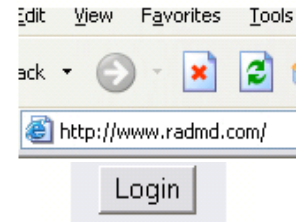# RadMD® Quick Start Guide for Requesting Exams

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 Web site.

1 Go to RadMD.com

Open your Internet browser and navigate to RadMD.com.
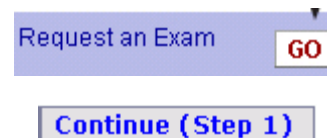Click Login on the right side of the page

2 Log in

Enter your Account ID and password, and then click **Login**.

3 Request an Exam

Click **Go** next to **Request an Exam**.
Read the overview and click **Continue**.
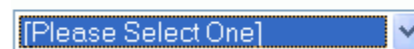
4 Identify the Patient

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

5 Identify the Physician

Verify the patient and select a Physician from the drop-down box.
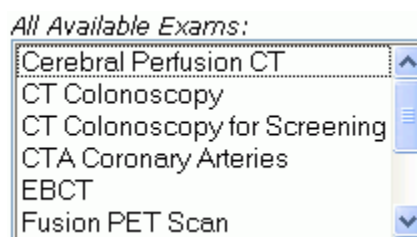Click **Save and Continue**.

6 Identify the Exam(s)

Select the exam(s) from the list.
Click **Add Exam** to add the exam(s).
Click **Save and Continue**.

RadMD® Quick Start Guide for Requesting Exams

7 Select the Provider

Enter search criteria and click **Search**.
Click the link for the appropriate provider.
Click **Save and Continue**.

Search by Name: [   ]
Search by City: [   ]
Search by Zip: [   ]

Search

Save and Continue to Step 5

8 Answer Questions

Answer questions about this exam.
Click **Save and Continue**.

Please answer some questions about the patient

ICD9 Code:* [   ] ICD9 Code Help

Please provide the reason for this exam(s):*

Save and Continue to Confirmation

9 Final Confirmation

Confirm the final request details.
Submit the request by clicking **Continue**.

Exam(s) (Step 3):
Cerebral Perfusion CT

Continue to Clinical Q/A

10 Clinical Questions

Answer some questions specific to the exam.
Click **Next** after answering each question.
Click **Finish** once all questions have been answered.

Exam Request Clinical Questions
Is this a request for CTA Coronary Arteries?

○ Yes
○ No

Back   Next   Finish

11 Request Complete

The request is now complete.

The final page confirms the request and displays current status.
Click **Start a New Exam Request** or **Back to the Main Menu**.

STATUS
Current Status:
Validity Period:
Authorization:

Start a New Exam Request
Back to the Main Menu

Questions? Comments? Need help? Send an e-mail to RadMDSupport@MagellanHealth.com.
Or call toll-free 1-877-80-RadMD (1-877-807-2363) Sun-Fri 5 a.m. to 12 a.m. EST, Sat 8 a.m. to 1 p.m. EST.