

HEALTHCARE IT

## **Exa® PACS/RIS**

# **Feature Summary**

Add Key Images to Report Templates

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You can mark images as *key images* that are crucial for diagnosis, surgical planning, or follow-up evaluations. Key images can be quickly opened within a patient's study to save time when reviewing cases. Key images can also be added as thumbnails on reports.

## ADD KEY IMAGES TO A REPORT TEMPLATE

- 1. Go to **SETUP**  $\rightarrow$  **SCHEDULING & CODES**  $\rightarrow$  **REPORT TEMPLATE**, and then double-click the
  - report template to edit (or select the pencil button).

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- 2. Select the **REPORT SIGNATURE** sub-tab.
- 3. Select the **REPORTING** sub-tab.
- 4. Insert the **DICOM** → **Key Image** merge field.

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## Key images settings

You can configure how key images appear in the report by clicking the Key Images Settings button.

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#### Save the report template

There are two SAVE buttons to save modifications to the report template.

- 1. Select **Save** in the word processing tools.
- 2. Select **SAVE** or **SAVE & CLOSE** in the report template section.



#### **Delete a merge field**

To delete a merge field from a report template:

- 1. Select the merge field in the word processing tool.
- 2. Select **Delete Field** in the **REPORTING** sub-tab.

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