

ORDER AND SCHEDULE ONLINE

PROVIDER PORTAL

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 a liated 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.

	R BY PATIENT NAM	ME	ііі в	Y TIMEF	RAME			BY EXAM TYPE	🍰 BY ORDERING PRO	VIDER	Citario	UPDATED
Patie	nt Name FI	LTER CLEAR	To Yes	day & terday	7 30 Days Day	60 s Days	90 Days	None selected 👻	None selected 👻			G
	Patient Name J:	Birth Date	Sex	Туре	Order De	scription				Order Created	Ordering Provider	Exam Status
E	DOE, JOHN	12-25-90	F	X-Ray	XR Abdo	nen 2 vier	vs (AP and	OBL or Cone)		02-02-2018	DOCTOR TEST, MD	OrderSigne
E UM	DOE, JANE	12-26-91	F	СТ	CT ABDO BONES V	MEN AND	PELVIS WI	HOUT AND WITH CONTR	AST CT TEMPORAL	01-04-2018	DOCTOR TEST, MD	OrderSign
📑 UM	DOE, JAMES	12-27-92	F	MRI	MRI BRA AND MR	N WITHO	UT AND WI THOUT AND	TH CONTRAST, MRA BRAI	N WITHOUT CONTRAST	11-28-2017	DOCTOR TEST, MD	OrderSign
3	DOE, JENNIFER	12-28-93	F	MRI	MRI HEA	O WITHOU	IT AND WIT	H CONTRAST		01-31-2018	DOCTOR TEST,	OrderSign

SELECTING AN EXAM

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



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SCHEDULING AN EXAM

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

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

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: Treesdale Radiology	< N 01-	MON -23-2017	TUE 01-24-2017	WED 01-25-20	THU 01-26-2017	FRI 01-27-2017	SAT 01-28-2017	SUN 01-29-2017 > Calendar		
Sort Locations by:	Select a time slot for Pine Grove on Saturday, January 28, 2017									
Earliest Availability Distance from 90210 Reverly Hills Los	Mornings				Aftern	ioons		Evenings		
Angeles County	8:00 AM				1:00	PM	^	lo time slots available.		
CHANGE	8:10 AM				1:10	I PM				
Cedarville (1735.55 mi)	8:20 AM				1:20	PM				
Mapleton (1735.02 mi)		8:3	30 AM		1:30	PM				
Pine Grove (1729.04 mi)		8:4	IO AM		1:40	PM				
	8:50 AM				1:50	PM				
	9:00 AM				2:00	I PM				
		9:1	LO AM		2:10	PM				
	9:20 AM 9:30 AM				2:20	PM				
					2:30	PM				
		Show M	More (20)		Show M	ore (20)				
Selected Time Slot: 2:00 PM on Saturday, January 28, 2017										
	NEXT	CANC	EL							

TIPS

- 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.