



RADIOLOGY ASSOCIATES IMAGING

REFERRER PORTAL FOR PHYSICIANS – QUICK REFERENCE SHEET

Referrer Portal for Physicians

Entering study request

1. Go to <https://ris.radresults.org/ReferrerLogin.aspx>.
2. Enter username and password.
3. Under Quick Links, click Request a Study (or click on Request Study tab).
4. Enter First Name, Last Name, DOB, and Phone # as accurately as possible.
5. Viewing Group – only choose if part of a group.
6. Referrer is defaulted to physician signed in (if group you will have to pick proper referrer).
7. Select Modality and Exam. Laterality is optional.
8. Check boxes for Stat or Call Report as necessary.
9. Select Site (Twin Lakes, Port Orange, etc.)
10. Date of request is defaulted to today's date.
11. Enter indication for exam in to "History" field.
12. Click on Request Study button at bottom.

Patient/Order/Report Query

1. Go to <https://ris.radresults.org/ReferrerLogin.aspx>.
2. Enter username and password.
3. Under Quick Links, click View Reports (or click on View Reports tab).
4. Default list is all studies ordered/scheduled by referrer in reverse chronological order.
5. To see requested studies (not yet ordered or scheduled) click Turn Requested Studies On button.
6. A new section will appear above scheduled studies showing requests from referrer that have not yet been called the first time.
7. All patients in database can be searched by clicking on the Find Patient button in the search criteria section at the time.
8. This will open the Find Patient window, defaulted to Last, First, MI.
9. Complete fields as needed.
10. Can also search by DOB, date of last exam, etc.
11. Click Search button, all patients fitting criteria will be displayed below search.
12. Choose correct patient by selecting patient ID.
13. This will automatically search and display patient's studies on worklist.
14. Can sort by clicking column header.
15. Can rearrange columns by clicking and dragging (do we need to show this?).
16. Can use search filters on specific columns.
17. Can view order by clicking pen and paper icon.
18. Can view report by clicking clipboard icon.
19. Can view images from here by clicking CXR icon.