

- Go to Scheduling → New Outside Read



- Enter Patient Information.

New Outside Read: OUTSIDERAD, TEST #202071

Patient | Order | Notes

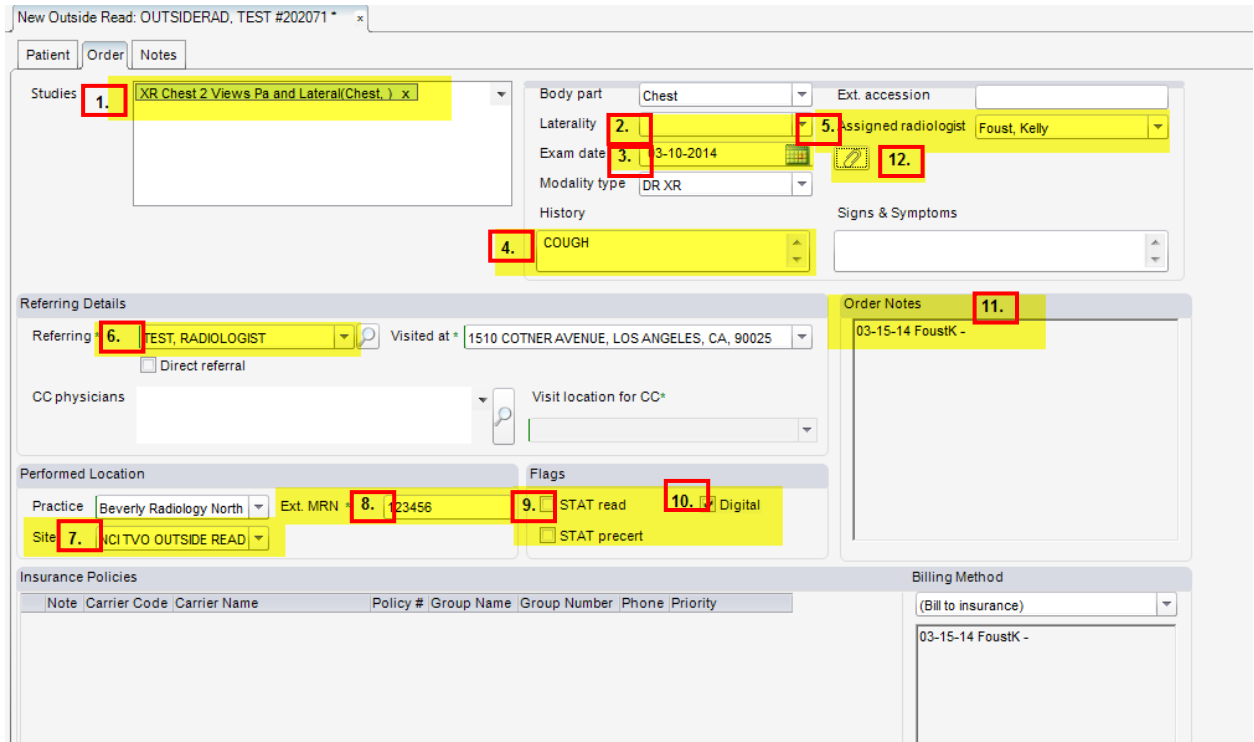
General Information

Prefix	<input type="text"/>	MRN *	<input type="text" value="202071"/>	Alternate MRN	Issuer	Active
First name *	<input type="text" value="TEST"/>	Sex *	<input type="text" value="female"/>			
Last name *	<input type="text" value="OUTSIDERAD"/>	Birth date *	<input type="text" value="11-01-1970"/> 43y 4m			
Middle	<input type="text"/>	Suffix	<input type="text"/>			
<input type="checkbox"/> Deceased						

Contact Information

Address 1	<input type="text"/>	Zip	<input type="text"/>	Home phone	<input type="text" value="() -"/>
Address 2	<input type="text"/>	Country	<input type="text" value="US"/>	<input type="checkbox"/> No alternate phone	
City	<input type="text"/>	Email	<input type="text"/>	Work phone	<input type="text" value="() -"/>
State	<input type="text"/>	Preferred contact method	<input type="text"/>	Cell phone	<input type="text" value="() -"/>
Preferred delivery method		<input type="text"/>			

- Go to Order tab.

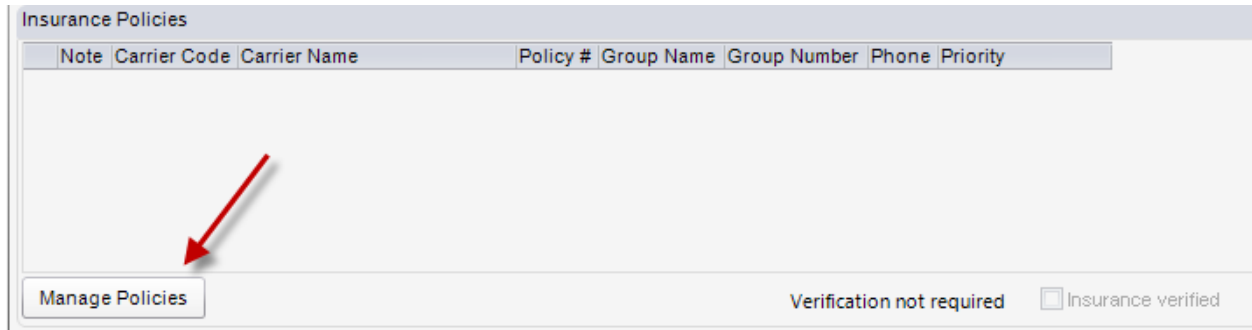


The screenshot shows the 'New Outside Read' form in the eRAD system. The form is divided into several sections: 'Patient', 'Order', and 'Notes'. The 'Order' tab is active. The form contains the following fields and callouts:

- 1.** Studies: XR Chest 2 Views Pa and Lateral(Chest,) x
- 2.** Laterality: [Dropdown]
- 3.** Exam date: 3-10-2014
- 4.** History: COUGH
- 5.** Assigned radiologist: Foust, Kelly
- 6.** Referring: TEST, RADIOLOGIST
- 7.** Site: MCI TVO OUTSIDE READ
- 8.** Ext. MRN: 123456
- 9.** STAT read: [Checked]
- 10.** Digital: [Checked]
- 11.** Order Notes: 03-15-14 FoustK -

- Add procedure(s) to be read.
- Choose laterality, if applicable.
- Enter date of exam (when the study was performed).
- Enter reason for exam under history (or any other information for the Radiologist).
- You can assign the exam to a specific Radiologist to read.
- Choose the referring physician.
- Choose the appropriate outside read under the site dropdown.
- If you receive the provider's MRN for the patient on the documentation, enter in the Ext MRN field.
- For STAT reads, check both STAT read and STAT precert boxes.
- If you received a hard copy of the exam(s) to be read, uncheck the digital box. Leave the digital box checked if a digital copy is received.
- Enter any appointment related notes that you do not need the Radiologist to see in the Order Notes field.
- Click on the paper clip to scan any orders/documents received.

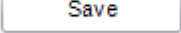
If insurance is required for your outside read, click on the Manage Policies button to enter the insurance.



The screenshot shows a web interface titled "Insurance Policies". It features a table with the following columns: Note, Carrier Code, Carrier Name, Policy #, Group Name, Group Number, Phone, and Priority. Below the table is a "Manage Policies" button, which is highlighted by a red arrow. To the right of the button, there is a status indicator "Verification not required" and a checkbox labeled "Insurance verified".

Enter insurance and policy holder information. If there is not a policy number for the insurance (e.g. Special Bill), you will still need to enter something in the policy field. Use your site's standard convention (e.g. "N/A"). Choose Self for policy holder.

See Insurance Job Aide for carrier and policy information.

Once done click Save . The exam will automatically go into an Exam Done status and appear on the Radiologist's Pending Dictation worklist.