

HEALTHCARE IT

Exa® PACS/RIS

Feature Summary

Scan and Upload Documents as DICOM Files

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DICOM Upload

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



3. Select one of the following options.



Scan to Study

 Scan a document if the study already has images

Scan to Order

 Scan a document if the study doesn't already have images

You can **rotate**, **flip**, and **crop** the image.

Scan to Study or Order

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

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 Each document has a thumbnail in the left pane of the viewer
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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.

DICOM Upload for Patient,	(5486_1)	
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5. Confirmation

