



# Online Portal Facility User Guide

We hope you will find this guide useful for ordering exams, viewing images, and downloading reports. If additional users are needed for your facility, please contact our customer service at 949-373-7783.

- The link to the online portal can be found at <http://alertmobilediagnostics.com/online-patient-portal>. If you do not know your user name or password, please call customer service at 949-373-7783.



- After logging in, your home screen will display recent patient orders, pending exams, and completed exams.
- The status will give real-time information on how close a patient’s exam is to completion.
- To create an order, click the “Create Order” button, or click the “+” sign in the top right
- If the patient is not displayed on the home screen, click the magnifying glass  to open the patient search box
- Click the pencil  icon to edit an order in progress

Alert Mobile Diagnostics		READING	COMPLETED	GRID	ALL	+ Q [grid] [menu]
All					Create Order	All Patient Times
Name	Date	Exam	ID/MRN	Facility	Status	
<a href="#">TEST, TEST</a> 	2020-08-31	Chest X-Ray 1V	TESTT111111	Test, CA Test	Waiting to be Dispatched	
<a href="#">FACILITY, TEST</a> 	2020-08-31	Chest X-Ray 1V	FACILITYT111111	Test, CA Test	Waiting to be Dispatched	

## Contact

Division: Alert Mobile Diagnostics  
 Address: 25910 Acero Road #350, Mission Viejo, CA 92691



## User

Logged in as: almd\_test  
 Rendered by: apps3 in 0.043s



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- Start an order by choosing the station and entering the patient's information. Required information that must be entered in order to complete an order is highlighted in red.
- Starting to type a patient's name may pull up a patient's profile from a previous exam, which will be displayed on the right. Click on the box to autofill the patient's information.
- In the history box, enter the ICD-10 diagnosis codes or reason for exam

- Continue entering the name of the ordering nurse, and the name of the ordering physician
- Enter the patient's insurance by clicking Add Insurance [+ Add Insurance](#) and enter the insurance name and policy number. Click Save Changes to continue.



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- Upload the doctor's order, and the patient's face sheet using the upload tool. **Face sheet and doctor's order are required with every order**
- Click the "Create Order" button to instantly send the order to our dispatch department

**Files/Documents**

Max Upload: 200 files totalling 200MB. Supported Types: PDF, JPEG, PNG, DICOM, MPG, AVI, MP4. DICOM files will have the patient information rewritten to match this order.

Name:

File:

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**Delivery**

Fax final report:   Show all contacts

Email final report:

TRIP CHARGE

- After creating the order, the electronic requisition must be printed and placed in the x-ray book
- Return to the "All" tab and find the patient's name
- Click the send  icon to open the electronic requisition. Click the blue "View as PDF" button to print the requisition. Place the requisition in the x-ray book for the technologist to sign

View Documents: RAY [REDACTED]

Show:

Fax To:  or   
 or   
 or

Email To:  or   
 or   
 or

Show all contacts

Fax Confirmation:

THIS TOOL CAN BE USED TO SEND INFORMATION OUTSIDE OF THIS SYSTEM. YOU ARE RESPONSIBLE FOR HIPAA COMPLIANCE. YOU ARE RESPONSIBLE FOR KEEPING PROTECTED HEALTH INFORMATION (PHI) SECURE. YOU ARE RESPONSIBLE FOR ENSURING OUTSIDE SYSTEMS, MIDDLEWARE, AND TRANSPORT METHODS ARE COMPLIANT AND SECURE.

**Alert Mobile Diagnostics**  
25910 Acero Road #350  
Mission Viejo, CA 92691  
(949) 373-7783 / (949) 900-2619 FAX

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**XR ORDER FORM**

Order Taken: 10/21/2020 15:43 PDT  
Order Taken By: almd\_swalker  
Person Calling: Donia

Patient's Name: [REDACTED] RAY  
Patient's DOB: [REDACTED]  
Patient's ID/MRN: [REDACTED]

Facility: Coventry Court Health Center STATION 2 RM. [REDACTED]  
Address: 2040 S EUCLID ST, ANAHEIM, CA 92802-3111  
Phone: (714)636-2800, Fax: (714)636-2800

Ordering Clinician: Salmi, Sasan  
Clinician Phone: (714) 285-2311  
Person Calling: Donia

Ordering Clinician: Salmi, Sasan Phone: (714) 285-2311  
STAT: NO  
Accession: [REDACTED]  
Symptoms: R05-Cough  
Reason for Portable: Non-Ambulatory  
Tech:  
Procedure(s):  
71045: Chest X-Ray 1V

Comments:



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- To view reports or download images, select the “Completed” tab at the top of the page
- To view images, click on the binoculars  icon
- To download images for a physician, click the save  icon
- To view a report, click the paper  icon
- To fax or email a report, click the send  icon

Alert Mobile Diagnostics

READING **COMPLETED** GRID ALL

+ Q

Completed All Completed

Completed Reports Only

Name	Date	Exam	ID/MRN	Facility	Status
STC [REDACTED]	2020-10-08 15:40:32	R Hip X-Ray unilateral 2-3 views , Hip Billate...	6 [REDACTED]	Chatsworth Park Health Care... RAMI SHAARAWY	<b>Complete Report Sent</b>