
This Quick Reference Guide (QRG) demonstrates how to document an exam within Enterprise Imaging.

Document an Exam

➤ From an Imaging Technologist Task list screen:

STEP 1: Click the appropriate task.

- The Acquisition window displays above the Navigation area and the Acquisition pane displays below the task list.

NOTE: The Play icon starts the Acquisition. 

The Checkmark icon completes the Acquisition. 

The Delete icon cancels the Acquisition. 

The Exam icon in the Acquisition pane goes to the patient's exam. 

The Images icon in the Acquisition pane goes to the patient's exam images. 

STEP 2: Click the Play icon. 

- The information from the exam flows to EI.

STEP 3: Click Details. 

- The screen updates to display the exam details.

NOTE: The patient information displays in the top left of the screen, followed by the Active and Comparison studies panes below.

The Acquisition tab in the right pane displays the reason for the study, any clinical information, procedure name and plan, and other exam information. Technologist's comments can be added, if needed.

STEP 4: Right-click a Comparison study to view the study options.

- A menu provides options to compare study images, display images, add images to the Clinical sidebar, display images in Text area, display text only, as well as other options.

STEP 5: Click Images. 

- The images for the exam display.

STEP 6: Confirm the images came over with the Acquisition.

STEP 7: Click the **Eyeball** icon to return to the exam details. 

STEP 8: Click the **Checkmark** icon to complete the Acquisition and return to the task list. 

- The completed Acquisition is removed from the list and is sent to the next person to be read.