

HOW TO IMPORT PUBLISHED FORMS INTO ACCURO

Please find the **SWMRI Requisition form**, the **Knee Checklist** and the **Spine Checklist** can be found in the Accuro “published forms” area. Below are step by step instructions to access/download the forms.

For MRI Knee Checklist Accuro link

1. "Log into Accuro
2. Click Accuro start button
3. Search FORM EDITOR, and open
4. In FORM EDITOR in top LEFT corner click on TOOLS
5. Select PUBLISH/DOWNLOAD
6. In the Download Forms TAB in the search box type **SWLHIN MRI KNEE**
7. Click the magnifying glass to search
8. Select SWLHIN MRI KNEE and click the DOWNLOAD button in the bottom RIGHT corner
9. You should get a message “Form Downloaded Successfully”, click OK
10. Your form should now be available for use"

For MRI Spine Checklist Accuro link...

1. "Log into Accuro
2. Click Accuro start button
3. Search FORM EDITOR, and open
4. In FORM EDITOR in top LEFT corner click on TOOLS
5. Select PUBLISH/DOWNLOAD
6. In the Download Forms TAB in the search box type **SWLHIN MRI SPINE**
7. Click the magnifying glass to search
8. Select SWLHIN MRI KNEE and click the DOWNLOAD button in the bottom RIGHT corner
9. You should get a message “Form Downloaded Successfully”, click OK
10. Your form should now be available for use"

For MRI Req Accuro link...

1. "Log into Accuro
2. Click Accuro start button
3. Search FORM EDITOR, and open
4. In FORM EDITOR in top LEFT corner click on TOOLS
5. Select PUBLISH/DOWNLOAD
6. In the Download Forms TAB in the search box type **SWLHIN MRI REQUISITION**
7. Click the magnifying glass to search
8. Select SWLHIN MRI KNEE and click the DOWNLOAD button in the bottom RIGHT corner
9. You should get a message “Form Downloaded Successfully”, click OK
10. Your form should now be available for use"