

1. From the Exam tab (in Scheduling or Registration), select the paperclip icon on the exam link. The Attachment Viewer window displays.

Attachment Viewer										
🔄 Scan	🐑 Import	<u>V</u> erbal						Show a	Il documents fo	r patient
Attached	Туре		Pages	Level	Schedule	Accession #	Procedures	Status	Attached By	Notes
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02-05-2013	Insurance Card		2	Patient					ksponaugle	

From here you can view existing documents and/or scan new documents.

- 2. To view a document, double-click the document row to open the Document Viewer and display the document. This will default to documents directly related to that exam. To show any and all documents for the patient, regardless of exam, click the *Show all documents for patient* check box.
- 3. Print the document by clicking the Print icon in the in the viewer window. If the document is more than 1 page, you must print each page.
- 4. When viewing is complete, click OK in the window.

**Note** that documents with multiple pages will display each page in a thumbnail. To view a particular page, click the thumbnail.



## Quick acquisition of scanned documents

- 1. To scan documents, click the Scan button. This will scan all documents together.
- 2. Right-click each thumbnail that you need to reclassify. After you have selected the appropriate categories for each document, you can edit the document as needed, such as Rotating, Flipping, etc. Prior to clicking OK, you can also delete the document/page.



3. If the scanned document belongs to multiple exams, change the association so that it is attached to all applicable exams.

	Attached	Туре	Pages	s Cohodulad D Coposian # Dracaduraa Sta						
	Equals: 5	Contains:	<b>∀</b> Equals:	▼ <sup>cont</sup> Right-click on						
	06-25-2013	Script/Referral		4 Even						
	06-25-2013	Lab/Pathology Reports		scanned document						
D	06-25-2013	Image Request	View	and select "Change						
	06-24-2013	Other Clinical	Change Type	2.5.00						
	04-23-2013	Script/Referral	Change Associations	2 Exam Associations"						
	04-23-2013	Script/Referral	Edit Note	1 Exam						
	04-23-2013	Drivers License	Move to Patient Level	1 Patient						
	09-28-2012	Insurance Card	Move to Order Level	1 Patient						
	09-27-2012	Patient General	Move to Exam Level	1 Patient						
		🖳 Change Associations		53						
		Select Status	Procedures	Scheduled Date Accession #						
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to and click OK

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- 4. To Import a document, select the Import icon. The location of the file displays.
- 5. Select the file and click Open. The document is loaded in the document view.
- 6. Click OK.

## **Technologist Workflow:**

In the Exam screen, an Attachments tab is active. All steps listed above apply to technologists as well.

