



PROVIDING IMAGING EXCELLENCE

### Introduction to MIC Portal

Medical Imaging Consultants announces the launch of our online portal. Referring physicians can now readily access reports and Images and customize notification for new results.

Once you have applied and received your account credentials you can access your results on any internet enabled device including a smart phone at [portal.mic.ca](http://portal.mic.ca).

More advanced image viewing tools, the Inteleviewer application are also available, however they must be installed locally on your PC. Please refer to Inteleviewer set- up instructions at the website address under "Getting Started".

### Step 1: Getting Started

Apply for MICConnect online at <http://www.mic.ca/for-physicians>

A confirmation email will be sent providing a user name and temporary password. Please allow adequate time for processing.

### STEP 2: INITIAL LOGIN

- Go to the Referring Physician Portal: [portal.mic.ca](http://portal.mic.ca)
- Login using with user name and temporary password. Remember – this is case sensitive.



### Referring Physician Portal

IntelePACS 4-3-1-P350



#### Medical Imaging Consultants

→ Username:

→ Password:



### Changing your Password

At first log in the user must change passwords

### Change Password

Your password has expired. Please supply a new password.

Password	<input type="text"/>
Confirm new password	<input type="text"/>
<input type="button" value="Change Password"/>	<input type="button" value="Cancel"/>

Please choose your password carefully to keep access to your user account secure.

It is suggested a unique password is used, not one shared between other websites. For a more secure password a minimum 8 characters or longer using a combination of upper and lower case, numbers, and special characters such as punctuation is required.

A Confidentiality Agreement will then display for acceptance – this is a onetime process.

**Please Note: MIC staff does not and cannot know your password. You will NEVER be asked for your password. Do not share the password with anyone. For security purposes passwords will expire every three months.**

### STEP 3: SETTING NOTIFICATION PREFERENCES

Each user has the option of receiving email notice when new Reports or Images are available for referred patients. No patient information is included in the email and notifications can be turned on or off at any time. Each email contains a link to the portal and the new information. Login will be required.

By clicking on the *Profile* menu item at the top of the web page, Account Preferences and Notification Settings can be reviewed or altered. These include:



Account Preferences – *Please remember Updating Address and phone number does not update MIC for report delivery purposes, this information is for the portal application only.*

- Phone number
- Address
- Email address for notifications. Please ensure the email address listed for your account is correct.
- Password Changes

## Profile

**Account preferences**   **Notification preferences**

Save

\* Required

Username: portaldemo

First name: Portal

Family name: Demo

Email address: testinfo@hotmail.ca

Primary telephone: 780-555-5555

Secondary telephone:

Address: 123 Anywhere Street

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**Session Timeout**

Use custom timeout   15 minutes

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**Password**

Change password

Current password:

New password:

Confirm new password:

## Notification Preferences

- Turning notice on/off for Final report notification, Image Availability, Preliminary report availability (Transcription is available).

*Preliminary Report notices- Currently not available – Coming Soon!*

## Profile

**Account preferences**   **Notification preferences**

Save

**Notify me by email when**

Final report is available

Critical result is flagged

Images are available

Transcription is available

[Show less options](#)

## STEP 4: VIEWING IMAGES/REPORTS

Upon log in Physicians will see a list of recent results for referred patient exams listed in Notifications. These items correspond to the email notifications. Administration staff will not see such a list.

### **From the Notifications area:**

Clicking on the *Report* link will open the report and images for the exam, clicking the *Patient name* will open the patient file, displaying a list of studies for this patient.



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### **Using Search Tool**

Results can be found by using the search tool. Please search by: Last name, First name. At this time, patients CANNOT be search for via health number. Users will be presented with a list of patients that match the name criteria. The patient Date of Birth columns should then be used to select the desired patient



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## Viewing Images/Reports

The status of the exam being searched will determine what is available for viewing. Current images are available after acquisition. Reports preliminary or final will be available when dictation and transcription is completed. Locate Study and click to open



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Search bar: [Redacted] [Magnifying Glass Icon]

Welcome Portal Demo | [Notifications](#) | [Profile](#) | [Help](#) | [Log out](#)

[Notifications](#) > [US Abdominal Wall Ultrasound](#) >

[View PDF...](#)

[Redacted] (36Y / Female)  
DOB: [Redacted] Patient ID: [Redacted]

**US Abdominal Wall Ultrasound**  
Accession Number: [Redacted]  
Study Date: 2011 Feb [Redacted]  
Referring Physician: [Redacted]

**Final Report**

Comparison is made with the previous study of [Redacted]

Urinary bladder was smooth in contour. Ovaries are normal in size and appearance. Apparently the patient has a cervical remnant evident relating to previous laparoscopically performed hysterectomy. The small remaining cervical remnant and vaginal vault are normal in appearance. A trace of free fluid is seen in the pelvis.

Images in InteleConnect are intended for review only and are not appropriate for diagnostic purposes. Please use InteleViewer<sup>SM</sup> for diagnostic viewing.

Key images | All images

1-US ABDOMINAL WALL ULTRASOUND - ...    2-US ABDOMINAL WALL ULTRASOUND - ...

**\*\*Note – The internal validation process of images can on occasion cause a delay for access and older studies may have a retrieval time to be viewable\*\***

**Image Tools**

Double click the image to enlarge and activate Image options

- Zoom In and Out

