

HEALTHCARE IT

Exa® PACS/RIS

Workflow Guide

Exa Voice and nVoq

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Create a transcription template

To use Exa Voice and nVoq, start by creating transcription templates, macros, and a macro keyword.

SETUP > **SETUP** > **OFFICE** > **Scheduling & Codes** > **TRANSCRIPTION TEMPLATES** > **ADD**.

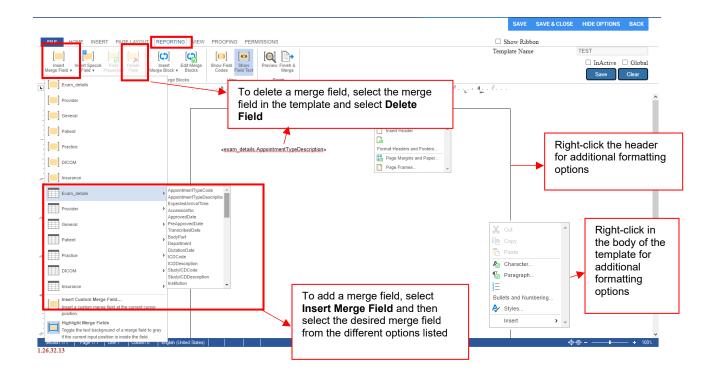
1. Enter a **Template Name (1)**, and then select one or more **Modalities (8)** to define the template's applicability. Further restrict the availability of your template by entering one or more criteria in any of the categories described below.

SCHEDULING & CODES - FEESCHEDULE FACILITY FEESCHEDULE BODY PARTS	C DIAGNOSTIC CODES PROCEDURE CODES NDC CODES SCHEDULE FILTER STUDY STATUS TRANSCRIPTION TEMPLATE REPORT TEMPLATE FUNCTIONAL STA
TEMPLATE NAME \$	ADD RELOAD
Basic Macro	
CT ABD/PELVIS	
L-spine	
Template Name * 1 Inactive Global 2 Macro Keyword 3 User 4 Search User +	 Template Name – Type a name for the template. Inactive – Select to inactivate the template. Global – Select to make template available for all users. Macro Keyword – Important for Exa Voice: Enter a macro keyword that will be used for the macro/template to be voice recognized and then opened in Exa Trans.
Appointment Types 5 Search Appointment Types + Require All Match 6 Facilities 7 Select facilities + +	 TIP: Add a starter word before the keyword for better recognition. (Example: "macro chest") 4. User – Restricts availability of the template to the users you select.
Modality * 8	 Appointment Types – Restricts availability of the template to studies with the appointment types (CPT codes) you select.
Body Part 9 Brain Breast Key Images Study Description 10	 Require All Match – Restricts availability of the template to users and studies that match all the criteria.
+	 Facilities – Restricts availability of the template to facilities you select.
Institution 11 +	8. Modalities – Restricts availability of the template to studies with the modalities you select.

2. Select **SAVE** to open the template editor.

FEE SCHEDULE FACILITY FEE	SCHEDULE BODY PARTS DIAGNOSTIC CODES PROCEDURE CODES NDC CODES SCHEDULE FILTER STUDY STATUS TRA	NSCRIPTION TEMPLATE REPORT TEMPLATE FUNCTIONAL STA
		SAVE SAVE & CLOSE HIDE OPTIONS BAC
plate Name *	FILE HOME INSERT PAGE LAYOUT REPORTING VIEW PROOFING PERMISSIONS	Show Ribbon
ROTHY TEST	▲ Anial ▼ 10 ▼ Af A 臣 T 臣 T 臣 T 臣 T 臣 T 臣 T 臣 T 臣 T 臣 T 臣	Template Name DOROTHY TEST
nactive Global		□ InActive □ Glo
ro Keyword	Clipboard (Server) v Relation Select Objects	Save Clear
cro dorothy test	Cipboard Font is Paragraph is Editing	P
irch User 💽 🛨		▼
	Switch between tabs	If any changes are
	in the menu bar to	made to the text of
		the template, select
	access different	
	commands and tools	this Save to save the
		changes.
intment Types	to help format the	

3. To add merge fields to the template select **Reporting > Insert Merge Field**

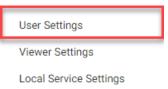


Exa Voice settings

1. On the worklist, select the **Settings** button.



2. Select User Settings.



3. Under Voice Recognition, select nVoq (ExaTrans).

Voice recognition	nVoq (ExaTrans) 🗸 🗸
Delay Load of Exa Trans	Dragon (ExaTrans) Dictation (WebTrans) Off (None)
Exa Trans Font	nVoq (ExaTrans)

4. Select Save.

5. Refresh the browser, or sign out of Exa PACS/RIS and sign back in.

Using a microphone

The following button commands are supported on the Philips SpeechMic and Nuance PowerMic. **Recording**: Configure in the Exa Trans config file (see later in this document).

- **On/Off** Press the record button repeatedly to turn recording ON and OFF.
- Hold for Record/Deadman Switch Hold the record button to record, release to stop.

Bracket/Variable Navigation: The buttons for these commands are currently hardcoded.

- Next Field/Variable
- Previous Field/Variable



Approve and **Approve & Next**: The buttons for these commands are currently hardcoded but can be enabled/disabled in the Exa Trans config file.

- **Approve** Press to change the study status to Approved.
- **Approve & Next** Press to change the study status to Approved and then open the next study on the worklist.

Configuring options in KMHA.ExaTrans.WinApp.exe

1. Open the config file in Notepad.

C:\viztek\exa\trans\bin\KMHA.ExaTrans.WinApp.exe

e Home Share	View				
ta Cuista Canana Basta	Cut Copy path Paste shortcut	🛣 🛛 💻 👘 Easy access	Properties		
Clipboard	Organize	New	Open		
This	PC > OS (C:) > viztek > exa > trans > bir	1			
	∩ Name	Date modified	Type	lize	
📌 Quick access	AxInterop.VizMMCLib.dll		Application exten	0120	
Desktop 🖈	FDLink.dll		Application exten		
L Downloads #	M Interop.DNSTools.dll		Application exten		
Documents #	Minterop.VizMMCLib.dll		Application exten		
-	KMHA.ExaTrans.SpeechMicSdk.dll		Application exten		
	KMHA ExaTrans WinApp		Application		
Application Speciali	KMHA.ExaTrans.WinApp.exe.Config		CONFIG File		
ARI_Forms	R log4net.dll		Application exten		
Bandicam	log4net_Apache_LICENSE-2_0		Text Document		
dhavien	log4net NOTICE		Text Document		
OneDrive - Konica M	medspell.txd	10/17/2022 9:37 PM	TXD File	1	
- OneDrive - Konica M	MetroFramework.Design.dll	9/16/2014 3:57 AM	Application exten		How do you want to open this file?
This PC	MetroFramework.dll	9/16/2014 3:57 AM	Application exten		
3D Objects	MetroFramework.Fonts.dll	9/16/2014 3:57 AM	Application exten		Notepad
Desktop	imfc110.dll	2/13/2020 6:00 PM	Application exten	4	A Notepad
Documents	infc110u.dll	2/13/2020 6:00 PM	Application exten	4	
Downloads	Microsoft.Extensions.Logging.Abstrac	11/16/2022 12:42 PM	Application exten		Look for an app in the Microsoft Store
Music	Microsoft.ServiceModel.Web.dll	2/13/2020 6:00 PM	Application exten		LOOK for an app in the Microsoft Store
-	Microsoft.Win32.Registry.dll	11/15/2019 2:40 AM	Application exten		
Pictures	MModal.Common.WindowsApi.dll	10/17/2022 9:37 PM	Application exten		More apps \downarrow
🚼 Videos	🗟 msvcp110.dll	2/13/2020 6:00 PM	Application exten		wore apps w
🟪 OS (C:)	msvcr110.dll		Application exten		
🙀 SharedDrive (New) I	NAudio.Asio.dll	2/6/2021 11:49 AM	Application exten		Alexandria and the second seco
A Maturali	NAudio.Core.dll	2/6/2021 11:49 AM	Application exten		Always use this app to open .Config files
💣 Network	NAudio.dll	6/17/2021 1:22 PM	Application exten		
	NAudio.Midi.dll	6/17/2021 1:22 PM	Application exten		
	NAudio.Wasapi.dll	2/6/2021 11:49 AM	Application exten		ОК

2. See procedures below to configure options in the file.

Microphone record button

You can configure the microphone Record button to toggle on/off, or to Hold to Record. Open the following file in Windows Notepad (replace C: with the correct drive, if necessary).

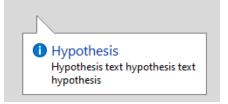
Change the **HoldRecord** value as follows:

- 0 Toggle on/off. (default)
- 1 Hold to Record/Deadman Switch



Hypothesis text display and pinning

Hypothesis text appears almost immediately after speaking.



Configure display and pinning as follows.



ViewHypothesisText

- 1 Show hypothesis text in Exa Trans (default)
- 0 Hide hypothesis text in Exa Trans

PinHypothesisText

- 1 **Pin**: Hypothesis text pins to the left side of the Exa Trans window (default)
- 0 **Unpin**: Hypothesis text moves with the cursor

Approve and Approve & Next microphone button

🥘 кмн	xaTrans.WinApp.exe.config - Notepad
File Edi	Format View Help
	<pre>id key="getFinalPrelimReport" value="/getFinalPrelimReport" /></pre>
	d key="getAllTranscriptionTemplate" value="/getAllTranscriptionTemplate" />
	<pre>id key="getProvidersList" value="/getProvidersList" /></pre>
	<pre>id key="GetTranscriptionDetails" value="/getTranscriptionDetails" /></pre>
	ld key="updateStudyInfo" value="/api/ext/study_info" />
	ld key="unLock" value="/unLockTranscription" />
	<pre>id key="getTransTemplatesByModalityBP" value="/getTransTemplatesByModalityBP" /></pre>
	id key="getAllStudyFlags" value="/getAllStudyFlags" />
	ld key="transcriptionUpdateStudyFlag" value="/updateStudyFlaginStudies" />
	ld key="getFlagsForStudy" value="/getFlagsForStudy" />
	ld key="PowerMicNextVarV11" value="0" />
	id key="GetAllFlags" value="1" />
	id key="AutoScrollTx" value="1" />
	ld key="DragDropText" value="0" />
	ld key="CheckFlagBeforeApprove" value="0" />
	id key="ValorSkip" value="0" />
	id key="TransLoadNextStudy" value="1" />
	ld key="IncludeUnderscore" value="0" />
	ld key="IncludePlayer" value="0" />
	id key="MicOnOff" value="0" />
	d key="getAllFindings" value="/criticalFindings" />
	ld key="transcriptionUpdateStudyFindings" value="/updateCriticalFindingInStudies" /
	ld key="getFindingsForStudy" value="/criticalFindingInStudies" />
	id key="DateFormat" value="MM/dd/yyyy" />
	ld key="nVoqAccountUrl" value="/SCVmcServices/rest/accounts" />
	ld key="nVoqOrganizationUrl" value="/SCVmcServices/rest/organizations" />
	<pre>id key="ViewHypothesisText" value="1" /></pre>
	ld key="PinHypothesisText" value="1" />
	id key="HoldRecord" value="0" />
	<pre>id key="LockUnlock" value="/lockUnlockTranscription" /></pre>
	ld key="BufferMilliseconds" value="300" />
	ld key="NumberOfBuffers" value="10" /≻
	ld key="SilencePacketInterval" value="2000" />
	ld key="MacroDelayInterval" value="5000" />
	id key="PauseDelayInterval" value="200" />
	ld key="PauseRecordingTimeout" value="20" />
	ld key="ApproveOnMic" value="Off" />
	<pre>id key="GetLockTranscription" value="/getLockTranscription" /></pre>
	<pre>id key="GetAllModalities" value="/modalities" /></pre>
	<pre>id key="DeleteReportTemplate" value="/deleteReportTemplate" /></pre>
	<pre>id key="GetViewerToolsConfig" value="/getViewerToolsConfig" /></pre>
	ld key="KeepDelimiters" value="False" />
	id key="RequireEnableApprovals" value="False" />
	ld key="UserDic" value="" />
	ld key="ScreenName" value="\\.\DISPLAY4" />

ApproveOnMic

- Off Microphone buttons do not trigger Approve and Approve & Next (default)
- On Microphone buttons trigger Approve and Approve & Next

nVoq

Call in transcription templates and macros

The Templates dropdown list contains transcription templates and macros that are applicable to the current study. You can use a macro keyword to open a template or macro only if it appears in the dropdown list.

Transcription	Documents Prior Reports Monitor nVoq Options	
Templates	Select	_
Dismal	Select	F
[Normal]	Basic Macro	=
	macro category 2	
	macro comparison	
	Macro female pelvis ultrasound	
	Macro General Template	

You can select **All** to show all available templates and macros in the dropdown list (and make them available to open using a macro keyword).

ExaTrans		
Transcription	Documents Prior Reports Monitor nVoq Options	
Templates	WM - CT general 🗸 🗸 HI Flag	
	Select	
[Normal]	Basic Macro	
teres teres	L-spine	
	macro category 2	
	macro comparison	
	macro dexa	
	Macro female pelvis ultrasound	
	Macro General Template	
	Macro MRI CERVICAL	
	MG 2D	
	Reno - MR Ankle	
	WM - CT general	

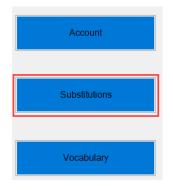
Substitutions

You can configure substitutions to customize how text is returned and displayed in a dictation such as an abbreviation, acronym or macro.

1. In **Exa Trans**, select **nVoq Options**.



2. Select **Substitutions**.



3. Add a new substitution as follows.

Spoken	Enter what the user will say in the dictation
Description	
Written	mammography
	Enter what will be displayed when the Spoken word/phrase is said in the dictation
	Save Clear

4. Select Save.

To Edit an existing substitution, select Edit.

🖶 Substitutions

Level	Account	 Organization 	Im	port	Export
	Spoken	Written	Description		

To **Delete** an existing substitution, select **Delete.**

Sup	stitutions			
Level	Account	O Organization	Import	Export
	Spoken	Written	Description	 _

Vocabulary

You can add vocabulary for better recognition of proper names, places, product names, and other uncommon words.

1. Select **nVoq Option > Vocabulary.**

Account	
Substitutions	
Vocabulary	

2. Add vocabulary items as follows.

/	Enter the word or phrase that will display when it has been dictated	
Written		
Sounds Like		
	Optional: Add the pronunciation of the written word	
	Save Clear	

3. Select Save.

Select **Edit** to edit an existing vocabulary entry Select **Delete** to delete an existing vocabulary entry

•	Vocabu	ulary							_	\times
	Level	Account	O Organization		Import	Export				
		Written		Sounds Like						
	•	Niewind			<u>Edit</u>	<u>Delete</u>	Written			
					_					
							Sounds Like			
								Save	Clear	

Dictation Commands

The following tables describe available commands for nVoq.

Navigation	and	Formatting
------------	-----	------------

Say this…	To do this…			
Next field	Moves the cursor to the next			
	bracket			
Previous field	Moves the cursor to the previous			
	bracket			
New line OR Next line	Adds a line one line down			
New paragraph	Adds a new paragraph (line)			
Letter or Capital	Capitalizes the letter			
Caps	Capitalizes the first letter of the			
	word			
Caps on/caps off	Capitalizes the first letter of all			
	words until caps off is said.			
All caps	Capitalizes all letters of the word			
All caps on/all caps off	Capitalizes all letters of all words			
	until all caps off is said			
Lowercase OR overwrite	Makes the first word of the			
	dictation lowercase			
Numeral one period OR one period	Creates a numbered list and			
	capitalizes the first letter of each			
	item			
Number next OR next number	Creates a numbered list,			
	capitalizes the first letter or each			
	list item and adds a new line			
	before each list item			
Letter next or next letter	Creates a lettered list, capitalizes			
	the first letter of each list item and			

adds a new line before each list
item

Say this... To display this... Period . Comma , Colon : Semicolon ; Hyphen, dash, minus sign -? Question mark Exclamation mark, exclamation Т point Open paren, open parenthesis (Close paren, close parenthesis) { Open brace, open curly brace Close brace, close curly brace } Γ Open bracket, open square bracket Close bracket, close square 1 bracket Less than sign, open angle bracket < Greater than sign, close angle > bracket Hash sign, number sign, pound # sign At sign **(a**) * Asterisk, asterisk sign Ampersand, and sign & Tilde sign \sim Forward slash, slash / ١ Back slash Double slash // " Quote, open quote, open double quote, start quote " Unquote, close quote, close double quote, end quote , Open single quote

Punctuation

Close single quote	,
Apostrophe	,
Apostrophe S	's
Percent sign	%
Ellipsis	
Dollar sign	\$
Equal sign	=
Plus sign	+
Multiplication sign	*
Division sign	÷
Plus or minus sign	±
Underscore sign	_
Vertical bar	
One quarter sign	1/4
One half sign	1/2
Three quarters sign	3/4

Dates and Times

Say this…	To display this…
March seventeen two thousand twenty-	March 17, 2023
three	
Or	
March seventeen twenty twenty-three	
Three seventeen twenty twenty-three	3/17/2023
Three slash seventeen slash twenty	
twenty-three	
Three dash seventeen dash twenty	3-17-2023
twenty-three	
Two p m	2 p.m.
two thirty a m	2:30 a.m.
Between two p m and five p m	Between 2 p.m. and 5 p.m.
Zero eight hundred hours	0800 hours
Oh eight hundred hours	
Zero zero twenty two hours	0022 hours
Zero zero two two hours	

Say this…	To display this…		
One hundred	100		
One hundred twenty	120		
Three hundred fifty two	352		
Point five	0.5		
Zero point five			
Seventy five dollars and fifty cents	\$75.50		
Roman fifteen	XV		
(Roman 1-19 available only)			

Numbers, Dollar & Cents