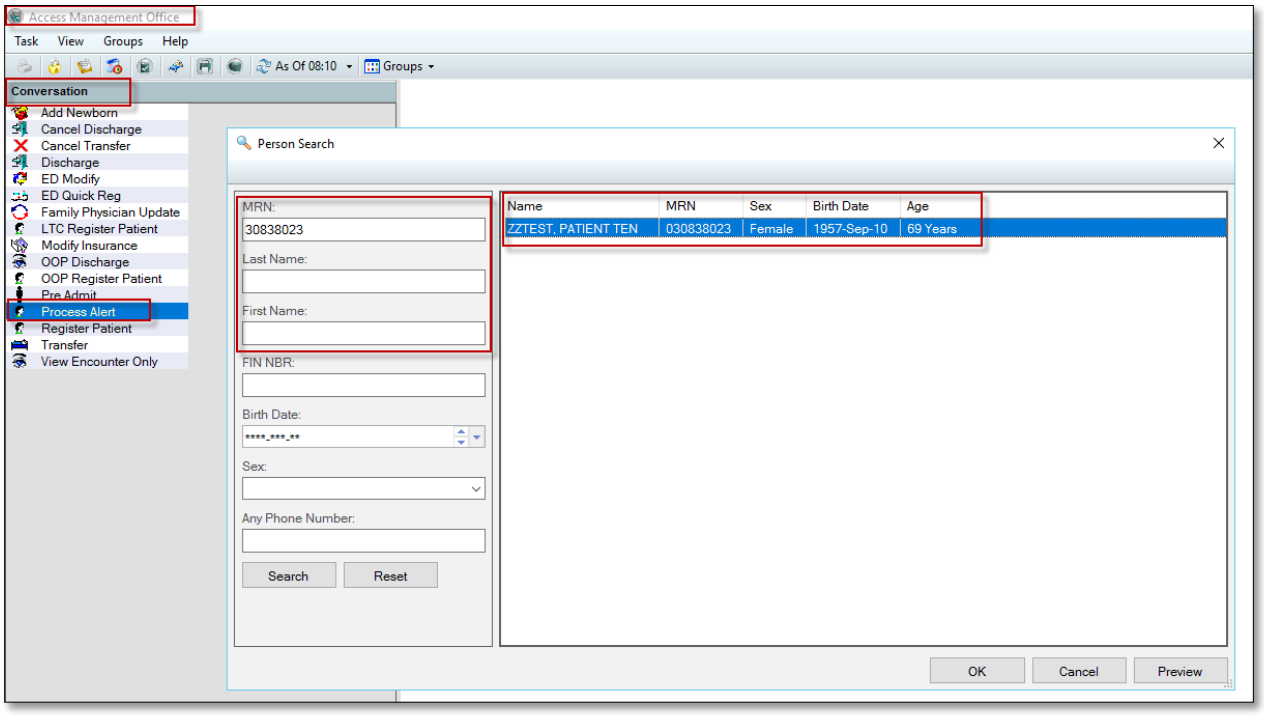
RadNet Quick Reference Guide

PROCESS ALERTS

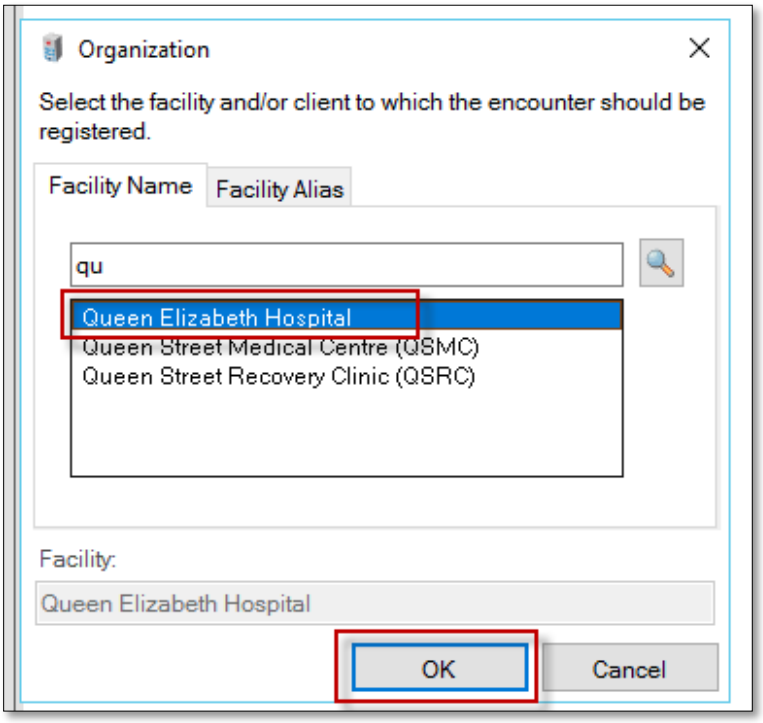


ADDING A PROCESS ALERT TO A PATIENT FILE

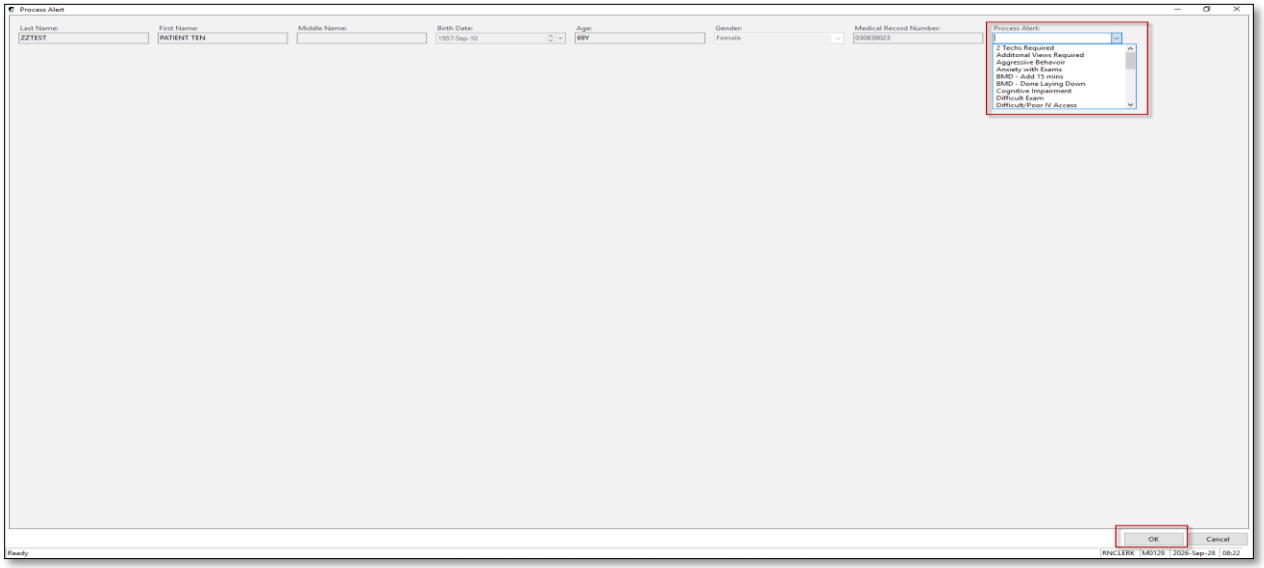
Open Access Management Office APP
Under Conversation, select Process Alert
Search Patient – enter Patient MRN
Click OK



Choose Organization (Facility – you are working out of). Click OK



This next window will appear. Here you can search the drop down and select the appropriate process alert you would like to attach to this patient. Please note that only one process alert can be added to the patient. If you notice one on there already and also require another one to be added, please reach out to your Clerical Supervisor to have one created that merge the two then we can adjust it on the patients file once it is created.

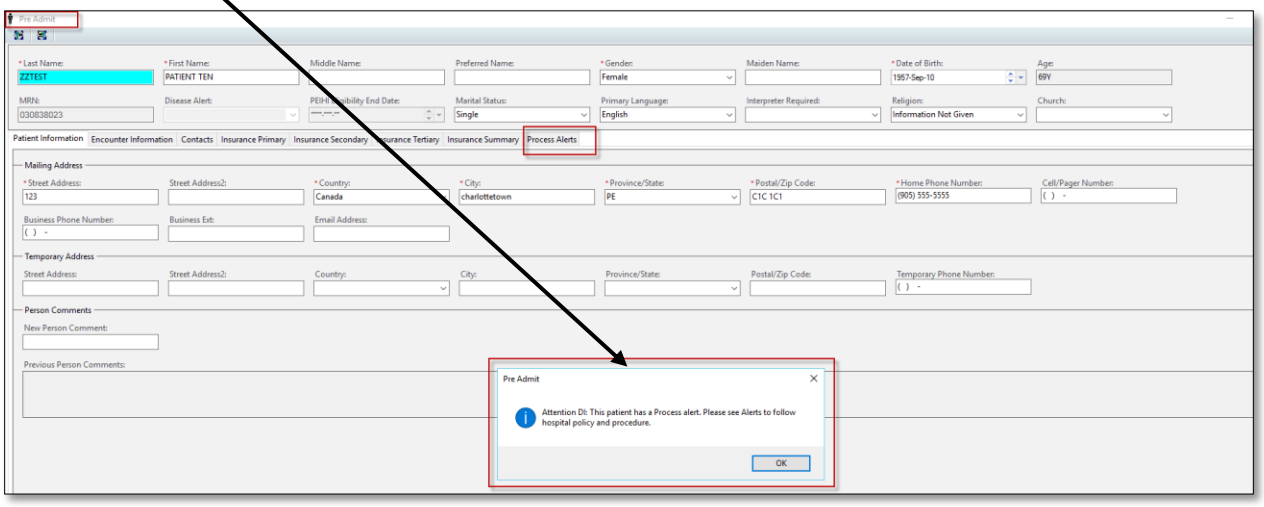


The Process Alert is now linked to the patient file in Radnet.

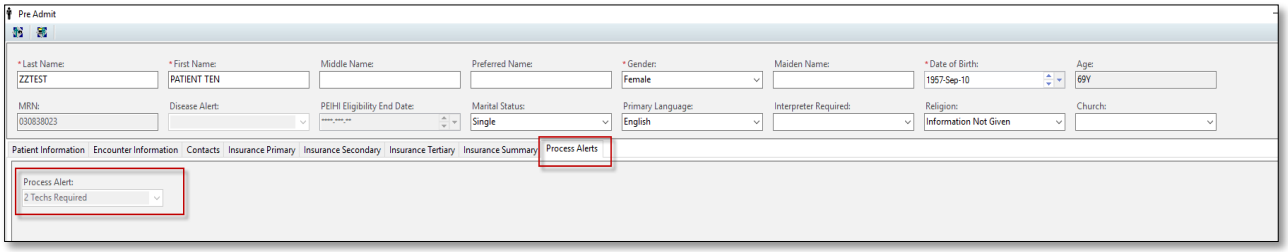
This will only be seen in the Preadmit conversation (where you add/create an encounter)

These messages appear for patients who have a Process Alert associated with them. These Process Alerts are intended for Diagnostic Imaging staff.

This message will appear when scheduling/creating a preadmit (adding the encounter/preadmit conversation). Click OK and continue with the Preadmit workflow as normal.



Select Process Alert Tab and you will see what Process Alert is listed.



After reviewing the process alert, if you are required to schedule out more time for the exam, here is the time you can cancel the encounter creation and go out and find a new appointment time that allots for more time then can confirm and creating/add your preadmit encounter at this point.

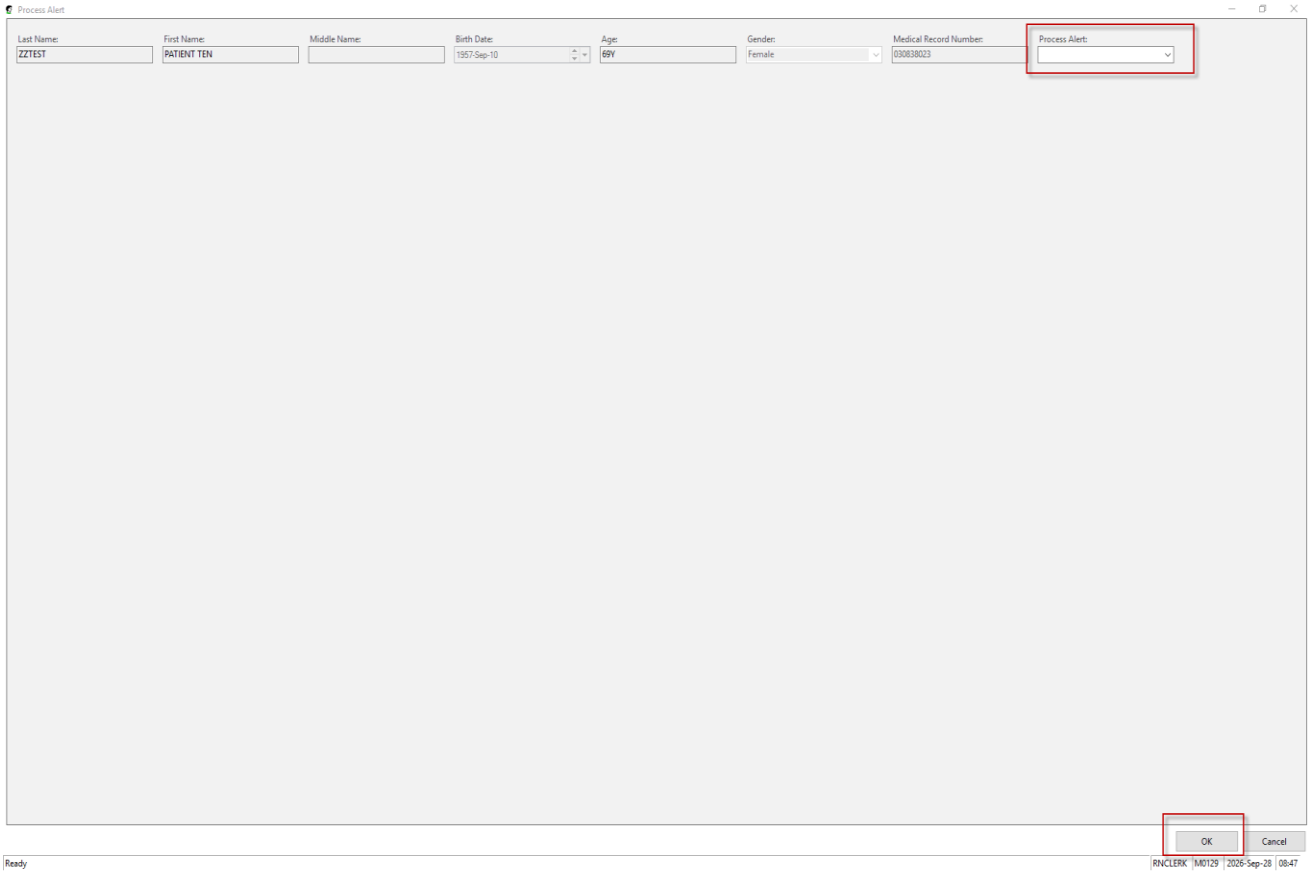
TO REMOVE A PROCESS ALERT FROM A PATIENT FILE

Open the Access Management Office APP
Under Conversation, click on Process Alert
Search Patient – enter Patient MRN
Click OK

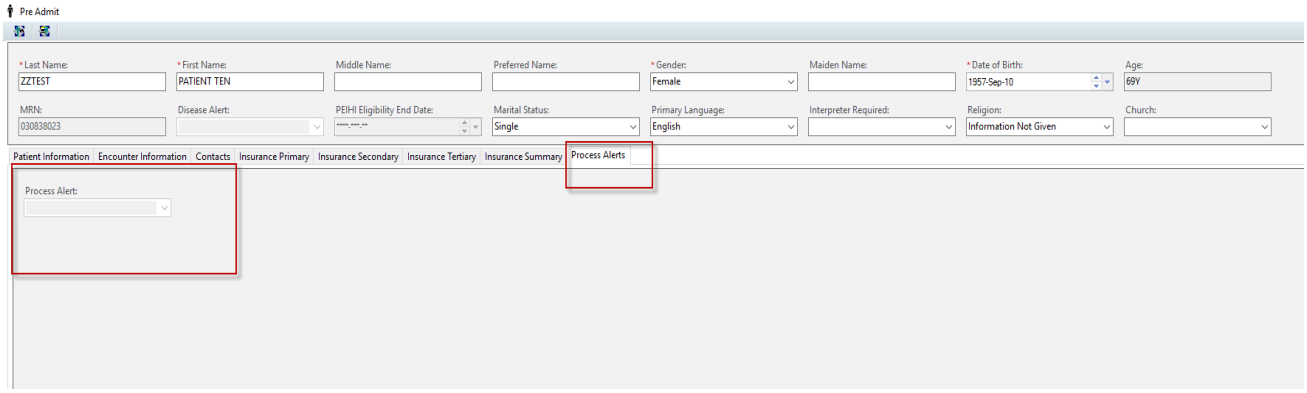
Select Your Organization
Highlight the Process Alert Field (alert will be showing)



Click Delete > Then OK



No Message will appear now in the preadmit encounter and no Alert is listed as shown below.


Pre Admit
*Last Name:
ZZTEST
*First Name:
PATIENT TEN
Middle Name:
Preferred Name:
*Gender:
Female
Maiden Name:
*Date of Birth:
1957-Sep-10
Age:
69Y
MRN:
030838023
Disease Alert:
PEIHI Eligibility End Date:
Marital Status:
Single
Primary Language:
English
Interpreter Required:
Religion:
Information Not Given
Church:
Patient Information
Encounter Information
Contacts
Insurance Primary
Insurance Secondary
Insurance Tertiary
Insurance Summary
Process Alerts
Process Alert: