

Provider Portal Scheduling Guide

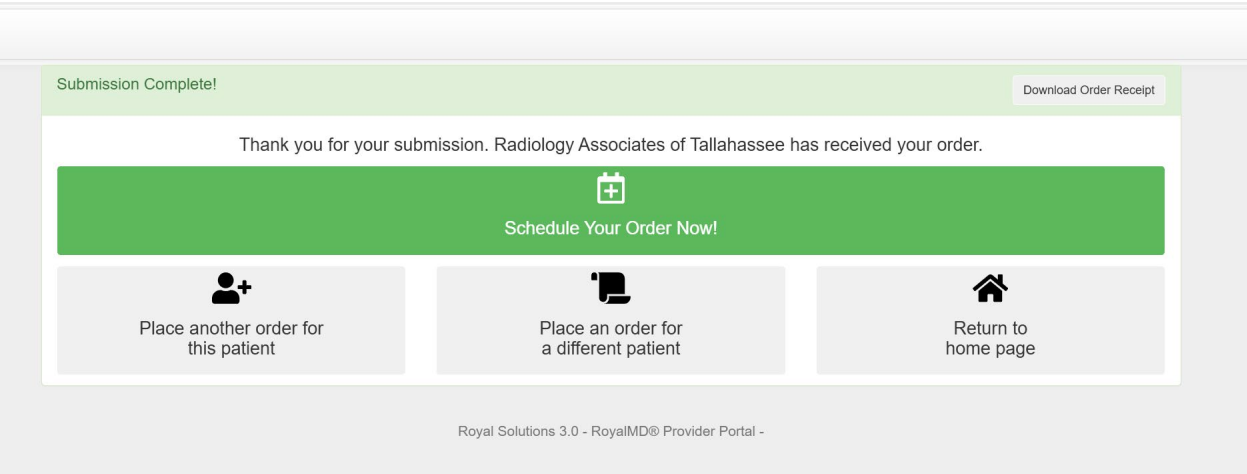
Providers can schedule the following exams directly through the Provider Portal:

- X-rays
- Screening Mammograms
- DEXA scans
- Most OB Ultrasounds

After placing an order in the portal, you may schedule your patient’s exam before they leave your office!

Steps to Schedule

1. Place the order in the Provider Portal, then select the green “Schedule Your Order Now!” Button.



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2. Confirm and update demographics. Select the green **Next** button at the bottom of the screen.

Please confirm or update your demographics

Patient's Name On File:

First Name: ROYAL Middle Name: Last Name: ONE Suffix:

Have you had a recent legal name change or do we need correction to your name on file?
 Yes No

Please complete or correct the following patient information below:

Date of Birth: 10/23/1991 Sex at birth: Male

Country: UNITED ST... Address: 4321 FAKE ROAD Address 2: APT 2

Zip Code: 32301 City: TALLAHASSEE State: FL

Home Phone: (123) 555 - 7891 Cell Phone: (123) 555 - 5783 Email Address: real@email.com

3. The next page will display the exam type. Confirm, then click **Next**.

Review your Exam(s)

Your physician has ordered the following type of exam:
 DEXA Mammogram Ultrasound X-Ray

Exam Code(s) will be automatically applied:
FACIAL BONES X-RAY-COMPLETE (1029)
70150 - FACIAL BONES X-RAY-COMPLETE

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4. Review the patient’s billing method, then select **Next**.

Please confirm or update how you would like to pay

Select billing method for this visit:

Self Pay Insurance Work Comp Motor Vehicle Accident

Select Self Pay Plan:

Select Self Pay Plan:

SELF-PAY Commercial

5. Indicate whether you are scheduling with the patient or a patient advocate (e.g., family member, legal guardian). Select **Next**.

Please confirm or update your referring provider and would you like to send a copy elsewhere?

Select Referring Provider

RHODES JR, MARVIN, MD 20234
1405 Centerville Rd Ste 4400, Tallahassee, FL 32308 1255954707
TMHPP SURGICAL SPECIALISTS
W: (850) 877-6212 Q: (850) 877-6212 F: (850) 431-2199 E: marvin.rhodesjr@tmh.org

Scheduling with: Please enter a value

Patient Advocate

CC Exam Results to:

Select Cc: Provider(s):

Provider Not Found

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6. Enter the patient's height and weight. Note if there are any mobility issues, then select **Next**.

Please answer these questions regarding clinical history and screening for your visit

General Patient Information

Height ft in Weight 0

Do you need assistance standing, walking or, both?

7. Indicate if the patient has had prior imaging of the body part being imaged. Select **Next**.

Please answer these questions regarding your prior imaging and/or surgeries

Prior Imaging

Have you had prior imaging on the body part being imaged?

8. Book the appointment by selecting the desired date and time. Click **Next** to finalize.

It's time to book your preferred date and time!

< 09/23/2025 Tue, Sep 23rd Wed, Sep 24th Thu, Sep 25th Fri, Sep 26th Sat, Sep 27th >

Pick a location

Radiology Associates of Tallahassee
1600 Phillips Road, Tallahassee, FL 32308

Pick a time

Radiology Associates of Tallahassee

To complete scheduling, click the **Next »** button below.

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9. Once scheduled, you'll see a confirmation screen:

- Arrival time appears in blue
- Actual appointment time appears in the grayed box
- The patient will receive a pre-registration text/email within 10-15 minutes if contact information is on file.

Submission Complete!

Thank you for your submission. Radiology Associates of Tallahassee has received your information.

Please arrive at 2:45 PM

FACIAL BONES X-RAY-COMPLETE

Location: Radiology Associates of Tallahassee
1600 Phillips Road 1st Floor, Tallahassee, FL 32308
Date: September 23, 2025 3:00 pm

[Add to Calendar](#)

[Print this Page](#)

The preparation for your exam(s):

FACIAL BONES X-RAY-COMPLETE

- No Prep Required

Expedite your check-in on the day of your appointment by Pre-Registering now!

[Click Here to Pre-Register!](#)

10. You can view the scheduled exam in the portal under Exam Status and see the Appointment Date & Time.

My Patient Search CC Patient Search All Patient Search

Is Primary: All Patient Last Name: Patient DOB: MM/DD/YYYY Provider: * RHODES, MARVIN JR Exam Status: My Status: Appointment Date & Time: Last 30 Days

Search...

Is Primary	Patient Name	Patient DOB	Patient MRN	Accession #	Appointment Date & Time	Exam	Provider	Location	Exam Status	My Status	Additional Notes	Patient Cell Phone
All	ONE, ROYAL	10/23/1991	50162218	70230852	9/23/2025 3:00 PM	FACIAL BONES X-RAY-COMPLETE	RHODES JR, MARVIN, MD	Radiology Associates of Tallahassee	Scheduled	Unread		(123)555-5783

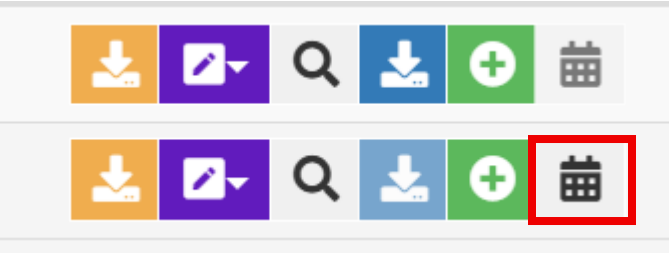
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Scheduling After Sending Order via Fax or EMR

If you sent an order via fax or EMR interface:

- Once indexed by our Scheduling team, the order will appear with a **“Ready to Schedule”** status.
- From the main screen, find the patient’s order. The **calendar icon** to the left will appear **black** once it is ready.
- Follow steps 2–9 above to schedule.



Order ID	Provider	Patient Last Name	Patient First Name	Patient DOB	Ordered Exam	Comment	Status	Create Date EDT	Created By Provider
43466734	RHODES, MARVIN JR	ONE	ROYAL	10/23/1991	FACIAL BONES X-RAY-COMPLETE (1028)	9/23/2025 2:02 PM	Scheduled	9/23/2025 2:00 PM	RHODES, MARVIN JR