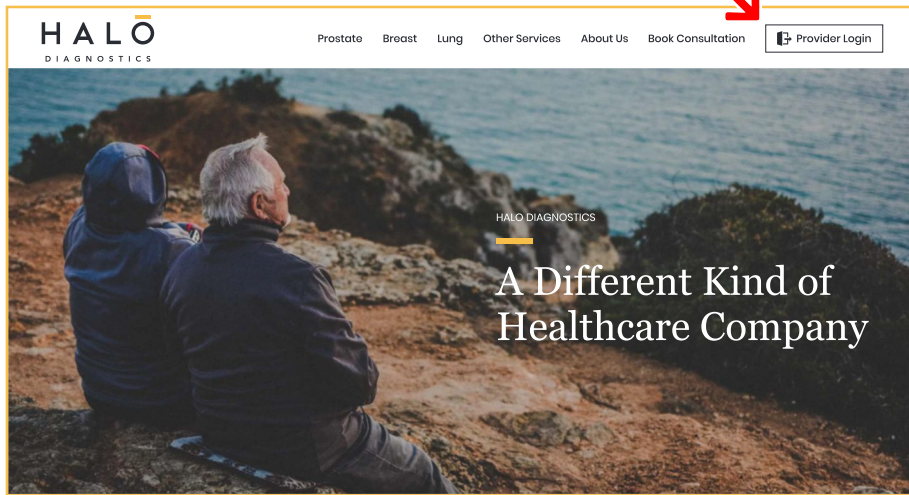


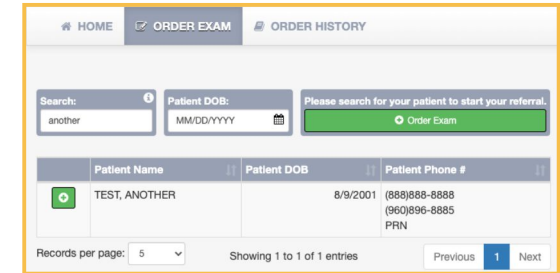
# Logging In

✓ Navigate to our provider login at [www.halodx.com](http://www.halodx.com)



# HALO DIAGNOSTICS

## Order Exams



1. Choose "ORDER EXAM"
2. Search for Your Patient
  - A. **If You See Your Patient**
    - ✓ Verify Patient Name and DOB
    - ✓ Choose U to Order Exam
    - ✓ Hint: check maiden name, or AKA name.
  - B. **If You Don't See Your Patient**
    - ✓ Choose "Create New Patient"
    - ✓ Enter all "Required" Fields
3. Choose Referring Provider
4. Enter Insurance Plan, Member ID and Authorization (if applicable)
5. STAT EXAM - before submitting your order, mention in the notes field that this must be done stat and give a reason
6. Exam Selection (Choose Exam Ordered by Provider)
7. Enter Diagnosis or Reason for Exam - ICD-10 okay
8. Enter any Special Instructions we need to know. Examples: (Patient requires assist/wheelchair; Focus attention to L4-5; Compare to positive finding CXR, etc.)
9. "SUBMIT" Order

## Order History

Provides Complete View of ALL Online Orders Submitted by this Provider

- Allows you to download a pdf of your order for this patient.
- Allows you to chat with a HALO staff member regarding your order .
- Allows you to request an order cancellation .
- Allows you to attach documents such as insurance information or clinicals to an order you have already submitted.

Order ID	Provider	Provider Email	Provider Phone	Patient Last Name	Patient First Name	Patient DOB	Ordered Exam	Provider Enabled
9413224	Test Physician	anothertest@halodx.com	7609999999	TEST	ROYAL	1/1/1990	EXAM CT: BRAIN, WITH CONTRAST	☑
9413205	Test Physician	anothertest@halodx.com	7609999999	TEST	ROYAL	1/1/1990	EXAM CT: ORBITS, WITHOUT CONTRAST EXAM MRI: BRAIN, WITH CONTRAST	☑

## Search Filters Defined

### HOME SEARCH

Patient search field (LAST, FIRST)

### PATIENT LAST NAME

Patient search by Last Name only

### PATIENT DOB

Recommended use for common last names to narrow search

### PROVIDER

- A. **Blank Provider** searches any patients associated to any referring provider
- B. **Specified Provider:** Limits patient search to only providers listed

### EXAM STATUS

Describes status of a specific patient exam by:

- A. **Scheduled:** Exam is scheduled
- B. **Cancelled:** Exam was Cancelled
- C. **Addendum:** Exam has an Addendum to Original Report - Exam is Complete
- D. **Final:** A Final Report has been issued to Exam - Exam is Complete

### MY STATUS

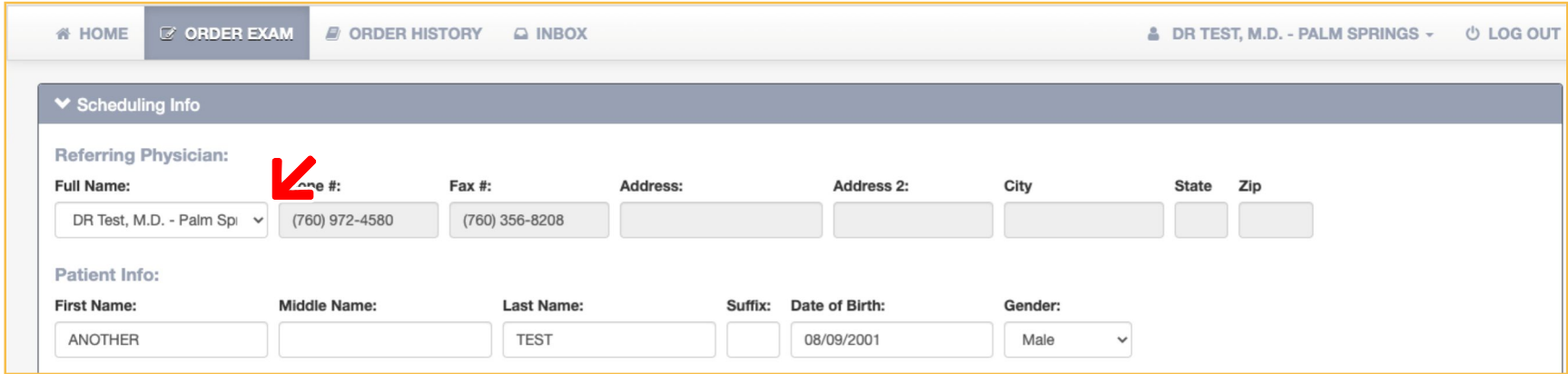
Managed by Provider in "Report View" Window (Read or UnRead is not related to final report)

### DATE RANGE

Patient/Exam will populate for the Date Range identified

## Ordering an Exam from Multiple Offices


When ordering an exam, you will see a drop down arrow in the "Full Name" box.



HOME ORDER EXAM ORDER HISTORY INBOX DR TEST, M.D. - PALM SPRINGS LOG OUT

Scheduling Info

Referring Physician:

Full Name:  Phone #: Address: Address 2: City State Zip

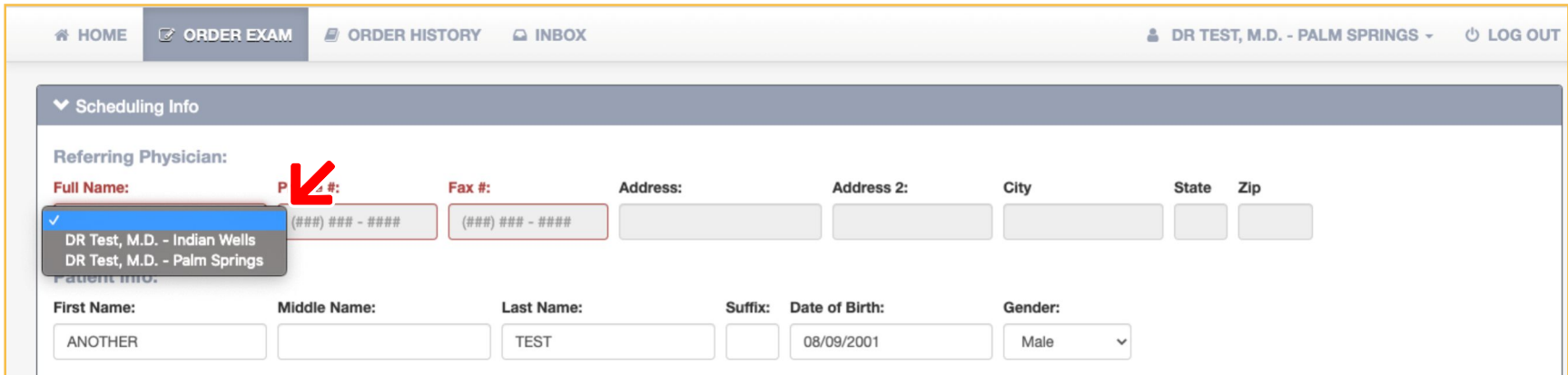
DR Test, M.D. - Palm Springs (760) 972-4580 (760) 356-8208

Patient Info:

First Name: Middle Name: Last Name: Suffix: Date of Birth: Gender:

ANOTHER TEST 08/09/2001 Male


Clicking the drop down should reveal the multiple office locations that you can order from.



HOME ORDER EXAM ORDER HISTORY INBOX DR TEST, M.D. - PALM SPRINGS LOG OUT

Scheduling Info

Referring Physician:

Full Name:  Phone #: Address: Address 2: City State Zip

DR Test, M.D. - Indian Wells (###) ### - #### (###) ### - ####

DR Test, M.D. - Palm Springs

Patient Info:

First Name: Middle Name: Last Name: Suffix: Date of Birth: Gender:

ANOTHER TEST 08/09/2001 Male



For any support concerns email [customersupport@halodx.com](mailto:customersupport@halodx.com)