Merge - Schedule Exam

Last Modified on 03/07/2022 12:19 pm EST



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:

Work	Queue	Schedule	Check In/Out	Tech Entry	Patient File		
Patient	t Name		TEST, 2				
PMIS Privacy	01 y No	00647262		Jacket Date	059706		
3. Compl	lete the	e followir	ng fields:				
•	Physici	an					
0							
	Physicia	in					
0 [0	_ocatio	n					
ľ	Location	I	[All			~
•	nsuran	ices - Ho	ver over list	edinsurance	e to view pol	icy and group r	numbers
1	NOTE:	Can also	Add, Edit ar	nd Inactivate	e insurance		
	Insuran	ces					
	Insurar	ice					Rank
	v C	IGNA PPO	G A	Ian #: 1234567 iroup #: 008850 ddress: PO BO	8) X 182223 , CH.	ATTANOOGA, TN,	37422

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

ADD EDIT INACTIVATE

	Appointment Reason Other	Other Appointment Reason	v
0	Exam Code/Descripti	on	
	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	Туре	
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	Туре	
3D MASP	MAMMO 3D SCREENING	5-15 Sin	gle Visit	<u>D</u>

4. Once all fields have been completed, click FIND

FIND	ADD ORDER	CLEAR
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5. Patient Information: Questionnaire will display - Ask patient the questions and make selection accordingly,

Patient Information: Questionnaire	
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 SCREEN OULY VE FOLOSE IN ABEA. At a trib being some of elses facility to get Mouvill an image. 	
SCREEN ONLY. IF PRIORS IN ARCH. AND IN OUR IMAGE OF OUR LADING TO BE WE WIN TEQLINGUES. 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

- 6. The Schedule: Appointment Book window will populate
 - $\circ~$ Use the arrows on either side of the date to move forward or backward by one day

◀ 03/07/2022Monday ▶

• 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



🖉 Calendar Webp 🗙										
March 2022										
		« <	Today	> »>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
		1	2	3	4	5				
6	7	8	9	10	11	12				
13	14	15	16	17	18	19				
20	21	22	23	24	25	26				
27	28	29	30	31						

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

10:00am		~		10:25A				10:25A
Logation		_		10:30A				10:30A
Location		_		10:35A				10:35A
2141K		~		10:40A				10:40A
View				10:45A				10:45A
Patient N	lame	\mathbf{v}		10:50A				10:50A
3D MASP	-MAMMO 3D	-		10:55A				10:55A
SCREENI	NG			11:00A				11:00A
				11:05A				11:05A
				11:10A				11:10A
				11:15A				11:15A
				11:20A				11:20A
				125A				11:25A
				11:304	3D MASP-MA SCREENING	MMO 3D		11:30A
				11:35A				11:35A
				11:40A				11:40A
				11:45A				11:45A
				11:504				11:50A
				11:55A				11:55A
				12:00P				12:00P
				12:05P				12:05P
	SCHEDULE	FOR	CE	RESC	HEDULE	WAIT L	IST	CANC

8. The Schedule: Confirmation window will populate

Patient*	TEST, 2 × 🗷	Patient Policies	Policy No.	Rank	Visit Policies	Auth Req.	Rank	Physician *	Ran
DOB Jacket: SSN PMIS Home Phone	11/29/1976 059706 0100647262 7032800000	CIGNA PPO	12345678	1	1 CIGNA PPO	No	1	TEST, MERGE	1
Mobile Phone	■ 7032800000	ADD EDIT INACTIVATE	SELECT PLAN DOCL	UMENT				ADD DELET	TE REPLACE
Appointment Date/Time	03/07/2022 11:30 AM	Location 2141K			Location 2141 K St. NW Notes Washington DC	20037			
Appointment Reason *	Self requested screening	Other Reason			Acct No.			Confirmation Email (Portal) andrea.kellenbe	► erger@washingtonra
Accident type	e	Accident Date			Accident State	V		ACCOUNT DETAILS	
Exam Co	ode Description				Time	Туре	Dura	tion Resource	
Exam Co 3D MASP	Description MAMMO 3D SCREENING				Time 03/07/202211:30 AM	Type Single Visit	Dura 5 min	Ition Resource SCREEN MAMMO 1	
Exam Co 3D MASP Reason for Exam	Description MAMMO 2D SCREENING	Other Reason			Time 03/07/202211:30 AM Diagnosis Code Descr	Type Single Visit	Dura 5 min	ttion Resource SCREEN MAMMO 1	Rank
Exam Co 3D MASP Reason for Exam Modifier	bee Description MAMMO 3D SCREENING Self requested screening v Add one v	Other ReasonBody Parts			Time 03077202211:30 AM Diagnosis Code Descr	Type Single Visit	Dura 5 min	ttion Resource	Rank
Exam Co 3D MASP Reason for Exam Modifier Sub Category	Self requested screening v IAdd one v Fore v	Other Reason Body Parts Exam Priority Routine			Time 03/07/202211-30 AM Diagnosis Code Deser	Type Single Visit	Dura Smin	Ition Resource	Rank
Exam Co 3D MASP Reason for Exam Modifier Sub Category Exam Warnin	bele Description WAMMO 2D SCREENING Self requested screening v Add one v Hone v	Other Resson Body Parts Exam Priority Routine			Time 03677802211-30 AM Diagnosis Cede Descr A00 DELETE	Type Single Visit	Dura	Ition Resource	Rank
Exam Co 3D MASP Reason for Exam Modifier Sub Category Exam Warnin Prep Notes	Description NAMMO 3D SCREEMING Self requested screening Add one y None vg NO DEODORANT, POWDER OR LOTION IN FOR YOUR COMFORT, A TWO PIECE OUT	Other Resson Body Parts Exam Priority Routine THE BREAST AND UNDERARM AR FIT IS RECOMMENDED.	EAAT THE TIME OF TH	TE EXAM.	Time 0307720221130 AM Diagnosis Code Descr ADD DELETE	Type Single Visit	Dura	Ition Resource	Rank

- 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 Categ Comment Title Comment Text*	ory* Visit Internal	Priority * Status	Medium V Active V
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

F	rom		То		Category All	✓ Priority	All	\checkmark	
h	nternal All		✓ Status	Active	\checkmark				SEARCH
	<u>Date</u>	<u>Category</u>	Priority	Internal	Title	Comment Text		User	Delete
	03/07/2022 12:10 PM	Visit	Medium	No		PT AWARE OF PREP, AD BRING PHOTO ID, INS CA O	VISED TO ARD AND	Williams Stephanie	Ì
	3:26 PM	Patient	wealum	NO		RESCHEDULE, BRINING ID AND INS - T	ORDER,	Scott Genn	I
	03/30/2021 4:23 PM	Patient	Medium	No		CANCEL TEST		Scott Gerri	î
	03/30/2021 3:52 PM	Patient	Medium	No		TEST CANCEL		Scott Gerri	Î
	03/30/2021 3:51 PM	Patient	Medium	No		PT IS AWARE OF PREP, E ORDERS, ID AND INS, NO TAKIN	Bringing)T	Scott Gerri	Î
	02/18/2014 3:53 PM	Patient	Medium	Yes		test, test		MARTIN DOREEN	Î
					CLOSE				?

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



13. Click COMPLETE to finish scheduling

BACK COMPLETE REPEAT CANCEL

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

Work Queue	Schedule	Check In/Out	Tech Entry	Patient File	Dictation	Transcription	Report Rev
Patient Name			TEST, 2				~ 2
PMIS Privacy Address	0100647 No 3020 wii	7262 Iliams drive, FAIR	FAX, Virginia 22	Jacket Date		059706	
Phone Email	(703) 28 andrea.l	80-0000 kellenberger@wa	shingtonradiolog	Age ly.com		45 yo	
Status	Date	Exa	m			Loc.	
Cancel	07/05/20	22.3:00 PM MA	MMO 3D SCREE	ENING		2141K	
Scheduled	03/07/20 AM	22 11:30 MA	MMO 3D SCREE	ENING		2141K	
Cancel	02/07/20 AM	22 10:00 CT CO	ABDOMEN AND NTRAST	PELVIS WITH		2141K	
Cancel	10/11/20	21 10:30 XR	AY ABDOMEN C	OMPLETE AND) CHEST	FFX	

EDITED: 03/07/2022