

RadMD Quick Start Guide

Requesting radiation therapy treatment

This quick start guide assists physicians and staff in obtaining prior authorizations for radiation therapy treatment quickly and easily via RadMD. To start, visit **RadMD.com**. Click Login on the right side of the screen. Enter your account ID and password, then click *Login*. Click Go next to *Request a Radiation Treatment Plan*. Read the overview and click *Continue (Identify the Member)*.

1. Identify the patient

- Enter the patient's information
- Click *Save and Continue*



* Last Name:

* First Name:

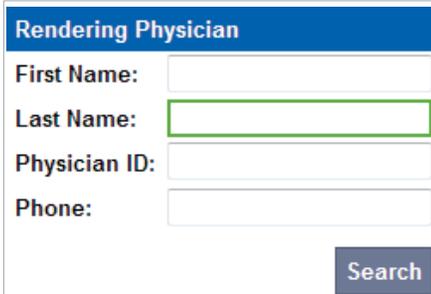
* Date of Birth: / /

* Health Plan: [Where are the other health plans?](#)
[Please Select One]

Member ID:

2. Identify the rendering physician

Verify the patient and select a physician from the drop-down box



Rendering Physician

First Name:

Last Name:

Physician ID:

Phone:

3. Select the disease site

Select the disease site from the list

4. Select type of radiation therapy

- Select the type of radiation therapy being performed
- Click *Save and Continue*

Request Radiation Treatment Step 3: Identify the Treatment

Please select the disease site being treated:

- Primary - Breast
- Primary - Central Nervous System
- Primary - Cervical
- Primary - Colon
- Primary - Endometrial
- Primary - Gastric
- Primary - Head & Neck

Please select the type of radiation therapy being performed for the patient's initial phase of treatment:

- High-Dose-Rate (HDR) Brachytherapy
- Intensity Modulated Radiation Therapy (IMRT)
- Other Radiation Therapy
- Three-Dimensional Conformal Radiation Therapy (3D-CRT)
- Two-Dimensional Radiation Therapy (2D)

Please specify Other type of radiation therapy:

If the disease site being treated is not present, it means that NIA does not manage the radiation therapy for this patient's cancer. If the desired radiation therapy is not present, please select "Other" and then indicate the type of radiation therapy being performed in the box provided.

[Back \(Step 2\)](#) [Save and Continue to Step 4](#)

5. Select the treatment facility

- Enter search criteria and click *Search*
- Click the link for the appropriate facility
- Verify the facility and click *Save and Continue*

Treatment Facility Search

Name:

City:

Zip:

[Search](#)

6. Answer questions

- Answer questions about the patient
- Click *Save and Continue*

*ICD-10 Code: [Add ICD-10](#) [ICD-10 Code Help](#)

[Save and Continue to Confirmation](#)

7. Final confirmation

- Confirm the final request details
- Submit the request by clicking *Continue*

Patient (Step 1):

Physician (Step 2):

Treatment (Step 3):

Treatment Facility (Step 4):

Treatment Justification (Step 5):

[Continue to Clinical Q/A](#)

8. Critical questions

- Answer questions specific to the treatment
- Click *Next* after answering each question
- Click *Finish* once all questions have been answered

Which breast is being treated?

Right

Left

Both

Unknown

Q/A History:

[Next](#)

9. Request complete

The request is now complete. The final page confirms the request and displays current status. Click *Start New Exam* or *Back to Main Menu*.

Status	
Current Status:	Pending
Validity Period:	[Not Applicable]
Tracking Number:	0416678
Back to the Main Menu	Start a New Request

FOR PENDED REQUESTS, PROVIDERS CAN UPLOAD OR FAX CLINICAL DOCUMENTS.

Faxed clinical information should be accompanied by the OCR fax cover sheet.

Files that can be uploaded include:

- Microsoft Word documents (.doc)
- Image files (.gif, .png, .jpg, .tif, and .tiff)
- Adobe Acrobat files (.pdf)
- Text documents (.txt)

Files must be less than 100 MB in size.

FOR HELP...

For assistance, please contact the provider support team at:
radmdsupport@evolent.com or call **1.800.327.0641**.

RadMD is available 24/7, except when maintenance is performed every third Thursday of the month from 9 p.m.–12 a.m. PST.