

exa-PACS • exa-RIS

# Feature Summary

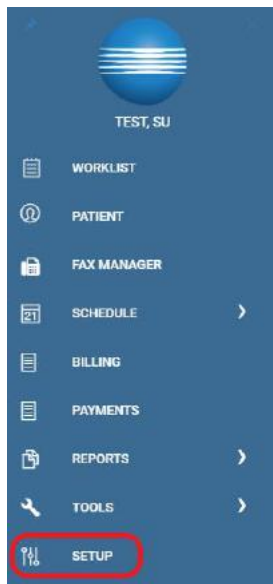
## Add Modality Rooms

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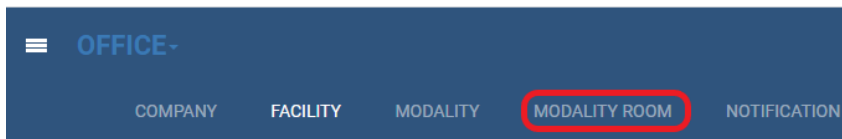
## Add modality rooms

1. On the navigation (“burger”)  menu select **SETUP**.

**Note:** Your menu options may vary.



2. On the **OFFICE** tab, select **MODALITY ROOM**.



3. Enter all required fields (marked with an asterisk **\***) and note the following.
  - **Code** – Type a code (must be unique).
  - **Facility** – Select the facility where the room is located.
  - **Name** – Type a name, preferably one that is descriptive of the modality and facility.
  - **From Date/To Date** – Select the long-term date range in which you plan to keep using the room.
  - **Display Order** – Type a number to define in which the column the room appears on the schedule book.
  - **Modalities** – Select one or more modalities. All appointment types with the modalities you select become available to schedule in the room, unless a prevented by schedule rule.

COMPANY FACILITY MODALITY MODALITY ROOM NOTIFICATION TASKS EXAM AUTHORIZATION STUDY FLAG MONTHLY GOALS

Code \* 100CU1CR  Inactive

Facility \* Grand Canyon University

Name \* X-Ray-Grand Canyon U

From Date/To Date \* 01/01/2001 12/31/2099

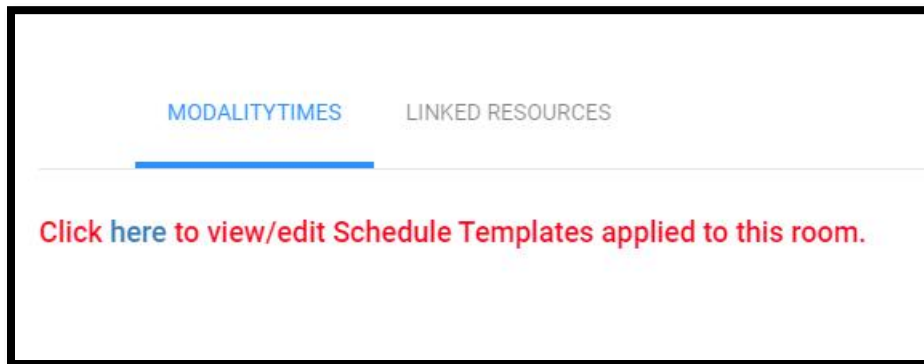
Color Code:

Display Order \* 1

Modalities \*  All Modalities

- DX
- CR
- BD
- XA
- CT
- MG

4. Select **SAVE**.
5. At the bottom of the screen, select the **here** link to add a schedule template to the modality room. For more information on schedule templates see the Schedule Template Quick Guide or the user's manual.



### Common mistakes when creating modality rooms:

- Name is not intuitive and therefore hard to find when creating schedule templates.
- Incorrect **From** Date: The From date is the first date the modality room appears available on the schedule book. Set to a date in the past to view migrated past scheduled appointments.
- Incorrect **To** Date: To date should be far in the future (Example 1/1/2099) unless this room is set to permanently close.