Exa® PACS/RIS

Feature Summary:

Split Studies

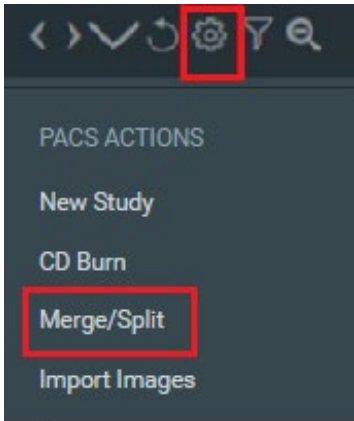*Splitting* a study means moving images from the current incorrect order to the correct order. We recommend splitting studies that have an incorrect accession number.
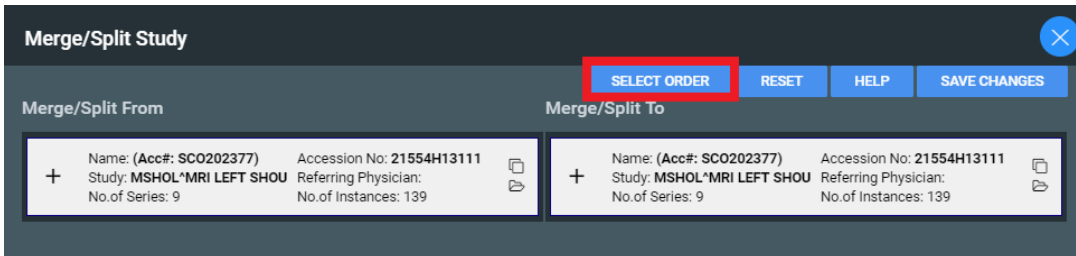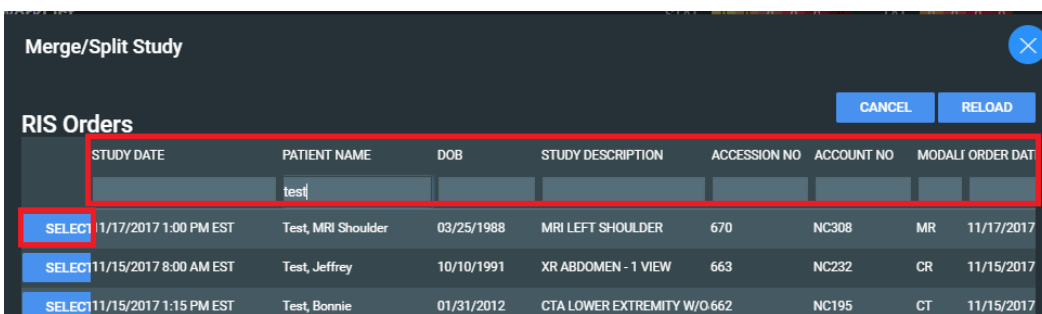
1. On the worklist, select the study to split.

2. On the **PACS Actions** menu, select **Merge/Split**.

3. In the **Merge/Split Study** dialog box, click **SELECT ORDER.**

4. Search for the correct order by using the search boxes, and then click the **SELECT** button of the correct order.

The Merge/Split Study dialog box appears again. The **Merge/Split From** column lists studies from which the images are coming (the source study), and the **Merge/Split To** column lists studies into which you can move the images (the destination study).

5. Choose the source and destination studies.
    Note: If there are multiple studies in a column, you can open them by clicking the plus "+" button to view their contents and determine which studies to work with. After choosing, close all studies besides the source and destination studies.
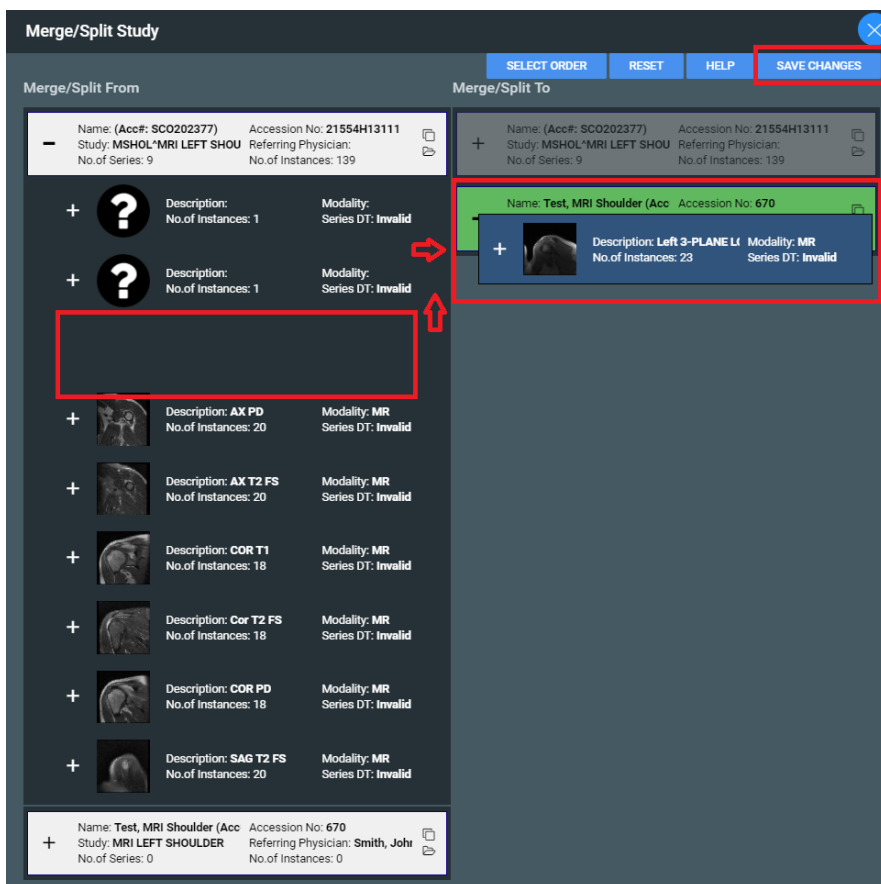
6. Drag images from the source study into the destination study.
   Note: Wait until the destination study turns green before dropping the image.

7. When done dragging images or series, click **Save Changes**.