

Exa® PACS/RIS

Feature Summary

Macro Notes

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You can use a drop-down list to select pre-configured blocks of texts when working with certain types of notes. This allow the user quick access to common statements while maintaining a standard and uniform process across the enterprise.

Here a few examples of each type of macro note available in Exa PACS/RIS:

Scheduling

- Patient standard questions during scheduling call
- Missing information statement
- Other appointment reminders

Study

- Contrast injection information
- Priors availability
- Tech notes relevant to the study

Claim

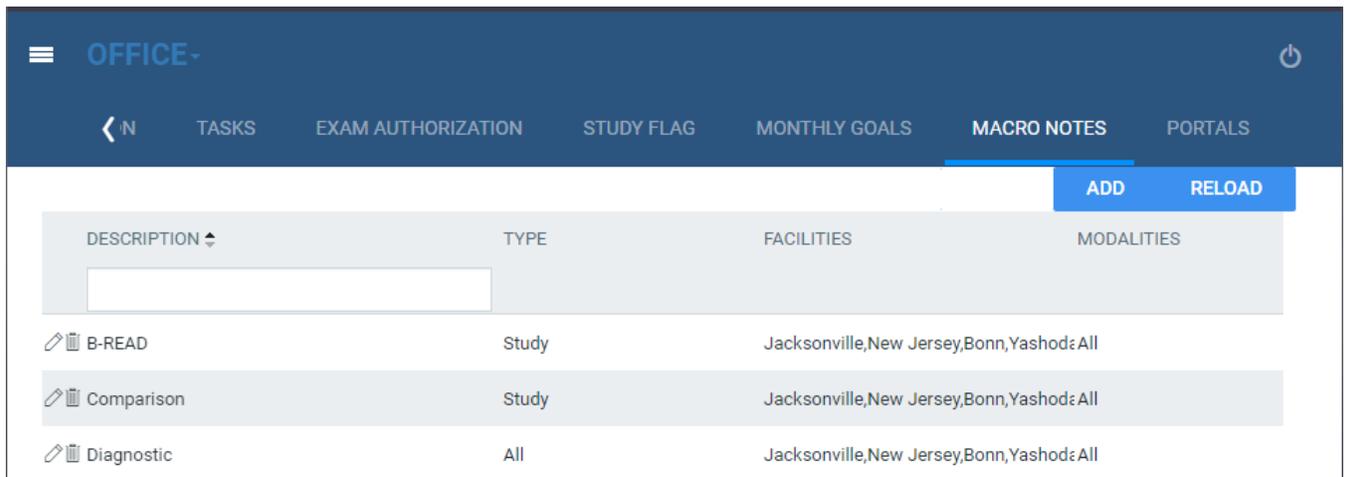
- Claim information statement

Create a macro note



Prerequisite: You need the Macro Notes permission to make changes in the Macro Note section

1. Go to **Setup → Office → MACRO NOTES** , and then select **ADD**.



2. Type a description (name of the macro that appears in the drop-down menu).
3. Type the macro note.
4. Select **SAVE**.

The screenshot shows the 'OFFICE' header with a navigation menu containing 'TASKS', 'EXAM AUTHORIZATION', 'STUDY FLAG', 'MONTHLY GOALS', 'MACRO NOTES', and 'PORTALS'. The 'MACRO NOTES' tab is active, showing a 'SAVE', 'RESET', and 'BACK' button bar. Callout 2 points to a back arrow icon. Callout 3 points to a large text area labeled 'Enter macro text'. Callout 4 points to the 'SAVE' button. The form includes fields for 'Description *' (text input), 'Macro Types *' (button 'ALL SELECTED ...'), 'Facilities *' (button 'ALL SELECTED ...'), 'Modality *' (button 'ALL SELECTED ...'), and 'Procedures' (button 'EDIT APPOINTMENT TYPES').



OPTIONAL

You can change the availability of the Macro Notes

- Macro Types
 - Schedule
 - Study
 - Claim
- Facilities
 - Modality Types
 - Procedure