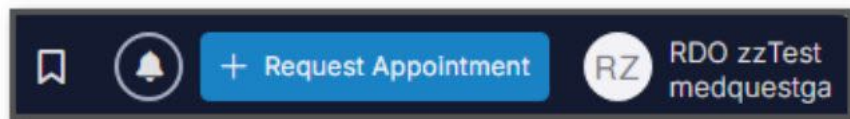


## Schedule a Screening Mammo or X-Ray Workflow

### 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 Schedule a Screening Mammo or X-Ray.

### Schedule a Screening Mammo or X-Ray Steps

After clicking Request an Appointment, the scheduling template will open.

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

Request Appointment

1 Patient Information  
2 About You  
3 Procedures  
4 Confirmation

> **ro zztest**  
DOB: 03/24/1980 (46yo) Expand All

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

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

3. Enter insurance details and 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

3. 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

## Schedule

4. Select the preferred day(s) of the week and time range(s). When you do, options will load for Appointment Availability.

**3. Schedule**  
Select the preferred time of your appointment or select the first available appointment slot.

Days  
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday [All](#) [None](#)

Time Range  
 Morning  Afternoon  Evening  After Hours [All](#) [None](#)

## Appointment Availability

2. Select the time for the appointment to start; use the Prev Month, Next Month, and View More Days options as needed.

**4. Appointment Availability**

		01:00 PM	01:15 PM	01:30 PM	01:45 PM	02:00 PM	02
Friday MAY '26 01		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Monday MAY '26 04		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Friday MAY '26 08		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Prev Month Next Month View More Days

3. Select either First Available or Preferred Time options for the appointment request. Regardless of which option is selected, the request will go to a queue for the facility staff to call the patient and confirm a time.

## Diagnosis

4. 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.
5. Click Next to view the Summary page.

The screenshot shows a web form titled "Diagnosis". At the top left, there is a blue circular icon with a white document symbol. Below the title, there is a light blue bordered input area. On the left side of this area, the label "Diagnosis" is positioned above a text input field containing "Struck by goose (W61.52)". To the right of the text field is a magnifying glass icon. On the right side of the input area, the label "Onset Date" is positioned above a date input field containing "MM/DD/YYYY" and a calendar icon. To the right of the date field is a blue button with a white plus sign and the text "+ Add". Below the input area, there are two buttons: a white button with a left arrow and the text "Back" on the left, and a blue button with a right arrow and the text "Next" on the right.