Frequently Asked Questions

Q. What is Service Time?
A. The time on which an exam is scheduled to begin – this would only be applicable for booked exams or 'timed' ECG's/CXR's.

Q. How do I cancel an order?
A. From the Technologist Desktop, select edit batch and change status to 'cancelled.'

Q. Where do I add in materials?
A. During record exam, enter materials and quantity in under header Material – keep tabbing until you get to an empty field and then insert mnemonic or F9 to lookup.

Q. How do I complete an Isolation code?
A. Create new order from the technologist desktop; Status-Logged; Procedure-ISO. Record procedure and change status to completed when you have finished your exam.

Q. How do I print previous reports?
A. From the Technologist Desktop, select 'History' to view patient reports. Select the exams you would like to view and then select 'Reports'; from here you can print or view on screen.

Q. How do I find the Ordering Doctor from the Technologist Desktop?
A. From the Technologist Desktop, highlight patient and select 'View Detail'. Preview this to see ordering Doctor and other information.

Q. How do I reprint requisitions or labels?
A. From the DI Menu select Management routines >Print>Order Paperwork; enter in Order number and number of labels or requisitions needed.

Q. How do I set my preferences to show TKN exams?
A. From the Technologist Desktop, select 'Preferences' and under Orders>Status insert TKN. Ensure that the Patient Status under Order Tracking includes ENDED and DEPARTED – or remove all patient statuses.

Q. Where do I print off the Repeat/Reject monthly report?
A. Reports>Standard Meditech Reports>Statistics and Searches>Statistics>DI> Repeat/Reject