RadNet Quick Reference Guide

Checking in Patients

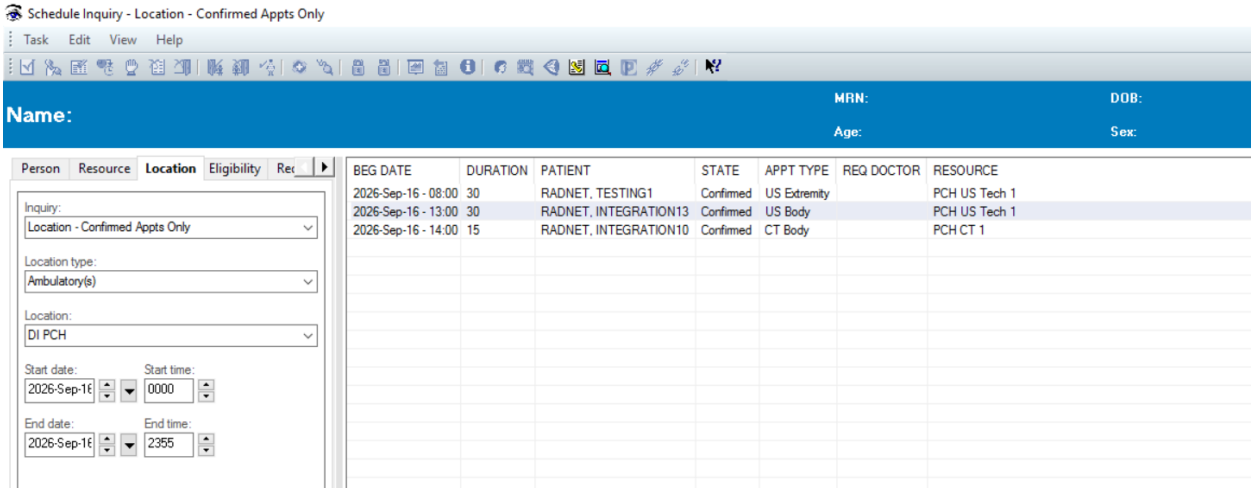
In the **Scheduling Appointment Book App:**



Click on the **Appointment/Schedule Inquiry Icon**:



To have list of patients for the DI Facility open, click on the Location Tab.

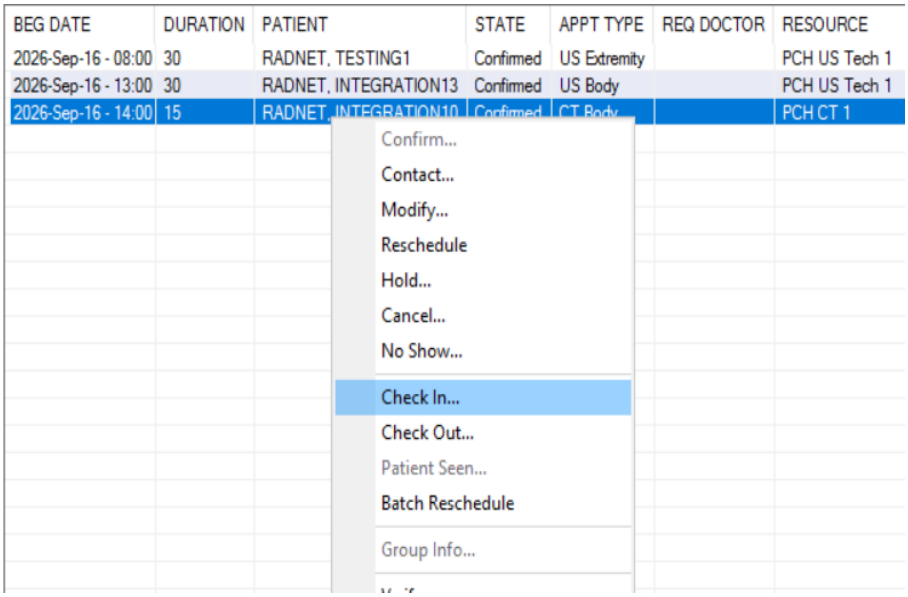


Fill in the following fields:

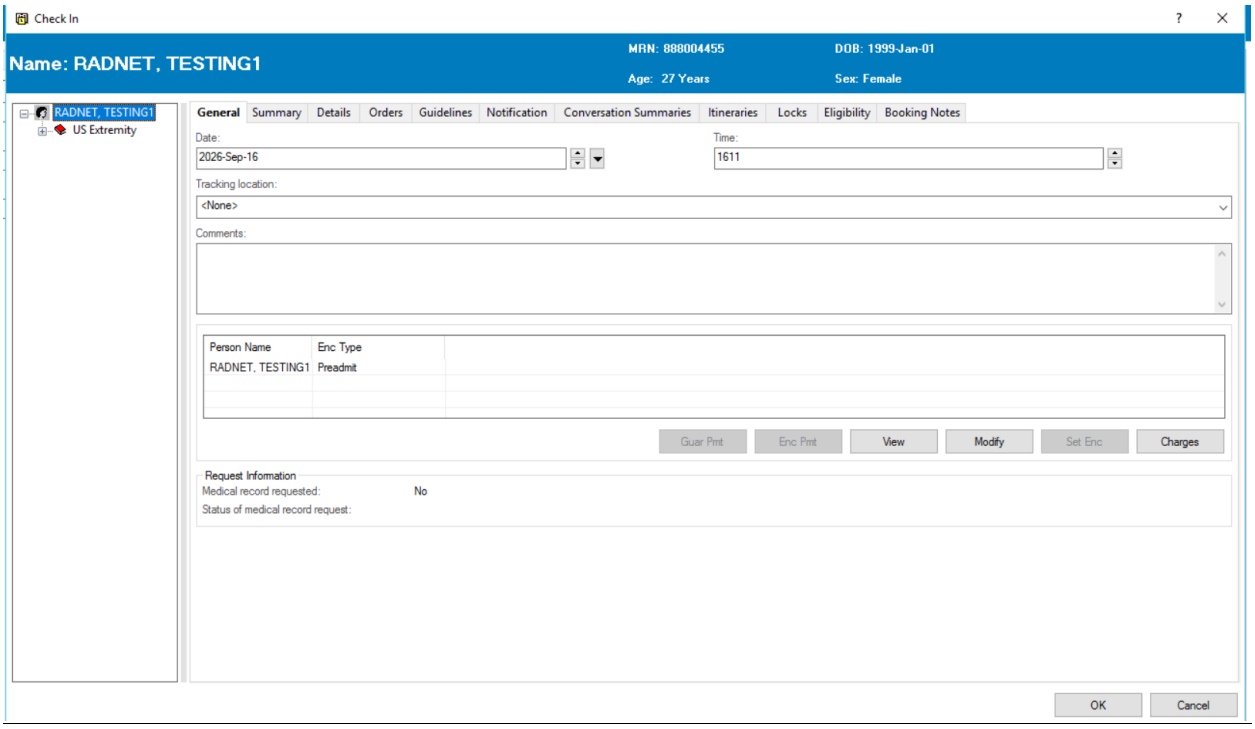
- Inquiry: Location – confirmed appt only
- Location Type: Ambulatory
- Location: DI PCH
- Date Range: Today's date in both the start and end fields to reflect today's patients – which should default to today's date.
- Click Find

To check them in (which is done after registration – for scheduled appointments. Please note that if you are scheduling x-rays in the DOE (Department Order Entry) for the SKIP patients that have booked their own appointments online, they do not need to be checked in as they will populate directly onto the technologist worklist).

- Right click on the patient/exam – click “check in”



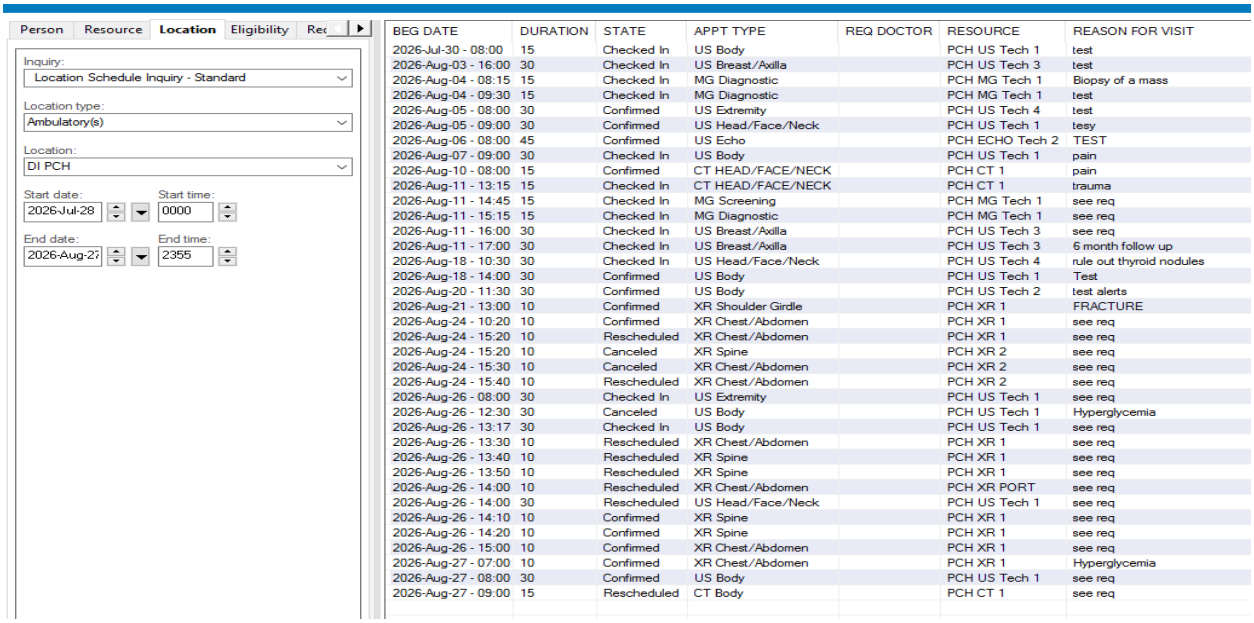
This window will populate.



Click OK.

If you check in the incorrect patient, follow the steps below to uncheck them in. (Once the patient is checked in, they will no longer be in a confirmed "State" to qualify for the location search as they will be removed from the days list for today.)

You will need to change your search inquiry (still in the Location Tab) to Location schedule inquiry - Standard (See below). Here you can right click and uncheck in the patient which will revert them back to confirmed state and back to the original list of patients for the day. You will need to input a reason why you are unchecking in the patient.



BEG DATE	DURATION	STATE	APPT TYPE	REQ DOCTOR	RESOURCE	REASON FOR VISIT
2026-Jul-30 - 08:00	15	Checked In	US Body		PCH US Tech 1	test
2026-Aug-03 - 16:00	30	Checked In	US Breast/Axilla		PCH US Tech 3	test
2026-Aug-04 - 08:15	15	Checked In	MG Diagnostic		PCH MG Tech 1	Biopsy of a mass
2026-Aug-04 - 09:30	15	Checked In	MG Diagnostic		PCH MG Tech 1	test
2026-Aug-05 - 08:00	30	Confirmed	US Extremity		PCH US Tech 4	test
2026-Aug-05 - 09:00	30	Confirmed	US Head/Face/Neck		PCH US Tech 1	tesy
2026-Aug-06 - 08:00	45	Confirmed	US Echo		PCH ECHO Tech 2	TEST
2026-Aug-07 - 09:00	30	Checked In	US Body		PCH US Tech 1	pain
2026-Aug-10 - 08:00	15	Confirmed	CT HEAD/FACE/NECK		PCH CT 1	pain
2026-Aug-11 - 13:15	15	Checked In	CT HEAD/FACE/NECK		PCH CT 1	trauma
2026-Aug-11 - 14:45	15	Checked In	MG Screening		PCH MG Tech 1	see req
2026-Aug-11 - 15:15	15	Checked In	MG Diagnostic		PCH MG Tech 1	see req
2026-Aug-11 - 16:00	30	Checked In	US Breast/Axilla		PCH US Tech 3	see req
2026-Aug-11 - 17:00	30	Checked In	US Breast/Axilla		PCH US Tech 3	6 month follow up
2026-Aug-18 - 10:30	30	Checked In	US Head/Face/Neck		PCH US Tech 4	rule out thyroid nodules
2026-Aug-18 - 14:00	30	Confirmed	US Body		PCH US Tech 1	Test
2026-Aug-20 - 11:30	30	Confirmed	US Body		PCH US Tech 2	test alerts
2026-Aug-21 - 13:00	10	Confirmed	XR Shoulder Girdle		PCH XR 1	FRACTURE
2026-Aug-24 - 10:20	10	Confirmed	XR Chest/Abdomen		PCH XR 1	see req
2026-Aug-24 - 15:20	10	Rescheduled	XR Chest/Abdomen		PCH XR 1	see req
2026-Aug-24 - 15:20	10	Canceled	XR Spine		PCH XR 2	see req
2026-Aug-24 - 15:30	10	Canceled	XR Chest/Abdomen		PCH XR 2	see req
2026-Aug-24 - 15:40	10	Rescheduled	XR Chest/Abdomen		PCH XR 2	see req
2026-Aug-26 - 08:00	30	Checked In	US Extremity		PCH US Tech 1	see req
2026-Aug-26 - 12:30	30	Canceled	US Body		PCH US Tech 1	Hyperglycemia
2026-Aug-26 - 13:17	30	Checked In	US Body		PCH US Tech 1	see req
2026-Aug-26 - 13:30	10	Rescheduled	XR Chest/Abdomen		PCH XR 1	see req
2026-Aug-26 - 13:40	10	Rescheduled	XR Spine		PCH XR 1	see req
2026-Aug-26 - 13:50	10	Rescheduled	XR Spine		PCH XR 1	see req
2026-Aug-26 - 14:00	10	Rescheduled	XR Chest/Abdomen		PCH XR PORT	see req
2026-Aug-26 - 14:00	30	Rescheduled	US Head/Face/Neck		PCH US Tech 1	see req
2026-Aug-26 - 14:10	10	Confirmed	XR Spine		PCH XR 1	see req
2026-Aug-26 - 14:20	10	Confirmed	XR Spine		PCH XR 1	see req
2026-Aug-26 - 15:00	10	Confirmed	XR Chest/Abdomen		PCH XR 1	see req
2026-Aug-27 - 07:00	10	Confirmed	XR Chest/Abdomen		PCH XR 1	Hyperglycemia
2026-Aug-27 - 08:00	30	Confirmed	US Body		PCH US Tech 1	see req
2026-Aug-27 - 09:00	15	Rescheduled	CT Body		PCH CT 1	see req

