

Referrer Portal Quick Reference

Secure access to your patients' images and reports



Connected care starts here

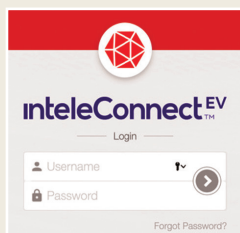
At Sydney Imaging Specialists, we value our referrers as much as we value our patients. This condensed guide supports secure, streamlined access to patient imaging and reports, helping you make timely clinical decisions with confidence.

Portal at a Glance

- Secure online access to patient images and reports
- View current and prior imaging studies
- Search by name, DOB, patient ID or accession number
- Export reports to PDF when required
- Support available for login, password and MFA assistance

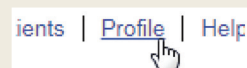
Getting Started

1. Launch the portal



- Open your preferred web browser
- Go to: <https://pacs.sydneyimaging.com.au>
- Enter your username and password
- Complete MFA/2FA if prompted
- Select Log in or press Enter

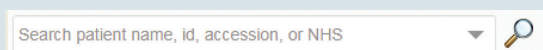
2. Update your profile



- Select Profile
- Review your email address, phone number and password
- Update notification preferences as required
- Select Save

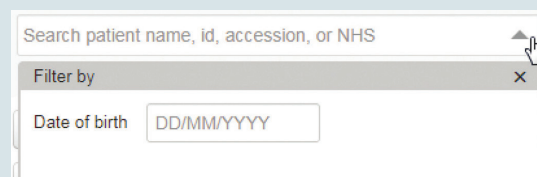
Find and Search Patients

Find patients



- Search by first name, last name, DOB, patient ID or accession number
- Use enough patient details to narrow results safely
- Select the relevant exam from the results list

Filter by date of birth



- Use the DOB filter when patient names are similar
- Searching with surname plus DOB helps reduce wrong-patient risk

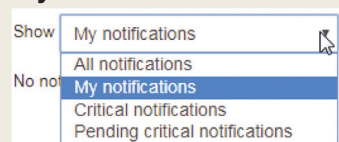
Portal Use: Exams, Images and Support

Quick steps for notifications, reports, image review and privacy

Notifications, Exams and Reports

View notifications

My notifications



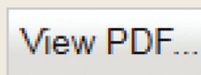
- Select Notifications
- Choose notification type
- Open the relevant patient or exam

Open an exam



- Select the relevant exam
- Review report and image availability
- Use Bring Online where enabled

Export a report to PDF



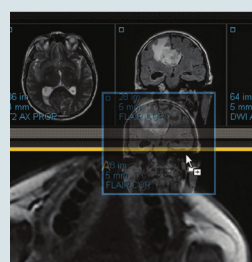
- Open the patient's exam
- Select View PDF or export option
- Save securely in line with practice policy

Review Images

Launch viewer

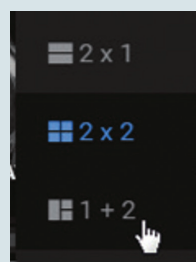
- Open the patient's exam
- Select an image thumbnail
- Drag images into the viewing area

Use tools



- Scroll, pan, zoom, window/level and measurements
- Compare current and prior studies

Change layout



- Select the layout tool
- Choose your preferred image layout

Scroll CT/MRI



- Use mouse wheel, scroll tool, image scroll bar or keyboard arrows

Prior Exams, Break-Glass Access and Privacy

View prior exams



- Locate prior studies or thumbnail strip
- Pin or select prior exams to compare

Open an exam

Provide the full patient ID

Or
 Provide the full patient name and the date of birth

Last name, first name YYYYMMDD

- Use only where clinically appropriate and permitted
- Accept the confidentiality agreement
- Search and select Access Patient Studies

Privacy reminder

- Only access patients where there is a clinical relationship or legitimate care need
- Keep login details secure
- Sign out of shared workstations after use

Support Details

Forgotten your password? Select **Forgot Password** and follow the prompts. Lost access to MFA due to a phone reset or new device? Contact SIS so we can help reset your access.

Phone: (02) 9044 3251

Email: pacs@sydneyimaging.com.au

Portal URL: <https://pacs.sydneyimaging.com.au>