

Quick Reference Guide



GETTING STARTED

1. Go to AAR Physician web page and click on PACS Log In on the right.

www.alexandriaradiology.com/physician-resources

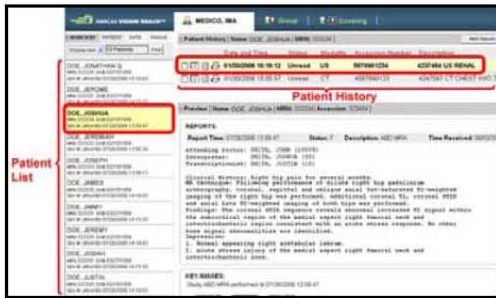
2. Log Into Vision Reach

Enter your username and password:



PACS Support will provide you with your user name and default password after you have registered.

3. Select a Patient and an Exam

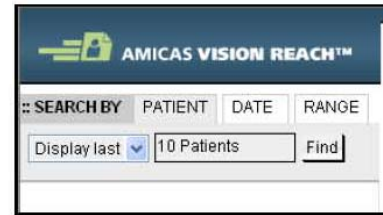


4. View the Report and Key Images



CHANGING SEARCH CRITERIA

Use the search options at the top of the Patient List to narrow your list of patients:



You can search by:

- Patient Name or Medical Record Number
- Exam Date
- Specified Date Range

ACTION ICONS

The following icons may be available for each exam in the Patient History section:



Open Study - Click to load study into the LightBeam or LightView Image Viewer.



View Order/Comments - View the order and/or comments associated with the selected exam in a separate Order Viewer window.



View Report & Key Images – View the report and/or key images, if any, associated with the selected exam in a separate Report window.



Grant Access – Allow other physicians to view the selected exam.

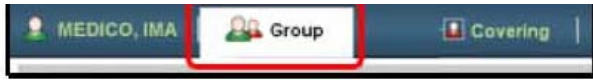


8001 Forbes Place
Suite 103
Springfield, VA 22151

PACS Support Team (703) 824-3201
PACSsupport@alexandriaradiology.com

THE GROUP TAB

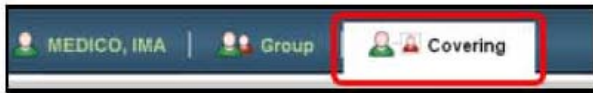
If you belong to a group with other physicians, the **Group** tab will appear at the top of the screen.



Clicking the Group tab will let you view information for any exams assigned to any members of your group.

THE COVERING TAB

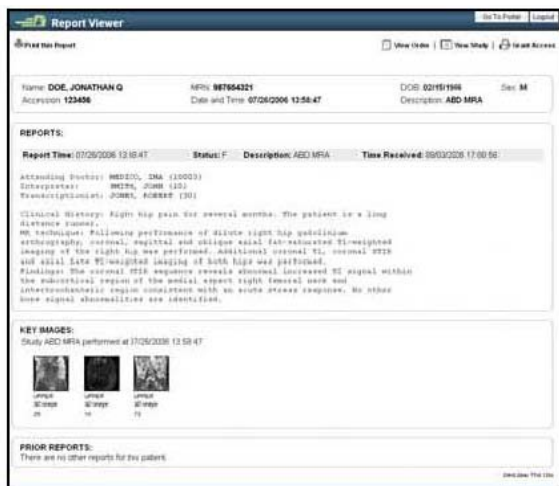
If another physician has assigned you to cover his or her exams, the **Covering** tab will appear at the top of the screen:



Clicking the Covering tab will let you view information for any exams that you are covering.

NOTIFICATION EMAILS

If you receive a notification e-mail about an exam, click on the **View this Exam** link in the message to go directly to the Report Viewer for that exam:

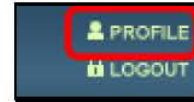


THIRD PARTY ACCESS

If you are a specialist and routinely need access to reports ordered by a physician outside your group, please email PACSupport@alexandriaradiology.com.

CHANGING USER PREFERENCES

Click the **Profile** link at the top of the screen to change your user preferences:



This will display the **Manage Account** window:



At the Manage Account window you can change:

User Information Display and edit your account information, including your password.

Covering Physicians View and edit the list of physicians who are covering for your exams as well as view a list of physicians whose exams you are covering.

Notification Display and edit your notification preferences.