

Accessing Attachments in eRAD

Last Modified on 06/11/2025 5:09 pm EDT

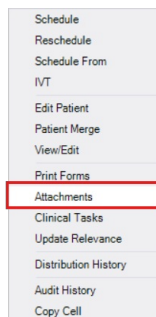


Accessing Attachments in eRAD

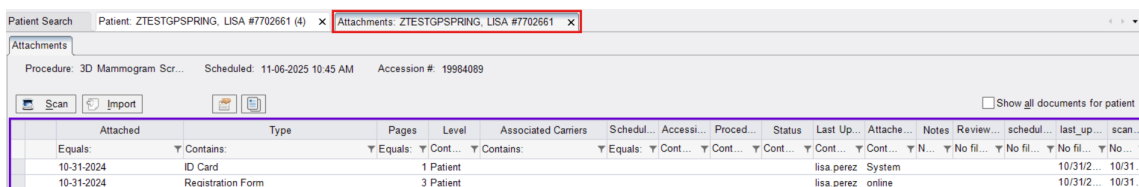
You can view patient-related documents in eRAD from the Patient Folder using several methods. Follow the instructions below based on how you are accessing the attachments.

Primary Method: Via Right-Click on Exam

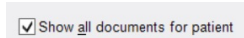
1. Open the **Patient Folder**
2. **Search** and select the correct patient.
3. Click the desired **accession** (it will highlight blue).
4. **Right-click** the exam and select **"Attachments"**.



- The **Attachments** tab will open with documents related to that exam.



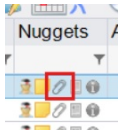
- To view **all patient attachments**, click the box next to **"Show all documents for patient"**



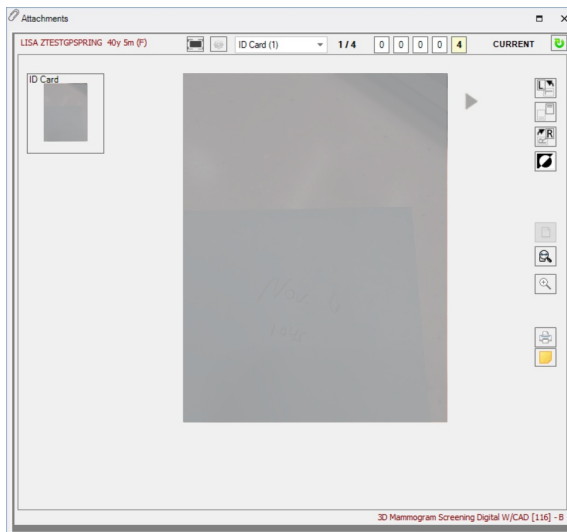
Other Ways to Access Attachments

1. Attachments Nugget (paper clip icon) in Patient Folder

- In the **Patient Folder**, click the **Attachments (paper clip)** icon.



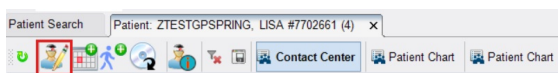
- This opens documents **only for the selected accession**.



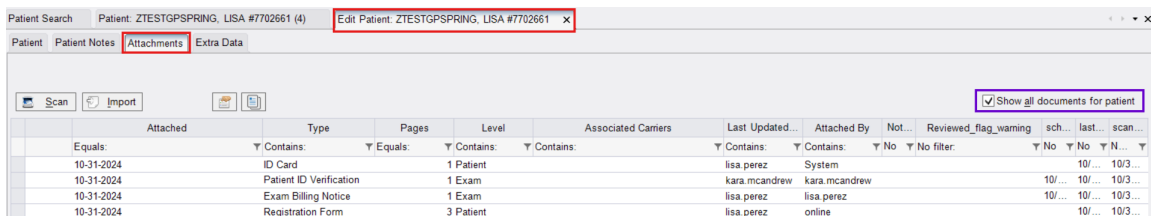
- You cannot view all patient documents using this method.

2. Edit Patient > Attachments Tab

- In the **Patient Folder**, click the **Edit Patient** button.

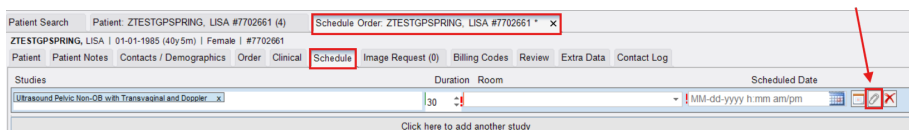


- The **Edit Patient** tab opens, navigate to the **Attachments** tab
- The **"Show all documents for patient"** option is selected by default.



3. While Scheduling or Rescheduling an Exam

- Go to the **Schedule** tab.
- Click the **Attachments (paper clip)** icon to view documents for the selected exam.



4. From a Scheduled Exam

- Click the desired **accession** (it will highlight blue).

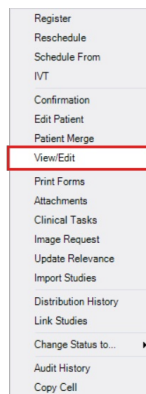
File Administration Messaging Scheduling Front Desk Help

Patient Search Patient: ZTESTGSPRING, LISA #7702661 (5)

Flags Nuggets Alert Procedures Contact Center Patient Chart

Urgency Level	Site Name	Room Name	Scheduled...	Status	Referring
3D Mammogram Screening Digital W/CA Screening M	HOU-Grand Parkway Spring	HOU-GP SP	11-06-2025	Cance	TEST T
3D Mammogram Screening Digital W/CA Order Attached	VA-Arlington	VA-ARLING	08-11-2025	Sched...	TEST T
3D Mammogram Screening Digital W/CA Order Attached	VA-Arlington	VA-ARLING...	07-22-2025	Cance...	TEST T

- Right-click and choose "View/Edit".



- Navigate to the **Attachments** tab.

Patient Search Patient: ZTESTGSPRING, LISA #7702661 (5) View/Edit: ZTESTGSPRING, LISA #7702661

ZTESTGSPRING, LISA | 01-01-1985 (40y5m) | Female | #7702661

Patient Contacts / Demographics Clinical Order Documentation Exam Details Billing Codes **Attachments** Notes / Exam Times Mammography Extra Data Contact Log Breast Diagram Mammo Checklist

Procedure: 3D Mammogram Scr... Scheduled: 08-11-2025 1:00 PM Accession #: 35676585

Scan Import Verbal

☐ Show all documents for patient

Attached	Type	Pages	Level	Schedule...	Accessio...	Procedures	Status	Last Upd...	Attached...	Notes	schedule...	last_upda...	scanned...	Associated Carriers
10-31-2024	ID Card	1 Patient						lisa.perez	System			10/31/20...	10/31/20...	
10-31-2024	Registration Form	3 Patient						lisa.perez	online			10/31/20...	10/31/20...	

Open a Document

- Double-click any listed attachment to open it.

Patient Search Patient: ZTESTGSPRING, LISA #7702661 (5) View/Edit: ZTESTGSPRING, LISA #7702661

ZTESTGSPRING, LISA | 01-01-1985 (40y5m) | Female | #7702661

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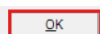
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Close a Document

- When finished, click [OK] to close the document.



Exit the Attachments Tab

- Click [Close] to exit the Attachments tab



- If prompted to save changes, always choose [No]



Reminders

- Once an attachment is open:

- **Scroll** up/down to **zoom**.
- **Click** and **drag** to **move** around the document.

EDITED: 06/11/2025
