

## **Exa PACS/RIS 1.4.27**

## Feature Summary: Appointment Confirmation Screen and Lead Times

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The appointment confirmation screen improves communication between the site and a patient by allowing sharing of scheduling information through email, printing, or telephone. There is a feature request submitted to have this screen also be accessible from the Patient Portal in a future version.

To help streamline the check-in process, customers can now add lead times to patient arrival times in addition to an appointment type's normal duration.

• We added an Appointment Confirmation right to the Home category for the appointment confirmation screen.

USE	USER MANAGEMENT-											
			USER ROLES					USERS ONLINE				ι
	✓.	CAS Group	p Code			$\checkmark$	Notification			V	/ital Signs	
	$\checkmark$	Provider II	D Code Qualifier			$\checkmark$	Tasks			<u>-</u> P	Patient Clair	n
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	$\checkmark$	CAS Reas	on Code			$\checkmark$	HL7 Global Config		$\checkmark$	Portal Reg U	sers	
	$\checkmark$	Status Col	lor Code			$\checkmark$	HL7 Queue			🗹 F	Portal Regis	te
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• You can open the appointment confirmation screen from the shortcut menu of an order on the Schedule Book.





• In User Settings, you can configure the appointment confirmation screen to automatically open when scheduling an exam.



• You can easily print appointment confirmation screen, or send it to a patient in an email.

Niewind, Da	anielle - 03/03/1992 - NC1577, F	Patient Arrival Date/Time: 04/17/2020 10:10 AM EST								
Patient Inform	ation	Exam Details								
Patient Name	Niewind, Danielle	Name Smith, Joey								
Address	123 Main St Gulfport, MS 39503	Address 411 Newark Pompton Turnpike Wayne, NJ 7470			04/17/2020 10	:10 AMComputed TomographyOrtho Injections/Procedures				
Home Phone		Phone	(800)366-5355	Exam Prep	<b>&amp;</b> 1	O 30				
Cell Phone	(123)456-7890	Cell Phone								
E-mail Address	danielle.niewind@konicaminolta.com	Fax No.	(919)867-3486		CT ABDOMEN TEST PREP					
		E-mail Address	wayne@wayne.net Cha	nges the exam	info in the template when selected for					
		CC Physicians	🛔 Demo, Referrin <b>pati</b>	ents with multip	ole orders sc	heduled in one day 💶 🗲 🖃 🕒				
Dear Danielle, This email conf your appointme To cancel or re: Thank you for t 1 2217 U.S. Hwy Garner , NC ,27	Irrms your CT Abdomen appointment on 04/17/2020 11:10 AM ent, use the contact details below to get in touch with us. schedule your appointment before the scheduled time, please rusting us with your healthcare and imaging needs! 70 E , 529	ou have questions before	71020 & 1 Th pr pr pr pr	TR CHEST - 2 VIEW © 15 The blue box is configurable er Facility. This is what rints or gets emailed to the atient.						
		Send Emails To	danielle.niewind@konicaminolta.com							
						CANCEL				

- Configure the appointment confirmation template in Setup > General > Email Templates. In the Category list, select Confirmation Screen. Customers can create different templates for different facilities with unique logos and facility information. You can use the following new merge fields.
  - Expected Arrival Time
  - o Exam Prep Instructions

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Configure lead times in Setup > Scheduling & Codes > Appointment Types. Each appointment type can have different lead times. For example, a contrasted study may require lead time (unlike a normal x-ray) due to additional paperwork, lab work, and other factors. Patient arrival times calculated using the set lead times appear in the top right of the appointment confirmation screen.

**Note:** You can use the lead time for Updox patient reminders rather than the normal exam time. Configure this in **Configuration** > **Web Config** for Exa PACS/RIS super users only.

≡ SCH	SCHEDULING & CODES-												
<								APPOINTMENT TYPES					
									SAVE	BACK			
Code *	71010 Inact	ve			Facilities *	2 SELECTED	-						
Ref. Code	1008				Modality Room	NONE SELECTE	D <del>~</del>						
Name *	XR Chest				Modality *	2 SELECTED	•						
Description	XR Chest				Keywords	Keyword	+						
Duration *	15												
Lead Time	10												
Exam Count	1					L							
	Grouped Appointme	nt											