

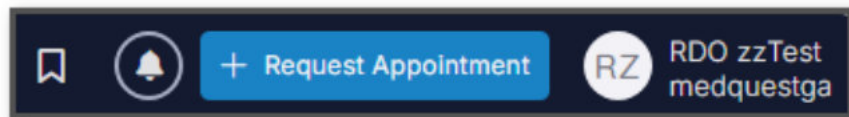
## Request Appointment Workflow

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

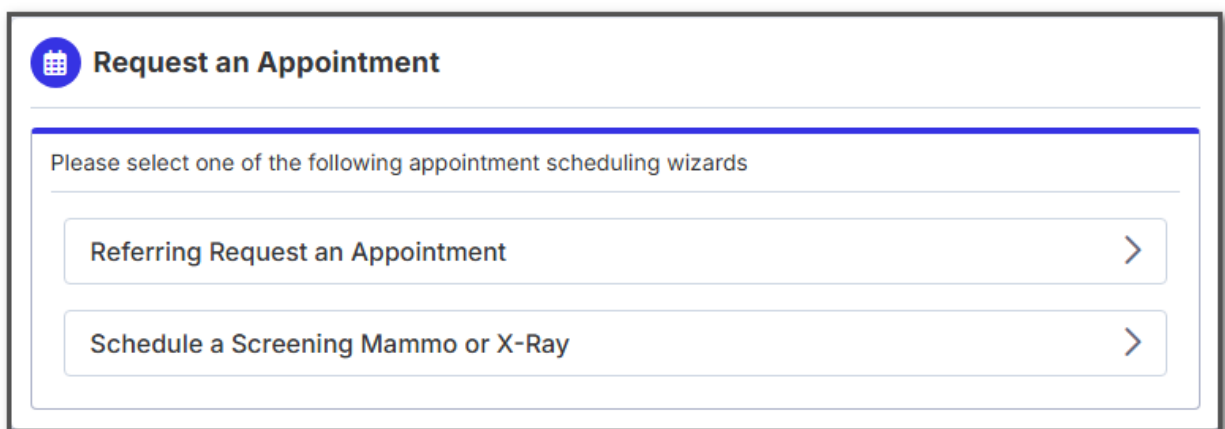
### Request Appointment Button

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.

A screenshot of a web window titled 'Request an Appointment' with a calendar icon. Below the title bar, it says 'Please select one of the following appointment scheduling wizards'. There are two selectable options, each in a light blue box with a right-pointing chevron: 'Referring Request an Appointment' and 'Schedule a Screening Mammo or X-Ray'.

## Step 1 - Patient Info

The screenshot shows the 'Request Appointment' interface. On the left is a sidebar with a vertical list of steps: 1 Patient Information (highlighted with a blue circle), 2 About You, 3 Procedures, and 4 Confirmation. The main content area is titled 'Patient Information' with a blue header bar. Below the header is a form with four input fields: 'Date of Birth\*' (placeholder: MM/DD/YYYY), 'First Name\*' (placeholder: First Name), 'Last Name\*' (placeholder: Last Name), and 'M.I.' (placeholder: Midc). To the right of these fields is a blue 'Find Patient' button. In the top right corner of the form area, there is a blue link labeled 'Expand All' with a downward arrow icon.

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.

This screenshot shows the same 'Request Appointment' form, but now it displays a patient search result. Above the input fields, there is a header with a blue icon, the text 'ro zztest', and 'DOB: 03/24/1980 (46yo)'. The input fields are now populated: 'Date of Birth\*' with '03/24/1980', 'First Name\*' with 'ro', 'Last Name\*' with 'zztest', and 'M.I.' with 'Midc'. The 'Find Patient' button is still present. A green arrow points to the 'Expand All' link in the top right corner, which now has a downward arrow icon next to it.

**Request Appointment**

1 Patient Information  
2 About You  
3 Procedures  
4 Confirmation

ro zztest  
You must search by DOB, full first name, and full last name. Click on the blue Expan... Collapse All

Date of Birth\* 03/24/1980 First Name\* ro Last Name\* zztest M.I. Midc Find Patient

**Personal Information**

First Name\* ro Middle Name Last Name\* zztest Suffix Select  
Date of Birth\* 03/24/1980 Age 46yo Sex at Birth\* Male Female Unknown Gender Identity Select

**Contact Info**

Address 1 Address 2  
City State ZIP Code County  
Home Phone #\* Mobile Phone #\* Work Phone # Email  
Contact Preferences  
Phone Text Email

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.

 **Request Appointment**

**1. Services/Procedures**  
Select the procedure type and use the procedure lookup field to add your appointment.

Type

Procedure



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

CT-Pelvis with and without contrast (72194)



**2. Locations**  
Search or select a location below.

Location

☐

**UVA Health Outpatient Imaging Centreville**  
6208 Multiplex Dr  
Centreville, VA 20121-5324

☐

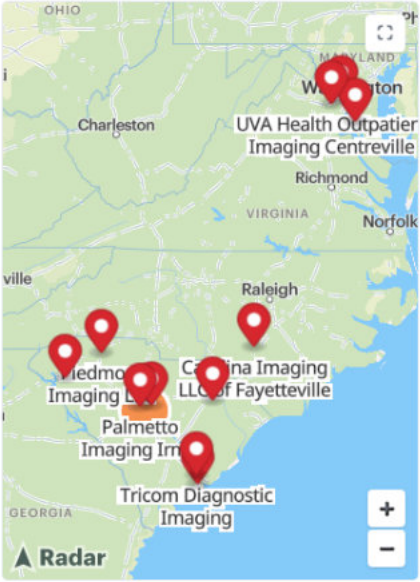
**Palmetto Imaging West Columbia**  
2997 Sunset Boulevard  
West Columbia, SC 29169-3421

☒

**Tricom Diagnostic Imaging**  
2851 Tricom Blvd  
N Charleston, SC 29406-9172

☐

**Piedmont Imaging LLC**  
684 N Pine St  
Spartanburg, SC 29303-3745



## Diagnosis

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.

The screenshot shows a web form titled "3. Schedule". Below the title is a note: "The exact time of the appointment will be determined when the order is received and scheduled with the patient." There is an empty text input field below this note. The form then has a section header "Diagnosis" with a blue icon. Below this is a form container with two input fields: "Diagnosis" and "Onset Date". The "Diagnosis" field contains the text "Bitten by goose (W61.51)" and has a magnifying glass icon to its right. The "Onset Date" field has a placeholder "MM/DD/YYYY" and a calendar icon to its right. To the right of these fields is a blue button labeled "+ Add". At the bottom of the form are two buttons: "< Back" on the left and "Next >" on the right.

## Step 4 - Summary

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