

# SCANNING QUICK REFERENCE



Scanning	Notes
<ul style="list-style-type: none"><li><input type="checkbox"/> 1. Open Patient Demographics</li><li><input type="checkbox"/> 2. Click the Hyperlink to open the demographics for the patient you wish to scan documents</li><li><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&gt;Show Attachment Slider)</li><li><input type="checkbox"/> 4. Click "New"</li><li><input type="checkbox"/> 5. Click Import&gt;Direct Image</li><li><input type="checkbox"/> 6. Complete the fields<ul style="list-style-type: none"><li>a. Device= Search for your scanner</li><li>b. Attachment Type= From the list created in List Editor</li><li>c. File Name= Any additional information to further define the attachment</li><li>d. Image Format= JPG</li></ul></li><li><input type="checkbox"/> 7. Click OK</li><li><input type="checkbox"/> 8. Verify Defaults for the Scanner</li><li><input type="checkbox"/> 9. Click Scan</li><li><input type="checkbox"/> 10. Once the image is scanned click File&gt;Save and Exit</li></ul> <p>Multiple Pages for the Same Attachment Type</p> <ul style="list-style-type: none"><li><input type="checkbox"/> 1. Once you scan the multiple pages, click the slider to the left (Select Attachment) to view each page.</li><li><input type="checkbox"/> 2. Click Save and Exit</li></ul>	