

Cancel Exam in eRAD

Last Modified on 04/04/2025 6:02 pm EDT



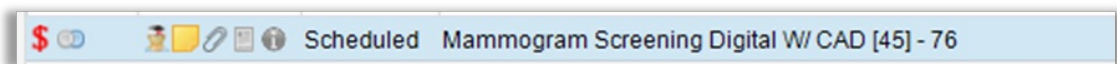
Contact Center
eRAD RIS
Cancel Exam

When requested to cancel an exam, this can be done from the patient history screen.

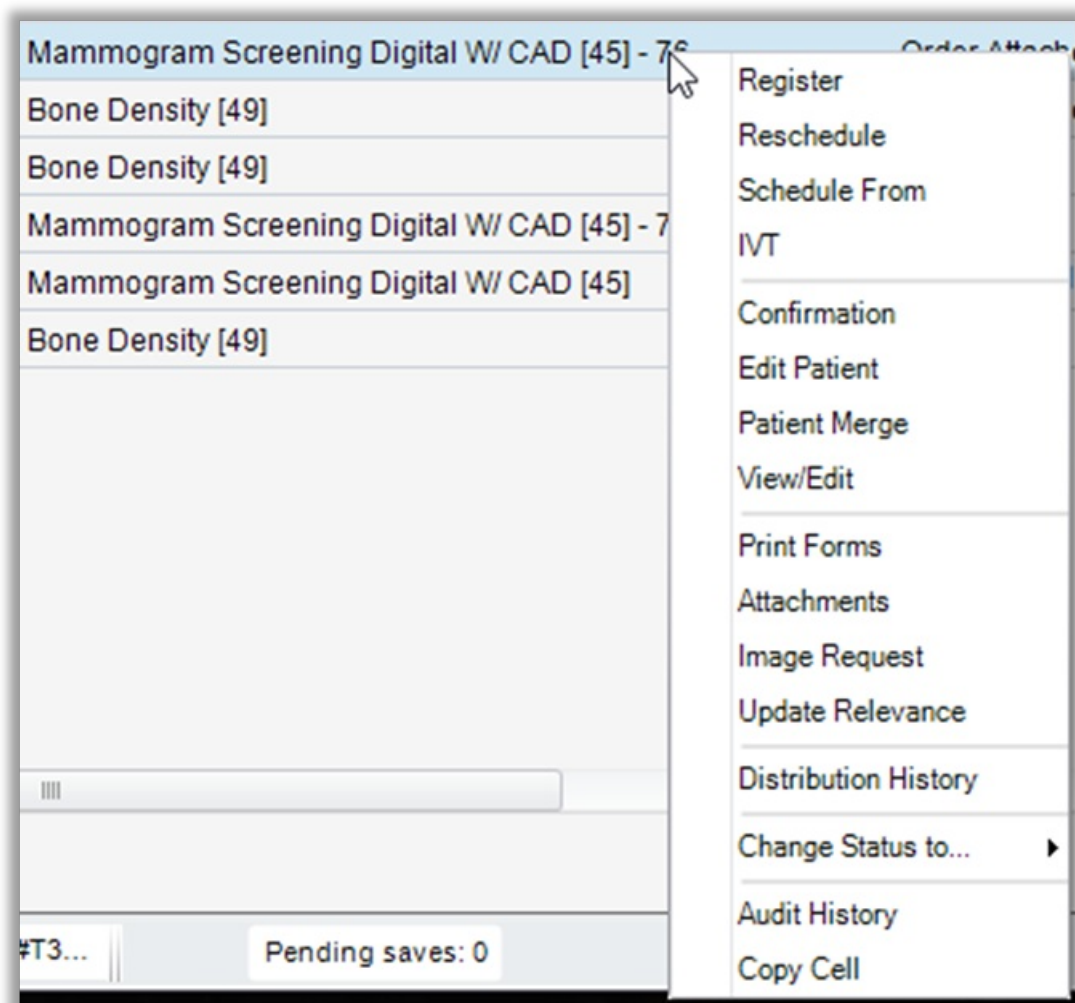
Flags	Nuggets	Status	Procedures	Urgency Level	Scheduled Date	Referring
\$		Scheduled	Mammogram Screening Digital W/ CAD [45] - 76	Screening M...	03-23-2018 3:30 PM	SMITH, AD
\$		Scheduled	Bone Density [49]	Need Order	03-23-2018 3:00 PM	SMITH, AD

1. To Cancel:

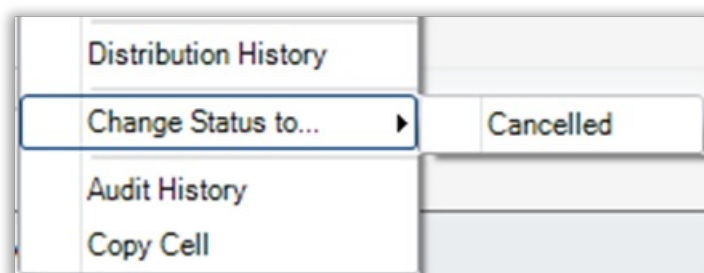
1. Highlight exam that needs to be canceled by clicking on it (it will turn blue)



2. Right-click the highlighted exam and select "Change Status To"



- From the sub-menu select "Cancelled"



- If more than one exam is scheduled on the same day, list will appear to cancel multiple exams if needed.
Check boxes next to any additional appointments to cancel

Cancel Study

Choose the studies to be cancelled for patient TEST, HOLLY.

☐ Select / deselect all

<input type="checkbox"/> Referring: SMITH, ADAM				
<input type="checkbox"/> Mammogram Screeni...(45)	03-26-2018 1:15 PM	DFW-Southlake MG ...	Scheduled	
<input type="checkbox"/> Referring: SMITH, ADAM				
<input type="checkbox"/> Bone Density(49)	03-26-2018 1:30 PM	DFW-Southlake BD	Scheduled	
<input type="checkbox"/> Referring: SMITH, ADAM				
<input type="checkbox"/> Bone Density(49)	03-26-2018 2:00 PM	DFW-Southlake BD	Scheduled	
<input checked="" type="checkbox"/> Mammogram Screeni...(45)	03-26-2018 2:30 PM	DFW-Southlake MG ...	Scheduled	

Reason

5. Select a reason for cancellation

Reason

- No Doctors Order
- No Show
- Patient did not bring films
- Patient Request
- Patient Went Elsewhere
- Physician Request

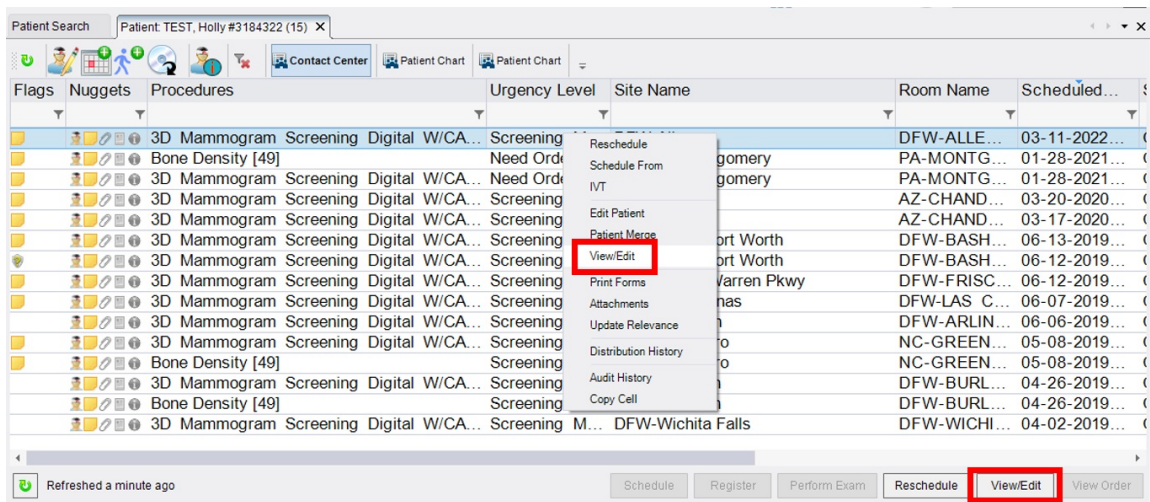
6. Click "OK" to cancel exam - **DO NOT SELECT SCHEDULE LATER!**

Reason

7. Exam will show with a status as "Cancelled"

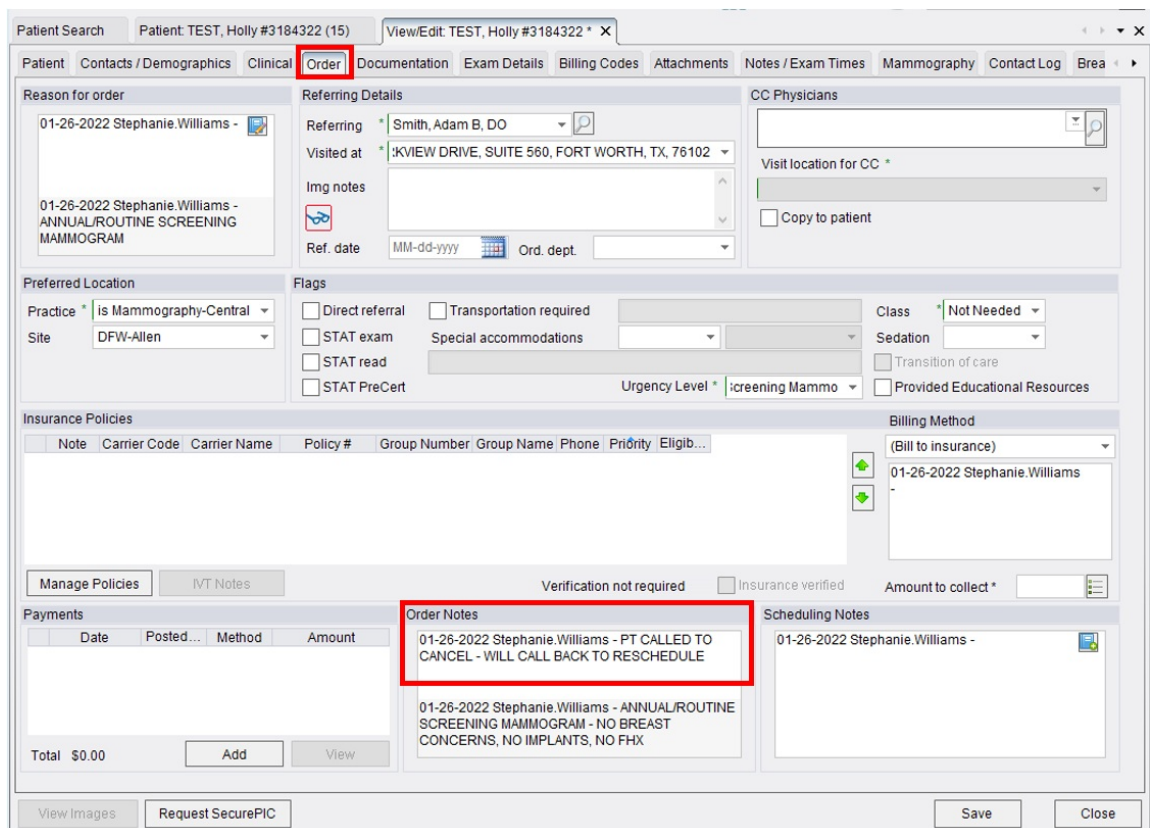
Cancelled Mammogram Screening Digital W/ CAD [45] - 76

8. Highlight the cancelled exam and select "View/Edit" from the bottom right-hand corner of the window
OR right-click and select "View/Edit".

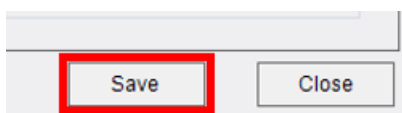


9. Click on the Order Tab and add notes under Order Notes

NOTE: Notes related to a specific exam/accession should be placed under Order Notes. Patient Notes should only be used for general documentation not related to one specific exam/accession.



10. Once notes have been added, click Save in the lower right-hand corner of the window



EDITED: 01/26/2022
