

Logging In

- URL: <https://www.royalsolutionsgroup.com/router/mmic/md>
- Enter Username & Password (Passwords are case sensitive)
- Change Password: Username> Profile> Security Settings> Click to Change Password



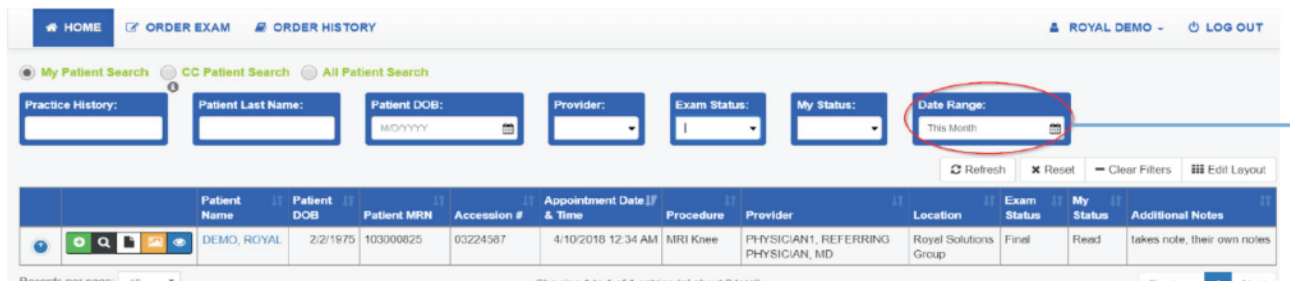
Log in

Email Address or User Name:

Password:

The Basics

HOME



HOME ORDER EXAM ORDER HISTORY ROYAL DEMO - LOG OUT


My Patient Search CC Patient Search All Patient Search

Practice History: Patient Last Name: Patient DOB: Provider: Exam Status: My Status: **Date Range:** This Month


Refresh Reset Clear Filters Edit Layout

	Patient Name	Patient DOB	Patient MRN	Accession #	Appointment Date & Time	Procedure	Provider	Location	Exam Status	My Status	Additional Notes
	DEMO, ROYAL	2/2/1975	103000825	03224587	4/10/2018 12:34 AM	MRI Knee	PHYSICIAN1, REFERRING PHYSICIAN, MD	Royal Solutions Group	Final	Read	takes note, their own notes


Records per page: 10 Showing 1 to 1 of 1 entries (of about 3 total) Previous 1 Next




Home Page
upon log in




View Reports
Black = Final Report
Gray = No Report



View Images





New Online Order



View all historical exams
associated to this patient

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"



Report

Patient Information
 Name: DEMO, ROYAL
 DOB: 2/2/1975
 Home: (106)176-2155
 Cell: (106)176-2155
 Work:
 Exam: MRI Knee
 Date of Service: 4/10/2018 12:34 AM

Additional Notes:
 takes note, their own notes

Unread **Read** Pending


Apply to all procedures under this exam

Close Save


Copy Results **Download Results** Send Results **Print Results**

User tip:
 Choose "Download Results"
 to save patient report to your
 workstation or EMR.

ORDER EXAMS

1. Choose "ORDER EXAM" tab
2. Search for your patient
 - If you see your patient
 - Verify Patient name and DOB
 - Choose  to Order Exam
 - If you don't see your patient
 - Choose "Patient Not Found" and select Order Exam
 - Select to Add New Patient
 - Enter all required fields
3. Select Referring Provider (if logged in as staff personnel)
4. Exam Selection
 - Select Exam Type, Body Part and Exam Selector
5. Enter Diagnosis (ICD-10)
6. Relevant Prior Imaging
7. Select billing information
8. Upload Documents
 - Clinicals, Lab Results, Device Information, Prior Imaging Report ETC.
9. Click "Next" to submit order

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 any patient

	Patient Name	Patient DOB	Accession #	Appointment Date & Time	Procedure	Location	Patient MRN	Provider	Exam Status	My Status	Patient Cell Phone
	Doe, Joanna T	6/14/2009	12992027	4/8/2018 2:00 PM	US OF THE HEAD	Royal Solutions Group	42333739507	Physician, Royal	Final	Pending	(997)163-4851
	Thompson, Joanna T	10/23/2001	12900632	4/8/2018 2:00 PM	US OF THE HEAD	Royal Solutions Group	42333738158	Physician, Royal	Final	Unread	(829)904-160
	Doe, Joanna T	6/14/2009	12989368	4/8/2018 2:00 PM	CT OF THE HEAD	Royal Solutions Group	42333739507	Physician, Royal	Final	Unread	(997)163-4851

Search Types

MY PATIENT SEARCH

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

Search Types

ALL PATIENT SEARCH

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

HOME ORDER EXAM ORDER HISTORY

My Patient Search CC Patient Search **All Patient Search**

All Patient Search: Last name, First name

Date range: All

Last Name: Doe

First Name: John

Search

Patient Not Found? Cancel

Search Filters Defined

My Patient Search CC Patient Search All Patient Search

Practice History: Patient Last Name: Patient DOB: MD/YYYY Provider: Exam Status: My Status: Date Range: This Month

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
- **Canceled:** Exam was Canceled
- **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)

DATE RANGE

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

EDIT LAYOUT

Options to:

- **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.

Edit Layout

Column Fitting: Auto Fit Overflow

Title Detail Level: Detailed Normal Minimal

Visible Columns: Patient Name, Patient DOB, Patient Birth, Accession #, Appointment Date & Time, Procedure, Provider, Location, Exam Status, My Status, Addendum/Notes

Priority Columns: Choose visible columns that will filter a higher priority for visibility. You can drag and drop selected columns to change the order they will appear in.

Sort Columns: Choose sort columns and direction. Note: You can drag and drop selected columns to change the order they will appear in.

Patient Name	Patient DOB	Accession #	Appointment Date & Time	Procedure	Location	Patient MRN	Provider	Exam Status	My Status	Patient Cell Phone	Additional Notes
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Order History

Provides Complete View of ALL Online Orders Submitted by this Provider

STATUS

In Process: Exam is ORDERED and NOT Scheduled

Scheduled: Exam has been Scheduled

Canceled: Exam has been Canceled

CREATE DATE

Reflects the date online order was submitted.








Additional statuses may be configured based on customer needs and capability of third-party system integrations



	Order ID	Provider	Provider Email	Provider Phone	Patient Last Name	Patient First Name	Patient DOB	Ordered Exam	Provider Enabled	Form Name	Status	Comment	Create Date
      	518654	Royal Physician	royalp@royalsecure.com	6464054878	DEMO	ROYAL	02/02/1975		<input checked="" type="checkbox"/>	ProviderPortalOrderForm.pdf	Order Changed		4/10/2018 11:30 AM
      	495401	Royal Physician	royalp@royalsecure.com	6464054878	DEMO2	ROYAL	03/05/1980	MR OF THE HEAD (MR444)	<input checked="" type="checkbox"/>	ProviderPortalOrderForm.pdf	Scheduled		3/27/2018 2:08 PM
      	490612	Apple Demo	appstore@royalsecure.com		PATIENT	TEST	01/02/1963		<input checked="" type="checkbox"/>	ProviderPortalOrderForm.pdf	Scheduled		3/23/2018 2:24 PM

Order History Tools Defined



-  Allows User to Download and PRINT COMPLETED ONLINE ORDER.
-  Allows User to CANCEL an Online Order (Note: Orders may only be canceled from "In Process" Status).
-  Takes user back to HOME Page showing any Scheduled or Final Exams for this patient over the past 10 years.
-  Allows users to edit or update all or some components of the original order, including upload of additional supporting documents.
-  Order Acknowledgment - Used by the Referring Provider or their staff to keep track of those results that have been reviewed.
-  Print - Prints a copy of the Online Order
-  Download with attachments button.



Scan me!

NEED HELP?

Contact us at
portal@mtnmedical.com

