

Merge - Cancel Exam

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



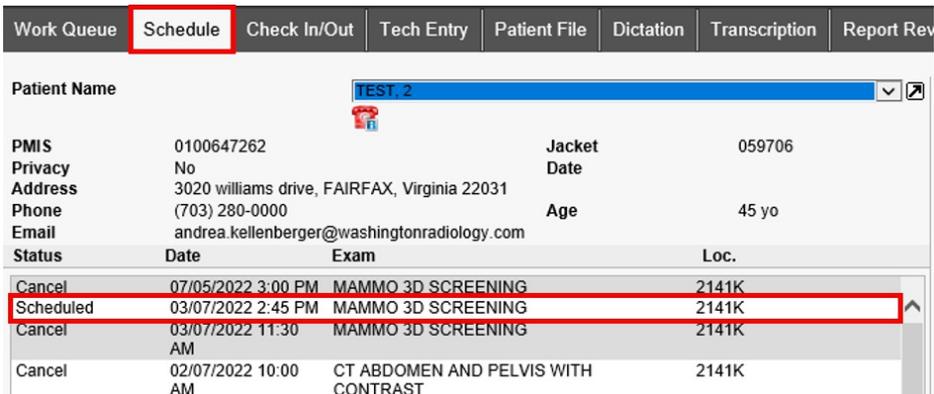
Merge - Cancel Exam

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



4. Click CANCEL



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: TEST, 2								
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
Cancel	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	CT ABDOMFN 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

Demographics Patient Details Policies Visit Info Exam Details Labs Film Audit Trail

SSN Jacket Number PMIS No.

Last Name * First Name * Middle Name

Alias DOB * (MM/dd/yyyy) Suffix

Gender Race Marital Status

Primary Physician

Address1 Address2

Zip Code City State/Province

County Country Email Declined Email Declined Portal

Home Phone Work Phone Fax Number

Mobile Phone Alternate Phone Notification Method

Patient Balance Collection Balance

Employer Status

Employer Phone

Student Status School Consent Date

Date of Death Cause of Death Notice of Privacy Date

Emergency Contact

EXTERNAL IDS SUMMARY OF CARE CLINICAL SUMMARY APPOINTMENT DETAILS EDUCATION PATIENT PORTAL

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: Category*: Priority*:

Comment Title: Internal Status:

Comment Text*

PT CALLED TO CANCEL EXAM - WCB TO R/S

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 1:00 PM	Visit	Medium	No		PT CALLED TO CANCEL EXAM - WCB TO R/S	Williams Stephanie	
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	
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	

CLOSE

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



11. Click COMPLETE



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: <input type="text" value="TEST, 2"/>							
PMIS	0100647262	Jacket	059706				
Privacy	No	Date					
Address	3020 williams drive, FAIRFAX, Virginia 22031						
Phone	(703) 280-0000						
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Cancel	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				
Cancel	10/11/2021 10:30 AM	XRAY ABDOMEN COMPLETE AND CHEST	FFX				