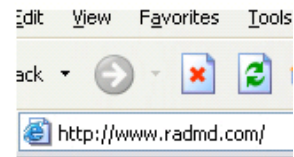


# RadMD® Access for Ordering Providers to Request Prior Authorization

To get started, simply go to:

**1** Go to [www.RadMD.com](http://www.RadMD.com)



Open your Internet browser and navigate to RadMD.com.

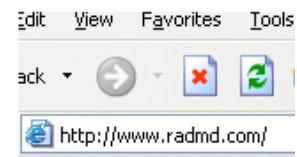
**2** Click the New User button on the right hand side of the home page



Complete form only for yourself. Shared accounts are not allowed.

**3** What best describes your company

Select link "Physician's office that orders procedures"



Physician's office that orders procedures

**4** Create a User ID for yourself

Choose a User ID

You will use this User ID to Sign- In to initiate authorizations using RadMD.



## 5 Complete information

Complete your name, phone number, fax number, company name and job title.

<b>Name</b>	<input type="text"/>	<input type="text"/>
First		Last
<b>Phone</b>	<input type="text"/>	<b>Fax</b>
(xxx) xxx-xxxx		(xxx) xxx-xxxx
<b>Company Name</b>	<input type="text"/>	<b>Job Title</b>

Enter your e-mail address:

<b>Email</b>	<input type="text"/>	<b>Confirm Email</b>	<input type="text"/>
	example: you@company.com		

Fill out your office address:

<b>Address</b>	<input type="text"/>	
	example: 123 Main St.	
	<input type="text"/>	
	example: Suite A (optional)	
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	[State]	Zip

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## 6 Provide your supervisor information

<b>Your Superior</b>		
The manager or supervisor responsible for terminating your access. <b>This cannot be yourself.</b>		
<b>Name</b>	<input type="text"/>	<input type="text"/>
First		Last
<b>Phone</b>	<input type="text"/>	<b>Email</b>
(xxx) xxx-xxxx		example: boss@company.com

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## 7 Submit Application

[Submit Application](#)

- Submit the request by clicking submit application.
- Once the application is submitted, you will receive an immediate e-mail from RadMD Support confirming receipt of your request.
- You will receive another e-mail within 72 hours with additional instructions which will include your approved Account ID and a link that will allow you to create a passcode.
  - (If you have not received an e-mail within 72 hours, check your junk e-mail for some firewalls may prevent the delivery of this e-mail confirmation)
- Your approved Account ID number and Passcode will allow you to sign into RadMD to initiate authorizations for future requests and/or submit documentation for authorizations or audits.