

exa-PACS • exa-RIS

Feature Summary

Auto-Send Status Change Notifications

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Introduction

You can configure Exa PACS/RIS to automatically send an email or fax notification to a referring provider when a study changes to a specific status. For example, Exa PACS/RIS could auto-send a notification to a referring provider when one of their studies changes to Unread status, informing them that images are available on the physician portal and that an approved report is on the way.

To configure auto-sending of notifications, perform the following tasks. Each task is described later in this document.

Tasks

1. Configure the notification sender
2. Create a notification template
3. Configure notification recipients
4. Assign notification templates to statuses

Configure the sender

You must configure your email account administrator as the sender of notifications as follows.

1. Select **SETUP** > [full caps button menu] > **COMPANY** > **GENERAL** > **Email Information**.
2. Enter the settings in the following table. Contact your ISP for settings.

Setting	Description
Server Address	Your outgoing SMTP/mail server
Port	Mail server port number
User Name	The account administrator's user name or email address
Password	The account password
Sender Address	The account administrator's email address
Email Subject	The default subject. Changes depending on the active notification template.

Create a notification template

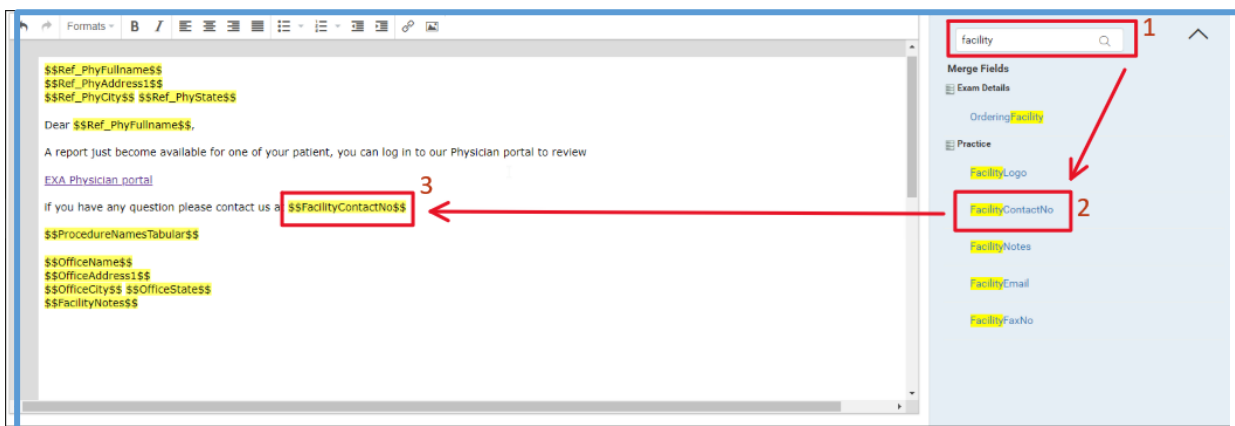
Create a notification template to define the contents and format of the auto-sent email notification.


1. Select **SETUP** > [full caps button menu] > **General** > **NOTIFICATION TEMPLATE** > **ADD**.
2. Enter the following settings.

Setting	Description
Template Name	Type a unique name for the template.

Setting	Description
Subject	Type text to appear on the subject line.
Market	Select markets in which the template is available. Selecting a market automatically selects all facilities within that market.
Facilities	Select the facilities where the template is available.

- Use the word processing tools to compose the body of the template.
- Optional. To add merge fields (placeholders for auto-filled information), search by category **(1)** and then double-click a merge field **(2)** to insert it at the cursor **(3)**.



- Optional. To add a hyperlink to your template at the cursor, click the **Insert/edit link**  button, configure the hyperlink, and then select **OK**.
- Select **SAVE**.

Configure notification recipients

Follow the steps below for each person to whom you want notification emails sent.

- Select **SETUP** > [full caps button menu] > **Providers & Resources** > **RESOURCE**.
- Open a referring provider resource, and on the **LOCATIONS/CONTACTS** sub-tab, open a location or contact.
- Under **Contact Information**, enter the mailing address, email address, and fax number.
- Under **Notification Settings**, select the **Email/Fax** and/or **Receive When Added As CC Provider** (or “other” provider) checkbox.
- Select **SAVE CONTACT**, and then **SAVE & CLOSE**.

Assign notification templates to statuses

Follow the steps below to configure statuses at which notifications are sent.



Depending on your version of Exa PACS/RIS, some statuses might not support auto-sending of notifications. After this performing this procedure, test your configuration.

1. Select **SETUP** > [full caps button menu] > **Scheduling & Codes** > **STUDY STATUS**.
2. Double-click the study status that you want to trigger notification.
3. In the **Email Template** dropdown list, select a template to use for notifications.
4. Select **SAVE**.

Result:

When a study changes to a status you configured (in task 4), an email is automatically created based on the notification template you created (in task 2), and sent from the sender you configured (in task 1) to the recipients you configured (in task 3).