

How to Order a Radiology Report

Step 1:

Go to www.idtscans.com and choose **Request a Radiology Report** from our homepage.



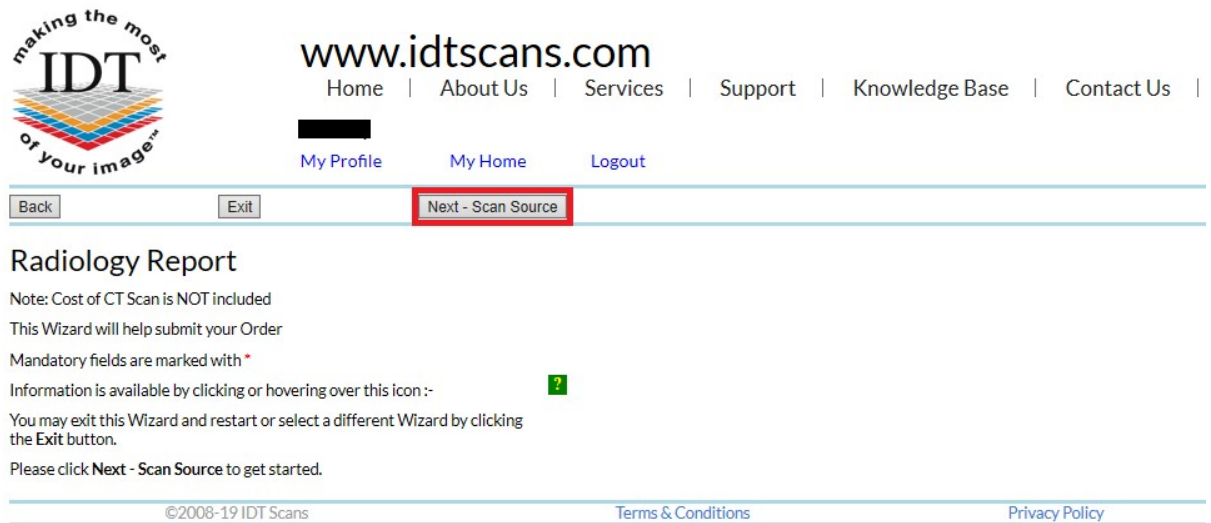
Step 2:

Log in to your account. Please **Register** if you haven't already done so.



Step 3:

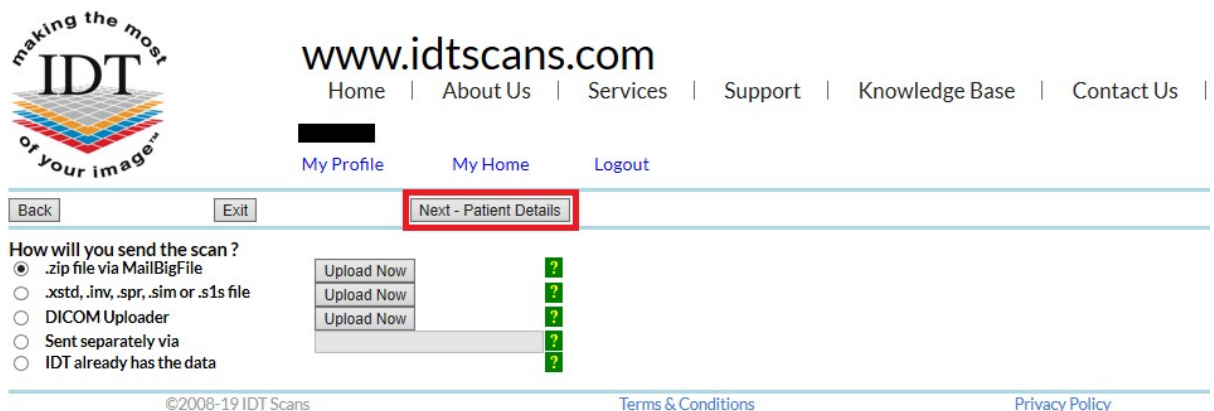
Choose **Next – Scan Source**



The screenshot shows the IDT Scans website interface. At the top, there is a logo with the text "making the most of your image" and "IDT". To the right, the website URL "www.idtscans.com" is displayed, followed by navigation links: Home, About Us, Services, Support, Knowledge Base, and Contact Us. Below these, there are links for "My Profile", "My Home", and "Logout". A navigation bar at the bottom of the header contains three buttons: "Back", "Exit", and "Next - Scan Source". The "Next - Scan Source" button is highlighted with a red rectangular border. Below the navigation bar, the main content area is titled "Radiology Report". It contains a note: "Note: Cost of CT Scan is NOT included", followed by "This Wizard will help submit your Order". It also states "Mandatory fields are marked with *". A green question mark icon is present next to the text "Information is available by clicking or hovering over this icon :-". Below this, it says "You may exit this Wizard and restart or select a different Wizard by clicking the Exit button." and "Please click Next - Scan Source to get started." At the very bottom, there is a footer with "©2008-19 IDT Scans", "Terms & Conditions", and "Privacy Policy".

Step 4:

Decide how you would like to send your data to IDT



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Example

Select the option most suited to you (.zip is the most frequently used) and select 'Click Here'. Then choose the file you wish to send to IDT Scans.

If you have a single file you can send it by itself.

If you have multiple files in a folder, please right-click (with the Right mouse button) on the folder, and select 'Send to compressed (zipped) folder'. This will create a single .zip file which you can attach and send.



www.idtscans.com



Mail a Big File to idtscans.com

In **Secure Mode**

1

Attach Files (maximum file size 2GB)

2

Your Email Address

Message

3

NOTE:

Your file may take a few minutes to upload; however, you can continue with your order while you wait.

Step 5:

Please complete all sections marked with an *



www.idtscans.com

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[My Profile](#) [My Home](#) [Logout](#)

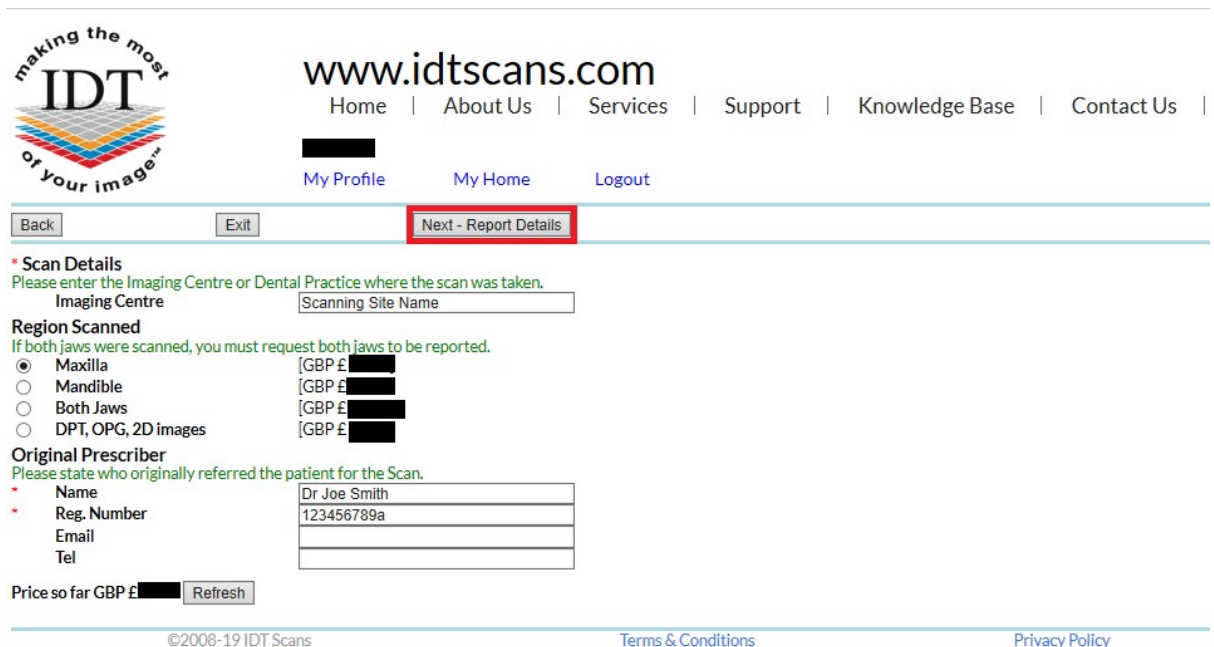
Patient Details

* Title	<input type="text" value="Ms"/>	
* First Name	<input type="text" value="Jo"/>	
* Last Name	<input type="text" value="Bloggs"/>	
* Date of birth	<input type="text" value="1"/> <input type="text" value="Sep"/> <input type="text" value="1963"/>	
* Sex	Male <input type="radio"/> Female <input checked="" type="radio"/>	
Patient ID	<input type="text"/>	
Address	<input type="text"/>	
Tel 1	<input type="text"/>	
Tel 2	<input type="text"/>	
Tel 3	<input type="text"/>	
Email	<input type="text"/>	

Step 6:

Please confirm the scan details. The Radiologist will examine all the images for pathology or normal variations, therefore, if maxilla and mandible were both scanned, you must select “Both Jaws”.

If both jaws were scanned, you must request both jaws to be reported.



The screenshot shows the IDT Scans website interface. The header includes the IDT logo with the tagline "making the most of your image™" and the website URL "www.idtscans.com". Navigation links include Home, About Us, Services, Support, Knowledge Base, and Contact Us. A user profile section shows a redacted name with links for My Profile, My Home, and Logout. Below this is a navigation bar with buttons for Back, Exit, and Next - Report Details (highlighted with a red box). The main content area is titled "Scan Details" and includes a form for entering scan information. The "Region Scanned" section has radio buttons for Maxilla (selected), Mandible, Both Jaws, and DPT, OPG, 2D images. The "Original Prescriber" section has fields for Name, Reg. Number, Email, and Tel. A price summary shows "Price so far GBP £" followed by a redacted amount and a Refresh button. The footer contains copyright information and links to Terms & Conditions and Privacy Policy.

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My Profile My Home Logout

Back Exit Next - Report Details

* Scan Details
Please enter the Imaging Centre or Dental Practice where the scan was taken.
Imaging Centre Scanning Site Name

Region Scanned
If both jaws were scanned, you must request both jaws to be reported.

☒ Maxilla [GBP £]
☐ Mandible [GBP £]
☐ Both Jaws [GBP £]
☐ DPT, OPG, 2D images [GBP £]

Original Prescriber
Please state who originally referred the patient for the Scan.

* Name Dr Joe Smith
* Reg. Number 123456789a
Email
Tel

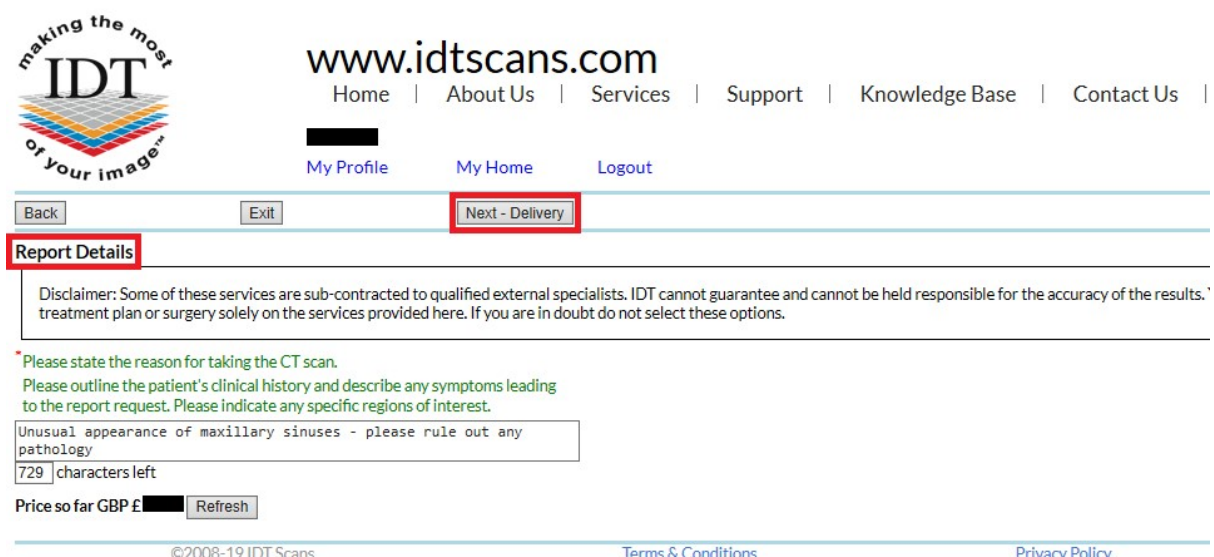
Price so far GBP £ Refresh

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Step 7:

Under **Report Details** please provide at least the following information:

1. The clinical reason for taking the CT or CBCT scan
2. A brief clinical history (please state any symptoms such as pain or swelling)
3. Any specific regions of interest (e.g. unexplained radio-lucency on previous PA or DPT)



The screenshot shows the IDT Scans website interface. The header is identical to the previous screenshot. The navigation bar shows buttons for Back, Exit, and Next - Delivery (highlighted with a red box). The main content area is titled "Report Details" (highlighted with a red box). A disclaimer is displayed. The "Please state the reason for taking the CT scan" section includes a text area for clinical history and a character count. A price summary shows "Price so far GBP £" followed by a redacted amount and a Refresh button. The footer contains copyright information and links to Terms & Conditions and Privacy Policy.

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Back Exit Next - Delivery

Report Details

Disclaimer: Some of these services are sub-contracted to qualified external specialists. IDT cannot guarantee and cannot be held responsible for the accuracy of the results, treatment plan or surgery solely on the services provided here. If you are in doubt do not select these options.

* Please state the reason for taking the CT scan.
Please outline the patient's clinical history and describe any symptoms leading to the report request. Please indicate any specific regions of interest.

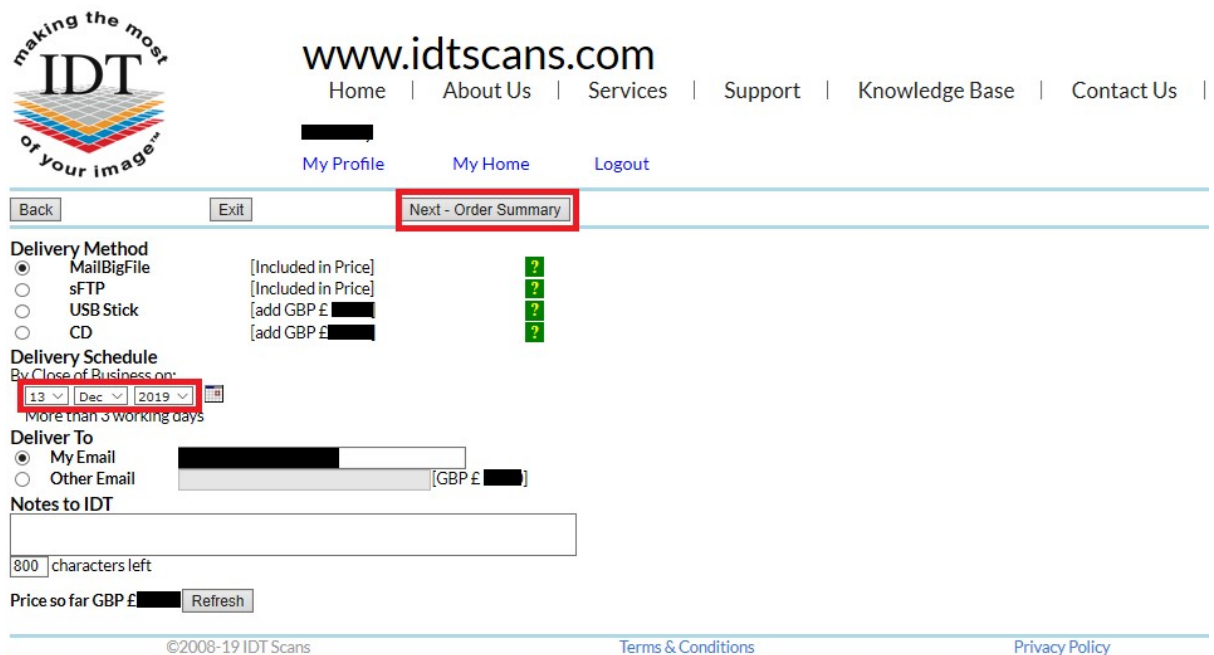
Unusual appearance of maxillary sinuses - please rule out any pathology
729 characters left

Price so far GBP £ Refresh

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Step 8:

Choose how you would like to receive the Report. Please also select the Date you would like the Report back (Express Service will incur an extra charge).



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My Profile My Home Logout

Back Exit **Next - Order Summary**

Delivery Method

- ☒ MailBigFile [Included in Price] ?
- ☐ sFTP [Included in Price] ?
- ☐ USB Stick [add GBP £ [redacted]] ?
- ☐ CD [add GBP £ [redacted]] ?

Delivery Schedule

By Close of Business on: 13 Dec 2019

More than 3 working days

Deliver To

- ☒ My Email [redacted]
- ☐ Other Email [redacted] (GBP £ [redacted])

Notes to IDT

800 characters left

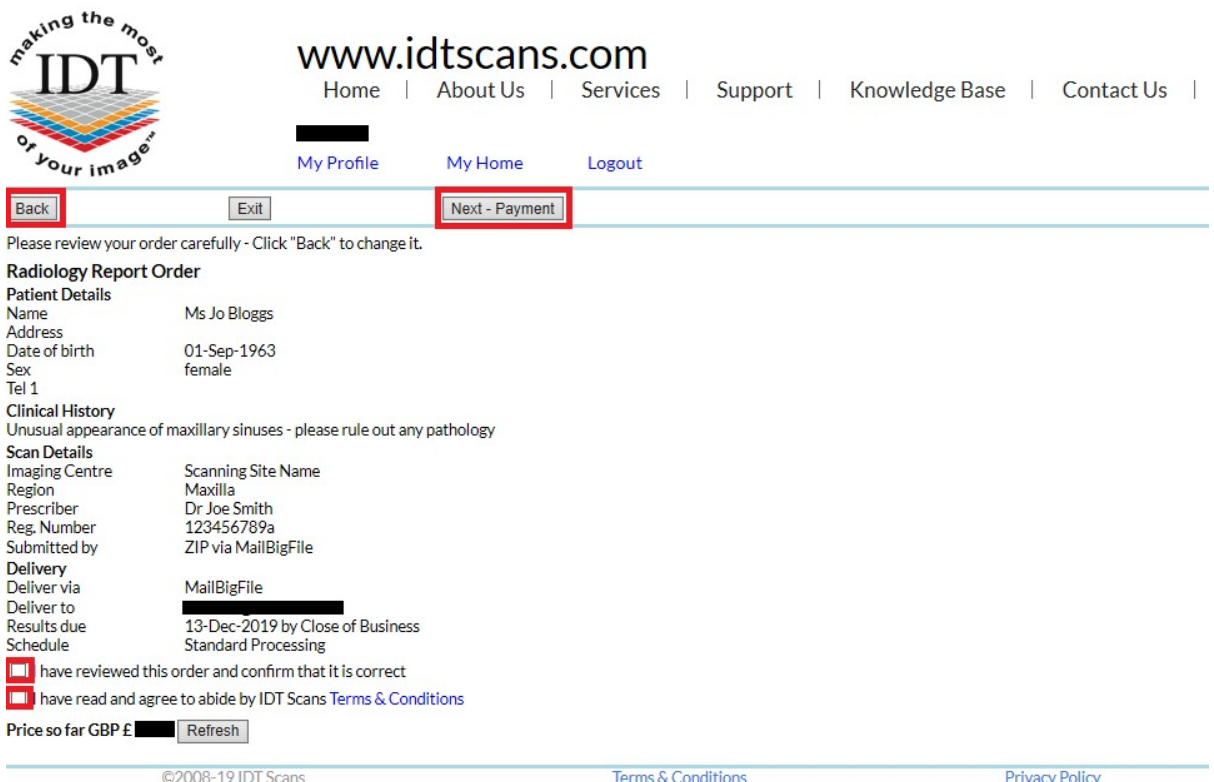
Price so far GBP £ [redacted] Refresh

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Step 9:

This page shows you a summary of your order. You can edit your order by clicking **Back**.

When you are satisfied that everything is correct, please tick the boxes and click **Next – Payment**.



making the most of your image™

www.idtscans.com

Home | About Us | Services | Support | Knowledge Base | Contact Us |

My Profile My Home Logout

Back Exit **Next - Payment**

Please review your order carefully - Click "Back" to change it.

Radiology Report Order

Patient Details

Name Ms Jo Bloggs

Address [redacted]

Date of birth 01-Sep-1963

Sex female

Tel 1 [redacted]

Clinical History

Unusual appearance of maxillary sinuses - please rule out any pathology

Scan Details

Imaging Centre Scanning Site Name

Region Maxilla

Prescriber Dr Joe Smith

Reg. Number 123456789a

Submitted by ZIP via MailBigFile

Delivery

Deliver via MailBigFile

Deliver to [redacted]

Results due 13-Dec-2019 by Close of Business

Schedule Standard Processing

☐ I have reviewed this order and confirm that it is correct

☐ I have read and agree to abide by IDT Scans Terms & Conditions

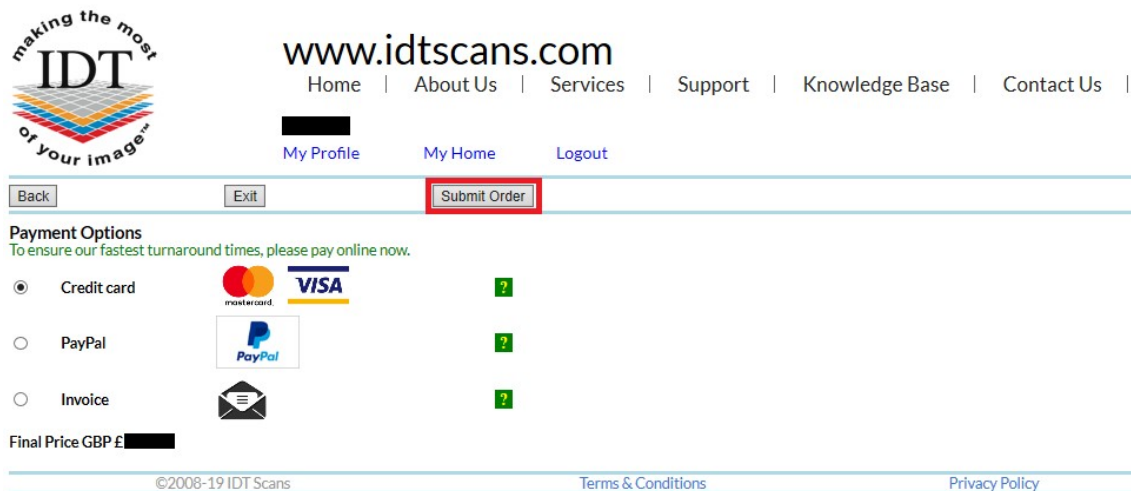
Price so far GBP £ [redacted] Refresh

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Step 10:

Please choose the relevant payment option and click **Submit Order**.

Unless you have arranged credit facilities with us, your order will not be processed until payment has been received.



The screenshot shows the IDT website's checkout page. At the top, the IDT logo is on the left, and the website URL 'www.idtscans.com' is in the center. Navigation links include Home, About Us, Services, Support, Knowledge Base, and Contact Us. Below the navigation bar, there are links for 'My Profile', 'My Home', and 'Logout'. A red box highlights the 'Submit Order' button. The 'Payment Options' section is visible, with radio buttons for 'Credit card', 'PayPal', and 'Invoice'. To the right of these options are logos for Mastercard, Visa, and PayPal. A green question mark icon is next to each payment option. Below the payment options, the 'Final Price GBP £' is displayed. At the bottom of the page, there are links for '©2008-19 IDT Scans', 'Terms & Conditions', and 'Privacy Policy'.

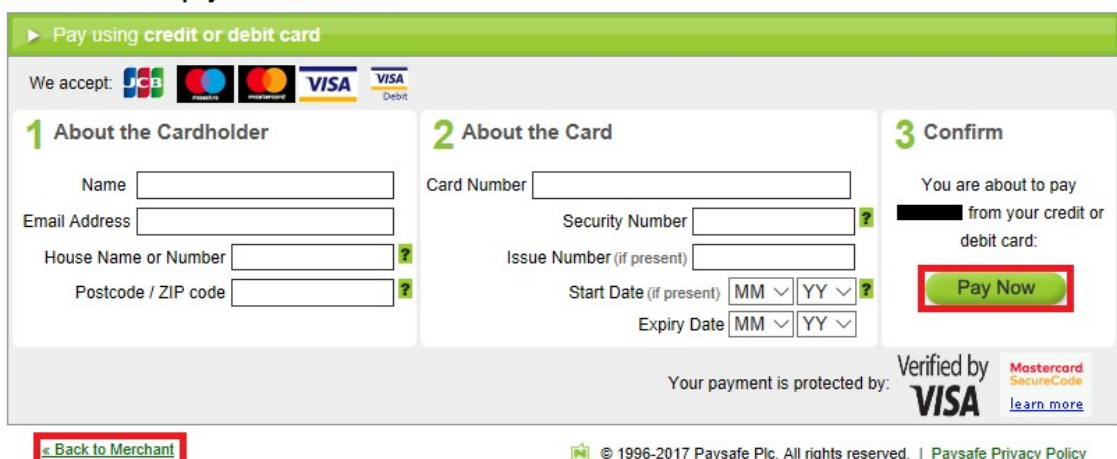
Step 11a:

If you choose to pay by **Credit Card** you will be redirected to the **NetBanx** or **Stripe** secure web payment service where your card details will be taken.

NOTE: The next screen may take a few minutes to appear.

You are about to make a payment of
[REDACTED] to **Image Diagnostic Technology Ltd**

Please fill in the payment form below

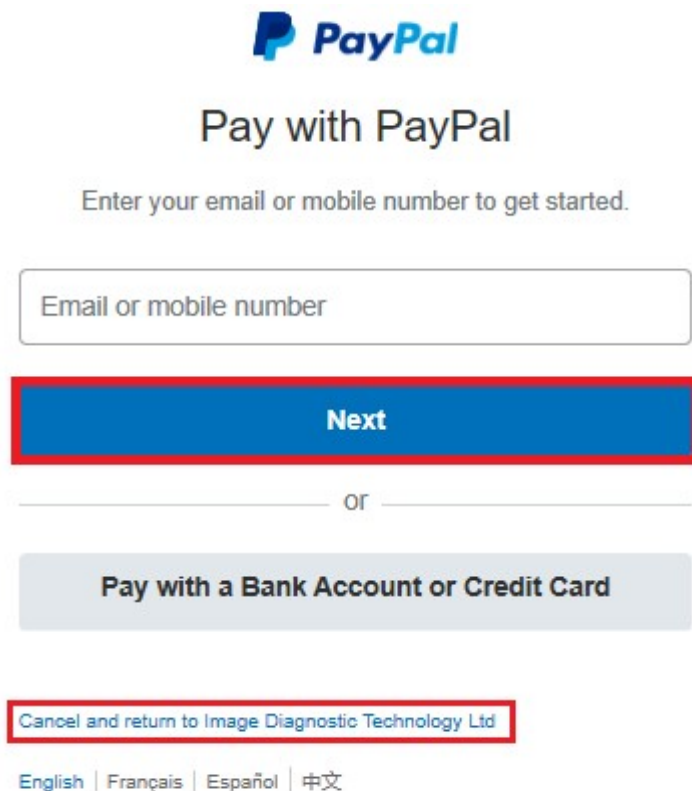


The screenshot shows a payment form titled 'Pay using credit or debit card'. The form is divided into three sections: '1 About the Cardholder', '2 About the Card', and '3 Confirm'. Section 1 includes fields for Name, Email Address, House Name or Number, and Postcode / ZIP code. Section 2 includes fields for Card Number, Security Number, Issue Number (if present), Start Date (if present), and Expiry Date. Section 3 includes a 'Pay Now' button. A red box highlights the 'Pay Now' button. Below the form, there is a 'Back to Merchant' button. At the bottom of the page, there is a copyright notice: '© 1996-2017 Paysafe Plc. All rights reserved. | Paysafe Privacy Policy'.

Please click **Pay Now** when you are ready to pay. Alternatively, you can select **Back to Merchant** to return to IDT's website and choose a different payment option.

Step 11b:

If you choose to pay by PayPal, you will be redirected to PayPal's website.



PayPal

Pay with PayPal

Enter your email or mobile number to get started.

Next

or

Pay with a Bank Account or Credit Card

[Cancel and return to Image Diagnostic Technology Ltd](#)

[English](#) | [Français](#) | [Español](#) | [中文](#)

Please click **Next** when you are ready to pay. Alternatively, you can select **Cancel and return to Image Diagnostic Ltd** and choose a different payment option.

Step 11C:

If you choose to pay by Invoice, we will send you an Invoice, but – unless credit facilities have been arranged – we will not process your order until payment is received.

If you need assistance, please phone us while you are at the computer on

+ 44 (0)20 8819 9158 UK

+ 44 (0)7767 366596 Mobile

+ 353 (0)21 470 9501 IRL

and we will do our best to help.

Created by: Danielle Fealy 2015-06-19

Revised by: DF/RAR 2017-12-06

Revised by: DF/RAR 2020-03-07