



## RadMD Request an Exam Tip Sheet

### RadMD.com

- To request exams on line, you will need an internet connection, and Microsoft Internet Explorer 5.0 or higher.
- To register initially, go to [www.RadMD.com/SignUp](http://www.RadMD.com/SignUp) and complete the application for a new account.
- Thereafter, simply go to [www.RadMD.com](http://www.RadMD.com) to request exams.

### Log in

- [www.RadMD.com](http://www.RadMD.com) takes you to the NIA's Homepage. In the upper right corner, log in with your user name and password.
- If you have technical difficulties, call 877-80-RADMD (877-807-2363) or email [webmaster@niainc.com](mailto:webmaster@niainc.com)

### Request an Exam

- This brings you to the RadMD Request an Exam homepage. Click on the GO button, read the overview and click Continue.

### Identify the Patient

- Search for the member by:
  - Patient Name
  - Date of Birth
  - Healthplan

### Identify the Ordering Physician

- It would benefit you to complete a profile for your office to speed the physician identification.
- Use the drop down list and add yourself to it.
- If you are part of a group practice, add all providers to the profile by adding (or deleting) the doctor's names.
- Review and change if needed the address, phone and fax numbers. This is very important since we will generate correspondences on each case and we need to make sure that they are sent correctly.
- Select the ordering physician for this requested exam.

### Identify the Exam(s)

- Scroll down to select the exam.



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- You may select up to five.
- Add/remove requested exams by scrolling through the menu.

### Select the Imaging Provider where the service is to be performed

- Search by name, city or zip  
e.g. Radiology... select on the list

### Questions- Diagnosis, Other Insurance, Date of Service

- Indicate ICD9- either by ICD9 # or by typing a keyword and selecting that ICD9 code
- Other Insurance
  - Motor Vehicle
  - Another Party
  - Workers Comp
- Date of Service  
Is this exam already scheduled? If so, use the calendar and select the date.

### Final Confirmation

- This is your chance to review all of the information that you have input so far.
  - -Patient
  - -Physician
  - -Exam
  - -Provider
  - -Reason for Request

### Clinical Questions and Answers

- You will be asked to state the reason for the exam and then answer a series of questions. Your replies and the history will be shown below.

### Results and Confirmation

- Your case will either be approved or pended.
- If the case is approved, you will receive an approval number and the validity dates and disclaimer is displayed.
- If the case is pended, you will receive a tracking number.
- It is advised that you print this page for your records.
- Click “start a new exam request” to begin a new request or “back to the main menu” to Exit.