IDR
Insight Dental Radiology

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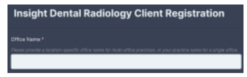
How to create an account

- Go to www.idradiology.com and Click CREATE to create an account.
- Fill out and submit the IDR Client Registration.



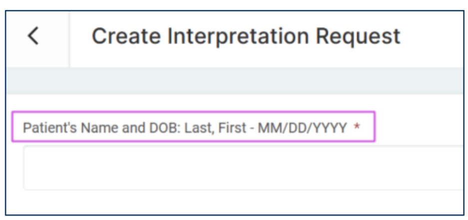
- You will receive an email notification to set up your password.
- LOGIN back into your account to submit an interpretation request.

To Submit an Interpretation Report

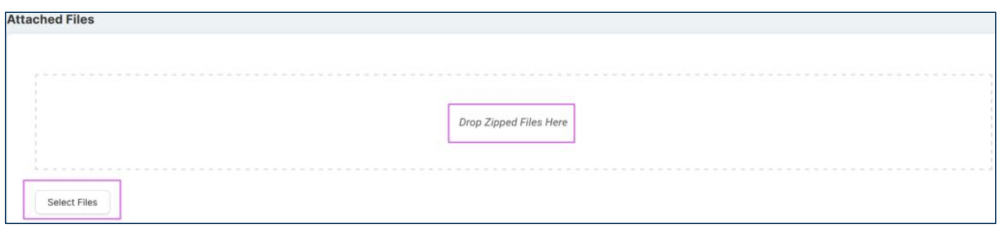
- Choose one of three ways:

1. Click here to submit new Interpretation Request right below the welcome message.
2. Go to My cases → Interpretation reports → Click +Interpretation requests.
3. Click « + at the top left corner.

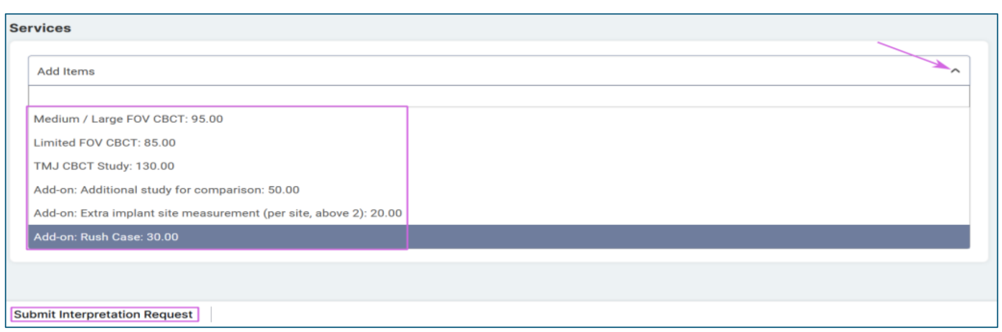
- Fill out the Interpretation form.



- Attach the **zipped** CBCT scan for each separate CBCT if submitting multiple scans.



- Choose a service from the **Services** drop-down menu (make sure to add any additional add-on services).
- Submit Interpretation Request.



❖ Once submitted you will receive a confirmation email followed by a second email informing you that the case has been accepted.

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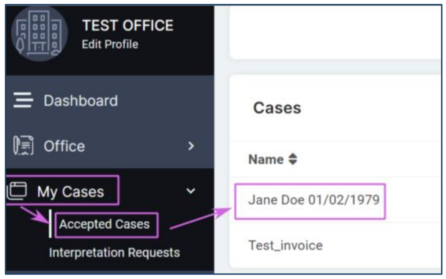
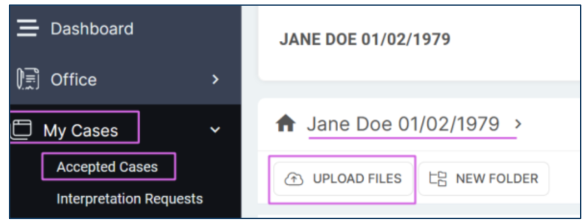
How to add additional images to the existing interpretation request

➢ My Cases → Accepted cases → Select the patient → Upload files

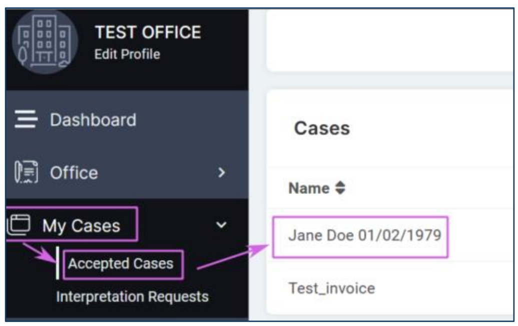


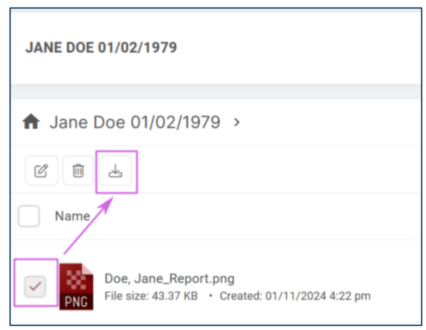


How to view/download the report

❖ Once the Interpretation report is submitted by the IDR radiologist, you will receive a notification email informing you that a new file, aka Report, is uploaded to the patient's case.

➢ My Cases → Accepted cases → Select the patient → Check the box next to the report you want to download → Click the Download button.





How to view your invoices

❖ On the first day of the month, you will receive an email notification for an invoice for the previous month. You have 14 days to make a payment.

❖ On this page, you can also check/change your billing and view your payments.

➢ Go to Office → Invoices → Select 3 vertical dots → Make Payment.