



How to Use The Referring Provider Portal

Registering for Referring Portal

New referring providers will receive login credentials to the Referring Provider Portal from the imaging center marketing team or another specified individual from the facility.

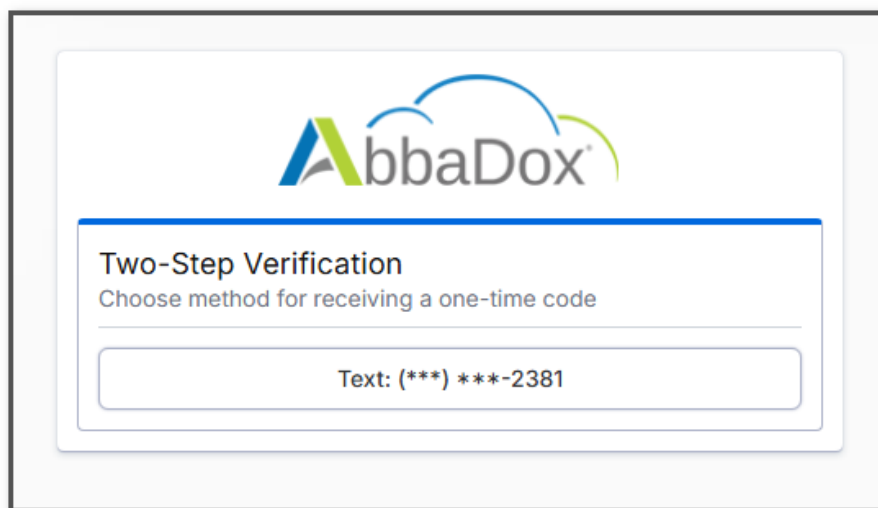
Log In to Referring Provider Portal

1. Go to AbbaDoxCareFlow.com and enter User Name and Password.
2. Click Login.
 1. If this is your first time logging in, you will be prompted to change your password and accept a HIPAA statement.

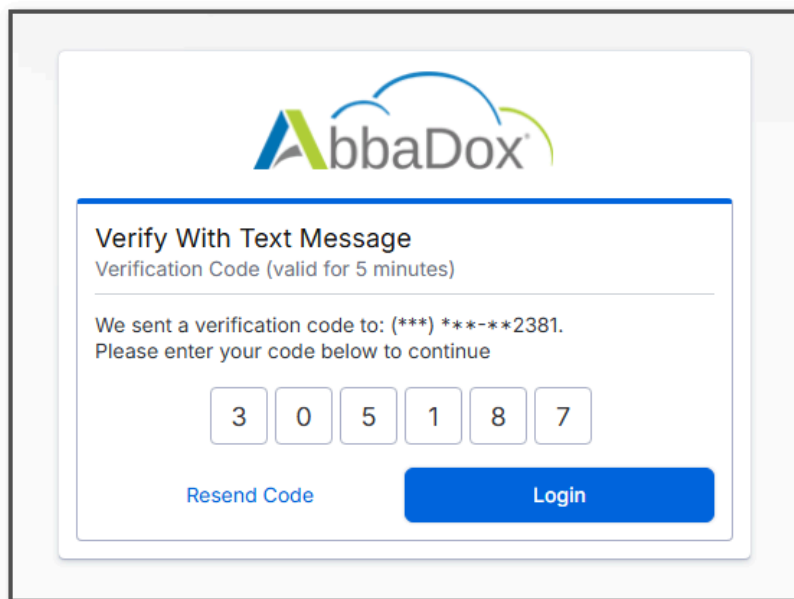


Scan to access the
online portal guide.

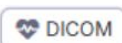
3. Click Text (***) ***-#### to text a security code to your phone



4. Enter the code from your texts and click Login (example code 305187 shown below)





- Click the  and then click DICOM to view the study images or Patient Chart to view patient demographics and documents, OR click the  and  buttons.

Open Appointments Worklist

The Open Appointments list displays all patient appointments and their current status in the imaging workflow.

Patient Name	Patient DOB	Location	Ref Full Name	Date of Service	Appointment Status	Work Type Description	Exam Description	Pending Reason
zzTest, Roblissimo	03/24/1980	Anderson Radi...	zzTest, RobinTwo	01/01/1753 12:00 AM	Pending	CT	CT - Screening CT C...	1. To Be Scheduled
zzTest, Robinwheeee	03/24/1980	Anderson Radi...	zzTest, Christina	04/28/2026 11:30 AM	New	XR	XR Bilateral Ankles, C...	
zzTest, Robinwheeee	03/24/1980	Anderson Radi...	zzTest, Christina	04/28/2026 11:30 AM	New	CT	XR-Ankle complete, ...	
zzTest, Robinwheeee	03/24/1980	Anderson Radi...	zzTest, Christina	04/28/2026 11:15 AM	New	XR	XR Bilateral Elbows, C...	
zzTest, Georgina	10/04/1977	Anderson Radi...	zzTest, Christina	04/21/2026 12:00 PM	New	MR	MR-Brain with and wi...	
zzTest, Georgina	10/04/1977	Anderson Radi...	zzTest, Christina	04/21/2026 12:00 PM	New	MR	MR Brain and MRA Br...	
Zztest, Tester	03/22/1989	Anderson Radi...	zzTest, Sarah	04/06/2026 08:00 AM	Check in	MR	MRI Brain and Face W...	
TESTSC, FAX	03/24/1980	Anderson Radi...	zzTest, RobinTwo	01/01/1753 Any	Pending	08-6259 - MG	MG Screening Digital ...	
TESTSC, FAX	03/24/1980	Anderson Radi...	zzTest, RobinTwo	01/01/1753 Any	Pending	08-6259 - MG	MG-Screening digital ...	

For appointments in **Pending** status, the **Pending Reason** column provides additional details on the pending appointment.

- Click the pencil icon , named Patient Chart, to view patient demographics and documents.
- Click the  and then click DICOM to view the study images.

No Show/Canceled Worklist

The No Show/Canceled Worklist displays patients who have either “no showed” to their appointment or their appointment was canceled for some other reason. If canceled, this worklist will also display the Canceled Reason.

Patient Name	Provider	Appointment Status	DOS*	Canceled Reason	Exam Description
zzTest, Georgina	zzTest, Christina	Cancel	04/22/2026 04:30 PM	IT Test	MR Brain and MR
test, mike	zztest, Test	Cancel	04/21/2026 09:00 PM	IT Test	XR-Thoracentesis
zzTest, Georgina	zzTest, Christina	Cancel	04/21/2026 06:00 PM	IT Test	MR-Brain without
HankeTEST, KarenHelpUs	zzTest, Sarah	Cancel	04/10/2026 08:35 AM		XR Right Thumb, t

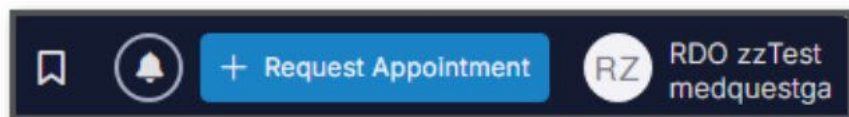
Request Appointment Workflow

Referring providers can request appointments for patients using the Request Appointments button in the portal.

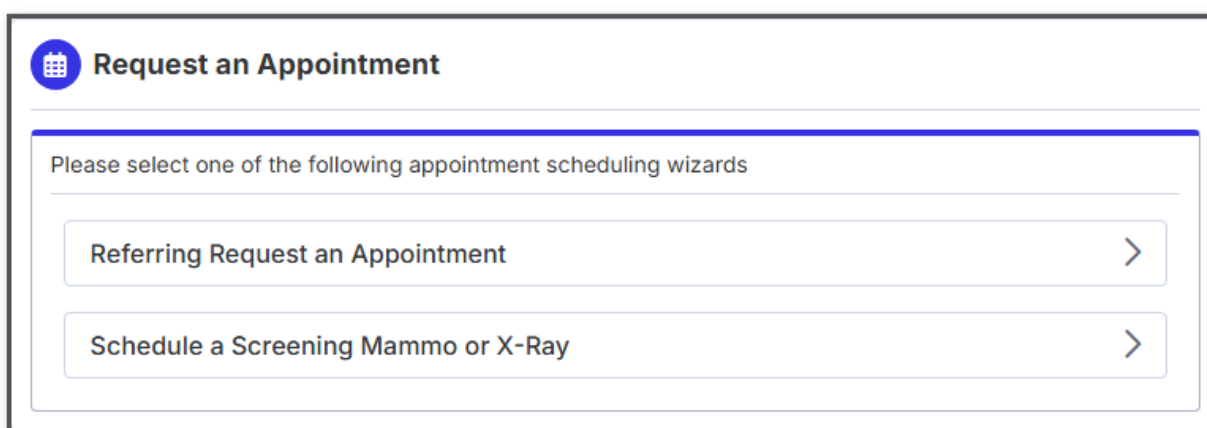
Request Appointment Button

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 Referring Request an Appointment.

A screenshot of a web window titled 'Request an Appointment' with a calendar icon. Below the title is a blue-bordered box containing the text 'Please select one of the following appointment scheduling wizards'. Below this box are two white buttons with blue borders and right-pointing chevrons. The first button is labeled 'Referring Request an Appointment' and the second is labeled 'Schedule a Screening Mammo or X-Ray'.

Step 1 - Patient Info

The screenshot shows the 'Request Appointment' interface. On the left is a sidebar with a vertical list of steps: 1 Patient Information (highlighted with a blue circle), 2 About You, 3 Procedures, and 4 Confirmation. The main content area is titled 'Patient Information' with a blue header bar. Below the header is a form with four input fields: 'Date of Birth*' (placeholder: MM/DD/YYYY), 'First Name*' (placeholder: First Name), 'Last Name*' (placeholder: Last Name), and 'M.I.' (placeholder: Midc). To the right of these fields is a blue 'Find Patient' button. In the top right corner of the form area, there is a blue link that says 'Expand All' with a downward arrow icon.

1. Clicking Find Patient without entering any patient information first will search for all patients that have been previously referred by the provider logged in and auto-fill patient details.

Click the X in the right corner of this pop-up box to close it or click the correct patient and click Continue to select them.

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

This screenshot shows the same 'Request Appointment' form as the first image, but with patient information entered. The 'Date of Birth*' field contains '03/24/1980', 'First Name*' contains 'ro', and 'Last Name*' contains 'zztest'. The 'M.I.' field is empty. The 'Find Patient' button is now highlighted with a green arrow. Above the form, the text 'ro zztest' and 'DOB: 03/24/1980 (46yo)' is displayed. The 'Expand All' link is still present in the top right corner.

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

- When done entering patient details, click Next.

Step 2 - About You

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

- Select the Referring Provider then click Add.
(You may only see one referring provider, or many, depending on your practice settings.)
- 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.
- Select the document type from the dropdown.
- 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

1. 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



Diagnosis

2. 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.
3. Click Next to view the Summary page.

The screenshot shows a web form titled "3. Schedule". Below the title is a note: "The exact time of the appointment will be determined when the order is received and scheduled with the patient." followed by an empty text input field. Below this is a section header "Diagnosis" with a blue icon. Under "Diagnosis", there is a search bar containing the text "Bitten by goose (W61.51)" and a magnifying glass icon. To the right of the search bar is a label "Onset Date" above a date input field with the placeholder "MM/DD/YYYY" and a calendar icon. A blue "+ Add" button is to the right of the date field. At the bottom of the form, there are two buttons: "< Back" on the left and "Next >" on the right.

Step 4 - Summary

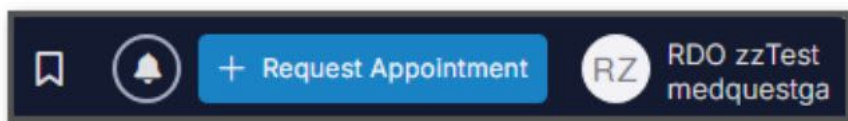
After entering appointment details, the Summary page displays all details before sending the appointment request.

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

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Location

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☒

Tricom Diagnostic Imaging
 2851 Tricom Blvd
 N Charleston, SC 29406-9172

☐

Piedmont Imaging LLC
 684 N Pine St
 Spartanburg, SC 29303-3745

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 "Next" button on the right.



Piedmont Imaging
PiedmontImaging.com

Quick Notes:

Patient Chart

Click on the patient's name, in blue, from any Worklist to access their patient chart.

Inside the patient chart, you will be able to view reports and visit forms and view the DICOM images

by clicking the  icon.

Buddy Zztest (08-2000020)

Documents & Images | Print | DICOM

Search	DateOfService	Author	Status
4/7/2026 8:00:00 AM		Shramek Jeffrey	Signed

Record #: 08-2000020 **Name:** Buddy zztest **DOB:** 01/01/2000

EXAM: MRA Head and Neck With Contrast

REASON FOR EXAM: W56 4: Contact with shark

COMPARISON: None.

TECHNIQUE: 2D and 3D time-of-flight MR arteriography of the neck and head with volume rendered and rotating 3D MIP reconstructions independent 3D workstation performed after the intravenous administration of contrast.

FINDINGS: Normal evaluation of the transverse aortic arch and great vessels. Normal diameter and smooth lumens of the extracranial vertebral and basilar arteries with no evidence for dissection, aneurysm, pseudoaneurysm, arteritis, or fibromuscular dysplasia. Alternating diameter narrowings and caliber changes of the vertebral arteries within the neck compatible with fibromuscular dysplasia. There is also atherosclerotic plaque within the proximal right ICA producing a 40% diameter stenosis. Suggestion of a subtle erosion into atherosclerotic plaque at this site may indicate intraplaque ulceration. This this places the patient at increased risk of thromboembolic disease to the brain and CVA.

15 mm patent aneurysm of the right MCA bifurcation is directed posteriorly and inferiorly. In addition, there is 50% narrowing of the left A1 ACA with poststenotic dilatation.

Infundibulum of the right posterior communicating artery.

IMPRESSION:

- 15 mm patent right MCA bifurcation aneurysm.
- 50% narrowing of the left A1 ACA with poststenotic dilatation.
- Fibromuscular dysplasia of the vertebral arteries within the neck.
- Atherosclerotic plaque within the proximal right ICA producing a 40% diameter stenosis. Suggestion of intraplaque ulceration. This places the patient at increased risk of thromboembolic disease to the brain and CVA.

This is an electronically verified report by [redacted] at 4/8/2026 12:14 PM

[redacted], MD

No identification on file

Buddy zztest
Patient Info

MRN 08-2000020 Active Ext. IDs --
DOB (Age) 01/01/2000 (26 y) SS# --
Sex at Birth Male Gender Identity --
Language -- Translator No

Contact Information

Home # (777) 777-7777 Cell # --
Work Phone # --
Address 123456 Test House Road
Summerville, SC 29485
Email --

Primary Contacts

No contacts added
[+ Add Contact](#)

Notes

- Clicking Patients under Search at the top left will show all your recent patients.
- If you forget your password, click the Forgot Password link on the main login page to reset your password.
- If you know your password and want to change it, log in and click your name in the top right corner. From here, click Change Password.
- Clicking the DICOM buttons will launch a window to view exam images in iConnect.
- Reports show in the patient chart without the header information. Printing them will include the header information, to include the facility and patient information.
- You can print any documents from the patient chart.
- You cannot modify the patient's demographics; you can only view them.
- You can add additional filters in any view by clicking the  button.
- If you need to reset your multi-factor authentication phone number, please contact your marketing representative so we can update your account.