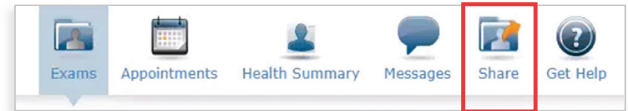


How to: SHARE STUDY VIA LINK

SHARE

Select **"Share"** icon.



CREATE LINK

With the Share icon selected, the **"Create Exam Share Link"** screen will display several fields and options.

FIELDS/OPTIONS

1. My Exams

Select the exam(s) you want to share from list of exams on the left column (*check box*)

2. Nickname

Used to identify exam share link(s) that are created

3. Password

Required for any user accessing the shared link

4. Expiration Date

Duration of time you want image link to be active

5. Permission to Download Images

Indicate if you want to allow the shared images to be downloaded or if the images are for view only. This defaults to allowing permission to download, you must unselect if you do not want to allow download.

6. Acknowledgement

You must acknowledge that you are sharing Protected Health Information and understand the associated disclaimer by checking the box that states: *"Yes I understand that I am downloading Protected Health Information (PHI)"*

Once you have filled in the required fields and options, click the **"Generate Link"** →

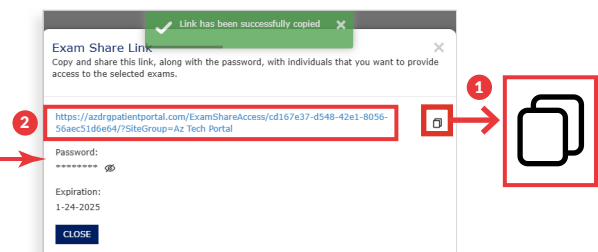
GENERATE LINK

COPYING LINK

Option 1: Select the **copy icon** to the right of the link

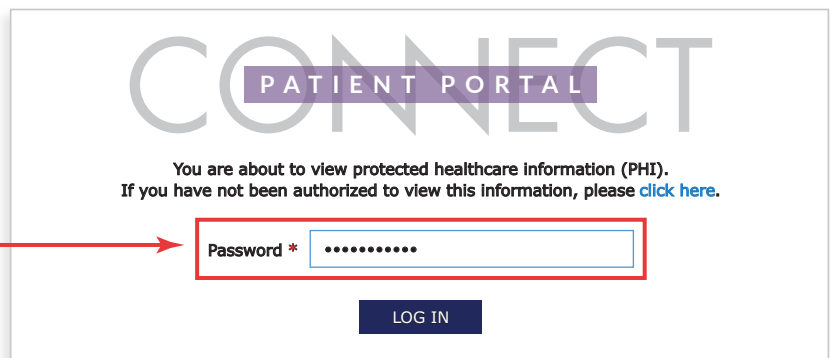
Option 2: Right click the **blue link** and select copy

Note: You must **provide the password** to whomever you are sharing the link with, as it will not be included with the link you copy.



ACCESSING SHARED IMAGES

When the recipient clicks on the link that was shared, they will be prompted to **enter the password** associated with the link.

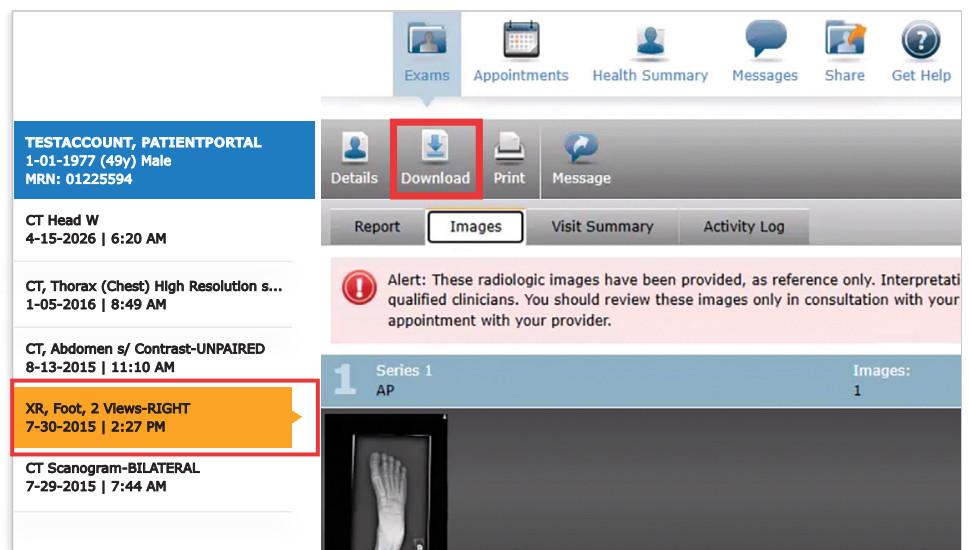


The image shows the 'CONNECT PATIENT PORTAL' login interface. At the top, the word 'CONNECT' is in large, light grey letters, with 'PATIENT PORTAL' in a smaller, dark purple box. Below this, a message states: 'You are about to view protected healthcare information (PHI). If you have not been authorized to view this information, please [click here](#).' A red arrow points from the text 'enter the password' in the previous block to a password input field. The field is labeled 'Password *' and contains eight dots. Below the field is a dark blue 'LOG IN' button.

RECIPIENT'S VIEW

Once the password is successfully entered, the user will see a similar view as you, but **restricted to viewing only the study or studies shared**.

If you enabled image download, the recipient will be able to see and use the download button, which is enabled when a study is selected from the left column. Download experiences for this user will be the same as the patient's experience.



The image shows the recipient's view of the patient portal. On the left, a list of studies is shown. The study 'XR, Foot, 2 Views-RIGHT' dated '7-30-2015 | 2:27 PM' is highlighted with an orange background and a red box. On the right, the 'Download' button is highlighted with a red box. Below the list, a red alert box states: 'Alert: These radiologic images have been provided, as reference only. Interpretation by qualified clinicians. You should review these images only in consultation with your appointment with your provider.' At the bottom, a thumbnail of a foot X-ray is visible.

MINORS

- Minors are unable to create accounts in the patient portal. If an appointment needs to be scheduled, it can only be done as a guest.
- If records are needed, they will need to be accessed via the I-Code that should be given to them at the time of the exam. I-Codes are exam (or visit) specific. Depending on how the exams are scheduled, there could be one I-Code for the visit or multiple (e.g. MR T & L Spine on same DOS could have one I-Code or two). If a patient has multiple DOS, they will need to utilize each of their I-Codes for the individual study.
- The I-Code does NOT grant access to all their records, ONLY that one study/visit. I-Codes expire after 90 days. After that time, a patient can submit a Get Help request to re-activate it for another 90 days.
- Once a Minor's account is accessed, patients can share or download images as well.

Click for Easy Access to Your Patient Portal!

ACCESS YOUR PATIENT PORTAL