

Exa® PACS|RIS

Feature Summary

Version 35.0.1 or Later

Transcriptionist Overview

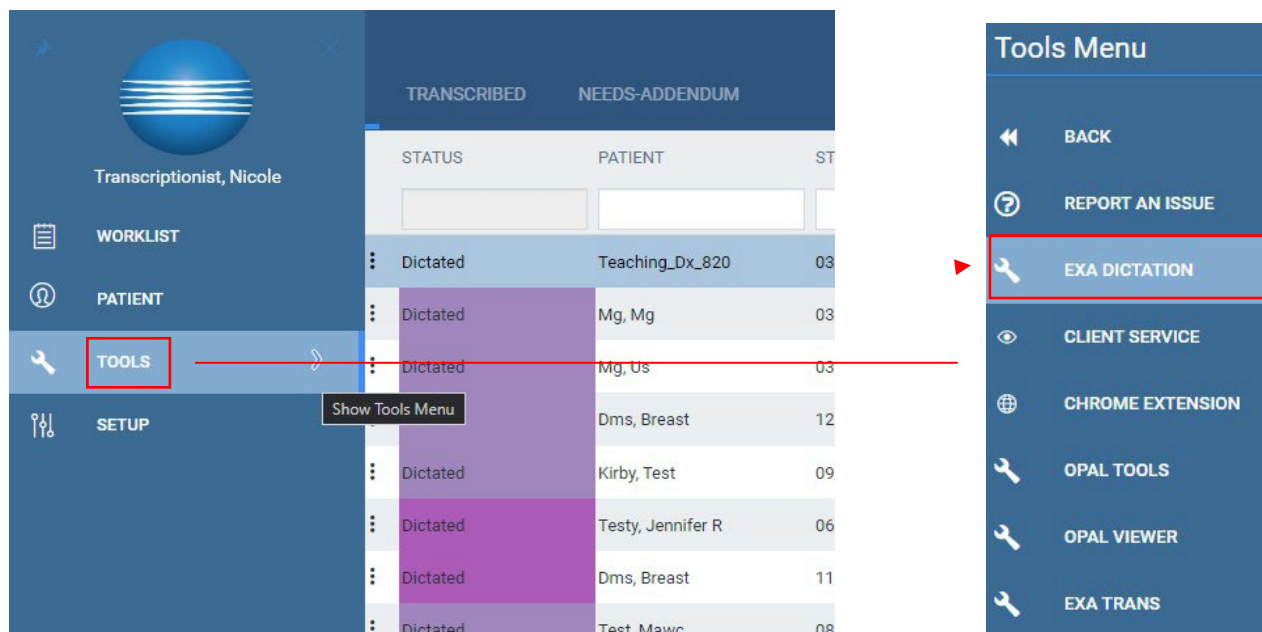
The Exa transcription workflow follows a standard study status progression:

Unread → Dictated → Transcribed → Approved

This guide describes the transcription workflow, including how to configure the workstation and user settings, and how to transcribe reports and update study statuses.

Download Exa Dictation

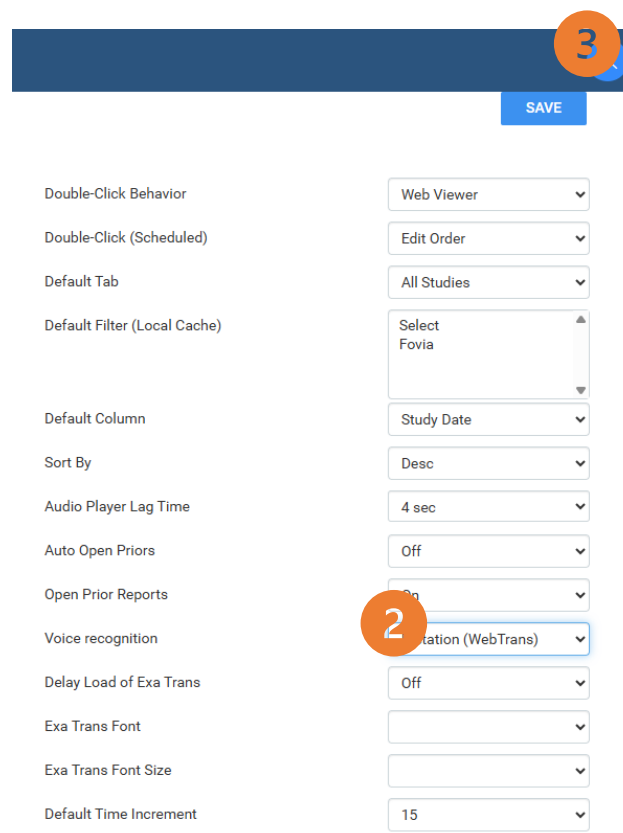
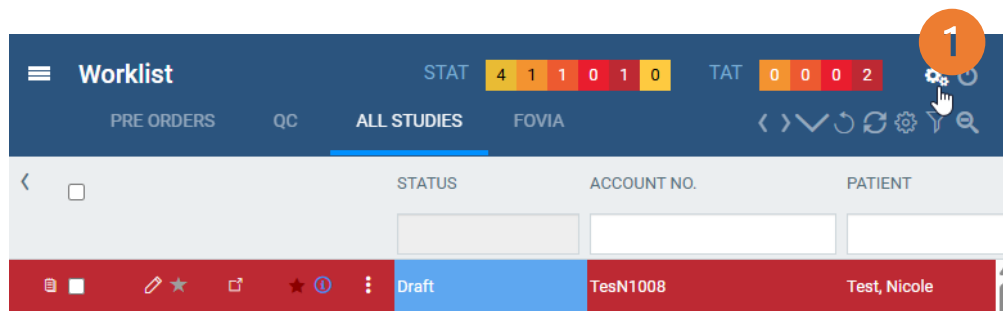
Download Exa Dictation by selecting **Burger** > **TOOLS** > **EXA DICTATION**.



User settings

Set Web Trans as your default voice recognition application:

1. Select **Settings > User Settings**.
2. Under **Voice Recognition** select **Dictation(WebTrans)**.
3. Select **SAVE**.



Transcribe a study

1. On the worklist, select the **DICTATED** filter.

Note: To create worklist filters, see the Quick Guide or “Configure a User Worklist Filter” in the user’s manual.

2. To open the dictation and transcription editor, select the transcription button on a study row.

Worklist						
ALL STUDIES DICTATED TRANSCRIBED NEEDS-ADDENDUM						
	STATUS	PATIENT	STUDY DATE	ACCOUNT NO.	DOB	
	Dictated		03/24/2022 11:05 AM EDT	Swm08PU7Jv9xdR8K	11/21/1944	
	Dictated		03/25/2021 9:06 AM EDT	MG135	01/01/1900	
	Dictated	Mg, Us	03/18/2021 10:12 AM EDT	NCCC858585	01/01/1960	
	Dictated	Dms, Breast	12/10/2020 8:59 AM EST	1069MARK	03/25/1980	
	Dictated	Kirby, Test	09/08/2020 1:43 PM EDT	19560917	09/17/1956	
	Dictated	Testy, Jennifer R	06/15/2020 11:20 PM CDT	123456789	03/25/1988	
	Dictated	Dms, Breast	11/18/2019 3:02 PM CST	1069MARK	03/25/1980	
	Dictated	Test, Mawc	08/15/2018 9:15 AM EDT	MAWC1	03/25/1988	
	Dictated	Talley, Ruth	02/14/2018 11:16 AM EST	067706	04/11/1980	
	Dictated	Mg, Mg	12/03/2014 2:39 PM EST	NCCA191919	02/02/1950	
	Dictated	Testy, Jennifer R	05/27/2014 3:44 PM EDT	123456789	03/25/1988	

3. Locate the recorded dictation and select play.

FILE HOME INSERT PAGE LAYOUT REPORTING VIEW PROOFING PERMISSIONS Show Ribbon

STUDY: LT SHOULDER

Save

Submit For Review

Pre-Approve

Approve

Skip

Approve & Next

Templates: Normal X-Ray

Report Count: Select Cheryl test trans template DEM Cervical Spine 2 DEM MRI Cervicle Spine Normal X-Ray TROOPER XR FOOT XRAY HAND

KONICA MINOLTA Medical Imaging

Patient Name: Teaching Dx 820 Patient ID: Swm08PU7Jv9xdR8K

Referring Physician: LT SHOULDER Date of Birth: 21-Nov-1944

Procedure: LT SHOULDER Date of Study: 24-MAR-2022 11:05 AM

Indication: []

Technique: []

Comparison: []

Findings: []

Impression: []

1.26.32.15

Section 1/1 Page 1/1 Line 20 Column 15 English (United States)

Play dictation/voice recording

00:00:00 STOPPED

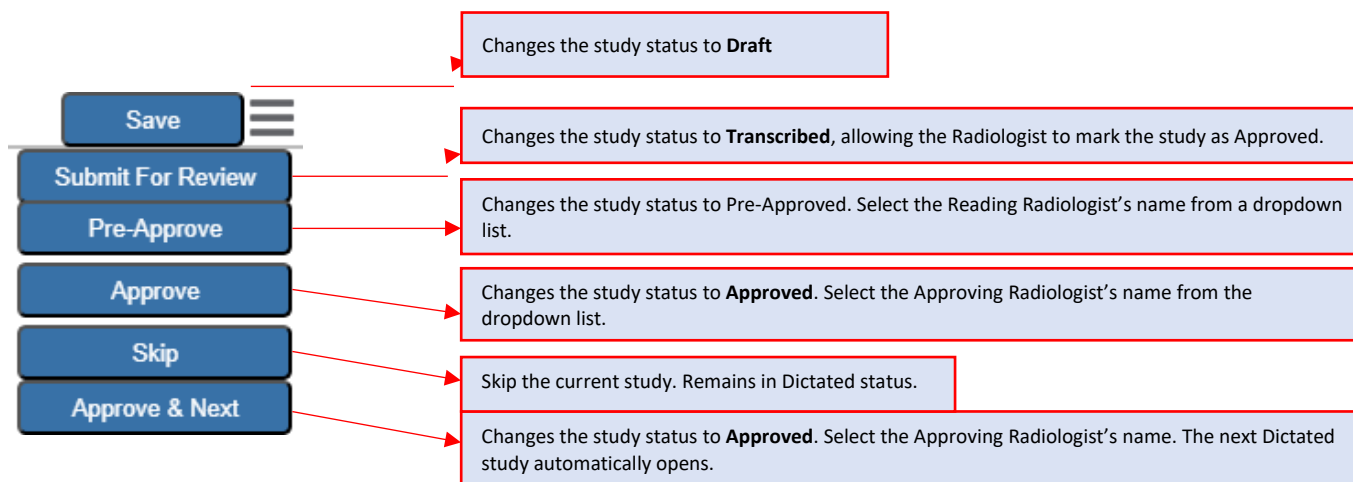
4. Select a transcription template from the dropdownlist.

Note: To create a transcription templates, see the Quick Guide or “Add a Transcription Template “ in the user’s manual.

5. Enter manual transcription. See brackets [] within the template to enter relevant text.

Submit a transcription

1. In the upper-right corner of Web Trans, select a button based on your Radiologist’s workflow.



Add an addendum to an approved study

After approval, you cannot edit transcriptions. However, you can add an addendum to correct mistakes or insert new information.

1. Select the **Transcription** button on an approved study or of the “DICTATED/ADDENDUM” study (depending upon your Radiologist’s workflow) to re-launch transcription.
2. Drag the middle scroll bar down to see the add addendum button in the lower-left corner.
3. Select **Add Addendum**.
4. Listen to the dictated addendum to be transcribed, and manually enter the addendum.
5. Select **Addendum Save**, **Addendum Approve**, **Addendum Submit For Review**, or **Back**, based on your Radiologist’s workflow.

The screenshot displays the Exa-PLATFORM interface for a study titled "STUDY : SCREENING MAMMOGRAPHY BILATERAL". The main content area shows patient information and technical details. A callout box points to the middle scroll bar on the right side of the interface, indicating its use for locating the "Add Addendum" button. The "Add Addendum" button is highlighted in the bottom-left corner of the interface.

OPALIMPORT STUDY : SCREENING MAMMOGRAPHY BILATERAL STUDIES : SELECT

Templates: Select Report Count: 1

1

KONICA MINOLTA
EXA

Patient Name: Test, Hayleerose	DOB: 23-Feb-1980
Patient ID: TesH1018	Accession #: 222
Referring Physician: Ref - Name, Jenn	
Other Physicians: Dr Doctor Testing	Cheryl Doctor
Study Date: 29-Sep-2022 1:30 PM	Study Performed: SCREENING MAMMOGRAPHY BILATERAL

Tech comments:

INDICATIONS:

TECHNIQUE: Magnetic resonance imaging of the cervical spine is submitted with standard protocol sagittal and axial T1, T2, and/or gradient echo sequences, no IV contrast administered. Exam performed on

COMPARISON: None

FINDINGS:

The cervical cord appears normal in its size and signal characteristics.

The C2-3 discs are

Section 1/1 Page 1/2 Line 1 Column 0 English (United States)

1:26:32.15

Add Addendum

Addendum Save Addendum Approve Addendum Submit For Review Back

00:00:00 STOPPED

Middle scroll bar for locating the Add Addendum button