

HOW TO CHANGE THE STATUS OF AN EXAM ON PACS:

(EXAMPLES: MARKING AN EXAM TO REFERENCE, CANCEL, ARRIVE, OR UNVERIFY STATUS)

- 1. GO TO EXAM MANAGER BY CLICKING ON >>AT BOTTOM RT. CORNER OF PACS SCREEN.**
- 2. CLICK ON EXAM MANAGER**
- 3. A SIGN ON BOX WILL APPEAR (ENTER THE SAME USERNAME AND PASSWORD AS YOU HAVE ON PACS AND PRESS ENTER.**
- 4. CLICK ON “EXAMS FOR PATIENT” AT TOP OF EXAM MANAGER SCREEN.**
- 5. NOW ENTER PATIENT MR# UNDER PATIENT ID AND HIT ENTER**
- 6. A LIST OF ALL PATIENT EXAMS WILL APPEAR ON SCREEN (NOTE: YOU CAN SHORTEN LIST BY ENTERING DATE, MODALITY, ACC. #, ETC.....)**
- 7. CLICK ON EXAM YOU WANT TO CHANGE THE STATUS OF AND IT WILL HIGHLIGHT ON SCREEN.**
- 8. NOW CLICK ON “EXAMS” AT TOP LEFT OF SCREEN.(A DROP DOWN BOX WILL APPEAR WITH FUNCTIONS SUCH AS ARRIVE, CANCEL, REFERENCE, VERIFY, ETC....) SELECT WHICH FUNCTION YOU NEED AND CLICK ON IT.**
- 9. IT WILL NOW APPEAR ON THE EXAM MANAGER SCREEN AND ALSO ON PACS AT THE NEW STATUS**
- 10. CLICK ON FILE AND THEN CLICK ON LOG OUT AT TOP LEFT TO EXIT EXAM MANAGER**

