

QUICK REFERENCE – SIGN OUT RECORD

FILE CLERK DESKTOP



NOTES: TO SEARCH FOR RECORDS THAT HAVE BEEN SIGNED OUT – SEARCH BY PATIENT – RECORD INQUIRY

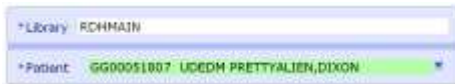
Record Inquiry

VIEW LIST TO SEE WHICH RECORDS ARE OUT

Total	Out
1	1
1	1
0	0

1. SEARCH FOR PATIENT – AND CREATE LIST

Process By Patient

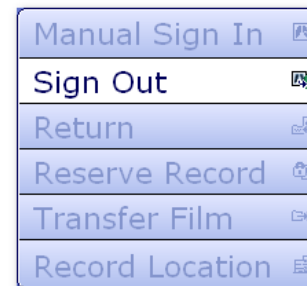


Create List

2. SELECT THE EXAMS THAT YOU ARE SIGNING OUT

Record	Created	Status
RDHMAIN-GG00051807-1	28/01/15	IN*
GG00051807-1-15-000032...	28/01/15	IN*
CT-20152801-0001		OUT
GG00051807-1-15-000033...	28/01/15	IN*
RAD-20152801-0017		OUT
GG00051807-1-15-000078...	23/02/15	IN
GG00051807-1-15-000078...	23/02/15	IN
CT-20152302-0001		IN
GG00051807-1-15-000078...	23/02/15	IN
US-20152302-0001		IN
GG00051807-1-15-000078...	23/02/15	IN
RAD-20152302-0003		IN
RAD-20152302-0004		IN
GG00051807-1-15-000085...	25/02/15	IN
US-20152502-0002		IN

3. SELECT SIGN OUT



ENTER IN RECIPIENT

RECORD AND DATE WILL AUTOFILL

OPTIONAL – FREE TEXT IN COMMENT

4. SELECT SAVE OR F12 TO FILE – SELECT CLOSE OR ESC TO EXIT ROUTINE AND LOSE CHANGES

