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

Work Queue	Schedule	Check In/Out	Tech Entry	Patient File	Dictation	Transcription	Report Rev
Patient Name		[TEST, 2				~2
PMIS Privacy	0100647 No	7262		Jacket Date		059706	
Address	3020 wil	liams drive, FAIF	FAX, Virginia 22	031		45 vo	
Email	andrea.	kellenberger@wa	shingtonradiolog	IV.COM		45 yu	
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 SCREI	ENING		2141K	^
Cancel	02/07/20 AM	22 10:00 CT CO	ABDOMEN AND NTRAST	PELVIS WITH		2141K	

4. Click RESCHEDULE

Cancel	02/18/2019 2:00 PM XRAY CHEST 2 VIEWS							
SCHEDULE	RESCHEDULE	CHANGE	WAITLIST	CANCEL APPT				

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

Reason		
Other Reason		~
	COMPLETE	

6. Click COMPLETE

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

FIND ADD ORDER CLEAR

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

IS 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?	
\bigcirc No $ullet$ Yes at WRA \bigcirc 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.	
5. 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	
). 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

◀ 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

	1								
🦲 c	alenda	\	Vebp	. ×					
	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					

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



12. The Schedule: Confirmation window will populate

schedule	Commation								
Patient*	TEST. 2 ×	Patient Policies	Policy No.	Rank	Visit Policies	Auth Reg.	Rank	Physician *	Rank
DOB Jacket: SSN PMIS Home Phone Mobile Phone	11/29/1976 3059706 0100647262 7032800000 7032800000	CIGNA PPO	12345678	1	CIGNA PPO	No	1	TEST, MERGE	
Appointment Date/Time	03/07/2022 11:30 AM	Location 2141K	SELECT FLAN DOCUM		Location 2141 K St. NW Notes Washington DC 2	0037		ADU DELET	
Appointment Reason *	Self requested screening	Other Reason			Acct No.			Confirmation Email (Portal) andrea.kellenbe	rger@washingtonra
Accident type	V	Accident Date			Accident State	~		ASSIGNTEEMLS	
Exam Co	de Description				Time	Туре	Dura	ation Resource	
Reason for Exam	Self requested screening	Other Reason			Diagnosis Code Descrip	stion			Rank
Modifier	Add one	Body Parts		Z					
Sub Category	None	Exam Priority Routine		~					
Exam Warning					ADD DELETE				
Prep Notes	NO DEODORANT, POWDER OR LOTION IN FOR YOUR COMFORT, A TWO PIECE OUT	THE BREAST AND UNDERARM ARE FIT IS RECOMMENDED.	A AT THE TIME OF THE	EXAM.					
_		BACK COMP	LETE REPEAT CAN	CEL		_			🗟 P 🌞 \$ 🖨 🖬

- 13. Provide appointment confirmation
 - Confirm the new date, time and location of appointment(s) Offer Center address
 - Offer prep instructions
 - 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 03/07/2022 Comment Title Comment Text*	Category* Patient	✓ Internal	Priority * Status	Medium V Active V
PT CALLED TO R/S EXAM				~
-				ADD CLEAR

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

From		То		Category All	V Priority	All	~	
Internal All		✓ Status	Active	~				SEARCH
<u>Date</u>	<u>Category</u>	<u>Priority</u>	Internal	Title	Comment Text		User	Delete
03/07/2022 12:41 PM	Patient	Medium	No		PT CALLED TO R/S EXAM	1	Williams Stephanie	Î
04/01/2021 3:26 PM	Patient	Medium	No		PT AWARE OF PREP, RESCHEDULE, BRINING (ID AND INS - T	ORDER,	Scott Gerri	Ĩ
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	Û
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	Û
02/18/2014 3:53 PM	Patient	Medium	Yes		test, test		MARTIN DOREEN	Î
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	Û
				CLOSE				?

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

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17. Click COMPLETE to finish scheduling

BACK COMPLETE REPEAT CANCEL

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
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Phone Email	(703) 28 andrea.l	0-0000 kellenberger@wa	shingtonradiolog	Age ly.com		45 yo	
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