

## How to use the Request Access Feature

### INTRODUCTION

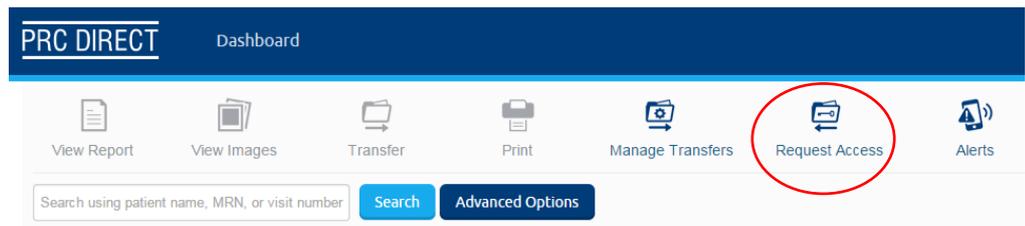
If you have a patient who has had medical imaging performed at Perth Radiological Clinic, the 'Request Access' feature will grant you access to your patient's prior examination(s), even if you did not refer the patient.

This document describes how to gain access to a patient's prior examination history at Perth Radiological Clinic.

### HOW DO I REQUEST ACCESS TO A NEW PATIENT?

1. Double Click on the PRC Direct shortcut on your desktop, or open a web browser and go to <https://prcdirect.com.au>

2. From the PRC Direct – Dashboard window, click [Request Access] for the PRC Direct – Request Access window to appear.



3. Enter the patient's first name, last name and choose one identifier from the available options.

4. Click [Find Results].

5. Once PRC Direct has found a match, your patient's prior examinations performed at Perth Radiological Clinic will be shown in the list. You can now select the result you wish to view.

#### Request Access

To gain access to a patient's result(s), you need to enter their first and last name, as well as one of the three identification criteria - date of birth, post code, or medicare number, and press the "Find Results" button. From there, select the desired result, sign the declaration, and click the "OK" button.  
**Note:** All of the patient's results will be accessible via the patient's result history.

\* First name: Michael  
\* Last name: Price  
Date of birth: dd/mm/yyyy OR Post code: 6018 OR Medicare number:   
  

Visit Number	Result Date	Description	Referring Doctor
4762879	10/05/2013 2:07 AM	CXR AND RT SHOULDER	Chung Wee

I declare that I am responsible for this patient's medical care.

**IMPORTANT: BEFORE PROCEEDING, YOU MUST TICK TO DECLARE THAT YOU ARE RESPONSIBLE FOR THE PATIENT'S MEDICAL CARE. PERTH RADIOLOGICAL CLINIC AUDITS AND PROVIDES ACCESS TO PATIENTS' PREVIOUS EXAMINATIONS IN ACCORDANCE WITH AUSTRALIAN PRIVACY LEGISLATION.**

6. Click [OK].

7. Click on the Transfer/Access Grants tab in the PRC Direct – Patient Search window to view your patient's results.

**NOTE: ALTHOUGH YOU MUST SELECT A PARTICULAR STUDY, ALL OTHER RESULTS WILL BE AVAILABLE IN THE PATIENT RESULT HISTORY SECTION OF THE REPORT.**

**PLEASE NOTE: Perth Radiological Clinic stores patients' imaging and results electronically, however on some occasions, prior examinations may not be accessible with PRC Direct.**

### WHO CAN I CONTACT FOR FURTHER INFORMATION?

If you encounter any problems or have any comments or suggestions about PRC Direct, please contact: [info@perthradclinic.com.au](mailto:info@perthradclinic.com.au)

This User Guide is specifically for the Request Access feature of PRC Direct. For a comprehensive user guide for PRC Direct, please contact your Customer Relations Manager.

Last Edited: 1<sup>st</sup> May 2015