



NOVELLO IMAGING
Healthcare Reimagined.

REFERRAL GUIDE

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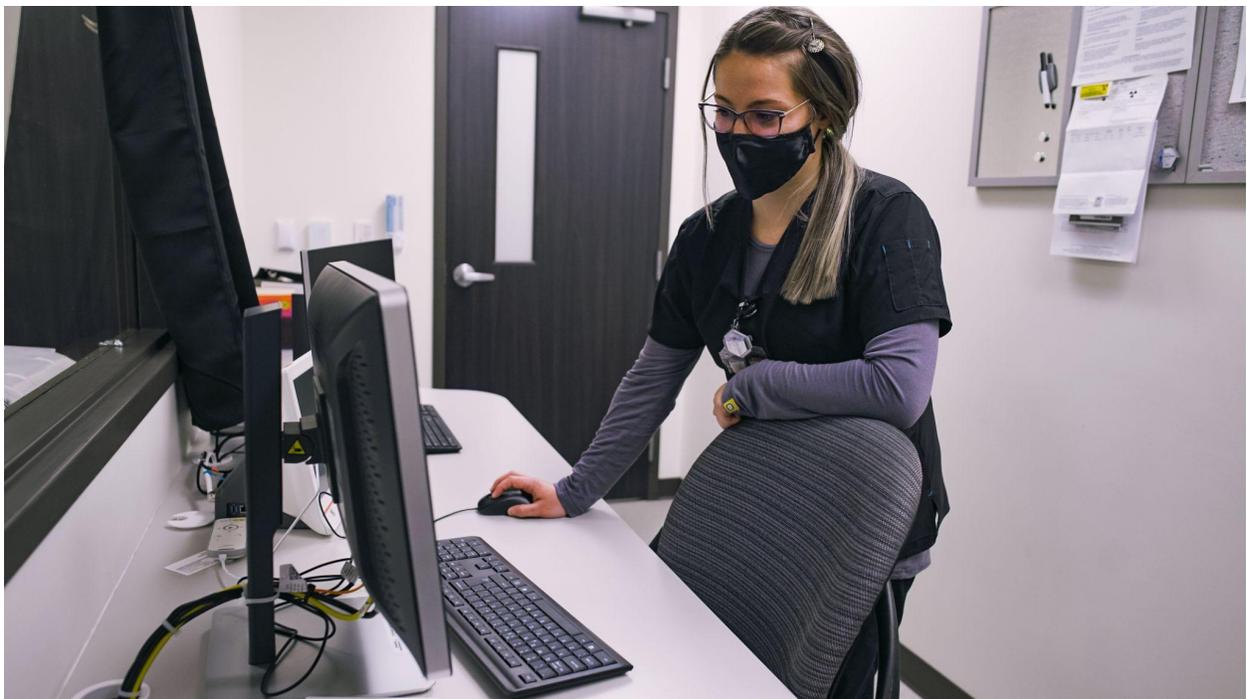
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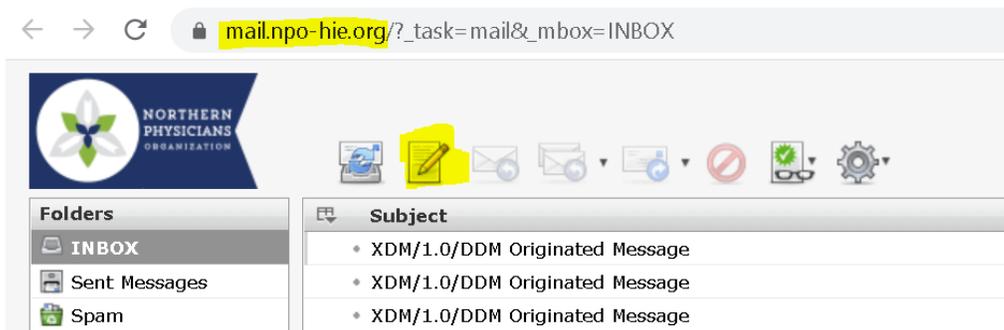
How to fax an order to Novello Imaging Center

- 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 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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Q referring

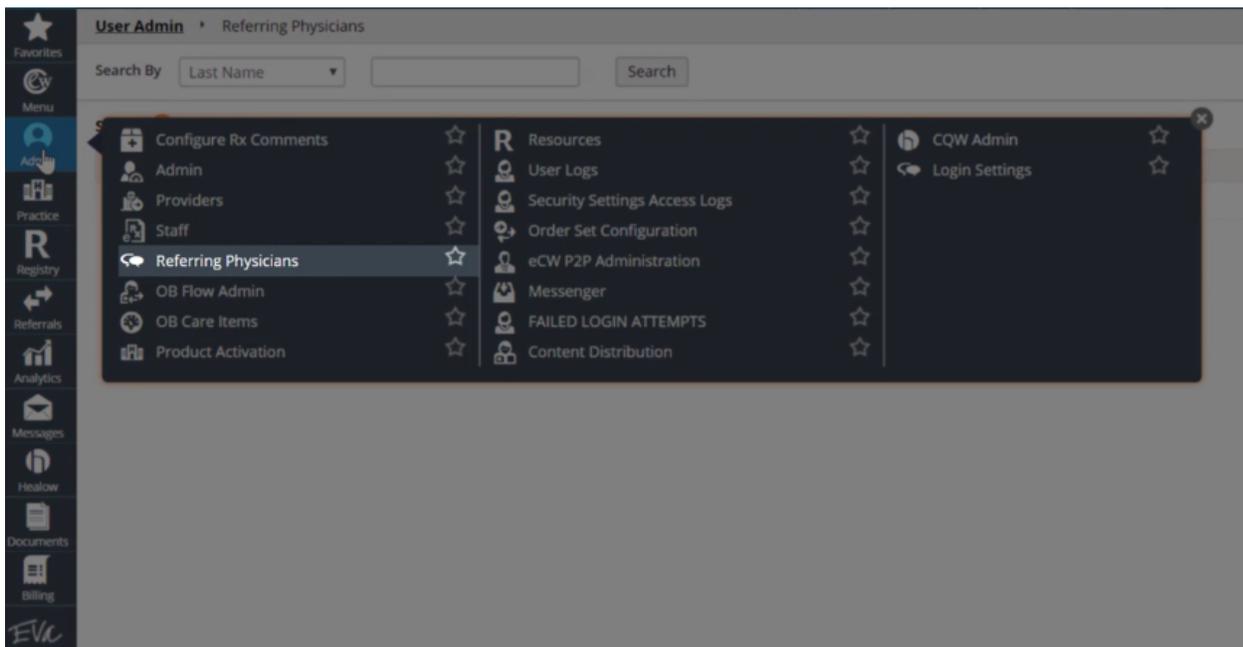
Administration / EMR Setup - 1 item(s)

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

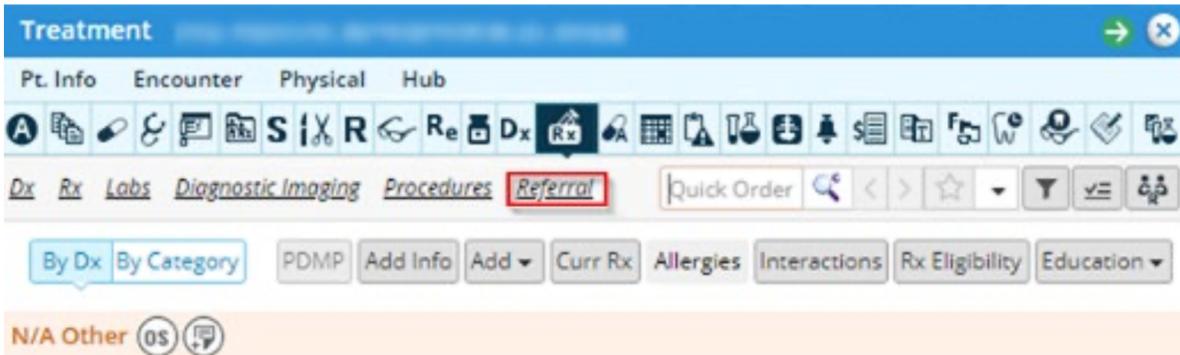
- ❑ Go to the Admin Menu > Referring Physicians



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

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

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

New Referral (Outgoing) 

Patient * 

From Provider <input type="text" value="Jones, Mary"/> ×  Facility <input type="text" value="Boca South"/>		Insurance <input type="text"/>  ... Pt Ins Auth Type <input type="text"/> ... Auth Code <input type="text" value="Authorization Code"/> Open Cases <input type="text"/> ▾ ... N Unit Type <input type="text" value="V (VISIT)"/> ▾ Assigned To <input type="text"/>  Priority <input type="text"/> ▾	POS <input type="text" value="11"/> Start Date <input type="text" value="01/31/2020"/>  End Date <input type="text" value="01/31/2021"/>  Received Date <input type="text" value="MM/DD/YYYY"/>  Referral Date <input type="text" value="01/31/2020"/>  Appt Date <input type="text" value="MM/DD/YYYY"/>  Time <input type="text"/> ▾ Sub Status <input type="text"/> ▾
To Provider <input type="text"/> ×  <input type="button" value="Pref"/> Specialty <input type="text"/> ▾ Facility <input type="text"/>  ▾		Status <input checked="" type="radio"/> Open <input type="radio"/> Consult Pending <input type="radio"/> 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 and selection fields for Provider, Facility, Assigned To, and DI (Diagnostic Imaging). The DI field includes a search box labeled 'Search by DI Name'. To the right, there are checkboxes for 'High Priority', 'Cancelled', 'Future Order', and 'In-House'. The 'Status' is set to 'Open' (radio button selected), with 'Reviewed' as an alternative. A checkbox for 'Don't Publish to Web Portal' is also present. Below these fields is a navigation bar with tabs for 'Order & Collection', 'Results', 'Graph', and 'Progress Notes'. The main form area includes 'Order Date' (04/07/2021), 'Interface Status', and 'Reason'. A 'Collection Data' section has 'Performed Date' (04/07/2021) and 'Body Site' fields. Below this are sections for 'Assessments', 'Clinical Info', 'Notes', and 'Internal Notes', each with a 'Show Specify' or similar control and a 'Clr' button. 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

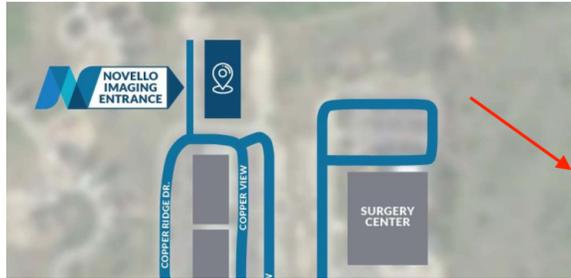
- You can give a patient a printed copy of an order and encourage them to call for an appointment or walk-in for a scan (appointments are preferred)



CONVENIENTLY LOCATED DIAGNOSTIC IMAGING

Novello Imaging offers convenient parking with easy, direct access to the imaging center. Unlike large hospital systems with a maze of halls, it's easy to get to our medical imaging office.

Our building (Building F) is near the back of Copper Ridge. You will see a parking area on the front/west side of the building. Enter through the main entrance, under the awning. You will take the elevator to level 1 and take a right off the elevator. Our office is at the end of the hall.



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
- Go to the CONTACT US page



- 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 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,
Traverse City, MI 49684



231.714.4306 (Phone)
231.714.0077 (Fax)



info@Novelloimaging.org



www.Novelloimaging.org