**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:



* 1. Find and select the order in Powerchart:



* 1. Select the Additional Info tab:



* 1. Copy the Order ID number.



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.



* 1. Select the “Edit” button:



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



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)