



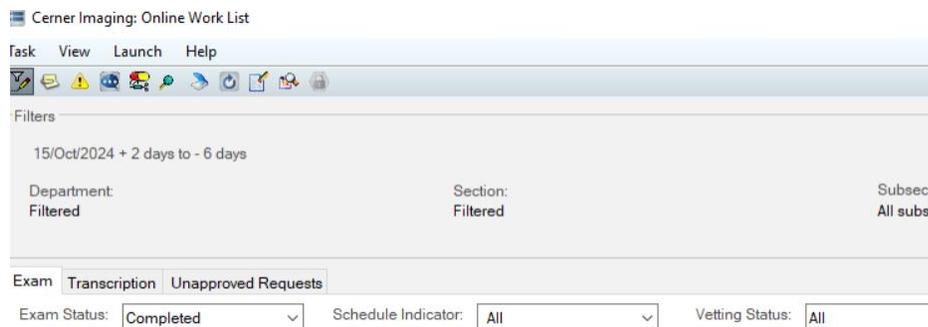
# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

### RADIOLOGY – CLINICAL REPORTING MANUAL EXPEDITE

Radiology Tech signs in to their Online Worklist

Set Exam Status to “Completed”

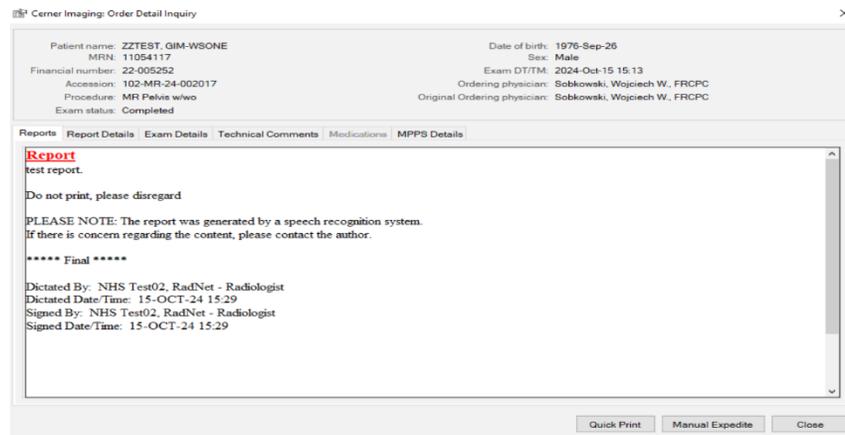


Completed exams will show on worklist

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

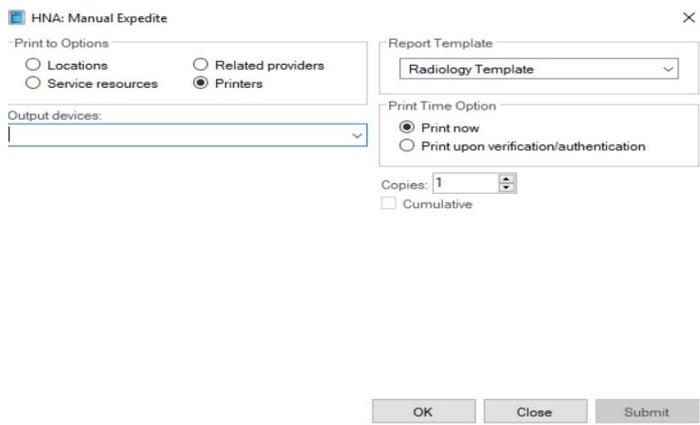
Select “Printers” from Print to options

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”



HNA: Manual Expedite

Print to Options:

Locations     Related providers

Service resources     Printers

Output devices:

Report Template:

Radiology Template

Print Time Option:

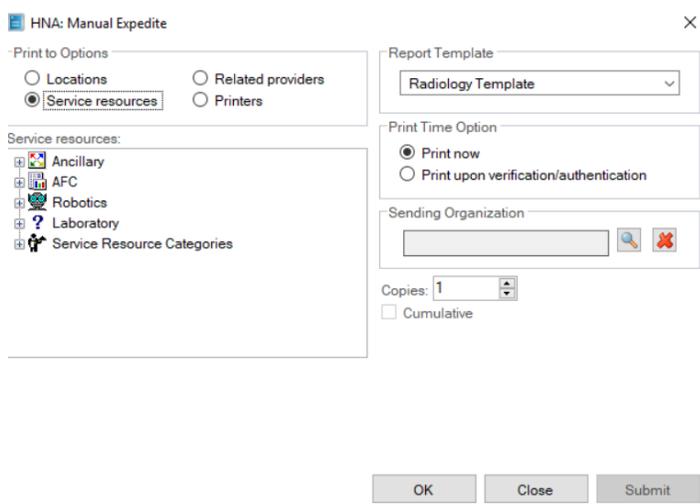
Print now

Print upon verification/authorization

Copies: 1

Cumulative

OK    Close    Submit



HNA: Manual Expedite

Print to Options:

Locations     Related providers

Service resources     Printers

Service resources:

- Ancillary
- AFC
- Robotics
- Laboratory
- Service Resource Categories

Report Template:

Radiology Template

Print Time Option:

Print now

Print upon verification/authorization

Sending Organization:

Copies: 1

Cumulative

OK    Close    Submit

Report prints.