

X-Rays Received and Sent

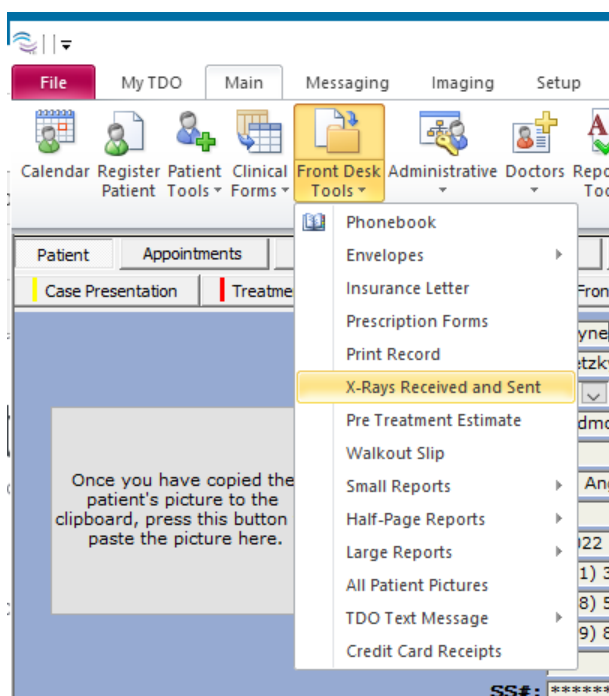
121 [TDO KB](#) February 26, 2026 [Organizer](#), [Organizer](#) 6.05K

Overview

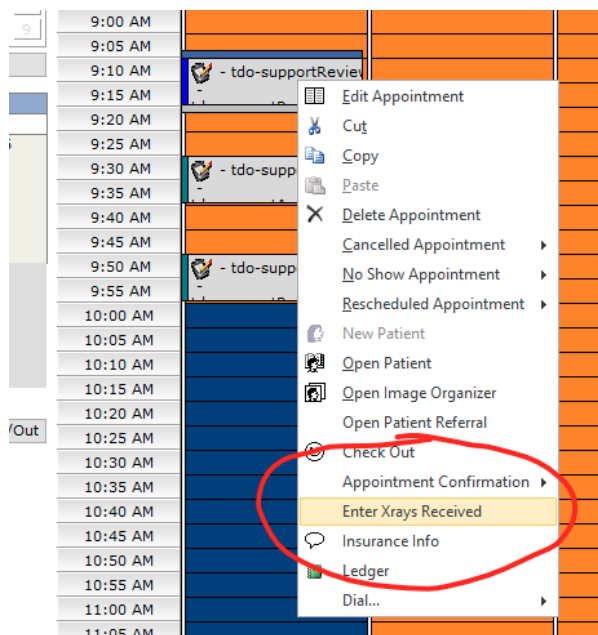
How to use the X-rays received to keep track of X-rays received and returned.

Detailed Instructions

To open this form, click **'Front Desk Tools'** from the top menu bar and select **'X-rays received and sent.'**



This can also be opened from the calendar by right-clicking on the patient's appointment and selecting **'Enter X-rays received.'**



When the form opens, enter who you received X-rays from, how many you received, and the date received.

When you click on the date box with your mouse, today's date fills in automatically.

To move between log pages, use the **Next**, **Previous**, and **New** buttons.

 A screenshot of the 'X-Ray Location' form. The form has a title bar 'X-Ray Location' and a header 'X-Ray Location'. It contains several input fields: 'Patient:' with the value 'Review Rois', 'Xrays received from:', 'Number of Xrays received:', 'Date received:', 'Xrays sent to:', 'Number of Xrays sent:', and 'Date sent:'. Below these fields are four buttons: 'Click for a new log page', 'Previous', 'Next', and 'Close'. At the bottom left, it says 'Record: 1/1'.

This should always be done promptly after the arrival of X-rays.

After you scan the X-rays in, send them back to the appropriate doctor.

When you do this, make the entry for where you sent the x-rays to, how many you sent, and the date you sent them.

For a list of all x-rays received that need to be returned, go to: **Reports > Daily Reports > Patient's X-rays Received**

Daily Reports for



Doctor:

Doctor

Records to Complete

Daily Doctors to Call

Patients to Call

Call List of All Patients by Day

Patients with Referred Teeth

Daily Analysis Reports

Waiting Time Report

All MTA and CaOH Cases

Front Office

Daily Items to Get and Send

Patient's X-Rays Received

Patients to Call

Reports to be Completed

Patients with Referred Teeth

Recall Reports to be Completed

Letters to Send

Diagnostic Reports to be Completed

Financial Tickler



X-Rays Received - to be Returned



Patient: Jay Z

Received Date: Received From: # Received:
Sent Date: Sent To: # Sent:

Previous

Next

Record: 1 of 4

No Filter

Search

Form View

Online URL: <https://kb.tdo4endo.com/article.php?id=121>