



Radiology Imaging Associates

*RIA at Sterling / RIA at Lansdowne / RIA at Heritage
The Breast Center / RIA at Pembroke / RIA at Patuxent*

We typically mail patient reports to referring physicians even if the report is also sent electronically. Some physicians have indicated to us that they would prefer to receive exam reports via certain methods, or more than one method including fax, or secure portal or electronically, since a duplicate mailed paper report creates unnecessary work.

We want to provide reports only in the manner that would be the most convenient and efficient for your staff. Please check off below the methods in which you would like to receive your patient reports.

Indicate your selection(s) below on this form and return it to us by fax at (301) 856-6722.

_____ **US MAIL** - Our office(s) would like to receive copies of reports from RIA offices in the mail (if not checked, RIA will discontinue mailing reports).

_____ **RIA ZDA PORTAL** - Our office(s) would prefer to receive reports and images via the RIA ZDA Portal. (To sign up for this service, go to www.riassociates.com/ and click on Physician Portal, simply complete the New Practice Enrollment Form)

_____ **ELECTRONICALLY** - Our office(s) would prefer to receive reports from RIA offices electronically (call to inquire if this option is available in your area).

_____ **FAX** - Our office(s) has a FAX machine under our control and we prefer to receive patient reports from RIA offices by FAX. Fax number is provided below.

Please indicate which of your office locations are included, and if applicable, the fax number.

| OFFICE | FAX # |
|--------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Please list clearly the physicians to whom this directive applies:

Name: _____ **Title:** _____ **Date:** _____

Please feel free to call with any questions or comments.

FOR RIA STAFF ONLY:

Change Made in System By (Print Name/Date) _____

Please fax final signed form back to Marketing at RIA Corporate _____