This flyer provides information on the Virtual Room location in RadNet when exams are misrouted.

Virtual Room Section

Virtual Room is a "catch all" room for exams that are misrouted and prevented from landing on another location's worklist.

➢ How to find misrouted exams.
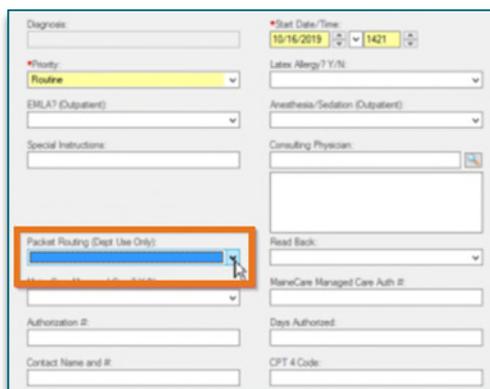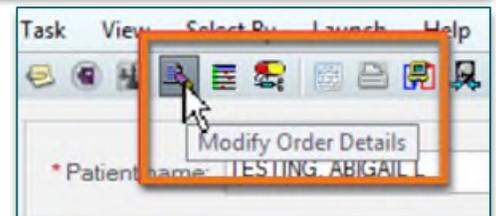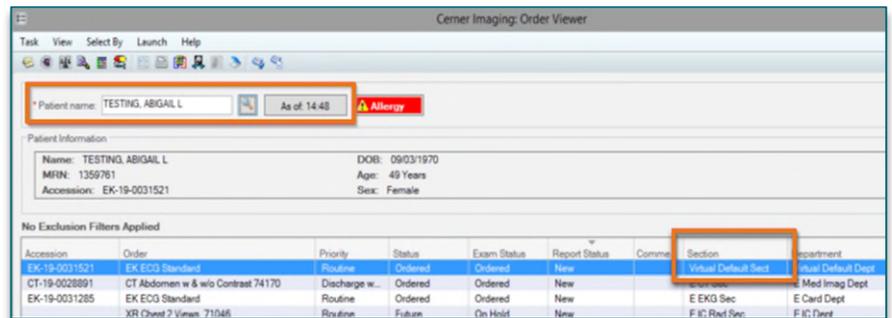
STEP 1: Launch **Appbar**.

STEP 2: Select **Order Viewer**.

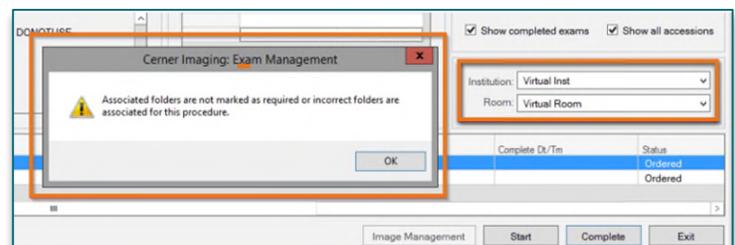**STEP 3:** Search **Patient name**.

STEP 4: Verify in the **Section** column where the exam is routed to.

STEP 5: Select **Modify Order Details** icon.

STEP 6: Within the **Order Details** window, update the **Packet Routing (Dept Use Only):** to correct location.

NOTE: If the location is not updated, within Exam Management the exam will still be routing to the Virtual Room. If the exam is completed while it is in the Virtual Room, an alert message will be received. This is an indicator that the Institution and Room need to be updated to an appropriate location before completing.