

How to Submit Clinical Documentation

National Imaging Associates, Inc. (NIA) may request patient's medical records/additional clinical information before an approval can be made.

There are two ways to submit clinical information to NIA; uploading via RadMD Upload Feature (**preferred method**) or via the NIA Optical Character Recognition (OCR) Fax Cover Sheet.

Submitting Clinical Information via Upload Feature

The upload feature allows clinical information to be uploaded directly to RadMD after completing an authorization request. Utilizing this upload feature expedites your request since it is automatically attached and forwarded to our clinicians for review.

Submitting Clinical Information via NIA OCR Fax Cover Sheet (only if you are unable to upload)

Use the NIA Fax Coversheet when faxing clinical information. The OCR fax coversheet allows users to attach the clinical information submitted from the ordering physician to an existing authorization request. For the automatic attachment to occur, use the NIA Fax Cover Sheet specific to the authorization request. The fax cover sheet must be used as the first page of your fax.

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 Email:	Another Party: No
		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.

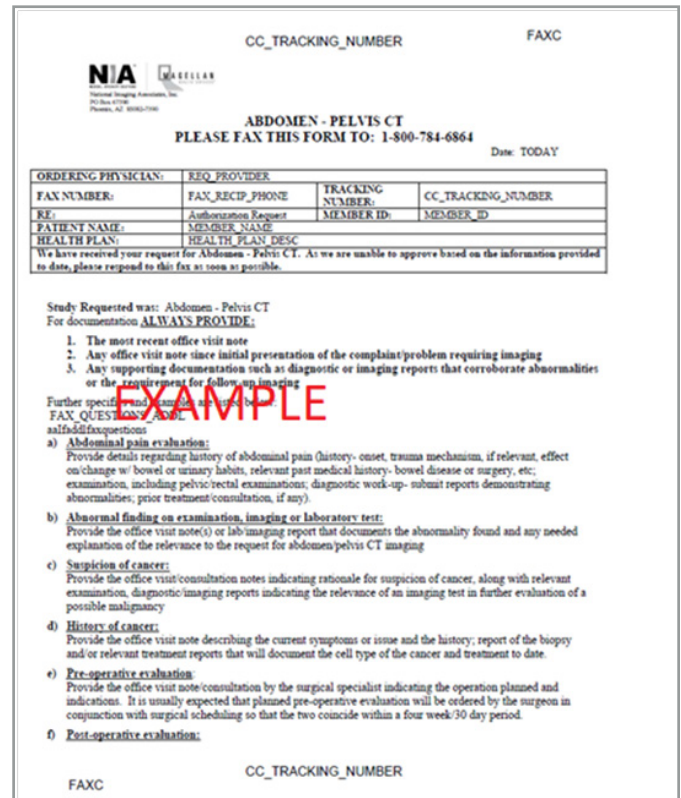
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Printing Fax Coversheet Immediately after User Submits Authorization Request

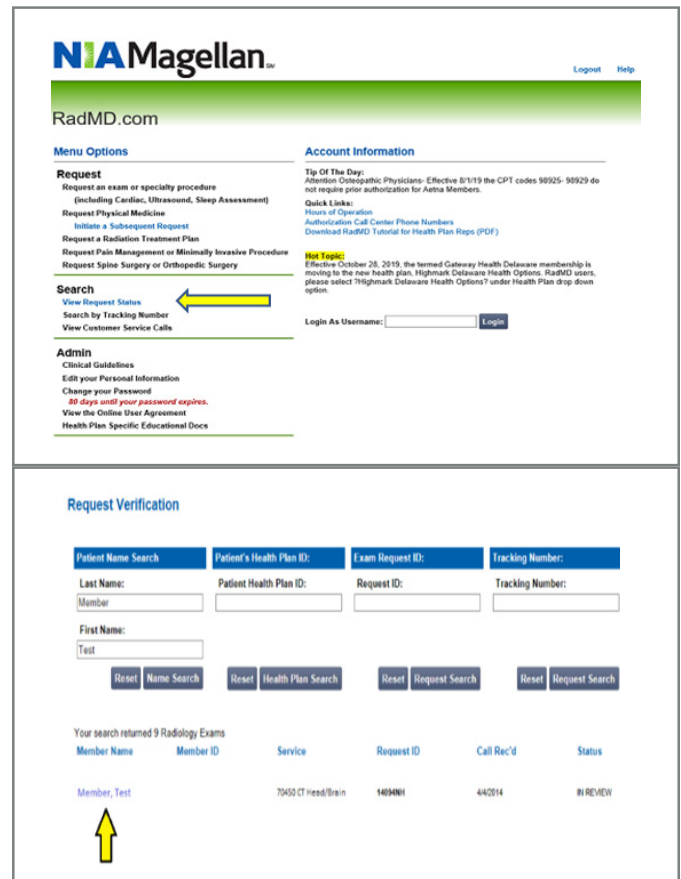
When the request is complete, the user requesting the authorization can print the member/procedure specific fax cover sheet.

Select **"Print Fax Cover Sheet"** button at the top of the request page which will allow the requestor to print the fax cover sheet.

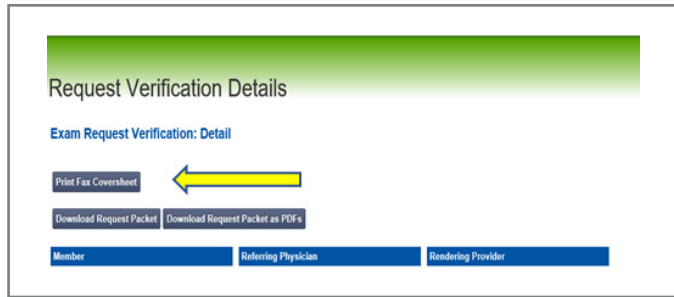


Returning to RadMD to Print Fax Cover Sheet

- 1 Select **"View Request Status"**
- 2 Enter member's name, ID number or Tracking number
- 3 Click on member's name associated with procedure



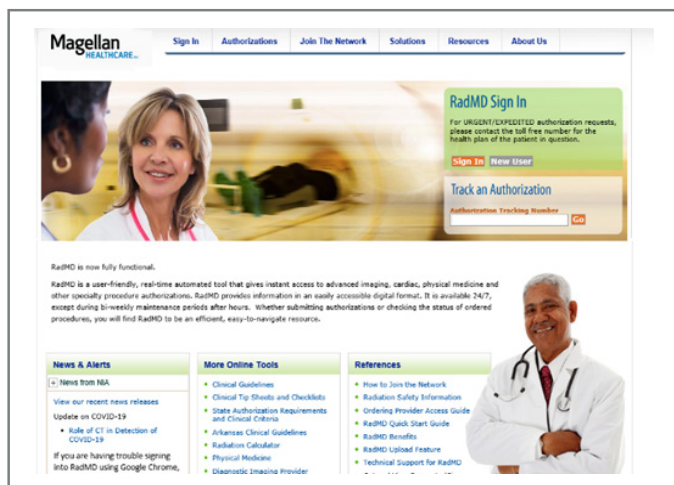
4 Print Fax Cover Sheet



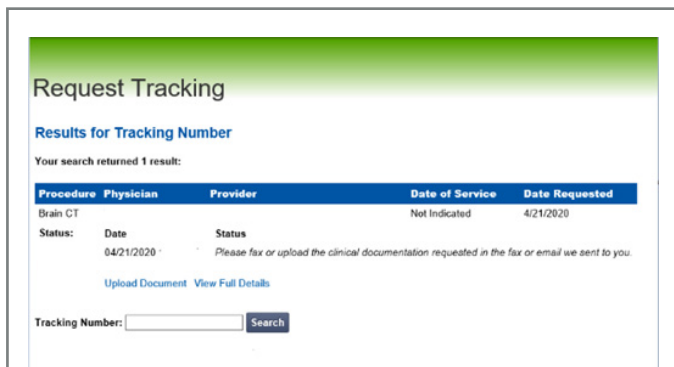
Allowing Other Users to Upload or Print Fax Cover Sheet

Other Users who did not submit the original request or submitted the request via NIA's Call Center may Upload or Print Fax Coversheet by using the "Track Authorization" feature on the home page of RadMD, www.RadMD.com

1 Enter Tracking Number



2 Click Upload Document or View Full Details



3 Enter Member's name, ID Number, Zip Code and Date of Birth *(all required fields)*

Member Verification

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

Member's ID: Member's Zip Code:

Member's Date of Birth: / /

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4 Upload Clinical Documents or Print Fax Cover Sheet

Request Verification Details

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