KONICA MINOLTA

Exa® PACS/RIS

Feature Summary

## Customize Study Statuses and Flows

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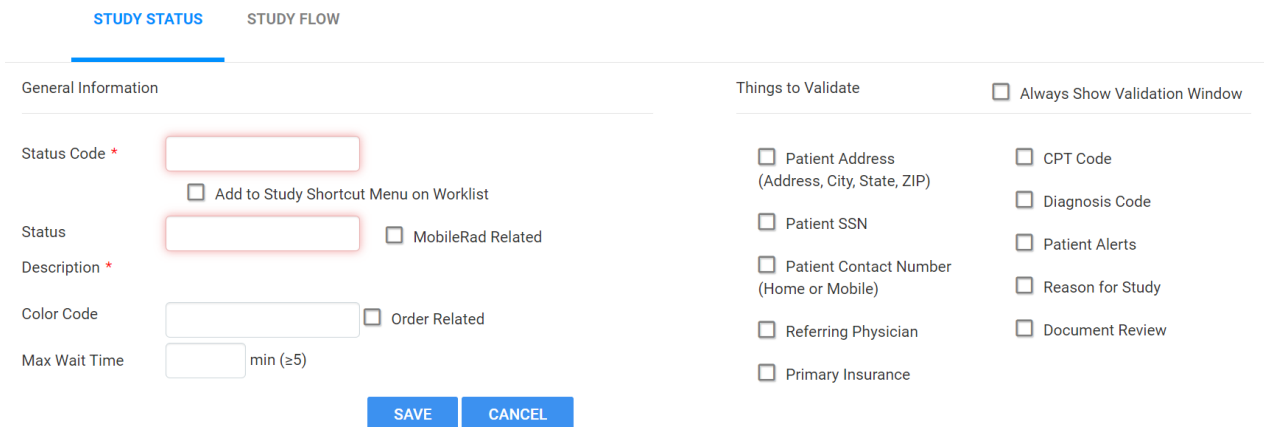
Create a Study Status

To customize workflows, you can create a custom study status and then configure how studies move from one status to the next. Statuses are unique to each facility, so if you want a status to be available in multiple facilities, repeat the steps for each facility.

To add statuses:

1. Go to **SETUP** > **OFFICE** > **Scheduling & Codes** > **STUDY STATUS** > **STUDY STATUS**.
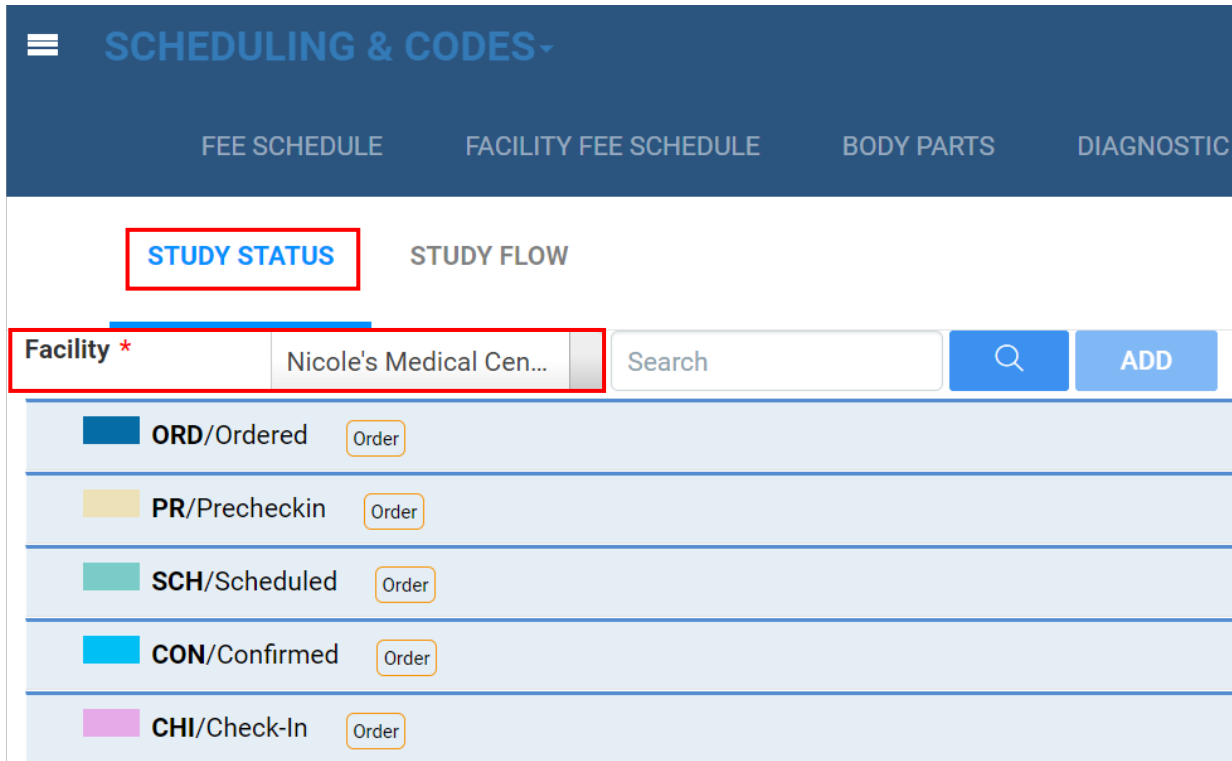
2. In the **Facility** dropdown list, select a facility and then select **ADD**.

3. Enter the following settings:

Group	Setting	Description
General Information	Status Code	Type your internal code for the status.
	Add to Study Shortcut Menu on Worklist	Select to add the status to the study row shortcut menu on the worklist.
	Status Description	Type the name of the status.
	MobileRad Related	*Required for the Mobile RAD app. Select if the status is for Mobile RAD.
	Color Code	Click inside the box, and then select a color from the picker to color code the status.
	Order Related	Select if the status applies to entire orders. Clear if the status applies to studies.
	Max Wait Time	Type the number of minutes to complete check-in. If the time is exceeded, the "Exceeds maximum time limit" count at the bottom of the worklist increments.
Things to Validate (not available for all statuses)	Always Show Validation Window	Displays the validation results window whether or not you select any Things to Validate.
	[Other checkboxes]	Select the items that Exa PACS/RIS validates (checks for inclusion) before moving the study to the next status. If items are missing the validation window opens for you to add them.
	Document Review	Select to require document review to advance to the next status in the study flow. Select the documents for which to require review in the button list.
Notification Settings	Email/Fax Template	Select templates to enable notification to be sent when a study arrives at the status. To select who receives the notifications, turn on Notification settings of individual resources (see Add a resource).

4. Select **SAVE**.

Configure a Custom Study Flow

Exa PACS/RIS provides a visual representation of the flow of studies from status to status at each facility. You can customize these flows, and apply routing rules to control how data moves to the next status in the flow.

Note: The easiest way to start a new flow is to copy one to a new facility by selecting the source facility and destination facilities in the list and selecting **COPY**.

1. Go to **SETUP** > **OFFICE** > **Scheduling & Codes** > **STUDY STATUS** > **STUDY FLOW**.

2. In the **Facility** dropdown list, select a facility.
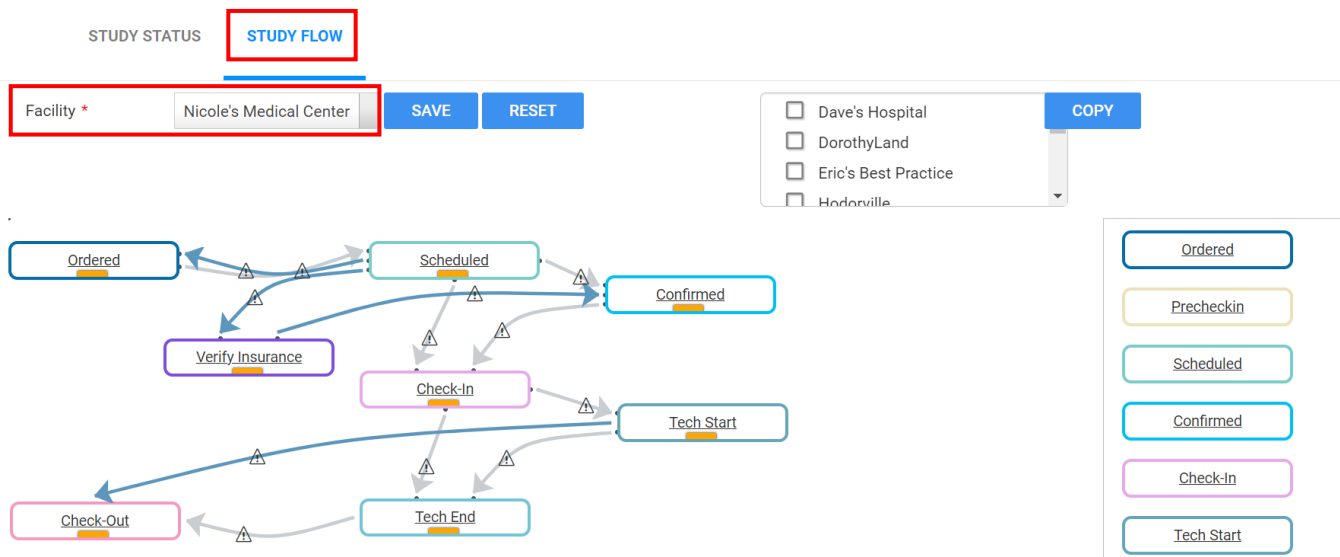
3. To modify the flow:
   - Drag a status from the right pane into the main flow diagram.
   - Click on the orange bar in a status box and drag the arrow from one status to another.

4. Optional: To add a routing rule between statuses:
   - Select the triangle on an arrow.
   - Under **Actions**, select a routing rule, and then select **OK**.

     Result: When studies change between the statuses, they will follow the rules defined in the selected routing rule.

5. Optional: To create a force-flow between statuses:
   - Select the triangle on an arrow.
   - Under **Force Flow After**, enter a number of minutes to wait before the force-flow begins.
   - Select **OK**.
     Result: Studies automatically flow between the statuses after the specified number of minutes.

6. Select **SAVE**.