Adding Additional Exam(s) to a Future Appointment in eRAD

Last Modified on 06/04/2025 3:24 pm EDT



Adding Additional Exams to a Future Appointment in eRAD

Purpose: Follow this process when a patient already has a scheduled future appointment and would like to add another exam on the same date.

1. Access the Patient Folder

Patient	Search Patier	II: ZTEST, MISTY #4196996 (16) X									
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Flags	Nuggets	Procedures	Urgency Level	Site Name	Room Name	Scheduled Date	Status	Referring	MRN	Accession #	Ord
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	1.000	Bone Density [49]	Patient Bringing Order	r DC-2141 K ST	DC-2141 K ST DEXA	06-17-2025 10:30 AM	Scheduled	BERHANU, AD	4196996	12256471	117
	1000	Bone Density [49]	Patient Bringing Order	r DC-2141 K ST	DC-2141 K ST DEXA	06-14-2025 10:00 AM	I Cancelled	ABBASI, RAFA	4196996	12254175	117
	2 2 2 8	3D Mammogram Screening Digital W/CAD [116] - Breast - BI	Screening Mammo	DC-2141 K ST	DC-2141 K ST MG 1	05-21-2025 1:00 PM	Cancelled	TEST, DOCTO	4196996	12254178	117

- Locate the patient using the Patient Search.
- Note the type, date, and time of the scheduled appointment.

Example: 3D Screening Mammogram on 10/16/2025 at 10:30AM

2. Initiate the Reschedule Process

Patient S	earch Patient	: ZTEST, MISTY #4196996 (16) X								
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Flags	Nuggets	Procedures		Urgency Level		Site Name		Room Name		Schedu
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	1	Bone Density [49]		Patient Bringing Ord	er	DC-2141 K ST	Pagist	DO OALAKOT D	EXA	06-17-2
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	1.00	3D Mammogram Screening Digital W/CAD [116] - Breast - B		Screening Mammo		DC-2141 K ST	IVT		G 1	04-28-2

- Select the existing scheduled exam (it will highlight blue).
- Right-click and select "Reschedule".
- 3. Reschedule Window

C Reschedule						×
Select the studies to be rescheduled for paties	nt ZTEST, MISTY.					
Select / deselect all						
Referring: BERHANU, ADEY				Carrier	BCBS FEDERAL	
Bone Density(49)	06-17-2025 10:30 AM		DC-2141 K ST DEXA	Scheduled		
		Resson	Dependence		K Cana	
		Reason	Resencedure		Canc	CI

- When prompted, select "**Reschedule**" as the reason.
- Click [OK] to proceed.

4. Schedule Order Tab

Patient Search X Patient: ZTEST, MISTY #4196996 (16) Reschedule Order: ZTEST, MISTY #4196996 * X												
ZTEST, N	ZTEST, MISTY 08-29-1985 (39y 9m) Female #4196996											
Patient	Patient Notes Contacts / Demographics Order Clinical Schedule Image Request Billing Codes											
Studies												
Bone Density x												

• Click the Schedule Tab. Existing exam(s) will be listed in the Studies box.

5. Add Additional Exam(s)

Patient Search	Patient: ZTEST, MISTY #4196996 (16)	Reschedule Order: 7	ZTEST, MISTY #4	196996 * ×							
ZTEST, MISTY	\$17, MISTY 08-29-1985 (39)9m) Female #4198996										
Patient Patient N	ent Patient Notes Contacts /Demographics Order Clinical Schedule Image Request Billing Codes Review Extra Data Contact Log										
Studies	tudies Duration Room Scheduled Date										
Bone Density x	ne Benaty x										
	Cilck herets add another study										

- Select "Click here to add another study".
- **Important:** If needed (depending on exam type), clear and re-add the original exam to ensure correct scheduling order.
- Enter the **new exam(s)** to be added.

6. Update Search Options

Search Options
Region
Solis Mammography 💌
Practice Site group
Washington Radiology 👻
Site
DC-2141 K ST 👻
Minutes between studies
Min 0 🗘 Max 60 🌲
Day and time options
✓ Monday Monday ✓ Tuesday Earliest ✓ Wednesday 6:00 AM ✓ Thursday Latest ✓ Friday Latest ✓ Saturday 10:00 PM
Search Range
Start Date 06-17-2025 💌
End Date 06-21-2025 🔻
Search

- Use the **existing appointment date** to search for availability.
- If no time slots are available:
 - Ask the patient if they'd prefer to reschedule all exams for a new date, OR
 - Keep the current appointment and schedule the additional exam(s) for a different day.

7. Order Tab Updates

Patient	Patient N	lotes Cont	acts / Dem	ographics	Orde	Clinica	al Schedul	e Image Req	uest Bil	ling Codes	Review	v Extra Data	ontact Log							
Reason	fororder								Re	ferring Deta	ils				CC Physicians					
06-04-2025 stephanie.johnson2 - ANNUAL/ROUTINE SCREENING MAMMOGRAM							Re Vi	eferring sited at	BERHA	NU, ADEY A, ST NW, STE 300, 1	vashington, DC	C, 20006	¥	Visit leastion	for CC	*				
06-04-2025 stephanie johnson2 - SCREENING FOR OSTEOPOROSIS							Im Re	ig notes ef. date	MM-dd	-уууу 🎹 с	rd. dept.		< >	Copy to p	atient	<i>s</i> .	Ţ			
Preferred	Location	n							Flag	s										
Practice	* Wast	nington Radio	logy							Direct refe	rral	Transportatio	n required					Class * 's Not	Veeded 🔻	
Site	DC-2	141 K ST								STAT exar	n	Special accommo	dations		-		Ŧ	Sedation	-	
										STAT read	(Transition of car	e	
										STAT PreC	Sert			Urgency Leve	atie	nt Bringing Order	-	Provided Educa	tional Resources	
Insuranc	e Policies															Billing	Meth	od		
	Note	Carrier Coo WRA1016	BCBS I	FEDERAL		Carrier Na	ame		Policy R12314	# Grou 15 111	o Numbe	r Group Name	Phone 5555555555	Priðrity Primary	Card	Eligibility	•	(Bill to insurance) 06-04-2025 stept	wanie.johnson2 -	
Mana	ige Polici	es	IVT Notes										Verification	notrequired	Ins	surance verified		Amount to collect	* \$0.00	
Order No	otes							Scheduling N	otes											
06-04-202 SCREENIN	25 stephar VG MAMM	nie johnson2 OGRAM - NO nie johnson2	- PT CALLI ISSUES/CO	ED TO ADD	ANNUA NO IMPL	L/ROUTIN ANTS	E	06-04-2025 st	ephanie.jo	hnson2 -										

- Navigate to the Order tab to review and update the following, if necessary:
 - Reason for Order
 - Referring Physician

- Urgency Level
- Class
- Insurance/Self-Pay
- Order Notes
 - Add documentation regarding the added exam

8. Finalize the Appointment



- $\circ \ \ \mathsf{Click}\left[\textbf{Schedule} \right] \text{to complete the scheduling process} \\$
- 9. Schedule Summary Confirmation

Ce Review		_ = ×
Schedule Summary:		
		1
Patient reports their weight to be Bo. MISTY ZTEST is scheduled for a Bone Demity on Travelay June 17, 2025 at 11:00 AM for 30 minutes at DC-2141 K ST - (77050) Bone Density without IVA		
3D Mammogram Screening Digital WCAD on Tuesday June 17, 2025 at 11:30 AM for - (77063) Tomosynthesis Mammogram Screening with or without CAD - (77067) Mammogram Screening with or without CAD	15 minute)) DC:114 K ST	
Address:		
DC-114 K ST 2141 K ST WW Sum 900 WASHENGTON DC 20037		
Prep Instructions:	✓ Prep Instructions Reviewed	
- Bone Density - 3D Mammogram Screening Digital W/CAD		
1 of 2:Bone Density No metal buttons or zippers below the waist. No calcium supplements th	e day of or the day before the exam. Patient must wait 10 days from their last barium contrast exam before scheduling a bone density exam.	
2 of 2:3D Mammogram Screening Digital W/CAD Please arrive 10-15 minutes earlier than your appointment time. For best	results, do not war talcum powder, deodorant, lotion or perfume under your arms or on your breasts on the day of your appointment. Also, please make arrangements to have onsite supervision for young children, as they will n	ot be able to ac
< c	Schedure	> Modify

- Review the full **exam details**: type, date, time, and location.
- Offer the Center address to the caller.
- Provide the **prep instructions** for the new exam.
- Offer to review prep instructions for the originally scheduled exam.
- Click [Schedule] again to confirm and save.

EDITED: 06/04/2025