# exa-pacs·exa-ris

## **Feature Summary**

**Worklist Study Filters** 

© 2023 Konica Minolta Healthcare Americas, Inc.

### **Create a filter**

1. Select the filter button on the worklist.



2. Select ADD.

Stu	dy Filter					8
	Default Tab	All Studies	V.		ADD	RELOAD
	FILTER NAME			FILTER ORDER	FILTER TYPE	
					All	T
0	All Studies			0	Worklist	
0	QC			0	Worklist	

3. Type a Filter Name and Filter Order.

The filter order indicates in what order your filters fall after existing filters.

- 4. Enter the following settings.
  - Is Private: Only available to be edited or assigned by the user that created it.
  - **Display as tab:** Display as a filter tab in the worklist.
  - Display in dropdown: Available in the filter dropdown menu on the worklist.
  - Show DICOM studies only: Filter only shows studies with images.
  - Show RIS orders only: Filter only shows studies that have orders.
  - Show assigned studies only: Filter only shows studies that were assigned to the user.
  - Deleted: Filter shows deleted studies.
  - Assign: Administrators can use these settings to assign filters to users or user groups.

**Note:** We suggest having a Main "Filter" account to assign filters so there is never a question about what user account created them. Assigned filters can only be edited users that created them.

Study Filter								
						SAVE	CLEAR	BACK
Filter Name			Show encour	nters only				
Filter Order			🗹 Is Private					
🔲 Display a	as a tab	🗹 Displa	y in Dropdown					
	COM studies only	Show I	RIS orders only	Show assigned s	studies only			
Deleted		A	1	Υ.				
Assign		• +		• +				

5. Select filtering criteria.

Only modify criteria you need to filter. Hold down Ctrl to select multiple options.

DATE/TIME	Date Operations By O Study Date O Study Received Date O Scheduled Date				
PATIENT INFORMATION	O Preformatted	Yesterday ▼			
	O Last	Hour(s) V	From	б То	Ø
	O Next		FIGH	0	
PHYSICIAN	O Date From		Date To	21	0
D INSURANCE					
RESET					

6. Select SAVE.

The settings in the figure below define a filter named UNREAD with the following properties.

- Appears a filter number 1
- Only the user who created it can edit or assign it.
- Available as a worklist filter tab, and as an option in the dropdown menu.
- Shows studies with images
- Assigned to the RAD2 group.
- Only shows studies in Unread status.

Study Filter								
				SAVE CLEAR BACK				
📅 Filter Name	UNREAD	Show encounters only						
Filter Order		s Private						
📕 🗹 Display as	satab 🕺	🔽 Display in Dropdown						
🙀 🗹 Show DIC Deleted	OM studies only	Show RIS orders only Show as	signed studies only					
Assign								
		RAD2 ×						
_								
DATE/TIME	Institution		Facility					
				Garner Hilltop Imaging & Diagnostic C				
PATIENT INFORMATION	O IsNot	, <b>_</b>	O IsNot	Jacksonville Mobile				
STUDY			Ordering Faci	Ordering Facility				
	Modality			Select ordering facilities 💌 🛨				
C PHYSICIAN	Ols	BD						
	O Is	BR CR	⊖ Is					
INSURANCE		CT	O IsNot					
1	Modality Room							
RESET	O Is	CR - NC CR JACKSONVILLE						
	O Is O IsNot	CR MOBILE	Status					
		CT JACKSONVILLE						
	BodyPart		is is	Last Changed By Me     Tech End				
		Key Images	US IsNot	Tech Start				
	O Is O IsNot	OrthoView Radiologist		UnRead				
		Steve	Stat	Verify Ordere				
	Flag		Stat	Stat 1				
	Ols	Case Study		Stat 2				
	O Is O IsNot	GE	O IsNot	Stat 3 Stat 4				
		Hologic 🚽						

#### **Delete a filter**

- 1. Select the filter button on the worklist.
- 2. Select the trash can button next to the filter you want to delete.

D	All Studies	0	Worklist
Ø	QC	0	Worklist
0	UNREAD	1	Worklist

#### Edit a filter

- 1. Select the filter button on the worklist.
- 2. Select the edit button (pencil) next to the filter you want to edit.
- 3. Under **Summary**, view the scope of the filter.

Study Filter				8	
		SAVE	RESET	BACK	
Filter Name UNREAD	Show encounters only	Summary		<u> </u>	
Filter Order 🗧 1	🗹 Is Private	Status : Is UnRead	Status : Is UnRead		
🗹 Display as a tab	🗹 Display in Dropdown				
Show DICOM studies on! Deleted	Show RIS orders only     Show assigned studies     All	only			
Assign Select User	• <del>+</del> • • +				
	RAD2 ×				

4. Edit criteria and select SAVE.

#### Example

The figure below shows a filter that shows CR, CT, and DX studies for the Garner Facility.

Study Filter		$\otimes$
Filter Name Filter Order	UNREAD Show encounters only 1 Show encounters only	SAVE RESET BACK Sammary Status : Is UnRead
🗹 Display a	is a tab 🛛 Display in Dropdown	
<b>Show Di</b> Deleted	COM studies only Show RIS orders only Show as	signed studies only
Assign	Select User	
	RADZ ×	
DATE/TIME	Institution	Facility
E DATE/TIME	O Is	Gamer     Hiltop Imaging & Diagnostic C
PATIENT INFORMATION	Contains	IsNot Jacksonville Mobile
	- Contains	
	Modality	Status
PHYSICIAN     INSURANCE	Is     Is     IsNot     Ig	Is Transcribed     UnRead     Verify Orders     Waiting for Priors     verify Cross
	Modality Room	Stat
	Is CR-NC CR JACKSONVILLE CR MOBILE CR MOBILE CR MOBILE	Is Start 1 Start 2 Start 3 Start 4 Start 4
	BodyPart	Dicom StudyID
	Key Images Is IsNot Steve	Is IsNot Contains Dicom StudyID
	Flag	Accession# Is IsNot Contains
	Fing  Case Study Fugi IsNot  Study Description Is  Table Contains Study Contains	Accession#