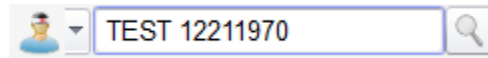



Report printing and faxing is accomplished through the Patient Folder.

1. Search the system for an existing patient by using LASTNAME {space} DOB. Hit Enter on the keyboard or click the magnifying glass to initiate the search.

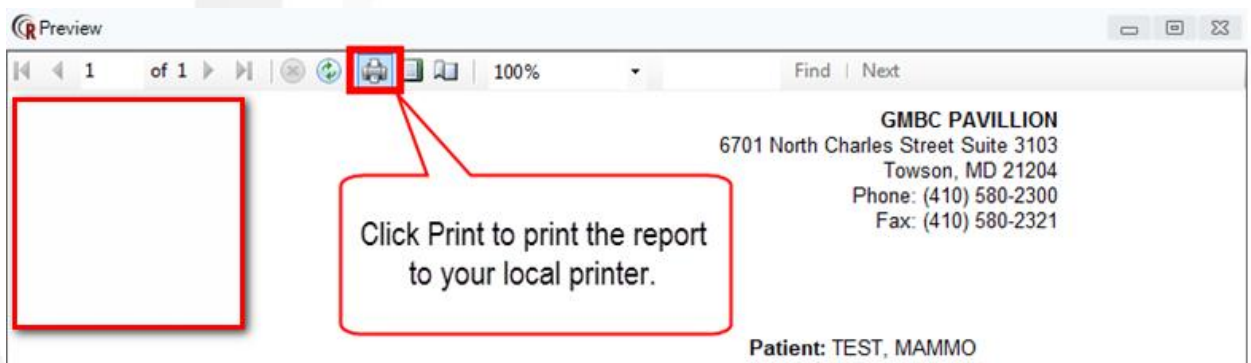


 **Note** that you can also search by MRN (using # before the number) or Accession Number (using @ before the number).

2. If the patient is listed, double-click to select that patient. The Patient Folder (exam history) is displayed.

Print a report

1. Find the exam to print in the Patient Folder and right-click to display a floating menu.
2. Click Report.
3. A sub-menu displays two options:
 - Preview Report—Select this option to view the report before printing. The report displays in a .pdf viewer and you can click the printer icon to print or just close the window after viewing.



- Print Report—Select this option to print the report without a preview. A prompt directs you to select the printer.

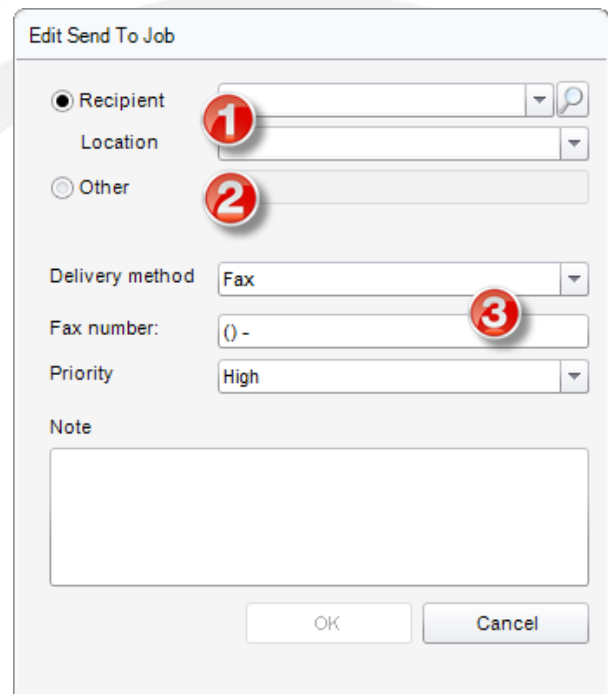
Faxing a Report

1. Find the exam in the Patient Folder and right-click to display a floating menu.
2. Click Send Report. The Edit Send to Job window displays.
3. In the Recipient field, choose the referring physician by clicking the drop-down box to see currently associated physicians, or click the magnifying glass to launch a search.


4. If the physician has more than one location, choose the proper one in the Location field.
5. If the recipient of a fax is not currently located in the RIS database, manually enter the intended recipient's name in the Other field.

6. In the Delivery Method field, choose an option:

- Print—This action sends the report to the “master” printer where all mail copy reports are sent. It does not print to the local printer, therefore it should not be used.
- Fax—Select this option to send a fax. If the intended recipient is in the database, the default fax number for the selected location will be used. If the recipient is not in the database (i.e., the Other field was used), then manually enter the correct fax number in the Fax Number field.



7. Click OK to send the fax.

 **Note** that you should never modify the default fax number if it auto-populates. If that number is not to be used, for whatever reason, use the Other field and enter the correct fax number in the Fax Number field.