From the Office of Health Informatics
RadNet
Tech Completing an Exam in Exam Management
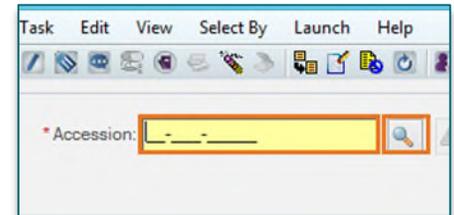**July 2, 2025**

This flyer outlines how a tech completes an exam in Exam Management.

STEP 1: Launch **Appbar Prod** and Select the **Exam Management** icon.

STEP 2: Enter the **Accession** number and **Enter**.

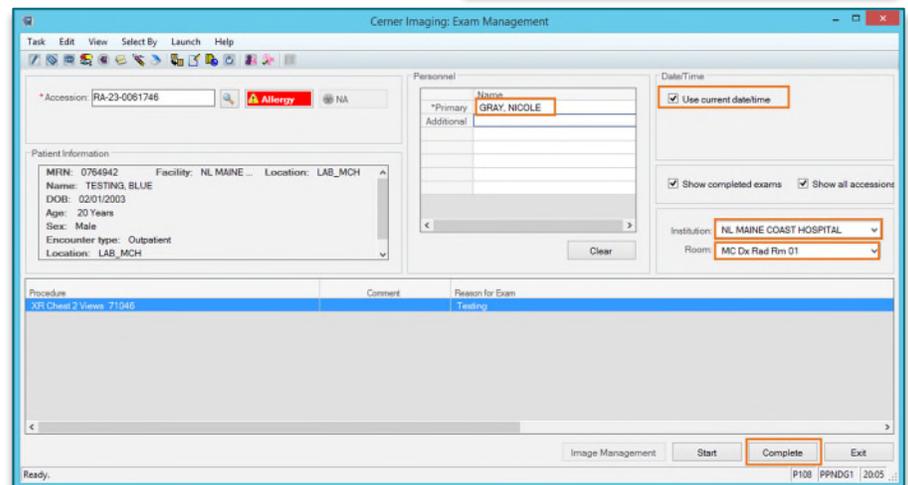- Can use the **Patient Search** icon.

STEP 3: Verify **Institution:** and **Room:**

- Use dropdown to change if needed

STEP 4: Enter staff who performed the exam in **Personnel** by typing last name, first name, and then the **enter** key

STEP 5: Left-click the **Procedure** to be completed

STEP 6: Click **Complete**

➢ **Cerner Imaging: Technical Comments** page

- Not all exams have a tech comment page.
- Required fields are in Blue or Yellow.
- Fields are free text or checkboxes.
- Double-click in the fields
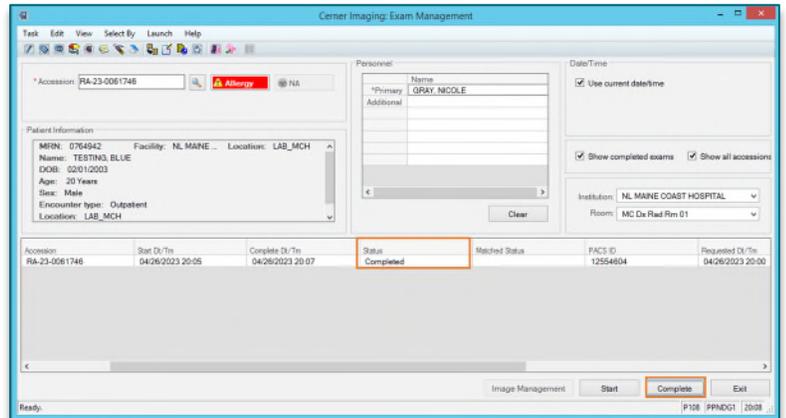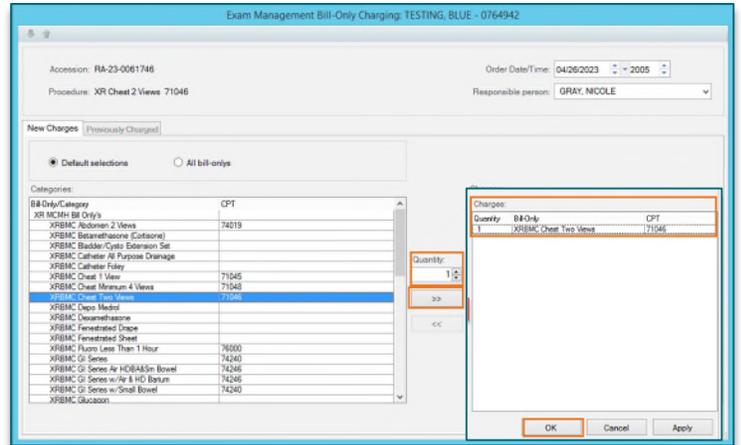- Enter **initials**.
- Click **OK**.

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➢ **Exam Management Bill-Only Charging:** page

- Bill Only are other items being charged along with the exam.
- Not all procedures have a **Bill Only** window.
- Click which **Bill-Only/Category**.
- Click **arrow**.
- Click **OK**.

➢ Click **Complete**.

➢ Status changes to **Completed**.