

DR Royal MD

Provider Portal User Guide

Introducing DR Royal MD!

Order and schedule imaging exams for your patients at Desert Radiology including access to your patient results and reports – all in one convenient online portal.

This following guide provides helpful step-by-step instructions for navigating DR Royal MD. For questions and/or troubleshooting contact our Provider Relations Team at marketing@desertrad.com.

Logging In

Use the following URL to create a shortcut on your desktop, for easy access:

<https://royalsolutionsgroup.com/router/rp/md>

Or scan the QR code below to be redirected:



1. Enter Email Address
2. Enter Temp Password, provided by your DR Provider Liaison

Note: The first time logging in you will be prompted to change your password.

- We recommend passwords that are:
 - At least 10 characters
 - Containing one lowercase letter and one uppercase letter
 - At least one number and/or special character

Changing your Password

- Under **Forgot your Password?** select **Click Here**.
- You will be prompted to enter your email address.
- You will then receive an email where you can change your password

Login

Email Address:

Password:

Log In

Don't have an account? Click "Request Access" below to get started

Request Access

Forgot your password?
[Click here](#) to reset your password.

Ordering Exams

1. Choose **ORDER EXAM**
 - a. Search for Your Patient - If You See Your Patient
 - Verify Patient Name & DOB
 - Choose to  Order Exam
 - If You Don't See Your Patient
 - Click the green **Order Exam** button
2. The **New Order** screen will display with patient details pre-populated.
3. If you are adding a new patient, click the **New Patient YES** box to add new details.
4. Complete all REQUIRED sections.
 - a. Select Preferred Location
 - b. Confirm Referring Provider
 - c. Select Billing method –
 - Enter all billing information: Insurance Plan, Member ID, Authorization details, etc.
5. Exam Selection
 - a. Complete safety / screening questions for exam (if applicable).
6. Enter ICD-10 / Diagnosis code.
7. Upload all relevant documents.
 - a. Patient ID, insurance card, chart notes, lab reports, authorization approval (if applicable), etc.
 - b. **Important:** If all notes are provided at the time of ordering, the exam can be scheduled more quickly.
8. Select “Next” to submit order.

Note: All fields marked in red are required to complete and submit the order.

If the NEXT button is red, that indicates a required field was not completed and the order will not submit until all fields are completed.

Once the NEXT button is green,  the order can be successfully submitted.

Currently scheduling of multiple exams online is not available. If you plan to schedule the exams online for your patients, please enter each exam individually.

DR
DESERT RADIOLOGY
a radiology partners practice

Home Order Exam Order History

Patient DOB:
MM/DD/YYYY

If you can't find your patient, start your order here.
Order Exam

test

Patient Name	Patient DOB	Patient Phone #
Test, Jeff	10/4/1999	(000)000-0000

DR
DESERT RADIOLOGY
a radiology partners practice

HOME ORDER EXAM ORDER HISTORY DARK MODE TEST, PHYSICIAN LOG OUT

New Order

Preferred Imaging Location:
No Preference Cathedral Rock Centra Point Eastern Horizon Palomar Palomino South Rainbow Wynn

Select Referring Provider
Test, Physician
1000 Memorial Dr # 1014, Dallas, TX 75202

Send results to additional CC provider(s)

Patient Information

Patient Search
Test, Jeff 10/4/1999 R000001351097
1000 Memorial Dr # 1014, Dallas, TX 75202
(000) 000-0000

Patient Information

New Patient
Yes

First Name Middle Name Last Name Suffix
Date of Birth Gender
Country Address Address 2
Zip Code City State

Enter New Patient Demographics
Home Phone Call Phone

Billing Information

Select billing method for this visit:
Self Pay Insurance Attorney Lien Work Comp/Auto

Primary Insurance Details

Previous Insurance Select Plan:
HISTORICAL PAYER

Plan Not Found

Policy #: Group #: Patient's Relationship to Insured:
Self

Patient has secondary insurance?

Exam & Appointment Information

Select type of exam(s) you need to schedule:
Bone Density (DEXA) CTCTACTV Fluoroscopy Interventional Radiology Mammogram MR/MRA/MRV Nuclear Medicine PET Ultrasound X-Ray

Select Exam Code(s):
CT ABDOMEN WITHOUT THEN WITH IV CONTRAST (RPID4)
74170 - CT abdomen w/o & w/contrast

Exam Priority:
Routine ASAP STAT Read

Re-run decision tree
Update and Save

CT Exam Question(s) for Exam Selection

Type of CT exam:
CT CTA (Angiogram) CTV (Venogram)

CT Body Area:
Abdomen Abdomen & Pelvis Chest (Thorax) Extremity Lower Extremity Upper Head (Brain, IAC, Masticatory, Orbita, Sinus, TMJ) Neck Pelvis Spine

Does the order specify renal calculi, kidney stone protocol, or is the physician looking for kidney stones?
Yes No

Does the order specify any of the following?
4 Phase Liver Adrenal Mass Enterography Hemangioma KUB/Kidney Stones Pancreas Mass Rectal Contrast Renal (Kidney) Mass RLO or LLO (pain or mass) Urogram None of these

Based on the referral, select IV CONTRAST preference prescribed by referring provider for the abdomen:
Without IV Contrast With IV Contrast Without With IV Contrast Does not specify

ICD-10 Diagnosis Code(s) CT:
R10.05 - Abdominal pain of multiple sites

Clinical Indications for CT:
R10.05 - Abdominal pain of multiple sites

Upload Additional Documents
Choose File

Upload Relevant Prior Imaging Report
Choose File

Upload Drivers License
Front Back

Upload Insurance Card
Front Back

Clicking 'Next' below will submit your order.
Please review for accuracy and make any necessary changes before submitting your order.

Previous A.A. Next

Scheduling Exams

Once the order has been submitted, you can proceed to **SCHEDULING** the exam.

1. Click the **Schedule Your Order Now** to continue.

From this area you may also choose to:

- Place another order for the same patient.
 - Place an order for a different patient.
 - Return to the home page
2. Complete all patient clinical history and screening questions and select **NEXT** to continue.
 3. Royal MD uses decision tree technology to ensure the appropriate exam ordered.
 4. The exam type could change from what was originally selected, based on the diagnosis, clinical information and DR protocols.
 - For example, a Screening Mammogram may change to a Diagnostic Mammogram based on patient's age and/or symptoms.
 - A CT WO exam may be changed to a CT W & WO if the area of concern requires contrast to be administered for accurate diagnosis.
 5. The system will provide the **next available appointment**.
 - Options provided will be based on location choice, time of day preference (if applicable) and insurance authorization requirements.

The screenshot shows the DR (Desert Radiology) website interface. At the top, there's a navigation bar with links for HOME, ORDER EXAM, and ORDER HISTORY. A green banner at the top says 'Submission Complete!' and 'Thank you for your submission. Radiology Partners has received your order.' Below this, a red box highlights a green button labeled 'Schedule Your Order Now!'. At the bottom, there are three buttons: 'Place another order for this patient', 'Place an order for a different patient', and 'Return to home page'.

The screenshot shows the 'Patient Clinical History & Screening Questions' form. It includes sections for General Patient Information (Marital Status, Height, Weight, Preferred Language), Breast Implant/History Questions, Current Symptoms, and Fall Risk Questions. The form is designed with a clean, modern layout with blue and white color scheme.

The screenshot shows the 'It's time to book your preferred date and time!' screen. It displays the Exam Code(s) selected, the location (Centra Point), and the available appointment times. The date is set to Wed, Dec 24th, and the time is 12:45 pm. The location is Centra Point, 6675 S Cimarron Rd, Las Vegas, NV 89113. The screen also shows a calendar view for the week of Dec 24th to Dec 30th.

6. After successful order submission, a confirmation page will display.
7. You may print this confirmation page and provide to the patient.
 - Patients will receive a SMS and email confirmation also.
 - Additionally, patients will receive a reminder and pre-registration SMS/email 48 hrs and 24 hrs prior to their appointments.

Submission Complete!

Thank you for your submission. We have received your information.
Please arrive at 12:25 PM

MAMMO BREAST SCREENING TOMOSYNTHESIS BILATERAL

Location: Centra Point
6675 S Cimarron Rd, Las Vegas, NV 89113
Date: December 24, 2025 12:45 pm

[Add to Calendar](#)
[Print this Page](#)

The preparation for your exam(s):

RPID6288 - MAMMO BREAST SCREENING TOMOSYNTHESIS BILATERAL
 Do not wear any lotions, powders, deodorants, or perfumes in the underarm or breast area.

System Clock: November 6th 2025, 12:04:46 pm
Powered by Royal Health Inc

From Order History

You may also schedule an exam from the **Order History** layout for any exam in **Ready to Schedule** status. Click the calendar icon to begin and follow the Scheduling Exam instructions above.

[Home](#)
[Order Exam](#)
[Order History](#)

[Dark Mode](#)
[Test, Physician](#)
[Log Out](#)

Provider:
 Patient Last Name:
 Patient First Name:
 Patient DOB: MM/DD/YYYY

Ordered Exam:
 Status:
 Create Date: Today

Modality Type:

[Layout](#)
[Refresh](#)
[Reset](#)
[Clear](#)
[Edit](#)

	Order ID	Provider	Provider Email	Provider Phone	Patient Last Name	Patient First Name	Patient DOB	Ordered Exam	Provider Enabled	Status	Comment	Create Date PST	Created By
	45673271	Test, Physician	tex01015@rp.com		DUCK	YELLO	1/2/1956	CT HEAD WITH IV CONTRAST (RPID24)	☒	Ready to Schedule		11/6/2025 1:28 PM	

Search Options

MY PATIENT SEARCH

- Upon logging in, the screen defaults to **My Patient Search**
 - If referring provider logs in, the default view will display patients referred by that provider.
 - If medical staff member logs in, the default view will display patients referred by any provider in the practice.
- If the practice has multiple providers, the search can be narrowed down to a specific provider by selecting their name in the **Provider** box.
 - This will display only the patients referred by that specific provider.
- There are multiple criteria that can be used for searching for patients.
 - Open Search...
 - Patient Last Name
 - Patient DOB

DR
DESERT RADIOLOGY
a radiology partners practice

Home Order Exam Order History

Dark Mode Test, Physician Log Out

My Patient Search CC Patient Search All Patient Search

Patient MRN: Is Primary: All Patient Last Name: Patient DOB: MM/DD/YYYY Provider: x Test, Physician Exam Status: My Status: Date Range: Last 30 Days

Search...

Layout Refresh Reset Clear Edit

ALL PATIENT SEARCH – Breaking Glass

When selecting All Patient Search, a **BREAKING GLASS** pop-up will appear and need to be acknowledged before proceeding.

The **BREAKING GLASS** feature removes practice-specific limitations, allowing users to search for patient exams across all referring providers.

Breaking Glass

Warning: You might be requesting medical records that are not associated to your practice. This and all follow up actions for this session will be recorded and examined for misuse under HIPAA security regulation 164.308(a)(4).

Agree Cancel

DR
DESERT RADIOLOGY
a radiology partners practice

Home Order Exam Order History

Dark Mode Test, Physician Log Out

All Patient Search My Patient Search CC Patient Search

All Patient Search: Last name, First name Date range: All

Last name, First name, DOB

Last name, First name

Last name, DOB

MRN

Accession

Last Name: test First Name: c Date of Birth: 11/13/1954

Search

If you can't find your patient, start your order here. Order Exam

Layout Refresh Reset Clear Edit

When using the All Patient Search, there are multiple criteria options to choose from.

- Last name, First name
- Last name, First name, DOB
- MRN
- Accession

Select your preferred search criteria from the All Patient Search box drop-down before beginning your search.

Search Filters Defined

DR

DESERT RADIOLOGY

a radiology partners practice

Home

Order Exam

Order History

Dark Mode

Test, Physician

Log Out

My Patient Search

CC Patient Search

All Patient Search

Patient MRN:

Is Primary?

Patient Last Name:

Patient DOB:

Provider:

Exam Status:

My Status:

Date Range:

Search...

Layout

Refresh

Reset

Clear

Edit

SEARCH...

Allows you to search by patient name, exam type, provider, and more.

PATIENT DOB

Recommended for common last names to help narrow search results.

PROVIDER

- A. Blank: Displays all patients associated with any provider within the practice.
- B. Specified Provider: Filter results to show only patients referred by the selected provider.

DATE RANGE

- A. Search results include patients/exams within the selected date range.
- B. Use the Calendar icon to adjust the date range.

EXAM STATUS

Indicates the status of a specific patient exam:

- a. **Scheduled:** The exam is scheduled but has not yet taken place.
- b. **Canceled:** The exam was canceled and will not be performed.
- c. **Completed:** The exam is complete, final report not issued yet
- d. **Final:** The exam is complete, and a final report has been issued.
- e. **Addendum:** The exam is complete, and an addendum has been added to the original report.

SORT COLUMNS

By clicking on the column heading, users can sort query results in ascending (A-Z) or descending (Z-A) order.

Patient Name	Patient DOB	Patient MRN	Accession #	Appointment Date & Time	Exam	Procedure Code	Provider	Location	Exam Status	My Status	Additional Notes
--------------	-------------	-------------	-------------	-------------------------	------	----------------	----------	----------	-------------	-----------	------------------

Order History

Provides Complete View of ALL Orders Submitted by this Provider.

Note: Order history view includes ALL orders submitted via DR Royal MD, fax and/or directly from a provider's EMR system.

DR

DESERT RADIOLOGY

radiology partners practice

[Home](#) [Order Exam](#) [Order History](#)

[Dark Mode](#) [Test, Physician](#) [Log Out](#)

Provider:

Patient Last Name:

Patient First Name:

Patient DOB:

Ordered Exam:

Status:

Create Date:

Modality Type:

Layout

Refresh

Reset

Clear

Edit

	Order ID	Provider	Provider Email	Provider Phone	Patient Last Name	Patient First Name	Patient DOB	Ordered Exam	Provider Enabled	Status	Comment	Create Date PST	Created By
	45671331	Test, Physician	tex01015@rp.com		TEST	CT	8/5/1980	MAMMO BREAST SCREENING TOMOSYNTHESIS BILATERAL (RPID6288)	☒	Ordered		11/5/2025 12:21 PM	
	45671164	Test, Physician	tex01015@rp.com		TEST	COLE	8/5/1980	CT ABDOMEN WITHOUT THEN WITH IV CONTRAST (RPID4)	☒	Ordered		11/5/2025 11:21 AM	

STATUS

- A. **Ordered:** Exam is ORDERED and NOT Scheduled
- B. **Scheduled:** Exam has been Scheduled
- C. **Canceled:** Exam has been Canceled
- D. **No Show:** Patient did not cancel exam and did not arrive to their appointment.
- E. **Waiting on Clinicals:** Notice sent to provider requesting clinical information.
- F. **Ready to Schedule:** Order has been verified and ready to schedule, notice sent to patient.
- G. **1st Attempt to Schedule:** Contact made to patient to schedule but not reached.
- H. **Previously Scheduled:** Exam was rescheduled

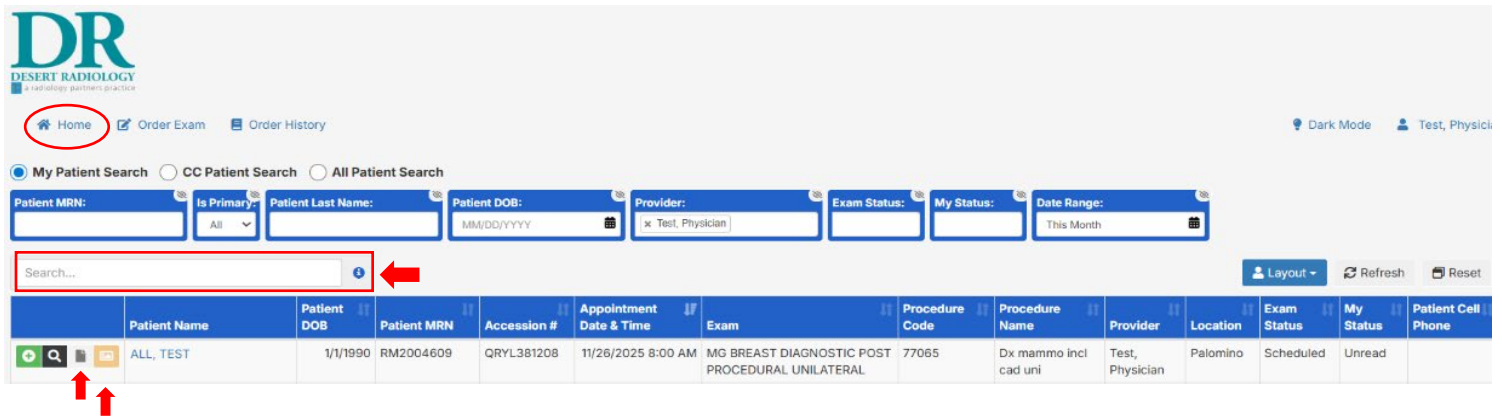
CREATE DATE

Reflects the date online order was submitted.

View Reports

Go to  Home Page

1. Search for patient by entering **Patient Last, First Name**
2. Click on  to **Open and View Report**
3. Click on  to View Images
 - **Date Range default is Last 30 Days.**
 - Worklist displays patient exam history for all exam statuses within the date range shown.
 - To adjust the date range, click on the calendar icon.



DR
DESERT RADIOLOGY
a radiology partners practice

Home Order Exam Order History

Dark Mode Test, Physician

My Patient Search CC Patient Search All Patient Search

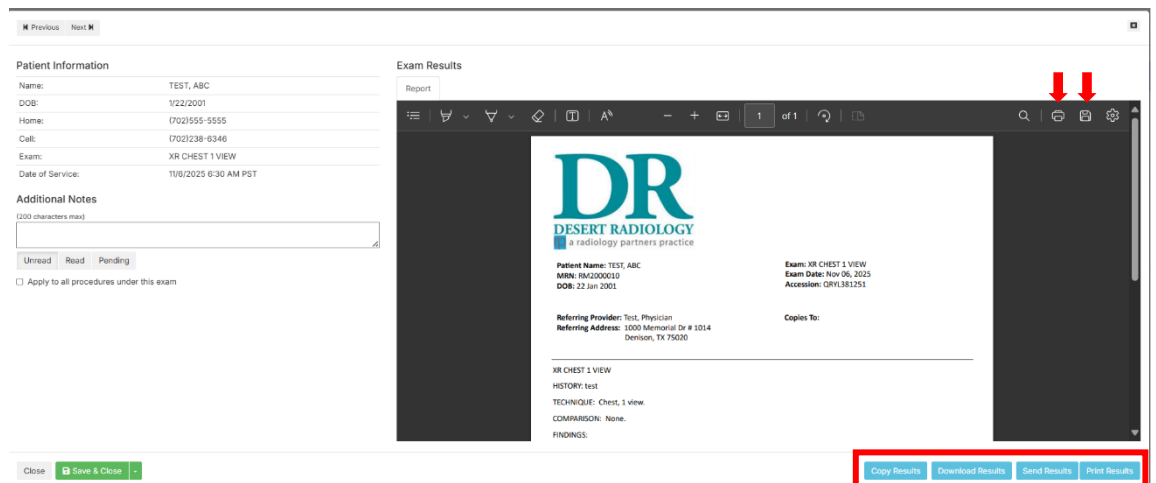
Patient MRN: Is Primary: Patient Last Name: Patient DOB: Provider: Exam Status: My Status: Date Range:

Search...

	Patient Name	Patient DOB	Patient MRN	Accession #	Appointment Date & Time	Exam	Procedure Code	Procedure Name	Provider	Location	Exam Status	My Status	Patient Cell Phone
 	ALL, TEST	1/1/1990	RM2004609	QRYL381208	11/26/2025 8:00 AM	MG BREAST DIAGNOSTIC POST PROCEDURAL UNILATERAL	77065	Dx mammo incl cad uni	Test, Physician	Palomino	Scheduled	Unread	

Print Reports

1. Print Report
 - Select the  print icon or click the Print Results button.
2. Copy the results
 - Click the Copy Results button and then paste directly into your EMR
3. Download/Save Report
 - Select the  save icon or click Download Results or Save Results from the bottom.



Previous Next

Patient Information

Name: TEST, ABC
DOB: 1/22/2001
Home: (702)555-5555
Cell: (702)238-6346
Exam: XR CHEST 1 VIEW
Date of Service: 11/06/2025 6:30 AM PST

Additional Notes
(200 characters max)

Unread Read Pending

Apply to all procedures under this exam

Exam Results

Report

DR
DESERT RADIOLOGY
a radiology partners practice

Patient Name: TEST, ABC
MRN: RM20000010
DOB: 22 Jan 2001

Exam: XR CHEST 1 VIEW
Exam Date: Nov 06, 2025
Accession: QRYL381251

Referring Provider: Test, Physician
Referring Address: 1000 Memorial Dr # 1014
Denison, TX 75020

Copies To:

XR CHEST 1 VIEW
HISTORY: test
TECHNIQUE: Chest, 1 view
COMPARISON: None
FINDINGS:

Close Save & Close

Copy Results Download Results Save Results Print Results

Viewing Images

To view patient images, select the image viewer icon. 

DR

DESERT RADIOLOGY

a radiology partners practice

HOME

ORDER EXAM

ORDER HISTORY

My Patient Search

CC Patient Search

All Patient Search

All Patient Search:

Last name, First name

Date range:

All

Last Name

First Name

Search

Patient Not Found?

Order Exam

Patient MRN

Is Primary

Patient Last Name

Patient DOB

Provider

Exam Status

My Status

Appointment Date & Time

AS

Yes

No

MM/DD/YYYY

This Month

Search...

Layout

Refresh

Patient Name

Patient DOB

Patient MRN

Accession #

Appointment Date & Time

Exam

Procedure Code

Procedure Name

Location

Exam Status

My Status

Patient Cell Phone

7/27/2026 9:15 AM

CT ANKLE AND FOOT WITHOUT IV CONTRAST RIGHT

73700

Ct lower extremity w/o dye

Centra Point

Complete

Unread

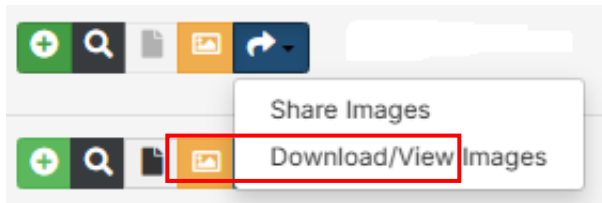
Once selected, it will launch the Desert Radiology online PACS viewer. Through the viewer, you can

- View Images
- Print images
- Download images (jpeg format only)

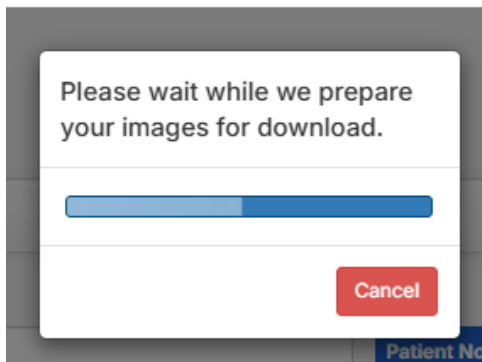
The screenshot displays the Desert Radiology PACS viewer interface. At the top, there is a toolbar with various icons for navigation and viewing. Below the toolbar, a list of exams is shown, including dates and descriptions like "CR XR ANKLE 3 OR MORE VIEWS RIGHT". The main area features a grid of image thumbnails, with some labeled "CR #1", "CR #2", and "CR #3". Red arrows point to the toolbar icons for viewing, printing, and downloading images.

Downloading Images

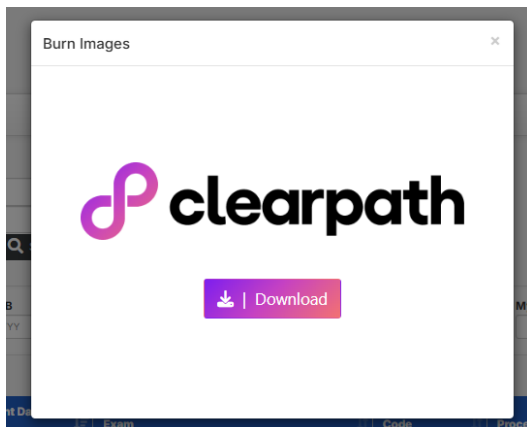
1. To download patient images in DICOM format, select the blue arrow icon. Then select “download images” from the drop-down menu.



2. A pop-up window will appear, notifying you that the images are being prepared to download. *Please note that download can vary based on exam type and/or internet speed.*



3. Once the download is finished a second pop-up window will appear. Click the download button to complete the process.



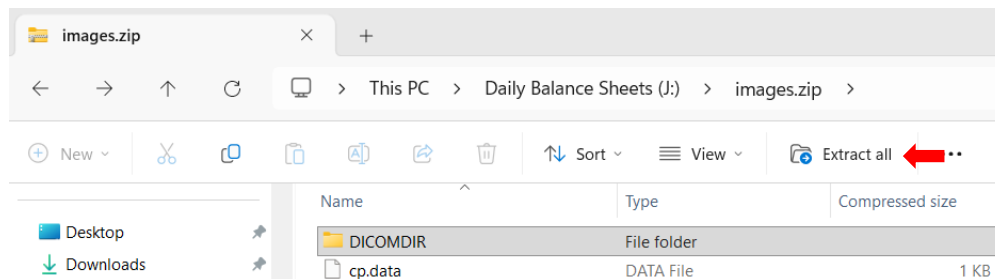
4. The images will be saved onto your local computer drive, typically to your “download” folder. The download will save as an **.iso file** (also called an **ISO image**), which is a single file that contains an exact copy of an optical disc, such as a CD.

Example:  914fc4a8-9f80-4c70-950d-2455854ca5fc.iso

5. Double click on the file name to extract the data. Several folders will appear. To complete the download, double-click the **images.zip** folder.

Name	Date modified
documents	7/27/2026 11:33 A
licenses	2/19/2026 1:32 PM
settings	2/19/2026 1:32 PM
Win32	2/19/2026 1:31 PM
x64	2/19/2026 1:32 PM
autorun.inf	5/20/2024 7:09 PM
images.zip	7/27/2026 11:34 A
readme.txt	4/11/2021 8:41 PM
ViewImages.exe	4/17/2024 5:10 PM

6. A new window will appear, highlight the **DICOMDIR** folder and select Extract all from the menu bar.



7. Lastly, select a destination to extract (save) the images too. The DICOM images can be saved to a local computer, shared drive or an external USB drive.
- Select Browse to change to a local folder or external drive
 - Then select the Extract button to complete the save.

