KONICA MINOLTA HEALTHCARE IT

Exa® PACS|RIS

Feature Summary

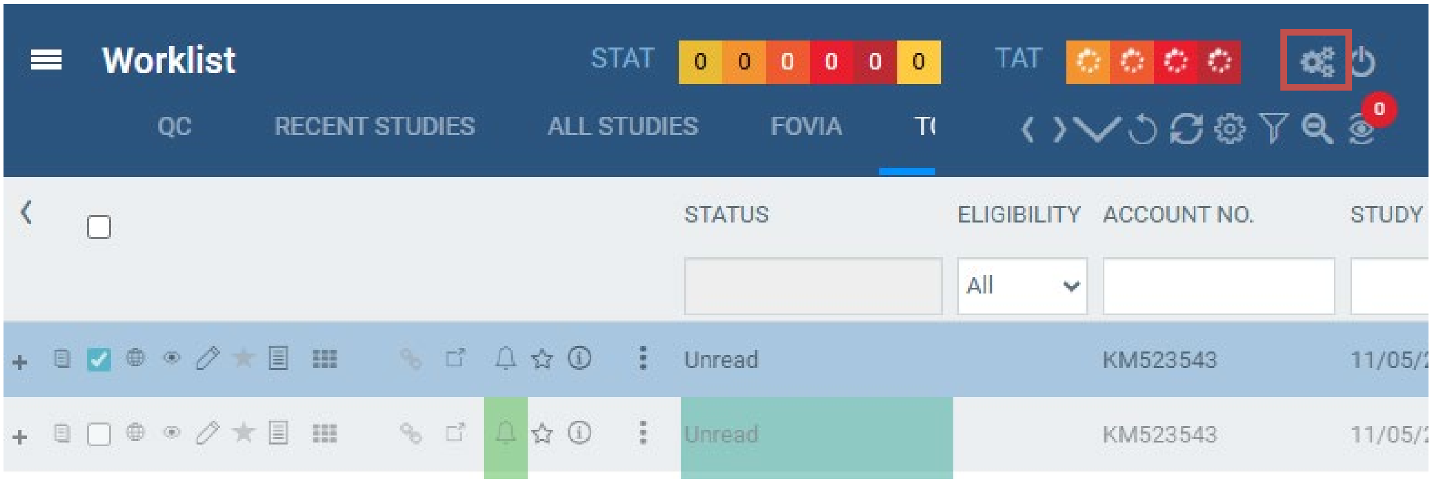
Version 35.0.1 and Later

Radiologist Overview

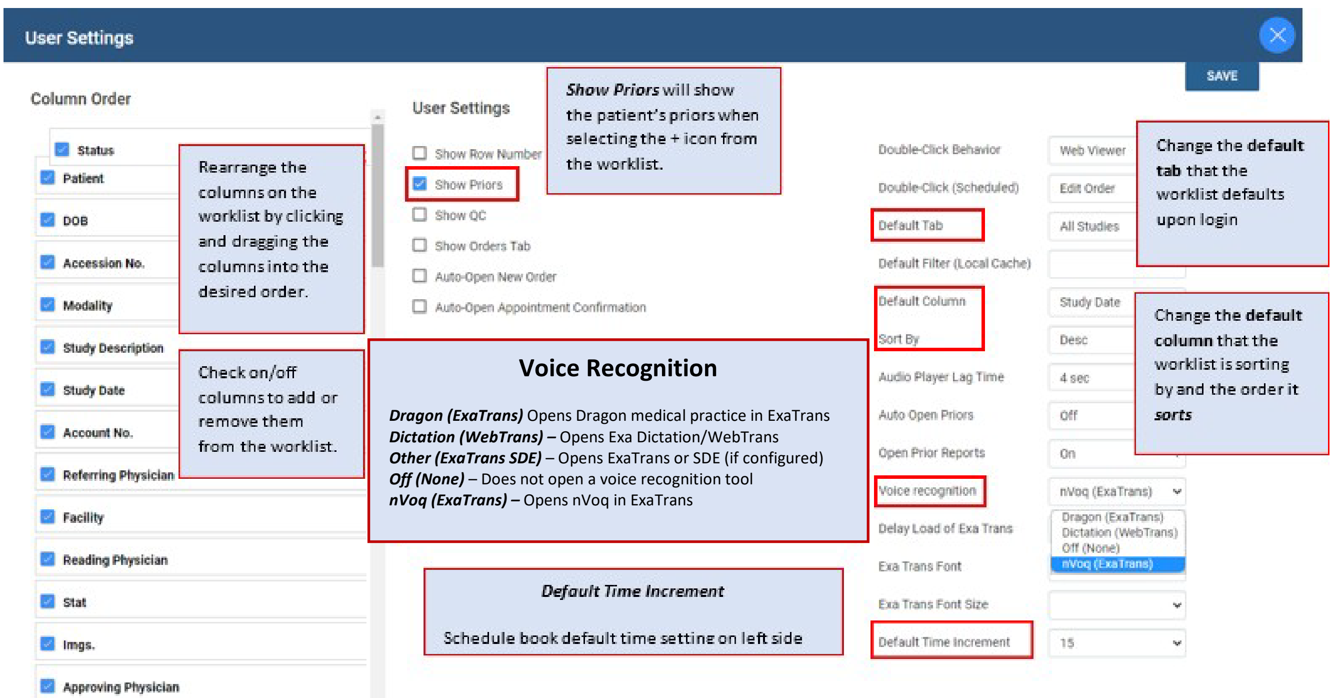
500-000676B

User settings

1. Select **Settings** > **User Settings**.

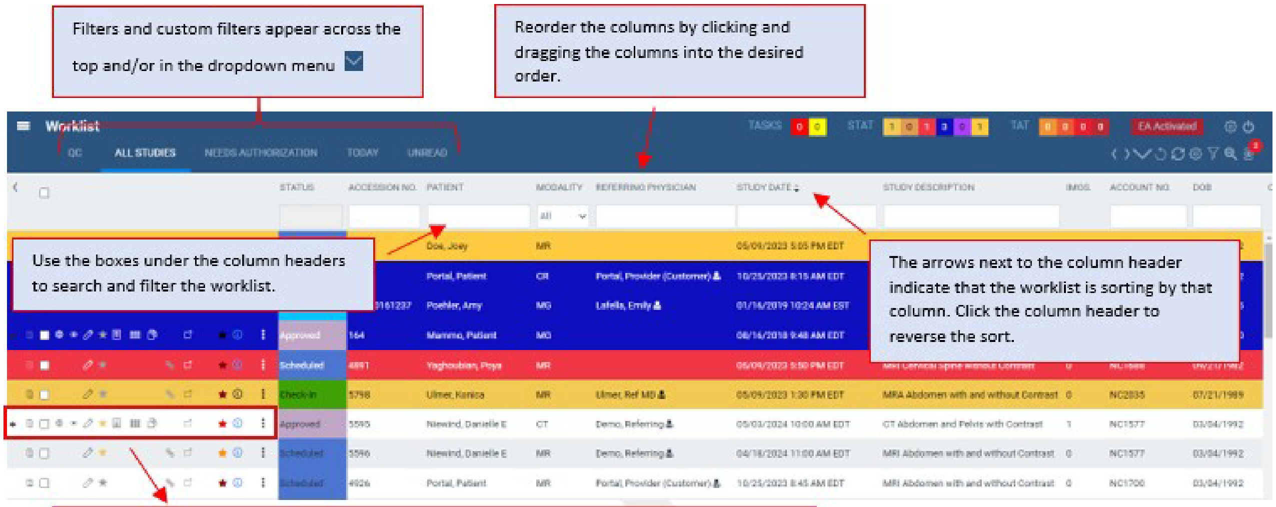


User settings control how the worklist appears and functions. Changes made in User Settings only affect the signed-in user.



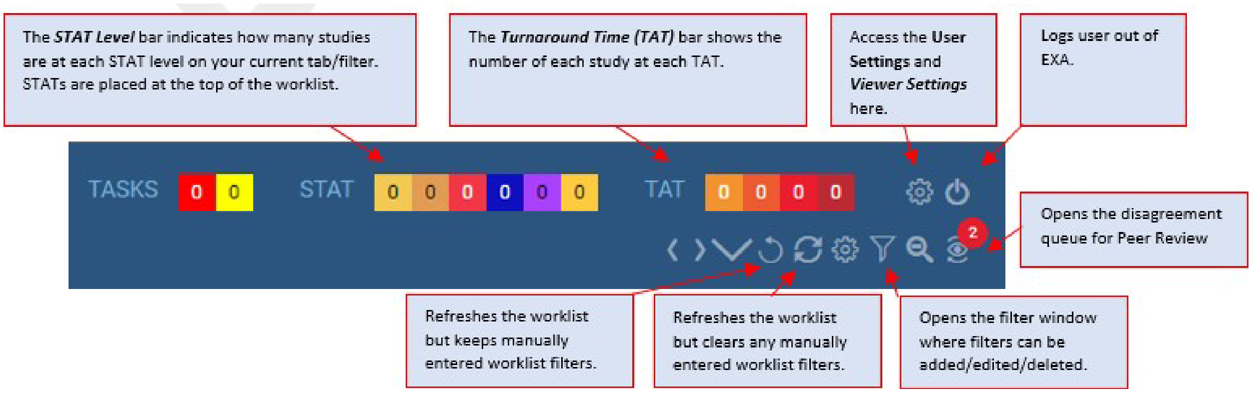
Worklist

You can customize the worklist's appearance and functions.



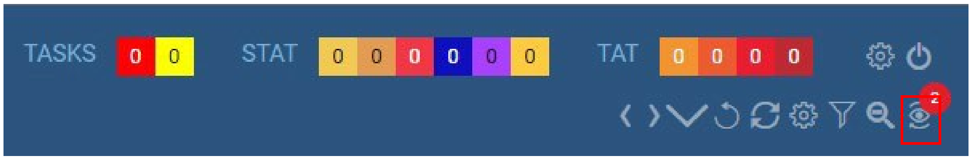
- Expands to ***Show Priors*** for the patient (must be turned on in the ***User Settings)***
- Opens a custom filter that displays the patient's prior studies.
- Selects the study for further actions.
- Opens the study in the viewer. This icon will only appear if there are images available.
- Open EXATrans 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 toolbar

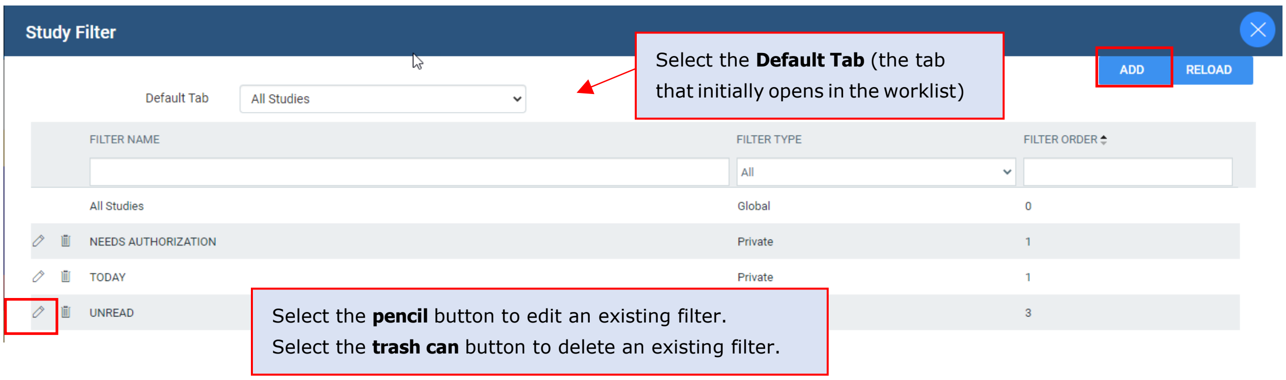


Create a filter

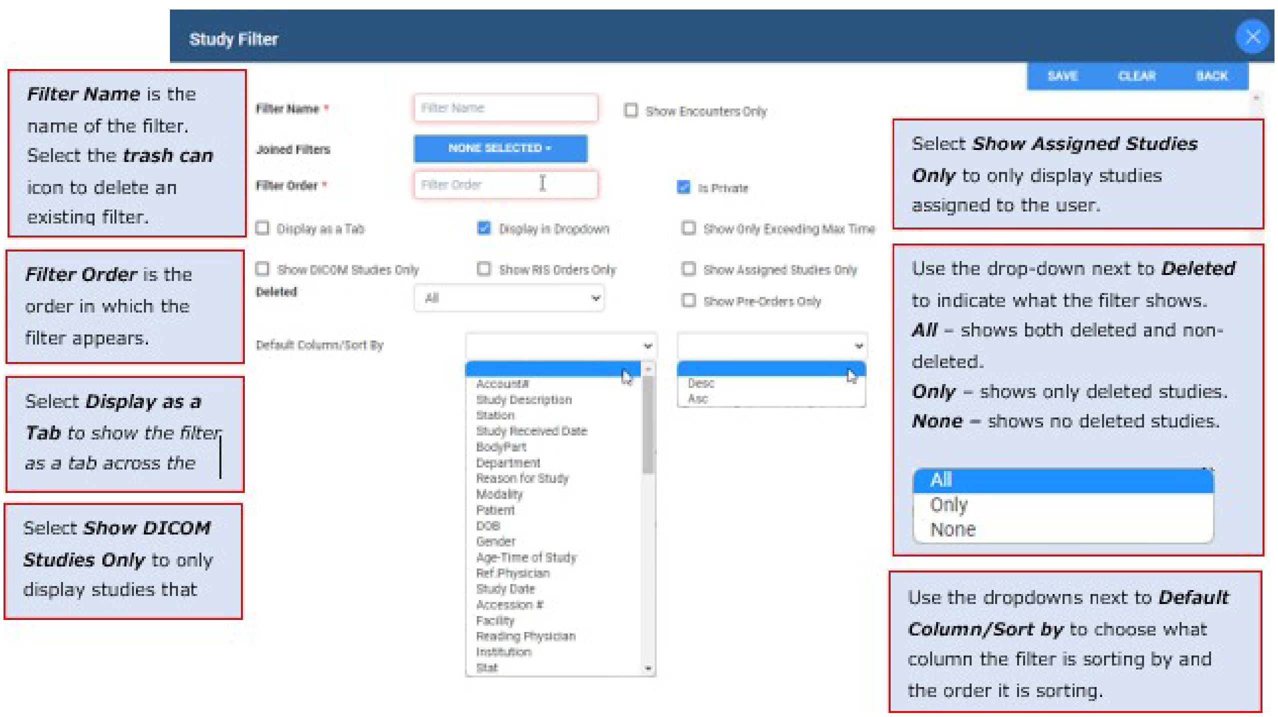
1. To create a filter, select the **Filter** button on the worklist.



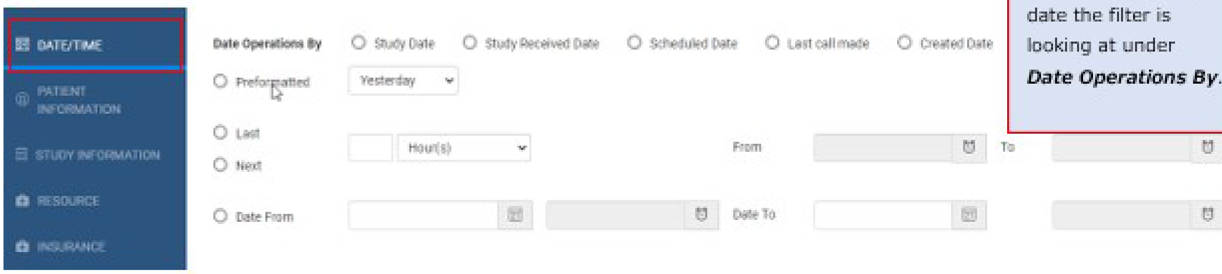
2. In the **Study Filter** screen, select **Add**.



3. To create a filter, enter a **Filter Name** and **Filter Order** first, and then enter criteria for the filter.

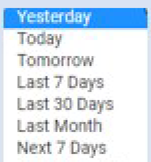


Date/Time



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

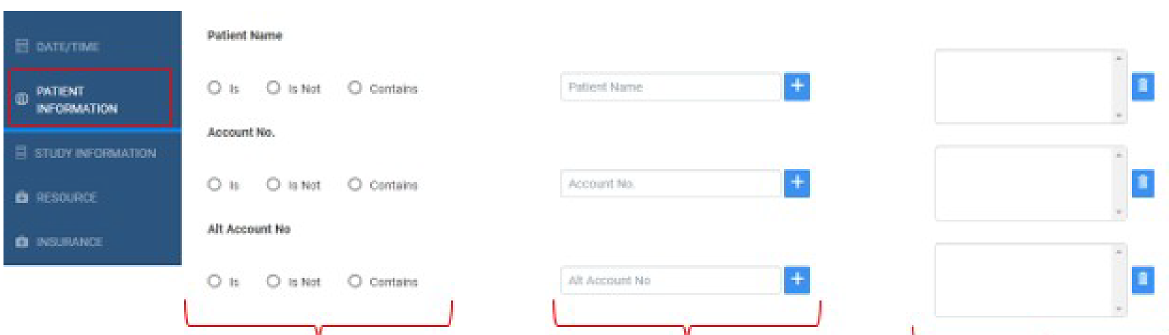
Preformatted – Use the dropdown to select from a list of preformatted dates and date ranges.



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

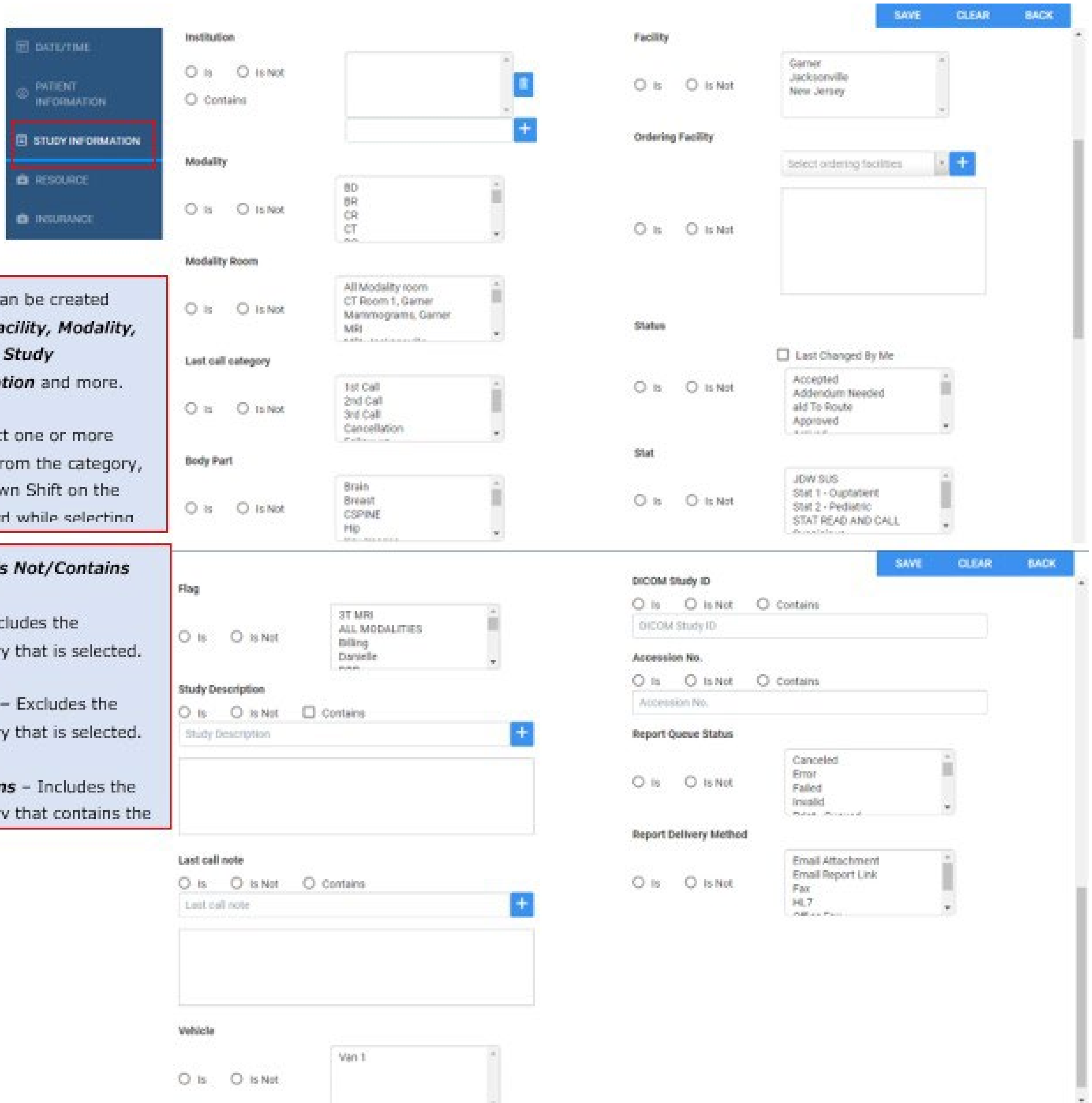
Is – Includes the Name/Account No./Alt Account No. that is typed out. It must match exactly to how it appears on worklist to be included.

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

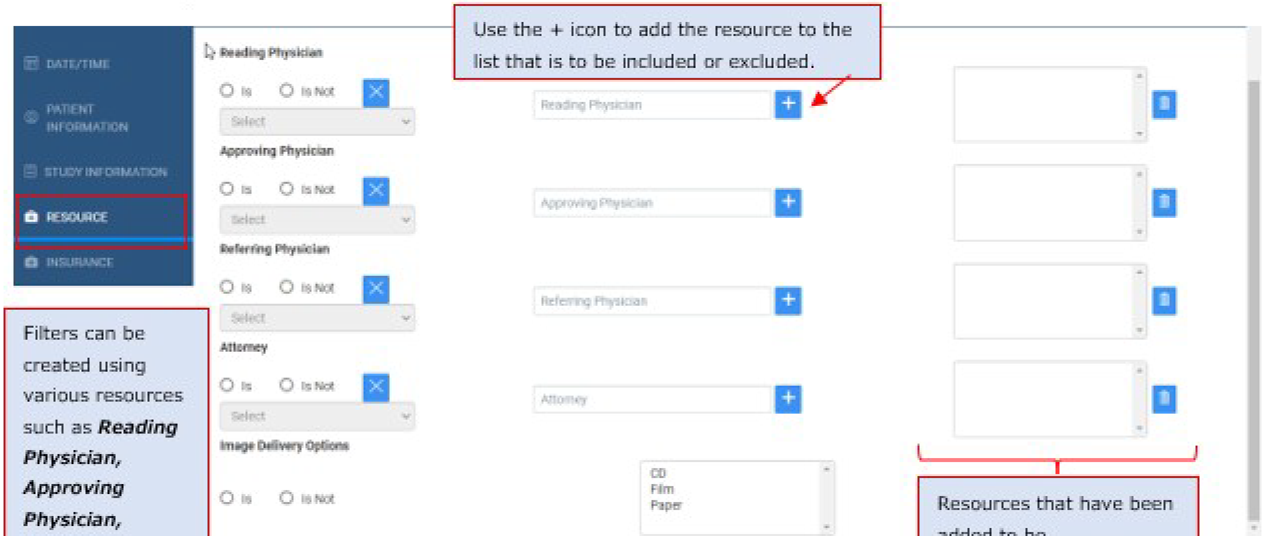
Is – Includes the category that is selected.

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.***

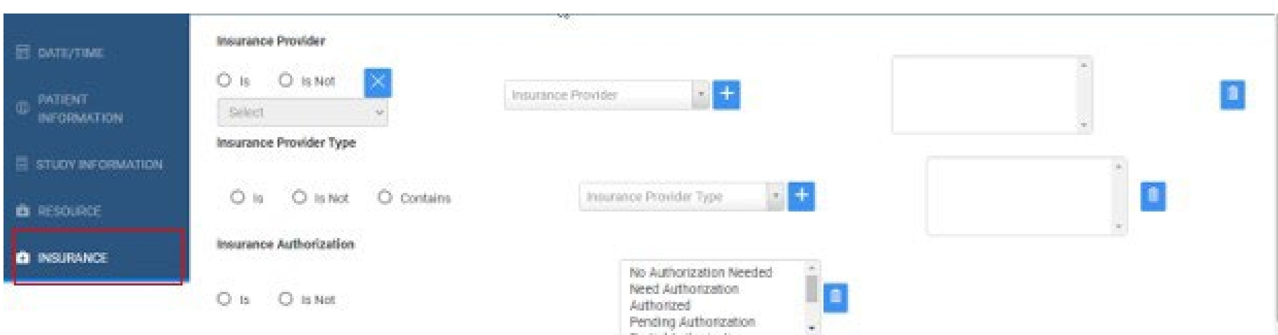
Select – Includes/excludes resource that matches exactly to what is typed in.

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

Blank – Includes/excludes if the category is blank.

Select
Contains
Blank

Insurance

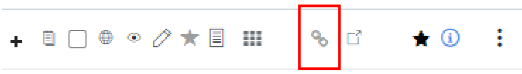


Filters can be created using ***Insurance Provider, Insurance Provider Type*** and ***Insurance Authorization*** status.

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.

Link reports

On the worklist, select the **Linked Reports** button to open the Link Studies window. Select one or more studies to link to the source study, then select **Save**.

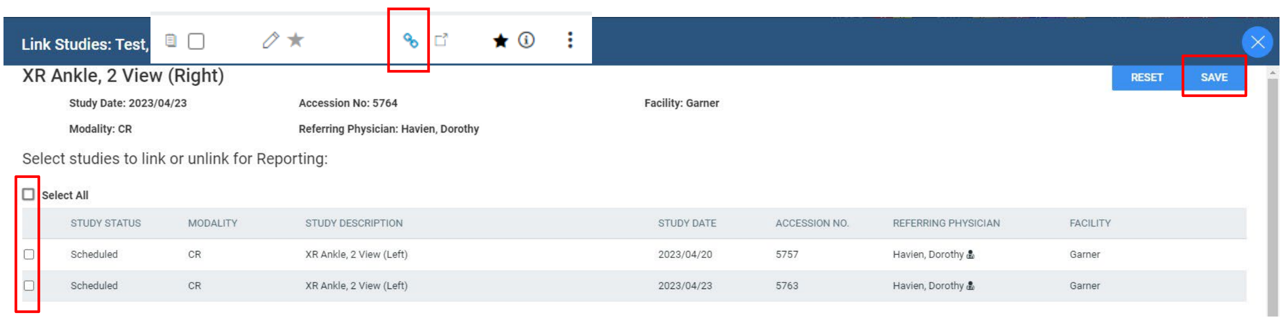


Result: The **Linked Reports** button turns blue to indicate that the study is linked to another study

- Report linking is only available for studies done within 3 ± days of the source study.
- Report linking is not available for reports and studies in Approved, Ordered, Rescheduled, Cancelled or No-Show status.

Unlink reports

1. Select the blue **Linked Reports** button to open the Link Studies window.

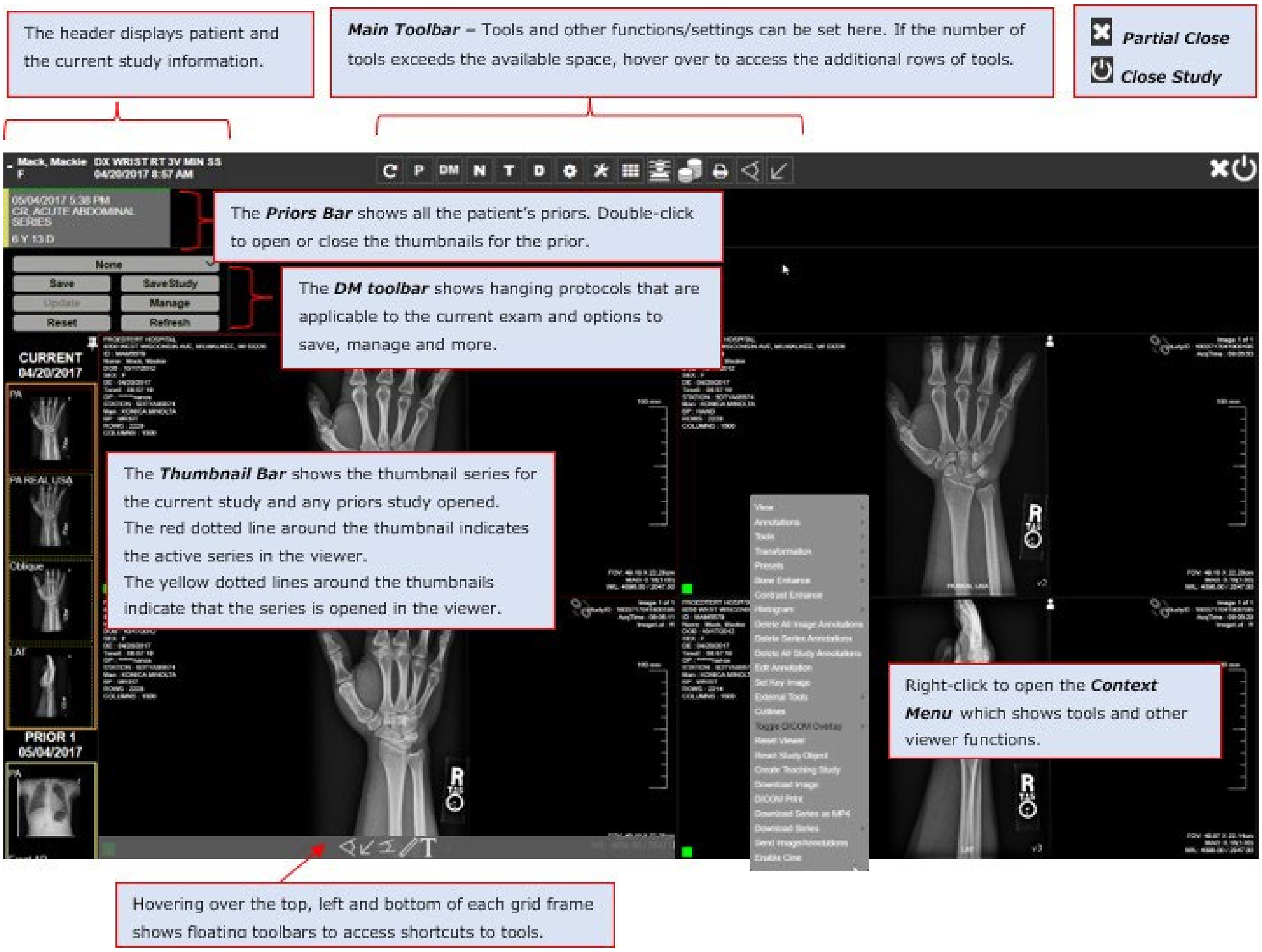


2. Select the studies to unlink, and then select **Save**.

   If studies are unlinked after a report has been finalized, then only the source study will keep the report.

Basic viewer navigation

To open the Exa PACS | RIS viewer, from the worklist, select the **DICOM Viewer** button or double-click on the study.



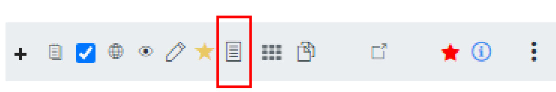
Configure transcription templates

For information on how to configure transcription templates, please see the relevant quick guide or section in the user's manual.

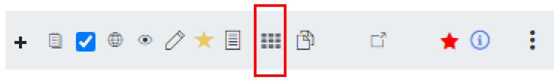
Use transcription templates with Web Trans

1. In **User Settings**, under **Voice Recognition**, select **Dictation (WebTrans)**.
2. To open **Web Trans**, choose from the following methods.

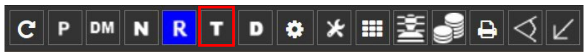
- Select the **transcription** button from the worklist.



- Select the **multipanel** button from the worklist. In the multipanel, the transcription editor is one of the available modules.

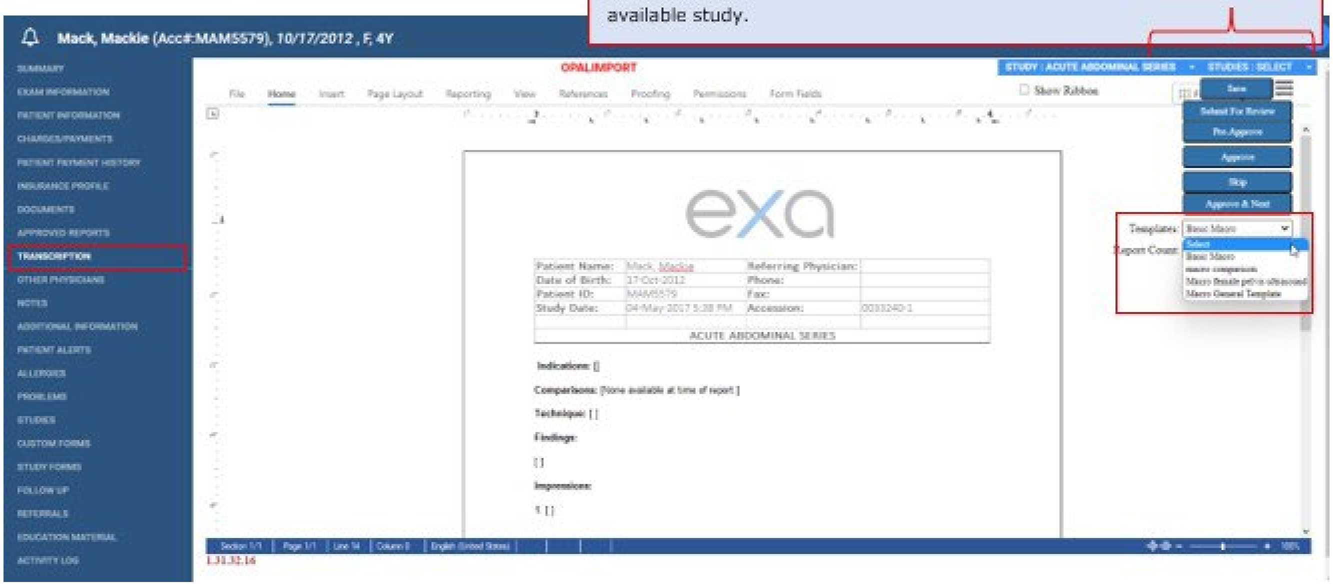


- Select **T** in the viewer main toolbar (this also opens the multipanel).



3. In **Web Trans**, in the **Templates** dropdown list, select a transcription template.
4. Dictate the report and then select one of the options to change the status of the study.

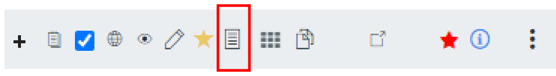
Save - Saves the dictation and changes the study status to ***Draft***.
Submit for Review – Saves the dictation and changes the study status to ***Transcribed***.
Pre-Approve – Saves the dictation and changes the study status to ***Pre-Approved***.
Approve – Saves the dictation and changes the study status to ***Approved***.
Skip – Does not save the current dictation, does not change the current study status and skips to the next available study.
Approve & Next – Approves the current dictation and auto opens the next available study.



Use transcription templates with Exa Trans

1. In **User Settings**, under **Voice Recognition**, select **nVoq (ExaTrans)** or **Dragon (ExaTrans)**.
2. To open **Exa Trans**, choose from the following methods.

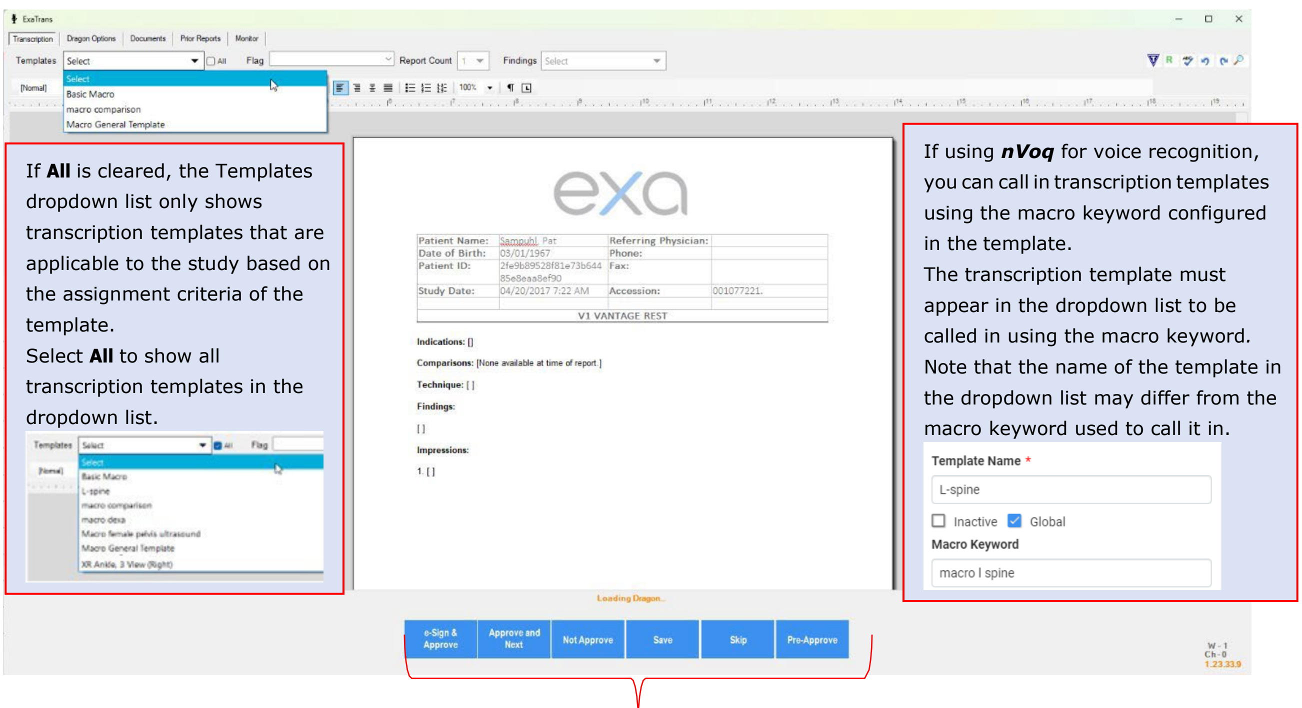
- Select the **transcription** button from the worklist.



- Select **T** in the viewer's main toolbar.

Note: In Viewer Settings, you can also configure Exa Trans to auto open.

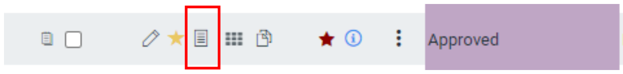
3. In **Exa Trans**, in the **Templates** dropdown list, select a template.



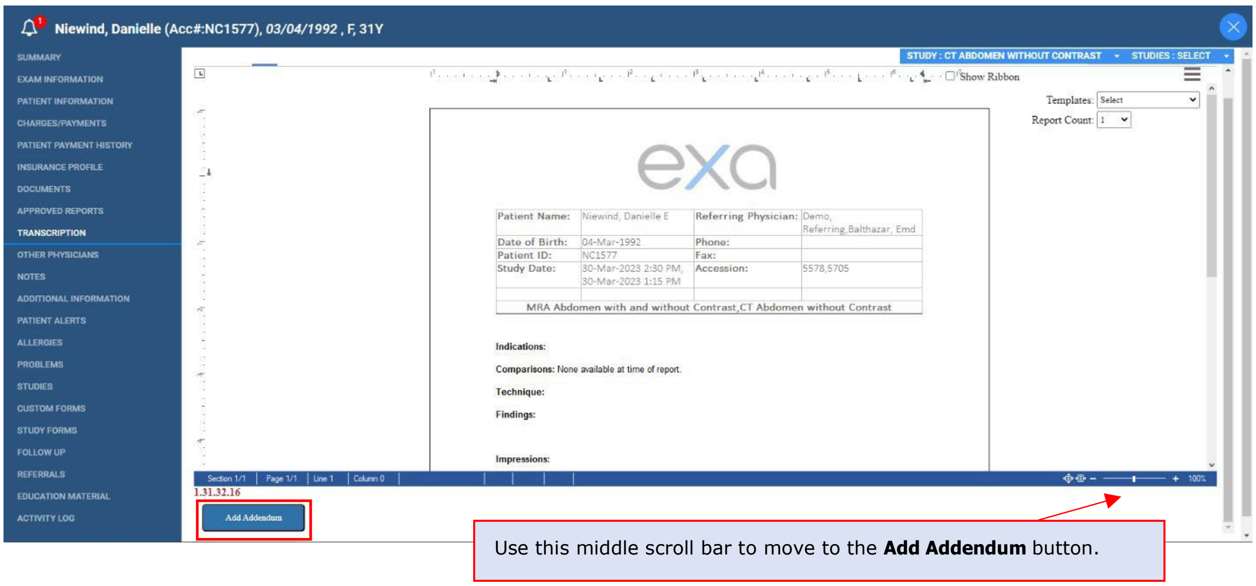
e-sign & Approve – Saves the dictation and changes the study status to Approved.
Approve & Next – Approves the current dictation and auto opens the next available study.
Not Approve – Save the dictation but leaves the study in Unread status.
Save - Saves the dictation and changes the study status to Draft.
Skip – Does not save the current dictation, does not change the current study status and skips to the next available study.
Pre-Approve – Saves the dictation and changes the study status to Pre-Approved.

Add an addendum in Web Trans

1. Open the transcription editor on an Approved study.

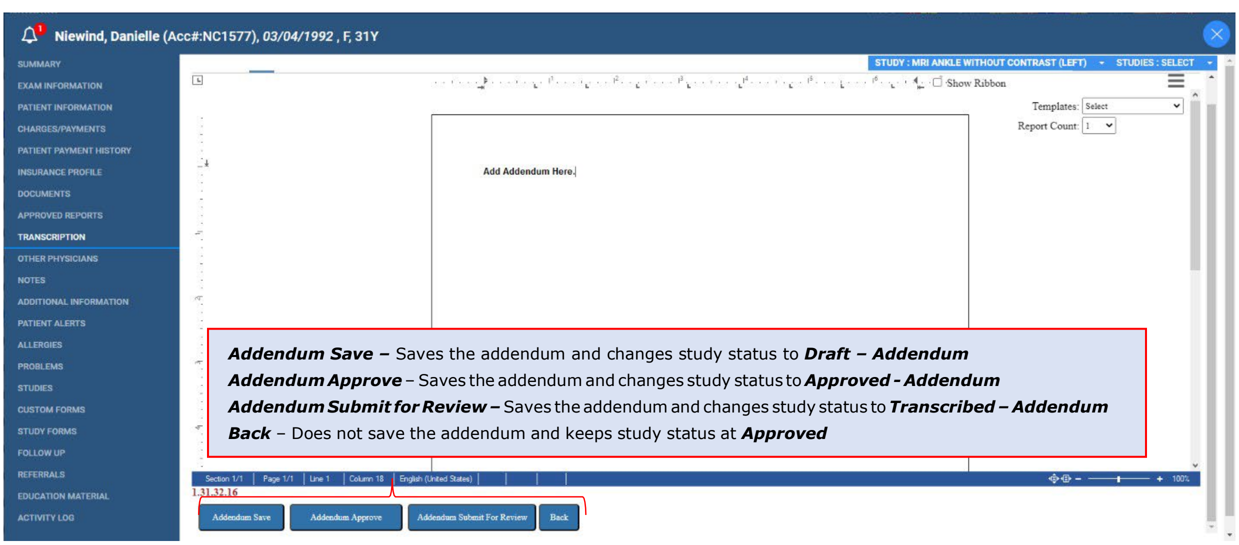


2. Use the middle scroll bar to move down to the **Add Addendum** button.



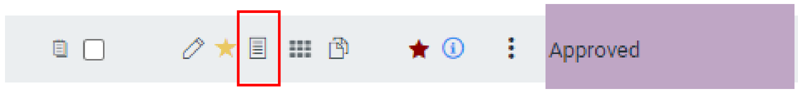
3. Select **Add Addendum** to open a blank window and add the addendum in the blank window.
4. Select one of the status options at the bottom of the window.

   Note: transcription templates can be used in addendums.

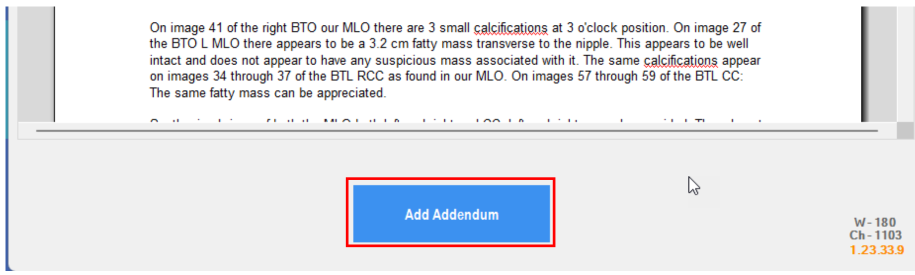


Add an addendum in Exa Trans

1. Open **Exa Trans** on an Approved study.



2. Select **Add Addendum** and then add an addendum.



3. Select **Addendum Approve** or **Addendum Save.**