

It is sometimes necessary to remove a report from a study and set it back to a status in which a Radiologist can dictate a completely new report—and have no record of the previous report in the system.

Caution: This process is <u>not</u> reversible and will fully remove a signed report from RIS. eRAD Support and Services staff should <u>never</u> undertake this operation on a client production system. Only eRAD customers are authorized to perform this operation.

The access strings required to perform this operation are:

Clinical.VoidStudy

Clinical.DeleteDictationReportResetStatus

We note that users in the RISAdmin group automatically have this access granted.

1. Open the study with the report to remove and click the View/Edit button. (The report must be in signed status.)

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2. Select the Void button in the lower right corner.

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General Information						
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Request SecurePIC				Void	Save	Close
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3. A prompt requests confirmation of the operation. Select Yes.

eRAD RIS		×
	Are you sure you want to void this study? This action cannot be reversed. If you proceed, you must contact the billing department and any physicians who have already received this report.	×



You have now voided the report. Additional steps are necessary to remove it from the system.

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0	Refreshed	15 seconds ago		Verify External Crea	te/Edit Report		Sign Report	View/Edit	View Study
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- 4. Right-click anywhere in the study to open a floating menu.
- 5. Select Change Status to... and then select Manual Status Update.
- 6. A dialog box displays. Select Exam Done from the drop-down list.

🕜 Manual Status Update	x					
Exam Summary						
Patient name:	Genting					
MRN:	9073					
DOB:	04-01-1970					
Accession #:	101020141401					
Procedure:	MR Lumbar Spine W [72149]					
Scheduled start date:	03-09-2005 3:51 PM					
Current status:	Voided					
Move to status	Exam Done 🔻					
	OK Cancel					



The study is now in Exam Done status. The report is still attached, however.

7. To remove the report and dictation, perform another manual status change by right-clicking to open the floating menu.

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1	Dictate					
1	View Study					
1	Schedule From					
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	Print Forms					
	Attachments					
1	Portals					
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1	Burn CD					
1	Update Relevance					
1	RADAR Quick Message					
1	View Images					
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1	Report History					
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Opened: View/Edit: YEGGY, Gerry #9073	Assign to Radiologist		Delete Dictation/Re	port and Reset Status		1 rows
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	Assign to Editor	_				

- 8. Selecting Change Status to... then select Delete Dictation/Report and Reset Status.
- 9. Click Yes to the confirmation prompt.

The report is now <u>completely</u> removed from RIS. There is <u>no</u> copy of the report, it is <u>not</u> saved nor stored. It is removed from RIS, so be very cautious when performing this operation.