

Last Modified on 03/07/2022 1:04 pm EST



## Merge - Cancel Exam

The purpose of this document is to provide instructions for canceling 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 canceled

Work Queue	Schedule	Check In/Out	Tech Entry	Patient File	Dictation	Transcription	Report Rev
Patient Name		1	TEST, 2				~ 2
PMIS Privacy Address	010064 No 3020 wi	7262 Iliams drive, FAIR	FAX. Virginia 22	Jacker Date	t	059706	
Phone Email	(703) 280-0000 andrea.kellenberger@washingtonradiology.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	22 2:45 PM MA	MMO 3D SCREE	ENING		2141K	^
Cancel	03/07/20 AM	022 11:30 MA	MMO 3D SCREE	ENING		2141K	
Cancel	02/07/20 AM	22 10:00 CT CO	ABDOMEN AND NTRAST	PELVIS WITH		2141K	

4. Click CANCEL

SCHEDULE RESCHEDULE CHANGE WAITLIST CANCEL APPT

5. Reason window will populate - select according to reason provided by caller OR select "Patient Request" 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. Double-click the canceled accession to add notes

Work Queue	Schedule	Check In/Out	Tech Entry	Patient File	Dictation	Transcription	Report Rev
Patient Name		T	'EST, 2				~ 2
PMIS	010064	7262		Jacket		059706	
Privacy	N0	llianna driva EAIDI	TAX Virginia 22	Date			
Phone Email	(703) 28 andrea.	illams drive, FAIR 30-0000 kellenberger@was	hingtonradiolog	Age y.com		45 yo	
Status	Date	Exa	m			Loc.	
Cancel	07/05/20	22 3:00 PM MAN	MMO 3D SCREE	INING		2141K	
Cancel	03/07/20	22 2:45 PM MAM	MMO 3D SCREE	ENING		2141K	$\sim$
Cancel	03/07/20 AM	22 11:30 MAM	MMO 3D SCREE	ENING		2141K	
Cancel	02/07/20	22 10:00 CT	ABDOMEN AND	PFI VIS WITH		2141K	

8. The Patient Files: Demographics window will populate, click on the Comments icon to add notes

Patient	Files: Demographics						
TEST,	2		11/29/	1976 45 yo			
Demograph	ics Patient Details Policies	Visit Info Exam De	etails Labs Film	Audit Trail			
SSN Last Name <sup>★</sup> Alias Gender Primary Primary	TEST	Jacket Number First DOB * (MM/dd/yyyy Race	059706 2 11/29/1976 White	PMIS No Middle Name Suffix V Marital Status	0100647262		
Address1	3020 williams drive			Address	2 UNIT 525	1	_
Zip Code	22031	City	FAIRFAX	State/ Province	Virginia 🗸		
County		Country	United States	✓ Email	andrea.kellenberger@wa	B Declined Declined Email Portal	
Home Phone Mobile	(703) 280-0000	Work Phone Alternate		Fax Number Notificat	on Email	]	
Patient Balance	\$0.00	Collection Balance					_
Employer	NIH		Ĵ	Status	~		
				Employe Phone	r		
Student Status	~	School		Consent	No 🗸 Date		
Date of Death		Cause of Death		Notice of Privacy	No 🗸 Date		
Emergency Contact	JIM SMITH-HUSBAND 301-493-3333						
	EXTERNAL ID	SUMMARY OF CARE	CLINICAL SUMMARY A	PPOINTMENT DETAILS	N PATIENT PORTAL		
		BACK	IEXT COMPLETE	CANCEL		📲 🖪 🌞 🖨 P 🕊	2

9. 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* Visit	Internal	Priority* Status	Medium V Active V
PT CALLED TO CANCEL EXAM - WCB TO R/S	5			< >
				ADD CLEAR

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

ternal All		✓ Status	Active	~			SEARCH
Date	Category	Priority	Intern	al Title	Comment Text	User	Delete
03/07/2022 1:00 PM	Visit	Medium	No		PT CALLED TO CANCEL EXAM - WCB TO R/S	Williams Stephanie	î 🔪
03/07/2022 12:10 PM	Visit	Medium	No	RESCHEDULED fr	PT AWARE OF PREP, ADVISED TO BRING PHOTO ID, INS CARD AND O	Williams Stephanie	Ĩ
03/07/2022 12:41 PM	Patient	Medium	No		PT CALLED TO R/S EXAM	Williams Stephanie	Û
04/01/2021 3:26 PM	Patient	Medium	No		PT AWARE OF PREP, RESCHEDULE, BRINING ORDER, ID AND INS - T	Scott Gerri	Û
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, BRINGING ORDERS, ID AND INS, NOT TAKIN	Scott Gerri	Û
02/18/2014	Patient	Medium	Yes		test, test	MARTIN DOREEN	11

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



11. Click COMPLETE

BACK COMPLETE REPEAT CANCEL

12. The Schedule Tab will display again, with the appointment canceled

Work Queue	Schedule	Check In/Out	Tech Entry	Patient File	Dictation	Transcription	Report Rev
Patient Name			TEST, 2				~2
PMIS Privacy Address Phone Email	0100643 No 3020 wi (703) 28 andrea.	7262 Iliams drive, FAII 80-0000 kellenberger@w	RFAX, Virginia 22	Jacket Date 031 Age IV.com		059706 45 yo	
Status	Date	Ex	am			Loc.	
Cancel Cancel	07/05/20 03/07/20	22 3:00 PM M/	AMMO 3D SCREE	Ening Ening		2141K 2141K	^
Cancel	03/07/20 AM	22 11:30 M/	AMMO 3D SCREE	ENING		2141K	
Cancel	02/07/20 AM	22 10:00 CT CC	ABDOMEN AND	PELVIS WITH		2141K	
Cancel	10/11/20 AM	21 10:30 XF	AY ABDOMEN C	OMPLETE AND	CHEST	FFX	
0'	00/40/20	04 0.40 DH M		- NINO		FEV	

## EDITED: 03/07/2022