

## Welcome Packet

Radiologist Onboarding

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## Welcome to DocPanel

DocPanel is a radiology marketplace that allows radiologists to read cases within their area of specialty with flexible commitments on volumes and time.

Our online cloud-based platform is accessible from anywhere, and provides you with all the functionality required to read cases including viewing, reporting, and dictation, as well as malpractice coverage.

We've streamlined our onboarding process, making it a smooth experience to join our network and become an available reader.

We welcome you to our team of over 475 radiologists offering exceptional care to the patients and clients we serve.

## Preparing to Read Cases

### Filling Out RadPassport

We need you to fill out your RadPassport with your Work History, Education and Training, State Licensures, and Clinical Expertise. This information will be displayed on your profile as well as during the selection process for a second opinion patient.

The screenshot shows a user profile for James Abbott Demo, MD, DABR, DABNM, a Radiologist. The profile includes a photo, a bio section, and two tables: 'WORK HISTORY' and 'EDUCATION & TRAINING'. The bio section is currently empty, with a prompt to provide a summary of the profile. The 'WORK HISTORY' table lists two positions: Associate Professor Of Radiology at Johns Hopkins School Of Medicine (Jan 2010 to Present) and Journal Scientific Article Reviewer at Society For Skeletal Radiology (May 2011 to Present). The 'EDUCATION & TRAINING' table lists two items: Fellowship in Musculoskeletal Radiology at Johns Hopkins (Jun 2005) and Internship in Internal Medicine at MedStar Southern Hospital (no completion date).

Institution	Title	Location	From	To
Johns Hopkins School Of Medicine	Associate Professor Of Radiology	Baltimore, Others	Jan 2010	Present
Society For Skeletal Radiology	Journal Scientific Article Reviewer	Baltimore, MD	May 2011	Present

Specialty	Institution	Completion Date
Fellowship	Johns Hopkins	Jun 2005
Internship	MedStar Southern Hospital	--

## Updating Profile

Once your account is verified don't forget to upload a photo. Radiologists with a profile picture are more likely to get selected by clients and second opinion patients. Complete the About Me section. We recommend that you summarize your sub specialty expertise, areas / diseases of interest, important publications, research areas, and awards. Clients have the option to view your detailed CV so make the section interesting but concise.

## Types of Cases

Clients are expected to send X-Ray, MR, CT, US, NM/PET and Mammo. The types of cases you will read depend on your profile selections and your subspecialty. Turnaround times are specified with the posting.

### STAT

While DocPanel is not a STAT service, certain clients may have some STAT requirements. You have the flexibility to decide if you can meet STAT requirements before joining a panel. Any STAT cases will be marked with a red STAT flag. You will be notified when a STAT case has been assigned to you.

### Critical Findings

DocPanel enables you to report two types of critical findings: emergent and urgent. The workflows are explained below -

- Emergent Findings - This selection is made if the patient needs to visit the ER immediately.
- Urgent Findings - This selection is made if the referring provider needs to be notified within 24 hours.

Learn more about how to report a critical finding [here](#).

## Case Turnaround Times

Any routine case assigned to you will have a turnaround time of 24 hours. You can accept and read the case, request more information, or decline the case if it is out of your specialty. Any STAT requirements will be communicated prior to joining a client panel.

## Browser & Dictation Equipment

The DocPanel platform is best supported by Google Chrome.

Cases can be viewed through our web-based portal which includes the viewer, reporting, and voice dictation modules. We recommend you use a monitor with appropriate resolution (based on the case type).

For dictating cases, DocPanel supports Nuance microphones and other handheld devices. During your first case, you will be prompted to install a nuance web extension for dictation. You can also dictate a case using your built-in computer microphone.

[Here](#) is a quick guide on how to add the Nuance Chrome extension to your browser.

[Here](#) is a link to troubleshoot if your microphone isn't working.

DocPanel has Multi-monitor capabilities for both Windows and MAC workstations. If you wish to take advantage of this feature, please [schedule a time](#) with us to perform a quick install.

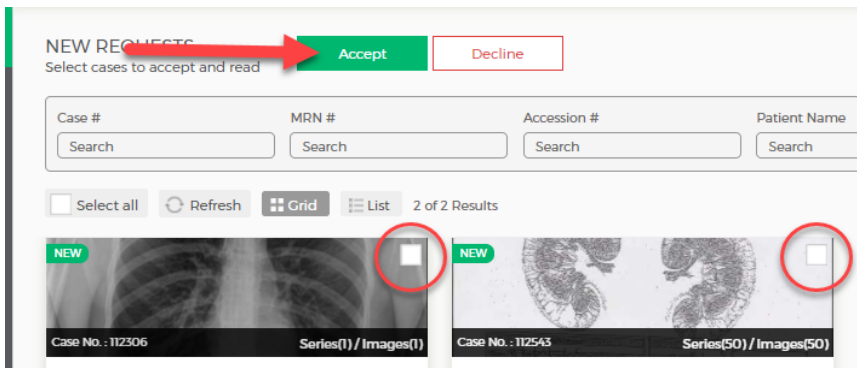
## Reporting a Case

### Our Platform

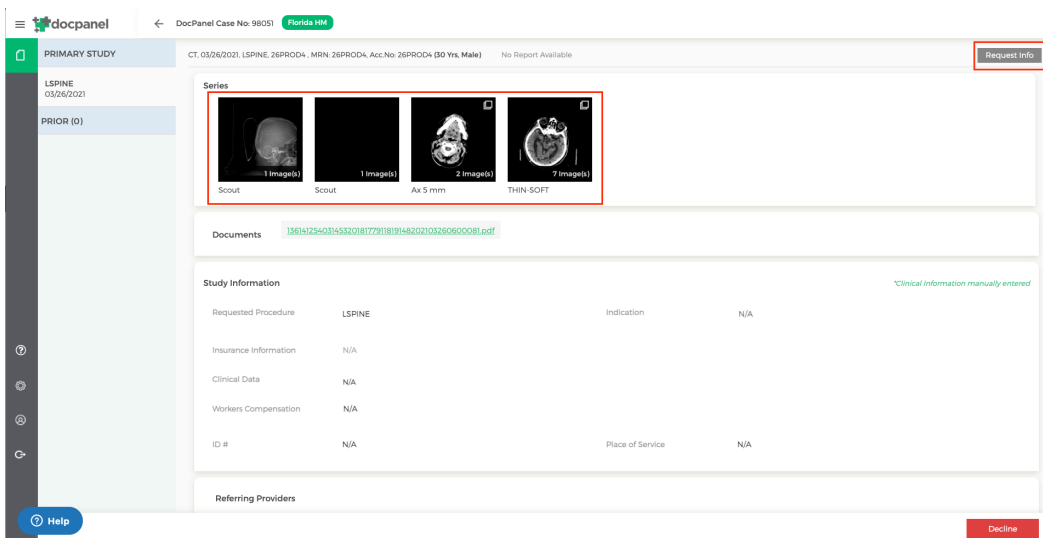
DocPanel provides a complete radiologist reading workflow using a standard desktop browser. This includes an FDA compliant, zero footprint HTML5 diagnostic quality viewer along with a reporting module with Nuance Medical One Cloud based voice recognition system. Our platform also supports multi-monitor configuration.

### Case Lifecycle

- New cases are displayed in the New Requests section. Accept case(s) in DocPanel:

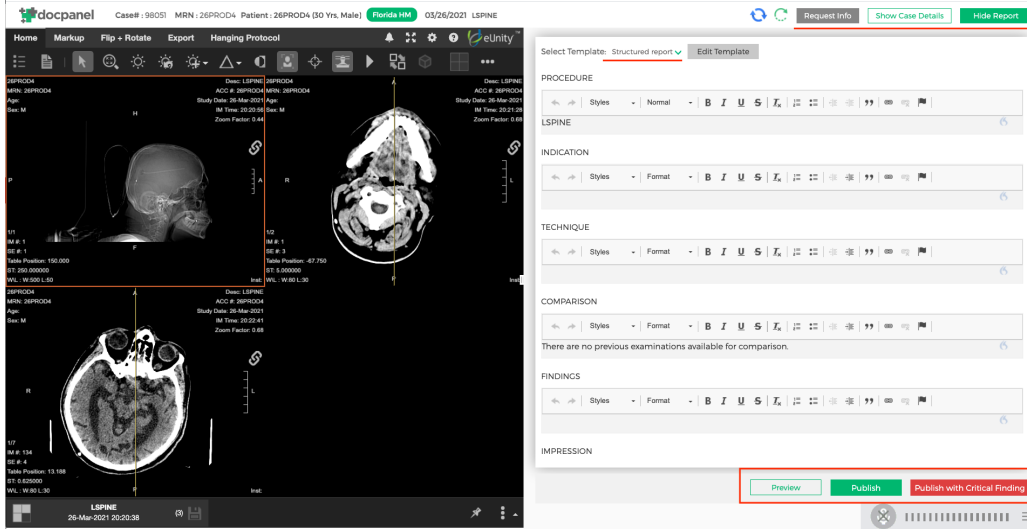


- View your case worklist in the Active Cases section using grid or list mode
- Open a case by clicking on it



- The case details page is displayed (shown above)
- Here you can see any priors, uploaded documents, view indication and clinical data, and view institution details. You can also access the case collaboration section here. Case collaboration is to be used to communicate directly with second opinion patients.

- Launch the case in the viewer by clicking any of the image series thumbnails



- For help with the eUnity Web Viewer- contact [support@docpanel.com](mailto:support@docpanel.com)
- Use the Request Info option to request missing images, tech sheets, prior reports, or technical issues
- Click the green show report icon to view the structured report
- Templates can be added to your account. Contact [support@docpanel.com](mailto:support@docpanel.com) for help uploading specific templates
- Use the publish or publish with critical finding options to finalize your report
- Once published, you will have a 2-minute, edit mode grace period to make additional changes before the report is finalized
- Addendums can be created by launching the case from the completed cases section of your account

## Reporting Templates

DocPanel allows you to customize your reporting templates from your settings page as well as from the reporting window.

Learn how to create new templates from your settings [here](#).

Learn how to create new templates from your reporting window [here](#).

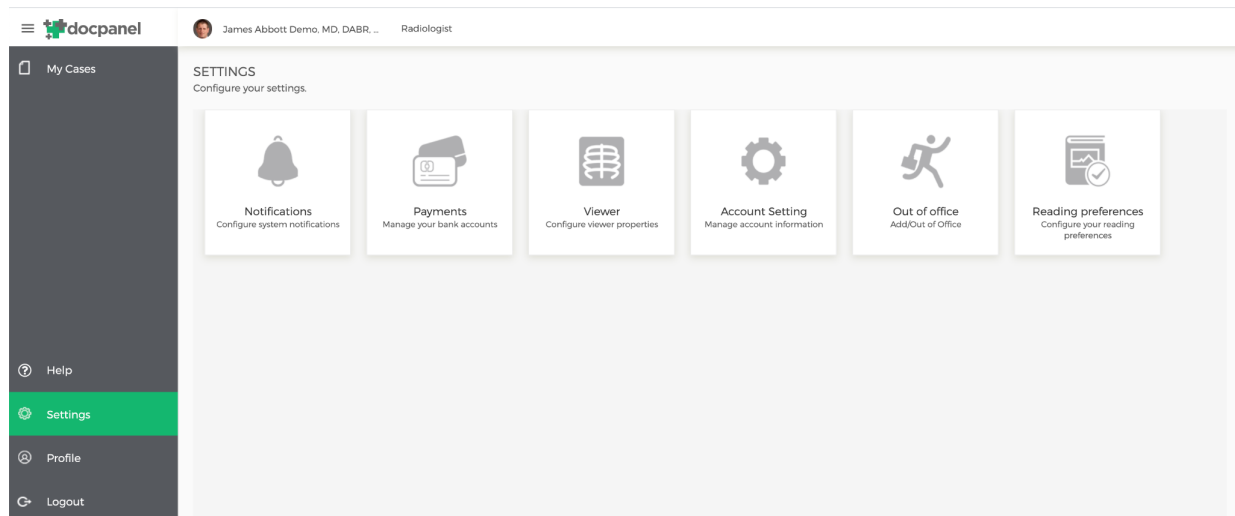
## Second Opinion Cases

Patients seek second opinions to validate original report findings, obtain a diagnosis, and gain a better understanding of what their report means i.e. please provide a detailed report.

The patient can list up to 5 questions they would like answered. These questions will be auto-populated into the impression section of the report. You can provide your answers directly after your clinical impression; please be as thorough as possible.

Refer to [our detailed guide](#) on how to report a second opinion case for more information.

## Account Settings



### Notifications

You can configure your notification preferences by going to your settings page. You can choose how you'd like to receive notifications by adding your email or phone number.

### Payments

Be sure to add your bank account information before you start reading cases on our platform. You can do so by clicking the “payments” tab in the settings page

Here is a [step-by-step guide](#) to help you update your payment information.

### DocPanel Viewer

You can configure your viewer and report layout by clicking the Viewer tab in settings.

### Advanced Viewers

DocPanel gives you access to sophisticated post-processing software to meet the needs for advanced visualization and post processing requirements. We utilize TeraRecon iNtuition, MIM Symphony, Three Palm Workstation One, and Quantib AI. We have in house clinical support to perform advanced post-processing and have access to support for all vendors.

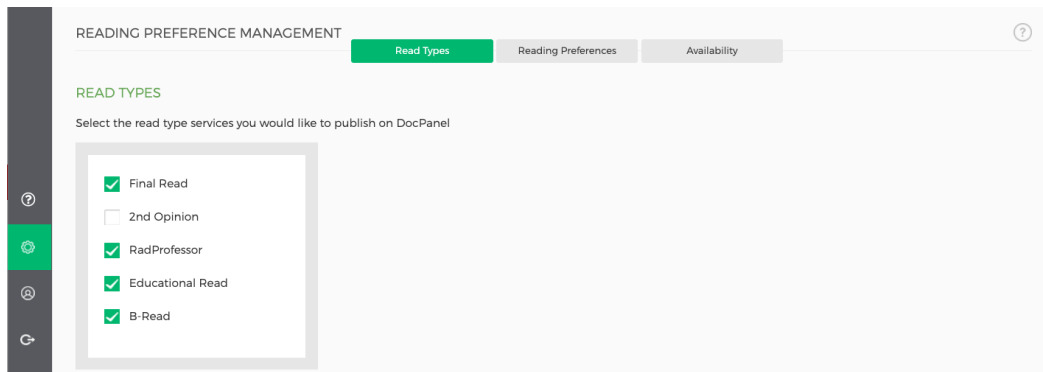
- [Eunity](#) Guide
- [TeraRecon](#) Guide
- [3Palm](#) Guide
- [MIM Keyboard Shortcuts](#) Guide

## Out of Office

You can add your out of office dates in our platform if you are temporarily going to be unavailable to read cases. Please contact [support@docpanel.com](mailto:support@docpanel.com) in advance for all planned time off so we can arrange coverage if necessary.

## Reading Preferences

Configure your reading preferences to reflect your specialties and interests. Verify that your read type selections are accurate. We will assign you cases based on your selections.



## Insurance Policy

### About

The policy is claims made, written on an “Incurred but Not Reported Basis” (IBNR) and is tailored for teleradiology work. Individual physicians cannot be “tailed out” on an IBNR policy. When a physician leaves, he/she is left on the schedule with a retro (start) date and a termination date. They are not deleted from the policy. Since they are not deleted off the policy, coverage will apply for the physician for the time period indicated on the schedule; thus, providing “tail” as long as the policy remains in place. The only way the policy can be truly tailed out is to exercise an Extended Reporting Period Endorsement on the entire policy. If coverage were to be moved to another carrier prior acts must be picked up, including active and terminated physicians, to ensure that a “tail” is still being provided for the terminated physicians.

### Malpractice

DocPanel has a standard malpractice policy that covers all physicians for any cases read on the platform. Once you are signed up and have an account, your certificate will be issued. You can request a copy at any time. The standard coverage is \$1M/\$3M.

### Locating Certificate of Insurance on our Platform

Select your account profile and choose RadPassport. Navigate to the documents section and a downloadable pdf of your malpractice certificate will be available for you.

## Contract Agreement Information

### Volume Commitments

There are no minimum volume commitments. Clients will post a case. If you accept, you agree to meet the turnaround times. In certain situations clients may request you to join a favorites or panel and will send a regular stream of cases to you. You will be able to communicate with the client prior to agreeing.

### Case Rates and Payments

Cases on the DocPanel platform are paid on a per case basis depending on modality, type, and client. Final read rates will vary depending on the client. During registration we collect your payment details. When you complete the case, our payment gateway directs the read fee directly to your account. Payments are issued once a month. All work is independent contractor (1099-MISC).

## Resources

### DocPanel Support

Contact Information - [support@docpanel.com](mailto:support@docpanel.com), 856-242-7343

### Eunity Support

Contact Information - [support@clientoutlook.com](mailto:support@clientoutlook.com), 1-866-781-6387 ext. 1

### TeraRecon Support:

Contact Information - [support@terrecon.com](mailto:support@terrecon.com), 1-877-996-0100

### MIM Support

Contact Information - [support@mimsoftware.com](mailto:support@mimsoftware.com), 866-232-1646

### 3PALM Support

Contact Information - [support@threepalmsoft.com](mailto:support@threepalmsoft.com), 408-356-3240

### Schedule Training

If you need additional training or want a DocPanel team member to answer your questions, you can [schedule a time](#) to speak to us.

### DocPanel's Knowledge Base

We have developed [a knowledge base](#) for our radiologists which we encourage you to check out to learn more about our platform.