

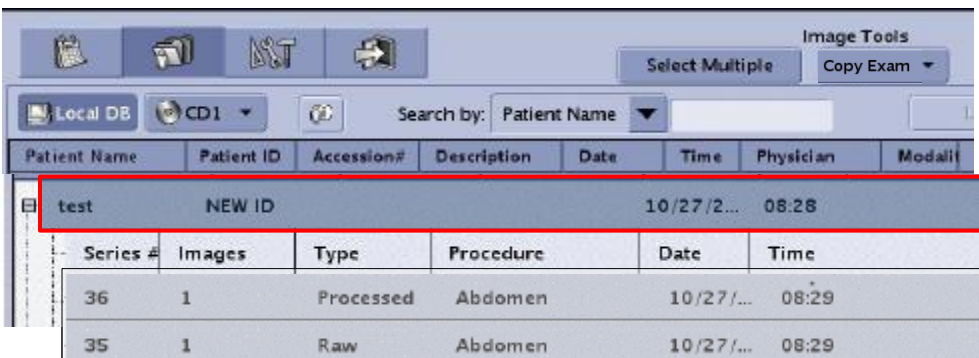


**XR: Copy Exam**  
**Brivo™ XR385 and Definium™ 5000**

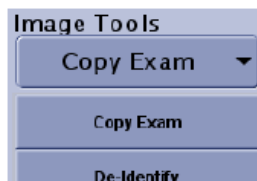
This reference guide is used to copy images from a completed exam to a scheduled exam. Copying images is used to consolidate images from multiple exams to a single exam and to reconcile patients to exams.

*NOTE: In order to use the copy exam feature the exam from which the images are being copied must be closed/completed.*

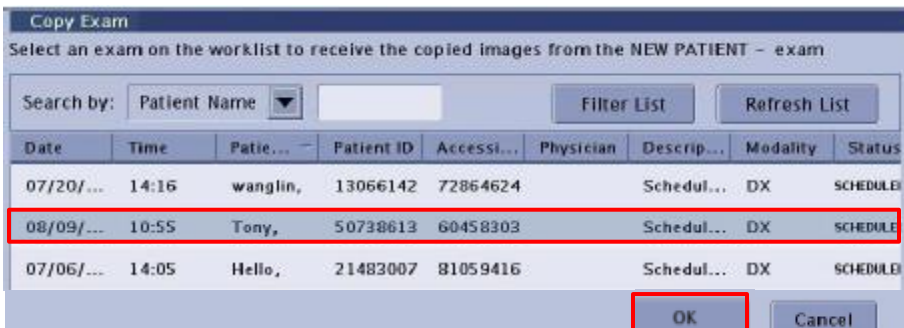
- 1. Highlight the patient exam on the Image Management Screen (Local Data Base) (Must highlight the exam and not the individual images)**



- 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 PACS and print if required
8. Highlight the correct exam
9. Select the correct processed images and manually transfer images to the desired Selected Network/PACS destination
10. Ensure the correct images have transferred to the Selected Network/PACS destination
11. 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.*

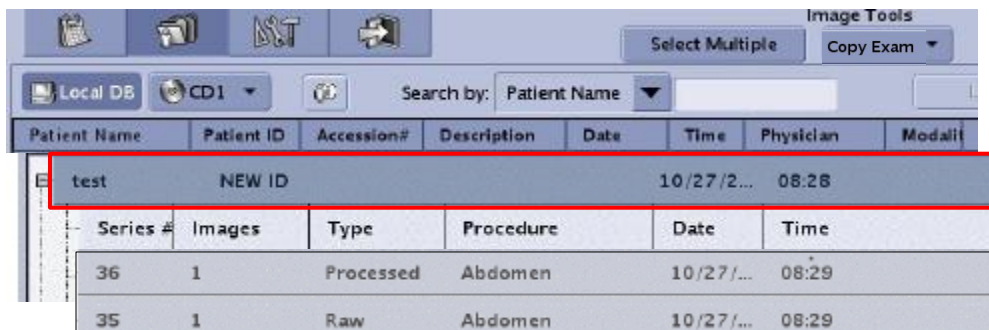
*Images cannot be copied to multiple Worklist procedures.*

*Copied Images must be manually pushed to the Selected Network/PACS destination.*

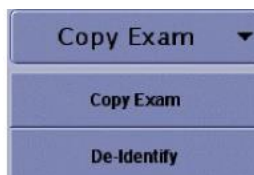
## Copy Exam to a completed exam

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 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.*