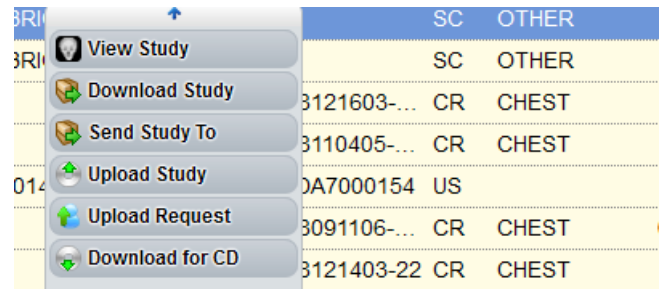


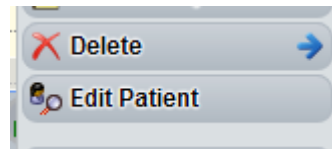
Changing Patient Name to UNOS ID

After uploading an exam, follow the steps below to change the patient name to a UNOS ID. The OPO Accounting department has requested this information be included.

1. On the exam list, right click on the desired study to open the Study Actions toolbar.



2. On the Study Actions menu, scroll down to the Edit Patient option.



3. Therein, in the Patient Demographics area, you'll be able to edit the patient information.

**Note the fields marked by an asterisk are required fields. In some cases, if there isn't a date of birth entered by the hospital sonographer, you will have to enter it here.*

Best Practices - In most cases, it may be easiest to change the First Name and Last Name fields to the UNOS ID, *i.e.* UNOS 1234, UNOS 1234.

**Note that study images containing patient information will not be changed.*

Patient Demographics	
Patient ID:*	XTESTBRIGGS002
First Name:*	PATTERNS12
Middle Name:	SJBRIGGS
Last Name:*	TEST
Name Prefix:	Suffix:
Birth Date:*	MM/dd/yyyy
Gender:*	OTHER

Patient Demographics	
Patient ID:*	SAMPLEIDNUMBER
First Name:*	UNOS12345
Middle Name:	
Last Name:*	UNOS12345
Name Prefix:	Suffix:
Birth Date:*	03/16/1967
Gender:*	OTHER

4. Click the Save button to complete the edit.



If you have any questions, please call 310-258-5012 or support@compumedinc.com

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