



S A F E G U A R D
RADIOLOGY INTERPRETATION

HOW TO SEND IMAGES FOR INTERPRETATION & RECEIVE COMPLETED REPORTS

- (1) Review the following documents, sign them, and return to us if applicable:**
 - a. INFORMATION, BILLING POLICIES AND CLIENT AGREEMENT FORM
 - b. CREDIT CARD AUTHORIZATION FORM
 - c. AUTHORIZATION OF SERVICES/BILLING FORM for each patient's images you send for interpretation.

- (2) Will your office be sending digital images (using our AMPLIFY PACS SERVICE) or hard films?**
 - a. We do not pay for shipping of hard films to our office. Please call us for more information regarding shipping of hard films.
 - b. You may choose between (3) options for sending digital images to us. Review the AMPLIFY PACS SERVICE PRODUCT LIST on our website's RESOURCES TAB. Call us for more information and to arrange for transmission of your digital images to our secure HIPAA compliant online AMPLIFY PACS SERVICE digital cloud.

- (3) Your imaging reports will be stored in your own free online cloud account called LARARAD. To begin setting up your own cloud account, contact us and provide the email you would like to use for this account.**
 - a. You will receive an email with a LARARAD SIGN UP LINK. Click the link to create an account in LARARAD.
 - b. Follow the instructions on how to set up your account.
 - c. This process is easy! Technical support is available if needed! Just give us a call.

- (4) Create a LARARAD report request in your account for each patient you would like us to read.**
 - a. Only one request per patient per date of service is needed even though you may send more than one body region to be read. We will create the remaining report requests and read all studies sent to us unless instructed otherwise. Call us if you need help!
 - b. Urgent cases may be marked STAT within the LARARAD program at the time a report is requested.
 - c. Requests for MRI/CT interpretation may also be made in LARARAD, but this service must be prepaid.

- (5) An email will be sent to the email on file once your report(s) are completed.**
 - a. Reports are stored indefinitely in LARARAD.
 - b. Reports may be viewed, printed in PDF format, or downloaded at any time from the COMPLETED TAB on LARARAD or use the SEARCH TAB to locate a report.