

ADSI Web Portal Instructions



How to initiate an Overnight Oximetry Request

1. Schedule your patient into our portal through the “Schedule” section located on the menu bar, select “Schedule Oximetry” to finish entering your patient. After the “Schedule Oximetry” process simply fax the prescription to our central intake department for processing along with the patient’s demographics and insurance information.
2. Once we receive this request, ADSI will review & validate the order. As we verify the prescription, your patient status will change to “Ready for Upload” and a green check mark will be placed in the “Rx” column; as long as the script meets insurance guidelines.

Upload Prescriptions, AOBs & Other Documents;

Click on your patient’s name and scroll down to the “Patient Documents” section to upload your patient documents for verification.

Printing the Assignment of Benefits (AOB)

1. Login to our web portal and proceed to the “Queue”. After hovering over the “Queue”, click on the “Print AOB/Upload Oximeter” from the drop down menu.
2. Find the patient you wish to print the AOB for and click on the “AOB” link for that patient. Another window will pop-up with a pre-filled patient AOB for you to print and have the patient sign. Once signed, fax to our office for processing.

Uploading the Oximeter Data

1. To upload your oximeter, you will proceed to the “Queue” and click the “Print AOB/Upload Oximeter” link from the drop down menu. From here you will follow the next few screens to upload the oximeter data to our HIPAA secure servers for processing after you click the “Upload” link for the patient you wish to upload.
2. After the upload process has completed, you will be redirected to the “Pending IDTF Verification” page where you can view a Preliminary Report or edit patient data.
3. If you have any issues when uploading, simply go to the following link below, follow the on-screen instructions & contact our office and provide us your Client ID that was provided through Technline Remote Assistance.

advdiagnostic.com/TechSupport

Printing/Viewing the Oximetry Report

1. All reports are processed within 5 – 15 minutes once your oximeter has been uploaded. To ensure this, please have all paperwork faxed to our office prior to uploading your oximeter.
2. Proceed to the “Results” section and click the “Oximetry Results” link. From here you can view, print or save the oximetry report. All reports are faxed by our office to the ordering physician immediately after it has been reviewed & released by our techs.

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