



Health
Southern NSW
Local Health District

My Imaging

INFORMATION FOR HEALTH PROFESSIONALS!

The My Imaging Portal will eventually replace films and discs. It allows patients to share their exams (images) with you – using a range of familiar, user-friendly browser-enabled devices.

Ask your patient to share their images and reports with you.



GUEST ACCOUNTS

When a study is shared to you for the first time, you will be prompted to create a guest account. For individuals, a patient will share to your email. For practices, you may get it in your practice email. Follow the instructions in the email. Once the account is setup, studies shared by patients will be available when you login. Identity verification is not required to setup this account as consent for access is given by the patient. You can share exams to others if a patient has granted you permission to.

EXTERNAL BREAK GLASS ACCOUNTS

Health Professionals can apply for an account that allows breaking glass to search for a patient via their last name and first name. This account is not a guest or staff account. To create an external break glass account, you are required to complete an application form which must have a contact mobile number and provider number. **Applications may require identity verification.**

Forms can be obtained from local Medical Imaging Department and once completed returned to your local Imaging Department for processing. Once the account has been setup you will get an email notification from the PACS team.

This account cannot share data to others like a guest account.

Logging In



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Southern NSW
Local Health District

STEP

1

Go to the [My Imaging Portal](#)
Use the QR code on your mobile or click on the Internet address:



<https://myimaging.gsahs.health.nsw.gov.au>

On your **first login**, follow the account setup prompts.

STEP

2

Enter your email address or
username and password.

The screenshot shows a 'Log In' form with a teal header. It contains two input fields: 'Email/User Name:' with the value 'patienthne2@gmail.com' and 'Password:' with masked characters '.....'. Below the fields is an orange 'Log In' button. At the bottom, there are two links: 'Forgot password' and 'Change password'.

STEP

3

Click Log In. A One-Time
Password pop up will appear.

The screenshot shows a 'One-Time Password' pop-up window with a teal header and a close button (X). The text inside reads: 'A one-time password has been sent to your mobile number. Please enter this password in the text box below and click Continue.' Below this is a note: '* The password is valid for the next 20 minutes. After that, you will need to login again.' There is a 'Password:' label and an input field containing the text 'SJQDQ78G'. At the bottom, there are two buttons: 'Cancel' and 'Continue'.

STEP

4

Enter the password sent to
your mobile phone or email.
One time passwords are
case sensitive.

Viewing



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Local Health District

Once you are logged in, the most recent study will open. You can view the report and images then share to other referrers via email if a patient has allowed you to share on. You can also view previous exams from this window if the patient has given you permission.

Sharing



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Patients have a number of options when sharing. What a Health Professional sees will depend on what the patient shares with them. A patient could share in the following ways:

Sharing options

Define sharing options:

- Allow access to the exam for the next days
- Share entire patient portfolio
- Allow user to share exam with additional users
- Hide patient details

GUEST ACCOUNT SHARING

Important: Patients can see if you have shared on to others.

STEP

1

Referrers can choose to share examinations to other Healthcare Professionals if a patient allows it in the original shared study. Click on the share icon on the top right screen when a study is open.



Share Exam ? X

FRENCHIE, Chester - OT 04 January 2019 15:51

STEP 2

Sharing Method | Contact Information

Please fill in the email address of the person with whom you wish to share:

Email address

Enter mobile number:

Mobile number

STEP 3

Sharing options

Define sharing options:

Share entire patient portfolio

Hide patient details

Cancel Next

Add in the email of the health professional who you wish to share with.

By clicking the Sharing options arrows you can:

- Share all studies
- Hide patient details

Sharing options

I understand the [security implications](#) of sharing medical information

Cancel **Next**

STEP 4


Ticking the checkbox and clicking "Next" sends the link.

OPTIONAL STEP


The exam information will be available until 06 August 2020 14:00
 To discontinue this sharing, use the [Manage Existing Sharing](#) option from the right-click menu.

Optional: Managing existing sharing and access is performed by clicking the share icon and selecting Manage existing Sharing.

This displays who you have shared the exam(s) with.

Shared on	Expiration	Shared with
13 July 2020	12 August 2020	aaa 

Clicking the trash icon deletes access for the selected user to view your shared exam

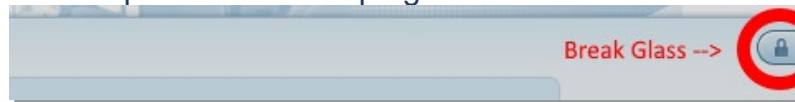


External Break Glass Accounts

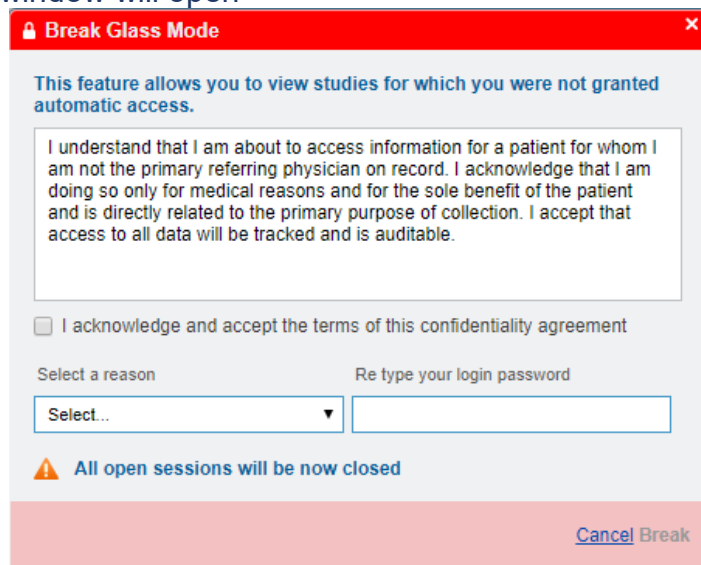
This account is not a guest or staff account and is created after an application form has been submitted to a Southern NSW Local Health District medical imaging department.

To enable Break Glass Mode:

- Login to:
- <https://myimaging.gsahs.health.nsw.gov.au>
- Click on the padlock at the top right of the screen



- A new window will open

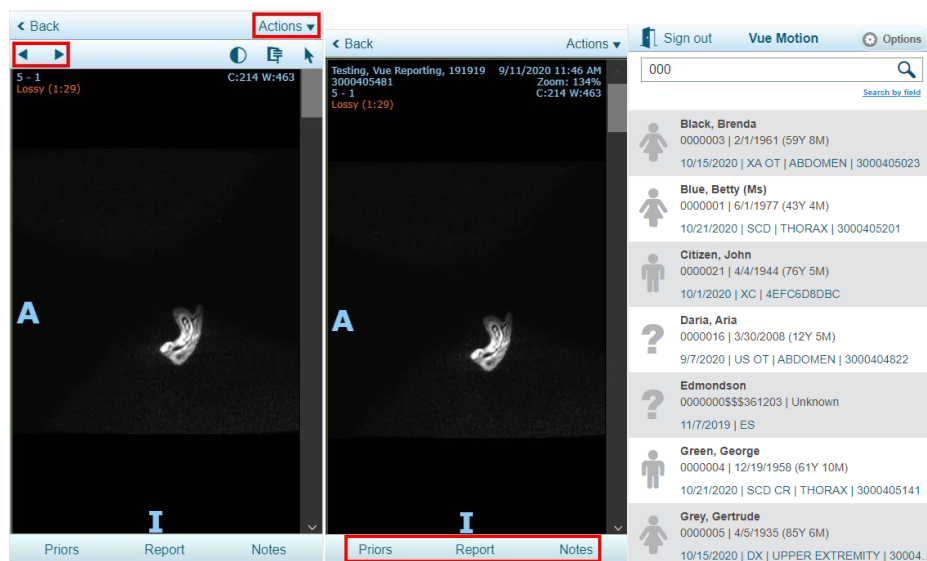


- **Acknowledge and accept the conditions**
- Provide a reason for breaking the glass
- Re-type your password
- Click on 'Break' button
- Search using your patients Last Name, First Name and DOB.

Navigating Study Information on a Mobile Device

Once users select the patient exam, they can view images, series, reports and priors. The sharing, downloading and printing buttons are not available. Use a PC, iPad or tablet to access those buttons.

- **Priors** displays previous imaging
- **Report** displays the report for the study
- **Notes** displays any sticky notes associated with the study
- Clicking **Actions** brings up a drop down tab to access series navigation (arrows) and change the brightness and contrast (contrast icon)



Support



Health
Southern NSW
Local Health District

If you have any issues accessing the Southern NSW LHD My Imaging portal or have any questions, please contact the Imaging Support Help Desk via email or call your local practice:

Email: SNSWLHD-PacsAdmin@health.nsw.gov.au

Phone: (02) 6150 7803 (only available during business hours (from 9am to 5pm, Monday to Friday))

Information for your local Hospital Medical Imaging Department is available on the Southern NSW Local Health District (SNSWLHD) [website](#).