

New Process Adding Images to Clinical Media

Images obtained for clinical purposes must first be imported into a secure folder in the M drive, then uploaded into Clinical Media. 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. Employees must adhere to Munson HealthCare Policy ID 012.038 for all patient photography.

M Drive Clinic Folder and Access Request

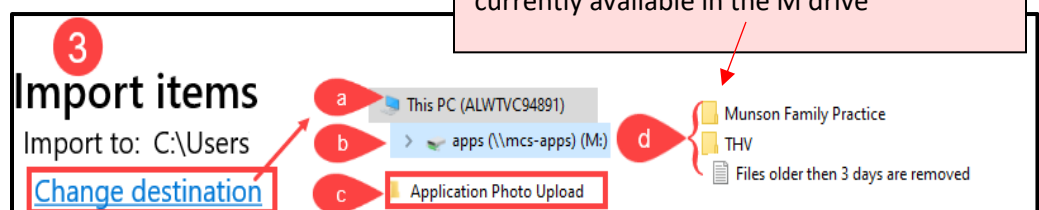
1. Establish the individual(s) in the clinic who will be responsible for uploading images.
2. Complete a Computer Access Request Form requesting a secure M drive folder. Include the name of the clinic and names of employees who need access to the clinic folder.
3. After the M drive folder and employee access is established, follow process below for adding images.

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.

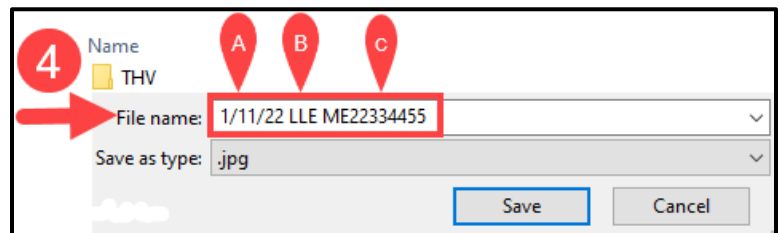
Note: Practice folders shown here are for example purposes only, and are not currently available in the M drive

- a. This PC.
- b. M Drive.
- c. Application Photo Upload folder.



- d. Select the specific clinic folder the image will be uploaded into.

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.

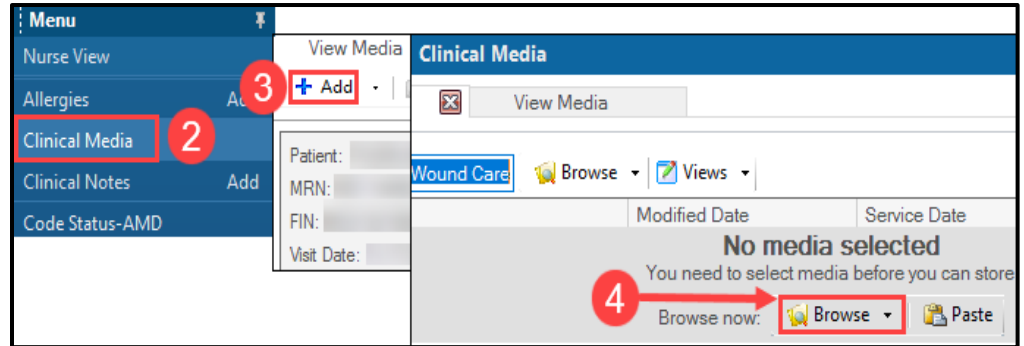


Clinical Media Adding Images for Providers, Clinical Staff and Clerical Staff

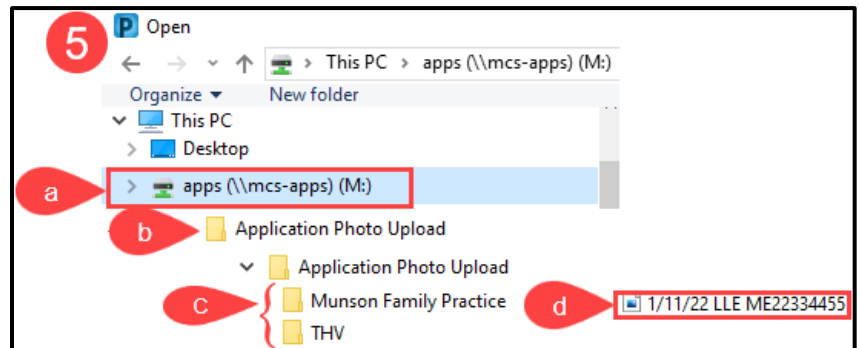
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Uploading Images from M Drive Folder to Clinical Media

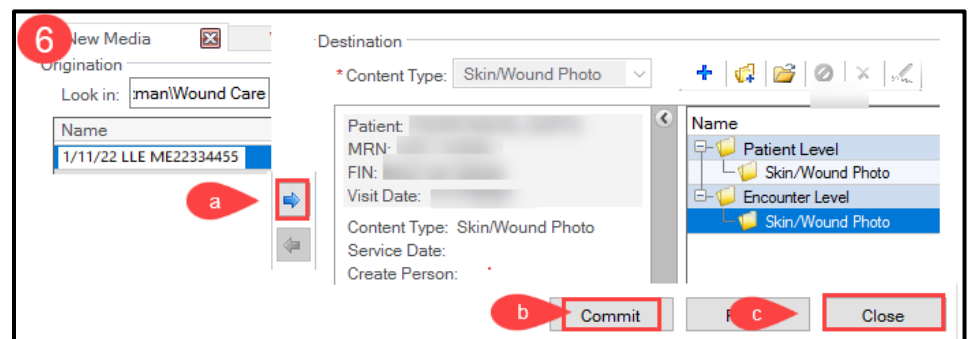
1. Open patient chart.
2. Select **Clinical Media** from the dark menu.
3. Click **Add** on the Clinical Media screen.
4. Click **Browse** from the center of the screen.



5. Under **This PC**, select the following:
 - a. M Drive.
 - b. Application Photo Upload.
 - c. Select the clinic 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**.



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.

1. Under **This PC**, select the following.
 - a. M Drive.
 - b. Application Photo Upload.
 - c. Select the clinic folder.
 - d. Right click on the image.
 - e. Select **Delete**.

