

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

## Locate Patient's Study

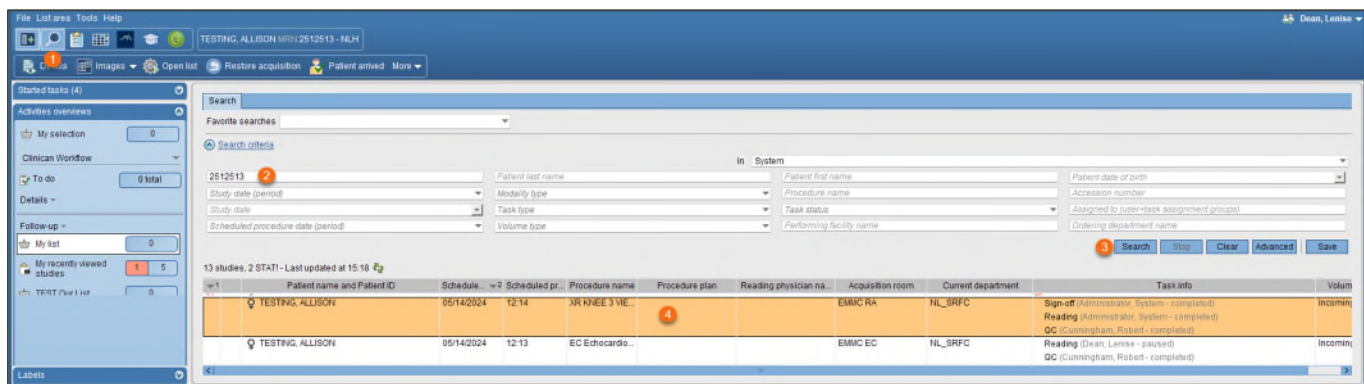
➤ Via **Task List** or the **Search** icon

**STEP 1:** Click the **Search** icon.

**STEP 2:** Input search criteria (i.e., **Patient ID 'MRN'**, **patient last name**, **accession number**).

**STEP 3:** Click **Search**.




**STEP 4:** Double-click or right-click the line of the study to open.






## Text Page Details

**STEP 1:** Review **Patient Info**.

**STEP 2:** 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.

**STEP 3:** Review **Comparison studies**.

-  The images are not available for viewing.
-  A report for the study is available.
-  The study has a comment.

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

**STEP 4:** Right-click the comparison study to display viewing options.

**STEP 5:** Click **Report** tab to review a completed report.

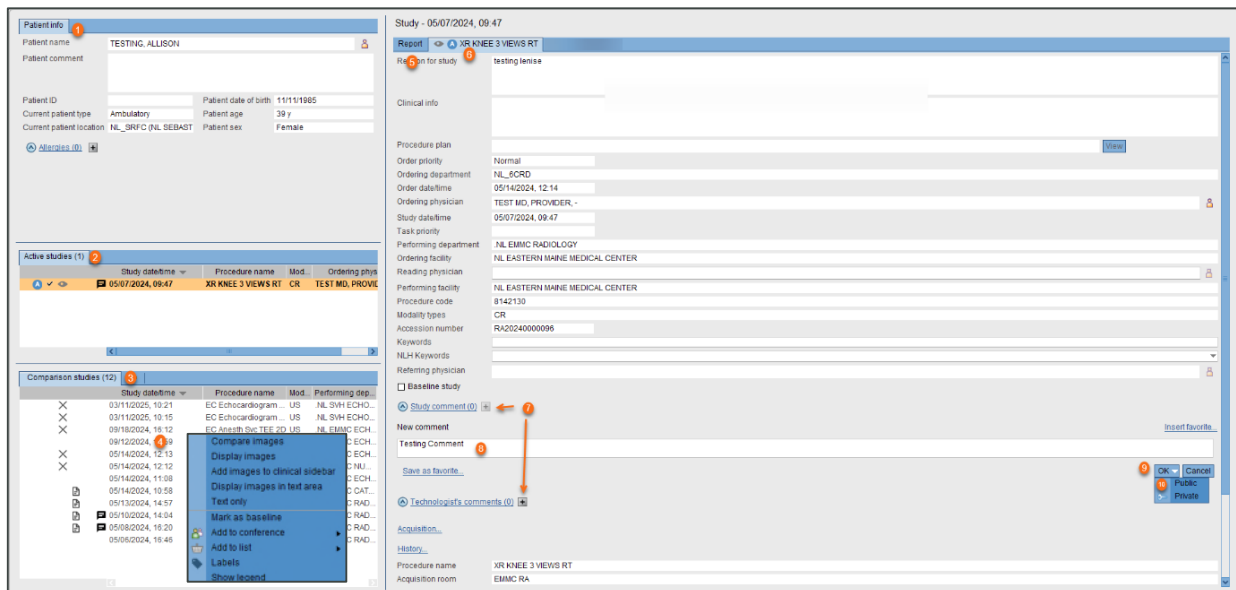
**STEP 6:** Click Order tab to review the details for that study.

**STEP 7:** Click the **plus sign** to add a comment.

**STEP 8:** Type comment in white box.

**STEP 9:** Click OK.

**STEP 10:** Click **Public**.



**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.