

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

Windows OS:
Windows 10
Preferred Browser Google Chrome
(Version 28.0 or later)

Mac OS:
Safari (Version 6.0 or later)
Preferred Browser Google Chrome
(Version 28.0 or later)

Log in

Email Address or User Name:

Password:

Login

Don't have an account? Click "Request Access" below to get started

Request Access

Forgot your password?

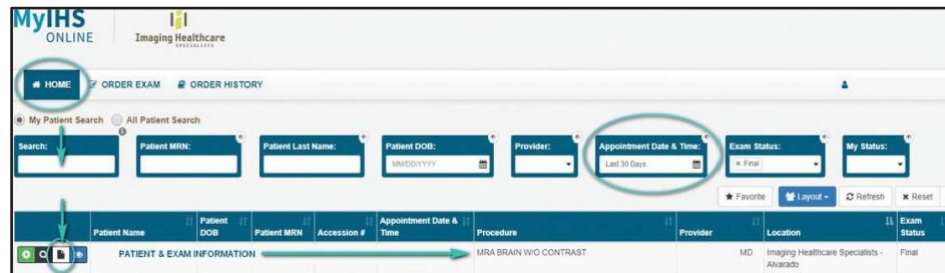
Click here to reset your password.

Click here to return to MyIHS Online.

The Basics

View Reports

1. Go to  Home Page
2. Your patient should come up automatically.
3. If your patient doesn't automatically populate, enter patient's last name and first name.
4. Click on  to Open and View Report
5. "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.



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: _____

Exam Results



Order Exams

1. Option #1:

My Practice Search All Patient Search

Patient MRN: Patient Last Name: Patient DOB: MM/DD/YYYY Provider: Appointment Date & Time: Last 30 Days Exam Status: My Status:

Search...

Layout Refresh Reset Clear

Patient Name	Patient DOB	Patient MRN	Accession #	Appointment Date & Time	Procedure	Provider	Location	Exam Status	My Status	Patient Cell Phone
[Redacted]	[Redacted]	[Redacted]	[Redacted]	8/14/2025 2:20 PM	[Redacted]	[Redacted] MD	Imaging Healthcare Specialists - Hillcrest	Scheduled	Unread	[Redacted]

Order Exam

- Find your patient on the homepage
- Click on the green plus sign icon on the left side of the patient's name
- The order page will populate, fill in the order form

2. Option #2:

HOME ORDER EXAM ORDER HISTORY DARK MODE TEST DISPLAY NAME LOG OUT

Patient Search is REQUIRED before choosing "Create New Patient". If no match is found, Create NEW PATIENT option will be active.

Patient DOB: MM/DD/YYYY Create NEW PATIENT Order Exam

test, abdo

Patient Name	Patient DOB	Patient Phone #
ABDO, TEST	1/1/1968	1(000)000-0000

- Choose "ORDER EXAM"
- Search for Your Patient using DOB and Name
- If You See Your Patient
 - Verify Patient Name and DOB
 - Choose + to Order Exam
- 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 Primary Diagnosis/Clinical Indication (*Note: Corresponding DX/Clinical Indication are required for each exam.)

7. Enter ICD-10 Code(s) (*Note: Corresponding ICD-10 Code(s) are required for each exam.)

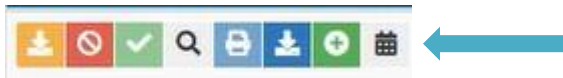
8. Enter any Special Instructions we need to know. (Examples: Patient requires assist/wheelchair; Focus attention to L4-5)

9. "SUBMIT" Order

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

Schedule Exams

10. On the Home Page, Click on the “Order History” tab
11. If the patient isn’t seen on the “Order History “ list, then enter Patient Last, First Name
12. Click on the calendar schedule icon to open the scheduling tab.



13. Follow the prompts to complete scheduling the patient.
 - A. When you are prompted to upload a photo of the patient’s insurance card and you don’t have one available:
 - If you can view the card digitally (e.g., in a portal or message), take a screenshot and upload the image.
 - If you can’t access an image, type the insurance details into a Word document and upload that file instead.

Review Exam Status

1. Go to Home Tab
2. View “Exam Status” Column for 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
- For Search Options: BEST OPTION:
- Limit Patient Search to “Your Patients” by Choosing Your Name in the provider drop down menu.

☒ My Practice Search
 ☐ All Patient Search

Patient MRN:	Patient Last Name:	Patient DOB: MM/DD/YYYY	Provider:	Appointment Date & Time: Last 30 Days	Exam Status:	My Status:
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ALL PATIENT SEARCH

- “Break Glass” Feature removes the “practice limitation” and allows users to search patient exams by “all” referral orders to IHS.

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).

☐ My Practice Search
 ☒ All Patient Search

All Patient Search:

Date range:

Last Name:
 First Name:
 Date of Birth:

View, Print & Download Images

Viewing Images - ProViewer

1. 🔍 View all historical exams associated to this patient
2. 👁 View Images from HOME tab by choosing "Image Icon"
3. Choose "Layout" option to change series/screen view.
Default is full screen/single series/image.
4. "Thumbnail" images, (small images vertically on left margin), represent the first image for each series performed for this study. Drag/Drop Thumbnails to screen at Right.
5. View image/series using: Scroll or Click/Drag mouse functions, or up/down arrow keys. Double-Click will launch image series to full screen and again back to previous layout.
6. Tool options available across top margin or on "Right-Click" for Quick Tool dropdown.

View & Print Report In Image Viewer

1. Choose "Reports" Tool at Top Right. "Attached Reports" window will launch - **Choose PDF VERSION to view.**
2. "Control P" will launch the printer associated to your computer.

Printing Images

1. Choose "Export" Tool at Top Right, then choose "Print Screen."
2. Choose preferred options/layout and print as desired.

Downloading Images

1. Search and open desired Patient Study.
2. Click on the forward arrow icon to view the drop down options: "Share Images", "Download DICOM", and "Download/View Images".



3. Choose desired option to begin download and follow directions for each option.

Directions for each option vary:

-Share Images: Input the email where to send the shared images

-Download DICOM (no viewer included): A pop-up will appear and begin creating your downloaded file.

This may take 5–10 minutes, depending on exam size.

Once completed, click Download.

Locate the downloaded file on your computer and upload to your PACs system image viewer.

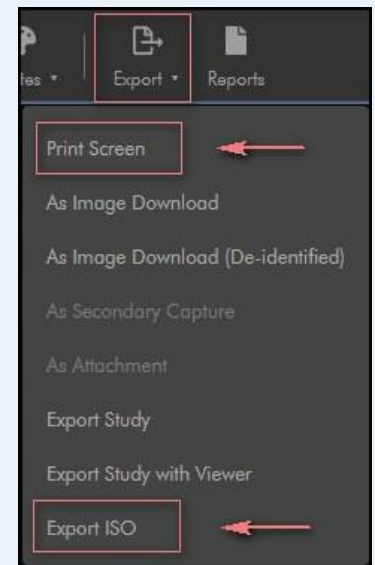
-Download/View Images:

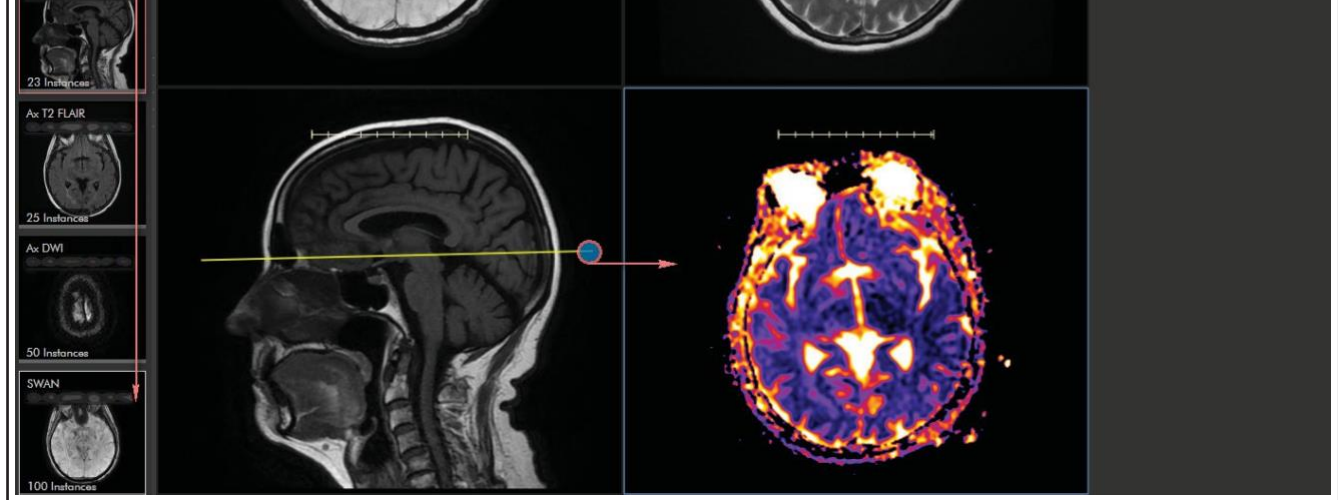
A pop-up will appear and begin creating your disc image file.

This may take 5–10 minutes, depending on exam size.

Once completed, click Download.

Locate the downloaded file on your computer and use your CD/DVD software to burn to disc.





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