

Patient Portal User Guide

Patient portal <https://patientportal.myadsc.com/carlsbad>

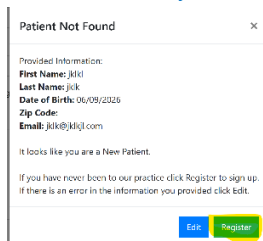
Current Patients –

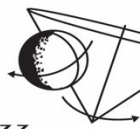
- Must have an email in your patient account to register for the portal (call the center to add)
- First, Last and DOB must match in the portal with what we have on file
- Once registered, you will automatically receive a confirmation email and will need to click on the “Activate Account” link in that email.

- Return to the portal and sign in – check email for the verification code
- Enter all demographics in the Profile section
 - If you do not have a “Home” phone number – enter your Mobile number
 - Upload Insurance Card (Front/Back) and Driver’s License – you can use a mobile phone/tablet to take a picture and upload, or select a photo saved in a computer
 - Please upload your Prior-authorization and order from referring provider

New Patients

- Click “Register”- you will get a pop up stating the information entered does not match
- Click the button to continue to create an account. The account will be created when the requested appointment is confirmed in our system.





AM&BB IMAGING CENTER, INC. TIN-33-0991215 NPI - 1730278656 EMAIL: ORDERS@CARLSBADIMAGING.COM

To Schedule an Appointment

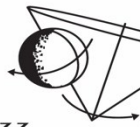
- **The appointment request is a request only.** Please allow 5 business days if prior authorization is needed. Contact your referring provider to send an order for the exam. The appointment will not be accepted until authorization and the order are confirmed.
- Call for same-day/STAT appointments
- **NOTE:** An email notification will be sent when the report is available
- No access to images. Ask for a CD at the time of the appointment
- Select the Location- Carlsbad or Imperial
- Select the Exam Type- **MUST** match the authorization and order
- Enter Authorization number if available
- Select a date and time
- You will receive an email when the appointment is accepted at our end. If there is a conflict you will be contacted by the office to reschedule. **DO NOT** come to the office unless you have received confirmation.

- Please complete all forms relating to your appointment

Pre-Visit Forms

Pre-visit forms are available for this appointment. Would you like to fill these out right now?
 If this is a follow up visit and/or you've already filled these forms out, you may click on the pre-selected button below to skip.

[RELEASE OF MEDICAL RECORDS FORM](#) [MOTION CHAIRS](#) [PATIENT REGISTRATION FORM](#)
[RELEASE OF MEDICAL RECORDS FORM](#) [PATIENT REGISTRATION FORM](#)



Add Authorized Users

- Select “Authorized Users” from the menu on the left
- Enter all required fields
- Share this information with the additional user. The authorized user will get an email that they have been added to the account. They will need to click the “activate account” button on the registration page.

Authorized Users
This page contains a listing of all currently authorized users on your patient portal account along with their status (enabled/disabled). Authorized users have full rights over your account and permissions have no set expiry date.

Current Authorized Users

User ID	First Name	Last Name	Date of Birth	E-Mail	Phone	Active
dah	DIANE	HUBER	01/01/1967	aha.com	565-555-5555	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Add Authorized User

First Name * Last Name * Date of Birth * E-Mail *

MM/DD/YYYY

Mobile Phone Number * User Name * Password * Password (confirm) *

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