

Logging In

- URL: <https://www.royalsolutionsgroup.com/router/raot/md>
- Enter Email Address
- Enter Password
 - Passwords are case-sensitive
 - At least 12 characters
 - At least one lowercase letter
 - At least one uppercase letter
 - At least one number
 - At least one special character

Changing your Password

- Under “Forgot your Password?”, select “Click Here”.
- You will be prompted to enter your email address.
- You will then receive an email where you can change your password

Login

Email Address:

Password:




[Log In](#)

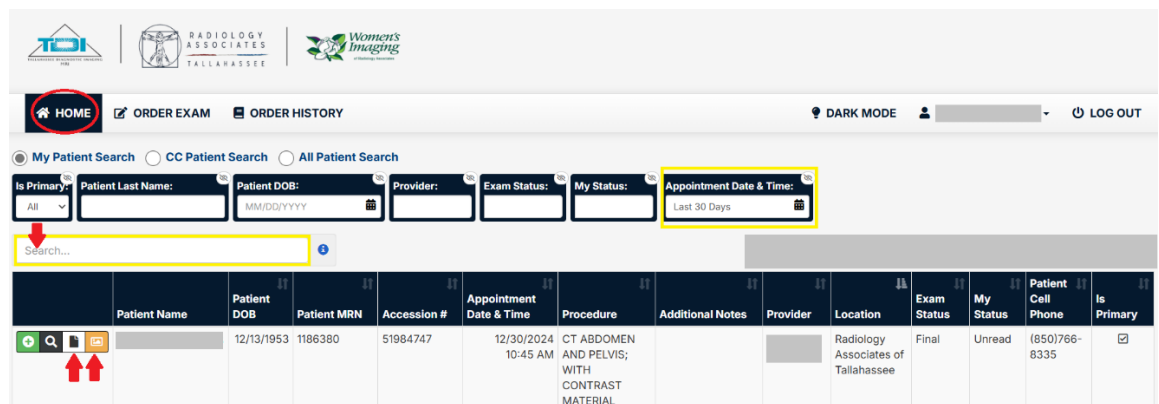
Don't have an account? Click "Request Access" below to get started
[Request Access](#)

Forgot your password?
[Click here to reset your password.](#)

The Basics



View Reports

1. Goto  Home Page
2. Search for patient by entering PatientLast, First Name
3. Click on  to Open and View Report
4. Click on  to View Images
5. “Appointment Date & Time” default is “Last 30 Days”. Worklist displays patient exam history for all “Exam Statuses” specific to the date range shown. Click on the calendar icon to adjust date range.



Is Primary	Patient Last Name	Patient DOB	Provider	Exam Status	My Status	Appointment Date & Time	Patient Name	Patient DOB	Patient MRN	Accession #	Appointment Date & Time	Procedure	Additional Notes	Provider	Location	Exam Status	My Status	Patient Cell Phone	Is Primary
All		MM/DD/YYYY				Last 30 Days		12/13/1953	1186380	51984747	12/30/2024 10:45 AM	CT ABDOMEN AND PELVIS; WITH CONTRAST MATERIAL			Radiology Associates of Tallahassee	Final	Unread	(850)766-8335	

Print Reports

1. Open/View Report
2. Choose the print button 
3. Download/Save Report
4. Choose the download/save button 

Back Forward

Patient Information

Name: _____
 DOB: 12/13/1953
 Home: _____
 Cell: _____
 Work: _____
 Exam: CT ABDOMEN AND PELVIS; WITH CONTRAST MATERIAL
 Date of Service: 12/30/2024 10:45 AM

Additional Notes

(200 characters max)




Unread Read Pending

Apply to all procedures under this exam

Exam Results

Report

1 of 2


Phone: 850.656.2261 • Fax: 850.671.1912 • 1600 Phillips Road • Tallahassee, Florida • 32308




PT NAME:	DATE PERFORMED:	12/30/2024
DOB:	12/13/1953	REFERRING:
MPI:	1186380	ACCESSION:
PROCEDURE:	CT ABDOMEN AND PELVIS; WITH CONTRAST MATERIAL	

CT CHEST ABDOMEN PELVIS WITH IV CONTRAST

COMPARISON: CT chest abdomen pelvis 6/18/2024

Order Exams


1. Choose "ORDEREXAM"
 - A. Search for Your Patient If You See Your Patient
 - Verify Patient Name and DOB
 - Choose  to Order Exam
 - B. If You Don't See Your Patient
 - Choose the green "Order Exam" button
 - Enter all "Required" Fields
2. Choose Referring Provider
3. Enter Billing Information (Insurance Plan, Member ID and Authorization information)
4. Exam Selection
5. Enter Diagnosis or ICD-10 or Indication (you are **required** to enter one or the other)
6. Upload all relevant chart notes, authorization approval (if applicable), etc. **Important:** If all notes are provided at the time of ordering, the exam can be scheduled more quickly.
7. Enter any Special Instructions we need to know. (Examples: Patient requires assist/wheelchair; Focus attention to L4-5)
8. Select "Next" to submit order.

HOME
ORDER EXAM
ORDER HISTORY

Patient DOB:

test


	Patient Name	Patient DOB	Patient Phone #
	BROWN, TEST	9/4/1995	H: (904) 999-9999 x 999999

Please search for your patient to start your referral

Order Exam


Note: All fields marked in red are required to complete the order. If the "Next" button is red, you will be unable to submit the order to all required fields are completed. The "Next" button must turn green to submit the order.

Clicking 'Next' below will submit your order! Please review for accuracy and make any necessary changes before submitting your order.

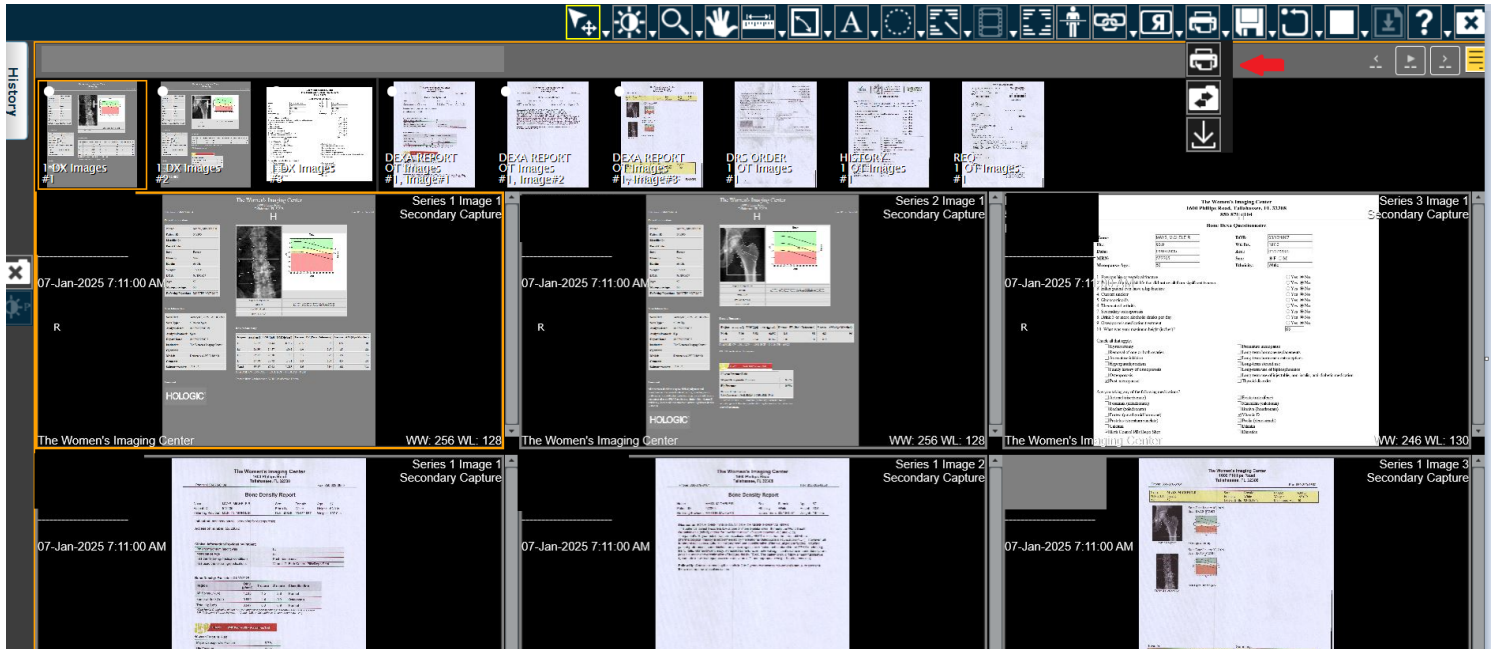
Previous
Next 

Viewing Images or Report In Image Viewer

1. To view patient images or bone density reports (DEXA), select the image viewer icon 

		3/13/1967		1/7/2025 7:00 AM	DXA, ONE OR MORE SITES			Radiology Associates c Tallahassee
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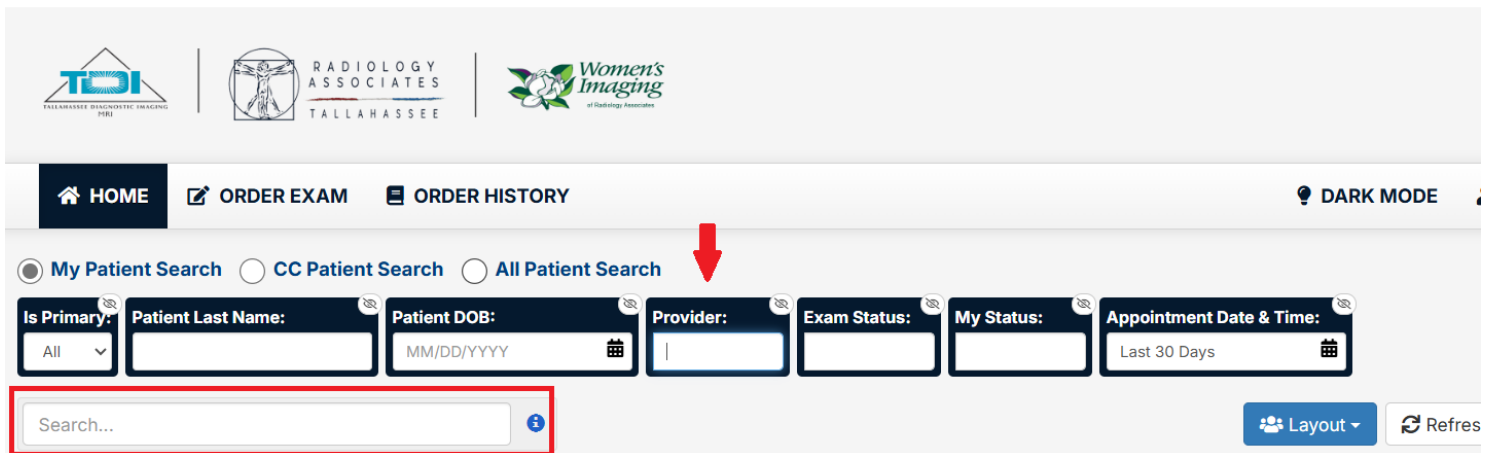
2. To print images or reports from the viewer, select the printer icon.



Search Types

MY PATIENT SEARCH

- Upon logging in, the screen defaults to "My Patient Search," displaying patients referred by you or your practice.
- You can search for a patient using multiple criteria, including **Search...**, **Patient Last Name**, or **Patient DOB**
- If your practice has multiple providers, you can narrow the search to a specific provider by selecting their name in the "Provider" box. This will display only the patients referred by that provider.



The screenshot shows the search interface with the following elements:

- Logos for TDI (Tallahassee Diagnostic Imaging), Radiology Associates Tallahassee, and Women's Imaging.
- Navigation buttons: HOME, ORDER EXAM, ORDER HISTORY, and DARK MODE.
- Search type selection: My Patient Search, CC Patient Search, All Patient Search. A red arrow points to the 'My Patient Search' radio button.
- Search criteria fields: Is Primary (All), Patient Last Name, Patient DOB (MM/DD/YYYY), Provider (dropdown), Exam Status, My Status, and Appointment Date & Time (Last 30 Days).
- A red box highlights the 'Search...' input field.
- Buttons for Layout and Refresh.

ALL PATIENT SEARCH

The "Break Glass" feature removes practice-specific limitations, allowing users to search for patient exams across all referring providers.



HOME

ORDER EXAM

ORDER HISTORY

DARK MO

My Patient Search CC Patient Search All Patient Search

All Patient Search:
Last name, First name, DOB

Date range:
All

Last Name	Doe
First Name	John
Date of Birth	04/03/1979

Search

Search...

Layout

Search Filters Defined

HOME **ORDER EXAM** **ORDER HISTORY** **DARK I**

My Patient Search CC Patient Search All Patient Search

Patient Last Name:

Patient DOB:

Provider:

Exam Status:

My Status:

Appointment Date & Time:

Layout

SEARCH...

Allows you to search by patient name, exam type, provider, and more.

PATIENT DOB

Recommended for common last names to help narrow search results.

PROVIDER

- A. **Blank:** Displays all patients associated with any provider within the practice.
- B. **Specified Provider:** Filter results to show only patients referred by the selected provider.

MY STATUS

Managed by the provider in the "Report View" window. **Unread** or **Read** status does not impact the final report status.

APPOINTMENT DATE AND TIME

- A. Search results include patients/exams within the selected date range.
- B. Use the **Calendar icon** to adjust the date range.

SORT COLUMNS ↑↓

By clicking on the column heading, users can sort query results in ascending (A-Z) or descending (Z-A) order.

Patient DOB	Patient MRN	Accession #	Appointment Date & Time	Procedure	Additional Notes	Provider	Location	Exam Status	My Status
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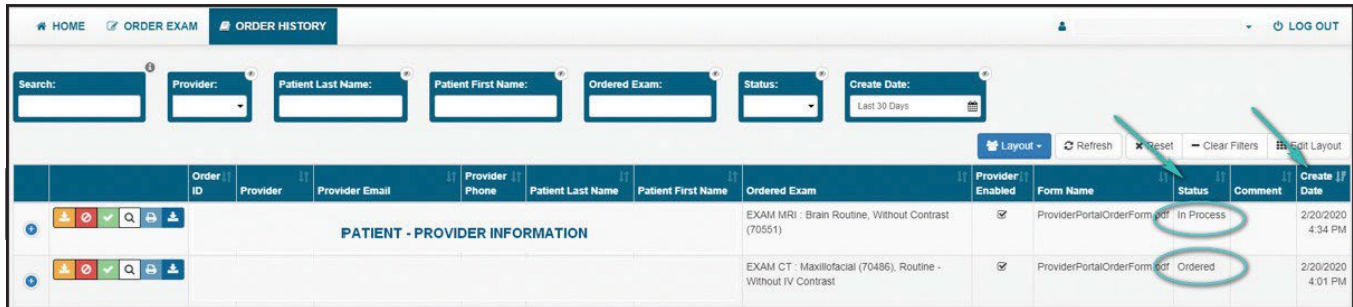
EXAM STATUS

Indicates the current status of a specific patient exam:

- A. **Scheduled:** The exam is scheduled but has not yet taken place.
- B. **Canceled:** The exam was canceled and will not be performed.
- C. **Addendum:** The exam is complete, and an addendum has been added to the original report.
- D. **Final:** The exam is complete, and a final report has been issue

Order History

Provides Complete View of ALL Online Orders Submitted by this Provider



The screenshot shows the 'ORDER HISTORY' section of a web application. At the top, there are navigation tabs for 'HOME', 'ORDER EXAM', and 'ORDER HISTORY', along with a 'LOG OUT' button. Below the tabs is a search bar with several filters: 'Search:', 'Provider:', 'Patient Last Name:', 'Patient First Name:', 'Ordered Exam:', 'Status:', and 'Create Date:'. The 'Create Date' filter is set to 'Last 30 Days'. To the right of the search bar are buttons for 'Layout', 'Refresh', 'Reset', 'Clear Filters', and 'Edit Layout'. Below the search bar is a table with the following columns: Order ID, Provider, Provider Email, Provider Phone, Patient Last Name, Patient First Name, Ordered Exam, Provider Enabled, Form Name, Status, Comment, and Create Date. The table contains two rows of data. The first row is for an 'EXAM MRI : Brain Routine, Without Contrast (70551)' with a status of 'In Process' and a create date of '2/20/2020 4:34 PM'. The second row is for an 'EXAM CT : Maxillofacial (70486), Routine - Without IV Contrast' with a status of 'Ordered' and a create date of '2/20/2020 4:01 PM'. The 'Status' column for both rows is circled in red. There are also red arrows pointing to the 'Refresh' and 'Edit Layout' buttons.

Order ID	Provider	Provider Email	Provider Phone	Patient Last Name	Patient First Name	Ordered Exam	Provider Enabled	Form Name	Status	Comment	Create Date
						EXAM MRI : Brain Routine, Without Contrast (70551)	<input checked="" type="checkbox"/>	ProviderPortalOrderForm.pdf	In Process		2/20/2020 4:34 PM
						EXAM CT : Maxillofacial (70486), Routine - Without IV Contrast	<input checked="" type="checkbox"/>	ProviderPortalOrderForm.pdf	Ordered		2/20/2020 4:01 PM

STATUS

- A. **In Process:** Exam is ORDERED and NOT Scheduled
- B. **Scheduled:** Exam has been Scheduled
- C. **Canceled:** Exam has been Canceled

CREATE DATE

Reflects the date online order was submitted