

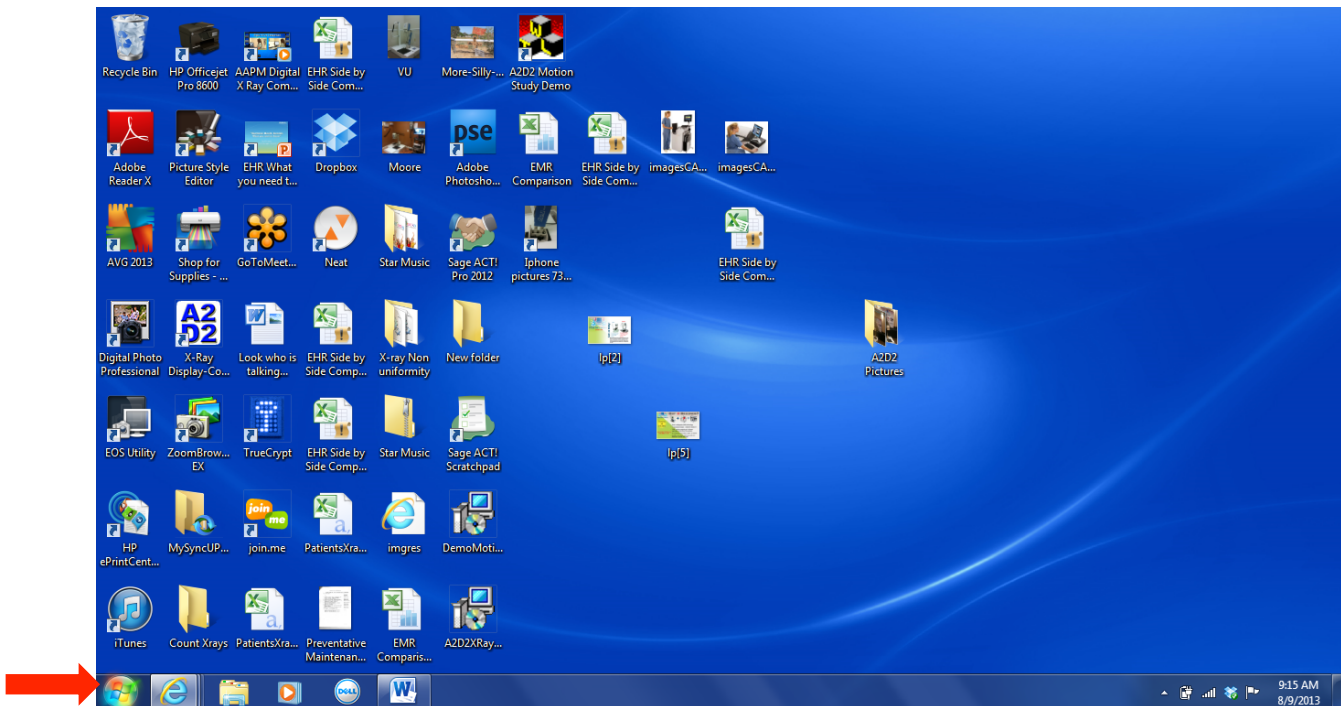
Moving images from one chart to another

There are two reasons you might need to do this;

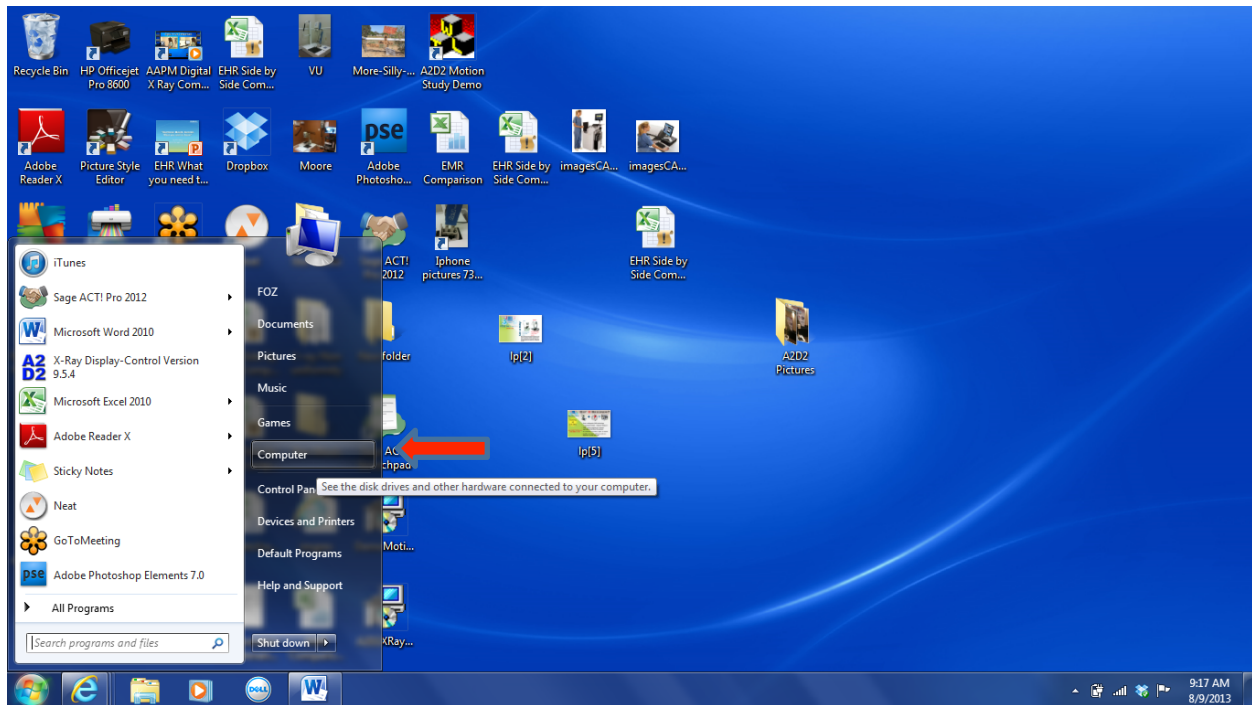
- 1) You have created two separate charts for a patient and want to merge the images into one chart
- 2) You have mistakenly taken x-rays in the wrong patient's chart and need to move them. This requires one extra step, so make sure you read this all the way through.

Scenario 1: Two charts and two sets of x-rays exist and you want to make 1 chart.

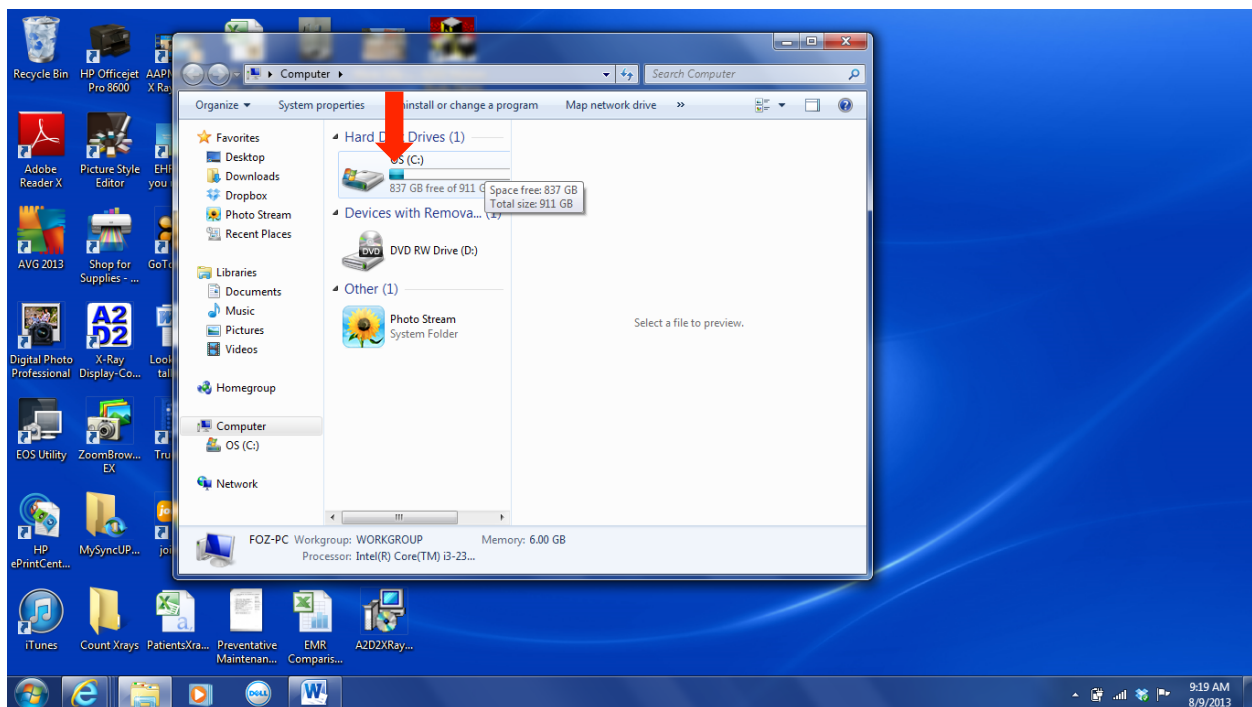
Step 1: Browse to your C: drive on the X-ray computer by clicking on the windows flag at the bottom left of the desktop.



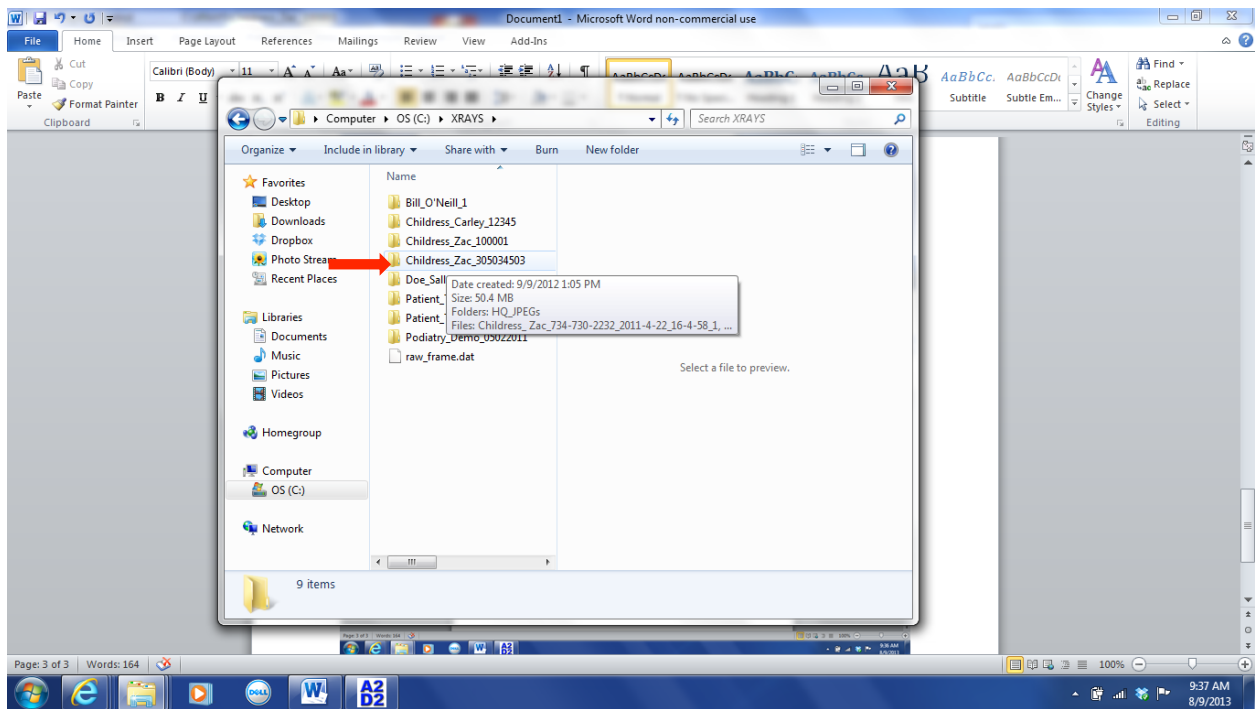
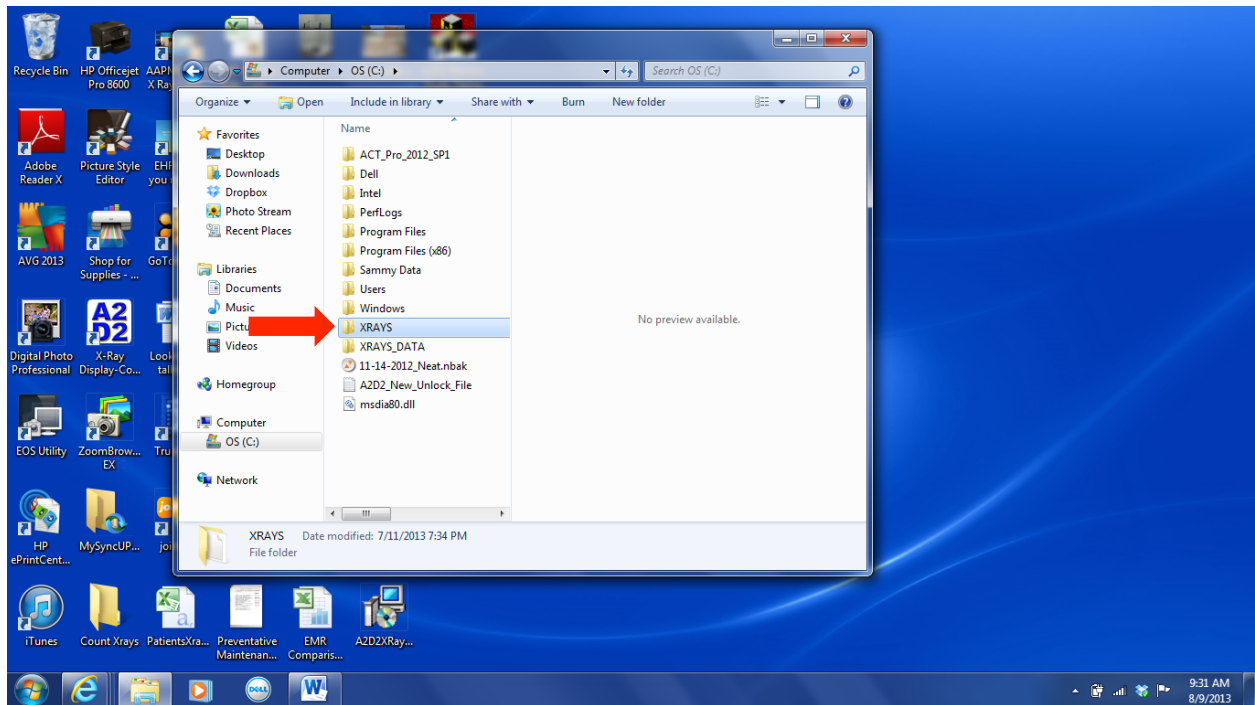
Step 2: Click on “Computer”



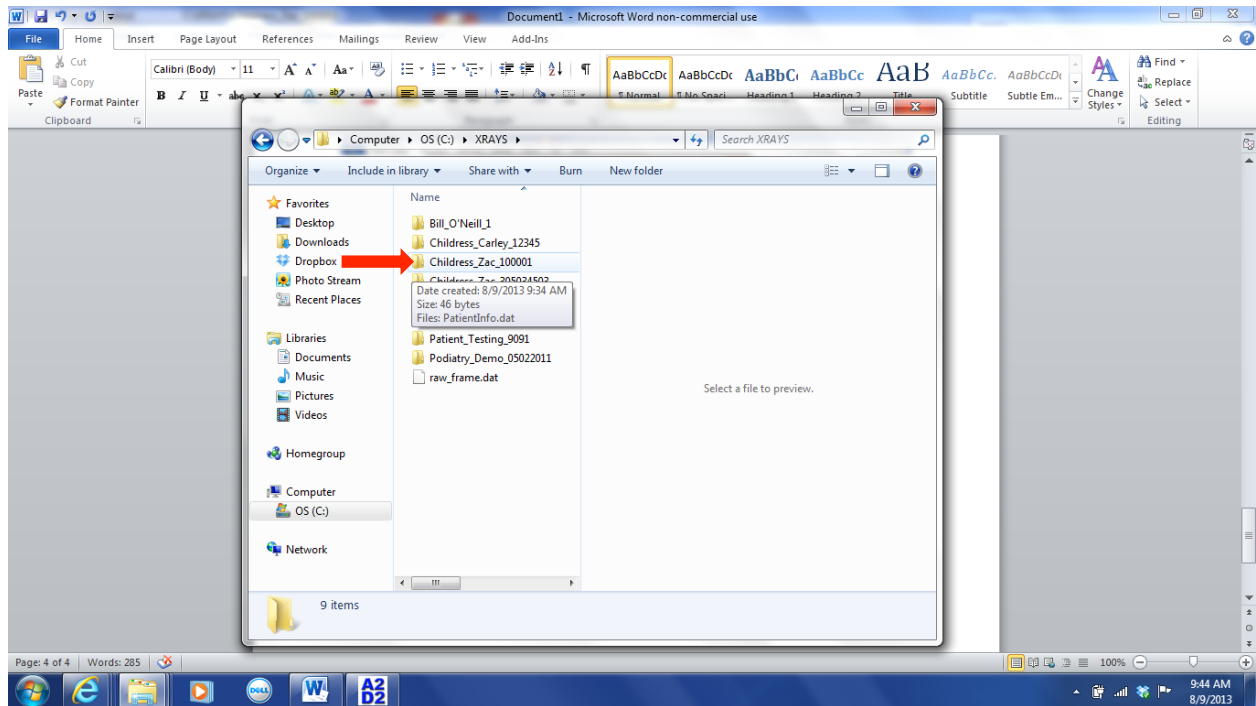
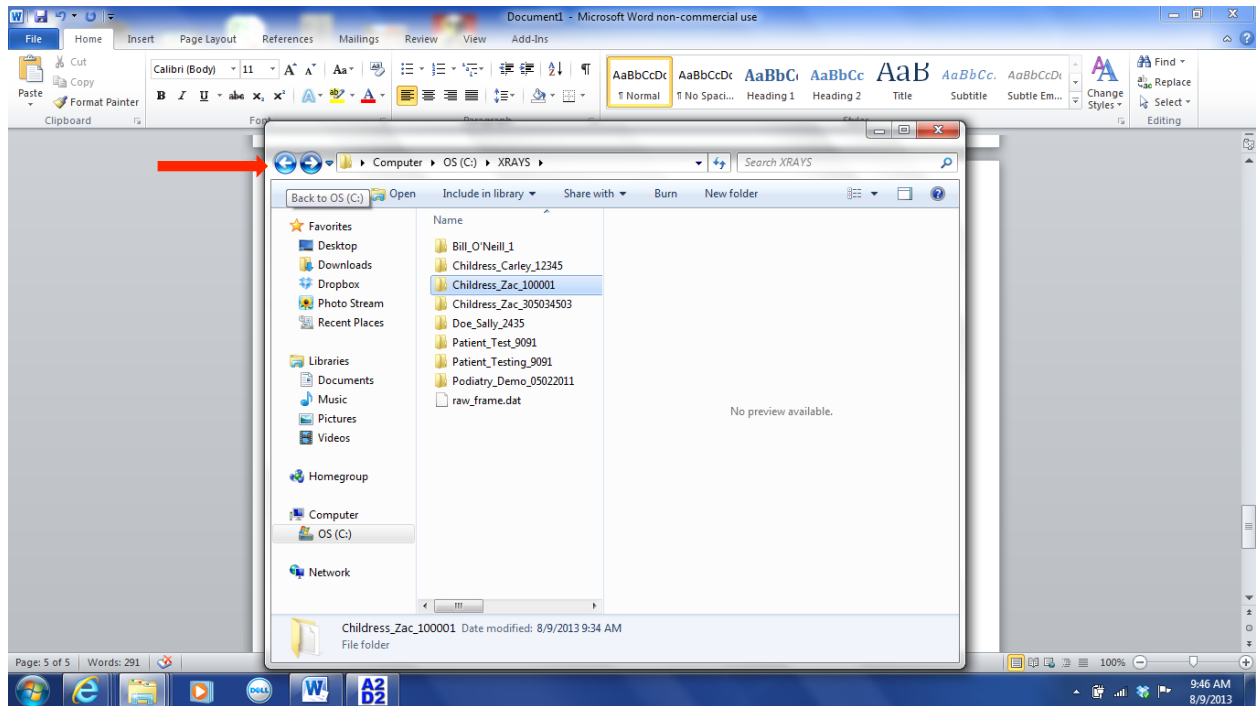
Step 3: Double Click on your “C:” drive



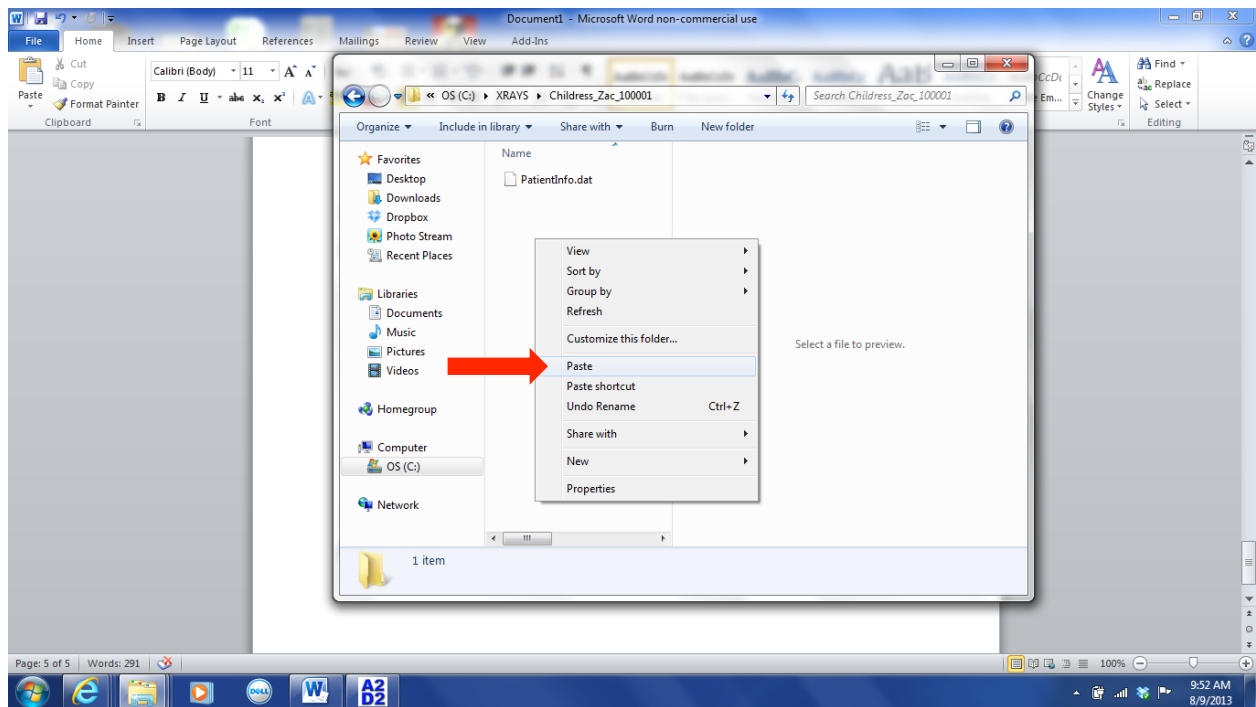
Step 4: Scroll down to the “X-Rays” folder. (Not X-Ray Data). Double Click on the X-Rays folder to open it. You will see all of your patient folders here. Double click on the patient folder that you wish to remove X-ray images FROM



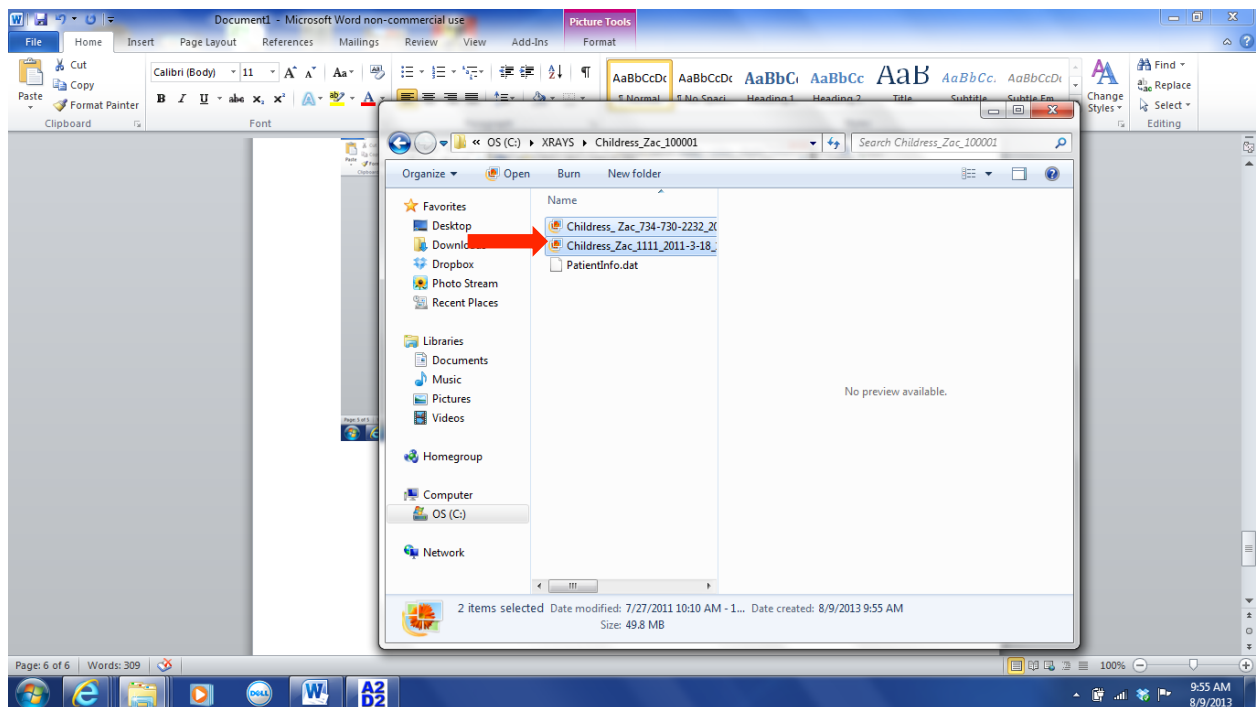
Step 6: Go back to the patient chart you want to KEEP and double click to open it.



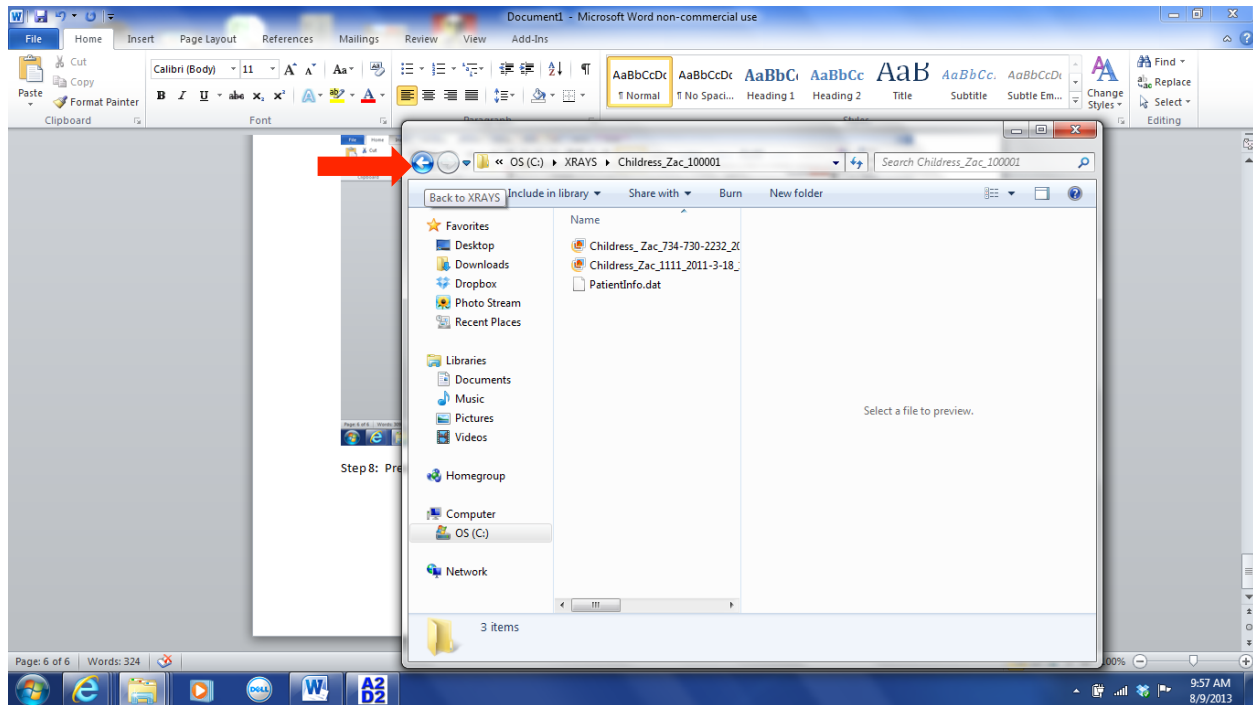
Step 7: Right click inside the correct patient chart. Right click the mouse and choose the “Paste” option



The X-ray images are now in the correct chart.



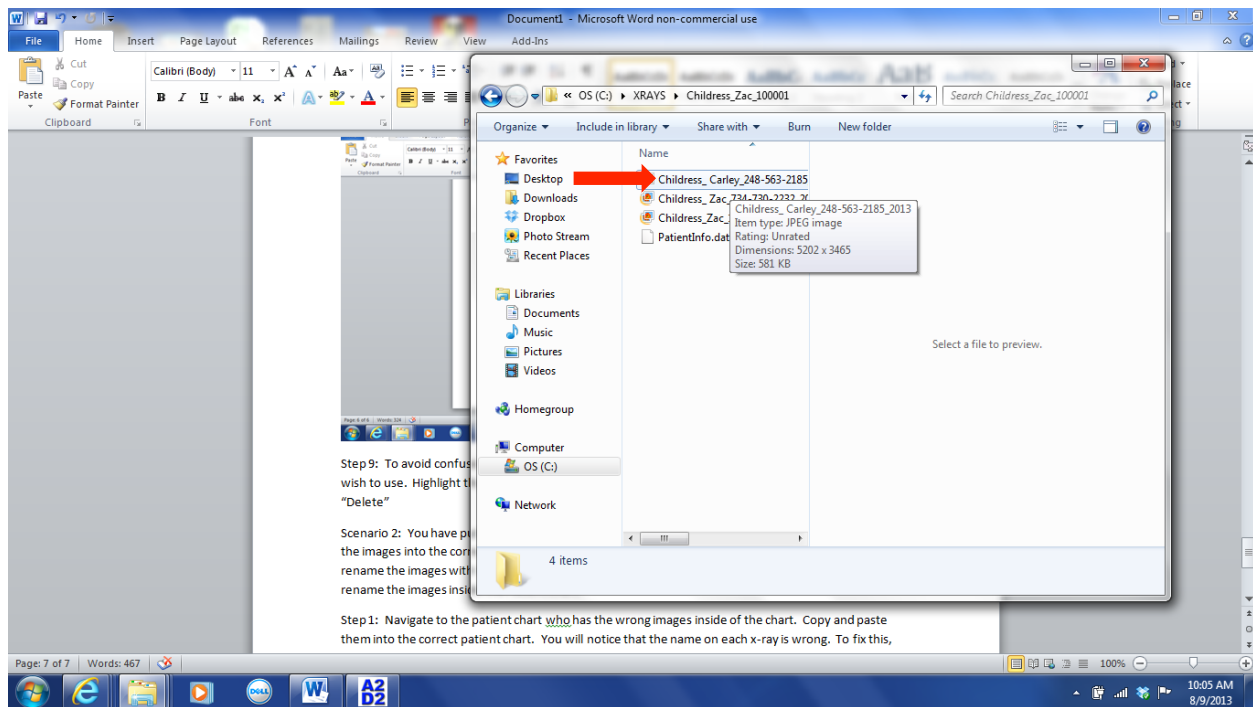
Step 8: Press the “Back” arrow



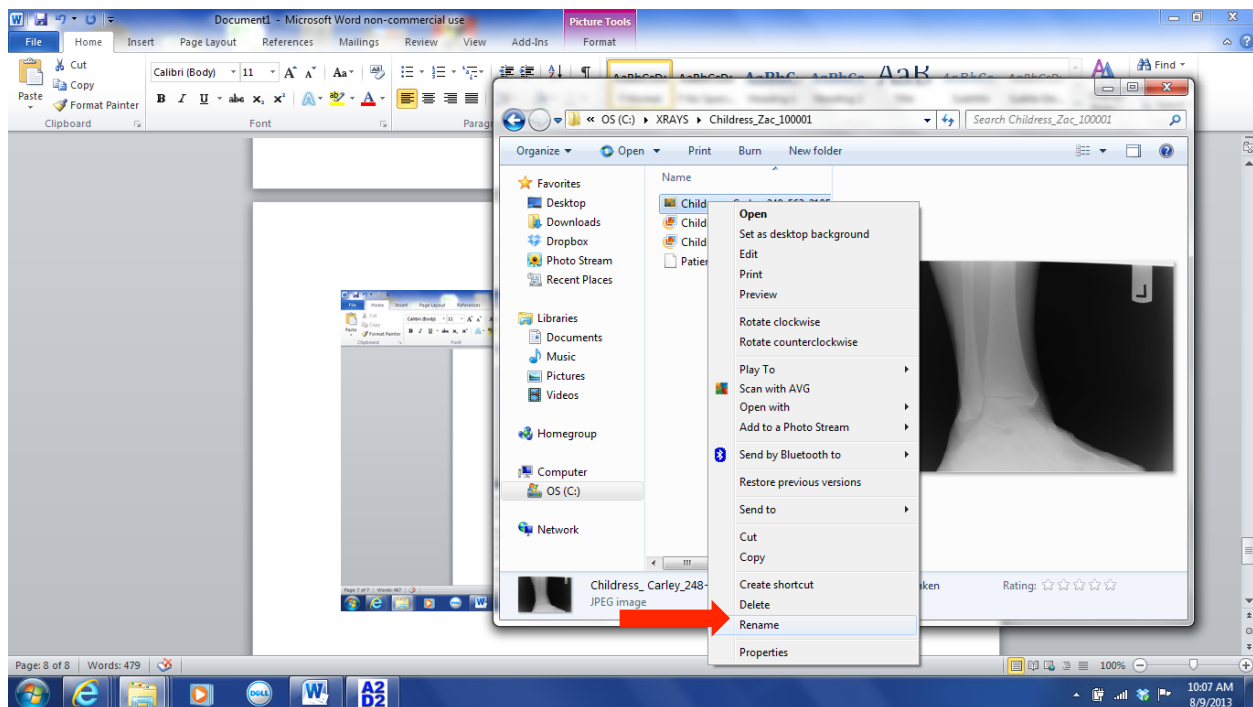
Step 9: To avoid confusion in the future, you may wish to delete the patient folder that you no longer wish to use. Highlight the chart you wish to get rid of. Single right click on the mouse and choose “Delete”

Scenario 2: You have put images into the wrong patient folder. This requires an extra step or 2. Moving the images into the correct chart is the same as above, using Copy and Paste. You will also need to rename the images with the correct patient name. Either before moving the images or after, you must rename the images inside the Patient chart.

Step 1: Navigate to the patient chart who has the wrong images inside of the chart. Copy and paste them into the correct patient chart. You will notice that the name on each x-ray is wrong. In this example, the first x-ray is labeled for “Carley Childress” instead of “Zac Childress”



Step 2: Right click on the mouse and select "Rename"



Step 3: Set your cursor at the end of the name. Use your backspace button to remove the incorrect name, and type in the correct name. If there are multiple images with the wrong name, each must be corrected.

