## **Create Outside Prior Exam from Exception Handler**

A prior study can be created from an exception (such as an outside study) without creating an order within Medinformatix RIS.

## Locate the study:

Search 'Exception Lookup' for the study. Right click on the study and select 'Resolve Exception'.

The 'Exception Handler' dialog appears. Search for the patient you are creating the exam on by name (PH MRN does not apply).

Select your ORG/Patient with a single click on the line item. DO NOT USE "CREATE PATIENT AND EXAM" as the patient already exists.

Click on the 'Create Exam' button.

Note: If the patient doesn't exist in your Org, wait until the order for the current exam has been placed, then create this prior exam.

## Create Exam:

In the 'Create Exam' dialog, <u>add a 'P' to the beginning of the</u> existing accession number.

**Note:** If an accession is not present (rare but not unheard of) you will enter the study date (YYYYMMDD) as the accession. This too will need a 'P' added to the beginning. The 'P' will designate the exam as a prior.

Lookup and enter an exam code that best matches the study. Click 'Ok' if using the lookup.

Click 'Save' on the 'Create Exam' dialog.

Click the 'Resolve' button in the Exception Handler' dialog to finish the creation of the exam.



Do not complete the exam, leave it in 'l' or 'T' status

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Providers	Organization:	PHOR	Exam Priority:	R-ROUTINE
History	Accession #	P200000727 Generate	Exam Status:	Scheduled
	Scheduled Date/Time:	8/29/2016 • 12:31:33 PM •		
	Performed Date/Time:	Not performed		
	Exam Code:	MASC	Modality:	
	Description:		Body Part:	
	Exam Code Modifier:			
	Performing Resource:			
	Ordering Location:			

Exam Code Dict	ionary				×
Search					
Code	Description	Modality	HP Group	Sub Specialty	
MASC			•	•	
	Mamm screening bilateral	MG		MAMMO	BRE
MASCDXUN	MAMM SCREENING TO DIAGNOST	MG		MAMMO	BRE
MASCDXUN	MAMM SCREENING TO DIAGNOST	MG		MAMMO	BRE
MASCRBIINC	Digital Mammogram Screening Bilat	MG		MAMMO	IMP
MASCRBIIWC	Digital Mammogram Screening Bilat	MG		MAMMO	IMP
MASCRBINC	Digital Mammogram Screening Bilat	MG		MAMMO	BRE
MASCRBIVIC	Digital Mammogram Screening Bilat	MG		MAMMO	BRE
MASCRDG	Digital screening bilateral mammogra	MG		MAMMO	IMP_
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**ISP-Create Exam Exception Handler**