



**NOVELLO IMAGING**  
*Healthcare Reimagined.*

# REFERRAL GUIDE

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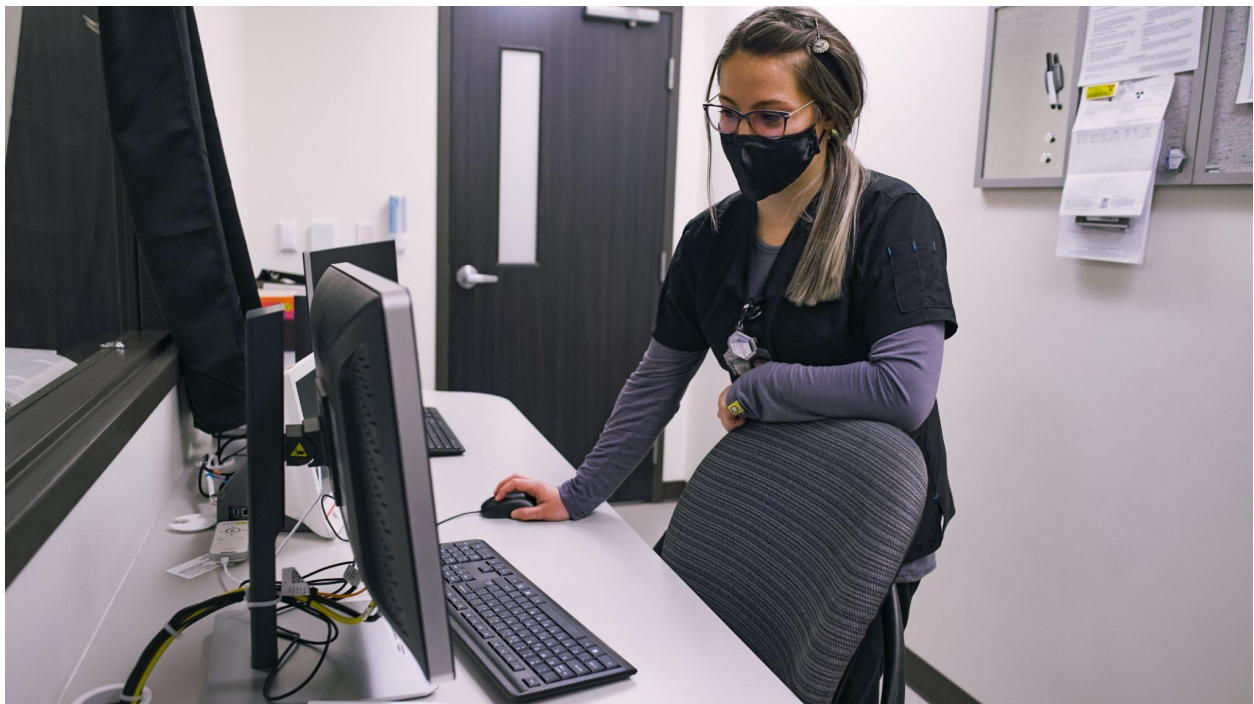
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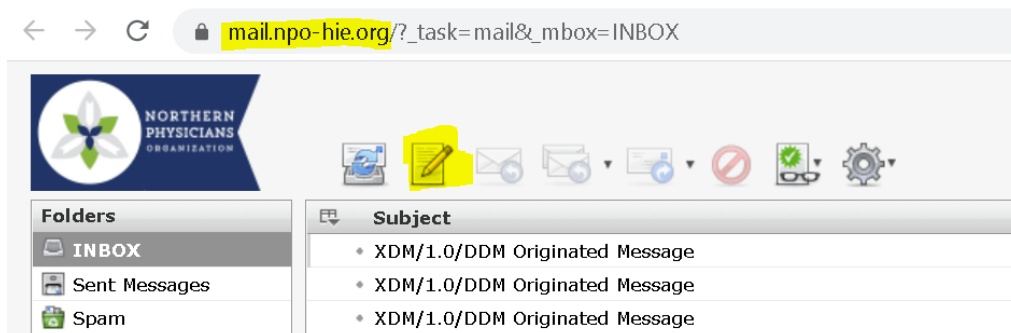
## How to fax an order to Novello Imaging Center

- ☐ Order must include the following information (this is standard on most EMR template- order forms)
  - ☐ Patient name
  - ☐ Clinic / Practice Name
  - ☐ Clinic / Practice phone number
  - ☐ Fax number
  - ☐ CPT or order description
  - ☐ Diagnosis
  - ☐ Patient phone number
  - ☐ Referring Physician
- ☐ Alternatively, you can download the 'Imaging Order Form' from [this link](#) on our website.

## Direct Messaging to refer to Novello Imaging Center

### **Direct Trust**

- ☐ Sign into your Direct Trust account
- ☐ Click Compose (the pencil icon)



- ☐ Enter [nic@nic.npo-hie.org](mailto:nic@nic.npo-hie.org) in the 'to' field
- ☐ Attach order from your EMR or free-text the following details:
  - ☐ Patient name
  - ☐ CPT or order description
  - ☐ Diagnosis
  - ☐ Patient phone number

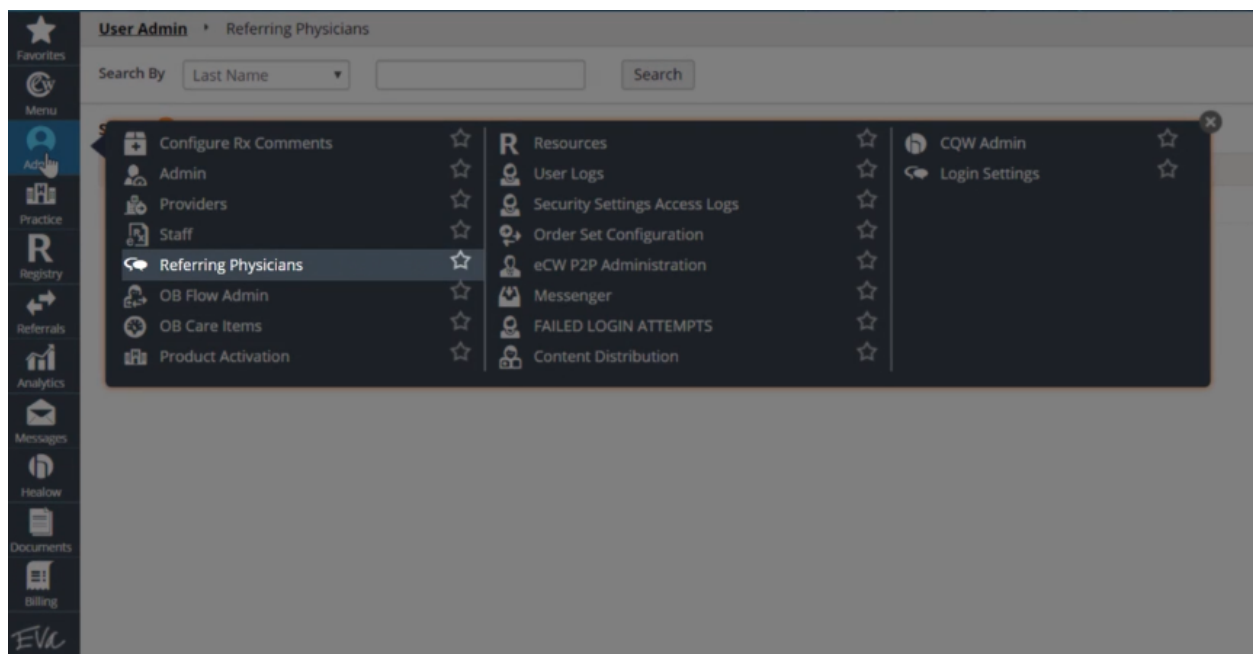
### **eClinicalworks**

- ☐ If 'Novello Imaging Center' doesn't already exist in your referral entity list:
  - ☐ Request from eClinicalworks Service Account Manager (SAM) the Novello Imaging Trust email or;
    - ☐ Reach out to your Service Account Manager
    - ☐ Request Novello Imaging Trust email
  - ☐ Adding a referral provider
    - ☐ Make sure you have access to the following:
      - ☐ Ad/Update Referring Provider
      - ☐ Manage Access to referring providers

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<input type="text" value="referring"/>		
Administration / EMR Setup - 1 item(s)		
Security Item Name	Security Item Desc	Security Group Name
Add/Update Referring Provider	Allows authorized users to add a new referring provider or update the existing referring provider's demographic data	Administration / EMR Setup
Administration / System Admin Setup - 1 item(s)		
Security Item Name	Security Item Desc	Security Group Name
Manage access to referring providers	Manage access to referring providers	Administration / System Admin Setup

❑ Go to the Admin Menu > Referring Physicians

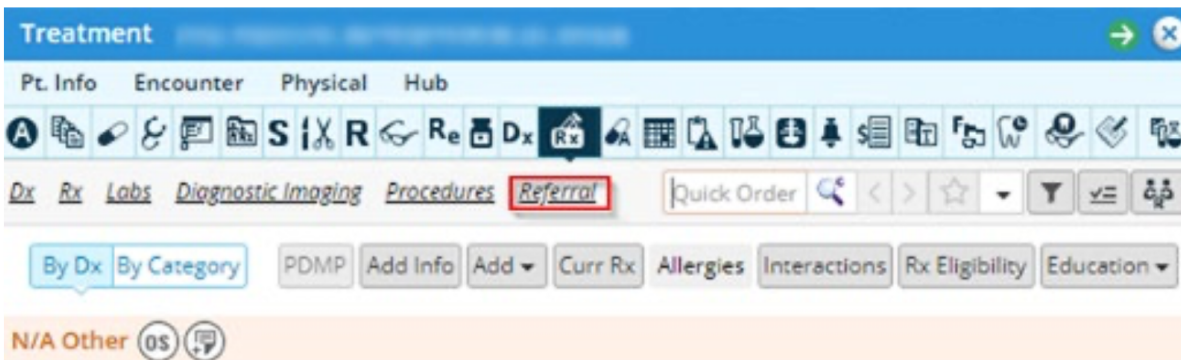


- ❑ Click the **ADD** button
- ❑ Fill out the necessary information and captcha below
- ❑ Click **OK**

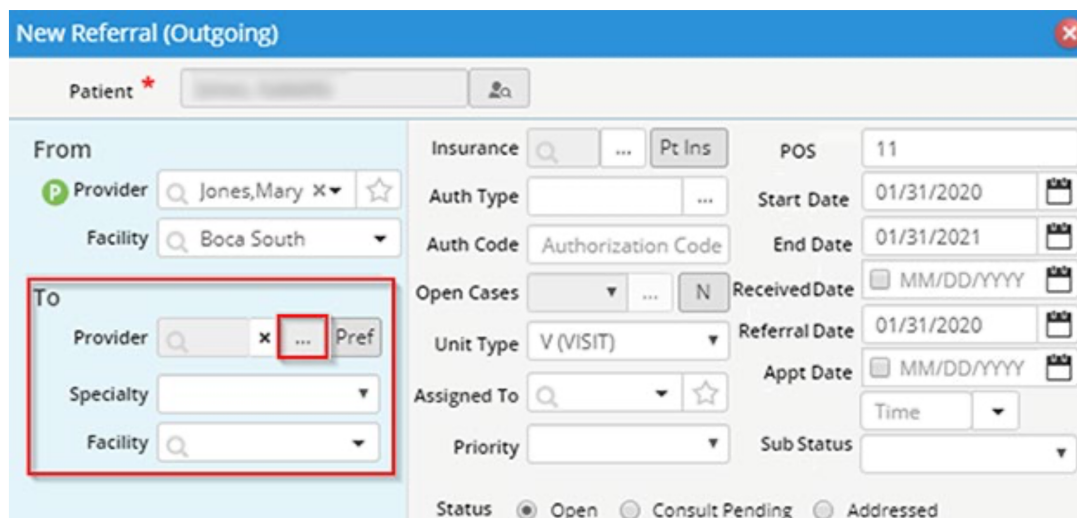
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## Using the Referral module

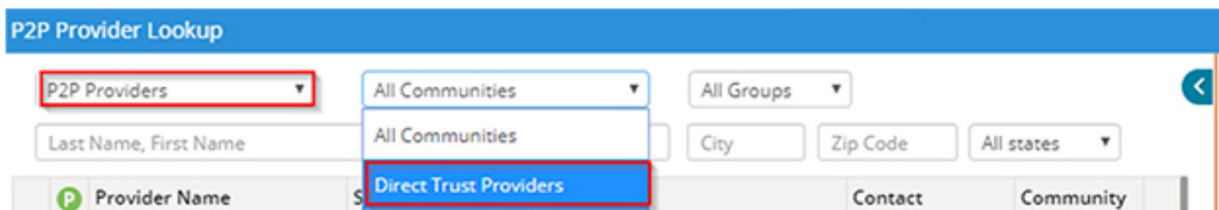
- ❑ On the Progress Notes, click Treatment
- ❑ Click the referral hyperlink



- ❑ Click the ellipsis (...) button to select the preferred referring P2P provider from the community in the To section:



- ❑ Select P2P Providers from the drop-down list
- ❑ Select Direct Trust Providers from the Communities drop-down list



- ❑ Enter provider name
- ❑ Select the radio button next to the provider name from the list filtered and click OK.

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**P2P Provider Lookup**


P2P Providers ▾ Direct Trust Providers ▾ All Groups ▾

× Speciality City Zip Code All states ▾


- ❑ On the new Referral Outgoing window click Attachments
- ❑ Click the plus icon to attach the order.

**Progress Notes (0)** 


PREVIEW	DATE	REASON
---------	------	--------

**Lab Reports (0)** 


PREVIEW	NAME	REASON	RESULT
---------	------	--------	--------

**X-Rays (0)** 

PREVIEW	NAME	REASON	RESULT
---------	------	--------	--------


**Patient Documents (0)** 


PREVIEW	NAME	DESCRIPTION
---------	------	-------------

 16.26 KB / 2 MB



**OK** **Cancel**


- ❑ Include a description in the description box
- ❑ Click Send Referral

**New Referral (Outgoing)** 



Patient \*  

**From**


Provider  Jones, Mary × ▾ 


Facility  Boca South ▾


**To**


Provider  ×  Pref


Specialty ▾


Facility  ▾



Insurance  ... Pt Ins POS 11


Auth Type ... Start Date 01/31/2020 

Auth Code Authorization Code End Date 01/31/2021 

Open Cases ▾ ... N Received Date 

Unit Type V (VISIT) ▾ Referral Date 01/31/2020 

Assigned To  ▾ 

Appt Date 

Priority ▾ Sub Status ▾

Status ☒ Open ☐ Consult Pending ☐ Addressed

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## Ordering via Patient Hub

- ❑ On the Patient hub, click on Treatment
- ❑ Select Diagnostic Imaging
- ❑ Select the Facility and Diagnostic Imaging procedure.
- ❑ When done click OK

The screenshot displays the 'Patient Hub' ordering interface. At the top, there are search fields for 'Provider', 'Facility', 'Assigned To', and 'DI' (Diagnostic Imaging), each with a magnifying glass icon and a star icon. To the right of these fields are checkboxes for 'High Priority', 'Cancelled', 'Future Order', and 'In-House'. Further right is a 'Status' section with radio buttons for 'Open' (selected) and 'Reviewed', and a checkbox for 'Don't Publish to Web Portal'. Below these fields is a tabbed interface with 'Order & Collection' (selected), 'Results', 'Graph', and 'Progress Notes'. The 'Order & Collection' tab shows 'Order Date' as '04/07/2021' with a calendar icon, 'Interface Status' as a dropdown, and 'Reason' as a dropdown. Below this is a 'Collection Data' section with 'Performed Date' as '04/07/2021' with a calendar icon, and 'Body Site' as a dropdown with '...' and 'Clr' buttons. The main area is divided into four panels: 'Assessments' (with a 'Show Specify' button), 'Clinical Info', 'Notes', and 'Internal Notes'. Each panel has a text area and a toolbar with icons for clock, list, print, and clear. At the bottom, there are buttons for 'Reports', 'Print', 'Options', 'Midmark Ecg', 'OK', and 'Cancel'.

## NextGen

- ❑ Using NextGen Share and looking up 'Novello Imaging Center' or 'nic, nic'
- ❑ Complete any outstanding required fields on the subsequent screen and click submit

## Patient Order

- ☐ You can give a patient a printed copy of an order and encourage them to call for an appointment or walk-in for a scan (appointments are preferred)

The screenshot shows the Novello Imaging website. At the top is the logo and a navigation menu with links: Services, Request Appointment, Physician Resources, Patient Resources, Pricing, About, and a Contact Us button. Below the navigation is a section titled "CONVENIENTLY LOCATED DIAGNOSTIC IMAGING" with text describing the location and a map. The map shows the location of the imaging center relative to the Copper Ridge Dr. and Copper View Dr. A red arrow points from the map to a box containing contact information:

**ADDRESS**  
NOVELLO IMAGING CENTER (BLDG F)  
4290 COPPER RIDGE DR, SUITE 100  
TRAVERSE CITY, MI 49684

**EMAIL**  
info@novelloimaging.org

**CALL**  
231.714.4306 (Phone)  
231.714.0077 (Fax)

## Submit an order via our website

- ☐ Navigate to [www.novelloimagingcenter.org](http://www.novelloimagingcenter.org)
- ☐ Go to the CONTACT US page

The screenshot shows the Novello Imaging website. At the top is the logo and a navigation menu with links: Services, Request Appointment, Physician Resources, Patient Resources, Pricing, About, and a Contact Us button. Below the navigation is a section titled "REIMAGINING HEALTHCARE" with text describing the facility and a button labeled "OUR DIFFERENCE". A red arrow points from the "Contact Us" button in the navigation menu to the "OUR DIFFERENCE" button.

- ☐ Submit the following information (this is not a preferred option)
  - ☐ Patient name
  - ☐ Clinic / Practice Name
  - ☐ Clinic / Practice phone number
  - ☐ Fax number
  - ☐ CPT or order description
  - ☐ Diagnosis
  - ☐ Patient phone number
  - ☐ Referring Physician

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## How to view images and reports

### *If you already have a portal account*

- ❑ Navigate to [Radsource Proton Portal](#) and enter your login credentials

### *If you do not have a portal account*

- ❑ Request a login for an INDIVIDUAL PHYSICIAN or a CLINIC / PRACTICE by calling 231-714-4306 page on the Novello Imaging Center Website or by emailing [info@novelloimaging.org](mailto:info@novelloimaging.org) to get you started.
- ❑ Please note that Novello Imaging Center automatically faxes the images and reports to the practice once they have been read by the Radiologist.



# THE NOVELLO DIFFERENCE



**Transparent Pricing**



**Decades of Experience**



**Cost-Effective**



**Convenient Scheduling**



**Easy Access at a Convenient Location**



**State-of-the-Art Digital Equipment**



**Prioritizes Patients**



**Safe Outpatient Environment**



**Compassionate, Quality Care**



**Board Certified Technologists**



**Prompt, Timely Service**



**Comfortable, Friendly Atmosphere**

## CONTACT US



**NOVELLO IMAGING**  
*Healthcare Reimagined.*



4290 Copper Ridge Dr., Suite 100,  
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231.714.4306 (Phone)  
231.714.0077 (Fax)



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[www.Novelloimaging.org](http://www.Novelloimaging.org)