Merge - Schedule from Order

Last Modified on 03/07/2022 2:37 pm EST



Merge - Schedule from Order

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

- 1. From the Schedule Tab, search for and select patient in Merge
- 2. Select/highlight the Order accession in Merge to begin scheduling from the order

Work Queue	Schedule	Check In/Out	Tech Entry	Patient File	Dictation	Transcription	Report Rev
Patient Name		[1	TEST, 2				~ /
PMIS Privacy Address	010064 No 3020 wi	7262 Iliams drive, FAIR	FAX, Virginia 22	Jacket Date		059706	
Phone Email	(703) 28 andrea.	30-0000 kellenberger@wa	shingtonradiolog	Age yy.com		45 yo	
Status	Date	Exa	m			Loc.	
Cancel Cancel	07/05/20	22 3:00 PM MAI	MMO 3D SCREE	ENING ENING		2141K 2141K	^
Order	03/07/20	22 1:40 PM US	ABDOMINAL CO	OMPLETE			
Cancel	03/07/20 AM	022 11:30 MAI	MMO 3D SCREE	ENING		2141K	

3. Click SCHEDULE



- 4. The Order Details window will populate
 - Confirm the type of exam and the name and location of the referring physician
 - Select the location where the patient would like to schedule

Order Deta	ails 8	(700) 000 0000	144		000000000000000000000000000000000000000	20
Patient Name * Referring Physician * Appointment Reason Other Reason Location	TEST, 2 TEST, MERGE Other Appointment F LOWER ABDOMIN All Locations	(103) 280-0000 Reason v NAL PAIN	VV. Exam Exam Priority Assign To Schedule Date	Ordered Routine 03/07/2022	▼ ▼ ▼ ■ Time 1:00pm	×
Requested Or	ders				Order Number	
1 SAC	US ABDOMINAL	COMPLETE			2203071340225618350	
Exam Code ar	nd Description*				Order Number	
1 SAC	US ABDOMINAI	. COMPLETE			22030713402256183	50 🕜
ADD REPLA Reason for Exam	CE Other Exam Reaso	n 🗸	Other Reason: LC	WER ABDOM	NAL PAIN	
Procedure Co	de and Descriptior	1				
1 76700 ABE	OMEN SONOGRAM C	DMPLETE				
		SCHEDULE CO	MPLETE CAN	ICEL		8

NOTE: To confirm the location of the referring physician, click the arrow just to the right of that field. The

Order: Physician Search window will populate, displaying the options for that specific physician. Please confirm with patient and make the correct selection.

Order: Phy	vsician Sea	irch					
Physician TEST, I Additional Search	MERGE Criteria	× .	Practice			Order No. All C SEARCH) My Location Groups
Physician	Practice	Location	Address	Phone	Fax	PMIS	Notes
TEST, MERGE	, MERGE	MERGE	375 BILL FRA BLVD DAYTONA BE FL	NCE ACH,	(386) 9519	947-	

5. Click SCHEDULE

SCHEDULE COMPLETE CANCEL

- 6. Any related Exam Warnings and/or Questionnaires will display. Provide all necessary exam warning information and/or complete the required questionnaire
- 7. The Schedule: Appointment Book window will populate
 - Use the arrows on either side of the date to move forward or backward by one day

◀ 03/07/2022Monday ▶

• 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 X									
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					

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

1441/	11.305	11.500	11.50%	11.500	11:50A
1416	11:45A	11:45A	11:45A	11:45A	11:45A
liew	12:00P	12:00P	12:00P	12:00P	12:00P
Patient Name	12:15P	12:15P	12:15P	12:15P	12:15P
AC-US ABDOMINAL	12:30P	12:30P	12:30P	12:30P	12:30P
COMPLETE	12:451 SAC-US ABDOMINAL COMPLETE	12:45P	12:45P	12:45P BLOCK 3 TECHS C	H 12:45P
		1:00P	1:00P	1:00P	1:00P
	1:15	1:15P	1:15P	1:15P	1:15P
	1:30P	1:30P	1:30P	1:30P	1:30P
	1:45P	1:45P BLOCK 3 TECHS (1:45P	1:45P	1:45P
	2:00P	2:00P	2:00P	2:00P	2:00P
	2:15P	2:15P	2:15P	2:15PBLOCK 3 TECHS C	2:15P
	2:30P	2:30P	2:30P	2:30P	2:30P
1	2:45P	2:45P	2:45P	2:45P	2:45P
	3:00PBLOCK 3 TECHS ON	3:00P	3:00P	3:00PBLOCK 3 TECHS C	3:00P
	3:15P	3:15P	3:15P	3:15P	3:15P
	3:30P	3:30P	3:30P	3:30P	3:30P
	3:45P	3:45P	3:45P	3:45P	3:45P
	4:00P	4:00P	4:00P	4:00P	4:00P
	4:15P	4:15P	4:15P	4:15P	4:15P
	4:30P	4:30P	4:30P	4:30P	4:30P
	4:45P	4:45P	4:45P	4:45P	4:45P
1	5:00P	5:00P	5:00P	5:00P	5:00P
	5:15P	5:15P	5:15P	5:15P	5:15P
	5:300	5:30P	5:30P	5:30P	5:30P

9. The Schedule: Confirmation window will populate

	TEST, 2	Patient Policies	Policy No.	Rank	Visit Policies	Auth Req.	Rank	Physician	*		Rank
DOB	11/29/1976	CIGNA PPO	12345678	1				TEST, MEI	RGE		1
Jacket:	059706										
SSN	0100647262										
Home Phone	7032800000										
Mobile Phone	7032800000	ADD EDIT	NACTIVATE SELECT PLAN DO	CUMENT					ADD DELETE	REPLACE	
Appointment Date/Time	03/07/2022 12:45 PM	Location 21	ик		Location 2141 K St. NW Notes Washington DC	20037					
Annointment											
Reason *	Other Appointment Reason	Other Reason LO	WER ABDOMINAL PAIN		Acct No. 2203071340225	5618350		Confirmation	andrea.kellenberg	ger@washingtonra	
Accident type	~	Accident Date			Accident State	Y		ACCIDENT DE	TALS.		
F A -	de Berndetter				T	T	.	•	.		
Exam Co	de Description				Time	туре	Dura	ion	Resource		
SAC	US ABDOMINAL COMPLET	Ē			03/07/202212:45 PM	Single Visit	45 min		DC SONO ROOM 1 (45)		
SAC Reason for	US ABDOMINAL COMPLET	Other Reason LOW	ER ABDOMINAL PAIN		Osi07/202212:45 PM Diagnosis Code Desc	Single Visit	45 min				Rank
SAC Reason for Exam Wodifier	US ABDOMINAL COMPLET	Other Reason LOW	ER ABDOMINAL PAIN	2	0307/2021245 PM Diagnosis Code Desc	Single Visit	45 min				tank
SAC Reason for Ixam Addifier Rub Category	Us ARDOMINAL COMPLET	Other Reason LOW Body Parts Exam Priority [Rout]	ER ABDOMINAL PAIN		0307/0242435PM Diagnosis Code Dese	Single Visit	45 min		DC SONO ROOM 1(49)	,	Rank
Reason for Exam Wodifier Sub Category	Us ABDOMINAL COMPLET Other Exam Reason v Add one v None v	Other Reason LOW Body Parts Exam Priority Routi	ER ABDOMINAL PAIN		Diagnosis Code Desc	Single Visit	45 min		DC SONO ROOM 1(45)		Rank
SAC Reason for Exam Nodifier Sub Category Exam Warning	US ABDOMINAL COMPLET	Other Reason LOW Body Parts Exam Priority Routi RIC STENO SIS: MUST BRIN	ER ABDOMINAL PAIN ne G A BOTTLE WITH STERILE SU	GAR WATE	Diagnosis Gode Desc ADD DELETE 3 (NOT FORMULA OR BREAST	Sirgle Vist	45 min	THEY ARR	III: SOND ROOM (46)	THE PRIOR FEED	Rank
SAC Reason for Exam Modifier Sub Category	US ABDOMINAL COMPLET Other Exam Reason v Add one v None v I FEXAM IS FOR AN INFANT FOR PYLC SHOULD NOT	Other Reason LOW Body Parts Exam Priority Routi RIC STENOSIS: MUST BRIN	ER ABDOMINAL PAIN ne G A BOTTLE WITH STERILE SU	GAR WATE	Diagnosis Code Dese	Sirgle Vist	45 min	THEYARR	ICE SOND ROOM 1 (49)	THE PRIOR FEED	tank
leason for ixam lodifier iub Category ixam Warning rep Notes	US ABDOMINAL COMPLET Other Exam Reason V Add one V Hone V IF EXAM IS FOR AN INFANT FOR PYLC SHOULD NOT AM APPOINTMENTS: DO NOT EAT OR PM APPOINTMENTS: DO NOT EAT OR	Other Reason LOW Body Parts Exam Priority Routi RIC STENOSIS: MUST BRIN RINK AFTER MIDNIGHT TH PRINK FOR 6 HOURS PRIOF	ER ABDOMINAL PAIN ne G A BOTTLE WITH STERILE SU E NIGHT BEFORE YOUR APPOINTMENT.	GAR WATE	Diagnosis Gode Desc ADD DELETE R (NOT FORMULA OR BREAST	Sirgle Vist	49 min	THEY ARR	UC SOND ROOM 1 (45)	. THE PRIOR FEED	Rank ING

10. Add Insurance under the Patient Policies section, hover over listed insurance to view policy and group

numbers

NOTE: Can also Add, Edit and Inactivate insurance

Insurances Insurance	Rank
CIGNA PPO	Plan #: 12345678 Group #: 008850 Address: PO BOX 182223 , CHATTANOOGA, TN, 37422
	ADD EDIT INACTIVATE

- 11. Provide appointment confirmation
 - Date, time and location of appointment(s) Offer Center address
 - Provide all prep instructions
 - Advise patient to bring their photo ID and insurance card(s)
- 12. Add Notes/Comments by clicking on the Comments icon located in the lower left-hand corner of the screen



13. 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 Comment Title Comment Text*	✓ Internal	Priority * Status	Medium Active	<u>र</u>
PT AWARE OF PREP, ADVISED TO BRING PHOTO ID AND INS CARD			,	^ ~
			ADD	LEAR

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

From		То		Category All	✓ Priority	All	~	
Internal All		✓ Status	Active	~				SEARCH
Date	<u>Category</u>	Priority	Internal	Title	Comment Text		User	Delete
03/07/2022 2:24 PM	Visit	Medium	No		PT AWARE OF PREP, A BRING PHOTO ID AND I	DVISED TO NS CARD	Williams Stephanie	Û
03/07/2022 12:41 PM	Patient	Medium	No		PT CALLED TO R/S EXA	IM	Williams Stephanie	1
04/01/2021 3:26 PM	Patient	Medium	No		PT AWARE OF PREP, RESCHEDULE, BRINING ID AND INS - T	ORDER,	Scott Gerri	Î
03/30/2021 4:23 PM	Patient	Medium	No		CANCEL TEST		Scott Gerri	Û
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 ORDERS, ID AND INS, M TAKIN	, BRINGING IOT	Scott Gerri	Û
02/18/2014 3:53 PM	Patient	Medium	Yes		test, test		MARTIN DOREEN	Î
				CLOSE				?

14. Add Electronic Order Flag by clicking the Patient Flag icon on the lower, right-hand corner of the screen



tien	t Flag Search				
Flag N	lame	Se	lected Items		SEARCH
Searc Flag	n Results Fla	ng Description Re	stricted	Туре	Icon
	ELECTRONIC ORDER	ELECTRONIC ORDER IN QUEUE	No	Visit	***
	Mammo Overdue Message Left	Mammo Overdue Message Left	No	Patient	5
	ESTIMATE ON FILE	SEE ONBASE FOR ESTIMATE	No	Visit	
	FALL RISK PT	FALL RISK PT	No	Patient	4
	HIGH IMPORTANCE SEE COMMENTS	HIGH IMPORTANCE SEE COMMENTS	No	Patient	Ö
	ł			i	

15. Click COMPLETE

COMPLETE CANCEL

16. The Schedule: Confirmation window will display again, click COMPLETE to finish scheduling

BACK COMPLETE REPEAT CANCEL

17. The Schedule Tab will display again, with the Ordered exam now showing as scheduled

Work Queue	Schedule	Check In/Out	Tech Entry	Patient File	Dictation	Transcription	Report Rev
Patient Name		[TEST, 2				~ 2
PMIS Privacy Address	010064 No 3020 wi	7262 Illiams drive, FAIF	FAX. Virginia 22	Jacket Date 031		059706	
Phone Email	(703) 28 andrea.	30-0000 kellenberger@wa	shingtonradiolog	Age y.com		45 yo	
Status	Date	Exa	im			Loc.	
Cancel	07/05/20	22 3:00 PM MA	MMO 3D SCREE	ENING		2141K	
Cancel	03/07/20	022 2:45 PM MA	MMO 3D SCREE	ENING		2141K	^
Scheduled	03/07/20 PM)22 12:45 US	ABDOMINAL CO	OMPLETE		2141K	
Cancel	03/07/20 AM	022 11:30 MA	MMO 3D SCREE	ENING		2141K	
Cancel	02/07/20	122 10:00 CT	ΔΡΟΟΜΕΝ ΔΝΓ	PELVIS WITH		21/11/	

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