

HEALTHCARE IT

Exa® PACS/RIS

Feature Summary

End User Overview

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User settings

1. Open the **User Settings** by selecting the **Settings** button in the upper toolbar.

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User settings control how the worklist appears and functions. Changes made in User Settings only affects the signed in user.

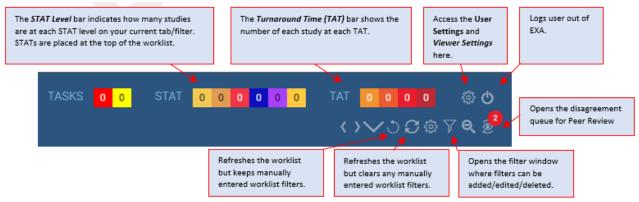
User Settings								\otimes
Column Order		*	User Settings	Show Priors will show the patient's priors when				SAVE
Status Patient	Rearrange the columns on the worklist by clicking and dragging the		 Show Row Number Show Priors 	selecting the + icon from the worklist.		Double-Click Behavior Double-Click (Scheduled)	Edit Order	Change the default tab that the worklist defaults
DOB			Show QC Show Orders Tab	Default Tab	All Studies	upon login		
 Accession No. Modality 	columns into the desired order.	1		Auto-Open New Order Auto-Open Appointment Confirmation		Default Filter (Local Cache) Default Column	Study Date	Change the default
Study Description	Check on/off			Voice Recognition		Sort By Audio Player Lag Time	Desc 4 sec	column that the worklist is sorting by and the order it
Account No.	remove them from the worklist.			;) - Opens Dragon in ExaTrans <i>ans</i>) – Opens EXA Dictation/W	ebTrans	Auto Open Priors Open Prior Reports	Off On	sorts
 Referring Physician Facility 				s not open a voice recognition – Open Nvoq in ExaTrans	tool.	Voice recognition	nVoq (ExaTrar Dragon (ExaTr	ans)
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Approving Physician								

Worklist

You can customize the worklist's appearance and functions.

	Filters and custom filters appear across the top and/or in the dropdown menu					Reorder the columns by clicking and dragging the columns into the desired order.										
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to search	h and filte	the	workli	ist.		-	Portal, Patient	CR	Portal, Provider (Customer) 🛦	10/25/2023 0:15 AM EDT		indicate that the				
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au •• <i>0</i>				_	proved	5590	Niewind, Danielle		Demo, Referring &	05/03/2024 10:00 /		CT Abdomen and Pelvis with O MRI Abdomen with and without		NC1	577	03/04/1992
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4									read images.							
-	Appear	s if t	he stu	udy i	is ope	ened by a	nother us	iser. Hover over to view the user.								

Upper and lower worklist toolbars



Creating filters

1. To create a filter, select the **Filter** button on the worklist.



2. In the **Study Filter** screen, select **Add**.

Study Filter							(
	Default Tab	All Studies	~	1	e Default Tab (the tab ally opens in the worklist)	ADD	RELOAD
FILTER	NAME				FILTER TYPE	FILTER ORDER ≑	
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needs	AUTHORIZATION				Private	1	
🔊 📋 TODAY					Private	1	
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		Select the trash ca	n button to delete	a filter.			

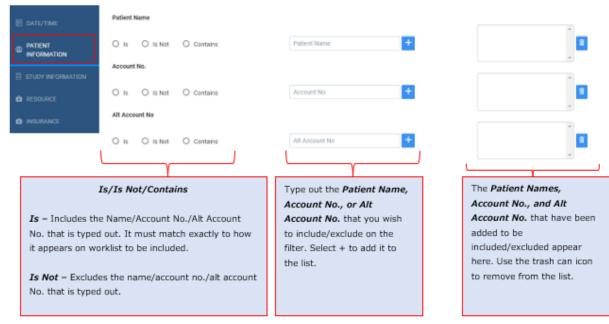
3. To create a filter, enter a **Filter Name** and **Filter Order** first, and then enter criteria for the filter.

Study I	Filter			8
Filter Name is the name of the filter. Select the trash can icon to delete an existing filter.	Joined Filters	er Name NONE SELECTED - er Order I Display in Dropdown	Show Encounters Only Is Private Show Only Exceeding Max Time	Select Show Assigned Studies Only to only display studies assigned to the user.
<i>Filter Order</i> is the order in which the filter appears.	Show DICOM Studies Only Deleted All Default Column/Sort By		Show Pre-Orders Only	Use the drop-down next to Deleted to indicate what the filter shows. All – shows both deleted and non- deleted.
Select Display as a Tab to show the filter as a tab across the Select Show DICOM		Account# Study Description Station Study Received Date BodyPart Department Reason for Study Modality Patient DOB	Let Let	Only – shows only deleted studies. None – shows no deleted studies.
Studies Only to only display studies that		Gender Age-Time of Study Ref. Physician Study Date Accession # Facility Reading Physician Institution Stat		Use the dropdowns next to Default Column/Sort by to choose what column the filter is sorting by and the order it is sorting.

Date/Time

DATE/TIME PATIENT INFORMATION	Date Operations By O Study O Preformatited Vesterday		O Scheduled Date O Last	call made O Created Date	Select what type of date the filter is looking at under Date Operations By.
STUDY INFORMATION	O Last O Next	Hour(s) 🗸	From	To To	8
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Patient Information



EXO-PLATFORM

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Study Information

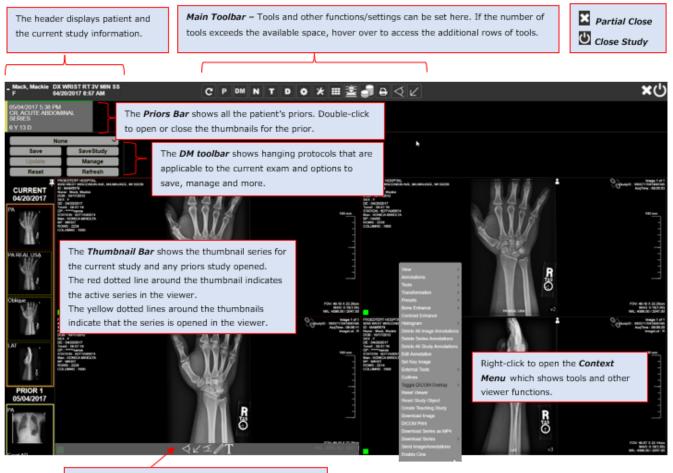
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Insurance

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Filters can be crea	ated using		Use Is or Is Not to include or exclude the categ	ory options.					
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Insurance Provi	der Type and		If selecting one than more option, hold Shift on	the keyboard and then select multiple					
Insurance Autho	orization		options.						
status.			Use the trash can button to remove options from the list.						

Basic viewer navigation

To open the Exa PACS/RIS viewer, from the worklist, select the **DICOM Viewer** button or double-click the study.



Hovering over the top, left and bottom of each grid frame shows floating toolbars to access shortcuts to tools.