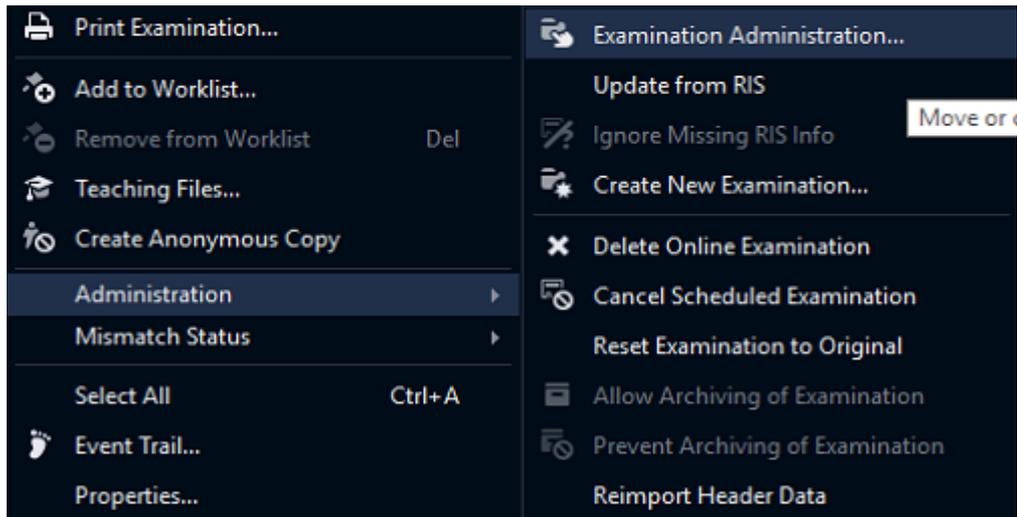
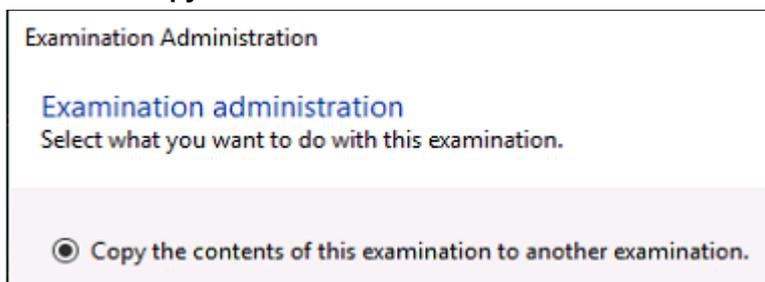

Sectra PACS - Copy Images Quick Guide

1. Select an examination from the patient history window, right-click and open the examination administration wizard.



2. Select the **Copy** command and click **Next >**.



3. Enter the **accession number** for the destination examination. Alternatively, select one of the suggested destination examinations.

Note: Suggestions are available only if configured. See System Administrator's Guide Sectra Healthcare System for more information about destination examination suggestions.

Tip: Right-click Copy to copy the accession number to the clipboard. The number can then easily be pasted in the corresponding destination field.

A search is performed to determine whether the examination already exists. If the request is not found, you will need to enter the medical record number (MRN) for the patient. For patients that are not already in the PACS, another page for entering patient information will be displayed.

4. Click **Next >**.
5. Review that the Source (exam containing the images) and the destination (the exam where you are copying images to) are accurate.
6. Click **Finish** to complete the copying process.