

AMICAS[®]

Empowering the Business of Imaging[™]

AMICAS Reach[™] Portal Quick Reference Guide

AMICAS PACS[™]
v. 6.0

AMICAS, Inc.
20 Guest Street, Suite 400
Brighton, MA 02135-2040
617-779-7878



EMERGO EUROPE
Molenstraat 15
2513 BH, The Hague
The Netherlands
Tel: +31 (0)70 345 8570
Fax: +31 (0)70 346 7299

Copyright 2006-2009 AMICAS, Inc. All rights reserved.

Use, duplication, or disclosure by licensee is subject to restrictions as set forth in the AMICAS, Inc. contract. Information contained in this document is subject to change without notice and does not represent a commitment on the part of AMICAS, Inc. The software and processes described in this document are furnished under the contract or nondisclosure agreement. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, for any purpose other than the purchaser's personal use without the written permission of AMICAS, Inc.

This document contains proprietary information of AMICAS, Inc. The contents are exempt from disclosure to the public under the Freedom of Information Act 35, U.S.C. 552 (6)(4) and unlawful disclosure thereof is a violation of the Trade Secrets Act, 18 U.S.C. 1905. Public disclosure of any information contained herein shall not be made without prior written permission of AMICAS, Inc.

RESTRICTED RIGHTS LEGEND:

Use, duplication or disclosure by the Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013. AMICAS, Inc.

AMICAS is a registered trademark or trademark of AMICAS, Inc.

All other names and products are trademarks or registered trademarks of their respective companies.

CAUTION: Federal law restricts this device to sale by or on the order of a physician.

Date	Revision	Description
6/09/09	A	Initial Release

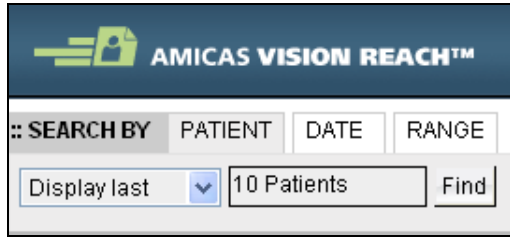


EMERGO EUROPE
Molenstraat 15
2513 BH, The Hague
The Netherlands
Tel: +31 (0)70 345 8570
Fax: +31 (0)70 346 7299

AMICAS Part Number 10-0563 Revision A

CHANGING SEARCH CRITERIA

Use the search options at the top of the Patient List to narrow your list of patients:



You can search by:

- **Patient Information** (Last *n* Patients, MRN, Name, Referring Dr. Account)
- **Exam Date**
- **Specified Date Range**

ACTION ICONS

The following icons may be available for each exam in the Patient History section:



Open Study – Load the selected study into the LightBeam or LightView Image Viewer.



View Order/Comments – View the order and/or comments associated with the selected exam in a separate Order Viewer window.



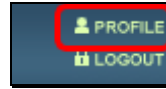
View Report & Key Images – View the report and/or key images, if any, associated with the selected exam in a separate Report Viewer window.



Grant Access – Allow other physicians to view the selected exam.

CHANGING USER PREFERENCES

Click the **Profile** link that the top of the screen to set your user preferences:



This will display the **Manage Account** window:



At the Manage Account window you can change:

- **User Information** Display and edit your account information, including your password.
- **Covering Physicians** View and edit the list of physicians who are covering for your exams as well as view a list of physicians whose exams you are covering.
- **Notification** Display and edit your notification preferences.
- **Appearance** Change the color scheme of the AMICAS Reach Portal, as well as the font size, default number of patients to display in the Patient History and the timeout period.

www.amicas.com

AMICAS Part No. 10-0563, Revision A

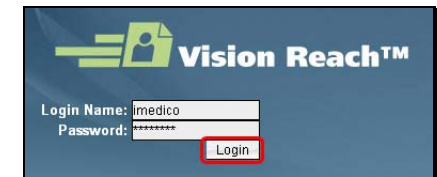
GETTING STARTED

1. Launch AMICAS Reach

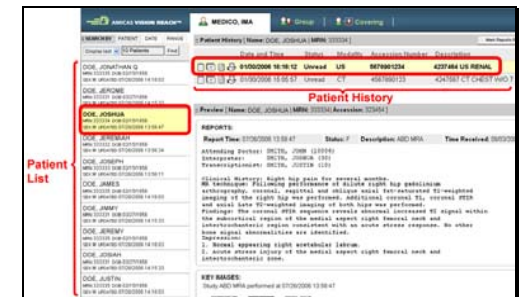
Click on the AMICAS Reach icon on your desktop or browse to the AMICAS Reach Portal Login Screen at the following address:

2. Log Into AMICAS Reach

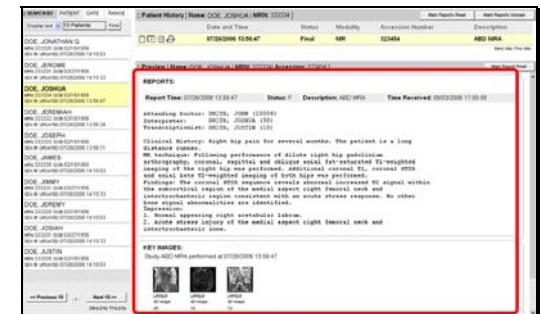
Enter your username and password:



3. Select a Patient and an Exam

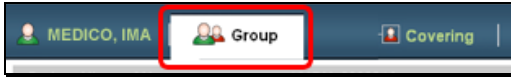


4. View the Report and Key Images



THE GROUP TAB

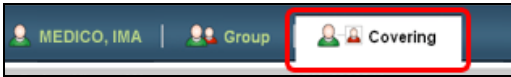
If you belong to a group with other physicians, the **Group** tab will appear at the top of the screen:



Clicking the Group tab will let you view information for any exams assigned to any members of your group.

THE COVERING TAB

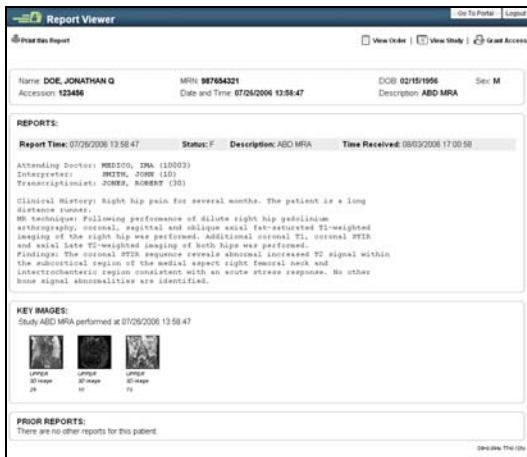
If you another physician in your group has assigned you to cover his or her exams, the **Covering** tab will appear at the top of the screen:



Clicking the Covering tab will let you view information for any exams that you are covering for any members of your group.

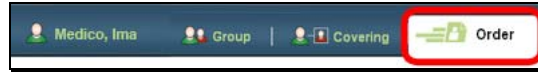
NOTIFICATION EMAILS

If you receive a notification e-mail about an exam, click on the **View this Exam** link in the message to go directly to the Report Viewer for this exam:



THE ORDER TAB

Click the **Order** tab to create order requests that can be sent to your site's RIS as well as view any pending order requests that you have created:



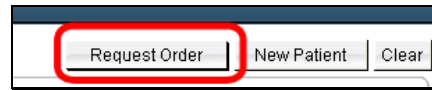
Request Order for Current Patient

To create an order request for the current patient:

- Enter the order information (required fields are marked with an asterisk):



- Click the **Request Order** button at the top or bottom of the screen:



Request Order for New Patient

To create an order request for a new patient:

- Click the **New Patient** button at the top or bottom of the screen to clear the fields:



- Enter the order information and click on the **Request Order** button at the top or bottom of the screen.

Clearing the Request Order Screen

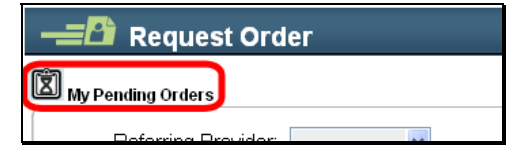
Click on the **Clear** button at the top or bottom of the screen to clear all order fields at once:



THE ORDER TAB (CONTINUED)

Viewing Pending Order Requests

Click on the **My Pending Orders** link at the top of the Request Order screen to view all pending Order Requests that you have submitted:



- Pending order requests will be displayed in a separate pop-up window:



- Select from the list of Pending Order Requests to view detailed information:



- The following Status Buttons are available for each order on the list:

