RadMD Quick Start Guide

Request an Exam

This Quick Start Guide is a tool to assist ordering physicians and staff in obtaining prior authorizations for imaging procedures quickly and easily via the **RadMD website**. To start, open your Internet browser and visit **RadMD.com**. Click *Login* on the right side of the screen. Enter your *Account ID* and *Password,* then click *Login.*

1. **Request an Exam**

    From the main menu under *Request*, click *Request an Exam.*

2. **Identify the Patient**

    Enter the patient's information.
    Click *Save and Continue.*

3. **Identify the Physician**

    Enter physician search criteria.
    Click *Search.*

4. Identify the Exam(s)

Select the *Exam(s)* from the list.

Click *Add* to choose an exam(s).

Click *Save and Continue.*

5. Identify the Place of Service

Enter Search criteria for a provider location.

Click *Search.*

6. Reason for Request

Enter at least one ICD-10 code. Provide a reason in the text box.

Answer all of the questions.

Click *Save and Continue.*

7. Confirm the Physician's Phone & Fax Numbers

Enter any physician callback phone and fax numbers.

Click *Continue to Final Confirmation.*

8. **Clinical Questions: Clinical Q/A**
Answer questions specific to the procedure.

Exam Request: Clinical Q/A: Questions

Is this a request for an Abdomen/Pelvis CT combination?

○ Yes
○ No

Q/A History:

[Back] [Next]

Click *Next* after answering each question.

9. **Request Complete**
Final page confirms the request and displays current status.

Status	
Current Status:	Pending
Validity Period:	[Not Applicable]
Tracking Number:	0000000

Status	
Current Status:	Approved
Validity Period:	1/31/2014-4/1/2014
Authorization:	0000000

Click *Start New Exam* or *Back to Main Menu* or *Upload Clinical Documents.*

For pended request, providers can fax or upload clinical documents to National Imaging Associates, Inc. (NIA).

Faxed clinical information should be accompanied by the OCR fax cover sheet. Files that can be uploaded include:

Microsoft Word Documents (.doc files)   Adobe Acrobat files (.pdf files)
Image files (.gif, .png. jpg, .tif, and .tiff files)   Text documents (.txt files)

F*iles must be less than 10 MB in size.*

Questions? Comments? Need help?
Call the NTC Provider Services line at 1-84-385-2192 or contact your designated Provider Relations Representative.