

## Job Aide: Transcription

## Radiology RIS

- Who?** Radiology Support Staff
- What?** Process for copying and pasting reports from incorrect patient to correct patient.  
Process for adding administrative statement for incorrect patient.

### Moving Report from Incorrect Patient to Correct Patient

- Pre-work: Accession number on correct patient must be created and in Completed status in RIS.
- Copy and Paste report on incorrect patient into a word document.
- Go to Provider-Results Reporting



- Enter the accession number created in Pre-Work step and click **Search**.

The screenshot shows a search interface with the following fields: Search By: ACC, Patient DOB, DLA From, DLA To, and Patient. The 'Search By' field is set to 'ACC' and has a search button next to it.

- In **Report Properties** section at bottom left of screen, enter the responsible provider from the incorrect report.
  - To add a new provider, select **<click to add new row (Alt+1)>**.

Report Properties					
Providers					
Name	Perf.	Cont.	Resp.	Signature	
SUPPORT, SERVICE, MD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="X"/>
Russell, LeighAnn, Super...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="X"/>
<b>&lt;click to add new row (Alt+1)&gt;</b>					

- Type responsible provider in new field, (Last Name, First, Name).

Providers					
Name	Perf.	Cont.	Resp.	Signature	
Russell, LeighAnn, Super...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="X"/>
GUNN, MARTIN LEE DA...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="button" value="X"/>
<b>&lt;click to add new row (Alt+1)&gt;</b>					

- In **Report Text** section in upper right of screen, click on **Edit**.



- Copy and paste the report from the word document into the Simple Editor.
- Click on **save preliminary** button.

## Placing Administrative Statement on Incorrect Patient

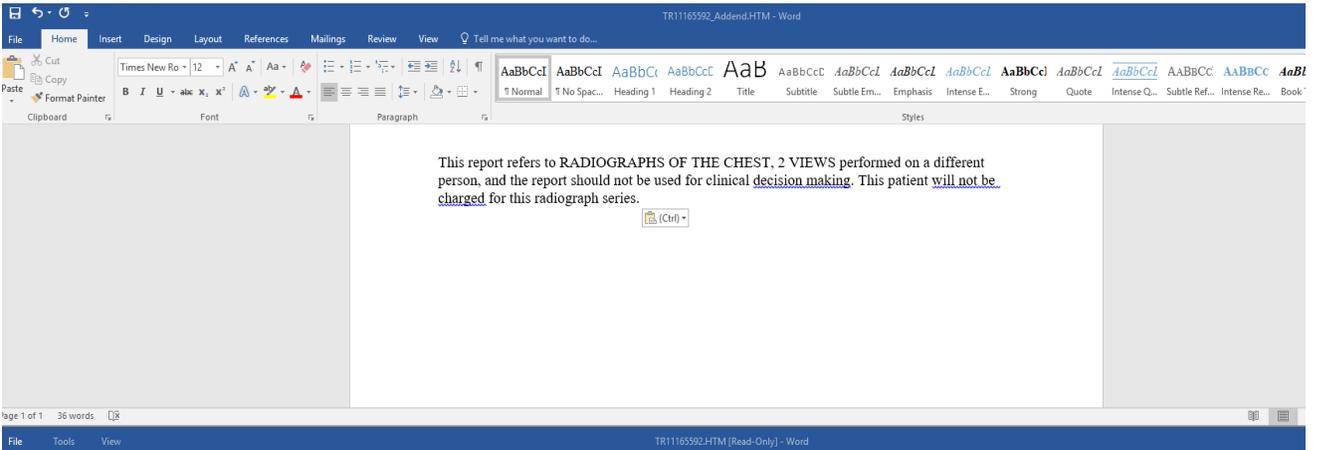
- Go to **Results -Transcription** module



- Click on **addend**



- Two word windows will pop up. Place your administrative statement on the top window. Do not click on save in the word window.



Addendum Begins | Transvaginal Ultrasound of the early pregnancy. | Subchorionic hemorrhage is absent.

- Click on **save** button in the RIS application

