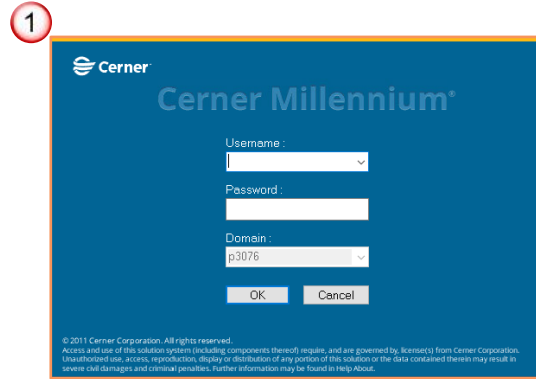# ENTERPRISE DOCUMENT MANAGEMENT (DOCUMENT LIBRARY SINGLE DOCUMENT CAPTUTRE)

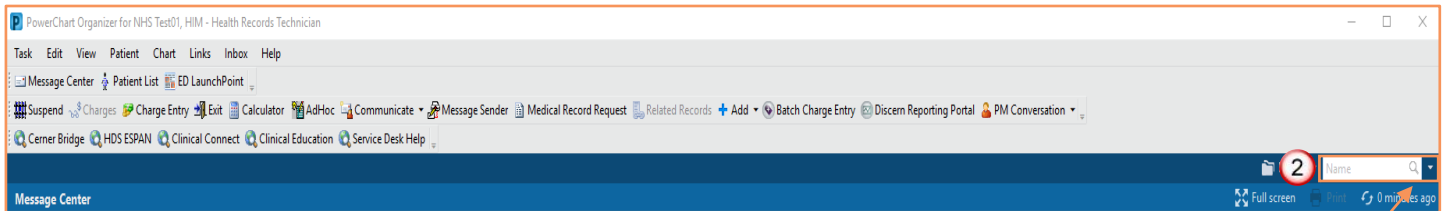## HOSPITAL INFORMATION SYSTEM (HIS)

HIM ROLES

This workflow is used to capture single documents scans.

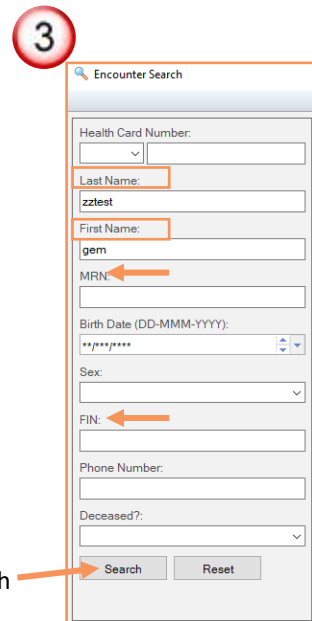1. Login to **PowerChart** with your Credentials (Username & Password)

2. Select the **"Search"** button in the top right-hand corner.

Click Search

3. **Search for Patient using the "Encounter Number", "MRN" or "Patient Name."**

Click Search

4. Select the appropriate Encounter – **Verify DOB, Patient Name and/or HCN.**

Click OK

5. To launch **Document library**, click on the **"Patient"** menu located at the top and then choose **"View Images."**

6. Select the **"New"** button on the bottom left or the **"Scanner"** icon on the toolbar.
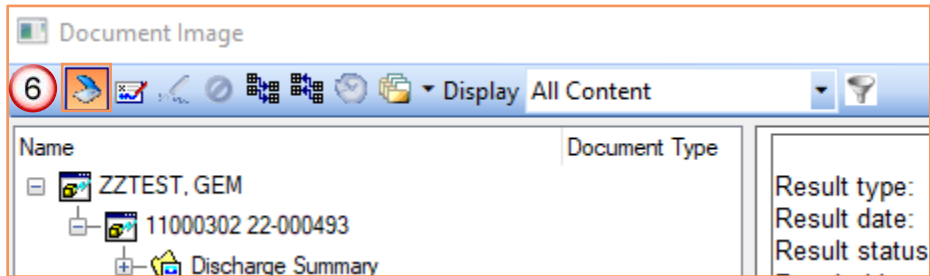
7. Select the Image Type from the drop-down list in the **"Select an Image Type"** field.
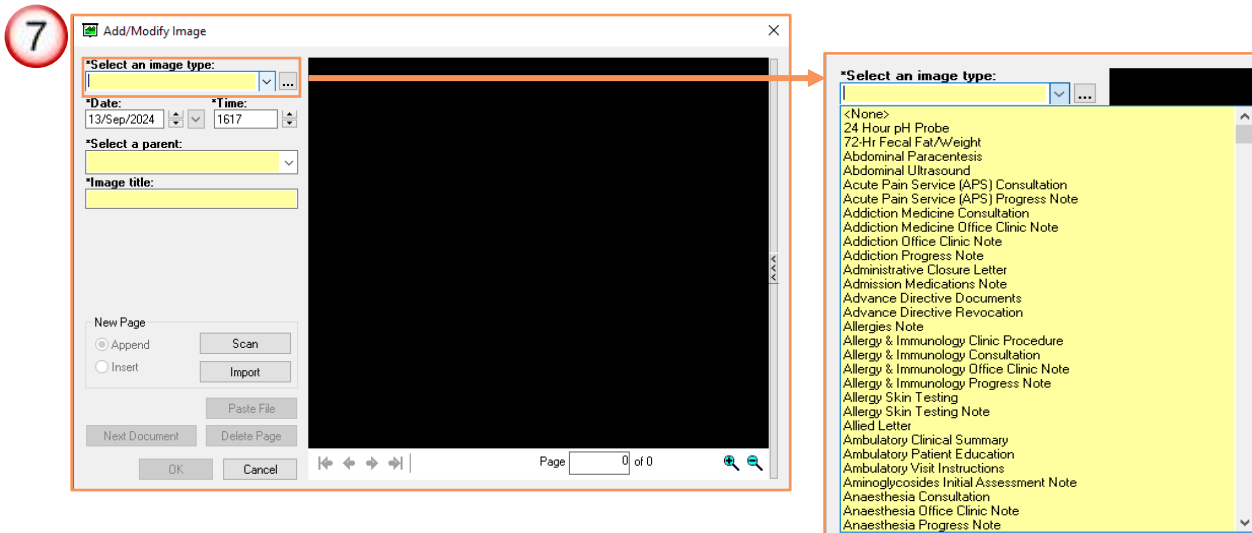
8. Put documents that need to be scanned into scanner.

Note: Only one document type can be scanned at a time.

9. Click the **"Scan"** button.

Note: Rename the image tittle only if required. Refrain from using a generic title. Ex. "XR Documents. "

10. Click Scan on the **"TWAIN/Interface"** driver window.

Click OK

11. Close "**TWAIN/interface**" driver window.

12. When scanning is complete, Click **"Sign"** for a clinical document or **"OK"** for a non-clinical document.
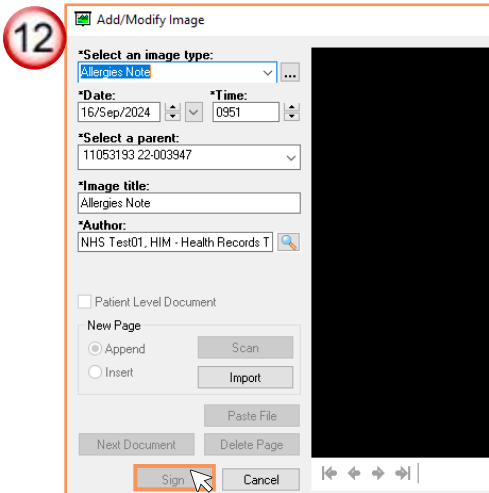
Click Sign

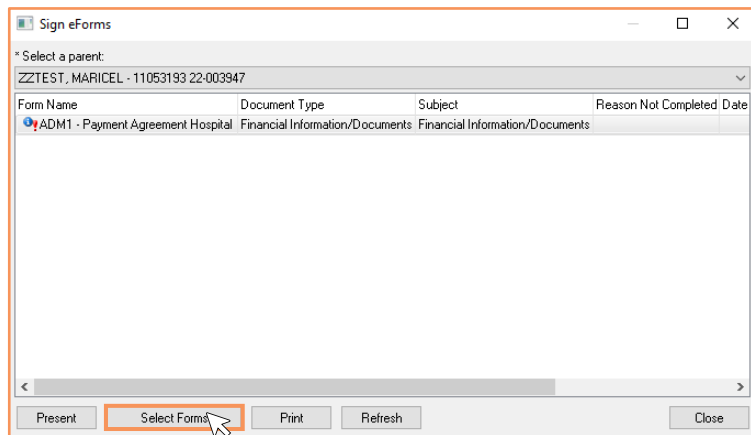Click **"Select Forms"** for the documents that need to be signed.

Note: Non-clinical documents are *"admin-specific only"* and include items such as financial, insurance, PHIPA, non-clinical consent forms, legal documents, and photo IDs. Do not label documents as non-clinical unless they meet these criteria, as they will not be reproducible from Clinical Reporting XR.

13. From top left, select **"Task"** and Exit.