7 Finding Exam Information

7.1 Exam Lookup Overview

You can use the **Exam Lookup** to quickly find exams based on a combination of search criteria. You can also use the **Patient Lookup** to display a list of exams (by expanding the list of exams under a patient name), but the **Exam Lookup** is a more efficient way to find exams. See 'Patient Lookup Overview' (see page 63).

Note that the list of exams is not automatically updated when new exams come in.

Select search criteria and click Search

Search for exams with images

Exam information icons

Figure 7.1   Exam Lookup

Icons display to the left of exams indicate the following:

Icon	Description
	STAT exam
	Locked exam
	Linked exam
	Exam has been marked read
	Diagnostic report available
	Exam has exam notes
	Exam has images

You can search for exams using any combination of the following and other criteria. The search criteria in bold below must be displayed at all times:

- Stat
- Exam Loaded
- Exam Linked
- Mark Read
- Report Available
- Has Notes
- Has Images
- Organization
- Performing Resource
- Subspecialty
- Patient Name
- Patient Sex
- Date of Birth

- **MRN**
- **Exam Date/Time**
- **Accession #**
- **Modality**
- Exam Description
- Exam Code
- Exam Status
- Body Part
- Referring Physician
- Referring Physician ID
- Laterality
- Ordering Location
- # Images
- Locked By
- Time Locked
- Priority
- Patient Class

When a list of exams is displayed, you can do the following:

- Double-click an exam to open it. (To open an exam without locking it, press and hold the **Alt** key while double-clicking on the exam.)

- Right-click to display a menu with actions.

- Rearrange and select certain search criteria columns to hide or display.

- **Shift-click** to select contiguous exams or **Ctrl-click** to select multiple, non-contiguous exams.

- Resize columns by clicking the right edge of the column and dragging it to the left or right.

- Sort the list by clicking on each column header.

7.2 Searching for Exams

1. Select **Exam Lookup** from the Folder List (or the Shortcut Bar if you have created a shortcut for this feature).

2. Enter the desired search criteria. If you search by Accession # or MRN, the **Exam Date/Time** field is ignored. Note that you can't use **Patient Sex** as a search criteria.)

3. If you only want to find exams that have images, select the **Exams with images only** check box.

4. Press **Enter** or click **Search**. A list of exams that match your search criteria is displayed. STAT exams are always displayed at the top of the list.

7.2.1 Searching for Exams by Patient Name

You can use patient names to search for exams by entering their last and first name or by using a wildcard search. For example, to find patient Doe, John you can search for the full name (Doe, John), full last name and partial first name (Doe, J) or partial last name (D). There is also a wildcard search option that allows you to search on a partial last name and "%" and partial or full first name (for example D%, Jo).

N O T E   *You can also search for exams by multiple referring physician names. Separate last names with semi-colons and first and last names with commas (for example, "Smith;Jones" or "Smith,Robert;Jones,David"). You can also include the wildcard character (%) to search for partial last or first names (for example, "Smi%" or "Smi%,Rob%").*

1. If it is not already displayed, select **Exam Lookup** from the Folder List (or the Shortcut Bar if you have created a shortcut for this feature).

2. Enter all or part of the patient's last or first name.

3. Click **Search** or press Enter. Exams for patients in the specified time or date range are displayed.

7.2.2 Searching for Exams by Date

You can select a supplied date/time value to search for exams, or specify a custom date range using a calendar control.

1. Select **Exam Lookup** from the Folder List (or the Shortcut Bar if you have created a shortcut for this feature).

2. In the **Exam Date/Time** column, select a time or date range from the list.

3. Click **Search** or press **Enter**. Patients with exams who match the date/time search criteria are displayed.

7.2.3 Searching for Exams by a Custom Date Range

N O T E *The maximum date range you can specify in a Custom Date Range search is 100 years. If the search range is greater than 100 years (for example, 6/3/1911 - 6/3/2011), then an error message displays: "Custom search date range shall not exceed 100 years".*

1. Select **Exam Lookup** from the Folder List (or the Shortcut Bar if you have created a shortcut for this feature).

2. In the **Date/Time** column, select **Custom**. A **Start Date** and **End Date** window displays a range of Today's date for both start date and end date. If a **Custom** date is set to more than 7 days, the filter is not auto-refreshed every one minute.

3. Enter the desired start and end dates, or click the arrow for either date to enter the date using the calendar control. (Note that you cannot delete or modify the **Date/Time** field; you can only select a date from the calendar control.)

4. Click **OK** when you have entered the desired dates.

5. Click **Search**. Exams for patients in the specified date range are displayed.

7.3 Showing or Hiding Exam Lookup Columns

You can show or hide any exam search criteria columns except the ones that are grayed out in the list.

1. Right-click in the column area.

2. Select the columns you want to show or hide. Shown columns are checked; hidden columns are unchecked.

3. Repeat steps 1 and 2 as required.

7.4   Rearranging Exam Lookup Columns

You can click and drag **Exam Lookup** columns to rearrange their order. This allows you to customize the order in which exam information is displayed.

• Press and drag a column to the position you want, and release the mouse button. Your changes are saved for your next session after you log out.

7.5   Sorting Results

After an exam lookup, the list is automatically sorted by exam date/time in ascending order.

• Click the blue column heading that you want to sort by. An arrow appears in the column heading to display whether the order is ascending (A-Z or 1-9) or descending order (Z-A or 9-1). To reverse the order, click the same column heading again.

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