RadMD Shared Access Quick Start Guide

This quick start guide assists providers and staff in viewing authorization requests initiated by other RadMD users within a practice via the "shared access" feature. Users who you share access with will also have the ability to manage authorization requests that you initiated. Sending medical records/additional clinical information

To start, visit **RadMD.com**. Click *Login* on the top righthand side of the screen. Enter your username and password, then click *Login*.

FROM THE MAIN MENU, CLICK THE *SHARED ACCESS* UNDER THE *RESOURCES AND TOOLS* SECTION

Complete the share request form by entering the username of the user you would like to share access with to view authorization requests. Users will need to work directly with staff members (via email, telephone, chat, message, etc.) to obtain their RadMD username.

1. Enter the number of days you wish to share access with a user

- Use the calendar to identify the number of days or select quick picks, (e.g., 7 days, 30 days, 90 days).
- The start date for the sharing agreement is always the first day the offer is sent.
- Click *Send Share offer*.

2. Pending shared requests

- Once an offer to share access is sent to a user, the request will show as pending until the user accepts.
- User who sent the share request will have the option to cancel. Click *Cancel* to do so
- User receiving the request has the option to accept or reject.

3. Active shared requests

- When the user accepts the request, the request will move from the pending offers to active shares.

- Share requests will be available during the active period.

- Share requests can last up to 90 days. If more days are required the agreement must be renewed.

2 active shares				
From	**To**	**Active Period**	**Request Sent**	**Actions**
		9/24/2020 - 10/1/2020 7 days	9/24/2020 09:04 AM	Renew for 7 days

4. To renew a shared agreement

- Click the "renew for X days" link before the request expires.

OR

- Send another shared agreement by entering the RadMD username and selecting the number of days you wish to share the request.

Actions

Renew for 90 days   Cancel

To search for a request shared by others:

- Search for shared and your authorization requests by member name, member ID, request ID, tracking number or request date.

- Note: "View all of my own online requests" displays only those authorization requests that were entered by the logged-in user.
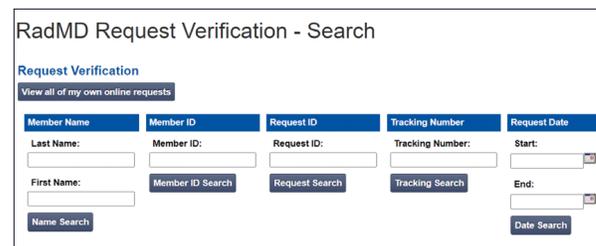
RadMD Request Verification - Search

Request Verification
View all of my own online requests

Member Name	Member ID	Request ID	Tracking Number	Request Date
Last Name:	Member ID:	Request ID:	Tracking Number:	Start:
First Name:	Member ID Search	Request Search	Tracking Search	End:
Name Search				Date Search

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