

The 'Med Share' logo features the word 'Med' in white, bold, sans-serif font, set against a solid dark teal square. To the right of the square, the word 'Share' is written in a dark teal, sans-serif font.The 'Reports V8.0' logo consists of the text 'Reports V8.0' in a bold, dark teal, sans-serif font, enclosed within a dark teal rectangular border.

*Module to manage radiology reports*

# 1 Foreword

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## 2 Report module

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The report module, as an option, offers the possibility to write and manage reports for the studies. Depending on the user rights, some functionalities are not available.

This module is divided into two parts:

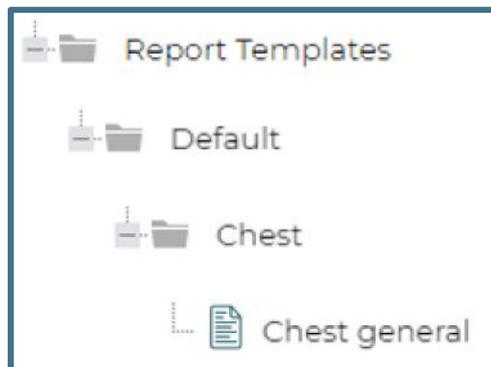
- Templates management
- Reports management

### 2.1 Templates management

Report templates are used to define a structured layout when creating reports. They are managed in the tab:



The templates saved in the system are organized as a tree of folders.



Using the buttons in the toolbar, several actions can be performed on this tree.

#### 2.1.1 Creating a folder



With this button, you can create a new folder, either at the root of the tree or by selecting a parent folder.

#### 2.1.2 Creating a template



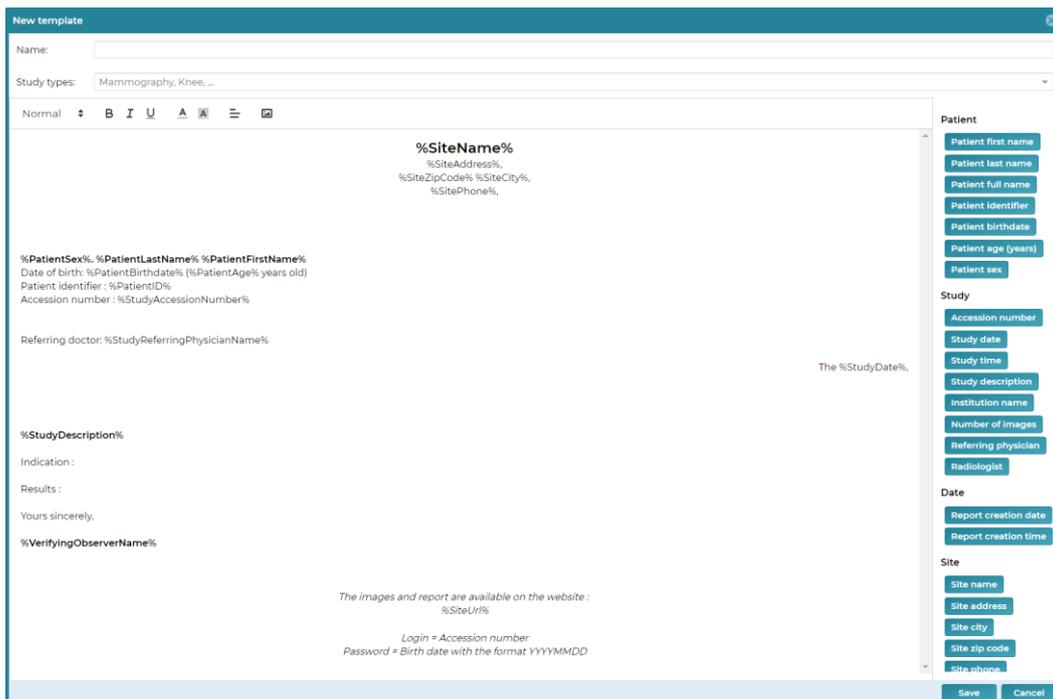
With this button, you can create new templates in a folder. Three formats are available: text, form, or Microsoft Word (external editor).



**Warning:** a template created with a format will only be usable to create reports with this same format. For example, a template created from the embedded editor will not be usable with Microsoft Word, and vice versa.

### Text editor

The embedded text editor offers the possibility to write directly in the browser. When choosing this format, the editor appears and contains a basic template content that you can edit.



In this window, you can:

- Enter the name of the template
- Enter study types associated with the template

- Write the template content (at the center): create a custom layout, insert images...
- Insert macros from the list of buttons (on the right) (see Help on the macros)

The study types will be used to automatically filter the templates when creating a report. For example, if the template is associated with the study type “Chest”, it will be visible for a “Chest” study but not for a “Mammography” study. It is possible to enter multiple study types for a template. If no study type is provided, the template will be visible for all the studies.

## Form

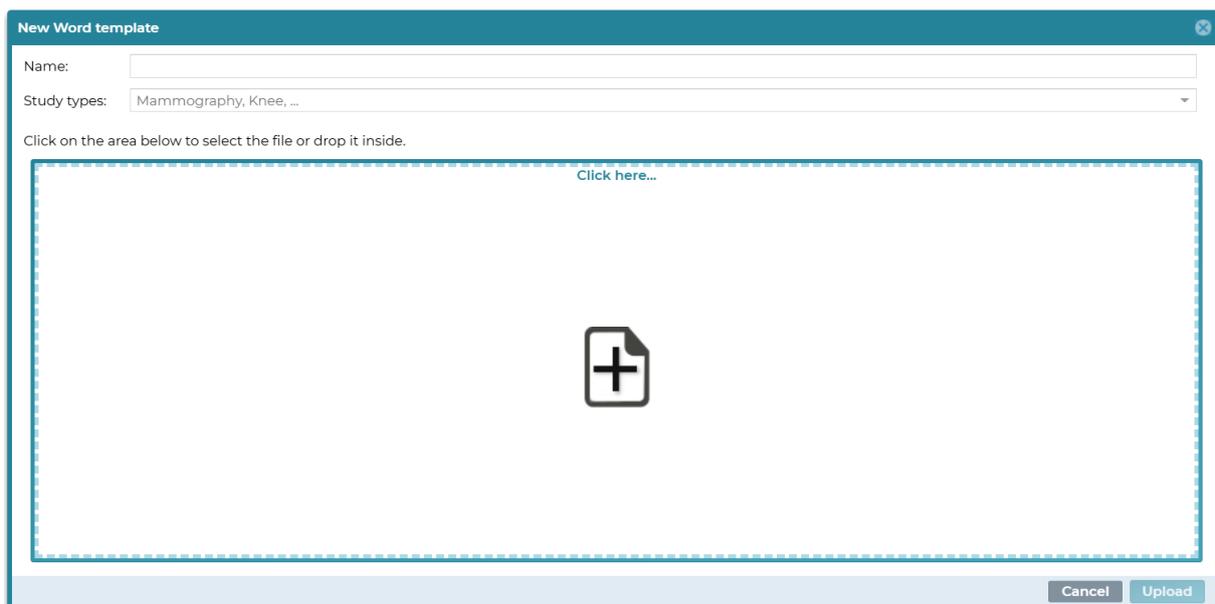
Form reports allow to save time from templates containing checkboxes, dropdown lists, etc. as well as structured text areas in different sections.

To create a form template, **Med Form** must be used (an external tool to build and generate form templates). Contact the Medecom support to setup these templates.

## Microsoft Word

It is also possible to use the third-party software Microsoft Word to create templates. In that case, you must:

- Create a template in Microsoft Word (see Help on the macros)
- Save it with the .docx extension
- Upload it through the interface



To do so, click on the area to open a file explorer or drag/drop the file in the area. The name of the template will be the name of the file, by default, but you can change it in the name field.

You can also enter the study types associated with this template (see the previous section for an explanation on the study types field).

### 2.1.3 Editing a template



With this button, you can edit the selected template/folder.

If the template has been created with the text editor, you will be able to edit its content. If the template has been created with Microsoft Word, only its name will be editable. To modify the content of such a template, you must delete it and upload the new file.

### 2.1.4 Deleting a template



With this button, you can delete the selected template/folder. This action is irreversible.

**⚠ Warning:** when deleting a folder, every sub-folder and template it contains will be deleted.

### 2.1.5 Templates and folders duplication



With this button, you can duplicate the selected template or folder, after choosing a name for the new duplicated template or folder.

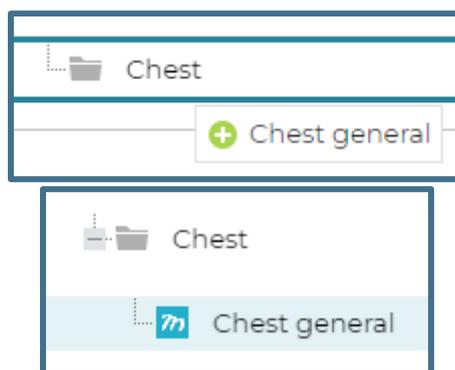
When duplicating a folder, all its content is also duplicated.

### 2.1.6 Templates and folders reorganization

It is possible to move a template or folder to another folder. To do so:

- Hold the mouse click on the element to move
- Place the element above the new folder
- Release the mouse click

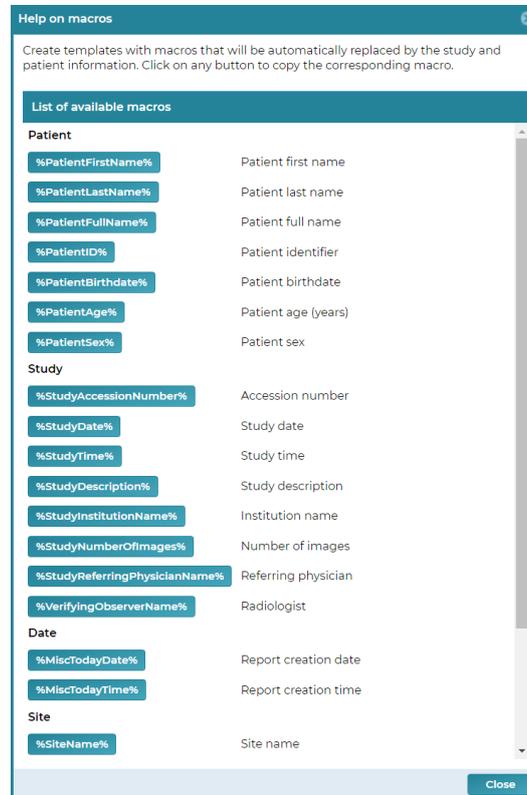
A “+” symbol appears when the element can be dropped:



## 2.1.7 Help on the macros



This button displays a help window on the macros.



The macros are keywords between two characters « % » that will be replaced by the real information of the study and the patient when creating a report. For instance, for a patient named Jean Dupond, the template:

*Patient: %PatientLastName% %PatientFirstName%*

will become:

*Patient: Dupond Jean*

A list of available macros is displayed in this window. You can copy a macro to the clipboard by clicking on the corresponding button.

## 2.2 Report management

The report management window is accessible:

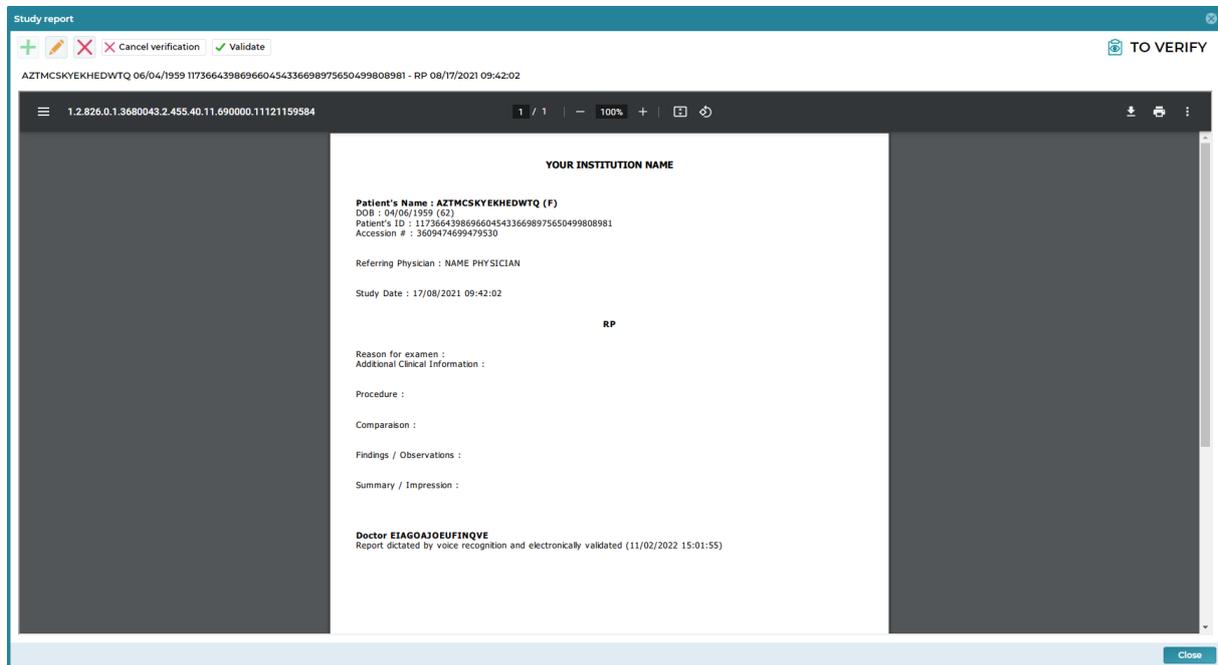
- from the studylist or the worklist (depending on the installed product):



- from Clipper's viewer (if the product is installed):



The report management window is displayed as follows:



At the top, the toolbar contains:

- The button to create a report
- The button to edit a report
- The button to delete a report
- The buttons to change the report status
- The report status (Draft / To verify / Validated)

At the center, the report is displayed, with different possible actions such as downloading, printing, ...

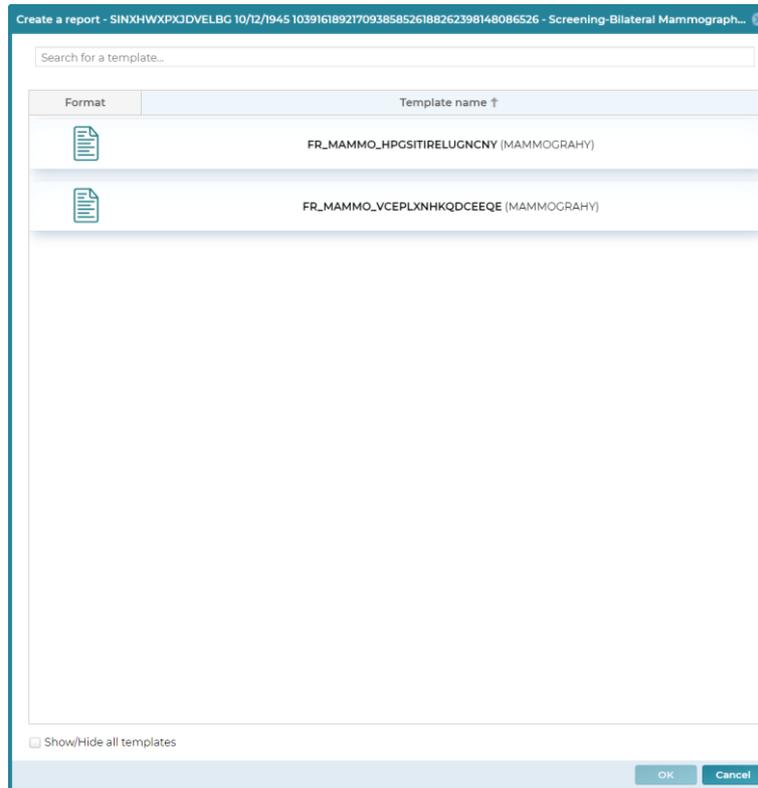
> Note: the **unvalidated** reports are not displayed to the users that do not have access to the report module.

### 2.2.1 Creating a report



When creating a report, if no template is configured in the system, a default template is displayed. To modify this template, see the section about templates management. If only one template is configured or corresponding to the current study, it is automatically selected.

If multiple templates are available for the current study, a window appears to select the template to use. The filtered templates are the one corresponding to the study description.



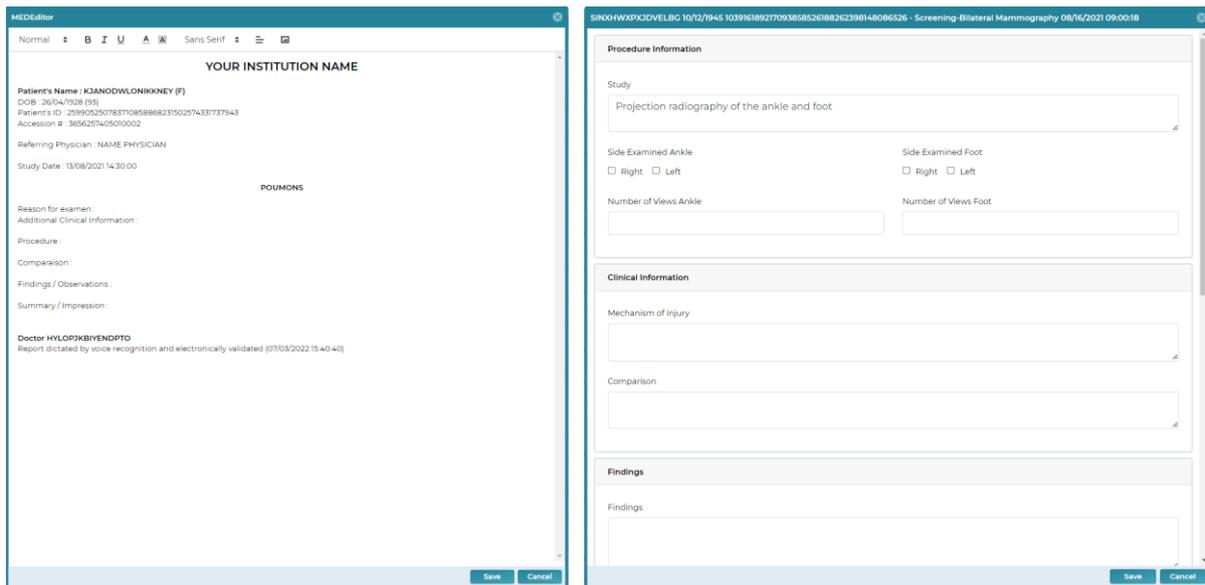
It is also possible to show all the templates by checking the box:

Show/Hide all templates

The process is different depending on the template format.

### **Text editor / form**

The editor is opened with the template content. The macros are automatically replaced with the information of the study and the patient.

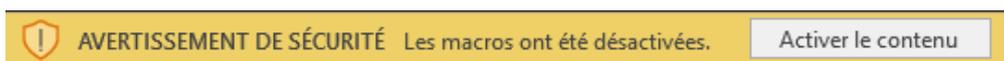
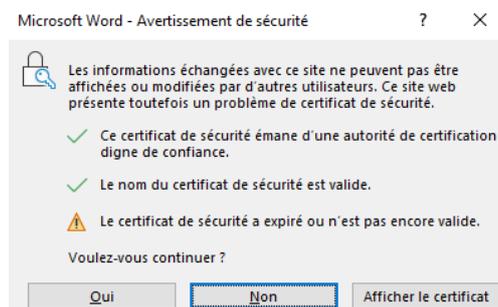


After writing the report, click on the save button.  
The new report is saved with the status “Draft”.

## Microsoft Word

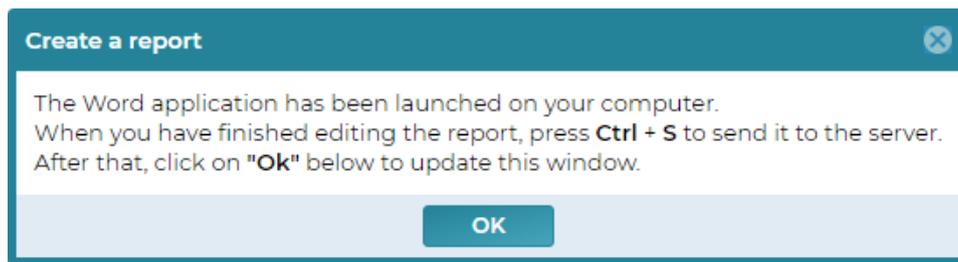
The Microsoft Word application is opened automatically on your computer (if not, please pay attention to the configuration of the protocol “ms-word” in your browser) with the template content. The macros are automatically replaced with the information of the study and the patient.

If needed, accept the security warnings:



These warnings can be disabled in the Microsoft Word configuration.

In the browser, an explanation message appears:



After following these instructions, the report is saved with the status “Draft”.

> *Note: you can only create one report in a study.*

### 2.2.2 Editing a report

You can edit a report as long as it is not validated (or if the user has the right to modify a validated report). To do so, click on the button to modify the report and refer to the previous section for the different editors.



### 2.2.3 Deleting a report

To delete a report, click on the delete button. This action is irreversible.

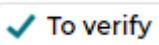


### 2.2.4 Changing a report status

Three statuses are available for reports:

Status	Draft	To verify	Validated
Icon			

The buttons to change the report status are used to switch from a status to another.

Initial status	Button	New status
Draft		To verify
To verify		Draft
To verify		Validated
Validated		To verify

## 3 Revision

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Manual last revision date: **2025-04-08**