

## Provider Portal Instructions

To request access to the RIS Provider Portal please contact: [helpdesk@risimaging.com](mailto:helpdesk@risimaging.com)

It will take approximately a week to gain access, after you receive your username and password, you will need to complete your registration and change your password in the Provider Portal.

### Please complete the registration process

\* Current Password:

\* New Password:

\* Confirm Password:

\* Phone:

\* Email Address:

\* Confirm Email:

One:  ▼

\*

Two:  ▼

\*

Once you completed your registration and password you will have complete access to the Provider Portal

Every time you log in to the provider portal you will need to accept the HIPAA Security Agreement

Once you have accepted the HIPAA Security Agreement you will be granted access to the RIS Provider Portal Main Menu

## RIS Provider Portal Main Menu

**Shared Documents** is where you as a physician can send patient medical records or recent history that is needed for the exam requested/scheduled.

Click Upload Wizard to search your computer for documents to share lab results needed prior to studies or medical history critical to the exam.

**Reports** is where you can use radiology reports for completed patients' exams by clicking View Reports. You can also filter to see on the reports that you requested by selecting **My**.

If you are part of a physician practice you can view all reports for your practice by selecting **Group**

Advanced Search allows you to search for a specific patient.

**Appointments** after selecting View Appointments you can check the status of appointments by clicking the eye icon, or you can enter an appointment request which is equivalent to an electronic order.

The preferred and recommended view is Table view to glimpse at patients' appointments.

**Messages** is the message center to send secure messages to RIS. Examples of messages would be to inform RIS that a patient was admitted to hospital or to hold an exam or cancel a study that was requested.

\*Please be aware that these messages will only be reviewed/ addressed during RIS business hours:  
Monday – Friday 8am-5pm

**PACS** you can search for patient exam images in PACS. This will take you to the PACs login page. You will then have to enter your username and password for PACs to log in.

The screenshot displays the RIS Provider Portal Main Menu. At the top, a blue navigation bar contains icons and labels for 'SNAPSHOT', 'REPORTS', 'APPOINTMENTS', and 'MESSAGE CENTER'. Below this is the 'RIS RADIOLOGY AND IMAGING SPECIALISTS' logo. The main content area is organized into several sections, each with a title and a corresponding icon and button:

- Pending Requests**: A light blue section with a 'Pending Requests' button.
- Shared Documents**: A section with a blue folder icon, the text 'Share documents with the practice.', and an 'Upload Wizard' button.
- Reports**: A section with a green document icon, the text 'You have 1 reports added today.', and a 'View Reports' button.
- Appointments**: A section with a red calendar icon, the text 'You have 189 appointments today.', and a 'View Appointments' button.
- Messages**: A section with an orange envelope icon, the text 'You have 0 unread messages.', and a 'Message Center' button.
- PACS Website**: A section with a green leaf icon, the text 'Open PACS website in another tab.', and a 'PACS' button.