

# **Exa® PACS/RIS**

# **Feature Summary**

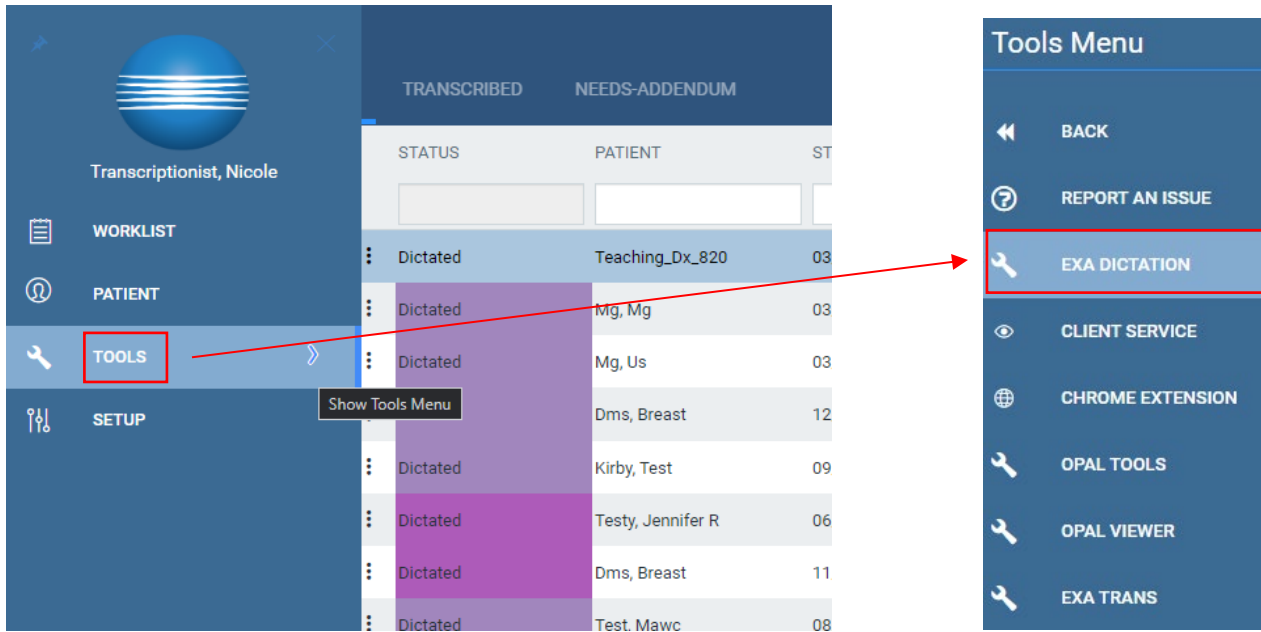
## **Transcriptionist Overview**

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

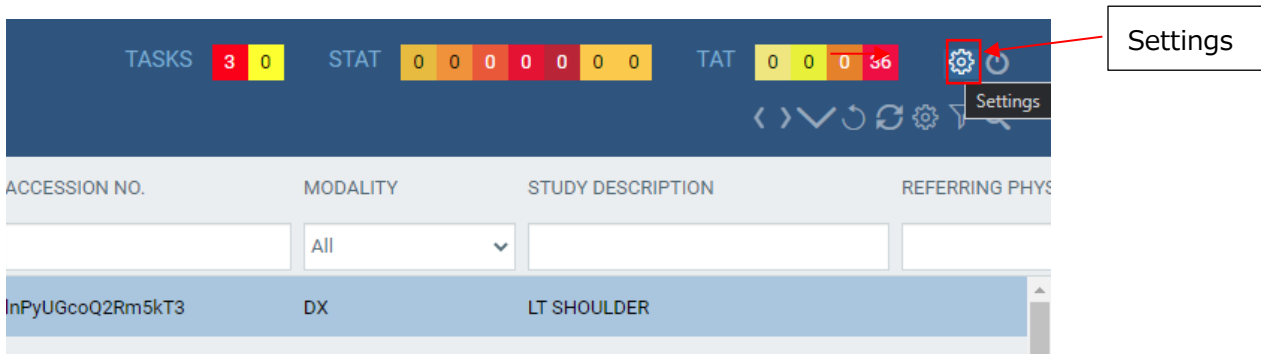
### Prepare Exa Dictation and Web Trans

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**.



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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.

Worklist

ALL STUDIES **Dictated** TRANSCRIBED NEEDS-ADDENDUM

	STATUS	PATIENT	STUDY DATE	ACCOUNT NO.	DOB
	Dictated		03/24/2022 11:05 AM EDT	Swm08PU7Jv9xdR8K	11/21/1944
	Dictated		03/25/2021 9:06 AM EDT	MG135	01/01/1900
	Dictated	Mg, Us	03/18/2021 10:12 AM EDT	NCCC858585	01/01/1960
	Dictated	Dms, Breast	12/10/2020 8:59 AM EST	1069MARK	03/25/1980
	Dictated	Kirby, Test	09/08/2020 1:43 PM EDT	19560917	09/17/1956
	Dictated	Testy, Jennifer R	06/15/2020 11:20 PM CDT	123456789	03/25/1988
	Dictated	Dms, Breast	11/18/2019 3:02 PM CST	1069MARK	03/25/1980
	Dictated	Test, Mawc	08/15/2018 9:15 AM EDT	MAWC1	03/25/1988
	Dictated	Talley, Ruth	02/14/2018 11:16 AM EST	067706	04/11/1980
	Dictated	Mg, Mg	12/03/2014 2:39 PM EST	NCCA191919	02/02/1950
	Dictated	Testy, Jennifer R	05/27/2014 3:44 PM EDT	123456789	03/25/1988

3. Locate the recorded dictation and select play.

STUDY : LT SHOULDER

FILE HOME INSERT PAGE LAYOUT REPORTING VIEW PROOFING PERMISSIONS Show Ribbon

KONICA MINOLTA Medical Imaging

Patient Name:	Teaching_Dx_820	Patient ID:	Swm08PU7Jv9xdR8K
Referring Physician:		Date of Birth:	21-Nov-1944
Procedure:	LT SHOULDER	Date of Study:	24-MAR-2022 11:05 AM

Indication: [ ]

Technique: [ ]

Comparison: [ ]

Findings: [ ]

Impression: [ ]

Templates: Normal X-Ray

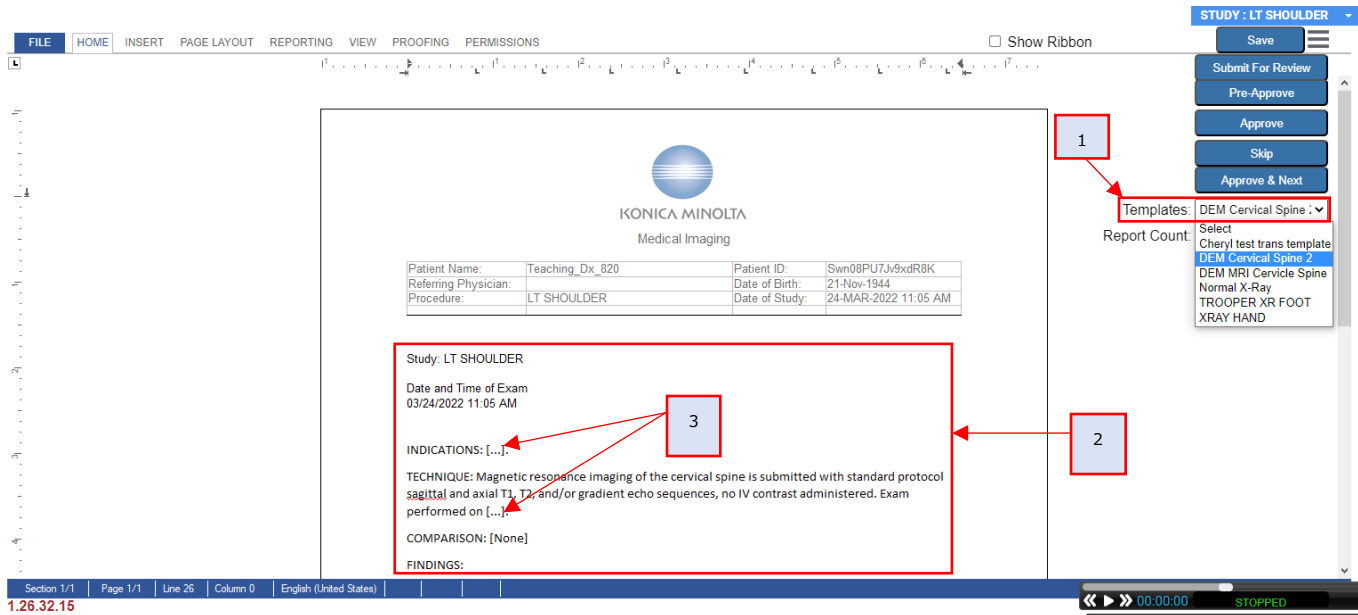
Report Count: Select  
Cheryl test trans template  
DEM Cervical Spine 2  
DEM MRI Cervicle Spine  
Normal X-Ray  
TROOPER XR FOOT  
XRAY HAND

Play dictation/voice recording

1.26.32.15

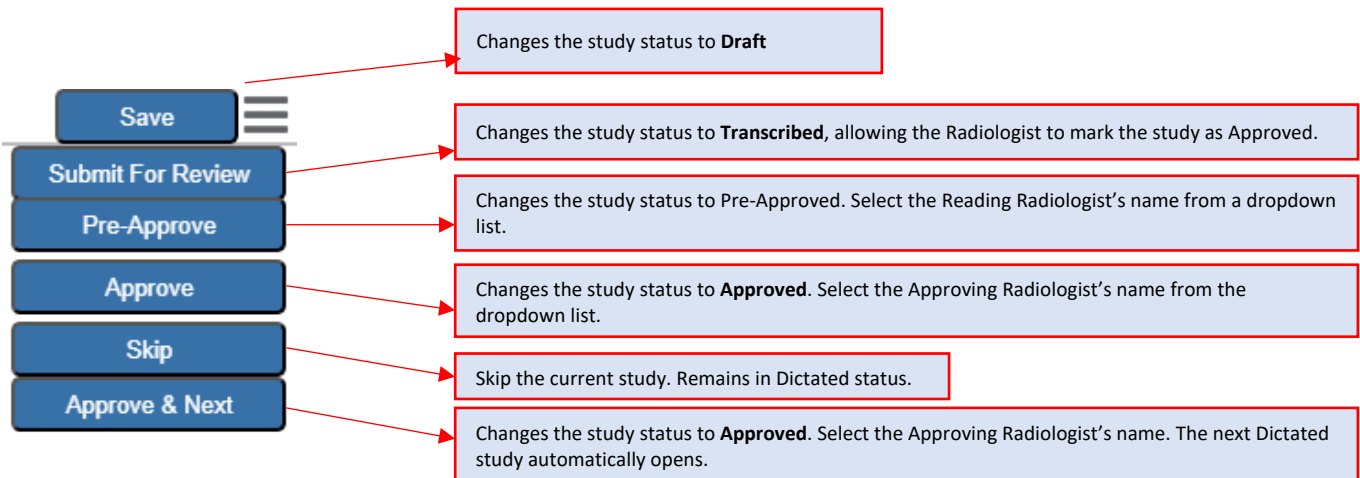
00:00:00 STOPPED

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.



## 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.

