

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.

| Job Manager of distations dor advanced functionality such as provis feedore Normiscian NM MMMCE 308 | Reporting :: Job Manager | O Scratchpad 1 RIS Downtim |
|---|--------------------------|-------------------------------------|
| Template Manager | Search Job History | |
| Create, edit and delete system and o models which are created in Any Mod Require: Permitsion: NN_MINIGE_TEN | Job State CRE | ATED, EDITED, ASSIGNED, ASSIGNED_TO |
| | | |
| Assigned Pools Manager Manage the list of Assigned Pools wh Requires Permission: MM, MMMAGE, POO | Issuer All 5 | Selected |
| Manage the list of Assigned Pools wh | Issuer All 5 | Selected |

| Search Job History | | | _ | |
|-----------------------|---------------------------------------|---|-------------|--|
| Job State C | EATED, EDITED, ASSIGNED, ASSIGNED_TO+ | All In Progress Assigned Signed Cancelled 🔍 | | |
| Issuer A | Selected * | All All (RES) All (NO RES) | | |
| Accession Number | p | | | |
| Created V beb | reen 9/27/2023 and 10/4/2023 | Today Last 3 Days Last 7 Days This Month Last Month | h Anytime | |
| - Advanced | | | 10000 | |
| Current Owner | | Job Id/Guid | | |
| Assigned To/Signed By | | Medical Record Number | | |
| Contributor | | Patient Name | | |
| | | ~ ^ <i>^ ^ ^ ^ ^</i> | | |

- **<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 | |
| | Exam Data | |
| Dram Discription | | |
| Start School School | CLCTA ABDOMEN/PET | |
| CALLER CALLER CALLER | BELL ARTEN ARTEN ARTEN ART | |
| | | |

| Clone Report | | | * |
|--------------------|---------------|-----------------------|--------|
| Search for the exa | m that you wa | nt to clone the repoi | rt to |
| Issuer MRN | All Issuers | <u> </u> | |
| 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.