

Scanning On Demand Clients	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> 1. Set up the folder on the desktop <input type="checkbox"/> A. On your Desktop Right Click and Select New > Folder <input type="checkbox"/> B. Name the folder "Scanned Images" <input type="checkbox"/> 2. Scan the images <input type="checkbox"/> A. Load the image(s) in the scanner (should only be for one patient and one attachment type. Ex: do not load Regina Smith's demographics and lab results at the same time. You should scan those two attachment types separately) <input type="checkbox"/> B. Click the Scan button <input type="checkbox"/> C. The scanner will scan the document then ask you where you would like to file the item and what you would like to name the document. Name the document using the patient name then the attachment type (ex: Regina Smith-demographics) <input type="checkbox"/> D. You can continue to scan documents one attachment type at a time <input type="checkbox"/> 1. Open Patient Demographics <input type="checkbox"/> 2. Click the Hyperlink to open the demographics for the patient you wish to scan documents <input type="checkbox"/> 3. Click the Attachment Slider on the Left hand side of the screen. (If the slider is not there go to View>Show Attachment Slider) <input type="checkbox"/> 4. Click "New" <input type="checkbox"/> 5. Click Import>Import Images>Drop Down to the new folder you created "Scanned Images" <input type="checkbox"/> 6. Complete the fields <ul style="list-style-type: none"> a. Name= the name of the document b. Type= Attachment Type <input type="checkbox"/> 7. Click File>Save and Exit 	