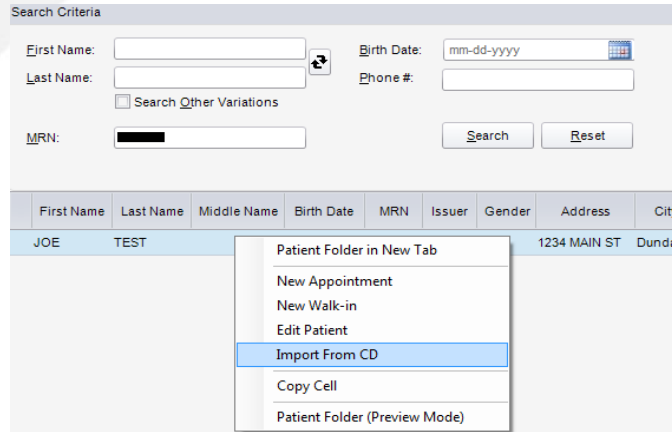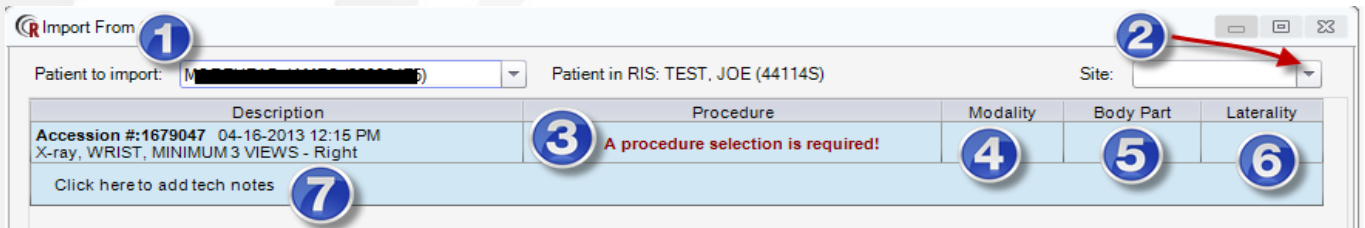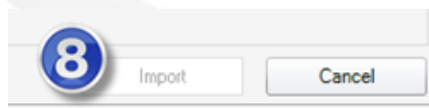1. To begin importing, place the disk to be imported in the CD drive.
2. Search eRAD RIS for the patient.
3. Right-click on the row and select Import from CD from the floating menu.

4. Follow the steps below to complete the import.

1. The patient's name should display by default. If it doesn't, click the drop-down to see all patients on the CD.
2. Click the drop-down and select Outside CDs. Do not pick any other location.
3. Select the procedure description that is closest to what is on the CD.
4. The modality should auto-populate after the procedure is chosen.
5. Select the correct body part.
6. Select the laterality (or bilateral), if applicable.
7. Enter any notes to communicate to the Radiologist. Enter the facility, if known, in this space (though that is not required).

8. Click the now-active Import button.

The bottom of the screen shows the status of the import. Depending on the size of the CD this could take up to 15 minutes. When the process is compeleted, a pop-up dialog confirms. Do not try to remove the CD prior to getting the pop-up or the process will be disrupted.