

Logging In

- URL: myihsonline.com/images
 - Enter Username: Your Email will be your User Name
 - Enter Password: Passwords are case sensitive
- *Changing your Password:
1. Choose "Profile" from Name Dropdown at Top Right
 2. Choose "Security Settings" tab and choose "Click to Change" Password

Log in

Email Address or User Name:

Password:

Login Request Access

Forgot your password?

[Click here to reset your password.](#)

[Click here to return to MyIHS Online.](#)

The Basics

View Reports

1. Go to Home Page
2. Enter Patient Last, First Name
3. Click on to Open and View Report
4. "Appointment Date & Time" default is "Last 30 Days". Worklist displays patient exam history for all "Exam Statuses" specific to the date range shown. Click on the calendar icon to adjust date range.

MyIHS ONLINE Imaging Healthcare SPECIALISTS

HOME ORDER EXAM ORDER HISTORY

My Patient Search All Patient Search

Search: Patient MRN: Patient Last Name: Patient DOB: Provider: Appointment Date & Time: Exam Status: My Status:

Favorite Layout Refresh Reset

Patient Name	Patient DOB	Patient MRN	Accession #	Appointment Date & Time	Procedure	Provider	Location	Exam Status
PATIENT & EXAM INFORMATION					MRA BRAIN W/O CONTRAST	MD	Imaging Healthcare Specialists - Alvarado	Final

USER HINT:

Choosing the pre-defined calendar option of "All Faraway", displays patient exam history, with IHS, for all time – up to 10 years.

Print Reports

1. Open/View Report
2. Choose "Print Results"

Report

Patient Information

Name: DOB: Home: Cell: Work: Exam: NM BRAIN STRIATAL SPECT IMAGING (DaT SCAN) Date of Service: Additional Notes: Unread Read Pending

Exam Results

Imaging Healthcare SPECIALISTS Your Partner in Health – For Every Imaging Need

Encinitas – E 477 N. EL CA ENCINITAS 760.452.7150 Online results at: imaginghea

Patient Name: Exam Date: DOB: LD #:

At the Request

Download Results Send Results Print Results

PRO NM BRAIN STRIATAL SPECT IMAGING (DAT SCAN)

Order Exams

1. Choose "ORDER EXAM"
2. Search for Your Patient
 - A. If You See Your Patient
 - Verify Patient Name and DOB
 - Choose + to Order Exam
 - B. If You Don't See Your Patient
 - Choose "Create New Patient"
 - Enter all "Required" Fields
3. Choose Referring Provider
4. Enter Insurance Plan, Member ID and Authorization
5. Exam Selection (Choose Exam Ordered by Provider)
6. Enter Diagnosis or ICD-10
7. Enter any Special Instructions we need to know. (Examples: Patient requires assist/wheelchair; Focus attention to L4-5)
8. "SUBMIT" Order

*** STAT EXAM - Submit order and call IHS to ensure expedited scheduling for urgent exams.**

Patient Name	Patient DOB	Patient Phone #
test, tami	3/3/1993	(858)658-6540
TEST, TAMI	11/29/1985	(111)111-1111
TEST, TAMI	11/20/1980	(111)111-1111
TEST, TAMI3	11/25/1959	(619) 990-4997
TEST, TAMI2	11/25/1959	(858)658-6500

Review Exam Status

1. Go to Home Tab
2. View "Exam Status" Column for current status of any patient

Patient Name	Patient DOB	Patient MRN	Accession #	Appointment Date & Time	Procedure	Provider	Location	Exam Status
				2020 3:15 PM	MR LUMBAR SPINE W/O CONTRAST		Imaging Healthcare Specialists Alvarado	Final
				2020 2:45 PM	MR CERVICAL SPINE W/O CONTRAST		Imaging Healthcare Specialists Alvarado	Addendum
				2020 4:10 PM	MR BRAIN POSTERIOR FOSSA W/O CONTRAST		Imaging Healthcare Specialists Encinitas	Cancelled

Search Types

MY PATIENT SEARCH

- Screen Defaults to "My Patient Search" on Log in - Patients displayed represent those referred by you or your practice
- Four Search Options: BEST OPTION: Search: LASTNAME, FIRST
- Limit Patient Search to "Your Patients" by Choosing Your Name in "Provider" Drop Down Filter

ALL PATIENT SEARCH

- "Break Glass" Feature removes the "practice limitation" and allows users to search patient exams by "all" referrers

Breaking Glass

Warning: You might be requesting medical records that are not associated to your practice. This and all follow up actions for this session will be recorded and examined for misuse under HIPAA security regulation 164.308(a)(4).

Agree Cancel

Search Filters Defined

☒ My Patient Search
 ☐ All Patient Search

Search:
 Patient MRN:
 Patient Last Name:
 Patient DOB: M/D/YYYY
 Provider:
 Appointment Date & Time: Last 30 Days
 Exam Status:
 My Status:

SEARCH

Patient search field (LAST, FIRST)

PATIENT DOB

Recommended use for common last names to narrow search

PROVIDER

- A. **Blank:** Populates all patients associated to any Provider within that Practice
- B. **Specified Provider:** Limits patient search to only providers listed

MY STATUS

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

APPOINTMENT DATE AND TIME

- A. Patient/Exam will populate for the Date Range identified
- B. Use Calendar icon to adjust date range

EXAM STATUS

Describes status of a specific patient exam by:

- A. **Scheduled:** Exam is scheduled
- B. **Canceled:** Exam was Canceled
- C. **Addendum:** Exam has an Addendum to Original Report - Exam is Complete
- D. **Final:** A Final Report has been issued to Exam - Exam is Complete

SORT COLUMNS ↑↓

Each column heading allows user to Sort Query (A-Z) and (Z-A) by clicking Column Heading

Patient Name	Patient DOB	Patient MRN	Accession #	Appointment Date & Time	Procedure
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Order History

Provides Complete View of ALL Online Orders Submitted by this Provider

HOME

ORDER EXAM

ORDER HISTORY

LOG OUT

Search:

Provider:

Patient Last Name:

Patient First Name:

Ordered Exam:

Status:

Create Date:

Last 30 Days

Layout

Refresh

Reset

Clear Filters

Edit Layout

Order ID	Provider	Provider Email	Provider Phone	Patient Last Name	Patient First Name	Ordered Exam	Provider Enabled	Form Name	Status	Comment	Create Date
PATIENT - PROVIDER INFORMATION						EXAM MRI : Brain Routine, Without Contrast (70551)	<input checked="" type="checkbox"/>	ProviderPortalOrderForm.pdf	In Process		2/20/2020 4:34 PM
						EXAM CT : Maxillofacial (70486), Routine - Without IV Contrast	<input checked="" type="checkbox"/>	ProviderPortalOrderForm.pdf	Ordered		2/20/2020 4:01 PM

STATUS



- A. **In Process:** Exam is ORDERED and NOT Scheduled
- B. **Scheduled:** Exam has been Scheduled
- C. **Canceled:** Exam has been Canceled

CREATE DATE

Reflects the date online order was submitted

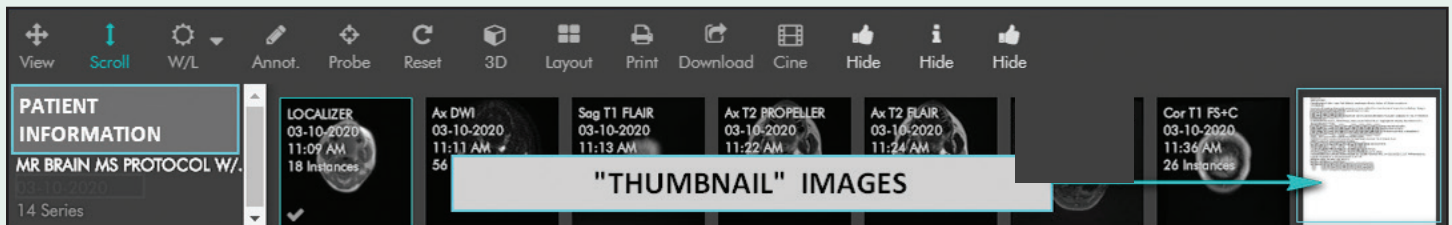
View, Print & Download Images

Viewing Images

1.  View all historical exams associated to this patient
2.  View Images from HOME tab by choosing "Image Icon"
3. "Thumbnail" images across top margin represent First Image of each "Series" performed for this study
4. Drag/Drop Thumbnails to viewer screen windows below
5. "Double-Click" in any field to expand series to "Full Screen"
6. Use Mouse to Scroll through any image series
7. "Right Click" for Quick Tool Use options

Viewing Report In Image Viewer

1. Report presents as a Thumbnail IMAGE
2. To View, Drag/Drop Report Image to Full Screen to View



Printing Images

1. Choose "Print" Tool at top of image viewer page to open Print Options
2. Identify desired image(s) noted in Series Layouts

PRINT SIZE DEFINED

The left column contains links to each series image in the study.

"FIT to PAGE" and "FULL SIZE"

Presentation: One screen pixel for every image pixel.
(Full Size should be used when a specific DPI is required for printing.)

"TRUE SIZE"

Presentation: 1" on the screen or paper equals 1" in the geometry of the patient.

RECOMMENDED PRINT SIZE

REPORTS - "Fit to Page"

IMAGES - "Full Size"

Downloading Images

1. Search and open desired Patient Study
2. Choose "DOWNLOAD" Tool and "Study"
3. Choose "SAVE" to begin download and wait to complete (This can take several minutes.)
4. Open "DOWNLOADS" Folder
5. "Right Click" on Patient Folder and Choose, "EXTRACT ALL"
6. When completed, Double Click, "VIEWER" to open image files

