

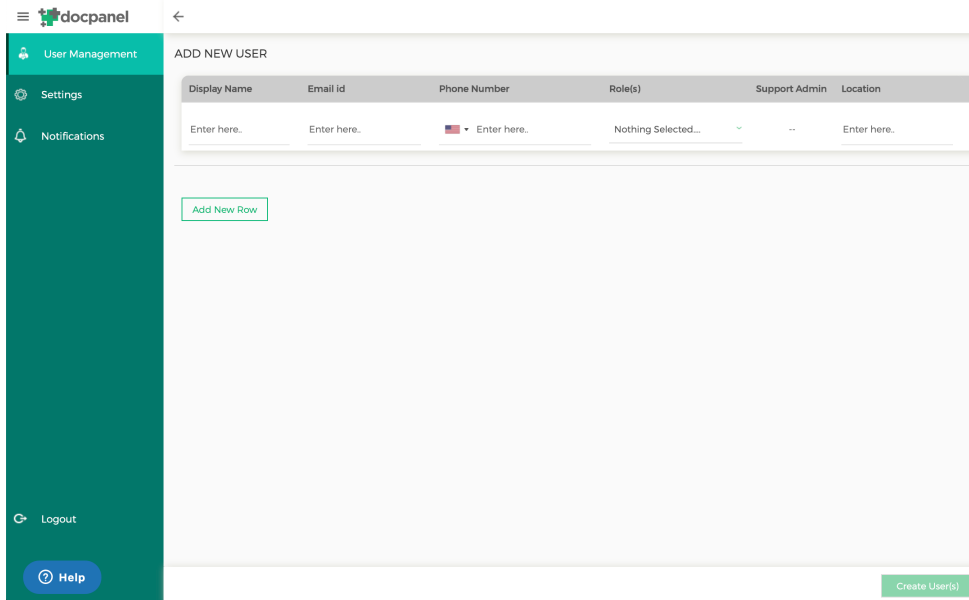


DICOM B-Read Client User Guide


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.



The screenshot shows the 'ADD NEW USER' form in the docpanel interface. The form is titled 'ADD NEW USER' and is located in the 'User Management' section. The form has a table with the following columns: Display Name, Email Id, Phone Number, Role(s), Support Admin, and Location. The form is currently empty, with 'Enter here...' text in the input fields. There is a 'Create User(s)' button at the bottom right of the form. A sidebar on the left contains navigation options: User Management, Settings, Notifications, Logout, and Help.

Display Name	Email Id	Phone Number	Role(s)	Support Admin	Location
Enter here..	Enter here..	 Enter here..	Nothing Selected...	--	Enter here..

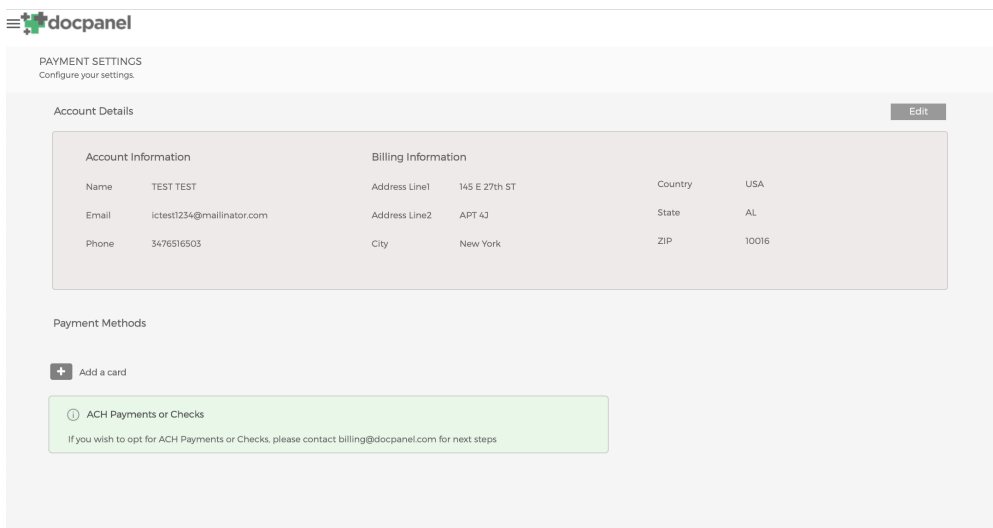
[Add New Row](#)

[Create User\(s\)](#)

Settings

Payments - Your Credit/Debit Cards can be added here

Email billing@docpanel.com if you wish to opt for ACH Payments or Checks



The screenshot shows the 'PAYMENT SETTINGS' form in the docpanel interface. The form is titled 'PAYMENT SETTINGS' and is located in the 'Settings' section. The form is divided into two main sections: 'Account Details' and 'Payment Methods'. The 'Account Details' section contains a table with the following information:

Account Information		Billing Information			
Name	TEST TEST	Address Line1	145 E 27th ST	Country	USA
Email	ictest1234@mailinator.com	Address Line2	APT 4J	State	AL
Phone	3476516503	City	New York	ZIP	10016

The 'Payment Methods' section contains a '+ Add a card' button and a green box with the text: 'ACH Payments or Checks. If you wish to opt for ACH Payments or Checks, please contact billing@docpanel.com for next steps'.

Clinical Manager

For case management and report retrieval

READY TO ASSIGN
Click a study to view the details

Case # MRN # Patient Name Study Description Select Modality

Select Date Option

Select Your Option Clear Search

Select all Refresh Grid List Columns Open cases in new tab 50 of 235 Results Search Browser

Status	Case No	MRN	Patient Name	Age	Gender	Study Date	Modality	Study Description	No. of Radiologists	Actions
Diagnostic	58206	8July1	8July1	59 Year	Female	07/08/2020	MAMMO	MAMMO DIAGNOSTIC UNILAT LEFT		Actions
Diagnostic	55390	103995	Dennis E Bitzel	66 Year	Male	03/23/2020	CT	CT Chest/Abd/Pel W/		Actions
Diagnostic	54891	TEST001	WALTER SHIN	35 Year	Female	04/14/2020	MR	MRI OF THE THORACIC SPINE WITH CONTRAST ONLY		Actions
Diagnostic	54697	MIMCLOUD_P001	PRODD001 MIMCLOUD	22 Year	Female	04/06/2020	PET	PET/CT CUERPO		Actions
Diagnostic	48331	Test2	2 Patient	75 Year	Male	01/24/2020	MAMMO	Mammogram - Diag Tomo		Actions
Diagnostic	48330	Test1	1 Patient	75 Year	Male	01/24/2020	MAMMO	Mammogram - Tomo		Actions
Diagnostic	47025	PLM5	PLM5	1 Year	Male	01/21/2020	MAMMO	Mammogram - Diag Tomo		Actions
B-Read	40065	FC2	FC2	75 Year	Male	11/8/2019	XRAY	chest		Actions
B-Read	40062	FC1	FC1	75 Year	Male	11/8/2019	XRAY	chest		Actions
Diagnostic	34708	MAMI	MAMIMAMI	-	Female	10/03/2019	MAMMO	IMPLANT SCREENING TomoHD		Actions

Settings

- Configure Notifications: Set up alerts via text or email

TEST, Test Clinical Manager

Settings > Notifications

NOTIFICATIONS

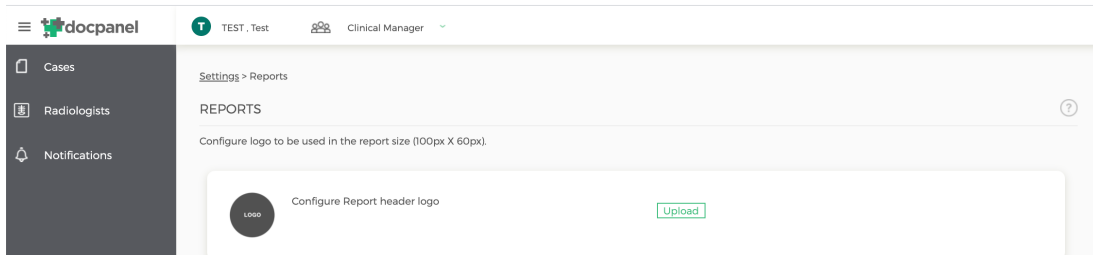
Choose Email or Text: Text Email

icest1234@mailinator.com

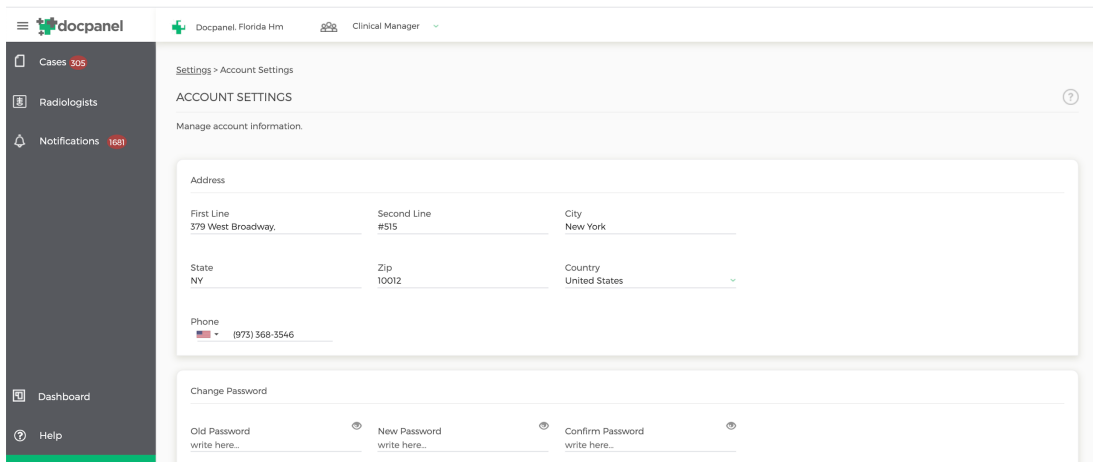
CASE NOTIFICATIONS	ACCOUNT NOTIFICATIONS
Uploaded <input type="checkbox"/> Off	Payment Executed <input checked="" type="checkbox"/> On
Not Assigned <input type="checkbox"/> Off	
Not accepted by Radiologist <input type="checkbox"/> Off	
Accepted by Radiologist <input type="checkbox"/> Off	
Notify when a case is ignored by all Radiologists <input type="checkbox"/> Off	
Declined Post Acceptance <input type="checkbox"/> Off	
Approaching Due <input type="checkbox"/> Off	
Overdue <input type="checkbox"/> Off	
Report Available <input checked="" type="checkbox"/> On	
Comment on Case <input checked="" type="checkbox"/> On	
Addendum Added <input checked="" type="checkbox"/> On	
Notify when a report approved <input checked="" type="checkbox"/> On	
Notify when a case is ready for assignment <input type="checkbox"/> Off	

Cancel Save Changes

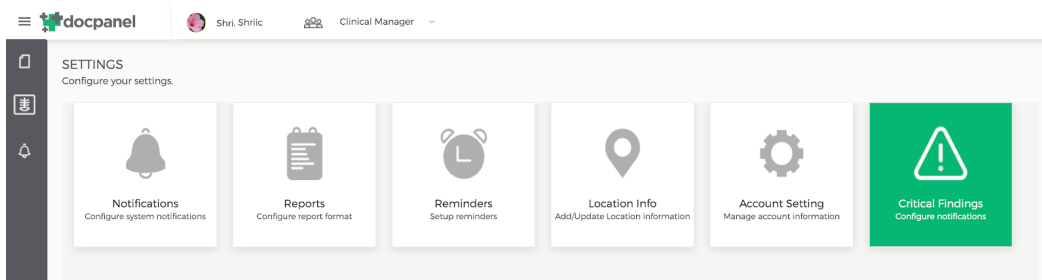
- **Customize Reports:** A logo can be uploaded to appear on the narrative report header.
 - PLEASE NOTE: B - Read forms are pre populated and edited internally based on NIOSH requirements



- **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.

Settings > Critical Findings
NOTIFICATIONS

CRITICAL FINDING CONTACT AT IMAGING CENTER
We require at least one critical finding contact's information who will be notified if a case is published with critical finding

Name Email Phone Mobile Number [delete](#)

+ Add a Critical Finding Contact

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.

SPECIAL INSTRUCTIONS FOR RADIOLOGIST
Please type the instructions that you would like the radiologist to see before they publish a critical finding. For Emergent Findings, we will provide the radiologist referring provider and critical findings contact information.

TYPE 1 - Emergent Findings (when patient needs to visit the ER)
Please notify one of the contacts listed below. test data added on June 252020

TYPE 2 - Urgent Findings (when referring provider needs to be notified)
DocPanel will notify the center regarding the finding

TYPE 3 - Non-Urgent and Follow-up Findings (when a follow up is recommended by the radiologist)
DocPanel will notify the center regarding the finding

Help Cancel Save Changes

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

PUBLISH WITH CRITICAL FINDING

Select the severity before publishing the critical finding

Emergent Finding (Patient needs to visit the ER)
 Urgent Finding (Referring Provider to be notified)
 Non-urgent & Follow-up Finding

Select Type of Finding

Add Notes


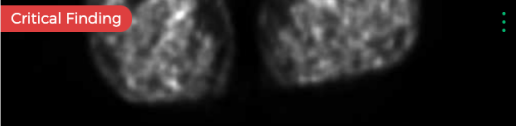
Please notify one of the contacts listed below

Referring Provider Contact
NOT AVAILABLE. CHECK CASE TECH SHEET

Critical Finding Contact
Critical Finding Contact, +13476516503, cfcontact@mailinator.com

DocPanel Contact
+919790974830, critical_finding_beta@mailinator.com

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.

 Case No. : 16510 Series(1) / Images(1)	 Case No. : 16486 Series(3) / Images(213)
29JUN7, O 29 Yrs CHEST Priors - No Final Read Date: 6/29/2020 13:28 Shriic	TESTMIM2020, F 64 Yrs PET CT Priors - Yes Final Read Date: 6/29/2020 12:57 Shriic

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.

SEND NOTE TO RESOLVE ISSUE ✕

Write your note to the radiologist below

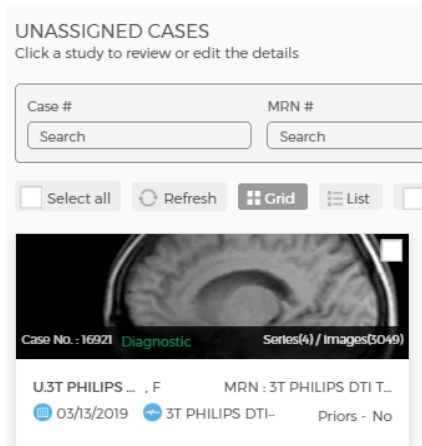
Referring Provider has received report.

Send Cancel

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)

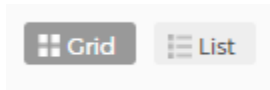
Ready to Assign (231)

Posted

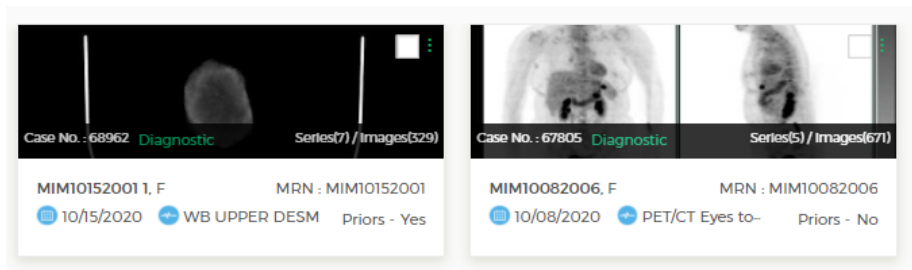
In Progress (6)

Completed (35)

Cases can be displayed in two views




Grid View displays thumbnails for easy access

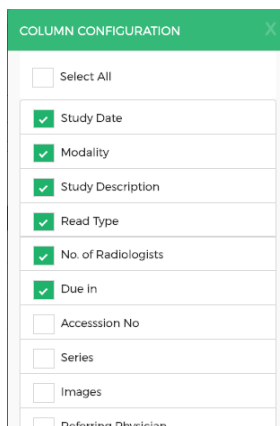


List View displays case details :

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.

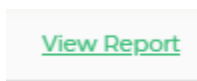


Accessing Reports

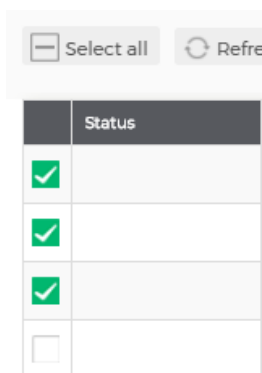
- Click the Completed tab at the top right hand corner of the screen
- Click on the case thumbnail (in grid view) or case number (in list view)



- 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

