

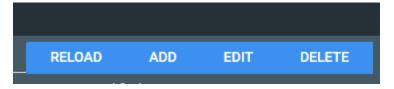
## Feature Summary Creating a New SDE Template

© 2023 Konica Minolta Healthcare Americas, Inc.

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

=	STRUCTURED RE	PORTING-
Te	Office Providers & Resources Scheduling & Codes DICOM Billing Meaningful Use User Management Structured Reporting General HL7 Log	AUTO SUGGESTIONS

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".

remplate																			
emplate <mark>Name</mark>		TTE	Complete						🗆 Fo	r Stre	is Echi	,				Mapping I	List ECHO	1	
Home Inse	τ	Rev	ew	View											_		Tode	ULAR	
Cut	"Ti	mes l	Vew.7	16px*	A	• (	•	IΞ	ΞĮ	這	₫	L.	B	Page Setup			5	2	
aste Copy	В	I	U		ab	6 ×2	×2	#	#	=	=	×	0	Print		Save As	Backup		
Clipboard				Font					Pa	ragra	ph			Set up	Save	Save As	Backup	Restore	

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.

Patient Name	<b>\$PATIEN</b>	T_NAME\$	Gender	\$GENDER\$				
Insert Row A		<u>10\$</u>	Accession #	\$ACCESSION_NUMBER\$				
Insert Row Al	oove	<u>3\$</u>	Study Date	<u>\$STUDY_DATETIME\$</u>				
🕮 Insert Row Be	elow	HER\$	BSA	<pre>\$BODY_SURFACE_AREA\$</pre>				
📅 Delete Row		IGHT\$	Weight	<u>\$PATIENT_WEIGHT\$</u>				
III Delete now		SSURE\$	Room	\$PATIENT_ROOM\$				
Insert Colum	n to the Left		'					
Insert Colum	n to the Right							
🖽 Merge Cells H	lorizontally							
III Merge Cells \	/ertically							
	ies							
🖾 Delete Table								

## L: D **D** 1 4:-

- 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.

MergeFields
Search here
A
Study Description
Body Part
Study Date
Study Time
Patient Account No
Study Status
Patient Name
First Name
Last Name

- 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.