


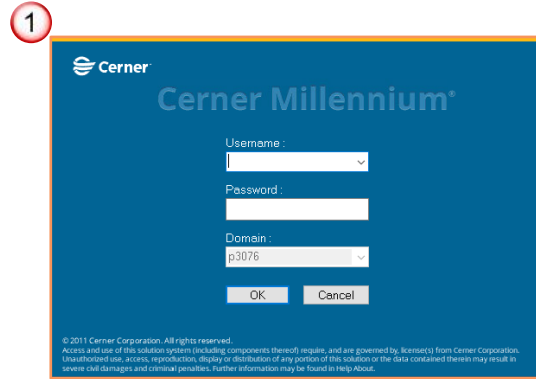


ENTERPRISE DOCUMENT MANAGEMENT (DOCUMENT LIBRARY SINGLE DOCUMENT CAPTURE) HOSPITAL INFORMATION SYSTEM (HIS)

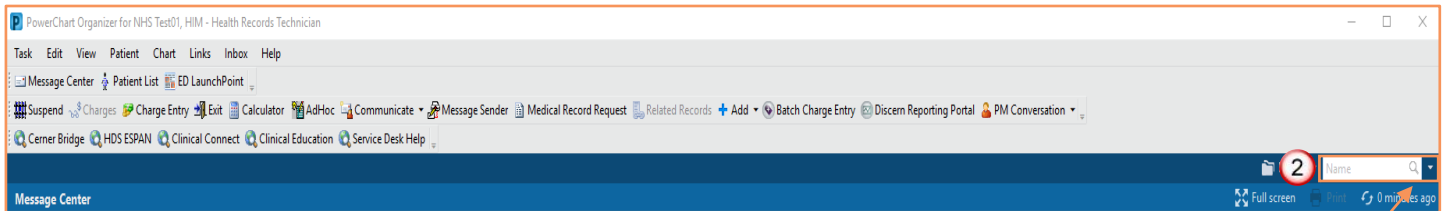
HIM ROLES

This workflow is used to capture single documents scans.

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

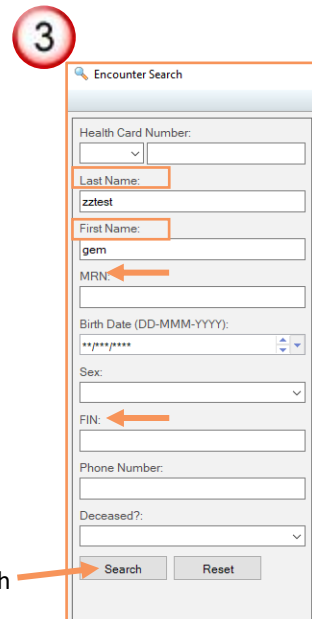


2. Select the **“Search”** button in the top right-hand corner.



Click Search

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



Click Search



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

MRN	Patient Name	Health Card Number	VC	Sex	Birth Date (DD-MMM-YYYY)	Age	Deceased?
11000302	ZZTEST, GEM	1010-101-293		Male	01/Jan/1950	74 Years	No

Facility	MRN	FIN	Visit Id	Patient Type	Reg Date (DD-MMM-YYYY)	Expected Date of Arrival	Disch Date (DD-MMM-YYYY)	Me
SCS	11000302	22-000493	22-000482	Inpatient	2023-Oct-24 07:29		2024-May-30 11:25	Cl

Click OK

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

5

P ZZTEST, GEM - 11000302 Opened by NHS Test01, HIM - Health Records Technician

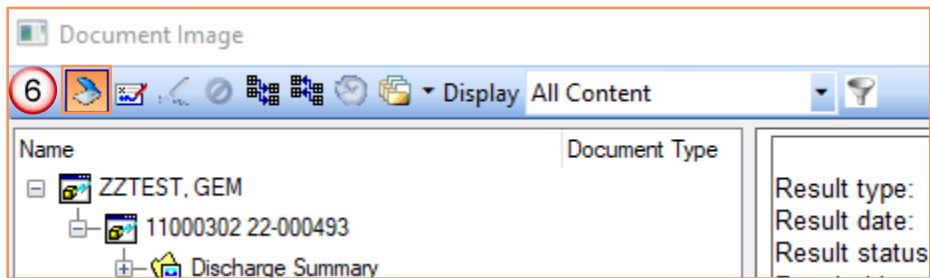
Task Edit View **Patient** Chart Links Index Documents Help

- Search
- Recent
- Previous Patient's Chart
- Next Patient's Chart
- Add Patient to a Patient List
- View Images**
- Patient Management Conversations

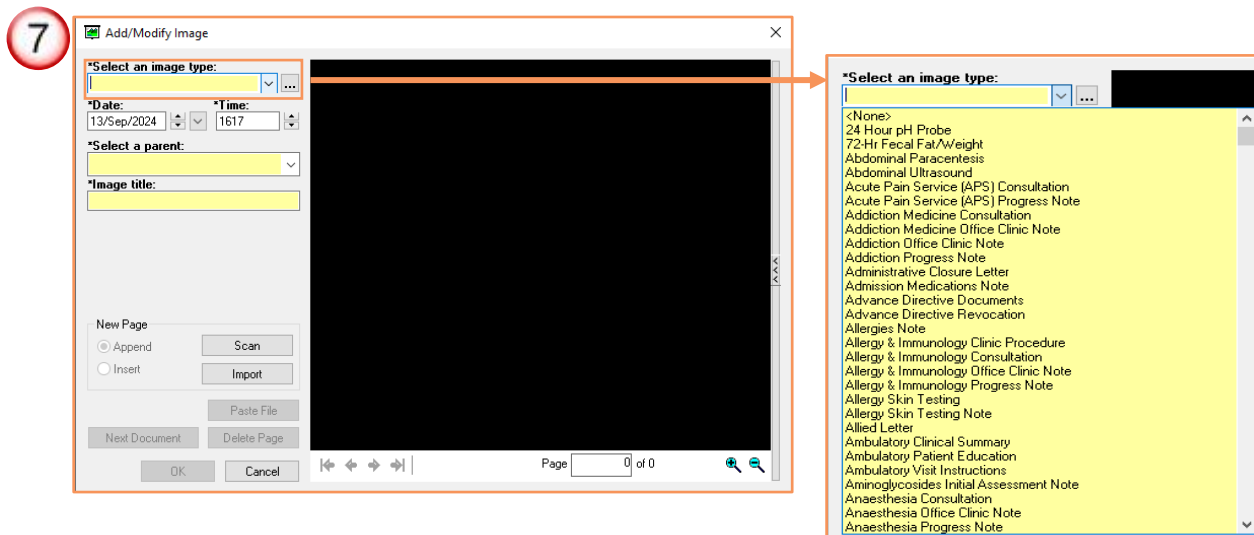


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6. Select the “New” button on the bottom left or the “Scanner” icon on the toolbar.



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 Image/ Document type can be scanned at a time.



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9. Click the “Scan” button.

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

9

The screenshot shows the 'Add/Modify Image' dialog box with the following fields and buttons:

- *Select an image type:** Admission Medications Note
- *Date:** 13/Sep/2024
- *Time:** 1617
- *Select a parent:** 11000302 22-000493
- *Image title:** Test Image scs
- *Author:** NHS Test01, HIM - Health Records T
- Patient Level Document
- New Page:**
 - Append
 - Insert
- Buttons:** Scan (highlighted), Import, Paste File, Next Document, Delete Page, Sign, Cancel

10. Click Scan on the “TWAIN/Interface” driver window.

10

The screenshot shows the 'Scanner Selection' dialog box with the following elements:

- Scanner Selection** (Title bar)
- TWAIN** (Section header)
- Any Device with PixTWAIN (32 bit)** (List item)
- Show only connected scanners
- Buttons:** OK (highlighted), Cancel

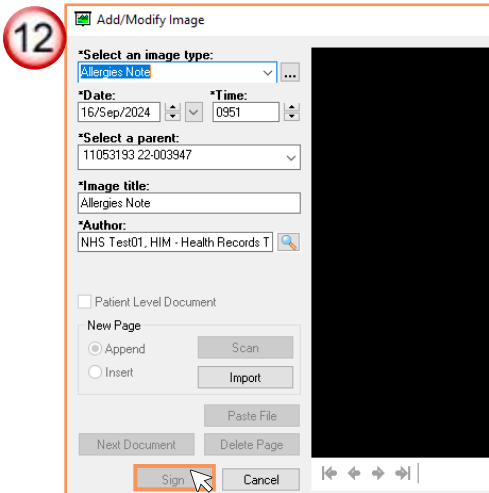
Click OK

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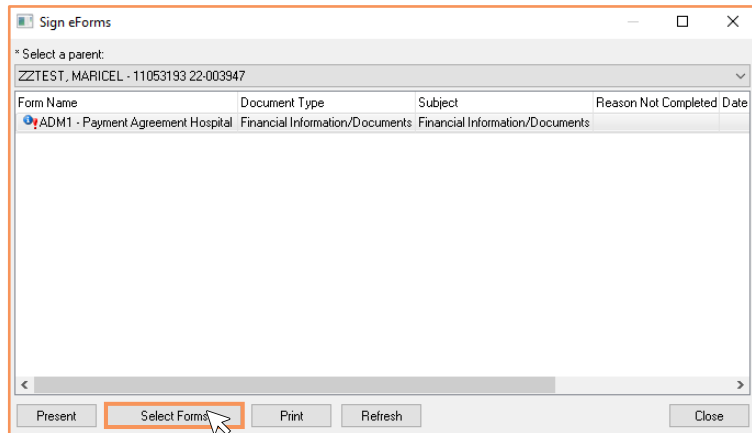
11. Close “TWAIN/Interface” driver window.



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.

