

# RadMD Upload Feature

## RadMD® Makes Things Easy...for You

National Imaging Associates, Inc. (NIA) has introduced a feature that allows clinical information to be uploaded directly on **RadMD**. Utilizing this upload feature on RadMD expedites your request, since the information is automatically attached to the case and forwarded to our clinicians for review. The following is a step-by-step guide that will help RadMD users navigate through this easy to use feature.

### Upload After Completing an Auth Request

When a request is completed and additional clinical information is needed to make a determination, a RadMD user will have the opportunity to use the document upload capability. Figure 1 shows the RadMD page at the end of the request process with the Upload Clinical Document button.

Status	Patient	Physician
Current Status: Pending	Name:	Name: KAREN E JONES
Validity Period: [Not Applicable]	Subscriber ID:	Provider ID: 891505
Tracking Number: 070117	Date of Birth:	
	Gender:	

Imaging Provider	RadMD.com User	Details
Name:	Name:	Date of Service: 7/27/2016
Phone:	Company:	Auto Accident: No
Address:	Account ID:	Pend/Reject Code: E8
	Job Title:	Out of State: n/a
Fax:	Email:	Release of Info Code: Y
Imaging Provider ID:	Address:	Out of Country: n/a
	Supervisor Name:	Employment Related: No
	Supervisor Name:	Another Party: No
	Supervisor Email:	Level of Service: Not Urgent
		Exams: Brain CT
		ICD10: F45.41
		Reason: test

Clinical Q/A
This is a request for a brain/head CT.
None of the above best describes the reason that I have requested this test.
None of the above best describes the reason that I have requested this test.

Back to the Main Menu   Start a New Exam Request   **Upload Clinical Document** ←

Figure 1 - Upload After Request is Completed

Selecting the Upload Clinical Document button will take the user to the document upload page shown in Figure 2.

### 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	Upload Document
Name: Member, Test	<ul style="list-style-type: none"><li>.DOC, .DOCX Microsoft Word Document</li><li>.GIF, .PNG, .JPG, .TIF, .TIFF Image File</li><li>.PDF Adobe Acrobat PDF File</li><li>.TXT Text Document</li></ul>
Date of Birth:	
Exam:	
Request Date:	
Referring Physician: KAREN JONES	
Rendering Provider:	<input type="text"/> Browse...

Figure 2 - Clinical Document Upload Screen

From this screen, the user will be able to browse to find a file to upload and then upload the document. If the upload is successful, the page shown below will appear.

### Upload Additional Clinical Information

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

76078.docx

[Back to Request Details](#)   [Upload Another Document](#)

At this point, the user can repeat the process and upload additional documents or return to viewing the details of the auth.

After a document is uploaded, the system will notify the NIA clinical review team and the information provided via the document will be taken into account when making a determination on the auth request.

### Upload When Checking Auth Request Status

RadMD users will also have the opportunity to upload documents when they are checking the status of an auth request where additional clinical data is needed before a determination can be made.

Figure 3 shows the RadMD Main Menu and the button available for checking the status of an auth request.

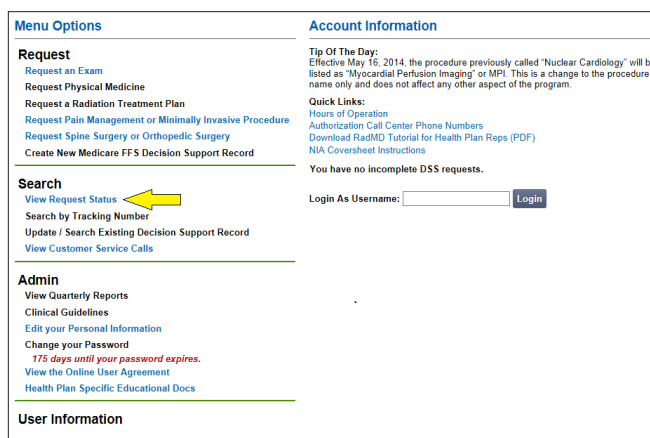


Figure 3 - RadMD Main Menu

- Files that can be uploaded include:
  - Microsoft Word documents (.doc files)
  - Image files (.gif, .png, .jpg, .tif, and .tiff files)
  - Adobe Acrobat files (.pdf files) and
  - Text documents (.txt files)

Files must be less than 100 MB in size  
 RadMD users can also get detailed status of their auth requests and e-mails from NIA acknowledging the receipt of faxes and documents.

On the auth status page, the user will have to select an auth to see its status and to be able to upload documents (See Figure 4 below).

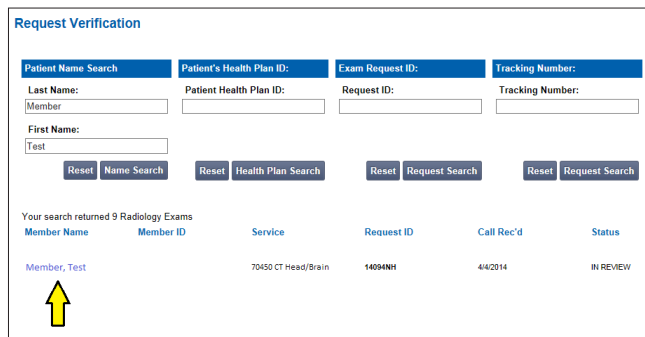


Figure 4 - Select an Auth to See Its Status

The button to upload documents with additional clinical information will be available from the auth status page (See Figure 5 below).

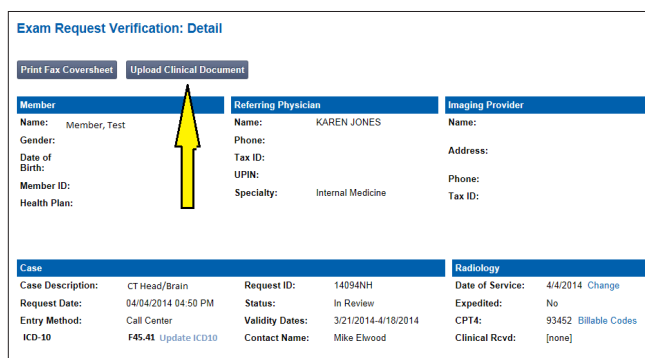


Figure 5 - Auth Status Page

Clicking on the Upload Clinical Document button will take the user to the Document Upload page.

### For Assistance or Technical Support

Contact [RadMDSupport@MagellanHealth.com](mailto:RadMDSupport@MagellanHealth.com) or call 1-877-80-RadMD (1-877-807-2363).

RadMD is available 24/7, except when maintenance is performed once every other week after business hours.