

CONNECT

PROVIDER PORTAL

ORDER AND SCHEDULE ONLINE

OVERVIEW

You can order and schedule exams online using Connect.* Online ordering works much like an e-commerce shopping cart. A series of steps guides you through the ordering and scheduling process. It takes less than two minutes to order and schedule most exams.

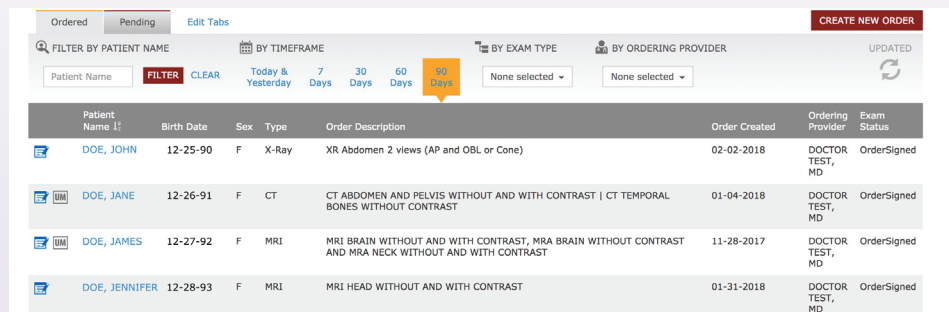
STEPS TO ORDER AND SCHEDULE AN EXAM:

1. Select or confirm patient.
2. Select patient's insurance (optional).
3. Select exam and answer questions.
4. Select and confirm ordering provider.
5. Attach order documents (optional).
6. Review and confirm exam details.
7. Schedule exam (optional).
8. Confirm exam and appointment.

* Online orders must be enabled on your portal account. Not all modalities and exams are available to be ordered and scheduled online.

VIEWING ORDERS

The Orders Page shows all orders for patients associated with you and others associated with your practice. Connect will even show orders created through EMRs or scheduled through the imaging center. You can use the standard filter controls to quickly locate patient orders. The Pending Tab shows orders that require your review and approval before they can be submitted to the imaging center.



Patient Name	Birth Date	Sex	Type	Order Description	Order Created	Ordering Provider	Exam Status
DOE, JOHN	12-25-90	F	X-Ray	XR Abdomen 2 views (AP and OBL or Cone)	02-02-2018	DOCTOR TEST, MD	OrderSigned
DOE, JANE	12-26-91	F	CT	CT ABDOMEN AND PELVIS WITHOUT AND WITH CONTRAST CT TEMPORAL BONES WITHOUT CONTRAST	01-04-2018	DOCTOR TEST, MD	OrderSigned
DOE, JAMES	12-27-92	F	MRI	MRI BRAIN WITHOUT AND WITH CONTRAST, MRA BRAIN WITHOUT CONTRAST AND MRA NECK WITHOUT AND WITH CONTRAST	11-28-2017	DOCTOR TEST, MD	OrderSigned
DOE, JENNIFER	12-28-93	F	MRI	MRI HEAD WITHOUT AND WITH CONTRAST	01-31-2018	DOCTOR TEST, MD	OrderSigned

SELECTING AN EXAM

Select exams by clicking the icons to navigate a decision tree. When all check marks turn green, you can proceed to create the exam. Click the icon to change your selection and "move up" the decision tree. You can add more than one exam to an order.

Select an exam

Select the type of exam you want to order.

Note: If this is a medical emergency, call 911. If this exam requires an immediate or STAT appointment, please contact us.

- MRI (Magnetic Resonance Imaging)
- Head/Neck
- Cervical Spine Only
- With Contrast (sometimes called Wet)
- MRI Cervical Spine with Contrast

SCHEDULING AN EXAM

TIPS

You have **THREE OPTIONS** when choosing to schedule an exam.

<p>Schedule for the patient Continue and schedule this order on behalf of the patient.</p> <p>NEXT CANCEL</p>	<p>Let the patient schedule Create the order and send an invitation to the patient to make an appointment through the patient portal.</p> <p>Patient's Email Address a@a.com</p> <p>CREATE ORDER & SEND INVITE</p> <p><i>This order will be submitted as an unscheduled order.</i></p>	<p>Please call patient to schedule We will follow up with the patient to schedule an appointment for this order.</p> <p>CREATE ORDER</p> <p><i>This order will be submitted as an unscheduled order.</i></p>
1	2	3
<p>Schedules the exam for the patient – in real time. See below.</p>	<p>Submits the order and sends an email invitation to the patient to make an appointment using the Connect Patient Portal.</p>	<p>Submits the order to the imaging center. We contact the patient to make the appointment.</p>

- Click the arrow buttons to navigate to the next and previous week.
- Click the Calendar icon to navigate to a future date by month.
- Click the Map icon to see where imaging centers are located.
- Sort the locations by availability or distance from the patient's ZIP code (editable).
- Multiple items must be scheduled consecutively. You only need to select the start time for the first exam.

When scheduling a patient, you have access to the imaging center's appointment book – **IN REAL TIME**. Time-slots that you select will be locked and reserved for the appointment you are scheduling.

Show Locations for: Treedale Radiology

Map

MON 01-23-2017 TUE 01-24-2017 WED 01-25-2017 THU 01-26-2017 FRI 01-27-2017 SAT 01-28-2017 SUN 01-29-2017 Calendar

Select a time slot for Pine Grove on Saturday, January 28, 2017

Sort Locations by:
 Earliest Availability
 Distance from 90210, Beverly Hills Los Angeles County
[CHANGE](#)

	Mornings	Afternoons	Evenings
Cedarville (1735.55 mi)	8:00 AM	1:00 PM	No time slots available.
Mapleton (1735.02 mi)	8:10 AM	1:10 PM	
Pine Grove (1729.04 mi)	8:20 AM	1:20 PM	
	8:30 AM	1:30 PM	
	8:40 AM	1:40 PM	
	8:50 AM	1:50 PM	
	9:00 AM	2:00 PM	
	9:10 AM	2:10 PM	
	9:20 AM	2:20 PM	
	9:30 AM	2:30 PM	

[Show More \(20\)](#) [Show More \(20\)](#)

Selected Time Slot: 2:00 PM on Saturday, January 28, 2017

NEXT **CANCEL**