

***iNIRO* - National Independent Review Organization**

Procedure for utilizing *iNIRO*'s Automated Review Process

Step 1:

Go to the ***iNIRO*** secure website... <https://www.iniro.com>

Step 2:

Enter your **User Name** (ie; the first initial of your first name followed by your last name... NO SPACES.)

Step 3:

Enter your **Password** (ie; this is the same as your User Name until you change it to something other.).

Step 4:

Click the **LOGIN** button to enter the secure website.

Step 5:

In order to begin utilizing the ***iNIRO*** software, your first step will be to click the **Create New Request** option at the top of the screen. This will take you to ***iNIRO***'s automated **Create New Request Form**.

Step 6:

Complete the electronic form as you would a manual document. Note that the form has been simplified to minimize your input. Note that required fields are indicated with a red asterix (*). When finished, click the **SUBMIT** button.

Step 7:

The next step is to add pertinent medical records as attachments. You are able to add attachments via the **BROWSE** button and/or via the **ADD EXT ATTACHMENT** button. [Note that the ***iNIRO*** system allows either or both options to assemble your medical review package for the review specialist.] The **BROWSE** button is used when you have electronic files already captured on your computer. Simply click the **BROWSE** button and search for the appropriate file(s) on your computer. The **ADD EXT ATTACHMENT** button is used when you have actual hard copy that needs to be included in the final review package. Simply choose the **Attachment Type** that is most appropriate and click the **ADD EXT ATTACHMENT** button. When you are finished adding attachments, you need to click the **NEXT** button located at the lower left corner of your screen.

Step 8:

The next step is necessary **ONLY** if you have External Attachments (hard copy) to submit with your ***iNIRO*** request. You will notice a summary of the attachment(s), individually recognized with a unique **ATTCH ID #** as well as a reference to **TYPE**. Click the **printer icon** which is located under the **FAX COVER LETTER** area and to the right of the screen, and print the automated **FAX COVER SHEET** for use in your manual fax transmission. This **FAX COVER SHEET** includes the ***iNIRO*** fax telephone number as well as a summary of your attachment. You will need to print a separate **FAX COVER SHEET** for each one of the External Attachments that you identified in the previous step. Use these **FAX COVER SHEETS** as the first page of your manual fax and fax the attachment to **1-678-868-9103**.