Patient Screen
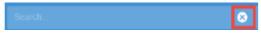
The Patients screen provides a list of patients that have examinations in Tricefy. You can access this screen by selecting **Patients** from the top navigation menu.

Page headers at the top of the screen can be modified and reorganized by selecting the **settings cog** in the upper-right-hand corner.

Select any column header (Full Name, Patient DOB, etc.) to re-order how patients are listed. For example, selecting Patient ID will list patients in alpha-numerical order by Patient ID. Selecting the Patient ID header again will reverse the order.

Selecting **Show Studies** for a patient will switch to your Studies screen but only display studies for that specific patient. To do this, Tricefy applied a filter; double-click the **X** in the search field to clear the filter:

Selecting a patient's name will open a window for modifying patient information. This only changes the information in Tricefy, not the information entered in your imaging system (you will have to correct that data using your ultrasound system).

After correcting your patient's data, select the **Save Patient** button.

Fixing a Patient ID

You can edit the unique patient ID using the instructions above if the patient is not already in Tricefy, however, you cannot have two patients with the same ID. If the patient is already in Tricefy (and you mistyped the ID), you can edit the study:

- Select **Studies** from the top navigational options to return to the Studies screen
- Use the search feature at the top of the screen to search for the study that has the wrong ID
- Select the study and choose **Edit Study** from the action ⋮ menu
- Enter the name of the patient that has the correct ID – Tricefy will locate the patient and reassign the study

Deleting a Patient

Select the red **Delete Patient** link to remove a patient from Tricefy. This will erase all patient data and delete any studies associated with the patient. This action cannot be undone. You can send old studies back to Tricefy using your imaging system.