

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 not reversible and will fully remove a signed report from RIS. eRAD Support and Services staff should never undertake this operation on a client production system. Only eRAD customers are authorized to perform this operation.

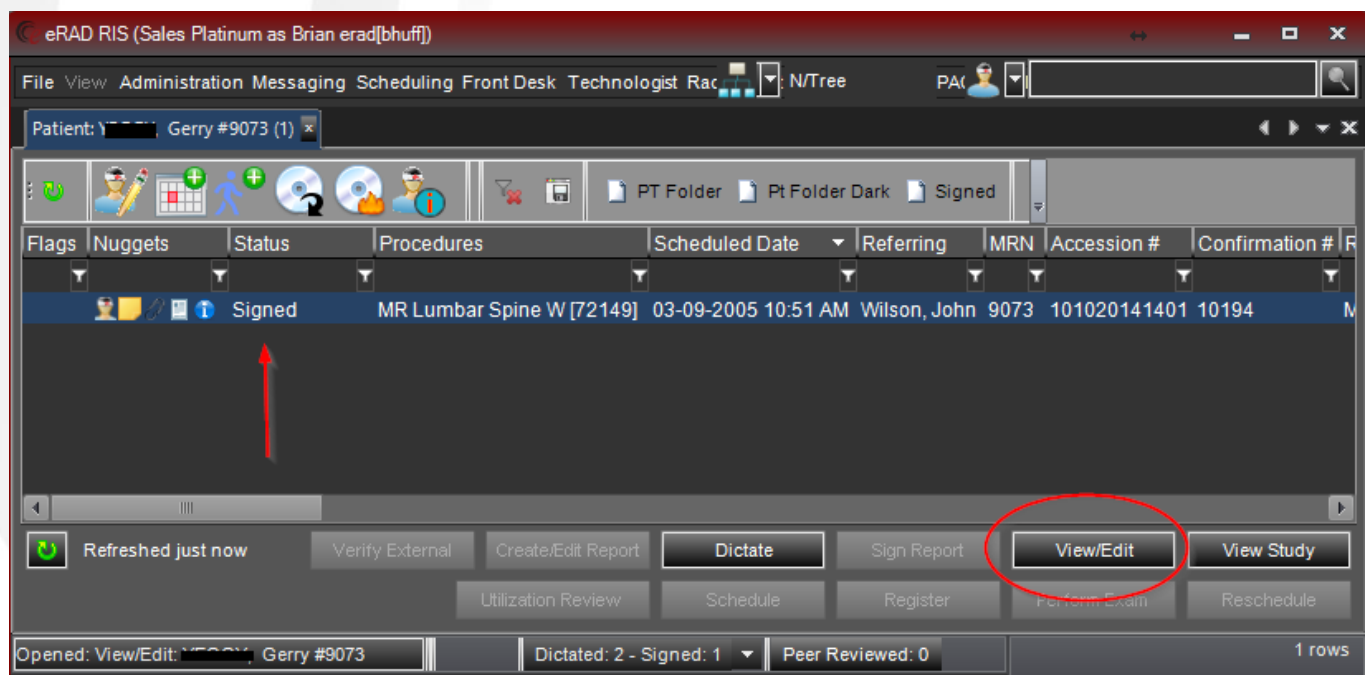
The access strings required to perform this operation are:

Clinical.VoidStudy

Clinical.DeleteDictationReportResetStatus

 **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.)



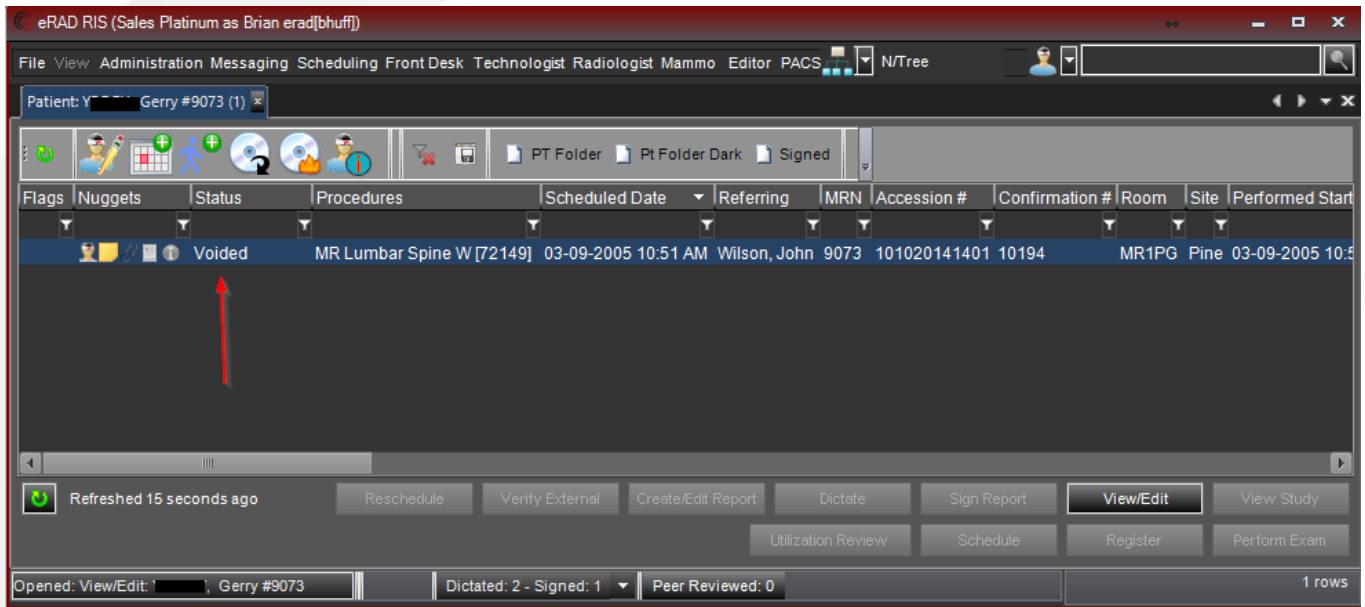
2. Select the Void button in the lower right corner.

The screenshot shows the eRAD RIS interface for patient Gerry #9073. The interface includes a menu bar at the top with options like File, View, Administration, Messaging, Scheduling, Front Desk, Technologist, Radiologist, Mammo, Editor, PACS, and N/Tree. Below the menu bar, there are tabs for Patient, Contacts / Demographics, Clinical, Order, Documentation, Exam Details, Billing Codes, Attachments, Notes / Exam Times, Report, Contact Log, and MRI Quest. The main area is divided into several sections: General Information, Contact Information, Patient Origin, and Family History. The General Information section includes fields for Prefix, First, Last, Middle, Sex, DOB, Birth place, and Father's name. The Contact Information section includes fields for Address 1, Address 2, City, State, County, Zip, Country, Phone, Email, and Marketing messages. The Patient Origin section includes fields for Preferred language, Education level, Religion, Ethnicity, and Race. The Family History section includes a table with columns for Relationship, Family History, Age At Diagnosis, and Age At Death. At the bottom of the interface, there are buttons for Request SecurePIC, Void, Save, and Close. The Void button is circled in red.

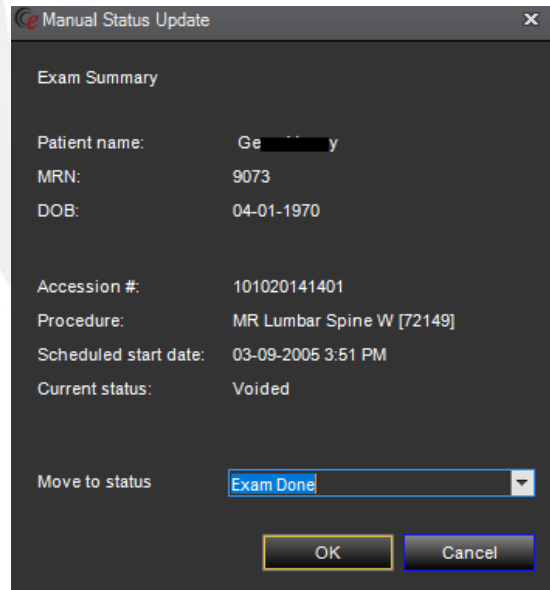
3. A prompt requests confirmation of the operation. Select Yes.

The screenshot shows a confirmation dialog box titled "eRAD RIS". The dialog box contains a warning icon (a yellow triangle with an exclamation mark) and the following text: "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." Below the text are two buttons: "Yes" and "No".

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

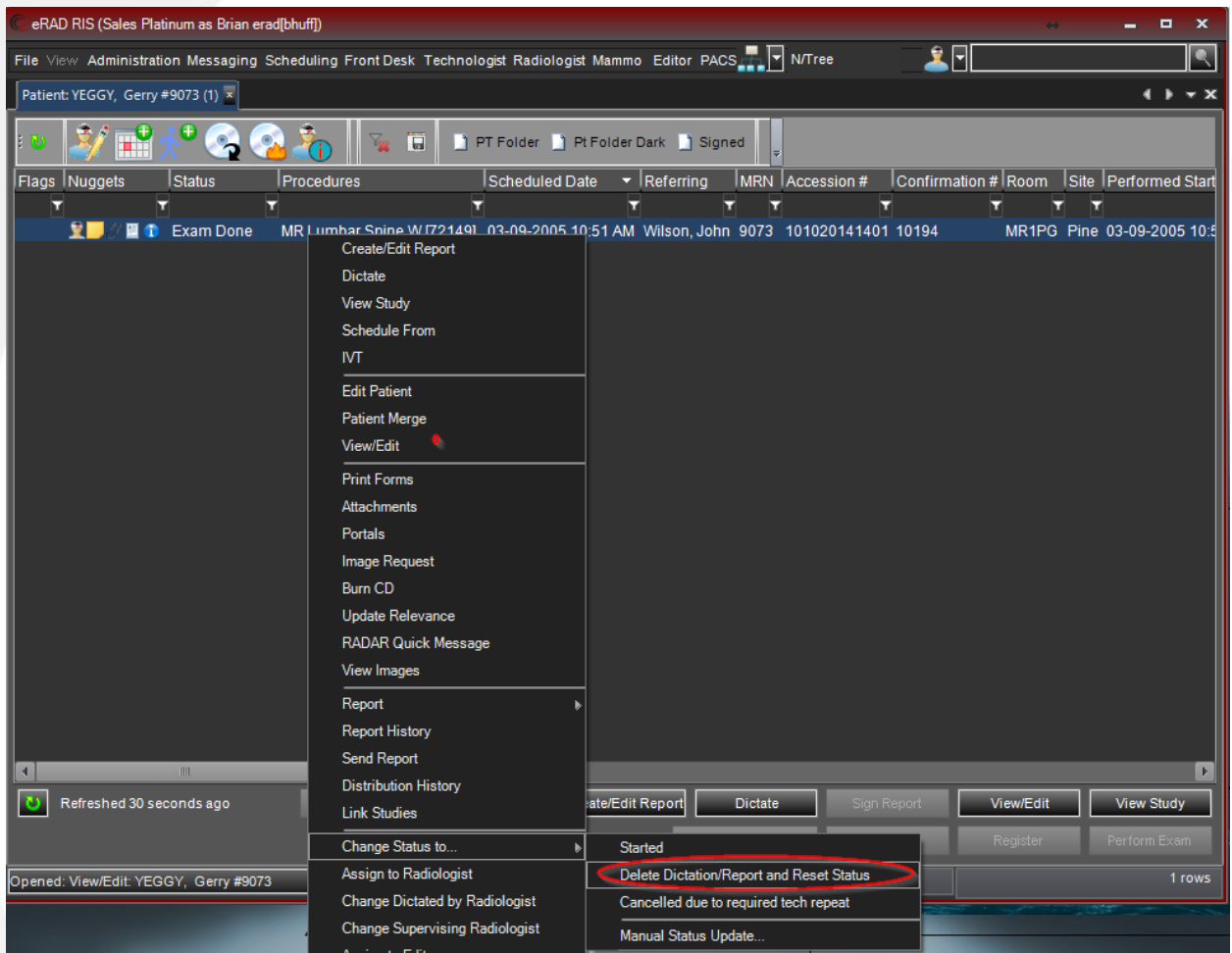


4. Right-click anywhere in the study to open a floating menu.
5. Select Change Status to... and then select Manual Status Update.
6. A dialog box displays. Select Exam Done from the drop-down list.



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

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



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

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