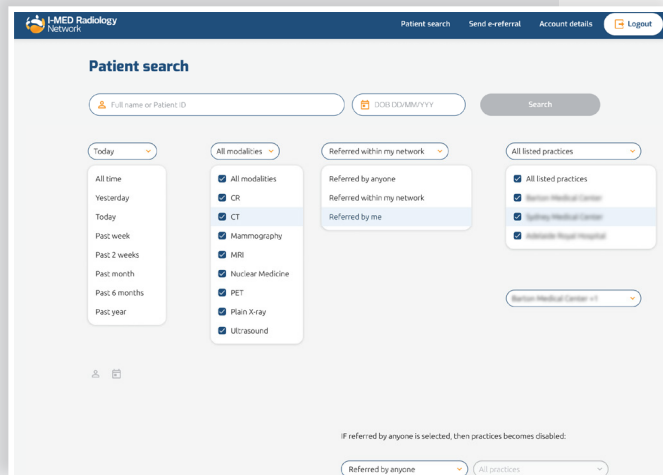
1. How to find a patient
2. How to view a report
3. How to view images
4. How to break glass
5. How to send an e-Referral

## 1. How to find a patient

The new patient search interface allows users to define their search parameters using several drop-down fields which can be enabled or disabled at any point during your search, to narrow or expand your results without having to start a new search.

In addition to your primary search fields (Name, Patient ID and DOB), there is a submenu of filters so you can refine your results by the following details:

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



The screenshot shows the 'Patient search' interface. At the top, there are navigation links for 'Patient search', 'Send e-referral', 'Account details', and 'Logout'. The main search area includes a 'Full name or Patient ID' field, a 'DOB (DD/MM/YYYY)' field, and a 'Search' button. Below these are several filter sections: 'Today' (with a dropdown menu), 'All modalities' (with a list of checkboxes for CR, CT, Mammography, MRI, Nuclear Medicine, PET, Plain X-ray, and Ultrasound), 'Referred within my network' (with a dropdown menu and sub-options for 'Referred by anyone', 'Referred within my network', and 'Referred by me'), and 'All listed practices' (with a dropdown menu and a list of checkboxes for 'All listed practices', 'Boston Medical Center', 'Spring Medical Center', and 'Middlesex Hospital Medical'). At the bottom, there is a note: 'If referred by anyone is selected, then practices becomes disabled.' and a 'Referred by anyone' dropdown menu.

### 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' interface with the following default settings:

- Search input: Full name or Patient ID
- DOB input: DD/MM/YYYY
- Search button: Search
- Filters: Past week, All modalities, Referred by me, All listed practices

Modify the filters to suit your search criteria and then use the orange drop-down arrows beside the patient's name 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 'Patient search' interface with the following search results:

Name	DOB	Patient ID	Latest study
UABH, Cassandra	2001/07/02	611987176	2021/08/20
UABH, Cassandra	1962/07/18	611987176	2021/08/20
UABH, Cassandra	1974/11/27	741201070	2021/08/20

Orange arrows point to the drop-down arrows next to the patient names in the table.

## 2. How to view a report

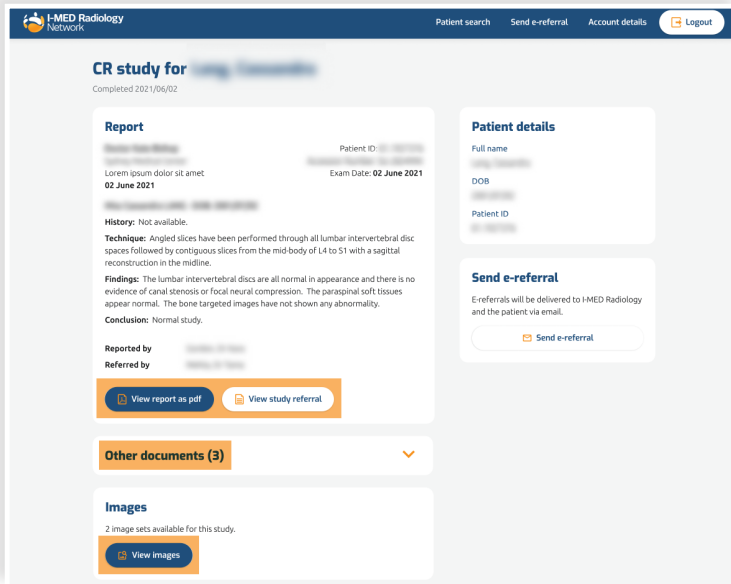
When looking at an expanded view of your patient's search results, you will be able to view the report by clicking the hyperlink at the end of each row.

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. page without going back to the homepage

The screenshot shows the 'Patient search' interface with an expanded view of search results for the patient UABH, Cassandra (DOB: 2001/07/02, Patient ID: 611987176). The table shows the following details:

Study date	Modality	Description	Referrer	Accession num.	Images	Report
2021/07/04	CR, US	XR right hand and wrist, XR ri...	Referrer, Dr. Name	111111111	Booked	-
2021/06/01	CR	XR right hand and wrist, XR ri...	Referrer, Dr. Name	111111111	View images	In progress
2017/10/19	CR	X-ray of chest	Referrer, Dr. Name	111111111	View images	View report
2005/11/27	CT	Abdomen & Pelvis	Referrer, Dr. Name	111111111	View images	View report
2004/01/09	US	Ultrasound Abdomen	Referrer, Dr. Name	111111111	View images	View report

Below the table, it states: "This patient has 2 studies completed outside of your practice network. Break glass to access these results"



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

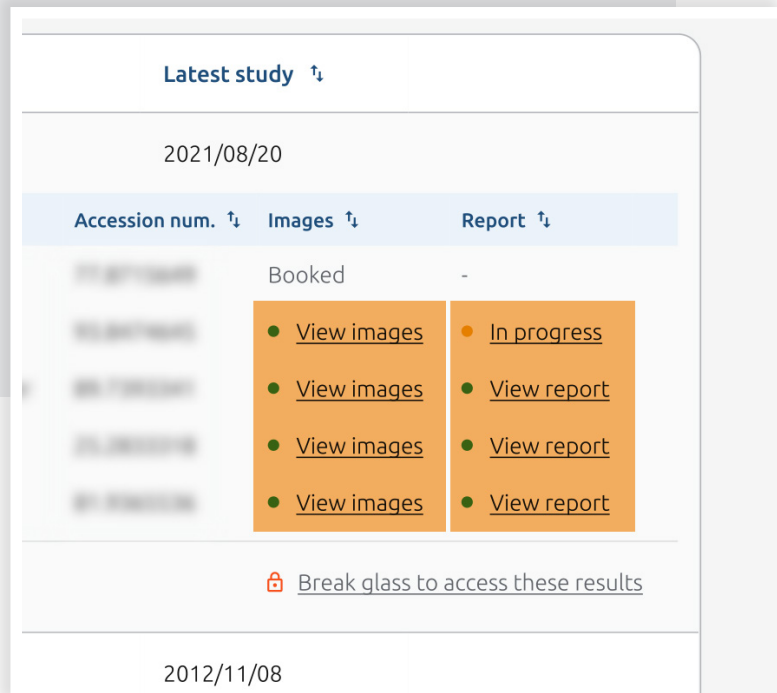
- Download a pdf version
- View the original study referral
- View other scanned documents
- Navigate directly to the 'View images' page without going back to the homepage

### 3. 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.

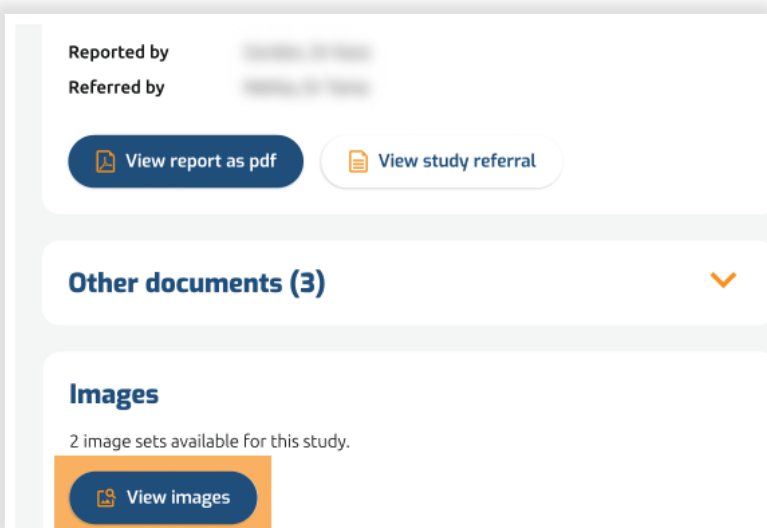
#### From the patient search screen-

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



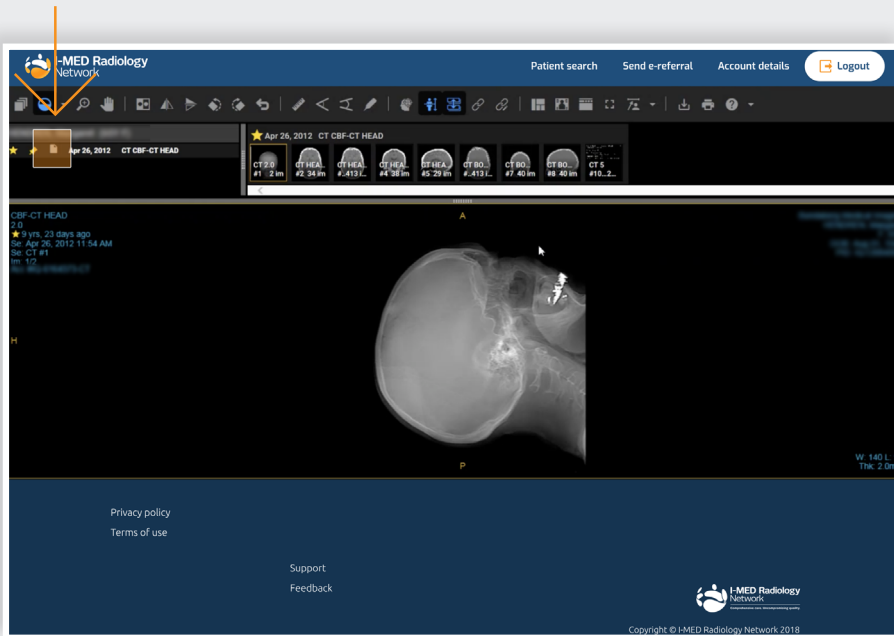
#### From the report -

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



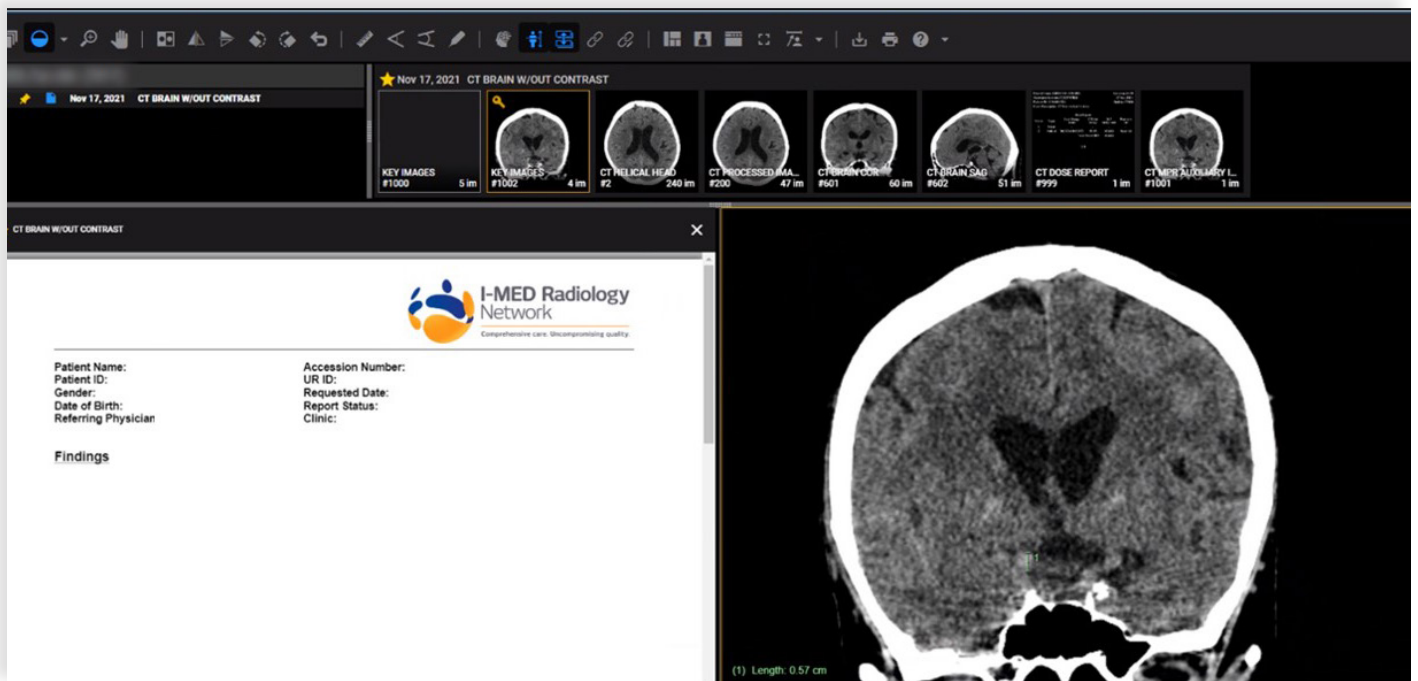
When using either approach, the image viewer will open and showcase all available radiology images associated with the accession number.

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.



## 4. How to break glass

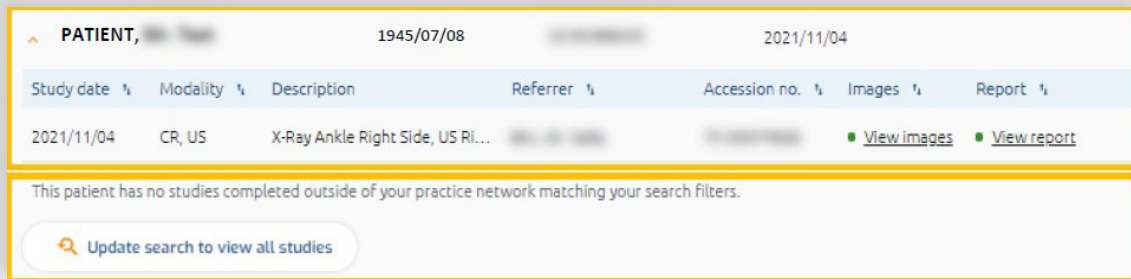
The new version allows you to find external studies easily. Messages that appear underneath your patient search results will prompt you to find and then break the glass to access these hidden studies.

### 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.

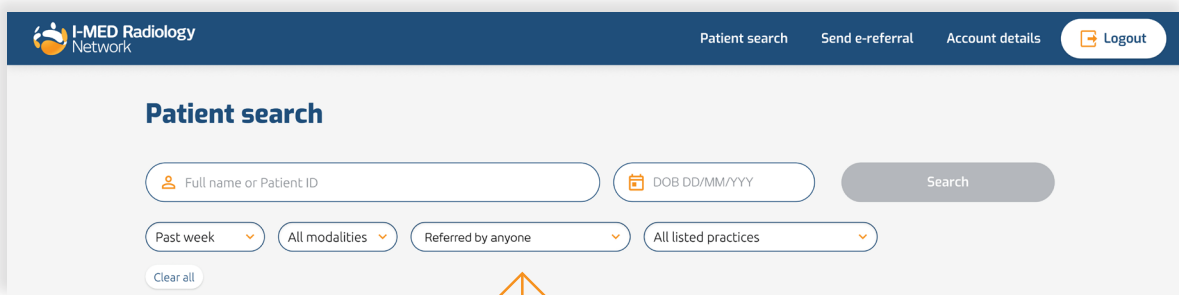
To adjust this setting, click the hyperlink below, 'Update search to view all studies' to broaden your results and access what is hidden by the glass wall.



The screenshot shows a patient search result for a patient born on 1945/07/08. The results table has columns for Study date, Modality, Description, Referrer, Accession no., Images, and Report. One result is shown for 2021/11/04 with modality CR, US and description X-Ray Ankle Right Side, US Ri... 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'.



The screenshot shows the patient search interface. At the top, there is a navigation bar with the I-MED Radiology Network logo and links for Patient search, Send e-referral, Account details, and Logout. The main section is titled "Patient search" and contains a search form with fields for "Full name or Patient ID" and "DOB DD/MM/YYYY", a "Search" button, and several filter dropdowns: "Past week", "All modalities", "Referred by anyone", and "All listed practices". A "Clear all" button is also present. An orange arrow points to the "Referred by anyone" dropdown menu.



## 5. How to send an e-Referral

e-Referrals can now be completed simply and efficiently from within the report view of I-MED online.

The screenshot shows a patient report view with a 'Send e-referral' button highlighted. The patient details section includes:

- Patient ID: 01-182739
- Accession Number: 01-202499
- Exam Date: 02 June 2021
- DOB: 01/01/1952
- Full name: Long, Cassandra
- Patient ID: 01-182739

The examination and clinical details section includes:

- Examination: Lumbar spine MRI
- Referring practitioner: Dr. [Name]
- Exam description: Lumbar spine MRI
- Clinical description: [Text]
- IV Contrast Alert (optional): [Text]

The 'Send e-referral' button is highlighted with an orange circle and contains the text: "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.

The first screenshot shows the 'Send e-referral' form with the 'Patient details' step highlighted. The form includes:

- Full name: [Text]
- DOB: [Text]
- Gender: Female
- Mobile number: [Text]
- Email address (optional): [Text]
- Address: [Text]
- Suburb: [Text]
- Postcode: [Text]
- State: NSW

The second screenshot shows the 'Send e-referral' form with the 'Examination and clinical details' step highlighted. The form includes:

- Exam description: [Text]
- Clinical description: [Text]
- IV Contrast Alert (optional): [Text]

Both screenshots include a 'Continue' button at the bottom.

### 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](mailto:referrer.success@i-med.com.au)