

Jefferson Technologist Portal Training Guide

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Logging into the Portal

Log into <https://portalsw.radpartners.com>

Log in with your Radiology Partners Username and Password

The image displays two sequential screenshots of the Radiology Partners login interface. The first screenshot shows the 'Sign In' page with a 'Username' input field, a 'Keep me signed in' checkbox, and a blue 'Next' button. The second screenshot shows the 'Verify with your password' page, which includes a password input field with a visibility toggle, a blue 'Verify' button, and a pre-filled email address 'sam.kittle@radpartners.com'.

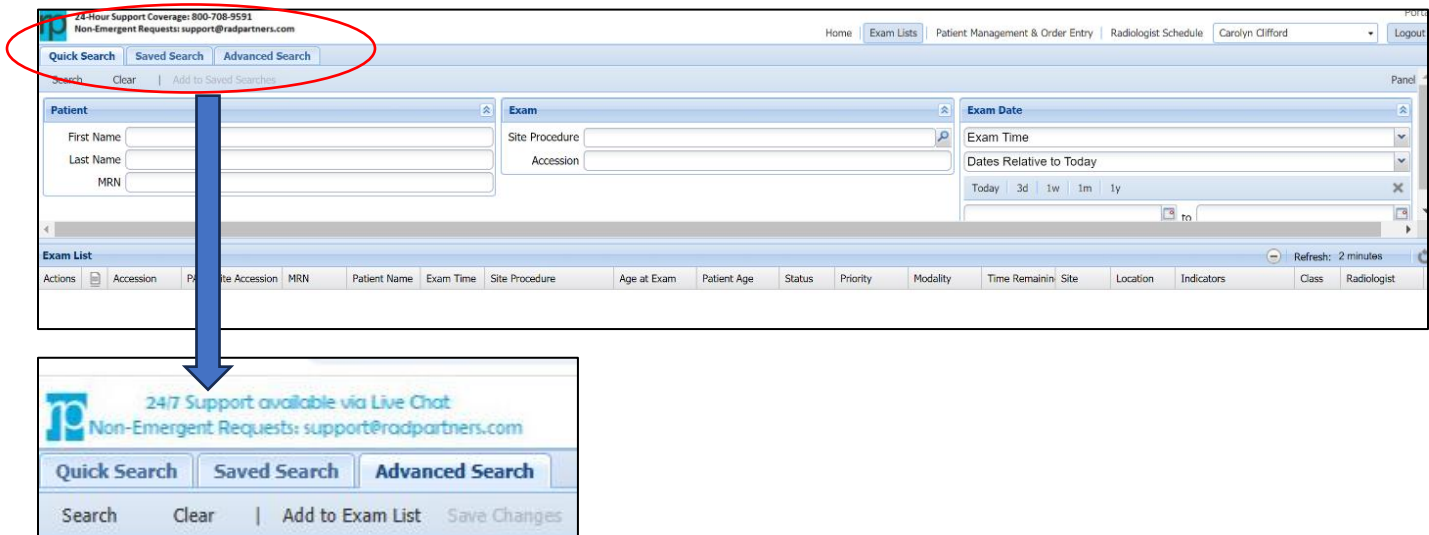
Opening Exam Lists

Click on Exam Lists

- *Patient Management & Order Entry is used for entering portal orders*



When you click on Exam Lists you will have three file tabs. Quick Search, Saved Search, and Advanced Search




- Quick Search** - a fast and simple way to search for any given patient. You can search by first name, last name, MRN, and accession number.
- Saved Search** - this is where you can reference back to any searches you create in the Advanced Search section. Select the "My Exam Lists" dropdown and choose the list you want to search for (i.e. all X-rays from today). See [Creating a Worklist](#) for instructions on building your personal saved search.
- Advanced Search** - this is where more complex searches can be created and saved for later use, then found in the Saved Search section. Reminder to always use a Start and Date Time in your search.

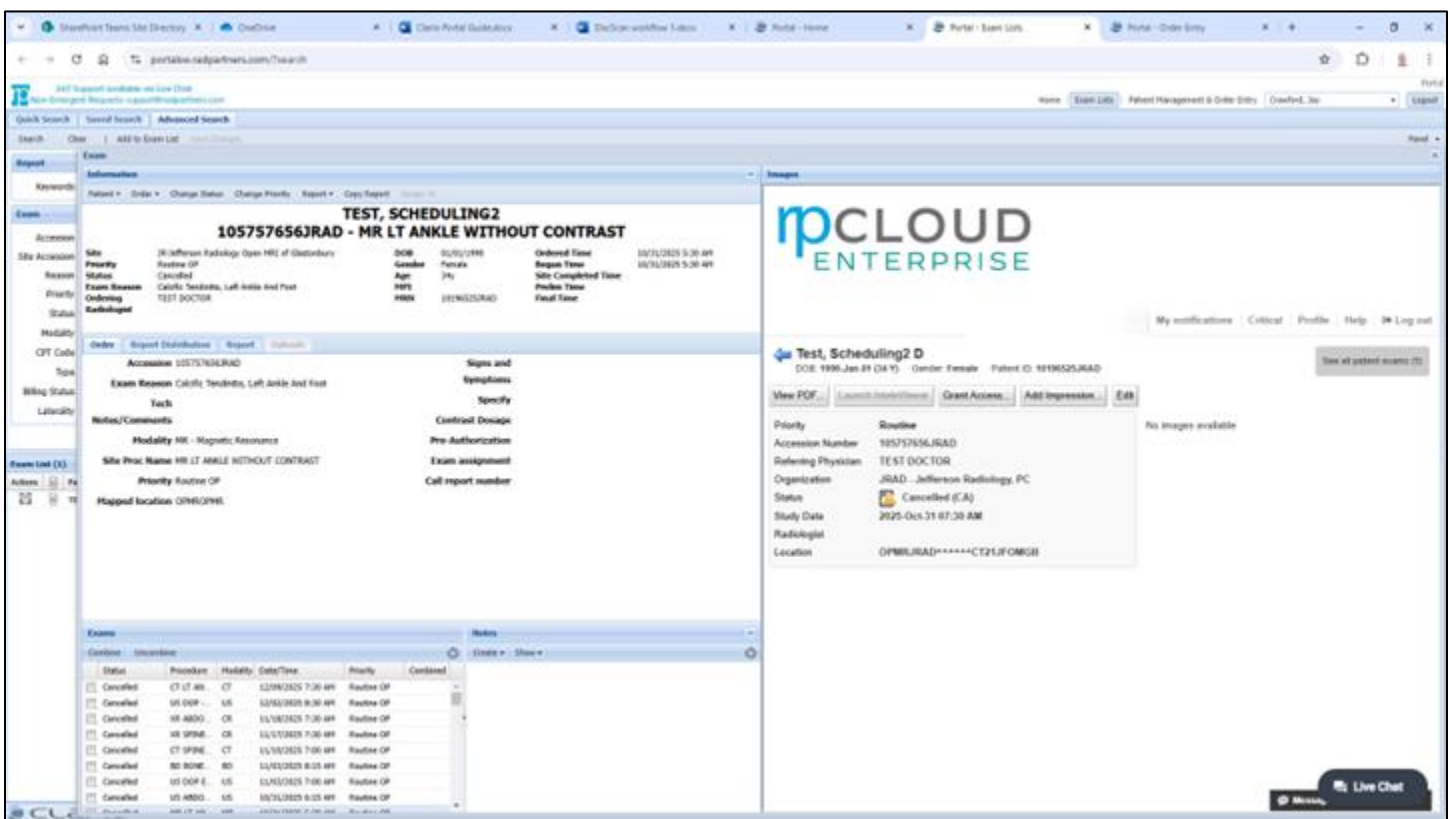
After you have searched for your patient, click on the



icon in the 'Actions' column to open the Exam information

Exam List (1)					
Actions	Patient Name	Date of Birth	MRN	Modality	Site Procedure
	TEST, SCHEDULING2 D	01/01/1990	10196525...	MR	MR LT ANKLE WITHOUT...

This action will display the order information and final report (if available). It also enables the PACS Portal viewer to display the image thumbnails and allows the user to open the images in the web.



The screenshot displays the PACS Portal interface for a specific exam. The main content area shows the following details:

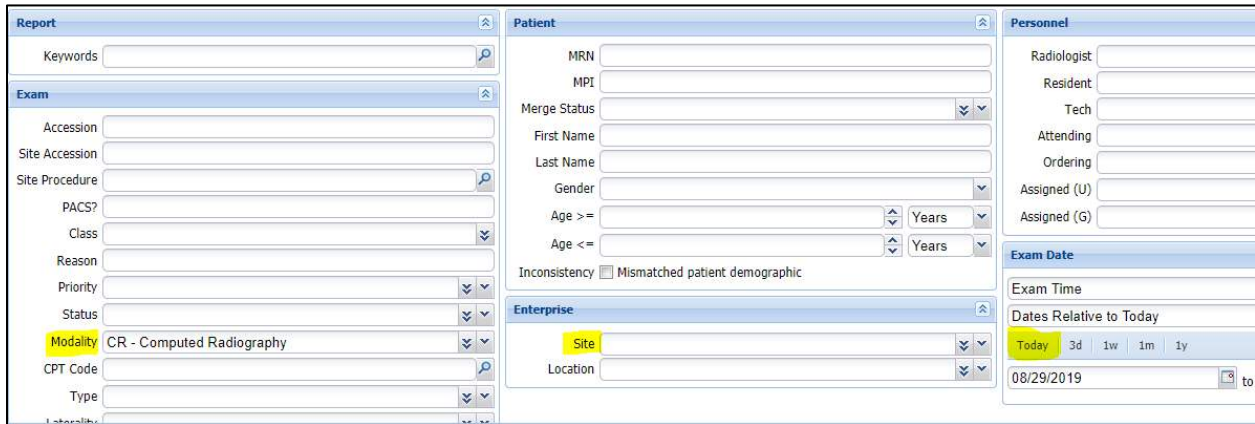
- Exam Title:** TEST, SCHEDULING2 - MR LT ANKLE WITHOUT CONTRAST
- Accession Number:** 105757656JRAD
- Site:** Jefferson Radiology Open MRI of Glenburny
- Priority:** Routine OP
- Exam Status:** Cancelled
- Exam Reason:** Calcific Tendinitis, Left Ankle and Foot
- Ordering Radiologist:** TEST DOCTOR
- DOB:** 01/01/1990
- Gender:** Female
- Age:** 74
- MRN:** 10196525RAD
- Ordered Time:** 10/21/2025 5:30 AM
- Begin Time:** 10/21/2025 5:30 AM
- Site Completed Time:** (Blank)
- Acquire Time:** (Blank)
- Final Time:** (Blank)

Additional information visible in the interface includes:

- Modality:** MR - Magnetic Resonance
- Site Proc Name:** MR LT ANKLE WITHOUT CONTRAST
- Priority:** Routine OP
- Hopped location:** OPRMCPNE
- Exam List (Bottom):** A table listing multiple exams with columns for Status, Procedure, Modality, Date/Time, Priority, and Combined.
- Right Panel:** 'mPCLOUD ENTERPRISE' logo and a summary for 'Test, Scheduling2 D' with fields for Priority (Routine), Accession Number (105757656JRAD), Referring Physician (TEST DOCTOR), Organization (JRAD - Jefferson Radiology, PC), Status (Cancelled (CA)), Study Date (2025-Oct-31 07:30 AM), Radiologist (OPMRAD*****CT2LJFOMGB), and Location (OPMRAD*****CT2LJFOMGB).

Creating a Worklist

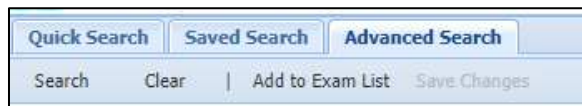
Example: All X-rays from today
 (Modality=CR, Select Site, Select timeframe=Today)



The screenshot shows a search interface with several panels:

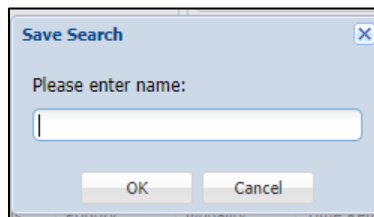
- Report:** Keywords field.
- Exam:** Accession, Site Accession, Site Procedure, PACS?, Class, Reason, Priority, Status, Modality (set to CR - Computed Radiography), CPT Code, Type.
- Patient:** MRN, MPI, Merge Status, First Name, Last Name, Gender, Age >=, Age <=, Inconsistency (Mismatched patient demographic).
- Personnel:** Radiologist, Resident, Tech, Attending, Ordering, Assigned (U), Assigned (G).
- Enterprise:** Site, Location.
- Exam Date:** Exam Time, Dates Relative to Today (Today, 3d, 1w, 1m, 1y), 08/29/2019 to.

Once you have the desired criteria, hit Search → then Add to Exam List



The screenshot shows a row of buttons: Quick Search, Saved Search, Advanced Search, Search, Clear, Add to Exam List, Save Changes.

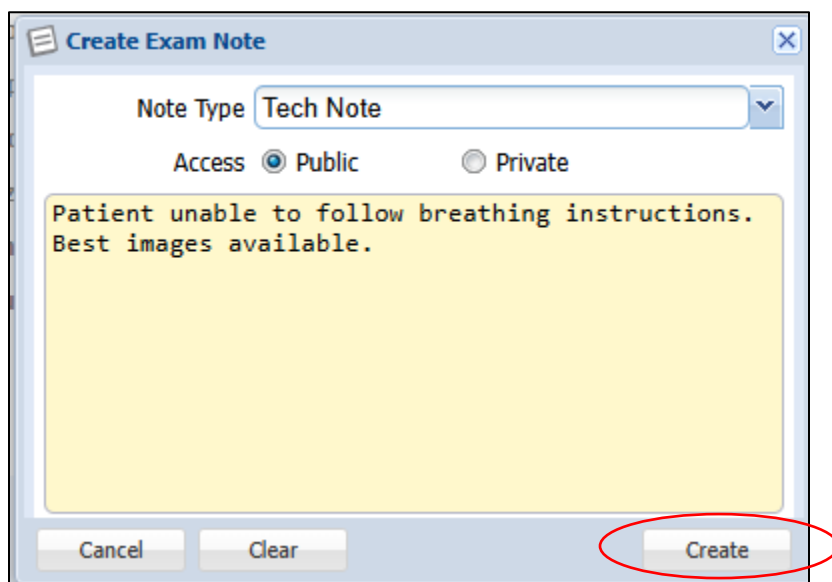
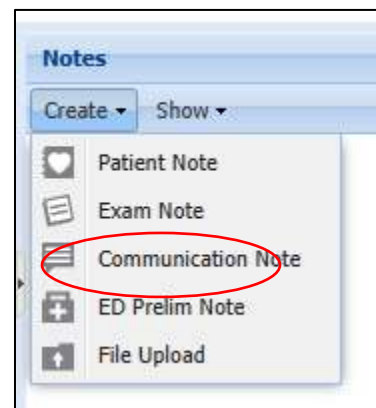
Give the worklist a name (this is what the list will be titled in the Saved Search section)



The screenshot shows a dialog box titled "Save Search" with a text input field labeled "Please enter name:" and "OK" and "Cancel" buttons.

Adding a Tech Note to the Exam

After you identify your exam in the search, click anywhere on the exam line. In the bottom right corner of the window there will be a box that is labeled "Notes". Use the drop-down arrow by 'Create' and click on 'Exam Note' to add in your tech notes.



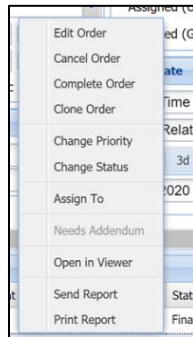
Once you add in your note click "Create" at the bottom right corner.

Right Click Exam Functions

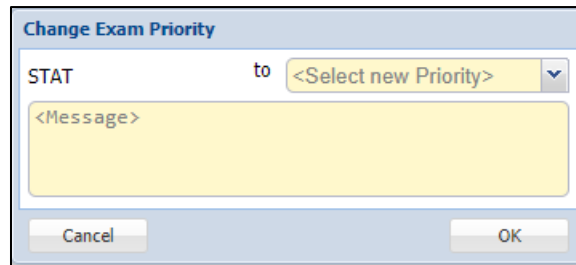
Right click on any exam to do the following:

Change Study Priority

Select 'Change Priority'. Select the priority Routine → STAT, or STAT → Stroke), type in the reason and hit OK. This change will

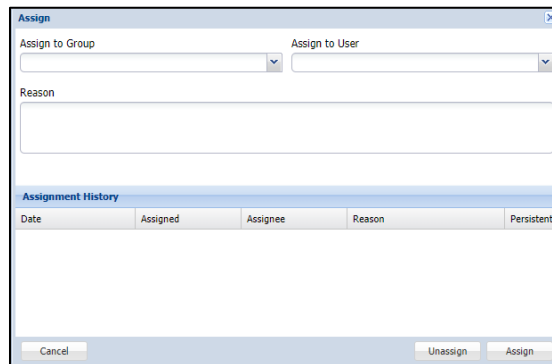


you would like the exam to be (i.e. the reason and hit OK. This change will



Assign a Study Directly to a Radiologist

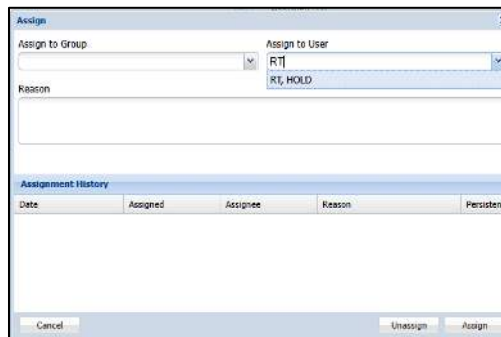
Select 'Assign To'. Select the Radiologist's name from 'Assign to User', type a reason, and click Assign.



Date	Assigned	Assignee	Reason	Persistent

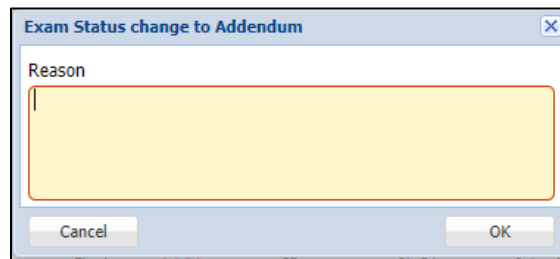
Place an Exam on Hold

Select 'Assign To', select the RT, HOLD from the dropdown, type a reason, and click Assign.



Request an Addendum

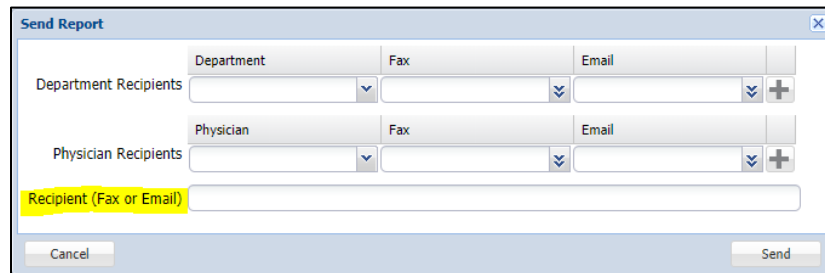
Select 'Needs Addendum', write the reason for the addendum request and click OK.



Fax a Report (Send Report):

Select 'Send Report', type the fax number in the Recipient section, and click Send.

****MAKE SURE YOU HAVE THE DASHES PUT IN BETWEEN THE AREA CODE AND NUMBERS****

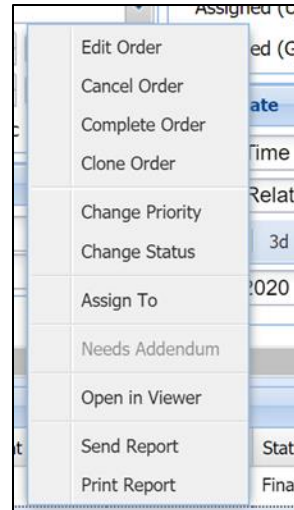


Print a Report

Select 'Print Report'. A PDF of the Final report will open in a new browser tab.

Saving and Completing an Order

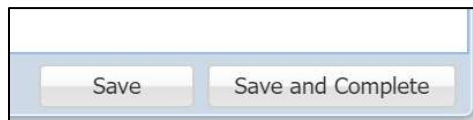
Once an exam is done and the images are sent to Radiology Partners, you will look for the patient in portal. When you find their order you will right click on the order and select “Edit Order”.



Once you click on “Edit Order” you will need to fill all of the YELLOW areas.

Accession #	G200730105016111TUC			Generate
Modality	CT - Computed Tomography	Site Procedure		
Laterality				
Priority	Routine			
Patient Type	Outpatient			
Clinical Indication	N28.9/74178 6 month f/u rt neph 6/2019 no symptoms sx hx: rt neph/appy			
Specify				
Ordering Physician	Physician	Fax	Phone	Email
Attending Physician	Physician	Fax	Phone	Email
Date/Time	07/30/2020	10 09	AM	(Default = Current date/time)

After all of the yellow areas are filled in then you will hit “Save and Complete”



After you hit save and complete the exam will go to COMPLETED status and then to UNREAD status. Once it is unread status that is when the radiologist will be able to see the exam and dictate. Once the radiologist has read the exam it will go into “FINAL” status. Then you will be able to view the report. You can also print the report or fax the report if needed when you right click on the exam.



Study Status Definitions

Ordered - Exam has been ordered in the site's RIS

Unverified – Images were sent to RP. Tech needs to go into portal and edit order with patient information and save and complete exam to go to unread status.

Validated – Exam has been completed in the site's RIS, but RadPartners hasn't received images

ON PACS – RadPartners has received images, but the order hasn't been completed in the site's RIS

Unread – You have done your job and the Radiologist can read the exam

Dictating – Radiologist is currently dictating the exam

Final – Report has been signed

Addendum- An addendum has been requested, but hasn't been done yet

Final Addendum – Addendum has been signed