

## From the Office of Health Informatics Enterprise Imaging Locate a Patient and Review Details June 27, 2025

This flyer demonstrates how to locate a patient and review their details within Enterprise Imaging.

## Locate Patient's Study

- Via Task List or the Search icon
- **<u>STEP 1</u>**: Click the **Search** icon.
- **<u>STEP 2</u>**: Input search criteria (i.e., **Patient ID 'MRN', patient last name**, **accession number**).
- **STEP 3:** Click **Search**.
- **<u>STEP 4</u>**: Double-click or right-click the line of the study to open.

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## **Text Page Details**

- **<u>STEP 1</u>**: Review **Patient Info**.
- **<u>STEP 2</u>**: Review all **Active Studies**.
  - (1) Indicates the number of active studies.
  - Indicates the study is active.
  - The images are displayed on the monitor.
  - The study is included in the active report.
- **<u>STEP 3</u>**: Review **Comparison studies**.
  - The images are not available for viewing.
  - I A report for the study is available.
  - Description The study has a comment.

**<u>NOTE</u>**: Within Enterprise Imaging you can always hover to discover the name or function of an icon.

From the Office of Health Informatics EI – Locate a Patient and Review Details June 27, 2025 Page 2 of 2

- **<u>STEP 4</u>**: Right-click the comparison study to display viewing options.
- **<u>STEP 5</u>**: Click **Report** tab to review a completed report.
- **<u>STEP 6</u>**: Click Order tab to review the details for that study.
- **<u>STEP 7</u>**: Click the **plus sign** to add a comment.
- **<u>STEP 8</u>**: Type comment in white box.
- STEP 9: Click OK.
- **STEP 10**: Click **Public**.

Patient info	Study - 05/07/2024, 09:47
Patient name TESTING, ALLISON &	Report O XR KNEE 3 VIEWS RT
Patient comment	Reconfortation 9 estatoplenise
Patient ID Patient date of birth 11/11/1985 Current patient type Ambutatory Patient age 39 y Current patient location NL_SRFC (NL SEBAST Patient sex Female	Clinical info
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NOTE:

Technologist's comment – allows staff to place a descriptive message regarding the patient/ exam that is visible within EI.

Study comment – allows the Radiologists to communicate with the technologists and other staff about the study. Also, Providers may communicate to the Radiologists by using the study comment, i.e., ED Provider.

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please <u>place a ticket</u> to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.