KONICA MINOLTA

HEALTHCARE IT

Exa® PACS|RIS

34.1.2

User's Manual

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Introduction

Symbols

The following symbols may appear in the product documentation or on the product.

Symbol	Symbol Name	Symbol Description	Standard Number and Name	Symbol Reference Number
	Manufacturer	Indicates the name and address of the manufacturer	ISO 15223-1:2021	5.1.1
	Authorized Representative in the European Economic Area (EEA)	Indicates the Authorized Representative, responsible for the device in the European Economic Area (EEA).	ISO 15223-1:2021	5.1.2
	Date of Manufacture	Indicates the date when the device was manufactured.	ISO 15223-1:2021	5.1.3
	Caution	Indicates information that is important for preventing loss of data or misuse of the software.	ISO 15223-1:2021	5.4.4
	Batch Code	Indicates the full Software Release / Version number	ISO 15233-1:2021	5.1.5
	Serial number	Indicates the manufacturer's serial number so that a specific medical device can be identified	ISO 15233-1:2021	5.1.7
	Catalogue Number	Indicates the manufacturer's catalogue number so that the device can be identified	ISO 15233-1:2021	5.1.6
	Consult instructions for use	Indicates the need for the user to consult the instructions for use	ISO 15233-1:2021	5.4.3
	Prescription Device	Caution: Federal law restricts this device to sale by or on the order of a licensed healthcare practitioner	21 CFR 801.109(b)(1) Prescription Devices	N/A

BS EN ISO 15223-1:2021 Medical devices - Symbols to be used with information to be supplied by the manufacturer - Part 1: General requirements

Indications for use

EXA™ is a software device that receives digital images and data from various sources (i.e. CT scanners, MR scanners, ultrasound systems, R/F Units, computed & direct radiographic devices, secondary capture devices, scanners, imaging gateways or other imaging sources). Images and data can be stored, communicated, processed, and displayed within the system and or across computer networks at distributed locations. Lossy compressed mammographic images are not intended for diagnostic review. Mammographic images should only be viewed with a monitor cleared by FDA for viewing mammographic images. For primary diagnosis, post process DICOM "for presentation" images must be used. Typical users of this system are trained professionals, nurses, and technicians.

Training

Users of this software must have received adequate training on its safe and effective use before attempting to operate the product described in this Instructions for Use. Users must make sure they receive adequate training in accordance with local laws or regulations.

Regulatory and compliance



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System requirements

See document, "Exa PACS|RIS System Requirements."

Calibration and measurement accuracy

Measurement accuracy partially depends on image quality, which is subject to various factors including the skill of the technologist, the precision of the modalities, and image resolution. However, clinical users of Exa PACS|RIS can help ensure diagnostic image quality and accurate measurements by using appropriate viewer settings (such as window/level and zoom) and by calibrating monitors (see "Calibrate monitors").

The clinical user is responsible to judge the accuracy of the measurements based on the image quality and based on the accuracy of placed measurement points. For a table of measurement accuracies, see "Measurement Accuracy Limits" in the appendix.

Help us improve!

If you find any errors in this manual, would like us to explain something better, or would like us to cover a new topic, please let us know by visiting our online portal.

https://kmha360.my.site.com/customersupport/

Monitored: 8:00 AM–8:00 PM EST



For urgent issues, please call the Hotline.

Getting started

This chapter contains the following sections.

Configure your working environment
Configure Exa PACS|RIS

Configure your working environment

Before using Exa PACS|RIS, you must sign in and configure settings and information tailored to your company and workflow for use in various parts of the program. This section helps with the most common areas of basic configuration. For help with other detailed settings, contact your Konica Minolta representative.

Set up credentials, browser, and monitors

To set up credentials, browser, monitors, and other settings, see the following topics in this section.

Configure the language in Chrome
Turn off Chrome autofill
Other Chrome settings
Sign in to the Exa platform
About two-factor authentication
Sign in using 2FA with email
Sign in using 2FA with Google Authenticator
Reset your password
Change your password
Add an avatar
Edit your user profile
View version information
Create a shortcut for Exa PACS|RIS
Calibrate monitors

Configure the language in Chrome

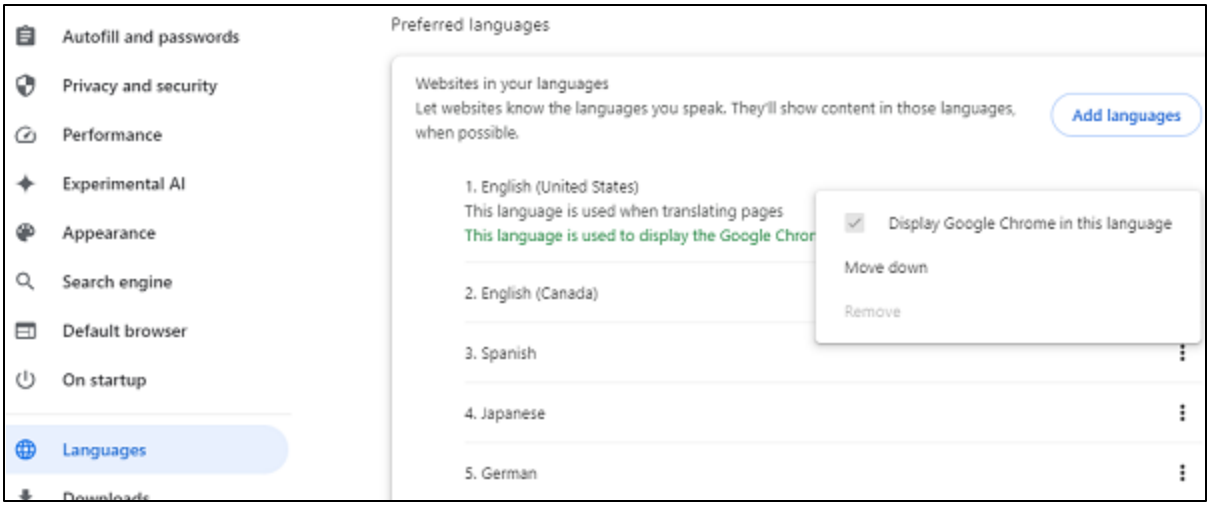
You must configure the browser language of your client computer as follows.

Procedure

1. In Chrome, select the customize ⋮ button, and then select Settings.
2. On the left pane, select Languages.
3. Under Preferred languages, if the local language and culture does not appear in the list, select Add languages, and then add the language.



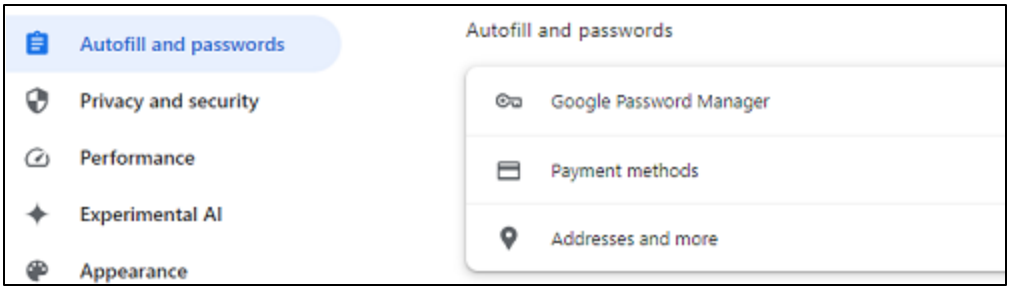
Note: The culture must be correct. For example, in Canada, ensure that English (Canada) is installed.



4. Select the more actions ⋮ button for the local language, and then select the Display Google Chrome in this language checkbox.
5. Select the more actions ⋮ button again, and then select Move to Top.
6. Select Relaunch.

Turn off Chrome autofill

Chrome may automatically fill in passwords, patient information, and other text in various parts of the program. This can be a security, privacy, and functional risk, therefore we highly recommend turning off these features.



Passwords

1. In the Chrome menu, select Settings.
2. Select Autofill and passwords > Google Password Manager > Settings.
3. Turn Offer to save passwords off.

Payment methods

1. In the Chrome menu, select Settings.
2. Select Autofill and passwords > Payment methods.
3. Turn off Save and fill payment methods.

Addresses and more

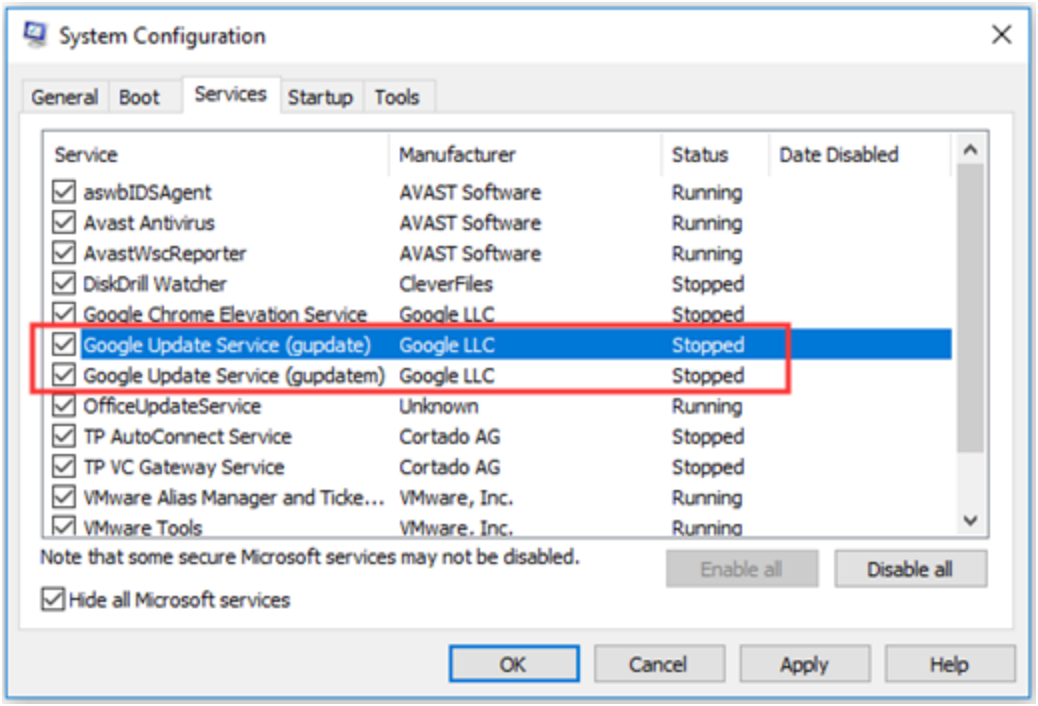
1. In the Chrome menu, select Settings.
2. Select Autofill and passwords > Addresses and more.
3. Turn off Save and fill addresses.

Turn off Chrome autosave

When Google Chrome automatically updates, the functionality of your Exa platform product can be negatively affected. To prevent this, we recommend that you turn off automatic updates in Chrome by following these steps:

Procedure

1. In Windows, press Windows + R.
2. In the Run dialog, type `msconfig` and press Enter.
3. In System Configuration, on the Services tab, select the Hide all Microsoft services checkbox.



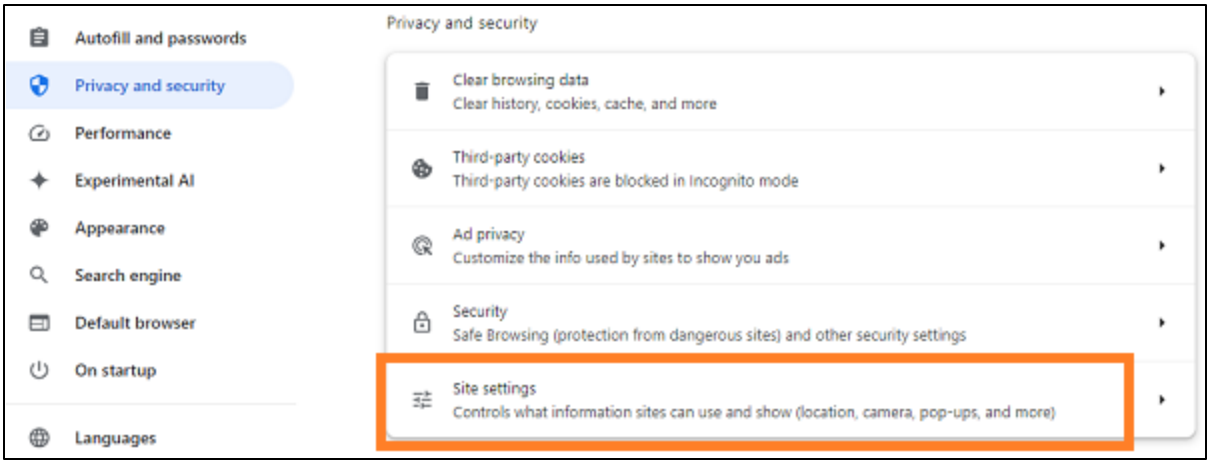
4. Clear the Google Update Service (gupdate) and Google Update Service (gupdatem) checkboxes.
5. Select Apply, OK.
6. If prompted, restart your computer.

Other Chrome settings

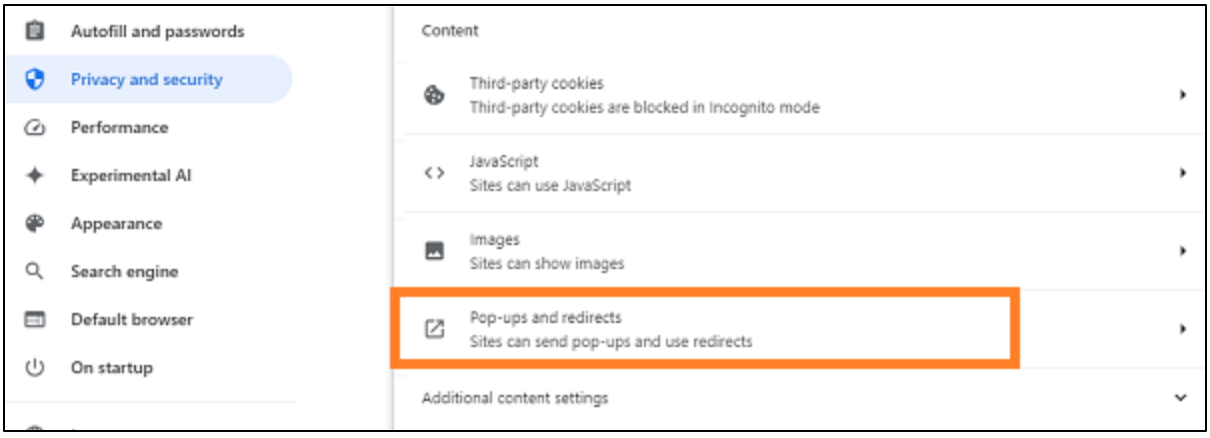
When using multiple monitors, the program uses pop-ups to display the viewer and multi-panel, therefore you need to configure Chrome to allow pop-ups. Also, optional memory and power settings may increase your performance under certain conditions.

Pop-ups and redirects

1. In the Chrome menu, select Settings > Privacy and security.
2. Under Privacy and security, select Site settings.



3. Under Content, select Pop-ups and redirects.

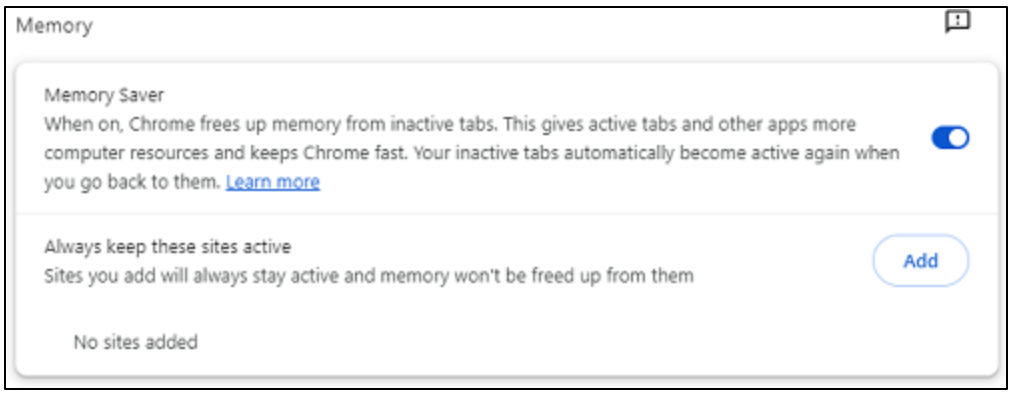


4. Select Sites can send pop-ups and use redirects.
5. Refresh the browser to apply the new settings.

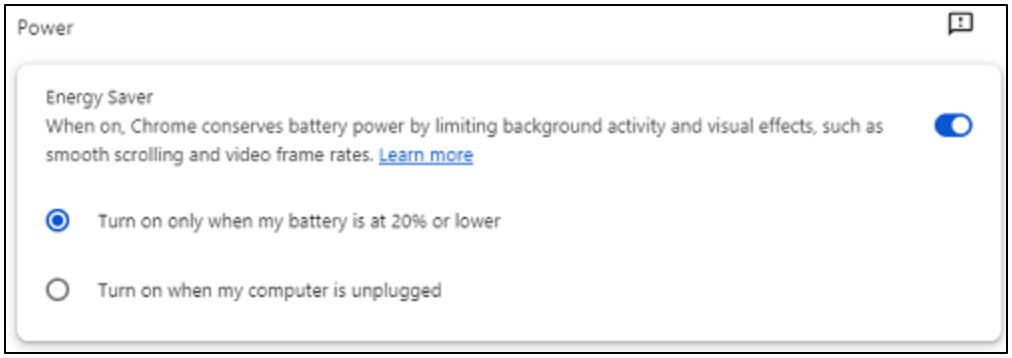
Memory and Power

You can try Memory Saver if you open a lot of tabs in Chrome. You can try Energy Saver if you use a laptop when not plugged in.

1. In the Chrome menu, select Settings > Performance.
2. Under Memory, turn on Memory Saver.

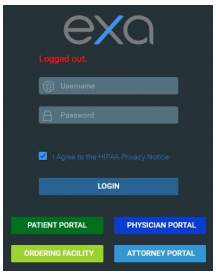


3. Under Power, turn on Energy Saver.



Sign in to to the Exa platform

You can sign in to the main application, the patient portal, the physicians' portal, the ordering facility portal, or the attorney portal.



Procedure

1. In Chrome, go to the URL given to you by your Konica Minolta representative.
2. Enter your sign-in credentials.
3. Select the I agree to HIPAA Privacy Notice checkbox.
4. Do one of the following:
   - To sign in to Exa PACS|RIS, select LOGIN.
   - To sign in to a portal, select a portal button.

See also:

About two-factor authentication
Sign in using 2FA with email
Sign in using 2FA with Google Authenticator

About two-factor authentication

Administrators can use two-factor authentication (2FA) to increase security by requiring an additional sign-in procedure. During sign-in, Exa PACS|RIS sends an *authentication token (or "code")* to your email address, or one is generated by an authenticator app. You then enter that authentication token on the Exa PACS|RIS sign-in screen to finish signing in.

Administrators: To make two-factor authentication available for a user, configure the user's email address and user name. For further details, see the 2FA configuration manual.

See also:

Create a user
Edit your user profile
Sign in using 2FA with email
Sign in using 2FA with an authenticator app

Sign in using 2FA with email

If your administrator made two-factor authentication available, you will receive an email from the server with a verification token or code. Using that code, follow these steps.

Procedure

1. Sign in to Exa PACS|RIS in the usual manner.
2. In the EMAIL VERIFICATION PENDING box, paste the verification code and select VERIFY.

   Result: Exa PACS|RIS signs you out.
3. Sign back in to Exa PACS|RIS, select the email option, and then select REQUEST TOKEN.
4. Type the token sent to the email address, and then select LOGIN.

   Note: Every time you sign in in the future, you must repeat this step, using a different token each time.

See also:

Sign in to the Exa platform
About two-factor authentication
Sign in using 2FA with an authenticator app

Sign in using 2FA with an authenticator app

You can use an authenticator app such as Google Authenticator to sign rather than an email token.

Caution: Follow these steps correctly or the setup key (the text portion of the QR code) may become useless for subsequent users.

Procedure

1. On your device, from your phone's application store, download and install an authenticator app such as Google Authenticator.
2. *For individual accounts*, skip to the next step.

For shared or service accounts, in the QR code window, copy the setup key (the text below the QR code), and paste it into a secured online location (such as Datto) so subsequent users can access the key for their own 2FA sign-ins.

3. On the Exa PACS|RIS sign-in screen, enter your credentials and select Login.
4. In the dialog, re-enter your password and select SHOW QR CODE.



5. When the QR code appears, use your mobile device to scan the code.



6. On your mobile device, if prompted to save the new token for Exa PACS|RIS, select Yes.
7. In your authenticator app, find the code corresponding to the new token, type it in the Verify one-time code box in the figure above, and select VERIFY CODE AND SAVE DEVICE.

See also:

About two-factor authentication
Sign in using 2FA with email

Reset your password

If you forgot your password, contact your Exa PACS|RIS administrator for instructions on how to reset your password.

Change your password

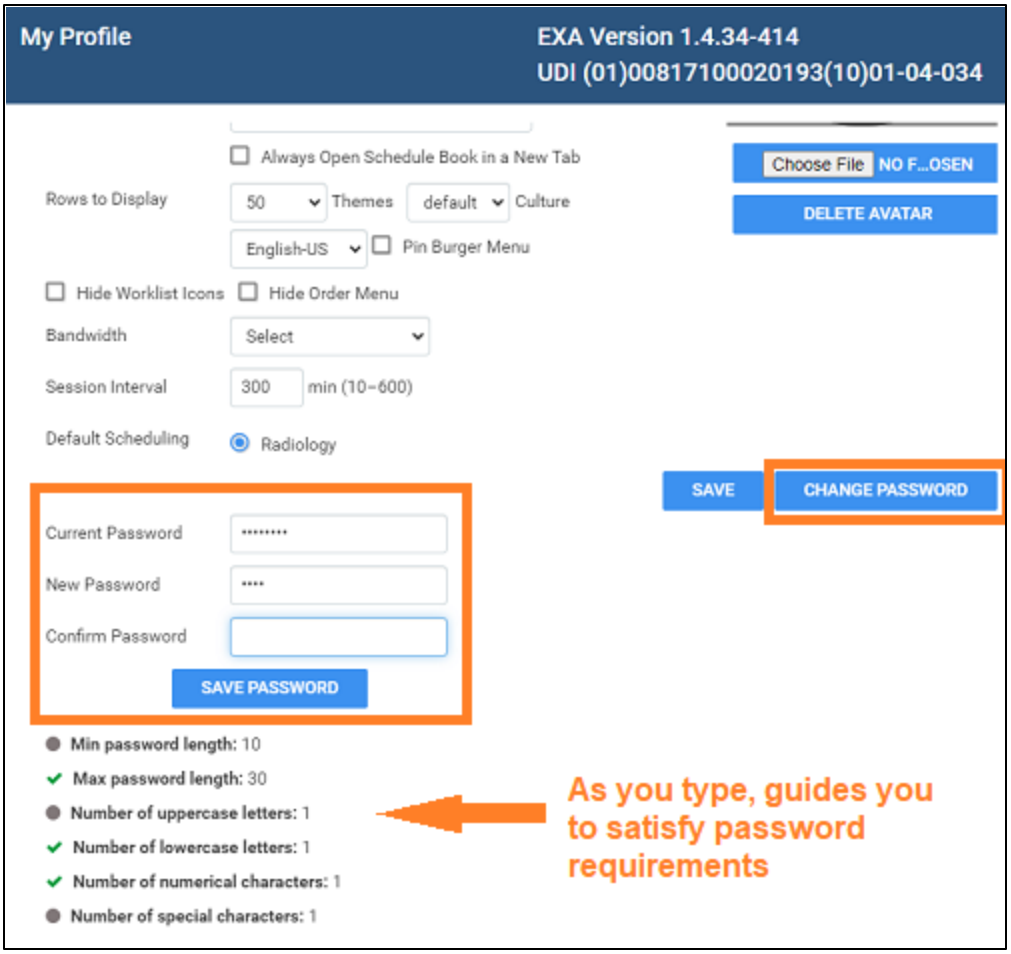
You can change your sign-in password.

Procedure

1. Select the burger button.
2. At the top of the burger menu, select the blue Konica Minolta globe:

 or  (user avatar).

3. In the My Profile dialog, select CHANGE PASSWORD.



4. Enter current and new passwords, and then select SAVE PASSWORD.

Add an avatar

An avatar is an image such as a photo that represents you in various parts of the program, such as your user profile and Exa Chat.

Prerequisite: Prepare a PNG image to use as the avatar.

Procedure

1. At the top of the burger menu, select the blue Konica Minolta globe.
2. In the My Profile dialog, select Choose File.
3. Browse for and select your avatar image, and then select Open.

4. Select SAVE.

Edit your user profile

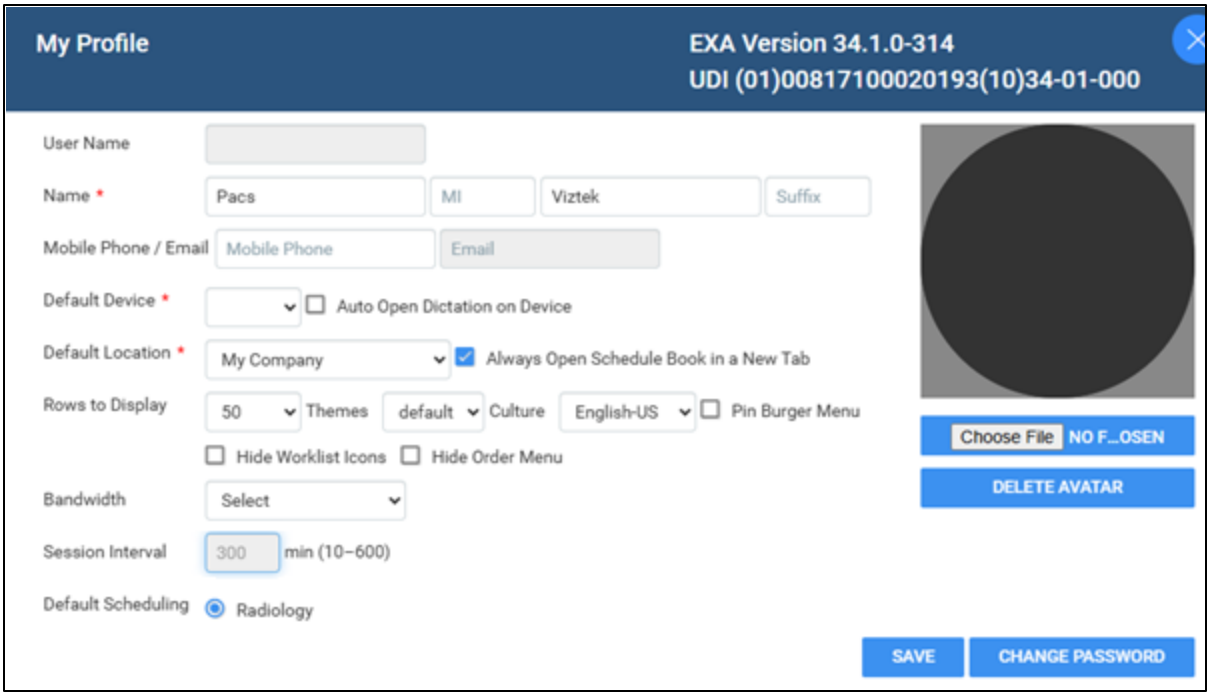
Each user of Exa PACS|RIS has a profile with sign-in credentials and basic customization settings. After signing in, you can view and edit your settings.

Procedure

1. Select the burger button.
2. At the top of the burger menu, select the blue Konica Minolta globe or user's avatar:

   or (user avatar).

   Result: The My Profile screen appears.



3. Enter the following settings.

Setting	Description
User Name	Type a user name for sign-in purposes.
Name	Type your true name.
Mobile Phone/Email	Type your mobile phone number and/or email address. An email address is required for two-factor authentication.
Default Device	[Unused]
Auto Open Dictation on Device	[Unused]

Default Location	Select a facility as your default location. When you sign in, this facility appears in various parts of the program by default. You must configure the facilities that you want to make available in this dropdown list.
Always Open Schedule Book in a New Tab	Select to automatically open a new browser tab for the schedule book when you open it.
Rows to Display	Select how many rows to display on the worklist.
Themes	Select a default theme of Bright (default) or Dark.
Culture	Select the language/culture of the user interface.
Hide Worklist Icons	Hides the lower toolbar and study row buttons on the worklist. Hidden functions remain available in shortcut menus and other controls.
Hide Order Menu	Hides the navigation menu within the Edit Study screen.
Bandwidth	Select the expected speed of the network on which your client installation runs. This helps to optimize performance in your networking environment.
Session Interval	Read Only. The number of minutes to elapse before the program times out and returns to the sign-in screen.
Default Scheduling/Radiology	[Unused]

4. Select SAVE.

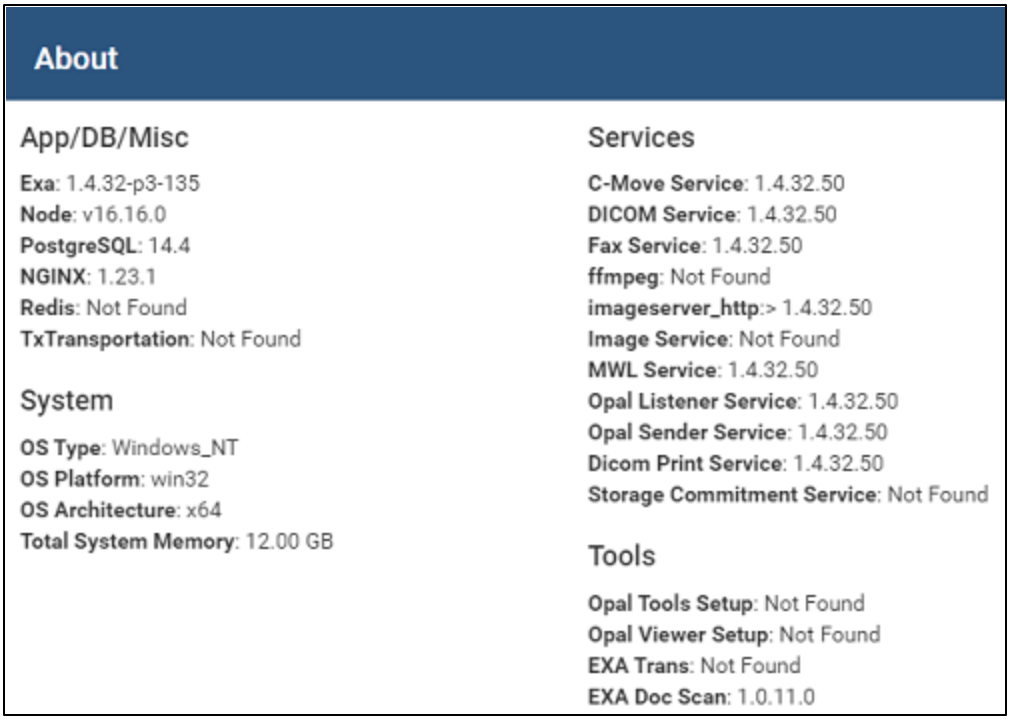
View version information

You can view version information about the application, host system, services, and external tools.

Procedure

1. Select the burger button.
2. At the bottom of the burger menu, select the white Konica Minolta globe.

   Result: The About screen appears.



Create a shortcut for Exa PACS|RIS

You can create a shortcut for the local Windows user to Exa PACS|RIS and place it on the desktop.

Procedure

1. In Chrome, go to the Exa PACS|RIS sign-in page.
2. In the address bar, drag the lock icon onto the desktop.

   The Exa Login shortcut appears.
3. Optional. To change the shortcut icon:
   - Right-click the shortcut and then select Properties.
   - Select Change Icon, and then browse for and select an icon.
   - Select OK.

Calibrate monitors

Especially after a new installation or upgrade, you can use Exa PACS|RIS to calibrate your monitors to ensure accuracy of length and other measurements. If all images you work with contain pixel spacing information, you can skip this procedure.

Prerequisite: Enter Calibration Width and Calibration Height settings for your monitors. See Set up connected displays.

Procedure

1. Open an image in the viewer.
2. Optional: For higher accuracy, on the image shortcut menu, select View > Actual Image Size.
3. Hover over the upper-right corner of a frame, right-click  , and then select Recalibrate.
4. Select two points on the image.
5. In the dialog, type the length between the points and then select OK.

> Note: If prompted to apply calibration to the series, select OK.

Results

- The calipers are modified.
- Previously annotated measurements are redrawn.
- Future measurements will appear according to the new calibration values.

Configure Exa PACS|RIS

This chapter includes the following sections with topics on core items to review or configure prior to using Exa PACS|RIS.

Set up the office: Companies
Set up the office: Other assets
Configure providers and resources
Configure scheduling and codes
Configure DICOM settings
Configure billing
Manage users
Configure general settings
Configure the viewer

For other settings, see the following topics.

See also:

Worklist settings
User settings

Set up the office: Companies

Company here means the parent hospital, clinic, or other institution where Exa PACS|RIS is installed. Configure your company and then configure its child facilities (see Add a facility) and other locations as needed. In configuring your company you enter basic settings such as its name and address, but also—depending on product and configuration—you can customize Exa PACS|RIS for your company's needs by adding preset options for such things as: sex, body parts, and ethnicity; patient alerts, critical findings, cancellation reasons; MRN and accession number formatting; passwords; and billing modifiers.

This section contains the following topics (not all topics may be available depending on version and region).

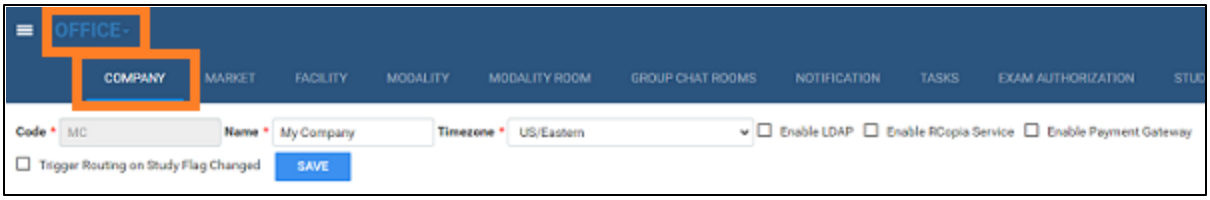
Configure your company
General settings
Settings
App settings
Reason codes
MRN information
Accession information
AE filter
Payment gateway
LDAP configuration
RCopia configuration
HL7
Password management
Modifiers
URL encryption

Configure your company

To use Exa PACS|RIS you must configure your company as follows.

Procedure

1. Go to SETUP > OFFICE > Office > COMPANY.



2. Enter the following settings.

Setting	Description
Code	Type your internal code for your institution.
Name	Type the name of your institution.
Timezone	Select the time zone used by your institution.
Enable LDAP	If your institution uses an LDAP or Active Directory server, contact your Konica Minolta representative to configure these settings.
Enable RCopia Service	Select to turn on the RCopia service, if available, and display the RCOPIA CONFIG sub-tab. Enter settings in the sub-tab, and then select SAVE.
Enable Payment Gateway	Select to turn on the Payment Gateway service, if available, and display the PAYMENT GATEWAY sub-tab. Enter settings in the sub-tab, and then select SAVE.
Trigger Routing on Study Flag Changed	Select to reprocess routing (DICOM transactions) automatically when a user changes a study flag.

3. Select SAVE.
4. Enter additional information as needed by following the steps in later subsections (see Set up the office: Companies).

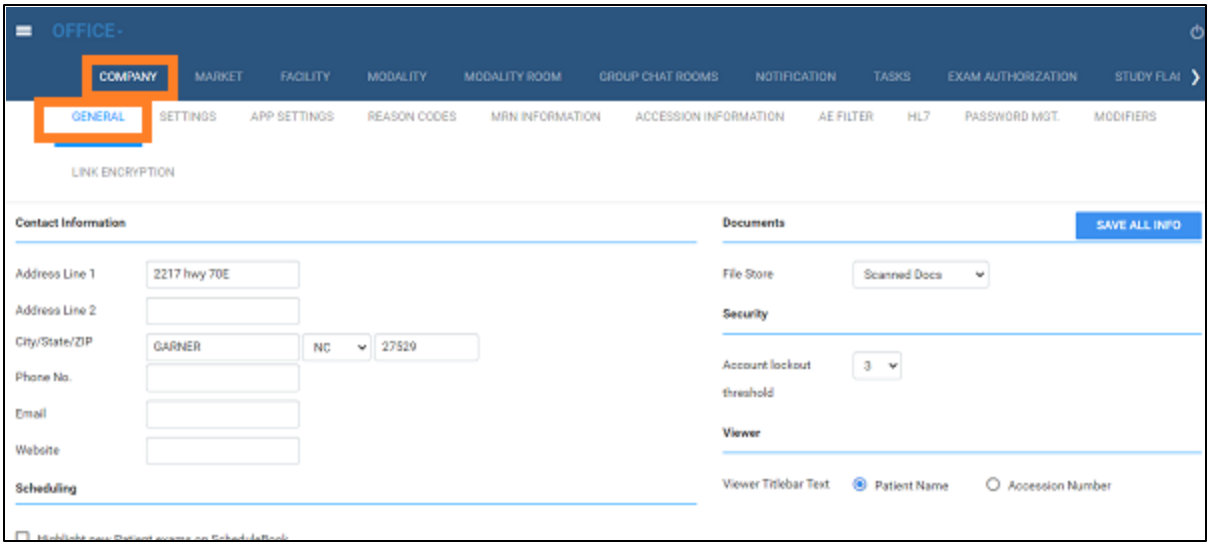
> Note: When finished, select SAVE again at the top of the screen on the right side of the Trigger Routing on Study Flag Changed checkbox.

General settings

Enter the main contact information for your company and other basic settings relating to scheduling, billing, documents, security, image viewing, and peer review. For forms, email and notification templates, db tools, report queue, and other topics, see Configure general settings.

Procedure

1. Go to SETUP > OFFICE > Office > COMPANY > GENERAL.



2. Enter the following settings.

> Caution: A password is configured or used on this page. For recommended security, turn off Chrome autofill.

Setting	Description	
Contact Information	Enter the company address and contact information.	
Scheduling	Highlight new Patient exams on ScheduleBook	Select to highlight new patient appointments on the schedule book for easier identification.
	Highlight Color	Select the color to use to highlight new exams on the schedule book.
	Default Distance from ZIP Code	Select the default distance for finding facilities near patients.
	Enable schedule rule reason	Select to require users to select a schedule reason when creating a schedule block.
	Enable reschedule reason	Select to prompt for a reason when rescheduling an appointment.
	Enable pause reason	Select to prompt for a reason when a technologist pauses an exam.
Billing Information	Corporate Office Type	Select Person for an individual practice. Otherwise, select Non-Person Entity.
	NPI No.	US only. Type your national provider identifier.
	Taxonomy Code	Type your NPI taxonomy code.
	Tax ID	Type your national tax ID.
	EDI Submitter ID	If using an EDI service, type your submitter ID.
	EDI Receiver ID	If using an EDI service, type your receiver ID.
	Modifiers in Order	Forces the user to enter modifiers before creating an order.
	ICD9 to ICD10	Select to automatically convert diagnostic codes from the ICD9 to ICD10 standard.
	Sales Tax	Type the tax rate at the company's address, as a percentage (e.g. type 07.50 for "seven and one-half

Setting	Description	
		percent").
Documents	File Store	Select a file store for scanned documents at your company. This is separate from the file store used by AEs to store images.
Security	Account Lockout Threshold	Set the maximum number of sign-in attempts.
Viewer	Viewer Titlebar Text	Select to display the patient name or the accession number on the title bar when opening a study in the viewer.
Peer Review	See Configure Peer Review general settings	
Email Information	Server Address	Type the address of your outgoing SMTP/mail server.
	Port	Type the mail server port number, provided by your ISP.
	User Name	Type the account administrator user name or email address.
	Password	Type the email account password.
	Sender Address	Type the default sender address (the administrator's email address).
	Email Subject	Type a default email subject to use if no subject is configured on the notification template.

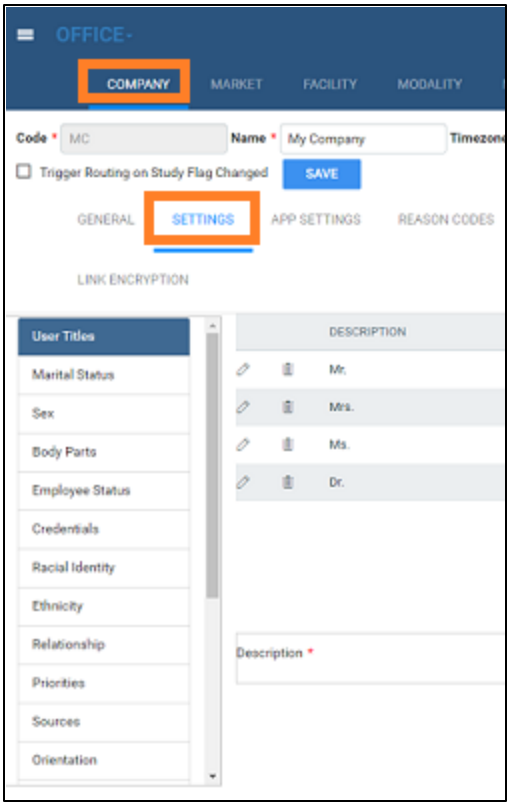
4. Select SAVE ALL INFO.

Settings

Settings here means presets that appear as options, mostly related to people (such as staff and patients). You can preconfigure them for use in various parts of the program.

Procedure

1. Go to SETUP > OFFICE > Office > COMPANY > SETTINGS.



2. On the left pane, select a category.
3. At the bottom of the screen, in the Description box, type a setting. The following table describes the setting for each category.

Setting	Description
User Titles	User prefixes, such as Mr., Mrs., and Dr.
Marital Status	Patient marital statuses, such as Single, Married, and Divorced.
Sex	Patient sexes.
Body Parts	Patient body parts under examination.
Employee Status	Statuses of employees at your institution.
Credentials	Physician credentials, such as Ph.D. and M.D.
Racial Identity	Patients' self-identified races.
Ethnicity	Patients' self-identified ethnicities.
Relationship	Relationships of people to patients (including self).
Priorities	Priorities that can be assigned to studies in the worklist. These are separate from stat levels.
Sources	Sources of patient arrivals, such as clinic referral, attorney office, hospital transfer, or emergency room.
Orientation	Lateralities as they pertain to the study.
Languages	Patients' preferred languages.
Specialties	Healthcare worker specialties such as oncology or sports medicine.

Setting	Description
Communication Preferences	Patients' preferred methods of communication, such as cell phone or email.
Administration Site	Immunization modes.
Regions	Geographical regions, such as for grouping markets.
Units of Measure	Units of measure, such as for doses of medication or contrast material.
Needle Gauge	Available needle gauges.

4. Select SAVE.

App settings

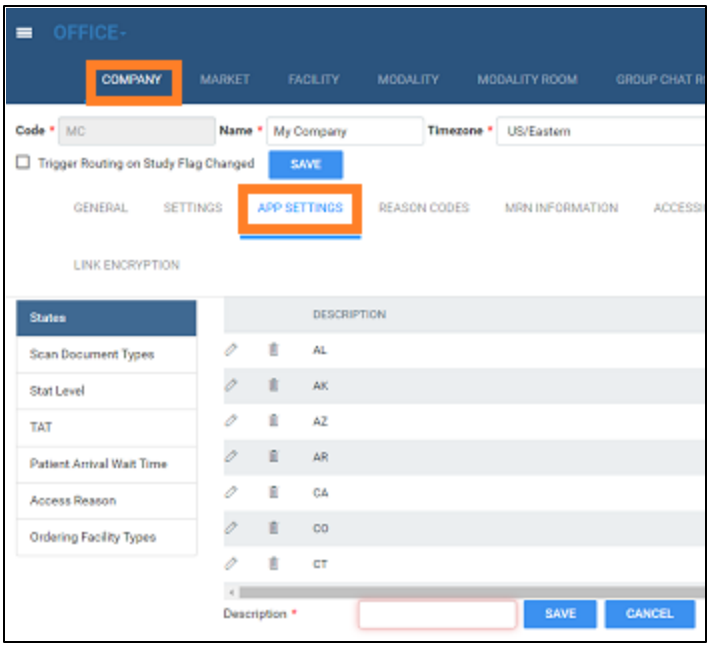
App settings here means presets that you can preconfigure for use in other parts of the program.

Regarding stat levels

Because different PACS systems use different stat levels, you need to translate the stat level of inbound studies to the stat levels you configure in Exa PACS|RIS, and conversely, you need to translate the stat levels of studies you send to other systems to their stat levels. To do this, as described in the table below, select the value of the (0040,1003) Requested Procedure Priority tag to translate "from" in inbound DICOMs, and to translate "to" in outbound DICOMs.

Procedure

1. Go to SETUP > OFFICE > Office > COMPANY > APP SETTINGS.



2. In the list on the left side of the screen, select a setting.
3. For each option in the following table, enter settings.

Setting	Options	Description
States	Description	Type states, provinces, prefectures, or other regions used in various parts of the program.

Setting	Options	Description
Scan Document Types	Description	Type descriptions to assign to documents to be scanned, such as “Photo ID” or “Explanation of Benefits.”
	Requires Review	Select to require review of the document before moving to the next status in the current workflow. See Require document review.
Stat Level	Description	Type descriptions for each of the stat levels (0–5).
	Color	Click in the text box, and then use the color picker to select a background color for studies on the worklist having the stat level.
	Text Color	Select a text color for studies on the worklist having the stat level.
	Inbound DICOM	Use to "translate" the DICOM Requested Procedure Priority (0040,1003) of inbound studies to the stat levels you configure in Exa PACS|RIS. Select the requested procedure priority of inbound studies to assign to the stat level you are configuring.
	Outbound DICOM	Use to "translate" the stat level of outbound studies to the corresponding DICOM Requested Procedure Priority (0040,1003). Select the requested procedure priority to assign to outbound studies that are in the stat level you are configuring.
TAT	Description/ Colors	Select the edit icon of a TAT to modify its description, text color, and background color. You can set the max TAT for a facility under Setup > [all uppercase menu] > Office > Facility.
Patient Arrival Wait Times	Use the following settings to configure color-coded descriptions corresponding to lengths of time that a patient waits upon arrival. These bands of time appear in the wait time monitor at the top of the Patient Arrival Worklist.	
	Description	Type a description for the band such as "Short Wait" or "Long Wait."
	Color	Background color for arrivals at the current wait time.
	Text Color	Text color for arrivals at the current wait time.
	Minutes	Type the maximum number of minutes that a patient waits to remain in the band.
Access Reasons	Reasons for accessing confidential patient records when using the Break the Glass function.	
	Code	Type an internal code for the reason.
	Description	Type a name or description of the reason such as, "Direct patient care."
Ordering Facility Types	Description	Type a description such as "Assisted Living" or "Prison."

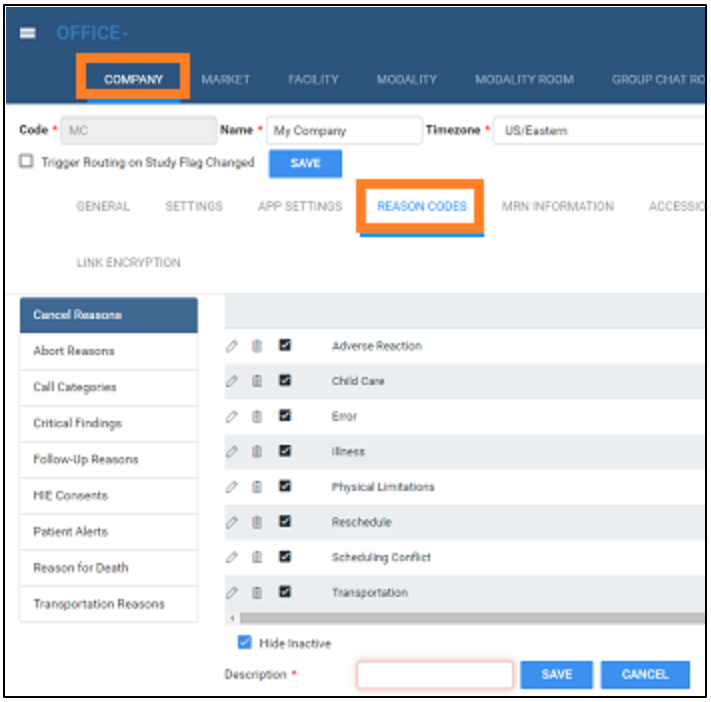
4. Select SAVE.

Reason codes

Reason codes are text strings that identify reasons for taking various actions such as cancellations, follow-ups, and rescheduling. You can preconfigure them for use in various parts of the program.

Procedure

1. Go to SETUP > OFFICE > Office > COMPANY > REASON CODES.



2. On the left pane, select a category.
3. On the right pane at the bottom, type a reason.
4. Optional: To make inactive reasons temporarily unavailable, select Hide Inactive.

Setting	Options	Description
Cancel Reasons	Description	Type reasons for such canceling such things as appointments or exams in progress.
Abort Reasons	Description	Type reasons for aborting exams in progress.
Call Categories	Description	Type reasons phone calls, such as to patients for scheduling.
Critical Findings	Description	Type critical findings you can assign to studies, such as "Acute Positive."
Follow-Up Reasons	Description	Type reasons to follow up on a study, such as "Benign but suspicious."
	Code	Type your internal code for the finding.
	Follow Up	Type and select the length of time until the follow-up.
HIE Consents	Description	Type indicators as to whether a patient has consented to release of demographics and medical data through a Health Information Exchange for treatment, payment, and health care operations purposes.
Patient Alerts	Description	Type alerts to assign to patients, such as "Patient is claustrophobic."
Pause Reasons	Description	Type reasons that your company deems acceptable for pausing an exam, such as "Patient Movement."
Reason for Death	Description	Type reasons for death.
Reschedule Reasons	Description	Type reasons for rescheduling an exam.
Schedule Rule Reasons	Description	Type reasons to use when writing schedule rules to make a timeslot unavailable, such as "Machine maintenance."
	Color	Assign unique colors to each schedule rule reason for easy identification on the schedule book.

Setting	Options	Description
Transportation Reasons	Description	Type modes of transportation such as "Medical Transport" or "Personal Vehicle."

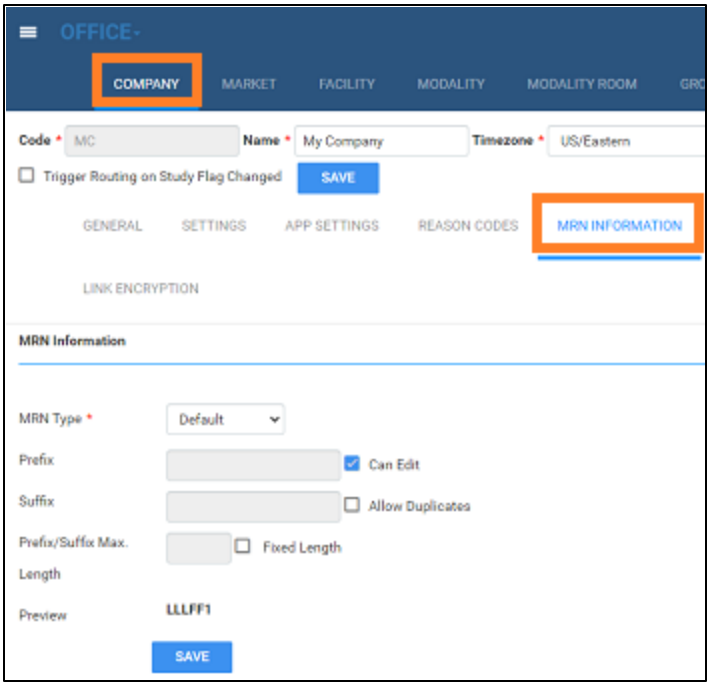
5. Select SAVE.

MRN information

MRN information here means your internal format for MRNs at your company. Exa PACS|RIS can assign MRNs automatically according to the following settings.

Procedure

1. Go to SETUP > OFFICE > Office > COMPANY > MRN INFORMATION.



2. Enter the following settings.

Setting	Description
MRN Type	Select Default to use the default formatting included with Exa PACS|RIS, or Custom to define your own formatting.
Prefix	Type a prefix to prepend to the MRN. To be able to modify the prefix, select Can Edit.
Suffix	Type a suffix to append to the MRN.
Allow Duplicates	Select to allow duplicate MRNs.
Prefix/Suffix Max.	Select Fixed Length (above), and then type or select the maximum length of the MRN prefix and suffix.
Fixed Length	Select to enter a maximum length of the MRN.

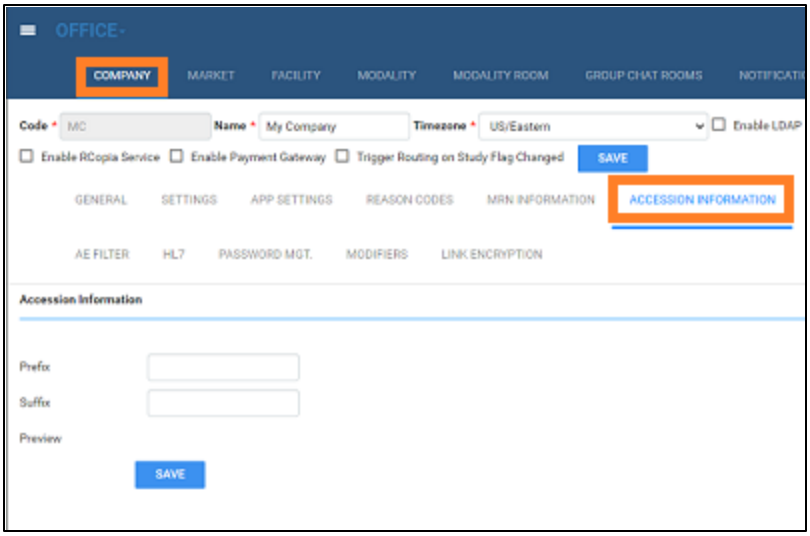
3. Select SAVE.

Accession information

Accession information here means global modifications you want Exa PACS|RIS to make to accession numbers.

Procedure

1. Go to SETUP > OFFICE > Office > COMPANY > ACCESSION INFORMATION.



2. Enter the following settings.

Setting	Description
Prefix	Type a prefix to prepend to the accession number.
Suffix	Type a suffix to append to the accession number.

3. Select SAVE.

AE filter

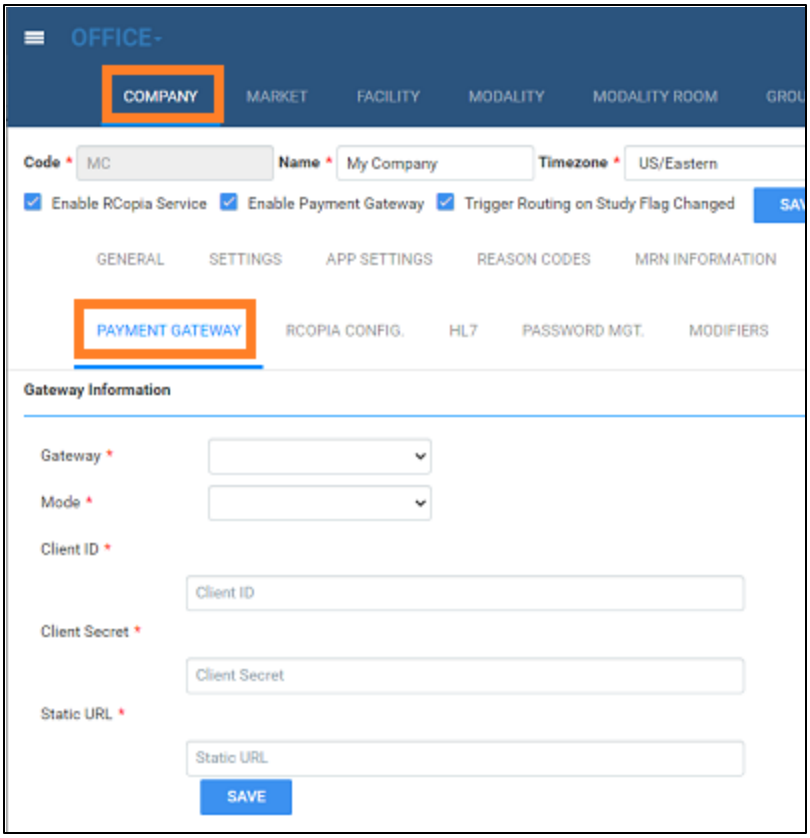
This sub-tab is currently unused.

Payment gateway

If you selected Enable Payment Gateway previously (see Configure your company): you can configure a service such as PayPal to use for patient payments for your health services.

Procedure

1. Go to SETUP > OFFICE > Office > COMPANY > PAYMENT GATEWAY.



2. Enter settings to make a payment gateway available.
3. Select SAVE.

LDAP configuration

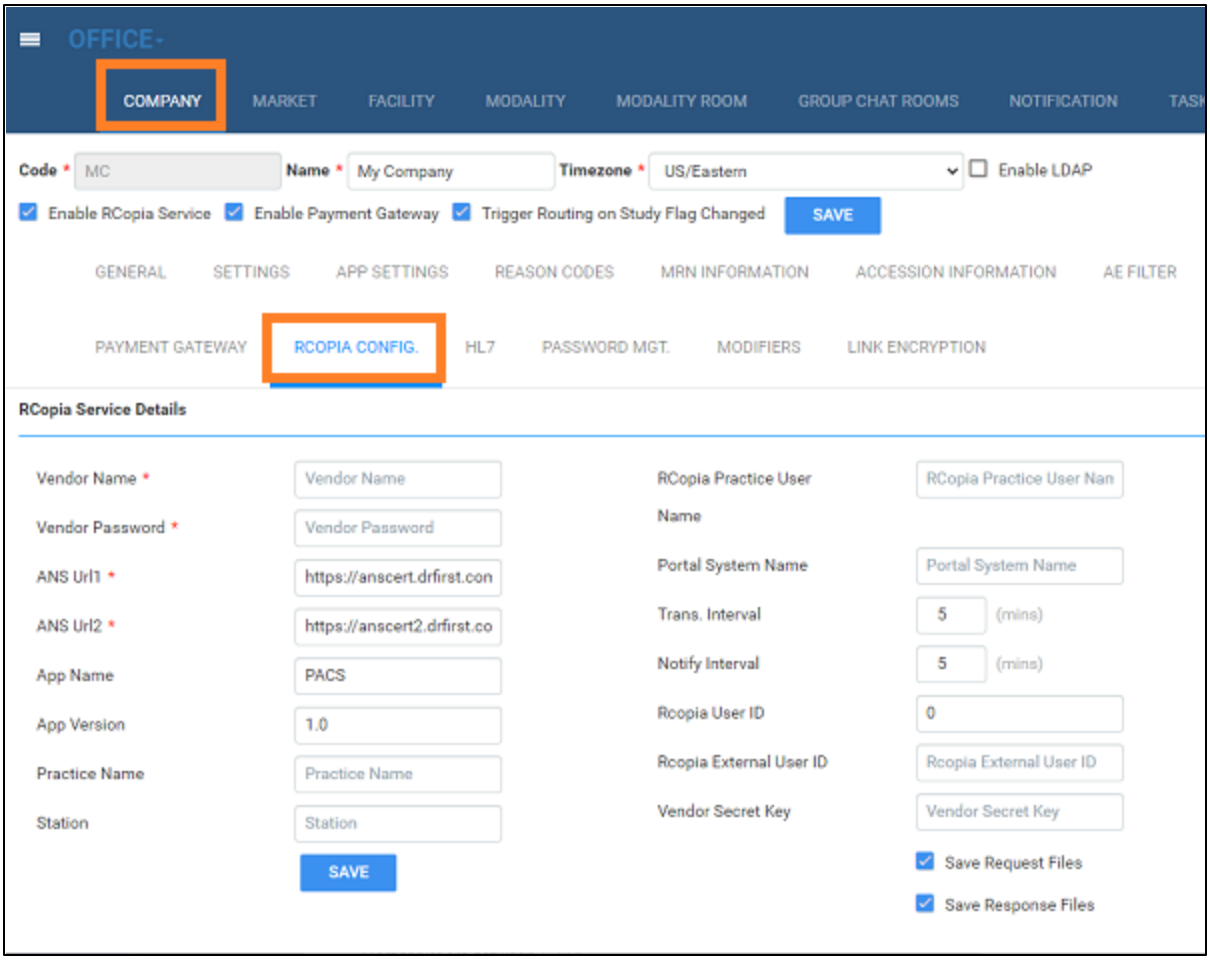
Administrators, contact Konica Minolta for assistance with configuring LDAP.

RCopia configuration

RCopia is a cloud-based e-prescribing program that assists hospitals and clinics with managing prescriptions. If you selected Enable RCopia Service previously (see Configure your company) you can configure it as follows.

Procedure

1. Go to SETUP > OFFICE > Office > COMPANY > RCOPIA CONFIG.



2. Enter RCopia service details.
3. Select SAVE.

HL7

This sub-tab is currently unused.

Password management

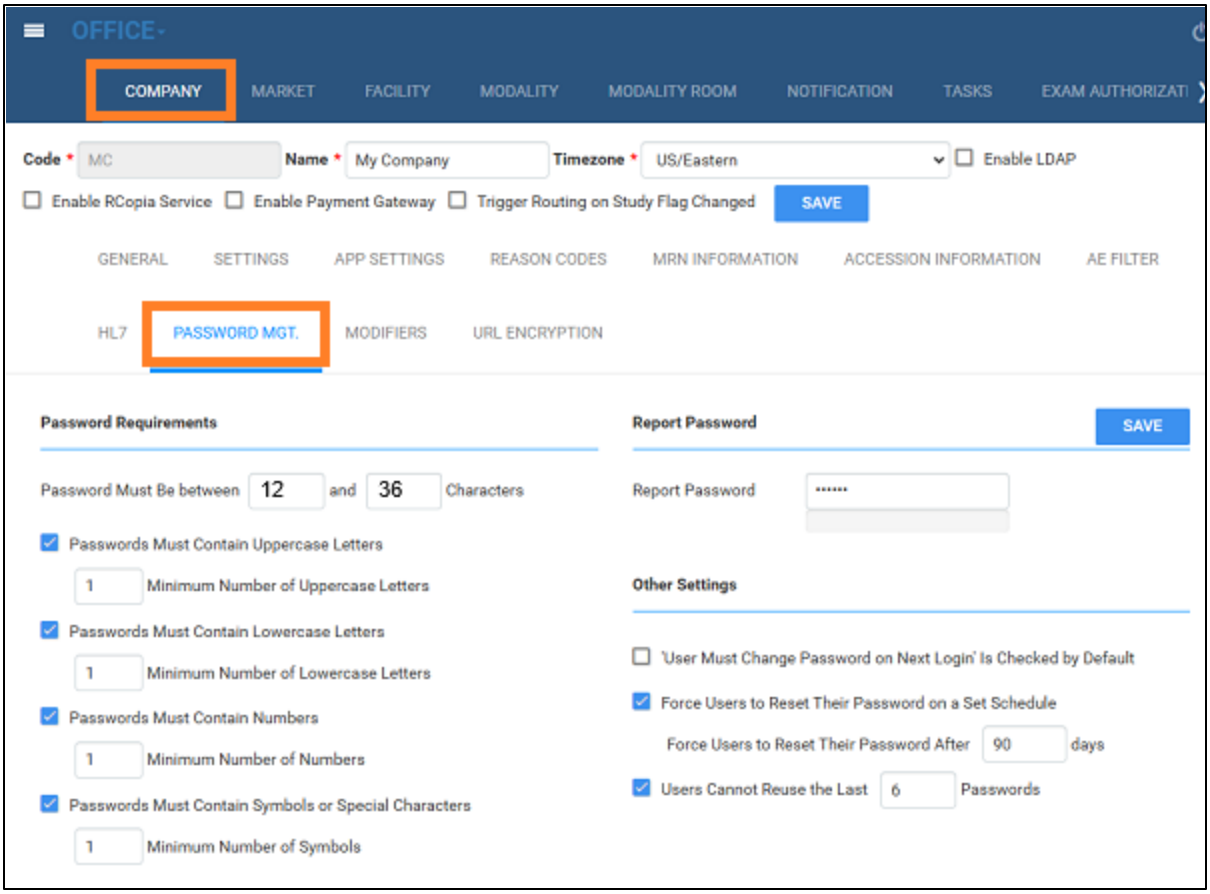
You can customize requirements for passwords that users create to sign in to Exa PACS|RIS and other related client apps.

Note:

- To ensure the safety and privacy of medical institutions and their patients, passwords must now contain at least 1 character of various types.
- Please encourage users to create complex passwords. If possible, use a third-party password complexity checker.
    - Weak passwords are typically found in seconds to minutes
    - Medium passwords in days
    - Strong passwords in months to a few years
    - Very strong passwords in several years or longer
- Additional requirements will be introduced in future versions to maintain conformance with global standards such as NIST 2024/2025.
- We also recommended using the Account Lockout Threshold option in General settings to help prevent brute-force attacks on credentials.

Procedure

1. Go to SETUP > OFFICE > Office > COMPANY > PASSWORD MGT.



2. Enter the following settings.

Setting	Description	
Password Must Be between...	Type a minimum and maximum number of characters that passwords can contain. Minimum: Enter a value in the range from 12 to 64 characters Maximum: Set in the range from 30 to 64 characters	
Passwords Must Contain [ ] Minimum Number of ...	Uppercase Letters	Exa PACS|RIS validates passwords based on these selections. Enter a value in the range from 1 to 5 characters for each.
	Lowercase Letters	
	Numbers	
	Symbols or Special Characters	
Report Password	Type the default password for emailing approved reports if a resource password was not configured.	
'User Must Change Password Next Login' Is Checked by Default	Select or clear to assign the default state of the setting.	
Force Users to Reset Their Password on a Set Schedule	Optional: Select to require password resets of a specified interval.	
Users Cannot Reuse the Last [ ] Passwords	Select to prevent users from reusing one of their previous passwords, then type a number of passwords from 3 to 20.	

Note: When a user changes a password in various parts of the program, it guides them by showing which of the above requirements are being met as they type.

3. Select SAVE.

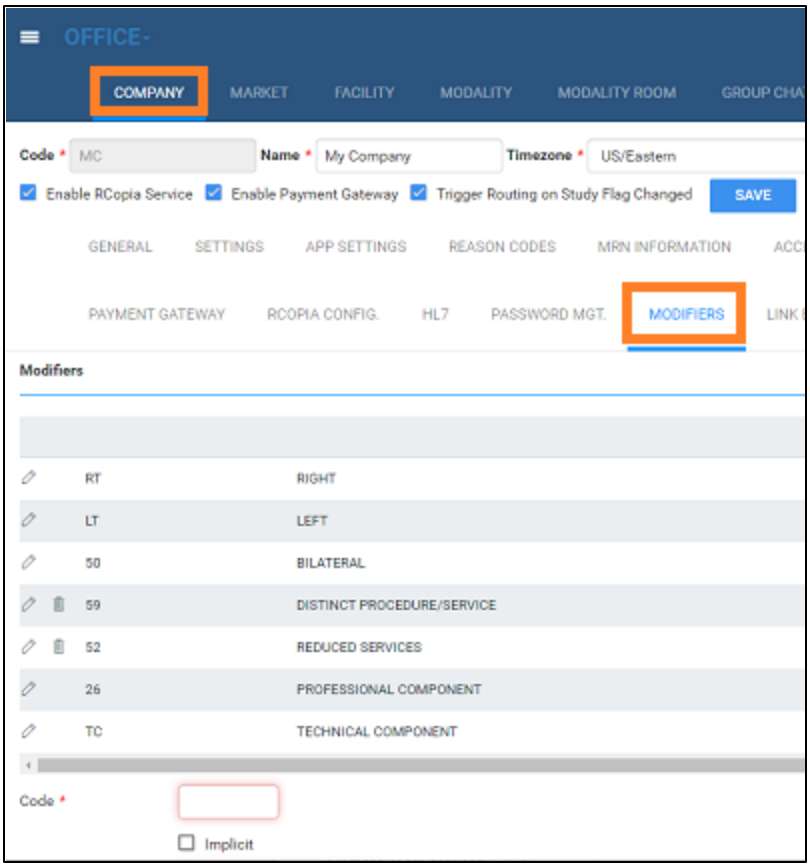
Modifiers

Modifiers are alphanumeric codes that you can append to a CPT or HCPCS code (such as when adding charges to claims and invoices) to provide information to payers that helps them process claims. Professional and facility claims can include up to four modifiers per CPT/HCPCS code. Placement of the modifiers is critical for correct reimbursement.

To use modifiers in other parts of the program, preconfigure them as follows.

Procedure

1. Go to SETUP > OFFICE > Office > COMPANY > MODIFIERS.



2. Move to the bottom of the screen, enter the following settings.

Setting	Description
Code	Type the CPT modifier, or other modifier code.
Implicit	[Available in Alberta only] Select to visually exclude the modifier from submitted claims.
Description	Type the description for the code.
Fee Level	Select the fee level in the dropdown list.

Setting	Description
Fee Override	Type the fee override code, which takes precedence over any modifier created previously. To configure an override amount: In the first dropdown list select an operator (+ or -), in the box type an amount, and then in the last dropdown list select Value or %.
M1–M4	Select the modifier number to which to assign the code.
Display on Schedule Book and Print Order	Select or clear to control visibility of modifiers.

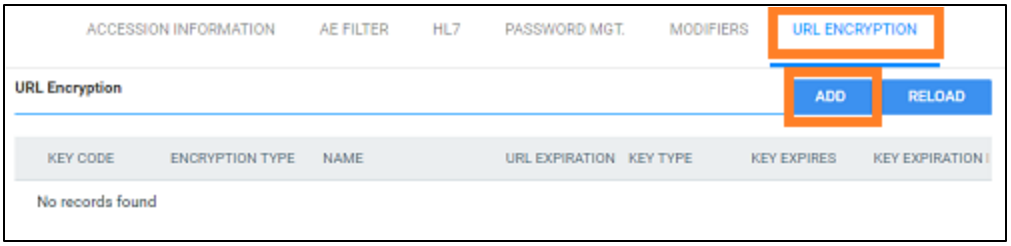
3. Select SAVE.

URL encryption

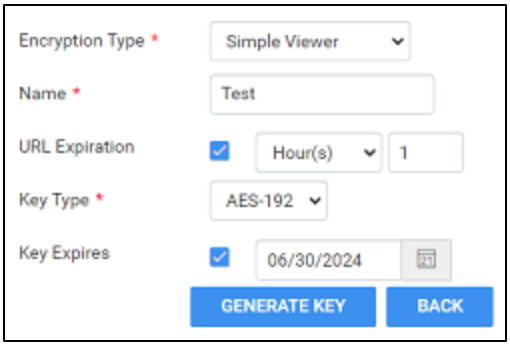
You can define how Exa PACS|RIS responds when a user clicks a link to a study using an encrypted URL. Settings here must match those agreed upon by the entity creating the encrypted links. You cannot edit URL encryption settings, only add and delete them.

Procedure

1. Go to SETUP > OFFICE > Office > COMPANY > URL ENCRYPTION.



2. Select ADD.



3. Enter the following settings.

Setting	Description
Encryption Type	Select the screen in which to open the study.
Name	Type the friendly name of the integration (matching the one included in the URL, which identifies the decrypting preshared key and action to take on the decrypted URL).
URL Expiration	Select the checkbox to apply an expiration to the URL, and then use the dropdown list and text box to configure a length of time before expiration.
Key Type	Select a type of encryption for the key.

Setting	Description
Key Expires	Select the checkbox to apply an expiration to the key, and then use the date picker to select an expiration date.

4. Select GENERATE KEY.
5. In the dialog, copy the passphrase and initialization text to a safe location, and then close the dialog.



Caution: Do not close the dialog until you copy the information; Exa PACS|RIS will never display it again. If you lose the key, you must create a new one.

6. Send the passphrase and initialization text to the EMR company or other entity creating encrypted links.

Set up the office: Other assets

In addition to company settings, there are many other infrastructure and data assets that you can configure.

This section contains the following topics (not all topics may be available depending on version and region).

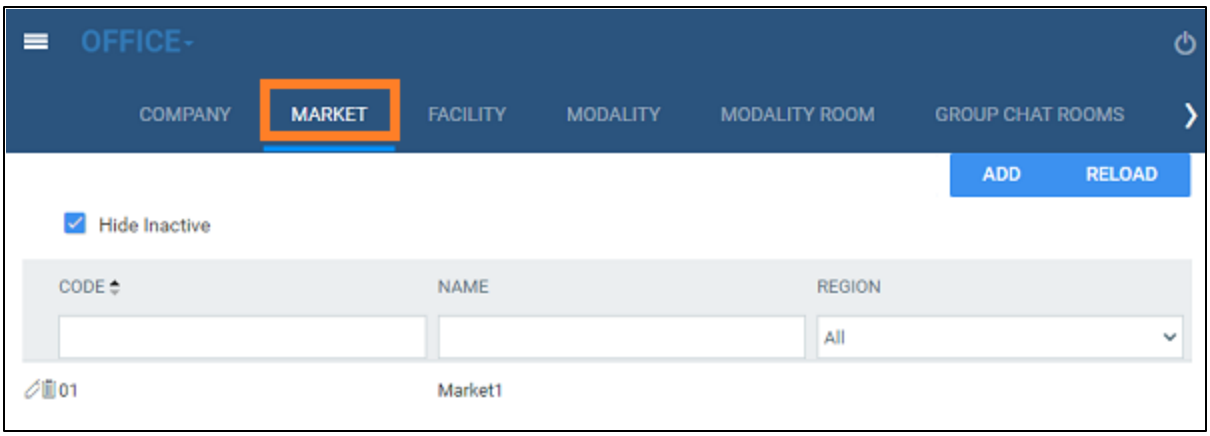
Add a market
Add a facility
Add modalities
Add modality rooms
Add a group chat room
Add a notification
Add tasks
What are authorization, verification, and estimation?
Add authorization rules
Create a study flag
Set monthly goals
Configure macro notes
Configure portal links
Manage life cycles

Add a market

A *market* is an entity to which you can assign facilities. In other parts of the program, selecting a market makes it easy to select multiple facilities at once.

Procedure

1. Go to SETUP > OFFICE > Office > MARKET.



2. Select ADD.



3. Enter the following settings.

Setting	Description
Code	Type your internal code for the market.
Name	Type the name of the market.
Region	Select the geographical region in which the market is located.

4. Select SAVE.

Add a facility

Facilities are typically where healthcare services are rendered. You must add at least one facility to your company by following the procedure below.

Common tasks after adding a facility

After adding your facilities by using the procedure below, see the following topics on other tasks you may need to complete.

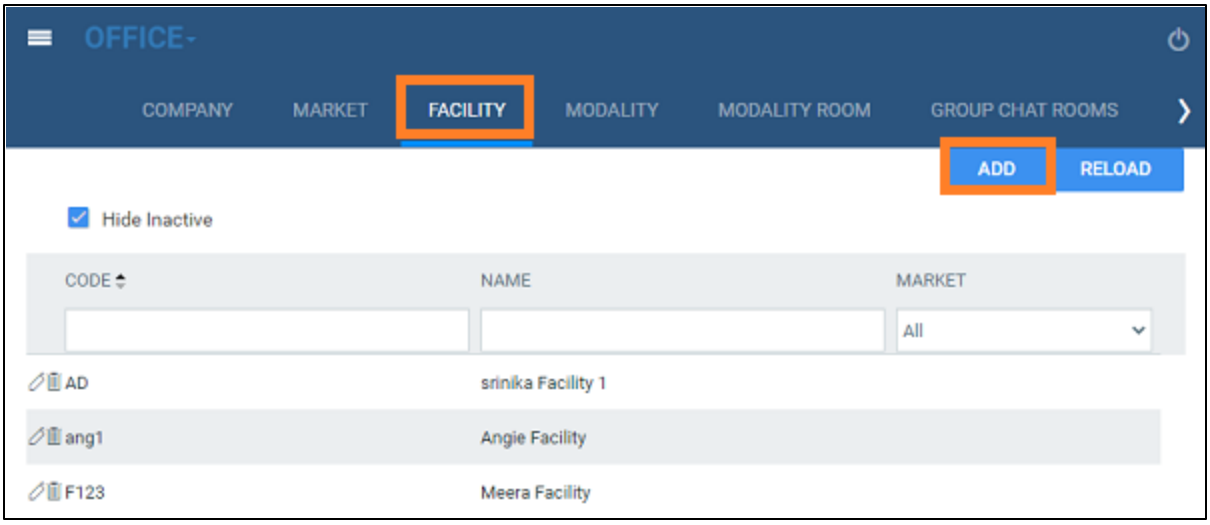
- Configure study statuses
- Configure application entities
- Configure a file store
- Configure routing rules
- Configure AE scripts
- Understanding receiver rules
- Configure a receiver rule
- Configure study flow
- Add modalities
- Add modality rooms
- Add a report template
- Configure a schedule template and schedule rules
- Configure appointment types
- Create a user
- Configure an ordering facility

Procedure

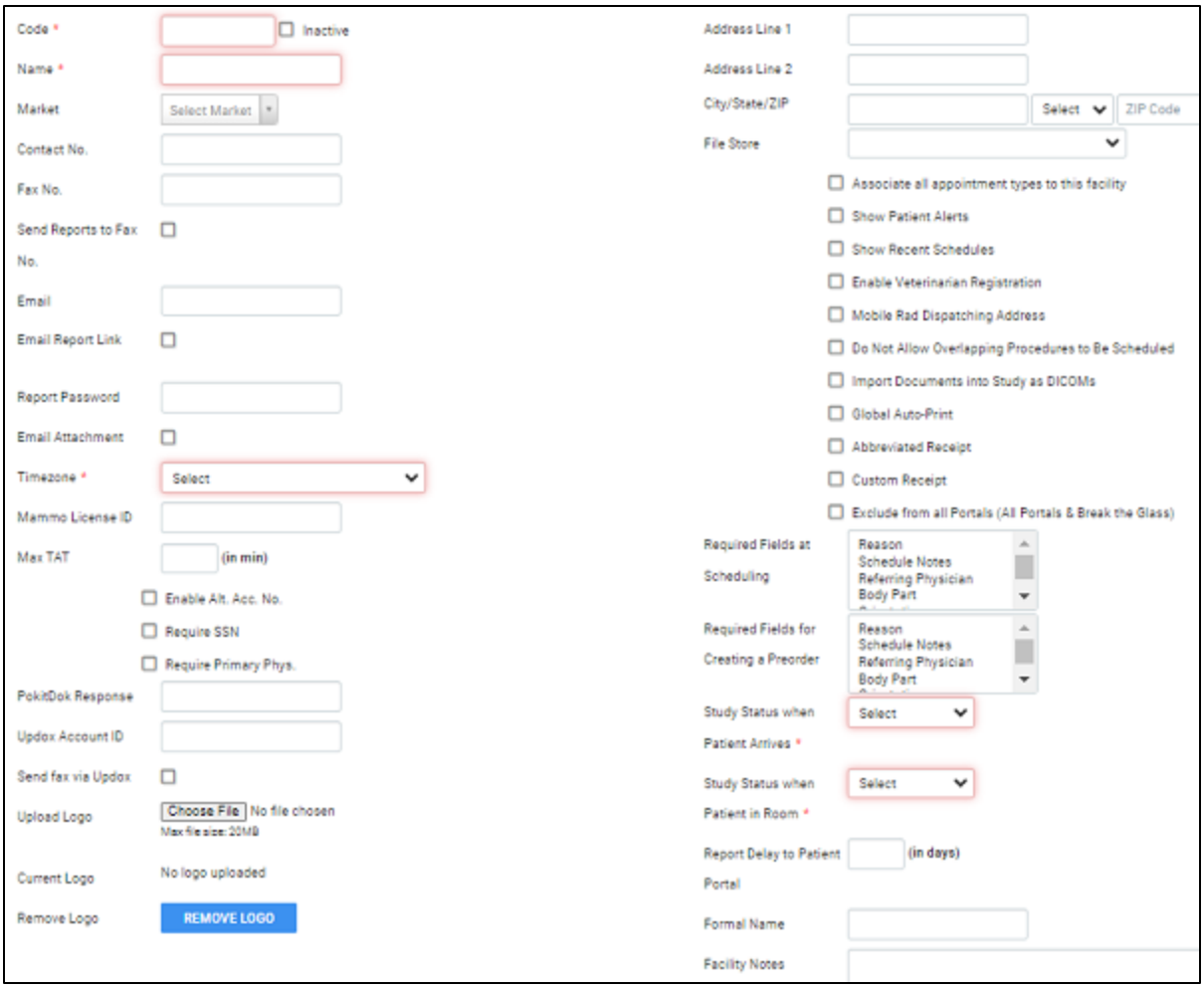


Caution: For recommended security, please turn off Chrome autofill. A password and/or patient information is configured or used on this page.

1. Go to SETUP > OFFICE > Office > FACILITY.



2. Select ADD, and then enter the following settings for the facility.



All settings not shown

Setting	Description
Code	Type your internal code for the facility (up to eight characters).

Setting	Description
Name	Type the name of your facility.
Market	Select the market that the facility serves.
Contact No.	Type the phone number of the primary contact person at the facility.
Fax No.	Type the fax number for receiving approved reports.
Send Reports to Fax No.	Select to automatically send reports to the fax number you entered previously.
Email	Type the email address of the primary contact at the facility.
Email Report Link	Select to automatically send an email when a report is created to the email address entered earlier that contains a link to view the reports on the ReportLink service.
Report Password	Available when Email Report Link or Email Attachment are selected. Type the password needed to view reports on ReportLink. Used to open approved reports that are emailed to the facility using the email address provided in this section.
Email Attachment	Select to receive reports by attachment.
Timezone	Select the time zone used by your facility.
Mammo License ID	Type the facility's mammography license ID.
Max TAT	Type the maximum allowed turnaround time, in minutes, before a breach of contract occurs.
Enable Alt. Acc. No.	Select to use alternate account numbers (more than one account number) for a patient.
Required SSN	Select to require a social security number to provide treatment.
Require Primary Phys.	Select to require a primary physician's information to provide treatment.
PokitDok Response	[Unused]
Updox Account ID	If using Updox, enter the account ID.
Send fax via Updox	Select to use Updox to send faxes.
Upload Logo	Select Choose File, browse for and select a logo file for the facility, and then select Open. Logos can be in JPEG or PNG format.
Remove Logo	To remove the current logo, select REMOVE LOGO.
[Address]	Type the address of the facility.
File Store	Select the default file store to use at the facility. See also Configure a file store.
Associate all appointment types to this facility	Select to associate all appointment types to this facility. Saves time because you don't have to add the facility to each appointment type configuration.
Show Patient Alerts	Select to show a patient alert window when scheduling in the schedule book.
Show Recent Schedules	Select to display the recent schedules dialog when: 1) scheduling a preorder; and 2) double-clicking a patient in the Patient tab of the New Appointment screen. Days: Type the number of days in the past and future to control which exams appear in the recent schedule screen.
Enable Veterinary Registration	Select to be able to register veterinarians as physicians.
Mobile Rad Dispatching Address	Select to add the facility as an office that dispatches mobile radiology. When selected, under Required Fields for Creating a Preorder (described in this table below), select Requested Date and Ordering Facility.
Do Not Allow Overlapping Procedures to Be Scheduled	Select to prevent users from scheduling more than one procedure in the same timeslot in the schedule book.
Import Documents into Study as DICOMs	Select to automatically convert documents to DICOM images before importing. If not selected, the user can select whether to convert at the time of import.

Setting	Description
Global Auto-Print	Select to automatically send radiology reports to a printer that is configured on the Exa platform server.
Abbreviated Receipt	Select to use an abbreviated formatting for payment receipts.
Custom Receipt	Select to use a custom receipt for payments, such as co-pays. The following fields become available: Name Country Address, City, State, ZIP Phone/Fax
Exclude from all Portals (All Portals & Break the Glass)	Select to exclude all studies associated with the facility from all portals, including when "breaking the glass."
Required Fields at Scheduling	Select options to require when scheduling an exam.
Required Fields for Creating a Preorder	Select options to require when creating a preorder.
Study Status When Patient Arrives	Select the status to assign to the study when the patient arrives at check-in.
Study Status When Patient in Room	Select the status to assign to the study when the patient arrives in the exam room.
Report Delay to Patient Portal	Type the number of days to wait before making reports available on the patient portal.
Formal Name	Type the formal name of the facility, if different from the commonly used name.
Facility Notes	Type additional notes for the facility if needed.
MRN Information: Inherit	Select to copy the MRN from your company settings or EMR of origin. Clear to define a dedicated format for the facility.
Other MRN settings	See MRN information.
The following settings become available after you save.	
NPI No.	Type the national provider identifier of the facility.
Enable Insurance Eligibility	Select if using PokitDok.
Federal Tax ID	Type the tax ID of the facility.
Enable Insurance Claims	[Unused]
ImagineSoft Provider ID	Type the "facility ID" used by ImagineSoftware for Exa Clear.
Imagine Dataset ID	KM staff enter this value provided by Imagine Software for embedding in URL configured to access ImaginePay. KM staff can also configure HL7 profiles to send this value. This ID does not have to be unique to each facility.
Default Billing Provider	If using Exa Billing, select the default billing provider (the provider issuing invoices for treatment).
Service Facility	The facility providing treatment.
POS Type	Select the place of service code for the facility. To use this value as the default for all facilities, select the Always set POS to This Value checkbox.
Fee Schedule	Select the fee schedule for the facility.
Rendering Provider	The primary radiologist at the facility.
Sales Tax	Type the percentage of sales tax charged by the facility, or select Inherit to use the percentage charged by the facility's company.

3. Select SAVE & CLOSE.

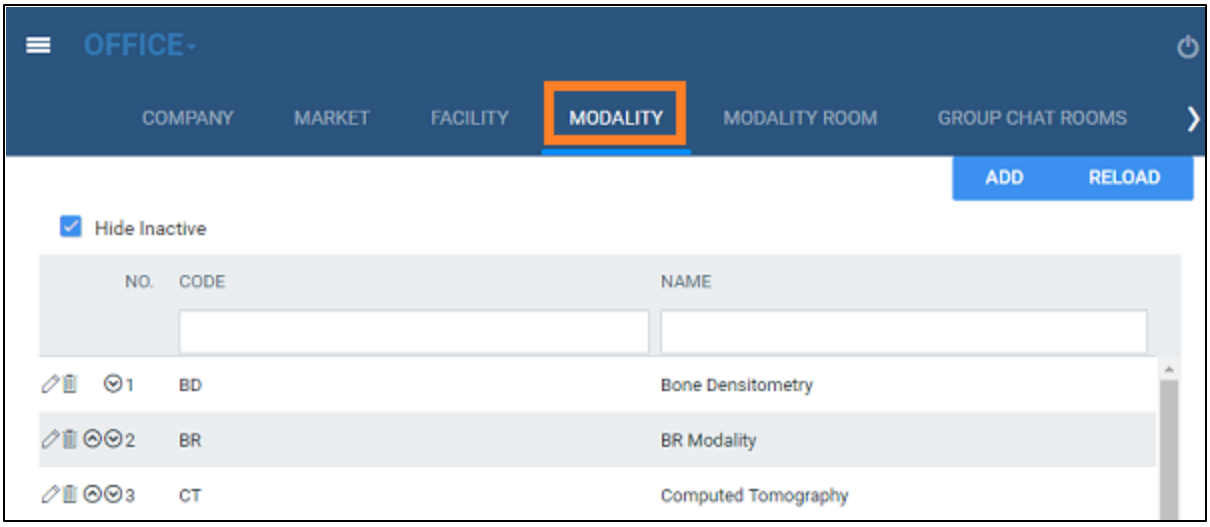
Add modalities

You must set up each modality available to your facility or institution in Exa PACS|RIS. In particular, you must add modalities before entering DICOM settings.

Caution: Do not add non-DICOM modalities, as this could result in problems sending studies to external PACS.

Procedure

1. Go to SETUP > OFFICE > Office > MODALITY.



2. Select ADD.



3. Enter the following settings.

Setting	Description
Code	Type the standard DICOM modality code. For example, for ultrasound, type US.
Name	Type a unique name for the modality.
Hidden on Physician Portal	Select to hide the modality name on the physician portal to prevent unwanted scheduling. Useful for hiding non-scheduled modalities such as SR.

4. Select SAVE.

5. In the list of modalities, select the buttons to order the new modality.

Note: During modality-related tasks, Exa PACS|RIS matches modalities by the order in the list. Therefore, for example, you should list MG before SR.

Add modality rooms

Modality rooms are named locations where modalities are used for exams, and must be configured for use in scheduling exams. Add a modality room for each modality at your facility. Each modality room your configure here appears as a column on the schedule book.

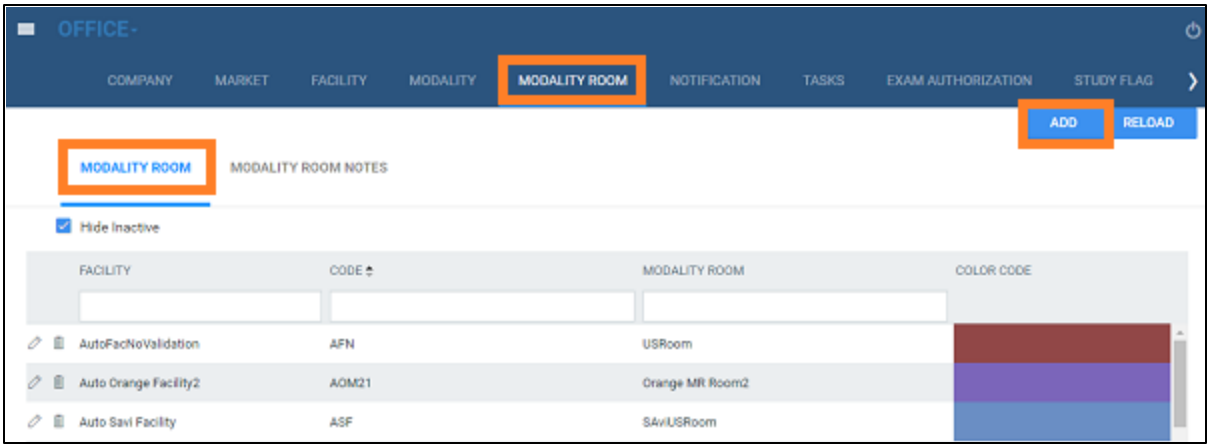
Prerequisite: Add modalities, Add a facility, and DICOM modality worklist (see Configure application entities).

Avoid common mistakes

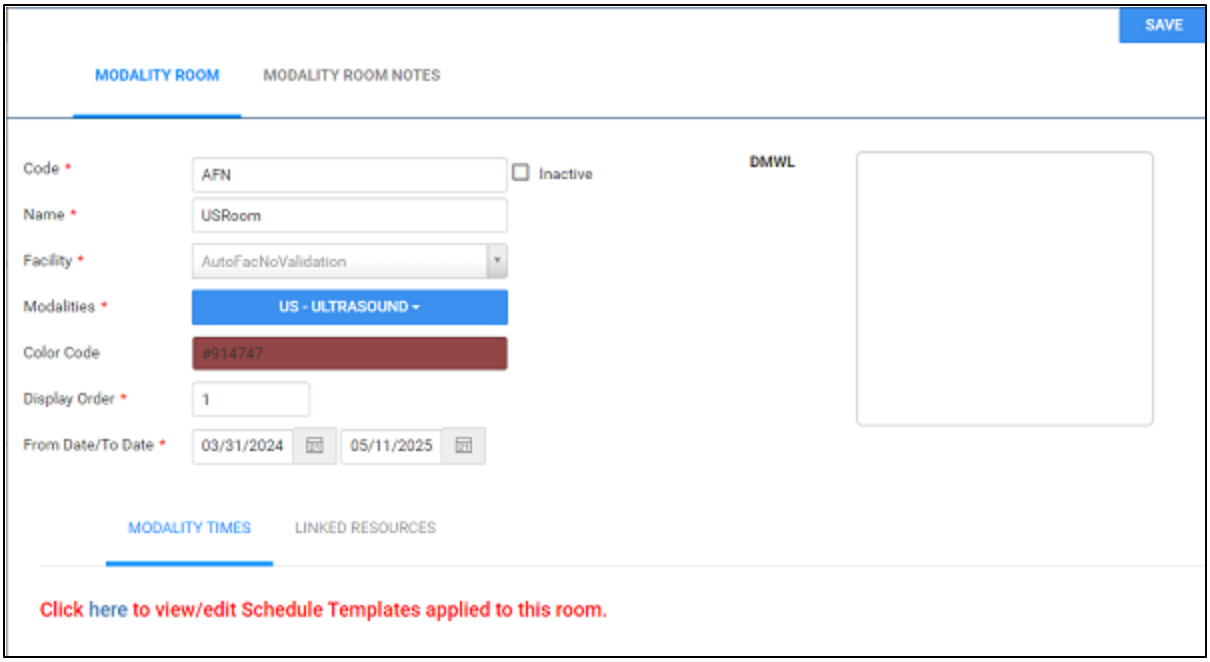
- Give your modality rooms intuitive names that are easy to find when creating schedule templates
- Set the From date to a date in the past to view past scheduled appointments
- Set the To date to a date far in the future (such as 1/1/2099) unless you plan to permanently close the room on a certain date.

Procedure

1. Go to SETUP > OFFICE > Office > MODALITY ROOM.



2. On the MODALITY ROOM sub-tab, select ADD.



3. Enter the following settings.

Setting	Description
Code	Type your unique internal code or name for the modality room.
Name	Type a name for the modality room.
Facility	Select the facility where the modality room is located.
Modalities	Select all modalities that are in use in the modality room. All appointment types with the modalities you select become available to schedule in the room (unless excluded by schedule rules).
Color Code	Click inside the box, and then select a color from the picker to assign to the modality room. The color appears in a bar below the name of the modality room in the schedule book.
Display Order	Type a number to determine in which column the modality room appears in the schedule book. Lower numbers appear on the left side of higher numbers.
From Date/To Date	Select a date range in which you can view studies on the schedule book. Note: Set the To Date according to how long you plan to keep using the room.
DMWL	Select the AEs in the room to which to serve the worklist. Only the selected AEs will receive orders for that room.

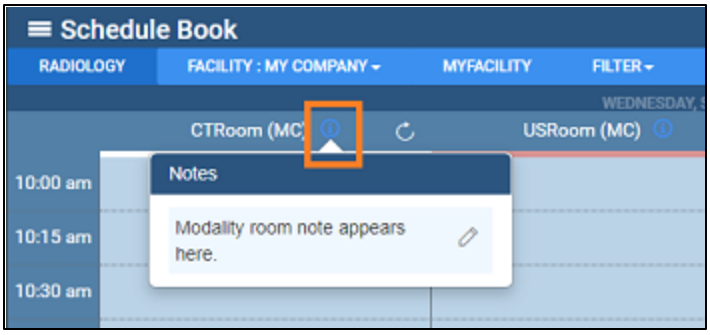
4. On the MODALITYTIMES sub-tab, select the here link, and then add a schedule template to the room.
5. Optional: On the LINKED RESOURCES sub-tab, select which treatment resource is associated with the modality room (technologist or Mobile RAD vehicle), and then type or select the name of the resource.
6. Select SAVE.

See also:

Configure a schedule filter

Add modality room notes

You can add a *modality room note* of up to 500 characters to a modality room. For example, you could leave a note alerting staff that an MRI modality room has a weight limit of 350 pounds. Modality room notes appear in a pop-up window on the schedule book when you select the information button in a column header.

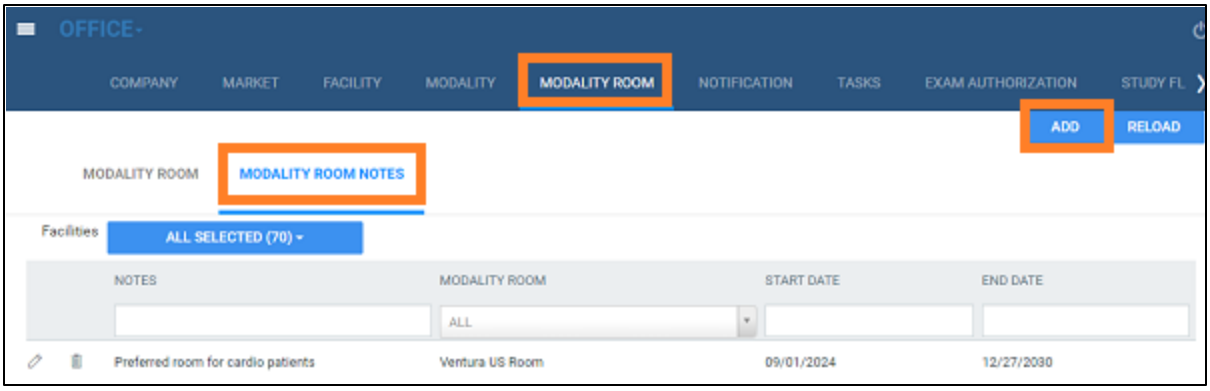


Prerequisites:

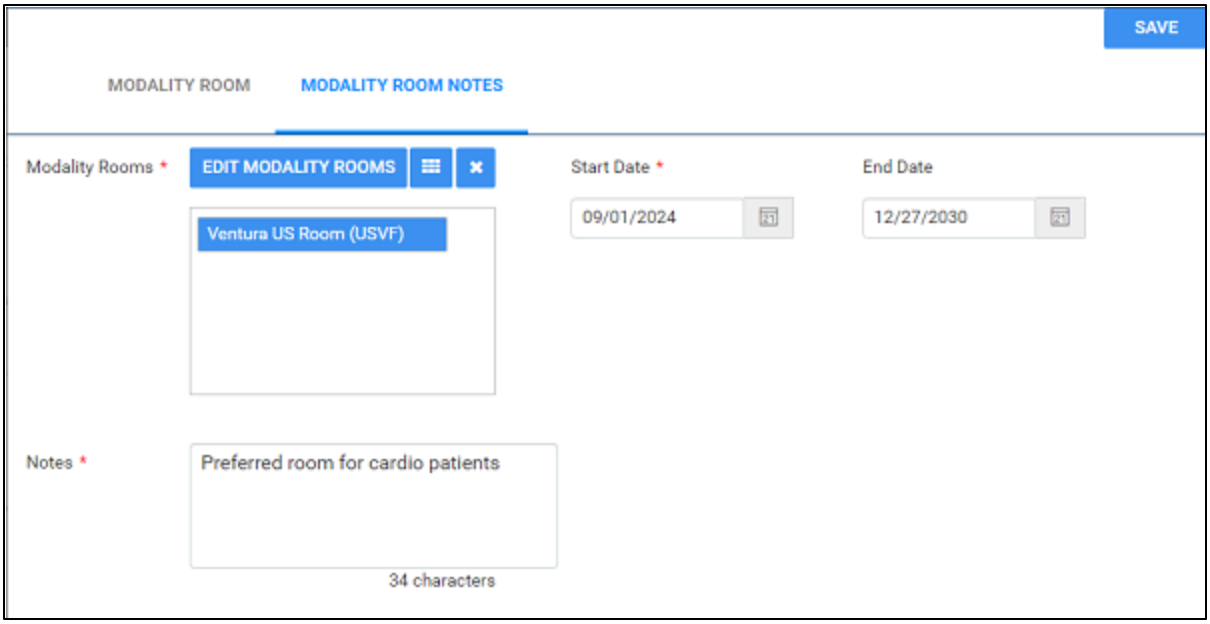
- Add modalities, Add a facility, and Add modality rooms.
- Obtain the Modality Room Notes user right.

Procedure

1. Go to SETUP > OFFICE > Office > MODALITY ROOM.
2. Optional. To filter the list of notes, select options in the Facilities dropdown list, and type or select criteria in the column headers.



3. On the MODALITY ROOM NOTES sub-tab, select ADD.



4. Enter the following settings.

Setting	Description
Modality Rooms	Select to which modality rooms the note applies.
Notes	Type the note.
Start/End Date	Select a date range in which the note is available on the schedule book.

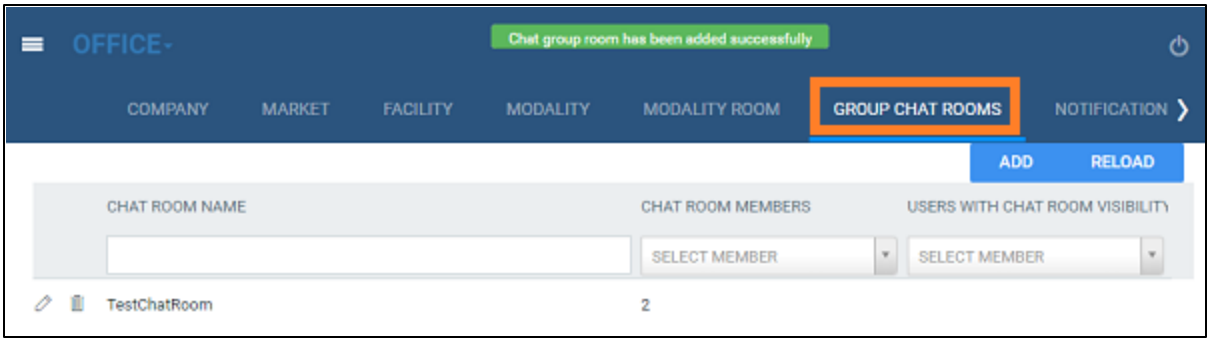
5. Select SAVE.

Add a group chat room

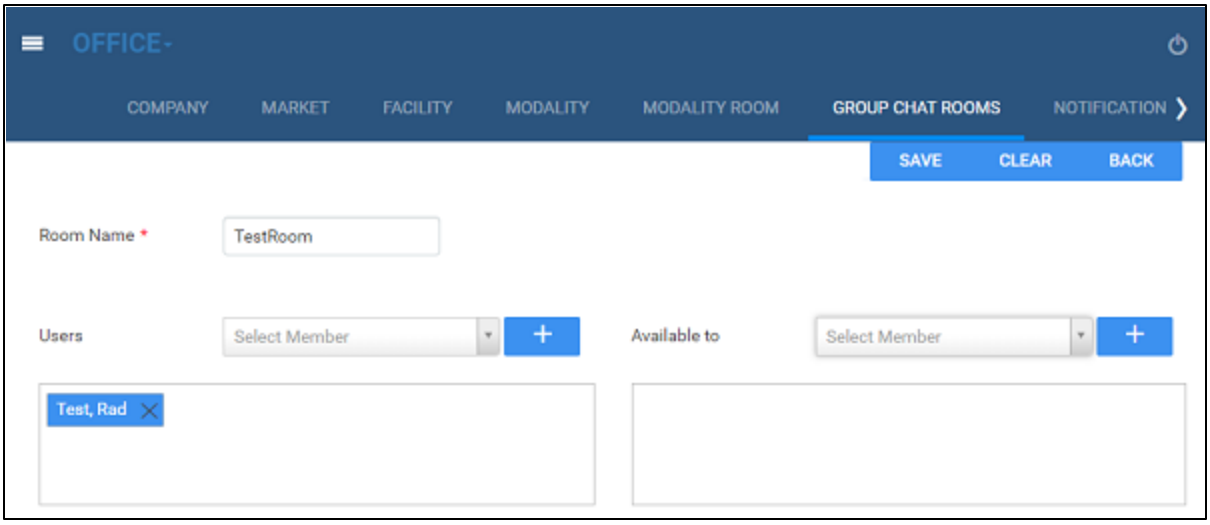
For use with Exa Chat, you can create group chat rooms, manage members of the rooms, and make the room available to selected users to join. You can also add group chat room from within Exa Chat itself.

Procedure

1. Go to SETUP > OFFICE > Office > GROUP CHAT ROOMS.



2. Select ADD.



3. Enter the following settings.

Setting	Description
Room Name	Type a name for the room.
Room Users	Select the members of the group chat room.
Available to	Select users who can find the group chat room when searching for a room to join.

4. Select SAVE.

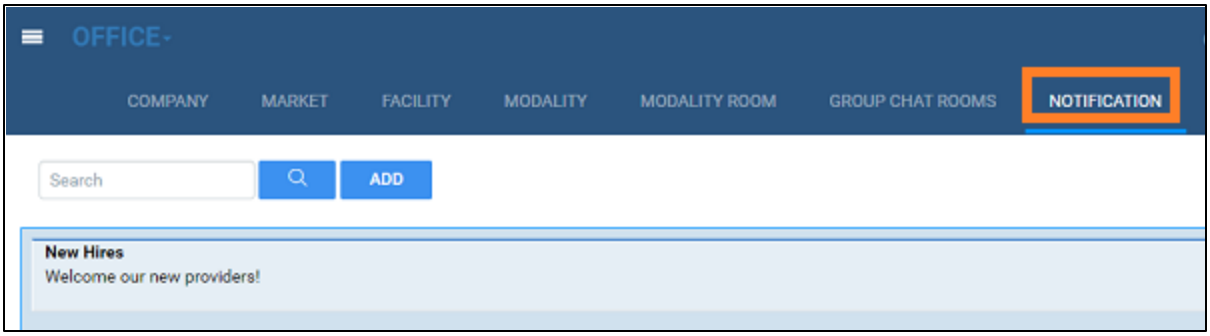
Add a notification

You can preconfigure notifications (for example, a welcome message) to appear on the dashboard, physician portal, or attorney portal (Exa PACS|RIS only) sign-in pages under "Organizational News." These notifications are fixed messages, and not related to email or fax notifications.

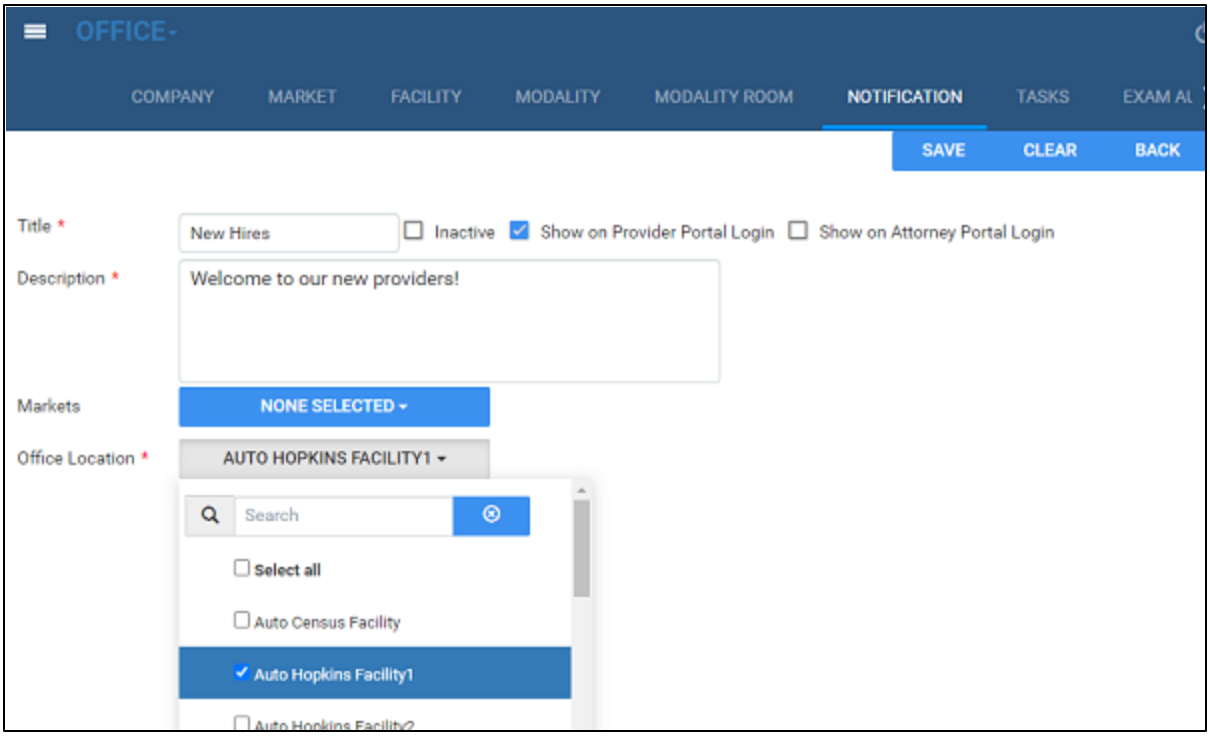
Prerequisite: Add at least one facility.

Procedure

1. Go to SETUP > OFFICE > Office > NOTIFICATION.



2. Select ADD.



3. Enter the following settings.

Setting	Description
Title	Type a title for the notification.
Show on Provider Portal Login	Select to display the notification on the sign-in page of the physician portal.
Show on Attorney Portal Login	Select to display the notification on the sign-in page of the attorney portal.
Description	Type the body of the notification.
Markets	Select markets where the notification is available.
Office Location	Select one or more facilities to which to send the notification.

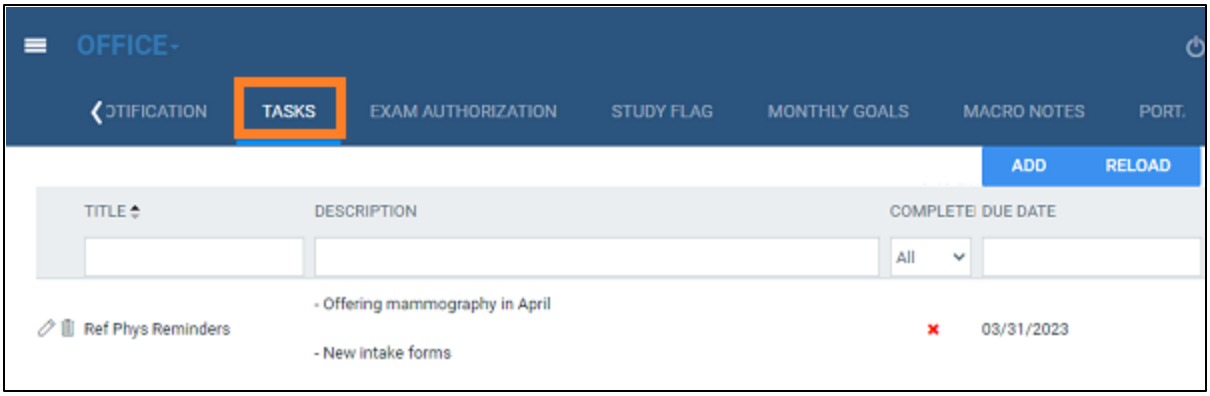
4. Select SAVE.

Add tasks

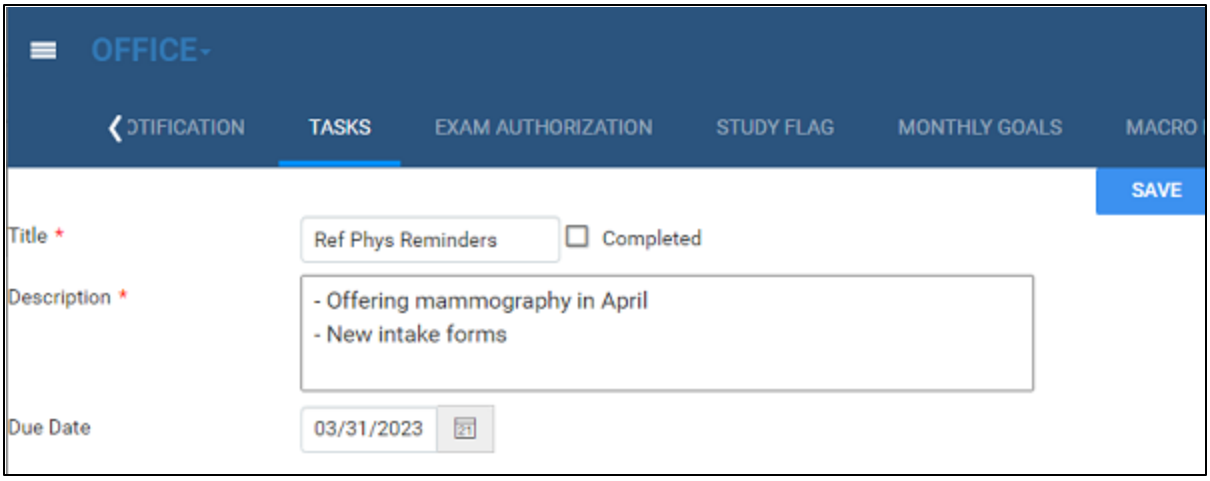
Administrators can add tasks for marketing representatives, such as “Tell referring physician offices that we will start offering 3D mammography in January.”

Procedure

1. Go to SETUP > OFFICE > Office > TASKS.



2. Select ADD.



3. Enter the following settings.

Setting	Description
Title	Type a title for the task.
Description	Type a description of the task.
Due Date	Select a due date for the task.
Completed	Select when the task is completed.

4. Select SAVE.

What are authorization, verification, and estimation?

Insurance companies and other providers may require authorization and verification of eligibility.

- *Authorization* involves contacting the insurance company about a procedure, providing proof of medical necessity, and obtaining permission for the procedure in the form of an authorization number. Not common in Canada.
- *Verification* (of eligibility) means to check whether a patient's insurance policies cover medical products or services.
- *Estimation* refers to estimating coverage in the form of amounts payable by insurance companies, patients, and other parties.

Eligibility verification and insurance coverage estimation are performed electronically with a clearinghouse through PokitDok, Exa Clear, or other service. If the verification service is not able to determine eligibility, it can be determined manually by clinical staff.

See also:

Add authorization rules
Authorize an exam
View authorization history

Add authorization rules

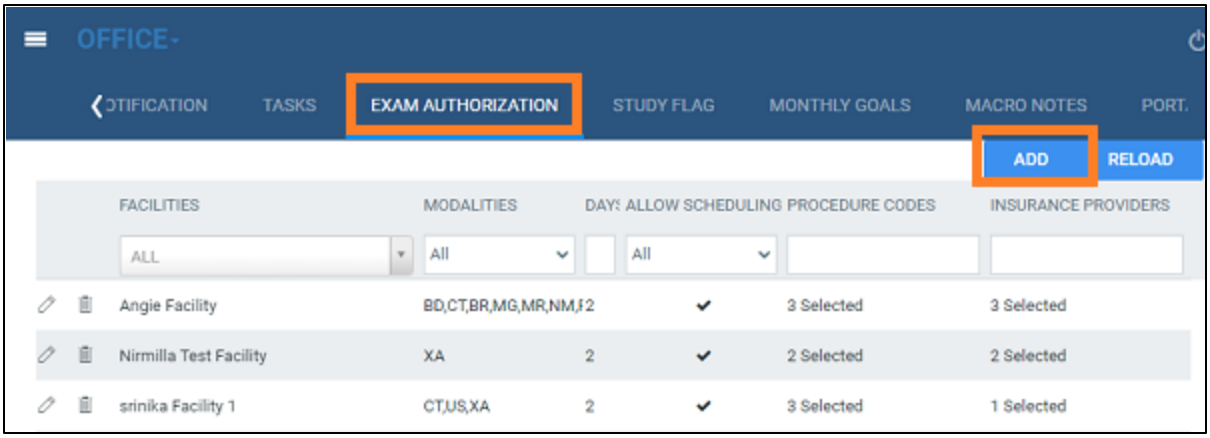
Authorization rules help prevent you from scheduling an exam on a date sooner than the amount of time required to obtain insurance authorization. Based on the rules you configure, Exa PACS|RIS automatically adds a color-coded authorization star to studies on the worklist to indicate authorization status, and displays prompts during scheduling.

Note: When there are multiple CPTs in a study with matching authorization rules, the overall status of the study indicated on the worklist is that of the CPT with the highest-precedence (first) status in the following order: Needs Authorization, Reauthorization Needed, Pending Authorization, Denied Authorization, Authorized, Partial Authorization.

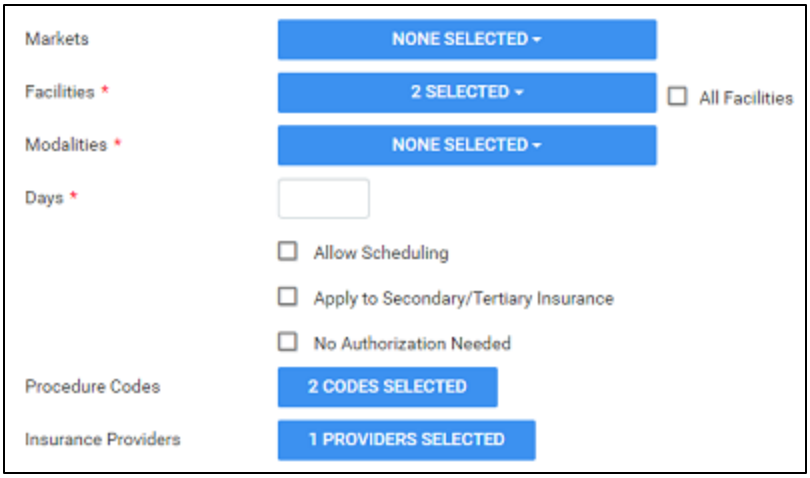
Prerequisite: Configure at least one procedure code and insurance provider.

Procedure

1. Go to SETUP > OFFICE > Office > EXAM AUTHORIZATION.



2. Select ADD.



3. Under Facility, to make different authorization rules for different facilities, Choose facilities.
4. Configure the following settings.

Setting	Description
Markets	Select markets that will use the authorization rule.
Facility	Select all, or one or more facilities in the dropdown list that will use the authorization rule.
All Facilities	Select all current and future facilities.
Modalities	Select one or more modalities to which the authorization rule will apply.
Days	Type the minimum number of days required to wait for authorization (the exam cannot be scheduled during the number of days you enter, unless you select Allow Scheduling below).
Allow Scheduling	Select to allow staff to schedule exams that are currently unauthorized, but that can be authorized in the future. Gives the scheduler the option to schedule the exam, create a preorder instead, or cancel.
Apply to Secondary/Tertiary Insurance	Clear: Apply the rule to the primary insurance policy. Select: Apply the rule to all (primary, secondary, and tertiary) insurance policies that are available for the exam.
No Authorization Needed	Select to *not* require authorization for any study to which the rule applies (for example, a rule that: "X-rays do not require authorization").
Procedure Codes	Select one or more procedure codes. The authorization rule only applies to the procedures you select.
Insurance Providers	Select one or more insurance providers. The authorization rule only applies to the providers you select.

5. Select SAVE.

See also:

Authorize an exam
What are authorization, verification, and estimation?

Create a study flag

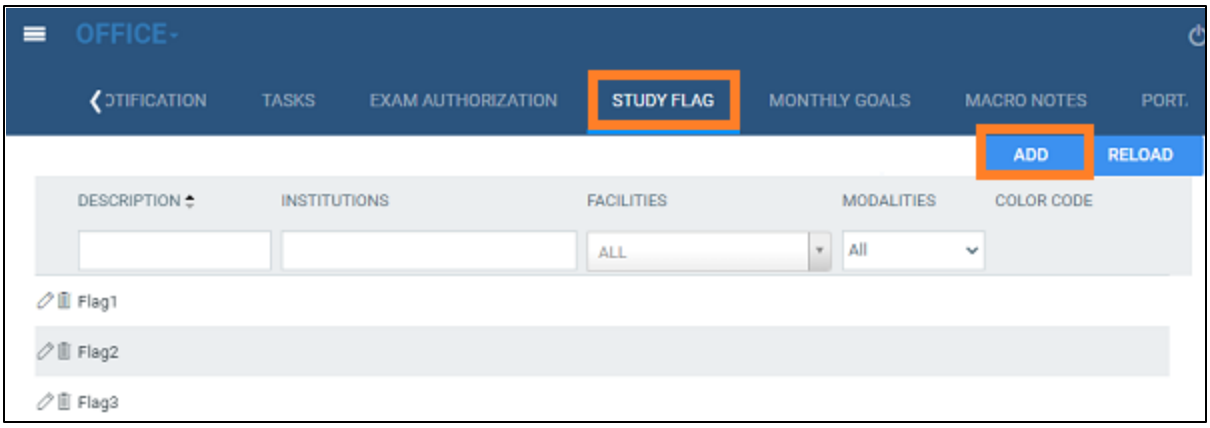
You can create a study flag that staff can apply to studies and orders on the worklist and schedule book. When you create a study flag, you can restrict its availability by institution, facility, modality, and other parameters. To use the study flags you create here, see Flag an order or study. Study flags provide the following benefits.

- Flags help you categorize and identify studies, and you can sort the worklist by flags.
- You can use flags to trigger routing rules.
- You can make worklist filters that use study flags as criteria.

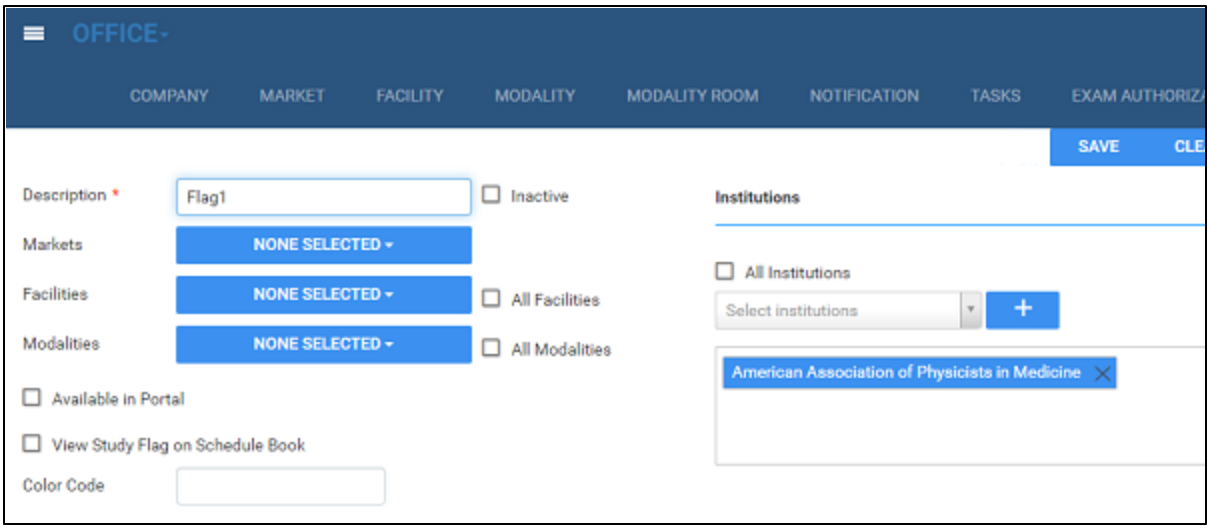
To create a study flag, follow these steps.

Procedure

1. Go to SETUP > OFFICE > Office > STUDY FLAG.



2. Select ADD.



3. In the Description box, type a name for the flag.
4. Enter the following settings.

Setting	Description
Markets	Select markets where the flag is available.

Setting	Description
Facilities	Select the facilities for which the study flag is available.
Modalities	Select the modalities for which the study flag is available.
Available in Portal	Select to make the flag available in the physicians' portal. If selected, all other settings become unavailable.
View Study Flag on Schedule Book	Select to show any study flags added to a study on the appointment card in the schedule book.
Color Code	Select a color in the picker. This color appears in the Study Flag column in the worklist.
Institutions	Select the institutions for which the study flag is available.

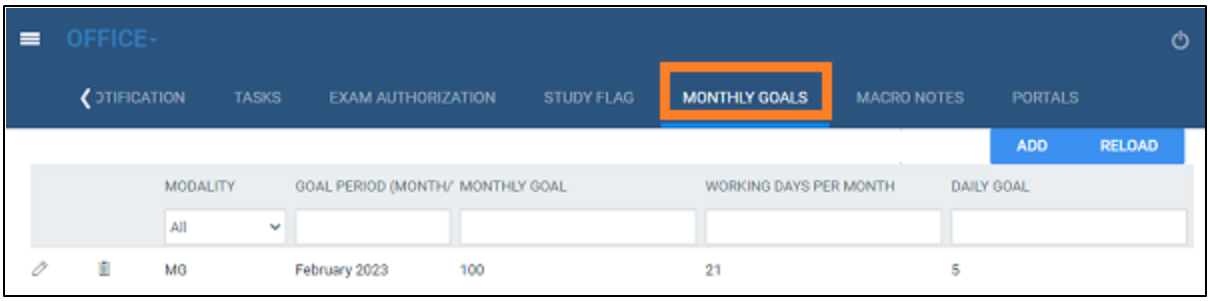
5. Select SAVE.

Set monthly goals

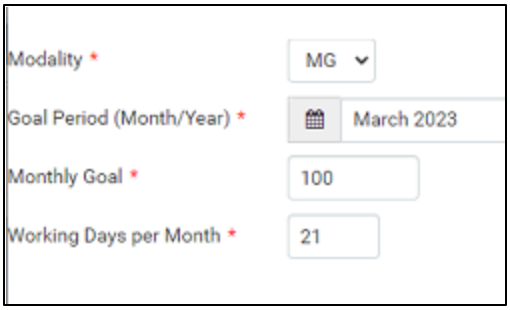
You can set monthly goals for the number of studies to perform for each of your modalities. This information is used in the Monthly/Daily Study Goals operations report.

Procedure

1. Go to SETUP > OFFICE > Office > MONTHLY GOALS.



2. Select ADD.



3. Enter the following settings.

Setting	Description
Modality	Select the modality for which to set a goal.
Goal Period	Select the month for the goal.
Monthly Goal	Type the target number of studies to perform with the selected modality.

Setting	Description
Working Days per Month	Type the number of days in the selected month.

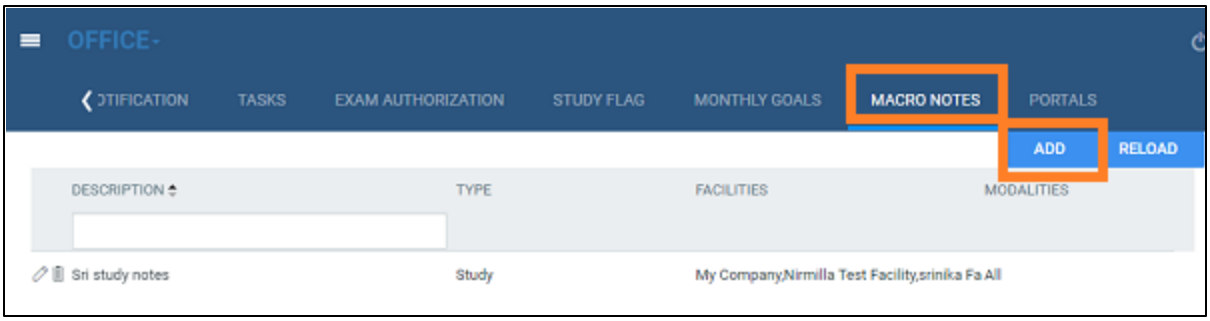
4. Select SAVE.

Configure macro notes

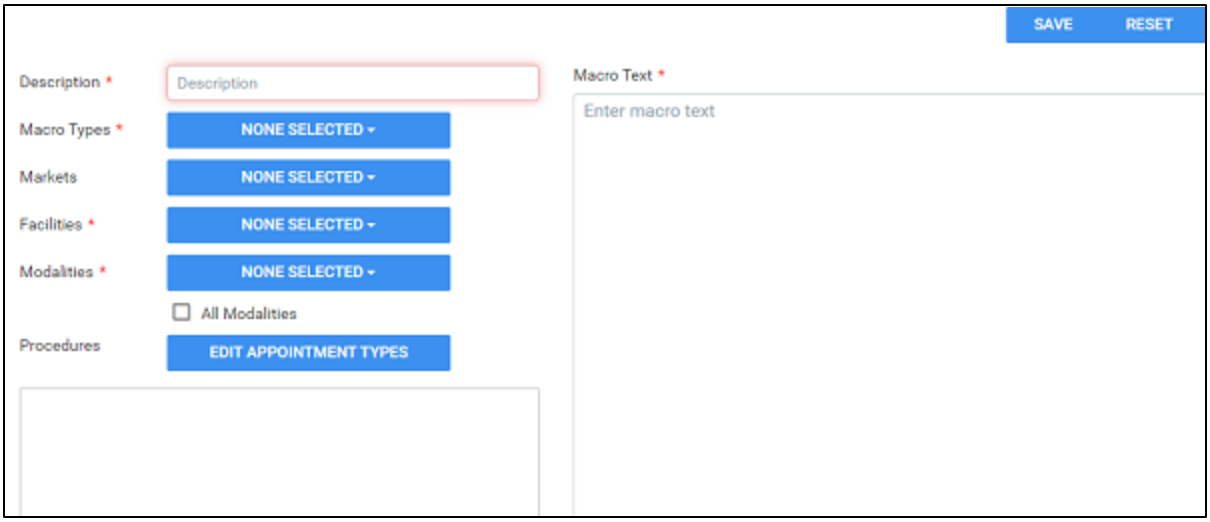
Macro notes are preconfigured blocks of text and metadata that you can add as notes to items in various parts of the program such as studies, schedules, and claims. Configuring macro notes ahead of time saves you from having to re-enter the same notes on multiple occasions.

Procedure

1. Go to SETUP > OFFICE > Office > MACRO NOTES.



2. Select ADD.



3. Enter the following settings.

Setting	Description
Description	Type a short description for the macro note to appear as the selectable option when adding notes in other parts of the program.
Macro Types	Select the type of note (Study, Schedule, or Claim).
Markets	Select the markets where the macro not is available.

Setting	Description
Facilities	Select the facilities where the macro note is available.
Modalities	Select the modalities for which the macro note is available.
Edit Appointment Types	Select to add or remove the appointment types for which the macro note is available.
Macro Text	Type the content of the macro note.

4. Select SAVE.

To use your macro notes, see the following topics:

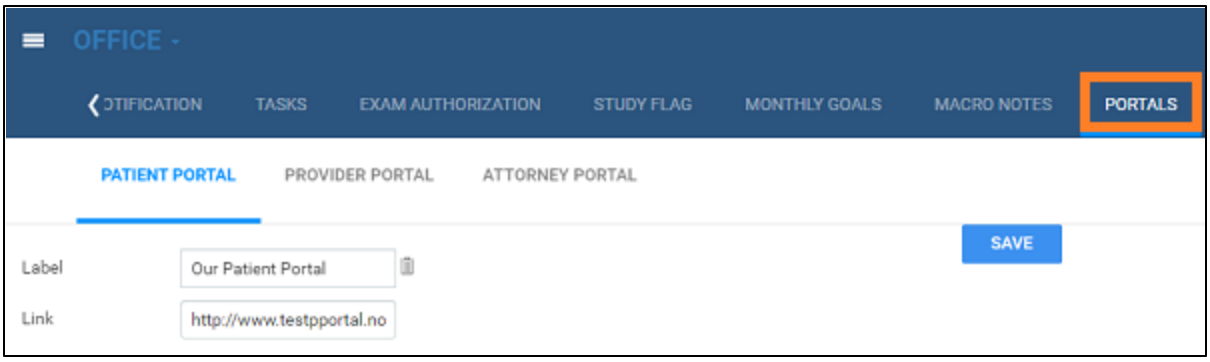
Area	Topic
Edit Study screen	Edit study information Enter notes and reasons for study
Worklist	Use the study toolbar buttons
Patient chart	Edit other patient information
Technologist screen	Use the exam screen for technologists
New Appointment screen	Enter appointment information

Configure portal links

You can add up to two custom links (URLs) to the patient, provider (physician), or attorney portal (Exa PACS|RIS only). For example, you could add a link to the patient portal that sends your patients to your company's payment website.

Procedure

1. Go to SETUP > OFFICE > Office > PORTALS.



2. Select a portal sub-tab (PATIENT, PROVIDER, or ATTORNEY), and then enter the following settings.

Setting	Description
Label	Type the link text that appears to the user. For example, Pay Now.
Link	Type the URL. For example: `https:\www.ourcompname.com\customer_payment_site`

3. Select SAVE.

Manage life cycles

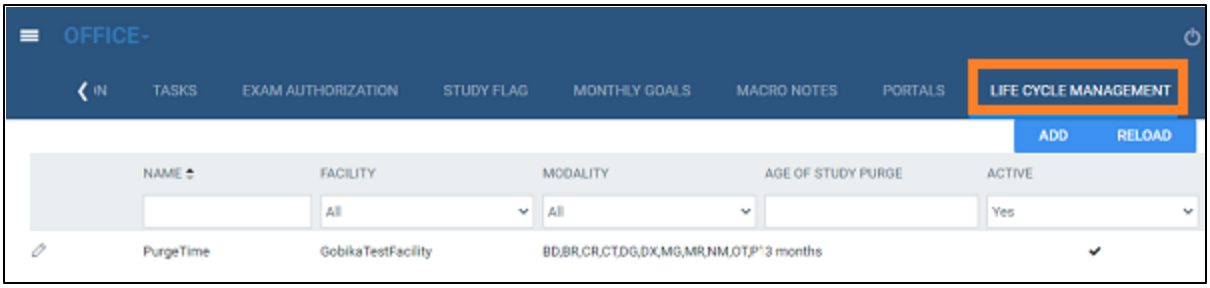
To automatically purge or move aging data (such as images and reports) from the database (such as for legal or efficiency purposes), you can create life cycle management (LCM) rules. Exa PACS|RIS automatically purges or moves data according to your rules, in FIFO (first-in-first-out) order.

Note: Konica Minolta pre-configured the maximum number of studies to purge per rule at your facility. If a single rule you configure here matches more items than that number, the excess items won't be purged. If this is a possibility, create multiple rules.

Caution: Make sure you understand the legal liability implications of purging data at your organization before using Life Cycle Management.

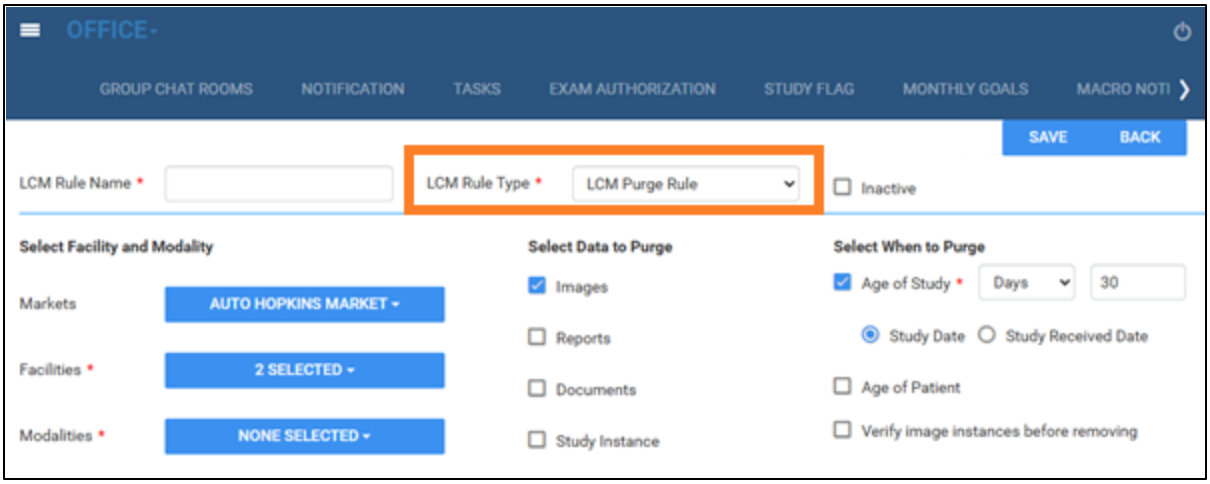
Procedure

1. Go to SETUP > OFFICE > Office > LIFE CYCLE MANAGEMENT.



2. To create a rule to purge data, in the LCM Rule Type dropdown list, select LCM Purge Rule.

   To create a rule to move data, see "Create a rule to move data" later in this topic.



3. Enter the following settings.

Setting	Description
LCM Rule Name	Type a name for the rule
Markets	Select markets where the rule is applicable.
Facility/Modality	Select the facilities and modalities whose data is subject to purging by the rule.

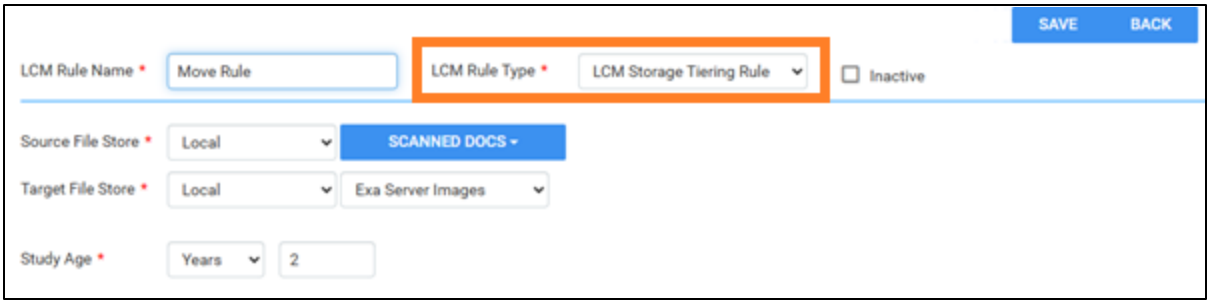
Setting	Description
Data to Purge	Select one or more types of data to purge. You cannot select Study Instance unless all other types are selected.
When to Purge	Age of Study: Required. Select the checkbox, and then enter the age of the data to purge in number days, months, or years. Select one of the following: Study Date: Determine the Age of Study by its study date. Purge by study date, oldest studies first. Study Received Date: Determine the Age of Study by its received date. Purge by study received date, oldest studies first.
	Age of Patient: Purge by age of patient. For example, if you are required to retain patient data until at least 21 years of age, select the checkbox and set to Years, 21.
	Verify image instance before removing: Select the checkbox, and then select a database. Exa PACS|RIS confirms that the instance exists on the selected database (such as a VNA) prior to purging.

5. Optional: Repeat this procedure to create additional rules.
6. Select SAVE.

Create a rule to move data

You can create a rule that automatically moves files of a specified age from one file store to another.

1. In the LCM Rule Type dropdown list, select LCM Storage Tiering Rule.



2. Enter the following settings.

Setting	Description
LCM Rule Name	Type a name for the rule
Source File Store	In the first dropdown list, select a type of file store. In the second dropdown list, select from which file store to move studies (the source).
Target File Store	In the first dropdown list, select a type of file store. In the second dropdown list, select to which file store to move studies (the destination).
Study Age	In the dropdown list, select a unit of time (Days, Weeks, Months, or Years). In the text box, type the number of units of time.

3. Select SAVE.

Configure providers and resources

You can set up individual healthcare providers, their groups and facilities, and provider pay schedules for use in other parts of the program.

This section contains the following topics (not all topics may be available depending on version and region).

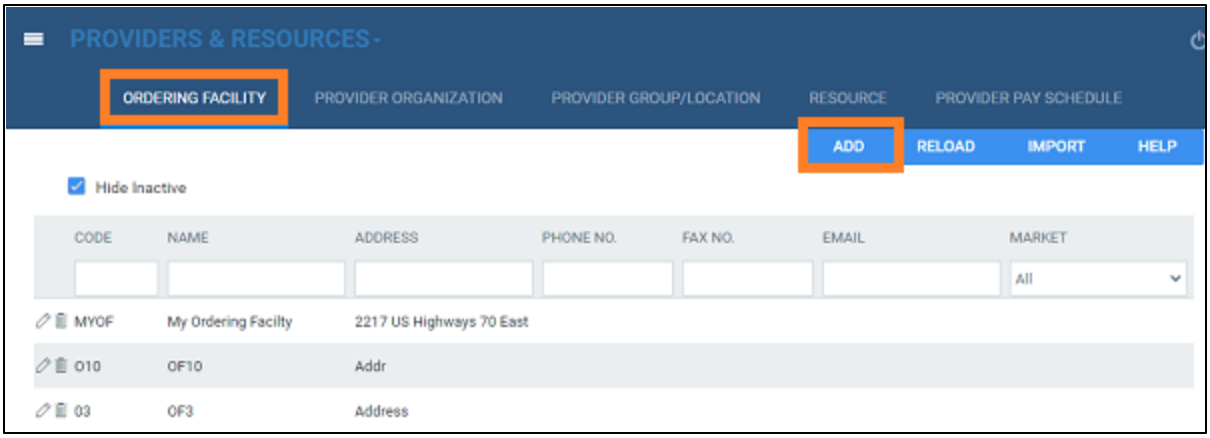
Configure an ordering facility
Import an ordering facility
Add a location or contact to an ordering facility
About provider organizations, and provider groups and locations
Add a provider organization
Add a provider group or location
Add a resource
Configure detailed resource settings
Merge resources
Convert or merge a system provider resource
Configure a technologist
Configure a provider pay schedule

Configure an ordering facility

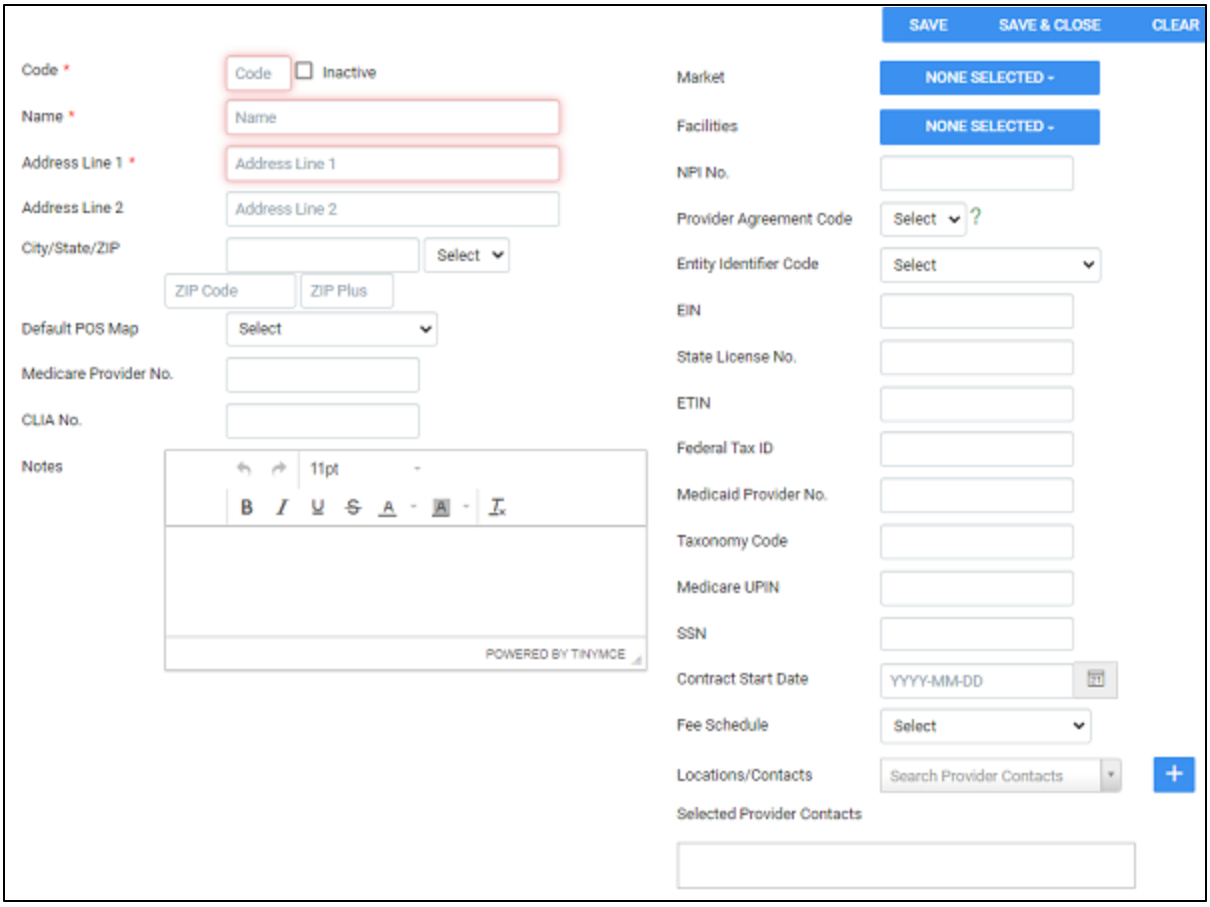
An ordering facility (*OF*)—such as a skilled nursing facility—is a facility that hires a mobile radiology company (see About mobile billing). You can configure an ordering facility at your institution to be able to submit electronic orders for OF-related exams. The orders submitted appear on the PRE ORDERS tab of the worklist for scheduling.

Procedure

1. Go to SETUP > OFFICE > Providers & Resources > ORDERING FACILITY.



2. Select ADD, and then enter the following information.



Setting	Description
Code	Type the OF's internal facility code.
Name	Type the name of the OF.
[Address]	Type or select the address and country or region of the OF.
Default POS Map	If you configured POS maps, you can select one here.
Medicare Provider No.	Type the Medicare provider number of the OF.
CLIA No.	Type the clinical laboratory improvement amendments number of the OF.
Notes	For mobile billing, type notes to the OF, and apply formatting by using the word processing tools provided.
Market	Select markets served by the OF.
Facilities	Select facilities associated with the OF. If you selected a market, facilities within those markets are selected automatically, and you can modify selections as needed.
NPI No.	Type the national provider identifier of the OF.
Provider Agreement Code	Select the Medicare provider agreement code of the OF.
Entity Identifier Code	Select the entity identifier code of the OF (refer to the USHIK).
EIN	Type the employer identification number of the OF.
State License No.	Type the state medical license number of the OF.

Setting	Description
ETIN	Type the ETIN to be able to use electronic transfers.
Federal Tax ID	Type the federal tax ID of the OF.
Medicaid Provider No.	Type the Medicaid provider number.
Taxonomy Code	The Medicare/Medicaid taxonomy code (refer to CMS.gov).
Medicare UPIN	If there is only one healthcare provider at the OF, and the provider has no NPI, type the unique physician identification number of the provider.
SSN	If there is only one healthcare provider at the OF, type the social security number of the provider, if available.
Contract Start Date	The start date of any mobile billing contract made with the OF.
Fee Schedule	Select a fee schedule from the dropdown list. To add fee schedules, see Configure a fee schedule.
Locations/Contacts	Select a provider associated with the OF, and then select the plus button.

3. Select SAVE.
4. Enter the following settings on the sub-tabs that appear.

Locations/Contacts

See Add a location or contact to an ordering facility.

Providers

To view the providers at the ordering facility, select the PROVIDERS sub-tab.

Setting	Description
[None]	Lists providers added to the ordering facility.

Summary

To generate summaries of patients and studies at the ordering facility, select the SUMMARY sub-tab.

Setting	Description
Patients/Study	Select whether display patients or studies in the ordering facility summary report.
From Date/To Date	Enter a date range for the summary report.

- Select GO to view the summary report.

Marketing Rep

To configure a marketing rep. for the ordering facility, select the MARKETING REP. sub-tab.

Setting	Description
Marketing Rep.	Select the marketing representative for the facility.
Inherited From	If inherited, enter the contact information of the origin.

1. Select SAVE.
2. In the Notes, Follow-Ups/Tasks, and Contracts areas, select ADD to add the corresponding items to the marketing rep.
3. In the Patient Documents area, select UPLOAD to upload documents.

Login Details

You can link users who can sign in to the ordering facility portal, and assign sign-in credentials.

1. Select a user and then select LINK USER.
2. Optional. To add a new user, enter credentials and select CREATE USER.

Credentialed Technologists

You can assign technologists to ordering facilities for which they are credentialed (such as for working at prisons). This ensures that mobile sites do not assign non-credentialed technologists.

- On the CREDENTIALED TECHNOLOGISTS sub-tab, select one or more technologists in the dropdown list.

Credentialed Radiologists

You can assign radiologists to ordering facilities for which they are credentialed. Only assigned radiologists can read studies of the ordering facility. If no radiologists are assigned, all radiologists can read studies of the ordering facility.

- On the CREDENTIALED RADIOLOGISTS sub-tab, select one or more radiologists in the dropdown list.

Linked Resources

To link technologist or vehicle resources to the ordering facility, select the LINKED RESOURCES sub-tab.

Setting	Description
Technologist	Select a technologist to link.
Vehicle	Select a vehicle to link.

Billing Rules

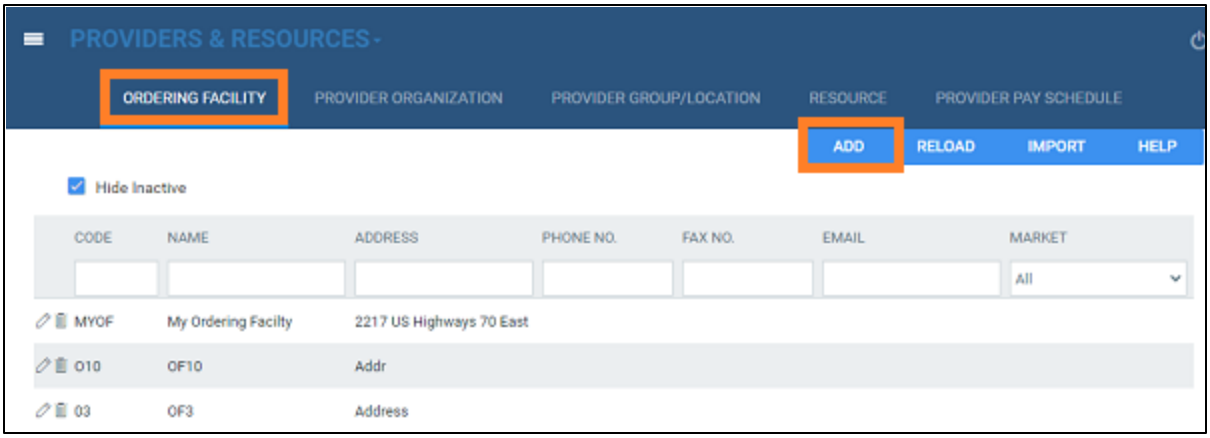
See Add billing rules and About billing rules.

Import an ordering facility

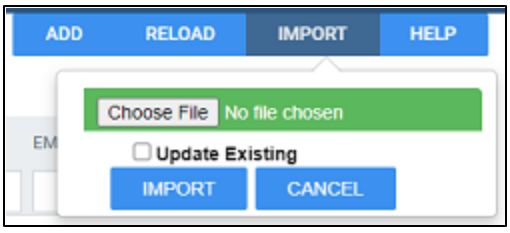
If you obtain exported facility information you can import those facilities.

Procedure

1. Go to SETUP > OFFICE > Providers & Resources > ORDERING FACILITY.



2. On the ORDERING FACILITY tab, select IMPORT.



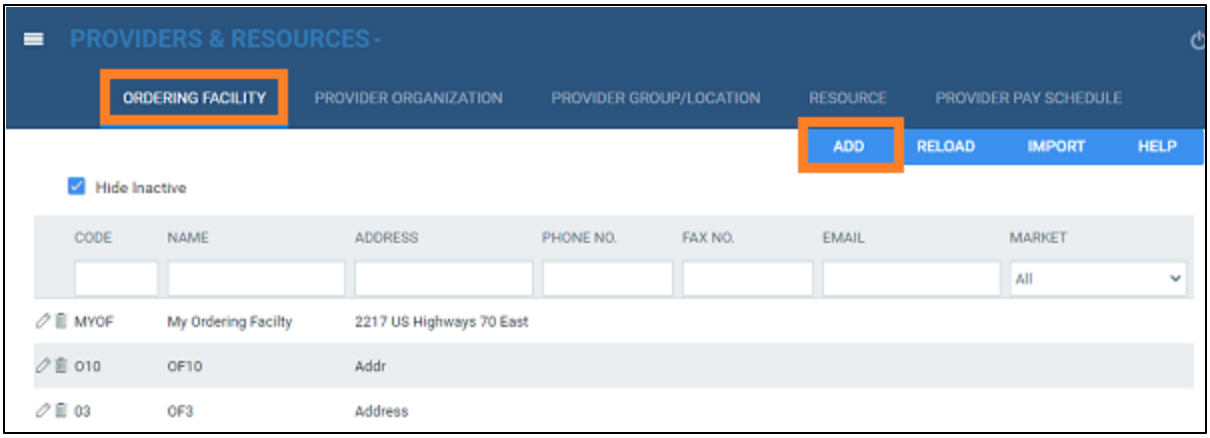
3. Select Choose File, browse for and select the file to import, and then select Open.
4. Optional. To replace existing facilities, select the Update Existing checkbox.
5. Select IMPORT.

Add a location or contact to an ordering facility

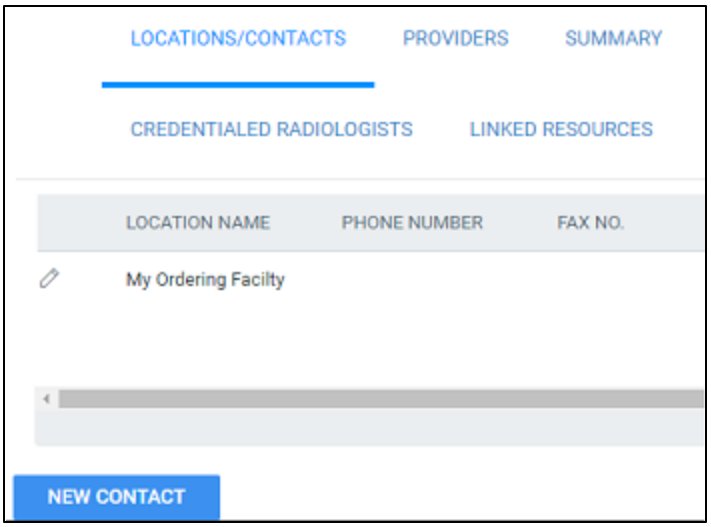
Ordering facilities can have multiple locations. For example, skilled nursing facilities (SNFs) can have different halls, each with different nurse stations or fax lines. To make locations and contacts easily selectable in other parts of the program, you can add them to your ordering facilities as follows.

Procedure

1. Go to SETUP > OFFICE > Providers & Resources > ORDERING FACILITY.



2. On the ORDERING FACILITY tab, open an ordering facility to edit, and then select the LOCATIONS/CONTACTS sub-tab.



3. Select NEW CONTACT, and then enter the following settings.

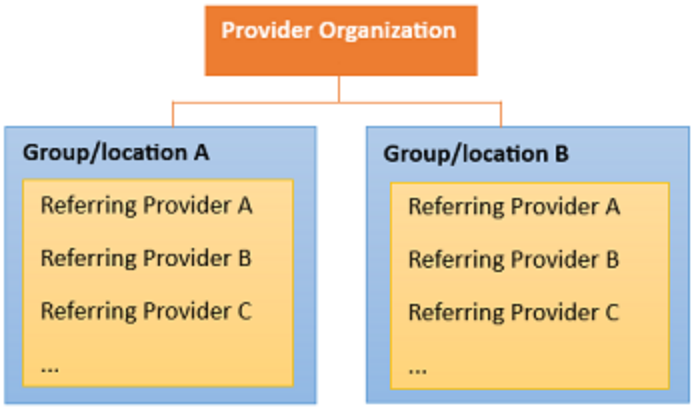
Caution: A password is configured or used on this page. For recommended security, turn off Chrome autofill.

Setting	Description
Location Name	Type the name of the location.
Phone/Fax/Email	Type the contact information for the facility.
Send Fax/Email	Select the checkboxes to indicate how to receive approved reports.
Report Password	Select the password that the ordering facility must use to view reports generated from exams that they ordered.
Ordering Facility Type	Select the type of ordering facility for the location.
POS Type	Select the place of service code for the location.
Primary Contact	Select if this location is the primary contact for the ordering facility.
Billing Type	Available in selected regions. Select the billing type of the location. What is a billing type?

5. Select SAVE CONTACT.
6. Select SAVE & CLOSE.

About provider organizations, and provider groups and locations

In Exa PACS|RIS you can organize your healthcare institutions hierarchically by parent Companies and child Facilities. In a similar manner, you can organize your referring providers by parent provider organizations and child Groups/Locations (which are typically "brick-and-mortar" offices and clinics). You can then associate individual referring providers to those groups and locations (see Add a provider group or location).



Notes:

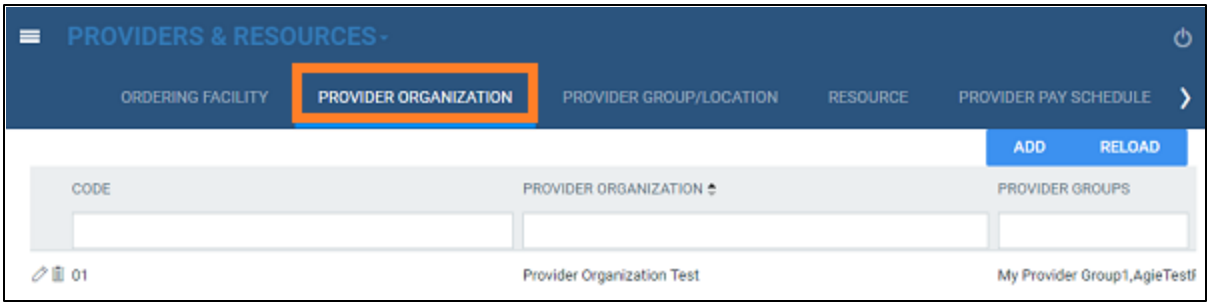
- Configuring provider groups and locations in advance is recommended because it makes it easier to enter settings for resources, providers, and other assets.
- Configuring provider groups and locations is required for setting up the physician and attorney portals.

Add a provider organization

A *provider organization* is an optional parent entity for *provider groups and locations*, which are typically "brick-and-mortar" offices and clinics for referring providers (see About provider organizations, and provider groups and locations). To add a provider organization:

Procedure

1. Go to SETUP > OFFICE > Providers & Resources > PROVIDER ORGANIZATION.



2. Select Add, and then enter the following settings.

Setting	Description
Code	Type your internal code for the organization.
Description	Type a description.

3. Select SAVE & CLOSE.

See also:

Add a provider group or location

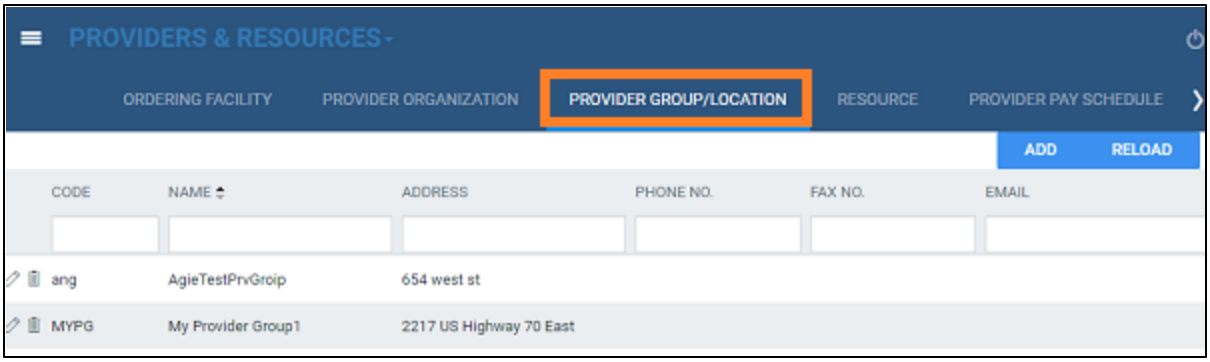
Add a provider group or location

Provider groups and locations are typically "brick-and-mortar" offices and clinics to which you can associate individual referring providers. If your institution works with a provider group or location, add it to the system as follows.

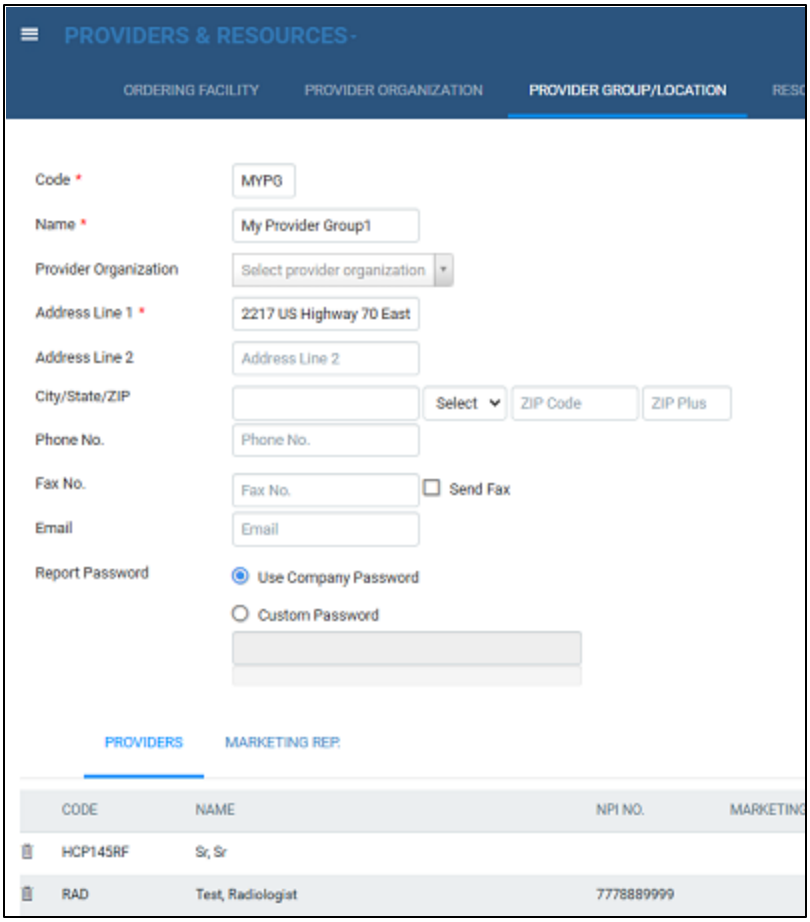
Caution: A password is configured or used on this page. For recommended security, turn off Chrome autofill.

Procedure

1. Go to SETUP > OFFICE > Providers & Resources > PROVIDER GROUP/LOCATION.



2. Select Add.



3. Enter the following settings.

Setting	Description
Code	Type your internal code for the group.
Name	Type the name of the group.
Provider Organization	Select the provider organization to which the provider group or location belongs.
[Address]	Type and select the address and country or region of the group.
Phone/Fax No.	Type the primary contact information for the group.
Email	Type the email address of the primary contact at the group.
Report Password	Select and/or the password that the provider group must use to view reports generated from exams that they ordered.

4. Select SAVE.
5. Use the PROVIDERS sub-tab to view or edit the list of configured providers.
6. Use the MARKETING REP sub-tab to add a marketing rep to the provider group.

See also:

[About provider organizations, and provider groups and locations]

Add a resource

A *resource* is a "container" to which you link an attorney, nurse, provider, laboratory, radiologist, technologist, or referring provider. You can add individual resources and add them to one or more provider groups. To configure access to the physician and attorney portals, see also Work with Physician and Attorney Portals.

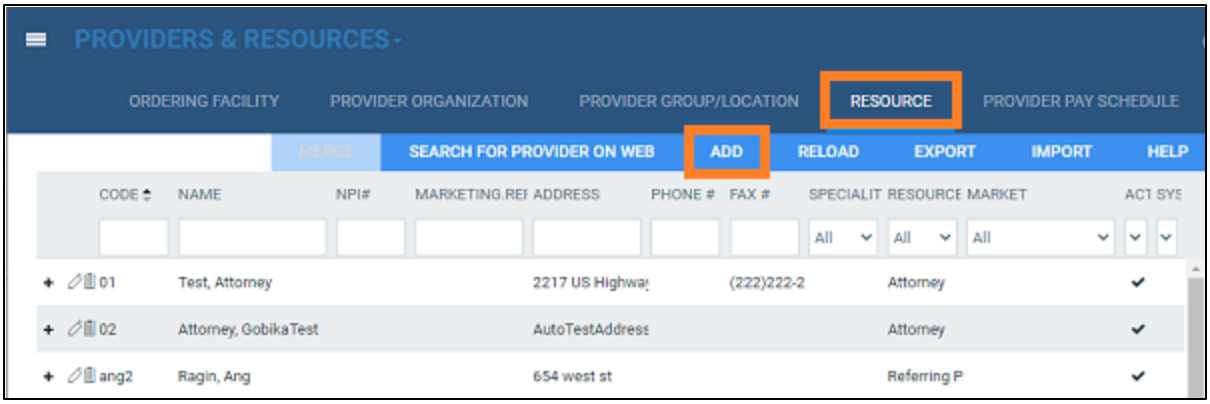
Caution: Turn off Chrome autofill feature before entering sensitive or security related information such as dates of birth and passwords.

Why add a "resource" at all?

A user (such as an individual technologist) cannot be directly assigned to a study. Instead, you assign the resource (such as a resource of type Technologist) to a study, and then link a user to the resource. See "LOGIN DETAILS" in Configure detailed resource settings. Resources also serve as a grouping mechanism to make users easier to find in various parts of the program.

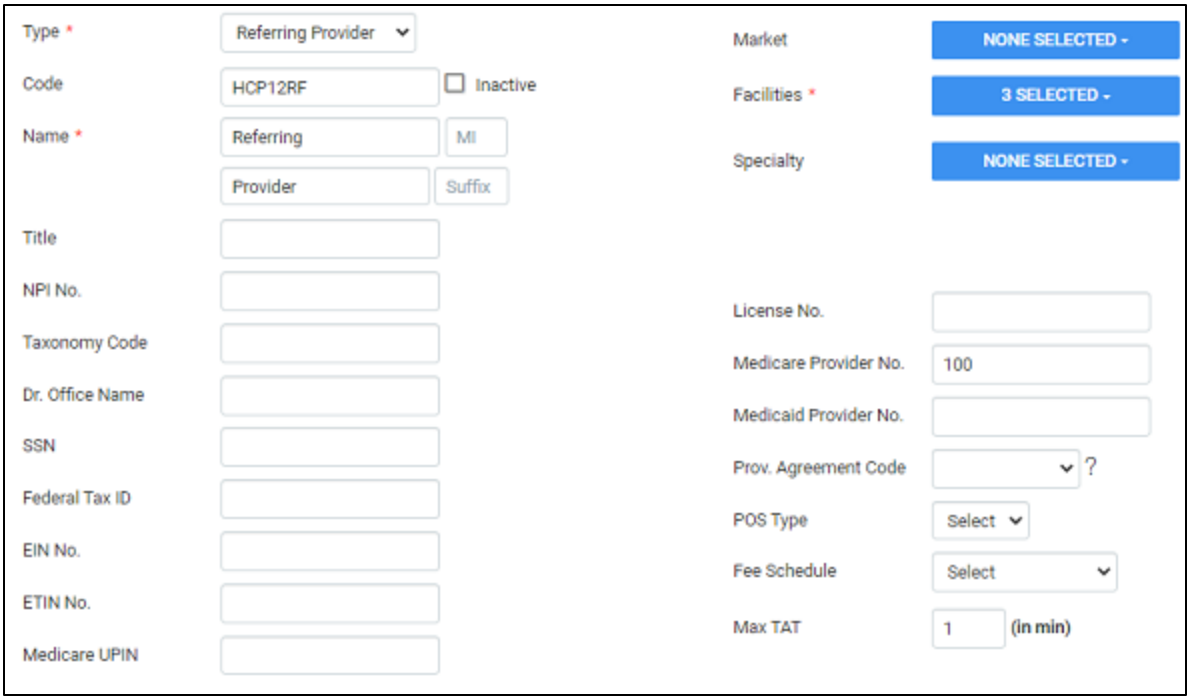
Procedure

1. Go to SETUP > OFFICE > Providers & Resources > RESOURCE.



2. Select Add, and then enter the settings in the figure below.

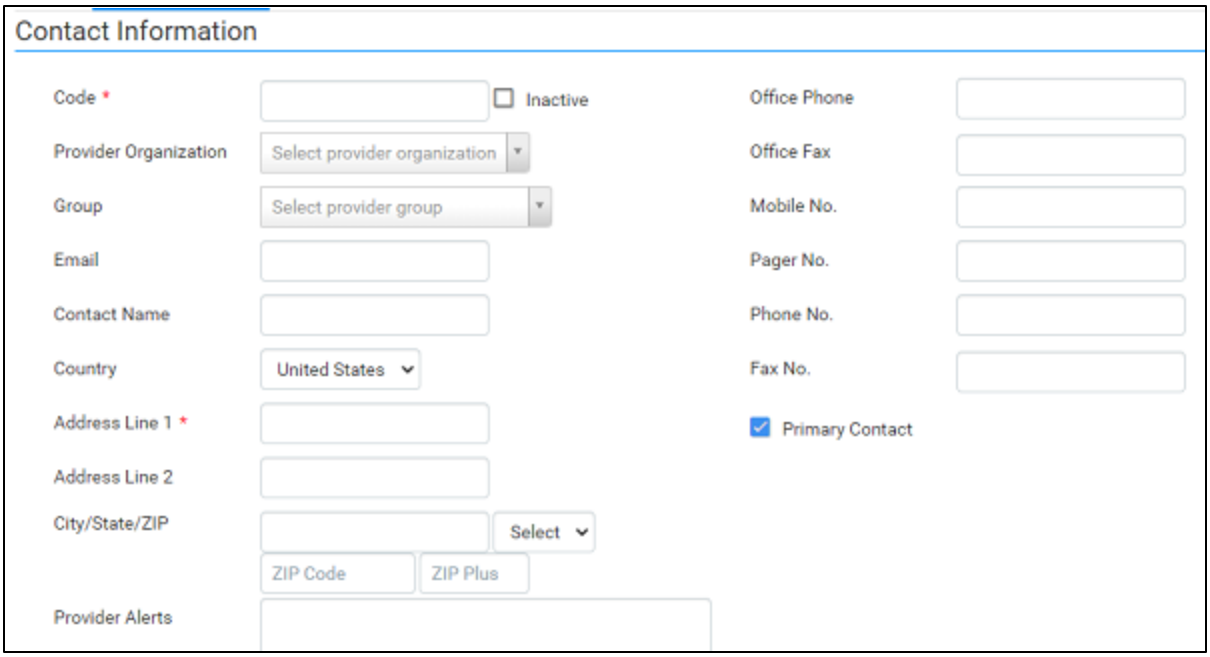
Note: Actual settings differ depending on your selection in the Type dropdown list.



Setting	Description
Type	Select the provider type.
Code	Type your internal code for the provider.
Name	Type the name of the provider.
Modality	For technologist resources types, select the technologist's allowed modalities.
Title	Type the academic credentials of the provider (e.g. MD)
NPI No.	Type the national provider identifier of the facility.
Taxonomy Code	The Medicare/Medicaid taxonomy code (refer to CMS.gov).
Dr. Office Name	Type the business name of the provider's office.
SSN	Type the social security number of the provider.
Federal Tax ID	Type the federal tax ID of the provider.
EIN No.	Type the employer identification number of the provider.
ETIN No.	Type the ETIN to be able to use electronic transfers.
Medicare UPIN	If the provider has no NPI, type the unique physician identification number of the provider.
Market	Select the market that the resource serves. All facilities in the Facilities dropdown list that are associated with the selected market become selected.
Facilities	Select all facilities with which the provider is associated. CAUTION: Confusion can arise if you select Facility "A" here, and then later link a user to this resource who does not have rights to view studies from Facility "A." Keep track of which resources and users have access to which facilities and other assets.
Specialty	Select the specialties of the provider.
License No.	Type the state medical license number of the provider.
Medicare Provider No.	Type the Medicare provider number of the provider.

Setting	Description
Medicaid Provider No.	Type the Medicaid provider number of the provider.
Prov. Agreement Code	Type the code for the legal provider agreement code.
POS Type	Displayed when Referring Provider is selected as the provider type. Select the place of service type for the referring provider's location.
Fee Schedule	Displayed when Referring Provider is selected as the provider type.
Max TAT	Assign a maximum turnaround time for the provider, in minutes. Exa PACS|RIS divides this time into 4 segments on the TAT monitor on the worklist.

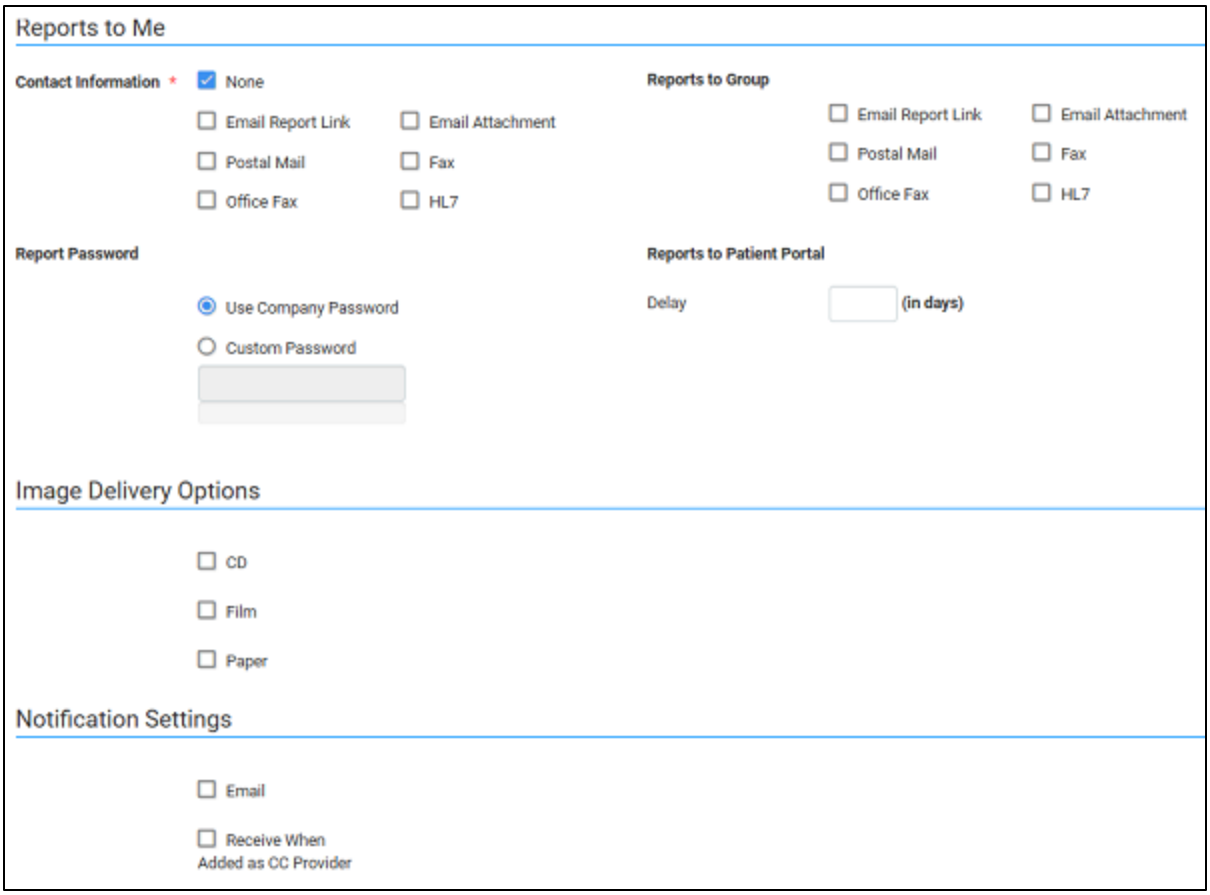
3. Under Contact Information, enter the following settings.



Setting	Description
Code	Type your internal code for the provider.
Provider Organization	Select the provider organization of the provider.
Group	Select the provider group to which the provider belongs. If the provider uses the physician or attorney portal, you must select the portal user's group.
Email	Type the email address of the provider. This is required to receive email reports, notifications, or attachments.
Contact Name	Type a contact name, such as the name of the administrative assistant of the provider.
[Country and Address]	Type or select the country or region and address of the provider.
Provider Alerts	Type any alerts for the provider, such as “only takes referrals.”
Office Phone/Fax	Type the contact information for the provider’s office.
Mobile/Pager No.	Type the mobile and/or pager number of the provider.
Phone No.	Type the personal phone number of the provider.

Setting	Description
Fax No.	Type the personal fax number of the provider.
Primary Contact	Select to send reports to the referring provider only.

4. Under Reports to Me, enter the following settings.



Group	Setting	Description
Reports to Me	Contact Information Email Report Link Email Attachment Postal Mail Fax Office Fax HL7	Select to send reports to the individual provider location/contact, and select which methods to use. Note: If you select Email Report Link and/or Email Attachment, you must enter the recipient email address in the Contact Information area.
	Reports to Group Email Report Link Email Attachment Postal Mail Fax Office Fax HL7	Select to send reports to all members of the provider location/contact's provider group, and select which methods to use.
	Report Password	Available when Email Report Link or Email Attachment are selected. Select to use the company password (configured in Password management) or to create a custom password. This is a contact-specific password to open any approved reports that they receive.

Group	Setting	Description
	Reports to Patient Portal Delay	Type the number of days to wait before posting reports on the patient portal.
Image Delivery Options	CD Film Paper	Select which media to use to deliver images.
Notification Settings	Email/Fax	Select to receive notifications by email and/or fax.
	Receive When Added as CC Provider	Select to have the provider receive notifications by email if they are added as a CC (carbon copy) provider.

5. Select SAVE.

   Result: The resource is saved, and sub-tabs appear for detailed settings.

6. Continue to Configure detailed resource settings.

See also:

Configure a technologist
Deliver reports
Configure a notification template

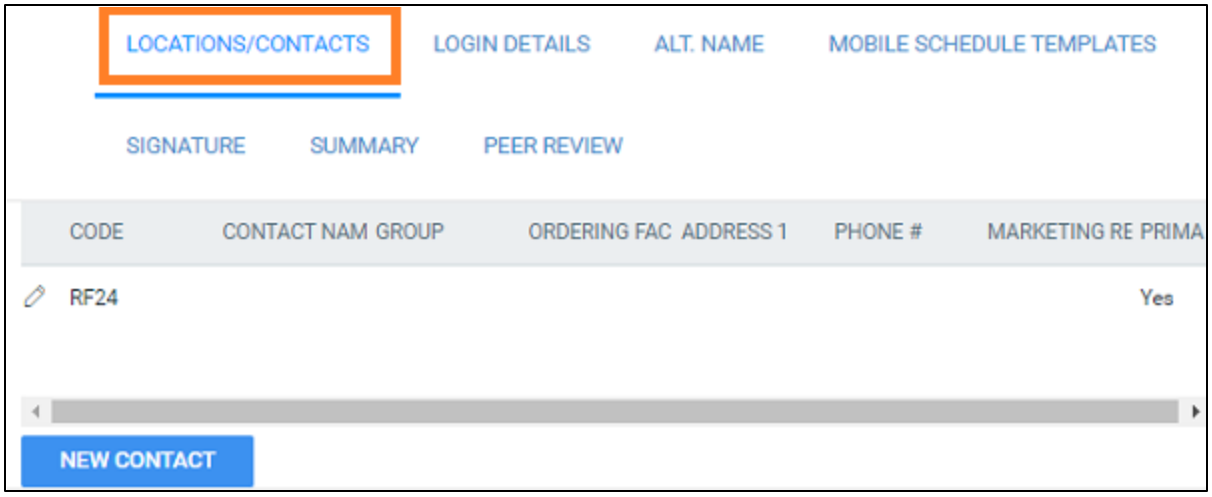
Configure detailed resource settings

If you open a resource for editing, sub-tabs appear for detailed settings. Select a sub-tab, enter settings as described below, and then select SAVE & CLOSE.

Prerequisite: Add a resource.

LOCATIONS/CONTACTS

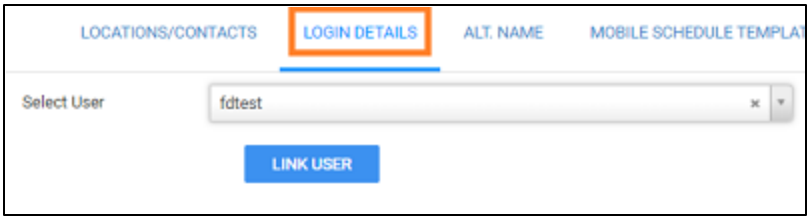
If the resource is available at multiple locations (such as physical addresses) or points of contact (such as different offices with different phone and fax numbers), you can create a new location/contact by selecting NEW CONTACT.



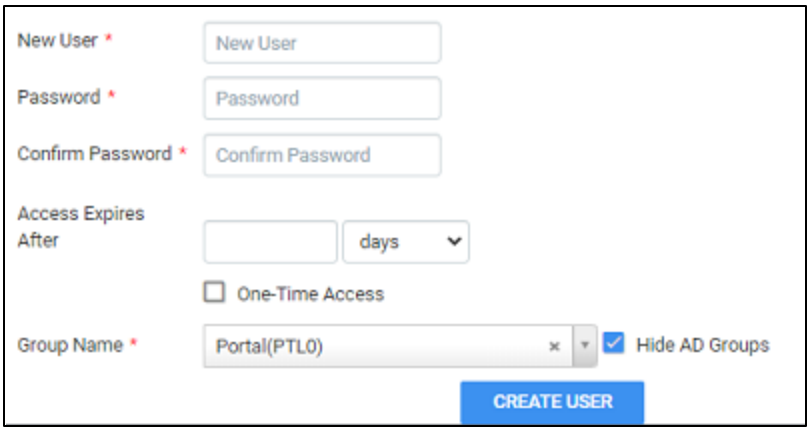
LOGIN DETAILS

In this tab, you can link an individual user to the resource.

1. Select the user and then select LINK USER.



2. Optional. If the correct user has not yet been configured, you can add them "on the fly" by entering the following settings.



ALT. NAME

If the resource goes by different names, add them here. If you converted a system provider, the original name prior to conversion appears here.

ALLOWED APPOINTMENTS

For technologists. You can select EDIT, and then search for appointments that the technologist is allowed to perform. Leave blank to allow all appointments.

MOBILE SCHEDULE TEMPLATES

For technologists. Use this sub-tab to define the technologist's working hours for Mobile Rad.

SCHEDULE RULES

For technologists. You can view which schedule rules are associated with the technologist.

SIGNATURE

Attach a JPG image to use as the resource's electronic signature in other parts of the program and portals.

SUMMARY

Generate basic reports about which patients, studies, and encounters the resource interacted with over a specified range of time.

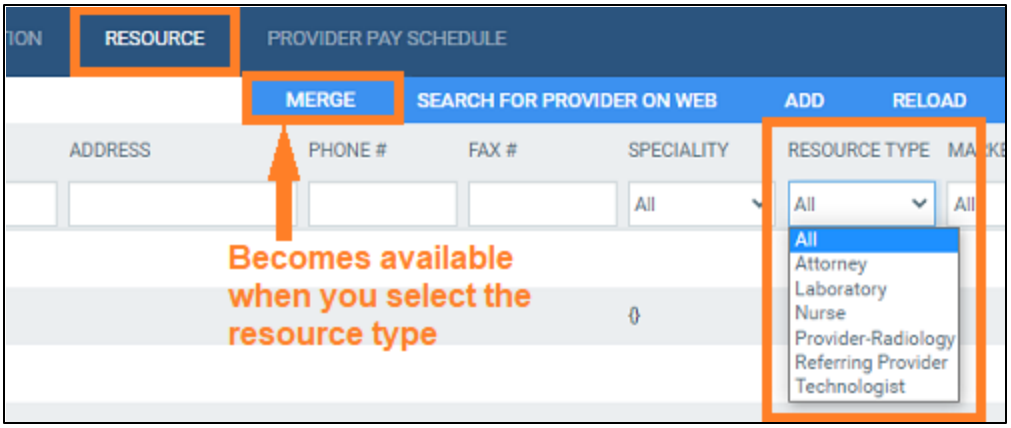
PEER REVIEW

Use to specify which studies a radiologist resource can peer review. See Configure peer reviewing provider filters.

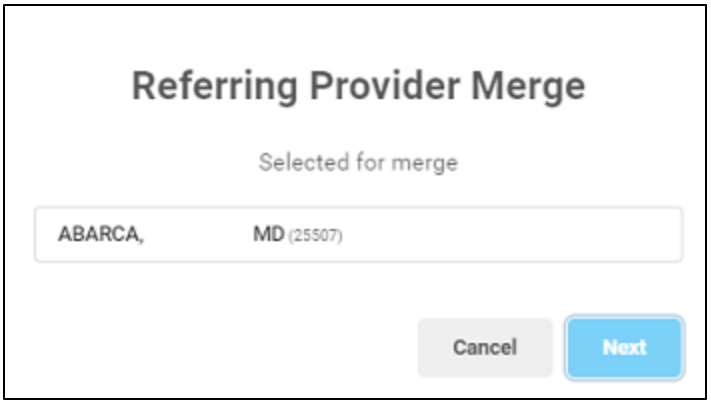
Merge resources

It is possible to accidentally configure the same resource more than once, for example by configuring separate instances of a resource for multiple locations rather than configuring the resource once and adding multiple locations. If you find such duplicate resources it is best to merge them.

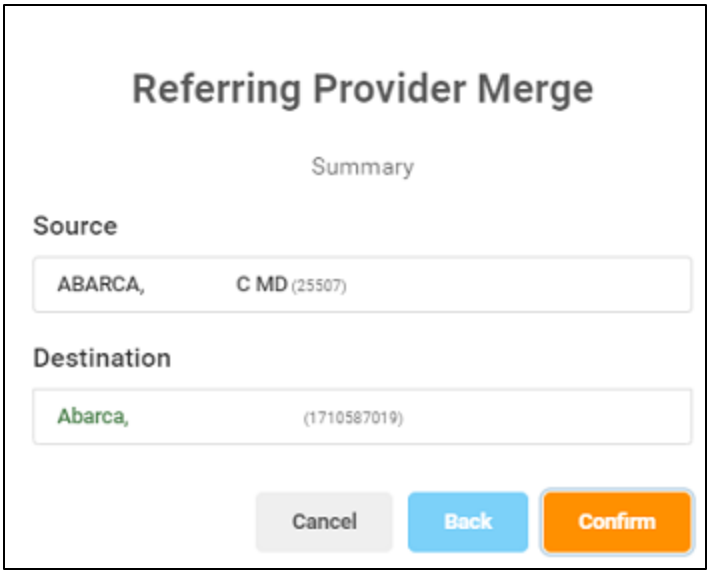
1. Go to SETUP > OFFICE > Providers & Resources > RESOURCE.
2. In the RESOURCE TYPE column, select the type containing the duplicate resources.



3. In the list of resources, select one of the duplicated resources and select MERGE.
4. In the dialog, select Next, and then select a destination provider.



5. Select Confirm to complete the merge.



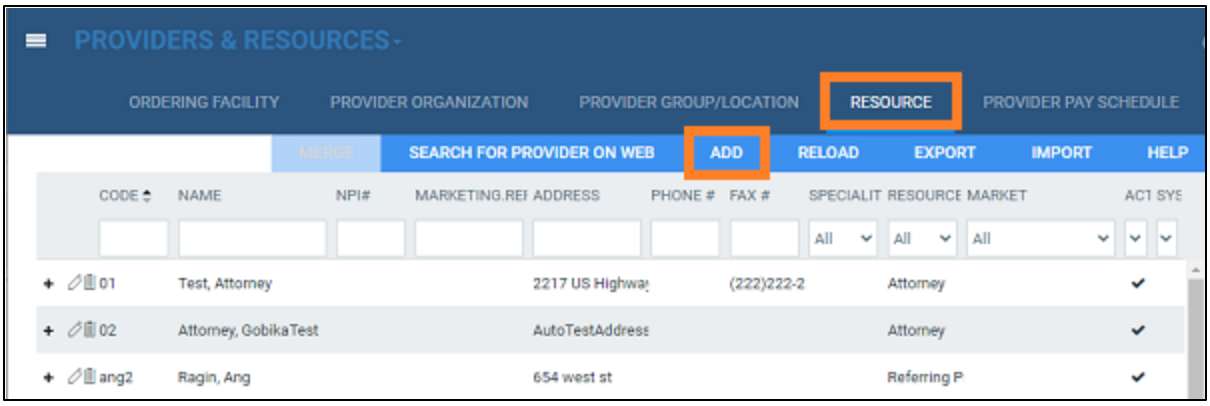
Convert or merge a system provider resource

When Exa PACS|RIS receives a study with providers that it does not recognize (such as when spelled incorrectly), it automatically creates a *system provider* resource and associates the study with that system provider. Because system providers are not available in other parts of the program or in portals, you should convert them to usable "true" providers or merge them with existing ones.

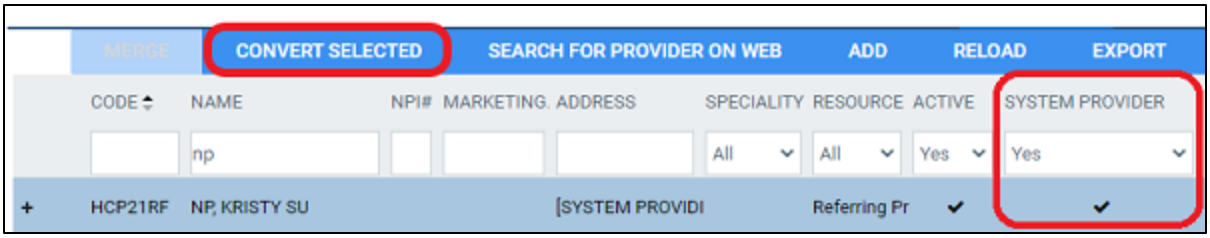
Note: Take care when converting providers because you cannot "undo" the conversion. If you make a mistake, you can manually edit the converted resource.

Procedure

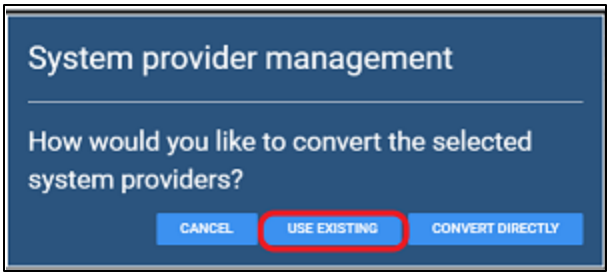
1. Go to SETUP > OFFICE > Providers & Resources > RESOURCE.



2. On the SYSTEM PROVIDER column, select Yes.



1. Select a system provider in the list, and then select CONVERT SELECTED.
2. To create a new provider, select CONVERT DIRECTLY.
3. To merge with an existing provider, select USE EXISTING, and then select a provider in the list.



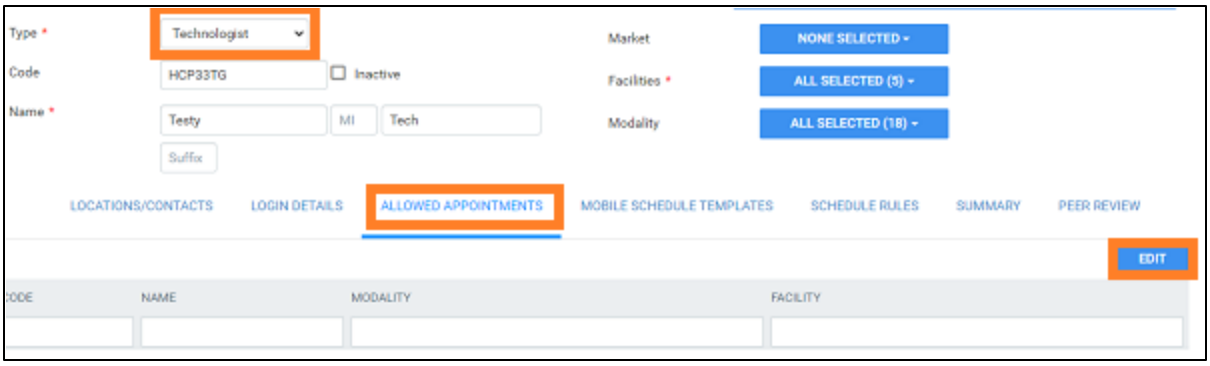
4. Select SAVE.

Configure a technologist

Technologists have access to special features including the Exam screen for technologists, and therefore require a slightly more detailed configuration than other types of users. For example, you can select which appointment types the technologist is allowed to perform, and assign schedule rules to the technologist, which prevents scheduling them for an appointment that they are not allowed to perform. To configure a technologist:

Add a technologist resource

1. Follow the steps in Add a resource to add a resource of type Technologist, and select SAVE (do *not* select SAVE & CLOSE).
2. On the ALLOWED APPOINTMENTS sub-tab, select EDIT.



3. In the Edit Appointment Types dialog, select the checkboxes for all appointments that the technologist is allowed to perform, and then select SAVE.

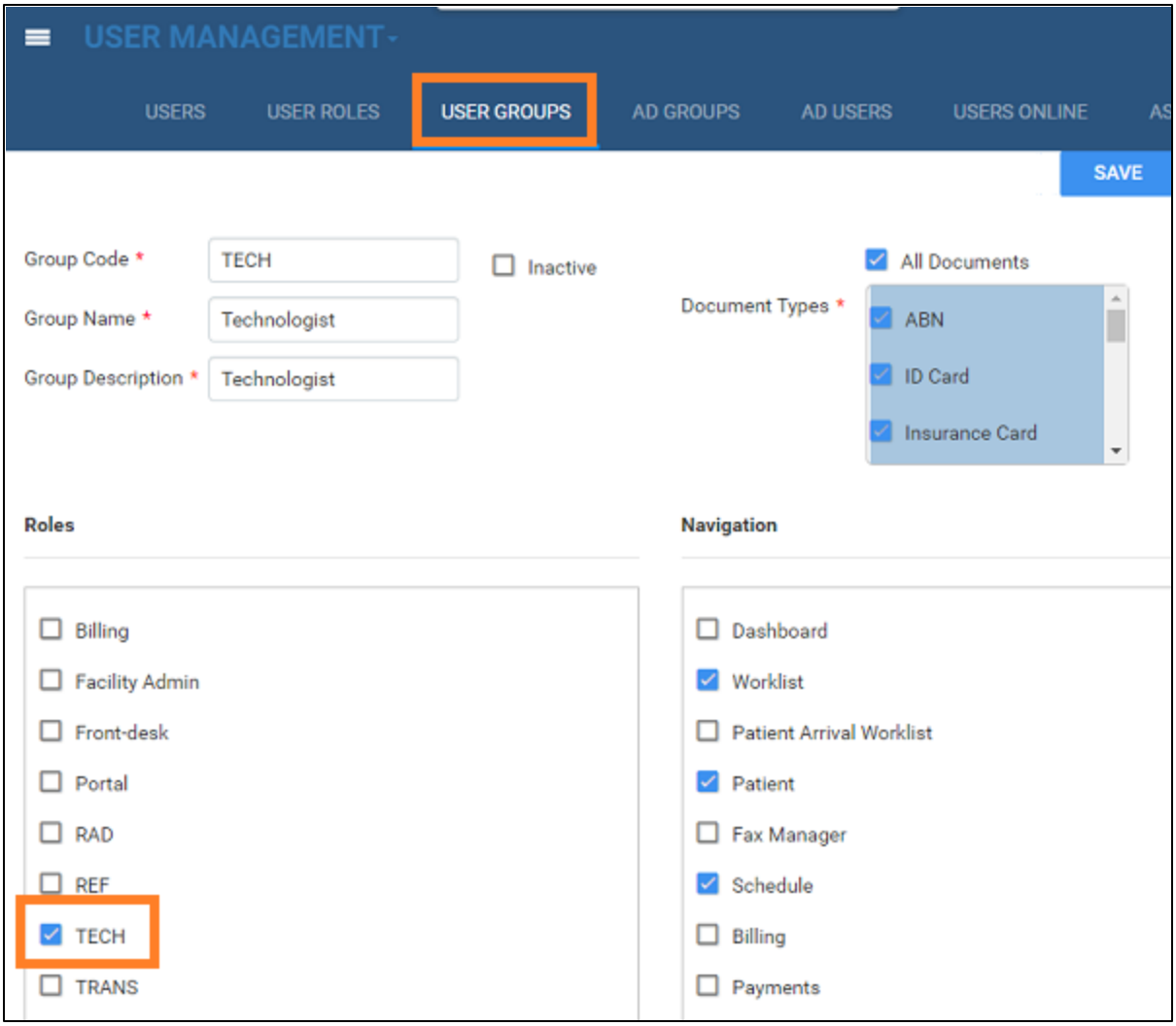
4. Optional. On the SCHEDULE RULES sub-tab, select an edit button to modify a schedule rule.
5. Select SAVE & CLOSE.

Create a technologist user role

1. Go to SETUP > OFFICE > User Management > USER ROLES.
2. Select ADD, type a name and description of the role (such as "TECH"), and the select SAVE.
3. In the User Role Permission area, select the Technologist right, plus any other rights you want to grant all technologists.
4. Select SAVE & CLOSE.

Create a technologist user group

1. On the USER GROUPS tab, select ADD, and type a code, name, and description for the group.

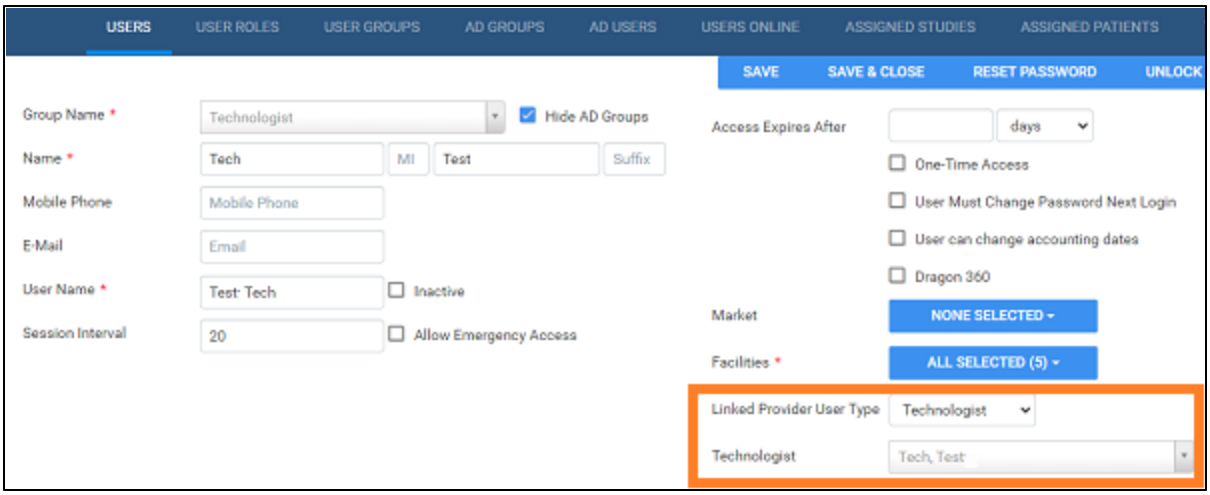


2. Type a In the Roles dropdown list, select the role you created earlier (such as TECH).
3. Enter other settings for the group (see Create a user group), and then select SAVE.

Create a technologist user

Configure an individual technologist as a technologist user.

1. On the USERS tab, select ADD.
2. In the Linked Provider User Type dropdown list, select Technologist.



3. In the Technologist dropdown list, select the technologist resource you created earlier.
4. Enter all other settings for the user (see Create a user).
5. Select SAVE.

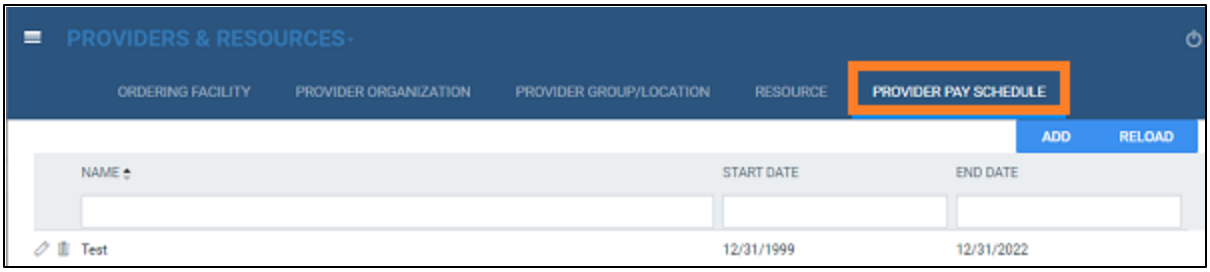
Configure a provider pay schedule

To help with billing, you can configure a pay schedule for each organization that provides radiology reading services. A pay schedule defines charges by procedure, modality, and radiologist. Configuring provider pay schedules also enables you to generate Fees by Radiologist and Modality reports.

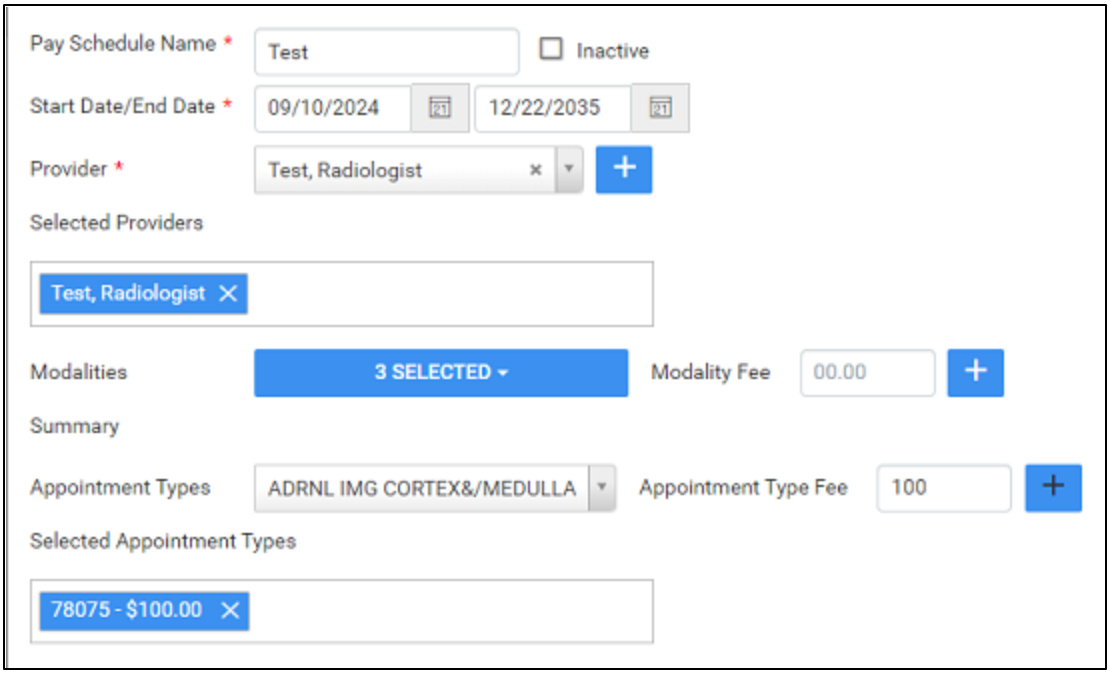
Prerequisite: Obtain the Provider Pay Schedule right.

Procedure

1. Go to SETUP > OFFICE > Providers & Resources > PROVIDER PAY SCHEDULE.



2. Select ADD.



3. Enter the following settings.

Setting	Description
Pay Schedule Name	Type a name for the pay schedule. Typically, this is the name or organization of the radiologist.
Start/End Date	Select a date range during which the pay schedule is valid.
Provider	Select a radiologist to assign to the providing organization, and then select the plus + button. You can add multiple radiologists.
Modalities/Fee	Select one or more modalities to which to assign a fee. Type the fee to charge when using the selected modality during an exam, and then select the plus + button. Add all modality/fee combinations that the provider offers.
Appointment Types/Fee	Select one or more appointment (exam) types to which to assign a fee. Type the fee for the selected exam, and then select the plus + button. Add all appointment type/fee combinations that the provider offers. Note: Appointment type fees overwrite any overlapping modality fees.

4. Select SAVE.

Configure scheduling and codes

You can set up information related to scheduling exams, including fees, body parts, appointment types, diagnostic and procedure codes, and various kinds of templates.

This section contains the following topics (not all topics may be available depending on version and region).

About fee schedules
Configure a fee schedule
Import or export a fee schedule
Configure a facility fee schedule
Configure body parts
Configure diagnostic codes
Import diagnostic codes
About procedure codes, appointment types, and appointment type procedures
Configure procedure codes
Import specimen catalogs
Import procedure codes
Configure NDCs
About schedule blocks
About schedule templates and schedule rules
Configure a schedule template and schedule rules
Configure a schedule filter
Configure study statuses
Configure study flow
Add a transcription template
Copy a transcription template
Export and import a transcription template
Add a report template
Configure functional and cognitive statuses
What are lead time and expected arrival time?
Configure appointment types
Configure exam prep instructions
Configure grouped appointments
View locked slots

About fee schedules

Fee schedules define what your healthcare institution charges for procedures. In the US, they are used by Medicare to reimburse providers and suppliers. When you use enter charges in the Claims or Edit Study screen, the fees are automatically entered based on the fee schedule selected for the current insurance provider.

Types of fee schedule

Type	Description
Default fee schedule	The standard allowable rates for facilities.
Billing fee schedule	The primary type of fee schedule. Lists the global fees to be billed for each procedure before any other considerations.

Type	Description
Allowed fee schedule	The contract rate agreed upon with insurance companies. Especially important when using estimation with Exa Clear.
Self-pay schedule	Reflects discounts for cash payments made by individual patients. Avoid using unless the patient has no insurance coverage.

Creating fee schedules

To create fee schedules, see Configure a fee schedule.

Fee schedule file format

When you create a fee schedule, the program saves it as a CSV file with cells formatted in a standardized way. To view this formatting, in the FEE SCHEDULE tab, open any schedule, and then select the HELP button.

Using fee schedules

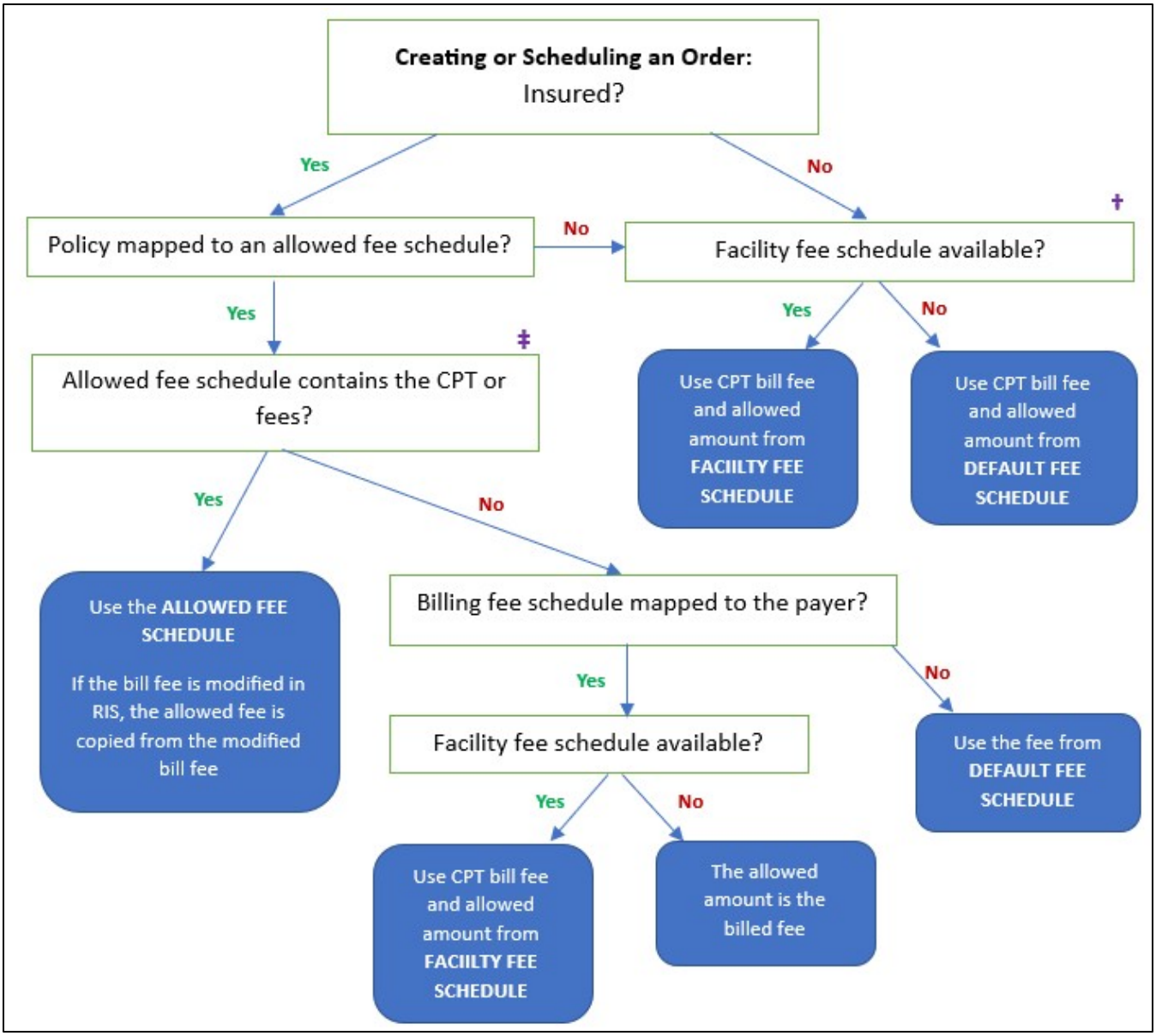
To use a fee schedule, assign it to an insurance provider, facility, and/or ordering facility as described in these topics:

Add an insurance provider
Configure an ordering facility
Add a facility

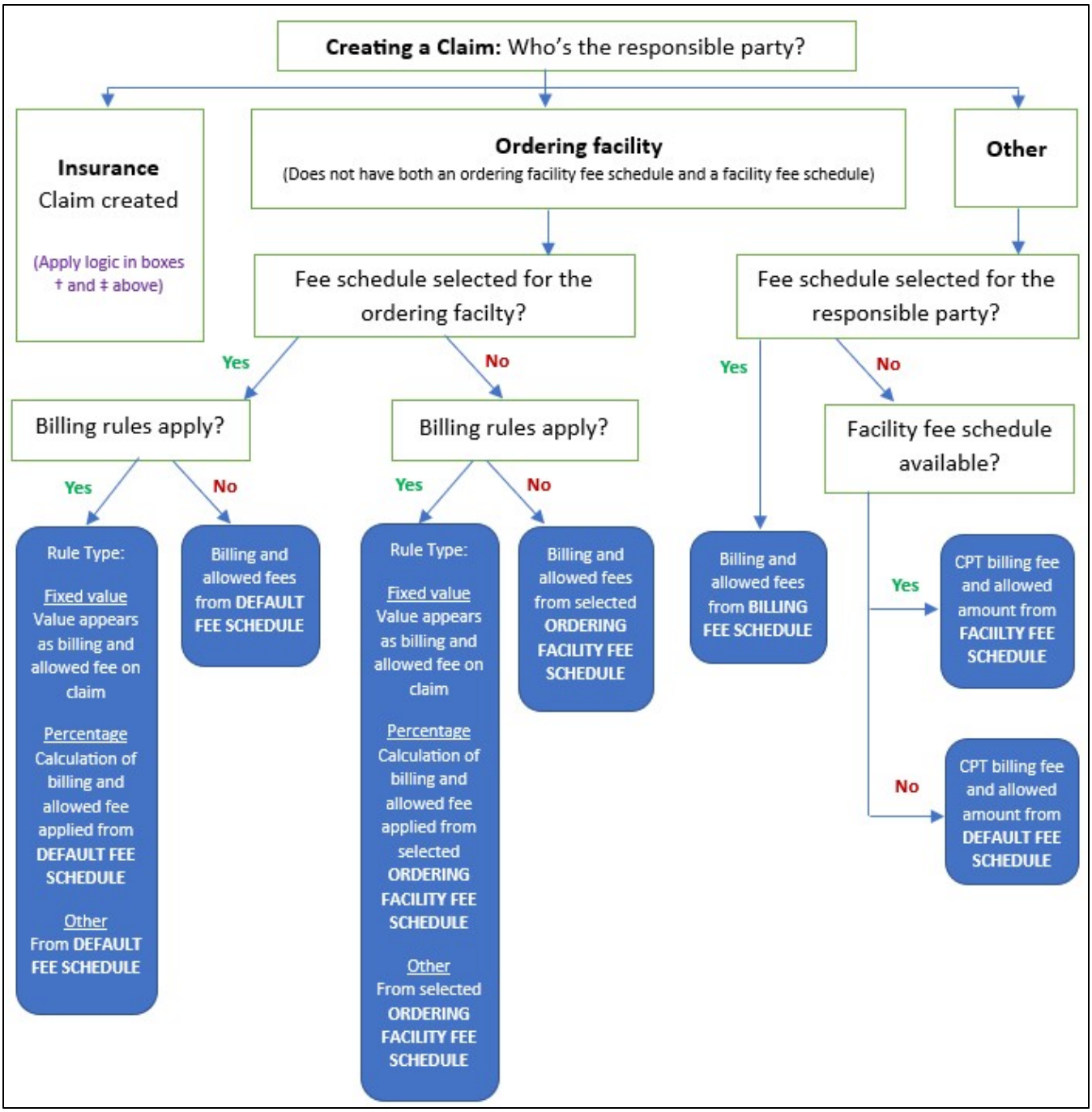
Ordering facilities: which fees are used from which schedules?

Exa PACS|RIS uses sophisticated logic to determine which fees to apply based on any fee schedules that you create. In addition to the criteria in the decision trees below, Exa PACS|RIS attempts to select a facility fee schedule that includes the ordering facility of the study. If it cannot find one, it looks for one that does not include the ordering facility.

For ordering purposes



For billing purposes



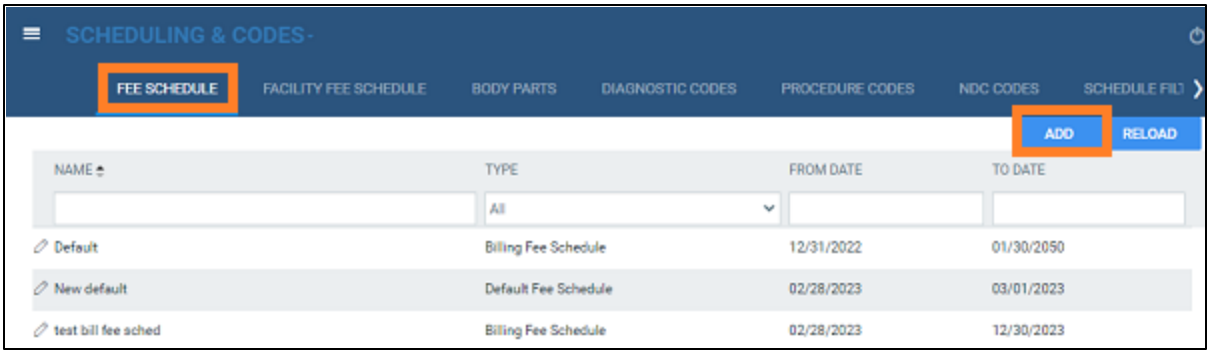
Configure a fee schedule

You can configure fee schedules by following these steps:

Prerequisite: Configure procedure codes

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > FEE SCHEDULE.

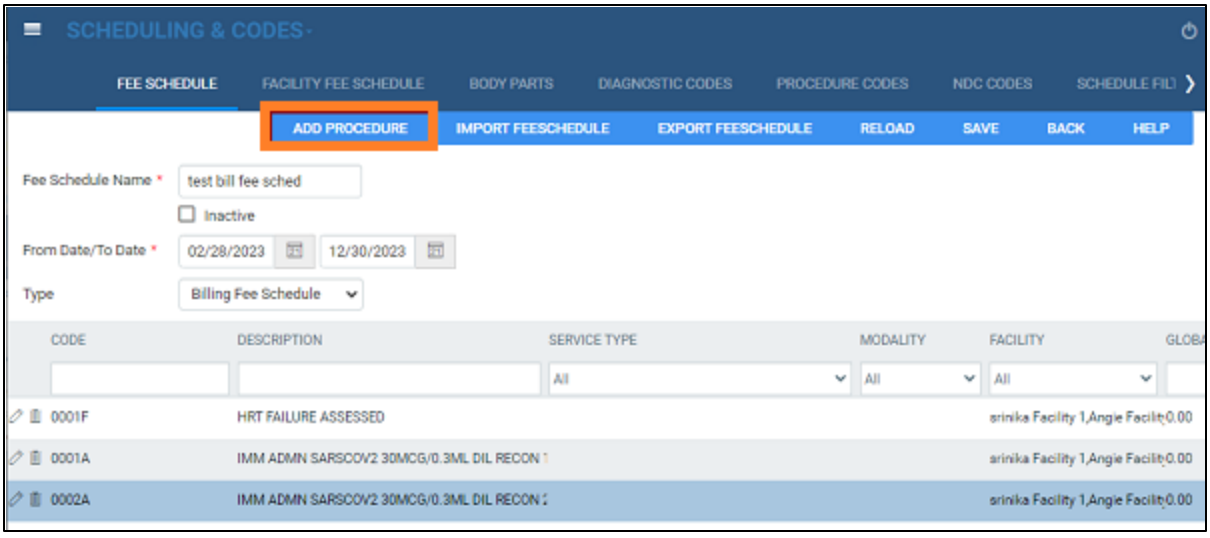


2. Select ADD, and then enter the following settings.

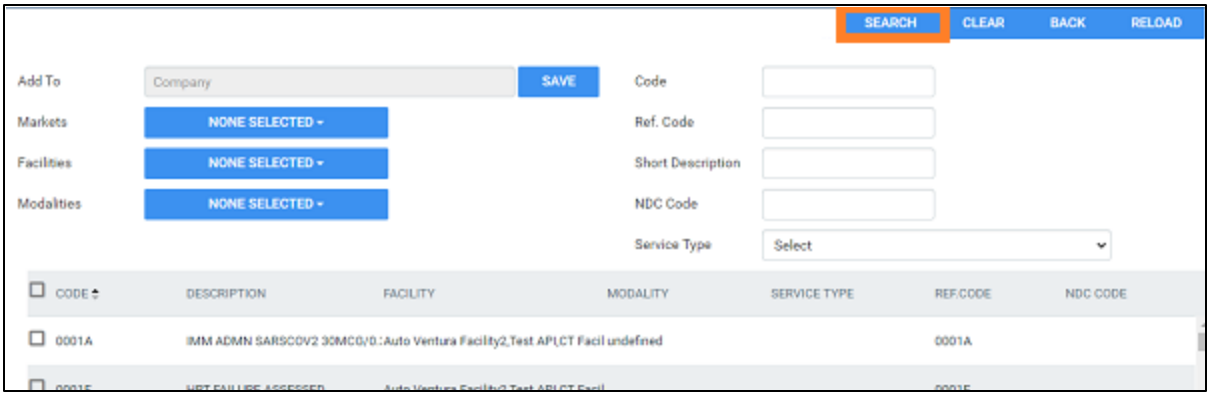
Setting	Description
Fee Schedule Name	Type a name for the fee schedule.
From Date/To Date	Select a date range during which the fee schedule is valid. The From date must be the current day or earlier. The dates are used for internal tracking.
Type	Select a type from the dropdown.

3. Select SAVE.

4. On the FEE SCHEDULE tab, find the schedule you just added, and then double-click to open it.



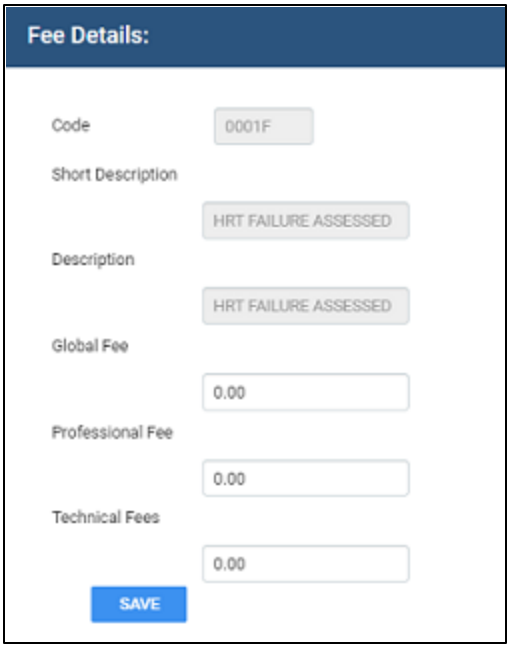
5. Select ADD PROCEDURE.



6. To find procedures to add, enter one or more of the following search criteria, and then select SEARCH.

Setting	Description
Add To	Shows the name of the current fee schedule.
Markets	Select the markets where the procedure is available.
Facilities	Select the facilities that provide the procedure.
Modalities	Select the modalities used in the procedure.
Code	Type the code for the procedure.
Ref. Code	Type the reference code for the procedure. In most cases this can be the CPT or LOINC code.
Short Description	Type one or more characters in the description of the procedure.
NDC Code	Type the national drug code associated with the procedure.
Service Type	Select a service type in the dropdown list.

7. Select one or more procedures in the list, and then select SAVE.
8. On the FEE SCHEDULE tab, select SAVE.
9. Find a procedure you just added, and then double-click to edit it.
10. In the Fee Details dialog, enter fees as needed:



11. Add fees to all of the procedures in the fee schedule, and then select SAVE.
12. Assign the fee schedule to an insurance provider. See Add an insurance provider.

See also:

About fee schedules
Import or export a fee schedule

Import or export a fee schedule

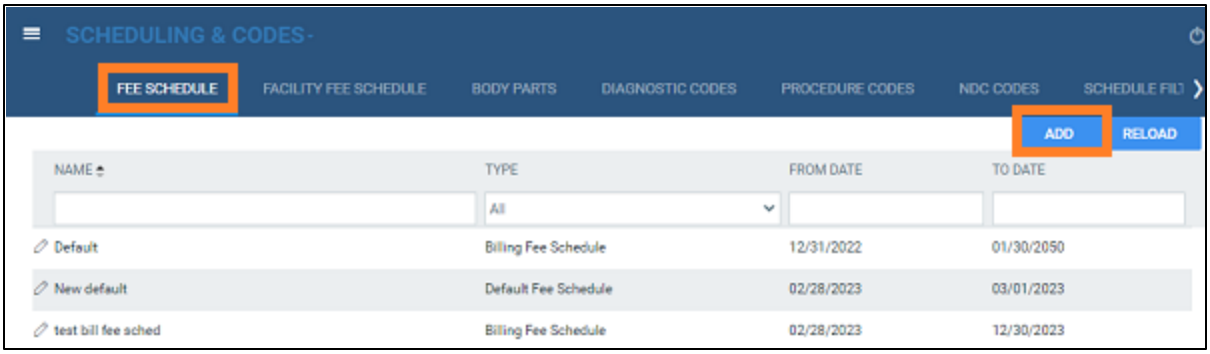
You can import a fee schedule from another Exa PACS|RIS installation, or export a fee schedule from your current installation. When importing a fee schedule that already exists in Exa PACS|RIS but contains new CPT or billing codes, the new codes are added to the program. However as of version 1.4.32_P6, new appointment types are not added.

Export a fee schedule

1. To export the current fee schedule to your Windows Downloads folder, select EXPORT FEE SCHEDULE.

Import a fee schedule

1. Go to SETUP > OFFICE > Scheduling & Codes > FEE SCHEDULE.



2. Do one of the following:

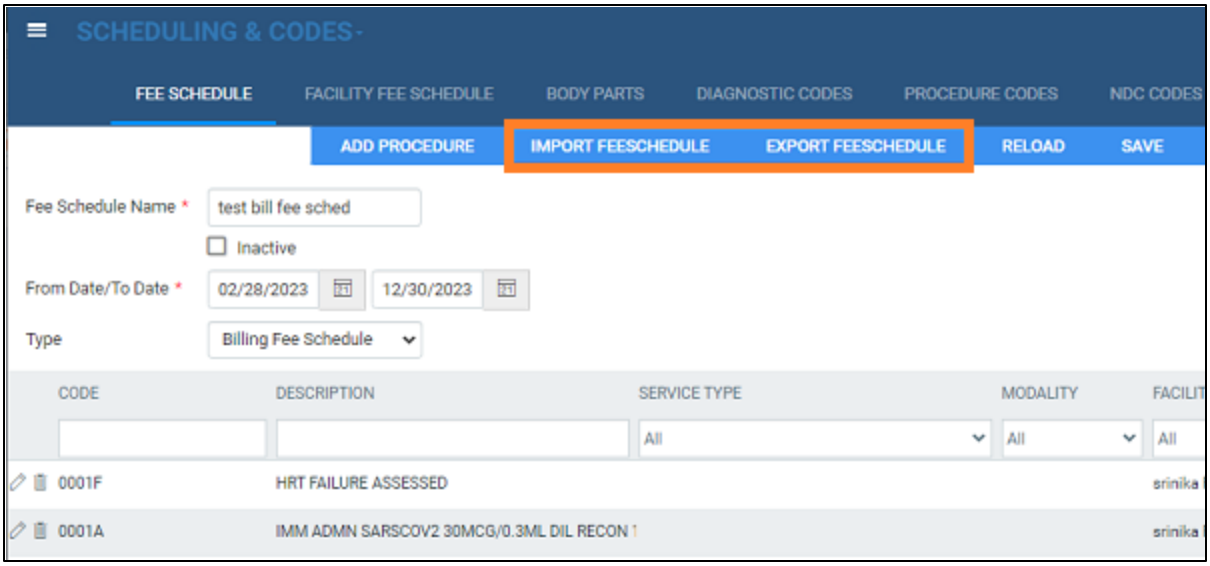
   - To start a new schedule, select ADD, and then select options.
   - To start with an existing schedule, double-click to open it and select Update Existing.

3. Import a fee schedule:

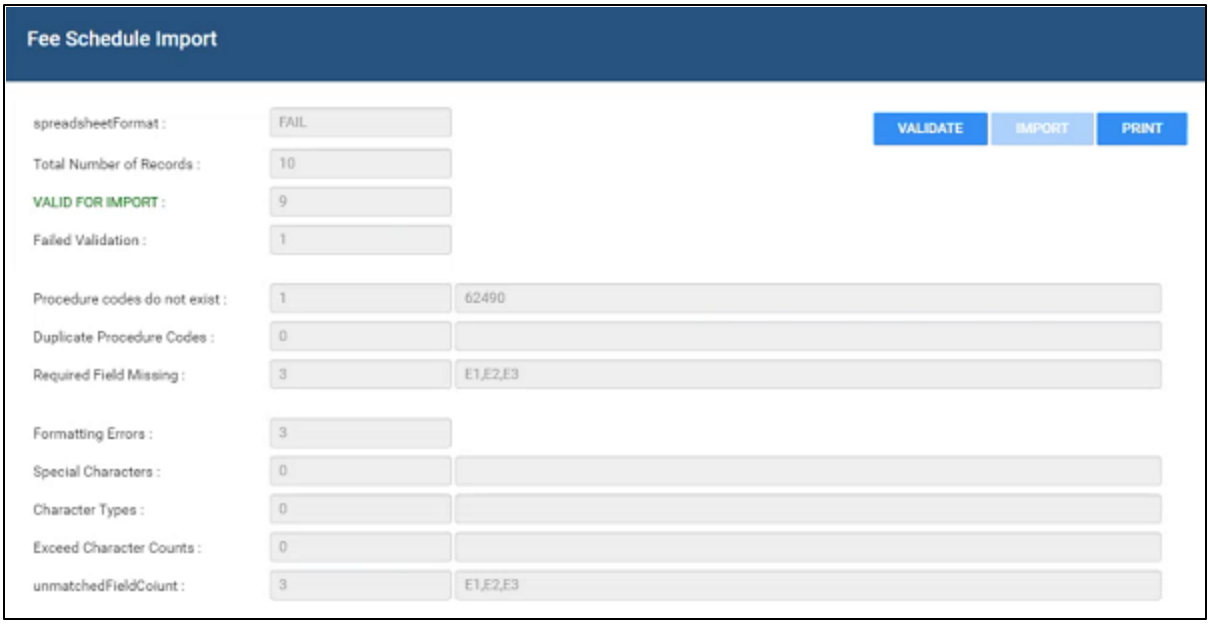
   a. Select IMPORT FEE SCHEDULE.

   b. Select Choose File, browse for and select a file to import, and then select Open.

   c. Select IMPORT.



5. If the following validation screen appears, select IMPORT.



Result: In the previous screen, all procedures in the imported schedule appear in the list.

6. Select SAVE.

If the import fails

If the import fails, it is most likely because the source file does not contain the correct formatting. To correct this, open the source file and modify it in a spreadsheet program as needed. The image below shows the correct formatting, which you can also view in the FEE SCHEDULE tab by opening any schedule and selecting the HELP button.

ImportFeeSchedule CSV file format

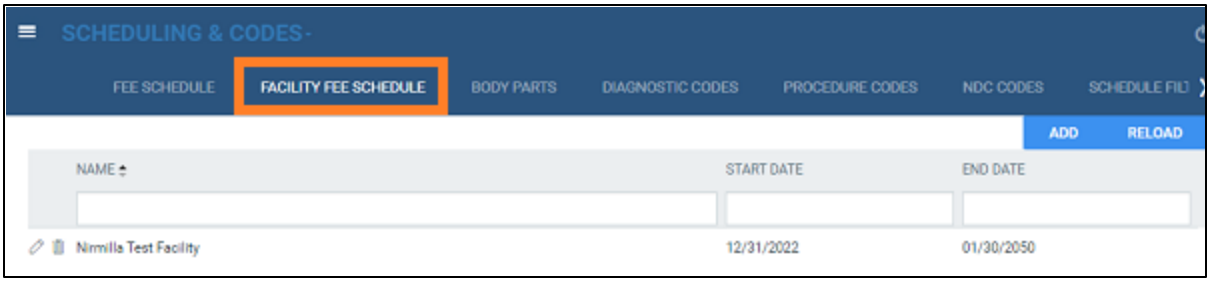
Excel Field	A1	A2	A3	A4
Title	procedure_code	global_fee	prof_fee	tech_fee
Character Type	Alphanumeric	Numerical	Numerical	Numerical
Character Limit	128	8	8	8
Example	74260	99999.99	99999.99	99999.99

Configure a facility fee schedule

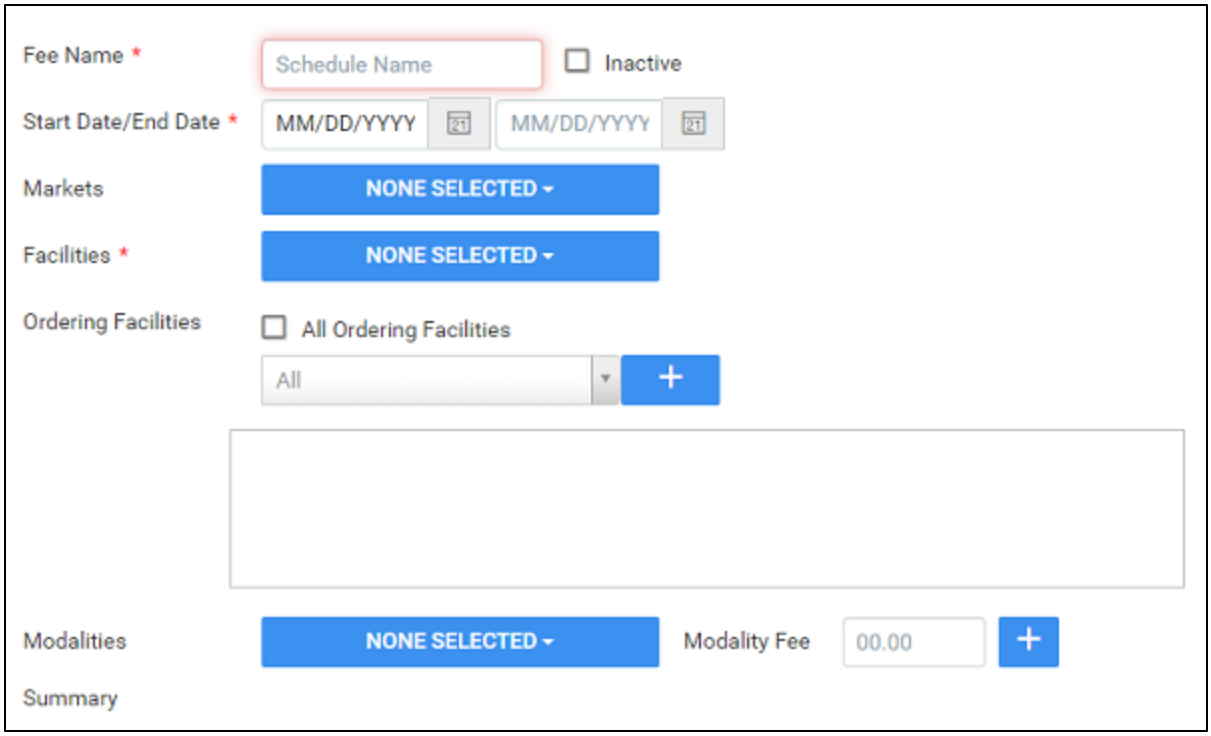
It can be useful to configure individual facility fee schedules if your fees differ by facility, or for teleradiology, or if you generate the Fees by Facility or Fees by Modality report.

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > FACILITY FEE SCHEDULE.



2. Select ADD.



3. Enter the following settings.

Setting	Description
Fee Name	Type a name for the facility fee schedule.
Start Date/End Date	Select a date range during which the schedule is valid.
Markets	Select markets in which the schedule applies.
Facilities	Select one or more facilities to which the schedule applies.
Modalities	Select one or more modalities to which the fee applies.
Modality Fee	Type the fee for the modality, and then select the plus + button. You can add multiple modality/fee combinations.
Ordering Facilities	Select which ordering facilities use the fee schedule. If you make a selection, the Summary of Fees by Facility/Modality report pertains to studies associated with those ordering facilities.
Summary	Shows the total fees by modality. If at least one ordering facility is selected, the Summary applies only to OF fees.

4. Select SAVE.

See also:

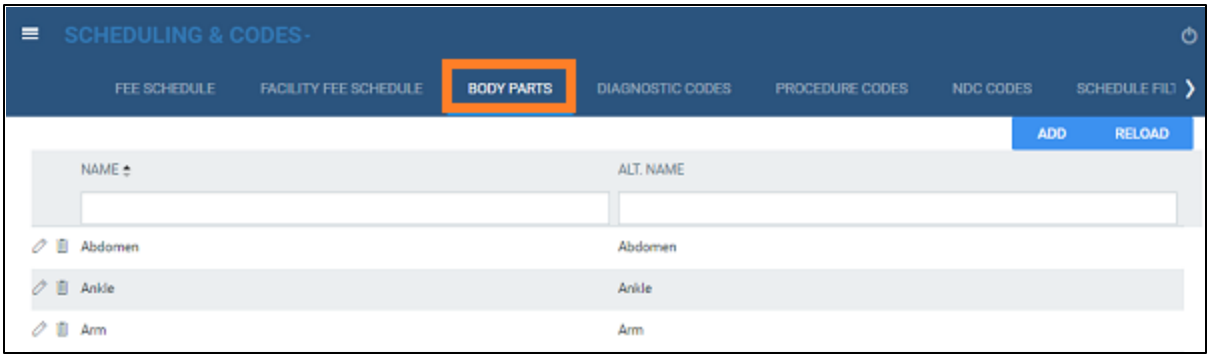
About fee schedules

Configure body parts

You can define body parts for use in other parts of the program.

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > BODY PARTS.



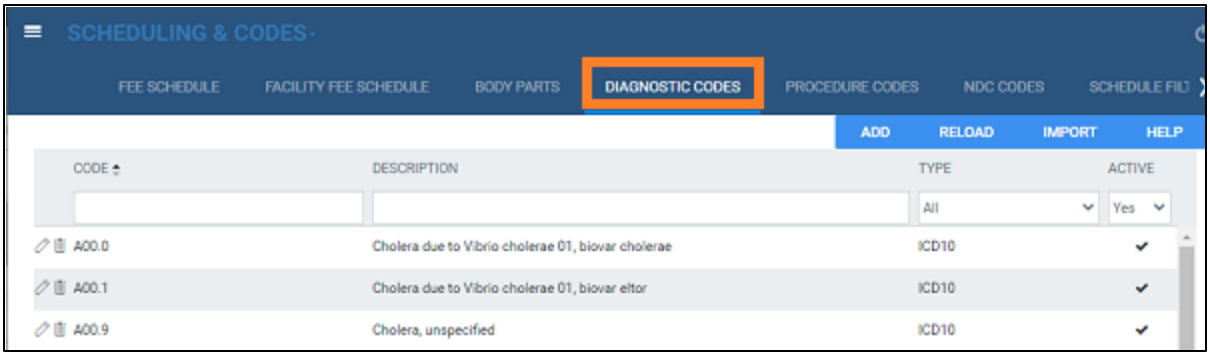
2. Select ADD.
3. Type the name and alternative name for the body part, and then select SAVE.

Configure diagnostic codes

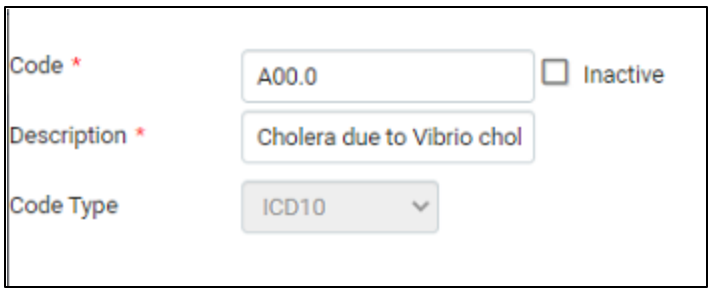
You can enter SNOMED, ICD, or LOINC codes for use in other parts of the program.

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > DIAGNOSTIC CODES.



2. Select ADD.



3. Enter the following settings.

   Code – Type the code to enter.

   Description – Type the code's diagnosis description.

   Code Type – Select the code standard to which the code belongs.

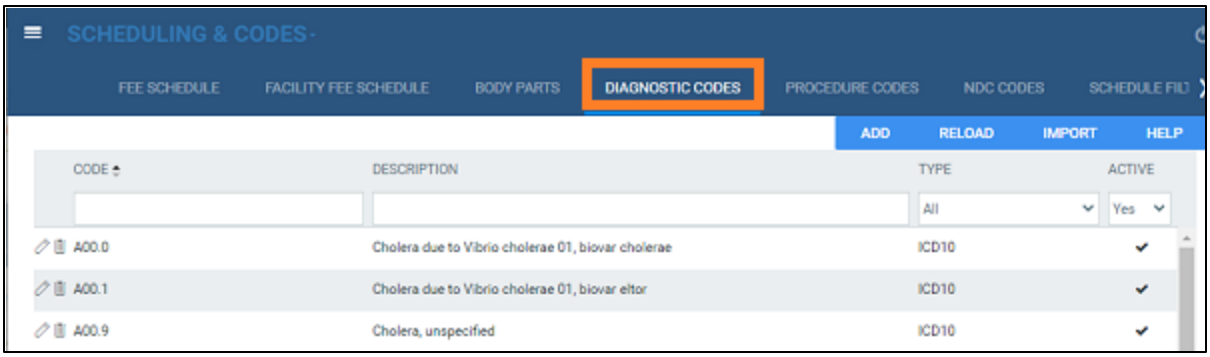
4. Select SAVE.

Import diagnostic codes

If you obtain exported diagnostic codes, such as from the CMS or AMA, you can import them for use in other parts of the program.

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > DIAGNOSTIC CODES.



2. Select IMPORT.
3. Select Choose File, browse for and select the file to import, and select Open.
4. Optional. To replace existing facilities, select the Update Existing checkbox.
5. Select IMPORT.

About procedure codes, appointment types, and appointment type procedures

Procedure code

A *procedure code* (or *CPT code*) is an internal code that identifies a medical procedure. You can preconfigure procedure codes primarily *for purposes of billing*.

Appointment types and appointment type procedures

An *appointment type* defines a set of related procedures to perform during an exam *for purposes of scheduling and medical examinations* (by the front desk, radiologists, and technologists).

An appointment type includes one or more *appointment type procedures* (which are the same as "procedures") to perform during a single appointment. A common example would be an appointment type that includes an imaging study (one procedure) with contrast (another procedure).

Where do I use these?

Exa PACS|RIS prompts you for either a procedure or appointment type (or both) depending on which part of the program you are using. For example, when *scheduling* the exam, the scheduler enters appointment types. When *reading* the exam, the radiologist also enters appointment types. When *billing* the exam, the biller enters procedure codes.

Grouped appointments

For even more flexibility when scheduling, you can create *grouped appointments* that contain one or more appointment types. As an example, a grouped appointment could have the following hierarchy.

Grouped appointment	Appointment type A	Appointment type procedure A
	Appointment type B	Appointment type procedure A
		Appointment type procedure B
		Appointment type procedure C

What's the difference?

- Appointment types are intended to contain multiple similar or related procedures.
- Appointment types can be scheduled from the schedule book or by using the Find Slots feature.
- Grouped appointments are intended to contain different exam types, such as an ultrasound and a mammogram—studies that take place in different modality rooms.
- Grouped appointments can only be scheduled by using the Find Slots feature.

Procedure code charge types

You can select a *charge type* for individual procedure codes that determines whether the procedures are billed to an ordering facility or insurance carrier, regardless of the claim's responsible payer. When you create a claim, Exa PACS|RIS automatically creates separate invoices for all procedure codes of each charge type—one invoice for the insurance carrier, and one for the ordering facility. Specifying charge types is especially useful when working with ordering facility billing rules that automatically add special charges to ordering facility invoices. The charge types are:

Ordering facility invoice

- Charges are placed on the ordering facility invoice.

No Split - Insurance

- Charges are placed on the insurance company invoice if the OF billing type is Global, or when the claim is created from the census queue and Global is selected.
- If the insurance provider is set up for split (technical and professional) claims, charges are added to the technical claim only, without a modifier, and with the fee from the default fee schedule (not the fee schedule mapped to the OF).

See also:

Configure procedure codes
Configure appointment types
Configure grouped appointments

Configure procedure codes

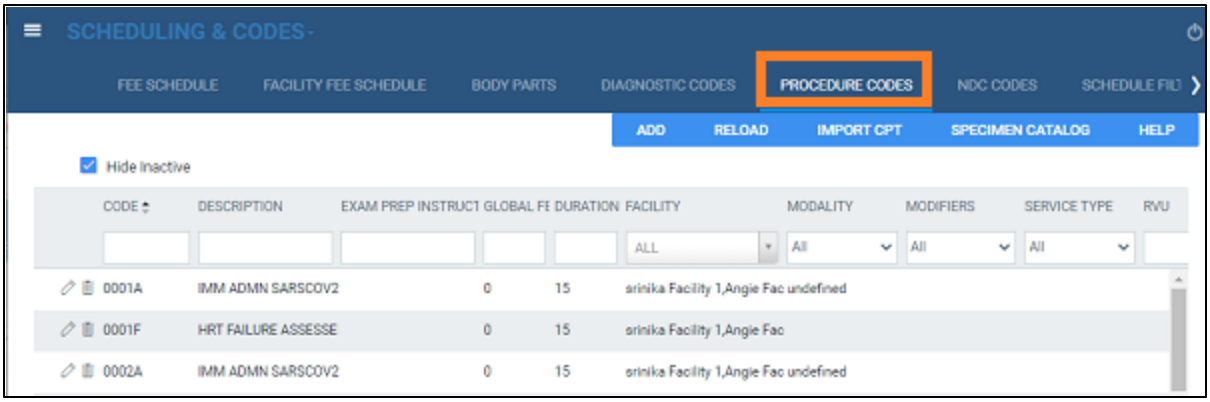
A *procedure code* (CPT code) is an internal code that identifies a medical procedure. Additionally, procedure code entries serve as detailed sets of information about procedures that Exa PACS|RIS uses for billing, ordering, and other functions.

When you configure a procedure code, you can add NDCs that technologists can select when performing the exam. This makes the process of searching for and adding the appropriate contrast material and other medications more efficient and accurate.

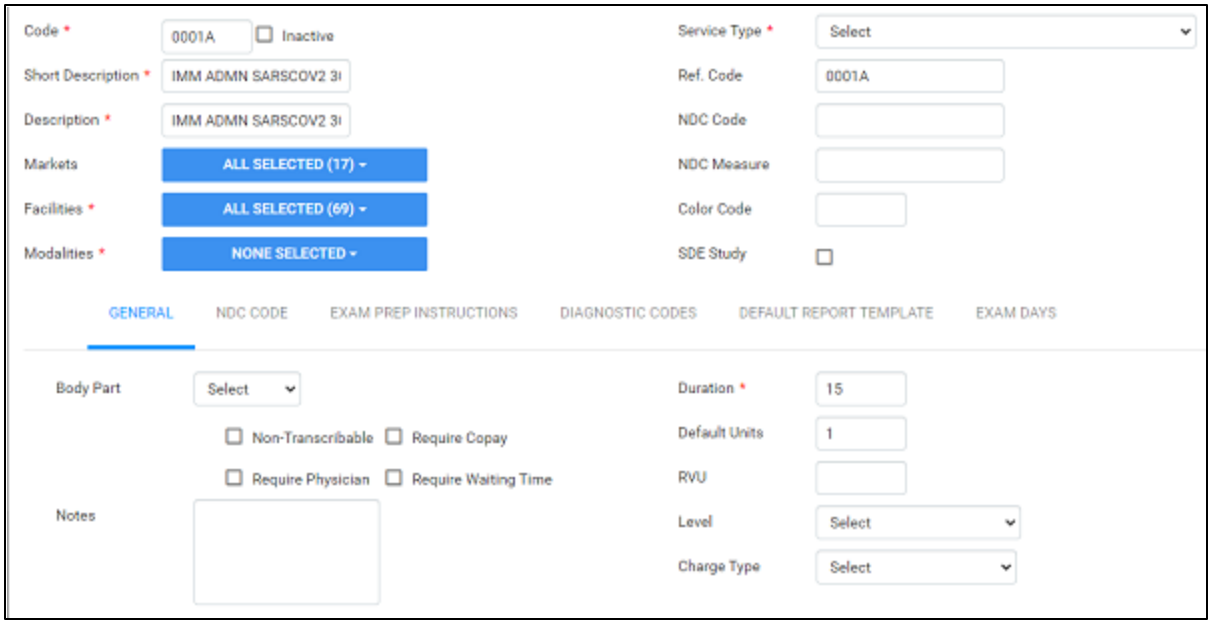
Prerequisite: For adding NDCs to a procedure code, complete the steps in Configure NDCs.

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > PROCEDURE CODES.



2. Select ADD.



3. Enter the following settings.

Setting	Description
Single/Empty Code	[unused]
Code	Type your code for the procedure.
Short Description	Type a short description for the procedure.
Description	Type a full description of the procedure.
Markets	Select markets in which the procedure is available.
Facilities	Select one or more facilities that perform the procedure.
Modalities	Select modalities used for the procedure.
Service Type	Select the service type to which the procedure belongs.
Ref. Code	Type the reference code of the procedure. In most cases this can be the CPT or LOINC code.
NDC Code	Type the national drug code associated with the procedure, if any. For a more advanced NDC function, see later steps in this topic.
NDC Measure	Type the unit of measure for contrast and/or liquid medications. The value for this is usually UN.
Color Code	Click inside the box, and then select a color in the picker to assign to the procedure.
SDE Study	Select the checkbox if the procedure is associated with echo ultrasound.

4. Select SAVE.

5. Optional. On the GENERAL sub-tab, enter the following settings, and then select SAVE.

Setting	Description
Body Part	Select the body part associated with the procedure.
Non-Transcribable	Select if the procedure cannot be transcribed.
Require Copay	Select if the procedure requires a copayment.

Setting	Description
Require Physician	Select if the procedure must be performed by a physician.
Require Waiting Time	Select if the procedure requires a waiting time before beginning (such as drinking Barium some number of hours before a procedure).
Notes	Type notes for the procedure as needed.
Charge Type	Select on which invoice to add the charge. For details, see About procedure codes, appointment types, and appointment type procedures. Ordering Facility Invoice No Split - Insurance
Duration	Type the expected duration of the procedure.
Default Units	Type the number of procedure units.
RVU	Type or select the relative value units of the procedure for Medicare reimbursement.
Level	The provider level code that determines the pay rate to the radiologist.

6. Optional. To add NDCs to the procedure code, do the following.
   a. On the NDC sub-tab, select Add.
   b. Search for a code by entering criteria in the search boxes at the top and selecting Enter.
   c. Select the checkboxes of the NDCs to add, and then select SAVE.
   d. Optional: To make NDCs available to add with charges in the Technologist screen and elsewhere, add the procedure you created to an appointment type (see Configure appointment types).
7. Optional. For EXAM PREP. INSTRUCTIONS, see Configure exam prep instructions.
8. Optional. To add diagnostic codes (other than standard ones already on your system), on the DIAGNOSTIC CODES sub-tab, select codes from the dropdown list.
9. Optional. To associate a diagnostic code with the procedure code, on the DIAGNOSTIC CODES sub-tab, select a code.
10. Optional. To select a report template to be used for the procedure, on the DEFAULT REPORT TEMPLATE sub-tab, do one of the following.
    - In the Template List, select an existing template. To make templates available in this list, see Add a report template.
    - Select NEW TEMPLATE, type a template name, create a template in the word processing area, and then select SAVE TEMPLATE.
11. Select SAVE & CLOSE.

See also:

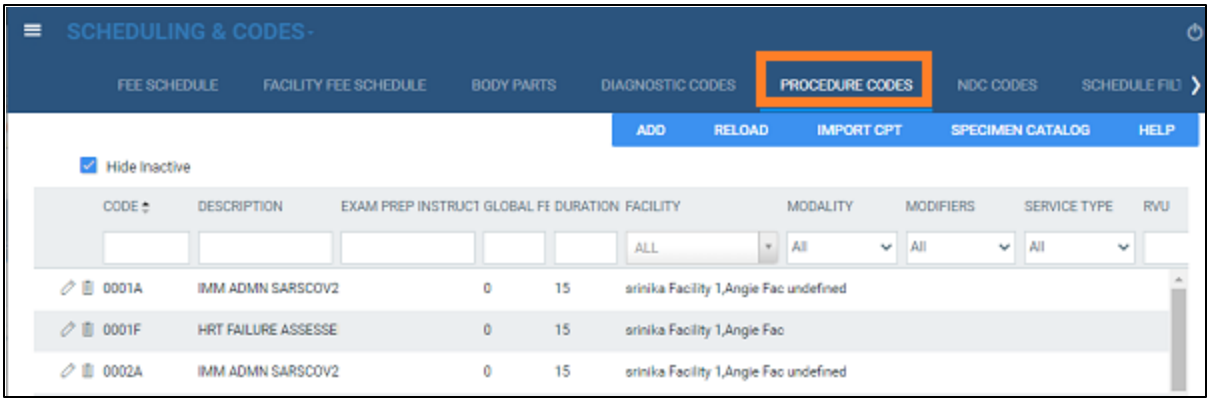
About procedure codes, appointment types, and appointment type procedures

Import specimen catalogs

If you obtain specimen catalogs in CSV format, you can import them.

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > PROCEDURE CODES.



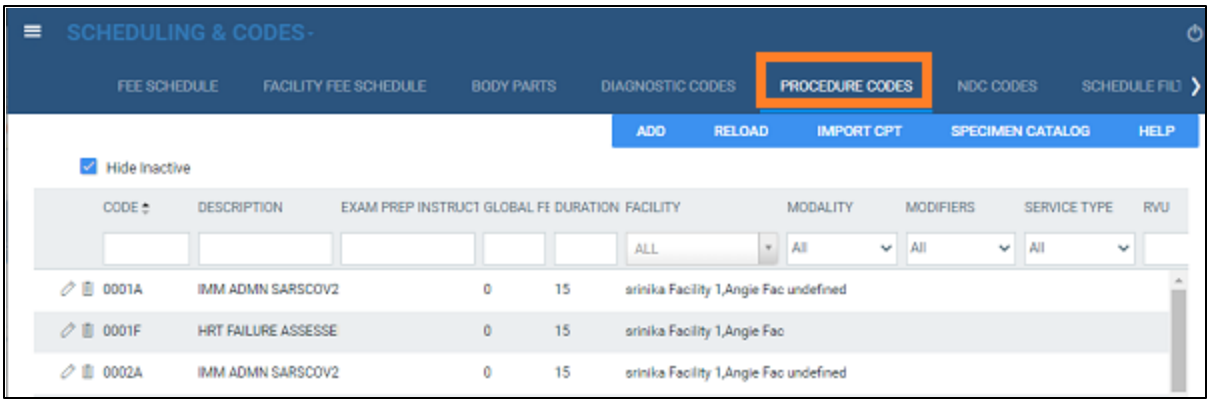
2. Select SPECIMEN CATALOG.
3. Select Choose File, browse for and select the file to import, and select Open.
4. Optional. To replace existing facilities, select the Update Existing checkbox.
5. Select IMPORT.

Import procedure codes

If you obtain exported procedure (CPT) codes, such as from the AMA or third-party billing companies, you can import them.

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > PROCEDURE CODES.



2. Select IMPORT CPT.
3. Select Choose File, browse for and select the file to import, and select Open.
4. Optional. To replace existing facilities, select the Update Existing checkbox.

5. Select IMPORT.

Configure NDCs

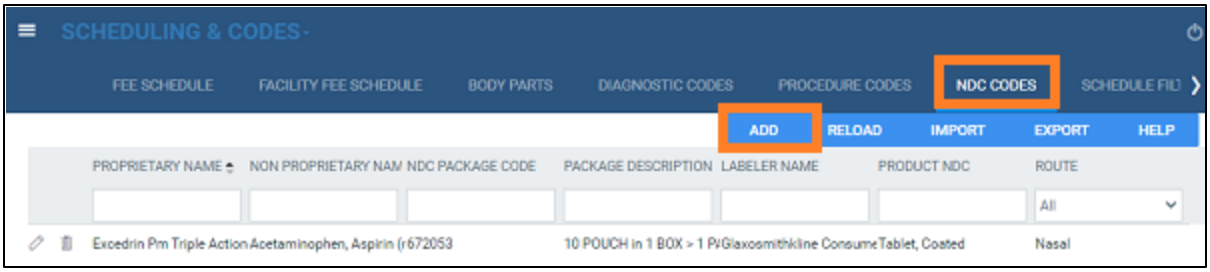
An NDC (national drug code) is an 11-digit unique identifier assigned to medications listed under Section 510 of the United States Federal Food, Drug, and Cosmetic Act. The first 5 digits identify the manufacturer of the drug, and are assigned by the FDA. The remaining 6 digits identify the product package and size, and are assigned by the manufacturer. You can follow the procedures below to preconfigure NDCs either manually or by importing them.

When adding charges such as during technologist exams or in the Edit Study screen, you can add the NDCs you create here to the charges. To make this available you must first:

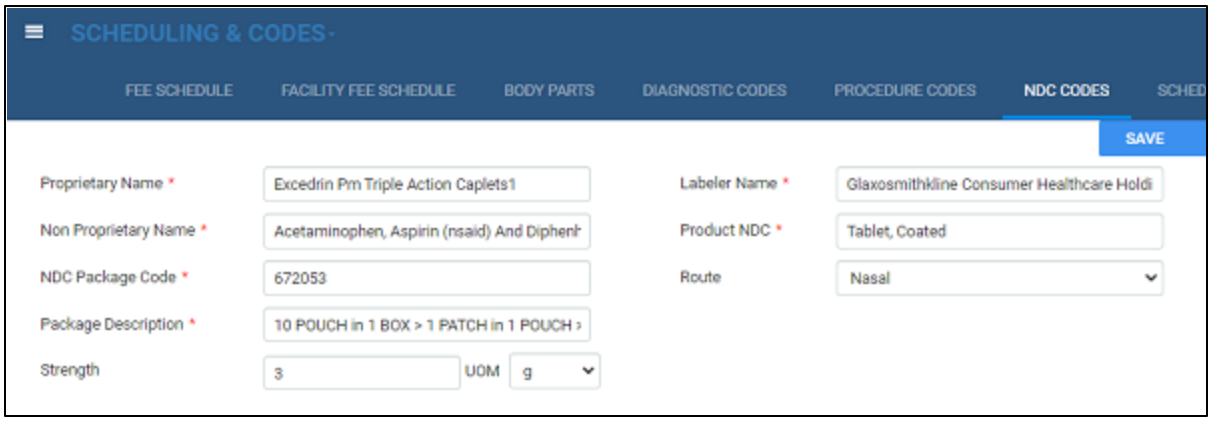
- Associate the NDCs with procedure codes. For example, create a procedure code for contrast (service type Diagnostic X-ray) and add the NDCs for contrast. See Configure procedure codes.
- Add the NDC-associated procedure codes to appointment types. See Configure appointment types.

Add an NDC manually

1. Go to SETUP > OFFICE > Scheduling & Codes > NDC CODES.



2. Select ADD.



3. Enter the following settings.

Setting	Description
Proprietary Name	Type the trade name, or the name of the drug chosen by the labeler.
Non Proprietary Name	Type the generic name or the active ingredient in the drug
NDC Package Code	Type the code from the manufacturer.

Setting	Description
	Exa Billing users: Remove dashes and add zeros to make the NDC package code 11 digits, conforming to these format examples: XXXX-XXXX-XX → 0XXXXXXXXX XXXXX-XXX-XX → XXXXX0XXXX XXXXX-XXXX-X → XXXXXXXX0X
Package Description	Type the description of the package from the manufacturer.
Strength	Type the strength of the active ingredient, then select the units of strength in the UOM dropdown list.
Labeler Name	Type the name of company corresponding to the labeler code segment in the Product NDC.
Product NDC	Type the labeler code and product code segments of the NDC number, separated by a hyphen.
Route	Select the administration method for the drug.

4. Select SAVE.

Import NDCs

1. Create a CSV file of NDCs that include the same options in the previous table.

   Hint: Select the Help button to view a list of the column names and their order.

2. Go to OFFICE > Scheduling & Codes.
3. On the NDC CODES tab, select IMPORT.
4. Select Choose File, browse for and select the CSV file, and then select Open.

   Optional: To append (and not replace) the CSV file to existing NDCs, select the Update Existing checkbox.

5. Select IMPORT.

See also:

Add charges and NDCs in the exam screen for technologists

About schedule blocks

You can reserve blocks of time on the schedule book for modality rooms at selected facilities, and you can select whether to be able to schedule exams during the block. Each block is given a *reason* (such as a specific patient's name), so that if scheduling is allowed, the scheduler knows what exams they can order during the block (such as ones needed by that specific patient). There are three types of schedule block:

Hard block: Cannot overlap with other blocks

Soft block: Can overlap with other blocks

Quick block: A schedule block that you can create "on the fly" directly from the schedule book

To create a schedule block, you create a schedule rule within a schedule template and select the "Display as a block on schedule book" option. See Configure a schedule template and schedule rules.

See also:

About schedule templates and schedule rules
Add, edit, or delete a quick block

About schedule templates and schedule rules

A *schedule rule* determines when appointment types and modality rooms can be scheduled. Think of schedule rules as the "office hours" for exams. When working in the schedule book, Exa PACS|RIS prevents you from scheduling an exam that breaks any rule you configure.

Inclusion and exclusion rules

- An *inclusion rule* defines when something is *available*
- An *exclusion rule* defines when something is *unavailable*

A *schedule template* is a container for a set of schedule rules. It also links to one or more appointment types and one or more modality rooms.

Schedule rules and the Find Slots feature

Find Slots uses schedule rules to determine the availability of timeslots in the following manner:

1. If no rule applies to a slot, the slot is always available.
2. If an exclusion rule applies to a slot (such as for a lunch break), the slot is not available.
3. If an inclusion rule applies to a slot, regardless of time:
   - All other slots are unavailable.
   - A priority is set for the inclusion rules in the following order: Specific date, yearly, monthly, weekly, daily.

   For example:
   - If a specific date rule and a daily inclusion rule apply, the specific date rule is applied and the daily rule is ignored.
   - If two equal priority rules exist (such as two daily rules), they both apply (they "stack").
   - Inclusion and exclusion rules can apply together, such as a weekly inclusion rule and a daily exclusion rule.

Schedule rule precedence

- The less frequently a rule recurs, the higher it takes precedence (and non-recurring rules take precedent over recurring rules).
- Exclusion rules come next, taking precedence over inclusion rules.

See also:

Configure a schedule template and schedule rules
Configure a schedule filter
Use the Find Slots feature

Configure a schedule template and schedule rules

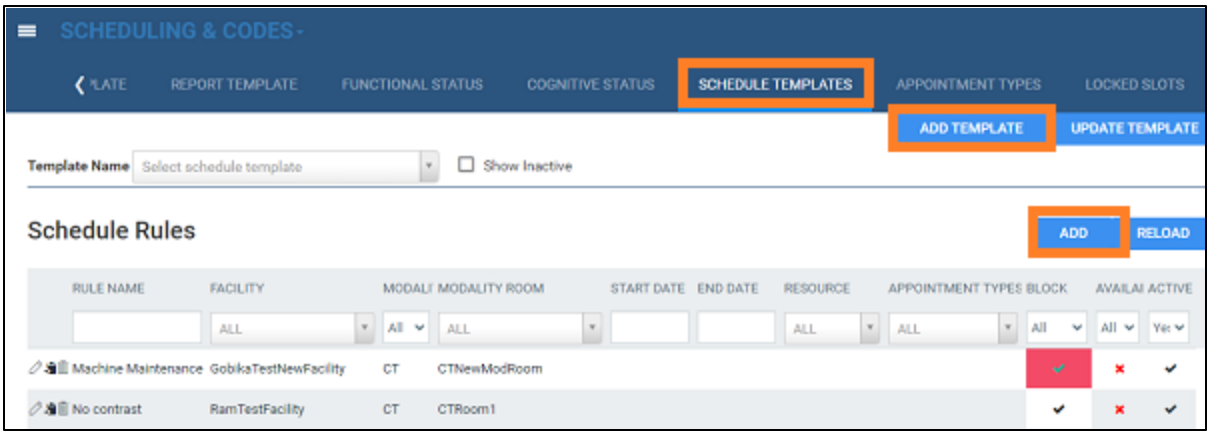
You can configure a schedule template, and then add schedule rules to the template that define scheduling availability of your modality rooms and other resources. For an explanation of templates and rules, see About schedule templates and schedule rules.

Prerequisites:

- Obtain all relevant user rights in the Schedule category (see User rights).
- Configure schedule rule reasons (see Reason codes).
- Add modality rooms.

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > SCHEDULE TEMPLATES.



2. Select ADD TEMPLATE.
3. Type a name and description for the template and then select SAVE.
4. Under Schedule Rules, select ADD.
5. In the schedule rule screen, enter the following settings (see example screen below).

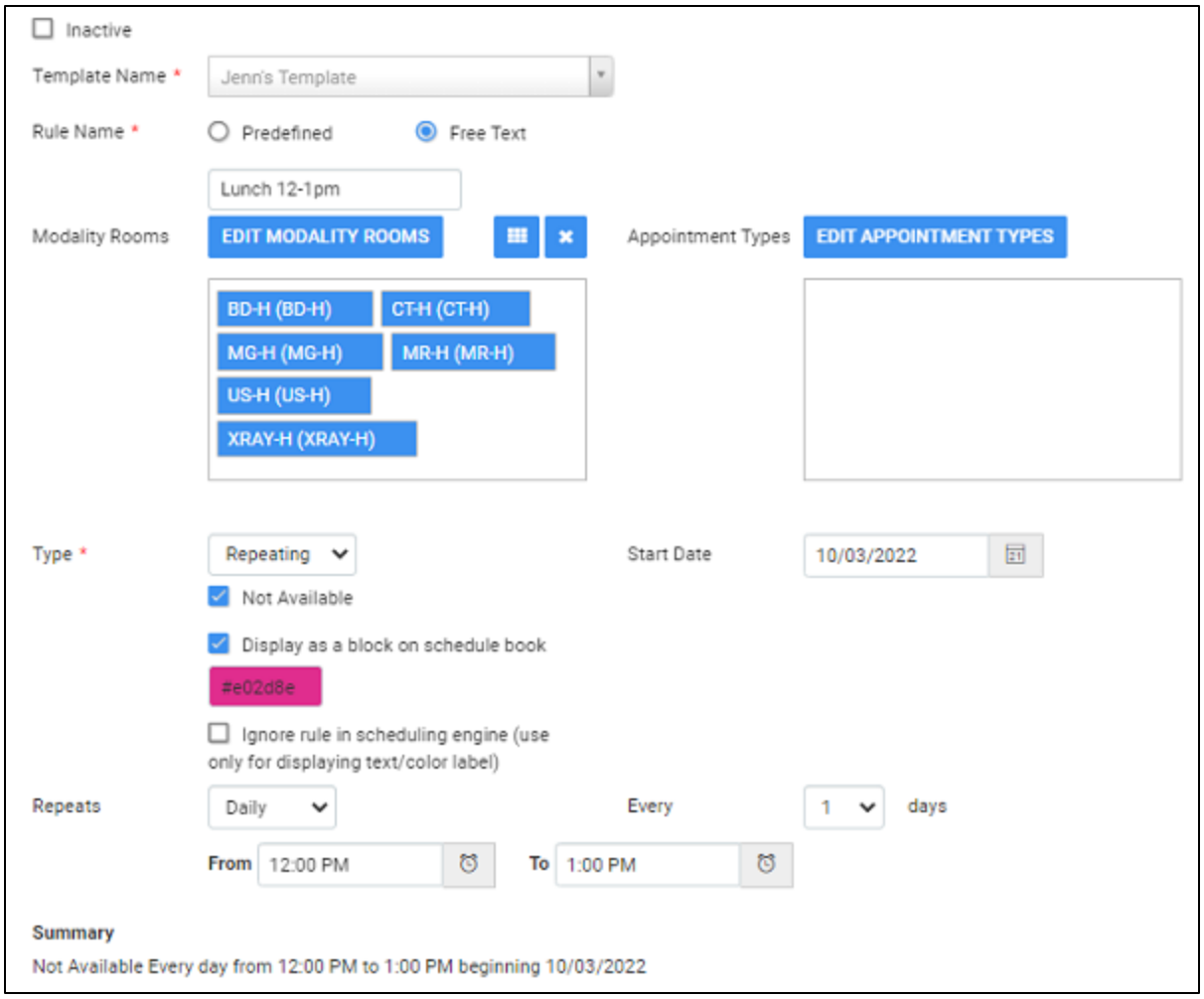
Setting	Description
Template Name	Select the template to which to add the schedule rule.
Rule Name	Select Predefined or Free Text, and then type or select a name for the schedule rule. The Predefined list contains your pre-configured schedule rule reasons.
Modality Rooms Appointment Types Resource	Select a combination of one or more of these items along with dates and times to define the rule. For example, your rule could state that: "Resource A can perform appointment type B in modality room C."
Not Available	Select Not Available to create an exclusion rule (to define when *not* to schedule appointments). Clear the checkbox to create an inclusion rule.
Display as a block on schedule book	Select if you want this rule to appear as a schedule block on the schedule book. Select the hexadecimal color code box, and then use the color picker to assign a color to the block.

Setting	Description
Ignore rule in scheduling engine (use only for displaying text/color label)	Available when you select Display as a block on schedule book. Select this Ignore rule... checkbox to display the block on the schedule book, without the program taking it into account when finding slots. This option is useful if you want a modality room to *usually* remain unused at certain times, but still remain available for scheduling "just in case."
Type	Select Repeating if you want the schedule rule to recur, or Date/Time if not.
Autoblocking	If you select a technologist resource for the rule, and the technologist is available to work in two modality rooms at the same time, select Autoblocking to prevent double-booking that technologist.

6. Do one of the following.

- To save the current rule and add another rule, select SAVE.
- Select SAVE & CLOSE.

Example of a schedule rule: Technologist lunch break



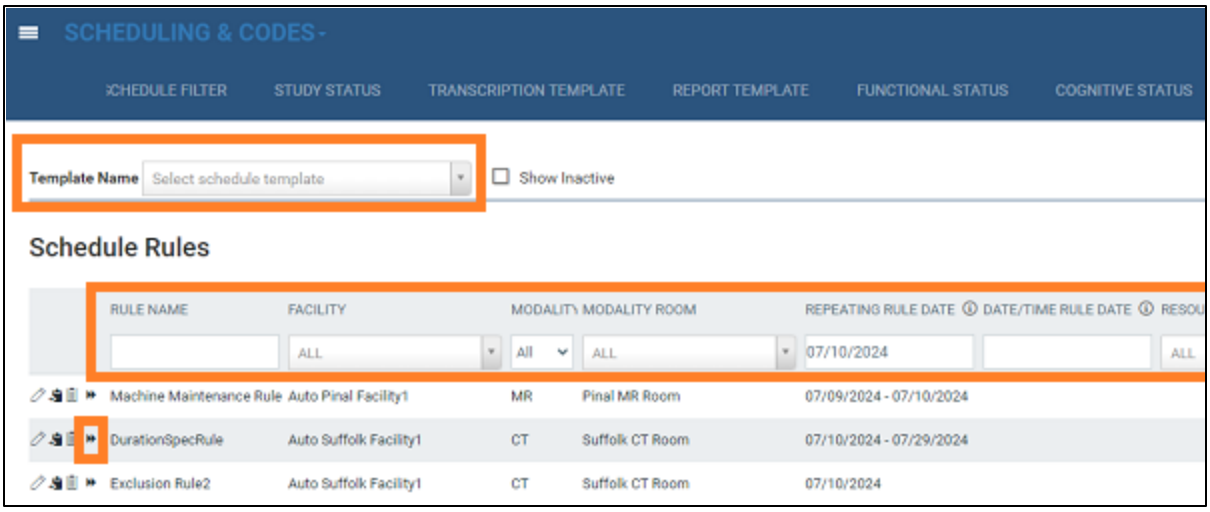
See also:

About schedule blocks
Add, edit, or delete a quick block

Find a schedule rule and view details

You can filter the list of schedule rules to find ones that satisfy selected criteria, and quickly view details about the rule.

1. Go to SETUP > OFFICE > Scheduling & Codes > SCHEDULE TEMPLATES.
2. Under Schedule Rules, type or select search criteria (such as Facility and/or Modality) and press ENTER.



Result: Schedule rules matching your criteria appear in the list.

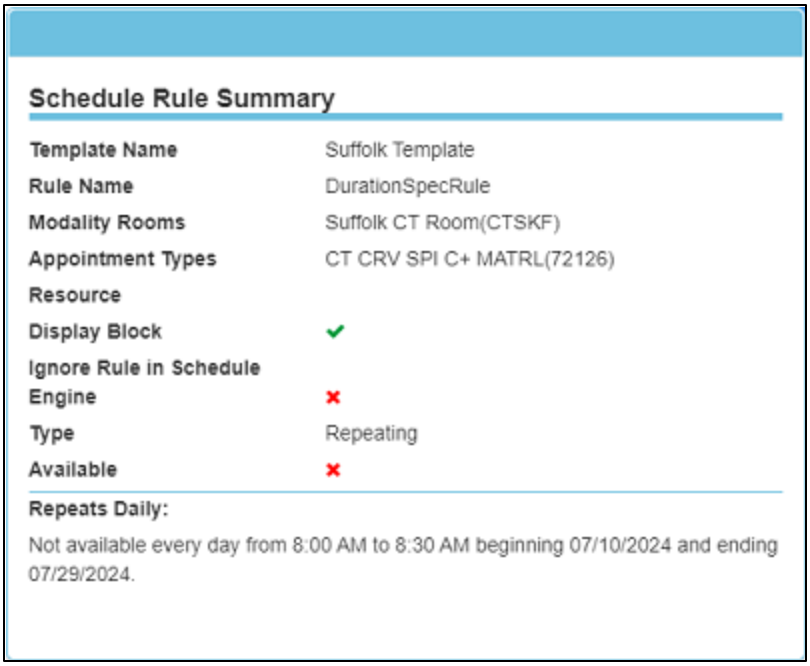
When searching by repeating rule date:

- The program returns repeating rules having at least one date, from its Start Date to End Date, that falls within your criterion date range—even if the repeating criteria of the rule would cause it to be excluded from the criterion date range.
- If you enter only a single date, the program searches for that date and all dates thereafter.

When searching by date/time rule date:

- The program returns date/time rules and automatically generated auto-blocks having at least one date, from its Start Date to End Date, that falls within the criterion date range—regardless of whether the rule has one or multiple occurrences.

3. To view details about a rule, select its Expand Panel button.



Result: The Schedule Rule Summary panel appears.

4. To close the panel, click anywhere outside of the panel.

See also:

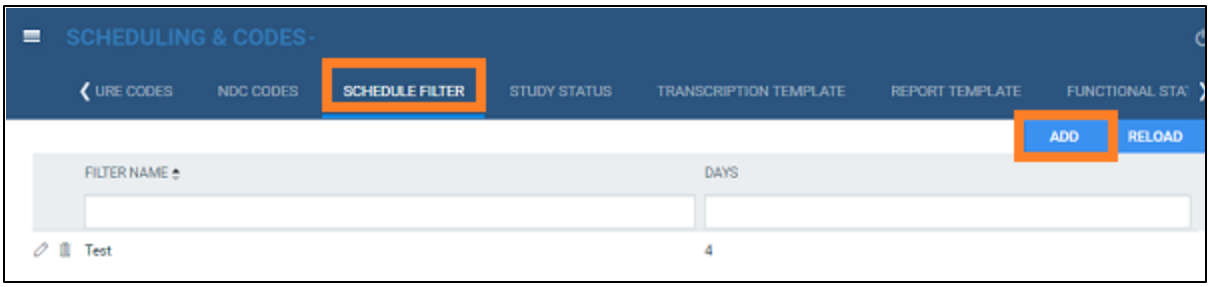
Configure a schedule template and schedule rules

Configure a schedule filter

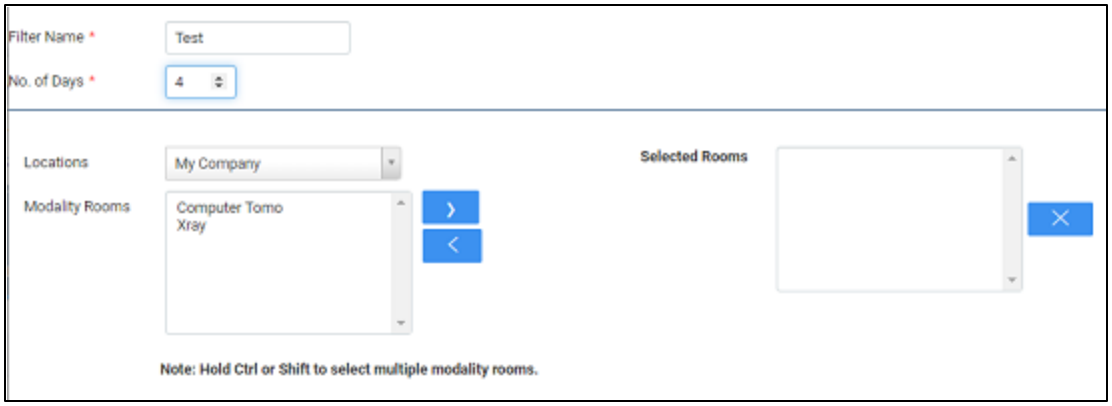
By default, each page of the schedule book displays one day at one facility. You can change this by creating a *schedule filter* to display a combination of facilities, modality rooms (columns), and days. For example, you could create a filter that shows two modalities during a four-day period.

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > SCHEDULE FILTER.



2. Select ADD.



3. Enter the following settings.

Setting	Description
Filter Name	Type a name for the filter.
No. of Days	Type the number of days to display on a single page of the schedule book. If the content of the page exceeds the available display width, a scroll bar appears.
Locations	Select a facility in the dropdown list. The modality rooms at the selected facility become available in the Modality Rooms list.
Modality Rooms	Select one or more modalities (columns) in the list (hold down Ctrl or Shift for multi-select), and then select the right arrow button to add them to the Selected Rooms list.

4. Select SAVE.
5. Optional: To adjust the order in which the modality room columns appear, set the Display Order for each modality room in Add modality rooms.

See also:

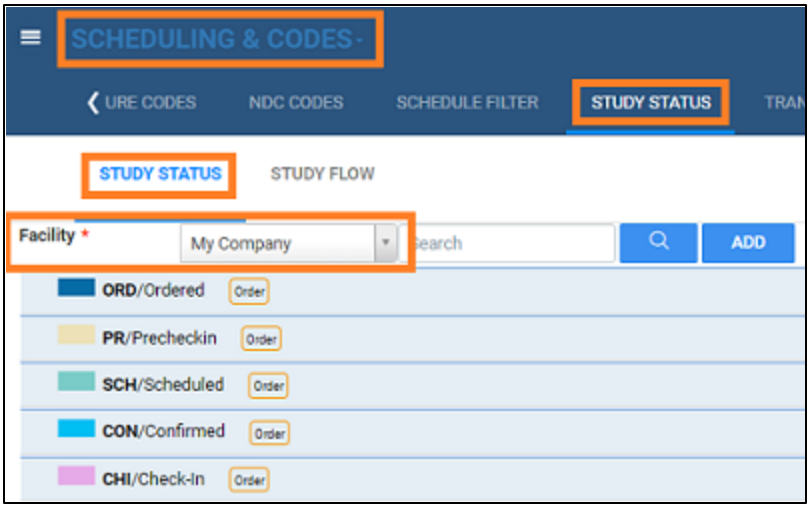
About schedule templates and schedule rules
Configure a schedule template and schedule rules

Configure study statuses

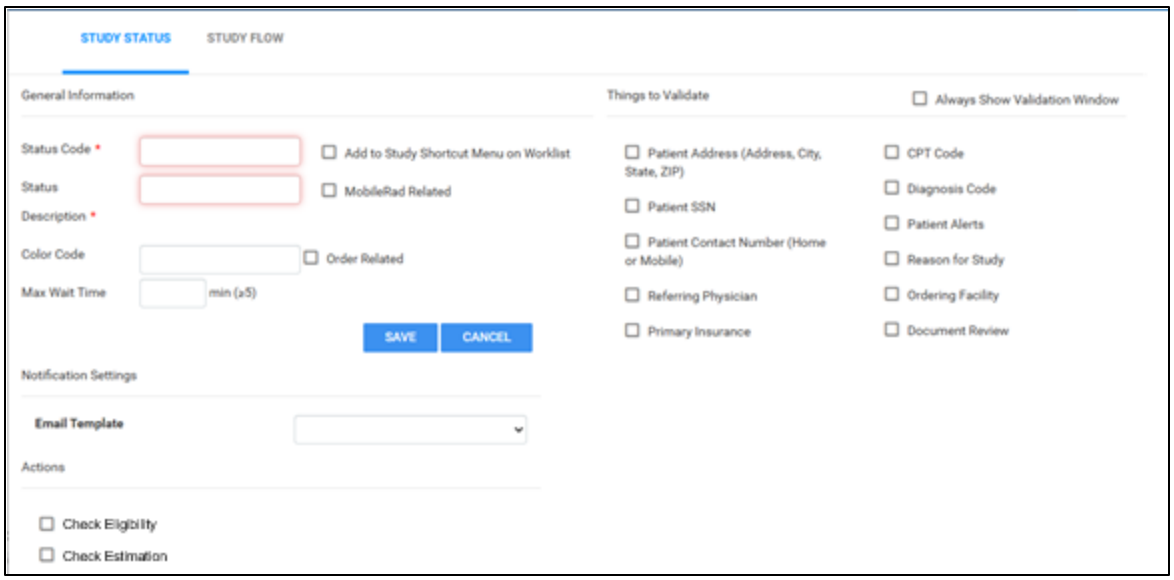
Workflows in Exa PACS|RIS are status-driven. To create or tailor workflows, you can create a set of study statuses and then configure how studies move from status to status (see Configure study flow). Statuses are unique to each facility, so if you want a status to be available in multiple facilities, repeat the steps for each facility. To add statuses:

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > STUDY STATUS > STUDY STATUS.



2. In the Facility dropdown list, select a facility, and then select ADD.



3. Enter the following settings.

Group	Setting	Description
General Information	Status Code	Type your internal code for the status.
	Add to Study Shortcut Menu on Worklist	Select to add the status to the study row shortcut menu on the worklist.
	Status Description	Type the name of the status.
	MobileRad Related	Required for the Mobile RAD app. Select if the status is for Mobile RAD.
	Color Code	Click inside the box, and then select a color from the picker to color code the status.
	Order Related	Select if the status applies to entire orders. Clear if the status applies to studies.

Group	Setting	Description
	Max Wait Time	Type the number of minutes to complete check-in. If the time is exceeded, the "Exceeds maximum time limit" count at the bottom of the worklist increments, and the study is added to the Exceeds maximum time limit filter.
Things to Validate (not available for all statuses)	Always Show Validation Window	Displays the validation results window whether or not you select any Things to Validate.
	[Other checkboxes]	Select the items that Exa PACS|RIS validates (checks for inclusion) before moving the study to the next status. If items are missing the validation window opens for you to add them.
	Document Review	Select to require document review to advance to the next status in the study flow. Select the documents for which to require review in the button list.
Notification Settings	Email/Fax Template	Select templates to enable notification to be sent when a study arrives at the status. To select who receives the notifications, turn on Notification settings of individual resources (see Add a resource).
Actions	Check Eligibility Check Estimation	When a study enters the status, the system verifies eligibility and/or estimates patient costs automatically based on which checkboxes you select or clear.

4. Select SAVE.

See also:

Require document review
Set up sending of notifications

Configure study flow

Exa PACS|RIS provides a graphical representation of the flow of studies from status to status at each facility. You can configure these flows, and apply routing rules to control whether and how data can move to the next status in the flow. The easiest way to start a new flow is to copy one to a new facility by selecting the source facility in the dropdown on the left, and destination facilities in the dropdown on the right (see figure), and then selecting COPY.

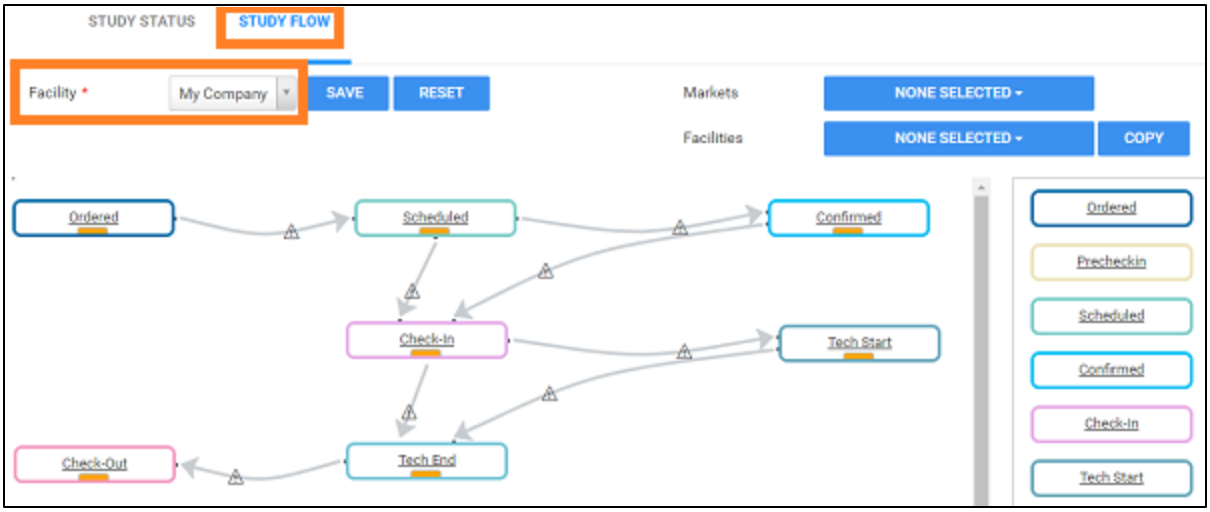
Note: You do not need to apply routing rules for manual DICOM send operations.

Caution:

- Changing the study flow incorrectly can "orphan" studies, leaving them unable to move to the next status in the workflow.
- Selecting RESET clears all non-saved changes and restores the default flow.

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > STUDY STATUS > STUDY FLOW.
2. In the Facility dropdown list, select a facility.



3. To modify the flow:

   - Drag a status from the right pane into the main flow diagram.
   - Drag the orange bar in a status node to another status, and drag arrows.

4. Optional: To add a routing rule between statuses:

   - Selecting the triangle on an arrow.
   - Under Actions, select a routing rule, and then select OK.

   Result: When studies change between the statuses, they do so per criteria defined in the selected routing rule. For example, the routing rule might send the study to a specified AE along with user-defined priors. See Configure routing rules.

5. Optional: To force flow between statuses:

   - Selecting the triangle on an arrow.
   - Under Force Flow After, type or select a number of minutes.
   - If available, select modalities to which the force flow applies.
   - Select OK.

   Result: Studies automatically flow between the statuses after the specified number of minutes.

6. Select SAVE.

See also:

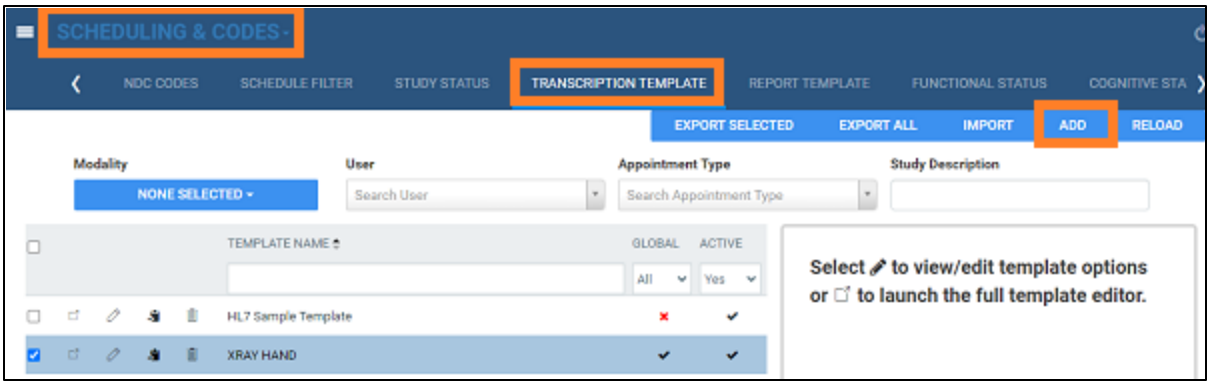
Configure study statuses

Add a transcription template

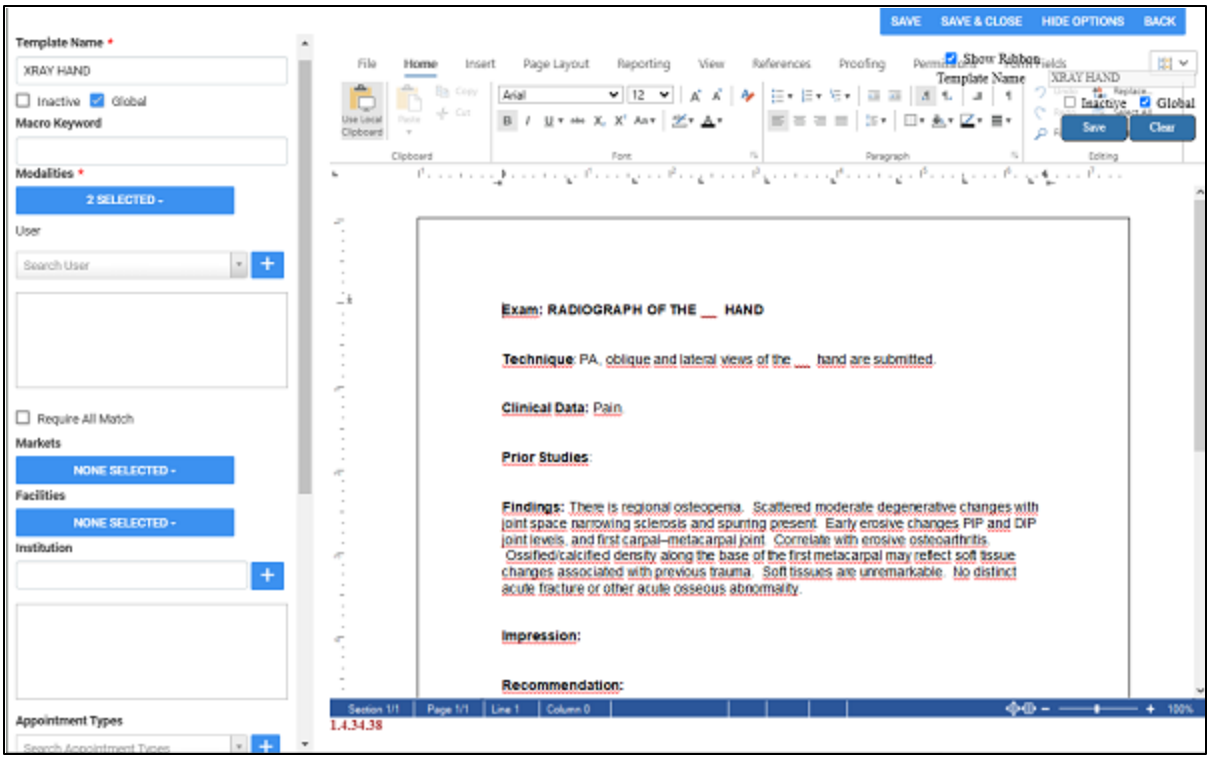
You can create a template that contains pre-formatted text and merge fields that you can quickly add to a transcription. This *transcription template* is for formatting a transcription, whereas a *report template* is for final formatting of approved reports. To use a transcription template, see Dictation and transcription with Exa Voice and Exa Trans. To create a transcription template:

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > TRANSCRIPTION TEMPLATE.



2. Select ADD.

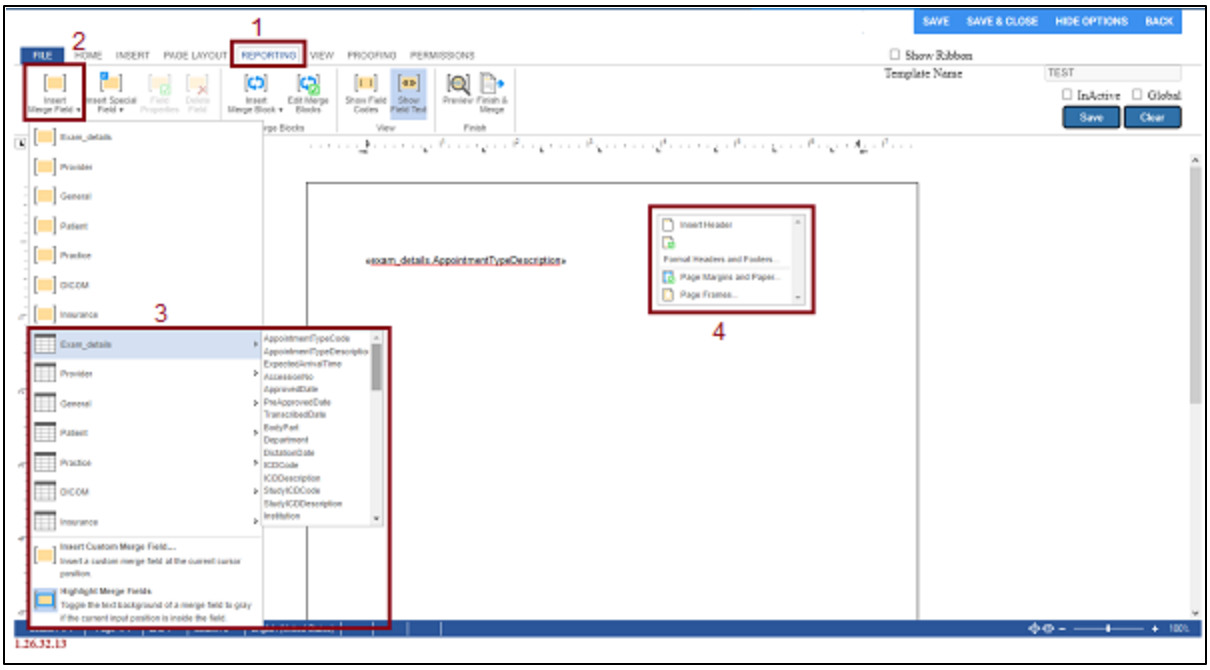


3. On the left pane, enter the following settings.

Setting	Description
Template Name	Type a name for the template.
Macro Keyword	Available when dictation is made available by KM staff. Type a macro keyword that can be voice-recognized to open a template. Tip: Add a starter word in front of the keyword to make it easier to call up macros/templates. Example: macro chest
Global	Select to make the template available to all users.

Setting	Description
Modalities	Select for which modalities the template is available.
User	You can restrict availability of the template by assigning users to it. Select a user in the list and then select the plus button. You can assign the template to multiple users.
Require All Match	The template is only available to users and studies who match all criteria you enter here.
Markets	Select in which markets the template is available.
Facilities	Select for which facilities the template is available.
Institution	Select for which institution the template is available.
Appointment Types	Select for which appointment types (CPT codes) the template is available.
Body Part	Select for which body parts the template is available.
Study Description	The template is only available for studies with the study description you enter here.

4. Select SAVE.
5. In the template editor, type text and apply formatting for the template, and then select SAVE.
6. Optional. To paste items onto the template that you copied from outside Exa PACS|RIS, on the HOME tab, select Paste, and then in the button shortcut menu, select Paste.
7. To add merge fields, select REPORTING (1) > Insert Merge Field (2), and then select a merge field (3).



8. For formatting options (4), right-click in the body of the template.
9. When finished with your template, select SAVE & CLOSE.

See also:

Find and edit a transcription template
Export and import a transcription template
Copy a transcription template

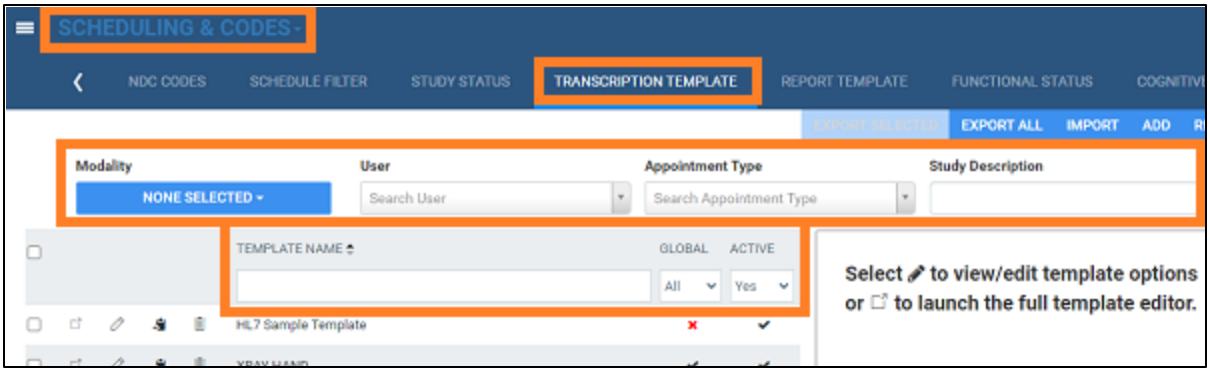
Merge fields

Find and edit a transcription template

You can search for a transcription template by a variety of criteria, edit template settings "on the fly," or edit template contents by opening it in the main template editing screen.

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > TRANSCRIPTION TEMPLATE.



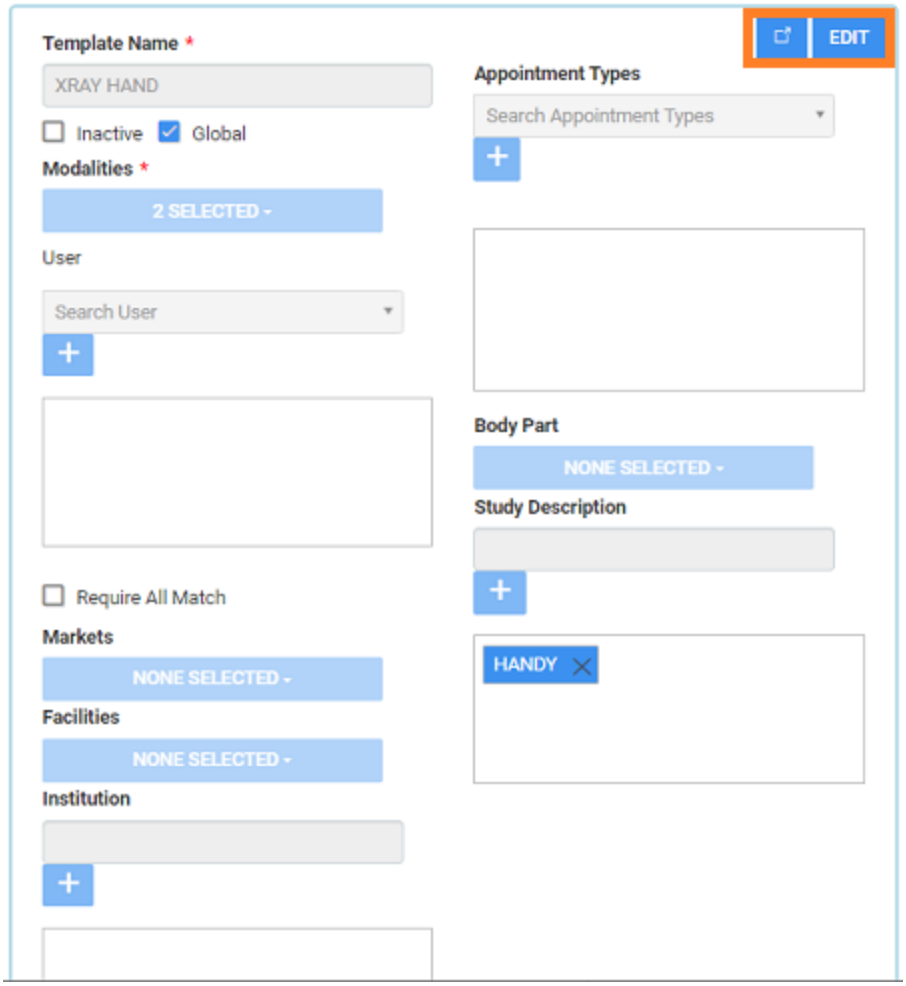
2. Type or select search criteria in the following fields.

Criterion	Description
Modality	Select modalities to which the template is assigned.
User	Select a user to whom the template is assigned.
Appointment Type	Select an appointment type to which the template is assigned.
Study Description	Type a sequence of letters included in the study description of the template.
Template Name	Type two or more characters included in the name of the template, and then press Enter.
Global	Select whether or not the template is global.
Active	Select whether the template is active.

3. In the row of the template to edit, select the edit button.



4. In the editing pane, to edit template settings, select the EDIT button.



5. Edit settings as needed, and then select SAVE.
6. To edit the contents of the template, select the button to open it in the main template editor.

See also:

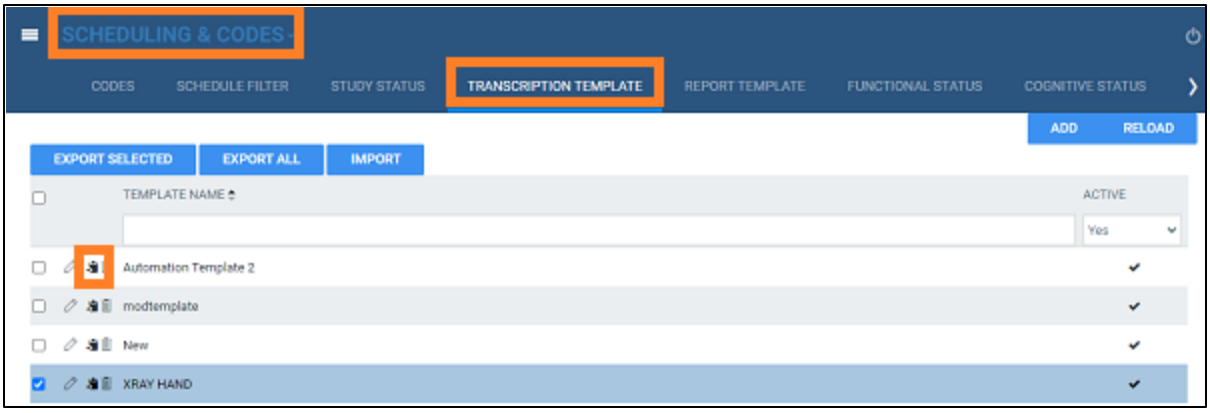
Add a transcription template
Export and import a transcription template
Copy a transcription template

Copy a transcription template

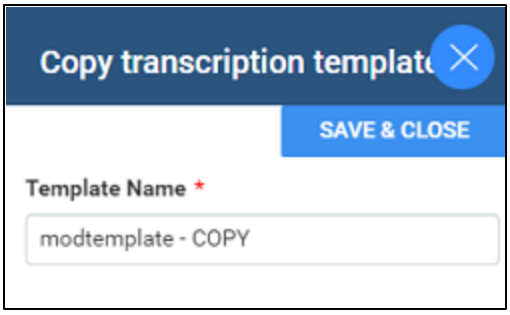
To make a transcription template that is similar to an existing one, you can copy the existing one and modify it:

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > TRANSCRIPTION TEMPLATE.



2. To copy a template, select the copy button in the row containing the template you want to copy.



3. In the Copy Transcription Template dialog, type a new name for the template, and then click SAVE & CLOSE.
4. Open the template and modify it as needed.

See also:

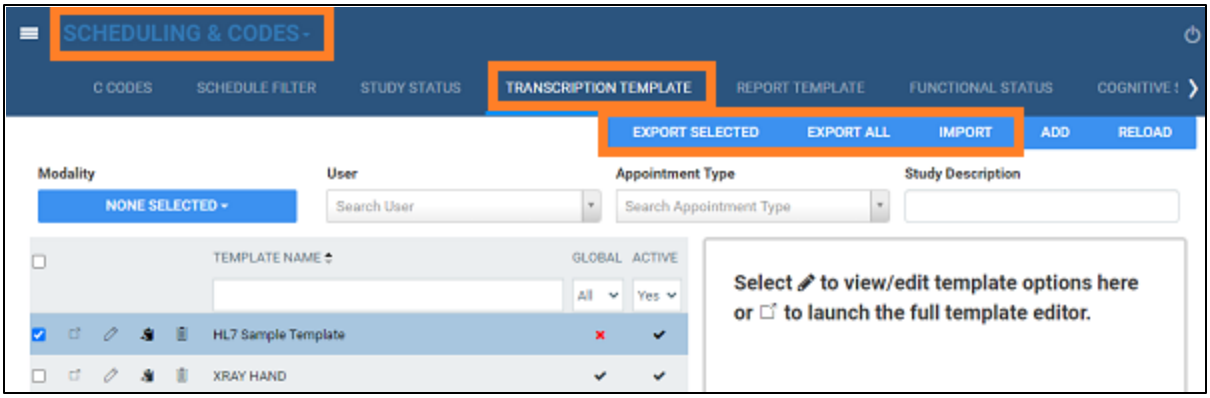
Add a transcription template
Export and import a transcription template

Export and import a transcription template

If you transcribe studies at different Exa platform sites, you can save time by exporting any transcription templates that you created in Exa PACS|RIS at one site and importing them at the others. It's also a good idea to export your templates for backup purposes.

Export a template

1. Go to SETUP > OFFICE > Scheduling & Codes > TRANSCRIPTION TEMPLATE.

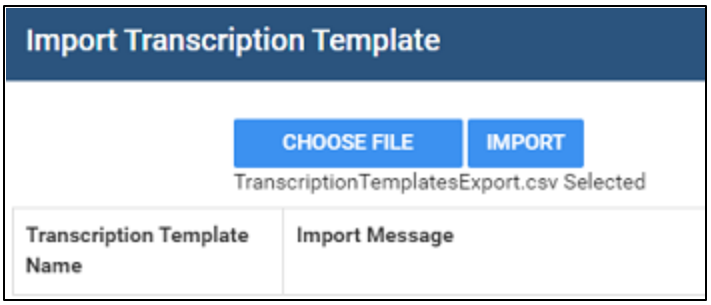


2. Optional: To filter the list by template status, use the ACTIVE dropdown list.
3. Select one or more templates to export, and then select EXPORT SELECTED. Or, to export all templates, select EXPORT ALL.

   Result: Exa PACS|RIS downloads a CSV file of your templates to your windows downloads folder.
4. Use email or other means to send a copy of the template file to the site where you want to import the file.

Import a template

1. At the site to perform the import, place the CSV template files in a folder of your choice.
2. Open the screen above and select IMPORT.
3. In the Import Transcription Template dialog, select CHOOSE FILE, and then browse for and select the CSV files.



4. Select IMPORT.

See also:

Add a transcription template
Copy a transcription template
Dictation and transcription with Exa Voice and Exa Trans

Add a report template

A *report template* is for final formatting of approved reports, whereas a *transcription template* is for preparing transcriptions. You can create report templates and enhance them with logos, tables, and merge fields. When you approve a study, Exa PACS|RIS generates the approved report using a template you create here.

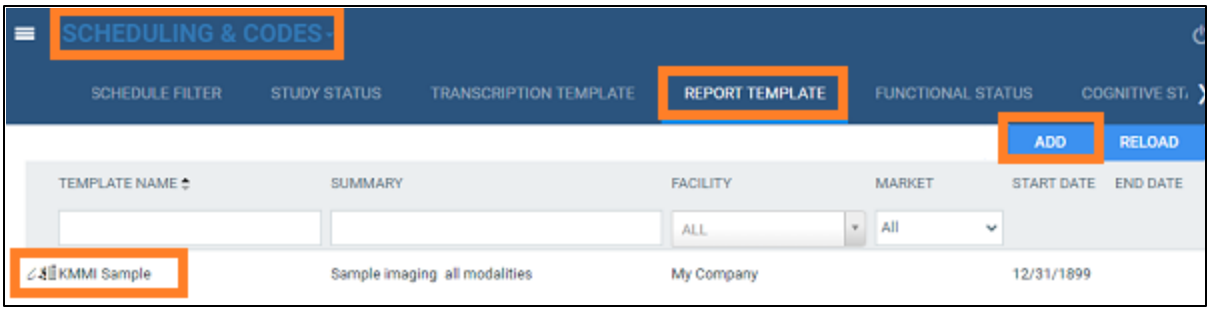
Which template is used?

The template settings must match the facility and modality of the study. If several templates match, the highest one in the list is used. If none match, none are used, and the approved report contains only the body of the transcription.

Add a report template

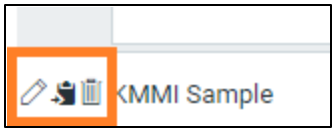
Add a report template with the following steps, and then continue to the next procedure to edit the header or footer.

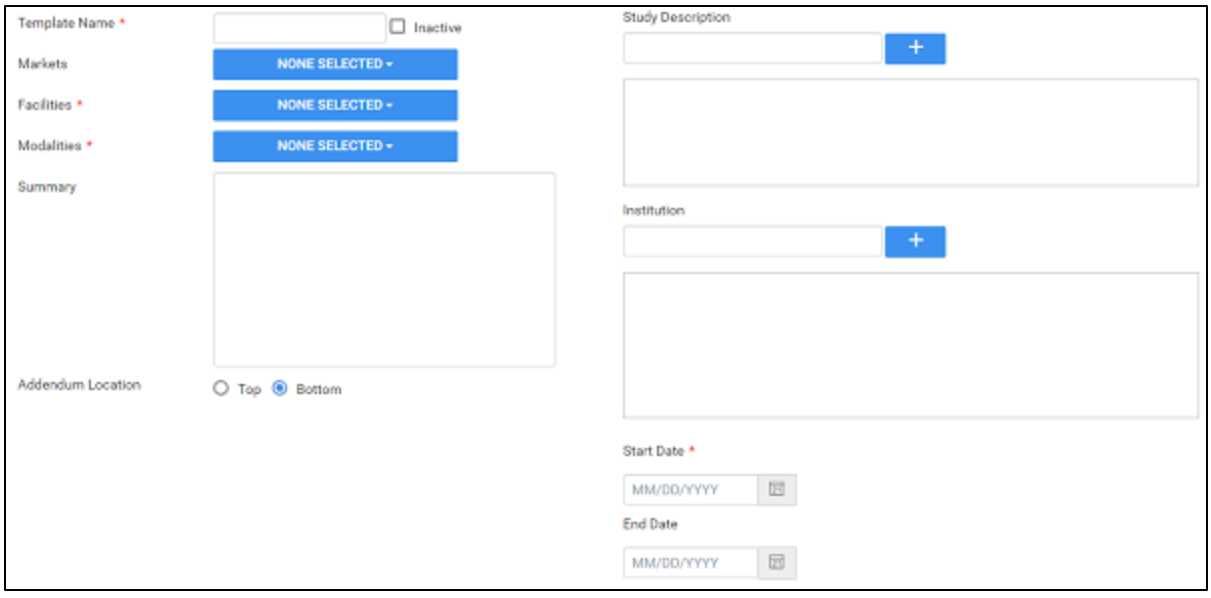
1. Go to SETUP > OFFICE > Scheduling & Codes > REPORT TEMPLATE.



2. Do one of the following.

- To start a new template from scratch, select ADD.
- To base the new template on an existing one, select the copy button of the existing template.
- To edit an existing template, select its edit button.





3. Enter the following settings.

Setting	Description
Template Name	Type a name for the template.

Setting	Description
Market	Optional. Select the market to associate with the template. All facilities in the selected market become selected in the Facilities dropdown list.
Facilities	Select all facilities that use the template.
Modality	Select all modalities to which the template can apply.
Summary	Type explanatory information about the template.
Addendum Location	Top: Select to place addenda before the original report (top of the first page). Bottom: Select to place addenda after the original report (bottom of the last page).
Study Description	Type study descriptions for the templates to be applied. For example, US Abdomen could have a different template than MRI Abdomen.
Institution	Select institutions that use the template.
Start/End Date	Select a range of study dates for which to use the template (to apply it to reports). The end date is optional.

4. Select SAVE.
5. Perform the steps in the following subsections as needed.

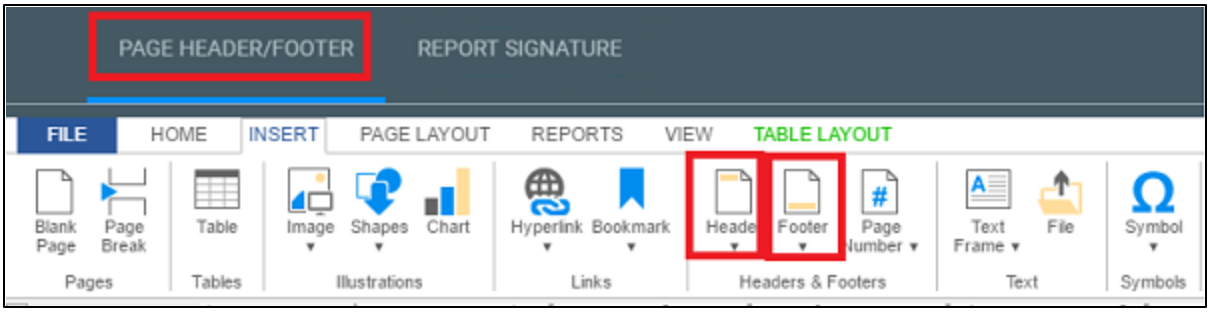
Add a header and footer

You can configure the header and footer of a report template, or edit existing ones.

1. At the bottom of the page, select the PAGE HEADER/FOOTER sub-tab.

   Result: The word processor appears (it may take a few moments).

2. On the INSERT tab, select Header or Footer, and then in the button shortcut menu, select Edit Header or Edit Footer.



3. Type information for the header or footer.
4. Select SAVE.

Add a table

Although not required, it can be helpful to organize information on your header with a table.

1. On the INSERT tab, select Table, and then in the button menu:

   - Select a cell layout, or
   - Select Insert Table dialog, enter table settings and then select OK.

2. Type text in cells, and select Save.

3. See below to add logos and merge fields to the table.

Add a logo

1. Prepare a bitmap image and save it in the following:

   [drive]:/EXA/WebImages

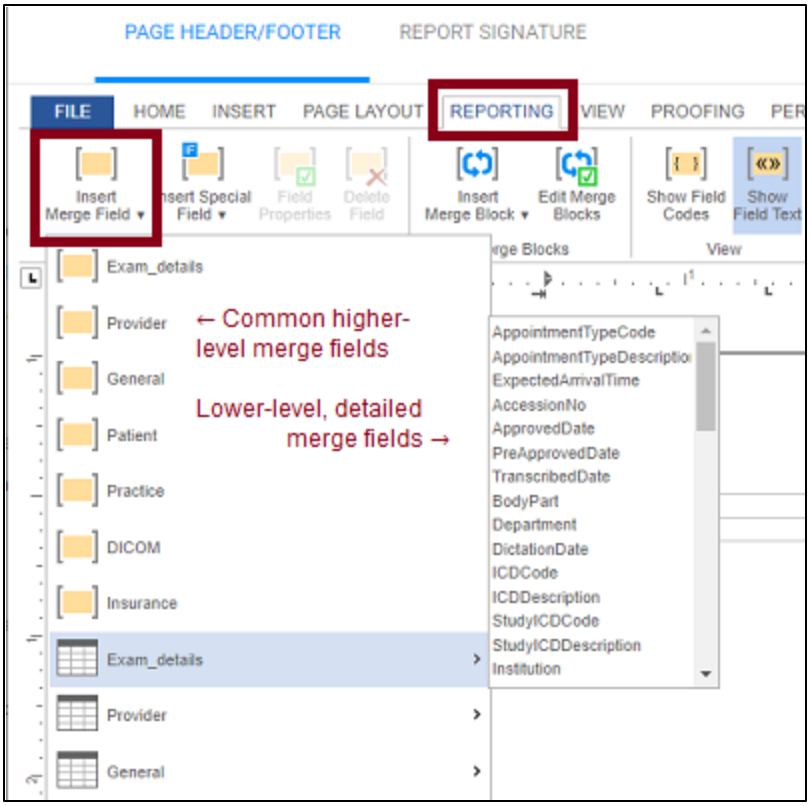
2. Place the cursor in the header or footer where you want to place the logo.

   Note: It may be helpful to add carriage returns to make room for the logo.

3. On the INSERT tab, select Image, and then in the button shortcut menu, select Image.
4. In the Open File dialog, type the name of the bitmap image and then select Open.
5. In the image shortcut menu, select Format.
6. In the Image Attributes dialog, under Wrapping Style, select In Line, and then select OK.
7. Optional. On the HOME tab, select the text alignment (left, right, center) tools, or drag the image to position it.
8. Select Save.

Add merge fields

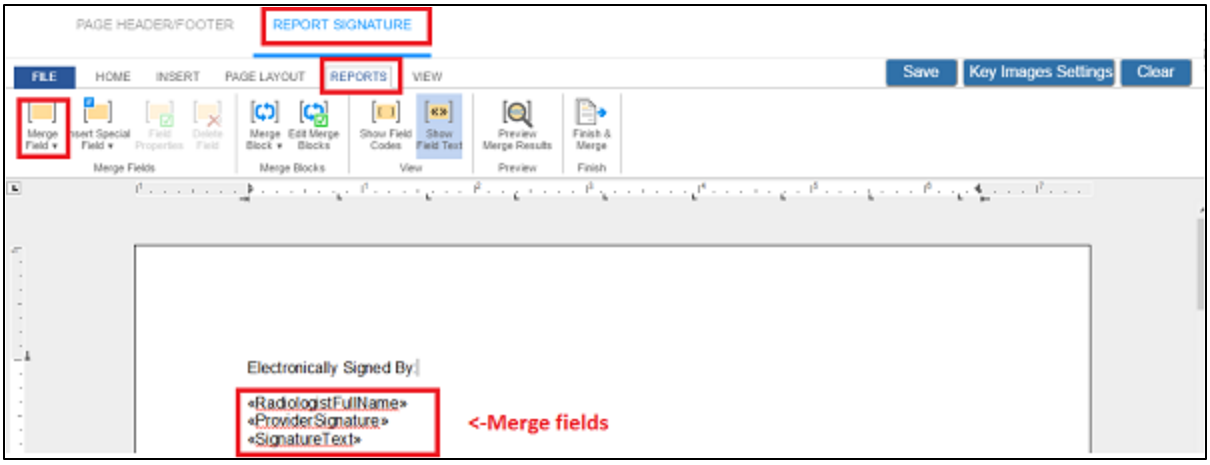
1. Place the cursor in the header or footer where you want to add the merge field.
2. On the REPORTING tab, select Insert Merge Field.



3. On the Merge Field button shortcut menu, select a merge field, or choose a field from one of the sub-menus.
4. Select Save.

Add a report signature line

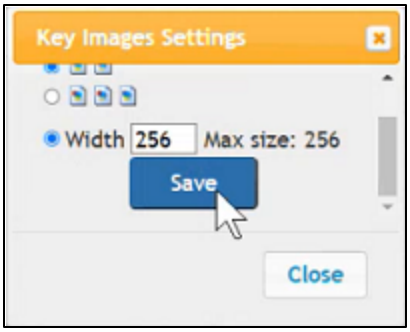
1. Select the REPORT SIGNATURE sub-tab.
2. Type text and add merge fields as described earlier.



3. Optional: To include key images in the signature area, see "Add key images" below.

Add key images

1. Select Merge Field > DICOM, and add the <<keyimages>> merge field.
2. Select Key Image Settings, and then select the number of key images to add.



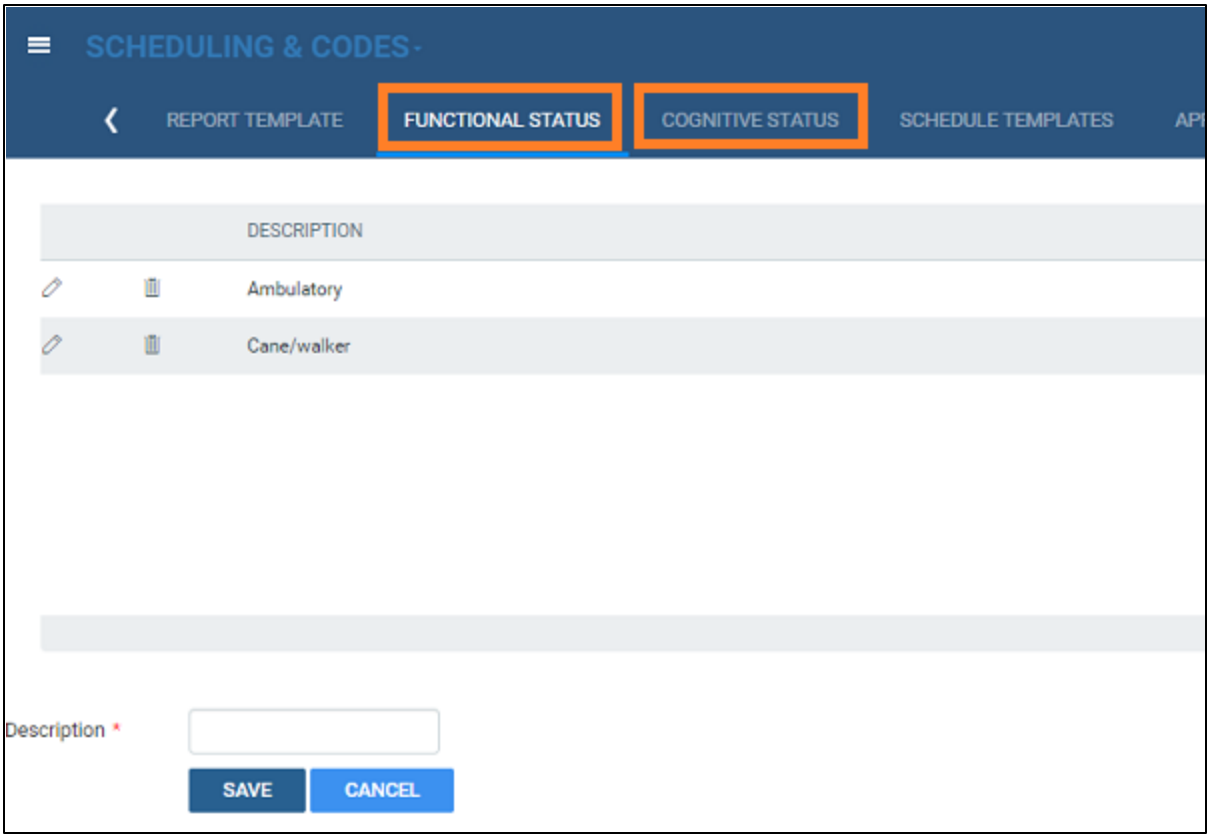
3. Optional: To shrink the image, type a new width and select the Width option.
4. Select the SAVE buttons on the top and bottom of the screen.

Configure functional and cognitive statuses

Functional and cognitive statuses are preset descriptions of a patient's level of physical and mental functioning that can be used in other parts of the program.

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes.
2. On the FUNCTIONAL STATUS tab, in the Description box, type a functional status and then select SAVE.



3. On the COGNITIVE STATUS tab, in the Description box, type a cognitive status and then select SAVE.

What are lead time and expected arrival time?

The *lead time* is the number of minutes prior to the appointment time that the scheduler wants the patient to arrive. The program calculates an expected patient arrival date and time (the *expected arrival time*) by subtracting the lead time from the appointment time. The scheduler may find it convenient to inform the patient of this expected arrival time rather than the formal start time of the appointment.

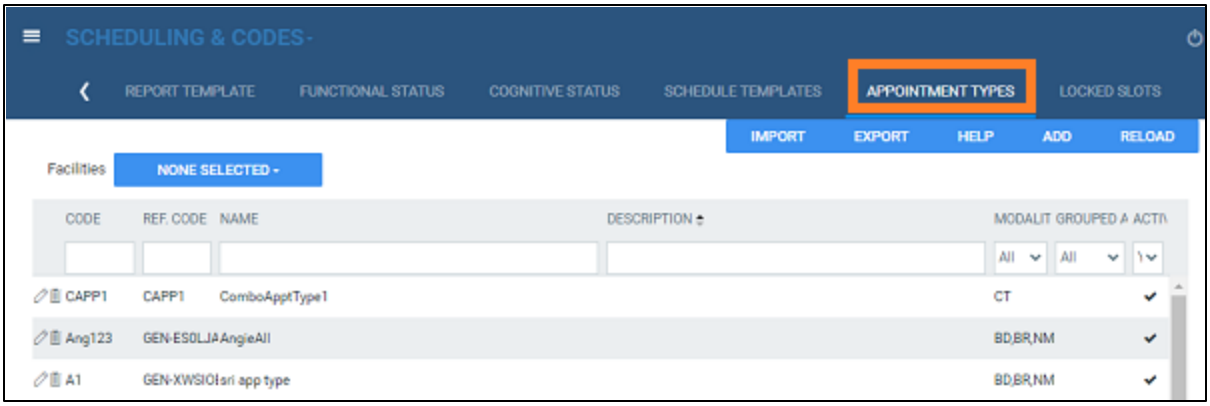
If an appointment contains multiple exams, the program calculates the expected arrival time based on the lead time of the first exam. If the first exam has no lead time, it uses that of the second exam, and so on. If no exams have lead times, the expected arrival time is simply the time of the first exam.

Configure appointment types

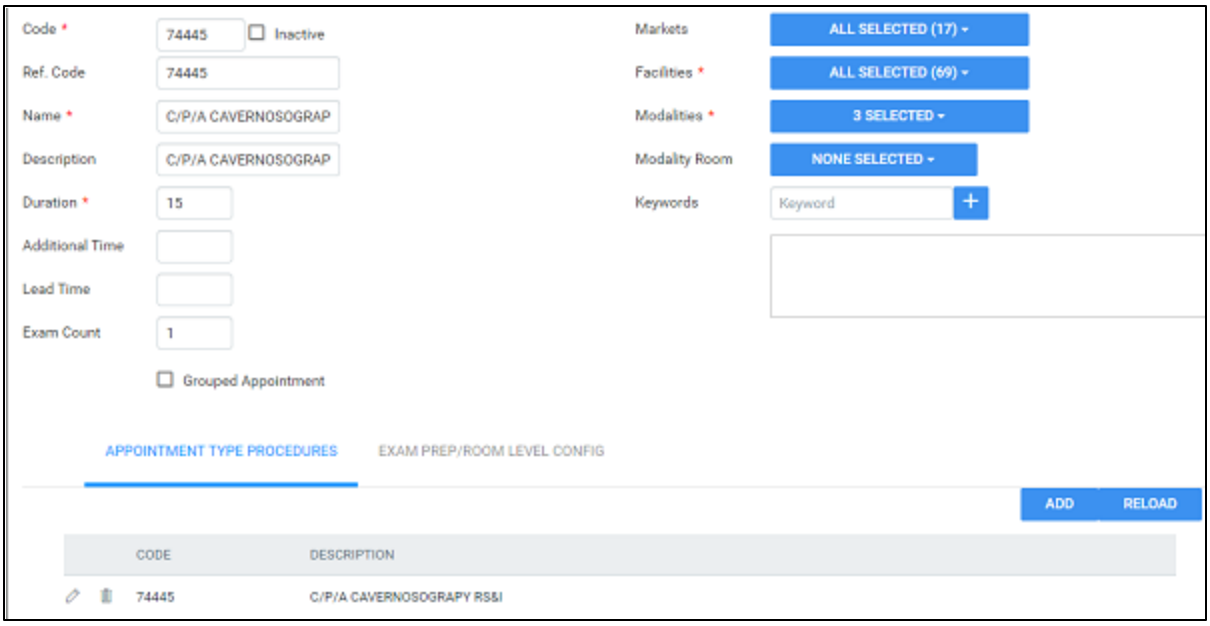
An *appointment type* defines a set of procedures to perform during an exam. You can configure appointment types for use in scheduling and other parts of the program.

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > APPOINTMENT TYPES.



2. Select ADD.



3. Enter the following settings.

Setting	Description
Code	Type your internal code for the appointment type.
Ref. Code	Type the reference code.
Name	Type a name for the appointment type.
Description	Type a description for the appointment type.
Duration	Type the expected duration of the appointment type.
Additional Time	Type the amount of additional time needed beyond the default duration.
Lead Time	Type the number of minutes to arrive before the exam begins.
Exam Count	Type the number of exams to be included.
Grouped Appointment	Select for grouped appointments (see Configure grouped appointments).
Markets	Select one or more markets where the appointment type is available.
Facilities	Select one or more facilities where the appointment type is available.

Setting	Description
Modality	Select one or more modalities to use for the appointment type.
Modality Room	Select one or more modality rooms where the appointment type can be scheduled. The list is filtered based on any markets and facilities you select.
Keywords	To make the appointment type easier to find during scheduling, type a keyword and select the plus button. Add as many keywords as needed.

4. On the APPOINTMENT TYPE PROCEDURES sub-tab, select ADD.
5. In the Appointment Procedure dialog, select a CPT Description (procedure), up to four applicable modifiers, and up to four diagnosis codes, and then select SAVE.

   Note: When you schedule the appointment type or add it to an order, the modifiers and diagnosis codes you enter here are automatically added to the order.

6. On the EXAM PREP/ROOM LEVEL CONFIG sub-tab, add or edit exam prep instructions as needed.
7. Select SAVE.

See also:

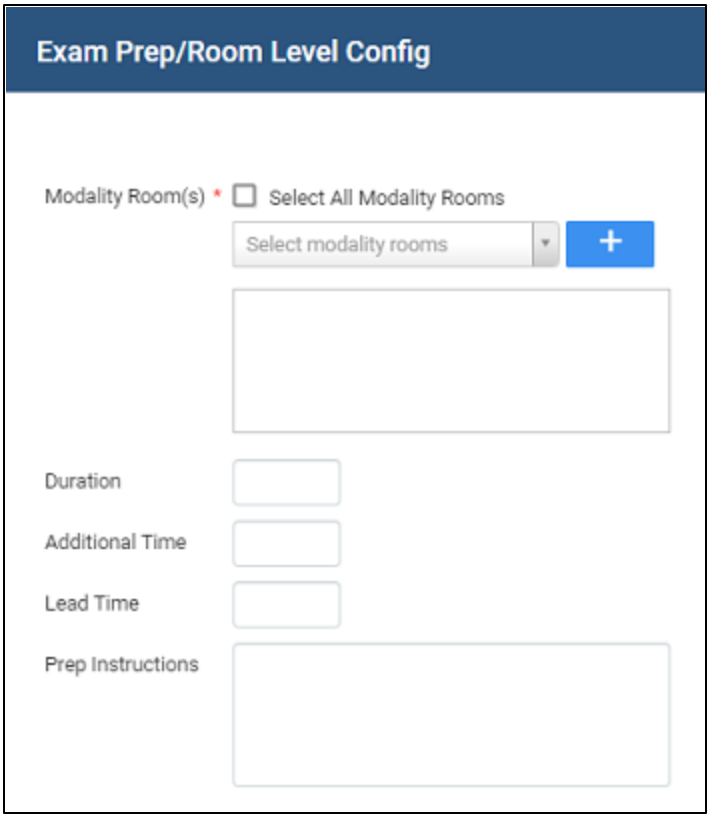
Configure exam prep instructions
About procedure codes, appointment types, and appointment type procedures

Configure exam prep instructions

For each appointment type you can assign exam and room preparation instructions. The instructions are linked to modality rooms so that if an exam is rescheduled to a different room, the instructions change accordingly. To configure exam prep instructions, start by following the procedure in Configure appointment types and then:

Procedure

1. On the EXAM PREP/ROOM LEVEL CONFIG sub-tab, select ADD.



2. Enter the following settings.

Setting	Description
Modality Room	Select the modality room to which to apply the prep instructions.
Duration	Type the estimated duration of the exam.
Additional Time	Type the amount of additional time needed beyond the default duration.
Lead Time	Type the number of minutes to arrive before the exam begins.
Prep Instructions	Type the exam and room preparation instructions.

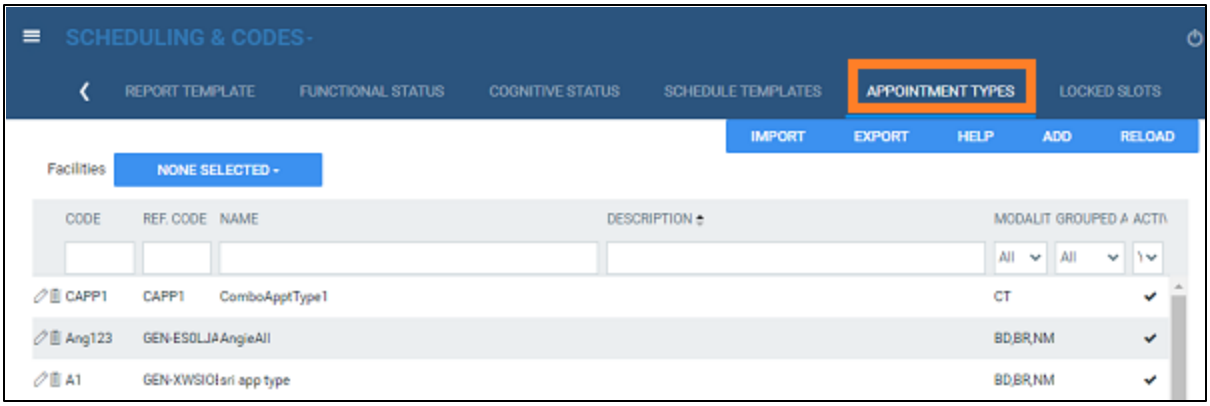
3. Select SAVE.

Configure grouped appointments

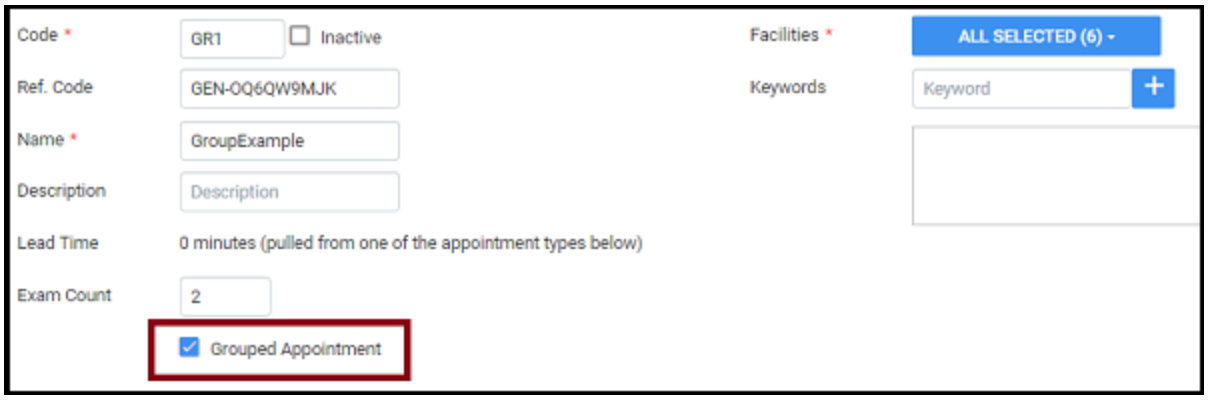
A *grouped appointment* is an appointment type that contains more than one billable procedure. Grouped appointments make it easy to schedule more than one procedure or exam during a single patient appointment. To configure a grouped appointment:

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > APPOINTMENT TYPES.



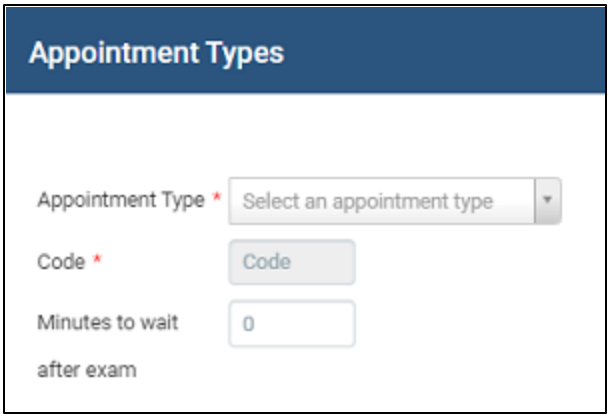
2. Select ADD.
3. Select the Grouped Appointments checkbox.



4. Enter the following settings.

Setting	Description
Code	Type a unique code for the grouped appointment. The code does not need to match an existing procedure code.
Ref. Code	Type the reference code, if any.
Name	Type a name for the grouped appointment type.
Description	Type a description for the appointment type (it can be the same as the name).
Lead Time	[Determined automatically]
Exam Count	Type the number of procedures to be included.
Grouped Appointment	[Already selected]
Facilities	Select one or more facilities where the appointment type is available.
Keywords	To make the appointment type easier to find during scheduling, type a keyword and then select the plus button. Add as many keywords as needed.

5. Select SAVE, and then in the message box, select YES.
6. In the Appointment Types dialog, select an appointment type to add to the grouped appointment.



7. Optional. In the Minutes to wait after exam box, type the expected minutes the patient must wait between appointment types.
8. Select SAVE, and then in the message box, select YES.
9. Repeat steps above until all appointment types are added to the grouped appointment.

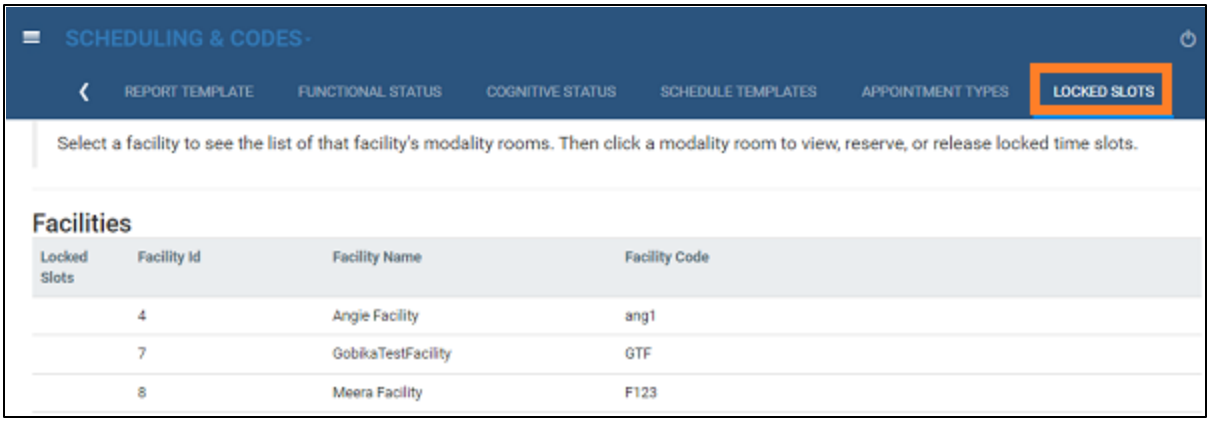
   IMPORTANT: Add the appointment types in the order that they are performed, or in the correct scheduling priority.
10. On the APPOINTMENT TYPES tab, select SAVE.

View locked slots

Exa PACS|RIS "locks" timeslots as soon as a scheduler selects them. The prevents other schedulers from simultaneously double-booking in the same slot. You can view which slots are currently locked with the following steps. If a locked slot is left unscheduled, it is automatically unlocked after 12 hours.

Procedure

1. Go to SETUP > OFFICE > Scheduling & Codes > LOCKED SLOTS.



Configure DICOM settings

Administrators can configure DICOM settings such as for AEs, file stores, and receiver and routing rules.

Note: The default AE title for Exa PACS|RIS is EXA_SCP, or EXA_MWL when acting as a worklist source. These titles are configured elsewhere in the program by a Konica Minolta installation engineer.

This section contains the following topics (not all topics may be available depending on version and region).

Configure application entities
Configure a DICOM printer
Configure a file store
Configure routing rules
Configure AE scripts
Understanding receiver rules
Configure a receiver rule
Configure matching rules
Configure hanging protocols
Manage jobs in the transfer and SR queues
Configure an issuer of a PID
Automatically retrieve priors from an external PACS

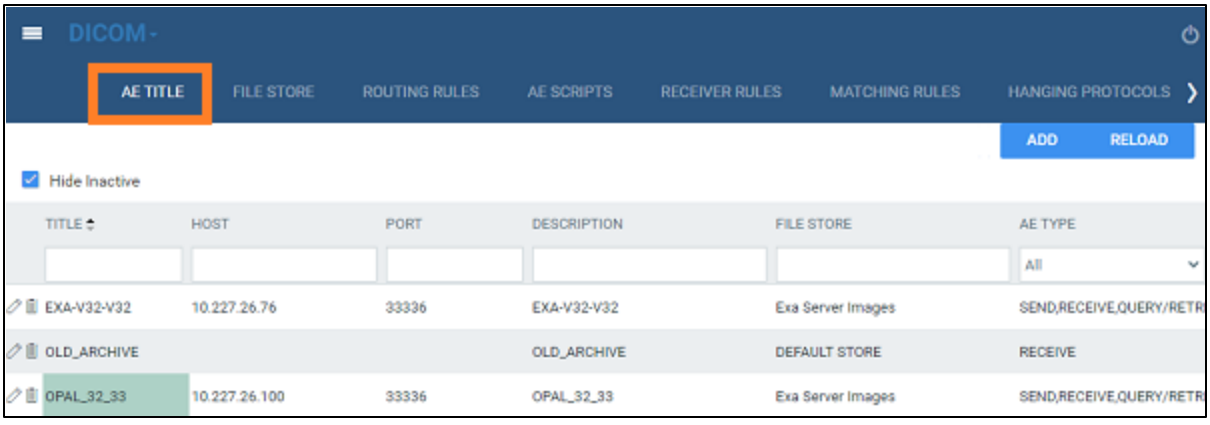
Configure application entities

An *application entity* (AE) *title* is a named configuration for a DICOM application that includes information such as its type, host computer, and port number. You must set up AE titles for Modality Worklist, send, receive/store, print, query/retrieve, and other functions to make them available on Exa PACS|RIS. To configure an AE, use the following procedure.

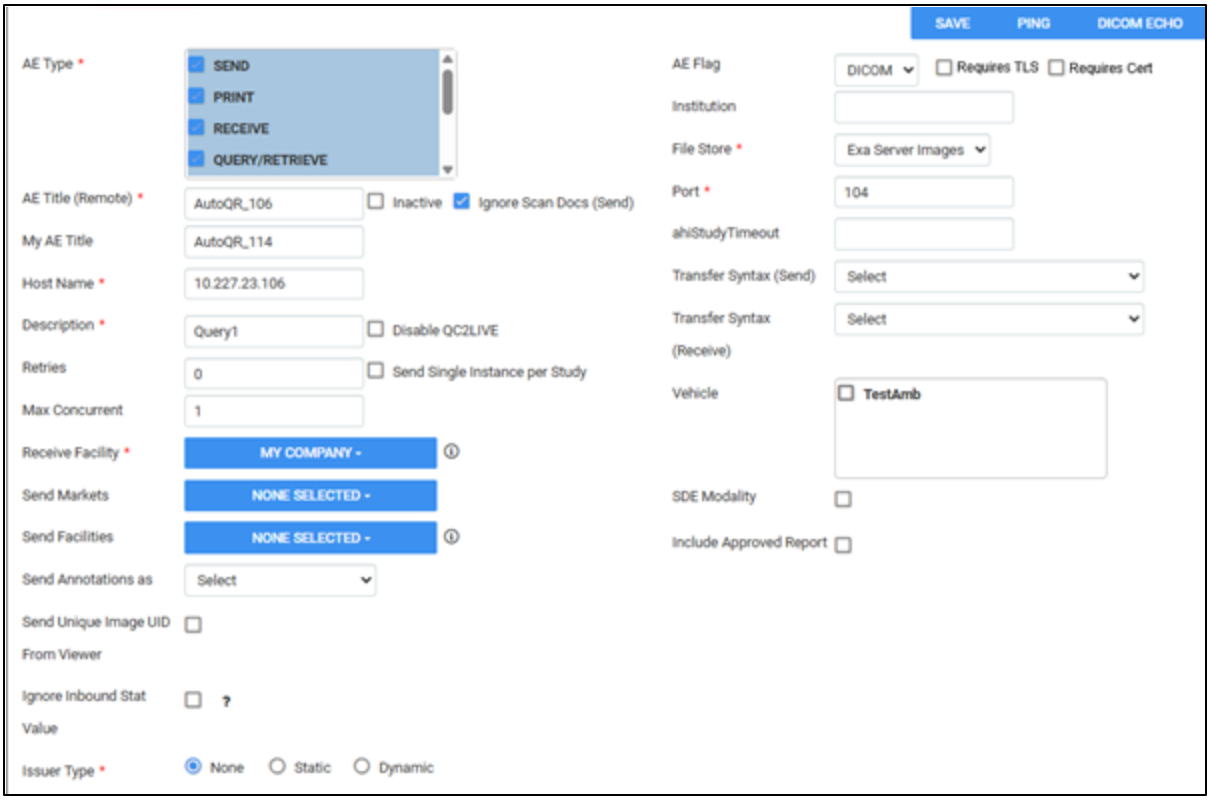
Caution: Failure to correctly configure application entities can cause general failure of DICOM communication between Exa PACS|RIS and those entities.

Procedure

1. Go to SETUP > OFFICE > DICOM > AE TITLE.



2. Select ADD.



3. Enter the following settings, and then select SAVE.

Note: The actual settings that appear on screen differ by the AE types you select.

Setting	Description
AE Type	Select one or more transactions that Exa PACS|RIS makes with the AE. If using the AE for the Query/Retrieve feature, select both types RETRIEVE and QUERY/RETRIEVE.
AE Title (Remote)	Type a title for the AE of up to 16 characters. If an AE title is preconfigured on the device hosting the AE, use the same title.
Ignore Scan Docs (Send)	Select to send only DICOM studies (not subsequently attached scanned, non-DICOM documents) to the AE when a DICOM-send occurs. Clear to include scanned documents, and to choose which documents are sent.
Document Types	Available when Ignore Scan Docs (Send) is cleared. Select the documents that you want to send when a DICOM-send occurs.
Send Scanned Documents as Images	Available when Ignore Scan Docs (Send) is cleared. Select: Send scanned documents as DICOM images (as OTs). Clear: Send scanned documents as Encapsulated PDFs.
My AE Title	Type a title of up to 16 characters to set the identity of Exa PACS|RIS individually for each DICOM node. In most cases, leave blank to use the default (EXA_SCP for PACS/RIS functions, and EXA_MWL for modality worklist functions).
Host Name	Type the host name or IP address of the AE.
Description	Type a description for easy identification of the AE.

Setting	Description
Disable QC2LIVE	Select to disable the automatic transfer of studies from QC to live.
Retries	Type the number of times the system attempts to reconnect with the AE after a communication failure.
Send Single Instance per Study	Select to send one image per study.
Max Concurrent	Type the maximum number of concurrent threads that the system can use for the transaction.
Receive Facility	Select a facility to receive studies sent to the AE.
Send Markets	Select markets to "group select" facilities in the Send Facilities dropdown list.
Send Facilities	If you select facilities here, only users assigned to those facilities can select them for DICOM-sending (leave blank for all facilities and users). This is effectively a user filter for the send destinations list in the Send Study dialog.
Send Annotations as	Select how to process annotations for sending. Burned in: “Flattens” the image and overlay into a single image. DICOM Overlay: Converts the annotations to a DICOM overlay and sends along with the study. GSPS/PR Object: Converts the annotations to a presentation state and sends along with the study.
Send Unique Image UID from Viewer	Select to generate a new UID for each image (rather than just for the series or study).
Ignore Inbound Stat Value	Select to keep the Stat level of the study from Exa PACS|RIS. Clear to use the Stat level of the study as received.
DMWL Modalities	Select to which modalities to serve a modality worklist.
DMWL Facilities	Select to which facility to serve a modality worklist.
Issuer Type	Select the type of issuer of PID: None: DICOM receive and query/retrieve takes place as if no issuer was configured. Static: Select an entity from the list (see "Issuer" below). Dynamic: Automatically define the issuer based on retrieved results, and allow multiple issuer/alternate ID combinations.
Issuer	When you select an issuer type of Static, select the entity that issues the patient’s PID, MRN, or account number. This makes available tracking and correct assignment of account numbers for sending and receiving studies when more than one are available.
AE Flag	Select one of the following services to use to send studies. DICOM: C-MOVE DICOM SSL: C-MOVE, secured HL7: Standard HL7 protocols. OPAL: The Opal Transfer service.
Requires TLS Requires Cert	Select for encrypted transmission through the DICOM TLS and MTLS protocols. Used only if supported by the server with which Exa PACS|RIS is transacting. Select to require a certificate when using DICOM TLS.
Institution	Type the name of the institution for easier identification.
File Store	Select a file store for storing received data.
Port	Type the port number through which the AE can connect to Exa PACS|RIS (the Exa PACS|RIS listening port).
Require SSL	Select this checkbox if: 1) you selected the DICOM SSL AE flag; and 2) the port number requires an SSL certificate.

Setting	Description
Transfer Syntax (Send)	Select the transfer syntax for sending.
Transfer Syntax (Receive)	Select the transfer syntax for storing and receiving.
Vehicle	Select vehicles to which to assign received studies.
SDE Modality	Select if the AE is a dedicated echo ultrasound.
Include Approved Reports	Select to include approved reports when sending as DICOM. Note: When DICOM-sending, the report status (such as Approved or Transcribed) is not included. To include the status, send via Opal.

See also:

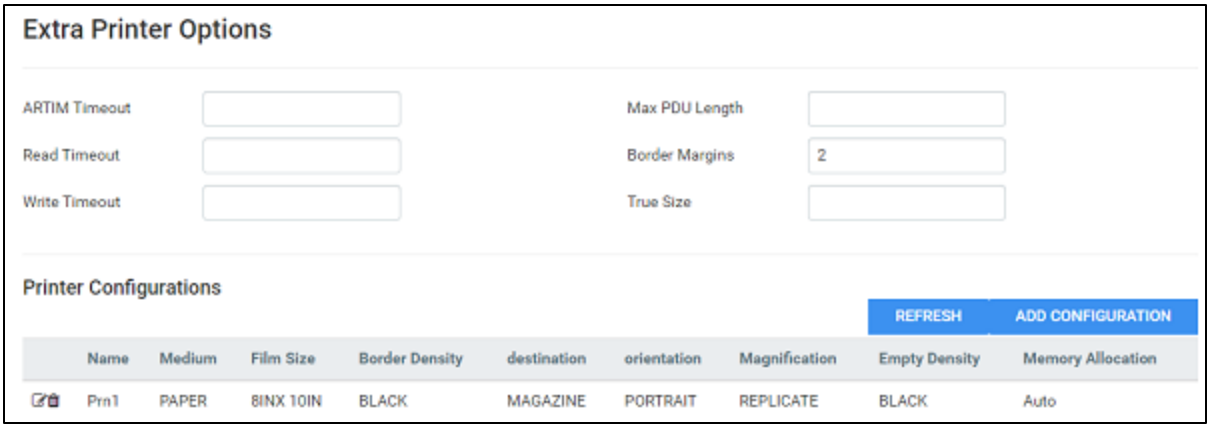
Configure a DICOM printer

Configure a DICOM printer

Configure and save AE with AE type of "Print," and then perform the steps below. For each printer you can save multiple configurations for different print media and other settings. At print time, you can select the configuration you need.

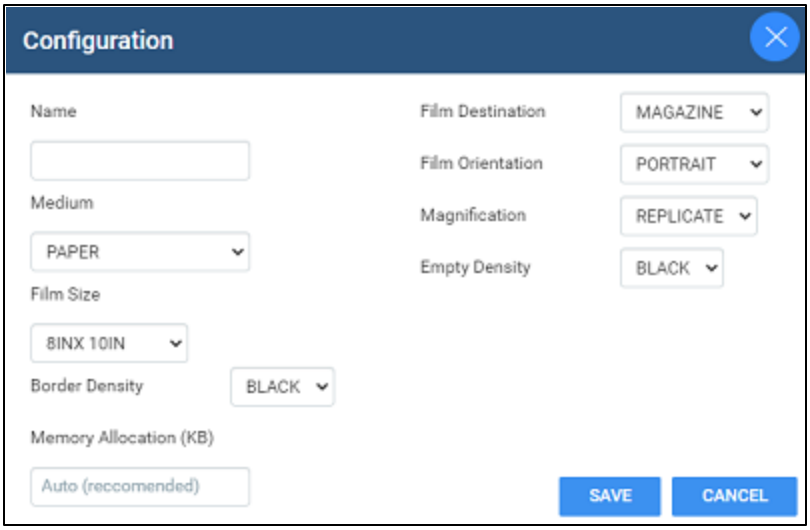
Procedure

1. Go to SETUP > OFFICE > DICOM > AE TITLE.
2. Configure a print AE, and then under Extra Printer Options, enter the following settings.



Setting	Description
ARTIM Timeout	Type the number of minutes to wait for an acceptance or rejection response to an association request before timing out.
Read Timeout	Type the number of minutes the printer waits to receive data before timing out.
Write Timeout	Type the number of minutes the printer waits to send data before timing out.
Max PDU Length	Type the maximum number of bytes of a protocol data unit that the printer can receive.
Border Margins	[Unused]
True Size	Prints images in their true resolution. 1UP mode only.

3. Select ADD CONFIGURATION.



4. Enter the following settings.

Setting	Description
Name	Type a name for the printer.
Medium	Select the printer medium.
Film Size	Select the film size for the printer.
Border Density	Select a border density of Black or White.
Memory Allocation (KB)	For most printers, accept the default of Auto. Otherwise, type the amount of memory in kilobytes to allocate for a print session.
Film Destination	Select the destination for exposed film.
Film Orientation	Select the orientation of the film.
Magnification	Select a magnification factor for printing images.
Empty Density	Select the density of the image box area on the film that contains no image.

5. Select SAVE.

See also:

DICOM-print a study

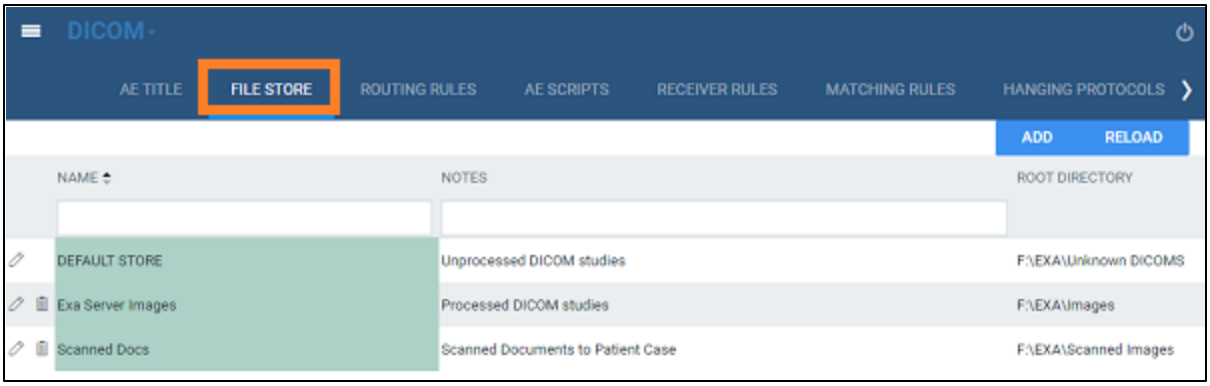
Configure a file store

File stores are directories on servers that Exa PACS|RIS uses to store files received in a DICOM transaction, such as images from a modality.

Caution: Changing an existing file store can prevent the study from opening.

Procedure

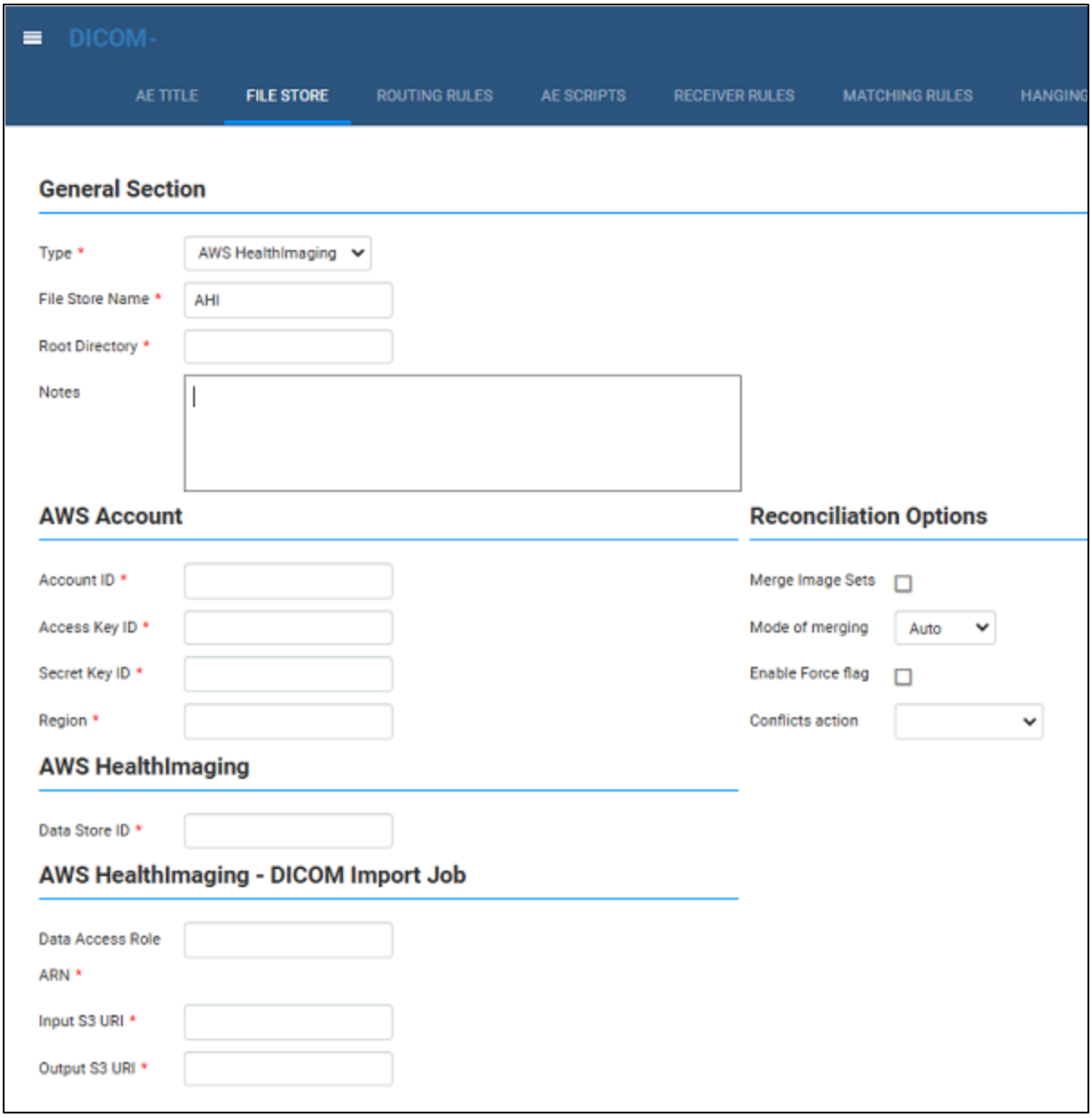
1. Go to SETUP > OFFICE > DICOM > FILE STORE.



2. Select ADD.
3. In the Type dropdown list, select the type.

   Local – The standard type, for storing files locally.

   AWS HealthImaging – Select if using Amazon Web Services for your file store. This type is only available for C-STORE and C-MOVE actions.
4. Type the server name, root directory, and notes.
   a. For the Local type, select SAVE. The procedure is complete.
   b. For AHI type, continue to the next step.
5. Enter AHI settings as follows.



6. Select SAVE.

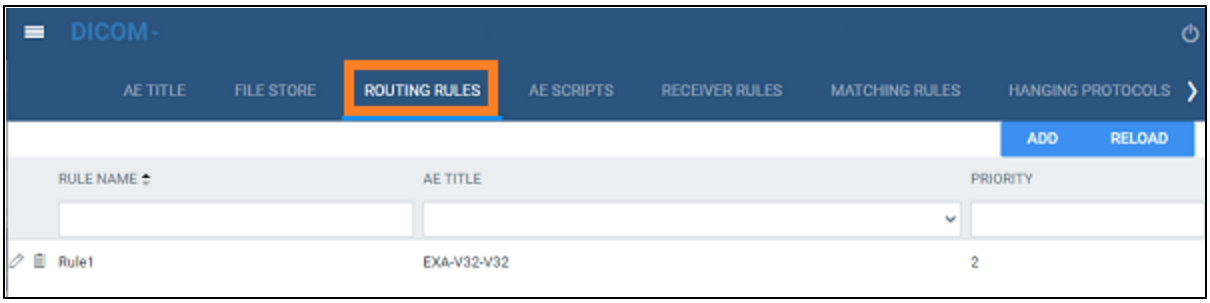
Configure routing rules

With routing rules, you can define how certain types of data flow between Exa PACS|RIS and other AEs. For example, you could create a routing rule that tells Exa PACS|RIS to automatically send all data that it receives from ultrasound modalities to another PACS. You can also add criteria to your rule for more precise control. For example, your rule could limit sending of ultrasound data from only a specific facility.

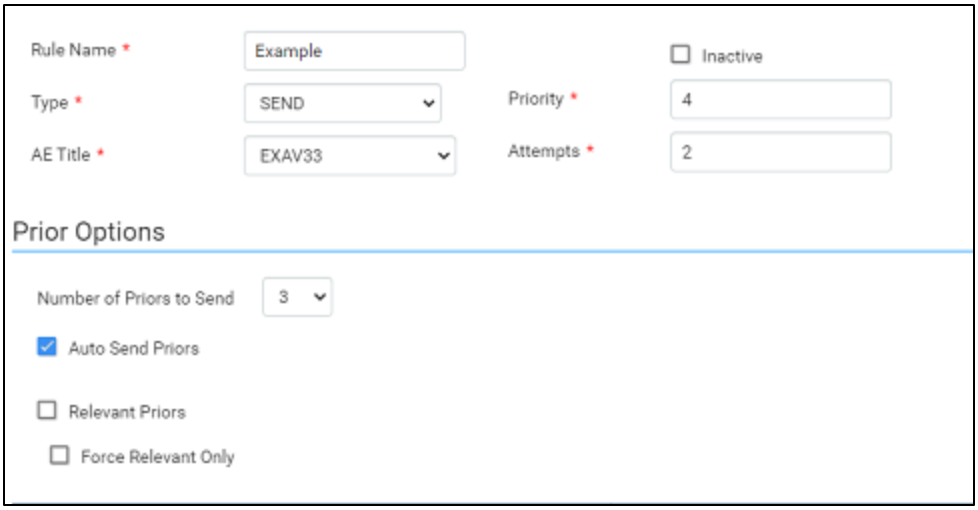
Use the following procedure to configure a routing rule, and then apply the rule by following the steps in “Configure study flow.” It is not necessary to apply routing rules for manual DICOM send operations.

Procedure

1. Go to SETUP > OFFICE > DICOM > ROUTING RULES.



2. Select ADD.



3. Enter the following settings. The available settings change depending on the AE type that you select in the Type dropdown list.

Setting	Type	Description
Rule Name	All	Type a name for the rule.
Type	All	Select the transaction to perform with the AE (for example, SEND).
Interface/Trigger Name	HL7 Send	Select an interface and/or trigger for HL7 send actions.
AE Title	SEND PRINT QUERY/RETRIEVE Send Report (Opal) LOCAL_CACHE	Select the AE with which to perform the transaction (for example, select Remote_Hospital to send to that AE).
Priority	SEND PRINT QUERY/RETRIEVE Send Report (Opal) HL7 Send LOCAL_CACHE	Type a number to indicate which rules to evaluate first. Lower numbers take higher priority. Refer to your current list of rules on the ROUTING RULES tab to determine the priority to use for the rule you are adding.

Setting	Type	Description
Attempts	SEND PRINT QUERY/RETRIEVE Send Report (Opal) HL7 Send LOCAL_CACHE	Type the number of attempts the program should make to apply the rule (e.g. to send the study).
Priors	QUERY/RETRIEVE	Type the number of priors to retrieve. Type 0 (zero) to retrieve instances for the current study only.
Modality	QUERY/RETRIEVE	Select an option to filter which priors to retrieve.
Prior Options		
Number of Priors to Send	SEND LOCAL_CACHE	Type the number of priors to send along with the study.
Auto Send Priors	SEND LOCAL_CACHE	Select to send any priors found in the system along with the current study. • The system sends as many priors as it can find, up to the Number of Priors to Send. • The system sends the most recent priors first.
Relevant Priors	SEND LOCAL_CACHE	Select to send relevant priors when auto-sending, along with any non-relevant priors that the system found. Enter criteria to define what is relevant (see below). • If you do not define relevant priors (see "Define relevant priors" later in this topic), the system considers relevant priors to be studies of the same modality and/or body part. • The system sends as many relevant priors as it can find, up to the Numbers of Priors to Send. • If the system finds fewer relevant priors than the Number of Priors to Send, it adds non-relevant priors up to the number.
Force Relevant Only	SEND LOCAL_CACHE	Select to send only relevant priors. • If the system finds fewer relevant priors than the Number of Priors to Send, it does not send any additional priors.
[Define relevant priors]	SEND LOCAL_CACHE	Available when you select Relevant Priors. See "Define relevant priors" later in this topic.

4. Optional. Configure a criterion for the rule:

   a. In the Field dropdown list, select an argument and a logical operator.

      For example, *Modality* and *Is*

   b. Select a matching value for the argument.

      For example, in the *Modality* list, select *MG*, meaning, "Modality Is MG."



c. Select ADD TO RULES.

Result: In this example, when Exa PACS|RIS receives an MG study, it automatically sends it to the AE named Remote_Hospital.

6. Optional. Add more criteria.
7. Select SAVE.

Auto Query/Retrieve: use study's accession number

To facilitate Auto QR of studies from external sources such as the AHS, configure a query-retrieve routing rule with a placeholder to match the study's accession number rather than the study instance UID (SUID) in Exa PACS|RIS. This rule only applies if the Priors count is 0. Create the routing rule as follows:

1. In the TYPE dropdown list, select QUERY/RETRIEVE.
2. In the Priors box, type `0` (zero).
3. In the Field dropdown list, select Accession #, and select the Is option.
4. In the criterion box, type `{{accession_no}}`.
5. Select SAVE.

Define relevant priors

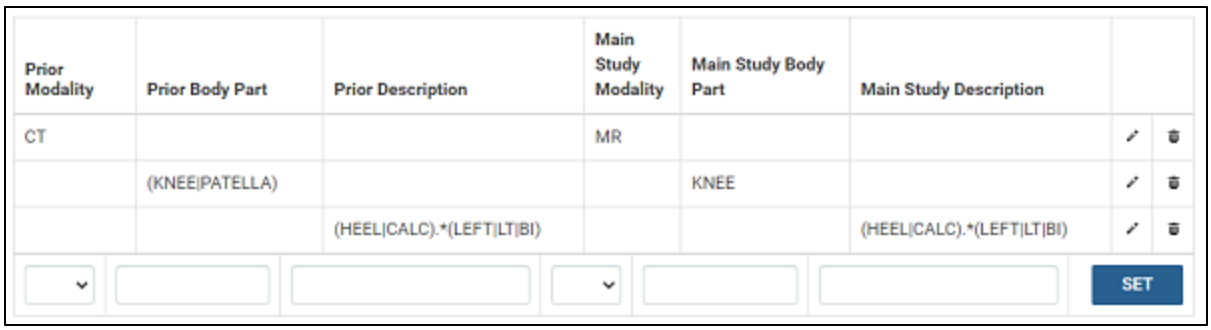
Defining relevant priors allows you to send only priors that are relevant to the current study based on study description, modality, or body part. To write definitions for which priors are relevant you use a syntax called *relevant prior logic:*

```
STRING or (STRING|STRING|...){.*(STRING|STRING|...)}
```

"A single string, or multiple strings delimited with a bar, optionally followed by ".*" plus multiple strings delimited with a bar."

Enter your relevant prior logic in a table, such as in this example:

Prior settings on the left...	...main study settings on the right



Row 1: Does not require relevant prior logic. When the main study is an MR, relevant priors are CTs.

Row 2: When the main study is of the knee, relevant priors are either of the knee or patella.

Row 3: When the main study description contains "HEEL" or "CALC" followed by "LEFT," or "LT," or "BI," relevant priors are those whose descriptions also contain "HEEL" or "CALC" followed by "LEFT," or "LT," or "BI."

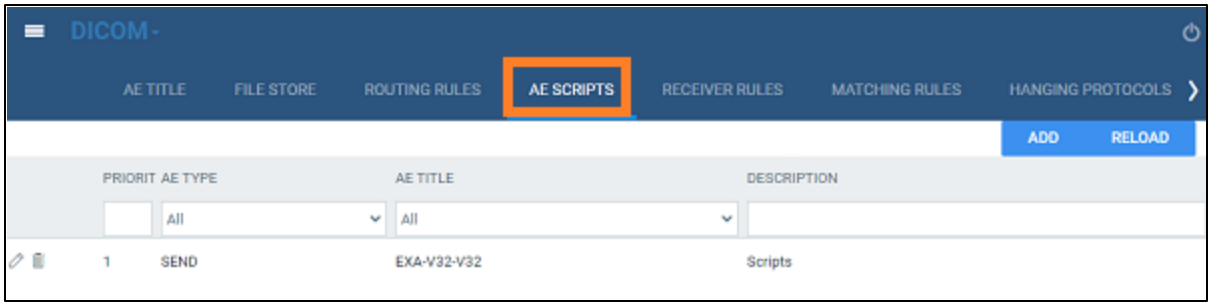
Note: You can also define relevant priors that you want to auto-open in the viewer (see Configure modality-specific viewing options).

Configure AE scripts

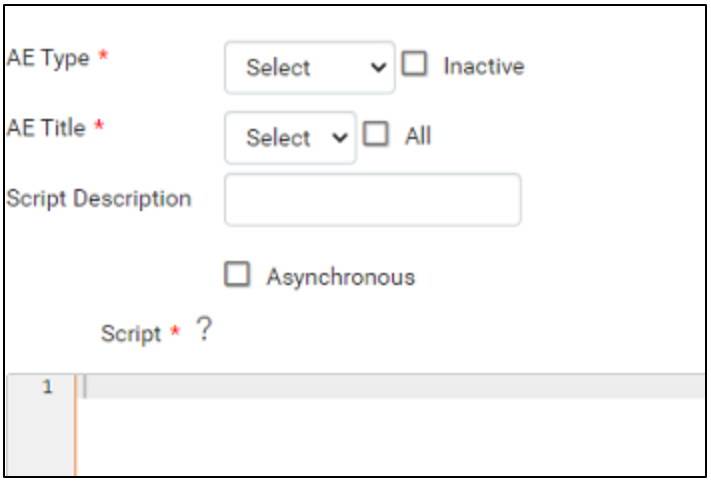
You can write scripts that modify DICOM tags when carrying out a DICOM-related transaction such as sending, printing, or receiving.

Procedure

1. Go to SETUP > OFFICE > DICOM > AE SCRIPTS.



2. Select ADD.



3. Enter the following settings.

Setting	Description
AE Type AE Title	Select a transaction and node. The script runs when Exa makes the selected transaction with the selected node.
All	Select all AEs of the selected AE Type.
Script Description	Type a description of the script.
Asynchronous	Select to run the script asynchronously.

4. In the Script area, type the script to run when the previous conditions are true.

> Note: For syntax, select the help ? button.

5. Select COMPILE, and correct any errors that occur.
6. When the script is free of errors, select SAVE.

Understanding receiver rules

A *receiver rule* is a detailed set of criteria and instructions that tells Exa PACS|RIS where to place studies that it receives, and what status to assign them. For example, you can configure a receiver rule such that studies with unrecognized account numbers are placed on the QC tab to await reconciliation by the user before going live.

> Note: Receiver rules also have an important role in accelerating the processing of incoming data. Exa PACS|RIS processes each receiver rule in order on a particular computer. Therefore, to improve speed, you can apply different rules on different computers.

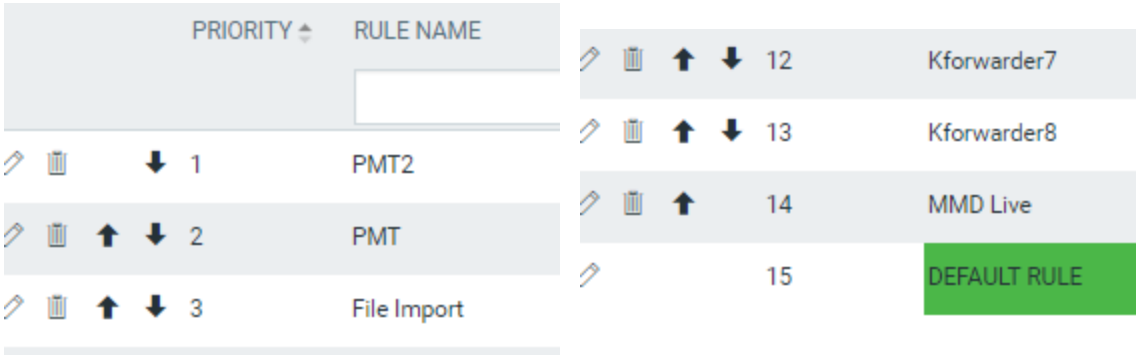
To understand how receiver rules are evaluated and applied, it is helpful to imagine a 4-step process that Exa PACS|RIS performs for each incoming study.

- Find a receiver rule that matches the study.
- Validate the study against existing PACS studies and/or match it to existing RIS orders.
- Process the successes (studies that passed validation and/or matched orders).
- Process the failures (studies that failed validation or did not match an order).

A detailed explanation of each of these steps follows.

Step 1 – Find a matching receiver rule

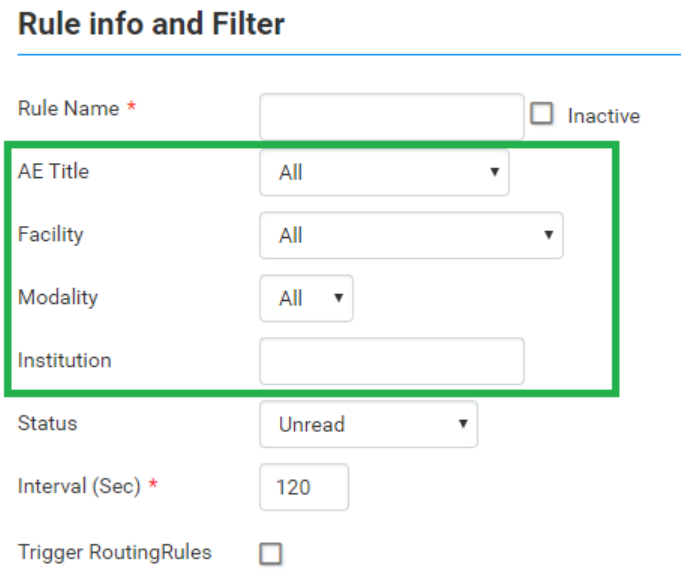
When Exa PACS|RIS receives a DICOM study, it evaluates the study against each receiver rule on the RECEIVER RULES tab in order of "Priority" (starting from the top) until it finds one that matches.



From **top**... ...**to** bottom

If no user-defined rule matches, Exa PACS|RIS uses a "default" rule that has a minimum number of criteria to ensure that all legitimate studies match at least one rule. (If a study did not match any rule, Exa PACS|RIS would not receive it.)

To evaluate whether a study matches a rule, Exa PACS|RIS compares the settings you enter under Rule Info and Filter (in the green box in the following figure) to the information in the study. If all relevant criteria match, the rule becomes active, and the process continues to step 2.



Step 2 – Validate and match against PACS and/or RIS

A "rule" is actually not a single rule, but rather a combination of the previous "Rule Info and Filter," plus one of four possible preset "Applied Rules," such as in the following figure.

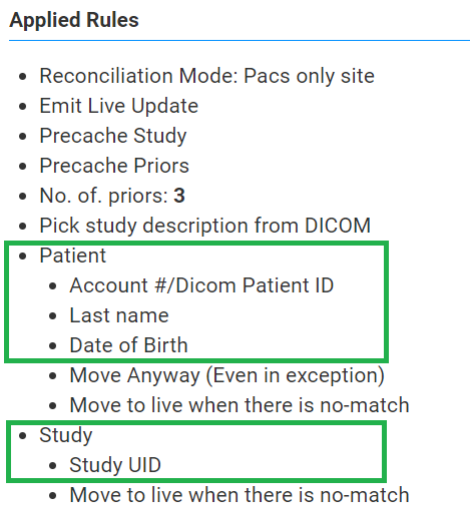
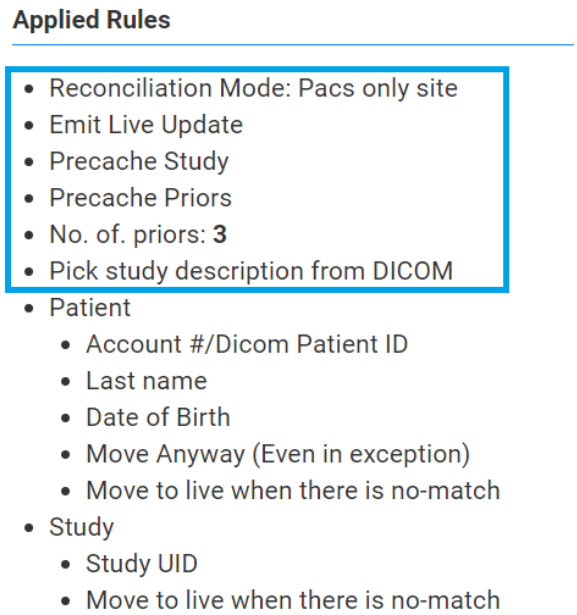


Figure: Applied rules in the PACS ONLY preset.

Exa PACS|RIS compares the items in the green boxes from the incoming study against PACS, RIS, or both, depending on the reconciliation mode (the first bullet item in the figure). The items under Patient (such as "Last name" in the figure) and Study ("Study UID") must match a patient in PACS and/or a RIS order. Exa PACS|RIS stores the result of the match (success or failure) in this step, and then evaluation continues to step 3 or 4.

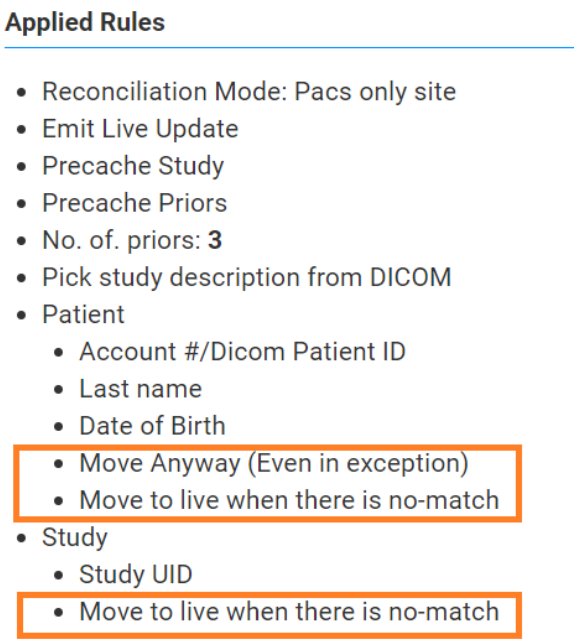
Step 3 – Process successes

If matching succeeded, Exa PACS|RIS waits the number of seconds specified in the Interval setting from step 1, moves the study from the QC tab to the ALL STUDIES tab (the study "goes live"), and assigns to the study the status selected in the Status dropdown list from step 1. At the same time, it performs the actions and applies the options in the blue box in the following figure.



Step 4 – Process failures

If matching failed, the study initially remains on the QC tab with a status of *Conflicts* to await reconciliation by the user. However, there is one more set of evaluations left to make, based on the items in the orange boxes in the following figure.



If any of these items are present, the study status is set to Completed in the QC tab. Additionally, each item results in the following.

Move Anyway (Even in exception)

If duplicate matching demographics are found, or if at least one matching criterion fails, the study also appears on the ALL STUDIES tab with a status of "FIX_."

Patient: Move to live when there is no-match

The study moves to the ALL STUDIES tab even if patient demographic validation fails. Generally, this is used only when no modality worklist is available.

Study: Move to live when there is no-match

The study moves to the ALL STUDIES tab, even if no matching order is found.

Note: If "Move to live when there is no-match" is present both under Patient and Study, Exa PACS|RIS processes the study as a success.

See also:

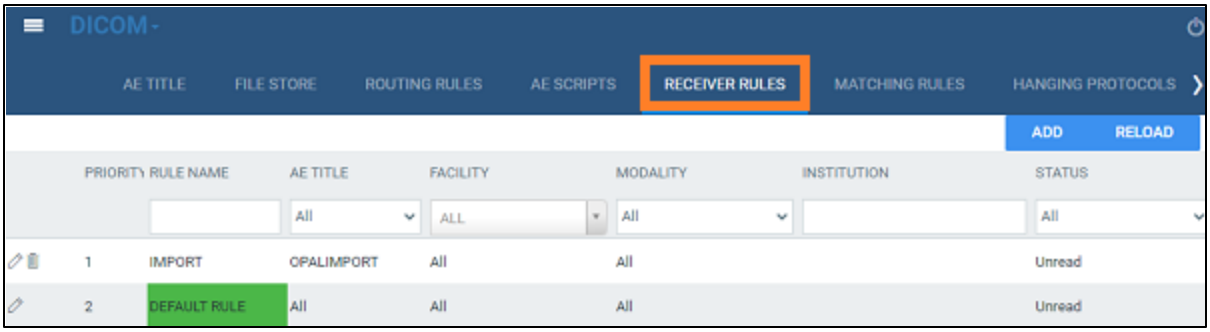
Configure a receiver rule

Configure a receiver rule

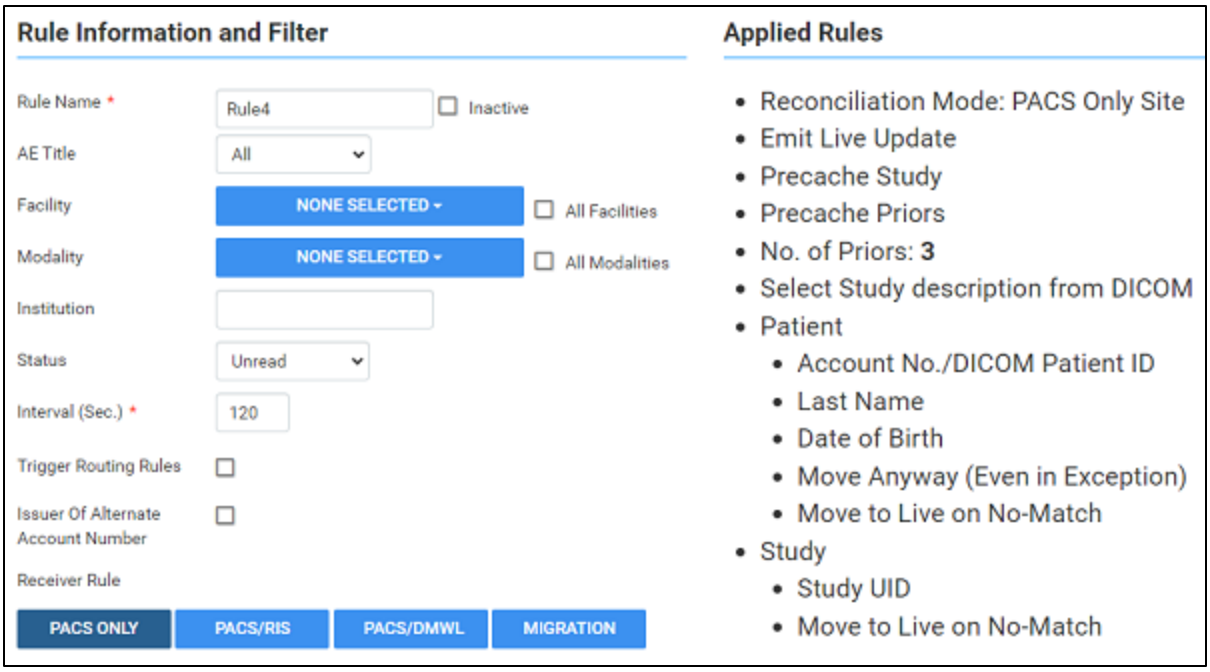
You can configure receiver rules to tell Exa PACS|RIS where to place studies that it receives, and what status to assign to them. For more information, see Understanding receiver rules.

Procedure

1. Go to SETUP > OFFICE > DICOM > RECEIVER RULES.



2. Select ADD.



Example showing the PACS ONLY rules

3. Under Rule Information and Filter, enter the following settings as needed.

Setting	Description
Rule Name	Type a name for the rule.
AE Title	Use these settings as filtering criteria. For example, to evaluate the rule only against mammography studies, on the Modality dropdown list, select MG. To evaluate the rule only if the study comes from a specific AE, select one under AE Title.
Facility	
Modality	

Setting	Description
Institution	
Status	Select the status to assign the study if it matches the rule.
Interval	Select a number of seconds to wait before moving the study from the QC tab to the ALL STUDIES tab (go live).
Trigger Routing Rules	Select to force evaluation of matching studies against routing rules.
Issuer of Alternate Account Number	Select to make alternate account numbers available. See Add alternate account numbers to a patient chart.

4. Select one of the following preset buttons to assign a reconciliation mode and to add "applied rules" (matching criteria and actions to perform) to your receiver rule.

Preset Button	Reconciliation Mode	Description
PACS ONLY	PACS	Validate patient and study items against existing PACS records.
PACS/RIS	PACS + RIS	Validate patient and study items against existing PACS records and/or RIS orders.
PACS/DMWL	PACS + RIS	--same--
MIGRATION	PACS	Use when migrating data from another PACS. Allows everything to be received.

5. Select SAVE.

See also:

Understanding receiver rules

Configure matching rules

See Work with Display Management.

Configure hanging protocols

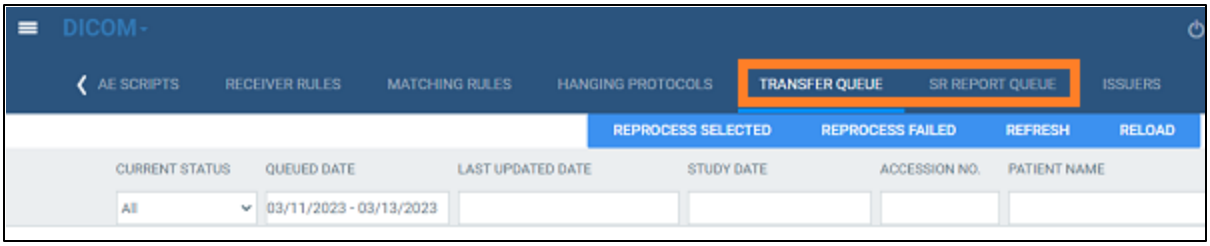
See Work with Display Management.

Manage jobs in the transfer and SR queues

DICOM studies that you send appear as jobs in the transfer queue. You can view and change job status and priority, cancel jobs, and requeue failed jobs.

Procedure

1. Go to SETUP > OFFICE > DICOM > TRANSFER QUEUE or SR QUEUE.



2. Perform any of the following tasks.

View job status

In the list of jobs, the status is listed in the CURRENT STATUS column. The available statuses are as follows.

Queued	Processing not yet started.
In-progress	Sending of data has started but not finished.
Completed	Sending of all data is finished.
Canceled	Sending of data canceled by the user. You can only cancel a job with a status of Queued.
Error	Sending was aborted due to failed association or the request was rejected by the destination.

View demographics

To view the demographics of a study in the transfer queue, select the expand + button.

Change the job priority

To change the priority of a job, select the edit button, select a new priority, and then select SAVE.

View job details

To view demographics and other queue details, select the view button.

Cancel a job

To cancel a job, select the cancel button.

Requeue a job

To *requeue* a job means to repeat or retry sending. If the status of a job is Queued, Error, Completed, or Canceled, you can requeue the job by selecting the requeue button. Requeued jobs remain in the transfer queue for 15 minutes before reprocessing begins.

Reprocess non-failed jobs

Rather than requeuing jobs one at a time, you can select multiple jobs for reprocessing, and then select REPROCESS SELECTED.

Reprocess failed jobs

Failed jobs are ones with a status of “Error.” You can select a range of failed jobs (such as by filtering the worklist) and reprocess them all at once.

1. On the transfer queue, select REPROCESS FAILED.
2. In the date boxes, enter a date range of jobs to reprocess.

   Note: To select all dates, leave the boxes blank.

3. In the AE Title dropdown list, select the AE whose jobs you want to reprocess.
4. Select REPROCESS.

Reprint DICOM Print jobs

1. On the transfer queue, find a job with type PRINT and status Completed.
2. Right-click the job, and select REPRINT.

Cancel a DICOM Print job

1. On the transfer queue, find a job with type PRINT and status Queued.
2. Right-click the job, and select Cancel.

Configure an issuer of a PID

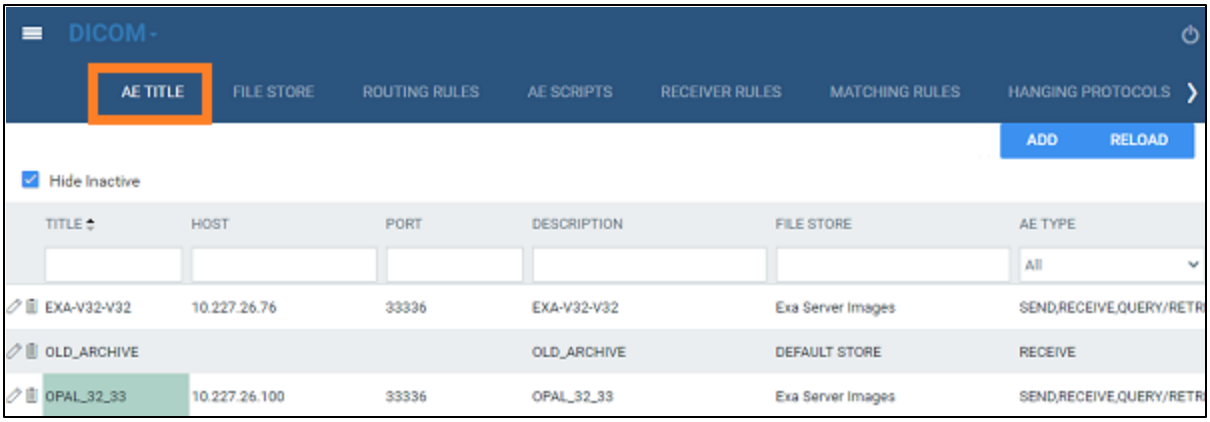
See Configure alternate account number functionality.

Automatically retrieve priors from an external PACS

When a patient is referred from another facility, it can be efficient to automatically retrieve priors from the referrer's PACS that are not already present in Exa PACS|RIS, and to control the timing of that retrieval. That is, you can configure Exa PACS|RIS to retrieve priors when it becomes likely that the exam will take place (such as when confirmed by the patient), but not so close to exam time (such as upon check-in) that waiting to fetch priors could delay reading. To set up automatic retrieval, follow this example in which we configure Exa PACS|RIS to retrieve priors when the study changes from Scheduled to Confirmed status.

Procedure

1. Go to SETUP > OFFICE > DICOM > AE TITLE.



2. Select ADD, and configure a query/retrieve AE.
3. Go to SETUP > OFFICE > DICOM > ROUTING RULES.
4. Configure a routing rule with the following settings.

Setting	Description
Rule Name	For example: Q/R Old PACS
Type	QUERY/RETRIEVE
AE Title	Select the query/retrieve AE you configured earlier.
Priority	The priority of the Q/R operation. For example, 1.
Attempts	Type how many times to attempt to perform the Q/R operation if failures occur. For example, 2.
Priors	Type how many priors to retrieve. For example, 3.
Modality	For the priors to retrieve, select an option to filter their modality. For example, Modality of Current Study.
Field	Patient Identifier
Account Number	Select to query the external PACS by the patient's account number, alternate account number, or alternate account number via issuer.
Issuer	If this field appears, select the issuer.
Name	Select Yes to include the patient's name in the query.
DOB	Select Yes to include the patient's date of birth in the query (in YYYY-MM-DD formatting).

5. Select SAVE.
6. Go to SETUP > OFFICE > Scheduling & Codes > STUDY STATUS > STUDY FLOW.
7. In the Facility dropdown list, select the facility you are using.
8. Inside of the order workflow, between the Scheduled to Confirmed statuses, select the triangle on the arrow, and then select the routing rule you configured above.

   Result: When orders at the selected facility change from Scheduled to Confirmed, Exa PACS|RIS automatically performs a Query/Retrieve based on the routing rule you created.

See also:

Work with query and retrieve
Configure application entities
Configure routing rules
Configure study flow

Configure billing

Exa Billing uses patient and insurance information that you pre-configured in other Exa PACS|RIS modules, but you must also pre-configure other information directly into Exa Billing such as codes, statuses, templates, providers, and validation rules.

This section contains the following topics (not all topics may be available depending on version and region).

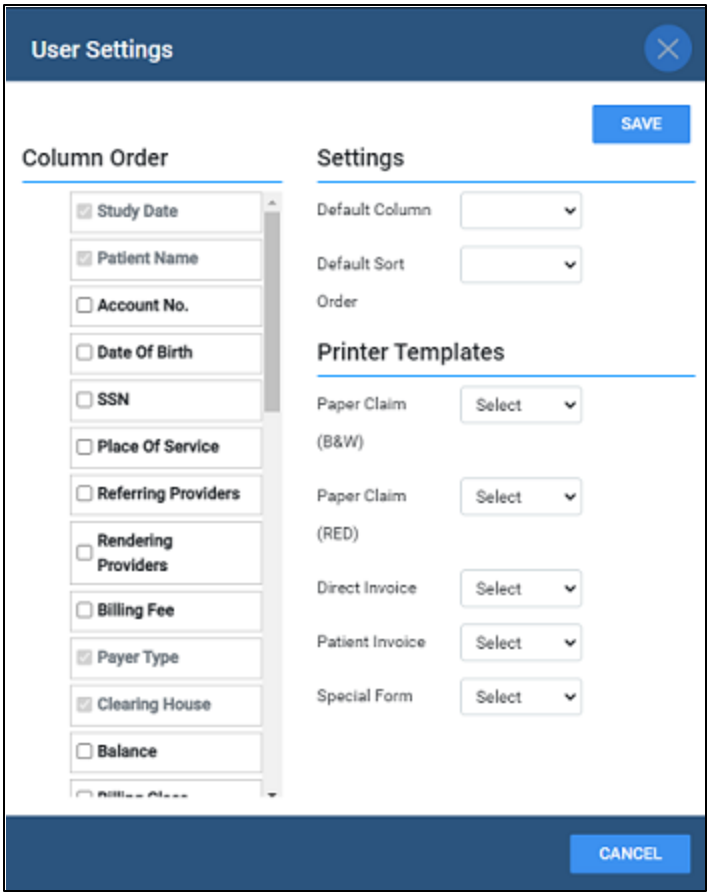
Configure columns on the Studies and Claims screens
Add codes and other basic data
Configure the billing collections process
Configure claim validation
Configure a billing provider
Create or edit an EDI or ERA template
Configure an EDI clearinghouse
Add billing messages
Add an insurance provider
About active and inactive insurance
Import an insurance provider
Add an insurance provider payer type
Add a provider level code
Insurance mapping
Create a printer template
Select default printer templates

Configure columns on the Studies and Claims screens

You can show, hide, and reorder columns on the Studies and Claims screens. You can also configure how the studies and claims lists are sorted by selecting default columns and their default sort orders.

Procedure

1. Go to BILLING > settings  .



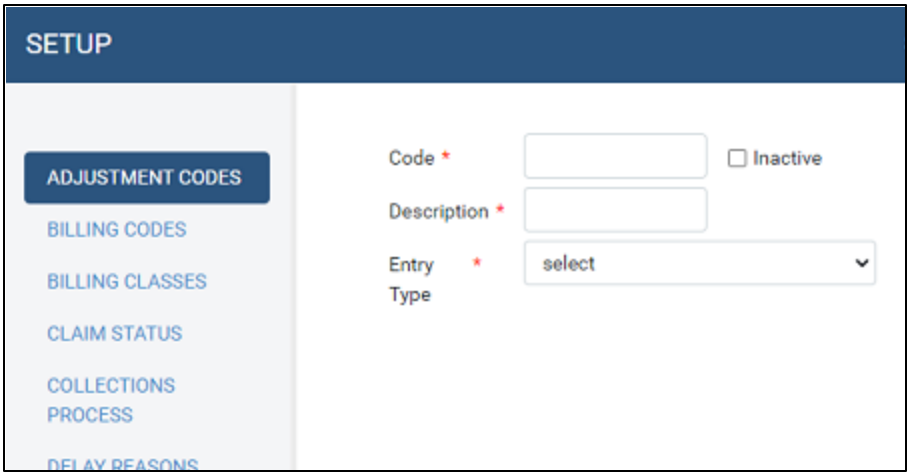
2. Under Column Order, do one or more of the following.
   - To show or hide a column, select or clear its checkbox.
   - To reorder a column, drag it to a new position in the list.
3. Under Settings, select a default column and its default sort order.
4. Select SAVE.

Add codes and other basic data

Use this procedure to add or edit adjustment codes, billing codes, billing classes, claim statuses, billing providers, provider ID code qualifiers, billing messages, payment reasons, CAS group codes, CAS reason codes, and status color codes.

Procedure

1. Go to BILLING > Setup > Adjustment Codes.
2. In the left pane, select the type of data that you want to add.
3. In the upper-right side of the page, select ADD.



4. Enter the information in the dialog, and then select SAVE.

See also:

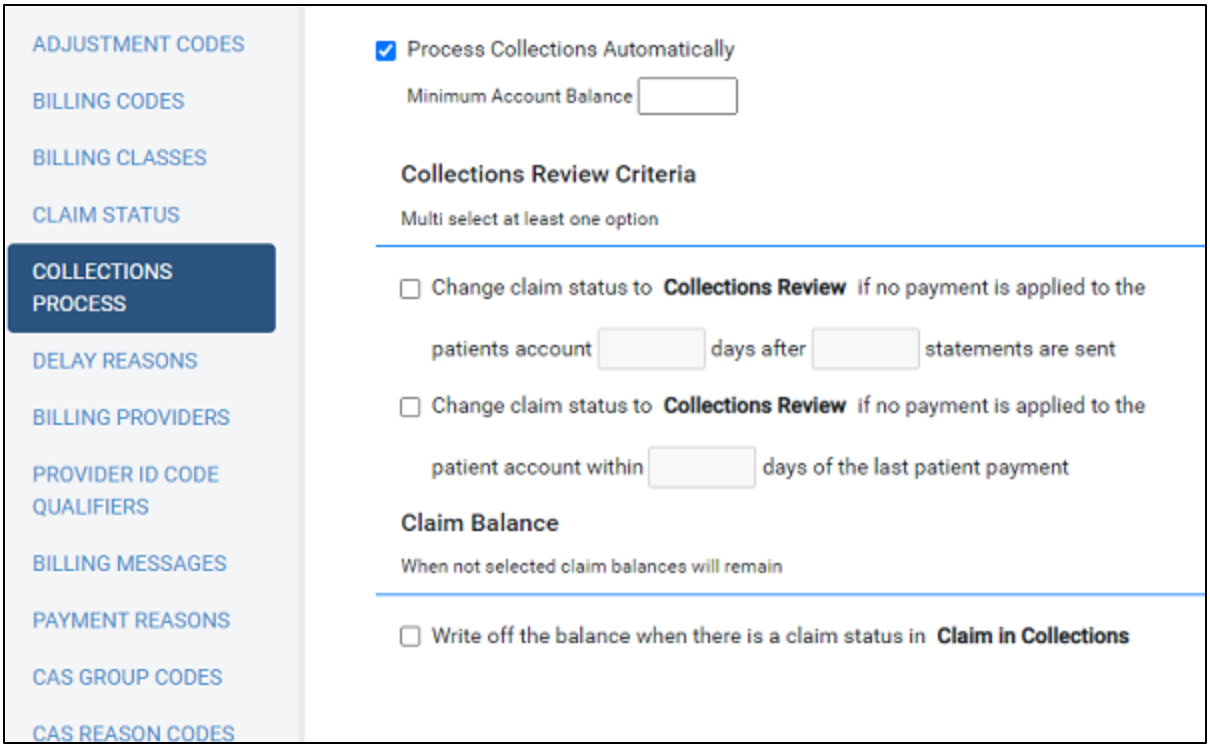
Configure claim validation
Create or edit an EDI or ERA template
Configure an EDI clearinghouse
Insurance mapping
Create a printer template

Configure the billing collections process

You can configure Exa Billing to automatically assign collection review status to claims meeting criteria that you enter. You can also automatically write off the balances of claims in collections.

Procedure

1. Go to BILLING > Setup > Collections Process.



2. Enter the following settings.

Setting	Description
Process Collections Automatically	Select to turn on automatic collections processing.
Minimum Account Balance	Type a dollar amount. If the claim balance is lower than the amount you type, it will not be processed for collections.
Collections Review Criteria	Select one or more criteria, and then type the values in the boxes.
Write off the balance when there is a claim status in Claim in Collections	Select to automatically write off the balance of claims that are in the Claim in Collections status.
Debit/Credit adjustment Code	When writing off balances, select a debit or credit adjustment code to use for the write-off.

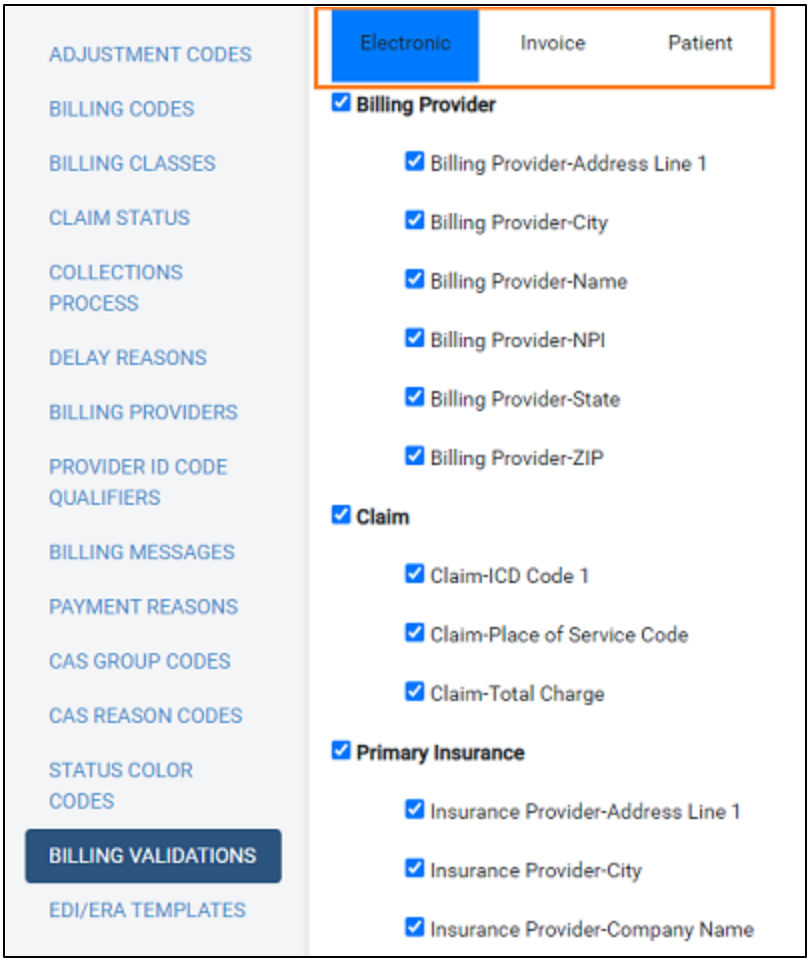
3. Select SAVE.

Configure claim validation

Exa Billing validates claims by confirming that their information satisfies the requirements of various public and private health agencies (if applicable), and by checking whether information was entered in required options. With the procedure below, you can select which options are required.

Procedure

1. Go to BILLING > Setup > Billing Validations.
2. On the top of the billing validations page, select a billing method of Electronic, Invoice, or Patient.



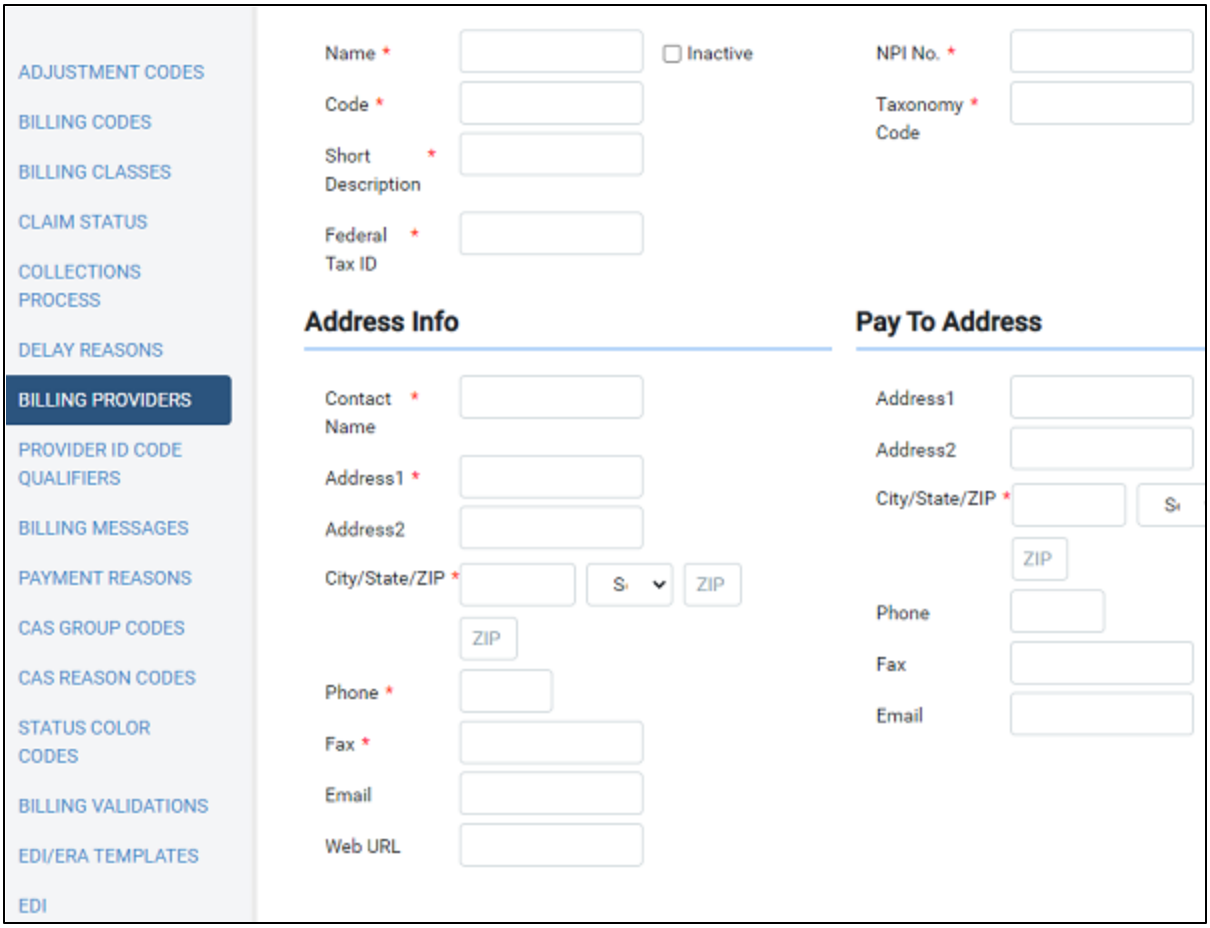
3. In the list of options, select the ones that you want to be required.
4. Select SAVE.

Configure a billing provider

A *billing provider* is the provider who creates invoices for an exam. In order to create claims, you must configure at least one billing provider.

Procedure

1. Go to BILLING > Setup > Billing Providers, and then select ADD.



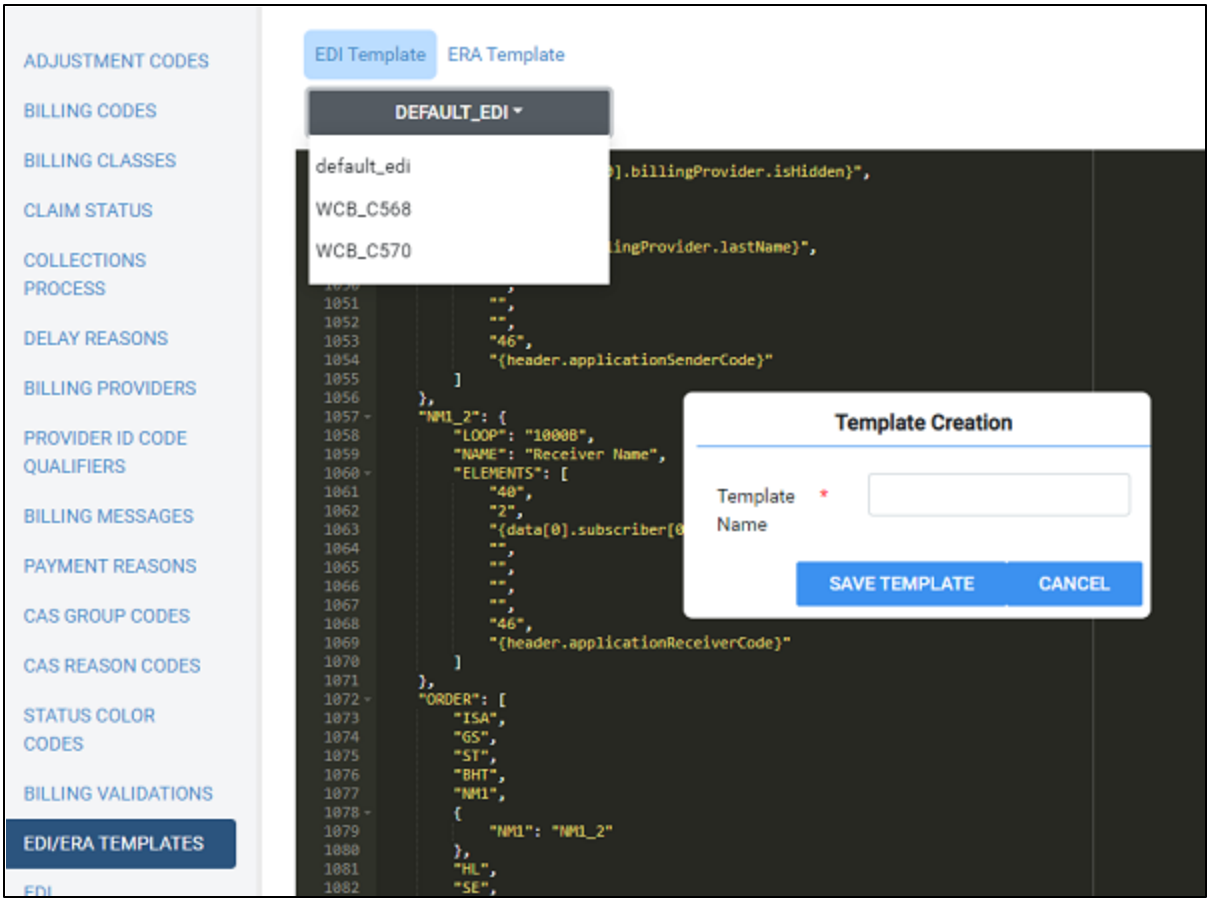
2. Enter information as needed, and then select SAVE.

Create or edit an EDI or ERA template

You can create or edit an EDI template to format electronic claims submissions. You can also edit the ERA template.

Procedure

1. Go to BILLING > Setup > EDI/ERA Templates.
2. On the top of the page, select EDI Template, and then select ADD.
3. In the Template Creation dialog, type a name for the template and then select SAVE TEMPLATE.



4. Below the EDI Template button, in the template button menu, select your template.
5. In the template editing area, edit the template.
6. To edit the ERA template, select the ERA Template button and then edit the template as needed.
7. Select SAVE.

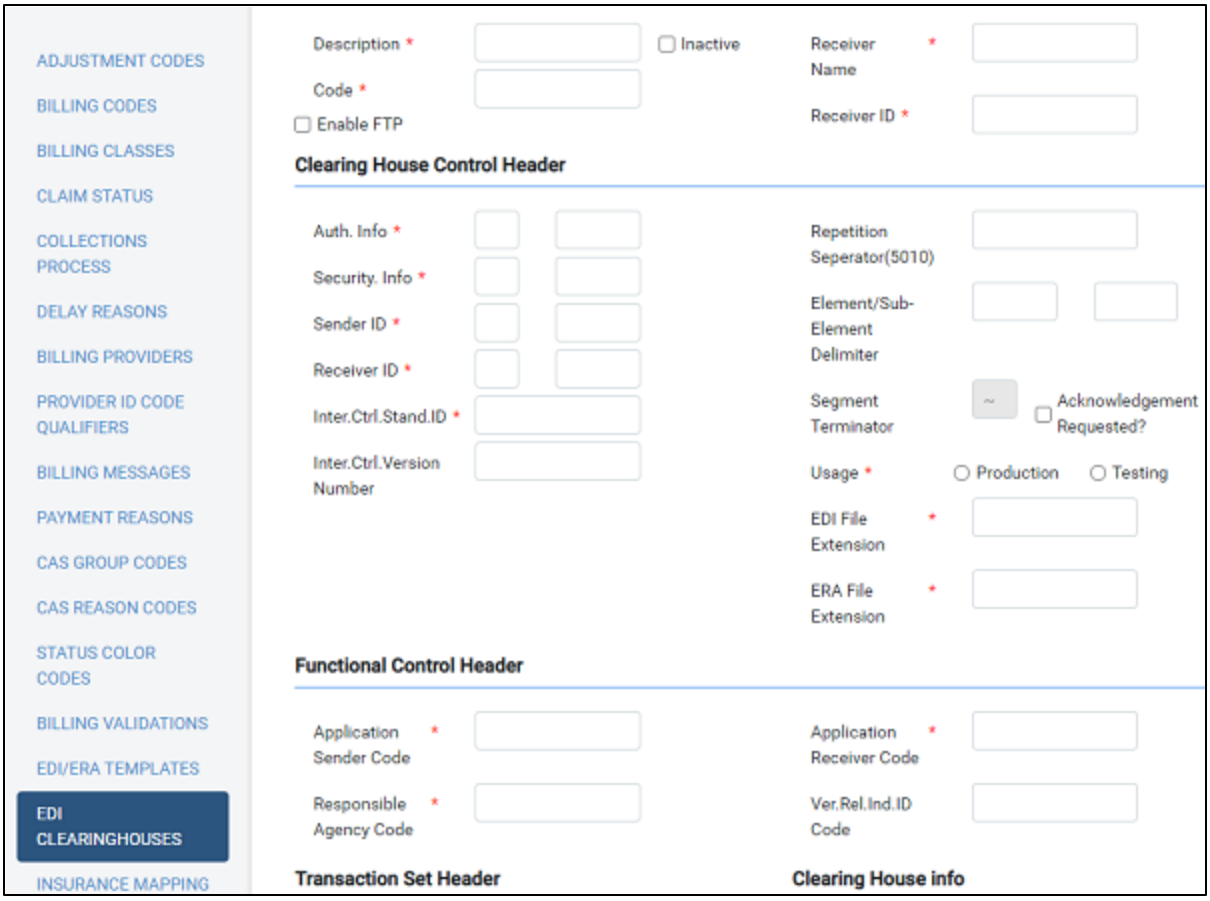
Configure an EDI clearinghouse

To process transactions through a clearinghouse, you must configure one as follows. If you transact with the Alberta, Canada healthcare system, add the Alberta WCB as a clearinghouse.

Prerequisite: Obtain credentials and other connection information from the clearinghouse.

Procedure

1. Go to BILLING > Setup > EDI CLEARINGHOUSES > ADD.



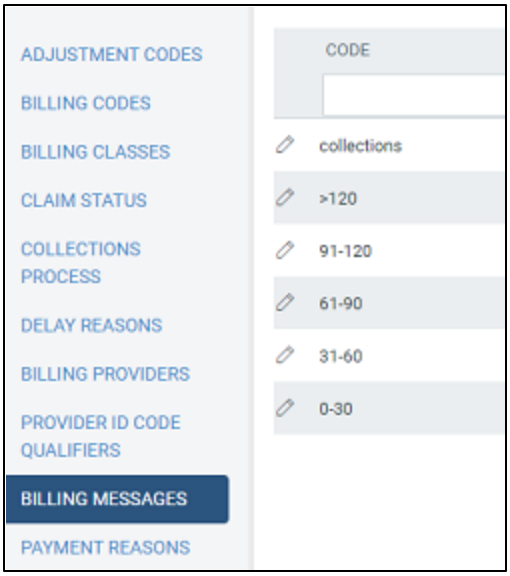
2. Enter all relevant information for the clearinghouse and select SAVE.

Add billing messages

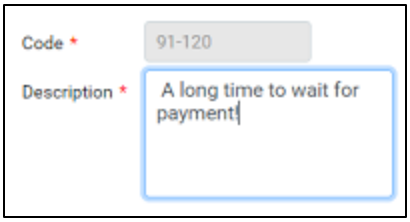
You can associate customized messages with accounts receivable codes. These "billing messages" print on the patient statement based on the age of the oldest claim included in the activity.

Procedure

1. Go to BILLING > Setup > Billing Messages.
2. To find a code, enter a criterion in the CODE box and then select Enter.



3. In the list of codes, double-click a row.



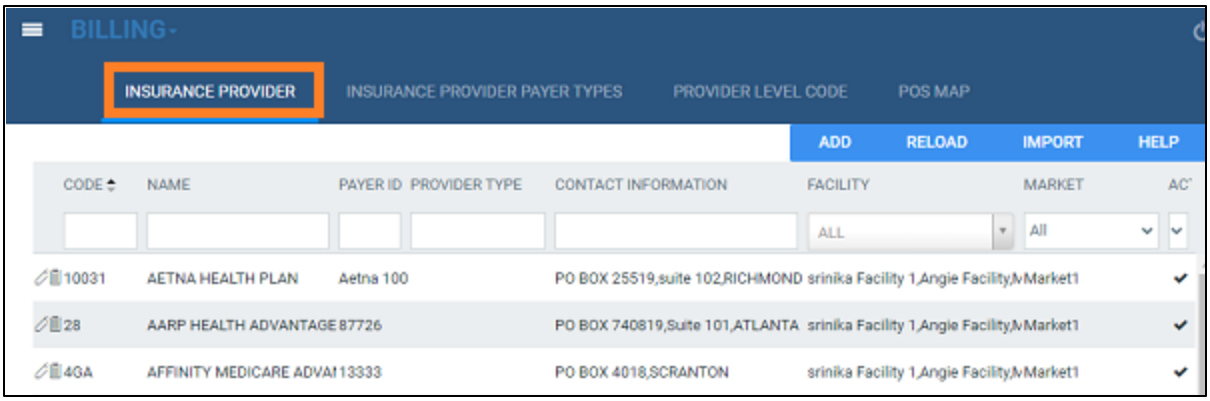
4. Enter a description, and then select SAVE.

Add an insurance provider

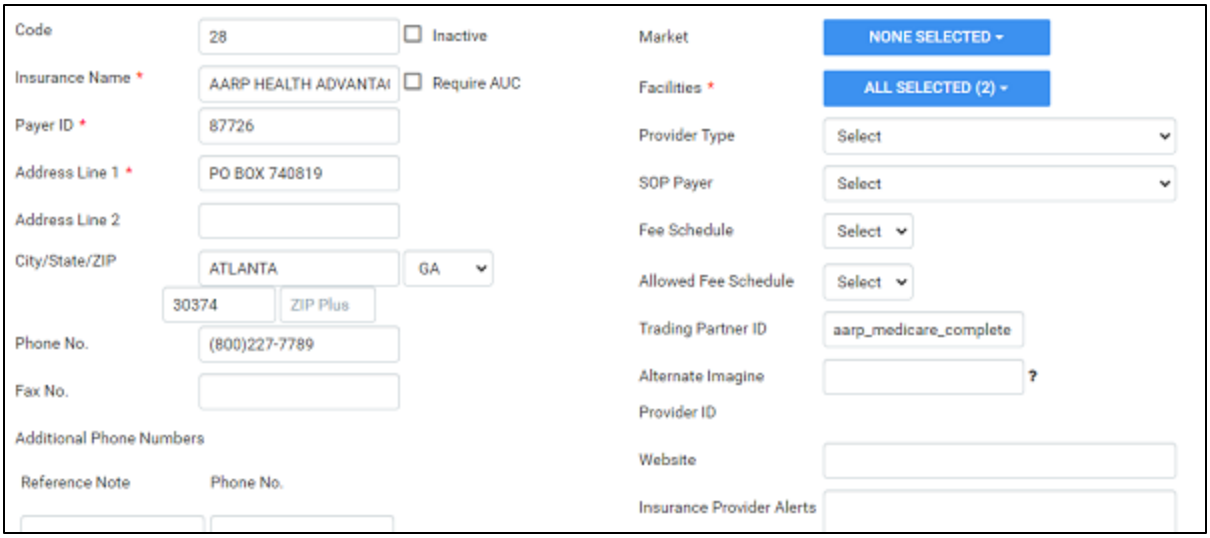
Before you can bill an insurance provider, you must set the provider up in Exa PACS|RIS. Note that *insurance provider* in this context means any institution that can act as a payer, including insurance companies, financial firms, and attorneys.

Procedure

1. Go to SETUP > OFFICE > Billing > INSURANCE PROVIDER.



2. Select ADD.



3. Enter the following information for the provider. Depending on customer options, some fields are not available.

Setting	Description
Code	Type the insurance provider's plan ID.
Inactive	Select this checkbox to: 1. Make the insurance provider unavailable in other parts of the program. 2. Make all associated patient insurance profiles unavailable in other parts of the program. 3. Set the insurance profile Valid To date to yesterday's date.
Insurance Name	Type the name of the provider.
Require AUC	Currently not available.
Payer ID	Type the insurance provider's ID (or ID based on information from your clearinghouse). Used for submitting EDI claims. Paper claims: 99999 Attorneys: 88888
[Address]	Type the address of the provider for sending claims.
Phone/Fax No.	Type the primary phone and fax numbers of the provider.
Additional Phone Numbers	Type additional phone numbers, if available.
Market	Select the market that the insurance provider serves. All facilities associated with the selected market become selected in the Facilities dropdown list.
Facilities	Select the facilities that the insurance provider serves.
Provider Type	Select a provider (insurance) type.
SOP Payer	Select the standardized source of payment code for the provider.
Fee Schedule	Select the default billing fee schedule used for the provider.
Allowed Fee Schedule	Select the allowed fee schedule for the provider.
Alternate Imagine Provider ID	Type an alternate provider ID for use by ImagineSoftware for Exa Clear. Note: Only use if an alternate NPI is required by an insurance company. Leave blank to use the provider ID configured for the facility.

Setting	Description
Trading Partner ID	Type the ID assigned to the clearinghouse, or the PokitDok or ImagineSoftware trading partner ID used for connecting to services. This can sometimes be the same as the Payer ID (above). For Exa Clear, see https://www.phicure.com/payer-list. For PokitDok, see: https://dashboard.pokitdok.com/#/trading-partners?code=270&name=Eligibility
Website	Type the URL to the provider's website, if available.
Insurance Provider Alerts	Type alerts as needed.

4. Select SAVE.

See also:

Configure a fee schedule
Add an insurance provider payer type
Verify eligibility of preorders and studies with PokitDok
Verify eligibility and estimate coverage with Exa Clear

About active and inactive insurance

Insurance providers can be inactivated, but individual patient insurance policies from those providers can also be inactivated from the patient chart. When adding insurance to an order, the following describes the relationship between the two.

Insurance Provider	Order Status	Policy Valid To Date	Policy Status
Active	Unscheduled	< Current date	Inactive and unavailable.
		≥ Current date	Active and available.
		None	Active and available
	Scheduled	< Scheduled date	Inactive and unavailable.
		≥ Scheduled date	Active and available.
		None	Active and available
Inactive	Scheduled or Unscheduled	Any	Inactive and unavailable.

* *Unavailable* means that it cannot be added to the order, or selected anywhere in Exa PACS|RIS. If the policy was previously added to a patient chart, it is still be viewable but cannot be edited or used for billing or other purposes.

See also:

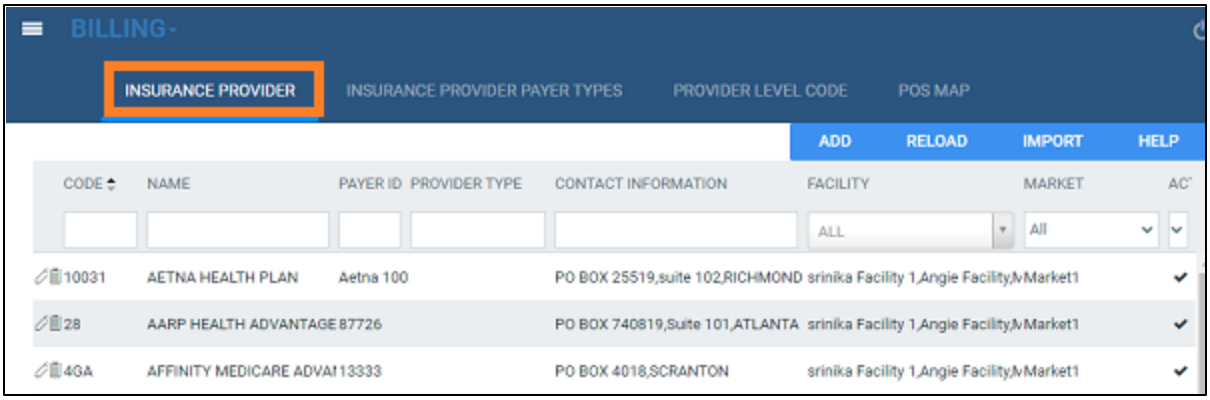
Add an insurance provider

Import an insurance provider

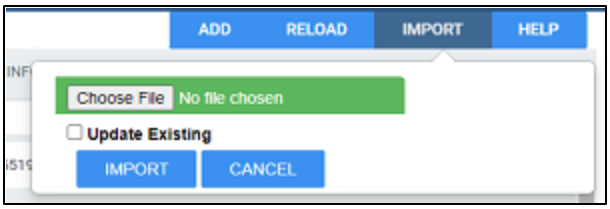
If you obtain exported insurance provider files, you can import them.

Procedure

1. Go to SETUP > OFFICE > Billing > INSURANCE PROVIDER.



2. Select IMPORT.



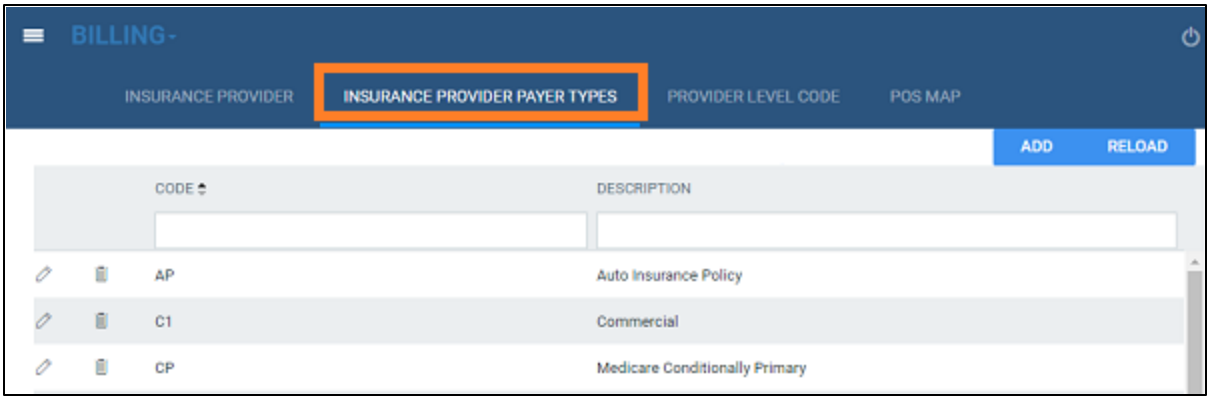
3. Select Choose File, browse for and select the file to import, and select Open.
4. Optional. To replace existing facilities, select the Update Existing checkbox.

Add an insurance provider payer type

You can preconfigure insurance provider payer types for selection in other parts of the program.

Procedure

1. Go to SETUP > OFFICE > Billing > INSURANCE PROVIDER PAYER TYPES.



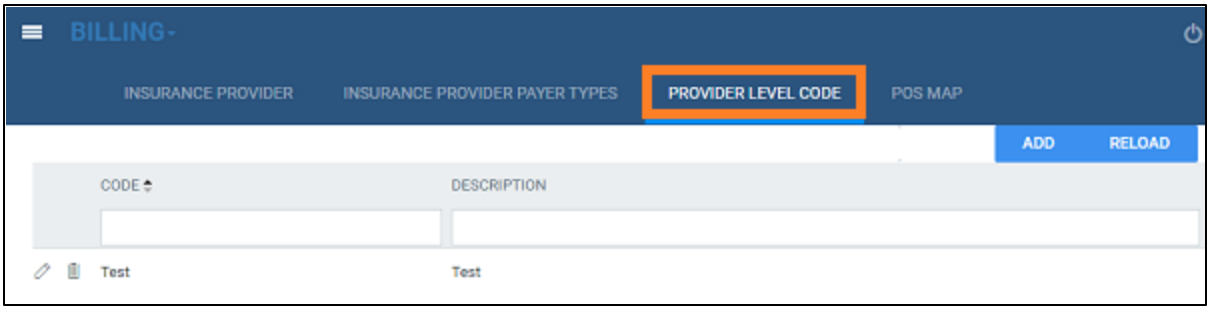
2. Select ADD.
3. Enter your internal code and description, and then select SAVE.

Add a provider level code

The *provider level code* is a preconfigured pay rate for radiologists. When you configure a procedure code, you can specify one of the provider level codes (pay rates) you configure here for the procedure.

Procedure

1. Go to SETUP > OFFICE > Billing > PROVIDER LEVEL CODE.



2. Select ADD.
3. Enter your internal code, description, and level, and then select SAVE.

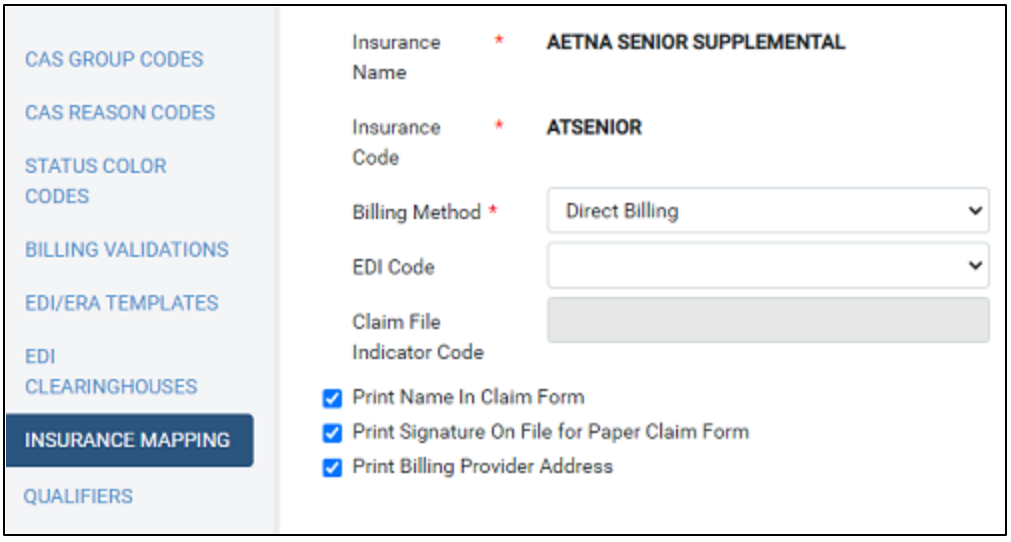
Insurance mapping

Insurance mapping means to assign a billing method (such as direct, paper, or electronic), clearinghouse (for electronic billing), and other settings to an insurance provider or other payer.

Prerequisite: Add an insurance provider

Procedure

1. Go to BILLING > Setup > Insurance Mapping.
2. Double-click an insurance provider in the list.



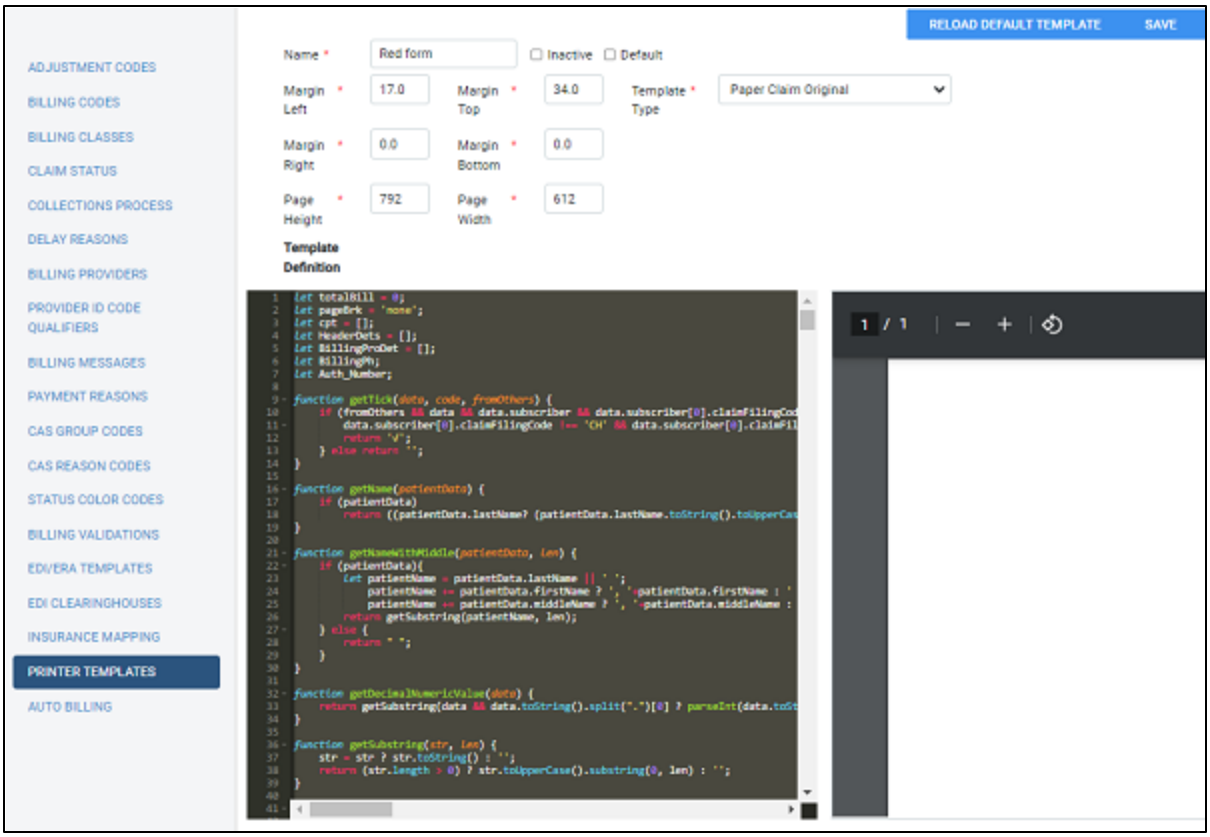
3. In the Billing Method dropdown list, select an item, and then enter information as needed in the other options.
4. Select SAVE.

Create a printer template

Exa Billing comes with templates for standard billing forms, but you can also create custom templates.

Procedure

1. Go to BILLING > Setup > Printer Templates.
2. At the upper-right, select ADD.



3. Optional: To base your template on the default, select RELOAD DEFAULT TEMPLATE.
4. Enter the name, template type, and margins.
5. In the Template Definition area, type the JSON code for the template.

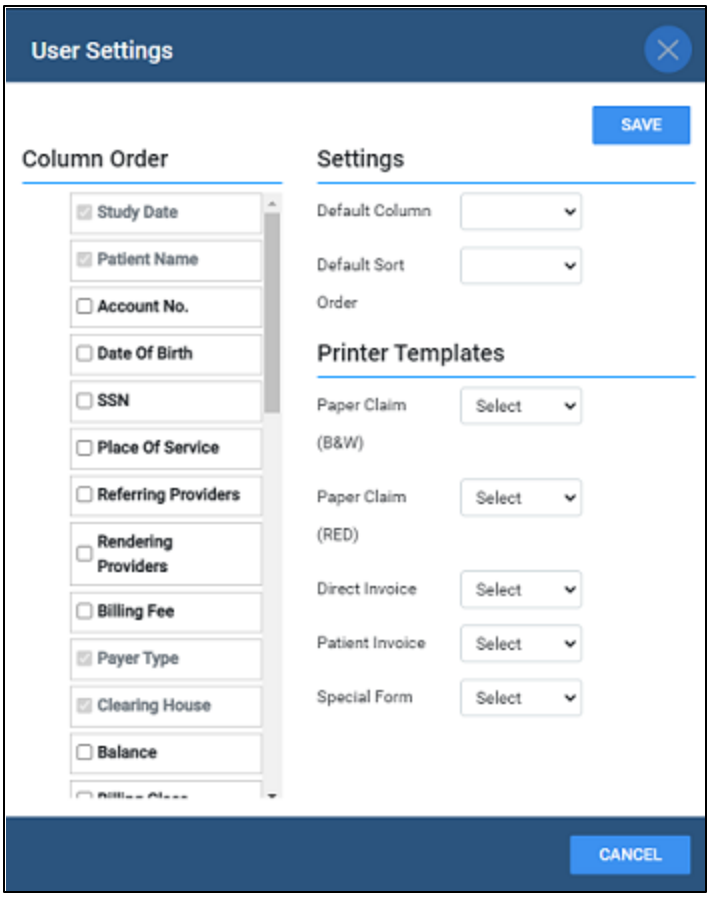
   A preview of your template appears in the right pane.
6. Select SAVE.

Select default printer templates

You can select which templates to use by default for printing out standardized forms and customized invoices. Exa Billing comes with several templates, and you can also create your own.

Procedure

1. Go to BILLING > settings .



2. Under Printer Templates, make the following selections.

   Paper Claim (B&W) – The standard “black and white” claims form.

   Paper Claim (RED) – The standard “red” claim form.

   Direct Invoice – Select a template for billing insurance companies.

   Patient Invoice – Select a template for billing patients.

   Special Form - Select to use special-case forms, such as for claims in New Jersey.

3. Select SAVE.

See also:

Create a printer template

Manage users

For access to Exa PACS|RIS and selected functions, administrators configure individual users, user groups, Active Directory users and groups, and assign roles (rights) to users. Create user roles first, user groups second, and then individual users.

Caution: Incorrect user configuration can lead to security risks such as leaked patient information.

This section contains the following topics (not all topics may be available depending on version and region).

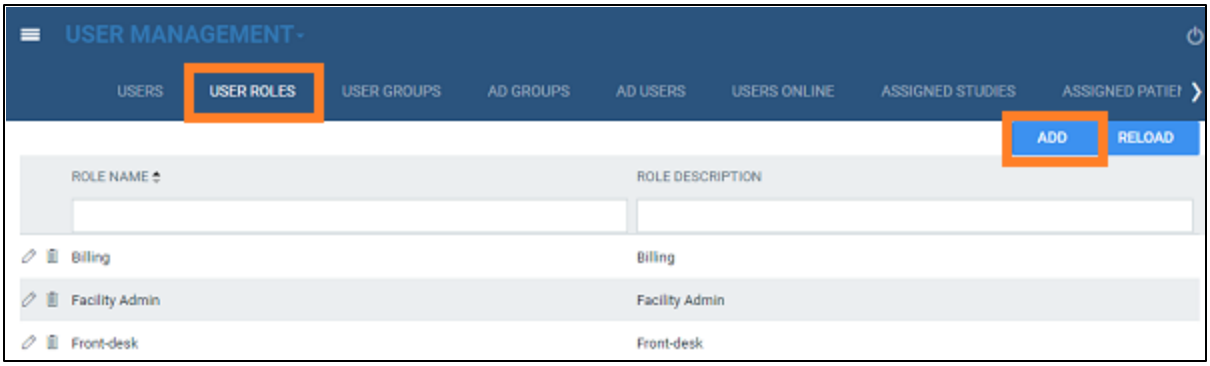
Create a user role
Create a user group
Create a user
Manage a user's third-party apps
Copy settings from one user to another
Reset a user's password as an administrator
Configure an administered worklist filter
Manage who is online
View assigned studies and patients

Create a user role

A *user role* is a named collection of rights and permissions that you can assign to user groups. To create a user role, complete the following steps.

Procedure

1. Go to SETUP > OFFICE > User Management > USER ROLES.

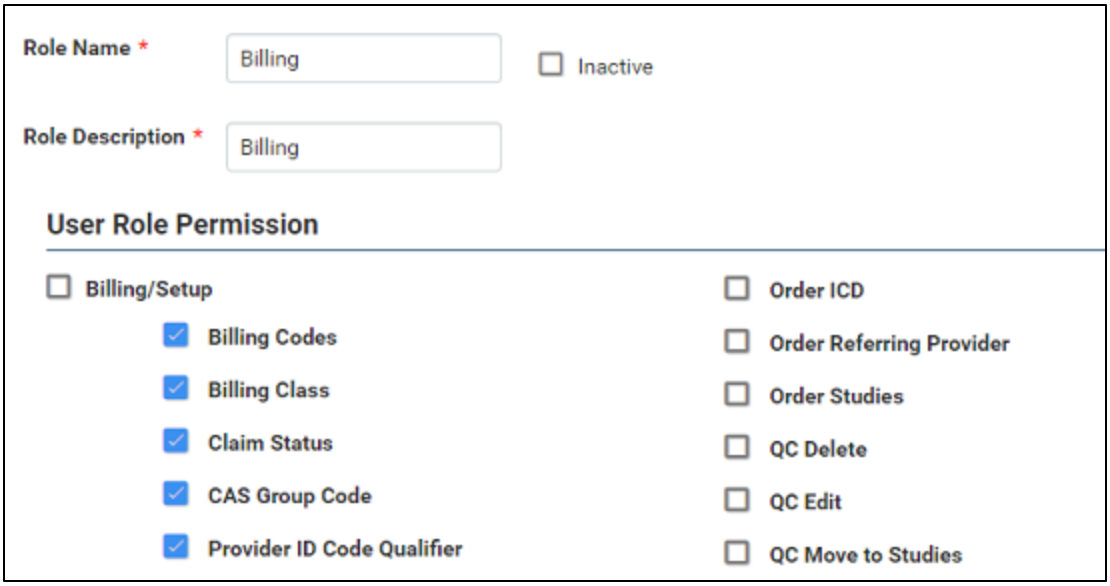


2. Select ADD, type a name and description of the role, and the select SAVE.

   For example, type `BILLING`, and then select SAVE.

3. In the User Role Permission area, select all of the rights that you want to assign to the user role.

   Hint: To find rights, type Ctrl + F.



4. Select SAVE & CLOSE.

See also:

User rights
Create a user group
Create a user

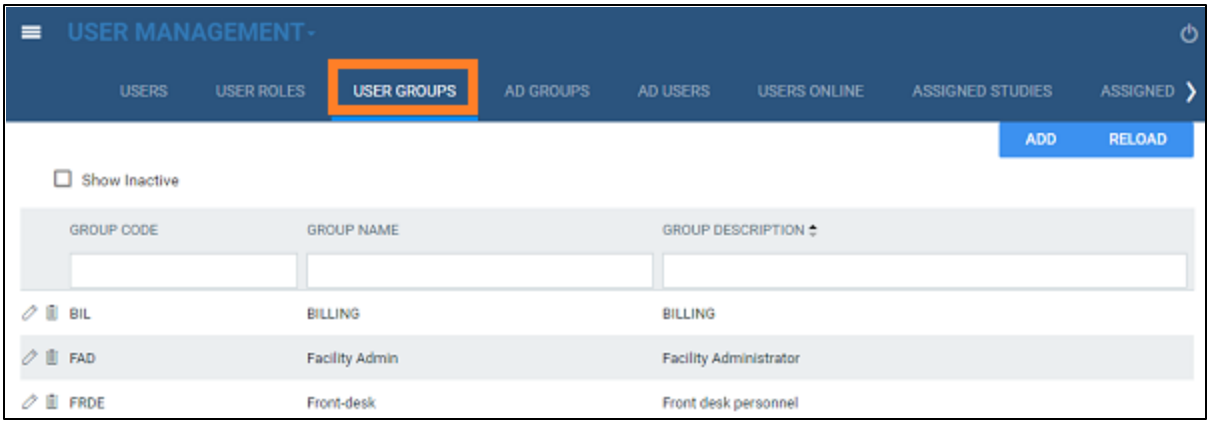
Create a user group

A *user group* is a named collection of individual users to which you can assign roles and access to certain document types and areas of the program.

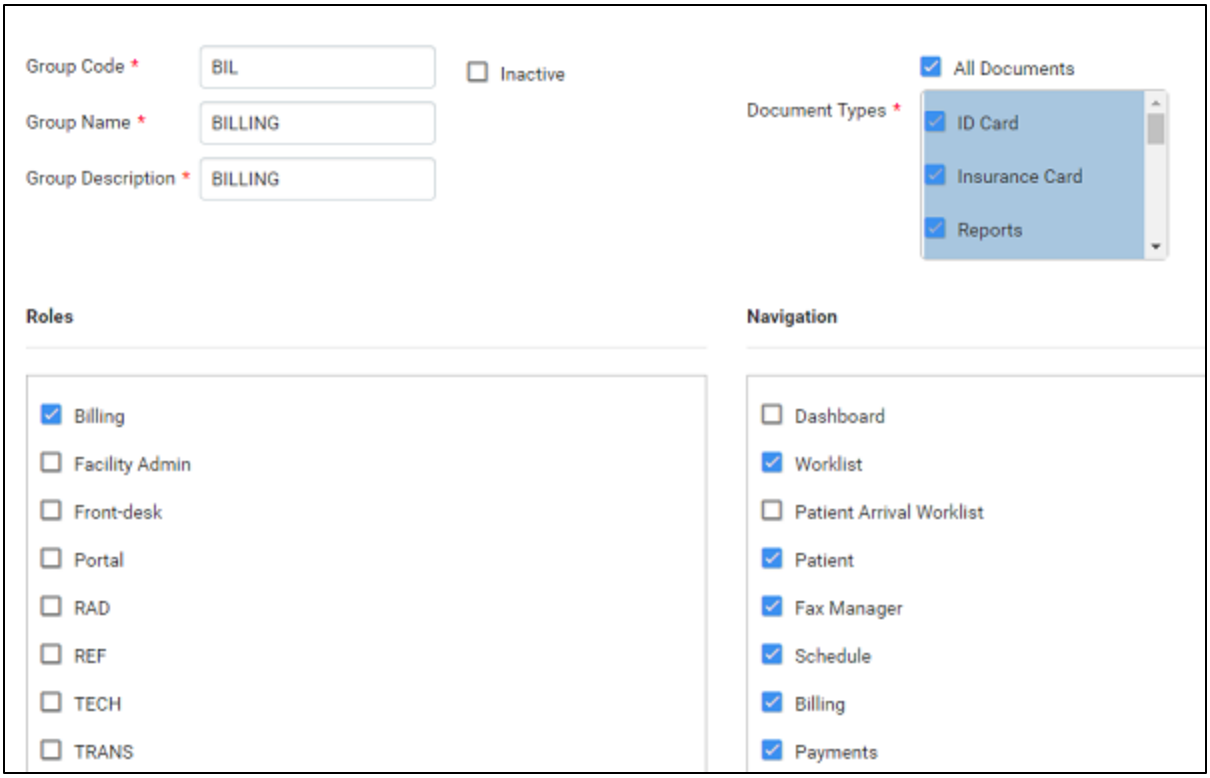
Prerequisite: Create a user role.

Procedure

1. Go to SETUP > OFFICE > User Management > USER GROUPS.



2. Select ADD.



3. Enter the following settings.

Setting	Description
Group Code	Type your internal code for the group. For example, RAD. Do not edit the names of built-in group codes as they are tied to other functionality.
Group Name	Type your internal name for the group. For example, Radiologist.
Group Description	Type a description for the group.
Document Types	Select the document types that group members can access. All Documents: Selects all current and future documents.
Roles	Select the user role that you want the group members to have. Choose only one unless assigning elevated permissions to specific users. Example: The Technologist User group has the Technologist User role. Only the lead technologist is permitted to purge studies and merge studies. To accommodate this, create a user role with only the merge and purge rights, then create a separate user group and select the technologist user role and the new user role. Finally, apply the separate user group to the Lead Tech User.
Navigation	Select the areas of the program that group members can access (items available on the burger menu). Note: • This only allows opening the item, and certain user rights may be required to work in a particular area. • Even if selected here, the Fax Manager requires activation to open.

4. Select SAVE.

See also:

Create a user

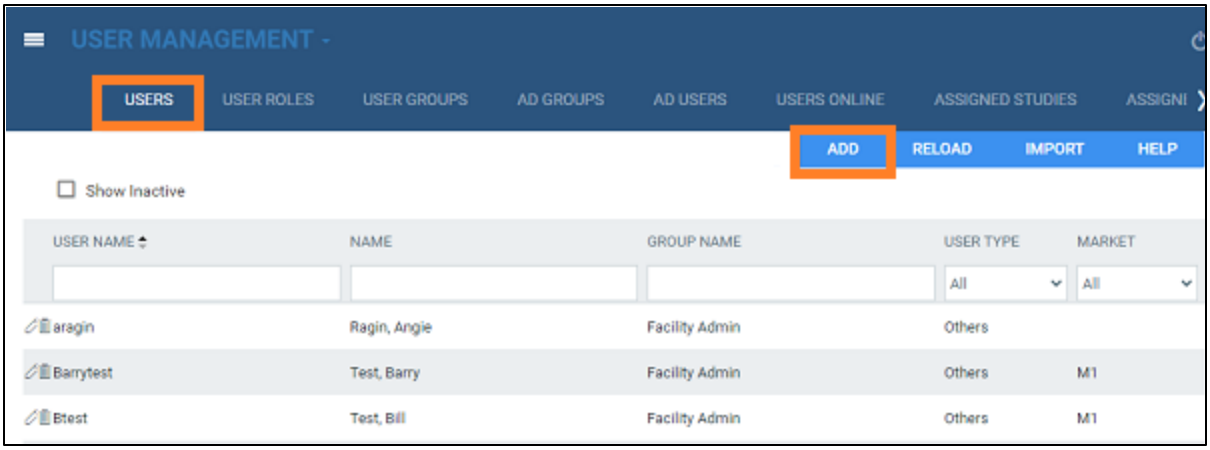
Create a user

A *user* is a member of a user group for whom you can configure custom rights and limitations in addition to those defined in user roles.

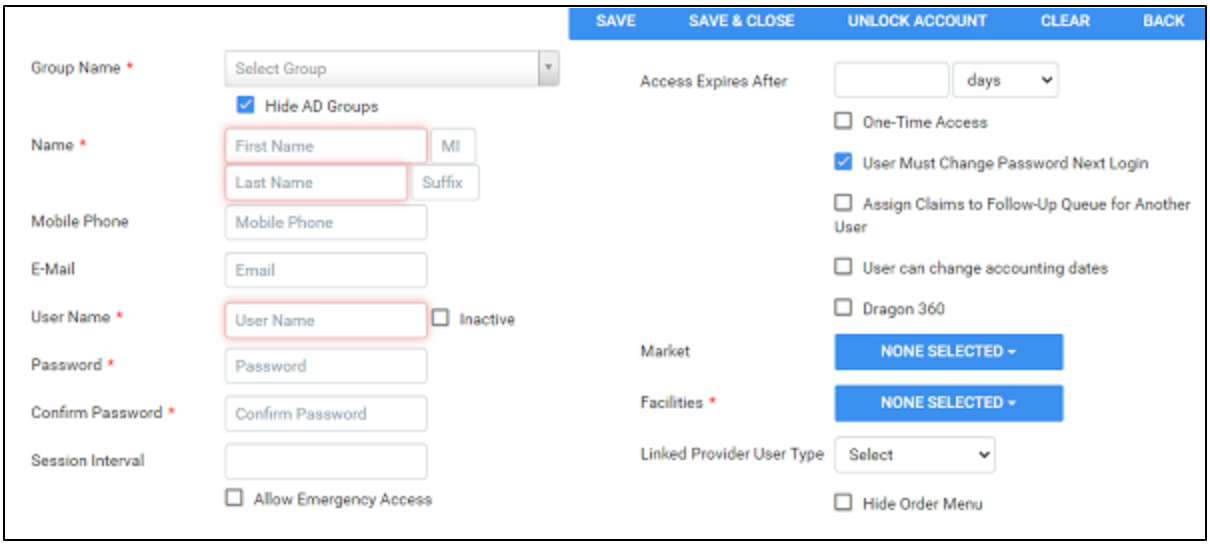
Prerequisite: Create a user group.

Procedure

1. Go to SETUP > OFFICE > User Management > USERS.



2. Select ADD.



3. Enter the following settings.

   Not all settings may be available depending on your product and configuration.

   Caution: A password is configured or used on this page. For recommended security, turn off Chrome autofill.

Setting	Description
Group Name	Select the user group to which the user belongs. Select Portal to limit the user to a portal; this removes any Exa or Symmetry rights. Note: This does not grant portal access to the user. To grant access, set the Linked Provider User Type (see below) to one with a portal, such as Provider.
Name	Type the user's name.
Mobile Phone/ E-Mail	Type the user's mobile phone number and/or email address. The email address must be unique, and is required if using two-factor authentication.
User Name	Type a sign-in user name for the user.
Inactive	Select to disable the user account. If extra security is needed, also change the user's password.
Login with Google	When selected, the user can sign in through their Google account.
Netcare access	Select to grant the right to access Alberta Netcare (Alberta only).
Password	Type a sign in password for the user. This option is only available the first time you configure the user.
Session Interval	Type or select the number of minutes before the user's session times out. You can enter a value in the range from 1 to 2880 minutes. The default value is 20 minutes, and if you save a blank value the system automatically restores the default setting of 20.
Allow Emergency Access	Select to assign near "super user" (full) rights to the user regardless of roles or groups.
Linked Ordering Facility	Available when you select Ordering Facility in the Linked Provider User Type dropdown list. Select ordering facilities to appear on orders the user creates in the Ordering Facility portal.
Access Expires After	Type and select a duration after which the user's account expires. Leave blank to keep the account open indefinitely.
One-Time Access	When selected, the user can sign in only one time.
User Must Change Password Next Login	Select to require the user to create their own password after signing in the first time.
Assign Claims to Follow-Up Queue for Another User	Select to give the user the ability to add claims to another user's follow-up queue.
User Can Change Accounting Dates	When selected, the user can edit accounting dates under Billing > Payments.
Dragon 360	[To be discontinued]
Market	Select the market that the user serves. This setting narrows search results in other parts of the program. For example, when the user searches for a patient chart, Exa PACS|RIS only returns charts of patients in the same market as the user.
Facilities	Select the facilities that the user can view and modify. Select All means "Select all current and future facilities."
Linked Provider User Type	If the user is also a resource, select the user type to link, and then select the user in the dropdown list that appears. This also has the effect of giving access to a portal (Ordering Facility, Provider, Attorney) or the exam screen for technologists.
Hide Order Menu	[To be discontinued]
Ordering Facility	Available when you select Ordering Facility. Select the ordering facility whose portal the user can sign into.

Setting	Description
Patient Search Type	Available when you select Provider or Ordering Facility. Select the range of patient and other data that the user may search: Associated Patients Only: The provider only sees patients associated with their resource on worklists. Full Database: The provider is not restricted to seeing their patients only.
Scheduled By	Available when Ordering Facility is selected. Select an option to control the dates available to the user when requesting an appointment in the ordering facility portal.

4. Select SAVE.
5. Optional.
   - To limit what the user can view on the worklist, see Configure an administered worklist filter.
   - To view a user's devices, select the ATTACHED DEVICES sub-tab.
   - To restrict the user's access to specific ordering facilities, select the USER PERMISSIONS sub-tab.
   - To manage the user's third-party apps, see Manage a user's third-party apps.

See also:

Copy settings from one user to another
Create a user role

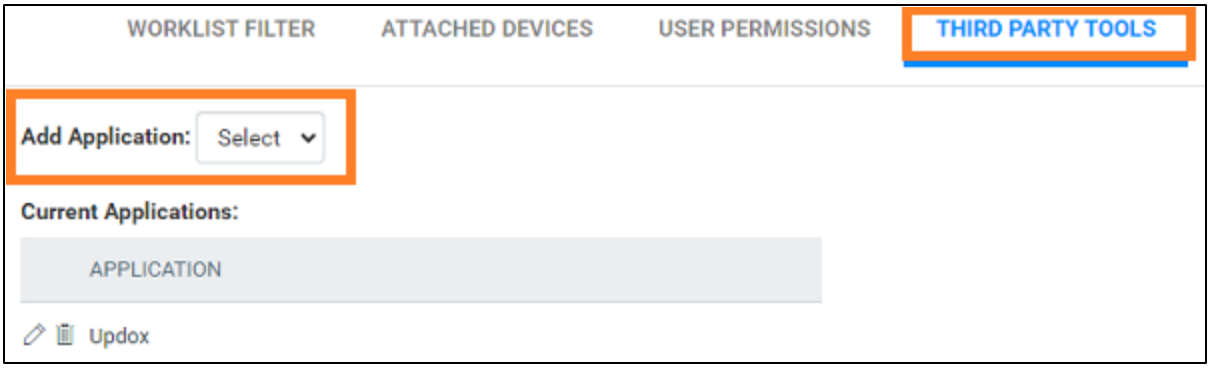
Manage a user's third-party apps

For each configured user, administrators can grant or remove access to any third-party app that your company purchased, such as Updox, nVoq, or Ikonopedia. When granting access, administrators also configure app- and user-specific settings such as location of the app server and the sign-in credentials.

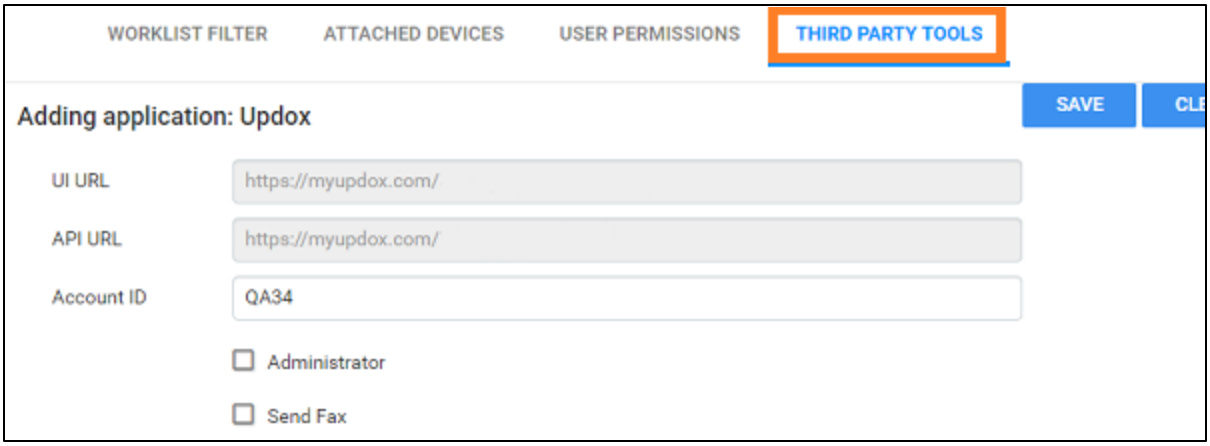
Prerequisite: Obtain the Third Party Tool User Sync user right.

Procedure

1. Go to SETUP > OFFICE > User Management > USERS.
2. Open a user for editing, and at the bottom of the screen, select THIRD PARTY TOOLS.



3. To grant access to an app, in the Add Application dropdown list, select the application.
4. Enter settings in any available app- and user-specific fields that appear, and then select SAVE.



Result: The <%PROGRAM%> synchronizes the settings you entered with the app, and adds the app to the user's Current Applications list.

5. To remove access to an app, in the Current Applications dropdown list, select the delete button.

See also:

Create a user

Copy settings from one user to another

To create new users more quickly, you can add a user and then copy settings from an existing user.

Procedure

1. Go to SETUP > OFFICE > User Management > COPY PROFILE SETTINGS.



2. In the Source User dropdown list, select the user whose settings you want to copy.
3. In the Destination User dropdown list, select a user to configure with the source user's settings, and then select the plus button.

Caution: Never overwrite the Rad test or Ref test users. Instead, copy to an account of a different name or create a new account.

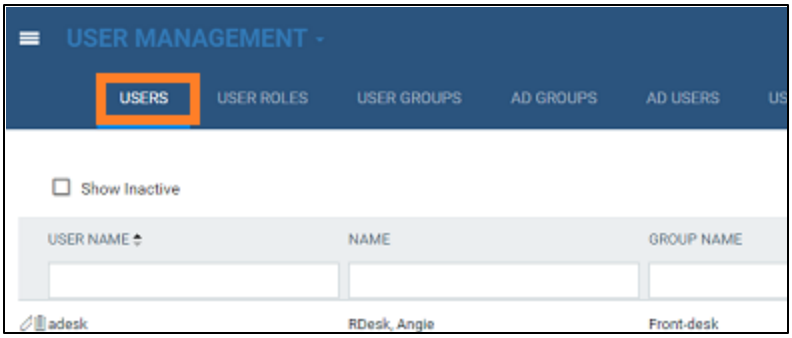
4. Optional. Repeat to configure additional users with the source user settings.
5. Select SAVE.

Reset a user's password as an administrator

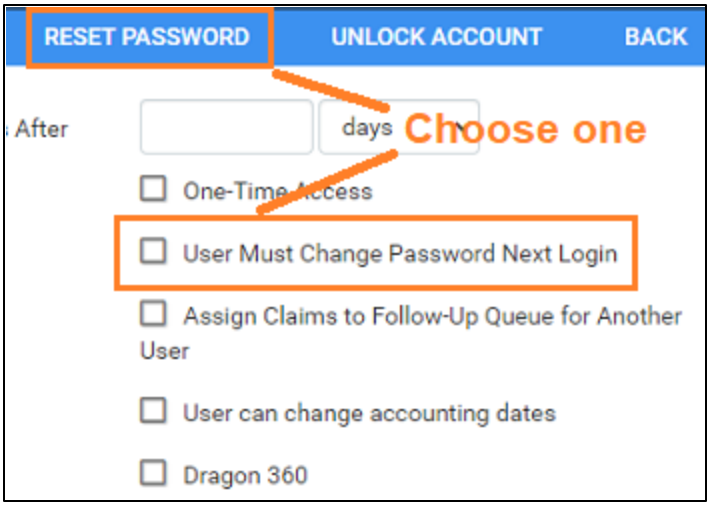
If a user forgets their password, an administrator can reset it or prompt the user to reset it the next time they log in.

Procedure

1. Go to SETUP > OFFICE > User Management > USERS.



2. Double-click the user in the list and do one of the following.
   - Select RESET PASSWORD, and then choose a new password for the user.
   - Select the User Must Change Password Next Login checkbox.



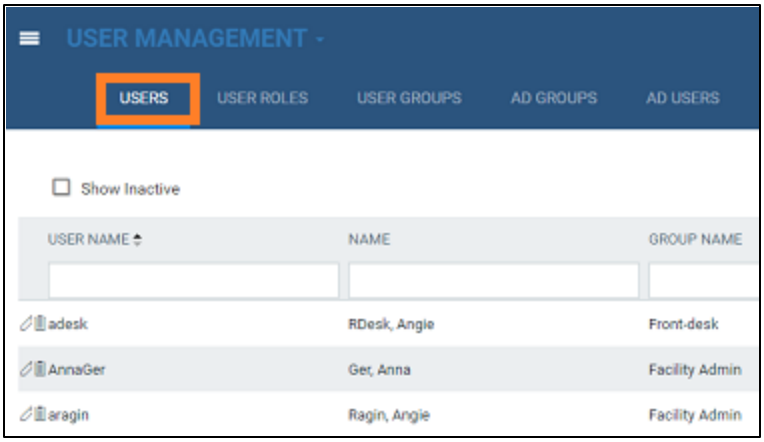
3. Select SAVE.
4. Inform the user to sign out and then sign in again with the new password, or follow the on-screen instructions to reset their password.

Configure an administered worklist filter

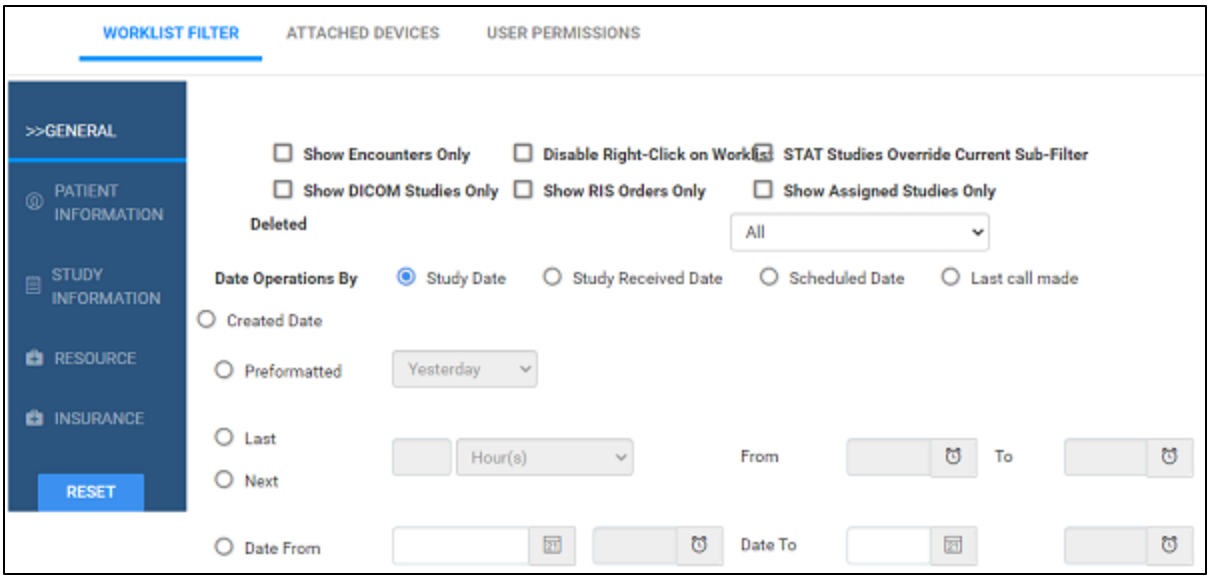
In addition to user roles, administrators can use the following steps to configure worklist filters that control which studies, patients, and other information are available to individual users and user groups. Users can configure their own worklist filters but cannot edit filters that administrators configured for them.

Procedure

1. Go to SETUP > OFFICE > User Management > USERS.



2. Double-click a user row to open a user, and select the WORKLIST FILTER sub-tab.



3. Perform one or more of the following procedures.

Configure general user worklist filter settings

You can finely control the information on the worklist to which the user has access.

1. In the left pane, select GENERAL.
2. Enter the following settings, and then select SAVE.

Setting	Description
Show Encounters Only	Select to show only studies involving interaction between a patient and provider.
Show DICOM Studies Only	Select to show only DICOM (imaging) studies.
Disable Right-click on Worklist	Select to prevent the user from opening the worklist shortcut menu.
Show RIS Orders Only	Select to show only orders from RIS.
STAT Studies Override Current Sub-Filter	Select to always show studies with assigned stat levels, regardless of any other filtering criteria.
Show Assigned Studies Only	Select to show only studies to which a user is assigned.
Deleted	Select whether to show all, only, or no (None) deleted studies.
Configure the following settings together to compose a single filtering condition.	
Date Operations By	Select a study property against which to apply criteria. Study Date Study Received Date Scheduled Date Last Call Made Created Date
Preformatted	Select from a list of preformatted date ranges, rather than manually entering one by using the settings described later. Example: Date Operations = Study Date Preformatted = Last 7 Days "If the study date falls within the last 7 days, display the study on the user's worklist"
Last/Next	Select a time range for the selected property. Example: Date Operations = Study Received Date Select Last, type 8, select Week(s) "If the study was received some time during the last 8 weeks, display the study on the user's worklist."
Date From / Date To	Select and enter a date range for the selected property.
From / To	Select and enter a time range for the selected property.

Limit access to patient information

You can limit the worklist to only display studies for patients who satisfy certain criteria.

1. In the left pane, select PATIENT INFORMATION.
2. Under Patient Name, select a logic option, type the exact portion of the patient name that corresponds to the selected logic option, and then select the plus button to add the criterion.
3. Under Account No., perform the previous step as appropriate for the account number.
4. Select SAVE.

Limit access to study information

You can limit the worklist to only display studies that satisfy certain criteria.

1. In the left pane, select STUDY INFORMATION.
2. For each criterion, select a logic option, and then type or select a value.
3. For example, to display only abdominal studies, under Body Part:
    - Select the Is option
    - In the list of body parts, select Abdomen
4. Select SAVE.

Limit access to information related to specific resources

You can limit the worklist to only display studies whose resources satisfy certain criteria.

1. In the left pane, select RESOURCE.
2. For each criterion, select a logic option, and then type or select a value.

    For example, to display only studies whose referring physician is *Jane Doe*, under Ref. Phys.:
    - Select the Is option
    - In the box, type JANE DOE, and then select the plus  button.
3. Select SAVE.

Limit access to information from specific insurance providers

You can limit the worklist to only display studies for patients who satisfy certain criteria.

1. In the left pane, select INSURANCE.
2. For each criterion, select a logic option, and then type or select a value. For example, to hide studies under litigation, under Insurance Provider Type:
    - Select the Is Not option
    - In the box, select Litigation, and then select the plus  button.
3. Select SAVE.

See also:

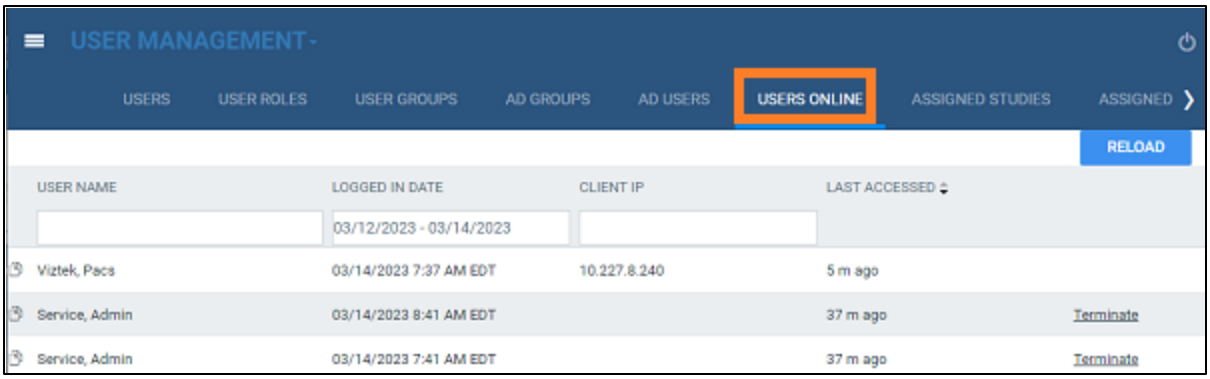
Create a user worklist filter

Manage who is online

Users with user management rights can view a list of users who are online, view a user's activity log, and terminate their session.

Procedure

1. Go to SETUP > OFFICE > User Management > USERS ONLINE.



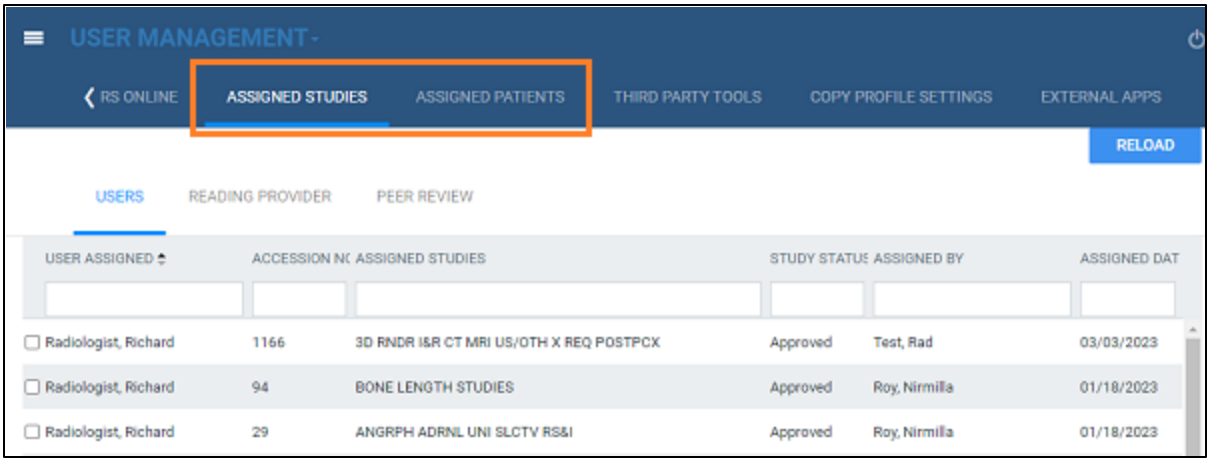
2. Optional: To view a session log for a user, select the log button.
3. Optional: To terminate a session, select the Terminate link.

View assigned studies and patients

You can view lists of studies and patients that are assigned to you (the current user).

Procedure

1. Go to SETUP > OFFICE > User Management.



2. Do one or both of the following.
   - To view studies assigned to you, select the ASSIGNED STUDIES tab, and then select a sub-tab (such as Users or Reading Provider) to filter by user type.
   - To view patients assigned to you, select the ASSIGNED PATIENTS tab. Patients can be assigned from the patient chart by using the Users Assigned dropdown list.

Configure general settings

You can set up study forms, custom forms, templates, and queues, and perform limited database queries.

This section contains the following topics (not all topics may be available depending on version and region).

Create a study form
Export and import a study form
Create a custom form
Perform a quick query of database totals
About email templates and notification templates
Configure an email template
Set up emailing of results and reports
Configure a notification template
Set up sending of notifications
Create fax cover sheets
Work with the report queue

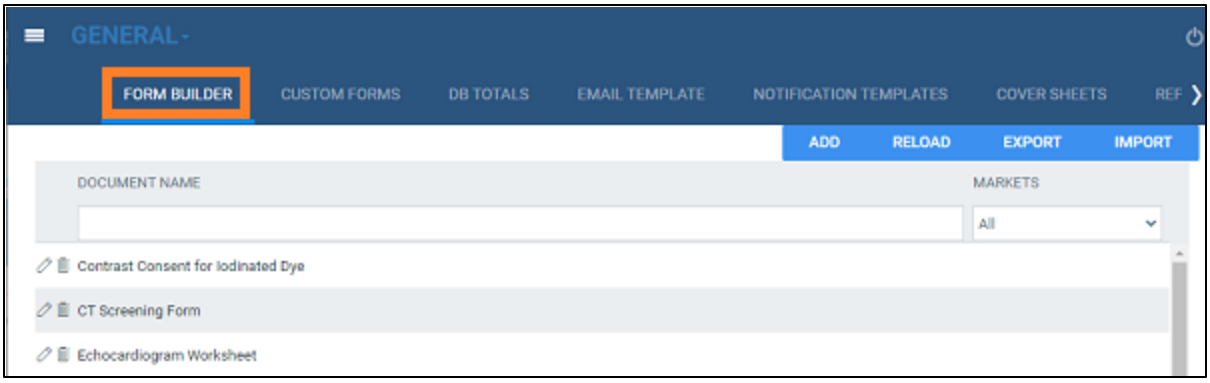
Create a study form

Study forms are interactive electronic forms that people inside and outside your organization can use to gather or provide needed information quickly—and often automatically. Examples include consent forms for HIPAA or treatments, screening forms, pain sheets, affidavits, customer payment plans, and procedure checklists. For information on how to use forms that you create, see Add a study form to a study and Add a custom form to a study.

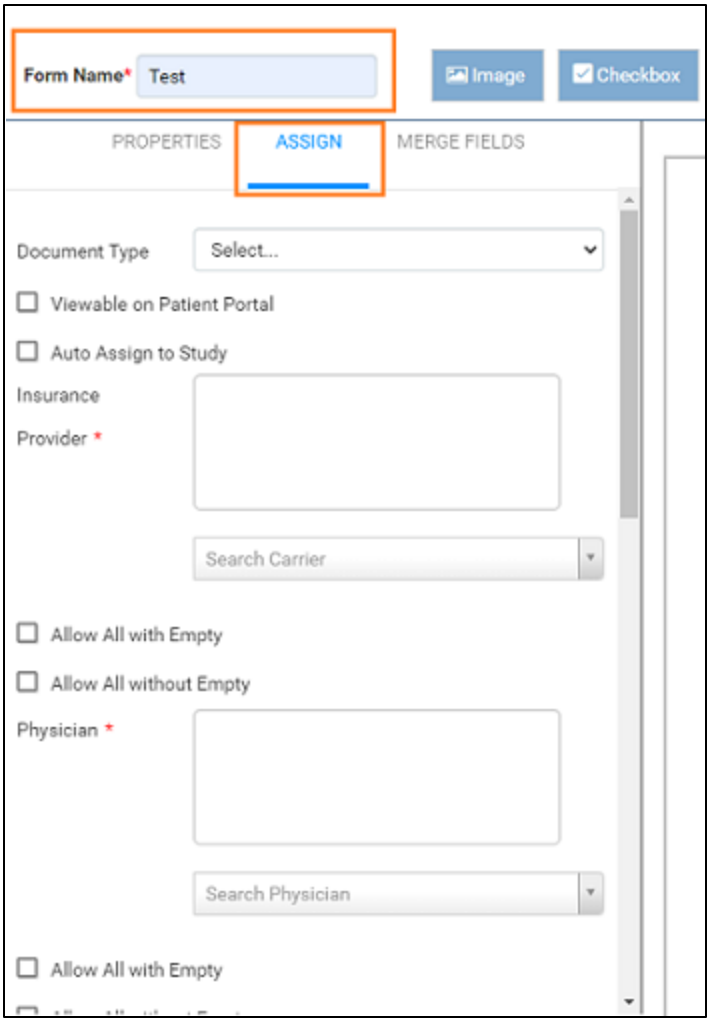
Set up a study form

Use the following procedure to initially set up the form, and then see later in this section to add and edit form contents.

1. Go to SETUP > OFFICE > General > FORM BUILDER.



2. Select ADD.
3. Type a Form Name, and then select the ASSIGN sub-tab.



4. Enter the following settings to define the scope of the form and filter its availability.

Setting	Description
Document Type	Select a type in order to group forms, narrow their availability, and make them easier to find.
Viewable on Patient Portal	Select to make the form available to add to the patient portal and Patient Kiosk. Note: Selecting this does not immediately add the form to the portal and kiosk. Instead, it adds the ability to add the form to the portal and kiosk when you add the form to a study later on.
Auto Assign to Study	Select and then enter study criteria to automatically assign the form to those studies when you create them (such as in the New Appointment screen). Assigned forms appear in the Study Forms tab of the Edit Study screen, making them available to users without performing dedicated searches.
Insurance Provider Allow All with Empty Allow All without Empty	Select to restrict the form to specific insurance providers. Select to make available to all providers if none are specified. Select to make the setting required.
Physician Allow All with Empty	Select to restrict the form to specific physicians. Select to make available to all physicians if none are specified.

Allow All without Empty	Select to make the setting required.
CPT Codes Allow All with Empty Allow All without Empty	Select to restrict the form to studies with specific CPT codes. Select to make available for all CPT codes if none are specified. Select to make the setting required.
ICD Codes Allow All with Empty Allow All without Empty	Select to restrict the form to studies with specific ICD codes. Select to make available for all ICD codes if none are specified. Select to make the setting required.
Markets	The form is available to patients in, or having exams scheduled in the markets you select. All facilities in the selected markets become selected in the Facilities dropdown list.
Facilities	The form is available to patients in, or having exams scheduled in the facilities you select.
Modalities	Select to restrict availability to the form to studies from specific modalities.
Male Patient Only	Select to restrict availability to the form for male patients only, such as for prostate exams.
Female Patient Only	Select to restrict availability to the form for female patients only, such as for HSG exams.
Mammo Patient Only	Select to restrict availability to the form for mammography patients only.

5. Select SAVE.

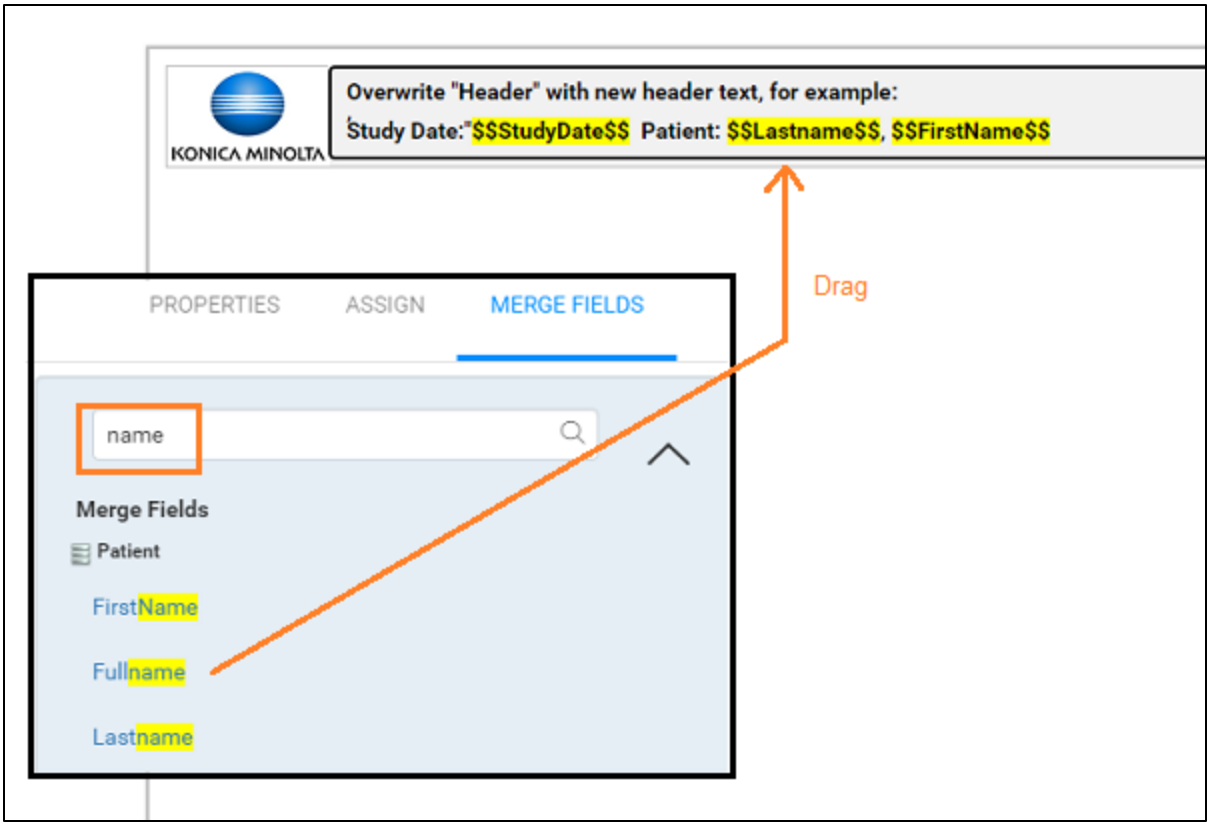
Add a header to a study form

Note: The procedure below describes creating a header "from scratch." To reuse a header from another form, copy the contents of the header and then paste the contents into the header on your new form.

1. At the top of the FORM BUILDER tab, select the Header checkbox.
2. In the form area, select the word “Header.”
3. In the left pane, on the PROPERTIES tab, select CHANGE LOGO.
4. Browse for and select a logo, and then select Open.
5. In your form header, select the word “Header” and then replace it by typing a new field name.

   For example, type `Study Date`:
6. In the left pane, on the MERGE FIELDS tab, in the search box, type search term to look for a relevant merge field.

   For example, type `study`.



7. In the list of results, double-click a merge field to add it to the form header.

   For example, double-click StudyDate.

   Note: See also Merge fields. If you use merge fields ending in _Order, the form is populated with values from all studies in the order (e.g. Accession No. 17, 18, 19) when viewed in Exa PACS|RIS, Patient Kiosk, or a portal.

8. To the right of the $$StudyDate$$ merge field, type a new field name. For example:

   `Patient Name:`

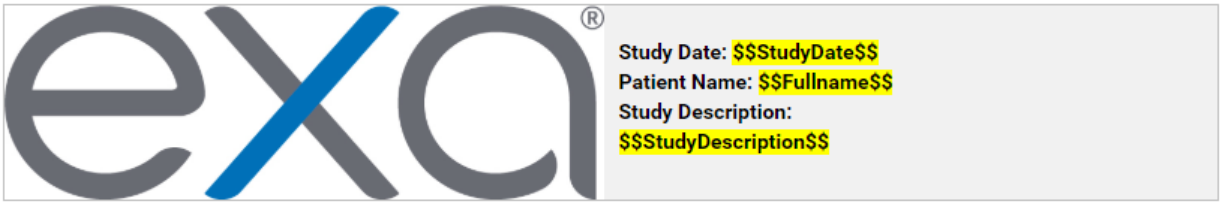
9. Repeat earlier steps to find and add a merge field for the patient name.

   Hint: Search for “name” rather than “patient.”

10. In the left pane, on the PROPERTIES tab, use the Spacing and Style controls to modify the layout.

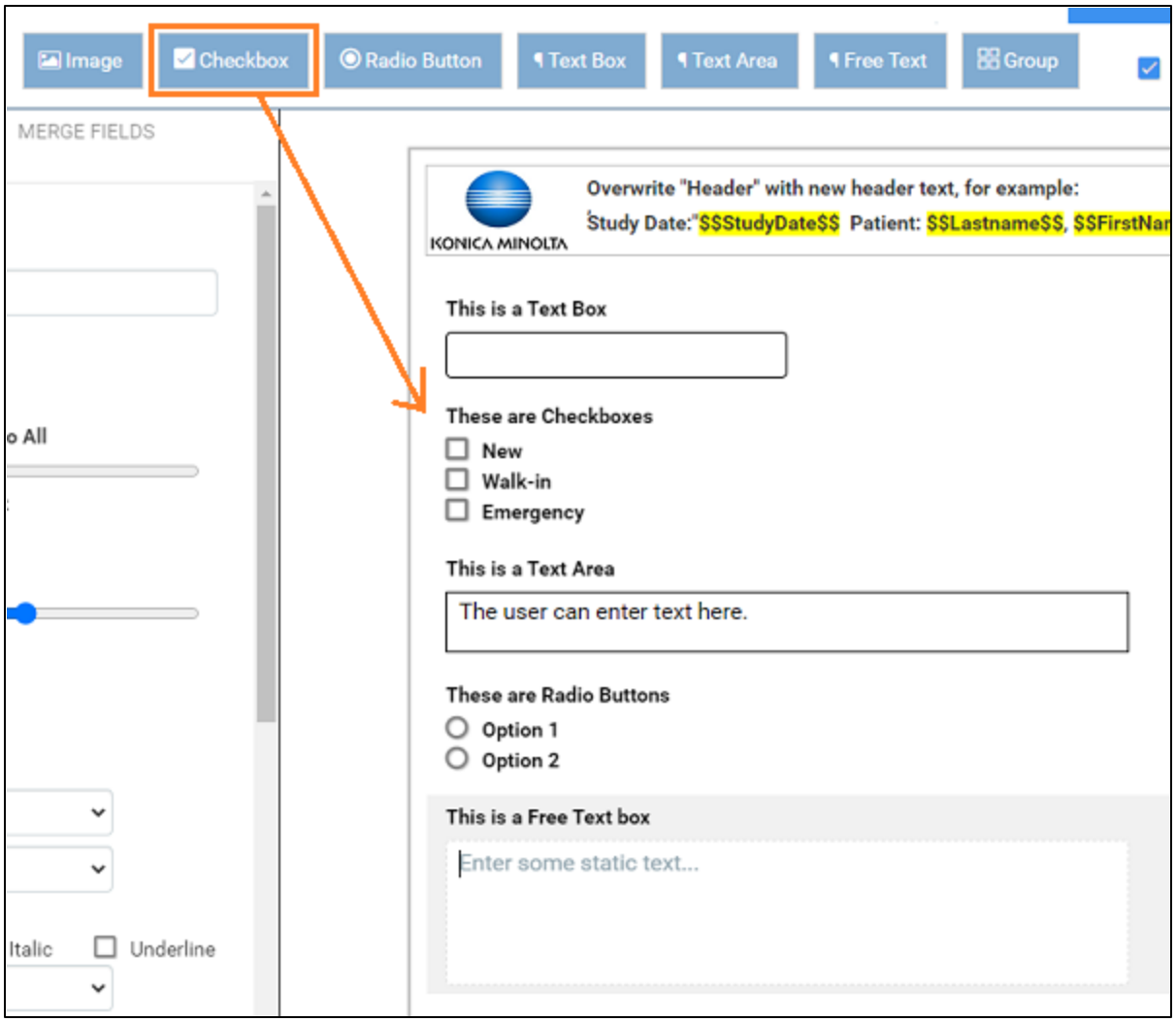
11. Select Save.

    Another example header:



Add controls to a study form

Use controls to gather information from or provide information to the person filling out the form. To add a control, drag its button into the body of the form. To configure the control, select it and enter options in the left pane.



Details on form controls

The following sections in this topic provide additional information and instructions about form controls.

Text controls

Text Boxes to gather one-line user input.

Text Areas to provide boilerplates.

Free Text boxes to gather or provide information longer than one line.

To add a text control:

1. Drag the Text Box, Text Area, or Free Text button onto the form.

2. Select the word “Untitled,” and then in the left pane, in the Question box, type text to introduce or label the text input box. For example:

   For an information gathering box, type `Please list all allergies`.

   For an information providing box, type `Liability waiver`.

3. If the text control is for providing information, enter the information in the box.

   Adjust vertical spacing:

   - To adjust the space between the question and the box, use the Line Height slider.
   - To adjust the space before and after the text control, use the Padding slider.
   - To apply adjustments to all controls on the form at once, select Apply Spacing to All checkbox, and then use the sliders.
   - If using a Text Box, select the following options for Inline Controls.

Setting	Description
Fit on One Line	Select to place the label one the same line as, and to the right of, the text input box.
Inline Multiple Controls	Select this option for two adjacent text boxes to place both on the same line.
Question First	Select to move the label to the left of the text input box.
Append Text Input	Select to add a new input box between the label and the original input box. This new input box is only available to the person filling out the form.
Dynamic Input	Select to fit the height and width of the text box to the text it contains.

   - If using Free Text to provide information, apply formatting to your text as needed by using the Style controls.
   - To adjust the width of the text control, select an option in the Size dropdown list.

   Note: For advanced text formatting such as bold, *italics*, and color, you can create the text in Microsoft Word and then paste it onto the form.

4. Select SAVE.

Add an image to a study form

1. To add an image, drag the Image button to the form.
2. To give the image a title, select Untitled, and then type a title.
3. Double-click the box below the title, and then browse for and select an image file.
4. On the left pane, use the controls to modify the alignment and size.

   Note: If you select a size of Original, the image expands to fit the width of the page.

Add checkboxes to a study form

1. To add a group of checkboxes, drag the Checkbox button onto the form.
2. Select the word “Untitled,” and then in the left pane, in the Question box, type text to label the checkbox group.

   For example, type: `Allergies`.

3. Adjust the vertical Spacing, Inline Controls, and checkbox label Style (see “Adjust vertical spacing” earlier in this topic).
4. To add a new checkbox to the group, select ADD ANSWER.
5. To label individual checkboxes, type labels in the boxes under Answers.

   For example, type `Peanuts` for the first checkbox, and `Mold` for the second.
6. To arrange the checkboxes in columns, select a number in the No. of columns for Answers dropdown list.
7. To add an “Other” checkbox with accompanying text input box, select the Add Other checkbox.
8. Select SAVE.

Add options to a study form

Add checkboxes for "multiple choice," but add options for “either/or” settings. You add an option group by using the same procedure as for checkbox groups, except that you drag the Radio Button button onto the form instead of the Checkbox button.

Add a group box to a study form

A *group box* is a named group that can contain one or more checkbox groups and/or one or more option groups. To add a group box:

1. Drag the Group button onto the form.
2. Select the word “Group Title,” and then in the left pane, in the Question box, type text to label the group.
3. To add a background image to the group, in the left pane, select CHANGE IMAGE, browse for and select an image, and then select Open.
4. To divide the group into columns, in the Grid Columns dropdown list, select a number of columns.
5. To add a checkbox group or radio button group into a particular column, in the New Control Placement dropdown list, select the number of the column, and then drag the Checkbox or Radio Button button onto the group.
6. Configure the checkboxes and/or radio buttons as described in “Add checkboxes to your form.”
7. Select SAVE.

Add a footer to a study form

You can add and modify footers in the same way as headers. However, we often recommend using the footer for a signature line with a signature merge field. After the person electronically signs the form, their signature appears in the location of the merge field. To create a signature line in the footer:

1. At the top of the FORM BUILDER tab, select the Footer checkbox.
2. In the form area, select the word “Footer,” and replace it by typing `Signature`.
3. In the left pane, on the MERGE FIELDS tab, search for “signature” and then double-click SudyFormSignature in the list of results.
4. Select SAVE.

See also:

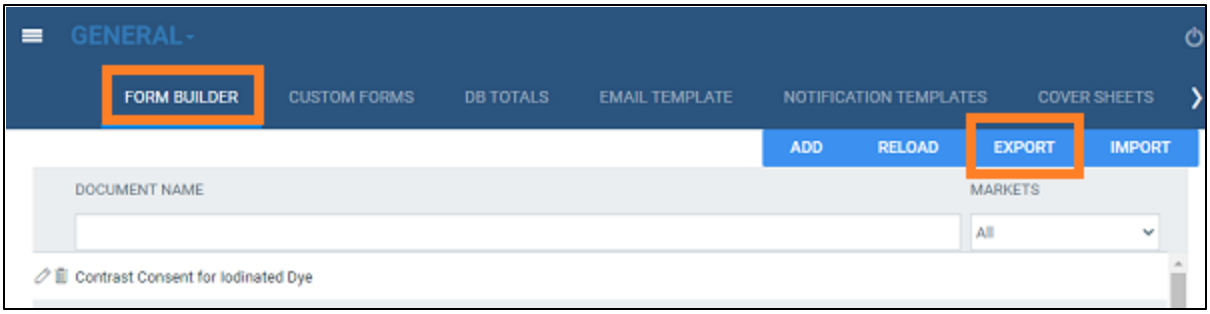
Add a study form to a patient record
Add a custom form to a patient record
Merge fields

Export and import a study form

To save time creating a study form for "Facility A," it may be helpful to import an existing form from "Facility B" and then modify it.

Export an existing study form

1. Go to SETUP > OFFICE > General > FORM BUILDER > EXPORT.



   Result: The form appears in the Windows Downloads folder as a JSON file.

2. Copy the JSON file to the computer at Facility A.

Import a study form

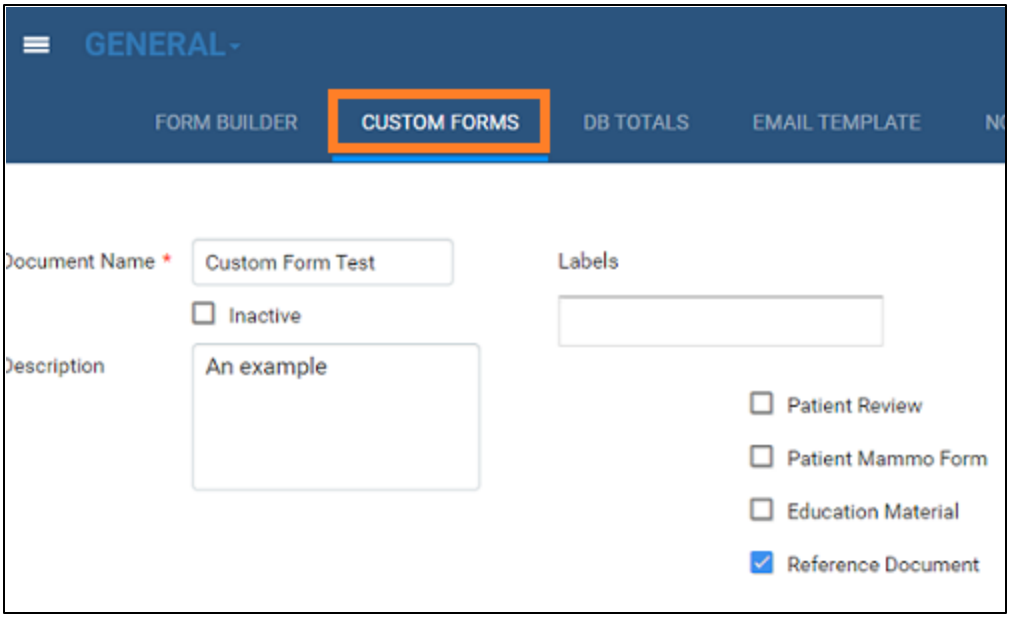
1. Go to SETUP > OFFICE > General > FORM BUILDER > IMPORT.
2. In the Import Study Forms dialog, select CHOOSE FILE, browse for and select the copied JSON file, and then select Open.
3. On the FORM BUILDER tab, find the new form and edit it for use at Facility A.

Create a custom form

Custom forms are non-interactive electronic forms intended for delivering information. For interactive electronic forms that can both deliver and gather information, see Create a study form.

Set up a custom form

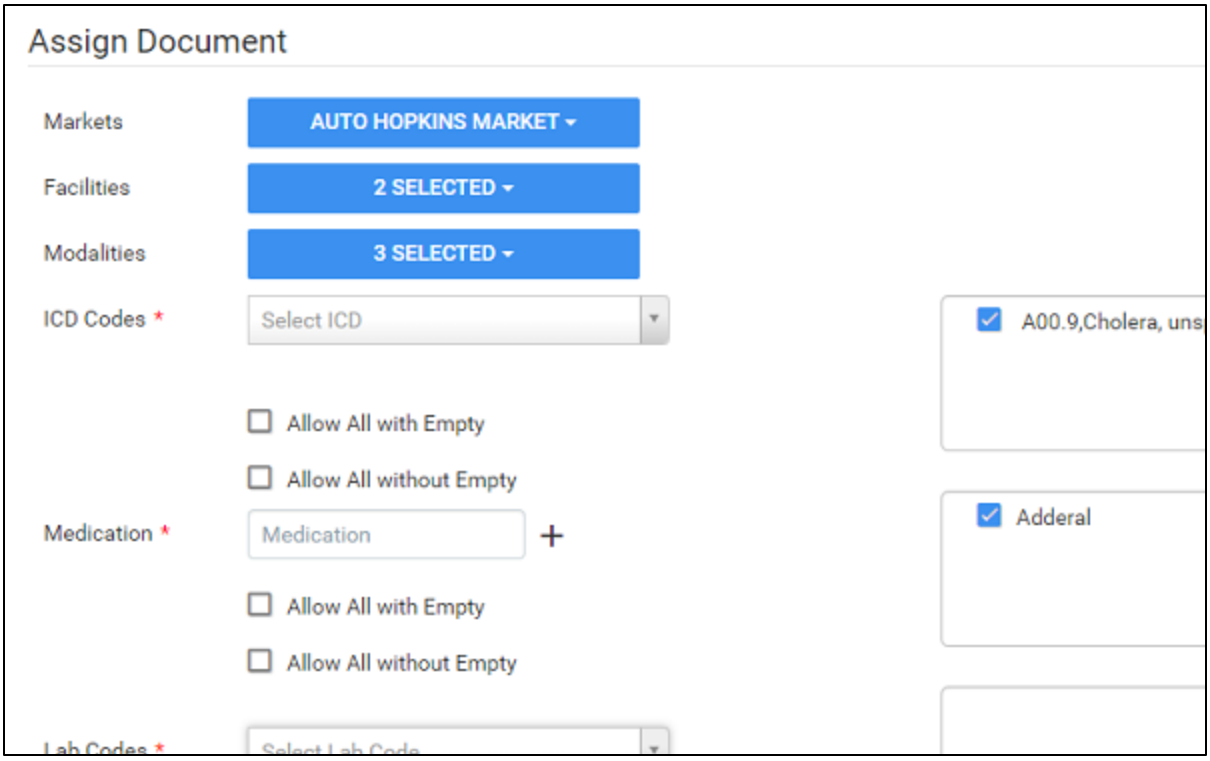
1. Go to SETUP > OFFICE > General > CUSTOM FORMS > ADD.



2. Enter the following settings.

Setting	Description
Document Name	Type a name for the form.
Description	Type a general description.
Labels	[Unused]
Patient Review Patient Mammo Form	[Unused]
Education Material	Select to make the form available in the EDUCATIONAL MATERIAL area of the patient chart.
Reference Document	Select to make the form available in the DOCUMENTS and CUSTOM FORMS areas of the patient chart.

3. Move down the page to Assign Document.



4. Enter the following settings.

Setting	Description
Markets	Select markets where the form is available.
Facility	Select facilities to which to assign the custom form.
Modalities	Select modalities to which to assign the custom form.
ICD Codes	Select to restrict availability for specific ICD codes.
Allow All with Empty	Select to make available for all ICD codes if none are specified.
Allow All without Empty	Select to make the setting required.
Medication	Type a medication name, then press the plus + button. The custom form will only be available for medications you add.
Allow All with Empty	Select to be available for all medications if none are specified.
Allow All without Empty	Select to make the setting required.
Lab Codes	Select to restrict availability for specific lab codes.
Allow All with Empty	Select to make available for all lab codes if none are specified.
Allow All without Empty	Select to make the setting required.
Male/Female/Mammo Patient Only	Select to restrict availability of the form to male, female, and/or mammography patients.

5. Select SAVE.

About adding contents to a custom form

The custom form word processing area provides commonly recognizable tools to type, align, and apply formatting to text, and insert images and merge fields. You can copy and paste contents by using the Ctrl+C and Ctrl+V keyboard shortcuts. To change font sizes, select text that you want to resize, and then select a size in the Font Size dropdown list.



Add merge fields to a custom form

In this example we show you how to add a signature merge field to a custom form. You must add a signature merge field to be able to electronically sign the form.

1. In the right pane, in the Merge Fields area, in the search box, type search term to look for a relevant merge field.

   For example, type `sign`.

2. In the list of results, double-click a merge field to add it to the form.

   For example, double-click CustomFormSign.

3. To the left of the $$CustomFormSignature$$ merge field, type a new field name.

   For example, type `Signature`:

4. Select SAVE.

Editing a custom form

Note: If you edit an existing form, your changes will *not* appear on forms that are already attached to a patient chart. To edit a form:

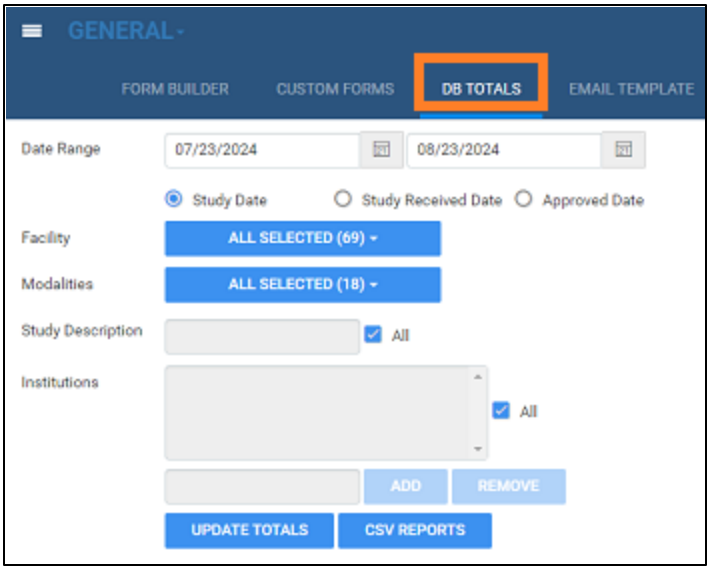
1. On the burger menu, select SETUP.
2. On the OFFICE menu, select General.
3. On the CUSTOM FORMS tab, select the form button of the custom form that you want to edit.
4. Edit the form as needed, and then select SAVE.

Perform a quick query of database totals

As an alternative to reports, you can quickly search the PACS and RIS databases with customizable queries. A "DB total" search tells you how many patients, studies, and images in your databases match the search criteria.

Procedure

1. Go to SETUP > OFFICE > General > DB TOTALS.



2. Enter the following search criteria.

> Note: If you performed a search previously during the current session, refresh your browser before entering new criteria.

Setting	Description
Date Range	Select a date range within which to search.
Study Date Study Received Date Approved Date	Select a category for the date range: Search all studies with a study date within the date range. Search studies whose DICOM receive date is within the date range. Search studies that were approved during the date range.
Facility	Filter the search by facility.
Modalities	Filter the search by modality.
Study Description	Filter the search by study description.
Institutions	Filter the search by institution.
ADD	To add a new institution to the list, clear the All checkbox, type the name of the institution in the box, and then select ADD.

3. To run the search, select UPDATE TOTALS.
4. The search results appear below the button under DB Details.
5. Optional. To export a more detailed report of your search and results, select CSV REPORTS.

About email templates and notification templates

Email templates and *notification templates* contain pre-formatted text that you can automatically send through and along with various media. Note that the original term *email template* now also applies to non-email media such as faxes.

Commonly, you use email templates to auto-send reports to providers and patients, and notification templates to auto-send notification of study status changes to referring providers. The following table summarizes the differences in auto-sending media based on the type of template.

To create templates, see Configure an email template and Configure a notification template. To configure auto-sending of media using the templates, see Set up emailing of exam results and Set up sending of notifications.

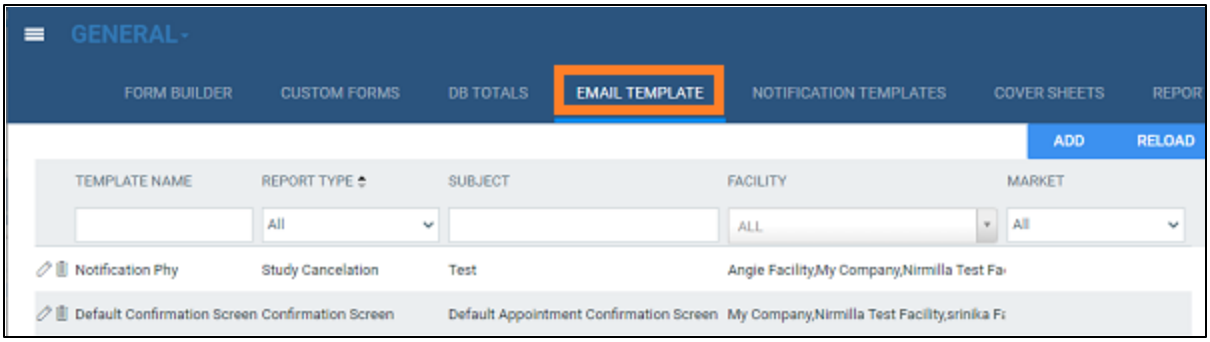
Feature	Auto-Sending of Media Based On:	
	Email Templates	Notification Templates
Where to configure template	Setup > [all caps button menu] > General > Email Template	Setup > [all caps button menu] > General > Notification Templates
Who can receive media	Referring provider locations/contacts, referring provider group, referring provider's patient (in Patient Portal)	Referring provider locations/contacts
What media are sent	In addition to text defined in the template: Reports PDF attached to email Link attached to email Print and mail Print on selected printers Fax to referring providers Fax to referring provider's office Images CD, Film, Paper	Email or fax of status changes, including text defined in the template.
How to turn ON/OFF auto-sending	Select checkboxes in "Reports to Me"	• Select checkboxes is "Notification Settings," and • Select notification template in each status at which you want to auto-send.

Configure an email template

Follow the steps in this topic to configure an email template. To use the template to auto-send emails and other media, see Set up emailing of exam results.

Procedure

1. Go to SETUP > OFFICE > General > EMAIL TEMPLATE.



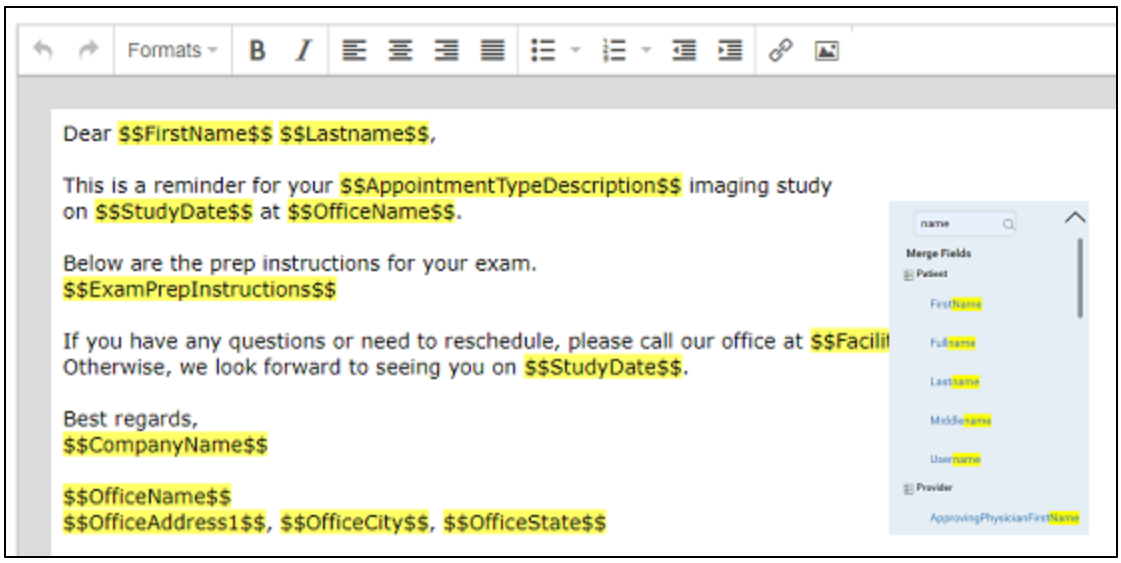
2. Select ADD.



3. Enter the following settings.

Setting	Description
Template Name	Type a name for the template.
Category	Select the task for which the email based on the template is automatically used. Study Cancellation - Sent to the referring physician upon cancellation of an appointment. Report Link - Upon approval of a report, sent to the referring physician or other resource. To enable, select Email Report Link under Reports to Me in the resource's configuration. Report Attachment - Upon approval of a report, sent to the referring physician or other resource. To enable, select Email Attachment under Reports to Me in the resource's configuration. Patient Portal Registration - Sent upon creating a patient portal account. Transmit Report - Sent to the referring physician upon approval of a report. Confirmation Screen - After scheduling an appointment, the confirmation screen appears based on this template, and you can email the contents to the patient.
Subject	Type text to appear on the email Subject line.
Markets	Select the market for which the template is available. All facilities associated with the selected market become selected in the Facilities list.
Facilities	Select the facilities to whose studies the template applies.

4. Use the word processing tools to compose the body of the email.



5. To automatically insert exam details into the email:
   a. In the right pane, in the Search here box, type a category of information (e.g. `Patient`).

      Note: Category searches are case-sensitive.

   b. In the resultant Merge Fields list, select a merge field group (e.g. Patient).
   c. Double-click a merge field to add it (e.g. FirstName).
6. Select SAVE.

See also:

About email templates and notification templates

Set up emailing of results and reports

By completing the following tasks, Exa PACS|RIS automatically sends exam results, approved reports, and appointment confirmations to the referring provider locations/contacts you modify.

Prerequisite: Administrators must configure the company's secure email server under "Email information" (see General settings).

Tasks:

- Configure an email template.
- Add a facility, and configure all email- and fax-related settings.
- If you want to email a provider group or location, Add a provider group or location.
- Configure a referring provider location/contact, including the email address, fax numbers, and options under Reports to Me (see Add a resource).

See also:

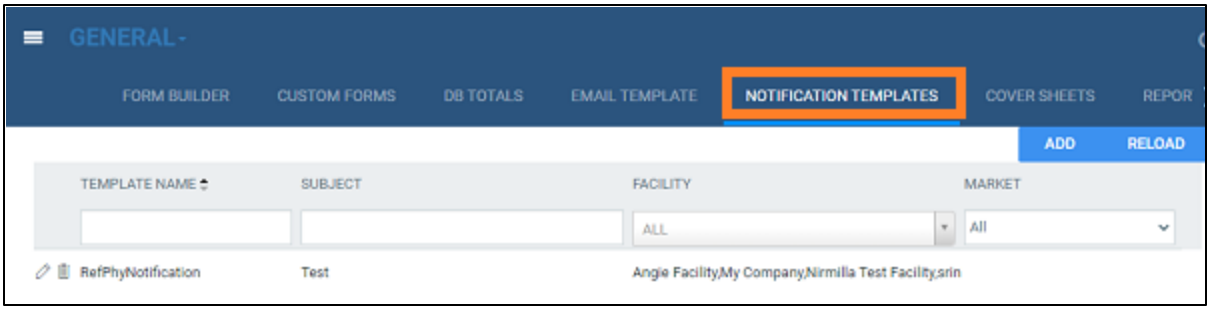
About email templates and notification templates

Configure a notification template

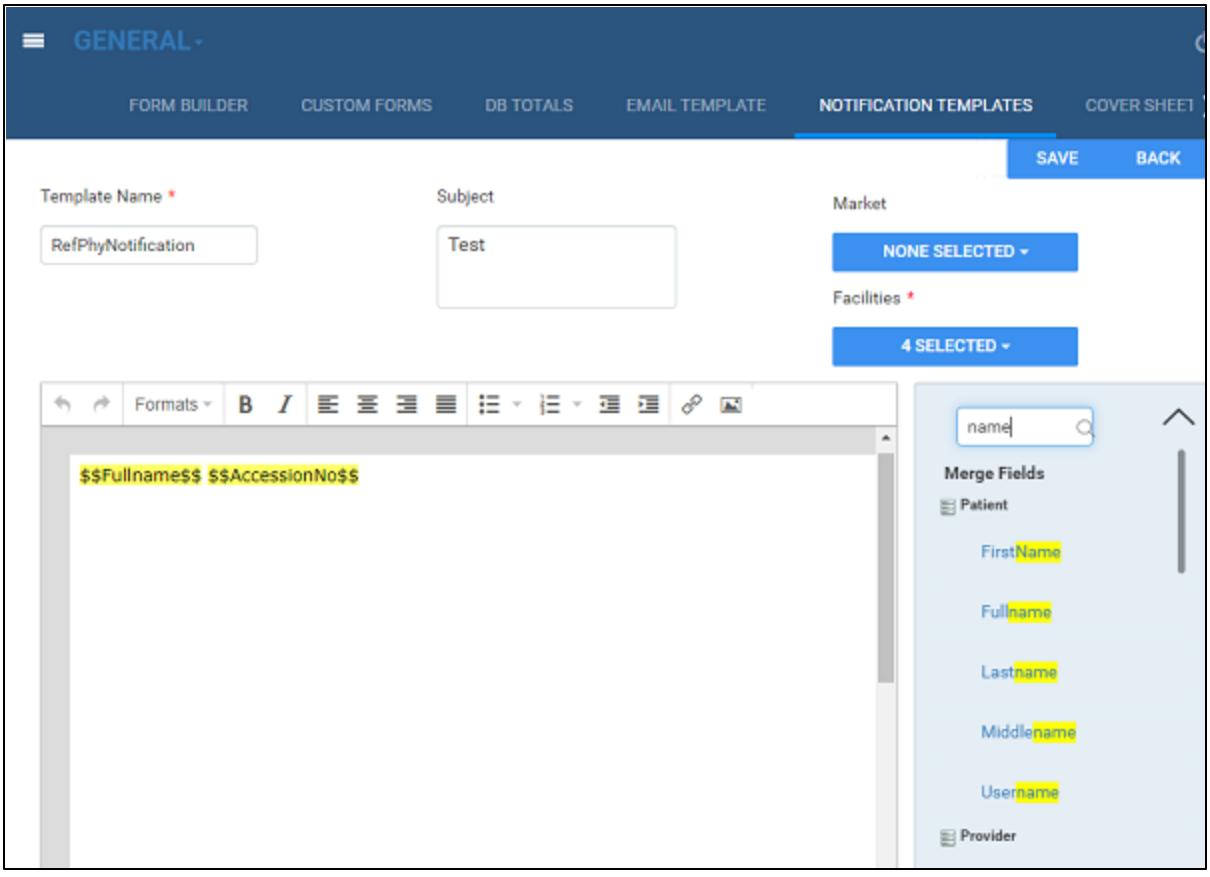
Follow the steps in this topic to configure a notification template. To use the template to auto-send status change emails or faxes, see Set up sending of notifications.

Procedure

1. Go to SETUP > OFFICE > General > NOTIFICATION TEMPLATES.



2. Select ADD.



3. Enter the following settings.

Setting	Description
Template Name	Type a name for the template.

Subject	Type text to appear on the email's Subject line.
Market	Select the market for which the template is available. All facilities associated with the selected market become selected in the Facilities list.
Facilities	Select the facilities to whose studies the template applies.

4. Use the word processing tools to compose the template.
5. To automatically insert exam details into the notification:
   a. In the right pane, in the Search here box, type a category of information (e.g. `Patient`).

      Note: Category searches are case-sensitive.

   b. In the resultant Merge Fields list, select a merge field group (e.g. Patient).
   c. Double-click a merge field to add it (e.g. Fullname).
6. Select SAVE.

See also:

About email templates and notification templates
Merge fields

Set up sending of notifications

By completing the following tasks, Exa PACS|RIS automatically sends status change email notifications to the referring provider locations/contacts you modify.

Prerequisite: Administrators must configure the company's "Email information" (see General settings).

Tasks:

- Configure a notification template.
- For each status of which you want to auto-send notification, select the notification template under "Notification Settings" (see Configure study statuses).
- Configure a referring provider location/contact, and select the location/contact's Email/Fax and/or Receive When Added as a CC Provider checkboxes (see Add a resource).

See also:

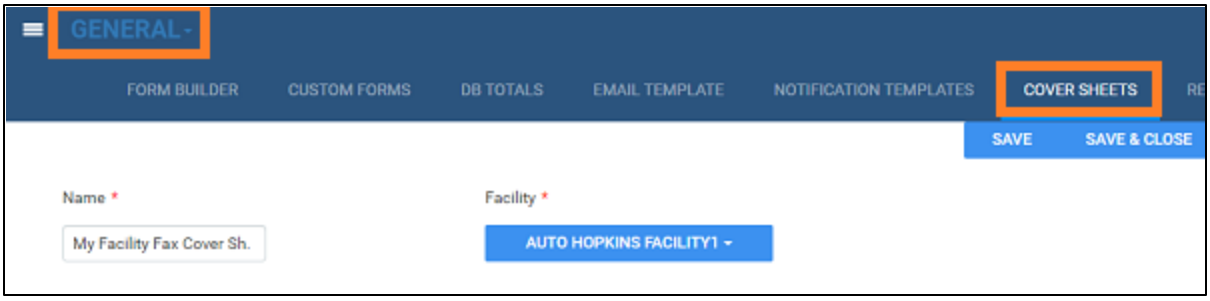
About email templates and notification templates

Create fax cover sheets

You can create a cover sheet to automatically attach to faxes. You can create one cover sheet for each facility. To create a cover sheet:

Procedure

1. Go to SETUP > OFFICE > General > COVER SHEETS tab, select ADD.



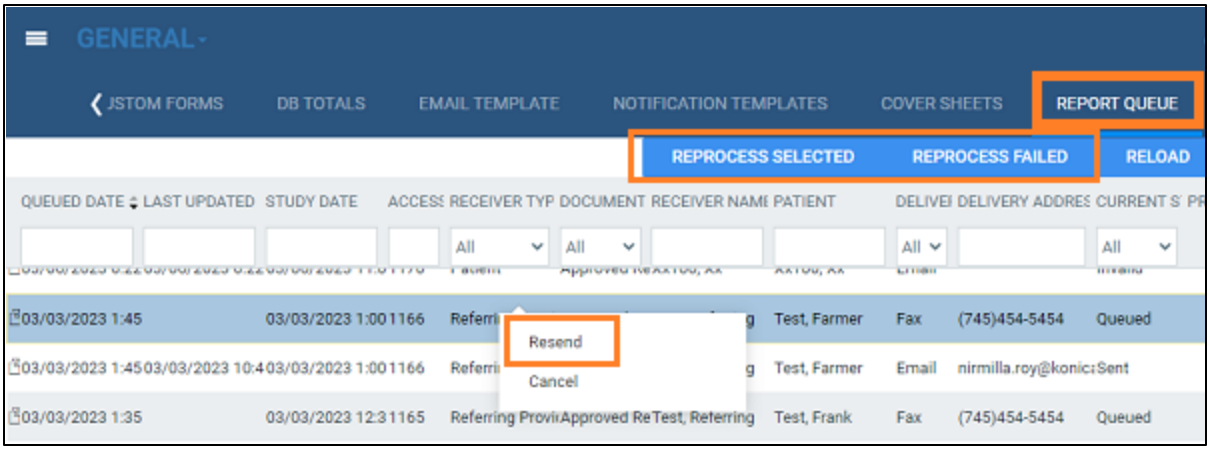
2. Type a name for your cover sheet, select the facility where the cover sheet will be available, and then select SAVE.
3. Use the word processing tools create your cover sheet, and then select SAVE.
4. Select SAVE & CLOSE.

Work with the report queue

You can open a report queue that shows reports that you previously generated or that are currently in process. You can resend (reprocess) individual reports, or reprocess them in batches.

Procedure

1. Go to SETUP > OFFICE > General > REPORT QUEUE.



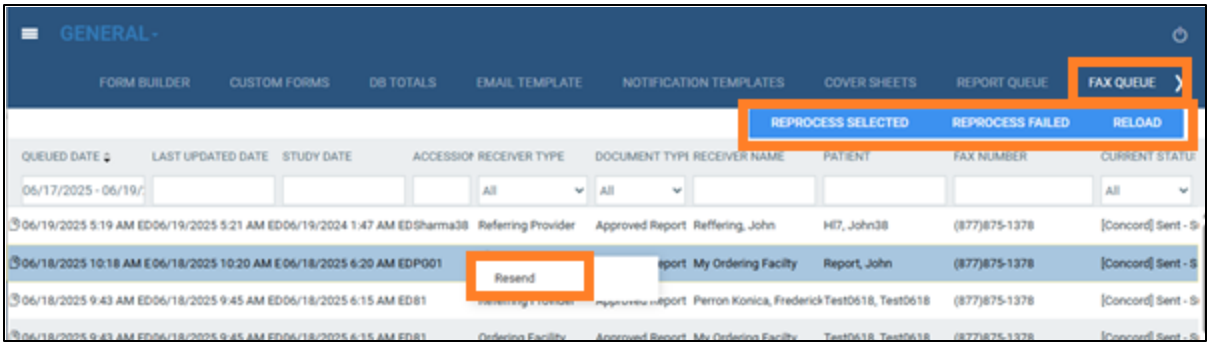
2. To resend a report, right-click it in the list and then select Resend.
3. To resend a batch of reports, at the top of the list, select REPROCESS SELECTED or REPROCESS FAILED.
4. To resend a report automatically at a later time, right-click it in the list and then select Requeue.

Work with the fax queue

If your facility purchased faxing through Concord Technologies, you can open a fax queue that shows jobs that are currently in process. You can resend (reprocess) individual faxes, or reprocess them in batches.

Procedure

1. Go to SETUP > OFFICE > General > FAX QUEUE.



2. To view fax details, double-click it in the list.
3. To resend a fax, right-click it in the list and then select Resend.
4. To resend a batch of faxes, at the top of the list, select REPROCESS SELECTED or REPROCESS FAILED.

See also:

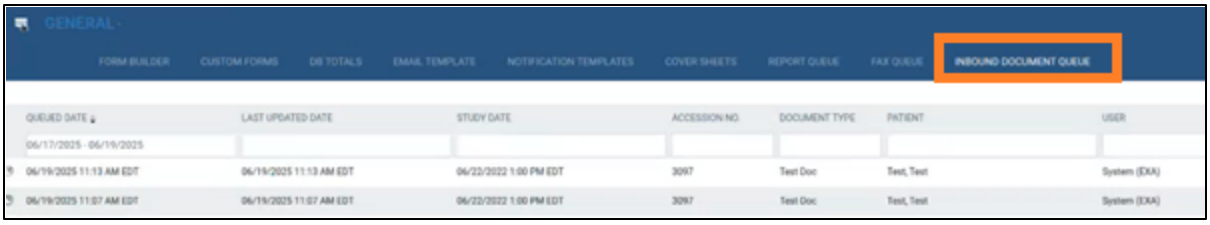
Work with the inbound document queue

Work with the inbound document queue

If your facility purchased faxing through Concord Technologies, you can open an inbound document queue that shows faxes that were received, open the faxes, and view metadata.

Procedure

1. Go to SETUP > OFFICE > General > INBOUND DOCUMENT QUEUE.



2. To view fax details, double-click it in the list.
3. To resend a fax, right-click it in the list and then select Resend.
4. To resend a batch of faxes, at the top of the list, select REPROCESS SELECTED or REPROCESS FAILED.

See also:

Work with the fax queue

Configure the viewer

In the Viewer Settings dialog, you can configure a wide variety of viewer options including display, interface, modality, toolbars, and shortcut menus. There are two ways to open the Viewer Settings dialog.

- In the Exa PACS|RIS viewer, in the upper toolbar, select the setting button.



- In the worklist, on the upper toolbar, select the settings button, and then in the button shortcut menu, select Viewer Settings.

This section contains the following topics (not all topics may be available depending on version and region).

Set up connected displays
Configure autosave options
Configure the toolbar
Configure calipers
Configure other interface settings
Configure annotation tool functionality
Configure annotation colors
Configure annotation size and scaling
Configure recording
Show or hide tool buttons
About ROI and SUV values and units
Configure fusion, ROI, and SUV options
Configure modality-specific viewing options
Configure mammography
Configure overlays
Add or remove toolbar tools
Add or remove tools from the image shortcut menu
Assign toolbar keyboard shortcuts

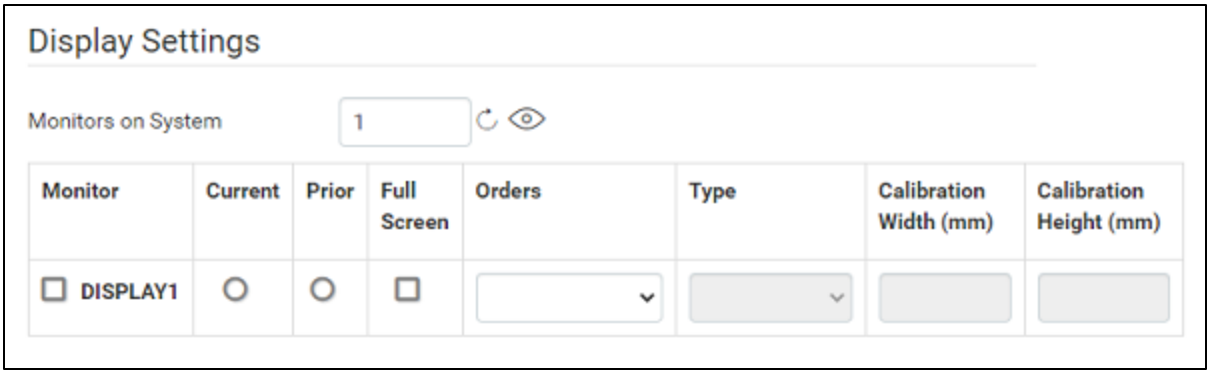
Set up connected displays

Configure all connected monitors that you intend to use with Exa PACS|RIS. These settings act as default behavior for what study items open in which monitor. If DMs conflict with the settings you enter here, the DM takes precedence.

Prerequisite: Add the Chrome extension.

Procedure

1. Go to Viewer Settings > GENERAL.
2. Under Display Settings, in the Monitors on System box, select the update button to update the monitor count (or enter manually), and then select the identify button.



3. In the table of monitors, enter the settings in the following table.

Note: At any time you can select the update button to preview your changes.

Setting	Description
Monitor	Select to make the monitor available for image viewing. To display orders and studies on the monitor, clear this option.
Current	Select to make monitors available to display current studies.
Prior	Select to make monitors available to display prior studies, if available.
Full Screen	Select to default to full screen view. This hides the browser's URL and bookmark bars.
Orders	Select a screen of the program to open in the monitor when manually opening it with a viewer tool, or when configured to open automatically. To make options available, select them in the Auto Open Orders list (see Configure other interface settings). Documents: Opens the document list when you select the D button in the viewer, or when Auto Open Documents is enabled. Notes: Opens the Notes screen. Transcription: Opens the Transcription screen (Exa Trans, Web Trans, or other). Other: Select other screens in the list.
Type	The color or grayscale display type. For example, to force ultrasounds to appear on a color monitor, select Color Only for that monitor here, and then in b settings, set US to Assume Color Study.
Calibration Width/mm	Type a manual calibration width (appears on horizontal calipers)
Calibration Height/mm	Type a manual calibration height (appears on vertical calipers)

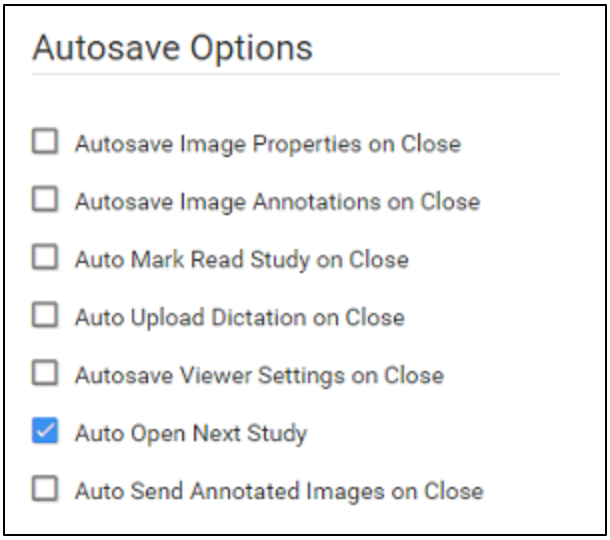
4. Select SAVE.

Configure autosave options

You can configure how the viewer performs automatic saving and other functions.

Procedure

1. Go to Viewer Settings > GENERAL.



2. Under Autosave Options, enter the settings in the following table.

Setting	Description
Autosave Image Properties on Close	Automatically saves image properties such as the W/L when the image is closed. Saved properties are restored the next time the image is opened. For confirmation before saving, also select Interface > Ask On Close.
Autosave Image Annotations on Close	Automatically saves image annotations when the image is closed. Saved annotations are restored the next time the image is opened.
Auto Mark Read Study on Close	Automatically marks the study as "Read" when the study is closed. If Exa Dictation is in use and the workflow includes dictation and transcription, this option is disabled.
Auto Upload Dictation on Close	Highly recommended if you use dictation. Automatically uploads recorded dictations to add to the study when the study is closed.
Autosave Viewer Settings on Close	Automatically saves any changed viewer settings such as toolbar configuration when closing the viewer.
Auto Open Next Study	When the current study is closed, automatically opens the next study in the worklist that is not partially deleted. If the next study is not available in a file store, the program downloads it from AHI, if available.
Auto Send Annotated Images on Close	Automatically sends images if they include annotations when the current study is closed.

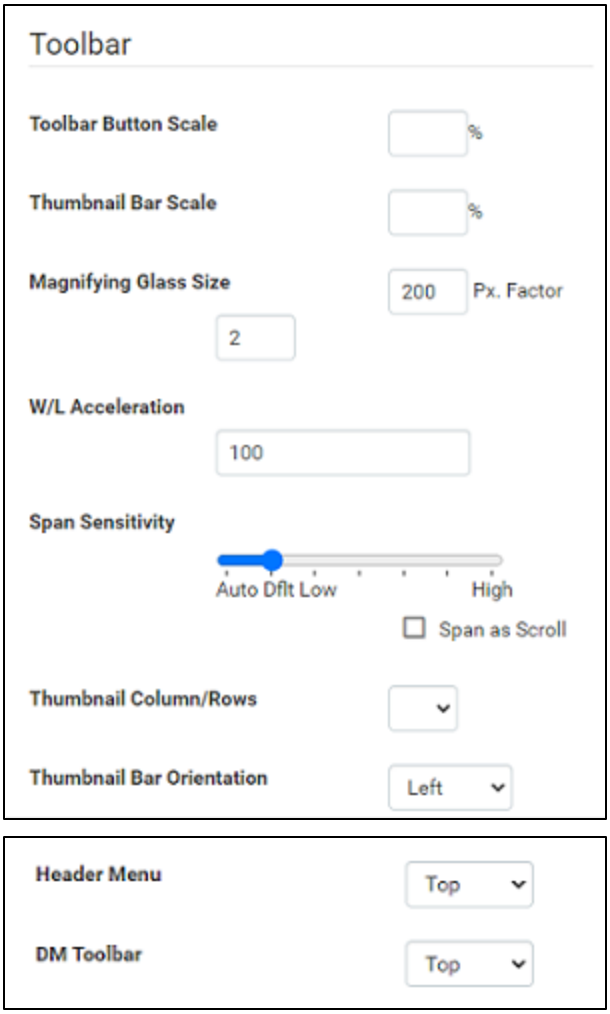
3. Select SAVE.

Configure the toolbar

You can configure the appearance and other properties of the viewer toolbar. To configure specific toolbar buttons, see Add or remove toolbar tools.

Procedure

1. Go to Viewer Settings > INTERFACE.
2. Under Toolbar, enter settings described in the table below.



Note: You may need to refresh the browser or viewer for changes to take effect.

Setting	Description
Toolbar Button Scale	Adjusts the size of toolbar buttons as a percentage of the screen resolution.
Thumbnail Bar Scale	Adjusts the size of the thumbnail bar.
Magnifying Glass Size	Adjusts the size of the area affected by the magnifying glass, and the pixel magnification factor (the single digit in the text box).
W/L Acceleration	Sets the rate or sensitivity of W/L adjustments. Typical range is 100–600.
Span Sensitivity	Sets the rate or sensitivity of span adjustments. Auto - Adjusts the speed automatically based on the number of images in the series. Dflt - The default sensitivity after upgrading to version 1.4.32_P1. This is the same sensitivity as the "0/Auto" sensitivity used in version 1.4.29. Low/High - Spans slowly or quickly. Span as Scroll - Spans in correlation with the scroll bar. For example, if the series has 400 images, you can drag from the middle to the bottom of the frame on image 1 to span from 1 to 200.
Thumbnail Column/Rows	Sets the number of columns and rows for the thumbnail bar.

Setting	Description
Thumbnail Bar Orientation	Sets the position and resultant orientation of the thumbnail bar. If you select Mirror, the thumbnail bar in the left monitor appears on the left side of the screen, and the thumbnail bar in the right monitor appears on the right side of the screen (available when the modified toolbar is not available).
Header Menu	Sets the position of the toolbar and other header items.
DM Toolbar	Sets the position of the DM toolbar.

3. Select SAVE.

See also:

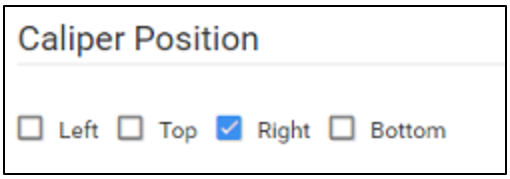
Configure other interface settings

Configure calipers

You can configure the number and placement of calipers.

Procedure

1. Go to Viewer Settings > INTERFACE.
2. Under Caliper Position, select checkboxes for each caliper that you want to display, and then select SAVE.

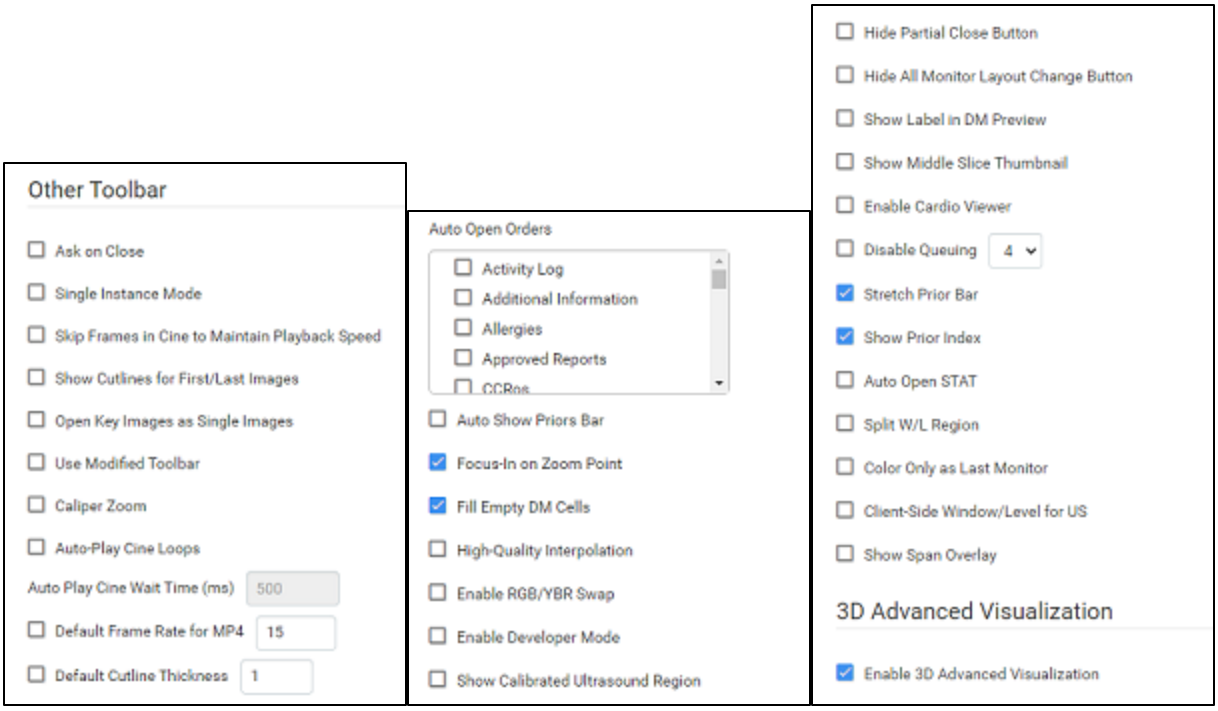


Configure other interface settings

You can configure miscellaneous viewer toolbar and other settings.

Procedure

1. Go to Viewer Settings > INTERFACE.
2. Under Other Toolbar, enter the settings in table below.



Top... ...middle... ...bottom

Setting	Description
Ask on Close	Prompts you to specify which items to save before closing the viewer, related to the Autosave options.
Single Instance Mode	Limits the viewer to one display frame per browser.
Skip Frames in Cine to Maintain Playback Speed	Skips large images in a cine loop so that the cine plays a fixed speed. Helpful with slower computers or video cards.
Show Cutlines for First/Last Images	Shows any available cutlines only on the first and last images of a series.
Open Key Images as Single Images	Displays any available key images separately in the thumbnail area. When cleared, shows all series images in the key image thumbnail area.
Use Modified Toolbar	Temporarily hides the thumbnail bar, and adds a Prior bar at the top of the screen that displays patient priors in order. You can hover over a prior to display series/image thumbnails, and select the thumbnails to open the images. Works in conjunction with the Auto Show Priors Bar option.
Caliper Zoom	If selected, you can drag the calipers to zoom the current image.
Auto-Play Cine Loops	Automatically plays cine loops when opened.
Auto Play Cine Wait Time (ms)	Sets a pause time before auto-playing cine loops.
Default Frame Rate for MP4	Sets a default frame rate for MP4 files.
Default Cutline Thickness	Sets a default thickness for cutlines.
Auto Open Orders	Selects the options that appear in the Orders dropdown list in Viewer Settings > General > Display Settings.
Auto Show Priors Bar	Shows all prior studies in a separate bar at the top of the viewer.
Focus-In on Zoom Point	When selected, the user can drag on an image to zoom in and out at the initial pointer position.

Setting	Description
Fill Empty DM Cells	Fills undefined DM frames with the next available images in the current study.
High-Quality Interpolation	Select to use high-quality image interpolation. Frequently used to enhance X-ray quality. You can use this option to remove unwanted "grid lines" if switching between earlier and high-resolution monitors.
Enable RGB/YBR Swap	Makes the color settings supported by the user video settings available. Corrects Red/Blue color reversal errors in venous US and other color-based modalities.
Enable Developer Mode	Shows development mode logs, and displays a vertical green line in the right side of each frame when the server performs a prefetch.
Show Calibrated Ultrasound Region	Server side setting.
Hide Partial Close Button	Hides the partial close button, an "X" that appears next to the logoff button. Partial closing closes the study, but leaves the viewer open for faster loading of future studies.
Hide All Monitor Layout Change Button	Hides the toolbar's monitor layout change button that appears when two or more monitors are made available.
Show Label in DM Preview	Shows the previews of hanging protocols in the DM bar.
Show Middle Slice Thumbnail	Shows only the thumbnail of the middle slice in a series on the thumbnail list.
Enable Cardio Viewer	[Unused]
Disable Queuing	Select to force synchronous communication; client message and server response occur one at a time. Clear to allow multiple simultaneous requests for images, and use the dropdown to select the number of requests. Can improve performance on large CT, X-ray DDR, and MG Tomo series. CAUTION: We do not recommend changing this setting. Consult with your Konica-Minolta representative.
Stretch Prior Bar	Extends the prior bar across multiple monitors. If the prior bar exceeds the total available screen width, a scroll bar appears.
Show Prior Index	Displays the Prior index number in the thumbnail and Prior bars.
Auto open STAT	When you open a study in the Exa PACS|RIS viewer, this option automatically opens any stat images, if included.
Split W/L Region	[Unused]
Color Only as Last Monitor	Chooses the color monitor as the last monitor on which to display images.
Client-Side Window/Level for US	Processes the Window/Level for ultrasounds on the client side. May reduce lag by bypassing the server.
Show Span Overlay	Shows a span sensitivity adjustment slider on images.
3D Advanced Visualization (Exa PACS|RIS Only)	
Enable 3D Advanced Visualization	Enables 3D Advanced Visualization for MPR. Adds the 3D Advanced Visualization toolbar section under Add or remove toolbar tools.

3. Select SAVE.

See also:

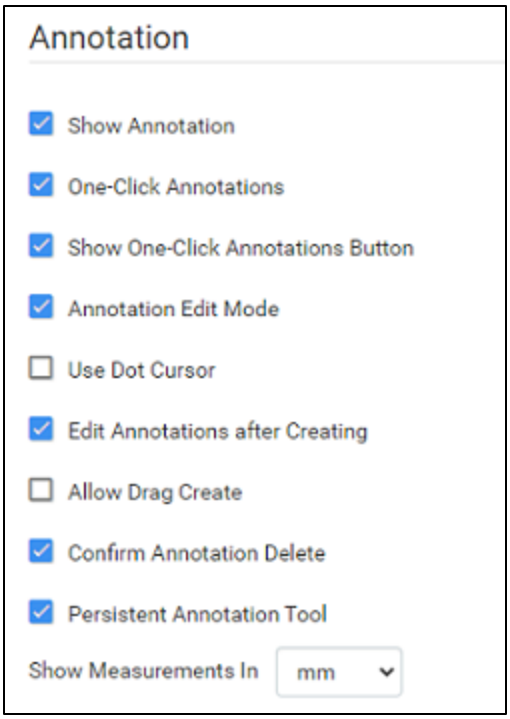
Configure the toolbar

Configure annotation tool functionality

You can configure annotation tool functionality.

Procedure

1. Go to Viewer Settings > INTERFACE.
2. Under Annotation, enter the settings in the table below.



Setting	Description
Show Annotation	Shows annotations by default. The user can still hide them manually in the viewer.
One-Click Annotations	Changes from the selected annotation tool to the default cursor after each use. If cleared, the user can reuse the tool repeatedly without re-selecting the tool.
Show One-Click Annotations Button	Shows a button for turning one-click annotation on and off.
Annotation Edit Mode	Selects the Edit command in the image shortcut menu by default, to move, resize, or delete annotations.
Use Dot Cursor	Changes the standard arrow pointer to a dot pointer.
Edit Annotations after Creating	Causes the viewer to enter Edit mode after initial placement of an annotation.
Allow Drag Create	Creates annotations by dragging instead of selecting.
Confirm Annotation Delete	Prompts the user for confirmation when deleting annotations.
Persistent Annotation Tool	Makes a selected annotation tool available until the user selects a different tool. If cleared, the pointer changes to the default operation after using the tool.
Show Measurements In	Sets the units for any length measurements taken.

3. Select SAVE.

Configure annotation colors

You can configure the color of annotations to indicate whether they are selected, in edit mode, or applied.

Procedure

1. Go to Viewer Settings > INTERFACE.
2. Under Colors, to add an annotation color, select inside a color or grayscale box and then use the color picker to select a color.



Anno Color 1-5: Annotations appear in these colors by default.

Anno Color Edit: Annotations change to this color when you edit them.

Anno Color Hover: Annotations change to this color when you hover over them.

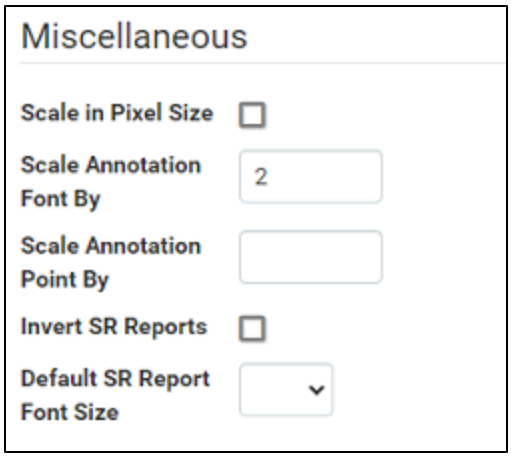
3. Select SAVE.

Configure annotation size and scaling

You can configure the pixel or font size of annotations, and scale annotation points.

Procedure

1. Go to Viewer Settings > INTERFACE.
2. Under Miscellaneous, enter the settings in the table below.



Setting	Description
Scale in Pixel Size	Determines the annotation font size by the pixel size.
Scale Annotation Font By	Sets the font size for annotations. Scale Pixel Size ON: Default is approximately 10 Scale Pixel Size OFF: Default is approximately 1 to 1.5
Scale Annotation Point By	Sets the size of annotation handles (from 0.1 to 5).
Invert SR Reports	If an SR appears within a cell, displays it in reverse video (such as white text on black background).
Default SR Report Font Size	Sets the default font size for text in SR reports that appear within a cell.

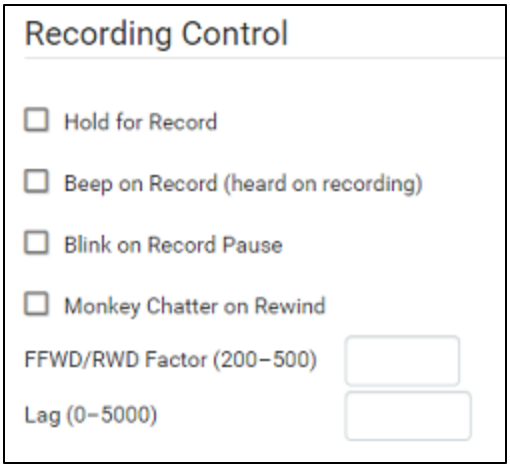
3. Select SAVE.

Configure recording

You can configure audio recording options for Exa Dictation.

Procedure

1. Go to Viewer Settings > INTERFACE.
2. Under Record Control, enter the settings in the table below.



Setting	Description
Hold for Record	Requires you to hold down the button for the duration of recording.
Beep on Record	Beeps when recording starts. The beep may be audible on resultant recordings.
Blink on Record Pause	Causes the microphone light to blink when recording is paused.
Monkey Chatter on Rewind	Plays “monkey chatter” sound when rewinding.
FFWD/RWD Factor (200–500)	Changes the rate of fast forward and rewind, in milliseconds.
Lag (0–5000)	Delays the response after selecting play or record by the specified amount of time, in milliseconds.

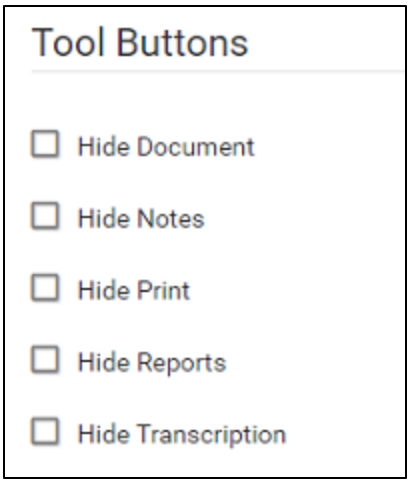
3. Select SAVE.

Show or hide tool buttons

You can hide certain tool buttons.

Procedure

1. Go to Viewer Settings > INTERFACE.
2. Under Tool Buttons, select the checkboxes of the items that you want to hide.



3. Select SAVE.

About ROI and SUV values and units

Exa PACS|RIS can calculate selected types of SUV values and display them in selected units. When using these functions, consider the following.

- DICOM data from Philips – To calculate SUV values based on DICOM data from a Philips modality, if the data uses CNTS units, Exa PACS|RIS converts pixel values to BQML by using Philips private tags Scaling Factor [7053,xx00] and Activity Concentration Factor [7053,xx09]. However, if those tags are missing, the CNTS units are retained regardless of the SUV type you configure.
- If data required for calculations is not found in the DICOM source file, Exa PACS|RIS displays N/A in place of measurements.
- If ROI Selection Weighting is set to Exclusive, largest-valued or smallest-valued pixels falling partially outside an ROI are excluded from calculations.
- If DICOM-sending images with ROI annotations, they are automatically set to Inclusive regardless of the user selection.

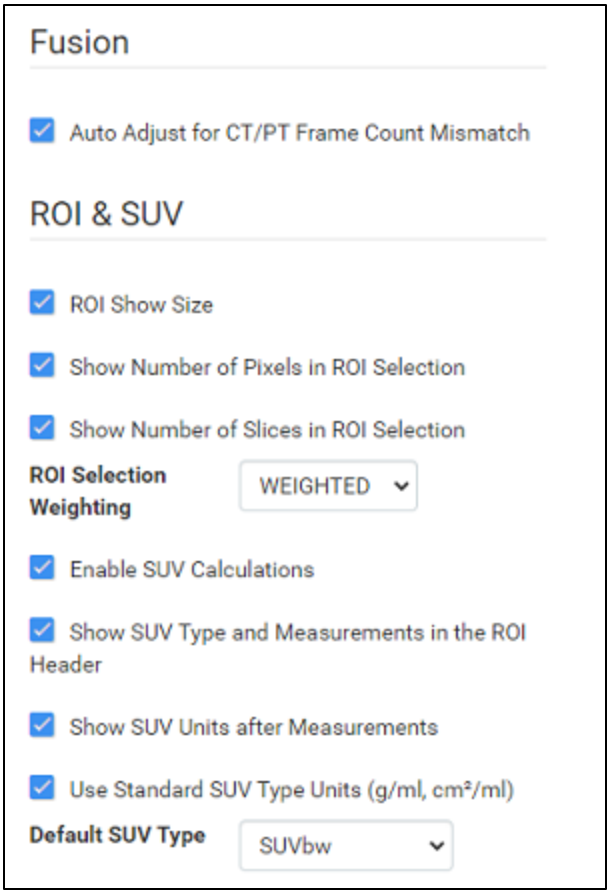
See also:

Configure fusion, ROI, and SUV options

Configure fusion, ROI, and SUV options

You can configure options for fusion, ROI, and SUV.

1. Go to Viewer Settings > INTERFACE.
2. Under Fusion, and under ROI & SUV, enter the settings in the table below.



Group	Setting	Description
Fusion	Auto Adjust for CT/PT Frame Count Mismatch	Select to reconstruct PET anatomy on fusion overlays between absent slices. Disable to display PET overlays only for slices originally included in the PT series.
ROI & SUV	ROI Show Size	Adds length and area measurements to ROI.
	Show Number of Pixels in ROI Selection	Select to show the number of pixels selected when annotating an ROI or selecting with the freehand tool.
	Show Number of Slices in ROI Selection	Select to show the number of slices selected when annotating an ROI or selecting with the freehand tool.
	ROI Selection Weighting	Select which pixels are included in an ROI. When DICOM-sending images with ROI annotations, they are sent as Inclusive regardless of this setting. Therefore the Min, Mean, StdDev, and Pixel count may differ slightly from what appears in Exa PACS|RIS with the Weighted or Exclusive options. Weighted: Include pixels touching or within the ROI border, and assign a value based on the percentage of the pixel lying within the ROI. Inclusive: Include pixels touching or within the ROI border, and use the full pixel value. Exclusive: Include only pixels completely within the ROI border, and use the full pixel value.
	Enable SUV Calculations	Select to add SUV calculations to ROI annotations of PET SUV series and CT-PET fusion studies. Prerequisite: Your

Group	Setting	Description
		system administrator must also enable SUV in a separate procedure.
	Show SUV Type and Measurements in the ROI Header	Select to include the SUV type and measurements in the ROI header.
	Show SUV Units after Measurements	Select to include the SUV units following the measured values in the ROI header.
	Use Standard SUV Type Units (g/ml, cm2/ml)	Select to display SUV values using standard units for the SUV type. Clear to use the values stored in the DICOM file.
	Default SUV Type	Select the type of SUV calculation to perform.

4. Select SAVE.

See also:

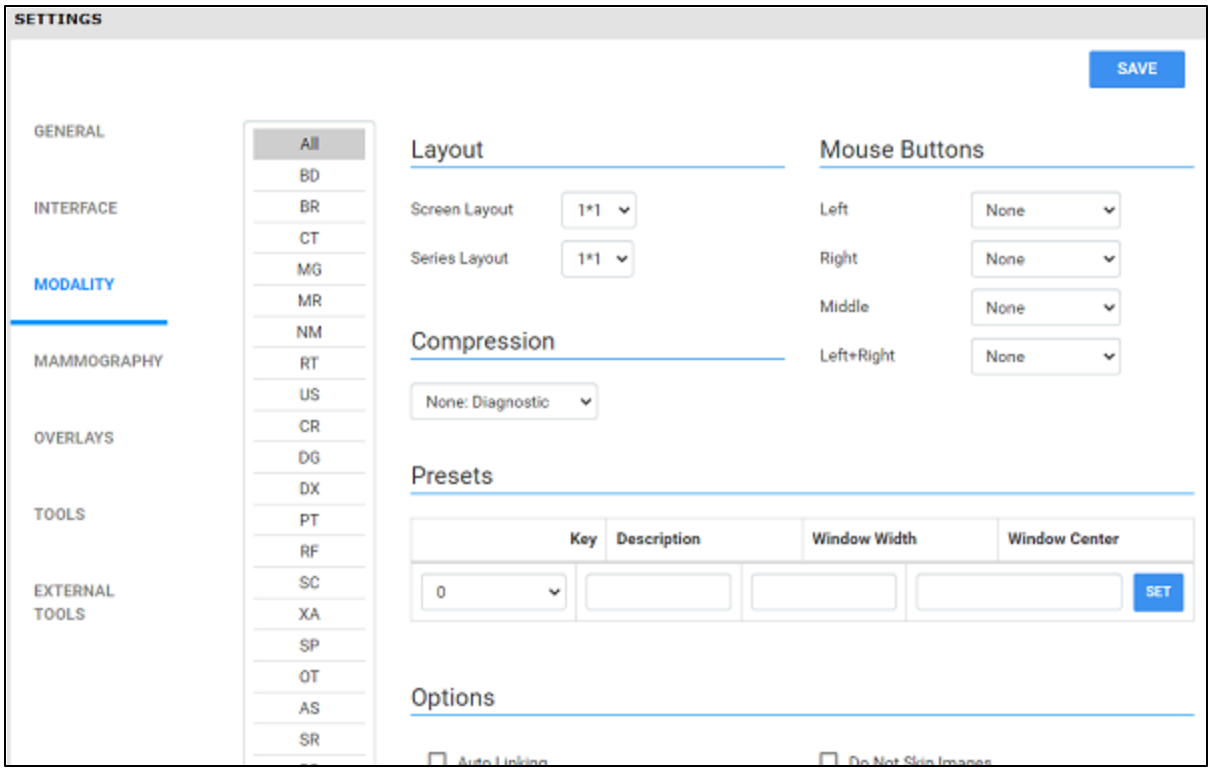
About ROI and SUV values and units

Configure modality-specific viewing options

You can configure how studies appear in the viewer for all modalities, or for each specific modality.

Procedure

1. Go to Viewer Settings > MODALITY.



2. In the list of modalities, select a modality to configure.
3. Enter the settings in the following table.

Section	Setting	Description
Layout	Screen Layout	Changes the number and layout of series frames.
	Series Layout	Changes the number and layout of image frames within series frames.
Mouse Buttons	Left/Right/Middle/Left+Right	Assigns functions to mouse buttons. This is frequently used by CAD users to assign functions to extra mouse buttons. To disable mouse buttons, set all to None. Note: These settings apply to Exa Advanced Visualization, except for the following tools: Context, Triangulation, Hounsfield, and Magnify.
Compression		Sets the image quality, which inversely affects viewer performance. None: Diagnostic = PNG Bmp: Diagnostic = BMP Low: Non-Diagnostic = JPEG Medium: Non-Diagnostic = JPEG High: Non-Diagnostic = JPEG
Presets	To add a W/L preset, set each of the following and select SET. To apply a preset, use the shortcut key that you assign, or select the preset in the image shortcut menu.	
	Key	Select a shortcut key to assign to the preset.
	Description	Type a name for the preset.
	Window Width	Type the window width of the preset.
	Window Center	Type the window center of the preset.
Options	Auto Linking	Automatically numerically links the current series projection (Sagittal, Coronal, and Axial) with all other like series projections in that study. Linked images automatically appear, to the extent possible, in the same order in the stack.
	Assume Color Study	Forces studies of the selected modality to appear in the default color monitor set in the display settings regardless of color.
	Assure All Viewed	Displays a check mark in thumbnails of images that were opened, and warns the user when closing before all images are opened.
	Auto CLAHE	Automatically applies CLAHE, enhancing image contrast.
	Auto Hang DM	Enables the use of DMs. Makes the first instance on the DM preview available to hang on the viewer.
	Auto DM Wrap	Enables moving from the final step of a DM directly to the first step, and back again.
	Auto Hang Priors	Automatically loads the first prior when the viewer opens. Works in conjunction with Auto Open Priors.
	Auto Replace Priors	Automatically replaces prior images in the current layout.
	Auto-Invert SC Images	Inverts white and black of scanned documents such as prior reports. Reduces eye fatigue.

Section	Setting	Description
	Auto Next Series	When moving beyond the last image of the current series, automatically opens the next series.
	Auto Next Series Cine	Automatically starts cine play of the next series when the user opens it.
	Auto Next Series Wrap	Automatically opens the first series after viewing the last image of the last series in a study.
	Auto Next Study	Automatically opens the next study in the worklist after closing the current study.
	Auto Swap Red/Blue	Inverts colors that may not be displayed from the modality properly (such as with non-DICOM ultrasounds).
	Auto Show DICOM Overlays	Automatically displays DICOM overlays, if present.
	Auto Show SR Overlays	Automatically displays SR overlays, if present.
	Auto Show Cutlines	Automatically displays cutlines, if present. This setting also applies to synthesized mammogram views, in which the cutlines indicate the position of the currently viewed image on the corresponding BTO view.
	Auto Show Cine	Shows the media control bar when a series is opened.
	Auto Show W/L Bar	Shows the window/level bar when the viewer opens.
	Detect Pixel Padding	Turns detection of pixel padding ON/OFF.
	DM Allow Missing Cell	Shows a blank cell in the DM if the assigned image is not available.
	DM Save W/L	Saves the window/level with the DM.
	Save Study DM on Close	Creates a new DM for each study when it closes, or when the next study auto-opens. The DM is named with the accession number, and contains the last displayed stack and monitor position.
	Show PDF in Last Stack	Moves PDF files to the last place in the stack. In the viewer, they are loaded last if an empty cell is available.
	Instance Window/Level	Select to show each image with its own W/L. Clear to show each image with the W/L of the first instance.
	Do Not Skip Images	Prevents moving forward if subsequent images are not yet loaded.
	Ignore Frame of Reference within Study	Disables referencing of the study's DICOM frame of reference UID when performing linking and cutline functionality.
	Ignore LUT	If LUT values are corrupted, Exa PACS|RIS ignores the LUT values, and attempts to render the best image possible.
	Ignore Presentation LUT	Same as Ignore LUT, but select to ignore any extra information from certain vendors such as a "Presentation LUT."
	Keep Rotate	Applies the current rotation to all images in the series.
	Keep W/L	Applies the current W/L to all images in the series.
	Keep Zoom	Applies the current zoom level to all images in the series.

Section	Setting	Description
	Extend Image Display (if Stretch)	When Stretch Across Monitors is selected, extends a single image across multiple monitors.
	Pixel Padding as Background	Interpolates missing pixel data to fill in “dead” spots in an image. Note: When using this feature, reading physicians should be aware that some pixels may be synthesized.
	Pre-generate Bitmaps	Pre-generates bitmaps automatically if imported into PACS.
	Reset W/L for Individual Images	Compensates for series where the first and last images may require different W/L settings than the rest of the series. Select to use the original W/L of each individual image. Clear to use the first W/L sent by the modality for all images. Frequently used to optimize MRI images.
	Select Last Contrast Entry	When DICOM tags include multiple W/L values, uses the last value for all images in the series. Clear to use the first value.
	Show 3D Spine Labels	Shows the 3D spine label tool on the toolbar.
	Show ‘Bone Enhance’ on Toolbar	Shows the Bone Enhance (sharp mask) tool on the toolbar.
	Show DM Toolbar	Shows/hides the DM toolbar on initial load.
	Show Spine Labels	Shows the spine labels tool on the toolbar.
	Sort Thumbnails by Date/Time	Sorts thumbnails by date/time of acquisition.
	Stop Thumbnail from Updating	Prevents W/L changes to the current image from affecting its thumbnail.
	Stretch Across Monitors	Turns on extending of images across all active monitors.
	Cine Direction	Sets the cine playback to forward or backward.
	Default FPS	Causes cine play to occur at the default frames per second, depending on modality.
	Enable 4DM	Opens the 4DM viewer for post-processing. (Requires configuration to integrate with the 4DM viewer.)
	Disable CINE Scrolling	Disables cine play of series.
	Active Frame Based Cineplay	When Auto linking is also selected, this option plays cine loops on all linked series.
	Disable Caliper on Cine	Available when Active Frame Based Cineplay is selected. Hides calipers during cine playback.
Auto-Split Rules	Always	Splits US and MR series into individual images by series instance UID (0020,0000e).
	Differing Echo Time	Splits by echo time. Typically used for MR studies.
	Differing Series Number	Splits by series number.
	Differing Series Time	Splits by series time.
	Differing Acquisition Number	Splits by acquisition number to create stacks for separate acquisitions/scans.

Section	Setting	Description
	Differing Diffusion Value	Splits images within similar series UID by b-value (0018,9087 MR Diffusion Value) into separate series.
	Differing Trigger Time	Splits by trigger time (0018,1060).
	Isolate MPEG	Splits by MPEG file. May by useful for US and MG studies with multiframe images and DICOM cines.
	Isolate Multiframe	Splits SC and cine loops into multiple images. May by useful for US and MG studies with multiframe images and DICOM cines.
Auto Bone Enhance		Highlights the bone portions of images by the percentage you type.
Auto WL Type		Selects which W/L to use (such as when values are not available from the modality). Normal: Use the W/L tags from the modality, if available. Raw Img: Ignore W/L tags and allow the viewer to auto-contrast the image. Full: Allows full range of W/L by bit depth: 8 bit = 256, 10 bit = 1024, 12 bit = 4096
Auto Reorder Images		Automatically changes the order of images in a series to the selected order. Image Number: Displays images by DICOM instance number, lowest to highest. Image Number Inverse: Displays images by DICOM instance number, highest to lowest. Slice Location: Displays images by DICOM slice location, lowest to highest. Slice Location Inverse: Displays images by DICOM slice location, highest to lowest. Image Time: Displays images by DICOM acquisition time, lowest to highest.
Prior Options	To make priors available in the viewer, configure the following.	
	Auto Open Prior	Automatically opens prior studies.
	Relevant Priors	When automatically opening priors, opens relevant priors from all modalities. See “Define relevant priors” later in this topic.
	Auto Open Prior Count	When automatically opening priors, opens up to the selected number of studies.
	Force Relevant Only	Opens only the defined relevant priors of the current study (see "Define relevant priors" later in this topic).
	Prioritize Current Modality First	When opening relevant priors, display same-modality priors first.

4. Select SAVE.
5. Optional. If you selected Relevant Priors, continue to “Define relevant priors.”

Define relevant priors

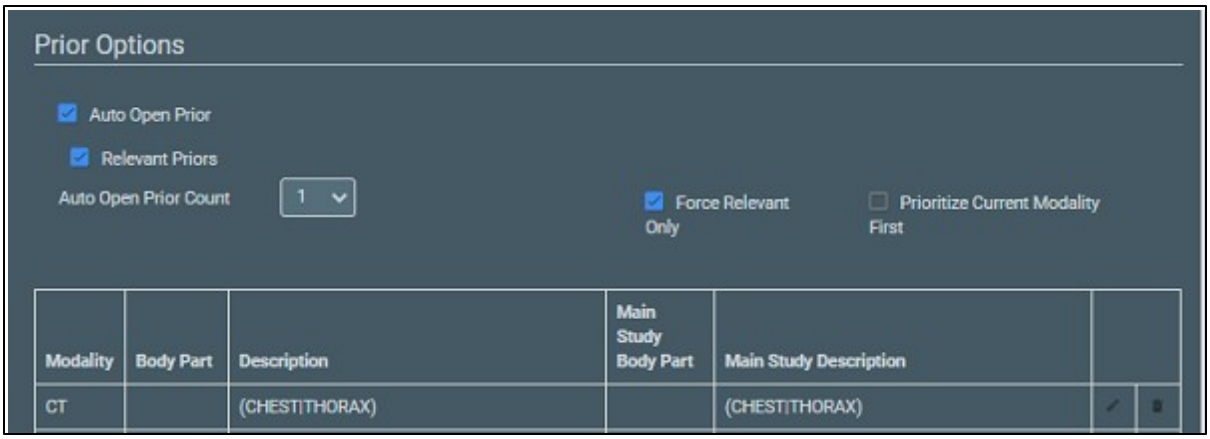
Defining relevant priors allows you to auto-open only priors that are relevant to the current study based on study description, modality, or body part. To write definitions for which priors are relevant you use a syntax called *relevant prior logic:*

```
STRING or (STRING|STRING|...){.*(STRING|STRING|...)}
```

"A single string, or multiple strings delimited with a bar, optionally followed by ".*" plus multiple strings delimited with a bar."

Example 1

When the main study description contains "CHEST" or "THORAX," the relevant priors to auto-open are CT studies whose descriptions also contain "CHEST" or "THORAX."



Prior settings on the left... ...main study settings on the right

Example 2

- When the main study description contains "CLAVICLE," SCAPULA," or "SHOULDER" followed by "LEFT," "LT," or "BI," the relevant priors to auto-open are those whose descriptions also match those criteria.
- The same is true for the RIGHT shoulder.
- Priors of the same modality as the main study are opened first.



Note: You can also define relevant priors to auto-send (see Configure routing rules).

Configure mammography

You can configure mammography viewing options.

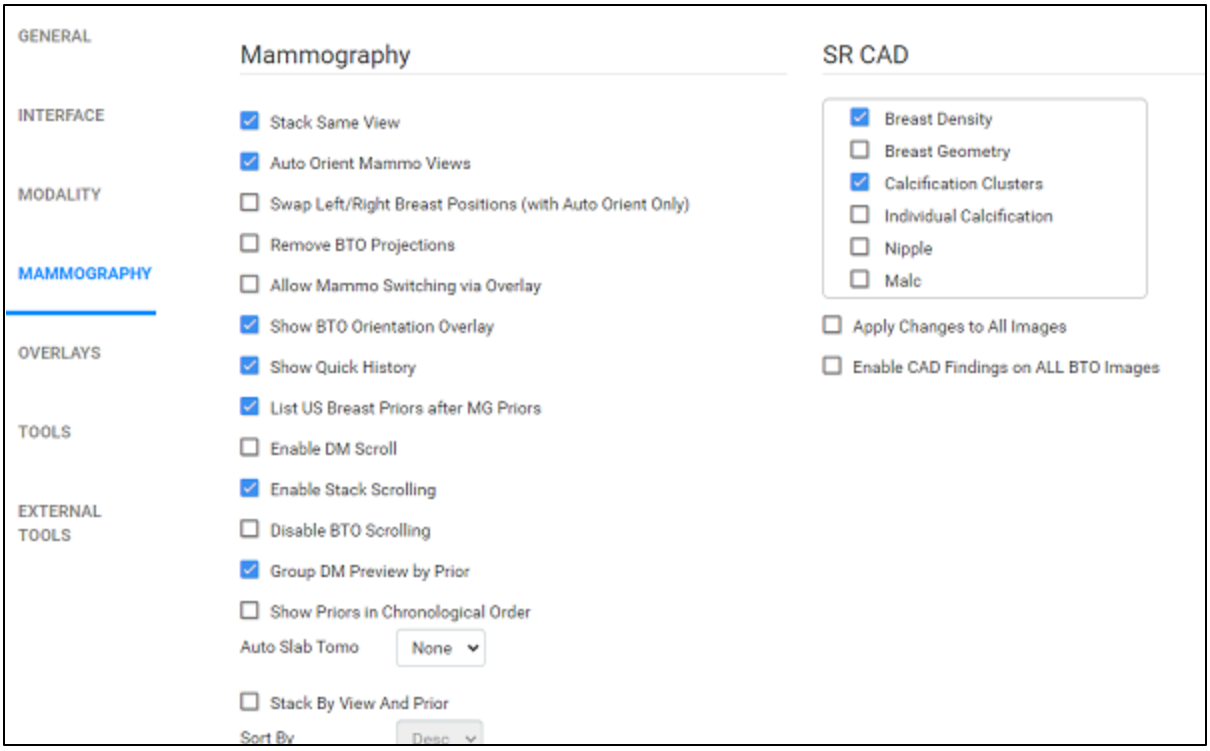
Caution:

- Mammography diagnostic reading must be performed on approved, calibrated monitors.
- Your browser's zoom factor must be set to 100%. Zoom factors other than 100% can compromise image appearance, diagnostic accuracy, and accuracy of calibration tools.

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Procedure

1. Go to Viewer Settings > MAMMOGRAPHY.



2. Enter the settings in the following table.

Section	Setting	Description
Mammography	Stack Same View	When Auto Next Series is turned on, stacking of 100% matches for a cell becomes available in the Display Manager.
	Auto Orient Mammo Views	Automatically orients mammogram views (for example such that the top faces up, or image 1 is shown first) regardless of the vendor-specific default orientation.
	Swap Left/Right Breast Positions (with AutoOrient Only)	When Auto Orient Mammo Views is selected, switches the left and right breast images.
	Remove BTO Projections	Hides the BTO orientation overlay.
	Allow Mammo Switching via Overlay	When selected, the user can click the series name in the top of the cell to switch between 2D and 3D.
	Show BTO Orientation Overlay	Shows a bar in lower left indicating the cranial or caudal location in the breast when moving through a 3D image.
	Show Quick History	Show the Quick History of studies.
	List US Breast Priors after MG Priors	Orders priors in the prior bar.
	Enable DM Scroll	Turns on moving through DMs in the DM toolbar by using the mouse wheel.
	Enable Stack Scrolling	In special cases (such as BTO) multiple images are present in the same series, which is received as a single DICOM. In these cases, turn on the stack scroll.
	Disable BTO Scrolling	Turns off moving through BTO views.
	Group DM Preview by Prior	Saves space on the prior bar by stacking DMs with the same prior logic. You can hover over a prior to display

Section	Setting	Description
		matching priors in a vertical pop-out.
	Show Priors in Chronological Order	Orders priors in the prior bar.
	Auto Slab Tomo	Automatically applies a slab thickness to tomosynthesis studies.
	Stack By View And Prior Sort By	Makes it possible to move through prior mammo images within a hanging protocol without needing a specific DM. Select Asc or Desc to move by age of prior.
	Enable SkinLine	Maximizes breast anatomy based on the skin line without degrading image quality.
SR CAD Options	[Select]	Sets which CAD overlays (data) are displayed in the viewer, if present.
	Apply Changes to All Images	Shows all available SR CADS in the images. Malc - Select to view Malc findings when viewing Hologic studies.
	Enable CAD Findings on ALL BTO Images	Displays all findings within the series on all images. CAD findings on non-referenced images are 67% transparent.

3. Select SAVE.

See also:

About DM, BTO, and stack scrolling

About DM, BTO, and stack scrolling

This topic describes the results of various combinations of mammography settings related to scrolling.

Key points for MG modality where DM is applied:

- The Disable BTO Scrolling option only applies when the Enable DM Scroll option is enabled. Otherwise, it has no functionality.
- When Disable BTO Scrolling is selected, you can scroll through frames of a BTO series from the orientation overlay bar, up/down keyboard arrows (if not mapped to other functions in Viewer Settings), or Cine.
- When mammography-specific settings are applied, related modality settings (such as Auto Next Series) are overridden.

Combinations of scrolling-related settings

Enable DM Scroll	Disable BTO Scrolling	Enable Stack Scrolling	Result
On	Off	On	Rotating the mouse wheel scrolls through DMs. When same series are stacked, these series are scrolled. When BTO exists, the mouse scrolls through BTO frames and then continues to scroll through the DMs.
On	On	On	Rotating the mouse wheel scrolls through DMs, including stacked series if applicable. Does not scroll through BTO series.
Off	On	On	Rotating the mouse wheel scrolls through all series, including BTOs. Does not scroll through any stacked series.

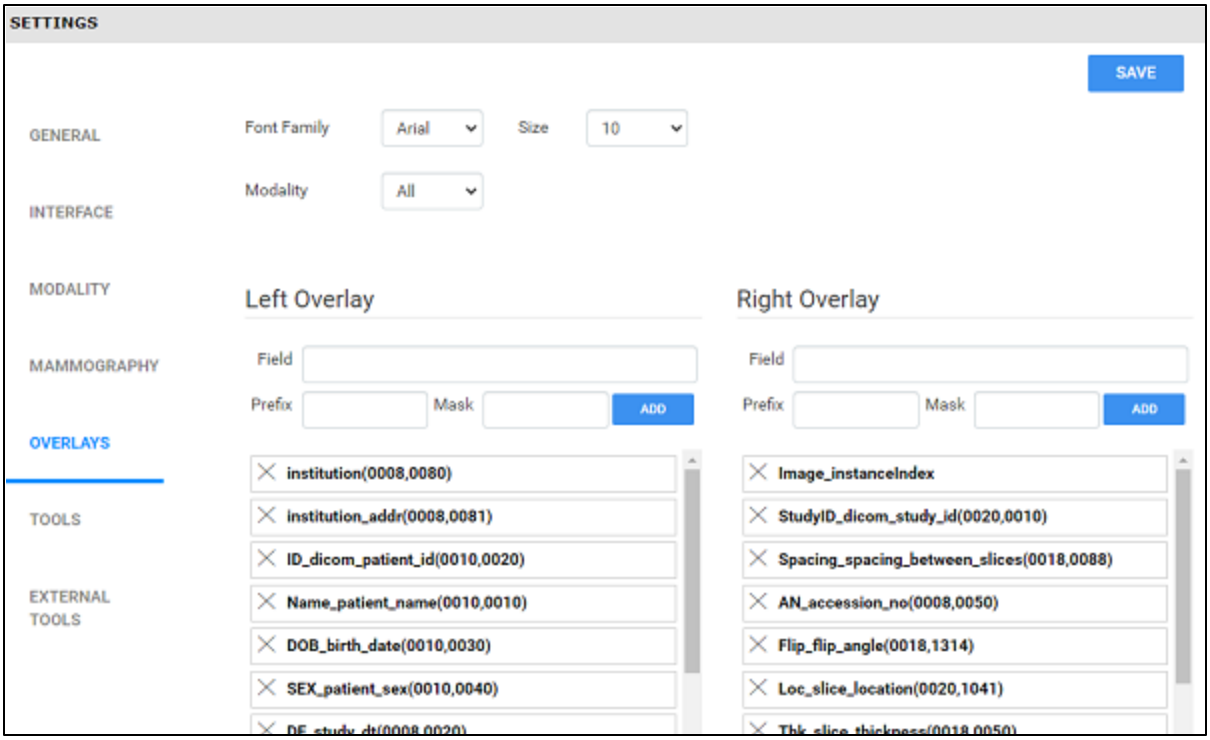
Enable DM Scroll	Disable BTO Scrolling	Enable Stack Scrolling	Result
On	On	Off	Rotating the mouse wheel scrolls through DMs only. To toggle between stacked series, use the stacked series overlay. To scroll through BTO series, use the BTO overlay, up/down arrows, or Cine.
Off	On	Off	Rotating the mouse wheel scrolls through all series, including BTOs.

Configure overlays

You can configure the appearance and contents of overlays.

Procedure

1. Go to Viewer Settings > OVERLAYS.



2. Enter the settings in the following table.

Section	Setting	Description
	Font Family	Select the font used for overlays.
	Size	Select the font size used for overlays.
	Modality	Select to which modality the overlay settings apply. You can enter modality-specific settings or select all modalities.
Left/Right Overlay	Field	Click inside the box and then: • Select a property from the list, or • Type a DICOM tag (e.g. 0020,0010)

Section	Setting	Description
	Prefix	If you typed a DICOM tag in the Field box, type a tag prefix. You can use an intuitive prefix such as Series #, DOB, or Time.
	Mask	Optional. Type attributes that describe mask operations for a multi-frame image (see the DICOM standard).
Bottom Overlay	FOV/MAG/W/L	Displays the field of view, magnification, and W/L for each series in the bottom corner.

3. Select ADD

   Result: The tag appears at the bottom of the list.

4. Optional. Drag the tag to a new position in the list.

5. Select SAVE.

Add or remove toolbar tools

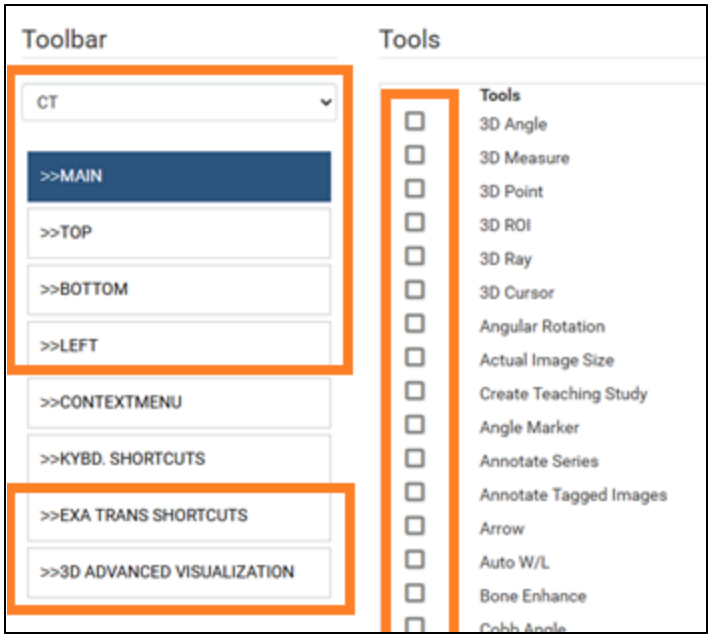
You can add or remove tools from various viewer toolbars in the program, and customize your choices by modality.

Note: Not all toolbar tools can be removed.

Procedure

1. Go to Viewer Settings > TOOLS.

2. Under Toolbar, select the modality whose toolbar you want to customize.



   IMPORTANT: The Toolbar All setting only defines the default tool settings. If any modality-specific tools were configured, they override the default. Therefore we recommend configuring each modality you plan to use (such as "CT" in the figure above).

3. In the list, select one of the following toolbars to customize.

MAIN – The toolbar at the top of the viewer.

TOP/BOTTOM/LEFT – The toolbar accessible by pointing to the top, bottom, or left edge of an image.

EXA TRANS SHORTCUTS – The toolbar available when using Exa Trans.

3D ADVANCED VISUALIZATION – The toolbar available when using Exa Advanced Visualization.

4. Under Tools, select or clear the checkboxes of the tools that you want to add or remove.
5. Select SAVE.

See also:

Add or remove tools from the image shortcut menu
Assign toolbar keyboard shortcuts
Viewer tools and keyboard shortcuts

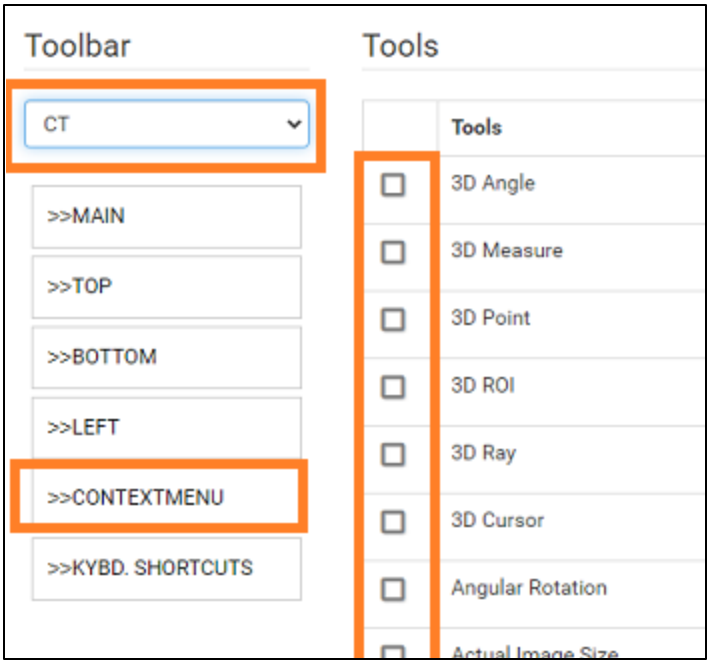
Add or remove tools from the image shortcut menu

You can add or remove tools from the shortcut (context) menu that appears when you right-click an image, and customize your choices by modality.

Caution: Plan your settings carefully in advance. Any time you add or remove tools it overwrites your previous selections.

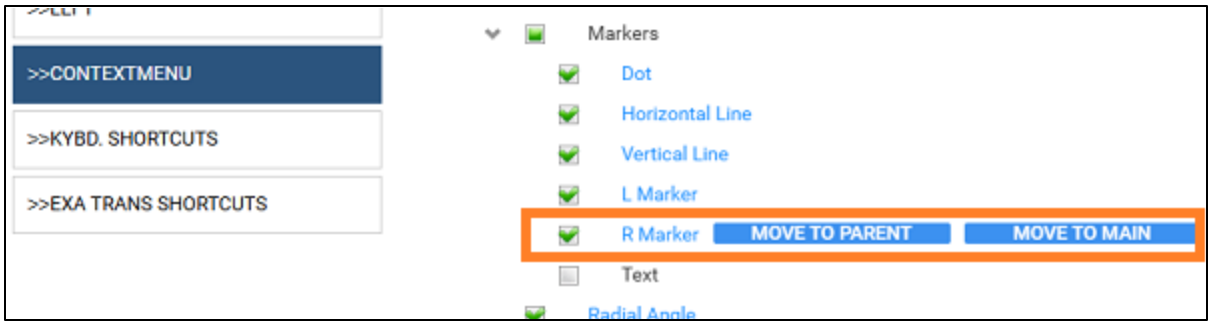
Procedure

1. Go to Viewer Settings > TOOLS.
2. Under Toolbar, select the modality whose shortcut menu you want to customize.



3. In the list, select CONTEXT MENU.
4. Under Tools, select or clear the checkboxes for tools that you want to add or remove.

5. Optional: If you want a tool to appear at the top of the shortcut menu (without having to select submenus), clear the tool's checkbox, reselect it, and then select MOVE TO PARENT or MOVE TO MAIN.



6. Select SAVE.

See also:

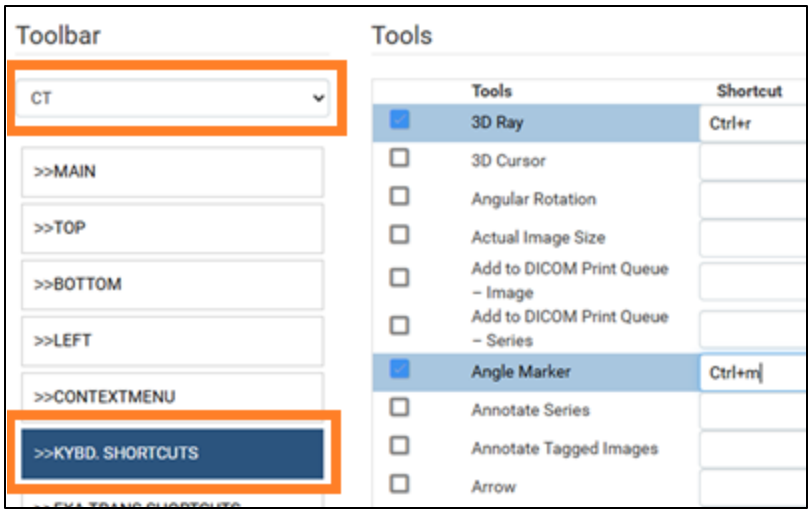
Add or remove toolbar tools
Assign toolbar keyboard shortcuts
Viewer tools and keyboard shortcuts

Assign toolbar keyboard shortcuts

You can assign keyboard shortcuts ("hot keys") to tools, and customize shortcuts by modality.

Procedure

1. Go to Viewer Settings > TOOLS.
2. Under Toolbar, select the modality for which you want to assign shortcuts.



Main tools

3. In the list, select KEYBOARD SHORTCUTS.
4. Under Tools, select the checkboxes of the tools to which you want to assign shortcuts.

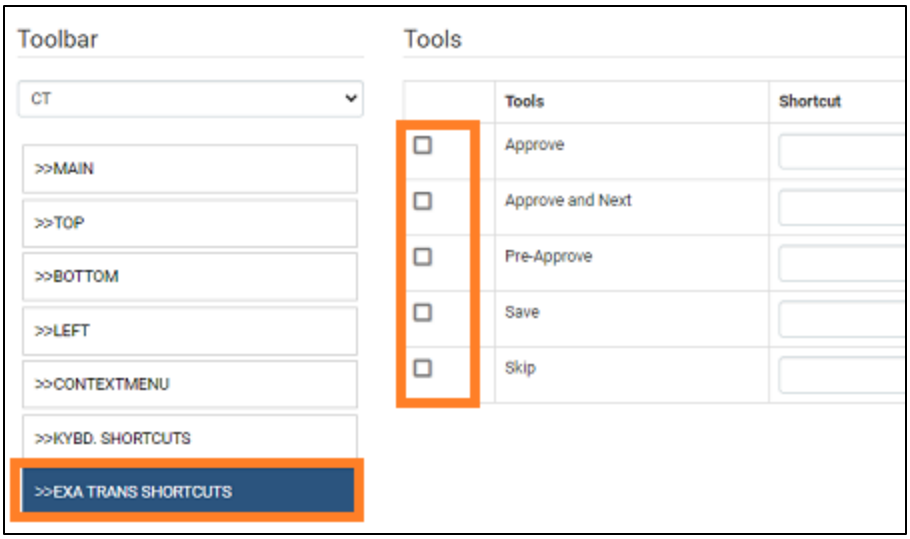
5. In the Shortcut box, type the keyboard shortcut. The shortcut can be one of the following, either by itself or preceded by the Ctrl key:

   - Alphanumeric character (A–Z, a–z, 0–9)
   - Arrow key (Up, Down, Left, or Right)
   - Basic math operator (+, -, *, /)

Exa Trans Shortcuts

You can assign keyboard shortcuts ("hot keys") to common functions in Exa Trans. To use a keyboard shortcut that you assign here, Exa Trans must be the active application. For built-in keyboard shortcuts, see Keyboard shortcuts and commands for Exa Trans.

1. In the list, select EXA TRANS SHORTCUTS.

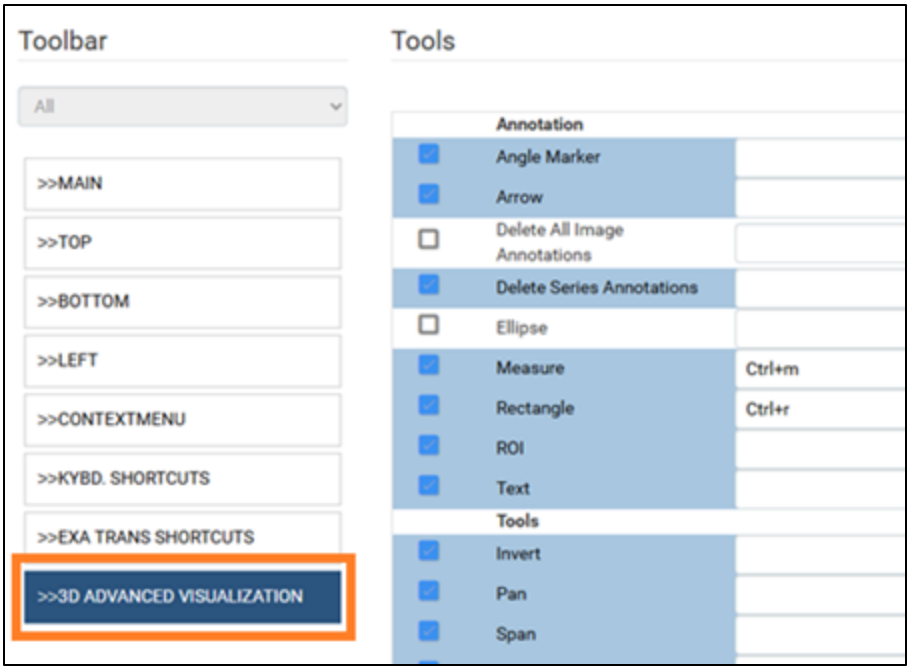


2. Select tools and type keyboard shortcuts as described above, and then select SAVE.

Exa Advanced Imaging

You can assign keyboard shortcuts to common functions in Exa Advanced Visualization. To use a keyboard shortcut that you assign here, open an image in EAV (see Use Exa Advanced Visualization).

1. In the list, select 3D ADVANCED VISUALIZATION.



2. Select tools and type keyboard shortcuts as described above, and then select SAVE.

See also:

Add or remove toolbar tools
Add or remove tools from the image shortcut menu
Viewer tools and keyboard shortcuts

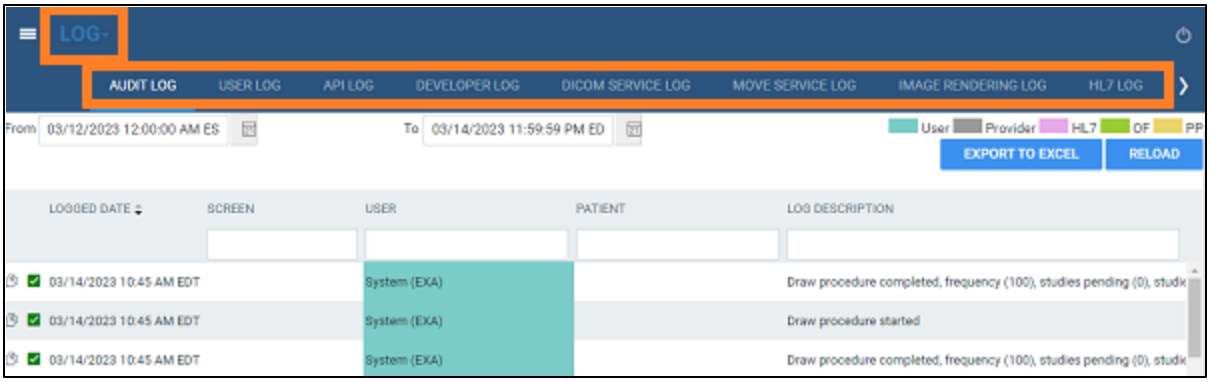
View logs

To view the various logs that are available in Exa PACS|RIS, do the following.

View standard logs

Procedure

1. Go to SETUP > OFFICE > Log.
2. Select tabs (AUDIT LOG, USER LOG, etc.) to view different logs.



3. If viewing the audit log, use the From and To date pickers to select a date range.

4. Optional. Select column headers to sort.
5. Double-click entries to view details.

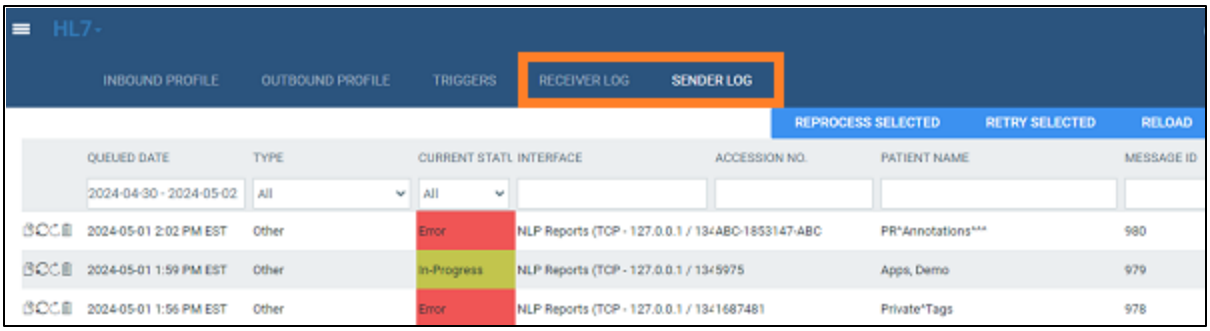
View HL7 logs

> Caution: Do not modify settings in the HL7 INBOUND PROFILE, OUTBOUND PROFILE, and TRIGGERS tabs. If necessary, contact Konica Minolta for assistance.

If studies do not arrive in or from Exa PACS|RIS, you can check the HL7 receiver and sender logs for errors.

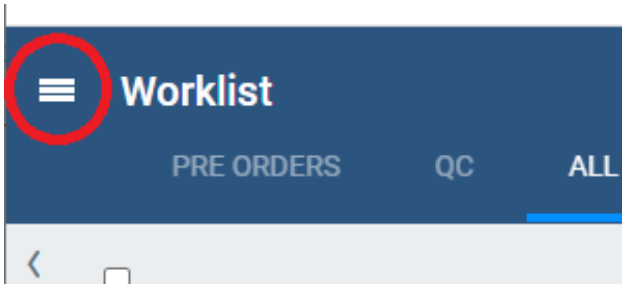
Procedure

1. Go to SETUP > OFFICE > HL7.
2. Select the RECEIVER LOG or SENDER LOG tab.

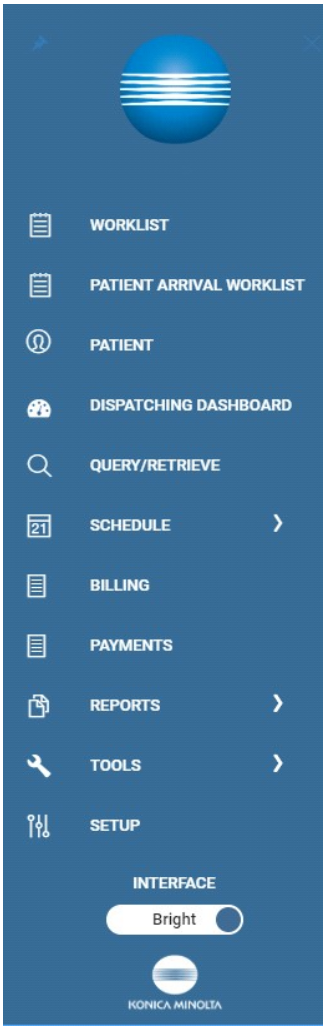


Work with the hamburger menu

The hamburger (burger) menu is the main menu of the program. To open it, select the burger menu button circled in red in the following figure. Some of the options in the figure may not be available depending on your product and configuration.



The burger menu button...



...and menu (your options may vary)

Work with the dashboard

What is the dashboard?

The dashboard is a page that displays *gadgets*, which contain information in graph, table, and other formats to help you understand the status of work at your facility. The dashboard is separate from the dispatching dashboard, which is dedicated to Exa Mobile.

This section contains the following topics (not all topics may be available depending on version and region).

Open the dashboard
Add or remove gadgets from the dashboard
Change the graph type of a gadget
Change the facility of a graph
Change the date range of a graph

Open the dashboard

- On the burger menu, select DASHBOARD.

Add or remove gadgets from the dashboard

The dashboard displays an array of user-customizable *gadgets*, and a gadget with a button for adding more gadgets.

Procedure

1. On the burger menu, select DASHBOARD.
2. To remove a gadget, select its remove button.
3. To add a gadget, find Add Gadget and select its add button.
4. In the list of gadget types, select a type.

Change the graph type of a gadget

You can select a graph type of bar, column, line, or pie.

Procedure

1. On the burger menu, select DASHBOARD.
2. On a gadget, select the graph button.
3. In the button shortcut menu, select a type.

Change the facility of a graph

You can change the source facility of the graph in a gadget. The available facilities are ones that you set up in advance in Exa PACS|RIS.

Procedure

1. On the burger menu, select DASHBOARD.
2. On a gadget, select the facility button.
3. In the button shortcut menu, select a facility or select All Facilities.

Change the date range of a graph

You can change the date range of the data source of the graph in a gadget.

Procedure

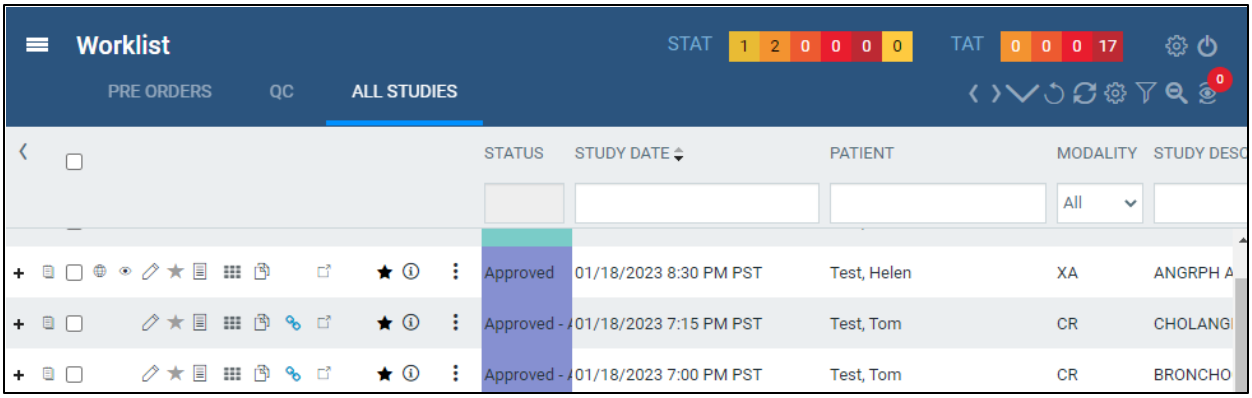
1. On the burger menu, select DASHBOARD.
2. On a gadget, select the date range button.
3. In the button shortcut menu, select a date range and then select Apply.

Work with the worklist

The worklist is the starting point for most operations in Exa PACS|RIS. The worklist is a searchable and highly customizable list of patients, studies, and series, providing full access to demographics and images.

Procedure

1. Go to burger menu > WORKLIST.



See also in this chapter:

Worklist settings
User settings
Viewer settings
Local service settings
Use the worklist
PACS Actions menu
Worklist shortcut menus
Edit Study screen
Exam screen for technologists
QC operations

Worklist settings

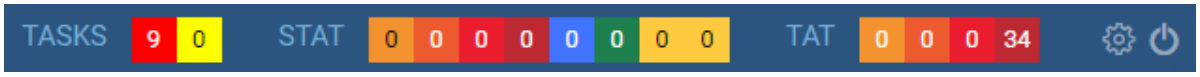
This section contains the following topics (not all topics may be available depending on version and region).

[About toolbars and elements in the worklist](#)
[Display a filter of the worklist](#)
[Create a user worklist filter](#)
[Edit or delete a worklist filter](#)
[Show or hide a worklist filter](#)
[Select a quick filter of the pre orders tab](#)

About toolbars and elements in the worklist

The worklist provides the following toolbars and other items. Notice that there is a settings menu button in both the upper and lower toolbar, but they open different menus.

Upper toolbar



The upper toolbar contains the following elements, from left to right.

1	Tasks	Shows the number of tasks by urgency. Select to go to the Tasks list.
2	STAT meter	Shows the number of studies at each Stat (urgency) level.
3	TAT meter	Shows the number of studies at each TAT (turnaround time[1]).
4	Settings	Opens the settings menu.
5	Log off	Signs the current user out.

1. The time it takes for a study to reach Approved status.

Lower toolbar



The lower toolbar contains the following elements.

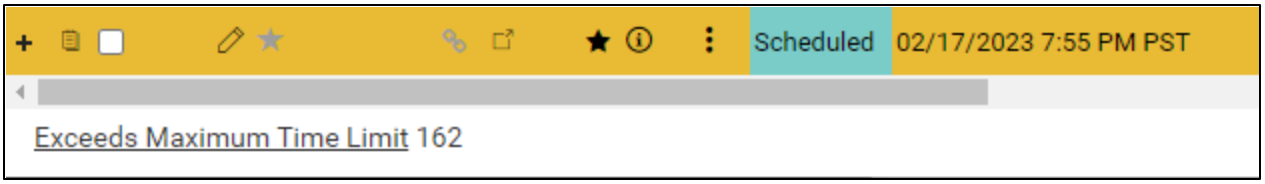
1	Move tabs left/right	Left/right justifies the worklist filter tabs.
2	Filter menu	Select from any available filter tab.
3	Refresh	Updates the worklist, but keeps manually entered filters.
4	Refresh all	Updates the worklist, clearing all filters.
5	PACS Actions	Opens the PACS Actions menu.

6	Filters	Opens the Study Filters dialog.
7	Search tools	Shows/hides the search bar.
8	Disagreements	Opens the disagreements queue (requires a separate license for Peer Review).

Filters



Filter tabs (figure above) appear on the left side of the worklist by their labels. The Exceeds Maximum Time Limit filter (figure below) appears at the bottom of the worklist.



The following table describes the four types of filter tab (filters) that are available in the worklist.

Type	Name	Description
Optional (Can be hidden)	PRE ORDERS	Lists unscheduled orders. Pre orders often have no referring physician, and can come from Exa RIS or portals (such as exams requested by the patient).
	QC	Lists received studies needing reconciliation. See QC operations.
Permanent (Cannot be hidden)	ALL STUDIES	Lists all DICOM studies and scheduled RIS orders that are not currently on the QC tab.
User Filters (Can be hidden)	[user-defined]	Provide a highly customized view of the worklist. See Create a user worklist filter.
Administered worklist filters	[administrator-defined]	Same as a user filter, but created by an administrator for a user, and cannot be changed by the user. See Configure an administered worklist filter.
Temporary	Exceeds Maximum Time Limit	When you select the Exceeds Maximum Time Limit link at the bottom of the worklist, this tab opens and lists relevant studies. Select the pushpin button on the tab to display a dialog with options, including "Remove."

Display a filter of the worklist

You can display optional filters (such as PRE ORDERS or QC) in the following two ways. To display user filters, you can use these steps if the filter was configured to appear as a tab or in the tabs list.

Procedure

1. On the worklist, in the filter bar, select a tab to display the filter.



2. In the lower toolbar, select the Show all Tabs by list button, and then select a filter.

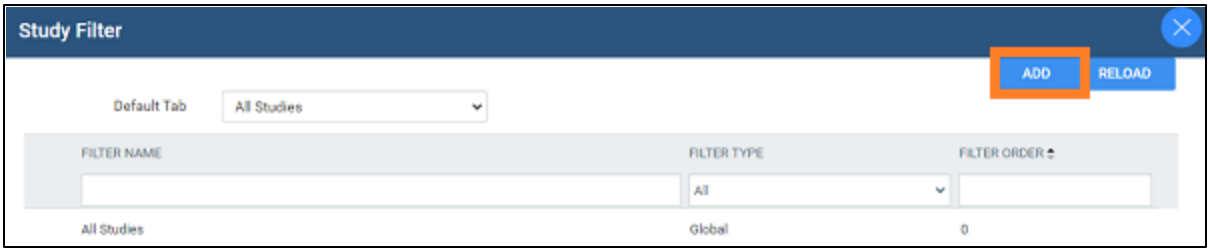


Create a user worklist filter

Exa PACS|RIS comes with the PRE ORDERS, QC, and other filters, but you can also create your own filters to customize the worklist at a high level of precision.

Procedure

1. On the worklist lower toolbar, select the filter button.



2. In the Study Filter dialog, select ADD.
3. Enter the following criteria. See an example below the table.

Setting	Description
Filter Name	Type a name for the filter
Show Encounters Only	Shows only studies for outpatient encounters.
Joined Filters	Selects another filter to combine with the current filter. Studies must meet the criteria in both filters to appear in the worklist.
Filter Order	Determines the order in which filters appear as tabs or list items, from low to high.
Is Private	Restricts availability of the filter to the user who created it.
Display as a Tab	Shows the tab for the filter on the worklist.
Display in Dropdown	Shows the filter in the Show Tabs by List list on the worklist.
Show Only Exceeding Max Time	Shows only studies that are exceeding their max time as specified in “Configure study statuses.”
Show DICOM Studies Only	Shows only DICOM studies (studies containing images).
Show RIS Orders Only	Shows only RIS orders.
Show Assigned Studies Only	Shows only studies that were assigned to the current user.
Show Pre-Orders Only	Shows only preorders.
Deleted	Shows all (deleted and non-deleted) studies, no deleted studies, or only deleted studies.

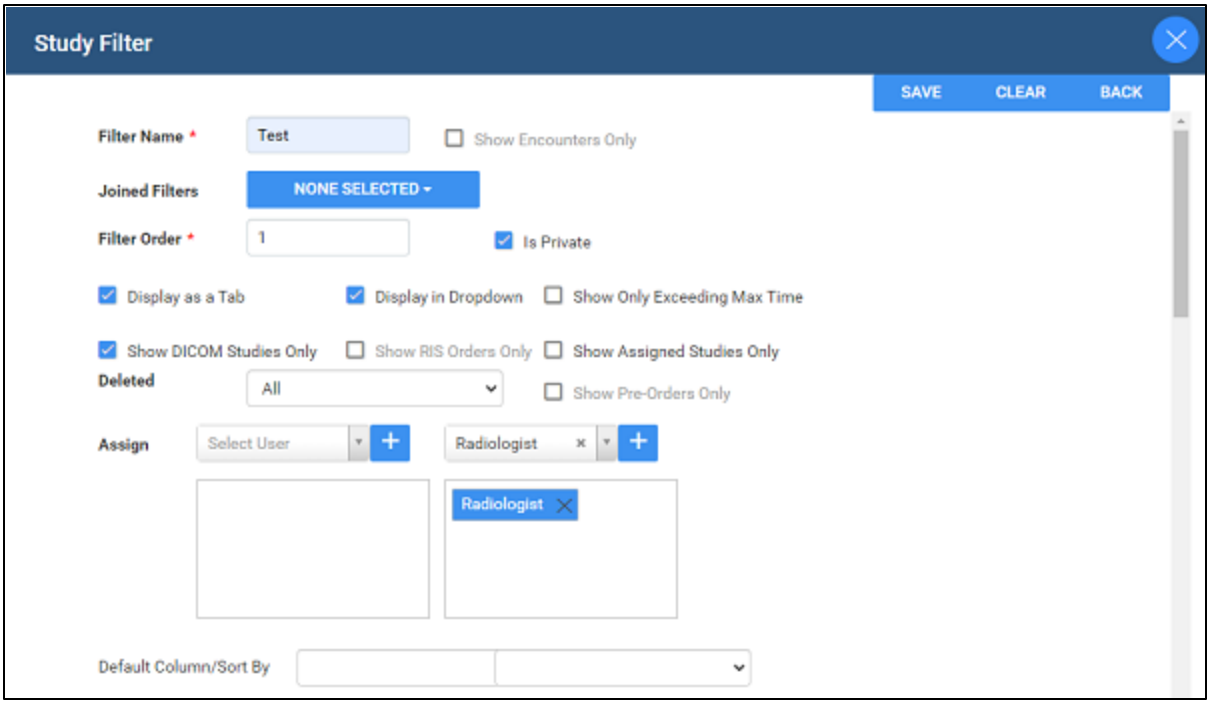
Setting	Description
Assign	Available when you select Is Private. Use these settings to assign the filter to specific users or user groups (available with the Assign Study to Users right).
Default Column/Sort By	Sorts the worklist by the column and order that you select.
DATE/TIME	Filters studies by a range of dates and times.
PATIENT INFORMATION	Filters studies by patient or account number.
STUDY INFORMATION	Filters studies by institution, facility, modality, body part, and other categories.
RESOURCE	Filters studies by physician or attorney.
INSURANCE	Filters studies by insurance provider.

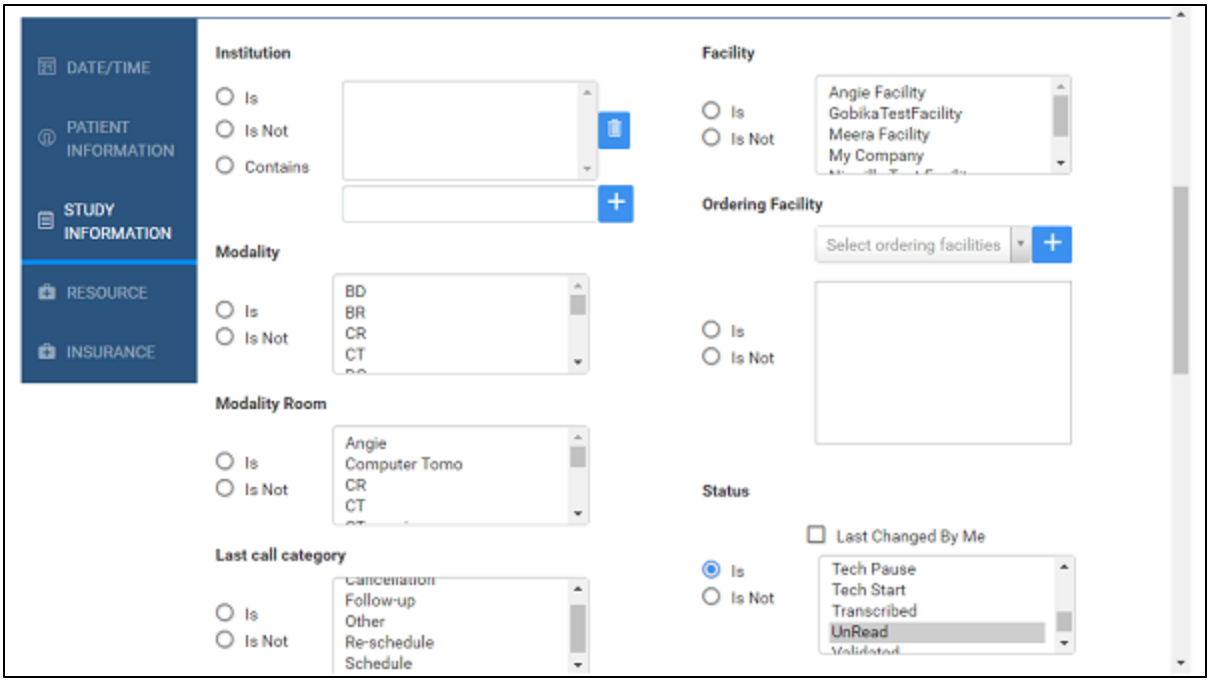
Note: When available, you can use the Is operator and Blank criteria to search for studies that are missing information. For example, in the INSURANCE category, under Insurance Provider, select Is, and then select Blank to search for studies with no insurance.

Example

The settings in the figure below define a filter with the following properties:

- Appears as the first available user filter
- Is Private (only available to the user who created it)
- Appears as a tab on the worklist
- Appears as a menu option in the list of filters
- Shows only DICOM studies
- Is only available to users of type Radiologist
- Only displays studies in Unread status





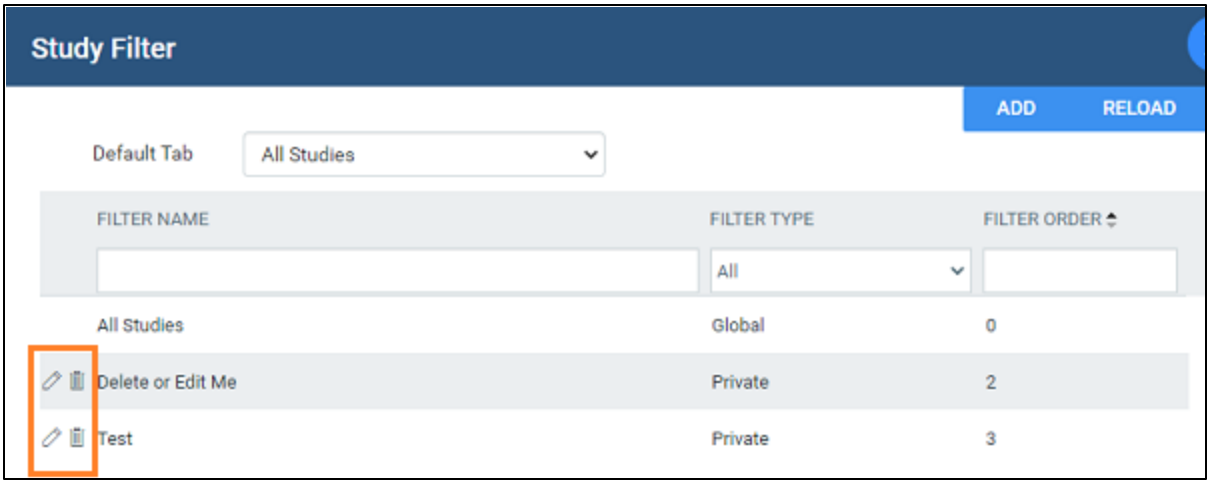
4. Select SAVE.

Edit or delete a worklist filter

You can edit or delete a filter that you created.

Procedure

1. On the worklist lower toolbar, select the filter button.



2. Select the edit or delete button of the filter to delete.

Show or hide a worklist filter

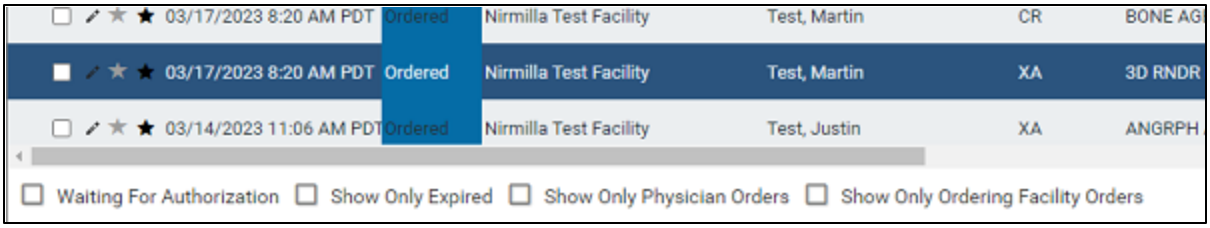
You can show filters as tabs on the worklist, as items in the filter menu, as both, or as neither (you can hide them for later use without deleting them).

Procedure

1. On the worklist, on the lower toolbar, select the filter button.
2. In the Study Filter dialog, double-click the filter to show or hide.
3. In the second Study Filter dialog, select or clear the Display as a Tab checkbox and the Display in Dropdown checkbox.

Select a quick filter of the pre orders tab

At the bottom of the PRE ORDERS tab, you can select from the following checkboxes to quickly filter the list of preorders.



Quick Filter Checkbox	Description
Waiting for Authorization	Shows only unauthorized preorders.
Show Only Expired	Shows only preorders that are past the authorization date.
Show Only Physician Orders	Show only preorders created from Physician Portal.
Show Only Ordering Facility Orders	Show only preorders created from the ordering facility portal.

User settings

User settings (from the worklist) control how the worklist appears and functions. The settings only apply for the user who configured them, so all users can have their own unique settings. User settings override global settings, except for security settings.

This section contains the following topics (not all topics may be available depending on version and region).

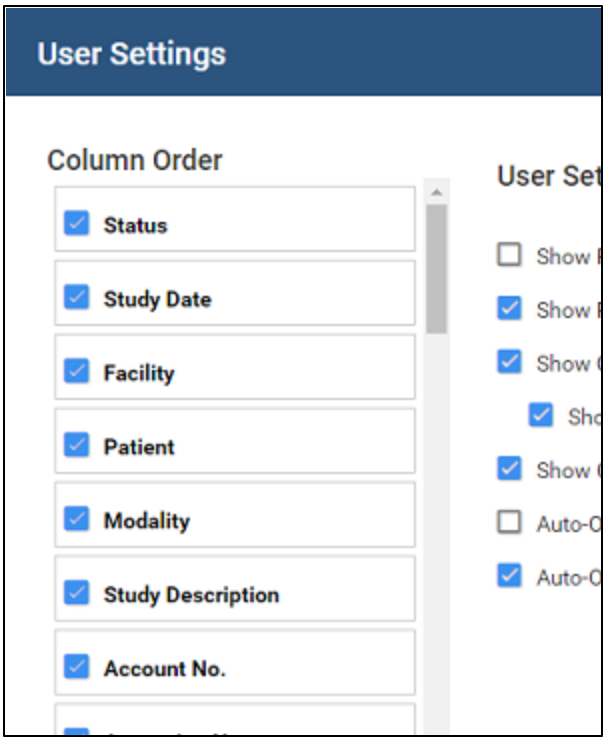
Configure worklist columns
Configure other user settings

Configure worklist columns

You can show, hide, and order columns in the worklist.

Procedure

1. Go to Worklist > Settings > User Settings.



2. Do one or more of the following.
   - To show or hide a column, select or clear its checkbox.
   - To reorder a column, drag the column to a new position in the list.

   Note: While viewing the worklist, you can also drag columns directly to new positions.

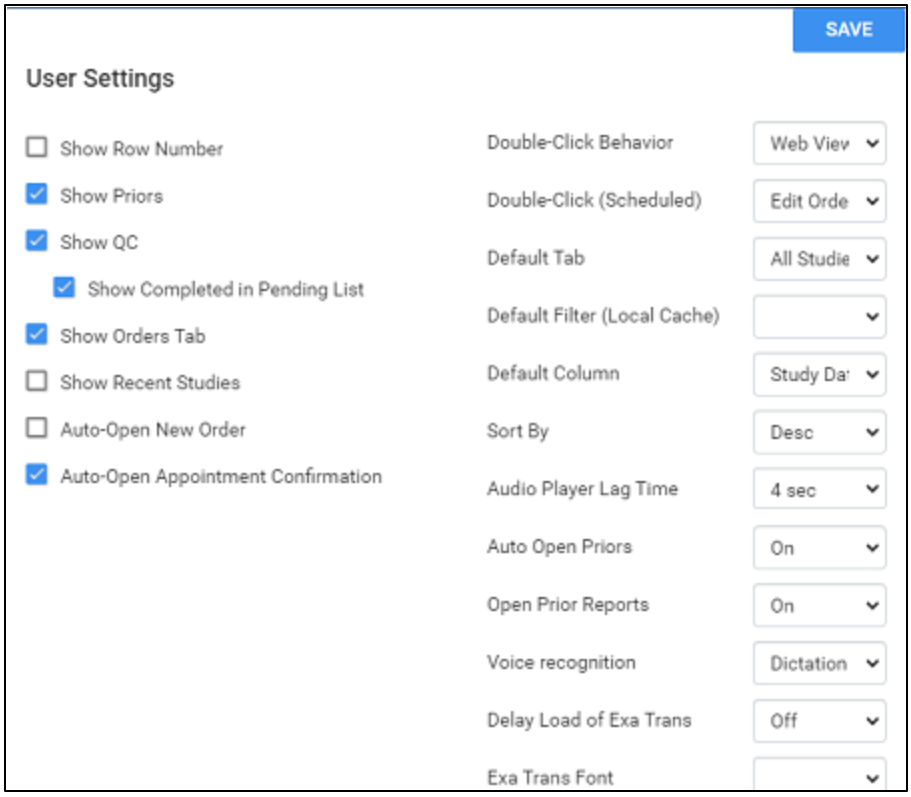
3. Select SAVE.

Configure other user settings

You can customize behaviors and settings for worklist tabs, columns and rows, and configure other user settings.

Procedure

1. Go to Worklist > Settings > User Settings.



2. Enter the following settings.

Setting	Description
Show Row Number	Select to display the row number column in the worklist. The column is labeled as "#" or "No."
Show Priors	Select to show prior studies on the worklist, or clear to show series and images instead. Whether you choose to show priors or series, you can view them by selecting the expand + or collapse − button in a study row.
Show QC	Select to show the QC tab, and select the Show Completed in Pending List checkbox to show include completed orders in the QC tab.
Show Orders Tab	Select to show the PRE ORDERS tab in the worklist.
Show Recent Studies	Select to show the RECENT STUDIES tab in the worklist. This filter contains the 25 most recent studies that were opened in the viewer.
Auto-Open New Order	Select to automatically open the Edit Study screen after selecting the CREATE ORDER button (Exa PACS|RIS only).
Auto-Open Appointment Confirmation	Select to automatically open the appointment confirmation screen after selecting the CREATE ORDER button (Exa PACS|RIS only). See also Confirm an appointment.

Setting	Description
Double-Click Behavior	The view or app in which a study appears when double-clicking a row, unless the study is scheduled.
Double-Click (Scheduled)	The view in which a scheduled study appears when you double-click it.
Default Tab	The default tab for the worklist (the filter that initially appears when you open the worklist).
Default Filter (Local Cache)	The default filter for local cache. If local cache is installed and configured, studies in this filter are locally cached per settings. See Install and configure local cache.
Default Column	The default column for the worklist that determines the sort.
Sort By	Whether the list is sorted in ascending or descending order.
Audio Player Lag Time	The amount of delay before starting audio playback.
Auto Open Priors	Turns automatic opening of priors in the viewer on and off.
Open Prior Reports	Automatically opens prior reports when opening a study.
Voice recognition	When opening a DICOM study in the Exa PACS|RIS viewer: Dragon (Exa Trans): Opens Dragon Naturally Speaking for radiologist transcriptions rather than Exa Dictation. You must install Exa Trans on the local workstation to use this option. Dictation (Web Trans): Opens Exa Dictation. Other (Exa Trans/SDE): Opens Exa Trans with no Exa platform-based voice recognition app (which can be faster). Off (None): Does not open a voice recognition tool. nVoq (Exa Trans): Opens Exa Trans with nVoq voice recognition.
Delay Load of Exa Trans	Delays loading of the Exa Trans transcription screen, to focus attention on images before the transcription.
Exa Trans Font	Sets the font used by Exa Trans.
Exa Trans Font Size	Sets the font size used by Exa Trans.
Default Time Increment	Sets the default time increment for time blocks in the schedule book.

3. Select SAVE.

Viewer settings

See Configure the viewer.

Local service settings

See Install and configure local cache.

Use the worklist

This section contains the following topics (not all topics may be available depending on version and region).

Find preorders and studies
View series and images
View priors
View recent studies
Open a pop-up window for physicians and ordering facilities
Use the study toolbar buttons
Use the order toolbar buttons
About Linked Reporting
Link reports
Unlink a report
Authorize an exam
Unauthorize an exam
View authorization history
Update the worklist or viewer
About drawing attention to orders and studies
View the caching status
Use local cache

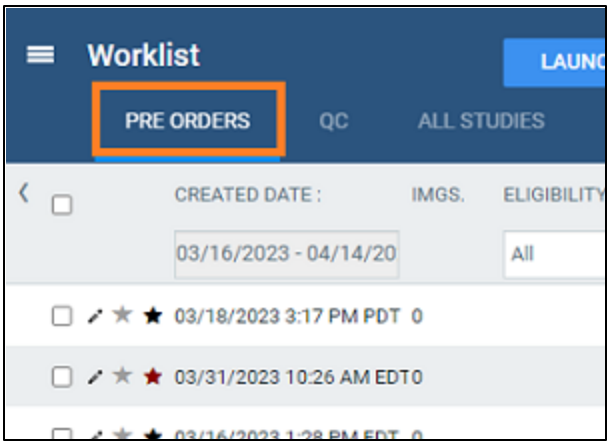
Find preorders and studies

You can find a study and open it to view or edit details.

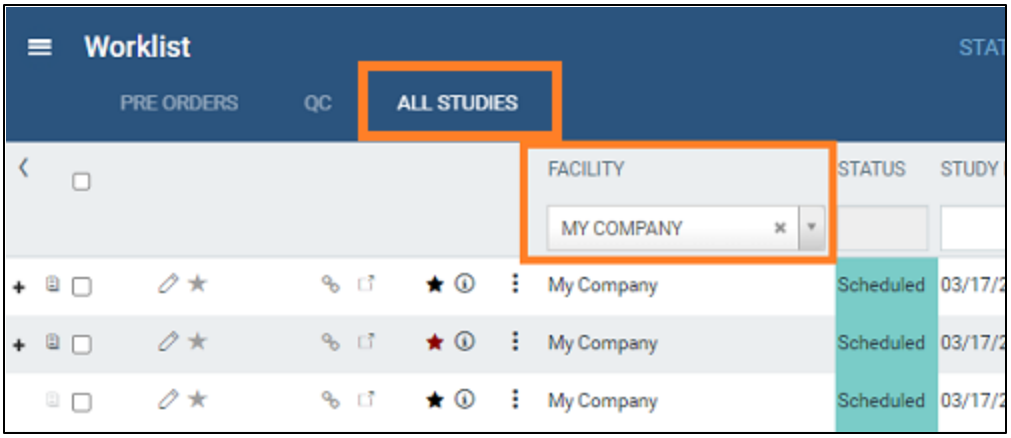
Prerequisite: To view the PRE ORDERS and/or QC tab, select Show Orders Tab and/OR Show QC in Configure other user settings.

Procedure

1. On the Worklist, select PRE ORDERS or ALL STUDIES.



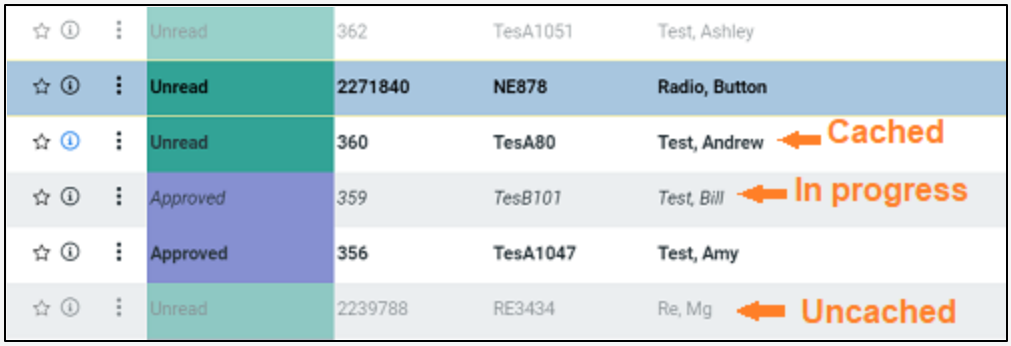
2. In the search bar, do one or both of the following:
   - In a column header (such as FACILITY), type or select one or more criteria and press Enter.
   - Select a column header to sort the list.



3. Double-click a study in the list to open it for viewing or editing.

Note: Avoid opening studies while caching is in progress. You can see the caching status on the worklist:

In progress: *Italics* Cached (ready to open): Bold



See also:

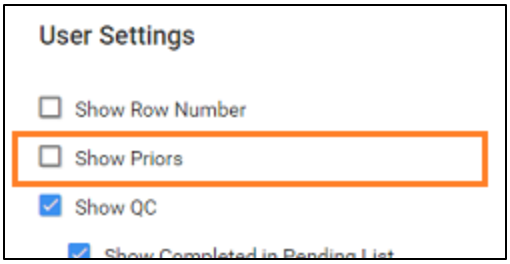
Search syntax
View approved reports

View series and images

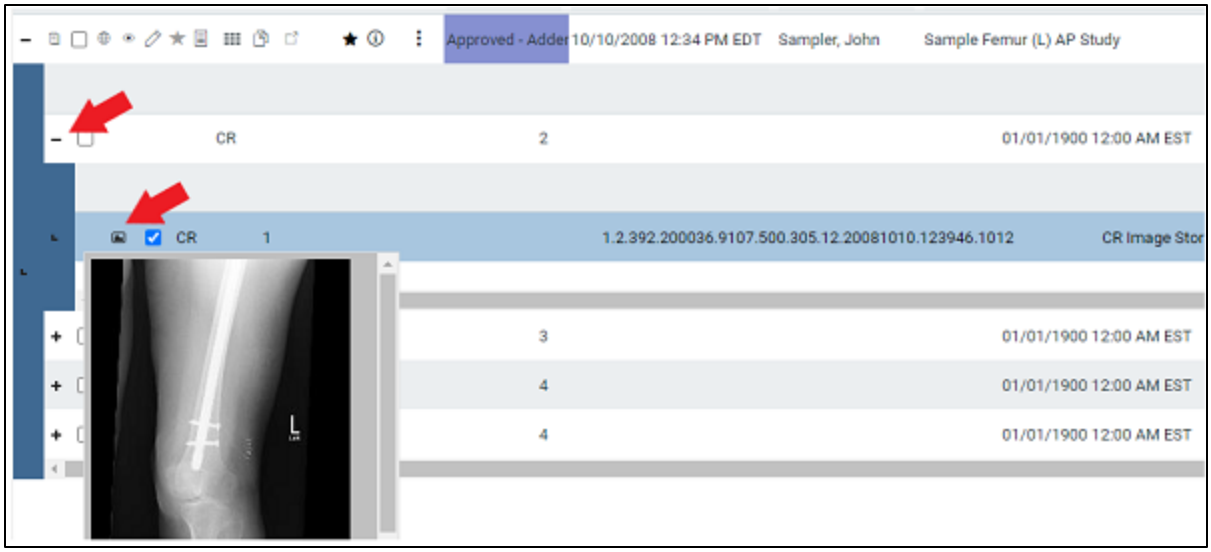
You can view series and images of any study in the worklist that includes them.

Procedure

1. In User Settings, clear the Show Priors checkbox and select SAVE.



2. In the worklist, find a study containing images and select its expand + button.



3. Expand series rows by selecting the + button.
4. To view a thumbnail of an image, select the button.

> Note: To view an image thumbnail, the status must be Incomplete or Unread.

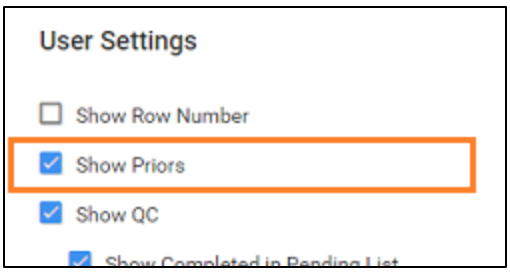
5. To open series and images in the viewer, double-click the main study.

View priors

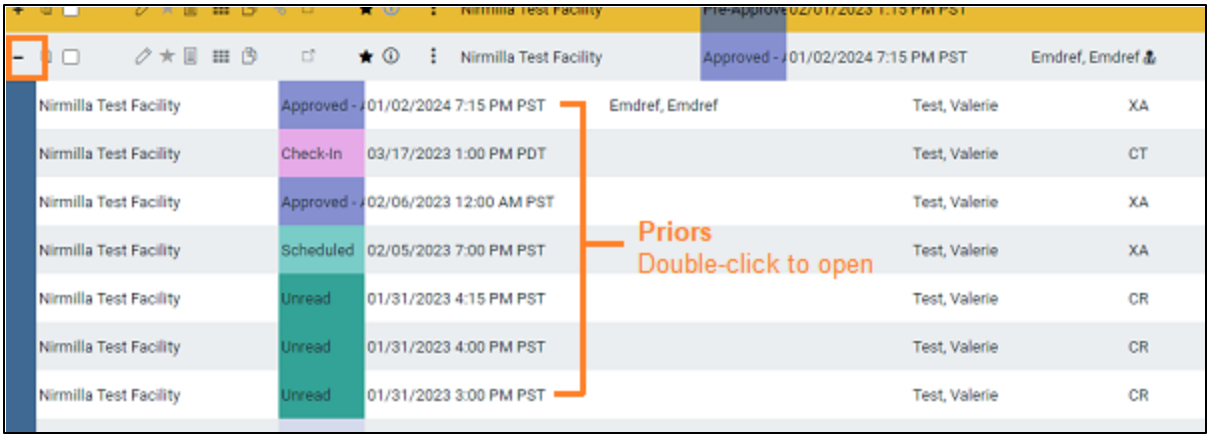
You can view the prior studies of any study in the worklist that includes them.

Procedure

1. In User Settings, select the Show Priors checkbox and select SAVE.



2. In the worklist, find a study and select its expand + button.



Result: The priors appear in rows below the study row.

See also:

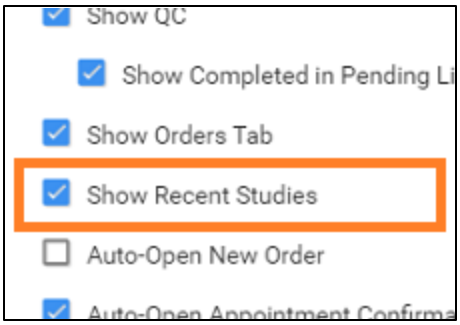
View approved reports

View recent studies

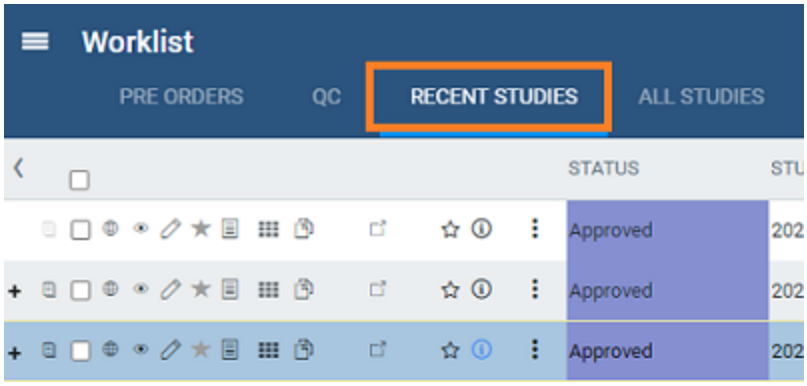
You can view a worklist filter containing the 25 studies that were most recently opened in the viewer. This makes it easy to find studies you viewed recently and want to reopen. Most standard worklist functions are available to you on the Recent Studies tab, but see "Details" below for exceptions.

Procedure

1. In User Settings, select the Show Recent Studies checkbox and select SAVE.



2. In the worklist, select the RECENT STUDIES worklist filter.



Details

The Recent Studies tab works like the All Studies tab except:

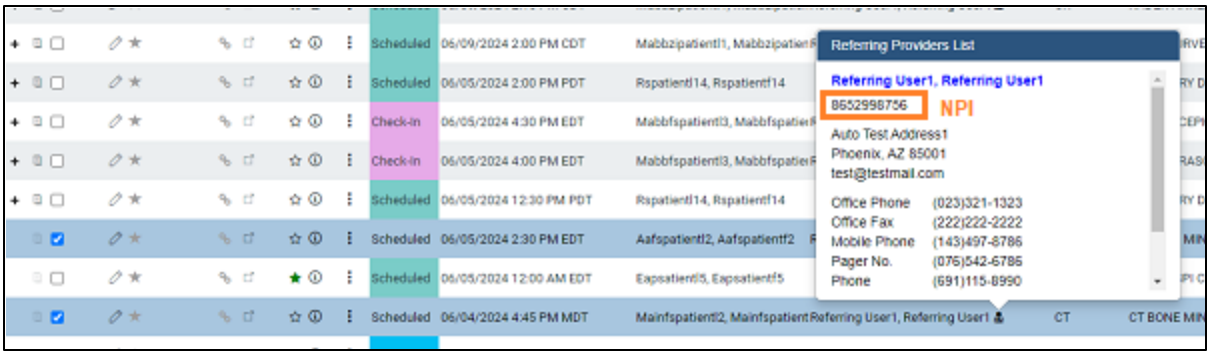
- You can't sort it (it's automatically sorted in first-in-first-out (FIFO) order by date/time of viewing).
- Priors opened during a viewer session do not appear on this tab, but priors originally opened from the worklist do.
- Stat level has no effect on the sorting of the list.
- The program creates a unique recent studies tab for each user.
- If you open a study from the worklist more than once, only one entry appears on the recent studies tab.

Open a pop-up window for physicians and ordering facilities

You can open a pop-up window to display the contact information of a study's physician or ordering facility, including the physician's NPI number. The pop-up window is available on the worklist as shown in the figure, and also on the Edit Study screen, Eligibility/Estimation screen, Technologist screen, and the multi-panel.

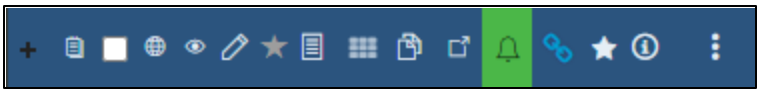
Procedure

1. On the Worklist, in the REFERRING PHYSICIAN or ORDERING FACILITY column, select the doctor symbol.



Use the study toolbar buttons

Each study on the ALL STUDIES tab or corresponding user filters of the worklist has its own toolbar on the left side of the study row. Depending on the properties of the study, one or more of the following tools are available.



Tool	Name	Description
+ / −	Expand/Collapse	Expands or collapses the study row to show or hide series or priors.
	Prior	Select to display a list of prior studies in a custom filter.
	Checkbox	Select to select the study for further processing by subsequent commands.

Tool	Name	Description
	DICOM Viewer	Open the study in the Exa PACS viewer. This button is only available for studies that contain images. A background color of the button indicates: Images not yet cached Some images cached All images cached, unread
	Opal Viewer	Open the study in the Exa Client viewer (see Install Exa Client Viewer). Available for studies that contain images.
	Edit	Opens the study for editing in the Edit Study screen.
	VIP	If solid green, the study is for a VIP. Users with rights can change the VIP status in the patient chart.
	View Transcription	Opens the dictation and transcription editor and displays any existing transcription.
	Multipanel	Opens the study in the multi-panel, an operating panel for working with dictation, transcription, documents, notes, and other information. See Exa Dictation and transcription with Web Trans.
	Approved Report	Opens approved reports of the study.
	Linked Studies	Opens the Link Studies dialog where you can link approved reports. See About Linked Reporting.
	External app.	Opens the current study in an external application if configured. See Configure opening of a third-party program.
	Unread DICOMs	Select to view unread images. In the Unread DICOMs dialog, select MARK AS READ, or OPEN IN VIEWER to read the images in the Exa PACS|RIS viewer.
	Authorization	US only. Opens the manual authorization screen. See Authorize an exam.
	Notes	Opens a screen for entering and viewing notes related to patient, study, schedule, and reason for study, and for updating the call log. The button turns blue if study notes are available.
	Study menu	Displays the study shortcut menu (you can also right-click anywhere on the study row to display the shortcut menu).

See also:

Work with the Exa PACS|RIS viewer
Edit study screen
Dictation and transcription with WebTrans
Worklist shortcut menus

Use the order toolbar buttons

Each order on the PRE ORDER tab or corresponding user filters of the worklist has its own toolbar on the left side of the order row. Depending on the properties of the order, one or more of the following tools are available.

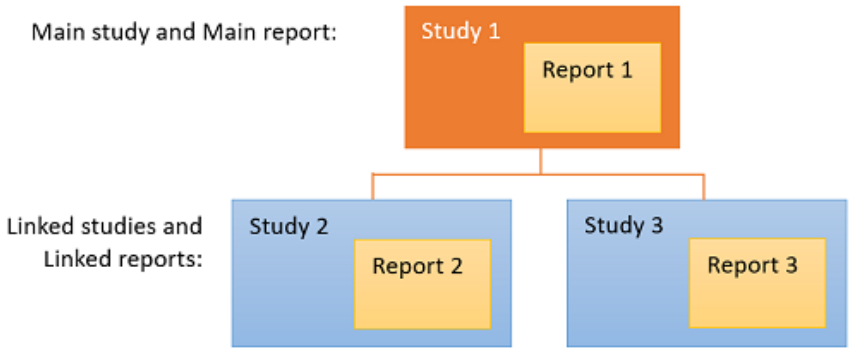
Tool	Name	Description
	Select	Select to select the order for deletion.
	Edit	Select to open the order in the Edit Order screen.

Tool	Name	Description
	VIP	If solid green, the study is conducted on a VIP.
	Authorization	US only. Select to authorize the order. See Authorize an exam.

About Linked Reporting

With *Linked Reporting*, radiologists can save time by dictating multiple related studies into a single report. When the report is approved, all of the linked studies move to the Approved status automatically. When you open an approved report or addendum from any of the linked studies (studies 1, 2, or 3 in the figure below), you see the same combined report so that all information is available to you regardless of the study or report you open. If an addendum is added to a linked report, it applies to all linked studies, and is available for viewing from any linked study.

Linking reports also links the studies containing those reports, so that all studies follow the main study in terms of stat levels, study statuses, and report approval statuses. For example, if the main report moves to the Dictated status, so do its linked reports. If you later decide to unlink a report, those statuses revert to their previous states (with exceptions, see Details on Linked Reporting).



Once linked, Reports 1, 2, and 3 become one combined report

Which reports can be linked and unlinked?

- The reports must be from the same facility.
- Link reports any time before approval, but not after.
- Unlink reports at any time.

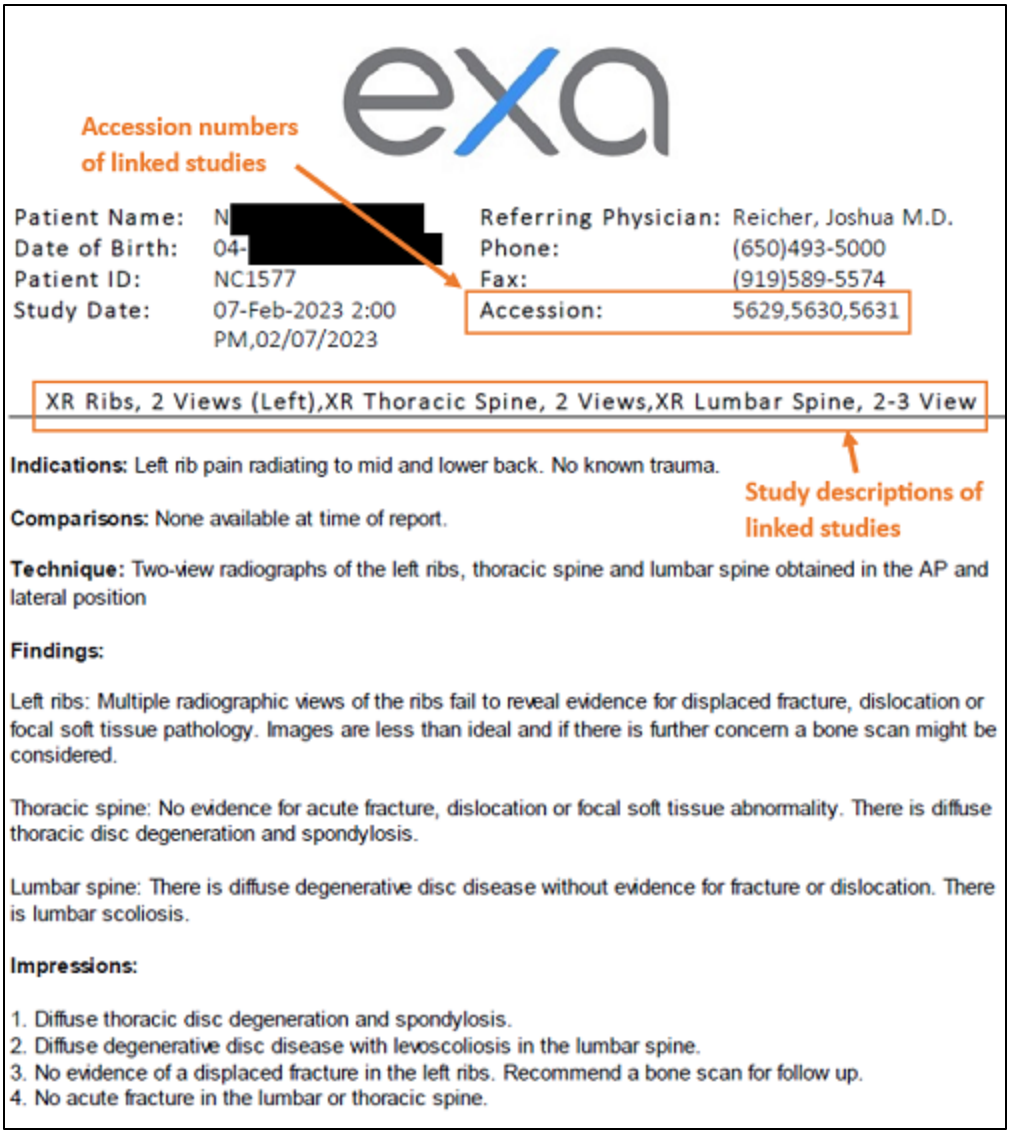
What do linked reports look like?

Based on the merge fields you include in your report templates, Exa PACS|RIS automatically fills the header with information about the main report and its linked reports. (Due to space constraints, some fields only display information from the main report, such as the referring physician.)

The body of the report contains the radiologist's findings for the main study and all linked studies.

Approved reports always appear based on the transcription template of the main study, even if the linked studies originally used different transcription templates.

An example of a linked report:



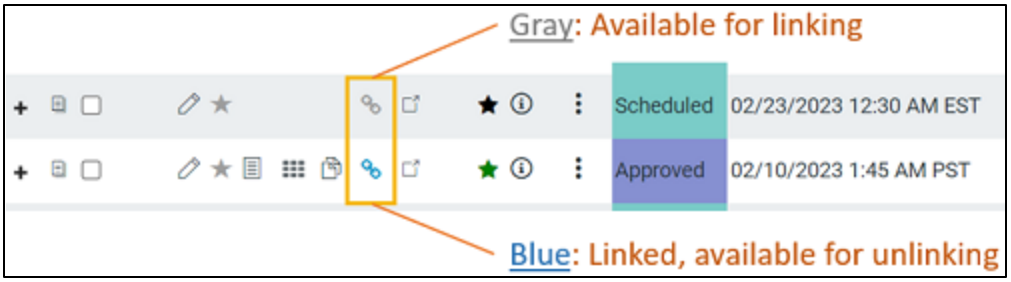
Link reports

To link reports:

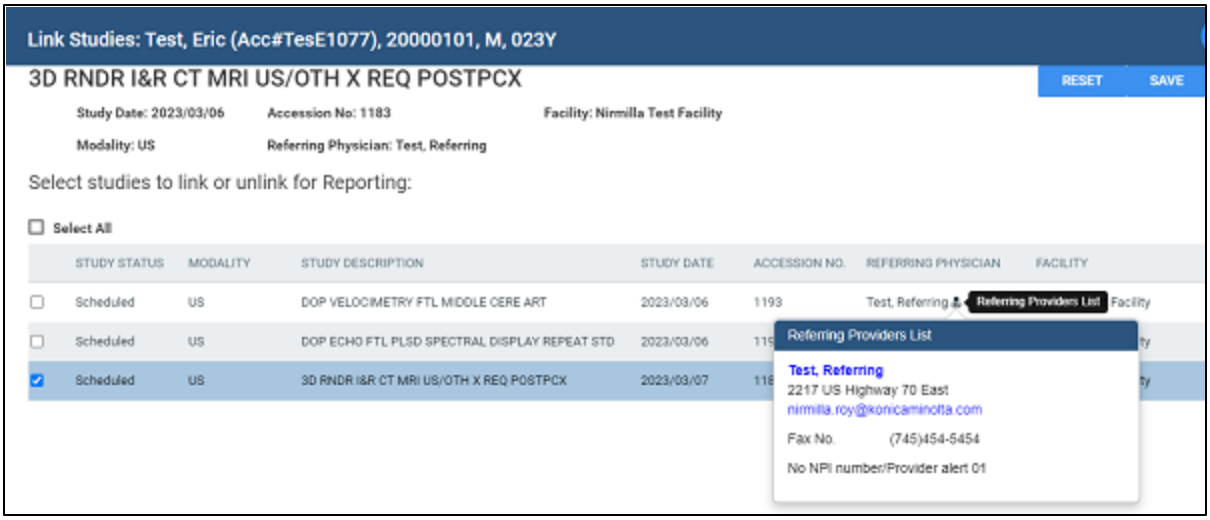
Prerequisite: Obtain the Link Report right from your administrator.

Procedure

1. On the worklist, find a study that is available for linking, and select the gray link button.



2. In the Link Studies dialog, select the studies whose reports you want to link to the main report.



3. Optional: Click the physician symbol to display details, and click the physician's name in the pop-up window to edit properties.

4. Select SAVE.

   Result: The reports and studies are linked. Linked studies take on the status, Stat level, and other properties of the main study.

See also:

About Linked Reporting
Unlink a report
View approved reports
Details on Linked Reporting

Unlink a report

To unlink a report:

Prerequisite: Obtain the Unlink Report right from your administrator.

Procedure

1. In the worklist, find a main or linked study (studies with the blue Linked Studies button), and select the button.

   Result: Whether you chose a main or linked study, the Link Studies dialog opens with the main study shown at the top with its linked studies listed below it.

2. In the Link Studies dialog, clear the checkboxes of the studies whose reports you want to unlink from the main report.

3. Select SAVE.

   Result: The studies are unlinked. The unlinked studies revert to the Unread status, their previous Stat levels, and other properties.

See also:

About Linked Reporting
Link reports
Details on Linked Reporting

Authorize an exam

To *authorize an exam* means to obtain insurance authorization. When you configure authorization rules (see Add authorization rules) Exa PACS|RIS automatically labels exams on the worklist with these "authorization stars" that indicate the study's authorization status.

- (Black) No authorization needed.
- (Blank) None. No authorization rule applies.
- (Light red) Denied authorization.
- (Dark red) Authorization needed
- (Orange) Reauthorization needed.
- (Yellow) Pending authorization.
- (Green) Authorized.

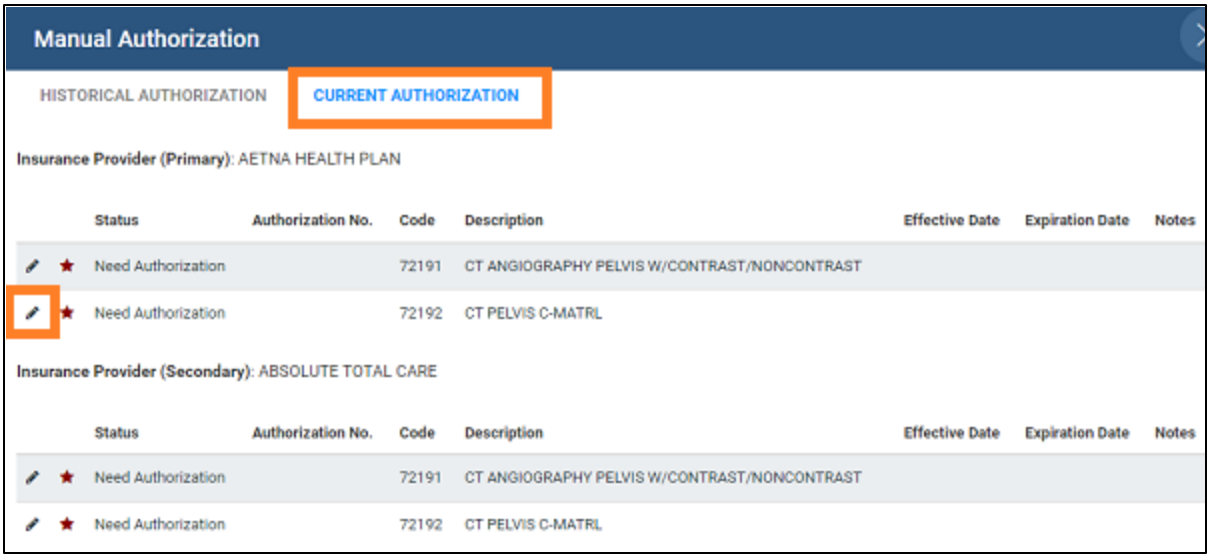
When you receive an authorization number from the insurance provider you can authorize the study, either from the worklist or from the Edit Study screen. When doing so, you specify under which insurance policy the exam was authorized by selecting the insurance level (primary, secondary, or tertiary insurance policy).

Authorize from the worklist

1. On the worklist study row, select the dark red star orange or yellow star.

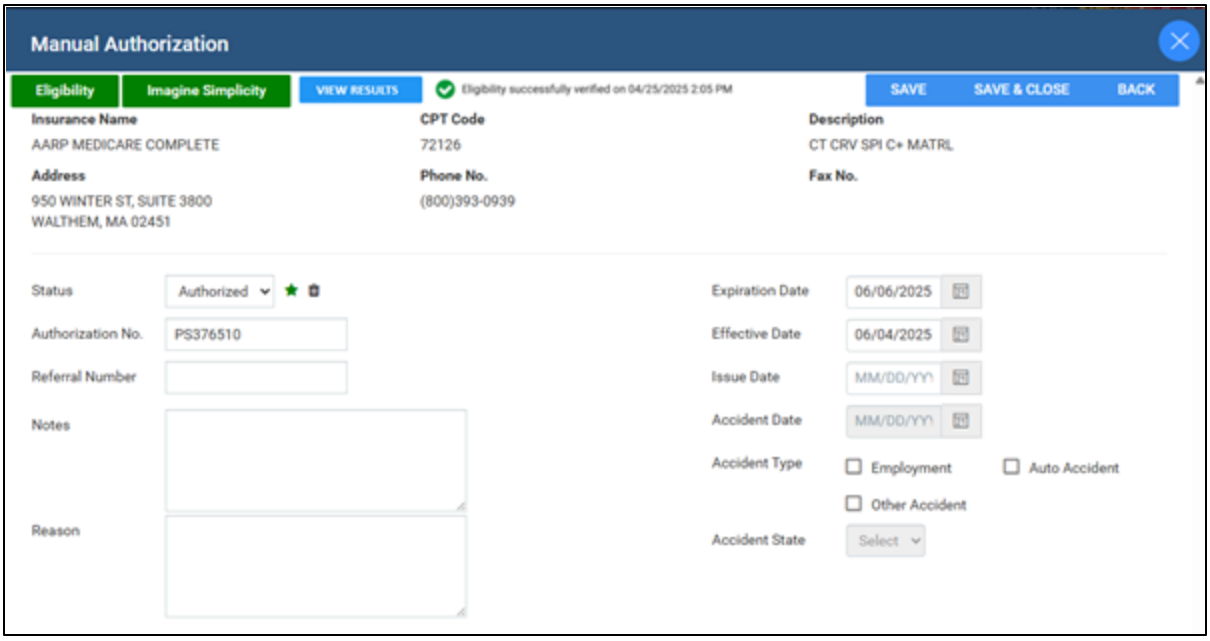
   

   Result: The Manual Authorization screen opens to the CURRENT AUTHORIZATION tab.



2. Select the edit button of a study to authorize, and then enter the following settings.

Note: The following screenshot shows the dialog *after* successful verification.



Authorization	
Status	Select the new status.
Authorization No.	When authorized, type the authorization number.
Referral Number	Type the referral number of the study needing authorization.
Notes / Reason	Type notes and reasons for the study needing authorization.
Expiration / Effective / Issue Date	Select authorization dates.
Accident Date	Select the date of the accident, if applicable.

Authorization	
Accident Type	Select the type of accident.
Accident State	Select the state or province in which the accident occurred.

3. Optional. Select Check Eligibility or Imagine Simplicity to verify eligibility or estimation information for insurance coverage. See Verify eligibility of preorders and studies with PokitDok and Verify eligibility and estimate coverage with Exa Clear. (Available with Eligibility rights.)
4. Optional. If available, you can select View Results to view details of the most recent eligibility check.
5. Select SAVE.

Authorize from the Edit Study screen

1. Go to Worklist > Edit Study screen > INSURANCE PROFILE.
2. Open the insurance level to authorize, edit the Authorization, and then enter the settings as needed.
3. Select SAVE.

What if an authorized exam changes before the appointment?

If you need to make certain changes to an exam, Exa PACS|RIS helps you manage its authorizations. See the following topics.

About changing appointment types
Change an authorized appointment
Reschedule an appointment

Authorize from the Edit Order screen

1. On the worklist, open the study or order to authorize in the Edit Study screen.
2. On the EXAM INFORMATION tab, select the ORDER sub-tab.
3. At the bottom of the screen, select the order's authorization star.
4. Authorize the order as described earlier in "Authorize from the worklist."

See also:

What are authorization, verification, and estimation?
Add authorization rules
View authorization history

Unauthorize an exam

If a previously authorized exam is no longer authorized, you can unauthorize the exam by deleting the original authorization.

Procedure

1. In the worklist, find an authorized study (green star ★), and then select the star.

2. In the Manual Authorization dialog, select the edit button of the exam to unauthorize, and then next to Status, select the delete button.

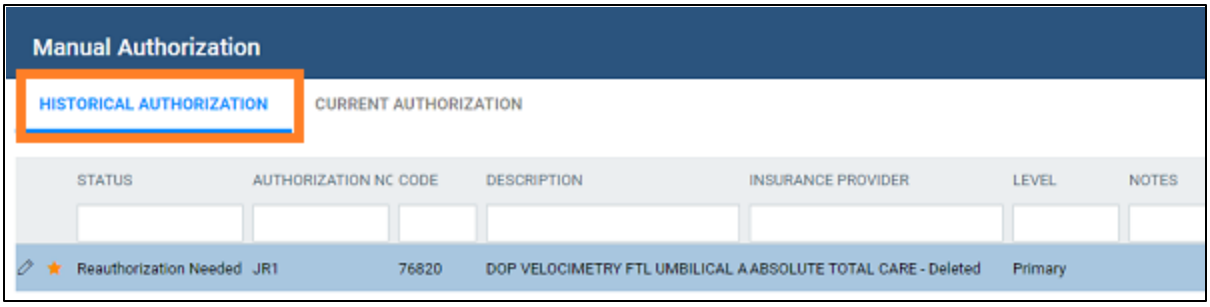
See also:

What are authorization, verification, and estimation?
Authorize an exam

View authorization history

You can view a list of all authorization changes made to an exam.

1. In the worklist, select the authorization star (such as the green star) of a study.
2. In the Manual Authorization dialog, select the HISTORICAL AUTHORIZATION tab.



3. Optional: To view details of an authorization change in the list, select its edit button.

See also:

Authorize an exam
Unauthorize an exam

Update the worklist or viewer

After performing tasks that modify studies it may be necessary to update the worklist or viewer to show changes.

- To update the worklist or viewer, select F5.

About drawing attention to orders and studies

There are several methods to draw attention to orders and studies that are of special consideration. The following gives a general description of the available options.

STAT level	The medical urgency. Setting a stat level places the study at the top of the worklist. You can edit stat levels and descriptions, and add new ones. Stat levels drive workflows.
TAT	The turnaround time. Studies that are near or beyond the TAT are flagged in red and appear at the top of a radiologist's unread studies worklist.
Priority	By default you can set the priority to High, Medium, and Low, but you can edit these and add more options. Priority is primarily used to sort the worklist (on the Priority column).

Critical findings	Medical findings that you can customize. In Exa Trans, you can select critical findings in a list to send notification to the referring physician. You can filter the worklist by critical findings.
Study flags	Color-coded ovals on the Study Flag worklist column that help you identify, filter, and sort studies.

See also:

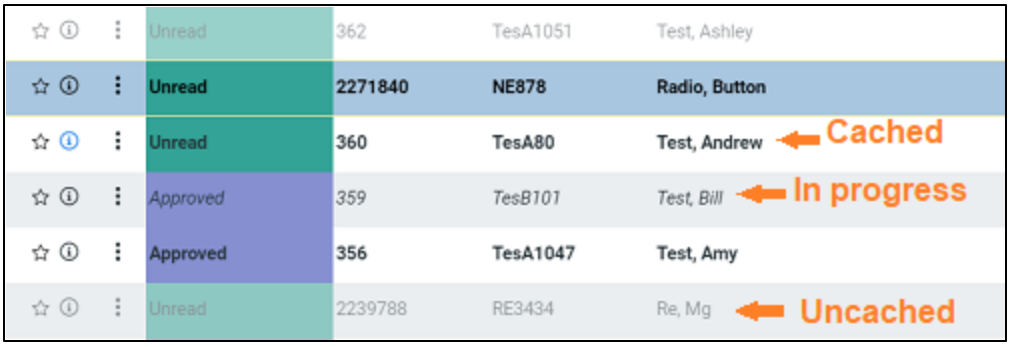
Change the stat level of an order or study
Assign critical findings to an order or study
Flag an order or study
Change the priority of an order

View the caching status

While a study is being cached locally or on a server, it may be totally or partially unavailable, or opening it may take time. Therefore, it is recommended to wait until caching of the study is complete before working with it. You can view the real-time caching status of studies on the worklist in two ways.

- Text formatting on the worklist

  Caching in progress: *Italics* Cached (ready to open): Bold



- Color of the globe button

  When the globe button for studies on the worklist is highlighted, this indicates the caching status as follows.

  Current study and priors cached

  Current study cached, priors in progress

  Caching in progress

  Some images could not by cached

  Caching not started

See also:

Create worklist filters for local cache
Use local cache

Use local cache

A *local cache* is a dedicated area on a workstation or server to temporarily store Opal and DICOM studies. Copies of studies are sent from the modality or forwarder to the local cache on the workstation and to the image server in advance for faster subsequent viewing. This can be helpful for large studies, or if your Internet connection is experiencing delays. When the radiologist opens a study that was cached, the cached copy opens instead of the copy on the server. Also note the following:

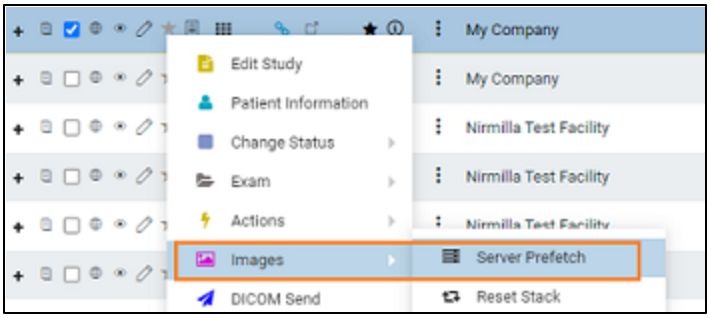
- Stat studies are cached before non-Stat studies, higher levels before lower levels.
- If the Stat level changes after adding to local cache, the change does *not* affect the order of caching.
- For studies with priors, the status does not appear as Study Complete until the original study and all priors are cached.
- Approved and Read studies and their priors are removed from local cache daily at 2AM.

Prerequisite: Install and configure local cache.

Perform a server prefetch

You can manually initiate a server prefetch from the worklist, whereby the server decompresses a study and copies it to a "local" cache on the server. If large studies will be opened in the near future, you can perform a server prefetch of those studies for faster loading.

1. On a worklist study shortcut menu, select Images > Server Prefetch.



Prefetch studies to your local cache

You can manually prefetch studies "on demand."

1. On a worklist study shortcut menu, select Images > Add to My Local Cache.

   Result: The server queues the images for sending.

Prefetch studies to other local caches (administrators)

1. On the worklist, select the ALL STUDIES tab.
2. On a worklist study shortcut menu, select Images > Send to Local Cache.

3. In the Local Cache screen, in the list of available caches, select one or more destination caches.
4. Do one of the following.
   - To send to the selected caches, select LOCAL CACHE SELECTED.
   - To send to all caches, select LOCAL CACHE ALL.

Auto-route studies to local cache

You can create a routing rule to send studies that satisfy criteria to your local cache. Complete the following procedures:

- Configure an application entity for your local cache.
- Configure a routing rule for type LOCAL_CACHE, and select the AE title you created.

See also:

Create worklist filters for local cache
View the caching status

Create worklist filters for local cache

You can configure an on call worklist filter that automatically sends matching studies to local cache. If you use multiple worklists, you can create a merged worklist filter to ensure that studies from all of your worklists are cached.

Create an on call worklist filter

Procedure

1. Create a user worklist filter.
2. In User Settings, in the Default Filter (Local Cache) dropdown list, select the worklist filter.
3. Select SAVE.
4. On your computer, in a text editor, open the localCache.cfg file, located at the following path by default:

   C:\Viztek\exa\cfg\localCache.cfg
5. Find the line for “oncall_enabled” and set it as follows:

   ```
   “oncall_enabled”: "true",
   ```
6. Save and close the file.

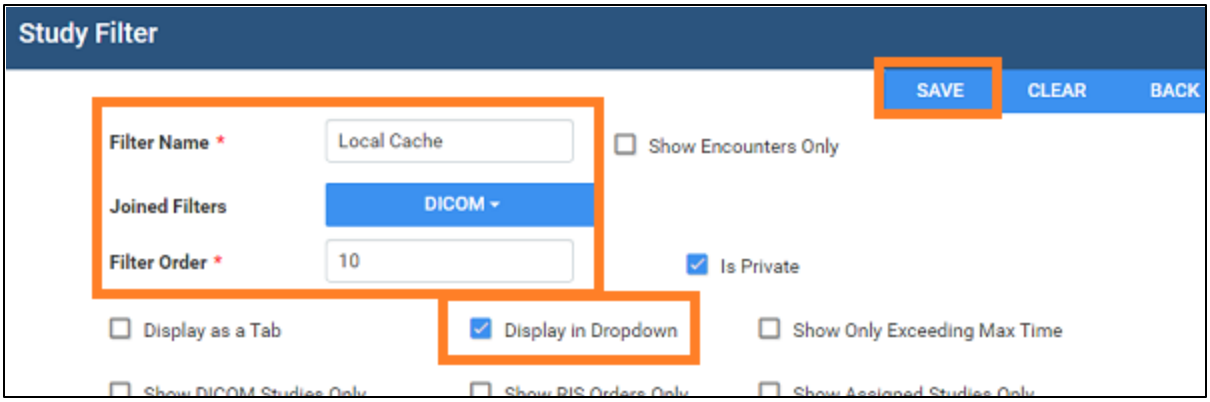
Create a merged worklist filter

Procedure

1. On the worklist lower toolbar, select the filter button, and then select ADD.



2. In the Study Filter dialog, enter the following settings.



Setting	Description
Filter Name	Name the filter
Joined Filters	Select filters you want to merge into this one
Filter Order	We recommend using a high number to reduce visibility
Display in Dropdown	Select

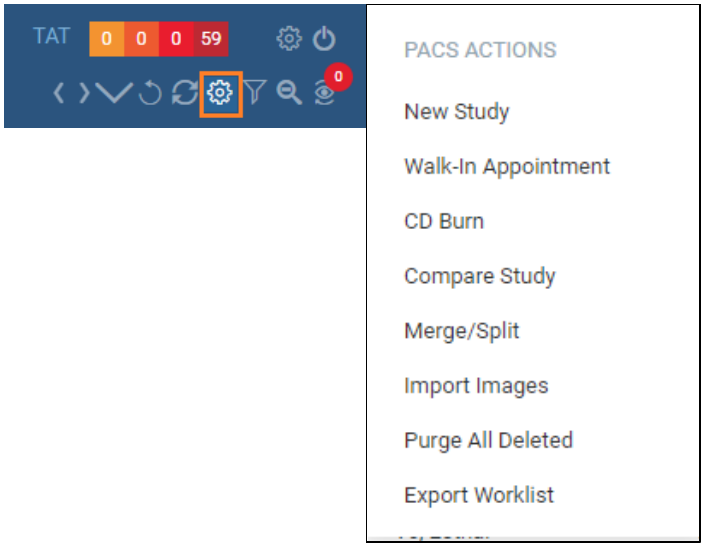
3. Select SAVE.
4. In User Settings, in the Default Filter (Local Cache) dropdown list, select the worklist filter.

See also:

Use local cache
View the caching status

PACS Actions menu

The PACS Actions menu on the worklist provides top-level access to common functions.



This section contains the following topics (not all topics may be available depending on version and region).

Create a new study
Schedule walk-ins
Burn studies, series, or images to media
Compare studies
Merge or split studies
Import DICOM images
Purge all deleted
Export the worklist

Create a new study

A common way to create a new study or create a new order (or to "enter a new study" or "enter a new order") is to start from the schedule book by following the steps in A typical scheduling workflow. You can also enter into this workflow from the worklist, or create a preorder, by following these steps.

1. On the PACS Actions menu, select NEW STUDY.
2. Follow the steps in Set up a patient and subsequent topics.

See also:
Schedule an unscheduled order
Schedule a walk-in appointment

Schedule walk-ins

See Schedule a walk-in appointment.

Burn studies, series, or images to media

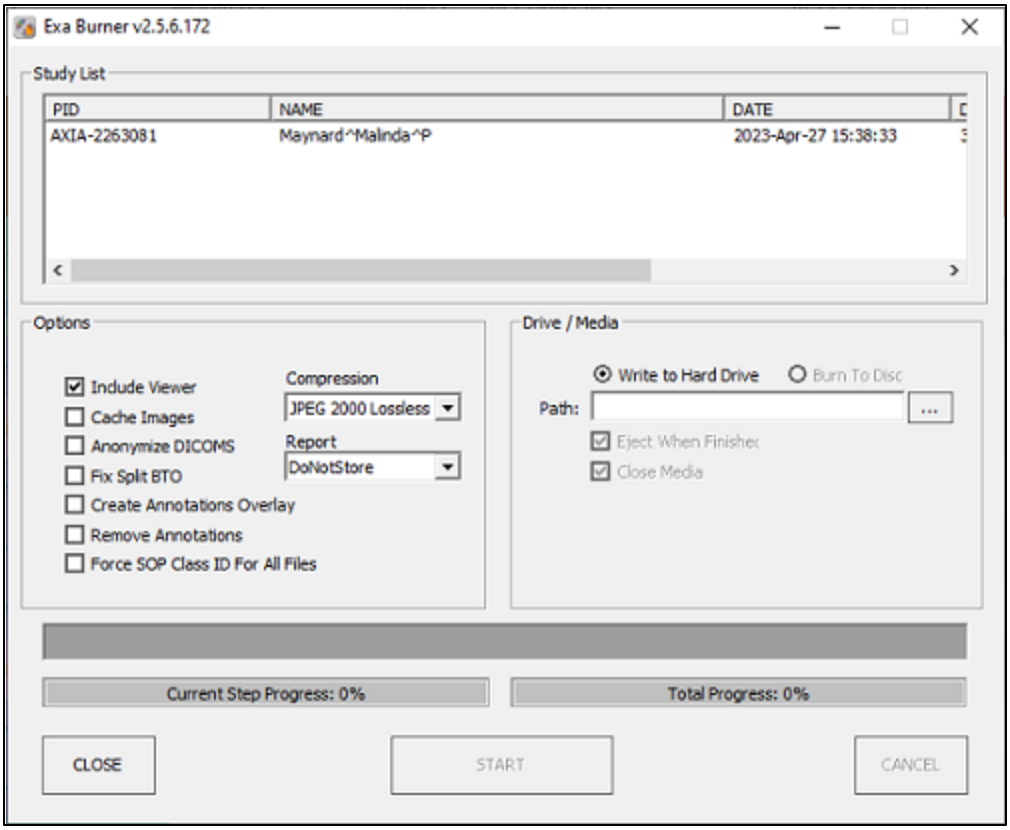
You can burn studies to a removable disc (such as a CD or DVD) or save them to a hard drive for sharing with other facilities, physicians, or patients. To burn images and series, see later in this topic.

Note: Key image references are visible when opening the media at other sites, and when viewing in the Exa Client Viewer or Opal Light.

Prerequisite: Install Opal tools and Install Exa Client Viewer.

Burn studies

1. Place a disc in the drive.
2. In the worklist, select studies whose combined size does not exceed the capacity of the disc.
3. On the PACS Actions menu, select CD Burn.



4. In the Exa Burner dialog, enter the following settings as needed.

Setting	Description
Include Viewer	Select to burn a viewer program onto the disc along with the items. Required for viewing off site.
Cache Images	Select to keep items in the Viewer cache folder (and not remove them after burning).

Setting	Description
Anonymize DICOMs	Select to remove identifying patient demographics.
Fix Split BTO	Select to combine multi-frame mammograms into a single DICOM file.
Create Annotations Overlay	Select to convert annotations to an overlay and include them with the images.
Remove Annotations	Select to omit annotations from the burned items.
Force SOP Class ID for All Files	Select to set the Modality tag (0008, 0060) to the value in the DICOM file's SOP Class ID.
Compression	Select a compression algorithm.
Report	Select a report storing method.
Write to Hard Drive Burn to Disc	Select whether to write to the hard drive or removable disc.
Path	Select the ellipsis button and then browse for and select a destination drive and/or path.
Eject When Finished	Select to eject the disc after burning.
Close Media	Select to finalize the media after burning so that it is no longer available for writing.

5. Select START.



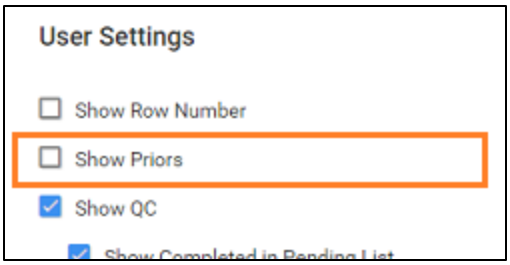
Note: If the connection is interrupted, burning will automatically resume when the connection is re-established.

6. Optional. After burning, test the results by opening an image from the disc using the included viewer.

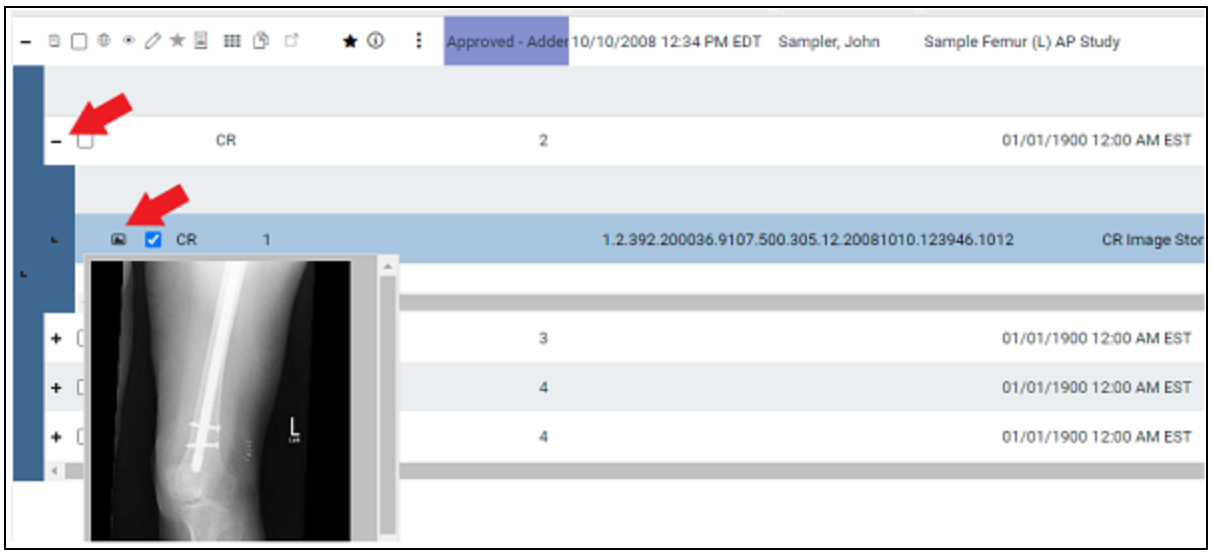
Burn images and series

Use this procedure to burn individual images and/or series.

1. In User Settings, clear the Show Priors checkbox.



2. On the worklist, find images or series to burn by expanding the study row nodes and image preview buttons.



3. Select the checkboxes of the images and series.
4. On the PACS Actions menu, select CD Burn.

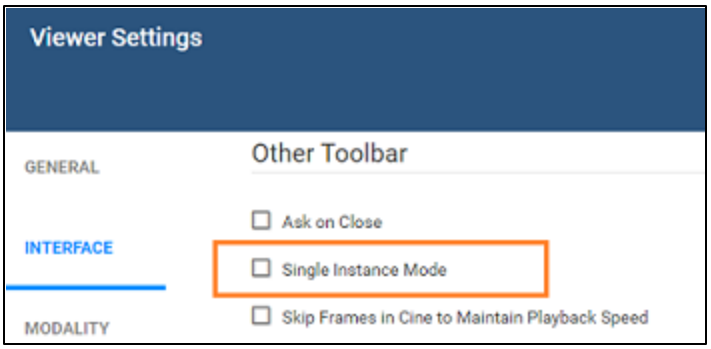
Compare studies

You can open two studies of the same patient in separate viewer screens for purposes of comparison.

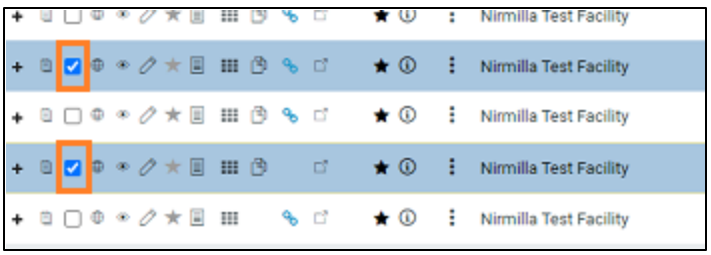
Prerequisite: Configure two or more monitors (see Set up connected displays).

Procedure

1. In Viewer Settings, clear the Single Instance Mode checkbox.



2. In the worklist, select two DICOM studies of the same patient to compare.



3. On the PACS Actions menu, select Compare Study.

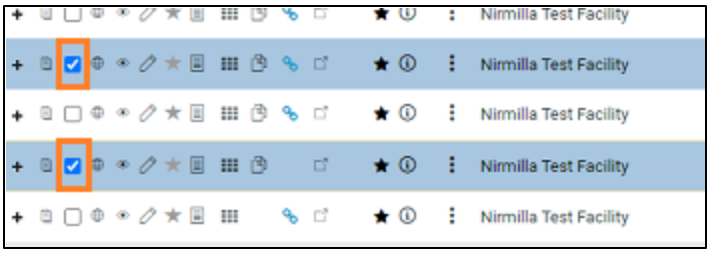
   Result: The two studies open in the viewer.

Merge or split studies

In Exa PACS|RIS, *merge* and *split* refer to a category of operations in which you move series and images from one study to another. Additionally, *split* refers to moving images from a study with an incorrect accession number to the correct order. There are many ways to perform merge/split operations, but the following procedures are useful examples. Moving all series and images out of a study deletes the study. As an alternative to merging studies, see Add alternate account numbers to a patient chart.

Move or copy a series from one study to another study

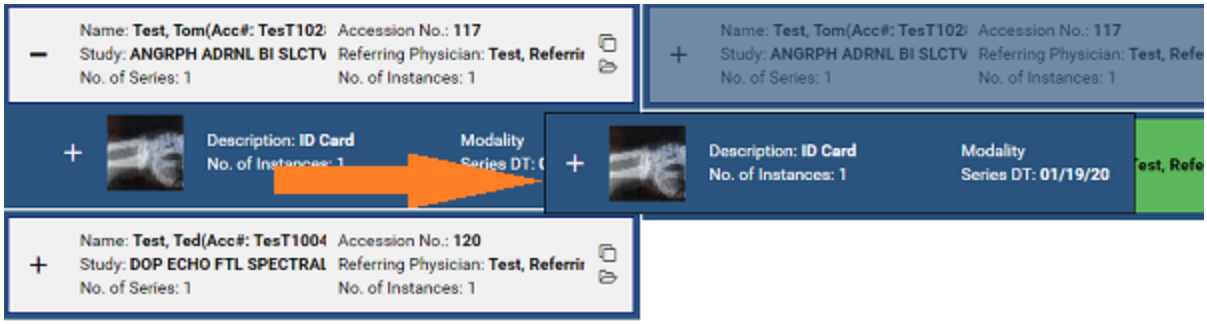
1. In the worklist, select two different studies that contain series.



2. On the PACS Actions menu, select Merge/Split.
3. Select the button to choose Move Selected or Copy Selected mode.



4. in the Merge/Split From column, select the plus sign of the *first* study (the one on top) to reveal its series.
5. Drag the series onto the *second* study (the one on the lower-right) in the Merge/Split To column.



Note: As you drag over the second study, it turns green to indicate when you can release the mouse button.

6. Select SAVE CHANGES.

Move or copy all images in one series to a series in another study

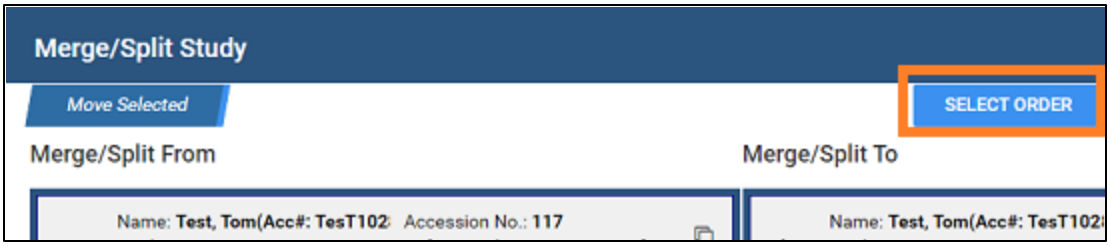
1. In the Merge/Split To column, select the plus sign of a study to reveal its series.
2. Drag a series in the left column onto a series in the right column.
3. Select SAVE CHANGES.

Other moves or copies

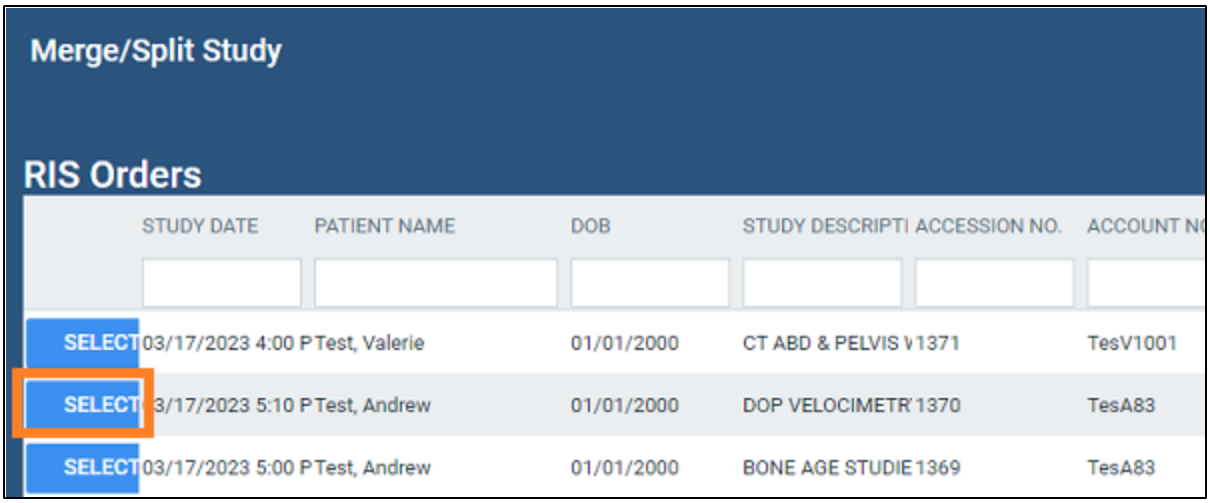
In the same manner, you can expand nodes and move or copy any study, series, or image to another study or series.

Split images into their correct order

1. In the Merge/Split Study screen, select SELECT ORDER.



2. Find the correct RIS order, and then select its SELECT button.



3. Drag the images to the correct order, and then select SAVE CHANGES.

Add a new series to a study

1. In the Merge/Split To column, select the new series button.

> Note: The new series is added to the bottom of the list.

2. On the new series row, select the edit button.

3. In the Edit Study Info. dialog, type a description and then select the EDIT button.

> Note: You can move series or images into the new series.

4. Select SAVE CHANGES.

Clone a study

1. In the Merge/Split From column, select the Clone Study button.

> Note: You can move series or images into or out of the new study.

2. Select SAVE CHANGES.

See also:

Add studies to the merge queue
About the PID, MRN, and account numbers

Import DICOM images

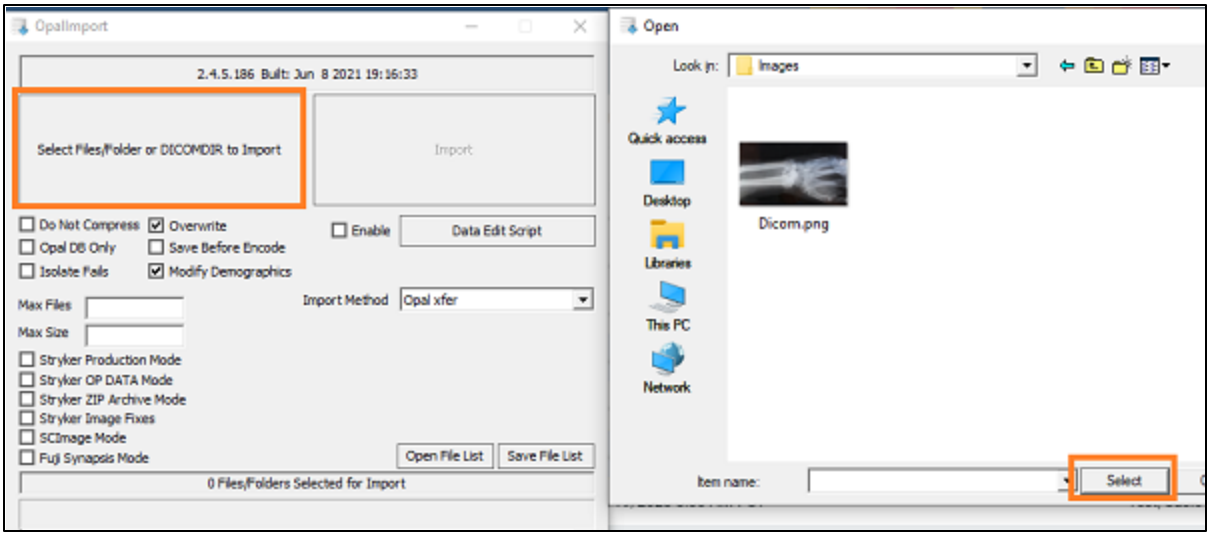
You can import DICOM images from an outside source to a study in Exa PACS|RIS.

Prerequisites:

- Install Opal tools.
- If the study originates from a facility associated with the OPALIMPORT or EXAIMP* AE Titles, obtain access.

Procedure

1. In the worklist, select a destination study for the imported images.
2. On the PACS Actions menu, select Import Images.
3. In the pop-up window, select Open Opal Import.
4. In OpalImport, select Select Files/Folder or DICOMDIR to Import.



5. In the Open dialog, browse for and select files to import, and then select Open.
6. In OpalImport, configure the settings in the following table.



Note: This is a partial list. Other settings are self-explanatory or generally unused.

Setting	Description
Do Not Compress	Select to store in DICOM Little Endian format. Clear to compress in DICOM JPEG200 Lossless format.
Overwrite	Select to replace any existing instances of the studies.
Opal DB Only	Select to import DICOM data only (no images).
Save before Encode	For troubleshooting purposes: Select to place the images in a folder on the server, and not update the database.
Isolate Fails	Select to place files that could not be imported into a separate folder.
Modify Demographics	Select to reconcile demographics before import.
Max Files	Type a maximum number of files to import.
Max Size	Type a maximum data size to import.

7. Select Import.
8. Optional. If you selected the Modify Demographics checkbox, the Modify/Confirm Demographics dialog appears. Under New Info, do one of the following.
   - Edit the demographics and then select MODIFY.
   - Confirm that the demographics are correct, and then select USE CURRENT.
9. Select Exit.

Purge all deleted

See Undelete or purge a deleted study.

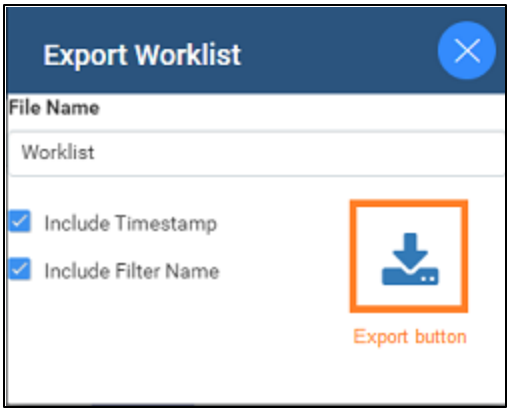
Export the worklist

You can export the worklist to a CSV file.

Note: Only the studies currently showing on the worklist are exported. To export additional studies, scroll to the bottom of the worklist to display additional studies.

Procedure

1. On the PACS Actions menu, select Export Worklist.



2. In the Export Worklist dialog:
   - Optional: In the Filename box, edit the default file name.
   - Modify the name of the exported file by selecting or clearing the Include Timestamp and Include Filter Name checkboxes.
3. Select the Export button.

Worklist shortcut menus

Exa PACS|RIS and Symmetry PACS have a study shortcut menu for studies in the Unread and later statuses. Additionally, Exa PACS|RIS has an order shortcut menu for PRE ORDERS and studies in the Ordered status. You open shortcut menus by right-clicking anywhere on a study row. The tasks you can perform by using each shortcut menu are described in the topics in this section. Note that the commands available on the shortcut menus vary depending on the order or study status and other factors.



Caution: Any errors in patient and study information resulting from incorrectly performing the procedures in this section can result in problems with data integrity. Take care to ensure that entered and imported data is correct.

This section contains the following topics (not all topics may be available depending on version and region).

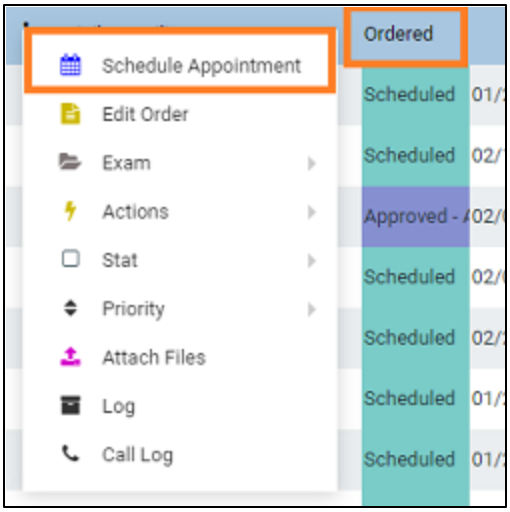
Schedule an unscheduled order
Edit an existing order
Manually verify or clear eligibility of orders
Change the priority of an order or study
Assign critical findings to an order or study
Flag an order or study
Change the stat level of an order or study
Delete an order
Require document review
Modify or reset the order authorization days
Assign a study to users
Add studies to the merge queue
Create a teaching study
Reset a study
Delete a study
Download approved reports
Undelete or purge a deleted study
Copy the API URL
Reset a stack
Lock and unlock a study
Edit or view a patient, study, or order
Change the study status
DICOM-send studies, series, or images
Send an approved report via Opal
Send an approved report in a fax or email
View and export audit log entries
About linking patients
Link patients
Attach (upload, scan) non-DICOM documents
Attach (upload, scan) DICOM documents
Open the call log

Schedule an unscheduled order

If you previously entered an order (or a study with a status of “Ordered”) without scheduling it, you can schedule it from the worklist. The steps below describe working in the ALL STUDIES tab, but you also start from the PRE ORDERS tab to schedule a preorder.

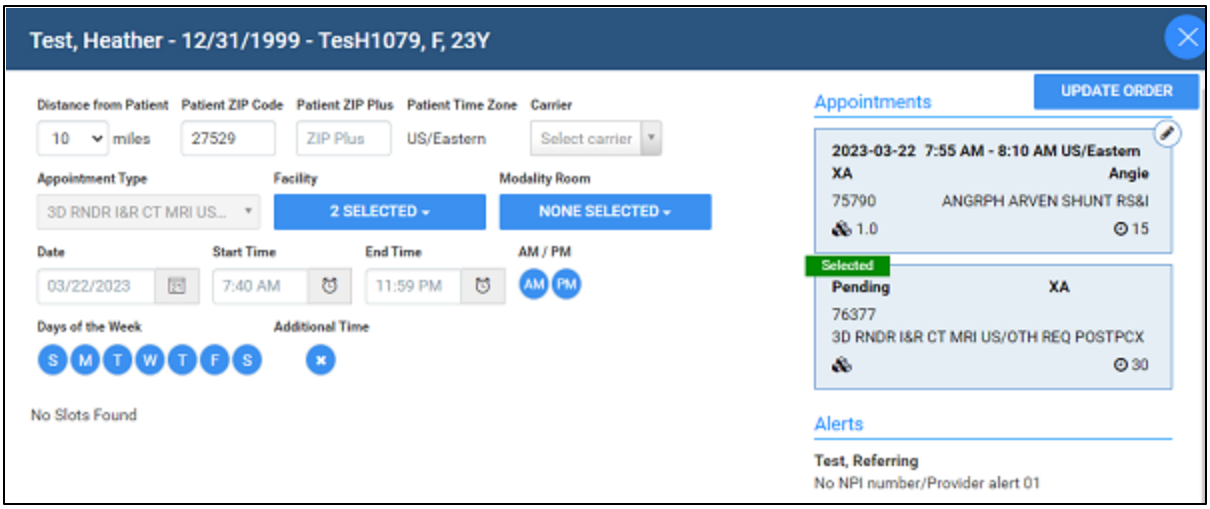
Procedure

1. Worklist > right-click an order > Schedule Appointment.

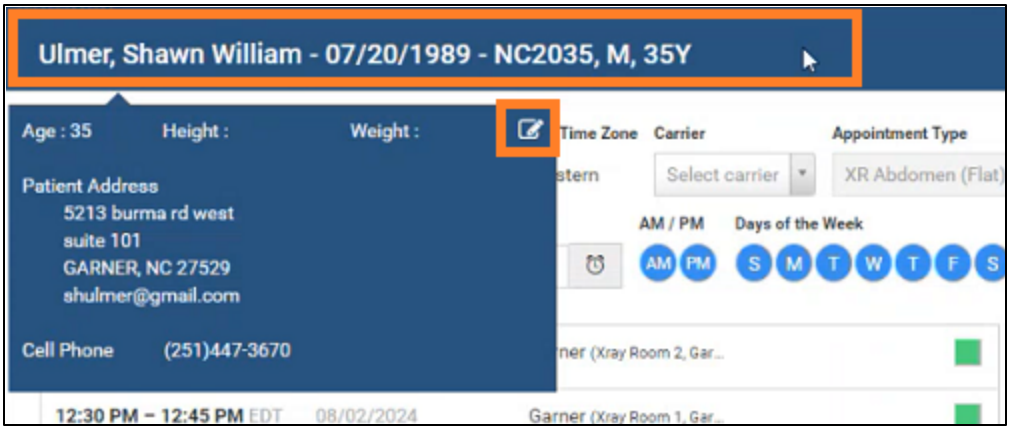


Note: If messages appear, refer to related topics in this manual.

Result: The modified Find Slots screen appears. For a full discussion of the Find Slots feature, see Use the Find Slots feature.



2. Optional: To view information about the patient, select the patient's name in the title bar. In the pop-up window, you can select the edit button to edit patient information.



3. Filter available timeslots by entering the following criteria.

Setting	Description
Distance from Patient	Type the patient's ZIP code (see next row), and then select a distance. Timeslots are shown only at facilities within the distance from the patient that you select.
Patient ZIP Code (Postal Code and ZIP Plus)	Type the patient's ZIP code, postal code, and/or ZIP Plus to make the Distance from Patient filter available.
Carrier	Select the patient's insurance carrier.
Appointment Type	Shows the first appointment type in the order (read-only).
Facility	Select one or more facilities where the exam could be performed.
Modality Room	Select one or more modality rooms where the exam could be performed.
Date	Select to only show timeslots falling within a date range.
Start/End Time	Select to only show timeslots starting within a time range.
AM/PM	Select one or both to limit your search to daytime or nighttime.
Days of the Week	Select one or more days that the patient is available.
Additional Time	Select if the exam requires more time than the standard duration, such as for patients with disabilities.

4. Select a timeslot in the list, and then select UPDATE ORDER.

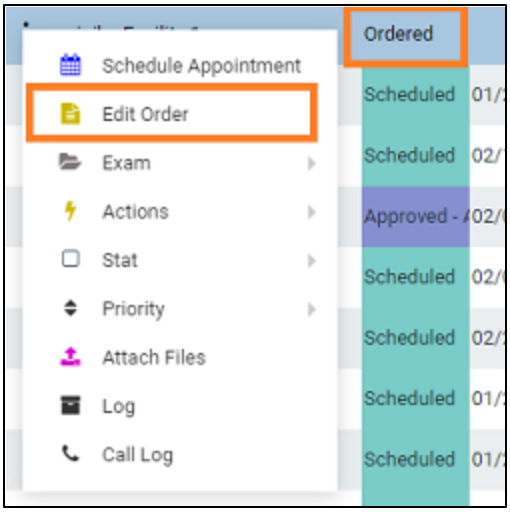
See also:
A typical scheduling workflow
Schedule appointments back to back

Edit an existing order

You can edit a previously entered order from the worklist.

Procedure

1. Worklist > right-click an order > Edit Order.



2. Edit the order and then select SAVE.

Note: For details, see Edit order information.

Manually set or clear eligibility of orders

If you used Exa Clear to determine eligibility of an order, preorder, or study, that item's eligibility status was set automatically. However, if you did not use Exa Clear you can manually set its eligibility status as Active or Inactive. You set it to Active when you determine that it satisfies payment provider eligibility requirements. Also, if a study was previously manually verified, you can clear its eligibility status.

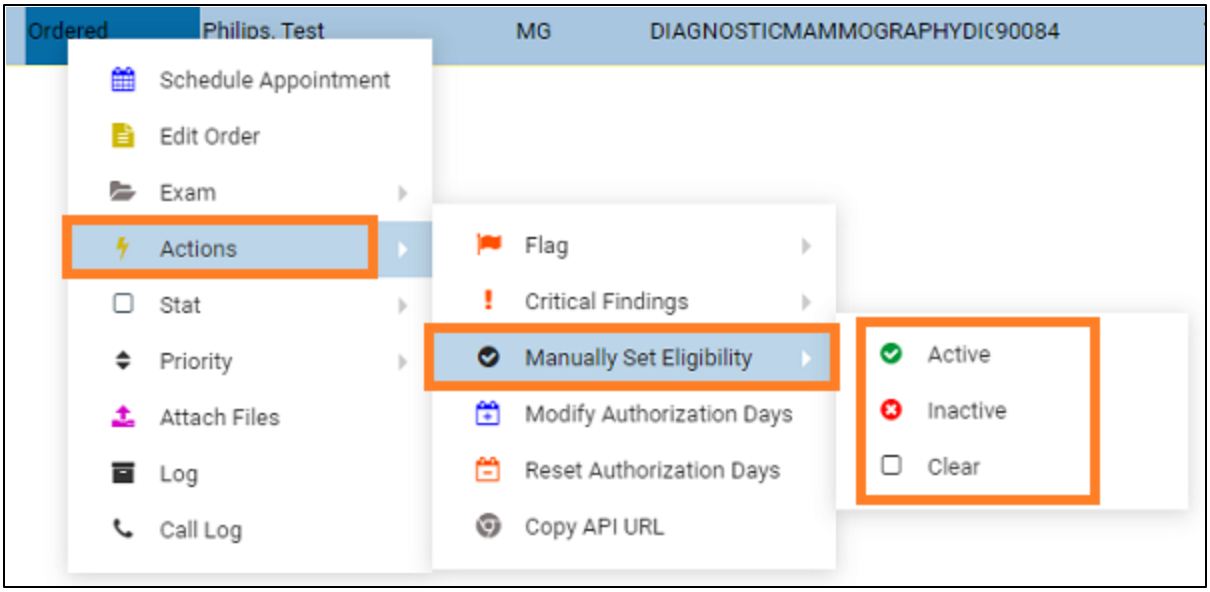
Verifying or clearing does not affect the eligibility status in other parts of the program.

To view the eligibility status, display the Eligibility column (see Configure worklist columns).

Prerequisite: Obtain Eligibility rights.

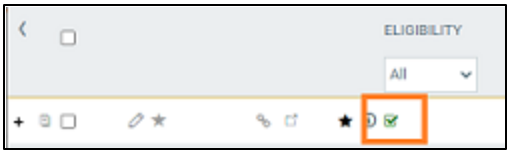
Procedure

1. Optional. In User Settings, display the Eligibility column.
2. Worklist > right-click an order > Manually Set Eligibility > Active (or Inactive).



Or, to clear the current eligibility status, select Clear.

3. Optional. In the Eligibility column, confirm that the green checkbox appears or disappears.



See also:

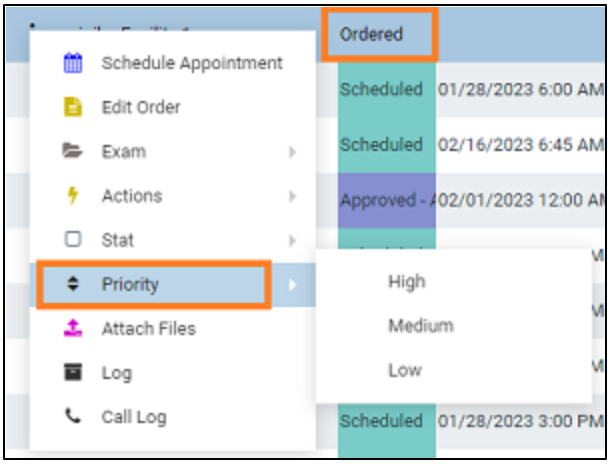
What are authorization, verification, and estimation?
Verify eligibility of preorders and studies with PokitDok
Verify eligibility and estimate coverage with Exa Clear
Configure worklist columns

Change the priority of an order or study

You can set the priority of an order.

Procedure

1. Worklist > right-click an order or study > Priority.



2. Select a priority.

See also:

About drawing attention to orders and studies

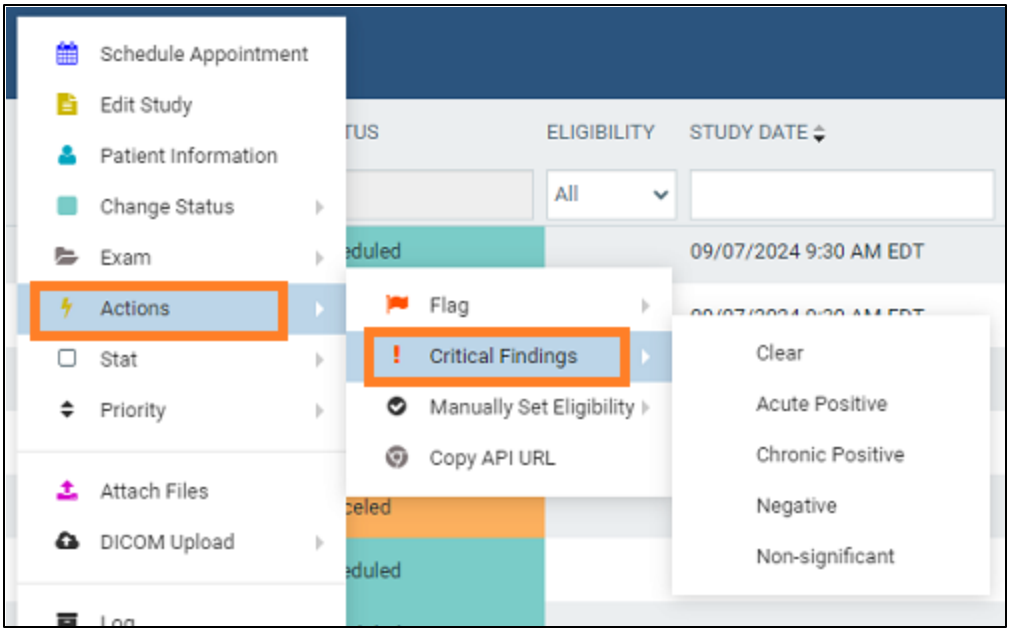
Assign critical findings to an order or study

You can assign critical findings to an order or study (for example, “Acute Positive”), and you can clear any existing critical findings.

Prerequisite: Configure critical findings. See Reason codes.

Procedure

1. Worklist > right-click an order or study > Actions > Critical Findings.



2. In the sub-menu, select a finding.

3. To clear existing findings, select Clear.

See also:

[About drawing attention to orders and studies]

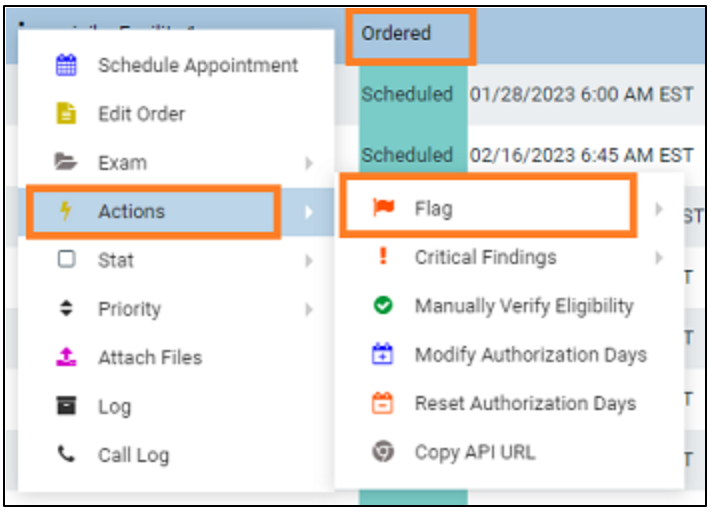
Flag an order or study

You can flag an order or study in the worklist as being of special consideration. After flagging orders or studies, you can filter the worklist by those flags.

Prerequisite: [Create a study flag]

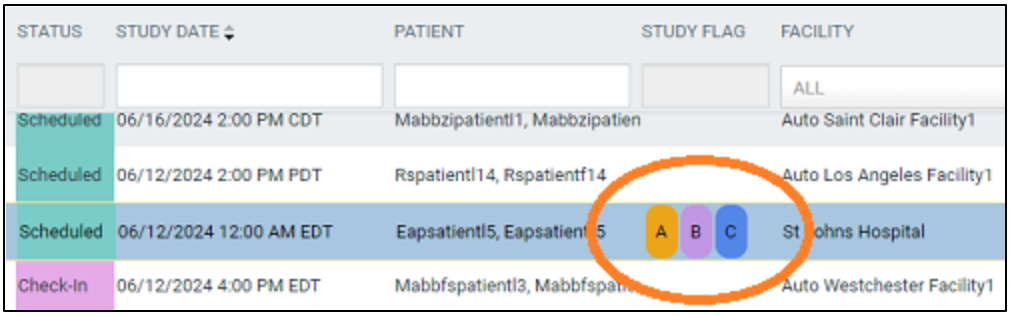
Procedure

1. [Worklist] > right-click an order or study > Actions > Flag.



2. On the sub-menu, select one or more flags.

   Result: The selected flags appear in the STUDY FLAG column.



See also:

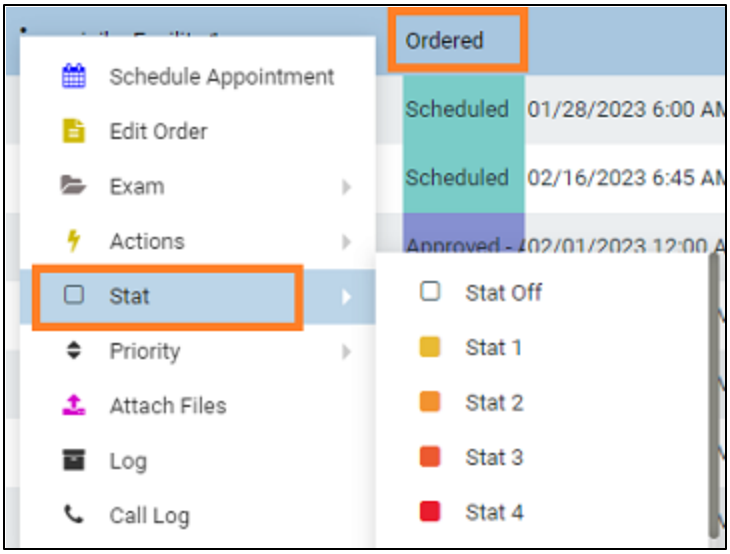
[About drawing attention to orders and studies]

Change the stat level of an order or study

You can assign or change the stat level or urgency (Stat 1–5, or Off) of an order in the worklist.

Procedure

1. Worklist > right-click an order or study > Stat.



2. In the sub-menu, select a stat level.

See also:

About drawing attention to orders and studies

Delete an order

You can delete orders from the worklist.

- On the worklist, select the PRE ORDERS tab.

Delete one order

- On the order shortcut menu, hover over Exam, and then select Delete Study.

Delete multiple orders

- Select the checkboxes of multiple orders, and then on the shortcut menu, select Delete Study.

Require document review

When creating a scan document (or "document") type, you can require that users review the document before moving forward in the study workflow. For example, you can require technologists to review physician orders prior to performing an exam to ensure order accuracy. To review a document, open it from the Edit Study screen or Technologist screen and select the Reviewed checkbox. To require document review:

Procedure

1. In App settings, add a Scan Document Type and select the Requires Review checkbox.
2. Add a study status, select the Document Review checkbox, and then select the document types to review.

See also:

Attach (upload, scan) non-DICOM documents
Configure study statuses

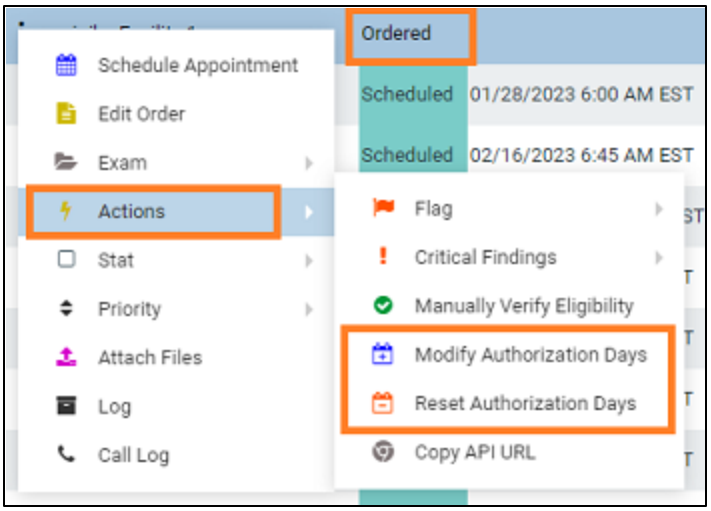
Modify or reset the order authorization days

You can quickly change the number of days specified in an authorization rule associated with a study or preorder in Ordered status. Specifically, you can:

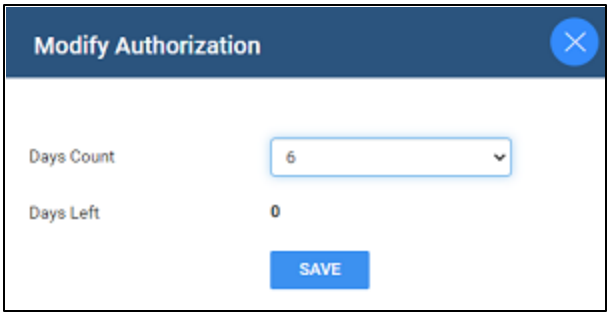
- Reset the days to the number of days set in the rule
- Modify the days to an arbitrary number

Procedure

1. Worklist > right-click an order > Actions > Reset Authorization Days, or Modify Authorization Days.



2. In the Days Count dropdown list, select a new number of days.



3. Select SAVE.

See also:

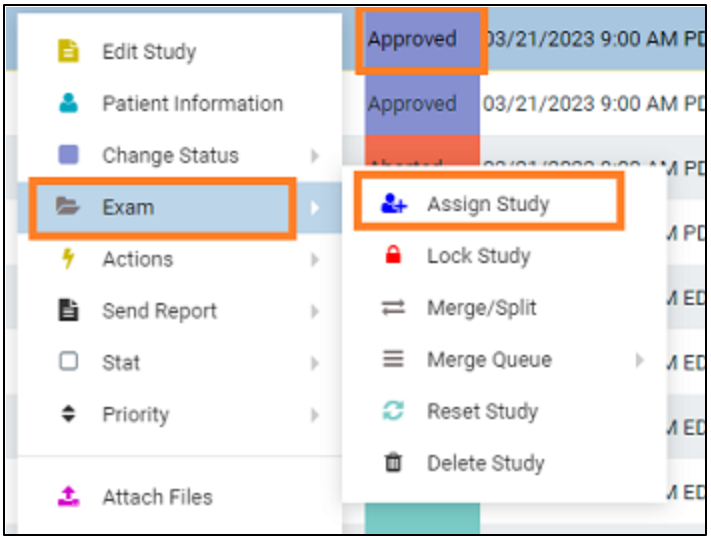
Add authorization rules

Assign a study to users

You can assign one study to one or more users, radiologists, or peer reviewers. When the user signs in, they can create a filter of the worklist that displays all studies assigned to them. This feature also works in conjunction with the "Show assigned studies only" option under Setup > User Management > [user profile] > WORKLIST FILTER.

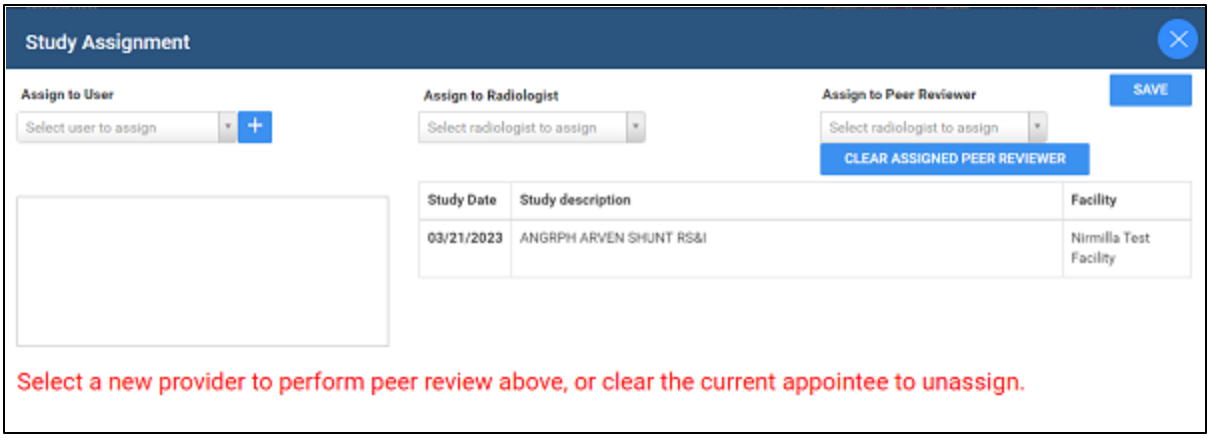
Procedure

1. Worklist > right-click an approved study > Exam > Assign Study.



2. In the Study Assignment dialog, in the Assign to User dropdown list, select a user and then select the add button.

> Note: You can repeat this step to assign additional users.



3. Optional. In the Assign to Radiologist dropdown list, select a radiologist as the referring provider.
4. Optional. In the Assign to Peer Reviewer dropdown list, select a radiologist as the peer reviewer.
5. Select SAVE.

See also:

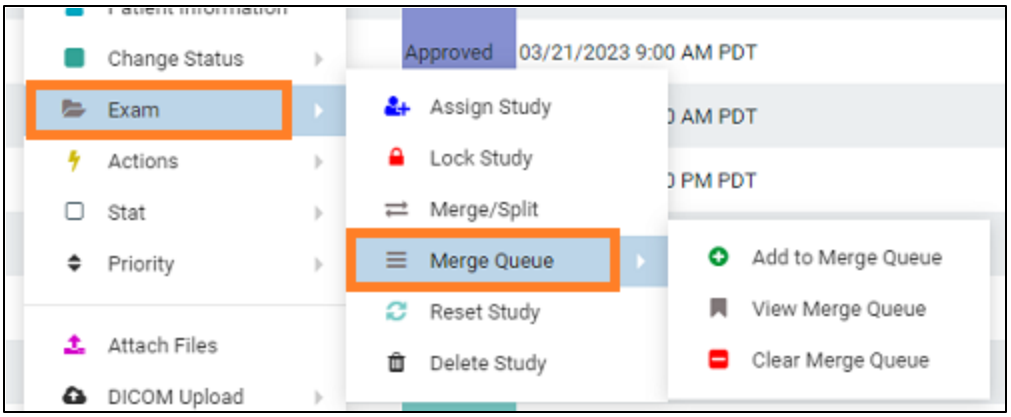
Assign a peer reviewer for a study
Create a user worklist filter

Add studies to the merge queue

If you plan on doing "merge work" on a multiple studies you can add studies to a merge queue from the worklist first, and then merge or split them by following the procedures in Merge or split studies.

Procedure

1. Worklist > right-click a study > Exam.
2. Optional. To start merging or splitting with one study at a time, on a study shortcut menu, select Merge/Split.



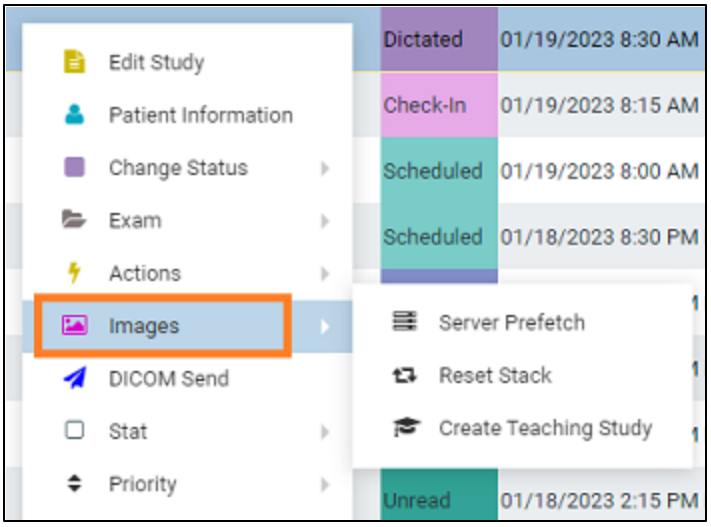
3. On the Merge Queue sub-menu, select Add to Merge Queue.
4. Repeat the previous step for all studies that you want to work with.
5. Right-click one of the studies that you added to the merge queue, hover over Exam, hover over Merge Queue, and then select View Merge Queue.

Create a teaching study

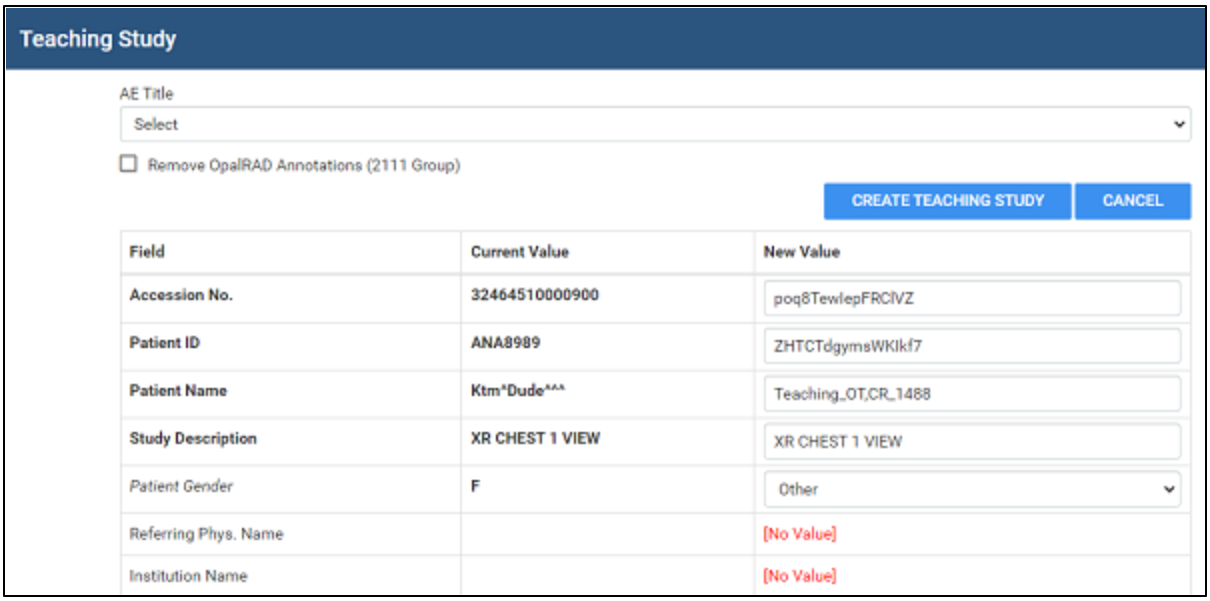
You can create a teaching study by copying an existing DICOM study and anonymizing it.

Procedure

1. Worklist > right-click a DICOM study > Images > Create Teaching Study.



2. In the Teaching Study dialog, in the AE Title dropdown list, select an AE title to which to send the teaching study (where you want the teaching study to be available).



3. In the New Value column, type or select anonymous values for the new study.
4. Optional: To exclude OpalRAD annotations, select Remove OpalRAD Annotations (2111 Group).

> Note: To hide specialty annotations added in OpalRAD (such as for Chiropractic, Podiatric, and Veterinary use), you must select this option or manually remove them from within the created teaching study. You cannot hide them by toggling the overlay.

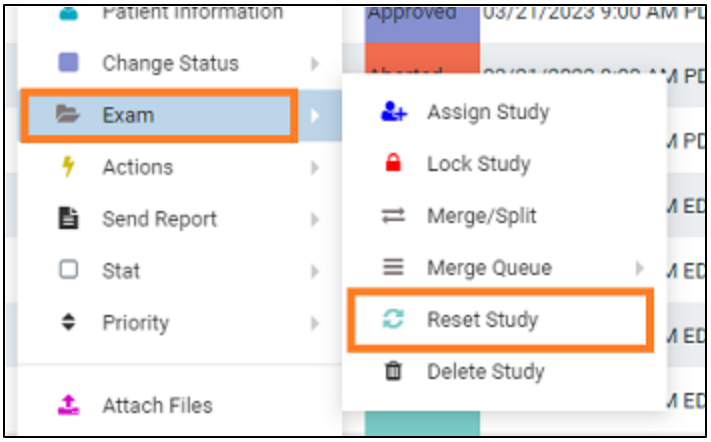
5. Select CREATE TEACHING STUDY.

Reset a study

If the status of a study is beyond “Scheduled” in the study flow, you can reset the status to “Scheduled.”

Procedure

1. Worklist > right-click a study > Reset Study.



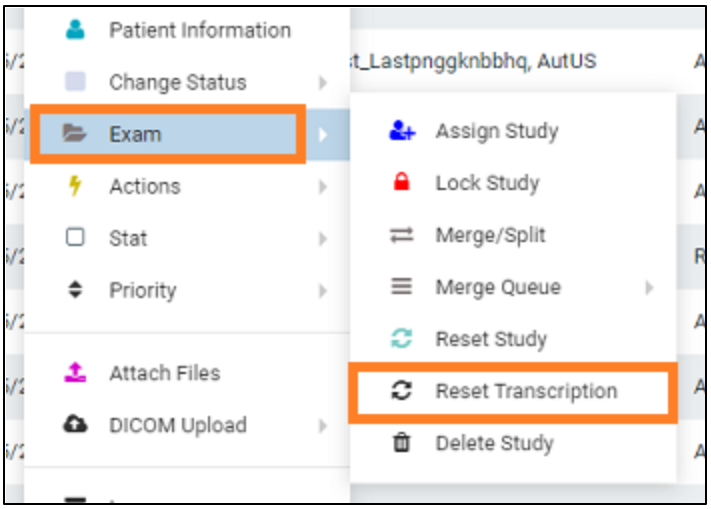
2. In the confirmation dialog, select YES.

Reset a transcription

If the status of a study is “Transcribed” you can reset the transcription, which means to delete the transcription and return the study to the Unread status. If any reports are linked to the study, their statuses also revert to Unread.

Procedure

1. Worklist > right-click a study > Reset Transcription.



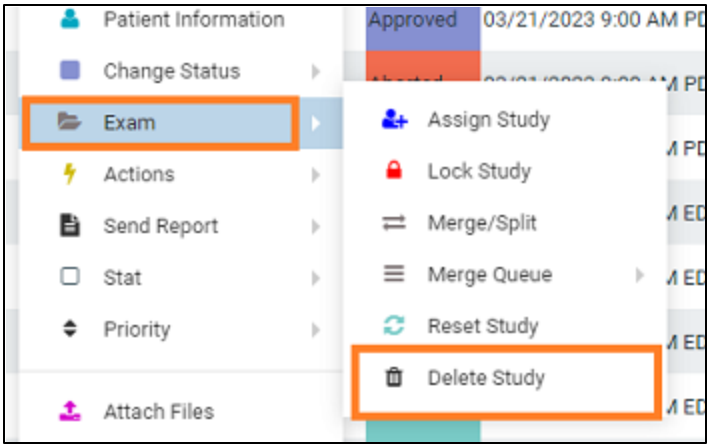
2. In the confirmation dialog, select YES.

Delete a study

When you delete a study it remains on the worklist but Exa PACS|RIS applies strikethrough text formatting to it and disables access. You can undelete or purge a deleted study.

Procedure

1. Worklist > right-click a study > Exam > Delete Study.



2. In the confirmation dialog, select YES.



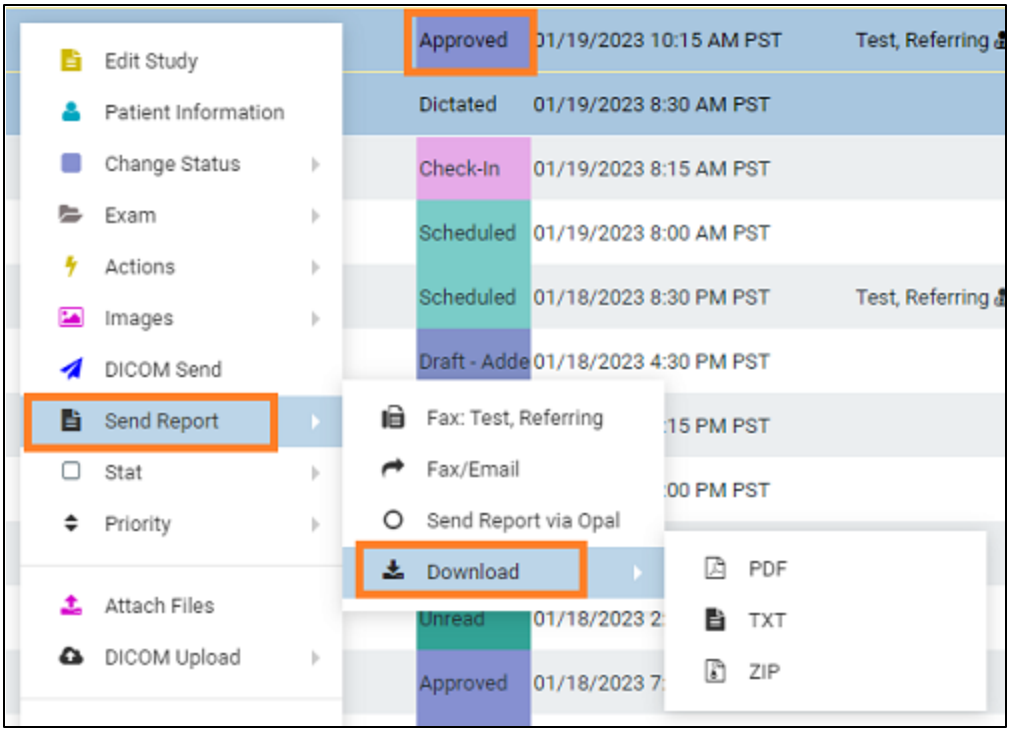
3. In the Delete Reason dialog, select a reason
4. Select SAVE.

Download approved reports

If an approved report is attached to a study, you can download the approved report directly from the worklist.

Procedure

1. Worklist > right-click an approved study > Send Report > Download.



2. Select the format of the report.

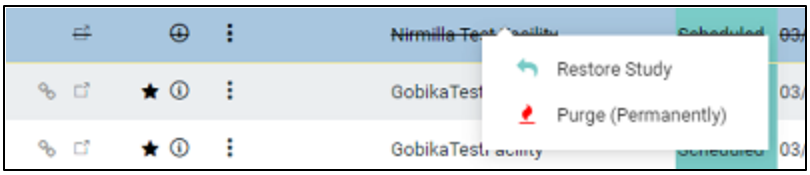
   Result: Exa PACS|RIS downloads the report to your Windows Downloads folder.

Undelete or purge a deleted study

Undeleting a study removes the strikethrough text formatting and restores availability. *Purging* a study permanently removes it from the worklist and the database.

Procedure

1. Worklist > right-click a deleted study.



   - To undelete, select Restore Study.
   - To purge a deleted study, on the study shortcut menu, select Purge (Permanently), and then select OK.

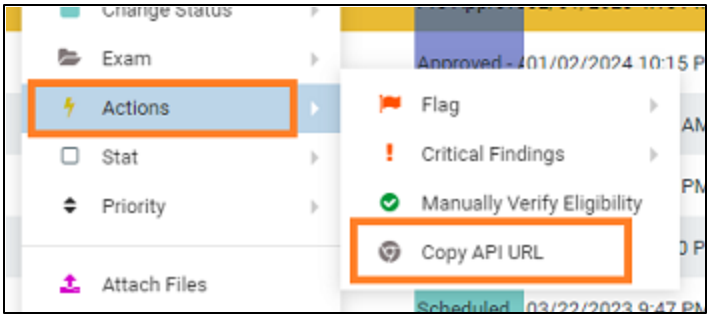
2. To purge all deleted studies at once, on the PACS Actions menu, select Purge All Deleted.

Copy the API URL

If you need the API URL, you can copy it from the worklist.

Procedure

1. Worklist > right-click a study > Actions > Copy API URL.



Result: A pop-up window appears with the API URL.

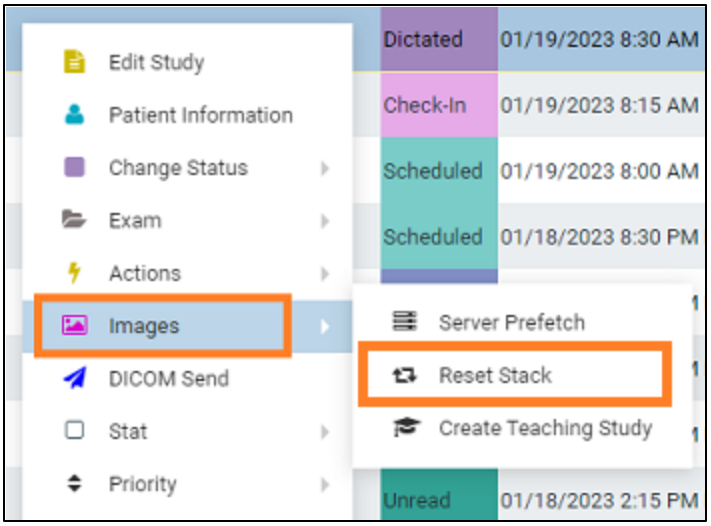
2. Press Ctrl + C to copy, and then select OK.

Reset a stack

To *reset* a stack means to restore its images to their last-saved ordering. It can also be helpful to reset the stack if any problems occur when displaying it in the viewer.

Procedure

1. On the worklist, select the ALL STUDIES tab.
2. On the shortcut menu of a study that contains images, hover over Images and then select Reset Stack.



3. In the confirmation dialog, select YES.

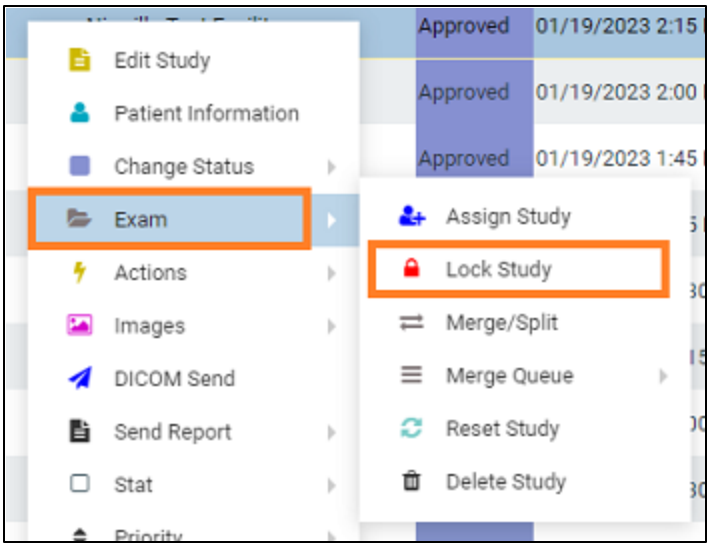
Lock and unlock a study

When you open a study in the viewer, Exa PACS|RIS automatically "locks" it by adding the lock symbol to the worklist study row. A study lock does not prevent subsequent users from opening the study, but alerts them that it is open by the original user, and prevents them from using transcription. Note that if a user opens a study from the Attorney, Physician, or Patient portal, the study does *not* become locked in Exa PACS|RIS.

You can also manually lock a study, and unlock a study that an original user previously locked.

Procedure

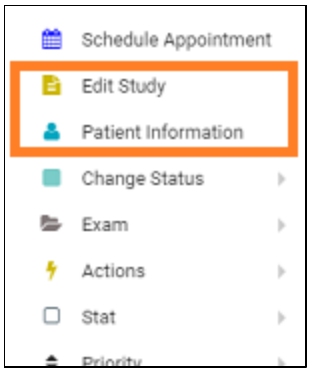
1. Worklist > right-click a study > Exam > Lock Study.



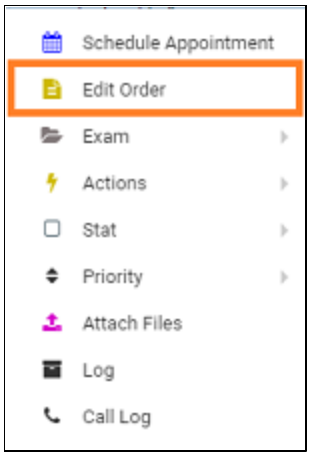
2. To unlock a locked study, on the study shortcut menu, hover over Exam > Unlock Study.

Edit or view a patient, study, or order

To edit a patient, study, or order you can access the Edit Study screen from the worklist by selecting the Edit Study, Edit Order, or Patient Information commands on the shortcut menu.



Study shortcut menu



Order shortcut menu

See also:

Edit study screen

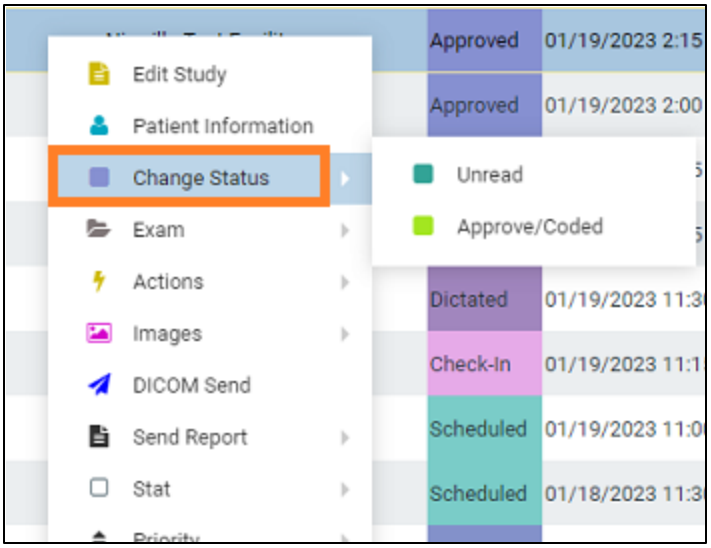
Change the study status

You can assign or change the status (such as Approved or Transcribed) of a study in the worklist.

Prerequisite: Configure study statuses. See Configure study flow.

Procedure

1. Worklist > right-click a study > Change Status, and then select a status.



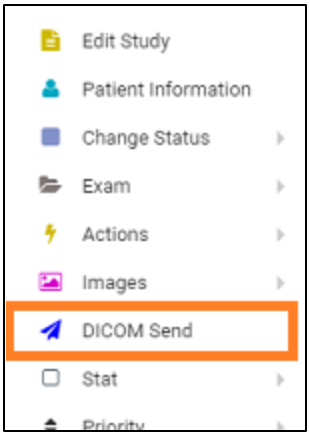
DICOM-send studies, series, or images

You can DICOM-send studies, series, or images to PACS or another destination. You can include any approved reports in the study, but note that the report status (such as Approved or Transcribed) is not sent. To send an approved report with its status, Send an approved report via Opal.

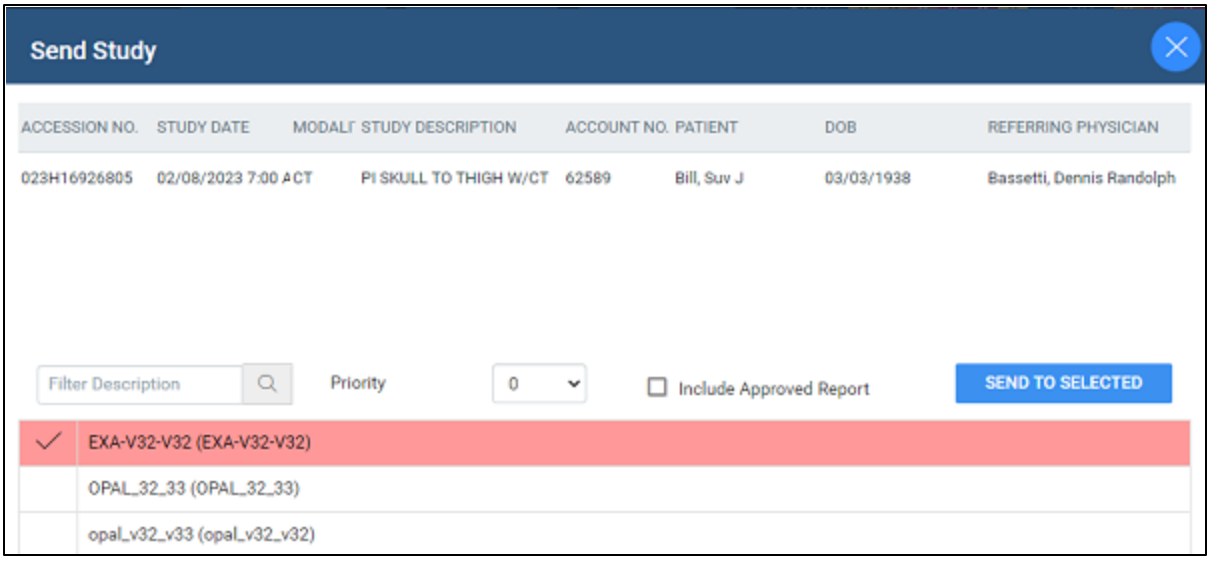
Prerequisite: Configure send destinations (see Configure application entities).

Send studies

1. Worklist > right-click a DICOM study > DICOM Send.



2. In the Send Study dialog, to filter the list of available AEs, type at least one character in the filter box and then select Enter.



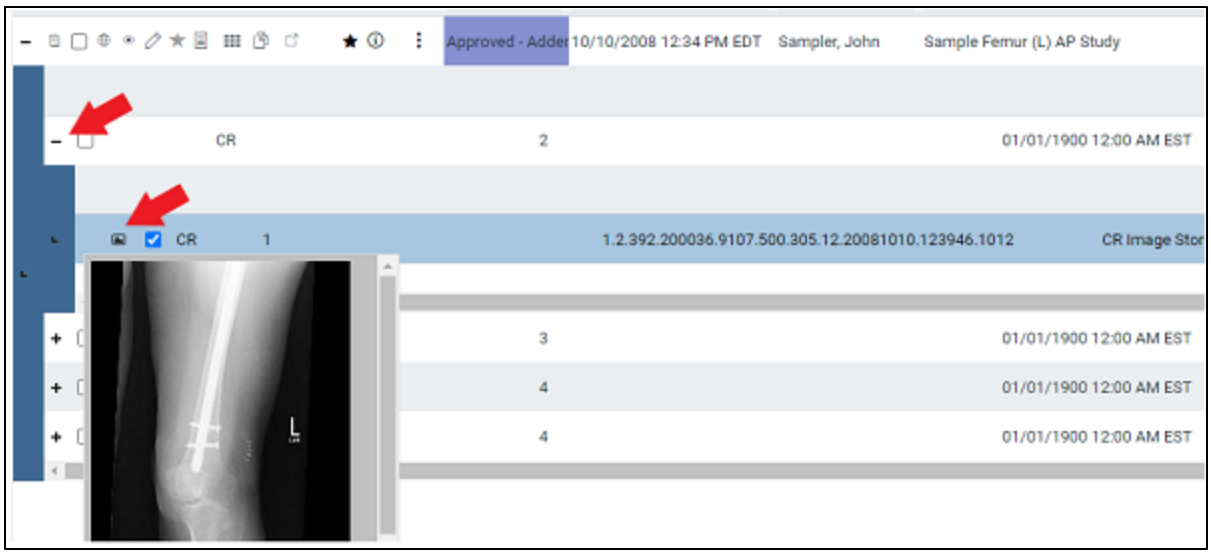
3. In the Priority dropdown list, select a priority.
4. Select destinations in the list, and then select SEND TO SELECTED.

   Optional: To send any attached approved reports, select the Include Approved Report checkbox.

5. Optional. To manage in-process send jobs, see Manage jobs in the transfer and SR queues.

Send series or images

1. In User Settings, clear the Show Priors checkbox.
2. On the worklist, find images or series to send by expanding the study row nodes and image preview buttons.



3. Select the checkboxes of the images or series to send.
4. Right-click and select DICOM Send.
5. In the Send Study dialog, in the Priority dropdown list, select a priority.
6. Select the send destinations in the list, and then select SEND TO SELECTED.
7. Optional: To send any attached approved reports, select the Include Approved Report checkbox.
8. Optional. To manage in-process send jobs, see Manage jobs in the transfer and SR queues.

Send an approved report via Opal

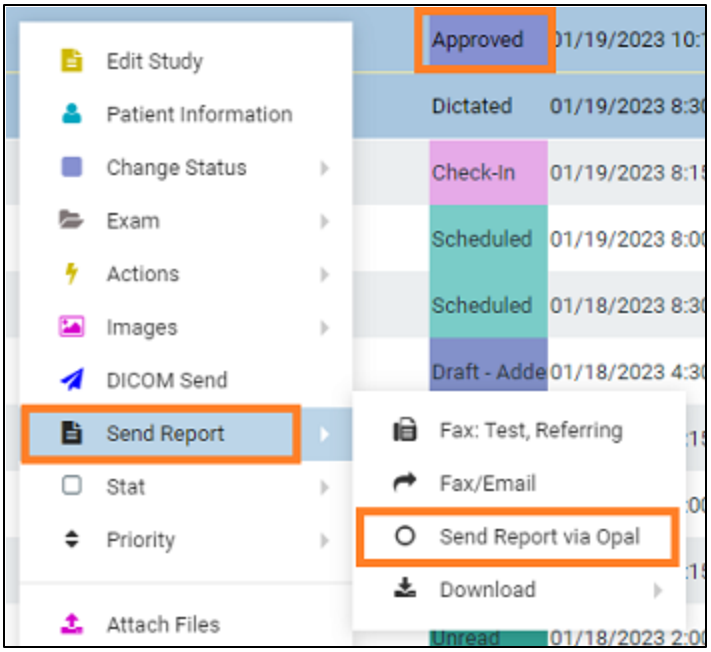
You can send approved reports of DICOM studies to another Opal or Exa platform system. Use this method rather than DICOM-sending if you want to include the report status (such as Approved or Transcribed).

Prerequisites:

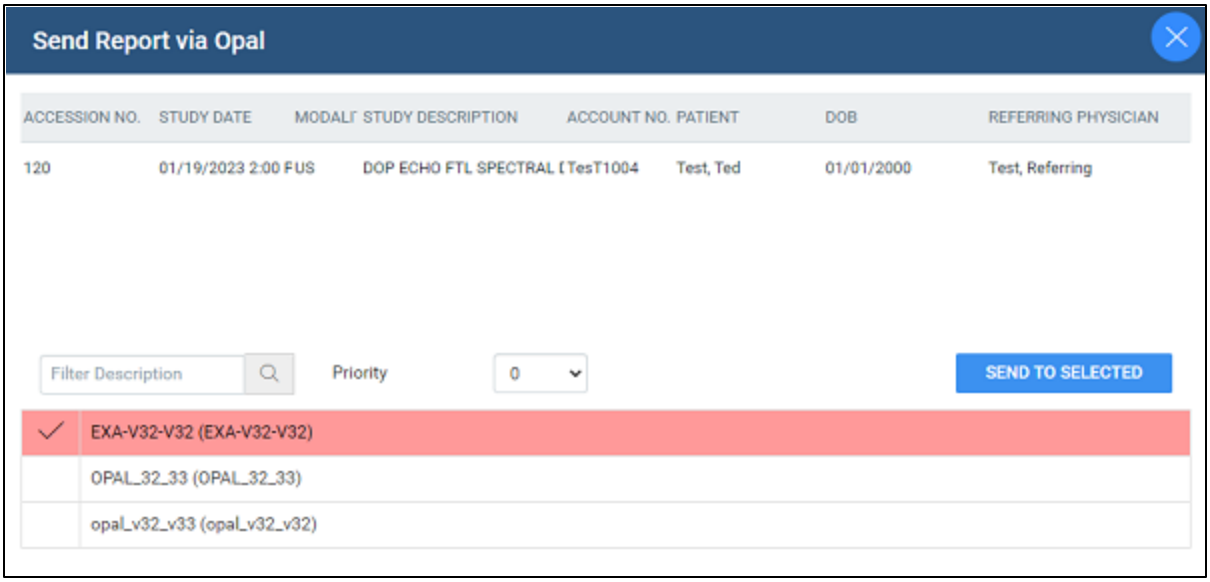
- Configure the referring physician on the sending server (your Exa PACS|RIS server) and receiving server. You may need to contact the receiving facility to confirm.
- Install OPAL tools.

Procedure

1. Worklist > right-click an approved study > Send Report > Send Report via Opal.

2. 

3. In the Send Report via Opal dialog, to filter the list of available AEs, type at least one character in the filter box and then select Enter.



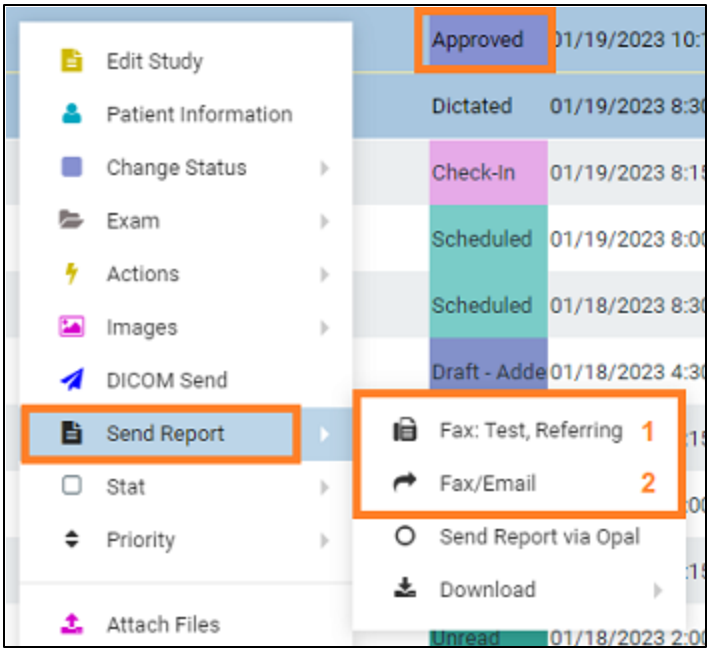
4. In the Priority dropdown list, select a priority.
5. Select send destinations in the list.
6. Select SEND TO SELECTED, or SEND TO ALL.

Send an approved report in a fax or email

You can send approved reports of DICOM studies in a fax or email.

Procedure

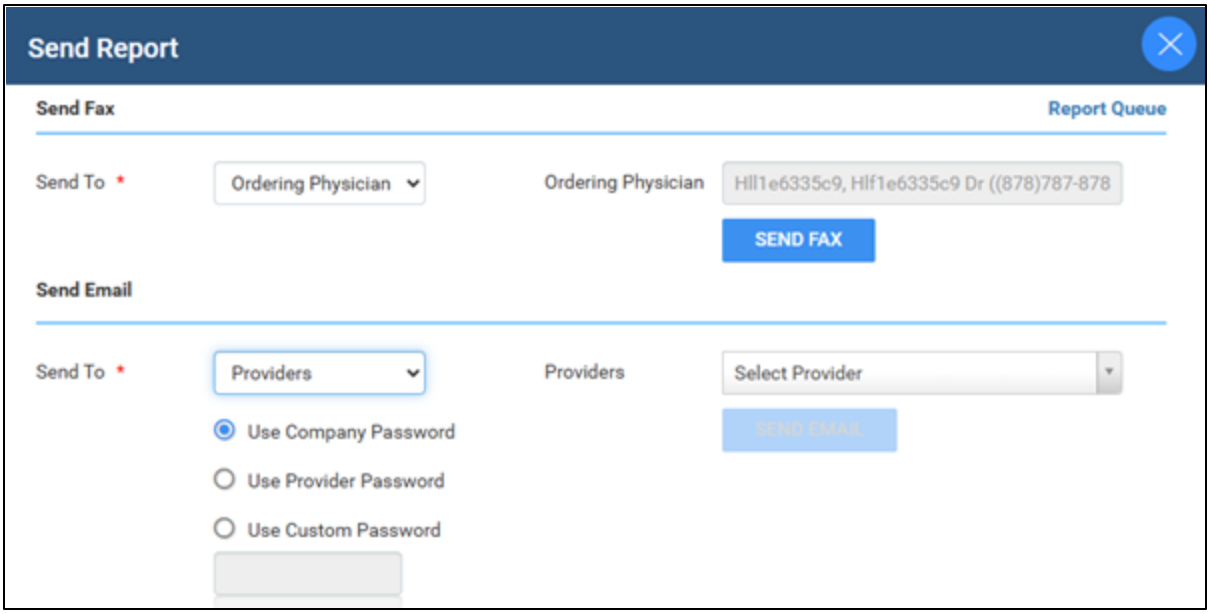
1. Worklist > right-click an approved study > Send Report.



   To fax to the default recipient (1), select it.

   Result: The report is sent to the fax queue.

2. To send to selected recipients (2), select Fax/Email.
3. In the Send Report dialog, select recipients and password options and then select the SEND FAX and/or SEND EMAIL button.



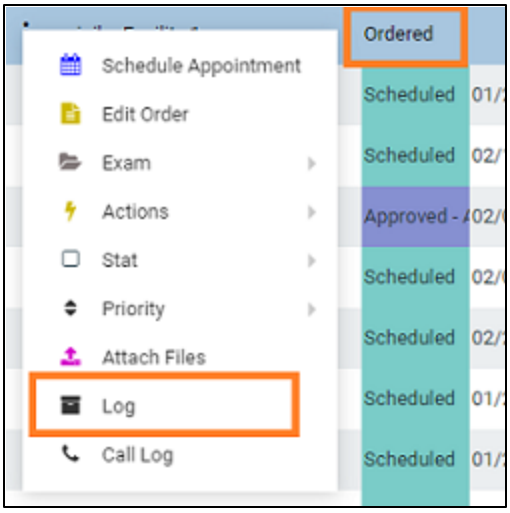
4. Optional. Repeat the previous step to send to additional recipients.
5. Optional. To open the report or fax queue, select Report Queue or Fax Queue in the upper-right corner of the dialog.

View and export audit log entries

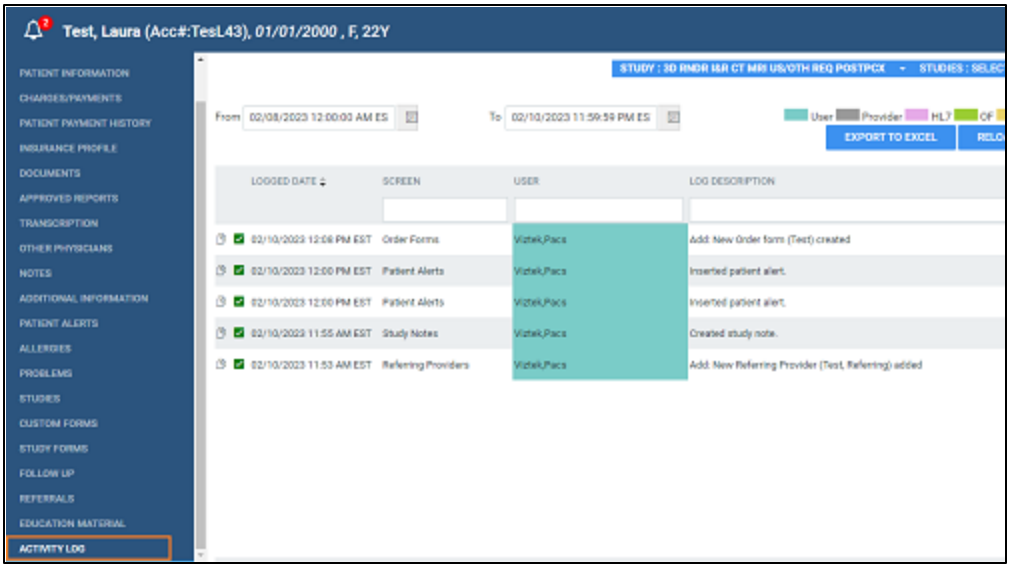
You can view audit log entries, and export them to an XLS file.

Procedure

1. Worklist > right-click an order or study > Log.



2. In the Activity Log screen, select a date range for the log entries to view, and then select RELOAD.



3. If any entries match the date range, they appear in the list.
4. Optional. To export an entry from the list, select it and then select EXPORT TO EXCEL.
5. To view information in a log, double-click the log entry in the list.

See also:
View activity logs

About linking patients

Two ways to handle duplicate patient records are linking and merging.

To *link patients* means to merge patients to the master patient record by using alternate account numbers. You can link patients from the worklist "on the fly" by following the procedure in Link patients, or from the patient chart by following the procedures in Add alternate account numbers to a patient chart.

To merge patient charts generally means to move studies, series, and images between patients.

Note: Linking patients is different from Linked Reporting.

See also:

Use alternate account numbers
Merge or split studies

Link patients

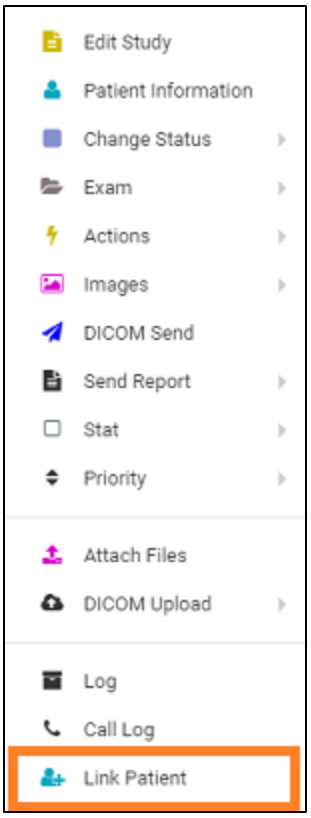
If a patient has multiple records, each with different account numbers (or MRNs or PIDs), you can link them from the worklist (see About linking patients).

Caution: Linking an external patient record to an internal one deletes the external record.

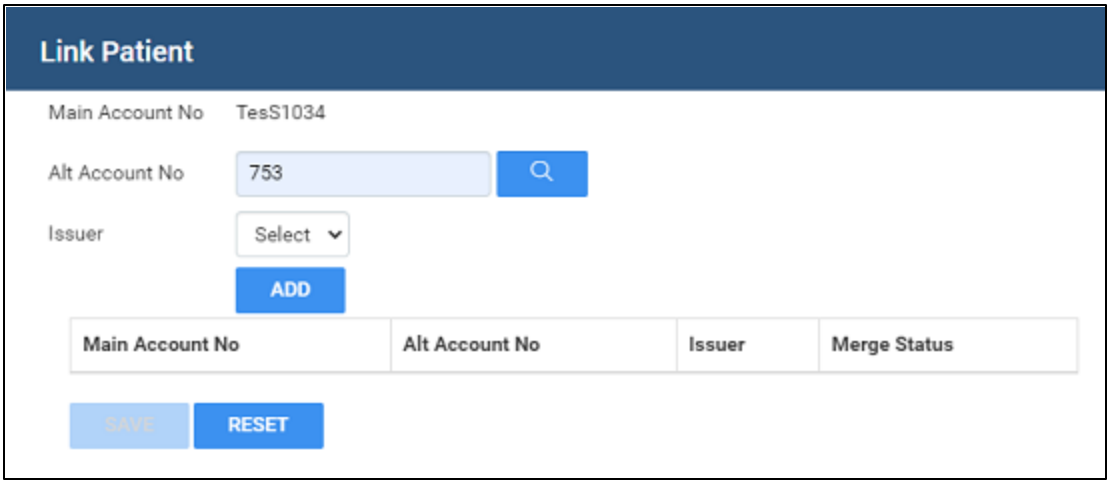
Prerequisite: Configure alternate account number functionality.

Procedure

1. Worklist > right-click an order or study > Link Patient.



2. In the Link Patient dialog, in the Alt Account No search box, enter the exact account number to link to the current account number, and then select Enter.



3. In the Issuer dropdown list, select the issuer of the PID, and then select ADD.

Note: If the account number was found (it already exists in Exa PACS|RIS), a message appears. Type a different number or select a different issuer.

4. Select SAVE.

Attach (upload, scan) non-DICOM documents

In various parts of the program you can *attach*, *upload*, and *scan* non-DICOM documents. All of these result in adding files to the DOCUMENTS section of the patient chart and the Edit Study screen, but differ slightly in procedure and scope.

Scan – Scan paper documents and add to a patients or studies.

Upload – Select existing document and add to patients or studies.

Attach – Open a screen from which you can upload or scan documents.

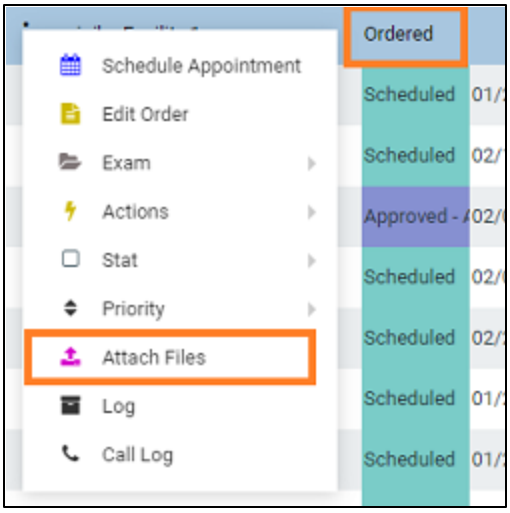
Prerequisite: Install Exa Scans

Procedure

1. Choose one of the following:

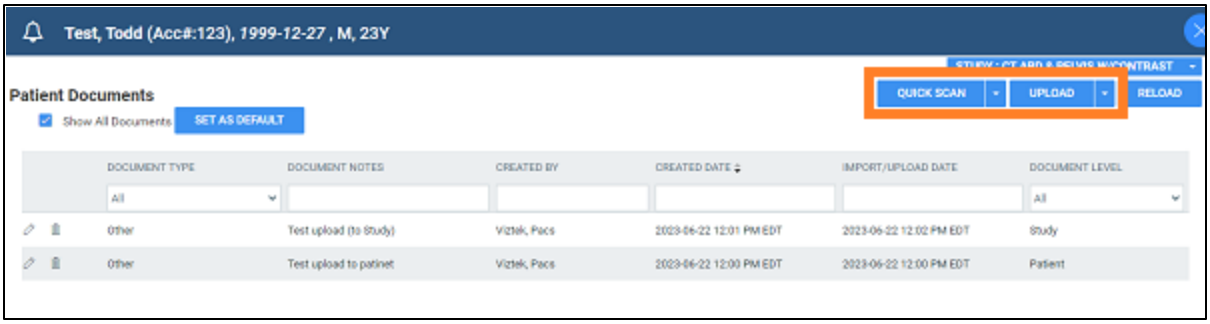
   From the worklist
   - Worklist > right-click an order or study > Attach Files.
   - Worklist > Edit Study screen > DOCUMENTS.

   From the schedule book
   - SCHEDULE > right-click an appointment block > Attach Files.

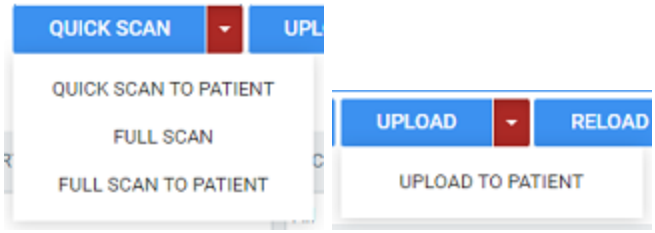


Examle: Using the worklist study row shortcut menu

Result: The Patient Documents screen appears:



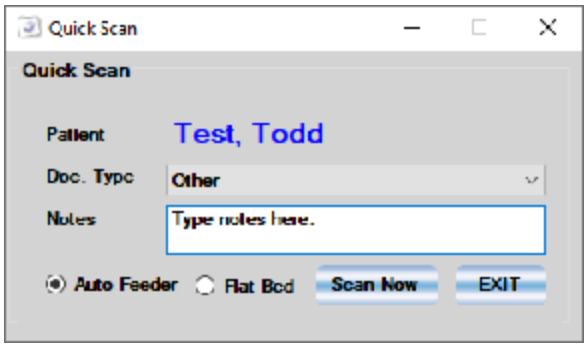
2. In the upper-right, select one of the following options.



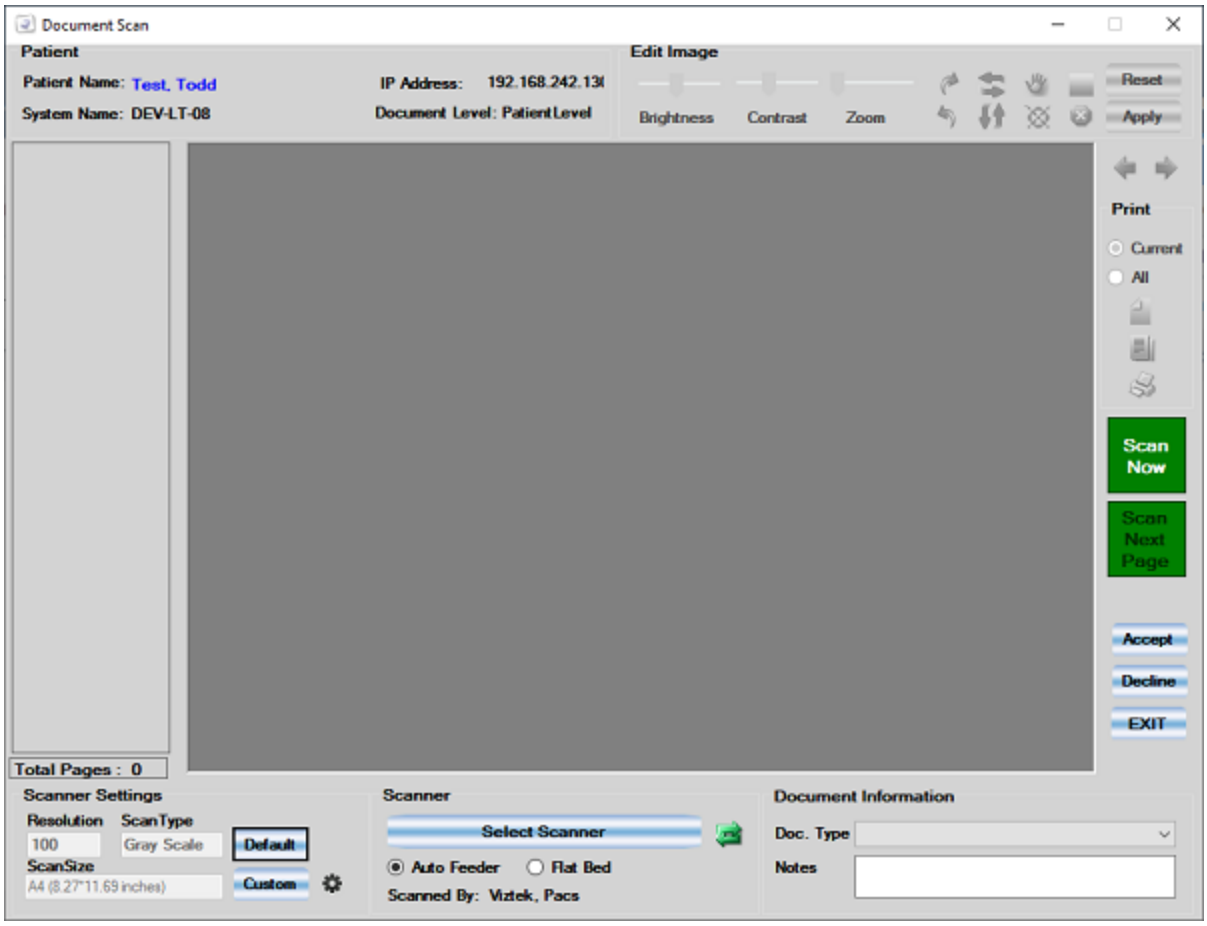
Setting	Process	Attach Document To
QUICK SCAN	Scan document with basic options	Study
QUICK SCAN TO PATIENT	Scan document with basic options	Patient
FULL SCAN	Scan document with full options	Study
FULL SCAN TO PATIENT	Scan document with full options	Patient
UPLOAD	Upload document	Study
UPLOAD TO PATIENT	Upload document	Patient

3. Based on your choice above:

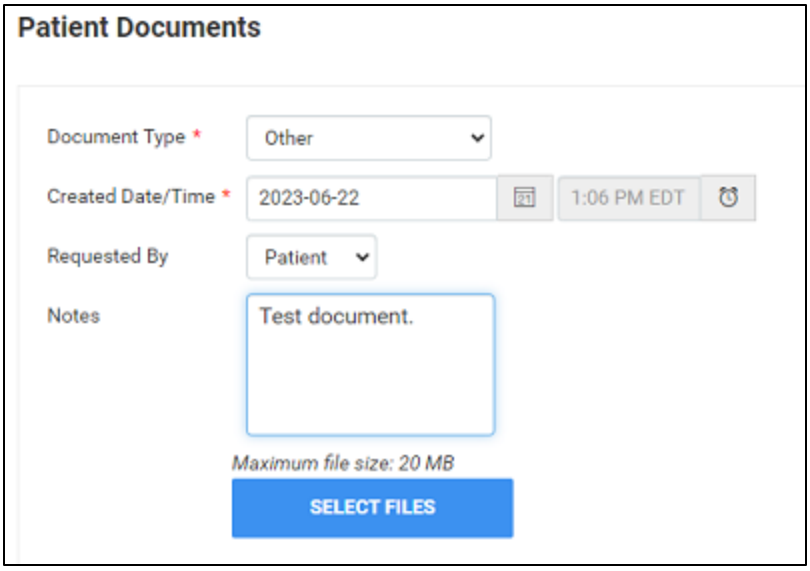
- For Quick (basic) scanning, select a document type, type notes, and then select Scan Now.



- For Full scanning, use the Document Scan screen to edit the image as needed, and then select Scan Now.



- For Uploading, select options, use SELECT FILES to browse for and select files to upload, and then select SAVE.



See also:

Attach (upload, scan) DICOM documents
Require document review

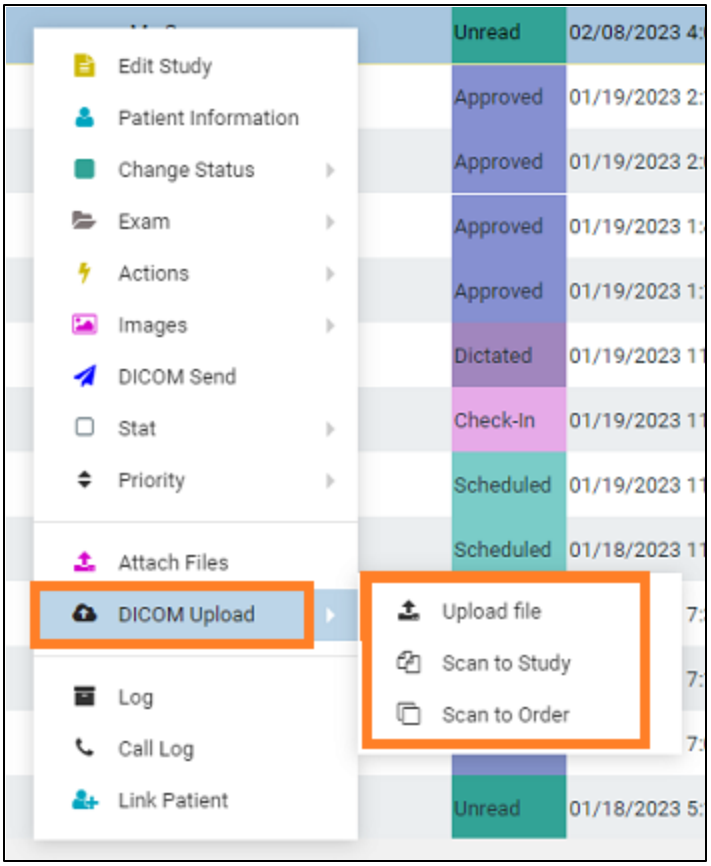
Attach (upload, scan) DICOM documents

You can upload or scan files to DICOM format and add them to an order or study. Documents added in this way are available as secondary capture images in the Exa PACS|RIS viewer.

Prerequisite (scanning only): Install Exa Scans

Procedure

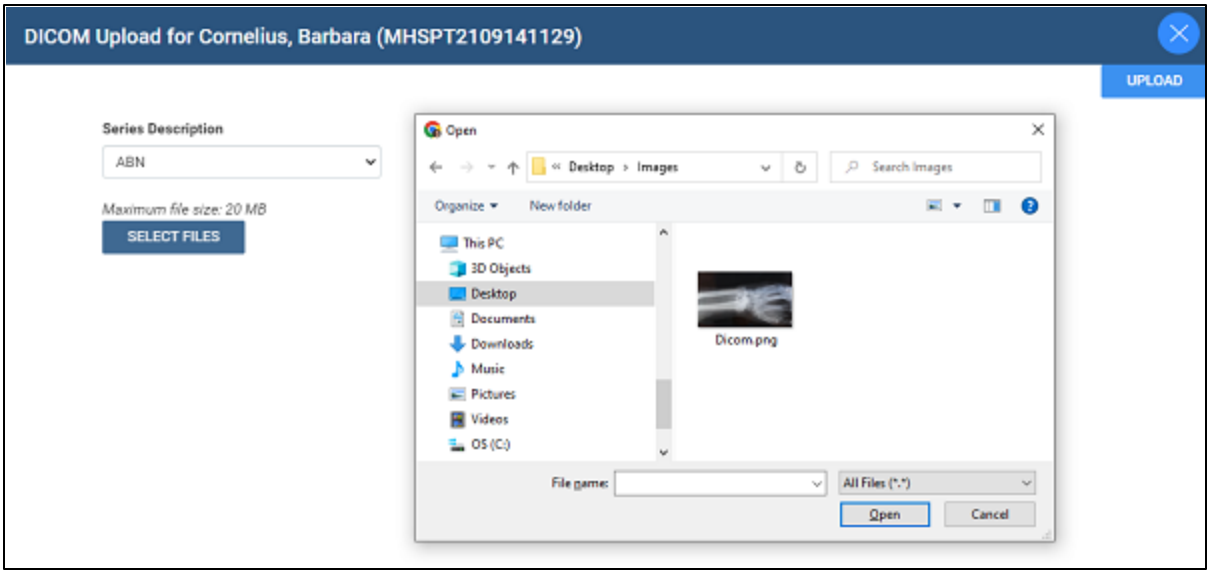
1. Choose one of the following:
   - Worklist > right-click a DICOM study > DICOM Upload > Upload File.
   - Worklist > right-click a DICOM study > DICOM Upload > Scan to Study.
   - Worklist > right-click a DICOM study > DICOM Upload > Scan to Order.



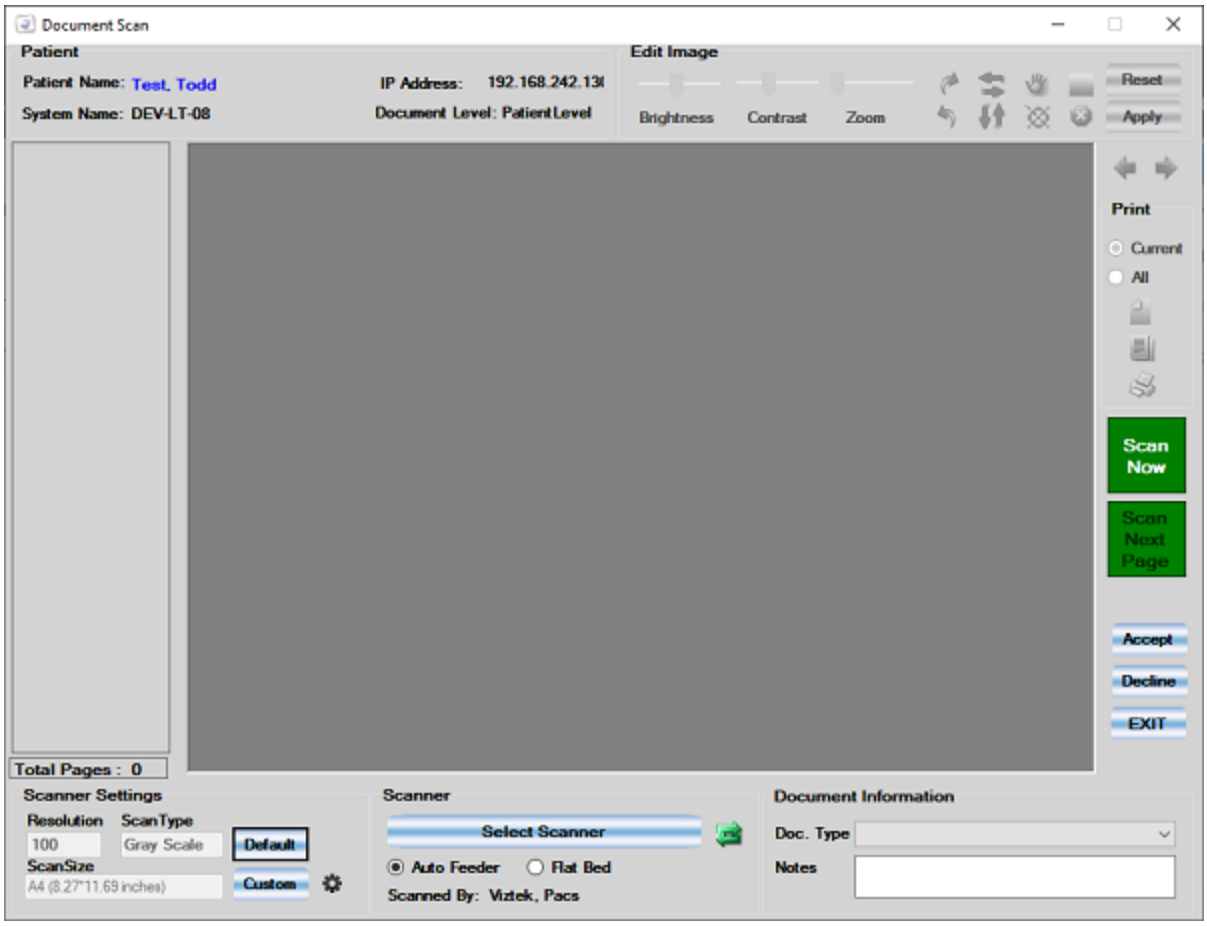
Setting	Process	Attach Document To
Upload file	Upload document (PDF, image), convert to DICOM	Patient
Scan to Study	Select if the study already has images. Scan document, convert to DICOM.	Study
Scan to Order	Select if the study does not already have images. Scan document, convert to DICOM.	Order

2. Based on your choice above:

   - For Uploading, select a series description, use SELECT FILES to browse for and select files to upload, and then select UPLOAD.



   - Use the Document Scan screen to edit the image as needed, select your scanner, and then select Scan Now.



See also:

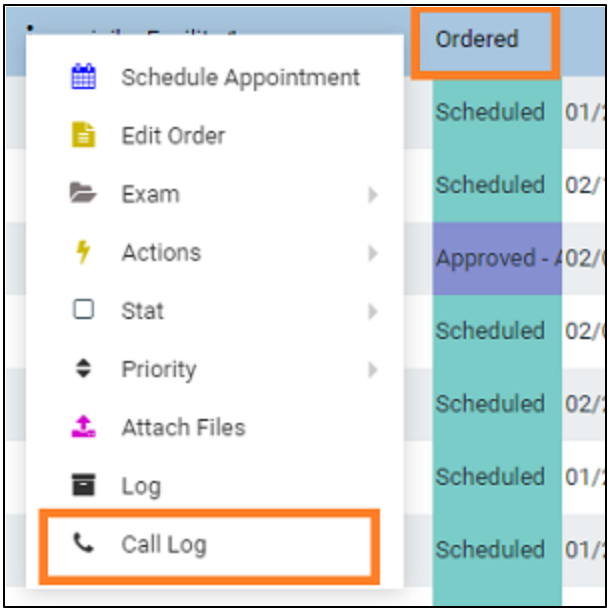
Attach (upload, scan) non-DICOM documents
Require document review

Open the call log

You can use the call log to save a record of communication to and from a patient regarding an appointment or order.

Procedure

1. Worklist > right-click a study or order > Call Log.



2. The Notes tab of the patient chart opens. See Update the patient call log.

Edit Study screen

In the Edit Study screen (or *study chart*) you can view and edit most information about an order or study. For a list of topics in this chapter, see Topics on the Edit Study screen.

Open the Edit Study screen

To open the Edit Study screen, follow the procedure below.

Caution:

- When working in the Edit Study screen, ensure that you enter all information correctly and with correct spelling. Incorrect information can result in failure to find patient records in future operations.
- For recommended security, please turn off Chrome autofill. A password and/or patient information is configured or used on this page.

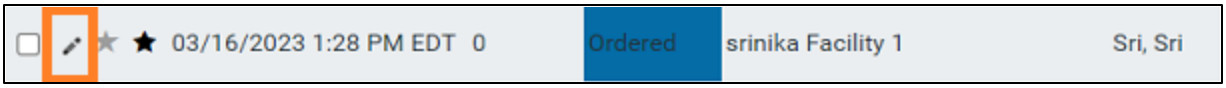
Procedure

- On the Worklist ALL STUDIES tab, double-click study row or select Edit Study.

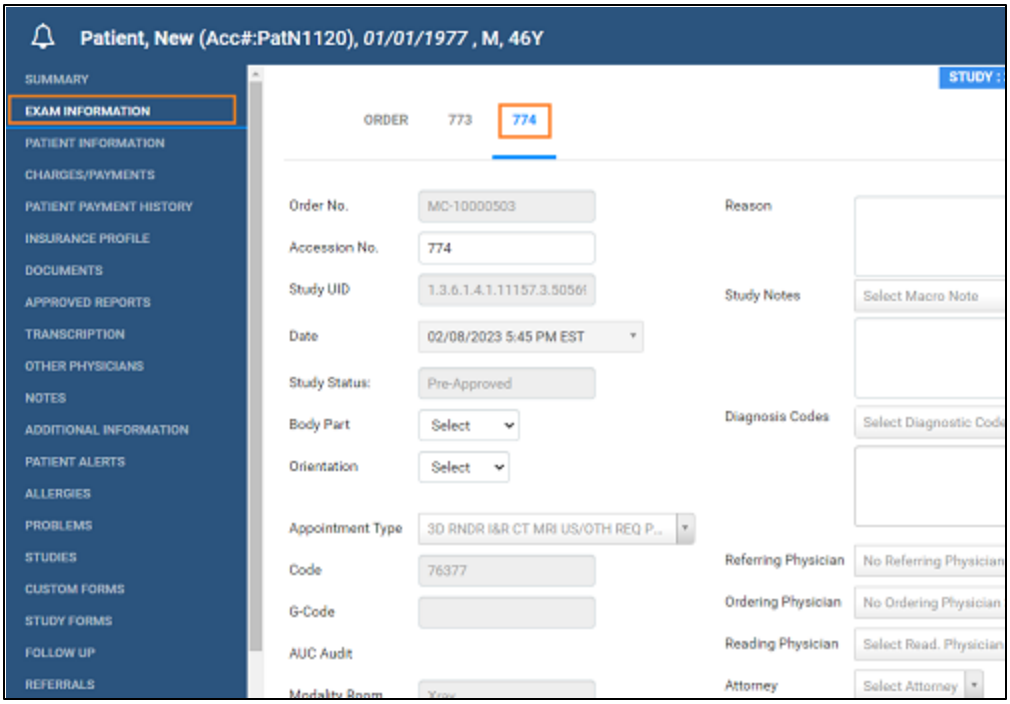


...OR

- On the Worklist PRE ORDERS tab, double-click an order row or select Edit Order.



Result: The Edit Study screen opens to the EXAM INFORMATION screen, with the most recent study sub-tab selected.



Topics on the Edit Study screen

This chapter (Edit Study screen) contains the following topics (not all topics may be available depending on version and region).

View patient alerts
View a summary of an order
Edit order information
Edit study information
About changing appointment types
Change an authorized appointment
Edit basic patient demographics
Add or edit a patient's portal account
View and print a patient statement from the claim inquiry
Scan a patient's driver's license
Generate a patient check-in code
Export a patient CCD
Enter a new charge
Enter payments and print receipts
View payment history and print receipts
Add or edit an insurance profile
Verify eligibility of pre-orders and studies with PokitDok
Verify eligibility and estimate coverage with Exa Clear
Add or edit a patient guarantor
View or add patient documents from Edit Study
View approved reports
Open the transcription screen

Manage other physicians
Enter notes and reasons for study
Update the patient call log
Enter employment and transfer-related information
Assign or remove patient alerts
Add allergy information
View problems
View prior studies and add a new study
Add a custom form to a study
Add a study form to a study
Draw on a study form image
Specify a follow-up exam
Refer a patient
View activity logs

View patient alerts

You can quickly check whether the patient of a study has any alerts that might affect billing, scheduling, exam preparation, or other factors.

Procedure

1. Go to Worklist > Edit Study screen, and then select the alert button.



The number of alerts appears in red

Result: The Patient Alerts dialog box appears.



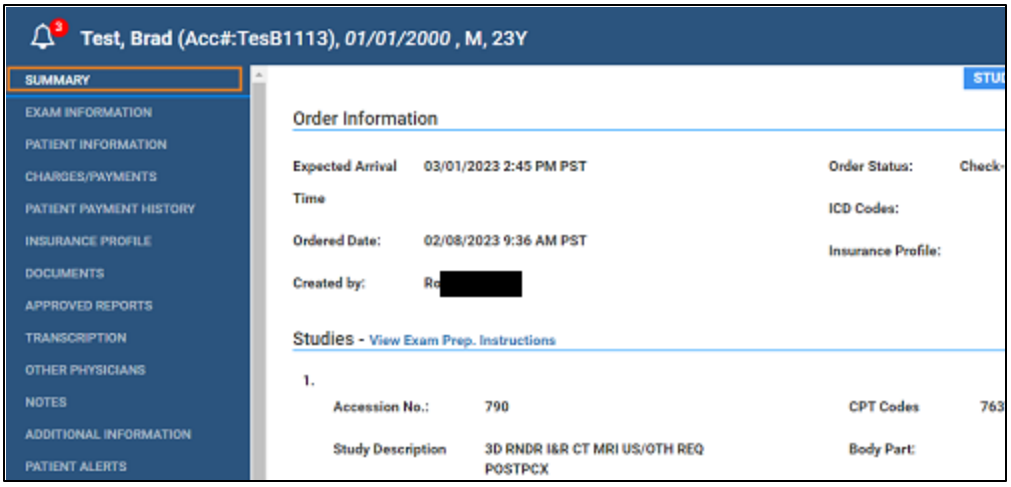
2. Optional: Enter notes and click SAVE.

View a summary of an order

You can view a summary of an order and its studies.

Procedure

1. Go to Worklist > Edit Study screen, and then select SUMMARY.



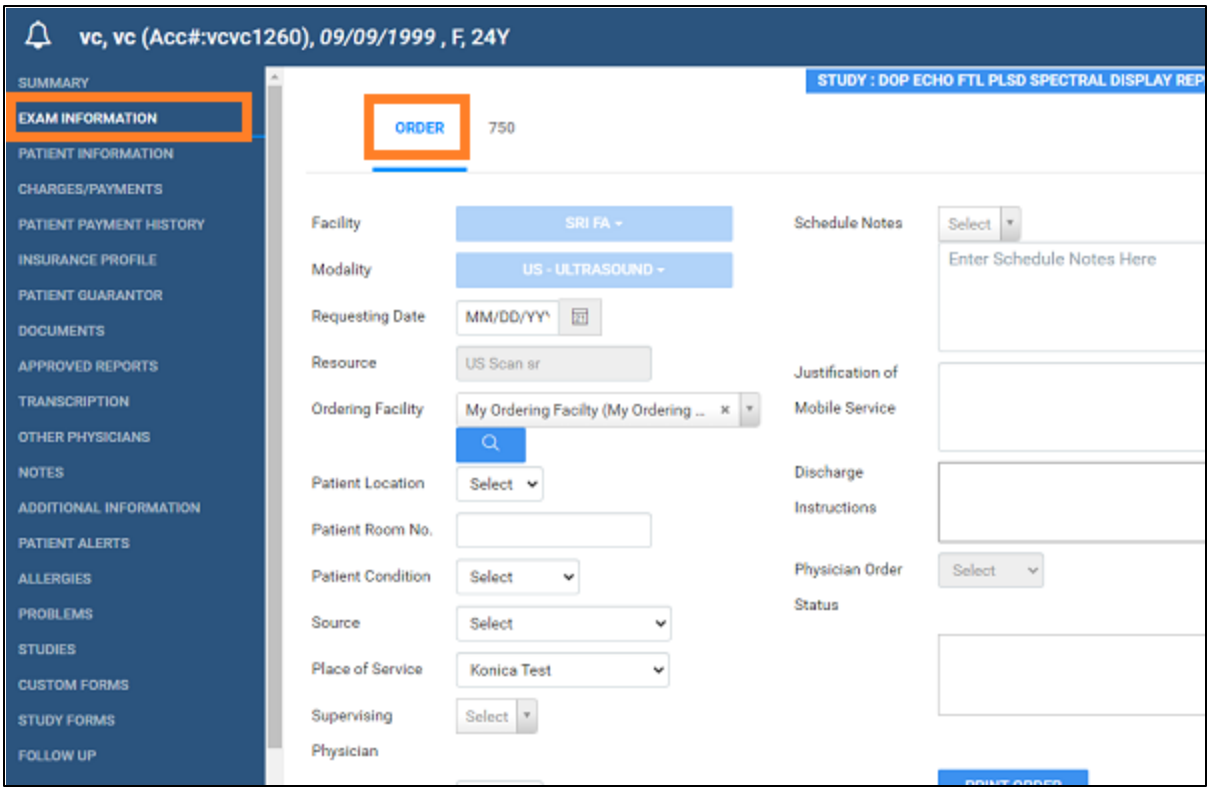
Result: The order summary appears in the right pane.

Edit order information

An *order* defines information for one or more studies. You can edit properties of an order.

Procedure

1. Go to Worklist > Edit Study screen > EXAM INFORMATION, and then select the ORDER sub-tab.



Result: The Edit Order screen appears.

2. Near the top of the screen, select the ORDER sub-tab and make changes to the following settings.

Setting	Description
Facility	The facilities performing the studies (to change, reschedule).
Modality	The modalities used for the studies (to change, reschedule).
Requesting Date	The date requested for the order. Users with rights can edit this date.
Resource	The resources used for the studies (to change, reschedule).
Ordering Facility	Available with Mobile RAD only. Select the ordering facility or location of the studies. If the patient resides at the ordering facility location, select Set as Home Address.
Patient Location	Select the current location of the patient.
Patient Room No.	Type the room number of the patient location.
Patient Condition	Select a patient condition to consider for studies (such as "wheelchair").
Source	Select the source of the patient (such as referral or previous medical facility).
Place of Service	Select the place of service for billing purposes (Box24B).
Supervising Physician	Select the supervising physician (Medicare requires a supervising physician to be present in the department or location during the exam).
Functional Status	Select the patient's functional status.
Cognitive Status	Select the patient's cognitive status.
Transition of Care in	[Unused]
Patient Visit No.	The enterprise-specific serial number for the study.
SDE Study	Select the checkbox if the order contains an echo ultrasound-related study.
Schedule Notes	Type or select schedule notes (such as messages from the front desk).
Justification of Mobile Service	Type the justification of mobile service for reference by the physician.
Discharge Instructions	Type any discharge instructions.
Physician Order Status	Status from Physician Portal. If the order was signed, the physician's signature appears in the box below the Physician Order Status dropdown list.
PRINT ORDER	To print a summary of the order information, select one or more of the following options, and then select PRINT ORDER.
Include Disclaimer/ Signature Area	Includes a preconfigured disclaimer on the printed order to be signed by the patient.
Include Notes	Includes schedule and study notes on the printed order.
Include Barcode Page	Prints a barcode on the order.

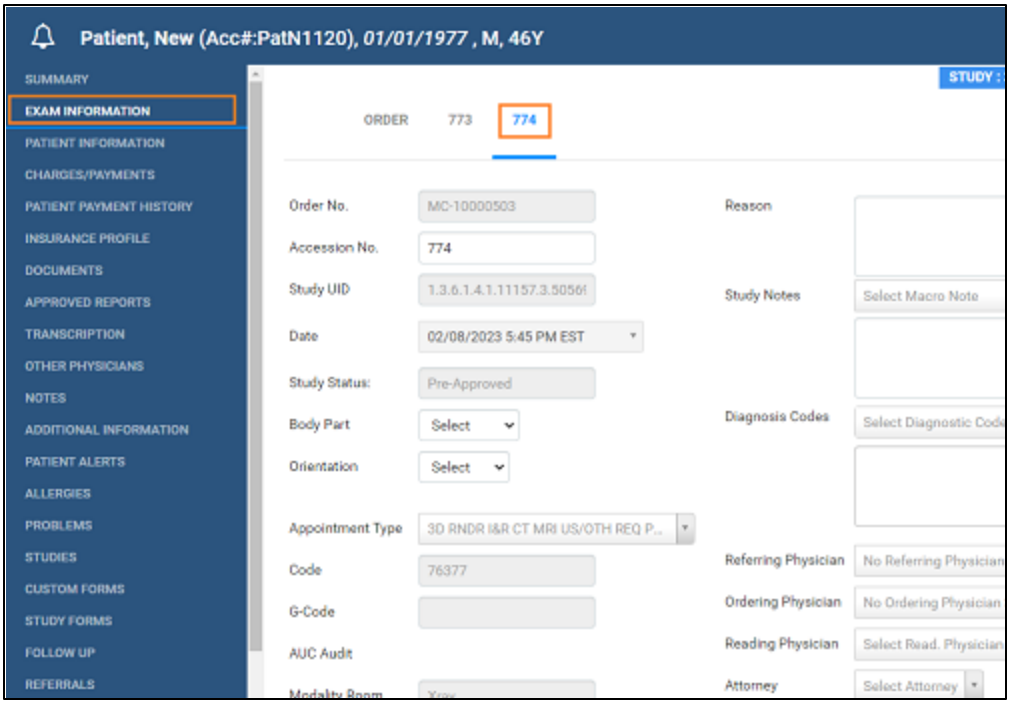
3. If DICOM settings are not available to edit, at the bottom of the screen, select DICOM STUDY, and then make changes to DICOM settings as needed.
4. To edit or add CPT codes, at the bottom of the screen, select the edit  or add  button, enter changes, and then select SAVE.
5. Select SAVE.

Edit study information

You can edit properties of an ordered study, including DICOM settings and CPT codes.

Procedure

1. Go to Worklist > Edit Study screen > EXAM INFORMATION, and then select a study sub-tab.



An order containing studies with accession numbers 773 and 774

2. Make changes to the following settings.

Setting	Description
Order No.	The order number to which the study belongs (to change, reschedule).
Accession No.	The accession number of the study (users with rights can edit here).
Study UID	The study UID as determined by the selected appointment type.
Date	The date of the study (to change, reschedule).
Study Status	The current status of the study in the Exa PACS|RIS study flow.
Body Part	Select the relevant body part for the study (for example, hand).
Orientation	Select which side of the body (for example, right).
Appointment Type	Select the study's appointment type (the type of exam for scheduling purposes).
Code	The internal procedure code of the study (associated with the appointment type).
G-Code	Currrently not available.
AUC Audit	Currently not available.
Modality Room	The modality room where the study is performed (to change, reschedule).
Reason	Type the patient-specific reason for performing the study.
Study Notes	Type or select study notes (such as basic study history or notes from technologist to radiologist).

Setting	Description
Diagnosis Codes	Select diagnosis (e.g. ICD10) codes for the study.
Referring Physician	Select the physician who referred the patient for the study. If available, you can select the provider button to view provider details.
Ordering Physician	Available when using Mobile RAD. Select the physician who ordered the study. If left blank, Exa PACS|RIS automatically enters the referring physician. If available, you can select the provider button to view provider details.
Reading Physician	Select the radiologist or other physician who will read the study. If available, you can select the provider button to view provider details.
Attorney	Select the attorney for the patient. This attorney is given access to the study through Attorney Portal. If available, you can select the provider button to view provider details.
Technologist	Select one primary technologist for the study.
Additional Technologists	Available when a primary technologist is selected. Select up to 10 additional technologists who contribute to the study. Additional technologists are included in the Technologist Productivity operational report.
Department	Type the department of the facility performing the study.
Institution	Type the institution of the facility performing the study.
Station	Type an identifier for the station of the location performing the study.

3. If DICOM settings are not available to edit, at the bottom of the screen, select DICOM STUDY, and then make changes to DICOM settings as needed.
4. To edit or add CPT codes, at the bottom of the screen, select the edit or add button, enter changes, and then select SAVE.
5. Select SAVE.

About changing appointment types

Authorized appointments

Appointment types contain one or more CPTs. If you change a study's appointment type from one that has only one CPT to another than also has only one CPT, Exa PACS|RIS automatically copies any authorization information from the original CPT to the new one. However, if the old and/or new appointment types have multiple CPTs, you can copy insurance authorization information from selected CPTs in the original appointment type to any matching CPTs in the new one.

See also:

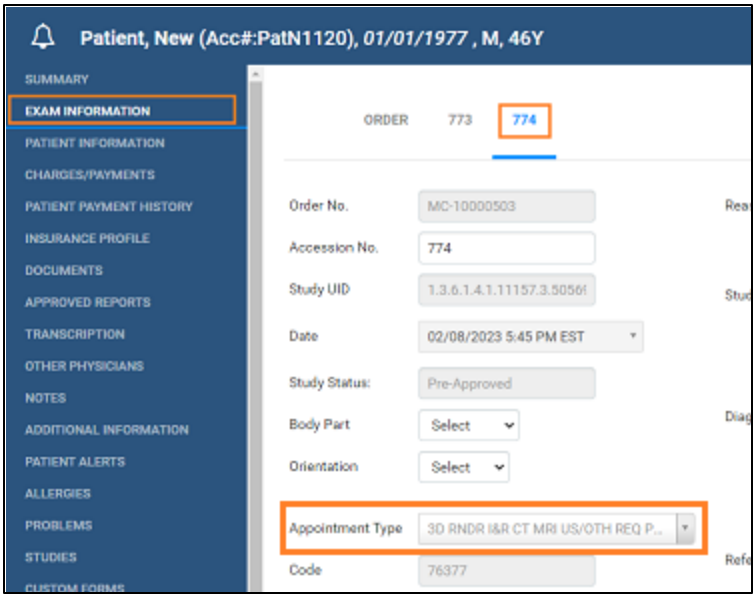
Change an authorized appointment
About procedure codes, appointment types, and appointment type procedures

Change an authorized appointment

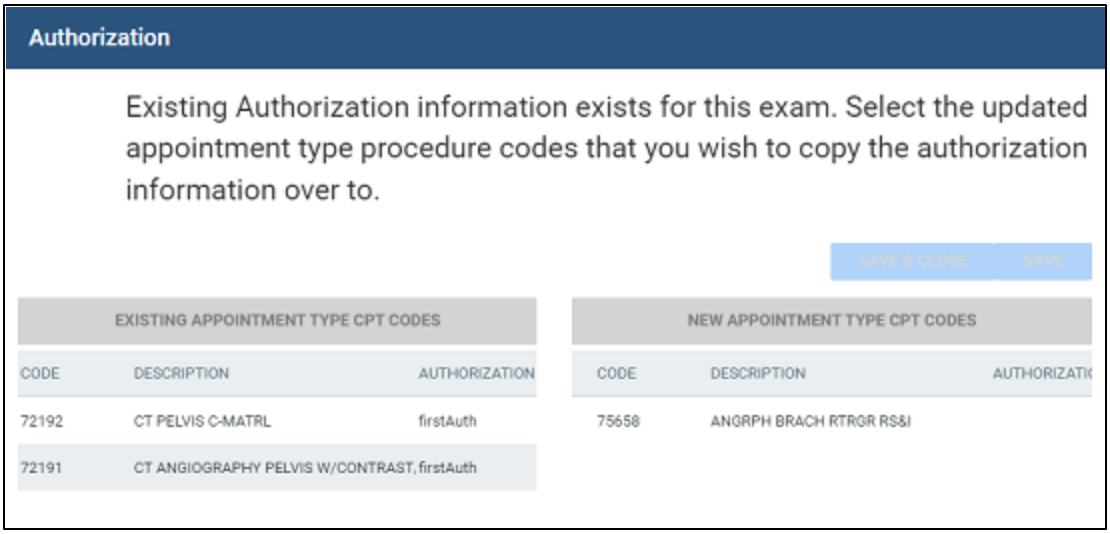
The following feature is not available on all installations. If you attempt to change an appointment type in a study that is already authorized, Exa PACS|RIS presents you with a dialog for copying the authorization information to the new appointment type.

Procedure

1. Go to Worklist > Edit Study screen > EXAM INFORMATION > study sub-tab.



2. In the Appointment Type dropdown list, select a different appointment type.
3. In the Change Appointment Type dialog, to copy authorization information, select YES.
4. In the Authorization screen, select the COPY button of any CPTs whose authorization information you want to copy.



5. Select SAVE.

See also:

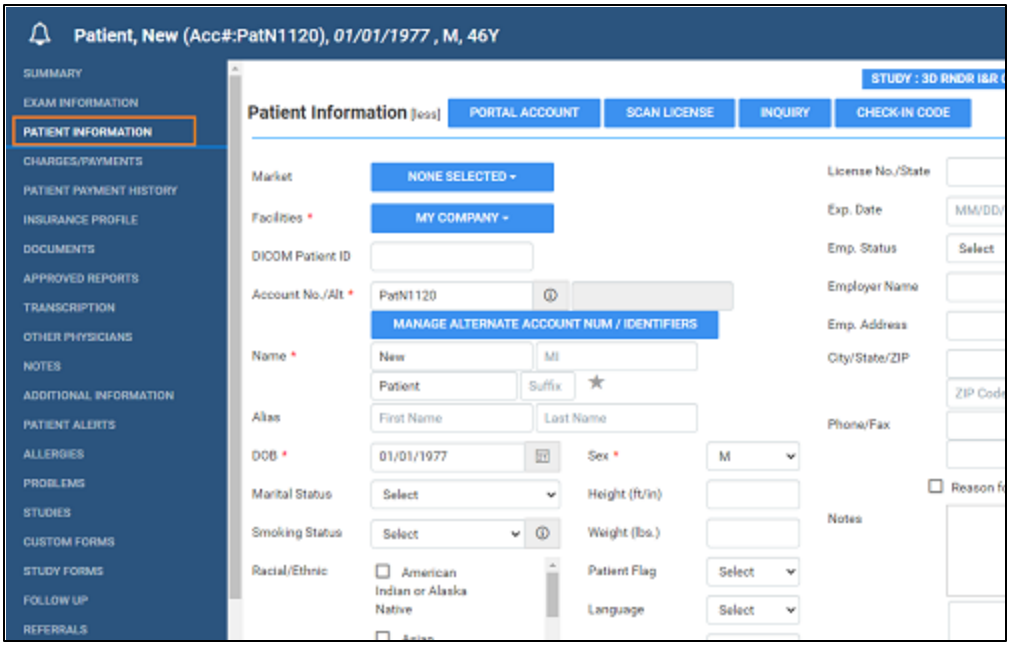
About changing appointment types
Authorize an exam

Edit basic patient demographics

The Edit Study screen gives you convenient access to most patient demographics in the patient chart.

Procedure

1. Go to Worklist > Edit Study screen > PATIENT INFORMATION.



2. Make changes, and then select SAVE.

See also:

Create and modify a patient chart

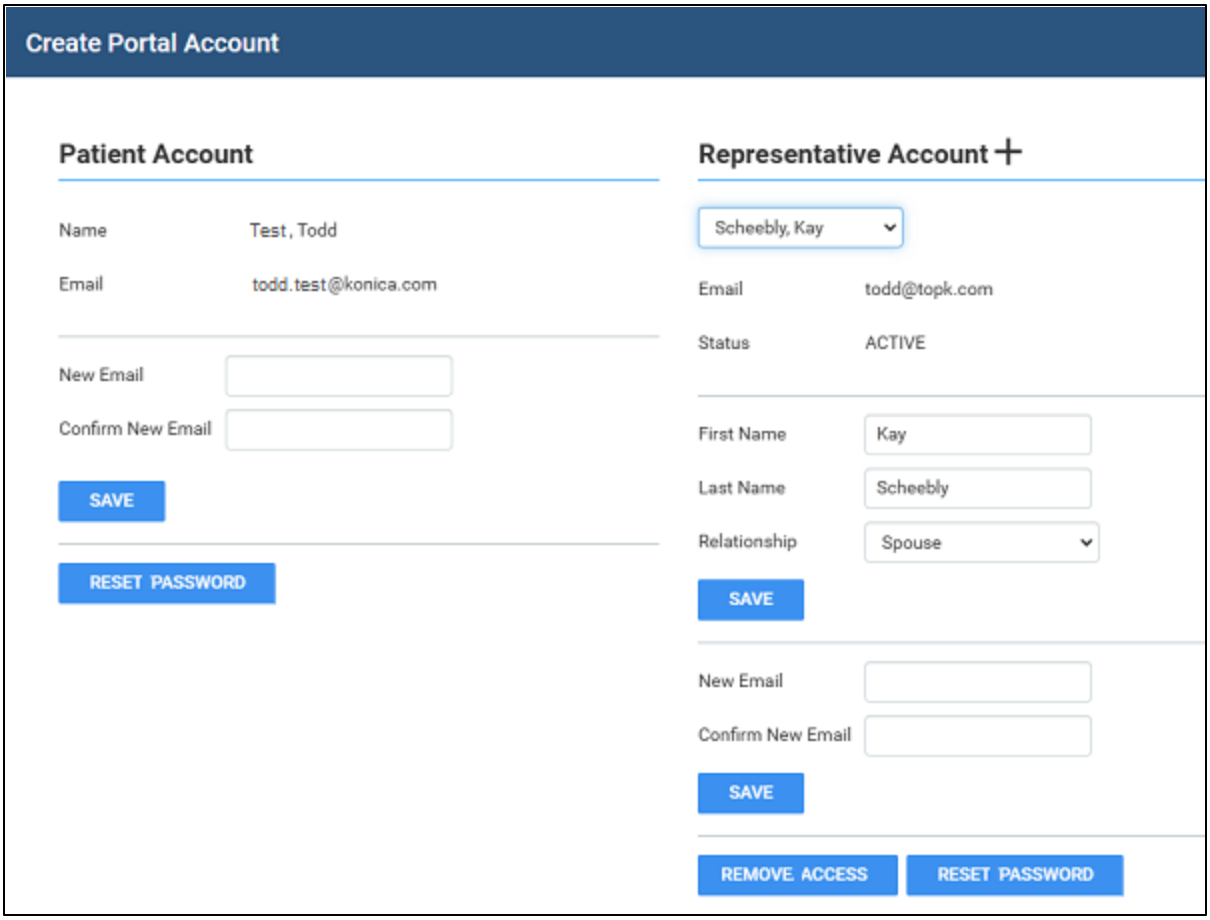
Add or edit a patient's portal account

You can edit a patient's portal credentials and other account information.

Caution: A password is configured or used on this page. For recommended security, turn off Chrome autofill.

Procedure

1. Go to Worklist > Edit Study screen > PATIENT INFORMATION > PORTAL ACCOUNT.



Create a patient account

1. In the Create Portal Account dialog, under Patient Account, type the patient's email address in the New Email and Confirm New Email boxes, and then select SAVE.

   Result: An email is sent to the patient to verify and complete their patient portal account.

2. In the upper-right corner of the dialog, select SAVE.

Create a representative account

You can create a representative account that allows another party to sign in to the patient's portal and kiosk accounts. For example, a parent can be a representative of their child.

1. Under Representative Account, type representative's first and last names.
2. Under Relationship, select the relationship of the representative to the patient.
3. Type the representative's email address in the New Email and Confirm New Email boxes, and the select SAVE.
4. In the dropdown list at the top of the dialog, select the name of the representative.

   Result: The representative is assigned, and new fields appear for you to add additional representatives if needed.

5. An email is sent to the representative to verify and complete their account.

Remove a representative's access to a patient account

1. Under Representative Account, in the dropdown list, select the representative whose access you want to remove.
2. At the bottom, select REMOVE ACCESS.

   Result: The representative account still exists, but can no longer be used to access the current patient's accounts.

See also:

Reset or enable a patient's portal account

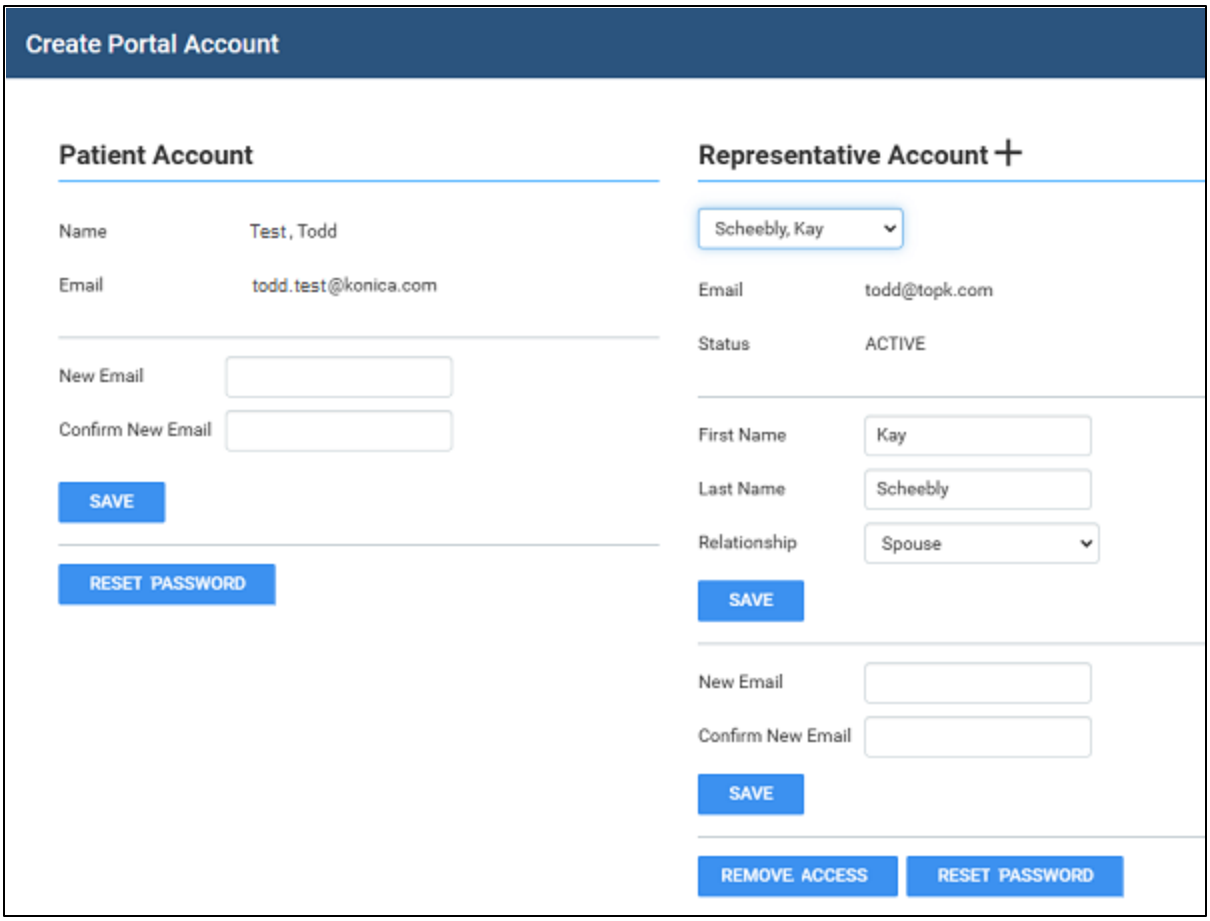
Reset or enable a patient's portal account

You can reset a patient's password, and enable a disabled patient portal account.

Caution: A password is configured or used on this page. For recommended security, turn off Chrome autofill.

Procedure

1. Go to Worklist > Edit Study screen > PATIENT INFORMATION > PORTAL ACCOUNT.



Reset passwords

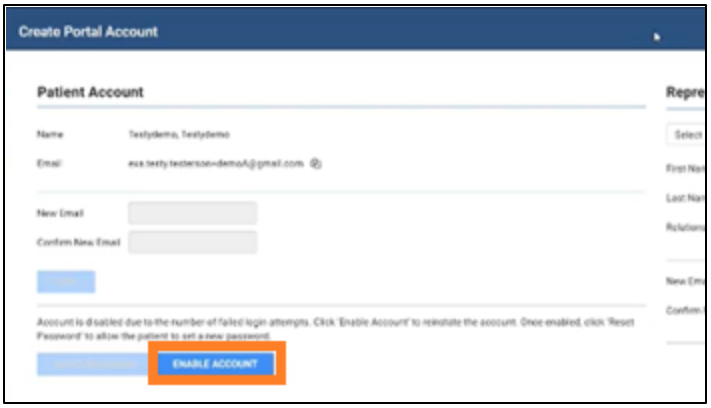
1. Under Patient Account or Representative Account, click RESET PASSWORD.

   Result: An email is sent to the account holder, with a link to reset their password.

Enable a disabled patient account

If a user's account is disabled, such as after multiple unsuccessful sign-in attempts, not only is the user prevented from signing in, but resetting the password becomes unavailable. To enable the account again, follow these steps.

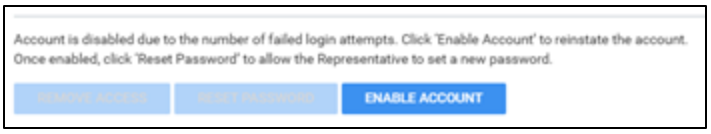
1. Under Patient Account, select ENABLE ACCOUNT.



Enable a disabled representative account

If a representative account is disabled, such as after multiple unsuccessful sign-in attempts, you can enable the account as follows.

1. Under Representative Account, select ENABLE ACCOUNT.



See also:

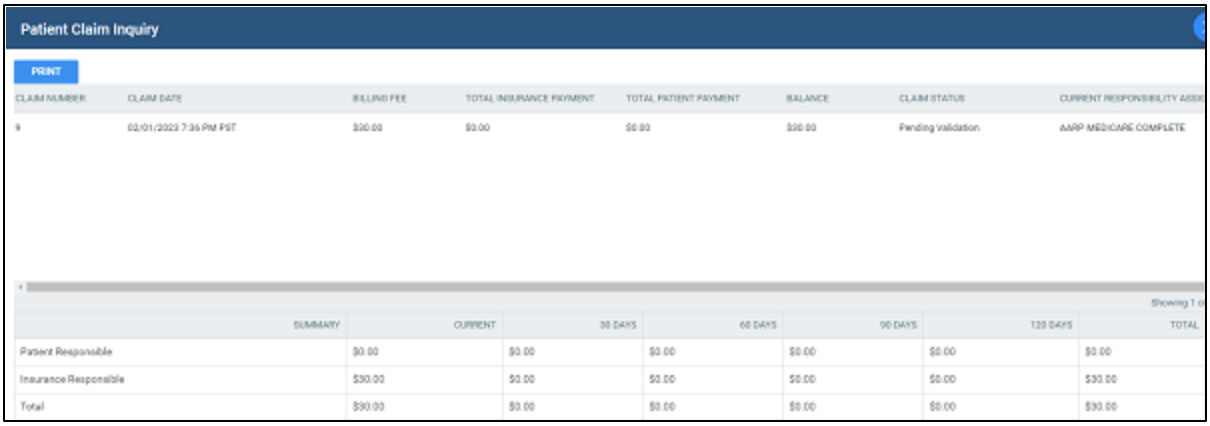
Add or edit a patient's portal account

View and print a patient statement from the claim inquiry

While in the Edit Study screen, you can view and print a patient statement from the claim inquiry.

Procedure

1. Go to Worklist > Edit Study screen > PATIENT INFORMATION > INQUIRY.



2. In the Patient Claim Inquiry dialog, select PRINT.

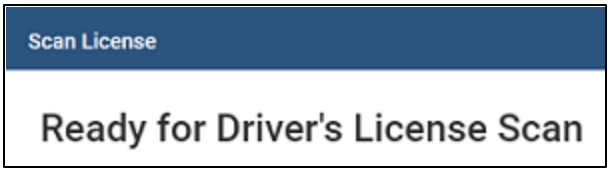
   A printable claim summary appears in a separate browser window.

Scan a patient's driver's license

You can search for a patient by the name and DOB on their driver's license. If Exa PACS|RIS finds a matching patient in the system, it opens a dialog in which you can reconcile that record against the information on the license. If it does not find a matching patient, it uses the information on the license as a basis for you to create a new patient.

Procedure

1. Go to Worklist > Edit Study screen > PATIENT INFORMATION > SCAN LICENSE.



2. When the Scan License dialog appears, scan the driver's license.

   Result: Relevant information appears in fields.

Generate a patient check-in code

You can generate a code that the patient can use to check-in for an exam when using Patient Kiosk.

Procedure

1. Go to Worklist > Edit Study screen > PATIENT INFORMATION > CHECK-IN CODE.



2. Optional. Select COPY TO CLIPBOARD, and then paste the code in an email to send to the patient.

See also:

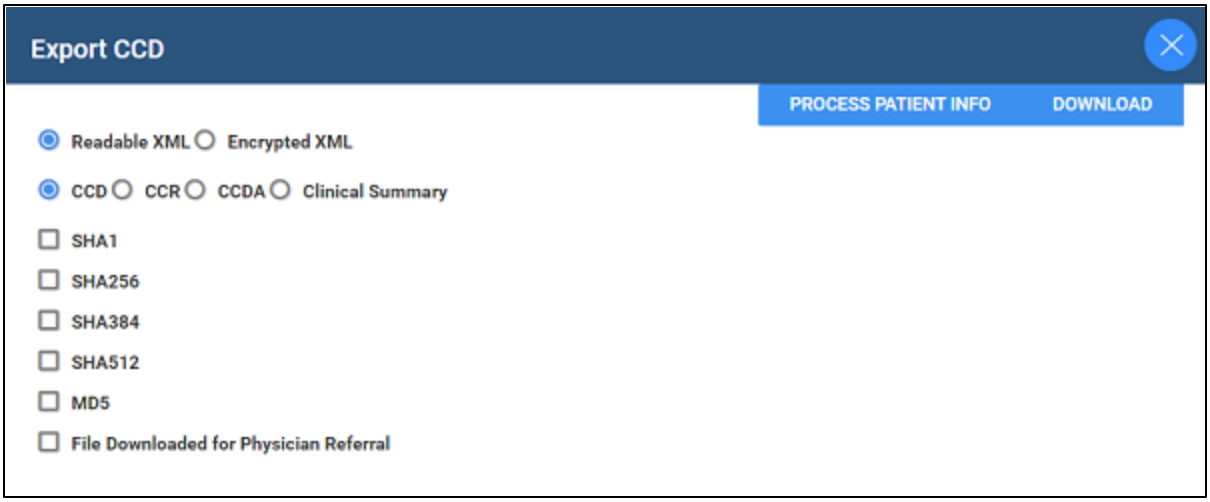
Use Patient Kiosk as a patient

Export a patient CCD

A patient CCD (continuity of care document) contains medical information that you can send to other providers without loss of meaning. You can export the information, download it to your Windows Downloads folder, and send it to an email recipient.

Procedure

1. Go to Worklist > Edit Study screen > PATIENT INFORMATION > EXPORT CCD.



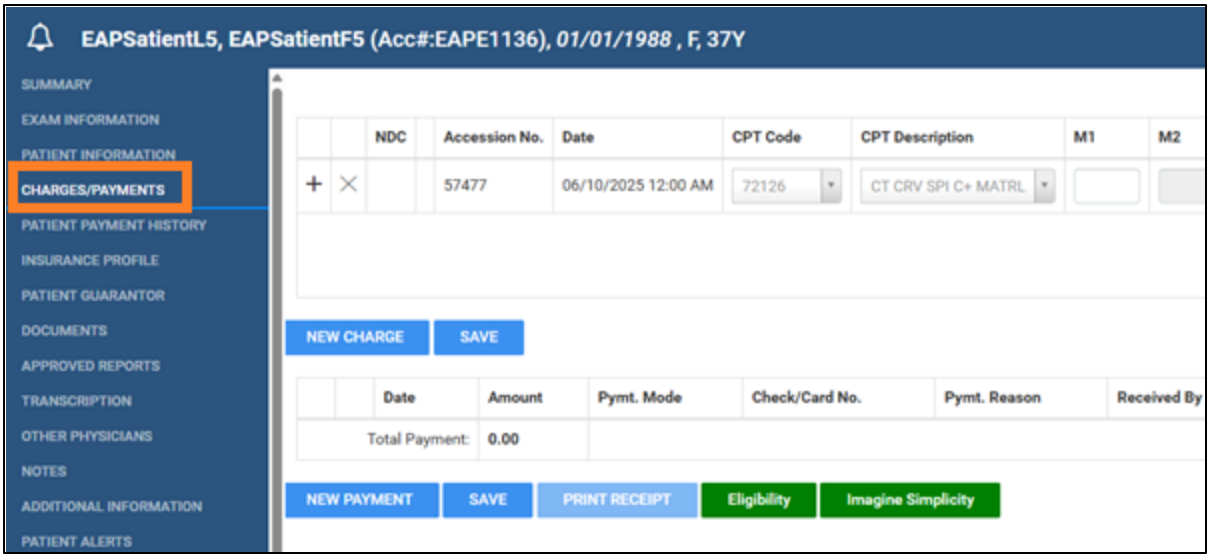
2. Select type and encryption functions.
3. Select PROCESS PATIENT INFO, and then select DOWNLOAD.
4. To send the zipped file, select SEND and follow the on-screen instructions.

Enter a new charge

You can modify charges for health services from the Edit Study screen.

Procedure

1. Go to Worklist > Edit Study screen > CHARGES/PAYMENTS.



2. Edit settings for an existing charge, or select NEW CHARGE, enter charge information, and then select SAVE.
3. Optional: In the NDC column, select the plus button to add an NDC to the charge.
4. Optional. Select Eligibility or Imagine Simplicity and follow the steps in the topics below to verify eligibility and estimate coverage. (Available with Eligibility rights.)
5. Select SAVE.

See also:

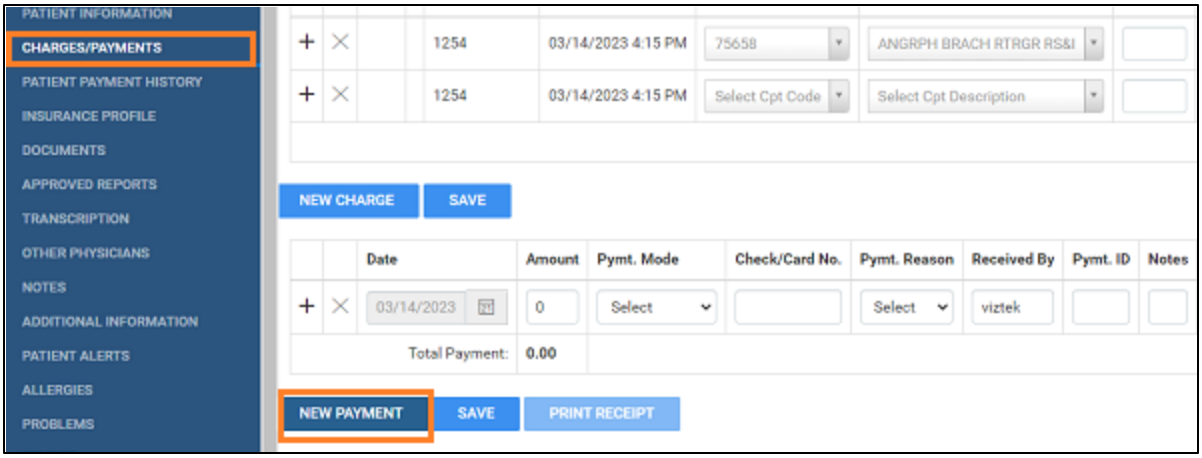
Enter a claim for a study
Verify eligibility and estimate coverage with Exa Clear
Verify eligibility of preorders and studies with PokitDok
Manually verify or clear eligibility of orders

Enter payments and print receipts

You can enter payments, print receipts, and create an invoice for the balance due from the Edit Study screen. To add facility information to your receipts, see "Custom Receipt" in Add a facility.

Procedure

1. Go to Worklist > Edit Study screen > CHARGE/PAYMENTS.



2. Select NEW PAYMENT, enter payment information, and then select SAVE.
3. Optional. To print a receipt, select PRINT RECEIPT.
4. Select SAVE.

See also:

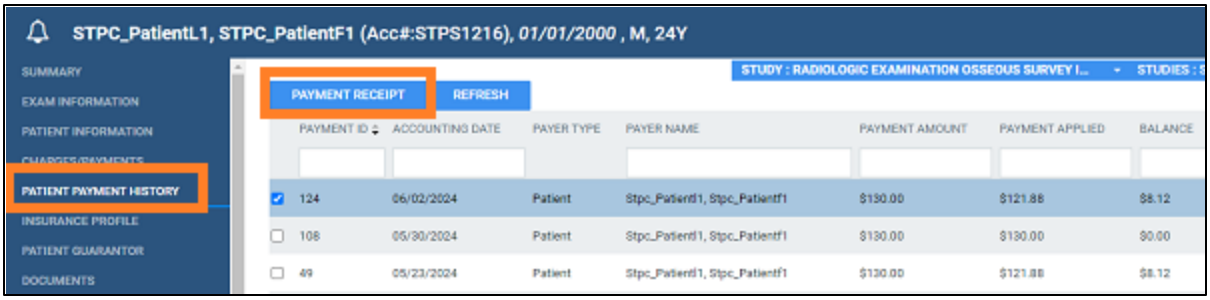
Record a payment

View payment history and print receipts

You can view a history of payments made on behalf of the current patient, and print receipts. To add facility information to your receipts, see "Custom Receipt" in Add a facility.

Procedure

1. Go to Worklist > Edit Study screen > PATIENT PAYMENT HISTORY.



2. Select a payment for which to print a receipt, and then select PAYMENT RECEIPT.

   Result: The receipt opens in a browser tab.
3. Use the functions of the browser to download or print the receipt.

Add or edit an insurance profile

An *insurance profile* contains all relevant information about an insurance policy applied to an order. By creating primary, secondary, and/or tertiary insurance profiles for your patients who have insurance policies, you can take advantage of billing and other features throughout the patient encounter workflow.

You can create an insurance profile from the patient chart or the Edit Study screen, but in the Edit Study screen you can modify authorization information specific to the associated order or study.

Note: When editing the provider or policy number of an insurance profile for an order, you may be prompted to specify whether you want to apply the changes to all previously existing orders having the same insurance (Update), or to create a new insurance profile for the order and patient (Create New).

If changing data other than the provider or policy number, you are prompted to also update existing orders, or to cancel.

Editing an insurance profile with authorizations

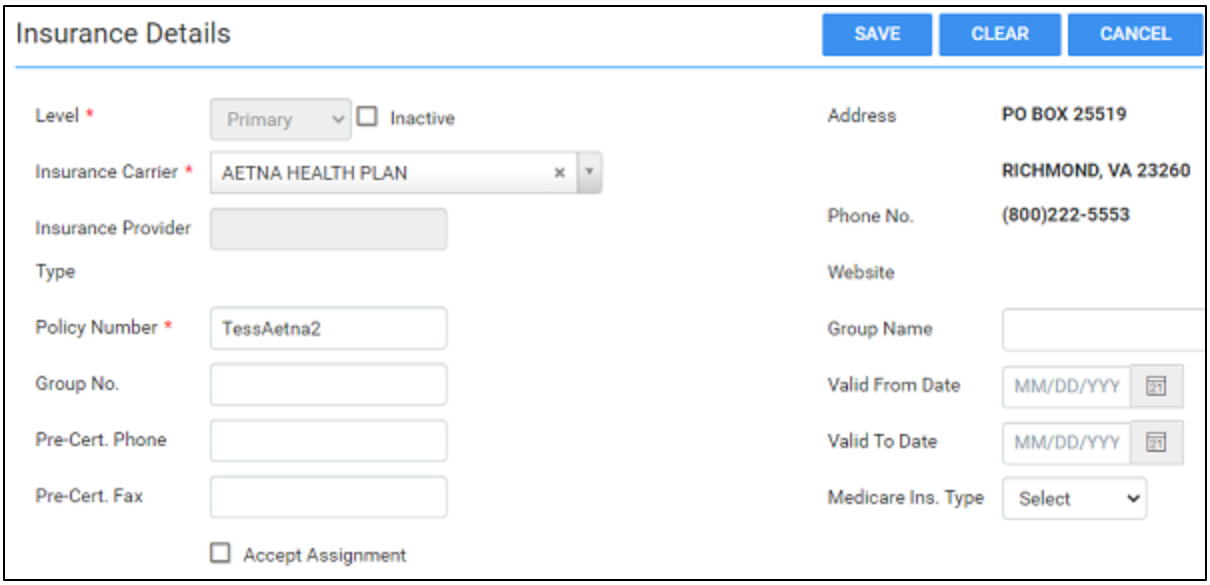
When you edit an insurance profile (change the carrier or policy number) of an order that is partially or fully authorized, and the new profile contains one or more of the authorized studies, Exa PACS|RIS prompts you with the choice to copy the authorization information to the edited insurance profile. This saves you from having to reauthorize studies unnecessarily.

Procedure

1. Go to Worklist > Edit Study screen > INSURANCE PROFILE.



2. Select ADD.



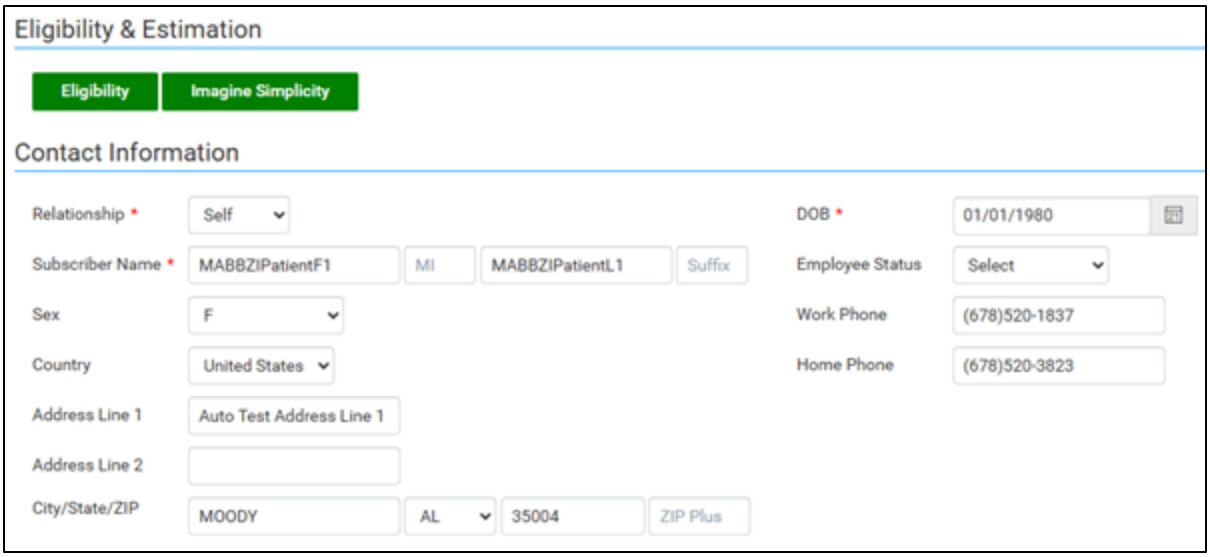
3. Enter the following insurance details.

Setting	Description
Insurance Details	
Set As Default[2]	Select to set the current policy as the default policy. Useful when the patient has multiple policies at the same level.
Level	Select whether the insurance is the patient's primary, secondary, or tertiary policy.
Inactive	Select to inactivate the policy while retaining its information. The Valid To Date is automatically set to the current date.
Existing Insurance[1]	To use or edit a previously entered policy, select it in the dropdown list.
Insurance Carrier	Select the insurance carrier.
Insurance Provider Type	Entered automatically.
Policy Number	Type the patient's insurance policy number.
Group No.	Type the insurance group number of the policy.
Pre-Cert. Phone / Fax	Type contact information for getting pre-certification.
Accept Assignment	Select if the insurance policy can accept assignments.
Address / Phone No.	The contact information of the insurance carrier.
Website	The website of the insurance carrier.
Group Name	Type the name of the insurance group.
Valid From/To Date	Select the period during which the current policy is effective.
Medicare Ins. Type	Select the Medicare insurance type of the policy.

Available:

1. When adding from Edit Study; 2 = On the Patient chart

4. Enter contact information for the patient, and determine eligibility and/or obtain an insurance estimate (your options may vary).



Eligibility & Estimation	
Eligibility	Select to verify insurance eligibility only. See Verify eligibility and estimate coverage with Exa Clear.
Imagine Simplicity	Select to verify eligibility and/or estimate coverage. See Verify eligibility and estimate coverage with Exa Clear.
Contact Information	
Relationship	Select an emergency contact person for the patient.
Subscriber Name	Type the name of the insurance policy subscriber.
Sex	Select the sex of the subscriber.
Country	Select the country of the subscriber.
Address	Type the address of the subscriber.
DOB	Select the date of birth of the subscriber.
Employee Status	Select the employment status of the subscriber.
Work / Home Phone	Type the phone numbers of the subscriber.

5. Optional: To authorize the study, see Authorize an exam.
6. Select SAVE.

See also:

About active and inactive insurance

Verify eligibility of pre-orders and studies with PokitDok

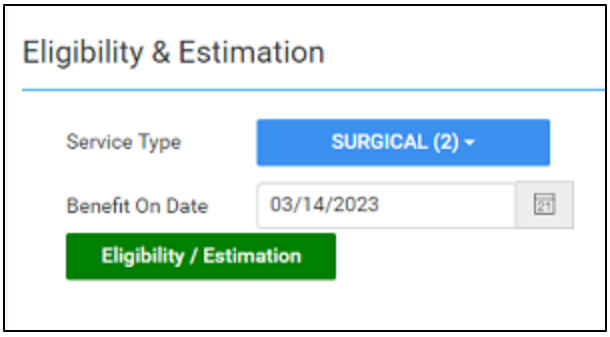
If the insurance provider is a PokitDok trading partner, you can verify eligibility by using the following procedure.

Procedure

1. Go to Worklist > Edit Study screen > INSURANCE PROFILE.



2. Double-click a profile to open it.
3. Select a service type, and then select the green Eligibility / Estimation button.



Result: If the verification succeeds, an eligibility report appears.

See also:

Verify eligibility and estimate coverage with Exa Clear
Manually verify or clear eligibility of orders

Verify eligibility and estimate coverage with Exa Clear

With purchase of a license you can use the Exa Clear feature to verify insurance eligibility and estimate primary insurance coverage. You can also generate and print the Good Faith Estimate that satisfies the No Surprises Act.

The following procedure describes accessing the verification and estimation screen from the Edit Study screen, but the verification and estimation steps are the same when you access the screen from other parts of the program including when creating an order, or from the patient chart.

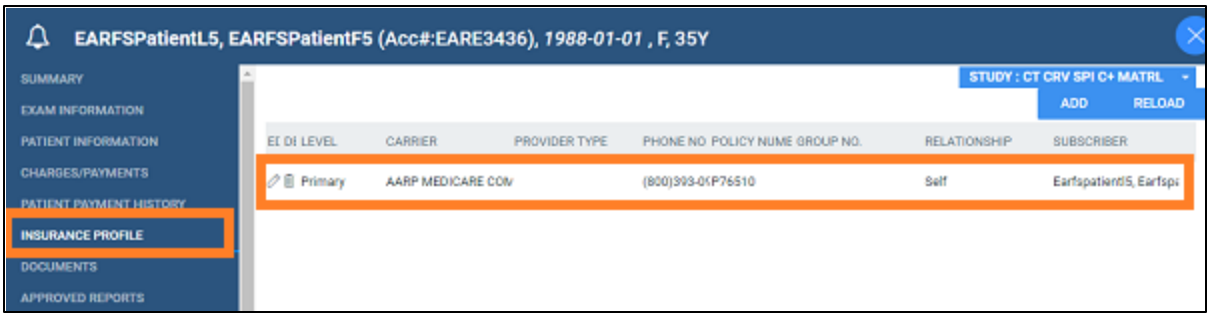
To automatically verify eligibility and estimate coverage when studies reach a specified status, select the Check Eligibility and/or Check Estimation checkboxes in Configure study statuses.

Prerequisites:

- Add an insurance provider and include the trading partner ID for ImagineSoftware.
- Obtain Eligibility rights from your administrator.

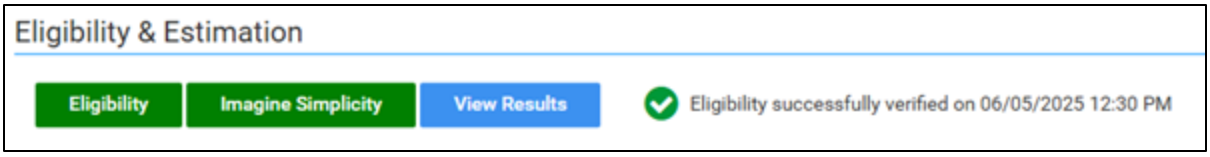
Procedure

1. Go to Worklist > Edit Study screen > INSURANCE PROFILE.

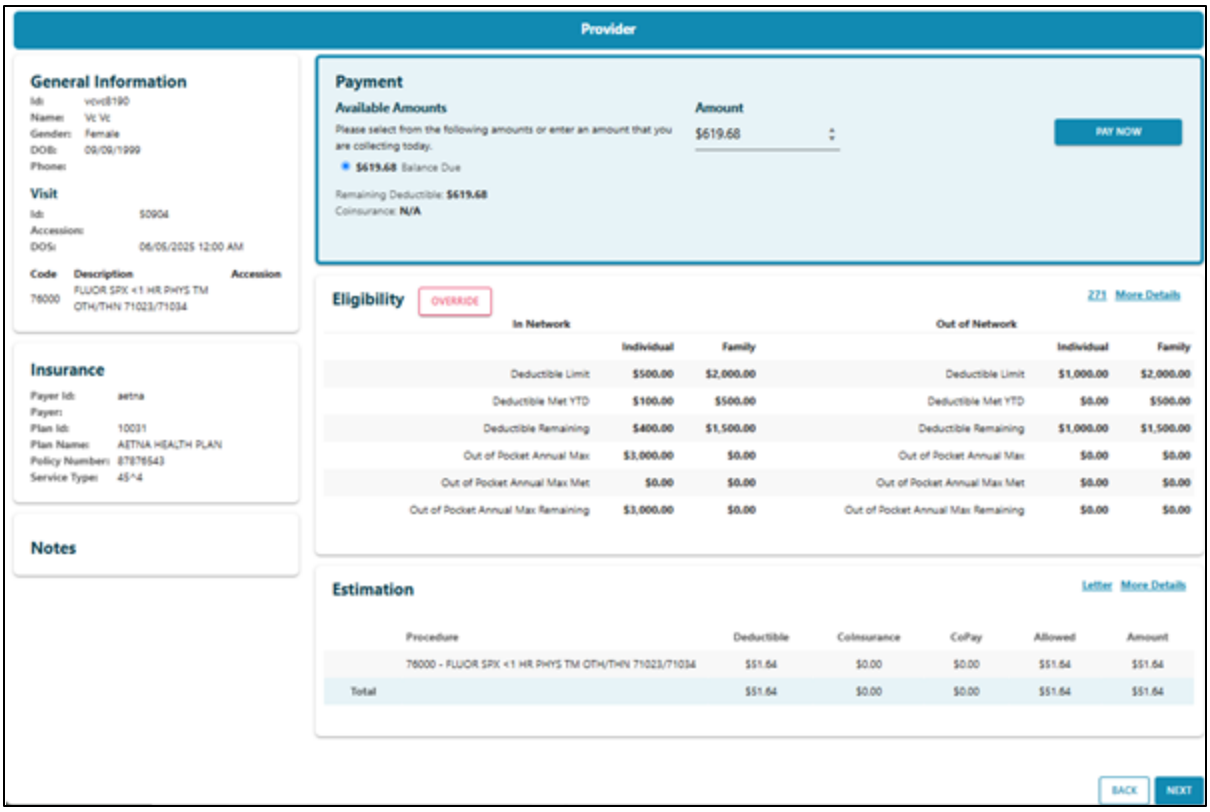


2. Double-click a profile to open it.
3. Under Eligibility & Estimation:
   - Select Eligibility to verify eligibility only.
   - Select Imagine Simplicity to verify eligibility and estimate costs.

- Select View Results to view previously verified results.



4. Result: Imagine Simplicity opens, displaying the eligibility and/or cost estimate information.



5. Optional: To print the good faith estimate letter, in the Estimation area, select Letter.

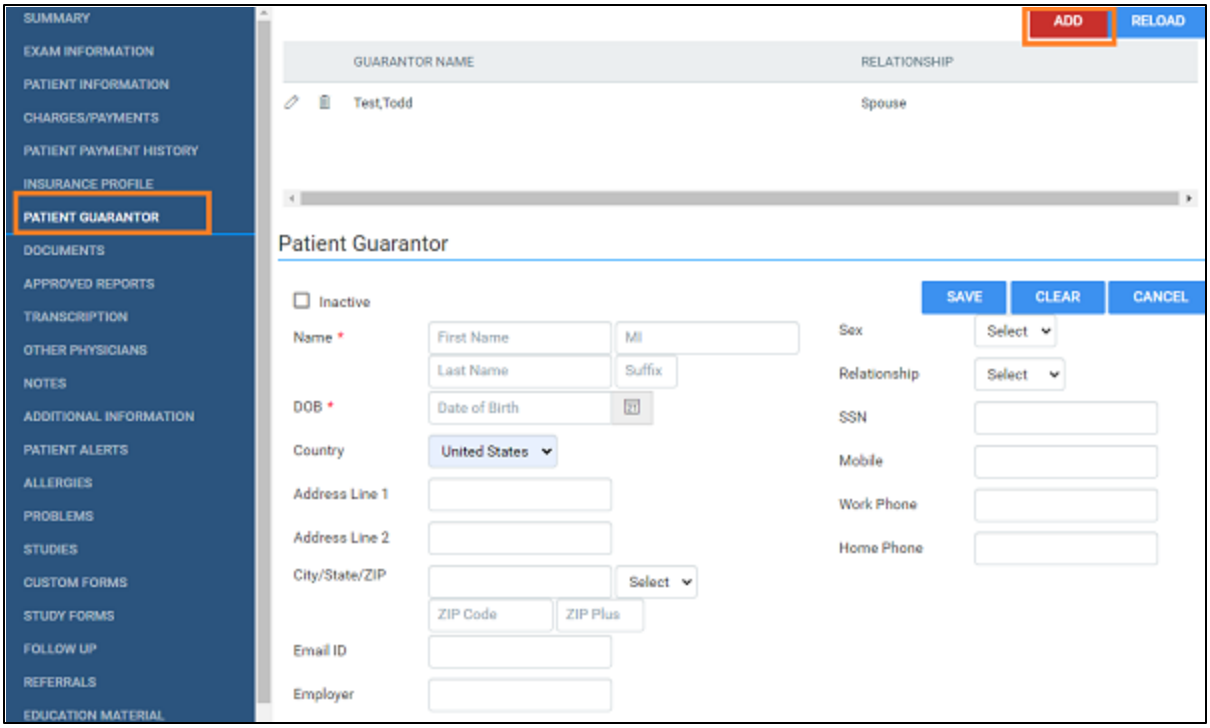
See also:

Verify eligibility of preorders and studies with PokitDok
Manually verify or clear eligibility of orders

Add or edit a patient guarantor

You can add a patient guarantor from the Edit Study screen. You can also do this from the patient chart (see Assign a guarantor for a patient).

1. Go to Worklist > Edit Study screen > PATIENT GUARANTOR.
2. Select ADD.



3. Enter the following settings.

Setting	Description
Inactive	Select to inactivate the guarantor. Only one guarantor can be active at a time.
Name	Type the name of the guarantor.
DOB	Type or select the guarantor's date of birth.
Address/City/State/ZIP	Type the address, city, state, and ZIP code of the guarantor.
Email ID	Type the email address of the guarantor.
Employer	Type the employer of the guarantor.
Sex	Select the sex of the guarantor.
Relationship	Select the relationship of the guarantor to the patient.
SSN	Type the social security number of the guarantor.
Mobile/Work/Home	Type the phone numbers of the guarantor.

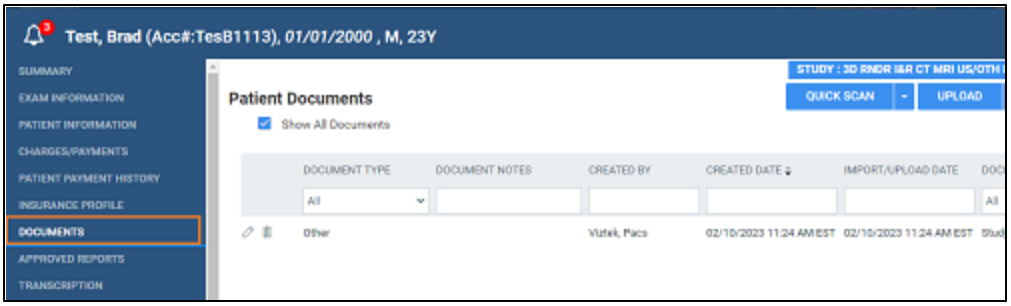
4. Select SAVE.

View or add patient documents from Edit Study

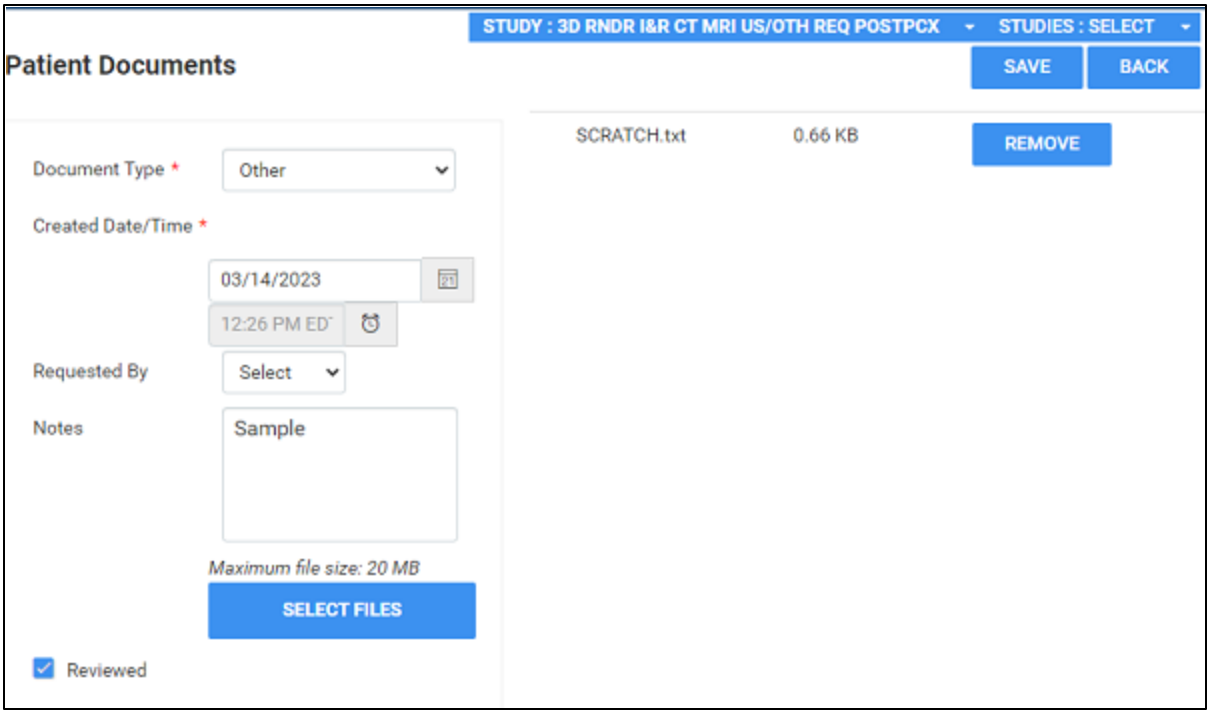
You can view all documents attached to a patient record and their metadata, and add new documents.

Procedure

1. Go to Worklist > Edit Study screen > DOCUMENTS.



2. To view a document in the list, double-click it.
3. To review a document, open a document in the list and select the Reviewed check box (see Require document review).
4. To add a document by scanning, place the document in the scanner, and do one of the following.
   - To scan one page without scanning options, select QUICK SCAN.
   - To scan with scanning options, select the QUICK SCAN arrow button, and in the shortcut menu, select a scan type.
5. To upload the document to RIS, select UPLOAD. To add document to the patient chart, select the arrow button for and select Patient Document.



   - Enter metadata for the document.
   - Select SELECT FILES, browse for and select a file, and then select Open.
6. Select SAVE.

See also:

Attach (upload, scan) non-DICOM documents

Attach (upload, scan) DICOM documents

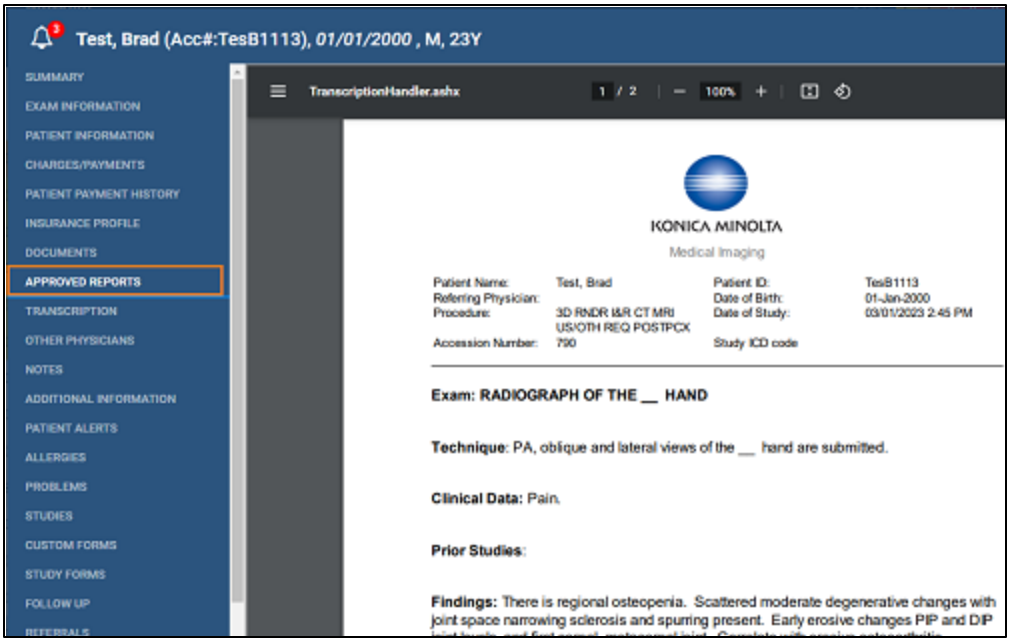
View approved reports

Procedure

1. Go to Worklist > Edit Study screen > APPROVED REPORTS to open a window and display the report.

   Note: You can also select the Approve Reports button on a worklist study row. See Use the study toolbar buttons.

   Result: If an approved report is available, it opens (may take time).

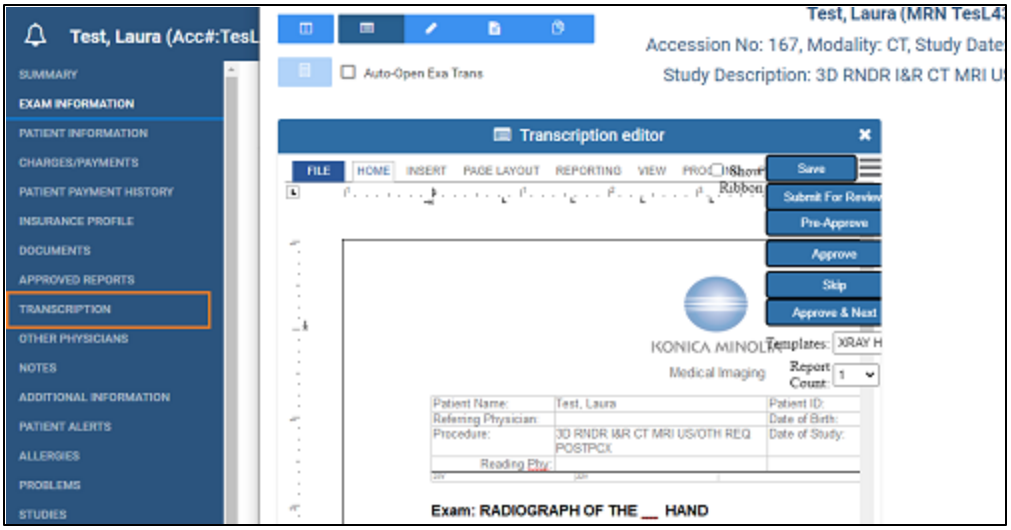


Open the transcription screen

Often you open transcription from the worklist, but you can also open the transcription multi-panel from the Edit Study screen.

Procedure

1. Go to Worklist > Edit Study screen > TRANSCRIPTION to open a window and display the transcription editor within the multi-panel.



See also:

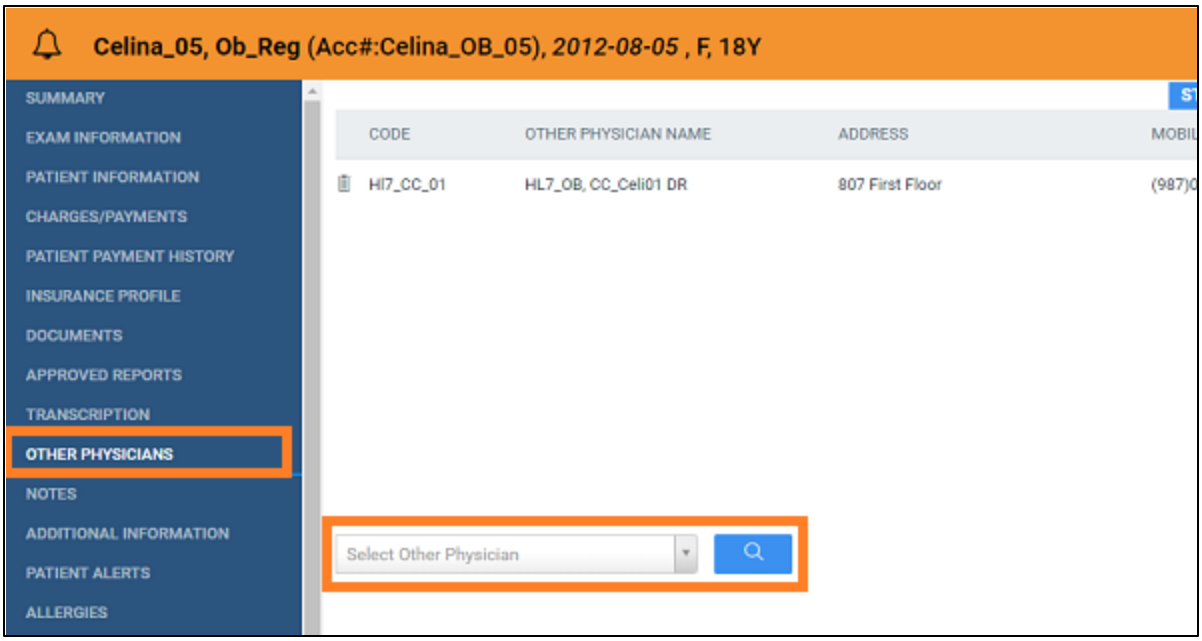
Dictation and transcription with WebTrans
Dictation and transcription with Exa Trans and Dragon
Dictation and transcription with Exa Voice and Exa Trans

Manage other physicians

You can add or delete other physicians (ones other than the primary, referring, or reading physicians) who are associated with the current study.

Procedure

1. Go to Worklist > Edit Study screen > OTHER PHYSICIANS.



2. Optional. To add a physician, in the Select Other Physician dropdown list, select a physician.

3. Optional. To remove a physician, select the trash button.

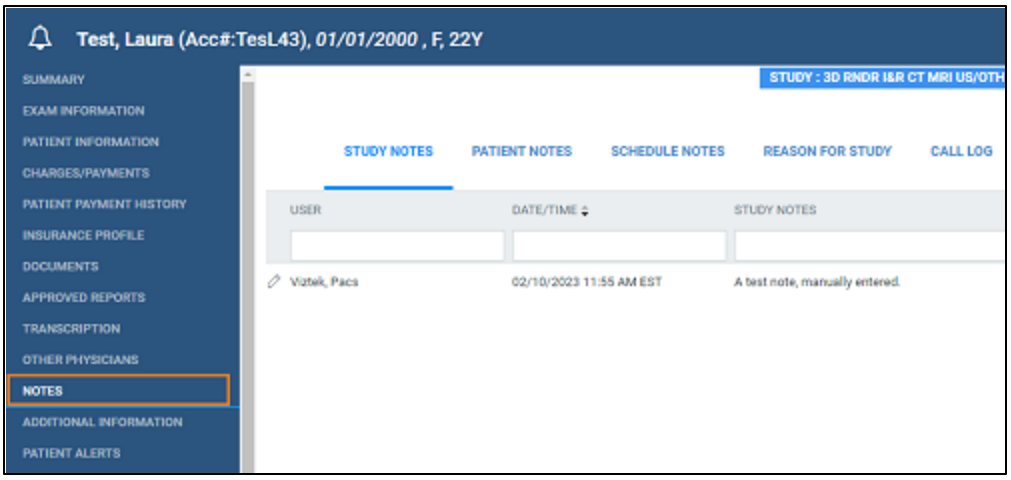
Enter notes and reasons for study

You can enter patient notes, study notes, schedule notes, and reasons for the patient's studies. Generally, you can use: *patient notes* for patient specific information; *study notes* for basic study history or notes from technologist to radiologist; *schedule notes* for messages from the front desk; and *reason notes* for more specific study history.

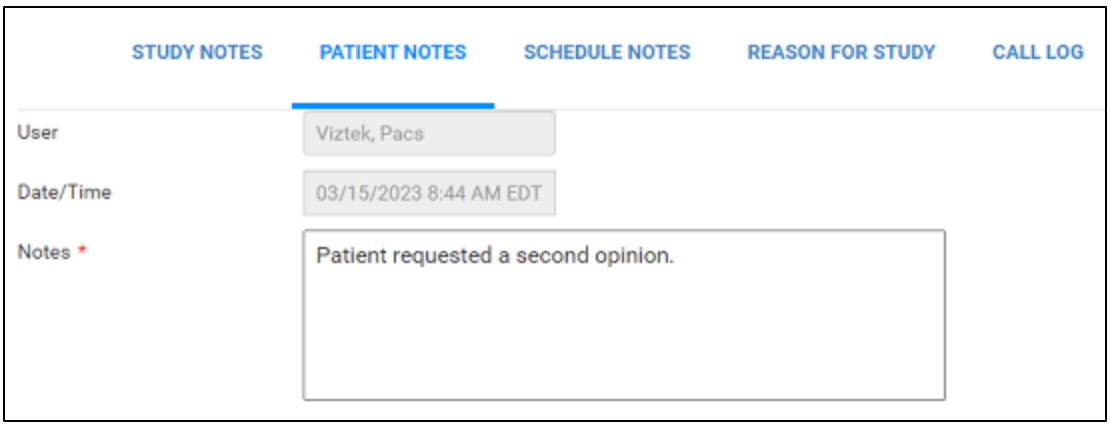
Caution: Notes are permanent, and may be visible to the patient.

Procedure

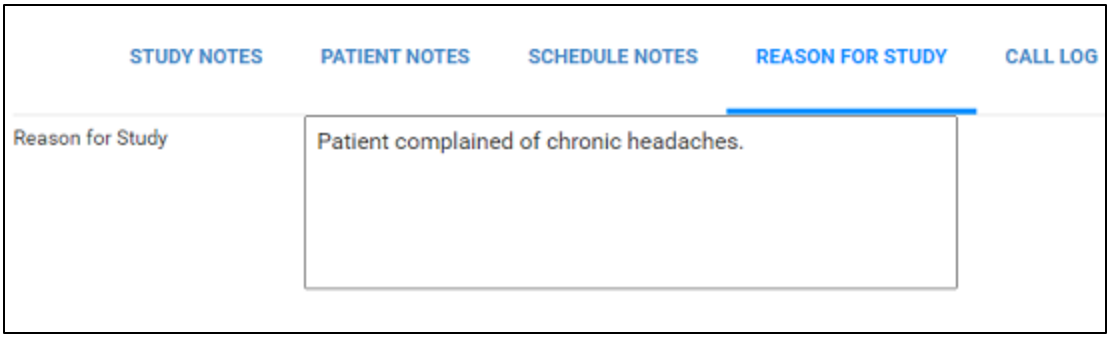
1. Go to Worklist > Edit Study screen > NOTES.



2. Select the PATIENT NOTES, STUDY NOTES, or SCHEDULE NOTES sub-tab.
3. Select ADD, type notes, and then select SAVE.



4. Select the REASON FOR STUDY tab.



5. Type reasons in the box, and then select SAVE.

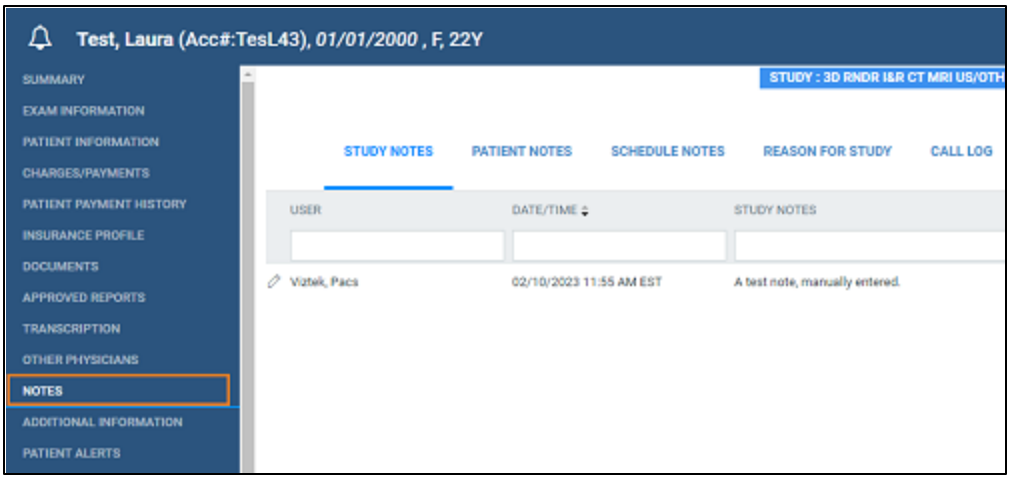
Update the patient call log

You can use the call log to save a record of communication to and from a patient regarding an appointment or order. The worklist has columns for displaying the following information that you enter in the call log: last call made, last call category, and last call notes. To update the call log:

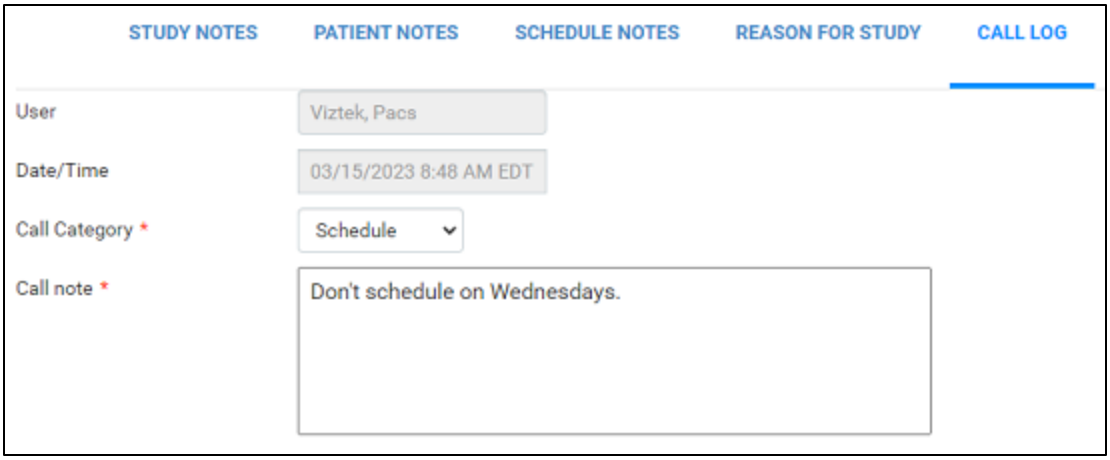
Prerequisite: Add call categories (see App settings).

Procedure

1. Go to Worklist > Edit Study screen > NOTES.



2. On the CALL LOG sub-tab, select ADD.



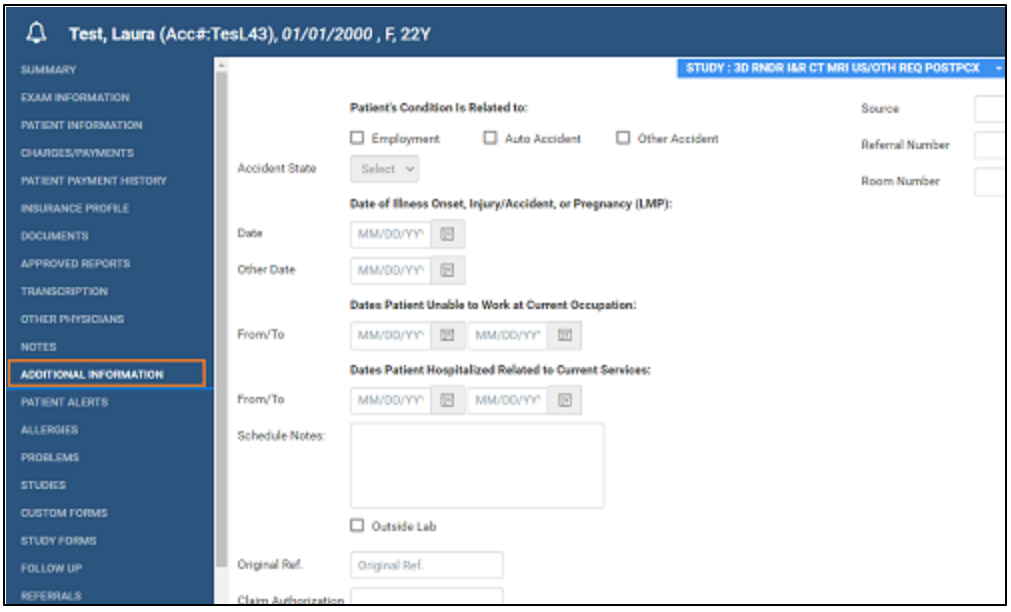
3. In the Call Category dropdown list, select a call category.
4. In the Call Note box, type notes, and then select SAVE.

Enter employment and transfer-related information

You can enter various information on whether a patient's illness or injury was employment-related, the dates of illness, work absence, and hospitalization. You can also enter information related to the source of a transferred patient.

Procedure

1. Go to Worklist > Edit Study screen > ADDITIONAL INFORMATION.



2. Enter the information as needed and then select SAVE.

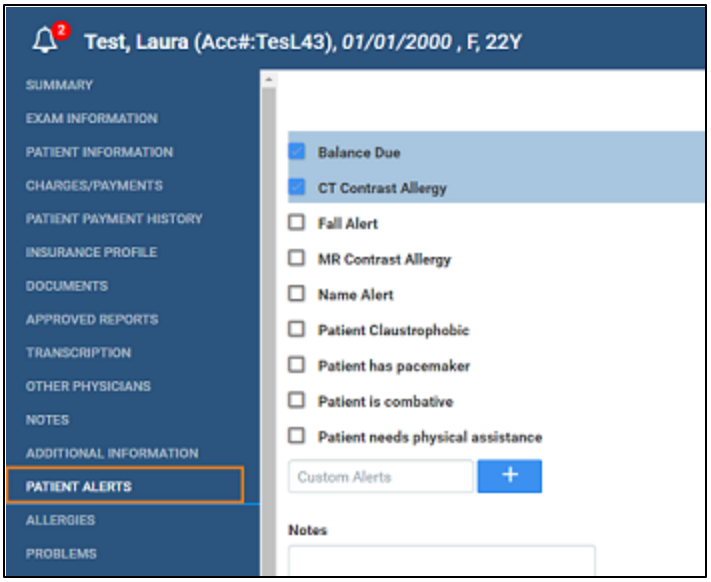
Assign or remove patient alerts

Patient alerts are important notices to staff regarding a patient. You can assign or remove alerts for a patient.

Caution: Failure to add a needed patient alert could result in incorrect treatment or diagnosis.

Procedure

1. Go to Worklist > Edit Study screen > PATIENT ALERTS.



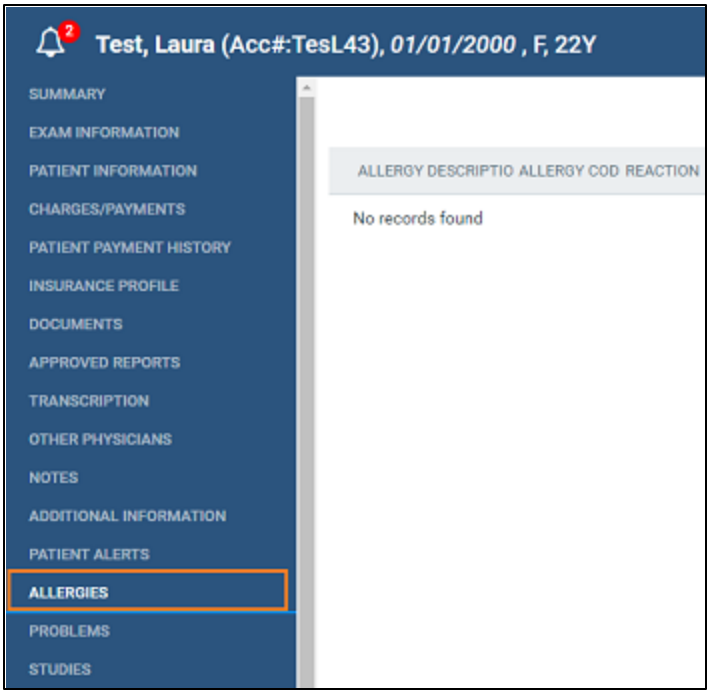
2. Select or clear the checkboxes corresponding to the alerts that you want to assign or remove.
3. Optional. To create a new alert, type it in the Custom Alerts box and then select the plus button.
4. Select SAVE.

Add allergy information

If your facility uses Rcopia, you can add information about a patient's allergies.

Procedure

1. Go to Worklist > Edit Study screen > ALLERGIES.



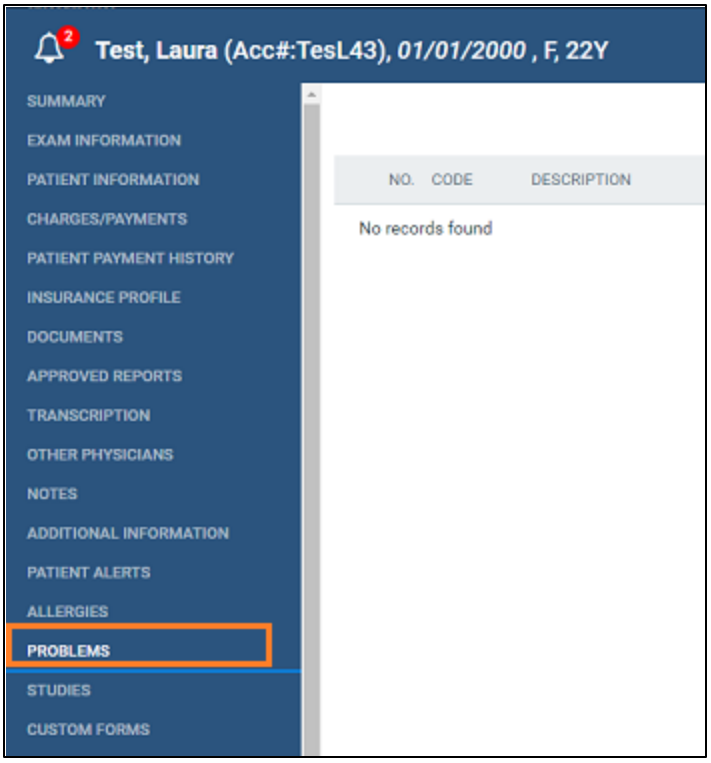
2. Select ADD, and then add the information as needed.
3. Select SAVE.

View problems

You can view problems associated with the study.

Procedure

1. Go to Worklist > Edit Study screen > PROBLEMS.

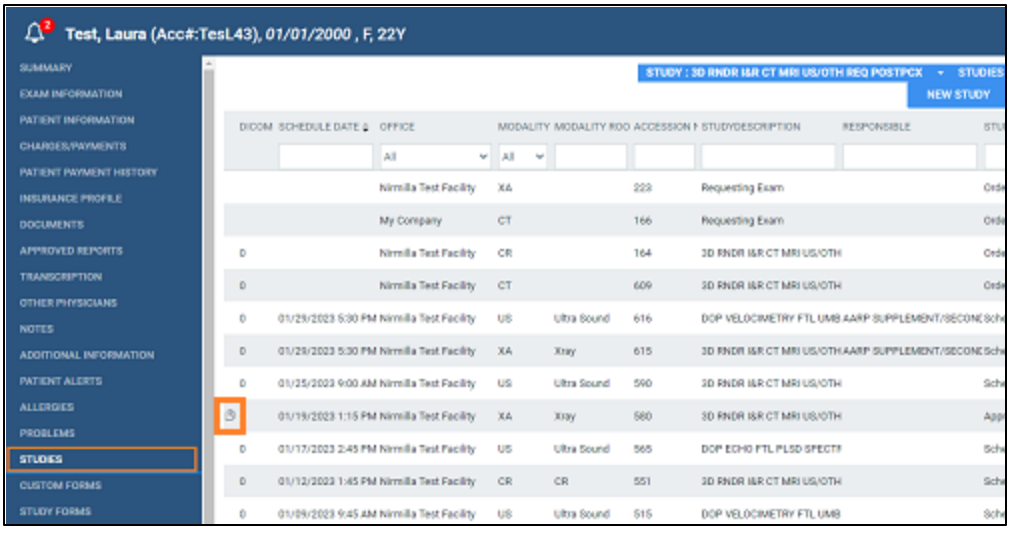


View prior studies and add a new study

You can view a list of prior studies for a patient, and view reports attached to the priors. You can also start the workflow to add a new study from this part of the Edit Study screen.

Procedure

1. Go to Worklist > Edit Study screen > STUDIES.



2. Optional. If a prior study includes reports, select the reports button on the study row to open the reports.
3. Optional. To add a new study, select NEW STUDY and then see Set up a patient.

Add a custom form to a study

Custom forms are non-interactive electronic forms intended for delivering information, whereas *study forms* can both deliver and gather information (see later topic in this section).

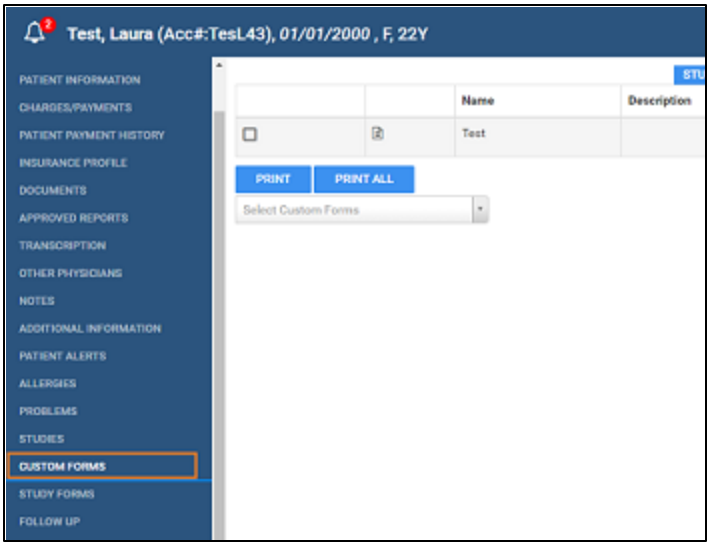
You can open a custom form template, fill it out, save the completed form to the current patient record, sign it electronically, fax, and print it.

Prerequisites:

- Create a custom form.
- To make electronic signatures available, add a signature merge field when setting up the form.

Procedure

1. In the worklist, select the edit button of a study.
2. In the Edit Study screen, on the left pane, select CUSTOM FORMS.



3. In the Select Custom Forms dropdown list, select a form to add it to the forms table.
4. To view, modify, or sign a form, select the form button in the table.
5. Optional. To add an electronic signature, select SIGNATURE, enter signature information, sign by drawing with the mouse, and then select SAVE.
6. Optional: To print the form, select PRINT.
7. Optional: To fax the form, select FAX, select the recipient physician, enter optional information under Other, and then select SEND FAX.

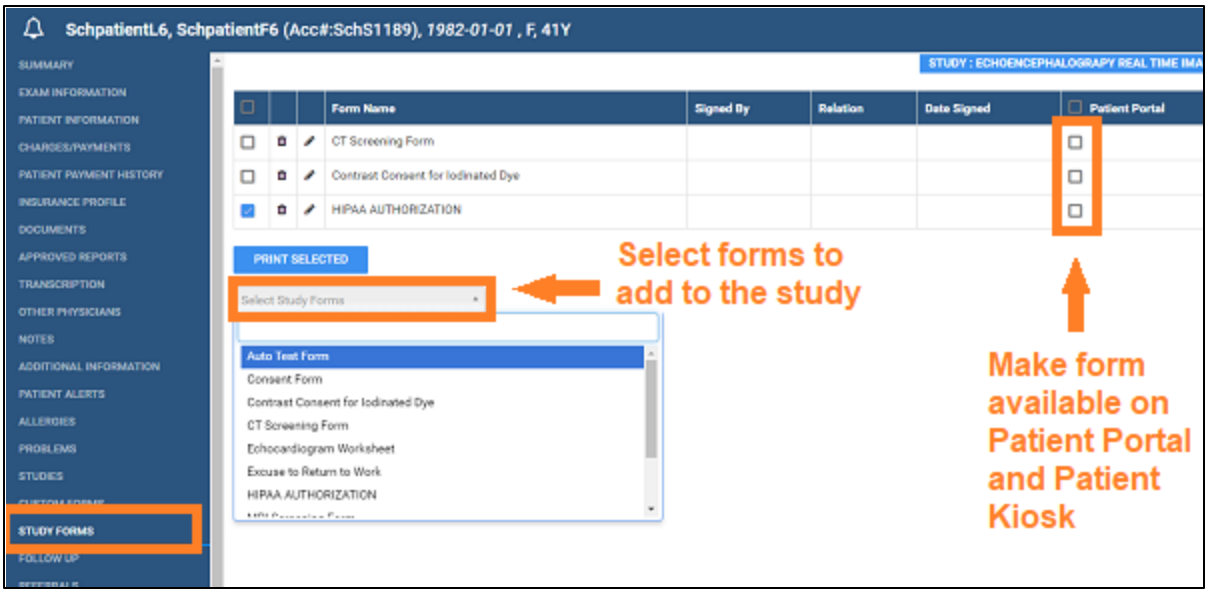
Add a study form to a study

Custom forms are non-interactive electronic forms intended for delivering information (see earlier topic in this section), whereas *study forms* can both deliver and gather information. You can open a study form template, fill it out, save the completed form to the current patient record, sign it electronically, and print it. You can also make forms available on the patient portal so that patients can fill them out before an appointment.

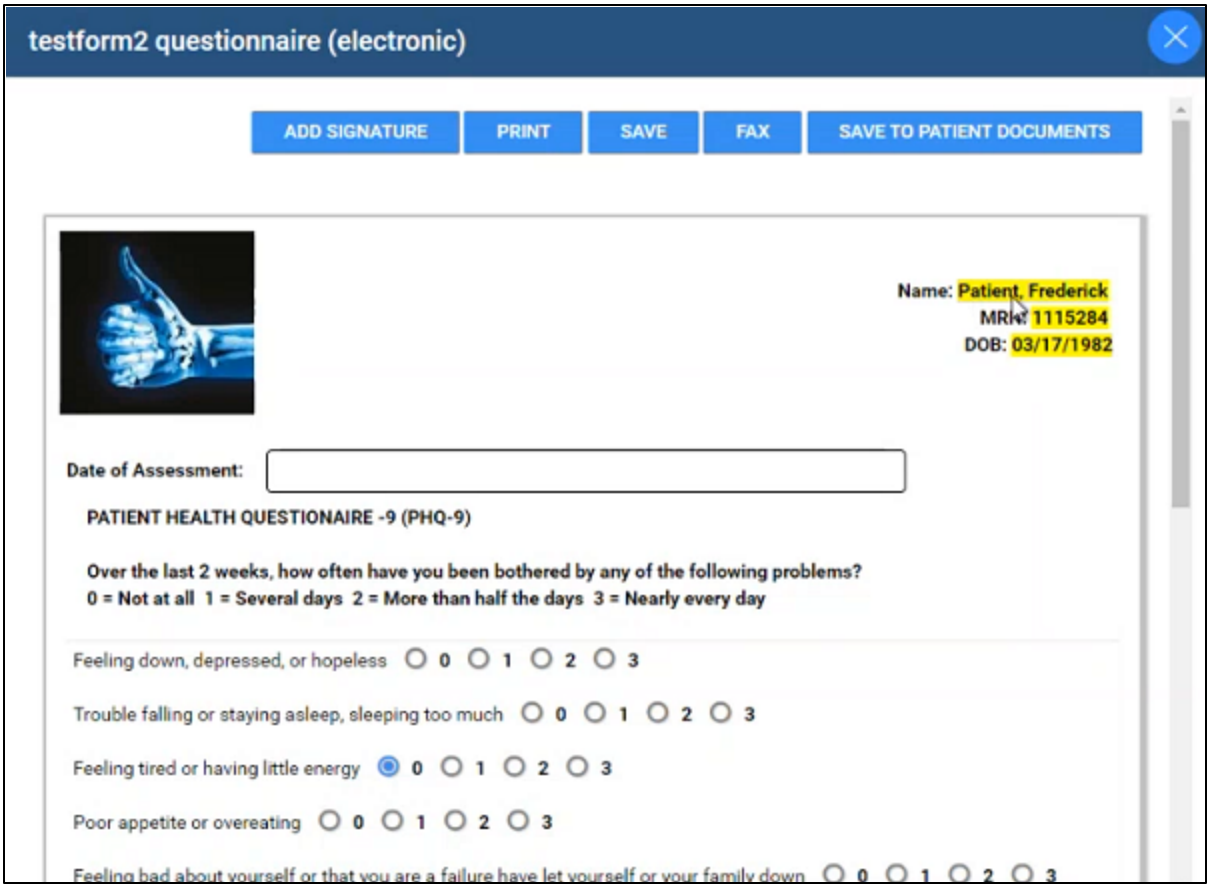
Prerequisite: Create a study form.

Procedure

1. Go to Worklist > Edit Study screen > STUDY FORMS.



2. In the Select Study Forms dropdown list, select a form to add it to the forms table.
3. To view, fill in, or sign the form, double-click it in the table.



4. Fill in as necessary, and then select SAVE.
5. Optional. Using the buttons at the top, do any of the following:
   - ADD SIGNATURE – Enter signature information, and sign by drawing with the mouse
   - PRINT – Print the form
   - SAVE – If you made any changes, save the form as a study form
   - FAX – Fax the form
   - SAVE TO PATIENT DOCUMENTS – Save the form as a patient document
6. Close the form.
7. Optional: To print forms in the list, select their checkboxes and then select PRINT SELECTED.
8. Optional: In the forms table, next to the Patient Portal column header, select the checkbox to make the forms available in the patient portal.

See also:

Draw on a study form image

Draw on a study form image

While filling out a form, you can draw basic shapes on any images included in the form.

Prerequisite: Create a study form

Procedure

1. Go to Worklist > Edit Study screen > STUDY FORMS.
2. Double-click the form name to open it.
2. Hover over an image on the form to display the drawing toolbar.



1 2 3 4 5 6 7

Do any of the following:

- To delete all shapes and stamps, select Clear (1).
- Select Rectangle (2), Ellipse (3), and then drag on the image to place the shape.
- Select X-Stamp (4), and then click to place the stamp.
- To edit a shape, select Select (5), select the shape, and then drag to move the shape, or drag the shape's handles to resize.
- To delete selected shapes or stamps, select them and then select Delete (6).
- Select Color Picker (7) and then select a color to apply to items that you draw.

See also:

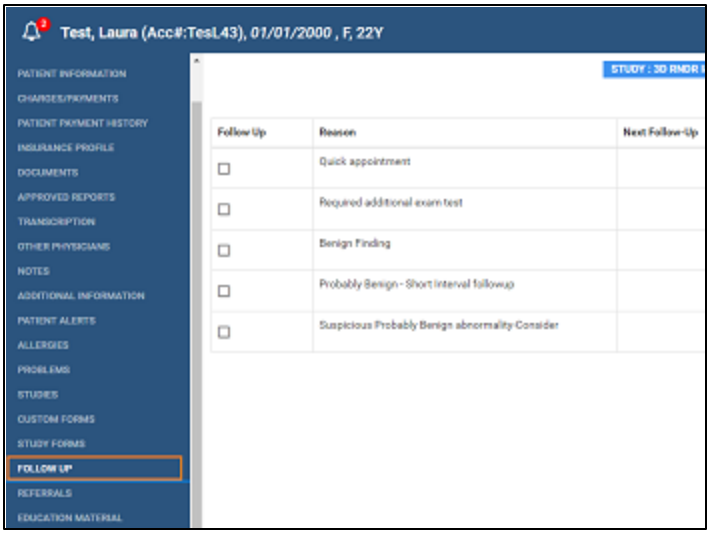
Add a study form to a patient record

Specify a follow-up exam

If a patient needs a follow-up exam, you can specify the need for the follow up and the general time frame. To schedule follow-up exams, see Schedule a follow-up.

Procedure

1. Go to Worklist > Edit Study screen > FOLLOW UP.



2. In the Follow Up column, select a reason for the follow-up.
3. In the Next Follow-Up column, select a time horizon for the follow-up.
4. Select SAVE.

Refer a patient

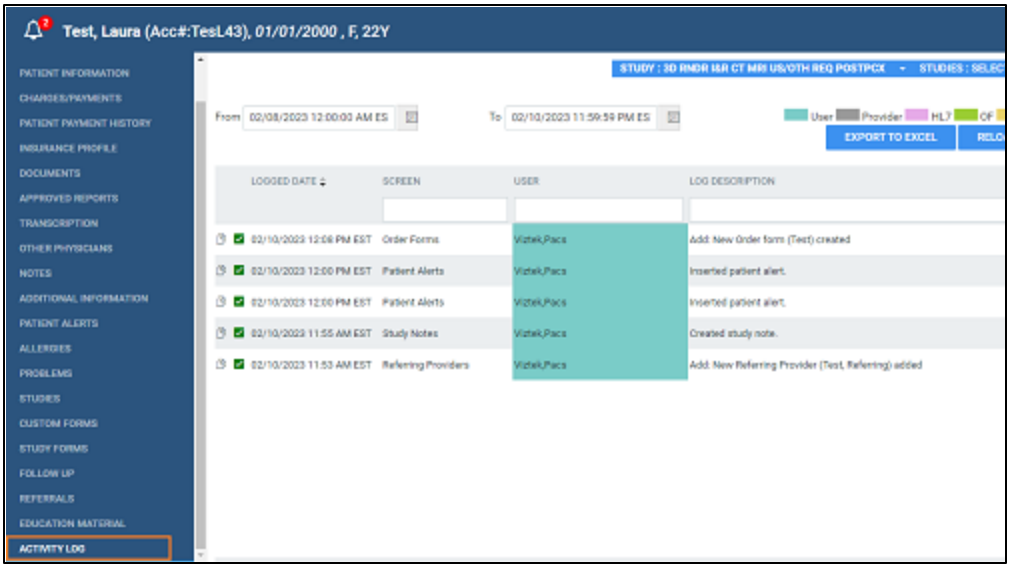
Referrals is a legacy Meaningful Use feature that is no longer available.

View activity logs

You can view a log of program activity and export the log to Excel.

Procedure

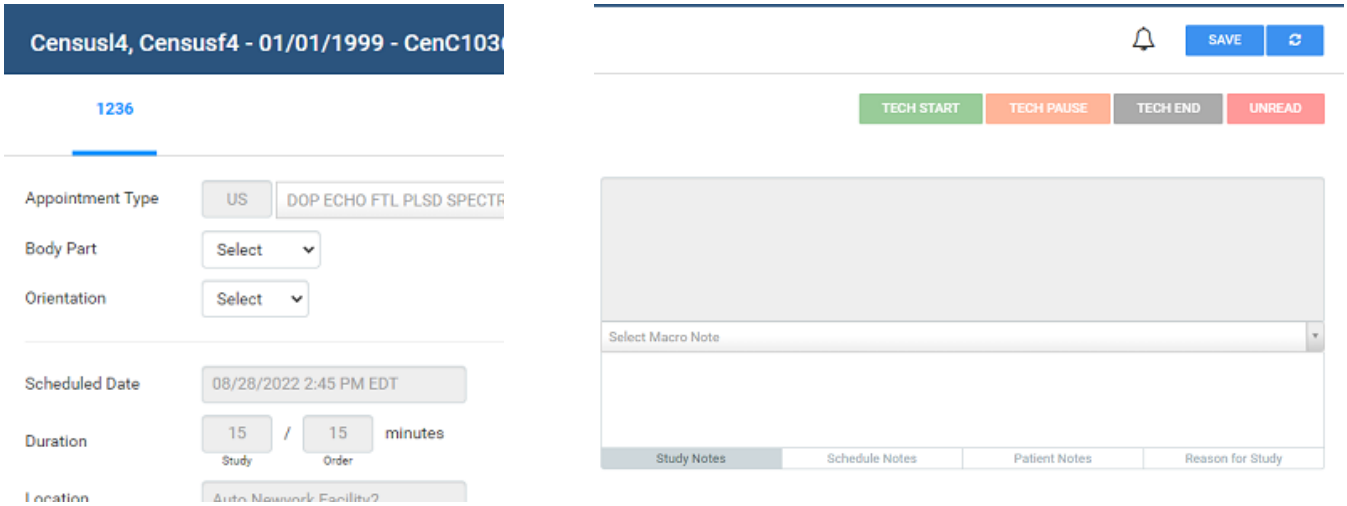
1. Go to Worklist > Edit Study screen > ACTIVITY LOG.



2. Change the range of dates to filter the activity that you want to view.
3. To view details of an entry, double-click the entry.
4. Optional. To export the longs, select EXPORT TO EXCEL.

Exam screen for technologists

Users signing in with a technologist user account see a technologist-specific version of the Edit Study screen called the *Exam screen for technologists* (or the *Technologist screen)* that helps them work more efficiently. To open the screen, select the edit button in a worklist study row.



Exam screen for technologists: upper-left (left) and upper-right (right)

See also:

Configure a technologist
Use the exam screen for technologists
Add charges and NDCs in the exam screen for technologists

Use the exam screen for technologists

To use the exam screen for technologists (the *Technologist screen*):

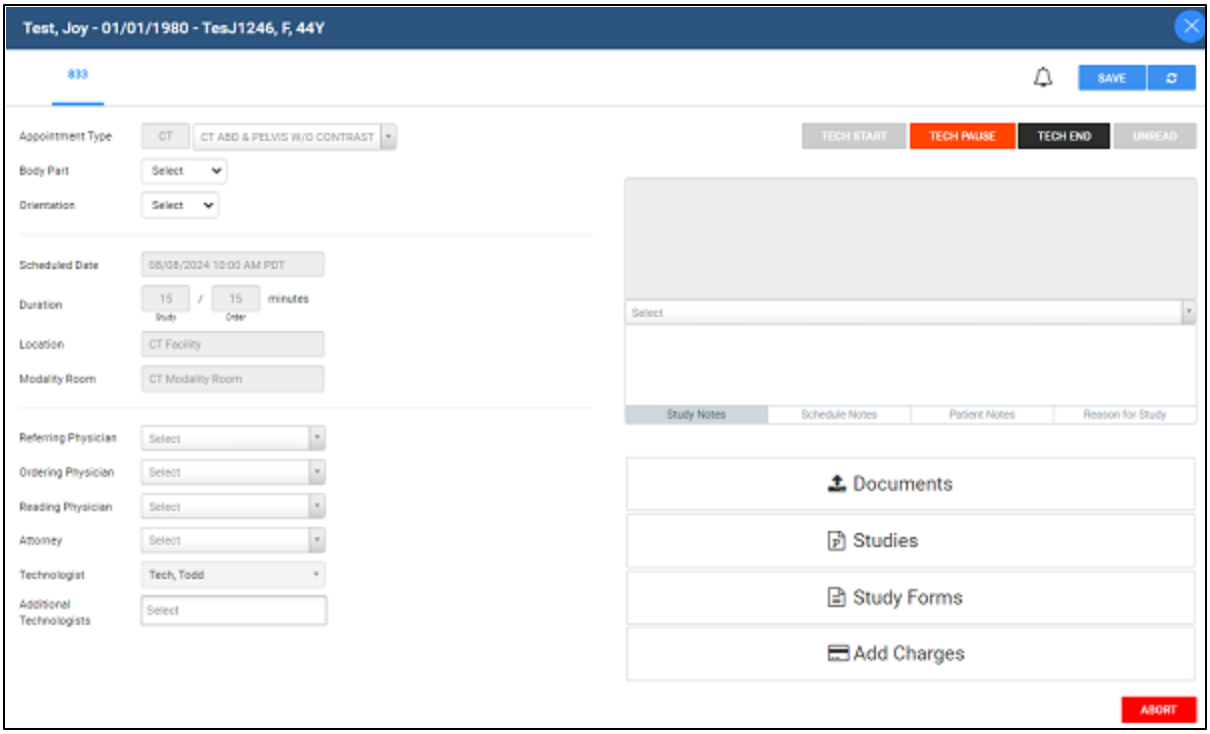
Prerequisite: Configure a technologist.

Procedure

1. Sign in as a technologist (or a user linked to a technologist).
2. Select the edit button in a worklist study row.

   Result: The Technologist screen opens.

   Note: For full functionality, the study you open must be in Check In or Arrived status.
3. Near the upper-left part of the screen, select a study tab (an accession number).



4. Optional: In the left half of the screen, modify settings as needed.
5. Proceed with technologist workflow, using the settings and tools described in the following table.

Setting	Description
	View patient alerts.
Appointment Type	If the original appointment type was incorrect or otherwise changed after scheduling, you can select a new one. Note: It may be necessary to authorize all or parts of any new appointment type you select.
Additional Technologists	Select up to 10 additional technologists who contribute to the exam. Additional technologists are included in the Technologist Productivity operational report.
[Other settings]	Select as needed.
TECH START/END	Select upon starting and ending the exam. Exam duration statistics are recorded based on the times these buttons are selected, and are used in reporting. Note: In the TECH START button menu, you can select to start the current study or the entire order.
TECH PAUSE	Select when an exam is interrupted, such as by a difficult patient.
UNREAD	Select to reset the study's status to Unread.
Notes (Study, Schedule, Patient, Reason)	Select a category of note, and then type notes. If macro notes were configured (see Configure macro notes), you can select them from the dropdown list. To edit a note, select Studies (see table below), and then select NOTES in the left pane.
ABORT	Select to abort the exam, such as in an emergency. Note: The Incomplete Schedules report does not include aborted studies. If you want the study to appear on that report, cancel the study instead.

6. At any time, select SAVE to save changes.
7. In the lower-right part of the screen, you can use the following:

Setting	Description
Documents	Select to view or add documents to the study or order. See View or add patient documents.
Studies	Select to view a list of prior studies for the current study. Opens the STUDIES tab of the Edit Study screen.
Study Forms	Select to add, edit, or delete study forms from the study. Opens the STUDY FORMS tab of the Edit Study screen.
Add Charges	Add new charges to an exam, such as for contrast (see Add charges and NDCs in the exam screen for technologists).

8. When the exam is complete, select TECH END, and then SAVE.

Add charges and NDCs in the exam screen for technologists

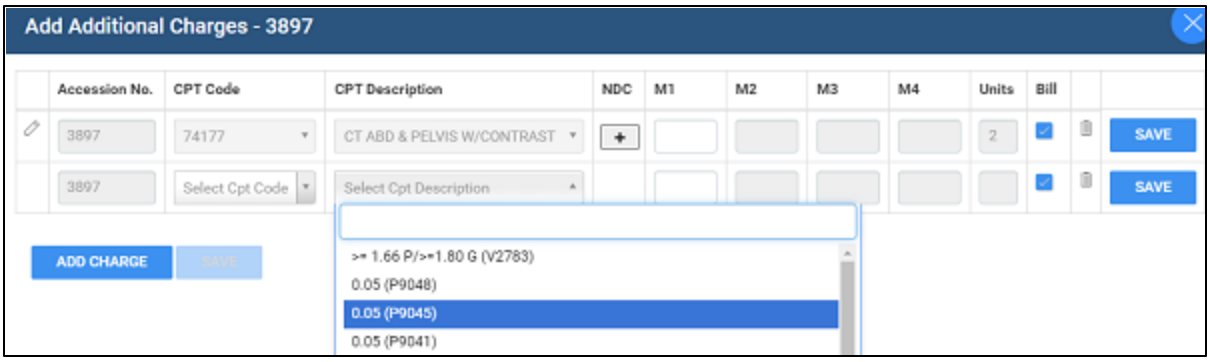
Technologists can add charges to an exam if needed for such things as contrast material. The charges correspond to CPT or health service codes, and any associated NDC codes. You can add modifiers to charges, such as to submit a claim that includes contrast waste.

Prerequisites:

- Configure NDCs
- To make NDCs available here, add a CPT code with NDCs to the appointment type being performed. See Configure appointment types.

Procedure

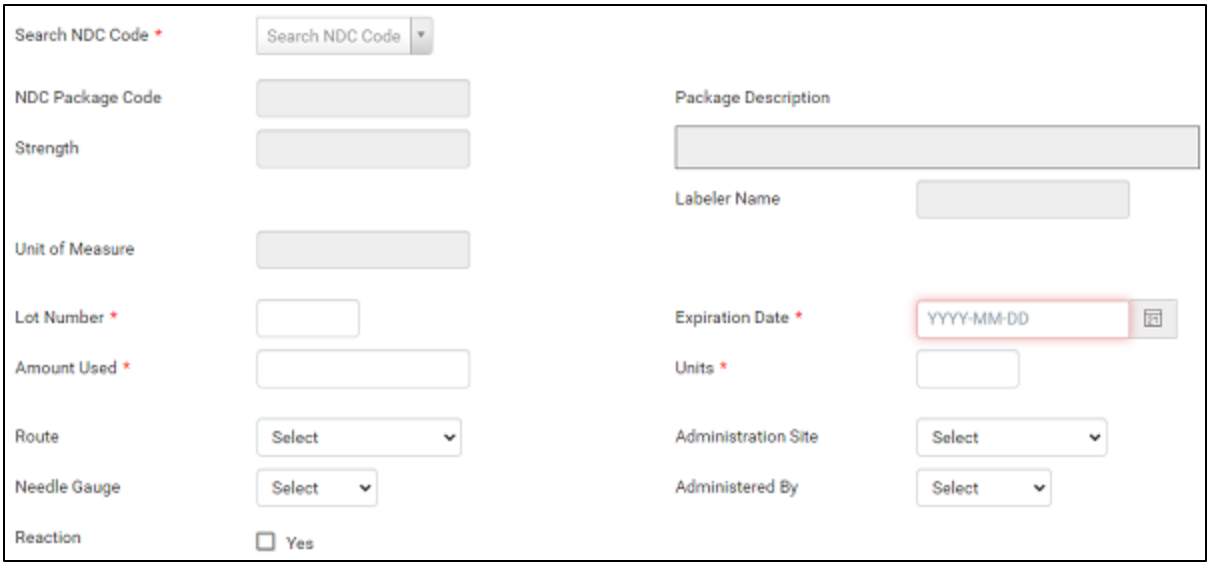
1. Open a study in the Technologist screen, and then select Add Charges.
2. In the Add Additional Charges dialog, select ADD CHARGE.



3. In the CPT Code column, select the CPT code for the additional charge.

Note: Alternatively, you can select the CPT Description.

4. Optional: In the NDC column, select the add + button, and then search for a code to add in the Search NDC Codes list.



5. Modify the following settings as necessary.

Note: For the Units, use the same value as for the Amount used.

Setting	Description
NDC Package Code	Type the code from the manufacturer.
Strength	Type the strength of the active ingredient, then select the units of strength in the list.
Unit of Measure	Type the unit of measure.
Lot Number	Type the lot number of the drug.
Amount Used	Type the amount of drug administered. Type the same value for the Units.
Route	Select the administration method for the drug.
Needle Gauge	If a needle was used, select the gauge.
Reaction	Select if any reaction occurred.
Package Description	Type the description of the package from the manufacturer.
Labeler Name	Type the name of company corresponding to the labeler code segment in the Product NDC.
Expiration Date	Type the expiration date of the drug.
Units	Type the number units (e.g. vials) used. Type the same value as for the Amount Used.
Admin Site	Select the site where the drug was administered.
Administered By	Select the person who administered the drug.

6. Optional: In the modifier boxes (M1–M4), type modifiers.
7. Optional: To exclude a charge from claims, clear the Bill checkbox.

8. Select the SAVE buttons for any charges you modified, and close the dialog.

See also:

Use the exam screen for technologists
Add charges and NDCs for wasted contrast

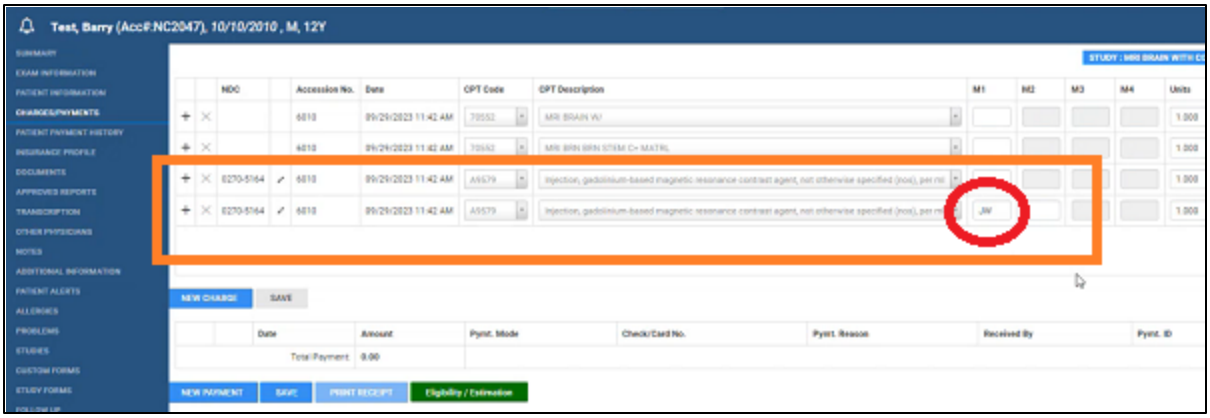
Add charges and NDCs for wasted contrast

When entering charges in the Technologist screen, you may be required to enter charges and corresponding NDCs for the amount of contrast material used, and for the amount wasted (if any).

Procedure

1. Open a study in the Technologist screen, and then select Studies > CHARGES/PAYMENTS.
2. In the Additional Charges dialog, enter a charge for the used contrast, and select SAVE.
3. In the NDC column, select the plus [+] button.
4. Enter information for the NDC in the usual manner, entering the amount of contrast used in both the Amount Used and Units fields. Select SAVE.
5. Back in the Technologist screen, repeat the above steps to enter a charge and NDC for the wasted amount of contrast, entering the amount of wasted contrast in both the Amount Used and Units fields. Select SAVE.
6. In the CHARGES/PAYMENTS screen, in the M1 box of the charge for wasted contrast, type the JW modifier.

   The two charges should appear something like the following.



QC operations

All DICOM studies from other AEs initially appear on the QC tab, and are automatically evaluated for conflicts with PACS studies, RIS orders, and other data based on user-defined receiver rules. If no conflicts are found, the studies are automatically moved to the worklist (this is knows as the "QC-to-Live" process). If conflicts are found, the studies remain on the QC tab for you to reconcile.

The following topics in this section describe how to use the QC tab and reconcile these conflicts.

Prepare the QC tab
Reconcile conflicts by matching to a RIS order
Reconcile conflicts by manually editing demographics
Reconcile conflicts by creating an order
Move QC studies to the All Studies tab

See also:

Understanding receiver rules

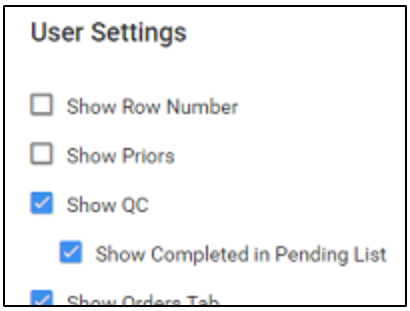
Prepare the QC tab

When received studies fail to match receiver rules or studies in the database, they appear on the QC tab of the worklist. To find conflicts needing reconciliation more easily, you can sort studies in the QC tab of the worklist by their QC status.

Prerequisite: Obtain QC user rights.

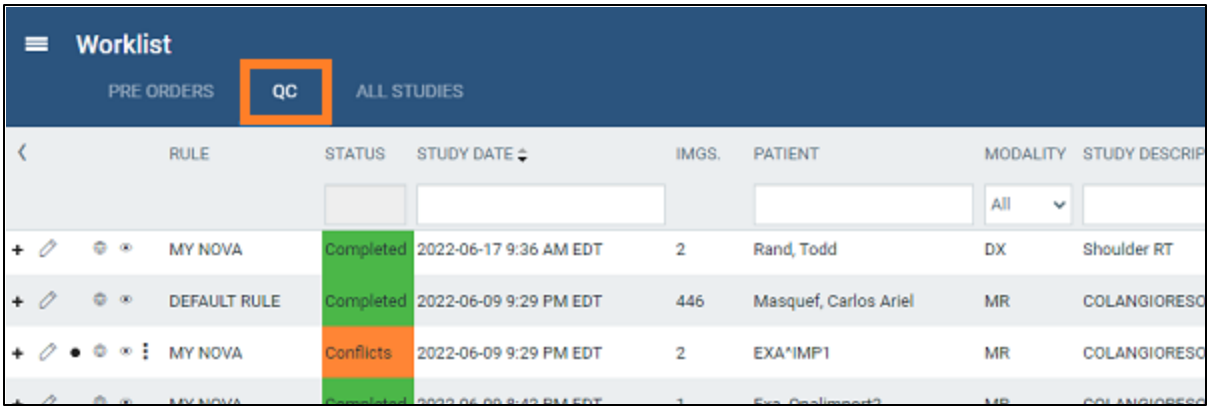
Procedure

1. Go to Worklist > Settings > User Settings.
2. Under User Settings, select Show QC.



3. To show exams in *Completed* status, select Show Completed in Pending List.

   To show exams in *Conflict* status only, clear the checkbox.
4. Select SAVE.
5. On the worklist, select the QC tab.



6. On the search bar, click inside the STATUS box.
7. Select a status (such as “Conflicts”) and select APPLY FILTER.

See also:

Reconcile conflicts by matching to a RIS order
Reconcile conflicts by manually editing demographics
Reconcile conflicts by creating an order
Move QC studies to the All Studies tab

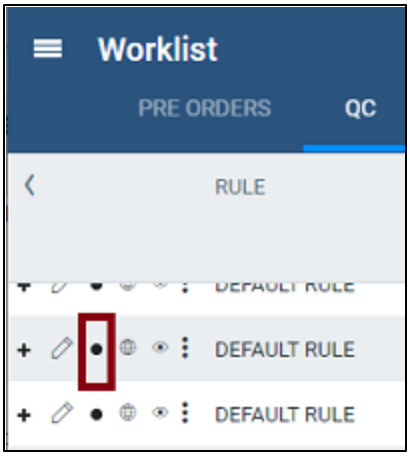
Reconcile conflicts by matching to a RIS order

When received studies fail to match receiver rules or studies in the database, they appear on the QC tab of the worklist. To reconcile conflicts, start by trying to match the conflicting study to a RIS order.

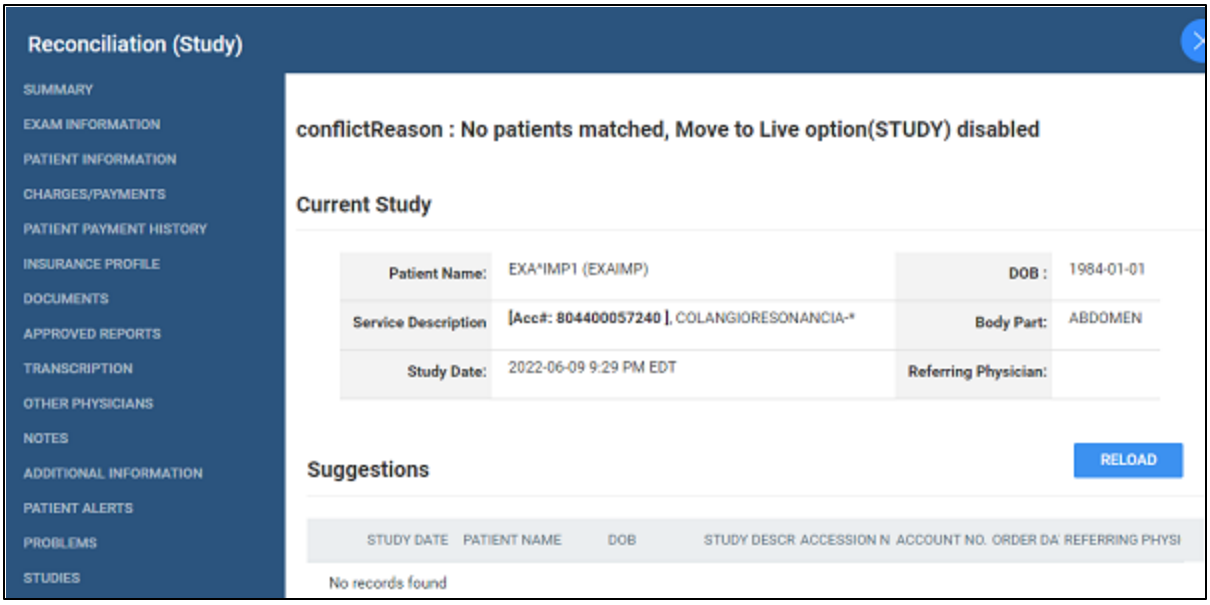
Prerequisite: Prepare the QC tab.

Procedure

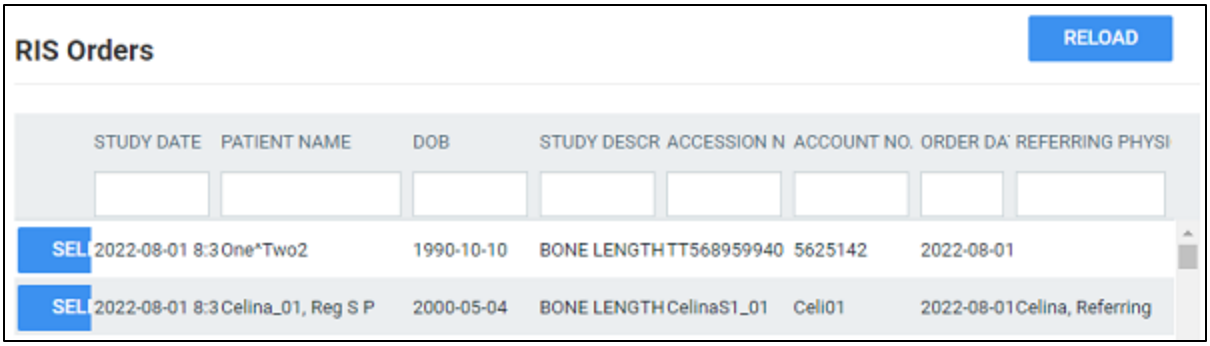
1. On the worklist QC tab, find a study whose status is Conflicts, and select the "reconciliation dot."



2. In the Reconcile dialog, under Suggestions, if an order in the list matches the Current Study, select its SELECT button, and then select OK. If no suggestion matches, skip to the next step.



3. Under RIS Orders, search for more potential matches by typing criteria in the search boxes. If a match is found, select its SELECT button and continue as above.
4. Hint: Find patients in your EHR or other sources for possible matches.



5. On the QC tab, right-click the study and select Reprocess.
6. Confirm that the study no longer has a status of Conflicts.

See also:

Reconcile conflicts by manually editing demographics
Reconcile conflicts by creating an order
Move QC studies to the All Studies tab

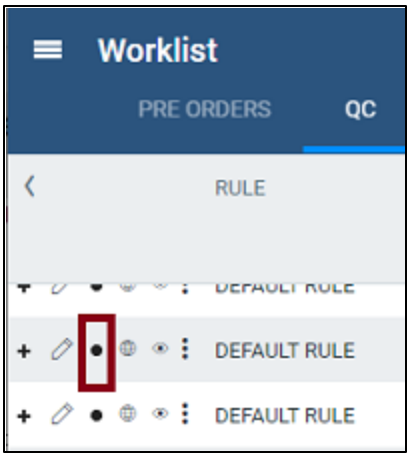
Reconcile conflicts by manually editing demographics

When received studies fail to match receiver rules or studies in the database, they appear on the QC tab of the worklist. If the conflict reason on screen is Multiple matches/Account# conflicts for patients, you can edit the demographics of the conflicting study to match a patient in the Exa PACS|RIS database, or vice versa (edit a patient in the database to match the conflicting study).

Prerequisite: Prepare the QC tab.

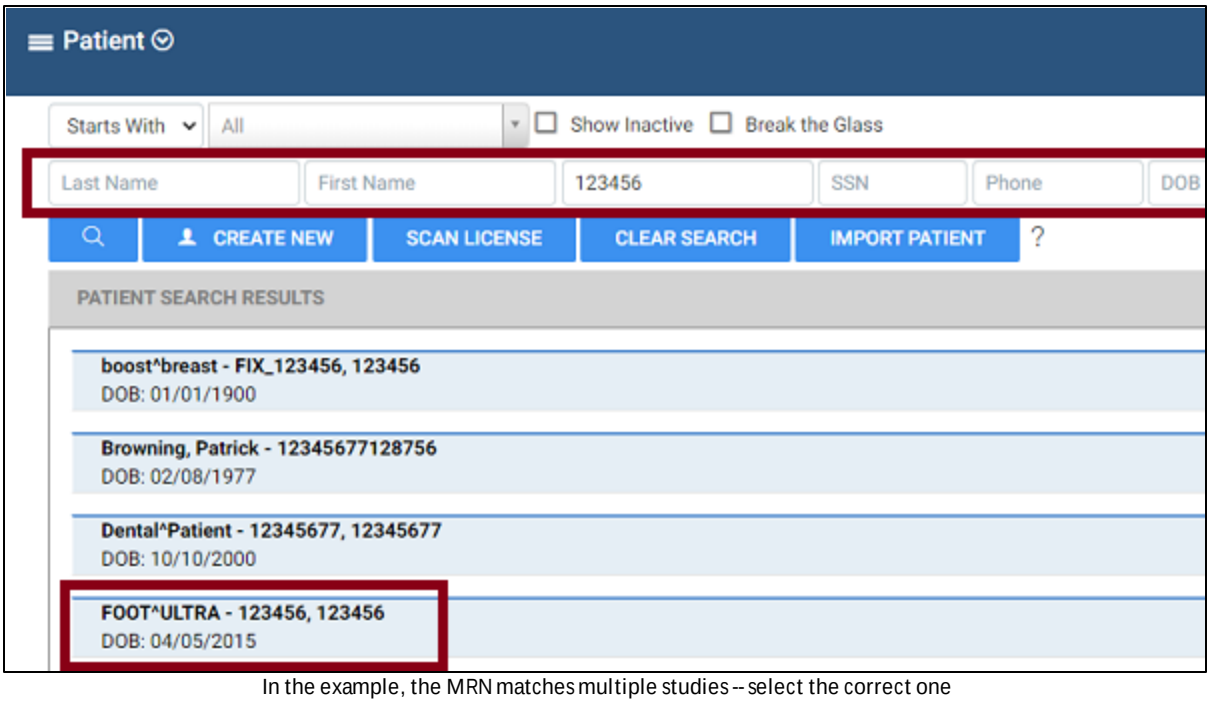
Procedure

1. On the worklist QC tab, find a study whose status is Conflicts, and select the "reconciliation dot."



2. In Chrome, open another instance of Exa PACS|RIS, and on the burger menu, select PATIENT.
3. Search for a patient chart that is likely to be the match for the conflicting study.

   Hint: Find patients in your EHR or other sources for possible matches.



In the example, the MRN matches multiple studies -- select the correct one

4. Open the likely matching chart, edit demographics as necessary, and then select SAVE.
5. On the QC tab, right-click the study and select Reprocess.

6. Confirm that the study no longer has a status of Conflicts.

See also:

Reconcile conflicts by matching to a RIS order
Reconcile conflicts by creating an order
Move QC studies to the All Studies tab

Reconcile conflicts by creating an order

When received studies fail to match receiver rules or studies in the database, they appear on the QC tab of the worklist. If you cannot find a RIS order that matches or should match a conflicting study, you can reconcile by creating a new order that matches.

Prerequisite: Prepare the QC tab.

Procedure

1. On the worklist QC tab, find a study whose status is Conflicts.

   Write down the key information from the study that you would need to create an order (patient demographics, MRN, study information, etc.).
2. Create an order for the conflicting study by following the steps in A typical scheduling workflow.
3. On the QC tab, in the conflicting study's shortcut menu, select Reconciliation.
4. In the Reconciliation dialog, under RIS Orders, find the order you just created and select its SELECT button.
5. On the QC tab, right-click the study and select Reprocess.
6. Confirm that the study no longer has a status of Conflicts.

See also:

Reconcile conflicts by matching to a RIS order
Reconcile conflicts by manually editing demographics
Move QC studies to the All Studies tab

Move QC studies to the All Studies tab

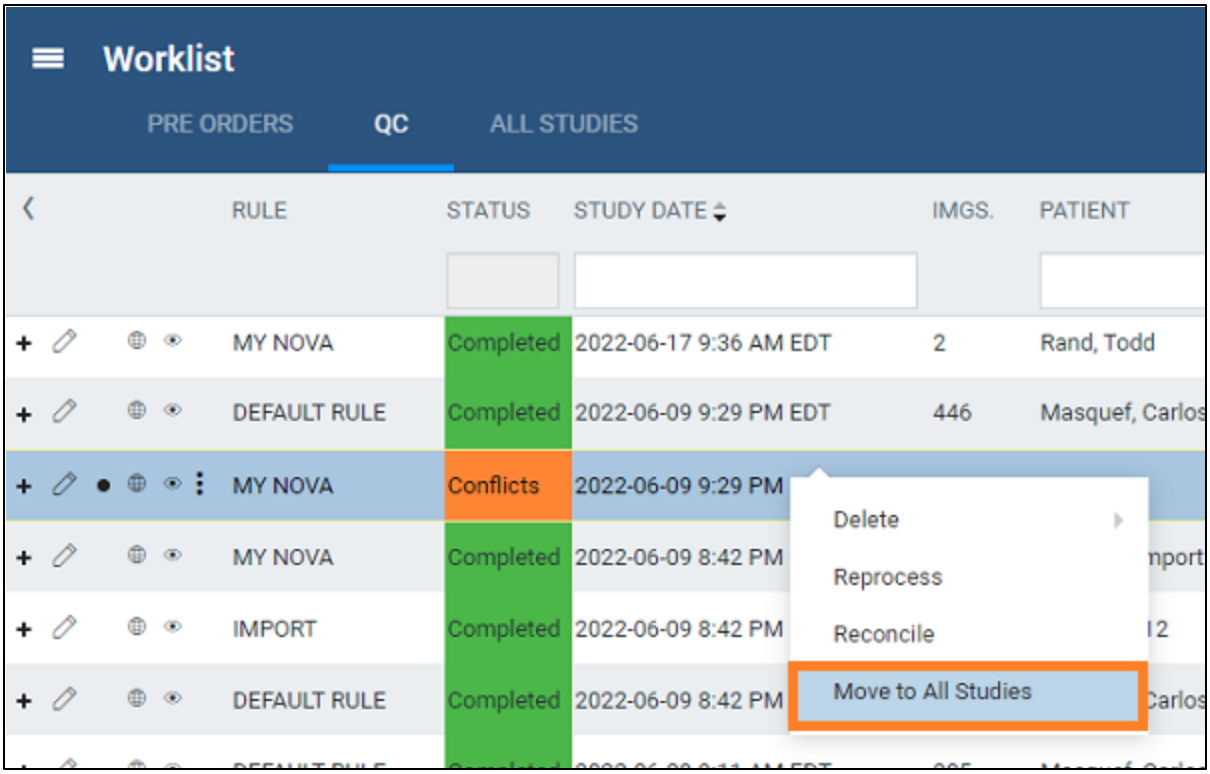
If you want to use a study in the QC tab even though it is not reconciled, you can manually move it to the All Studies tab.

Prerequisite: Prepare the QC tab.

Procedure

1. In the worklist, select the QC tab, and then find a study that you want to move.
2. In the study's shortcut menu, select Move to All Studies.

   Note: If Move to All Studies does not appear in the shortcut menu, try selecting Reprocess first.



See also:

[Reconcile conflicts by matching to a RIS order]
[Reconcile conflicts by manually editing demographics]
[Reconcile conflicts by creating an order]

Work with dictation and transcription

Exa PACS|RIS offers one or more of these solutions for dictation and transcription.

- Dictation and transcription with Exa Voice and Exa Trans
- Dictation and transcription with Exa Trans and Dragon
- Exa Dictation and transcription with Web Trans (comes standard)

Dictation and transcription with Exa Voice and Exa Trans

If you purchased Exa Voice with Exa Trans, you can dictate and transcribe simultaneously. Exa Voice is a "zero footprint" solution for higher performance.

If you did not purchase Exa Voice, you can use Dictation and transcription with Web Trans to dictate findings and transcribe them manually, and use the features of the multi-panel for transcription related tasks.

This section contains the following topics.

Turn on Exa Voice and Exa Trans
Dictate and transcribe a study
Edit and approve transcriptions
Add a dictation or transcription addendum
Manage transcription templates
Configure substitutions
Configure vocabulary
Customize Exa Trans
Use voice commands
Change text to uppercase

See also:

Assign keyboard shortcuts for Exa Trans
Dictation and transcription with Exa Trans and Dragon

Turn on Exa Voice and Exa Trans

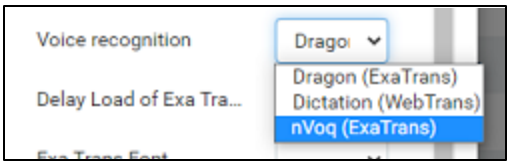
You must turn on Exa Voice and Exa Trans before using them.

Prerequisites:

- An administrator must create an Exa Voice account for each user.
- Install Exa Trans.

Procedure

1. Go to Worklist > Settings > User Settings.
2. On the right side, under Voice recognition, select nVoq (Exa Trans).



3. Select SAVE.
4. Sign out of Exa PACS|RIS, and then sign in again.

Next: Dictate and transcribe a study
Parent: Dictation and transcription with Exa Voice and Exa Trans

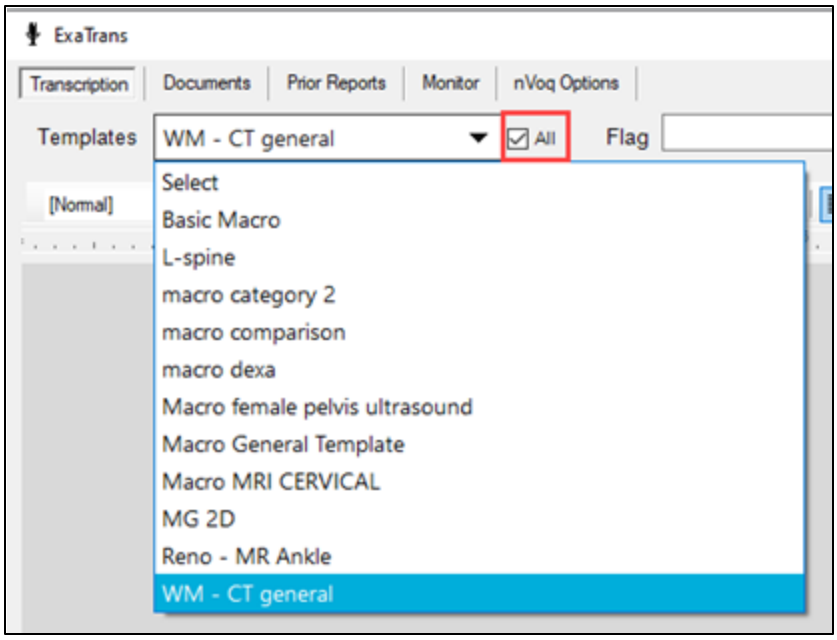
Dictate and transcribe a study

With Exa Voice and Exa Trans you can dictate and transcribe findings simultaneously. If you pause dictation, during the next 30 seconds you can use voice commands or resume dictation without losing the connection to Exa Voice. After the 30 seconds, dictation "stops," and the connection closes. To dictate multiple studies at once, see About Linked Reporting.

Prerequisite: Add a transcription template.

Procedure

1. In the worklist, find an unread study and select its transcription button.
2. In the Exa Trans window, in the Templates dropdown list, select a template.
   - You can "call in" (open) a template by speaking a macro keyword if it appears in the template list.
   - Select All to show all templates, or clear to show only templates applicable to the current study.



3. Press the button on the microphone, and then begin dictating. Press the button again to pause/stop.

   Notes:
   - Depending on configuration, you may need to hold the microphone button down continuously to record.
   - You can also select the dictation button in the bottom-right corner of the screen to start recording, and to pause.
   - You can use voice commands and buttons to move between fields (until approval).

4. Optional. To view the hypothesis text during dictation, select the Show Hypothesis link.
5. Select Save.

Next: Edit and approve transcriptions

Previous: Turn on Exa Voice and Exa Trans
Parent: Dictation and transcription with Exa Voice and Exa Trans

Edit and approve transcriptions

You can edit and approve saved transcriptions.

Note: If approving a main study, any activity related to TAT recording affects any of its linked studies (see About Linked Reporting).

Procedure

1. In the worklist, select the transcription button of a dictated study.
2. In the editing screen, review the transcription, make any needed changes, and then select Save.
3. Select one of the following options:

   e-Sign & Approve: Signs and approves the transcription, and then returns to the worklist.

   Approve and Next: Signs and approves the transcription, and then opens the next unread study.

   Not Approve: Saves the dictation and leaves the study in Unread status.

   Save: Saves the dictation and changes the status to Draft.

   Skip: Skips to the next available study without saving.

   Pre-Approve: Saves the dictation and changes the status to Pre-Approved.

Next: Add a dictation or transcription addendum
Previous: Dictate and transcribe a study
Parent: Dictation and transcription with Exa Voice and Exa Trans

Add a dictation or transcription addendum

You cannot edit transcriptions after approval, but physicians and transcriptionists can add addenda in order to correct mistakes or insert new information.

Procedure

1. In the worklist, select the transcription button of an approved study.
2. To add a *dictation* addendum, repeat the steps in Dictate and transcribe a study.

   The status of the dictation reverts from Approved to Dictated.
3. To add a *transcription* addendum, select Add Addendum.
4. Type new text, and then select one of the following:

   Addendum Approve: Saves the addendum and changes the study status to Approved.

   Addendum Save: Saves the addendum and changes the study status to Draft - Addendum.
5. If not using Dragon, select Addendum Submit for Review.

   Exa PACS|RIS reverts the status of the dictation from Approved to Transcribed.

Previous: Edit and approve transcriptions
Parent: Dictation and transcription with Exa Voice and Exa Trans

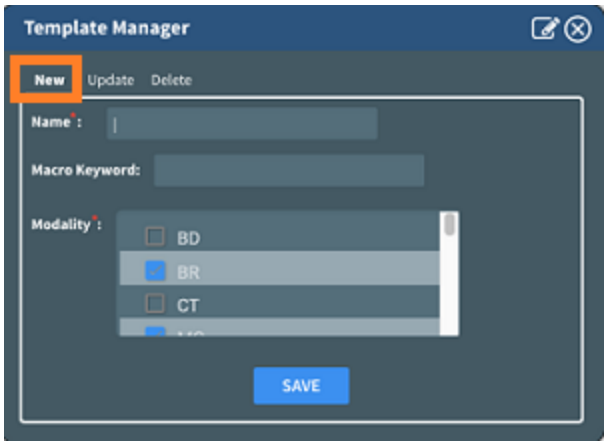
Manage transcription templates

In Exa Trans, you start dictation by selecting a transcription template that you prepare in advance as described in Add a transcription template. This topic introduces the Template Manager, which you can use to manage your transcription templates.

Prerequisites: Obtain the Transcription Template user right.

Procedure

1. In the worklist, find an unread study and select its transcription button.
2. In Exa Trans, in the upper-right corner, select the transcription template manager button.
3. In the Template Manager dialog, on the New tab, you can create a new private template based on the current template.



Setting	Description
[pencil button]	Select to open the transcription template configuration screen.
Name	Type a name for the new template.
Macro Keyword	Type a macro keyword that can be voice-recognized to call in (open) the template.
Modality	Select modalities to which to apply the template.

4. Select SAVE.
5. Optional: On the Update and Delete tabs, select active non-global templates and then edit or delete them.

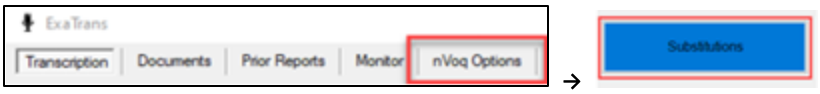
See also:
Dictation and transcription with Exa Voice and Exa Trans

Configure substitutions

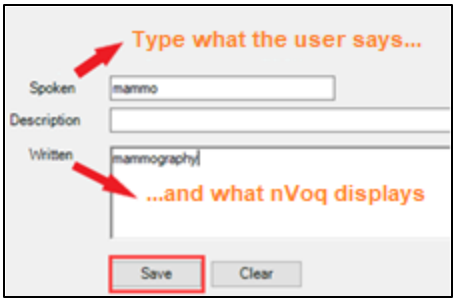
You can add substitutions (voice macros) to Exa Voice so that you can speak something short to type something long. With the example substitution below, when you say "mammo" Exa Voice types "mammography."

Procedure

1. In the worklist, find an unread study and select its transcription button.
2. In Exa Trans, on the nVoq Options tab, select Substitutions.



3. Optional. To view previously saved substitutions, select Substitution List.
4. In the New Substitution dialog, enter the following settings.



Setting	Description
Level	Select Account to make the substitution available only to you. Select Organization to make the substitution available to all.
Spoken	Type the voice macro command (the word or phrase spoken to activate the substitution).
Description	Type a description of the substitution.
Written	Type the text that nVoq substitutes (inserts) when the voice macro command is spoken.

5. Select Save.

See also:
Dictation and transcription with Exa Voice and Exa Trans

Configure vocabulary

You can add words and phrases to nVoq's vocabulary so that it can recognize proper names of people, places, product names, and uncommon words.

Prerequisite: Turn on Exa Trans and nVoq.

Procedure

1. In the worklist, find an unread study and select its transcription button.

2. In Exa Trans, on the nVoq Options tab, select Vocabulary.



3. In the Vocabulary screen, select one of the following:

   - Account - The current vocabulary is available only to the current user.
   - Organization - The current vocabulary is available to all users in the facility.



4. In the Written box, type a word or phrase.
5. Optional: In the Sounds Like box, type pronunciation.

   Note: Usually leave this blank. Try adding pronunciation if Exa Voice frequently fails to recognize the word or phrase.

6. Select Save.

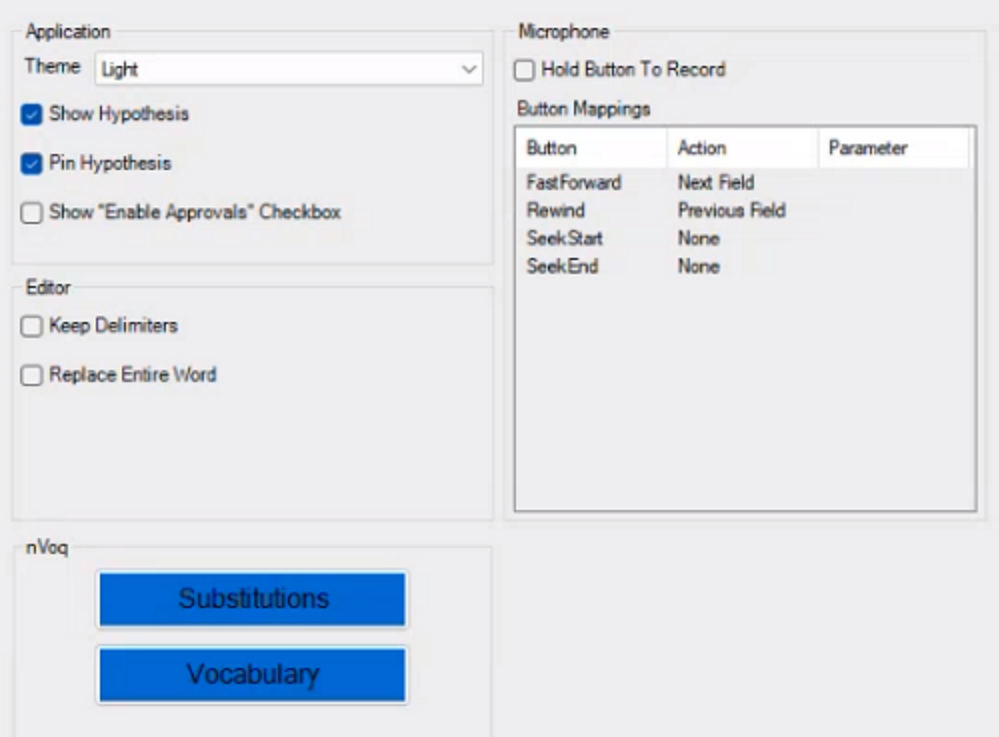
See also:
Dictation and transcription with Exa Voice and Exa Trans

Customize Exa Trans

If supported by your version you can modify Exa Trans settings in the Options tab, or by editing the configuration file.

Edit settings in the Options tab

In Exa Trans, select the Options tab, and then modify the following settings.



Command	Description
Theme	Select Light or Dark.
Show Hypothesis	Show hypothesis text as you dictate.
Pin Hypothesis	Pin the hypothesis text to the left.
Show "Enable Approvals" Checkbox	Show the checkbox.
Keep Delimiters	When replacing variables with text, leaves the brackets (or other delimiting characters).
Replace Entire Word	Even if only a part of a word is selected, dictated text overwrites the entire word.
Hold Button to Record	Select: Hold down the button during recording. Clear: Press the button once to record, again to stop.
Button Mappings	Configure buttons for SpeechMikes and PowerMics.
nVoq	Available if using nVoq. See Configure substitutions and Configure vocabulary.

Edit the configuration file

If supported in your version, you can directly open and edit Exa Trans settings for nVoq.

1. In a text editor, open [drive]:/Viztek/Exa/trans/bin/KMHA.exaTrans.WinApp.exe.Config.
2. Edit the following lines as needed.

Setting	Line	Value
Show/hide hypothesis text	<add key="ViewHypothesisText" value="1" />	0 = Hide 1 = Show

Setting	Line	Value
Pin hypothesis text	<add key="PinHypothesisText" value="1" />	0 = Unpin (text moves with the cursor) 1 = Pin (pins text to the left side of the Exa Trans window)
Mic button triggers Approve	<add key="ApproveOnMic" value="Off" />	Off = Mic buttons do not trigger Approve and Approve & Next On = Mic buttons trigger Approve and Approve & Next
Light or dark theme	<add key="Theme" value="Dark" />	Dark = Darker user interface Light = Lighter user interface
Recording timeout	<add key="PauseRecordingTimeout" value="30" />	Setting range: 0-30 0 = Recording stops immediately without entering Paused state 30 = Recording stops 30 seconds after entering the Paused state

See also:
Dictation and transcription with Exa Voice and Exa Trans

Use voice commands

When using Exa Voice, in addition to substitutions, you can use the voice commands described in the following table.

Command	Description
[voice macro keyword]	Runs the preconfigured voice macro to open a transcription template.
Select [word or phrase]	Selects words and phrases. Example: Say, "Select cardiac arrest" to select the word "cardiac" followed by the word "arrest."
Select [word] through [word]	Selects a range of words Example: Say, "Select food through department" to select the phrase "food and beverage department."
Next variable Next field	Selects the next set of brackets within the report and their contents.
Previous variable Previous field	Selects the previous set of brackets within the report and their contents.
Next line New line	Adds a line after the current line
Letter Capital	Capitalizes the current letter
Caps	Capitalizes the first letter of the current word
Caps on Caps off	Turns capitalization off the first letter of all words ON and OFF
All caps	Capitalizes all letters in the current word
All caps on All caps off	Turns capitalization of all letters of all words ON and OFF
Lowercase Overwrite	Sets the first dictated word in lowercase

Command	Description
Numeral one period One period	Creates a numbered list and capitalizes the first letter of each list item
Number next Next number	Creates a numbered list, capitalizes the first letter of each list item, and adds a new line before each item
Letter next Next letter	Creates a lettered list, capitalizes the first letter of each list item, and adds a new line before each list item.
Scratch that Delete that	If text is currently selected, deletes the selection. If text is not currently selected, deletes the previously transcribed phrase. Repeat the command to delete the 10 most recently entered instances of stable text.
Undo	Undoes the 10 most recent user actions, including dictation of text or use of other voice commands (same as the Windows Undo command).
Punctuation	
Period	.
Comma	,
Colon	:
Semicolon	;
Hyphen Dash Minus sign	-
Question mark	?
Exclamation mark Exclamation point	!
Open paren Open parenthesis	(
Close paren Close parenthesis	)
Open brace Open curly brace	{
Close brace Close curly brace	}
Open bracket Open square bracket	[
Close bracket Close square bracket	]
Less than sign Open angle bracket	<
Greater than sign Close angle bracket	>
Hash sign	#

Command	Description
Number sign Pound sign	
At sign	@
Asterisk Asterisk sign	*
Ampersand And sign	&
Tilde sign	~
Forward slash Slash	/
Back slash	\
Double slash	//
Quote Open quote Open double quote Start quote	“
Unquote Close quote Close double quote End quote	”
Open single quote	‘
Close single quote	’
Apostrophe	'
Apostrophe S	'S
Percent sign	%
Ellipsis	…
Dollar sign	$
Equal sign	=
Plus sign	+
Multiplication sign	*
Division sign	÷
Plus or minus sign	±
Underscore sign	_
Vertical bar	|
One quarter sign	¼

Command	Description
One half sign	½
Three quarters sign	¾
Dates and Times	
March seventeen two thousand twenty-three March seventeen twenty twenty-three	March 17, 2023
Three seventeen twenty twenty-three Three slash seventeen slash twenty twenty-three	3/17/2023
Three dash seventeen dash twenty twenty-three	3-17-2023
Two p m	2 p.m.
Two thirty a m	2:30 a.m.
Between two p m and five p m	Between 2 p.m. and 5 p.m.
Zero eight hundred hours Oh eight hundred hours	0800 hours
Zero zero twenty two hours Zero zero two two hours	0022 hours
Numbers, dollars, and cents	
One hundred	100
one hundred twenty	120
Three hundred fifty two	352
Point five Zero point five	0.5
Seventy five dollars and fifty cents	$75.50
Roman fifteen (1-19 available only)	XV

See also:
Dictation and transcription with Exa Voice and Exa Trans

Change text to uppercase

In Exa Trans, you can change selected text from all lowercase, or mixed uppercase-lowercase, to all uppercase.

Procedure

1. In the Exa Trans template, select text to change.
2. In the upper-right corner of the screen, select the Case button.

   Result: The text changes to all uppercase.

Example: tHis IS sample TEXT → THIS IS SAMPLE TEXT

See also:
Dictation and transcription with Exa Voice and Exa Trans

Dictation and transcription with Exa Trans and Dragon

If you purchased Exa Trans with Dragon, you can dictate and transcribe simultaneously. For higher performance, consider Exa Voice (Exa Trans with nVoq). Otherwise, you can use Dictation and transcription with Web Trans to dictate findings and transcribe them manually, and use the features of the Exa Panel for transcription related tasks.

Note: Often, *Transcriptionists* use Exa Dictation with Web Trans, whereas *Radiologists* use Exa Trans with Exa Voice or Dragon.

This section contains the following topics.

Turn on Exa Trans and Dragon
Dictate and transcribe a study
Edit and approve transcriptions
Add a dictation or transcription addendum
About using Exa Trans and Web Trans

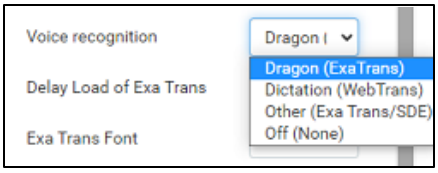
Turn on Exa Trans and Dragon

You must turn on Exa Trans before using it by turning on the Dragon speech-to-text option in the user settings.

Prerequisite: Install Exa Trans.

Procedure

1. Go to Worklist > Settings > User Settings.
2. On the right side, under Voice recognition, select Dragon.



3. Select SAVE.

Next: Dictate and transcribe a study
Parent: Dictation and transcription with Exa Trans and Dragon

Dictate and transcribe a study

With the integrated Dragon speech-to-text application, you can use Exa Trans to dictate and transcribe findings simultaneously.

Procedure

1. In the worklist, find an unread study and select its transcription button.
2. In the Exa Trans window, in the Templates dropdown list, select a template.
3. Optional. To use a voice command, with the Templates dropdown list open, say, “Macro [*template name*].
4. Place the cursor where you want to add text.

5. On the Dragon toolbar, select the record button, and then begin dictating.

   Select stop when finished.

6. Select Save.

Next: Edit and approve transcriptions
Previous: Turn on Exa Trans and Dragon
Parent: Dictation and transcription with Exa Trans and Dragon

Edit and approve transcriptions

In Exa Trans with Dragon, you can edit and approve saved transcriptions. If approving a main study, any activity related to TAT recording affects any of its linked studies (see About Linked Reporting).

Prerequisite: Turn on Exa Trans and Dragon.

Procedure

1. In the worklist, select the transcription button of a dictated study.
2. In the editing screen, review the transcription, make any needed changes, and then select Save.
3. Select one of the following options:

   e-Sign & Approve: Signs and approves the transcription, and then returns to the worklist.

   Approve and Next: Signs and approves the transcription, and then opens the next unread study.

   Not Approve: Saves the dictation and leaves the study in Unread status.

   Save: Saves the dictation and changes the status to Draft.

   Skip: Skips to the next available study without saving.

   Pre-Approve: Saves the dictation and changes the status to Pre-Approved.

Next: Add a dictation or transcription addendum
Previous: Dictate and transcribe a study
Parent: Dictation and transcription with Exa Trans and Dragon

Add a dictation or transcription addendum

In Exa Trans with Dragon, approved transcriptions cannot be edited. However, physicians and transcriptionists can add addendums in order to correct mistakes or insert new information.

Prerequisite: Turn on Exa Trans and Dragon.

Procedure

1. In the worklist, select the transcription button of an approved study.
2. To add a *dictation* addendum, repeat the steps in “Dictate and transcribe a study.”

Exa PACS|RIS reverts the status of the dictation from Approved to Dictated.

3. To add a *transcription* addendum, select Add Addendum.
4. Type new text, and then select one of the following:

   Addendum Approve: Saves the addendum and changes the study status to Approved.

   Addendum Save: Saves the addendum and changes the study status to Draft - Addendum.
5. If not using Dragon, select Addendum Submit for Review.

   Exa PACS|RIS reverts the status of the dictation from Approved to Transcribed.

Previous: Edit and approve transcriptions
Parent: Dictation and transcription with Exa Trans and Dragon

About using Exa Trans and Web Trans

Exa Trans and Web Trans (with the multi-panel) are designed to work in sync. Exact behavior depends on various rights, actions, and settings, as in the following examples.

Action/Condition	Effect
Close Exa Trans	Also closes Web Trans
Web Trans rights assigned	Web Trans available
Exa Trans rights assigned	Exa Trans available only if the Dragon user setting is also turned ON.
Auto-Open Orders + "Documents" selected	If an order auto-opens, the Documents screen auto-opens.
Auto Open Orders enabled AND Viewer Settings > General > Display Settings > Monitor 1 = Documents	Documents auto-open in the Documents screen of the multi-panel in Monitor 1.
Auto Open Orders disabled AND Viewer Settings > General > Display Settings > Monitor 1 = Documents	Documents do not auto-open, but if manually opened, they open in the multi-panel in monitor 1.
Exa Trans and Web Trans enabled within Auto Open Orders	Exa Trans and Web Trans both open when an order auto-opens. You can configure which monitor they open in in the Display Settings, or leave blank to open in the main monitor.
Exa Trans set to auto-open AND Web Trans not enabled in Auto Open Orders	Only Exa Trans opens when a study opens (but you can still manually open Web Trans).
Set Exa Trans or Web Trans to open on a specified monitor	Manually opening Exa Trans or Web Trans opens it in the specified monitor.
Web Trans set to auto open in Auto Open Orders, but not Exa Trans	Web Trans auto opens when the viewer is opened, in the specified monitor, if so configured.
User selects the Exa Trans or Web Trans button on the worklist	Exa Trans or Web Trans opens on the same monitor as the worklist.
Exa Trans Esign & Approve	Study is approved, viewer closes, Exa Trans minimized.
Exa Trans Approve & Next	Study is approved, viewer and Exa Trans open with next available study.
Exa Trans Not Approve	Study status changes to Not Approved, viewer closes, and Exa Trans minimizes.

Action/Condition	Effect
Exa Trans Skip	Study stays in Unread status, viewer and Exa Trans open with the next available study
Exa Trans Save	Study status changes to Draft, viewer and Exa Trans remain open with current study
Exa Trans Pre Approve	Study status changes to Pre-Approved, viewer closes, and Exa Trans minimizes
Exa Trans and Web Trans Esign & Approve	Exa Trans closes, Web Trans minimizes or closes
Exa Trans and Web Trans Approve & Next	Study status changes to Approve, viewer, Exa Trans, and Web Trans open with the next available study
Exa Trans and Web Trans Not Approve	Study status changes to Not Approved, viewer, Exa Trans, and Web Trans minimize or close.
Exa Trans and Web Trans Skip	Study status remains Unread, the viewer, Exa Trans, and Web Trans open the next available patient or study.
Exa Trans and Web Trans Save	Viewer, Exa Trans, and Web Trans remain open. If the user closes the viewer, Exa Trans and Web Trans also close.
Exa Trans and Web Trans Pre Approve	Study status changes to Pre-Approved, viewer and Web Trans close.

Next: Edit and approve transcriptions
Previous: Turn on Exa Trans and Dragon
Parent: Dictation and transcription with Exa Trans and Dragon

Exa Dictation and transcription with Web Trans

As the entry-level dictation and transcription solution in Exa PACS|RIS, radiologists can dictate findings in Exa Dictation, and the transcriptionist can transcribe them in Web Trans. Web Trans features "the multi-panel," a centralized screen for managing transcriptions and other assets. For more advanced solutions, see Dictation and transcription with Exa Trans and Dragon and Dictation and transcription with Exa Voice and Exa Trans.

This section contains the following topics.

Turn on Exa Dictation and Web Trans
Dictate a study
Edit and approve transcriptions in Web Trans
Enter notes in Web Trans
Manage documents in Web Trans
Manage prior reports in Web Trans

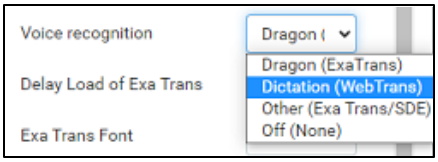
Turn on Exa Dictation and Web Trans

To get started, configure Voice Recognition as follows.

Prerequisite: The dictating radiologist and transcriptionist must both Install Exa Dictation on their workstations.

Procedure

1. Go to Worklist > Settings > User Settings.
2. On the right side of the screen, under Voice recognition, select the following:



- Transcriptionist: Dictation (WebTrans)
- Radiologist: If you will be signing off on reports, select Dictation (WebTrans). Otherwise, select Off (None).

3. Select SAVE.

Next: Dictate a study
Parent: Exa Dictation and transcription with Web Trans

Dictate a study

In Exa Dictation, radiologists can record dictation without simultaneous transcription by using the dictation toolbar  .

Prerequisite: Add a transcription template

Procedure

1. In the worklist, double-click an unread study to open it in the viewer.
2. When prompted, select to open Exa Dictation or Web Trans.
3. Select a template from the dropdown list, or use a voice macro to open it.
4. On the dictation toolbar, select the record button, and then dictate your findings.
5. Use Pause during dictation if needed, and when finished, select the Stop button.
6. To review your dictation, rewind the recording and then select the play button.

   Note: You can record over parts of your dictation that you want to change.

7. When you are satisfied with the results, select the upload button to add your dictation to the study.

   Note: Skip this step if you selected Auto Upload Dictation on Close (see Configure autosave options).

Next: Edit and approve transcriptions in Web Trans
Previous: Turn on Exa Dictation and Web Trans
Parent: Exa Dictation and transcription with Web Trans

Edit and approve transcriptions in Web Trans

The Web Trans transcription editor does not currently support dictation playback, but you can edit and approve submitted transcriptions.

Note: If approving a main study, any activity related to TAT recording affects any of its linked studies (see About Linked Reporting).

Procedure

1. On the worklist, in the relevant study row, select the multi-panel button.
2. In the Web Trans multi-panel, on the toolbar, select one or more of the following buttons:



1 Open or close all panels

2 Open or close the Transcription panel.

3 Open or close the Notes panel

4 Open or close the Documents panel

5 Open or close the Prior Reports panel

Note: You can drag panels within the Web Trans screen to reposition them.

3. In the Transcription panel, review the transcription, make any needed changes, and then select Save.
4. Select Approve or Approve & Next.
5. In the Providers dialog, select the approving provider and select Approve.

Next: Enter notes in Web Trans
Previous: Dictate a study
Parent: Exa Dictation and transcription with Web Trans

Enter notes in Web Trans

You can add study notes and reasons for study in the Notes panel of Web Trans.

Procedure

1. In the multi-panel, open the Notes panel, and select the STUDY NOTES or REASON FOR STUDY tab.
2. If entering a study note, select a study date.
3. Type notes in the space provided, and then select SAVE.

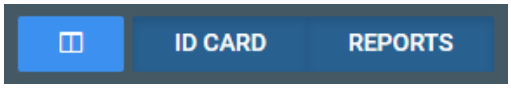
Next: Manage documents in Web Trans
Previous: Edit and approve transcriptions in Web Trans
Parent: Exa Dictation and transcription with Web Trans

Manage documents in Web Trans

You can view all documents attached to a study in the Documents panel of Web Trans. The Documents panel displays up to two documents at once, and you can select which documents to display.

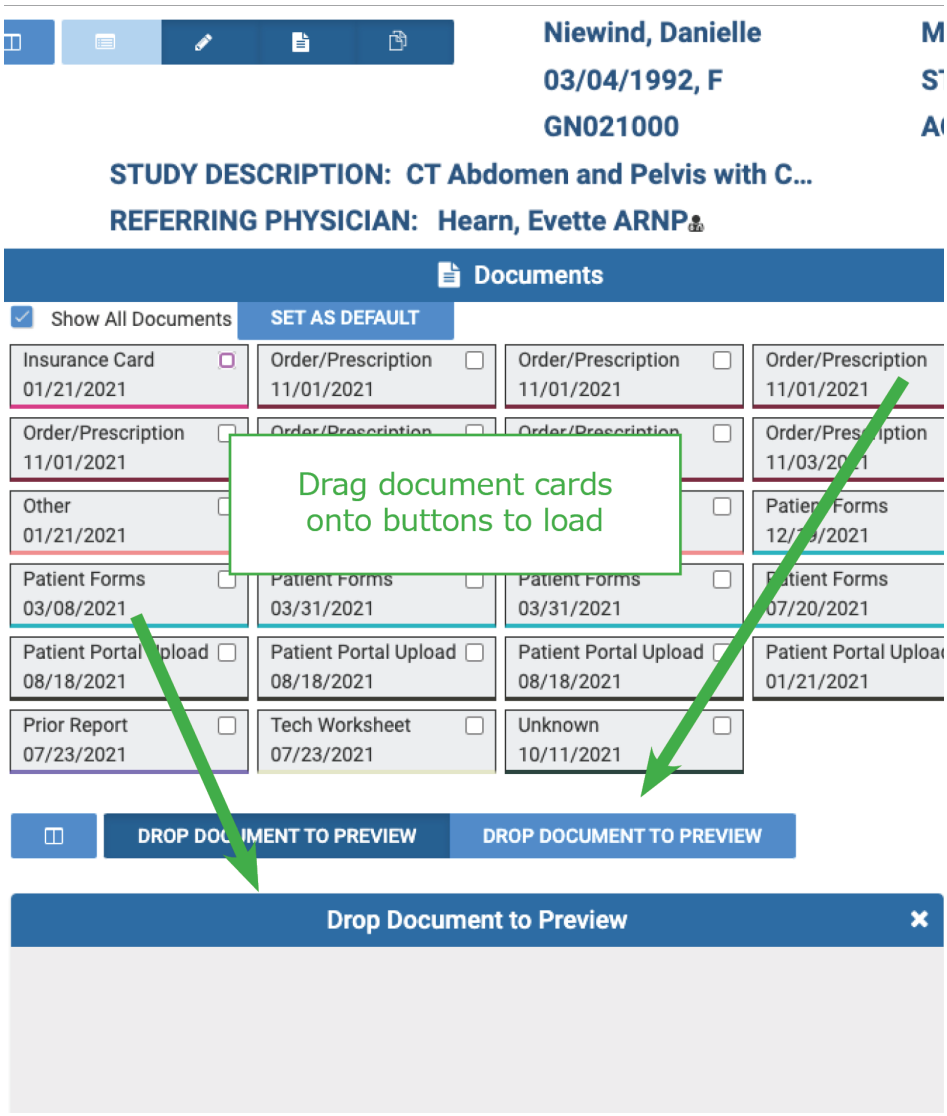
Procedure

1. On the worklist, in the relevant study row, select the multi-panel button.
2. In the Documents panel, select the document buttons to show or hide currently open documents in viewing frames.



Note: The buttons labels indicate the document selected for viewing, the default document type set by the user in the panel, or the last-viewed document types.

3. If more than two documents are available, you can open a new one by dragging a document metadata block from the top of the panel into a document viewing frame.



Next: Manage prior reports in Web Trans
Previous: Enter notes in Web Trans
Parent: Exa Dictation and transcription with Web Trans

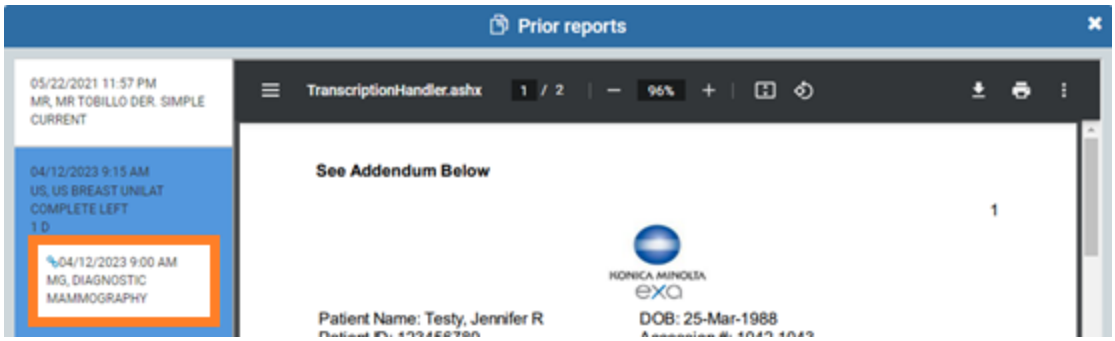
Manage prior reports in Web Trans

You can view, download, and print prior reports from the Prior reports panel of Web Trans.

Procedure

1. On the worklist, in the relevant study row, select the multi-panel button.
2. In the Prior reports panel, in the left pane, select the block of metadata corresponding to the report that you want to view.

   If the report is linked, the link symbol appears in the block.



3. To download or print the report, in the right pane, hover over the report, and then select the download or print button in the toolbar that appears.

Previous: Manage documents in Web Trans
Parent: Exa Dictation and transcription with Web Trans

Work with the Exa PACS|RIS viewer

This chapter contains the following sections (not all sections may be available depending on version and region).

Standard viewing tasks
Configure integration with third-party apps
Lines, curves, shapes, and text
Markers
Measurements
Spine labels
3D
Shutters
Other annotation tasks
Change elements in the viewer
Scaling images
Linking images
Moving and going to images
Use MPR tools
Work with PET fusion studies
Gather information from images

See also:

Work with Display Management

Standard viewing tasks

This section contains the following topics (not all topics may be available depending on version and region).

Open a study in a viewer
View priors and prior reports
About viewing CAD findings
View studies with CAD findings
Send an image from the viewer
DICOM-print a study
Delete images and series

Open a study in a viewer

In this manual, *viewer* refers to the Exa PACS|RIS viewer unless otherwise specified. To open a study, on a worklist study row, do one of the following:

- Select the button to open the Exa PACS|RIS viewer.



- Select the button to open the Exa Client viewer.

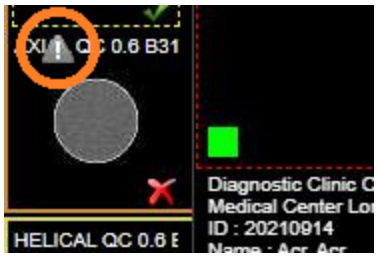
- Configure Exa PACS|RIS to open studies in the viewer when you double-click them. Follow the steps in “Miscellaneous user settings” to configure the double-click behavior setting.

Caution:

- Check for the lossless indicator in the lower-left corner of the image frame before proceeding with a diagnosis. If you adjust the image, wait until the lossless indicator turns green before diagnosis.
- Note any series caution symbols on the thumbnail bar, indicating that the series is in storage but was not yet downloaded or opened in the viewer.



The red lossless indicator (red square) means the image has not yet fully loaded.



The series caution symbol: series not yet downloaded or opened

View priors and prior reports

From the Exa PACS|RIS viewer, you can open priors from a list or the prior bar, and open prior reports.

Open a prior from a list

1. On the viewer toolbar, select the Show Prior List P button to open the list.

Other Patient Exams

Prior Patient Exams

O	R	M	Description	Referring	Exam Date	Status
	R'	US	DOP VELOCIMETRY FTL UMBILICAL ART	Test, Referring	01/19/2023 11:15 AM	Approved
	R*	US	DOP ECHO FTL SPECTRAL DISPLAY COMPL	Test, Referring	01/19/2023 11:00 AM	Approved

If an R appears in the R column, the prior includes a report. If the priors are linked:

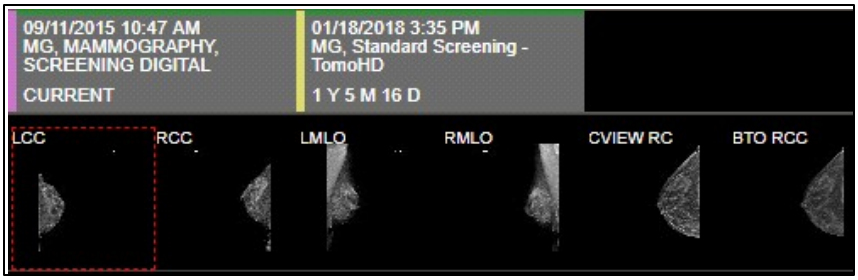
R’ The report is the main report.

R* The report is a linked report (linked to the main report).

2. In the list, double-click a prior to open it in the viewer.

Open priors with the Prior bar

If priors are included in a study that you open, you can view them by using the Prior bar. To show the Prior bar in the viewer, configure the Use Modified Toolbar setting (see Configure other interface settings).



The Prior bar contains the current and prior studies on the top row, and their image thumbnails on the bottom row (see figure). The study boxes show the age of the study, and depending on configuration, let you do one or more of the following:

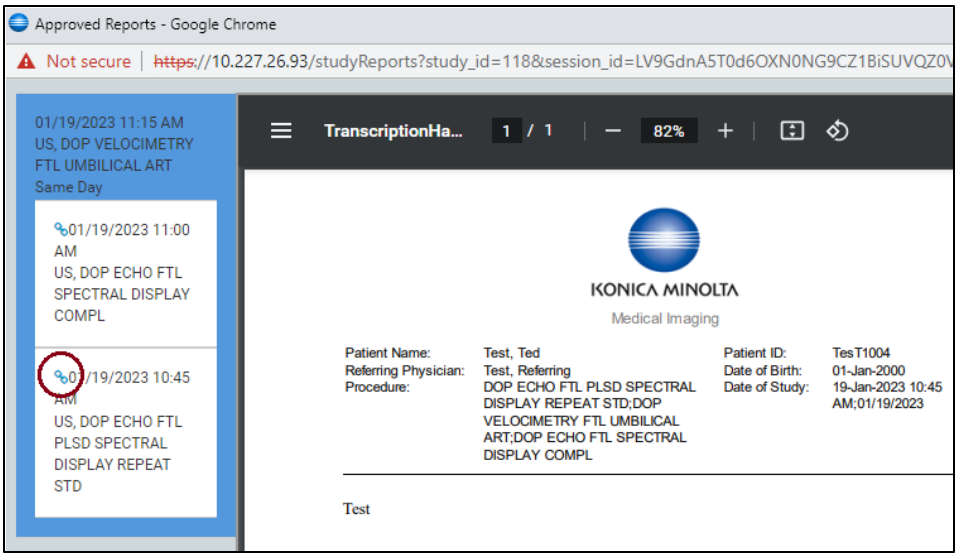
- Hover over a study to display its details.
- Select a study to open the thumbnail bar.
- Double-click a thumbnail to open its image or series.
- If a report is included, select its symbol to view.

Open a prior report

1. On the viewer toolbar, select the Prior Reports R button.
2. In the Approved Reports screen, on the left pane, select a prior report.

   Result: The report appears in the right pane (may take time to load).

Note: If reports are linked, the link symbol appears (in the red circle in the figure).



About viewing CAD findings

The Exa PACS|RIS viewer automatically displays image markers contained in SR data from supported manufacturers such as iCAD, DiA, Hologic (Malc findings, see below), and CureMetrix (such as the CureMetrix mammography calcification and density markings). To control which markings to display, select options in the SR CAD list (Configure mammography).

Caution:

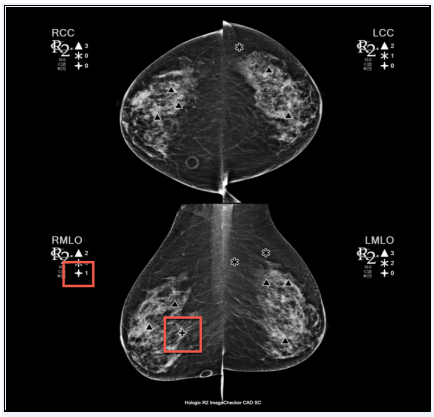
- Mammography diagnostic reading must be performed on approved, calibrated monitors.
- Your browser's zoom factor must be set to 100%. Zoom factors other than 100% can compromise image appearance, diagnostic accuracy, and accuracy of calibration tools.

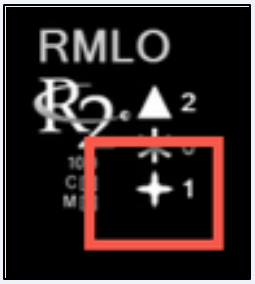
Exa PACS|RIS uses tracking IDs in the SR data to ensure that when you click a 2D/synthesized image annotation it correctly opens the corresponding 3D/BTO image. Additionally:

- If the BTO series is not already open, it opens next to the 2D/synthesized view in a 1 x 2 layout. You can go back to the original layout by selecting the backslash key (if the DM was not interrupted).
- When 3D CAD SR markings are present and you hover over a CAD SR marking on the synthesized or 2D view, the color changes to the hover color configured in viewer interface settings.

Hologic Malc findings

Hologic ImageChecker CAD has a finding type called a Malc, which is a combination of one mammography breast density and one calcification cluster. When Malc findings are present in a CAD SR, the viewer displays them as a “compass” shape. The center point marking of the compass is determined by the center point of the child breast density. The total count of Malc findings appears in the top overlay next to the count for densities and calcifications.

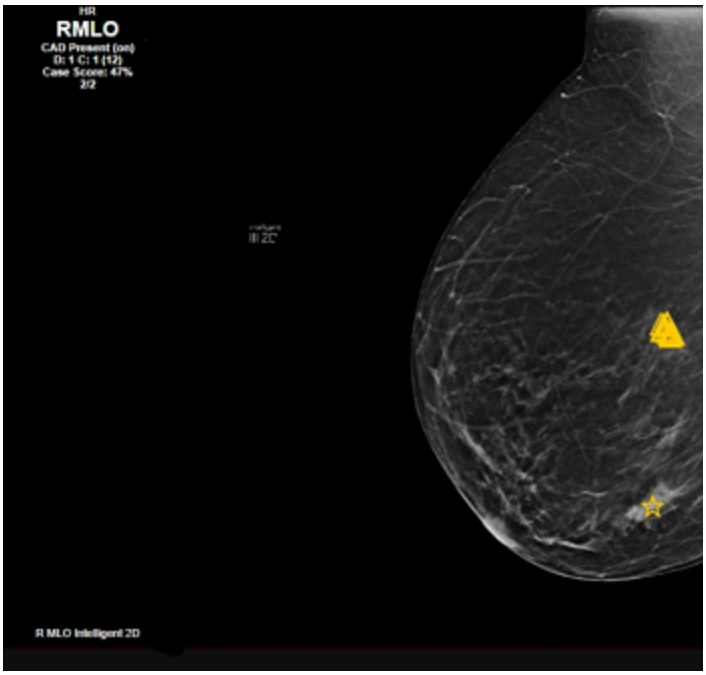




The Malc “compass” marking and count

Hologic Intelligent View

Hologic 3D CAD mammography software features a synthesized "Intelligent View," which is acquired at a higher resolution than their C-View. To identify Hologic Intelligent View images, "i2D" is added to the image header, such as i2D LXCC. For example, the header of the image below in Exa PACS|RIS would appear as i2D RMLO.



See also:

Configure annotation colors

View studies with CAD findings

View studies with CAD findings

The Exa PACS|RIS viewer supports 2D CAD findings for mammography and 3D tomographic series. Findings are displayed as overlays. To view CAD findings:

Prerequisite (Exa PACS|RIS only): Configure mammography (especially SR CAD options).

Procedure

1. Open a study containing CAD findings in the viewer.

   Result: The CAD button becomes available.

2. Select the CAD button, and then select findings to show.

   Example: Calcification Clusters(3) > Show

3. Optional: Select a finding to select a value for the 2D or synthesized view.

   Result: The screen changes to a 1 x 2 temporary view with the 2D image in one cell and the BTO series moved to the slice with the finding in the other. For example, if you select the RCC finding, the BTO series opens at the RCC slice.

CAD-related keyboard shortcuts

To easily move through series that include 3D CAD findings, you can use keyboard shortcuts (see Assign toolbar keyboard shortcuts). For example, you can use a keyboard shortcut to go to the next finding in a BTO study, or turn Malc markings on and off.

See also:

About viewing CAD findings

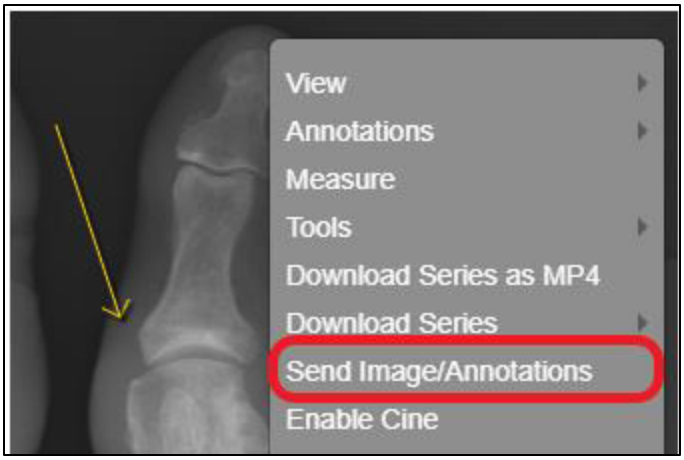
Send an image from the viewer

You can send the current image in the viewer to an application entity. If the image includes annotations, those annotations are included with the image according to the method you specify in the Send Annotations as setting (see Configure application entities).

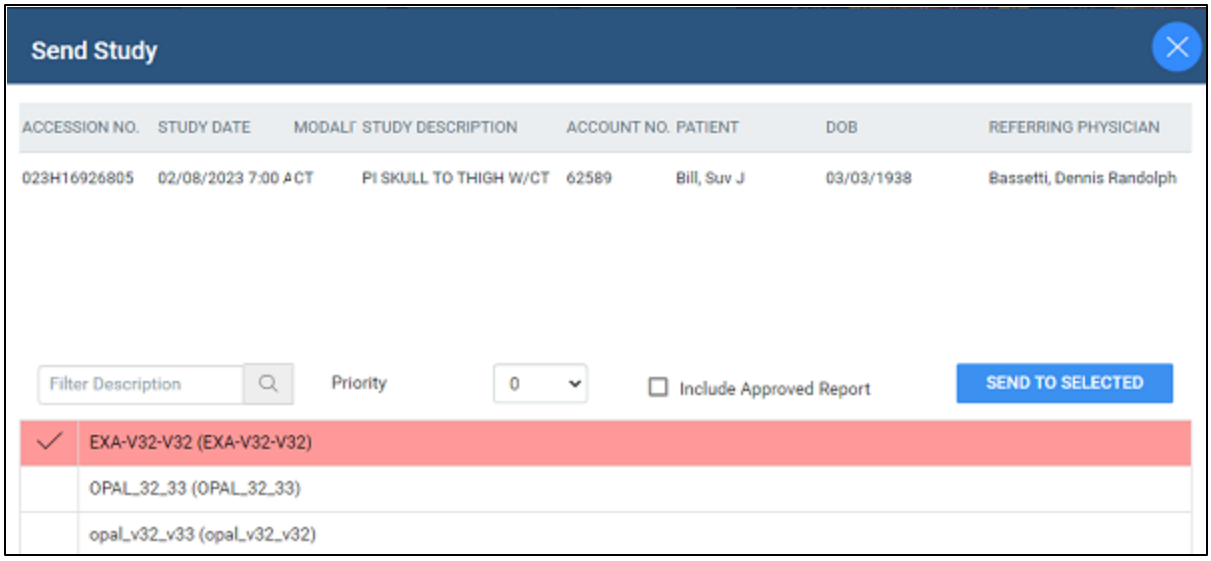
Procedure

1. Optional: To send an annotated image back to its original AE, select Viewer Settings > General > Auto Send Annotated Images on Close.
2. Open a study in a viewer.
3. Optional: Add annotations.

   Note: ROI annotations are automatically sent as inclusive.
4. Right-click the image and select Send Image/Annotation.



5. In the Send Study dialog, in the bottom pane, select one or more AEs.



6. Select SEND TO SELECTED or SEND TO ALL.

See also:
DICOM-send studies, series, or images

DICOM-print a study

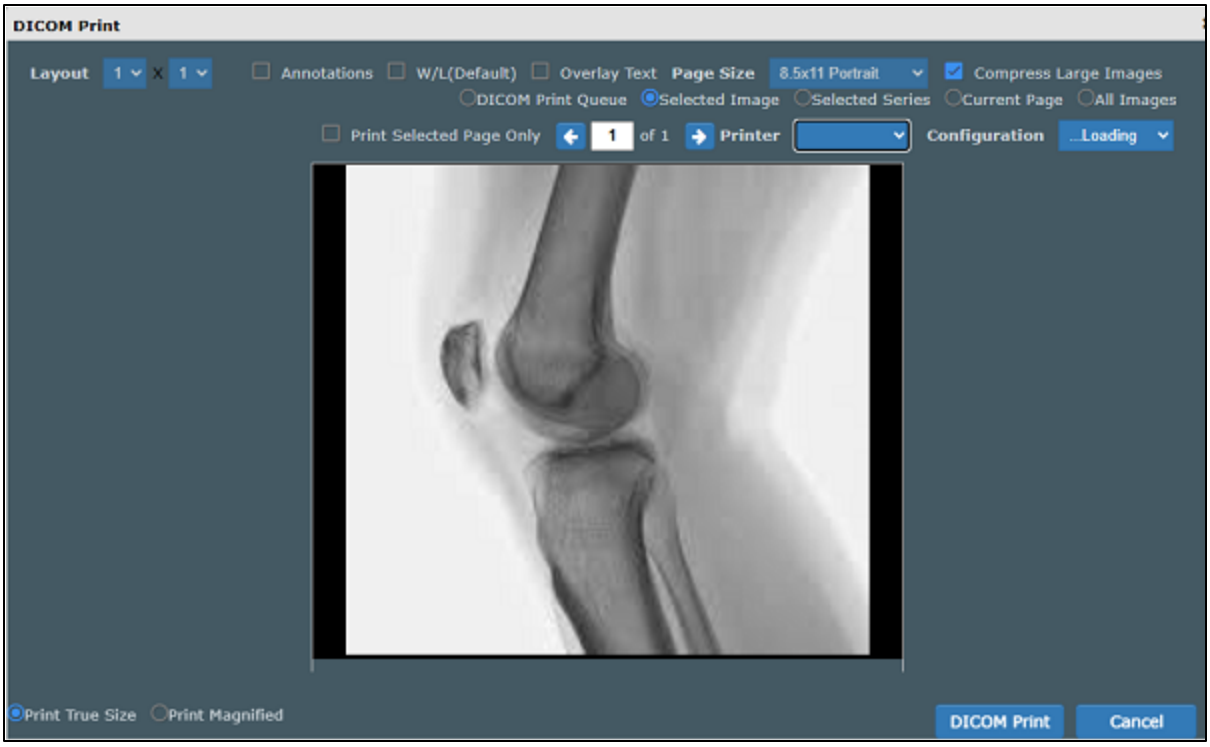
You can print the currently viewed image to a preconfigured DICOM printer. The current image prints, including any displayed annotations and overlays. See also Print images to a standard printer. You can also add selected images and series to the DICOM print queue, and print them later from the queue. This can be useful for large studies (see later in this topic).

Note: You cannot print multiframe MR/CT or MG tomography images, or US echocardio series.

Prerequisite: Add DICOM Print to the image shortcut menu.

DICOM-print the current image or series

1. Open a study in the Exa PACS|RIS viewer, right-click any image, and then select DICOM Print.
2. In the DICOM Print dialog, in the Printer dropdown list, select a printer.



3. Enter the following remaining settings.

Setting	Description
DICOM Print Queue Selected Image Selected Series Current Page Key Images All Images	Select to print the current contents of the DICOM print queue. Select to print selected image, selected series, current page of images, key images, or all images.
Layout	Select Selected Series above, and then adjust the frame layout. The layout you select applies to the current and subsequent pages, and you can change layouts on any page.
Annotations	Select to include annotations, or clear to exclude.
W/L (Default)	Select to print the image with its original window/level settings. Clear to select the current window/level setting.
Overlay Text	Select to include the DICOM overlay (as per-image detail), or clear to exclude.
Page Size	Select the paper size and print orientation.
Compress Large Images	Select to compress large images (for lower quality but faster printing).
Print Selected Page Only	If viewing a series, select to print only the current page.
Prev / Next	Select to move through pages of the print preview.
Printer	Select a printer (selected earlier in this procedure).
Configuration	Select a printer configuration for the target print medium. To add or edit configurations, see Configure a DICOM printer.

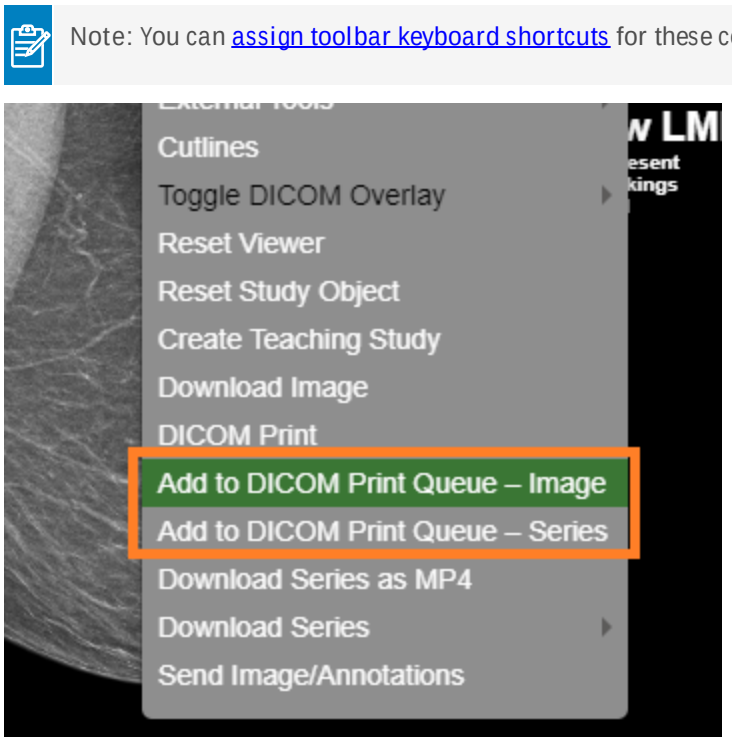
Setting	Description
True Size	Available in 1UP mode. Select to print in the original size and resolution.
Print Magnified	Fills the print area with the image, stretching 1:1 (horizontally:vertically) until the first constraint is reached.

4. Select DICOM Print.

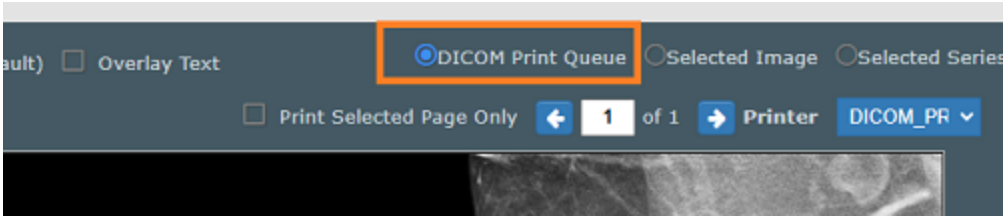
Use the DICOM print queue

You can add images and series to the DICOM print queue, and then print everything in the queue at once.

1. On an image shortcut menu, select Add to DICOM Print Queue - Image or Add to DICOM Print Queue - Series.



2. On an image shortcut menu, select DICOM Print, and then in the DICOM Print preview, select the DICOM Print Queue option.



3. Select other options as needed, and then select DICOM Print.

Delete images and series

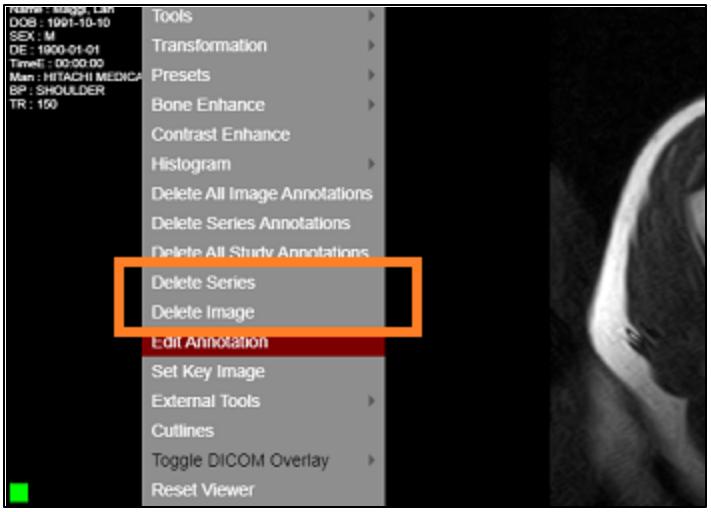
You can delete images and series from unread studies. When you delete a series, only images in the current stack and cell are deleted (even if a series is split across multiple cells). You cannot delete MPR-generated images.

Prerequisite:

- Obtain the Study Delete right from your administrator.
- Add the Delete Series and/or Delete Images commands to the shortcut menu (see Add or remove tools from the image shortcut menu).

Procedure

1. In the Exa PACS|RIS viewer, right-click an image or series.



2. In the shortcut menu, select Delete Image or Delete Series.

Configure integration with third-party apps

The following topics in this section describe integration with third-party apps. With the Exa platform, refer to topics in which you can integrate third-party apps such as PenRad, OrthoView, and various RIS solutions.

Configure opening of a third-party program
Configure opening of PenRad
Configure opening of MModal
Configure opening of OrthoView
Open a study in OrthoView
Configure opening of Visage RIS
Configure integration with a third-party RIS

Configure opening of a third-party program

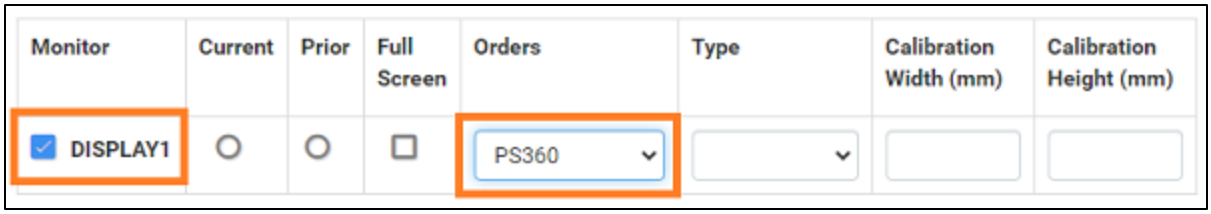
You can configure Exa PACS|RIS to open third-party programs such as Ikonopedia, PowerScribe 360, and MModal. In this topic we primarily use PowerScribe as an example.

Prerequisites:

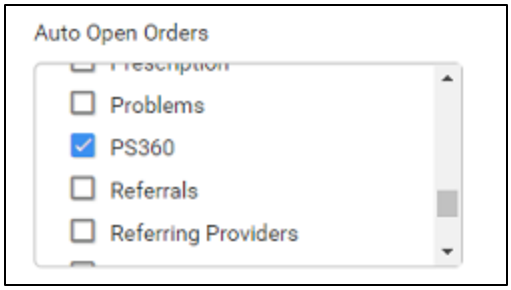
- Install Exa Launch
- Add a trusted IP or URL

Procedure

1. Go to Viewer Settings > GENERAL.
2. Under Display Settings, in the table of monitors, on the row corresponding to the monitor on which to open the third-party application, select the row's DISPLAY checkbox.

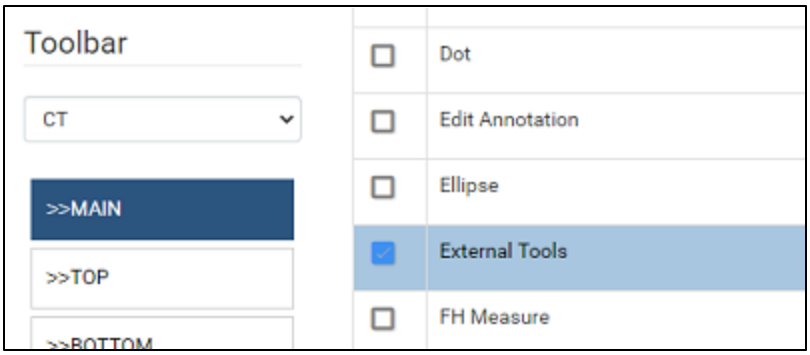


3. In the row's Orders dropdown list, select the application (such as PS360).
4. In the left pane, select INTERFACE.
5. Under Other Toolbar, in the Auto Open Orders group, select the application (such as PS360).

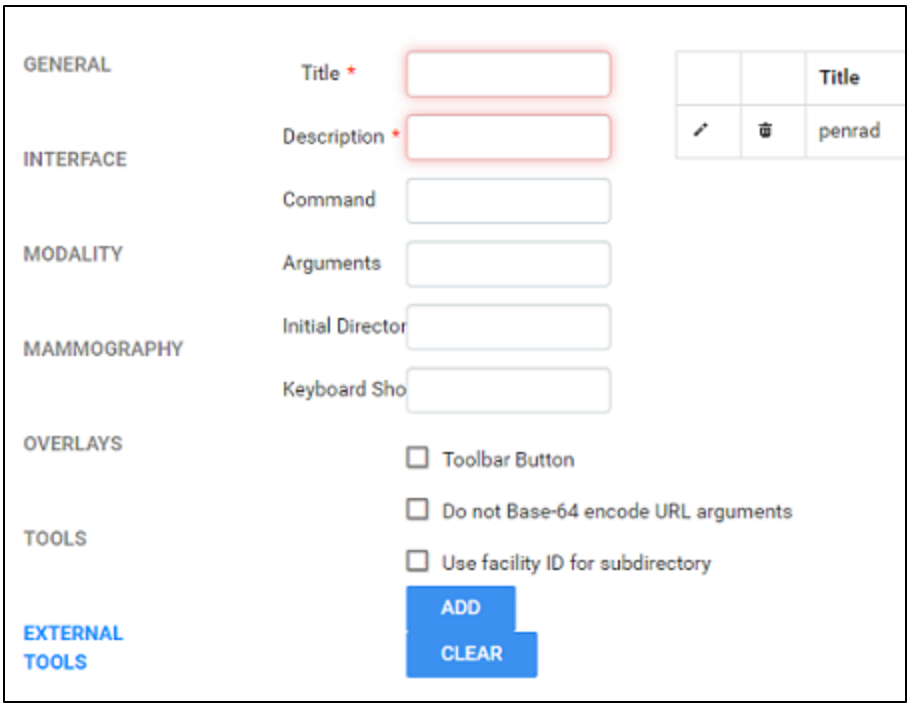


6. In the left pane, select TOOLS.

7. Under Toolbar, select MAIN, and then in the right pane, select the External Tools checkbox.



8. In the left pane, select EXTERNAL TOOLS.



9. Enter the settings in the following table, and then select ADD.

Setting	Description
Title	Type a title for the program, such as PowerScribe.
Description	Type a description of the program.
Command	Type the command to run when you select the toolbar button (such as the path to the executable, or a URL).
Arguments	Type arguments to pass to the command at runtime. Exa PACS|RIS supports the following arguments: {{account_no}} (patient ID) {{id}} (study ID) {{accession_no}} {{facility_id}} {{username}}

Setting	Description
	{{user_id}} {{patientName}} {{patientDOB}} {{patientSex}} {{studyDescription}} {{series_uid}} {{image_uid}} Example For PowerScribe, set the argument as follows. patient_id={{account_no}}&accession_no={{accession_no}}&cmd=powerscribe&study_id={{id}} To base-64 encode the URL, surround the arguments with the $$ marker. For example: exal://launch/q=$$patient_id={{account_no}}&accession_no={{accession_no}} &cmd=powerscribe&study_id={{id}}$$
Initial Directory	Type the path to the root folder.
Keyboard Shortcut	Optional: Type a keyboard key sequence to use as a shortcut for opening the program.
Toolbar Button	Optional: Select to add a dedicated button for the application on the viewer toolbar.
Do not Base-64 Encode URL Arguments	
Use Facility ID for Subdirectory	Do not select (reserved for PenRad).

See also:

Configure opening of PenRad
Configure opening of MModal
Configure opening of OrthoView

Configure opening of PenRad

You can configure Exa PACS|RIS to open mammography and ultrasound breast studies in PenRad by selecting a button on the viewer toolbar. Each instance of PenRad automatically opens in the configuration corresponding to the facility ID of the study. You must perform this configuration procedure for each user.

Prerequisite: Install Exa Launcher.

Procedure

1. Follow the steps in Configure opening of a third-party program, with the following modifications.
   - In Display Settings, in the Orders dropdown list, select PenRad.
2. In the EXTERNAL TOOLS screen, Enter the following settings, and then select ADD.

Setting	Description
Title	PenRad
Description	PenRad
Command	`exal://launch/q=`
Arguments1 (variable filename)	`patient_id={{account_no}}&accession_no={{accession_no}}&cmd=penrad&study_id={{id}}&facility_id={{facility_id}}`
Arguments2 (filename)	`patient_id={{account_no}}&accession_no={{accession_no}}&cmd=penrad&study_id=file&facility_id={{facility_id}}`
Initial Directory	[Leave blank]
Keyboard Shortcut	Optional: Type a keyboard shortcut.
Toolbar Button	Select (adds the PenRad button to the viewer toolbar).
Do Not Base-64 Encode URL Arguments	
Use Facility ID for Subdirectory	Optional: Select to open different instances of the application that are configured for different facilities on the same Exa PACS|RIS installation.

1. Creates a study_id.xml file (e.g. if the study ID is 1234, the file created is 1234.xml).

2. Always creates a file.xml file regardless of the study ID.

Configure opening of MModal

You can configure Exa PACS|RIS to open mammography and ultrasound breast studies in MModal by selecting a button on the viewer toolbar. Each instance of MModal automatically opens in the configuration corresponding to the facility ID of the study. You must perform this configuration procedure for each user.

Prerequisite: Install Exa Launch.

Procedure

1. Follow the steps in Configure opening of a third-party program, with the following modifications.
   - In Display Settings, in the Orders dropdown list, select MModal.
2. In the EXTERNAL TOOLS screen, Enter the following settings, and then select ADD.

Setting	Description
Title	MModal
Description	MModal
Command	`exal://launch/q=`
Arguments1 (variable filename)	`patient_id={{account_no}}&accession_no={{accession_no}}&cmd=mmodal&study_id={{id}}`

Setting	Description
Initial Directory	[Leave blank]
Keyboard Shortcut	Optional: Type a keyboard shortcut.
Toolbar Button	Select (adds the MModal button to the viewer toolbar).
Do Not Base-64 Encode URL Arguments	
Use Facility ID for Subdirectory	Optional: Select to open different instances of the application that are configured for different facilities on the same Exa PACS|RIS installation.

1. Creates a study_id.xml file (e.g. if the study ID is 1234, the file created is 1234.xml).

2. Always creates a file.xml file regardless of the study ID.

3. The XML file contains the MRN.

Configure opening of OrthoView

Administrators can configure Exa PACS|RIS viewer to open a study in OrthoView by selecting the external app button on a worklist study row.

Prerequisite: Install Exa Tool and Install and configure local cache.

Procedure

1. In File Explorer, go to C:/viztek/exa/tool and use a text editor such as Notepad to open the Exatool.template file.
2. Add or edit the file to include the following within the [tools] section:

   ```
   # Materialize OrthoView

   [tools.orthoview]

   launchURL = 'http://server_address:90\OrthoView\start.htm'
   ```

   - Where server_address is the IP or fqdn of the server hosting OrthoView.
   - If needed, substitute `http` with `https`.

3. Save and close the file.
4. Go to SETUP > User Management.
5. On the EXTERNAL APPS tab, select Add, and type the following settings.

   Integration Name `OrthoView`

   URL `exatool:///?tool=orthoview&study_id={{study_id}}&username={{username}}`

   Note: You can use the following variables in place of, or in addition to those shown in colored text on the previous line.

   {{accession_no}} The accession number of the study

   {{account_no}} The account number of the patient

{{facility_id}}	The database ID for the facility of the study
{{study_id}}	The database ID for the study
{{user_id}}	The database ID for the currently signed-in user

6. Select SAVE.

See also:

Open a study in OrthoView
Configure opening of a third-party program

Open a study in OrthoView

If OrthoView is installed on your server, you can use the Exa PACS|RIS worklist or viewer to open studies in OrthoView.

Prerequisite: Configure opening of OrthoView.

Procedure

1. On the worklist, select the external app button.
2. In the button shortcut menu, select OrthoView.

   Result: Your browser downloads a .jnlp file.
3. Open the .jnlp file.

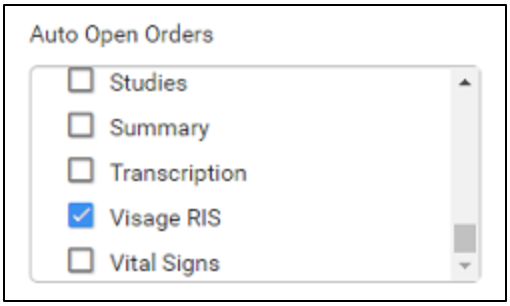
Configure opening of Visage RIS

You can configure Exa PACS|RIS to integrate with Visage RIS.

Prerequisite: Install Exa Launch and Install Exa Tool.

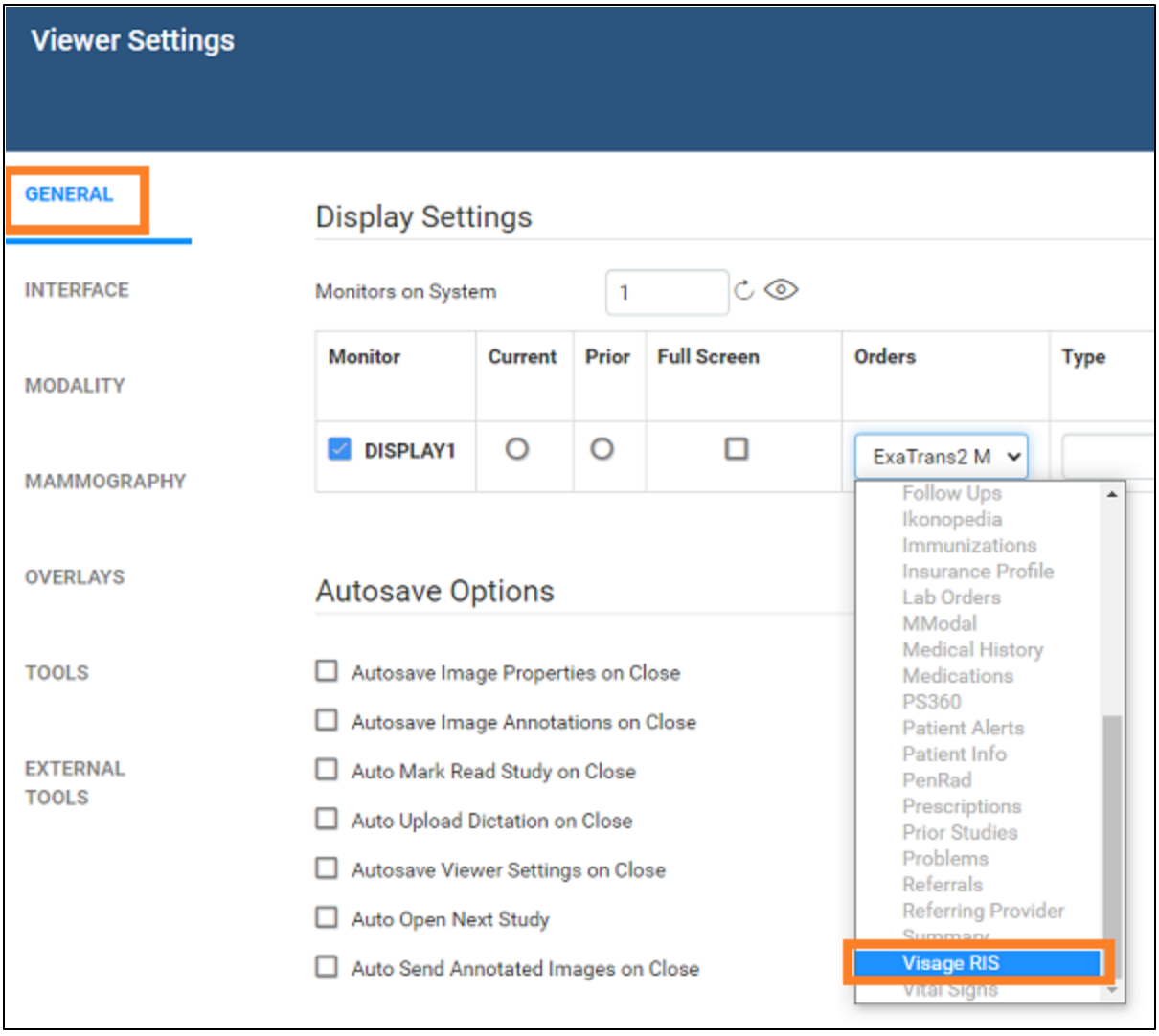
Enable integration with Visage RIS

1. Go to Viewer Settings > INTERFACE.
2. In the Auto Open Orders list, select Visage RIS.



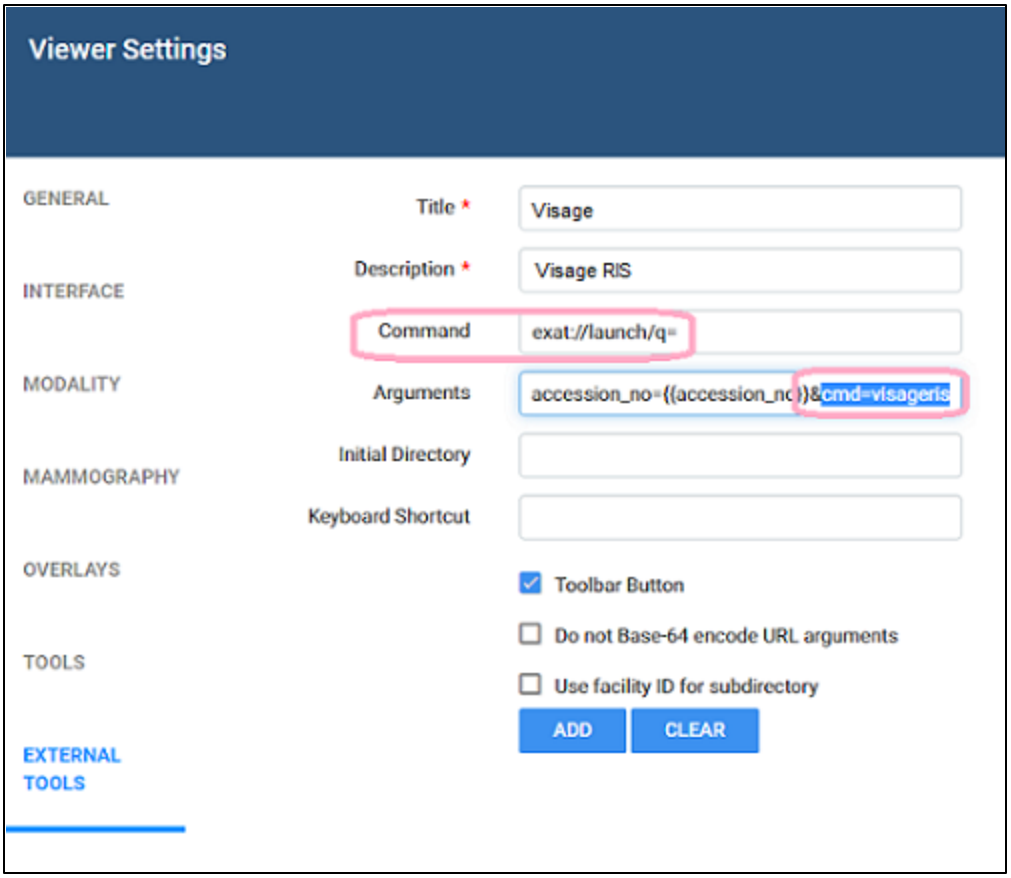
Select a monitor

1. In the left pane, select GENERAL.
2. Under Display Settings, on the Orders list of the monitor to use, select Visage RIS.



Create a profile for Visage RIS

1. In the left pane, select EXTERNAL TOOLS.



2. Enter the following settings, and then select ADD.

Setting	Description
Title	Any, such as "Visage"
Description	Any, such as "Visage RIS"
Command	`exal://launch/q=`
Arguments	`accession_no={{accession_no}}&cmd=visageris`
Initial Directory	[Leave blank]
Keyboard Shortcut	Optional: Type a keyboard shortcut.
Toolbar Button	Select (adds a Visage RIS button to the viewer toolbar).
Do Not Base-64 Encode URL Arguments	
Use Facility ID for Subdirectory	[Leave cleared]

3. Select SAVE.

Configure integration with a third-party RIS

This is an example in which Exa Tool was configured to generate an XML file in a pre-determined directory that a third-party RIS application could read to open a study from Exa PACS|RIS. Contact your Konica Minolta representative for assistance with your particular application.

1. Create an Exa Tool profile to generate the following XML file.

```
<?xml version="1.0"?>
  <ChunkData>
  <Event>
    <Event1>Login</Event1>
    <User>
    <LoginID>{{username}}</LoginID>
    <Key>{{dataHash}}</Key>
    <UtcTimestamp>{{UTC_Timestamp}}</UtcTimestamp>
    </User>
  </Event>
  </ChunkData>
```

Setting	Description
{{username}}	The signed-in user. Must be all lowercase. Example: jwilliams
{{UTC_Timestamp}}	Current UTC DST in the format: YYYY-MM-DDTHH:MM:SS Example: 2022-12-16T17:00:00
{{dataHash}}	The HMAC data must be hashed in the following format, including commas and spaces, but omitting ( ). SHA-256/HMAC(sharedSecret, lowercaseUsername, UtcTimestamp) w/Base-64 output. Example where RIS XML Integration Key value (shared secret)= AAAAAA. HMAC(AAAAAA, jwilliams, 2022-12-16T17:00:00) Results in: mj+darm8HKqNaiYaf9xiBckhXQgGjzGGqmQgxAN14QM=

2. In the Exa Tool profile, configure the path and file name of the XML file as follows:

```
C:\Temp\Study.xml
```

3. In this example, the resultant file contents are as follows:

```
<?xml version="1.0"?>
  <ChunkData>
  <Event>
    <Event1>Login</Event1>
    <User>
    <LoginID>jwilliams</LoginID>
    <Key>mj+darm8HKqNaiYaf9xiBckhXQgGjzGGqmQgxAN14QM=</Key>
```

```
    <UtcTimestamp>2022-12-16T17:00:00</UtcTimestamp>
    </User>
  </Event>
  </ChunkData>
```

Lines, curves, shapes, and text

You can draw linear shapes and add text to images.

Draw lines and shapes
Draw freehand lines
Draw a curved shape
Add text

Draw lines and shapes

You can draw rectangles and ellipses on images.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select one of the following tools.
   - Rectangle 
   - Ellipse 
   - Straight line 
   - Arrow 
2. Drag on the image to create the shape.

   Optional:

   - To move a shape, drag any part of its outline.
   - To resize a shape, drag any of its handles.

Draw freehand lines

You can draw freehand lines on images.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the pencil  tool.
2. Drag on the image to draw a freehand line.
3. Optional. You can drag any points along the line to modify it.

Draw a curved shape

You can draw curved shapes on images.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the curve  tool.
2. Click the image at least three times to specify a start point, a vertex, and a second vertex.
3. Double-click to close the shape.

Add text

You can add a text annotation to an image.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the text  tool.
2. In the box, type text and then select Enter.

   Note: There is no character limit, but carriage returns are not supported, and long text may extend beyond the visible image boundary.

Markers

You can add markers to images, such as for left and right.

Add a dot
Add a vertical or horizontal line
Add a left or right marker

Add a dot

You can add a dot marker to an image.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the dot tool.
2. Click the image to place the dot.

Add a vertical or horizontal line

You can add a vertical or horizontal line to an image.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the vertical or horizontal line tool.
2. To add the line, click the image.
3. Drag the line to position it.

Note: To reveal the endpoints, you can drag a vertical line up or down, or a horizontal line left or right.

Add a left or right marker

You can add a left or right marker to an image.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the left or right marker tool.
2. To add the marker, click the image.
3. Drag the marker to reposition it.

Measurements

You can take various linear and angular measurements on images. Completed measurements remain as annotations. To adjust measurements easily, we recommend turning on Edit mode before taking measurements (see Edit annotations).

Measure an angle
Measure a Cobb angle
Measure an HO angle
Measure a radial angle or length
Measure an elliptical or freehand ROI
Measure a length
Measure and compare two lengths
Take a freehand measurement
Find a center point
Draw a circle and measure its radius

Measure an angle

You can measure an angle on an image.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the angle  tool.
2. Click the image three times to place a vertex and two endpoints.
3. Move the pointer to position the angle measurement, and then click to finish.

Measure a Cobb angle

You can measure a Cobb angle on an image.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the Cobb angle  tool.
2. Drag on the image to place the first angle line.
3. Drag again to place the second line.
4. Move the pointer to position the angle measurement, and then click to finish the angle.

Measure an HO angle

You can measure an HO angle on an image. An HO angle measures the degrees of the angle drawn relative to true vertical and horizontal.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the HO angle tool.
2. Click the image to place a starting point.
3. Click to place the end point.

Measure a radial angle or length

You can measure a radial angle or length on an image.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the radial angle or radial length tool.
2. Click the image to place the axes.
3. Drag the axes or their endpoints to take measurements.

Measure an elliptical or freehand ROI

You can measure properties of an ROI by drawing an ellipse or a freehand shape. The viewer displays the ROI's length (mm), area (mm^2), and the minimum, maximum, mean, and standard deviation in Hounsfield units.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the ROI or free ROI tool.
2. Drag on the image to place the ellipse or the freehand shape.
3. Drag the outline or handles of the shape to adjust the ROI.

Measure a length

You can measure a length (mm) on an image.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the measure tool.
2. Drag on the image to place the measurement line.
3. Drag the outline or endpoints of the line to adjust the measurement.

Measure and compare two lengths

You can measure the lengths (mm) from two starting points to an endpoint for comparison.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the M compare tool.
2. Click the image three times to place a starting point, endpoint, and second starting point.
3. Drag any of the three points to adjust the measurement.

Take a freehand measurement

A freehand measurement is similar to freehand ROI, but it measures different values: angle; radius (mm); area (mm^2); and length (circumference in mm).

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the image shortcut menu, select Annotations > Measures > FH Measure.
2. Click the image three times to place a vertex and two endpoints.
3. Move the pointer to position the circle measurements, and then click to finish.

Find a center point

You can find the center between two reference points.

Prerequisite: Add the relevant tools to the image shortcut menu.

Procedure

1. On the image shortcut menu, select Annotations > Measures > Center Point.
2. Click the image twice to place the first and second reference points.

   Note: The center point is indicated by an x.

3. Drag either of the reference points to adjust the measurement.

Draw a circle and measure its radius

You can draw a circle and measure its radius (mm).

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the circle tool.
2. Click the image twice to place two loci.
3. Move the pointer to adjust the circle, and then click to add a third locus.
4. Drag any locus to resize or reposition the circle.

Spine labels

You can add preset labels for spinal vertebrae and discs to MR images. Labels are grouped by region (cervical, thoracic, lumbar, and sacral), plus another group for all discs. Basic labels do not include height and width measurements, whereas non-basic labels do. 3D labels appear in all frames and planes, whereas non-3D labels appear only in the individual frames to which you add them.

Add basic spine labels
Add basic 3D spine labels
Add 3D spine labels
Use a spine label shortcut

Add basic spine labels

You can add basic spine labels to vertebrae in ascending or descending order.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the basic spine label tool.
2. In the button shortcut menu, select a region and starting vertebra.

   Note: Choose “Up” to apply labels in ascending order, or “Down” for descending.
3. Click the first vertebra to add the first label, and then click the second vertebra, and so on.

Add basic 3D spine labels

You can add basic 3D spine labels to vertebrae in ascending or descending order.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the quick 3D spine label tool.
2. In the button shortcut menu, select a region and starting vertebra.

   Note: Choose “Up” to add labels in ascending order, or “Down” for descending.
3. Click the first vertebra to add the first label, and then click on the second vertebra, and so on.

Add 3D spine labels

You can add 3D spine labels in ascending or descending order.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the 3D spine label shortcut tool.
2. In the button shortcut menu, select a region and starting vertebra.

   Note: Choose “Up” to add labels in ascending order, or “Down” for descending.
3. Click a vertebra twice to place a starting point and endpoint.
4. Repeat the previous step to label additional vertebrae.

Use a spine label shortcut

You can use a spine label shortcut to quickly start labeling from a common starting vertebra.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the spine label shortcut, 3D spine label shortcut, or 3D quick spine label shortcut tool.
2. In the button shortcut menu, click a starting vertebra.
3. Add labels.

3D labels

3D labels appear in the image where you add them, and the same slice in other series.

Use the 3D cursor
Add a 3D point
Add a 3D ray
Add a 3D ROI
Add a 3D length measurement
Add a 3D angle measurement

Use the 3D cursor

When you place the 3D cursor on one series, the cursor also appears in the corresponding location in any cell of the same study that is open in the viewer.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. Open two or more series of the same study (for example, an axial, sagittal, and coronal view).
2. On the viewer toolbar, select the 3D cursor  tool.
3. Hover over an image in one cell.
4. The cursor appears in the same location in the other cells.

Add a 3D point

You can mark a 3D point on an image. The point you place in the current image appears in the corresponding position in all frames and planes.

Prerequisite: Add the relevant tools to the image shortcut menu.

Procedure

1. On the image shortcut menu, select Annotations > 3D Point.
2. Click the image to place the point.

Add a 3D ray

You can mark a 3D ray on an image. The vertex you place in one frame extends as a ray through the stack and is visible in other planes.

Prerequisite: Add the relevant tools to the image shortcut menu.

Procedure

1. On the image shortcut menu, select Annotations > 3D Ray.
2. Click the image to place the vertex of the ray.

Add a 3D ROI

You can mark a circular ROI in one image, and the program adds the ROI to the same image in other series in the viewer. The viewer displays the ROI's length (circumference in mm), area (mm^2), and the maximum, minimum, mean, and standard deviation in Hounsfield units.



Prerequisite: Add the relevant tools to the image shortcut menu.

Procedure

1. On the image shortcut menu, select Annotations > 3D ROI.
2. Click the image twice to place the center point and a tangent point.

Add a 3D length measurement

You can take a linear measurement (mm) in one image, and the program adds the measurement to the same image in other series in the viewer.



Prerequisite: Add the relevant tools to the image shortcut menu.

Procedure

1. On the image shortcut menu, select Annotations > 3D Measure.
2. Click the image twice to place the first and second endpoints of the measurement line.

Add a 3D angle measurement

You can take a 3D angle measurement in one image, and the program adds the measurement to the same image in other series in the viewer.



Prerequisite: Add the relevant tools to the image shortcut menu.

Procedure

1. On the image shortcut menu, select Annotations > 3D Angle.
2. Click the image three times to place the vertex and the first and second endpoints of the angle.

Shutters

You can add rectangular, elliptical, or freehand shutters.

Add a rectangular or elliptical shutter
Add a freehand shutter

Add a rectangular or elliptical shutter

You can add a rectangular or elliptical shutter to “crop” unwanted areas of an image.

Prerequisite: Add the relevant tools to the image shortcut menu.

Procedure

1. On the image shortcut menu, select Annotations > Shutters > Shutter Box or Shutter Ellipse.
2. Click the image twice to place a starting point and endpoint for the shutter.

Add a freehand shutter

You can add a freehand-drawn shutter to "crop" unwanted areas of an image.

Prerequisite: Add the relevant tools to the image shortcut menu.

Procedure

1. On the image shortcut menu, select Annotations > Shutters > Freehand Shutter.
2. Drag on the image to draw the shutter.

Other annotation tasks

The following topics introduce additional annotation features.

Add an AR annotation
Edit annotations
Saving and deleting annotations
Annotate ultrasounds with DiA
Annotate series
Annotate tagged images
Reset an image in the viewer

Add an AR annotation

You can plot points to represent angular rotation.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the AR tool.
2. Click the image six times to place guide points.

Edit annotations

After you finish an annotation, it is fixed in place to prevent accidental alteration. To move, edit, or delete an annotation, either select the tool that created it, or select the edit tool to enter Edit mode. You can select the edit tool again to exit Edit mode.

Saving and deleting annotations

You can save or delete annotations as follows.

Prerequisite: Add the relevant toolbar tools.

- To save the current annotations, on the toolbar, select the save annotations button.
- To delete all annotations, on the toolbar, select the delete all annotations button.
- To delete all annotations for the current series, on the image shortcut menu, select Delete Series Anno.
- To delete all annotations for the current study, on the image shortcut menu, select Delete Study Anno.

Annotate ultrasounds with DiA

With the DiA ultrasound analysis application you can automatically annotate 2-, 3-, and 4-chamber cardio ultrasounds, and populate SDE reports with SR measurements.

Caution: Incorrectly tagging cardio images can result in misdiagnosis. It is the user's responsibility to correctly tag series as 2-, 3-, or 4-chamber studies for purposes of DiA analysis. Neither Konica Minolta nor DiA Imaging Analysis are responsible for any outcomes resulting from mis-tagged images.

Prerequisite: Purchase a license for DiA.

Procedure

1. Open one or more ultrasound images or series in the Exa PACS|RIS viewer.
2. On the toolbar, select the DiA button.
3. In the center of each open frame, select the 2CH, 3CH, or 4CH button to tag the image or series as a 2-chamber, 3-chamber, or 4-chamber item.

   Note: Select only one type.
4. In the upper right corner of each frame, select the SG, EF, or Both button to perform annotation and measurement.
5. To save the results, select the save annotations button.
6. To view the SR data, open the study in the cardio report editor.

Annotate series

You can add the same annotation in the same location to all images in a series. This feature is not available with 3D annotations. Any subsequent edits you make to annotations added in this way only apply to the image you edit, not the entire series.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. In the Exa PACS|RIS viewer, open a series.
2. On the toolbar, select the Annotate Series tool.
3. Select another annotation tool (for example, the Ellipse tool).
4. Add the annotation to the current image (for example, draw an ellipse).

   Result: The annotation (such as an ellipse) appears on all images in the series.

Annotate tagged images

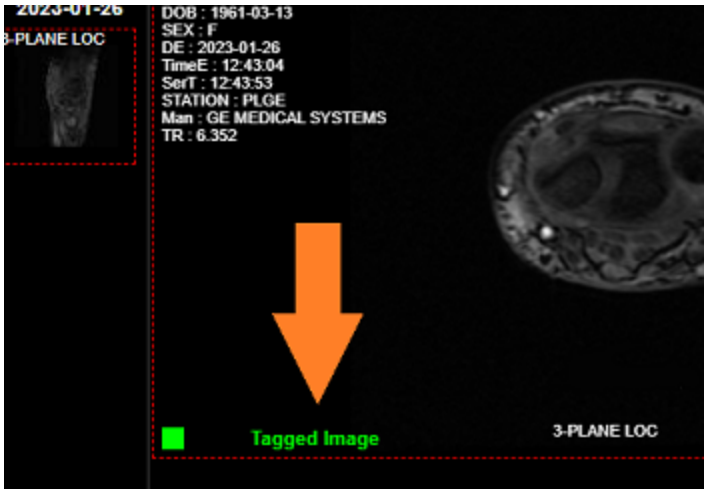
To annotate all images in a series, see Annotate series. If you want to annotate multiple—but not all—images in a series, use the procedure below to *tag* (select) them and then annotate only the tagged images. Any subsequent edits you make to annotations added in this way only apply to the image you edit, not the entire series. This feature is not available with 3D annotations.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. Open series or multiple images in the Exa PACS|RIS viewer.
2. On the viewer toolbar, select the Tag Images TI tool.
3. Click on an image to tag it.

   Result: The image is tagged for annotation.



4. Repeat for all images you want to annotate.
5. On the toolbar, select the Annotate Tagged Images ATI tool.
6. Select another annotation tool (for example, the Ellipse tool).
7. Add the annotation to one of the tagged images (for example, draw an ellipse).

   Result: The annotation (such as an ellipse) appears on all tagged images, and the images are no longer tagged.

   Note: These multi-image annotations are not "linked," so you can edit annotations in one image without modifying the corresponding annotations in other images.

Reset an image in the viewer

When making non-permanent modifications to images in the viewer (zoom, rotation, Window/Level etc.), you can reset the image to its original state.

Prerequisite: Add the relevant toolbar tools.

- On the viewer toolbar, select the reset viewer  button.

Change elements in the viewer

The following topics are contained in this section.

Show or hide overlays
Show or hide annotations
Show series and stacks
Show or hide cutlines
Split series by slab thickness
Recalibrate the scale
Change the series layout
Reorder a series

Show or hide overlays

You can turn overlays on or off. This includes PR (GSPS) DICOM objects from Intelerad, which are supported as overlays. Also, to avoid obscuring anatomy in MG studies, turning off overlays also hides other MG-related information such as quick history, laterality, and CAD and stack information.

Prerequisite: Add the relevant toolbar tools.

- On the viewer toolbar, select the Overlays or Toggle DICOM Overlay button to turn overlays on or off.



See also:

Configure overlays

Show or hide annotations

You can turn annotations on or off.

Prerequisite: Add the relevant toolbar tools.

Procedure

- On the viewer toolbar, select the toggle annotations button to turn annotations on or off.



Show series and stacks

If the viewer is showing only a single frame of a series or stack, you can change it to display all series and stacks.

Prerequisite: Add the relevant toolbar tools.

- On the viewer toolbar, select the reset series and stacks button.

Show or hide cutlines

Cutlines show the intersection between two open series. The cutlines update dynamically as the user moves through a series. A dashed cutline indicates where the first image starts and the last image ends. A solid cutline indicates the intersection of the currently displayed locations in the series. If a series includes intersecting images, you can show or hide cutlines.

Prerequisite: Add the relevant toolbar tools.

- On the viewer toolbar, select the cutlines button.

Split series by slab thickness

You can use slab tools to split series by image thickness.

Procedure

1. In the upper-right corner of a frame, right-click the menu icon.
2. In the shortcut menu, select Slab Tools, and then select a slab thickness.

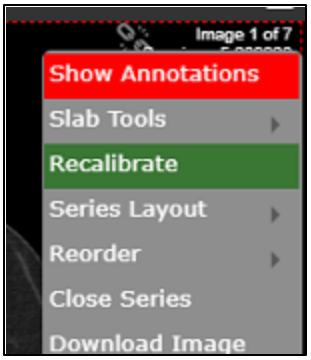


Recalibrate the scale

You can manually recalibrate the scale measurement, which is shown on the caliper of the current series.

Procedure

1. In the upper-right corner of a frame, right-click the menu icon.
2. In the shortcut menu, select Recalibrate.



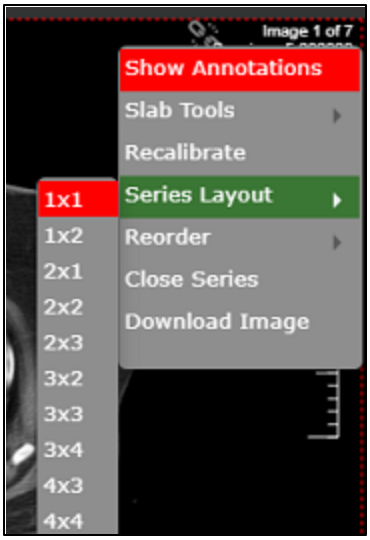
3. In the dialog, type a new value (mm) for the scale, and then select OK.

Change the series layout

You can change the number of series panels displayed in the viewer.

Procedure

1. In the upper-right corner of a frame, right-click the menu icon .
2. In the shortcut menu, select Series Layout, and then select a layout.



Reorder a series

You can change the order of images in a series.

Procedure

1. In the upper-right corner of a frame, right-click the menu icon .
2. In the shortcut menu, select Reorder, and then select one of the following options.

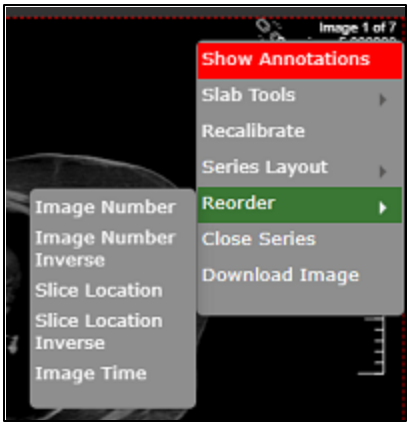


Image Number – Arranges the images by number in ascending order.

Image Number Inverse – Arranges the images by number in descending order.

Slice Location – Arranges the images by relative location (in mm) in the plane in ascending order.

Slice Location Inverse – Arranges the images by relative location in the plane in descending order.

Image Time – Arranges the images by the time they were taken.

Change the appearance of images

The following topics are contained in this section.

How the viewer chooses the initial window/level
Adjust the window/level
Apply a window/level preset
Turn on auto window/level
Apply CLAHE enhancement
Apply bone enhancement
Invert colors
Add color to images
Apply sigmoid processing
Reset and Reset study object
Add to new UNQ study

How the viewer chooses the initial window/level

There are many sources of window/level settings. When the viewer displays an image, it chooses the window/level settings from the first available of the following sources, in order.

- Last display state, if “Auto saved image properties on close” is turned on
- LUT (from prefetch), unless “Ignore LUT” or “Ignore Presentation LUT” is turned on
- DICOM tags – the window center and window width tags
- VOI LUT DICOM tags – value of interest LUT tags

  Note: Subtraction (such as in a Digital Subtraction Angiogram) is not supported. As a work-around, you can check for this image type and disable/ignore the LUT.
- Manual W/L settings, if adjusted by the user

Adjust the window/level

You can manually adjust the window/level.

Prerequisite: Add the relevant toolbar tools.

- On the viewer toolbar, select the window/level button.
- Drag horizontally over the image to adjust the window.
- Drag vertically over the image to adjust the level.

Apply a window/level preset

You can apply a window/level preset to the current study.

Prerequisite: Add the relevant tools to the image shortcut menu.

- On the image shortcut menu, select Presets, and then select a preset.

Turn on auto window/level

The viewer can automatically adjust the window/level so that images are, to the extent possible, neither too dim nor too bright.

Prerequisite: Add the relevant toolbar tools.

- On the viewer toolbar, select the auto window/level button.

Apply CLAHE enhancement

You can apply CLAHE to enhance local contrast.

Prerequisite: Add the relevant toolbar tools.

- On the viewer toolbar, select the CLAHE button to turn CLAHE on or off.

Apply bone enhancement

You can use different levels of bone enhancement to optimize the contrast between bone and other tissues. You can also apply color inversion to further highlight fractures and other features of bone.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the bone enhance button.
2. In the button shortcut menu, select a percentage.

Invert colors

You can invert black and white values to make certain images easier to read.

Prerequisite: Add the relevant toolbar tools.

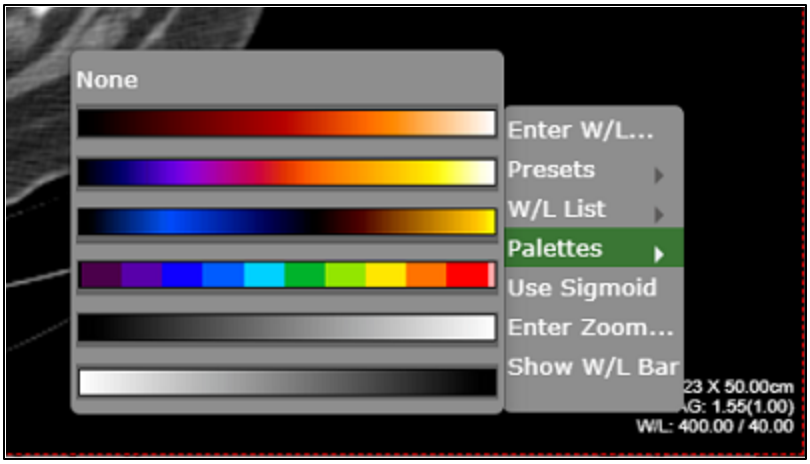
- On the viewer toolbar, select the invert colors button.

Add color to images

You can add color to images.

Procedure

1. Right-click the overlay in the lower-right of the image, and then in the shortcut menu, select Palettes.



2. Select a color in a palette.

Apply sigmoid processing

You can apply sigmoid processing to enhance low-contrast images.

- Right-click the overlay in the lower-right of the image, and then in the shortcut menu, select Sigmoid.

Reset and Reset study object

You can access the Reset and Reset study object commands in the image shortcut menu. *Reset* undoes all unsaved changes (such as W/L and annotations) made to the current series. *Reset study object* updates the viewer after new images are added to a study that is currently open.

Add to new UNQ study

A *UNQ* (unique) study is a teaching study. When you select this command in the image shortcut menu, a button appears on the toolbar to open the teaching study screen. See, “Create a teaching study.”

Scaling images

The following topics are contained in this section.

Zoom images
Display one to one
Display images in their actual size
Fit images to window
Use the magnifying glass

Zoom images

You can zoom in on (enlarge) or out of (reduce) images for optimum viewing. There are several ways to zoom:

Prerequisite: Add the relevant toolbar tools.

- On the viewer toolbar, select the zoom tool and then drag on the image.
- Select the zoom tool in the image shortcut menu: Tools > Zoom.
- Drag the pointer across a caliper (if Caliper Zoom is selected, see Configure other interface settings).
- Right-click the lower-right overlay, select Enter Zoom, and then type a value from .05 to 7.5.
- "Quad zoom": Use the left or right angle bracket keys (< >).

Note: Available for image data only. If Skin Line is turned ON, when using quad zoom for mammography images, the zoom factor is based on the skin line to ensure that anatomy gets maximal placement within the cells.

Display one to one

If you zoomed an image you can restore it to its original DICOM size. This is essentially "life size."

Prerequisite: Add the relevant toolbar tools.

- On the viewer toolbar, select the one to one 1:1 button.

Display images in their actual size

You can display images in their original size.

Prerequisite: Add the relevant toolbar tools.

- On the viewer toolbar, select the actual image size button.

Fit images to window

You can automatically zoom an image so that its longest dimension fits in the visible frame.

Prerequisite: Add the relevant toolbar tools.

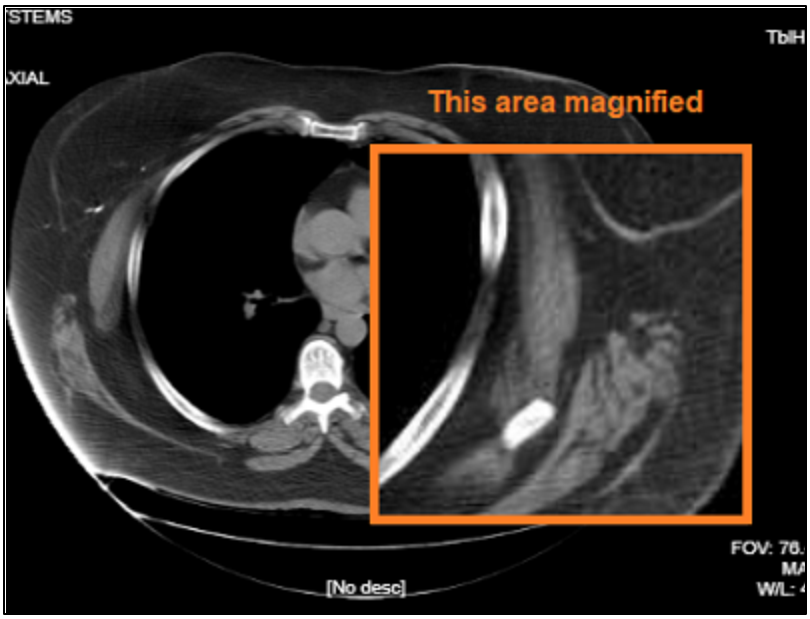
- On the viewer toolbar, select the fit to window button.

Use the magnifying glass

You can use the magnifying glass tool to zoom an area of the current image.

Prerequisite: Add the relevant toolbar tools.

- On the viewer toolbar, select the magnifying glass tool, and then select and hold over the area to magnify.



Linking images

When two series are open side-by-side in the viewer, *linking* them causes moving through images in a second series when you move through images in the first series. Refer to the following topics.

Auto link images
Manually link images
Use the context tool
Reset linked series

Auto link images

Auto linking means that linking turns on automatically when two or more series of the same plane (such as axial) are open. With auto-linking, the system uses the image numbers to automatically match up the frames in each series so that the frame in the second series is as near in stack order to the image in the first series as possible.

Prerequisite: Add the relevant toolbar tools.

- To auto link images, on the viewer toolbar, select the auto link button.

Manually link images

Manual linking means that you turn linking on and off manually when two or more series are open. This is frequently used to move through a recent image and a corresponding prior, side-by-side.

Prerequisite: Add the relevant toolbar tools.

- To manually link images, on the viewer toolbar, select the manual link button.

Note: For mammogram images, you can only link LCC and RCC with each other; similarly you can only link LMLO and RMLO with each other.

Use the context tool

You can automatically go to an image in a linked series that most closely matches the angle (X, Y, and Z position) of the image in the current series.

Prerequisite: Add the relevant toolbar tools.

- On the viewer toolbar, select the context tool.

Reset linked series

You can reset (undo) image linking by selecting the reset linked series  button. This may take time depending on the size of the series.

Moving and going to images

The following topics are contained in this section.

Pan images
Move or span through images
Flip or rotate images
Play cine loops
Use key images
Open a series image in a 1×1 frame
Go to a BTO image by SR finding
Triangulate images

Pan images

You can pan an image to view any portions that extend beyond the visible frame.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the pan tool.
2. Drag the image in any direction.

Move or span through images

You can move or span through images in a series. *Spanning* means to move rapidly with minimal hand or wheel motion.

To adjust the span sensitivity, see Configure the toolbar.

- To move: Hover over the image and rotate the mouse wheel.
- To span: On the image shortcut menu, select Tools > Span Images, and then drag on the image.

Flip or rotate images

You can flip images 180 degrees, or rotate them 90 degrees.

Prerequisite: Add the relevant tools to the image shortcut menu.

From the image shortcut menu:

- Select Transformation > Flip Horizontal or Flip Vertical.
- Select Transformation > Rotate Right or Rotate Left.

Play cine loops

When viewing a series, you can play cine loops and shuttle between frames.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the cine button.
2. Cine play starts, and the media control bar appears.



3. Use the media control bar to pause, move to the first or last frame, and move to the previous or next frame.

Note: You can also press the space bar to play and pause.

Use key images

You can specify key images in a series that you can open at any time. You can add key image thumbnails on reports.

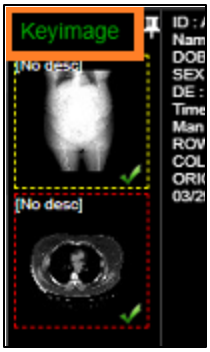
Prerequisite: Add the relevant tools to the image shortcut menu.

Specify a key image

1. Display the image that you want to be a key image.
2. On the image shortcut menu, select Set Key Image.

Open a key image

1. At the top of the thumbnail pane on the left side, select Keyimage.



The thumbnail pane shows thumbnails of your key images.

2. Double-click a key image thumbnail to open the key image.

Open a series image in a 1×1 frame

If a series is open in a layout other than 1 × 1, double-click any image to open it in a 1 × 1 layout.

Go to a BTO image by SR finding

To quickly open a BTO image that has a specific SR finding:

Procedure

1. Open the tomosynthesis series that contains the image.
2. On the 2D or synthesized view, select the SR finding of interest.

   Result: The corresponding slice opens. Note the following:

   - The slice that opens is of the same view type (e.g. select a finding on an RCC to open a BTO RCC slice).
   - If the BTO series is not displayed within the current layout, the series opens next to the 2D or synthesized view in a 1x2 layout. To restore the original layout, select the backslash (\ ) key.

Triangulate images

You can move to images and points in multiple series at the same time.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. Open two or more series.
2. On the viewer toolbar, select the Triangulation button.
3. Do one or both of the following.

   - Double-click a series to open the corresponding slice in the other series.
   - Move the pointer in one series to move the pointer to the corresponding position in the other series.

Use MPR tools

Multiplanar reformation (MPR) creates images in orthogonal planes (axial, coronal, sagittal or MIP) relative to a base image. The MPR tool is hidden until you open a series. Refer to the following topics.

Perform simple MPR
Perform standard MPR
Handle MPR images
Save an MPR series
Use Exa Advanced Visualization

Perform simple MPR

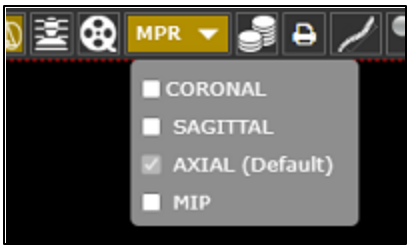
You can perform simple MPR to generate a single alternate planar view from the base view.

Prerequisites:

- If performing MPR on a fusion study, wait until both series are fully pre-fetched.
- Add the MPR tool.

Procedure

1. Open a series, and then double-click an image to view it full screen.
2. Select the arrow on the right side of the MPR  button.



3. In the button shortcut menu, select a plane.
4. The viewer performs MPR and displays the new plane.

See also:

Perform standard MPR
Handle MPR images
Save an MPR series
Use Exa Advanced Visualization

Perform standard MPR

You can perform standard MPR to generate three additional planar views of the base image.

Prerequisites:

- If performing MPR on a fusion study, wait until both series are fully pre-fetched.
- Add the MPR tool.

- Open a series, and then select the MPR  button.

Note: The plane of the base image determines the default MPR plane.

See also:

Perform simple MPR
Handle MPR images
Save an MPR series
Use Exa Advanced Visualization

Handle MPR images

You can handle MPR images in the following ways by using controls in the base image.

- To move through MPR images, drag the blue region bars. You can also drag the endpoints to adjust the viewing angle.
- To move both region bars at the same time, on the toolbar, select the context tool  , and then drag on the base image.
- To change the slice thickness, double-click the thickness value, and then type a new value (or drag the thickness value).
- To change the slab width, select Region, double-click the slab width value, and then enter a new value (or drag the slab width value).
- To display an MPR image full screen with a large thumbnail of the base image, double-click an MPR image.

See also:

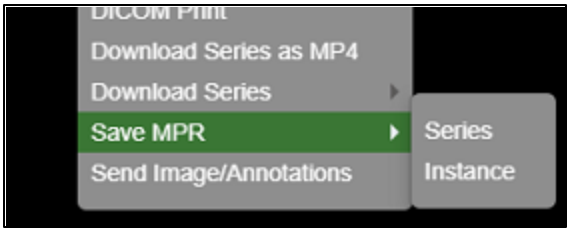
Perform simple MPR
Perform standard MPR
Save an MPR series
Use Exa Advanced Visualization

Save an MPR series

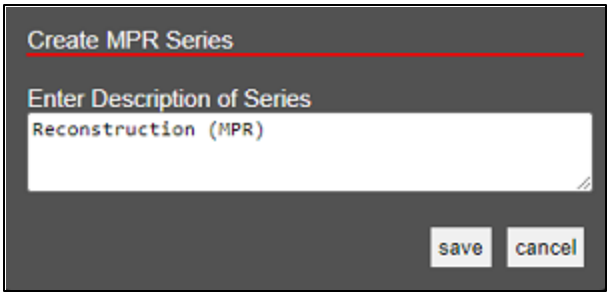
After you perform MPR, you can save the resultant images and series for later viewing.

Procedure

1. Perform simple MPR or Perform standard MPR.
2. Right-click a generated cell, point to Save MPR, and then select Instance or Series.



3. In the Create MPR Series/Instance dialog, type a description, and then click save.



Result: A thumbnail for the saved instance or series appears on the thumbnail bar.

See also:

Handle MPR images
Use Exa Advanced Visualization

Use Exa Advanced Visualization

With purchase of a license for Exa Advanced Visualization (EAV), the Exa PACS|RIS viewer provides advanced visualization of MPR images. This feature is available for CT, MR, or PET studies that have a minimum of five consecutive slices from the same plane. The advantages relative to traditional MPR are:

- Higher accuracy rendering and measurements.
- Adjustable slab and slice thickness.
- Selectable rendering types, such as Average MIP, minMIP, MIP, parallel, and perspective.

To use Exa Advanced Visualization, follow the steps below.

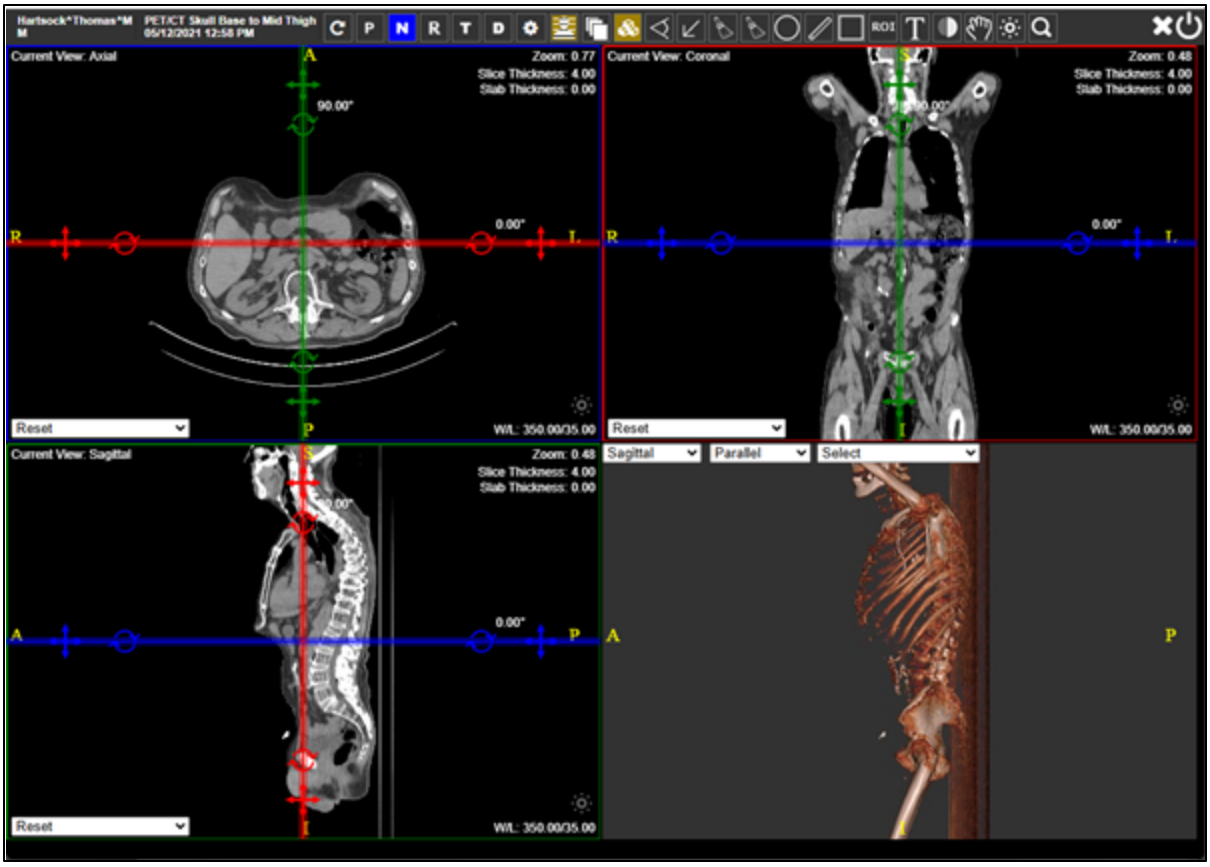
Prerequisites:

- Obtain the 3D Advanced user right.
- Enable 3D Advanced in other interface settings.

Procedure

1. In the Exa PACS|RIS viewer, open a CT, MR, or PET study with a minimum of five consecutive slices from the same plane.
2. Select an image.
3. On the toolbar, select the EAV button. To return to the standard viewer, select the button again.

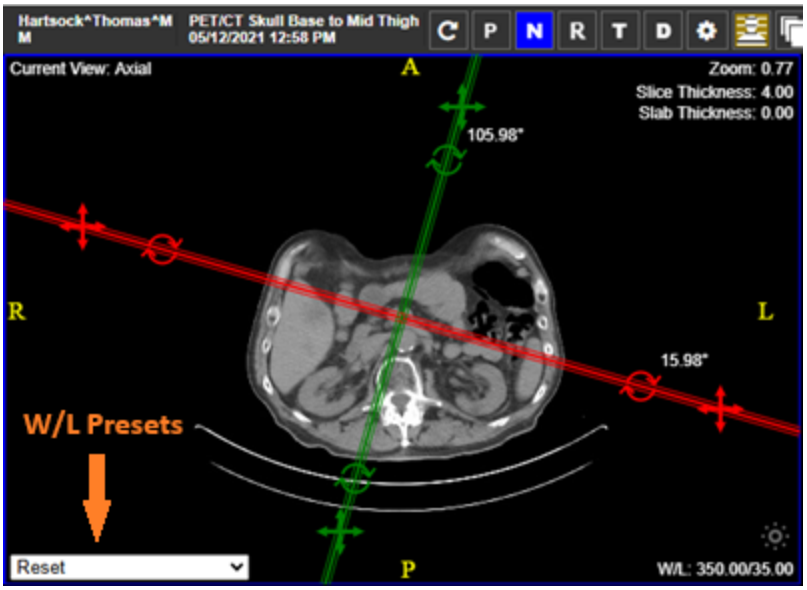
   Result: The study reopens in the EAV viewer.



Note: The reference lines are color-coded as follows.

Red: Coronal
Blue: Axial
Green: Sagittal

Work in an MPR plane (Axial, Coronal, or Sagittal)



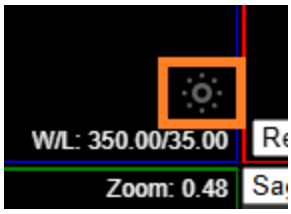
In an MPR plane you can do the following:

- Rotate – Drag a rotation handle to rotate volumes in other planes around the center point. To enter an exact angle, right-click the handle, type the angle (in degrees), and press Enter.
- Scroll – Rotate the mouse wheel to scroll through images.
- Window/Level – Select a window/level preset from the dropdown menu. See also "Link Window/Level" below.
- Set center point – Select the Select Center Point tool , and then click anywhere on the image to re-position the center point of the reference lines.
- Switch to 1UP mode – Double-click an image to open it in 1UP mode. Double-click again to return to 4-frame view.
- Reset Frame – Selecting the tool resets the cross reference lines to the original rotation and slab thickness.
- Use toolbar tools - See below.

Link window/level

You can link window/level such that changing window and/or level in one plane changes it in all 2D planes.

1. In the right-bottom corner of a 2D plane, select the Link Window/Level button.

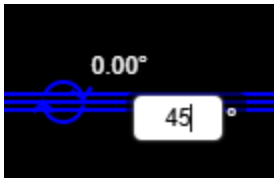


2. In any 2D plane, adjust the window/level in any manner (such as by dragging the mouse or selecting a preset).
3. To turn off linking, select the Link Window/Level button again.

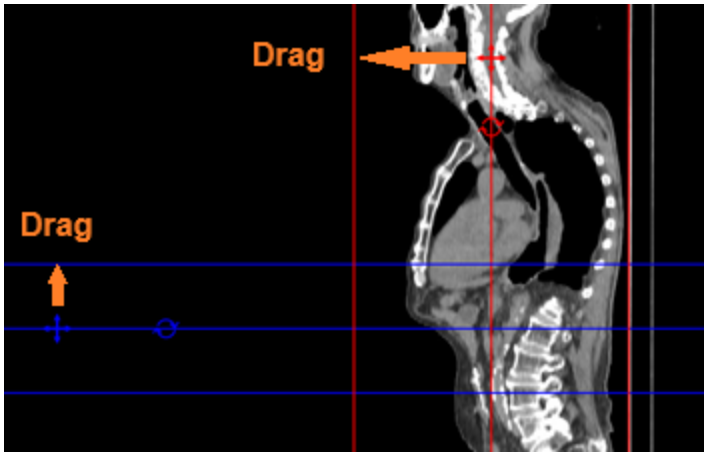
Adjust slab thickness

You can adjust slab thickness by entering one manually, or by using reference lines.

- Right-click the slab thickness tool, and enter a value in millimeters.



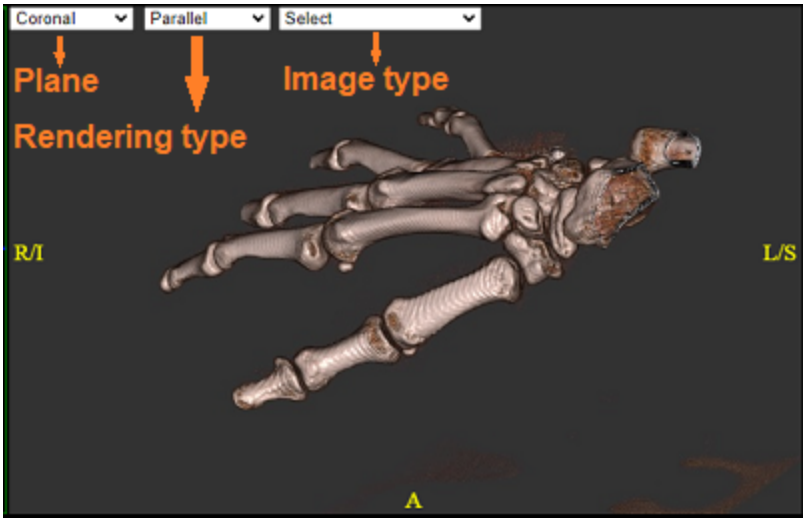
- Drag the tool on a reference line.



Use toolbar tools

Many of the same tools used in the standard viewer are available in the EAV viewer. However, each viewer uses its own separate toolbar. To configure which tools are available on each viewer's toolbar, see Add or remove toolbar tools. For instructions on how to use each tool, see Work with the Exa PACS|RIS viewer. For additional instructions, and to see which tools are available in EAV, see Viewer tools and keyboard shortcuts.

Work in the 3D projection cell



In the 3D projection cell you can do the following:

- Rotate – Drag the image to rotate in 2 dimensions.
- Select a plane – Select to view the Axial/Anti Axial, Coronal/Anti Coronal, or Sagittal/Anti Sagittal plane.
- Select a rendering type – Such as Parallel, Thick and Thin MIP, and Thin Average.
- Select an image type preset – Such as Bone Skin, Lung Film, and CT Fusion MIP. Select "Select" to restore the default.
- Reset Frame - Resets the view (rotation, Window/Level, etc.) to the default state, but leaves other selections in the dropdown lists unchanged.

Note: ThickMinIP will appear black if you are looking at the full volume. To avoid this, reduce the slice thickness.

See also:

Perform simple MPR
Perform standard MPR

Work with PET fusion studies

The following topics are contained in this section.

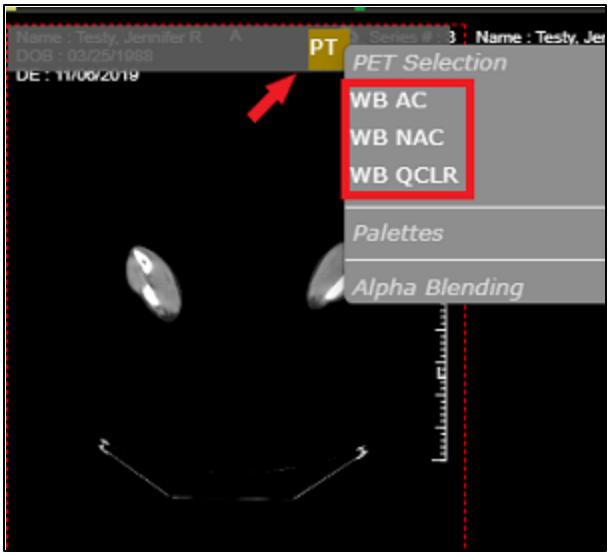
Turn PET fusion display on and off
Color and blend PET fusion source studies

Turn PET fusion display on and off

If a PET study was fused with another study such as a CT scan, you can turn display of the fused study on or off.

Procedure

1. To turn on fusion display, hover over the top of an image to display the image's top shortcut menu, and then select PT.
2. In the PT button shortcut menu, under PET selection, select a source study.



"Fused" appears in the lower-left part of the image to indicate the display state.

3. To turn off fusion display, in the PT button shortcut menu, select Remove current PET.

See also:

Color and blend PET fusion source studies

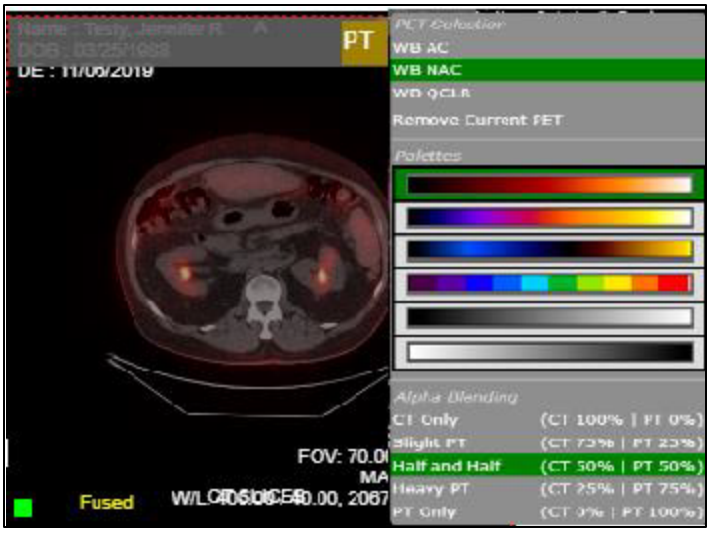
Color and blend PET fusion source studies

You can add color to source studies in a PET fusion study, and control alpha blending of the two studies. Specifying a color in one image applies the color to all images in the series.

Prerequisite: Turn PET fusion display on.

Procedure

1. In the PT button shortcut menu, under PET selection, select the source study to color.



2. In the PT button shortcut menu, under Palettes, select a color.
3. In the PT button shortcut menu, under Alpha Blending, select a blending option.

Gather information from images

The following topics are contained in this section.

View pixel values in Hounsfield units
Display DICOM values
Export DICOM values
Print images to a standard printer
Open a third-party application or function
Download images

View pixel values in Hounsfield units

You can view the value of a selected pixel in Hounsfield units.

Prerequisite: Add the relevant toolbar tools.

- On the viewer toolbar, select the Hounsfield units Hu tool, and then select and hold the mouse button on the pixel of interest.

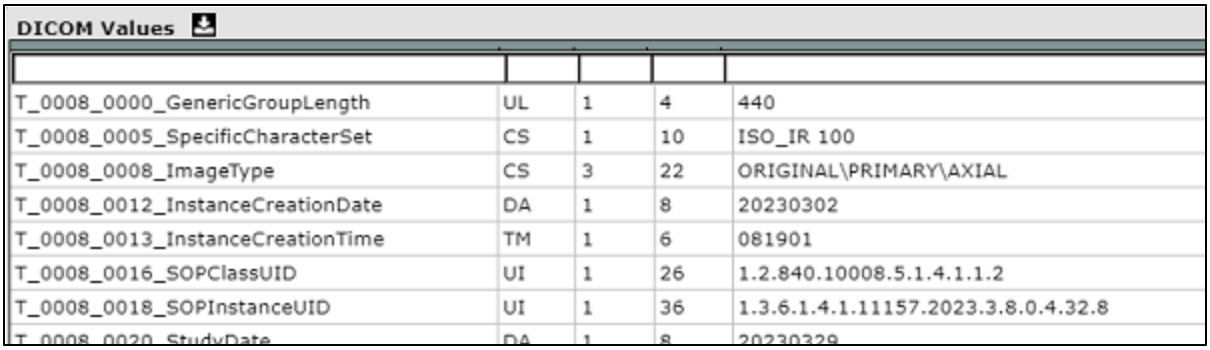


Display DICOM values

You can display the DICOM tag values associated with the current image by doing one of the following.

Prerequisite: Add the relevant toolbar tools.

- On the viewer toolbar, select the DICOM values button.
- On an image shortcut menu, select View > DICOM Values.



T_0008_0000_GenericGroupLength	UL	1	4	440
T_0008_0005_SpecificCharacterSet	CS	1	10	ISO_IR 100
T_0008_0008_ImageType	CS	3	22	ORIGINAL\PRIMARY\AXIAL
T_0008_0012_InstanceCreationDate	DA	1	8	20230302
T_0008_0013_InstanceCreationTime	TM	1	6	081901
T_0008_0016_SOPClassUID	UI	1	26	1.2.840.10008.5.1.4.1.1.2
T_0008_0018_SOPInstanceUID	UI	1	36	1.3.6.1.4.1.11157.2023.3.8.0.4.32.8
T_0008_0020_StudyDate	DA	1	8	20230329

Export DICOM values

When you view DICOM values in the viewer you can export them to a CSV. This CSV file can only be displayed correctly in Notepad, Notepad++, or Wordpad.

Prerequisite: Add the relevant tools to the image shortcut menu.

Procedure

1. On an image shortcut menu, select View > DICOM Values.
2. In the title bar of the screen that appears, select the download button.

   Result: The file is downloaded to your Windows Downloads folder.

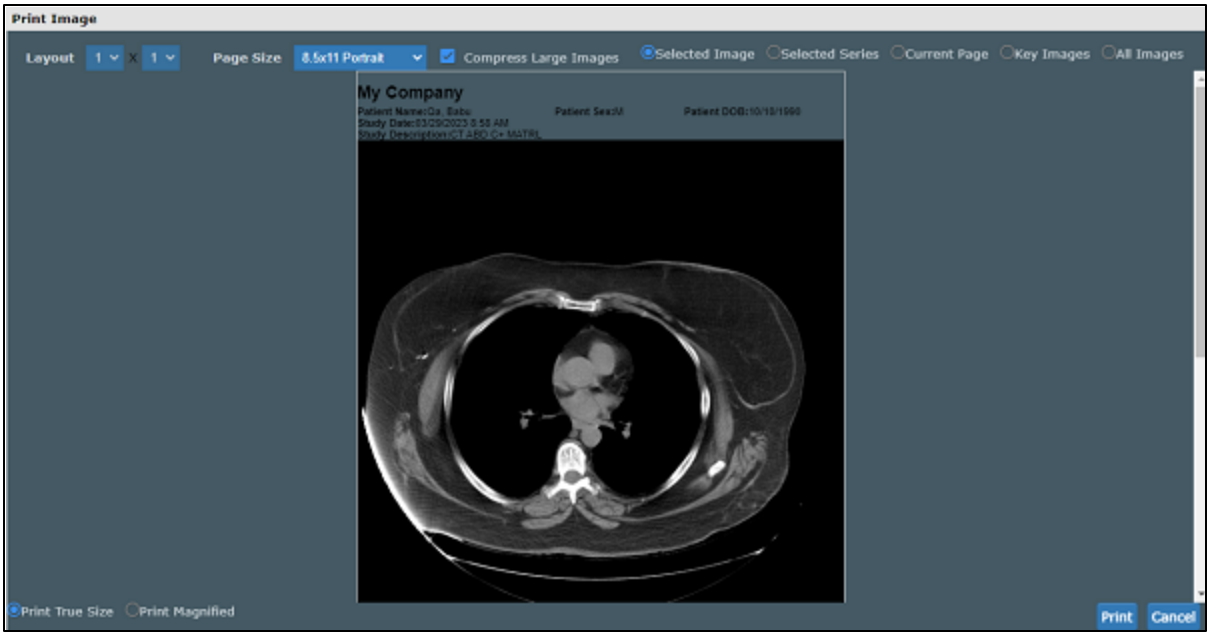
Print images to a standard printer

You can print the current image, series, or study to a TWAIN (non-DICOM) printer. It is a convenient, less-expensive alternative to DICOM printing, but is not suitable for diagnostic purposes. See also DICOM-print a study.

Prerequisite: Add the relevant toolbar tools.

Procedure

1. On the viewer toolbar, select the print button.



2. In the Print Image dialog, enter the following settings.

   Layout – Select the number and arrangement of frames per page.

   Page Size – Select the paper size and print orientation.

Compress Large Images – Select to compress large images (for lower quality but faster printing).

Selected Image – Select to print the current image.

Selected Series – Select to print all images in the current series.

Current Page – Select to print the current image in all displayed frames.

Key Images – Select to print key images from the current series.

All Images – Select to print all images in the current study.

3. Select Print.
4. In the Windows print dialog, configure options and select Print.

Open a third-party application or function

If you configured a third-party application or function, you can open it from the toolbar.



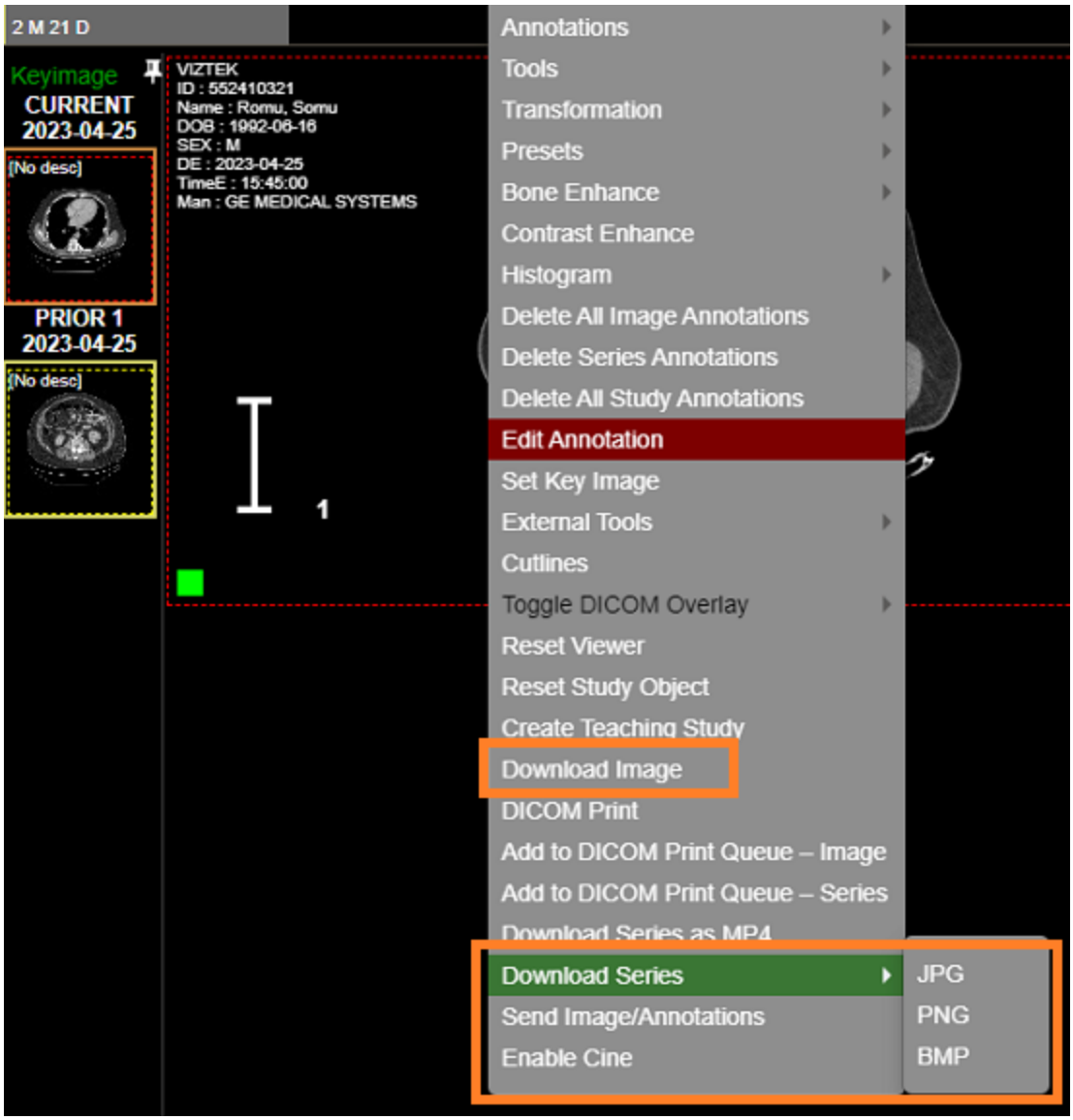
Prerequisites: Configure opening of a third-party program

- On the viewer toolbar, select the external tool button corresponding to the item to open.

Download images

You can download images and series from studies to your desktop in various formats.

- To download the selected image as a PNG (regardless of the current series layout), on the image shortcut menu, select Download Image.



- To download each image in the current series as a separate file, on the image shortcut menu, select Download Series, and then select the file format.

Work with Display Management

With the viewer's display management functions you can create and manage highly customized "DMs." The term *DM* refers to *display management* in general, or to an implementation of a hanging protocol. By using DMs you can precisely customize how images "hang" in the viewer.

This chapter contains the following sections.

Setup and basics
Create a DM
Use DM groups
More example DMs

Setup and basics

This section contains the following topics.

Configure viewer settings for DMs
Use the DM toolbar
Display images with a DM
Use DM Manager

Configure viewer settings for DMs

Before working with DMs, configure the settings described in the following sections in this manual.

Configure modality-specific viewing options
Configure mammography
Set up connected displays

Next, configure viewer settings as follows.

Procedure

1. Go to Viewer Settings > MODALITY.
2. In the list of modalities, select a modality that you work with (such as CT or MG).
3. To turn on DMs, in the settings area under Options, select the following checkboxes.
   - Auto Hang DM
   - DM Allow Missing Cell
   - Auto Hang Priors
4. To view priors, under Prior Options, configure the following.
   a. Select the Auto Open Prior checkbox.
   b. In the Auto Open Prior Count dropdown list, select the maximum number of priors to open at once.
5. Select SAVE.
6. Repeat for each modality that you work with.

Use the DM toolbar

The DM toolbar gives you quick access to DM related functions.

Show the DM toolbar

You can manually display the DM toolbar in the viewer, or configure the viewer to display the DM toolbar automatically for selected modalities.

- Manually: In the viewer, select the display manager DM button, and then in the button shortcut menu, select Show DM Toolbar.
- Automatically: On the viewer toolbar, select the settings button. Select MODALITY, select modalities, select the Show DM Toolbar checkbox, and then select SAVE.

Use the DM toolbar

In the example in the figure below, the toolbar contains tools on the left, and DMs (DM and mg_DM) on the right. "DIAGNOSTIC MAMMO" is the name of a user-created DM group. Use the toolbar as follows.



- [Top button]: If available, select a DM group to display the group's DMs on the right.
- Save: Saves a new DM based on the current layout.
- Save Study: Saves the current configuration for the current study only.
- Update: Overwrites the current DM with properties taken from currently displayed images.

> Caution: Selecting Update deletes all settings of the current DM.

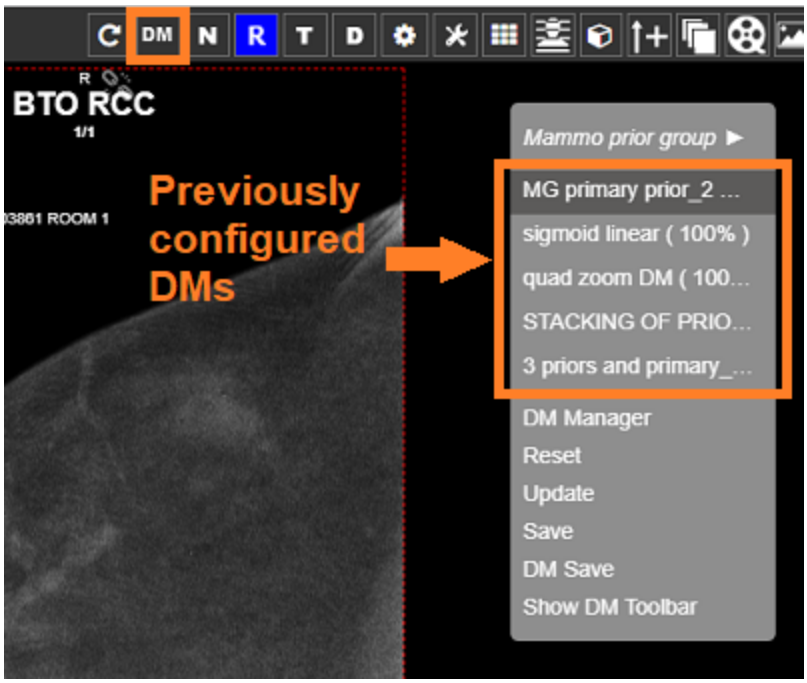
- Manage: Opens the DM manager.
- Reset: Select to apply any newly created or edited DMs.
- Refresh: You can also *refresh* DMs to update the list of applicable DMs.
- [DM]: Select any DM on the DM toolbar to apply it in the viewer.

Display images with a DM

You can select from a list of previously configured DMs to hang the current study. If you show the DM toolbar in the viewer, you can select a DM on the toolbar (see Use the DM toolbar). Otherwise, you can use the DM button on the viewer toolbar as follows:

Procedure

1. Open a study in the viewer.
2. On the toolbar, select the DM button.
3. On the button shortcut menu, select one of the DMs in the list.



Result: Images hang according to the settings in the DM. When multiple images hang in a single cell, they appear in the same order as in the DM.

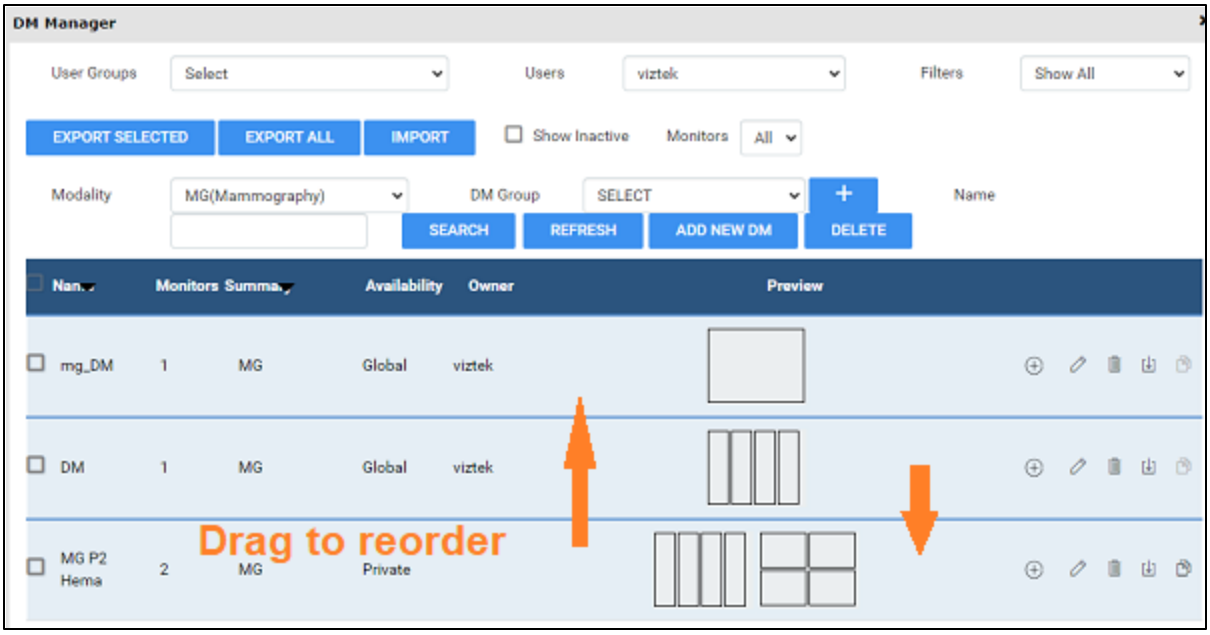
4. Optional. You can change the view as follows.

   - Rotate the wheel to page through any additional images in the study that the DM can hang.
   - Drag a thumbnail onto a cell to display it there.
   - Use the left or right bracket keys ([or]) to move to the next or previous DM step.

Use DM Manager

In DM Manager, you can create, edit, and manage all your DMs from a centralized screen.

1. On the viewer toolbar, select the display manager DM button.
2. In the button shortcut menu, select DM Manager.



Each DM appears in its own row (light blue, bottom half)

Note: When you open a study in the viewer, it hangs in the highest DM in the list that matches the study.

3. To search for a DM, enter one or more of the following search criteria.

   You can also click column headers to sort by, for example, the DM name or its number of monitors.

Setting	Description
User Groups	Facility admins only. Select the group to which the DM user belongs.
Users	Facility admins only. Select users associated with the DM.
Filters	Facility admins only. Select whether the DM is private (user-specific) or public.
Export/Import	Not used for searching, see Export and import DMs.
Monitors	Select how many monitors are configured in the DM.
Modality	Select the modality associated with the DM.
DM Group	Select DM groups associated with the DM.
Name	Type all or part of the name of the DM.

4. Select SEARCH.

   Result: DMs matching your search criteria appear in the list at the bottom of the dialog.

5. To open the DM for editing, double-click it, or select its edit button.

Use DM tools

Each DM has four buttons on the right side of the list:



Add – Select DMs to add to a group, select Add, and then select a DM group to which to add the DMs.

Edit – Opens the DM for editing (for configuration, see Create a general DM).

Delete – Deletes the DM from the list.

Duplicate – Duplicates the DM and prompts you to name the duplicate.

Copy – Sends a copy of the DM to a user group or user.

Create a DM

DMs are very powerful tools for customizing the way studies are displayed in the Exa PACS|RIS viewer.

Prerequisite: Configure viewer settings for DMs

This section contains the following topics (not all topics may be available depending on region and version).

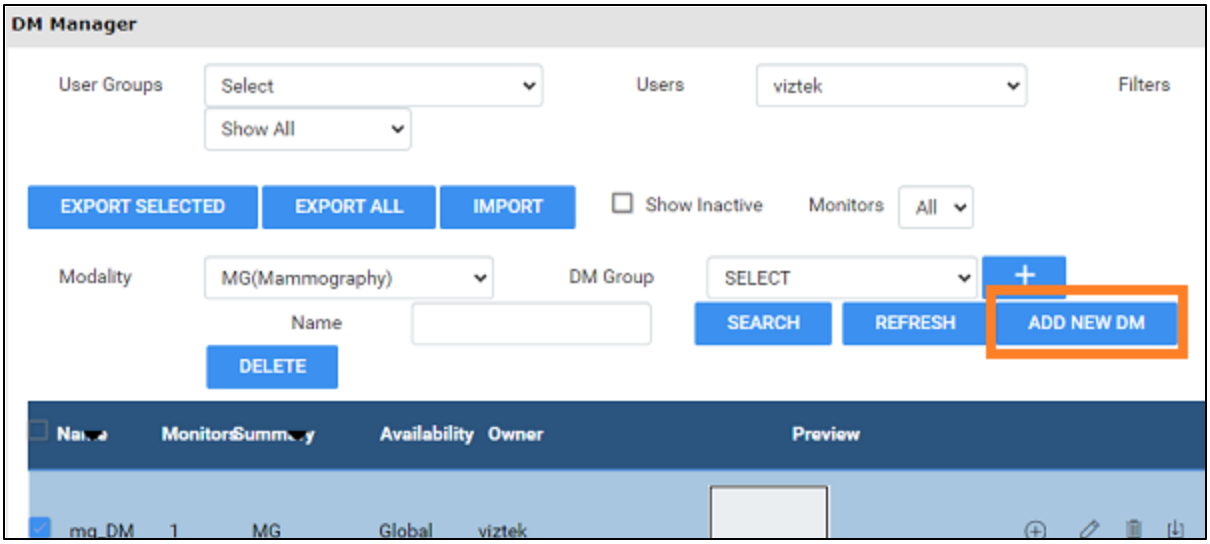
Create a general DM
Use the Display Management sub-tab
Create a mammography DM
Add a mammo rule for breast implant displacement
About missing cells
Create a DM from an existing layout
Export and import DMs

Create a general DM

The following is an example of how to create a basic general (non-mammo) DM.

Procedure

1. Open a study in the viewer that you want to hang in the DM you are creating. Set the series layout and drag images into the cells.
2. On the viewer toolbar, select the display manager DM button, and then select DM Manager.
3. In the DM Manager dialog, select ADD NEW DM.



4. In the second DM Manager dialog, enter the following settings.



Setting	Description
Name	Type a name for the DM.
Inactive	Optional: Select to disable the DM until ready to use.
Private	Optional: Select to make the DM available only to you.
Modalities	Select all modalities that potentially could hang in the DM. Note: This must be the modality of the currently opened study, or the validation percentage may not reach 100.
Body Part	Optional: Prevents all but the selected body part to display. To display any body part, leave blank.

5. In the Preview area, under Monitors, select the number of monitors you use *for viewing images*.
6. Under Preview, in the upper-left corner of the frame, select "1*1" and then select a cell layout (for the study-level series/images within the monitor).
7. Optional. Select 1*1 in one of the cells, and select a series layout (for the series-level images within a cell).
8. Optional. To allow missing cells, in the upper-right corner of a page or cell, select the checkbox (see About missing cells).

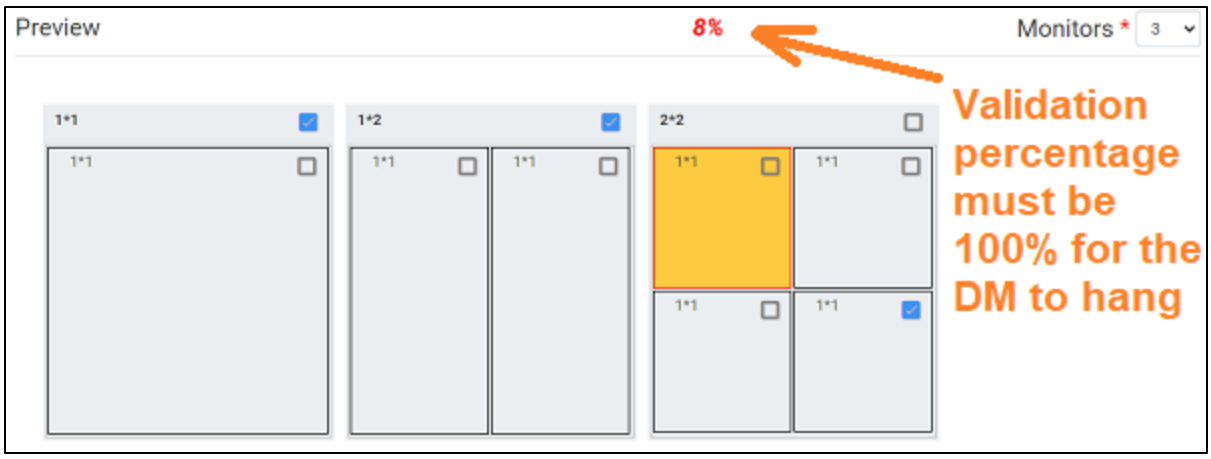


Figure. In this example, 3 monitors are configured, with 1, 2, and 4 cells added to each monitor, respectively. On the second page, Allow Missing Cells is selected at the monitor level, which means that either the left, right, or both cells do not have to match. On the third monitor, the study will hang if images for the lower-right cell are missing, but not if they are missing in any other cells. The upper left cell is selected for adding a matching rule group and/or matching rule. Because the validation percentage is not yet 100%, matching rules must be added.

Add general matching rules

Matching rules define which images can hang in which cells. The DM's modality, body part, and allow missing cell settings *roughly* define this, but you need matching rules to *finely* define this. The validation percentage tells you whether your rules are sufficient to hang the currently opened study--add matching rules until it reaches 100%. In addition to matching rules, you can also add prior rules (see later in this topic).

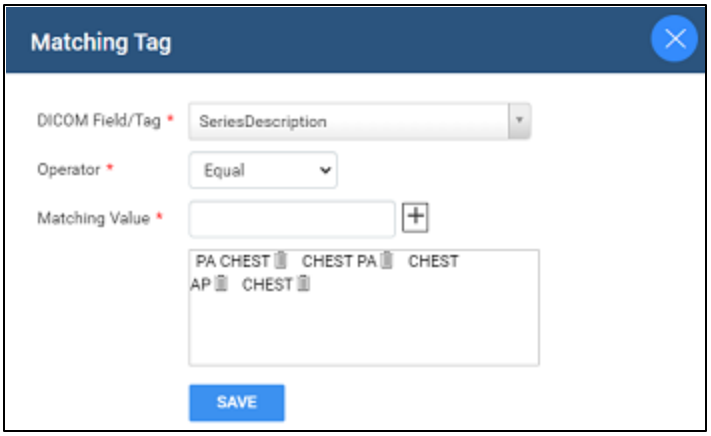
1. Under Preview, select a cell.
2. At the bottom of the window, on the MATCHING RULES tab, select ADD GROUP.

   Note: Adding a group to contain your rules is optional, but we recommend doing so for most applications because you can combine rules with AND/OR logic (see the OR dropdown in the figure below).

   Result: The new group initially appears as a row of buttons under the ADD GROUP button.



3. In the group, select ADD GENERAL RULE.
4. In the Matching Tag dialog, enter the following settings.



This rule allows CTs with chest-related series descriptions to hang in the cell.

Setting	Description
DICOM Field/Tag	Select an item to match (the argument of the rule).
Operator	Select a matching operator.
Matching Value	Type a value that must match for the rule to be satisfied, and then select the plus sign. Add as many values as could potentially match.

5. Repeat to add rules for all other cells, until the validation percentage is 100%.

> Note: The order of your rules matters. Images hang in the order of rules in the DM (previously, they hung in the order they appeared on thumbnails).

6. In DM Manager, select SAVE.
7. To automatically apply additional processing to cells, see Use the Display Management sub-tab.

Add a prior rule

If you want to hang priors in a cell, create a prior rule instead of a matching rule.

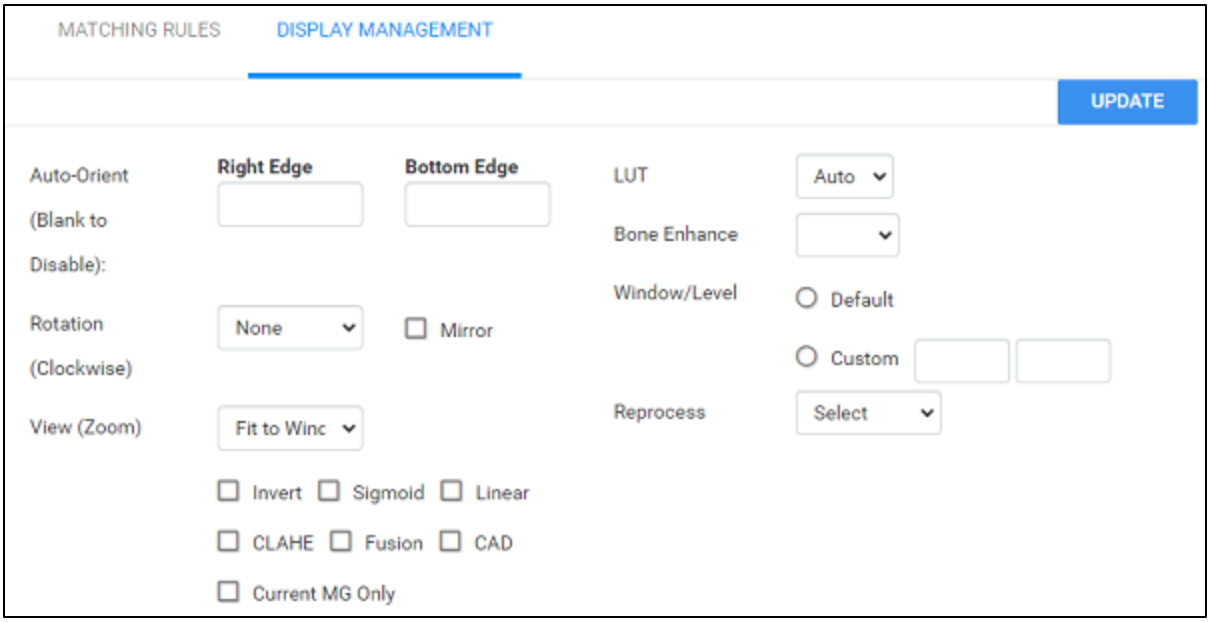
1. Select a cell, and on the Matching Rules tab, select ADD PRIOR RULE.
2. Select the index of the prior to hang:
   - ANY – Open any prior that matches
   - 1 – Open prior number 1
   - 2 – Open prior number 2

Use the Display Management sub-tab

To automatically apply additional processing to all images that hang in a DM, you can use the Display Management tab in the DM manager.

Procedure

1. In DM Manager, open a DM, and then select a cell.
2. On the DISPLAY MANAGEMENT sub-tab, enter the following settings.



Setting	Description
Auto-Orient	[Unused]
Rotation	Select a degree of clockwise rotation.
Mirror	Select to switch the left and right breast view.
View	Select a zoom type.
Invert Sigmoid Linear CLAHE Fusion CAD Current MG Only	Select one or more processing functions to apply. Exempts the current cell from the Stack by View and Prior option.
CAD	Select to display CAD values according to the SR CAD settings when the user reaches this step of the hanging protocol.
LUT	Select an LUT to apply.
Bone Enhance	Select a percentage of bone enhancement.
Window/Level	Select Default or Custom. If Custom, type the values to apply.
Reprocess	Select to generate an additional view from the base view.

3. Select UPDATE, and then SAVE.

Create a mammography DM

The following is an example of how to build a DM that displays priors on top and current images (RCC, LCC, RMLO, LMLO) on the bottom. This DM shows all main views and specialty views such as spot and cleavage, synthesized views (including Hologic Intelligent Views), and implant displaced views.

Prerequisite: For the modalities in the example, configure viewer settings (see Configure viewer settings for DMs).

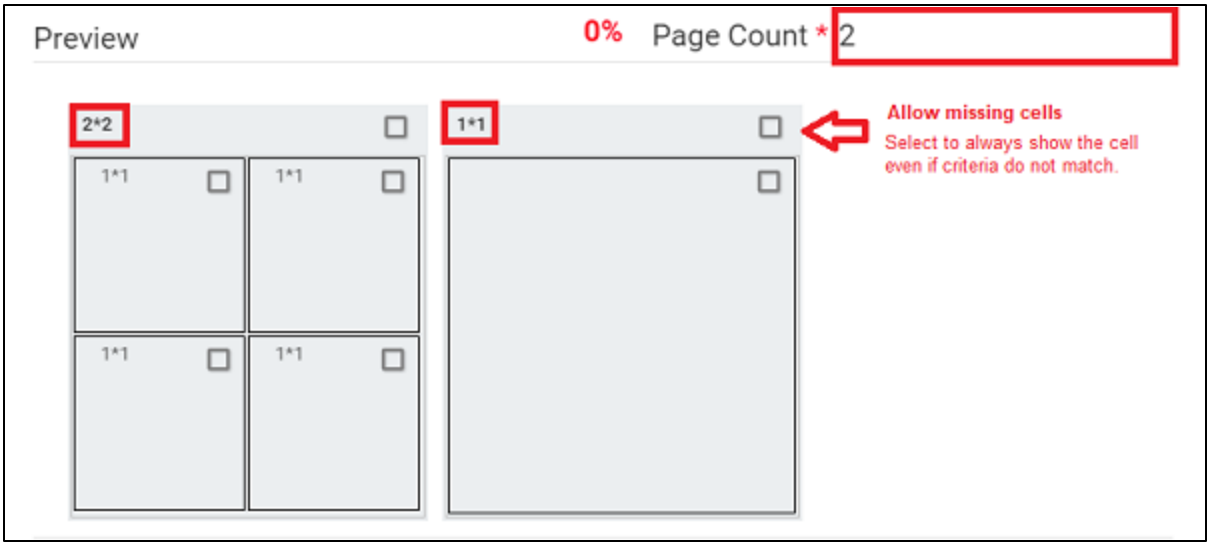
Procedure

1. In the viewer, on the toolbar, select the DM button, and then in the button shortcut menu, select DM Manager.
2. Select ADD New DM.
3. Type a name for the DM, and then enter required settings.

   OPTIONAL: In the Body Part list, select Breast.



4. In the Page Count box, type the number of monitors.



5. Select the layout numbers (such as 2*2 or 1*1), and then select the number of cells.
6. Select the About missing cells check box for each page and/or cell that you want to always display, even if empty (such as for a unilateral diagnostic).
7. Select a cell, and then on the MATCHING RULES tab, select ADD GROUP.
8. In the list, select OR, and then select ADD MAMMO RULE.



- "OR" means "this rule, OR any subsequent rules."
- Groups allow you to have the system look for multiple views, and use one DM for multiple scenarios.

9. For the upper-left cell, add the following rule criteria:

   "Right breast, CC Family, Any specialty view except ID, and processed."



Setting	Options	Description
Side	Left	Left breast
	Right	Right breast
	?	Either
View	[Various]	Select the primary breast view.
	[Various]	Select the secondary breast view. Select DON'T CARE to allow any of the secondary views to display except ID.
Processing Type	Unprocessed	Raw images
	Tomosynthesis	3D images
	CView	2D images taken from a tomosynthesis study
	Processed	Standard 2D images
	?	Images without the "0008,0068" Presentation Intent Type DICOM tag.
Image Index	ANY	Images of any index can hang
	1–20	Only an image of the selected index can hang.

10. Select SAVE.

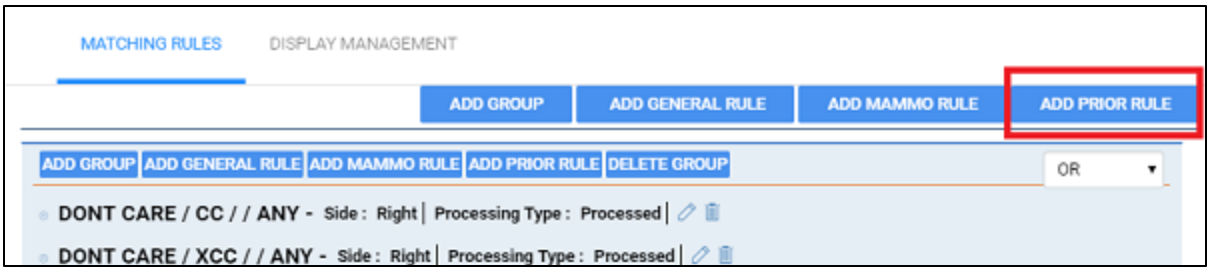
    Result: Rules matching your criteria appear in the list.

11. Within your group, select ADD MAMMO RULE and add the following additional rules.

    - Right, CC Family, Don't Care, Synthesized
    - Right, CC Family, ID, Processed
    - Right, CC Family, ID, Synthesized

    Note: The order in which the rules appear in the matching rules list is the order in which the images hang in the DM. Therefore, take care to create the rules in the correct order.

12. From outside the group, select ADD PRIOR RULE for this cell.



    Note: The button outside the group applies the rule to the entire group.

13. For Study Index, select one of the following options.

    - Any: Display all allowable MG priors (the allowed number depends on Auto Open settings for the MG modality).
    - 1: Show the first prior
    - 2: Show the second prior

14. In the Display Management tab, customize the way the image displays with the following options (see Use the Display Management sub-tab).

15. Repeat steps above to configure each cell of your DM.

16. Select SAVE at the top.

See also:

Create a general DM
Mammography views

Add a mammo rule for breast implant displacement

You can create a DM for breast views that allows you to displace (effectively hide) the implant.

Procedure

1. Add a mammo rule to a DM cell, and in the DON'T CARE list, select ID.
2. When viewing implant images, rotate the wheel to switch between displaced and non-displaced views.

See also:

Create a mammography DM
Mammography views

About missing cells

By default, DM pages and cells do not allow *missing cells*. This means that if no image exists in the study that can hang in one of the cells on a page, no images hang at all on the page. For example, if you configured a DM to display a current image in the left cell and a prior in the right cell, but no prior is found, neither current nor prior image hang unless you select to allow missing cells.

It can be preferable to allow missing cells. For example, if you configured your DM to display up to three priors, but only two priors are found, you still want to display the current image and the two priors.

However, if you select Allow Missing Cells (AMC) in every cell, and no images match any of the cells, a blank screen is displayed. In this sense, Allow Missing Cells can be *too* flexible.

Rules of thumb:

- Select AMC in an *individual cell* if the image does not need to match that cell for the rest of the DM to hang.
- Select AMC at the *page level* to allow the DM to hang if 2/3 of the cells match.

Create a DM from an existing layout

To create a DM more quickly, you can arrange a layout in the viewer, save it as a DM, and then modify the DM rules suit your needs. Available for all modalities except mammography.

Caution:

- The rules that are created with this method include as many parameters from the source studies as possible, and may be overly restrictive for general use, or apply unexpected image processing.
- For example, if DM Save W/L is selected in modality settings, applying the DM applies the saved W/L settings.
- To ensure proper hanging and rendering, review the resultant rules in both the MATCHING RULES and DISPLAY MANAGEMENT tabs and modify if necessary.

Procedure

1. Open a study in the viewer and configure the display to your liking.
2. On the toolbar, select the DM button, and then in the button shortcut menu, select DM Save.
3. In the DM Information dialog, type a name for the DM and select or clear the Private checkbox.
4. Select SAVE.

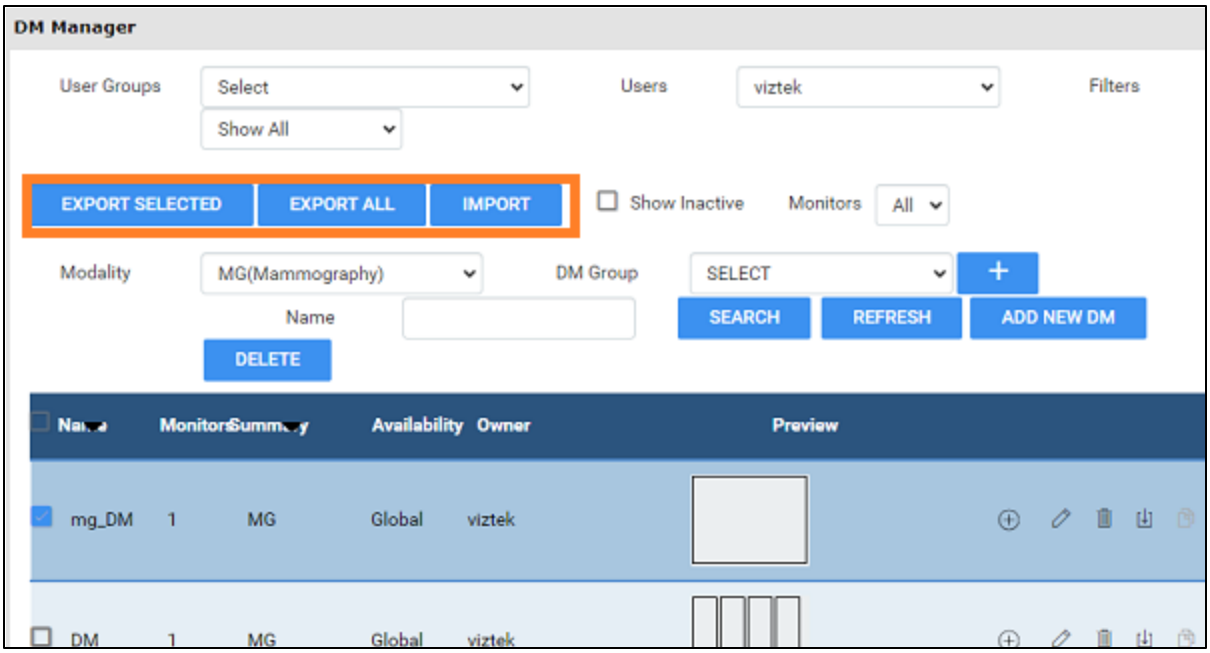
Export and import DMs

You can import and export DMs for use in other Konica Minolta systems.

Procedure

1. On the viewer toolbar, select the display manager DM button.

2. In the button shortcut menu, select DM Manager.



3. Select EXPORT SELECTED or EXPORT ALL (exports all DMs in the system).

   The DMs are added to a single JSON file and downloaded to your computer.

4. Copy the file to the destination system, display the DM Manager dialog, select IMPORT, and then open the exported JSON file.

Use DM groups

DM groups help you organize and share your DMs. This section contains the following topics (not all topics may be available depending on region and version).

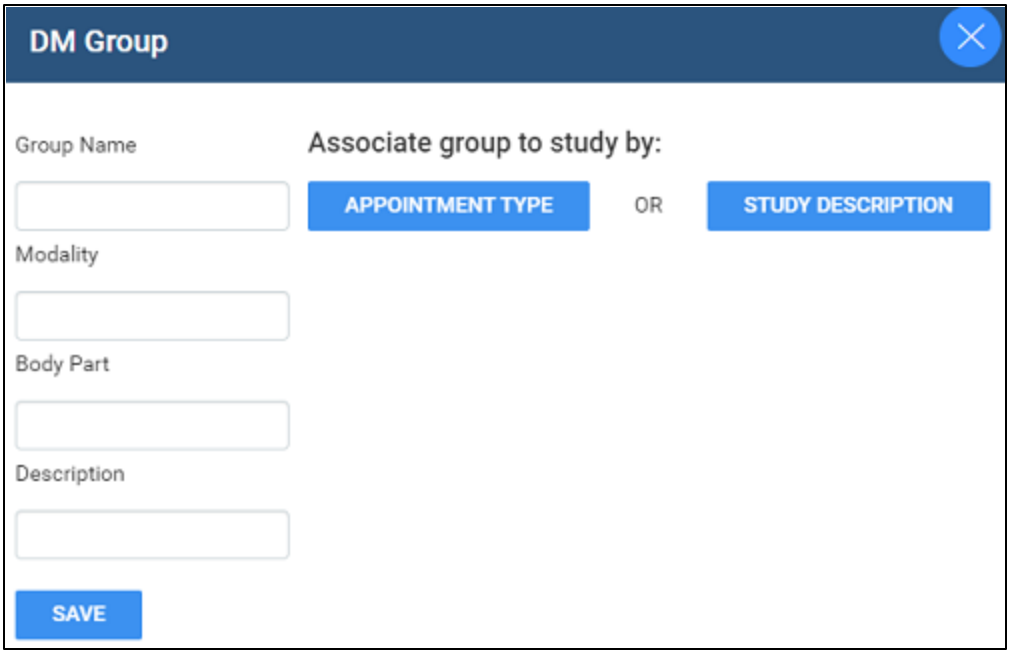
Add a DM group
Share DMs with a DM group
Share DM groups with users
About DM groups and private DMs

Add a DM group

To organize your hanging protocols, you can place them in groups. To add a group:

Procedure

1. Go to SETUP > OFFICE > DICOM.
2. On the HANGING PROTOCOLS tab, under DM Group, select the plus + button.
3. In the DM Group dialog, on the left, type descriptive information for your DM group.



4. Under Associate group to study by, do one of the following:
   - Select APPOINTMENT TYPE, select one or more appointment types in the list, and then select SAVE.
   - Select STUDY DESCRIPTION. In the Study Description box, type a description, and then select the plus button.
5. Click SAVE.

Share DMs with a DM group

To add (share) DMs with a DM group:

Procedure

1. Go to SETUP > OFFICE > DICOM.
3. On the HANGING PROTOCOLS tab, find a DM to add to a group.
4. On the right, select the share button.
5. In the Share dialog, select the group with which to share the DM, and then select SHARE.

Share DM groups with users

By default, DM groups that you create are only available to you. To share a DM groups with other users or user groups:

Procedure

1. Go to SETUP > OFFICE > DICOM.
3. On the HANGING PROTOCOLS tab, under DM Group, select a DM group to share.
4. On the right, select the edit button.

5. In the Edit DM Group dialog, select SHARE.
6. In the Copy dialog, select users or groups with which to share the DM group, and then select COPY.

About DM groups and private DMs

When a DM is created by a member of a DM group, the following apply.

Availability	Instance	Users	Access
Private**	Original	Creator	Read/Write
		All Others	None
	Copy	Shared with users	Read/Write
		Shared with user groups	Read-Only
	Copy of shared copy	Shared with users or user groups	Read/Write
Non-Private	Original	Creator	Read/Write
		Group members	Read-Only
	Copy	Shared with user group or DM group members	Read-Only

**Read* here means view, use to hang studies, or copy to other users.

**Imported DMs are automatically marked as Private for the importing user.

More example DMs

This section contains the following topics (not all topics may be available depending on region and version).

Example DM with a general matching rule
Example DM for ultrasound

Example DM with a general matching rule

In this example we add a DM for viewing chest X-rays with an AP view on the left and a lateral view on the right. Continuing after step 3 of “DM examples:”

Add the DM

1. In Name box, type CHEST TEST.
2. the Modality list, select CR, and then select DX.
3. In the Page Count box, type or select 1.
4. Under Preview, on the page header, select 1*1 and select a 1 x 2 cell layout.

Add a rule group and general rules for the left cell

1. Select the left cell, and on the MATCHING RULES tab, select ADD GROUP.
2. In the new group, select ADD GENERAL RULE.

3. In the Matching Tag dialog:
   - In the DICOM Field/Tag list, select Modality.
   - In the Operator list, select Equal.
   - In the Matching Value box, type CR, select the plus (+) button, and then select SAVE.

   Note: In practice you may also want to add the DX modality.
4. Following the previous step, add another general rule:
   - DICOM Field/Tag = SeriesDescription
   - Operator = Contains
   - Matching Value = ap
5. On the right side of the matching rule group, in the list, select AND.

   This means that the image must satisfy both rules to hang in the cell.

Add general rules for the right cell

1. Select the right cell, and select ADD GENERAL RULE.
2. In the Matching Tag dialog, add the following rule:
   - DICOM Field/Tag = SeriesDescription
   - Operator = Contains
   - Matching Value = lat
3. Next to Preview, confirm that the validation percentage is 100%.
4. Select SAVE, and then close the DM manager.
5. Select F5 to update the viewer with your new DM.

Example DM for ultrasound

In this example we add a DM that hangs a 3 x 2 series layout (3 rows, 2 columns) of only ultrasound images.

1. For the modalities in the example, configure viewer settings (see Configure viewer settings for DMs).
2. Open a US study of the relevant type in the viewer.
3. Select the DM button, and on the button shortcut menu, select DM Manager.
4. Select the relevant modality and then select ADD NEW DM.

Add the DM

1. In Name box, type US TEST.
2. the Modality list, select US.

3. In the Monitors box, select 1.
4. Under Preview, select the 1*1 cell (not the page header), and select a 3 x 2 series layout.

Add a general rule for all images

1. Select inside the page's 1*1 cell to highlight everything around the 3 x 2 series-level cells.
2. Add the following general rule.
   - DICOM Field/Tag = Modality
   - Operator = Equal
   - Matching Value = US
3. Confirm that the validation percentage is 100%, and then save the DM.

Work with Peer Review

With purchase of a separate license, Exa PACS|RIS automatically assigns random approved studies to random radiologists for peer review based on your criteria, and provides an advanced workflow for conducting them. You can also manually assign peer reviews from the worklist. This chapter contains the following sections.

Configure peer review
Use peer review

Configure peer review

Before using peer review, perform the following configuration tasks.

- Configure Peer Review general settings
- Set up peer review user rights
- Link peer review users to resources
- Configure peer reviewing provider filters

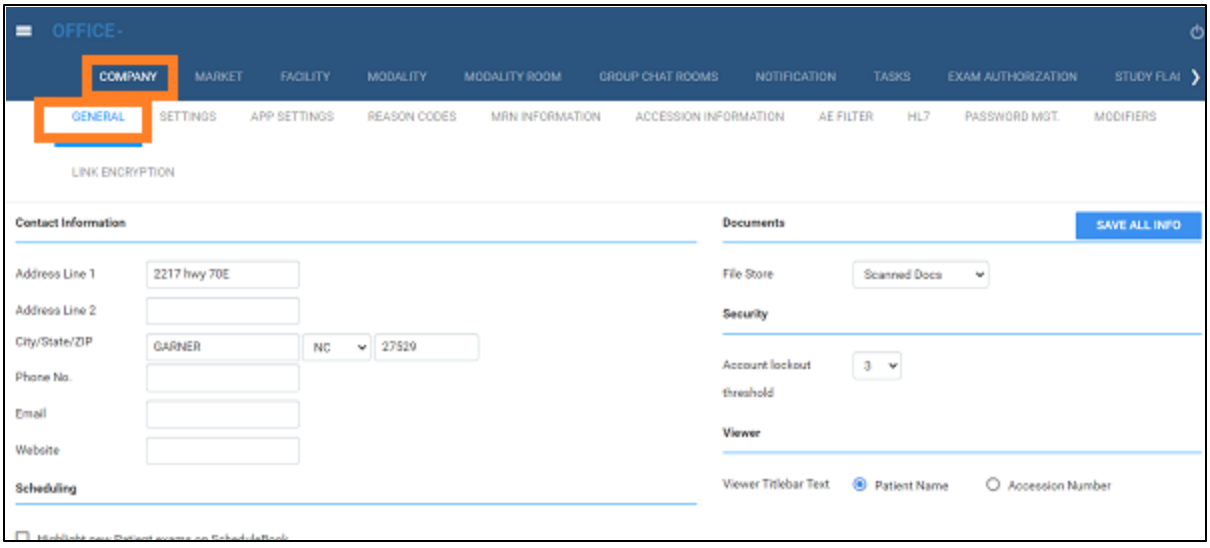
Configure Peer Review general settings

To get started with Peer Review, enter the general settings as follows.

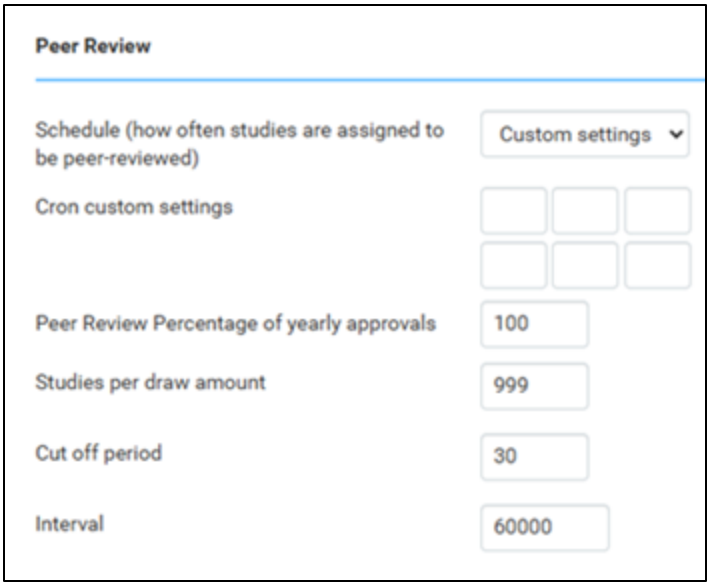
Note: These settings may require some forethought, so be sure to read the Example configuration at the end of this topic.

Procedure

1. Go to SETUP > OFFICE > Office > COMPANY > GENERAL.



2. Scroll down to the Peer Review area.



3. Enter the following settings. See below for an example.

Note: If your facility has multiple Exa application servers, the peer review process you configure runs on *each server*. Therefore, for example, if you want to peer review 100 studies but you have two servers, configure settings for 50 studies only.

Setting	Description	
Peer Review	Schedule (how often studies are assigned to be peer-reviewed)	Select how often you want to perform a round of peer reviews. To customize, select Custom settings, and then enter the cron settings below.
	Cron custom settings	Available when you select Custom settings in the Schedule dropdown list. Type a custom frequency for assigning a round of peer reviews by entering values in the boxes: seconds, minutes, hours, day of the month, month, and day of the week.
	Peer Review Percentage of yearly approvals	Type the percentage of "Studies per draw amount" (the draw pool) to include in a round of peer reviews. Note: • The *draw pool* is a group of studies from which some are assigned for peer review.
	Studies per draw amount	Type how many studies to add to the draw pool (up to 999). Notes: • Only studies in status Approved or APCD are eligible to be drawn. (APCD is a custom status that, unlike other custom statuses, retains the Transcription and Approved Report worklist study row buttons.) • Previously drawn studies are not eligible to be re-drawn.
	Cutoff period	The number of days in the past from which to draw studies and add them to the draw pool (the maximum age of the study).

Setting	Description	
		Here, *age* means time since the approved date (not the study date).
	Interval	We recommend not adjusting this value, which is how often to check whether the conditions are met to start the draw process, in milliseconds.

Example configuration

- A facility performs approximately 405,000 studies per year, and they decide that they want to peer review 4% of those, which works out to be:

  4% × 405,000 = 16,200 studies per year

- Next, they decide that they want to perform peer reviews every month, which works out to be:

  16,200 ÷ 12 = 1,350 studies per month

- However, the facility has two Exa application servers that perform peer review, so they need to split the studies between them:

  1,350 ÷ 2 = 675 studies per month per server

- Next, they must determine the value of "Peer Review Percentage of yearly approvals." To do this, they find the percentage of the "Studies per draw amount" (which they set to 999) that comes close to their value of 675:

  675 ÷ 999 = .0676 (approximately 68%)

- Now they are ready to configure Peer Review, so they enter the following settings:

Description	
Schedule	Monthly
Peer Review Percentage of yearly approvals	68
Studies per draw amount	999
Cutoff period	30
Interval	6000

Continue to Set up peer review user rights.

See also:

Use peer review

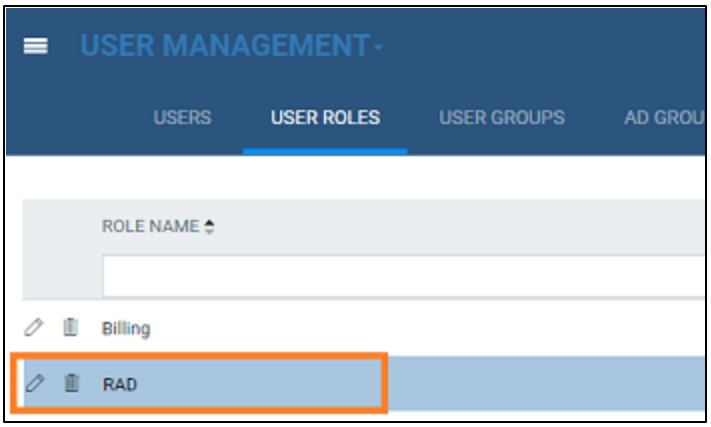
Set up peer review user rights

Perform the following steps to give peer review functionality to radiologists.

Procedure

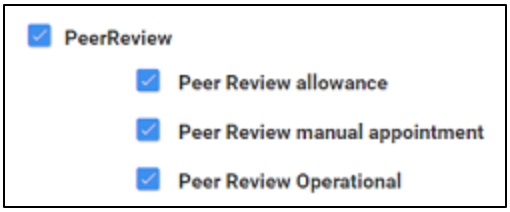
1. Go to SETUP > OFFICE > User Management > USER ROLES.

2. Double-click a user role to use for peer reviewing, such as the Radiologist user role (or if useful, you can create a dedicated Peer Reviewer user role).



Note: The user role you select must be assigned to a user group that includes the peer reviewers.

3. In the User Role Permission area, select the applicable user rights.



Setting	Description
Peer Review allowance	The right to manage automatic peer review assignments.
Peer Review manual appointment	The right to manually assign peer reviews from the worklist.
Peer Review Operational	The right to generate the Peer Review Operational report.

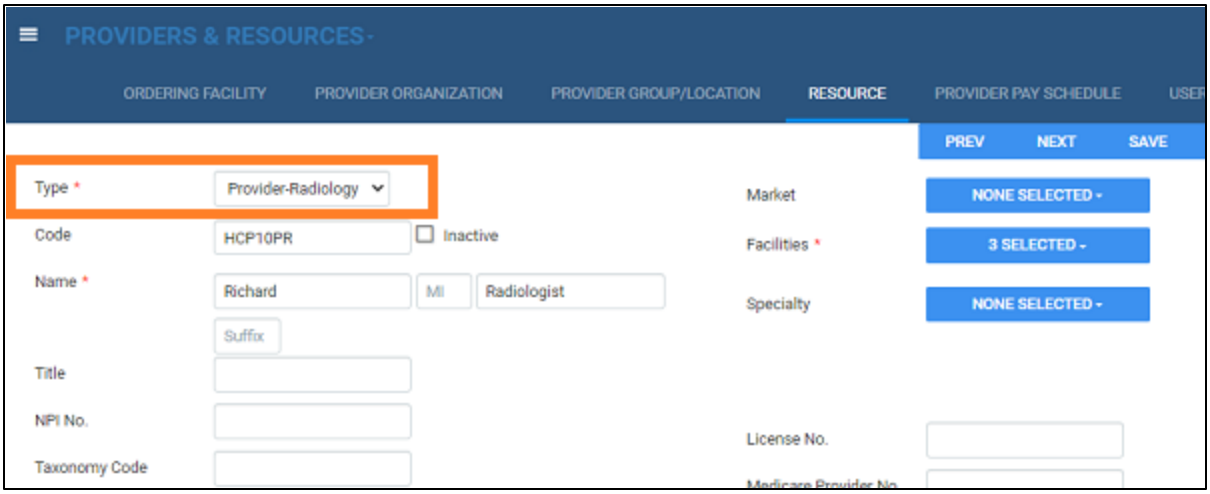
4. Select SAVE & CLOSE.
5. Continue to Link peer review users to resources.

Link peer review users to resources

Link all of your peer-reviewing radiologists to a Provider Radiology resource by using the following procedure.

Procedure

1. Go to SETUP > OFFICE > Providers & Resources > RESOURCE > ADD.

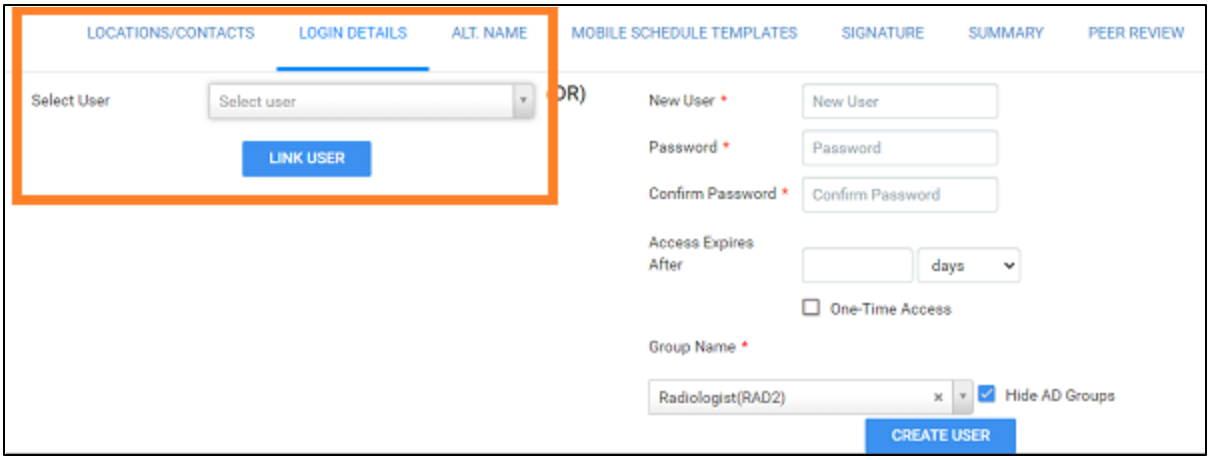


2. Enter the relevant settings. Most are self-explanatory, but note the following.

Setting	Description
Type	Select Provider-Radiology.
Code	Type your internal resource code.
Facilities	Select the facilities whose radiologists perform peer review.

3. Select SAVE.
4. On the LOGIN DETAILS sub-tab, in the Select User dropdown list, select the radiologist and select LINK USER.

   Alternatively, you can create a user "on the fly" in the right side of the screen.



5. Select SAVE & CLOSE.
6. Optional: Continue to Configure peer reviewing provider filters.

Configure peer reviewing provider filters

Exa PACS|RIS automatically assigns random studies to each peer reviewing provider that are relevant to those providers. If you want to customize which studies are relevant to which providers, you can configure filters for each peer reviewing provider as follows.

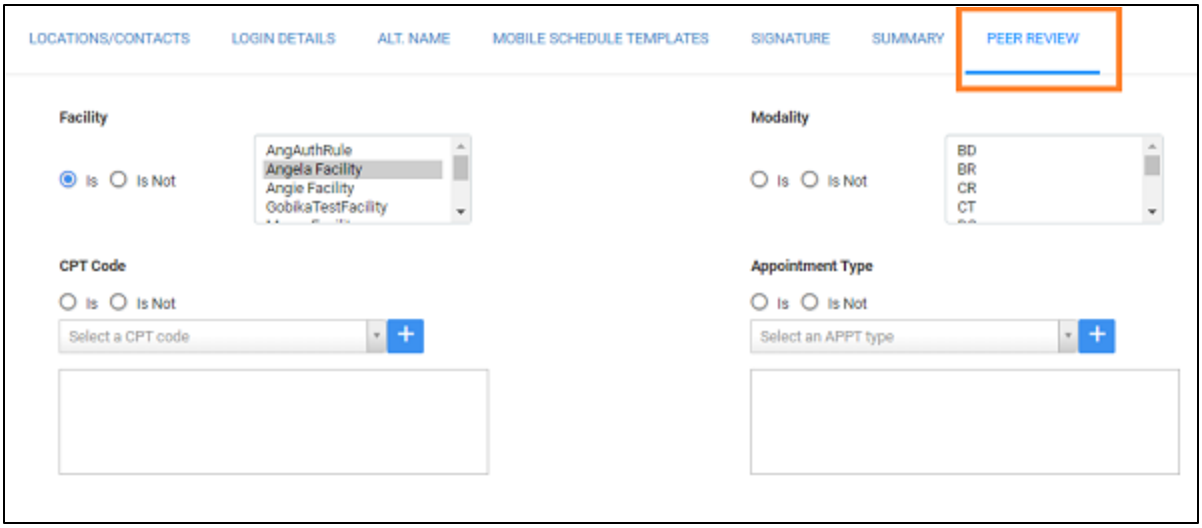
Procedure

1. Go to SETUP > OFFICE > Providers & Resources > RESOURCE.
2. Double-click the peer-reviewing radiologist resource.
3. On the PEER REVIEW sub-tab, enter filtering criteria.

   For example, if the provider can only review studies from the “Angela Facility” facility:

   a. Under Facility, select Is.

   b. In the list of facilities, select Angela Facility.



Note:

- A study must meet all of the criteria you specify here to be available to the provider for peer review.
- If no criteria are specified in this screen, the radiologist can peer review any study.
- Leave settings blank to "select all." For example, leave the Study Description setting blank if the provider can review studies with any description.

4. Select SAVE.

Use peer review

This chapter contains the following sections (not all sections may be available depending on region and version).

Assign a peer reviewer for a study
View Peer Review assignments
Reassign peer review
Conduct a peer review of a study
Manage peer review disagreements
Create a peer review report

Assign a peer reviewer for a study

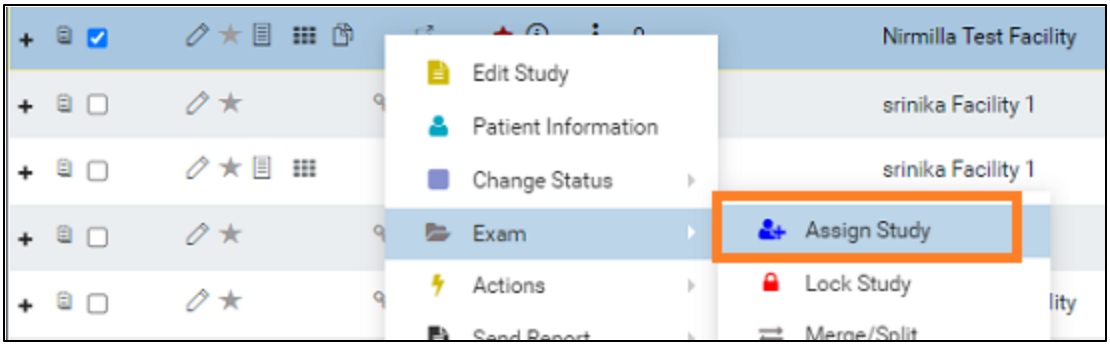
Exa PACS|RIS automatically assigns peer reviews and adds studies to the reviewers' MY PEER REVIEW worklist filters. Additionally, users with rights can manually assign peer reviews of studies with the following procedure.

Prerequisites:

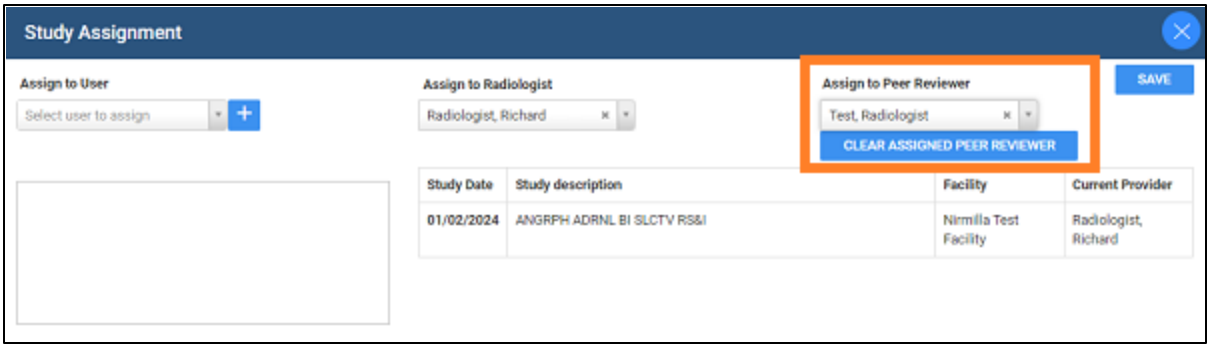
- Configure peer review
- Obtain the Peer Review manual appointment right

Procedure

1. On the worklist, right-click a DICOM study, hover over Exam, and then select Assign Study.



2. In the Study Assignment dialog, on the Assign for peer review dropdown list, select a peer reviewer resource.



3. Select SAVE.

See also:

Use peer review

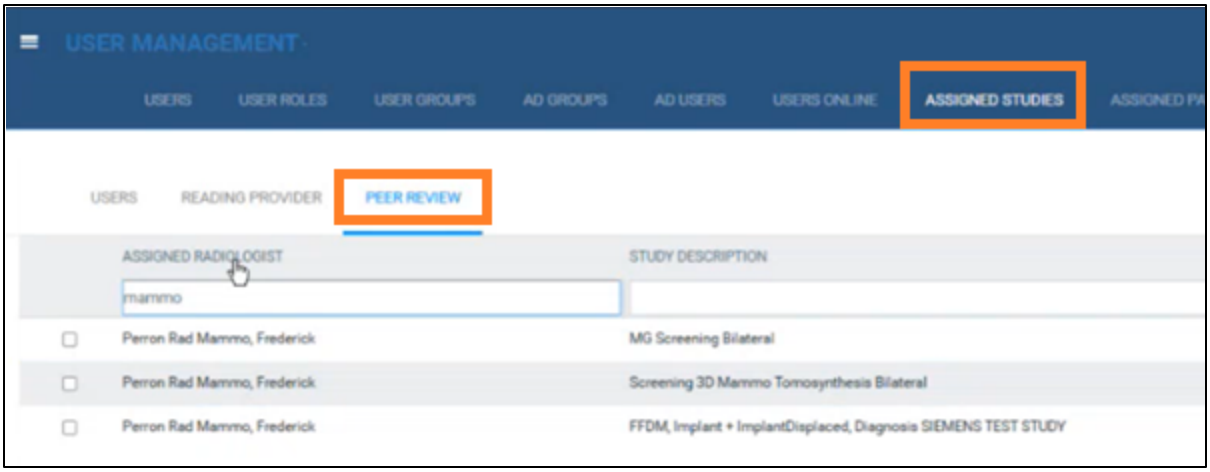
View Peer Review assignments

You can view a list of peer review assignments that are not yet complete. This is helpful for tracking the status of peer review tasks and identifying aging jobs.

Prerequisite: Obtain the User Assigned Studies user right.

Procedure

1. Go to SETUP > OFFICE > User Management > ASSIGNED STUDIES > PEER REVIEW.



2. Optional: To reassign a peer review, right-click one or more items in the list and then select Reassign. See also Reassign peer review.

See also:

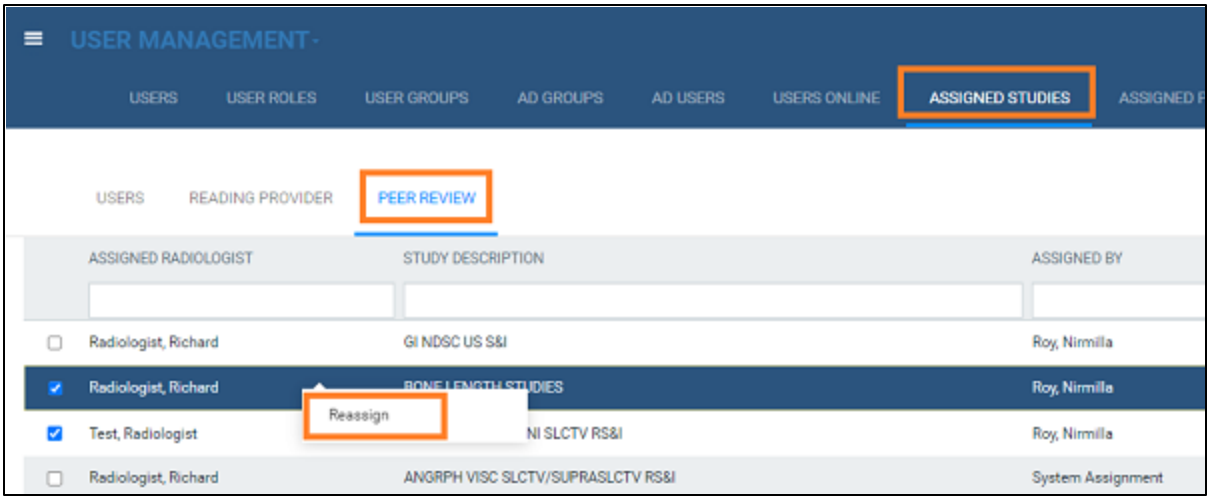
Use peer review

Reassign peer review

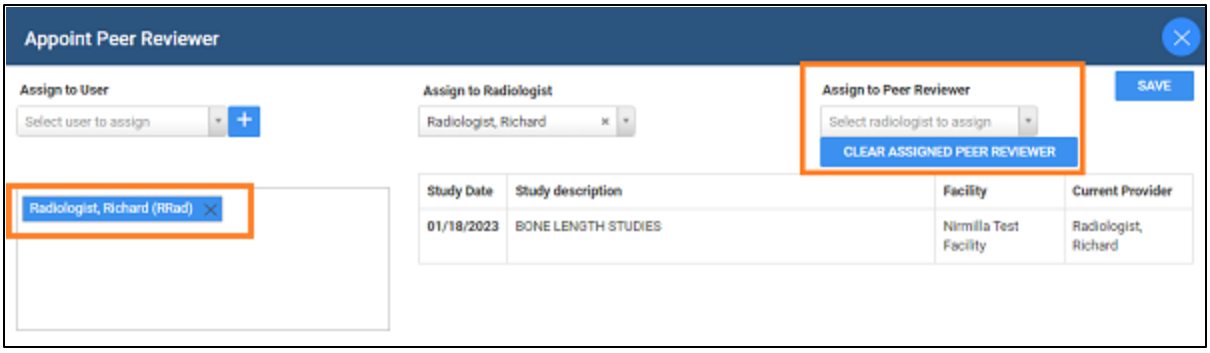
Administrators can reassign a previously assigned peer review.

Procedure

1. Go to SETUP > OFFICE > User Management > ASSIGNED STUDIES > PEER REVIEW.



2. Select one or more studies, right-click, and then select Reassign.
3. In the Appoint Peer Reviewer dialog, select CLEAR ASSIGNED PEER REVIEWER, and then select a new radiologist from the dropdown list.
4. In the lower left corner, remove the name of the peer reviewer in the study assignment box.



5. Select SAVE.

See also:

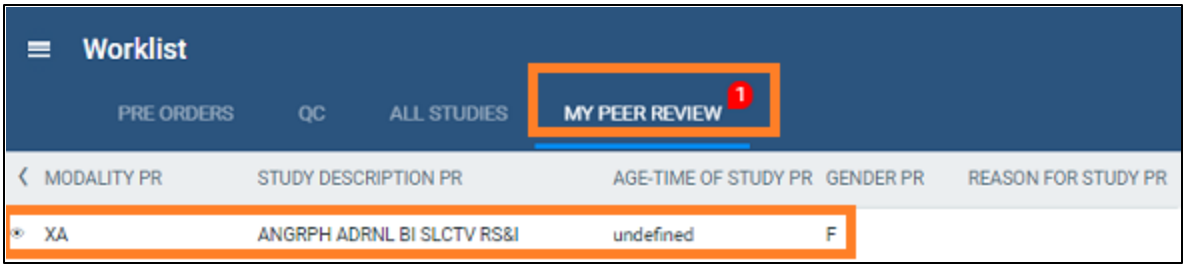
Use peer review

Conduct a peer review of a study

When peer reviewing radiologists sign in to Exa PACS|RIS, a MY PEER REVIEW worklist filter appears with all studies assigned to the user for peer review.

Procedure

1. On the worklist, select the MY PEER REVIEW tab



The symbols accompanying studies indicate the following:

Awaiting first review

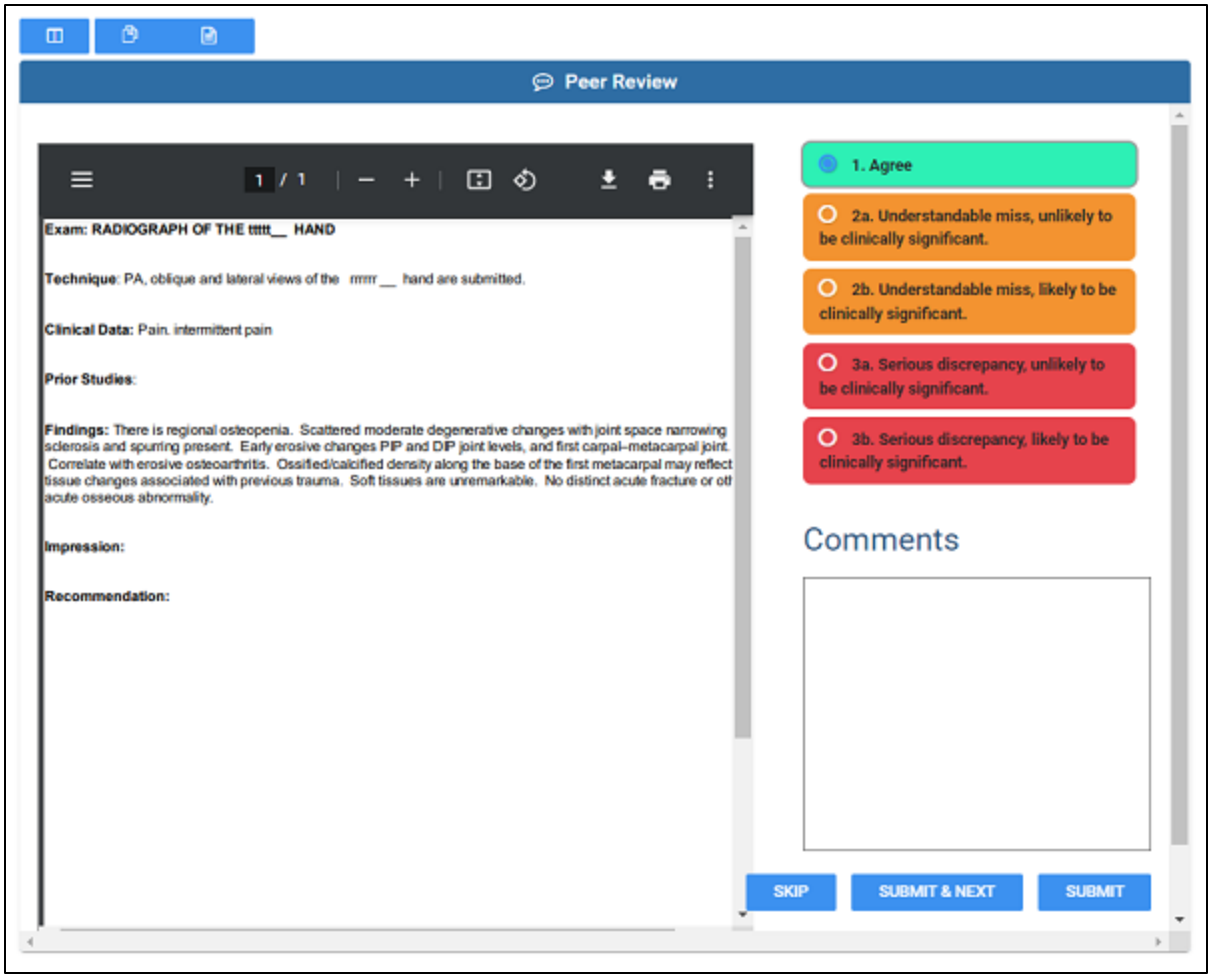
Awaiting second review

Awaiting third review (disagreement)

2. Double-click a study to peer-review.
3. In the Peer Review panel, select buttons on the toolbar to open any panels you need to conduct the review.



Buttons: Peer Review (always ON), Prior Reports, Documents



4. Optional. To add documents, in the Documents area, select FULL SCAN (display options before scanning) scan or QUICK SCAN (scan without options).
5. In the top-right corner of the Peer Review area, select an agreement level.
6. If you didn't select Agree, type your reason in the Comments box.
7. Select one of the following:

   SKIP – Withhold your review temporarily and return to the study later.

   SUBMIT & NEXT – Submit your review and open the next study in your list.

   SUBMIT – Submit your review.

See also:

Use peer review

Manage peer review disagreements

The worklist provides a Peer Review Disagreements tab for administrators that lists all peer-reviewed studies for which a reviewer selected *Disagree*. On the Peer Review Disagreements tab, administrators can reassign a study to a specific user for a third opinion, or dismiss the study, such as when a third opinion is not available. Users who are assigned for a third

opinion peer review receive the study in their My Peer Review tab, and perform the new peer review in the usual manner.
To manage peer review disagreements:

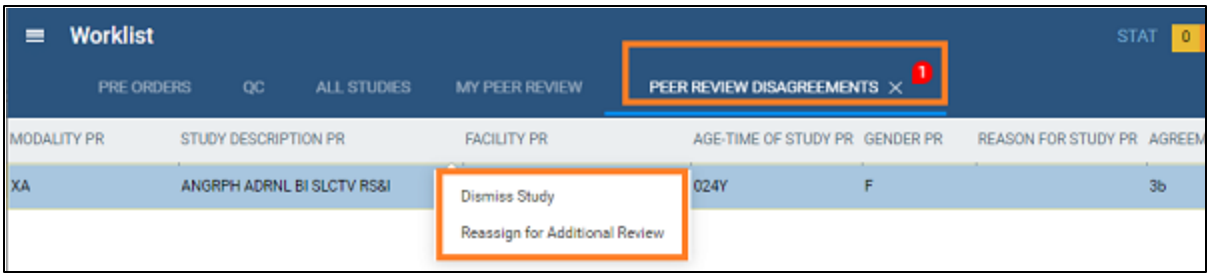
Prerequisite: Sign in as an administrator with the Peer Review manual appointment right.

Procedure

1. In the upper right corner of the worklist, select the disagreement button.



2. In the PEER REVIEW DISAGREEMENTS tab, right-click a study.



- To get a third opinion, select Reassign for Additional Review, and then assign a new peer reviewer (see Assign a peer reviewer for a study).
- To dismiss the study, select Dismiss Study.
- If this is the third-opinion, the Reassign for Additional Review option is unavailable.

See also:

Use peer review

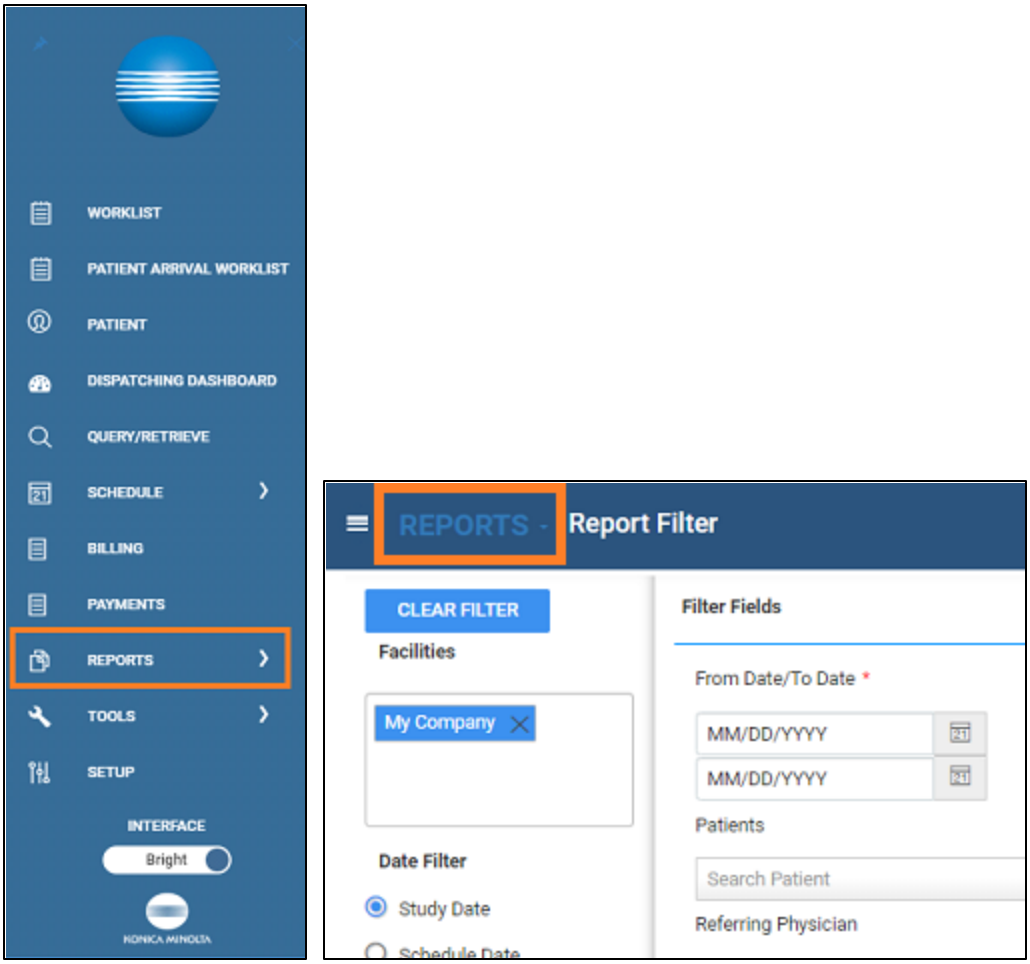
Create a peer review report

You can generate a report that shows details on studies that were peer-reviewed.

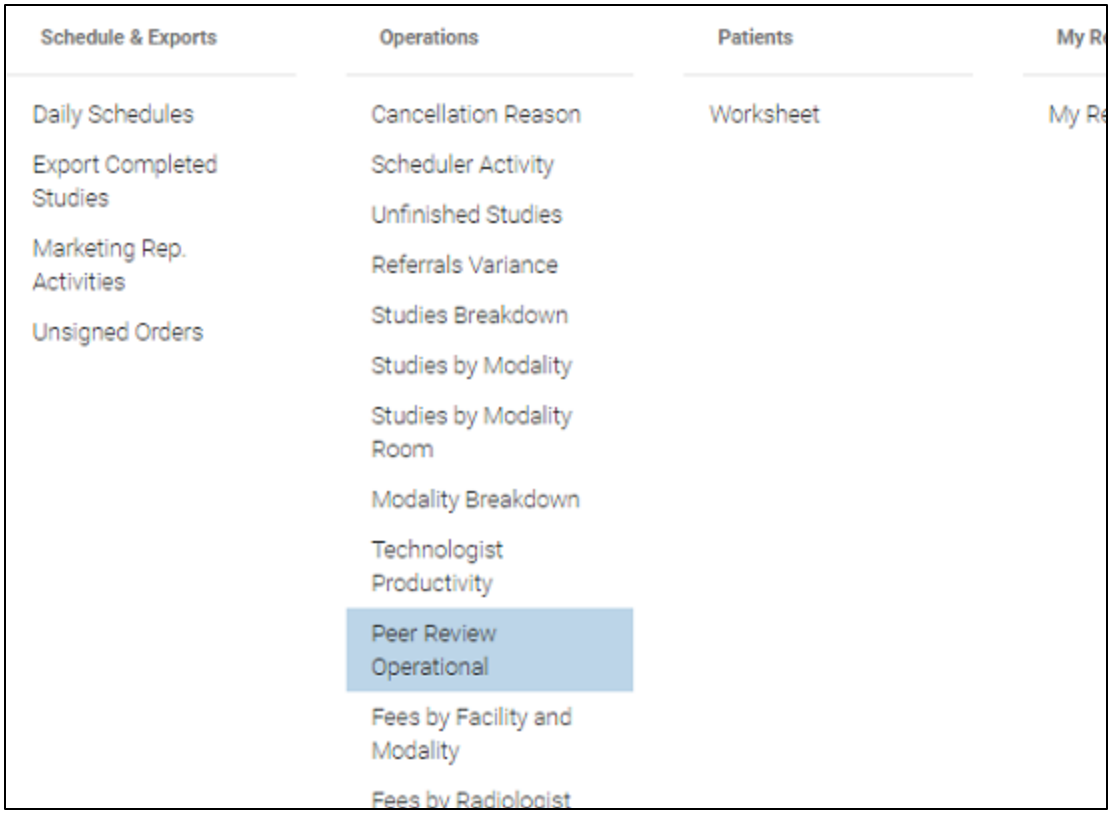
Prerequisite: Obtain the Peer Review Operational right.

Procedure

1. On the burger menu, select Reports.



2. Next to the burger button, select the word REPORTS, and then select Peer Review Operational.



3. Enter filtering criteria, and then select a button corresponding to the format in which you want to generate the report.

See also:

Use peer review

Work with Patient Kiosk

This chapter contains the following topic and sections (not all may be available depending on region and version).

What is Patient Kiosk?
Configure Patient Kiosk
Use Patient Kiosk as a patient
Use Patient Kiosk as a healthcare staff member

What is Patient Kiosk?

With a license for Patient Kiosk, Exa PACS|RIS provides functions that streamline the patient check-in process.

For Patients

Patient Kiosk enables patients to check in for their appointments on a touchscreen device at a healthcare provider's facility. During check-in they can view and update demographic and insurance information, and complete and sign electronic forms. Checking in through Patient Kiosk ensures that patients are correctly matched to their records.

For Staff

Staff can use functionality within Exa PACS|RIS to process appointments and information coming from patients using Patient Kiosk.

Configure Patient Kiosk

This section contains the following topics.

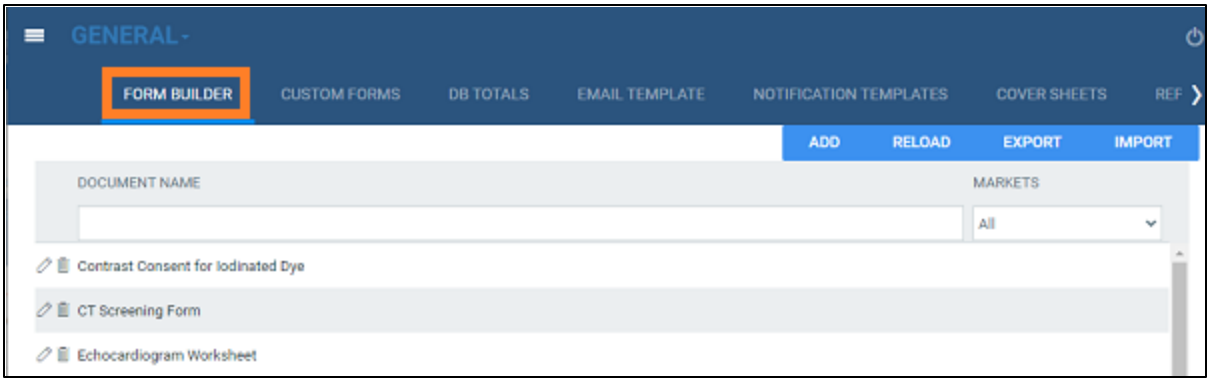
Make study forms available on Patient Kiosk
Configure the wait time monitor

Make study forms available on Patient Kiosk

You can configure study forms (such as medical history and consent forms) to be available to the patient for viewing and signing on Patient Kiosk.

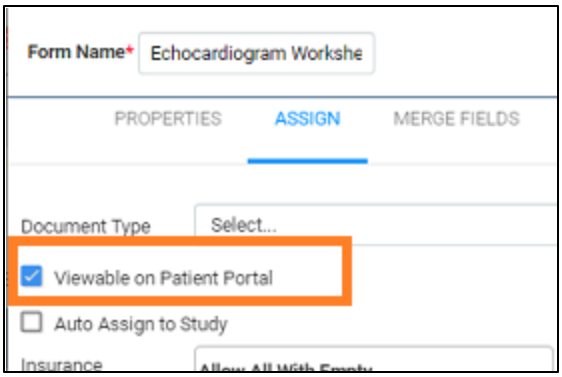
Procedure

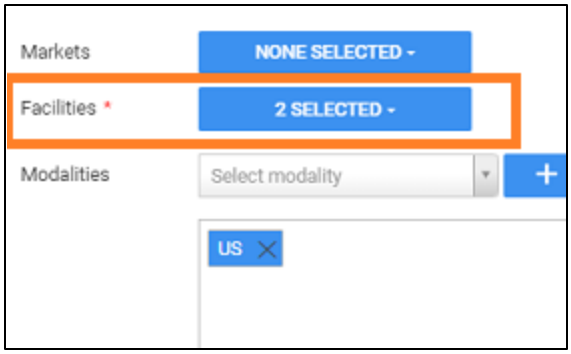
1. Go to SETUP > OFFICE > General > FORM BUILDER.



2. Double-click the form you want to make available.

3. On the ASSIGN tab, select the Viewable on Patient Portal checkbox.





4. Move down to Facility, and select the checkboxes for the facilities where the form will be available.
5. Select SAVE.

See also:

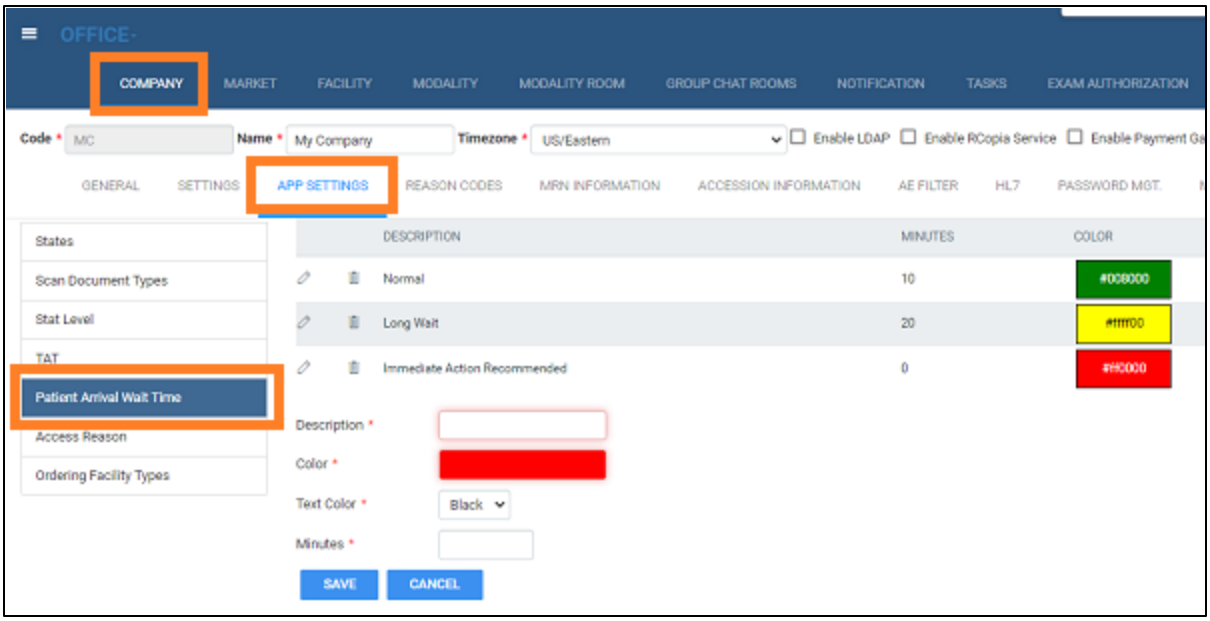
Add a study form to a patient record

Configure the wait time monitor

The wait time monitor appears in the upper right corner of the patient arrival worklist. It is similar to the TAT and STAT monitors on the traditional worklist, but indicates how long and how many patients have been waiting since sign-in on Patient Kiosk. By default, the monitor includes three time bands (10, 20, and 30 minutes), but you can change the number of bands, their colors, times, and descriptions.

Procedure

1. Go to SETUP > OFFICE > Office > COMPANY > APP SETTINGS.
2. In the left pane, select Patient Arrival Wait Time.



3. In the right pane:
    - To add a new band, at the bottom of the list, enter settings (such as Description and Color).
    - To edit an existing band, double-click it in the list, and change settings as needed.
4. Select SAVE.

Use Patient Kiosk as a patient

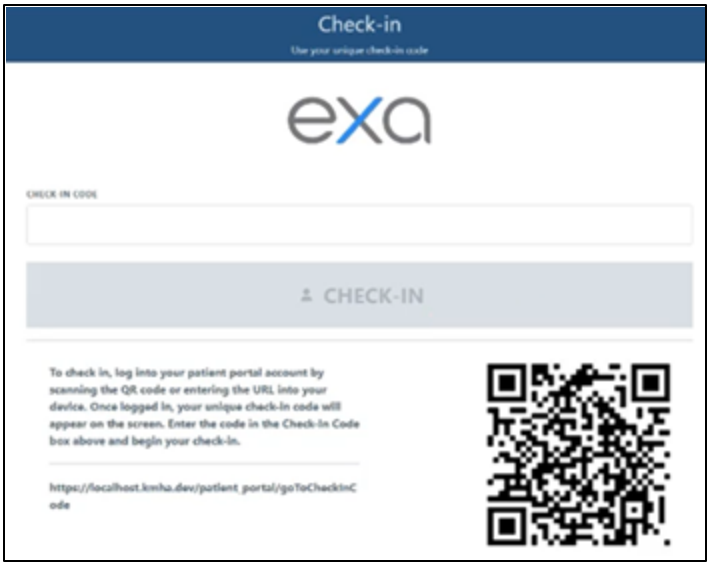
Main topic: Sign in as a patient.

Sign in as a patient

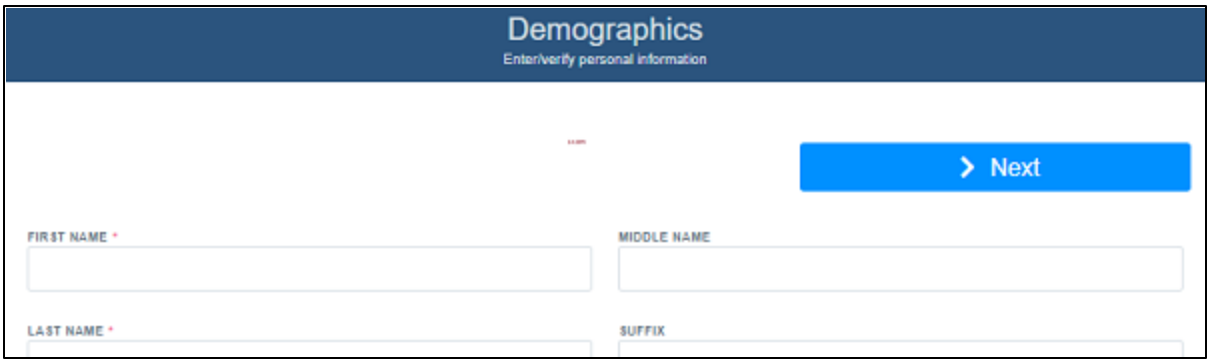
Patients can use Patient Kiosk to sign in at the point of care. To start, select a facility or type its name to search. Next:

Procedure

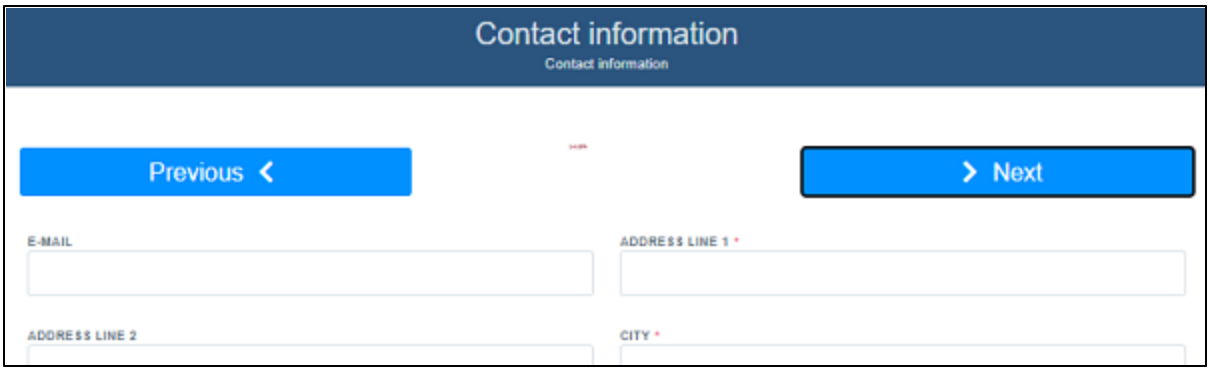
1. On the Welcome page, select the I agree to the HIPAA Privacy Notice checkbox, and then:
   - New patients: Select NEW PATIENT, and then skip to step 3.
   - Existing patients: Select EXISTING PATIENT.
2. On the Check-in page:



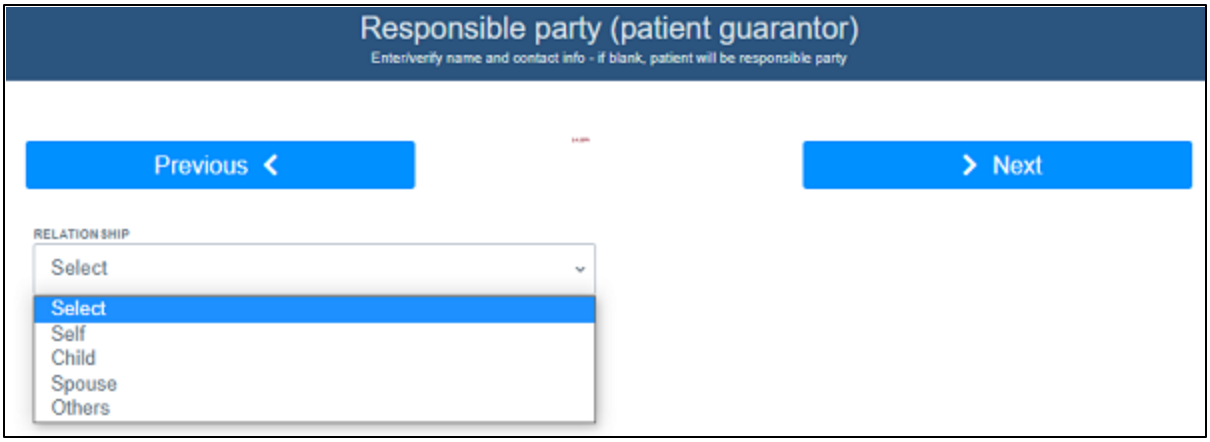
   a) Use the URL or QR code to sign in to your Patient Portal account.
   b) Copy the check-in code.
   c) Back on the Check-in page in the Kiosk, paste the check-in code in the box and select CHECK IN.
3. On the Demographics page, enter or edit your personal information, and then select Next.



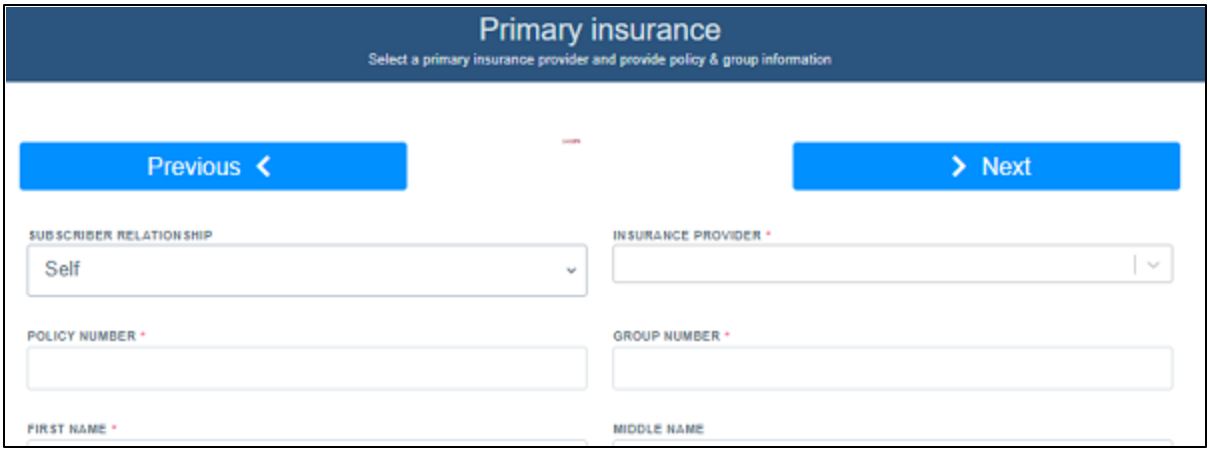
4. On the Contact information page, enter or edit your contact information, and then select Next.



5. On the Responsible party page, enter or edit information for the entity paying for the procedure, and then select Next.



6. On the Primary insurance page, enter or edit information for your primary insurance provider, if any, and then select Next.



Note: If you do not know the policy number or other details, you can leave them blank for now.

7. On the Secondary insurance page, enter or edit information for the secondary insurance provider, and then do one of the following.

- If the Submit button appears, select it to finish sign-in.
- Select Next, and continue to the next step.

8. On the Forms page:
   a. In the Who Is Signing list, select the signer.
   b. In the Name box, type the name of the signer.
   c. Select a form in the list, read/edit the form, and then select SAVE.
   d. Use your finger or stylus to sign your name in the signature box, and then select Save Signature.
   e. Repeat for all other forms in the list, and then select Submit.

Use Patient Kiosk as a healthcare staff member

As a healthcare staff member you can use Patient Kiosk to check in patients for appointments. To check in patients from the schedule book, see Check in a patient for an appointment. The following topics are available in this section.

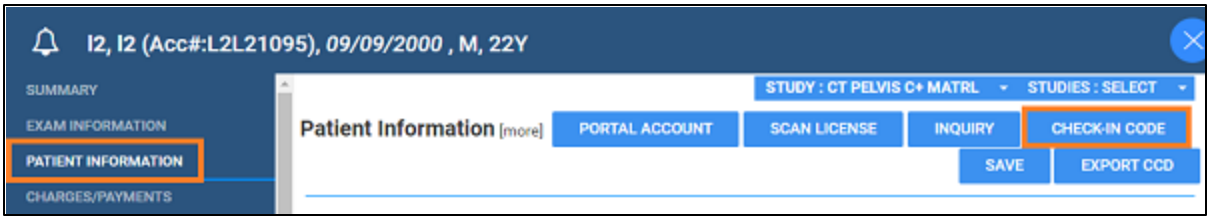
Generate a check-in code for a patient
What is the patient arrival worklist?
Check in a patient for a scheduled appointment
Check in a patient if new or their chart is not found
Check in a patient if demographics do not match
Check in a patient for a walk-in appointment

Generate a check-in code for a patient

To facilitate patients checking in for their appointments through Patient Kiosk, you can either configure a patient portal account (see Add or edit a patient's portal account), or provide them with a check-in code as follows.

Procedure

1. Go to Worklist > Edit Study screen > PATIENT INFORMATION.



2. Select CHECK-IN CODE.

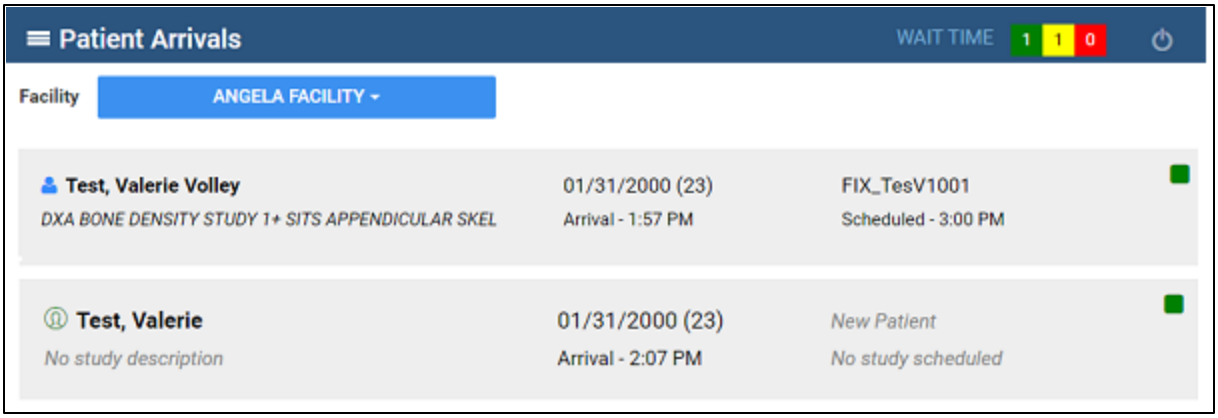
   Result: A dialog appears with the check-in code.



3. Send the code to the patient by using email, phone, or other means.

What is the patient arrival worklist?

The *patient arrival worklist* is a screen within Exa PACS|RIS that staff can use to manage the check-in process for patients who use Patient Kiosk. When a patient checks in for an appointment, a patient row is added to the patient arrival worklist. Staff confirm or update the information in each row, and complete the check-in. They can also take receipt of electronically signed patient intake forms, and perform other registration tasks.



The Patient Arrival Worklist

The symbols to the left of the patient name indicate the registration status.

	Existing patient, no verification required.
	New patient, or matching record not found. Requires searching for a matching record and/or verification.
	Sign-in information differs from the patient chart, requires verification.

The color of the square on each row of the patient arrival worklist indicates how long the patient has been waiting to be checked in. By default, the colors indicate the following wait times. To change the colors, see Configure the wait time monitor.

	Waiting for less than 10 minutes
	Waiting for up to 10 minutes
	Waiting for 11 to 20 minutes
	Waiting for 21 to 30 minutes

See also:

Check in a patient for a scheduled appointment
Check in a patient if demographics do not match
Check in a patient if their chart is not found
Check in a patient for a walk-in appointment

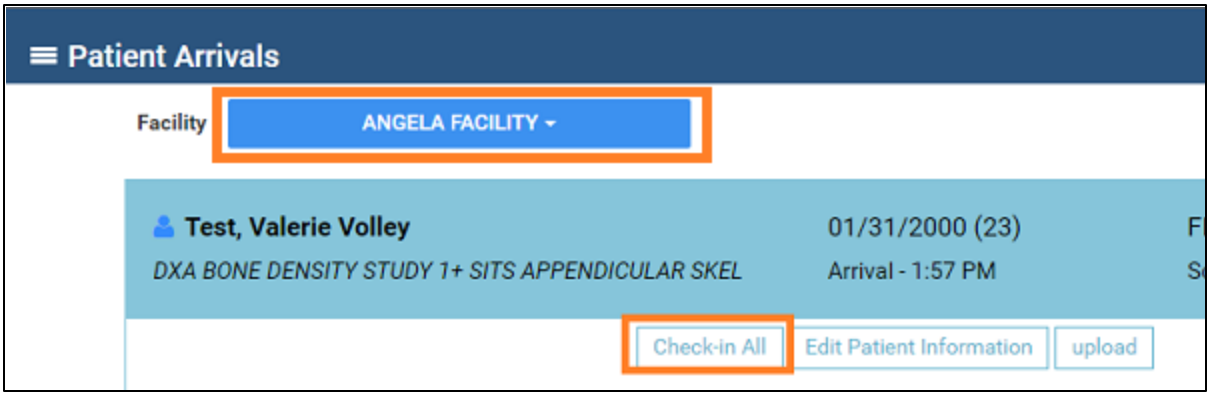
Check in a patient for a scheduled appointment

On Patient Arrival Worklist, if the patient symbol is blue, and has a study scheduled within the next 12 hours, you can check in that patient. If a patient has multiple studies scheduled for a single visit, all of the studies are checked in at once.

Prerequisite: Membership in a user group with access to Patient Arrival Worklist.

Procedure

1. Go to burger menu > PATIENT ARRIVAL WORKLIST.
2. In the Facility button list, select your facility.



3. Select the patient row to view patient information.

   The information is color-coded as follows.

Green	Information that the patient added or edited during check-in.
Black	Original, unchanged information.
(Parens)	Information prior to editing by the patient during check-in.

   If any is missing or incorrect, select Edit Patient Information to open the patient chart and make changes.

4. Optional: To attach documents to the chart, select Upload.
5. Select Check In All.

   The patient is checked in, and the row is removed from the patient arrival worklist.

See also:

Check in a patient if demographics do not match
Check in a patient if their chart is not found
Check in a patient for a walk-in appointment

Check in a patient if new or their chart is not found

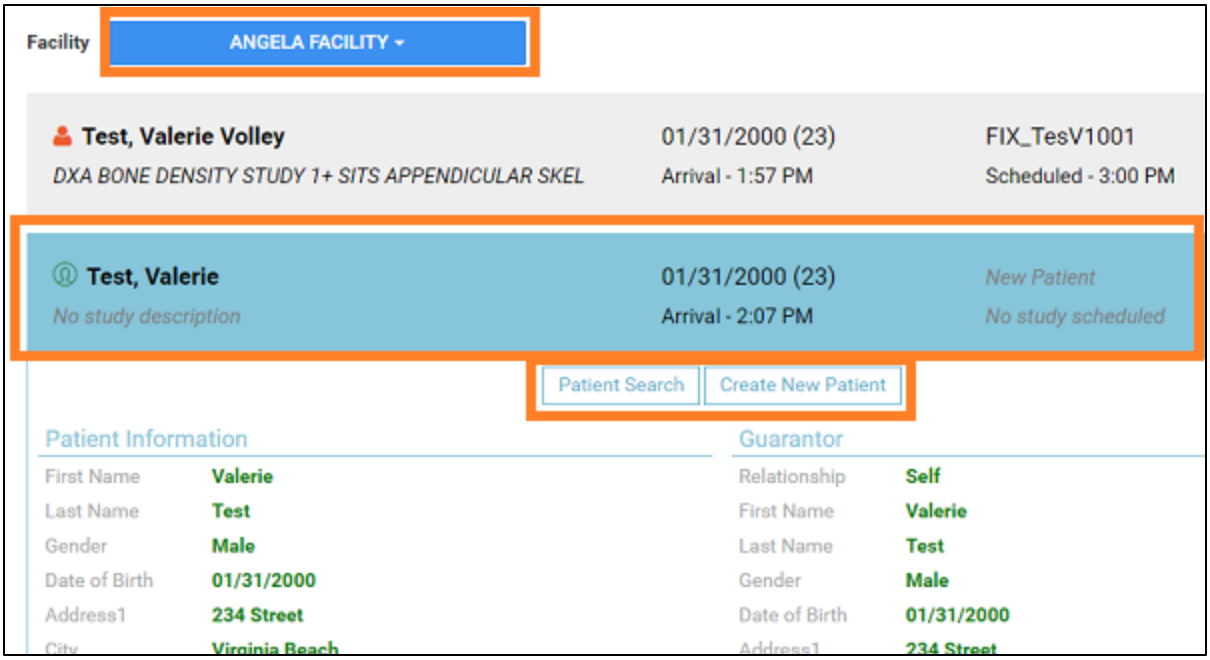
On Patient Arrival Worklist, if the patient symbol is green, the patient is either new or the information they provided could not be matched to a patient chart. For such patients you can manually search for and attach the patient chart or create a new patient chart directly from the patient arrival worklist.

Prerequisite: Membership in a user group with access to Patient Arrival Worklist.

Procedure

1. Go to burger menu > PATIENT ARRIVAL WORKLIST.

2. In the Facility button list, select your facility.
3. Select a patient row to view details.



4. If the patient is new, select Create New Patient, and then fill in the patient chart and save. If the Check-in All button appears, select it to complete the check-in. Otherwise, continue.
5. Select Patient Search.
6. In the Patient Search dialog, enter search criteria and then double-click a patient in the list of results.
7. Wait until the registration status changes, and if the Check-in All button appears, select it to complete the check-in. Otherwise, see Check in a patient if demographics do not match or Check in a patient for a walk-in appointment.

Check in a patient if demographics do not match

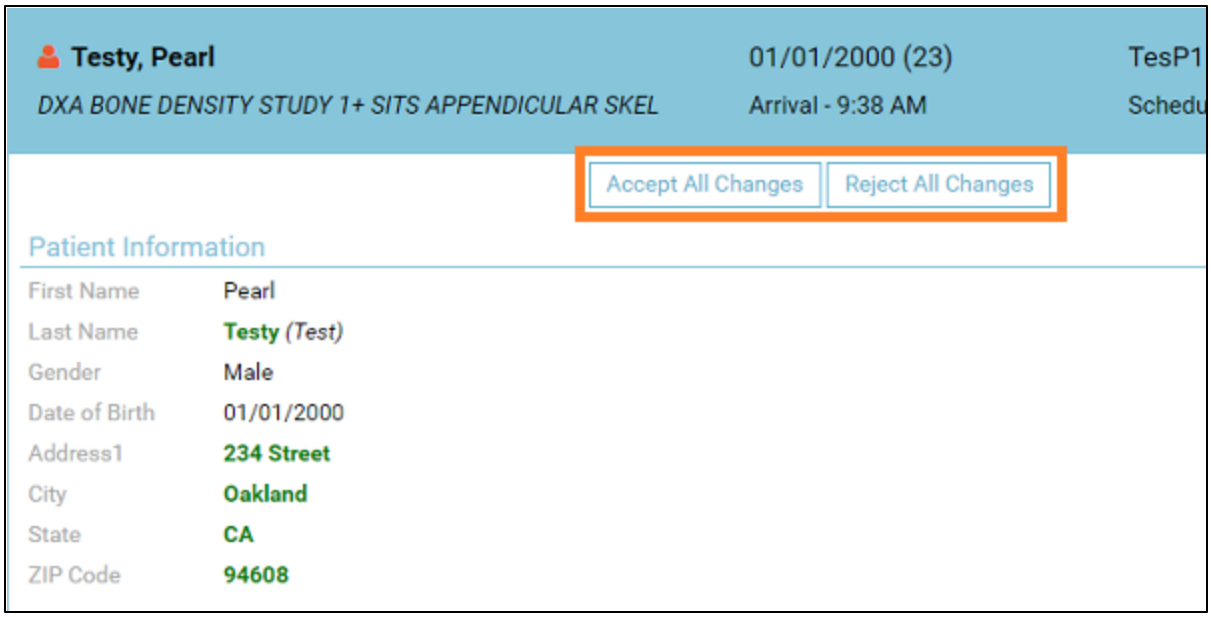
On Patient Arrival Worklist, if the patient symbol is red, the information the patient entered into the kiosk differs significantly from the scheduled appointment. For such patients you can accept all the information entered into the kiosk and automatically update the patient chart and study information accordingly, or you can reject all the information and automatically replace it with the original patient and study information.

Prerequisite: Membership in a user group with access to Patient Arrival Worklist.

Procedure

1. Go to burger menu > PATIENT ARRIVAL WORKLIST.
2. In the Facility button list, select your facility.

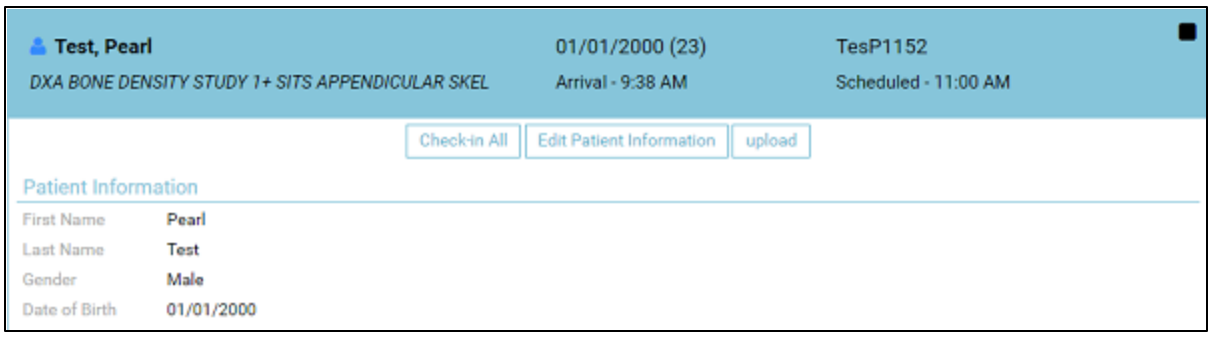
3. On the patient arrival worklist, select the patient row to view details.



The information is color-coded as follows.

Green	Information that the patient added or edited during check-in.
Black	Original, unchanged information.
(Parens)	Information prior to editing by the patient during check-in.

4. To update the patient chart and study information with the information displayed, select Accept All Changes.
5. To revert all information to the existing patient chart and study information, select Reject All Changes.



After selecting Reject All Changes

Note: If you want to accept some but not all changes, you can select Accept All Changes and then open the patient chart and make modifications.

6. Select Check-in All to complete the check-in.

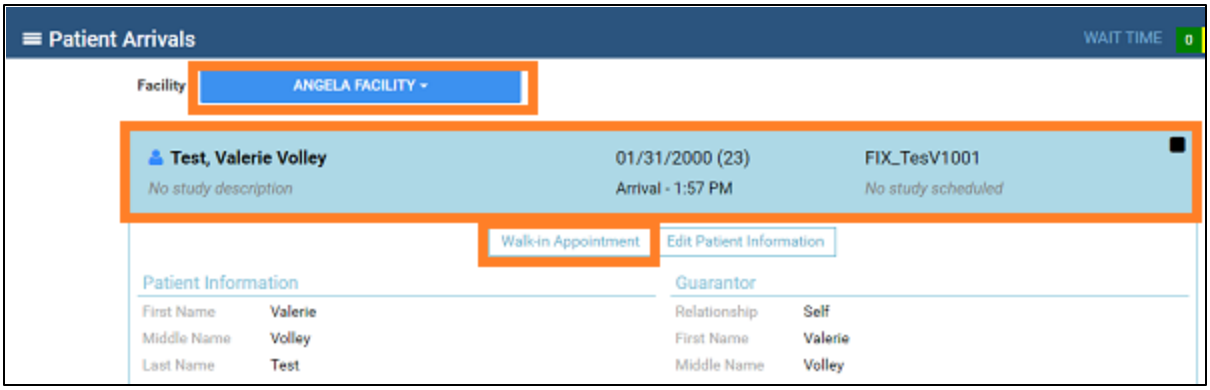
Check in a patient for a walk-in appointment

If a patient signs in to the patient kiosk who does not have an appointment, you can create a walk-in appointment for that patient. Walk-ins are considered exceptions and do not appear on the schedule book, but they do appear on the worklist so that staff can make accommodations.

Prerequisite: Membership in a user group with access to Patient Arrival Worklist.

Procedure

1. Go to burger menu > PATIENT ARRIVAL WORKLIST.
2. In the Facility button list, select your facility.
3. Select the patient row, and then select Walk-in Appointment.



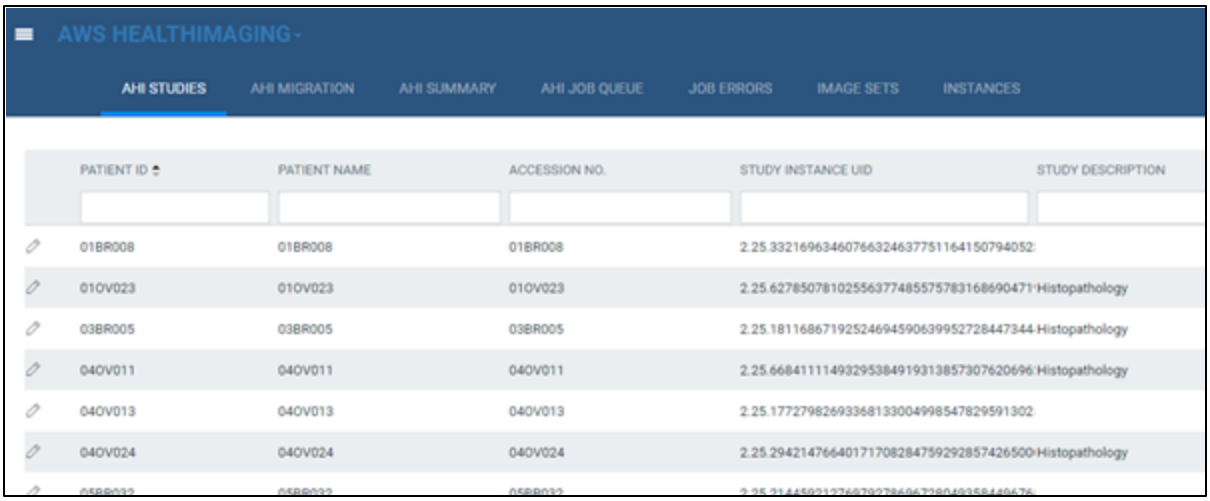
4. In the New Appointment screen, create an appointment in the usual manner (see A typical scheduling workflow).

Work with AHI

If your institution works with AWS HealthImaging, AHI services support the migration, tracking, and processing of DICOM data from various sources, including local and AHI-based file stores, while maintaining high availability and performance. With AHI, you no longer need to store archive discs on the local server. The following describes the screens that are available in Exa PACS|RIS related to these services.

Procedure

1. Go to burger menu > AHI.



2. Select from among the following tabs.

Setting	Description
AHI Studies	A list of all studies that are queued or imported through the AHI workflow.
AHI Migration	A list of all migration jobs and their current statuses. Batch Size: Type a value from 10 to 95% of the default batch size of 10 GB. This can help to optimize migration workloads.
AHI Summary	A high-level overview of all DICOMs and studies processed by the AHI module.
AHI Job Queue	A list of all AHI-related jobs, including both queued and completed ones.
AHI Job Errors	A list of all jobs that encountered errors or failed.
AHI Image Sets	A list of Shows all image sets generated after the DICOM import process.
Instances	A list of every instance that was imported through the AHI workflow.

Work with the patient chart

Exa PACS|RIS gives you full viewing access to patient demographics, and lets you add, edit, and import a patient chart (or an electronic medical record or EMR). The Edit Study screen contains much of the same information as the patient chart.

This chapter contains the following sections.

Find and open a patient chart
Create and modify a patient chart

Find and open a patient chart

This section contains the following topics (not all topics may be available depending on region and version).

Find a patient chart by entering search criteria
Find a patient chart by scanning a driver's license
Access confidential patient records (break the glass)
About VIPs

Find a patient chart by entering search criteria

You can find an existing patient chart by searching on various patient demographics.

Caution: For recommended security, please turn off Chrome autofill. A password and/or patient information is configured or used on this page.

Procedure

1. Go to PATIENT > SEARCH.

   Note: If the tab bar is hidden, select the arrow next to Patient to display it.

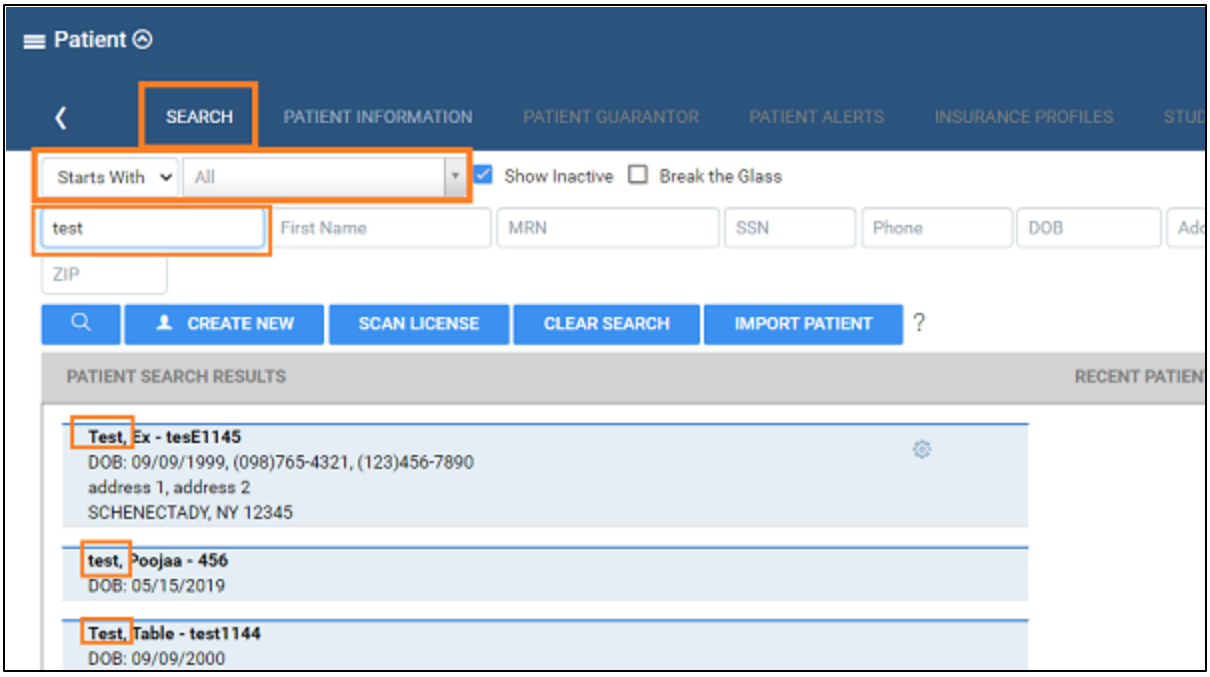
2. In the Starts With dropdown list, select a target for your search criteria.

   This target applies to all boxes in the search bar.

3. Optional: To narrow the scope of your search, in the All dropdown list, type or select a search filter (these are typically facilities).

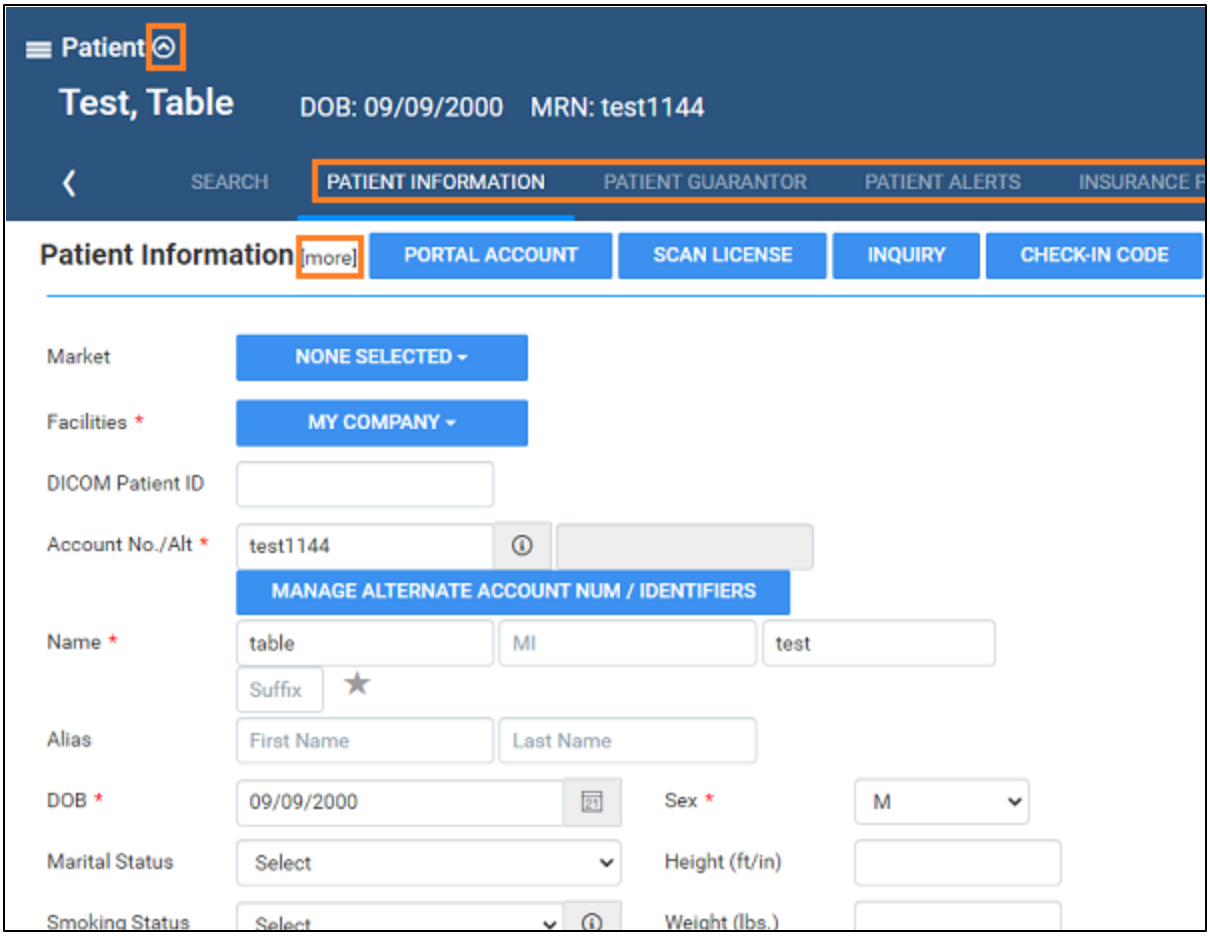
4. In the search bar, in one or more of the boxes, type one or more characters as search criteria.

   Result: Patient charts matching your criteria appear in the list.



5. Double-click a patient row, such as Test, Table in the figure above.

   Result: The patient chart opens to the Patient Information tab.



6. To view more fields, click [more].
7. To view more pages, next to the Patient page title, select , and then select a tab (such as PATIENT GUARANTOR, or INSURANCE PROFILES)

See also:

Create a patient chart
Find a patient chart by scanning a driver's license
Edit basic patient information
Edit other patient information

Find a patient chart by scanning a driver's license

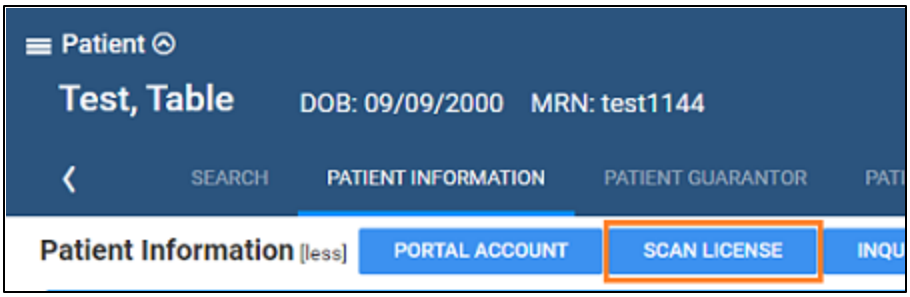
You can find an existing patient chart by scanning a driver's license.

Procedure

1. Go to PATIENT > SEARCH.

Note: If the tab bar is hidden, select the arrow next to Patient to display it.

2. Select SCAN LICENSE.



3. Use your barcode reader to scan the driver's license.

   The results appear in the PATIENT SEARCH RESULTS list.

Access confidential patient records (break the glass)

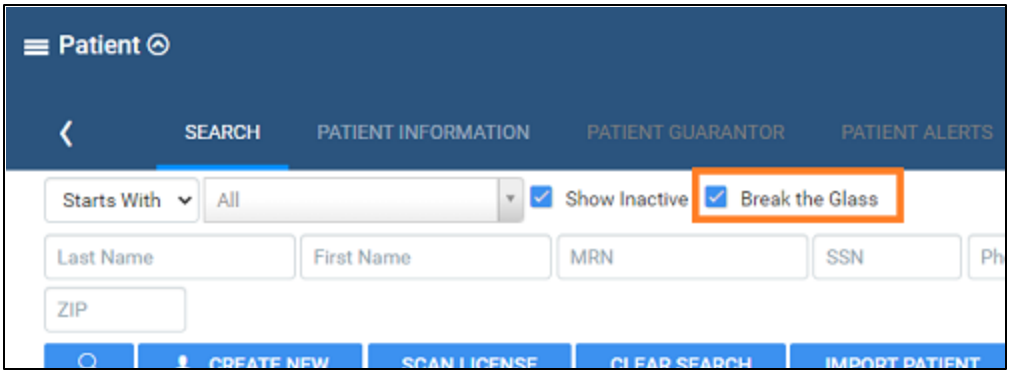
In emergencies you can use the Break the Glass function to open patient records that are usually off limits. All Break the Glass operations are added to the audit trail report. Users of type Associated Patients Only can also "break the glass" from the New Appointment screen. To "break the glass" in the patient search screen or on the physician's portal, follow the steps below.

Prerequisites:

- Configure access reasons (see App settings).
- Obtain the Break the Glass user right (see Create a user role).

On the patient chart search screen

1. Go to PATIENT > SEARCH, and select the Break the Glass checkbox.



2. Find a patient chart in the usual manner.

On Physician Portal

1. On the My Exams worklist, select the Break the Glass checkbox.
2. In the Break the Glass Warning dialog, use the search tools to find a patient, and then double-click the patient record.

3. In the second Break the Glass Warning dialog, in the Access Reason list, select a justification for accessing the confidential record.
4. In the Verify Your Credential boxes, type your portal sign-in credentials, and then select ACCEPT.

   Result: Studies for the selected patient appear in the My Exams screen.

About VIPs

VIPs (very important patients) are patients who the facility wants to identify for special consideration by healthcare staff. For non-VIP patients, a gray star appears next to their names on the worklist, the patient chart, and other areas of the program. With the appropriate rights, you can select the VIP star in the patient chart to change it to a solid star and thereby designate the patient as a VIP.

Create and modify a patient chart

This section contains the following topics (not all topics may be available depending on region and version).

Create a patient chart
Import a patient chart
Edit basic patient information
Edit other patient information
About the PID, MRN, and account numbers
Configure alternate account number functionality
Add alternate account numbers to a patient chart
Manage studies in the patient chart
Assign a guarantor for a patient
Send reports from the patient chart
Merge patient charts
Move DICOM studies between patient charts
Manage study forms in the patient chart

Create a patient chart

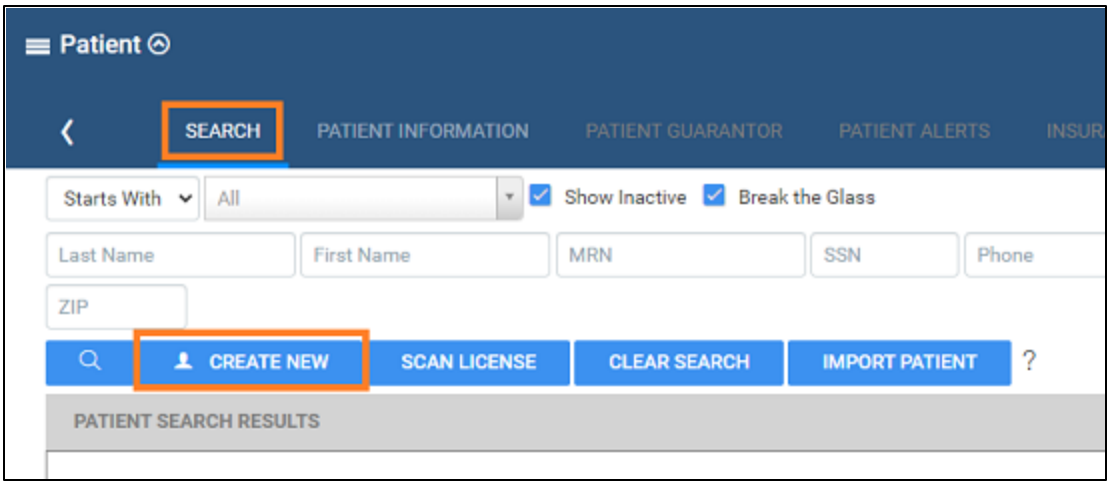
You can import a patient chart, or create one by following the steps below.

Caution: For recommended security, please turn off Chrome autofill. A password and/or patient information is configured or used on this page.

Procedure

1. Go to PATIENT > SEARCH > CREATE NEW.

   Note: If the tab bar is hidden, select the arrow next to Patient to display it.



2. Enter information in the PATIENT INFORMATION tab as described Edit basic patient information.
3. Select CREATE PATIENT.

4. Enter information in other tabs by referring to Edit other patient information.

Import a patient chart

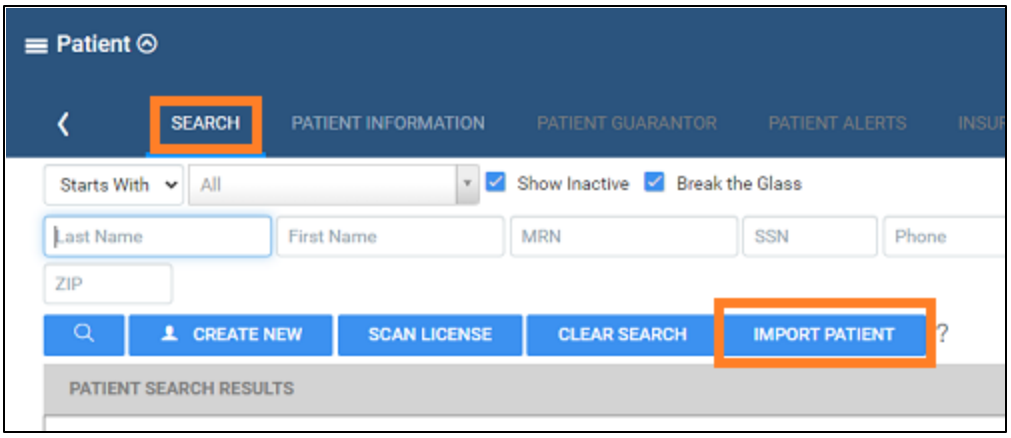
You can import a patient chart (.CSV) into Exa PACS|RIS. If the patient chart already exists in Exa PACS|RIS, the imported chart can update the existing one, or become a new record.

Note: To view which options must be present for the update to be successful, select the help ? button on the right side of the PATIENT IMPORT button.

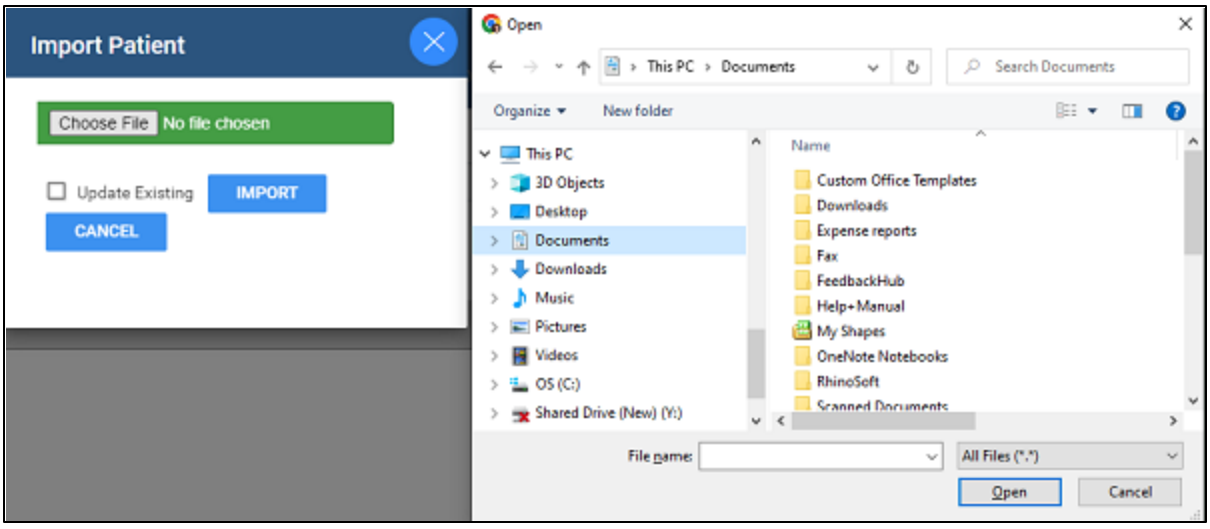
Procedure

1. Go to PATIENT > SEARCH > IMPORT PATIENT.

   Note: If the tab bar is hidden, select the arrow next to Patient to display it.



2. In the Import Patient dialog, select Choose File, and then browse for and select the file containing the patient record.



3. Optional. To update an existing patient record, select the Update Existing checkbox.

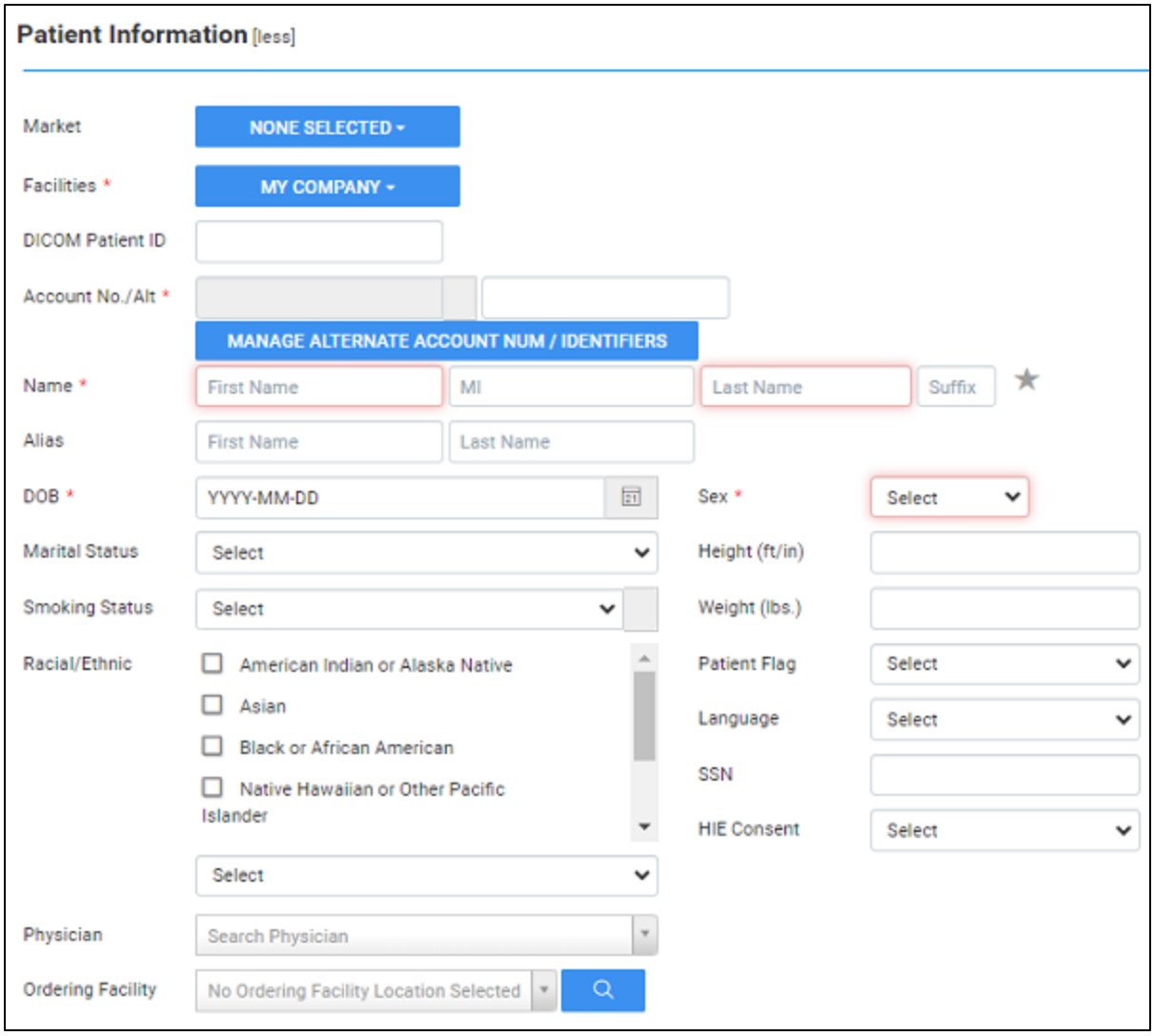
4. Select IMPORT.

Edit basic patient information

You can edit or add the basic information described below to a patient chart. You can also access these same settings from an order tab in the Edit Study screen.

Procedure

1. Go to PATIENT > SEARCH.
2. Find and open a patient chart (see Find a patient chart by entering search criteria).
3. On the PATIENT INFORMATION tab, type or select information for the following options.



Actual settings may vary by region and version

Setting	Description
Market	Select the markets that serve the patient.

Setting	Description
Facilities	Select facilities that serve the patient.
DICOM Patient ID	Type the PID or patient MRN.
Account No./Alt.	Type the patient's account or alternate account number. See About the PID, MRN, and account numbers
Name	Type the patient's first, and last name. Optional: Type the middle name, middle initials, and/or suffix.
/	Grey = Non-VIP. Click to change to Yellow (VIP).
Alias	Type first and last aliases.
DOB	Select the patient's date of birth.
Marital Status	Select the patient's marital status.
Smoking Status	Select the patient's smoking status.
Racial/Ethnic	Checkboxes: Select all that apply. Dropdown list: Select the Hispanic or Latino ethnicity or non-ethnicity.
Physician	Select the patient's primary physician.
Ordering Facility	Available when using Mobile RAD. Select the ordering facility location or contact that serves the patient.
Sex	Select the sex of the patient.
Height/Weight	Type the patient's height and weight.
Patient Flag	Select a patient flag.
Language	Select the patient's preferred language.
HIE Consent	Select whether the patient has consented to release of demographics and medical data through a Health Information Exchange for treatment, payment, and health care operations purposes.
Select [more] next to words Patient Information to view the following settings	
License No./Province	Type the patient's driver's license number, and select the issuing state.
Exp. Date	Select the expiration date of the driver's license.
Emp. Status	Select the patient's employment status.
Employer Name	Type the name of the patient's employer.
Emp. Address	Type the street address of the patient's employer.
City/Province/Postal	Type or select the city, state or province, and ZIP or postal code of the patient's employer.
Phone/Fax	Type the phone and/or fax number of the patient's employer.
Reason for Death	If the patient is deceased, select the checkbox and then select the reason for death in the dropdown list.
Notes	Type any notes you wish to include in the chart.
Users Assigned	Dynamically search for and select a user to assign to the patient, and then click the add button. Optional: Repeat to assign more users.
Home Address	Enter the patient's primary contact information. SMS / Email Consent: Select whether the patient consents to be contacted by SMS text and/or email.
Contact Information	Enter the patient's secondary contact information.

4. Select SAVE.

See also:
Edit other patient information
Create a patient chart

Edit other patient information

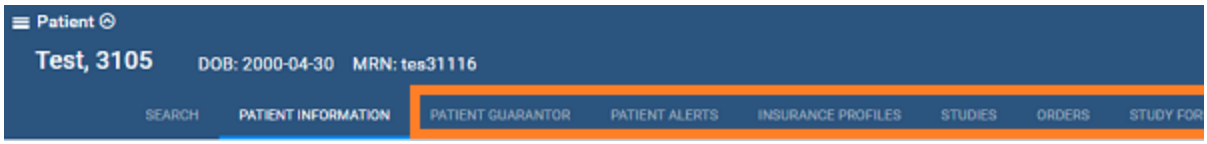
In addition to basic patient information, you can enter a wide range of other patient-related information in the patient chart. Most of this information is mirrored in the Edit Study screen, giving you access to it through multiple workflows. To enter or edit this other information from a patient chart:

Procedure

1. Go to PATIENT > SEARCH.
2. Find and open a patient chart (see Find a patient chart by entering search criteria).

   Note: If the tab bar is hidden, select the arrow next to Patient to display it.

3. Select a tab and then enter settings.



Not all tabs shown

Refer to the descriptions and topics shown for details.

Patient Chart Tab	Topic
PATIENT GUARANTOR	Assign a guarantor for a patient
PATIENT ALERTS	Assign or remove patient alerts
INSURANCE PROFILES	Add or edit an insurance profile
STUDIES	Manage studies in the patient chart
ORDERS	Double-click an order in the list to open it in the Edit Study screen.
STUDY FORMS	Add a study form to a patient record
DOCUMENTS	View or add patient documents
PAYMENT HISTORY	View payment history and print receipts
ALLERGIES	Add allergy information
ACTIVITY LOG	View activity logs
NOTES	Enter notes and reasons for study Open the call log

See also:

Edit basic patient information
Create a patient chart
Find a patient chart by entering search criteria

About the PID, MRN, and account numbers

The patient ID (PID) is usually the same as the MRN or account number. When they differ, it often is because the PID comes from DICOM sources and the account number comes from RIS sources. This can happen when an incoming DICOM study with an existing PID conflicts with a receiver rule, and Exa RIS compensates by creating a unique account number. Also, staff often enter account numbers manually when creating preorders for new patients, because no PID would exist yet.

Alternate account numbers

Patients receive a different MRN, PID, or account number when they undergo exams at different facilities. When Exa PACS|RIS receives such external studies, you can merge them into the master patient record by linking the external MRNs, PIDs, or account numbers as *alternate account numbers* of the Exa PACS|RIS account number (see Add alternate account numbers to a patient chart). The benefits of this are:

- The viewer opens images from all records at once
- Any subsequently incoming studies having one of the account numbers are automatically linked to the other account numbers
- Helps prevent duplicate patient records
- Reduces the need to merge patient records

Merge patient charts

As an alternative to using alternate account numbers, if two patient charts are accidentally created for a single patient, you can merge the charts. See Merge patient charts.

Move DICOM studies between charts

Besides merging entire patient records with alternate account numbers, you can also move individual DICOM studies from one chart to another. See Move DICOM studies between patient charts.

About issuers of PID

An *issuer* is the primary system (such as an EMR) that an institution uses to generate account numbers for their medical records. As such, it is not specific to a facility. For example, one institution could have 10 facilities, but only 3 account number systems (issuers). When importing or migrating customer medical records into Exa PACS|RIS in such cases, specifying issuers and alternate account numbers ensures that patients with duplicate primary PIDs/MRNs can be added without conflicts.

For more information on PIDs and alternate account numbers, see Configure alternate account number functionality.

Configure alternate account number functionality

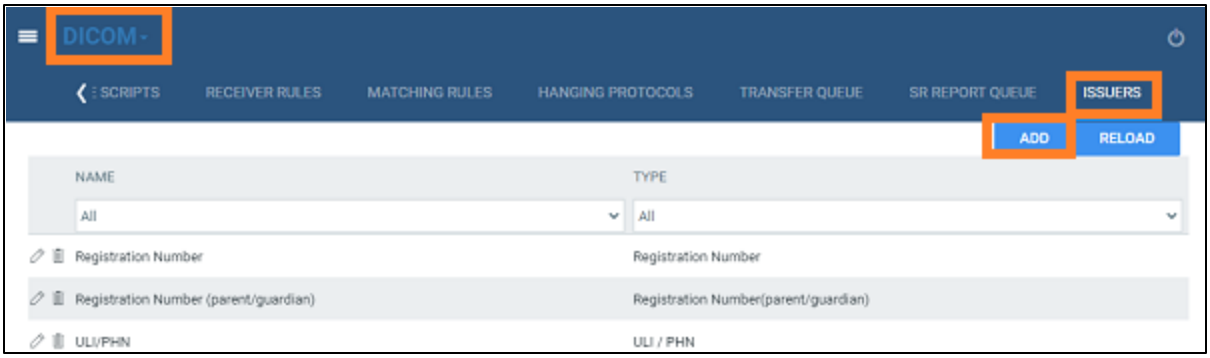
To be able to use alternate account numbers, perform the following procedures. Alternate account numbers can be PIDs or MRNs, and in Canada they can also be ULI/PHNs or registration numbers.

Configure an issuer of a PID

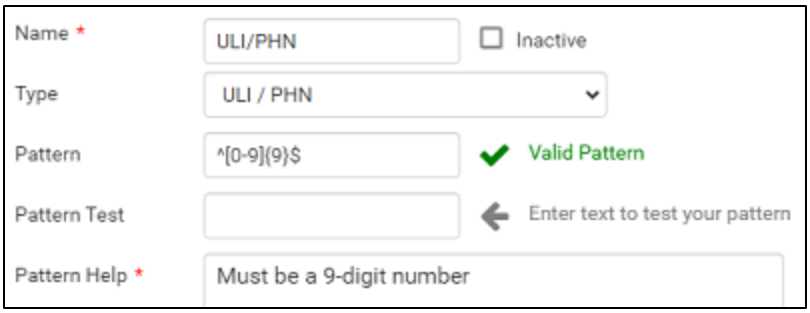
The *issuer of a PID* is an alias for the facility that assigned the incoming PID (or MRN, ULI/PHN, registration number, or account number). You must configure an issuer of a PID in advance for each facility whose PIDs you want to use as alternate account numbers.

Some issuers require a standardized formatting for account numbers. You can prevent users from entering invalid account numbers by typing a regular expression against which the account number must match. Exa PACS|RIS will validate all future account number entries against your regular expression.

1. Go to SETUP > OFFICE > DICOM > ISSUERS.



2. On the > ISSUERS select ADD.



3. Type a Name for the issuing entity, and select a Type.
4. Optional. In the Pattern box, type a regular expression. Exa PACS|RIS will prevent users from adding PID/account numbers that fail to match the expression.

   Example 1.Type the pattern: AB?

   Means: PIDs and account numbers must start with AB and be followed by one character, such as AB1, ABC, and ABz.

   Example 2. Type ^[0-9]{9}$

   Means: Nothing in front of the number, a digit from 0 to 9, 9 instances of such a digit, nothing after the number.

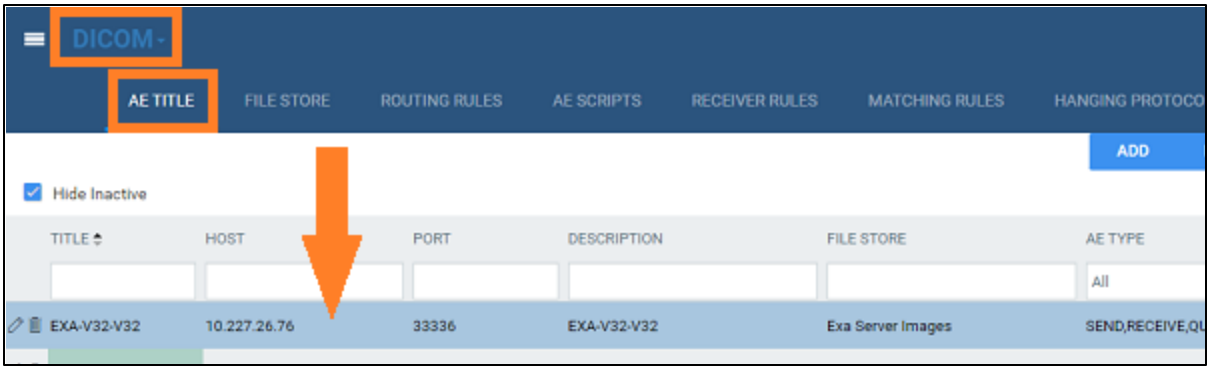
5. Optional: In the Pattern Test box, type a known alternate account number to make sure it matches your regular expression.

6. In the Pattern Help box, type the requirements for the number to help the user.
7. Select SAVE.

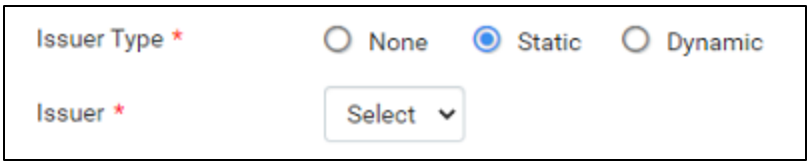
Designate AEs to use alternate account numbers

For each application entity that receives studies whose account numbers (or MRNs, PIDs) you want to use as alternate account numbers, configure the following:

1. Go to SETUP > OFFICE > DICOM > AE TITLE.
2. Double-click an AE in the list to open it.



3. Under Issuer Type, select Static or Dynamic. If you select Static, in the Issuer dropdown list, select the issuer.

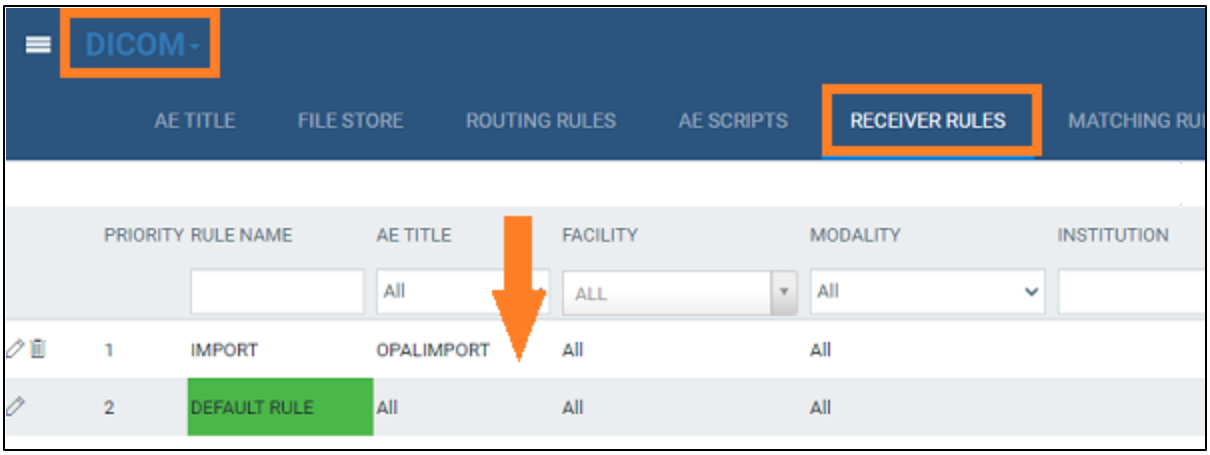


4. Select SAVE.

Configure a receiver rule for use with alternate account numbers

For each relevant receiver rule:

1. Go to SETUP > OFFICE > DICOM > RECEIVER RULES.
2. Double-click a receiver rule in the list to open it.



3. Under Rule Information and Filter, select the Issuer of Alternate Account Number checkbox.



4. Select SAVE.

See also:

About the PID, MRN, and account numbers
Add alternate account numbers to a patient chart

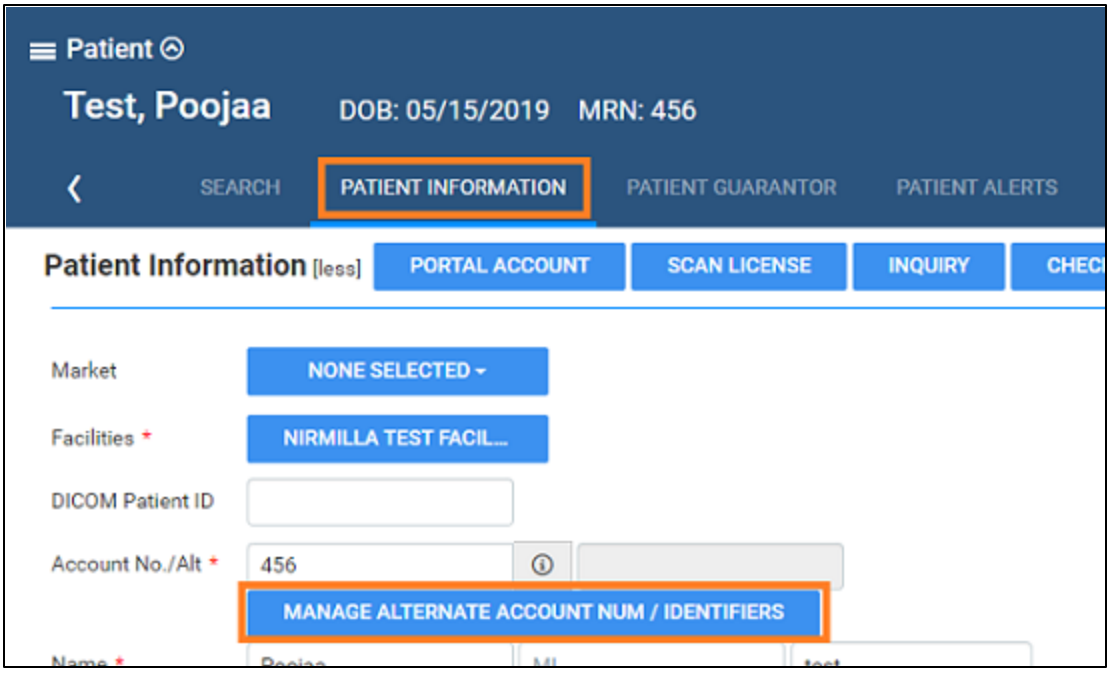
Add alternate account numbers to a patient chart

By adding alternate account numbers to an existing patient chart you can link multiple charts or records from the same patient together. Complete the following steps.

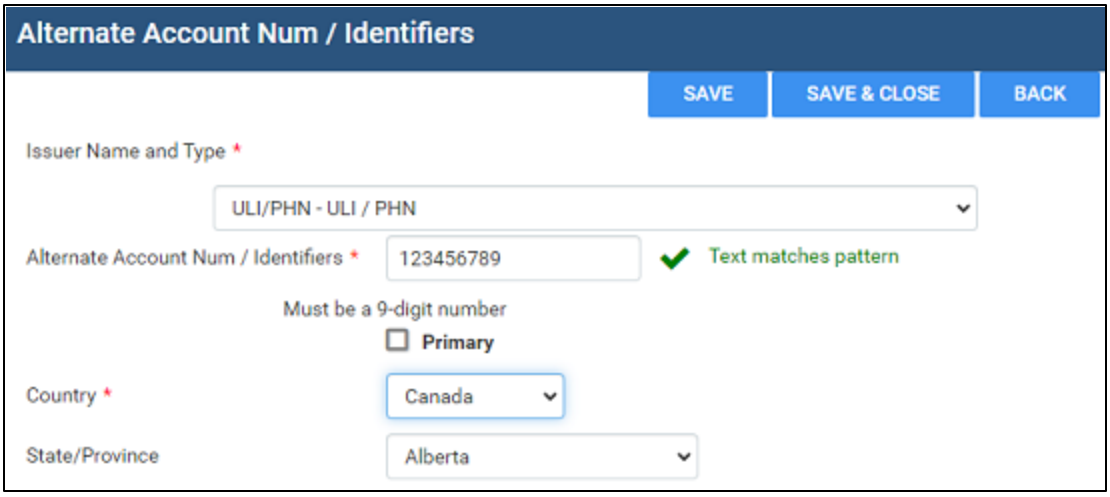
Prerequisite: Configure alternate account number functionality.

Procedure

1. Open the patient chart to which you want to add alternate account numbers (see Find a patient chart by entering search criteria).
2. On the PATIENT INFORMATION tab, select MANAGE ALTERNATE ACCOUNT NUM/IDENTIFIERS.



3. In the Alternate Account Num/Identifiers dialog, select ADD.
4. In the Issuer Name and Type dropdown list, select an option, and then type the alternate account number or identifier.



5. If using multiple alternate account numbers, select the Primary checkbox if you want the current number to be the primary one.
6. Select the country and state/province where the number is valid.
7. Select SAVE.

   You can repeat this procedure to add multiple alternate account numbers.

See also:

[About the PID, MRN, and account numbers]

[Configure alternate account number functionality]
[Merge patient charts]

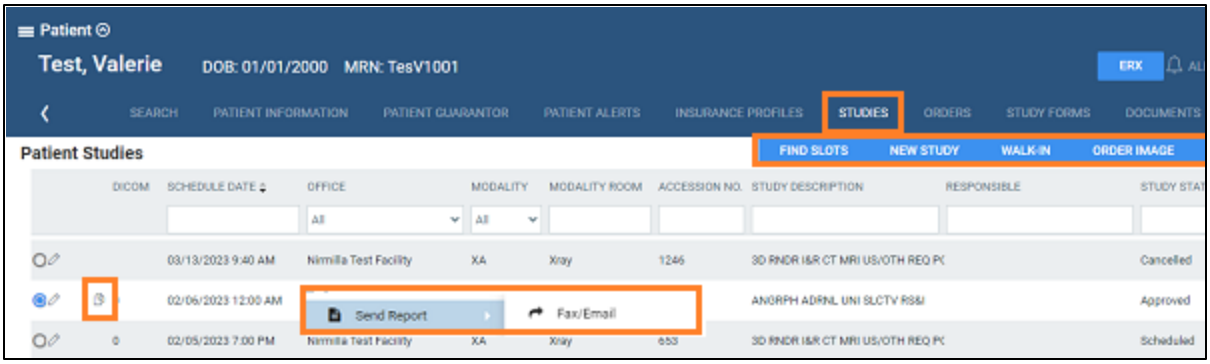
Manage studies in the patient chart

From the STUDIES tab of the patient chart you can create, schedule, and view payment status of prior or future studies of the patient.

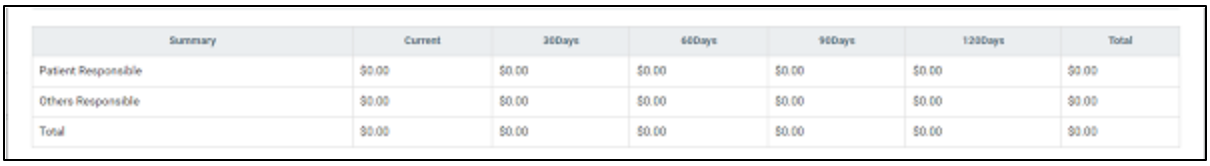
Procedure

1. Go to PATIENT > SEARCH.
2. Find and open a patient chart (see Find a patient chart by entering search criteria).

   Note: If the tab bar is hidden, select the arrow next to Patient to display it.



Main screen



Payment status summary at bottom of screen

3. On the STUDIES tab, perform one or more of the following tasks.

Task	Topic
Find, view, and edit a study	Search for a study in the list. Double-click a study to open it in the Edit Study screen.
View approved reports	Select the approved report button of a study.
View payment status	An aggregate summary of study payments appears at the bottom of the screen.
Fax/Email approved reports	Right-click an approved study, point to Send Report and select Fax/Email. See also Send reports from the patient chart.
View the claim inquiry screen	Right-click a study that has claim history, and then select Claim Inquiry.
Schedule an ordered study	Right-click an unscheduled study, and then select Schedule Appointment to open the study in the Find Slots screen (see Use the Find Slots feature).
Create a study for the patient	Select one of the following: NEW STUDY: See Enter appointment information

Task	Topic
	WALK-IN: See Schedule a walk-in appointment
Order images	1. Select a study whose images you want to order in the list, and then select ORDER IMAGE. 2. Select the patient and/or physicians to whom to send the images. 3. Type sending methods and notes, and then select PLACE ALL ORDERS.

Assign a guarantor for a patient

If the patient requires a guarantor for legal or insurance purposes, you can add one to the patient's chart. You can also do this from the Edit Study screen (see Add or edit a patient guarantor).

Procedure

1. Find an open the patient's chart.
2. On the PATIENT GUARANTOR tab, select ADD.
3. Enter the information for the guarantor, and then select SAVE.

See also:

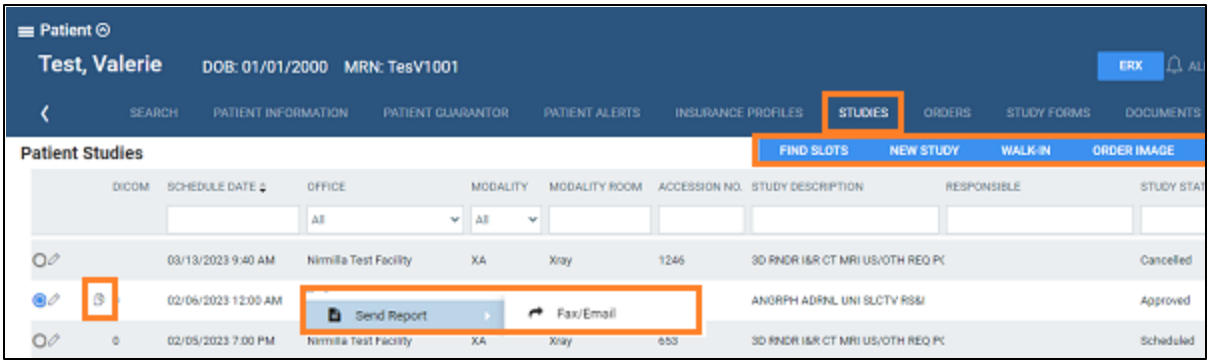
Edit other patient information

Send reports from the patient chart

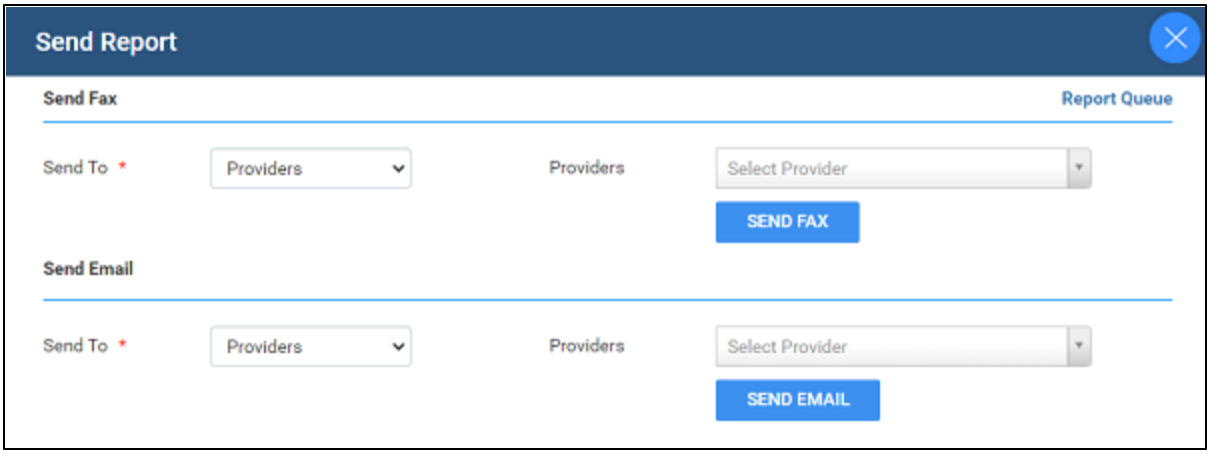
You can send approved reports by email or fax directly from the patient chart to other providers and other related parties.

Procedure

1. Open a patient chart, and then select the STUDIES tab.



2. In the list of studies, right-click a study containing an approved report, select Send Report, and then select Fax/Email.



3. In the Send Report dialog, in the Send Fax and/or Send Email sections:

   a. In the Send To dropdown list, select a category of recipient.

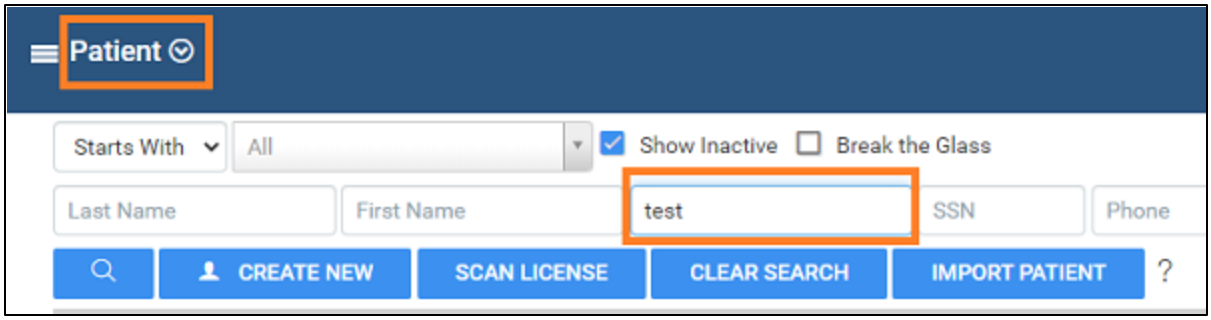
   b. In the dropdown list on the right, select an individual recipient.

4. Select SEND FAX and/or SEND EMAIL.

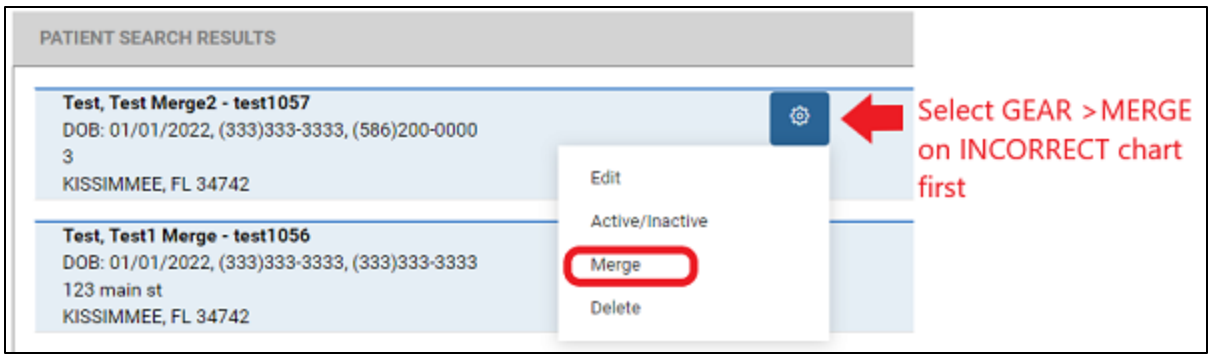
Merge patient charts

As an alternative to using alternate account numbers, if two patient charts are accidentally created for a single patient, you can merge the charts.

1. Go to PATIENT > SEARCH.
2. In the MRN box, enter the account number of the records to merge.



3. In the list of results, select the row containing the *incorrect* patient chart, hover and select the settings button, and then select Merge.

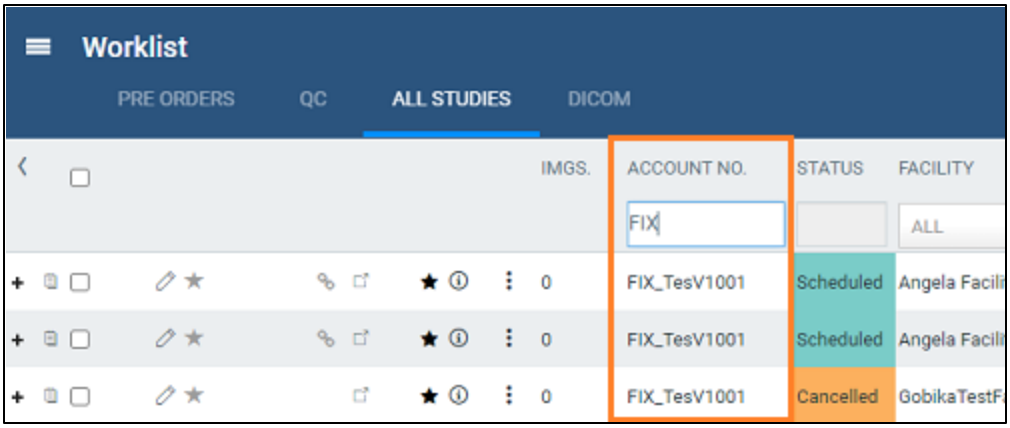


4. Repeat the previous two steps for the row containing the *correct* patient chart.
5. In the Patient Merge screen, confirm the contents of the merge and then select MERGE.

Merge a "FIX_" study

If the DOB, gender, first name, and last name of a new patient chart are the same as an existing one, Exa PACS|RIS prepends "FIX_" to the account number in the worklist. You can fix these by merging them with the existing chart. This can occur in such cases as a name change due to marriage or divorce, an updated account number, or an error in patient entry.

1. On the search bar of the worklist, in the ACCOUNT NO. box, type `FIX` and then select Enter.



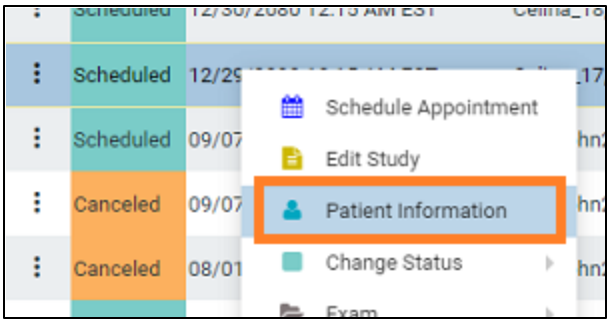
2. In the list of results, copy the account number (without the "FIX_" prefix) of a study.
3. Paste the account number in the ACCOUNT NO. box, and then select Enter.
4. In the list of results, compare the "FIX_" record with the other to determine whether they are for the same patient.
5. If the same, merge the records by following the earlier procedure.

Move DICOM studies between patient charts

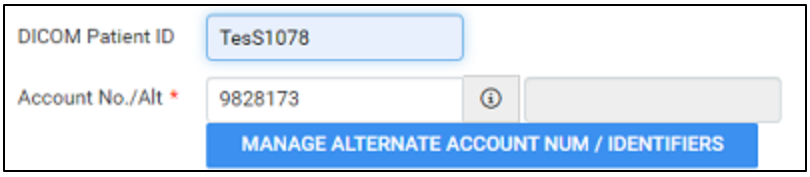
DICOM studies can sometimes accidentally appear in the wrong patient chart. If you need to move selected (or all) DICOM studies from one patient chart to another, follow this procedure.

Procedure

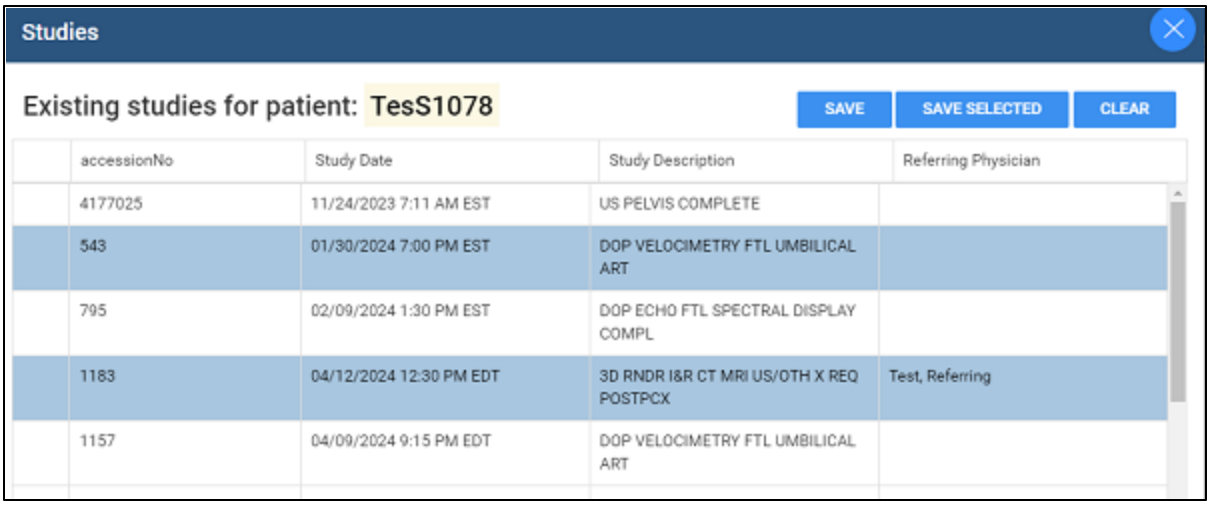
1. Determine the correct account number for the studies.
2. On the worklist, right-click a study to move and select Patient Information.



3. In the DICOM Patient ID box, type the correct account number, and then press Tab.



4. In the Existing studies for patient list, select studies you want to move.



5. Select one of the following:

   SAVE - Move all studies.
   SAVE SELECTED - Move selected studies.

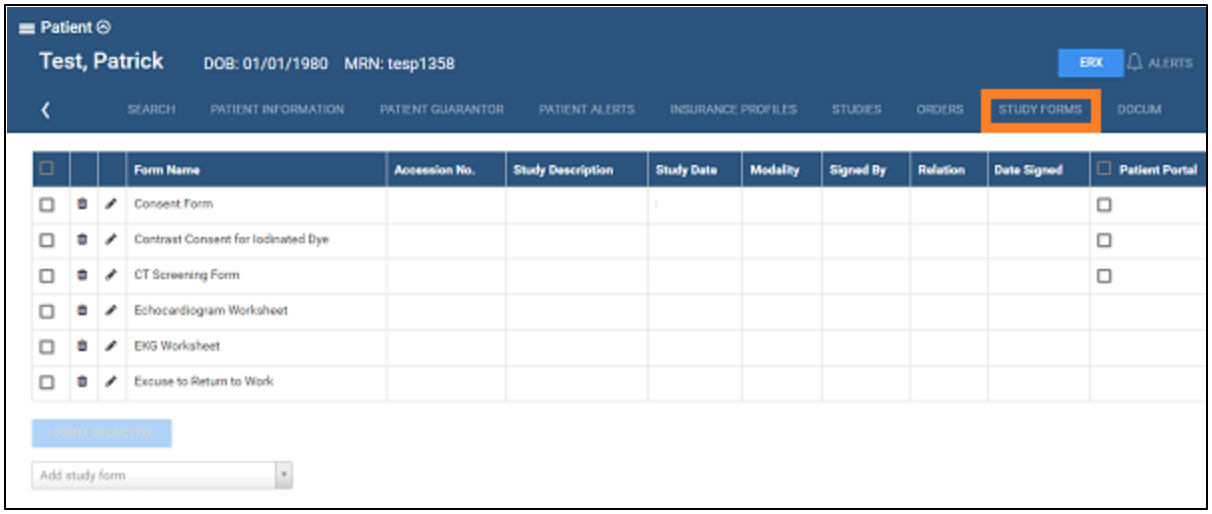
Manage study forms in the patient chart

The patient chart includes a list of all study forms that were ever added to the patient's studies. From this list you can fill in and delete forms, or make them available on Patient Portal.

Note: One advantage of adding study form here in the patient chart is that the form becomes associated with all subsequent studies of that patient. This can be useful for forms such as for HIPAA that the patient only needs to sign once.

Procedure

1. Open the patient's chart.
2. Select the STUDY FORMS tab.



3. On the Study Forms tab, you can do the following:
   - To print forms, select their checkboxes and then select PRINT SELECTED.
   - To add a form to the patient chart, select it in the Add study form dropdown list.
   - To fill in a form, select its edit button.
   - To make a form available on Patient Portal, select its checkbox in the Patient Portal column.

See also:

Add a study form to a study
Create a study form

Work with Exa Mobile

Exa Mobile (mobile radiology) is a set of features that provides ordering facilities and contracted mobile radiology providers tools to order, dispatch, and bill for mobile radiology services. This chapter contains the following sections.

Configure Exa Mobile
Exa Mobile workflow
Mobile billing

Configure Exa Mobile

The topics in this section provide guidance on configuring Exa Mobile.

Konica Minolta staff: To enable and configure Exa Mobile for the customer, see "Configure Exa Mobile" in the configuration manual.

This section contains the following topics (not all topics may be available depending on region and version).

Configure Exa Mobile users
Assign a mobile schedule template for a technologist
Configure ordering facilities for Exa Mobile
Add a POS map
Configure vehicles
Configure study statuses for mobile radiology

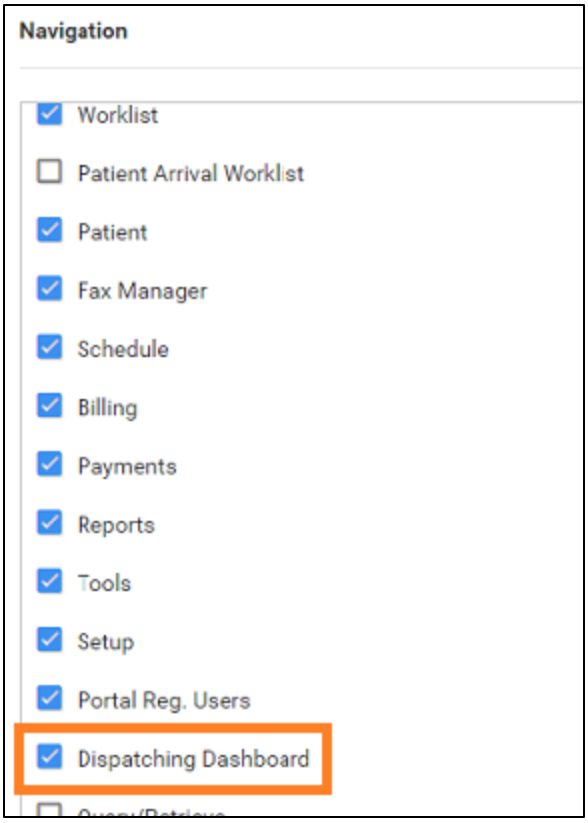
Configure Exa Mobile users

Configure certain users of Exa Mobile as follows.

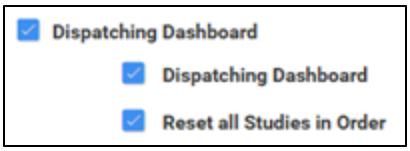
Dispatchers and facility administrators

For dispatchers, facility administrators, or other users who may need it, grant access to the dispatching dashboard.

1. Go to SETUP > OFFICE > User Management > USER GROUPS.
2. Double-click the user group to modify (e.g. Facility Admin).
3. Under Navigation, select Dispatching Dashboard.



4. On the USER ROLES tab, open the user to modify, and then select the Dispatching Dashboard rights.



Technologists

Configure technologists in the normal manner, and then for each technologist:

- Assign a mobile schedule template.
- Go to TOOLS > MOBILE RAD, download mobilerad.apk, and send to the technologists. Referring to the Mobile Rad user's manual, technologists can use this file to install and use the app on their Android device.
- Send the technologists the company code, found in the SETUP > OFFICE > COMPANY > Code box.
- Send the technologists the hostname, which is the URL to Exa PACS|RIS.

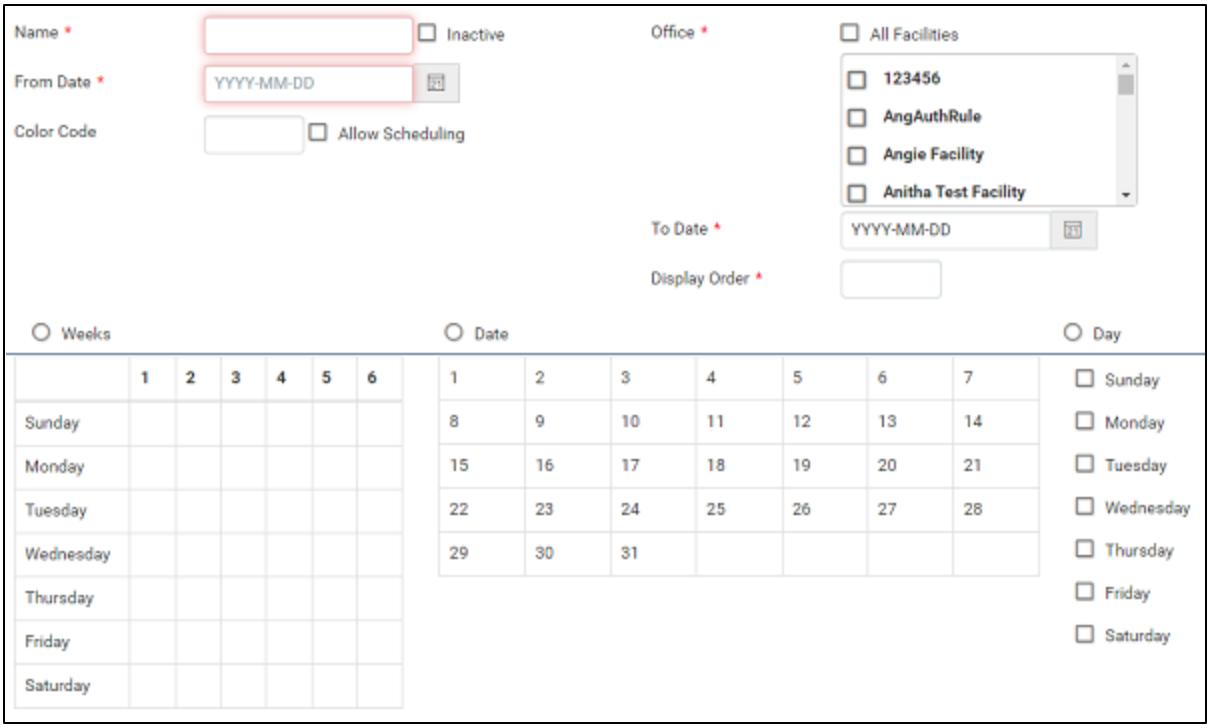
Assign a mobile schedule template for a technologist

Mobile schedule templates are the "office hours" for technologists performing mobile radiology exams. You must assign a mobile schedule template for any technologist you want to dispatch for mobile radiology.

Procedure

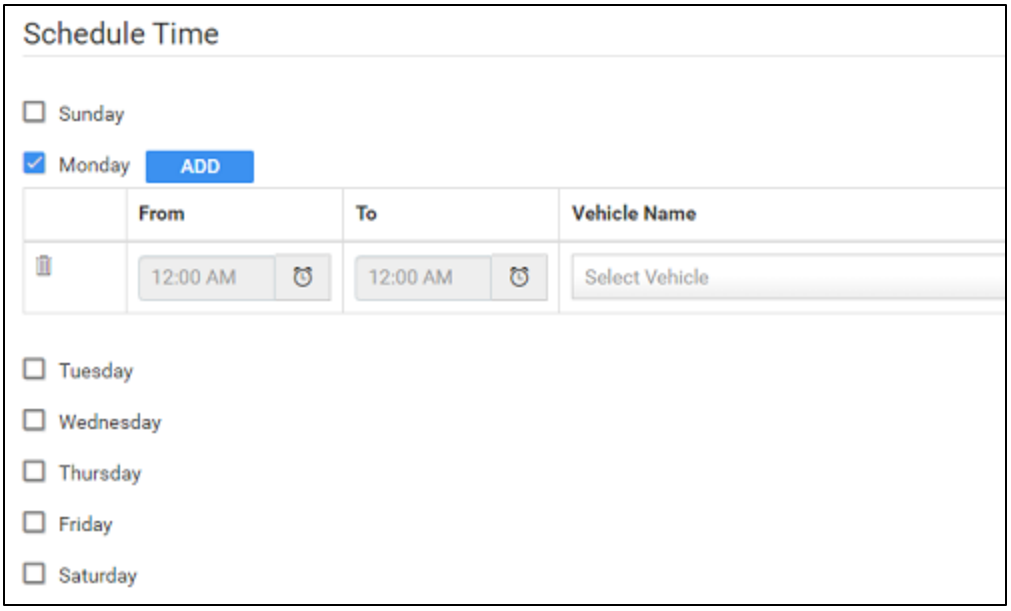
1. Go to SETUP > OFFICE > Providers & Resources > RESOURCE.
2. In the list of resources, double-click a technologist resource.

3. On the MOBILE SCHEDULE TEMPLATES sub-tab, select NEW TEMPLATE.
4. Enter the following settings.



Setting	Description
Name	A name for the schedule template.
From Date	The date from which the technologist is available.
Color Code	Click in the box, and then select a color to help identify the technologist on various worklists.
Allow Scheduling	Select to enable scheduling of the technologist for exams.
Office	Select facilities to which the technologist is associated.
To Date	Select the date up to which the technologist is available (set far in the future unless you know the exact date).
Display Order	The order in which the technologist appears in lists.
Weeks/Date/Day	Select time ranges during which the technologist is available for dispatch.

5. Under Schedule Time, configure specific hours of availability.



6. Select SAVE & CLOSE.

Configure ordering facilities for Exa Mobile

To work with Exa Mobile (mobile radiology)

- Add a facilityAdd a facility, and under Required Fields for Creating a Preorder, select Requesting Date and Ordering Facility.
- Configure ordering facilities (or Import ordering facilities), and Add locations or contacts to ordering facilities.

Notes about Ordering Facilities (OFs)

- When configuring an OF in the topic above, make sure to configure any credentialed technologists or credentialed radiologists for access to restricted locations such as prisons.
- It is possible to have two OFs per study. For example, one OF can order the study, but the patient may reside at the other OF (and technologist would be dispatched to that OF to conduct the exam).

Add a POS map

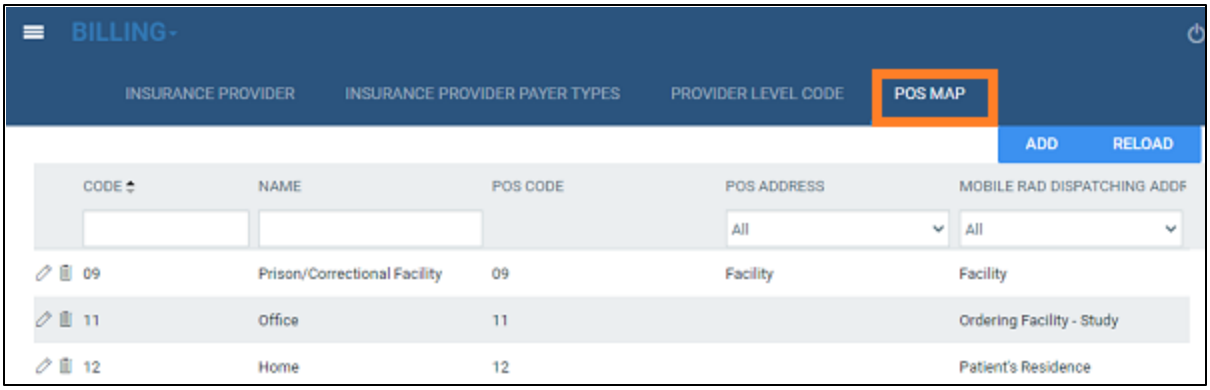
With a *POS* (*place of service*) *map*, you can select default locations to which to dispatch mobile radiology orders from providing entities. For example, an ordering facility might typically dispatch its orders to the patient's residence rather than its own location, and you can preconfigure this arrangement by using a POS map.

Notes:

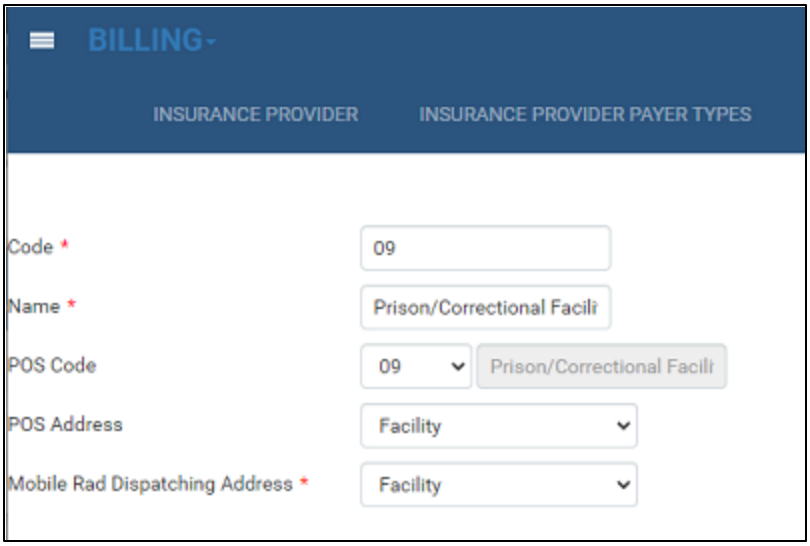
- When you create an ordering facility, you can select a default POS map.
- The POS map serves to provide the correct address for claims, and the correct address for dispatching the technologist.
- The POS map associates industry standard POS codes with *physical addresses* that you want to use.

Procedure

1. Go to SETUP > OFFICE > Billing > POS MAP.



2. Select ADD, and then enter the following settings.



Setting	Description
Code	Your internal code.
Name	A name for the place of service. These names appear in dropdown lists when you need to select a place of service.
POS Code	The formal standardized code for the POS.
POS Address	Select the address needed for the claim.
Mobile Rad Disp. Address	[See below]

3. In the Mobile Rad Dispatching Address dropdown list, select one of the following.

Setting	Description
Facility	Dispatch to the address of the Facility.
Ordering Facility - Study	Dispatch to the OF address selected for the study.
Ordering Facility - Patient	Dispatch to the OF address selected for the patient.
Ordering Physician	Dispatch to the address of the ordering physician.

Setting	Description
Patient Residence	Dispatch to the address of the patient.

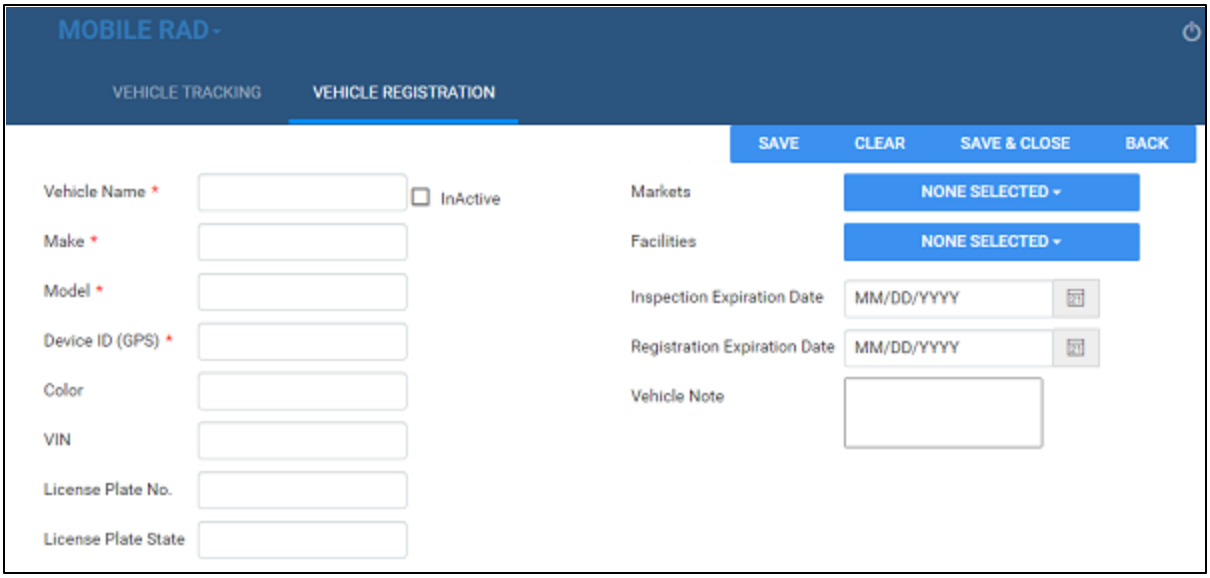
4. Select SAVE.

Configure vehicles

You must register any vehicles that you use for mobile radiology. Perform this procedure for each vehicle in your fleet.

Procedure

1. Go to SETUP > OFFICE > Mobile RAD.
2. On the VEHICLE REGISTRATION tab, select ADD.



3. Enter any of the following settings that apply.

Setting	Description
Vehicle Name	Type any name.
Make	Type the manufacturer of the vehicle.
Model	Type the model of the vehicle.
Device ID (GPS)	Type the ID number of the GPS device for the vehicle.
Color	Type the color of the vehicle.
VIN	Type the vehicle identification number of the vehicle.
License Plate No.	Type the license plate number of the vehicle.
License Plate State	Type the state that provided the license plate.
Markets	Select the markets where the vehicle is used.
Facility	Select facilities for which the vehicle is used.
Inspection Expiration Date	Select the date of next required inspection.
Registration Expiration Date	Select the date of expiration of the vehicle registration.

Setting	Description
Vehicle Note	Types notes.

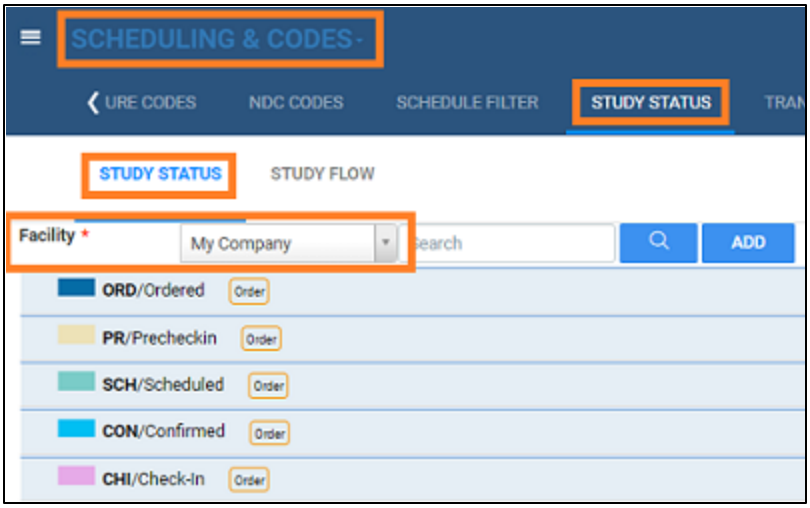
4. Under Equipment Type, select the plus + button, and then in the Equipment dialog, enter settings for each piece of radiology equipment in the vehicle.
5. Under Maintenance, select the plus + button, and then in the Maintenance dialog, enter vehicle maintenance information.
6. Under Location, select the plus + button and then enter settings for each location where the vehicle is parked on particular days.
7. Select SAVE.

Configure study statuses for mobile radiology

Before using the dispatching dashboard, you must configure the following three study statuses and add them to a study flow. Other statuses are customizable.

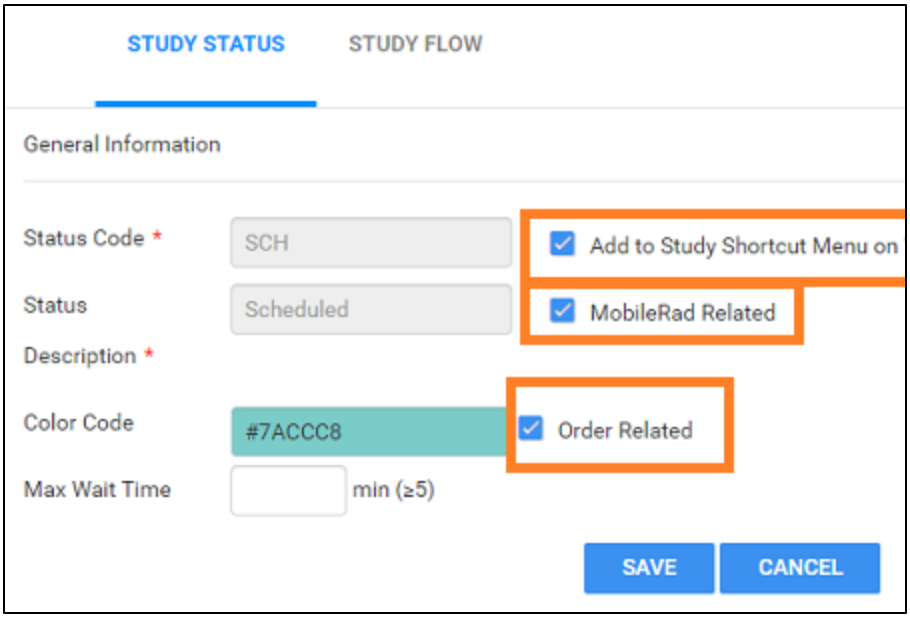
Status	Code
Assigned	AS
Accepted	ASAC
Rejected	RJ

1. Go to SETUP > OFFICE > Scheduling & Codes > STUDY STATUS.
2. In the Facility dropdown list, select your facility.



3. To add a status, select ADD and enter relevant settings (see Configure study statuses).
4. For each status in the list related to mobile orders, select the Add to Study Shortcut Menu on Worklist, MobileRad Related, and Order Related checkboxes.

Note: Selecting MobileRad Related allows the technologist to change the study status in the Mobile Rad app.



5. Select SAVE.
6. On the STUDY FLOW tab, add the three statuses (Accepted, Assigned, and Rejected) to a study flow for Exa Mobile.

Exa Mobile workflow

The topics in this section describe a typical workflow for entering and fulfilling orders.

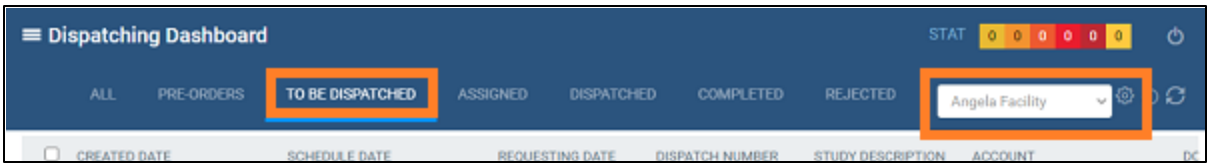
Create a new order for dispatch
Assign and dispatch an order
Add an order to an existing dispatch
After assignment
Group orders by dispatch ID

Create a new order for dispatch

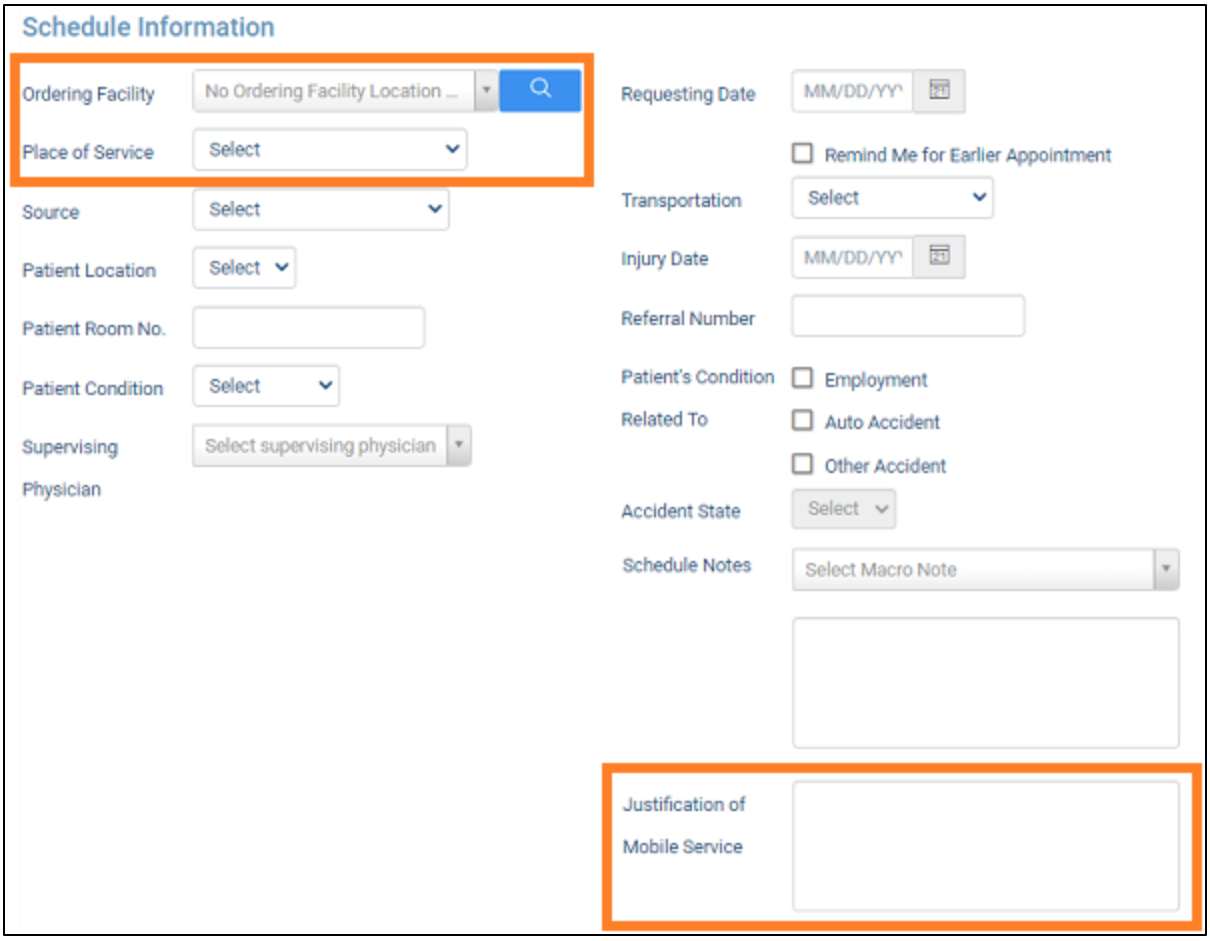
You can create mobile radiology orders in the same manner as other orders from the worklist or schedule book, or you can use the procedure below to create an order from the dispatching dashboard. The Pre-Orders tab in the dispatching dashboard shows all studies in the Ordered status regardless of whether they were entered from the schedule book, worklist, or dispatching dashboard.

Procedure

1. Go to Burger Menu > DISPATCHING DASHBOARD > TO BE DISPATCHED.
2. In the upper right corner, select a facility, and then select the New Order button.



3. In the New Appointment screen, find a patient and schedule a study as you normally would, but note the following on the APPT. INFO. tab under Schedule Information.

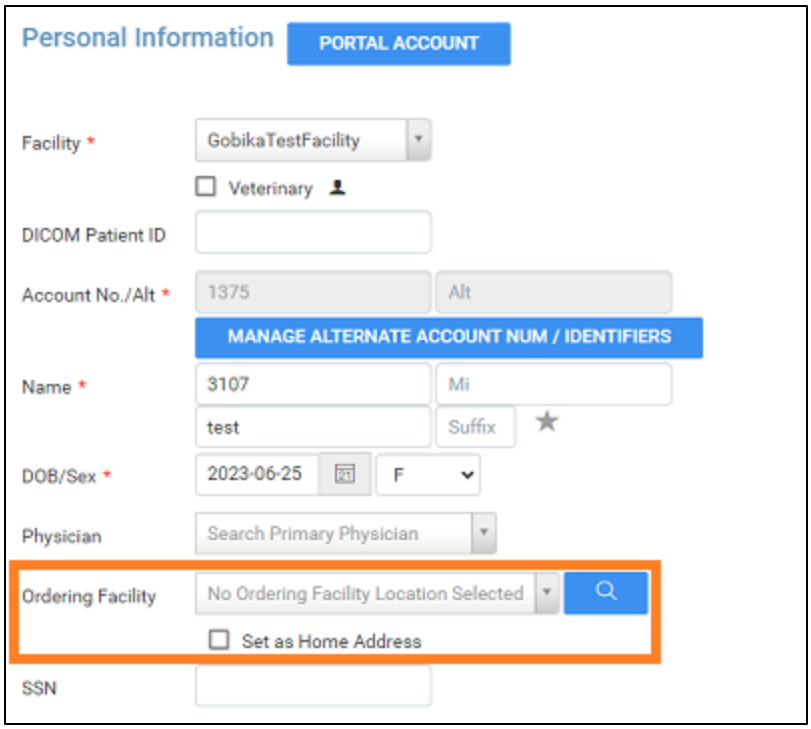


Setting	Description
Ordering Facility	Required: Select the ordering facility location that orders the exam. This is called the *study level ordering facility*. Note: All locations and contacts for each ordering facility appear as separate options in the dropdown list. Take care to select the correct location.
Place of Service	Required: Select the ordering facility location where the exam is performed (where the patient is located). The options and default value in this dropdown list are defined by the default POS map, if one was specified for the selected ordering facility. See Add a POS map.
Technologist	Do not select a technologist here. Assign the technologist later in the dispatching dashboard.
Justification of Mobile Service	A note to the technologist.

4. Optional: If the patient lives at the OF (such as a nursing home), set the *patient level ordering facility*.
   a. At the top of the screen, select Show Details to open the patient information.
   b. Select the ordering facility.
   c. Select Set as Home Address.

Note:

- This is a case where an order has two OFs, one OF that orders the study and one OF where the study is performed.
- The *study level ordering facility* is the OF ordering the exam.
- The *patient level ordering facility* is an OF where the patient resides.



5. Select CREATE ORDER.

   Result: The order appears on the TO BE DISPATCHED tab.

6. Continue to Assign an order.

Assign and dispatch an order

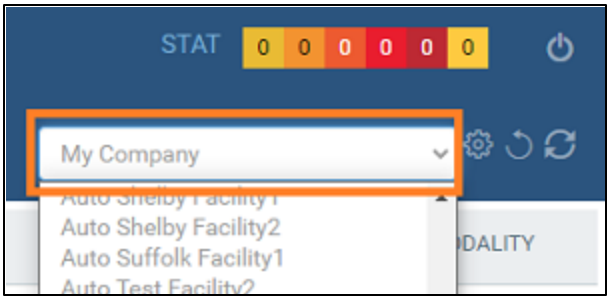
All studies that do not have a technologist or vehicle assigned in an Ordered, Scheduled, Confirmed, or other related status appear in the To Be Dispatched tab. To initiate these orders, you assign them to a technologist or vehicle by following the procedure below to create a new dispatch. If you want to add the order to an open (existing) dispatch, see Add an order to an existing dispatch.

Notes:

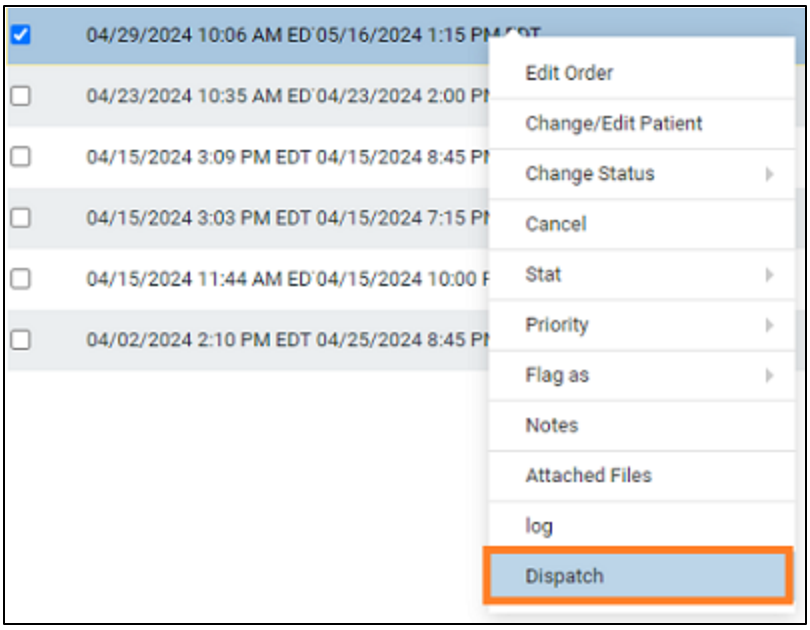
- The dispatching dashboard lists *orders*, whereas the normal worklist lists *studies*. For example, one item on the TO BE DISPATCHED tab can contain multiple studies. Consequently, the order status can sometimes differ from that of the normal worklist.
- Just like the normal worklist, you can double-click an order to open the Edit Study screen.

Procedure

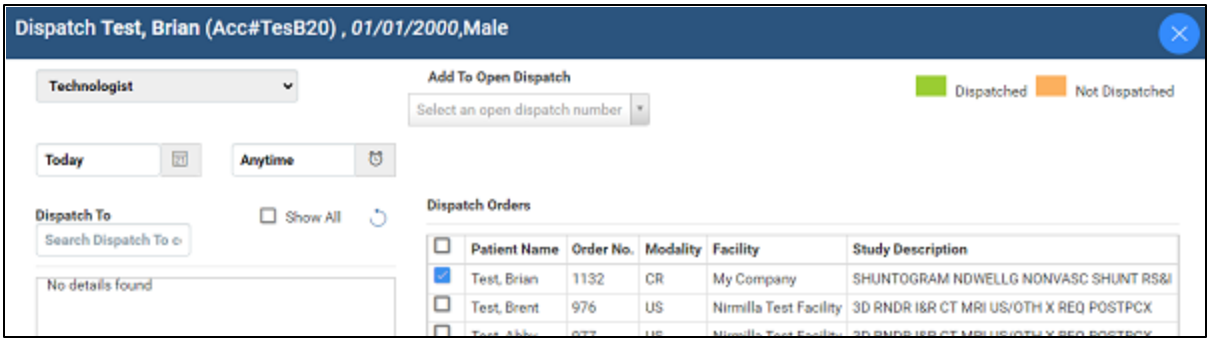
1. Go to DISPATCHING DASHBOARD > TO BE DISPATCHED.
2. At the top right of the screen, in the dropdown list, select your dispatching facility.



3. Right-click an order and then select Dispatch.



4. In the Dispatch screen, enter the following settings.



Setting	Description
[Dispatch resource dropdown list]	Select Technologist to assign the order to a technologist, or Vehicle to assign the order to a vehicle. If only one option was preconfigured, the dropdown list is unavailable.
Add to Open Dispatch	To add the order to an open (existing) dispatch, select the open dispatch.

Setting	Description
	Caution: The technologist or vehicle of all studies in the order are set to that of the open dispatch you select.
[Date/Time]	Select a date and time to dispatch the resource.
Show All	Select to show all available resources in the Dispatch To list.
Dispatch To	Type to search for a resource of the type selected previously (e.g. a technologist), and then select a specific resource in the list of results.
Dispatch Orders	Select all orders to which you want to dispatch the selected resource.

5. At the bottom of the screen, select DISPATCH.

   Results:

   - The order appears on the ASSIGNED tab in Assigned status, with a dispatch number. If you dispatched multiple orders to a single technologist, all orders get the same dispatch ID (to facilitate easier billing).
   - The order appears on the NEW ORDER tab of the technologist's Mobile RAD app.

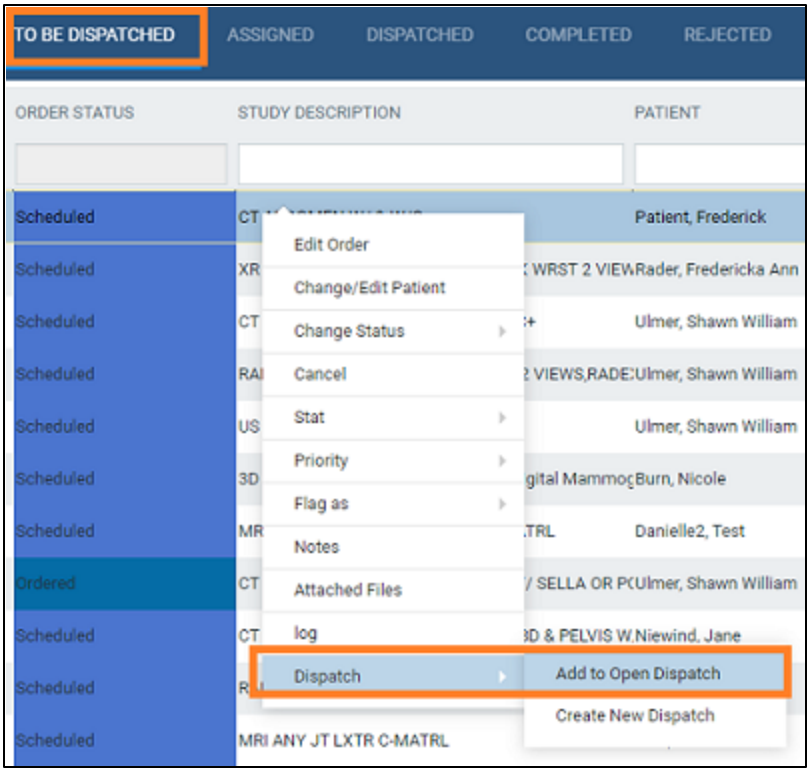
6. Continue to After assignment.

Add an order to an existing dispatch

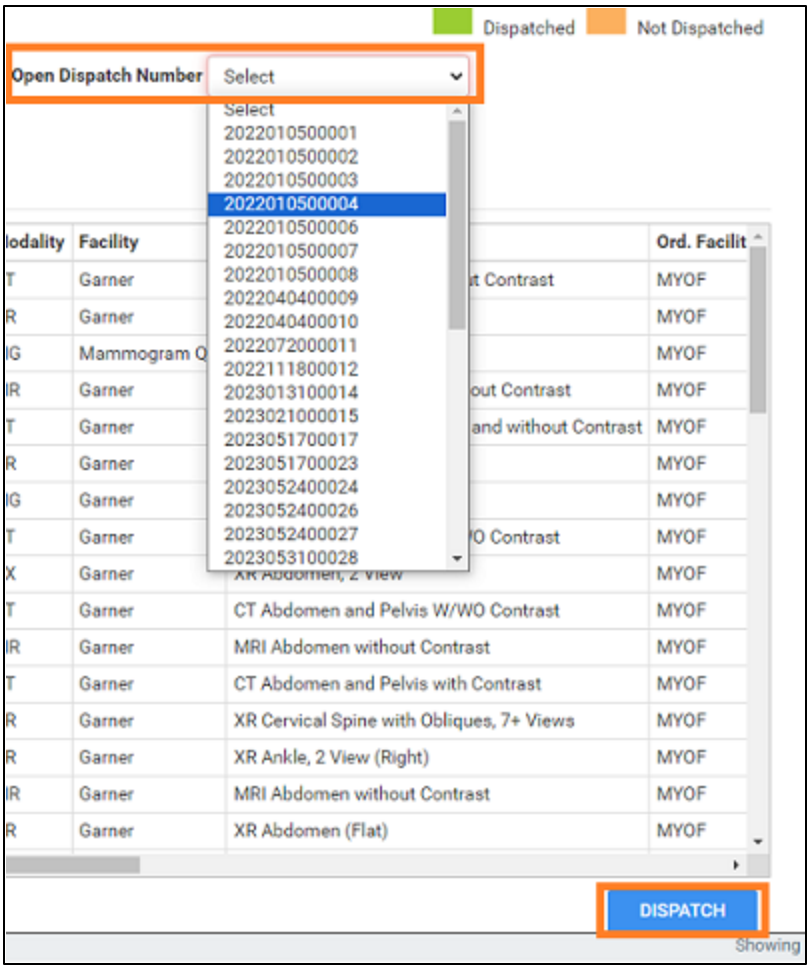
If want to add an order to an existing assigned or "open" dispatch, follow these steps.

Procedure

1. On the ASSIGNED tab, find the open dispatch to which you want to add the order, and note the dispatch number.
2. On the TO BE DISPATCHED tab, right-click the order to add and then select Dispatch.



3. On the Add to Open Dispatch screen, on the Open Dispatch Number dropdown list, select the open dispatch you found earlier, and then select DISPATCH.



Note: You can add an order to an open dispatch even if the ordering facilities differ. If the Open Dispatch message appears to confirm, select YES to continue, or NO to choose a different open dispatch.

4. Continue to After assignment.

After assignment

After assigning an order, the order moves through the following steps.

Notes:

- On the ASSIGNED tab, you can select Reset All Studies in Order from the shortcut menu to reset studies to the Scheduled status (requires the Reset All Studies in Order user right). Not available for orders in a transcription-related status.

- It appears in the ASSIGNED tab of the dispatching dashboard, and in the mobile app.

- The technologist accepts the assignment on the mobile app, and then the order moves to the DISPATCHED tab on the dispatching dashboard in Accepted status.
- The technologist starts the exam, the study moves to the COMPLETED tab in the dispatching dashboard (the exam may not be complete, but the *dispatch* is complete). If the technologist rejected the order, it appears on the REJECTED tab.
- When all studies in an order are complete, the dispatch closes. Any applicable billing rules are automatically applied, which adds all applicable fees to the study (you can see these in Edit Study screen > Charges/Payments).
- On the standard worklist, the order appears with images on the ALL STUDIES tab in the Tech Start, Incomplete, Unread, or other related status.

Continue to: Group orders by dispatch ID

Group orders by dispatch ID

When dispatch of one or more orders and exams is completed, the Exa PACS|RIS assigns the same dispatch ID to all of those orders and exams. By grouping orders and exams by dispatch ID, you can apply and evenly divide transportation fees, setup fees, and “after hours” pricing to them. These orders and exams remain open until they are set to Check Out/Complete, during which time they can be modified (by adding, editing, or removing exams or other services).

Procedure

1. If an open dispatch ID exists, right-click an order, point to Dispatch, and then select Add to Open Dispatch.
2. Select the open dispatch ID to add to the new dispatch group.

Mobile billing

If you purchased the necessary license, Exa PACS|RIS provides features that support billing for Exa Mobile ("mobile billing").

This section contains the following topics.

About mobile billing
What is a billing type?
About billing rules
Add a billing rule
Copy a billing rule
About the Census screen
Create a claim in the Census screen
Export the census queue

About mobile billing

Mobile billing means managing billing for Exa Mobile studies. It does not imply the use of a mobile device to perform billing tasks. Exa PACS|RIS provides separate functionality for mobile billing because the healthcare organizations involved are different, and because insurance companies in the US require claims for mobile services to be handled with different procedures and metadata.

Terminology

To explain mobile billing, we need to introduce the following terms.

Mobile radiology company

A company that dispatches technologists to a patient's location to perform an exam.

Ordering facility (herein, *OF*)

In mobile billing, a *facility* is typically a mobile radiology company, whereas an *ordering facility* is a facility that hires them. For example, a skilled nursing facility is an ordering facility that contracts with a mobile radiology company for mobile radiology services. Facilities use Exa PACS|RIS, whereas ordering facilities do not. The term *ordering facility* is not used outside the context of Exa PACS|RIS.

Ordering facility location or contact

A billable sub-division of an OF. For example, a skilled nursing facility may have multiple wings (locations), which may have multiple halls (locations), which may have multiple stations or fax lines (contacts).

Census

A billing type available to OFs in which the responsible payer and pay status may be unknown at initial billing time. The term *census* refers to a weekly report from OFs detailing the payment status of its residents, which is difficult to track because it can change over time.

Example of mobile billing

Consider the following example of a mobile billing workflow. In this example, the OF is a skilled nursing facility.

An OF needs an X-ray for one of its residents. The OF signs into Ordering Facility Portal, and orders the X-ray from MRC (the mobile radiology company with whom they have a contract). The order arrives at MRC in Exa PACS|RIS, and MRC uses Exa Mobile to dispatch a technologist to the skilled nursing facility to perform the X-ray. When the technologist changes the order status to Completed, an in-progress claim is created in the Census queue within Exa PACS|RIS. When the responsible payer and payment status of the claim is completed, MRC completes the claim (or split claims) and sends them to the responsible payer or payers. Information and reports about the study and claims become available in the ordering facility portal to those with access.

What is a billing type?

The *billing type* is a setting for ordering facility locations that determines how their claims are handled. Since some insurance policies do not cover certain mobile billing charges, the Split billing type can be used to split charges between the ordering facility and the insurance carrier. Often you do not know the responsible payer for a mobile exam when you initially draft the invoice, and you can use the Census billing type to place such orders in a queue until the payer is determined. If both of the previous cases apply, you can use the Global billing type. Finally, you can use the Facility billing type to invoice the ordering facility for all charges.

The following provides more details about each billing type.

Type	Claims	Charges	Respons. Payer	Modifier	POS	Description (or Result When Census Updated)
Global	1	Global fees	Primary insurance	None	Ordering facility location	Studies change to Billed status and are removed from the Census screen.
Split	2	Technical charges	Ordering facility	TC saved in M1 or next available.	None	• Box 20 is checked "Yes," total claim amount filled into the charges box to the right of box 20 • Box 32 filled in with rendering provider's name, address, and NPI number. • Claims change to Billed status and are removed from the Census screen. Note: • When there are no technical charges, the claim is created but has zero bill fees for those charges • When there are no professional charges, the claim is created but has zero bill fees for those charges • When there are only global charges, the claims is created but has zero bill fees for those charges
		Professional charges	Primary insurance	26 saved in M1 or next available.		
Facility	Any	Global fees	Ordering facility	None	Ordering facility location	Studies do not appear in the Census screen.
Census						Studies appear in the Census screen for delayed claim creation. Use this billing type for skilled nursing facilities and other locations that need to wait to determine the claim payer type.

See also:

Configure Exa Mobile
Mobile billing

About billing rules

The Billing Rules feature is available by special request. *Billing rules* apply to mobile billing claims for ordering facilities of type Split. Billing rules define automatic modifications to default charges and fees on ordering facility location claims. For example, if your ordering facility location frequently adds extra charges for X-rays performed after hours, you can create a billing rule that automatically adds the extra charge for you. The following table describes the types of billing rule that are available to configure. For instructions on how to configure a billing rule for an ordering facility, see Add a billing rule.

Billing Rule Type	Description
On claims for the selected OF location, adds a specified amount to fees for:	
After Hours	Selected CPTs when performed after hours.
Exam Override	Selected procedures.
Exam Type Override	Selected modalities.
Setup	Setup for selected CPTs.
Stat	Selected CPTs performed stat.
Stat Exam Type	Selected modalities performed stat.
Transport - Multi-patient	Transport to multiple patients with selected modalities. When serving multiple patients in a single dispatch, the transport fees are divided evenly between patients.
Transport - Single	Transport to the patient with selected modalities.

Note: For all billing rule types, percentage-based fee overrides are based on the billable fee schedule assigned to the ordering facility if one exists, and the default fee schedule otherwise.

See also:

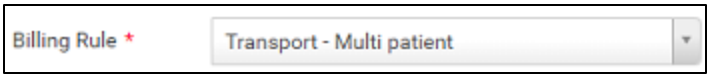
Configure Exa Mobile
Mobile billing

Add a billing rule

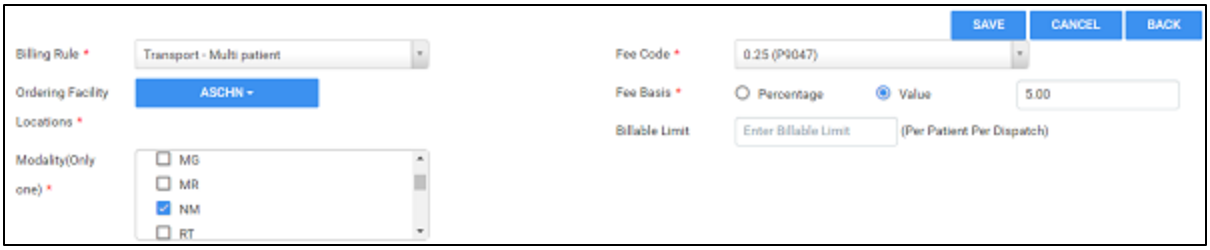
The billing rules feature is available by special request. You can add a billing rule for an ordering facility location by configuring it as shown below. When a mobile radiology order is complete, charges are automatically added to the order according to the billing rules you define here. To copy an existing rule to a new location, see Copy a billing rule.

Procedure

1. Go to SETUP > OFFICE > Providers & Resources > ORDERING FACILITY > ADD (see also Configure an ordering facility).
2. On the BILLING RULES sub-tab, in the Billing Rule dropdown list, select a rule type.



Result: Other fields appear.



3. Enter the following settings.

Note: Available settings differ by billing rule type.

Setting	Description
Ordering Facility Locations	Select the OF locations whose claims you want to modify by the rule.
Modalities	Select the modalities whose fee you want to modify.
Fee Code	Select the CPTs whose fee you want to modify.
Fee Basis	Percentage: Select to increase the fee by a percentage of the billing fee schedule assigned to the ordering facility, or the default fee schedule if no billing fee schedule was assigned. Value: Select to increase the fee by a fixed amount, and then type the amount in the box.
Billable Limit	If limits apply (for example by insurance companies), type the maximum amount for each patient for each dispatch that can be added to the fee.

4. Select SAVE.

See also:

Configure Exa Mobile
Mobile billing

Copy a billing rule

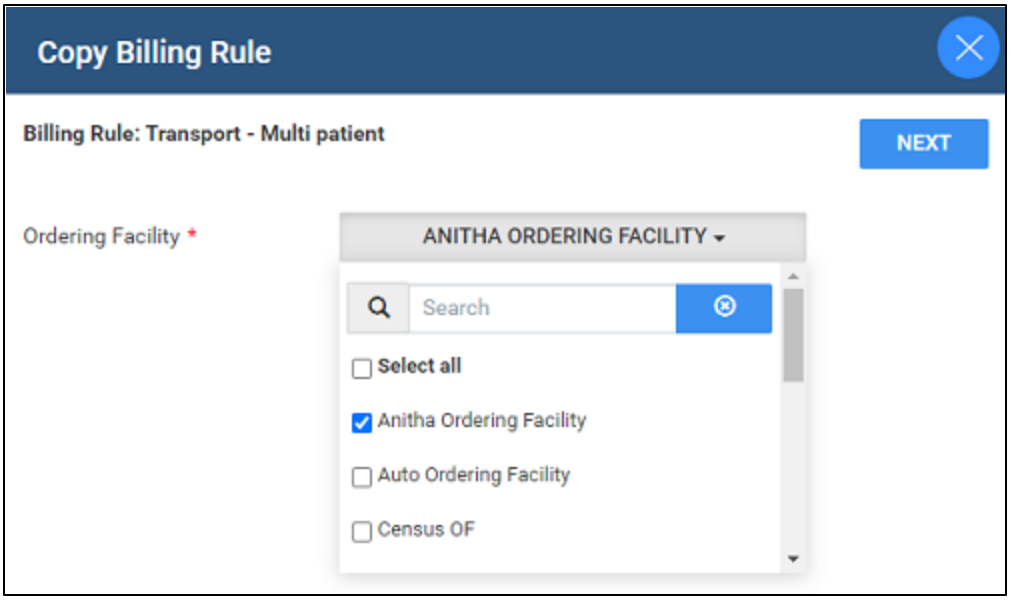
To configure a new billing rule, see Add a billing rule. To copy an existing rule to a new OF location:

Procedure

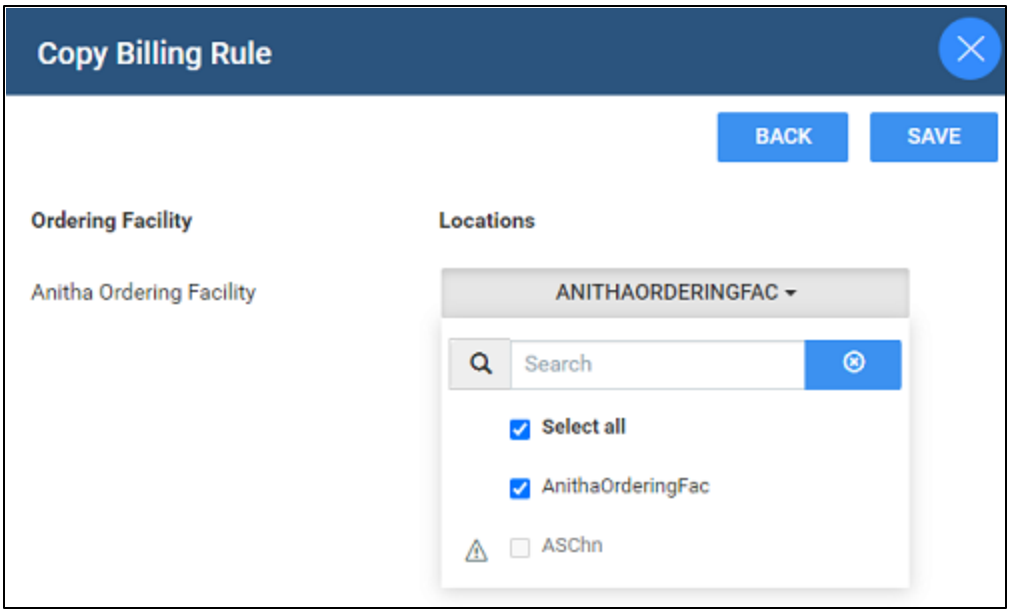
1. Go to SETUP > OFFICE > Providers & Resources > ORDERING FACILITY, and then double-click an ordering facility.
2. On the BILLING RULES sub-tab, find a rule to copy and select its COPY RULE button.



3. In the Copy Billing Rule dialog, select an ordering facility and then select NEXT.



4. On the second page, select an ordering facility location.



5. Select SAVE.

See also:

[About billing rules]
[Configure Exa Mobile]
[Mobile billing]

About the Census screen

The Census screen shows a list of studies at ordering facility locations of type Census, and lets you create claims for them. Such ordering facility locations process studies whose payer status is unknown or subject to change, even up to the day of the study (for example, Medicare patients at skilled nursing facilities). When the billing method for a study is determined,

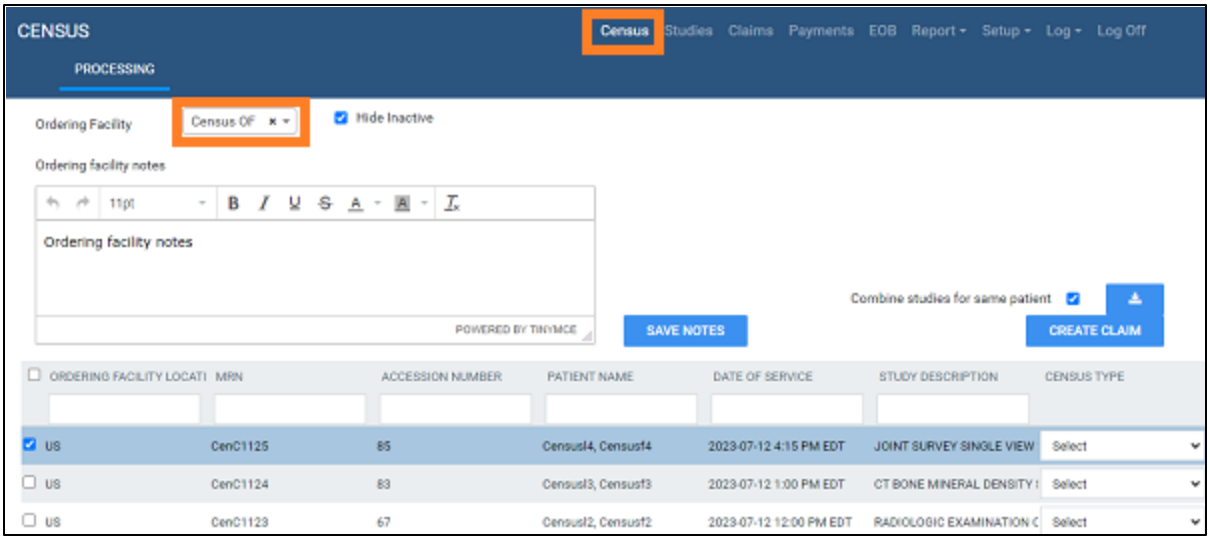
you can create a claim directly in the Census screen, which then moves to the Claims screen for further processing in the usual manner.

Create a claim in the Census screen

You can create claims for census type ordering facilities directly in the Census screen.

Procedure

1. Go to BILLING > Census.
2. In the Ordering Facility list, select a facility.



3. Optional: In the Ordering Facility Notes box, type or edit notes, and then select SAVE NOTES.
4. Select a study in the list, assign the census type, and then select CREATE CLAIM.

Combine studies into a claim

If studies are of the same patient, date of service, reading provider, and facility, you can combine them into a single claim.

1. In the Census screen, select Combine studies for same patient.
2. In the list of studies, select studies to combine.
3. Select CREATE CLAIM.

Export the census queue

You can export the census queue to send your ordering facilities.

Procedure

1. On the burger menu, select BILLING.
2. On the toolbar, select Census.

3. In the Ordering Facility list, select a facility.
4. Select the export  button.

   Result: The census queue appears in your Windows Downloads folder as an Excel file.

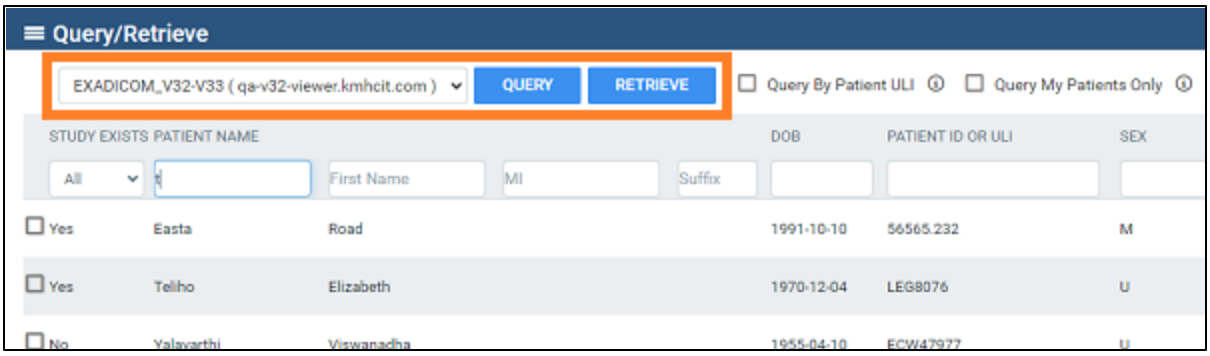
Work with query and retrieve

The Query/Retrieve feature enables you to look up patients and studies in other PACS servers that you configured as AEs. One common use of this feature is to quickly find specific priors. You can also Automatically retrieve priors from an external PACS to

Prerequisite: Configure DICOM settings for the server to query and for Exa PACS|RIS on the server. When configuring the AE to query/retrieve, set the AE type to both RETRIEVE and QUERY/RETRIEVE.

Procedure

1. On the burger menu, select QUERY/RETRIEVE.
2. In the dropdown list on the left side of the QUERY button, select a server to query.



3. Type criteria in the search bar and select QUERY.

- Use the Study Exists list to filter studies that are already in or not in the Exa platform database.
- You can use the asterisk (*) and question mark (?) wildcard characters in the account number, accession number, referring physician, and study description fields.

4. To retrieve all matching studies, select RETRIEVE. To retrieve some matching studies, select the studies, right-click, and then select Retrieve.

   Result: The AE sends the selected studies to your server, and they appear in your worklist as they are received according to any receiver rules you configured. If your server already has the study, depending on settings, it either rejects the study or updates it with any newer data and images.

Work with the fax manager: Updox

If you purchased Updox fax or reminder services, the fax manager function sends you to the My Updox website where you can manage sending and receiving of faxes and reminders. Updox is a powerful tool because it helps you sync faxed information with patient records in Exa PACS|RIS. This chapter gets you started using Updox by describing some of the main configuration and operational tasks you can perform. For full documentation, select the help ? button in the upper-right corner of Updox.

To open Updox, on the burger menu, select FAX MANAGER.

Topics in this chapter:

Configure Updox
Use Updox

Configure Updox

Users with administrator rights must can configure Updox including users and groups, queues, fax numbers, and reminders.

Topics in this section:

Configure users for Updox
Configure queues
Configure tags
Configure fax numbers
Configure facilities for Updox
Configure browsers to allow pop-ups
Configure reminders
Configure scripts
Configure Inbox buttons

Configure users for Updox

Configure users in Updox to allows assigning Updox email addresses (for example, for individual users or for an entire practice), add staff to queues, assigning sign-in credentials, and sending notifications to individuals. Configure user groups in Exa PACS|RIS grants access to Updox

In Updox

1. Select MENU > Admin > Users > New.
2. On the User Information, Settings, and Notifications tabs, enter all relevant information.
3. Select Save.

In Exa PACS|RIS

1. SETUP > OFFICE > User Management > USER GROUPS.
2. Open a group to uses Updox.

3. Under Navigation, select Fax Manager.

Configure queues

Queues are useful for organizing and routing your faxes and emails to the intended location and person. For example, you could create one queue for each department at a facility. Updox notifies specific users of the queue that they have a fax waiting. In that sense, a queue can act as a task list. You can filter your Inbox by queue.

Prerequisite: Configure users for Updox.

Procedure

1. Select MENU > Admin > Queues > New.
2. Type a name for the queue, select users who can access it, and then select Save.

Configure tags

Tags are customizable labels that you can add to incoming faxes that helps you categorize them. You can filter the Inbox by tag.

Procedure

1. Select MENU > Admin > Tags.
2. Select Add Tag, or select a tag and edit its label.

Configure fax numbers

Konica Minolta provides you with a fax number that you can use for Updox, but your Konica Minolta sales engineer can also work with the phone company to add your existing fax numbers to Updox.

Procedure

1. Select MENU > Admin > Fax Settings.

   A list appears of all fax numbers configured for Updox.

2. Select a fax number to configure, and then enter the following settings.

Setting	Description
Nickname	Type an easily recognizable nickname for the fax number.
Route To	Select where to route (forward) inbound faxes, such as to individual users or queues.
Tag	Select a tag to apply to faxes received at the fax number. For example, if you assign a tag called Authorizations to a specific fax number, Updox automatically adds the tag to all incoming faxes on that number.

3. Select Save.

Configure facilities for Updox

For each facility that uses Updox, configure the following.

1. SETUP > OFFICE > FACILITY.
2. Open a facility, and in the Updox Account ID box, type the ID.
3. Select the Send Fax via Updox checkbox.
4. Select SAVE.

Configure browsers to allow pop-ups

Configure your web browser to allow pop-ups. For example, in Chrome:

1. On the overflow menu, select Settings.
2. Under Privacy and security, select Site settings.
3. Select Pop-ups and redirects, and then select Sites can send pop-ups and redirects.

Configure reminders

A *reminder* is an email, text, or voice message that Updox sends automatically to patients to remind them of their scheduled appointments. Updox records the patient response to a reminder, and automatically cancels appointments in Exa PACS|RIS if appropriate. To edit the contents of reminders, see Configure scripts.

Procedure

1. Select MENU > Admin > Reminders.
2. On the Rules tab, enter the following settings.

Setting	Description
Practice Timezone	The time zone of the practice performing the exam.
1st Reminder	Select the type of reminder, and how long before the appointment to send the reminder.
2nd Reminder 3rd Reminder	Select the checkboxes to add a second and or third reminder.
Send reminders after confirmation is received	Select to continue to send reminders even if the patient confirms the appointment.
Blackout weekends	Select to not send reminders on Saturdays and Sundays during the times you specify in the start and end time boxes.
Allow patients to cancel an appointment from the reminder	When selected, the reminder includes a button, link, or other means to cancel the appointment.
Allow patients to call the office from the reminder	When selected, the reminder includes a button, link, or other means of calling the practice.
Filter out multiple reminders for patients within specified time frame	Select to only send a reminder for the first appointment during the time frame you select, and only once during the time frame you select. Cuts down on redundant reminders that can annoy patients.
Human Voice	Select the type of voice for voice reminders.

3. Select Save.

Configure scripts

You can configure scripts (text templates) for reminders. Scripts can include variables such as the patient's name. For voice reminders, scripts are read aloud by the system's synthesized human voice.

Note: If the language setting in the patient chart in Exa PACS|RIS country is set to Spanish, it will read the script you compose under Spanish Message.

Procedure

1. Select MENU > Admin > Reminders.
2. On the Scripts tab, select New.
3. In the pop-up window, select the type of script you want to add.
4. Enter the script and other information. To use the script, select the Active checkbox.

   You can include variables in your script, as listed on the right. The variable names in the Text Script dialog can be misleading, so note the following:

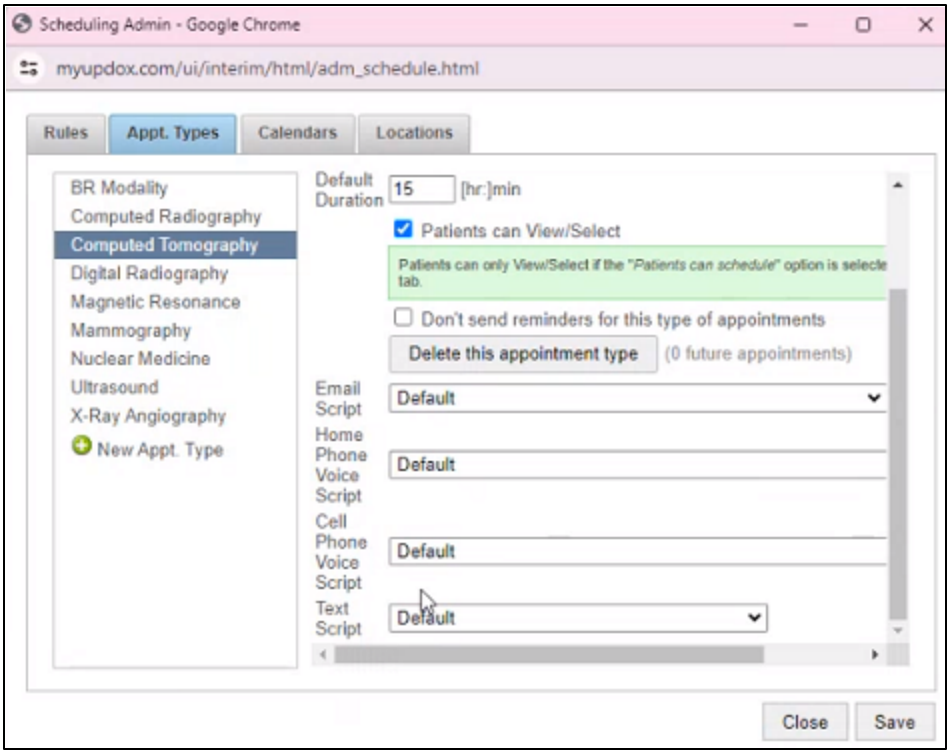
[location]	The facility in Exa PACS|RIS
[with]	DO NOT USE
[practice name]	The customer name in Exa PACS|RIS

5. Select SAVE.

Apply a script to an appointment type

To configure a specific script for a specific appointment type:

1. Select MENU > Admin > Scheduling.
2. In the Scheduling Admin dialog, on the Appt. Types tab, select a modality.



3. In the right pane, in the script dropdown lists, select the script to use for that modality.

Configure Inbox buttons

You can configure which buttons appear on the list in the left pane of the Inbox. Even if a button is not in the list, you can still access all available features by selecting the More button in the list.

1. Select MENU > Admin > Inbox Buttons.
2. Select or clear checkboxes to add or remove buttons.
3. Drag buttons in the list to reorder them.

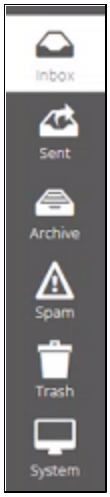
Use Updox

Topics in this section:

Use the button bar
Use the Inbox
Compose an email or text message
Open the address book
View a fax or email
Assign a tag to an item
Add a received fax's number to the address book
Send an item to a patient chart
View appointment reminders and reports
Process an order
Exchange secure text messages

Use the button bar

On the left side of Updox there is a vertical button bar that gives you access to the major areas of the program.



Setting	Description
Inbox	A folder containing received items (faxes and emails).
Sent	A folder containing sent items.
Archive	The archive containing used items (faxes and emails sent to the EHR or attached to patients or studies).
Spam	A folder containing unwanted items.
Trash	A folder containing deleted items.
System	

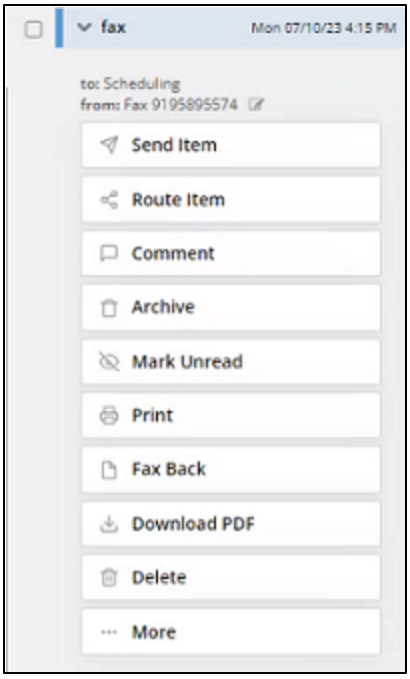
Use the Inbox

The Inbox contains all faxes received at or routed to your fax number.

1. On the left vertical button bar, select Inbox.
2. To filter the Inbox, select criteria on the filter bar.



3. To work with faxes and emails, the following buttons are available in each item's left pane.



All available buttons not shown

Setting	Description
Send Item	Select to send the item to a patient's documents in Exa PACS|RIS.
Route Item	Select to route (forward) an item to a user or queue.
Comment	Select to add a comment to an item. You can search for items by searching for text contained within their comments. To do so, using the search box in the Inbox.
Archive	View the archive, which contains items that were sent to the EHR or attached to patients ore studies.
Mark Unread	Mark an item as unread.
Print	Print the item.
Fax Back	
Download PDF	
Delete	
Request Ownership	Documents are automatically tagged as being owned by a user. To become an owner of an item, select Request Ownership.
More	Access to features not included in the list of buttons above.

Compose an email or text message

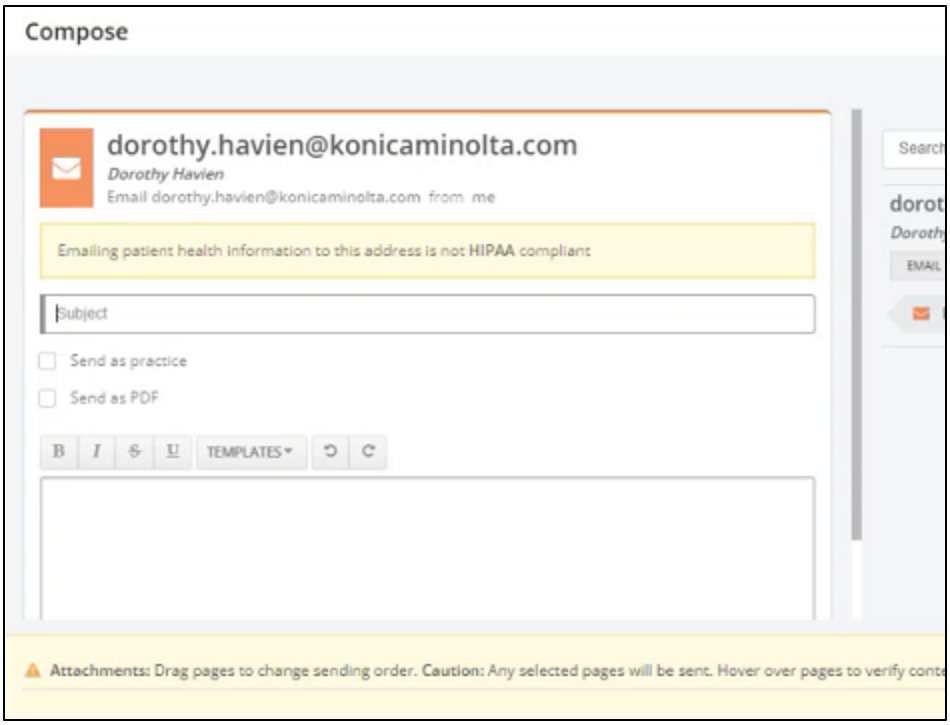
You can send emails and text messages (such as to patients) from within Updox.

1. In the Inbox., select COMPOSE (an email), or TEXT MESSAGE.



2. Optional: To attach a document, select the plus (+) button at the bottom of the dialog.

3. In the Compose dialog, type a name to search for a recipient, select the recipient in the list of search results, and then select OK.



4. Fill in the subject, select options, type the email, and then select Send.

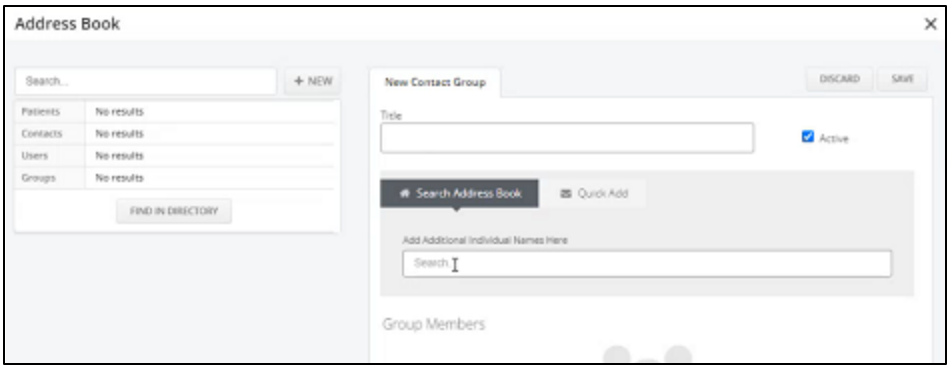
Open the address book

You can open the address book to manage contacts.

1. In the Inbox., select ADDRESS BOOK.



2. Add contacts and contact groups as needed.



3. Select SAVE.

View a fax or email

You can view the contents of your faxes, and any available fax-related metadata and historical activity.

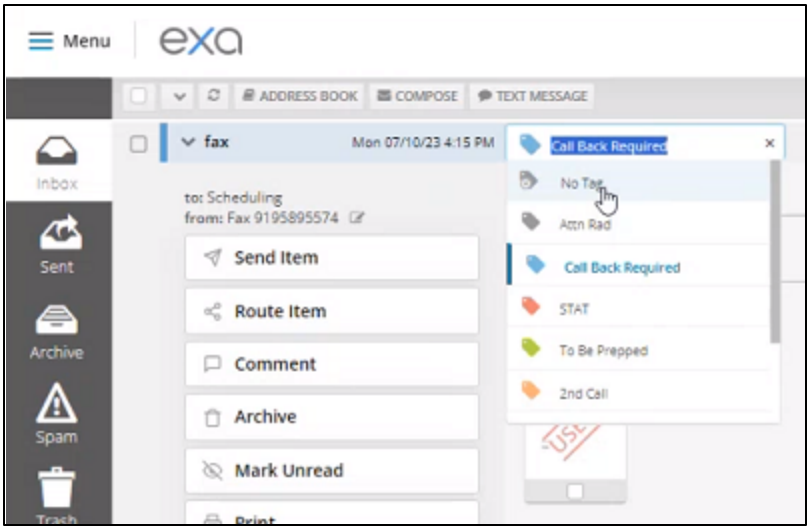
Procedure

1. On the left pane, select Inbox.
2. In the list, select the arrow > button corresponding to the fax or email that you want to view.
3. Optional. If the item is a failed outbound fax, you can select RESEND to retry the fax.
4. Double-click the item's thumbnail to open and view it.

Assign a tag to an item

If you configured tags for your fax numbers, tags are assigned automatically. However, you can change an item's tag as follows.

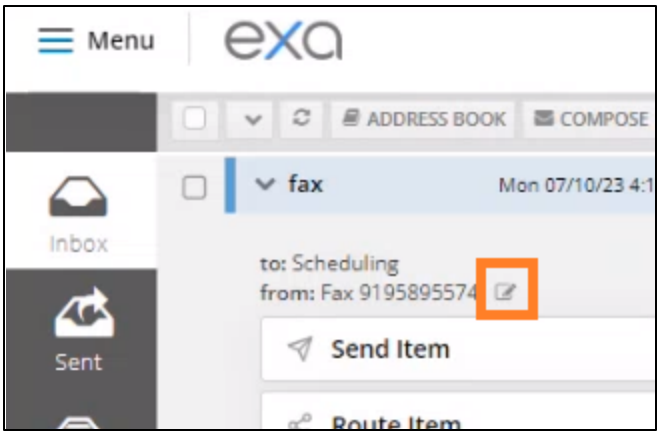
1. In the Inbox, select the item, and then in the tag menu, select a tag.



Add a received fax's number to the address book

If you receive a fax and want to add the sender's fax number to your address book:

1. In the Inbox. , select an item, and then select the edit address book button (orange square in the figure).

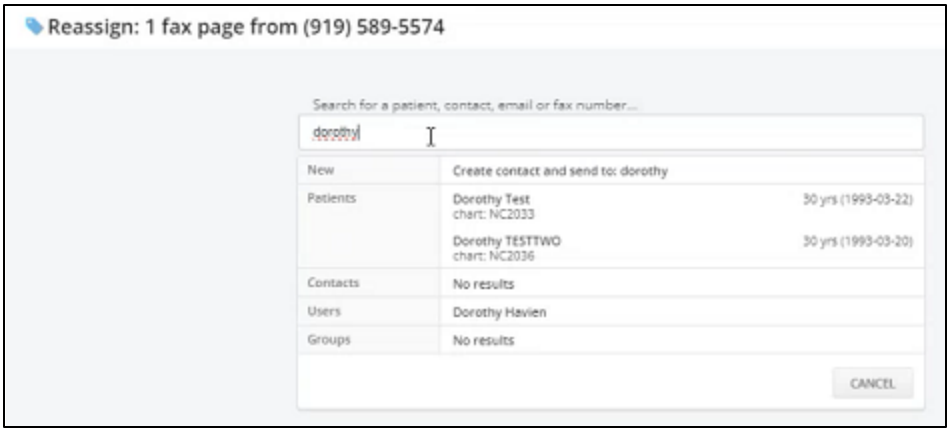


2. In the Address Book, edit the information as needed and then select SAVE.

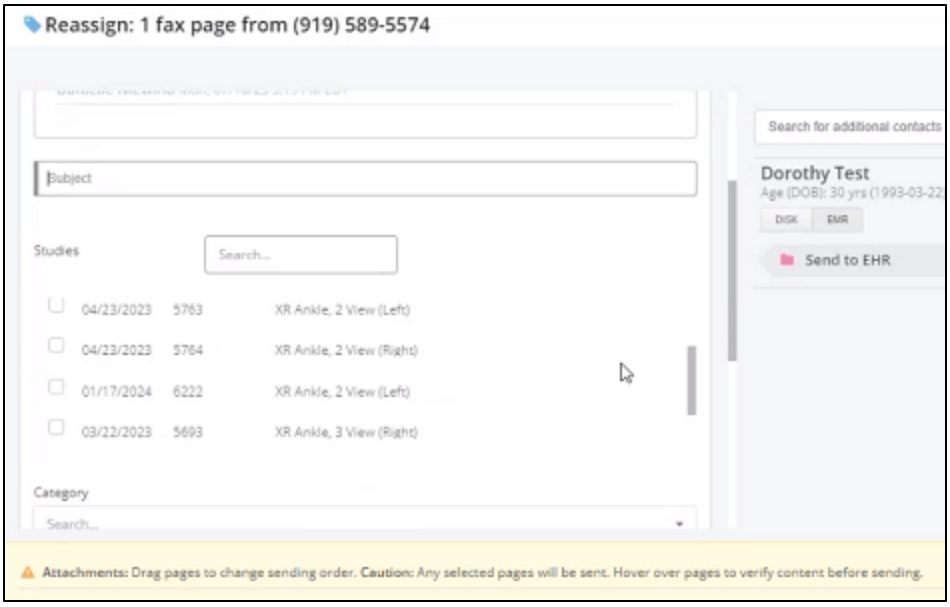
Send an item to a patient chart

You can send (attach) an item to a patient or study in Exa PACS|RIS.

1. In the Inbox, select an item and then select Send Item.
2. In the search box, type a patient name.



3. Under Patients, double-click the patient you're looking for, and then select the Send to EHR checkbox.



4. Enter relevant details for the item and patient.
5. Optional: In the Studies section, you can select individual studies to attach the item to, or leave all unselected to attach the item to the patient chart only.
6. Optional: In the Category section, you can select a document type available in Exa PACS|RIS for the item.
7. Select Send to EHR. (EHR here means Exa PACS|RIS.)

View appointment reminders and reports

Appointment reminders are preconfigured emails, text messages, or voice messages that Updox sends automatically to patients regarding their scheduled exams. If the patient cancels an appointment through an appointment reminder, the appointment is automatically cancelled in Exa PACS|RIS. To set up an appointment reminder, see Configure reminders. To view the contents, history, status, and patient response to an appointment reminder, do the following.

Procedure

1. Select MENU > Home > Reminders Dashboard.
2. Optional. In the left pane, enter criteria to filter the reminders list.
3. In the main list, select an appointment to view details about the reminder.
4. Select MENU > Home > Reminders Reporting.
5. Enter criteria in the left pane and select Search.

   Result: Statistics appear on the numbers of reminders sent that match your criteria.
6. Select a statistic to display details.

Process an order

Often referring physicians fax or email exam order documents, and you can attach them to the Exa PACS|RIS patient chart.

Procedure

1. Select Inbox.
2. In the list, select the arrow (>) button corresponding to the order.
3. In the left pane, select SEND ITEM.
4. In the dialog, type the patient name to search for the patient, select a patient in the list of results, select the Send to EHR checkbox, and then select OK.

   Note: If the patient does not exist, you can leave Updox open, create the patient in Exa PACS|RIS, and then return to Updox and search for the newly created patient.
5. In the form that appears, fill in options as needed (such as the subject line), and then select the checkbox for one or more relevant studies.

   Note: The document is attached at the order level to the selected studies. If you do not select a study, the document is attached to the patient.
6. In the Category list, select the Exa PACS|RIS document type.
7. Select SEND.

   Result: The fax appears in the DOCUMENTS tab of the patient chart in Exa PACS|RIS.

Exchange secure text messages

With Updox, you can exchange secure text messages directly with a patient, and the thread is stored for future reference. Like faxes and emails, if the patient texts you a document, you can add it to the patient chart.

Procedure

1. In the Inbox, select Text Message.
2. In the Send a Text Message dialog, select Secure or SMS.
3. In the Send To list, search for and select a recipient (a patient who has a mobile phone number recorded in their chart).
4. Type a message, or select a template or macro.
5. Select the Allow Responses and/or Attach a File options as needed.
6. Optional. If the patient attached a document that you want to attach to the patient chart, select the checkbox for the document, select SEND ITEM, and then follow the same procedure for attaching a faxed document.
7. Select Send Secure Text or Send SMS Text.

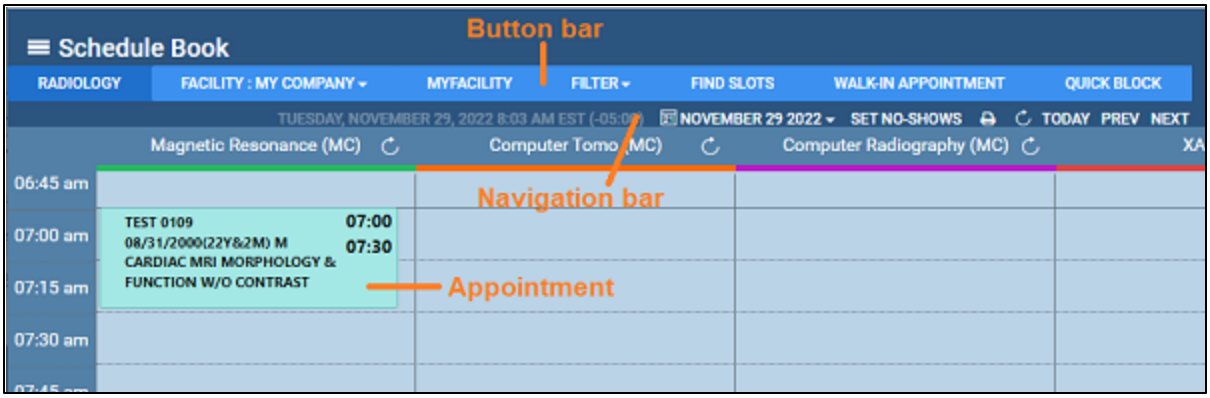
Work with scheduling

Exa PACS|RIS offers powerful features for scheduling and managing appointments. This chapter contains the following topic and sections.

[About the schedule book](#)
[A typical scheduling workflow](#)
[Other scheduling tasks](#)
[Post-scheduling tasks](#)

About the schedule book

The schedule book is the primary starting point for most scheduling tasks. It displays a chronological list (rows) of appointments during a selected 24-hour period in each modality room (columns) at a selected facility. You can open the schedule book from the burger menu by selecting SCHEDULE.



See also:

[Work with scheduling](#)
[A typical scheduling workflow](#)

A typical scheduling workflow

This section includes topics in the order that you might typically follow to create an order and schedule it. To create a preorder, on the PACS Action menu, select New Study, and then create an order without scheduling it.

[Find an available timeslot](#)
[Set up a patient](#)
[Enter appointment information](#)
[Enter schedule information](#)
[Enter insurance information](#)
[Enter other information and forms](#)
[Create an order (appointment)](#)
[Confirm an appointment](#)

See also:

[About the schedule book](#)
[Other scheduling tasks](#)

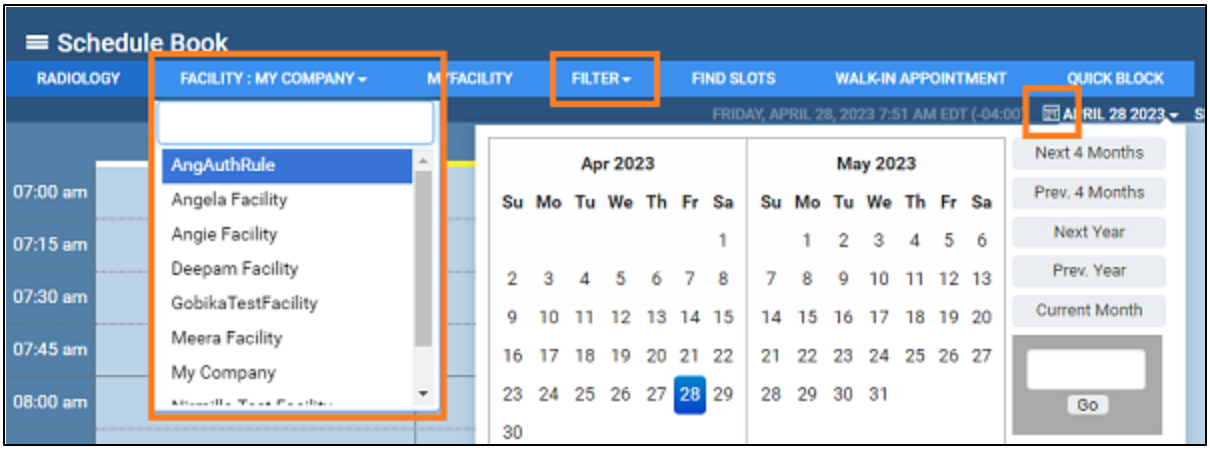
Post-scheduling tasks
Configure a schedule filter
Use the Find Slots feature
About procedure codes, appointment types, and appointment type procedures

Find an available timeslot

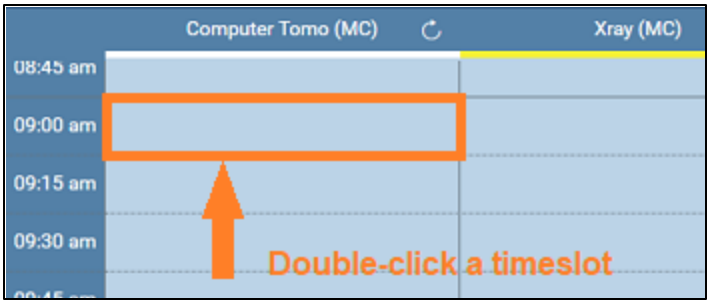
You can begin scheduling by finding an available timeslot in the *schedule book*, which is a calendar-style view of appointments by time and modality.

Procedure

1. Go to burger > SCHEDULE to open the schedule book.
2. Optional. If you configured a schedule filter, you can select it from the FILTER button menu.
3. On the button bar, in the FACILITY button list, select the facility for the exam.



4. On the navigation bar, use the date picker to select a date.
5. Double-click an empty timeslot in the column corresponding to the exam's modality.



Next: Set up a patient
Parent: A typical scheduling workflow

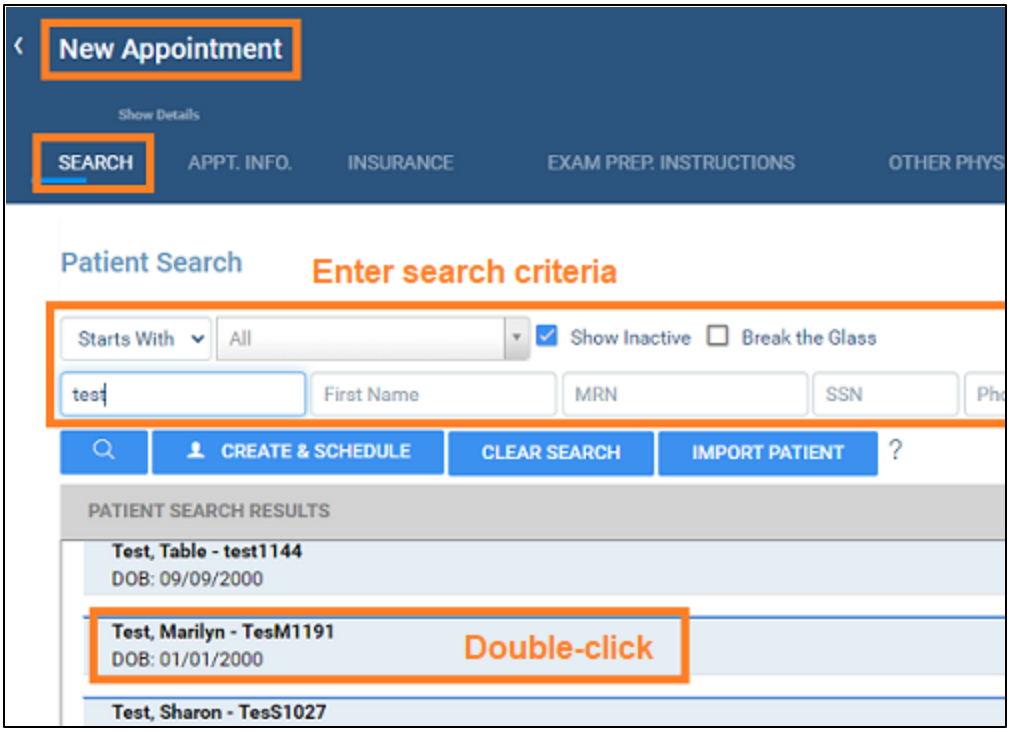
Set up a patient

To set up a patient for an appointment, you can find an existing patient chart, create a new patient chart, or import an existing patient chart by following one of the procedures below.

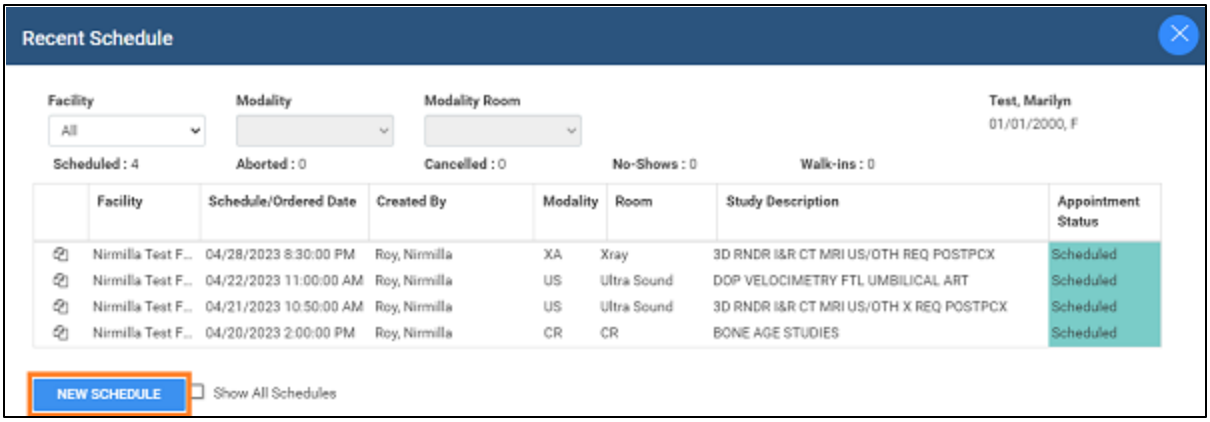
Find an existing patient chart

1. On the New Appointment screen, on the SEARCH tab, find patients by entering demographics in the Last Name and other boxes.

   Optional: If the Break the Glass checkbox appears, you can select it to search for confidential patient records. See Access confidential patient records (break the glass).



2. In the list of search results, double-click the patient for whom you want to schedule an exam.
3. If the Recent Schedule dialog appears, do one of the following:
   - To create a new order, select NEW SCHEDULE.
   - To schedule a preorder, or to create a new order from an existing order, select the button of the order in the list. In this case the scheduling task ends here, and you do not need to continue with subsequent steps.

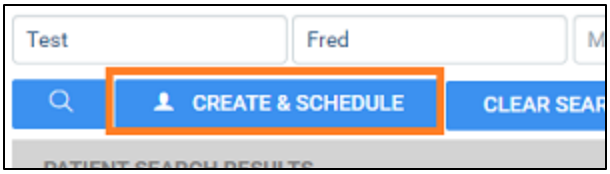


4. Continue to Enter appointment information.

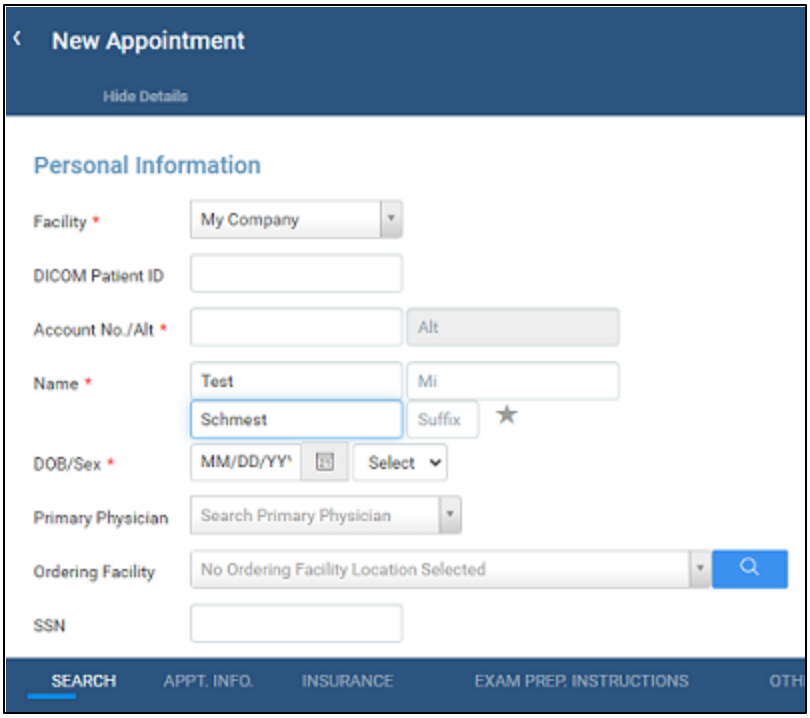
Create a new patient chart

If you couldn't find a patient chart, you can follow these steps to create a new one, or skip to "Import a patient chart" below.

1. On the New Appointment screen, on the SEARCH tab, select CREATE & SCHEDULE.



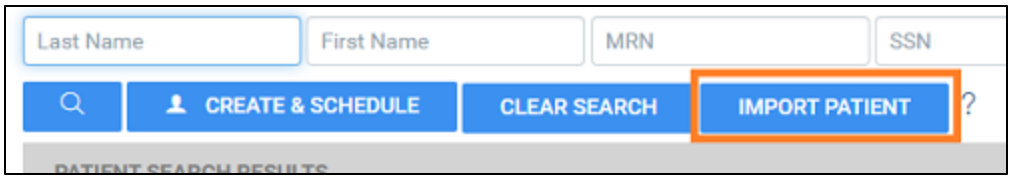
2. Under Personal Information, type the primary demographics (name, Patient ID, etc.) for the patient.



3. Continue to Enter appointment information.

Import a patient chart

1. On the New Appointment screen, on the SEARCH tab, select IMPORT PATIENT.



2. Select Choose File, and then browse for and select a patient file.
3. In the Open dialog, browse for and select the patient file, and then select Open.
4. Optional: To merge the patient file that you are importing with an existing patient chart in Exa PACS|RIS, select the Update Existing checkbox.
5. Select IMPORT.
6. Continue to Enter appointment information.

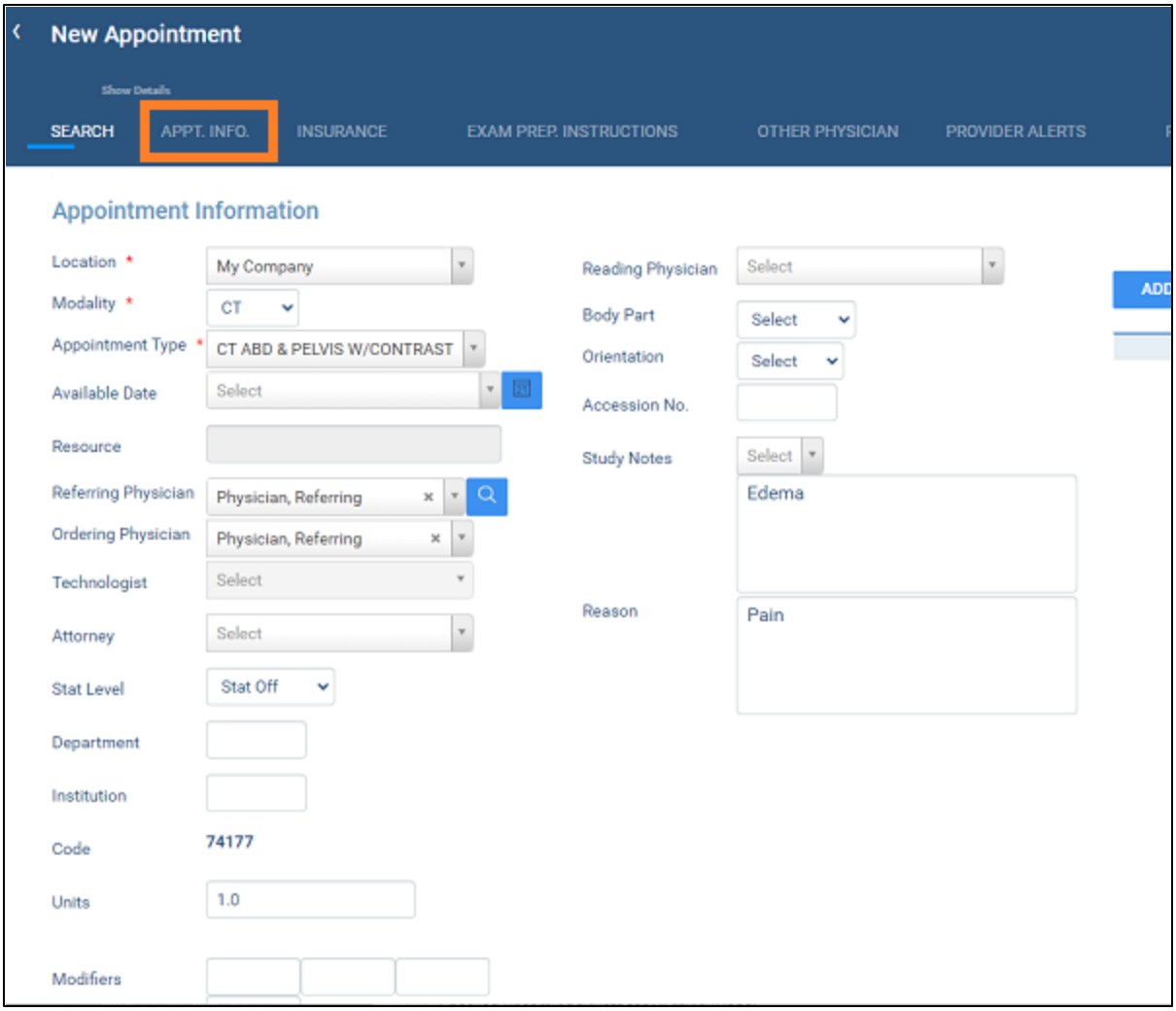
Parent: A typical scheduling workflow

Enter appointment information

Enter general information about the appointment and exam, and add preconfigured studies to perform during the exam.

Procedure

1. In the New Appointment screen, on the APPT. INFO tab, enter or modify the following settings.

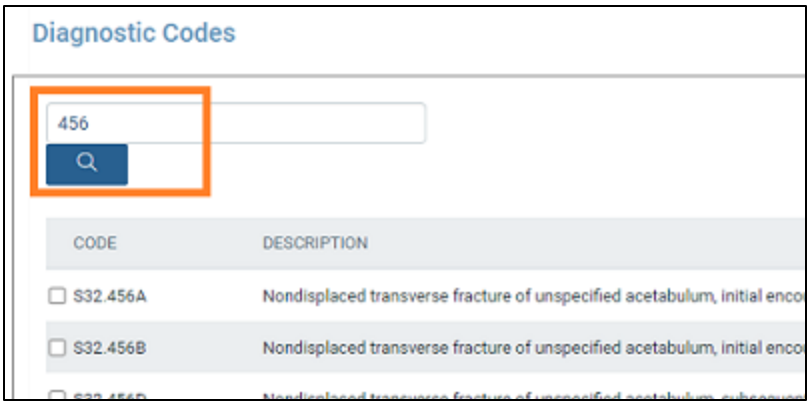


Fields may vary depending on version, region, and other factors.

Setting	Description
Location	The facility where the exam will be performed.
Modality	The modality for the exam.
Appointment Type	Type in the box to search dynamically for an appointment type, and then select one in the list. You can search by description or code number. See also About procedure codes, appointment types, and appointment type procedures.
Available Date	The timeslot you initially selected on the schedule book. To change the timeslot, select the calendar button.
Resource	The modality room you selected. Not available for editing in this screen.
Ordering Facility	Available with Exa Mobile. Type in the box to search dynamically for the ordering facility, and then select one in the list. For more advanced searching, select the magnifying glass tool.
Referring Physician	Type in the box to search dynamically for the referring physician, and then select one in the list.
Ordering Physician	Type in the box to search dynamically for the ordering physician, and then select one in the list. For more advanced searching, select the magnifying glass tool.

Setting	Description
Technologist	Select one or more technologists for the study. You can add different technologists to each study even if studies are part of the same order. Unavailable when both Mobile Billing and Mobile Rad are in use.
Attorney	Select an attorney in the dropdown list, if applicable.
Stat Level	Select an urgency for the exam.
Code, Units, and Modifiers	When you select an appointment type, the corresponding code appears in the Code box, and any available default units and modifiers for the code appear. Edit the units and modifiers if needed.
[Settings in the right column of the page]	The Reading Physician and other settings in this column are optional. Exa PACS|RIS will assign the accession number and other fields automatically at another time during the scheduling workflow.
Select study detail options	(Available when studies are added in the Find Slots screen.) Select details to add to the appointment information that are not included by default. Select APPLY TO ALL STUDIES to add the selected information to all studies that you schedule.

2. Optional. Under Diagnostic Codes, type search criteria, select the search button, and then select diagnostic codes in the list.



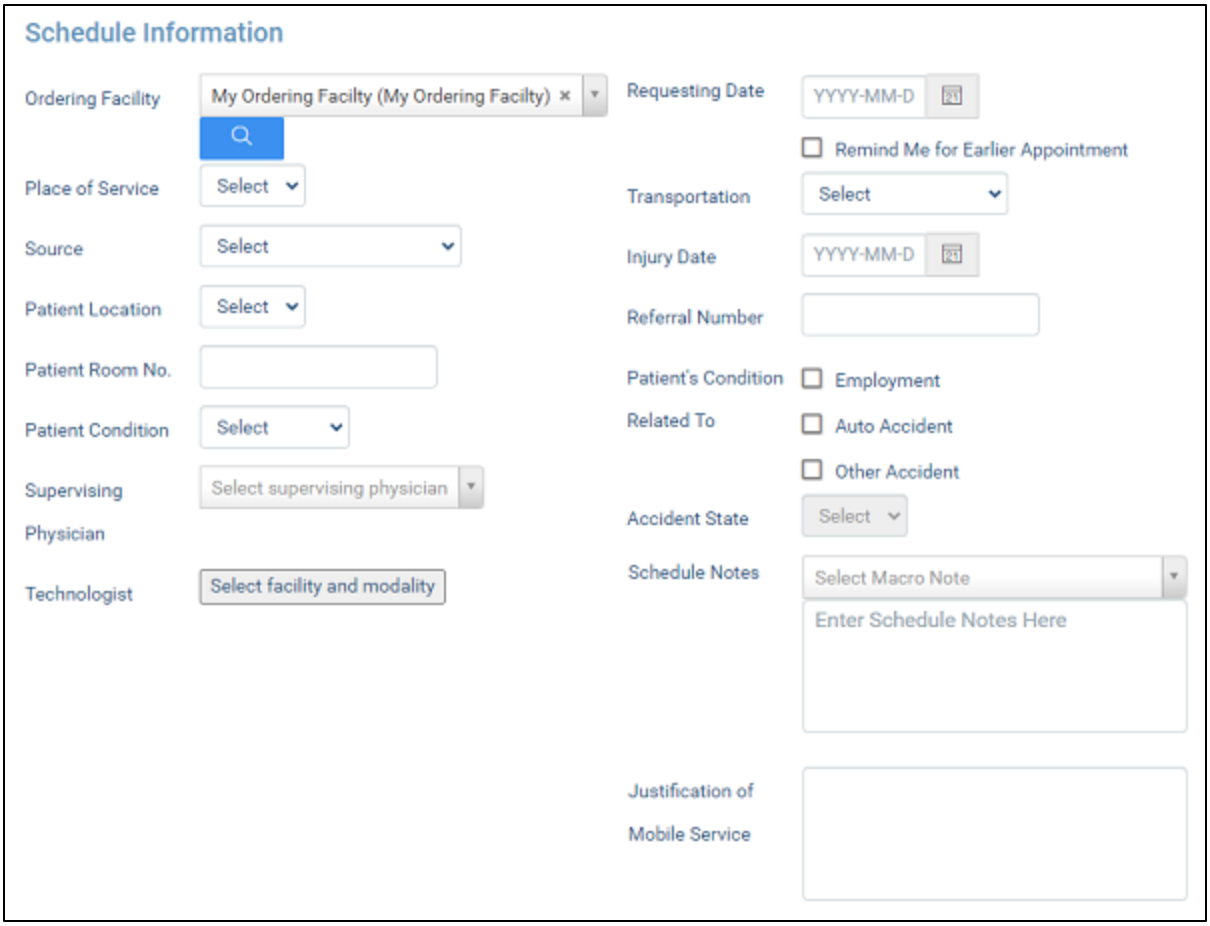
Next: Enter schedule information
Previous: Set up a patient
Parent: A typical scheduling workflow

Enter schedule information

After entering appointment information, enter any of the details described below that apply to the appointment and the patient.

Procedure

1. On the APPT. INFO. tab, move beyond Diagnostic Codes, and then under Schedule Information, enter the following information.



Setting	Description
Ordering Facility	Select the ordering facility, if applicable.
Place of Service	Select a place of service category.
Source	Select the event that initiated the exam.
Patient Location	Select the intended destination (such as department) of the patient at the facility.
Patient Room No.	Type the room number for the patient's treatment.
Patient Condition	Select the current mobility status of the patient.
Supervising Physician	Type or select the supervising physician for the procedure.
Technologist/Vehicle	Select the technologist or vehicle linked to the exam. Unavailable if both Mobile Billing and Exa Mobile are in use.
Requesting Date	Select the requested date for the exam.
Remind Me for Earlier Appointment	Select if the patient would like to be reminded of an appointment taking place early in the morning.
Transportation	Select the patient's mode of transportation to the facility for the exam.
Injury Date	Select the date of onset or injury.
Referral Number	Type the referral number, if available.
Patient's Condition Related To	Select whether the patient's condition is related to their employment, auto accidents, or other accidents.

Setting	Description
Accident State	If you selected a condition previously, select the state or province where the condition occurred.
Schedule Notes	Select a macro note, or type a note in the box.
Justification of Mobile Service	If dispatching mobile services, type the justification.

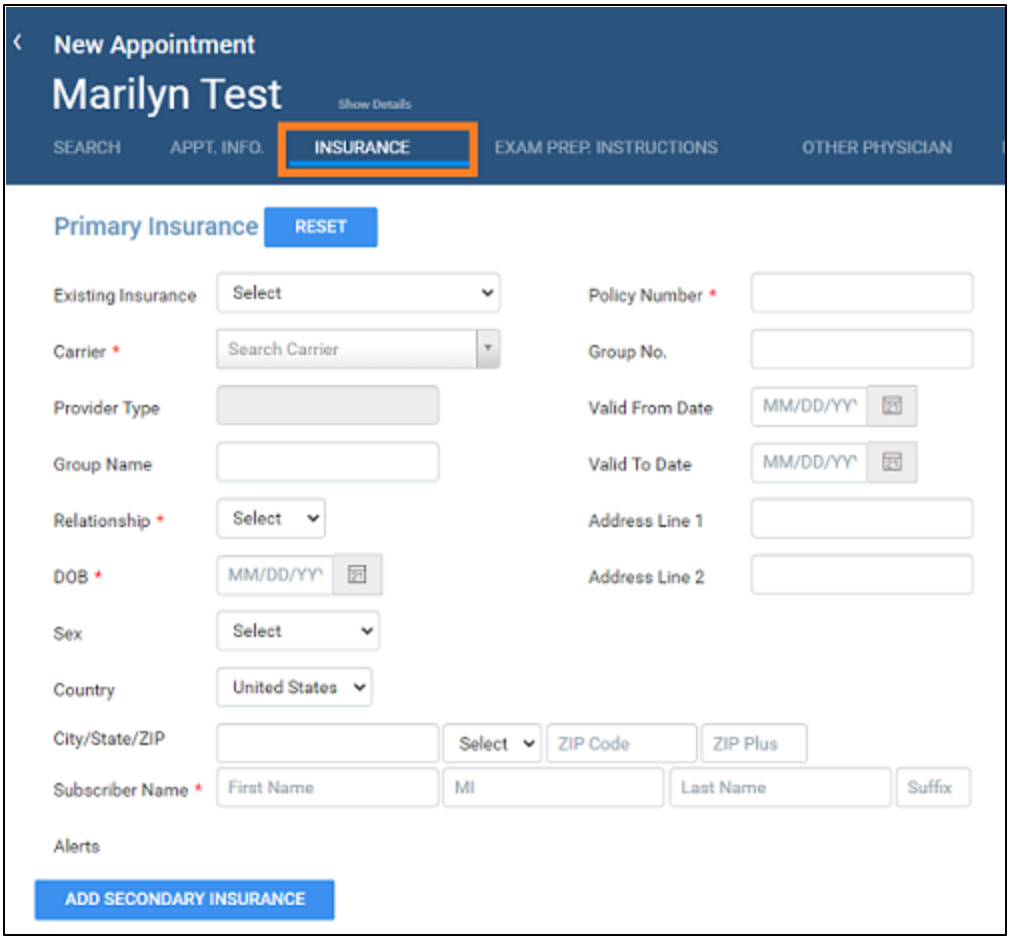
Next: Enter insurance information
Previous: Enter appointment information
Parent: A typical scheduling workflow

Enter insurance information

After entering appointment and schedule information, you can enter information about the insurance provider handling payment for the exam.

Procedure

1. In the New Appointment screen, select the INSURANCE tab, and then enter the following information about the patient's primary insurance policy, if available.



Setting	Description
Existing Insurance	If the patient record already includes insurance providers, they appear in the dropdown list. Select one, if available. Information for the provider you select appears in the other options.
Carrier	If no existing insurance providers are available, select a carrier here. Information for the carrier you select appears in other options, but you must enter the policy number manually.
Provider Type	The provider type of the selected carrier is entered automatically.
Group Name	Type the provider group name.
Relationship	Select the relationship of the subscriber to the patient. If available, the date of birth and address of the person you select appear in other options.
DOB	Select the subscriber's date of birth.
Sex	Select the subscriber's sex.
Country/Address	Type or select the country, city, state, and ZIP code of the subscriber.
Subscriber Name	Type the name of the subscriber.
Service Type*	Available after selecting a carrier. Select the service types available through the insurer.
Benefit On Date*	Available after selecting a carrier. Select the date that benefits start.
Eligibility Imagine Simplicity	Available with Eligibility rights after selecting a carrier. Select to verify insurance eligibility and/or view estimates. See topics on Exa Clear and PokitDok for procedures.
Policy Number	Type the subscriber's insurance policy number.
Group No.	Optional. Type the subscriber's insurance group number.
Valid From/To Date	Select the dates during which the policy is valid.
[Address]	Type the street address of the subscriber.

*Available when *not* using Exa Clear.

2. Optional. Select ADD SECONDARY INSURANCE, and enter information for the secondary insurance provider.

Next: Enter other information and forms
Previous: Enter schedule information
Parent: A typical scheduling workflow

See also:

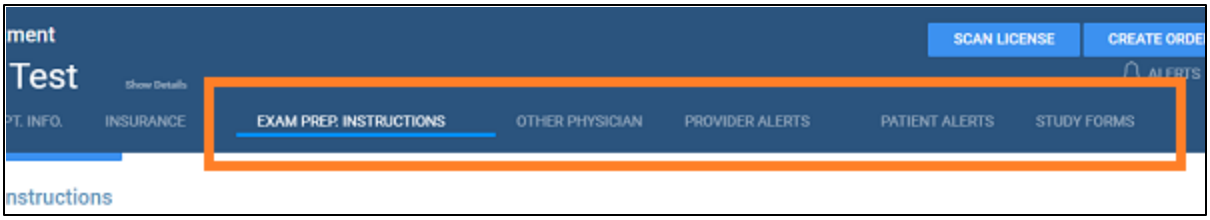
Verify eligibility and estimate coverage with Exa Clear
Verify eligibility of preorders and studies with PokitDok

Enter other information and forms

You can add other physicians to the study (such as for consults), view exam prep instructions, view provider alerts, add patient alerts, and attach study forms such as for consent, HIPAA, and CT screening. You can have the patient verify the accuracy of the information in the form at the time of the exam.

Procedure

1. In the New Appointment screen, select a tab and perform the corresponding task.



Tab on the New Appointment Screen	Task
EXAM PREP. INSTRUCTIONS	View prep instructions for the selected appointment type.
OTHER PHYSICIAN	In the Other Physician dropdown list, select a physician, and then select the plus button to add the physician to the list. You can add multiple physicians. Note: When the exam report is completed, if Reports to me is configured (see, "Create, view, and deliver reports"), Exa PACS|RIS automatically sends a copy of the report to the physicians selected here.
PROVIDER ALERTS	View alerts for the provider performing the exam.
PATIENT ALERTS	Select one or more checkboxes relevant to the patient undergoing the exam. Note: To add a new alert, at the bottom of the list of alerts, type a new alert and select the plus button.
STUDY FORMS	Select a form in the dropdown list. If configured, some forms may be automatically added. To fill out the form, select its edit button and select SAVE. To make the form available on the patient portal, select the Patient Portal checkbox.

Next: Create the order (appointment)
Previous: Enter insurance information
Parent: A typical scheduling workflow

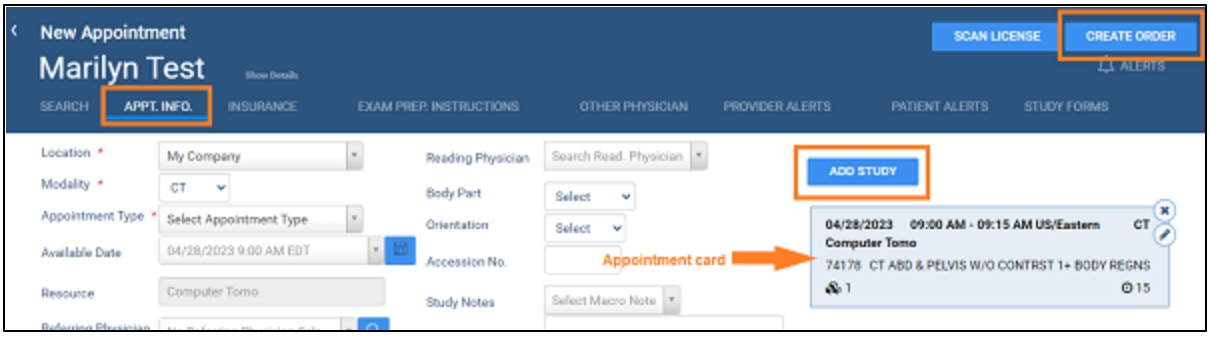
Create the order (appointment)

After entering all information related to the appointment, finish by creating the order. When you create an order, the appointment is added to the schedule book (except for walk-in appointments) and becomes available in RIS and the worklist.

Procedure

1. On the New Appointment screen, select the APPT. INFO tab, and then select ADD STUDY.

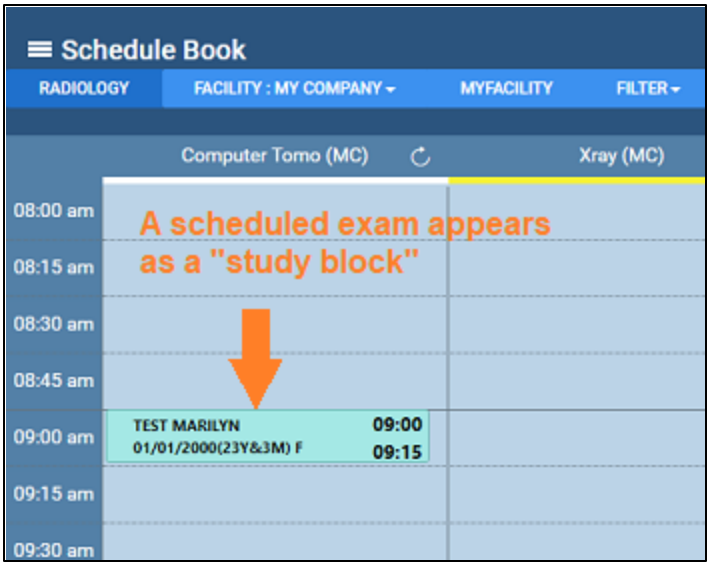
   Result: A study ("appointment card") appears based on the information entered.



2. At the upper-right corner of the screen, select CREATE ORDER.

Result: The order is created and scheduled, and one of the following screens appears.

- The schedule book, showing the scheduled appointment (by default)
- The Edit Study screen (when Auto-Open New Order is selected)
- The confirmation screen (when Auto-Open Appointment Confirmation is selected)



3. Optional. To view a quick summary of the exam in the schedule book, hover over the study block.

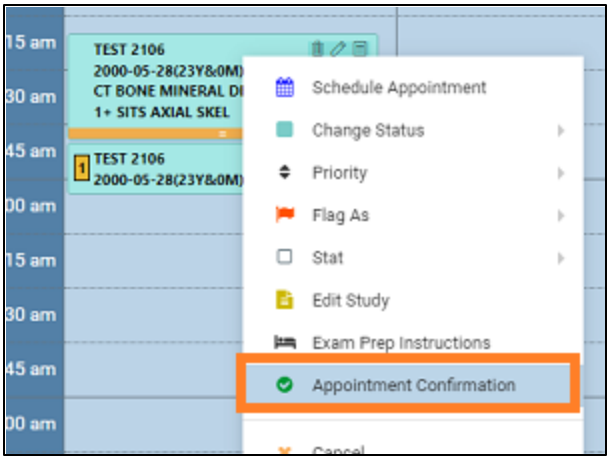
Next: Confirm an appointment
Previous: Enter other information and forms
Parent: A typical scheduling workflow

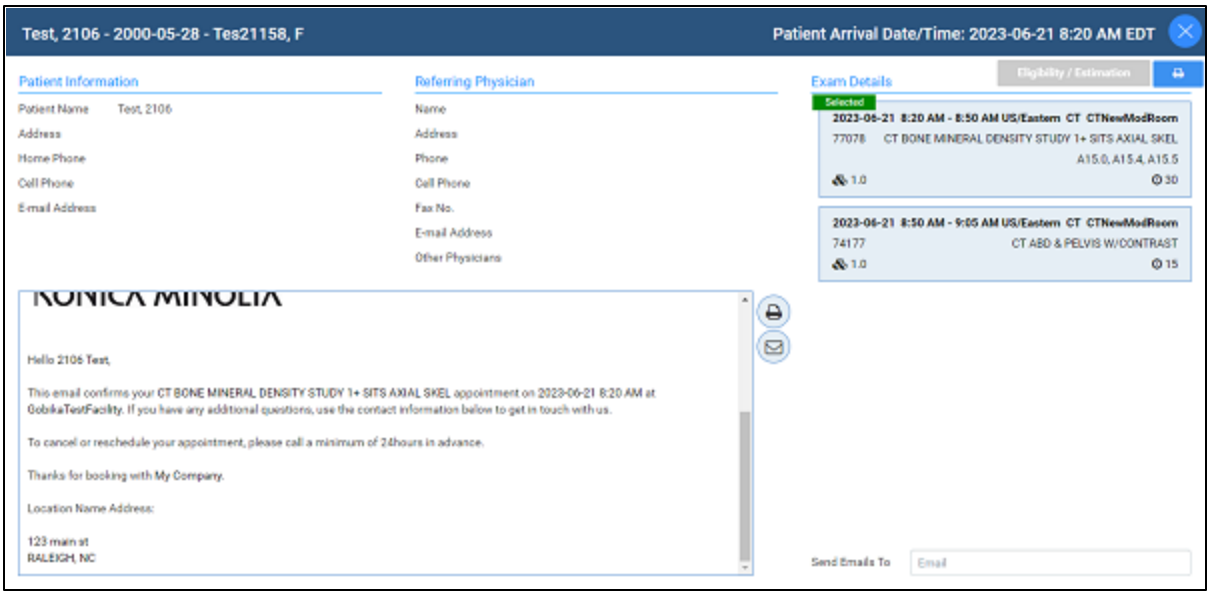
Confirm an appointment

After creating an order, use the Appointment Confirmation screen to confirm details with the patient, and then change the study status to Confirmed.

Open the Appointment Confirmation screen

- Automatically: See the “Auto-Open Appointment Confirmation” setting in Configure other user settings.
- Manually: On the schedule book, right-click an appointment block, and then select Appointment Confirmation.





Confirm with the patient

You can discuss the information over the phone, or send the information:

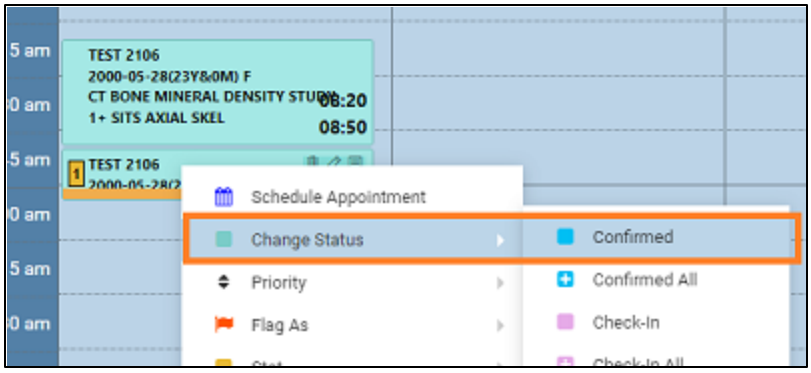
- In the Send Emails To box, type an email address and select the email button to send the confirmation.
- Select the print button to print the information.

Optional: For more information you can:

- Verify eligibility and estimate coverage by selecting Eligibility, Imagine Simplicity, or Verify (if available). See Verify eligibility and estimate coverage with Exa Clear.
- Under Exam Details, select an appointment card to open it in the Edit Study screen.

Change the appointment status to Confirmed

When the patient confirms the appointment, change the status. On the schedule book, right-click the appointment card, select Change Status, and then Confirmed.



Previous: Create the order (appointment)
Parent: A typical scheduling workflow

See also:

Other scheduling tasks
Post-scheduling tasks

Other scheduling tasks

This section contains the following scheduling tasks that were not covered in A typical scheduling workflow.

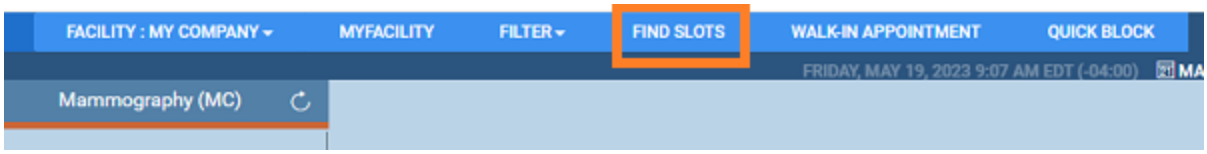
Use the Find Slots feature
Add, edit, or delete a quick block
Print the schedule book
Schedule appointments back to back
Schedule a walk-in appointment
Change the time block duration on the schedule book
Edit or delete schedule blocks
About auto-blocks
Track referrals

Use the Find Slots feature

Find slots is a powerful tool for finding appointment times and creating orders. It can be especially useful when you want to find a timeslot first, and then schedule an appointment in it.

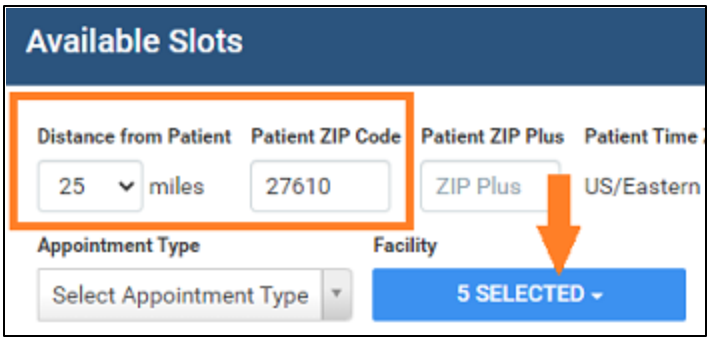
Procedure

1. Go to SCHEDULE.
2. In the schedule book, on the menu bar, select FIND SLOTS.



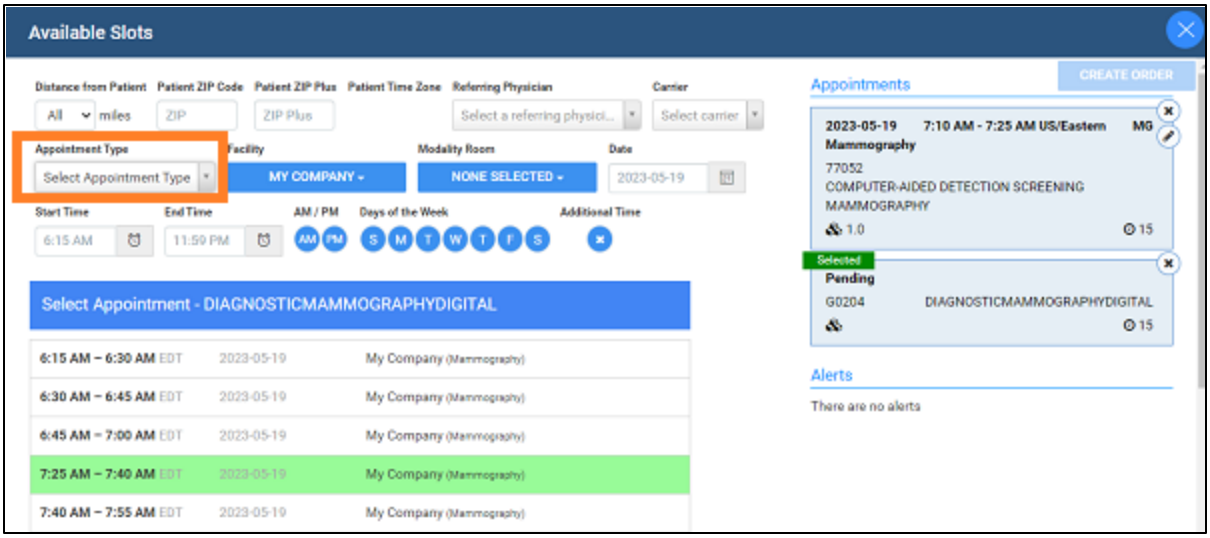
3. In the Available Slots screen, in the Patient ZIP Code box, type the patient's ZIP or postal code.
4. In the Distance from Patient dropdown list, select a search radius.

   Result: Facilities in the range you specify are automatically selected in the Facility list.



5. In the Appointment Type dropdown list, select an appointment type.

   Result: Available timeslots appear in a list.
6. To narrow the list of available timeslots, type or select other criteria described below.



Setting	Description
Appointment Type	Selected above. The appointment to schedule.
Referring Physician	Select to display any provider alerts, and to carry over into the new appointment screen after slots are found.
Carrier	Select the insurance carrier. The insurance may also be auto-populated if the patient has a default insurance policy.
Facility	Select to schedule in specific facilities. To select all facilities, make no selection or select Select all.
Modality Room	Select if you want to schedule in specific modality rooms. To view slots in all modality rooms, make no selection or select Select all.
Date	Select to schedule on a specific date.
Start/End Time	Select a time range during which to schedule.
AM/PM	Select to schedule only in the morning or afternoon.
Day of the Week	Select one or more days on which you want to schedule.
Additional Time	Select if more time is needed for the exam than the standard duration.

Notes:

- Timeslots overlapping soft quick blocks are accompanied by a pink square.
- Timeslots overlapping hard quick blocks are omitted from the list.

7. In the list of timeslots, select a slot.

   Result: An appointment card appears (on the right side of the screen, under Appointments).

8. Optional. To schedule another appointment in the same order, select another appointment type and then repeat the steps.
9. Select CREATE ORDER.
10. Perform scheduling procedures.

Add, edit, or delete a quick block

You can create a *quick block* to specify timeslots for non-exam events such as lunch breaks, or for dedicated use such as all-day training. There are two types of quick block:

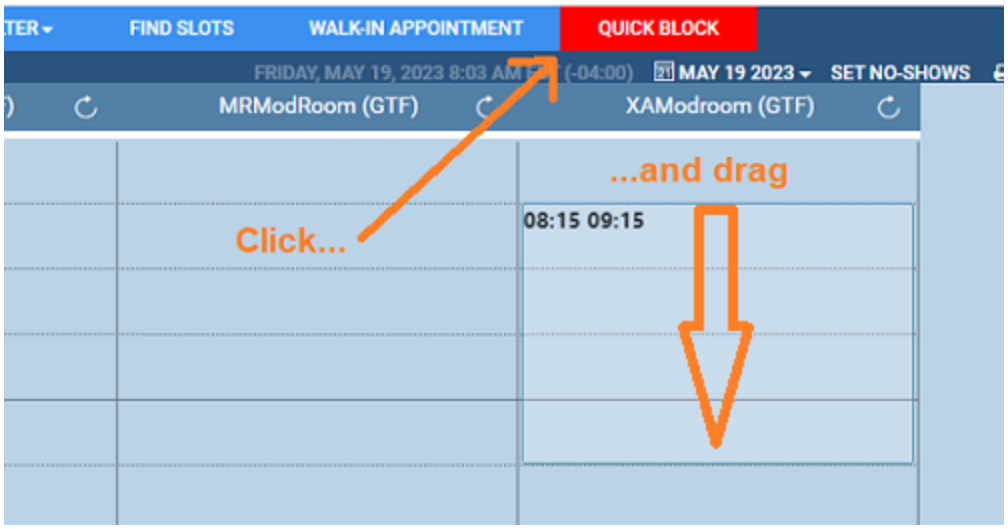
- *Soft quick blocks* are partial room reservations, and you can schedule exams over them.
- *Hard quick blocks* are full room reservations, and you cannot schedule exams over them.

To add, edit, or delete a quick block, follow the steps below.

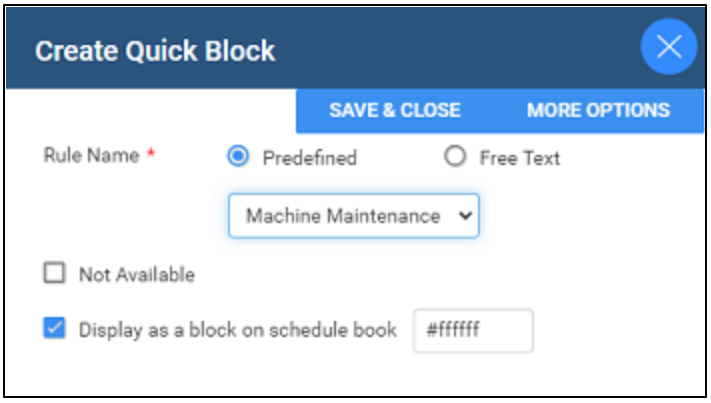
Prerequisite: Obtain the Quick Block user right.

Add a quick block

1. Go to SCHEDULE.
2. On the button bar, select QUICK BLOCK, and then drag within a column to place a block.



3. In the Create Quick Block dialog, enter the following settings.

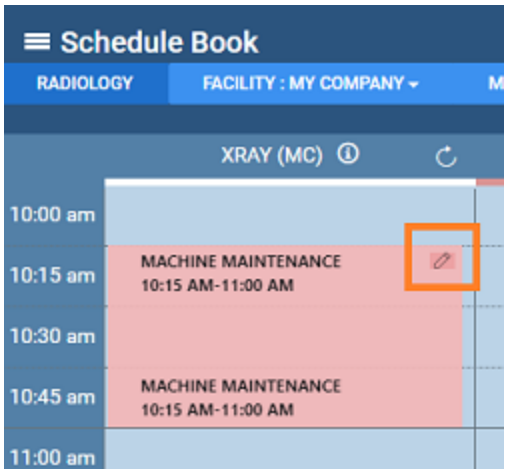


Setting	Description
Rule Name	Predefined: Select to apply a schedule rule to the block, and then select a schedule rule from the dropdown list. Free text: Select to apply a label to the block without applying a schedule rule.
Not Available	Select: Create a hard quick block (no scheduling allowed). Clear: Create a soft quick block (scheduling allowed).
Display as a block on schedule book	Select to display on the schedule book. Clear to hide from the schedule book, but still affect available slots during scheduling.
[#ffffff]	Click inside the box, and then select a color for the block. Requires the Allow Editing of Display Block Colors user right.

4. Optional. To modify schedule rules, select MORE OPTIONS to open the schedule rules screen.

Edit or delete a quick block

1. On the schedule book, select QUICK BLOCK.
2. On a quick block, select its edit (pencil) button.



3. In the Edit Quick Block dialog, select EDIT THIS BLOCK or DELETE THIS BLOCK.

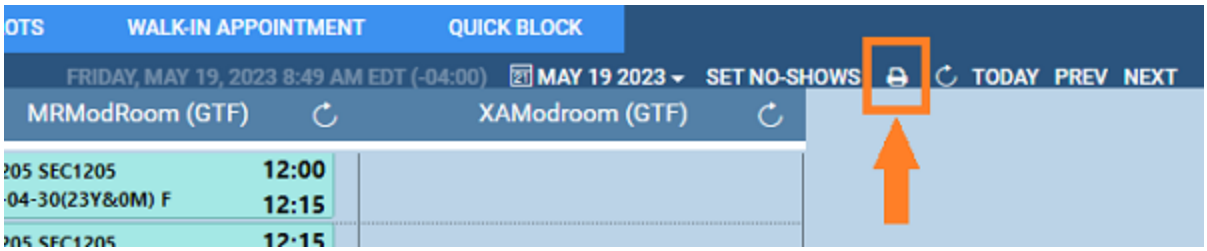
See also:

Configure a schedule template and schedule rules
Edit or delete schedule blocks
About schedule blocks

Print the schedule book

Procedure

1. Go to SCHEDULE.
2. Under the button bar, on the navigation bar, select the print button.

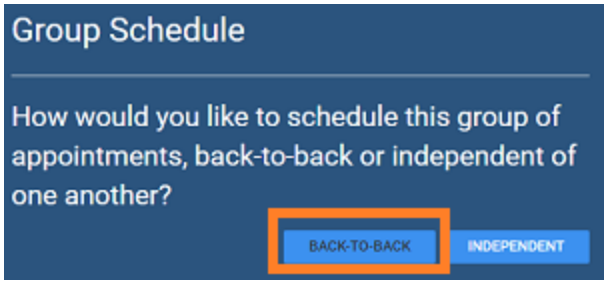


Schedule appointments back to back

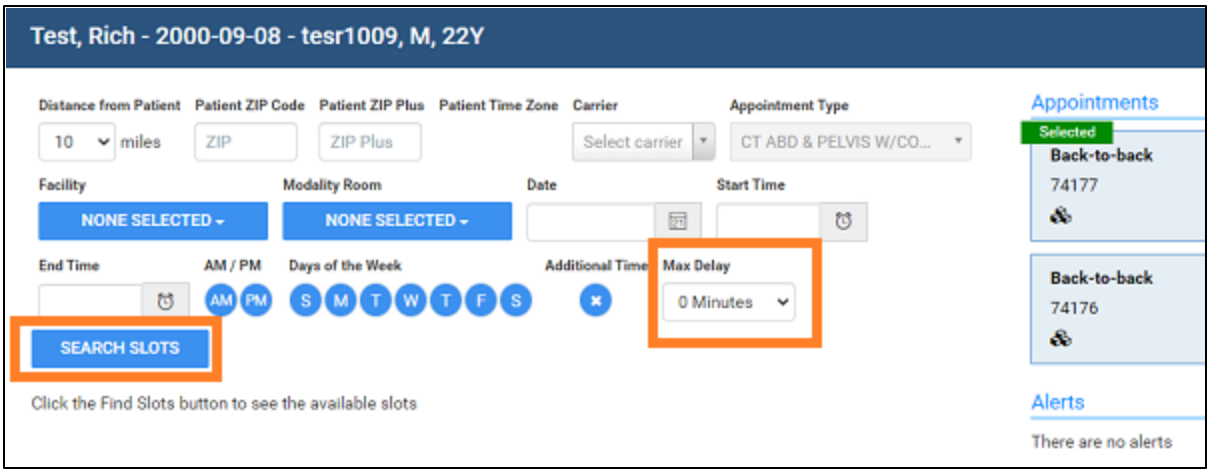
You can select to schedule multiple appointments *back to back*, in which the Find Slots feature only shows you timeslots that are available for all of the appointments on the same day at the same facility.

Procedure

1. Following the steps in Use the Find Slots feature, add the first appointment type.
2. Select the second Appointment Type, and then in the Group Schedule dialog, select BACK-TO-BACK.



3. Optional: In the Max Delay dropdown list, select the maximum amount of wait time between appointments.



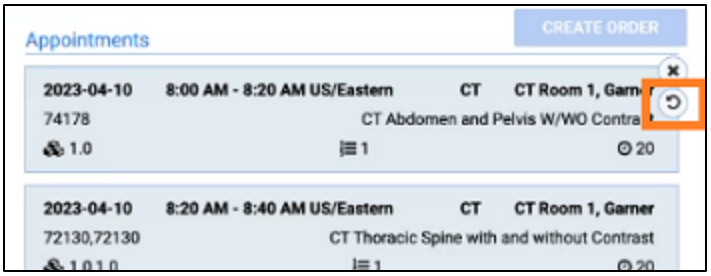
Note: The Same Day option returns all available timeslots regardless of delay.

4. Enter additional scheduling criteria, select SEARCH SLOTS, and then select a slot.
5. Select CREATE ORDER.
6. Perform scheduling tasks, such as in A typical scheduling workflow.

Change slots part way through

If you need to change the timeslots you selected for your appointments before creating the order:

1. Select the first appointment card, and then select the button.



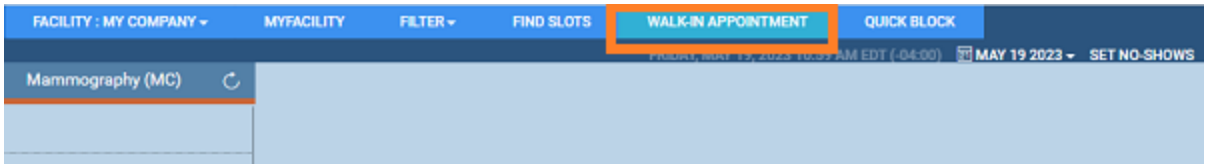
2. Select the next appointment card, and select a new timeslot.
3. Repeat for all appointment cards.

Schedule a walk-in appointment

To immediately admit patients who do not have a previously scheduled exam, you can schedule a walk-in appointment. Walk-ins are considered exceptions and do not appear on the schedule book, but they do appear on the worklist so that staff can make accommodations.

Procedure

1. Go to SCHEDULE.
2. In the schedule book, on the menu bar, select WALK-IN APPOINTMENT.



3. Perform scheduling tasks, starting with Set up a patient.

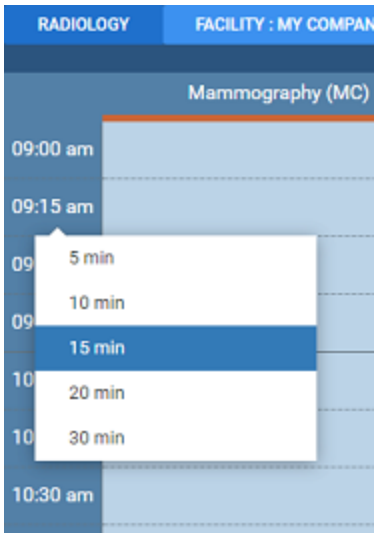
   Note that Exa PACS|RIS fills in the Available Date box with the current date and time.

Change the time block duration on the schedule book

A *time block* is the amount of time represented by each row on the schedule book. By default time blocks are 15 minutes, but you can change them.

Procedure

1. Go to SCHEDULE.
2. On the schedule book, right-click anywhere in the left margin where the times of day appear.



3. Select a duration.

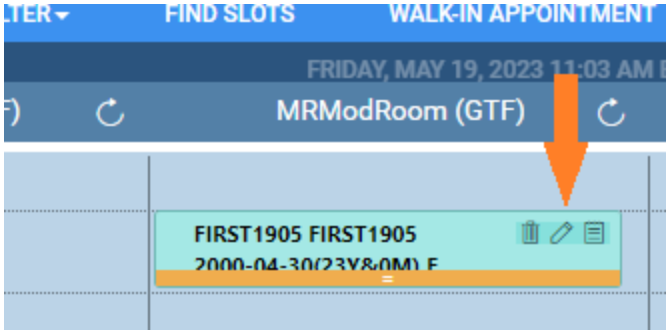
Edit or delete schedule blocks

You can edit or delete schedule blocks directly on the schedule book.

Prerequisite: Sign in as a user with the Schedule Block right.

Procedure

1. Go to SCHEDULE.
2. On the schedule book, select a schedule block, and then select its edit button.



   Result: Depending on the type of block, one or more editing and/or deleting option appears.
3. Select an option, and if editing, make changes in the editing screen.

See also:

Edit Study screen

About auto-blocks

When you schedule an exam in a timeslot to which a schedule rule applies, and the schedule rule specifies a particular resource to perform the exam (for example, a technologist), Exa PACS|RIS does the following.

- Checks to see if the resource is also available to work in other modality rooms at the same time.
- If so, and if Autoblocking is selected in the schedule rule, Exa PACS|RIS automatically creates schedule blocks in the other timeslots to prevent future users from double-booking the resource.

These *auto-blocks* appear on the schedule book as "Auto-Block with Study ID," and the Allow Scheduling option is disabled. You can edit auto-blocks like any other schedule block.

Track referrals

This is a legacy Meaningful Use feature and is no longer available.

Post-scheduling tasks

The following tasks can be performed (typically by front desk staff) after appointments are scheduled.

Schedule book

Check in a patient for an appointment from the schedule book
Attach a document from the schedule book
Make quick changes to appointments
Edit an appointment from a schedule block
Reschedule an appointment
Schedule a follow-up
Cancel an appointment
Set no-shows

Patient Kiosk

Use Patient Kiosk to check in patients

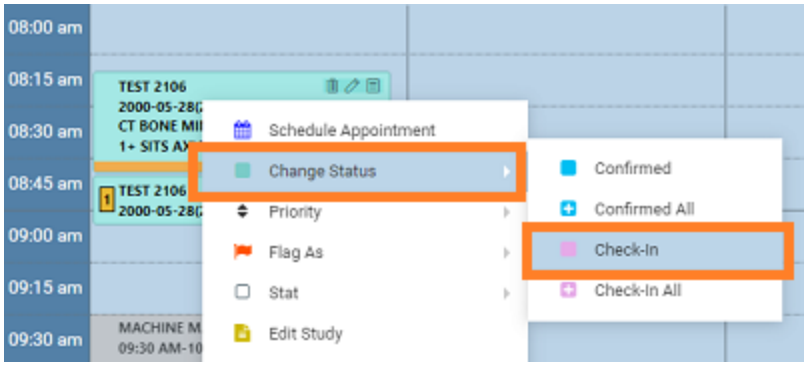
Edit study

Enter a new charge
Enter payments and print receipts

Check in a patient for an appointment from the schedule book

You can follow the steps below to check in a patient for an appointment from the schedule book. If using Patient Kiosk, see topics in Use Patient Kiosk as a healthcare staff member.

1. Go to SCHEDULE.
2. On the schedule book, on the schedule block shortcut menu, select Change Status > Check-In.



Attach a document from the schedule book

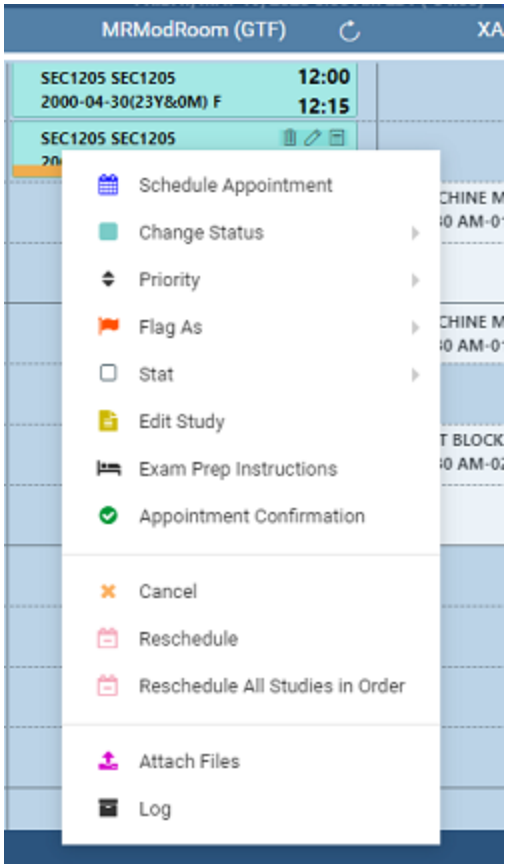
To attach a document from the schedule book, see Attach (upload, scan) non-DICOM documents.

Make quick changes to appointments

You can make several quick changes to the status, priority, flagging, and other aspects of appointments without having to open and edit them.

Procedure

1. Go to SCHEDULE.
2. Right-click a schedule block and select from the options in the shortcut menu.



Setting	Description
Schedule Appointment	Select to change multiple properties of the appointment in the Find Slots screen. See Use the Find Slots feature.
Change Status	Hover over Change Status, and then select a new status. Modifies workflow elsewhere in the program.
Priority	Hover over Priority, and then select a new priority. Modifies workflow elsewhere in the program.
Flag As	Hover over Flag As, and then select a flag.
Stat	Hover over Stat, and then select a new Stat (urgency) level.
Edit Study	Select to open the appointment in the Edit Study screen.
Exam Prep Instructions	Select to view exam prep instructions. If no instructions were entered, an “x” appears on the right side of the command in the shortcut menu.
Appointment Confirmation	Select to display the appointment confirmation screen. See Confirm an appointment.

Setting	Description
Cancel	Select to cancel the appointment. See Cancel an appointment.
Reschedule	Select to move the schedule block to the reschedule bucket. See Reschedule an appointment.
Attach Files	Select to open the Patient Documents screen. See View or add patient documents.
Log	Select to open the audit log screen. See View and export audit log entries.

See also:

About drawing attention to orders and studies
Create a study flag

Edit an appointment from a schedule block

You can edit the information in an appointment directly from its schedule block on the schedule book.

When adding a study to an order, Exa PACS|RIS automatically assigns a status to the new study that best matches the other studies in the order.

Procedure

1. Go to SCHEDULE.
2. On the schedule book, double-click a schedule block.
3. In the Edit Order or Edit Study screen, edit the appointment.
4. Select SAVE.

See also:

Edit order information
Edit study information

Reschedule an appointment

On the burger menu, select SCHEDULE, find a schedule block on the schedule book, and then choose one of the following methods to reschedule the appointment.

Same day: Drag the schedule block

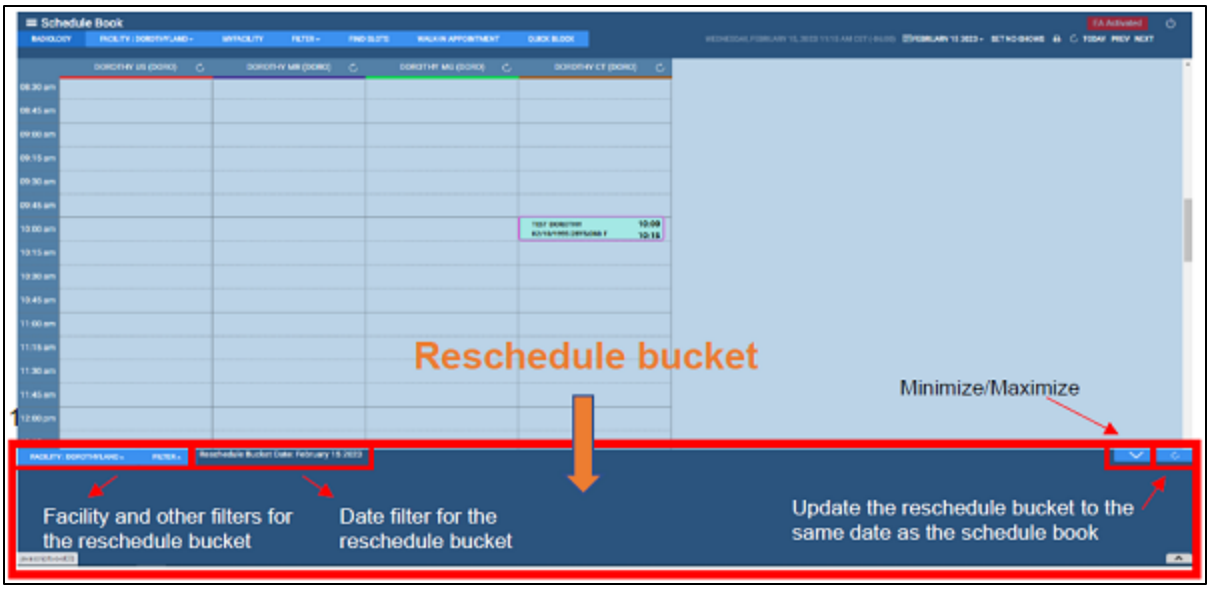
To move the appointment to a later time within the same day and same modality room, you can drag its schedule block to a new timeslot.

Different day: Use the reschedule bucket

To move the appointment to a different day, you can use the *reschedule bucket* to "hold" your appointment while you switch the calendar.

1. Right-click a schedule block, and then in the shortcut menu, select Reschedule.
2. In the Reschedule dialog, select the reason for rescheduling, and select SAVE.

Result: The schedule block moves from the calendar to the reschedule bucket.



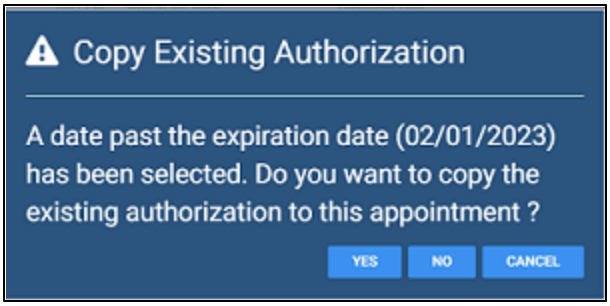
Note:

- The facilities, filters, and dates of the schedule book are independent from those of the reschedule bucket. Changing the date in the schedule book does not change the date in the reschedule bucket, and vice versa.
- If a study is in the reschedule bucket and you change the reschedule bucket date, the study "disappears" (is filtered out), but you can restore the original date to show the study again.
- If you update the reschedule bucket, it jumps to whatever date is open on the schedule book.

3. Find an available timeslot on the calendar.
4. Drag the schedule block from the reschedule bucket to the new timeslot.
5. In the confirmation dialog, select YES.

Copy authorization

When rescheduling an exam, if authorization is past due, a pop-up window appears prompting you whether to copy authorization to the rescheduled exam.



- To copy authorization, select YES.
  Result: The authorization expiration date changes to the rescheduled appointment date.
- To not copy authorization, select NO.
  Result: The authorization status changes to Reauthorization Needed.

Shorten or lengthen the schedule block

To change only the duration of the appointment:

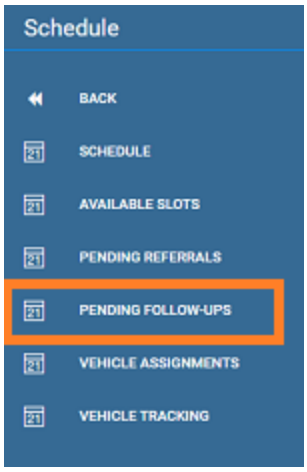
1. Select a schedule block.
2. Hover over the bottom edge of the block, and then drag the orange bar up or down to shorten or lengthen the appointment.

Schedule a follow-up

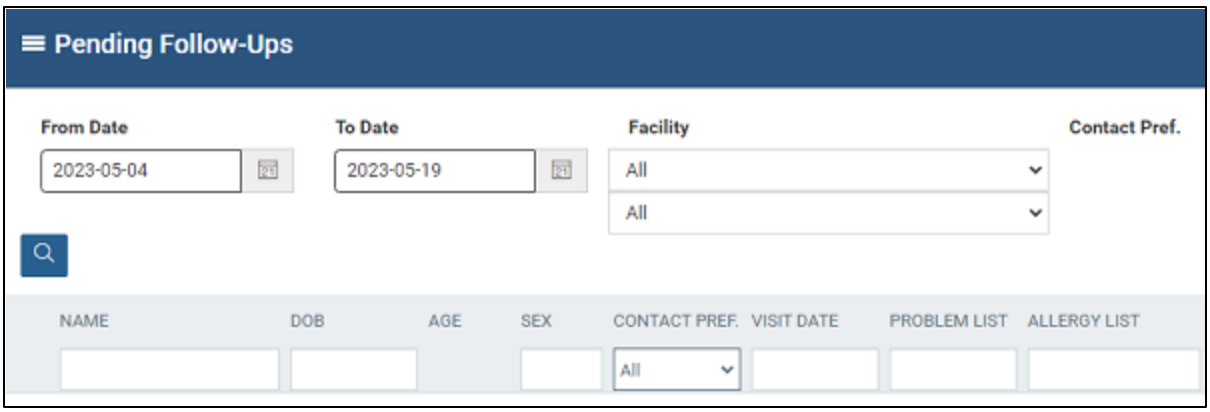
If users specify follow-up exams, you can view a list of the specified exams and schedule them.

Procedure

1. Go to SCHEDULE > PENDING FOLLOW-UPS.



2. On the Pending Follow-Ups screen, enter filtering criteria and then select Enter.



3. Double-click an exam in the list, and complete scheduling tasks.

See also:

Specify a follow-up exam

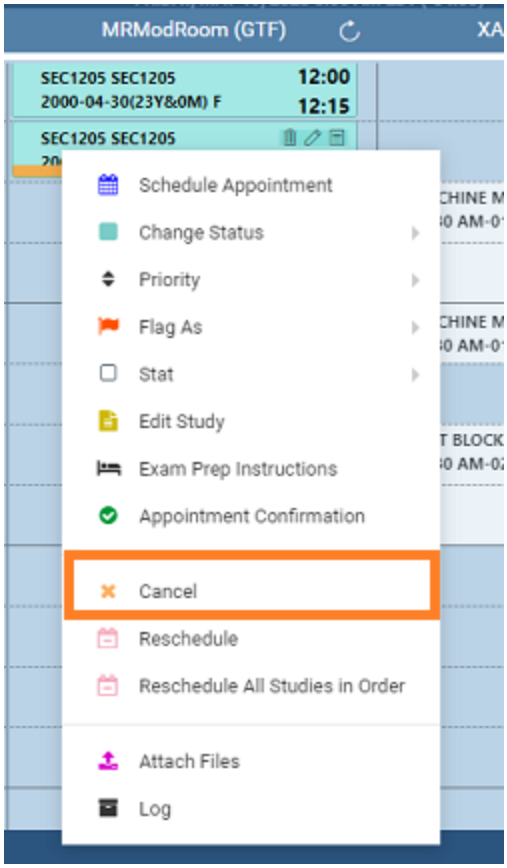
Cancel an appointment

You can cancel an appointment from the schedule book.

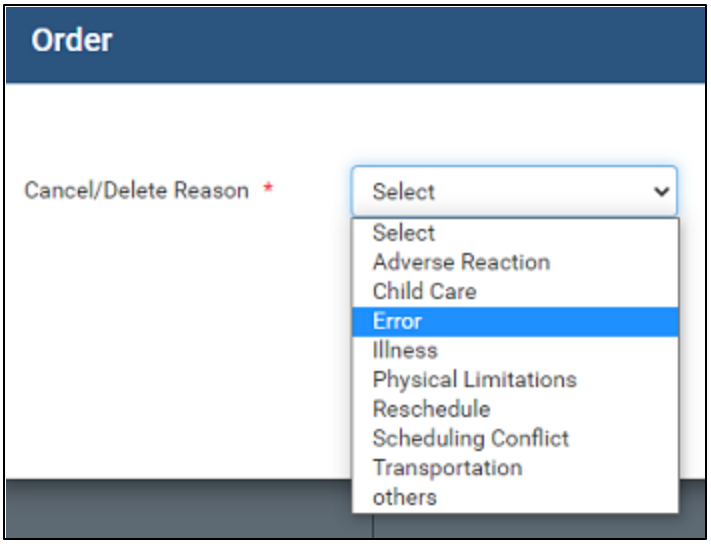
Prerequisite: The appointment to cancel must be in the Confirmed or subsequent status.

Procedure

1. Go to SCHEDULE.
2. On the schedule book, right-click the appointment that you want to cancel, and then select Cancel.



3. In the Order dialog, in the Cancel/Delete Reason dropdown list, select a reason for the cancellation.



4. If you select “others” in the previous step, in the Reason box, type a reason.
5. Select SAVE.

See also:

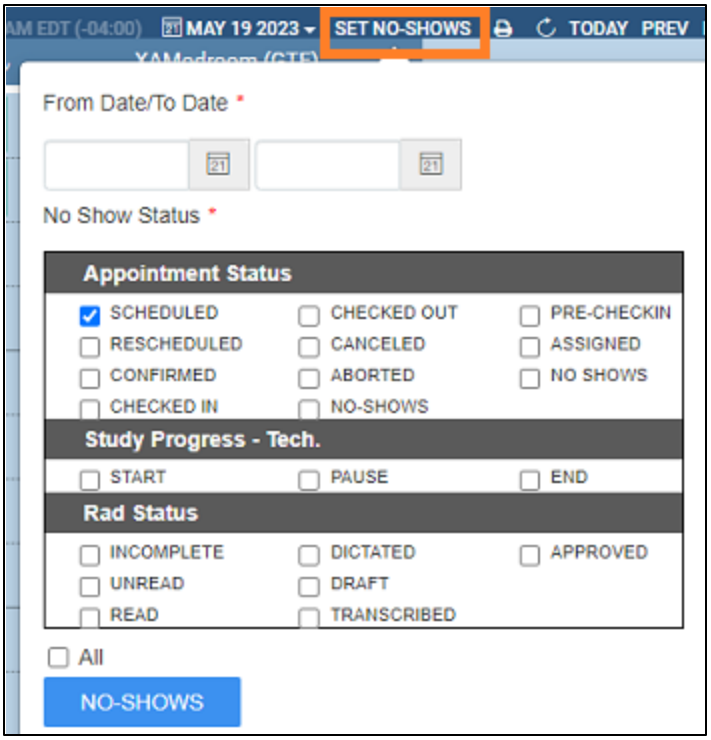
Reason codes

Set no-shows

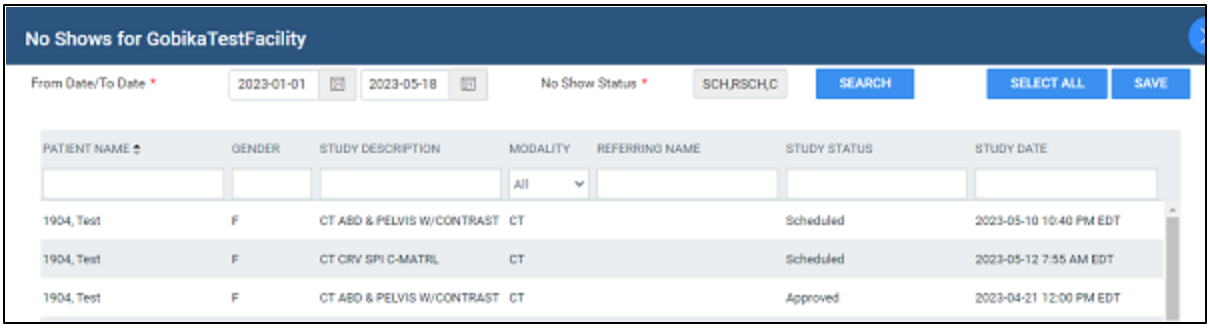
A *no-show* is a scheduled appointment that the patient did not attend. You can create a list of studies by type and date range, and then change the status of all studies in the list to “No-show.”

Procedure

1. Go to SCHEDULE.
2. Under or on the right side of the button bar (on the navigation bar), select SET NO-SHOWS.



3. In the filtering dialog, enter a date range, select one or more statuses, and then select NO-SHOWS.
4. In the No-Shows for screen, if necessary, refine the list by adjusting search criteria.



5. To change the status of all studies in the list to “No-show,” select SAVE.

Work with billing

Exa Billing ("Billing") is a feature that lets you manage all aspects of the billing workflow from claim submission and receiving payments to preparing detailed financial reports. To initially set up Billing-related screens and functions, see Configure billing.

This chapter contains the following sections.

Viewing claims
Entering and submitting claims
Manage payments
Other billing-related tasks

Viewing claims

This section contains the following topics.

About claim summaries and inquiries
Open a study or claim
Create a filter for the studies or claims list
Set the default filter for the studies or claims list
View, print, or fax a patient claim summary
View a pop-up claim summary
View and modify a claim inquiry

About claim summaries and inquiries

The following describes the levels of detail at which you can edit and view claims.

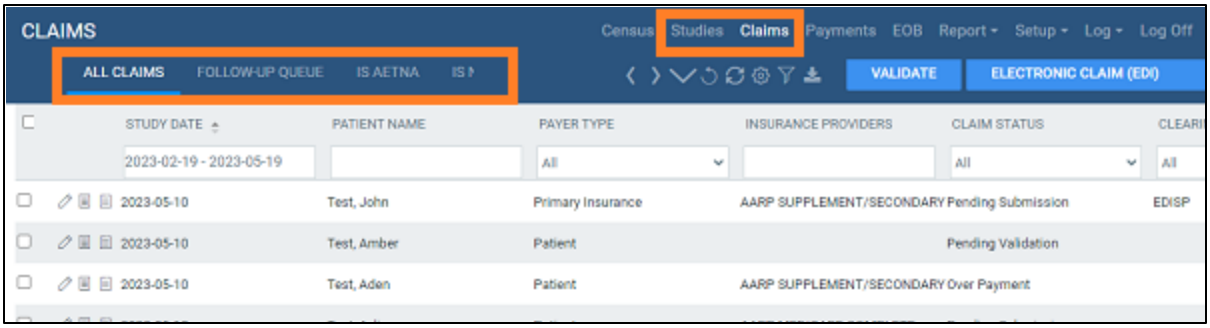
Level	Description
Claims screen	The top-level list of claims. See Open a study or claim.
Claim detail	Double-click a claim in the Claims screen to view and edit its contents.
Claim summary	A pop-up window on the Claims screen showing the claim's primary contents. See View a pop-up claim summary.
Patient claim summary	A patient-by-patient claim workspace with a billing provider focus. See View, print, or fax a patient claim summary.
Claim inquiry	A detailed patient-by-patient claim workspace with the ability to print statements and invoices, view claim forms, and add transaction comments and alerts. See View and modify a claim inquiry.

Open a study or claim

You can search for a study or claim and open it to view and edit details.

Procedure

1. Go to BILLING > Claims or Studies.
2. Optional: Select a filter tab. The default filter is ALL CLAIMS.



3. To find a study or claim, in the search bar, do one or both of the following:
   - Type or select one or more criteria and select Enter.
   - Select a column header to sort the list.

   Note: For tips on searching, see Search syntax.

4. Double-click a study or claim in the list to open it for viewing.

See also:

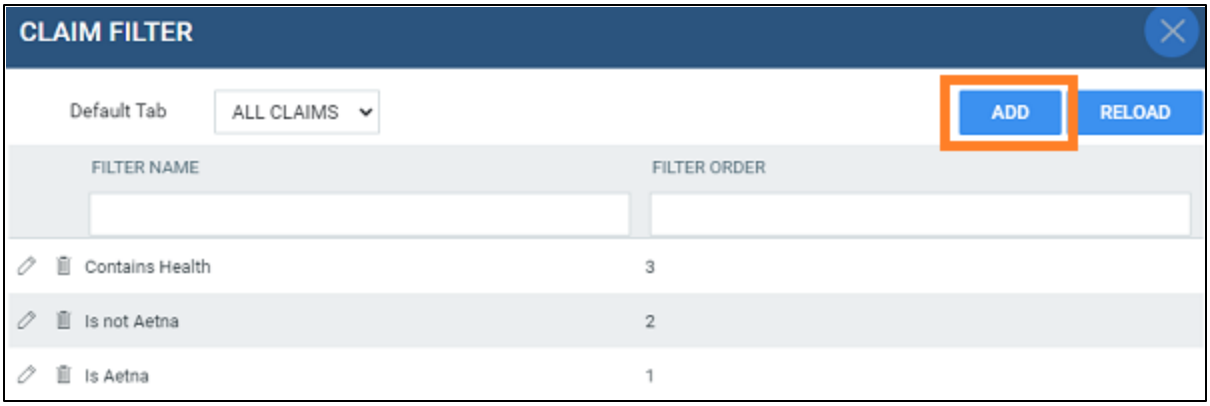
Set the default filter for the studies or claims list
Create a filter for the studies or claims list

Create a filter for the studies or claims list

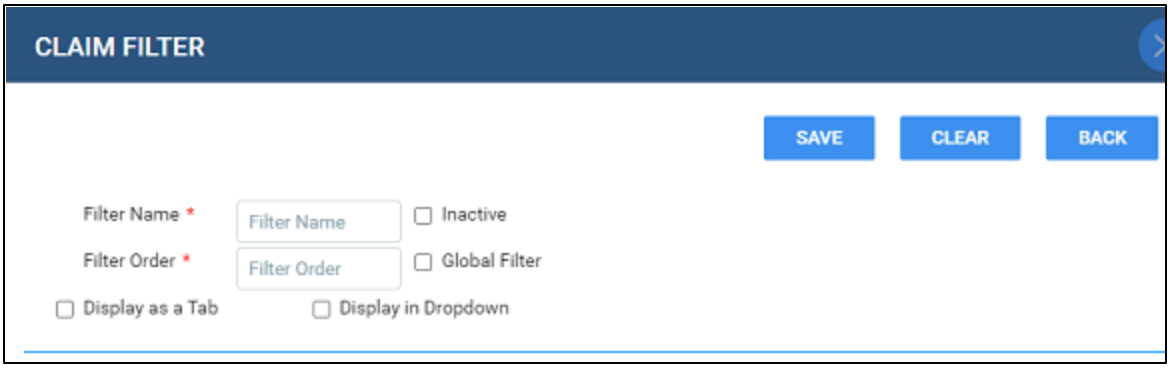
To more easily find studies or claims, you can create a filter for the studies or claims list.

Procedure

1. Go to BILLING > Claims or Studies.
2. On the toolbar, select the filter button.



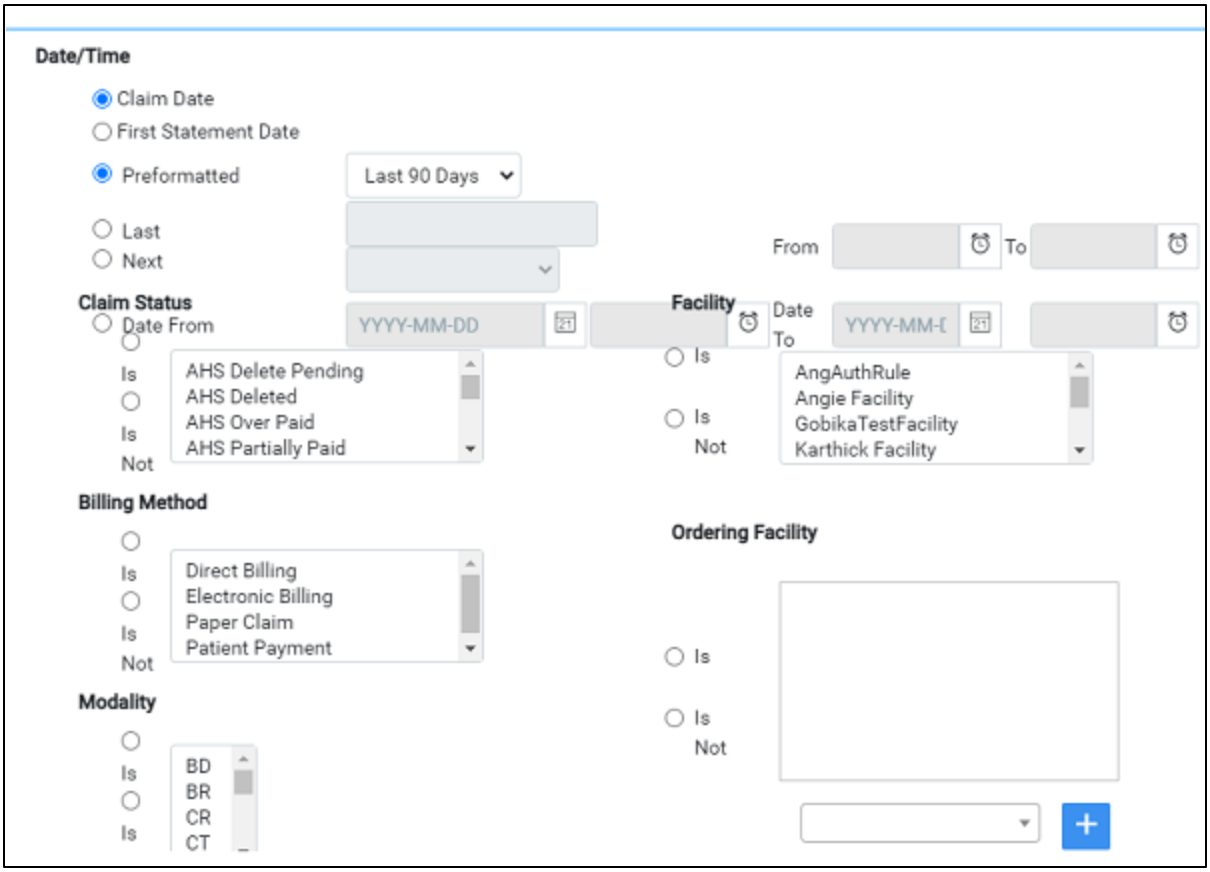
3. In the Study Filter or Claim Filter dialog, select ADD.



4. In the area above the blue line, enter the following settings.

Setting	Description
Filter Name	Type your name for the filter.
Filter Order	The order in which the filter appears as a tab and list item.
Global Filter	Select to make the filter available to all users.
Display as a Tab	Creates a tab on the Studies or Claims page with your filter applied.
Display in Dropdown	Adds your filter to the Default Tab dropdown list.

5. Under the blue line, enter filtering criteria.



6. Select SAVE.

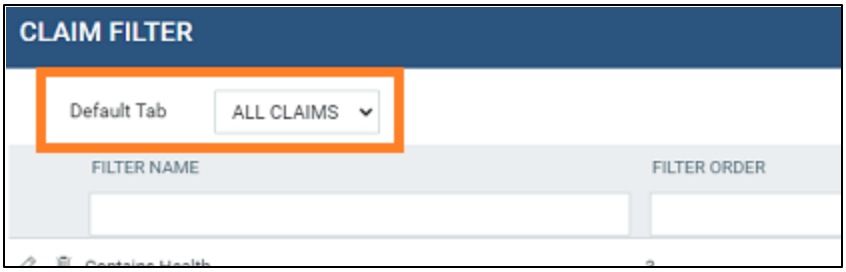
Note: You may have to refresh your browser for changes to take effect.

Set the default filter for the studies or claims list

You can specify which filter (tab) appears when you open the studies or claims screen.

Procedure

1. Go to BILLING > Claims or Studies.
2. On the toolbar, select the filter button.
3. In the Claim Filter dialog, in the Default Tab dropdown list, select the default tab.



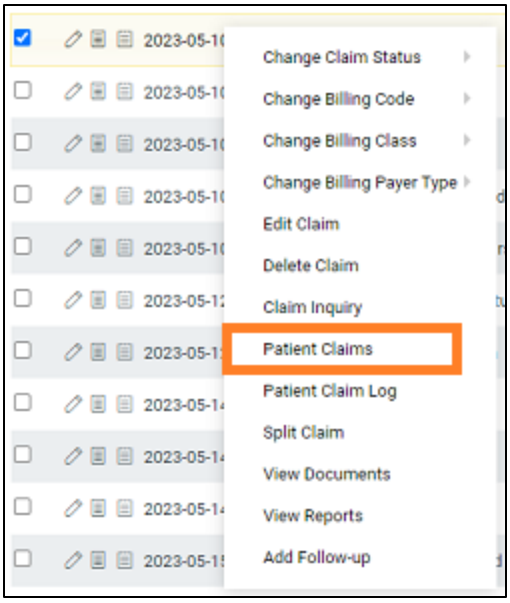
View, print, or fax a patient claim summary

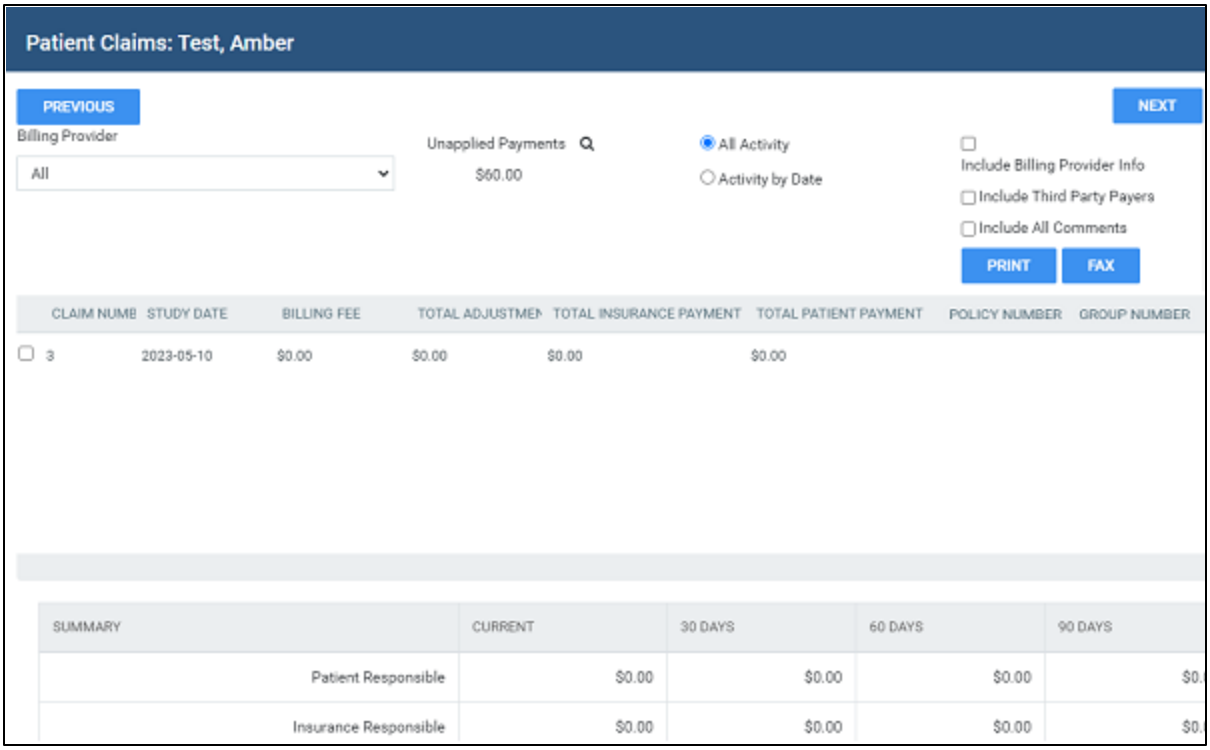
The *patient claim summary* screen is a patient-by-patient workspace in which you can view, print, and fax a summary of available patient claims by billing provider and date. This screen is similar to the claim inquiry screen, but that screen provides viewing and editing of insurance, transaction, and other details.

Note: To group personal injury cases or episodes together, such as for viewing and printing on the Patient Activity Statement, try sorting the list by the Policy No. and/or Group No. columns.

Procedure

1. Go to BILLING > Claims.
2. In the list of claims, find a claim for a patient whose summary you want to view.
3. Right-click the claim, and then select Patient Claims.





4. To modify the contents of the summary, enter these settings.

Setting	Description
PREVIOUS/NEXT	Move to through patient claim summaries.
Billing Provider	Select to filter by billing provider.
All Activity Activity by Date	Select to show all activity. Select, then enter a range of dates in the date pickers that appear.
Include Billing Provider Info	Select to include billing providers in the summary.

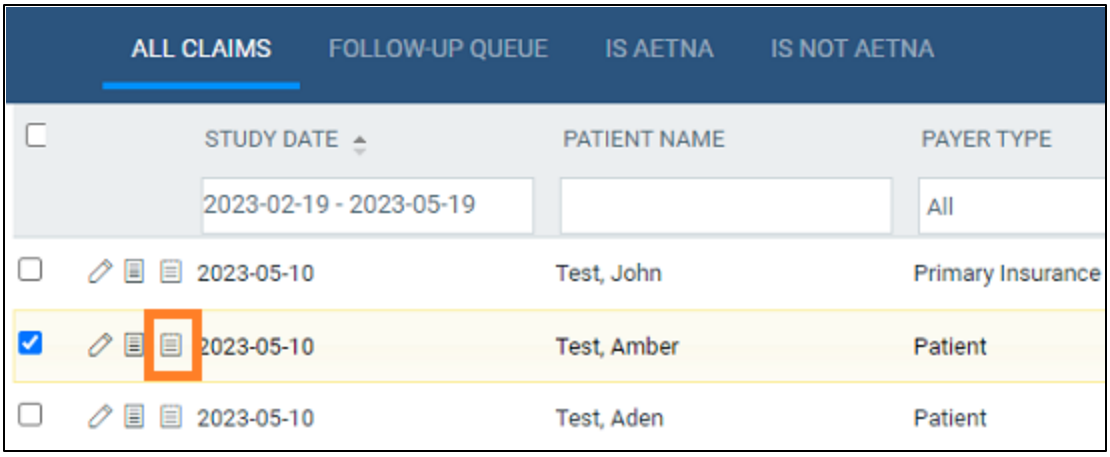
Setting	Description
Include Third Party Payers	Select to include insurance providers in the summary.
Include All Comments	Select to include claim comments.
PRINT	Select to open a screen for printing the summary.
FAX	Select to display additional fields for faxing: Recipient name: Type the name. Fax #: Type the fax number of the recipient. SEND FAX: Select to send.

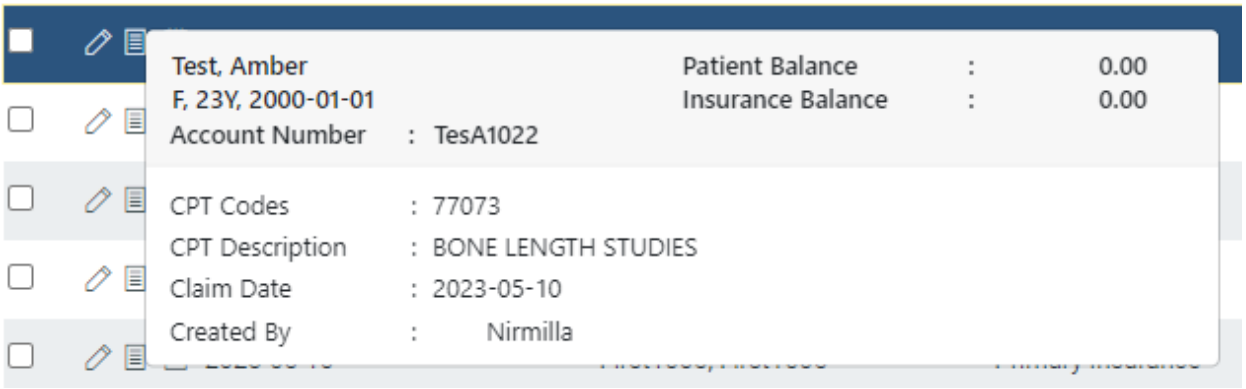
View a pop-up claim summary

You can view a claim summary in a read-only pop-up window.

Procedure

1. Go to BILLING > Claims.
2. In the list of claims, find a claim for a patient whose summary you want to view, and select its claim summary button.



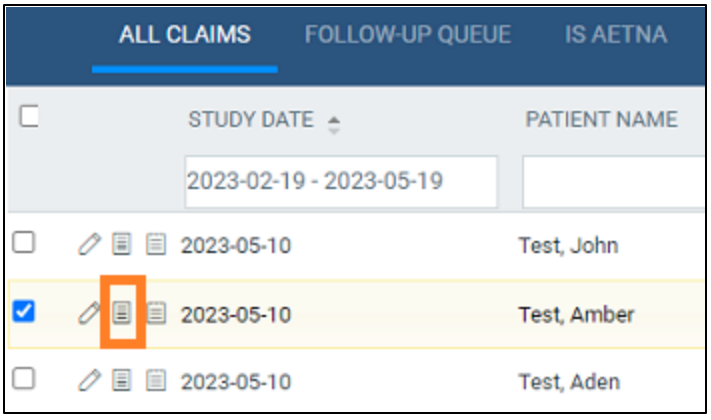


View and modify a claim inquiry

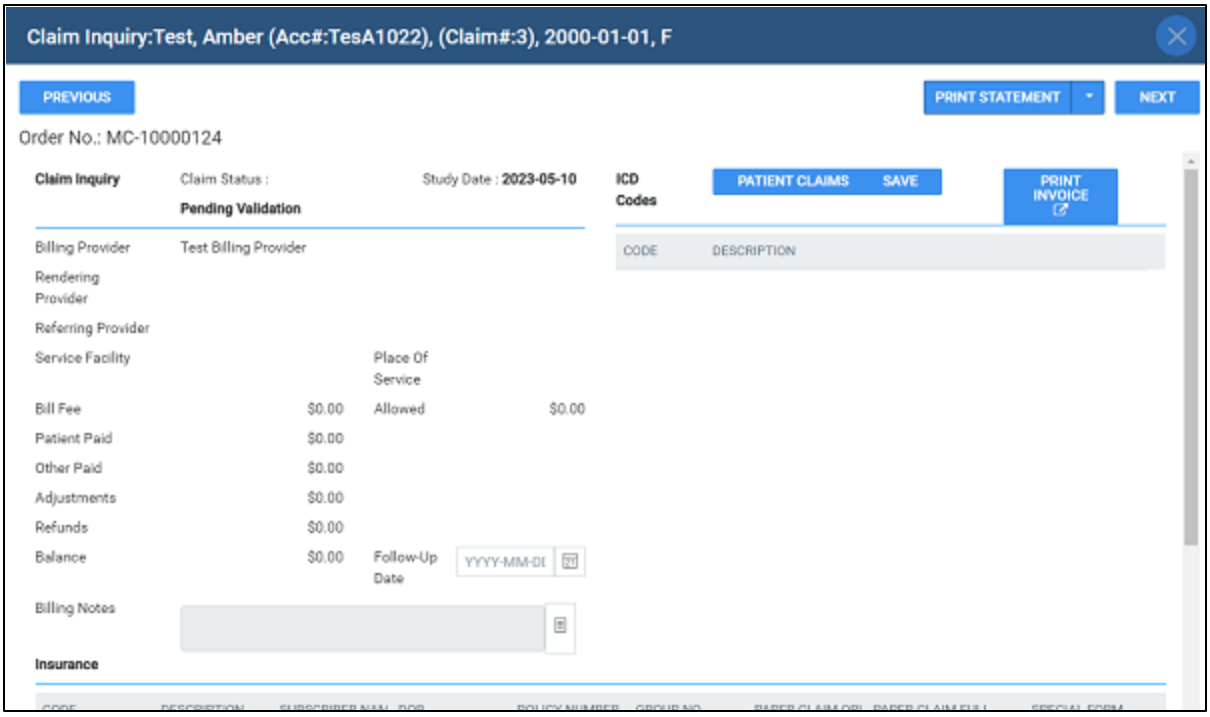
The claim inquiry screen is a patient-by-patient workspace in which you can print statements and invoices, view claim forms, and add transaction comments and alerts.

Open the claim inquiry screen

1. Go to BILLING > Claims.
2. In the list of claims, find a claim for a patient whose history you want to view, and select its claim inquiry button.

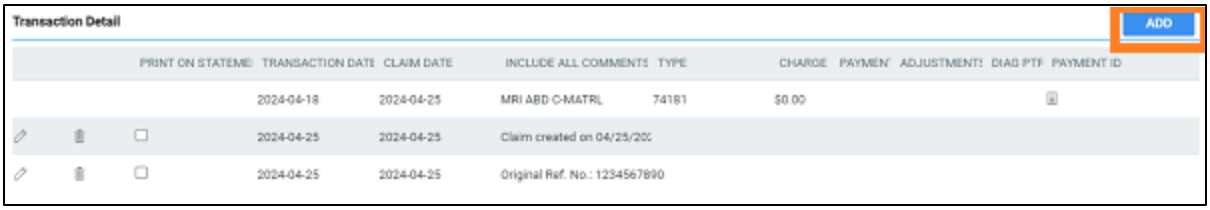


3. To move through patients, select PREVIOUS or NEXT.



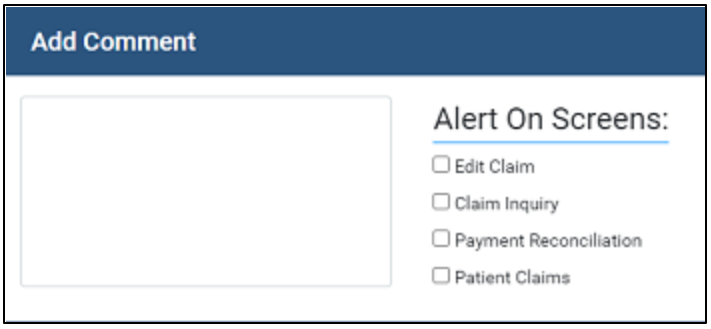
Add a transaction comment (claim note) or alert

1. In the Transaction Detail area, select ADD.



USA Only: If an original reference number was included in an EOB file, or if entered by a user in the claim entry screen, it appears as a comment in Transaction Detail.

2. In the left pane, type a comment.



3. Optional: Select checkboxes for screens on which you want your comment to appear as an alert.
4. Select SAVE.

Other tasks within a claim inquiry

- To add a reminder to follow-up on the claim, in the Follow-Up Date box, select a date, and then select SAVE.
- To add billing notes, under Billing Notes, select the notes button, and then select SAVE.
- To print a statement, select PRINT STATEMENT.
- To print a statement for a selected recipient, select the PRINT STATEMENT button shortcut menu, and then select a recipient.
- To print an invoice, select PRINT INVOICE.
- To move to the patient claims screen, select PATIENT CLAIMS.
- To view insurance forms, in the Insurance area, select a form button.

Entering and submitting claims

This section contains the following topics.

Enter a claim for a study
Add an NDC to a charge in the claim editing screen
Enter a non–study-related claim
Select a delay reason for a late claim
Enter claims in batches
Create claims automatically with Auto Billing
Validate claims
Add a claim to the follow-up queue
Make quick changes to claims
Split a claim
Submit a claim

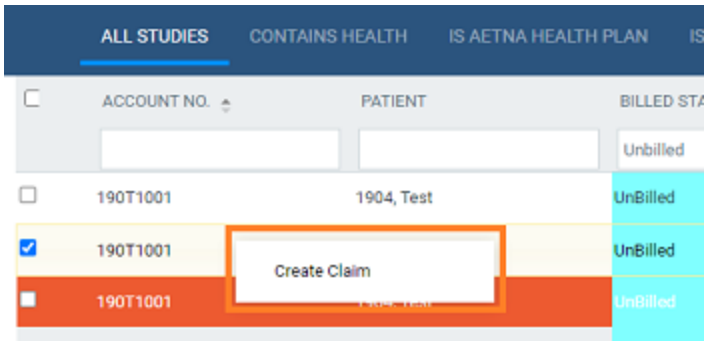
Enter a claim for a study

For studies that are completed but unbilled, you can enter a claim based on the information in that study. For other charges, see Enter a non–study-related claim.

Prerequisite: Configure a billing provider.

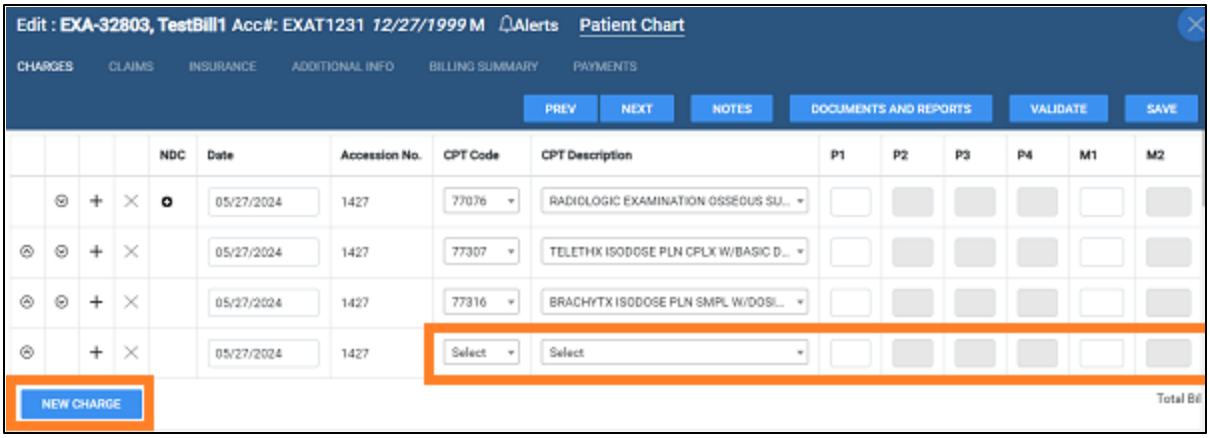
Procedure

1. Go to BILLING > Studies.
2. Right-click a study whose billed status is Unbilled, and then select Create Claim.



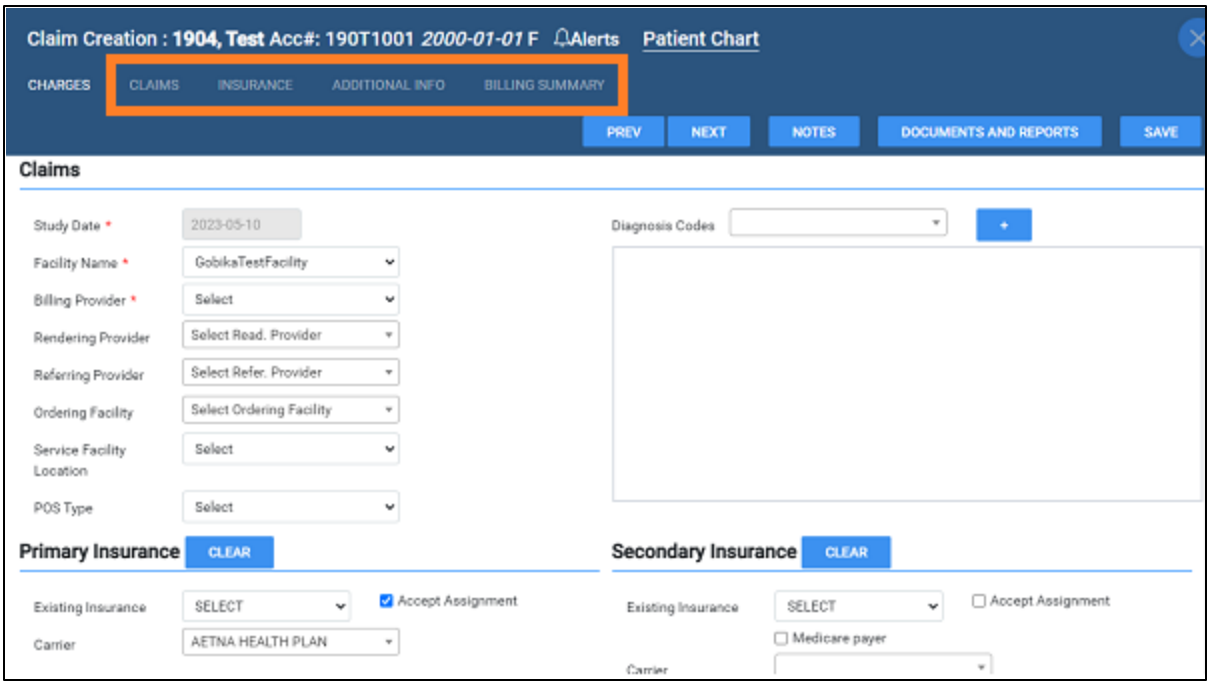
3. Optional: In the Claim Creation dialog, on the CHARGES sub-tab, select NEW CHARGE, and enter a CPT Description, CPT Code, and pointers and modifiers as needed.

Note: You can use the arrows to order the charges how you want them to appear on the claim.



4. Optional: If the add button appears in the NDC column, select it to add NDCs. See Add an NDC to a charge in the claim editing screen.

5. In the CLAIMS, INSURANCE, ADDITIONAL INFO, and BILLING SUMMARY tabs, enter all necessary information. For a detailed description, see Settings in the claim entry screen.



6. Select SAVE.

See also:

Keyboard shortcuts for the claim entry screen

Add an NDC to a charge in the claim editing screen

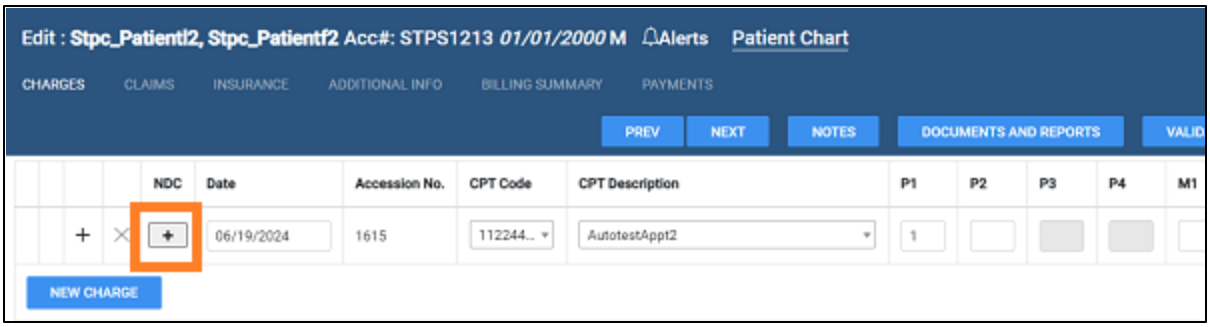
In the claim editing screen, you can add NDCs to charges if the claim is for a study and NDCs were preconfigured for the charge's CPT code. You can also modify NDC settings as you add them.

Prerequisites:

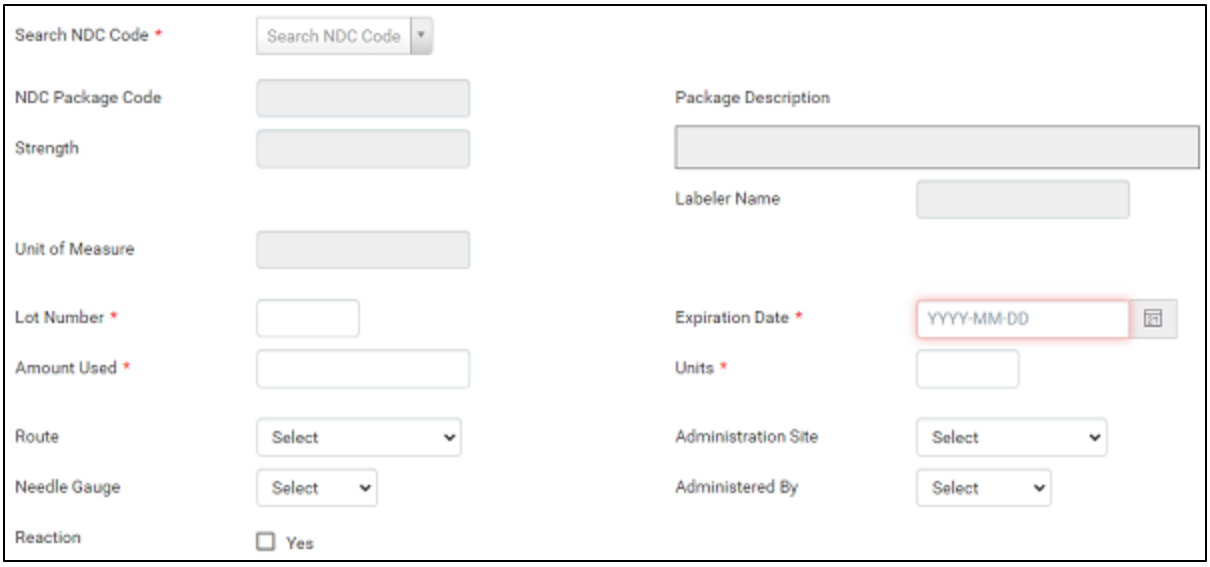
- Configure NDCs
- To preconfigure NDCs for a CPT code, see Configure appointment types.

Procedure

1. Go to BILLING > Claims, and then double-click a claim to edit.



2. Optional: In the NDC column, select the add [+] button, and then search for a code to add in the Search NDC Codes list.



3. Modify the following settings as necessary.

Note: Use the same value for the Amount used and Units.

Setting	Description
NDC Package Code	Type the code from the manufacturer.

Setting	Description
Strength	Type the strength of the active ingredient, then select the units of strength in the list.
Unit of Measure	Type the unit of measure.
Lot Number	Type the lot number of the drug.
Amount Used	Type the amount of drug administered.
Route	Select the administration method for the drug.
Needle Gauge	If a needle was used, select the gauge.
Reaction	Select if any reaction occurred.
Package Description	Type the description of the package from the manufacturer.
Labeler Name	Type the name of company corresponding to the labeler code segment in the Product NDC.
Expiration Date	Type the expiration date of the drug.
Units	Type the number units (e.g. vials) used.
Admin Site	Select the site where the drug was administered.
Administered By	Select the person who administered the drug.

4. Select SAVE.

See also:

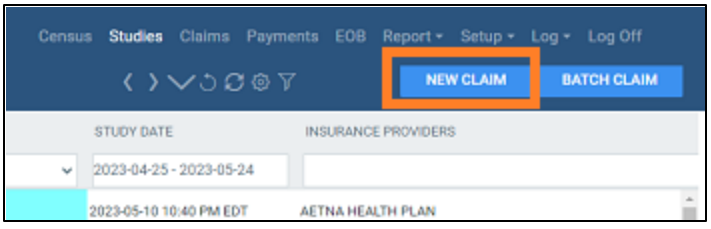
Settings in the claim entry screen
Enter a claim for a study
Use the exam screen for technologists
Add charges and NDCs for wasted contrast

Enter a non–study-related claim

You can enter a claim for charges unrelated to a particular study, such as for CDs or medical records. Even though this procedure is primarily intended for unrelated charges, you can also use these steps to associate charges with a study.

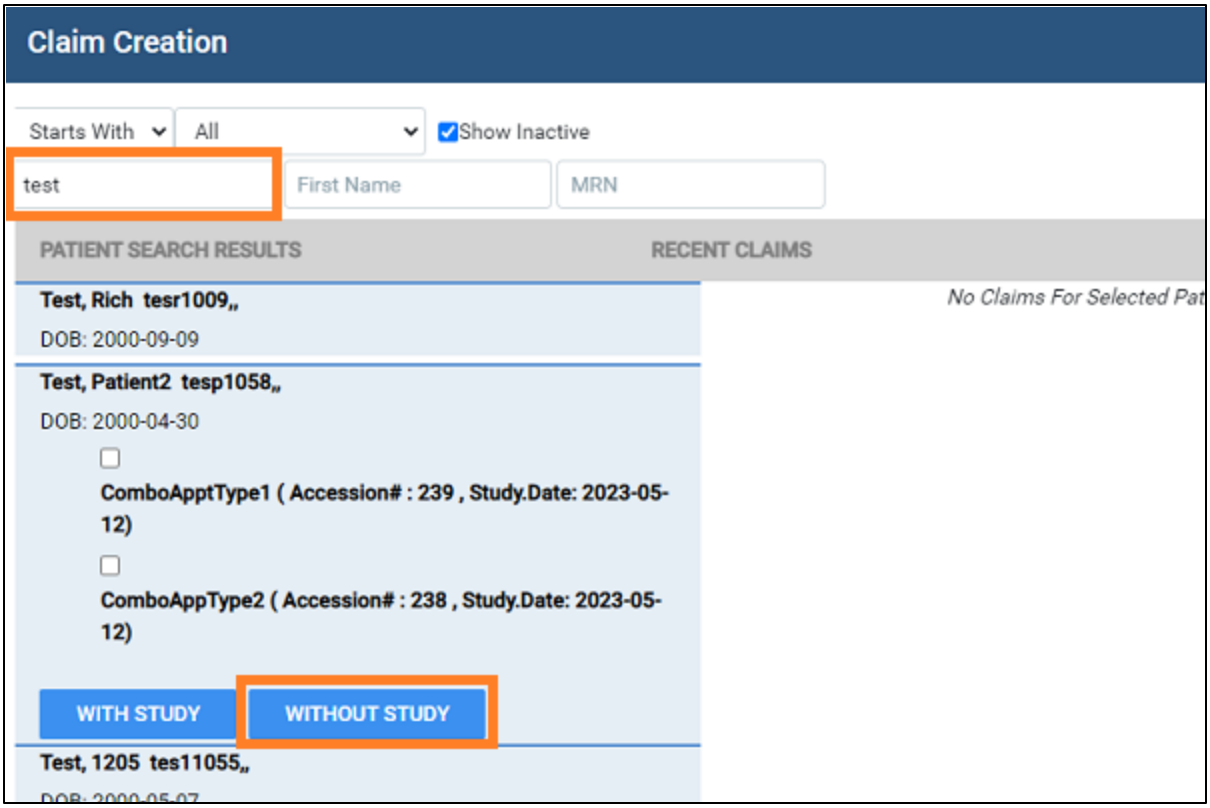
Procedure

1. Go to BILLING > Studies, and then select NEW CLAIM.



2. In the Claim Creation dialog, search for a patient by name or MRN.
3. In the PATIENT SEARCH RESULTS list, select a patient, and then select WITHOUT STUDY.

   (Or select WITH STUDY to add charges to the study.)



4. In the Claim Creation dialog, on the CHARGES sub-tab, select NEW CHARGE.
5. Enter settings as needed and then select SAVE.

See also:

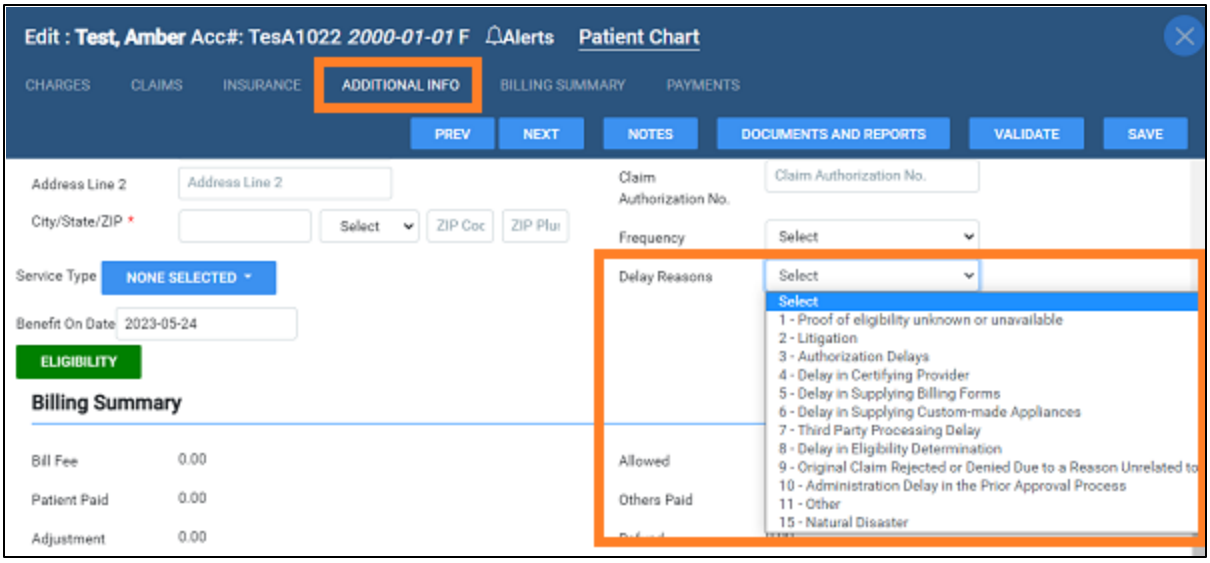
Settings in the claim entry screen
Keyboard shortcuts for the claim entry screen

Select a delay reason for a late claim

If submitting a late claim, your company may require you to enter a reason for the delay. Exa PACS|RIS comes with preconfigured delay reasons, and you can configure additional reasons if needed (see Add codes and other basic data). Delay reasons only appear on electronic claims (EDI loop 2300, segment CLM, element 20).

Procedure

1. Go to BILLING > Claims and double-click a claim.
1. On the ADDITIONAL INFO tab, at the bottom of the Additional Information section, on the Delay Reasons dropdown list, select a reason.



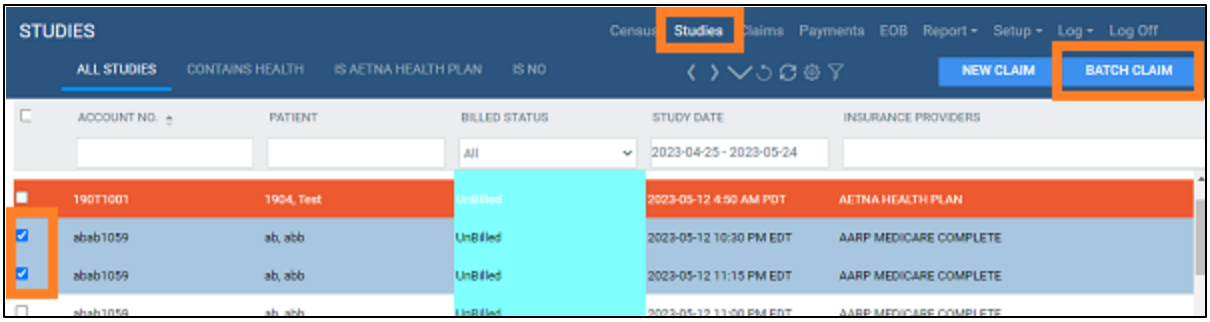
2. Click SAVE.

Enter claims in batches

To make it easier to process large numbers of claims for different patients, you can enter, edit, and validate then in batches.

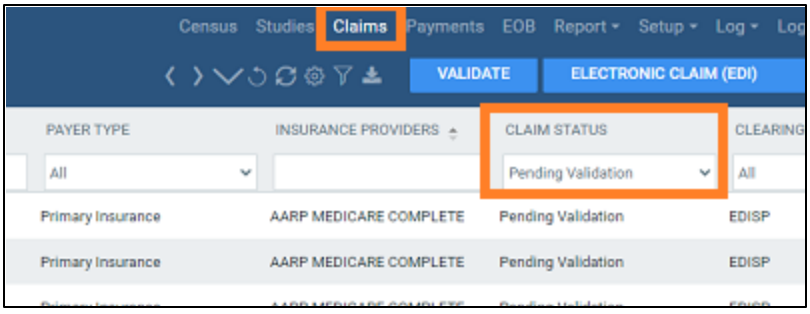
Procedure

1. Go to BILLING > Studies.
2. Select multiple studies in UnBilled status, and then select BATCH CLAIM.

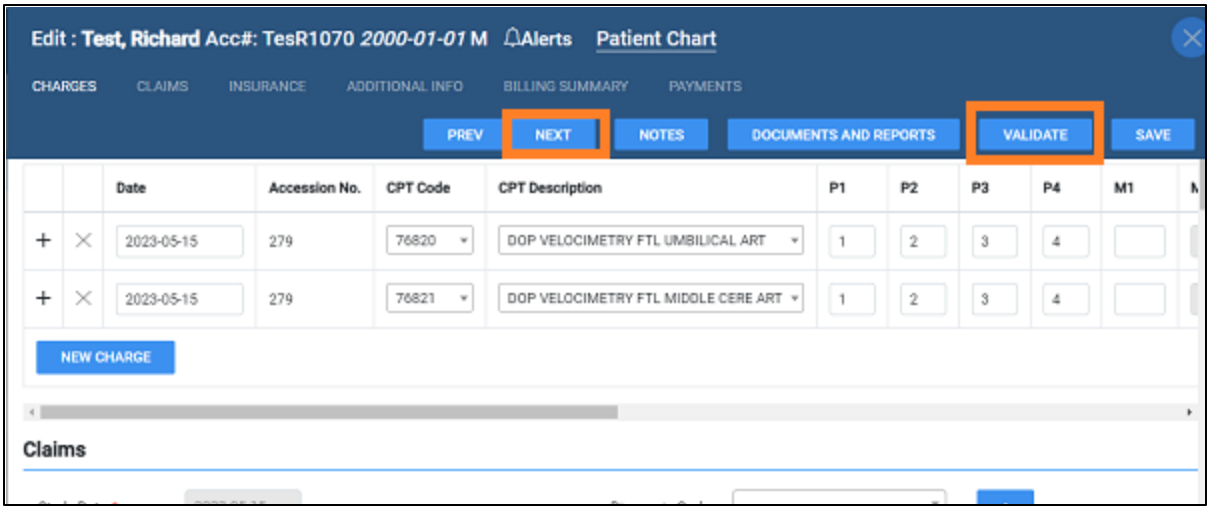


3. Go to BILLING > Claims.
4. On the search bar, in the CLAIM STATUS dropdown list, select Pending Validation.

   Result: Claims for all studies that you selected earlier are listed on the screen (along with any other claims in Pending Validation status).



5. Open the first claim in the list, edit as needed, and then select VALIDATE.



6. Select NEXT, and then repeat the previous step until all claims in the batch are processed.

Create claims automatically with Auto Billing

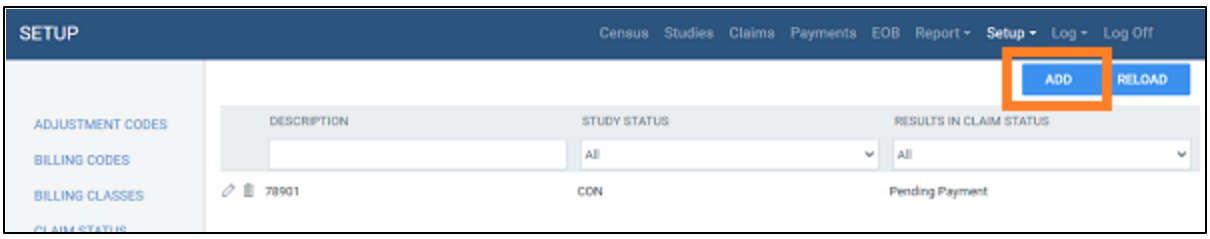
With the Auto Billing function you can create *auto billing profiles*, which are sets of criteria evaluated against study information. When a study matches all criteria in an auto billing profile, Exa PACS|RIS automatically creates a claim for the study. To create an auto billing profile:

Prerequisites:

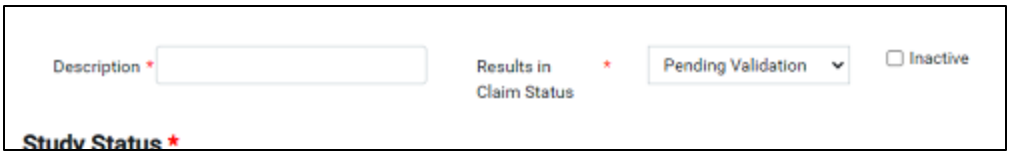
- Configure items to use as auto billing criteria, such as facilities, modalities, and service codes.
- Obtain the Autobilling right from your administrator.

Procedure

1. Go to BILLING > Setup > Auto Billing, and then select ADD.

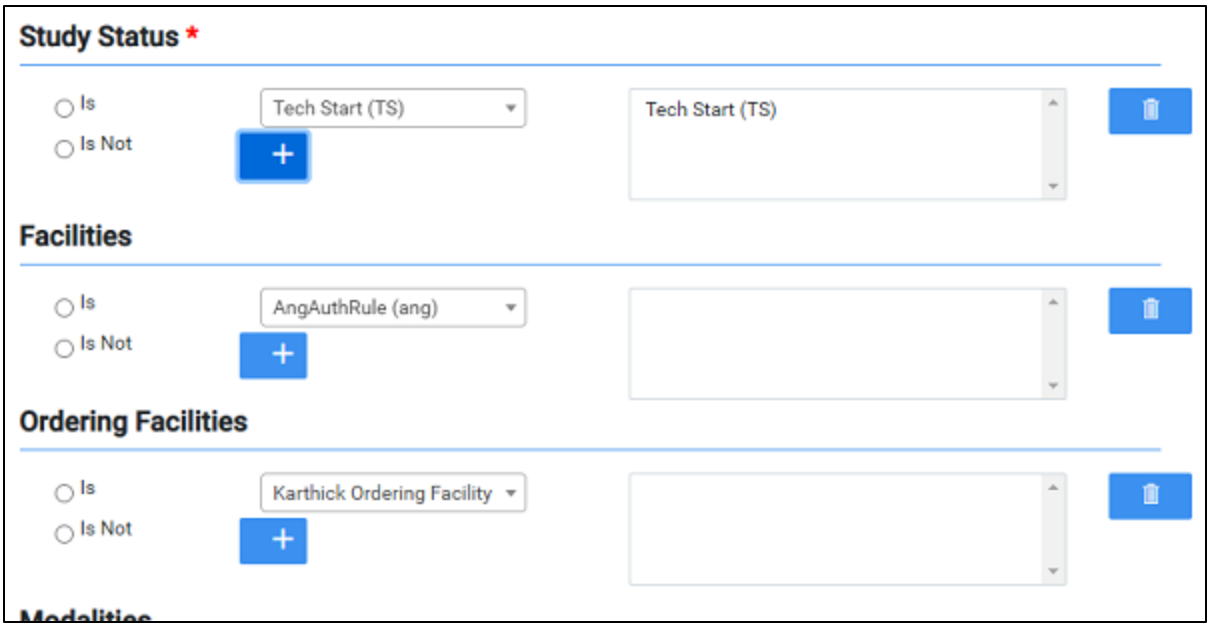


2. Type a name for the profile in the Description box, and in the Results in Claim Status dropdown list, select the status to assign to claims created based on this profile.



3. Under Study Status, Facilities, Ordering Facilities, and other categories, add one or more criteria as follows.

   - Select the Is or Is Not option (for example, Is).
   - Select a study status in the dropdown list (for example, Tech Start (TS))



4. Select the plus + button.
5. Select SAVE.

   Result: In this example, when a study changes to the *Tech Start* status, Auto Billing creates a claim for that study.

See also:

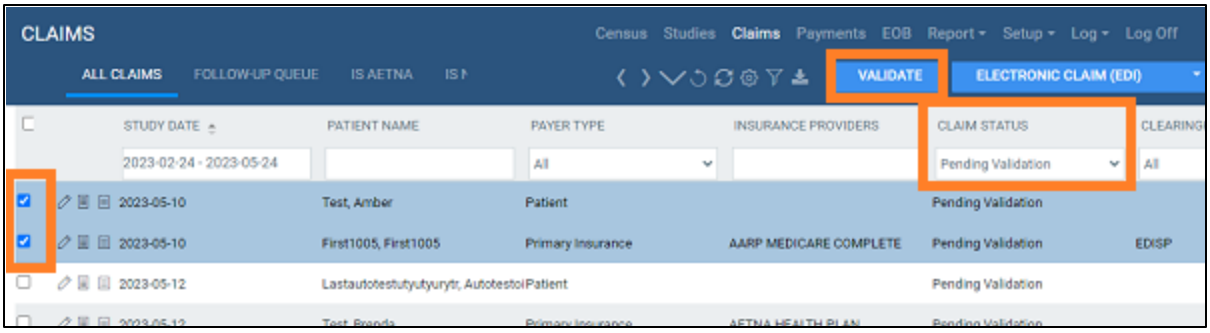
Add a facility
Add modalities
Configure procedure codes
User rights

Validate claims

You can validate claims to ensure that information is present in all required fields.

Procedure

1. Go to BILLING > Claims.
2. In the CLAIM STATUS column, select Pending Validation.



3. Select claims to validate, and then select VALIDATE.

   Result: Claims are validated, and their status updates accordingly. If any options are invalid, the program displays them in a pop-up window.

See also:

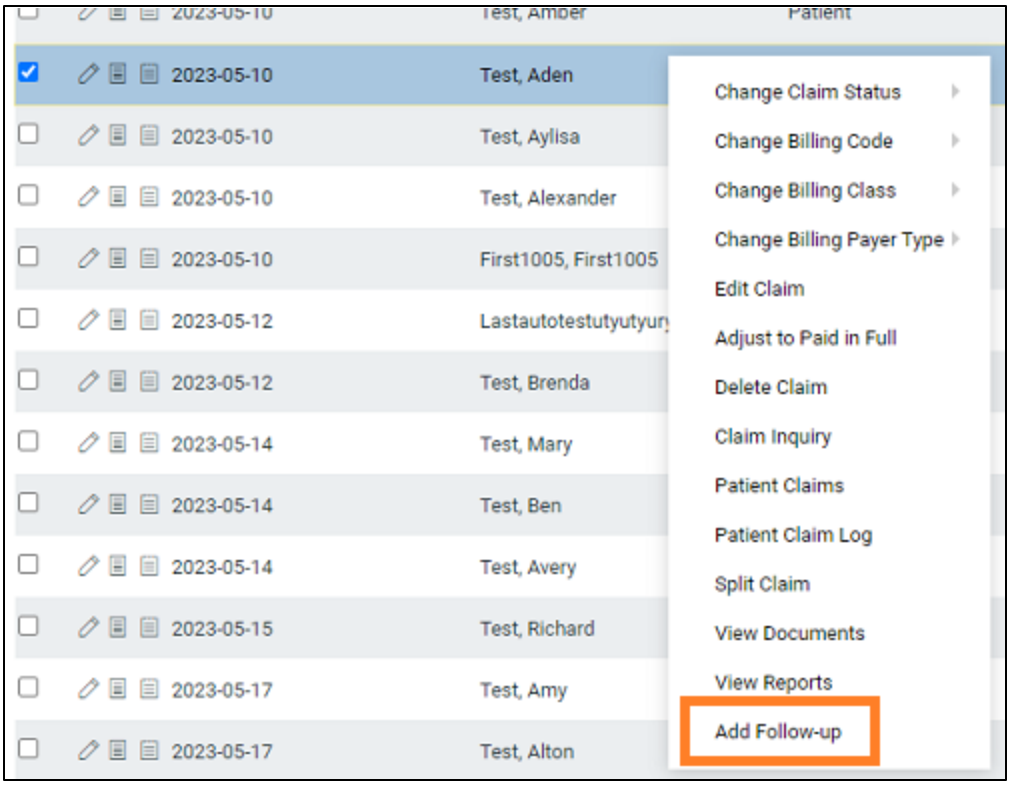
Configure claim validation

Add a claim to the follow-up queue

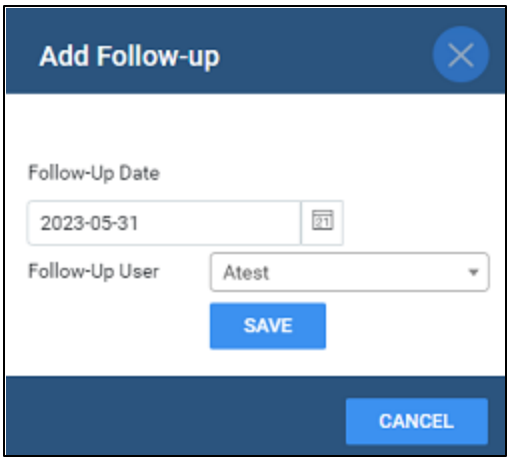
If you know that a claim will need further attention in the future, you can add it to the follow-up queue. To view the follow-up queue, in the upper left of the CLAIMS page, select the FOLLOW-UP QUEUE tab.

Procedure

1. Go to BILLING > Claims.
2. In the list of claims, right-click a claim and then select Add Follow-up.



3. In the Add Follow-up dialog, enter a follow-up date.



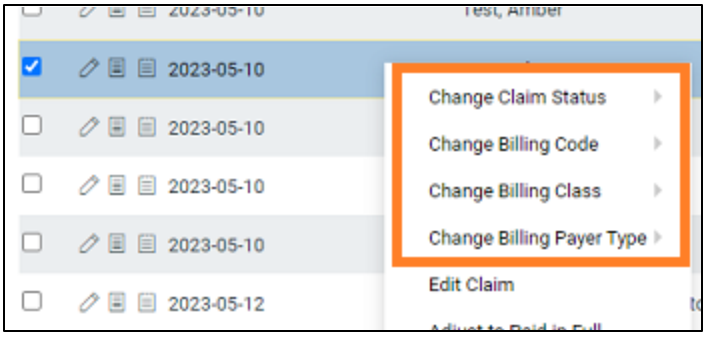
4. Optional. If the Follow-Up User list appears, select the person to whom to assign the follow-up.
5. Select SAVE.

Make quick changes to claims

You can make quick changes to claims without having to open them for editing.

Procedure

1. Go to BILLING > Claims.
2. In the list of claims, right-click one (only) claim and then select one of the following.



Change Claim Status – Select a new claim status.

Change Billing Code – Select a new billing code.

Change Billing Class – Select a new billing class.

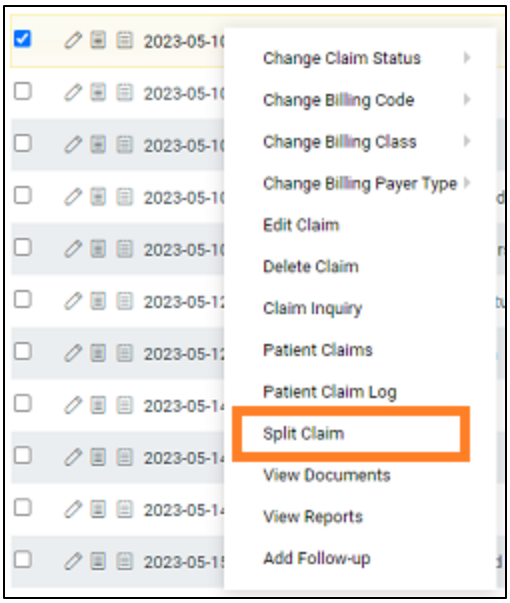
Change Billing Payer Type – Select a new payer type.

Split a claim

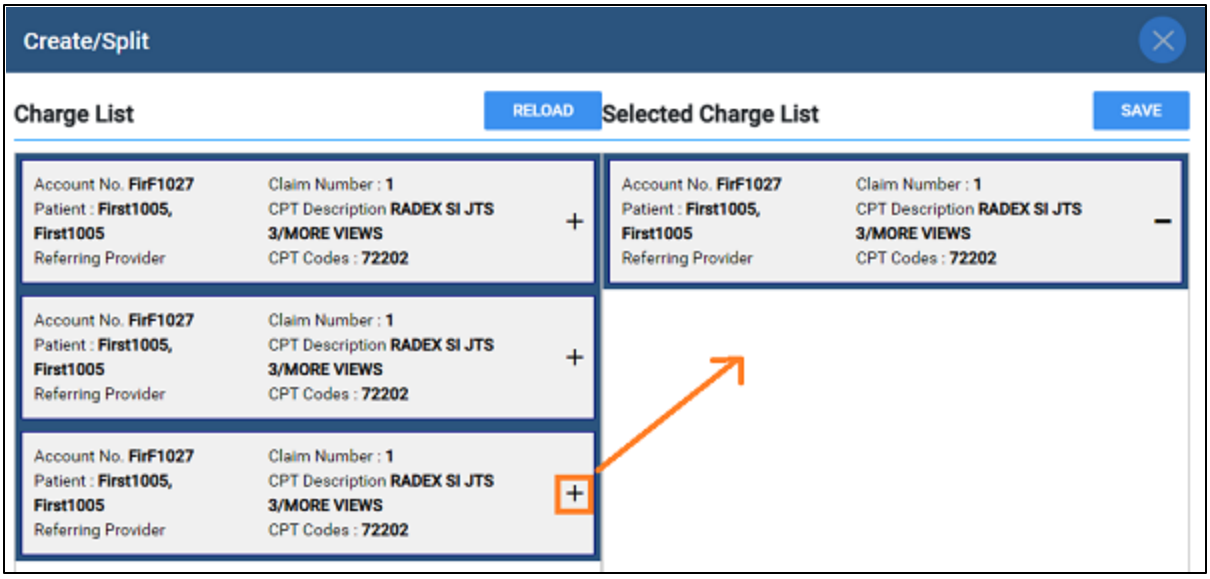
If a claim has more than one charge, you can *split* the claim by moving some of the charges to a new claim for the same patient. For example, this can be useful if you need to bill technical and professional charges separately.

Procedure

1. Go to BILLING > Claims.
2. Right-click a claim with multiple charges, and then select Split Claim.



3. In the Create/Split dialog, find a charge that you want to move to the new claim, and select its plus (+) sign.



4. Select SAVE.

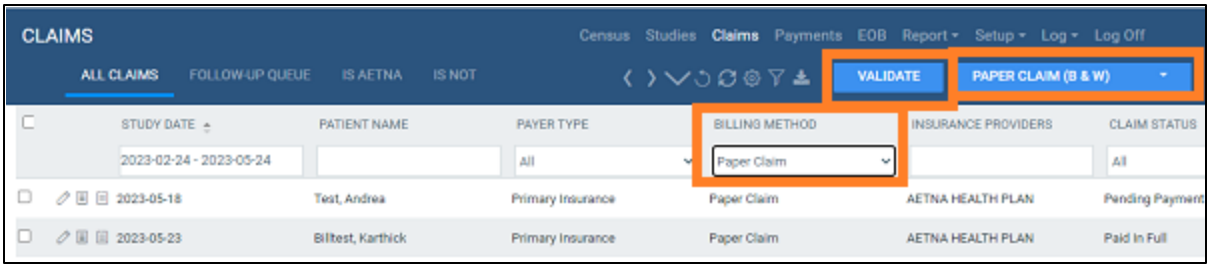
   The new claim is added to the CLAIMS page.

Submit a claim

To *submit* a claim here is to upload the claim or corresponding invoice electronically to a clearinghouse or print it out for mailing to the payer. You can submit one or more claims of the same billing method.

Procedure

1. Go to BILLING > Claims.
2. On the search bar, in the BILLING METHOD column dropdown list, select a billing method (for example “Paper Claim”).



3. In the list of claims, select one or more claims, select VALIDATE, and then resolve any problems.
4. In the upper-right corner of the screen, select the billing method selection button, select the same billing method that you selected previously (e.g. Paper Claim).
5. Select the button (e.g. select PAPER CLAIM (B&W)), and then do one of the following.
   - Electronic claims – In the EDI Claims dialog, select DOWNLOAD, and then upload the edi.txt file to the clearinghouse.
   - Other claims and invoices - Download or print the claim or invoice.

See also:

Configure columns on the Studies and Claims screens

Manage payments

This section contains the following topics.

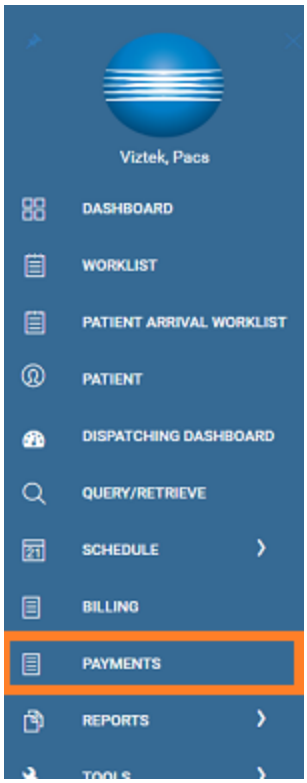
Modify payments from the burger menu
Find and view payments
Add a payment
Step through claims to apply payments
Apply payments against a customized list of claims
Adjust claims to paid in full
Look up and edit applied payments
Export the payments list
Exchange files with healthcare agencies
Apply TOS payments
Show or hide charges on printed receipts
Write off a small balance

Modify payments from the burger menu

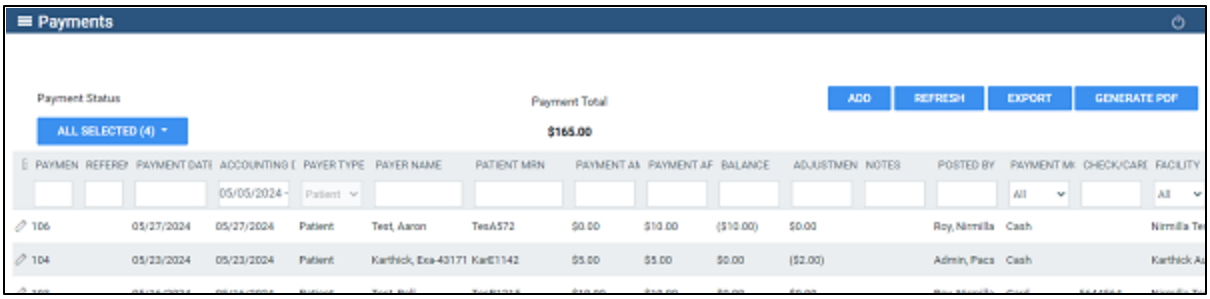
The burger menu provides quick access to payments even if Exa Billing is not open. In this Payments screen you can add, edit, and delete payments, print receipts, add documents, and generate a payment report for the default facility. To work with payments from within Exa Billing, start with Find and view payments.

Procedure

1. On the burger menu, select PAYMENTS.



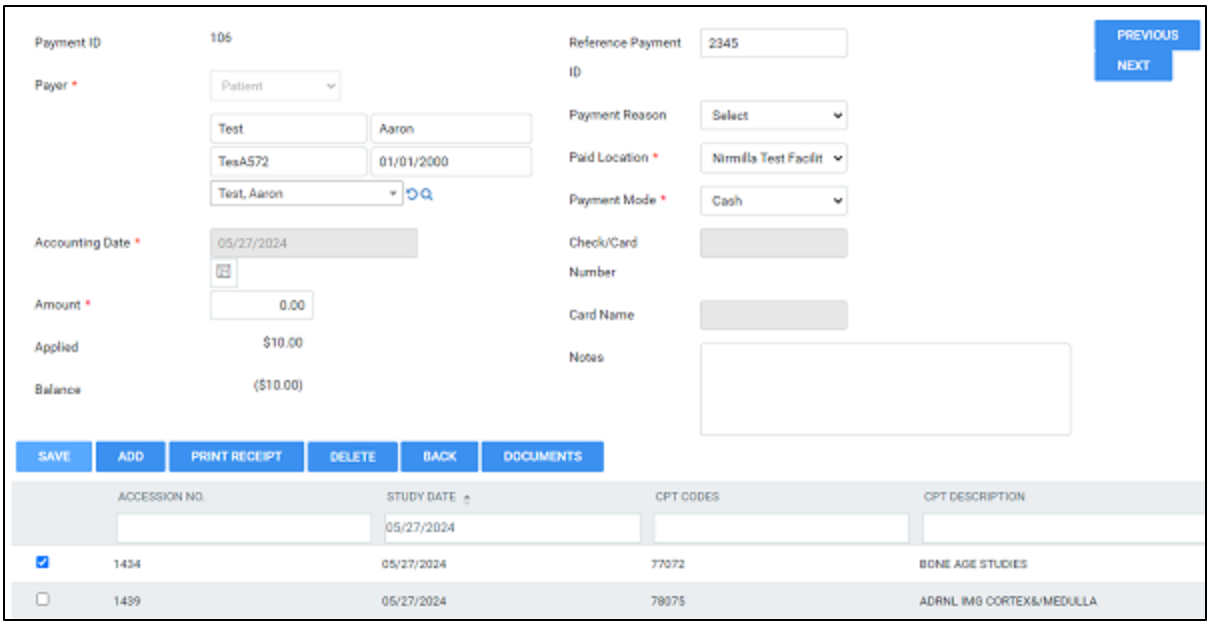
2. In the Payments screen, use the Payment Status button and column headers to filter the list of payments.



3. The following table describes the tasks you can perform from the Payments screen.

Setting	Description
Generate a payment report	Select GENERATE PDF.
Add a payment for a new payer	Select ADD, and then enter payer and payment information.
Export the list of payments	Select EXPORT. The list is saved as a CSV file to the Windows Downloads folder.

4. To modify or delete a payment, double-click it in the list of payments to open the payment details screen.



5. The following table describes the tasks you can perform from the payment details screen.

Setting	Description
Add a payment for an existing payer	Select ADD, and then enter payer and payment information.
Edit a payment	Modify fields as needed.
Delete a payment	Select DELETE.

6. Select SAVE.

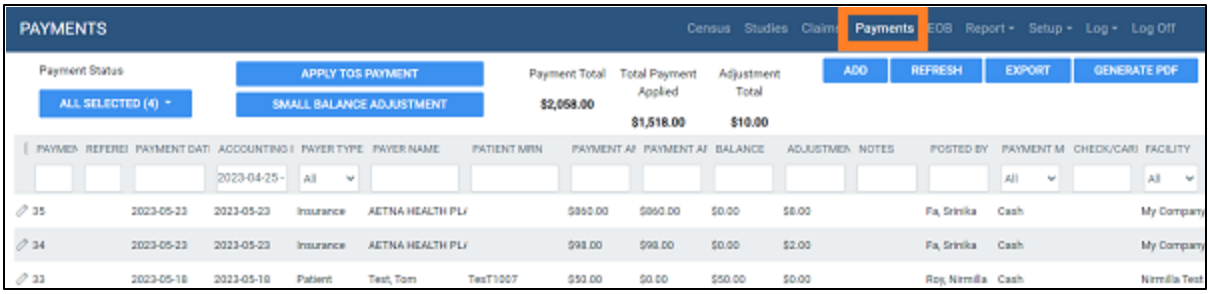
7. Optional: Select PREVIOUS or NEXT to modify another payment.

Find and view payments

You can find and view existing payment information for reference or editing.

Procedure

1. Go to BILLING > Payments.



2. To filter the list of payments, in the search bar, do one or more of the following.

   - Type or select one or more criteria and then select Enter.
   - Select a column header to sort the list of claims.
   - In the upper-left part of the screen, select the Payment Status button and then select one or more payment status filters.

   Note: For tips on searching, see Search syntax.

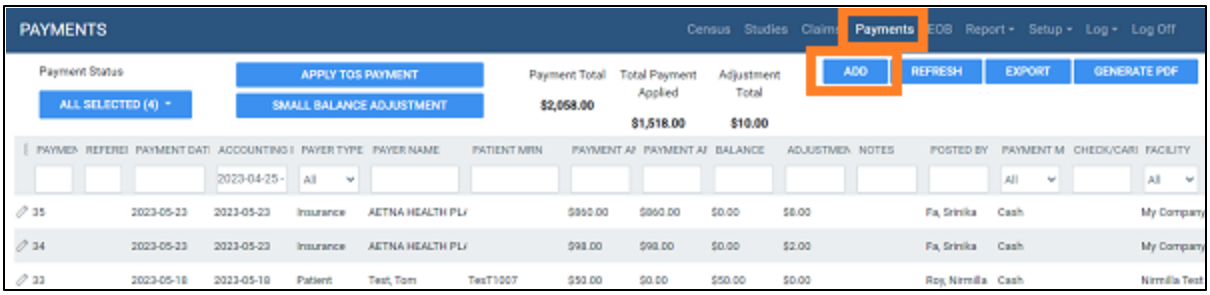
3. Double-click a payment in the list to open it for viewing or editing.

Add a payment

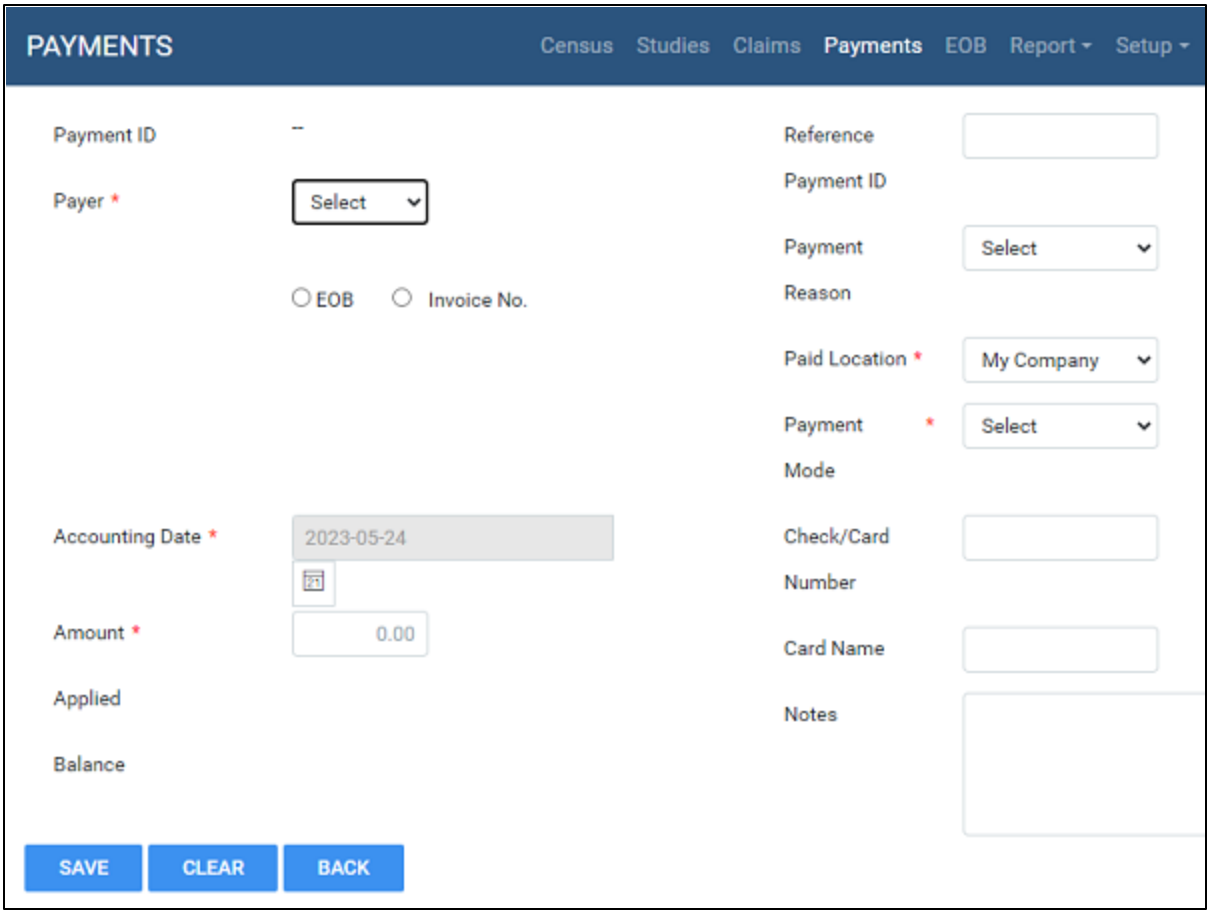
You can add a payment based on an EOB or an invoice. “Adding” a payment *enters* the bulk payment in the system, but does not *apply* the payment to claims and charges. To apply added payments, see the “Apply payments” topics later in this section.

Procedure

1. Go to BILLING > Payments, and then select ADD.



2. In the PAYMENTS screen, enter the payment details.



3. Optional. New buttons appear in the middle of the screen that you can use as follows.
   - To add a new payment, select ADD.
   - To print a record of the payment, select PRINT.
   - To delete the current payment, select DELETE.
4. Select SAVE.

See also:

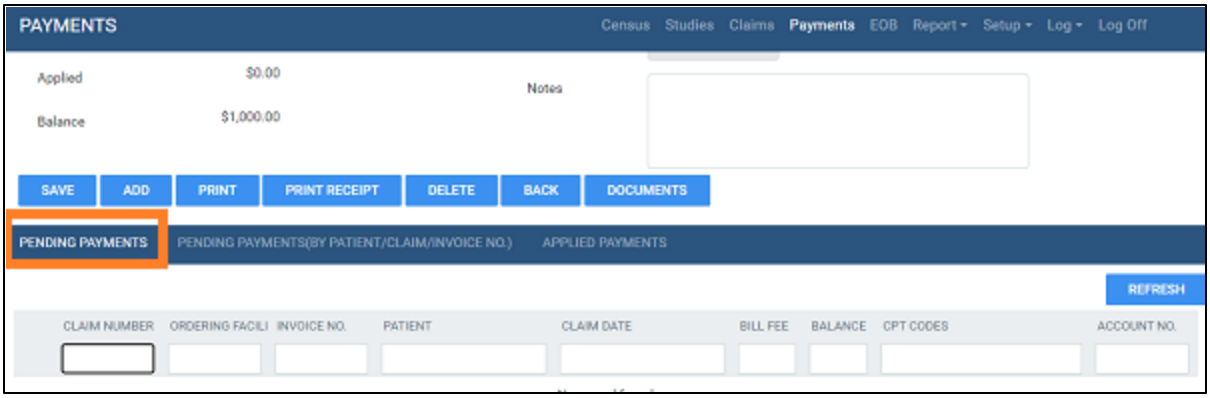
Apply payments against a list of unpaid claims
Apply payments against a customized list of claims

Apply payments against a list of unpaid claims

You can apply payments to an automatically generated list of unpaid claims for the payer.

Procedure

1. Go to BILLING > Payments, and then double-click a payment.
2. In the bottom pane, select the PENDING PAYMENTS sub-tab.



3. Optional. Sort or filter the list with search criteria.
4. In the list of payments, double-click the payment to apply.
5. In the dialog, edit payment information as needed and then select PAY IN FULL.

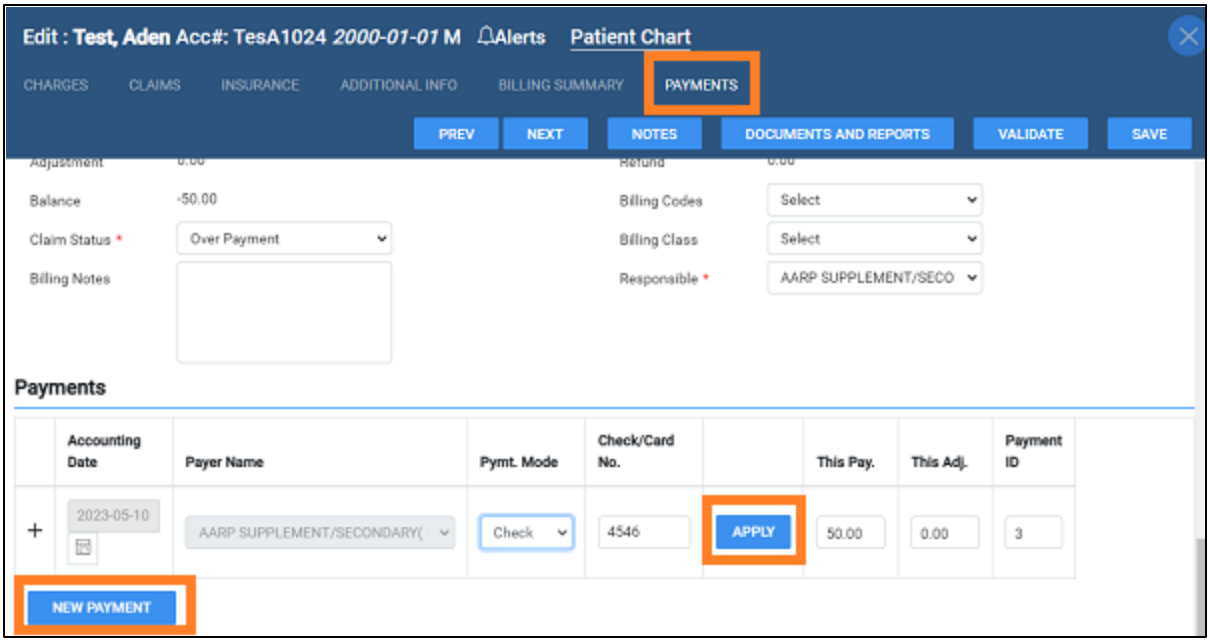
   Result: Exa Billing applies payment to the line items in the list in order, until the payment balance is 0.
6. Select SAVE.

Step through claims to apply payments

You can step through claims and apply payments to them.

Procedure

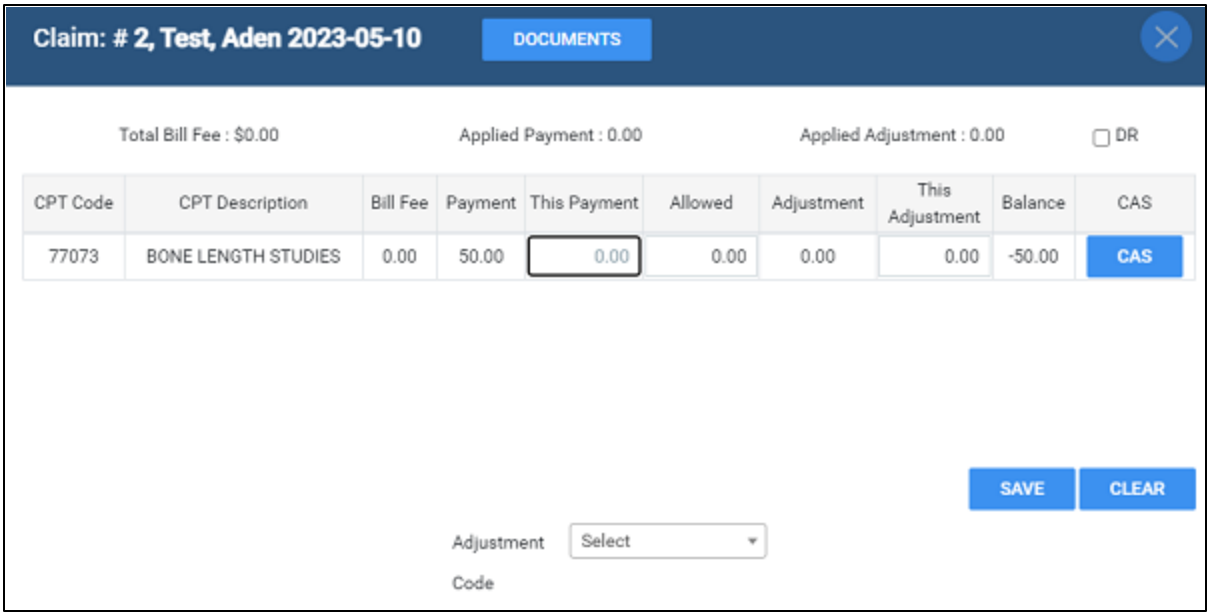
1. Go to BILLING > Claims, and open a claim.
2. On the PAYMENTS sub-tab, select NEW PAYMENT.



3. Enter payment information, select APPLY.

4. In the detail screen, enter payment details.

   Optional: To attach documents, select DOCUMENTS.



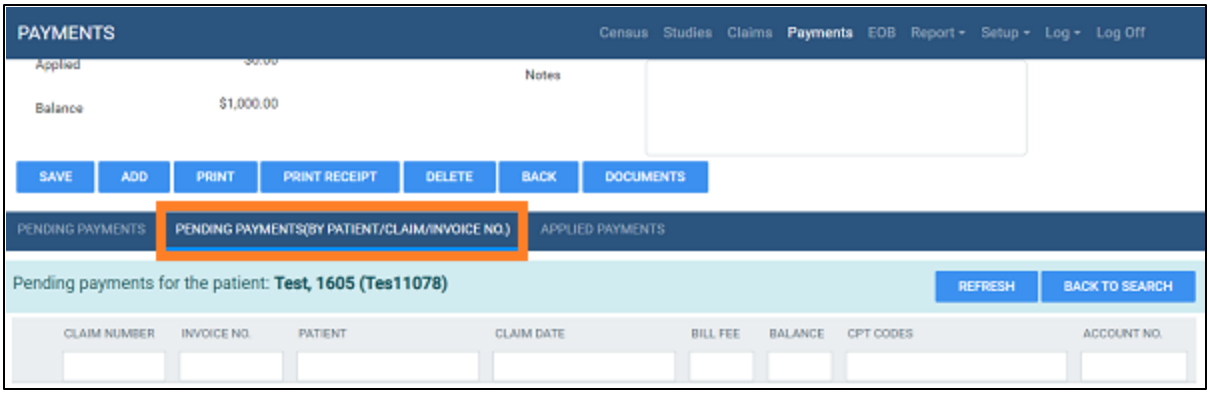
5. Select SAVE, then close the details screen.
6. Select PREV/NEXT to step through claims and add payments.

Apply payments against a customized list of claims

You can apply payments to a list of claims that you can customize first by patient, and then by other criteria.

Procedure

1. Go to BILLING > Payments
2. In the list of payments, double-click a payment.
3. In the bottom pane, select the PENDING PAYMENTS (BY PATIENT / CLAIM / INVOICE) tab.



4. Use the search tools to find a patient, and then double-click a patient in the list.
5. In the dialog, edit payment information as needed and then select PAY IN FULL.

Result: Exa Billing applies payment to the line items in the list, in order, until the payment balance is 0.

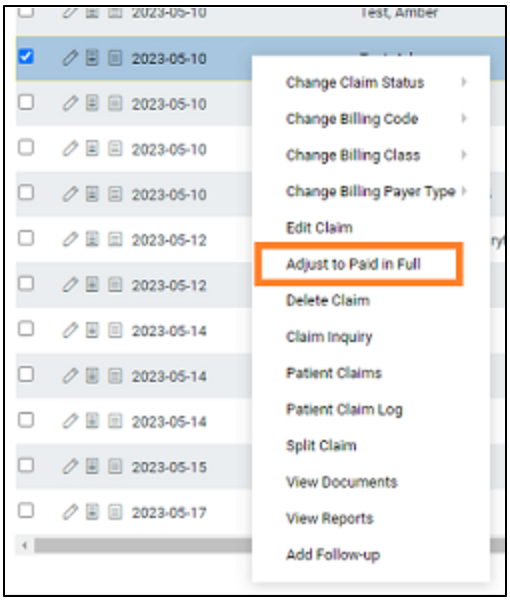
6. Select SAVE.

Adjust claims to paid in full

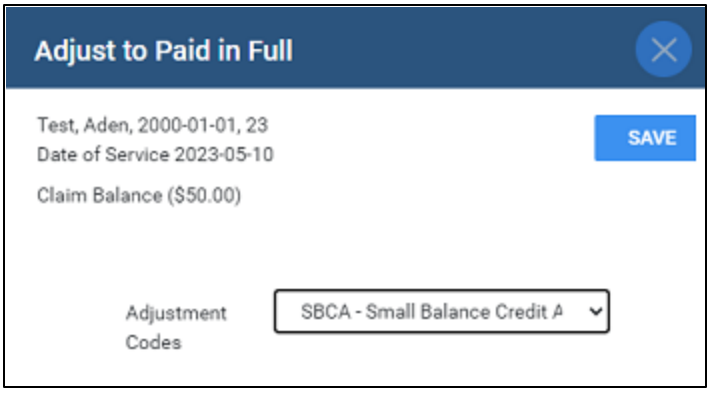
You can automatically apply an adjustment to claims to be paid in full.

Procedure

1. Go to BILLING > Claims.
2. On the shortcut menu of the claim to pay, select Adjust to Paid in Full.



3. In the Adjust to Paid in Full dialog, in the Adjustment Codes dropdown list, select an adjustment code.



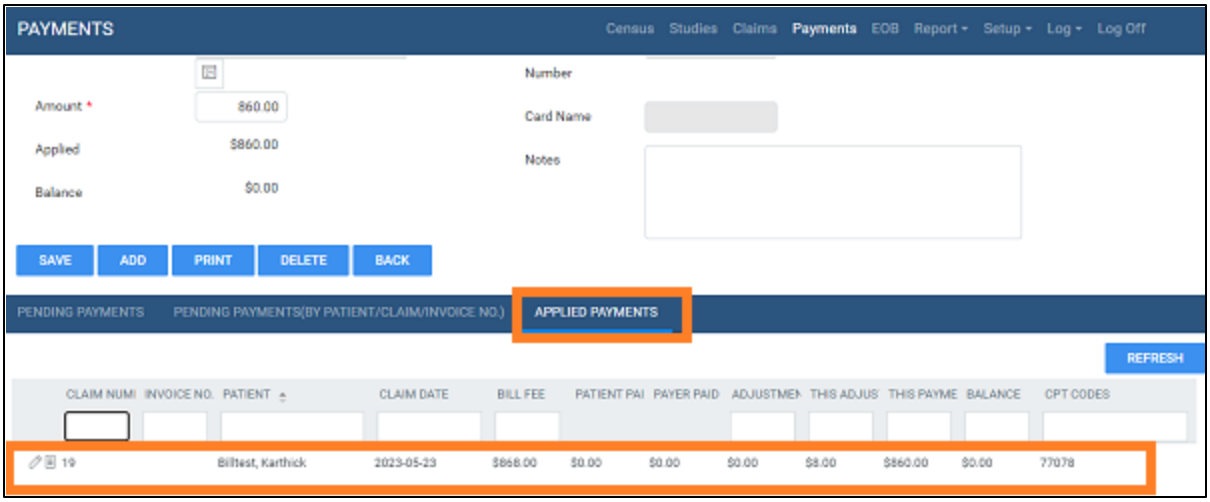
4. Select SAVE.

Look up and edit applied payments

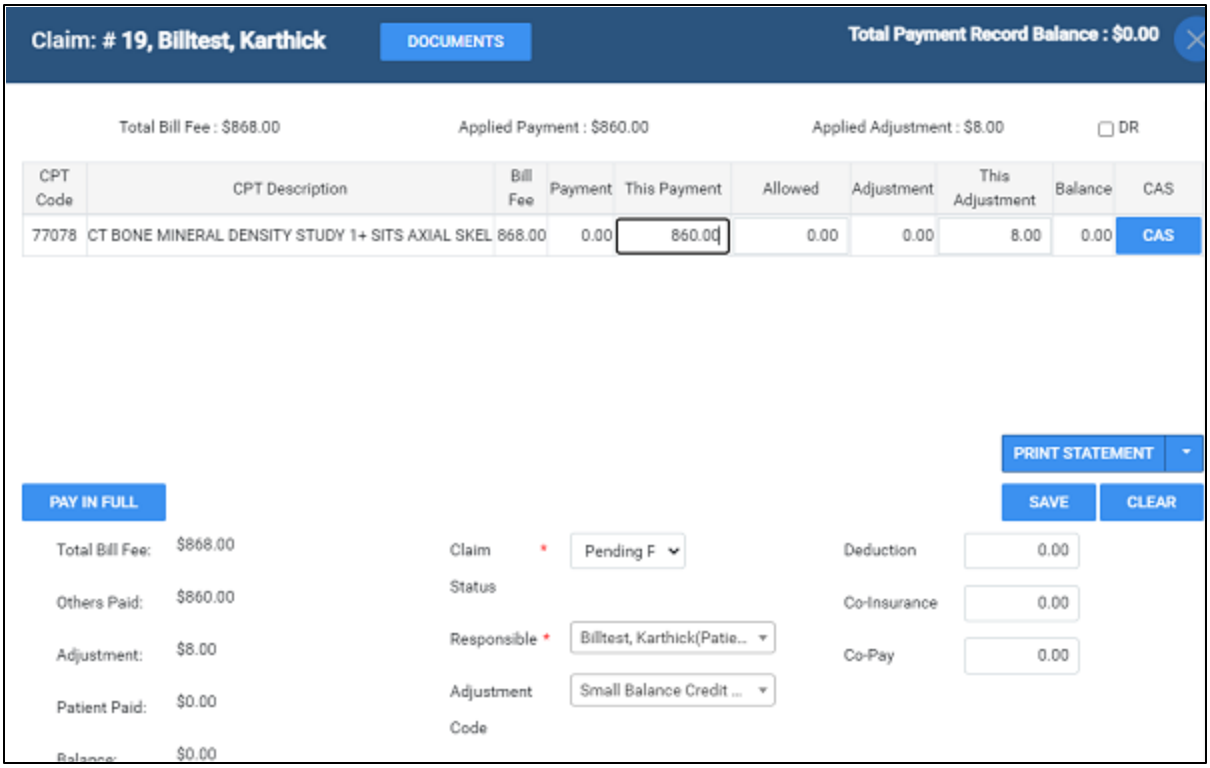
Especially when a payment was applied in error, you can look up applied payments and edit them if necessary.

Procedure

1. Go to BILLING > Payments
2. In the list of payments, double-click a payment in the list.
3. On the APPLIED PAYMENTS sub-tab, double-click a payment.



4. Edit the payment information.



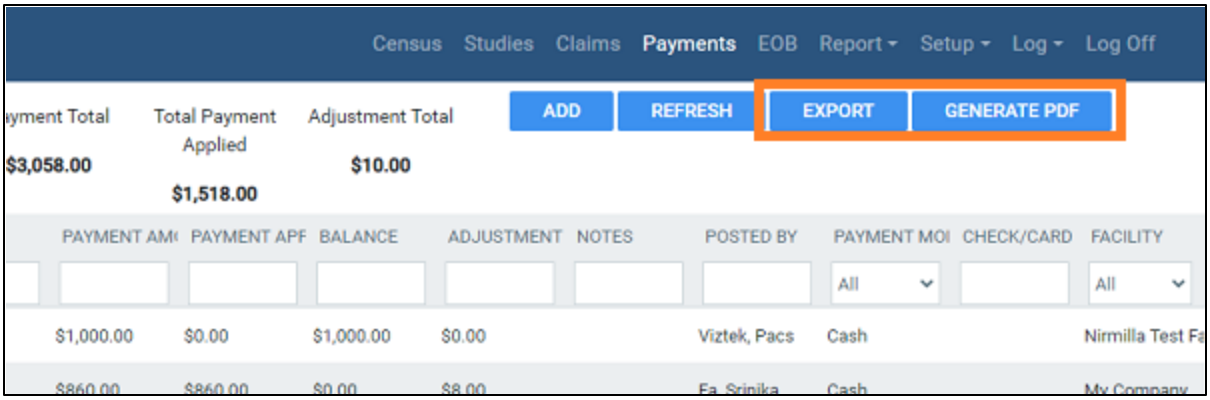
5. Select SAVE.

Export the payments list

You can export the contents of the currently displayed payments list to a CSV or PDF file.

Procedure

1. Go to BILLING > Payments
2. Filter the list of payments as needed.
3. Do one of the following.



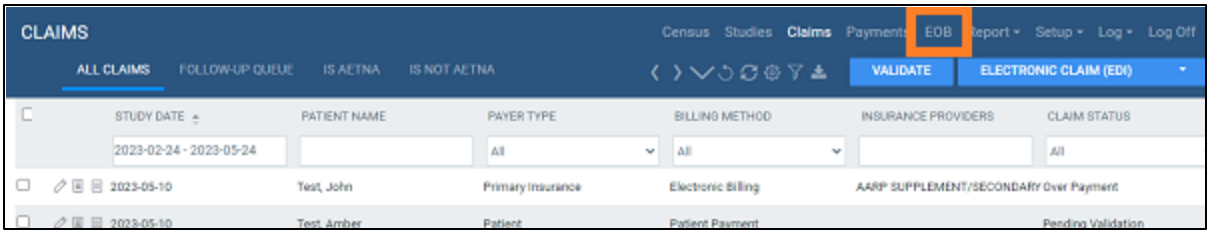
- To download a CSV file, select EXPORT.
  Result: Exa Billing downloads the list to your Windows Downloads folder.
- To download a PDF file, select GENERATE PDF, and then download the PDF from the preview window.

Exchange files with healthcare agencies

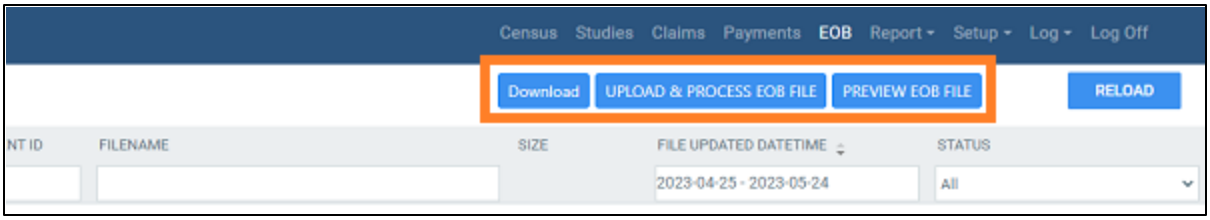
You can exchange files such as payment records with healthcare agencies if supported by their clearinghouse (or if the healthcare agency acts as its own clearinghouse).

Procedure

1. Go to BILLING > EOB.



2. In the EOB screen, do one or more of the following.



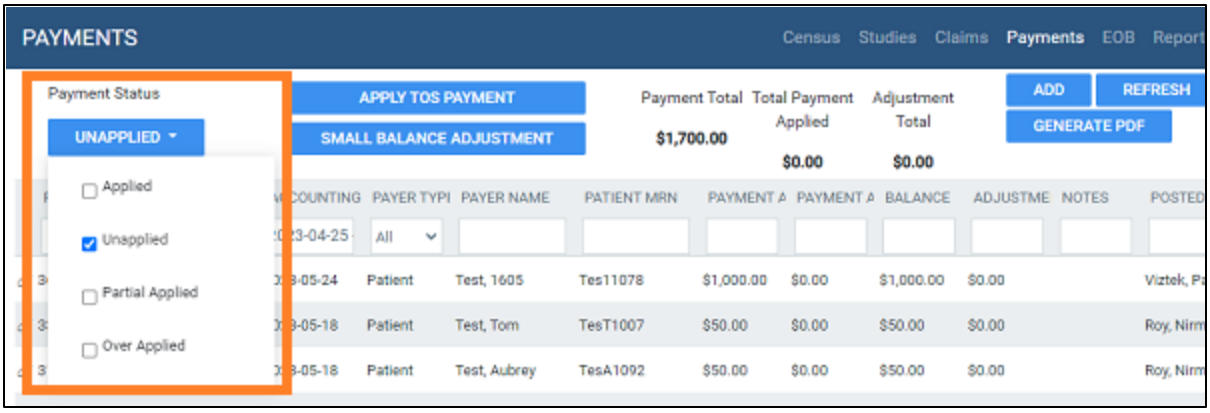
- To preview the file before importing it, select PREVIEW EOB FILE, browse for and select the file, and then select Open.
- To receive a file, select Download.
- To send a file, select UPLOAD & PROCESS EOB FILE, browse for and select the file, and then select Open.

Apply TOS payments

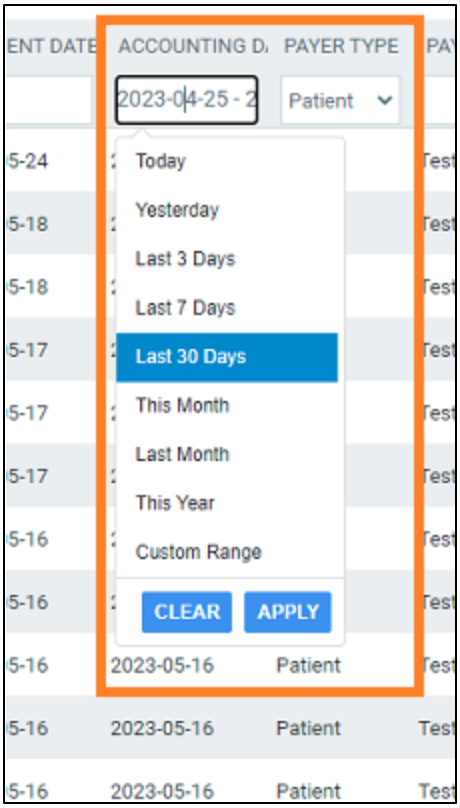
You can automatically apply TOS (type of service) payments to claims having the same date. If the claim has more than one charge, the payment is evenly distributed among the charges.

Procedure

1. Go to BILLING > Payments
2. On the Payment Status button menu select Unapplied.



3. On the search bar, select:
   - PAYER TYPE = Patient
   - An accounting date range



4. Select APPLY TOS PAYMENT.

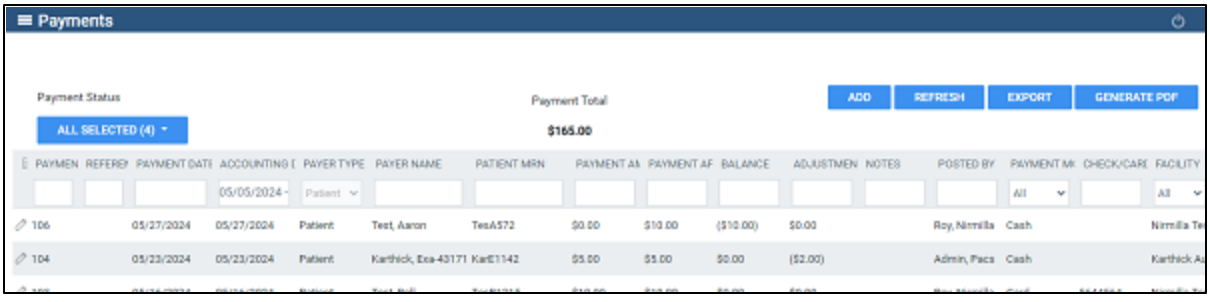
See also:
Print TOS payment receipts

Show or hide charges on printed receipts

You can print receipts for TOS payments, and show or hide charges.

Procedure

1. Go to Burger > Payments.



2. Double-click the payment for which you want to print a receipt.
3. In the details at the bottom, select the CPT or service codes to print.



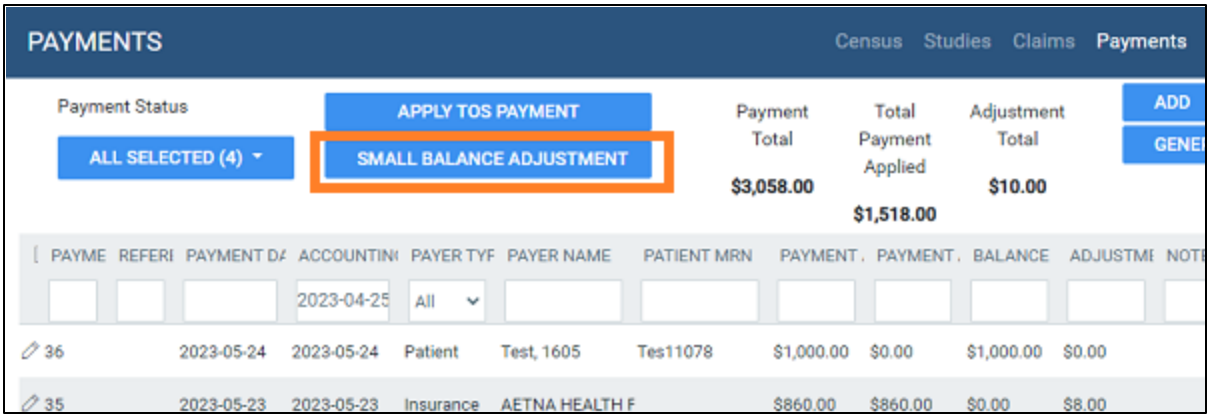
4. Select PRINT RECEIPT.

Write off a small balance

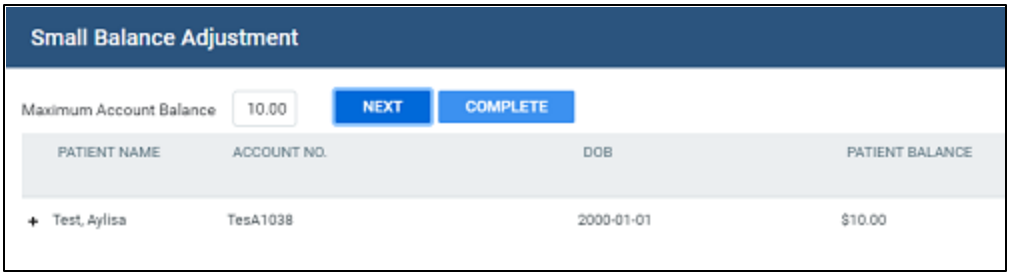
If the patient's total account balance falls below a specified amount, you can automatically write the balance off (adjust it to zero).

Procedure

1. Go to BILLING > Payments
2. On the Payments screen, select SMALL BALANCE ADJUSTMENT.



3. In the Small Balance Adjustment dialog, type the total patient account balance at or below which you want to write off that balance, and then select NEXT.



4. Confirm the contents of the results list, and then select COMPLETE.

Other billing-related tasks

This section contains the following topics.

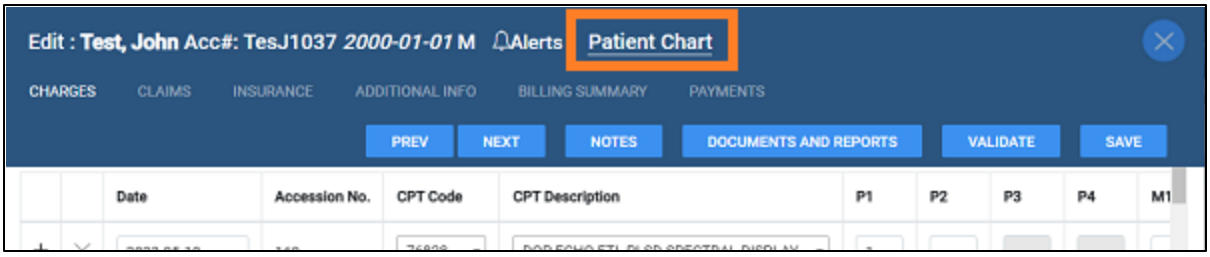
View and edit the patient chart in Billing
Display alerts in claim and payment screens
View patient alerts in Billing
View and enter notes and reasons for study
View and download a patient document
Upload a new patient document
Create a billing report
View approved reports associated with claims
View documents and reports in billing
Create and deliver a patient statement
View the patient claim log
Send claims to collections
Open an insurance provider's website from a claim

View and edit the patient chart in Billing

You can open and edit the Exa PACS|RIS patient chart from within Billing.

Procedure

1. Go to BILLING > Claims, and double-click a claim.
2. At the top of the screen, select the Patient Chart link.



   Result: The Patient Information tab of the patient chart opens.
3. Optional. Edit patient information and select SAVE PATIENT.

Display alerts in claim and payment screens

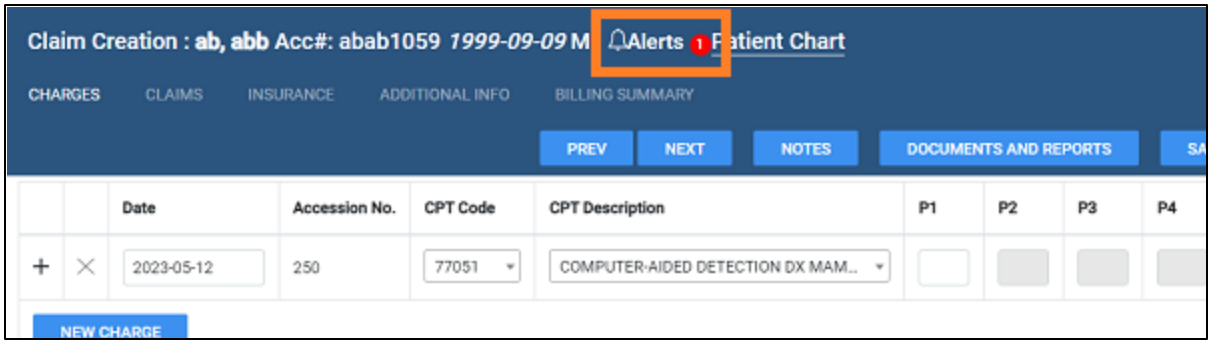
You can add comments to billing transactions and select them to appear as alerts in the Edit Claim, Claim Inquiry, Payment Reconciliation, and Patient Claims screens. Follow the steps in View and modify a claim inquiry.

View patient alerts in Billing

You can view patient alerts from Billing's Studies screen. To view patient alerts from the Edit Study screen, see View patient alerts.

Procedure

1. Go to BILLING > Studies, and then open a study.
2. At the top of the Claim Creation or Edit screen, select Alerts.

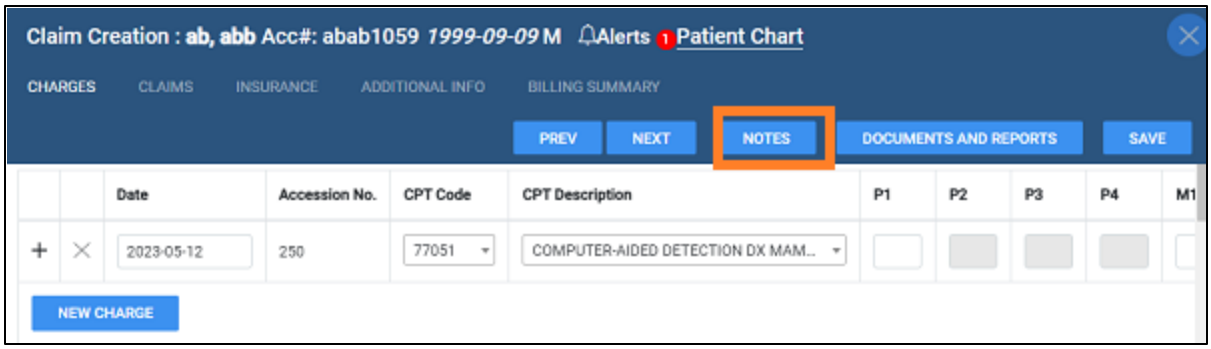


View and enter notes and reasons for study

In Billing you can view previously entered patient, study, schedule, and reason for study notes, and enter new ones.

Procedure

1. Go to BILLING > Studies and then double-click a study in the list.
2. In the Edit screen, select Notes.



3. In the Notes dialog, select a tab (such as STUDY NOTES), and then do one of the following.
   - Select ADD, type the note, and then select SAVE.
   - To find an existing note, enter criteria in the search bar.
   - To edit an existing note, double-click it in the list.

See also:

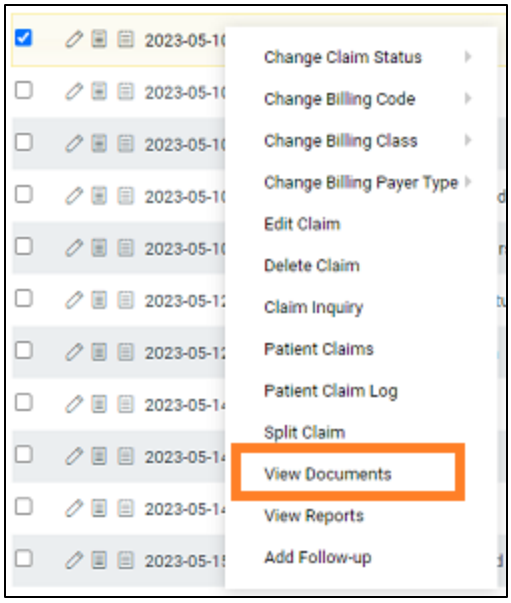
Enter notes and reasons for study

View and download a patient document

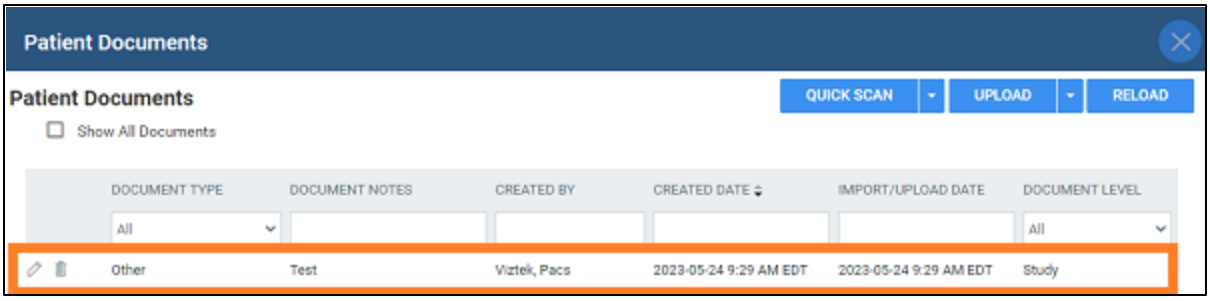
You can download any patient documents that are available in Exa PACS|RIS from within Billing.

Procedure

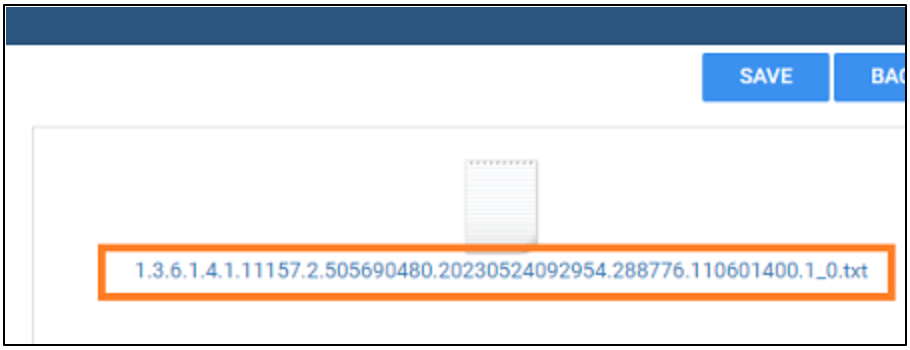
1. Go to BILLING > Claims.
2. In the list of claims, right-click a claim and then select View Documents.



3. Optional. In the Patient Documents dialog, narrow the list of documents by entering properties in the search bar.
4. Double-click a document in the list.



5. In the second Patient Documents dialog, in the right pane, select the link of the document to download.



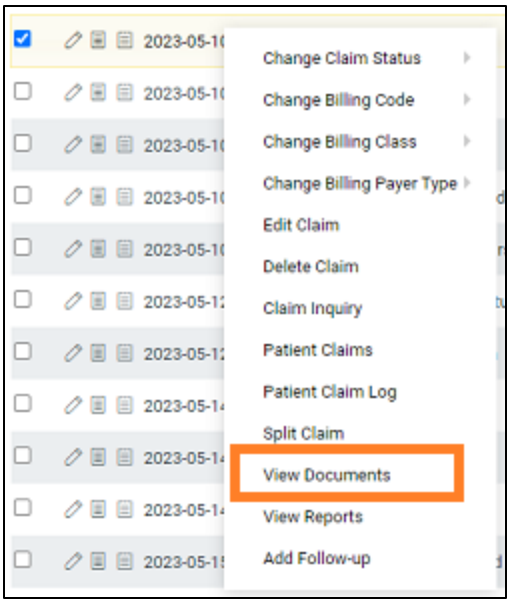
Result: Exa Billing downloads the documents to the Windows Downloads folder.

Upload a new patient document

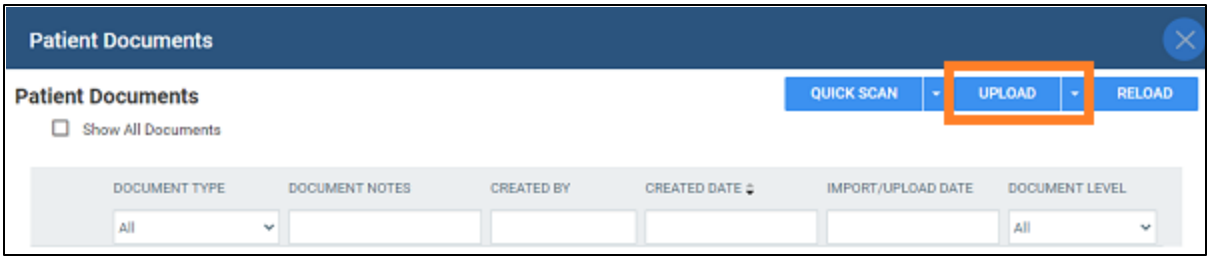
You can upload and attach a new document to the patient chart from within Billing. You can upload files of the following formats: TXT, PDF, and JPG.

Procedure

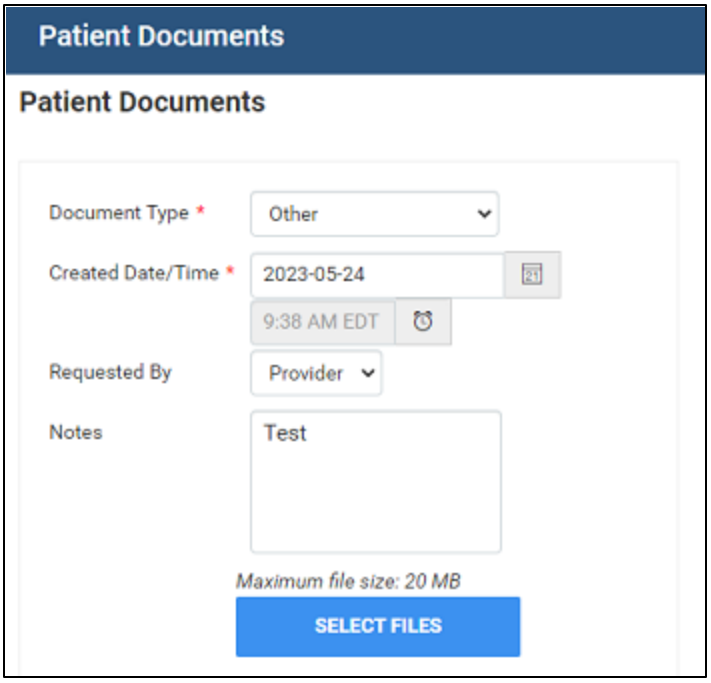
1. Go to BILLING > Claims
2. In the list of claims, right-click a claim and then select View Documents.



3. In the Patient Documents dialog, select UPLOAD.



4. In the second Patient Document dialog, enter the required metadata and then select SELECT FILES.



5. Browse for and select the file to upload, and then select Open.

> Note: Exa Billing renames the file with a UID, and displays its icon in the right pane.

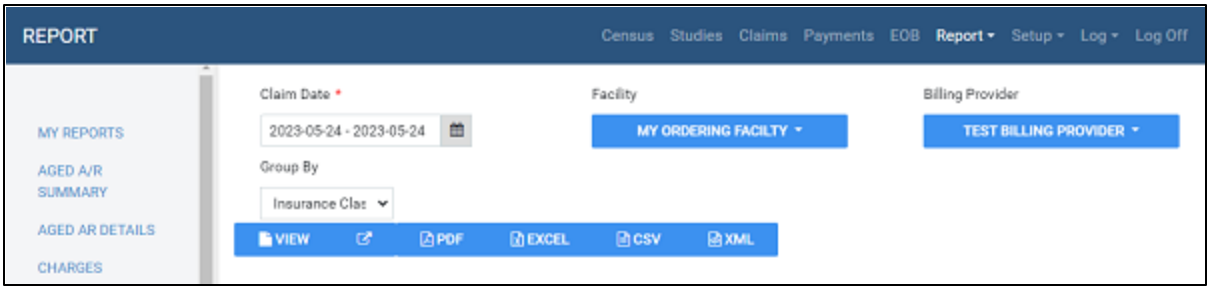
6. Select SAVE.

Create a billing report

You can create various types of billing report based on configurable criteria, and then export them in formats including PDF, XLS, CSV, and XML.

Procedure

1. Go to BILLING > Report, and then select a report type in the list.



2. Enter criteria in the options provided (such as date, facility, and billing provider), and then do one of the following.

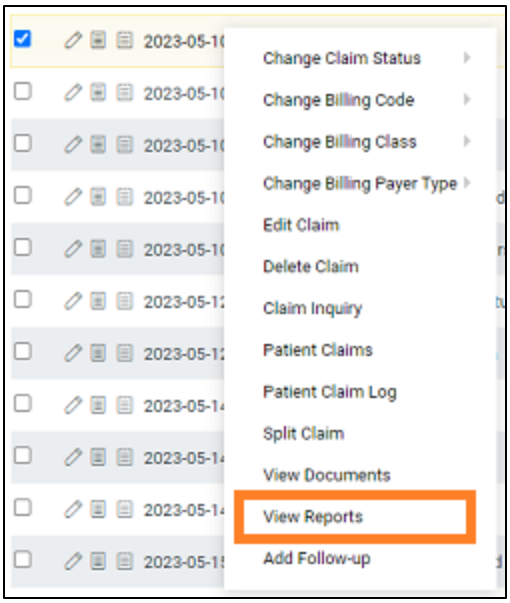
- To view the report in the current window, select VIEW.
- To view the report in a new browser tab, select .
- To export the report to a file, select PDF, EXCEL, CSV, or XML.

View approved reports associated with claims

You can view all available reports associated with a claim.

Procedure

1. Go to BILLING > Claims.
2. In the list of claims, right-click a claim and select View Reports.



3. In the Approved Reports dialog, double-click a report to open it.

See also:

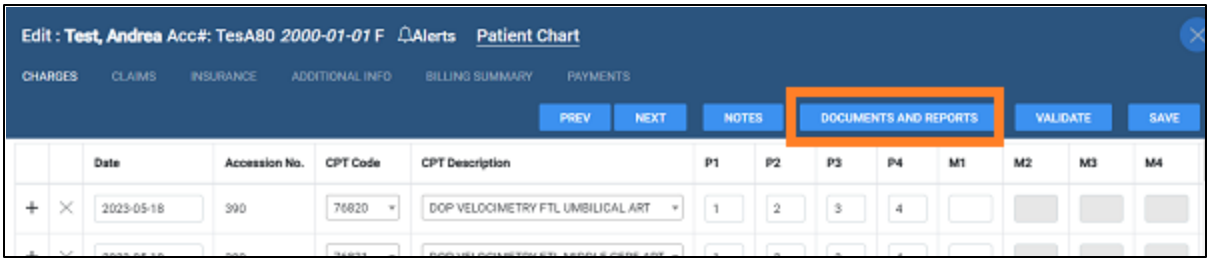
View documents and reports in the multi-panel

View documents and reports in billing

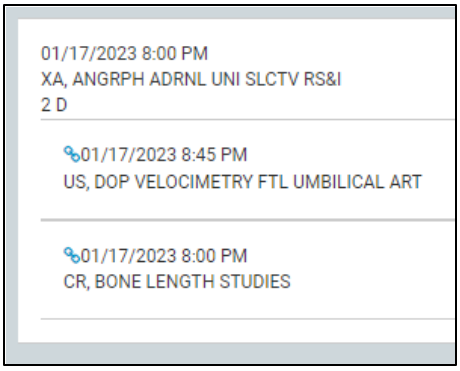
When opening claims or studies in Billing you can open documents and reports. Depending on configuration, a standard patient documents screen appears, or the multi-panel appears, which is an operating panel for working with dictation, transcription, documents, notes, and other information.

Procedure

1. Go to BILLING > Claims, open a claim or study, and select DOCUMENTS AND REPORTS.



2. If the multi-panel appears, in the left pane, select a document or report to view.



If linked prior reports are included, the main report appears at the top of the left pane with its linked reports indented below.

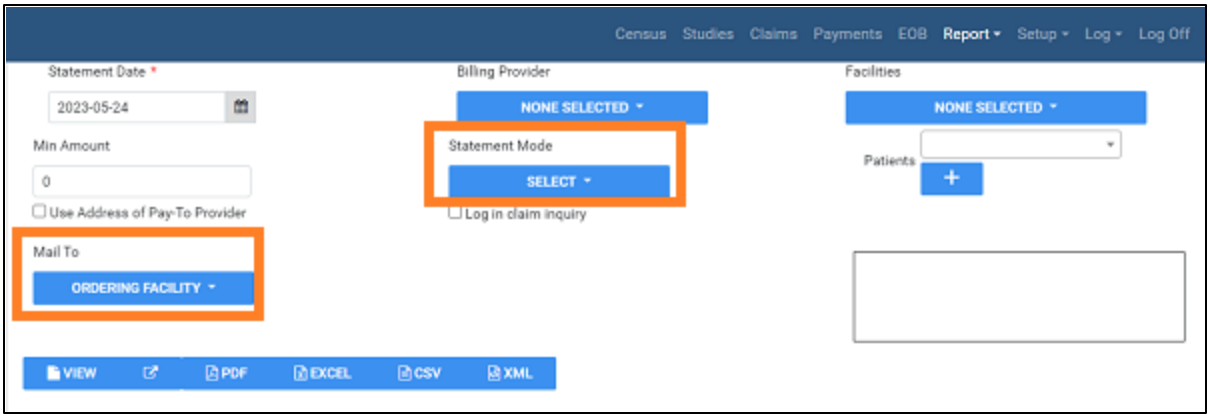
3. If the Patient Documents screen appears, select the PATIENT DOC. or REPORTS sub-tab.

Create and deliver a patient statement

You can generate a patient statement for one or more patients. If patients are in facilities such as nursing homes or hospice, and you send bills to their guarantor or a third party payer, you can change the mailing address when printing the patient statement.

Procedure

1. Go to BILLING > Report, and then select Patient Statement in the list.



2. Select criteria for the report.

> Note: In the US, some information such as the address is excluded from the patient statement if the patient is a minor.

4. In the Statement Mode button shortcut menu, select patients to include in the statement:

   - To select individual patients, select Select, and then use the Patients dropdown list to select patients.
   - To select a range of patients, select Range by Patient Last name and then use the Last Name From and Last Name To boxes to define a range.

> Note: If you select a range, you cannot mail the report from this screen.

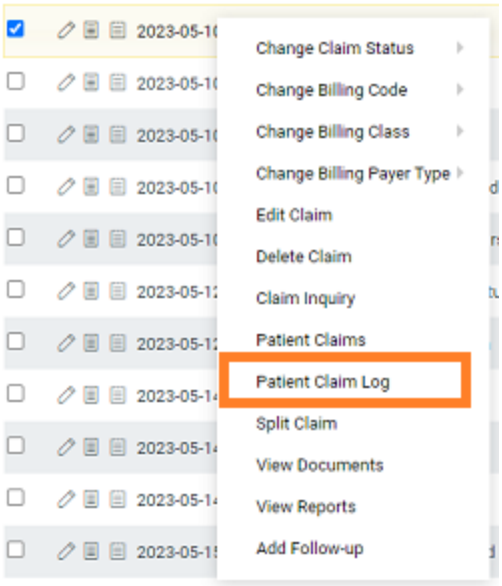
5. In the Mail To button shortcut menu, select a recipient.
6. Click a format button to generate the report (PDF, EXCEL, CSV, or XML).

View the patient claim log

You can view a log of patient claim activity.

Procedure

1. Go to BILLING > Claims.
2. In the list of claims, right-click a claim and select Patient Claim Log.

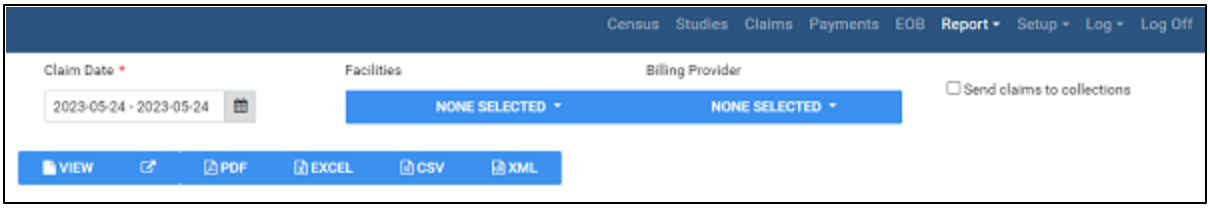


Send claims to collections

You can prepare a report to review all claims that are in Collections Review status. You can generate this report for the collection agency, change the claim statuses to Claim in Collections, and adjust off the claim balances.

Procedure

1. Go to BILLING > Report, and then select Collections.



2. Select filtering criteria in the Claim Date, Facilities, and Billing Provider lists.
3. Optional. To send the report to the collections agency, select the Send claims to collections checkbox.
4. To generate the report, select a report format button (such as PDF or EXCEL).

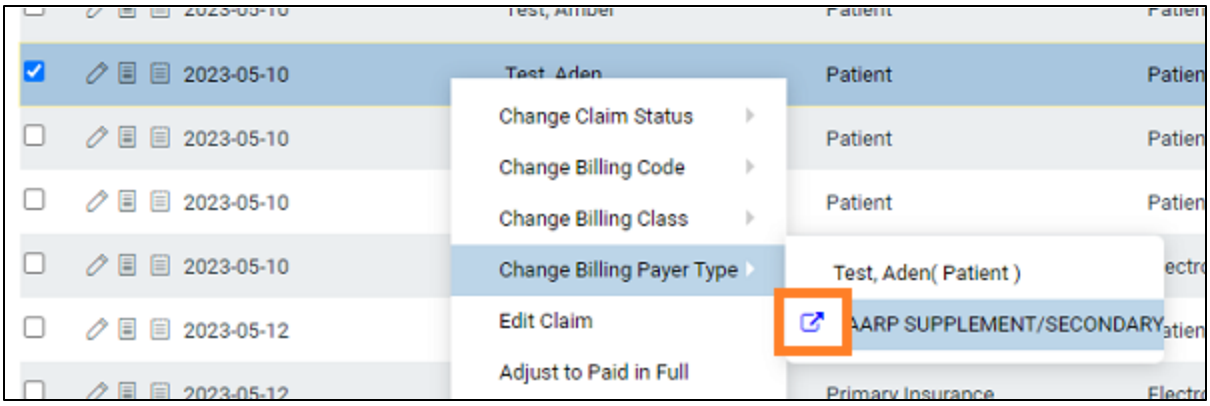
Open an insurance provider's website from a claim

When browsing claims, you can open the website of a claim's insurance provider directly from a claim.

Prerequisite: Configure the URL of the website for the insurance provider (see Add an insurance provider).

Procedure

1. Go to BILLING > Claims.
2. On the shortcut menu of a claim, select Change Billing Payer Type, and then select the redirect symbol.



Work with reports

Exa PACS|RIS provides tools to easily create a wide variety of reports to help you manage your healthcare facilities and resources.

Create, view, and deliver reports

This section contains the following topics.

[Create a report](#)
[View your created reports](#)
[Send reports to providers](#)

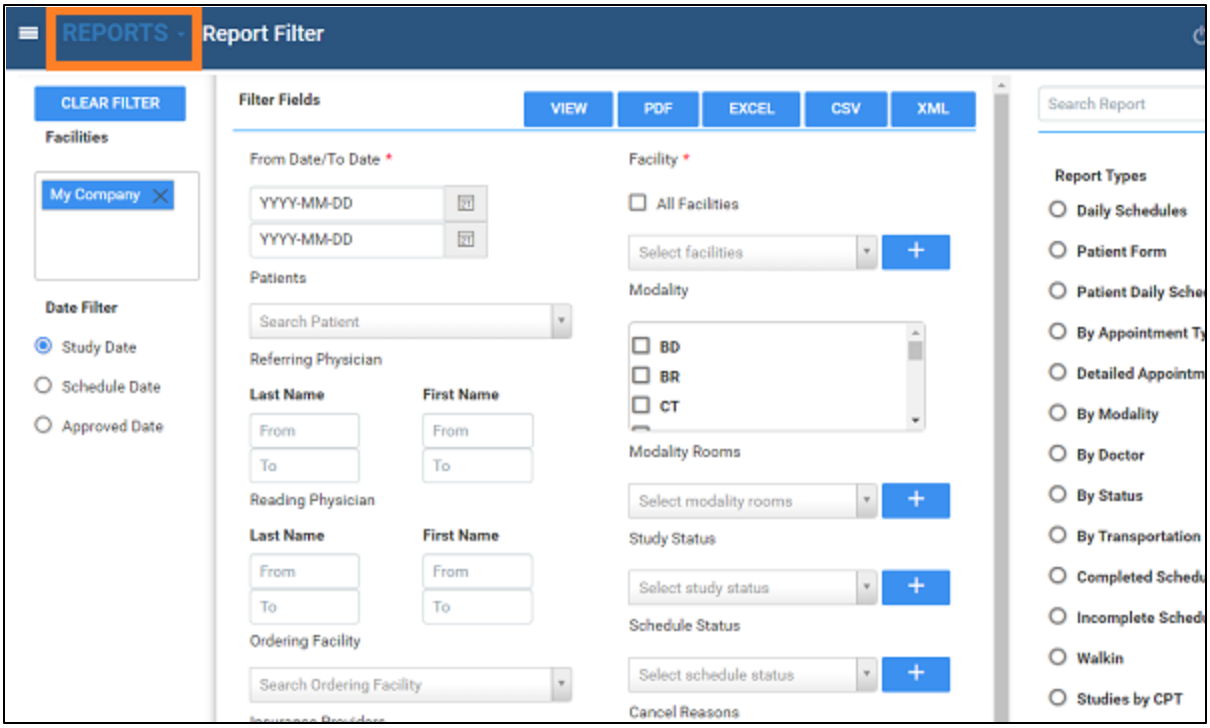
Create a report

You can create various types of report based on configurable criteria, and then export them in formats including PDF, XLS, CSV, and XML. Note that *reports* here does not include approved reports from radiologists.

Prerequisite: Obtain user rights for the reports you want to create.

Procedure

1. On the burger menu, select REPORTS.
2. On the top navigation bar, select Report, and then select a report type in the list.



3. Below the Filter Fields label, select a From Date and To Date, and then select other criteria to define the content of the report.
4. In the right pane under Report Types, select how you want to view the data.

5. Select VIEW, or select an output format (PDF, EXCEL, CSV, or XML).

   Result: The report is created, and automatically saved to My Reports.

See also:

Create a billing report
Create a peer review report
Create and deliver a patient statement

View your created reports

Reports that you create are automatically placed in the My Reports area where you can open and download them.

Procedure

1. On the burger menu, select the arrow next to REPORTS, and then select MY REPORTS.
2. Select a report in the list, and then:
   - Select to download (not available for certain report types such as html)
   - Select to open

Send reports to providers

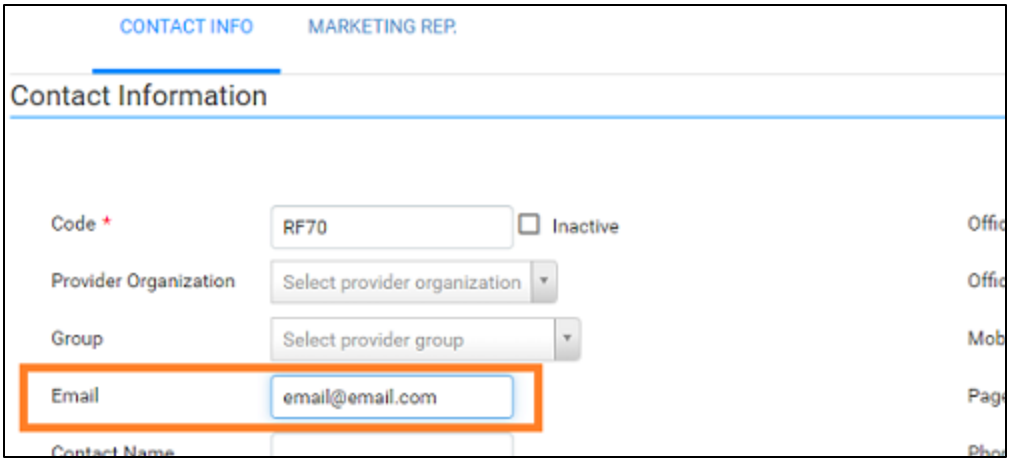
You can configure Exa PACS|RIS to automatically send reports and images through email to specified provider locations/contacts and their provider groups.

Prerequisite: Add a referring physician or ordering physician to any studies whose reports you want to send (see Edit study information).

Caution: A password or patient information is configured or used on this page. For recommended security, turn off Chrome autofill.

Procedure

1. Go to SETUP > OFFICE > Providers & Resources > RESOURCE.
2. In the list of resources, double-click a resource of type Provider-Radiology or Referring Provider.
3. On the LOCATIONS/CONTACTS sub-tab, double-click a location/contact in the list.
4. In the Contact Information area, in the Email box, type the email address of the provider contact.



5. In the Reports to Me area, under Contact Information, enter the following settings. To send reports to other members of the provider location/contact's provider group, under Reports to Group, enter the same settings.



Setting	Description
Email Report Link	Select to send a link to the report in an email.
Postal Mail	Select to send a hard copy of the report to the mailing address entered in the Contact Information area. Auto-Print: Select a printer in the dropdown list to automatically print reports.
Fax	Select to send a fax of the report to the fax number entered in the Contact Information area.
Email Attachment	Select to send the report as an attachment to an email.
Office Fax	Select to send a fax of the report to the office fax number entered in the Contact Information area.

6. Optional: Under Report Password, type a password to require to open reports.
7. Select SAVE & CLOSE.

Note: You can view your sent reports at: Burger menu > SETUP > General > REPORT QUEUE. Records are processed and sent to the specified user or group based on the email service configuration.

Work with Exa Chat

This chapter contains the following sections.

[What is Exa Chat?](#)
[Use Exa Chat](#)
[Manage Exa Chat](#)
[Use Exa Links](#)

What is Exa Chat?

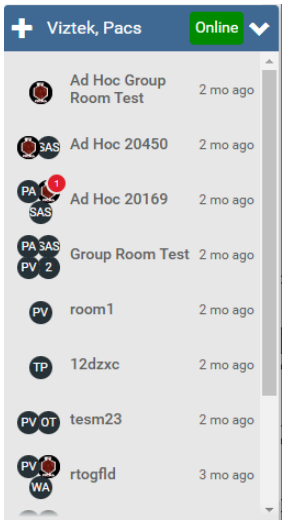
Exa Chat is a program within Exa PACS|RIS that provides secure *chat* (exchange of text messages) with other members of your institution. You can hold private chats (instant messaging), or group chats with individuals or departments. You must purchase a license to use Exa Chat.

This section contains the following topics.

[What is the contact list?](#)
[About group (multi-user) chat rooms](#)

What is the contact list?

The contact list is contained in the main Exa Chat window that appears in the lower left of the Exa PACS|RIS browser window, and lists chat rooms in which you participated. You can select any room to re-open it. When a user archives a room, it is removed from the contact list.



About group (multi-user) chat rooms

Group and *ad hoc* are both types of multi-user chat room. Group chat rooms are managed, and ad hoc chat rooms are not. If you start a private chat and then add a third member, the chat room becomes an ad hoc chat room. The following table summarizes other differences.

Property	Group	Ad hoc
Who can create the room?	The “manager” (user with Group Chats Management rights).	Any user with Personal Chat Allowed rights.
Who can/remove add members?	The manager. No special rights are required to be added.	Any member can add anyone else with Personal Chat Allowed rights.
Who can delete/archive the room?	The manager.	Only the last remaining member.

Use Exa Chat

This section contains the following topics.

Start a new private chat
Join a group chat room
Start a new multi-user chat
Minimize or restore chat rooms
Open a previously used chat room
Add a member to a chat room
Change your status
Add a chat room to your favorites
Use an avatar for chat
Copy from one message to another

Start a new private chat

To start chatting with someone for the first time, you can create a private chat room. After creating a private chat room, it appears in the contact list for future use.

Procedure

1. On the contact list, select the add button.
2. In the Add room dialog, begin typing a contact name, and then select the name from the list. The private chat room window appears to the left of the contacts list.
3. In the box at the bottom of the chat room window, type a message and select Enter.

Join a group chat room

You can join a group chat room that was configured in Exa PACS|RIS.

Prerequisite: Add a group chat room

Procedure

1. On the contact list, select the add button.
2. In the Add private room dialog, start typing the name of the group room, and then select the name from the list. The group chat room window appears to the left of the contacts list.
3. In the box at the bottom of the chat room window, type a message and select Enter.

Start a new multi-user chat

To start a group chat, you create a multi-user chat room. After creating the room, it appears in the contact list for future use.

Procedure

1. On the contact list, select the add button.
2. In the Add Room dialog, select CREATE ROOM.
3. In the Create new room dialog, type a title for the room, and then select CREATE NEW ROOM.

   The multi-user chat room window appears on the left side of the contacts list.
4. In the box at the bottom of the chat room window, type a message and select Enter.
5. The message is sent to all members in the chat room.

Minimize or restore chat rooms

- To minimize a chat room, select its minimize button.
- To minimize Exa Chat (all chat rooms and the contact list), select the minimize button on the contact list.
- To restore a single chat room or all chat rooms, select the maximize button at the bottom of the browser window.

Open a previously used chat room

Each entry in the contact list corresponds to a chat room in which you participated. Select any room in the list to re-open it and re-initiate a chat.

Add a member to a chat room

You can add a new member to an existing chat room. You can also add a group chat room as a “member” of another chat room.

Procedure

1. On the header of a chat room, select the settings button.
2. Select Add users or Groups.
3. In the Add user dialog, begin typing a contact name, or a group chat room name, and then select the name from the list.
4. Select OK.

Change your status

In Exa Chat, your status indicates your availability to chat. Unless you assign a status manually, Exa Chat automatically assigns a status of Online (available) or Offline (unavailable). You can manually set a status of Busy (available for emergencies) or DND (do not disturb, do not play sounds).

Procedure

1. On the header of the contact list, select the status button.



2. Select a status.

Add a chat room to your favorites

When you add a chat room to your favorites, it moves to the top of the contact list.

Procedure

1. Open the chat room that you want to add.
2. In the chat room window header, select the Add to favorites button.

Use an avatar for chat

An avatar is an image such as a photo that represents you in a chat room. To use an avatar in chat, follow the procedure in Add an avatar and the avatar will appear in your chat rooms automatically.

Copy from one message to another

You can copy all or part of a message into another message.

- Select all or some text in one message, select Ctrl+C, and then paste into another message.
- Drag a message from one chat window into the message box of another chat window.

Manage Exa Chat

This section contains the following topics.

Add user roles for Exa Chat
Rename a chat window
Archive a chat

Add user roles for Exa Chat

Administrators must add user roles for Exa Chat.

Procedure

1. On the burger menu, select SETUP.
1. On the OFFICE menu, select User Management.
2. On the USER ROLES tab, select ADD.
3. Type a name for the role (such as Chat), and a description, and then select SAVE.
4. On the USER ROLES tab, double-click the user role you just added.
5. Select one or more of the following checkboxes.

   Personal Chat Allowed – Create and join private and ad hoc chat rooms.

   Group Chats Management – Create and join private and multiuser chat rooms.

   Chat – Apply both of the previous rights.
6. Select SAVE.

See also:

Manage users

Rename a chat window

You can change the name of an existing chat room.

Procedure

1. Select Settings in the chat room that you want to rename.
2. Type the new title in the box, and then select SAVE TITLE.

Archive a chat

To save disk storage space, you can archive your chats. Archiving saves messages older than a preconfigured date to a CSV file, and then removes them from the system. Archiving only works if the system holds more than a preconfigured number of messages.

Procedure

1. Select Settings  in the chat room that you want to archive.
2. Select Archive the chat.

Use Exa Links

This section contains the following topics.

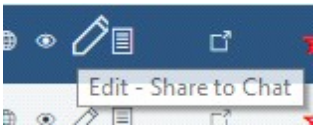
What are Exa Links?
Find and send an Exa Link
Send a document by using an Exa Link

What are Exa Links?

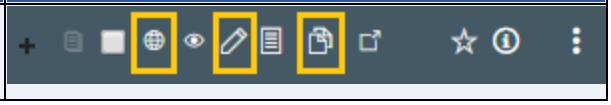
Exa Links are links to Exa PACS|RIS controls that you send to chat members. Recipients can select the Exa Links to open patient charts, studies in the Edit Study screen or viewer, approved reports and addenda, notes, and other assets.

Find and send an Exa Link

If you hover over a control in Exa PACS|RIS and its tooltip ends with "... - Share to Chat," it is an Exa Link.



The following table lists the controls that are available as Exa Links at the time of this writing. More will be added in future versions.

Page	Controls	
Worklist	Study toolbar: Viewer, Edit, Approved Reports	

To send an Exa Link, drag it onto the message box at the bottom of a chat room window, and then select Enter.

Send a document by using an Exa Link

In addition to the Exa Links on the worklist, you can send Exa Links to documents from the Patient Documents screen.

Procedure

1. On a worklist shortcut menu, select Attached Files.
2. In the Patient Document dialog, double-click a document to open it.
3. Drag the Share to Chat button into a chat message.

Work with tools

Exa PACS|RIS includes a suite of tools that provide a variety of functionality. Some tools must be installed locally on the client computer (see Install and configure tools). You can access Tools from the burger menu (Burger > TOOLS > [Tool Name]). For more information, see the following topics.

Tool	Description
Exa Dictation	The entry-level radiologist dictation tool. Install Exa Dictation Exa Dictation and transcription with Web Trans
Client Service	Enables Local Cache. Install and configure local cache Use local cache
Chrome Extension	Enables Chrome to work with multiple monitors. Add the Chrome extension Set up connected displays
Opal Tools	Client-side application for importing, CD importing, and CD burning. Install OPAL tools Burn studies, series, or images to media Import DICOM images Import studies from CD Import studies to a specific AE (API mode)
Opal Viewer	Formerly "Opal Viewer," now called the "Exa Client Viewer." An alternative to the Exa PACS|RIS viewer that includes specialty annotations (such as for Chiropractic Install Exa Client Viewer Open a study in a viewer
Exa Trans	The main client-side transcription application. Install Exa Trans Dictation and transcription with Exa Voice and Exa Trans
Exa Scans	Provides document scanning functionality. Install Exa Scans Attach (upload, scan) non-DICOM documents Attach (upload, scan) DICOM documents
Exa Launch	Enables integration with third-party applications. Install Exa Launcher Configure integration with third-party apps
CD Import	Opens OpalImport directly.
Mobile Rad	Downloads the apk file to install Mobile Rad on a mobile device. See the Mobile Rad user's manual. See also: Work with Exa Mobile

Use import tools

With the import tools provided in the program, you can Import studies from CD and Import studies to a specific AE (API mode).

Import studies from CD

You can perform a "CD import."

Caution: Ensure that the data to be imported, and the data after import, are correct.

Prerequisite: Install Opal tools.

Procedure

1. On the burger menu, select the arrow next to TOOLS, and then select CD IMPORT.
2. If the "Open Opal Import?" message appears, select the checkbox, and then select Open Opal Import.
3. In the OpalImport dialog, select Select Files/Folders or DICOMDIR to Import, and then browse for and select files to import.
4. Enter customization settings and then select Import.

Import studies to a specific AE (API mode)

You can import studies to a specific AE.

Procedure

1. On the worklist, on the PACS Actions menu, select Import Images.

   Note: If the "Open Opal Import?" message appears, select the checkbox, and then select Open Opal Import.

2. In the OpalImport dialog, turn on API mode by typing `1q2w3e4r5t`.

   Note: You only need to perform this step once. API mode will remain on permanently.

3. Select the Exa API transfer option.
4. Select Select Files/Folders or DICOMDIR to Import, and then browse for and select files to import.
5. Enter customization settings and then select Import.

Work with Patient Portal

Patient Portal is a website that patients can use to view or modify information about their past and future exams, demographics, insurance, guarantors, and representatives, and to schedule appointments. For instructions on how patients can use Patient Portal, see the Patient Portal user's manual. For staff, see Add or edit a patient's portal account.

Work with Physician and Attorney Portals

For information on how physicians and attorneys can use Physician Portal and Attorney Portal (Exa PACS|RIS only), see the Physician Portal user's manual and Attorney Portal user's manual. In Exa PACS|RIS, staff enable physicians and attorneys to use portals by doing the following.

1. Add a resource of type Referring Provider or Attorney.
2. On the LOGIN DETAILS sub-tab of the resource, select a user who:
   - Is a referring provider or attorney, and;
   - Belongs to the Portal user's group.
3. Select LINK USER.

Appendix

The appendix includes the following sections.

User reference
Install and configure tools

Reference

User reference

This section contains the following topics.

Search syntax
Keyboard shortcuts for the claim entry screen
Keyboard shortcuts and commands for Exa Trans
Merge fields
User rights
Description of reports
Settings in the claim entry screen
Measurement accuracy limits
Viewer tools and keyboard shortcuts
Details on Linked Reporting
Mammography views

Search syntax

Various lists in Exa PACS|RIS have a search bar with column headers that accept search criteria. The following general rules apply when entering search criteria.

- In most numeric boxes, you can search for any part of the number. For example:

  In the account number box, type: 20

  Exa PACS|RIS finds: 203, 1203, and 01203.

- In a name box (such as patient name or payer name), you can type the full name in the format:

  lastname, firstname

  ...but not...

  firstname lastname.

- In a name box, you can type the first or last name only. For example:

  Type: Anderson

  Exa PACS|RIS finds: Cooper, Anderson

  ...and...

  Anderson, John.

- In a name box you can type all or part of the first or last name, but using as many letters as possible improves accuracy. For example:

  Type: Oswa

  Exa PACS|RIS finds: Oswald, Trevor

  ...and...

  Davis, Oswald

  However, if you type: Os

  Exa PACS|RIS finds only: Oswald, Trevor.

Keyboard shortcuts for the claim entry screen

When creating or editing claims, the following keyboard shortcuts are available.

Target	Shortcut
Charges sub-tab	Alt+C
Claims sub-tab	Alt+Shift+C
Insurance sub-tab	Alt+I
Additional Info. sub-tab	Alt+A
Billing Summary sub-tab	Alt+B
Payments sub-tab	Alt+P
Cursor moves to the payer name option	Alt+(+)
Previous claim	Alt+Shift+P
Next claim	Alt+Shift+N
Notes screen	Alt+N
Documents and Reports screen	Alt+D
Validate claim	Alt+V
Save All	Alt+S
Close without saving	Esc

Keyboard shortcuts and commands for Exa Trans

When using Exa Trans, the following keyboard shortcuts are available.

Command	Command Text	Shortcut
Remove last dictated piece	undo that delete that scratch that	-
Next variable placeholder	next variable	Alt+]
Previous variable placeholder	previous variable	Alt+[

Command	Command Text	Shortcut
Capitalize previous word	capitalize that cap that	-
Remove word left of the cursor	remove left	Ctrl+Alt+Back
Start recording		Ctrl+F1
Toggle recording		Ctrl+F3
Stop recording	stop recording	Ctrl+F2

Merge fields

The following table describes the merge fields available in various parts of the program. Some merge fields may not be available in your installation of Exa PACS|RIS depending on added modules, country, and other factors.

1. SO = Study/Order; IN = Insurance; PA = Patient; PR = Provider; ET = Email Template; NT = Notification Templates, RT = Report Templates; SF = Study Forms; CF = Custom Forms; TT = Transcription Templates

Merge Field	Formal Name	Scope1
FamilyHealthHistory	Family Health History	SO, NT, SF, CF
FollowUps	Follow Ups	SO, NT, SF, CF
GST (Canada)	General Sales Tax	SF, CF, ET
SalesTax	Sales Tax	SF, CF, ET
Immunizations	Immunizations	SO, NT, SF, CF
LabResults	Lab Results	SO, NT, SF, CF
Medications	Medications	SO, NT, SF, CF
Referrals	Referrals	SO, NT, SF, CF
PreLabResults	Pre Lab Results	SO, NT, SF, CF
Problems	Problems	SO, NT, SF, CF
VitalSigns	Vital Signs	SO, NT, SF, CF
Age	Age	PA, ET, NT, SF, CF
AgeatDOS	Age at DOS	PA, ET, NT, SF, CF
Address1	Address 1	PA, ET, NT, SF, CF
Address2	Address 2	PA, ET, NT, SF, CF
Ciy	City	PA, ET, NT, SF, CF
State	State	PA, ET, NT, SF, CF
ZipCode	Zip Code	PA, ET, NT, SF, CF
DOB	DOB	PA, ET, NT, SF, CF
FirstName	First Name	PA, ET, NT, SF, CF
Fullname	Full Name	PA, ET, NT, SF, CF
Gender	Gender	PA, ET, NT, SF, CF
Race	Race	PA, ET, NT, SF, CF

Merge Field	Formal Name	Scope1
Ethnicity	Ethnicity	PA, ET, NT, SF, CF
HomePhone	Home Phone	PA, ET, NT, SF, CF
MobilePhone	Mobile Phone	PA, ET, NT, SF, CF
WorkPhone	Work Phone	PA, ET, NT, SF, CF
Lastname	Last Name	PA, ET, NT, SF, CF
Middlename	Middle Name	PA, ET, NT, SF, CF
mrn	MRN	PA, ET, NT, SF, CF
uli	ULI	PA, ET, NT, SF, CF
ssn	SSN	PA, ET, NT, SF, CF
Suffix	Suffix	PA, ET, NT, SF, CF
Weight	Weight	PA, ET, NT, SF, CF
Height	Heigh	PA, ET, NT, SF, CF
Employer	Employer	PA, ET, NT, SF, CF
PreferredLanguage	Preferred Language	PA, ET, NT, SF, CF
Username		PA, ET, NT,
Password		PA, ET, NT,
ApprovingPhysicianAddress1	Approving Physician Address 1	PR, ET, NT, SF, CF
ApprovingPhysicianAddress2	Approving Physician Address 2	PR, ET, NT, SF, CF
ApprovingPhysicianCity	Approving Physician City	PR, ET, NT, SF, CF
ApprovingPhysicianFirstName	Approving Physician First Name	PR, ET, NT, SF, CF
ApprovingPhysicianFullName	Approving Physician Full Name	PR, ET, NT, SF, CF
ApprovingPhysicianLastName	Approving Physician Last Name	PR, ET, NT, SF, CF
ApprovingPhysicianMiddleName	Approving Physician Middle Name	PR, ET, NT, SF, CF
ApprovingPhysicianState	Approving Physician State	PR, ET, NT, SF, CF
ApprovingPhysicianSuffix	Approving Physician Suffix	PR, ET, NT, SF, CF
CCProv1Addr1	CC Provider 1 Address 1	PR, ET, NT, SF, CF
CCProv1Addr2	CC Provider 1 Address 2	PR, ET, NT, SF, CF
CCProv1City	CC Provider 1 City	PR, ET, NT, SF, CF
CCProv1Name	CC Provider 1 Name	PR, ET, NT, SF, CF
CCProv1State	CC Provider 1 State	PR, ET, NT, SF, CF
CCProv1Zip	CC Provider 1 Zip	PR, ET, NT, SF, CF
CCProv1Alerts	CC Provider 1 Alerts	PR, ET, NT, SF, CF
CCProv2Addr1	CC Provider 2 Address 1	PR, ET, NT, SF, CF
CCProv2Addr2	CC Provider 2 Address 2	PR, ET, NT, SF, CF
CCProv2City	CC Provider 2 City	PR, ET, NT, SF, CF
CCProv2Name	CC Provider 2 Name	PR, ET, NT, SF, CF
CCProv2State	CC Provider 2 State	PR, ET, NT, SF, CF

Merge Field	Formal Name	Scope1
CCProv2Zip	CC Provider 2 Zip	PR, ET, NT, SF, CF
CCProv2Alerts	CC Provider 2 Alerts	PR, ET, NT, SF, CF
CCProv3Addr1	CC Provider 3 Address 1	PR, ET, NT, SF, CF
CCProv3Addr2	CC Provider 3 Address 2	PR, ET, NT, SF, CF
CCProv3City	CC Provider 3 City	PR, ET, NT, SF, CF
CCProv3Name	CC Provider 3 Name	PR, ET, NT, SF, CF
CCProv3State	CC Provider 3 State	PR, ET, NT, SF, CF
CCProv3Zip	CC Provider 3 Zip	PR, ET, NT, SF, CF
CCProv3Alerts	CC Provider 3 Alerts	PR, ET, NT, SF, CF
CCProv4Addr1	CC Provider 4 Address 1	PR, ET, NT, SF, CF
CCProv4Addr2	CC Provider 4 Address 2	PR, ET, NT, SF, CF
CCProv4City	CC Provider 4 City	PR, ET, NT, SF, CF
CCProv4Name	CC Provider 4 Name	PR, ET, NT, SF, CF
CCProv4State	CC Provider 4 State	PR, ET, NT, SF, CF
CCProv4Zip	CC Provider 4 Zip	PR, ET, NT, SF, CF
CCProv4Alerts	CC Provider 4 Alerts	PR, ET, NT, SF, CF
CCProv5Addr1	CC Provider 5 Address 1	PR, ET, NT, SF, CF
CCProv5Addr2	CC Provider 5 Address 2	PR, ET, NT, SF, CF
CCProv5City	CC Provider 5 City	PR, ET, NT, SF, CF
CCProv5Name	CC Provider 5 Name	PR, ET, NT, SF, CF
CCProv5State	CC Provider 5 State	PR, ET, NT, SF, CF
CCProv5Zip	CC Provider 5 Zip	PR, ET, NT, SF, CF
CCProv5Alerts	CC Provider 5 Alerts	PR, ET, NT, SF, CF
ProviderSignature	Provider Signature	PR, ET, NT, SF, CF
ReadingPhysicianAddress1	Reading Physician Address 1	PR, ET, NT, SF, CF
ReadingPhysicianAddress2	Reading Physician Address 2	PR, ET, NT, SF, CF
ReadingPhysicianCity	Reading Physician City	PR, ET, NT, SF, CF
ReadingPhysicianFirstName	Reading Physician First Name	PR, ET, NT, SF, CF
ReadingPhysicianFullName	Reading Physician Full Nae	PR, ET, NT, SF, CF
ReadingPhysicianLastName	Reading Physician Last Name	PR, ET, NT, SF, CF
ReadingPhysicianMiddleName	Reading Physician Middle Name	PR, ET, NT, SF, CF
ReadingPhysicianState	Reading Physician State	PR, ET, NT, SF, CF
ReadingPhysicianSuffix	Reading Physician Suffix	PR, ET, NT, SF, CF
Ref_PhyAddress1	Referring Physician Address 1	PR, ET, NT, SF, CF
Ref_PhyAddress2	Referring Physician Address 2	PR, ET, NT, SF, CF
Ref_PhyCity	Referring Physician City	PR, ET, NT, SF, CF
Ref_PhyFax	Referring Physician Fax	PR, ET, NT, SF, CF

Merge Field	Formal Name	Scope1
Ref_PhyFirstName	Referring Physician First Name	PR, ET, NT, SF, CF
Ref_PhyFullname	Referring Physician Full Name	PR, ET, NT, SF, CF
Ref_PhyFullname_order	Study-level referring physician for all studies in an order	SF
Ref_PhyHomePhone	Referring Physician Home Phone	PR, ET, NT, SF, CF
Ref_PhyLastName	Referring Physician Last Name	PR, ET, NT, SF, CF
Ref_PhyMiddleInitial	Referring Physician Middle Initial	PR, ET, NT, SF, CF
Ref_PhyNameOrderFMLS	Referring Physician Name Order First Middle Last Suffix	PR, ET, NT, SF, CF
Ref_PhyState	Referring Physician State	PR, ET, NT, SF, CF
Ref_PhySuffix	Referring Physician Suffix	PR, ET, NT, SF, CF
Ref_PhyZip	Referring Physician zip	PR, ET, NT, SF, CF
Ref_PhyMobileNo	Referring Physician Mobile Number	PR, ET, NT, SF, CF
Ref_PhyOfficeNo	Referring Physician Office Number	PR, ET, NT, SF, CF
Ref_PhyAlerts	Referring Physician Alerts	PR, ET, NT, SF, CF
Report Link	Report Link	PR, ET, NT, SF, CF
SignatureText	Signature Text	PR, ET, NT, SF, CF
PreApprovedSignatureTExt	PreApproved Signature Text	PR, ET, NT, SF, CF
preApprovedProviderSignature	PreApproved Provider Signature	PR, ET, NT, SF, CF
RadiologistFullName	Radiologist Full Name	PR, ET, NT, SF, CF
TechnologistFullName	Technologist Full Name	PR, ET, NT, SF, CF
TechnologistFullName_order	All primary technologists for each study in the order	SF
SignatureBlockText	Signature Block Text	PR, ET, NT, SF, CF
preApprovedSignatureBlockText	PreApproved Signature Block Text	PR, ET, NT, SF, CF
AttorneyFirstName	Attorney First Name	PR, ET, NT, SF, CF
AttorneyFullName	Attorney Full Name	PR, ET, NT, SF, CF
AttorneyFullName_order	Study-level attorney for all studies in an order	SF
AttorneyLastName	Attorney Last Name	PR, ET, NT, SF, CF
AttorneyMiddleName	Attorney Middle Name	PR, ET, NT, SF, CF
AttorneySuffix	Attorney Suffix	PR, ET, NT, SF, CF
AttorneyAddress1	Attorney Address 1	PR, ET, NT, SF, CF
AttorneyAddress2	Attorney Address 2	PR, ET, NT, SF, CF
AttorneyCity	Attorney City	PR, ET, NT, SF, CF
AttorneyState	Attorney State	PR, ET, NT, SF, CF
AttorneyZip	Attorney Zip	PR, ET, NT, SF, CF
AttorneyPhoneNo	Attorney Phone Number	PR, ET, NT, SF, CF
AttorneyEmail	Attorney Email	PR, ET, NT, SF, CF

Merge Field	Formal Name	Scope1
AttorneyFaxNo	Attorney Fax Number	PR, ET, NT, SF, CF
AppointmentTypeCode	Appointment Type Code3	SO, RT, ET, NT, SF, CF
AppointmentTypeCode_order	Study-level appointment type code for all studies in an order	SF
AppointmentTypeDescription	Appointment Type Description	SO, RT, ET, NT, SF, CF
AppointmentTypeDescription_order	Study-level appointment type description for all studies in an order	SF
ExpectedArrivalTime	Expected Arrival Time	SO, RT, ET, NT, SF, CF
AccessionNo	Accession Number	SO, RT, ET, NT, SF, CF
AccessionNo_order	Study-level accession number for all studies in an order	SF
ApprovedDate	Approved Date	SO, RT, ET, NT, SF, CF
PreApprovedDate	PreApproved Date	SO, RT, ET, NT, SF, CF
TranscribedDate	Transcribed Date	SO, RT, ET, NT, SF, CF
BodyPart	Body Part	SO, RT, ET, NT, SF, CF
Department	Department	SO, RT, ET, NT, SF, CF
DictationDate	Dictation Date	SO, RT, ET, NT, SF, CF
ICDCode	ICD Code	SO, RT, ET, NT, SF, CF
ICDDescripton	ICD Description	SO, RT, ET, NT, SF, CF
StudyICDCode	Study ICD Code	SO, RT, ET, NT, SF, CF
StudyICDCode_order	Study-level study ICD code for all studies in an order	SF
StudyICDDescription	Study ICD Description	SO, RT, ET, NT, SF, CF
StudyICDDescription_order	Study-level study ICD description for all studies in an order	SF
Institution	Institution	SO, RT, ET, NT, SF, CF
Modality	Modality	SO, RT, ET, NT, SF, CF
Modality_order	Study-level modality for all studies in an order	SF
ModalityRoom	Modality Room	SO, RT, ET, NT, SF, CF
ModalityRoom_order	Study-level modality room for all studies in an order	SF
OrderedBy	Ordered By	SO, ET, NT, SF, CF
OrderingFacility	Ordering Facility	SO, ET, NT, SF, CF
Orientation	Orientation	SO, ET, NT, SF, CF
PatientLocation	Patient Location	SO, ET, NT, SF, CF
PlaceOfService	Place of Service	SO, ET, NT, SF, CF
Priority	Priority	SO, ET, NT, SF, CF
ProcedureCode	Procedure Code	SO, ET, NT, SF, CF

Merge Field	Formal Name	Scope1
ProcedureCodes	Procedure Codes	SO, ET, NT, SF, CF
ProcedureCodestabular	Procedure Codes Tabular	SO, ET, NT, SF, CF
ProcedureName	Procedure Name	SO, ET, NT, SF, CF
ProcedureNames	Procedure Names	SO, ET, NT, SF, CF
ProcedureNamesTabular	Procedure Names Tabular	SO, ET, NT, SF, CF
ReasonForStudy	Reason for Study	SO, ET, NT, SF, CF
RequestingDate	Requesting Date	SO, ET, NT, SF, CF
RoomNo	Room Number	SO, ET, NT, SF, CF
STAT	Stat description	SO, ET, NT, SF, CF
StudyDate	Study Date	SO, ET, NT, SF, CF
StudyDate_order	Study-level study date for all studies in an order	SF
Modality_order	Study-level modality for all studies in an order	SF
StudyDescription	Study Description	SO, ET, NT, SF, CF
StudyDescription_order	Study-level study description for all studies in an order	SF
StudyFlag	Study Flag	SO, ET, NT, SF, CF
StudyFlag_order	Study-level study flag for all studies in an order	SF
StudyReceivedDate	Study Received Date	SO, ET, NT, SF, CF
StudyReceviedDate_order	Study-level study received date for all studies in an order	SF
TAT	TAT	SO, ET, NT, SF, CF
TranscribingUser	Transcribing User	SO, ET, NT, SF, CF
VehicleName	Vehicle Name	SO, ET, NT, SF, CF
studyUID	Study UID	SO, ET, NT, SF, CF
StudyFormsignature	Study Form Signature	SO, ET, NT, SF, CF
CustomFormSignature	Custom Form Signature	SO, ET, NT, SF, CF
ExamPrepInstructions	Exam Prep Instructions	SO, ET, NT, SF, CF
ExamPrepInstructions_order	Study-level exam prep instructions for all studies in an order	SF
CPTCode	CPT Code	SO, ET, NT, SF, CF
CPTName	CPT Name	SO, ET, NT, SF, CF
visit_no	Visit Number	SO, ET, NT, SF, CF
CPTCodes	CPT Codes	SO, ET, NT, SF, CF
CPTNames	CPT Names	SO, ET, NT, SF, CF
CPTCodesTabular	CPT Codes Tabular	SO, ET, NT, SF, CF
CPTNamesTabular	CPT Names Tabular	SO, ET, NT, SF, CF
DateofInjury	Date of Injury	SO, ET, NT, SF, CF

Merge Field	Formal Name	Scope1
Allergies	Allergies	ET, NT, SF, CF
CompanyName	Company Name	ET, NT, SF, CF
CurrentDate	Current Date	ET, NT, SF, CF
CurrentTime	Current Time	ET, NT, SF, CF
DateAndTime	Date and Time	ET, NT, SF, CF
OfficeAddress1	Office Address 1	ET, NT, SF, CF
OfficeAddress2	Office Address 1	ET, NT, SF, CF
OfficeCity	Office City	ET, NT, SF, CF
FacilityLogo	Facility Logo	ET, NT, SF, CF
FacilityContactNo	Facility Contact Number	ET, NT, SF, CF
OfficeName	Office Name	ET, NT, SF, CF
OfficeState	Office State	ET, NT, SF, CF
Zip	Zip	ET, NT, SF, CF
FormalName	Formal Name	ET, NT, SF, CF
PracticeType	Practive Type	ET, NT, SF, CF
PrimaryInsurance	Primary Insurance	IN, ET, NT, SF, CF
PrimaryAddress	Primary Address	IN, ET, NT, SF, CF
PrimaryCity	Primary City	IN, ET, NT, SF, CF
PrimaryState	Primary State	IN, ET, NT, SF, CF
PrimaryZipCode	Primary Zip Code	IN, ET, NT, SF, CF
PrimaryPhone	Primary Phone	IN, ET, NT, SF, CF
PrimaryFax	Primary Fax	IN, ET, NT, SF, CF
PrimarySubscriber	Primary Subscriber	IN, ET, NT, SF, CF
PrimaryDOB	Primary DOB	IN, ET, NT, SF, CF
PrimaryRelationship	Primary relationship	IN, ET, NT, SF, CF
PrimaryPolicyNo	Primary Policy Number	IN, ET, NT, SF, CF
PrimaryGroupNo	Primary Group number	IN, ET, NT, SF, CF
HealthNumber	Health Number	IN, ET, NT, CF
VersionCode	Version Code	IN, ET, NT, CF
SecondaryInsurance	Secondary Insurance	IN, ET, NT, SF, CF
SecondaryAddress	Secondary Address	IN, ET, NT, SF, CF
SecondaryCity	Secondary City	IN, ET, NT, SF, CF
SecondaryState	Secondary State	IN, ET, NT, SF, CF
SecondaryZipCode	Secondary Zip Code	IN, ET, NT, SF, CF
SecondaryPhone	Secondary Phone	IN, ET, NT, SF, CF
SecondaryFax	Secondary Fax	IN, ET, NT, SF, CF
Secondarysubscriber	Secondary Subscriber	IN, ET, NT, SF, CF

Merge Field	Formal Name	Scope1
SecondaryDOB	Secondary DOB	IN, ET, NT, SF, CF
SecondaryRelatoinship	Secondary Relationship	IN, ET, NT, SF, CF
secondaryPolicyNo	Secondary Policy Number	IN, ET, NT, SF, CF
SecondaryGroupNo	Secondary Group Number	IN, ET, NT, SF, CF
FacilityNotes	Facility Notes	NT, SF, RT
FacilityFax	Facility Fax Number	RT, SF, CF, ET, NT
FacilityEmail	Facility Email Address	RT, SF, CF, ET, NT
Ord_PhyAddress1	Ordering Phys. Street Address1	RT, TT, SR, CF, ET, NT, CS
Ord_PhyAddress2	Ordering Phys. Street Address2	RT, TT, SR, CF, ET, NT, CS
Ord_PhyCity	Ordering Phys. City	RT, TT, SR, CF, ET, NT, CS
Ord_PhyFirstName	Ordering Phys. First Name	RT, TT, SR, CF, ET, NT, CS
Ord_PhyFullName	Ordering Phys. Full Name	RT, TT, SR, CF, ET, NT, CS
Ord_PhyFullName_order	Study-level ordering physician for all studies in an order	SF
Ord_PhyLastName	Ordering Phys. Last Name	RT, TT, SR, CF, ET, NT, CS
Ord_PhyMiddleName	Ordering Phys. Middle Name	RT, TT, SR, CF, ET, NT, CS
Ord_PhyState	Ordering Phys. State	RT, TT, SR, CF, ET, NT, CS
Ord_PhySuffix	Ordering Phys. Suffix	RT, TT, SR, CF, ET, NT, CS
Ord_PhyZip	Ordering Phys. Postal Code	RT, TT, SR, CF, ET, NT, CS
Non-ProprietaryName	Non-Proprietary Name	RT, TT, SF, CF
AmountUsed	Amount Used	RT, TT, SF, CF
Route	Route	RT, TT, SF, CF
Supv_PhyAddress1	Supervising phys. Street Adrs. 1	RT, TT, SF, CF, ET, NT, CS
Supv_PhyAddress2	Supervising phys. Street Adrs. 2	RT, TT, SF, CF, ET, NT, CS
Supv_PhyCity	Supervising phys. City	RT, TT, SF, CF, ET, NT, CS
Supv_PhyFirstName	Supervising phys. First Name	RT, TT, SF, CF, ET, NT, CS
Supv_PhyFullName	Supervising phys. Full Name	RT, TT, SF, CF, ET, NT, CS
Supv_PhyLastName	Supervising phys. Last Name	RT, TT, SF, CF, ET, NT, CS
Supv_PhyMiddleName	Supervising phys. Middle Name	RT, TT, SF, CF, ET, NT, CS
Supv_PhyState	Supervising phys. State	RT, TT, SF, CF, ET, NT, CS
Supv_PhySuffix	Supervising phys. Suffix	RT, TT, SF, CF, ET, NT, CS
Supv_PhyZip	Supervising phys. ZIP	RT, TT, SF, CF, ET, NT, CS
Canada only:	Health Card Number	RT, SF, CF, ET, NT

User rights

The following table describes the rights that administrator can assign to a user role. All of these rights may not be available depending on your product and configuration.

Note: Shaded rows indicate that the right is not currently in use.

Category	Right	Description
Billing/ Setup	Billing Codes	Allows creating and editing billing codes
	Billing Class	Allows creating and editing billing classes
	Claim Status	Allows creating and editing claim statuses
	CAS Group Code	Allows creating and editing CAS group codes
	Provider ID Code Qualifier	Allows mapping provider ID code qualifiers to billing providers
	Payment Reason	Allows editing payment reasons such as co-pay, deductible, and payment plan
	CAS Reason Code	Allows creating and editing CAS reason codes
	Status Color Code	Allows adding and editing colors for payment, claim, and billed statuses
	Supporting Text Templates	Allows mapping of preconfigured supporting text to specific service codes.
	Insurance EDI Mapping	Allows insurance mapping, such as billing method and clearinghouse
	Adjustment Codes	Allows adding and editing adjustment codes
	Billing Provider	Allows adding and editing billing providers
	Billing Messages	Allows editing billing messages that print on statements
	Billing Validation	Allows selecting the data that are validated during claim validation
	Printer Templates	Allows editing some settings in printer templates such as page margins
	EDI Request Templates	Allows creating and editing EDI request templates.
	Clearing House	Allows entering clearinghouse information
	Autobilling	Allows creating auto-billing profiles for automatic generation of claims
	CollectionsProcess	Allows configuring the automatic claim collections process
	Delay Reasons	Allows adding, editing, and deleting reasons for delayed payment
Billing	Claims	Allows working with claims
	Edit Claim	Allows opening the edit claim screen
	Claim Inquiry	Allows access to patient claim information
	All Insurances	All insurances
	Coordination of Benefits	Allows coordinating benefits
	Explanation of Benefits	Allows access to billing ERA
	ERA Inbox	Allows opening the ERA inbox
	EOB Claims Process	Allows opening the EOB tab, and uploading and processing electronic payment files
	File Insurance	Allows managing billing claims
	Patient Claim	Allows viewing a patient's claim history within Billing, and makes available the Inquiry buttons on the Patient Information tab in the patient chart and

Category	Right	Description
		Edit Study screen
	Patient Report	Allows opening patient reports and documents within Billing
	Payments	Allows viewing and processing payments
	Apply Payments	Allows applying payments to claims
	Refund	Allows processing refunds
	Back to Ready to Validate	Allows changing claim status to Ready to Validate
	Claim Validate	Allows validating claims
	Create/Split Claim	Allows splitting a claim with more than one charge
	Delete Payment	Allows deleting payment records
	Delete Claim	Allows deleting claims
	File Management	Allows opening the file management screen in Canadian versions
	Edit Claim Status	Allows manually changing claim statuses
	Invoice Activity Statement	Allows viewing and printing the activity statement
	Query Claim	Allows querying of claims.
	Adjust to Paid in Full	Adds a shortcut menu command to pay a claim in full.
	Census	Allows viewing the Census screen.
Billing/ Report		All rights in this category allow creating the corresponding report.
	Aged AR Summary	
	Aged AR Detail	
	Charges	
	Claim Activity	
	Claim Transaction	
	Collections	
	Credit Balance Encounters	
	Diagnosis Count	
	Modality Summary	
	Monthly Recap	
	Patient Statement	
	Payer Mix	
	Payment	
	Claim Inquiry	
	Patients By Insurance	
	Payments by Insurance Company	
	Procedure Analysis by Insurance	
	Procedure Count	
	Reading Provider Fees	
	Referring Provider Count	

Category	Right	Description
	Referring Provider Summary	
	Transaction Summary	
	Patient Activity Statement	
	Payments Realization Rate Analysis	
	Send claims to collections	Allows using automatic collections to change claim statuses to “Claim in Collection,” and make other changes.
Billing/Log	Billing User Log	Allows viewing the billing user log
	Bulling Audit Log	Allows viewing the billing audit log
Chat	Personal Chat Allowed	Allows using Exa Chat to send and receive messages with individual users (private chat)
	Group Chats Management	Allows creating and managing group chat rooms
Dashboard	Dashboard	Allows opening the dashboard
Dictation	Approve	Allows approving a dictated study report
	Approve (Addendum)	Allows approving an addendum (Edit or Addition) on a dictated study report, and changing a study's status from Approved to Approved-Coded.
	Dictation	Allows creating a dictated addendum (Edit or Addition) on an approved study report
	Dictation (Addendum)	Allows creating a dictated report
	Dictation (Delete)	Allows deleting a dictated report
	Submit For Review	Allows submitting an addendum for review on a dictated report
	Submit For Review (Addendum)	Allows submitting a dictated report for review
	Transcription (Addendum)	Allows creating an addendum by using Web Trans
	Link Reports	Allows linking reports (and studies)
	Unlink Reports	Allows unlinking reports (and studies)
Dispatching Dashboard	Dispatching Dashboard	Allows users of Mobile RAD to open the dispatching dashboard
	Reset All Studies in Order	Adds the Reset All Studies in Order command to the shortcut menu in most tabs. Helpful when using the Dispatching Dashboard because it is order-based rather than study-based.
General	AE Scripts	Allows managing AE scripts to receive, send, or print studies
	API Users	Allows adding and editing API users and rights
	Application Entities	Allows configuring application entities (AE).
	Assign Study to Users	Allows assigning studies to specific users from the worklist
	Company	Allows editing general settings including those related to: company contact and billing, apps, MRN, AE filters, LDAP, Rcopia, and HL7
	File Stores	Allows selecting folders to store various data (mainly images) on the server
	Notification	Allows adding notifications that appear on the dashboard
	Tasks	Allows entering tasks that appear on the My Tasks gadget of the dashboard
HL7	HL7 Global Config	Allows viewing global HL7 configurations
	HL7 Queue	Allows viewing the HL7 Outbound (Sender) log
	HL7 Receiver Log	Allows viewing the HL7 Inbound (Receiver) log

Category	Right	Description
Home	Allow Reset Approved studies	Allows resetting approved studies to Scheduled status
	Allow Reset of Canceled and No Show Studies	Allows resetting studies from Canceled or No Show status to Scheduled status
	Appointment Confirmation	Allows viewing the Appointment Confirmation screen
	Can Edit Public Filter	Allows editing public filters
	Can Edit Public Template	Allows editing public templates
	Cancel Reasons	Allows canceling appointments
	CD Burn	Allows burning DICOM images to a CD or external device
	DICOM View	Allows switching between DICOM preview or priors on the worklist
	DICOM Viewer	Allows opening images on the Exa PACS|RIS viewer
	External App Icon	Allows opening third party applications from the worklist
	Image Preview	Allows previewing images on the worklist
	Import Images	Allows importing images by using the PACS Actions menu
	Import Images from Portal	Allows importing images from the provider or attorney portal into Exa PACS|RIS
	Link DICOM Study	Allows linking a DICOM study to another study
	Link Patient	Allows linking patients. Adds the Link Patient command to the worklist shortcut menu.
	Marketing Rep Dashboard	Allows opening the Marketing Representative dashboard
	Merge Study	Allows merging and splitting DICOM studies and RIS orders
	Technologist	Allows associating a technologist to an order, and accessing the Technologist screen.
	Opal Viewer	Allows viewing studies with the Exa PACS|RIS viewer
	Order additional	Allows opening the Additional Information tab within the Edit Study screen
	Order ICD	Allows adding ICD codes to an order
	Order Referring Provider	Allows opening the Referring Provider tab within the Edit Study screen
	Order Studies	Allows opening the Exam Information tab within the Edit Study screen
	QC Delete	Allows deleting DICOM studies within the QC tab
	QC Edit	Allows editing some information in a DICOM study within the QC tab
	QC Move to Studies	Allows manually moving a DICOM study from the QC tab to the All Studies tab
	QC Reconciliation	Allows manually matching or reconciling a DICOM study to a RIS order
	Worklist Menu	Allows opening the worklist shortcut menu
	Send Fax	Allows sending approved reports and study forms by fax
	Send Studies	Allows sending a DICOM study to another AE from the worklist
	Show Priors	Allows viewing a patients' priors in a separate study filter on the worklist
	Studies	Allows accessing Exa PACS|RIS
	Study Delete	Allows deleting studies from a patient chart, and to delete selected images from series.
	Study Purge	Allows permanently deleting a study

Category	Right	Description
	Study Edit	Allows opening the Edit Study screen
	Study Forms	Allows opening the Study Forms tab within the Edit Study screen
	Change Status	Allows changing the status of a study
Log	API Log	Allows viewing the API log, which tracks API activity
	Audit Log	Allows viewing the Audit log, which tracks system-wide activity
	Rcopia Log	Allows viewing the Rcopia log, which shows Rcopia activity
	Eligibility Log	Allows viewing the Eligibility log
	User Log	Allows viewing the User log, which tracks system-wide user activity
Patient	Activity Log	Allows viewing the Activity log within the patient chart and Edit Study screen
	Advanced Search	Allows expanded searching of patients by age, allergies, lab results, problems, sex, medications, vital signs, smoking status, and race/ethnicity
	Allergies	Allows viewing the Allergies tab in the Edit Study screen, and editing patient allergies
	Allergies (Read only)	Allows viewing the Allergies tab in the Edit Study screen (only).
	Break the Glass	Allows use of the Break the Glass function to access confidential records.
	Eligibility	Allows using third-party services to request confirmation of insurance eligibility
	Eligibility (Read only)	Allows viewing eligibility requests/results if previously requested
	Clinical Summary Transmit	Allows creating, viewing, and transmitting the Clinical Visit Summary/CCD file
	Export CCD	Allows encrypting and downloading of patient charts for physician referrals
	Family Health History	Allows completing the Family Health History form for a patient's first-degree relatives
	Film Tracking	Allows check-out and tracking for 'hard' films from the library
	Immunization	Allows adding and editing patient immunization records
	Immunization (Read Only)	Allows viewing patient immunization records
	Lab Orders	Allows adding, submitting, editing, and deleting laboratory tests and results records
	Lab Orders (Read Only)	Allows viewing laboratory tests and results records
	Medications	Allows adding, editing, and deleting prescribed medications, supplements, and OTC products through Rcopia
	Medications (Read Only)	Allows viewing prescribed medications, supplements, and OTC products through Rcopia
	Merge Patients	Allows merging of patient charts
	Outside Referrals	Allows importing CCD/CCR files into the patient chart from the referring provider
	Patient Alerts	Allows selecting alerts or adding custom alerts and notes to a patient chart
	Patient Arrival Worklist	Allows viewing the patient arrival worklist when patients use the kiosk to check in
	Patient Clinical Rules	Allows creating clinical support rules
	Patient Documents	Allows uploading and scanning documents to a study or patient

Category	Right	Description
	Patient Encounter	Allows viewing fees associated with CPT codes and associated fees or charges
	Patient Guarantor	Allows adding a guarantor to a patient's insurance
	Patient Information	Allows opening the Patient Information tab in the patient chart and Edit Study screen
	Patient Insurance	Allows opening the Insurance tab in the patient chart and Edit Study screen
	Patient Prescriptions	Allows submitting prescriptions to a pharmacy, formulary checking, and adding, editing, and deleting prescribed medications through Rcopia
	Patient Prescriptions (Read Only)	Allows viewing of prescribed medications through Rcopia
	Patient Search	Allows searching for patients from the Patient tab in the patient chart
	Patient Studies	Allows opening the Studies tab within the patient chart and Edit Study screen
	Patient Orders	Allows viewing the Orders tab within the patient chart
	Payment History	Allows opening the Payment History tab in the patient chart
	Pending Follow-ups	Allows viewing follow-up appointments
	Pending Referrals	Allows viewing referrals
	Problems	Allows editing in the Problems tab in the Edit Study screen (to add and edit diagnosis codes)
	Problems (Read Only)	Allows viewing the Problems tab in the Edit Study screen
	To Be Reviewed	Allows opening the To Be Reviewed tab in the patient chart.
	Transition of Care	Allows exporting a CCD file and sending it to a referring physician via email
	Vital Sign (read Only)	Allows viewing a patient's vital signs on the Edit Study screen
	Vital Signs	Allows adding and editing a patient's vital signs on the Edit Study screen
	Patient Claim Inquiry	Allows viewing patient claim information
	Patient Claim Inquiry (Read Only)	Allows viewing patient claim information
	VIP	Allows designating patients as VIPs
Peer Review	Peer Review Allowance	Allows managing automatic peer review assignments
	Peer Review Manual Appointment	Allows manually assigning peer reviews from the worklist
	Peer Review Operational	Allows generating the peer review operational report
Reports		All rights in this category allow creating the corresponding report
	Study Details	
	Cancellation Reason	
	My Reports	
	Completed Schedules	
	Date of Service Payment Summary	
	Export Completed Studies	
	Export Peer Review	[unused]
	Insurance Balance Aging	
	Marketing Rep Activities	

Category	Right	Description
	Monthly/Daily Study Goals	
	Patients Worksheet	
	Referrals Variance	
	Referring Physician Study Count	
	Report Filter	
	Report Provider	
	Relative Value Units	
	Scheduler Activity	
	Studies Breakdown	
	Studies by Modality	
	Studies by Modality Room	
	Modality Breakdown	
	Transcription Study Count	
	Turnaround Time (TAT) – Calculated	
	Fees by Facility and Modality	
	Fees by Radiologist and Modality	
	Unfinished Studies	
	Unsigned Orders	
	STAT Tracking	
	Insurance vs LOP	
	Marketing Report Export	
	Technologist Productivity	
	Audit Trail	
Schedule	Add Study	Allows creating new studies, such as in the Edit Study screen.
	Allow Double Booking	Allows double-booking an appointment if available for the facility
	Allow to edit Accession	Allows editing study accession numbers
	Approved Report	Allows viewing approved radiology reports
	Assign Vehicle	Allows assigning a vehicle to a study for Mobile RAD
	Available Slots	Allows using the Find/Available Slots screens
	Billing	Allows viewing information from the Edit Study screen
	Charge and Payments	Allows opening the Charges and Payments tab within the Edit Study screen
	TOS Payments	Allows opening the Payments area of the program
	Patient Payment History	Allows viewing patient payment history and printing payment receipts
	Chief Complaints	Allows adding and editing chief complaints in the patient chart
	Chief Complaints (Read Only)	Allows viewing chief complaints in the patient chart
	Clinical Overview	Allows opening the patients clinical overview
	DICOM Edit	Allows editing DICOM information within the QC and Exam Information tabs within the Edit Study screen

Category	Right	Description
	Education Material	Allows opening the Educational Material tab in the Edit Study screen
	Follow Ups	Allows scheduling follow-up appointments in the Follow Up tab in the Edit Study screen
	Follow Ups (Read Only)	Allows viewing follow-up appointments on the Follow Up tab in the Edit Study screen
	Insurance Authorization	Allows adding and editing insurance authorizations for studies
	Medical History	Allows adding, editing, and updating patient medical histories
	Medical History (Read Only)	Allows viewing patient medical histories
	New Order	Allows creating new orders
	Notes	Allows entering study notes, patient notes, schedule notes, reasons for studies, and call log entries
	Notes (Read Only)	Allows viewing study notes, patient notes, schedule notes, reasons for studies, and call log entries
	Order Forms	Allows adding custom forms to orders from the Custom Forms tab in the Edit Study screen
	Order Forms (Read Only)	Allows viewing custom forms added to a study from the Custom Forms tab in the Edit Study screen
	Order Images	Allows ordering images or reports from the Studies tab in the patient chart
	Order Summary	Allow opening the Summary tab in the Edit Study screen
	Ordering Physician Search	Allows using the magnifying glass to search the Provider Setup screen and NPPES website for an ordering physician to add to an order
	Quick Block	Allows creating a quick block (schedule block) from the schedule book
	Patient Demographics	Allows editing information in the Patient Information tab in the patient chart and Edit Study screen
	Priority	Allows assigning priority to the study from the worklist and in the Additional Information tab within the Edit Study screen
	Recent Schedules	Allows scheduling/copying appointments in the Recent Schedules screen if available for the facility
	Recent Schedules (Read Only)	Allows viewing appointments in the Recent Schedules screen if available for the facility
	Reference Document	Allows assigning a reference document to an order and providing it to the patient
	Referrals	Allows entering information for referrals to another provider
	Schedule Book	Allows viewing the schedule book
	Schedule in Non-working Time Slot	Allows scheduling appointments in non-working timeslots from the schedule book
	Stat	Allows setting STAT levels for a study or order from the worklist
	Status Validation	Allows validating a study in the Validation screen when validation rules are set within the Study Status workflow
	Study CPT Update	Allows updating the CPT of a study
	Study Education Material	Allows opening the Educational Material tab in the Edit Study screen
	Teaching Study	Allows creating a DICOM teaching study from the worklist and within the viewer

Category	Right	Description
	Transcription	Allows editing report transcriptions
	ExaTrans2 Multipanel	Allows using Exa Trans2 in the multi-panel, and using the multi-panel without Exa Trans2.
	Vehicle Assignments	Allows viewing the list of scheduled/dispatched vehicles in using Mobile RAD
	Edit Requesting Date	Allows editing of the initially requested date for an exam
Setup	Appointment Types	Allows adding, editing, and deleting appointment types
	Body Parts	Allows adding, editing, and deleting body parts
	Cognitive Status	Allows adding, editing, and deleting cognitive statuses
	CPT	Allows adding, editing, and deleting CPT codes
	Custom Forms	Allows adding, editing, and deleting custom forms, and attaching them to studies
	DB Totals	Allows using the DB Totals function
	DICOM Receiver Rule	Allows creating and managing DICOM receiver rules
	DM List	Allows viewing the DM Manager and list of DMs
	DM New	Allows creating a new view in the DM Manager
	EDI Translations	Allows creating and managing EDI translations
	Editor Template	Allows creating, editing, and deleting Editor templates
	EDI Rule	Allows creating and managing EDI rules
	Email Template	Allows creating and assigning email templates for the Confirmation screen
	Notification Templates	Allows creating and assigning templates sent to referring physicians
	Cover Sheets	Allows creating and assigning cover sheets for approved reports
	Exam Authorization	Allows opening the Exam Authorization tab
	Exam Authorization Override	Allows scheduling that breaks authorization rules
	Export Summary	Allows exporting summary totals
	Facility	Allows adding, editing, and deactivating facilities
	Market	Allows configuring regional markets
	Fee Schedule	Allows creating and editing billing fee schedules and contracts
	Facility Fee Schedule	Allows creating a fee schedule based on facility and modality for the Fees by Facility and Modality report
	Provider Pay Schedule	Allows creating a pay schedule for radiologists, which is used in the Fees by Radiologist and Modality report
	Provider Location Information	Allows managing provider location information
	Form Builder	Allows creating and editing electronic study forms, and managing their attachment
	Functional Status	Allows adding, editing, and deleting functional statuses
	Gadgets	Allows adding, arranging, and viewing gadgets within the user's dashboard
	Hanging Protocol Groups	Allows editing DM (hanging protocol) settings for user groups, modalities, and other categories
	SR Report Queue	Allows opening the Structured Report Queue tab, which shows the status of outbound DICOM SRs

Category	Right	Description
	Issuers	Allows adding and editing issuers of patient IDs
	ICD	Allows adding, reloading, and importing ICD, SNOWMED, and LOINC code files
	Insurance Provider	Allows adding, editing, and deleting insurance providers and assigning them to a facility
	Matching Rules	Allows creating rules for matching DICOM studies
	Macro Notes	Allows configuring macro notes
	Modality	Allows adding, editing, and reordering modality priority
	Modality Room	Allows adding and editing modality rooms
	Modality Room Notes	Allows adding and editing modality room notes.
	Monthly Goals	Allows creating and editing monthly study count goals by modality for the Monthly Goals operational report
	No Shows	Allows setting an appointment to a no-show status from the worklist and schedule book
	Ordering Facility	Allows adding and editing ordering facilities
	Patient Portal Log	Allows viewing Patient Portal activity
	POS Map	Allows creating and editing place of service mappings for POS codes, addresses, and mobile dispatching addresses
	Billing Rules	Allows adding, editing, and deleting billing rules for ordering facilities.
	Provider	Allows adding, editing, and importing resources such as referring providers, reading providers, and technologists
	Provider Group	Allows adding and editing groups of providers
	Provider Organizations	Allows adding and editing provider organizations
	Queue	Allows viewing the status of outbound DICOM studies
	Rcopia Transactions	Allows viewing Rcopia transactions
	Report Template	Allows user to create and edit report headers for approved reports within the Report Template tab
	Report Queue	Allows resending and viewing the status of outbound emails and faxes such as approved reports, notifications, scanned documents, and study forms
	SR Report Queue	Allows opening the Structured Report Queue tab, which shows the status of outbound DICOM SRs
	Transcription Template	Allows adding, editing, deleting, and associating templates with facilities, modalities, and study descriptions used for transcription
	Routing Rules	Allows creating routing rules for DICOM studies to send, print, or perform an HL7 action
	Schedule Block	Allows adding and editing schedule blocks that display on the schedule book and Find Slots screens
	Schedule Filter	Allows adding and editing filters of the schedule book
	Schedule Rules	Allows adding and editing individual rules within a schedule template
	Allow Editing of Display Block Colors	Allows editing the color of blocks on the schedule book
	Schedule Templates	Allows adding and editing scheduling templates
	Study Filter	Allows adding, editing, and deleting worklist study filters

Category	Right	Description
	Assign Study Filters	Allows assigning of study filter to other users. Non-admins can have this right.
	Update Global Study Filters	Allows updating global and shared worklist filters
	Study Flag	Allows adding and editing study flags
	Study Status	Allows adding study statuses and associating them with study flows
	Study Status - Read Only	Allows opening the Study Status tab to view study statuses and flows
	Set Actions for Study Status	Allows making changes to Study Status setup
	Templates	Allows adding and editing structured reporting templates
	Auto Suggestions	Allows adding and editing auto suggestions for structured reporting
	Keywords	Allows adding and editing keywords used for structured reporting
	Image Hotspots	Allows navigating through a cardiac US cine series
	SR Mapping	Allows adding and editing mappings of DICOM properties to structured reports
	Update URLs	Allows adding and updating Rcopia URLs
	Users Online	Allows viewing which users are currently logged on, and terminating connections
	Vaccines	Allows adding, editing, and marking the inactive vaccines list
	Vehicle Log	Allows opening the Vehicle Log tab in Log Setup
	Vehicle Registration	Allows adding and managing available vehicles to dispatch in Mobile RAD
	Vehicle Tracking	Allows viewing the location of a vehicle
	Locked Slots	Allows locking and unlocking slots (scheduling time ranges) for scheduling
	Insurance Provider Payer Type	Allows creating and editing payer type groups or categories that can be associated to insurance companies
	Provider Level Codes	Allows creating and editing provider level codes and percentages to associate with CPT codes, which are used in the Reading Provider Fees report
	Portal Configurations (Read Only)	Allows viewing portal configuration settings.
	Portal Configurations	Allows configuring links to appear on the patient, provider, and attorney portals.
	NDC Codes	Allows configuring NDCs.
	LCM	Allows accessing the LCM (lifecycle management) screen
User Mgmt.	AD Groups	Allows adding, editing, or deleting AD groups.
	AD Users	Allows adding, editing, or deleting AD users.
	User	Allows managing individual user access to the system
	User Assigned Patients	Allows viewing the list of patients who are currently assigned to specific users
	User Assigned Studies	Allows viewing the list of studies that are currently assigned to specific users
	User Group	Allows creating, managing, and assigning document types and user roles to user groups
	User Role	Allows creating and managing rights

Category	Right	Description
	Copy Profile Settings	Allows copying profile settings from one user to another
	External Apps	Allows configuring Exa PACS|RIS to work with external applications
	Third Party Tool User Sync	Allows access to the Third Party Tools sub-tab in user configuration.
Viewer Options	Cardiogram Settings	Allows configuring cardiogram settings in Viewer Settings
	External Tools	Allows configuring options in the External Tools tab in Viewer Settings
	General Information	Allows configuring options in the General tab of Viewer Settings
	Interface Settings	Allows configuring options in the Interface tab of Viewer Settings
	Mammography Options	Allows configuring options in the Mammography tab of Viewer Settings
	Modality Options	Allows configuring options in the Interface tab of Viewer Settings
	Overlay Settings	Allows configuring options in the Overlays tab of Viewer Settings
	Tools Settings	Allows configuring options in the Tools tab of Viewer Settings
	3D Advanced Visualization	Exa PACS|RIS only. Enables Exa Advanced Visualization.

Description of reports

The following table lists all of the reports available on the Exa platform. Some reports may not be available to you depending on your product and configuration.

Category	Report	Description
Billing/Reports	Aged AR Detail	AR aging by facility, responsible party, and payer by cutoff date and selected facilities, in detail
	Aged AR Summary	AR aging by facility, responsible party, and payer by cutoff date and selected facilities
	Charges	Charges for reconciling and reviewing the charges populated for any date of service
	Claim Activity	Detailed claim activity history by claim date range
	Claim Inquiry	All submitted claims, and order payments and balances
	Claim Transaction	All claims, and claim payments and balances
	Collections	Claims in the Collections Review status
	Credit Balance Encounters	Credit balance encounters
	Diagnosis Count	Aggregate diagnosis count by ICD code and facility, by order date range
	Modality Summary	Modality summary
	Monthly Recap	Monthly recap
	Patient Statement	Patient statement
	Patients by Insurance	Patients seen within a date range by insurance
	Payer Mix	Payer mix
	Payments	Totals by payment and payer type, and how each charge line item is applied by accounting date range
	Payments by Insurance Company	Calculated payments to each insurance company, by patient
	Payments Realization Rate Analysis	Accounts with a zero balance
	Procedure Analysis by Insurance	Procedures by insurance
	Procedure Count	Number of procedures approved by radiologist fee schedule
	Reading Provider Fees	Reading provider fees
	Referring Provider Count	Referring provider count
	Referring Provider Summary	Referring doctor summary information
	Transaction Summary	Transaction summary
Reports - Schedule & Reports	Daily Schedules	Information on studies performed by day
	Export Completed Studies	CSV export of patient, study, and insurance details for completed or approved studies
	Marketing Rep Activities	Notes and activities that marketing representatives enter about referring physicians
	Unsigned Orders	not signed by referring physician. No longer used.
Operations	Cancellation Reason	Statistics on canceled studies with cancellation reason as a key filtering criterion.

Category	Report	Description
	Scheduler Activity	Number of orders (based on the current order status) by time of day that a user ordered, scheduled, rescheduled, or canceled, by facility and date range
	Unfinished Studies	not having selected study statuses, by facility and date range
	Referrals Variance	Number of studies referred by referring physicians in the past 13 months, by facility, modality, and month
	Studies Breakdown	Number of studies by facility, modality, study date, and study status
	Studies by Modality	Aggregate study count by facility, modality, study date, and study status
	Studies by Modality Room	Aggregate study count by facility and modality room
	Modality Breakdown	Number of studies performed based on CPT or appointment type, by modality
	Technologist Productivity	Number of studies performed per technologist by facility, modality, appointment type, and procedure code
	Peer Review Operational	Progress and results of peer reviews performed
	Fees by Radiologist and Modality	Summary and breakdown of fees for a modality, by radiologist
	Turnaround Time (TAT) - Calculated	Shows turnaround time (TAT) calculated based on selected date, type, and study's approved date, by date range, facilities, and/or ordering facilities
	Relative Value Units	CPT and RVU totals for reports signed off, by date range
	Referring Physician Study Count	Number of studies referred by referring physicians by date range
	Completed Schedules	Shows information about completed studies
	Monthly/Daily Study Goals	Number of studies performed in the month compared to the goal set in Monthly Goals Setup
	STAT Tracking	Number of studies marked as STAT. Includes approved studies that had a STAT level at any time in the past.
	Transcription Study Count	Aggregate study count of reports transcribed by transcriptionists, by facility, modality, and study date
	Insurance vs LOP	Aggregate study count by modality for insurance paid vs letter of protection/personal injury studies
	Marketing Rep Export	Study information, bill fees, and allowed amounts for referring physicians and marketing reps
	Audit Trail	Break the glass Audit Trail report
	Same Last Name User Audit	Alberta only.
Patients	Patients Worksheet	Patient and study face sheets in form
My Reports	My Reports	Allows opening the My Reports tab to view operational reports

Settings in the claim entry screen

The following table describes the settings shown in the Claim Creation screen.

Sub-Tab	Setting	Description
Charges		Select to reorder charges.

Sub-Tab	Setting	Description
		Add and remove a charge.
		Available if the charge is for a procedure to which an NDC was associated. Select to edit the NDC.
	Date	Claim entry date, automatically assigned.
	Accession No.	Study accession number, automatically assigned.
	CPT Code	Select a CPT code for the charge.
	CPT Description	Type-to-search or select by CPT code.
	P1...P4	Diagnosis pointers link the diagnosis code to a CPT. Type the first diagnosis pointer in P1, and then add additional pointers as necessary.
	M1...M4	A modifier acts as a shortcut for making a pre-defined change to a claim. Type the first modifier in M1, and then add additional modifiers as necessary.
	Units	Type the number of procedures of the selected CPT that were performed.
	Bill Fee	The preconfigured charge for the procedure. Edit as needed.
	Total Bill Fee	The bill fee multiplied by the units.
	Allowed	The amount per-unit allowed by the insurance provider as configured in the billing fee schedule.
	Total Allowed	The total amount allowed by the insurance provider as configured in the allowed fee schedule.
	Auth No.	Type the authorization number provided by the insurance provider.
	Exclude	Select to exclude the charge from invoices or claims, such as surgical trays or other miscellaneous items not billed with the service.
Claims	Study Date	Automatically assigned.
	Claim Date	Claim entry date, automatically assigned.
	Facility Name	Select the name of the facility for scheduling purposes. It may or may not be the same as the service facility.
	Billing Provider	Select the provider issuing the invoice for the procedure.
	Rendering Provider	Select the provider who performed the procedure.
	Referring Provider	Select the referring provider.
	Ordering Facility / Service Facility Location	Select the facility where the procedure was performed. For mobile billing, select the ordering facility.
	POS Type	Select the place of service code for the service facility.
	Diagnosis Codes	Select and add all relevant ICD diagnosis codes.
Insurance (Primary, Secondary, and Tertiary)	Existing Insurance	Select a previously configured insurance profile, if any.
	Accept Assignment	[reserved]
	Medicare Payer	For secondary insurance, select if the patient has Medicare Part B, and then select the MSP rule to report in the list.
	Carrier	Select the insurance carrier. The carrier's address and other information is filled in automatically.
	Policy Number	Type the insurance policy number.
	Group No.	Type the insurance group number.

Sub-Tab	Setting	Description
	Coverage Start/End Date	Type the start and end dates of coverage, from the patient's insurance profile.
	Relationship	Select the relationship of the patient to the policy holder.
	Subscriber Name	Type the name of the policy holder.
	DOB	Select the date of birth of the policy holder.
	Gender	Select the gender of the policy holder.
	Country/Address	Type or select the country, address, city, state, and postal code of the policy holder.
	Service Type	Available when not using Exa Clear. Select the service type to which the procedure belongs.
	Benefit On Date	Available when not using Exa Clear. Select the date for which you want to verify eligibility.
	Eligibility Imagine Simplicity	Select to verify eligibility and/or estimate coverage. See Verify eligibility and estimate coverage with Exa Clear.
Additional Info	Patient's Condition Is Related To:	Select a source of the condition if relevant for insurance purposes.
	Accident State	If you selected a source previously, type the state/province in which the accident (source) occurred.
	Date of illness Onset, Injury/Accident, or Pregnancy (LMP)	Select the date of onset, accident, or first symptoms. In the Other Date box, enter additional dates related to the accident or injury, if needed.
	Dates Patient Unable to Work at Current Occupation	Select a date range in the From Date and To Date boxes.
	Hospitalization Patient Related to Current Services	Select a date range in which the patient was hospitalized, if relevant.
	Claim Notes	Enter notes for the claim.
	Outside Lab	Select if entering a claim for a lab external to the current facility.
	Original Ref	Type an original reference number. This number can be submitted to a secondary payer. USA: If the original reference number is returned in an EOB file (such as by Medicaid or Medicare if they are the primary payer), it does not appear here, but rather as a comment under Claim Inquiry > Transaction Detail.
	Claim Authorization No.	Type the claim authorization number.
	Frequency	If you must submit a corrected claim to the insurance provider, use this option to code it as such. If set to 1, remove the original ref. number. If set to 7, include the original ref. number.
	Delay Reasons	Reason for delayed billing. Confirm with the insurance carrier before selecting a reason.
Billing Summary	[Amounts]	Totals for fees charged, payments made, adjustments, claim balance, allowed amounts, other payments, and refunds.

Sub-Tab	Setting	Description
		Bill Fee: Mapped to the total claim amount. If multiple accessions are billed on one claim, the claim inquiry shows the amount of the first accession.
	Claim Status	Select a claim status. You can use the status selected here for sorting in the Claims screen. This status changes as the claim moves through payment cycles.
	Billing Notes	Type notes to appear in the Notes column of the Claims screen. This is different from Claim notes, which are submitted with the claim.
	Billing Codes	Select a preconfigured billing code to flag claims for your own specific purposes.
	Billing Class	Select a preconfigured billing class to flag claims for your own specific purposes.
	Responsible	Select the party responsible for payment. For mobile billing this is especially useful to select if the ordering facility and service location are different.
Payments (Available when editing a claim)	Accounting Date	The entry date of the payment, assigned automatically.
	Payer Name	Select the payer.
	Pymt. Mode	Select the type of payment.
	Check/Card No.	If the payment mode is “Check,” type the check number.
	Apply	Select to apply the payment to the current claim.
	This Pay.	A reference value. Select the Apply button to enter payment information.
	This Adj.	A reference value. Select the Apply button to enter an adjustment amount.
	Payment ID	Automatically assigned serial number for the payment.
	NEW PAYMENT	Select to add a new payment.

See also:

Add codes and other basic data
Configure procedure codes
Verify eligibility of preorders and studies with PokitDok
Verify eligibility and estimate coverage with Exa Clear

Measurement accuracy limits

Measurement	Tools	Unit	Accuracy
Length	Ruler	mm	±2 mm
Angle	Protractor	°	±2°
Area	Calculated	cm^2	±5%
Ratio	Calculated		±2%

Viewer tools and keyboard shortcuts

The following table lists all tools that are available in the viewer toolbar and shortcut (context) menu, and that are available as keyboard shortcuts. See corresponding topics for the functions of the tools.

Bold = Tool appears by default, cannot be removed.

TB = Toolbar (main, top, bottom, left), CM = Shortcut (context) menu, KS = Keyboard shortcut, ETS = Exa Trans shortcut, EAV = Exa Advanced Visualization (Exa PACS|RIS only)

Tool	Name	Availability	Function
	3D Ray	TB, CM, KS	Draws a 3D ray on an image. Select to place a vertex on one plane, and the ray extends through the image on all planes.
	3D Cursor	TB, CM, KS	Displays a cursor in other open planes that follows the motion of the cursor in the active plane.
	3D Advanced Visualization	TB, EAV	Switches between the standard viewer and the Exa Advanced Visualization viewer.
	3D Angle	TB, CM	Click three points to create the angle. The angle appears at the same coordinates on all series with the same frame of reference.
	3D Measure	TB, CM	Click two points (or drag and click). The measurement appears at the same coordinates on all series with the same frame of reference.
	3D Point	TB, CM	Click to add the point. The point appears at the same coordinates on all series with the same frame of reference.
	3D ROI	TB, CM	Available in a future release.
	AR	TB, CM, KS	Plots points to represent angular rotation.
	Actual Image Size	TB, CM, KS	Displays images in their real-life anatomical dimensions.
	Add to DICOM Print Queue - Image	CM, KS	Adds the current image to the DICOM print queue for later printing.
	Add to DICOM Print Queue - Series	CM, KS	Adds the current series to the DICOM print queue for later printing.
	Angle Marker	TB, CM, KS, EAV	Measures and annotates an angle.
	Annotate Series	TB, CM, KS	Select this tool, then select an annotation tool and annotate the current image to add the same annotation to all images in the series. Does not support 3D annotations.
	Annotate Tagged Images	TB, CM, KS	Select, and then apply a 2D annotation to a tagged image to annotate all tagged images.
	Approve	ETS	Approves the current study.
	Approve and Next	ETS	Approves the current study and opens the next study.
	Arrow	TB, CM, KS, EAV	Draws an arrow.

Tool	Name	Availability	Function
	Audio Annotation	CM	[Discontinued]
	Auto W/L	TB, CM, KS	Automatically optimizes the W/L.
	Bone Enhance	TB, CM	Controls contrast between bone and other tissues.
	CAD	TB, KS	Displays CAD findings, with a button menu for selecting specific findings. Available when CAD findings are present in the opened study. The following can be set independently. - BTO Jump to Next Finding - Toggle Breast Density - Toggle Breast Geometry - Toggle Calcification Clusters - Toggle Individual Calcification - Toggle Malc - Toggle Nipple - Toggle All Study - Toggle Current Image
	Center Point	TB, CM	Click two points. The center point between them is indicated.
	Change Slice Thickness	TB	Sets the slice thickness.
	Change Annotation Color	CM	Right-click an annotation, select Change Annotation Color, and then select a color in the sub-menu. Prerequisite: Configure two or more annotation colors in viewer settings.
	CLAHE	TB, KS	Contrast limited adaptive histogram equalization. Turns CLAHE mode on/off. Improves image contrast.
	Close Series	KS	Keyboard shortcut for the Close Series option in the image cell's upper-right shortcut menu.
	Close Study	KS	Keyboard shortcut for Partial Close.
	Cobb Angle	TB, CM, KS	Measures a Cobb angle.
	Context Menu	TB	Displays the viewer shortcut.
	Context Tool	TB, CM, KS	Displays a linked image at the same X, Y, Z angle as the current image.
	Contrast Enhance	CM	Applies a fixed image contrast adjustment.
	Create Teaching Study	TB, CM	Creates a teaching (unq.) study.
	CT Ratio	TB, CM, KS	Displays the angle between two lines. Use to calculate the angle between vertebra.
	Curve	TB, KS	Click two points to estimate curvature from the center of the end vertebrae to the center of the apical vertebrae.
	Cutlines	TB, CM, KS, EAV	Shows/hides cutlines, if present.

Tool	Name	Availability	Function
	Default	TB, KS	Selects the standard pointer tool.
	Delete Annotation	CM	Right-click an annotation and select Delete Annotation to delete.
	Delete Same Type Annotation	CM	Deletes all annotations of the same type (such as text annotations) on the current image only.
	Delete All Image Annotations	TB, CM, KS, EAV	Deletes all annotations.
	Delete Series Annotations	TB, CM, KS, EAV	Deletes all annotations in the current series.
	Delete All Study Annotations	TB, CM, KS, EAV	Deletes all annotations in the current study.
	Delete Series	CM	Available with Study Delete rights. Select to delete the current series.
	Delete Image	CM	Available with Study Delete rights. Select to delete a single image from a series.
	DICOM Print	TB, CM, EAV	Sends the image to a DICOM printer.
	DICOM Values or View DICOM Values	TB, CM, KS	Displays a list of DICOM values associated with the current image.
	DM Settings	TB, CM	Opens display management settings.
	DM	KS	DM navigation functions: DM Next DM Next Current DM Next Group DM Next Prior DM Previous DM Previous Prior
	Dot	TB, CM, KS	Draws a dot.
	Download Image	CM, KS	Downloads the current image to the default download folder on the workstation.
	Download Series	CM	Downloads the current series to the default download folder on the workstation
	Download Series as MP4	CM	Downloads the current series as an MP4 video, saved in a selectable frame rate.
	Edit Annotations	TB, CM, KS	Turns Edit mode on/off. Edit mode allows editing of previously set annotations.

Tool	Name	Availability	Function
	Ellipse	TB, CM, KS, EAV	Draws an ellipse.
	Enable Cine	CM, KS	Select to turn on scrolling of series images with the mouse wheel.
	External Tools	TB, CM	Reserved for opening an external application.
	Fit to Window	TB, CM, KS	Restores original zoom level.
	Flip	TB, CM, KS	Flips the image across its horizontal or vertical axis (hover over the tool to select between axes).
	Frames	TB	Selects the number and arrangement of frames to display in the viewing area.
	FH Measure	TB, CM	Takes freehand measurements.
	Freehand ROI	TB, CM, KS	Freehand-draws an ROI.
	Histogram	TB, CM	Displays a histogram.
	HO Angle or Horizontal Orthogonal Angle	TB, CM, KS	Draws a horizontal orthogonal angle.
	Horizontal Line	TB, CM, KS	Draws a horizontal line.
	HU or Hounsfield Units	TB, CM, KS	Displays the pixel value in Hounsfield Units.
	Invert	TB, CM, KS, EAV	Inverts black/white values.
	L Marker	TB, CM, KS	Adds an L (left) marker.
	Line	TB, CM, KS	Draws a straight line.
	Linking	KS	After linking two series, the Linking keyboard shortcut turns linking ON and OFF
	Link Auto	TB, KS	Links two or more series that are open.
	Link Manual	TB, KS	Links user-specified frames between panels.
	Mask Image	TB	[Discontinued]
	M Compare or Measure Compare	TB, CM, KS	Measurement comparison. Click a first and second point, then double-click a third point. Displays the distances between the points.
	Magnify	TB, CM, KS	The "magnifying glass tool," displays a movable zoomed area.

Tool	Name	Availability	Function
	Measure	TB, CM, KS, EAV	Measures between two specified points.
	MPR	TB, KS	Multiplanar reformation. Select to generate and display coronal, sagittal, and MIP (maximum intensity projection) stacks from an axial image.
	Next Series	KS	Keyboard shortcut for moving to the next available series in the study.
	One to One	TB, CM, KS	Displays the image in its original DICOM size.
	Open Next Study	KS	Auto Open Next Study option.
	Pan	TB, CM, KS, EAV	Drags the image any direction.
	Patient Documents	TB, EAV	Opens an independent window for viewing, scanning in, and attaching patient documents. Turns blue when documents are available.
	Pencil	TB, CM, KS	Freehand-draws a line.
	Perfect Circle	TB, CM, KS	Draws a circle.
	Play Frames	TB, EAV	Starts cine looping.
	Pre-Approve	ETS	Pre-approves the current study.
	Presets	CM	Display Window/Level presets
	Previous Series	KS	Moves to the previous series in the study.
	Print Images	TB, EAV	Sends images to a non-DICOM printer.
	Prior Reports	TB, EAV	Opens reports. Turns blue when reports are available. Opens prior approved reports regardless of DICOM status (including non-imaging priors).
	R Marker	TB, CM, KS	Adds an R (right) marker.
	Radial Angle	TB, CM, KS	Draws a radial angle, which is the angle of the distal radial surface with respect to a line perpendicular to the shaft.
	Radial Length	TB, CM, KS	Draws a radial length.
	Rectangle	TB, CM, KS, EAV	Draws a rectangle.
	Reset Frame	TB, KS, EAV	Undoes all unsaved changes to the image within the active viewing cell. Exa Advanced Visualization: In 2D planes, resets the cross reference lines to the default positions, and slab thickness to the default state. In the 3D viewport, resets the view (rotation, Window/Level, etc.) to the default state, but leaves other selections in the dropdown lists unchanged.
	Reset Linked Series	TB, KS	Removes any linkages.
	Reset Stack	TB, CM, KS	Restore images in a stack to their last-saved ordering.
	Reset Study Object	CM	Resets all unsaved changes in the series.
	Reset Viewer	TB, CM, KS	Reverts non-permanent modifications to images in the viewer (zoom, rotation, Window/Level etc.) to their original state.

Tool	Name	Availability	Function
ROI	ROI	TB, CM, KS, EAV	Draws an ellipse to specify an ROI.
	Rotate (Right)	TB, CM, KS	Rotates the image 90 degrees clockwise. Hover over the rotate button to reveal the rotate left button.
	Rotate (Left)	TB, CM, KS	Rotates the image 90 degrees counterclockwise. Hover over the rotate button to reveal the rotate left button.
	Save	ETS	In Exa Trans, saves the current transcription.
	Save Annotations	TB, EAV	Saves the current state of annotations.
	Save Image Annotations	KS	Saves the current image annotations.
	Save Series Annotations	KS	Saves the current series annotations.
	Save Study Annotations	KS	Saves the current study annotations.
	Save MPR	CM	Saves the current MPR-generated images.
	Set Center Point	EAV	Resets the center point of cross reference lines.
	Skip	ETS	In Exa Trans, skips the current study and moves to the next.
	Span or Scroll/Span Images	TB, CM, KS, EAV	Switches between moving and spanning.
TKI	Set Key Image	TB, CM, KS	Sets the current image as a key image.
	Send Image/ Annotations	CM	Opens a dialog for sending the current image to selected AEs.
	Settings	TB, CM, EAV	Displays the settings dialog.
P	Show Prior List	TB, EAV	Opens a dialog with a list of priors that you can select to display in the prior bar.
	Shutter Box	TB, CM, KS	Adds an rectangular shutter.
SHE	Shutter Ellipse	TB, CM, KS	Draws an elliptical shutter.
SHF	Shutter Freehand	TB, CM, KS	Draws a freehand shutter.
	Spine Label	TB, CM	Adds vertebrae labels to spinal images.
	Spine Label Short	TB	Adds vertebrae labels from common starting points.
	Spine Label 3D	TB, CM	Adds vertebrae labels on all series with the same frame of reference.
	Spine Label 3D Short	TB	Adds vertebrae labels from common starting points on all series with the same frame of reference.

Tool	Name	Availability	Function
	Spine Label 3D Short	TB	Adds vertebrae labels to the same anatomy on all series with the same frame of reference.
	Spine Label Quick 3D Short	TB	Adds vertebrae labels from common starting points to the same anatomy on all series with same frame of reference.
	Study Notes	TB, EAV	Displays a dialog for reading/writing notes.
	Switch to 2D	KS	For mammography, switches from 3D to 2D view, if available
	Switch to BTO	KS	For mammography, switches to BTO view, if available
	Switch to C View	KS	For mammography, switches to C view, if available
	Tag Images	TB, CM, KS	Click to tag images in a series for batch annotation.
	Text	TB, KS, EAV	Draws text.
	Toggle Annotations	TB, KS	Shows/hides annotations.
	Toggle Overlays	TB, CM, KS	Shows or hides overlays. For MG studies, also shows or hides MG-related information. See also "Toggle DICOM Overlays."
	Toggle DICOM Overlays	TB, CM	Shows/hides DICOM overlays.
	Transcription	TB, EAV	Opens an independent dictation and transcription window.
	Triangulation	TB, CM, KS	Displays the context tool at the same coordinates on all series with the same frame of reference.
	Untag all Images	TB, CM, KS	Untags any images tagged (selected) for batch annotation.
	Vertical Line	TB, CM, KS	Draws a vertical line.
	Window/Level	TB, CM, KS, EAV	Adjusts the window/level.
	Zoom	TB, CM, KS, EAV	Zooms the image in/out.

Details on Linked Reporting

Statuses of linked reports

- Any activity related to retaining the STAT level of a main study also applies to any of its linked studies.
- Any activity related to TAT recording (approval time) on a linked main study also applies to any of its linked studies.
- When you unlink an approved study, the study reverts to Unread status.
- When a main study changes to Approved status, so do its linked studies. In addition:
  - The order status of the linked studies changes to Check-Out.
  - The approving physician and/or pre-approving physician and approved date are added to the main and linked studies.

- When a main study changes to the following RAD-related statuses, so do its linked studies.

  Draft

  Transcribed

  Pre-Approved

  Dictated

  Approved-Coded (APCD status)

- When you add an addendum to a main study and the study status changes, its linked studies change to the same status, including the following.

  Draft - Addendum

  Transcribed - Addendum

  Approved - Addendum

  Dictated - Addendum

- When you right-click a main study and select Exam > Reset Transcription, the main study and linked studies are reset to Unread status.
- When you change a main study from Approved to an earlier status, you are prompted to unlink its linked studies. The main study changes to the selected status, and the linked studies change to Unread status. The report remains with the main study.
- When you change the status of a linked study, you are prompted to unlink it from the main studies. The linked study changes to the selected status, and no other studies are affected.
- When you reset the transcription of a main study, this resets the transcription for the main and linked studies, and sets their statuses to Unread. The studies remain linked.
- When you reset a main study with an approved report, you are prompted to unlink its linked studies. The main study changes to Scheduled status, and the previously linked studies change to Unread status.
- When you reset a linked study with an approved report, you are prompted to unlink it from the main study. The study changes to Scheduled status, and other studies are unaffected.

Considerations when transcribing linked studies

- When transcribing a main or linked study, the transcription lock is applied to the main study and all linked studies (in both Exa Trans and Web Trans). The following actions release the transcription lock on all studies:

  Close the transcription

  Sign out of Exa PACS|RIS

  Approve the study (E-sign and Approve, Approve and Next, or Pre-Approve)

  Using Skip or Not Approve

- Immediately after you link studies, Exa Trans and Web Trans updated accordingly, even if a transcription is open. This includes updating of the report header with information from the linked studies.
- Exa Dictation audio files are available in the viewer and in Web Trans for all main and linked studies.

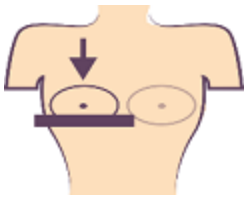
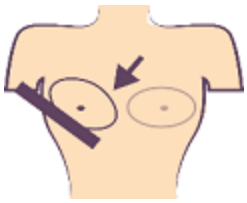
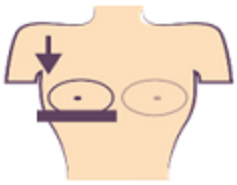
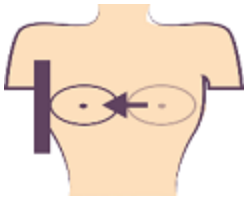
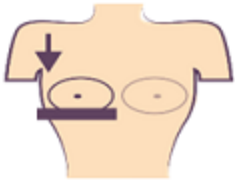
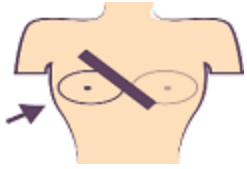
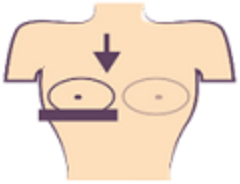
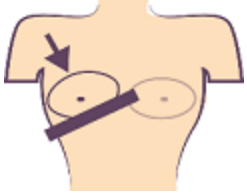
Which reports can you link?

When you select to link reports, Exa PACS|RIS automatically displays a list of reports that are available to link. These studies:

- Have a study date 3 days before or after the main study
- Have a status other than Ordered, Canceled, Rescheduled, No Show, Read, or Approved
- Are from the same facility as the main study

Mammography views

In mammography there are two main view "families," CC and MLO. Each family contains multiple sub-views.

CC Family		MLO Family	
CC 	• Craniocaudal • Superior – Inferior • C-Arm Angle: 0 degrees	MLO 	• Mediolateral Oblique • Superomedial – Inferomedial • C-Arm Angle: 30–60 degrees
XCC 	• Exaggerated Craniocaudal • Superior – Inferior • C-Arm Angle: 0 degrees	ML 	• Mediolateral • Medial-Lateral • C-Arm Angle: 0 degrees
XCCL 	• Exaggerated Craniocaudal Lateral • Superior – Inferior • C-Arm Angle: 0 degrees	LMO 	• Lateromedial Oblique • Inferolateral – Superomedial Oblique • C-Arm Angle: 90–180 degrees
XCCM 	• Exaggerated Craniocaudal Medial • Superior – Inferior • C-Arm Angle: 0 degrees	LM 	• Lateromedial • Lateral-Medial • C-Arm Angle: 90 degrees
FB 	• From Below: Caudocranial • Inferior – Superior • C-Arm Angle: 0 degrees	SIO 	• Superolateral to Inferomedial Oblique • Superomedial – Inferomedial Oblique • C-Arm Angle: 1–90 degrees

The following views are also available:

ID - Implant displacement
CV - Cleavage view
AT - Axillary tail
RL - Rolled lateral
RM - Rolled medial
RI - Rolled inferior
RS - Rolled superior
MAG - Magnification
S - Spot compression
TAN - Tangential

Install and configure tools

This section contains the following topics.

Add the Chrome extension
Install Exa Trans
Install Exa Dictation
Install OPAL tools
Install Exa Client Viewer
Install Exa Scans
Install Exa Launcher
Install Exa Tool
Install and configure local cache
Add a trusted IP or URL

Add the Chrome extension

You can add an extension that configures your Chrome browser to work with multiple monitors. After adding the extension, you can configure display settings for the monitors you will use.

Procedure

1. On the burger menu, point to TOOLS, and then select CHROME EXTENSION.
2. On the Chrome_MultiMonitor page, select Add to Chrome.

   Note: If the 'Add Chrome_Multimonitor? message appears, select Add extension.

3. On the worklist, on the upper toolbar, select the settings button, and then in the button shortcut menu, select Viewer Settings.

4. On the GENERAL tab, under Display Settings:
   a. Select the Monitors on System box
   b. Select the refresh button
   c. Select the identify button.
5. In the table of monitors:
   a. In the Monitor column, select all monitors that you want to use.
   b. In the Current column, select the monitor to hang current images and thumbnails.
   c. In the Prior column, select the monitor to hang prior images and thumbnails.

   Note: When using a hanging protocol, the Current and Prior settings in the table only control where the thumbnails hang.

6. Optional. In the Orders column, select an item to auto-open in the monitor.
7. Select SAVE.

Install Exa Trans

Radiologists who use Dragon for transcription must install Exa Trans.

Procedure

1. On the burger menu, point to TOOLS, and then select EXA TRANS.

   Note: Chrome downloads ExaTransSetup.msi in the lower left corner of the browser. Wait until the download is finished before continuing.

2. Select ExaTransSetup.msi. Windows installs Exa Trans.

   Note: If the Windows protected your PC dialog appears, select More info, and then select Run anyway.

Install Exa Dictation

Radiologists who use Dragon for dictation must install Exa Dictation.

Procedure

1. On the burger menu, point to TOOLS, and then select EXA DICTATION.

   Note: Chrome downloads exa_dictation_setup.msi in the lower left corner of the browser. Wait until the download is finished before continuing.

2. Select exa_dictation_setup.msi.
3. Windows installs Exa Dictation.

   Note: If the Windows protected your PC dialog appears, select More info, and then select Run anyway.

Install OPAL tools

Many functions in Exa PACS|RIS require that you first install OPAL tools, such as import, CD import, and CD burning.

Procedure

1. On the burger menu, point to TOOLS, and then select OPAL TOOLS.

   Note: Chrome downloads OpalToolsSETUP.exe in the lower left corner of the browser. Wait until the download is finished before continuing.

2. Select OpalToolsSETUP.exe. Windows installs Opal tools.

Note: If the User Account Control dialog appears, select Yes.

Install Exa Client Viewer

Exa PACS|RIS uses a server-side viewer, but you can also install the client-side Opal viewer.

Procedure

1. On the burger menu, point to TOOLS, and then select OPAL VIEWER.

   Note: Chrome downloads ExaClientViewerSETUP.exe in the lower left corner of the browser. Wait until the download is finished before continuing.

2. Select ExaClientViewerSETUP.exe. Windows installs the Opal viewer.

   Note: If the Windows protected your PC dialog appears, select More info, and then select Run anyway.

Install Exa Scans

With Exa Scans, you can scan paper and other media and attach the scans to studies as DICOM data.

Prerequisite: You must uninstall any existing version of Exa Scans before installing a new one.

Procedure

1. On the burger menu, point to TOOLS, and then select EXA SCANS.

   Chrome downloads exa_docscan_setup.msi in the lower left corner of the browser. Wait until the download is complete before continuing.

2. Select exa_docscan_setup.msi.

   Note: If the Windows protected your PC dialog appears, select More info, and then select Run anyway.

3. In the Welcome to the EXA Document Scan Setup Wizard, select Next.
4. On the End User License Agreement page, select I accept the terms in the License Agreement checkbox, and then select Next.
5. On the Destination Folder page, select Next.
6. On the Ready to Install EXA Document Scan page, select Install.
7. If the User Account Control dialog appears, select Yes.
8. On the Completed the EXA Document Scan Setup Wizard page, select Finish.

Install Exa Launch

Exa Launcher is a background application that prepares studies to be opened by third-party applications such as PenRad, PowerScribe 360, and MModal.

Procedure

1. On the burger menu, point to TOOLS, and then select EXA LAUNCH.

   Chrome downloads ExaLaunchExtApp.msi in the lower left corner of the browser.
2. In File Explorer, go to C:/viztek/exa/Launcher and open ExaLaunchExaApp.msi in a text editor such as Notepad.
3. Inside the <appSettings> tag, add the following tags as needed.

Third-Party App	Tag
MModal	`<add key="mmodal_xml_folder" value="C:\MModal\FluencyForImaging\Reporting\XML\IN"/>`

PowerScribe	`<add key="powerscribe_xml_folder" value="C:\Nuance\Konica"/>`
	`<add key="include_linked_report_accessions" value="0"/>`
	
	If you use linked reporting and want to send linked reports to PowerScribe along with the main report, set the value above to 1:
	`<add key="include_linked_report_accessions" value="1"/>`

PenRad	`<add key="penrad_xml_folder" value="C:\Penrad"/>`

4. Save and close the file.
5. Double-click ExaLaunchExaApp.msi. If the UAC prompt appears, select YES.

See also:

Configure integration with third-party apps

Install Exa Tool

Exa Tool is a client side background application that facilitates opening of studies in OrthoView.

Prerequisite: Install and configure local cache.

Procedure

1. On the burger menu, point to TOOLS, and then select EXA TOOL.
2. Wait until the download is complete, and then run exa_tool_setup.msi.
3. Follow the on-screen prompts.

Install and configure local cache

Local cache is a service that manages the copying of studies from the server to your local workstation for local use. To use local cache, see Use local cache. To install and configure local cache:

Configure the server

1. On the burger menu, select SETUP.
2. On the OFFICE menu, select DICOM.
3. On the AE Title tab, select Add, and then enter the following settings.

   AE Type Local Cache

   AE Title (Remote) [Name with no spaces]

   Description [Friendly descriptive name]
4. Select SAVE.

Configure the client

1. On the burger menu, point to TOOLS, and then select CLIENT SERVICE.

   Result: Your browser downloads exa_localcache_setup.msi to its specified folder for downloads (usually the Windows Downloads folder).
2. Run exa_localcache_setup.msi and follow the prompts to install it.
3. In the Exa PACS|RIS worklist, select Settings and select Local Service Settings.
4. In the Rendering Options screen, under Prefetch Configuration, enter the following settings.

Target	Shortcut
AE Title	Type the AE Title (Remote) name that you created in “Configure the server."
User Name	Type a user name with rights to access studies on the server.
API URL	Type the address of the server hosting the studies that you want to locally cache.
Debug Mode	Select to add additional troubleshooting information to logs.
Disable Oncall	Turns automatic caching of the user-selected On Call worklist filter ON and OFF.
Allow Opal Receive	Select to allow receiving, parsing, and storing of Opal protocol files. In the Opal Receive Port, type the port number on which to receive Opal files.
Allow DICOM Receive	Select to allow receiving, parsing, and storing of DICOM protocol files. In the DICOM Receive Port, type the port number on which to receive Opal files.

5. In the Rendering Options screen, under General Configuration, enter the following settings.

Target	Shortcut
API Timeout	Type the number of seconds to keep the connection to the server open.
Study Timeout	Type the number of hours to keep the imageservice/study thread open.
Prefetch Interval	Type the number of minutes after which to perform a prefetch.

Target	Shortcut
Cache Timeout	Type the number of days to keep locally cached studies before purging.
Cache Directory	Type the fully qualified path to the local cache. (default = `c:\viztek\exa\cache\localcache`)
Study Count	Type the maximum number of studies to keep in local cache.
RAM Usage	Type the maximum number of megabytes of RAM to use for prefetching and local rendering.
Max Threads	Type the number of simultaneous threads available to download studies.
Parallel Prefetch	How many studies to download at a time.
Cache Disk Usage	Move the slider to set the maximum percentage of hard drive to use for prefetching and local rendering.
Oncall Interval	Type the number of minutes to elapse before checking for new studies to prefetch (to refresh the oncall worklist filter).
Prefetch Priors Number of Priors	Select to include priors when prefetching. Select the number of priors to prefetch.
Enable Skinline Detection	Select to make Skinline Detection available when viewing prefetched studies.
Cache Filter Page Size	Type the maximum number of studies to cache from those that are found based on worklist filters.

6. Select ACTIVATE.

When local cache is active, a Disable checkbox becomes available in local service settings to turn OFF local cache and stop related services and threads.

Add a trusted IP or URL

If access to an external server is needed to access to third-party apps, add the IP address or URL of the external server to a list of trusted resources as follows.

Procedure

1. On the Exa PACS|RIS server, use File Explorer to go to the ...web\config directory.
2. In Notepad, open the express.js file.
3. In the app.use(helmet.contentSecurityPolicy({ area, under scriptSrc, add the IP or URL as in the example in the following figure.



4. In Control Panel, select Administrative Tools, and then double-click Services.
5. In the list of services, select exa_web.
6. Use the toolbar to stop, and then start the service.

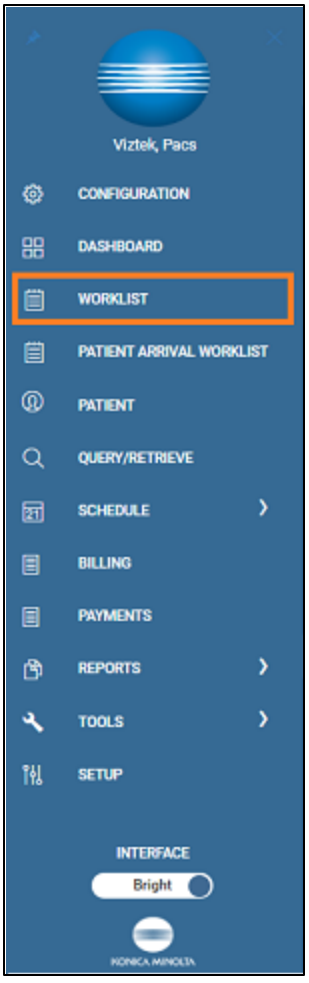
Location and contents of screens

Burger menu

The burger menu contains the following options.

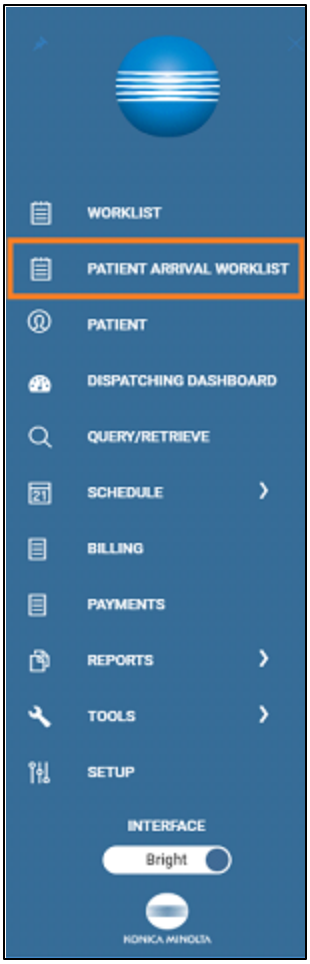
Burger > Worklist

[Return to previously viewed page: Alt + Left Arrow]



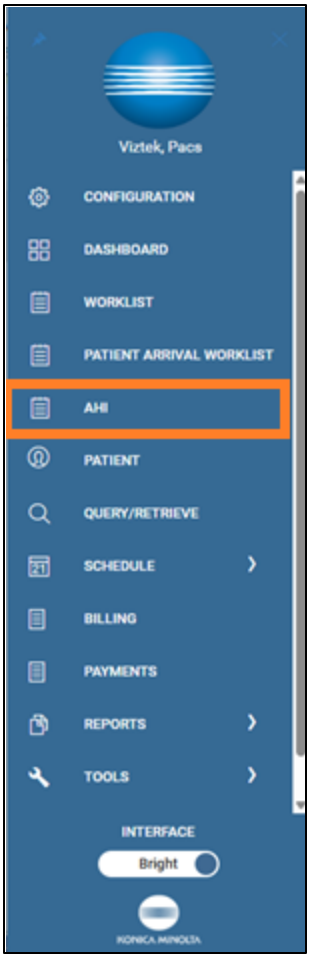
Burger > PATIENT ARRIVAL WORKLIST

[Return to previously viewed page: Alt + Left Arrow]



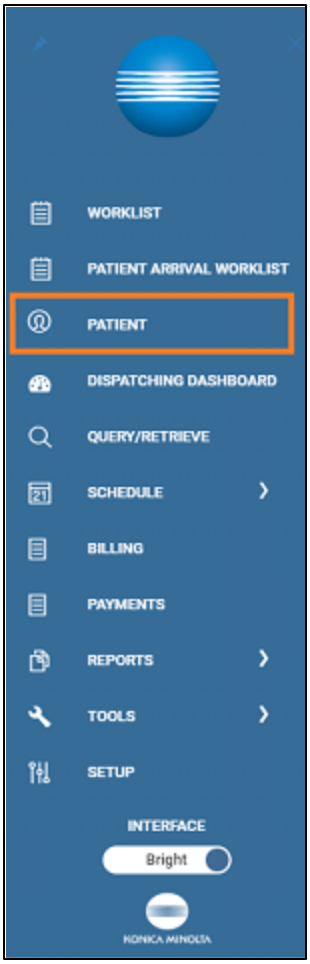
Burger > AHI

[Return to previously viewed page: Alt + Left Arrow]



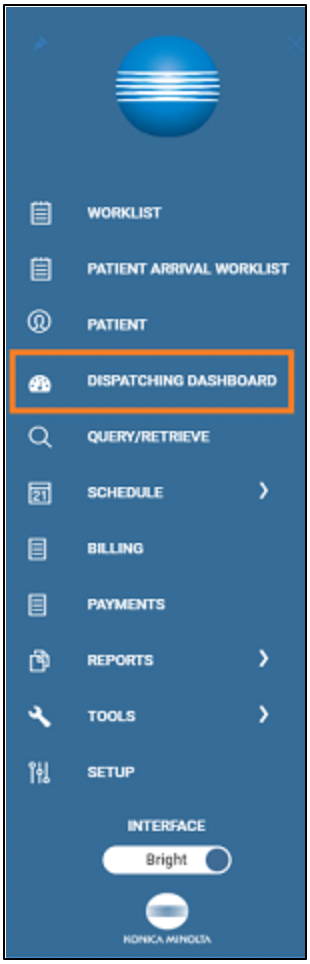
Burger > PATIENT

[Return to previously viewed page: Alt + Left Arrow]



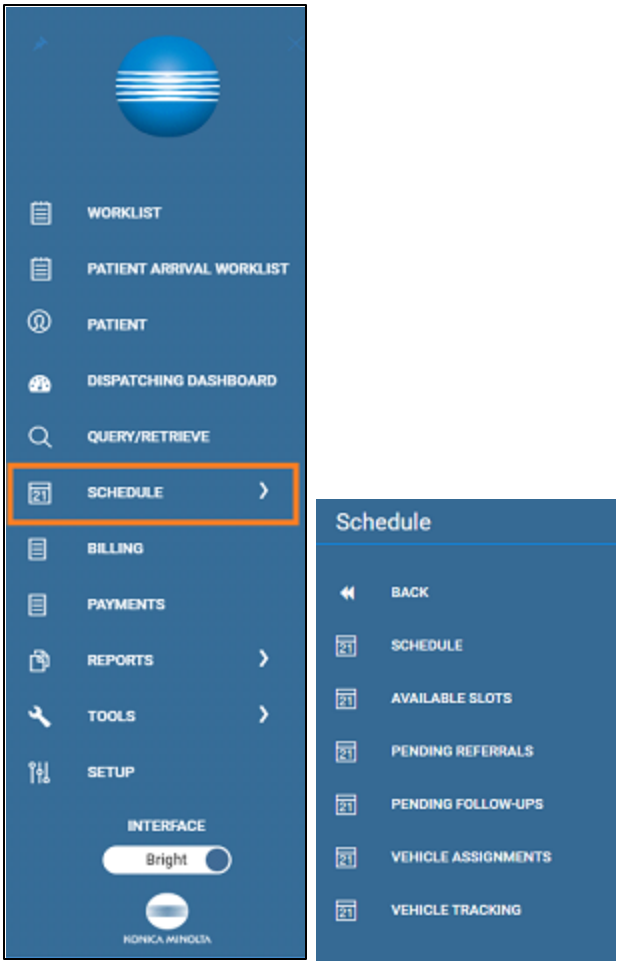
Burger > DISPATCHING DASHBOARD

[Return to previously viewed page: Alt + Left Arrow]



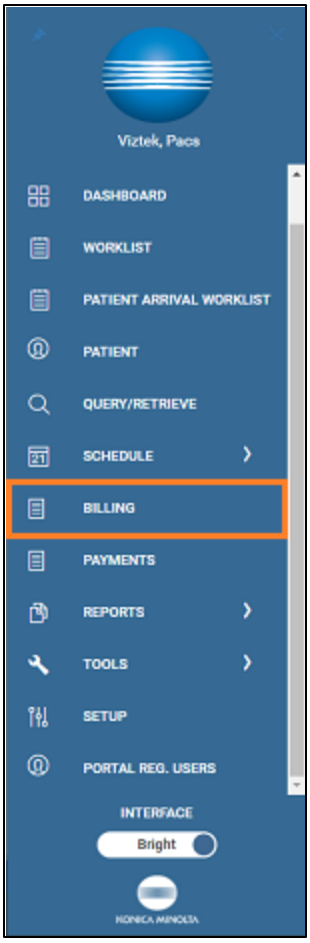
Burger > SCHEDULE

[Return to previously viewed page: Alt + Left Arrow]



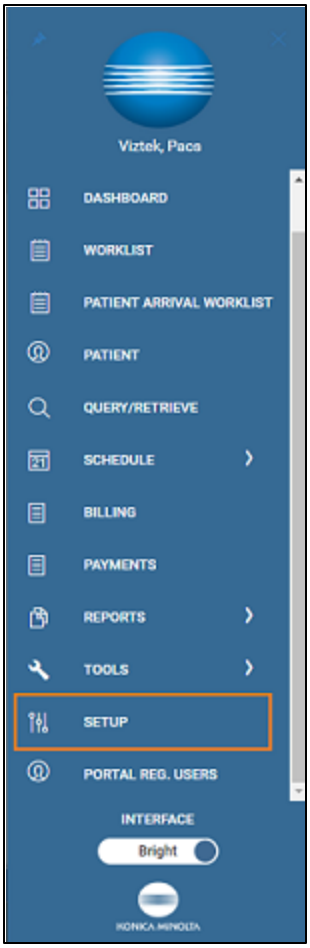
Burger > BILLING

[Return to previously viewed page: Alt + Left Arrow]



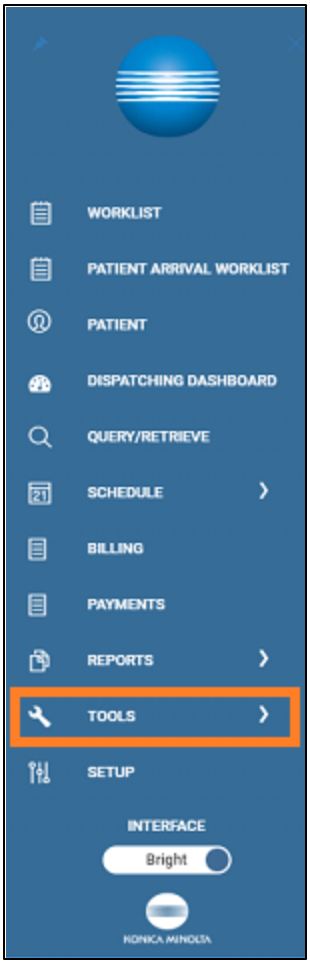
Burger > SETUP

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Burger > TOOLS

[Return to previously viewed page: Alt + Left Arrow]

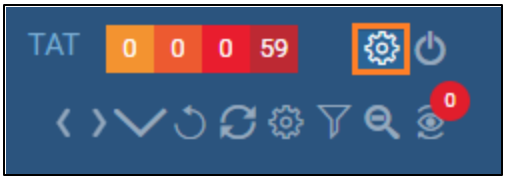


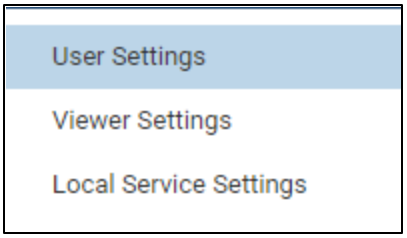
Worklist

Worklist > ALL STUDIES

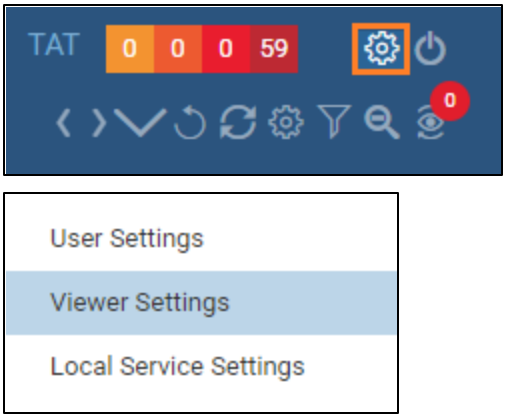


Worklist > Settings > User Settings

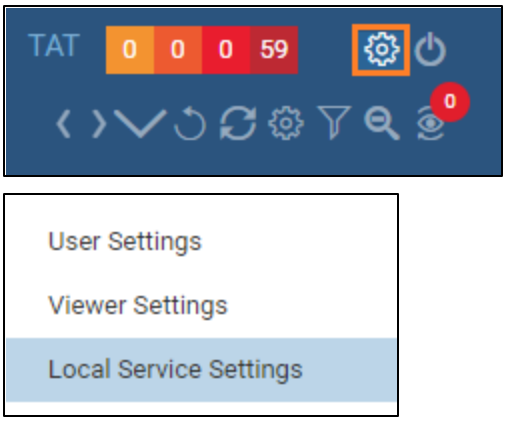




Worklist > Settings > Viewer Settings



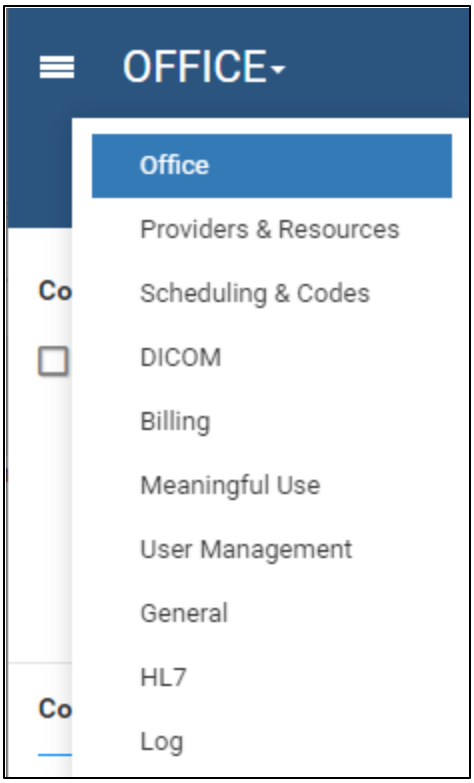
Worklist > Settings > Local Service Settings



Office menu

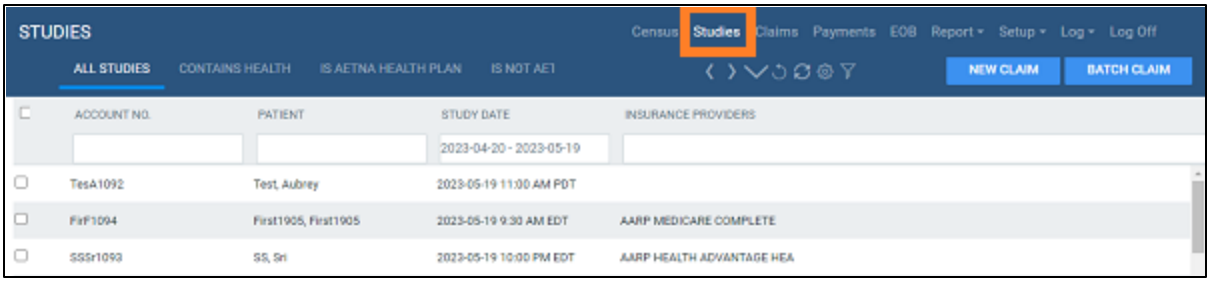
The setup area (or "office") menu contains the following options.

OFFICE > Office

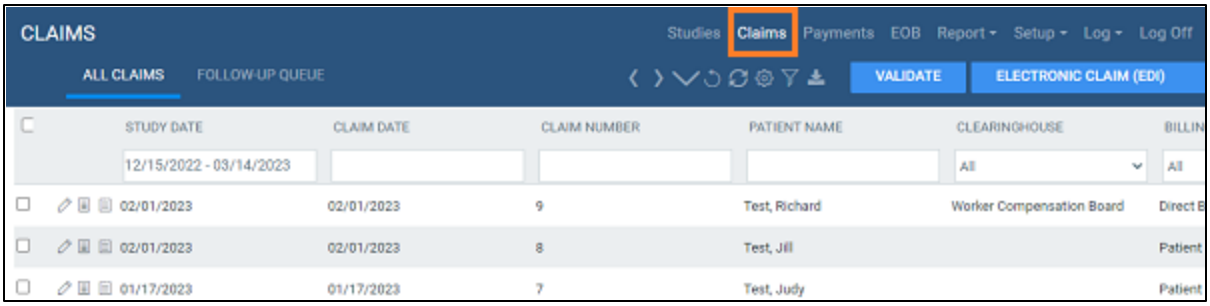


Billing

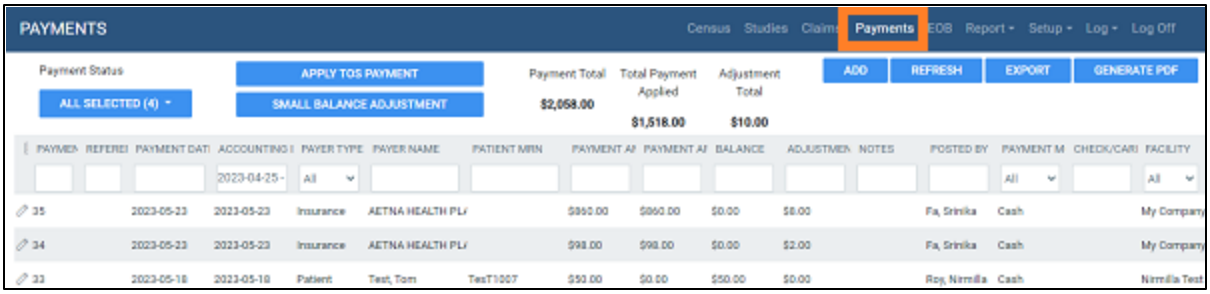
Billing > Studies



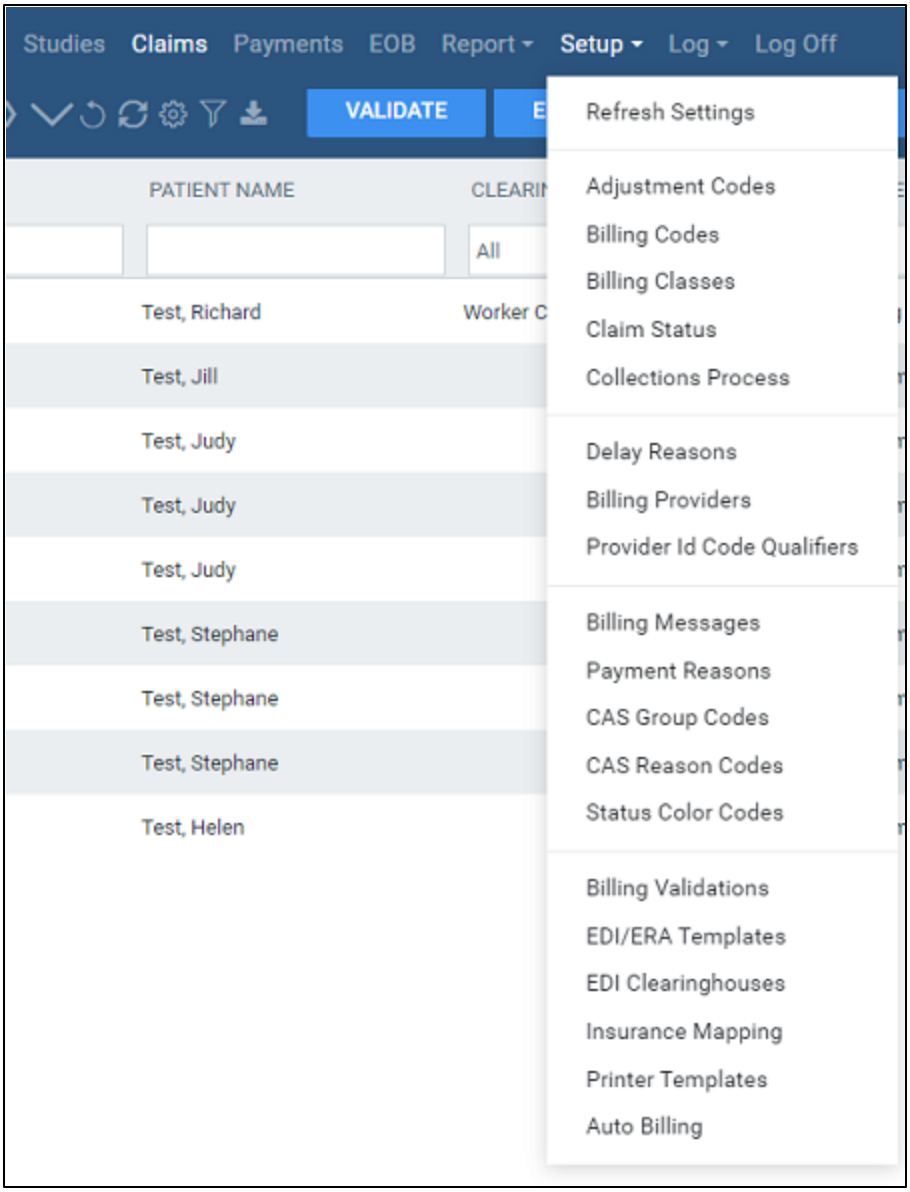
Billing > Claims



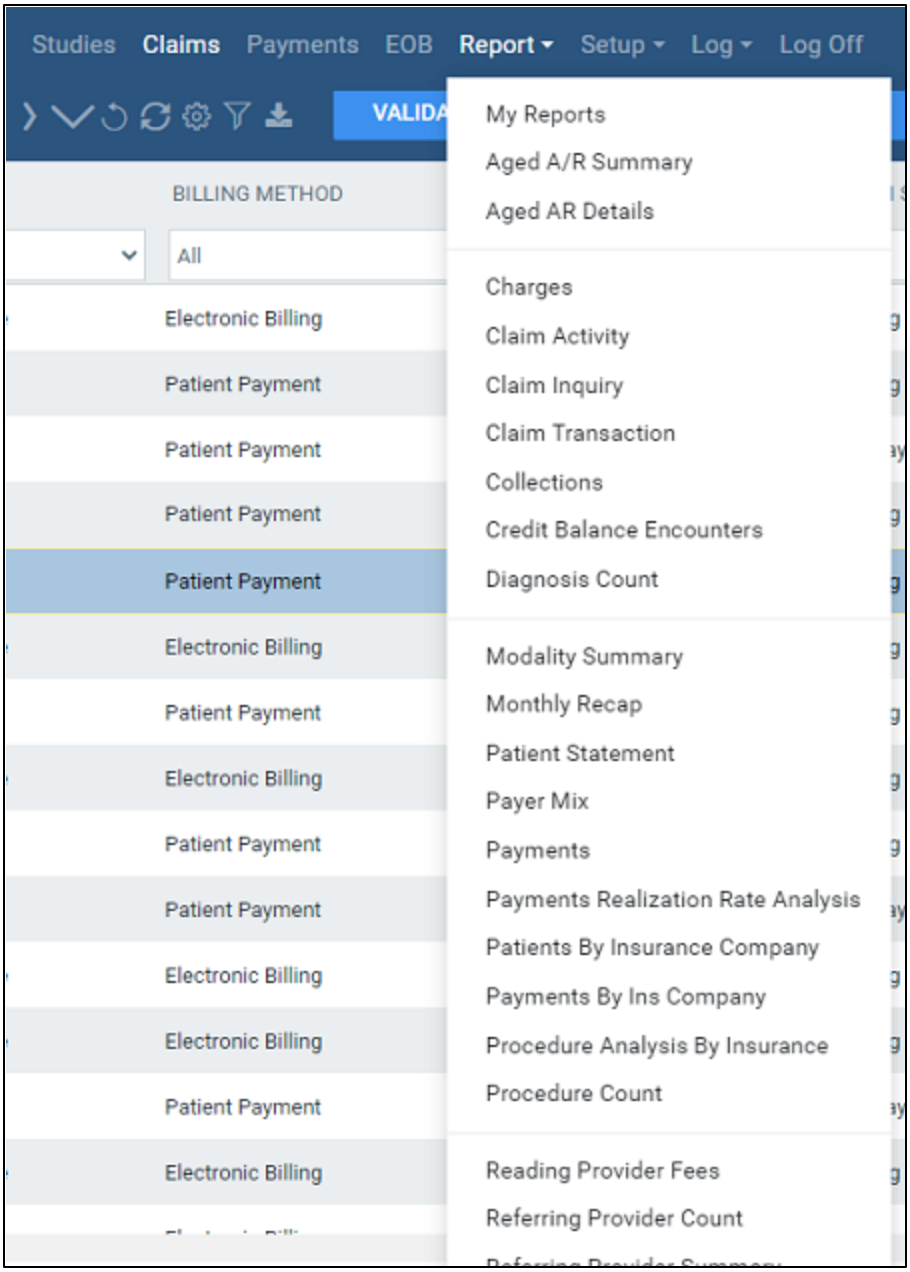
Billing > Payments



Billing > Setup

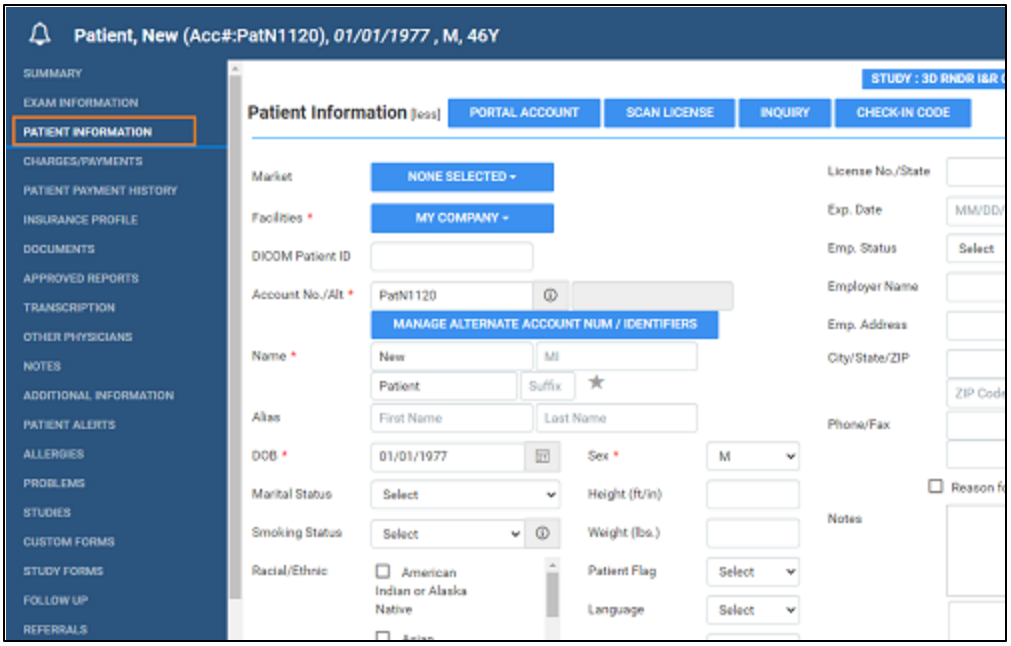


Billing > Report


Studies
Claims
Payments
EOB
Report
Setup
Log
Log Off
VALIDA
BILLING METHOD
All
Electronic Billing
Patient Payment
Patient Payment
Patient Payment
Patient Payment
Electronic Billing
Patient Payment
Electronic Billing
Patient Payment
Patient Payment
Electronic Billing
Electronic Billing
Patient Payment
Electronic Billing
My Reports
Aged A/R Summary
Aged AR Details
Charges
Claim Activity
Claim Inquiry
Claim Transaction
Collections
Credit Balance Encounters
Diagnosis Count
Modality Summary
Monthly Recap
Patient Statement
Payer Mix
Payments
Payments Realization Rate Analysis
Patients By Insurance Company
Payments By Ins Company
Procedure Analysis By Insurance
Procedure Count
Reading Provider Fees
Referring Provider Count

Screens in the Edit Study screen

Edit Study > PATIENT INFORMATION

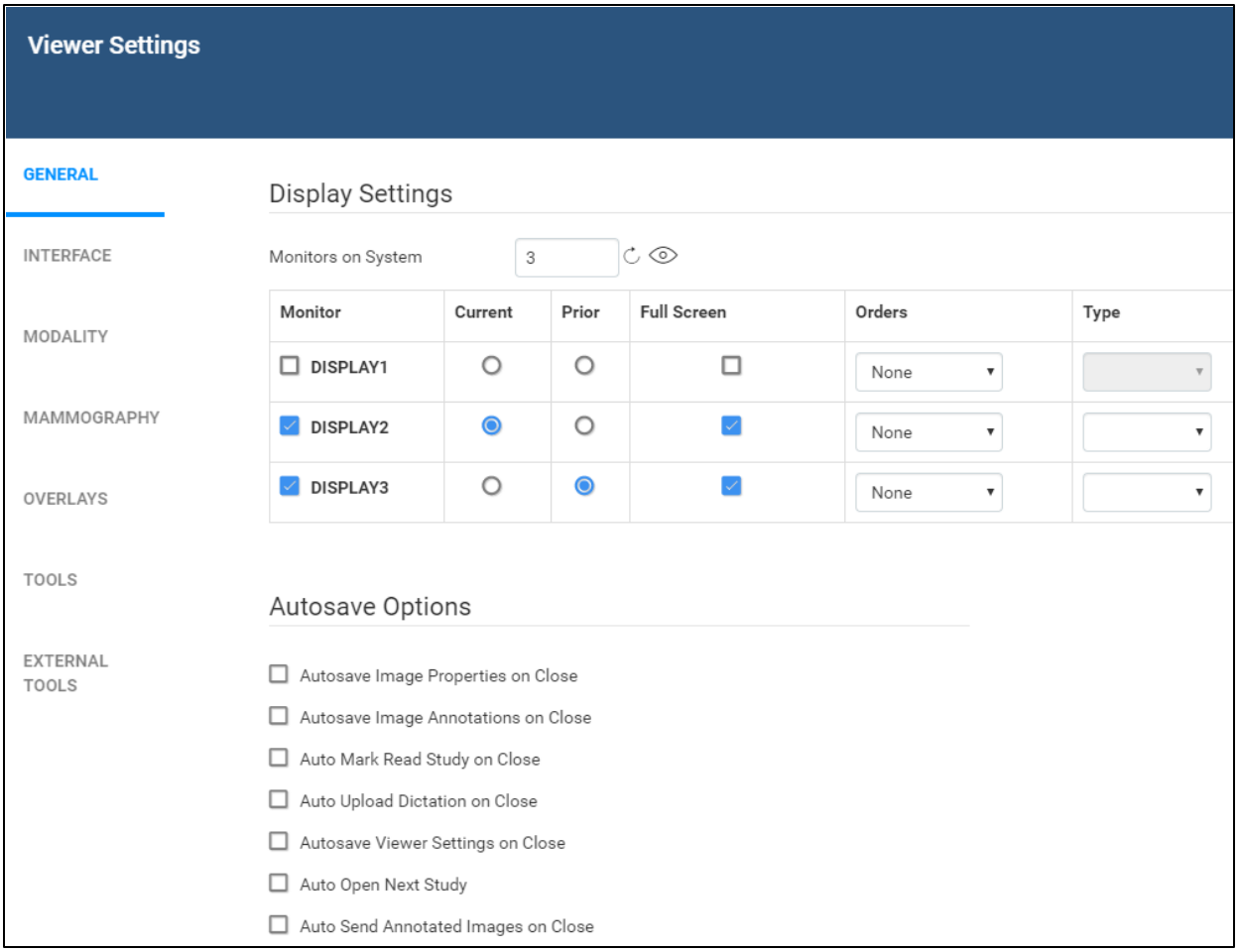


Viewer Settings

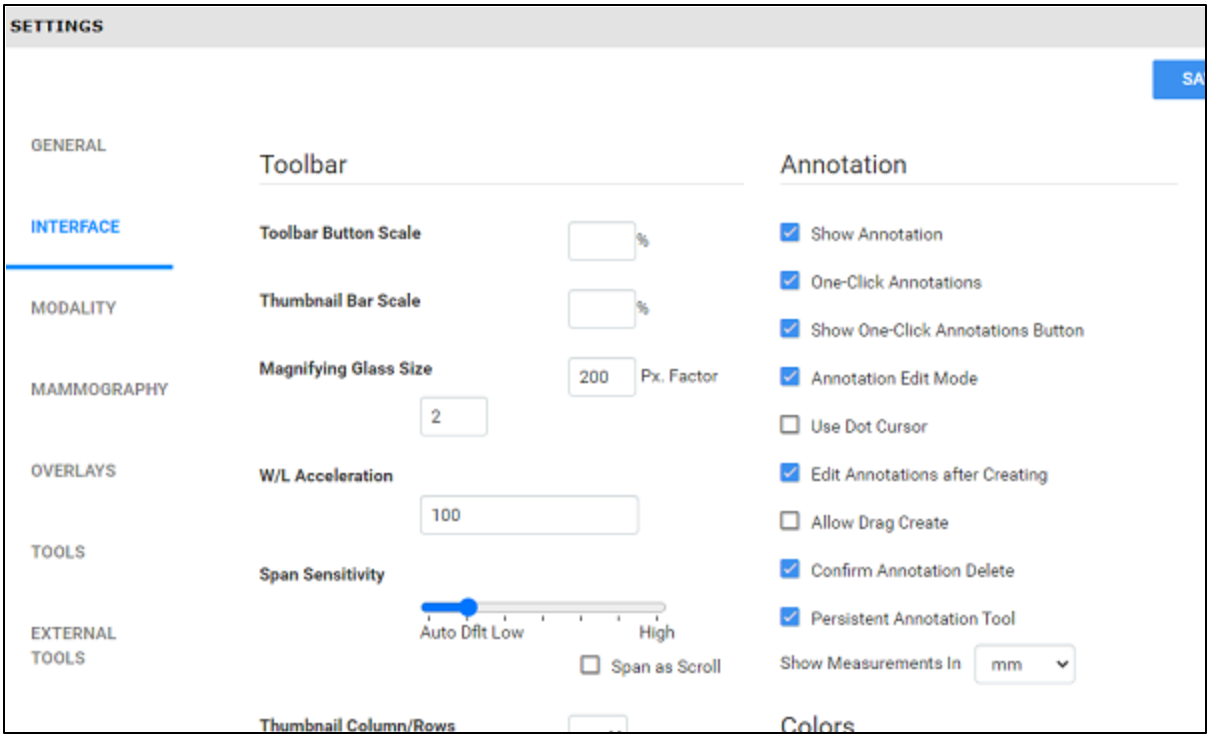
Viewer > Settings



Viewer > Settings > General



Viewer > Settings > Interface



Viewer > Settings > Tools

