Viewing Attachments

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



Contact Center eRAD RIS Viewing Attachments

When viewing a patient in eRAD, the ability to access attached documents can be done from the patient history screen.

1. Search for the patient using the search bar in the top right corner



2. Click on patient in Search Results to open patient history

First Name	Last Name	Middle Name	Birth Date	MRN	Issuer	Gender	Address	City	State	Zip Code
HOLLY	TEST		04-29-1960	T3000057	system	F	15601 DALLAS PARKWAY	Addison	TX	75001

3. Click on exam to add notes to (accession) and it will turn blue

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File A	dministration So	cheduling F	ront Desk Hel	p						6	7	1/1	2	▼ test,holly			x
Patien	t Search Pat	tient: TEST, H	HOLLY #T30000	57 (8) ×													
5	<i>¥</i>	20	7	Co	ntact Center Ag	ent 🖕											
Flags	Nuggets	Status	Procedures				Scheduled	Date	Referrin	g		MRN	Accession #	Confirmation #	Room	Site	Perform
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\$	1000	Scheduled	Breast Ultraso	und - Boo	oked Status [1]	33]	03-30-201	8 2:45 PM	SMITH,	ADAM B,	DO	T3000057	T6000049	6000040	193	105	
\$	1000	Cancelled	Breast Ultraso	und - Boo	oked Status [1	33]	03-28-201	8 1:00 PM	SMITH,	ADAM B,	DO	T3000057	T6000048	6000040	193	105	
\$ 🗊	1000	Cancelled	Mammogram	Screenin	g Digital W/ C	AD [45] - 76	03-26-201	8 2:30 PM	SMITH,	ADAM B,	DO	T3000057	T6000046	6000039	191	105	
\$ @	1000	Scheduled	Bone Density	[49]			03-26-201	8 2:00 PM	SMITH,	ADAM B,	DO	T3000057	T6000047	6000039	192	105	
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\$ 💿	10000	Signed	Mammogram	Screenin	g Digital W/ C	AD [45]	03-23-201	8 3:30 PM	SMITH,	ADAM B,	DO	T3000057	T6000011	6000010	190	105	
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0	Refreshed 15 sec	onds ago				0	Schedule	Reg	lister	Perfo	rm Ex	am	Reschedule	View/Edit		View	Order
Connec	ted: RISTest eRA	D RIS 2017.6	5.2	P	ending saves:	D											8 row

4. Right click on the exam and select "Attachments"

\$	1000	Scheduled	Breast Ultrasound - B	Register
\$	1000	Cancelled	Breast Ultrasound - B	Reschedule
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				Print Forms
				Attachments
				Image Request
				Update Relevance
				Distribution History
				Change Status to
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				Copy Cell

5. The "Attachments" tab will open

	in control in the second	,							
Attac	chments								
Proc	cedure: Breast Ultrasoun	d - Booked Status [133]	Scheduled:	03-30-2018 2:4	5 PM Accession #:	T6000049			
			5						
2	<u>S</u> can <u>Impor</u>	t 🔄 [Show	all documents	for patient
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6. Automatically opens any attachments that apply to the exam originally selected

Attachments						
Procedure:	Breast Ultrasound - Booked Status [13	33]	Scheduled:	03-30-2018 2:45 PM	Accession #:	T6000049
Scan	🐑 Import					

- 1. Patient Level Attachments Patient drivers license, HIPAA forms, etc. that apply to the patient as a whole
- 2. Exam/Order Level Attachments Apply to the exam that you are viewing

(Marrison)	Frank	Pages	Level	Scheduled Ball	Accession Proceedings - Marco		OR DUILD
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00.01.0110	(B) (and		1 Patient			-	

7. To view ALL attachments for the entire patient, click "Show all documents for patient"

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Proce	edure: Breast Ultrasoun	id - Booked Status [133]	Scheduled:	03-30-2018 2	45 PM Accession #	T6000049			
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	r Equais.	(Contains.	I Equais.				oomanii (oomanii (
	03-27-2016	Fax Cover Sheet	I Equais.	1 Patient			Source 1 Source 1	hshirley	15
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	03-27-2018	Figure Cover Sheet	1 Equits.	1 Patient 1 Patient 1 Patient 1 Patient		1 000100001 1	County 1 County 1		

8. To view, double click on attachment

	03-27-2018	General Correspondence	1 Patient	hshirley	ns
D	03-27-2018	Physician Order	1 Patient	hshirley	hs
	02 26 2019	Dhusiaian Order	1 Order	hebiday	he

9. Document will open



