

# **Encounter-based Workflow documentation with ExoWorks**

# ExoWorks

Completing the documentation/workflow within Exo. The x is a chi and pronounced “Echo”



Log into ExoWorks using one of 4 ways:

A. FOR NOW OR UNTIL INTERNET EXPLORER IS RETIRED BY AU (supposed to be very soon):

- Select the ExoWorks icon in the Citrix application screen/storefront (Same place you click to log into First Net.
- Choose the ExoWorks icon NOT the ExoWorks NonProd.

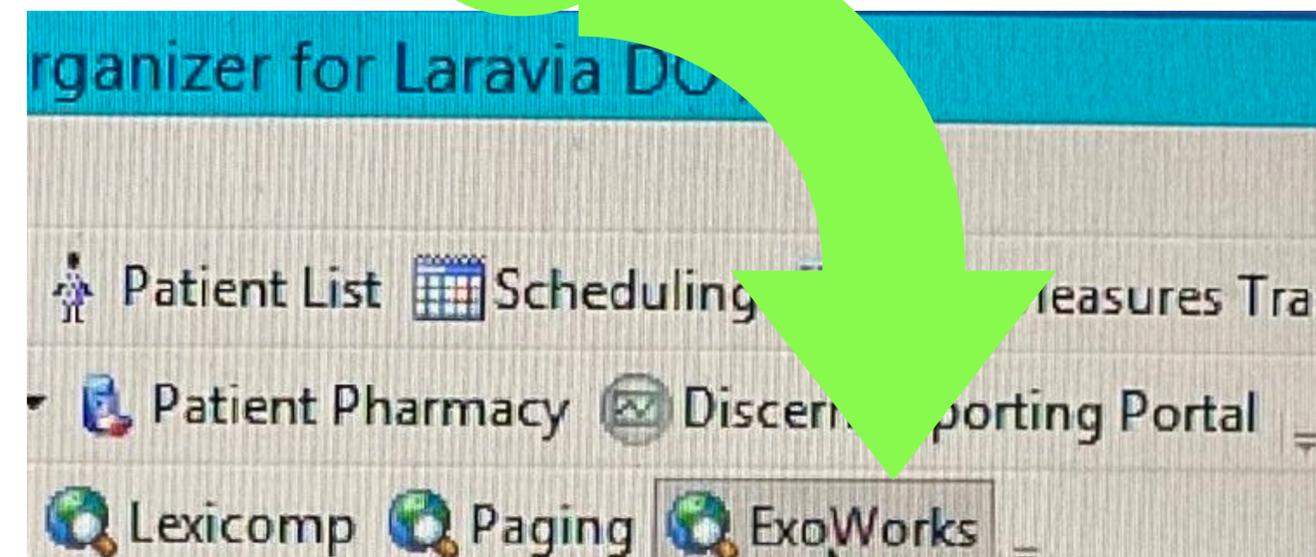
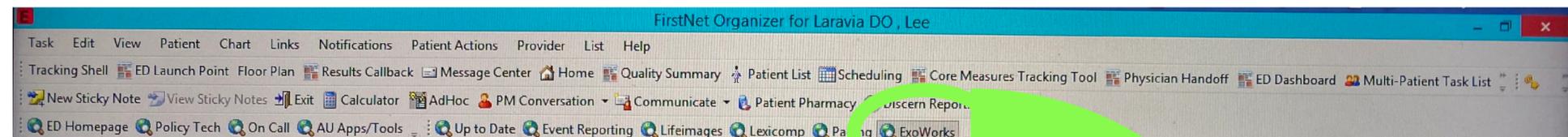
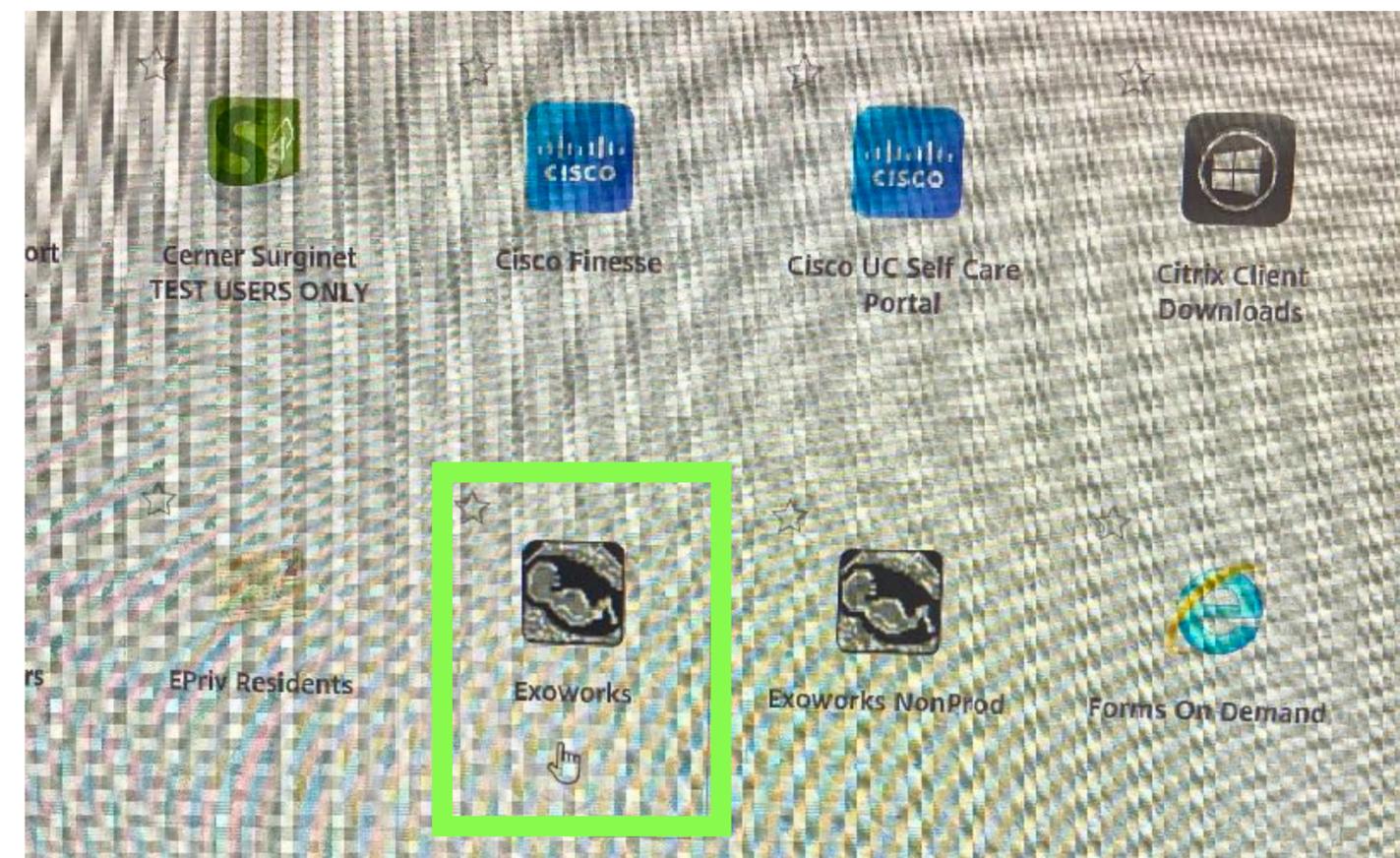
B. AFTER AU RETIRES INTERNET EXPLORER AND GOES TO MICROSOFT EDGE:

- You will then be able to click on the ExoWorks button within First Net.
- Your button may be somewhere different in the top banner. If it is hidden, you will have to activate it.
- Or you can continue to use the icon from the Citrix storefront.

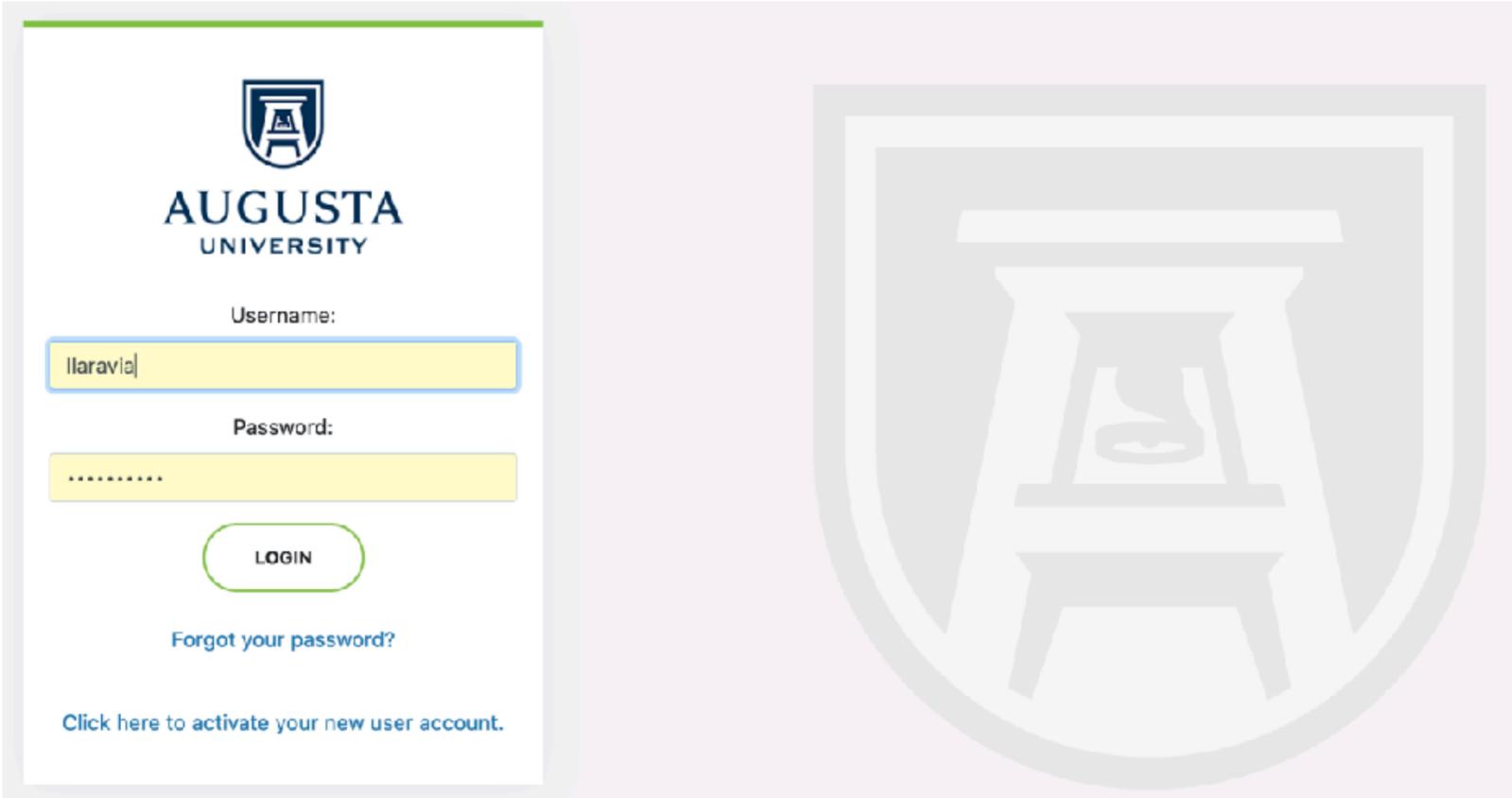
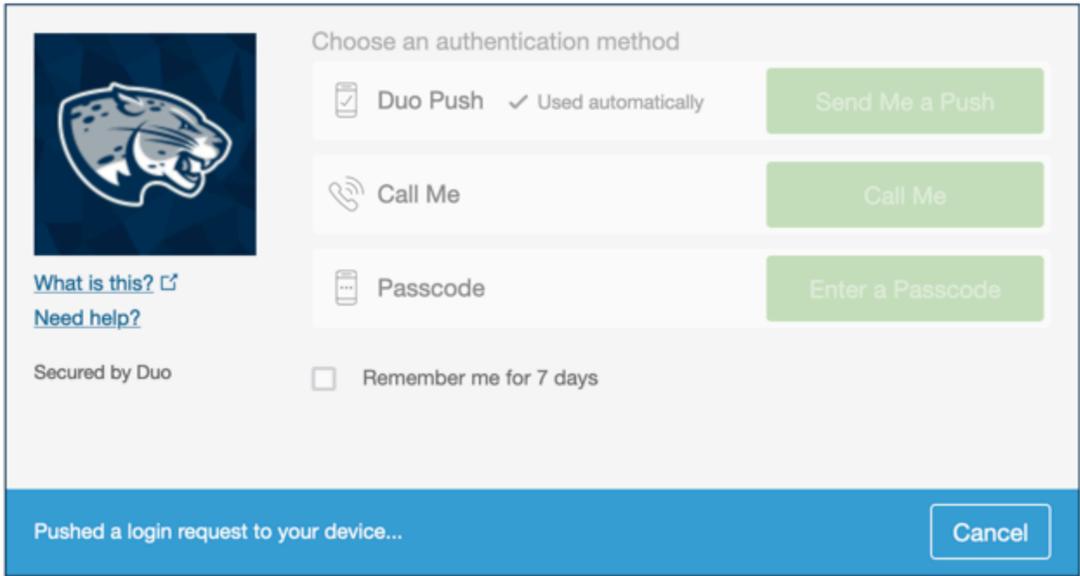
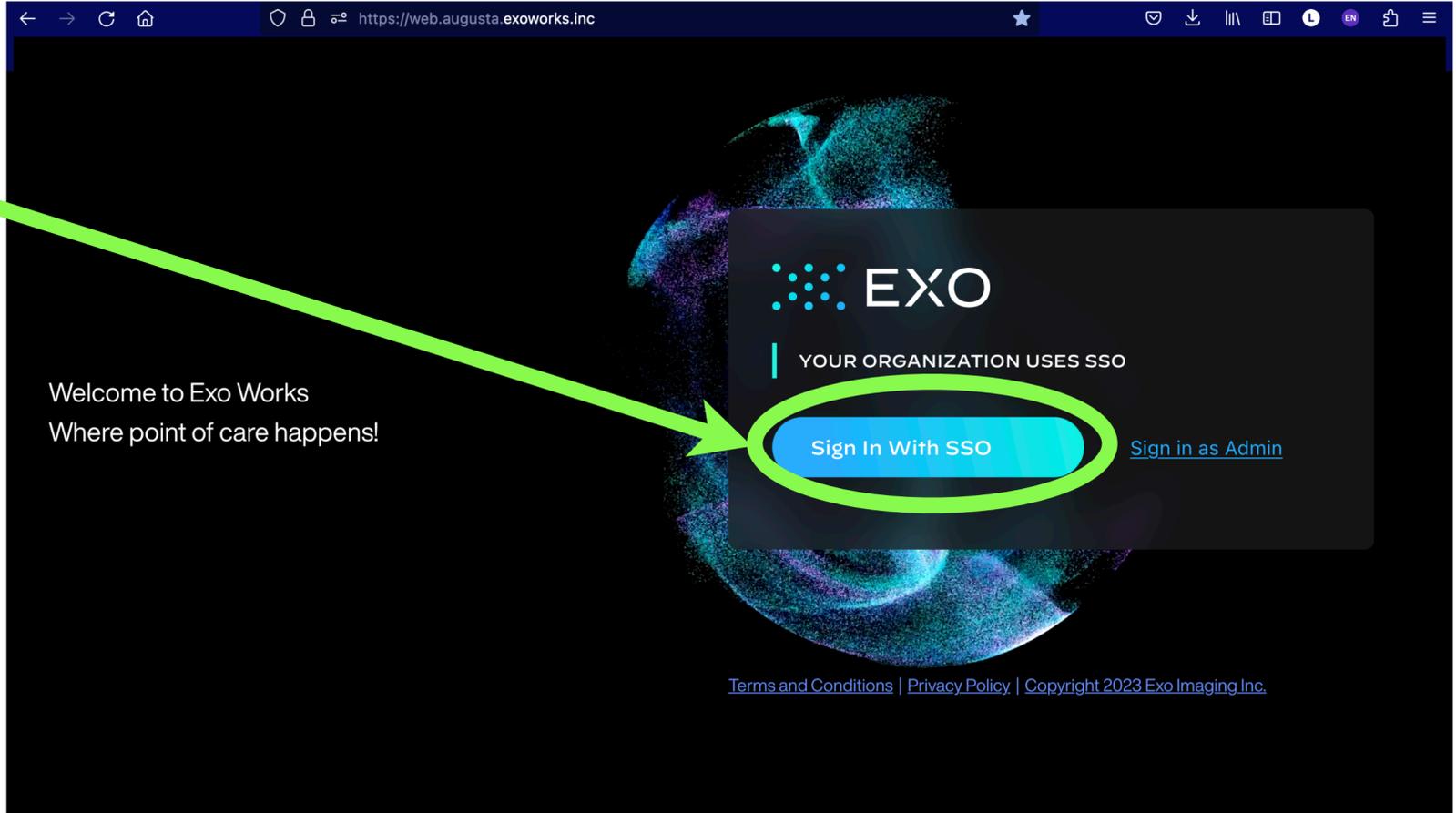
C. IF YOU ARE OFF CAMPUS AND WANT TO LOGIN DIRECTLY THROUGH THE WEBSITE:

- <https://web.augusta.exoworks.inc/>
- **Internet Explorer is NOT compatible with Exo. Use Chrome, Firefox, or Safari.**

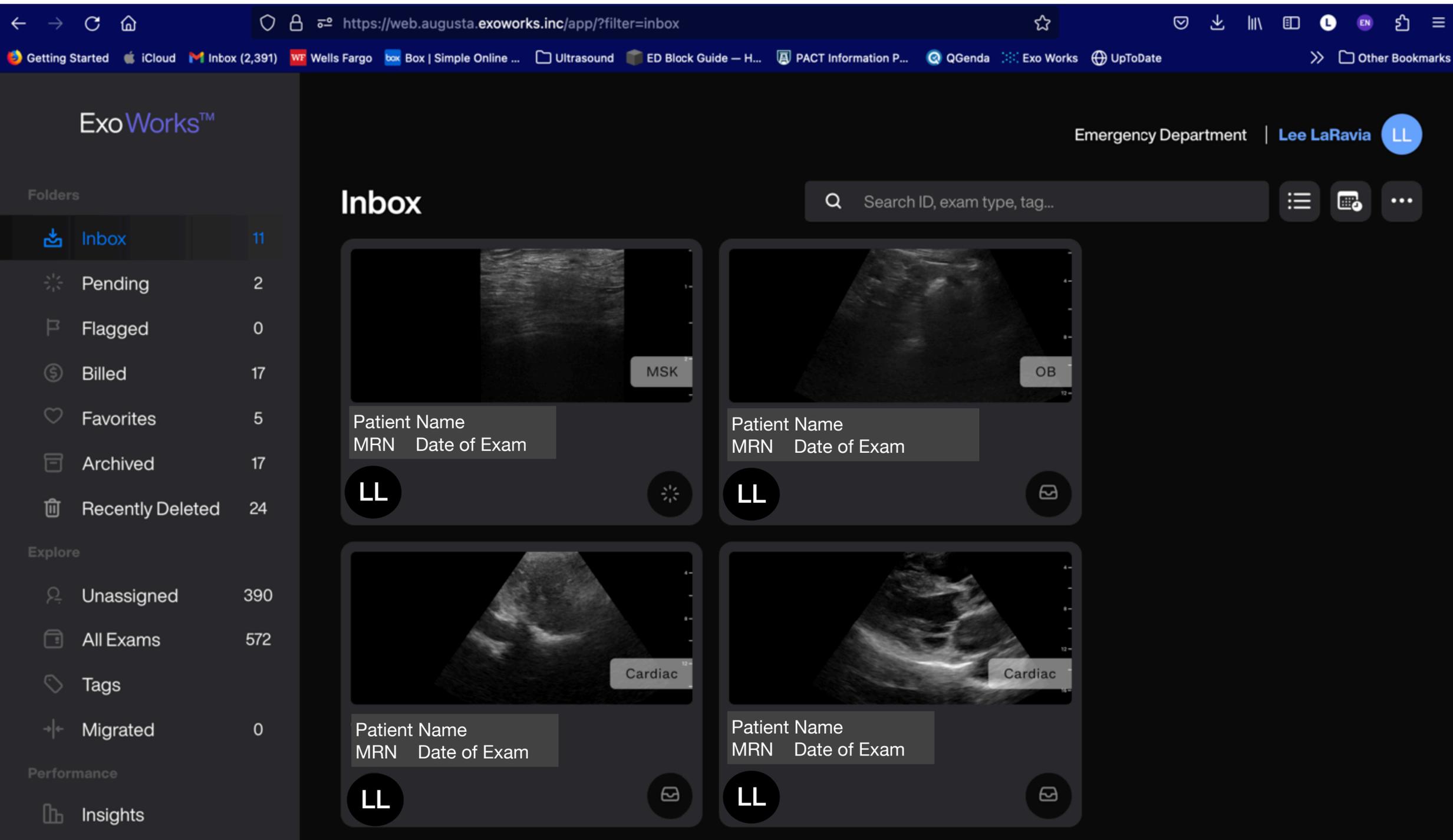
D. AN APP IS COMING SOON (iPhone only)- not yet available; will notify everyone once it is.



1. Log into ExoWorks by selecting “Sign in With SSO”
2. This will launch the AU sign in screen. You will need Duo to 2 Factor Authenticate (2FA) to log into this application.
  - If you stay logged in and do not close this window while on shift, you should not have to repeatedly log into Exo.
  - You can also click cancel and select “Remember me for 7 days”



- After you 2FA, this will take you to your “Inbox” view in ExoWorks
- From here you can navigate to different folders, complete your exams, perform QA (if you are a QA reviewer) and check your individual Insights (performance and efficiency)



**The main folders that general users need to be aware of are:**

**Inbox-** If you entered your username in the US machine correctly, all pending exams for you to complete will end up here. If your exam is not here, check the unassigned folder first. (Next slide)

**Pending-** Exams awaiting another signature (all noncredentialed providers will need to assign a credentialed attending when performing the documentation).

**Flagged-** Exams sent back to performing provider for review (most likely from QA review)

**Insights-** This will display a dashboard of your overall “Quality”, “Progress by exam type” (credit earned through successful QA), and Efficiency (time to signing off of exams). This is still being built out. So more to come.

**The main folders that general users need to be aware of are:**

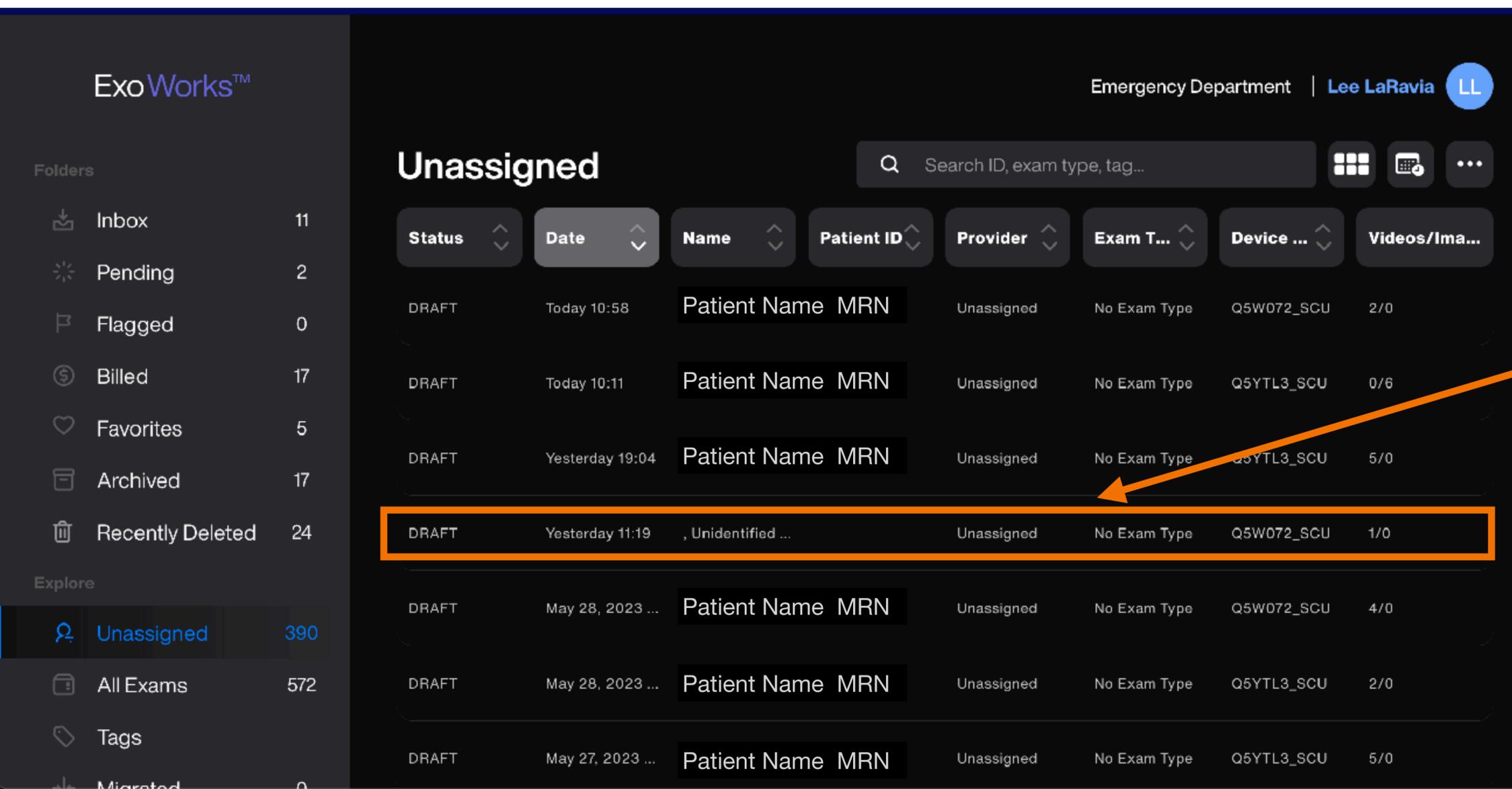
**Unassigned-** this is the orphan scan folder. They are waiting for whoever performed the scan to find them. If you performed a scan, but did NOT enter your username or didn't enter it correctly, those scans will go here. HINT- if you can't find a scan you did in your inbox, check this folder first. If it is not in here, then it may still be uploading from the US machine, but this typically happens quickly.

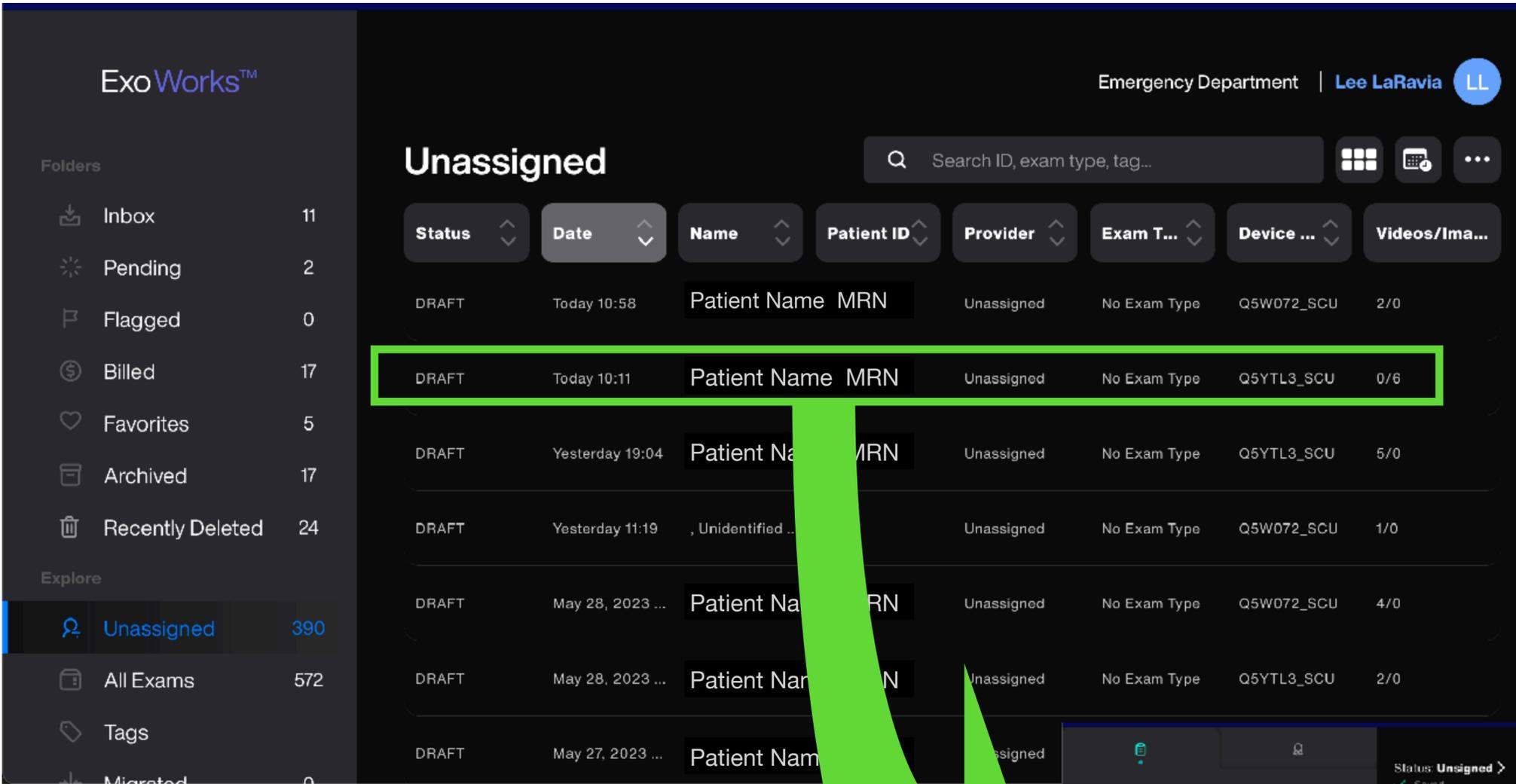
The majority of ALL scans should be found within each user's Inbox, NOT here.

If you do have a few scans here, you will need to select them and then assign yourself to the scan. Once you do this, it will appear in your inbox for you to complete. (Shown and discussed next)

This is an example of a "Ghost or Phantom scan".

There should be none of these done by EM personnel. There may be a few of these here, but this will most likely be due to off-service people scanning for now.





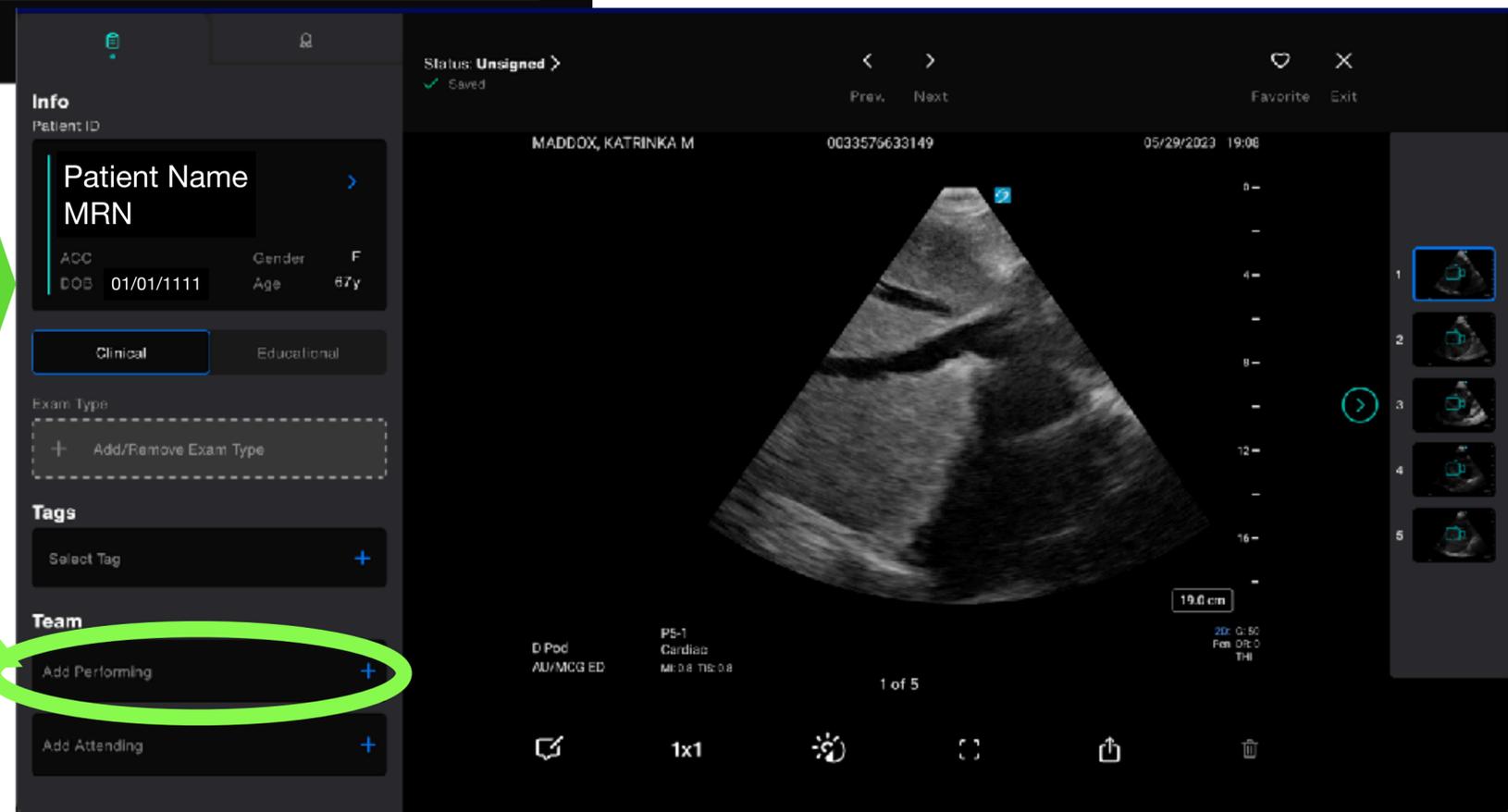
If you need to assign yourself to a scan you are certain you performed...

Verify the patient and MRN from the list in the Unassigned folder.

Then select the patient and the image review screen will open

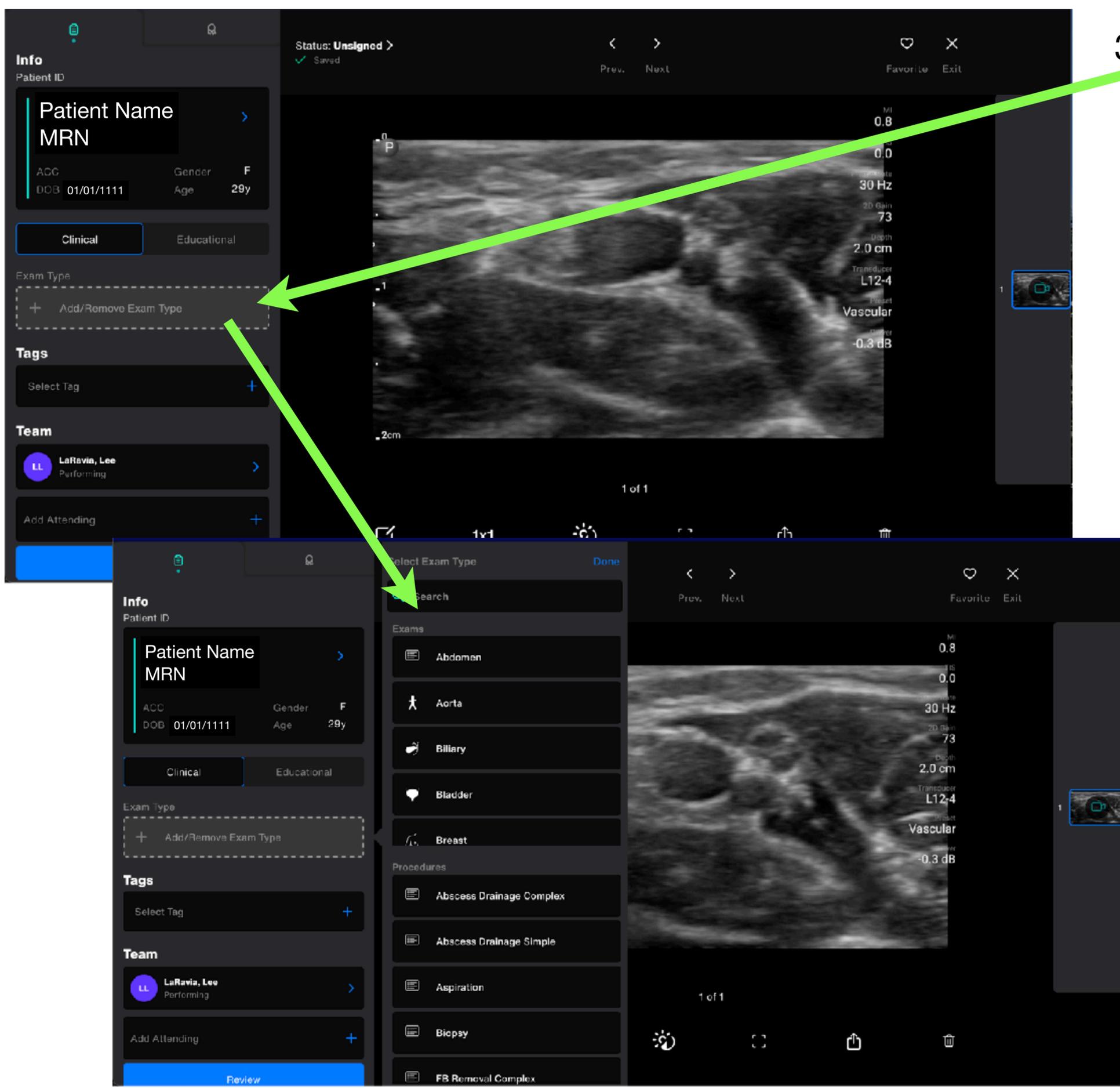
Then tap "Add Performing" and select your name.

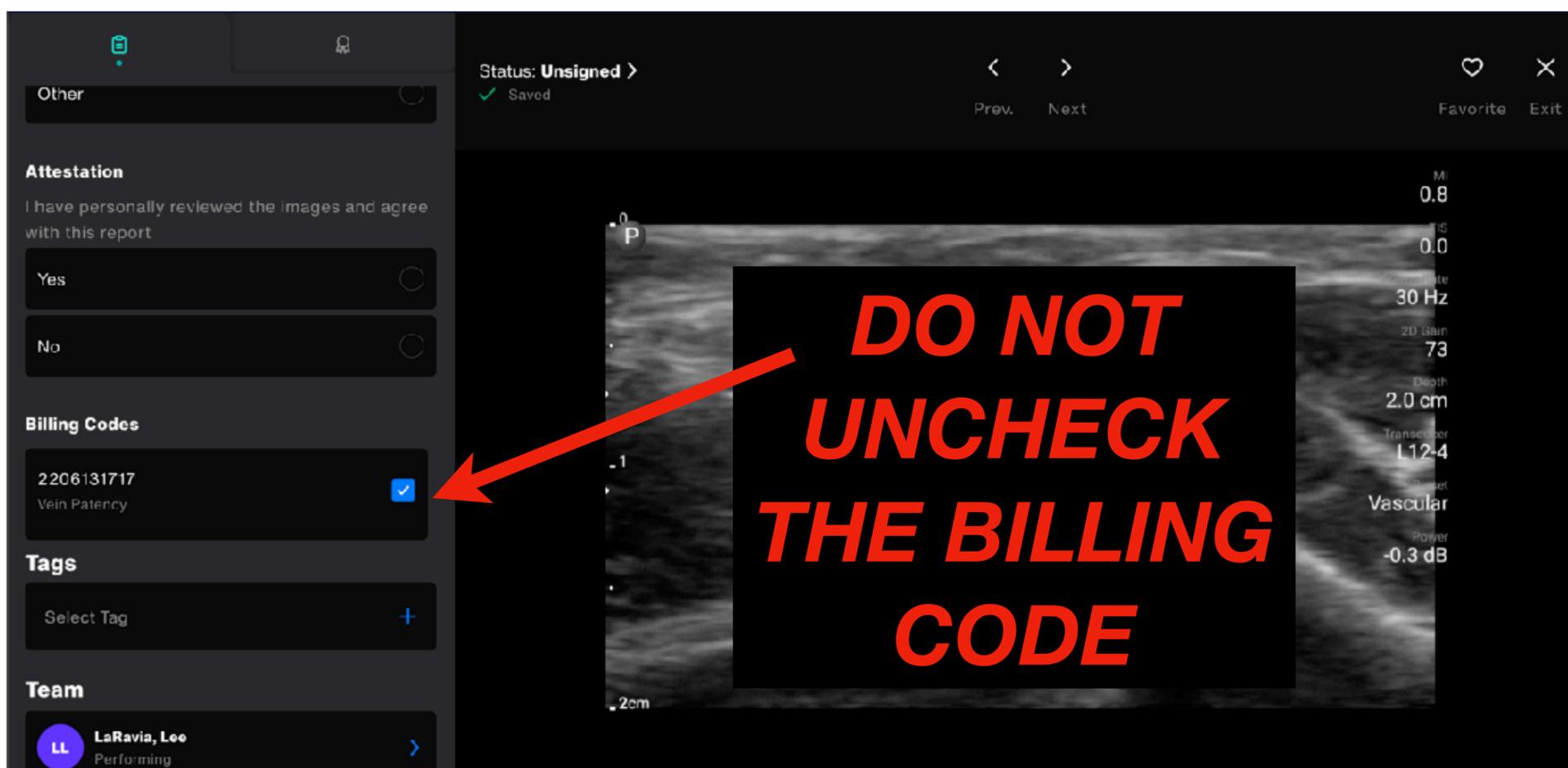
If you need to add a second signer, you can do that now or after you have finished the worksheet. (Next Slide)



3. Click “Exam Type” and a side menu will open. Choose the type of exam you performed.
- It is very important to choose the correct exam type as we are now billing and tracking our numbers directly from these worksheets.
  - We are still adding worksheets to this menu
  - If you notice a worksheet that you need is not available, please let me know.

- You will also notice 2 options for all the exam types:
  - “Clinical” and “Educational”
  - **Choose “Clinical” if you are making medical decisions from this exam and charting it in your note. These will be sent for billing**
  - **Choose “Educational” if you are NOT making medical decisions from this exam and NOT charting it in your note. These will not be billed.**
  - Both “Clinical” and “Educational” exams are eligible for internal QA





4. Each exam type has a worksheet specific to it. Please fill it out as completely as you can.

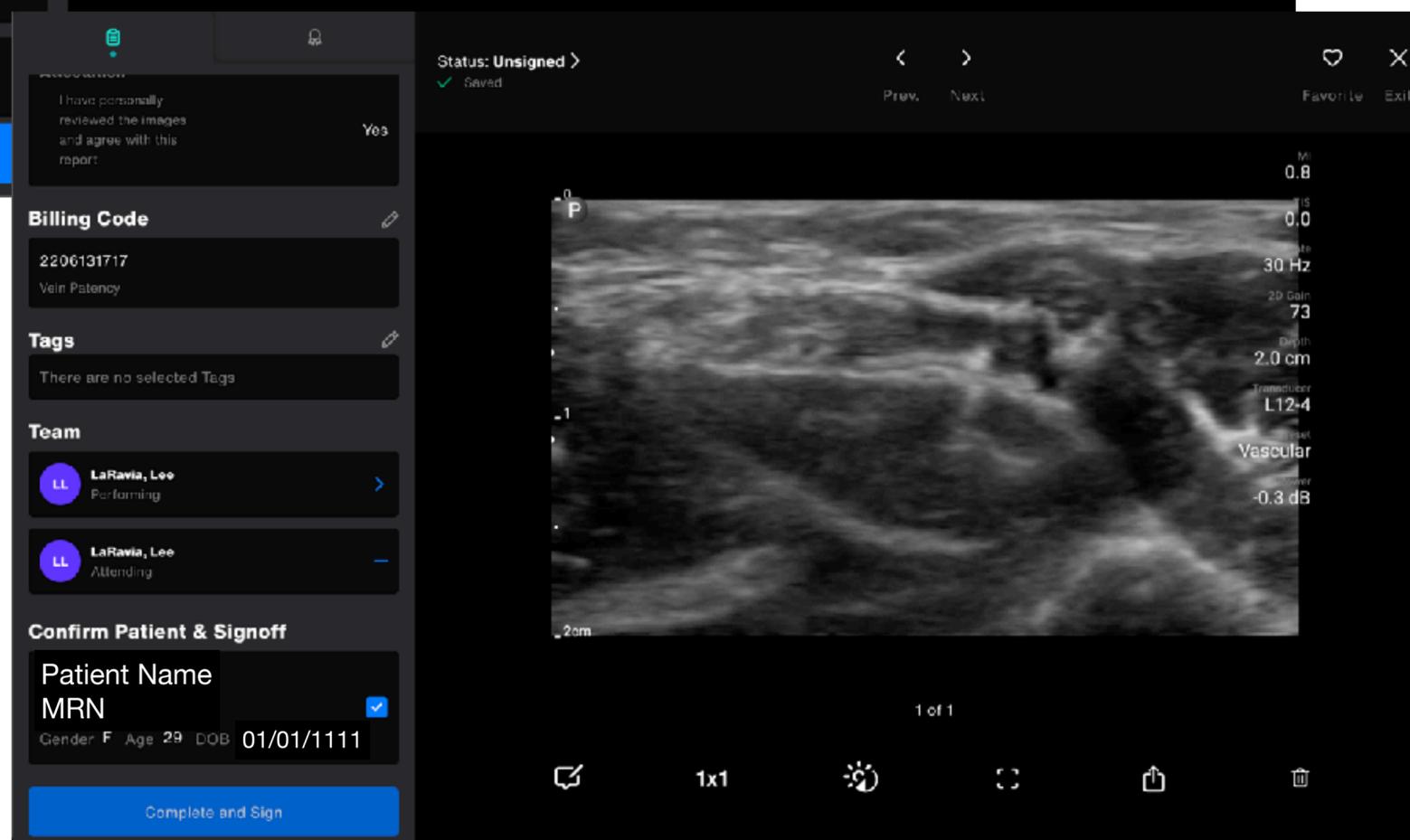
- There are 3 mandatory fields for all the worksheets and these fields must be completed:
  - Indication
  - Attestation (this defaults to “yes” and you do not have to do anything for this field)
  - Interpretation

5. Once you have completed the worksheet, ***if you need to add a second signer, do so at this time. All residents, APP’s, RN’s and Techs will need a second signer. Attendings do not.***

6. Click “Review” and a “Confirmation” option will appear below.

7. Confirm by clicking the box

8. Then click “Complete and Sign”





*Congratulations!*

**You have successfully finished the workflow!!!  
THANKS!!!**