Requesting Additional Physical Medicine Visits on RadMD

Step by Step Process

1. Log In

Log into RadMD.com using your Account ID & Password.

2. Locate the Request

Locate the case you are requesting additional visits/services for by clicking on *"Initiate a Subsequent Request"* or by using *"View Request Status"* or *"Search by Tracking Number*"*
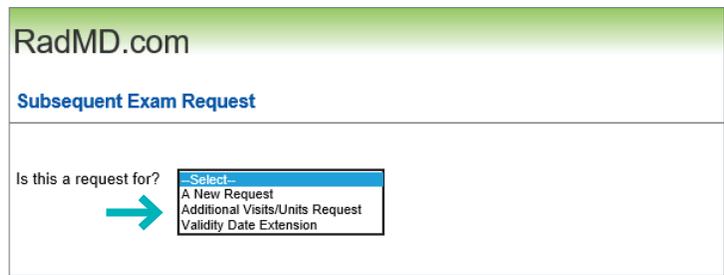
*Note: If you search under *"Search by Tracking Number"* be sure to select *"View Full Details"* to reach step 3.

3. Request Additional Visits

Click *"Request Additional Visits"*.

4. Confirm the Type of Request

When prompted to select the type of request, select *"Additional Visits/Units Request"*
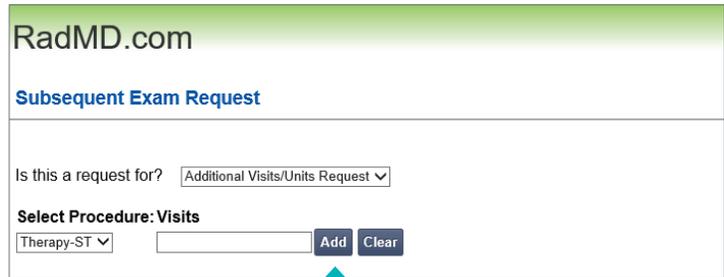
RadMD.com

Subsequent Exam Request

Is this a request for?
-Select-
A New Request
Additional Visits/Units Request
Validity Date Extension

5. Enter the Number of Visits

Enter the number of visits being requested. Click *"Add"*.

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Subsequent Exam Request

Is this a request for?   Additional Visits/Units Request ▾
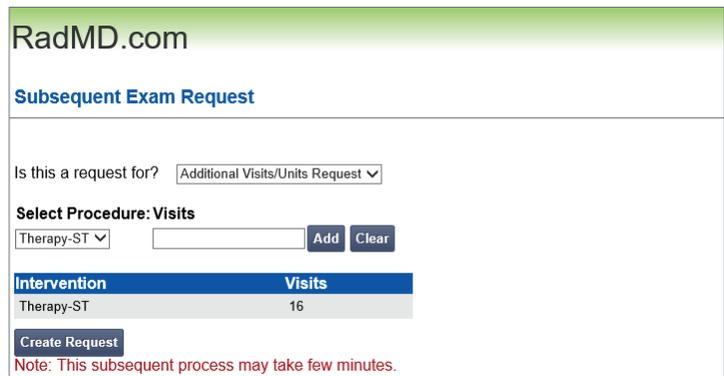
Select Procedure: Visits
Therapy-ST ▾   [   ]   Add   Clear

6. Create Subsequent Request

Once you have selected the appropriate number of visits for the member, click *"Create Request"*.

(Note: The subsequent request process may take a few minutes.)

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Subsequent Exam Request

Is this a request for?   Additional Visits/Units Request ▾

Select Procedure: Visits
Therapy-ST ▾   [   ]   Add   Clear
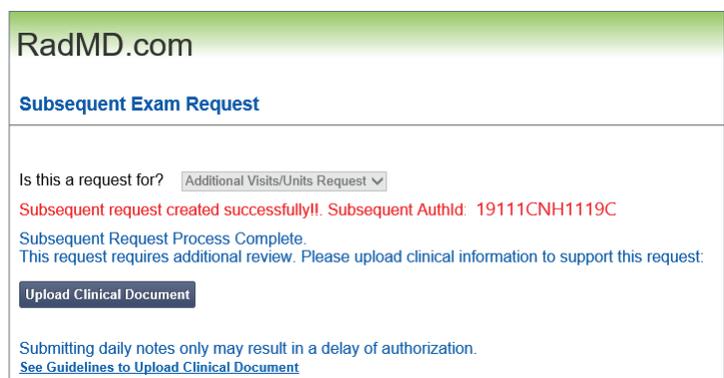
Intervention	Visits
Therapy-ST	16

Create Request
Note: This subsequent process may take few minutes.

7. Supporting Documentation

After the subsequent request has been created, you will be provided an Auth ID and asked to upload the clinical documentation to support the subsequent request. *(Note: Submitting only daily notes may delay the request.)* Please refer to Checklist/Recommended Documentation.

Click "Upload Clinical Document" to proceed to the upload screen. (Please click *"See Guidelines to Upload Clinical Document"* to see submission guidelines.)

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Subsequent Exam Request

Is this a request for?   Additional Visits/Units Request ▾

Subsequent request created successfully!!. Subsequent AuthId: 19111CNH1119C

Subsequent Request Process Complete.
This request requires additional review. Please upload clinical information to support this request:

Upload Clinical Document

Submitting daily notes only may result in a delay of authorization.
See Guidelines to Upload Clinical Document

NIA

8 & 9. Upload Applicable Documents

If you have just one document for upload—click the attestation box that confirms all relevant clinical information is being provided.

Then click *"Browse"* and locate the file on your computer.

If you have more than one document for upload—upload the first document by clicking *"Browse"* and locating the file, then click *"Upload Another Document"*.

When you are uploading the final document, click the attestation box then click *"Browse"* and locate the document for upload.

When you have finished uploading the clinical documents, click *"Back to Request Details"*. The request status will show *"In Review"*.

Upload Document

Upload Additional Clinical Information

This service allows you to upload additional clinical information to National Imaging Associates.

The document you upload will be attached to the request and become part of the patient's medical record.

Request Information	
Name:	First Name, MI, Last Name
Date of Birth:	01/01/1991
Exam:	Therapy-ST
Request Date:	05/30/2019 09:12 AM
Referring Physician:	For Phys Med Use Only BAPTIST MEMORIAL HOSPITAL TIPT
Rendering Provider:	BAPTIST MEMORIAL HOSPITAL TIPTON

Upload Document

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

[Browse...]

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

RadMD.com

Upload Additional Clinical Information

You have successfully uploaded the following file to National Imaging Associates:

Test Upload .docx

Back to Request Details   Upload Another Document

NIA