
Medportal – Quick Start Guide

MEDPORTAL LOGING SCREEN

You can access Medportal through the following methods:

Direct Link: Visit <https://vandyk-mpacs-za.vertexih.com>

Website Navigation: Go to our website, <https://www.vandykbfn.co.za> and click on "Patient Portal," then select "Medportal Login."

To access your images and reports, simply follow the initial registration instructions provided below.

Initial login requirements for **referring doctors** that are auto generated by Medportal:

- Username: referring doctor code received via email.
- Password: referring doctor practice number (including leading zeros).

Initial login requirements for **patients**

- Username: Use the email address registered at our practice as your login name.
- Password: Your initial password will be your ID number registered with our practice. You will be required to change this as part of the registration process.



UK

VD&V

DrsVanDyk&Vennote/Partners Inc

medportal

Username

Password

☐ Remember Me

If this is your first time logging in please follow the instructions emailed to you by the Drs Van Dyk and Partners practice.

Login

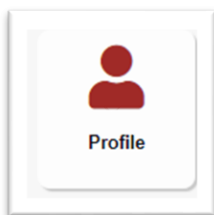
[Terms and Conditions](#)

[Privacy Policy](#)

[Forgot Password?](#)

PROFILE TAB

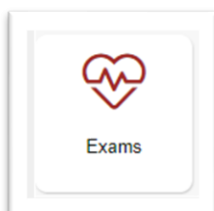
The following can be viewed or changed by clicking on the **profile tab**:



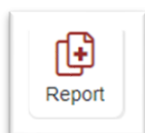
- Click on profile to change your password if needed.
- Select light or dark theme.
- Expand patient worklist as a default.
- Activate the system to notify you of new studies under your profile.

EXAMS TAB

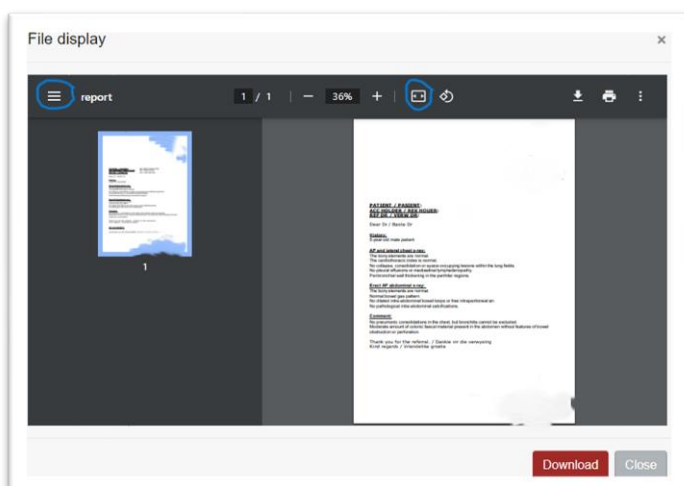
- Click on exams tab to view of list of all available exams.



- Exams will display as **waiting for report** (no images available yet) or **completed** (report & images available).
- You can use the filter on the left-hand side to easily find your patient or filter just for a date range.
- Click on report to view the report window:



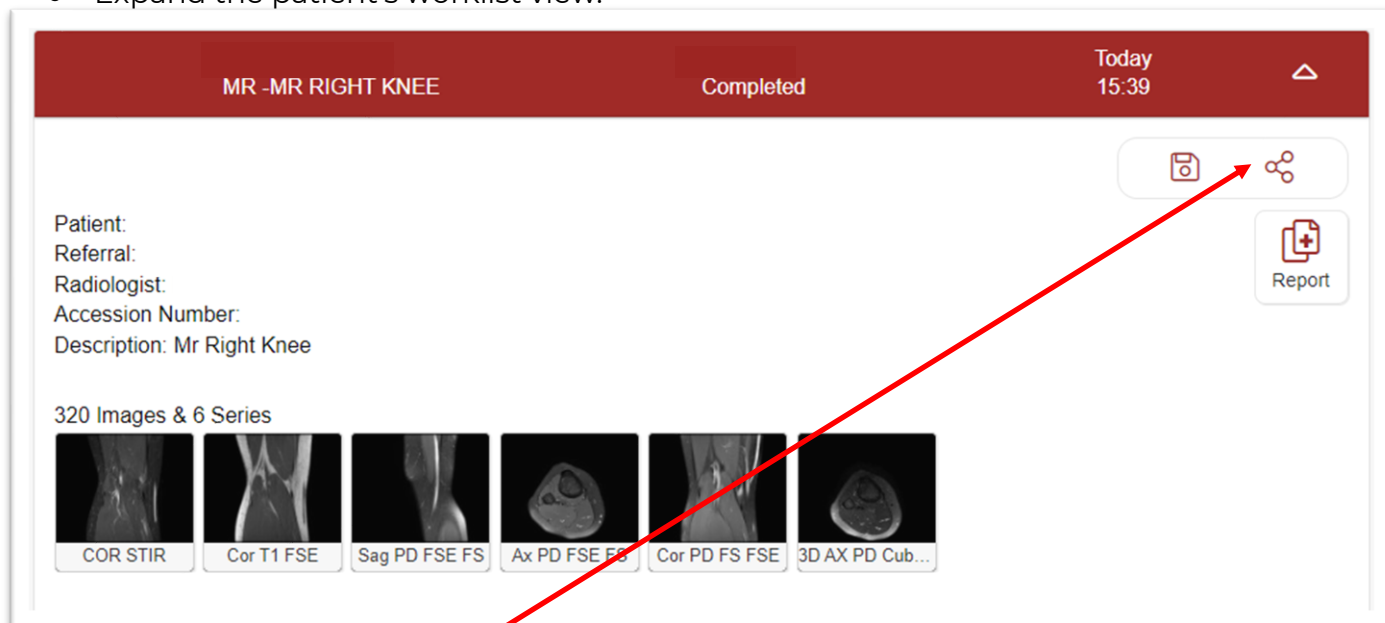
- To view the report in full screen, follow these steps (this is only applicable the first time you view a report):
 - Click on the 3 lines (left hand side) to hide menu.
 - Then click on the fit to width button (above report) to increase report to 100%.
 - The system will remember this setting for future.



- If you wish to save the report to your pc/laptop. Use the download button to download a pdf file of the report.
- To view images, click on the image or series that you wish to view, the image view port will open and load the image/series.

SHARING IMAGES

- Expand the patient's worklist view:

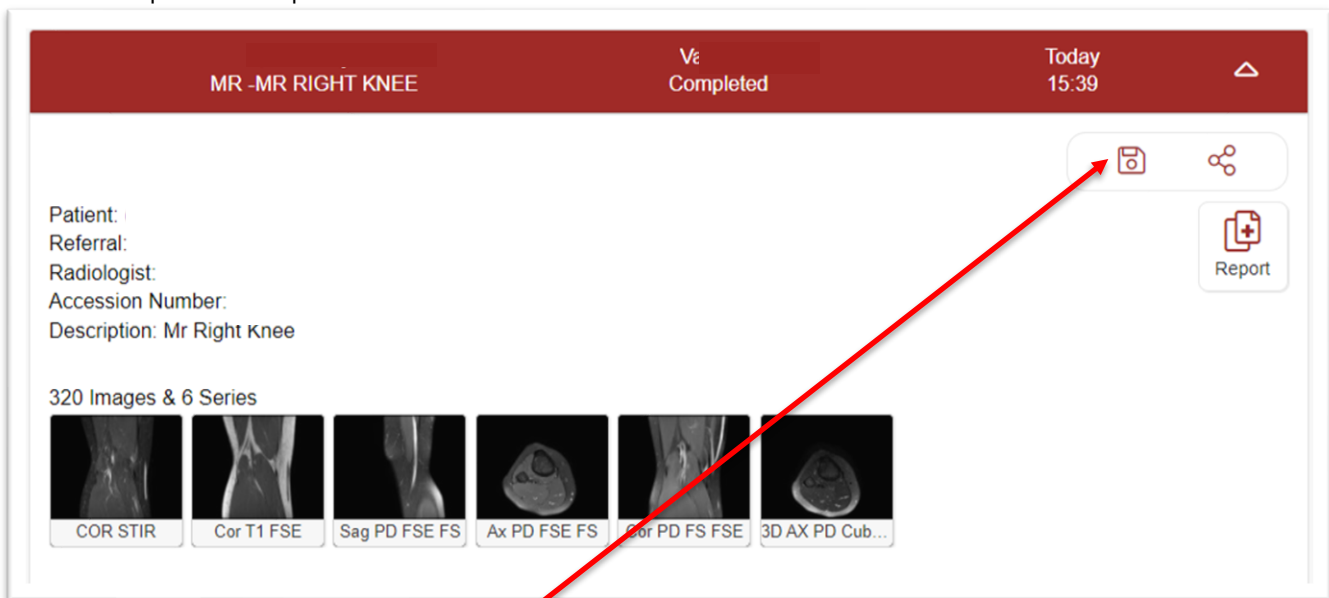


- Click on share button.
- Add email address of person to share case with.
- Add comment if required.
- Select the number of days that the access will be active.
- Select the radio button to share historical imaging.
- Click SHARE once above is completed.

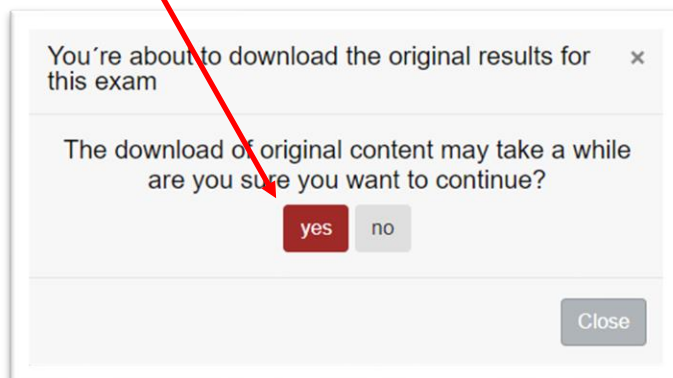
The 'Share with' dialog box is shown with a close button (X) in the top right. It has two tabs: 'Doctor' (selected) and 'Email'. Below the tabs, there is a text input field for 'Email(s): (separated by "<div>'>

SAVING IMAGES

- Expand the patient's worklist view:



- Click on the save button.
- Click yes.



- The study will download to your PC.
- This download includes a Dicom viewer.
- The downloaded study is in Dicom format.