ACUSON S Family™ Ultrasound System
Correcting Patient Data

1. Enter Patient Browser. Click on Local Database.

2. Select the Patient Exam that was completed under the incorrect patient name.

3. Click on Patient drop-down menu and select De-Identify.
4. The Dummy Name Box will appear, select OK. There is no need to enter in a name at this point.

![Dummy Name Box](image1.png)

5. Wait for a new exam to appear in the local database named Anonymous Patient and select this folder.

![Local Database](image2.png)

6. From the Edit menu at the top of screen, select Correct.

![Edit Menu](image3.png)
7. Select Yes to bypass the warning prompts.

8. This will lead you to a screen in which you can change all of the Patient’s Data. You will now need to be sure to manually type in all of the following:

- LAST NAME, MIDDLE NAME (if patient has one on the order)
- FIRST NAME, DATE OF BIRTH
- SEX, PATIENT ID
- ACCESSION NUMBER, EXAM TYPE

9. Once this information is entered, select OK from the bottom.
10. Manually send this corrected exam to PACS from the local database. After confirming the exam is in PACS under the proper name, delete the exam done with the incorrect Patient Name from the System.

11. Note: Once complete, the individual images from the corrected exam will not have the patient’s HIPPA information on top. However, the folder itself will obtain all of the correct information in the PACS.