

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			1			
Prefix 🔽				Issuer	MRN	Active
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Last Mart	DC	OB 04-01-1970	47y 3m			·
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Request SecurePIC				Void	Save	Close
Opened: View/Edit: Gerry #9073	Dictated: 2 - Signed: 1	Peer Reviewed: 0				

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.	s/			



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

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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:	Genii y
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					
1	IVT					
	Edit Patient					
	Patient Merge					
	View/Edit					
	Print Forms					
1	Attachments					
1	Portals					
1	Image Request					
	Burn CD					
1	Update Relevance					
1	RADAR Quick Messag	e 📗				
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Opened: View/Edit: YEGGY, Gerry #9073	Assign to Radiologist	•	Delete Dictation/R	eport and Reset Status	\geq	1 rows
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	Change Supervising Ra	diologist	Manual Status Upo	date		
	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.