Updating Reason for Order

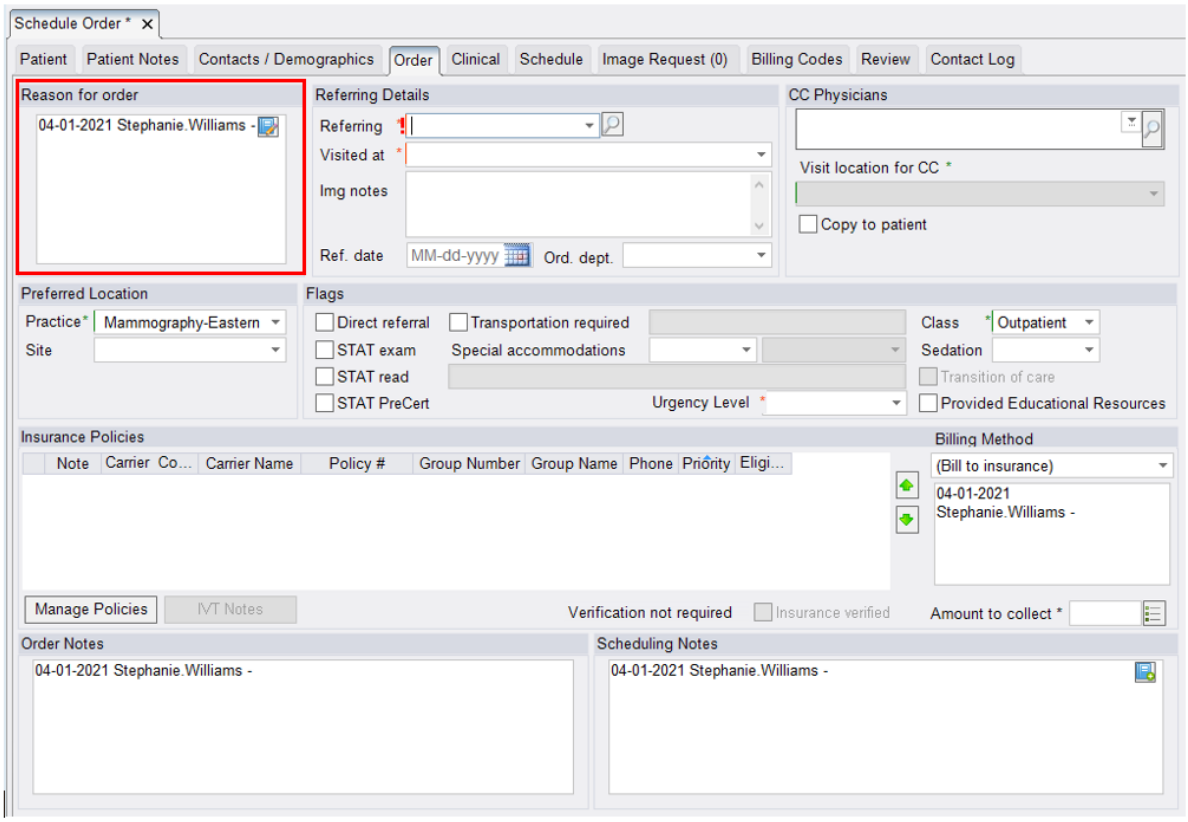
Last Modified on 04/04/2025 6:02 pm EDT

Contact Center
eRAD RIS
Adding Reason for Order

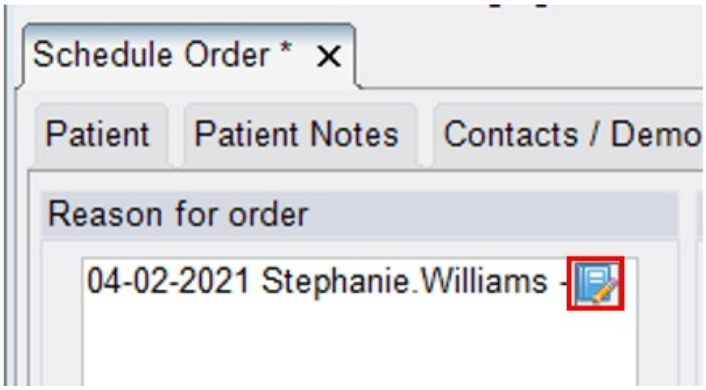
When adding the Reason for Order for a patient in eRAD, make sure to select from the Auto-Text options.
IMPORTANT!!!! IF THE REASON FOR ORDER HAS ALREADY BEEN ADDED/DOCUMENTED IN THE REASON FOR ORDER FIELD DO NOT ADD IT AGAIN. THE ONLY EXCEPTIONS TO THIS WOULD BE WHEN A PATIENT IS ADDING AN ADDITIONAL EXAM OR CHANGING THE TYPE OF EXAM THAT THEY ARE SCHEDULED FOR.

1. The Reason for Order field can be found on the Order Tab when scheduling, rescheduling or editing exams.

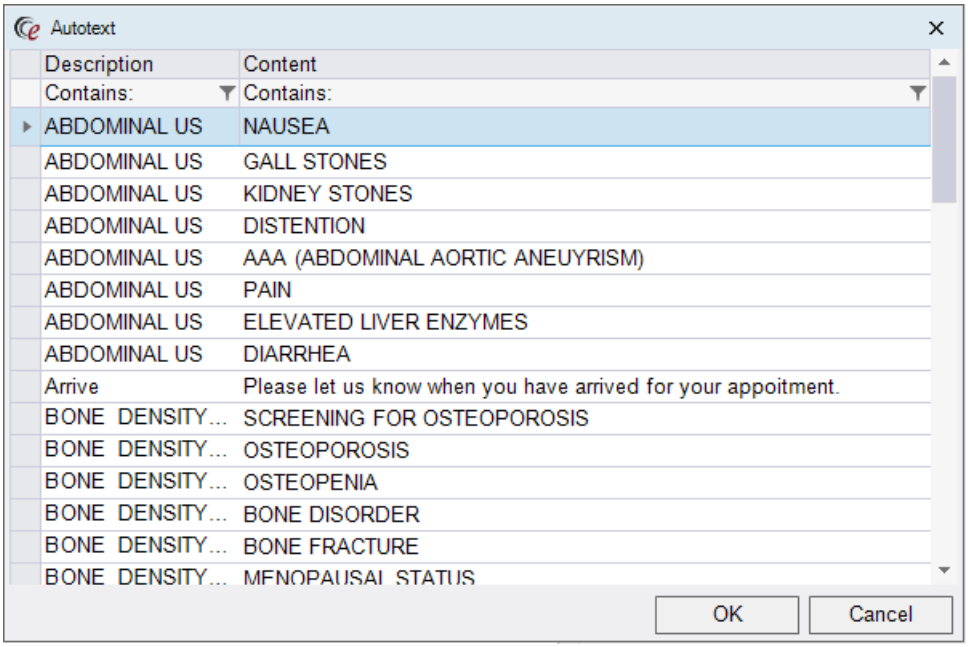
   REMINDER: If reason is already listed in this field, do not add again.



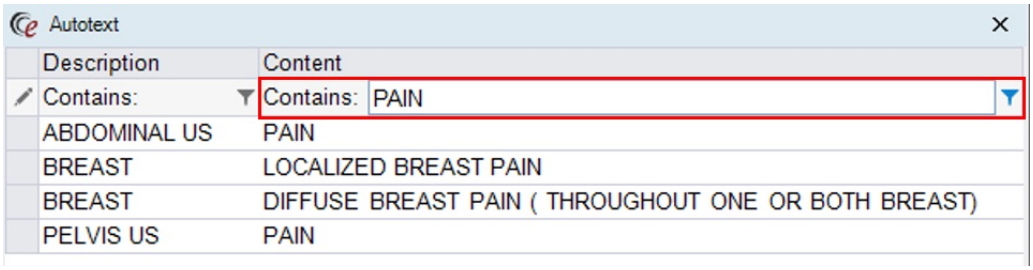
2. Click on the Auto-Text icon to view the list of pre-populated options to choose from.



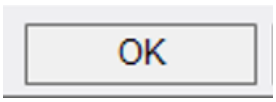
3. Select the option from the Auto-Text box that best matches the reason for the exam being scheduled



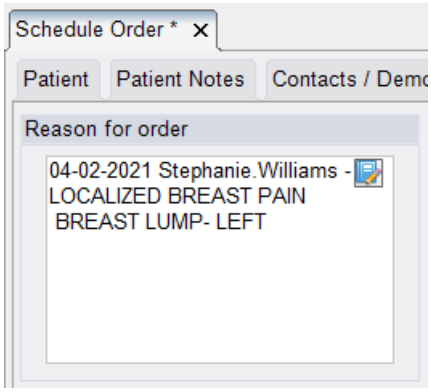
NOTE: This list can be filtered by typing into the "Contains" field



4. Add the Reason for Order by clicking "OK" or by double-clicking the reason from the list.

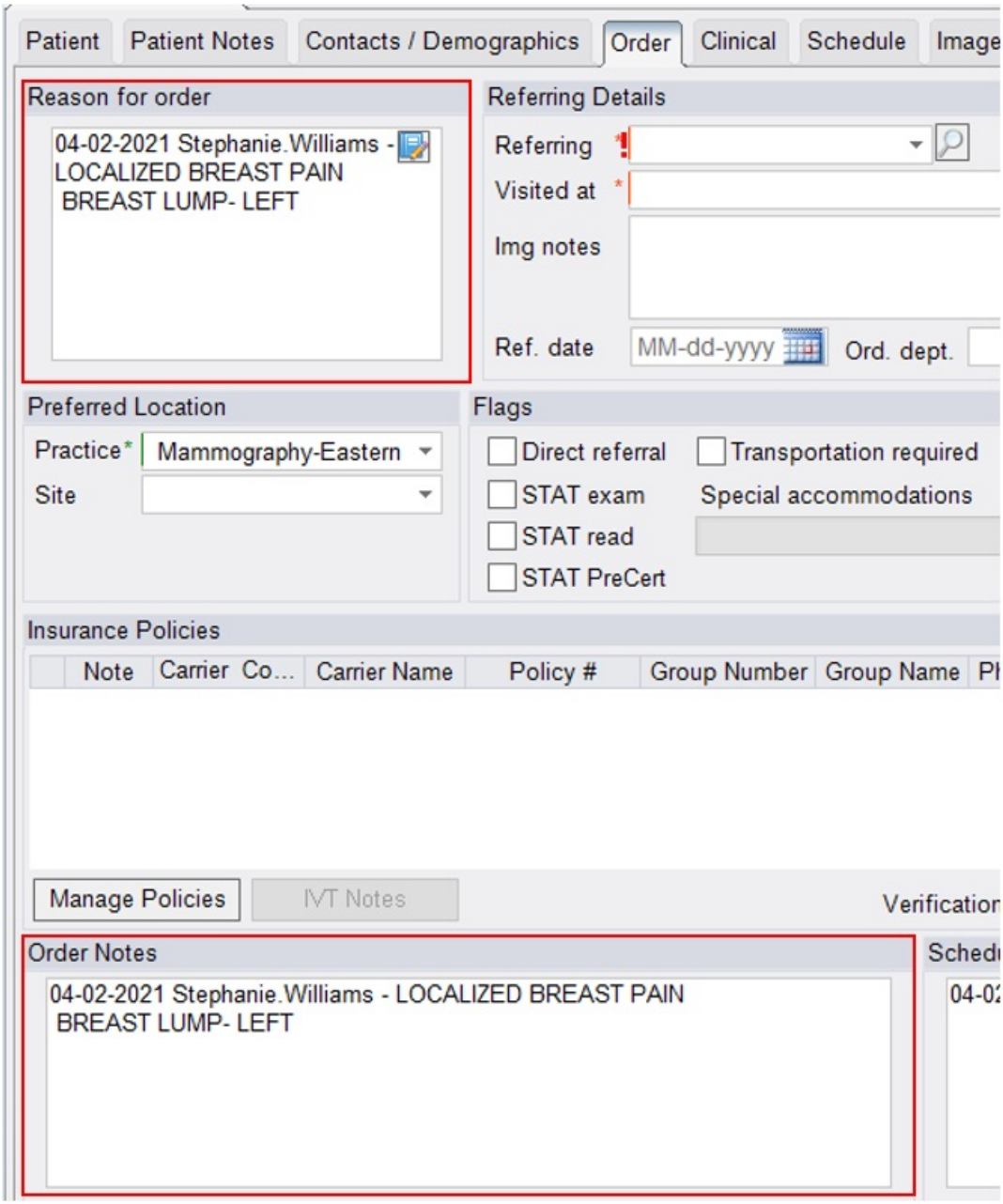


5. If any additional Reason for Order needs to be added, repeat steps 1-4



6. Then, copy and paste the documented Reason for Order into the Order Notes field.

   NOTE: THE INFORMATION LISTED IN REASON FOR ORDER MUST MATCH WHAT IS DOCUMENTED IN ORDER NOTES!



EDITED: 04/02/2021