Requesting an X-ray on Demand (XOD)

IRON MOUNTAIN CONNECT™ RECORDS MANAGEMENT

C4.2 10.16

About X-ray on Demand (XOD)

X-ray on Demand (XOD) is a scanning and digitization service that electronically delivers a copy of an x-ray via a picture archiving and communication system (PACS).

After you have searched for and located files stored at Iron Mountain, you request an XOD as part of a retrieval order.

XOD functionality is available to radiology customers that store analog films (x-rays) with Iron Mountain and that specifically contract for this time- and cost-saving service.

Use this guide to learn how to:

- Request an XOD from a file

- Request an XOD from an unlisted file

- Request an XOD from an unlisted open shelf file

- Edit and remove XOD requests

Requesting an XOD from a File

2 Search for the files containing the documents to be scanned.

Refer to the *Searching* How To document for more detailed information on using the Search functionality.

i An XOD is created as part of a retrieval order. XOD functionality is accessible from the Search Results screen and the Retrieval Order Cart Items screen.

Customers must contract with Iron Mountain for XOD functionality.

1 Select Search, Retrieve.

Use the left-side navigation bar to move within the different functional areas in Iron Mountain Connect Records Management.

Requesting an XOD from a File

To create an XOD from an unlisted open shelf file, refer to Requesting an XOD from an Unlisted Open Shelf File.

To create an XOD from an unlisted file, refer to Requesting an XOD from an Unlisted File.

3 Select Request XOD from the Action dropdown.

You also have the option to add a file to the cart and then request an XOD later in the retrieval process from within the cart.

Requesting an XOD from a File

4 Enter information to create the XOD request:
- Accession number
- Study name, date and time
- Patient birth date
- A description of the study

5 Click Save to List.

i Edit and remove XOD requests.

6 An XOD line item is created.

8 Follow the steps in Retrieving Records to continue processing this retrieval order with the XOD request.

i Repeat steps 4 and 5 as necessary to request multiple XOD documents from within the same file.

7 Click Add to Cart. The XOD request is created and the number of items in the cart is incremented by one (multiple line items are grouped to form a single XOD request).

Requesting an XOD from an Unlisted File

An unlisted file is a file that is stored in a box and does not yet have an associated file record.

1 Search for the files containing the documents to be imaged.

Refer to the *Searching* How To document for more detailed information on using the Search functionality.

When requesting an XOD from an unlisted file, you must first request the unlisted file. Next request an XOD from within that request.

2 Select Request Unlisted File from the Action dropdown of the box you need to retrieve an unlisted file(s) from.

Requesting an XOD from an Unlisted File

3 Enter descriptive information that will help Iron Mountain locate the unlisted file.

4 Click Save to List. You are able to enter multiple requests for different unlisted files in the same box.

i Edit and remove unlisted file requests.

5 Click Update Cart.

Requesting an XOD from an Unlisted File

6 Click the Retrievals cart. You must place unlisted file XOD requests from within the Retrieval Order Cart Items screen.

Requesting an XOD from an Unlisted File

7 Select Request XOD from the Retrieval Method dropdown. The X-ray on Demand for File screen opens.

Requesting an XOD from an Unlisted File

8 Enter information to create the XOD request:
- Accession number
- Study name, date and time
- Patient birth date
- A description of the study

9 Click Save to List.

10 An XOD line item is created.

i Edit and remove XOD requests.

i Repeat steps 6 and 7 as necessary to request multiple XOD documents from within the same unlisted file.

11 Click Save. The XOD request is created and you are returned to Retrieval Order Cart Item screen where the request displays.

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RECORDS MANAGEMENT

5,000 Results of 66,779   Help   Retrievals (15)

Request X-ray on Demand for File J Smith

Request an image of an x-ray that is stored at Iron Mountain. Enter identifying study information to locate the x-ray, then click Save to List. Once saved, use the edit and delete buttons to modify the XOD request.

*Accession Number (lock): 10201501
*Study Name (lock): JSmith2
*Study Information (lock): AP Mortise view study 2   Save to List

*Study Date (lock): 12/15/2015   *Time (lock): 01 : 01 : 13 AM   *Patient Birth Date (lock): 12/15/2001

(1) Studies to be Imaged

Accession Number	Study Name	Study Date	Study Time	Patient Birth Date	Study Information	Action
102015	JSmith 12/12/2015	12/15/2015	02:10:12 AM	12/15/2001	AP Mortise View	✏ ⊘

Save   Cancel

Search

Search, Retrieve
Pickups, Add Re
Order Supplies
Administration
Track Orders

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Requesting an XOD from an Unlisted File

Requesting an XOD from an Unlisted Open Shelf File

2 Select Request Unlisted Open Shelf File.

1 Search for the files containing the documents to be scanned.

Refer to the *Searching* How To document for more detailed information on using the Search functionality.

i When requesting an XOD from an unlisted open shelf file, you must first request the unlisted open shelf file. Next request an XOD from within the cart.

i An unlisted open shelf file is a file that is stored on a shelf and does not yet have an associated file record.

Requesting an XOD from an Unlisted Open Shelf File

3 Select a Customer.

4 Select one or more File Groups.

6 Click Save to List. Repeat steps 3 through 5 to enter multiple requests.

5 Enter descriptive information to help Iron Mountain locate the file. Note that File Description 1 defaults from the Keyword field in your search.

i Edit and remove unlisted open shelf file requests.

7 Click Add to Cart. Your unlisted open shelf file request is added to the cart and you return to the Search Results screen.

8 Click the Cart button from the Search Results screen to open the Retrieval Order Cart Items screen.

Requesting an XOD from an Unlisted Open Shelf File

9 Select Request XOD from the Retrieval Method dropdown and follow steps 6 through 13 in **Requesting an XOD from an Unlisted File**.

Editing and Removing XOD Requests

UNLISTED FILES from Search Results screen:

Click the Unlisted File Requests link; the Edit Unlisted File screen opens.

Next, click the XOD Studies link located below the Action dropdown. The Request X-ray on Demand screen opens. Click Edit or Remove.

FILES from Search Results screen:

Click the XOD Studies link located below the Action dropdown. The Request X-ray on Demand screen opens. Click Edit or Remove.

Editing and Removing XOD Requests

FOR ALL FILE TYPES from Retrieval Order Cart Items screen:

Click the XOD Studies link. The XOD Request screen opens. Click Edit 🖋 or Remove ⊖.

You are also able to click the Remove button on the line item and remove the entire item, including the XOD request.