

Merge - How to Add Flag

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Merge - How to Add/Remove Flag

How to add or remove a flag to a patient in Merge RIS

1. Pull up patient in Merge RIS
2. From the Schedule Tab, double-click on the accession that you will be adding the flag to
3. From the Patient Files: Demographics window, click on white flag icon located on the lower, right-hand corner of the screen

A screenshot of the "Patient Files: Demographics" window in a medical software interface. The window title is "Patient Files: Demographics" and the patient information is "TEST, 2" with a date of birth "11/29/1976" and age "45 yo". The interface has several tabs: "Demographics", "Patient Details", "Policies", "Visit Info", "Exam Details", "Labs", "Film", and "Audit Trail". The "Demographics" tab is active. The form contains various fields for patient information, including SSN, Last Name (TEST), Alias, Gender (Female), Primary Physician, Address 1 (3020 williams drive), Zip Code (22031), City (FAIRFAX), Country (United States), Home Phone, Mobile Phone, Patient Balance (\$0.00), Employer (NIH), Student Status, Date of Death, Emergency Contact (JIM SMITH-HUSBAND), Jacket Number (059706), First Name (2), DOB (11/29/1976), Race (White), PMIS No. (0100647262), Middle Name, Suffix, Marital Status, Address 2 (UNIT 525), State/Province (Virginia), Email (andrea.kellenberger@wa), Fax Number, Notification Method (Email), Status, Employer Phone, Consent (No), Date, Notice of Privacy (No), Date, Declined Email, and Declined Portal. At the bottom of the form, there are navigation buttons: "EXTERNAL IDS", "SUMMARY OF CARE", "CLINICAL SUMMARY", "APPOINTMENT DETAILS", "EDUCATION", and "PATIENT PORTAL". Below these are "BACK", "NEXT", "COMPLETE", and "CANCEL" buttons. In the bottom right corner, there is a toolbar with several icons, including a white flag icon which is highlighted with a red box.

4. The Patient Flag Search window will populate, select/deselect options as necessary

Patient Flag Search

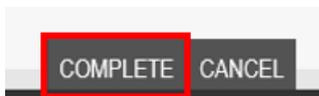
Flag Name Selected Items SEARCH

Search Results

Flag	Flag Description	Restricted	Type	Icon
<input type="checkbox"/> ELECTRONIC ORDER	ELECTRONIC ORDER IN QUEUE	No	Visit	
<input type="checkbox"/> Mammo Overdue Message Left	Mammo Overdue Message Left	No	Patient	
<input type="checkbox"/> ESTIMATE ON FILE	SEE ONBASE FOR ESTIMATE	No	Visit	
<input type="checkbox"/> FALL RISK PT	FALL RISK PT	No	Patient	
<input type="checkbox"/> HIGH IMPORTANCE SEE COMMENTS	HIGH IMPORTANCE SEE COMMENTS	No	Patient	
<input type="checkbox"/> Insurance Verification Required	Insurance not validated	No	Visit	

COMPLETE CANCEL ?

5. Click COMPLETE



6. Selected flags will appear by patient name on most screens in Merge RIS

Work Queue	Schedule	Check In/Out	Tech Entry	Patient File	Dictation	Transcription	Report Rev
Patient Name		TEST, 2					
PMIS	0100647262			Jacket	059706		
Privacy	No			Date			
Address	3020 williams drive, FAIRFAX, Virginia 22031			Age	45 yo		
Phone	(703) 280-0000						
Email	andrea.kellenberger@washingtonradiology.com						
Status	Date	Exam		Loc.			
Cancel	07/05/2022 3:00 PM	MAMMO 3D SCREENING		2141K			
Cancel	02/07/2022 10:00 AM	CT ABDOMEN AND PELVIS WITH CONTRAST		2141K			

NOTE: Electronic Order flag will ONLY display on the Patient File tab

Patient Name	TEST, 2	
Privacy Notice	No	Date
Address	3020 williams drive, FAIRFAX, Virginia 22031	
Phone	(703) 280-0000	Fax Email andrea.kellenberger@washingto
Status	Date	Jacket
Cancel	07/05/2022 3:00 PM	059706 
Cancel	02/07/2022 10:00 AM	059706
Cancel	10/11/2021 10:30 AM	059706
Cancel	08/18/2021 3:10 PM	059706
Cancel	07/20/2021 9:00 AM	059706

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