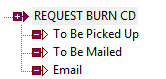
**REQUESTING A CD IN MEDINFORMATIX**

**IMPORTANT! MAKE SURE YOU HAVE THE TYPE OF EXAM(S) AND THE DATE(S) OF THE EXAM(S) BEFORE STARTING THIS PROCESS!**

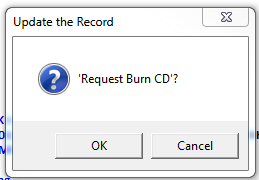
* Select “Request Burn CD” on Tree



* Select “To Be Picked Up” or “To Be Mailed” or “Email”



* Select OK



* Select New Note
* Enter note indicating what the patient wants. i.e. Patient will p/u OR send CD to patient
* Select Save
* Select Exit – Authorization to Release Health Care Information will pop up
* Make certain ALL information is correct and filled out
  + Confirm phone number
  + Purpose: Click box next to reason
  + Method: Click box indicating method of delivery
  + Click box next to “Exam Requested”
  + Confirm that exam listed is the correct one
  + Additional Notes: **IF ADDITIONAL IMAGES ARE NEEDED ON CD**
    - Include date as well as exam description
  + Click box(s) next to what is being requested: Report/Image/Report & Image
  + Select Save