**Correcting accession numbers for Synchronicity VAT exams.**

***Note: If there are any issues with the exam, do not sign the exam. Make the needed changes first.***

1. Find the order in Powerchart.
   1. Open Powerchart and select Orders in the Menu:

A screenshot of a computer

Description automatically generated

* 1. Find and select the order in Powerchart:

A red arrow pointing to a blue box

Description automatically generated

* 1. Select the Additional Info tab:

A screenshot of a computer

Description automatically generated

* 1. Copy the Order ID number.

A screenshot of a computer

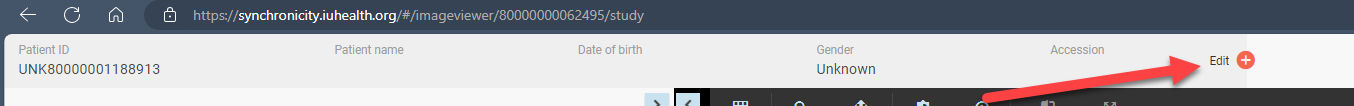
Description automatically generated

1. Update Accession number in Synchronicity.
   1. Open exam in Synchronicity
   2. Look for “Edit” to the right of the accession number.
   3. If “Edit” is not available assign the exam to yourself.

A red arrow pointing to a white box

Description automatically generated

* 1. Select the “Edit” button:



* 1. Paste the “Oder ID” number into the “Accession number” field and Save:

A screenshot of a computer

Description automatically generated

1. If you have any issues or questions, contact the help desk stating you need assistance with the Synchronicity application.
   1. Helpdesk – (317) 962-2828
   2. Computer Support: [IUH Home - IUH Home: Cherwell Service Management](https://iuhservicemanager.iuhealth.org/CherwellPortal/IUH%20Home?_=7eb7e93a#0)