

## How to place a PGT order using RGI’s Provider Portal, powered by Think of Them (TOT)

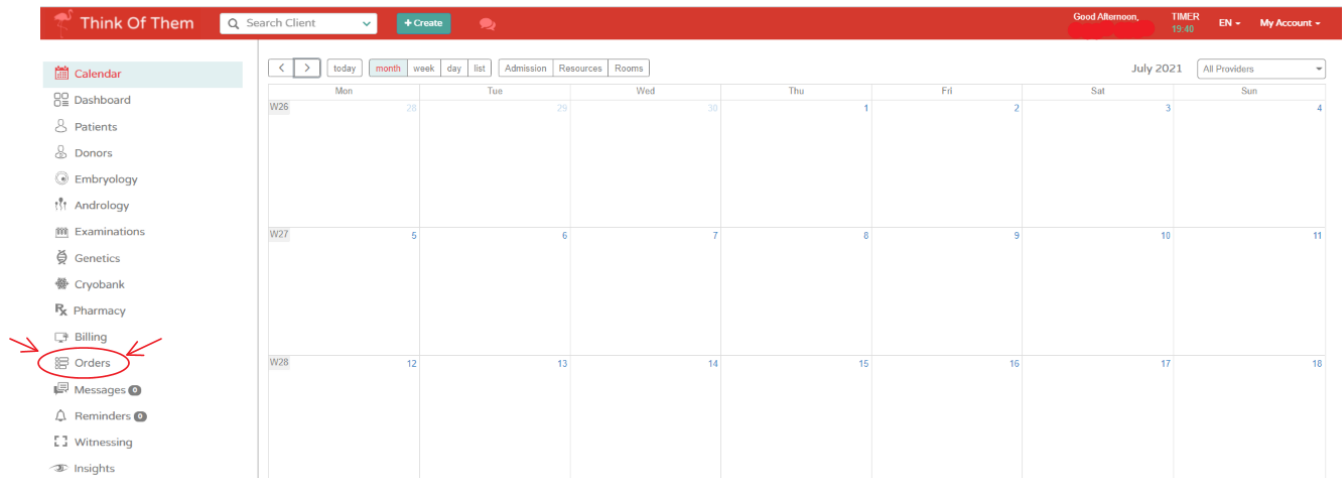
You should receive an email directly from the TOT portal to set up your password. This access email will be sent to the preferred portal email provided by your center. For help setting up your account, you can view the start of this video: <https://www.youtube.com/watch?v=Yrk2Nk0SveA>

Please take note of your user name and password and share with any team members that would require access as well:

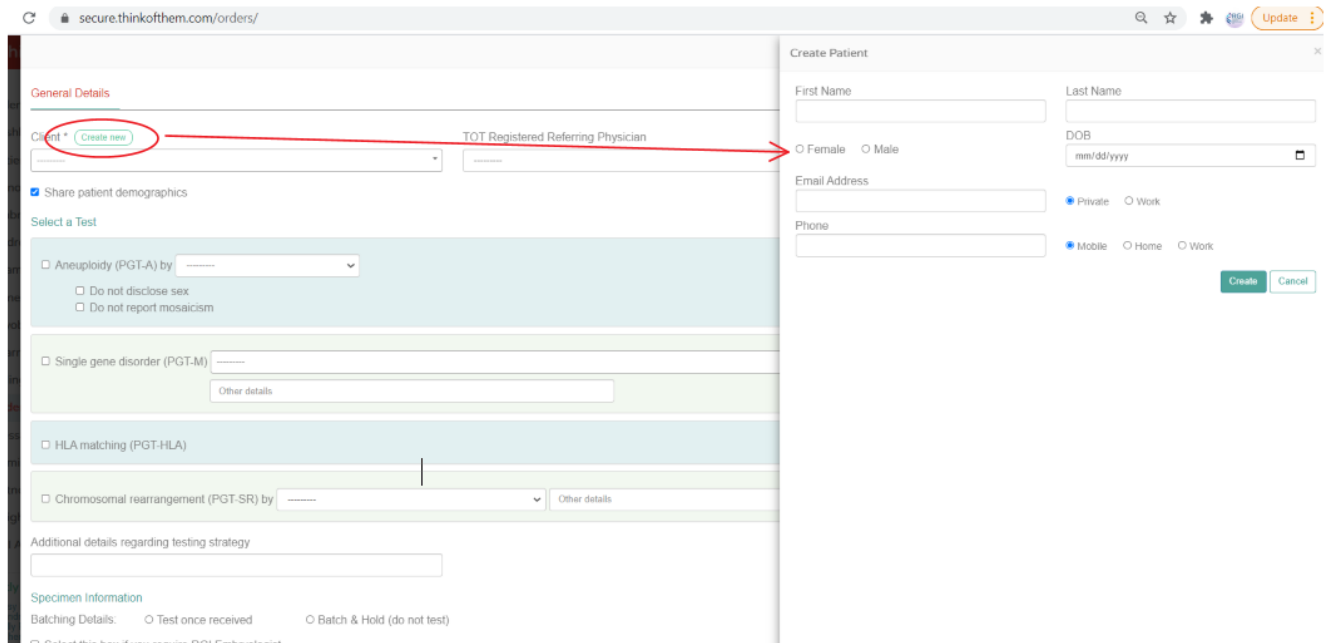
<b>User Name</b>	
<b>Password</b>	

We recommend using Chrome or Mozilla to open the TOT portal platform.

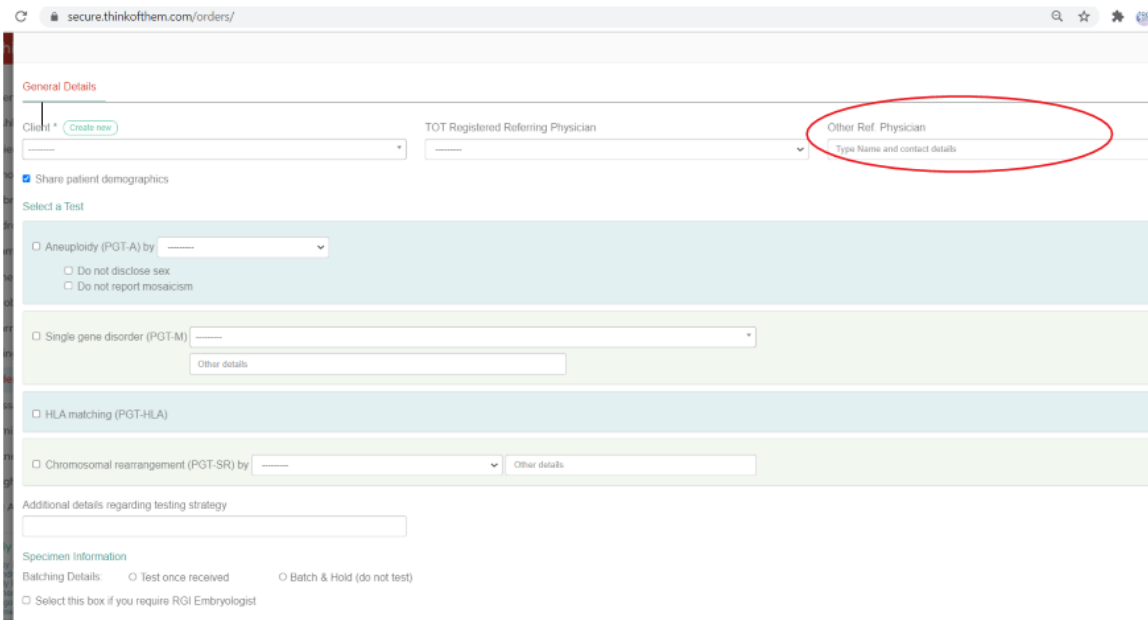
The portal allows you full access to the TOT EMR, so when you first log into the system, you will see the default calendar screen. To place an order, simply click on “Orders” on the left hand menu. This will take you to the orders screen.



Here you will need to enter the patient demographic information by clicking “create”. This will open a secondary window where you will enter the patient name, date of birth, and contact information. Then click “create”



Now tell us who the referring physician is. Simply write the physician’s name in the space provided.





Enter the order details including result delivery preferences. You can choose to add additional results emails by providing them in the space provided.

Next, e-sign the form and please be sure to click submit!

Results Delivery Method(s)     Patient Chart (recommended)    e-mail    FAX    Patient Portal

Choose a billing option:    Practice Direct    Patient Direct

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By checking this box and typing my name below, I am electronically signing this order and attest that I am the ordering physician, or I am authorized by the ordering physician to order this test.

We now have your order!

Notice, you have the option of saving your order and coming back to it at a later time.

You can view your submitted orders by selecting "Orders" from the left hand menu.