

## Adding Images to Clinical Media for WOCN, NICU, and Maternity nurses, and Physical Therapy

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### New Process Adding Images to Clinical Media

Images obtained for clinical purposes are imported into secure folders in the M drive, then uploaded into Clinical Media. Secure folders have been created within the M drive for the following departments:

- NICU and OB
- PT Wound staff
- Wound Care

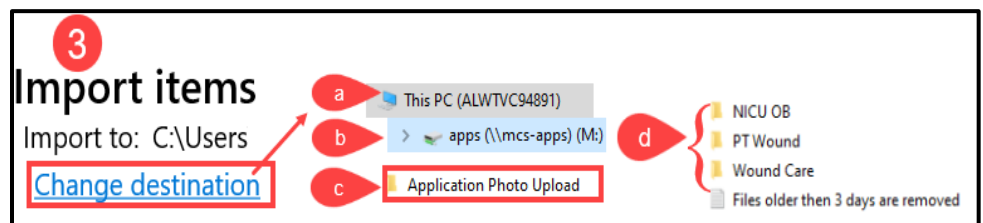
The image is deleted from the M drive folder after being transferred to Clinical Media. Images remaining in the M drive folder after three days will be deleted automatically.

### Adding images to M Drive folders

1. Obtain the image with the MHC owned device.
2. Connect the device to a Munson computer.
3. When prompted to import image, select **Change destination** using steps a-d.

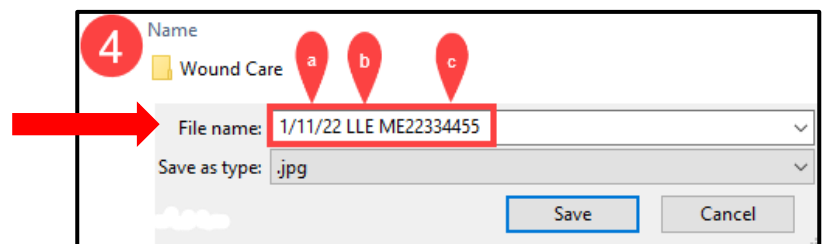
- a. This PC.
- b. M Drive.
- c. Application Photo Upload folder.
- d. Select your department folder

- NICU/OB
- PT Wound
- Wound Care



4. Enter **File name** with the following identifier:

- a. Current date **xx/xx/xx**
- b. Body Part, such as LUE, LLE
- c. Patient **MRN** – Medical Record number



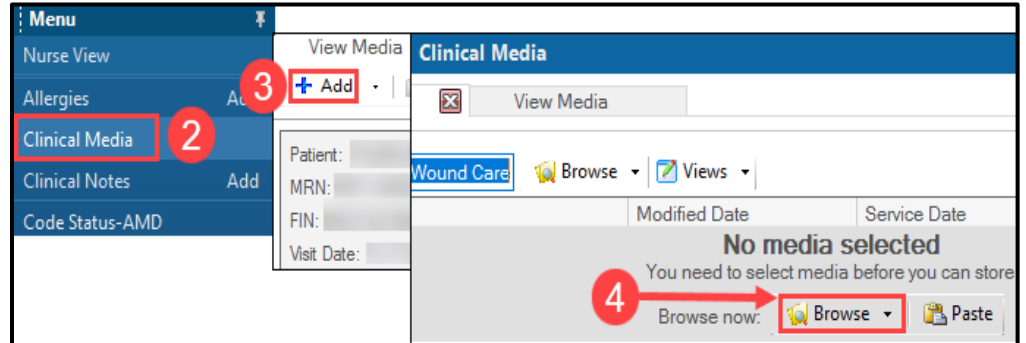
## Adding Images to Clinical Media

for WOCN, NICU, and Maternity nurses, and Physical Therapy

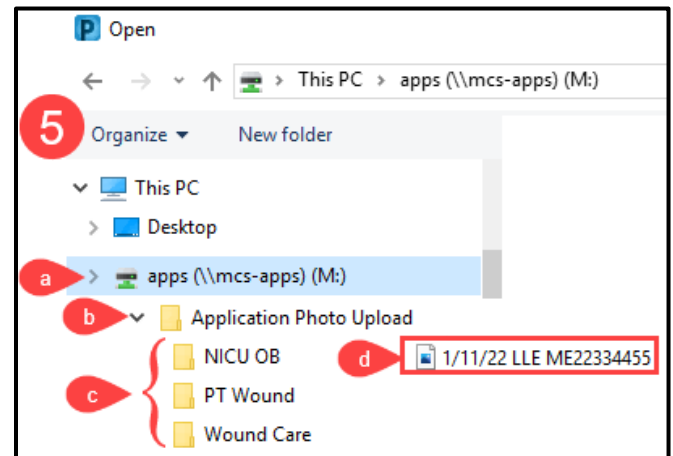
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### Uploading Images from M Drive Folder to Clinical Media

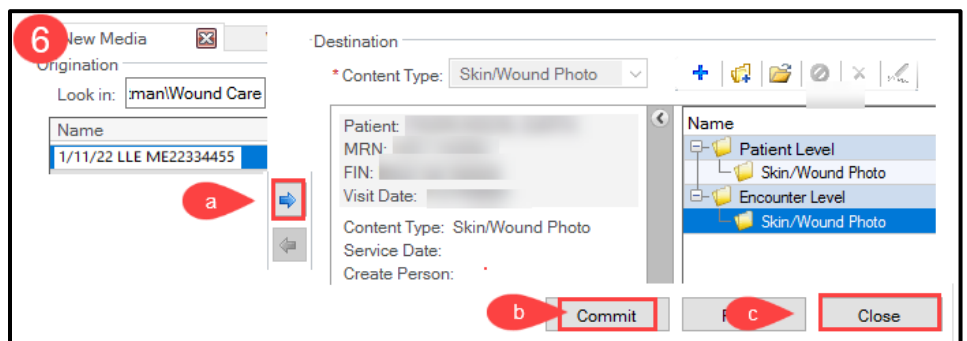
1. Open patient chart.
2. Select **Clinical Media** from the dark menu.
3. Click **Add** on the Clinical Media screen.
4. Click **Browse** from the center of the screen.



5. Under **This PC**, select the following:
  - a. M Drive.
  - b. Application Photo Upload.
  - c. Select the department folder.
  - d. Double click the image.



6. Save into Clinical Media
  - a. Click **arrow** to move image to Encounter Level – Skin Wound Photo.
  - b. Click **Commit** to save.
  - c. Click **Close**.

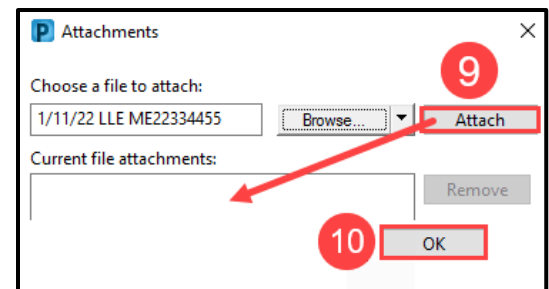
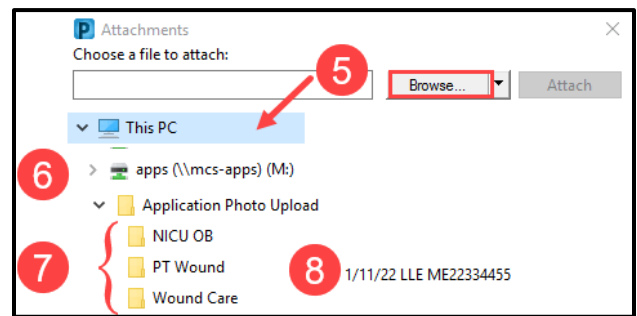
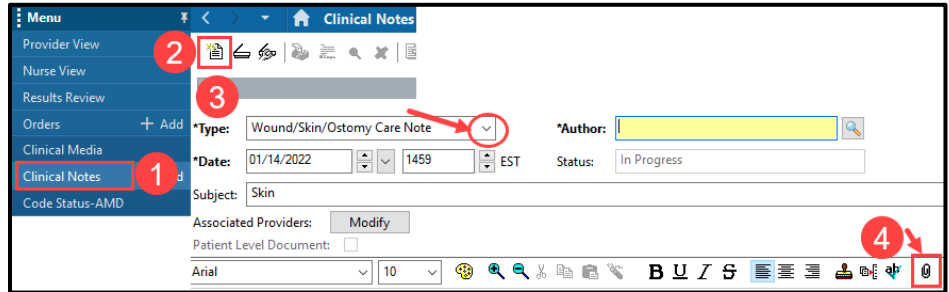


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## Attaching Images to Progress Notes

1. Select **Clinical Notes** from the dark menu.
2. Click the **Add icon**.
3. Select document **type** from the menu.
4. Click the **Attach icon**.
5. Click the **Browse** button to go to **This PC**.
6. Open the **M Drive**.
7. Open your department folder.
8. Click the desired image.
9. Click **Attach**. The image will populate into the current file attachments field.
10. Click **OK**.



## Deleting Images from the M Drive Folder

The image must be deleted from the M drive folder immediately after it has been saved to Clinical Media in the patient's chart. Images that remain in the M drive folder after 3 days will automatically be deleted.

Go the M drive in This PC

1. Click Application Photo Upload
2. Open your department folder
3. Right click on the image
4. Select Delete

