RadNet Quick Reference Guide

Scheduling Mammography Specimens

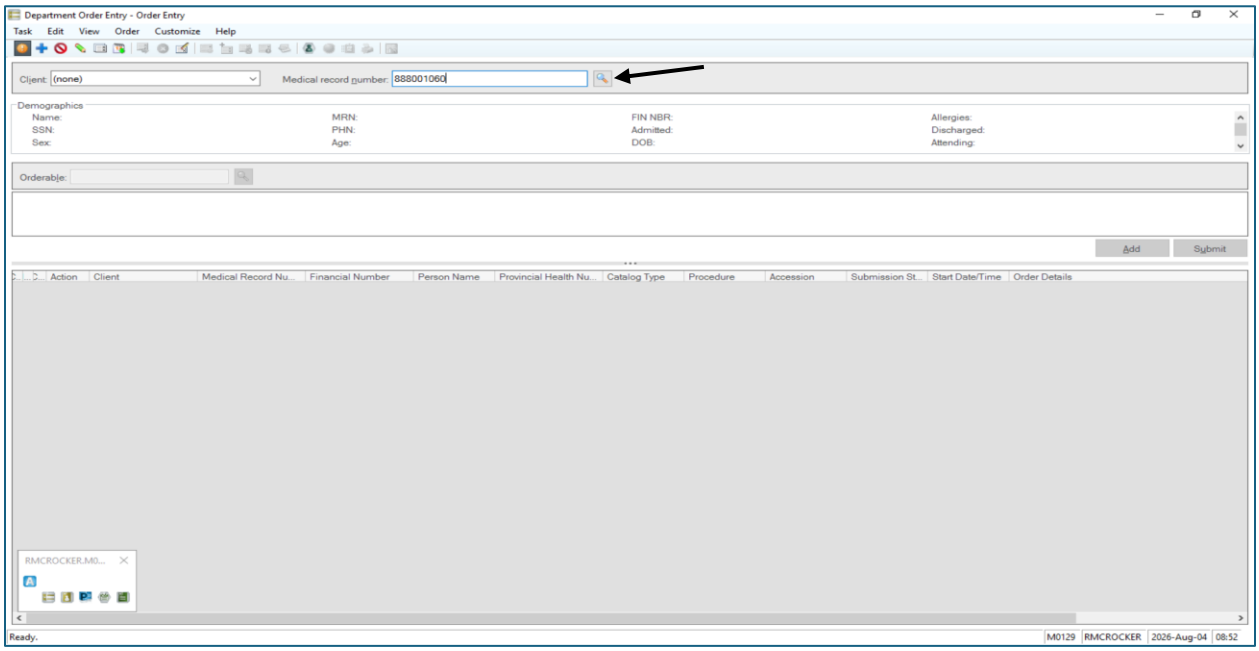
Department Order Entry (DOE) (For Day of Bookings)

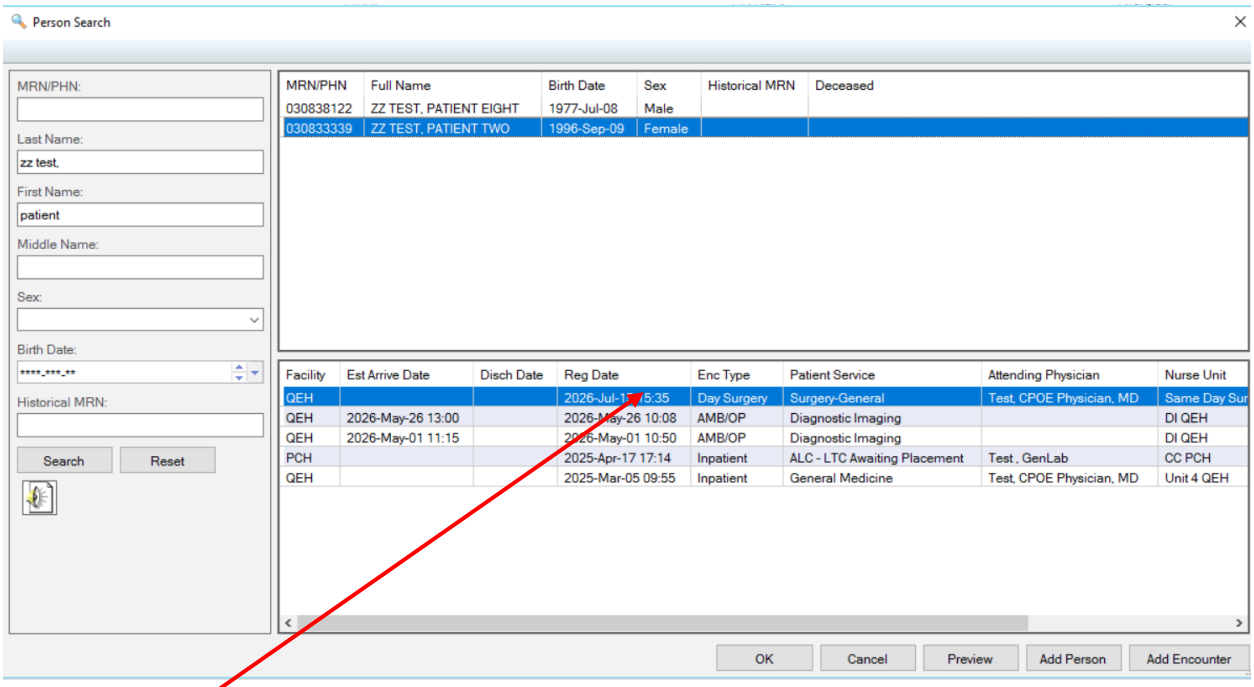
 (Yellow/Gold Icon)

Orders placed through DOE must already have an encounter to put the exam under.

When Mammography Clerks are notified that a Specimen will be brought over either from the O.R. or from the Lab to be imaged, Specimens can be scheduled through the Department Order Entry since they already have an encounter, we will be linking the exam/appointment to.

In the DOE app, search for the patient by clicking the magnifying glass and entering the MRN. Click on Search.



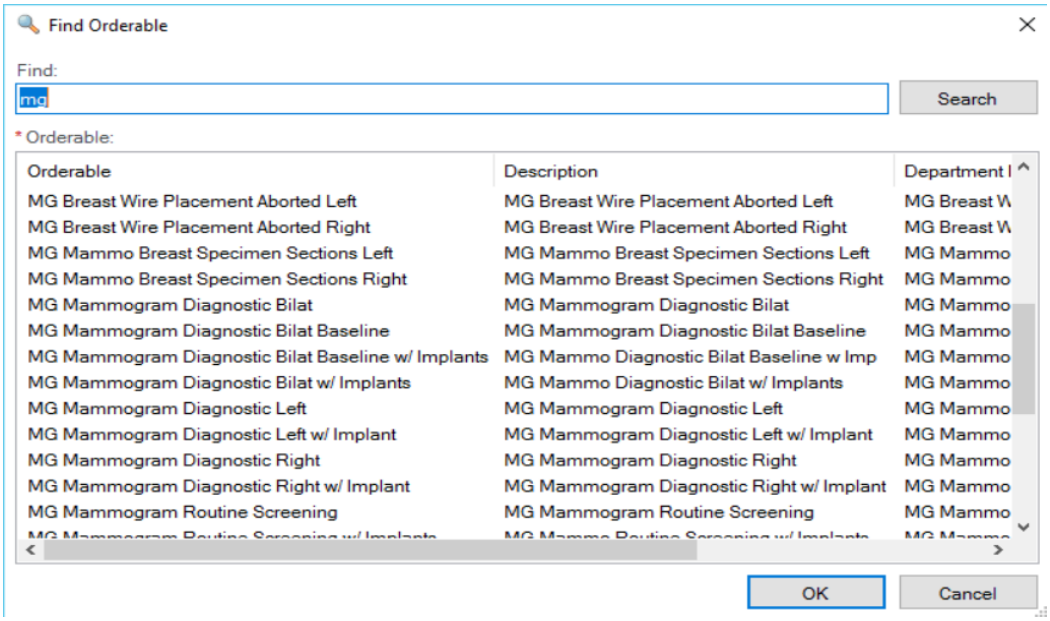


Highlight the correct encounter for today's date. (Verify date, facility, Amb/Op Day Surgery Encounter). Click Ok or double click.

In the orderable box, search for the exam, type in the 2 letters of the modality code (see list below) and then insert a space and then the first letter of the exam: (i.e.: mg)



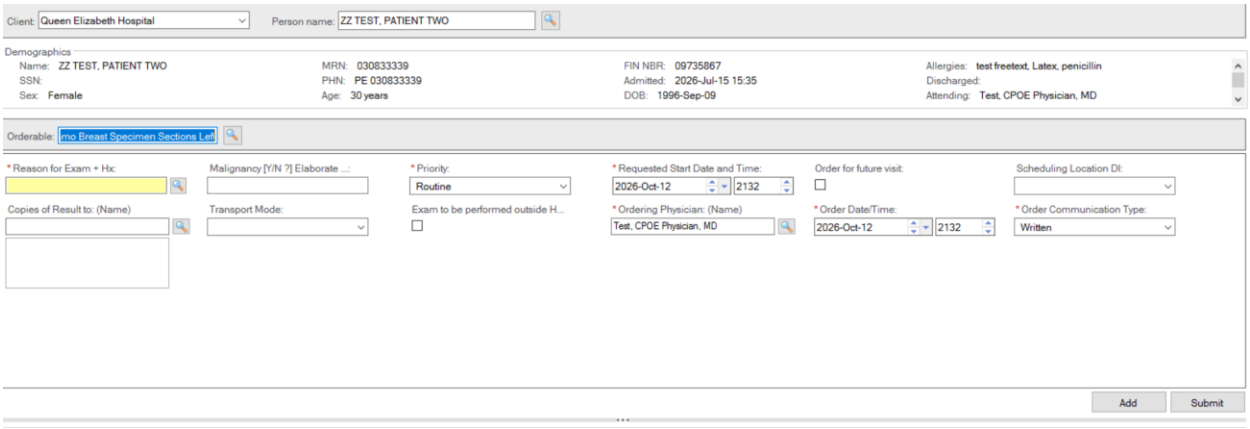
For example:



Select the required order with the correct laterality/side if applicable and click OK.

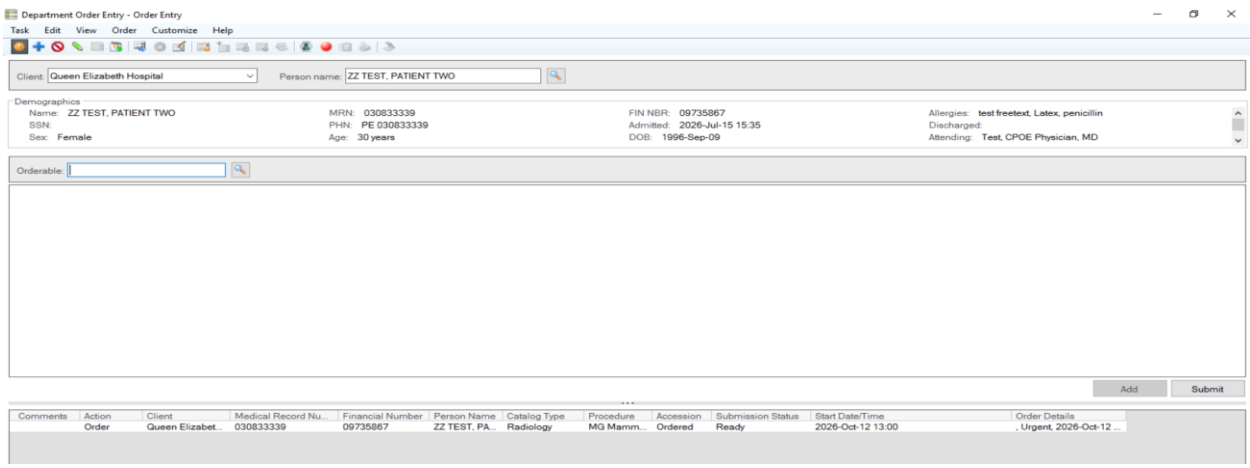
Required fields window opens.

The fields highlighted in yellow are MANDATORY fields.



Ensure to fill in the following fields:

- Reason for exam (actual reason for exam same as mammography's current process)
- Priority
- Requested Start Date and Time (adjust this if entering for a later time that day)
- Scheduling Location DI (which facility)
- Copies of Results to
- Ordering physician name
- Order Date/Time (should default to today and now)
- Click Add



If entering only one order, click submit. If adding multiple orders, click ADD after each order and click submit when done. By pressing add, the order is being moved to the “Scratch Pad” below.

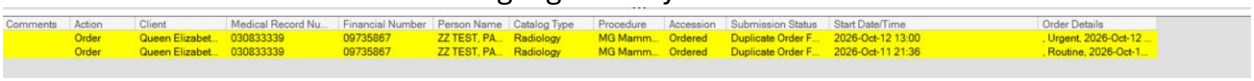
The Scratch Pad is a temporary holding area for radiology orders before submitting them to the work list.

Click submit when ready to place the order. An accession # will be populated.

Exams ordered through the DOE do not need to be Checked In.

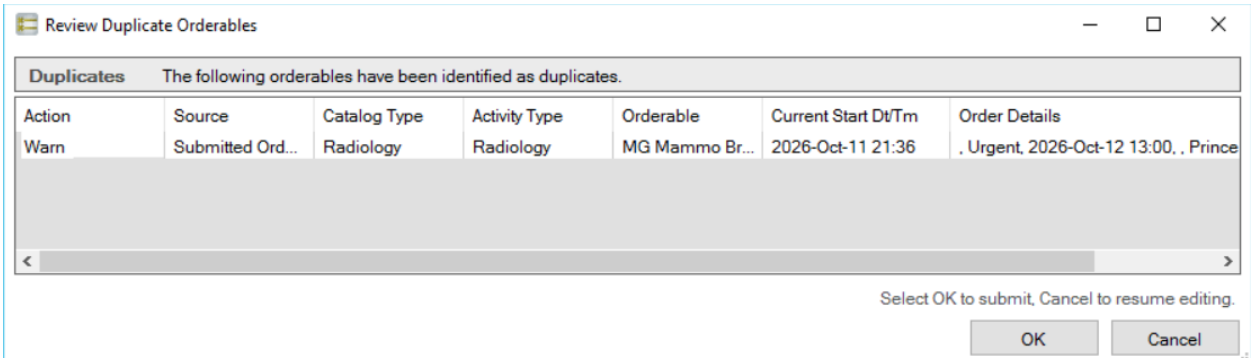
Duplicate Checking

- A duplicate alert will occur if the same exam is ordered more than once within 24 hours. These orders will be highlighted in yellow in the Scratch Pad.



Click the “view submission error” button in the banner bar at the top. 

The “Review Duplicate Orderable” window opens

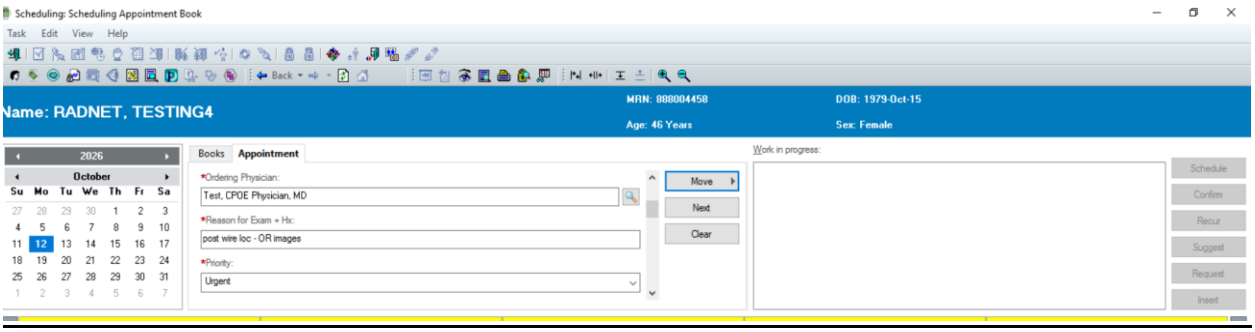


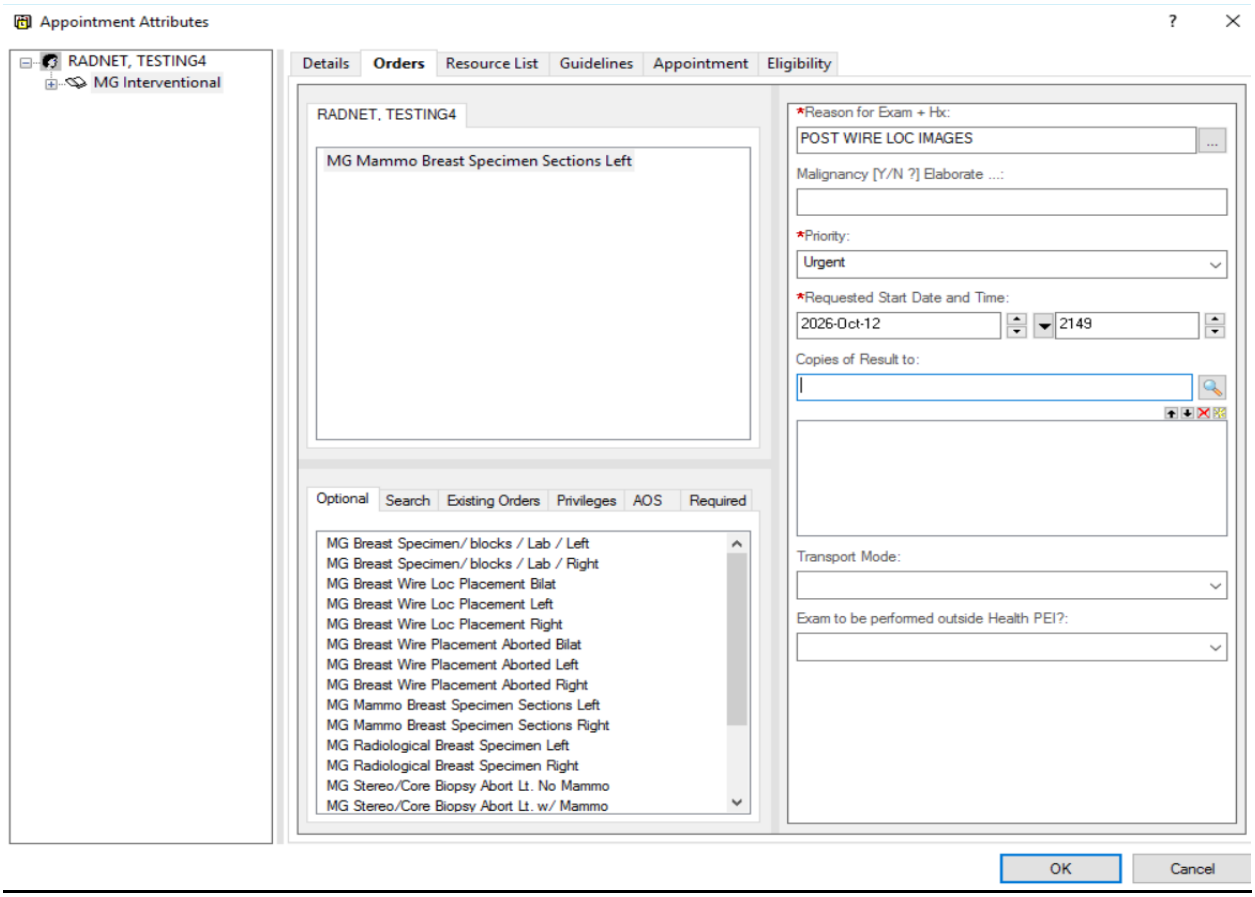
If the patient is supposed to receive the same exam more than once within 24 hours, click Ok to submit the order.

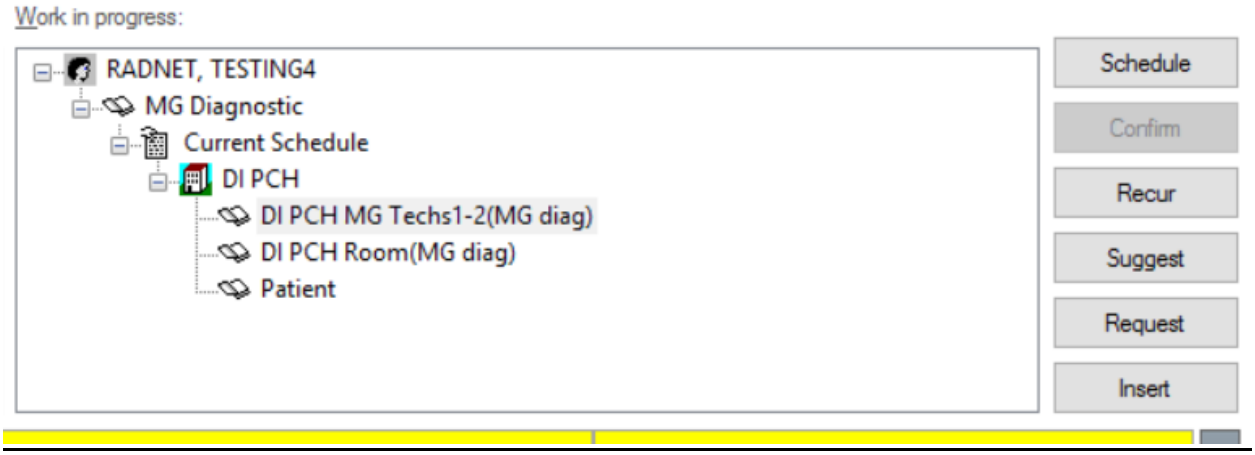
If the order was placed by mistake and the patient is **not** supposed to receive the same exam again, click Cancel. Highlight the exam in the scratch pad, then click the Remove Order from Scratchpad icon in the toolbar.

 (Remove Order Icon)

Scheduling Appointment Book App (For Future Bookings)









Click Confirm.

Select Pre-Admit Day Surgery Encounter. Click OK.

Do not use a DI encounter.

If the Lab sends over a specimen – there should be a barcode on it with the encounter #.

If it pops up that they patient is discharged – Click Yes to continue. Only Supervisors can use this. If there is no Supervisors on site, contact Radnet Help Email if not urgent or you can call Service Center and ask for them to page the Clinical Analyst for Radnet.