

# **Exa® PACS/RIS**

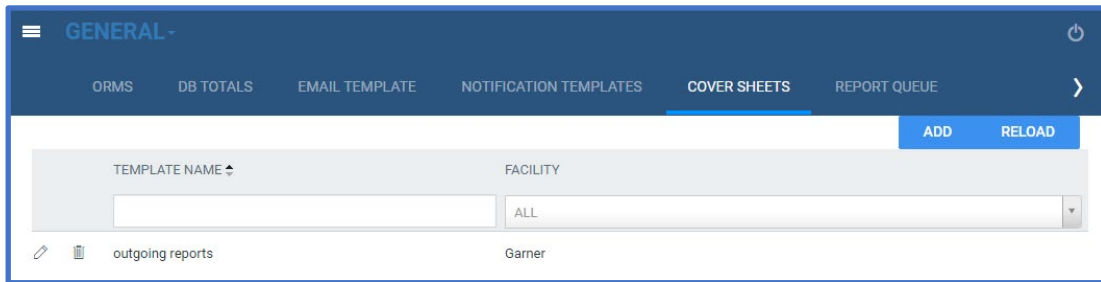
# **Feature Summary**

## **Cover Sheets**

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Cover sheets can be created for each facility to attach to outgoing faxes.

Go to **SETUP → GENERAL → COVER SHEETS**



Konica Minolta Healthcare Americas, Inc.  
2217 US Highway 70 East  
Garner, NC 27529

Regarding Patient  
«patient.fullname»  
DOB: «patient.dob» AGE: «patient.age»  
PHONE: «patient.mobilephone»  
SEX: «patient.gender»  
PHN: «patient.mrn»



You can add merge fields to display information about the patient, study, and facility

## RADIOLOGY REPORT

Attached is the «exam\_details.appointmenttypedescription» final report for «patient.fullname» on «exam\_details.studydate»

Referring Physician: Online Physician access to view images and reports is available via the Physician Portal on the Konica Minolta website.  
<https://exa.com/phy/>  
For first time log in information please contact [info@konicaminolta.com](mailto:info@konicaminolta.com) or call 555-555-5555  
Thank you,  
The Konica Minolta Team.

You can add information on how to access the image

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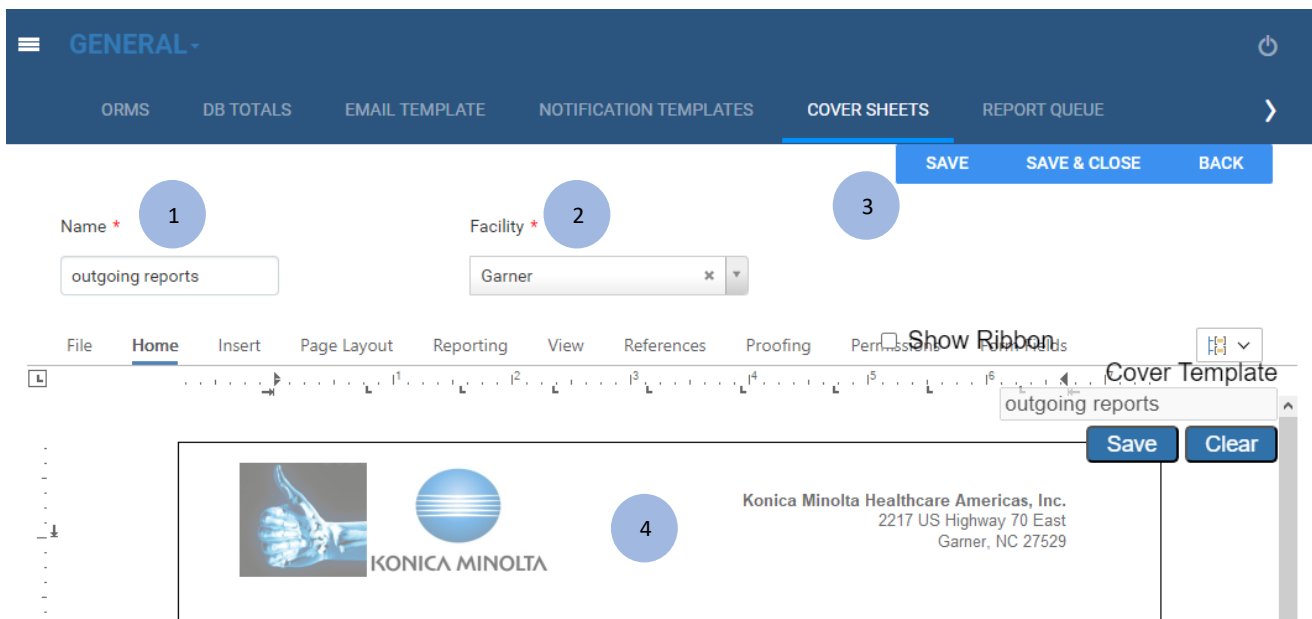
You can add a HIPAA disclaimer

## Add a cover sheet

1. Select **ADD** and type a name.
2. Select a facility.
3. Select **SAVE**.
4. Use the word processing tools to create you cover sheet.

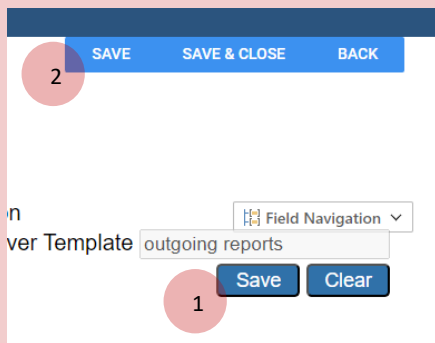


The word processing tools are available **after you SAVE**.



To save your cover sheet:

1. Select **Save** in the word processing tools.
2. Select **SAVE** or **SAVE & CCLOSE** in the cover sheets section.



To add a merge field:

1. Select **Reporting**.
2. Select a merge field from the **Insert Merge field** drop-down list.

