

# Provider Client Portal Quick Reference Card

## PowerScribe® 360 | Reporting

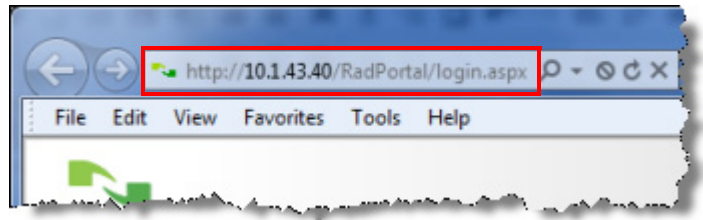
### Overview

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

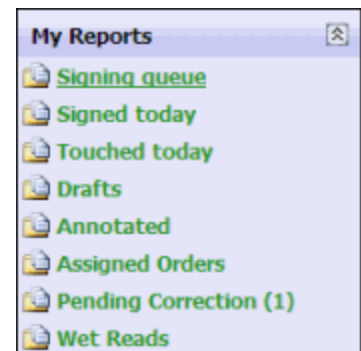
1. If you have access to more than one site, select a site from the **Sites** drop-down list.
2. From the **Look for** drop-down, select **Accession Numbers**, **Patient MRN**, or **Patient Last Name**.
3. Click **Search**.

A screenshot of the "Quick Search" interface. It features two dropdown menus: "Site:" set to "All" and "Look for:" set to "Accession Numbers". Below these is a text input field and a green "Search" button with a magnifying glass icon.

#### 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.

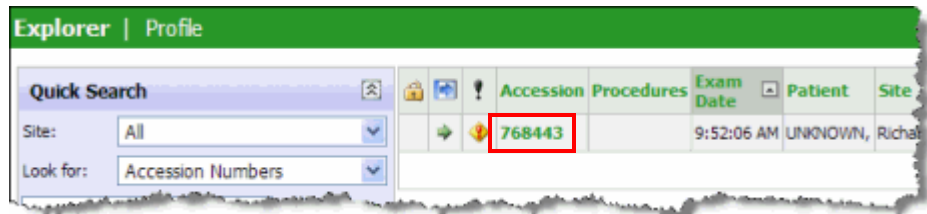


# Nuance® PowerScribe® 360

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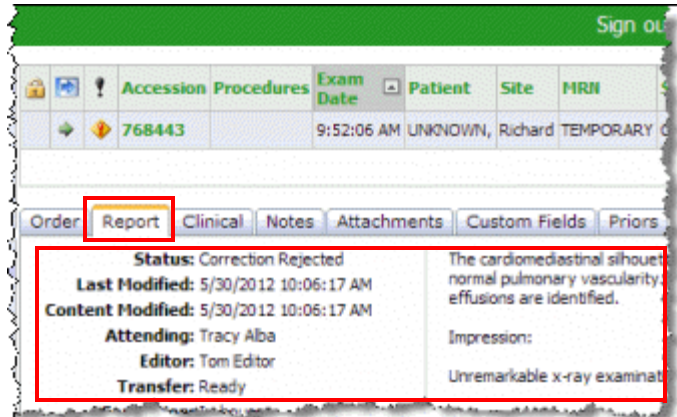
## Review and Sign a Report

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

