



How-to Guide: Teleradiology Form Submission

Please follow this guide for instructions on submitting Teleradiology studies for interpretation including priors for comparison.

Submitting a Form for Interpretation

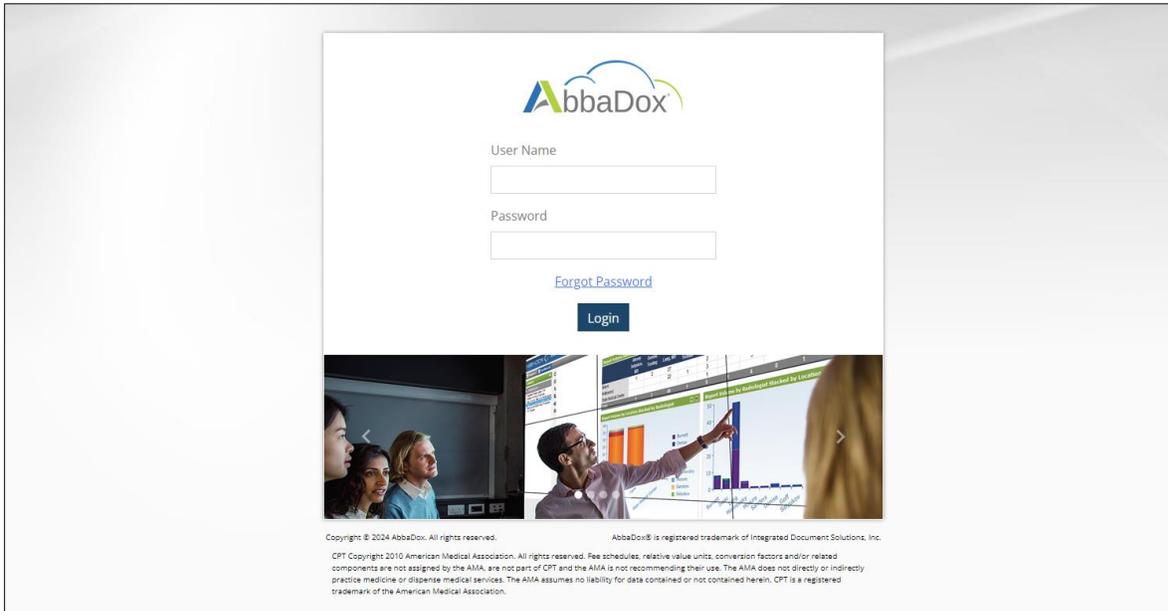
After the studies/images have been sent from your PACS to the Alaska Imaging Teleradiology Server, login to your Alaska Imaging Teleradiology account by accessing the link within the Alaska Imaging website.
<https://www.alaskaimaging.com/portal/>

* Recommended to bookmark this page

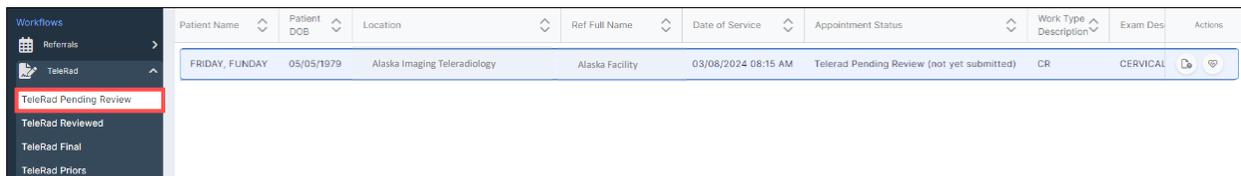
The screenshot shows the Alaska Imaging website with a navigation bar at the top containing links for 'Our Team', 'Our Specialties', 'Where We Work', 'Referring Providers', 'News and Events', 'Billing Information', and 'Contact'. A search icon is also present. The main content area features the Alaska Imaging logo and a welcome message: 'Welcome to Alaska Imaging's new Provider Portal.' Below this, a section titled 'Key Benefits of the Upgrade' lists four points: 1. Enhanced User Experience, 2. Faster Performance, 3. Advanced Features, and 4. 24/7 Support. At the bottom, there are two boxes: 'Old Log In' with a button and text stating 'Your existing login credentials will continue to allow you access.' and 'New Log In' with a button circled in red and text stating 'New login credentials are required that have already been built. Please contact the 24/7 Help Desk if you've not yet received those credentials.' with contact information: '1 (877) 684-2777 or email to support@nuvodia.com'. The footer includes a message of support and the text 'Sincerely, Alaska Imaging / Physicians and Staff'.

Or login credentials can also be entered via the AbbaDox login at <https://platform.abbadox.com/>.

*Recommended to bookmark this page

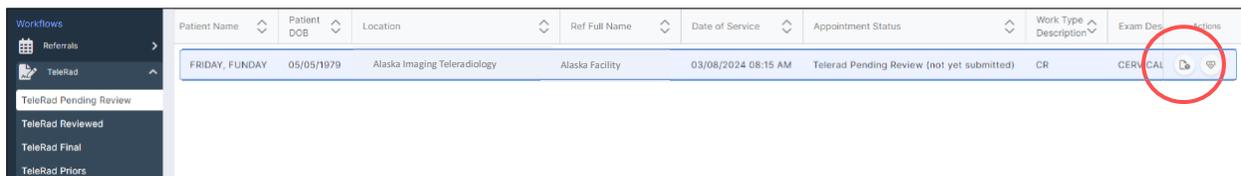


1. Under the TeleRad drop-down from the Workflows column, select the TeleRad Pending Review tab.



2. Click the TeleRad Intake Form button from the Actions column to edit and submit patient and exam details.

*The Teleradiology Form will launch with the Alaska Imaging logo displayed at the top.



3. Complete the Clinic Details section, if applicable, and Click Next.
*Much of the form will Auto-fill but please validate details.
*Those with a red asterisk (*) are required fields.

The screenshot shows the 'ALASKA IMAGING' logo at the top. Below it is a form titled 'Clinic Details'. The form contains several input fields: 'Clinic Name' (pre-filled with 'Alaska Facility'), 'Clinic Fax', 'Clinician Name', 'Clinic Phone Number' (with a note 'Please enter a valid phone number.'), 'Clinic Address' section with 'Street Address', 'Street Address 2', 'City' (pre-filled with 'Anchorage'), 'State' (pre-filled with 'AK'), and 'ZIP Code' (pre-filled with '99515'). A blue 'Next' button is located at the bottom right of the form.

4. Complete the Patient and Study Details section.

The screenshot shows a form titled 'Patient Details'. It includes a 'Patient Name' input field. Below that is a section titled 'Study Details' with several required fields: 'Study Submitted On *' (pre-filled with '03-08-2024'), 'Submitted By *' (pre-filled with 'Your Name'), 'Procedure Submitted As (Modality & Exam Description) *' (a dropdown menu with 'Please select'), 'Number of Images *' (pre-filled with 'e.g., 23'), and 'Prior or Current Exam *' with two radio button options: 'Current Images for Interpretation' and 'Prior Images (for comparison only)'. Below this is a section titled 'Please Provide History' with a 'Reason for exam? *' input field. At the bottom, there are 'Back' and 'Submit' buttons.

- a. Select the appropriate Procedure (Modality and Exam Description) from the drop-down menu.

- b. Enter the Number of Images, whether a Current or Prior Exam, and provide a Reason for the Exam.

*If Prior Images is selected, the prior study info will appear on the TeleRad Priors Tab under Workflows.

5. Click Submit to send the study to the radiologist for interpretation.

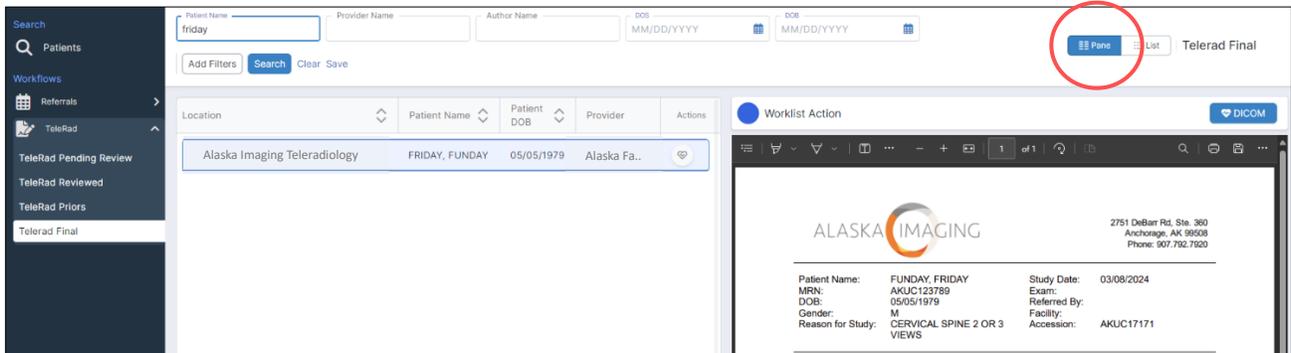
6. Go to the TeleRad Reviewed Tab under Workflows to see the exam waiting for interpretation.

Workflows	Patient Name	Patient DOB	Location	Ref Full Name	Date of Service	Appointment Status	Work Type Description	Exam Description	Actions
Referrals	TEST, JOHN	04/06/1983	Northern Lights Imaging	TEST, REFERRING	04/05/2024 07:15 AM	Telerad Reviewed (submitted)	MRI	MRA HEAD W/O COI	📄 ❤️
TeleRad	TESTING, ABBADOX	05/05/1979	Alaska Imaging Teleradiology	Alaska Facility	03/05/2024 11:15 AM	Telerad Reviewed (submitted)	DR	CERVICAL SPINE 2 C	📄 ❤️
TeleRad Pending Review	JORDA, JORDA	10/06/1979	Alaska Imaging Teleradiology	Alaska Facility	03/01/2024 12:15 PM	Telerad Reviewed (submitted)	DR	CERVICAL SPINE 2 C	📄 ❤️
TeleRad Reviewed	JORDA, JORDA	10/06/1979	Alaska Imaging Teleradiology	Alaska Facility	03/01/2024 12:15 PM	Telerad Reviewed (submitted)	DR	CERVICAL SPINE 2 C	📄 ❤️
TeleRad Final									
TeleRad Priors									

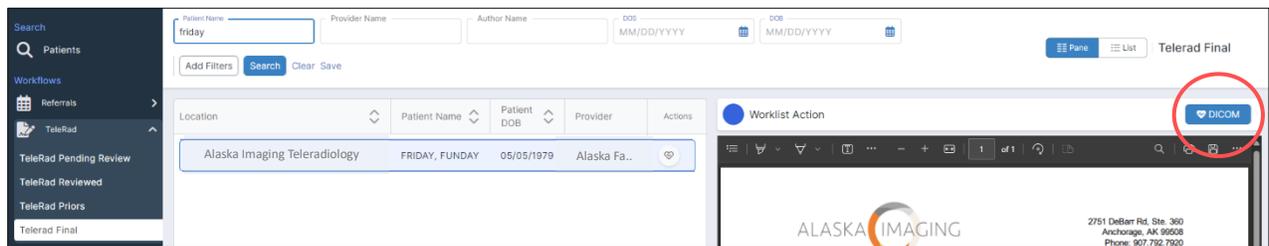
Viewing Final Reports and Images

When the interpretation is complete:

1. Select the TeleRad Final tab under Workflows to view Final results.
2. Change the view to Pane view to access the report.



3. To view images, select the DICOM button above the report.



*Images can also be accessed by switching to a List view to access images from the Actions column.

