

HEALTHCARE IT

Exa® PACS RIS

Feature Summary

Assigning Studies

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You can assign studies to users, radiologists, or peer reviewers. You can create worklist filters that show studies assigned to specific users. You can also configure a user's profile to show only studies assigned to them.

ADD USER RIGHT

1. SETUP > USER MANAGEMENT > USER ROLES

Edit a user role and select **Assign Studies to Users**. This right allows assigning studies to users.



ASSIGN STUDIES TO A USER

1. Go to Worklist > study shortcut menu > Exam > Assign Study.



In the Study Assignment dialog, under Assign to User, select the users to assign the study to. Select the + button to add the user assignment.

ssign to User		
Select user to assign		
Admin, Barry (badmin)	^	
Admin, Cheryl (chadmin)		
Admin, Jessica (jadmin)		
Admin, Kmi (kmi)		
Admin, Marge (margeadmin)		

3. Select **SAVE**.

ASSIGN STUDIES TO A RADIOLOGIST

- 4. Under **Assign to Radiologist**, select a radiologist to assign to.
- 5. Select **SAVE.**

Assign to Radiologist	
Select radiologist to assign	
Anderson, Margaret (1669566984)	*
2221 U.S. Hwy 70 E Gamer, NC 27529	
Anderson, Margaret (myof_28)	
2217 US Highways 70 East Gamer, NC 37529	
Apps-Rad, Demo (PR494)	
2217 US Highway 70 East	
Apps-Rad, Demo (PR493)	•

ASSIGN STUDIES TO A PEER REVIEWER

6. On a study in **APPROVED** status, under **Assign to Peer Reviewer**, select the radiologist as the peer reviewer.

Assign to Peer Reviewer

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7. Optional. Select **CLEAR ASSIGNED PEER REVIEWER** to remove the currently assigned peer reviewer.



8. Select **SAVE.**

ASSIGNED STUDIES

You can view and manage study assignments.

1. SETUP > USER MANAGEMENT > ASSIGNED STUDIES

This screen shows information such as the assigned study, assigner, assignee, and assigned date.

USER MA								Ф
USERS	USER ROLES	USER GROUPS	AD GROUPS	AD USERS	USERS ONL	INE ASSIGNED S	TUDIES AS	ssigni 🖒
							REL	.OAD
USERS	READING PROVIDER	PEER REVIEW						
USER ASSIGNED 🖨	ACCESSION N	ICASSIGNED STUDIES			STUDY STATU	IS ASSIGNED BY	ASSIGNE	D DA1
2, Radtest	100675262	US OB Follow Up			Read	Demo, Exa	12/11/20	018
🗌 Admin, Site	120000	CT Abdomen and Pelv	is with Contrast		Approved	Viztek, Pacs	03/23/20)22
Admin, Site	5187	CT Abdomen without	Contrast		Approved	Viztek, Pacs	03/23/20)22
🗌 Admin, Site	5179	CT Bone Mineral Dens	ity Study		Scheduled	Viztek, Pacs	03/23/20)22

2. Right-click the assigned study and select **REASSIGN.**

USERS	READING PROVIDER	PEER REVIEW		
USER ASSIGNED 🜩	ACCESSION N	(ASSIGNED STUDIES		S.
🗹 2, Radtest	100675262	US OB Follow Up	· ^	ĥ
🗌 Admin, Site	120000	CT Abdomen and Pelvis w	rt 😤 Reassign	A

3. In the **Study Assignment** dialog, under **Assign to User**, select another user. Use the to remove a previously assigned user.

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E	Study Assignment
	Assign to User
	Admin, Kmi (k \star 🔻 🕇
10	Admin Kmi (kmi)
L	

4. Select **SAVE.**

CREATE AN ASSIGNED STUDIES STUDY FILTER

You can create a study filter to show only studies assigned to the current user.

- 1. Go to **WORKLIST > FILTERS > ADD.**
- 2. Select SHOW ASSIGNED STUDIES ONLY.
- 3. Select **SAVE.**

Study Filter			
			SAVE
Filter Name *	Filter Name	Show Encounters Only	
Joined Filters	NONE SELECTED -		
Filter Order *	Filter Order	✓ Is Private	
Display as a Tab	Display in Dro	pdown 🔲 Show Only Exceeding Max Time	
Show DICOM St	tudies Only 🛛 Show RIS Ord	lers Only 🗹 Show Assigned Studies Only	

Additionally, if the study filter is assigned to a specific user/group, then the **Show Assigned Studies Only** setting will also only show that assigned user's studies on the assigned study filter.

ASSIGNED STUDIES WITHIN USER PROFILE

A user's profile can also be set to show assigned studies only. This will limit their entire profile including their **ALL STUDIES** worklist filter.

- 1. Go to SETUP > USER MANAGEMENT > USERS > WORKLIST FILTER.
- 2. Select Show Assigned Studies Only.

wo	LIST FILTER ATTACHED DEVICES USER PERMISSIONS
>>general	Show Encounters Only Disable Right-Click on Work STAT Studies Override Current Sub-Filter
PATIENT INFORMATION INFORMATION	Show DICOM Studies Only Show RIS Orders Only Deleted All