

exa-PACS • exa-RIS

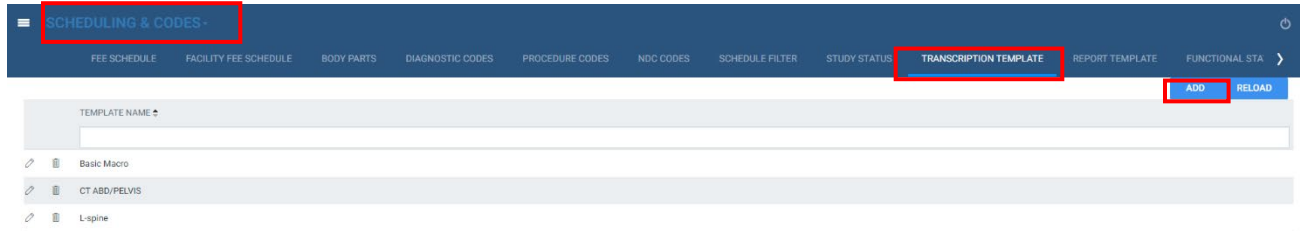
Feature Summary

Transcription Templates

© 2023 Konica Minolta Healthcare Americas, Inc.

Create a transcription template

1. Navigation (“burger”)  menu > **SETUP** > **OFFICE** > **Scheduling & Codes** > **TRANSCRIPTION**



TEMPLATES > ADD.

2. Enter a **Template Name (1)**, and then select one or more **Modalities (8)** to define the template’s applicability. Further restrict the availability of your template by entering one or more criteria in any of the categories described below.

Template Name * **1**

Inactive Global **2**

Macro Keyword **3**

User **4**

Appointment Types **5**

Require All Match **6**

Facilities **7**

Modality * **8**

 XA
 SP
 OT

Body Part **9**

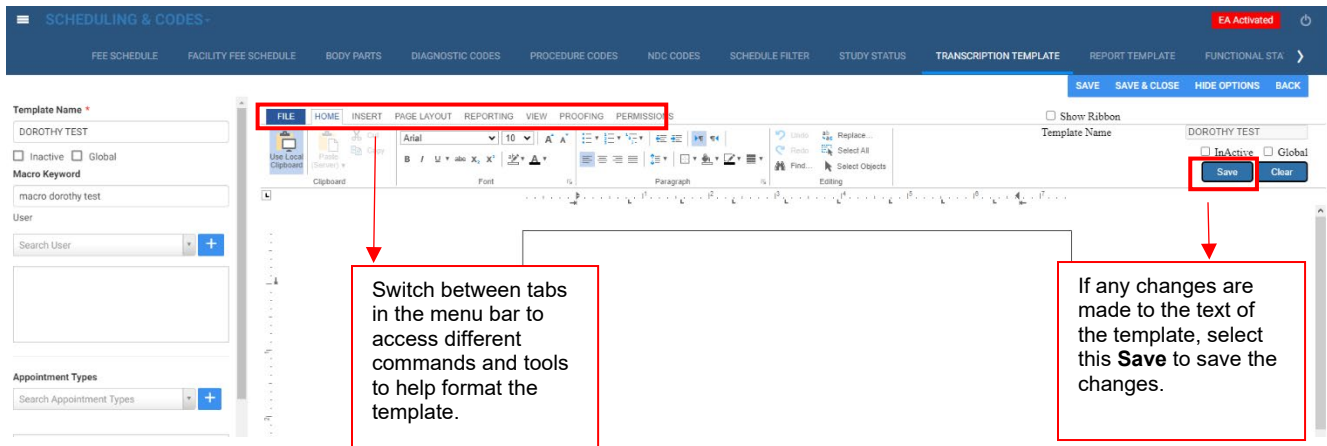
 Brain
 Breast
 Key Images
 Knee

Study Description **10**

Institution **11**

1. **Template Name** – Type a name for the template.
2. **Inactive** – Select to inactivate the template.
Global – Select to make template available for all users.
3. **Macro Keyword** – Type a macro keyword that is voice-recognized to open the template Exa Trans.
TIP: Add a starter word before the keyword for better recognition. (Example: “macro chest”)
4. **User** – Restricts availability of the template to the users you select.
5. **Appointment Types** – Restricts availability of the template to studies with the appointment types (CPT codes) you select.
6. **Require All Match** – Restricts availability of the template to users and studies that match all the criteria.
7. **Facilities** – Restricts availability of the template to facilities you select.
8. **Modalities** – Restricts availability of the template to studies with the modalities you select.
9. **Body Part** – Restricts availability of the template to studies of the body parts you select.
10. **Study Description** – Restricts availability of the template to studies having the descriptions you select.
11. **Institution** – Restricts availability of the template to institutions you select.

3. Select **SAVE** to open the template editor.



4. To add merge fields to the template select **Reporting > Insert Merge Field**

