

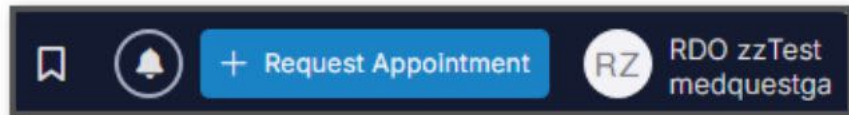
# Request Appointment Workflow

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

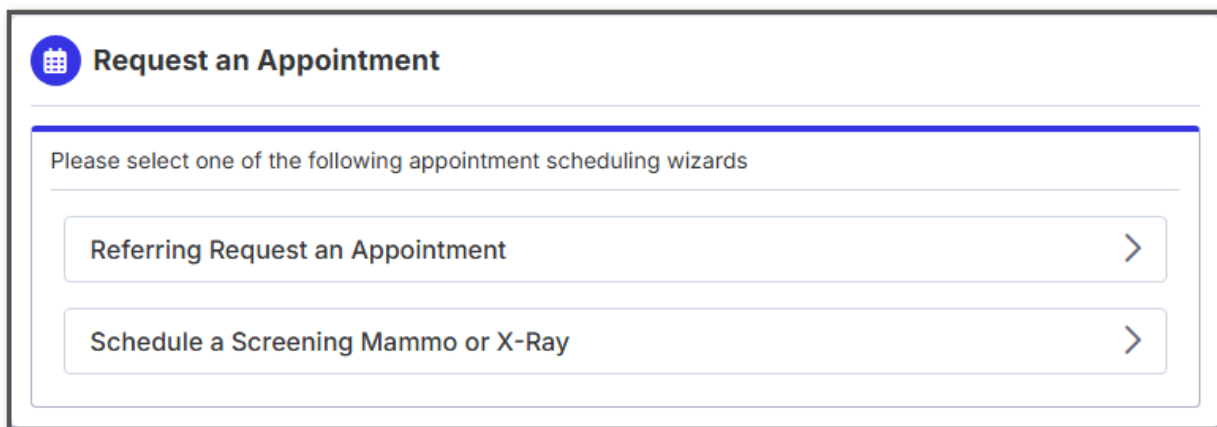
## Request Appointment Button

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

The screenshot shows the 'Request Appointment' interface. On the left is a sidebar with a vertical list of steps: 1 Patient Information (highlighted), 2 About You, 3 Procedures, and 4 Confirmation. The main content area is titled 'Patient Information' and contains a form with the following fields: 'Date of Birth\*' (placeholder: MM/DD/YYYY), 'First Name\*' (placeholder: First Name), 'Last Name\*' (placeholder: Last Name), and 'M.I.' (placeholder: Midc). A blue 'Find Patient' button is located to the right of the M.I. field. An 'Expand All' link is visible in the top right corner of the form area.

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 as above, but now it is populated with patient information. The 'Date of Birth\*' field contains '03/24/1980', 'First Name\*' contains 'ro', 'Last Name\*' contains 'zztest', and 'M.I.' contains 'Midc'. The 'Find Patient' button is now greyed out. Above the form, the patient's name 'ro zztest' and 'DOB: 03/24/1980 (46yo)' are displayed. A green arrow points to the 'Expand All' link in the top right corner.

The screenshot shows a web form titled "Request Appointment" with a sidebar on the left containing four steps: 1. Patient Information (highlighted), 2. About You, 3. Procedures, and 4. Confirmation. The main form area is for a patient named "ro zztest". At the top, there is a search instruction: "You must search by DOB, full first name, and full last name. Click on the blue Expan...". Below this is a search bar with fields for "Date of Birth\*" (03/24/1980), "First Name\*" (ro), "Last Name\*" (zztest), and "M.I." (Midc), followed by a blue "Find Patient" button. The form is divided into three main sections: "Personal Information", "Contact Info", and "Contact Preferences".

**Personal Information**

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

**Contact Info**

Address 1	Address 2		
City	State	ZIP Code	County
	Select		Select
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.

**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.

- 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 interface for entering appointment details. At the top, there is a section titled "3. Schedule" with a note: "The exact time of the appointment will be determined when the order is received and scheduled with the patient." Below this is a text input field. The main section is titled "Diagnosis" and contains a form with two input fields: "Diagnosis" and "Onset Date". The "Diagnosis" field contains the text "Bitten by goose (W61.51)" and has a search icon. The "Onset Date" field contains the placeholder "MM/DD/YYYY" and a calendar icon. To the right of the "Onset Date" field is a blue button labeled "+ Add". At the bottom of the form are two buttons: a light blue button labeled "< Back" and a blue button labeled "Next >".

## Step 4 - Summary

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