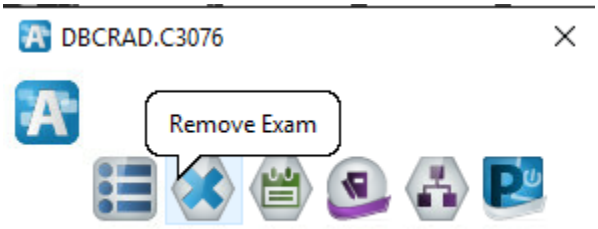
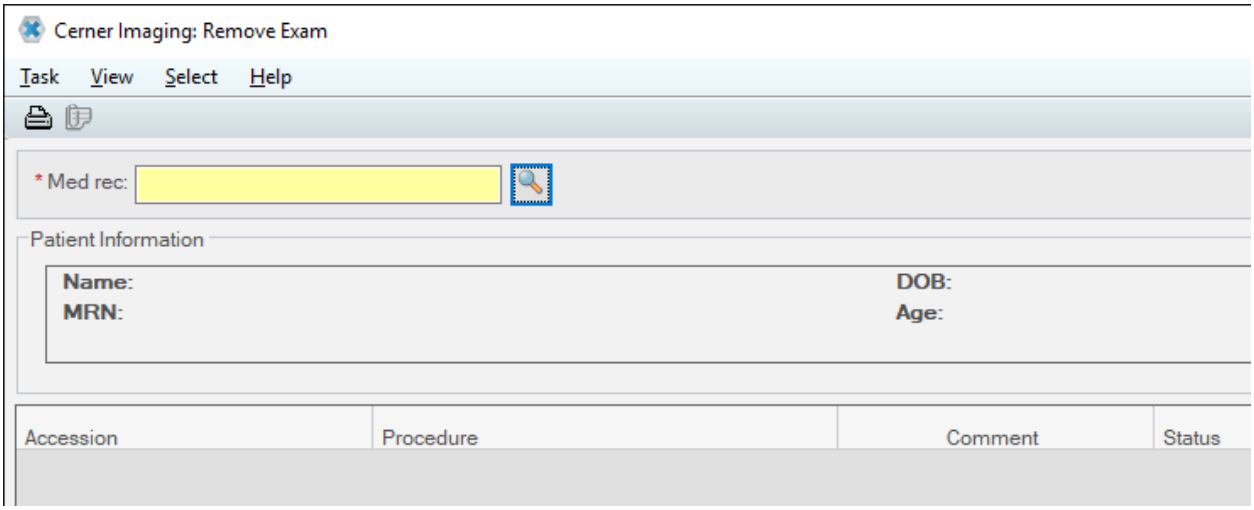
Incorrect Exam Completed – Not Reported

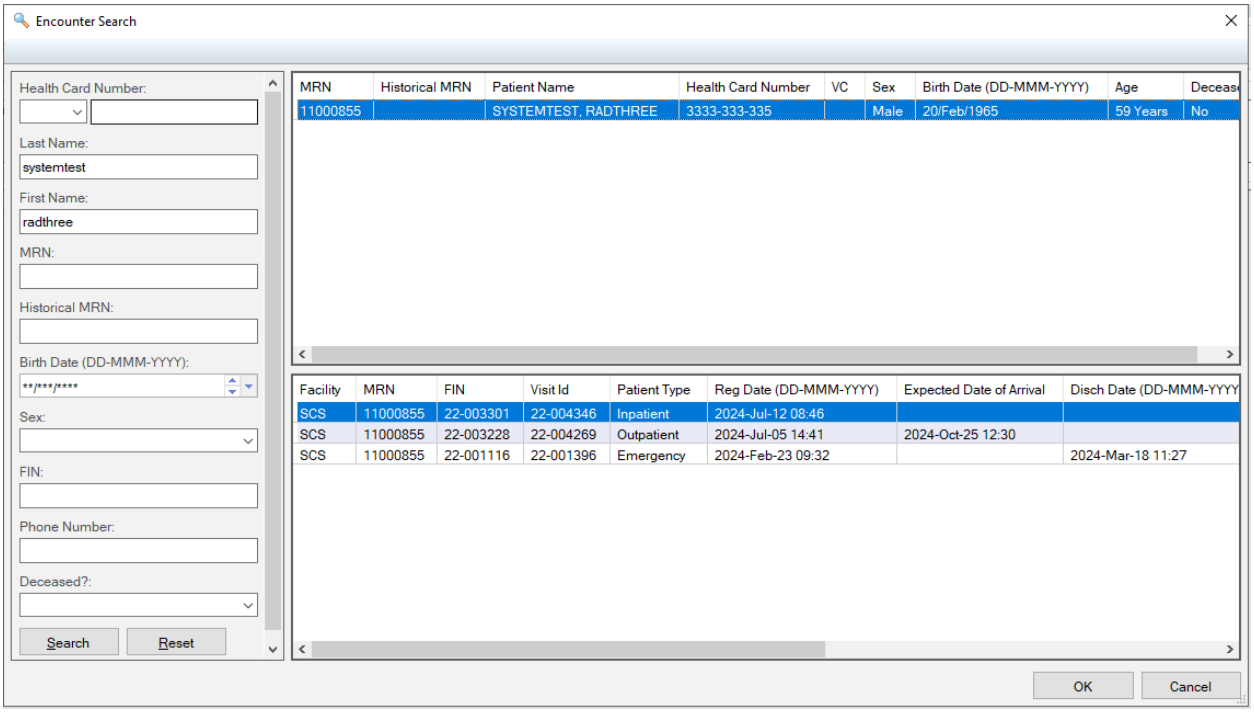
If an incorrect order has been completed, it will need to be removed/cancelled. This can be accomplished by launching the **Remove Exam** application.



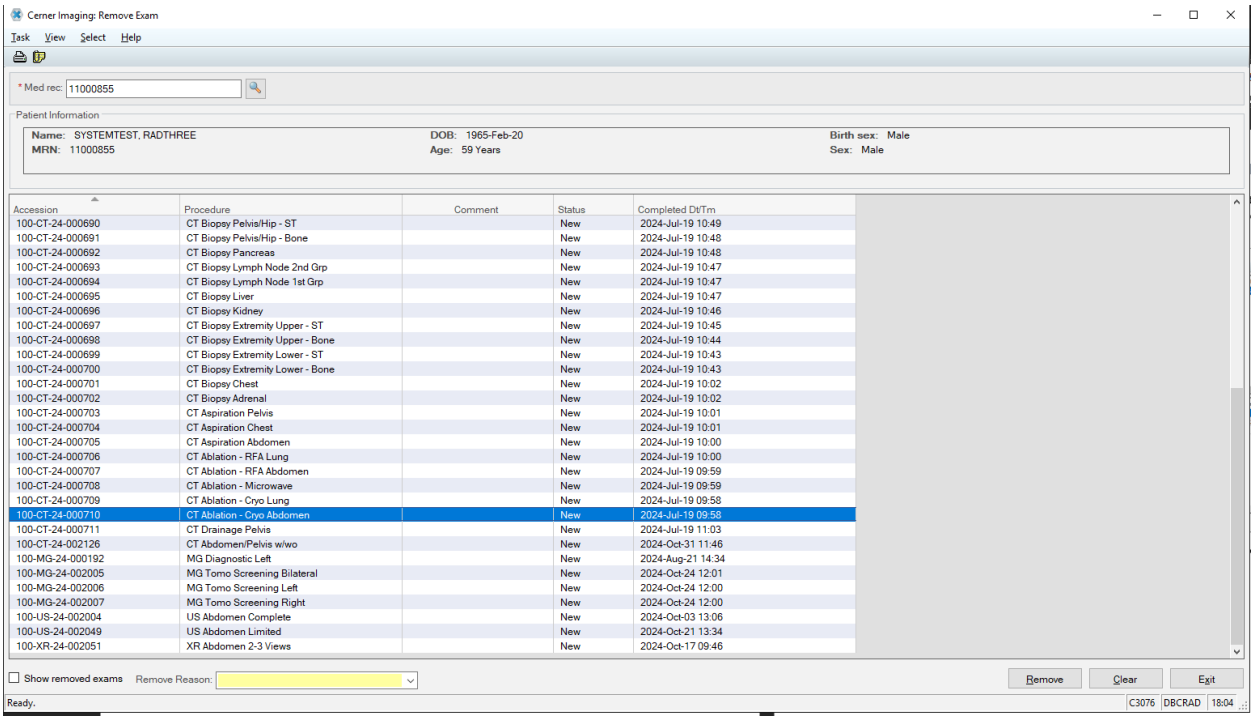
You can click the magnifying glass, or press “Enter” on the search bar located in the top left corner. This will allow you to search by **name, healthcard, MRN** etc.



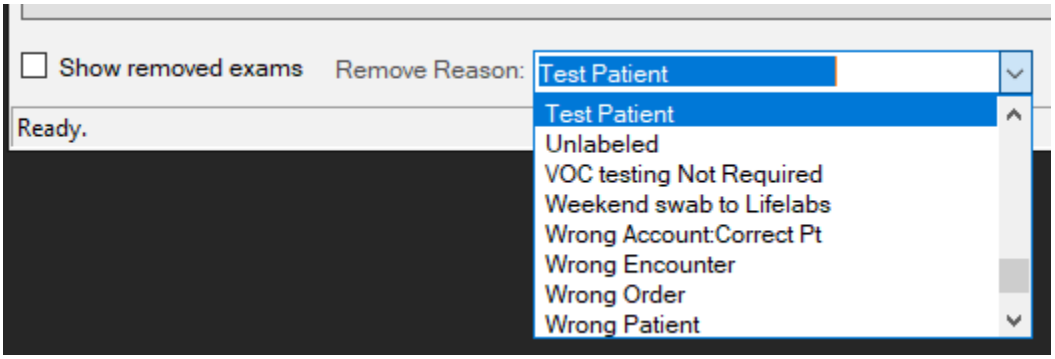
Once the patient is searched for you will be prompted to select the appropriate patient encounter. Verify you have the correct patient demographics and then ensure you select the correct patient encounter. Click “OK” once you confirm it is the correct encounter.



You will see a screen with all the available exams that match your search criteria. You will select the correct exam, it will highlight blue to show you which exam you have selected.



With the correct exam selected you will select a **remove reason** from the drop down in the bottom left corner of the screen.



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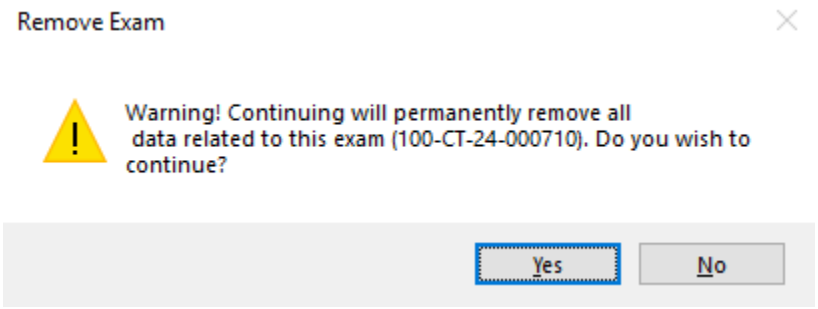
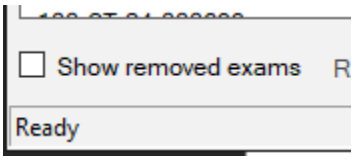
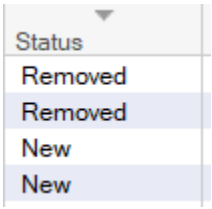
Once you select your **remove reason** you will click "**remove".** This will launch a confirmation screen to pop up to make sure it is the correct exam. Click "Yes" if you are sure.



If you wish to see the removed exams, you can check the box **show removed exams** in the bottom left corner of the screen.

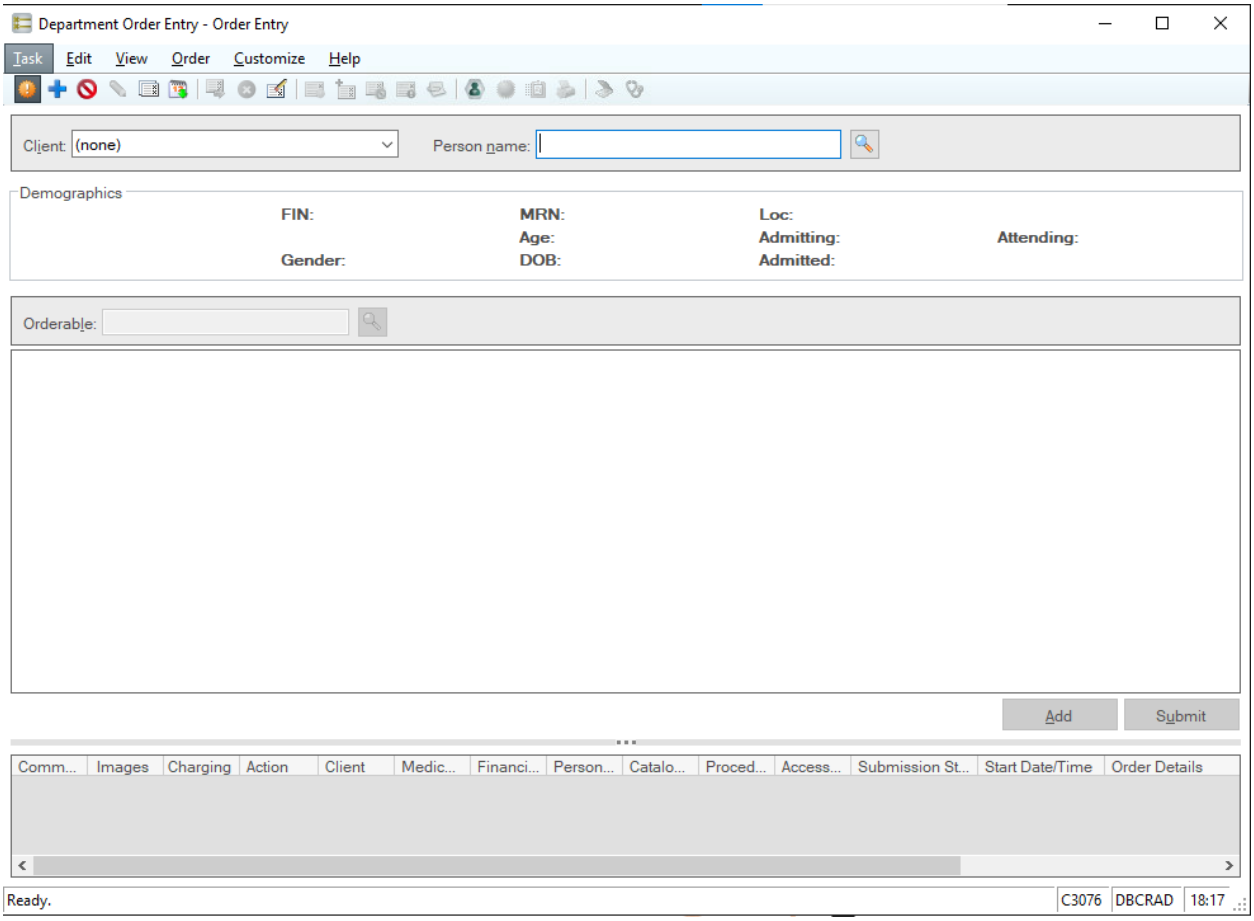


The removed exams will show **removed** within the **status** column.



A new order must be placed against that patient, since their previous order had to be removed. You can accomplish this by launching **Department Order Entry** from your AppBar.

You will search the patient's name in the search box at the top of the screen. If you wish to search by something other then the default you can click the magnifying glass next to the search box, or hit "enter" in the search box, this will launch the encounter search box.



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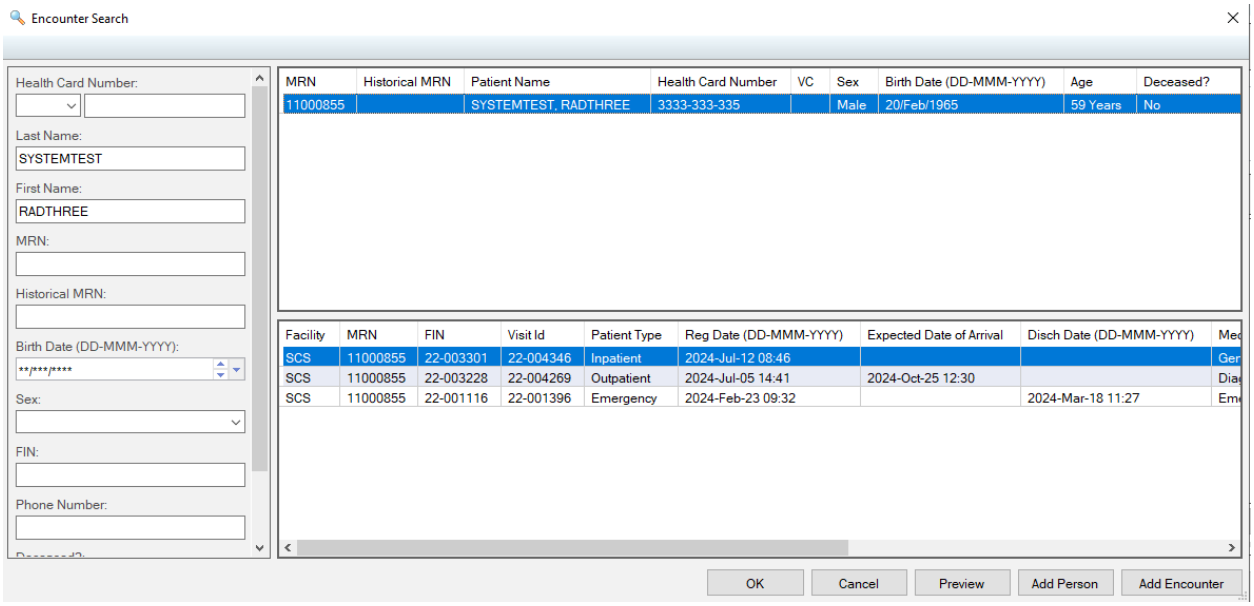
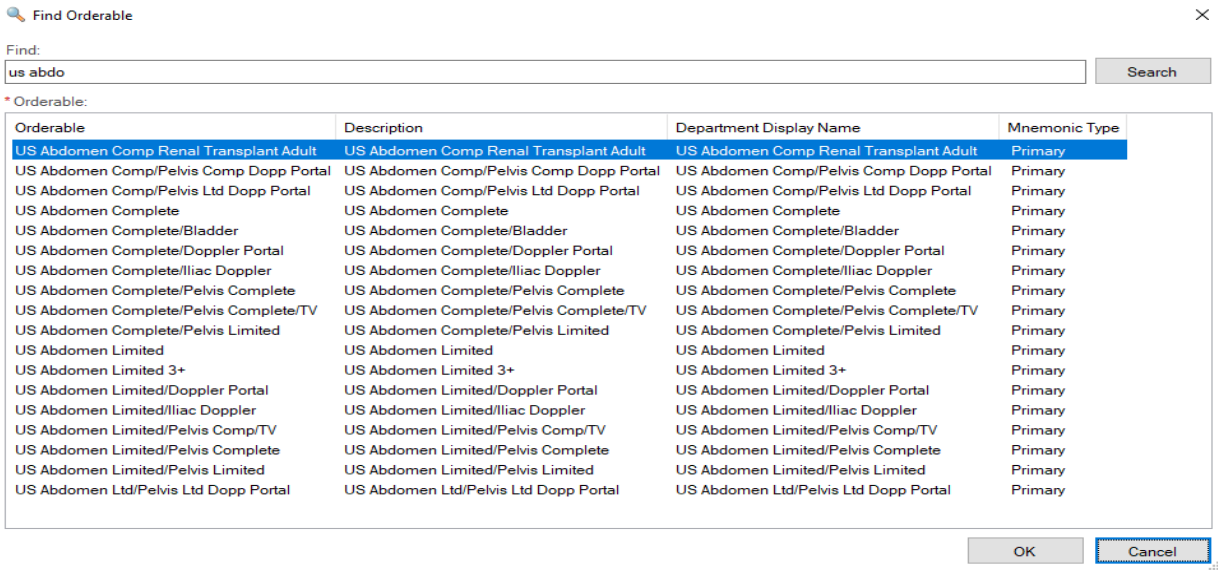
Once the patient is searched, you will be prompted to select the correct patient encounter. Ensure the patient demographics are correct and then ensure you select the correct patient encounter. Click “Ok” once you select the correct encounter.



You will see the patient demographics populate at the top of the screen. You will use the search box next to **Orderable** to search for the DI order that you require. ****All modalities start with a 2 letter acronym, US, XR, CT, MR etc.**** Once you hit enter on the search, it will pull up all available orderables that match your search.



Select the orderable you want to enter and click “OK” once complete. Any fields that are **yellow** or **starred** must be filled out. You will notice three: **Reason for Exam, Performing Location, Ordering Physician.** You will place the same information that matched the order you had to **remove** earlier. Once you are done you can click “Submit”.

You will notice this will populate the order in the bottom box on your screen. It will also display with an **accession number** indicated it is an **active order** and will appear on the worklist.

Comm...	Images	Charging	Action	Client	Medic...	Financi...	Person...	Catalo...	Proced...	Accession	Submission St...	Start Date/Time	Order Details
			Order	St. Cat...	11000...	22-003...	SYSTE...	Radiol...	US Ab...	100-US-24-002085	Submitted	2024-Nov-03 ...	03/Nov/2024 18:22, Routine, , , , SCS - St. Catharines Site,