KONICA MINOLTA HEALTHCARE IT

Exa® PACS|RIS

Feature Summary

Version 35.0.1 and Later

End User Overview

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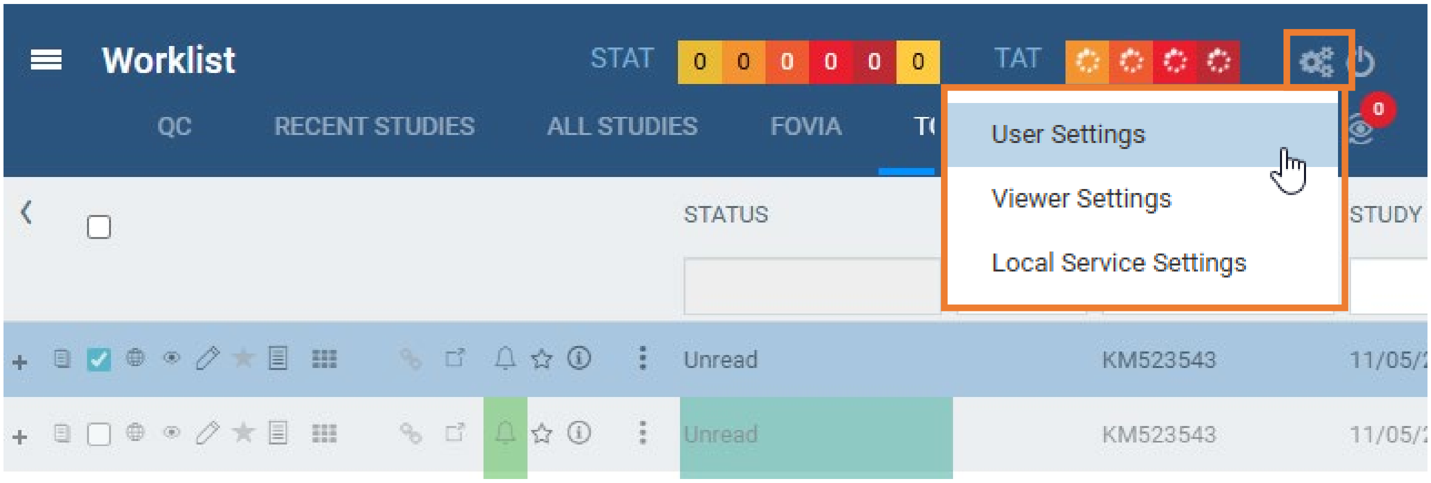
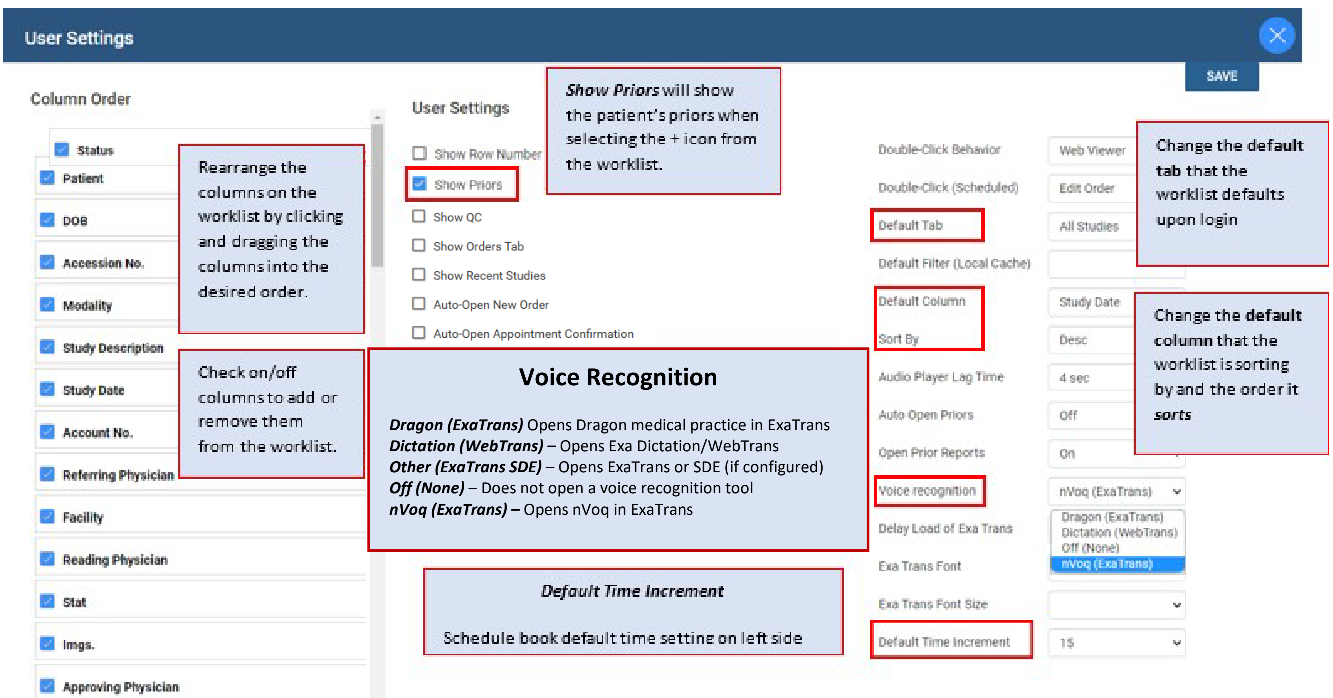
User settings

1. In the upper toolbar, select **Settings** > **User Settings**.



User settings control how the worklist area appears and functions. Changes made in User Settings only affects the signed in user.

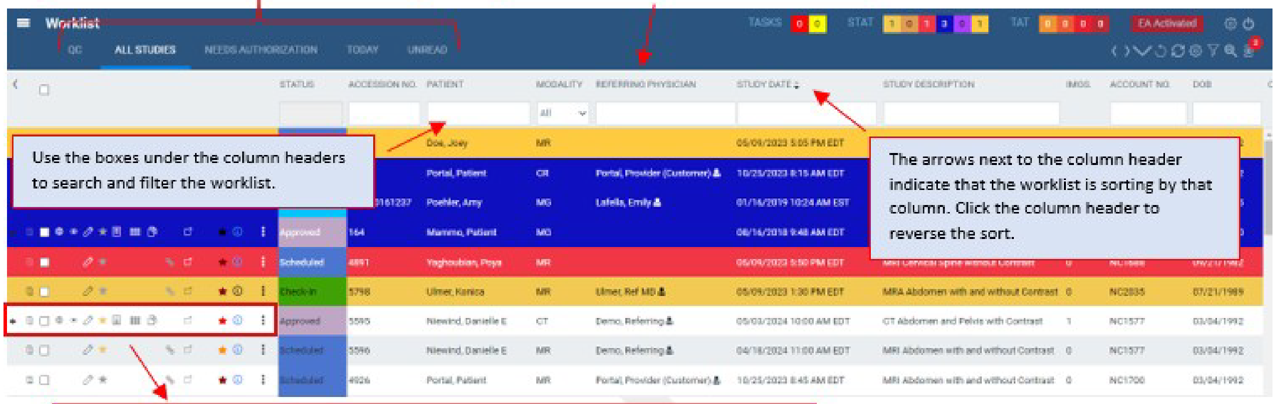


Worklist

You can customize the worklist's appearance and functions.

Filters and custom filters appear across the top and/or in the dropdown menu

Reorder the columns by clicking and dragging the columns into the desired order.



Use the boxes under the column headers to search and filter the worklist.

The arrows next to the column header indicate that the worklist is sorting by that column. Click the column header to reverse the sort.

Expands to ***Show Priors*** for the patient (must be turned on in the ***User Settings)***

Opens a custom filter that displays the patient's prior studies.

Selects the study for further actions.

Opens the study in the viewer. This icon will only appear if there are images available.

Open EXATrans or WebTrans depending on what is selected under ***Voice Recognition*** in the ***User Settings***

Opens the multi-panel, which shows notes, prior reports, and more.

Opens the ***Approved Report*** of the study.

Allows the linking and unlinking of reports.

Appears if there is ***Unread DICOM***, select to view unread images.

Appears if the study is opened by another user. Hover over to view the user.

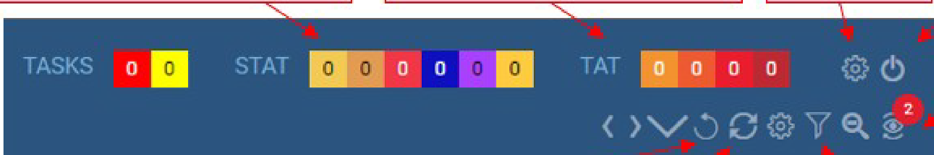
Upper and lower worklist toolbars

The ***STAT Level*** bar indicates how many studies are at each STAT level on your current tab/filter. STATs are placed at the top of the worklist.

The ***Turnaround Time (TAT)*** bar shows the number of each study at each TAT.

Access the **User Settings** and ***Viewer Settings*** here.

Logs user out of EXA.



Opens the disagreement queue for Peer Review

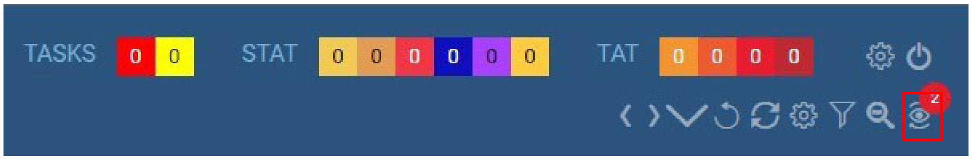
Refreshes the worklist but keeps manually entered worklist filters.

Refreshes the worklist but clears any manually entered worklist filters.

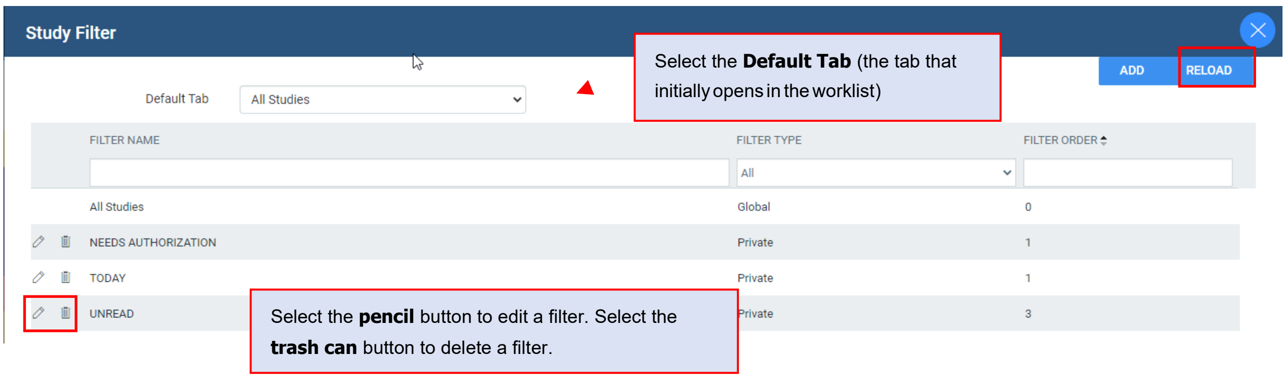
Opens the filter window where filters can be added/edited/deleted.

Create filters

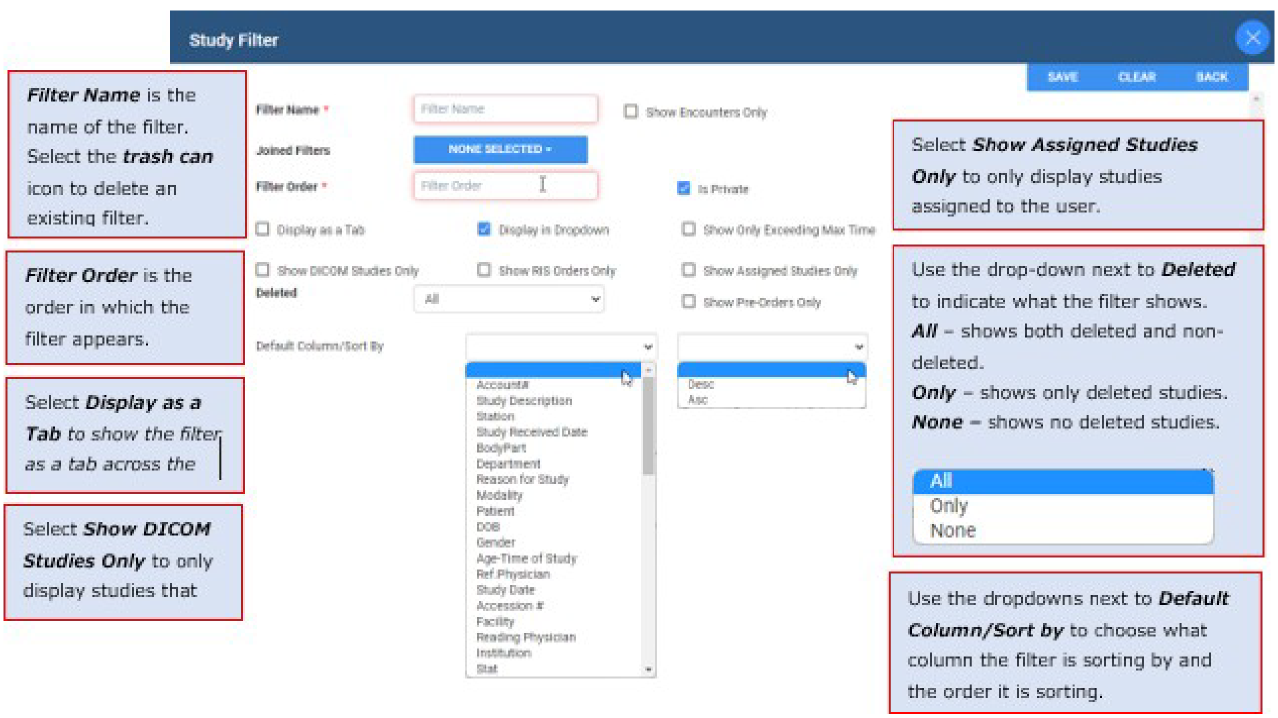
1. To create a filter, select the Filter button on the worklist.



2. In the **Study Filter** screen, select **ADD**.

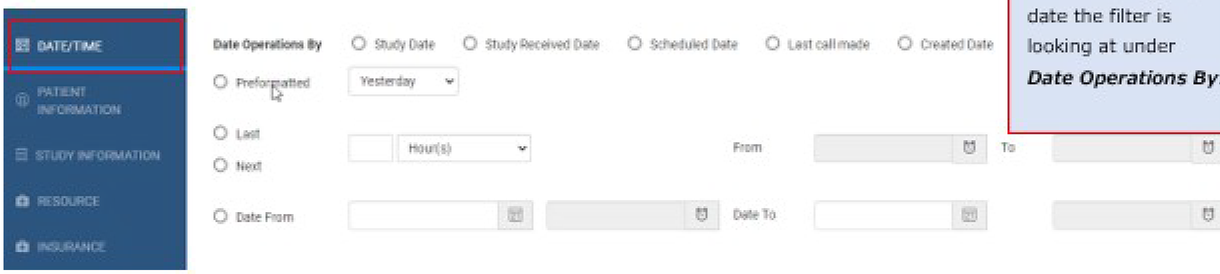


3. To create a filter, enter a filter name and filter order first, and then enter criteria for the filter.

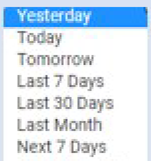


Date/Time

Select what type of date the filter is looking at under ***Date Operations By***.



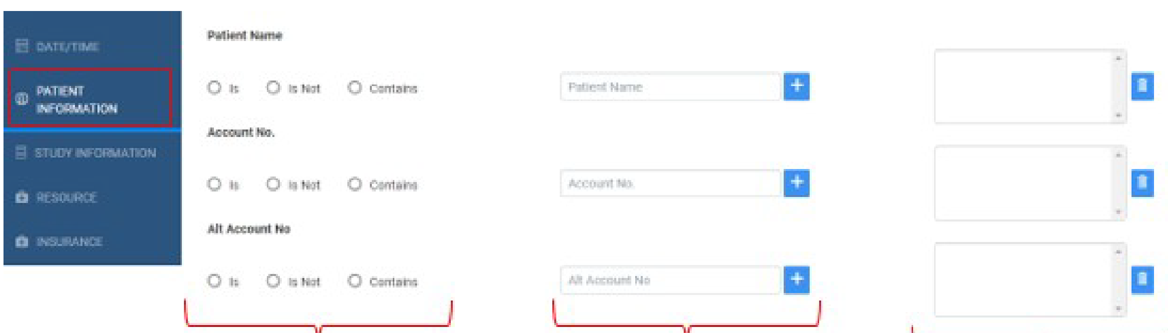
Preformatted – Use the dropdown to select from a list of preformatted dates and date ranges.



Last/Next – Use the empty field to enter a number and use the dropdown to select from a list of units of time.

Date From/Date To – Select the calendar button to open a calendar view to select a date or type in the desired date. Select the clock button to select a time.

Patient Information



Is/Is Not/Contains

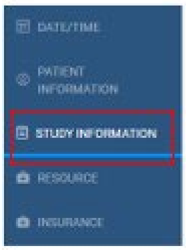
Is – Includes the Name/Account No./Alt Account No. that is typed out. It must match exactly to how it appears on worklist to be included.

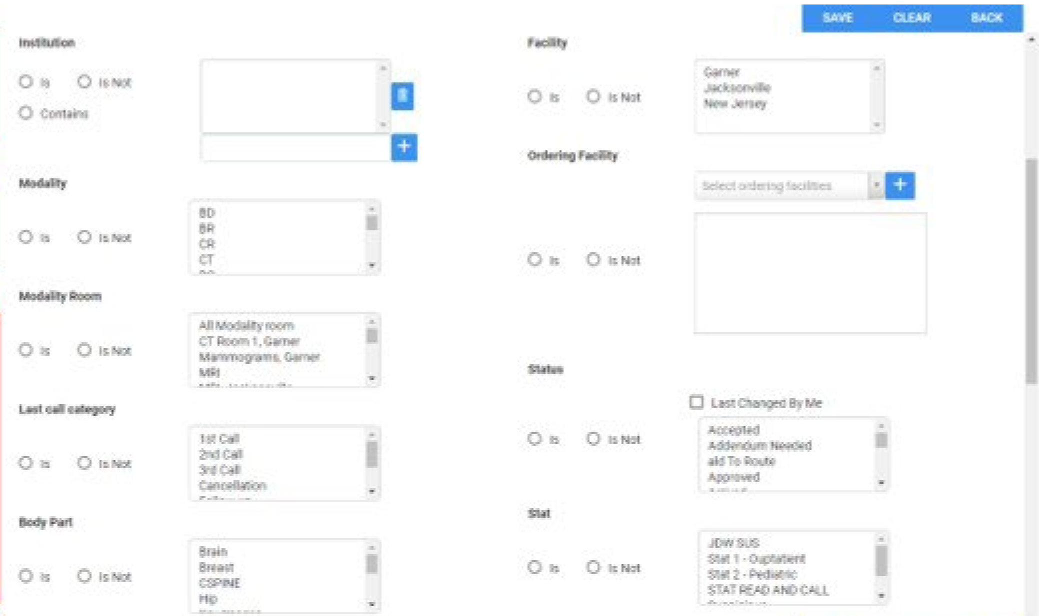
Is Not – Excludes the name/account no./alt account No. that is typed out.

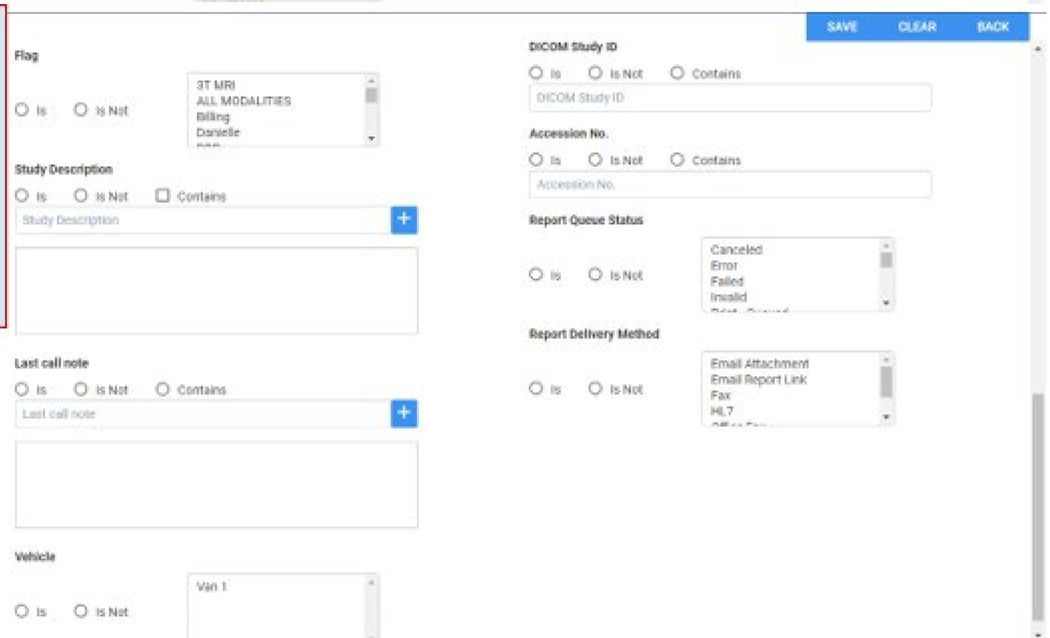
Type out the ***Patient Name, Account No., or Alt Account No.*** that you wish to include/exclude on the filter. Select + to add it to the list.

The ***Patient Names, Account No., and Alt Account No.*** that have been added to be included/excluded appear here. Use the trash can icon to remove from the list.

Study Information







Filters can be created using ***Facility, Modality, Status, Study Description*** and more.

To select one or more option from the category, hold down Shift on the keyboard while selecting

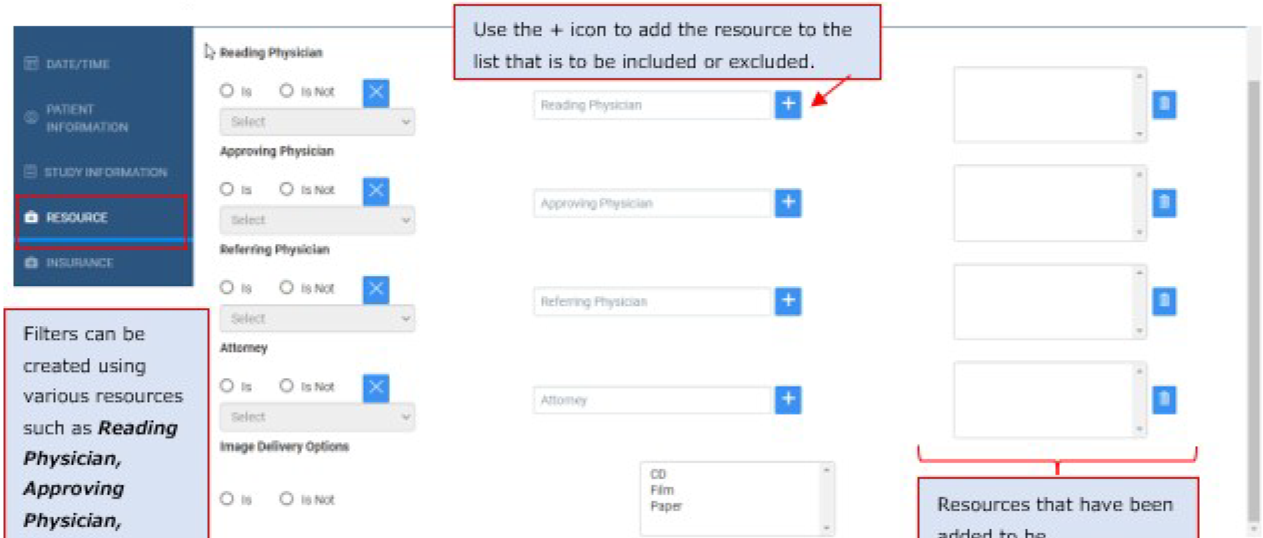
Is/Is Not/Contains

Is – Includes the category that is selected.

Is Not – Excludes the category that is selected.

Contains – Includes the category that contains the

Resource



Use the + icon to add the resource to the list that is to be included or excluded.

Filters can be created using various resources such as ***Reading Physician, Approving Physician, Referring Physician*** and more.

Resources that have been added to be included/excluded appear here. Use the trash can

Use ***Is*** or ***Is Not*** to include or exclude the resource.

Select the dropdown menu to choose between ***Select, Contains*** or ***Blank.***

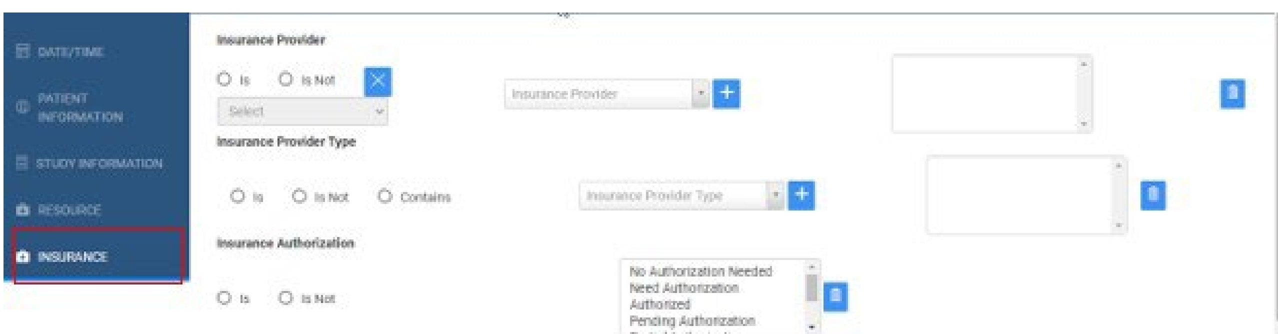
Select – Includes/excludes resource that matches exactly to what is typed in.

Contains – Includes/excludes resource that contains the name/segment/phrase typed in.

Blank – Includes/excludes if the category is blank.

Select
Contains
Blank

Insurance



Filters can be created using ***Insurance Provider, Insurance Provider Type*** and ***Insurance Authorization*** **status.**

Use ***Is*** or ***Is Not*** to include or exclude the category options.
Use the + button to add to the list of options to include or exclude.
If selecting one than more option, hold Shift on the keyboard and then select multiple options.
Use the trash can button to remove options from the list.

Basic viewer navigation