

HEALTHCARE IT

Exa® PACS/RIS

Feature Summary

Transcriptionist Overview

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500-000679A

Standard study status flow: Unread \rightarrow Dictated \rightarrow Transcribed \rightarrow Approved

Prepare Exa Dictation and Web Trans

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

×		×				Тоо	ls Menu
			TRANSCRIBED	NEEDS-ADDENDUM		*	BACK
	Transcriptionist, Nicole		STATUS		51	7	REPORT AN ISSUE
	WORKLIST	:	Dictated	Teaching_Dx_820	03	 ۹,	EXA DICTATION
Ŵ	PATIENT	:	Dictated	Mg, Mg	03	۲	CLIENT SERVICE
2	TOOLS	» :	Dictated	Mg, Us	03	A	
iļi	SETUP	Show To	pols Menu	Dms, Breast	12	æ	CHROME EXTENSION
		:	Dictated	Kirby, Test	09	3	OPAL TOOLS
_		:	Dictated	Testy, Jennifer R	06	٩	OPAL VIEWER
		:	Dictated	Dms, Breast	11,	4	EXA TRANS
		:	Dictated	Test. Mawc	08		

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 (WebTra	~
Delay Load of Exa Trans	Off	~
Exa Trans Font		~
Exa Trans Font Size		~
Default Time Increment	15	~

Transcribe a study

- 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.

	■ Worklist ALL STUDIES	DICTATED]	TRANSCRIBED N	IEEDS-ADDENDUM			
<				STATUS	PATIENT	STUDY DATE 🜩	ACCOUNT NO.	DOB
	□	★ (i)	:	Dictated Transc	ription icon	03/24/2022 11:05 AM EDT	Swn08PU7Jv9xdR8K	11/21/1944
+	8 □ @ • ⁄ ★ 8	≙ ★ ③	:	Dictated	, , , , , , , , , , , , , , , , , , ,	03/25/2021 9:06 AM EDT	MG135	01/01/1900
+	≞ 🗆 ⊕ ◈ ⊘ ★ 🗏	★ (i)	:	Dictated	Mg, Us	03/18/2021 10:12 AM EDT	NCCC858585	01/01/1960
÷	8 □ @ • ⁄ ★ 8	★ (i)	:	Dictated	Dms, Breast	12/10/2020 8:59 AM EST	1069MARK	03/25/1980
	□ □ ⊕ • ⁄ ★ □	★ (i)	:	Dictated	Kirby, Test	09/08/2020 1:43 PM EDT	19560917	09/17/1956
+	8 □ @ • ⁄ ★ 8	★ 🛈	:	Dictated	Testy, Jennifer R	06/15/2020 11:20 PM CDT	123456789	03/25/1988
+	8 □ @ • ⁄ ★ 8	A 🛨 🛈	:	Dictated	Dms, Breast	11/18/2019 3:02 PM CST	1069MARK	03/25/1980
+	8 🗆 🖶 🔹 🧷 🕇 🗐	A \star 🛈	:	Dictated	Test, Mawc	08/15/2018 9:15 AM EDT	MAWC1	03/25/1988
	□ 🗇 ⊕ . ∕> ★ 🗉	★ (i)	:	Dictated	Talley, Ruth	02/14/2018 11:16 AM EST	067706	04/11/1980
+	□ □ ⊕ • ⁄ ★ □	★ (i)	:	Dictated	Mg, Mg	12/03/2014 2:39 PM EST	NCCA191919	02/02/1950
+	8 🗌	★ (i)	:	Dictated	Testy, Jennifer R	05/27/2014 3:44 PM EDT	123456789	03/25/1988

3. Locate the recorded dictation and select play.

FILE HOME INSERT PAGE LAYOUT REPORTING VIEW	PROOFING PERMISSIO	DNS			Show Ribb	bon	STUDY : LT SHOULD Save	ER 🔸 🏠
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- - -	-91 -	KONIC			-		Pre-Approve Approve	
		Medic	al Imaging				Skip	
	Patient Name: Referring Physician: Procedure:	Teaching_Dx_820	Patient ID: Date of Birth: Date of Study:	Swn08PU7Jv9xdR8K 21-Nov-1944 24-MAR-2022 11:05 AM		Templates: Report Count:	Approve & Next Normal X-Ray Select Chervl test trans temp	✓ Iate
- - - - - - -	Indication: []						DEM Cervical Spine 2 DEM MRI Cervical Spine 2 Normal X-Ray TROOPER XR FOOT XRAY HAND	ine
- - - - - -	Technique: []							н
	Comparison: []							
	Findings: []				Play dicta	ation/voice	recording	
ē	Impression: []						,	v
Section 1/1 Page 1/1 Line 20 Column 15 English (United States) 1.26.32.15						<	STOPPED	

- 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.

			STUDY : LT SHOULDER 🛛 👻
FILE HOME INSERT PAGE LAYOUT REPORTING VIEW	PROOFING PERMISSIONS	Show Ribbon	Save
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-±		Translation	
	KONICA MINOLTA	Templates:	DEM Cervical Spine . V
-	Medical Imaging	Report Count:	Select Chervil test trans template
			DEM Cervical Spine 2
	Patient Name: Teaching_Dx_820 Patient ID: Swn08PU7Jv9x Defection Drug Dx_820 Patient ID: Swn08PU7Jv9x	dR8K	DEM MRI Cervicle Spine
an .	Procedure: IT SHOULDER Date of Study: 24-MAR-2022 1	1:05 AM	Normal X-Ray
			XRAY HAND
	Shuda LT SHOULDED		
~	Sludy. LI SHOOLDER		
	Date and Time of Exam		
	03/24/2022 11:05 AM		
	3		
		2	
·~			
	TECHNIQUE: Magnetic resonance imaging of the cervical spine is submitted with standard p	rotocol	
-	sagittal and axial T1, T2, and/or gradient echo sequences, no IV contrast administered. Exam	1	
	performed on [].		
स	COMPARISON: [None]		
	FINDINGS:		~
Section 1/1 Page 1/1 Line 26 Column 0 English (United States)			_
1.26.32.15		≪ ► ≫ 00:00:00	STOPPED

Submit a transcription

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



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.

	OPALIMPORT STUDY : SCREENING M	AMMOGRAPHY BILATERAL 🔸 STUDIES : SELECT 👻
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		Templeten Oulut
		Templates. Select
-		Report Count: 1 🗸
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	Patient Name: Test, Hayleerose DOB: 23-Feb-1980	
	Patient ID: TesH1018 Accession #: 222	
	Other Physicians: Dr Doctor Testing Chervl Doctor	
	Study Date: 29-Sep-2022 1:30 PM Study Performed: SCREENING	
	MAMMOGRAPHY BILATERAL	
	Tech comments:	Middle scroll bar
	INDICATIONS:	for locating the
	TECHNIQUE: Magnetic resonance imaging of the cervical spine is submitted with standard protocol sagittal and axial T1, T2, and/or gradient echo sequences, no IV contrast administered. Exam performed on	Add Addendum
	COMPARISON: None	button
	FINDINGS:	
	The cervical cord appears normal in its size and signal characteristics.	
	The C2-3 discs are	, i
Section 1/1 Page 1/2 Line 1 Column 0 Er	nglish (United States)	•@•• ⊡ – – + 100%
26.32.15		
Add Addendum		≪ ► ≫ 00:00:00 STOPPED
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