How to Update a Protocol

- Go to Study Review, which should automatically be on your top tool bar

- If not then you can use the Search function

- Search for patient by name, MRN or Accession number (you add rad. in front of the accession number in order to search, ie: “rad.xxx”)

- Find the patient on the list of exams. As long as the exam is NOT ended (red stop sign) then you can change the protocol

- Click on Update Protocols - that will bring you to the usual protocologing screen

- Press Finalize when done