Coastal Diagnostic Imaging

How to Use The Referring Provider Portal

Registering for Referring Portal

New referring providers will receive login credentials to the Referring Provider Portal from the imaging center or another specified individual from the facility.

Log In to Referring Provider Portal

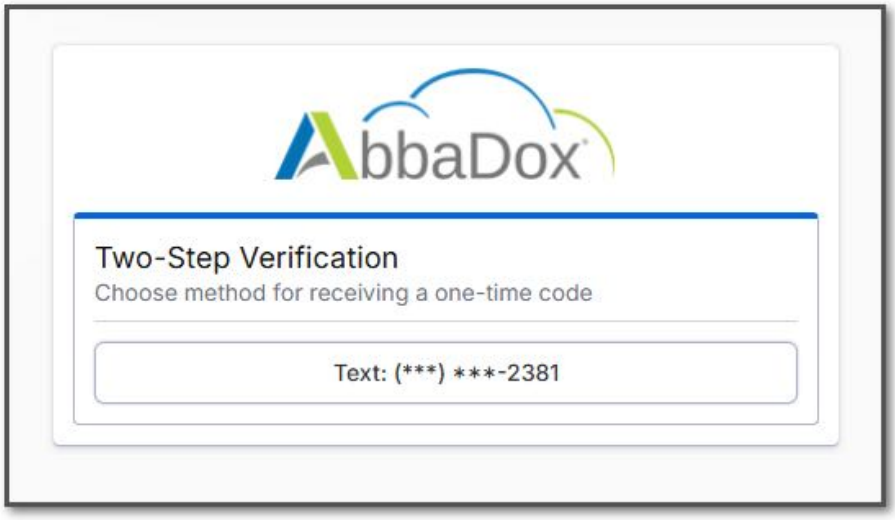
1. Go to AbbaDoxCareFlow.com and enter User Name and Password.
2. Click Login.
    1. If this is your first time logging in, you will be prompted to change your password and accept a HIPAA statement.



Scan to access the online portal guide.

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3. Click Text (***) ***-#### to text a security code to your phone



4. Enter the code from your texts and click Login (example code 305187 shown below)



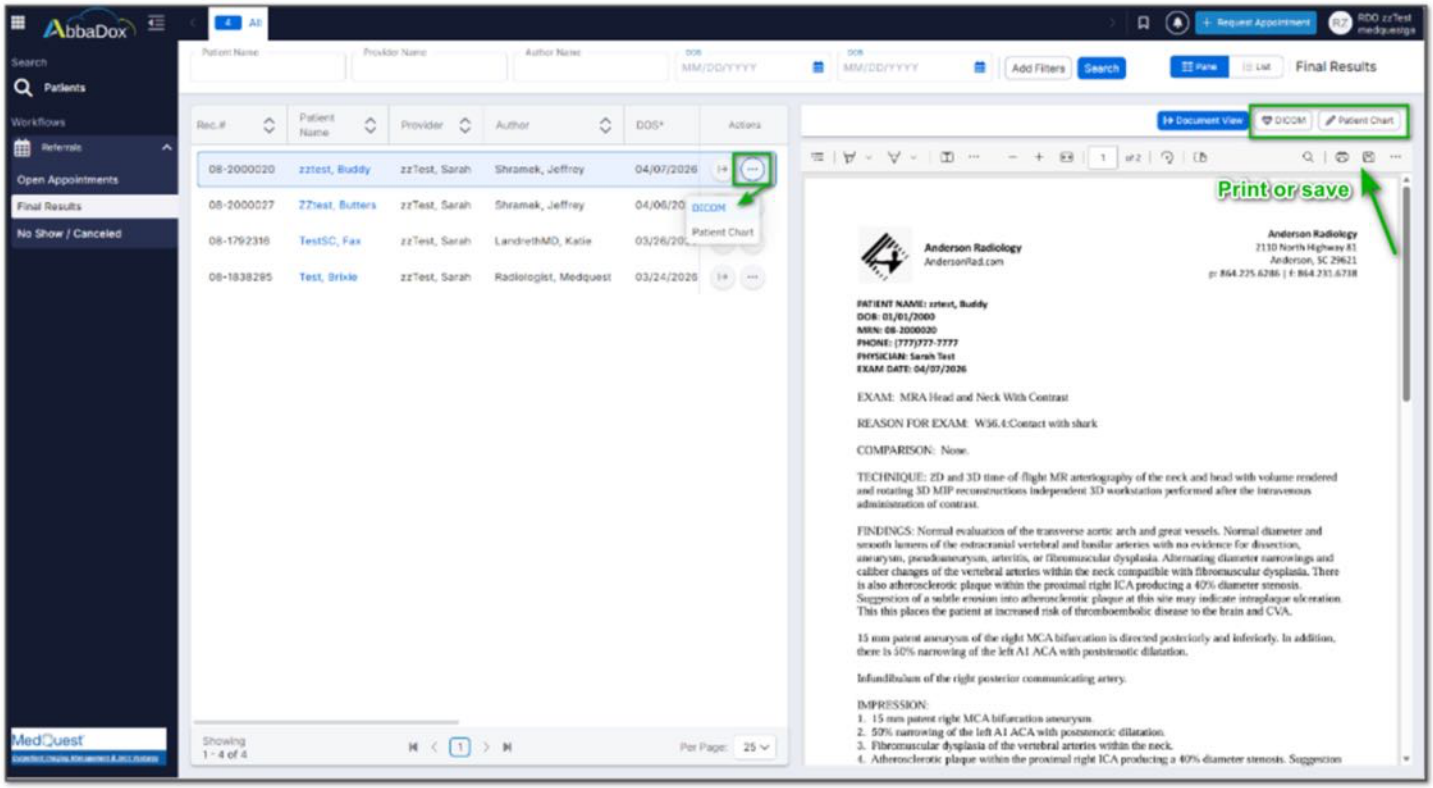
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Navigating the Referring Provider Portal

The Referring Provider Portal is used by referring providers to submit referrals, request appointments, and view results for their patients.

Final Results Worklist

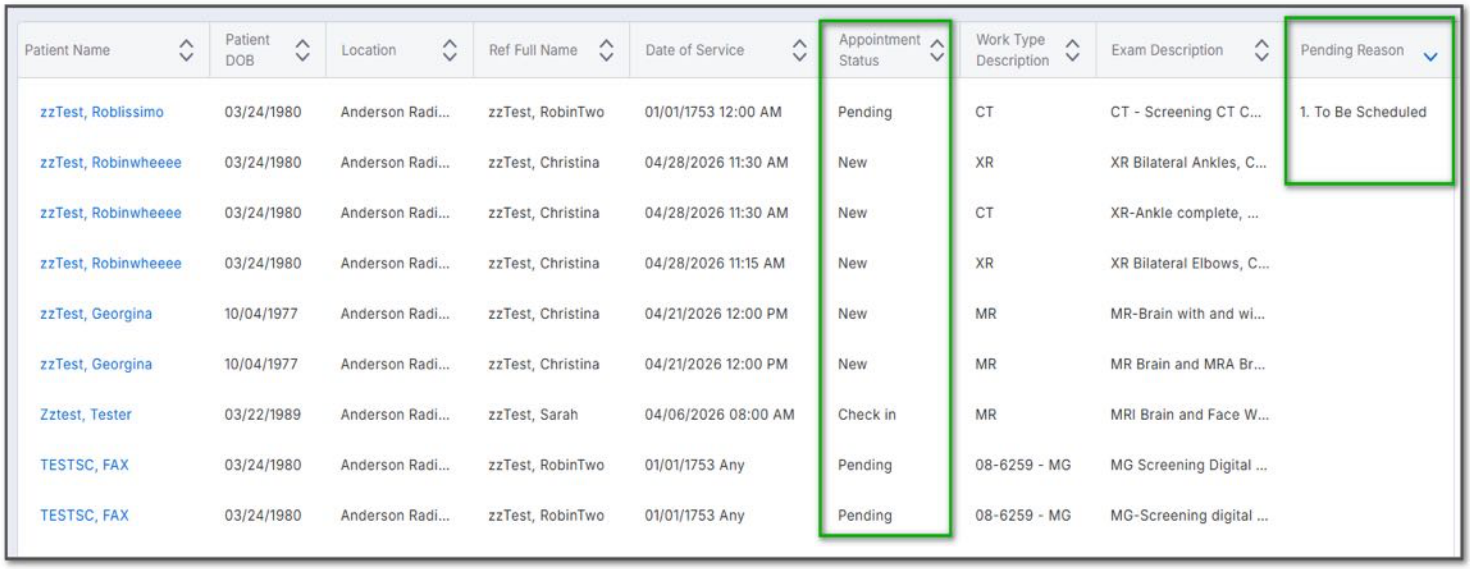
After logging in, the default view for most users will be the Final Results worklist. This list displays completed imaging procedures and allows users to read finalized reports. You can also print or save reports using the icons shown below.



- Click the ··· and then click DICOM to view the study images or Patient Chart to view patient demographics and documents, OR click the DICOM and Patient Chart buttons.

Open Appointments Worklist

The Open Appointments list displays all patient appointments and their current status in the imaging workflow.



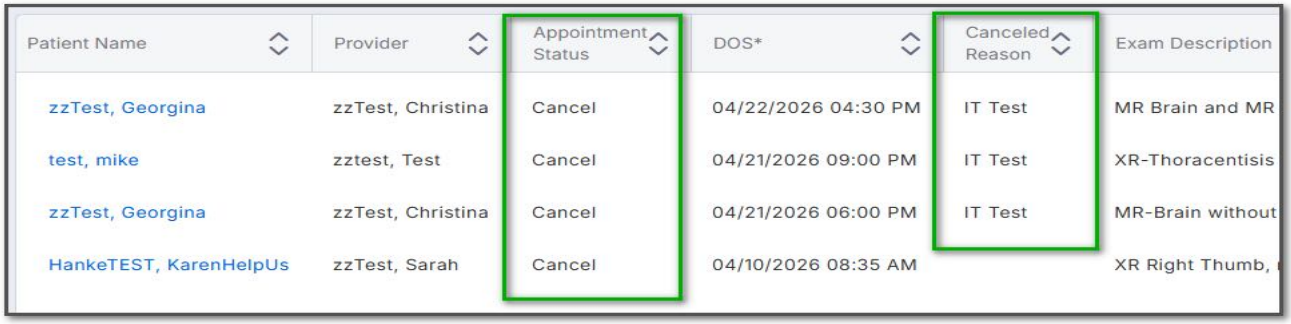
Patient Name	Patient DOB	Location	Ref Full Name	Date of Service	Appointment Status	Work Type Description	Exam Description	Pending Reason
zzTest, Roblissimo	03/24/1980	Anderson Radi...	zzTest, RobinTwo	01/01/1753 12:00 AM	Pending	CT	CT - Screening CT C...	1. To Be Scheduled
zzTest, Robinwheeee	03/24/1980	Anderson Radi...	zzTest, Christina	04/28/2026 11:30 AM	New	XR	XR Bilateral Ankles, C...	
zzTest, Robinwheeee	03/24/1980	Anderson Radi...	zzTest, Christina	04/28/2026 11:30 AM	New	CT	XR-Ankle complete, ...	
zzTest, Robinwheeee	03/24/1980	Anderson Radi...	zzTest, Christina	04/28/2026 11:15 AM	New	XR	XR Bilateral Elbows, C...	
zzTest, Georgina	10/04/1977	Anderson Radi...	zzTest, Christina	04/21/2026 12:00 PM	New	MR	MR-Brain with and wi...	
zzTest, Georgina	10/04/1977	Anderson Radi...	zzTest, Christina	04/21/2026 12:00 PM	New	MR	MR Brain and MRA Br...	
Zztest, Tester	03/22/1989	Anderson Radi...	zzTest, Sarah	04/06/2026 08:00 AM	Check in	MR	MRI Brain and Face W...	
TESTSC, FAX	03/24/1980	Anderson Radi...	zzTest, RobinTwo	01/01/1753 Any	Pending	08-6259 - MG	MG Screening Digital ...	
TESTSC, FAX	03/24/1980	Anderson Radi...	zzTest, RobinTwo	01/01/1753 Any	Pending	08-6259 - MG	MG-Screening digital ...	

For appointments in **Pending** status, the **Pending Reason** column provides additional details on the pending appointment.

- Click the pencil icon , named Patient Chart, to view patient demographics and documents.
- Click the ··· and then click DICOM to view the study images.

No Show/Canceled Worklist

The No Show/Canceled Worklist displays patients who have either "no showed" to their appointment or their appointment was canceled for some other reason. If canceled, this worklist will also display the Canceled Reason.



Patient Name	Provider	Appointment Status	DOS*	Canceled Reason	Exam Description
zzTest, Georgina	zzTest, Christina	Cancel	04/22/2026 04:30 PM	IT Test	MR Brain and MR
test, mike	zztest, Test	Cancel	04/21/2026 09:00 PM	IT Test	XR-Thoracentisis
zzTest, Georgina	zzTest, Christina	Cancel	04/21/2026 06:00 PM	IT Test	MR-Brain without
HankeTEST, KarenHelpUs	zzTest, Sarah	Cancel	04/10/2026 08:35 AM		XR Right Thumb,

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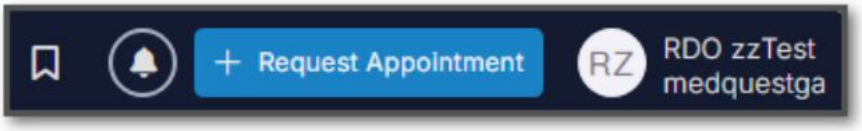
Request Appointment Workflow

Referring providers can request appointments for patients using the Request Appointments button in the portal.

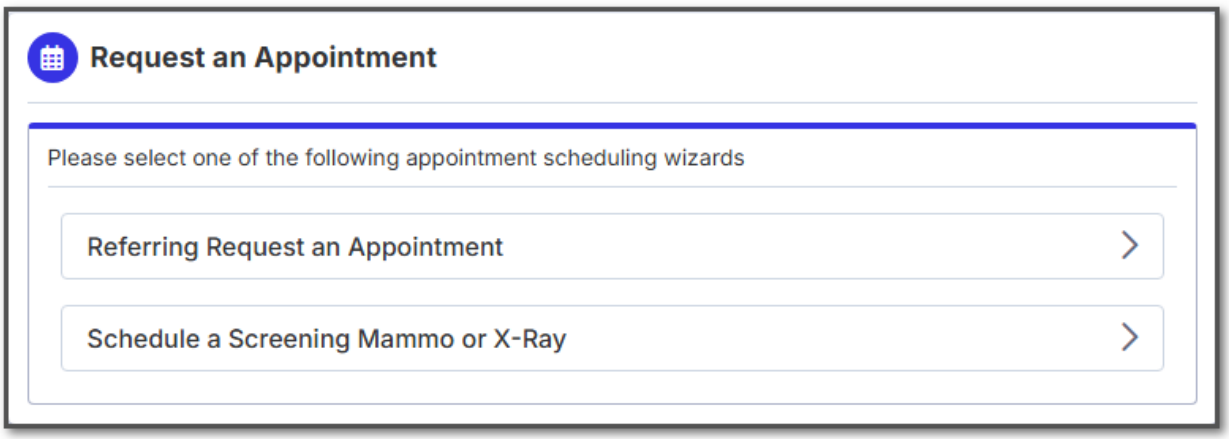
Request Appointment Button

To request an appointment:

1. Click Request Appointment in the top right corner to launch the Scheduling Wizard in a new window.



2. In the Scheduling Wizard window, select Referring Request an Appointment.



Step 1 - Patient Info

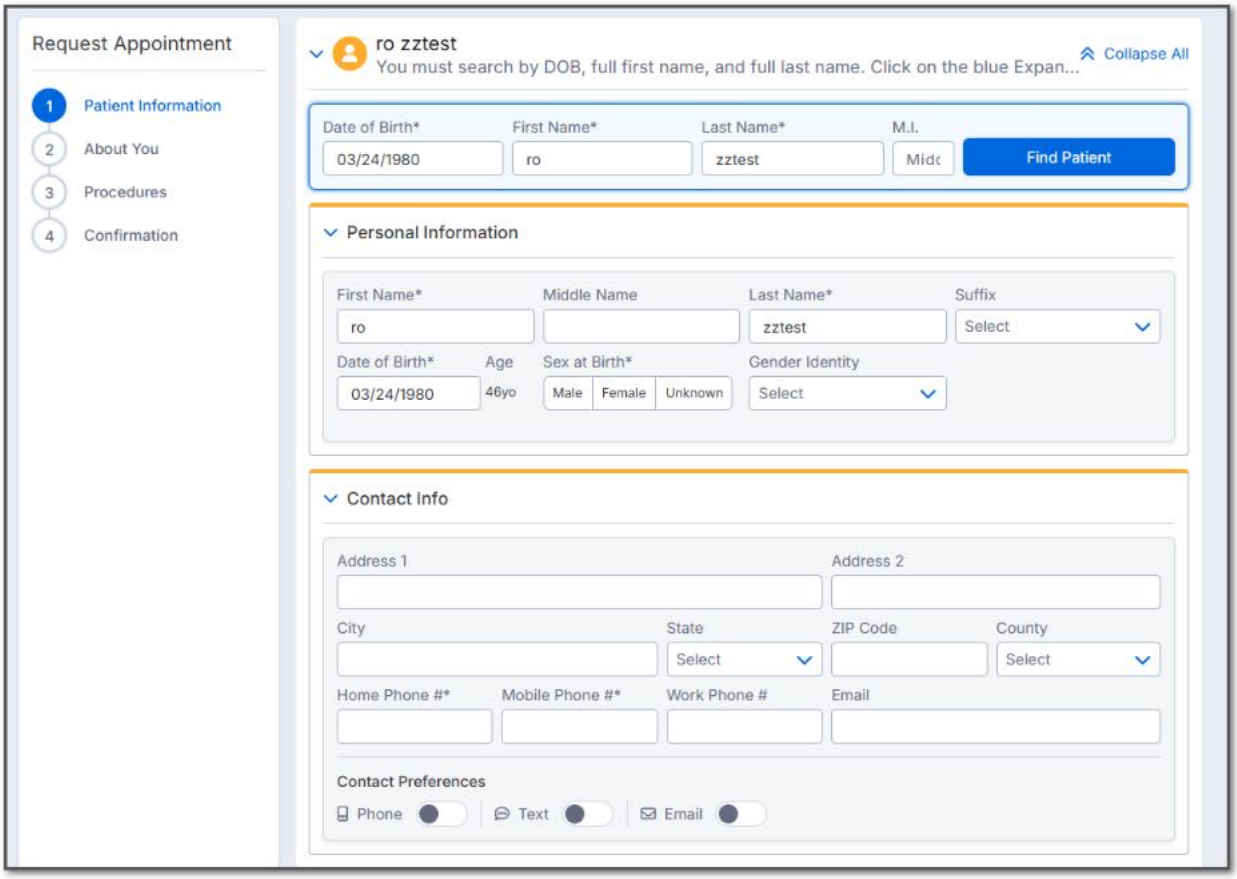


1. Clicking Find Patient without entering any patient information first will search for all patients that have been previously referred by the provider logged in and auto-fill patient details.

   Click the X in the right corner of this pop-up box to close it or click the correct patient and click Continue to select them.

2. If requesting an appointment for a new patient, enter their Date of birth, First Name, and Last Name, and click Find Patient.
3. If no results are found, click Expand All to display additional fields and continue entering patient details.





4. When done entering patient details, click Next.

Step 2 - About You

Select the referring provider and add any needed documents or comments to send to the imaging center.

1. Select the Referring Provider then click Add.
   (You may only see one referring provider, or many, depending on your practice settings.)
2. If an order, clinicals, pre-auth, or other documents need to be uploaded, click Browse Files and select the file to upload with the appointment request.
3. Select the document type from the dropdown.
4. If a comment is needed, select the comment recipient, type the comment, and click Next.

Step 3 - Appointment Details

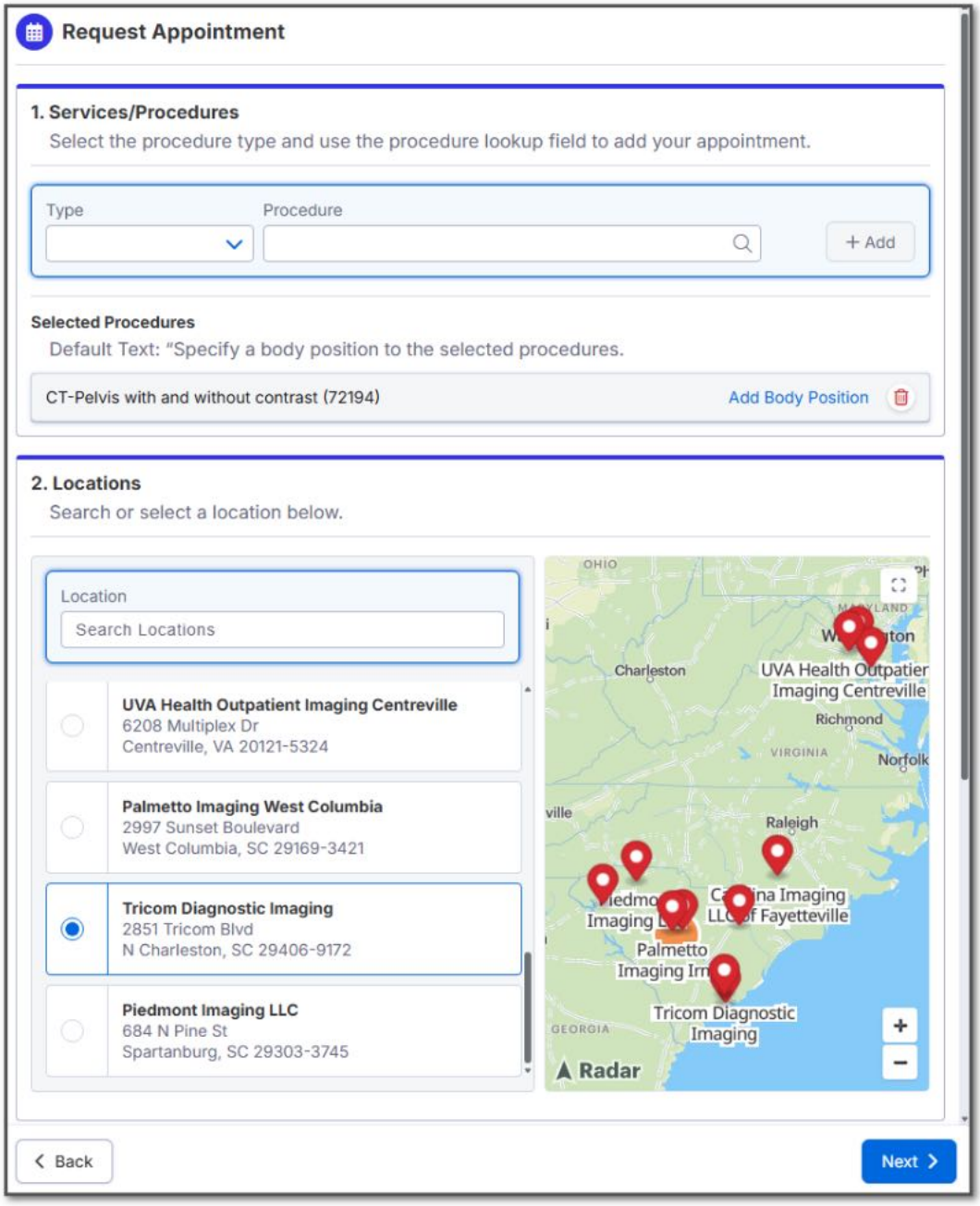
After entering patient details, complete the appointment details, which include: Services/Procedures, Location, Time, and Diagnosis.

Services/Procedures

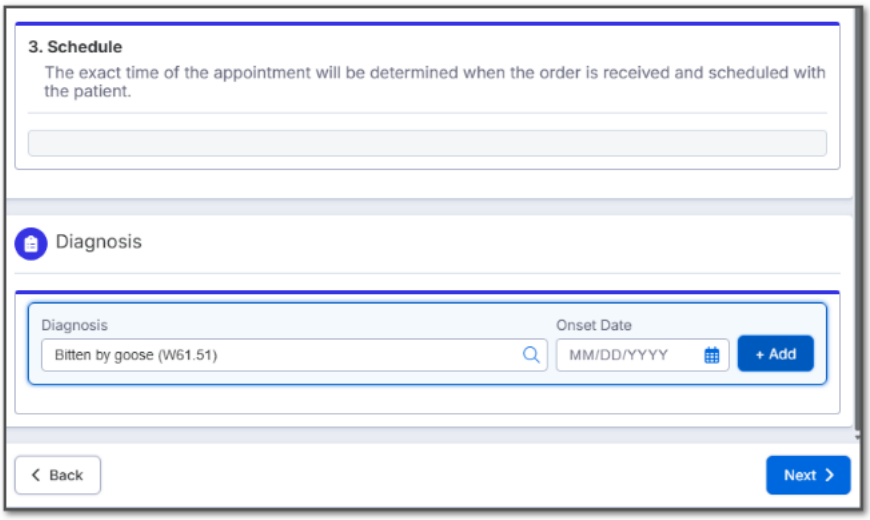
1. Select the Procedure Type and Procedure.
2. Click Add.

Location

1. Select the preferred Location and click Next.



2. Scroll down to enter the diagnosis (you can search by code or keyword, then click the correct option to select it), add an onset date, if known, and click Add.
3. Click Next to view the Summary page.



Step 4 - Summary

After entering appointment details, the Summary page displays all details before sending the appointment request.

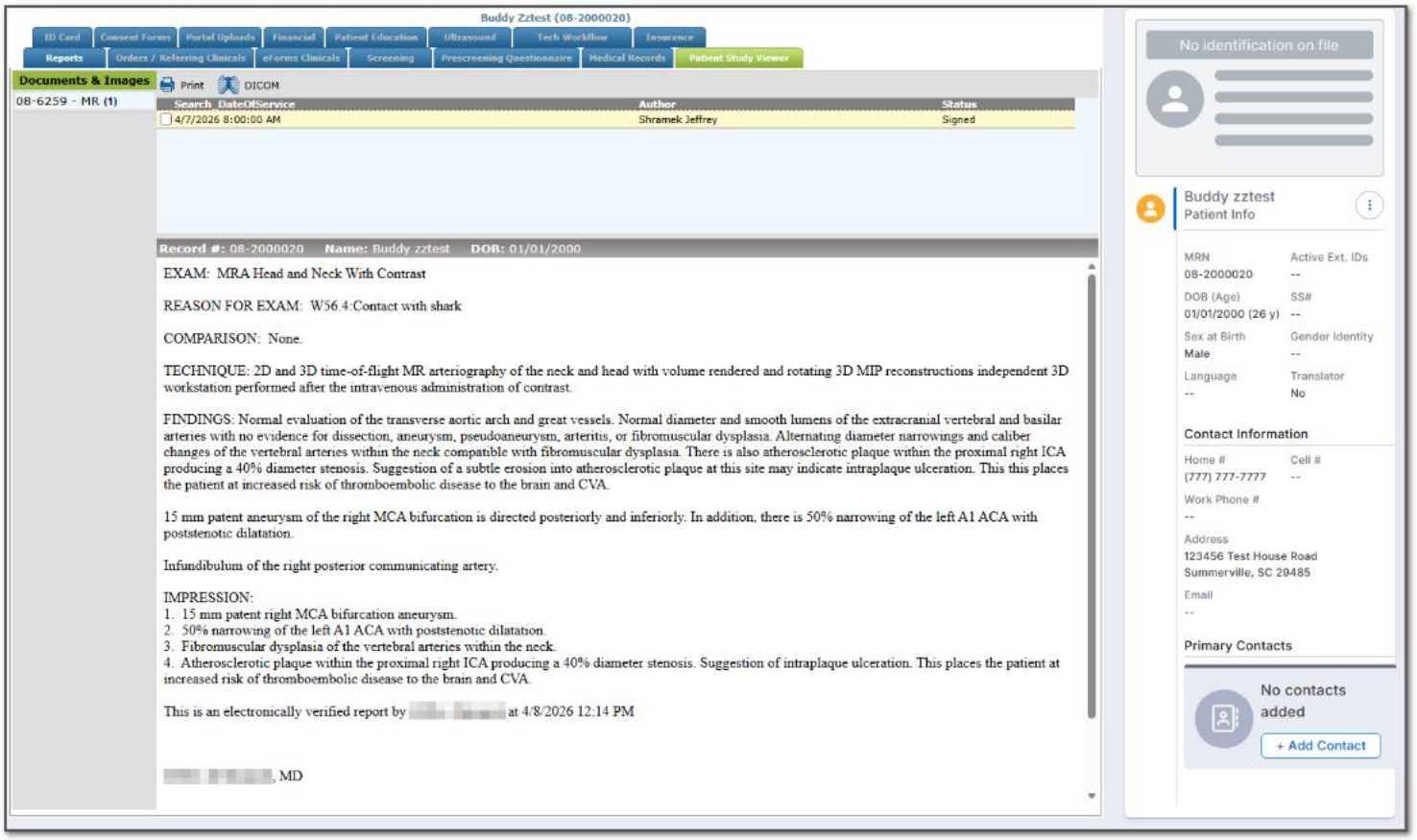
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Quick Notes:

Patient Chart

Click on the patient's name, in blue, from any Worklist to access their patient chart.

Inside the patient chart, you will be able to view reports and visit forms and view the DICOM images by clicking the DICOM icon.



Notes

- Clicking Patients under Search at the top left will show all your recent patients.
- If you forget your password, click the Forgot Password link on the main login page to reset your password.
- If you know your password and want to change it, log in and click your name in the top right corner. From here, click Change Password.
- Clicking the DICOM buttons will launch a window to view exam images in iConnect.
- Reports show in the patient chart without the header information. Printing them will include the header information, to include the facility and patient information.
- You can print any documents from the patient chart.
- You cannot modify the patient's demographics; you can only view them.
- You can add additional filters in any view by clicking the 

button.
- If you need to reset your multi-factor authentication phone number, please contact your Radiology Engagement representative so we can update your account.