

HEALTHCARE IT

Exa® PACS/RIS

Feature Summary

Radiologist 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.

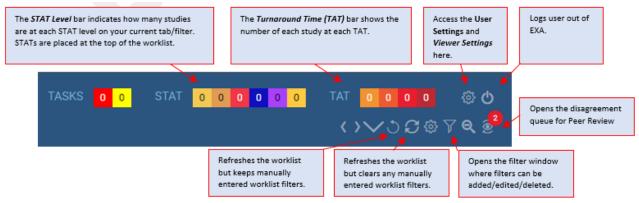
User Settings								\otimes
Column Order		*	User Settings	Show Priors will show the patient's priors when				SAVE
Status	Rearrange the columns on the worklist by clicking and dragging the columns into the desired order.		Show Row Number	selecting the + icon from the worklist.		Double-Click Behavior	Web Viewer	Change the default tab that the
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Worklist

You can customize the worklist's appearance and functions.

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	to search and filter the worklist.		-	Portal, Patient	CR	Portal, Provider (Customer) &	10/25/2023 0:15 AM EI	DT	indicate that the wo					
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Settings) Opens a custom filter that displays the p Selects the study for further actions. Opens the study in the viewer. This icon available. Open EXATrans or WebTrans depending Recognition in the User Settings Opens the multi-panel, which shows not Opens the Approved Report of the study					ns. s icon will ending on ws notes, study.	only appe what is se	ear if there are ir lected under <i>Vo</i>							
A	 Allows the linking and unlinking of reports. Appears if there is Unread DICOM, select to Appears if the study is opened by another us 						view upre							

Upper and lower worklist toolbar



Create a filter

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



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

Study Filter			
Default Tab	La All Studies	Select the Default Tab (the tab that initially opens in the worklis	ADD RELOAD
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🖉 🗐 UNREAD	Select the pencil button to edit an exist	ing filter.	3
	Select the trash can button to delete an	n existing filter.	

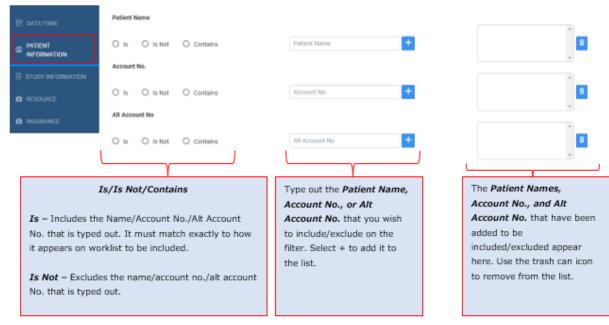
3. To create a filter, enter a **Filter Name** and **Filter Order** first, and then enter criteria for the filter.

Study F	Filter			8
Filter Name is the name of the filter. Select the trash can icon to delete an existing filter.	Filter Name * Filter 1 Joined Filters Filter Order * Filter 0 Display as a Tab	IONE SELECTED -	Show Encounters Only Is Private Show Only Exceeding Max Time	Select Show Assigned Studies Only to only display studies assigned to the user.
Filter Order is the order in which the filter appears. Select Display as a Tab to show the filter as a tab across the Select Show DICOM	Show DICOM Studies Only Deleted All Default Column/Sort By	Account# Show RIS Orders Only Study Description Study Received Date BodyPart Department Reason for Study Modality Paternt DOB Gender Age-Time of Study	Show Assigned Studies Only Show Pre-Orders Only C Desc Asc	Use the drop-down next to Deleted to indicate what the filter shows. All – shows both deleted and non- deleted. Only – shows only deleted studies. None – shows no deleted studies. All Only None
Studies Only to only display studies that		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

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Patient Information



EXO-PLATFORM

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Study Information

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Insurance

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Link reports

On the worklist, select the **Linked Studies** button to open the Link Studies window. Select one or more studies to link to the source study, then select **Save**.



Result: The *Linked Reports* will turn blue to indicate that the study is linked to another study

- Report linking is only available for studies done within 3 +/- days of the source study.
- Report linking is not available for reports and studies in Approved, Ordered, Rescheduled, Cancelled or No-Show studies.

Unlink reports

1. Select the blue Linked Reports icon to open the Link Studies window.

	Studies: Test, Ankle, 2 View		∥★	ø	C ²	★ (i)	:				RE	SET SAVE	×
	, Study Date: 2023/0		Accession No: 57	64				Facility: Garner					
	Modality: CR		Referring Physicia	an: Havie	n, Dorothy								
Sele	ct studies to link	or unlink for Re	eporting:										
🗆 Se	elect All												
	STUDY STATUS	MODALITY	STUDY DESCRIPTI	ION				STUDY DATE	ACCESSION NO.	REFERRING PHYSICIAN	FACILITY		
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	Scheduled	CR	XR Ankle, 2 View (Left)				2023/04/23	5763	Havien, Dorothy 💩	Garner		

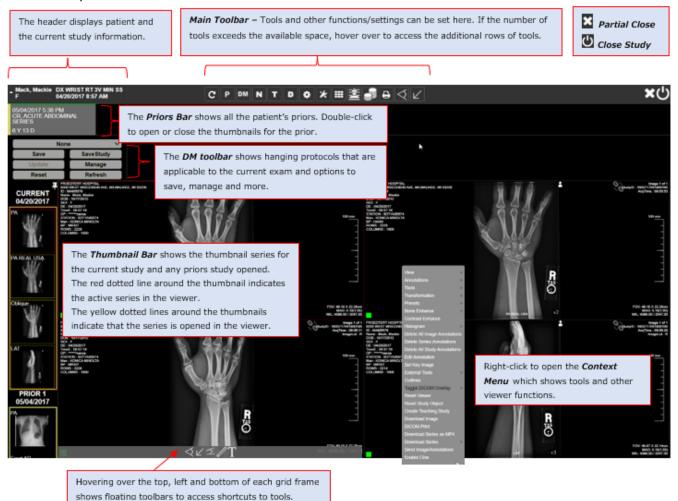
2. Select the studies to unlink, and then select **Save**.

If studies are unlinked after a report has been finalized, then only the source study will keep the report.

Link	Studies: Test, D	orothy (Acc#N0	C2033), 19900322, F, 033Y							
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	Scheduled	CR	XR Ankle, 2 View (Left)	2023/04/23	5763	Havien, Dorothy 🌡	Garner			

Basic viewer navigation

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



Configure transcription templates

For information on how to configure transcription templates, please see the relevant quick guide or section in the user's manual.

Use transcription templates with Web Trans

- 1. In User Settings, under Voice Recognition, select Dictation (WebTrans).
- 2. To open **WebTrans**, choose from the following methods.
- Select the **transcription** button from the worklist.



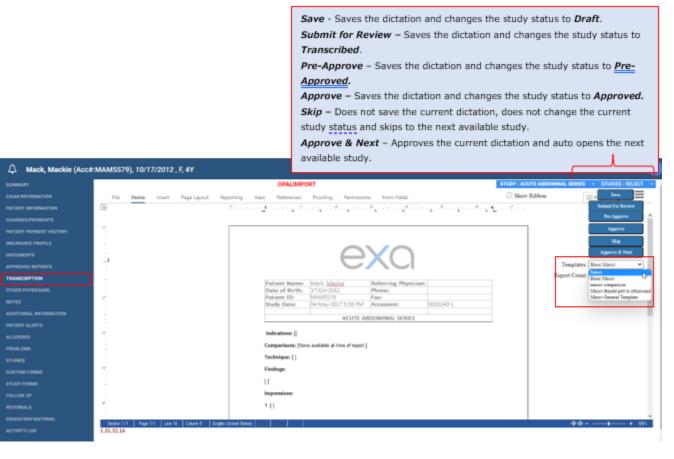
• Select the **multipanel** button from the worklist. In the multipanel, the transcription editor is one of the available modules.



• Select **T** in the viewer main toolbar (this also opens the multipanel).



- 3. In WebTrans, in the Templates dropdown list, select a transcription template.
- 4. Dictate the report and then select one of the options to change the status of the study.



Use transcription templates with Exa Trans

- 1. In User Settings, under Voice Recognition, select nVoq (ExaTrans) or Dragon (ExaTrans).
- 2. To open **ExaTrans**, choose from the following methods.
- Select the transcription button from the worklist.



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Select T in the viewer's main toolbar.
 Note: In Viewer Settings, you can also configure Exa Trans to auto open.

3. In **Exa Trans**, in the **Templates** dropdown list, select a template.

If All is cleared, the Templates dropdown list only shows transcription templates that are applicable to the study based on the assignment criteria of the template. Select All to show all	Patient Name: Sappubl. Pat Date of Birth: 03/01/1397 Phone: Phone: Patient ND: 24/08952381812973064 Patient ID: 24/08952381812973064 Study Date: 04/20/20177221. VI VANTAGE REST	■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
transcription templates in the dropdown list. Templates Back Marge Back Marge	Technique: [] Findinge: [] Impressions: 1. []	the dropdown list may differ from the macro keyword used to call it in. Template Name * L-spine Inactive @ Global Macro Keyword macro I spine
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Approve & study. Not Appro Save - Sav Skip - Do and skips f	Approve – Saves the dictation and changes the study status A Next – Approves the current dictation and auto opens the Ave – Save the dictation but leaves the study in Unread statu- ves the dictation and changes the study status to Draft. Es not save the current dictation, does not change the current to the next available study. Ave – Saves the dictation and changes the study status to Pr	next available us. nt study status

Add an addendum in Web Trans

1. Open the transcription editor on an Approved study.



2. Use the middle scroll bar to move down to the **Add Addendum** button.

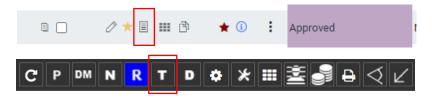
$\mathcal{A}^{\mathbf{D}}$ Niewind, Danielle (A	cc#:NC1577), 03/04/1992 , F, 31Y							\times
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- 3. Select **Add Addendum** to open a blank window, and add the addendum in the blank window.
- Select one of the status options at the bottom of the window.
 Note: transcription templates can be used in addendums.

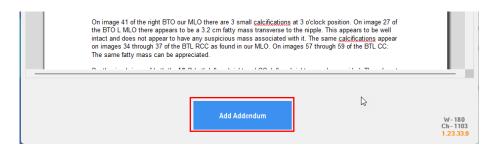
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DOCUMENTS								
APPROVED REPORTS								
TRANSCRIPTION								
OTHER PHYSICIANS								
NOTES								
ADDITIONAL INFORMATION								
PATIENT ALERTS								
ALLERGIES	Addendum Save – Saves the addendum and changes study status to Draft – Addendum							
PROBLEMS	Addendum Approve – Saves the addendum and changes study status to Approved - Addendum							
STUDIES	Addendum Submit for Review – Saves the addendum and changes study status to Approved Addendum							
CUSTOM FORMS	, , , , , , , , , , , , , , , , , , ,							
STUDY FORMS	Back – Does not save the addendum and keeps study status at Approved							
FOLLOW UP REFERRALS	· · · · · · · · · · · · · · · · · · ·							
REFERRALS	Sector 17 Page 17 Jan 1 Golum 14 Englin (Jatad State)							
ACTIVITY LOG	Addendum Save Addendum Approve Addendum Sphatt For Periory Back							

Add an addendum in Exa Trans

1. Open **Exa Trans** on an Approved study.



2. Select Add Addendum, and then add an addendum.



3. Select Addendum Approve or Addendum Save.

