

## Logging in

To log in to the Referring Practice Portal, start Internet Explorer and enter [www.excelmedicalimaging.com](http://www.excelmedicalimaging.com) in the address bar. Click the 'Physician's Log-In' Link.

When the login screen appears, enter your user name and password and click **Login** to launch the Portal.

## Forgot your password?

If you cannot remember your password, click the **Password Retrieval Page** link on the login screen.

Enter your user name and click **Retrieve Password**. Your password will be sent to your email account.

## Changing your password

To change your password:

1. Log in to the Portal and click **Settings**.
2. When the *Settings* page appears, click **Change Password**.
3. Enter your current password, then enter your desired new password in the **New Password** and **Confirm New Password** fields.
4. Click **Change Password** to confirm the change.

## Main functions

When you log into the Portal, you can choose one of the following options, depending on your access level:

- **New Reports:** view reports for your patients for the last month
- **Patient Status:** view the status of exams you have ordered
- **Patient Search:** locate and view reports for all of your patients
- **Emergency/Referral Access:** view reports for any patient. Requests made via this page are logged
- **Settings:** change your password, or administer users
- **Logout:** exit the Portal
- **Help:** view the online help file

## Getting help

To view the online help, click **Help**.

**Excel Medical Imaging Technical Support**

Carrie, Beth or Robyn - 727-841-8212

Hours: M-F 8:00 AM-8:00 PM

[info@excelmedicalimaging.com](mailto:info@excelmedicalimaging.com)

## Viewing the privacy policy

Click the **Privacy Notice** link on any page to view the privacy policy for your site.














## Referring Practice Portal















[www.excelmedicalimaging.com](http://www.excelmedicalimaging.com)













The Referring Practice Portal provides online real-time, secure, convenient access to both current and historical patient reports and images, as well as patient and appointment status and emergency/referral access for hospital or clinic office collaboration or in an emergency situation.

This user guide is designed to help you log into and use the Referring Practice Portal.



	Selects the previous image of the series.
	Selects the next image of the series.
	Selects the previous patient.
	Selects the next patient.
	Selects the previous series within the selected study.
	Selects the next series within the selected study.
	Selects the previous study for the current patient.
	Selects the next study for the current patient.
	Displays the Report page for the current study.
	Toggles between left mouse button tools and right mouse button tools. The current mouse button will be displayed by a small "L" or "R" above each mouse button tool.
	Repositions the images in the window.
	Manually scrolls through images within a series.
	Adjusts the brightness and/or contrast of the image.

	Manually increases or decreases the image's field of view.
	Prints the displayed image(s), depending on the layout.
	Automatically adjusts the brightness and/or contrast of the image.
	Clears the images from your screen.
	Flips the image from left to right or right to left.
	Flips the image from top to bottom or bottom to top.
	Automatically cycles through the images in a series.
	Reduces the image compression, improving the quality of the image.
	Reloads the original image.
	Resets the image to its original state.
	Rotates the image 90 degrees counter-clockwise.
	Rotates the image 90 degrees clockwise.
	Changes the layout of the images.
	Applies orientation changes to the image level.

	Applies orientation changes to all the images in the series.
	Applies orientation changes to all the images in the study.
	Reverses the color of the images.
	Hides or displays the study information on the images.
	Gives the pixel or Housfield unit value for a point on the image.
	Measures a linear distance on the image.
	Measures an elliptical region of interest on the image.
	Measure the angle between two intersecting lines.
	Erases all measurements from the images in the selected series.
	Shows or hides the location of all images with reference lines.
	Shows or hides the location of the first and last images.
	Shows or hides the location of the current image.