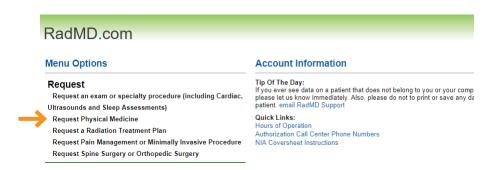


# RadMD Quick Start Guide for Physical Medicine Authorization Requests

This Quick Start Guide is a tool to assist the ordering provider and staff in obtaining prior authorizations for Physical Medicine Services quickly and easily via the RadMD website. To start, open your Internet browser and visit RadMD.com. Click Login on the right side of the screen. Enter your Account ID and Password, then click Login.

#### 1. Request a physical medicine authorization

From the main menu under Request, click Request Physical Medicine.



## 2. Identify the patient

- Enter the patient's information.
- Select Health Plan from drop down menu

Click Save and Continue.

### 3. Identify the physical medicine treating provider

Enter Treating Provider search criteria.

Click Search.

Patient	* Last Name:
Provider	
Cause	* Date of Birth:
Q&A History	* Health Plan: Where are the other health plans
	[Please Select One]
click a completed step header to view/update the data	Member ID:
	Back (Menu) Save and Continue to Step 2

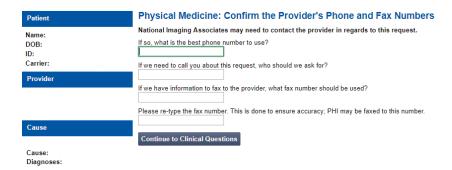
Patient	Search Provider	rs .				
Name: DOB: ID: Carrier:	Provider Name: Phone: NPI:	American	Zip: Provider ID: Tax ID:			
Provider			Search			
Cause	Your search returned 1 treating provider record. If you do not see the treating provider you are searching for, you can try searching again with different criteria logout and call the NIA Call Center. Click here for NIA Call Center Telephone Numbers					
0041114	Provider Name	Spe	cialty Address	s Phone	Identifiers	
Q&A History	American Therap	py Phys	ical Medicine	(999) 999-9999	NPI: Provider ID: Tax ID:	
click a completed step header to view/update the data	Back (Step 1)					



#### 4. Confirm the provider's phone & fax numbers

Enter provider callback phone and fax numbers.

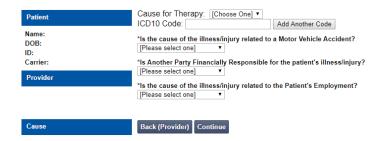
Click Continue to Clinical Questions



#### 5. Cause for therapy

- Select the cause for Therapy
- Provide Diagnosis codes
- Answer general questions

Click Save and Continue.



#### 6. Select the type of provider rendering the service

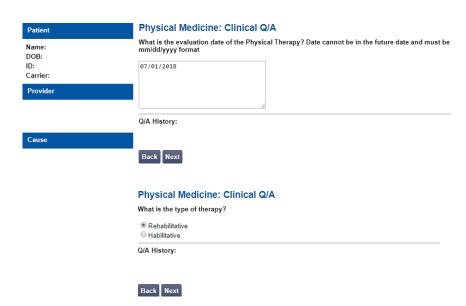


#### 7. Clinical questions

Answer some questions specific to the service

Click Next after answering each question.

Click Finish once all questions have been answered.





#### 8. Request complete

A set of units specific to the requested treatment plan may be offered as an initial authorization based on the responses to the preceding questions.

"Do you want to accept the approved units?"

**Yes** - Begin using units to provide service

**No** - Proceed with clinical validation process to continue request

If we are not able to offer an initial set of units based on the responses provided, or if you choose not to accept the initial offering, you will be prompted to submit clinical information to continue processing the request. Your request will enter a pended status until the clinical information is received.

**Upload** supportive clinical documentation or **fax** clinical documentation using fax cover sheet

#### **Physical Medicine:Confirm Approved Units**

Parent CPT Code	Modality Description	Approved Units	Validity Period
97110	Active Procedures	16	8/14/2018 - 10/13/2018
o you accept the appro	ved units?		

#### Disclaime

This case is being pended for further evaluation. You may fax clinical information for review to 1 800 784-6864 . Clinical review criteria and current status are available with your tracking number using our automated phone options or at www.radmd.com. Your tracking number is 159244.

Status		Patient		Provider
Current Status:	Pending	Name:		Name:
Validity Period:	[Not Applicable]	Member ID:		
Tracking Number:	159244	Date of Birth:	7/20/1980	
		Gender:	Female	Provider ID:
Facility		Details		RadMD.com User

#### Questions? Comments? Need help?

Send an email to RadMDSupport@MagellanHealth.com. Or call toll-free 877-80-RADMD (877-807-2363). RadMD is available 24/7, except when maintenance is performed once every other week after business hours.

