

Merge - Adding Order - Administrative Task

Last Modified on 06/26/2023 1:13 pm EDT



Merge - Adding Order

1. Pull up patient in Merge RIS in Patient File tab

The screenshot shows the 'MERGE RIS' interface with the 'Patient File' tab selected. It includes search fields for Patient Name (HENCK, JOANNE S.), Additional Search Criteria (DOB), and Secondary Search Criteria (Accession Number). There are checkboxes for 'Exact', 'Hide Cancel/No Show', 'Display Accession #', and 'My Locations'. A 'SEARCH' button is present. Below the search fields is a table with columns: Patient Name, DOB, SSN, and PMIS. The table contains one entry: HENCK, JOANNE S., 05/27/1956, 0100274912.

Patient Name	DOB	SSN	PMIS
HENCK, JOANNE S.	05/27/1956	0100274912	

2. Click on Schedule button at the bottom of the page.

The screenshot shows the bottom of the page with a row of buttons: NEW PATIENT, SCHEDULE, RESCHEDULE, CHANGE, CANCEL APPT, and WAITLIST. The 'SCHEDULE' button is highlighted with a red rectangle.

Order	CheckOut	08/12/2014 12:45 PM	219310	HIP	ARAT HIP AP AND LATERAL
		07/08/2014 9:30 AM	219310	SCD	US CAROTID DOPPLER

NEW PATIENT SCHEDULE RESCHEDULE CHANGE CANCEL APPT WAITLIST

3. Type exam needed into exam code field

The screenshot shows the 'Patient File' tab in a software interface. The 'Exam Code' field is highlighted with a red box and contains the text 'masp'. Below it, the 'Exams Found' section is visible, showing a table with columns 'Exam Code' and 'Description'.

4. Click on box at the bottom of the page that says ADD ORDER

The screenshot shows the 'Selected Exams' section. It contains a table with columns 'Exam Code' and 'Description'. The first row shows 'MASP' and 'MAMMO SCREENING WITH PRIORS'. At the bottom of the section, there are three buttons: 'FIND', 'ADD ORDER', and 'CLEAR'. The 'ADD ORDER' button is highlighted with a red box.

5. In the comment field select :

- Category: VISIT
- Priority: LOW
- Add a comment "Written order scanned into MDM"
- Click Add
- Click Complete

The screenshot shows the 'Comments' section of the software interface. It includes fields for 'Comment Date' (08/07/2018), 'Category' (Visit), 'Priority' (Low), and 'Internal' (checked). The 'Comment Text' field contains the text 'Written order Scanned into onbase'. Yellow arrows point to the 'ADD' button, the 'Category' dropdown, the 'Priority' dropdown, the 'Comment Text' field, and the 'COMPLETE' button at the bottom.

6. Order will now be seen in Work Queue and in the Patient File Tabs

Patient File

S.

Exact

Exact

sion #

Patient Name

HENCK, JOANNE S.

Privacy Notice

No

Date

Address

1519 PARK GLEN CT, RESTON, Virginia 20190

Phone

(202) 494-4578

Fax

Email

JHENCK27@GMAIL.COM

Age

62 yo

Status	Date	Jacket	Exam	Description	Loc.	Ref. Phys.
Order	08/07/2018 1:07 PM		3D M ASP	MAMMO 3D SCREENING WITH PRIORS	STERL	DOANEWILSON, CATHLEEN
Cancel Order	12/21/2017 1:32 PM		ELBC	XRAY ELBOW COMPLETE	STERL	JENKINS, ELLEN
CheckOut	12/07/2017 4:15 PM	219310	CXPL	XRAY CHEST PA AND LAT	FFX	JENKINS, ELLEN M
CheckOut	11/28/2017 10:00 AM	219310	DEXA VFA	DEXA SCAN INCLUDING VFA	STERL	JENKINS, ELLEN M

EDITED: 06/26/2023