# Atlantic Medical Imaging Synapse PACS - Referral Portal Quick Guide

The Atlantic Medical Imaging Referral Portal provides referring physicians with access to images and reports. The following are required prior to using the system:
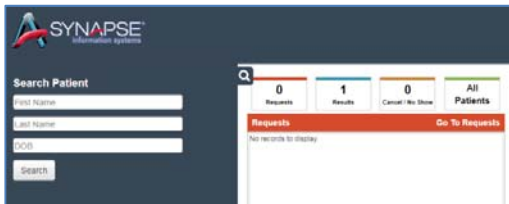
- Obtain login information from Atlantic Medical Imaging (username, password)
- The URL to access the portal is: https://referrerportal.atlanticmedicalimaging.com  *(Most Web Browsers are supported)*

## *Log In*
1. Open the web browser and enter the AMI Referrer Portal URL
2. Login with the username and password provided (please note this is case sensitive and ALL CAPS)
3. You will be asked to agree to an end user license agreement the first time you log in
4. You will be prompted to change your password after agreeing to the end user license agreement

## *Using the Portal*
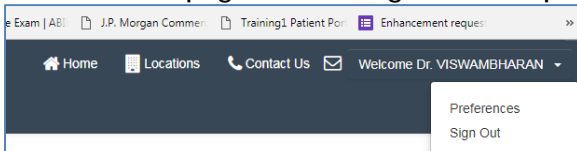After logging in, the Referrer Portal Home page will display



## *View Reports and Images*
- Reports and Images may be accessed from the Dashboard Results or All Patients sections
  *Note:* Results only displays Signed and Addended reports that have not been viewed.
  Addended reports are displayed as:  Final

- Selecting the All Patients section routes you to the full list of studies that have been referred directly by the physician logged in or who have been referred by other physicians associated with the same practice.



- The list defaults to display studies from the previous four weeks through the next two weeks. A new date range can be entered from the calendar controls at the top left of the screen.
- The top row of the grid allows you to filter the studies by patient name, exam status, referrer, study date/time and more
- Access orders and reports by clicking a row from the list
- If images are available for the study the  icon will be visible. Launch images by clicking the icon

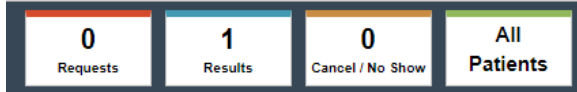**From the Home page the following sections display:**



- **Home –** returns you to the Home Page
- **Locations –** information about AMI locations
- **Contact Us –** information on how to contact AMI for any issues with the referrer portal
- **Preferences –** setup your personal preferences
- **Sign Out**

**Patient Search**



- Allows for search on partial entry
  - To view exam history select 
- Some providers may have access to view All patients.  When selecting a patient not associated to you directly a "Break the Glass" prompt will display.  A reason must be provided to proceed.  An audit report logs all patients accessed via this feature. Please note that all staff members will receive the "Break the Glass" prompt for each patient.
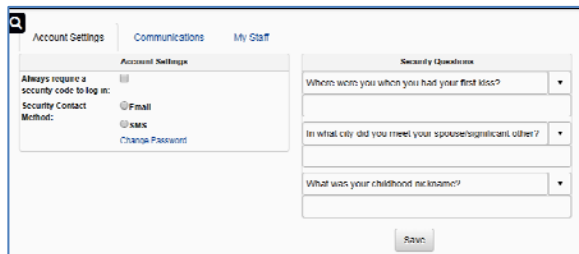
*Orders/Reports*



- **Requests** – not available at this time
- **Results** – Signed and addended reports not yet viewed
- **Cancel/No Show** – Patient appointments where the patient cancelled or did not show
- **All Patients** - All patients for logged in provider or other members of their practice

*Setting Preferences*

The *Preferences* option under your logged in username allows you to manage the following:



- **Account Settings:**  Allows for two-fator authentication for improved security.
  - Set the security contact method
  - Answer security questions
  - Change password
- **Communications**:  Review current contact information on file with Atlantic Medical Imaging
- **My Staff**:  Review staff members associated to your account.

Contact Atlantic Medical Imaging at helpdesk@atlanticmedicalimaging.com if changes are needed