

## Tips for “Getting to Yes” on AIM’s *ProviderPortal*<sup>SM</sup>

### Complete the Order Entry Checklist

Please utilize the checklist below as a guideline to ensure you have all the necessary information prior to requesting an RQI number from AIM:

- Member identification number, name, date of birth, and health plan**
- Ordering physician information**
- Imaging provider information**
- Imaging exam(s) being requested**
  - Body part, right, left or bilateral
- Patient Diagnosis**
  - Suspected or confirmed
- Clinical symptoms/indications**
  - Intensity/duration

For most situations the above will suffice. For complex cases more information may be necessary. This may include:

- Results of past treatment history**
  - **Previous tests, duration of previous therapy, relevant clinical medical history**

### Avoid Delay of Your Request:

- Complete the clinical pathway. Do not bypass any of the clinical scripts selections.
  - Either the exam will meet criteria based on information entered and an RQI number issued, or the case will require further review
- Select appropriate check boxes (instead of selecting the text box option).
- Enter a request only once to avoid creating duplicate cases.
- Ensure the correct CPT code/exam is selected.

### Utilizing the Text Box Correctly

- Explain any user entry errors made during clinical scripts selections
- Explain why an exam is being repeated
- Provide additional clinical information that you believe would be helpful if the case needs additional clinical review
- Enter the Confirmed or Suspected Diagnosis, or Symptoms if not represented in the clinical scripts selections

## Tips for “Getting to Yes” on AIM’s *ProviderPortal*<sup>SM</sup>

### Provide the following information in the Text Box when ordering PET/PET CT

- ✓ The type of cancer, date diagnosed, how the diagnosis of cancer was confirmed (imaging, biopsy, etc.)
- ✓ History of treatment, such as type of treatment and date, and whether or not the treatment was completed
- ✓ Current symptoms or change in symptoms
- ✓ Any recent imaging results (e.g. is there a change from prior imaging)
- ✓ Is the request for diagnosis, staging, restaging, or treatment response monitoring?
- ✓ Is the patient currently participating in a FDA approved clinical trial?
- ✓ Are there clinical symptoms, imaging results, or labs suggestive of recurrence or metastasis?
- ✓ How will the PET/PET CT results affect the clinical management?

### QUICK CODING TIPS

If you are ordering ...	Request
CT Brachial Plexus	CT Upper Extremity
CT Ear	CT Orbit/Sella/Ear
CT Internal Auditory Canals	CT Orbit/Sella/Ear
CT Neck (Excluding Cervical Spine)	CT Neck (Soft Tissue)
CT Sacroiliac Joint	CT Pelvis
CT Parotid Glands	CT Neck (Soft Tissue)
CT Sinus	CT Maxillofacial Area (Sinus)
CT Temporal Bones	CT Orbit/Sella/Ear
CT Temporal Mandibular Joint	CT Orbit/Sella/Ear
CTA Aorta Abdominal W/ iliofemoral Runoff	CTA Abd Aorta w Extr Runoff
CT Arthrogram Hip	CT Lower Extremity
CT Arthrogram Knee	CT Lower Extremity
CT Arthrogram Shoulder	CT Upper Extremity
MR Arthrogram Hip	MRI Lower Extremity Joint/Nonjoint
MR Arthrogram Knee	MRI Lower Extremity Joint/Nonjoint
MR Arthrogram Shoulder	MRI Upper Extremity Joint/Nonjoint
MRA Aorta Abdominal W/ iliofemoral Runoff	<b><u>Enter all three codes:</u></b> MRA Abdomen MRA Lower Extremity MRA Lower Extremity
MRI Brachial Plexus	MRI Upper Extremity, Nonjoint
MRI Internal Auditory Canal (IAC)	MRI Brain (Includes IACs, Pituitary)
MRI Pituitary	MRI Brain (Includes IACs, Pituitary)
MRI Sacroiliac Joint	MRI Pelvis
Thoracic Outlet Syndrome	<b><u>Choose one of the following:</u></b> MRI Chest MRA Chest CT Thorax (Chest) CT Angiography, Chest