

# **Exa® PACS/RIS**

# **Workflow Guide**

## **Exa Voice and nVoq**

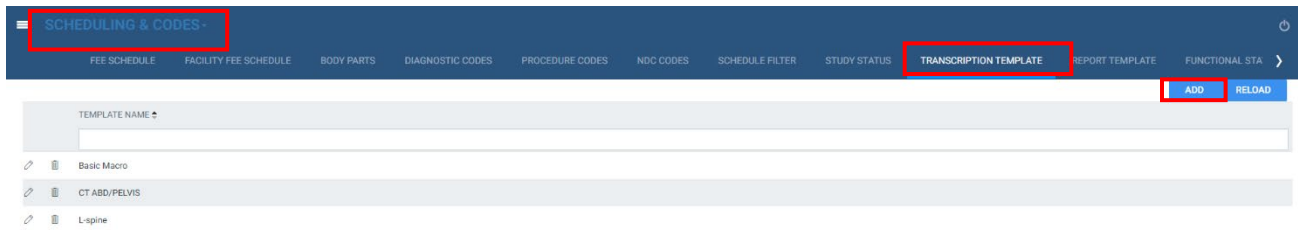
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## Create a transcription template

To use Exa Voice and nVoq, start by creating transcription templates, macros, and a macro keyword.

**☰ > SETUP > OFFICE > Scheduling & Codes > TRANSCRIPTION TEMPLATES > ADD.**

1. Enter a **Template Name (1)**, and then select one or more **Modalities (8)** to define the template's applicability. Further restrict the availability of your template by entering one or more criteria in any of the categories described below.



Template Name \* **1**

Inactive  Global **2**

Macro Keyword **3**

User **4**

Search Appointment Types **5**

Require All Match **6**

Facilities **7**

Modality \* **8**

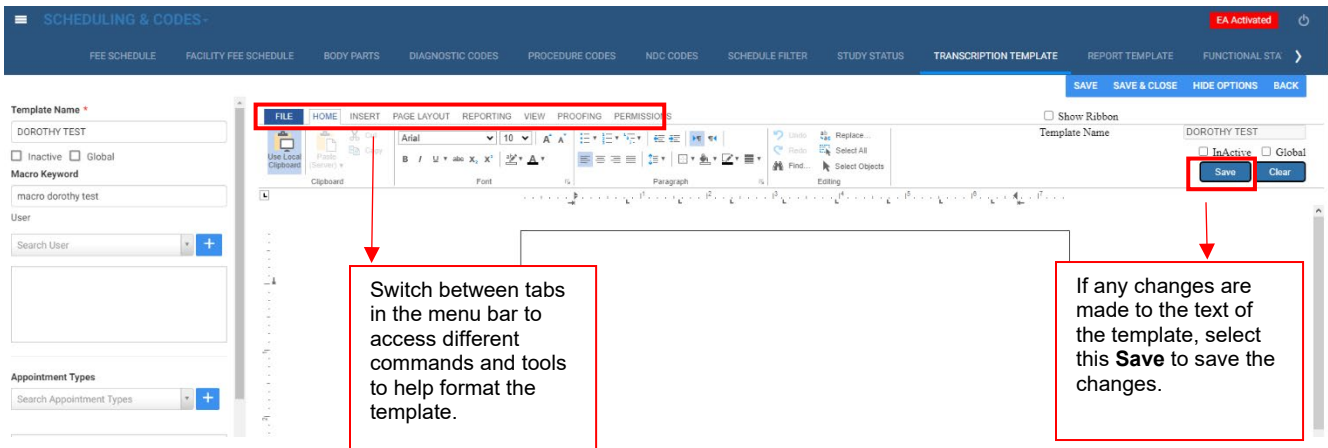
Body Part **9**

Study Description **10**

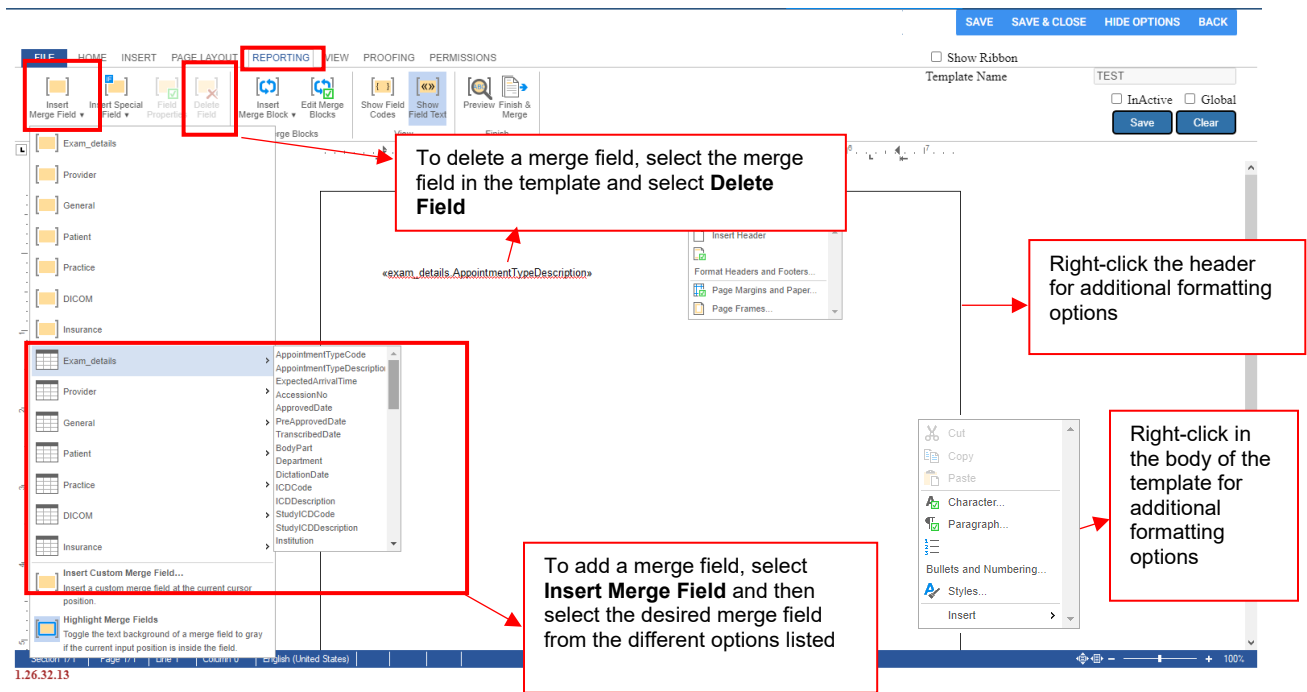
Institution **11**

1. **Template Name** – Type a name for the template.
2. **Inactive** – Select to inactivate the template.  
**Global** – Select to make template available for all users.
3. **Macro Keyword** – Important for Exa Voice: Enter a macro keyword that will be used for the macro/template to be voice recognized and then opened in Exa Trans.  
**TIP:** Add a starter word before the keyword for better recognition. (Example: “macro chest”)
4. **User** – Restricts availability of the template to the users you select.
5. **Appointment Types** – Restricts availability of the template to studies with the appointment types (CPT codes) you select.
6. **Require All Match** – Restricts availability of the template to users and studies that match all the criteria.
7. **Facilities** – Restricts availability of the template to facilities you select.
8. **Modalities** – Restricts availability of the template to studies with the modalities you select.

2. Select **SAVE** to open the template editor.

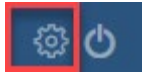


3. To add merge fields to the template select **Reporting > Insert Merge Field**



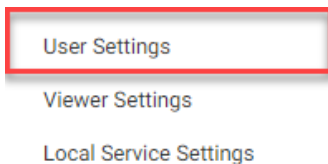
## Exa Voice settings

1. On the worklist, select the **Settings** button.



Settings button

2. Select **User Settings**.



3. Under **Voice Recognition**, select **nVoq (ExaTrans)**.



4. Select **Save**.

5. Refresh the browser, or sign out of Exa PACS/RIS and sign back in.

## Using a microphone

The following button commands are supported on the Philips SpeechMic and Nuance PowerMic.

**Recording:** Configure in the Exa Trans config file (see later in this document).

- **On/Off** – Press the record button repeatedly to turn recording ON and OFF.
- **Hold for Record/Deadman Switch** – Hold the record button to record, release to stop.

**Bracket/Variable Navigation:** The buttons for these commands are currently hardcoded.

- **Next Field/Variable**
- **Previous Field/Variable**



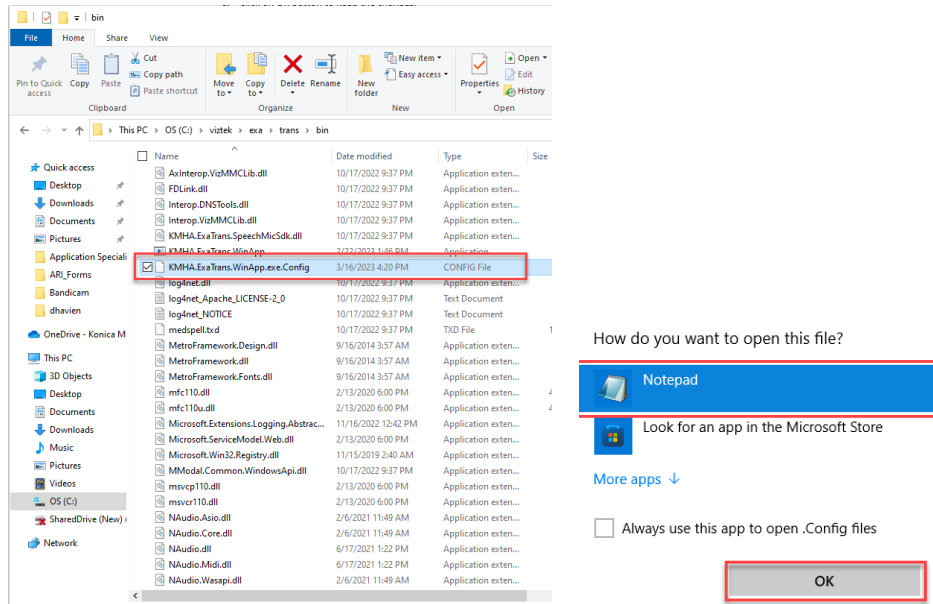
**Approve** and **Approve & Next**: The buttons for these commands are currently hardcoded but can be enabled/disabled in the Exa Trans config file.

- **Approve** – Press to change the study status to Approved.
- **Approve & Next** – Press to change the study status to Approved and then open the next study on the worklist.

## Configuring options in KMHA.ExaTrans.WinApp.exe

1. Open the config file in Notepad.

**C:\viztek\exa\trans\bin\KMHA.ExaTrans.WinApp.exe**



2. See procedures below to configure options in the file.

## Microphone record button

You can configure the microphone Record button to toggle on/off, or to Hold to Record. Open the following file in Windows Notepad (replace C: with the correct drive, if necessary).

Change the **HoldRecord** value as follows:

- 0 Toggle on/off. **(default)**
- 1 Hold to Record/Deadman Switch



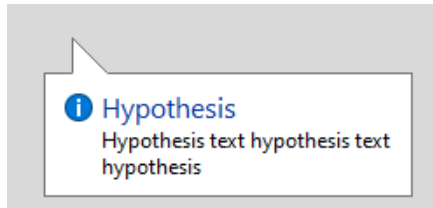
```

KMHA.ExaTrans.WinApp.exe.Config - Notepad
File Edit Format View Help
<add key="getFinalPrelimReport" value="/getFinalPrelimReport" />
<add key="getAllTranscriptionTemplate" value="/getAllTranscriptionTemplate" />
<add key="getProvidersList" value="/getProvidersList" />
<add key="getTranscriptionDetails" value="/getTranscriptionDetails" />
<add key="updateStudyInfo" value="/api/ext/study_info" />
<add key="unlock" value="/unlockTranscription" />
<add key="getTransTemplatesByModalityBP" value="/getTransTemplatesByModalityBP" />
<add key="getAllStudyFlags" value="/getAllStudyFlags" />
<add key="transcriptionUpdateStudyFlag" value="/updateStudyFlagInStudies" />
<add key="getFlagsForStudy" value="/getFlagsForStudy" />
<add key="PowerMicNextVarVil" value="0" />
<add key="getAllFlags" value="1" />
<add key="AutoScrollIt" value="1" />
<add key="DragDropText" value="0" />
<add key="CheckFlagBeforeApprove" value="0" />
<add key="ValueSkip" value="0" />
<add key="TransloadNextStudy" value="1" />
<add key="IncludeInIndex" value="0" />
<add key="IncludeInLayers" value="0" />
<add key="MicOnOff" value="0" />
<add key="getAllFindings" value="/criticalFindings" />
<add key="transcriptionUpdateStudyFindings" value="/updateCriticalFindingsInStudies" />
<add key="getFindingsForStudy" value="/criticalFindingsInStudies" />
<add key="DateFormat" value="MM/dd/yyyy" />
<add key="NoAccountID" value="/SCMServices/rest/accounts" />
<add key="NoOrgOrganizationID" value="/SCMServices/rest/organizations" />
<add key="ViewHypothesisText" value="1" />
<add key="PrintHypothesisText" value="1" />
<add key="HoldRecord" value="0" />
<add key="LockInLock" value="/lockInLockTranscription" />
<add key="BufferMilliseconds" value="300" />
<add key="NumberOfBuffers" value="10" />
<add key="SilencePacketInterval" value="2000" />
<add key="MacroDelayInterval" value="5000" />
<add key="PauseDelayInterval" value="200" />
<add key="PauseRecordingTimeout" value="20" />
<add key="ApproveOnMic" value="Off" />
<add key="GetLockTranscription" value="/getLockTranscription" />
<add key="GetAllModalities" value="/modalities" />
<add key="DeleteReportTemplate" value="/deleteReportTemplate" />
<add key="GetViewerToolsConfig" value="/getViewerToolsConfig" />
<add key="KeepDelimiters" value="false" />
<add key="RequireEnableApprovals" value="false" />
<add key="UserDic" value="" />
<add key="ScreenName" value="\\.\DISPLAY4" />

```

## Hypothesis text display and pinning

Hypothesis text appears almost immediately after speaking.



Configure display and pinning as follows.

```

KMHA.ExaTrans.WinApp.exe.Config - Notepad
File Edit Format View Help
<add key="GetTranscriptionDetails" value="/getTranscriptionDetails" />
<add key="updateStudyInfo" value="/api/ext/study_info" />
<add key="unlock" value="/unlockTranscription" />
<add key="getTransTemplatesByModalityBP" value="/getTransTemplatesByModalityBP" />
<add key="getAllStudyFlags" value="/getAllStudyFlags" />
<add key="transcriptionUpdateStudyFlag" value="/updateStudyFlagInStudies" />
<add key="getFlagsForStudy" value="/getFlagsForStudy" />
<add key="PowerMicNextVarV11" value="0" />
<add key="GetAllFlags" value="1" />
<add key="AutoScrollTx" value="1" />
<add key="DragDropText" value="0" />
<add key="CheckFlagBeforeApprove" value="0" />
<add key="ValueSkip" value="0" />
<add key="TransLoadNextStudy" value="1" />
<add key="IncludeUnderscore" value="0" />
<add key="IncludePlayer" value="0" />
<add key="MicOnOff" value="0" />
<add key="getAllFindings" value="/criticalFindings" />
<add key="transcriptionUpdateStudyFindings" value="/updateCriticalFindingInStudies" />
<add key="getFindingsForStudy" value="/criticalFindingInStudies" />
<add key="DateFormat" value="MM/dd/yyyy" />
<add key="nVoqAccountUrl" value="/SCVmcServices/rest/accounts" />
<add key="nVoqOrganizationUrl" value="/SCVmcServices/rest/organizations" />
<add key="ViewHypothesisText" value="1" />
<add key="PinHypothesisText" value="1" />
<add key="HoldRecord" value="0" />
<add key="LockUnlock" value="/lockUnlockTranscription" />
<add key="BufferMilliseconds" value="300" />
<add key="NumberOfBuffers" value="10" />
<add key="SilencePacketInterval" value="2000" />
<add key="MacroDelayInterval" value="5000" />
<add key="PauseDelayInterval" value="200" />
<add key="PauseRecordingTimeout" value="20" />
<add key="ApproveOnMic" value="Off" />
<add key="GetLockTranscription" value="/getLockTranscription" />
<add key="GetAllModalities" value="/modalities" />
<add key="DeleteReportTemplate" value="/deleteReportTemplate" />
<add key="GetViewerToolsConfig" value="/getViewerToolsConfig" />
<add key="KeepDelimiters" value="False" />
<add key="RequireEnableApprovals" value="False" />
<add key="UserDic" value="" />
<add key="ScreenName" value="\\.DISPLAY4" />
</appSettings>
<system.web>
  <membership defaultProvider="ClientAuthenticationMembershipProvider">

```

### ViewHypothesisText

- 1 **Show** hypothesis text in Exa Trans (**default**)
- 0 **Hide** hypothesis text in Exa Trans

### PinHypothesisText

- 1 **Pin**: Hypothesis text pins to the left side of the Exa Trans window (**default**)
- 0 **Unpin**: Hypothesis text moves with the cursor



## Approve and Approve & Next microphone button

```

KMHA.ExaTrans.WinApp.exe.config - Notepad
File Edit Format View Help
<add key="getFinalPrelimReport" value="/getFinalPrelimReport" />
<add key="getAllTranscriptionTemplate" value="/getAllTranscriptionTemplate" />
<add key="getProvidersList" value="/getProvidersList" />
<add key="getTranscriptionDetails" value="/getTranscriptionDetails" />
<add key="updateStudyInfo" value="/api/ext/study_info" />
<add key="unlock" value="/unlockTranscription" />
<add key="getTransTemplatesByModalityBP" value="/getTransTemplatesByModalityBP" />
<add key="getAllStudyFlags" value="/getAllStudyFlags" />
<add key="transcriptionUpdateStudyFlag" value="/updateStudyFlagInStudies" />
<add key="getFlagsForStudy" value="/getFlagsForStudy" />
<add key="PowerMicNextVarV11" value="0" />
<add key="getAllFlags" value="1" />
<add key="AutoScrollTx" value="1" />
<add key="DragDropText" value="0" />
<add key="CheckFlagBeforeApprove" value="0" />
<add key="ValorSkip" value="0" />
<add key="TransLoadNextStudy" value="1" />
<add key="IncludeUnderscore" value="0" />
<add key="IncludePlayer" value="0" />
<add key="MicOnOff" value="0" />
<add key="getAllFindings" value="/criticalFindings" />
<add key="transcriptionUpdateStudyFindings" value="/updateCriticalFindingInStudies" />
<add key="getFindingsForStudy" value="/criticalFindingInStudies" />
<add key="DateFormat" value="MM/dd/yyyy" />
<add key="nVoqAccountUrl" value="/SCVmcServices/rest/accounts" />
<add key="nVoqOrganizationUrl" value="/SCVmcServices/rest/organizations" />
<add key="ViewHypothesisText" value="1" />
<add key="PinHypothesisText" value="1" />
<add key="HoldRecord" value="0" />
<add key="LockUnlock" value="/lockUnlockTranscription" />
<add key="BufferMilliSeconds" value="300" />
<add key="NumberOfBuffers" value="10" />
<add key="SilencePacketInterval" value="2000" />
<add key="MacroDelayInterval" value="5000" />
<add key="PauseDelayInterval" value="200" />
<add key="PauseRecordingTimeout" value="20" />
<add key="ApproveOnMic" value="0" />
<add key="GetLockTranscription" value="/getLockTranscription" />
<add key="GetAllModalities" value="/modalities" />
<add key="DeleteReportTemplate" value="/deleteReportTemplate" />
<add key="GetViewerToolsConfig" value="/getViewerToolsConfig" />
<add key="KeepDelimiters" value="False" />
<add key="RequireEnableApprovals" value="False" />
<add key="UserDic" value="" />
<add key="ScreenName" value="\\.\DISPLAY4" />

```

### ApproveOnMic

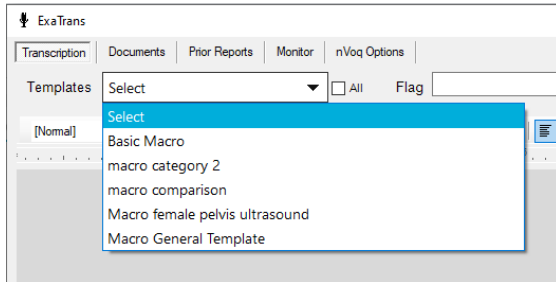
Off Microphone buttons do not trigger Approve and Approve & Next **(default)**

On Microphone buttons trigger Approve and Approve & Next

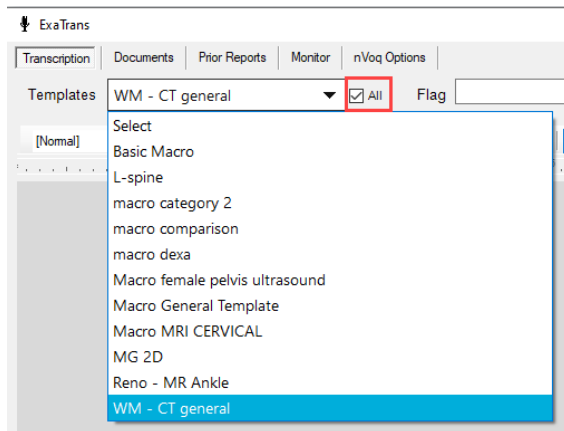
## nVoq

### Call in transcription templates and macros

The Templates dropdown list contains transcription templates and macros that are applicable to the current study. You can use a macro keyword to open a template or macro only if it appears in the dropdown list.



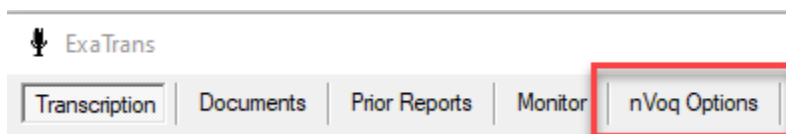
You can select **All** to show all available templates and macros in the dropdown list (and make them available to open using a macro keyword).



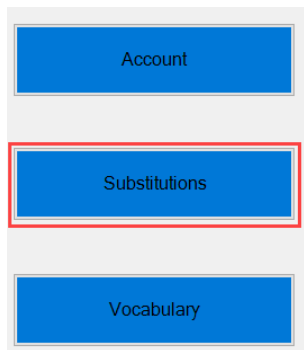
### Substitutions

You can configure substitutions to customize how text is returned and displayed in a dictation such as an abbreviation, acronym or macro.

1. In **Exa Trans**, select **nVoq Options**.



2. Select **Substitutions**.



3. Add a new substitution as follows.

Enter what the user will say in the dictation

Spoken mammo

Description

Written mammography

Enter what will be displayed when the Spoken word/phrase is said in the dictation

Save Clear

4. Select **Save**.

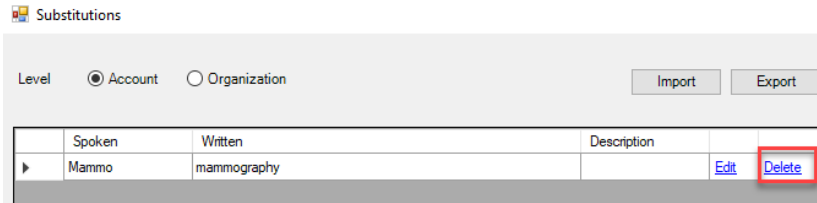
To **Edit** an existing substitution, select **Edit**.

Substitutions

Level  Account  Organization Import Export

	Spoken	Written	Description	
▶	Mammo	mammography		<a href="#">Edit</a> <a href="#">Delete</a>

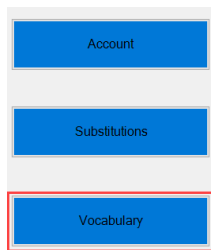
To **Delete** an existing substitution, select **Delete**.



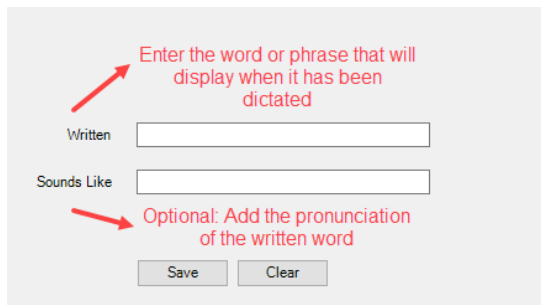
## Vocabulary

You can add vocabulary for better recognition of proper names, places, product names, and other uncommon words.

1. Select **nVoq Option > Vocabulary**.



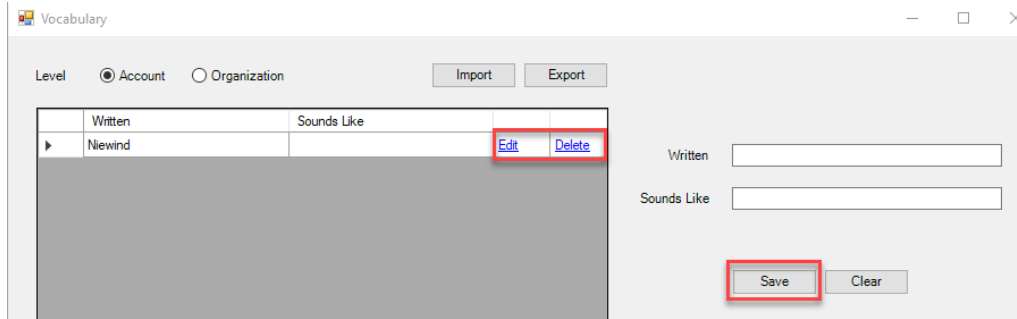
2. Add vocabulary items as follows.



3. Select **Save**.

Select **Edit** to edit an existing vocabulary entry

Select **Delete** to delete an existing vocabulary entry



## Dictation Commands

The following tables describe available commands for nVoq.

### Navigation and Formatting

Say this...	To do this...
Next field	Moves the cursor to the next bracket
Previous field	Moves the cursor to the previous bracket
New line OR Next line	Adds a line one line down
New paragraph	Adds a new paragraph (line)
Letter or Capital	Capitalizes the letter
Caps	Capitalizes the first letter of the word
Caps on/caps off	Capitalizes the first letter of all words until caps off is said.
All caps	Capitalizes all letters of the word
All caps on/all caps off	Capitalizes all letters of all words until all caps off is said
Lowercase OR overwrite	Makes the first word of the dictation lowercase
Numeral one period OR one period	Creates a numbered list and capitalizes the first letter of each item
Number next OR next number	Creates a numbered list, capitalizes the first letter or each list item and adds a new line before each list item
Letter next or next letter	Creates a lettered list, capitalizes the first letter of each list item and

	adds a new line before each list item
--	---------------------------------------

**Punctuation**

Say this...	To display this...
Period	.
Comma	,
Colon	:
Semicolon	;
Hyphen, dash, minus sign	-
Question mark	?
Exclamation mark, exclamation point	!
Open paren, open parenthesis	(
Close paren, close parenthesis	)
Open brace, open curly brace	{
Close brace, close curly brace	}
Open bracket, open square bracket	[
Close bracket, close square bracket	]
Less than sign, open angle bracket	<
Greater than sign, close angle bracket	>
Hash sign, number sign, pound sign	#
At sign	@
Asterisk, asterisk sign	*
Ampersand, and sign	&
Tilde sign	~
Forward slash, slash	/
Back slash	\
Double slash	//
Quote, open quote, open double quote, start quote	"
Unquote, close quote, close double quote, end quote	"
Open single quote	'

Close single quote	'
Apostrophe	'
Apostrophe S	's
Percent sign	%
Ellipsis	...
Dollar sign	\$
Equal sign	=
Plus sign	+
Multiplication sign	*
Division sign	÷
Plus or minus sign	±
Underscore sign	_
Vertical bar	
One quarter sign	¼
One half sign	½
Three quarters sign	¾

#### Dates and Times

Say this...	To display this...
March seventeen two thousand twenty-three Or March seventeen twenty twenty-three	March 17, 2023
Three seventeen twenty twenty-three Three <b>slash</b> seventeen <b>slash</b> twenty twenty-three	3/17/2023
Three <b>dash</b> seventeen <b>dash</b> twenty twenty-three	3-17-2023
Two p m	2 p.m.
two thirty a m	2:30 a.m.
Between two p m and five p m	Between 2 p.m. and 5 p.m.
Zero eight hundred hours Oh eight hundred hours	0800 hours
Zero zero twenty two hours Zero zero two two hours	0022 hours

**Numbers, Dollar & Cents**

<b>Say this...</b>	<b>To display this...</b>
One hundred	100
One hundred twenty	120
Three hundred fifty two	352
Point five	0.5
Zero point five	
Seventy five dollars and fifty cents	\$75.50
Roman fifteen (Roman 1-19 available only)	XV