Please follow the steps below to find canceled imaging studies associated with canceled imaging appointments in the Scheduling Appointment Book.

## Setup to View Canceled Appointments

$>$ From the Scheduling Appointment Book, open the View menu and make sure Cancels and Reschedules are selected.


## Viewing Canceled Imaging Orders

STEP 1: Right-click the Canceled appointment and select Inquiry $\rightarrow$ Appointment History View.


STEP 2: Click the Orders tab and then right-click the Canceled order. Select View Order Info.


For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at:

