Exa® PACS/RIS

Feature Summary

SDE Templates and Settings

Enable SDE report templates for clinical workflow

1. In **User Settings**, under **Voice Recognition**, select **Dictation (WebTrans)**.
2. Select **SAVE**.

Configure opening of images and the SDE report template

1. In **Viewer Settings**, install **Chrome_Multi-Monitor Extension**.
2. On the **General** tab, under **Display Settings**, select the **Display1**, **Current**, and **Prior** options.
3. For **Display2**, select **Full Screen**, and in the **Order** dropdown list, select **Transcription**.
   If not available, add it in the Interface tab.

Enable Cardio Viewer and cine loops
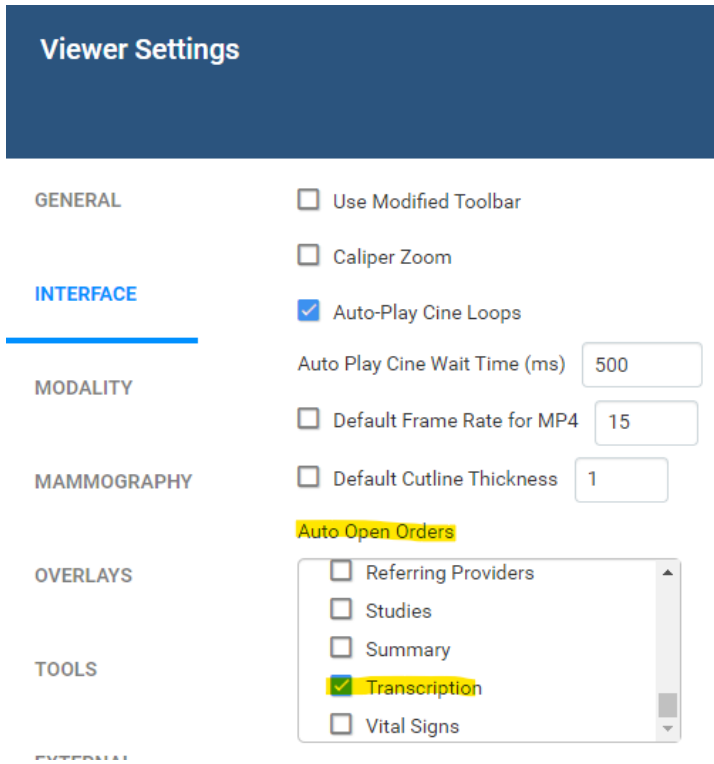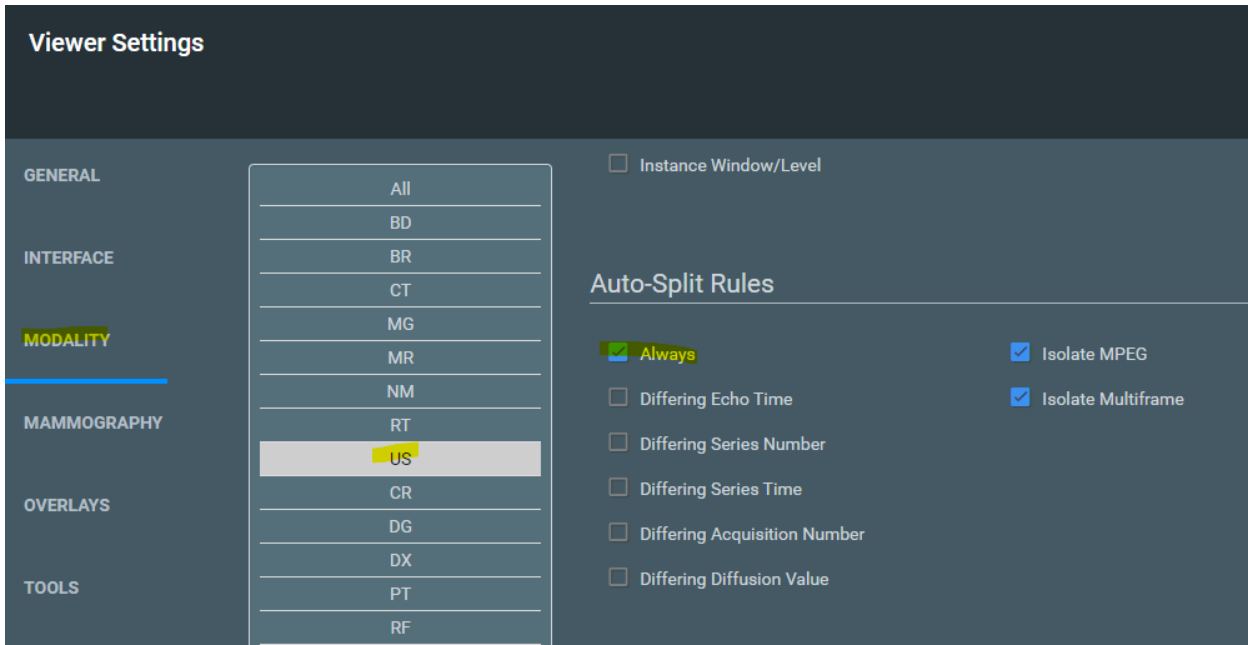
1. In **Viewer Settings**, select **Interface**.
2. Select **Enable Cardio Viewer** and **Auto-Play Cine Loops**.
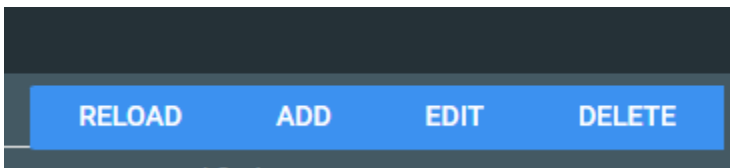
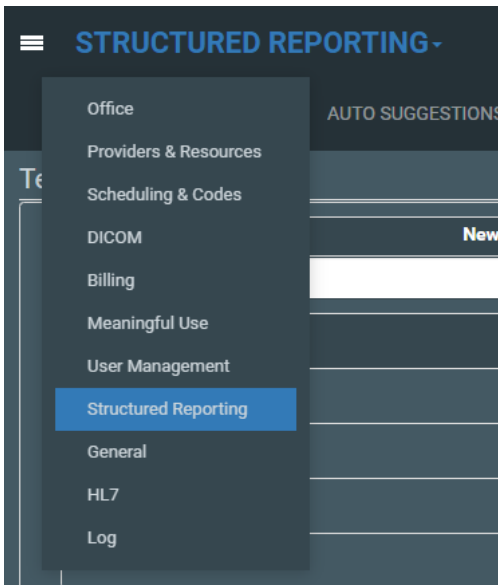

Splitting static images from being stacked images in thumbnails

1. In **Viewer Settings**, select **Modality**.
2. Select the **US** modality.
3. Scroll to the bottom, and under **Auto-Split Rules**, select **Always**.
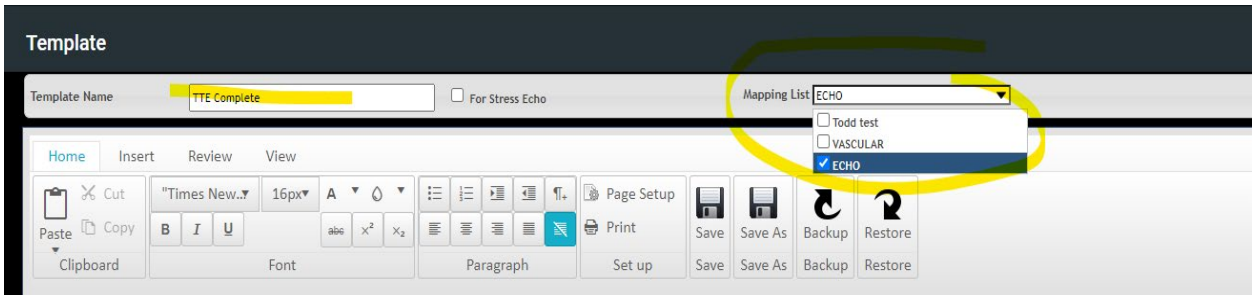4. Select **SAVE**.

Create an SDE template

1. **SELECT** > **OFFICE** > **Structured Reporting** > **ADD**.

2. Type a name for the template (such as Echo Complete, Echo Limited, or Stress Echo).
3. On the **Mapping List** menu, select **ECHO**, and then select **Save**.

The easiest way to create a template is to copy contents from the default template, and then modify them. Begin by adding a table for demographic information from the merge fields.

4. On the default template, select **Edit**.
5. Select the demographic table, copy it (**CTRL+C**), and then close the default template.
6. In the new template, in the top right corner, select **Edit**.
7. Place the cursor on the blank page, paste the table (**CTRL+V**) , and select **Save**.
   - You can skip creating a demographic table if the customer already has transcription templates and wishes to use those demographic headers instead.
   - Those are not visible in the SDE template view. They ONLY appear after the SDE template is approved.
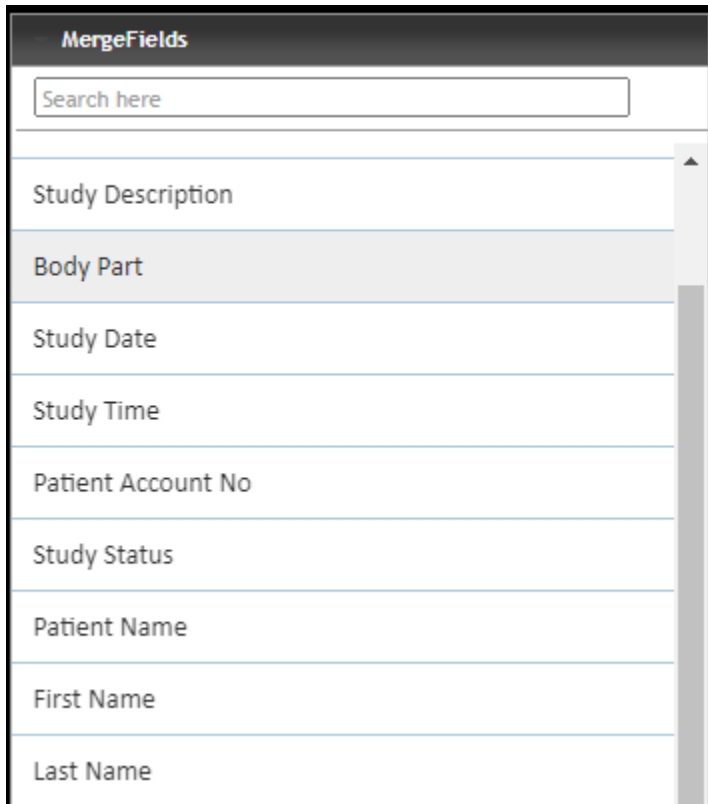8. To edit the contents of the table, right-click it.

9. To add merge fields to the table, in the right pane, select **Merge Fields** from the tree.

10. Find a merge field, and drag onto the table.

Continue until all merge fields are added or removed.

The next steps depend on the customer's preferred template layout. Use the default template as a starting point and work with the customer.

- Some prefer to have the procedural information and other exam details directly under the demographic table
- Some prefer to have the SR Measurement table under the demographics
- Some prefer to add the Exam Findings section under the demographics

The SDE template should be considered step one, and it will take you several edits to configure the layout the way the customer needs.