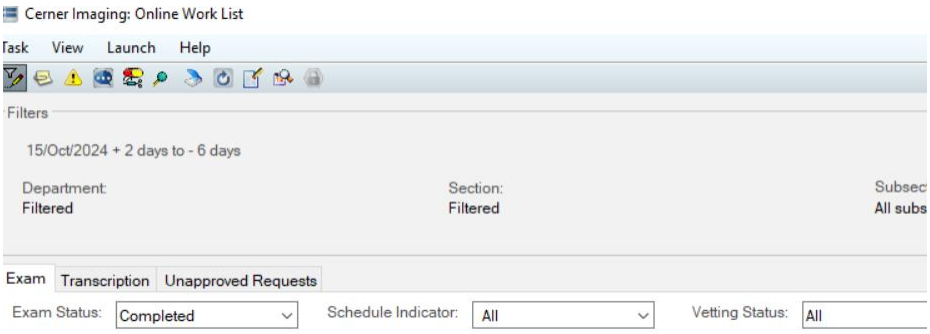
TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

RADIOLOGY – CLINICAL REPORTING MANUAL EXPEDITE

Radiology Tech signs in to their Online Worklist

Set Exam Status to “Completed”

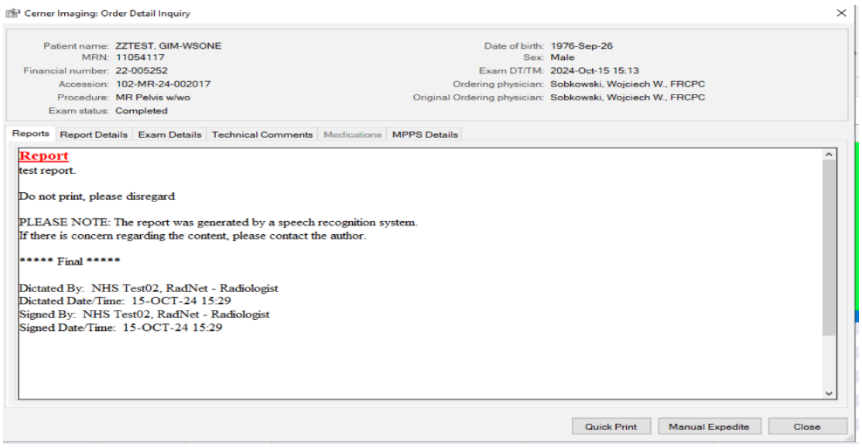


Completed exams will show on worklist

Desired patient needing report can be double clicked or right click and select “details”

Order detail inquiry screen opens up

Select “Manual Expedite” (bottom right)



Manual expedite screen opens

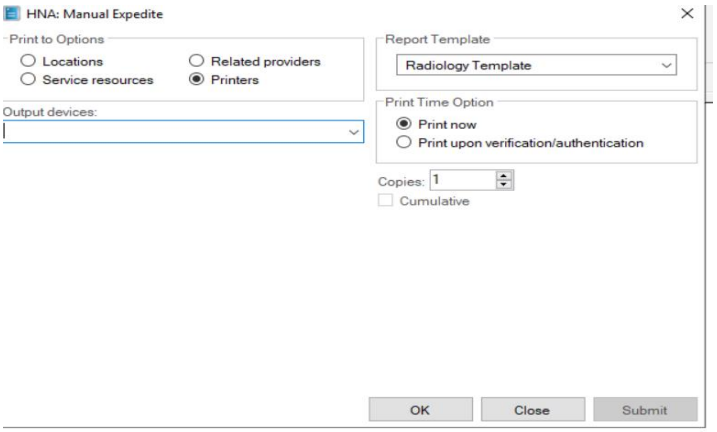
Select “Printers” from Print to options

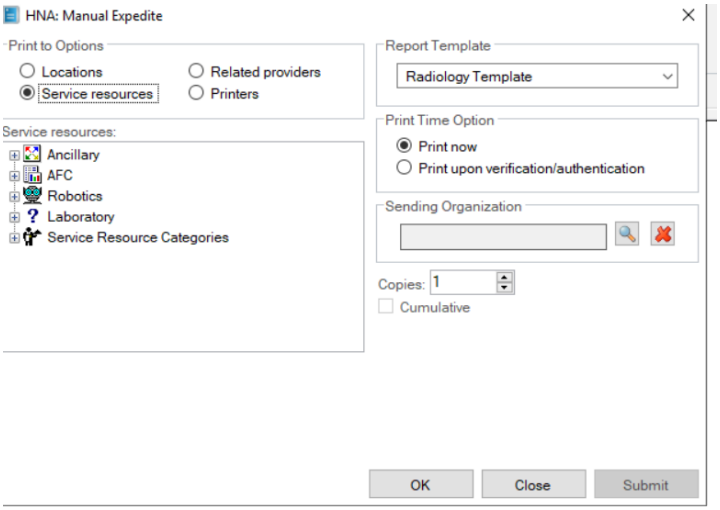
Select desired template ‘radiology template’

Select print option: “Print now” or “Print upon verification/authorization

Select number of copies, or if it should be cumulative chart

Click “OK”





Report prints.