

Merge - Schedule Exam

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Merge - Schedule Exam

The purpose of this document is to provide instructions for scheduling a single exam through the Merge RIS system.

1. Search for and select patient in Merge
2. Start on the Schedule Tab:

A screenshot of the Merge RIS system interface. The top navigation bar has five tabs: "Work Queue", "Schedule", "Check In/Out", "Tech Entry", and "Patient File". The "Schedule" tab is highlighted with a red rectangular box. Below the tabs, there is a "Patient Name" field containing "TEST, 2" and a dropdown arrow. Underneath, there are fields for "PMIS Privacy" (0100647262, No), "Jacket Date" (059706), and a small icon.

3. Complete the following fields:

- o Physician
- o

A form field labeled "Physician" with a text input box and a magnifying glass icon on the right side.

- o Location
- o

A form field labeled "Location" with a dropdown menu showing "All" and a downward arrow.

- o Insurances - Hover over listed insurance to view policy and group numbers

NOTE: Can also Add, Edit and Inactivate insurance

A screenshot of the "Insurances" table in the Merge RIS system. The table has two columns: "Insurance" and "Rank". The first row is checked and highlighted in blue. A tooltip is visible over the first row, displaying the following information: "Plan #: 12345678", "Group #: 008850", and "Address: PO BOX 182223 , CHATTANOOGA, TN, 37422". Below the table are three buttons: "ADD", "EDIT", and "INACTIVATE".

Insurance	Rank
<input checked="" type="checkbox"/> CIGNA PPO	

- o Appointment Reason - DO NOT LIST TYPE OF EXAM HERE, MUST BE REASON FOR THE EXAM

Appointment Reason: Other Appointment Reason
 Other:

- Exam Code/Description

Exam Code/Description: Keywords: SEARCH

NOTE: Double-click on the exam type to add it to the Selected Exams section

Exams Found			
Exam Code	Description	Duration	Type
3D MASP	MAMMO 3D SCREENING	5-15	Single Visit
3D MASPBU	MAMMO 3D SCREENING AND BREAST ULTRASOUND	5-15	Single Visit

Selected Exams			
Exam Code	Description	Duration	Type
3D MASP	MAMMO 3D SCREENING	5-15	Single Visit

- Once all fields have been completed, click FIND

FIND ADD ORDER CLEAR

- Patient Information: Questionnaire will display - Ask patient the questions and make selection accordingly, then click COMPLETE

Patient Information: Questionnaire
 3D MASP-MAMMO 3D SCREENING

RIS Questionnaire MAMMOGRAM (ver 22)

* 1. Do you currently have any breast problems?
 Yes No

* 2. Do you have implants?
 Yes No

* 3. Do you have a history of breast cancer?
 Yes No

* 4. Do you have prior mammo films?
 No Yes at WRA Yes elsewhere see below

5. SCREEN ONLY. IF PRIORS IN AREA . Ask pt to bring name of other facility to apt. We will req images.

6. SCREEN ONLY. IF PRIORS NOT DONE IN AREA. Ask pt to bring images and arrive 20 min early to digitize.

7. DIAGNOSTIC: All pts should obtain outside images and arrive 20 min early to digitize.

* 8. NEW SCREENING MAMMO PATIENT - Were you referred by a WR/Solis Employee?
 Yes No NA

9. If YES to previous question, remember to add WHO on the Exam Details tab!

COMPLETE CLEAR CANCEL PRINT ?

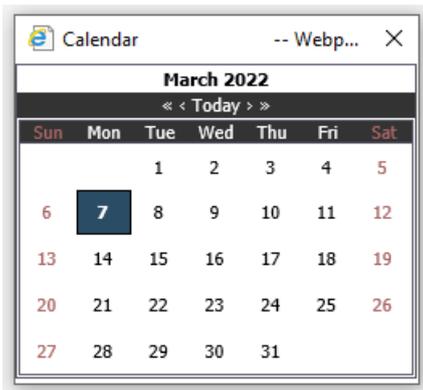
- The Schedule: Appointment Book window will populate

- Use the arrows on either side of the date to move forward or backward by one day

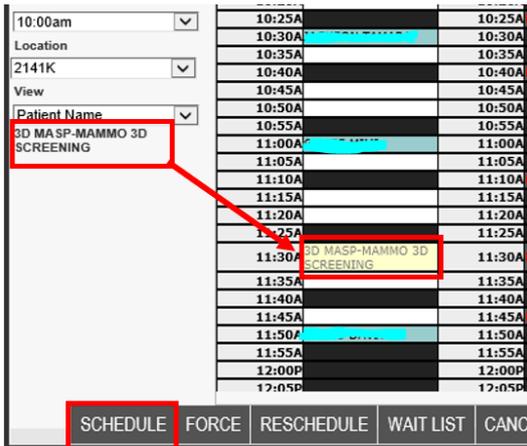
◀ 03/07/2022 Monday ▶

- Use the calendar icon to jump to a specific date - NOTE: Single arrow on either side of "Today" will move calendar back or forward by one month, double arrow will move calendar back or forward by one year

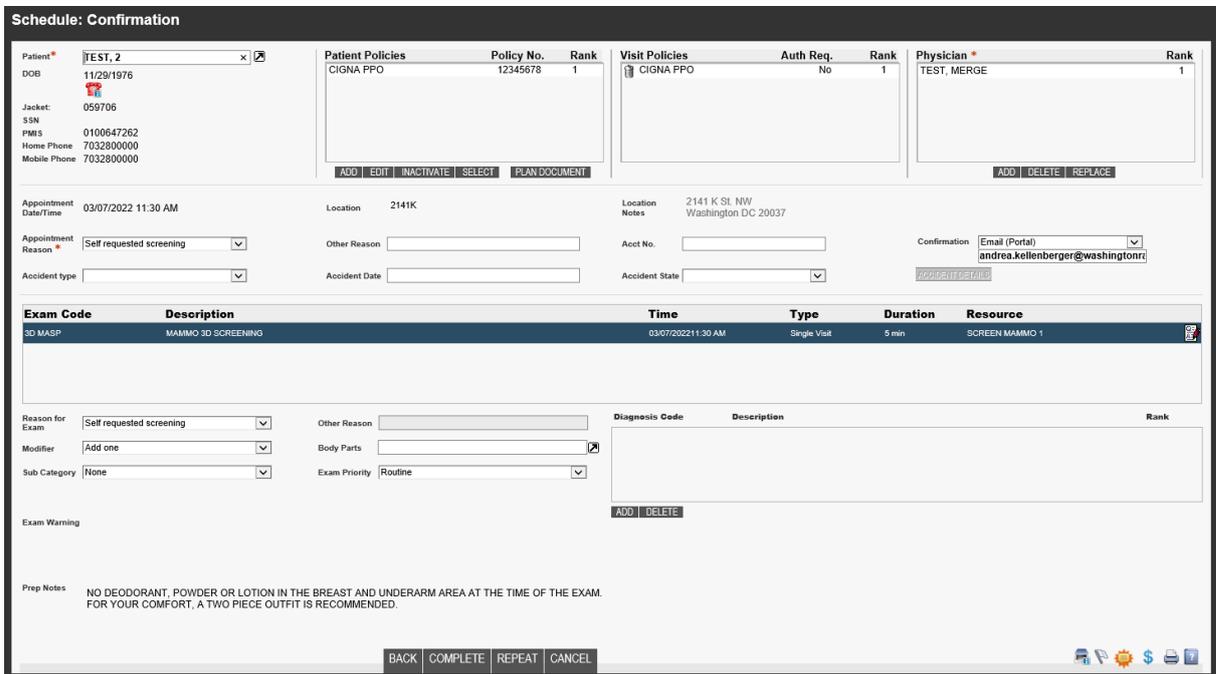




7. Drag and drop the exam to the requested date and time slot, then click SCHEDULE



8. The Schedule: Confirmation window will populate



9. Provide appointment confirmation

- Date, time and location of appointment(s) - Offer Center address
- Provide all prep instructions
- Advise patient to bring their photo ID, insurance card(s) and their written order

10. Add Notes/Comments by clicking on the Comments icon located in the lower left-hand corner of the screen



11. The Patient Files: Comments window will populate - Add notes to the Comment Text field and click ADD

Patient Files: Comments
TEST,2 11/29/1976

Date: 03/07/2022 Category*: Visit Priority*: Medium
Comment Title: Internal Status: Active
Comment Text*: PT AWARE OF PREP, ADVISED TO BRING PHOTO ID, INS CARD AND ORDER

ADD CLEAR

Confirm notes were added to the bottom portion of the screen and click CLOSE

From: To: Category: All Priority: All
Internal: All Status: Active SEARCH

Date	Category	Priority	Internal	Title	Comment Text	User	Delete
03/07/2022 12:10 PM	Visit	Medium	No		PT AWARE OF PREP, ADVISED TO BRING PHOTO ID, INS CARD AND O...	Williams Stephanie	
04/07/2021 3:26 PM	Patient	Medium	No		PT AWARE OF PREP, RESCHEDULE, BRINING ORDER, ID AND INS - T...	Scott Gerri	
03/30/2021 4:23 PM	Patient	Medium	No		CANCEL TEST	Scott Gerri	
03/30/2021 3:52 PM	Patient	Medium	No		TEST CANCEL	Scott Gerri	
03/30/2021 3:51 PM	Patient	Medium	No		PT IS AWARE OF PREP, BRINGING ORDERS, ID AND INS, NOT TAKIN...	Scott Gerri	
02/18/2014 3:53 PM	Patient	Medium	Yes		test, test	MARTIN DOREEN	

CLOSE

12. If necessary Add/Remove patient flags by clicking on the Patient Flag icon



13. Click COMPLETE to finish scheduling



14. The Schedule Tab will display again, with the scheduled appointment showing

Patient Name **TEST, 2**

PMIS 0100647262 **Jacket** 059706
Privacy No **Date**
Address 3020 williams drive, FAIRFAX, Virginia 22031
Phone (703) 280-0000 **Age** 45 yo
Email andrea.kellenberger@washingtonradiology.com

Status	Date	Exam	Loc.
Cancel	07/05/2022 3:00 PM	MAMMO 3D SCREENING	2141K
Scheduled	03/07/2022 11:30 AM	MAMMO 3D SCREENING	2141K
Cancel	02/07/2022 10:00 AM	CT ABDOMEN AND PELVIS WITH CONTRAST	2141K
Cancel	10/11/2021 10:30	XRAY ABDOMEN COMPLETE AND CHEST	FFX

EDITED: 03/07/2022