

Once an exam has successfully been scheduled and the Date, Time and Location has been confirmed with the patient you can add the Transportation Task to the Scheduled Exam from the Scheduling Confirmation page.

To do so navigate to the bottom right hand side of the Confirmation window and click on **Add or Edit Tasks**

Scheduling Confirmation

Patient Information

Patient ID:	<input type="text"/>
Patient Name:	<input type="text"/>
Phone #:	<input type="text"/>
Mobile #:	<input type="text"/>
DOB:	<input type="text"/>
Age:	<input type="text"/>

Additional Information

Site:	Local 54
Lab Results:	
Go to:	<a href="#">Patient Registration</a>
Go to:	<a href="#">Insurance Information</a>
Patient Portal Access:	<a href="#">NO - Set up access</a>

Acc #: 2070436552

Exam: CR Abdomen 1 View (KUB) | 74018

Reason:

Resource: RA LOCAL 1

Scheduled Time: 4/22/2021 10:15 AM - 4/22/2021 10:30 AM

Referring Physician : VU, HUNG [Referrer Reporting](#)

Referring Physician #: (609)677-9729

Confirm Appointment: 

View Exam Order: [View Order](#)

ABN:

Go to: [Add or Edit Tasks](#)

Tasks:

CR ABDOMEN 1 VIEW (KUB) Please arrive 15 minutes prior to your appointment time and bring the following information with you: • Script/Insurance Card/ Photo ID • Copay/ Tracking Number /Referral (if applicable) • Please do not wear any metal or jewelry to their exam.

Print

Close

The Exam Tasks window will display

Navigate to the **select task** drop down menu and click on it

**SYNAPSE**  
**Exam Tasks**

**Patient Name:**   
**DOB:**   
**Age:**   
**Accession#**   
**Exam:** CR Orbits Complete|70200  
**Modality:** CR  
**Schedule Date:** 4/22/2021  
**Schedule Time:** 1:00 PM  
**Assigned To:** --- Unassigned ---  
**Eligibility:**

**Add task**

**--- select task ---**

The options will display

Select **Transportation Request**

**Add task**

- select task ---
- Allergy
- Cardiac
- Colonoscopy Report
- FURTHER SCREENING NEEDED
- Labs
- MRI
- No Show
- Nursing
- PACERDEFIB
- PreCert
- PreCert2
- Schedule
- Special Assistance
- Transportation Request**

Click once on **Add this Task**

### Add task

Transportation Request

Due Date: MM/dd/yyyy

**Add This Task** Perform Task

Once the task displays you can now click on **Close Window**

### Exam Tasks

**PID:**  
**Patient Name:**  
**DOB:**  
**Age:**  
**Accession#**  
**Exam:**  
**Modality:** ---  
**Schedule Date:** 4/22/2021  
**Schedule Time:** 1:00 PM  
**Assigned To:** --- Unassigned ---  
**Eligibility:**

### Add task

--- select task ---

Due Date: MM/dd/yyyy

**Add This Task** **Perform Task**

Task	Notes	Assigned By	Completed	Due	Edit	Q&A
<b>TRANSPORTATION</b> Request	Transportation 4/22/2021 11:53 AM - (S. Biagi)	Stephanie Biagi 4/22/2021				

**Close Window**

The task has now been assigned and will be worked. Notes will be made regarding the status of request and the task will be marked as complete once transportation has been scheduled.