
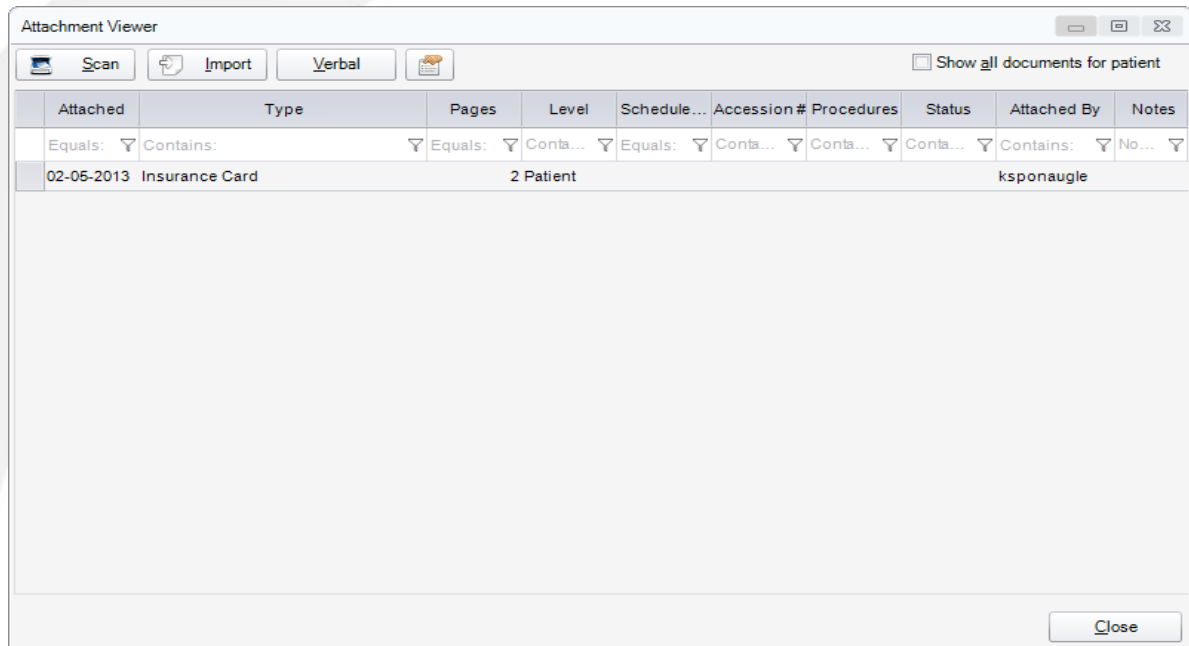




1. From the Exam tab (in Scheduling or Registration), select the paperclip icon  on the exam link. The Attachment Viewer window displays.



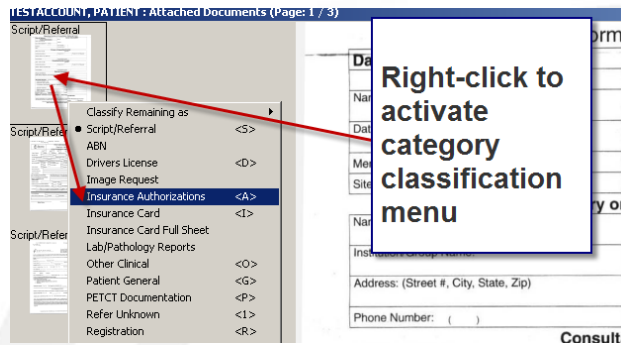
From here you can view existing documents and/or scan new documents.

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.

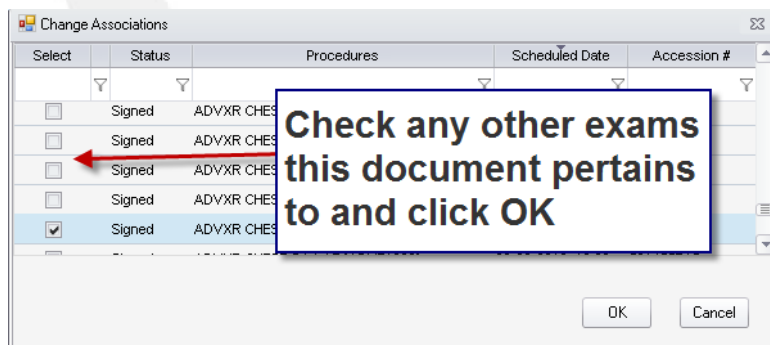
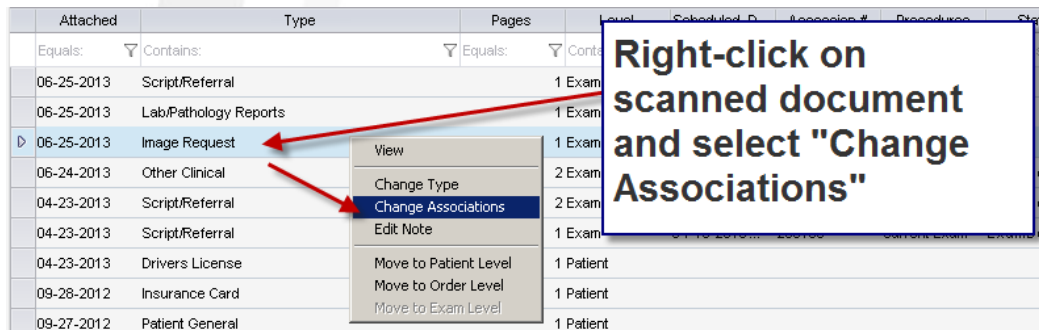
 **Note** that documents with multiple pages will display each page in a thumbnail. To view a particular page, click the thumbnail.

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.



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.

