

Exa® PACS/RIS

Feature Summary

Create and Use Macro Notes

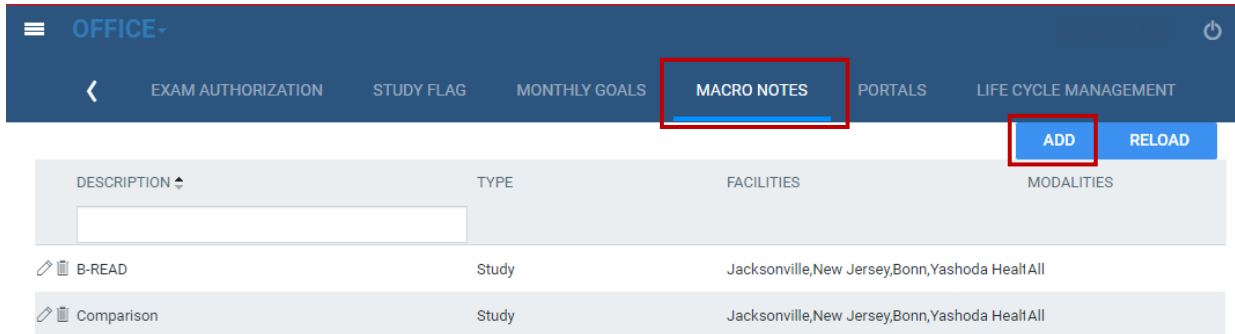
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WHAT IS A MACRO NOTE?

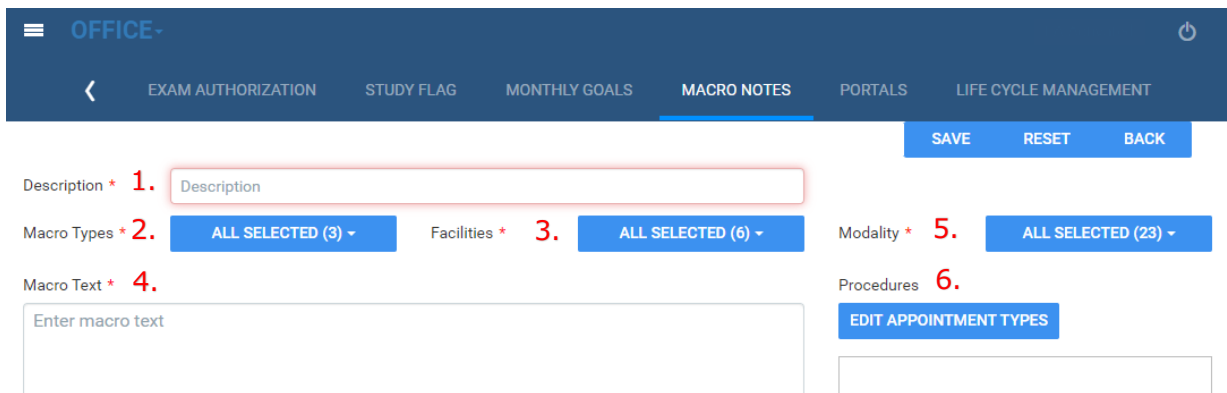
A *macro note* is a pre-configured block of text that can be added as a note in various parts of Exa PACS/RIS such as study notes, schedule notes, and claim notes. Macro notes can save you time because instead of typing, you can simply choose blocks of pre-configured text to add.

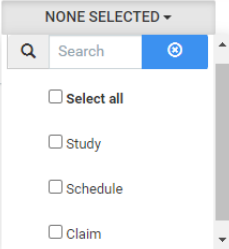
CREATE A MACRO NOTE

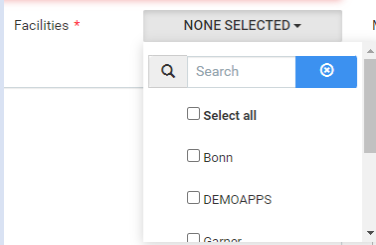
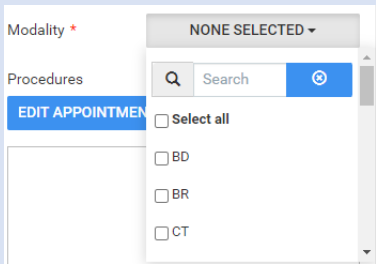
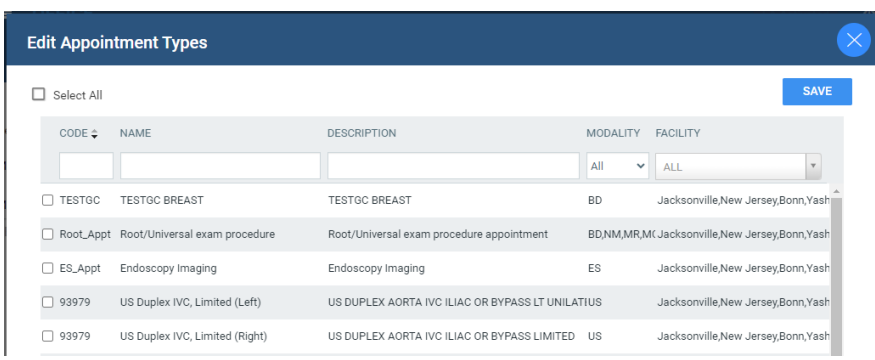
1. Go to **SETUP > OFFICE > MACRO NOTES**.



2. Select **ADD**, and then enter the following settings.



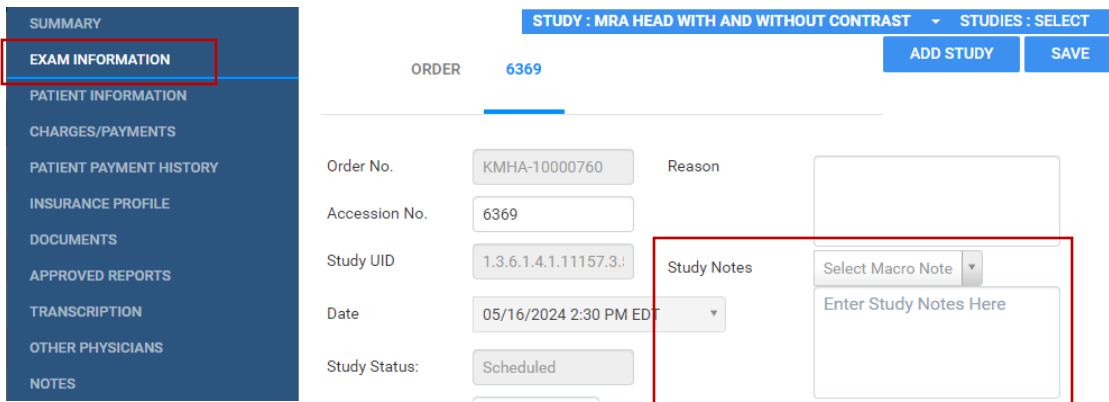
Setting	Description
1. Description	Type a description for the macro note. The description appears when selecting the macro note in a dropdown menu.
2. Macro Types	Select the types of macro note (Study, Schedule, and/or Claim). 

<p>3. Facilities</p>	<p>Select the facilities where the macro note is available.</p> 
<p>4. Macro Text</p>	<p>Type the contents of the macro note.</p>
<p>5. Modality</p>	<p>Select the modalities for which the macro note is available.</p> 
<p>6. Procedures</p>	<p>Select EDIT APPOINTMENT TYPES to add appointment types for which the macro note is available.</p> 

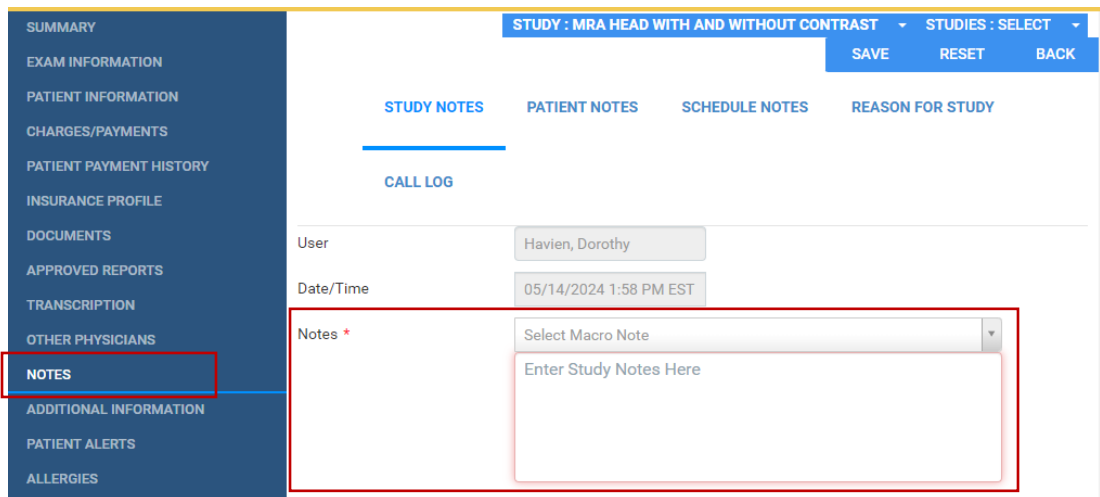
USE MACRO NOTES

The following shows the menus you can use in various parts of the program to add macro notes.

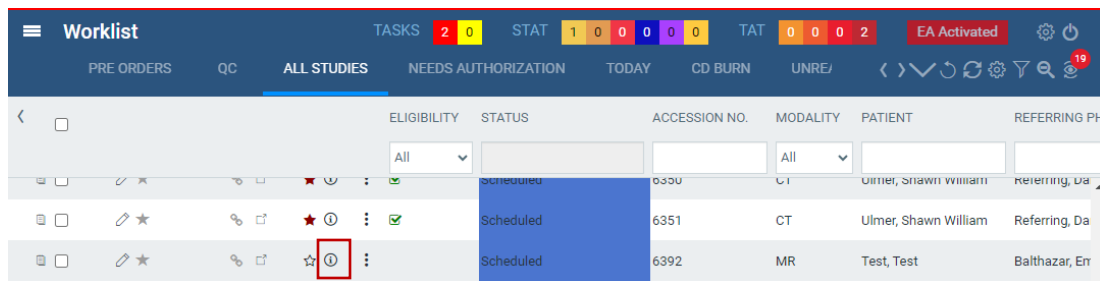
- **Study Notes** in the Edit Study > Exam Information screen.

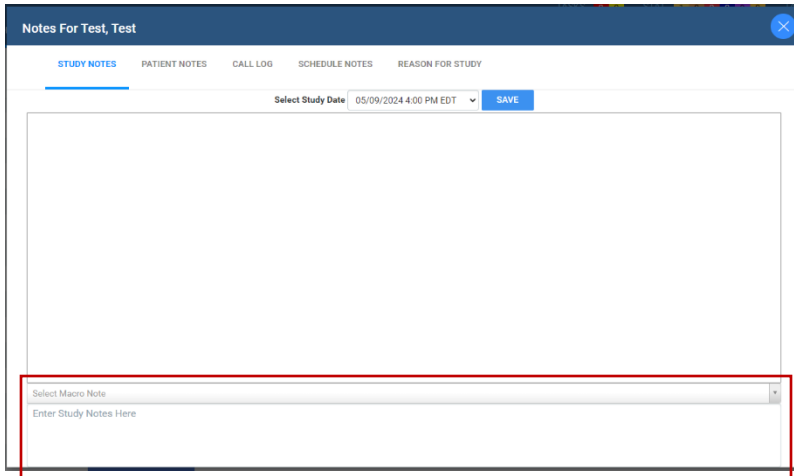


- **Notes** in the Edit Study > Notes screen.

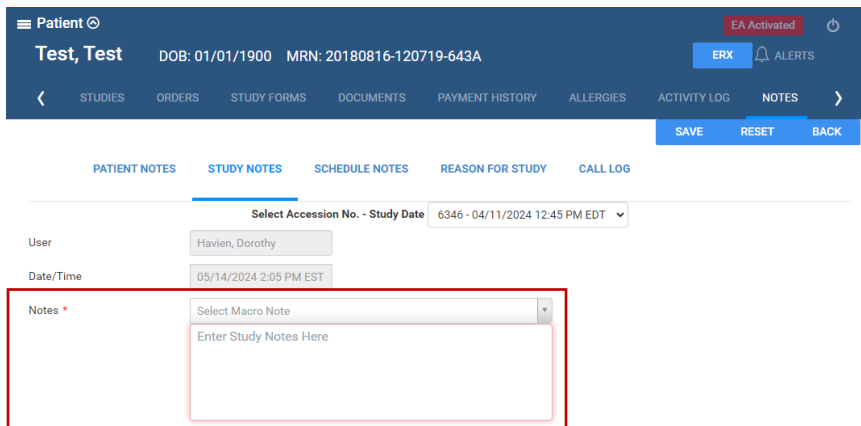


- **Notes** button on the Worklist.

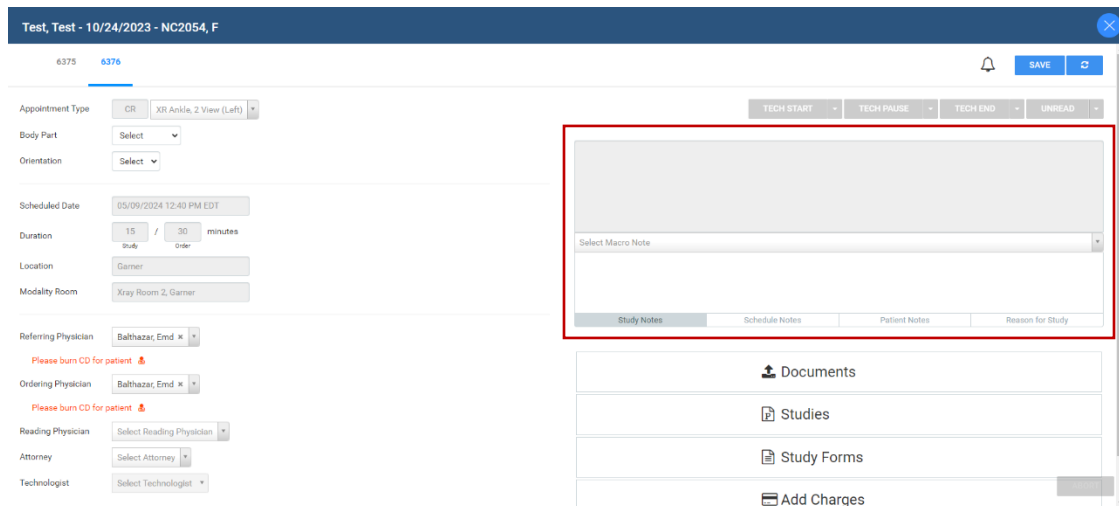




- **Notes** in the patient chart.



- **Study Notes** in the Technologist screen.



- **Study Notes** in the New Appointment screen

New Appointment Show Details SCAN LICENSE CREATE ORDER ALERTS

SEARCH APPT. INFO. INSURANCE EXAM PREP. INSTRUCTIONS OTHER PHYSICIAN PROVIDER ALERTS

PATIENT ALERTS **STUDY FORMS**

Appointment Information

Location * Garner

Modality * Select

Appointment Type * Select Appointment Type

Available Date Search Slot

Resource

Referring Physician No Referring Physician Sele...

Ordering Physician No Ordering Physician Sele...

Attorney Search Attorney

Reading Physician Search Read. Physician

Body Part Select

Orientation Select

Accession No.

Study Notes Select Macro Note

Enter Study Notes Here

Reason