



**SOUTH COAST  
RADIOLOGY**

*Trusted by Doctors... Preferred by Patients*

# Online Web Portal Access to Patient Reports and Images

## INTRODUCTION

This document provides basic instructions for the web portal component of the report delivery system from South Coast Radiology. The web portal is used when you wish to access reports and images directly from the Internet or when you are asked to login to the system when you click on a link to view images within your practice management software.

## LOG IN

Once South Coast Radiology have given you a login and password, open your internet browser and go to <http://medinexus.com.au> and enter your username and password. You will be presented with your reports inbox.

## WHAT DO THE MENU OPTIONS MEAN?

**Inbox** = View your new/unread reports (in bold) and any reports you have viewed in the last 24 hours. From the Inbox you can also search for older reports. A report will be removed from you Inbox 24 hours after you have viewed it but can be brought back by clicking on 'Search'.

**Forwarded** = View a list of reports that you have forwarded onto other doctors.

**My Profile** = Change your address and contact details, change or add a provider and set a new password.

**Downloads** = Download image viewer for MD v3.6 and above, download a soft copy of this guide and Subscribe to HealthLink client to have reports delivered directly into Medical Director.

## TO VIEW MY NEW REPORTS (NOT INCLUDING EOS):

Go to your Inbox, and simply click on the report you wish to view from those shown in your list. New and previously unread reports are displayed in bold.

## CAN I SEE LARGER COPIES OF THE IMAGES?

Yes, when viewing the report click on (magnifying glass) next to an image to zoom in or click on the image itself. The larger image opens in a new window with all the other images appearing as thumbnails in the LHS of the screen. Click on any thumbnail to display it as the main image or use the 'Page Up and Down' keys to move between images. You are able to zoom in and out of any image by clicking repeatedly on the (zoom in magnifying glass) and (zoom out magnifying glass) as well as pan (move) the image by clicking and holding onto it and moving the cursor so you can see the parts of the image that are out of view when you zoom.

Clicking on Heading/Footer will remove the header and footer and provide more viewing room on the screen. Click on 'Close this Window' when you are finished. You may right click on the image and save it to a location of your choice on your computer.

## VIEWING OF EOS REPORTS AND IMAGES ONLY:

- After Logging in, select patient and click on 'report key images' tab
- Select 'view all images' and select the drop down 'For Study'
- Select 'Images (8)(2)'
- Select 'View All'
- Select 'Next Series' - Keep clicking on next series and this will take you through the whole image series and reports etc

## TO FIND AN OLDER REPORT:

Go to your inbox, and click on 'Search at the top of the screen. Enter the patient details, report subject or range of report dates or any combination thereof. All reports that match your search criteria will show on the list. Click on the reports you want and it will show on the list. Click on the report you want and it will remain in your Inbox for another 24 hours.

## CAN I FORWARD TO ANOTHER DOCTOR?

Yes. When viewing the report press the 'Forward' button. Enter the doctor's name and the system and select the doctor you wish to forward and then enter a note to attach the report. If the doctor is not on the Medinexus system click on the next and you can add their details and forward a report. If they are a new user then they can contact Medinexus on 1300796959, option 2 for their login details and for help.

## HOW DO I PRINT REPORTS?

When viewing a report, click on Print Preview and you can then select whether you wish to print the reports with or without images.

## HOW DO I REQUEST FILM OR CD?

Request = if you have chosen not to normally receive film or CD for your reports you can click on the Request button and request film or CD with an attached note of any details you wish to inform the radiologist of.

For further information please contact Laura Viall on (07)5580 8588 or [lviall@scr.com.au](mailto:lviall@scr.com.au).

## WHERE CAN I GET FURTHER HELP OR INFORMATION?

Contact Medinexus:  
1300796959, Option 2 or [help@medinexus.com.au](mailto:help@medinexus.com.au).