

Registering for Referring Provider Portal

Please email Iowa Radiology IT at it@iowarad.com to request access to the Referring Provider Portal. Provide first and last name and an email address for each user who needs access, the name of the practice and an NPI number for each provider.

Log In to Referring Provider Portal

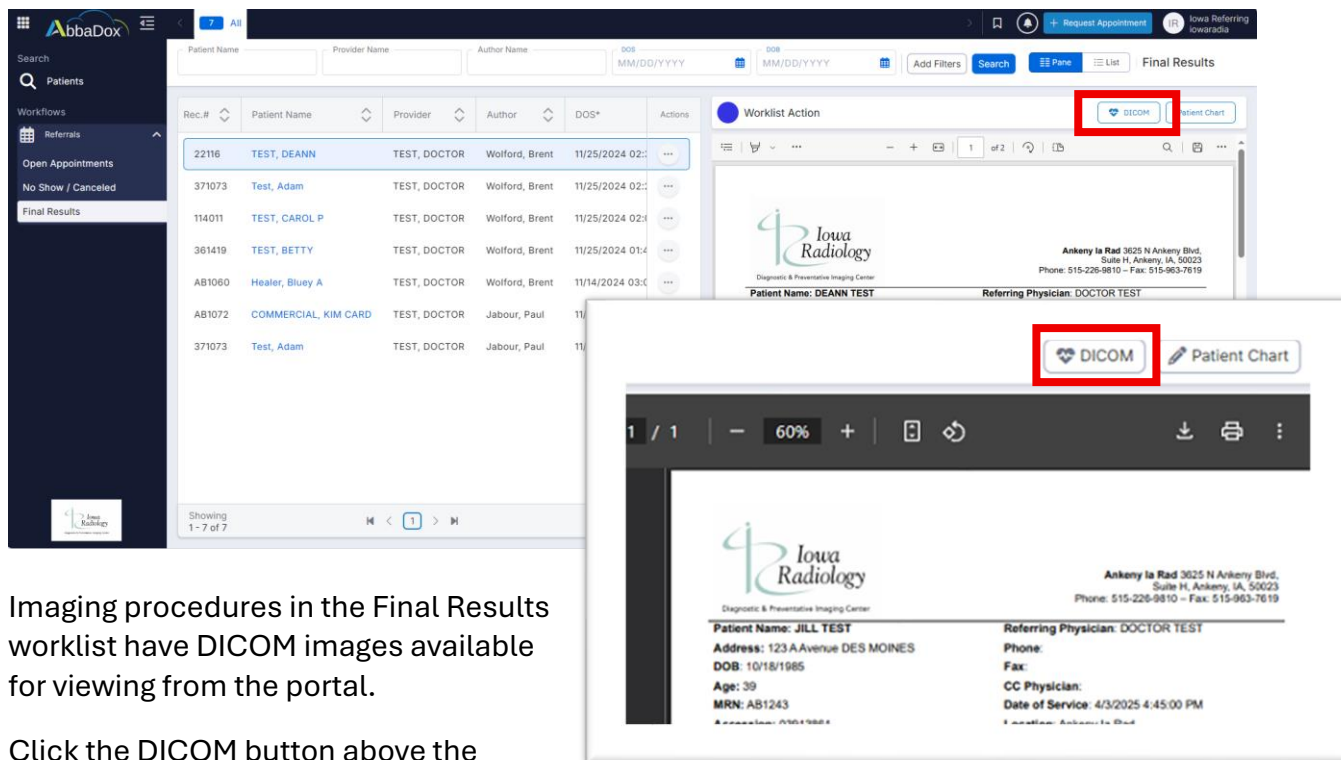
1. Go to AbbaDoxCareFlow.com and enter **User Name** and **Password**.
2. Click **Login**.
 1. If this is your first time logging in, use the **Forgot Your Password?** link on the login page to set your password. You will be prompted to change your password and accept a HIPAA statement.

Navigating Referring Provider Portal

The Referring Provider Portal is used by referring providers to request appointments, check the status of requested exams, and view results and images for their patients.

Final Results Worklist

After logging in, the default view will be the Final Results worklist. This list displays completed imaging procedures and allows users to read finalized reports.



The screenshot displays the AbbaDox Referring Provider Portal interface. On the left is a navigation sidebar with options like Patients, Referrals, Open Appointments, and Final Results. The main area shows a table of patient records with columns for Rec.#, Patient Name, Provider, Author, and DOS*. A patient record for 'TEST, DEANN' is selected. To the right of the table is a 'Worklist Action' panel with a 'DICOM' button highlighted by a red box. Below this, a patient report for 'JILL TEST' is shown, including contact information and a 'Referring Physician: DOCTOR TEST'. A DICOM viewer overlay is also visible, showing a zoomed-in view of the patient report with the 'DICOM' button again highlighted by a red box.

Imaging procedures in the Final Results worklist have DICOM images available for viewing from the portal.

Click the DICOM button above the report to launch the viewer.

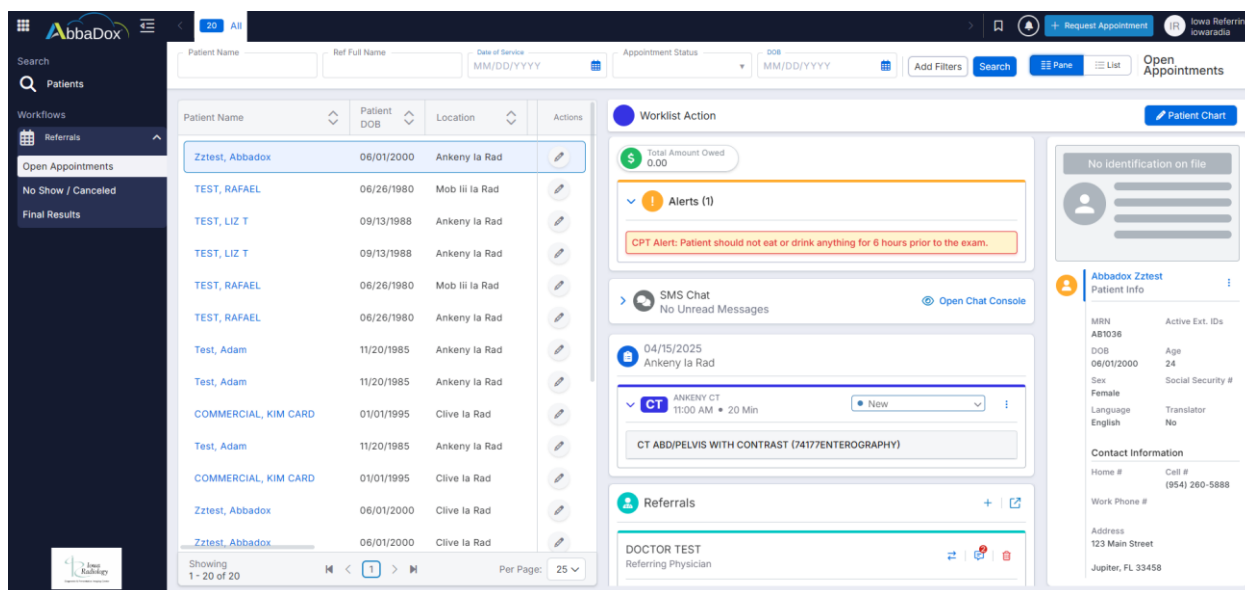
DICOM Viewer

The DICOM Viewer will launch a Patient Studies list. Check the box next to each study you wish to load in the viewer. Click **Add studies to viewer** button. Click **Close** button on Patient Studies list.

Studies may be stored in archive which increases the retrieval time. If you receive a timeout error, close the viewer window and relaunch the DICOM Viewer from the button on the Final Results worklist.

Open Appointments Worklist

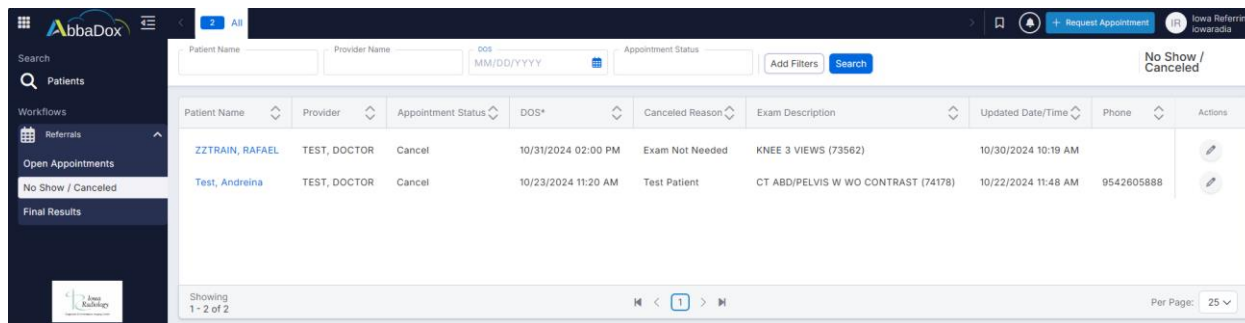
The Open Appointments list displays requested appointments and their current status in the imaging workflow.



The screenshot shows the AbbaDox Open Appointments Worklist. The interface includes a sidebar with navigation options: Patients, Workflows, Referrals, Open Appointments (selected), No Show / Canceled, and Final Results. The main content area displays a table of appointments with columns for Patient Name, Patient DOB, Location, and Actions. The table lists several appointments, including Zttest, Abbadox and TEST, RAFAEL. To the right of the table, there is a 'Worklist Action' panel with sections for Alerts (1), SMS Chat, and Referrals. A 'Patient Chart' button is visible in the top right corner. The bottom of the interface shows a pagination bar indicating 'Showing 1 - 20 of 20' and 'Per Page: 25'.

No Show/Canceled Worklist

The No Show/Canceled worklist displays patients who have either “no showed” to their appointment or their appointment was cancelled for some other reason.



The screenshot shows the AbbaDox No Show / Canceled Worklist. The interface includes a sidebar with navigation options: Patients, Workflows, Referrals, Open Appointments, No Show / Canceled (selected), and Final Results. The main content area displays a table of canceled appointments with columns for Patient Name, Provider, Appointment Status, DOS*, Canceled Reason, Exam Description, Updated Date/Time, Phone, and Actions. The table lists two appointments: ZZTRAIN, RAFAEL and Test, Andreina. The bottom of the interface shows a pagination bar indicating 'Showing 1 - 2 of 2' and 'Per Page: 25'.

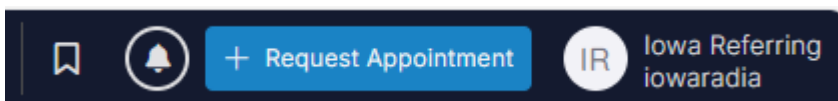
Request Appointment Workflow

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** to launch the Scheduling Wizard in a new window.



Request Appointment Steps

After clicking **Request Appointment**, the scheduling template will open in a new tab.

Request Appointment

1 Patient Information
2 About You
3 Procedures
4 Confirmation

Patient Information
Enter your information in the fields below.

Date of Birth*
First Name*
Last Name*
M.I.

MM/DD/YYYY
First Name
Last Name
Mid

Find Patient

Cell Phone #*
Home Phone #*
Address 1

(999) 999-9999
(999) 999-9999

Email Address
Address 2

Enter Email Address

Sex at Birth*
City
State
Zip Code

Male
Female
Unknown
Select

Insurance Information

No Insurance found.
Enter your insurance below.

Do you have insurance?
Yes
No

Insurance Provider
Policy #
Group #

Select

Next >

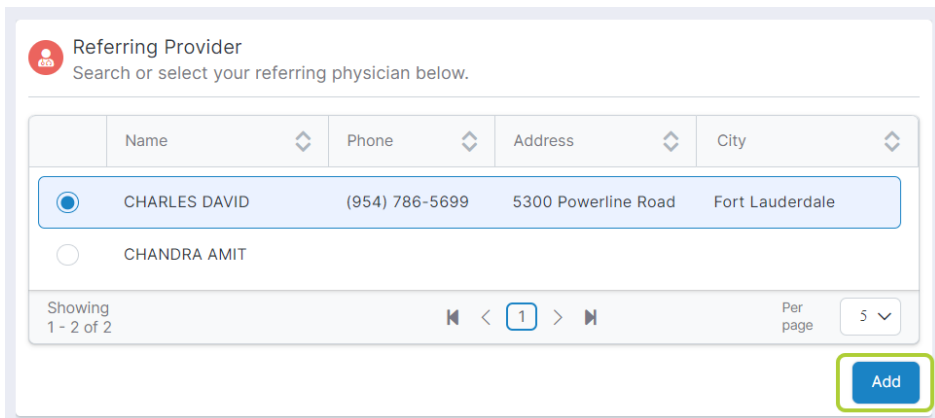
Step 1 - Patient Info

Fill out the Patient Information as necessary.

1. Clicking **Find Patient** will search for all patients that have been previously referred by the provider logged in and auto-fill patient details.
2. For a patient you have not previously referred to Iowa Radiology, enter the DOB, First Name and Last Name then **Find Patient** to search our system for the patient.
3. If the patient is not found in Iowa Radiology's system, continue entering the required Patient Info, including a phone number and Sex at Birth.
4. Enter Insurance Information as appropriate.
5. Click **Next**.

Step 2 - About You

1. Select the Referring Provider then click **Add**.
2. Click **Next**.



Referring Provider
Search or select your referring physician below.

	Name	Phone	Address	City
☒	CHARLES DAVID	(954) 786-5699	5300 Powerline Road	Fort Lauderdale
☐	CHANDRA AMIT			

Showing 1 - 2 of 2

Per page 5

Add

Step 3 - Procedures

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

Services/Procedures

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

Request Appointment

1. Services/Procedures

Select the procedure type and use the procedure lookup field to add your appointment.

Type	Procedure	
CT	CT PELVIS W/VO (72194)	+ Add

- For procedures requiring a laterality, click **Add Body Position** and search/select Left or Right.

Selected Procedures

Default Text: "Specify a body position to the selected procedures."

MRI FOOT WO CONTRAST

[Add Body Position](#)

(L) Left

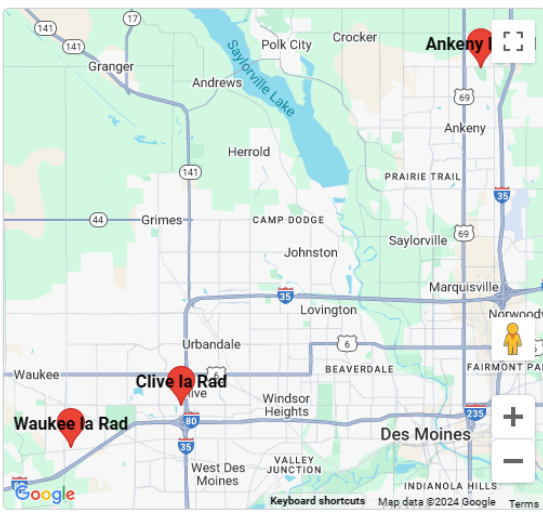
left

Location

- Select the preferred **Location**.
- When selecting a location, a **Questionnaire** may appear depending on the procedure selected. Click **Submit Questionnaire** once all questions have been answered.

2. Locations

Search or select a location below.

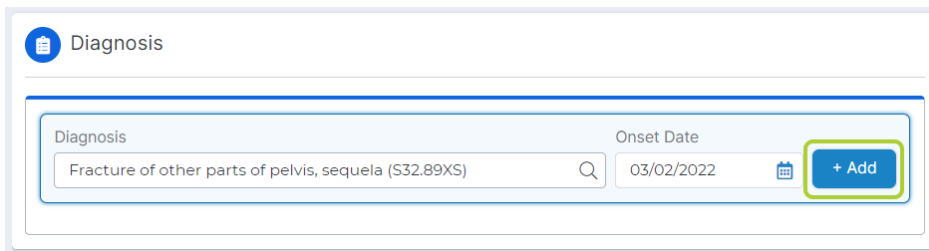
Location	
Search Locations	
☐ Clive Ia Rad 12368 Stratford Drive Clive, IA 50325	
☒ Ankeny Ia Rad 3625 N Ankeny Blvd Ankeny, IA 50023	
☐ Waukee Ia Rad 2515 Grand Prairie Pkwy Waukee, IA 50263	

Schedule

1. This field is not in use. The request will go to a queue for the facility staff to contact your patient for scheduling. This allows us to verify the order and obtain/check prior authorization before scheduling.

Diagnosis

1. Search for a **diagnosis** to associate to the appointment.
2. Enter an **onset date**.
3. Click **Add**.



Diagnosis

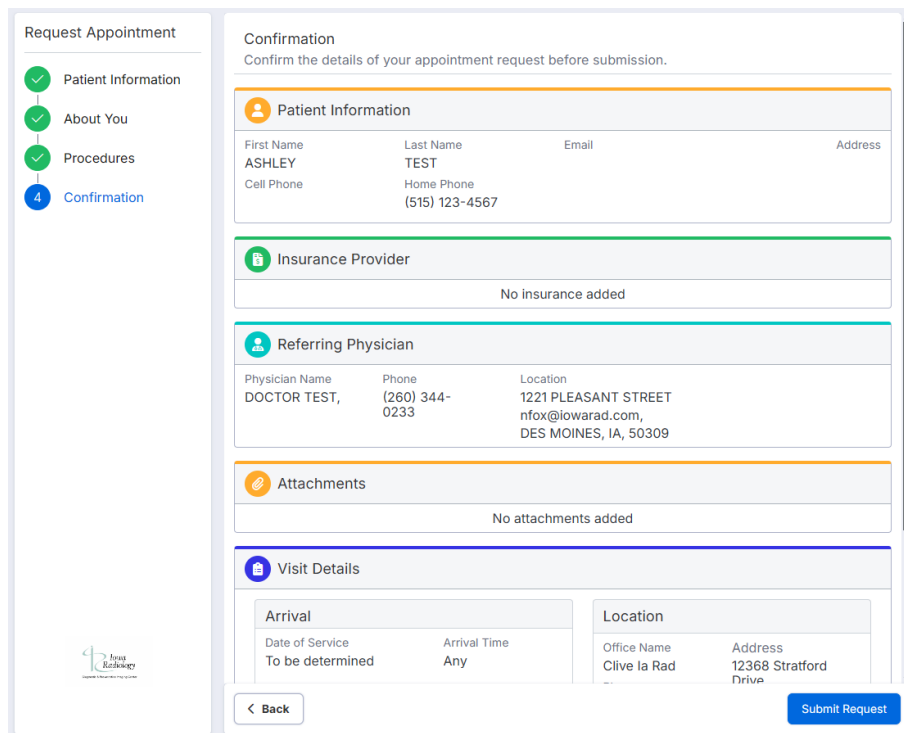
Onset Date

Fracture of other parts of pelvis, sequela (S32.89XS) 03/02/2022 + Add

4. Click **Next** to move to the Summary page.

Step 4 - Summary

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



Request Appointment

- ✓ Patient Information
- ✓ About You
- ✓ Procedures
- 4 Confirmation

Confirmation

Confirm the details of your appointment request before submission.

Patient Information

First Name	Last Name	Email	Address
ASHLEY	TEST		
Cell Phone	Home Phone		
	(515) 123-4567		

Insurance Provider

No insurance added

Referring Physician

Physician Name	Phone	Location
DOCTOR TEST,	(260) 344-0233	1221 PLEASANT STREET
		nfox@iowarad.com,
		DES MOINES, IA, 50309

Attachments

No attachments added

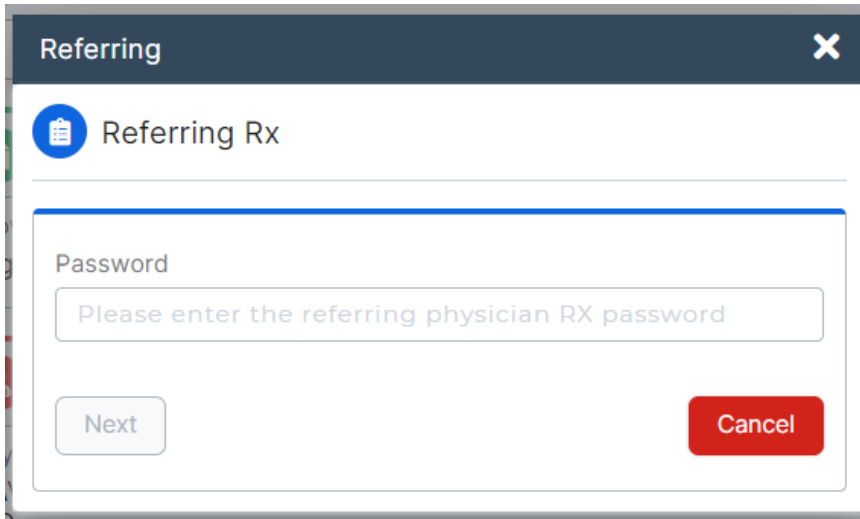
Visit Details

Arrival		Location	
Date of Service	Arrival Time	Office Name	Address
To be determined	Any	Clive la Rad	12368 Stratford Drive

< Back Submit Request

Referring Provider Portal

1. Use the **Back** button to go to previous pages and make edits.
2. Once the request is ready to send to the facility, click **Submit Request**.
3. Enter your login password in the Referring Rx password field that appears and click **Next**.



The form is titled "Referring" with a close button (X) in the top right corner. Below the title bar, there is a blue circular icon with a clipboard and the text "Referring Rx". A horizontal line separates this header from the main content area. The main content area contains a "Password" label above a text input field. The input field has a placeholder text: "Please enter the referring physician RX password". Below the input field, there are two buttons: a light blue "Next" button on the left and a red "Cancel" button on the right.

4. A prescription page will open displaying the details and location of the exam.
 1. An electronic copy of this order will automatically be included in the worklist of the imaging center staff who will contact the patient to schedule an appointment.

NPI: 444444	DOCTOR TEST	
1221 PLEASANT STREET, DES MOINES, IA, 50309 TEL: (260) 344-0233 FAX: (260) 555-5555		
PATIENT NAME: ASHLEY TEST HOME PHONE #: (515) 123-4567 MOBILE PHONE #:		DOB: 09/19/1992 DATE: 12/6/2024
74177 - CT ABD/PELVIS W CONTRAST (74177)		
THIS DOCUMENT HAS BEEN ELECTRONICALLY SIGNED BY		
DOCTOR TEST		

Location Information

Organization: Iowa Radiology
 Name: Mob iii la Rad
 Address: 1221 Pleasant, Des Moines, IA
 Phone: 515-226-9810

