Carlsbad Imaging Center
6010 Hidden Valley Rd. #125
Carlsbad, CA 92011
phone: (760)730-3536 fax: (760)720-4833
www.carlsbadimaging.com

Imperial Radiology
2407 Marshall Avenue, Suite A
Imperial, CA 92251
phone: (760)545-0340 fax: (760)545-0341
www.imperialcountyradiology.com

Provider Portal Instructions

User ID: _____   **Password:** _____

➢ Go To www.carlsbadimaging.com or www.imperialcountyradiology.com
➢ Click on **PHYSICIAN'S PORTAL, IMAGES & REPORTS ➡**
➢ Enter your portal userID and password and click **"sign on"**

#1   How to search for patient exams and PRINT patient reports

➢ Click on the **Binoculars icon** 🔍 under the Patient Name column
➢ Enter your patient's **FIRST and LAST name** in the designated boxes
➢ **SELECT** Apply Combined   **DO NOT SELECT →** Apply Alone
➢ Find your patient's exam, click on **"Final"** in the status column to view the report.
➢ Click **"Print Friendly"** to print the report.

#2   How to search for exams OLDER than 6 months

➢ Click on the blue -6 months
➢ **UN-CHECK** the box next to 🟨 newer/younger than
➢ **SELECT** Apply Combined   **DO NOT SELECT →** Apply Alone
➢ Continue to search for your patient from #1

#3   Viewing Patient Images

➢ **Viewer must be downloaded before viewing patient imaging.** Please install the viewer by clicking the **"Download Viewer"** button located in the top, right corner of the page and follow the prompts
➢ After searching for your patient, **click on your patient's name to view the images**.
➢ If a yellow and white toolbar pops up on the bottom of the page, click **"Open"**

Disclaimer

➢ **As a health care provider, I agree and understand that:**
1. I must keep my login information confidential
2. I must follow HIPAA regulations by accessing ONLY the records of my patient(s)
3. I agree to ONLY view images and reports that are in "FINAL" status.
4. I will NOT view images and reports that are in "Unviewed" or "Ordered" or "Preliminary" status

Provider Name & Signature_____Date_____

Please fax to (760)720-9563 once the disclaimer has been signed. Thank you.