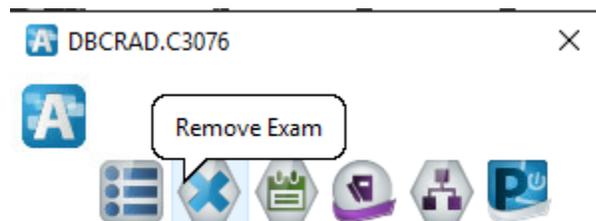
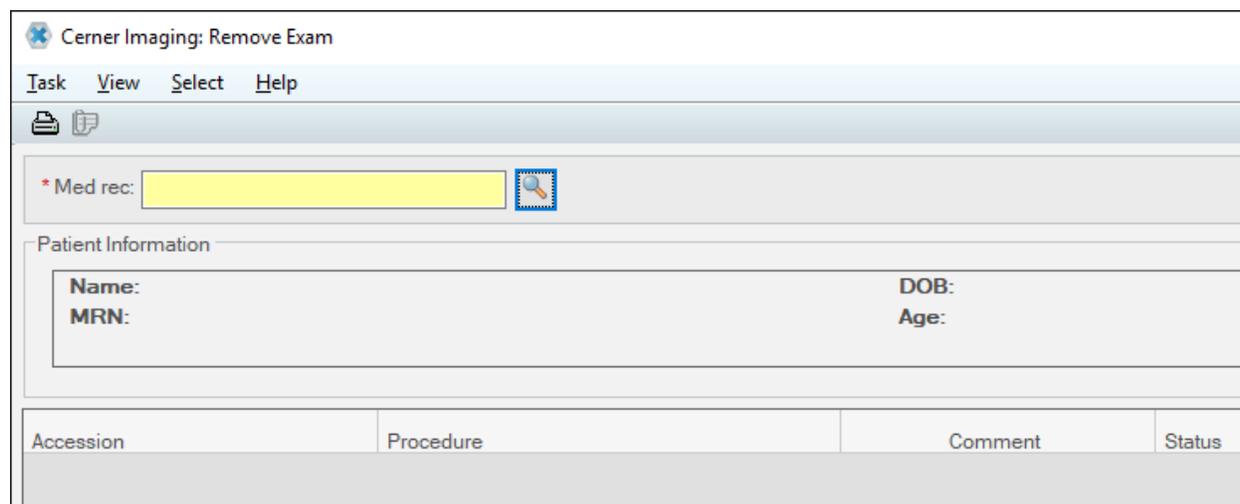


### Incorrect Exam Completed – Not Reported

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.



A screenshot of the 'Cerner Imaging: Remove Exam' application interface. The window title is 'Cerner Imaging: Remove Exam'. Below the title bar, there are menu options: 'Task', 'View', 'Select', and 'Help'. There are icons for printing and help. A search bar is present with the text '\* Med rec:' and a magnifying glass icon. Below the search bar is a 'Patient Information' section with fields for 'Name:', 'MRN:', 'DOB:', and 'Age:'. At the bottom, there is a table with columns: 'Accession', 'Procedure', 'Comment', and 'Status'.

Accession	Procedure	Comment	Status



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

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.

Encounter Search
✕

Health Card Number:

Last Name:

First Name:

MRN:

Historical MRN:

Birth Date (DD-MMM-YYYY):

Sex:

FIN:

Phone Number:

Deceased?:

MRN	Historical MRN	Patient Name	Health Card Number	VC	Sex	Birth Date (DD-MMM-YYYY)	Age	Deceased
11000855		SYSTEMTEST, RADTHREE	3333-333-335		Male	20/Feb/1965	59 Years	No

Facility	MRN	FIN	Visit Id	Patient Type	Reg Date (DD-MMM-YYYY)	Expected Date of Arrival	Disch Date (DD-MMM-YYYY)
SCS	11000855	22-003301	22-004346	Inpatient	2024-Jul-12 08:46		
SCS	11000855	22-003228	22-004269	Outpatient	2024-Jul-05 14:41	2024-Oct-25 12:30	
SCS	11000855	22-001116	22-001396	Emergency	2024-Feb-23 09:32		2024-Mar-18 11:27



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

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.

Accession	Procedure	Comment	Status	Completed DtTm
100-CT-24-000690	CT Biopsy Pelvis/Hip - ST		New	2024-Jul-19 10:49
100-CT-24-000691	CT Biopsy Pelvis/Hip - Bone		New	2024-Jul-19 10:48
100-CT-24-000692	CT Biopsy Pancreas		New	2024-Jul-19 10:48
100-CT-24-000693	CT Biopsy Lymph Node 2nd Grp		New	2024-Jul-19 10:47
100-CT-24-000694	CT Biopsy Lymph Node 1st Grp		New	2024-Jul-19 10:47
100-CT-24-000695	CT Biopsy Liver		New	2024-Jul-19 10:47
100-CT-24-000696	CT Biopsy Kidney		New	2024-Jul-19 10:46
100-CT-24-000697	CT Biopsy Extremity Upper - ST		New	2024-Jul-19 10:45
100-CT-24-000698	CT Biopsy Extremity Upper - Bone		New	2024-Jul-19 10:44
100-CT-24-000699	CT Biopsy Extremity Lower - ST		New	2024-Jul-19 10:43
100-CT-24-000700	CT Biopsy Extremity Lower - Bone		New	2024-Jul-19 10:43
100-CT-24-000701	CT Biopsy Chest		New	2024-Jul-19 10:02
100-CT-24-000702	CT Biopsy Adrenal		New	2024-Jul-19 10:02
100-CT-24-000703	CT Aspiration Pelvis		New	2024-Jul-19 10:01
100-CT-24-000704	CT Aspiration Chest		New	2024-Jul-19 10:01
100-CT-24-000705	CT Aspiration Abdomen		New	2024-Jul-19 10:00
100-CT-24-000706	CT Ablation - RFA Lung		New	2024-Jul-19 10:00
100-CT-24-000707	CT Ablation - RFA Abdomen		New	2024-Jul-19 09:59
100-CT-24-000708	CT Ablation - Microwave		New	2024-Jul-19 09:59
100-CT-24-000709	CT Ablation - Cryo Lung		New	2024-Jul-19 09:58
100-CT-24-000710	CT Ablation - Cryo Abdomen		New	2024-Jul-19 09:58
100-CT-24-000711	CT Drainage Pelvis		New	2024-Jul-19 11:03
100-CT-24-002126	CT Abdomen/Pelvis w/lwo		New	2024-Oct-31 11:46
100-MG-24-000192	MG Diagnostic Left		New	2024-Aug-21 14:34
100-MG-24-002005	MG Tomo Screening Bilateral		New	2024-Oct-24 12:01
100-MG-24-002006	MG Tomo Screening Left		New	2024-Oct-24 12:00
100-MG-24-002007	MG Tomo Screening Right		New	2024-Oct-24 12:00
100-US-24-002004	US Abdomen Complete		New	2024-Oct-03 13:06
100-US-24-002049	US Abdomen Limited		New	2024-Oct-21 13:34
100-XR-24-002051	XR Abdomen 2-3 Views		New	2024-Oct-17 09:46

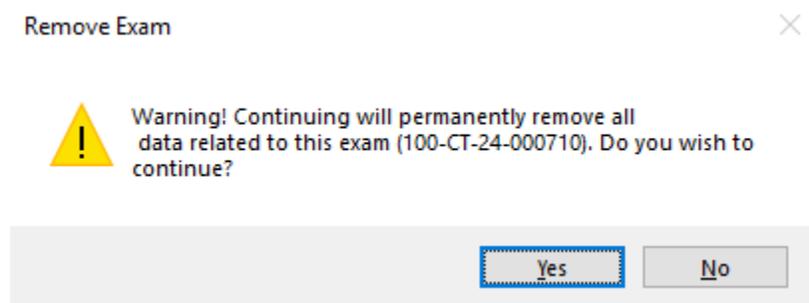
With the correct exam selected you will select a **remove reason** from the drop down in the bottom left corner of the screen.



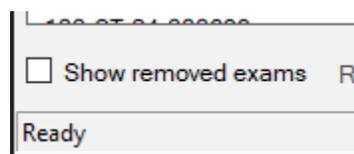
# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

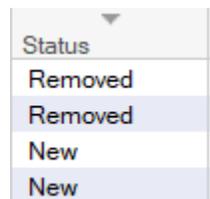
Once you select your **remove reason** you will click “**remove**”. This will launch a confirmation screen to pop up to make sure it is the correct exam. Click “Yes” if you are sure.



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.



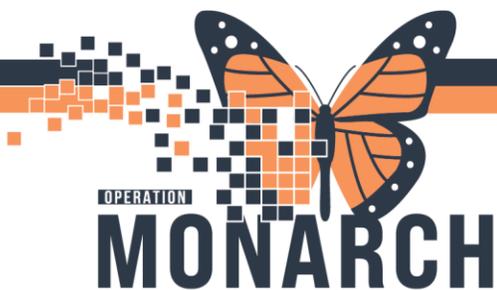


# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

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 than 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.

The screenshot shows a web application window titled "Department Order Entry - Order Entry". The interface includes a menu bar with "Task", "Edit", "View", "Order", "Customize", and "Help". Below the menu is a toolbar with various icons. The main content area has a search section with a "Client:" dropdown menu set to "(none)" and a "Person name:" search box with a magnifying glass icon. Below this is a "Demographics" section with fields for "FIN:", "MRN:", "Loc:", "Gender:", "Age:", "DOB:", "Admitting:", and "Admitted:". There is also an "Orderable:" search box with a magnifying glass icon. At the bottom right of the main area are "Add" and "Submit" buttons. Below the main area is a horizontal menu with options: "Comm...", "Images", "Charging", "Action", "Client", "Medic...", "Financi...", "Person...", "Catalo...", "Proced...", "Access...", "Submission St...", "Start Date/Time", and "Order Details". The status bar at the bottom shows "Ready.", "C3076", "DBCRA", and "18:17".



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

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.

Encounter Search

Health Card Number:

Last Name:

First Name:

MRN:

Historical MRN:

Birth Date (DD-MMM-YYYY):

Sex:

FIN:

Phone Number:

MRN	Historical MRN	Patient Name	Health Card Number	VC	Sex	Birth Date (DD-MMM-YYYY)	Age	Deceased?
11000855		SYSTEMTEST, RADTHREE	3333-333-335		Male	20/Feb/1965	59 Years	No

Facility	MRN	FIN	Visit Id	Patient Type	Reg Date (DD-MMM-YYYY)	Expected Date of Arrival	Disch Date (DD-MMM-YYYY)	Med
SCS	11000855	22-003301	22-004346	Inpatient	2024-Jul-12 08:46			Ger
SCS	11000855	22-003228	22-004269	Outpatient	2024-Jul-05 14:41	2024-Oct-25 12:30		Dia
SCS	11000855	22-001116	22-001396	Emergency	2024-Feb-23 09:32		2024-Mar-18 11:27	Em

OK Cancel Preview Add Person Add 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.

Find Orderable

Find:

\* Orderable:

Orderable	Description	Department Display Name	Mnemonic Type
US Abdomen Comp Renal Transplant Adult	US Abdomen Comp Renal Transplant Adult	US Abdomen Comp Renal Transplant Adult	Primary
US Abdomen Comp/Pelvis Comp Dopp Portal	US Abdomen Comp/Pelvis Comp Dopp Portal	US Abdomen Comp/Pelvis Comp Dopp Portal	Primary
US Abdomen Comp/Pelvis Ltd Dopp Portal	US Abdomen Comp/Pelvis Ltd Dopp Portal	US Abdomen Comp/Pelvis Ltd Dopp Portal	Primary
US Abdomen Complete	US Abdomen Complete	US Abdomen Complete	Primary
US Abdomen Complete/Bladder	US Abdomen Complete/Bladder	US Abdomen Complete/Bladder	Primary
US Abdomen Complete/Doppler Portal	US Abdomen Complete/Doppler Portal	US Abdomen Complete/Doppler Portal	Primary
US Abdomen Complete/Iliac Doppler	US Abdomen Complete/Iliac Doppler	US Abdomen Complete/Iliac Doppler	Primary
US Abdomen Complete/Pelvis Complete	US Abdomen Complete/Pelvis Complete	US Abdomen Complete/Pelvis Complete	Primary
US Abdomen Complete/Pelvis Complete/TV	US Abdomen Complete/Pelvis Complete/TV	US Abdomen Complete/Pelvis Complete/TV	Primary
US Abdomen Complete/Pelvis Limited	US Abdomen Complete/Pelvis Limited	US Abdomen Complete/Pelvis Limited	Primary
US Abdomen Limited	US Abdomen Limited	US Abdomen Limited	Primary
US Abdomen Limited 3+	US Abdomen Limited 3+	US Abdomen Limited 3+	Primary
US Abdomen Limited/Doppler Portal	US Abdomen Limited/Doppler Portal	US Abdomen Limited/Doppler Portal	Primary
US Abdomen Limited/Iliac Doppler	US Abdomen Limited/Iliac Doppler	US Abdomen Limited/Iliac Doppler	Primary
US Abdomen Limited/Pelvis Comp/TV	US Abdomen Limited/Pelvis Comp/TV	US Abdomen Limited/Pelvis Comp/TV	Primary
US Abdomen Limited/Pelvis Complete	US Abdomen Limited/Pelvis Complete	US Abdomen Limited/Pelvis Complete	Primary
US Abdomen Limited/Pelvis Limited	US Abdomen Limited/Pelvis Limited	US Abdomen Limited/Pelvis Limited	Primary
US Abdomen Ltd/Pelvis Ltd Dopp Portal	US Abdomen Ltd/Pelvis Ltd Dopp Portal	US Abdomen Ltd/Pelvis Ltd Dopp Portal	Primary

OK Cancel



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

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



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)