

A grayscale background image of a world map, showing the outlines of continents and a grid of latitude and longitude lines. The map is centered on the Atlantic Ocean, with North and South America visible on the left and Europe and Africa on the right.

Web Portal Overview for Assessors

May 2018

Overview

- Key capabilities and why you need them
- Account activation and login assistance
- Dashboard functionality review
- End to end referral process tracking with all the bells and whistles

Key Capabilities

- View upcoming assessment schedules
- View medical records electronically eliminating securedocs, heavy binders and save trees!
- Upload dictations, draft reports and doctor notes
- View draft reports back from QA
- Upload finalized reports and invoices
- Track active referrals by status
- Receive automatic notification of key events such as: appointment scheduled, rescheduled, draft report uploaded, report finalized, etc.
- Send notes to NYRC regarding active referrals
- View referral details such as: case history notes, documents, letters, and reports
- Enforce industry standard SSL 128-bit encryption

Full visibility and interactivity on referrals at every stage of the workflow.



Activate Account



Web Portal Account Re-Activation

Support Phone: (778) 372-1410

Support Email: intake.bc@nyrc.ca


Company Name: Test Company

Name: Grace Ma

Web User Login ID: grace@nyrc.ca

Password 

Confirm Password 

Submit 

Login Screen 

We have verified your re-activation request and it is valid. Please enter your password in the fields above and click submit.


The following are the password rules:

- The minimum length of the password must be at least 1 characters.



Bookmark New Secure Login

<https://webportal.nyrc.ca/login.aspx?id=5>

**NYRC**
Web Portal

User Name

Password

SIGN IN

[Reset Password](#)

[Bookmark Page](#)

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WARNING: THIS IS A SECURE SITE. FOR SECURITY PURPOSES YOUR IP ADDRESS HAS BEEN LOGGED, DATED AND SENT TO THE SYSTEM ADMINISTRATOR.



NYRC Webportal Dashboard

View referrals with medical records, **Search referrals**, and **View** referrals by status.

Dashboard Refresh

0 New Referrals Since Last Login 0 New Docs Since Last Login 0 New Notes Since Last Login

Referral Tracker Total Referrals 392

Total Referrals By Status - Click +/- to show/hide detail

- + 5 Awaiting Medical Records
- + 22 Awaiting Appointment
- + 6 Report Development
- + 359 Complete

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Expand and **Collapse** referrals by Status



Sorting Referrals

[Dashboard](#)
[Referral Search](#)
[Physician Schedule](#)
[Change Password](#)
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Dashboard

Refresh

0 New Referrals Since Last Login

0 New Docs Since Last Login

0 New Notes Since Last Login

Referral Tracker

Total Referrals 392

Total Referrals

Status - Click +/- to show/hide detail

+ 5 Awaiting Medical Records

- 22 Awaiting Appointment

Claim #	Examinee	Case #	Client	Physician	Service	Appt Date	View Case	Add File	Add Note	Upload Dictation
AC96527-6 // 5950		113161			Independent Medical Evaluation	10/18/2018 9:00AM	Details	Upload	Add Note	Upload
AB48237-4 // 5985		113245			Independent Medical Evaluation	11/22/2018 9:00AM	Details	Upload	Add Note	Upload
P643770-0 // 55000-488		81676			Live Testimony	09/25/2017 8:00AM	Details	Upload	Add Note	Upload
P670068-6		84662			Live Testimony	02/06/2017 8:00AM	Details	Upload	Add Note	Upload
P485528-0//10001109L		87480			Live Testimony	02/27/2017 8:00AM	Details	Upload	Add Note	Upload
P165500-4 // 15000000		80057			Live	04/21/2017	Details	Upload	Add Note	Upload

Sort Parameters:

- Claim Number
- Examinee
- Case Number
- Client
- Service
- Appt Date

View a Referral

View referrals in the **Awaiting Appointment** queue. Click the **Details** button for case specifics.

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Dashboard

Refresh

0 New Referrals Since Last Login

19 New Docs Since Last Login

0 New Notes Since Last Login

Referral Tracker

Total Referrals 393

Total Referrals By Status - Click +/- to show/hide detail

+ 5 Awaiting Medical Records

- 22 Awaiting Appointment

Claim #	Examinee	Case #	Client	Physician	Service	Appt Date	View Case	Add File	Add Note	Upload Dictation
P643770-0 // 55000-488		81676			Live Testimony	09/25/2017 8:00AM	Details	Upload	Add Note	Upload
P670068-6		84662			Live Testimony	02/06/2017 8:00AM	Details	Upload	Add Note	Upload
P485528-0//10001109L		87480			Live Testimony	02/27/2017 8:00AM	Details	Upload	Add Note	Upload
P468508-4 // ICBC2058		89957			Live Testimony	04/21/2017 10:00AM	Details	Upload	Add Note	Upload

Referral Search

Easily search referrals by examinee Last Name

Referral Search
Must select at least one search criteria - please do not use wildcard characters (*%), the query will do that for you.

Case# (must be numeric)

Claim# (partial claim# is OK)

Examinee

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View a Referral

Open a referral from the **Referral Search** page. View referrals in **Awaiting Appointment**. Click the **View** button.

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Referral Search Results - 2 Total Referrals

Must select at least one search criteria - please do not use wildcard characters (*%), the query will do that for you.

Case# (must be numeric)

Claim# (partial claim# is OK)

Examinee
 ☐

Click on the heading to sort by that category

Web Ctl#	Claim #	Web Status	Examinee	Case #	Physician	Service	Specialty	Appt Date	View
114280	V902257-1 // 6377	Awaiting Appointment	<input type="text"/>					05/18/2018 12:30PM	Details
114072	V902257-1 // 6377	Report Development	<input type="text"/>					05/17/2018 9:00AM	Details

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Get to a referral from the referral tracker on the dashboard or referral search.



View Referral Documents

Click the **Documents** tab to see a list of all documents associated with the referral those not yet viewed are indicated as **New**.

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Referral Details

Case Number: 100116	Examinee: <input type="text"/>	Client Name: <input type="text"/>	Physician: <input type="text"/>
Claim Number/Ext: AA77416-2 // 1142 // IF5624	Appt Date: 1/18/2018 9:00:00 AM	Date of Loss: 5/30/2014	Location: NYRCBC 1385
Service: Independent Medical Evaluation	Status: Report Development		

[Add Note](#) [Add Document](#)

[History Notes](#) 0 Total - 0 new [Documents](#) 3 Total - 3 new [Related Cases With Same Claim# or Claimant](#) 1 Total

No notes found

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Types of documents:

- Confirmation Letters
- Doctor Instruction Letters
- Medical Records
- Invoices
- Reports



Opening Documents

Once you click **View** the document will load and you can download documents to your desktop for viewing/editing

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[Logout](#)

Referral Details

Case Number: 100116	Examinee: <input type="text"/>	Client Name: <input type="text"/>	Physician: <input type="text"/>
Claim Number/Ext: AA77416-2 // 1142 // IF5624	Appt Date: 1/18/2018 9:00:00 AM	Date of Loss: 5/30/2014	Location: NYRCBC 1385
Service: Independent Medical Evaluation	Status: Report Development		

[Add Note](#) [Add Document](#)

[History Notes](#) 0 Total - 0 new [Documents](#) 3 Total - 3 new [Related Cases With Same Claim# or Claimant](#) 1 Total

User ID	Description	Date	File Type	File Name	View Docs	New
AGioia	Singh - LOI	12/22/2017	Medical Records	Singh - LOI.pdf	View	New
AGioia	Singh - INDEX	12/22/2017	Medical Records	Singh - INDEX.pdf	View	New
AGioia	Singh - MEDS	12/22/2017	Medical Records	Singh - MEDS.pdf	View	New

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Downloading Documents

For PDF Documents: When you click **View**, the document will load in the NYRC Webportal. A random 5 digit number will be assigned to the document when you save it to your computer. Rename the document so you can find it easily

For Word Documents: When you click **View**, you have the option to **Open**, **Save** or **Save As**:

- 1) **Open** – this will open the document in the NYRC Webportal
- 2) **Save** – A random 5 digit number will be assigned to the document when you save it to your computer. Rename the document so you can find it easily
- 3) **Save As** and rename the document so you can find it easily

The screenshot displays the NYRC Webportal interface. On the left is a sidebar with navigation links: Dashboard, Referral Search, Physician Schedule, Change Password, and Logout. The main area is titled 'Referral Details' and contains a form with fields for Case Number (108001), Claim Number/Ext (P761814-3 // 3530 // 51790), Service (Independent Medical Evaluation), Examinee, Client Name, Physician, Appt Date (4/10/2018 11:00:00 AM), Date of Loss (5/30/2013), and Location (NYRCBC 1385). Below the form are buttons for 'Add Note' and 'Add Document', and a 'History Notes' section showing '0 Total - 0 new'. A file download dialog box from Internet Explorer is open, asking 'What do you want to do with 47847.doc?' and offering 'Open', 'Save', and 'Save as' options. Below the dialog is a table of document history.

User ID	Description	Date	File Type	File Name	View Docs	New
Amber.Gioia	- MEDS	4/12/2018	Medical Records	n - MEDS.pdf		
Amber.Gioia	- INDEX	4/12/2018	Medical Records	n - INDEX.pdf		
farica.lambert	- LOI	4/13/2018	Medical Records	n- LOI.pdf		
SCramer	Draft	5/4/2018	Report	may02~nyr - dge - 2207567_1393.doc		

View a Referral and History Notes

View and **Add** new case history notes which will be received by NYRC if necessary.

Dashboard

Referral Search

Physician Schedule

Change Password

Logout

Referral Details

Case Number:	Examinee:	Client Name:	Physician:
107148			
Claim Number/Ext:	Appt Date:	Date of Loss:	Location:
U1399013 / 3190	6/22/2018 9:00:00 AM	4/23/2014	NYRCBC 1385
Service:	Status:		
Index: Medical Evaluation	Awaiting Medical Records		

Add Note

Add Document

History Notes 0 Total - 0 new

Documents 0 Total - 0 new

Related Cases With Same Claim# or Claimant 0 Total

No notes found

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Attach a New Document

Dashboard

Referral Search

Physician Schedule

Change Password

Logout

Referral Details

Case Number:	Examinee:	Client Name:	Physician:
107148			
Claim Number/Ext:	Appt Date:	Date of Loss:	Location:
U139994-2 // 3190	6/22/2018 9:00:00 AM	4/23/2014	NYRCBC 1385
Service:	Status:		
Independent Medical Review	Awaiting Medical Records		

Add Note

Add Document

History Notes0 Total - 0 new

Documents0 Total - 0 new

Related Cases With Same Claim# or Claimant0 Total

No notes found

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Uploading Documents

Select Document Type. Enter a description for the documents. Click **Browse** to find the documents on your system and click **Upload**.

Dashboard

Referral Search

Physician Schedule

Change Password

Logout

Files and Documents

Case# 81676 Claim# P643770-0 // 55000-488 Examinee:

Please make sure the file upload confirmation box is displayed before leaving this page.

Select document type (required):

-Select-

Addendum

Billing Documents

Cover Letter

DICOM Images

Films

Medical Records

Photos

Report

Videos

id (required - 200 character maximum):

er dialog then upload them at once:

Having problems? Try the alternate version of the file upload screen by clicking the link below.

[Alternate File Upload Screen](#)

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Uploading Multiple Files

Enter a description for the documents. Click **Browse** to find the documents on your system and click **Upload**.

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Files and Documents

Case# 81676 Claim# P643770-0 // 55000-488 Examinee:

Please make sure the file upload confirmation box is displayed before leaving this page.

Select document type (required):

-Select- ☐

Enter description of file(s) being uploaded (required - 200 character maximum):

Select one or more files in the file browser dialog then upload them at once:

Upload Multiple Files

Having problems? Try the alternate version of the file upload screen by clicking the link below.
[Alternate File Upload Screen](#)
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Uploading Dictation

Easily upload dictations for quicker turnaround times

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Dashboard

0 New Referrals Since Last Login

0 New Docs Since Last Login

0 New Notes Since Last Login

Referral Tracker

Total Referrals 392

Total Referrals By Status - Click +/- to show/hide detail

+ 5 Awaiting Medical Records

- 22 Awaiting Appointment

Claim #	Examinee	Case #	Client	Physician	Service	Appt Date	View Case	Add File	Add Note	Upload Dictation
AC96527-6 // 5950		113161			Independent Medical Evaluation	10/18/2018 9:00AM	Details	Upload	Add Note	Upload
AB48237-4 // 5985		113245			Independent Medical Evaluation	11/22/2018 9:00AM	Details	Upload	Add Note	Upload
P643770-0 // 55000-488		81676			Live Testimony	09/25/2017 8:00AM	Details	Upload	Add Note	Upload
P670068-6		84662			Live Testimony	02/06/2017 8:00AM	Details	Upload	Add Note	Upload
P485528-0//10001109L		87480			Live Testimony	02/27/2017 8:00AM	Details	Upload	Add Note	Upload
P168500-1//116823558		88857			Live	04/21/2017	Details	Upload	Add Note	Upload

Check Upcoming Appointments

Easily check your upcoming schedule for your assessment dates

Dashboard

Referral Search

Physician Schedule

Change Password

Logout

Physician Schedule - 2 Total Referrals

Select Appointment Start Date

Friday, May 18, 2018

Select Appointment End Date

Friday, May 18, 2018

Tuesday, May 22, 2018

Wednesday, June 6, 2018

Tuesday, June 12, 2018

Friday, June 22, 2018

Monday, August 20, 2018

Monday, August 27, 2018

Thursday, October 18, 2018

Thursday, November 22, 2018

Location	Appt Date	Claim #	Exam	View Details
NYRCBC 1385	05/18/2018 12:00PM	X076685-4 // 4818	Webb	Consultation View
NYRCBC 1385	05/18/2018 12:30PM	V902257-1 // 6377	Chua	Consultation View

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Related Cases (Addendums, Trial Notices, etc.)

Cases associated with the same claim number are also available for viewing

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[Logout](#)

Referral Details

Case Number: 114072	Examinee: <input type="text"/>	Client Name: <input type="text"/>	Physician: <input type="text"/>
Claim Number/Ext: V902257-1 // 6377	Appt Date: 5/17/2018 9:00:00 AM	Date of Loss: 4/19/2013	Location: NYRCBC 1385
Service: Independent Medical Evaluation	Status: Report Development		

[Add Note](#) [Add Document](#)

History Notes 0 Total - 0 new

Documents 2 Total - 2 new

Related Cases With Same Claim# or Claimant 1 Total

Claim #	Web Status	Examinee	Case #	Client	Physician	Service	Appt Date	View Case
V902257-1 // 6377	Awaiting Appointment	<input type="text"/>				Phone Consultation	05/18/2018 12:30PM	Details

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View the Report



Assessor receives email **notification** when the reports are available for viewing.



E-mail contains a **secure https link** to retrieve report.



The **report** can be viewed, printed or downloaded.



Communications

Communication between NYRC and assessor occurs at key points in the case workflow which is customizable based on assessor preferences.

Notifications

NYRC receives notifications when assessor:

- Uploads documents (draft report, final report, invoice)
- Enters a case history note

Notifications

NYRC receives notifications when assessor:

- Publishes:
 - Case history notes
 - Document
 - Report
- Announces progress of key events including:
 - New Referral
 - Scheduled
 - Rescheduled
 - Canceled
 - Show
 - No Show
 - Late Cancel
 - Report Finalized

Summary

- Streamlines referral workflow all on one platform
- Get real-time status and information
- Improve communications
- Access 24/7 from work, home or on the road
- Provide maximum security protections
- Easier to use
- Get better turn around times, fewer errors and on-time report delivery to clients

Discussion

We are here to listen to your requests to further enhance the NYRC web portal interface.

Thank you for your continued support.

We hope this new form of communications with NYRC gives you greater flexibility and saves you time.

