Medical Oncology Order Request via the AIM ***Provider****Portal*SM

Quick Step Guide

1. Login to www.ProviderPortal.com, if you are a registered user *(or register and then login)*.
2. Enter the treatment "**Start Date**" on the "**Start Your Order Request Here**" tab.
3. Select and enter the **member's search criteria** and click "Find This Member".
4. **Select the member** by clicking on their underlined name.
5. Select the "**Chemotherapy and Supportive Drugs**" button and click "**Continue**".
6. Verify there are no **duplicate orders** in place for the member and click "**Next**".
7. Search and select the **Ordering Provider** by clicking on the hyperlink name.
8. Enter or validate the **provider's fax number** and click "Save".
9. Enter or validate the medication "**Dispensing Date**" and click "**Next**".
10. Search and select the "**Dispensing Provider**" by clicking on the underlined name.
11. Select the "**Place of Service**".
12. Enter the **member's height and weight**, click "Save and Continue".
13. Select the **Cancer Type**.
14. Select the **primary ICD-10 code**.
15. Type and select both the **Chemotherapy and Supportive drugs.** Once all drugs have been added click "Save and Continue".
16. **Answer all questions**, click "Save and Continue".
17. Validate or update the **dosing information** for the **chemotherapy drugs**, click "Save and Continue".

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18. Validate or update the **dosing information** for the **supportive drugs**, if needed, click "Save and Continue".
19. Enter the **pathology**.
20. Enter the **stage** or **TNM**.
21. Enter any **biomarker data**, if needed.
22. Enter the **Line of Treatment**.
23. Enter the **ECOG/Performance Status**, click "Save and Continue".
24. **Answer any additional questions**, if needed, click "Save and Continue".
25. **Resolve any deviations**, if needed. The ordering physician may also select an alternate treatment plan, if options are presented. Click "Save and Continue".
26. Validate or update the "**Treatment End Date**".
27. Add in the **Clinical Trial ID#** *(if applicable)* and click "Done".
28. Review the "**Order Request Preview**" and ensure all the information is correct, click "**Submit This Request**".
29. Download a copy of the "**Order Summary**" via the "Print" or "Save as PDF" buttons.

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