

Logging In

- ✓ Navigate to www.halodx.com and click "Provider Portal"
- ✓ Enter Username & Password (Passwords are Case Sensitive)

Log in

Email Address or User Name:

Password:

[Login](#)

HALO DIAGNOSTICS

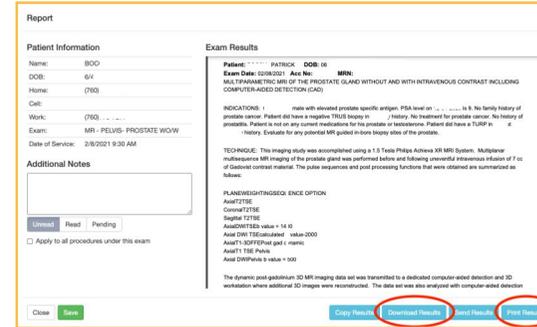
View Reports

1. Go to Home Page
2. Enter Patient Last, First Name
3. Click on to Open and View Report
4. "Date Range" default is "This Month." Patient exams displayed are within date range shown. Click calendar to adjust.

Print Reports

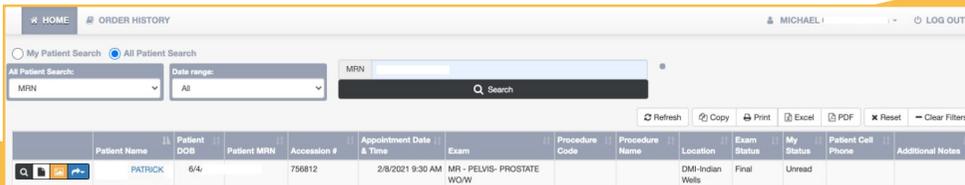
1. Open/View Report
2. Choose "Print Results"

USER HINT: CHOOSE "DOWNLOAD RESULTS" TO SAVE PATIENT REPORT TO YOUR WORKSTATION OR EMR.



The Basics

Home



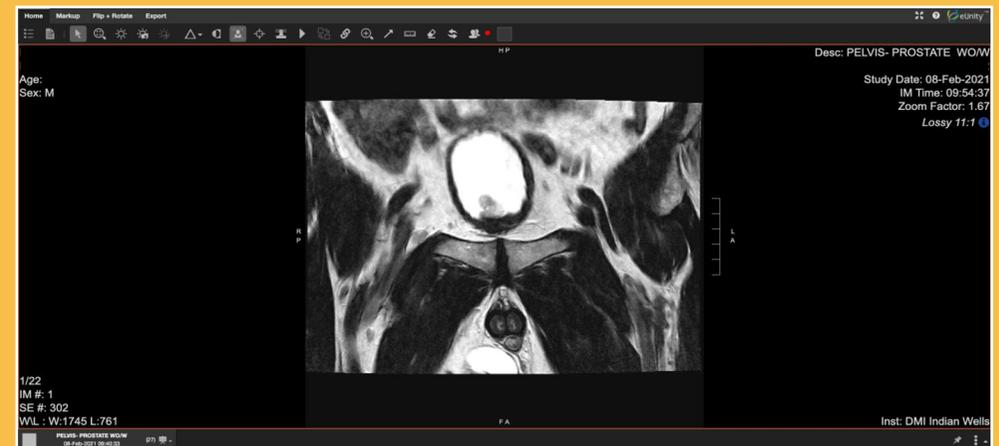
- This is your "Landing Page" on Log in
- View Reports (Black = Final Report / Gray = No Report)
- Click the magnifying glass to view the exam history for a particular patient.

USER HINT: WHEN TYPING NAME, SYSTEM WILL BEGIN SEARCH QUERY.

View Images

1. Go to Home Page
2. Enter Patient Last, First Name
3. Click on to Open and view study images

USER HINT: PLEASE REVIEW THE EUNTY USER GUIDE FOR DETAILS ON FEATURES AND FUNCTIONS.

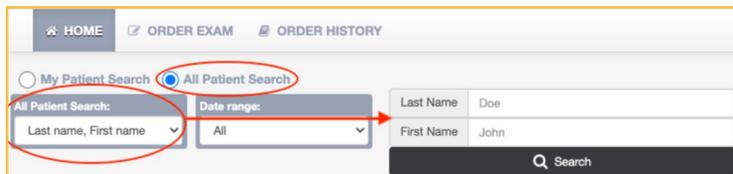


Review Exam Status

1. Go to Home Page
2. Enter Patient Last, First Name in Search Bar
3. View "Exam Status" Column for current status of an patient

	Patient Name	Patient DOB	Accession #	Appointment Date & Time	Exam	Location	Patient MRN	Exam Status	My Status
	PATRICK	6/4/	756812	2/8/2021 9:40 AM	MR - PELVIS- PROSTATE WOW	DMI-Indian Wells	11725	Final	Unread
	PATRICK	6/4/	20210Z8GQHJD2	2/8/2021 9:40 AM	MR - PELVIS-PROSTATE W/DYNAMIC	DMI-Indian Wells	11725	Scheduled	Unread

Search types



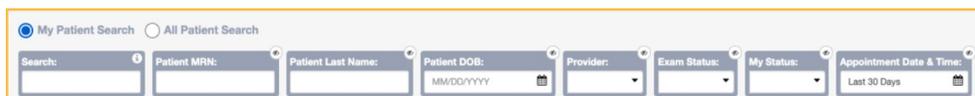
MY PATIENT SEARCH

- ✓ Screen Defaults - Patients you have referred
- ✓ Search Provider Referred Exams

ALL PATIENT SEARCH

“Break Glass” Feature removes the “practice limitation” and allows users to search patient exams by “all” referrers.

Search Filters Defined



SEARCH

Patient search field (LAST, FIRST)

PATIENT LAST NAME

Patient search by Last Name only

PATIENT DOB

Recommended use for common last names to narrow search

PROVIDER

- Blank:** Populates all patients associated to any Provider within that Practice
- Specified Provider:** Limits patient search to only providers listed

EXAM STATUS

Describes status of a specific patient exam by:

- Scheduled:** Exam is scheduled
- Cancelled:** Exam was Cancelled
- Addendum:** Exam has an Addendum to Original Report - Exam is Complete
- Final:** A Final Report has been issued to Exam - Exam is Complete

MY STATUS

Managed by the Referring Provider in “Report View” Window (Read or Unread is not related to final report)

APPOINTMENT DATE & TIME

Patient/Exam will populate for the Date Range identified

More Options



REFRESH ↻

Refresh/Update Screen Information

RESET ✕

Returns any “Filter Changes” back to system default

CLEAR FILTERS —

Removes any filter settings

ADJUST COLUMN FITTING

viewable screen to user “real estate” available (screen size)

ADJUST COLUMN FITTING

viewable screen to user “real estate” available (screen size)

ADD/REMOVE & SORT COLUMNS

Allows user to configure screen to their preference by adding or removing columns to maximize their use

SORT COLUMNS ⇅

Each column heading allows user to Sort Query (A-Z) and (Z-A) by clicking Column Heading.

Support & Resources

- ✓ Navigate to our resource page within your portal by clicking your user name on the top right, then click resources. This will contain guides and tutorials for using our provider portal.
- ✓ To add users to your portal account, please submit a request to our customer support email below.
- ✓ If you forget your password or require that we reset it, please email customer support.
- ✓ Make sure to use Google Chrome when accessing the HALO provider portal to ensure full functionality is enabled.

USER HINT: TYPICALLY, YOUR LOGIN IS YOUR WORK EMAIL AND YOUR PASSWORD IS YOUR LAST NAME WITH THE FIRST LETTER CAPITALIZED FOLLOWED BY 123



For any other support concerns email customersupport@halodx.com