# MYIMI online

# PROVIDER PORTAL
## USER GUIDE

## LOGGING IN

– URL: **www.aboutimi.com/providers/my-imi-online/**

– Enter Username: *Your Email will be your User Name*

– Enter Password: *Passwords are case sensitive*

## CHANGING YOUR PASSWORD:

1. Choose "Profile" from Name Dropdown at Top Right
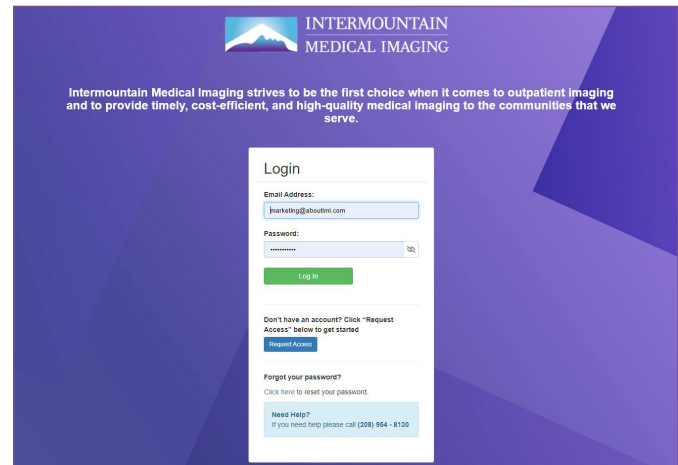2. Choose "Security Settings" tab and choose "Click to Change" Password
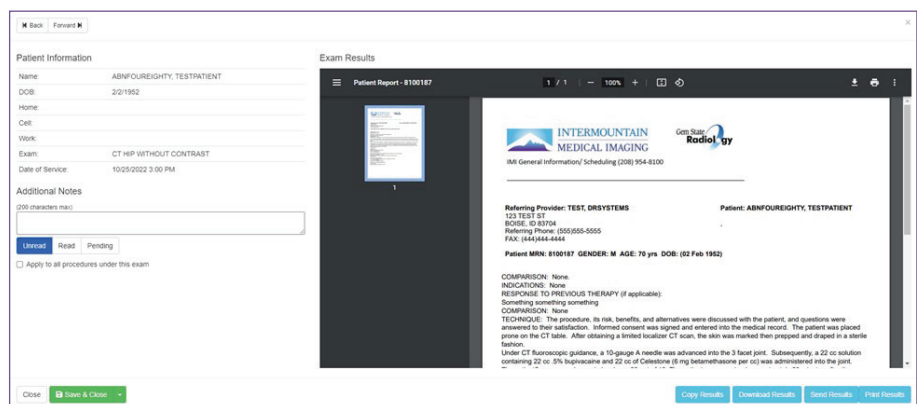
## ▶ THE BASICS - REPORTS

## VIEW REPORTS

1. Go to Home Page 🏠
2. Enter Patient Last, First Name
3. Click on to Open and View Report
4. "Appointment Date & Time" default is "Last 30 Days". Worklist displays patient exam history for all "Exam Statuses" specific to the date range shown. Click on the calendar icon to adjust date range.

## PRINT REPORTS

1. Open/View Report
2. Choose "Print Results"

**208-954-8100**
www.aboutIMI.com

# INTERMOUNTAIN
## MEDICAL IMAGING

# ▶ THE BASICS - EXAMS

## ORDER EXAMS

1. Choose "ORDER EXAM"
2. Search for Your Patient
   **A. If You See Your Patient**
   - Verify Patient Name and DOB
   - Choose to Order Exam
   **B. If You Don't See Your Patient**
   - Choose "Create New Patient"
   - Enter all "Required" Fields
3. Choose Referring Provider
4. Enter Insurance Plan, Member ID and Authorization
5. Exam Selection (Choose Exam Ordered by Provider)
6. Enter Primary Diagnosis/Clinical Indication

   *(\*Note: Corresponding DX/Clinical Indication are required for each exam.)*
7. Enter ICD-10 Code(s)

   *(\*Note: Corresponding ICD-10 Code(s) are required for each exam.)*
8. Enter any Special Instructions we need to know.

   *(Examples: Patient requires assist/wheelchair Focus attention to L4-5)*
9. "SUBMIT" Order

## REVIEW EXAM STATUS

1. Go to Home Tab 🏠
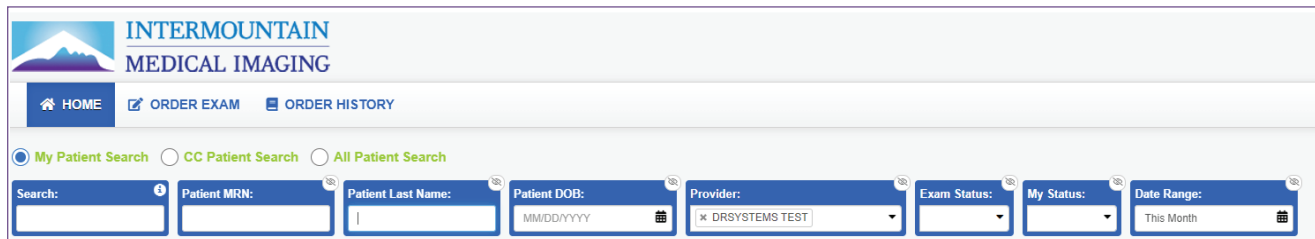2. View "Exam Status" Column for current status of any patient

## ▶ THE BASICS - SEARCHES
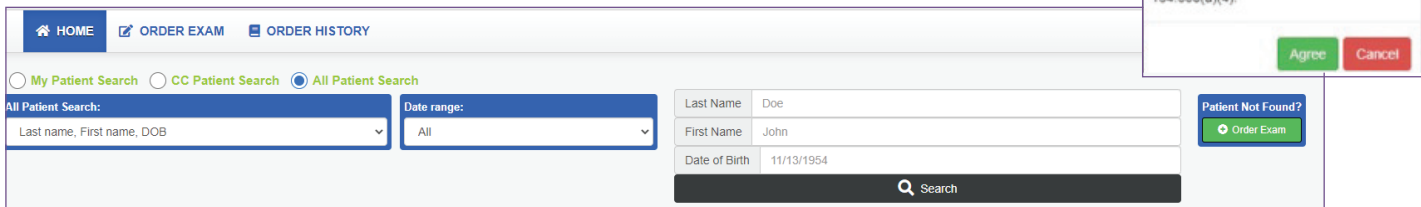
### SEARCH TYPES

#### MY PATIENT SEARCH

Screen Defaults to "My Patient Search" on Log in **-** Patients displayed represent those referred by you or your practice

- Four Search Options: BEST OPTION:
- Limit Patient Search to "Your Patients" by Choosing Your Name in "Provider" Drop Down Filter
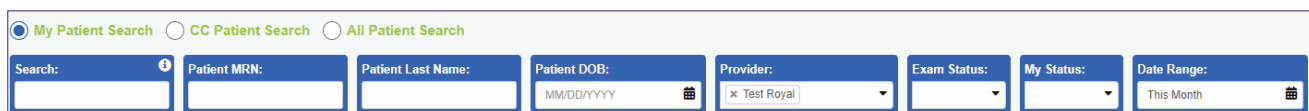


#### ALL PATIENT SEARCH

- "Break Glass" Feature removes the "practice limitation" and allows users to search patient exams by "all" referrers



### SEARCH FILTERS DEFINED



#### SEARCH

Patient search field (LAST, FIRST)

#### PATIENT DOB

Recommended use for common last names to narrow search

#### PROVIDER

A.  Blank: Populates all patients associated to any Provider within that Practice

B.  Specified Provider: Limits patient search to only providers listed

## ▶ THE BASICS - STATUS

### MY STATUS

Managed by Provider in "Report View" Window

(UnRead or Read is not relevant to final report status)

### APPOINTMENT DATE AND TIME

A. Patient/Exam will populate for the Date Range identified

B. Use Calendar icon to adjust date range

### EXAM STATUS

Describes status of a specific patient exam by:

A. Scheduled: Exam is scheduled

B. Canceled: Exam was Canceled

C. Addendum: Exam has an Addendum to Original Report – Exam is Complete

D. Final: A Final Report has been issued to Exam - Exam is Complete

### SORT COLUMNS

Each column heading allows user to Sort Query (A-Z) and (Z-A) by clicking Column Heading

| Patient Name | Patient DOB | Patient MRN | Accession # | Appointment Date & Time | Exam | Procedure Code | Procedure Name | Provider | Location | Exam Status | My Status | Patient Cell Phone | Additional Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

*Toolbar: Refresh · Copy · Print · Excel · PDF · Reset · Clear Filters*

### ORDER HISTORY

Provides Complete View of ALL Orders Submitted by this Provider

### STATUS

A. In Process: Exam is ORDERED and NOT Scheduled

B. Scheduled: Exam has been Scheduled

C. Canceled: Exam has been Canceled

### CREATE DATE

Reflects the date online order was submitted

### VIEW, PRINT & DOWNLOAD IMAGING

*Coming Soon*