

Portal Quick Guide

1. How to sign on.

- To sign on to portal, you must have a username.
 - employee username = employee number
 - physician username = dictation number
- To sign on to portal, you must have a password.
 - first time user or reset = a123
 - set password as first user
 - return users use the password you have chosen

2. Contact Technical Support/Help Desk

- Call 706.509.5700
- Email portalsupport@floyd.org

Portal Quick Guide

Viewing Test Results and Transcribed Reports

1. How to find a patient.

- Click **Patient Search** tab at the top of the page.
- Enter patient name as lastname,firstname. Do not include spaces and remember it is not case sensitive.
- You can search by a unique identifier (SSN, DOB, etc).
- Click **Search** to advance to the next page.
- Verify patient is correct
- Click patient's name to view all visits

2. Viewing patient results and orders.

- Adjust the number of days ??? and click **Refresh**.
- Click on the test result you want to view.
- Radiology results will be included with results.

3. View transcriptions.

- Click **Transcription** tab at the top of the page.
- Adjust dates by entering in the days or new date range in to the search.
- Click **Offline Query** located in the drop down menu under Online Query.
- Click **Refresh**. All transcribed reports for your date range should appear.

4. Printing transcriptions.

- Click **File** at the top of the screen. In the drop down menu click **Print Preview** if you wish to see the document before printing.
- In the drop down menu under File click **Print**.
- Do not use the printer icon on the portal pages.