

Understanding the Patient Folder in eRAD

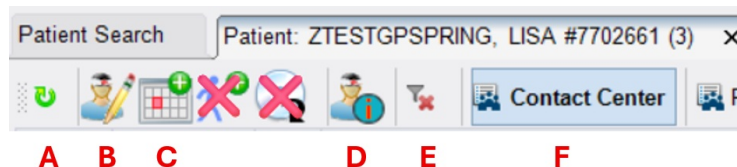
Last Modified on 06/10/2025 1:38 pm EDT



Understanding the Patient Folder in eRAD

Purpose: This job aid provides an overview of the key features available when reviewing a patient's history in eRAD. It outlines the tools, icons, and filters agents should be familiar with while navigating the Patient Folder.

Main Toolbar Options (Top of the Patient Folder Screen)



- A. **Refresh** - Refreshes/updates all patient information on the screen, including appointments, alerts, and notes.
- B. **Edit Patient** - Edit patient information, add Patient Notes (general patient information), view Attachments.
- C. **New Appointment** - Creates a new accession in order to schedule a new appointment.
- D. **Patient Alerts** - Add patient alerts (e.g., Do Not Contact, Hearing Impaired, etc.)
- E. **Clear Filters** - Removes all applied filters from the Patient Folder view.
- F. **Contact Center Filter** - Organizes patient information for Contact Center use.

Record Access History

- Located in the lower left corner of the eRAD screen
- Click on it to display the last 10 actions executed in the system

Opened: Schedule Order: ZTESTGPSRING, LIS...

Connected: RIS/Prod #RAD RIS 2025 57 303
Opened: Edit Patient: BOUVILLE, ALEXANDRE #9175209
Opened: Schedule Order: BOUVILLE, ALEXANDRE #9175209
Opened: Schedule Order: BOUVILLE, ALEXANDRE #9175209
Opened: Edit Patient: BOUVILLE, ALEXANDRE #9175209
Opened: Edit Patient: BOUVILLE, ALEXANDRE #9175209
Opened: Edit Patient: BOUVILLE, ALEXANDRE #9175209
Opened: View Exam: SPENORTH, NICOLE #8117121
Opened: Edit Patient: RANDELE, KIMARA #9154539
Opened: View Exam: RANDELE, KIMARA #9154539
Opened: Schedule Order: SCHLINDER, BRIGGS #1870599
Opened: Schedule Order: ZTESTGPSRING, LISA #7702661

Patient Exam History

Patient Search Patient: ZTESTGPSRNG, LISA #7702661 (3)												
Flags	Nuggets	Alert	Procedures	Urgency Level	Site Name	Room Name	Scheduled Date	Status	Referring	MRN	Accession	Order
			3D Mammogram Screening Digital W/CAD...	Screening Mammo	HOU-Grand Parkway S...	HOU-GP...	11-06-2025 10...	Canc...	TEST, T...	7702661	19984...	180.
			3D Mammogram Screening Digital W/CAD...	Screening Mammo	HOU-Grand Parkway S...	HOU-GP...	10-31-2024 11...	Canc...	TEST, T...	7702661	19984...	180.
			3D Mammogram Screening Digital W/CAD...	Screening Mammo	HOU-Grand Parkway S...	HOU-GP...	10-31-2024 10...	Canc...	TEST, T...	7702661	19984...	180.
A	B	C	D	E	F	G	H	I	J	K	L	M

A. **Flags** - Not used by the CC

B. **Nuggets**

- **Patient Summary** - Displays patient name, DOB, contact info, and the referring provider and exam type associated with the accession.
- **Notes** - Displays Patient Notes (general patient information, carries across Patient Folder) and Order Notes (exam specific information, visible on accession level only).
- **Attachments** - Displays documents attached at the order/accession level (DOES NOT display all available patient documents)
- **Reports** - Displays the report dictated by our radiologist; exam must be in "Signed" status.
- **Alerts** - Displays any alerts associated with the accession.

C. **Alerts** - Not used by the CC

D. **Procedures** - Lists the exam or study type/

E. **Urgency Level** - Reflects the status of the physician order.

F. **Site Name** - Reflects the location where the exam is scheduled.

G. **Room Name** - Not used by the CC

H. **Scheduled Date** - Reflects the date and time of the scheduled exam.

I. **Status** - Reflects the status of the exam

- **Scheduled** = Patient has a future appointment
- **Cancelled** = Appointment has been cancelled
- **Ordered** = Accession has been created, but is not yet scheduled
- **Arrived** = Patient has arrived for the appointment and completed registration
- **Exam Done** = Patient has completed the exam, awaiting radiologist dictation
- **Signed** = Patient has completed the exam and the radiologist has made the interpretations and dictated a report.

J. **Referring** - Reflects the name of the referring provider or the provider who will be receiving the results if an order is not required (e.g., screening mammograms).

K. **MRN** - Reflects the internal Medical Record Number (MRN) assigned to the patient in eRAD.

L. **Accession Number** - Reflects the number assigned when the accession was created; patients will refer to it as a confirmation number if they scheduled online.

M. **Order Number** - Not used by the CC