Carolina Imaging

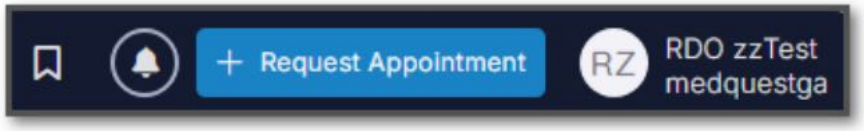
Request Appointment Workflow

Referring providers can request appointments for patients using the Request Appointments button in the portal.

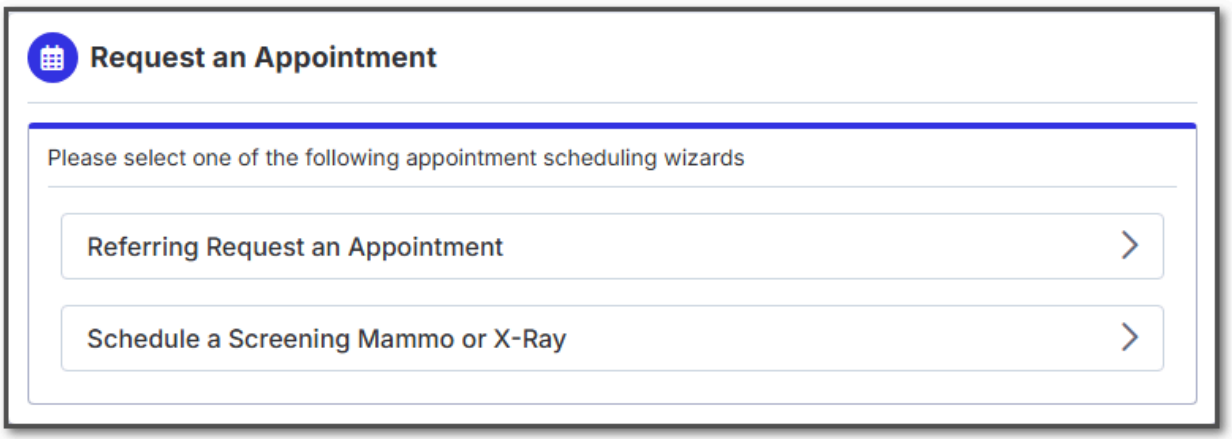
Request Appointment Button

To request an appointment:

1. Click Request Appointment in the top right corner to launch the Scheduling Wizard in a new window.



2. In the Scheduling Wizard window, select Referring Request an Appointment.



Step 1 - Patient Info

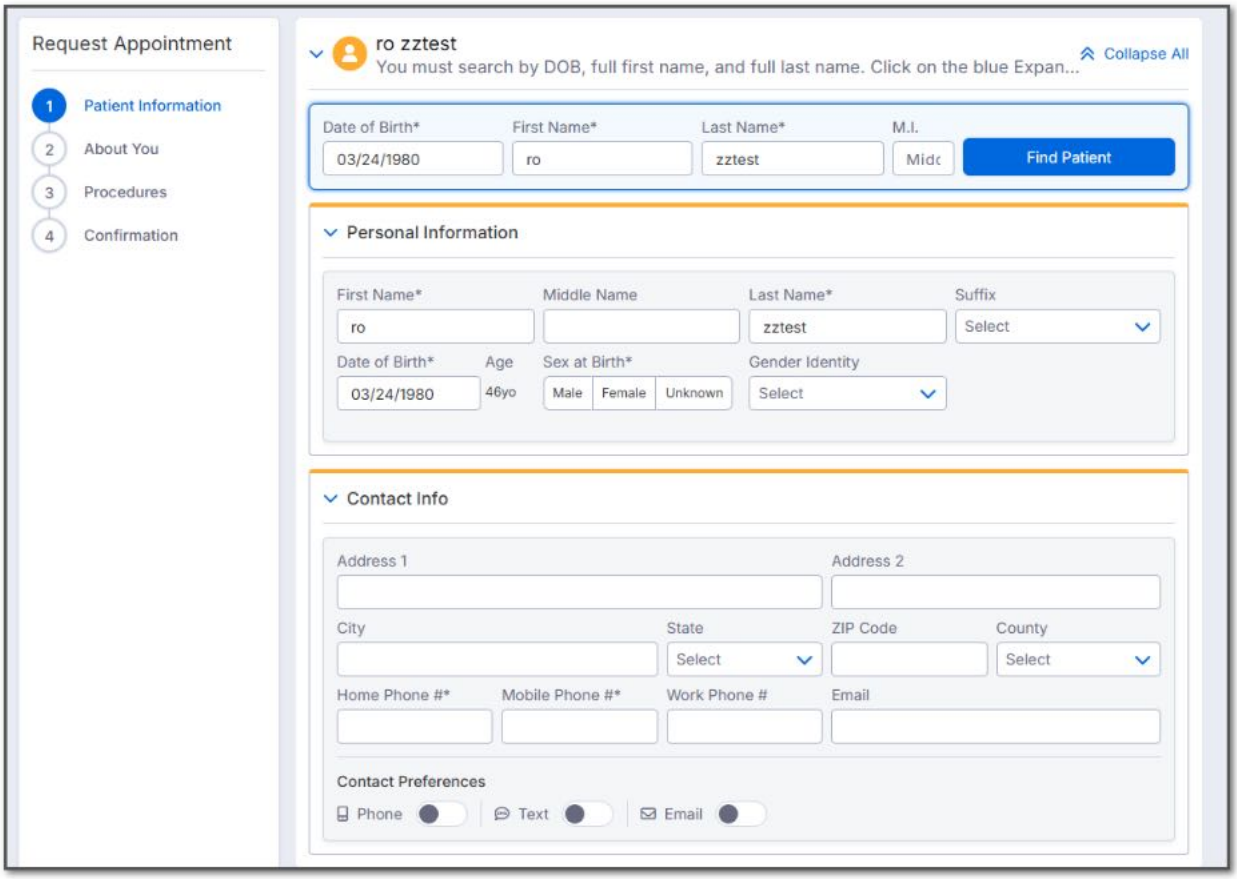


1. Clicking Find Patient without entering any patient information first will search for all patients that have been previously referred by the provider logged in and auto-fill patient details.

   Click the X in the right corner of this pop-up box to close it or click the correct patient and click Continue to select them.

2. If requesting an appointment for a new patient, enter their Date of birth, First Name, and Last Name, and click Find Patient.
3. If no results are found, click Expand All to display additional fields and continue entering patient details.





4. When done entering patient details, click Next.

Step 2 - About You

Select the referring provider and add any needed documents or comments to send to the imaging center.

1. Select the Referring Provider then click Add.
   (You may only see one referring provider, or many, depending on your practice settings.)
2. If an order, clinicals, pre-auth, or other documents need to be uploaded, click Browse Files and select the file to upload with the appointment request.
3. Select the document type from the dropdown.
4. If a comment is needed, select the comment recipient, type the comment, and click Next.

Step 3 - Appointment Details

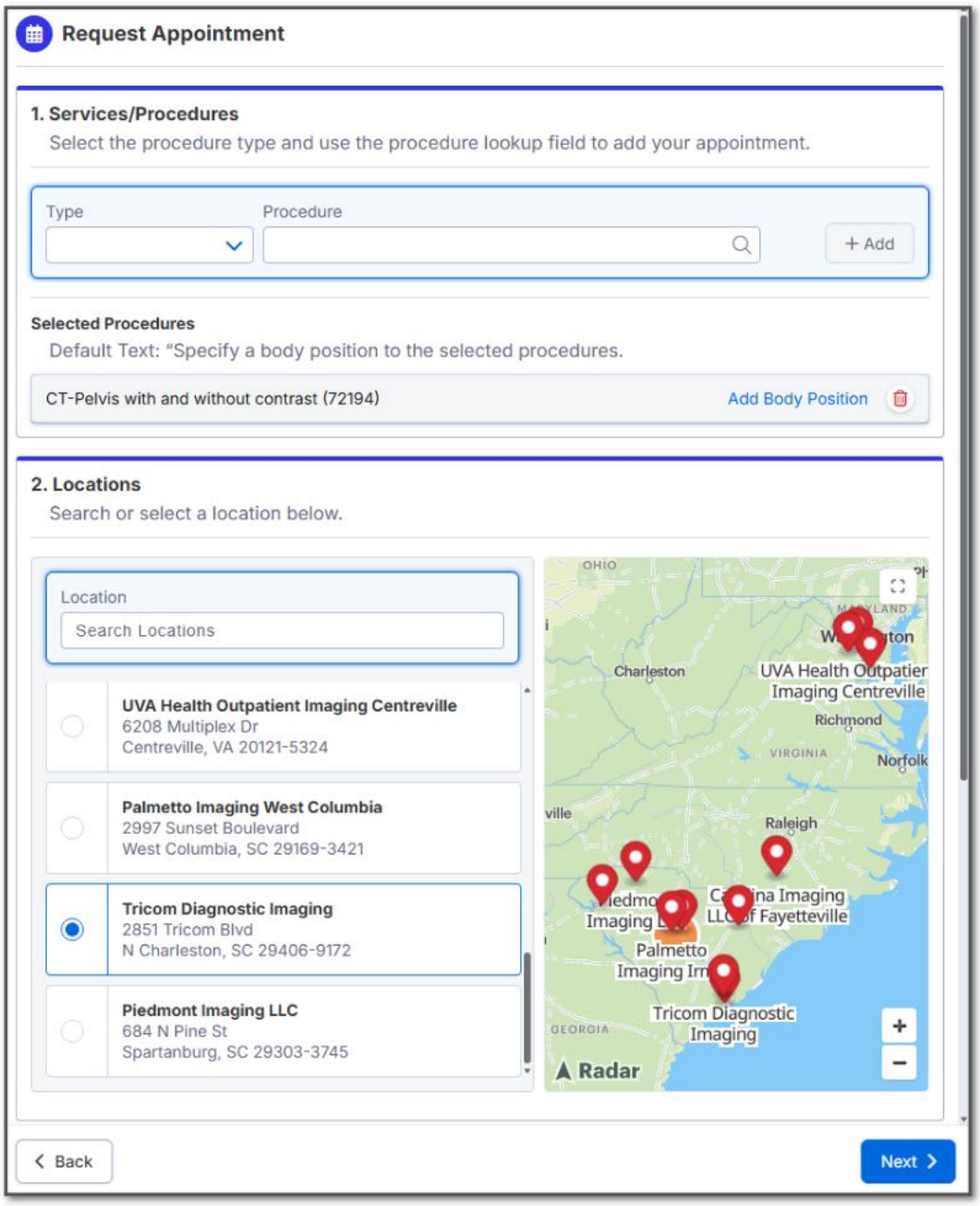
After entering patient details, complete the appointment details, which include: Services/Procedures, Location, Time, and Diagnosis.

Services/Procedures

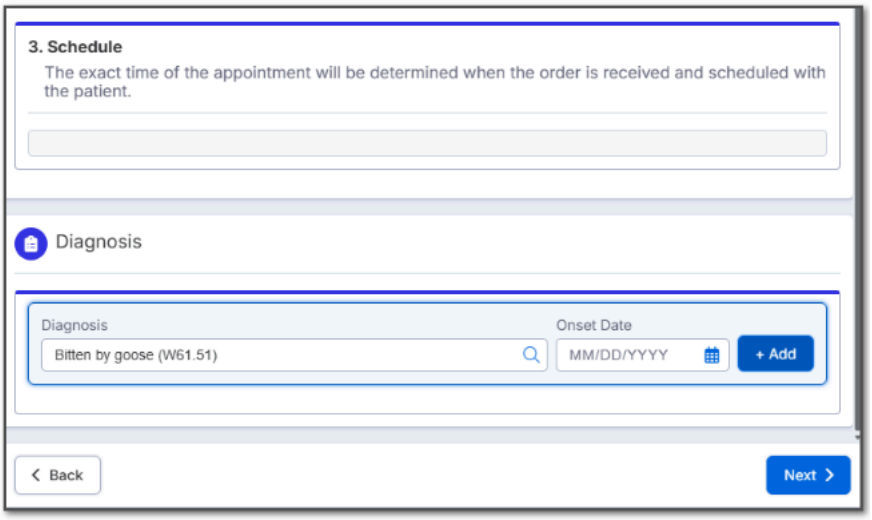
1. Select the Procedure Type and Procedure.
2. Click Add.

Location

1. Select the preferred Location and click Next.



2. Scroll down to enter the diagnosis (you can search by code or keyword, then click the correct option to select it), add an onset date, if known, and click Add.
3. Click Next to view the Summary page.



Step 4 - Summary

After entering appointment details, the Summary page displays all details before sending the appointment request.