

# Therapy Management

## How to Upload Document without a RadMD® Login

### Step 1

- Enter the tracking number given to you in the 'Track an Authorization' look-up tool (in upper right quadrant of the RadMD home page)
- Click on the 'Go' Button
- IF a warning message appears that states "This is an NIA computer system for the use of authorized users...", click on "OK".




### Step 2

- RadMD presents the information for that tracking number (no patient information is shown):
  - a) Procedure
  - b) Physician Name
  - c) Date Request Created
- Click the "Upload Document" link (under the "date/status" section).

### Results for Tracking Number

Your search returned 1 result:

Procedure	Physician	Provider	Date of Service	Date Requested
Physical Therapy				
<b>Date</b>	<b>Status</b>			
09/28/2017 01:33PM	Please fax or upload the clinical documentation requested in the fax or email we sent to you.			
09/28/2017 12:12PM	Please fax or upload the clinical documentation requested in the fax or email we sent to you.			

[Upload Document](#) 

Tracking Number:


### Step 3

- Click "Skip Registration"

**Please Login**

Account ID:

Password:

[Register](#) [Forgot Password](#) [Skip Registration](#) 

### Step 4

- System presents the "Verify the Patient..." page. Complete the following required fields:
  - a) Patient's Last Name
  - b) Patient's First Name
  - c) Patient's Date of Birth
- Click on "Continue to Upload Additional Clinical Information".

**Your Information**

Your Last Name:  Your First Name:

Your Phone Number:  Your Company:

Your Email:

**Member Verification**

Member's Last Name:  Member's First Name:

Member's Date of Birth:  /  /

### Step 5

- On the "Upload Additional Clinical Information" page, click the "Browse" button.
- Find the desired file in your system.
  - a) Medical records need one of the following extensions: .doc, .gif, .png, .jpg, .tif, .tiff, .pdf, .txt
  - b) Click "Open" button. RadMD system presents the file path and file name in the text field.
- Click on the "Upload Document" button. The upload process may take several minutes, depending on your internet connection speed. You should be able to do other tasks on your system while the upload is in process.
- When upload is successful, RadMD presents the following message to user: "You have successfully uploaded the following file to National Imaging Associates: <<filename>>"

**Upload Document**

- .DOC, .DOCX Microsoft Word Document
- .GIF, .PNG, .JPG, .TIF, .TIFF Image File
- .PDF Adobe Acrobat PDF File
- .TXT Text Document

I attest the attached file contain all relevant clinical documentation which exists for this authorization request.  
**No additional files will be submitted for NIA Magellan review.**