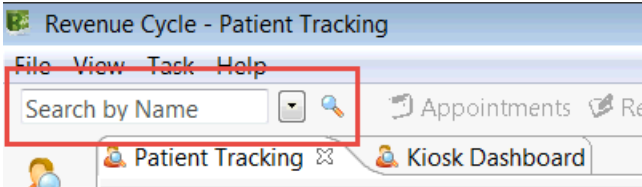


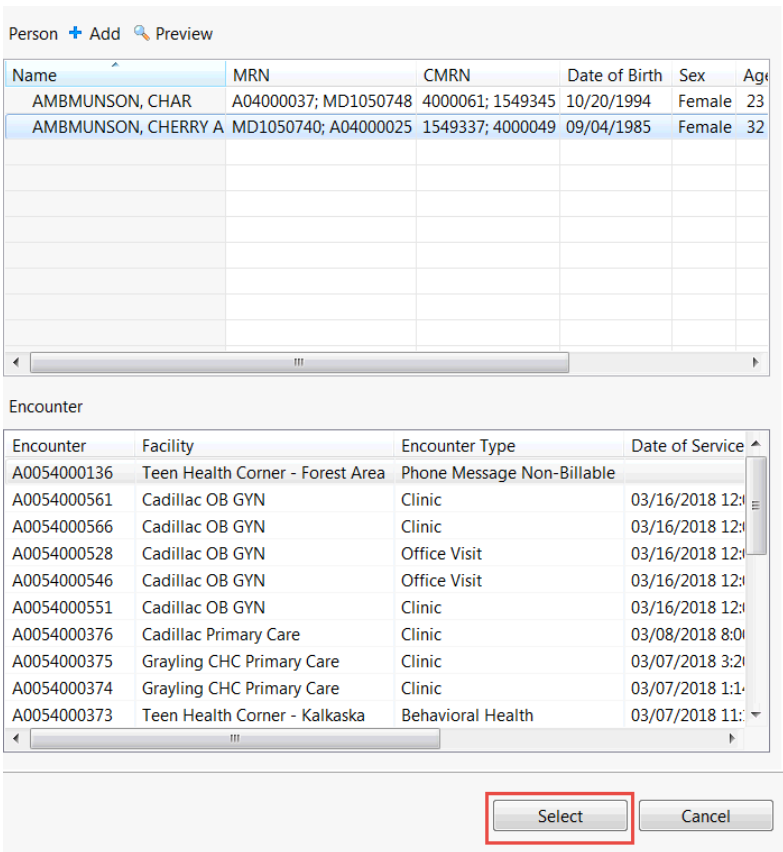
# Scanning Documents into a Patient Chart

Follow the steps below to scan patient documents into a patient chart.

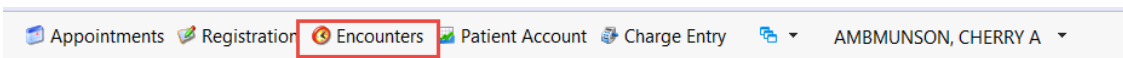
1. Search for patient name in search box and click “enter” on keyboard



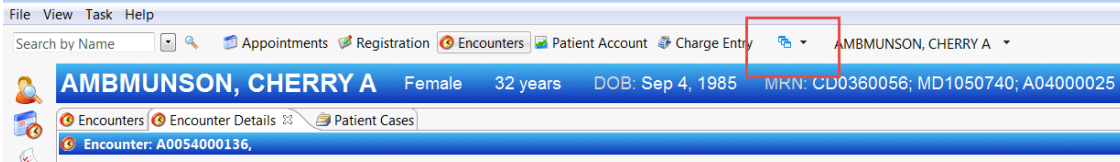
2. Find patient, and click “Select”



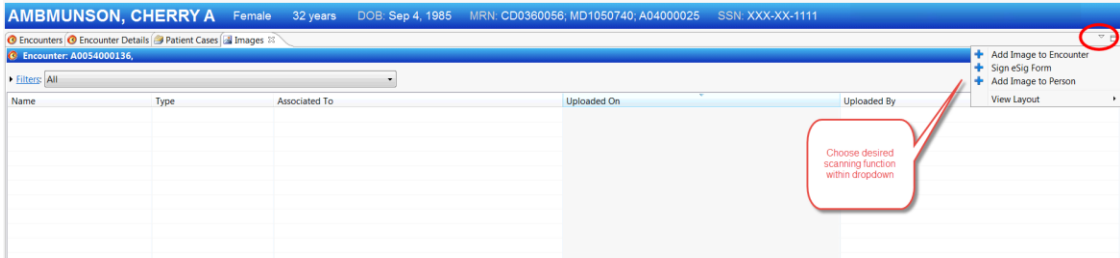
3. Navigate to “Encounters” within top toolbar and select icon



- Click on the arrow next to the stacked folders. Within the drop down, choose "Images"



- Click on arrow, and within drop down, choose desired scanning function



- Complete required fields within "Add Images" conversation and click "Scan". Once document has been captured, click "OK".

