

# Scheduling From an Ordered Accession

Last Modified on 06/10/2025 8:58 pm EDT



## Scheduling From an Ordered Accession

### Step 1: Open the Patient Folder

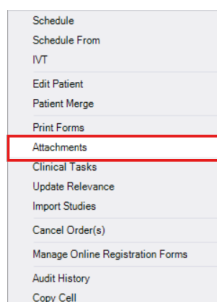
- Use the **search function** in eRAD to locate and open the correct **Patient Folder**.

### Step 2: Review the Physician Order

1. **Highlight** the ordered exam in the **Patient Folder**.

Flags	Alerts	Nuggets	Procedures	Urgency Level	Site Name	Room Name	Scheduled Date	Status	Referring	MRN	Accession #	On
			3D Mammogram Screening Digital WICAD [116] - Breast - B	Screening Mammo	DC-2141 K ST			Ordered	TESTA, STEPH...	T6457...		15
			Bone Density [49]	Patient Bringing Order	DC-2141 K ST	DC-2141 K ST BD 1	07-16-2025 6:45 AM	Scheduled	TESTA, STEPH...	T6457...	T19236280	15
			3D Mammogram Screening Digital WICAD [116] - Breast - B	Screening Mammo	DC-2141 K ST	DC-2141 K ST MG 1	07-01-2025 3:30 PM	Scheduled	TESTA, STEPH...	T6457...	T19236279	15
			3D Mammogram Screening Digital WICAD [116] - Breast - B	Screening Mammo	DC-2141 K ST	DC-2141 K ST MG 1	06-16-2025 8:30 AM	Cancelled	TESTA, STEPH...	T6457...	T19236271	15

2. **Right-click** the exam and select **"Attachments"**.



- o In the **Attachments** tab, check the box to **"Show all documents for patient"** (top right)
- o **Double-click** on the correlating **Physician Order** to open it.

Attached	Type	Pages	Level	Associated Carriers	Last Updated By	Attached By	Notes	Reviewed_flag_w...	scheduled...	last_updated	scanned_datetime
Equals:	Contains:	Equals:	Contains:	Contains:	Contains:	Contains:	No filter:	No filter:	No filter:	No filter:	No filter:
06-10-2025	Physician Order	1 Order			stephanie.john...	stephanie.john...				6/10/2025 7:29:46 PM -05:00	

3. **Verify** that the order includes:

Download this form at: [www.washingtonradiology.com/physician-resources/patient-peds](http://www.washingtonradiology.com/physician-resources/patient-peds)

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Schedule a Mammogram Online  
**WashingtonRadiology.com**

BRING THIS FORM TO YOUR APPOINTMENT

**PATIENT INFORMATION**

**Misty Ziest** **8/29/85** **123-333-3333**  
Patient Name DOB Patient Phone Number

**PHYSICIAN INFORMATION**

**Test Physician** **6/8/25**  
Physician Name (printed) Physician NPI Date  
999-999-9999 888-888-8888  
Physician Phone Physician Fax Physician Practice

**DIAGNOSIS CODE MUST BE PROVIDED FOR THIS ORDER TO BE VALID. PLEASE PROVIDE THE NECESSARY CODE FOR EACH STUDY ORDERED.**

**ULTRASOUND 2D/3D/4D** ICD-10 CODE

☐ Complete Abdomen ☐ Interventional Studies ☐ OB \_\_\_\_\_ weeks PRN TV, Doppler ☐ Venous Doppler Imaging of:  
☐ Limited Abdomen (eg. hernia, lump, gallstones) ☐ Joint Injection ☐ BPP/Doppler \_\_\_\_\_ weeks ☐ Testicular w/Doppler  
☐ Liver Elastography ☐ Nerve Injection ☐ OB/NT (11 weeks 1 day-13 weeks 6 days) PRN TV, Doppler ☐ Sonohysterogram (SHG)  
☐ Musculoskeletal ☐ Pelvic Transabdominal only ☐ With blood draw ☐ Thyroid ☐ FNA  
☐ Bladder ☐ Pelvic including Transvaginal and Doppler PRN ☐ Without blood draw ☐ Lymph Node Map of Neck ☐ Aorta (AAA)  
☐ Infant Ultrasound ☐ Carotid Doppler ☐ Renal ☐ Renal Arterial Doppler

**BREAST STUDIES 2D/3D** ICD-10 CODE **Z12.31**

KID-10 CODE R92.2 - inconclusive mammogram will be used for patient recall exams.

☒ Screening Mammogram with additional views and/or US, PRN ☐ Screening Breast Ultrasound ☐ Ultrasound Biopsy ☐ Breast MRI  
☐ Diagnostic Mammogram, US/Cyst ☐ Diagnostic Breast Ultrasound ☐ Stereotactic Biopsy ☐ FAST Breast MRI  
☐ Aspiration PRN ☐ Mammogram PRN ☐ 3D Breast Biopsy ☐ MRI Biopsy

**MRI** **MRI CONTRAST:** ☐ W ☐ W/O ☐ W & W/O ☐ As Needed **ICD-10 CODE**

☐ Brain ☐ Face ☐ Abdomen ☐ MR Arthrography: \_\_\_\_\_  
☐ Pituitary ☐ Soft Tissue Neck ☐ MRCP ☐ MR Angiography: \_\_\_\_\_  
☐ NeuroQuant™ ☐ Spine ☐ C ☐ T ☐ L ☐ Pelvis ☐ Joint/Extremity: ☐ L ☐ R  
☐ IAC ☐ Chest ☐ Breast ☐ Biopsy ☐ Implants ☐ Specify Site: \_\_\_\_\_ ☐ Other: \_\_\_\_\_  
☐ Orbits

**CT\*** **CT CONTRAST:** ☐ W ☐ W/O ☐ W & W/O ☐ As Needed **ICD-10 CODE**

☐ Head ☐ Chest ☐ CT Urogram ☐ Musculoskeletal: \_\_\_\_\_  
☐ Temporal Bone ☐ Lung Screening CT ☐ Renal (stone protocol) ☐ With 3D Rendering  
☐ Sinuses ☐ Abdomen/Pelvis ☐ Virtual Colonoscopy ☐ Other: \_\_\_\_\_  
☐ Screening ☐ Full Series ☐ CT Enterography ☐ CT Angiography: \_\_\_\_\_  
☐ Neck ☐ Abdomen ☐ With 3D Rendering ☐ \* Multiphase Reconstruction performed as needed/requested  
☐ Cardiac Calcium Scoring ☐ Pelvis

**GENERAL X-RAY** ICD-10 CODE

☐ PA Chest ☐ KUB ☐ Spine ☐ C ☐ T ☐ L ☐ Extremity: \_\_\_\_\_  
☐ PA/Lat Chest ☐ Ribs ☐ Other: \_\_\_\_\_  
☐ Flat/Erect Abdomen ☐ Scoliosis ☐ Other: \_\_\_\_\_  
☐ Head (Bel Air Only) ☐ Bone Age (Bel Air, Germantown and Hagerstown Only)  
☐ Skull ☐ Orbits ☐ Skull ☐ Orbits  
☐ Sinuses ☐ Skull ☐ Orbits  
☐ Hips ☐ Left ☐ Right ☐ Bilateral

**FLUOROSCOPY** ICD-10 CODE

☐ Esophagram ☐ Upper GI ☐ Small Bowel ☐ Hysterosalpingogram (HSG) ☐ Other: \_\_\_\_\_

**BIOPSY (NON-BREAST)** ICD-10 CODE

☐ Specify Site: \_\_\_\_\_

**BONE DENSITOMETRY** ICD-10 CODE

☐ DXA Scan ☐ With VIA PRN

**PHYSICIAN SIGNATURE** **Doctor Test** **6/8/2025** **7:26AM**  
Physician Signature Date Time

Stamped signatures are not allowed

- Correct patient
- Valid date
- Exam name
- Reason for order
- Referring provider's signature

#### 4. Click [Close] to exit the Attachments tab.

### Step 3: Begin Scheduling

#### 1. Right-click the ordered exam and select "Schedule"

**Schedule**

Schedule From

IVT

Edit Patient

Patient Merge

Print Forms

Attachments

Clinical Tasks

Update Relevance

Import Studies

Cancel Order(s)

Manage Online Registration Forms

Audit History

Copy Cell

## 2. The **Schedule Order** tab will populate

Patient Search Patient: ZTEST, MISTY #T6457776 (4) Schedule Order: ZTEST, MISTY #T6457776 \* X

ZTEST, MISTY | 08-29-1985 (39y 9m) | Female | #T6457776

Patient Patient Notes Contacts / Demographics Order Clinical Schedule Image Request (0) Billing Codes Review Extra Data Contact Log \*Solis- 3D Mammo Screening

## Step 4: Verify Patient Contact Information

1. From the **Patient Tab**, review, update, or add contact information (address, phone, email).

Patient Search Patient: ZTEST, MISTY #T6457776 (4) Schedule Order: ZTEST, MISTY #T6457776 \* X

ZTEST, MISTY | 08-29-1985 (39y 9m) | Female | #T6457776

Patient Patient Notes Contacts / Demographics Order Clinical Schedule Image Request (0) Billing Codes Review Extra Data Contact Log \*Solis- 3D Mammo Screening

**General Information**

Prefix [dropdown] Sex Female DOB 08-29-1985 Age 39y 9m

First MISTY Last ZTEST

Middle [dropdown] Suffix [dropdown] Birth place [dropdown]

☐ Disable Patient Portal ☐ Deceased ☐ Claustrophobic ☐ Arbitration signed

Father's name [dropdown]

Issuer system MRN T6457776 Active [checked]

Click here to add a new row

**Primary Address**

Address 1 1234 FAKE LN. Address 2 [dropdown]

City Washington State Washington D.C. County District of Columbia (Washington D.C.) Zip 20002 Country US

**Phone (in order of preference)**

Description	Phone	Cell?
Mobile	(123) 333-3333	<input checked="" type="checkbox"/>
Alternate		<input type="checkbox"/>

Click here to add a new row

**Email (in order of preference)**

Email
STEPHANIE.JOHNSON2@SOLISMAMMO.COM

Click here to add a new row

**NOTE:** Add Preferred Language if anything other than English

## Step 5: Complete the Schedule Tab

1. Study (Exam Type) will already be entered

Patient Search Patient: ZTEST, MISTY #T6457776 (4) Schedule Order: ZTEST, MISTY #T6457776 \* X

ZTEST, MISTY | 08-29-1985 (39y 9m) | Female | #T6457776

Patient Patient Notes Contacts / Demographics Order Clinical Schedule Image Request (0) Billing Codes Review Extra Data Contact Log \*Solis- 3D Mammo Screening

**Studies**

Studies	Duration	Room	Scheduled Date
3D Mammogram Screening Digital W/CAD(Breast, B)	15		MM-dd-yyyy h:mm am/pm

Click here to add another study

- This information may need to be updated depending on whether the correct exam is order based on the reason, or if the patient has new/changed symptoms and the order is for a routine screening mammogram.
- **Set Search Criteria**

**Search Options**

Region  
Solis Mammography

☒ Practice ☐ Site group

Washington Radiology

Site  
DC-2141 K ST

Minutes between studies  
Min 0 Max 60

Day and time options

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday ☒ Sunday

Monday  
Earliest 6:00 AM  
Latest 10:00 PM

Search Range  
Start Date 06-16-2025  
End Date 06-20-2025

Search

- Site may already be selected during order loading process, please confirm where patient would like to schedule.

○ Click [Search]

- Available appointment times will display on the lower-left of the the window

3D Mammogram Screening Digital WICAD Appointment Times

Summary Details

285  
Mon, 06-16-2025

Morning	6:45 AM
Mid Morning	10:30 AM
Afternoon	1:00 PM
Mid Afternoon	3:30 PM

Tue, 06-17-2025

Morning	6:45 AM
Mid Morning	10:30 AM
Afternoon	1:00 PM
Mid Afternoon	3:30 PM

Wed, 06-18-2025

Morning	6:45 AM
Mid Morning	10:30 AM

3D Mammogram Screening Digital WICAD Appointment Times

Summary Details

285  
DC-2141 K ST MG 1  
Mon, 06-16-2025

6:45 AM	15
7:00 AM	15
7:15 AM	15
7:30 AM	15
7:45 AM	15
8:00 AM	15
8:15 AM	15
8:30 AM	15
8:45 AM	15
9:00 AM	15
9:15 AM	15
9:30 AM	15
9:45 AM	15

- **Summary Tab:** Shows first AM, mid-AM, PM, mid-PM, etc.
- **Details Tab:** Shows ALL available appointment slots

○ Select the desired time (click once, it will highlight blue)

Patient Search Schedule Order: ZTEST, MISTY #T6457776 \* X

ZTEST, MISTY | 08-29-1985 (39y 9m) | Female | #T6457776

Patient Patient Notes Contacts / Demographics Order Clinical Schedule Image Request (0) Billing Codes Review Extra Data Contact Log

Studies Duration Room Scheduled Date

3D Mammogram Screening Digital W/CAD/... X 15 C-2141 K ST MG 1 (929) 06-16-2025 8:30 AM

Click here to add another study

3D Mammogram Screening Digital W/CAD Appointment Times

Summary Details

285

DC-2141 K ST MG 1

Mon, 06-16-2025

6:45 AM	15
7:00 AM	15
7:15 AM	15
7:30 AM	15
7:45 AM	15
8:00 AM	15
8:15 AM	15
8:30 AM	15
8:45 AM	15
9:00 AM	15
9:15 AM	15
9:30 AM	15
9:45 AM	15

Request SecurePIC

Save as Order Schedule Close

Search Options

Region

Soils Mammography

Practice Site group

Washington Radiology

Site

DC-2141 K ST

Minutes between studies

Min 0 Max 60

Day and time options

☒ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Monday Earliest 6:00 AM Latest 10:00 PM

Search Range

Start Date 06-16-2025 End Date 06-20-2025

Search

## Step 6: Complete Exam Questionnaires (If Applicable)

If a questionnaire is associated with the exam(s) selected, an additional tab will appear for each exam that has an associated questionnaire once a time is selected:

Patient Search Patient: ZTEST, MISTY #T6457776 (4) Schedule Order: ZTEST, MISTY #T6457776 \* X

ZTEST, MISTY | 08-29-1985 (39y 9m) | Female | #T6457776

Patient Patient Notes Contacts / Demographics Order Clinical Schedule Image Request (0) Billing Codes Review Extra Data Contact Log \*Soils- 3D Mammo Screening

3D Mammo Screening

RIS Questionnaire

Do you currently have any breast problems? ☐ Yes ☐ No

Do you have Breast Implants? ☐ Yes ☐ No

Do you have a personal history of Breast Cancer? ☐ Yes ☐ No

Have you had a mammogram before? ☐ Yes- At Washington Radiology ☐ Yes- Elsewhere ☐ No

What was the date of your last mammogram?

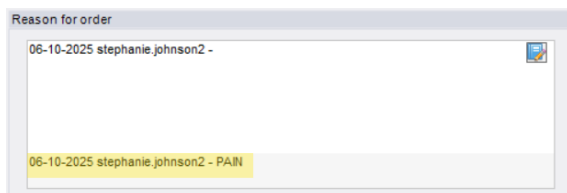
Was the patient advised to bring outside mammo images/reports to their exam? ☐ Yes ☐ No ☐ N/A patient does not have outside mammo images/reports

- Ask the patient the required questions
- Accurately enter their responses into eRAD
- You must complete the questionnaire before proceeding.
- You cannot save or finalize without entering questionnaire responses when required.

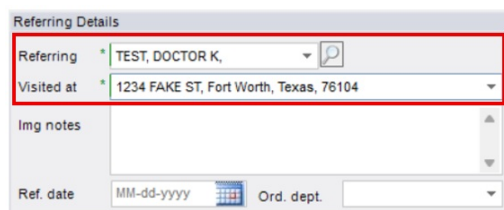
## Step 7: Complete the Order Tab

Fill in all required information:

- **Reason for Order** will already be listed. Only add this if it is missing or incorrect.

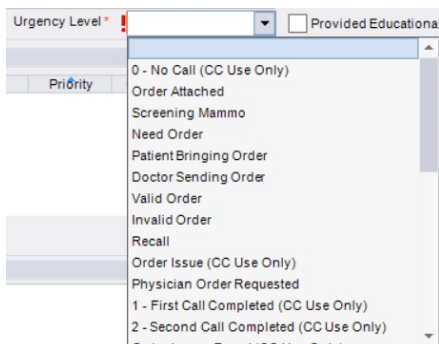


- **Referring Details** will already be listed. Only add this if it is missing. DO NOT change if order is attached as this must reflect the name of the provider who wrote the order.



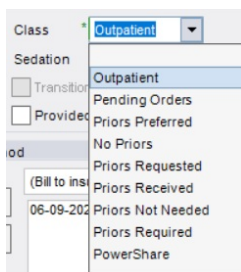
- Confirm a portion of the providers address to assure confidential reports are sent to the intended office

- **Urgency Level (Order Status)** will typically be "Order Attached" if an order is available in eRAD



- Choose based on whether an order is provided or pending (e.g., Order Attached, Need Order, etc.)

- **Class (Prior Imaging Status)** must be updated to reflect status of prior related imaging. Do not leave as "Pending Orders" or "Outpatient"



- Select the appropriate Class based on whether outside related imaging is necessary for comparison purposes

- **Manage Policies/Billing Method** must be updated.

Insurance Policies

Note	Carrier Code	Carrier Name	Policy #	Group Number	Group Name	Phone	Priority	Card	Eligibility	Billing Method
										Bill to insurance
										(Bill to insurance)
										Self Pay

Manage Policies IVT Notes Verify

Amount to collect \*

- Click **[Manage Policies]** to add payor information (insurance, non-profit, etc.), **OR**
- Change dropdown under **"Billing Method"** to convert patient to self-pay if insurance is not available.
- If insurance information is not available at the time of scheduling, send SecurePic link.

## Order Notes

Order Notes

06-09-2025 stephanie.johnson2 - PT AWARE OF PREP - ADVISED TO BRING INS CARD, PHOTO ID, AND ORDER

- Add notes related to the exam
  - "PT AWARE OF PREP - ADVISED TO BRING INS CARD, PHOTO ID, AND ORDER TO EXAM"

## Step 8: Finalize & Confirm Appointment

- Click **[Schedule]** in the bottom right

Save as Order Schedule Close

- Do not click **[Save as Order]** or **[Close]** - doing so will **not** save the appointment

## Step 9: Schedule Summary (Confirmation Screen)

Before finalizing, confirm:

Review

Schedule Summary:

Patient reports their weight to be lbs.

MISTY Z TEST is scheduled for a

3D Mammogram Screening Digital W/CAD on Monday June 16, 2025 at 8:30 AM for 15 minutes at DC-2141 K ST

- (77063) Tomosynthetic Mammogram Screening with or without CAD

- (77067) Mammogram Screening with or without CAD

Address:

DC-2141 K ST

2141 K ST NW

Suite 900

WASHINGTON DC 20037

Prep Instructions: ☒ Prep Instructions Reviewed


3D Mammogram Screening Digital W/CAD

Please arrive 10-15 minutes earlier than your appointment time. For best results, do not wear talcum powder, deodorant, lotion or perfume under your arms or on your breasts on the day of your appointment. Also, please make arrangements to have onsite

Schedule Modify

- Exam type(s)

- Scheduled date and time
  - Center name
    - Offer address
  - Prep Instructions
    - Check the "**Prep Instructions Reviewed**" box
  - Click **[Schedule]** to complete

The image shows two rectangular buttons side-by-side. The left button is labeled 'Schedule' and has a red border. The right button is labeled 'Modify' and has a grey border.

    - Click **[Modify]** if you need to make changes to date, time, exam type, etc.
- 

EDITED: 06/10/2025

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