

### 1. Initial Registration

The initial registration process will result in confirmation of company information and the creation of a clinic within the RetinaVue Network.

- (a) After receiving the initial user information, use a web browser to navigate to the following URL: [https://www.retinavue.net/rn\\_customerportal](https://www.retinavue.net/rn_customerportal)
- (b) Use the provided login information to login.
- (c) Immediately after logging in, the website will require the initial password to be changed. The website will return to the login page once the password has been changed and require you to login with the new information.
- (d) After logging in with the new password, confirm the company information and then press **Next**.
- (e) If the first clinic to be setup has the same address as the company, select **The address is the same**. If the clinic address is different than the company address, select **The address is different**. Press **Next**.
- (f) Enter the clinic name, phone number and address if it is not already populated. The clinic name cannot exceed 70 characters in length. Press **Next**.
- (g) Enter the primary contact and IT contact for the clinic. Press **Next**.
- (h) Enter at least one provider that will be referring patients for exams. After adding one or more providers, press **Next**.
- (i) To complete the initial setup process, press **Finish**.

### 2. Download New Reports

New reports that have not been downloaded or viewed can be accessed by selecting the **New Reports** option from the home screen.

#### Important

After a report has been viewed or downloaded, it will no longer be listed on the New Report page. The Search Reports option can be used to view previously viewed/downloaded reports.

To download reports, select the checkbox on the left side of the page for one or more reports and then click PDF or TIF to download the corresponding file type.

*Certain EMRs do not allow PDF files to be attached to a patients chart and will require the files to be a TIF image.*

### 3. Search Reports

All reports associated with the clinic/s that a user is assigned can be searched from the **Search Reports** option on the home page.

The patient first name, last name, MRN, or date of service date range can be used to search for reports.

- Company Administrators are able to access all reports company wide. The user that completed the initial registration is the company administrator.
- All other users are only able to access reports the clinics that they are assigned to.

### 4. Edit Reports

Reports can be edited from either the **New Reports** or **Search Reports** pages. The following fields can be edited: MRN, first name, last name, DOB, referring provider, and IOP.

Only users with permission to edit reports will be able to perform this action.

- (a) Locate the report that needs to be edited and click **Edit** on the right side of the page.

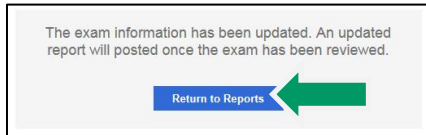
Select	Patient Name	MRN	DOB	Exam Date	Report Date	View	Edit
<input type="checkbox"/>	DOE, JOHN	00889911	02-01-1979	12-17-2015	12-17-2015	View	Edit
<input checked="" type="checkbox"/>	DOE, JOHN	00889911	02-01-1979	12-17-2015	12-17-2015	View	Edit
<input type="checkbox"/>	JONES, ALEX	00112233	09-20-1980	12-17-2015	12-17-2015	View	Edit

- (b) Update the exam fields to the correct value and then press **Save**.

**Edit Report**

MRN 00889911	First Name John	Last Name Doe	DOB 11-12-1975
Clinic QuickStart Clinic	Referring Provider Demo Provider MD	IOP OS (Left) 0	IOP OD (Right) 0

- (c) Once the changes have been applied, a confirmation message will be displayed. Press **Return to Reports**.



- (d) The report will be removed from your reports list until the reviewing physician signs off on a new report.

### 5. Referring Providers

Referring providers can be added, edited or removed from a clinic by company and clinic administrators.

- Select **Clinic Management** from the home page. Press **Next**.
- Select Update Referring Physicians. Press **Next**.
- If the current user is assigned to more than one clinic, select the clinic of interest.
- The referring providers should be listed at the top of the page.
- To add a provider, press **Add**. Enter the provider information and then click **Save**.
- To edit provider information, select the name of the provider. Press **Edit**. After updating the information press **Save**.
- To remove a provider, press the X button to the right of their name.

Name	NPI	Email	
Provider MD, Demo	1234567890	demoprovider@quickstart.com	X
Provider NP, Quickstart	0987654321	quickstartprovider@quickstart.com	X

- (h) After the provider information has changed, the client software must be updated. To update the client software, either restart the application or open settings and then press **Import**.

### 6. Users

There are 4 different types of user accounts for the portal. To access user information, select the **Clinic Management** option from the home page. Press **Next**. Select the **Manage Users** option. Press **Next**.

#### Company Administrator

The company administrator is the user that was provided during the initial registration process. Additionally company administrators cannot be added.

##### Permissions

- View/Download/Edit Reports for all clinics associated with the company
- Add/Edit/Remove all company users
- Add/Edit/Remove all clinic providers
- Add/Edit clinic Information
- Edit company information

#### Clinic Administrators

Clinics administrators can only access information for clinics that they are assigned clinic administrator.

##### Permissions

- View/Download/Edit Reports
- Add/Edit/Remove clinic users
- Add/Edit/Remove clinic providers
- Edit clinic Information

#### Reports Only + Edit Reports

##### Permissions

- View/Download/Edit reports for assigned clinic.

#### Reports Only

##### Permissions

- View/Download reports for assigned clinic