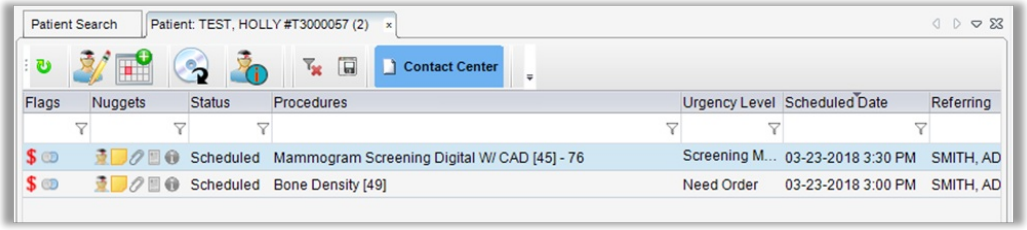
Cancel Exam in eRAD

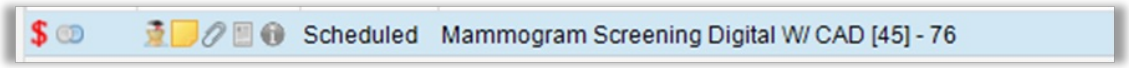
Last Modified on 04/04/2025 6:02 pm EDT

Contact Center
eRAD RIS
Cancel Exam

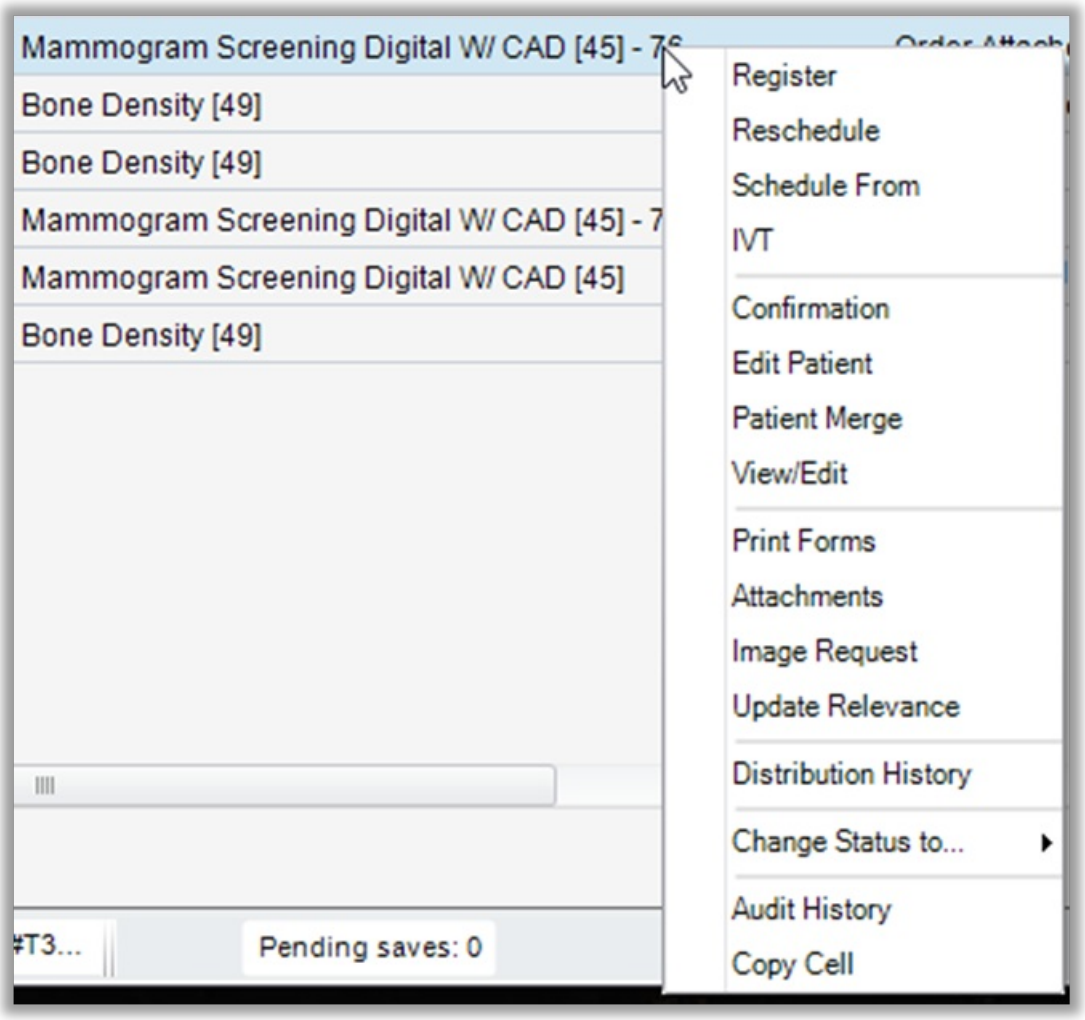
When requested to cancel an exam, this can be done from the patient history screen.



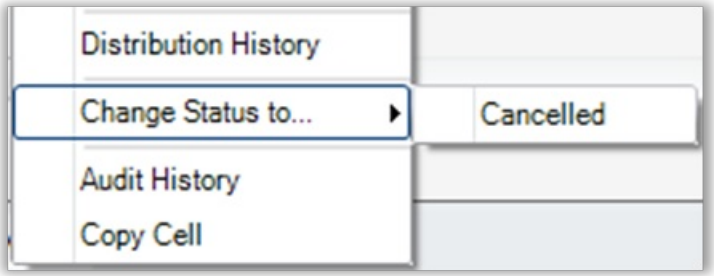
1. To Cancel:
    1. Highlight exam that needs to be canceled by clicking on it (it will turn blue)



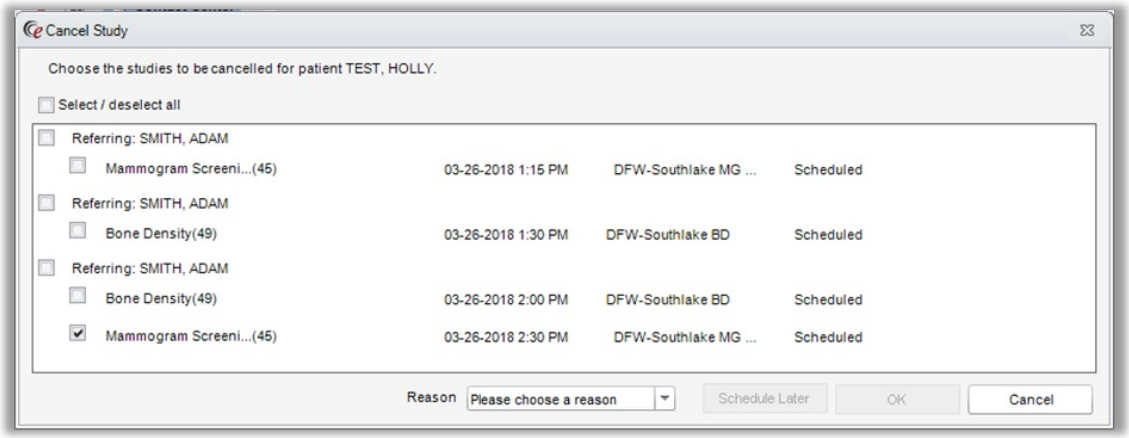
    2. Right-click the highlighted exam and select “Change Status To”



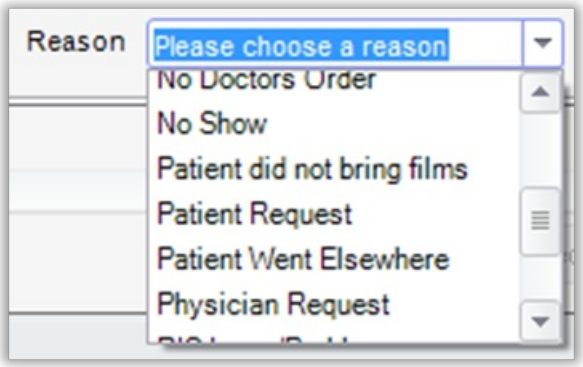
3. From the sub-menu select "Cancelled"



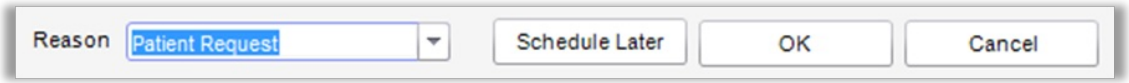
4. If more than one exam is scheduled on the same day, list will appear to cancel multiple exams if needed. Check boxes next to any additional appointments to cancel



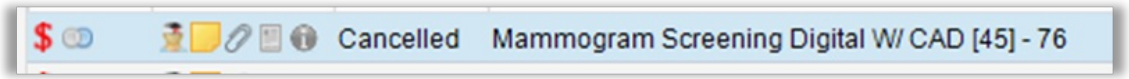
5. Select a reason for cancellation



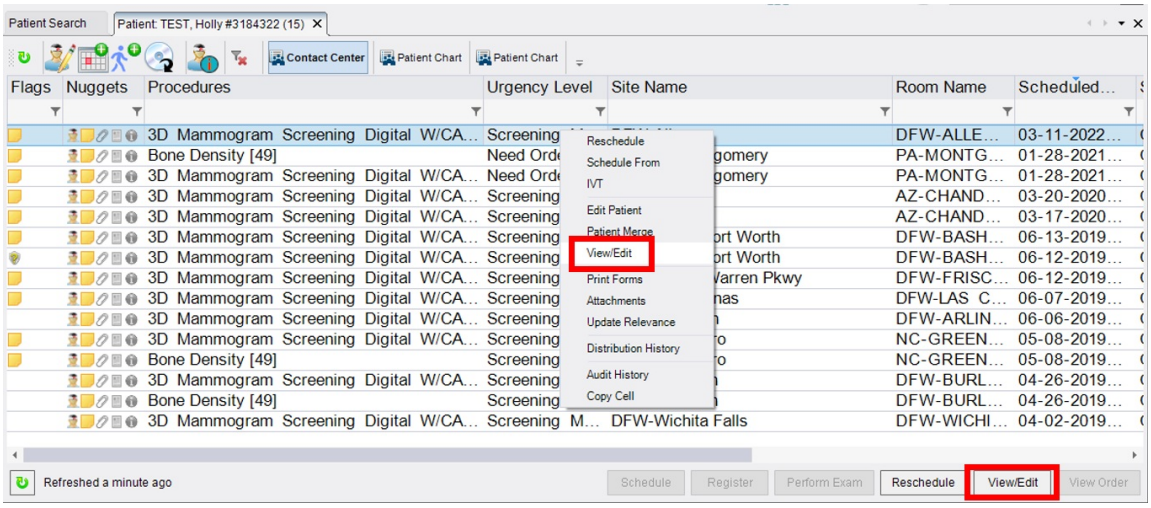
6. Click “OK” to cancel exam - DO NOT SELECT SCHEDULE LATER!



7. Exam will show with a status as “Cancelled”

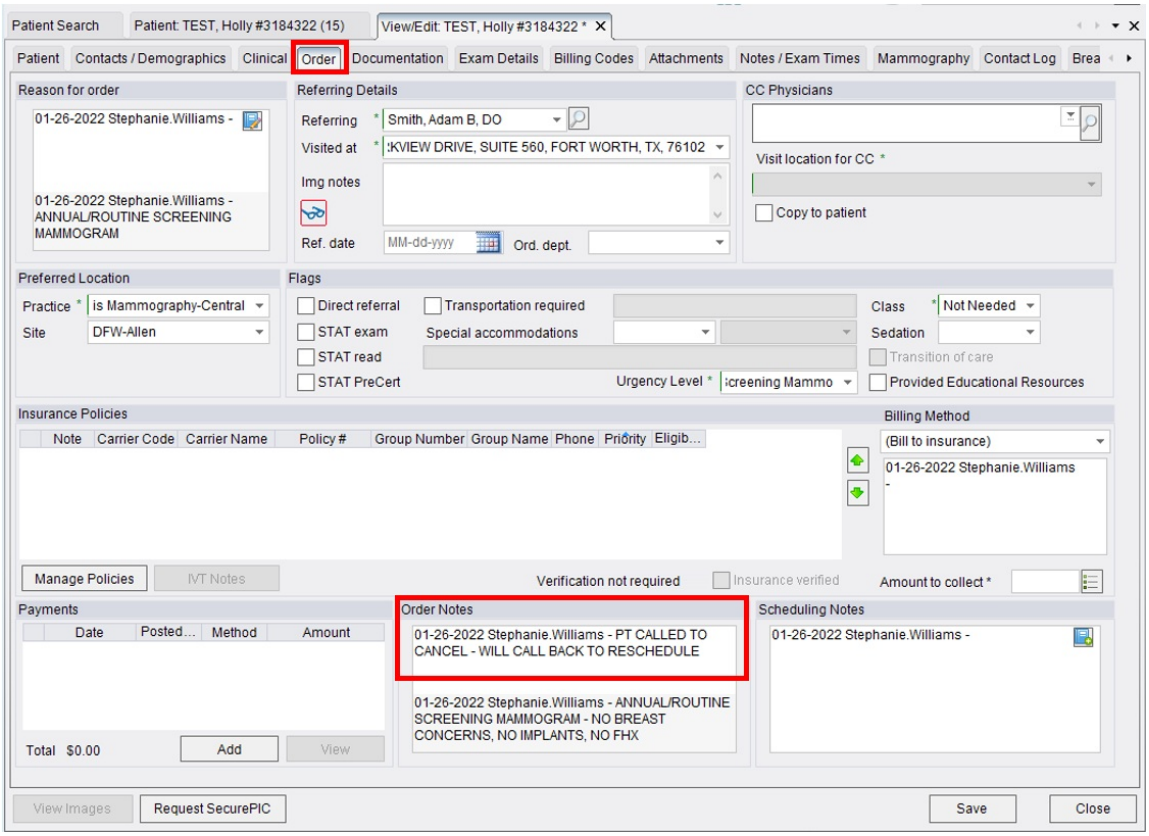


8. Highlight the cancelled exam and select "View/Edit" from the bottom right-hand corner of the window OR right-click and select "View/Edit".

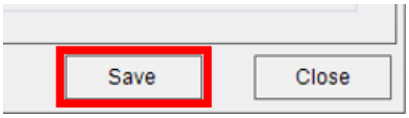


9. Click on the Order Tab and add notes under Order Notes

   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