**Protocol for Order Facilitator: Ease of Use**

Type in Last Name

Type in First Name

Choose your own Modality

Click on SEARCH

The green page that comes up will be the Demographics of the patient.

If you scroll to middle of page where it says ***Correspondence***, you can actually type that you COMPLETED the exam and put the date. SAVE

Then scroll further down and ACKNOWLEDGE the patient, if this is a SCHEDULED appointment.

Return to top of page and click on FAX. This will show you the order.

To Scan to PACSCAN, CLICK on fax ICON at top right of page.

Choose PACSCAN on your dropdown list.

Next screen that “pops” up, fill in all information and proceed to Scan!