

ADVANTAGE RADIOLOGY SERVICE
CHIROPRACTIC RADIOLOGISTS
P.O. BOX 6919 TOLEDO, OHIO 43612 (844) 283-4163

ARS will provide your practice:

1. No cost to the doctor
2. A formal written interpretation
3. A toll-free number for inquiries
4. Pre-paid/Pre-addressed shipping labels
5. All the miscellaneous shipping supplies you need (tape, forms, etc.)
6. STAT service on emergency basis

ARS asks you to provide:

1. A signed "X-ray Assignment Agreement" (See attachment "A")
2. A completed "Billing/History Form" (See attachment "B")
 - ** copies of your paperwork are acceptable
 - ** whenever possible, copies of insurance cards
3. All of your patient films (including retakes) so that we can assure your office full coverage
4. If hospital films are sent for interpretation, they must be accompanied by the full report generated at the facility which conducted the study

ARS does not read films that are over six (6) months old.

Craig P. Church, D.C., D.A.C.B.R.

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HOW TO SHIP X-RAYS TO ARS

1. Leave patient films in their own jackets;
2. Inside each patient jacket, place the following:
 - "X-ray Assignment Agreement" (See attachment "A")
 - "History/Billing Form" (See attachment "B")
3. Place all x-ray jackets into our mailing box;
4. Seal with plenty of shipping tape;
5. Adhere prepaid UPS label to package; and keep tracking number/receipt (there is a tracking number at the bottom of the label – peel it off and keep it in a log book (notebook). Keep track of all patients who were sent in that package and the date sent in case of damage or loss.);
6. Please verify that your name, address and zip code is correct on the label;
7. Give package to any UPS driver when he drops off any package at your office
OR
Take package to nearest UPS drop box (call 1-800-PICK-UPS for closest location)
OR
Drop package off at a UPS customer service office
 - ◆ We supply all shipping materials, just call to request more
 - ◆ **Do Not** throw away boxes in which your films are returned to you. You may reuse the boxes over and over again. Just use a new UPS label each time you send.
 - ◆ You will receive prepaid UPS labels with each return shipment

If you have any questions, please do not hesitate to call us at (844) 283-4163.

Sincerely:

Client Services

Craig P. Church, D.C., D.A.C.B.R.