

Therapy Management

How to upload a document without a RadMD login

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 *Go*
- If a warning message appears that states that the computer system is “for the use of authorized users,” click *OK*.



RadMD Sign In

For URGENT/EXPEDITED authorization requests, please contact the toll free number for the health plan of the patient in question.

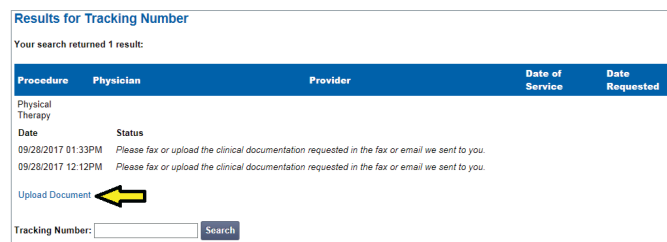
[Sign In](#) [New User](#)

Track an Authorization

Authorization Tracking Number [Go](#)


2. RadMD presents the information for that tracking number (no patient information is shown):

- Procedure
- Physician Name
- Date Request Created
- Click the *Upload Document* link (under the Date/Status section).

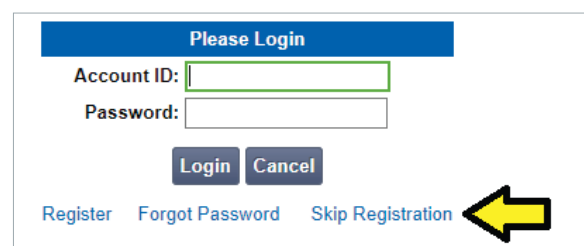


Results for Tracking Number

Your search returned 1 result:

Procedure	Physician	Provider	Date of Service	Date Requested
Physical Therapy				
Date	Status			
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: <input type="text"/> Search				

3. Click *Skip Registration*.




Please Login

Account ID:

Password:

[Login](#) [Cancel](#)

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

4. System presents the member verification page.

Complete the following required fields:

- Patient's Last Name
- Patient's First Name
- Patient's Date of Birth
- Click *Continue to Upload Additional Clinical Information*.

Your Information				
Your Last Name:	Your First Name:			
<input type="text"/>	<input type="text"/>			
Your Phone Number:	Your Company:			
<input type="text"/>	<input type="text"/>			
Your Email:				
<input type="text"/>				
Member Verification				
Member's Last Name:	Member's First Name:			
<input type="text"/>	<input type="text"/>			
Member's Date of Birth:				
<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
<input type="button" value="Back"/>		<input type="button" value="Continue to Upload Additional Clinical Information"/>		

5. On the Upload Additional Clinical Information page, click *Browse*.

- Find the desired file in your system.
 - Medical records need one of the following extensions: .doc, .gif, .png, .jpg, .tif, .tiff, .pdf, .txt
 - Click *Open*. RadMD system presents the file path and file name in the text field.
- Click *Upload Document*. 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 will present a message informing you that you have successfully uploaded the file. The file name will follow the message.

Request Information	
Name:	AHMAD WADE
Date of Birth:	9/27/2009
Exam:	Therapy-PT
Status:	In Review
Request Date:	07/07/2023 10:26 AM
Referring Prov:	Billy Jones
Rendering Prov:	MEMORIAL HOME HEALTH AND HOSPICE

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

Upload a clinical document with the file dialog or by dragging and dropping a file onto the dashed region

Allowed file types: DOC DOCX PDF JPEG TIFF GIF PNG TXT

FOR HELP...

For assistance, please contact the provider support team at:
radmdsupport@evolent.com or 1.800.327.0641.

RadMD is available 24/7, except when maintenance is performed every third Thursday of the month from 9 p.m.–12 a.m. PST.