


# IMPAX 6.5.1 Quick Reference: IMPAX Reporting for Radiologists

## Running the Audio Wizard

1. In the details pane, expand the **Text area** bar.
2. In the Report panel, click the **Audio Wizard** button. 
3. To adjust the playback volume, from the Audio Wizard, click **Start Test** and use the slider.
4. When you find a suitable volume, click **Stop Test**.
5. Click **Next**.
6. Click **Start Recording** and read the text provided aloud until a beep is heard.
7. Click **Finish**.


## Dictating a study using IMPAX Reporting: Workflow

1. Start a dictation.
2. In the Reporting options dialog, set the reporting options for the report.
3. To dictate the study, use the dictation and recording controls in the Text area or the controls on the SpeechMike.
4. To add predefined text to the report, use the standard text available in the Standard Text catalog. You can access the text by:
  - Voice commands defined for each standards text
  - Keyboards shortcut, if defined for the standard text
  - Double-clicking on the required standard text
5. To re-use the content from a prior report for the same patient, copy the text from the prior report and paste it into the current report.


6. To spell out unknown expressions such as names, places, and so on, activate spelling mode.
7. For digital dictation, to enable overwrite mode, click **Erase to end**.
8. To stop the dictation and temporarily save, suspend the dictation.
9. To set how the report should be processed when finished dictation, click **EOL**.

EOL

## Setting the reporting options for IMPAX Reporting



1. Access the Reporting options dialog.
2. Under **Exams to include**, select at least one study.
3. To open the Details section, in the Reporting options dialog, click the **Details** drawer menu. 
4. Select the type of dictation workflow: **Typed**, **Digital**, **Offline Speech recognition**, or **Online Speech recognition**.
5. Set the appropriate speech and reporting options.

## Creating personal standard text


1. If the Standard Text catalog is not displayed, click **Show Standard Texts**.
2. Select the folder that you want to create the new standard text in.
3. Click **New Standard Text**. 
4. In the Standard Text dialog, in the code field, type a code.
5. In the Name field, type the name of the standard text.

6. In the Voice command field, type the command.
7. To assist with the voice command type the phonetic entry or to have IMPAX generate the phonetic entry, click **Generate**.
8. Type or dictate the standard text.
9. Apply the appropriate formatting to the text.
10. If defined, select a navigation field and click **Insert field**.
11. Click **OK**.

## Activating spelling mode when dictating in IMPAX Reporting

1. When dictating a report, click **Spelling mode**. 
2. Spell out the word or words you want to add to the report.
3. To exit spelling mode, click **Spelling mode**. 


## Suspending an IMPAX Reporting dictation

1. In the Report panel of the Text area, while dictating a report, click **Suspend**. 

or

In the Finish Reporting dialog, select **Suspend report (and continue later)**. Click **OK**.


## Completing a report or addendum for IMPAX Reporting

1. When finished dictation, on the SpeechMike, press **EOL**.  
or  
In the Text area Report panel, click **EOL**.  

2. Select the appropriate option for finishing the report or addendum and if required, the report reviewer.
3. To help automate the reporting process, select the options you want as defaults when finishing a report or addendum, and click **Set as Default**.
4. Click **OK**.


## Consulting an existing report with IMPAX Reporting

1. Open a study that has an existing report.
2. In the details pane, expand the **Text area** bar.
3. In the Report panel, click one of the three report viewing modes.




## Editing an existing report with IMPAX Reporting

1. Open a study that has an existing suspended or submitted report.
2. In the details pane, expand the **Text area** bar.
3. To edit report content, in the Report panel, click **Edit Report**.  
or  
On the SpeechMike, press **INS/OVR**.
4. To edit the reporting options, in the Text area Report panel, click **Configure report attributes**.  



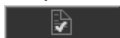


## Adding remarks to a report with IMPAX Reporting

1. Open a study that has an existing report.
2. In the details pane, expand the **Text area**.
3. To open the Report remarks dialog, in the Report panel, click **Report Remarks**.  

4. Add a remark in the bottom pane. Click **OK**.

## Signing off a single report with IMPAX Reporting


1. In the Text area Report panel, consult a non-validated report.
2. If configured for only a single sign-off button, click **Sign**.  

- or  
If configured for two sign-off buttons, click **Partial Validation**  and then click **Full Validation** .

## Signing off multiple reports with IMPAX Reporting


1. Construct a sign-off worklist in the List area.
2. To cycle the selected reports, click **Cycle**.  

3. To sign the current report and advance to the next report, if configured for only a single sign-off button, click **Sign**.  

- or  
If configured for two sign-off buttons, click **Partial Validation**  and then click **Full Validation** .
4. To skip the current report and advance to the next report, click **Next**.

## Sending a report back to the author with IMPAX Reporting



1. Open a study that has an existing report.

2. In the details pane, expand the Text area.
3. In the Report panel, click **Send back to author**.  

4. In the Report remarks dialog, type comments.
5. Click **OK**.

## Creating an IMPAX Reporting addendum for speech recognition workflows

1. Open a study with a validated report.
2. In the Report panel of the Text area, click **New addendum**.
3. In the Reporting options dialog, set the reporting options for the addendum.
4. Dictate or type the addendum.
5. To add predefined text to the addendum, use the standard text available in the Standard Text catalog.
6. To set how the addendum should be processed, when finished dictation, click **EOL**.  


## Printing a report with IMPAX Reporting

1. Open a study that has an existing report.
2. In the details pane, expand the **Text area** bar.
3. To print directly to the default printer, in the Report panel, click **Print to default printer**.  

- or  
To select the printer, in the Report panel, click **Prompt for printer**.  

  - a. Select the printer you want to print to.
  - b. Click **Print**.