

## From the Office of Health Informatics Fluency for Imaging Administration Move/Clone Imaging Report in M\*Modal May 13, 2025

Reporting ::

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and 10/4/2023

CREATED, EDITED, ASSIGNED, ASSI

en 9/27/2023

uer All Selected

This flyer outlines the process for moving/cloning Imaging Report in Fluency for Imaging Administration (FFI).

- **<u>STEP 1</u>**: Log into the **admin page**.
  - <u>https://ffiapp01.me.emh.org/admin</u>
- **<u>STEP 2</u>**: Click **Reporting**.
- **<u>STEP 3</u>**: Click Job Manager.
- **<u>STEP 4</u>**: Click + Advanced.
- **<u>STEP 5</u>**: Enter Accession Number or Medical Record Number.
- **STEP 6:** Click **Search**.

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- **STEP 7:** Click **Patient**.
- **<u>STEP 8</u>**: Click **Clone Report**.
- **<u>STEP 9</u>**: Enter **MRN** and **Accession**.
- **STEP 10:** Click Search.



Clone Report		×
Search for the exa	m that you want to clone the report to	
Issuer	All Issuers	
MRN		
Accession		

**<u>NOTE</u>**: Accept the Clone Message pop-up asking if the information is correct.

For questions regarding process and/or policies, please contact your Health Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.