

[iNIRO](#) Operating Instructions for Physicians

1. **LOGIN** to the iNIRO Website (at www.iniro.com)
 - a. Enter **USERNAME**
 - b. Enter **PASSWORD**
2. Review request...
 - a. Click the **Review Req #** and proceed to review both the client summary and the medical records that are attached
 - i. Review the screen for the client's summary
 - ii. Go to the lower portion of the **iNIRO** screen and double-click the **attachment I.D. #...** wait for the **PDF file** to appear. (It may take a few moments but please be patient as the **PDF file** may be large or your computer may be slow.)
3. After thoroughly reviewing the data, decide whether to **Accept** or **Decline** the **medical review request**. Indicate your choice by clicking either the **Accept** or **Decline** option. Immediately afterwards, click the **Submit** button for the **iNIRO** system to record your choice.
 - a. If you **decline** the **medical review request**, you are done once you hit the submit button.
 - b. If you **accept** the **medical review request**, you will be able to **Begin Report** once you hit the submit button.
4. Begin writing the report by clicking the **Begin Report** button which shows up in the upper right-hand corner of the screen.
 - a. After beginning the report, you may stop at any time but need to click the **SAVE & CLOSE** button when you do.
 - b. When you are ready to finish the report, you will need to click the **EDIT REPORT** button which is located at the upper right-hand corner of the screen.
 - c. Once you are done with the final report, click the **SUBMIT FINAL REPORT** button located on the lower portion of the screen. Once you click the **SUBMIT FINAL REPORT** button, the **iNIRO** system will lock the report such that only an authorized Administrator may edit the report for additional comments and/or corrections.