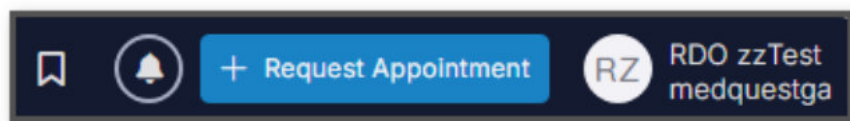


Schedule a Screening Mammo or X-Ray Workflow

Request Appointment Button

To request an appointment:

1. Click Request Appointment in the top right corner to launch the Scheduling Wizard in a new window.



2. In the Scheduling Wizard window, select Schedule a Screening Mammo or X-Ray.

Schedule a Screening Mammo or X-Ray Steps

After clicking Request an Appointment, the scheduling template will open.

1. If requesting an appointment for a new patient, enter their Date of birth, First Name, and Last Name, and click Find Patient.
2. If no results are found, click Expand All to display additional fields and continue entering patient details.

Request Appointment

1 Patient Information
2 About You
3 Procedures
4 Confirmation

> **ro zztest**
DOB: 03/24/1980 (46yo)

Expand All

Date of Birth* 03/24/1980 First Name* ro Last Name* zztest M.I. Midc **Find Patient**

Request Appointment

1 Patient Information
2 About You
3 Procedures
4 Confirmation

▼ **ro zztest**
You must search by DOB, full first name, and full last name. Click on the blue Expan... Collapse All

Date of Birth* 03/24/1980 First Name* ro Last Name* zztest M.I. Midc **Find Patient**

▼ **Personal Information**

First Name* ro Middle Name Last Name* zztest Suffix Select ▼

Date of Birth* 03/24/1980 Age 46yo Sex at Birth* Male Female Unknown Gender Identity Select ▼

▼ **Contact Info**

Address 1 Address 2

City State ZIP Code County

Home Phone #* Mobile Phone #* Work Phone # Email

Contact Preferences

Phone ☐ Text ☐ Email ☐

3. Enter insurance details and click Next.

Step 2 - About You

Select the referring provider and add any needed documents or comments to send to the imaging center.

1. Select the Referring Provider then click Add.
(You may only see one referring provider, or many, depending on your practice settings.)
2. If an order, clinicals, pre-auth, or other documents need to be uploaded, click Browse Files and select the file to upload with the appointment request.

3. Select the document type from the dropdown.
4. If a comment is needed, select the comment recipient, type the comment, and click Next.

Step 3 - Appointment Details

After entering patient details, complete the appointment details, which include: Services/Procedures, Location, Time, and Diagnosis.

Services/Procedures

1. Select the Procedure Type and Procedure.
2. Click Add.

Location

3. Select the preferred Location and click Next.

Request Appointment

1. Services/Procedures
Select the procedure type and use the procedure lookup field to add your appointment.

Type: Procedure:

Selected Procedures
Default Text: "Specify a body position to the selected procedures."

CT-Pelvis with and without contrast (72194)

2. Locations
Search or select a location below.

Location:

☐	UVA Health Outpatient Imaging Centreville 6208 Multiplex Dr Centreville, VA 20121-5324
☐	Palmetto Imaging West Columbia 2997 Sunset Boulevard West Columbia, SC 29169-3421
☒	Tricom Diagnostic Imaging 2851 Tricom Blvd N Charleston, SC 29406-9172
☐	Piedmont Imaging LLC 684 N Pine St Spartanburg, SC 29303-3745

Map: A map of the Southeastern United States showing the locations of the selected imaging centers. Red pins are placed on the map for UVA Health Outpatient Imaging Centreville, Palmetto Imaging West Columbia, Tricom Diagnostic Imaging, and Piedmont Imaging LLC. The map includes state boundaries for Ohio, Maryland, Virginia, North Carolina, and Georgia, and city labels for Charleston, Richmond, Norfolk, Raleigh, and Fayetteville. A "Radar" icon is visible in the bottom left corner of the map.

Schedule

4. Select the preferred day(s) of the week and time range(s). When you do, options will load for Appointment Availability.

3. Schedule
Select the preferred time of your appointment or select the first available appointment slot.

Days
☒ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☒ Friday ☐ Saturday ☐ Sunday [All](#) [None](#)

Time Range
☐ Morning ☒ Afternoon ☐ Evening ☐ After Hours [All](#) [None](#)

Appointment Availability

2. Select the time for the appointment to start; use the Prev Month, Next Month, and View More Days options as needed.

4. Appointment Availability

	01:00 PM	01:15 PM	01:30 PM	01:45 PM	02:00 PM	02
Friday MAY '26 01	☐	☒	☐	☐	☐	
Monday MAY '26 04	☐	☐	☐	☐	☐	
Friday MAY '26 08	☐	☐	☐	☐	☐	

[Prev Month](#) [Next Month](#) [View More Days](#)

3. Select either First Available or Preferred Time options for the appointment request. Regardless of which option is selected, the request will go to a queue for the facility staff to call the patient and confirm a time.

Diagnosis

4. Scroll down to enter the diagnosis (you can search by code or keyword, then click the correct option to select it), add an onset date, if known, and click Add.
5. Click Next to view the Summary page.

The screenshot shows a web form titled "Diagnosis" with a blue header bar. Below the header, there is a light blue box containing two input fields: "Diagnosis" and "Onset Date". The "Diagnosis" field has the text "Struck by goose (W61.52)" and a magnifying glass icon. The "Onset Date" field has the placeholder "MM/DD/YYYY" and a calendar icon. To the right of these fields is a blue button labeled "+ Add". Below the light blue box, there is a white bar with a "Back" button on the left and a blue "Next" button on the right.