From the Office of Health Informatics
Fluency for Imaging Administration Move/Clone Imaging Report and Documentation Corrections
September 19, 2025

This flyer outlines the process for moving/cloning an Imaging Report in Fluency for Imaging Administration and using the Self-Service Portal to request a Documentation correction.

Move and Clone a Report
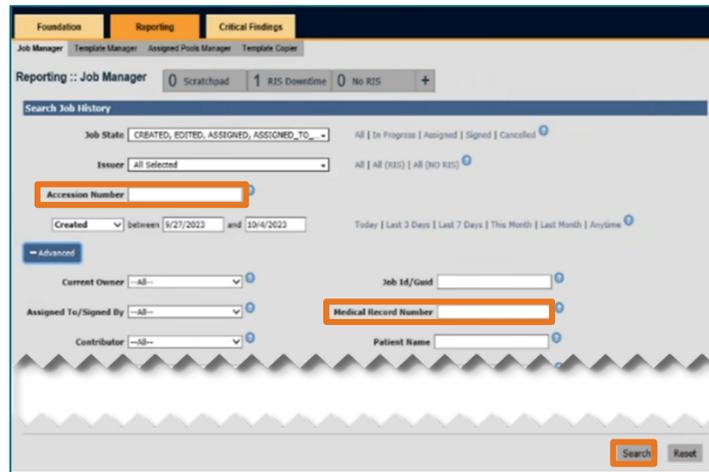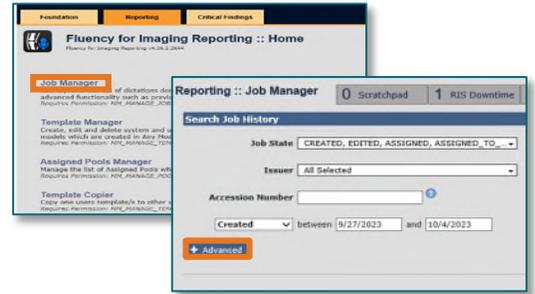

STEP 1: Log into the **admin page**.

- https://ffiapp01.me.emh.org/admin

STEP 2: Click **Reporting**.

STEP 3: Click **Job Manager**.

STEP 4: Click **+ Advanced**.

STEP 5: Enter **Accession Number** or **Medical Record Number**.

STEP 6: Click **Search**.

STEP 7: Click **Patient**.

STEP 8: Click **Clone Report**.

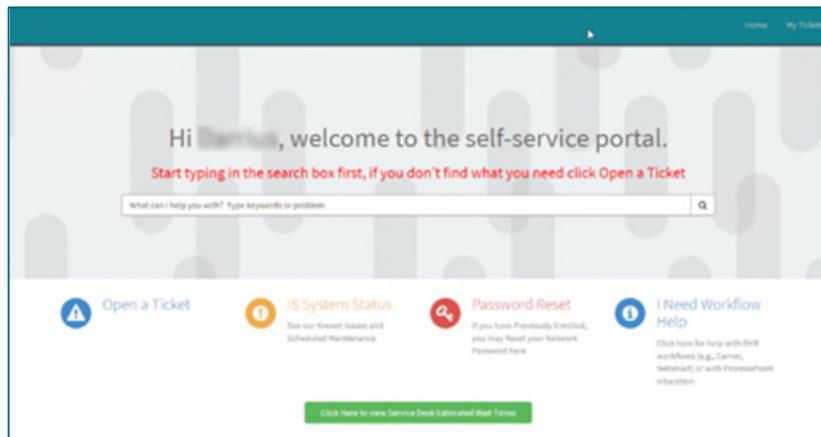**STEP 9:** Enter **MRN** and **Accession**.

STEP 10: Click **Search**.
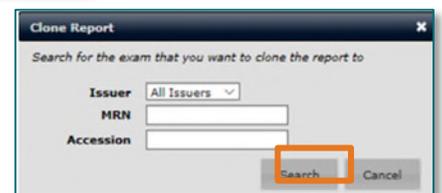
NOTE: Accept the Clone Message pop-up asking if the information is correct.

Documentation Corrections

STEP 1:   Access ServiceNow from the intranet or use this link: **https://emh.service-now.com/esp**.
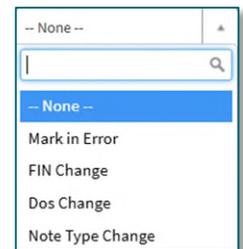

STEP 2:   In the search box, free text **I need a document correction**.

- Select **I need a Document Correction/Mark in Error**.

STEP 3:   Complete all required (*) fields. In the following fields, include:

- **Select EMR**: Select appropriate options from the pick list.
- **Correction Type Needed**: Select the appropriate correction option from the pick list.

STEP 4:   Click **Submit.**

NOTE: **Fields with a red asterisk (*) are mandatory and need to be completed before submitting the request.**