

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*.

Request an Exam

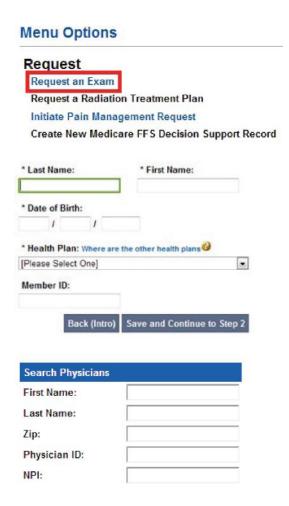
From the main menu under Request, click Request an Exam.

2. Identify the Patient

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

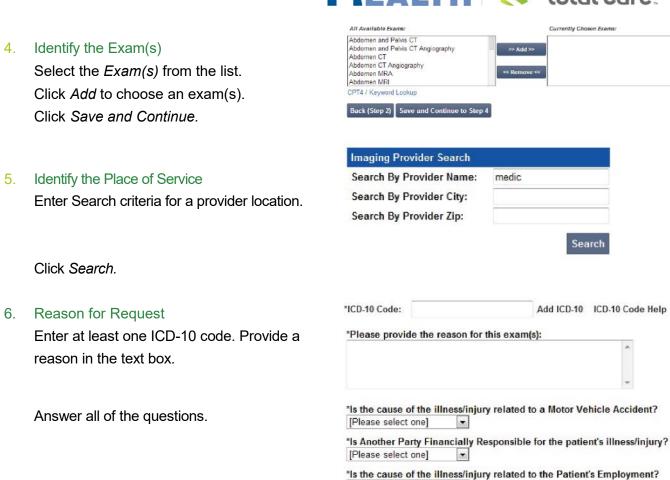
3. Identify the Physician

Enter physician search criteria. Click Search.





Search



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.

Confirm the Physician's Phone and Fax Numbers National Imaging Associates may need to contact the ordering physician in regards to this request.

Save and Continue to Confirmation

[Please select one] Date of Service mm/dd/yyyy

Back (Step 4)

If so, what is the best phone number to use? If we need to call you about this request, who should we ask for? If we have information to fax to the ordering physician, what fax number should be used? Please re-type the fax number. This is done to ensure accuracy; PHI may be faxed to this number NIA is pleased to offer convenient and user friendly paperless notifications. If you select 'yes' to the question below, you will receive an email notification to email@magellanhealth.com when the determination for this request is completed. The email will include a quick link to RadMD allowing you to log in and receive the written notification of the request determination. If you prefer to receive a written notification (fax or mail) for this request determination, please select 'no' to the question below Yes No Back (Step 5) Continue to Final Confirmation



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?

O Yes O No

Q/A History:

Click Next after answering each question.

Back Next

Status

Request Complete

Final page confirms the request and displays current status.

Current Status: Pending Validity Period: [Not Applicable]

Tracking Number: 0000000

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

Status Current Status:

Approved

Validity Period:

1/31/2014-4/1/2014

Authorization: 0000000

For pended request, providers can fax or upload clinical documents to Evolent (formerly NIA).

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

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

Files must be less than 10 MB in size.

Questions? Comments? Need help?

Call the Nebraska Total Care Provider Services line at 1-844-385-2192 or contact your designated Provider Relations Representative.