GE Healthcare

XR: Copy Exam
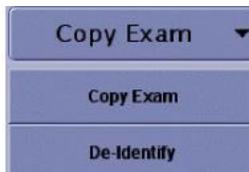## *Optima™ XR646 and Optima XR220amx*

This reference guide is used to copy images from a completed exam to a scheduled exam. For example images that were acquired for the incorrect patient selected from the worklist to the correct patient.

NOTE: In order to use the copy exam feature the exam from which the images are being copied must be closed/completed.
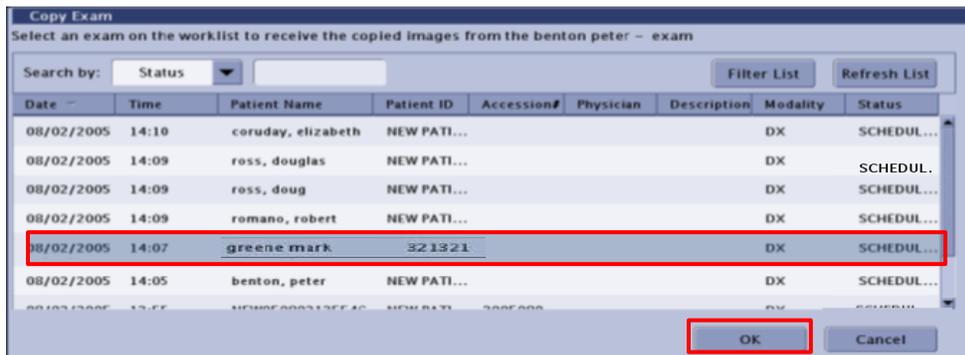
1. **Highlight the patient exam on the Image Management Screen (Local Data Base) (Must highlight the exam and not the individual images)**

2. **Select the button to Copy Exam**

3. **The Copy Exam screen appears, highlight the correct patient exam and click "OK"**
   Note: Only Scheduled, Suspended, or Discontinued exams will appear on this list

4.   A message appears: "Images will be copied to the selected exam." Images will not automatically be removed from the source exam. The destination exam will be marked as "completed"

5.   Click "OK" Copying Images message appears; images are copied to the exam

6.   Ensure that the correct images have been copied

7.   Manually send the images to Selected Network/PACS destination

8.   Ensure the correct images have transferred to the Selected Network/PACS destination

9.   If desired, delete the incorrect patient details

NOTE:
PACS manager may need to be apprised of any mistakes / issues.
Exam description will not update.
Images can only be copied from one exam at a time.
Images cannot be copied to multiple Worklist procedures.
Copied Images must be manually pushed to the Selected Network/PACS destination.
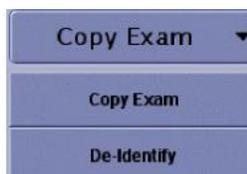
Copy Exam to a completed exam

This reference guide is used to copy images from a completed exam to another completed exam.

1. **Highlight the patient exam on the Image Management Screen (Local Data Base) (Must highlight the exam and not the individual images)**
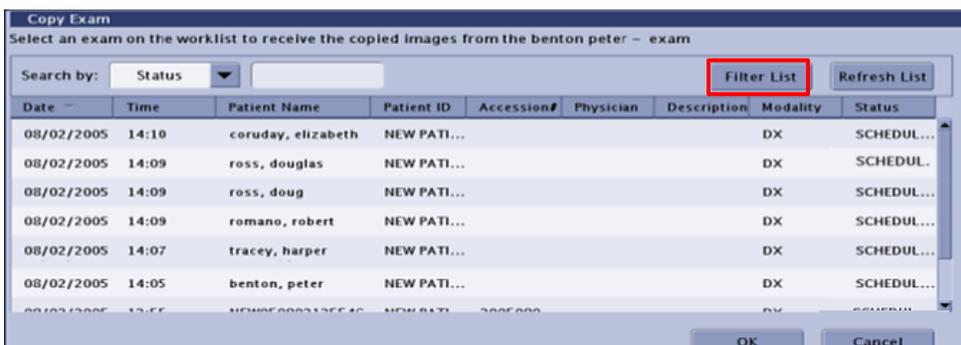

2. **Select the button to Copy Exam**

3. **The Copy Exam screen appears**

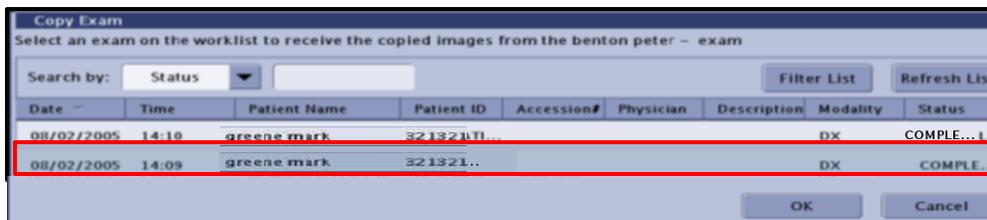4. **Select Filter List**

5. **Filter list will screen appears**

6. **Enter information:
    Accession number, name etc...
    Click "OK"**

7. The Copy Exam screen appears highlight the correct patient exam and Click "OK"

8. A message appears: "Images will be copied to the selected exam." Images will not automatically be removed from the source exam. The destination exam will be marked as "completed"

9. Click "OK" Copying Images message appears; images are copied to the exam

10. Ensure that the correct images have been copied

11. Manually send the images to Selected Network/PACS destination

12. Ensure the correct images have transferred to the Selected Network/PACS destination

13. If desired, delete the incorrect patient details

NOTE:
PACS manager may need to be apprised of any mistakes / issues.
Exam description will not update.
Images can only be copied from one exam at a time.
Images cannot be copied to multiple Worklist procedures.
Copied Images must be manually pushed to the Selected Network/PACS destination.