Exa® PACS/RIS

Feature Summary

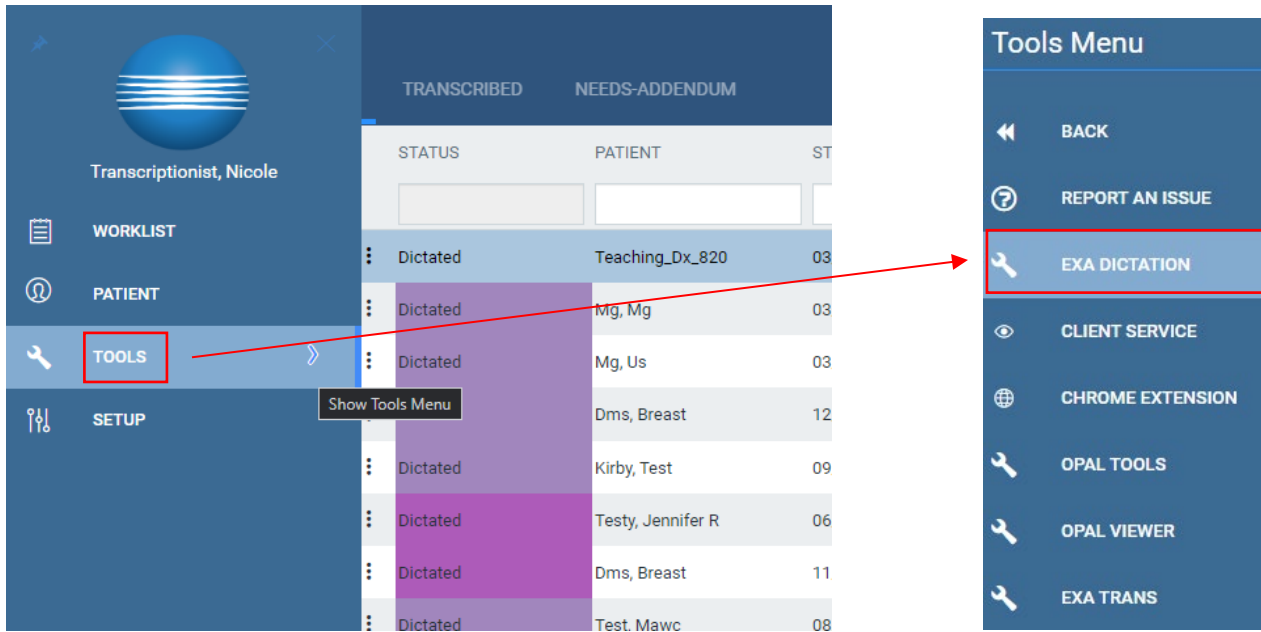## Transcriptionist Overview

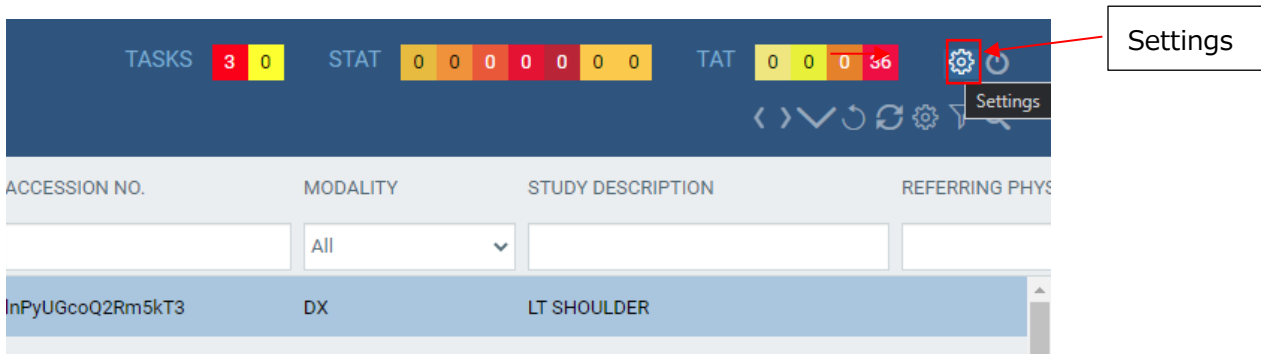Standard study status flow: Unread → Dictated → Transcribed → Approved

Prepare Exa Dictation and Web Trans

1. Download Exa Dictation by selecting **burger menu** → **TOOLS** → **EXA DICTATION**.

In the next steps, select Web Trans as the transcription app.

2. Select **Settings** > **User Settings**.
3. Under **Voice Recognition** select **Dictation (WebTrans)**.
4. Select **SAVE**.

SAVE

Double-Click Behavior	Web Viewer
Double-Click (Scheduled)	Edit Order
Default Tab	All Studies
Default Filter (Local Cache)	
Default Column	Study Date
Sort By	Desc
Audio Player Lag Time	4 sec
Auto Open Priors	Off
Open Prior Reports	On
Voice recognition	Dictation (WebTrai
Delay Load of Exa Trans	Off
Exa Trans Font	
Exa Trans Font Size	
Default Time Increment	15

Transcribe a study

1. On the worklist, select the **DICTATED** filter.
   Note: To create worklist filters, see the Quick Guide or User's Manual → Setup: Configure Exa PACS/RIS → Configure a User Worklist Filter.
2. To open the dictation and transcription editor, select the transcription icon on a study row.

exa-PLATFORM

3. Locate the recorded dictation and select play.

4. Select a transcription template from the dropdown list.

   Note: To create a transcription templates, see the Quick Guide or User's Manual → Setup: Configure Exa PACS/RIS → Add a Transcription Template.

5. Enter manual transcription. See brackets [ ] within the template to enter relevant text.
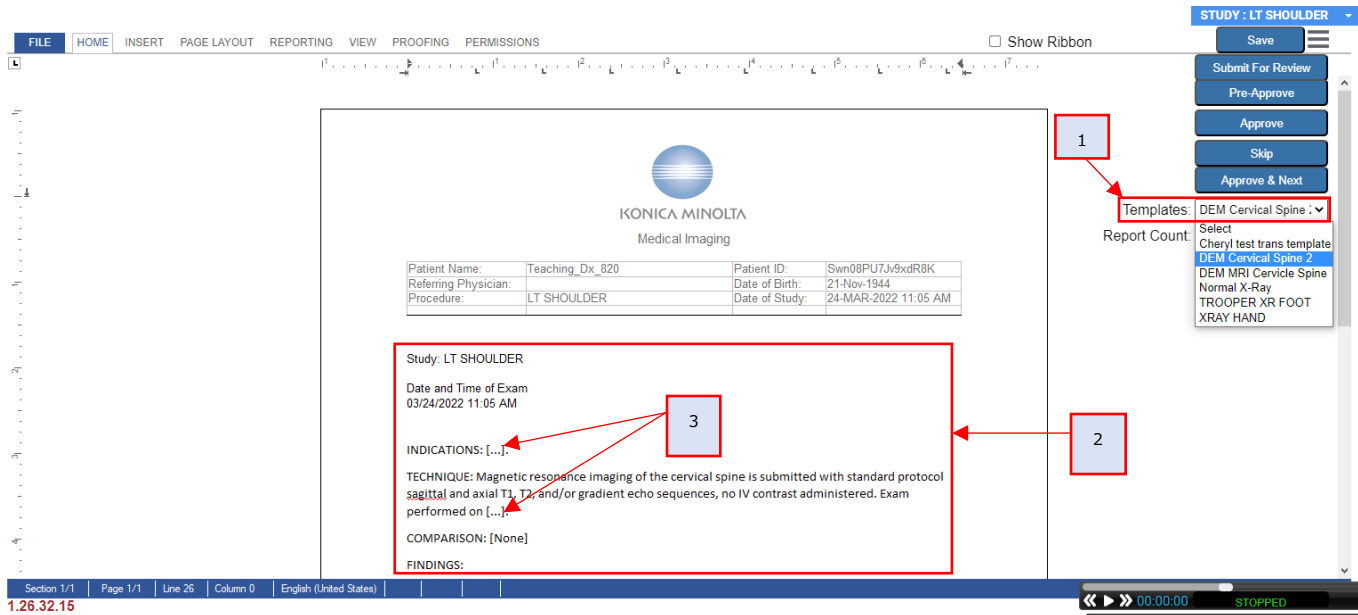
Submit a transcription

1. In the upper-right corner of Web Trans, select a button based on your Radiologist's workflow.

Button	Description
Save	Changes the study status to **Draft**
Submit For Review	Changes the study status to **Transcribed**, allowing the Radiologist to mark the study as Approved.
Pre-Approve	Changes the study status to Pre-Approved. Select the Reading Radiologist's name from a dropdown list.
Approve	Changes the study status to **Approved**. Select the Approving Radiologist's name from the dropdown list.
Skip	Skip the current study. Remains in Dictated status.
Approve & Next	Changes the study status to **Approved**. Select the Approving Radiologist's name. The next Dictated study automatically opens.

Add an addendum to an approved study

After approval, you cannot edit transcriptions. However, you can add an addendum to correct mistakes or insert new information.

1. Select the Transcription icon on an approved study or of the "DICTATED/ADDENDUM" study (depending upon your Radiologist's workflow) to re-launch Transcription.
2. Drag the middle scroll bar down to see the add addendum button in the lower-left corner.
3. Select **Add Addendum**.
4. Listen to the dictated addendum to be transcribed, and manually enter the addendum.
5. Select **Addendum Save**, **Addendum Approve**, **Addendum Submit For Review**, or **Back**, based on your Radiologist's workflow.