NAUGATUCK VALLEY RADIOLOGY
PROSPECT • WATERBURY • SOUTHBURY

Our convenient, user-friendly provider portal helps you stay connected.

Logging In

- URL: http://www.nvrad.com/provider-portal

- Enter Username: Your Email will be your User Name

- Enter Password: Passwords are case sensitive

  *Changing your Password:

    1. Choose "Profile" from Name Dropdown at Top Right

    2. Choose "Security Settings" tab and choose "Click to Change" Password

Log in

Email Address or User Name:

Password:

Login

Forgot your password?

Click here to reset your password.

The Basics

View Reports

1. Go to 🏠 Home Page

2. Enter Patient Last,
   First Name

3. Click on 📄 to Open and
   View Report

HOME	ORDER EXAM	ORDER HISTORY							

My Patient Search   All Patient Search

Search:	Patient MRN:	Patient Last Name:	Patient DOB: MM/DD/YYYY	Provider:	Exam Status:	My Status:	Date Range: This Month

	Patient Name	Patient DOB	Patient MRN	Appointment Date & Time	Exam	Provider	Location	Exam Status
	Patient and Exam Information			9/30/2020 11:30 AM	U/S ABDOMEN LIMITED		Diagnostic Imaging Associates	Final

4. "Appointment Date & Time" default is "Last 30 Days". Worklist displays patient exam history for all "Exam Statuses" specific to the date range shown. Click on the calendar icon to adjust date range.

USER HINT:
Choosing the pre-defined calendar option of "All Faraway", displays patient exam history, with NVRA, for all time – up to 10 years.

Print Reports

1. Open/View Report
2. Choose "Print Results"

Report

Patient Information

Name:
DOB:
Home:
Cell:
Work:
Exam: U/S RENAL
Date of Service:

Additional Notes

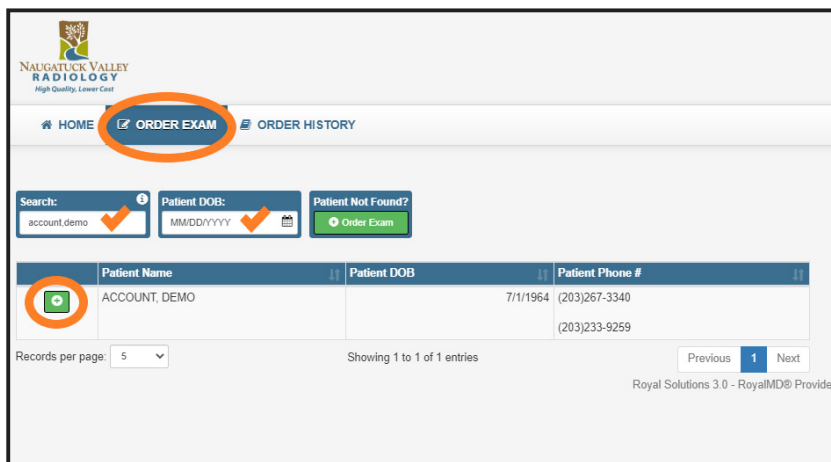| Unread	Read	Pending

☐ Apply to all procedures under this exam

Exam Results

NAUGATUCK VALLEY RADIOLOGY
High Quality, Lower Cost
ORDERING PHYSICIAN

U/S RENAL

Order Exams

1. Choose "ORDER EXAM"

2. Search for Your Patient
   A. If You See Your Patient
      - Verify Patient Name and DOB
      - Choose ⊕ to Order Exam
   B. If You Don't See Your Patient
      - Choose "Create New Patient"
      - Enter all "Required" Fields

3. Choose Referring Provider

4. Enter Insurance Plan, Member ID and Authorization

5. Exam Selection (Choose Exam Ordered by Provider)

6. Enter Diagnosis or ICD-10

7. Enter any Special Instructions we need to know. (Examples: Patient requires assist/wheelchair; Focus attention to L4-5)

8. "SUBMIT" Order

Review Exam Status

1. Go to 🏠 Home Tab

2. View "Exam Status" Column for current status of any patient

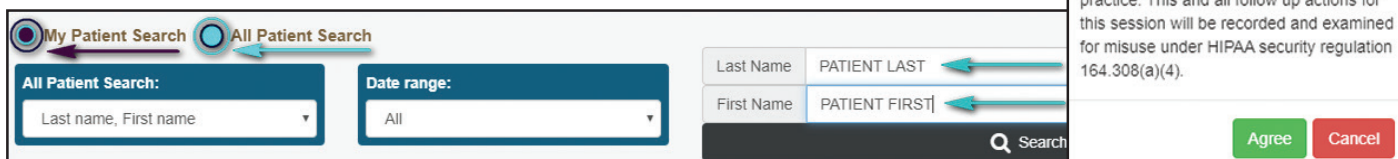| Appointment Date & Time	Exam	Provider	Location	Exam Status
3/31/2021 9:45 AM	MRI LUMBAR SPINE WO/ WITH GAD		Prospect Diagnostic Imaging	Scheduled
3/16/2021 9:00 AM	THORACIC SPINE TWO VIEWS		Prospect Diagnostic Imaging	Complete
3/15/2021 4:45 PM	MRI CERVICAL SPINE WO CONTRAST		Naugatuck Valley MRI	Final
3/15/2021 12:45 PM	MRI LUMBAR SPINE WO CONTRAST		Prospect Diagnostic Imaging	Cancelled

Search Types

MY PATIENT SEARCH

- Screen Defaults to "My Patient Search" on Log in - Patients displayed
  represent those referred by you or your practice
- Four Search Options: BEST OPTION: Search: LASTNAME, FIRST
- Limit Patient Search to "Your Patients" by Choosing Your Name in
  "Provider" Drop Down Filter

ALL PATIENT SEARCH

- "Break Glass" Feature removes the "practice limitation" and
  allows users to search patient exams by "all" referrers

Search Filters Defined

SEARCH
Patient search field (LAST, FIRST)

PATIENT DOB
Recommended use for common last names to narrow search

PROVIDER
A. **Blank:** Populates all patients associated to any Provider within that Practice
B. **Specified Provider:** Limits patient search to only providers listed

MY STATUS
Managed by Provider in "Report View" Window
(UnRead or Read is not relevant to final report status)

APPOINTMENT DATE AND TIME
A. Patient/Exam will populate for the Date Range identified
B. Use Calendar icon to adjust date range

EXAM STATUS
Describes status of a specific patient exam by:
A. **Scheduled:** Exam is scheduled
B. **Canceled:** Exam was Canceled
C. **Complete:** Exam is complete
D. **Final:** A Final Report has been issued
E. **Addendum:** There is an addendum to the original report

SORT COLUMNS ↑↓
Each column heading allows user to Sort Query (A-Z) and (Z-A) by clicking Column Heading

Patient Name	Patient DOB	Patient MRN	Accession #	Appointment Date & Time	Procedure

Order History 🗒

Provides Complete View of ALL Online Orders Submitted by this Provider

STATUS
Ordered: We have received the order and it is being reviewed by our staff
In process: The order has been acknowledged and validated by us, attempts to schedule the patient will be made
Contact Attempt 1: Initial contact attempt has been made
Contact Attempt 2: Second attempt to reach the patient has been made
Contact Attempt 3: Third and final attempt to reach the patient has been made
Letter Sent: A letter has been mailed to the patient informing them that we had an order on file and our contact attempts have been unsuccessful
Scheduled: Patient has scheduled the appointment
Cancelled: Order has been cancelled by the patient or in correlation with the referring providers office

CREATE DATE
Reflects the date online order was submitted