

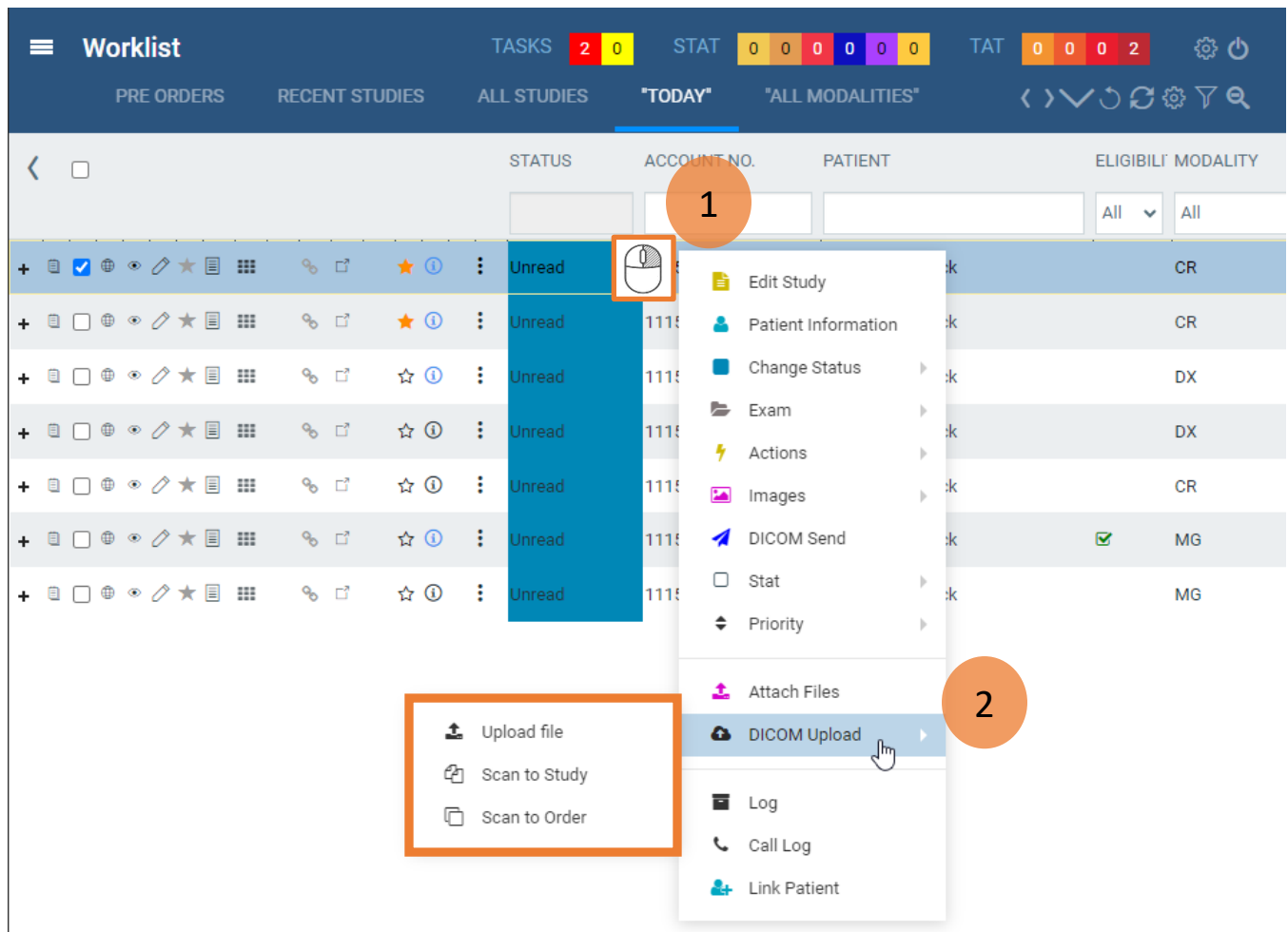
# **Exa® PACS/RIS**

## **Feature Summary**

**Scan and Upload Documents as DICOM Files**

## DICOM Upload

1. **Right-click** a study.
2. Hover over the **DICOM Upload** submenu.



3. Select one of the following options.

<p><b>Upload file</b></p> <ul style="list-style-type: none"> <li>• Upload document (PDF, image) from your computer</li> </ul>	<p><b>Scan to Study</b></p> <ul style="list-style-type: none"> <li>• Scan a document if the study already has images</li> </ul>	<p><b>Scan to Order</b></p> <ul style="list-style-type: none"> <li>• Scan a document if the study doesn't already have images</li> </ul>
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## Scan to Study or Order

1. Select the **Doc. Type** (series description).
2. Select **Scan Now**.
3. Select **Accept**.

You can **rotate, flip, and crop** the image. Select **Apply** to save your changes.

**Document Scan**

**Patient**  
 Patient Name: IP Address: 192.168.2.18  
 System Name: REMCAN-F39WR93 Document Level: StudyLevel

**Edit Image**  
 Brightness Contrast Zoom  
 Reset Apply

**Document Content**  
 X-RAY ORDER FORM  
 Patient Name: Frederick Odom Patient D.O.B: 17/03/1962  
 Referring Physician: Dr. Smith  
 Symptoms/Diagnosis: Pain ++

**Scanner Settings**  
 Resolution: 100 Scan Type: Gray Scale Default  
 Scan Size: US Letter (8.5" x 11 inches) Custom  
 Scanner: Canon MF4320-4350  
 Auto Feeder Flat Bed  
 Scanned By: Perron, Frederick

**Document Information**  
 Doc. Type: Order  
 Notes

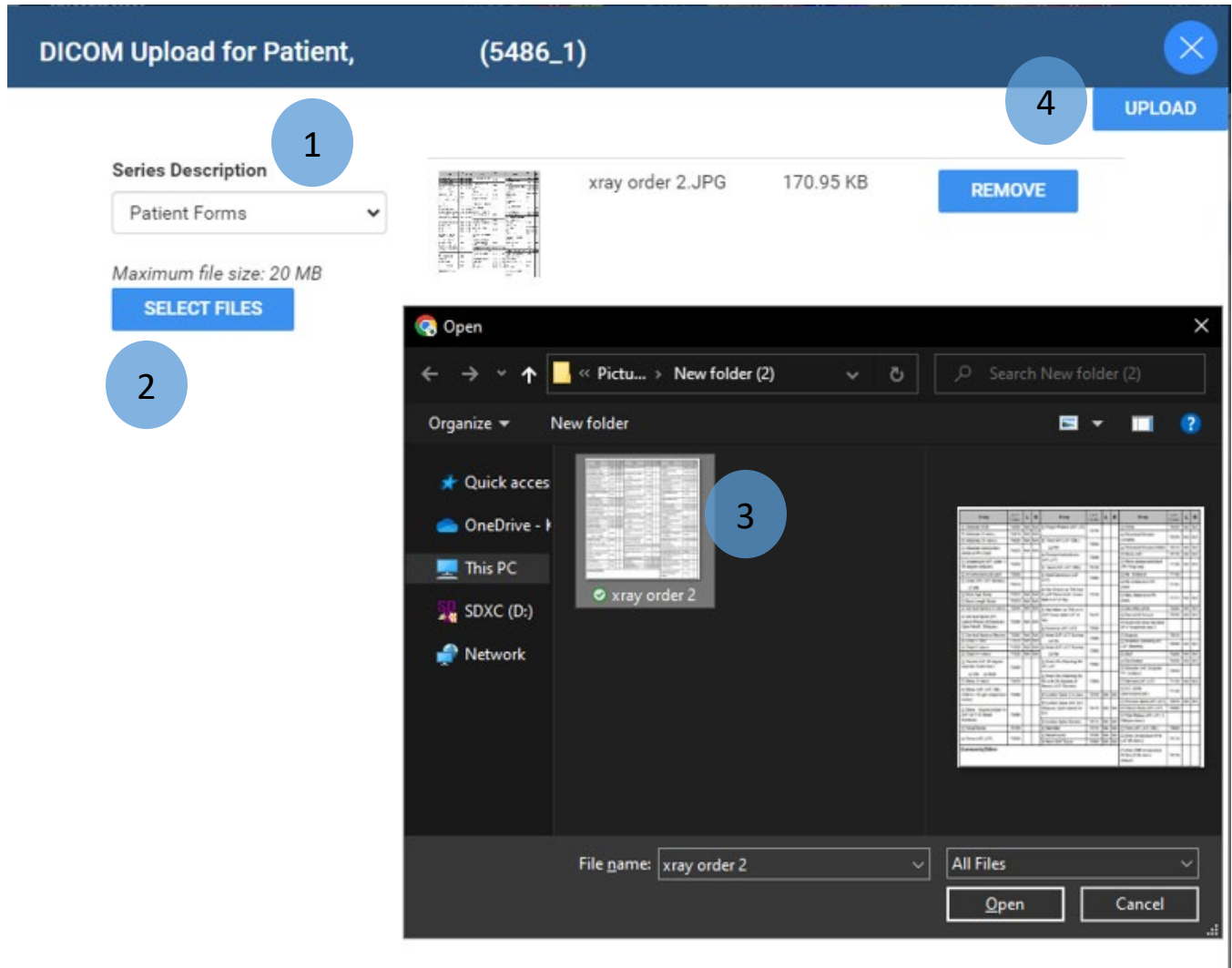
**Buttons:** Scan Now, Scan Next Page, Accept, Decline, EXIT

**Document Thumbnail**  
 CURRENT  
 Order

**Document Content**  
 X-RAY ORDER FORM  
 Patient Name: Frederick Odom Patient D.O.B: 17/03/1962  
 Referring Physician: Dr. Smith  
 Symptoms/Diagnosis: Pain ++

## Upload a File

1. Select the **Series Description** (document type).
2. Select **SELECT FILES**.
3. Browse for and select on or more files to upload.
4. Select **UPLOAD**.



5. Confirmation

