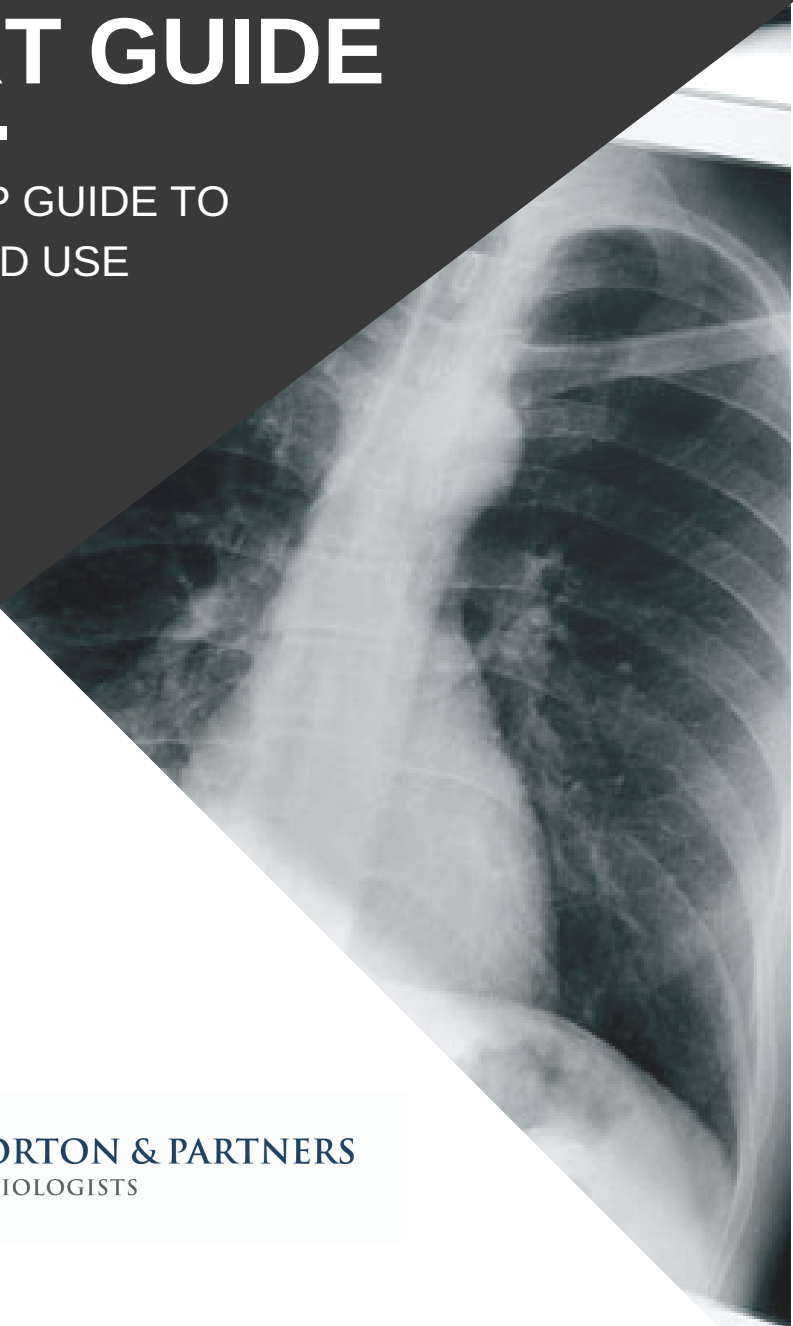


PORTAL QUICK START GUIDE

QUICK HELP GUIDE TO
ACCESS AND USE
PORTAL



MORTON & PARTNERS
RADIOLOGISTS





We've put together this friendly guide to get you started with basic, but powerful functionality for day to day use. Our Support teams are also available 24/7 to assist you with setting up and learning more about Portal.

Contact our support centre for assistance: (021) 276 2019

What is Portal?

Portal is a web-based imaging platform specifically designed to access patient reports and images from anywhere and at any time. This web-based platform integrates with XERO Viewer to provide quick access to referrers with high volumes of daily cases or practice at multiple hospitals.

What does Portal do?

Portal will create preconfigured widgets (work lists) for frequently used searches, such as Patients for the last 5 days at Cape Town Hospital or Patients Today at Rondebosch Hospital. Morton & Partners will be able to customize these widgets on a case by case basis.

Why use Portal?

Portal will allow quick access to frequently used searches with just a single click and provide referrers access to their patient's reports and images anywhere and at any time.



How do I log in?

In order to access the Morton Portal Site use the following web address:

<https://portal.morton.co.za>

You will come to the main login page. Using your credentials login on the right.

Existing Account

Your Login ID

Password

Login

[Forgot Password?](#)

First time logging in?

Use the username details provided to you in your Portal invitation email to access Portal.

Your password will be in the second email you have received, if for some reason you have not received this email click "Forgot Password".

In the event you do not know your password or have forgotten it please click the "Forgot Password" option at the bottom.

You will be prompted to enter your user name, and select "I'm not a robot". Click **proceed**.

You will receive an email to the address registered to this account. Follow the instructions in the email.

Forgot Password

Username *

bob.smith



I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

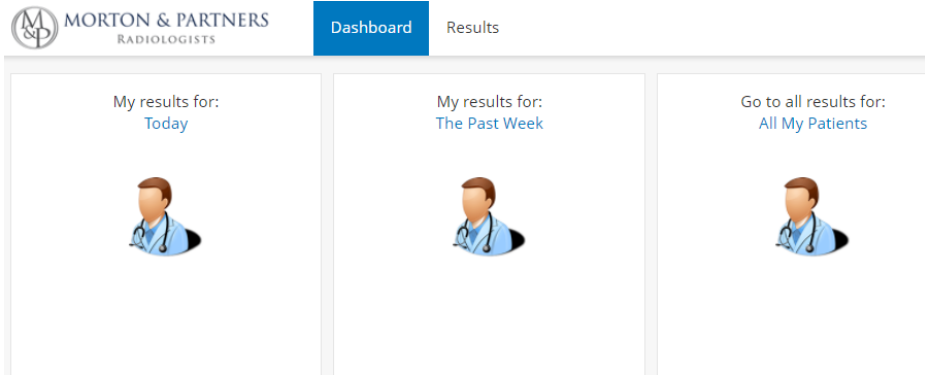
Proceed

Cancel



How do I access my patients info?

After signing in you will land on the **personalised dashboard screen** with preconfigured widgets based on your profile. These widgets allow you to have quick access to frequently used searches with just a single click.



After selecting a widget, you will be able to view (all your patients, patients referred for the day or past week), you can *further* toggle the search criteria by removing search filters from the widget results page:

Results

Searched for:

Patient Identification

Order Details

Need to refresh?

The results page does *not* automatically refresh itself, you can refresh the results page by clicking the browser refresher (next to the URL field) or the "Search" button at the bottom left of the screen.





The system will, however, log you out after 15 min of inactivity, when you log in again your list will be updated.




How do I access a specific patient from the results page?

Select the desired patient to review.

Select the left blue text to view all the patient's results and the right blue text if you want to review that specific result.

 RANDOM Name Born 06 Aug 19 Gender Male Age 48y QP-number QP-	 Pelvis T Hips Order Date 12 Apr 2018 10:30 Order Status Final Ordering Physician Order Number 99195 Location Outpatient	 
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Icons to the right indicate if the images and/or report are available for that specific study:

 Image available on XERO Viewer

 Report preview available (Full report available on XERO Viewer)

If on the patients all results area simply click anywhere on the desired result which will present you with the summary screen for that study, showing a preview of the report and enabling image access.

Please note:

Studies prior to November 2017 will *not* reflect the report review or report icons within Portal, but are available in XERO Viewer.



How do I see the images and full report?

To access the full images and the full report click the Blue “Open in Image Viewer” button, this will open the XERO platform, where you can utilise the full imaging tool suite.

The screenshot shows a patient results page for Morton & Partners Radiologists. At the top, there is a navigation bar with 'Dashboard' and 'Results' tabs. The patient's name 'EB' is displayed in a blue circle, along with their gender 'Female' and Q# number. The main heading is 'U/S RENAL TRACT AND BLADDER'. Below this, it lists the referring physician and performing location as 'Ward C'. The report status is 'Final' and the order date/time is provided. A 'Show All Results' button and an 'Actions' dropdown menu are visible. Under the heading 'Full report and images', there is a prominent blue button labeled 'Open in Xero Viewer'. The 'Report preview' section contains the following text:

female with previous hydronephrosis and now worsening renal function.

FINDINGS
Comparison made with previous CT on the

The right kidney is hydronephrotic with the AP pelvis measuring approximately 23 mm. This is not significantly changed. A dilated proximal and distal right ureter is once again identified. The multicystic lesion arising from the right kidney does not appear significantly changed on ultrasound. No perinephric collections.

The left kidney is normal.

No focal bladder abnormality. The bladder is near empty post micturition.

COMMENT
No significant interval change in the right-sided hydronephrosis.

*Data removed to protect privacy:



How do I search for a patient?

You can **search for a specific patient** using the **search field to the left** on the results page.

When searching for a patient by name, utilise the following format, **without a comma**, for example:

LASTNAME (*space*) FIRSTNAME

If you can't find your patient there is the possibility your account has limited access and you would need to "Break the Glass" (see below).

Search Reset

DEMOGRAPHICS ^

Patient Name (no punctuation)

QP-number

GENDER ^

BORN ^

If your search is *not* specific enough (i.e. just using the patient's surname), you may experience a long loading time (even after the loading animation has disappeared) due to the large volumes of records being filtered on the system. Please refine your search by adding patient details to prevent lagging effect.

How to Break the Glass (users with moderated access)

All activity in this area is logged and sent to the Morton Support Team for auditing purposes.

In the search area on the patient's tab, click All Patients.

My Patients All Patients

DEMOGRAPHICS ^

Name

**Data removed to protect privacy:*



In order for the search functionality to work, **you will require the family name (Last Name) as well as the patient's date of birth.**

If the search is successful it will return a result and indicate under the latest results column the following:

Demographics	Latest Results
Gender Male Age 36y	Sorry, you are not authorized to see the content.

Click the **“Break Glass”** button on the top right

You will be prompted to **enter the reasons for access.**
This is logged in the audit:

Break The Glass

You are about to request unrestricted access to the system for clinical data. This should only be done in case of medical necessity when no other option is available. All access will be logged and reviewed. To proceed, please select the reason and enter some description for the access request.

Please select reason for access *

Select Reason for Access ▼

Description

Description

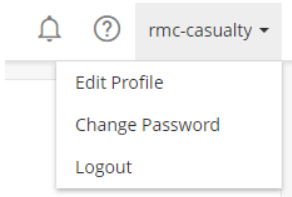
Cancel Allow Access

*Data removed to protect privacy:



I need to update my details?

This is the area where you can update your information. The email address here is used for new study notifications and password resets. Users can also directly change their password from here.



Need help with XERO?

Should you need assistance with XERO viewer as well, please utilise the below link to download the Quick start guide.

[Click here to download](#)

**Data removed to protect privacy:*

**Forgot your password? Or struggling to login?
Contact our friendly IT support team:**

(021) 276 2019

support@morton.co.za

Business Hours: 07:00 - 17:30

After hours (emergency) numbers: (083) 607 4613



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