

SOP- How to transfer documents

How to transfer documents that failed to move when an appointment is scheduled from the ARV:

1. Go to Appt Requests
2. Enter MRN in Account, click on Refresh
3. Highlight the appointment to move documents for
4. Click on "Import Doc." (if documents exist, the letters will be black)
5. Click on "Ok"

The screenshot shows the ARV software interface with the following details:

- Search Criteria:** Due Date Range: 3/27/2018 to 3/27/2018; Account: 306005131; Refresh button highlighted.
- Query Filter:** [None]
- Table Headers:** STAT, Due Date, Req. Status, Work Step, Docs, Patient Name, DOB, Account, Req. ID, Dept.
- Table Content:**

STAT	Due Date	Req. Status	Work Step	Docs	Patient Name	DOB	Account	Req. ID	Dept
			PENDING SCHEDULED CANCELLED FINALIZED SIGNED						CR CT DEXA MG MR OUT RF
- Toolbar:** Demographics, Patient List, Link Appt, Books View, Search Wizard, Walk In, Add Req., View Req., View Doc., Import Doc. (highlighted).

