

Image Transfer

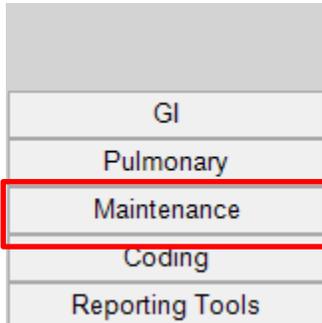
Use image transfer to move or copy captured procedural images between two patient procedure notes. This is most commonly used when an image is accidentally captured and stored under the wrong patient, if a double procedure is performed and the wrong procedure is active during image capture, or if the physician accidentally associates images to the incorrect patient or procedure. **If images have been associated, they must be disassociated before they can be transferred to the correct patient (see page 2).**

Note: Best practice is to transfer images before the physician begins documentation.

Note: Keep in mind, a case must have been opened for images to be transferred to it. For example, if capturing images during a double procedure, and images for the second procedure are accidentally captured under the first procedure, the second procedure must be opened before the images can be transferred.

Image Transfer

- To transfer unassociated images, on the left menu, select the **Maintenance** finger tab.



- Select **Image Transfer**.



- Click Select Patient and select **Patient 1**



- a. Search for the patient from which you would like to copy or move the images. Enter the patient's **FIN** (Account #) or other identifiers, then click Locate.

MRN:

Account #:

Last Name:

First Name:

- b. Choose your patient and click Select.
- c. All procedures associated with this patient appear in chronological order with the most recent procedure at the top.
- d. Choose a procedure from the list.
- e. Click Save.

Patient Procedure List

Patient Name:

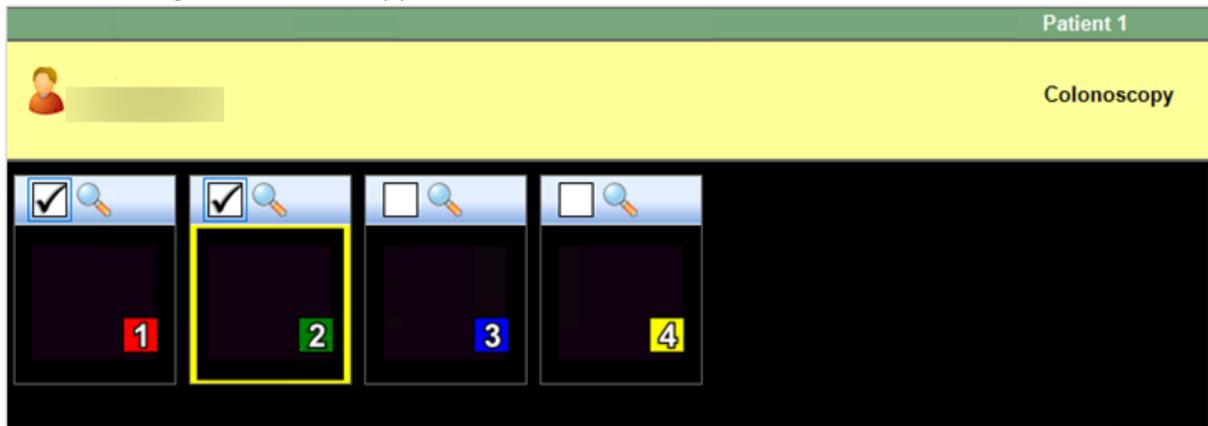
Patient MRN: 34534534999

Patient Procedures:

Images	Procedure Date	Procedure	Site
Yes	3/26/2009 4:20 PM	Colonoscopy	ProVation Medical Center
	12/8/2008 10:15 AM	Upper GI endoscopy	ProVation Medical Center
	10/29/2008 1:20 PM	Upper GI endoscopy	ProVation Medical Center
	10/27/2008 8:15 AM	Excision of Breast Lesion w/ Wire Loc...	ProVation Medical Center
	2/20/2008 3:40 PM	Colonoscopy	ProVation Medical Center
	1/28/2008 11:05 AM	Knee: Arthroscopic Meniscectomy	ProVation Medical Center
Yes	1/16/2008 3:30 PM	Colonoscopy	ProVation Medical Center
Yes	1/8/2008 1:20 PM	Colonoscopy	ProVation Medical Center
	1/7/2008 3:45 PM	Knee: Arthroscopic Meniscectomy	ProVation Medical Center
Yes	12/27/2007 12:20 PM	Spine: Epidural Steroid Injection	ProVation Medical Center

4. Next, choose Patient 2. Click Select Patient and select **Patient 2**.
 - a. Search for the patient from which you would like to copy or move the images. Enter the patient's MRN or other identifiers, then click Locate.
 - b. Choose a patient and click Select.
 - c. Choose a procedure from the list.
 - d. Click Save.

5. Select the images to move or copy.



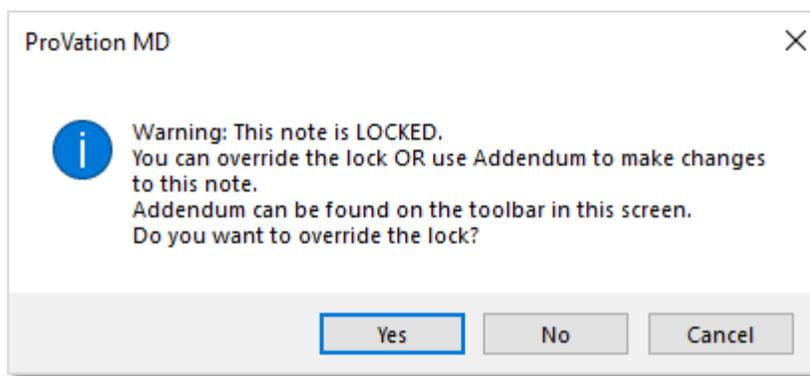
6. Choose either the **Move or Copy** radio button, then click on the **Down Arrow**.
7. Changes save automatically. Click Close.

Note: *Best practice is to review the Patient 1 and Patient 2 notes to verify that the appropriate images have been moved or copied to the correct exam.*

Disassociate Images

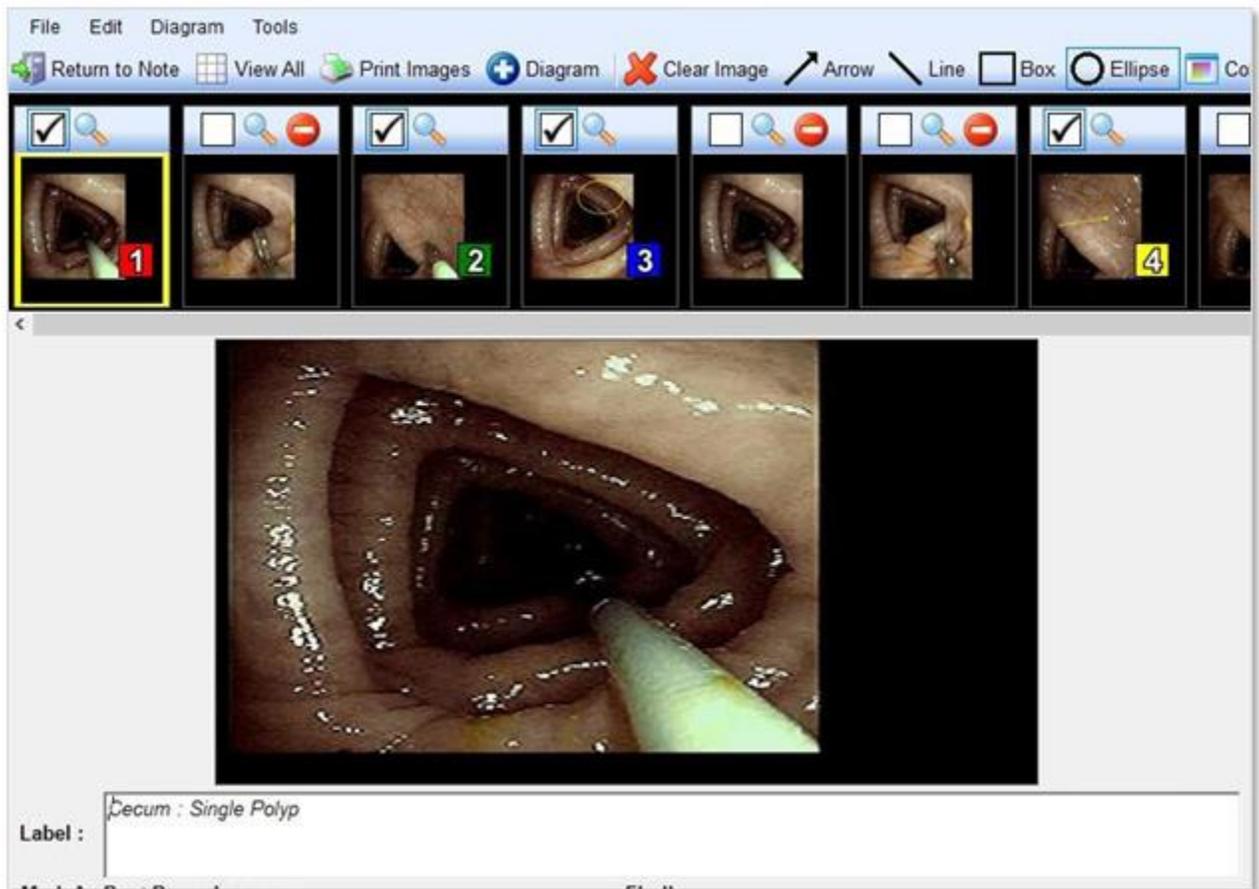
If the images that need to be transferred have been associated to a procedure note, disassociate them so they may be transferred.

1. To disassociate images, on the left menu, select the applicable specialty (ex. GI).
2. Select **Procedure Documentation**.
3. Select the patient who has the incorrect images associated and open the procedure note.
4. If the note has been finalized and is locked, a **Locked Note Warning** popup appears. To override the lock, click Yes.



5. Select the **Images** menu option on the procedure note tree.

- Associated images have a checkmark in the upper left corner. Click on the checkbox to disassociate the image(s) from the note.



- Changes save automatically. Select **Return to Note**.
- Select **Close**.