

Merge - Reschedule Exam

Last Modified on 03/07/2022 12:48 pm EST



Merge - Reschedule Exam

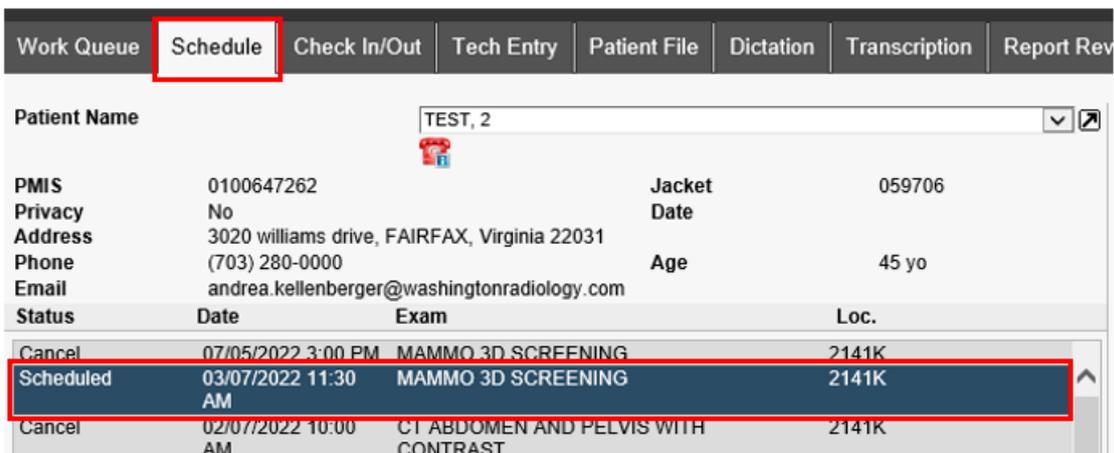
The purpose of this document is to provide instructions for rescheduling an exam through the Merge RIS system.

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



3. Select/highlight the appointment that needs to be rescheduled

NOTE: This can be either a future scheduled appointment OR a recently canceled appointment



4. Click RESCHEDULE



5. Reason window will populate - select according to reason provided by caller OR select "Reschedule" if no reason is provided

NOTE: DO NOT TYPE ANYTHING IN THE FREEFORM BOX ON THIS WINDOW

The screenshot shows a form titled "Reason" with a dropdown menu containing "Other Reason". Below the dropdown is a red 'X' over an empty text input field. At the bottom of the form is a "COMPLETE" button.

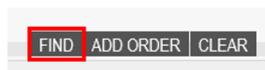
6. Click COMPLETE



7. The following information will already be populated based on the original scheduled appointment - only update if necessary

- Physician
- Location
- Insurances
- Appointment Reason
- Exam Code/Description

8. Click FIND to search for a new date and time



9. Patient Information: Questionnaire will display and will already be completed based on the original scheduled appointment, click COMPLETE

NOTE: Not required to reconfirm questionnaire responses when rescheduling a patient

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 . Ak 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

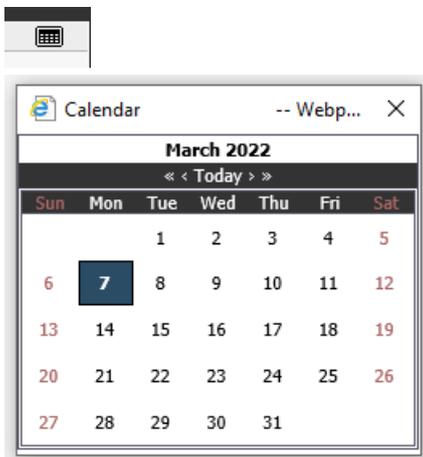
9. If YES to previous question, remember to add WHO on the Exam Details tab!

10. The Schedule: Appointment Book window will populate

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



- 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**



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

12. The Schedule: Confirmation window will populate

13. Provide appointment confirmation

- o Confirm the new date, time and location of appointment(s) - Offer Center address
- o Offer prep instructions
- o Remind patient to bring their photo ID, insurance card(s) and their written order

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



15. 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: Category*: Priority*:

Comment Title: Internal Status:

Comment Text*

PT CALLED TO R/S EXAM

ADD **CLEAR**

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

From: To: Category: Priority:

Internal: Status: **SEARCH**

Date	Category	Priority	Internal	Title	Comment Text	User	Delete
03/07/2022 12:41 PM	Patient	Medium	No		PT CALLED TO R/S EXAM	Williams Stephanie	
04/01/2021 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	
03/07/2022 12:10 PM	Visit	Medium	No		PT AWARE OF PREP, ADVISED TO BRING PHOTO ID, INS CARD AND O...	Williams Stephanie	

CLOSE ?

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



17. Click COMPLETE to finish scheduling



18. The Schedule Tab will display again, with the original appointment canceled and the new appointment scheduled

Work Queue **Schedule** Check In/Out Tech Entry Patient File Dictation Transcription Report Revi

Patient Name:

PMIS	0100647262	Jacket	059706
Privacy	No	Date	
Address	3020 williams drive, FAIRFAX, Virginia 22031		
Phone	(703) 280-0000		
Email	andrea.kellenberger@washingtonradiology.com		
Status	Date	Exam	Loc.
Cancel	07/05/2022 3:00 PM	MAMMO 3D SCREENING	2141K
Scheduled	03/07/2022 2:45 PM	MAMMO 3D SCREENING	2141K
Cancel	03/07/2022 11:30 AM	MAMMO 3D SCREENING	2141K
Cancel	02/07/2022 10:00 AM	CT ABDOMEN AND PELVIS WITH CONTRAST	2141K

EDITED: 03/07/2022
