

## From the Office of Clinical Informatics Fluency for Imaging Administration (FFI) Move/Clone Imaging Report in M\*Modal

October 4, 2023

This flyer outlines the process for moving/cloning Imaging Report in Fluency for Imaging Administration (FFI).

- **<u>STEP 1</u>**: Log into the **admin page**.
  - <u>https://ffiapp01.me.emh.org/admin</u>
- **<u>STEP 2</u>**: Click **Reporting**.
- **STEP 3:** Click Job Manager.
- **<u>STEP 4</u>**: Click + Advanced.
- **<u>STEP 5</u>**: Enter Accession Number or Medical Record Number.
- **STEP 6:** Click Search.

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Template Manager	Search Job History	
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Search Job History			_	
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Assigned To/Signed By		Medical Record Number		
Contributor		Patient Name		
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- **<u>STEP 7</u>**: Click **Patient**.
- **STEP 8:** Click **Clone Report**.
- **<u>STEP 9</u>**: Enter **MRN** and **Accession**.
- **<u>STEP 10</u>**: Click Search.

	Patient Data	
Patient Name		
Medical Record Number		
Date of Birth		
Patient Location	RADBEMMC	
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Clone Report			*
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Accession			
		Search	Cancel

**<u>NOTE</u>**: Accept the Clone Message pop-up asking if the information is correct.

For questions regarding process and/or policies, please contact your Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.