

Exa® PACS|RIS

Feature Summary

Version 35.0.1 or Later

Technologist Overview

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Locate today's schedule

Prerequisite: Create a "TODAY" Filter. Please see feature summary "End User Overview."

From the Worklist:

1. Burger menu > Worklist.

Worklist

PRE ORDERS QC ALL STUDIES **TODAY**

STATUS ACCOUNT NO. ACCESSION NO.

STATUS	ACCOUNT NO.	PATIENT	DOB	ACCESSION NO.
Scheduled	nuct1002	Nuckols, Thomas	08/18/1988	1075
Check-In	test1056	Test, Test1 Merge	01/01/2022	989

Create a filter for the day's checked-in exams only, at your facility and modality. (See "Creating Filters" Quick Guide).

--OR--

From the Schedule Book:

Burger menu > Schedule

Schedule Book

RADIOLOGY **FACILITY: HODORVILLE** MYFACILITY FILTER FIND SLOTS WALK-IN APPOINTMENT QUICK BLOCK

FRIDAY, MAY 19, 2023 7:03 PM CDT (-05:00) MAY 19 2023 SET NO-SHOWS TODAY PREV NEXT

H-XRAY (Hodor) H-US (Hodor) H-MG (Hodor) H-CT (Hodor) H-MR (Hodor)

Select **Facility** and select a facility in the dropdown list.

Select **TODAY** to open the current day on the schedule book

TEST NICOLE 01/01/2000(23Y&4M) F 03:25 03:40

2. From the worklist or schedule book, double-click the checked-in study to open the technologist screen.

Worklist

Worklist

PRE ORDERS QC ALL STUDIES **TODAY**

STATUS PATIENT DOB ACCESSION NO.

STATUS	PATIENT	DOB	ACCESSION NO.
Scheduled	nuct1002	Nuckols, Thomas	08/18/1988
Check-In	test1056	Test, Test1 Merge	01/01/2022

Double-click

--OR--

Schedule book

Double click on "Checked-In" study to open the tech screen.
(*Hover over study to see a pop-up with study overview).

3. In the Technologist screen:

- Verify and add all information based on your company's standards.
- Select **Tech Start** when the patient enters the imaging room.
- Select **Tech End** when imaging is completed.
- Select **Unread** when the study is ready for reading by a Radiologist or Physician.
- o Verify images prior to marking Unread.

988

Appointment Type: MR MRI Chest w/ contrast

Body Part: Select

Orientation: Select

Scheduled Date: 03/10/2023 2:00 PM CST

Duration: 15 / 15 minutes

Location: Hodonville

Modality Room: H-MR

Referring Physician: Andrews, Nancy DO

Ordering Physician: Andrews, Nancy DO

Reading Physician: Select Reading Physician

Attorney: Select Attorney

Technologist: Test, Technologist

Accession no's listed under patient name.

Tech Start to start study.
Tech Pause when patient needs a break.
Tech End when imaging is completed and sent.

Select to view alert description.

SAVE

TECH START TECH PAUSE TECH END UNREAD

To view screen, select patient name. Icon opens patient chart.

Click to edit appointment

Macro Notes can be used for "canned" information.

Add Study Notes. These notes will be viewable under the icon in the EXA Viewer toolbar.

View, scan or upload documents. It is recommended to select "Show All Documents"

View a list of prior studies

View, add or edit electronic study forms. These can be saved to "Documents" tab.

Select Macro Note

Study Notes Schedule Notes Patient Notes Reason for Study

Documents

Studies

Study Forms

Add Charges

Add CPT/NDC codes as needed.

ABORT

Aborts the exam (ex: for claustrophobia)

Technologist will auto populate after **TECH START**. You can modify it for each study and add **Additional Technologists**

4. Worklist shortcut menu options



Worklist | TASKS 3 0 | STAT

PRE ORDERS | QC | ALL STUDIES | **TODAY**

STATUS | ACCOUNT NO. | PATIENT | DOB

Check-In | TesN1007 | Test, Nicole | 03/01/2000

Context Menu Options:

- Schedule Appointment
- Edit Study
- Patient Information
- Change Status
- Exam
- Actions
- Stat
- Priority
- Attach Files
- DICOM Upload
- Log
- Call Log
- Link Patient

Descriptions:

- Set no-shows, cancel, merge/split, or reset study
- Flags and critical findings
- Scan or upload documents directly into the viewer
- Link patient studies for overread
- Go to Tech screen
- Hover over **Change Status** and select a study status.
- Select Stat level
- Scan or upload documents. (Be sure to select "Show All Documents").
- Send an unread study for outside overread