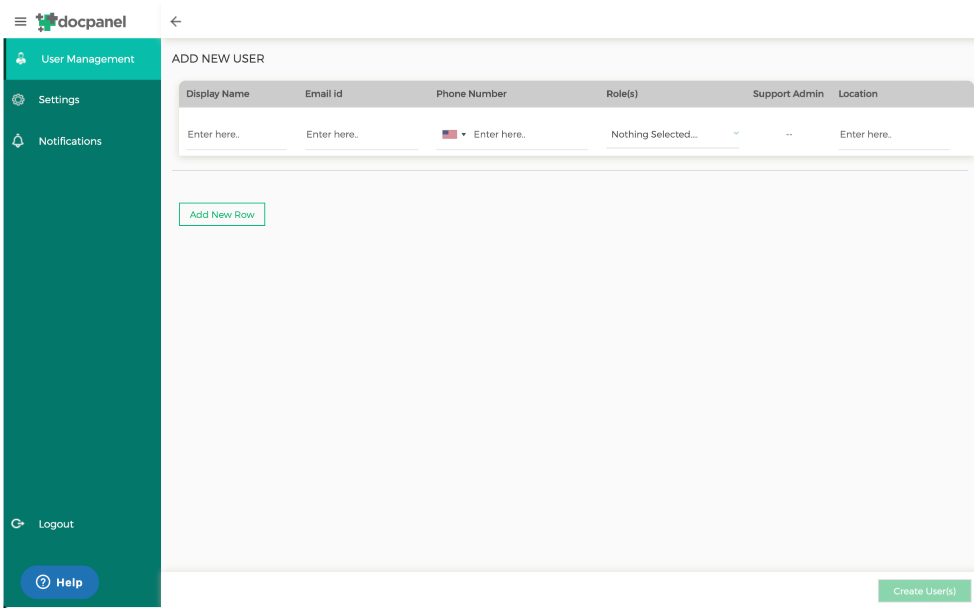
docpanel

DICOM B-Read Client User Guide

USER ROLES

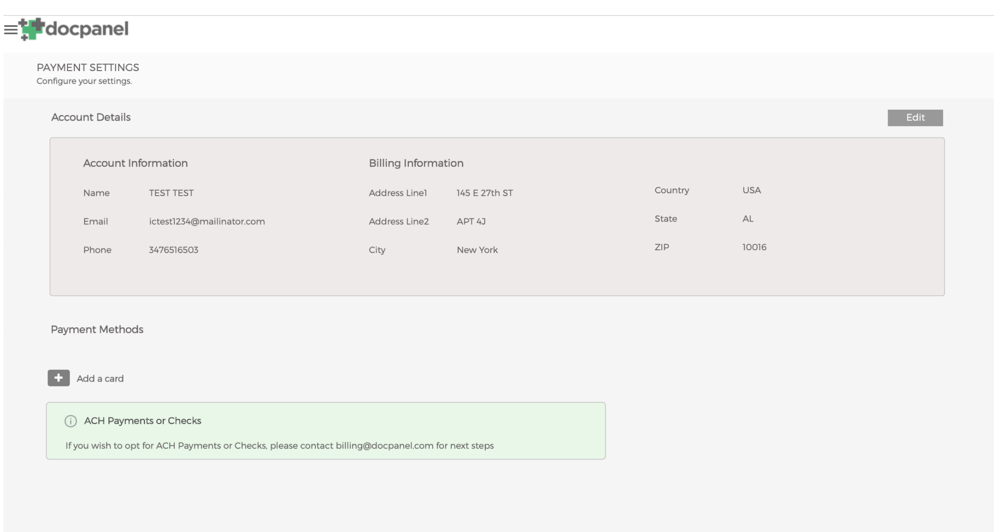
Group Admin

For adding users and payment information to your account. Fill fields shown below to add multiple users in the User Manant tab.



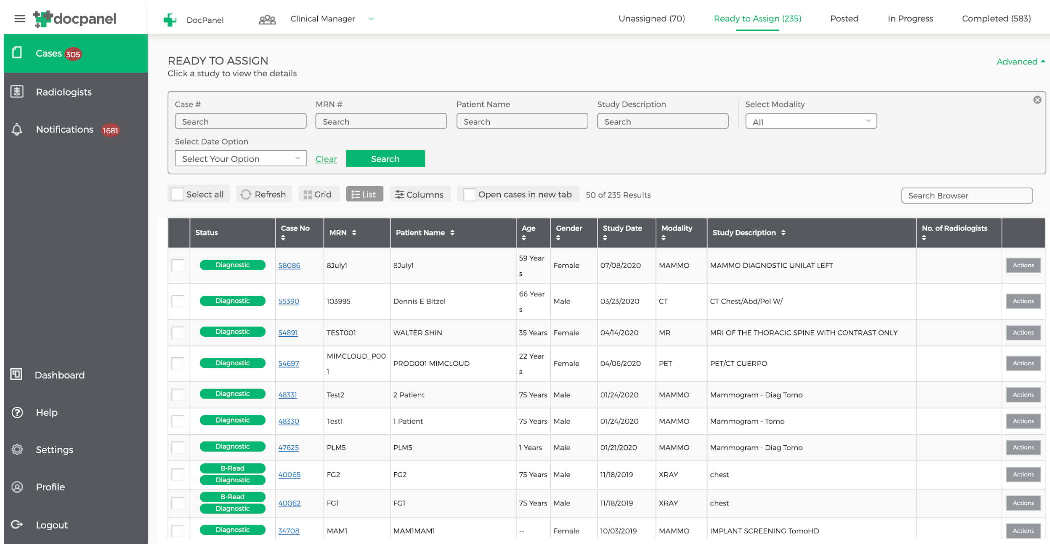
Settings

Payments - Your Credit/Debit Cards can be added here
Email billing@docpanel.com if you wish to opt for ACH Payments or Checks



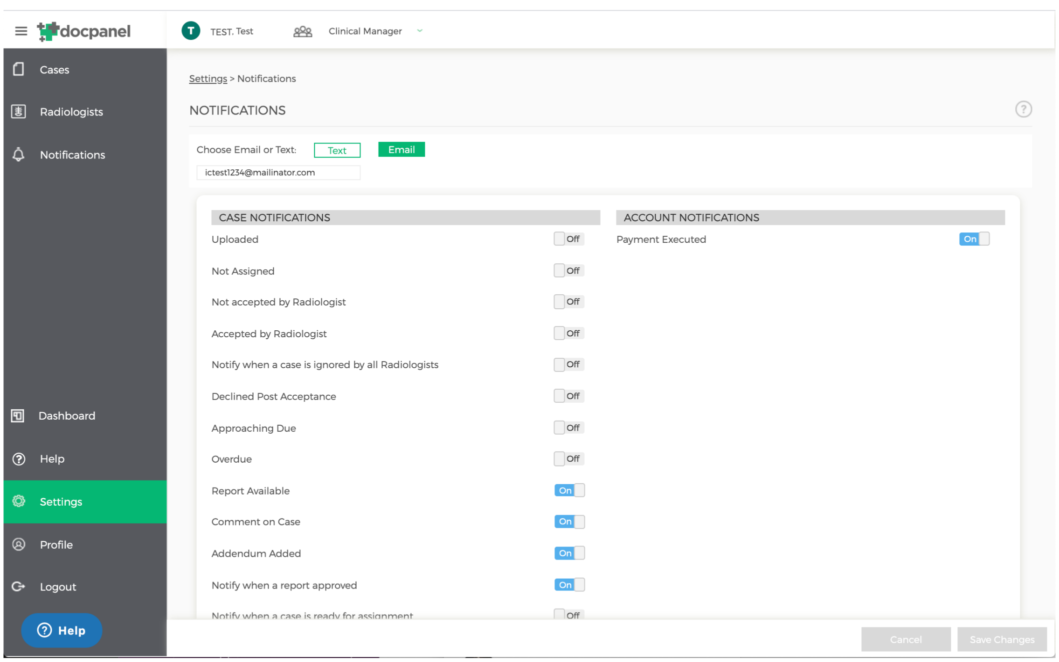
Clinical Manager

For case management and report retrieval

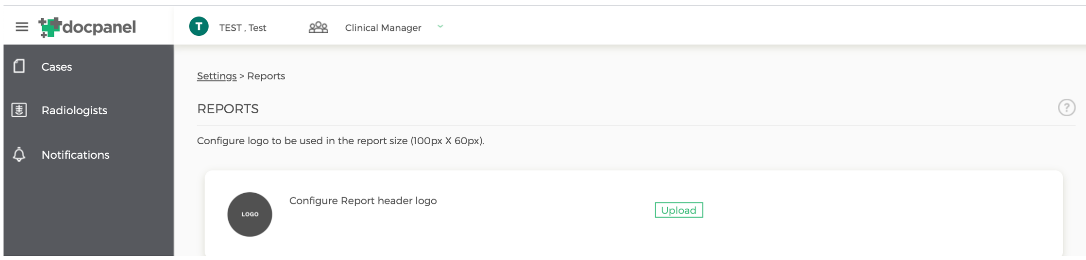


Settings

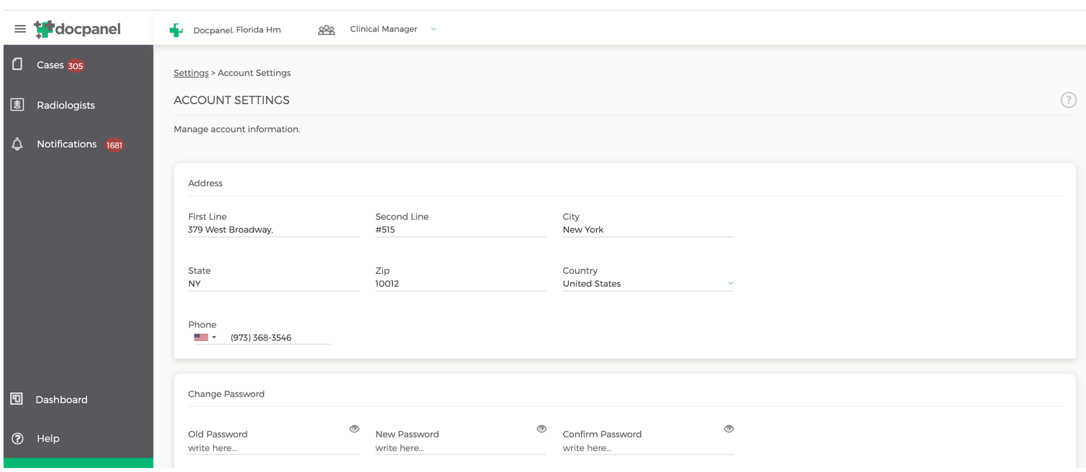
- **Configure Notifications:** Set up alerts via text or email



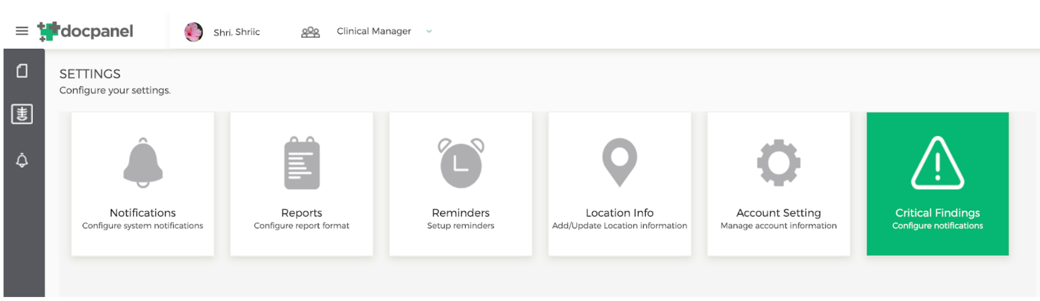
- **Customize Reports:** A logo can be uploaded to appear on the narrative report header.
    - PLEASE NOTE: B - Read forms are pre populated and edited internally based on NIOSH requirements



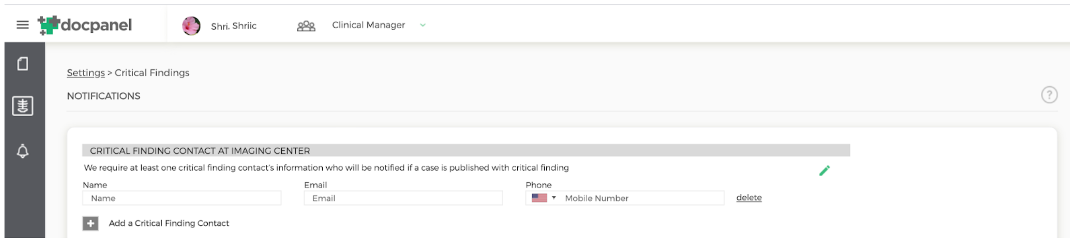
- **Account Settings:** [How to clear saved passwords from Google Chrome](#) Change password by entering account information & save changes



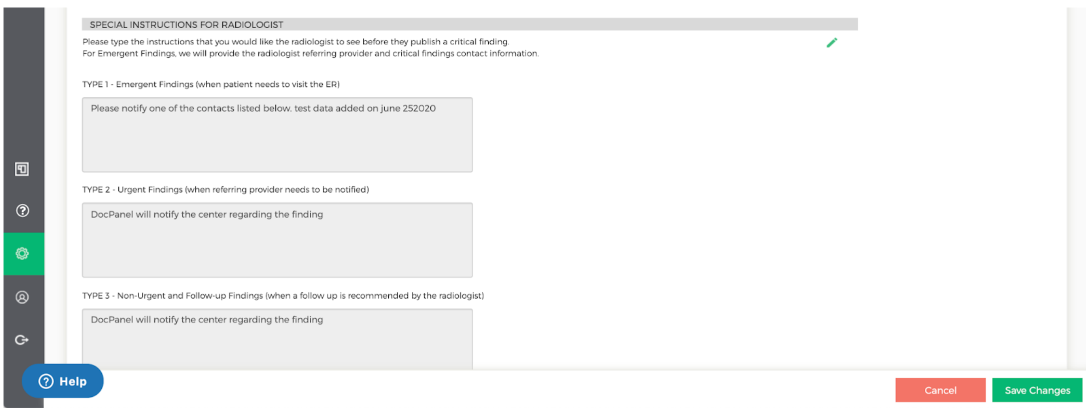
- **Critical Findings:** This new feature is to configure critical finding contact information and give special instructions to the radiologists



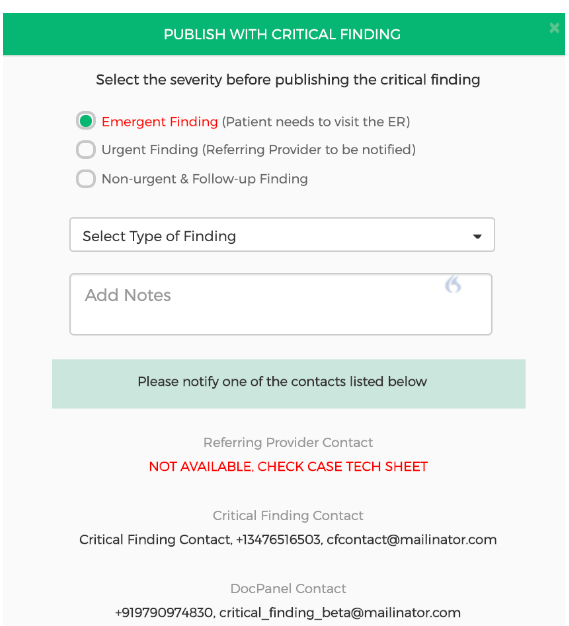
Step 1: Add a critical finding contact to this section who can be contacted when a radiologist reports a critical finding. This information will be shared with the radiologist.



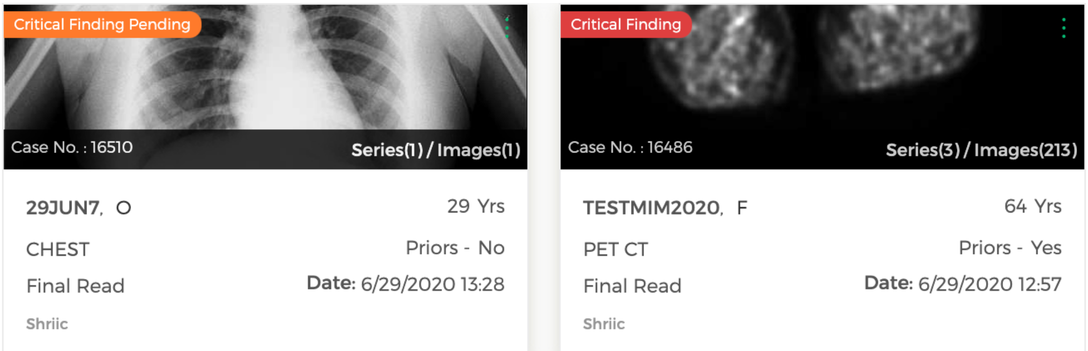
Step 2: Please include instructions for your radiologists to follow before they report a critical finding. Below is an example of instructions you could provide.



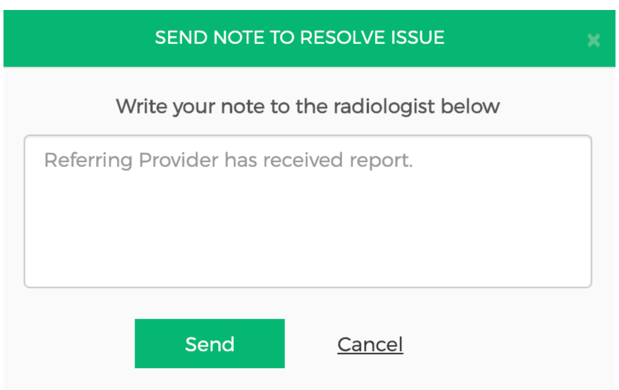
The custom instructions added in your settings page will populate for the radiologist before they report a critical finding (example shown below).



Once the case is published, it will either have a red “Critical Finding” status tag or an orange “Critical Finding Pending” status tag. If the case has a red tag, it means that the referring physician or critical finding contact has been notified and no action is required from the center’s side. If the case has an orange tag, the center is required to resolve the issue as soon as possible.



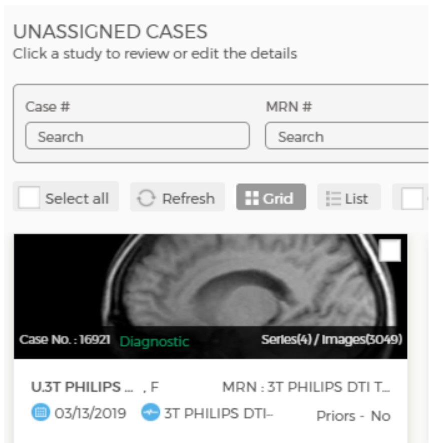
The case can be resolved by clicking “Resolve Issue” in the actions dropdown. The action will display a pop-up requesting the center to add a message to the radiologist notifying them that the case has been resolved.



CASE LIFECYCLE

DICOM Upload

- Initiate case sending from modality or installed Doc Panel gateway
- Case will appear in Unassigned tab on the top-right corner of the DocPanel portal screen



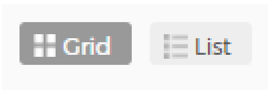
- Add Indication, any necessary paperwork and prior exams to the case
- Click Ready to Assign on the bottom-right of the screen once the case is ready

Status and Tracking Cases

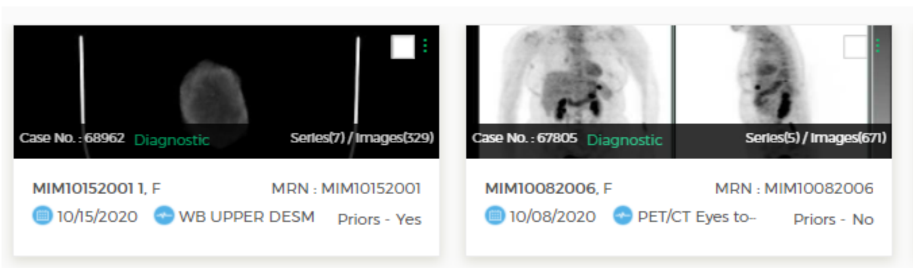
The case lifecycle is broken down into five categories

Unassigned (9) Ready to Assign (231) Posted In Progress (6) Completed (35)

Cases can be displayed in two views



Grid View displays thumbnails for easy access

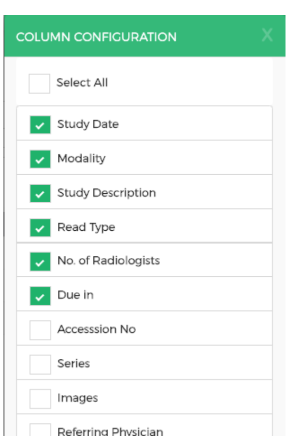


List View displays case details :

You can configure the list view based on your preferences

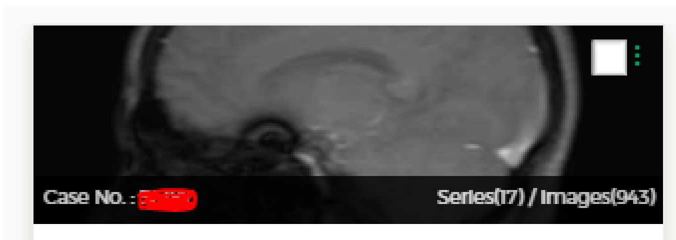
Status	Case No	MRN	Patient Name	Age	Gender	Study Date	Modality	Study Description
Diagnostic	68962	MIM10152001	MIM10152001 1	69 Years	Female	10/15/2020	PT	WB UPPER DESM
Diagnostic	67805	MIM10082006	MIM10082006	35 Years	Female	10/08/2020	PT	PET/CT Eyes to Thigh
Diagnostic	67803	MIM10082008	MIM10082008	35 Years	Female	10/08/2020	PT	PET/CT Eyes to Thigh
Diagnostic	67801	MIM10082005	MIM10082005	69 Years	Female	10/08/2020	PT	WHOLE BODY

Click the Column Configuration button,  this will open a pop-up where you can select the columns you would like to see in the table and also re-order the list by dragging and dropping each item in order.



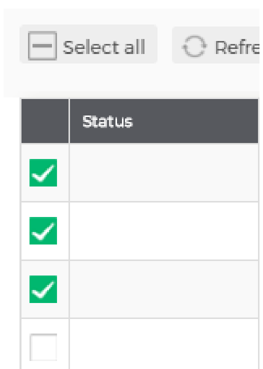
Accessing Reports

- Click the Completed tab at the top right hand corner of the screen
- Click on the case thumbnail (in grid view) or case number (in list view)



- Click the View Report hyperlink and download your report

- Downloading Multiple Reports: Select the checkboxes of cases you wish to download



- Click Download All or Download New Reports