

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 Order** 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 Reason	Other Appointment Reason	
Other		

- Add the exam type

Exam Code/ Description		Keywords		SEARCH
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3. Click **Add Order**

FIND	ADD ORDER	CLEAR
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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 08/29/1985

Date: 05/18/2022 Category*: Patient Priority*: Medium

Comment Title: ☐ Internal Status: Active

Comment Text*: WRITTEN ORDER SCANNED TO MDM

ADD CLEAR

- Click **ADD**



- Click **CLOSE**



- The **Order Details** window will display again, click **COMPLETE**

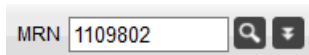


- Next, load the order to **MDM** (Merge Document Manager)

- Select the **Patient Manager** tab



- 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    TEST, STEPHANIE 8/29/1985

Document Type | Post date | User Name | Batch

MRN: 1109802

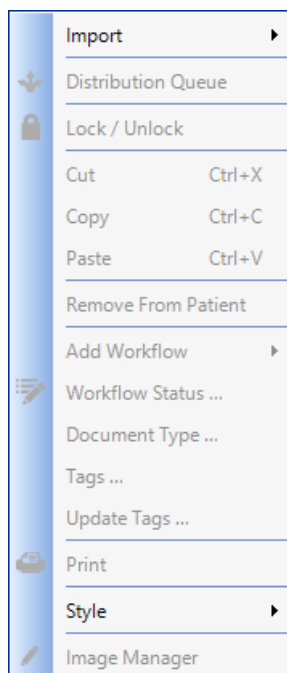
No Documents Attached

Document Type | Post Date | User Name | Batch

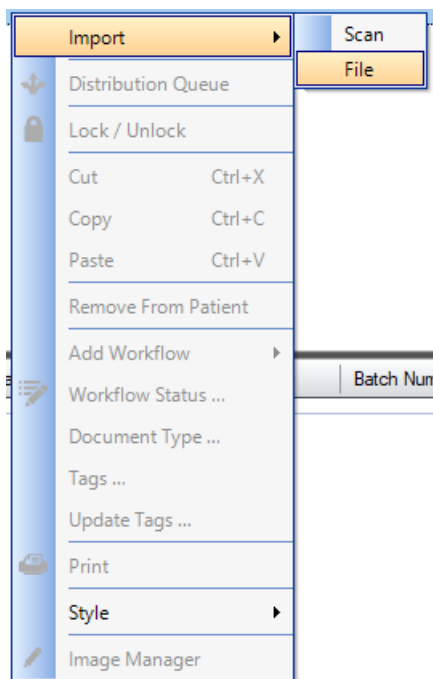
Accession: 1107339066

No Documents Attached

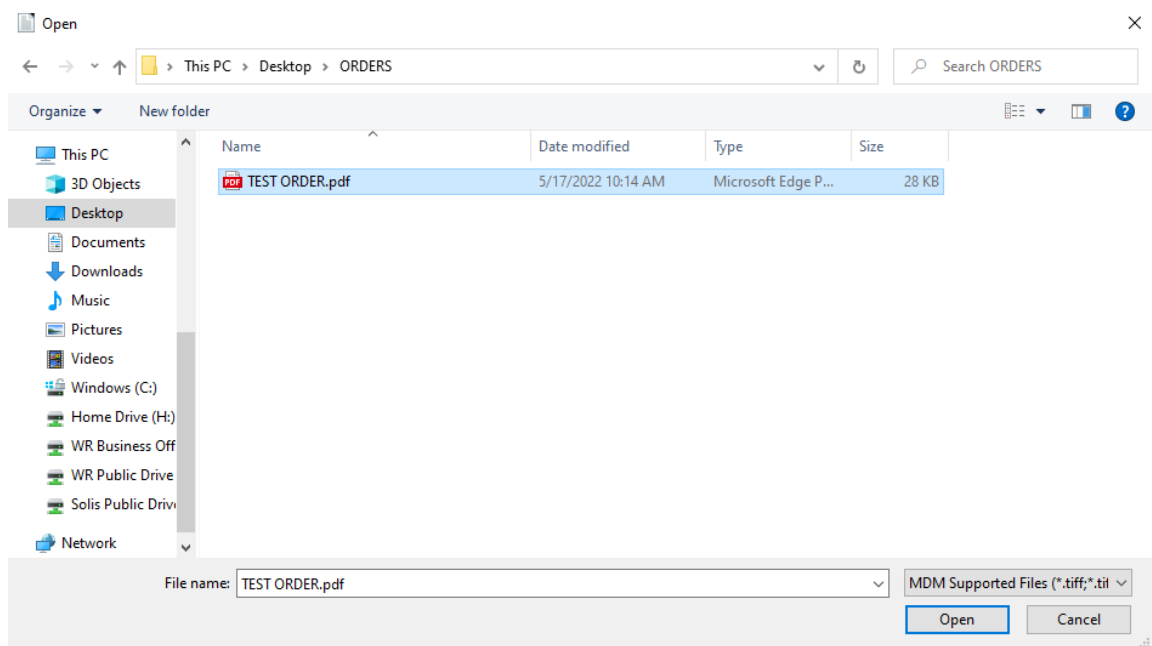
- Right-click anywhere in the **MRN** section to view the menu options



- Select **Import**, then **File**



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



- The **Document Type Selector** window will display. Under the **Accession** tab, click **Order**, then click **Select**

Document Type Selector

Patient **Accession** Encounter

Name	Description	Category Name
CT Contrast Consent		Radio
CT Virtual Colonoscopy		Radio
Biopsy Scheduling Form		Radio
Order		Radio
Pathology_Lab Results		Radio
Dexa Report	Dexa Report	Radio
Estimate		Radio
Biopsy Tracking Form		Radio
Biopsy Worksheet		Radio
MRI Breast Clinical Information		Radio
CT Cardiac Scoring History		Radio
CT Cardiac Scoring Report		Radio
Mammo Consent for Breast Implants		Radio
CT Questionnaire		Radio
Dexa History Form		Radio
Medication List		Radio

☐ Auto Split

Select Close

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

MRN 1109802 TEST, STEPHANIE 8/29/1985

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

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

MRN: 1109802

TEST, STEPHANIE 8/29/1985

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Fit To Screen

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.Villiams	Stephanie.Villiams20220518		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

Accession List

Accession List(117)

Encounter List(0)

MRN	Accession	CPT	Procedure Description	Procedure Date	Placer ID
1109802	1107339066	77063	3D DIGITAL BREAST TOM...	11/9/2022 7:45:00 AM	SOLISRSIS
1109802	1107339065	77067-33	SCREENING MAMMOGRAM...	11/9/2022 7:30:00 AM	SOLISRSIS
1109802	1107335272	77063	3D DIGITAL BREAST TOM...	10/19/2022 8:15:00 AM	SOLISRSIS
1109802	1107335271	77067-33	SCREENING MAMMOGRAM...	10/19/2022 8:00:00 AM	SOLISRSIS
1109802	1107339133	77063	3D DIGITAL BREAST TOM...	10/12/2022 9:45:00 AM	SOLISRSIS
1109802	1107339132	77067-33	SCREENING MAMMOGRAM...	10/12/2022 9:30:00 AM	SOLISRSIS
1109802	1107339131	77080	DEXA SCAN	10/12/2022 9:00:00 AM	SOLISRSIS

TEST
TEST
TEST
TEST
TEST

EDITED: 05/18/2022