

To correct a procedure during the registration process, it is not necessary to cancel the appointment and create another. Follow the steps below:

 In the Exam Tab of the Registration screen, remove the procedure by clicking the X next to the procedure name, or click the procedure and hit the delete key on the keyboard. Do <u>not</u> click the red X in the upper right corner.

Studies	Duration	Room	Scheduled Date	
US Pelvic TA and TV With Doppler(Pelvis,	< 30 🚔 [- FISHER US 1 🔻	06-21-2013 2:47 PM	
	Click here to ad	d another study		
Click the 'x' on the proc procedure and hit <d keyboar</d 	edure or Clicl ELETE> on t d.	c the he	DO NOT	CLICK

Once the procedure has been removed, it does delete the Room and Date/Time entries. These will have to be added back in.

- 2. Search and pick the correct procedure.
- 3. Choose the room again in the Room field.
- 4. In order to get the original Date/Time for the patient, click the calendar icon. The calendar defaults to today's date.



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Studies	Duration	Room	Scheduled Date	
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	Click here to ad	d another study		

- 5. Double-click today's date. The time for the appointment is the same as it was for the scheduled appointment.
- 6. Complete the registration process.