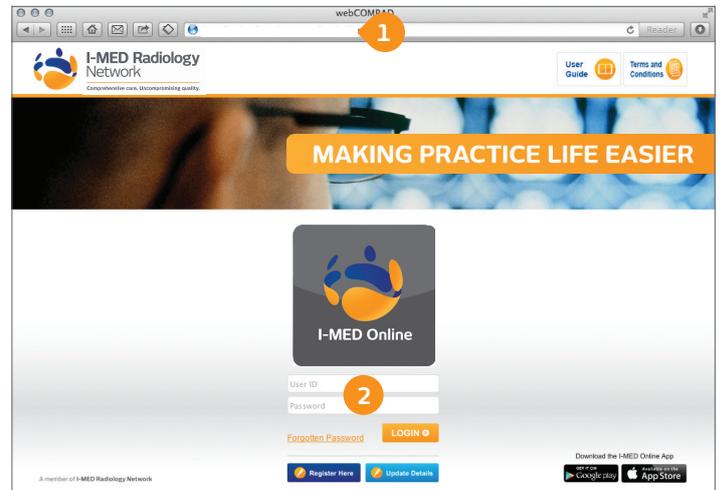


Logging in for the first time

1. In your web browser, enter the following web address **i-medonline.ril.com.au/webcomrad/** and press **ENTER**.
2. Type in your **username** and **password** (current users of **I-MED Online** can enter their existing username & password) and click **LOGIN**
3. First time users (people who have never logged in) will need to click on **REGISTER HERE**.
Note: Before you can use this program you will need to accept the Terms and Conditions of Use.
4. To create a shortcut on your desktop, right click on page and create a shortcut to your desktop. You may wish to rename the shortcut "**I-MED Online**"
5. From now on you can access the website by double clicking on the shortcut on your desktop and entering your username password.



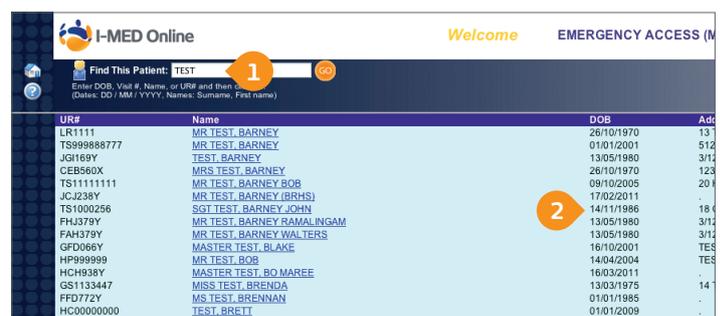
Searching for Patients and Prior Cases

GP's will only have access to cases they have referred and/or exams the patient has consented to provide access to. There is a 'break glass' function which allows access to imaging not referred by you in cases of emergency (see Accessing restricted cases below).

If you are linked to a group practice you will see a list of your referred patients on the screen from the last two days and you may also search for prior dates. If the patient required appears on screen simply click on their name to access their reports and imaging.

You may also search for your patient by typing the patients name in the search box.

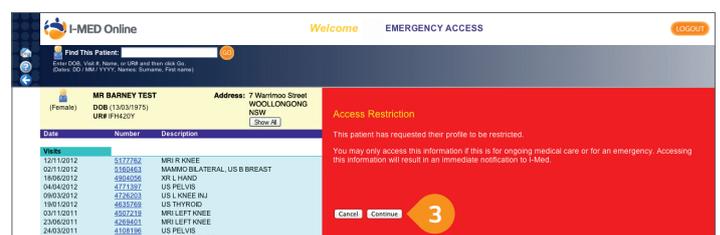
1. In the search box, type the patient's family name, followed by a comma, then first name and press **ENTER**. There are no date constraints when searching for patients. A list of results is displayed.
2. If more than one patient matches your search, check date of birth. Click on the name of the patient you require.
3. A list of visits for that patient is displayed, click on the relevant visit number to view reports, images and other information.



Accessing restricted cases

If you require access to cases not referred by you there is a 'Break Glass' function that allows you to view imaging and reports in cases of emergency. Please note that this function is monitored and logged for security purposes.

1. If the patient you have selected has restricted access on their visits click on the **'Show All'** button and this will list the patients entire visit history.
2. Click on the visit required and override the restricted access.
3. Click on **Continue** in the Access Restriction area to access the visit required.



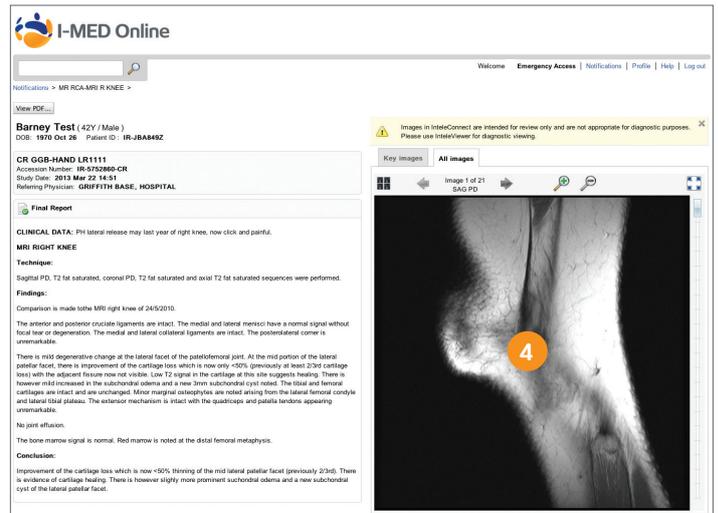
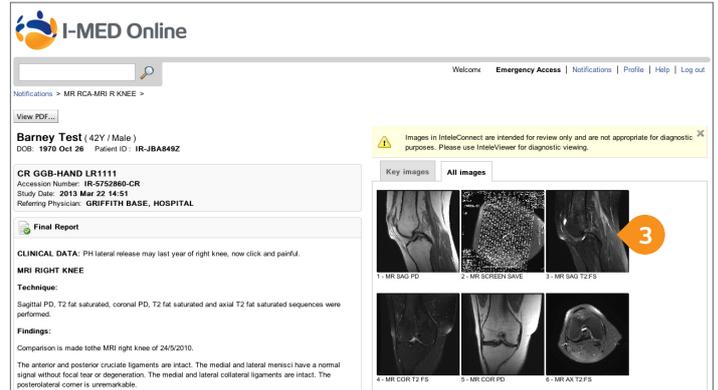
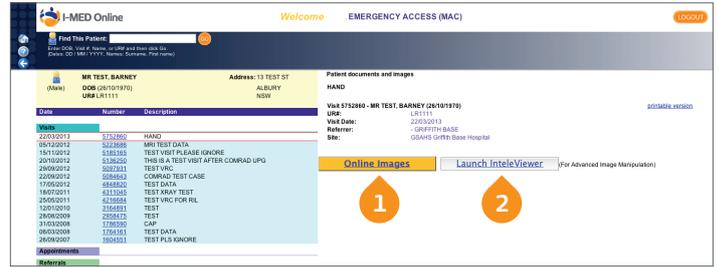
Viewing Images

Note: Online Images are for review only.

They are not appropriate for diagnostic purposes.

1. Click **Online Images**. This will allow you to view patient images in jpeg format.
2. If you require additional functionality when viewing the images (eg. adjusting contrast, taking measurements etc) you can do this by clicking **Launch Intelviewer**.
This functionality is only available if Intelviewer is installed. If you require this functionality please contact your local Client Services Manager.
3. Click the thumbnail of the series you want to view.
4. To pan the image, click and drag it.
5. To do any of the following:

Click the:	To do this:
	Return the overview of thumbnails
	View the previous series
	View the next series
	Scroll up or down through the series of images (Note: The scroll bar only appears when there are 2 or more images in the series)
	Zoom in
	Zoom out
	Use the entire screen or browser window to view the image. You can also double-click the image
	View the image and the report for the patient. You can also double-click the image.



Printing Reports

1. Click **View PDF** to view patient's final report and images.
2. The **View PDF** options dialog appears.
3. Enable the checkboxes for the items that you want to appear in the printable report.
Note: Key images are only available if selected by the Radiologist at the time of reporting.
4. Click **View PDF**.
5. Use your browser's features to save or print the PDF.

