



Exa PACS/RIS 1.4.27

Feature Summary: Appointment Confirmation Screen and Lead Times

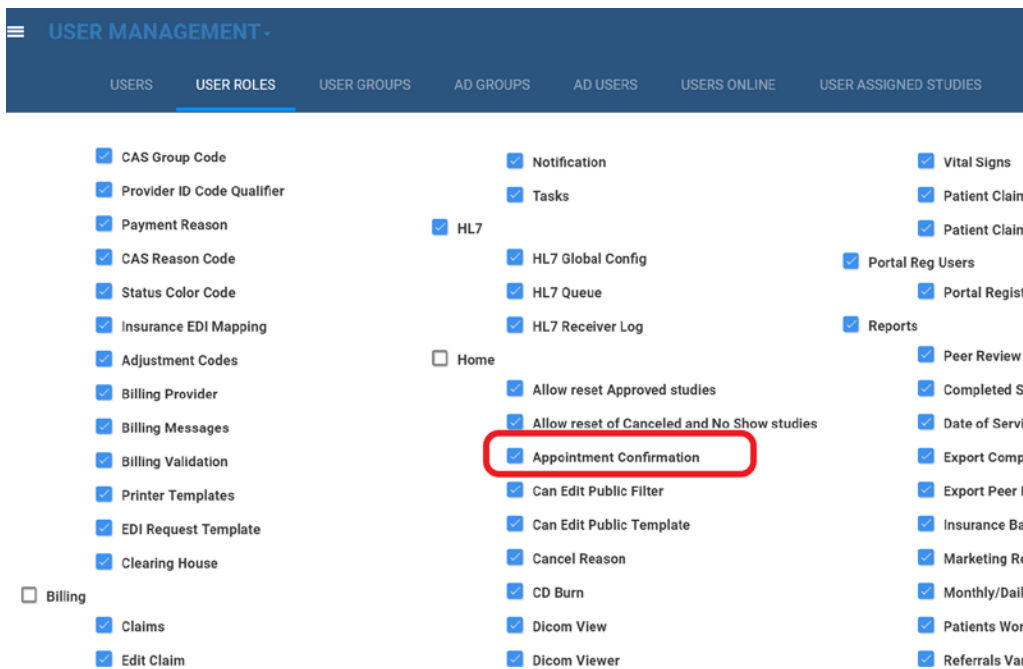
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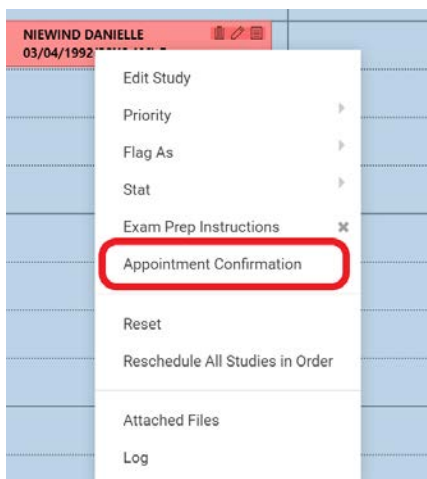
The appointment confirmation screen improves communication between the site and a patient by allowing sharing of scheduling information through email, printing, or telephone. There is a feature request submitted to have this screen also be accessible from the Patient Portal in a future version.

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.



- 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.

User Settings

- Show Row Number
- Show Priors
- Show QC
- Show Orders Tab
- Auto-Open New Order
- Auto-Open Appointment Confirmation

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

Niewind, Danielle - 03/03/1992 - NC1577, F Patient Arrival Date/Time: 04/17/2020 10:10 AM EST

Patient Information	Referring Physician	Exam Details
<p>Patient Name: Niewind, Danielle Address: 123 Main St, Gulfport, MS 39503 Home Phone: Cell Phone: (123)456-7890 E-mail Address: danielle.niewind@konicaminolta.com</p>	<p>Name: Smith, Joey Address: 411 Newark Pompton Turnpike, Wayne, NJ 7470 Phone: (800)366-5355 Cell Phone: Fax No.: (919)867-3486 E-mail Address: wayne@wayne.net CC Physicians: Demo, Referring</p>	<p>04/17/2020 10:10 AM Computed Tomography Ortho Injections/Procedures CT Abdomen 1 CT ABDOMEN TEST PREP</p> <p>04/17/2020 4:40 PM Digital Radiography Ortho Injections/Procedures 71020 XR CHEST - 2 VIEW 1</p>

Dear Danielle,

This email confirms your CT Abdomen appointment on 04/17/2020 11:10 AM at 1. Please arrive at 04/17/2020 11:10 AM. If you have questions before your appointment, use the contact details below to get in touch with us.

To cancel or reschedule your appointment before the scheduled time, please contact us at 919-903-3030.

Thank you for trusting us with your healthcare and imaging needs!

1
2217 U.S. Hwy 70 E,
Garner, NC, 27529

Send Emails To:

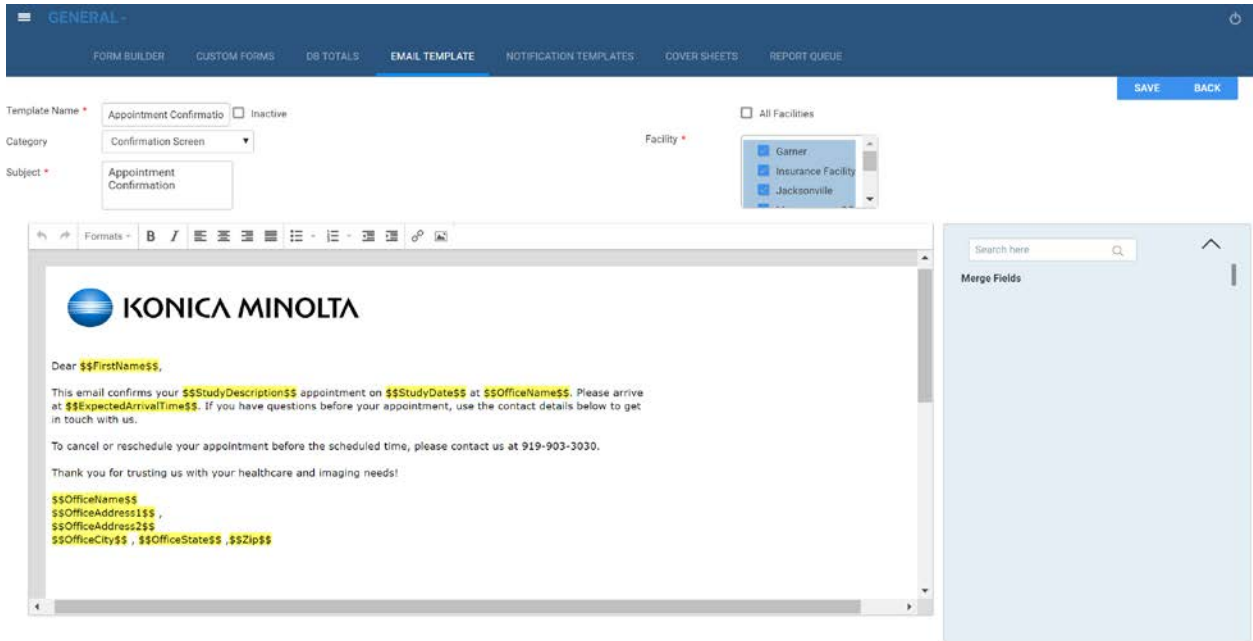
CANCEL

Exam Prep Instructions (points to CT ABDOMEN TEST PREP)

Changes the exam info in the template when selected for patients with multiple orders scheduled in one day (points to menu icon)

The blue box is configurable per Facility. This is what prints or gets emailed to the patient. (points to the entire email content area)

- 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
 - Exam Prep Instructions



- 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.

