

## 2.1.1.4 Exam Merge

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DETAIL			
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### POLICY

When patient images sent to PACS do not sync with the correct order in PACS, an exam merge is required to match the image data with the correct exam information data.

Note: This could happen if the wrong order was selected by a technologist, an order was changed, or a single order was entered and multiple performed. The latter is common when a contrast series is added to a regular CT series.

### PURPOSE

To maintain the accuracy and integrity of the exam information on PACS.

### PROCEDURE

An order is retrieved in the PACS using Patient Query and the exam which could not be matched is merged. The PACS database is updated accordingly.

### INSTRUCTIONS

Your instructions go here.

## SAMPLE

### INSTRUCTIONS

- Log into Exam Manager in PACS.
- Select the **Reallocate & Merge** tab.
- Select the **Exam Mode** tab in the lower-right of the screen (if not already in Exam Mode).
- In the **Source** window, type the patient information in the fields provided and hit **Enter** on the keyboard. If the query is not specific enough, a list of patients will appear in the **Source** window.
- Highlight the patient's corrupt exam in the **Source** window by a single-click with the mouse (usually an Unspecified exam). The patient's electronic folder will appear in the **Destination** window.
- Highlight the patient's correct order in the **Destination** window.
- Select **Merge Exams**. A pop-up menu will appear announcing the action cannot be reversed.
- Select **Commit to Database**.
- Select **Yes** if you are sure you have selected properly. Select **Cancel** if you are not sure.