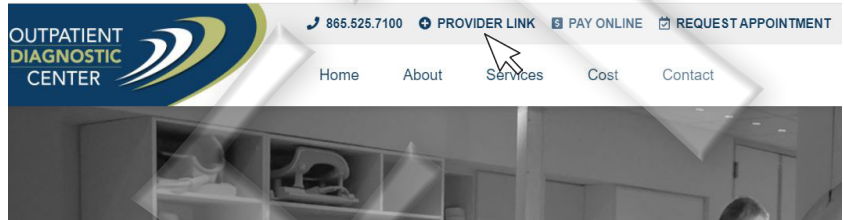


Step  
**1**

## GETTING STARTED

Click [Provider Link](#) on our website.

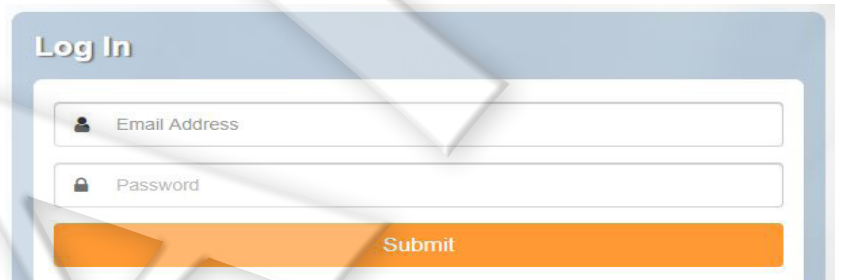
Here you will see links for the user guide & option to request access if you do not already have an account.



Step  
**2**

## ACCESSING PROVIDER LINK

If you already have an account, enter your email and password to log-in.



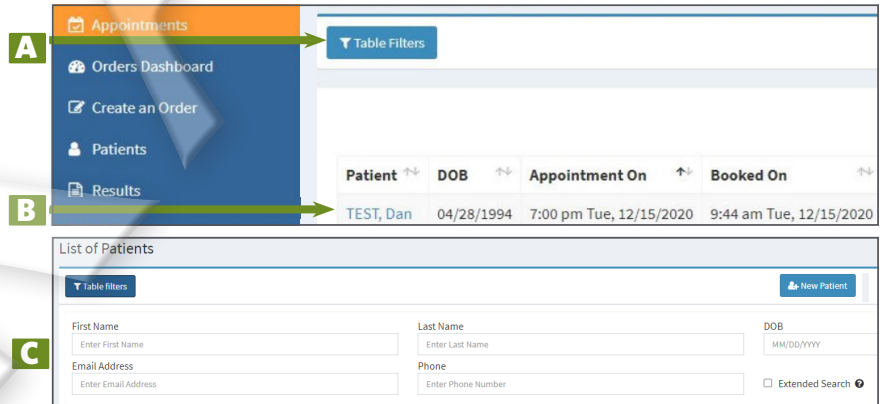
Step  
**3**

## PATIENT SEARCH

A) Use filters to find patients

B) Select a current patient by clicking the name in the table below.

C) Find/Select a patient you have not previously seen by selecting the Extended Search option.



Step  
**4**

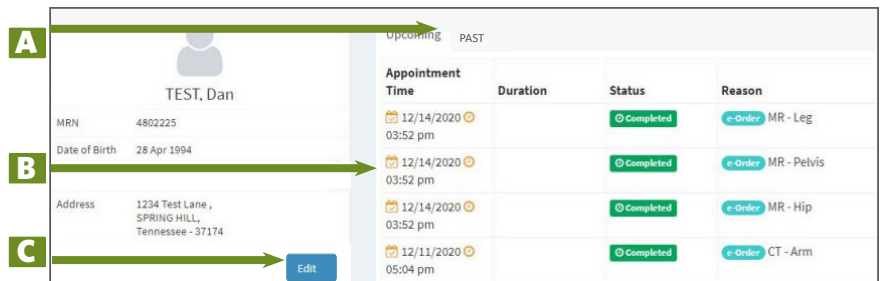
## APPOINTMENTS

From the patient profile you can:

A) View past appointments

B) View upcoming appointments

C) Update demographics



**Step 5**

**ORDERS DASHBOARD**

- A) Use filters to find patients
- B) Click green tabs to view results of study
- C) View pending studies (gray tabs)
- D) Click patient name for appointment details

Study Actions: Edit Unscheduled Orders  View Order Detail  Self-Schedule (coming soon!)  Cancel Order 

**Step 6**

**CREATE AN ORDER**

- A) Select provider
- B) Search/Select patient
- C) Select Reason for Exam
- D) Complete order details (top to bottom)
- E) Upload clinical documents
- F) Add additional procedures
- G) Submit Order

**Step 7**

**RESULTS**

- A) Search & Filter
- B) Export tools
- C) Adjust visible columns
- D) View report
- E) View images

From the results window you can:

- F) Download a PDF of the report
- G) Print

**RESULTS IMAGE VIEWER**