Overview

As a provider in PowerScribe 360 | Reporting, you can access a web-based portal that allows you to review, edit, and sign off reports. The portal allows you to work on your reports remotely from any computer with intranet access.

Note: The client portal has no speech recognition; all edits are made manually using the keyboard.

Log In to the PowerScribe 360 Provider Client Portal

1. Open Internet Explorer and enter the following Web address: http://<your PowerScribe 360 | Reporting server’s computer name>/RadPortal/login.aspx. For example, in the illustration at the right, the PowerScribe 360 | Reporting server’s IP address is 10.1.43.40. Be sure to enter your server’s computer name or IP address when typing in the path.

2. Enter your user name and password, and click Sign In. The PowerScribe 360 | Reporting Explorer window opens, allowing you to search for a report to sign or edit.

Locate a Report

Use Quick Search

1. If you have access to more than one site, select a site from the Sites drop-down list.

2. From the Look for drop-down, select Accession Numbers, Patient MRN, or Patient Last Name.

3. Click Search.

Use My Reports

Click any of these links to view a list of reports available in each category:

- **Signing queue**: Reports sent to you by the editor, residents, and or fellows.
- **Signed today**: Reports you signed today.
- **Touched today**: Reports you reviewed; however, not necessarily adding verbiage to the report, just reviewed.
- **Drafts**: Reports you have saved within your queue.
- **Annotated**: Reports assigned to you with a note attached.
- **Assigned Orders**: Reports assigned to you by another provider or an administrator.
- **Pending Correction**: Reports that you sent to the editor. The report is waiting for the editor to correct.
- **Wet Reads**: If used by your facility reports in a pre-draft state, waiting for a provider to take ownership and complete the report.
Provider Client Portal Quick Reference Card

Review and Sign a Report

1. Locate the report by one of the ways listed above, and click the Accession number link for the report.

2. Click the Report tab to view the actual content of the report.

3. After reviewing the report’s content, choose one of the actions listed at the bottom of the report information section:
   - Sign as Preliminary: Saves the report in a preliminary status and places the report in your Signing queue
   - Sign: Electronically signs the report
   - Discard: Deletes the selected report
   - Edit: Opens the report for text editing (see next topic below)

Edit a Report

1. Click the accession number link for the report you want to edit, then click the Edit link to open the report.

2. Use your keyboard and mouse to make any changes to the report. (The example below contains fill-in fields with brackets. Use your Tab key to move from field to field.)

3. When finished, choose one of the actions in the upper-right section of the window:
   - Sign: Saves your changes and allows you to electronically sign the report
   - Save and Close: Saves and closes the report only; the report is not signed
   - Close Window: Closes the report without saving your changes