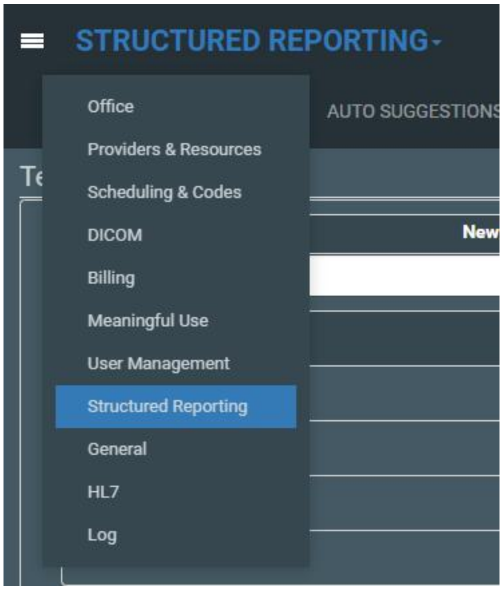
exa-PACS exa-RIS

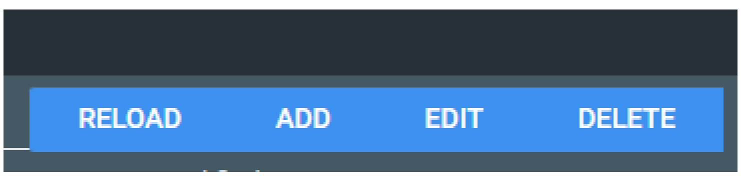
Feature Summary

Creating a New SDE Template

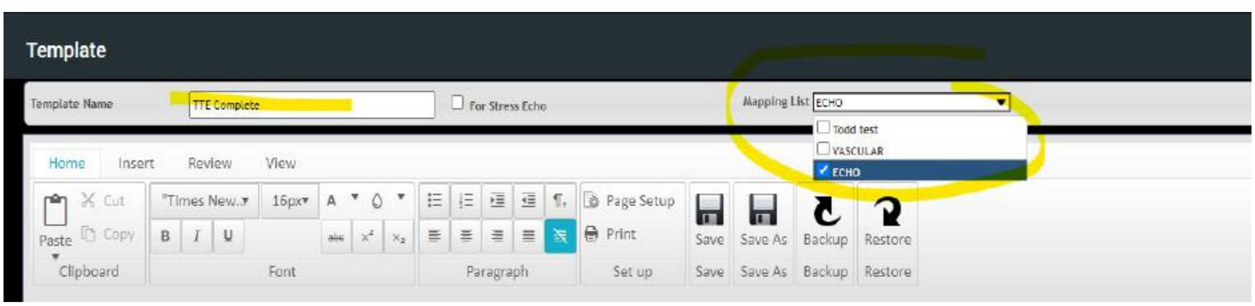
1. Navigate to Structured Reporting: Hamburger Menu>Setup>Click Office>Select Structured Reporting



2. Select "Add" at the top right to create a blank template.

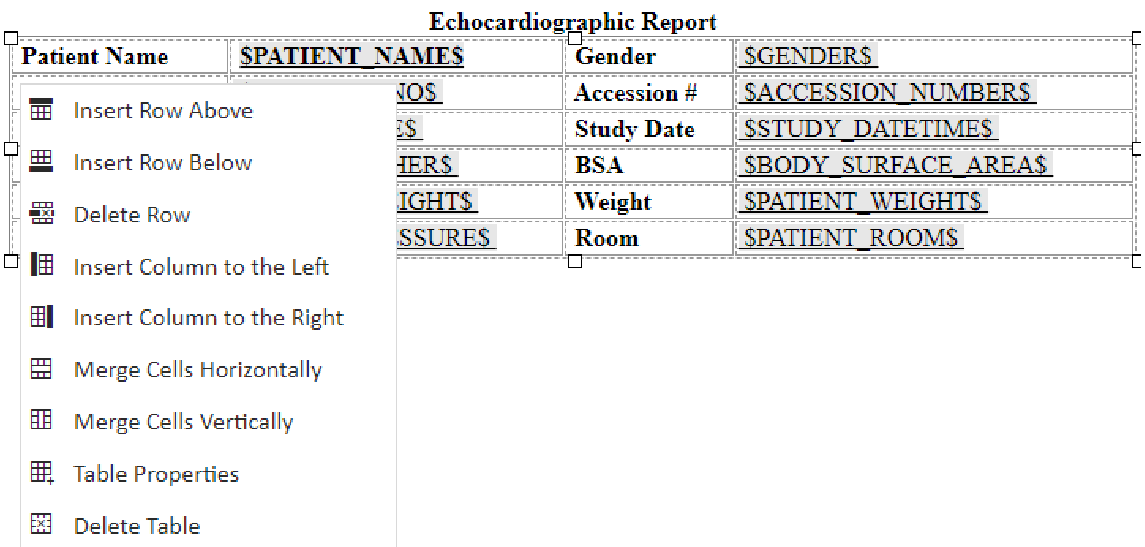


3. Give the Template a name. (Echo Complete, Echo Limited, Stress Echo) and select "ECHO" for the mapping list. (If available), then click "Save".

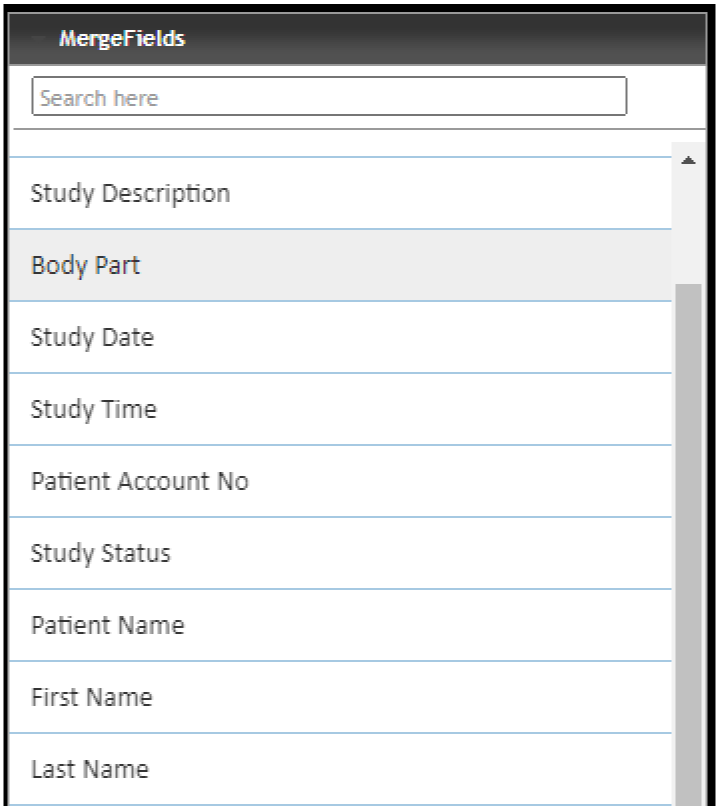


4. The quickest route to creating a template is using the existing default templates to copy and paste between. Begin with adding a table for demographic information from the merge fields.

   a. Select “Edit” on the corresponding default template.
   b. Highlight the demographic table, CTRL C.
   c. Close the default template.
5. Click on the new template you created, then select “Edit” from the top right
   a. On the blank page, place your cursor and press CTRL V to paste the table.
   b. Click save.
6. You can also skip creating a demographic table inside of SDE if the customer has transcription templates setup and wish to use those demographic headers instead.
   a. NOTE: Those will not be visible inside of the SDE template view and will ONLY be seen once the SDE template has been approved.
7. Once the table has been pasted and you wish to make changes or additions to the table,
   a. Right click anywhere on the table.



8. To add Modality Merge Fields to the table
   a. Select “Merge Fields” from the tree on the right of the screen.
   b. Locate the merge field needed.
   c. Left mouse click, drag and drop onto table.



9. Continue until all necessary fields are added. Remove those not needed.
10. The next steps are completely dependent on the customer's desired layout for their templates. Use the default template as a guideline with the customer.
    a. Some prefer to have the Procedural information and other exam details right under the demographic table
    b. Some prefer to have the SR Measurement table located under the demographics
    c. Some may prefer to add the Exam Findings section under the demographics.
11. For any items the customer wishes to use from the default templates, refer back to steps 4 and 5 in this guide.
12. The SDE template should be considered step one and will take you several edits to get the layout as the customer needs.