## Order Loading - Existing Jacket Number - No Exam Scheduled

Last Modified on 05/18/2022 5:28 pm EDT



## Order Loading - Existing Jacket Number - No Exam Scheduled

Please follow the steps below to load orders in PDF format for patients who already have an existing jacket (MRN) in Merge RIS

- 1. From the Schedule tab, search for and locate patient in Merge RIS
- 2. Once patient information has loaded on the **Schedule** tab, begin adding the information found on the **Written**

Oder to create an accession in Order status

• Add the referring physician

Physician TEST, MERGE	
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• Add the appointment reason - should be found on the Written Order

	Appointment Reas Other	son	Other Appointment R	eason	~	
0	Add the exam ty	/pe				
	Exam Code/ Description			Keywords		SEARCH

3. Click Add Order



4. On the Order Details window, click the Comments icon from the bottom right corner



- 5. Add notes
  - Example: WRITTEN ORDER SCANNED TO MDM (Merge Document Manager)

Patient Files: Comments					
TEST, STEPHANIE				08/29/198	5
Date 05/18/2022 Comment Title Comment Text*	Category* Patient	► □ Internal	Priority * Status	Medium Active	>
WRITTEN ORDER SCANNED TO MDM					^
					~
				A	DD CLEAR

• Click ADD



• Click CLOSE



6. The Order Details window will display again, click COMPLETE

SCHEDULE COMPLETE CANCEL

- 7. Next, load the order to MDM (Merge Document Manager)
  - Select the Patient Manager tab

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 $\circ~$  Search for patient in MDM using the Jacket Number (MRN) and hitting Enter or clicking the

## magnifying glass



• The patients information will then display on the **Patient Manager** tab, along with any existing documents that have been loaded (if any)

MRN 1109802	Q₹ <mark>₽</mark>	EST, STEPHANIE	8/29/1985
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Document Type	Post date	User Name	Batch
MRN: 1109802	_		
No Documents Attached			
Document Type	Post Date	User Name	Batch
Accession: 1107339066			
No Documents Attached			

• Right-click anywhere in the MRN section to view the menu options



• Select Import, then File



• The Document Explorer will open, select the document that is being loaded for this patient

Open Open								$\times$
← → ~ ↑ 📙 > Thi	is PC > Desktop > ORDERS		~	ū		RDERS		
Organize 👻 New folde	er							?
This PC	Name	Date modified	Туре	Size				
🧊 3D Objects	1 TEST ORDER.pdf	5/17/2022 10:14 AM	Microsoft Edge P	1	28 KB			
📃 Desktop								
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b Music								
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• The Document Type Selector window will display. Under the Accession tab, click Order, then click Select

Name		
Name	Description	Categ  Name
T Contrast Consent		Radio
T Virtual Colonoscopy		Radio
iopsy Scheduling Form		Radio
Irder		Radio
athology_Lab Results		Radio
lexa Report	Dexa Report	Radio
stimate		Radio
iopsy Tracking Form		Radio
iopsy Worksheet		Radio
IRI Breast Clinical Information		Radio
T Cardiac Scoring History		Radio
T Cardiac Scoring Report		Radio
fammo Consent for Breast Implants		Radio
T Questionnaire		Radio
lexa History Form		Radio

• The document will now be listed under the MRN (Patient Level) section of MDM

MRN 1109802		EST, STEPHANIE 8/29/1	985				
<b>⊕0 ≜ / </b> ₹ √	p.						2
Document Type	Post date	User Name	Batch Number	Locked By	Scan Location	File Name	Doc ID
MRN: 1109802							
Order	5/18/2022 12:43:1	Stephanie.Williams	Stephanie.Williams20220518		Contact Center	14109870	14109904
Document Type	Post Date	User Name	Batch Number	Locked By	Scan Location	File Name	Doc ID
Accession: 1107339066							
No Documents Attached							
1							

• If you would like to review the attached document, double click on it to display it in the document

viewer

MRN 1109802	Q ¥ 🖁 T	EST, STEPHANIE 8/2	29/1985					
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MRN: 1109802								
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			Accession List				¥	
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## EDITED: 05/18/2022