

Adding Exams Online

Basic steps for adding exams to the Online tab

Icons used in this procedure

| | | |
|--------------------|--|--|
| Props | | Lists the properties of an exam or form |
| Forms | | Lists ExamForms applicable to the exam |
| Smart Forms | | Provides extensive features for creating, managing, and printing forms |
| Smart Scan | | Scans SmartForms |
| Scan | | Scans a document manually, if not using Smart Scan |
| History | | Breast patient history |
| No Image | | Moves the exam to the Online tab without images |
| DICOM | | Moves the scheduled exams with images to the Online tab |
| View | | View exam |

Getting started

1) Find the Exam

- Under the **Scheduled** tab, search for the patient's name.
- Check the exam description. If the wrong exam was ordered, you can reorder the exam in RIS. This updates the exam on the **Scheduled** tab.

2) Send Images to DR PACS

- Send images from the modality to DR PACS. Images automatically move to the **In-Progress** tab.

Important Note

The **In-Progress** tab is view only. Any changes made under this tab will **NOT** be saved!

3) Complete Exam Properties and Indications

- Click **Props** and check **Indications** for grammar and punctuation. These fields become part of the clinical report.
 - Add additional information in the **History** box.
 - Click **OK**.

4) Fill Out ExamForms

- Click **Forms** to complete the **ExamForms**.

5) Print and Scan Forms

- Click **Smart Forms** to print the Smart Forms for this patient's exam.
- Place **Smart Forms** in the multi-feed scanner and click **Smart Scan**.
- Click **Scan** to scan a document manually, if not using **Smart Scan**.

6) Complete Breast History

- For breast patients, click **History** to complete the patient's breast history.

7) Move the Exam to the Online Tab

- Highlight the patient's name > Click **DICOM** > double-check the bolded info (such as names, orders, ref doc and number of images) > click **Yes**

Important Note

Click **No Image** to move an exam to the **Online** tab without images.

8) Post-Process the Images

- Wait for the "I" under the STATUS column and click **View**.
- Do post-processing such as magnifying, flipping, and inverting.
- Click **Done** > **Save** any edits > Click **Yes** or **No**
- If you click **Yes**: Mark the exam as **Scanned**, **Hold** or **Read**
- Leave in **Scanned** status if reading physician needs to read exam
 - If marked **Yes**: You have one more chance to check the requisition and then mark **OK**
- Exam moves from the **Scheduled** tab to the **Online** tab. It is now ready for the reading physician to read.