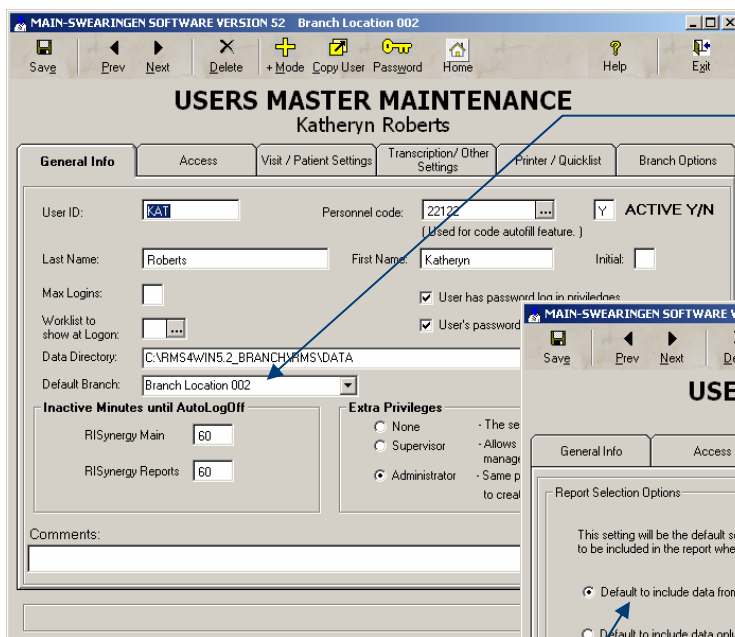
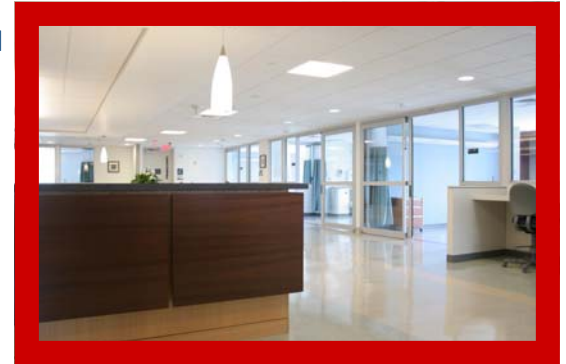


Powered by Swearingen RISynergy®

Using Branch Codes in **EXAM-RIS** is an option that allows exams and studies to be performed at different branches under the umbrella of a larger entity, such as a hospital or central office of a clinic. The names and codes of the branches are configurable to meet the needs of the client organization.

When branch codes are in use, all users are assigned a default branch. This default branch is displayed in the heading of each screen while the user is logged in.



MAIN-SWEARINGEN SOFTWARE VERSION 52 Branch Location 002

**USERS MASTER MAINTENANCE**  
Katheryn Roberts

General Info | Access | Visit / Patient Settings | Transcription/ Other Settings | Printer / Quicklist | Branch Options

User ID:  Personnel code:   ACTIVE  Y/N  
(Used for code autofill feature.)

Last Name:  First Name:  Initial:

Max Logins:

Worklist to show at Logon:

Data Directory:

Default Branch:

Inactive Minutes until AutoLogOff

RISynergy Main:

RISynergy Reports:

Extra Privileges

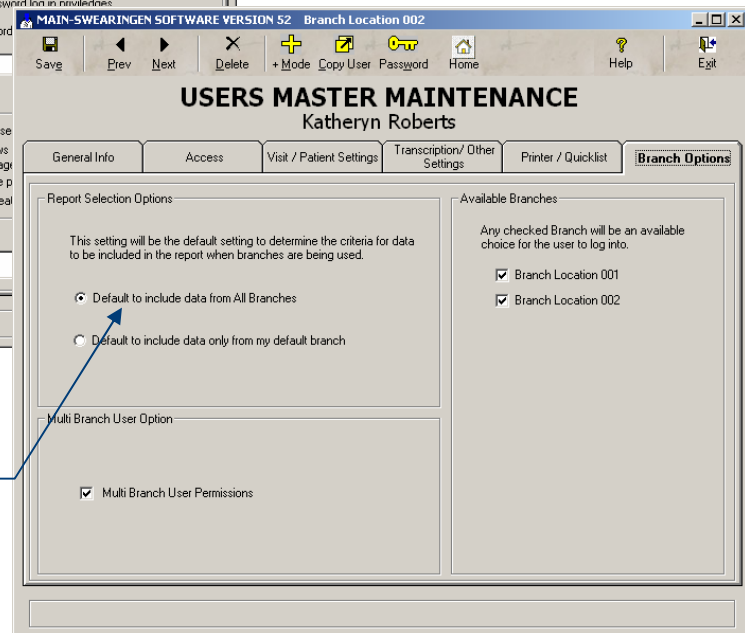
None

Supervisor

Administrator

Comments:

A user's default branch is set on the **Users Master** screen.



MAIN-SWEARINGEN SOFTWARE VERSION 52 Branch Location 002

**USERS MASTER MAINTENANCE**  
Katheryn Roberts

General Info | Access | Visit / Patient Settings | Transcription/ Other Settings | Printer / Quicklist | **Branch Options**

Report Selection Options

This setting will be the default setting to determine the criteria for data to be included in the report when branches are being used.

Default to include data from All Branches

Default to include data only from my default branch

Multi Branch User Option

Multi Branch User Permissions

Available Branches

Any checked Branch will be an available choice for the user to log into.

Branch Location 001

Branch Location 002

Users are given default permissions for management reporting.

Users can create visits only at their own default branch. However, by selecting the Multi-Branch User Permissions option, the user can also be given the ability to modify visit information, QC a visit, and create patient reports for exams performed at another branch.

Regardless of whether the Multi-Branch User Permissions is selected, all users can create appointments at any branch within the organization. This greatly facilitates centralized scheduling.

For more information, contact CoActiv Medical at 1-877-COACTIV (262-2848)  
or visit our website: [WWW.COACTIV.COM](http://WWW.COACTIV.COM)

# Branches

## Reports

Users can create and view management reports for a single branch or for all branches in a combined report. The branch from which the data is drawn is clearly indicated on the report.

PATIENT NAME	PATIENT#	VID	ALTID #1	ALTID #2	ST	VT	ROOM	CNT	PROCEDURE #1
MACKENZIE, SARAH P	999000	00273882			IN	IP		1	US BREAS (x1) (4821020)
POTTER, KAYLA B	998999	00273881			IN	IP		1	CHEST 4 VIEW (x1) (4611220)
TATUM, LEIGH K	998998	00273880			IN	IP		1	MRI BRAI (x1) (4737001)

The screenshot shows the 'DAILY LOG' report selection window. The 'Branch' button is highlighted with a blue arrow pointing to it from the text on the right.

The branch button allows you to open the Report Selection window to select on which branch you would like to report.

Choosing the branch from which the report data is drawn is easy. Simply indicate your choice on the **Report Selection** screen.

The screenshot shows the 'REPORT SELECTION' window. The 'ALL BRANCHES' radio button is selected, and a blue arrow points to it from the text on the left.

For more information, contact CoActiv Medical at 1-877-COACTIV (262-2848) or visit our website: [WWW.COACTIV.COM](http://WWW.COACTIV.COM)